

LABSCALA

USER INSTRUCTIONS 6.1

LabScala user instructions

For customers using Labquality's EQA services

Content

LabScala user instructions	2
1 Logging in to LabScala	3
2 LabScala menus	4
2.1 LabScala homepage	4
2.2 Menus	5
3 User administration	6
3.1 Modifying account setting of current LabScala users.....	6
3.2 Resetting lost passwords.....	8
3.3 Adding personal LabScala user accounts.....	9
3.4 My contact information	10
4 Devices and methods	12
4.1 Adding devices while entering results	13
4.2 Adding devices before entering results	13
4.2.1 Providing device specific information.....	14
4.2.2 Linking devices to EQA schemes.....	15
4.2.3 Linking devices to multiple EQA schemes.....	18
5 Accessing result forms.....	19
5.1 Accessing result forms from your LabScala homepage (Figure 23).....	20
5.2 Accessing open rounds from My Schemes	20
6 Entering results	22
6.1 Scheme specific help	23
6.2 Request phase	23
6.3 Instructions.....	24
6.4 Pre-analytics	24
6.5 Analytics	25
6.6 Post-analytics	26
7 Mainio	27
8 Reports.....	30
9 Ordering (for direct customers only)	32
9.1 Adding new orders.....	33

1 Logging in to LabScala

To use LabScala, open an internet browser (e.g. Mozilla Firefox or Google Chrome), go to <https://www.labquality.fi/en/egas/> and click LOGIN and select LabScala in the upper bar (Figure 1.):



Figure 1. Log in to LabScala on www.labquality.fi

The login interface opens up (Figure 2). Type your LabScala **Username** and **Password** and click **Login**

- The username can be
 - Your 5 digit Labquality client code
 - Your personal username created by your LabScala administrator
- If you have forgotten the password, click **Forgot your password?** to reset it. This functionality can be used only if an email address has been linked to the user account.
- Contact your local representative or Labquality at info@labquality.fi if you are not able to log in or reset your password

The image shows the LabScala login interface. At the top is the 'LABSCALA' logo. Below it is the heading '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?'.

Please make sure that you used five digit client code as username, e.g. 02399!

Figure 2. LabScala login interface

2 LabScala menus

2.1 LabScala homepage

Your LabScala homepage displays at login and can be accessed any time by clicking the **Home** icon

The screenshot shows the LabScala homepage with a blue header. The header includes the LabScala logo, user location (Ruosaari, Sala), user ID (2399 - Test customers), language (English), and a Sign out button. Below the header is a navigation bar with icons and labels for My Orders, My Schemes, My Registry, My Documents, and Administration. A welcome message 'LabScala welcomes you!' is displayed. The main content area is divided into two columns: 'My EQA' and 'Shortcuts & messages'.

My EQA section includes:

- MY REPORTS**
 - View reports < 2015
 - View reports
- LATEST 3 NOTIFICATIONS**

You have no notifications.
- MY ROUNDS**

Round entry	Closing date	Response Status	Form	Info
General chemistry, Serum A and extra samples (1)				
February, 2-2015	28.02.2015	Fill results	LabScala	

[View all](#)
- MY ORDERS**

Order nr	Ordered by	Orderer	Order date	Status
LS15013559	Labquality Oy	Pulkkinen, Elisa	18.02.2015	Accepted

[View all](#)

Shortcuts & messages section includes:

- SHORTCUTS**
 - Place orders
 - View reports < 2015
 - e-schemes
 - Fill results (Mainio)
 - Go to Mainio
 - View reports
- MESSAGES**
 - Entering results**

Please note that although all your ordered rounds are visible in LabScala, not all have an eForm in LabScala. Results for our rounds are sent using "e-schemes" - link on the front page, "Go to Mainio" - link on the front page or via LabScala. And almost half of our rounds are still sent using paper forms.

We will inform clearly in the survey letter when the result reporting changes and we will also give instructions how the results are sent.
 - IE6 not compatible with LabScala**

Please note that LabScala is not working ideally with old browsers such as Internet Explorer 6. In case you are using IE6, please update your browser or use other browsers such as Chrome or Mozilla.

[View all messages](#)

Figure 3). This page has been tailored to show information relevant to you. Information in **My EQA** on the left is specific to your unit while **Shortcuts & messages** on the right displays information common to all LabScala users

- **My EQA** shows information on your EQA schemes, orders and reports
- **Shortcuts & messages** displays frequently used links and messages common to all LabScala users

Note 1! The menus available depend on the user privileges. LabScala users without administrative rights are not able to order or perform administrative tasks, and **My Orders** and **Administration** tabs will not display. To order or manage your laboratory's LabScala accounts, log in with your laboratory's 5-digit Labquality client code.

Note 2! LabScala displays information on all Labquality's EQA rounds regardless of the reporting format. Reporting of the results is mainly done via LabScala but in case MainioNET or some other format is used, this is shown on the column **Form**.

LABSCALA Ruosaari, Sala 2399 - Test customers English Sign out

My Orders My Schemes My Registry My Documents Administration

LabScala welcomes you ! Help

My EQA

MY REPORTS

- View reports < 2015
- View reports

LATEST 3 NOTIFICATIONS

You have no notifications.

MY ROUNDS

Round entry	Closing date	Response Status	Form	Info
General chemistry, Serum A and extra samples (1)				
February, 2-2015	28.02.2015	Fill results	LabScala	

[View all](#)

MY ORDERS

Order nr	Ordered by	Orderer	Order date	Status
LS15013559	Labquality Oy	Pulkkinen, Elisa	18.02.2015	Accepted

[View all](#)

Shortcuts & messages

SHORTCUTS

- Place orders
- View reports < 2015
- e-schemes
- Fill results (Mainio)
- Go to Mainio
- View reports

MESSAGES

Entering results

Please note that although all your ordered rounds are visible in LabScala, not all have an eForm in LabScala. Results for our rounds are sent using "e-schemes" - link on the front page, "Go to Mainio" - link on the front page or via LabScala. And almost half of our rounds are still sent using paper forms.

We will inform clearly in the survey letter when the result reporting changes and we will also give instructions how the results are sent.

IE6 not compatible with LabScala

Please note that LabScala is not working ideally with old browsers such as Internet Explorer 6. In case you are using IE6, please update your browser or use other browsers such as Chrome or Mozilla.

[View all messages](#)

Figure 3. LabScala home page. Information in My EQA is specific to your laboratory / unit.

2.2 Menus

Functionalities of LabScala can be accessed using menu tabs on the upper bar (Figure 4). The tabs are described in detail in later sections of the instructions. In brief, the tabs serve the following uses:

1. **Account:** Modify LabScala user setting or change password
2. **Account selector:** Switch user accounts (only available for users administrating several accounts)
3. **Language:** Change language of the user interface. English, Polish, Lithuanian, Italian, French and Finnish are currently available
4. **Sign out:** Log out from LabScala
5. **Home:** Access your LabScala homepage
6. **My Orders:** View your orders or place new orders (only for direct customers of Labquality)
7. **My Schemes:** Access LabScala result forms
8. **My Registry:** Add new instruments / methods or view / modify your LabScala instruments / methods
9. **My Documents:** View and download scheme reports
10. **Administration:** Administer your laboratory's LabScala user accounts

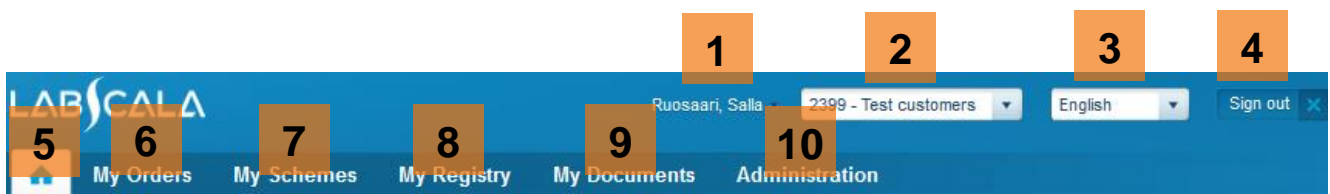


Figure 4. LabScala tabs

3 User administration

Log in to LabScala with your administrative account, the 5 digit client code as the username, to perform administrative tasks and to access the **Administration** menu (

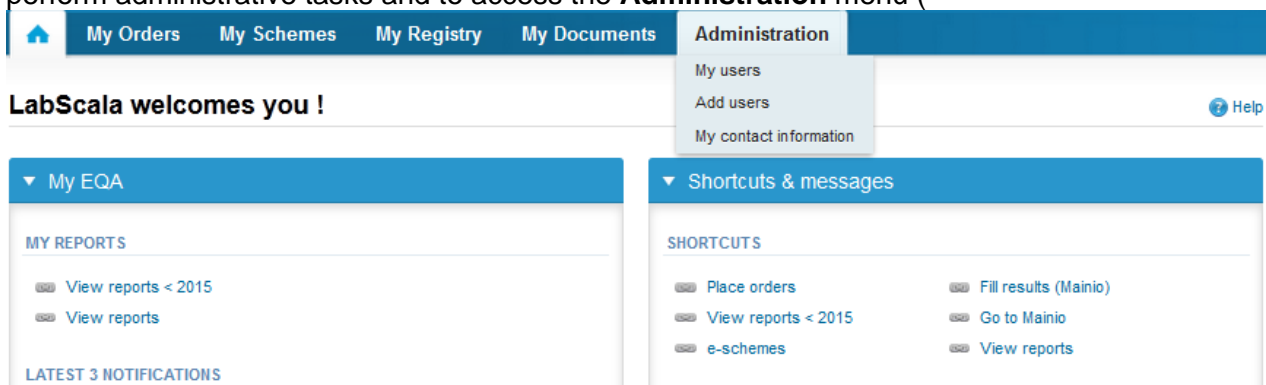


Figure 5). With the administrative tools, you can modify the setting of your laboratory's LabScala accounts (choose **My users**), add personal accounts to new LabScala users (**Add users**) and modify your laboratory's contact information (**My contact information**).

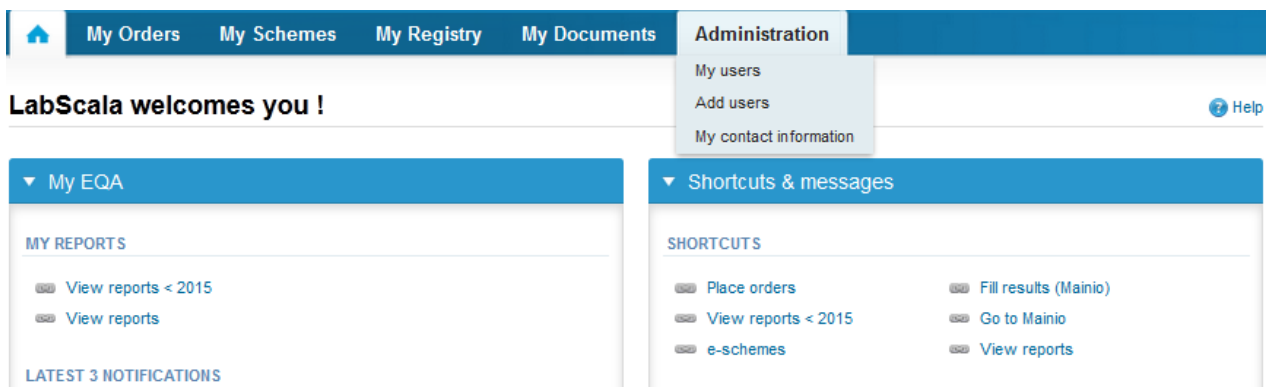


Figure 5. Administration menu

3.1 Modifying account setting of current LabScala users

To administer your laboratory's users LabScala accounts, choose **Administration** and **My users**. LabScala users having access to your laboratory's LabScala account are displayed (Figure 6). At least your administrative account, the 5 digit client code as the username, shows. Additionally, personal LabScala accounts and possibly the user account of your Labquality representative display.

- Make sure an email address appears in the **Contact** field for all users. With an email address linked to a LabScala user account, the users can reset their password themselves

▼ Users search
(SEC.01.7)

▼ Users ID list



Showing entries 1-3 [Total 3]

Username	Name	ID	Contact	Account	Status
11023	Admin, User	101520	admin@test.com	11023 - Lappeenranta	open
Donald.Duck	Duck, Donald	100097		11023 - Donald Duck	open
Salla_R	Ruosaari, Salla	100564	salla.ruosaari@labquality.fi	11023 - test	open

Add new user

Figure 6. Administration -> My users show the users with access to your laboratory's LabScala account

Click any username to view or edit the user account. The **Manage user info** menu opens up (Figure 7). In this menu, an email address can be linked to the user account, the user's default language can be changed, their password can be reset and the user account settings can be edited

- To add an email to the account, type the desired email address in the **Email** field and click **Save**
- To change the system language between English and Finnish, use the **Default language** menu
- To reset the password, click the **window** key () to the right of **PASSWORDS**
- To view or modify user account setting, click the pen () key


▼ Manage user info


PERSONAL INFO



Email:

Temporarily closed:

Default language: English

PASSWORDS 

USER ACCOUNTS 



Name	Struct. unit	Start date	Until	Used	
11023 - Donald Duck	Testilaboratorio Lappeenranta	02.06.2014		0	 

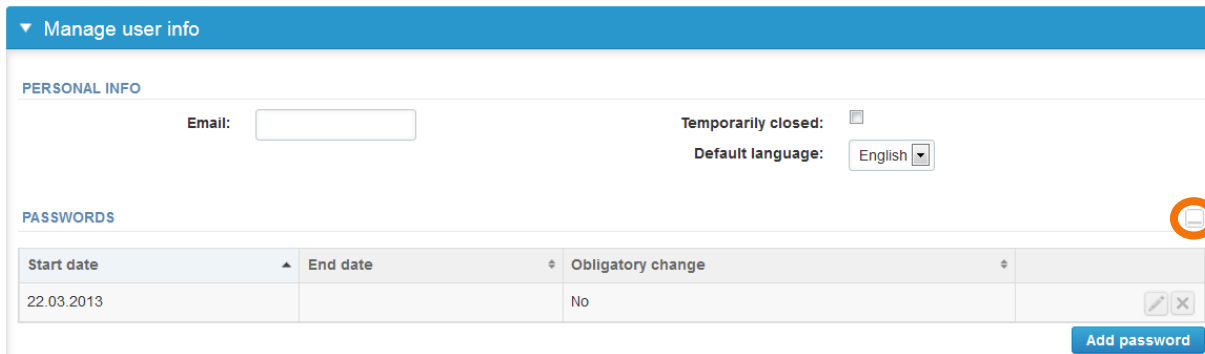
Back to Search

Add new account Save

Figure 7. Managing user information

3.2 Resetting lost passwords

To reset a personal LabScala password, choose **Administration** and **My users**. Then click the username of the user whose password is being reset. In the **Manager user info menu** (Figure 7), click the **window key** () to the right of **PASSWORDS**. The lost passwords needs to be deleted first and new one created thereafter. Cancel the existing (lost) password by clicking the **delete icon** () (Figure 8).





Manage user info

PERSONAL INFO

Email: Temporarily closed:
Default language: English

PASSWORDS

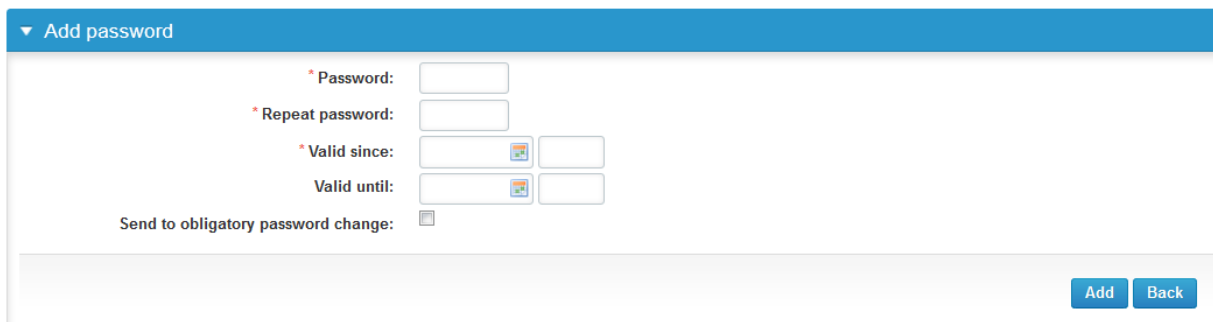
Start date	End date	Obligatory change	
22.03.2013		No	 

Add password

Figure 8. Deleting an existing lost password

The lost password has now been deleted. Now click **Add password** to enter a new password (Figure 9).


- Type a new **Password** and retype it in **Repeat password** (Figure 9)
- For the change to take place immediately, enter today's date in the **Valid since** field
- If the password is to be valid for a limited period of time, enter the end date in the **Valid until** field
- Tick box **Send to obligatory password change** to ensure the user changes the password at




Add password

* Password:

* Repeat password:

* Valid since: 

Valid until: 

Send to obligatory password change:

Add Back

login

Figure 9. Adding a new password

3.3 Adding personal LabScala user accounts

To add new personal accounts for LabScala users, choose **Administration** and **Add users**. First type the contact information of the person the account is being created for (Figure 10). Also add the email address for the new user to be able to reset their password themselves should the password be forgotten. Click **Save** to access the next menu.

Person

* Country of residence: Finland

* Organization ID: 102321

Title:

* Lastname:

* Firstname:

* Gender: - Choose -

CONTACT DATA

Mobile phone:

Email:

Homephone:

Save Back

Figure 10. Adding personal LabScala user accounts – personal data

In the next menu, set the default language of the user account as well as provide a username and (temporary) password (Figure 11).

- Set the default language of the account to either English or Finnish
- Give a Username. The username may, for instance, be firstname.lastname (minnie.mouse for Minnie Mouse) or first letter of the first name and last name.
- Type a new Password and retype it in Repeat password. Tick box Send to obligatory password change to ensure the user changes the password at their first login
- Click **Save**

Add new user

PERSONAL INFO

Name: Minnie, Mouse

ID: 102321

USER INFO

E-Post: minnie@mouse.com

Default language: English

* User name: minnie.mouse

Password: [masked]

Repeat password: [empty]

Send to obligatory password change:

Back Next

Figure 11. Adding personal LabScala user accounts – setting username and password

In the next menu, finalize the account (Figure 12).

- Give a Name that describes the account. This may be the name of the person or the unit. The name is for your references and appears in the **Account** field of the list of your LabScala users (Figure 6)
- In the **Valid since** selection box, set the starting date for the account. If the account is for temporary use only, you may set the account to expire on the date of **Valid until**.
- Add an account role for the user. Client Users are able to add data in LabScala while Client Viewers are only able to view data.
 - Neither Client Users nor Client Viewers are able to place orders or create additional user accounts
- Click **Save**

▼ Add or edit account

Client: 2399 - Nortall AS

Code:

* Name:

* Account type: LabScala user

* Valid since: 25.04.2014

Valid until:

▼ ADD/REMOVE ACCOUNT ROLE RELATIONS

	Name	Related since	Related until	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Client User			<input type="text"/>
<input type="checkbox"/>	Client Viewer			<input type="text"/>

Back Save

Figure 12. Adding personal LabScala user accounts – setting the user role

3.4 My contact information

To modify contact, shipping and invoicing information for your laboratory, choose **Administration** and **My contact information**. Use the pen key () to modify, x key () to delete and the plus key () to add information (Figure 13).

- Give an **Official** name and a **Nickname** for the client. The Nickname may be, e.g., a short name version.
- The **Name on certificate** will display on the certificate of participation. If your language is available, you can choose it to get the certificate in your own language.
- Give the contact information for at least one **Contact person** in the laboratory
- You may specify contacts e.g. for invoicing and deliveries using the **Office general contact info** field
- Official address = EQA specimens are analyzed at this address
- Delivery address = EQA specimens are delivered to this address

- Invoicing address = Invoice is sent to this address. The field is only for direct customers of Labquality.
- Click **Save** to confirm changes

Note! Address changes will be reviewed and approved by Labquality. These changes appear with the **Unconfirmed change** status until confirmation.

▼ Client

2399 - Nortal AS

MAIN INFO

* Country: United Kingdom Start date: 22.05.2012

NAMES (DEFAULT)

* Official: * Nickname:

Add names in language ▼

NAME ON CERTIFICATE

Language	Name	
English	Nortal AS	<input type="button" value="+"/> <input type="button" value="✎"/> <input type="button" value="✕"/>

IDENTIFIERS

ERP code: 2399

CONTACT PERSON

Type	Name	Email	Fax	Phone	
					<input type="button" value="+"/>

OFFICE GENERAL CONTACT INFO

Objective	Type	Value	Comment	
				<input type="button" value="+"/>

OFFICIAL ADDRESS

Default	Address

DELIVERY ADDRESS

Default	Address	
<input checked="" type="checkbox"/>	testi testi . . 123 HELSINKI, GB	<input type="button" value="+"/> <input type="button" value="✎"/>

INVOICING ADDRESS

Default	Address	
<input checked="" type="checkbox"/>	testi testi . . 123 HELSINKI, GB	<input type="button" value="+"/> <input type="button" value="✎"/>

[Back](#)

Figure 13. Edit contact persons and addresses

4 Devices and methods

For calculation of the statistics of the EQA results, information on the device/methods and reagents used for analysis of the specimens is needed in majority of the schemes. The required information on the devices and reagents needs to be added in Labscala either while entering results or in advance. Regardless of whether the device/method is added before or while entering results, it will be available for selection in the future rounds. A physical instruments should be added only once, and it can be used in all the rounds. Do not add the same instrument several times if you have only one of the devices in the laboratory. Note that in some of the schemes, the devices/methods are not entered in beforehand but are instead selected directly on the result form. See the scheme specific LabScala instructions or scheme letter for further information.

Your list of LabScala devices is found in **My devices** menu (Figure 14). In the **Devices list**, all devices that have been saved in LabScala in your laboratory or unit are shown. If you haven't yet saved any devices, your Devices list is empty. The information provided for the devices can be modified by clicking the pen icon to the right of the rows. You can, e.g., link your instruments to additional schemes.

The screenshot shows the 'My devices' menu in the LabScala interface. The navigation bar includes 'My Orders', 'My Schemes', 'My Registry', 'My Documents', and 'Administration'. The 'My Registry' sub-menu is open, showing 'My devices'. The 'Devices list' page displays a table of registered devices for '1999 Labquality Oy'. The table has columns for 'Nickname/Client system ID', 'Instrument', 'Manufacturer', 'Products', and 'Client'. Three devices are listed: 'uusi laite/454' (Clinitek Status +, SIEMENS), 'c501' (cobas c501, ROCHE), and 'HbA1c-device' (Variant II Turbo, BIO-RAD). Each row has a pen icon for editing. A 'New device' button is located at the top right and bottom right of the table area. The table also shows 'Showing entries 1-10 [Total 439]' and a 'Display: Active' dropdown.

Nickname/Client system ID	Instrument	Manufacturer	Products	Client
uusi laite/454	Clinitek Status +	SIEMENS	Urine, strip test A	1999
c501	cobas c501	ROCHE	Hormones A: Basic analytes of hormone and immunochemistry, C-reactive protein (CRP), quantitative methods	1999
HbA1c-device	Variant II Turbo	BIO-RAD	Haemoglobin A1c, fresh liquid samples, Haemoglobin A1c, liquid samples (not suitable for Afinion instrument)	1999

Figure 14. Your list of LabScala devices and methods is displayed in My devices. New devices can also be added.

4.1 Adding devices while entering results

The preferable way to add device is while entering results. Follow the instructions of section 5, and choose **Add device** from the **Device** dropdown menu while in the results form (

Measurement date	Analyte	Device	Instrument	Reagent	Result	Unit
02.02.2015	Hemoglobiini A1c	-Choose-				
02.02.2015	Hemoglobiini A1c (%)	-Choose- -Add device- hba quo3				

Figure 15). Thereafter, follow the process described in section 4.2 to get your device added.

Measurement date	Analyte	Device	Instrument	Reagent	Result	Unit
02.02.2015	Hemoglobiini A1c	-Choose-				
02.02.2015	Hemoglobiini A1c (%)	-Choose- -Add device- hba quo3				

Figure 15. Choose Add device in the Device dropdown menu to add a new device

4.2 Adding devices before entering results

Select **My registry** and then **My devices** (Figure 14). Click **New device** to add a new device or method. Devices and methods can be added at any time, even before the round is open for entering of results.

When **New devices** is chosen, the form for adding device/method specific information opens up (

Client: 1999 Labquality Oy
Client code: 1999

DEVICE

* **Instrument:**

* **Manufacturer:**

Nickname: *
Free text field for a device name

* **Start date:**

Please note! The Start date must be earlier or the same as the Measurement date on the Result form.

Not used after:

This field is not mandatory. The instrument cannot be used after the end-date.

Location:

LQ 3-digit code:

This will show on your client specific report.

Client system ID:

USED FOR MEASURING SCHEMES

Product Active

- Choose -

ADDITIONAL INFORMATION

N.B. this information will not be read by Labquality, only for your internal notes

Figure 16). The process for adding a new device/method includes three phases. First, information on the device/method needs to be provided (1). Thereafter, the device/method needs to be linked to the EQA scheme(s) it is used with (2) and the selection activated as well as the reagent/strip information is to be provided (3). The information is needed for correct categorization of the results.

Figure 16. Adding new devices. Provide information on instrument (1), link it to EQA schemes in which the instrument is used (2) and activate the selection (3).

4.2.1 Providing device specific information

Fill in at least the fields marked with a red star.

- Start typing the name of your **Instrument** or the **Manufacturer** (Figure 17). When something is written, LabScala searches the background registry for matches. Alternatively, click the list icon to the left of the fields to access the background registry and select your instrument from the list
 - If your instrument is not available for selection, please contact Labquality and we will add it to the registry. Note that if your instrument is missing, the process can be continued only after the instrument has been added to the registry by Labquality.

Figure 17. Fill in details on the device. Use Nicknames that are recognizable to your unit's LabScala users

- Give a **Nickname** for your device. Use names that are easily recognizable for your laboratory/unit. These names are shown on the result form.
- Fill in the **Start date**, i.e. the date the device was taken into use. Note that the **Start date** must be earlier than the analysis date of the EQA specimens.
- You may enter a **Not used after** date for your device if you know when the instrument is taken out of use. Note that you will not be able to enter results from this device after the Not used after day.
- As the **LQ 3-digit code**, enter a 3 digit number, e.g. 001 or 567. The code is mandatory for some schemes. You will be prompted to enter the code when setting up reagents if it is missing yet needed. The code appears in client-specific reports.
- You may also enter a **Client system ID**, e.g. the serial number of the device, and the **Location**.

4.2.2 Linking devices to EQA schemes

For the device to be selectable in a given EQA round, it needs to be linked to that scheme

- Select the EQA scheme (1) in which the device is used from the **Product** dropdown menu (

- Figure 18)
- Click the **plus key** to activate the selection (2) and to provide information on the reagents

Figure 18. Linking devices to EQA schemes

The analyte table opens up (

USED FOR MEASURING SCHEMES

Product			Active
[-] Urine Strip Tests A (LT)			<input checked="" type="checkbox"/>
Analyte	Definition	Active	
<input type="text"/>	<input type="text"/>	All <input type="button" value="v"/>	<input type="button" value="Q"/>
U-Glucose		<input type="checkbox"/>	
U-Ketones		<input type="checkbox"/>	
U-Erythrocytes		<input type="checkbox"/>	
U-pH		<input type="checkbox"/>	
U-Protein		<input type="checkbox"/>	
U-Nitrite		<input type="checkbox"/>	
U-Leukocytes		<input type="checkbox"/>	
U-Relative density		<input type="checkbox"/>	
U-Bilirubin		<input type="checkbox"/>	
U-Bilirubinogen		<input type="checkbox"/>	

Figure 19). Activate all the analytes that are measured using this device by clicking the names of the **Analytes**, e.g. U-Glucose, and add the requested information on your reagents (

▼ Add reagent info for Product Urine Strip Tests A

Nickname:	Dirui
Instrument:	H-500
Location:	
Client system id:	
* LQ 3-digit code:	<input type="text"/>
* Method:	<input type="text"/>

Figure 20).

- Repeat this step for all analytes analyzed with the device for which you wish to provide EQA results
- The number of analytes available for selection depends on the scheme and ranges between 1-50

USED FOR MEASURING SCHEMES

Product			Active
[-] Urine Strip Tests A (LT)			<input checked="" type="checkbox"/>
Analyte	Definition	Active	
<input type="text"/>	<input type="text"/>	All <input type="text"/>	<input type="text"/>
U-Glucose		<input type="checkbox"/>	
U-Ketones		<input type="checkbox"/>	
U-Erythrocytes		<input type="checkbox"/>	
U-pH		<input type="checkbox"/>	
U-Protein		<input type="checkbox"/>	
U-Nitrite		<input type="checkbox"/>	
U-Leukocytes		<input type="checkbox"/>	
U-Relative density		<input type="checkbox"/>	
U-Bilirubin		<input type="checkbox"/>	
U-Bilirubinogen		<input type="checkbox"/>	

Figure 19. Activation of analytes. Click the names of the analytes and provide the requested information on reagents.

Now add information on the reagents used with the analyte (

▼ Add reagent info for Product Urine Strip Tests A

Nickname: Dirui

Instrument: H-500

Location:

Client system id:

* LQ 3-digit code:

* Method:

Figure 20). Fill in the fields marked with a red star.

- If prompted for a **LQ 3-digit code**, enter a 3 digit number, e.g. 001 or 567. The code is mandatory for some EQA schemes.
- Select your **Method** or **Reagent manufacturer** and **Reagent**. The fields vary between specialty areas. You may use the partial name search by typing a part of the name and selecting the correct one from the matches suggested by LabScala.
 - Note that if your reagents are missing, the process can be continued only after the reagents have been added to the registry by Labquality. Contact info@labquality.fi for help.
- Click **Save** to save your changes and to return back to the analyte table

▼ Add reagent info for Product Urine Strip Tests A

Nickname: Dirui

Instrument: H-500

Location:

Client system id:

* LQ 3-digit code:

* Method:

Back
Save

Figure 20. Adding information on your reagents

The first analyte has now been activated. Repeat the activation for all analytes that you measure with this device by clicking the name of the analytes and providing analyte-specific reagent information (Figure 19, Figure 20). You will be able to enter EQA results only on the activated analytes.

4.2.3 Linking devices to multiple EQA schemes

If the device is used in multiple EQA schemes, activate the device for use in all schemes. Select the schemes from the **Product** dropdown menu (

[USED FOR MEASURING SCHEMES](#)

Product	Active
[+] Urine, strip test A	<input checked="" type="checkbox"/>
<div style="display: flex; justify-content: space-between; align-items: center;"> - Choose - ▼ </div>	+

Figure 21), click the **plus key** and follow the instructions of section 4.2.2 to get your reagents added.

[USED FOR MEASURING SCHEMES](#)

Product	Active
[+] Urine, strip test A	<input checked="" type="checkbox"/>
<div style="display: flex; justify-content: space-between; align-items: center;"> - Choose - ▼ </div>	+

Figure 21. Linking devices to multiple EQA schemes

5 Accessing result forms

EQA result forms can be accessed for entering of results from (

The screenshot shows the LabScala user interface. At the top, there is a navigation bar with the LabScala logo, user information (Ruosaari, Sala), a dropdown menu (2399 - Test customers), a language selector (English), and a 'Sign out' button. Below the navigation bar, there is a secondary menu with 'My Orders', 'My Schemes', 'My Registry', 'My Documents', and 'Administration'. A welcome message 'LabScala welcomes you!' is displayed. The main content area is divided into two columns. The left column, titled 'My EQA', contains sections for 'MY REPORTS' (with links for 'View reports < 2015' and 'View reports'), 'LATEST 3 NOTIFICATIONS' (stating 'You have no notifications.'), and 'MY ROUNDS'. The 'MY ROUNDS' section contains a table with the following data:

Round entry	Closing date	Response Status	Form	Info
General chemistry, Serum A and extra samples (1)				
February, 2-2015	28.02.2015	Fill results	LabScala	


The right column, titled 'Shortcuts & messages', contains 'SHORTCUTS' (with links for 'Place orders', 'View reports < 2015', 'e-schemes', 'Fill results (Mainio)', 'Go to Mainio', and 'View reports') and 'MESSAGES' (with a message titled 'Entering results' that explains that not all rounds have an eForm in LabScala and that results are sent using 'e-schemes' or 'Go to Mainio' links).

Figure 22):

- **My Rounds** section of your LabScala homepage
- **My Schemes** menu in the top header

Click the text link in the **Response status** column for a given scheme to access the result form. The **Response Status** shown for a round is depends on the timing and previous accession of the results form:

- Not started = round has been ordered but is not yet open for reporting of results
- Fill results = round is open and results can be entered and the result form has not been accessed
- Not sent = result form has been accessed but results are yet to be sent to Labquality
- Sent = results have been sent to Labquality
- Closed = round has been closed and results can no longer be entered

Rounds marked with an exclamation mark () may require actions and are thus highlighted. Access the result form to complete or revise the results. There is a info button next to the statuses. Clicking this infobutton shows the explanation of the status.

Note! LabScala displays information on all Labquality's EQA rounds regardless of the reporting format. The result format (LabScala, paper form) currently in use in a given EQA round is indicated in the **Form** column. This information also displays in the instructions send together with the EQA specimens.

LABSCALA Ruosaari, Salla 2399 - Test customers English Sign out

My Orders **My Schemes** My Registry My Documents Administration

LabScala welcomes you ! Help

My EQA

MY REPORTS

- View reports < 2015
- View reports

LATEST 3 NOTIFICATIONS

You have no notifications.

MY ROUNDS

Round entry	Closing date	Response Status	Form	Info
General chemistry, Serum A and extra samples (1)				
February, 2-2015	28.02.2015	Fill results	LabScala	

SHORTCUTS

- Place orders
- View reports < 2015
- e-schemes
- Fill results (Mainio)
- Go to Mainio
- View reports

MESSAGES

- Entering results

Please note that although all your ordered rounds are visible in LabScala, not all have an eForm in LabScala. Results for our rounds are sent using "e-schemes" - link on the front page, "Go to Mainio" - link on the front page or via LabScala. And almost half of our rounds are still sent using paper forms.

Figure 22. Result forms can be accessed from My Rounds and My Schemes.

5.1 Accessing result forms from your LabScala homepage (

LABSCALA Ruosaari, Salla 1999 - Client Admin English Sign out

My Orders **My Schemes** My Registry My Documents Administration

LabScala welco Help

My EQA Shortcuts & messages

- Fill results
- View all
- View history
- Mainio

Figure 23)

The **My Rounds** section of your LabScala homepage displays information on your next closing schemes. LabScala result forms can be accessed through the respective text links in the **Response Status** column

- Click the text link in the Response Status column to access the result form of a given round. The status shown for the rounds depends on the timing and previous accession of the results form
- The **Form** column shows the result format (LabScala, paper) in use in the round

5.2 Accessing open rounds from My Schemes

While your next closing rounds are shown on your LabScala homepage, the full list of your EQA rounds can be accessed through **My Schemes** (

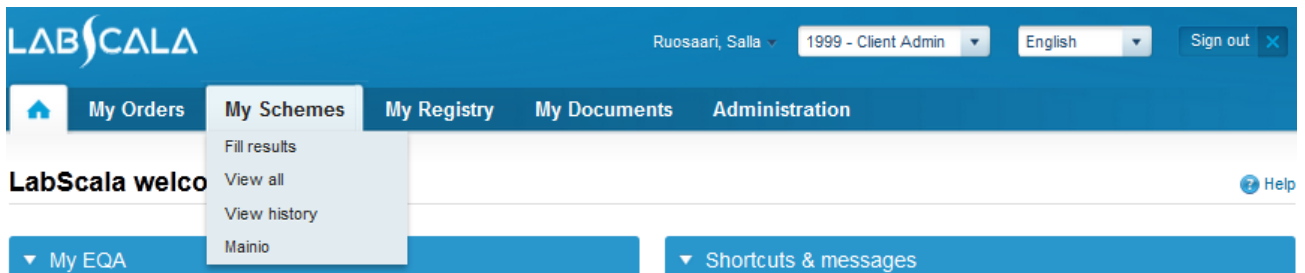


Figure 23). The **Fill results** submenu provides a listing of EQA rounds ordered to your laboratory. Choose **View all** to view also rounds that have been closed.

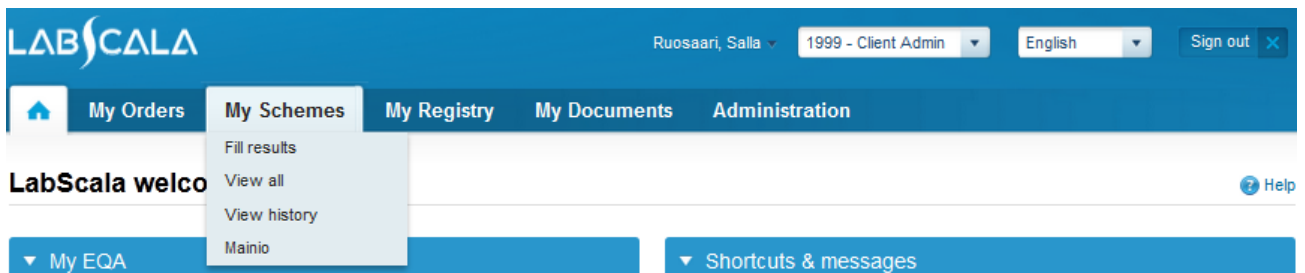


Figure 23. *My Schemes provides access to open schemes (Fill results) as well as both open and closed schemes (View all).*

The **My Schemes** submenus provide a listing of EQA rounds ordered to your laboratory. The rounds are listed as a sortable table (Figure 24). Click any heading of the table to sort it accordingly or use the search fields under the headings to type your search text and click enter. Similar to **My Rounds** on your LabScala home page, information on the **Form** type currently used in the scheme as well as your response **Status** is provided.

- Click the text link in the **Status** column for a given scheme to access the result form. The status shown for the rounds depends on the timing and past accession of the results form

The screenshot shows the LabScala user interface. At the top, there's a navigation bar with 'My Orders', 'My Schemes', 'My Registry', 'My Documents', and 'Administration'. The 'My Schemes' menu is open, showing options like 'Fill results', 'View all', 'View history', and 'Mainio'. Below this is a 'List of my schemes' section with a filter for 'My Schemes - 23 (Active)'. A table displays 10 entries with columns for Sub-Program, Scheme, Round, Products ordered, Closing date, Form, and Status. The Status column contains links like 'Not sent', 'Fill results', and 'Sent'. An orange oval highlights the 'Status' column links.

Sub-Program	Scheme	Round	Products ordered	Closing date	Form	Status
Allergology	Eosinophil cationic protein	February, 1-2015	2680(2)	10.03.2015	LabScala	Not sent
Allergology	Allergy in vitro diagnostics (UK NEQAS)	February, 1-2015	2670(1)	10.03.2015	LabScala	Fill results
Bacteriology	Gram stain, colonies	January, 1-2015	5040(2)	27.02.2015	LabScala	Not sent
Bacteriology	Gram stain, blood culture	January, 1-2015	5042(2) , 5041(2)	27.02.2015	Paper	Fill results
Basic chemistry	Basic chemistry, POC	February, 1-2015	2100(1)	27.02.2015	Paper	Sent
Blood transfusion serology	Antibody screening and compatibility testing	February, 1-2015	4460(2)	12.03.2015	LabScala	Fill results
Blood transfusion serology	ABO and Rh grouping	February, 1-2015	4420(2)	12.03.2015	LabScala	Sent
Blood transfusion serology	Antiglobulin test, direct	February, 1-2015	4440(2)	12.03.2015	LabScala	Not sent
Cardiac markers	Natriuretic peptides	January, 1-2015	2690(4) , 2691(4)	25.02.2015	LabScala	Sent

Figure 24. The rounds are listed as a sortable table in My Schemes. Use the text links in the Status column to access the result forms

6 Entering results

To enter results, go to the result form of an open round. The result forms can be accessed either from **My Rounds** section on your LabScala homepage or through the **My Schemes** menu. See section 5 for help.

The filling of results is implemented as a process involving 6 distinct phases. The next step of the process can be accessed only after the preceding step has been completed. The following phases are included in all EQA schemes:

- Request:** Provide round specific contact information
- Instructions:** View instructions. The same instructions are sent together with the EQA specimens.
- Pre-analytics:** Provide information on specimen arrival date and storage conditions
- Analytics:** Enter EQA results
- Post-analytics:** Validate the results
- Exit:** Return back to your LabScala homepage


Note! Use the Next and Save keys to move to the next step, and fill in the required data. That way you can make sure that all required data gets entered and your results are sent to Labquality. Note that you can reopen the result forms and change data even after submission of the results until the round is closed.

6.1 Scheme specific help

Regardless of the scheme, the process for entering results is the same. In the Analytics phase, there may however be scheme specific fields. In some of the schemes intended for POCT use, the device/method does not have to be entered in beforehand and the test is selected on the result form from a dropdown list. If needed, check the scheme specific LabScala instructions or scheme letter for further information and help.

6.2 Request phase

In the **Request** phase, enter scheme specific contact information (Figure 25).

- Use the plus key () to add a contact person. Multiple contact persons can be added. The information is used for email notifications or for contacting the participating unit in scheme related issues.
- If you have used LabScala for submission of results earlier in a given EQA scheme, LabScala will suggest the contact details provided last time.
- Click **Next** to move to the next phase




Welcome to the survey of Haemoglobin A1c, April, 2014 analysis Help

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

MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
HbA1c, lyophilized samples (not suitable for Afinion instrument)(1)					
	07.04.2014	07.04.2014	06.05.2014	Open	LabScala

MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	
Mary Maryland	mary@maryland.com	  

► Coordinator contact information

Next Exit

Figure 25. In the Request phase, add or edit scheme specific contact information

6.3 Instructions

In the **Instructions** phase, the scheme specific instructions are displayed (Figure 26). The information is the same as is provided in the printed instructions sent together with the EQA specimens. Click **Next** to move on.

Haemoglobin A1c, April, 2014 instructions

[Help](#)

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

7294-Haemoglobin A1c
1261-HbA1c, lyophilize...
2260-HbA1c, liquid and...

Samples
 S001:LQ729414011 and S002: LQ729414012 are human blood samples from donors who were found negative for HIV-Ab and HBs-Ag.
 S003: LQ729414013 and S004: LQ729414014 are lyophilized human blood preparations.

Stability
 Please, analyse the fresh human blood samples (Sample 001 and Sample 002) **immediately** after the sample arrival and mark the dates on the result form.
 The reconstituted lyophilizates should be analysed as soon as possible. Store at +2 – 8 °C before the determinations.

Reconstitution
 Samples S003: LQ729414013 and S004: LQ729414014: Carefully remove the cap and rubber plug avoiding any loss of contents. Add 500 µL of reagent grade water. Replace the plug and allow to stand for 15 minutes. Then swirl the vial gently making sure that all traces of dry material have dissolved. Use as unhaemolysed whole blood samples. The total Hb concentration of the reconstituted lyophilizates is about 140 g/L.

Note
 Quality control samples derived from human blood must be handled with the same care as patient samples, i.e. as potential transmitters of serious diseases. The samples are found to be HBs-Ag and HIV-Ab negative when tested with licensed reagents, but no known test method can offer complete assurance that the samples will not transmit these or other infectious diseases.

Use
 Samples are to be used as patient whole blood samples.

[Print instructions](#)
[Next](#)
[Exit](#)

Figure 26. The scheme instructions are shown in the Instructions phase.

6.4 Pre-analytics

In the **Pre-analytics** phase (Figure 27), provide information on sample arrival and storage before analysis. Give a sample preparation date if samples were prepared for analysis e.g. lyophilized samples were used. Click **Save & next** to enter the next phase

Haemoglobin A1c, February, 1-2015 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
Haemoglobin A1c, fresh liquid samples, February, 1-2015	Yes	1260	1	02.02.2015	1	+2 ... +8 C	

COMMENTS

[Save & next](#)
[Exit](#)

Figure 27. In the Pre-analytics phase, provide information on sample arrival and storage before analysis

6.5 Analytics

Next, the actual result sheet opens up (Figure 28 and Figure 29). The headers describe the **Sample set** and the **Sample** for which the results are being entered for. Note that the result forms vary between schemes. Also in some of the POCT schemes, the method /test is selected from a dropdown menu in the result form (Figure 29) and does not have to be first saved in My devices.

- As the **Measurement date**, enter the date when the samples were analyzed
- For each of the analytes, choose the **Device / Method** that was used to perform the measurement.
 - If the has not yet been saved in LabSala, choose **Add device** and follow Section 4.1 add your device
 - If the device you selected was not set up completely, you are prompted to add the missing info
- Give the **Result** for each of the analytes. To enter multiple results, click **Add result +** showing in the blue bar. Entering additional results is enabled in most schemes organized by Labquality.
- Click **Save as final** to move to move to the next result sheet or to the post-analytics phase

Haemoglobin A1c, April, 2014 - Sample set 1 (Sample S003)

[Help](#)

<<Previous step>>**HbA1c, lyophilized samples (not suitable for Afinion instrument)**>>Next step

SAMPLE SETS

First
Previous
1
Next
Last

Sample S003
Sample S004

▼ HbA1c measurement results for Sample S003
Add result +

Measurement date	Analyte	Device	Instrument	Reagent	Result	Unit
25.04.2014	Hemoglobin A1c	-Choose-				
25.04.2014	Hemoglobin A1c (%)	-Choose- -Add device- cobas c311				

COMMENTS

Back to list Clear all page data
Save as draft Save as final

Figure 28. Analytics phase – an example of the result form where the device is selected from your devices

Add result +

Pregnancy test, May, 2014 - Sample set 1 (Sample S021)

Help

<<Previous step>>Pregnancy test>>Next step

SAMPLE SETS

First Previous 1 2 3 Next Last

Sample S021 Sample S022

▼ Pregnancy test measurement results for Sample S021

Measurement date	Analyte	Strip	Result	Comment
04.06.2014	Coriogonadotropin	<ul style="list-style-type: none"> Alere TestPack +Plus hCG with OBC (S+U 25 IU/l) All Diag Mini test hCG (10 IU/l) Alere hCG Combo Cassette (S+U 25 IU/l) Alere hCG Cassette (U 25 IU/l) Alere hCG Easy (25 IU/l) 		

Back to list Clear all page data Save as draft Save as final

Figure 29. Analytics phase – an example of the result form where the strip is selected on the result form

6.6 Post-analytics

Once all results have been entered, the results are validated in the post-analytics phase (**Haemoglobin A1c, February, 1-2015 postanalytics**)

Help

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

Validate results

▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Ruosaari, Salla	02.02.2015 14:31	Accepted
Haemoglobin A1c, fresh liquid samples	1	Sample S001	OK	Ruosaari, Salla	03.02.2015 10:15	Accepted
Haemoglobin A1c, fresh liquid samples	1	Sample S002	OK	Ruosaari, Salla	03.02.2015 10:15	Accepted

Accept and send results Exit

Figure 30). Possible errors in the results are highlighted to enable correction before sending of the results to Labquality.

- If needed, use the text links in the **Sample** column to access the result sheets
- Click **Accept and send results** to send your results to Labquality

Note that the result form can be reopened even after results have been accepted and sent to Labquality. Results can be revised as long as the rounds are open. To modify results in forms that have been sent to Labquality, enter the result form and re-open it using the appropriate link (Figure 31).

Haemoglobin A1c, February, 1-2015 postanalytics

Help

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

Validate results

Validation results						
Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Ruosaari, Salla	02.02.2015 14:31	Accepted
Haemoglobin A1c, fresh liquid samples	1	Sample S001	OK	Ruosaari, Salla	03.02.2015 10:15	Accepted
Haemoglobin A1c, fresh liquid samples	1	Sample S002	OK	Ruosaari, Salla	03.02.2015 10:15	Accepted

Accept and send results Exit

Figure 30. The Post-analytics phase is for validation of the results

Welcome to the survey of Glucose meters, POC, May, 2014 analysis

Help

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

Results are accepted and sent to Labquality by Ruosaari, Salla on 04.06.2014 10:35

To re-open result forms, please click here!

MY ORDERS					
Product	Delivery	Opening	Closing	Status	Form
Glucose meters, POC(5)					
	05.05.2014	05.05.2014	04.06.2014	Accepted	LabScala

MY SCHEME SPECIFIC CONTACTS		
Name	Send E-mail notification to	
Maija Mehiläinen	maija@maijala.fi	✎ ✕
Testi Testaaja	testi@testi.com	✎ ✕

Coordinator contact information

Next Exit

Figure 31. Re-opening of result forms is enabled should corrections be needed after results have been sent

7 Mainio

Some of Labquality's schemes are run in Mainio. Mainio is our previous EQA portas which is accessed through LabScala. The schemes that are run in Mainio have "Mainio" showing as the Form in the list of your rounds. This instruction includes only a quick guide to access Mainio. Please check the scheme-specific instructions and materials for detailed information as there may be differences between the schemes.

To access result forms for schemes run in Mainio, click **Fill results (Mainio)** in the Shortcut & messages section (

Mainio

General Information	Ordered surveys
Methods data	
Result forms for general clinical chemistry	
Instructions letters and result forms	
Reports	
Preliminary Results of Microbiology	Closed surveys
Internet surveys	
e-schemes	

LABSCALA
Ruosaari, Sala ▾ 2399 - Test customers ▾ English ▾ Sign out ✕

Home
My Orders
My Schemes
My Registry
My Documents
Administration

LabScala welcomes you ! Help

▼ My EQA

MY REPORTS

- [View reports < 2015](#)
- [View reports](#)

LATEST 3 NOTIFICATIONS

You have no notifications.

MY ROUNDS

Round entry	Closing date	Response Status	Form	Info
General chemistry, Serum A and extra samples (1)				
February, 2-2015	28.02.2015	Fill results	LabScala	

[View all](#)

MY ORDERS

Order nr	Ordered by	Orderer	Order date	Status
LS15013559	Labquality Oy	Pulkkinen, Elisa	18.02.2015	Accepted

[View all](#)

▼ Shortcuts & messages

SHORTCUTS

- [Place orders](#)
- [View reports < 2015](#)
- [e-schemes](#)
- [Fill results \(Mainio\)](#)
- [Go to Mainio](#)
- [View reports](#)

MESSAGES

Entering results

Please note that although all your ordered rounds are visible in LabScala, not all have an eForm in LabScala. Results for our rounds are sent using "e-schemes" - link on the front page, "Go to Mainio" - link on the front page or via LabScala. And almost half of our rounds are still sent using paper forms.

We will inform clearly in the survey letter when the result reporting changes and we will also give instructions how the results are sent.

IE6 not compatible with LabScala

Please note that LabScala is not working ideally with old browsers such as Internet Explorer 6. In case you are using IE6, please update your browser or use other browsers such as Chrome or Mozilla.

[View all messages](#)

Figure 3). If you already in Mainio, click the **Internet surveys** tab on the left. A listing of your Mainio schemes appears (Figure 32). Follow the survey links to access the rounds. See the scheme-specific instructions for further help.

Labscala user instructions 6.0 – 5.7.2018

Labquality Oy ■ Kumpulantie 15, FI-00520 Helsinki, Finland ■ Tel. +358 9 8566 8200
 ■ Fax +358 9 8566 8280 ■ www.labquality.fi ■ info@labquality.fi




Figure 32. Accessing Mainio result forms

8 Reports

To view reports, choose **My Documents** and **View reports** (

Reports Help

Years 2011 – 2014 reports can be accessed [here](#)

▶ Reports filter (LQ.31.02)

NB! There are new reports.

▼ My reports - 2399 Test customers 2015

Product:


Round:


Published: Last month Last 3 months Full year

Showing entries 1-10 [Total 57]

Round					
▼ Collapse	ABO and Rh grouping, August, 3-2015 (2 files)	Download			
Report	Type	Published	Language	Comment	
ABO and Rh grouping, August, 3-2015	Numerical summary	28.09.2015 13:56	English		<input type="button" value="Edit"/> <input type="button" value="Download"/>
ABO and Rh grouping, August, 3-2015	Evaluation report	28.09.2015 13:57	English		<input type="button" value="Edit"/> <input type="button" value="Download"/>
▶ Expand	ANCA and GbmAb, August, 2-2015 (2 new) (2 files)	Download			
▶ Expand	Allergy in vitro diagnostics (UKNEQAS) and ECP, October, 5-2015 (2 new) (2 files)	Download			
▶ Expand	Ammonium ion, August, 2-2015 (2 new) (2 files)	Download			

Figure 33). All scheme reports from year 2015 onwards can be found in this menu. Older reports are stored in the older Mainio system. These reports can also be accessed through the **My Documents** or by selecting **View reports < 2015** on your LabScala homepage.

Use the radio buttons to limit the reports to last month, last 3 months or last year (and press search). Use the dropdown selection menus to choose the desired **Product** and **Round**. Open and download given reports by clicking the Download icon (). To open and download a single report, click **Expand** and you will see all different type of reports included in the scheme.

Note that new reports have yellow background and viewed reports have gray. You can also save a comment to your "My reports" table for future inspections. Add a comment by clicking **Comment** icon (.

Note that the reports of schemes run in the e-schemes system are only found in e-schemes. See section 7 for details.

Reports Help

Years 2011 – 2014 reports can be accessed [here](#)

▶ Reports filter (LQ.31.02)

NB! There are new reports.

▼ My reports - 2399 Test customers 2015

Product:

Round:

Published: Last month Last 3 months Full year

Showing entries 1-10 [Total 57]

Round				
▼ Collapse	ABO and Rh grouping, August, 3-2015 (2 files)	↓		
Report	Type	Published	Language	Comment
ABO and Rh grouping, August, 3-2015	Numerical summary	28.09.2015 13:56	English	✎ 📄 ⬇
ABO and Rh grouping, August, 3-2015	Evaluation report	28.09.2015 13:57	English	✎ 📄 ⬇
▶ Expand	ANCA and GbmAb, August, 2-2015 (2 new) (2 files)	↓		
▶ Expand	Allergy in vitro diagnostics (UKNEQAS) and ECR, October, 5-2015 (2 new) (2 files)	↓		
▶ Expand	Ammonium ion, August, 2-2015 (2 new) (2 files)	↓		

Figure 33. Downloading and commenting reports of past EQA rounds

9 Ordering (for direct customers only)

To view orders made to your unit or to place a new order, select **My orders** and **List of my orders** (

2013>>2014>>2015

Client: 1999 Labquality Oy

Order no	Ordered by	Orderer	Ordered	Payer	Status	Type	Order Info
					All	All	
LS14007660	Labquality Oy	Pulkkinen, Elisa	08.10.2014	Labquality Oy, Ratamestarinkatu 11A 6. krs, 00520 HELSINKI, FI	Draft	Order	
LS15013248	Labquality Oy	Jonna Pelanti 0985668211	02.02.2015	Labquality Oy, Ratamestarinkatu 11A 6. krs, 00520 HELSINKI, FI	Final	Order	

View calendar Print orderlines Export orderlines (CSV) Copy previous year orders Add new orders for 2014 Add new orders for 2015

Figure 34). In the **List of orders**, your orders for the present year are listed. To view orders of the past years, select the desired year using the year links above the table (**2015 >> 2016 >> 2017** in

2013>>2014>>2015

Client: 1999 Labquality Oy

Order no	Ordered by	Orderer	Ordered	Payer	Status	Type	Order Info
					All	All	
LS14007660	Labquality Oy	Pulkkinen, Elisa	08.10.2014	Labquality Oy, Ratamestarinkatu 11A 6. krs, 00520 HELSINKI, FI	Draft	Order	
LS15013248	Labquality Oy	Jonna Pelanti 0985668211	02.02.2015	Labquality Oy, Ratamestarinkatu 11A 6. krs, 00520 HELSINKI, FI	Final	Order	

View calendar Print orderlines Export orderlines (CSV) Copy previous year orders Add new orders for 2014 Add new orders for 2015

Figure 34). From September onwards, you will be able to start placing orders for the upcoming year.

- Note that ordering is only enabled for direct customers of Labquality and from LabScala accounts with administrative privileges

For your convenience, draft orders are displayed first. Orders with the **Draft** status remain to be finalized by your unit or the representative placing orders to you. Orders sent to Labquality appear with the **Final** status until the orders are processed by Labquality. After processing, the status is changed to **Accepted** indicating that the order has been approved.

Draft, final and accepted orders can be reviewed

- Click the text link in the **Order no** column to view details of an order or finalize the order.
- To view products included in any of the orders, click the info key (**i**) to the right of the rows.
- Use the **Back** key to return back to the **List of orders** if needed
- You may also view your orders in calendar format (**View calendar**) and print or export the order lines using the respective functionalities underneath the table.

New orders can be placed at any time during the year

- To place a new order, click **Add new orders for [this year]** (other years may be possible). You may also copy an order from the previous year by clicking the **Copy previous year order** key and modifying it if necessary.
- Note that Labquality guarantees participation in a given round only if the order is placed by November of the preceding year. In most cases, late registrations are however possible.

2013>>2014>>2015

Client: 1999 Labquality Oy

Order no	Ordered by	Orderer	Ordered	Payer	Status	Type	Order Info
LS14007660	Labquality Oy	Pulkkinen, Elisa	08.10.2014	Labquality Oy, Ratamestarinkatu 11A 6. krs, 00520 HELSINKI, FI	Draft	Order	i
LS15013248	Labquality Oy	Jonna Pelanti 0985668211	02.02.2015	Labquality Oy, Ratamestarinkatu 11A 6. krs, 00520 HELSINKI, FI	Final	Order	i

View calendar Print orderlines Export orderlines (CSV) Copy previous year orders Add new orders for 2014 Add new orders for 2015

Figure 34. List of orders

9.1 Adding new orders

To add new orders, select **My orders** and **Place order for 2015** (other years may be possible). The ordering form displays from which you select the rounds that you wish to order (Figure 35). All schemes are listed with tick boxes representing the months in which the rounds are running.

- To find a given EQA scheme, you can
 - Browse through the table. To access the next page, click one of the page numbers or next /last keys underneath the table.
 - Search the table. Type your search key in the search boxes under the headings and click enter.
 - Sort the table. Click a heading of the table to sort it by the column.

- Once the desired scheme displays, tick the rounds that you wish to order. You may tick distinct rounds by selecting the respective months. Alternatively, choose **All** to select all rounds of the scheme available for ordering.
 - Note 1! The quantity can be modified in the next phase after the rounds have been selected
 - Note 2! Products that are only orderable in connection with another product are shown in next phase. These special products include extra sets of samples and water for dilution.
- After selection of the desired rounds, click **Confirm new orders**
 - Note! The order can be modified even after clicking the confirmation key.

Figure 35. When ordering, tick the boxes corresponding to the rounds you wish to order
Ordering, by 1999 Labquality Oy

[Help](#)

▶ Search products

2013>>2014>>2015

▼ Client: 1999 Labquality Oy

Showing entries 1-10 [Total 222]

Sub-Program	Product code - product name	All	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Allergology	2680 - Eosinophil cationic proteiin	<input type="checkbox"/>						<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Andrology	6400 - Semen analysis	<input type="checkbox"/>										<input type="checkbox"/>		
Bacterial serology	5620 - Chlamydia pneumoniae, antibodies	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Bacterial serology	5840 - Antistreptolysin	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>
Bacterial serology	5860 - Helicobacter pylori, antibodies	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			
Bacterial serology	5880 - Syphilis serology	<input type="checkbox"/>						<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>
Bacterial serology	5950 - Bordetella pertussis, antibodies	<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>	
Bacterial serology	5960 - Borrelia burgdorferi, antibodies	<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>	
Bacterial serology	5970 - Enteropathogens, antibodies	<input type="checkbox"/>					<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>
Bacterial serology	5980 - Mycoplasma pneumoniae, antibodies	<input type="checkbox"/>					<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>	


First Previous 1 2 3 4 5 6 7 8 9 10 ... Next Last

Confirm new orders

Next, give your order reference, specify the order type and verify the contact information (Figure 36).

- Enter your reference as the **Client order reference** if you wish to use your own reference
- Select the **Order type**. Note that both the Annual subscription and Subscription types of orders will continue automatically in the following years until cancellation.
 - **Order**: single order for one calendar year
 - **Annual subscription**: permanent order placed in the middle of the year. For next year, all rounds of the schemes selected will be included in the order
 - **Subscription**: permanent order
- Check the addresses and edit if needed by clicking **Change header**

Check the order lines. Possible products only orderable with the main products also display

- Order additional sample sets by editing the **Quantity**.
- To order additional rounds, click **Add products**. To remove rounds, click the delete key ()
- To complete your order, click **Save as final**. You can save your order also as a draft using the **Save as draft** link and finalize it later.
 - Final orders will be sent to Labquality.

Order details

 Help

Draft

LabScala Order No LS15013288

Client order reference:

* **Order type:** 

Client 1999 - Labquality Oy, Ratamestarinkatu 11A 00520 HELSINKI, FI
 Contact: Phone: Email: info@labquality.fi, Fax: +358 9 85668280

Payer 1999 - Labquality Oy, Ratamestarinkatu 11A 6. krs, 00520 HELSINKI, FI

Deliver order to 1999 - Labquality Oy Asiakaspalvelu, Elisa Pulkkinen, Ratamestarinkatu 11A 5. krs, 00520 Helsinki, FI





Ordered by 1999 - Labquality Oy, Ratamestarinkatu 11A 00520 HELSINKI, FI
 Ordered: 03.02.2015 Ruosaari, Salla

order printed reports for 2015 (You have already ordered paper reporting for 2015 on order nr LS14007586)

[Change header](#)

▼ Order lines

Showing entries 1-3 [Total 3]

Sub-Program name	Product code	Product name	Round	Quantity	
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Coagulation	4300	Prothrombin time	May, 2-2015	<input type="text" value="1"/>	
Urine analysis	3300	Drug abuse screening in urine	June, 2-2015	<input type="text" value="1"/>	
	3310	Drug abuse: Additional volume (2x5 ml)	June, 2-2015	<input type="text" value="0"/>	

[Back](#) [Delete order](#) [Send email](#) [Save as draft](#)

[Print order](#) [Add products](#) [Save as final](#)

Figure 36. Finalizing a new order