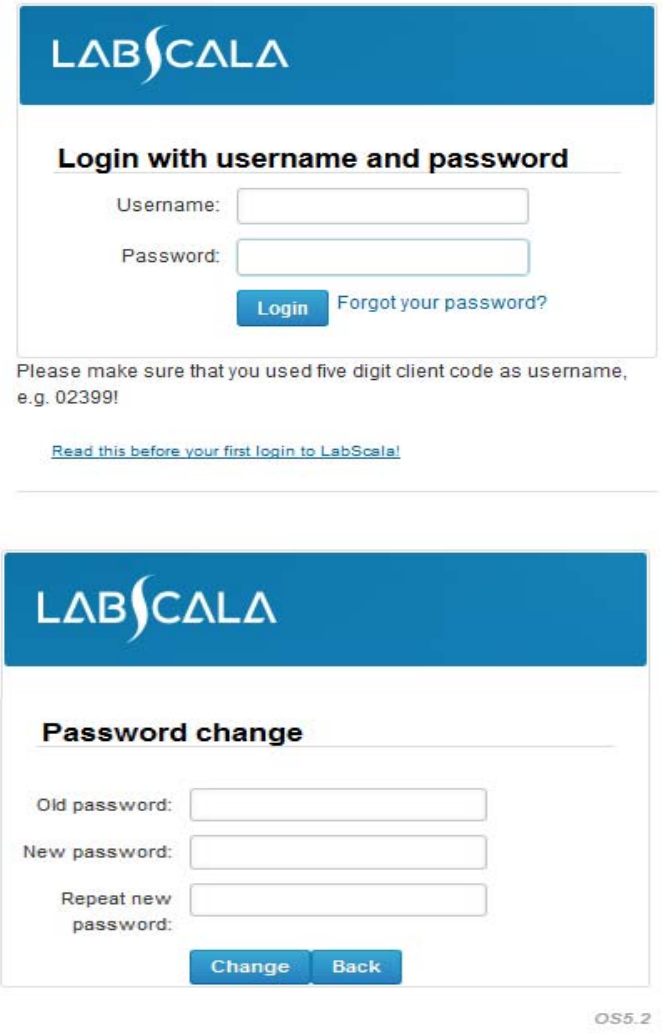
How to fill in results and add your own devices for Lipids and lipoproteins and Lp(a) scheme

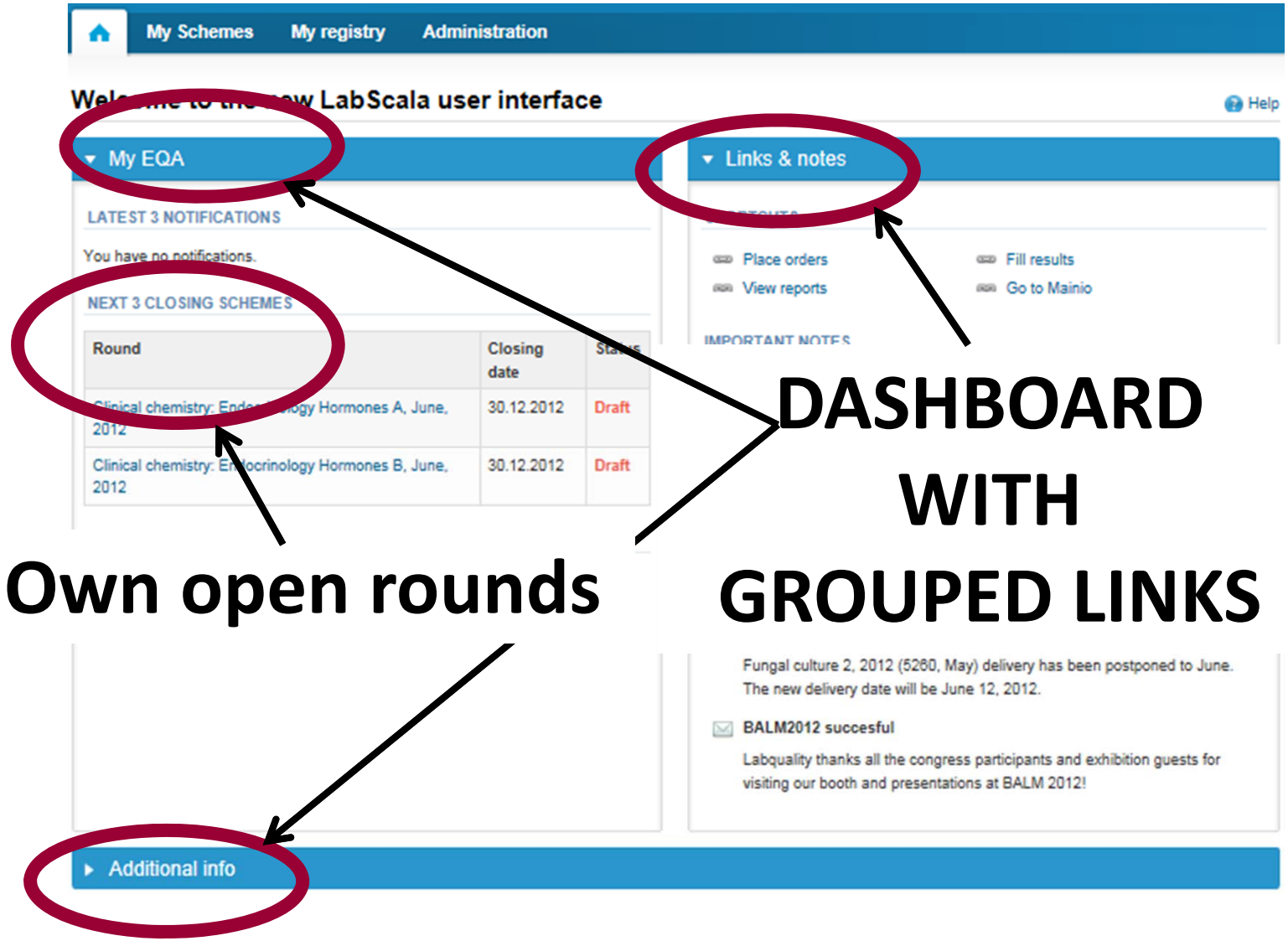
(there have been used pictures from other products in this presentation)

Getting started 1-2-3



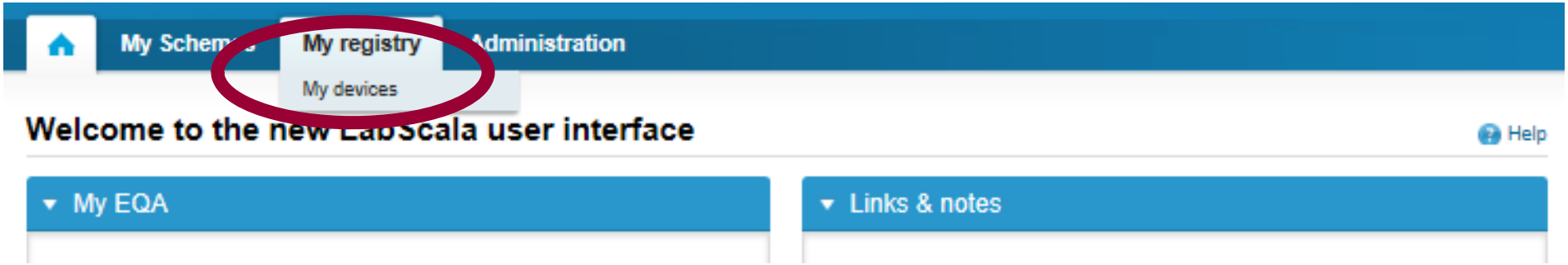
1. Login with your username and password.
2. If you use LabScala for the first time: Login using the existing Mainio (participant services) password
3. Change the password
   - Password needs to have 9 characters, one of which needs to be a letter and one a number
   - This will be your new administrator password
   - If you are already familiar with LabScala, use your own login name and password to access your account
4. Start using LabScala

Easy access first page



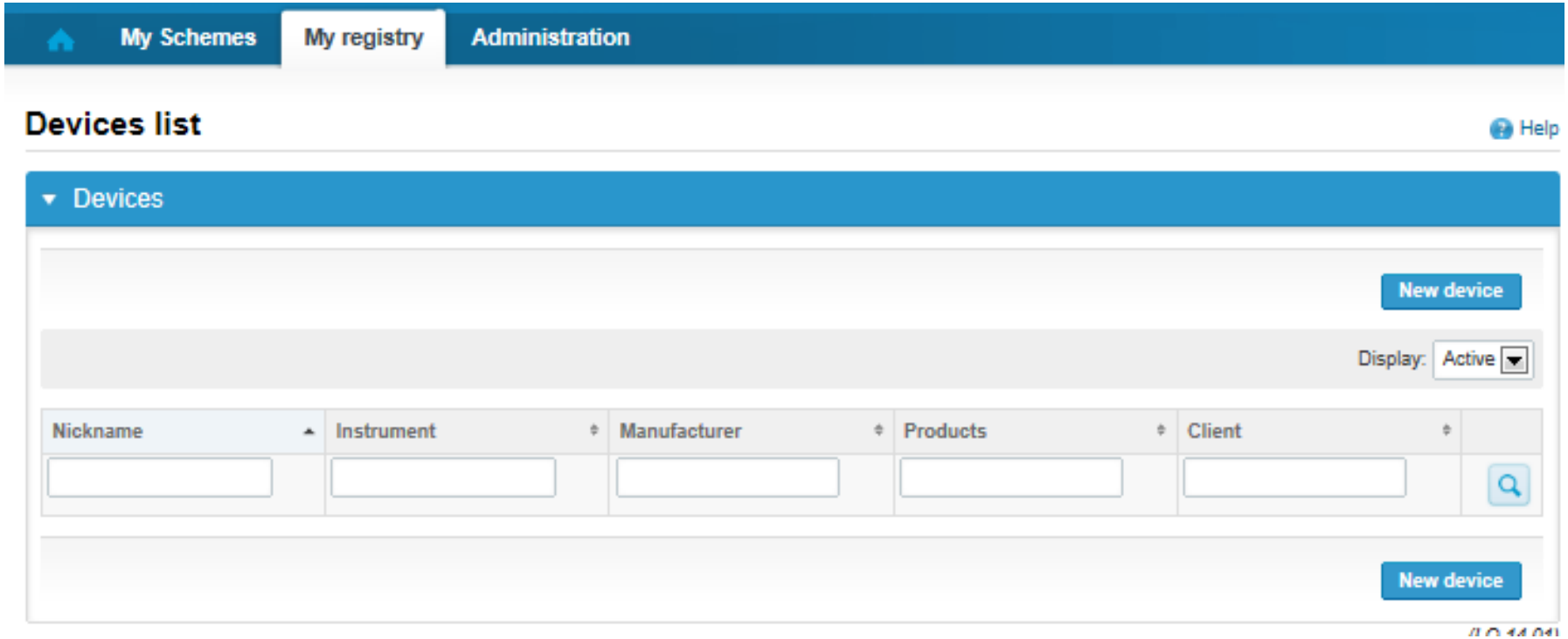
Adding your own devices

- 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



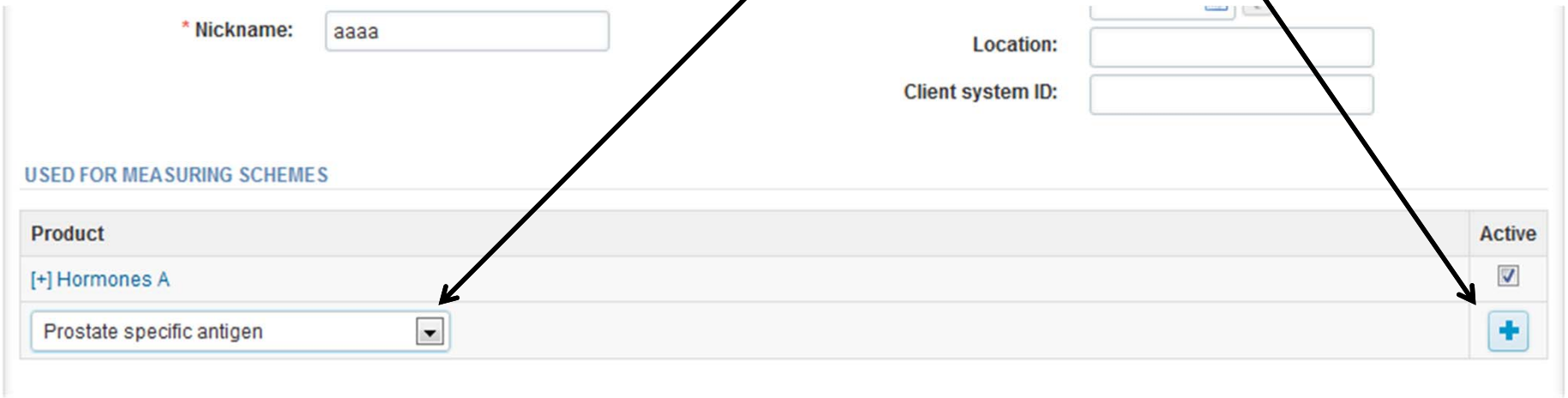
Own devices

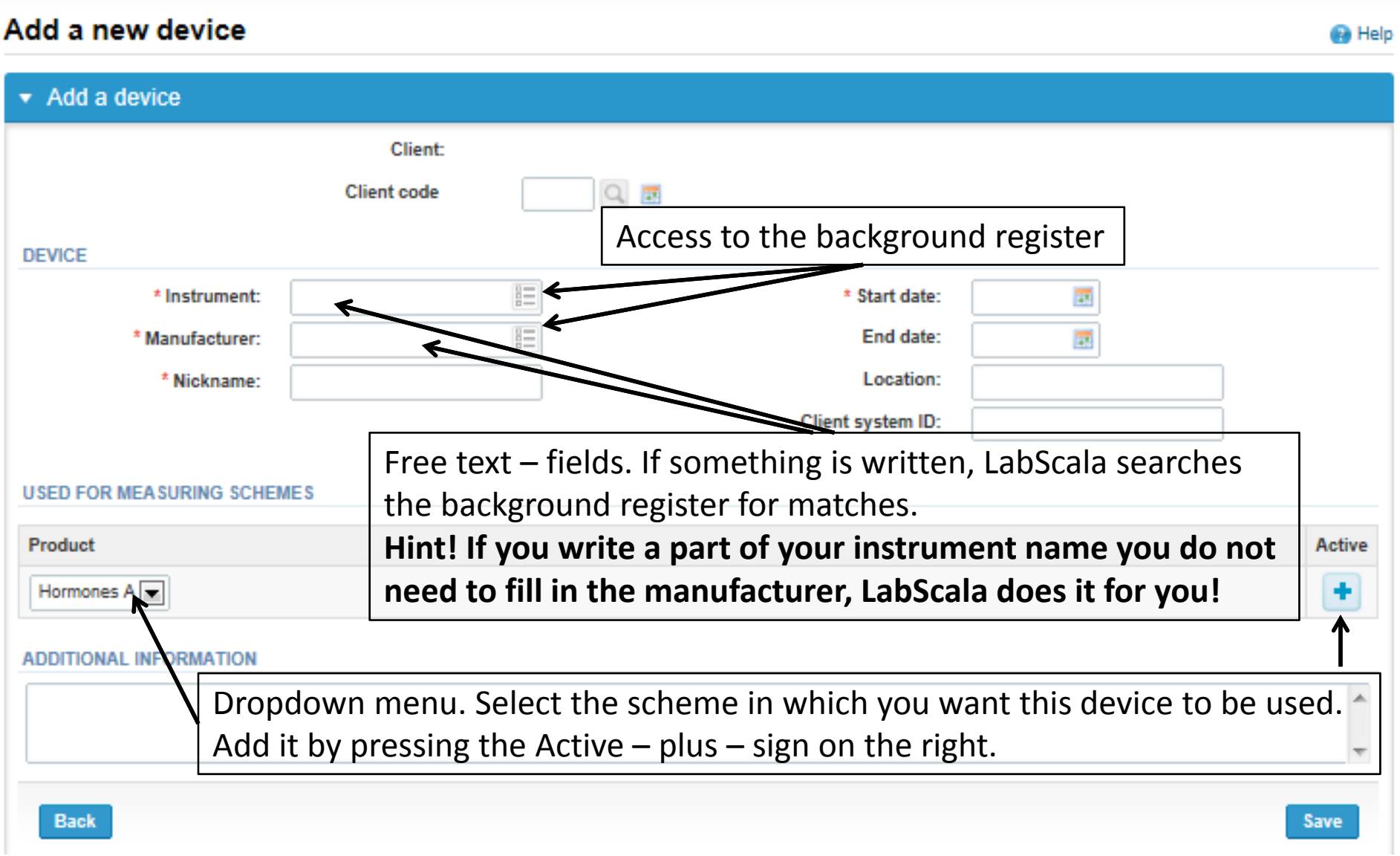
- In your devices list you are able to see all your devices that you have saved in LabScala
- If you have saved no devices, the list is empty
- Adding devices is done by selecting ”New device”



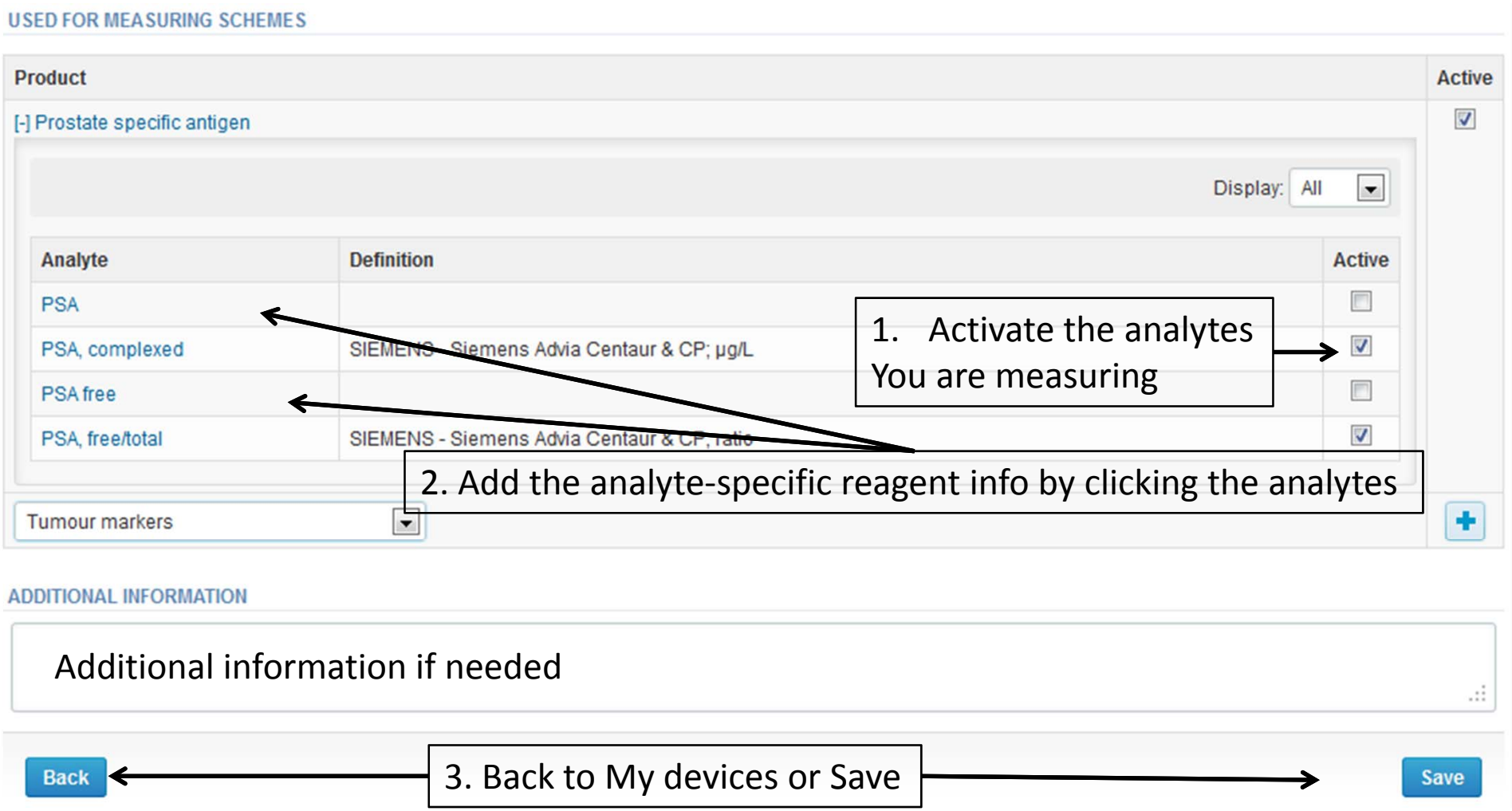
Own devices

- 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.

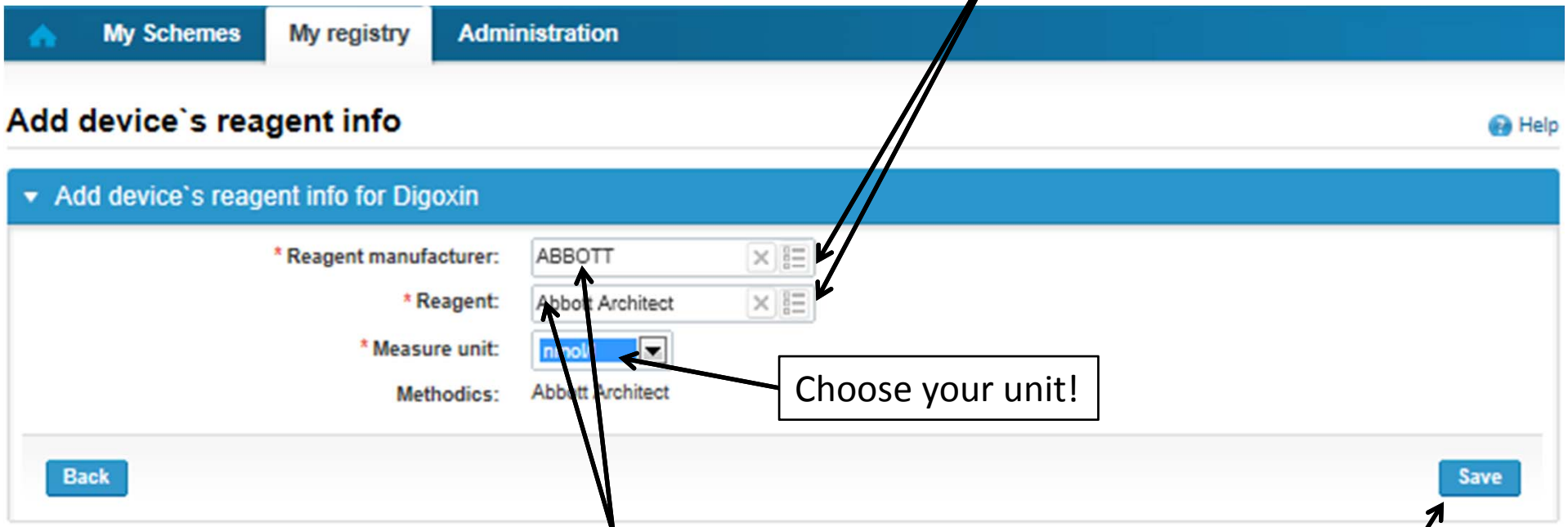




NB! * - marked fields are mandatory!


USED FOR MEASURING SCHEMES
Product
Active
[-] Prostate specific antigen
Display: All
Analyte
Definition
Active
PSA
PSA, complexed
SIEMENS - Siemens Advia Centaur & CP; µg/L
PSA free
PSA, free/total
SIEMENS - Siemens Advia Centaur & CP; ratio
1. Activate the analytes You are measuring
2. Add the analyte-specific reagent info by clicking the analytes
Tumour markers
ADDITIONAL INFORMATION
Additional information if needed
Back
3. Back to My devices or Save
Save

Adding reagent information



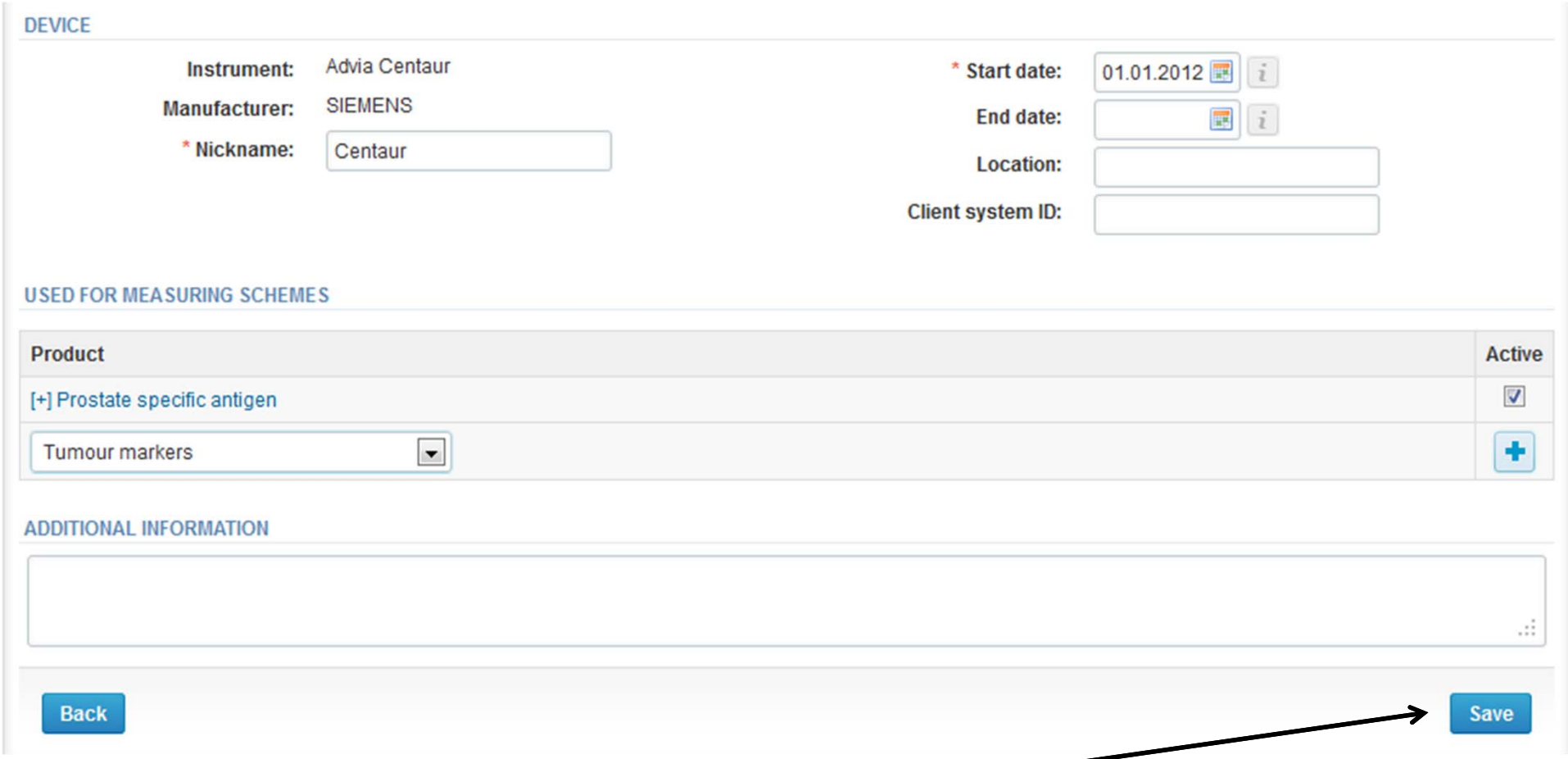
Access to background register

Choose your unit!

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!

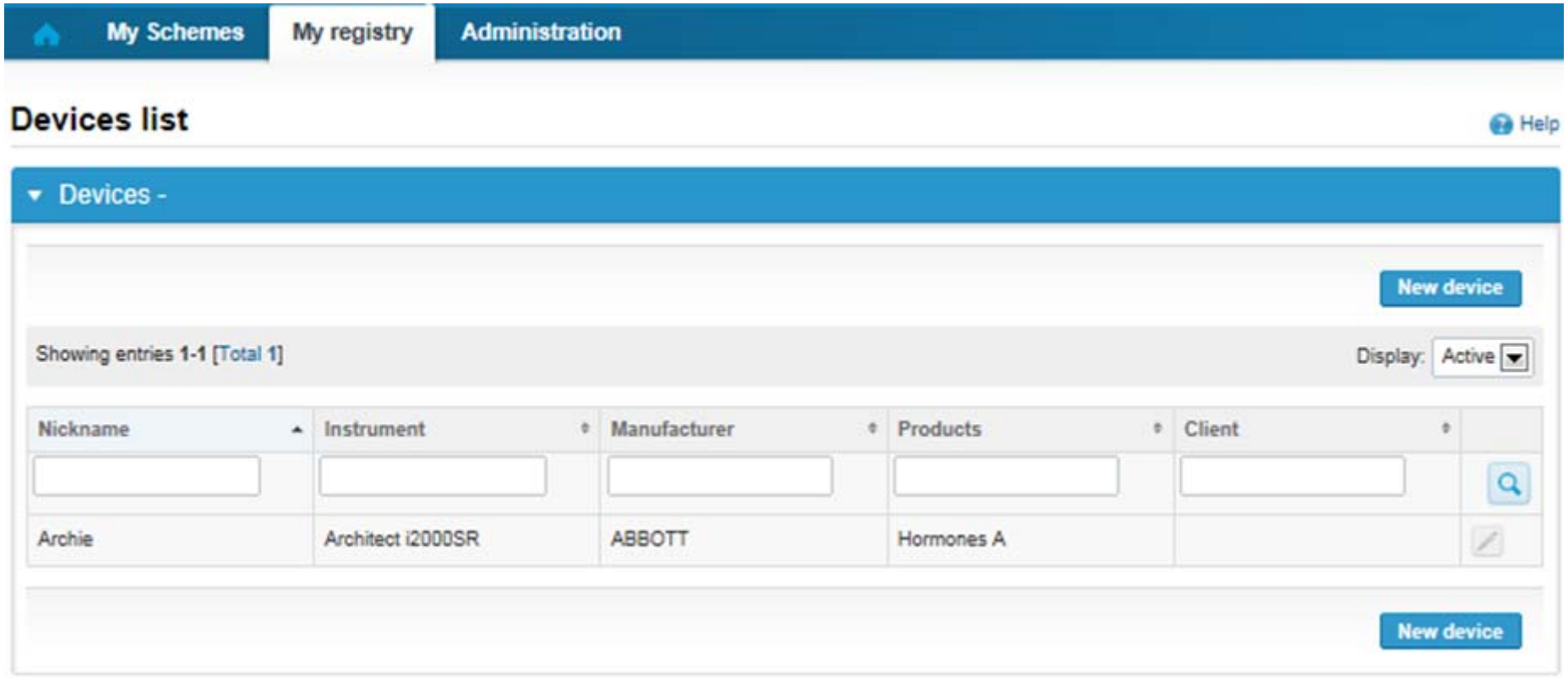
Remember to save!

Saving device information



After adding the reagent information, remember to save!

Device saved



Device saved and ready to be used in the eForms of LabScala!

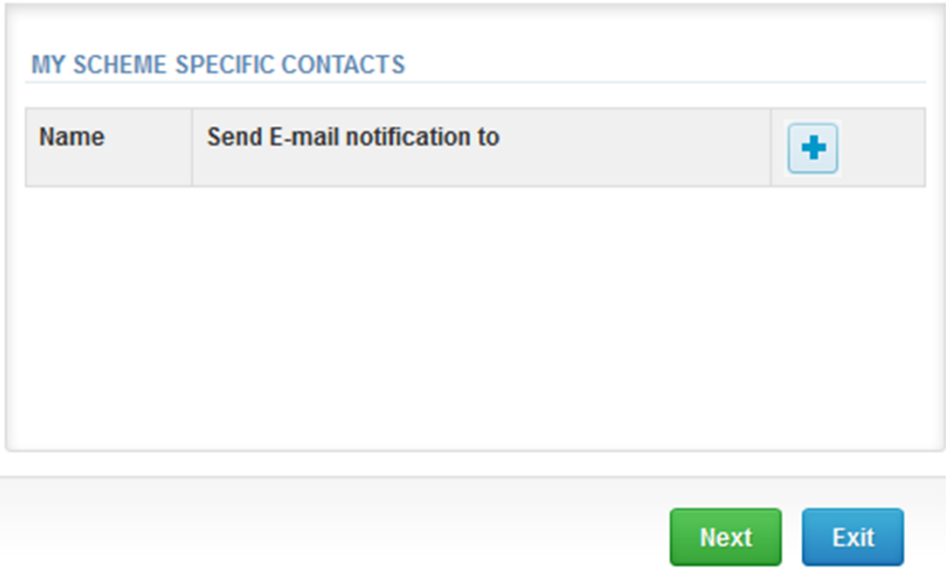
Filling results

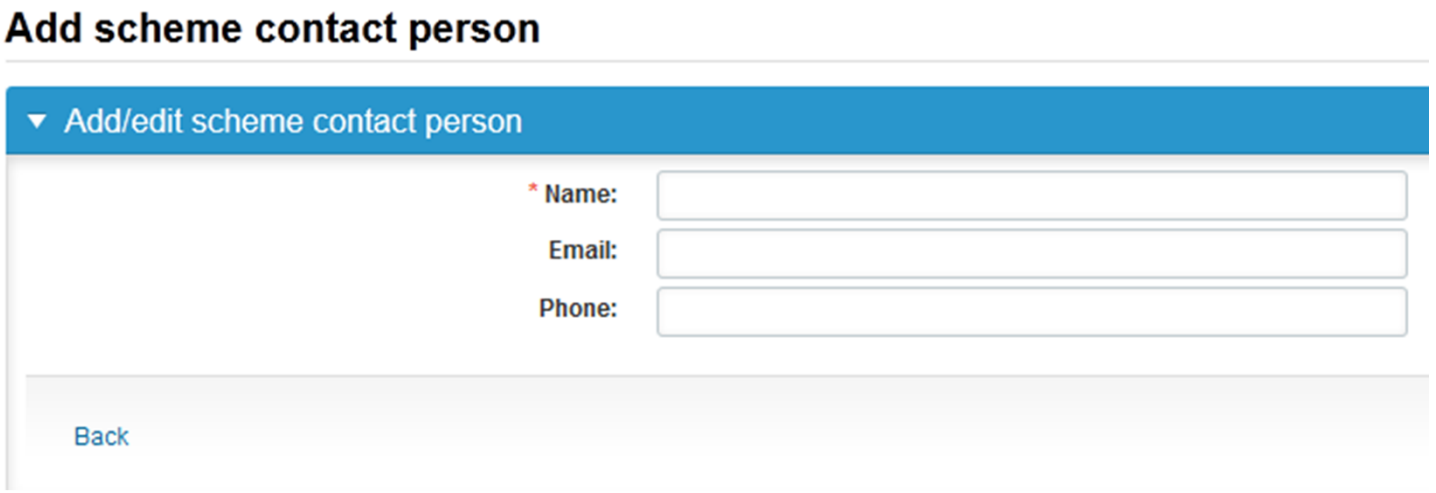
- The easiest way to access open schemes is from ”My EQA” on the front page
- In the view of the next 3 closing schemes the closing date and the status of the scheme can be seen
  - **Open** = eForm open for result filling
  - **Draft** = result filling started but results not sent to Labquality
  - **Accepted** = results sent to Labquality

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	

Filling results

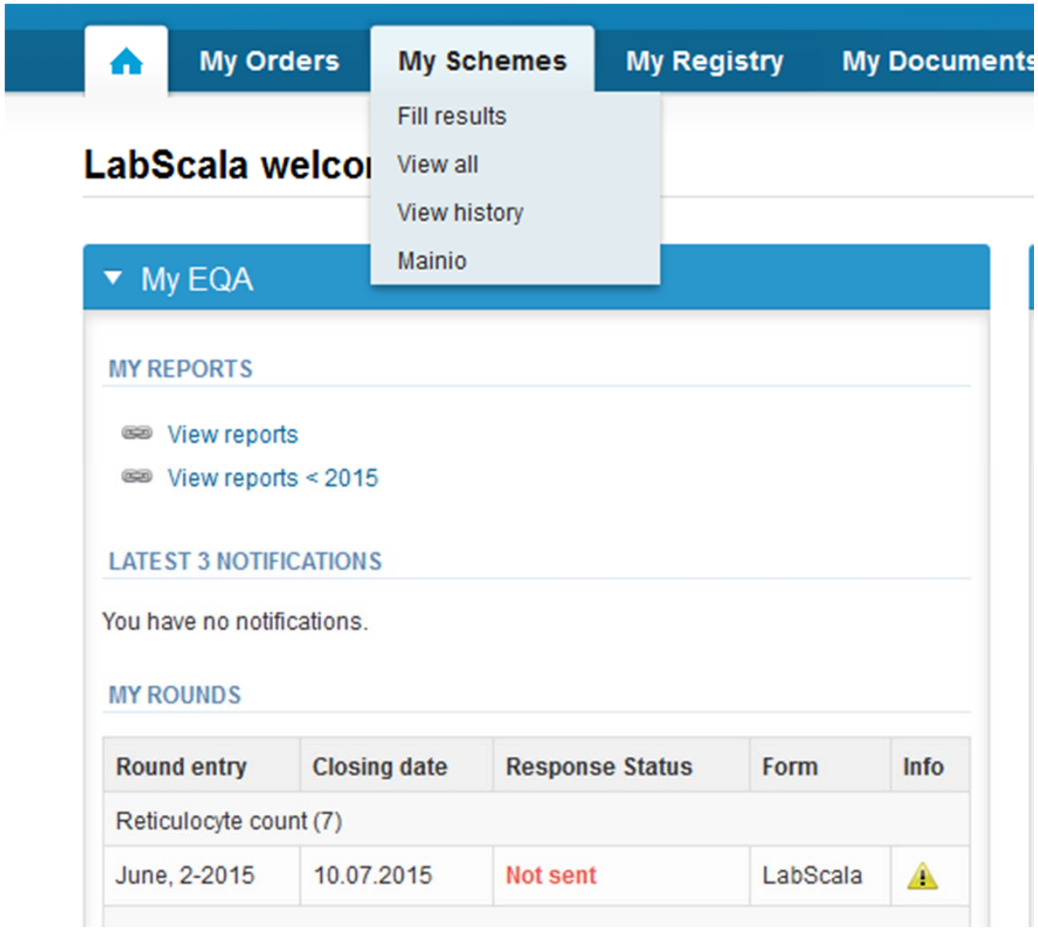
- First add your scheme-specific contact info by pressing the plus sign
- Fill in name and email address or phone number
- Save and choose Next





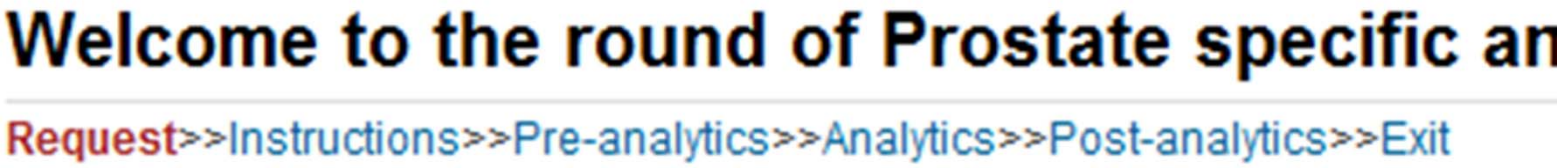
Filling results

- 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



Filling results

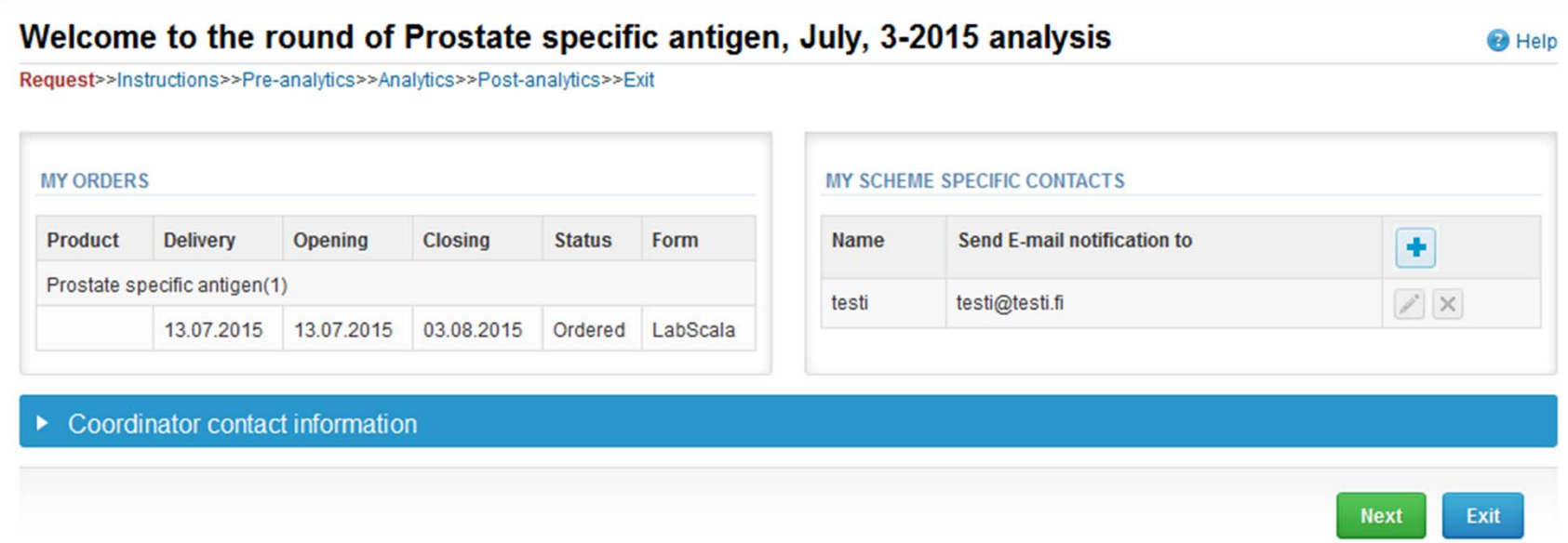
- After selecting an open scheme the results can be filled
- Result filling is presented as a process:



  - **Request:** Important round-specific information
  - **Instructions:** Printable instruction letter
  - **Pre-analytics:** sample delivery 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

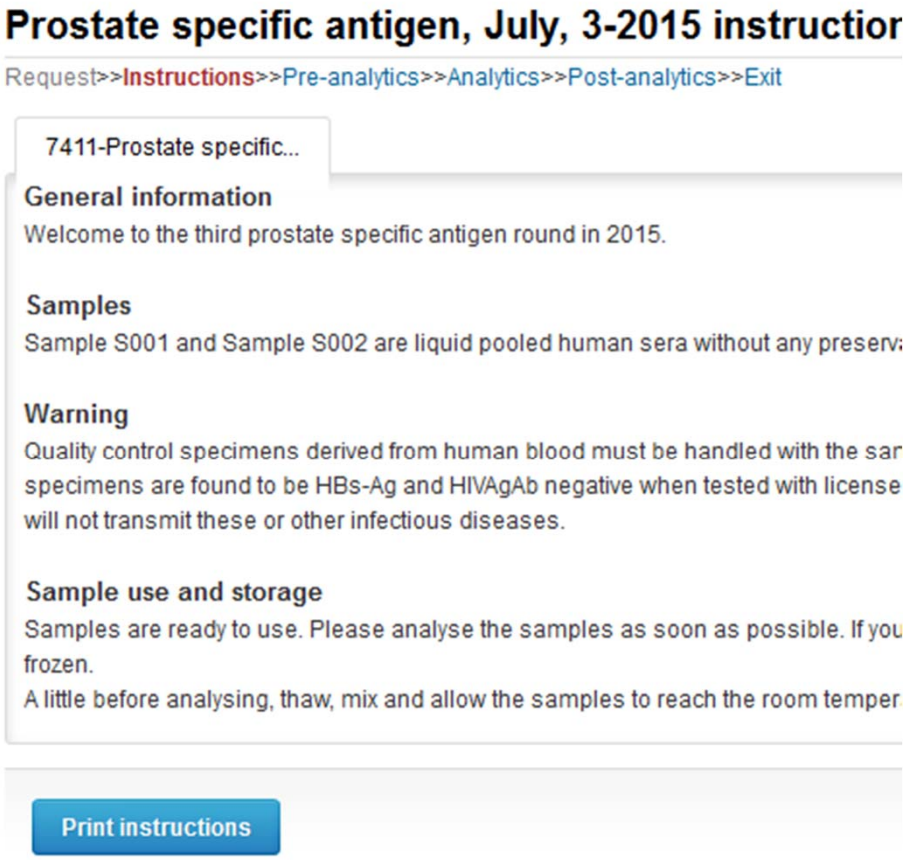
Request

- 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!**



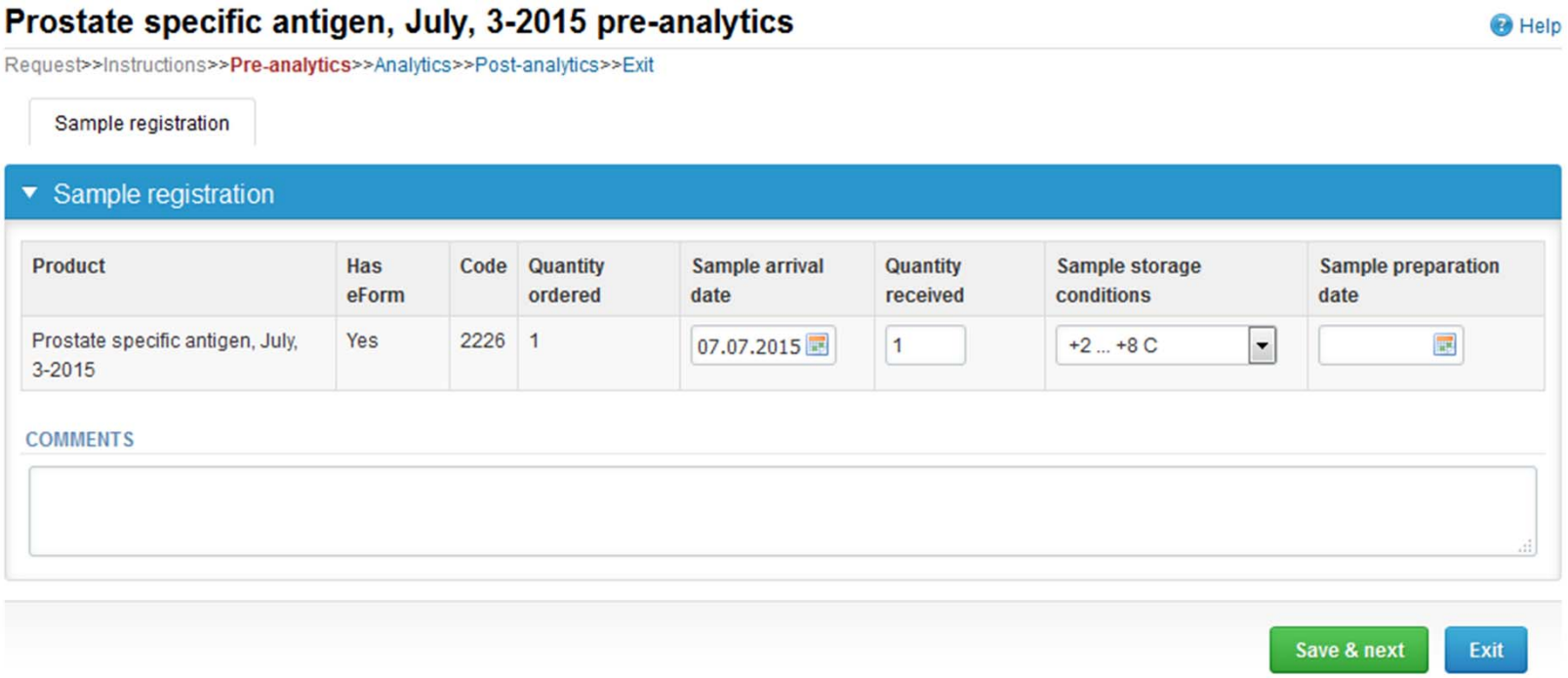
Instructions

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



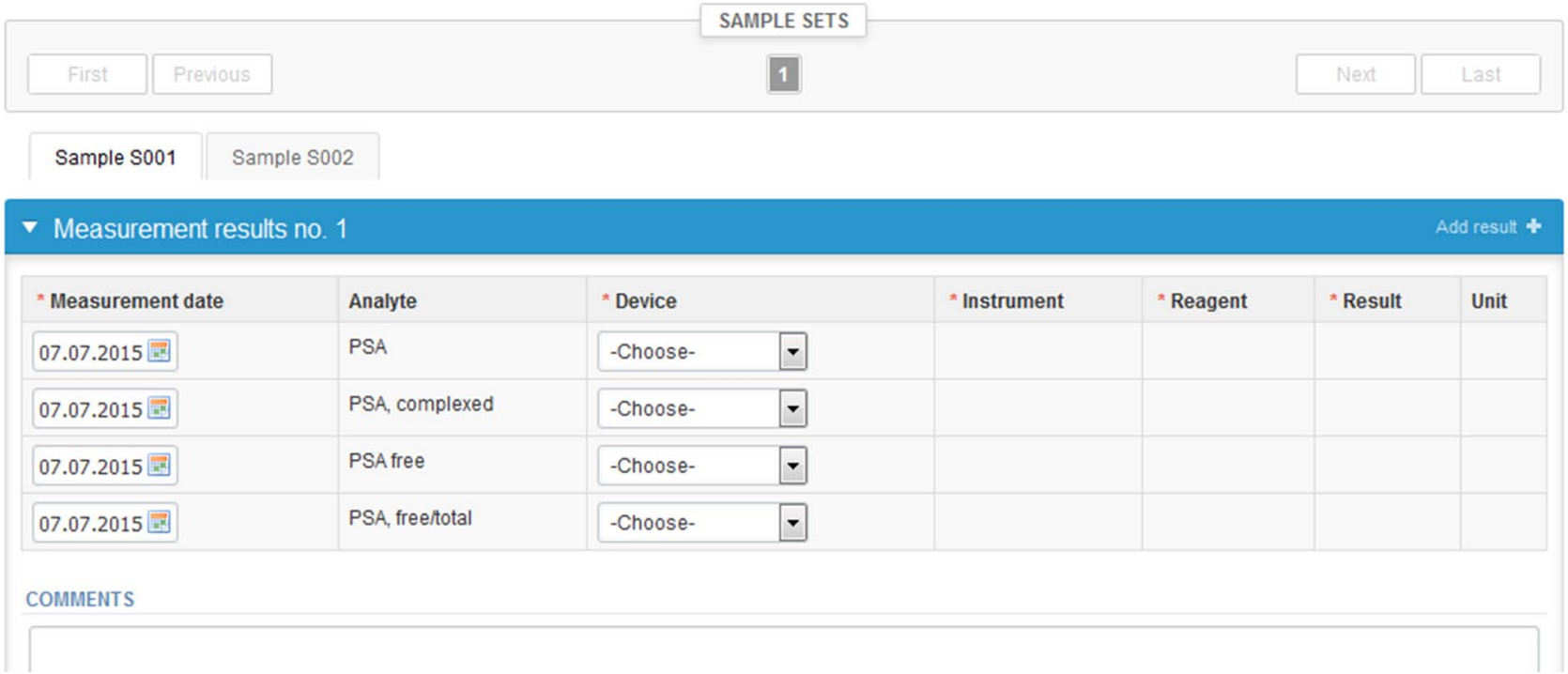
Pre-analytics

- 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”



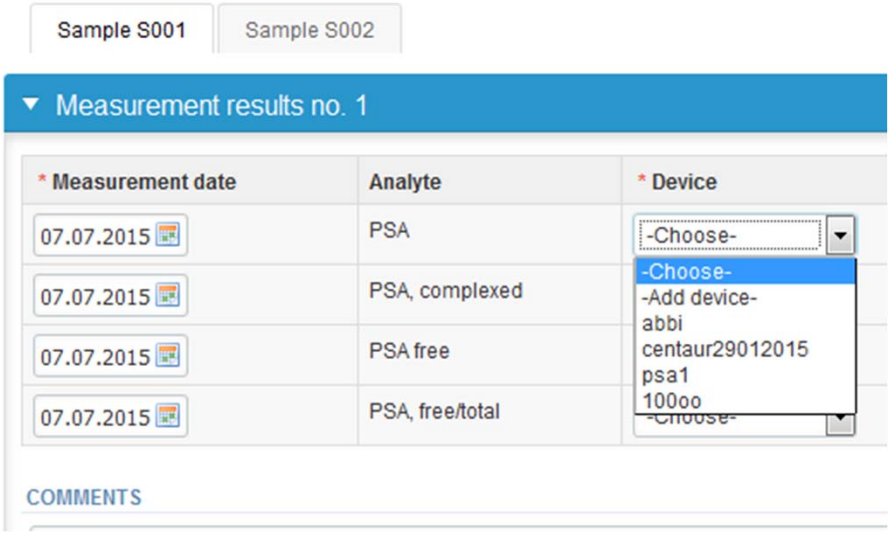
Results – how to start

- 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



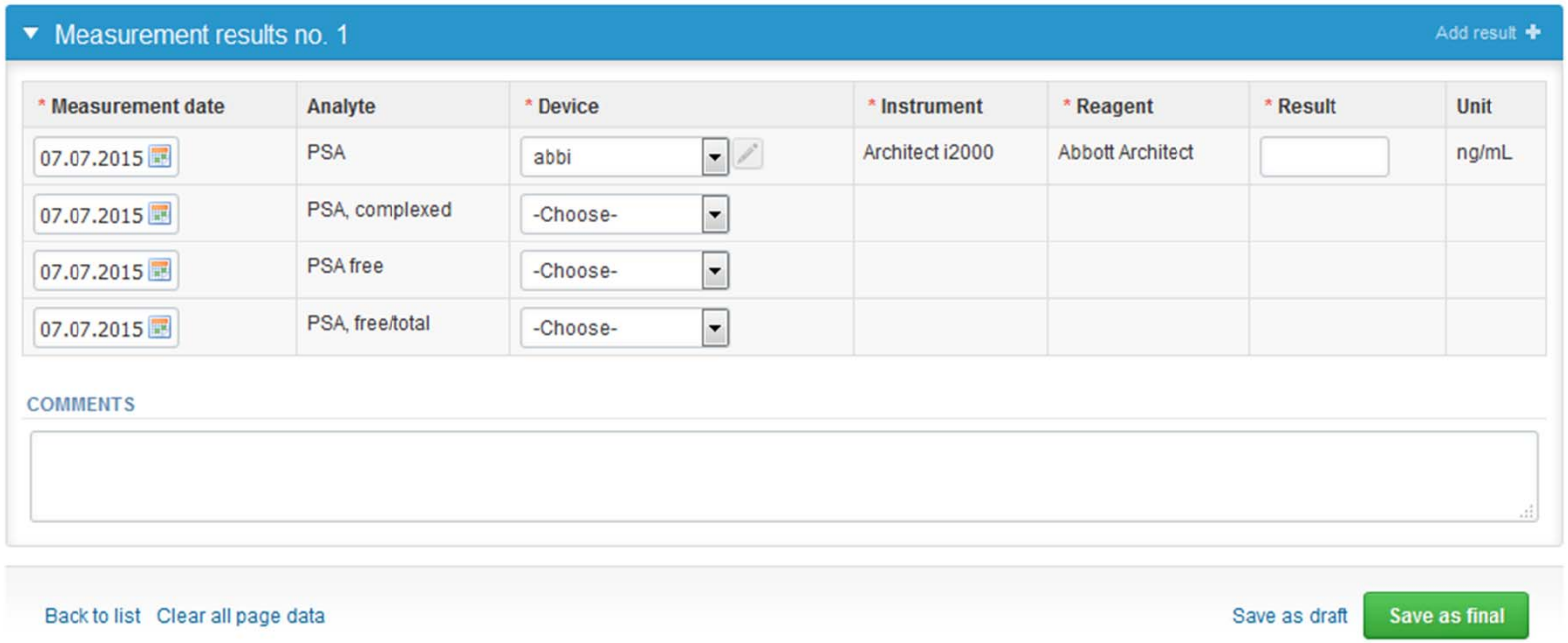
Results – selecting the device

- 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.



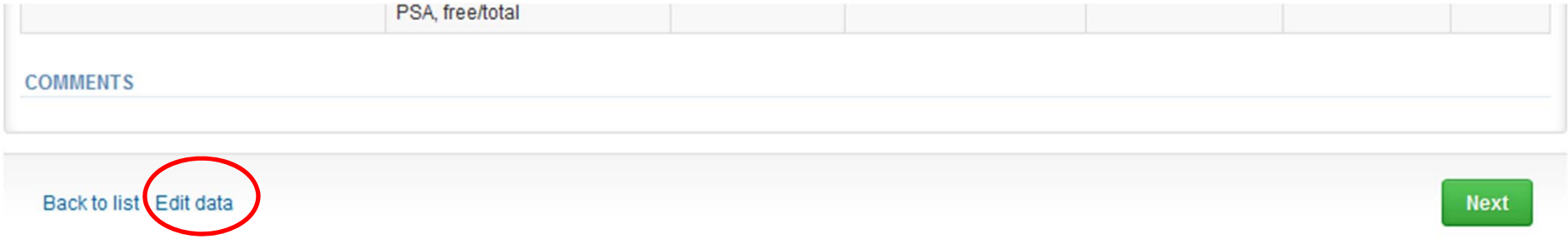
Results

- 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”



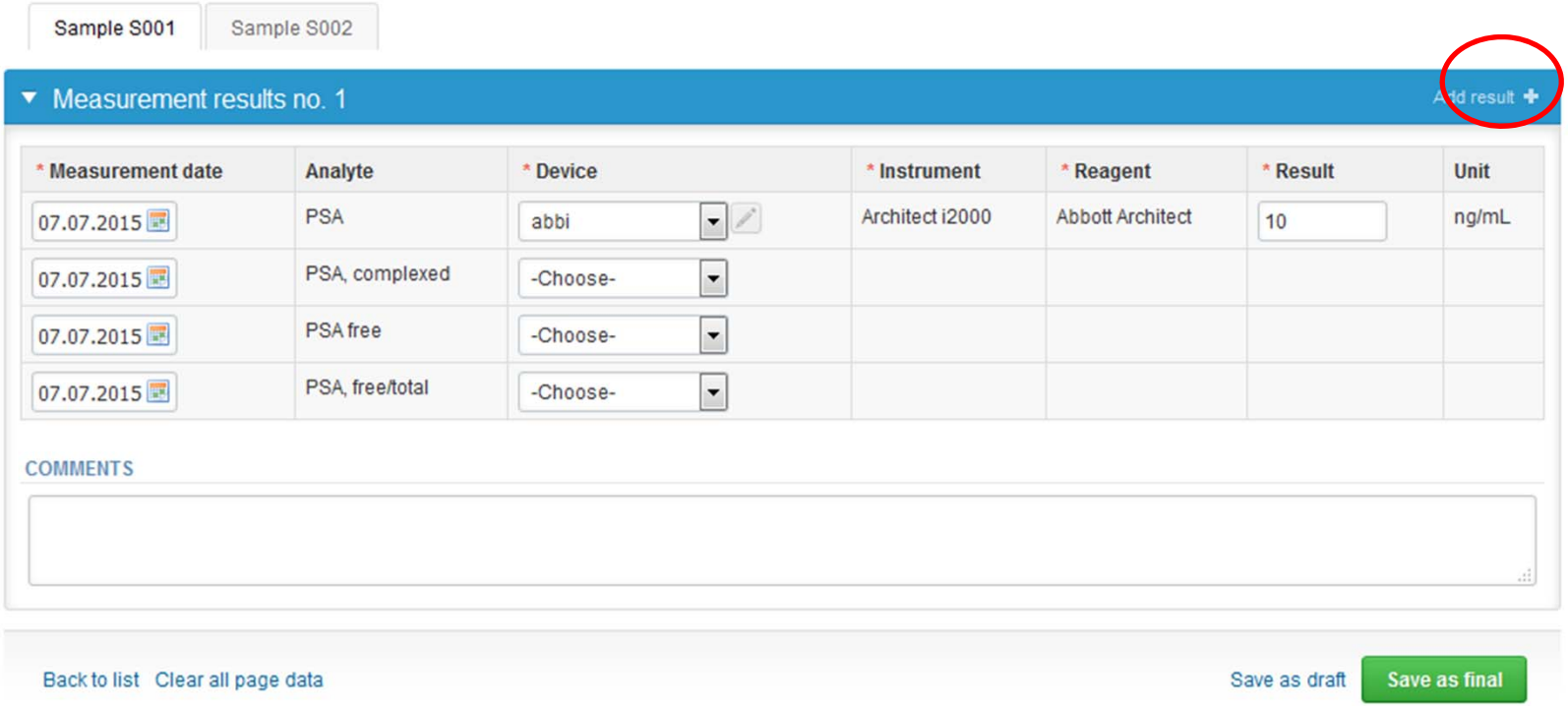
Editing results

- 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



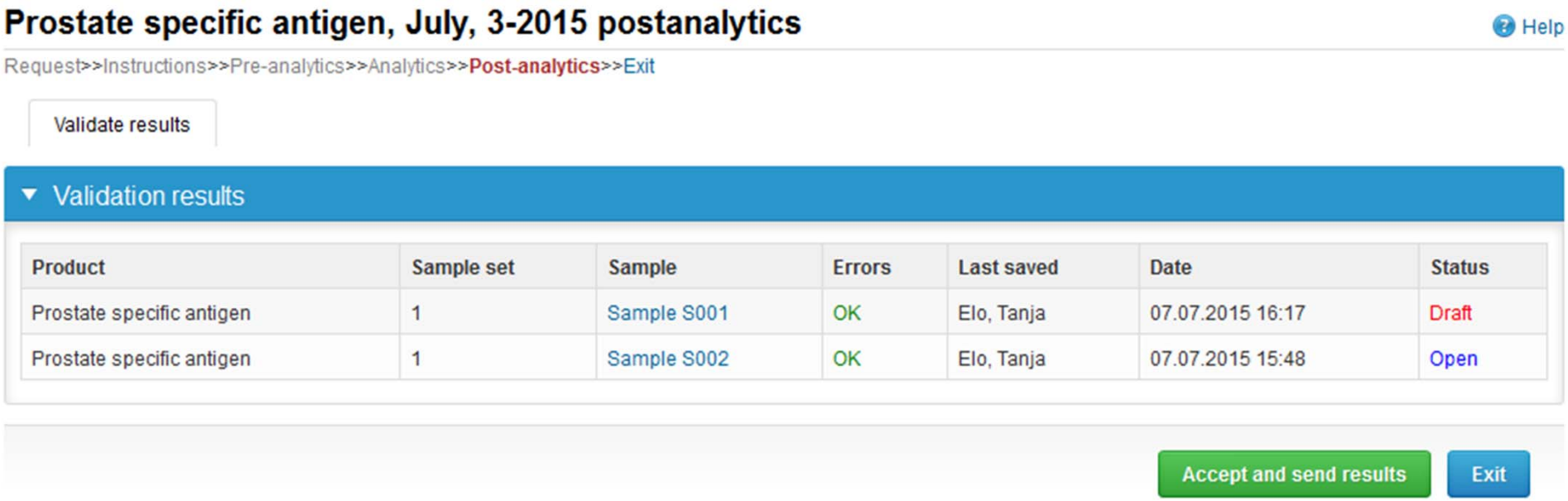
Returning 3 results

- 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.



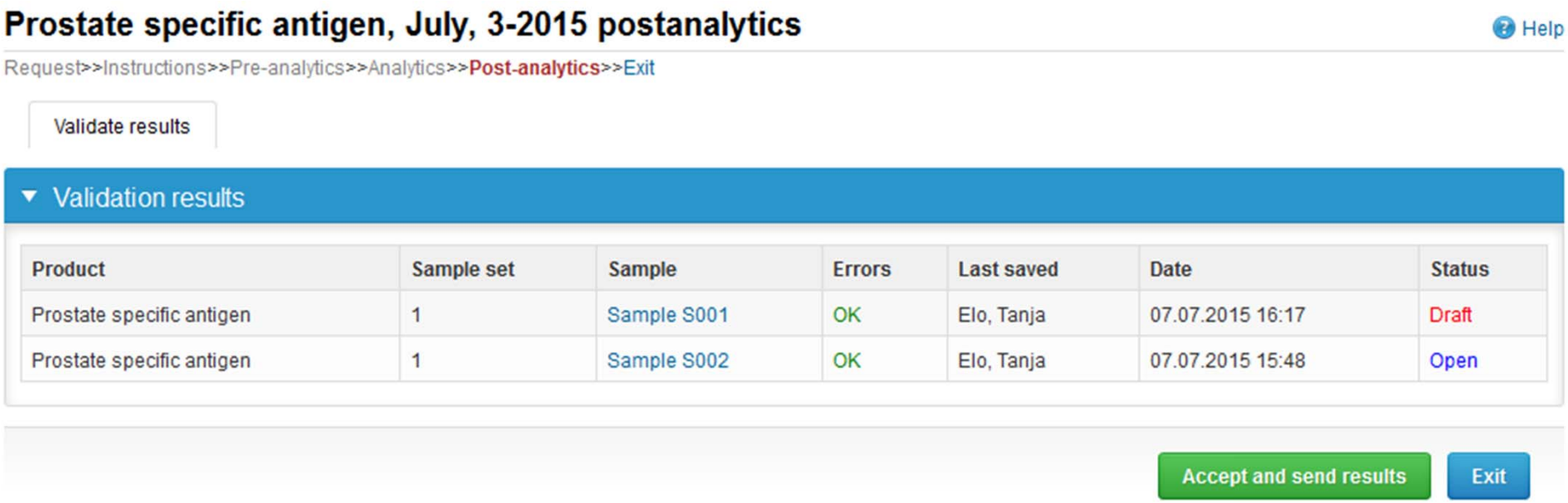
Post-analytics

- 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)



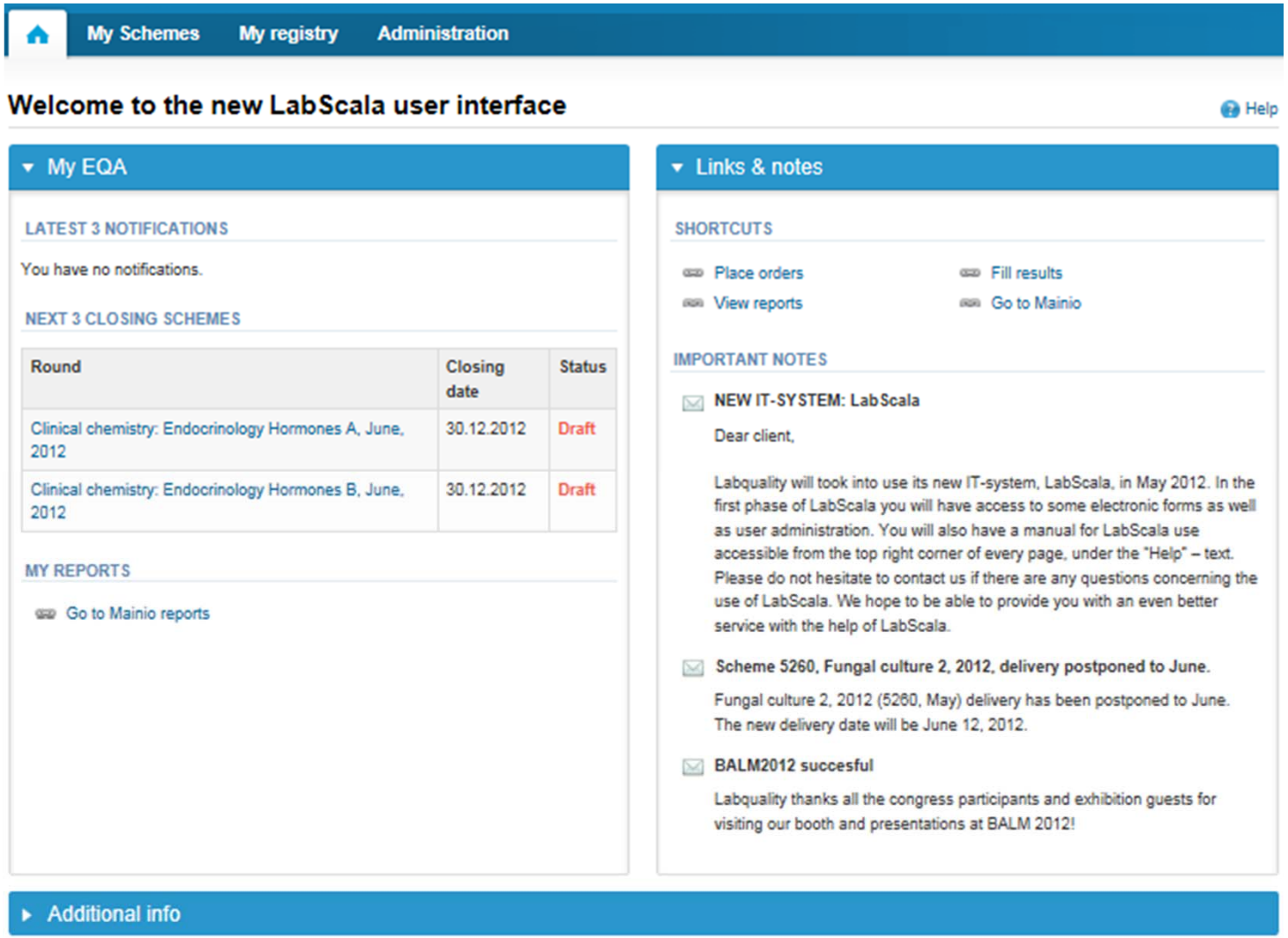
Post-analytics

- 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



Exit

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



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?

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