

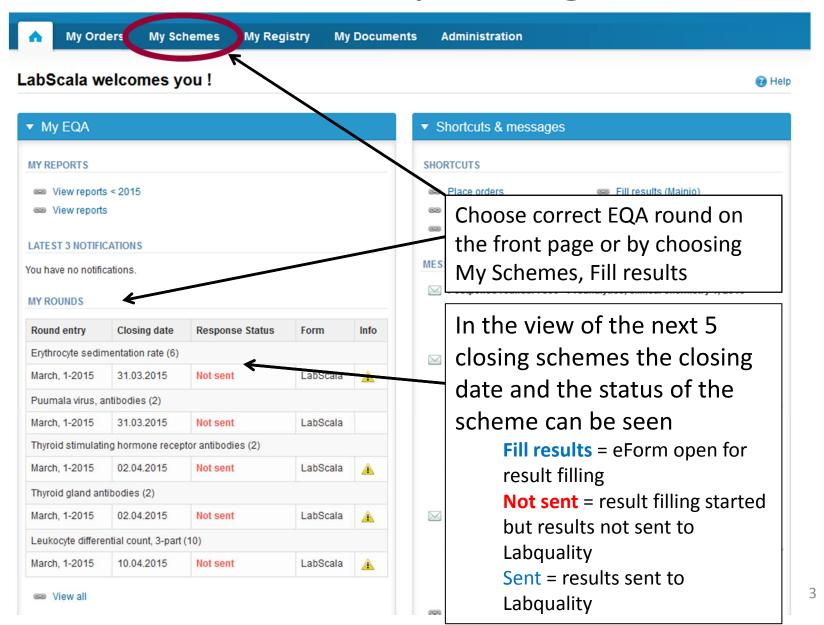
How to fill in results

HCV (5678), HBV (5679) and HIV (5680), nucleic acid detection

Quick guide for result reporting

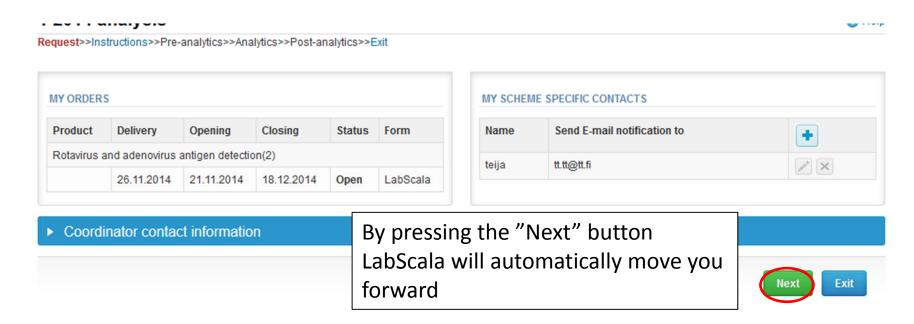
- 1. Start from LabScala home page by choosing My Schemes —> Fill results -> choose correct round.
- 2. Add Specific Contact, choose Next.
- 3. Read Instructions, choose Next.
- 4. Update Sample registration, choose Save & next
- 5. Reporting results: choose measurement date, test method and the results.
- 6. 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



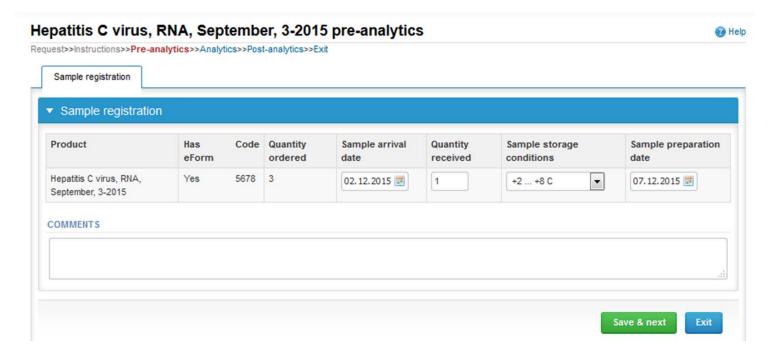
Request

- 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 (e.g. Hormones A (5) means 5 sets of samples 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
 - Postanalytics: Validate results
 - Exit: Back to the front page
- Also the scheme specific contact information is filled here
 - The contact person receives reminders and important scheme-specific information
 - At least one contact person needs to be named!



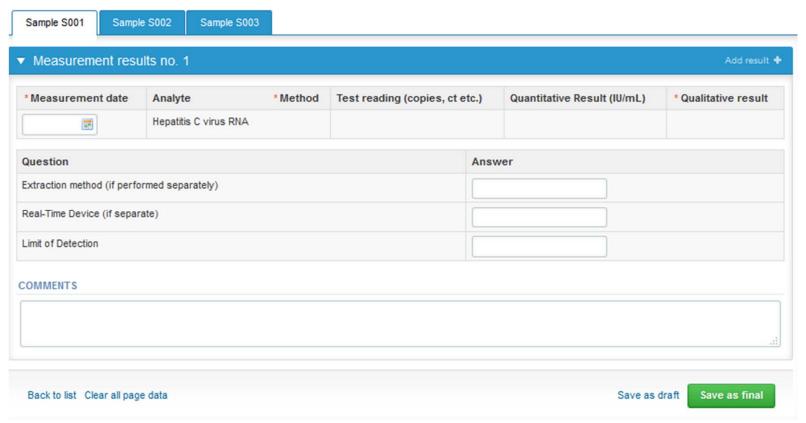
Pre-analytics

- 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"



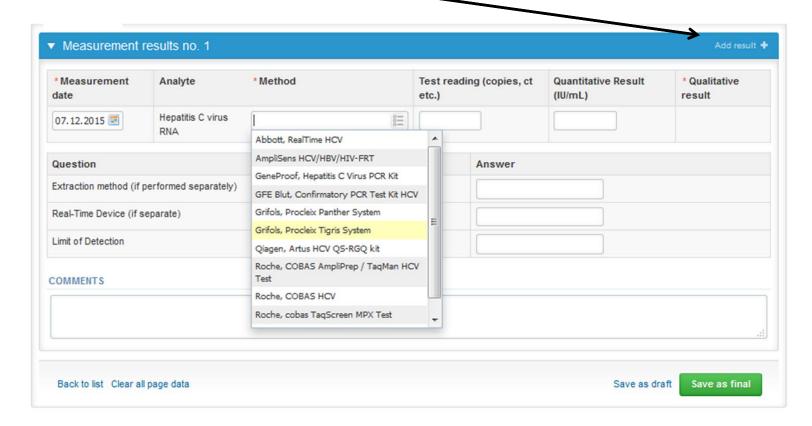
Results – how to start

- The results for each sample can be filled in the Analytics page.
- If you have ordered multiple sample sets, the sets can be seen on the top of this view.
- The samples are listed on top of the result form (S001, S002 and S003).
- The result filling is started by selecting the measurement date.



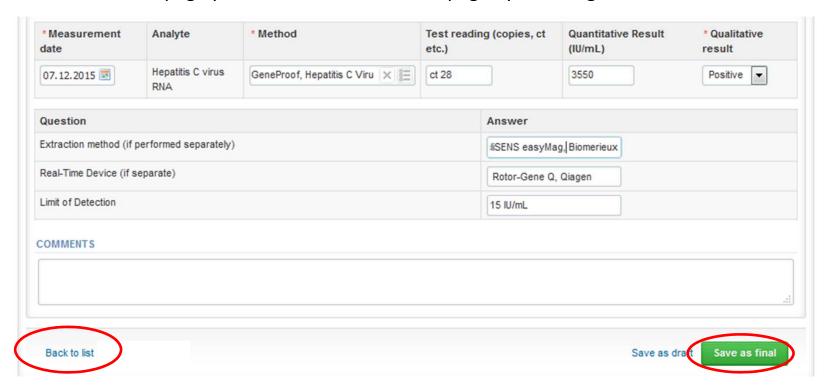
Results – Test kit

- Choose the correct option from the "Method" drop-down list. Please contact the coordinator
 if your method is missing from the list.
- If you use a separate nucleic acid extraction method and/or real-time PCR device, please report them also in the corresponding fields below.
- If you want to report additional results (by different method) from the same specimen,
 please select the Add result + sign.



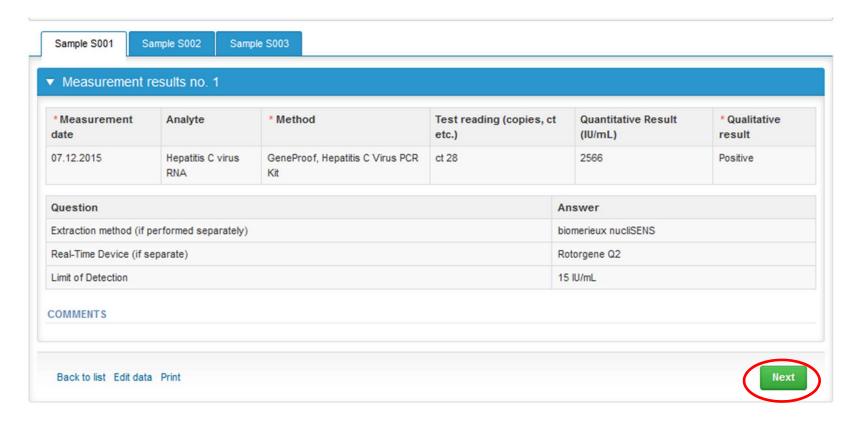
Results

- Fill in the test reading as well as the quantitative result.
- Choose the correct qualitative result from the dropdown list. If you choose "No result", please specify into the "Comments" field.
- Finally, select
 - "Save as final" if you consider the results as being final.
 - "Save as draft" if you do not yet want to send in the results (results are not processed in Labquality).
 - From this page you can return to the front page by selecting "Back to list".



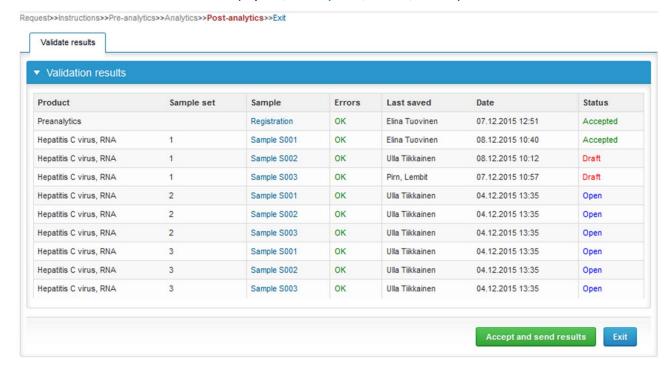
Results

- After saving as final you can move to next sample by choosing "Next".
- You can re-open and modify the results of the saved sample by choosing "Edit data".
- Proceed to report your results for all the samples.
- Remember to select "save as final" for the results of each sample.



Post-analytics

- Next the user is 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 (Open, Accepted, Draft, Error)

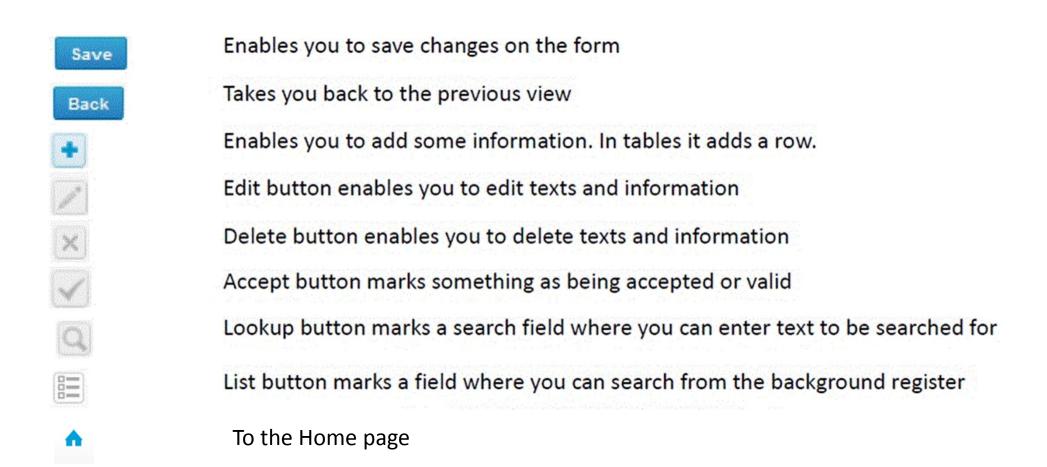


Post-analytics

- 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.

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Elina Tuovinen	07.12.2015 12:51	Accepted
Hepatitis C virus, RNA	1	Sample S001	OK	Elina Tuovinen	08.12.2015 10:40	Accepted
Hepatitis C virus, RNA	1	Sample S002	OK	Ulla Tiikkainen	08.12.2015 10:12	Draft
Hepatitis C virus, RNA	1	Sample S003	ОК	Pirn, Lembit	07.12.2015 10:57	Draft
Hepatitis C virus, RNA	2	Sample S001	OK	Ulla Tiikkainen	04.12.2015 13:35	Open
Hepatitis C virus, RNA	2	Sample S002	OK	Ulla Tiikkainen	04.12.2015 13:35	Open
Hepatitis C virus, RNA	2	Sample S003	OK	Ulla Tiikkainen	04.12.2015 13:35	Open
Hepatitis C virus, RNA	3	Sample S001	OK	Ulla Tiikkainen	04.12.2015 13:35	Open
Hepatitis C virus, RNA	3	Sample S002	ОК	Ulla Tiikkainen	04.12.2015 13:35	Open
Hepatitis C virus, RNA	3	Sample S003	ок	Ulla Tiikkainen	04.12.2015 13:35	Open

LabScala buttons



Questions?

- In case you have questions, please contact:
 - Elina Tuovinenelina.tuovinen@labquality.fi+358 9 8566 8214
 - Jonna Pelantijonna.pelanti@labquality.fi+358 9 8566 8211