



How to fill in results
Reticulocytes, automated
methods (4150 - 4155)

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



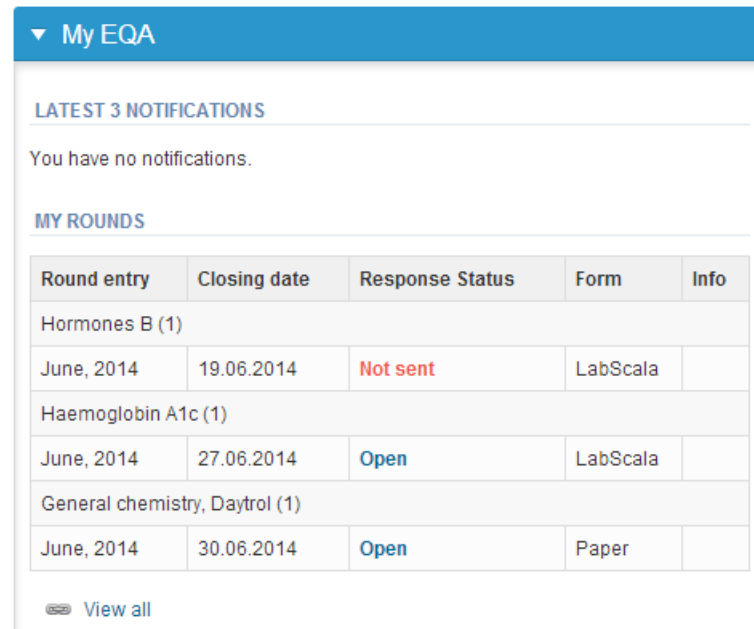
The image shows the LabScala password change interface. At the top is a blue header with the LabScala logo and name. Below the header, the title "Password change" is displayed. There are three input fields: "Old password:", "New password:", and "Repeat new password:". Below the "Repeat new password"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



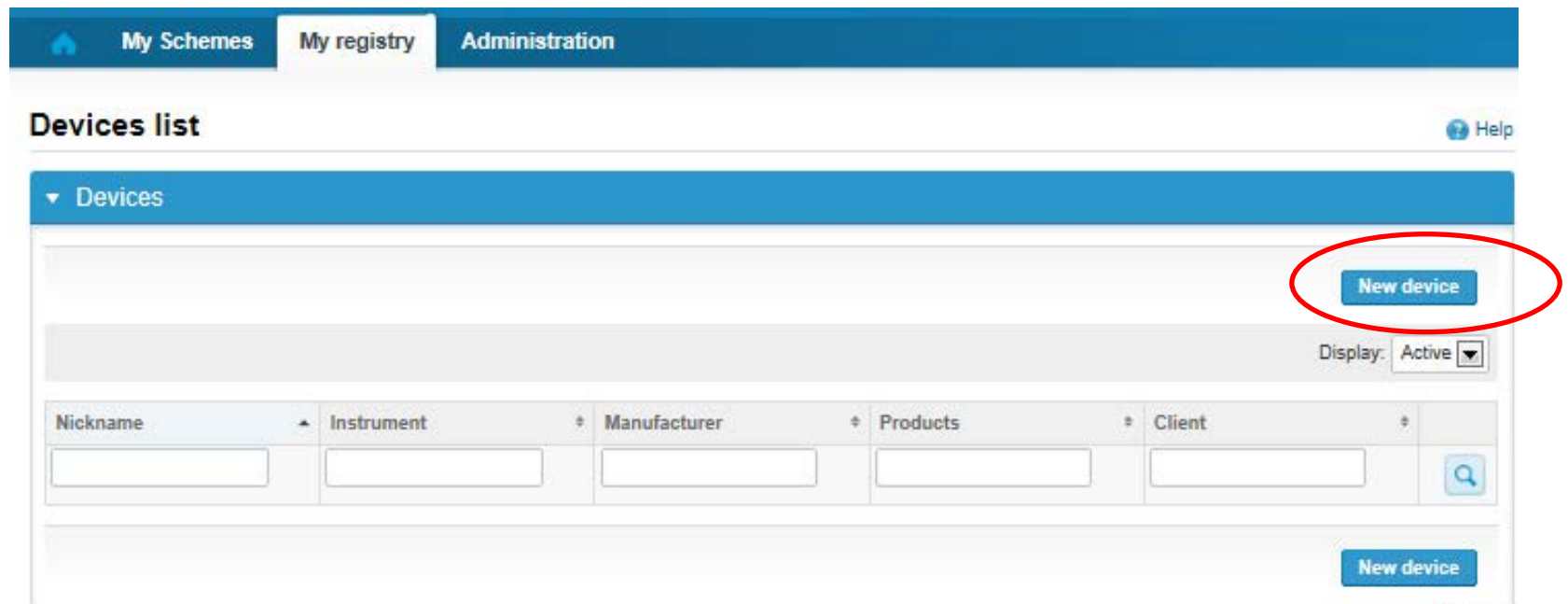
The screenshot shows a user interface for 'My EQA'. It features a blue header with a dropdown arrow and the text 'My EQA'. Below the header, there are two sections: 'LATEST 3 NOTIFICATIONS' and 'MY ROUNDS'. The 'LATEST 3 NOTIFICATIONS' section contains the text 'You have no notifications.'. The 'MY ROUNDS' section contains a table with the following data:

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	

At the bottom of the table, there is a link labeled 'View all' with a small icon to its left.

Own devices

- 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"



The screenshot displays the 'My registry' section of the LabScala interface. At the top, there are navigation tabs for 'My Schemes', 'My registry', and 'Administration'. Below this, the 'Devices list' is shown with a 'Help' icon. A blue header bar for the 'Devices' section is visible. The main content area is empty, indicating no devices are currently listed. A 'New device' button is highlighted with a red circle. Below the main area, there is a 'Display: Active' dropdown menu and a search bar with columns for 'Nickname', 'Instrument', 'Manufacturer', 'Products', and 'Client'. A second 'New device' button is located at the bottom right of the interface.

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

Access to the background register

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

DEVICE

* Instrument:

* Manufacturer:

Nickname: * :

Free text field for a device name

* 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 device specific code

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 (seen in the histogram) in all your devices in the LQ3digit code – field!

USED FOR MEASURING DEVICES

Product

- Choose -

Active



Add new device(2)

▼ Add a device

Client: 2399 Test customers

Client code:

DEVICE

* Instrument: Sysmex XT 4000

* Manufacturer: SYSMEX

Nickname: *: sysret

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: 123

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 write the real nickname. In **LQ 3digit code field** (obligatory) you have to give max. 3 digit long code. This code (here 123) is seen in the histograms.

Product

[-] Reticulocyte count, automated: Sysmex

Active



Analyte

Definition

Active

All



Reticulocytes

Add new device (3)

USED FOR MEASURING SCHEMES

Product **1** → Active

[+] Reticulocyte count, automated: Sysmex

Analyte	Definition	Active
Reticulocytes		<input type="checkbox"/>

2

ADDITIONAL INFORMATION
N.B. this information will not be

Back Save

(LQ.14.01.1)

After you have connected the device to the scheme (1) a list of analytes (here Reticulocytes) 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 reagent info for Analyte Reticulocytes **3**

Nickname: sysret
Instrument: Sysmex XE 2100
Location:
Client system id:
LQ 3-digit code: 226
* Reagent manufacturer: SYSMEX
* Reagent: Sysmex Reticulocytere
* Measure unit: %

Back **5** **4** Save

Now your device is in the Own device list. The program takes you to the front page from the Back button (5).

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 Reticulocyte count, June, 2-2015 analysis




[? Help](#)

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

MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
Reticulocyte count, manual methods(1)					
	22.06.2015	10.06.2015	10.07.2015	Accepted	LabScala
Reticulocyte count, automated: Cell-Dyn 4000, Sapphire(1)					
	22.06.2015	10.06.2015	10.07.2015	Accepted	LabScala

MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	
Kukkuu	kukkuu@kukkuu.com	
		 

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 Schemes

• Reticulocytes, automated methods

• 2, 2015 → → →

Welcome to this EQA round.

Specimens

Samples 2 and 3 are for Siemens Advia instruments.

Samples 4 and 5 are for Sysmex instruments.

Samples 6 and 7 are for Cell-Dyn 3200, 3500, 3700 and Ruby instruments.

Samples 8 and 9 are for Coulter GenS and Coulter LH750 instruments.

Samples 10 and 11 are for Cell-Dyn 4000, Sapphire and ABX instruments.

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

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"







Reticulocyte count, June, 2-2015 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
Reticulocyte count, manual methods, June, 2-2015	Yes	4140	1	29.04.2015 	1	+2 ... +8 C 	
Reticulocyte count, automated: Siemens Advia , June, 2-2015	Yes	4150	1	29.04.2015 	1	+2 ... +8 C 	

Save & next

Exit

Results (1)

In Analytics page the results can be filled

2399: Reticulocyte count, June, 2-2015 - Sample set 1 (Sample S004)

[? Help](#)

<<Previous step>>Reticulocyte count, manual methods>>Reticulocyte count, automated: Siemens Advia >>Reticulocyte count, automated: Cell-Dyn 4000, Sapphire>>Reticulocyte count, automated: Coulter Gens, LH750>>**Reticulocyte count, automated: Sysmex**>>Reticulocyte count, automated: ABX Pentra>>Reticulocyte count, automated: Cell Dyn 3200, 3500, 3700, Ruby>>Next step

Sample Sample sets = number of
 the samples ordered

SAMPLE SETS

1

Next

Last




Sample S004

Sample S005

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

▼ Measurement results no. 1

→ Add result +

* Measurement date	Analyte	* Device / 3d-digit code	* Instrument	* Result	Unit
27.05.2015  1.	Reticulocytes	susi/005   2.	Sysmex XE-5000	3.0 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.

Back to list

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)

Reticulocyte count, June, 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		Registration	OK	Pakkanen, Anja	17.06.2015 12:11	Accepted
Reticulocyte count, manual methods	1	Sample S001	OK	Jonna Pelanti	28.05.2015 12:16	Accepted
Reticulocyte count, automated: Siemens Advia	1	Sample S002	OK	Jonna Pelanti	28.05.2015 12:22	Draft

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

Reticulocyte count, June, 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		Registration	OK	Pakkanen, Anja	17.06.2015 12:11	Accepted
Reticulocyte count, manual methods	1	Sample S001	OK	Jonna Pelanti	28.05.2015 12:16	Accepted
Reticulocyte count, automated: Siemens Advia	1	Sample S002	OK	Jonna Pelanti	28.05.2015 12:22	Draft

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



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 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



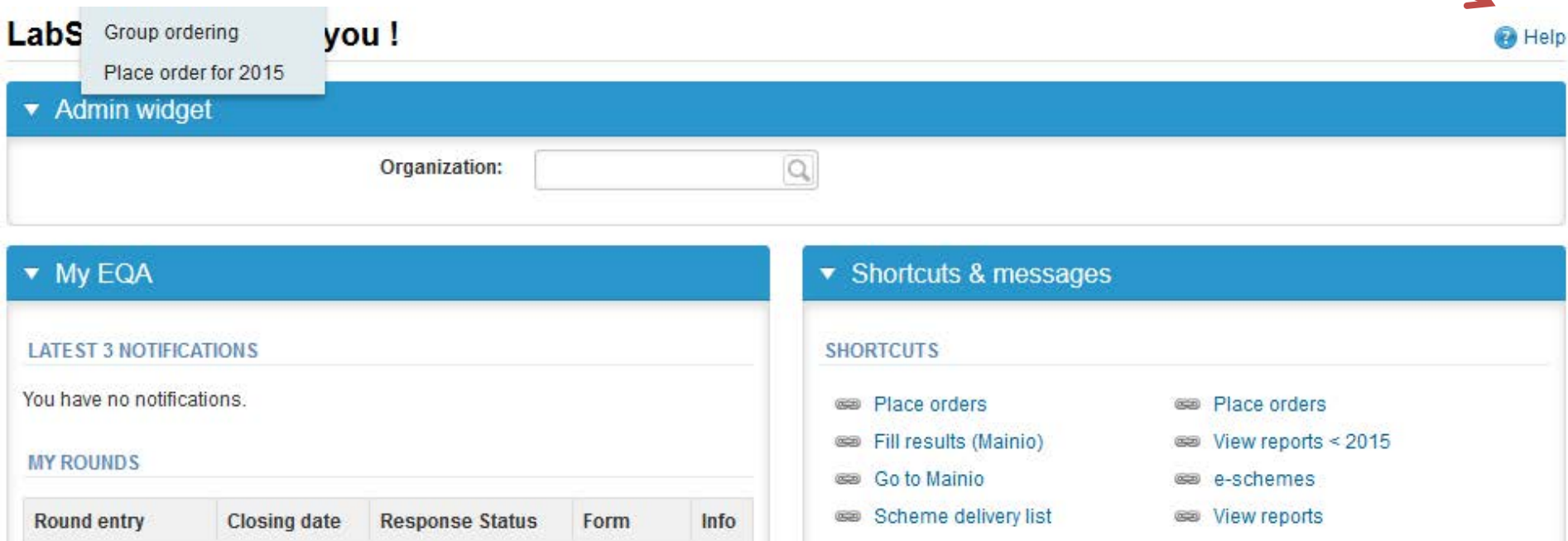
List button marks a field where you can search from the background register



Takes you back to the front page

Questions?

- In case you have questions, please contact:
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



The screenshot shows the LabScala user interface. At the top left, there is a navigation menu with items like "Group ordering" and "Place order for 2015". The main header area contains the text "LabS" and "you!". On the top right, there is a "Help" button with a question mark icon, which is highlighted by a red arrow. Below the header, there are several widgets: "Admin widget" with an "Organization:" search field, "My EQA" with "LATEST 3 NOTIFICATIONS" and "MY ROUNDS" sections, and "Shortcuts & messages" with a "SHORTCUTS" section listing various actions like "Place orders", "Fill results (Mainio)", "Go to Mainio", "Scheme delivery list", "View reports < 2015", "e-schemes", and "View reports".

LabS Group ordering you ! ? Help

Place order for 2015

▼ Admin widget

Organization:

▼ My EQA

LATEST 3 NOTIFICATIONS

You have no notifications.

MY ROUNDS

Round entry	Closing date	Response Status	Form	Info
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▼ Shortcuts & messages

SHORTCUTS

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