



How to fill in results and add your
own devices for
Lipids and lipoproteins and Lp(a)
scheme

(there have been used pictures from other products in this presentation)

Getting started 1-2-3



The image shows the LabScala login page. At the top is the LabScala logo in a blue header. Below the logo, the heading "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?". Below the form, there is a note: "Please make sure that you used five digit client code as username, e.g. 02399!". At the bottom, there is a link: "Read this before your first login to LabScala!".

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



The image shows the LabScala password change page. At the top is the LabScala logo in a blue header. Below the logo, the heading "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".

Easy access first page

The screenshot shows the LabScala user interface dashboard. The top navigation bar includes 'My Schemes', 'My registry', and 'Administration'. The main content area is titled 'Welcome to the new LabScala user interface' and features a 'Help' link. The dashboard is organized into several sections: 'My EQA' (circled in red), 'Links & notes' (circled in red), 'LATEST 3 NOTIFICATIONS' (with a message 'You have no notifications.'), 'NEXT 3 CLOSING SCHEMES' (circled in red), and 'IMPORTANT NOTES'. The 'NEXT 3 CLOSING SCHEMES' section contains a table with the following data:

Round	Closing date	Status
Clinical chemistry: Endocrinology Hormones A, June, 2012	30.12.2012	Draft
Clinical chemistry: Endocrinology Hormones B, June, 2012	30.12.2012	Draft

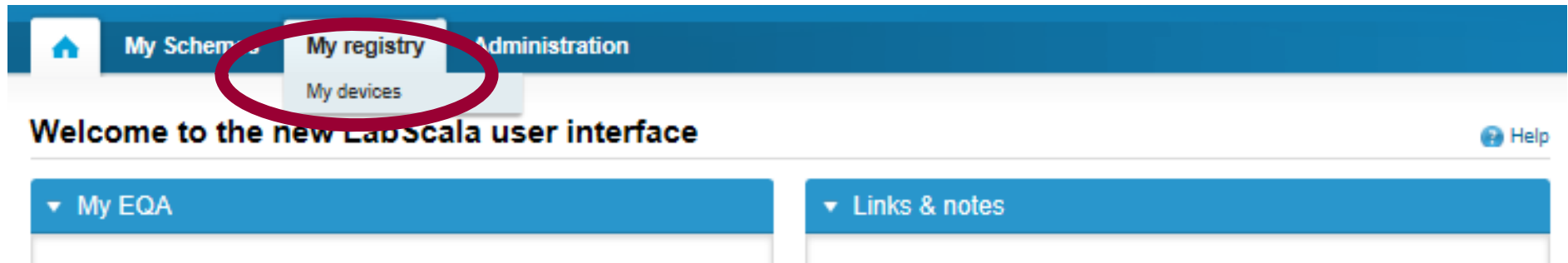
The 'Links & notes' section includes links for 'Place orders', 'View reports', 'Fill results', and 'Go to Mainio'. The 'IMPORTANT NOTES' section contains a message about postponed fungal culture delivery and a 'BALM2012 succesful' notification. At the bottom, there is an 'Additional info' link (circled in red). Annotations include arrows pointing from the text 'Own open rounds' to the 'NEXT 3 CLOSING SCHEMES' table, and arrows pointing from 'DASHBOARD WITH GROUPED LINKS' to the 'Links & notes' section and the 'Additional info' link.

Own open rounds

**DASHBOARD
WITH
GROUPED LINKS**

Adding your own devices

- By selecting My devices under My registry in the top header You can fill in your device information even before a round is opened for result filling
- Your devices are ready to be used directly from the eForm, this makes filling your results fast and easy



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"

My Schemes My registry Administration

Devices list [Help](#)

▼ Devices

New device

Display: Active ▼

Nickname	Instrument	Manufacturer	Products	Client	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

New device

Own devices

- If you have used the same device already on other schemes, just add new scheme and analytes for that device from the dropdown list.
- Open device from the edit button on the right (pencil)
- Choose right scheme from the drop down menu and click + button. Then see page 8.

* Nickname:

Location:

Client system ID:

USED FOR MEASURING SCHEMES

Product	Active
[+] Hormones A	<input checked="" type="checkbox"/>
Prostate specific antigen <input type="button" value="v"/>	<input type="button" value="+"/>



Add a new device



Help

▼ Add a device


Client:
Client code


DEVICE

* Instrument:  

* Manufacturer:  

* Nickname:

* Start date: 


End date: 


Location:

Client system ID:

USED FOR MEASURING SCHEMES

Product

Hormones A 

Active 

ADDITIONAL INFORMATION

Back Save

Access to the background register

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!

Dropdown menu. Select the scheme in which you want this device to be used. Add it by pressing the Active – plus – sign on the right.

NB! * - marked fields are mandatory!

USED FOR MEASURING SCHEMES

Product Active

[-] Prostate specific antigen Display: All

Analyte	Definition	Active
PSA		<input type="checkbox"/>
PSA, complexed	SIEMENS - Siemens Advia Centaur & CP; µg/L	<input checked="" type="checkbox"/>
PSA free		<input type="checkbox"/>
PSA, free/total	SIEMENS - Siemens Advia Centaur & CP, ratio	<input checked="" type="checkbox"/>

Tumour markers

1. Activate the analytes
You are measuring

2. Add the analyte-specific reagent info by clicking the analytes

ADDITIONAL INFORMATION

Additional information if needed

Back

3. Back to My devices or Save

Save

Adding reagent information

My Schemes My registry Administration

Add device's reagent info

Help

▼ Add device's reagent info for Digoxin

* Reagent manufacturer: ABBOTT

* Reagent: Abbott Architect

* Measure unit: mg/dl

Methodics: Abbott Architect

Back Save

Access to background register

Choose your unit!

Remember to save!

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!

Saving device information

DEVICE

Instrument: Advia Centaur
Manufacturer: SIEMENS
* Nickname:

* Start date:
End date:
Location:
Client system ID:

USED FOR MEASURING SCHEMES

Product	Active
[+] Prostate specific antigen	<input checked="" type="checkbox"/>
<input type="text" value="Tumour markers"/>	<input type="checkbox"/>

ADDITIONAL INFORMATION

After adding the reagent information, remember to save!

Device saved

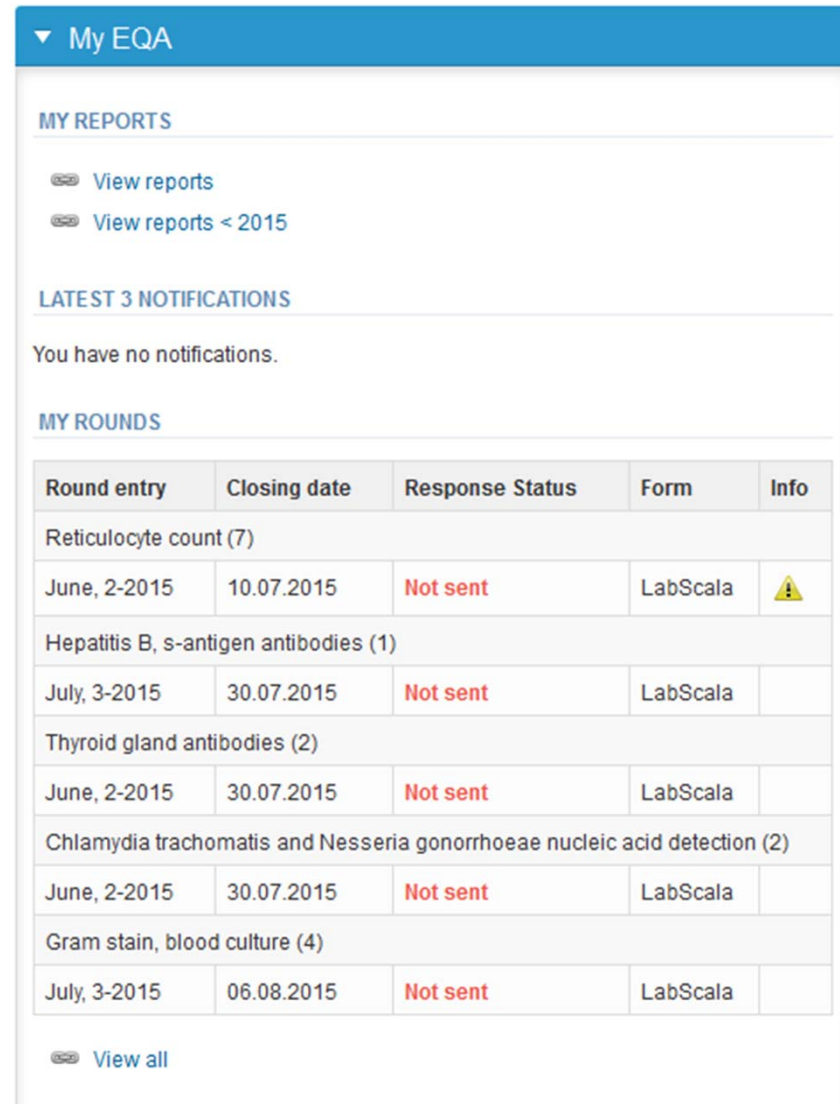
The screenshot shows the 'Administration' section of the LabScala interface. The 'My registry' tab is active, displaying the 'Devices list'. A blue header bar contains navigation links for 'My Schemes', 'My registry', and 'Administration'. Below the header, the title 'Devices list' is shown on the left, and a 'Help' icon is on the right. A blue bar with a dropdown arrow and the text 'Devices -' is positioned above the main content area. The main content area features a 'New device' button in the top right corner. Below this, a status bar indicates 'Showing entries 1-1 [Total 1]' and a 'Display: Active' dropdown menu. The central part of the interface is a table with the following columns: Nickname, Instrument, Manufacturer, Products, and Client. The table contains one entry: Archie, Architect i2000SR, ABBOTT, Hormones A. A search icon is located to the right of the table, and another 'New device' button is at the bottom right of the table area.

Nickname	Instrument	Manufacturer	Products	Client
Archie	Architect i2000SR	ABBOTT	Hormones A	

Device saved and ready to be used in the eForms of 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
 - **Draft** = result filling started but results not sent to Labquality
 - **Accepted** = results sent to Labquality



The screenshot shows a user interface for 'My EQA' with a blue header. Below the header, there are three main sections: 'MY REPORTS', 'LATEST 3 NOTIFICATIONS', and 'MY ROUNDS'. 'MY REPORTS' includes links for 'View reports' and 'View reports < 2015'. 'LATEST 3 NOTIFICATIONS' states 'You have no notifications.' 'MY ROUNDS' is a table with columns for Round entry, Closing date, Response Status, Form, and Info. The table lists several rounds, all with a 'Not sent' status. A yellow warning icon is present in the 'Info' column for the first round.


Round entry	Closing date	Response Status	Form	Info
Reticulocyte count (7)				
June, 2-2015	10.07.2015	Not sent	LabScala	⚠
Hepatitis B, s-antigen antibodies (1)				
July, 3-2015	30.07.2015	Not sent	LabScala	
Thyroid gland antibodies (2)				
June, 2-2015	30.07.2015	Not sent	LabScala	
Chlamydia trachomatis and Nesseria gonorrhoeae nucleic acid detection (2)				
June, 2-2015	30.07.2015	Not sent	LabScala	
Gram stain, blood culture (4)				
July, 3-2015	06.08.2015	Not sent	LabScala	

[View all](#)

Filling results

- First add your scheme-specific contact info by pressing the plus sign
- Fill in name and email address or phone number
- 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](#)

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 ordered schemes which have a LabScala-eForm
 - **View history:** access to a list of closed surveys
 - **Mainio:** other Internet – surveys and e-schemes

The screenshot shows the LabScala user interface. At the top, there is a navigation bar with a home icon and links for "My Orders", "My Schemes", "My Registry", and "My Documents". The "My Schemes" dropdown menu is open, showing options: "Fill results", "View all", "View history", and "Mainio". Below the navigation bar, the text "LabScala welcome" is visible. 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.

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

Filling results

- After selecting an open scheme the results can be filled
- Result filling is presented as a process:

Welcome to the round of Prostate specific an

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

- **Request:** Important round-specific information
 - **Instructions:** Printable instruction letter
 - **Pre-analytics:** sample delivery informationn
 - **Analytics:** round results
 - **Post-analytics:** Validation of the results
 - **Exit:** Back to the front page
- Access to the next step of the process is gained 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 (e.g. Hormones A (5) means 5 sets of samples ordered)
 - **Delivery:** samples sent from Labquality
 - **Opening:** Result filling /eForm is opened
 - **Closing:** eForm is closed
 - **Status:** status of the scheme (Open, Draft, Accepted)
- 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 Prostate specific antigen, July, 3-2015 analysis




 Help

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

MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
Prostate specific antigen(1)					
	13.07.2015	13.07.2015	03.08.2015	Ordered	LabScala

MY SCHEME SPECIFIC CONTACTS

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

► Coordinator contact information

Next

Exit

Instructions

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

Prostate specific antigen, July, 3-2015 instructor

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

7411-Prostate specific...

General information

Welcome to the third prostate specific antigen round in 2015.

Samples

Sample S001 and Sample S002 are liquid pooled human sera without any preserv:

Warning

Quality control specimens derived from human blood must be handled with the sar specimens are found to be HBs-Ag and HIVAgAb negative when tested with license will not transmit these or other infectious diseases.

Sample use and storage

Samples are ready to use. Please analyse the samples as soon as possible. If you frozen.

A little before analysing, thaw, mix and allow the samples to reach the room temper

[Print instructions](#)

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"




Prostate specific antigen, July, 3-2015 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
Prostate specific antigen, July, 3-2015	Yes	2226	1	07.07.2015 	1	+2 ... +8 C 	

COMMENTS

Save & next

Exit

Results – how to start

- In Analytics page the analyte specific results can be filled
- If you have ordered multiple sample sets, the sets can be seen on the top of this view
- If the scheme has multiple samples, the samples are listed on top of the result form (e.g. Sample_A1 and Sample A_2)
- Result filling is started by selecting the measurement day
 - The measurement day can be selected to be the same or different for all analytes

SAMPLE SETS

First Previous 1 Next Last

Sample S001 Sample S002

▼ Measurement results no. 1 Add result +

* Measurement date	Analyte	* Device	* Instrument	* Reagent	* Result	Unit
07.07.2015	PSA	-Choose- ▼				
07.07.2015	PSA, complexed	-Choose- ▼				
07.07.2015	PSA free	-Choose- ▼				
07.07.2015	PSA, free/total	-Choose- ▼				







COMMENTS

Results – selecting the device

- Analyte specific results are filled by selecting a previously filled device from the dropdown list or by selecting "Add device"
 - Devices can be added beforehand from My Registry – My devices
 - Instructions on how to do this have been given earlier in this guide ("Adding your own devices")
- If "Add device" is selected you are taken to your own device list. See instructions from page 5.

Sample S001 Sample S002

▼ Measurement results no. 1

* Measurement date	Analyte	* Device
07.07.2015 	PSA	-Choose- 
07.07.2015 	PSA, complexed	-Choose- -Add device- abbi
07.07.2015 	PSA free	centaur29012015 psa1
07.07.2015 	PSA, free/total	100oo -Choose- 

COMMENTS

Results

- Saved device can be chosen from the dropdown list in the result form
- Result field opens up and the results can be saved
- Comments can be given if needed in the comments field on the bottom of the page
- Finally, select
 - "Save as draft" if you do not yet want to send in the results
 - "Save as final" if you see the results as being final
- From this page you can return to the front page by selecting "Back to list" or clear the whole page by selecting "Clear all page data"

▼ Measurement results no. 1 Add result +

* Measurement date	Analyte	* Device	* Instrument	* Reagent	* Result	Unit
07.07.2015	PSA	abbi	Architect i2000	Abbott Architect	<input type="text"/>	ng/mL
07.07.2015	PSA, complexed	-Choose-				
07.07.2015	PSA free	-Choose-				
07.07.2015	PSA, free/total	-Choose-				

COMMENTS

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

Editing results

- If "Save as final" was selected the results are saved and the table is closed. The data can be edited by selecting "Edit data" from the bottom of the page
- By selecting "Next" LabScala takes you automatically to the next sample or sample set to be filled

PSA, free/total					
COMMENTS					

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

Returning 3 results

- It is now possible to return 3 results via LabScala.
- If you want to send more than one set of results , ie you have more than one device, 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 at the end of the page.
- After entering the last results they should be saved as final, earlier results are save as draft. After entering the last results and saving, they are sent from postanalytics page.

Sample S001 Sample S002

▼ Measurement results no. 1 Add result +

* Measurement date	Analyte	* Device	* Instrument	* Reagent	* Result	Unit
07.07.2015	PSA	abbi	Architect i2000	Abbott Architect	10	ng/mL
07.07.2015	PSA, complexed	-Choose-				
07.07.2015	PSA free	-Choose-				
07.07.2015	PSA, free/total	-Choose-				

COMMENTS

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

Post-analytics

- 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, Error)

Prostate specific antigen, July, 3-2015 postanalytics

[? Help](#)

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

Validate results

▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Prostate specific antigen	1	Sample S001	OK	Elo, Tanja	07.07.2015 16:17	Draft
Prostate specific antigen	1	Sample S002	OK	Elo, Tanja	07.07.2015 15:48	Open

Accept and send results

Exit

Post-analytics

- 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

Prostate specific antigen, July, 3-2015 postanalytics

[? Help](#)

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

Validate results

▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Prostate specific antigen	1	Sample S001	OK	Elo, Tanja	07.07.2015 16:17	Draft
Prostate specific antigen	1	Sample S002	OK	Elo, Tanja	07.07.2015 15:48	Open

Accept and send results

Exit

Exit

- After selecting "Exit" you will be taken back to the front page:

The screenshot displays the LabScala user interface. At the top, there is a navigation bar with a home icon and three tabs: "My Schemes", "My registry", and "Administration". Below this, a header area says "Welcome to the new LabScala user interface" with a "Help" link on the right. The main content is divided into two columns. The left column, titled "My EQA", contains sections for "LATEST 3 NOTIFICATIONS" (stating no notifications), "NEXT 3 CLOSING SCHEMES" (a table with 3 rows), and "MY REPORTS" (a link to "Go to Mainio reports"). The right column, titled "Links & notes", contains "SHORTCUTS" (links for "Place orders", "View reports", "Fill results", and "Go to Mainio") and "IMPORTANT NOTES" (three email-style notifications about a new IT system, a postponed delivery, and a successful congress).

My Schemes My registry Administration

Welcome to the new LabScala user interface [Help](#)

My EQA

LATEST 3 NOTIFICATIONS

You have no notifications.

NEXT 3 CLOSING SCHEMES

Round	Closing date	Status
Clinical chemistry: Endocrinology Hormones A, June, 2012	30.12.2012	Draft
Clinical chemistry: Endocrinology Hormones B, June, 2012	30.12.2012	Draft

MY REPORTS

[Go to Mainio reports](#)

Links & notes

SHORTCUTS

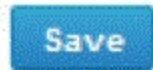
- [Place orders](#)
- [View reports](#)
- [Fill results](#)
- [Go to Mainio](#)

IMPORTANT NOTES

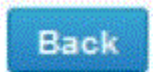
- NEW IT-SYSTEM: Lab Scala**
Dear client,
Labquality will took into use its new IT-system, LabScala, in May 2012. In the first phase of LabScala you will have access to some electronic forms as well as user administration. You will also have a manual for LabScala use accessible from the top right corner of every page, under the "Help" – text. Please do not hesitate to contact us if there are any questions concerning the use of LabScala. We hope to be able to provide you with an even better service with the help of LabScala.
- Scheme 5260, Fungal culture 2, 2012, delivery postponed to June.**
Fungal culture 2, 2012 (5260, May) delivery has been postponed to June. The new delivery date will be June 12, 2012.
- BALM2012 succesful**
Labquality thanks all the congress participants and exhibition guests for visiting our booth and presentations at BALM 2012!

Additional info

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



To the Home page

Questions?

- In case you have questions, please contact:
 - Satu Eklund
satu.eklund@labquality.fi
+358 9 8566 8249
 - Ulla Tiikkainen
ulla.tiikkainen@labquality.fi
+358 9 8566 8238
 - Jonna Pelanti
jonna.pelanti@labquality.fi
+358 9 8566 8211