# How to fill in results
# Leucocyte 5-part Differential
# Count (4230- 4237)

# Getting started 1-2-3



AUTH.01.1
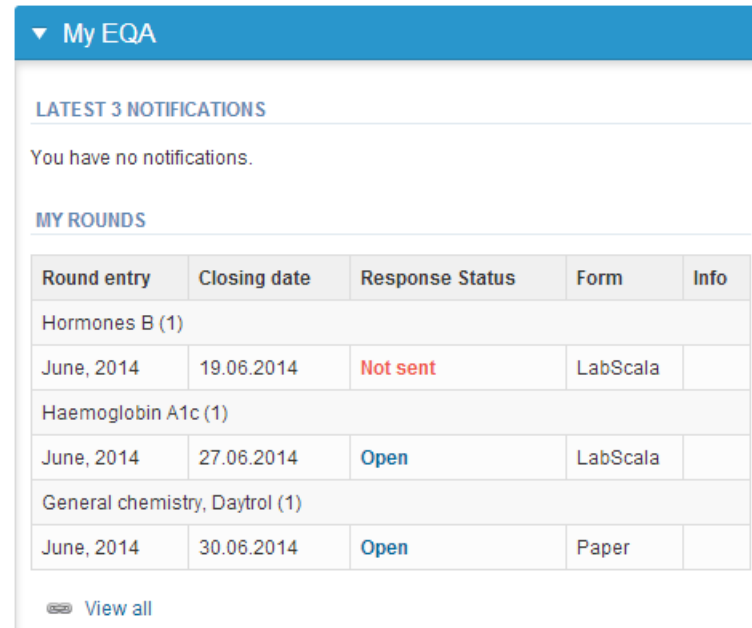


OS5.2

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

▼ My EQA

LATEST 3 NOTIFICATIONS

You have no notifications.

MY ROUNDS

| Round entry | Closing date | Response Status | Form | Info |
|---|---|---|---|---|
| Hormones B (1) | | | | |
| June, 2014 | 19.06.2014 | Not sent | LabScala | |
| Haemoglobin A1c (1) | | | | |
| June, 2014 | 27.06.2014 | Open | LabScala | |
| General chemistry, Daytrol (1) | | | | |
| June, 2014 | 30.06.2014 | Open | Paper | |

🔗 View all

# 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!

## Add a new device

 Help

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

### ▼ Add a device

Client: 2399 Test customers

Client code:

Access to the background register

**DEVICE**

* Instrument:

* Manufacturer:

Nickname: * :

Free text field for a device name

Start date = the date you have started to use you device.

* Start date:

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

Not used after:

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

Location:

LQ 3-digit code:

Unique devicespecific code

Client system Id

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 use your 3-digit code in all your devices in the LQ3digit code – field!**

**USED FOR MEASURING SCHEMES**

| Product | | Active |
|---------|---|--------|
| - Choose - | | ➕ |

# Add new device(2)

## Add a new device

### ▼ Add a device

**Client:** 15329 Testiasiakas

**Client code:** [　　　] 🔍 ▦

#### DEVICE

\* **Instrument:** Sysmex XE-5000 [×] ▤

\* **Manufacturer:** SYSMEX [×] ▤

**Nickname:** \* : XE-5000

*Free text field for a device name*

\* **Start date:** 01.01.2015 ▦

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

**Not used after:** [　　　] ▦

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

**Location:** [　　　]

**LQ 3-digit code:** 101

*Unique devicespecific code*

**Client system ID:** [　　　]

> Start date is the date you have started to use the device. It has to be earlier than the measurement date

> In Nickname field you can wright the real nickname. In LQ 3digit code field (obligatory) you have to give max. 3 digit long code. This code (here 101) is seen in the histograms.

| Product | Active |
|---|---|
| [-] Leucocyte differential count, 5-part, automated: Sysmex | ☑ |

# Add new device (3)

**USED FOR MEASURING SCHEMES**

| Product | | | Active |
|---|---|---|---|
| **1** | | | |
| [-] Leucocyte differential count, 5-part, automated: Sysmex | | | ☑ |

| Analyte | Definition | Active | |
|---|---|---|---|
| | | All ▼ | 🔍 |
| B -Leuk | | ☐ | |
| B -Lym | **2** | ☐ | |
| B -Mon | | ☐ | |
| B -Neutr | | ☐ | |
| B -Eos | | ☐ | |
| B -Baso | | ☐ | |

After you have connected the device to the scheme (1) a list of analytes come to the screen (2). Push the analyte and the 'Add device's reagent info comes up (3). In this screen you don't have to do **anything else than Save** the information (4)

## Add device's secondary information for test B -Leuk

**3**

❓ Help

Go through all the analytes. Now your device is in the Own device list. The programs takes you in to the front page from the Back button (5).

▼ Add device`s reagent info for Analyte B -Leuk

| | |
|---|---|
| Nickname: | XE-5000 |
| Instrument: | Sysmex XE-5000 |
| Location: | |
| Client system id: | |
| LQ 3-digit code: | 101 |
| * Measure unit: | x10E9/l ▼ |

**5** Back

**4** Save

# 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!**

## Welcome to the round of Leukocyte differential count, 5-part, March, 1-2015 analysis

❓ Help

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

**MY ORDERS**

| Product | Delivery | Opening | Closing | Status | Form |
|---------|----------|---------|---------|--------|------|
| Leucocyte differential count, 5-part, automated: Sysmex(1) | | | | | |
| | 16.03.2015 | 16.03.2015 | 10.04.2015 | Accepted | LabScala |

**MY SCHEME SPECIFIC CONTACTS**

| Name | Send E-mail notification to | ➕ |
|------|------------------------------|---|
| N.O.Hääppönen | haapponen@gmail.co | ✏️ ❌ |

# 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

# Instructions

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

External Quality Assessment Schemes

# Leucocyte Differential Count, 5-part, automated
## 1, 2015

Welcome to this EQA round.

**Specimens**
Sample **1**: (S001: LQ711815011) Blood cell suspension for
*Coulter* analysers (not for AcT 5 diff)
Sample **2**: (S002: LQ711815012) Blood cell suspension for *Cell-Dyn* analysers
Sample **3**: (S003: LQ711815013) Blood cell suspension for *Advia* analysers
Sample **4**: (S004: LQ711815014) Blood cell suspension for Sysmex analysers
Sample **5**: (S005: LQ711815015) Blood Cell suspension for Coulter AcT 5-diff.
and (S005: LQ4235035) for ABX Pentra analysers.
Sample **6**: (S006: LQ711815016) Blood Cell suspension for Mindray analysers
Sample **7**: (S007: LQ711815017) Blood Cell suspension for Nihon Kohden
Celltac MEK analysers.

Quality control specimens derived from human blood must be handled with the same care as patient samples, i.e. as potential transmitters of serious diseases. The specimens have been tested and found to be HBsAg- and HIV-Ab-negative, but no known test method can offer complete assurance that the specimens will

# 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 "Next"

## Leukocyte differential count, 5-part, 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 |
|---------|-----------|------|------------------|---------------------|-------------------|---------------------------|-------------------------|
| Leucocyte differential count, 5-part, automated: Sysmex, March, 1-2015 | Yes | 4233 | 1 | 16.03.2015 | 1 | +2 ... +8 C | |

COMMENTS

Next | Exit

# Results (1)

In Analytics page the results can be filled

## Leukocyte differential count, 5-part, March, 1-2015 - Sample set 1 (Sample S004)

❓ Help

<<Previous step>>Leucocyte differential count, 5-part, automated: Sysmex>>Next step

Sample    Sample sets = number of samples ordered

SAMPLE SETS

1    Next    Last

Sample S004

You can give results from 3 devices. Add devices from this + -button

▼ Measurement results no. 1

**2.**

Add result ✚

| * Measurement date | Analyte | * Device / 3d-digit code | * Instrument | * Result | **3.** | Unit |
|---|---|---|---|---|---|---|
| 17.03.2015 📅 **1.** | B -Leuk | xe-2100/100 ▾ ✏ | Sysmex XE 2100 | 8.0 | | x10E9/l |
| 17.03.2015 📅 | B -Lym | xe-2100/100 ▾ ✏ | Sysmex XE 2100 | 35 | | % |
| 17.03.2015 📅 | B -Mon | xe-2100/100 ▾ ✏ | Sysmex XE 2100 | 10 | | % |
| 17.03.2015 📅 | B -Neutr | xe-2100/100 ▾ ✏ | Sysmex XE 2100 | 50 | | % |
| 17.03.2015 📅 | B -Eos | xe-2100/100 ▾ ✏ | Sysmex XE 2100 | 3 | | % |

1. Mark down the measurement date = analyse date. 2. Select the device from your own device list.
3. Mark down the result and  4. Save the data.

**4.**    Save as draft    Save as final

# Post-analytics (1)

- 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 | Admin, Client | 17.03.2015 10:53 | Accepted |
| Leucocyte differential count, 5-part, automated: Sysmex | 1 | Sample S004 | OK | Admin, Client | 17.03.2015 14:22 | Accepted |

Sent to Labquality by Admin, Client on 17.03.2015 11:16    Exit

# Post-analytics (2)

- 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



## Leukocyte differential count, 5-part, March, 1-2015 postanalytics

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

Validate results

▼ Validation results

| Product | Sample set | Sample | Errors | Last saved | Date | Status |
|---------|-----------|--------|--------|-----------|------|--------|
| Preanalytics | | Registration | OK | Admin, Client | 17.03.2015 10:53 | Accepted |
| Leucocyte differential count, 5-part, automated: Sysmex | 1 | Sample S004 | OK | Admin, Client | 17.03.2015 11:06 | Accepted |

Sent to Labquality by Admin, Client on 17.03.2015 11:16    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 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** — Delete button enables you to delete texts and information

**Accept** — Accept button marks something as being accepted or valid

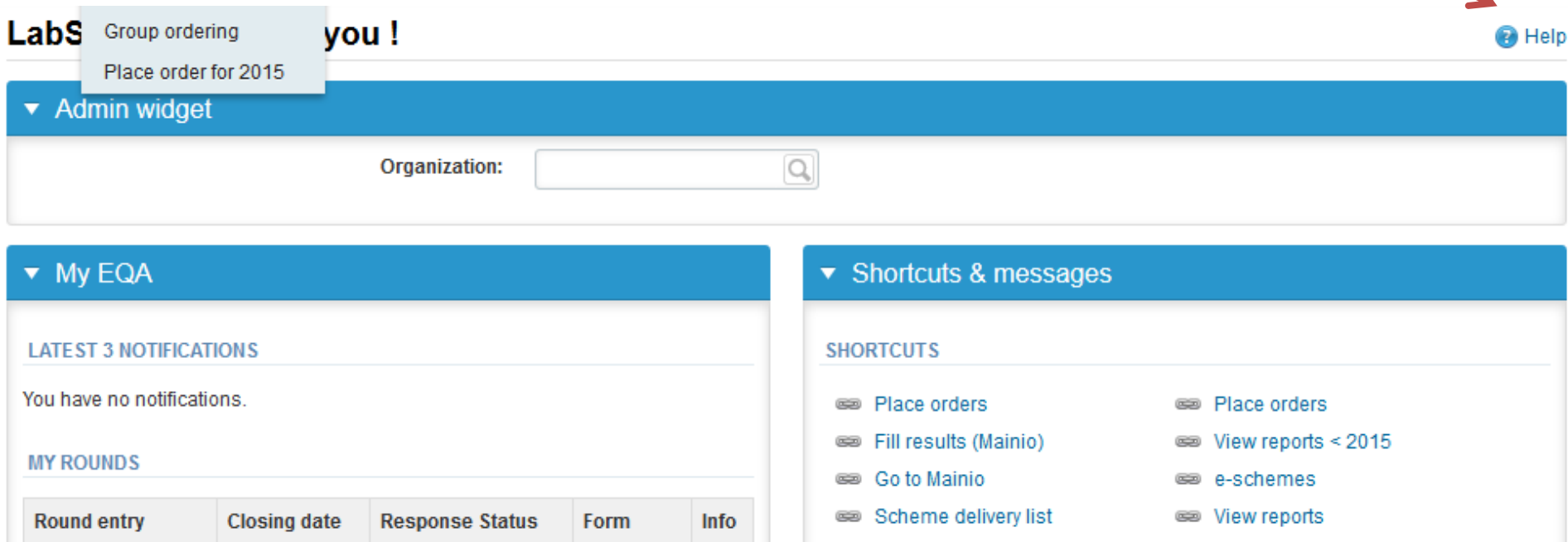**Lookup** — Lookup button marks a search field where you can enter text to be searched for

**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:
  Anja Pakkanen
  anja.pakkanen@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

- You can find these LabScala instructions behind the Help button in the front page of LabScala