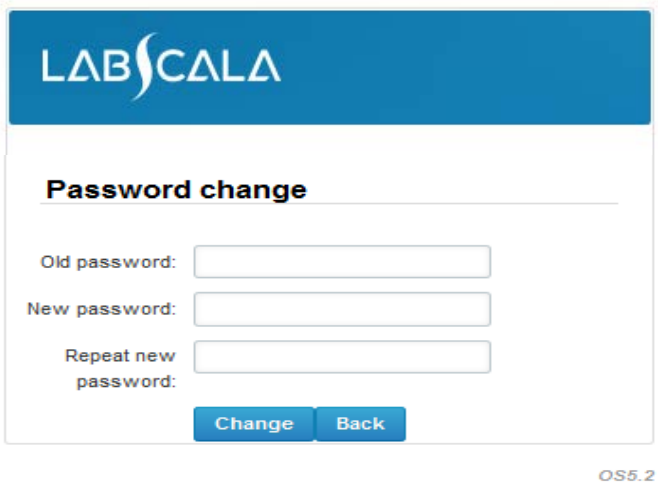
LABSCALA

How to fill in results

7801 Preanalytics, Phlebotomy

Getting started 1-2-3

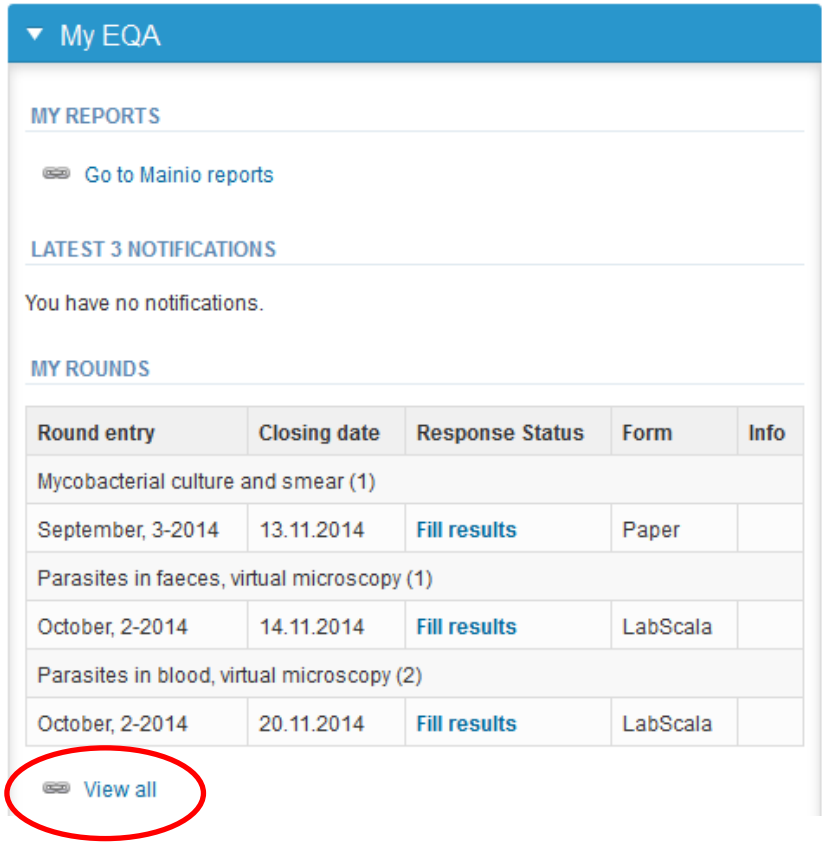


OS5.2

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

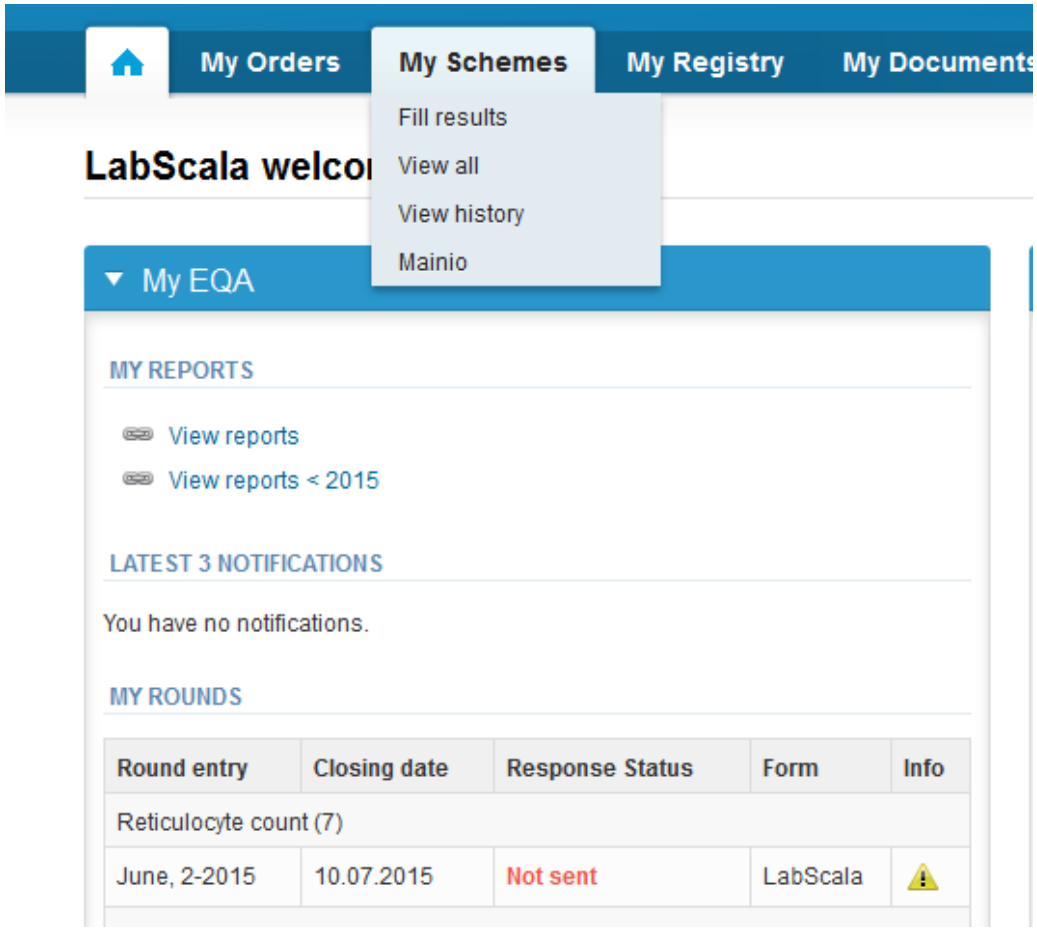
Filling results

- 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



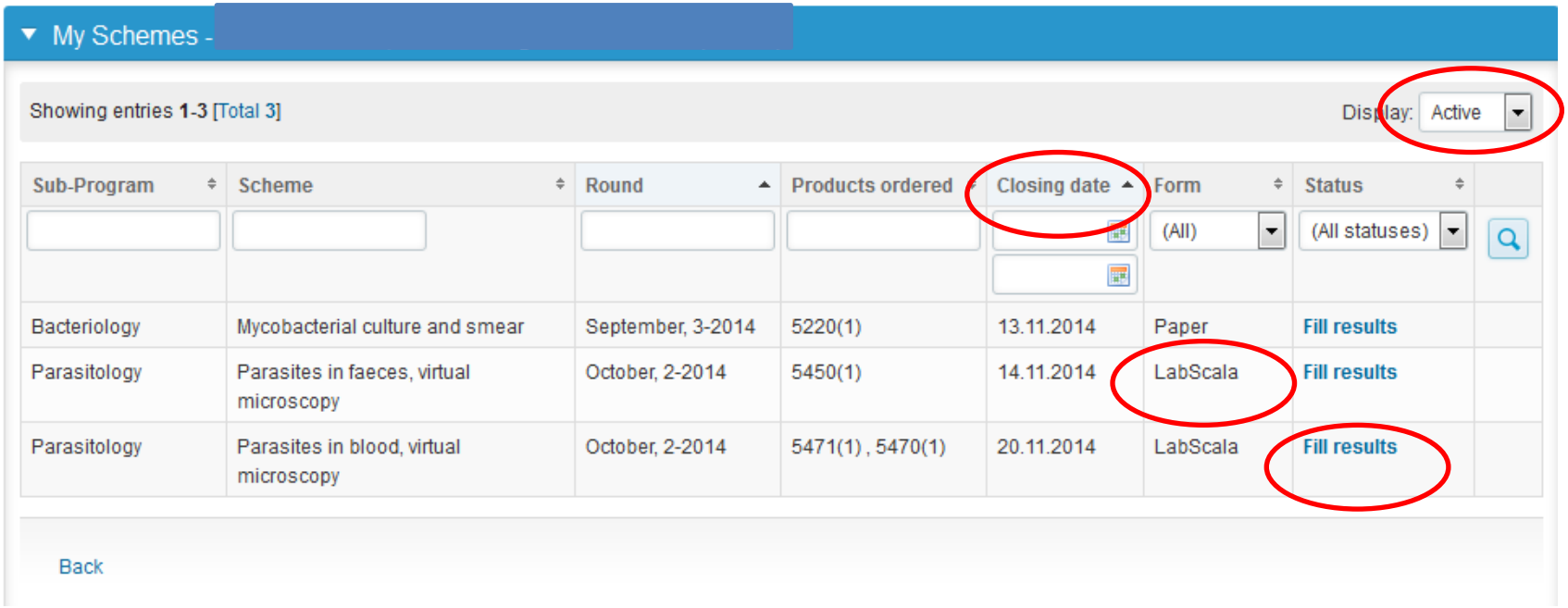
Filling results

- 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



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.

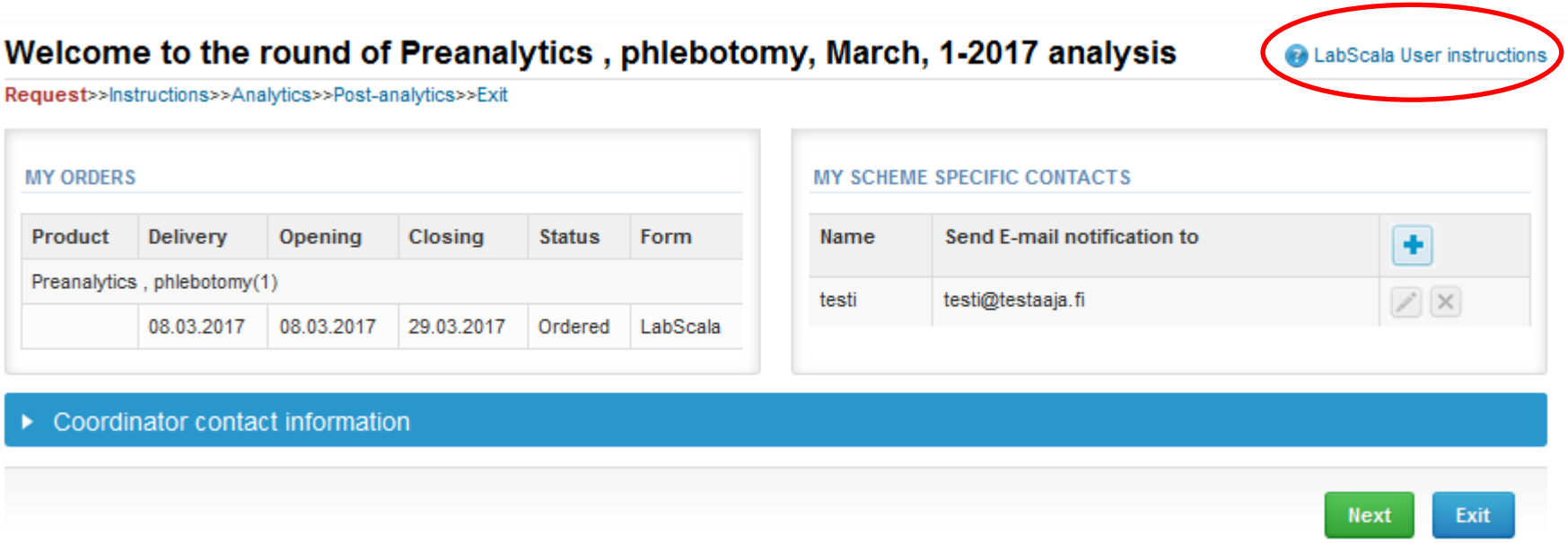


Filling results

- 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.

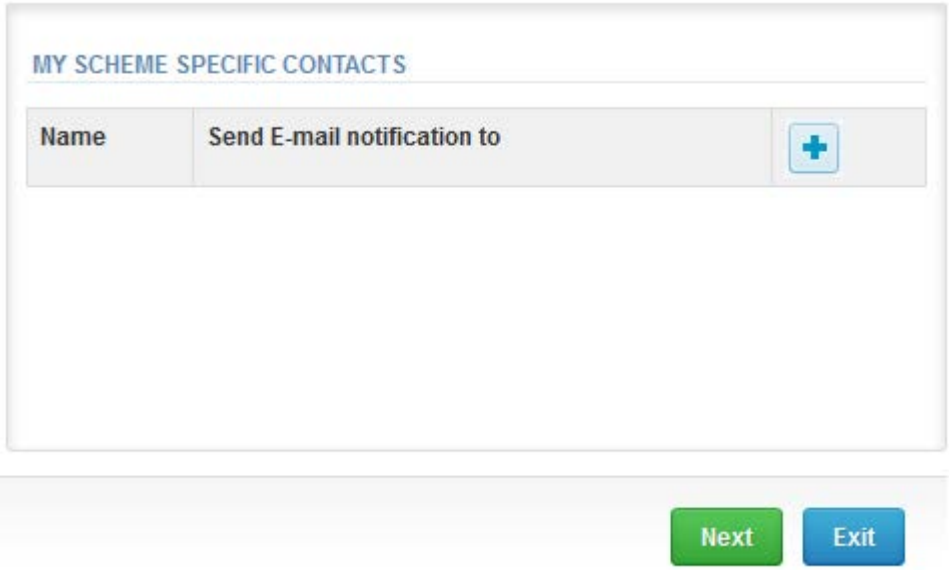
Request

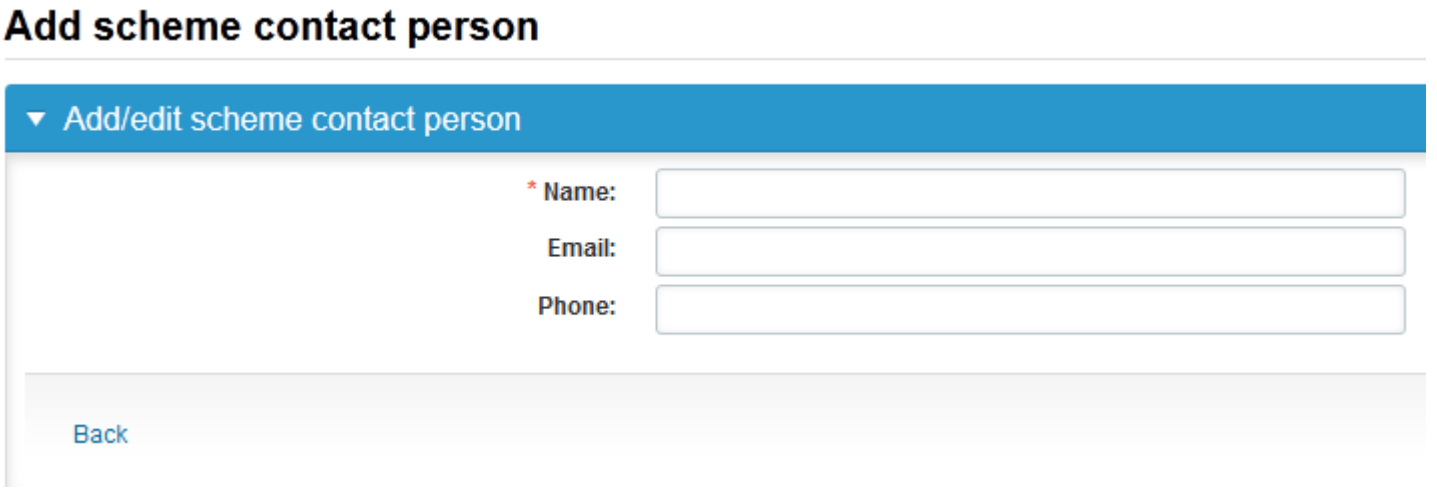
- After opening the scheme the request page is opened with the following information
  - **Product**: how many sample sets have been ordered
  - **Delivery:** samples sent from Labquality
  - **Opening:** Result filling /eForm is opened
  - **Closing:** eForm is closed
  - **Status:** status of the scheme (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!**



Filling results

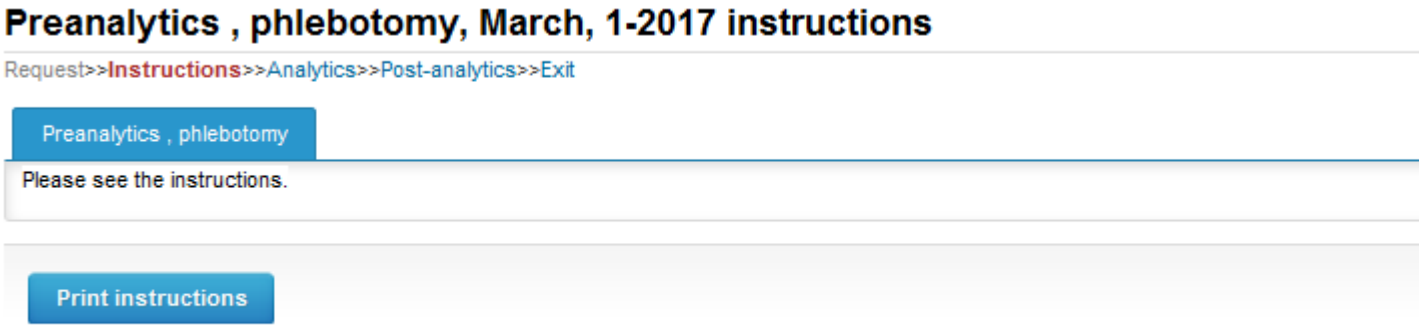
- First add your **scheme specific** contact info by pressing the plus sign
- Fill in name and email address or phone number (you can add as many contact persons as you like)
- **Save** and choose Next





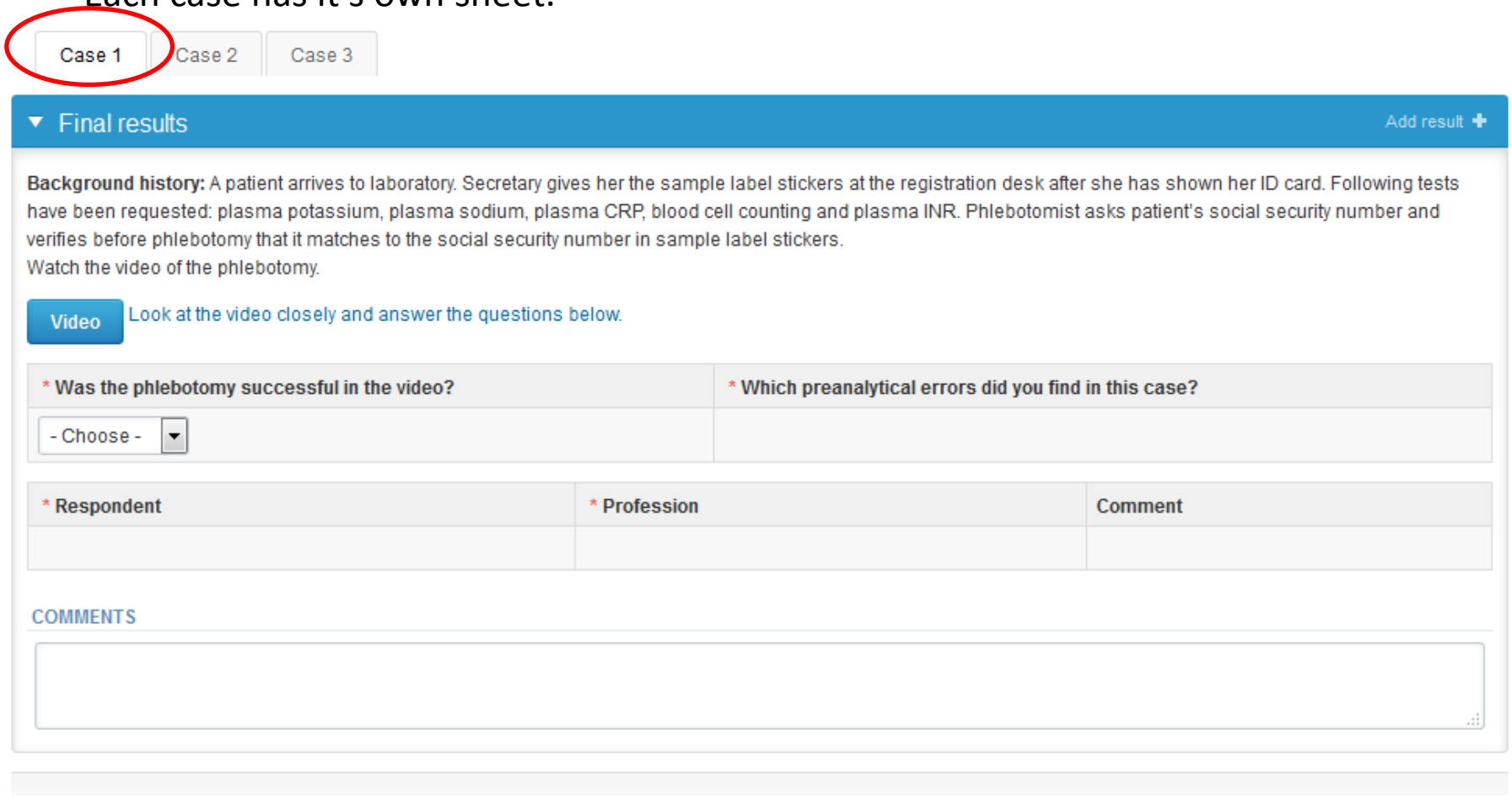
Instructions

- In Instructions the scheme-specific instructions can be printed by pressing the ”Print instructions” button



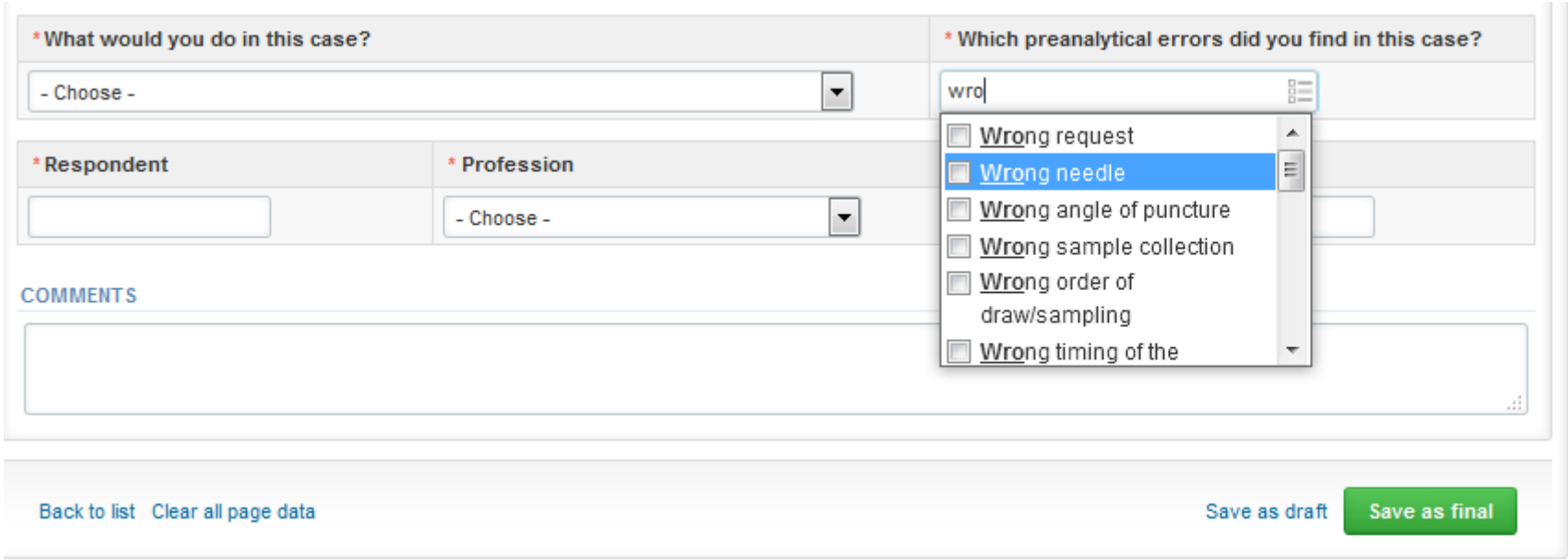
Results

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



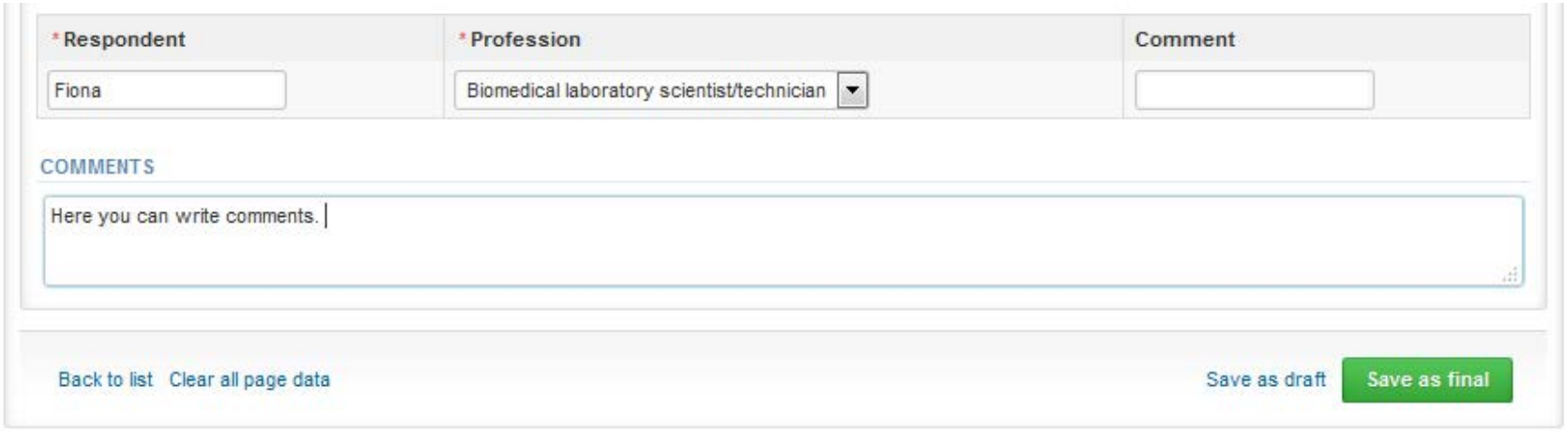
Results

- 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



Results

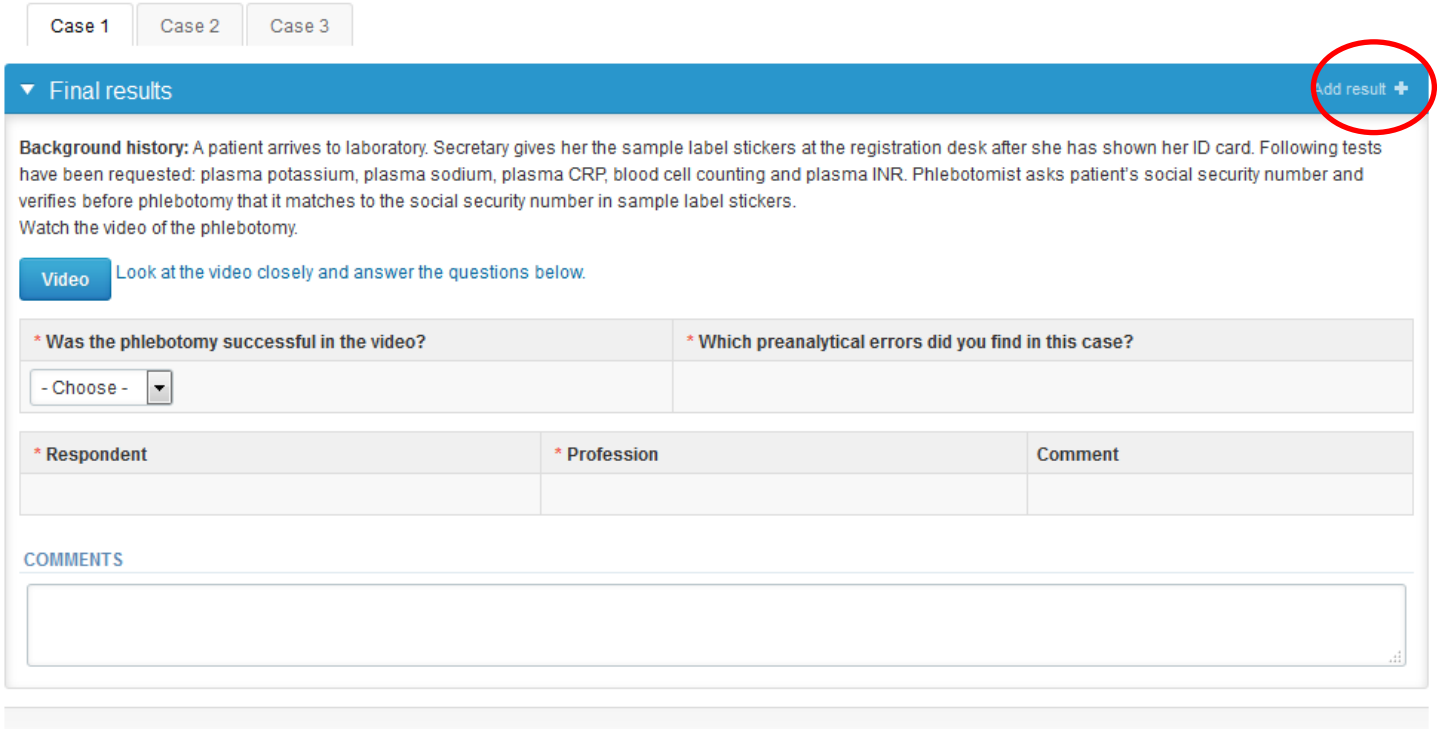
- Save all of the cases (**as final** if you are the only or last respondent, **as draft** if you have many respondents). Press Next to see the next case.



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

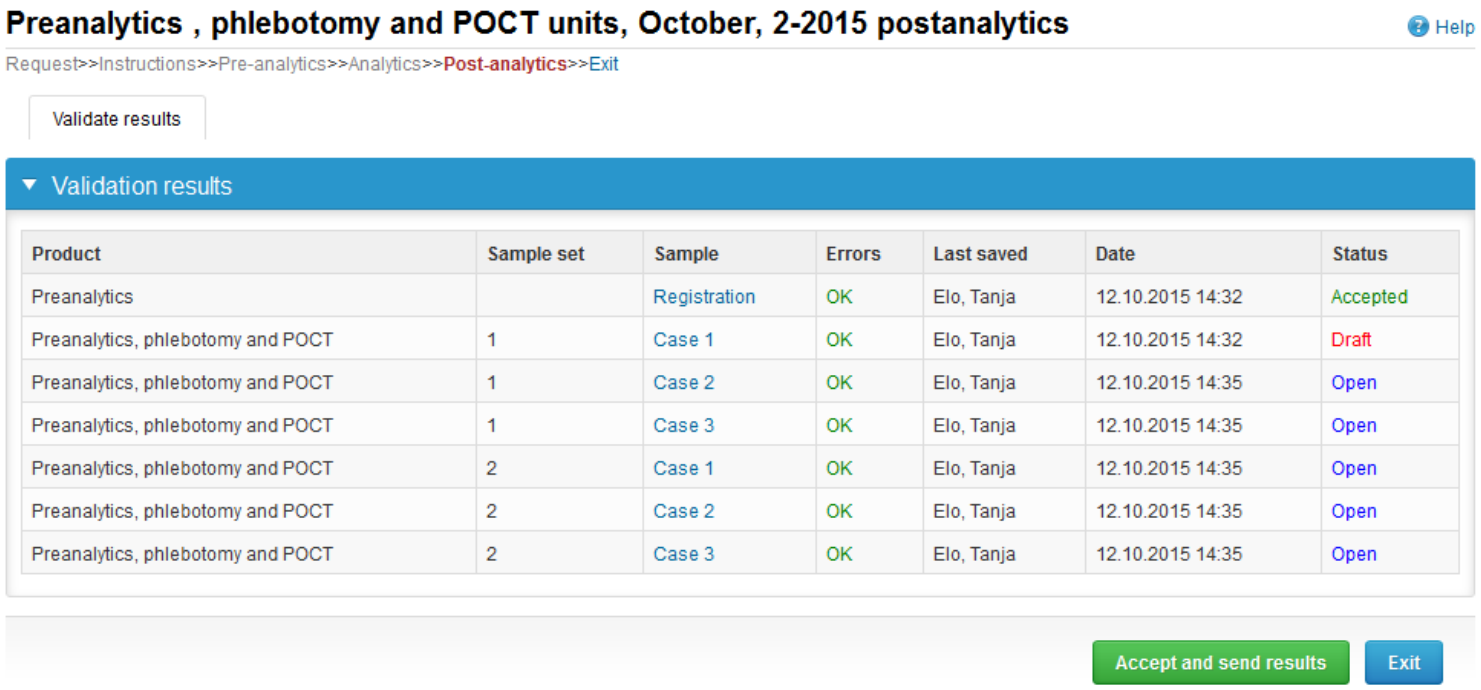
Results – more than one respondent

- 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.



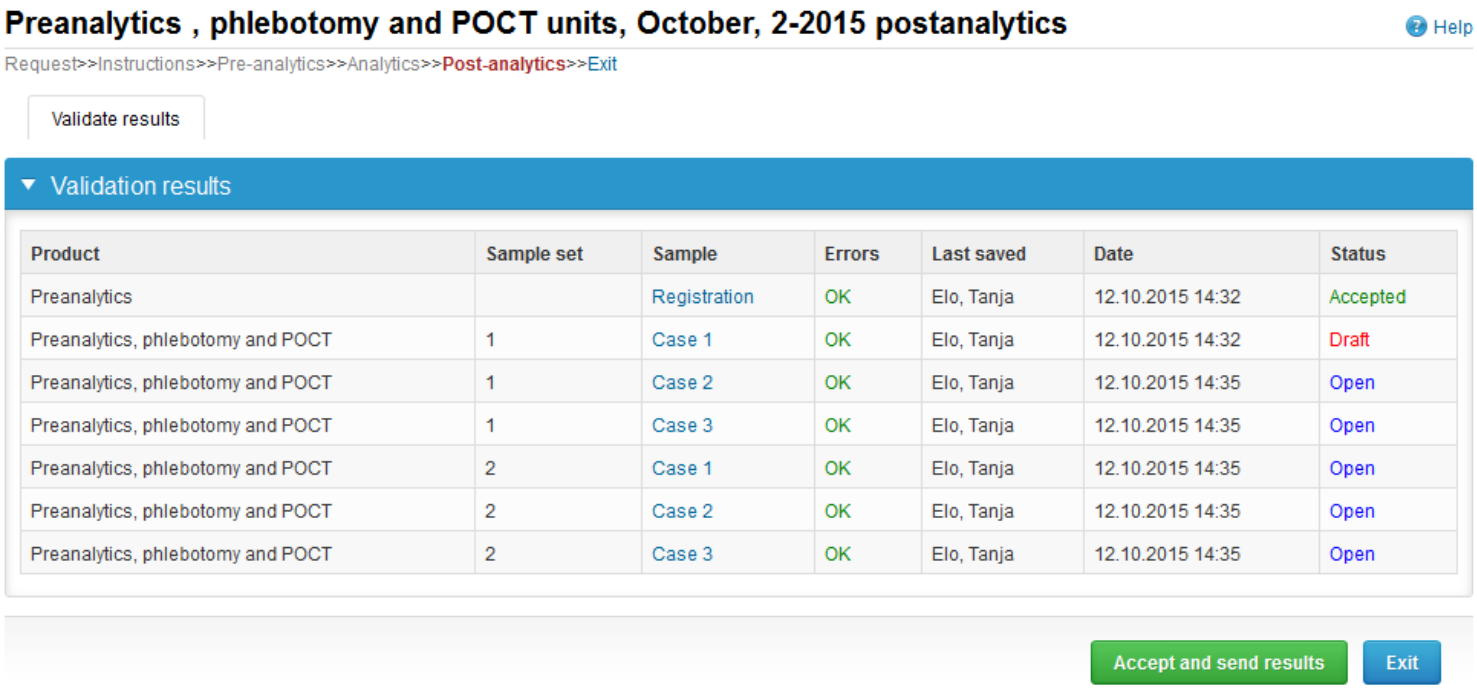
Postanalytics

- 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)



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



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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- 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