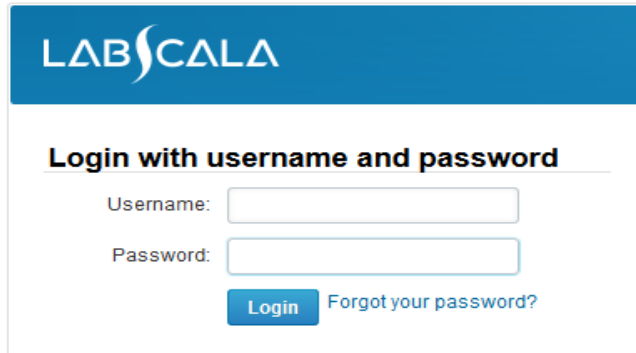




How to fill in results

7801 Preanalytics,  
Phlebotomy

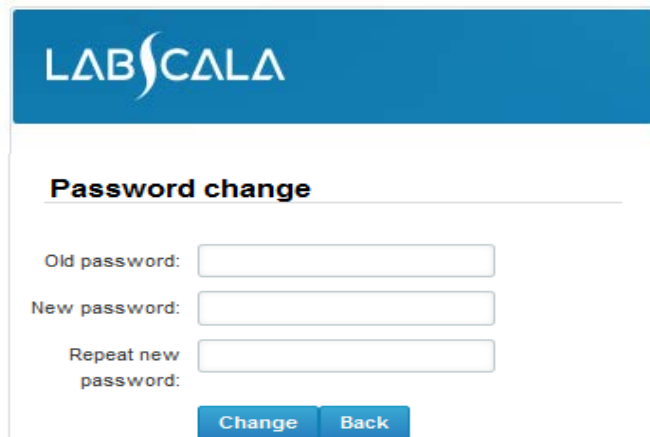
# Getting started 1-2-3



The image shows the LabScala login page. At the top is a blue header with the LabScala logo. Below the header, the text "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?".

Please make sure that you used five digit client code as username, e.g. 02399!

[Read this before your first login to LabScala!](#)



The image shows the LabScala password change page. At the top is a blue header with the LabScala logo. Below the header, the text "Password change" is displayed. There are three input fields: "Old password:", "New password:", and "Repeat new password:". Below the fields 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
  - **Fill results** = eForm open for result filling
  - **Not sent** = result filling started but results not sent to Labquality
  - **Accepted** = results sent to Labquality

My EQA

MY REPORTS

[Go to Mainio reports](#)

LATEST 3 NOTIFICATIONS

You have no notifications.

MY ROUNDS

Round entry	Closing date	Response Status	Form	Info
Mycobacterial culture and smear (1)				
September, 3-2014	13.11.2014	<a href="#">Fill results</a>	Paper	
Parasites in faeces, virtual microscopy (1)				
October, 2-2014	14.11.2014	<a href="#">Fill results</a>	LabScala	
Parasites in blood, virtual microscopy (2)				
October, 2-2014	20.11.2014	<a href="#">Fill results</a>	LabScala	

[View all](#)

# 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
  - **View history:** access to a list of closed surveys
  - **Mainio:** other Internet – surveys and e-schemes

The screenshot displays the LabScala web application interface. At the top, there is a navigation bar with tabs for 'My Orders', 'My Schemes', 'My Registry', and 'My Documents'. The 'My Schemes' tab is active, and its dropdown menu is open, showing options: 'Fill results', 'View all', 'View history', and 'Mainio'. Below the navigation bar, the user is logged in as 'LabScala welcome'. The main content area is titled 'My EQA' and contains three sections: 'MY REPORTS' with links for 'View reports' and 'View reports < 2015'; 'LATEST 3 NOTIFICATIONS' with the message 'You have no notifications.'; and 'MY ROUNDS' which includes a table of survey rounds.

Round entry	Closing date	Response Status	Form	Info
Reticulocyte count (7)				
June, 2-2015	10.07.2015	Not sent	LabScala	⚠

# My Schemes

- From My Schemes you can find all products that have been ordered for you.
- From this list you can find
  - Closing dates for rounds
  - Forms that are used
  - If there is a LabScala form, you can log in with blue Open text
- If you change your view from Active to History or All, you can see results of all schemes that have LabScala form.

▼ My Schemes -

Showing entries 1-3 [Total 3] Display: Active ▼

Sub-Program	Scheme	Round	Products ordered	Closing date	Form	Status	
					(All) ▼	(All statuses) ▼	
Bacteriology	Mycobacterial culture and smear	September, 3-2014	5220(1)	13.11.2014	Paper	<a href="#">Fill results</a>	
Parasitology	Parasites in faeces, virtual microscopy	October, 2-2014	5450(1)	14.11.2014	LabScala	<a href="#">Fill results</a>	
Parasitology	Parasites in blood, virtual microscopy	October, 2-2014	5471(1), 5470(1)	20.11.2014	LabScala	<a href="#">Fill results</a>	

[Back](#)

# 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
  - **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, use green Save and next buttons to proceed.

# Request

- After opening the scheme the request page is opened with the following information
  - **Product:** how many sample sets have 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)
- 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 Preanalytics , phlebotomy, March, 1-2017 analysis




 [? LabScala User instructions](#)

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

## MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
Preanalytics , phlebotomy(1)					
	08.03.2017	08.03.2017	29.03.2017	Ordered	LabScala

## MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	
testi	testi@testaaja.fi	
		 

► Coordinator contact information

Next

Exit

# Filling results

- First add your **scheme specific** contact info by pressing the 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 printed by pressing the "Print instructions" button

## Preanalytics , phlebotomy, March, 1-2017 instructions

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

Preanalytics , phlebotomy

Please see the instructions.

Print instructions

# Results

- There are 3 cases.
- Each case has it's own sheet.

Case 1 Case 2 Case 3

▼ Final results Add result +

**Background history:** A patient arrives to laboratory. Secretary gives her the sample label stickers at the registration desk after she has shown her ID card. Following tests have been requested: plasma potassium, plasma sodium, plasma CRP, blood cell counting and plasma INR. Phlebotomist asks patient's social security number and verifies before phlebotomy that it matches to the social security number in sample label stickers.  
Watch the video of the phlebotomy.

**Video** Look at the video closely and answer the questions below.

<b>* Was the phlebotomy successful in the video?</b>		<b>* Which preanalytical errors did you find in this case?</b>	
<input type="text" value="- Choose -"/>			
<b>* Respondent</b>	<b>* Profession</b>	<b>Comment</b>	

**COMMENTS**

# Results

- Choose from the menu your action to question: What would you do?
- Choose errors from the menu
  - There is a new list of preanalytical errors. **You can find your errors by starting to write in the field.**
- Add your name to the respondent field
- Choose profession. If you reply as a group, choose group reply
- There is an own field for comments

\* What would you do in this case?

- Choose -

\* Respondent

\* Profession

- Choose -

COMMENTS

\* Which preanalytical errors did you find in this case?

wro

- Wrong request
- Wrong needle
- Wrong angle of puncture
- Wrong sample collection
- Wrong order of draw/sampling
- Wrong timing of the

Back to list Clear all page data Save as draft Save as final

# Results

- Save all of the cases (**as final** if you are the only or last respondent, **as draft** if you have many respondents). Press Next to see the next case.

* Respondent	* Profession	Comment
<input type="text" value="Fiona"/>	<input type="text" value="Biomedical laboratory scientist/technician"/>	<input type="text"/>

COMMENTS

Here you can write comments. |

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

- If you want to edit the information you have already saved, press Edit data button.

* Respondent	* Profession	Comment
Fiona	Biomedical laboratory scientist/technician	

COMMENTS

Here you can write comments.

[Back to list](#) [Edit data](#) [Print](#) [Next](#)

# Results – more than one respondent

- If you want to send more than one set of results. It is possible to open extra result fields from white + sign on the blue column.
- If + sign is not visible, press first Edit data button.
- Last respondent will save all results as final, other respondents use Save as draft. Last respondent will also send the results from postanalytics page.
- Note! Results are not hidden. If you wish respondents not to see what others have reported, collect results on paper and one person will fill them to LabScala before closing date.

Case 1 Case 2 Case 3

▼ Final results Add result +

**Background history:** A patient arrives to laboratory. Secretary gives her the sample label stickers at the registration desk after she has shown her ID card. Following tests have been requested: plasma potassium, plasma sodium, plasma CRP, blood cell counting and plasma INR. Phlebotomist asks patient's social security number and verifies before phlebotomy that it matches to the social security number in sample label stickers.  
Watch the video of the phlebotomy.

**Video** [Look at the video closely and answer the questions below.](#)

* Was the phlebotomy successful in the video?	* Which preanalytical errors did you find in this case?
- Choose - ▼	

* Respondent	* Profession	Comment

COMMENTS

# Postanalytics

- When all of the results have been filled and saved the user is taken to Postanalytics page for the 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 errors, those are listed here
  - **Last saved:** The user who has saved the results
  - **Date:** date of the last saving
  - **Status:** status of the results (Accepted, Draft, Open, Error)

## Preanalytics , phlebotomy and POCT units, October, 2-2015 postanalytics

[? Help](#)

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

Validate results

### ▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		<a href="#">Registration</a>	OK	Elo, Tanja	12.10.2015 14:32	Accepted
Preanalytics, phlebotomy and POCT	1	<a href="#">Case 1</a>	OK	Elo, Tanja	12.10.2015 14:32	Draft
Preanalytics, phlebotomy and POCT	1	<a href="#">Case 2</a>	OK	Elo, Tanja	12.10.2015 14:35	Open
Preanalytics, phlebotomy and POCT	1	<a href="#">Case 3</a>	OK	Elo, Tanja	12.10.2015 14:35	Open
Preanalytics, phlebotomy and POCT	2	<a href="#">Case 1</a>	OK	Elo, Tanja	12.10.2015 14:35	Open
Preanalytics, phlebotomy and POCT	2	<a href="#">Case 2</a>	OK	Elo, Tanja	12.10.2015 14:35	Open
Preanalytics, phlebotomy and POCT	2	<a href="#">Case 3</a>	OK	Elo, Tanja	12.10.2015 14:35	Open

Accept and send results

Exit

# Postanalytics

- The results can be edited by selecting the correct sample
- When all results are in accepted status 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

## Preanalytics , phlebotomy and POCT units, October, 2-2015 postanalytics

[? Help](#)

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

Validate results

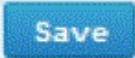
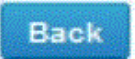







### ▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		<a href="#">Registration</a>	OK	Elo, Tanja	12.10.2015 14:32	Accepted
Preanalytics, phlebotomy and POCT	1	<a href="#">Case 1</a>	OK	Elo, Tanja	12.10.2015 14:32	Draft
Preanalytics, phlebotomy and POCT	1	<a href="#">Case 2</a>	OK	Elo, Tanja	12.10.2015 14:35	Open
Preanalytics, phlebotomy and POCT	1	<a href="#">Case 3</a>	OK	Elo, Tanja	12.10.2015 14:35	Open
Preanalytics, phlebotomy and POCT	2	<a href="#">Case 1</a>	OK	Elo, Tanja	12.10.2015 14:35	Open
Preanalytics, phlebotomy and POCT	2	<a href="#">Case 2</a>	OK	Elo, Tanja	12.10.2015 14:35	Open
Preanalytics, phlebotomy and POCT	2	<a href="#">Case 3</a>	OK	Elo, Tanja	12.10.2015 14:35	Open

Accept and send results

Exit

# LabScala buttons

	Enables you to save changes on the form
	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:
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  - Jonna Pelanti  
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+358 9 8566 8211
- 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>