



How to fill in results  
Reticulocytes, manual methods  
(4140)

# Getting started 1-2-3



The image shows the LabScala login page. At the top is a blue header with the LabScala logo and name. Below the header, the page title is "Login with username and password". 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



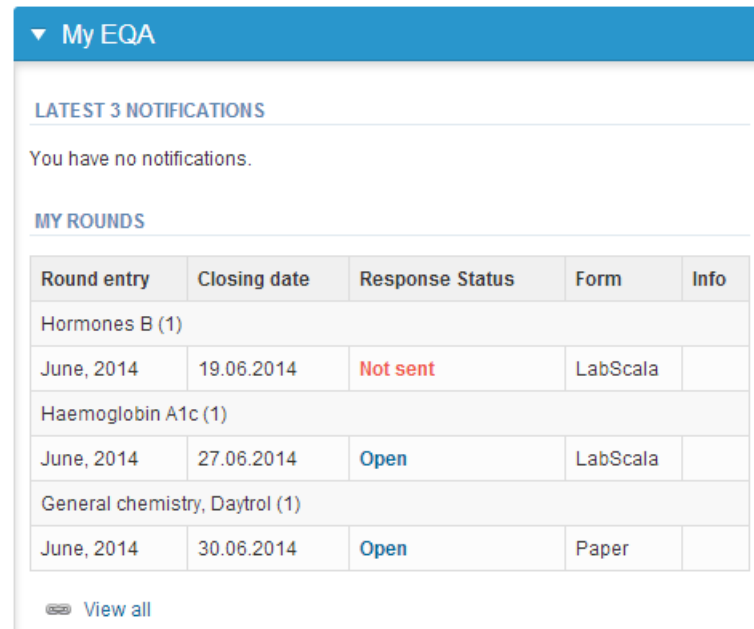
The image shows the LabScala password change page. At the top is a blue header with the LabScala logo and name. Below the header, the page title is "Password change". There are three input fields: "Old password:", "New password:", and "Repeat new password:". Below the "Repeat new password:" field are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



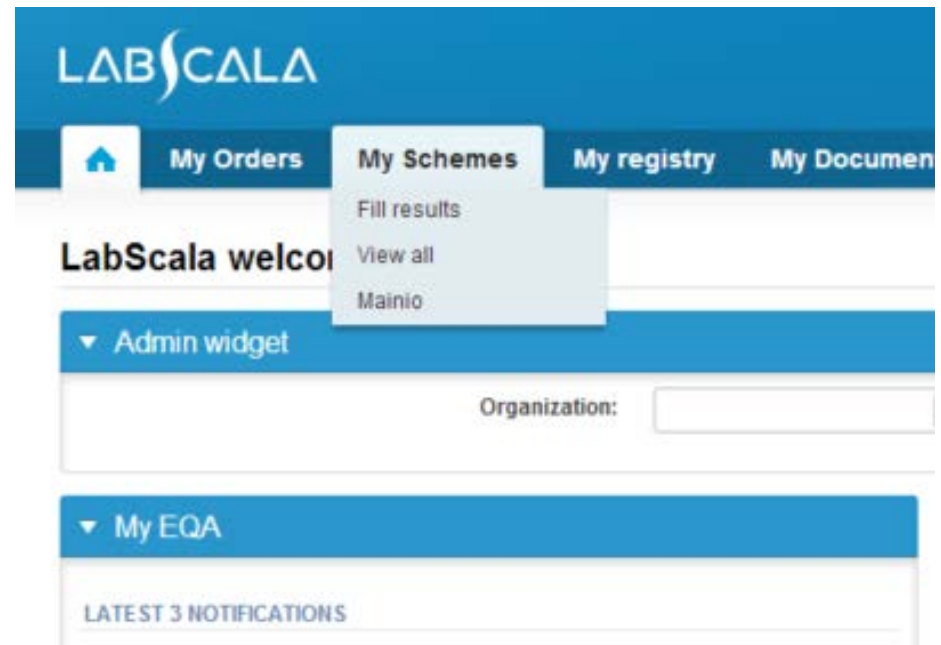
The screenshot shows a user interface for 'My EQA'. It features a blue header with a dropdown arrow and the text 'My EQA'. Below the header, there are two sections: 'LATEST 3 NOTIFICATIONS' and 'MY ROUNDS'. The 'LATEST 3 NOTIFICATIONS' section contains the text 'You have no notifications.'. The 'MY ROUNDS'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

# 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

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External Quality Assessment Schemes¶

¶

• **Reticulocytes, manual methods**¶

• **2,-2015** → → → ¶

¶

*Welcome to this EQA round.*¶

¶

¶

**Specimen**¶

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One blood cell suspension (sample 1).¶

The staining and the smear will be made by the laboratory self.

The specimen should be prepared and counted as soon as possible, preferably at the arrival day of the specimen. Please mark down the date of staining and smear preparation.¶

¶

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 not transmit these or other infectious diseases. ¶

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# 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

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[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 S001)

[? 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 S001

▼ Reticulocyte count, manual methods measurement results for Sample S001

* Measurement date	Analyte	* Method	* Result	Comment
23.06.2015  <b>1.</b>	Reticulocytes	<input type="text"/> <b>2.</b>	<input type="text"/> <b>3.</b>	<input type="text"/>

1. Mark down the measurement date = analyse date. 2. Select the method  
3. Mark down the result and 4. Save the data.

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

# Post-analytics (1)

- When 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		<a href="#">Registration</a>	OK	Pakkanen, Anja	17.06.2015 12:11	Accepted
Reticulocyte count, manual methods	1	<a href="#">Sample S001</a>	OK	Pakkanen, Anja	23.06.2015 15:16	Accepted

Accept and send results

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

## 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		<a href="#">Registration</a>	OK	Pakkanen, Anja	17.06.2015 12:11	Accepted
Reticulocyte count, manual methods	1	<a href="#">Sample S001</a>	OK	Jonna Pelanti	28.05.2015 12:16	Accepted
Reticulocyte count, automated: Siemens Advia	1	<a href="#">Sample S002</a>	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



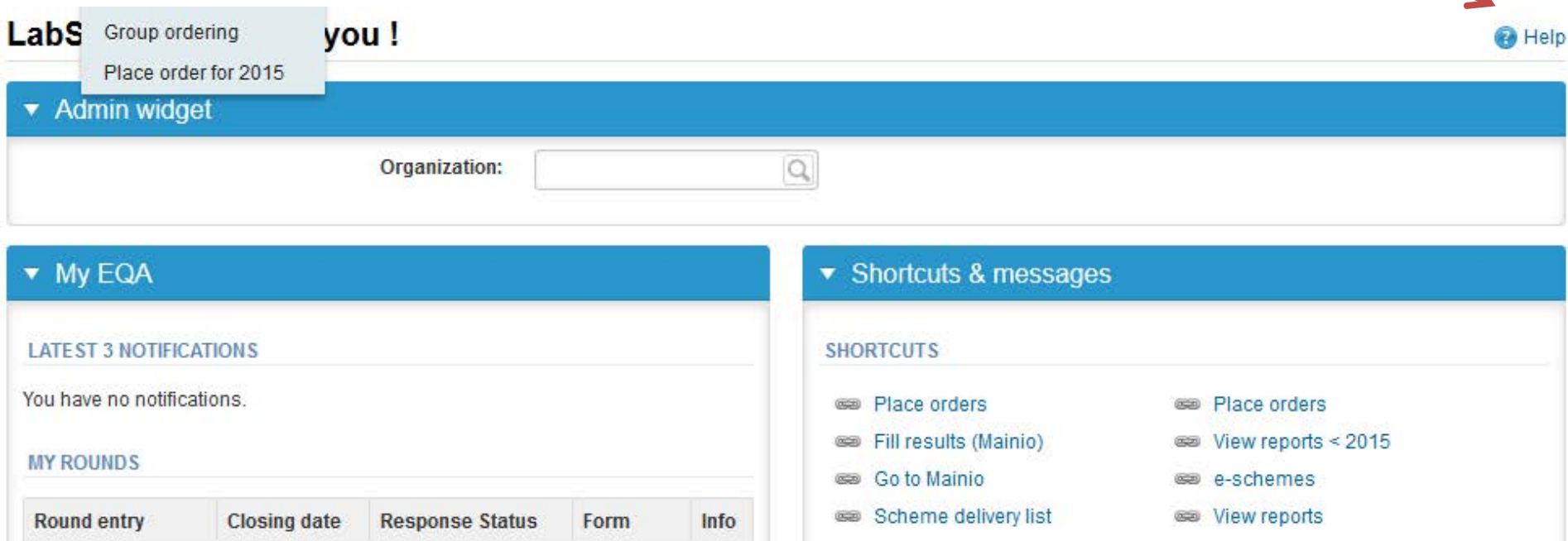
List button marks a field where you can search from the background register



Takes you back to the front page

# Questions?

- In case you have questions, please contact:  
Anja Pakkanen  
[anja.pakkanen@labquality.fi](mailto: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 options 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" (showing "You have no notifications.") and "MY ROUNDS" (with a table header: Round entry, Closing date, Response Status, Form, Info), and "Shortcuts & messages" with a "SHORTCUTS" section listing actions like "Place orders", "Fill results (Mainio)", "Go to Mainio", "Scheme delivery list", "View reports < 2015", "e-schemes", and "View reports".