



How to fill in results
Antithrombin, ProtC, ProtS, FVIII
(4386)

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 displayed. 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



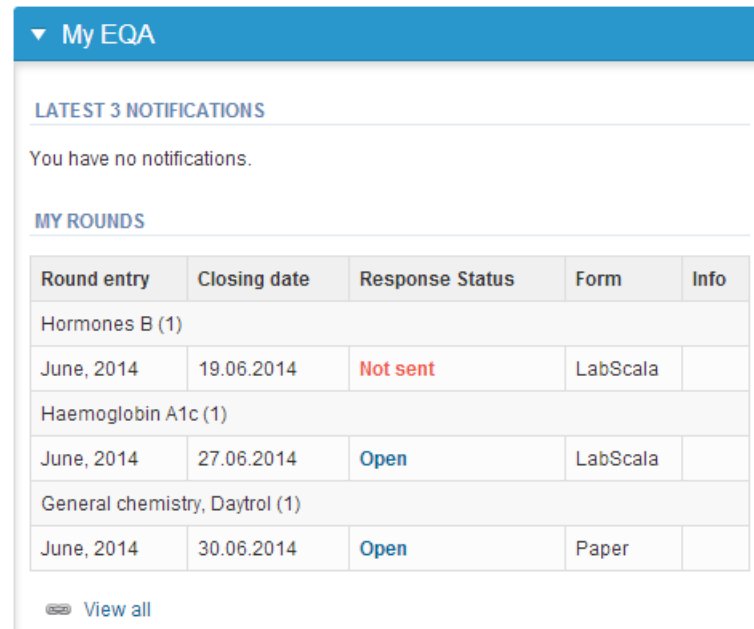
The image shows the LabScala password change interface. At the top is a blue header with the LabScala logo and name. Below the header, the title "Password change" is displayed. There are three input fields: "Old password:", "New password:", and "Repeat new password:". Below the "Repeat new password"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



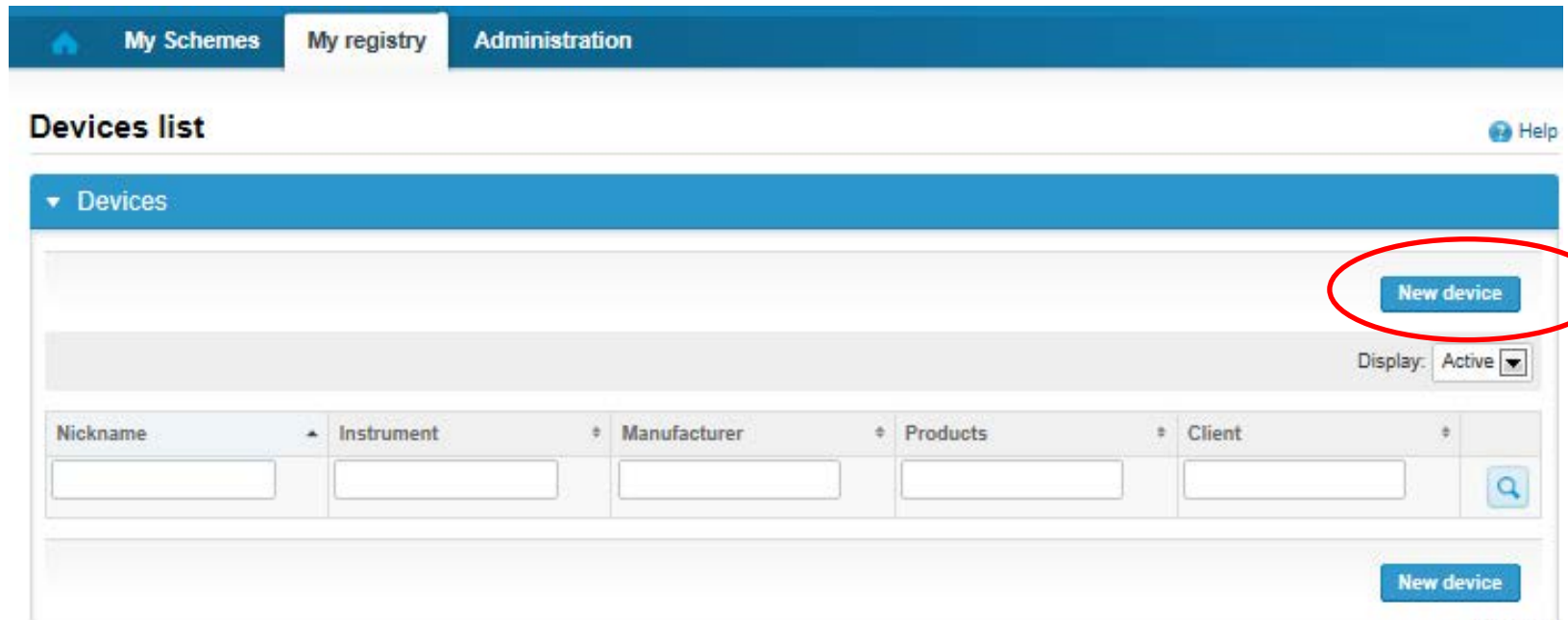
The screenshot shows a user interface for 'My EQA'. It features a blue header with a dropdown arrow and the text 'My EQA'. Below the header, there are two sections: 'LATEST 3 NOTIFICATIONS' and 'MY ROUNDS'. The 'LATEST 3 NOTIFICATIONS' section contains the text 'You have no notifications.' The 'MY ROUNDS' section contains a table with the following data:

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	

At the bottom of the table, there is a link labeled 'View all' with a small icon to its left.

Own devices

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



The screenshot shows the 'My registry' section of the LabScala interface. The 'Devices list' is currently empty. A blue button labeled 'New device' is circled in red, indicating the action to add a new device. Below the button is a search bar with columns for Nickname, Instrument, Manufacturer, Products, and Client. A 'Display: Active' dropdown menu is also visible.

Nickname	Instrument	Manufacturer	Products	Client
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NB! * - marked fields are mandatory!

Add a new device

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

▼ Add a device

Client: 2399 Test customers

Client code:

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

Client system ID:

USED FOR MEASURING RESULTS

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!

Please give a Nickname for your device. Numbers and also letters are allowed in this field.

Instrument: BCS XP
 Manufacturer: SIEMENS
 Nickname: * : 1003
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:

Digit code:

Unique devicespecific code

System ID:

Connect the device to the scheme (1) and after that a list of analytes come to the screen (2). Push the analyte and the 'Add device's secondary information for test XX' comes up. Give your reagent name and manufacturer (3) and Save (4) in the bottom of the page. Now the information of your device is ready and you can go back to the Device list in the 'Back' button (5)

USED FOR MEASURING SCHEMES

Product	Active																		
[-] Special coagulation	<input checked="" type="checkbox"/>																		
<table border="1"> <thead> <tr> <th>Analyte</th> <th>Definition</th> <th>Active</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>All</td> </tr> <tr> <td>Antitrombin III</td> <td>SIEMENS - Innovance Antithrombin; %</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Protein C</td> <td>SIEMENS - Berichrom Protein C; %</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Protein S</td> <td>SIEMENS - Innovance Free Protein S Antigen; %</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Factor VIII</td> <td>SIEMENS - Berichrom Factor VIII; %</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Analyte	Definition	Active	<input type="text"/>	<input type="text"/>	All	Antitrombin III	SIEMENS - Innovance Antithrombin; %	<input checked="" type="checkbox"/>	Protein C	SIEMENS - Berichrom Protein C; %	<input checked="" type="checkbox"/>	Protein S	SIEMENS - Innovance Free Protein S Antigen; %	<input checked="" type="checkbox"/>	Factor VIII	SIEMENS - Berichrom Factor VIII; %	<input checked="" type="checkbox"/>	
Analyte	Definition	Active																	
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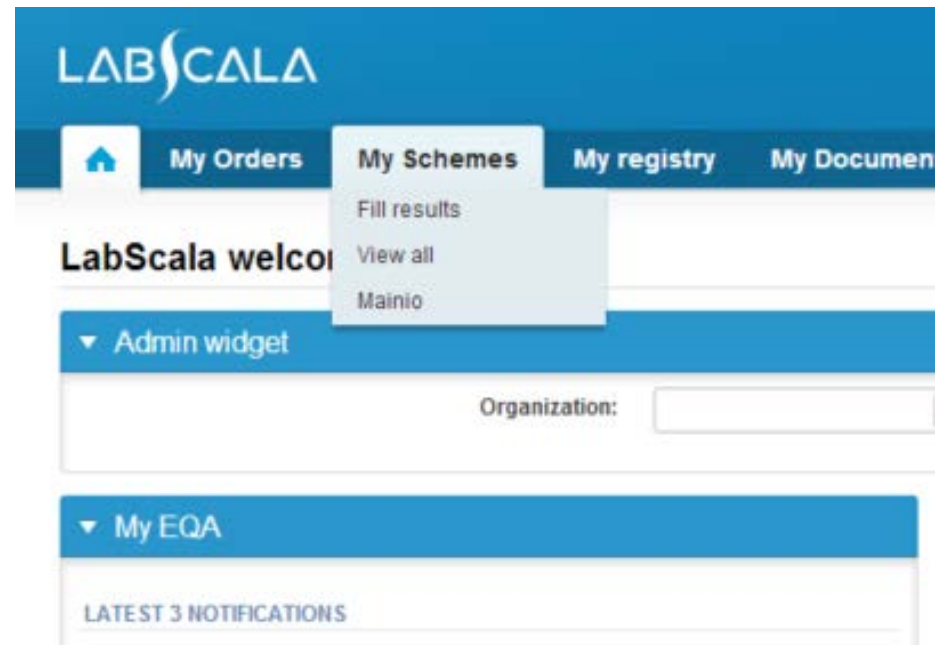
* Reagent manufacturer: SIEMENS
 * Reagent: Innovance Antithrombin
 * Measure unit: %

Back

Save

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



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 Special coagulation, February, 1-2016 analysis




 Help

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

MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
Special coagulation(1)					
	09.03.2016	09.03.2016	06.04.2016	Accepted	LabScala

MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	
anjuli	anja@koe.fi	
		 

► Coordinator contact information


Next

Exit

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

LABQUALITY

Labscala

www.labquality.fi

Special Coagulation 1, 2016

Antithrombin, Protein C, Protein S, Factor VIII

Welcome to the first round in this year.

Specimens

Sample 1: (S001: LQ708516011) and **Sample 2** (S002: LQ708516012) are lyophilised citrate 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 "Next"




Special coagulation, February, 1-2016 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
Special coagulation, February, 1-2016	Yes	4386	1	05.03.2016 	1	- Choose - 	

COMMENTS

Save & next

Exit

Results (1)

In Analytics page the results can be filled

2399: Special coagulation, February, 1-2016 - Sample set 1 (Sample S001)

Sample Sample sets = number of samples ordered

SAMPLE SETS

1

Next Last

Sample S001 Sample S002

Measurement results no. 1

Add result +

* Measurement date	Analyte	* Device	* Instrument	* Reagent	Numeric result	Unit
14.03.2016	Antitrombin III	hohoo	ACL TOP 550	HemosIL Liquid Antithrombin		%
14.03.2016	Protein C	hohoo	ACL TOP 550	HemosIL Protein C		%
	Protein S		ACL TOP 550	HemosIL Protein S activity		%

1. Mark down the measurement date = analyse date. 2. Select the device from your own device list. 3. Mark down the result and 4. Save the data. 5. You can edit the data if needed.

COMMENTS

5.

Back to list Edit data Print

4.

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)

Special coagulation, 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	Ulla Tiikkainen	05.03.2016 22:43	Accepted
Special coagulation	1	Sample S001	OK	Anja Pakkanen	14.03.2016 10:20	Accepted
Special coagulation	1	Sample S002	OK	Anja Pakkanen	14.03.2016 09:42	Accepted

Accept and send results

Exit

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

Special coagulation, 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	Ulla Tiikkainen	05.03.2016 22:43	Accepted
Special coagulation	1	Sample S001	OK	Anja Pakkanen	14.03.2016 10:20	Accepted
Special coagulation	1	Sample S002	OK	Anja Pakkanen	14.03.2016 09:42	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 [@labscalafinland](#) on the page

LabScala buttons



Save

Enables you to save changes on the form



Back

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



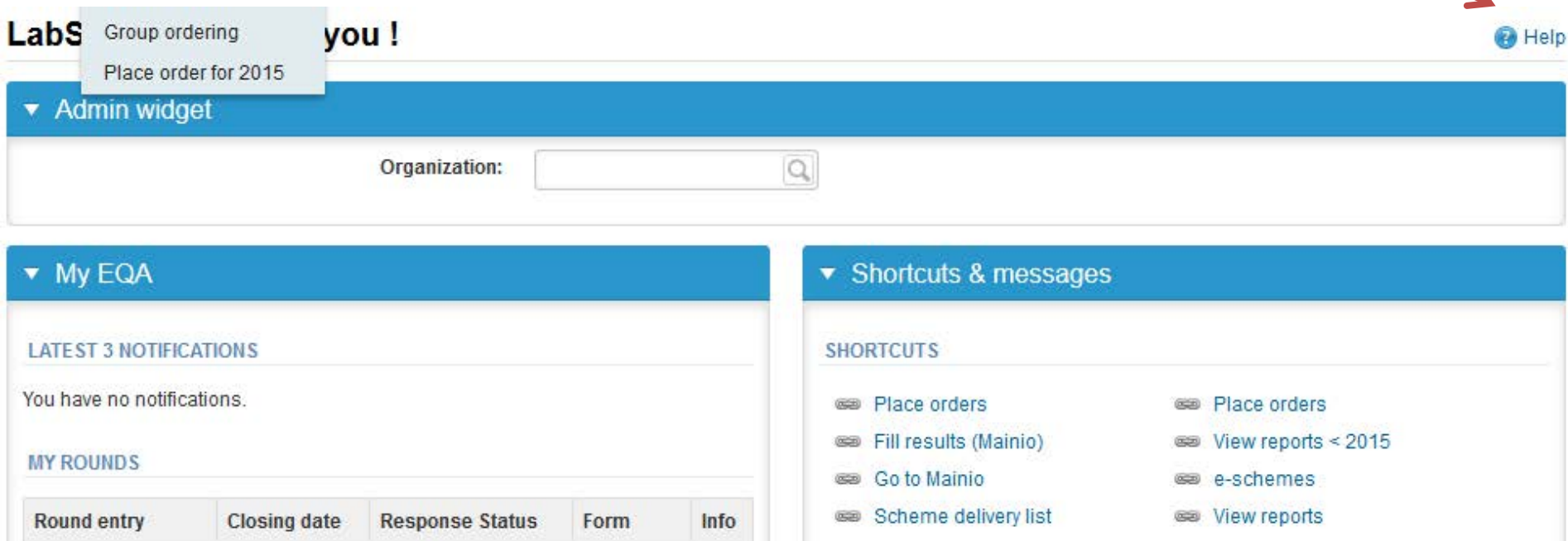
List button marks a field where you can search from the background register



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 user interface. At the top left, there is a navigation menu with items like "Group ordering" and "Place order for 2015". The main header area contains the text "LabS" and "you!". On the top right, there is a "Help" button with a question mark icon, which is highlighted by a red arrow. Below the header, there is a blue "Admin widget" section with a search bar for "Organization:". Below that, there are two main content areas: "My EQA" and "Shortcuts & messages". The "My EQA" section shows "LATEST 3 NOTIFICATIONS" (with a message "You have no notifications.") and "MY ROUNDS" (with a table header: Round entry, Closing date, Response Status, Form, Info). The "Shortcuts & messages" section shows "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.