How to fill in results and add your own devices
Proteins, electrophoresis

Getting started 1-2-3

AUTH.01.1
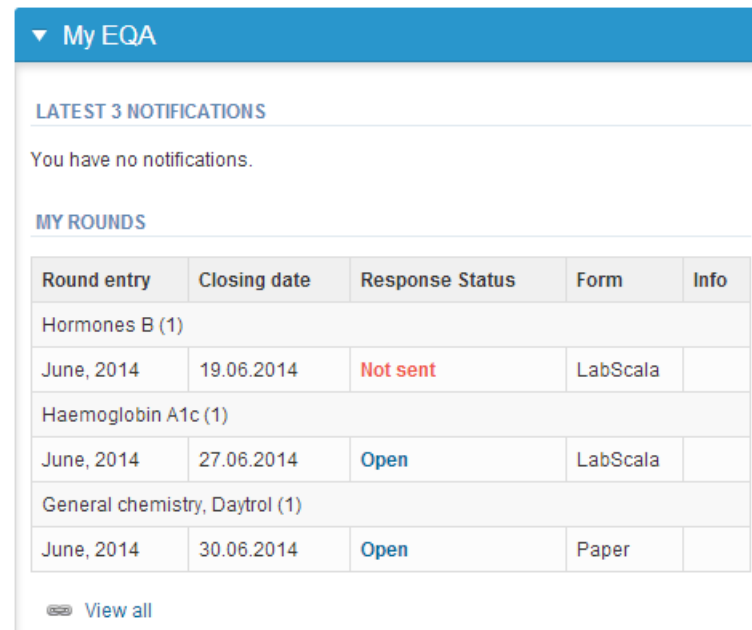
OS5.2

1. Login with your username and password.
2. If you use LabScala for the first time: Login using the existing Mainio (participant services) password
3. Change the password
   - Password needs to have 9 characters, one of which needs to be a letter and one a number
   - This will be your new administrator password
   - If you are already familiar with LabScala, use your own login name and password to access your account
4. Start using LabScala

Filling results

- The easiest way to access open schemes is from "My EQA" on the front page
- In the view of the next 3 closing schemes the closing date and the status of the scheme can be seen
  - **Open** = eForm open for result filling
  - **Not sent** = result filling started but results not sent to Labquality
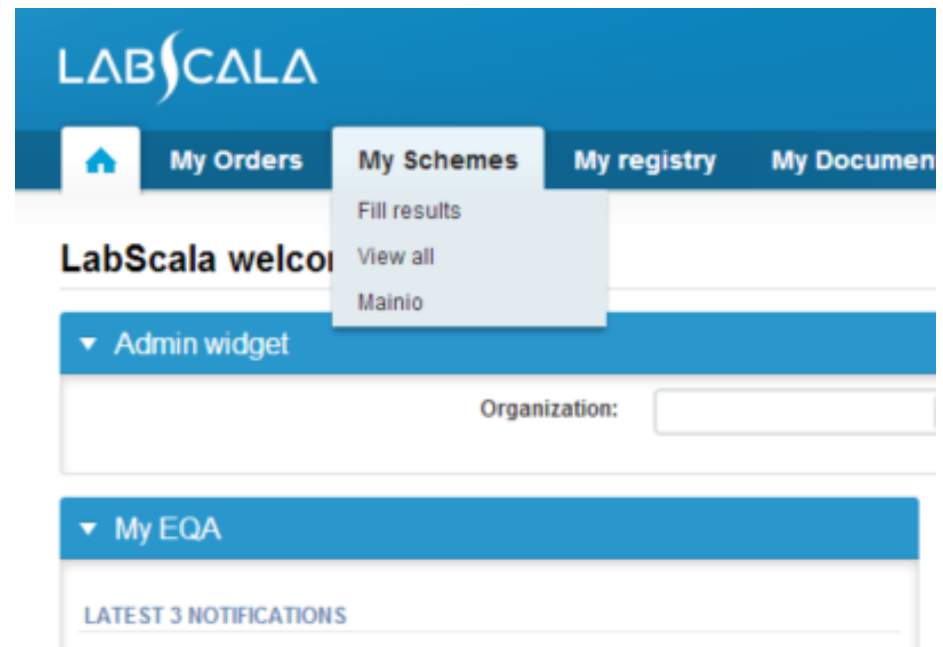 - **Accepted** = results sent to Labquality

Filling results

- The eForms can be accessed also from "My Schemes" in the header
  - **Fill results:** access to eForms that are open for result filling
  - **View all:** access to a list of all ordered schemes
  - **Mainio:** other Internet – surveys and e-schemes

Filling results

- After selecting an open scheme the results can be filled
- Result filling is presented as a process:
  - **Request:** Important round-specific information
  - **Instructions:** Printable instruction letter
  - **Pre-analytics:** Sample delivery information
  - **Analytics:** Enter your results
  - **Post-analytics:** Validation of the results (check and save)
  - **Exit:** Back to the front page
- Access to the next step of the process can be done after the previous step is completed

Request

- After opening the scheme the request page is opened with the following information
  - **Product**: here it can be seen what and how much has been ordered
  - **Delivery:** samples sent from Labquality
  - **Opening:** Result filling /eForm is opened
  - **Closing:** eForm is closed
  - **Status:** status of the scheme (Open, Draft, Final as before)
- Also the scheme specific contact information is filled here
  - The contact persons receive reminders and important scheme-specific information
  - **At least one contact person needs to be named!**

Filling results

- First add your **scheme-specific** contact info by pressing plus – sign

- Fill in name and email address or phone number (you can add as many contact persons as you like)

- **Save** and choose Next

MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	➕

Next   Exit

Add scheme contact person

▼ Add/edit scheme contact person

* Name: [   ]

Email: [   ]

Phone: [   ]

Back

Instructions

- In Instructions the scheme-specific instructions can be read and printed by pressing the "Print instructions" button on the bottom of the page

LABQUALITY

External Quality Assessment Scheme
Proteins, electrophoresis   1, 2015

Specimens
Sample 001 (S001: LQ735415011) and Sample 002 (S002: LQ735415012) are lyophilized human serum preparations.

Quality control specimens derived from human blood must be handled as patient samples, i.e. as potential transmitters of serious diseases. The specimens are found to be HBsAg and HIVAb negative when tested with licensed reagents, but no known test method can offer complete assurance that the specimens will not transmit these or other infectious diseases.

Add 1 ml distilled or deionized water into samples and let stand for 30 minutes.

Handle the samples in the same way as patient specimens and analyse them as soon as possible after reconstitution. Let the samples warm to room temperature before use. Samples are stable for 48 hour after reconstitution in + 2 ... +8°C.

Pre-analytics

- In Pre-analytics, the following is asked
  - **Sample arrival date**
  - **Quantity received:** How many sample sets were received
  - **Sample storage condition:** How have the samples been stored before analysis (refrigerator, room temperature, freezer, other)
  - **Sample preparation date:** if done, if not, can be left empty
- Comments can be saved if needed
- Move forward by selecting "Save & next"

Proteins, electrophoresis, February, 1-2015 pre-analytics

? Help

Request>>Instructions>>**Pre-analytics**>>Analytics>>Post-analytics>>Exit

Sample registration

▼ Sample registration

Product	Has eForm	Code	Quantity ordered	Sample arrival date	Quantity received	Sample storage conditions	Sample preparation date
Proteins, electrophoresis, February, 1-2015	Yes	2240	1	13.02.2015	1	+2 ... +8 C	16.02.2015

Results – how to start

- In Analytics page the results can be filled
- Quantitative results are filled in the upper part of the sheet
- Qualitative results (heavy/light chain, M component) are filled in the lower part of the sheet
- If you have ordered multiple sample sets, the sets can be seen on the top of this view
- If the scheme has multiple samples, the samples are listed on top of the result form (e.g. Sample S001 and Sample S002)
- Result filling is started by selecting the measurement day
- Saved device can be chosen from the dropdown list in the result form
- If you do not have your devices saved, select add device from the dropdown list
- Write your result and unit onto the sheet

Sample S001

▼ Measurement no. 1   Add result ➕

* Measurement date	Analyte	* Device	* Instrument	* Reagent	* Result	Unit
16.02.2015	Proteiini, total	elfo roche/001	cobas c501	Total Protein	45	g/l
	Albumin					
16.02.2015	Alfa-1-globulin	elfo sebia/001	Capillarys 2	Capillarys 2 Agarose gel	2	g/l
	Alfa-2-globulin					

Results (2)

- Findings of heavy and light chain and M component are reported in the drop down menu

* Heavy chain	* Light chain	Details	Add
IgD	Kappa		✏ ✕
- Choose - ▾	- Choose - ▾		➕

* Did you find the M-component ?
- Choose ▾

- You can report one or more heavy and light chains and also M component
- After selecting heavy and/or light finding please click on the + sign on the right side and the the results will be included
- Select "yes" or "no" from the dropdown menu "Did you find M-component".

Own devices

(adding crp instrument here as an example)

- In your devices list you are able to see all your devices that you have saved in LabScala
- If you have saved no devices, the list is empty
- Adding devices is done by selecting "New device"

NB! * - marked fields are mandatory!

Client: 1999 Labquality Oy

Client code: 1999 [ ] 🔍 📅

Access to the background register

DEVICE

* Instrument: [   ] ☰

* Manufacturer: [   ] ☰

Nickname: * : [   ]

3 digit code or free text. Check instructions!

* Start date: [   ] 📅

Please note! The Start date must be earlier or the same as the Measurement date on the Result form.

End date: [   ] 📅

This field is not mandatory. The instrument cannot be used after the end-date.

Location: [   ]

Client system ID: [   ]

USED FOR MEASURING SCHEMES

Free text – fields. If something is written, LabScala searches the background register for matches.
Hint! If you write a part of your instrument name you do not need to fill in the manufacturer, LabScala does it for you!
Please make sure that you write a nickname for your instrument.

Product		Active
- Choose -	▼	➕

ADDITIONAL INFORMATION

N.B. this information will not be read by Labquality, only for your internal notes

[   ]

Back

Save

(LQ.14.01.1)

Add a device

Client: 1999 Labquality Oy
Client code: 1999 [ ] 🔍 📅

DEVICE

* Instrument: [ ] ▤
* Manufacturer: [ ] ▤
Nickname: * : [ ]

3 digit code or free text. Check instructions!

* Start date: [ ] 📅

Please note! The Start date must be earlier or the same as the Measurement date on the Result form.

End date: [ ] 📅

This field is not mandatory. The instrument cannot be used after the end-date.

Location: [ ]

Client system ID: [ ]

Fill in the **start date** when you started to use this device. This date must be earlier than the date when you analyze the samples.

Fill in your own **system ID** for this device
Please fill in the 3-digit code below this filed.
Please see the additional note about this.

USED FOR MEASURING SCHEMES

Product   Active

- Choose -   ▼   ➕

ADDITIONAL INFORMATION
N.B. this information will not be read by Labquality, only for your internal notes

[ ]

You can also fill in **end date**, after this date this device is not valid on this scheme (you can leave it also empty).
Fill in the **location** of this device, for example Room 10.

Back   Save

(LQ.14.01.1)

NB! * - marked fields are mandatory!

Client: 1999 Labquality Oy

Client code: 1999 [ ] 🔍 📅

DEVICE

* Instrument: [ ] 📋

* Manufacturer: [ ] 📋

Nickname: * : [ ]

3 digit code or free text. Check instructions!

* Start date: [ ] 📅

Please note! The Start date must be earlier or the same as the Measurement date on the Result form.

End date: [ ] 📅

This field is not mandatory. The instrument cannot be used after the end-date.

Location: [ ]

Client system ID: [ ]

USED FOR MEASURING SCHEMES

Product	Active
- Choose - ▼	➕

ADDITIONAL INFORMATION

N.B. this information will not be read by Labquality, only for your internal notes

[ ]

Dropdown menu. Select the scheme in which you want this device to be used. Add it by pressing the Active – plus – sign on the right.

Back

Save

(LQ.14.01.1)

1. Check that the analyte is active

USED FOR MEASURING SCHEMES

Product	Active
[-] C-reactive protein (CRP), quantitative methods	☑

Analyte	Definition	Active	
		All ▼	🔍
CRP			

2. Add the reagent info by clicking the Analyte-text

- Choose - ▼   ➕

ADDITIONAL INFORMATION

N.B. this information will not be read by Labquality, only for your internal notes

Additional information if needed

Back   Save

3. Back to My devices or Save

Adding reagent

Access to background register

Product wise device definition

 Help

▼ Add device`s reagent info for Analyte CRP

* Reagent manufacturer: ORION DIAGNOSTICA

* Reagent: QuikRead go CRP

* Measure unit: mg/l ▼

Choose your unit!

Back

Save

Free text – fields. If something is written, LabScala searches the background register for matches.

Remember to save!

Saving device information

Results

- There is place for comments at the end of the page
- Options for saving on this page are
  - Use "Save as draft", if you don't want to send the results yet
  - Use "Save as final", if you want to send the results to Labquality
- Back to list –button takes you back to the front page
- Clear all page data –button clears all the information on this page
- Note! If your result is above (>) or under (<) some concentration, please mark your result without space (e.g. <20).

Results

- If "Save as final" was selected the results are saved and the table is closed. The data can be edited by selecting "Edit data" from the bottom of the page
- By selecting "Next" LabScala takes you automatically to the next sample or sample set to be filled

| Sample S001 | Sample S002 | | | | | | |

▼ CRP measurement results for Sample S001

Measurement date	Analyte	Device	Instrument	Reagent	Result	Unit
28.05.2014	CRP	007	QuikRead Go	QuikRead go CRP	65	mg/l

COMMENTS

Back to list   Edit data

Next

Post-analytics

- When all of the results have been filled the user is taken to Post-analytics for result validation
  - **Product:** what part of the process is being validated
  - **Sample set:** which sample set is being validated
  - **Sample:** which sample
  - **Errors:** if there are analyte-specific validation limit errors these are shown here
  - **Last saved:** The user who has saved the results
  - **Date:** date of last saving
  - **Status:** status of the results (Accepted, Draft, Open, Error)

▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Rauvo, Päivi	13.06.2014 09:30	Accepted
C-reactive protein (CRP), quantitative methods	1	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Accepted
C-reactive protein (CRP), quantitative methods	1	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Accepted
C-reactive protein (CRP), quantitative methods	2	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Draft
C-reactive protein (CRP), quantitative methods	2	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	3	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	3	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	4	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	4	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	5	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	5	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open

Accept and send results   Exit

Post-analytics

- The results can be edited by selecting the correct sample
- When all of the states are such that the results can be sent to Labquality, select "Accept and send results"
- If you wish not to send the results yet, select "Exit"
- The results can be edited as long as the round is open, even if "Accept and send results" has been selected

▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Rauvo, Päivi	13.06.2014 09:30	Accepted
C-reactive protein (CRP), quantitative methods	1	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Accepted
C-reactive protein (CRP), quantitative methods	1	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Accepted
C-reactive protein (CRP), quantitative methods	2	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Draft
C-reactive protein (CRP), quantitative methods	2	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	3	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	3	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	4	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	4	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	5	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	5	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open

Accept and send results   Exit

Exit

- After selecting "Exit" you will be taken back to the front page

LabScala buttons

Save — Enables you to save changes on the form

Back — Takes you back to the previous view

+ — Enables you to add some information. In tables it adds a row.

Edit — Edit button enables you to edit texts and information

Delete (X) — Delete button enables you to delete texts and information

Accept (✓) — Accept button marks something as being accepted or valid

Lookup (🔍) — Lookup button marks a search field where you can enter text to be searched for

List — List button marks a field where you can search from the background register

Home (🏠) — Takes you back to the front page

Questions?

- In case you have questions, please contact:

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- In order to help our customers use LabScala we have created short LabScala-videotutorials for the most used functions: login, adding users, adding devices, how to use the eForms etc. The videos can be found on LabScala's own YouTube-account at https://www.youtube.com/user/LabScala