



How to fill in results
D-Dimer (4388)

Getting started 1-2-3



The image shows the LabScala login interface. At the top is a blue header with the LabScala logo and name. Below the header, the title "Login with username and password" is underlined. There are two input fields: "Username:" and "Password:". Below the "Password:" field is a blue "Login" button and a link "Forgot your password?".

AUTH.01.1



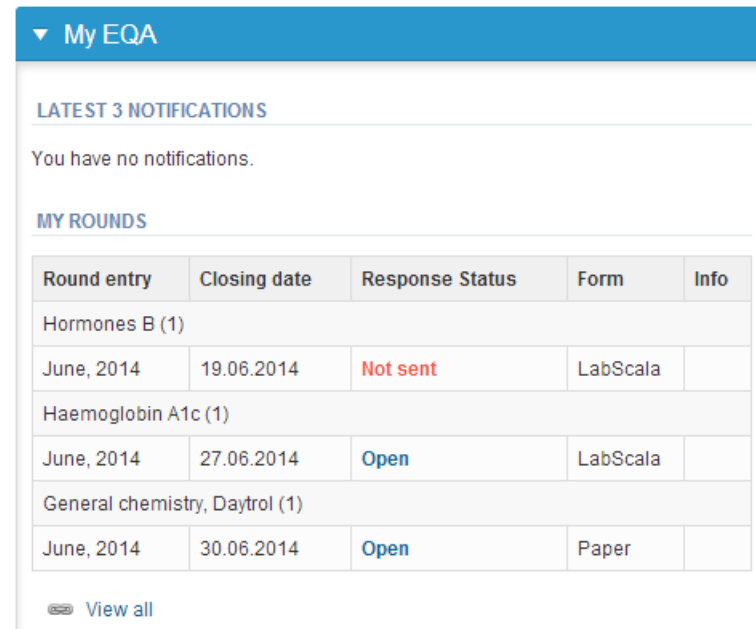
The image shows the LabScala password change interface. At the top is a blue header with the LabScala logo and name. Below the header, the title "Password change" is underlined. There are three input fields: "Old password:", "New password:", and "Repeat new password:". Below the "Repeat new password:" field are two buttons: "Change" and "Back".

OS5.2

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

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
 - **Not sent** = result filling started but results not sent to Labquality
 - **Accepted** = results sent to Labquality



The screenshot shows a web interface titled "My EQA" with a blue header. Below the header, there is a section for "LATEST 3 NOTIFICATIONS" which states "You have no notifications." followed by a "MY ROUNDS" section. This section contains a table with five columns: "Round entry", "Closing date", "Response Status", "Form", and "Info". The table lists three rounds: "Hormones B (1)", "Haemoglobin A1c (1)", and "General chemistry, Daytrol (1)". Each round has a corresponding row with its closing date and response status. At the bottom of the table, there is a "View all" link.

Round entry	Closing date	Response Status	Form	Info
Hormones B (1)				
June, 2014	19.06.2014	Not sent	LabScala	
Haemoglobin A1c (1)				
June, 2014	27.06.2014	Open	LabScala	
General chemistry, Daytrol (1)				
June, 2014	30.06.2014	Open	Paper	

[View all](#)

Own devices

(adding CRP instrument here as an example)

- 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"

The screenshot shows the 'Devices list' page in the LabScala application. The top navigation bar includes 'My Schemes', 'My registry' (selected), and 'Administration'. The page title is 'Devices list' with a 'Help' link. A blue header bar contains a 'Devices' dropdown. Below this, a 'New device' button is circled in red. A 'Display: Active' dropdown is also visible. The main area features a table with columns: Nickname, Instrument, Manufacturer, Products, and Client. Each column has an input field. A search icon is located to the right of the input fields. At the bottom right, another 'New device' button is present.

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

NB! * - marked fields are mandatory!

Add a new device

[? Help](#)

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

▼ Add a device

Access to the background register

Start date = the date you have started to use you device.

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:

Unique devicespecific code

USED FOR MEASURING DEVICES

Product

- Choose -

Active



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!

Add new device(2)

Add a new device

Help

▼ Add a device

Client: 2399 Test customers

Client code:

DEVICE

* Instrument:

Sysmex CS-5100

* Manufacturer:

SIEMENS

Nickname: * :

raisa

Free text field for a device name

* Start date:

01.01.2016

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:

Unique devicespecific code

Client system ID:

USED FOR MEASURING SCHEMES

Choose the scheme from the list and active it

Product

D-dimer

Active



Start date is the date you have started to use the device. It has to be earlier than the measurement date

In Nickname field you can write the real nickname.

Choose the scheme from the list and active it

Add new device (3)

USED FOR MEASURING SCHEMES

Product **1** Active ☒

[-] D-dimer

Analyte	Definition	Active
2 D-Dimer		<input type="checkbox"/>

After you have connected the device to the scheme (1) a list of analytes (in this scheme only D-dimer) come to the screen (2). Push the analyte and the 'Add device's reagent info comes up (3).

Add device's secondary information for test D-Dimer

[? Help](#)

▼ Add device's reagent info for Analyte D-Dimer

3

Nickname: raisa
Instrument: Sysmex CS-5100
Location:
Client system id:

a * Reagent manufacturer:

b * Reagent:

c * Measure unit: - Choose -

5 **4**

Add the Reagent manufacturer (a), Reagent (b) and Measure unit (c) and Save (4). The programs takes you in to the front page with the Back button (5).

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 all ordered schemes
 - **Mainio:** other Internet – schemes 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 information
 - **Analytics:** Enter your results
 - **Post-analytics:** Validation of the results (check and save)
 - **Exit:** Back to the front page
- Access to the next step of the process can be done 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
 - **Delivery:** samples sent from Labquality
 - **Opening:** Result filling /eForm is opened
 - **Closing:** eForm is closed
 - **Status:** status of the scheme (Open, Draft, Final as before)
- Also the scheme specific contact information is filled here
 - The contact persons receive reminders and important scheme-specific information
 - **At least one contact person needs to be named!**

Welcome to the round of D-dimer, February, 1-2016 analysis




 Help

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

MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
D-dimer(1)					
	09.02.2016	04.02.2016	24.02.2016	Accepted	LabScala

MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to		
Testi	test@test.com		

► Coordinator contact information

Filling results

- First add your **scheme-specific** contact info by pressing plus – sign
- Fill in name and email address or phone number (you can add as many contact persons as you like)
- **Save** and choose Next

MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	

Next Exit

Add scheme contact person

▼ Add/edit scheme contact person

* Name:

Email:

Phone:

Back

Instructions

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

External Quality Assessment Schemes

D-Dimer 1, 2016

Welcome to this D-Dimer EQA round. Please find enclosed the specimens and the instructions.

Specimens

Sample 1 : (S001: LQ708416011) and Sample 2 (S002: LQ708416012) are buffer diluted plasma.

Quality control specimens derived from human blood must be handled with the same care as patient samples, i.e. as potential transmitters of serious diseases. The specimens have been tested and found to be HBsAg and HIV-AbAg-negative, but no known test method can offer complete assurance that the specimens will not transmit these or other infectious diseases.

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"

▼ Sample registration

Product	Has eForm	Code	Quantity ordered	Sample arrival date	Quantity received	Sample storage conditions	Sample preparation date
D-dimer, February, 1-2016	Yes	4388	1	02.02.2016 	<input type="text" value="2"/>	+2 ... +8 C 	<input type="text"/> 

COMMENTS

Save & next

Exit

Results (1)

In Analytics page the results can be filled

2399: D-dimer, February, 1-2016 - Sample set 1 (Specimen S001)

[? Help](#)

Sample Sample sets = number of samples ordered

SAMPLE SETS

1

Next

Last

Specimen S001

Specimen S002

You can give results from 3 devices. Add devices from this + -button

▼ Measurement results no. 1

* Measurement date 1.	Analyte	* Device 2.	* Instrument	* Reagent	Numeric result 3.	Unit	Qualitative result 4.
04.02.2016	D-Dimer	anja dime 260116	cobas h232	Cardiac D-dimer	3.0	mg/l	

1. Mark down the measurement date = analyzing date.
2. Select the device from your own device list.
3. Mark down the result
4. If you have a semiquantitative or qualitative test mark the Qualitative result
5. Save

5.

Save as draft

Save as final

Post-analytics (1)

- 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, Open, Error)

Post-analytics (2)

- 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

D-dimer, February, 1-2016 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	Anja Pakkanen	10.02.2016 11:40	Accepted
D-dimer	1	Specimen S001	OK	Anja Pakkanen	09.02.2016 12:53	Accepted
D-dimer	1	Specimen S002	OK	Anja Pakkanen	09.02.2016 12:54	Accepted

Accept and send results

Exit

Exit

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

LabScala welcomes you !




 Help

▼ My EQA

LATEST 3 NOTIFICATIONS


You have no notifications.


MY ROUNDS


Round entry	Closing date	Response Status	Form	Info
Parasites in faeces, virtual microscopy (1)				
April, 2014	18.06.2014	Not sent	LabScala	
Rotavirus and adenovirus antigen detection (4)				
June, 2014	19.06.2014	Not sent	LabScala	
Coeliac disease (1)				
June, 2014	26.06.2014	Not sent	LabScala	


▼ Shortcuts & messages


SHORTCUTS

 [Place orders](#)


 [View reports](#)

 [e-schemes](#)

 [Fill results \(Mainio\)](#)

 [Go to Mainio](#)

MESSAGES

 **LabScala videos on YouTube**

As more and more functionality is added to our EQA-portal LabScala, the need for userguidance is for sure needed.

In order to help our customers use LabScala we have created short LabScala-videotutorials for the most used functions: login, adding users, adding devices, how to use the eForms etc. The videos can be found on [LabScala's own YouTube account at !\[\]\(a94afcd915c9a32f373ebbd9320949eb_img.jpg\) **labscalafinland**](#)

LabScala buttons

A blue rectangular button with the word "Save" in white text.

Enables you to save changes on the form

A blue rectangular button with the word "Back" in white text.

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



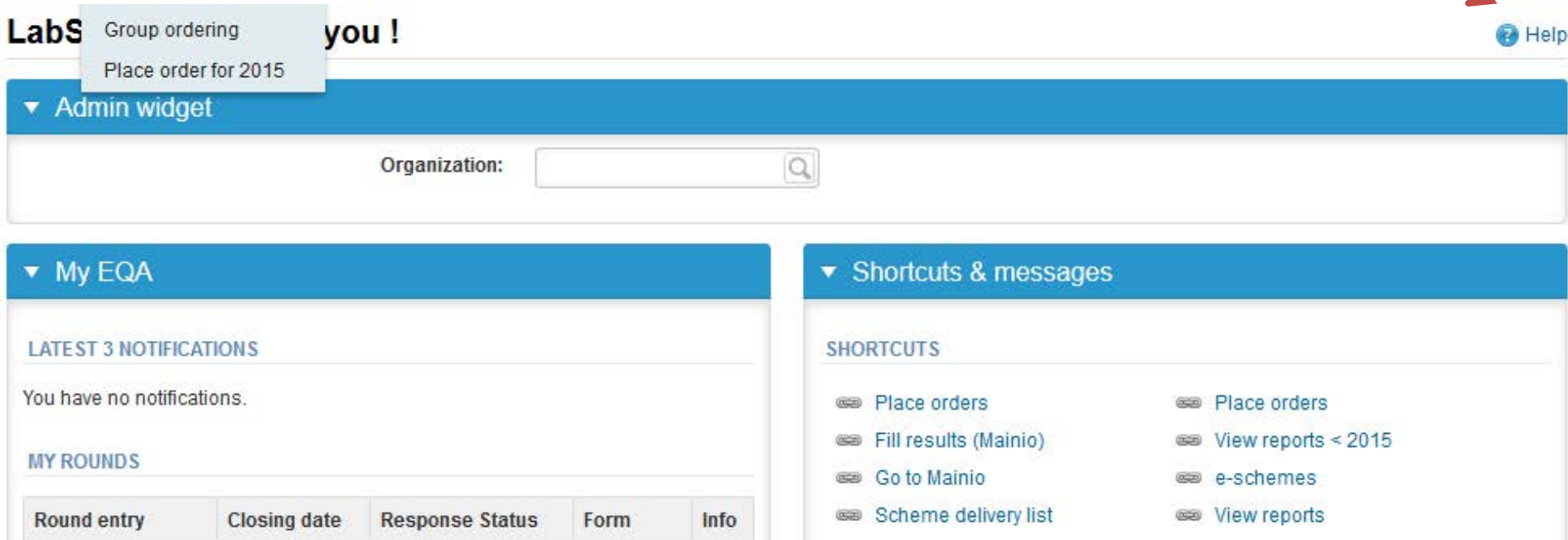
List button marks a field where you can search from the background register



Takes you back to the front page

Questions?

- In case you have questions, please contact:
Anja Pakkanen
anja.pakkanen@labquality.fi
- In order to help our customers use LabScala we have created short LabScala-videotutorials for the most used functions: login, adding users, adding devices, how to use the eForms etc. The videos can be found on LabScala's own YouTube-account at <https://www.youtube.com/user/LabScala>
- You can find these LabScala instructions behind the Help button in the front page of LabScala



The screenshot shows the LabScala web application interface. At the top, there is a header with the text "LabS" and "you !". A dropdown menu is open under "LabS", showing options: "Group ordering" and "Place order for 2015". In the top right corner, there is a "Help" button with a question mark icon, which is highlighted by a red arrow. Below the header, there is a blue bar with the text "Admin widget". Underneath, there is a search bar labeled "Organization:" with a magnifying glass icon. The main content area is divided into two columns. The left column has a blue header "My EQA" and contains two sections: "LATEST 3 NOTIFICATIONS" (showing "You have no notifications.") and "MY ROUNDS" (showing a table with columns: Round entry, Closing date, Response Status, Form, Info). The right column has a blue header "Shortcuts & messages" and contains a section "SHORTCUTS" with a list of links: Place orders, Fill results (Mainio), Go to Mainio, Scheme delivery list, Place orders, View reports < 2015, e-schemes, and View reports.

LabS you !

Group ordering
Place order for 2015

Admin widget

Organization:

My EQA

LATEST 3 NOTIFICATIONS

You have no notifications.

MY ROUNDS

Round entry	Closing date	Response Status	Form	Info
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Shortcuts & messages

SHORTCUTS

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