



How to fill in results and
add your own devices
ESR

Getting started 1-2-3



The image shows the LabScala login interface. At the top is a blue header with the LabScala logo and name. Below the header, the title "Login with username and password" is displayed. There are two input fields: "Username:" and "Password:". Below the password field is a blue "Login" button and a link "Forgot your password?".

AUTH.01.1



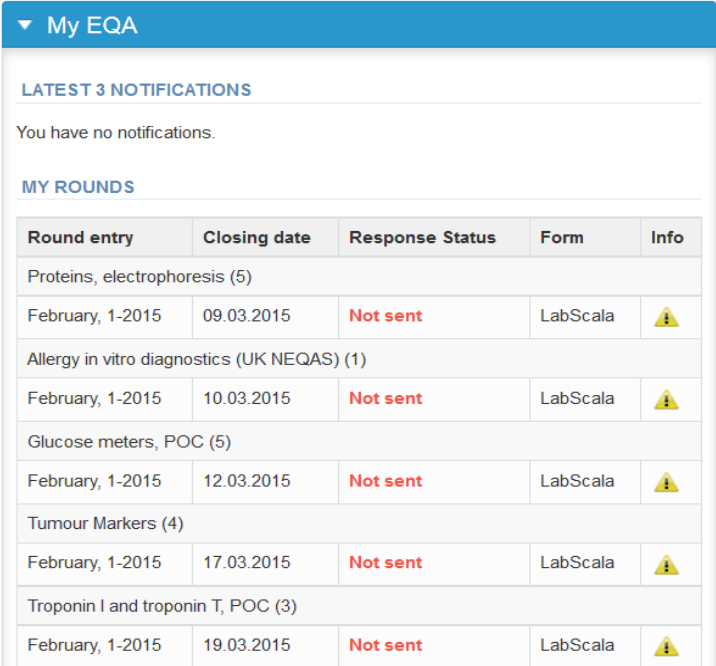
The image shows the LabScala password change interface. At the top is a blue header with the LabScala logo and name. Below the header, the title "Password change" is displayed. There are three input fields: "Old password:", "New password:", and "Repeat new password:". Below the "Repeat new password" field are two buttons: "Change" and "Back".

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



The screenshot shows a web interface titled "My EQA". Under the heading "LATEST 3 NOTIFICATIONS", it states "You have no notifications." Below this is a section titled "MY ROUNDS" which contains a table of closing schemes. The table has five columns: Round entry, Closing date, Response Status, Form, and Info. The data rows are grouped by scheme type: Proteins, electrophoresis (5); Allergy in vitro diagnostics (UK NEQAS) (1); Glucose meters, POC (5); Tumour Markers (4); and Troponin I and troponin T, POC (3). Each row in the table shows a closing date of 2015, a response status of "Not sent", and a "LabScala" form. Each row also includes a yellow warning triangle icon in the Info column.

Round entry	Closing date	Response Status	Form	Info
Proteins, electrophoresis (5)				
February, 1-2015	09.03.2015	Not sent	LabScala	⚠
Allergy in vitro diagnostics (UK NEQAS) (1)				
February, 1-2015	10.03.2015	Not sent	LabScala	⚠
Glucose meters, POC (5)				
February, 1-2015	12.03.2015	Not sent	LabScala	⚠
Tumour Markers (4)				
February, 1-2015	17.03.2015	Not sent	LabScala	⚠
Troponin I and troponin T, POC (3)				
February, 1-2015	19.03.2015	Not sent	LabScala	⚠

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

LabScala welcomes you ! Help

▼ Admin widget

Organization:

▼ My EQA

SCHEMES LIST (EQA-COORDINATOR)

Product	Orders	Ordering end date	Delivery start date
2510 - Alcohol in blood: Ethylene glycol in whole blood	2510: 0-8-0	15.02.2015	27.02.2015
2510 - Alcohol in blood: Ethanol+Methanol +Isopropanol in whole blood	2510: 23-27-0	15.02.2015	27.02.2015
2517 - Alcohol in blood: Ethylene glycol in serum	2517: 28-32-0	15.02.2015	27.02.2015
2511 - Alcohol in blood: Ethanol+Methanol +Isopropanol in serum	2511: 145 152 0	15.02.2015	27.02.2015
2730 - Erythrocyte sedimentation rate	2730: 460-498-0	15.02.2015	10.03.2015

▼ Shortcuts & messages

SHORTCUTS

- Fill results (Mainio)
- Go to Mainio
- Scheme delivery list
- View reports < 2015
- e-schemes
- View reports

MESSAGES

Postponed rounds: 7800 - Preanalytics, clinical chemistry 1, 2015

The February round 7800 - Preanalytics, clinical chemistry 1, 2015 is postpone. The new delivery date will be published as soon as possible.

Entering results

Please note that although all your ordered rounds are visible in LabScala, not all have an eForm in LabScala. Results for our rounds are sent using "e-schemes" - link on the front page, "Go to Mainio" - link on the front page or via LabScala. And almost half of our rounds are still sent using paper forms.

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!**



Welcome to the round of Erythrocyte sedimentation rate, March, 1-2015 analysis Help

[Request](#)>>[Instructions](#)>>[Pre-analytics](#)>>[Analytics](#)>>[Post-analytics](#)>>[Exit](#)

MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
Erythrocyte sedimentation rate(2)					
	10.03.2015	10.03.2015	31.03.2015	Ordered	LabScala
Erythrocyte sedimentation rate: Alifax; Sarstedt tube(2)					
	10.03.2015	10.03.2015	31.03.2015	Ordered	LabScala
Erythrocyte sedimentation rate: Alifax; Greiner tube(2)					
	10.03.2015	10.03.2015	31.03.2015	Ordered	LabScala

MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	
Pirjo Makkonen	pirjo@testi.fi	 



▶ Coordinator contact information

[Next](#) [Exit](#)

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	
Pirjo Makkonen	pirjo@testi.fi	 

Add scheme contact person

▼ Add/edit scheme contact person

* Name:

Email:

Phone:

[Back](#)

Next

Exit

Instructions

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

Erythrocyte sedimentation rate, March, 1-2015 instructions

 Help

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

7473-Erythrocyte sedim...

2731-Erythrocyte sedim...

2732-Erythrocyte sedim...

Please find instructions by pressing the 'Print instructions' button.

Print instructions

Next

Exit

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"

Erythrocyte sedimentation rate, March, 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
Erythrocyte sedimentation rate: Alifax; Sarstedt tube, March, 1-2015	Yes	2732	2	29.01.2015	<input type="text" value="2"/>	+2 ... +8 C	29.01.2015
Erythrocyte sedimentation rate, March, 1-2015	Yes	2730	2	29.01.2015	<input type="text" value="2"/>	+2 ... +8 C	29.01.2015
Erythrocyte sedimentation rate: Alifax; Greiner tube, March, 1-2015	Yes	2731	2	29.01.2015	<input type="text" value="2"/>	+2 ... +8 C	29.01.2015

COMMENTS

Results – how to start

- In Analytics page the results can be filled
- 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
- Used device can be chosen from the dropdown list in the result form
- If you do not find your device, please contact Labquality

Erythrocyte sedimentation rate, March, 1-2015 - Sample set 1 (Sample S001) [Help](#)

<<Previous step>>**Erythrocyte sedimentation rate**>>Erythrocyte sedimentation rate: Alifax; Greiner tube>>Erythrocyte sedimentation rate: Alifax; Sarstedt tube>>Next step

SAMPLE SETS

First Previous **1** 2 Next Last

Sample S001

▼ Measurement results no. 1 [Add result +](#)

* Measurement date	Analyte	* Pipette/Tube/Device	* Result	Comment
09.03.2015	Sedimentation rate	StaRRsed	<input type="text"/>	<input type="text"/>

COMMENTS

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).

Erythrocyte sedimentation rate, March, 1-2015 - Sample set 2 (Sample S001)

[Help](#)

[<<Previous step>>](#)[Erythrocyte sedimentation rate](#)[>>](#)[Erythrocyte sedimentation rate: Alifax; Greiner tube](#)[>>](#)[Erythrocyte sedimentation rate: Alifax; Sarstedt tube](#)[Next step](#)

SAMPLE SETS

FirstPrevious1 2NextLast

Sample S001

▼ Measurement results no. 1 Add result +

* Measurement date	Analyte	* Pipette/Tube/Device	* Result	Comment
09.03.2015	Sedimentation rate	<input type="text"/>		<input type="text"/>

COMMENTS

Back to list**Edit data**Save as draftSave as final

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
- If you want to give additional results, press the plus (+) sign on the right

Erythrocyte sedimentation rate, March, 1-2015 - Sample set 2 (Sample S001) [Help](#)

<<Previous step>>[Erythrocyte sedimentation rate](#)>>[Erythrocyte sedimentation rate: Alifax; Greiner tube](#)>>[Erythrocyte sedimentation rate: Alifax; Sarstedt tube](#)>>Next step

SAMPLE SETS

First Previous 1 2 Next Last

Sample S001

▼ Measurement results no. 1 Add result +


▼ Measurement results no. 2 Add result + X

* Measurement date	Analyte	* Pipette/Tube/Device	* Result	Comment
<input type="text"/>	Sedimentation rate			

COMMENTS

Back to list [Clear all page data](#) [Save as draft](#) [Save as final](#)

Edit data



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)

Validate results

Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Makkonen, Pirjo	29.01.2015 15:48	Accepted
Erythrocyte sedimentation rate	1	Sample S001	OK	Makkonen, Pirjo	09.03.2015 15:25	Accepted
Erythrocyte sedimentation rate	2	Sample S001	OK	Makkonen, Pirjo	10.03.2015 09:02	Accepted
Erythrocyte sedimentation rate: Alifax; Greiner tube	1	Sample S002	OK	Makkonen, Pirjo	09.03.2015 10:46	Accepted
Erythrocyte sedimentation rate: Alifax; Greiner tube	1	Sample S003	OK	Makkonen, Pirjo	09.03.2015 10:48	Accepted
Erythrocyte sedimentation rate: Alifax; Greiner tube	1	Sample S004	OK	Makkonen, Pirjo	09.03.2015 10:49	Accepted
Erythrocyte sedimentation rate: Alifax; Greiner tube	2	Sample S002	OK	Makkonen, Pirjo	09.03.2015 10:50	Accepted
Erythrocyte sedimentation rate: Alifax; Greiner tube	2	Sample S003	OK	Makkonen, Pirjo	10.03.2015 09:02	Accepted
Erythrocyte sedimentation rate: Alifax; Greiner tube	2	Sample S004	OK	Makkonen, Pirjo	09.03.2015 10:51	Accepted
Erythrocyte sedimentation rate: Alifax; Sarstedt tube	1	Sample S002	OK	Makkonen, Pirjo	10.03.2015 09:02	Accepted
Erythrocyte sedimentation rate: Alifax; Sarstedt tube	1	Sample S003	OK	Makkonen, Pirjo	09.03.2015 10:08	Accepted
Erythrocyte sedimentation rate: Alifax; Sarstedt tube	1	Sample S004	OK	Makkonen, Pirjo	09.03.2015 10:52	Accepted
Erythrocyte sedimentation rate: Alifax; Sarstedt tube	2	Sample S002	OK	Makkonen, Pirjo	09.03.2015 10:09	Accepted
Erythrocyte sedimentation rate: Alifax; Sarstedt tube	2	Sample S003	OK	Makkonen, Pirjo	09.03.2015 10:53	Accepted
Erythrocyte sedimentation rate: Alifax; Sarstedt tube	2	Sample S004	OK	Makkonen, Pirjo	09.03.2015 10:54	Accepted

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

Validate results

Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Makkonen, Pirjo	29.01.2015 15:48	Accepted
Erythrocyte sedimentation rate	1	Sample S001	OK	Makkonen, Pirjo	09.03.2015 15:25	Accepted
Erythrocyte sedimentation rate	2	Sample S001	OK	Makkonen, Pirjo	10.03.2015 09:02	Accepted
Erythrocyte sedimentation rate: Alifax; Greiner tube	1	Sample S002	OK	Makkonen, Pirjo	09.03.2015 10:46	Accepted
Erythrocyte sedimentation rate: Alifax; Greiner tube	1	Sample S003	OK	Makkonen, Pirjo	09.03.2015 10:48	Accepted
Erythrocyte sedimentation rate: Alifax; Greiner tube	1	Sample S004	OK	Makkonen, Pirjo	09.03.2015 10:49	Accepted
Erythrocyte sedimentation rate: Alifax; Greiner tube	2	Sample S002	OK	Makkonen, Pirjo	09.03.2015 10:50	Accepted
Erythrocyte sedimentation rate: Alifax; Greiner tube	2	Sample S003	OK	Makkonen, Pirjo	10.03.2015 09:02	Accepted
Erythrocyte sedimentation rate: Alifax; Greiner tube	2	Sample S004	OK	Makkonen, Pirjo	09.03.2015 10:51	Accepted
Erythrocyte sedimentation rate: Alifax; Sarstedt tube	1	Sample S002	OK	Makkonen, Pirjo	10.03.2015 09:02	Accepted
Erythrocyte sedimentation rate: Alifax; Sarstedt tube	1	Sample S003	OK	Makkonen, Pirjo	09.03.2015 10:08	Accepted
Erythrocyte sedimentation rate: Alifax; Sarstedt tube	1	Sample S004	OK	Makkonen, Pirjo	09.03.2015 10:52	Accepted
Erythrocyte sedimentation rate: Alifax; Sarstedt tube	2	Sample S002	OK	Makkonen, Pirjo	09.03.2015 10:09	Accepted
Erythrocyte sedimentation rate: Alifax; Sarstedt tube	2	Sample S003	OK	Makkonen, Pirjo	09.03.2015 10:53	Accepted
Erythrocyte sedimentation rate: Alifax; Sarstedt tube	2	Sample S004	OK	Makkonen, Pirjo	09.03.2015 10:54	Accepted

Accept and send results

Exit

Exit

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

LabScala welcomes you !

[? Help](#)

▼ My EQA

LATEST 3 NOTIFICATIONS

You have no notifications.

MY ROUNDS


Round entry	Closing date	Response Status	Form	Info
Parasites in faeces, virtual microscopy (1)				
April, 2014	18.06.2014	Not sent	LabScala	⚠
Rotavirus and adenovirus antigen detection (4)				
June, 2014	19.06.2014	Not sent	LabScala	⚠
Coeliac disease (1)				
June, 2014	26.06.2014	Not sent	LabScala	⚠

▼ Shortcuts & messages

SHORTCUTS

- Place orders
- View reports
- e-schemes
- Fill results (Mainio)
- Go to Mainio

MESSAGES

 **LabScala videos on YouTube**

As more and more functionality is added to our EQA-portal LabScala, the need for userguidance is for sure needed.

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 [http://www.youtube.com](#)

LabScala buttons

A blue rectangular button with the word "Save" in white text.

Enables you to save changes on the form

A blue rectangular button with the word "Back" in white text.

Takes you back to the previous view



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



Edit button enables you to edit texts and information



Delete button enables you to delete texts and information



Accept button marks something as being accepted or valid



Lookup button marks a search field where you can enter text to be searched for



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



Takes you back to the front page

Questions?

- In case you have questions, please contact:
Pirjo Makkonen
pirjo.makkonen@labquality.fi

Jonna Pelanti
jonna.pelanti@labquality.fi
- 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>