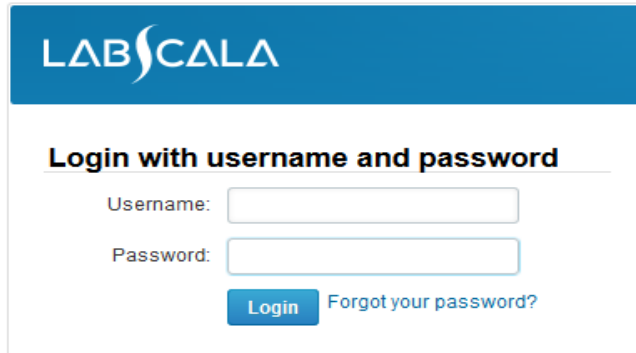




How to fill in results

HIV, antibodies, POCT

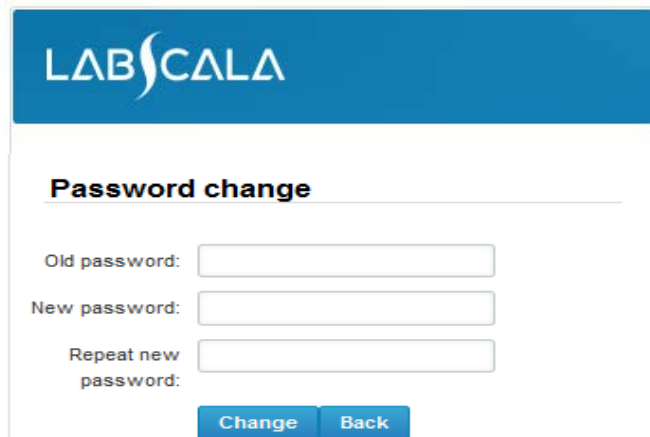
Getting started 1-2-3



The image shows the LabScala login page. At the top is a blue header with the LabScala logo. Below the header is a white box with the title "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!

[Read this before your first login to LabScala!](#)



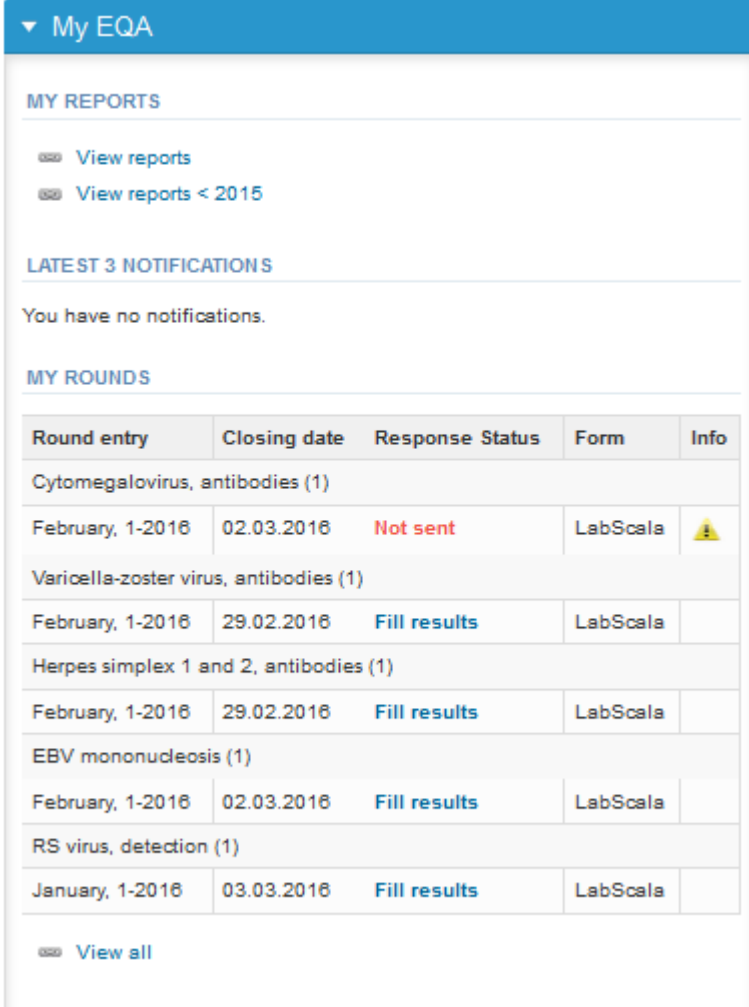
The image shows the LabScala password change page. At the top is a blue header with the LabScala logo. Below the header is a white box with the title "Password change". There are three input fields: "Old password:", "New password:", and "Repeat new password:". Below the fields are two buttons: "Change"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

OS5.2

1. Login with your username and password.
2. If you use LabScala for the first time: Login using your existing password (Labquality participant services)
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 MY EQA / MYROUNDS the closing date and the status of the scheme can be seen
 - **Fill results** = eForm open for result filling
 - **Not sent** = result filling started but results not sent to Labquality
 - **Accepted** = results sent to Labquality



My EQA


MY REPORTS

- View reports
- View reports < 2015

LATEST 3 NOTIFICATIONS

You have no notifications.

MY ROUNDS

Round entry	Closing date	Response Status	Form	Info
Cytomegalovirus, antibodies (1)				
February, 1-2016	02.03.2016	Not sent	LabScala	
Varicella-zoster virus, antibodies (1)				
February, 1-2016	29.02.2016	Fill results	LabScala	
Herpes simplex 1 and 2, antibodies (1)				
February, 1-2016	29.02.2016	Fill results	LabScala	
EBV mononucleosis (1)				
February, 1-2016	02.03.2016	Fill results	LabScala	
RS virus, detection (1)				
January, 1-2016	03.03.2016	Fill results	LabScala	

View all

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 implemented 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
- The next step of the process can be accessed after the previous step is completed

Request

- After opening the scheme the request page is opened with the following information
 - **Product:** what and how many sample sets have been ordered
 - **Delivery:** samples sent from Labquality
 - **Opening:** Result filling /eForm is opened
 - **Closing:** eForm is closed
 - **Status:** status of the scheme (Open, Draft or Accepted)
 - **Form:** application where the result form is available
- Also the scheme specific contact information is filled here
 - Contact persons will receive reminders and important scheme-specific information from Labquality
 - **At least one contact person needs to be named!**

My Orders My Schemes My Registry My Documents Administration Poweruser Order management

Welcome to the round of HTLV, antibodies, February, 1-2016 analysis

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

MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
Human T-cell leukemia virus, antibodies(1)	23.02.2016	25.02.2016	11.03.2016	Draft	LabScala

MY SCHEME SPECIFIC CONTACTS


Name	Send E-mail notification to	
Firstname Lastname	Firstname.Lastname@hospital.com	<input type="checkbox"/> <input type="checkbox"/>


▼ Coordinator contact information

Main coordinator:
Raija Myllys
0504068252
rajja.myllys@labquality.fi


Next Exit

Contact info

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

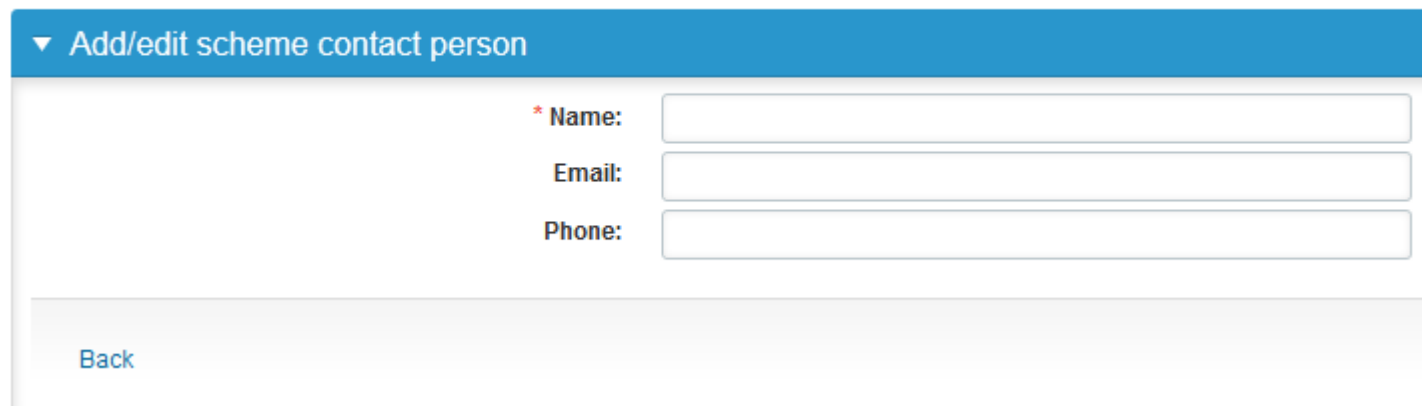


MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	

Next Exit

Add scheme contact person



▼ Add/edit scheme contact person

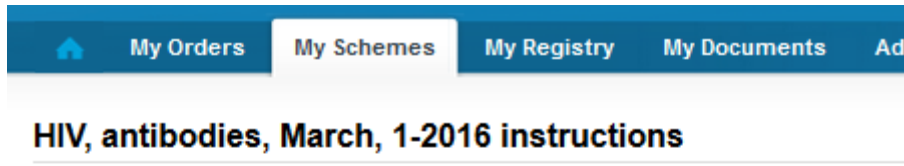
* Name:

Email:

Phone:

Back

Instructions



The screenshot shows a web application with a blue header containing navigation tabs: "My Orders", "My Schemes", "My Registry", "My Documents", and "Add". Below the tabs, the page title is "HIV, antibodies, March, 1-2016 instructions". A breadcrumb trail reads "Request>>Instructions>>Pre-analytics>>Analytics>>Post-analytics>>Exit". A blue button labeled "HIV, antibodies, POCT" is visible. A blue "? Help" icon is located in the top right corner. The main content area contains instructions for result input, including a "Specimens" section and a "LabScala" section with a list of steps.

HIV, antibodies, March, 1-2016 instructions

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

HIV, antibodies, POCT

You will find the instructions for result input under the blue [? Help](#) button or use the underlying link.

xxxxx

HIV, antibodies, POCT

Specimens

The specimens consist of four human plasma (pools of two plasmas), which Please handle the specimens in the same way as corresponding patient sp centrifugation). The specimens should be stored at 2 ... 8 °C.

Examinations requested: Examine the specimens by your routine POC tes

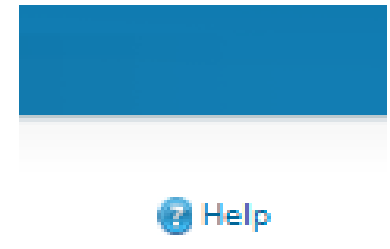
LabScala: Result filling is implemented as a process:

- Request: Important round-specific information
- Instructions: A printable instruction letter
- Pre-analytics: Sample delivery information
- Analytics: Select a strips/cassette you use and enter the results using the drop down
- Post-analytics: Validation of the results Check and "Accept and send results"
- Exit: Back to the front page

Next/Save

The green buttons take you always to the next step of the process.

Reporting three results per a sample is enabled in this scheme. Results 1 volume is sufficient for additional tests and if the results are reported electr the + button on the right margin of the blue bar of each samples result



- Under the [? Help](#) icon on the right top corner you will find these detailed instructions "How to fill in HIVAb, POCT results into the LabScala"



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

Pre-analytics

- In the Pre-analytics page, the following is asked
 - **Sample arrival date**
 - **Quantity received:** How many sample sets were received
 - **Sample storage condition:** can be left empty
 - **Sample preparation date:** can be left empty
- Comments can be saved if needed
- Move forward by selecting "Save & next"

My Orders My Schemes My Registry My Documents Administration Poweruser Order management

HTLV, antibodies, February, 1-2016 pre-analytics Help

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

Sample registration

▼ Sample registration

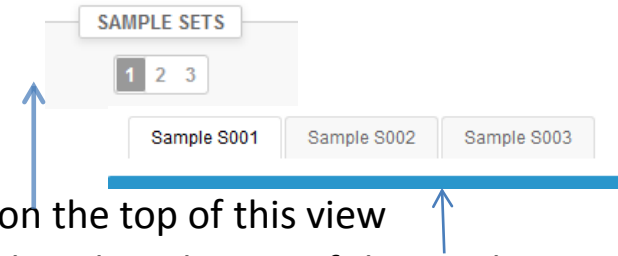
Product	Has eForm	Code	Quantity ordered	Sample arrival date	Quantity received	Sample storage conditions	Sample preparation date
Human T-cell leukemia virus, antibodies, February, 1-2016	Yes	5089	1	12.02.2016	1 <input type="text"/>	- Choose -	<input type="text"/>

COMMENTS

Save & next Exit

Results – how to start

- In Analytics page the results can be filled
- If you have ordered multiple sample sets, the sets can be seen on the top of this view
- If multiple samples are included in the scheme the samples are listed on the top of the result form
- Result filling is started by selecting the measurement day
- Select the Casette/Strips you use from dropdown list
- Report the obtained results by selecting proper alternative from the "Result" dropdown list
- If you like to report another result set from different cassette use the **Add result +** option
- There is place for additional comments at the end of the page



* Measurement date	Test	* Casette/strip	* Result	Performer
14.03.2016	HIVAb	Determine HIV 1/2, antib	Negativ	Raija Myllys
	HIVAbAg (Combo)			

Further action: Would be referred to another laboratory for further ...

COMMENTS

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

Results

- Options for saving on this page are
 - Use "Save as draft", if you don't want to send the results yet
 - Use "Save as final", if you want to send the results to Labquality
- "Back to list" –button takes you back to the front page
- "Clear all page data" –button clears all added information on this page

Sample S001 Sample S002 Sample S003 Sample S004

Measurement results no. 1 Add result +

* Measurement date	Test	* Cassette/strip	* Result	Performer
14.03.2016	HIVAb	Determine HIV 1/2, antib	Negativ	Raija Myllys
	HIVAbAg (Combo)			

Further action
Would be referred to another laboratory for further ...
[Check all](#) [Uncheck all](#)
 New sample requested
 Would be referred to another laboratory for further examination

[Back to list](#) [Clear all page data](#) Save as draft Save as final

Three results per sample

- Reporting three results per sample is now enabled in this scheme. Results from three different Casette/Strips are accepted, if the specimen volume is sufficient for additional tests and if results are reported electronically.
- If you want to report additional results from the same specimen, please select the **"Add result +"** on the result form (on the blue bar) and a new result platform is opened. Please note that on the second result platform you can't select the same individual Casette/Strips as in the previous results forms.

Sample S001 Sample S002 Sample S003 Sample S004

▼ Measurement results no. 1 Add result +

* Measurement date	Test	* Casette/strip	* Result	Performer
14.03.2016	HIVAb	Determine HIV 1/2, antibodies (€	Negativ	Raija Mylly
	HIVAbAg (Combo)			

Further action

Would be referred to...

COMMENTS

▼ Measurement results no. 2 Add result +

* Measurement date	Test	* Casette/strip	* Result	Performer
	HIVAb			
	HIVAbAg (Combo)			

Results

- If "Save as final" was selected the results are saved and the table is closed.
- The data can be edited by selecting "Edit data" from the bottom of the page
- By selecting "Next" LabScala takes you automatically to the next sample/sample set to be filled

Sample S001 Sample S002 Sample S003 Sample S004

▼ Measurement results no. 1

* Measurement date	Test	* Cassette/strip	* Result	Performer
14.03.2016	HIVAb HIVAbAg (Combo)	Determine HIV 1/2, antibodies (Alere)	Negative / non reactive	Raija Myllys

Further action

New sample requested
Would be referred to another laboratory for further examination

COMMENTS

[Back to list](#) [Edit data](#) [Print](#) Next

Post-analytics

- When all of the results have been filled and saved the user is taken to the Post-analytics page for the 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 the last saving
 - **Status:** status of the results (**Accepted**, **Draft**, **Open**, **Error**)

Validate results

▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
HIV, antibodies, POCT	1	Sample S001	OK	Raija Myllys	14.03.2016 13:05	Accepted
HIV, antibodies, POCT	1	Sample S002	OK	Raija Myllys	14.03.2016 13:07	Draft
HIV, antibodies, POCT	1	Sample S003	OK	Raija Myllys	14.03.2016 13:07	Accepted
HIV, antibodies, POCT	1	Sample S004	OK	Raija Myllys	14.03.2016 13:08	Accepted

Accept and send results Exit

Post-analytics

- The results can be edited by selecting the appropriate sample in the "Sample" column
- When all of the lines have the "**Accepted**" status 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
- Ensure the results have been accepted and sent to Labquality before the round closes
- Samples/results with a "Draft" status are not included in the data processing.

Welcome to the round of HIV, antibodies, March, 1-2016 analysis

 Help

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




Results are accepted and sent to Labquality by Raija Myllys on 14.03.2016 13:09

[To re-open result forms, please click here!](#)

MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
HIV, antibodies, POCT(1)					
	15.03.2016	16.03.2016	06.04.2016	Ordered	LabScala
HIV, antibodies(1)					
	15.03.2016	16.03.2016	06.04.2016	Ordered	CueSee

MY SCHEME SPECIFIC CONTACTS

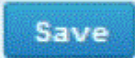
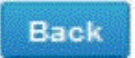









Name	Send E-mail notification to	
Raija Myllys	raija.myllys@xxxxx.fi	  

▶ Coordinator contact information

Next

Exit

LabScala buttons

	Enables you to save changes on the form
	Takes you back to the previous view
	Enables you to add some information. In tables it adds a row.
	Edit button enables you to edit texts and information
	Delete button enables you to delete texts and information
	Accept button marks something as being accepted or valid
	Lookup button marks a search field where you can enter text to be searched for
	List button marks a field where you can search from the background register
	Takes you back to the front page
	Contains scheme specific LabScala instructions
	The green buttons take you to the next step of the process

Questions?

- In case you have questions, please contact:
 - Raija Myllys
raija.myllys@labquality.fi
+358 9 8566 8221
 - Jonna Pelanti
jonna.pelanti@labquality.fi
+358 9 8566 8211
- 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>