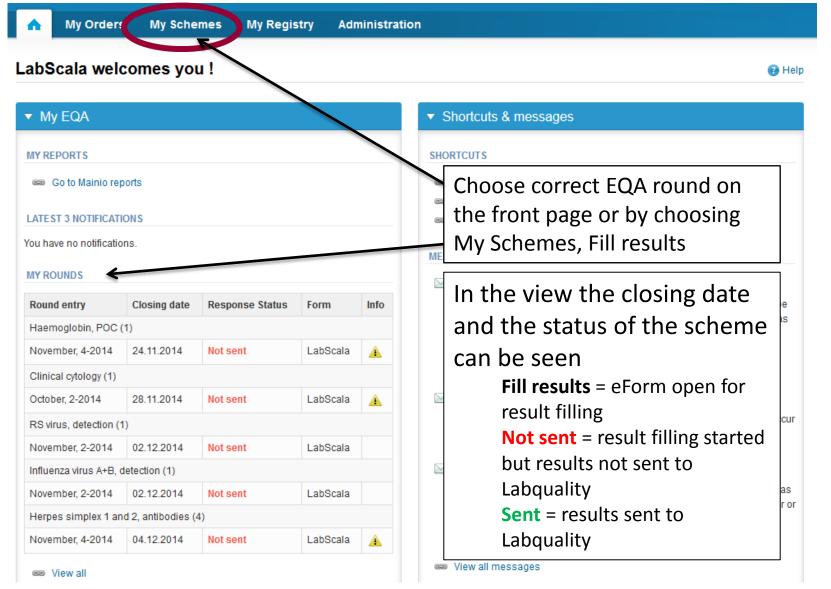


# How to fill in Albumin and creatinine in urine (3240) results

## Quick guide for result reporting

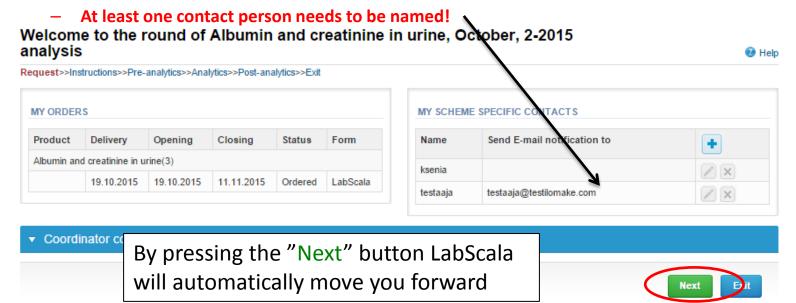
- 1. Start from LabScala home page by choosing My Schemes -> Fill results -> choose correct round.
- 2. Add Specific Contact, choose Next.
- 3. Read Instructions, choose Next.
- 4. Update Sample registration, choose Save & next
- Reporting results: choose measurement date, test kit and the correct finding for each analyte.
- Save your results as Save as final. Move to next specimen by choosing Next.
- 7. Validate your results and if needed, update them, finally choose Accept and send results.

## Result reporting



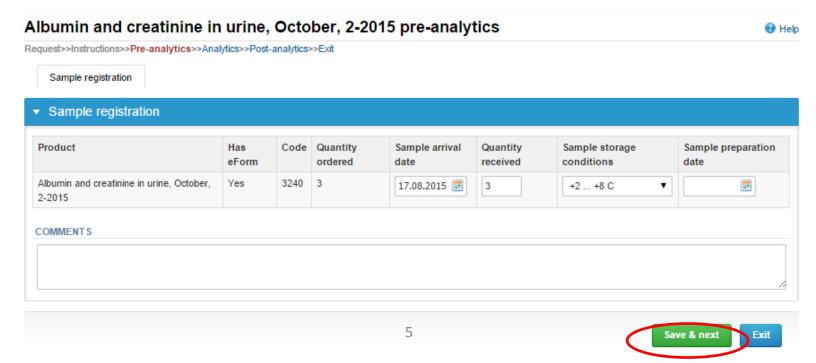
## Request

- 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
  - Instructions: Scheme spesific instructions can be read and printed
  - Pre-analytics: Sample arrival date, quantity received, sample storage conditions etc.
  - Analytics: analyte-specific results can be filled by methods
  - Postanalytics: Validate results
  - Exit: Back to the front page
- Also the scheme specific contact information is filled here
  - The contact person receives reminders, information when the reports have been published and if needed, important scheme-specific information



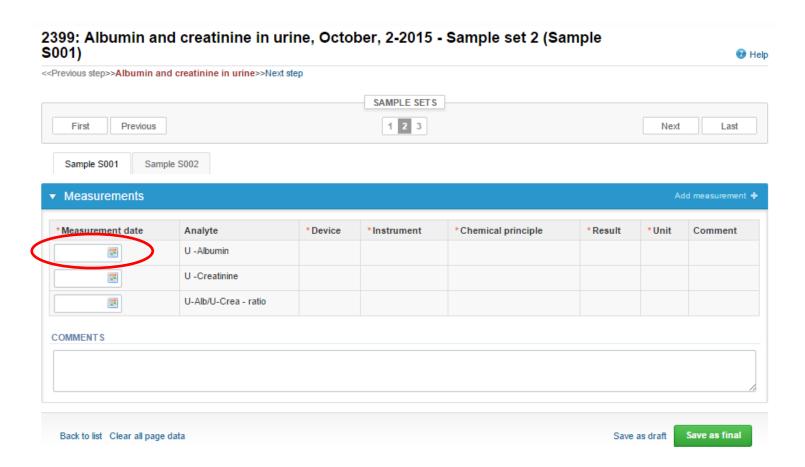
## Pre-analytics

- 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"



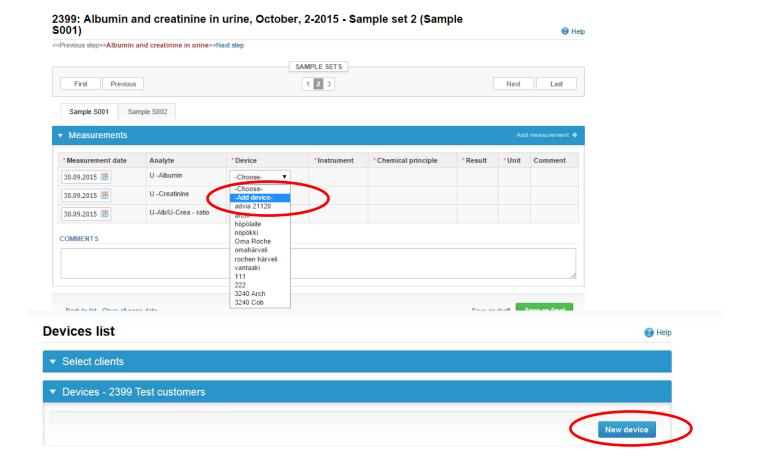
## Results – how to start

- In Analytics the result can be added by samples (and by sample sets)
- Result filling is started by selecting the measurement day



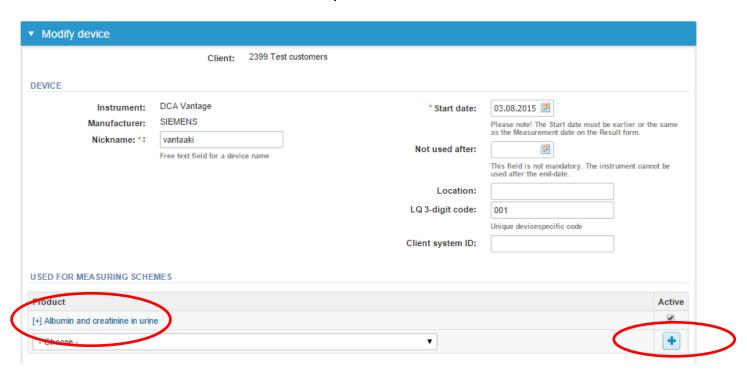
## Results – Instrument

- In first time choose from the "Device" drop-down list "Add device" and then select "New Device"
- If you in next round use same instrument (s) just choose the correct instrument from drop -down list



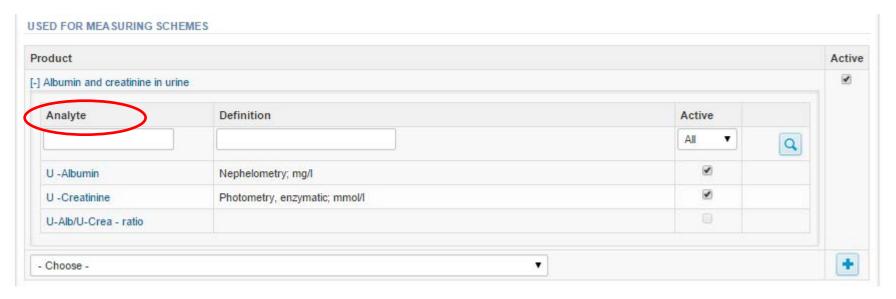
## Results – Instrument, continues

- •Choose Manufacturer, Instrument and write the Nickname of your instrument, the start date and the LQ 3-digit code, which shoud be different to each instrument
- The LQ 3-digit code (and later when the reports are coming from LabScalasta the nickname) will be seen in your reports below your client code
- •Choose from the Product drop-down menu the scheme that you want to add this device to and press +-button



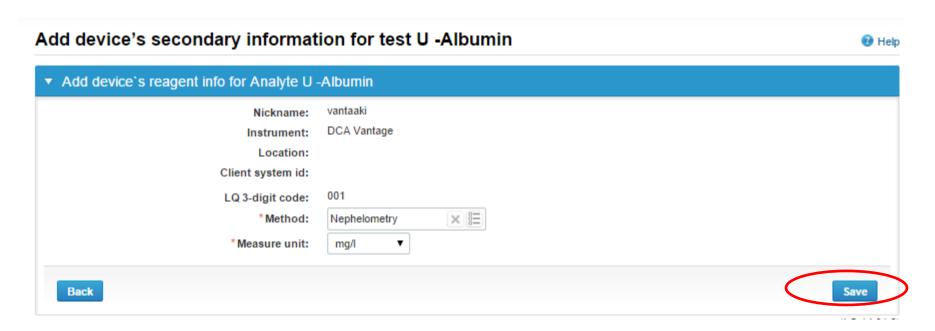
## Results – Instrument, continues

- Now you can find all analytes
- •Select each analyte and add the measurement principle and unit
- •In case you use a different device for albumin and creatinine, please add only the analytes that are measured with said device and Save



## Results – Instrument, continues

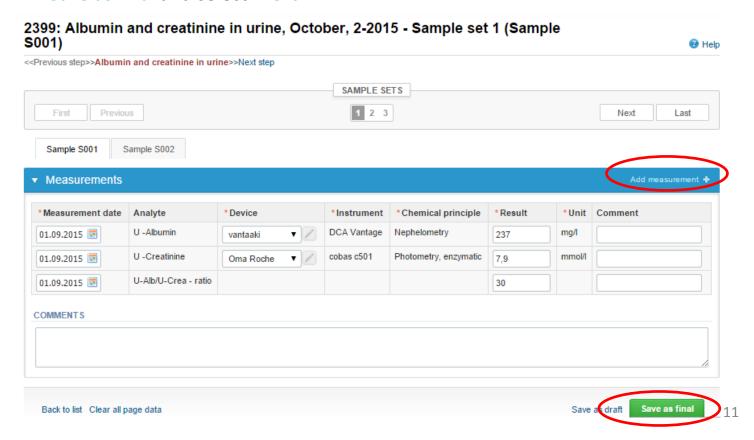
Choose unit and method and Save



Add same way the creatinine instrument.

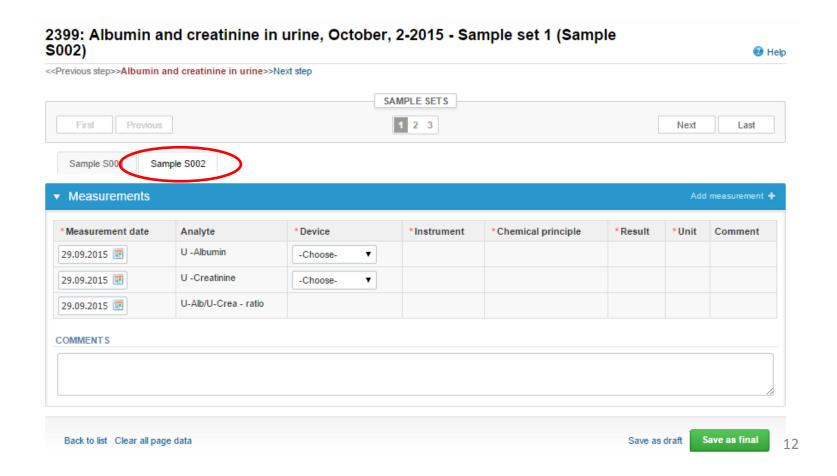
#### Results

- •Now you can add the results for the specimen S001
- •In case you want to add results from a secondary device, press "Add measurement"
- •Results from up to 3 different devices can be added
- Save as final and select Next



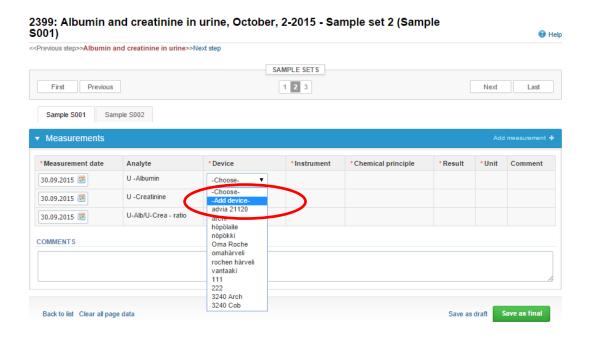
#### Results –Instrument

• You are now able to add the results of the sample S002



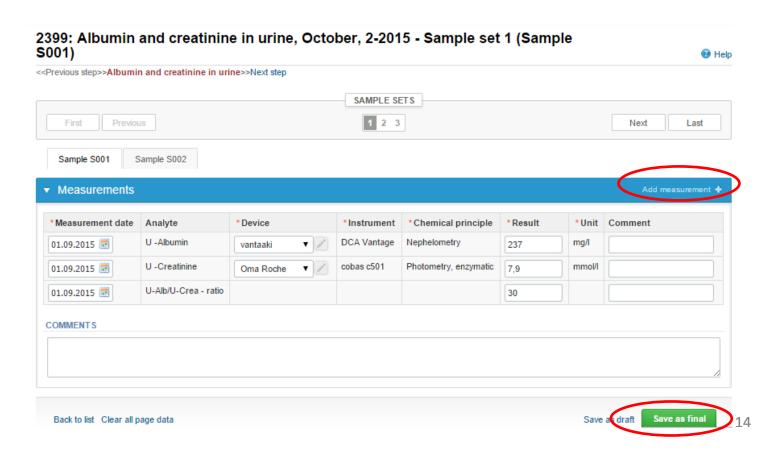
#### Results –Instrument

- •Select the measurement day
- •Choose your instruments in the same order as for sample \$001



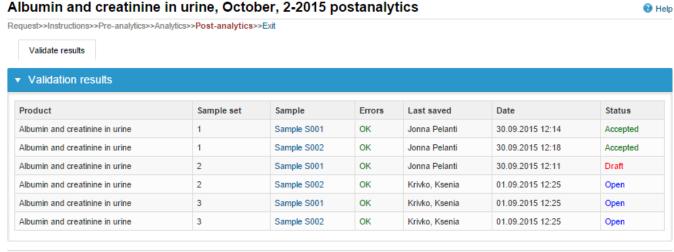
#### Results

- •Add and Save as final the sample S002 results
- •If you want, add results from your other devices
- Save as Final
- •(Repeit for all sample sets that you have ordered)



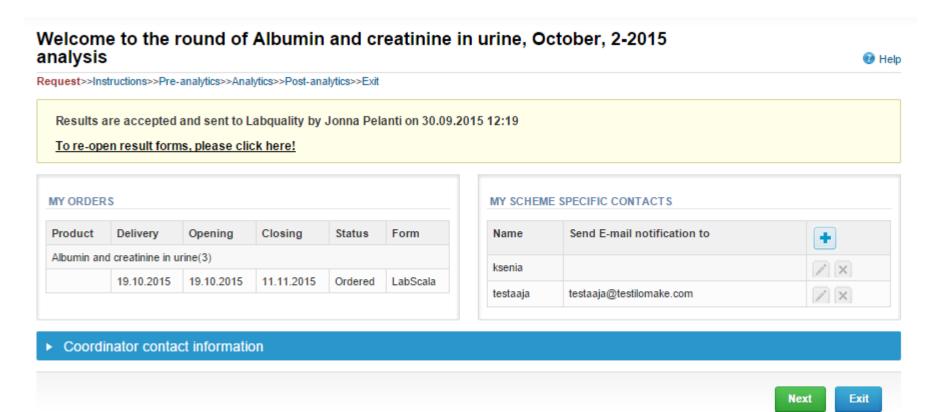
## Post-analytics

- When you have added all your results you are next taken to the result validation
  - Product: What part of the process is being validated
  - Sample set: Which sample set is being validated
  - Sample: Which sample is being validated
  - 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)
  - 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 "Accept and send results" you will be taken back to your schemes list
- The results can be edited as long as the round is open
- From the form you can see who and when has sent the results



#### 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:
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  - Jonna Pelantijonna.pelanti@labquality.fi+358 9 8566 8211