



How to fill in results and  
add your own devices  
Glucose meters 1, 2 or 3

# 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 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 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

# Easy access first page

The screenshot shows the LabScala user interface dashboard. At the top, there is a navigation bar with 'My Schemes', 'My registry', and 'Administration'. Below this is a welcome message: 'Welcome to the new LabScala user interface'. The dashboard is divided into several sections:

- My EQA**: A blue button at the top left, circled in red.
- Links & notes**: A blue button at the top right, circled in red.
- LATEST 3 NOTIFICATIONS**: A section with the text 'You have no notifications.'
- NEXT 3 CLOSING SCHEMES**: A table with columns 'Round', 'Closing date', and 'Status'. Two rows are visible, both with 'Draft' status.
- IMPORTANT NOTES**: A section with a list of notes, including 'Fungal culture 2, 2012 (5280, May) delivery has been postponed to June. The new delivery date will be June 12, 2012.' and 'BALM2012 successful'.
- Additional info**: A blue button at the bottom left, circled in red.

Arrows point from the text labels to the corresponding elements in the dashboard:

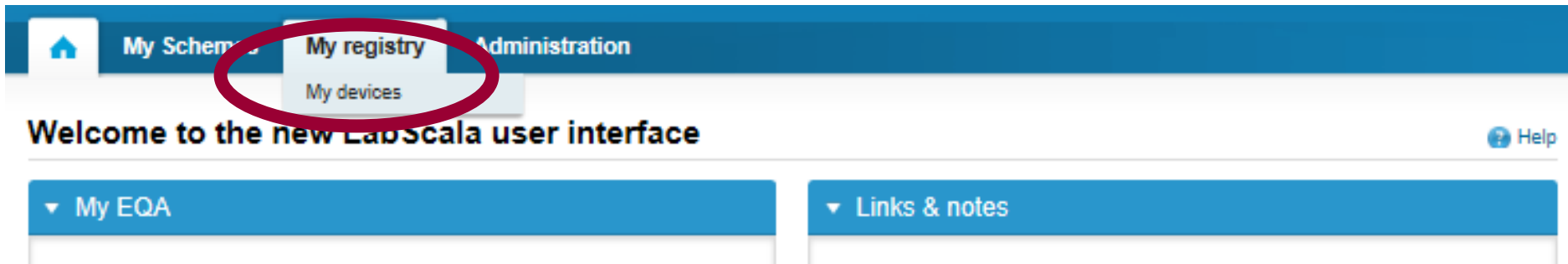
- 'Own open rounds' points to the 'NEXT 3 CLOSING SCHEMES' table.
- 'DASHBOARD WITH GROUPED LINKS' points to the 'My EQA' and 'Links & notes' buttons.
- 'Additional info' points to the 'Additional info' button.

Own open rounds

DASHBOARD  
WITH  
GROUPED LINKS

# Adding your own devices

- Select "My registry" then "My devices" in the top header and fill in your device information .
- Your devices are ready to be used directly from the eForm, this makes filling your results fast and easy.



# 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 displays the 'Own devices' interface in LabScala. At the top, there is a navigation bar with three tabs: 'My Schemes', 'My registry', and 'Administration'. Below this, the main heading is 'Devices list', with a 'Help' icon on the right. A blue bar with a dropdown arrow and the text 'Devices' is positioned above the main content area. In the top right corner of this area, a blue button labeled 'New device' is circled in red. Below the button, there is a 'Display: Active' dropdown menu. A search table is located below the button, with columns for 'Nickname', 'Instrument', 'Manufacturer', 'Products', and 'Client'. Each column has a corresponding input field. A search icon is located in the bottom right corner of the search table. At the bottom right of the page, there is another blue button labeled 'New device'.

# NB! \* - marked fields are mandatory!

▼ Modify device

Client: 1999 Labquality Oy

DEVICE

Instrument: Contour XT

Manufacturer: BAYER

Nickname: \* : xt1  
Free text field for a device name

\* Start date: 01.01.2015  
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: 121  
Unique devicespecific code

Client system ID:   
Client system ID

USED FOR MEASURING SCHEMES

Product Active

[+] Glucose meters 3: Contour ☑

Analyte	Definition	Active	
<input type="text"/>	<input type="text"/>	All ▾	🔍
Glucose	BAYER - Contour Next; mmol/l	☑	

Access to the background register

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!**  
**In Nickname field you can now give the real nickname or the instrument**

# NB! \* - marked fields are mandatory!

Fill in the **start date** when you started to use this device. This date must be earlier than the date when you analyze the samples.

▼ Modify device

Client: 1999 Labquality Oy

DEVICE

Instrument: Contour XT

Manufacturer: BAYER

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 SCHEMES

Product

[ - ] Glucose meters 3: Contour

Analyte

Definition

Glucose

BAYER - Contour Next; mmol/l

Active

All

Active

Active

Active

Fill in your own **system ID** for this device

You can also fill in **end date**, after this date this device is not valid on this scheme (you can leave it also empty).

Fill in the **location** of this device, for example Room 110 **In the Nickname field you can give the real nickname of the meter. The LQ3 code is not necessary any more.**

# NB! \* - marked fields are mandatory!

## ▼ Modify device

Client: 1999 Labquality Oy

### DEVICE

Instrument: Contour XT  
Manufacturer: BAYER  
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 SCHEMES

#### Product

Active

[-] Glucose meters 3: Contour

Analyte

Definition

Active

Glucose

BAYER - Contour Next: mmol/l

All

Dropdown menu. Select the scheme in which you want this device to be used. Add it by pressing the Active – plus – sign on the right.

**Note! Please remember to choose Glucose meters, Hemocue for Hemocue Meters and Glucose meters, Contour for Contour Meters**



## USED FOR MEASURING SCHEMES

Product Active

[ - ] Glucosemeters Display: All

Analyte	Definition	Active
Glucose	ROCHE - Accu-Chek Active strips; mmol/l	<input checked="" type="checkbox"/>

Glucosemeters, HemoCue  +

1. Activate the analytes  
You are measuring

2. Add the strip info by clicking the analytes name.

## ADDITIONAL INFORMATION

Additional information if needed

3. Back to My devices or Save

# Adding strip information

Access to background register

## Product wise device definition

[? Help](#)

### ▼ Add device's reagent info for Analyte Glucose

\* Strip manufacturer:

\* Strip:

\* Measure unit:

Choose your unit!

Back

Save

Free text – fields. If something is written, LabScala searches the background register for matches.

Remember to save!

# Saving device information

▼ Modify device

Client: 1999 Labquality Oy

## DEVICE

Instrument: Contour XT  
Manufacturer: BAYER  
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 SCHEMES

### Product

Active

[-] Glucose meters 3: Contour

Analyte	Definition	Active	
<input type="text"/>	<input type="text"/>	All ▼	
Glucose	BAYER - Contour Next; mmol/l	<input checked="" type="checkbox"/>	

After adding the strip information, **remember to save!**

# Device saved

## Devices list

[? Help](#)

▼ Choose another client

▼ Devices - 1999 Labquality OY

New device

Showing entries 1-10 [Total 91]

Display: Active ▼

Nickname/Client system ID ▲	Instrument ⇅	Manufacturer ⇅	Products ⇅	Client ⇅	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
001	Glucocard II	ARKRAY (KYOTO DAIICHI)	Glucosemeters	1999	

**Device is now saved and ready to be used  
in the eForms of LabScala!**

**If you have multiple devices, choose next New device.**

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

## Welcome to the new LabScala user interface

The screenshot shows the 'My EQA' section of the LabScala user interface. It features a blue header with a dropdown arrow and the text 'My EQA'. Below the header, there are three sections: 'LATEST 3 NOTIFICATIONS' (with the message 'You have no notifications.'), 'NEXT 3 CLOSING SCHEMES' (with a table), and 'MY REPORTS'.

Round	Closing date	Status
Clinical chemistry: Endocrinology Urine, strip test A, November, 2012	30.11.2012	Draft
Diabetes Analysis Glucose meters, POC, November, 2012	30.11.2012	Draft
Diabetes Analysis Glucosemeters, HemoCue, November, 2012	30.11.2012	Draft

# 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

# 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 ordered schemes which have a LabScala-eForm
  - **Mainio:** other Internet – surveys and e-schemes

The screenshot shows the LabScala user interface. At the top, there is a navigation bar with a home icon and the following tabs: My Schemes, My registry, Administration, and Powerus. A dropdown menu is open under 'My Schemes', showing options: Fill results, View all, and Mainio. Below the navigation bar, the text 'Welcome' and 'LabScala user interface' are visible. A blue header for 'My EQA' is present. Below this, there are sections for 'LATEST 3 NOTIFICATIONS' (stating 'You have no notifications.') and 'NEXT 3 CLOSING SCHEMES'. A table lists these schemes with columns for Round, Closing date, and Status.

Round	Closing date	Status
Clinical chemistry: Endocrinology Urine, strip test A, November, 2012	30.11.2012	Draft
Diabetes Analysis Glucose meters, POC, November, 2012	30.11.2012	Draft
Diabetes Analysis Glucosemeters, HemoCue, November, 2012	30.11.2012	Draft

# Filling results

- After selecting an open scheme the results can be filled
- Result filling is presented as a process:

**Welcome to the survey of Diabetes Analysis: Glucose meters, POC, November, 2012 analysis**

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

- **Request:** Important round-specific information
  - **Instructions:** Printable instruction letter
  - **Pre-analytics:** Sample delivery informationn
  - **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 is gained 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 (e.g. Glucosemeters (6) means 6 sets of samples ordered)
  - **Delivery:** samples sent from Labquality
  - **Opening:** Result filling /eForm is opened
  - **Reports:** expected date of report publishing in the internet
  - **Status:** status of the scheme (Open, Draft, Accepted 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!**

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






## SHORTCUTS

-  [See orders in Mainio](#)
-  [Place a new order](#)

## MY ORDERS

Product	Delivery	Opening	Reports	Status
Glucosemeters(6)	01.11.2012	01.11.2012	30.12.2012	Draft

## MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	
Kukkuu	kukkuu@kukkuu.com	 
Toinen	toinen@kukkuu.com	 

Next

Exit

# Instructions

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

## Glucose meters, POC, November, 2012 instructions

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

### 2570 GLUCOSE METERS 1

#### GENERAL INFO

Welcome to this Glucose meters 1 survey. This is the last survey for year 2012.

#### SAFETY INFO

Sample 1 is animal based haemolysed liquid control. The animal material, from which this consumption with no known risk of transmittable diseases. Normal laboratory precautions be carried out in the same way as for patient blood.

#### SCHEDULE

Analyze the samples as soon as possible and report the results no later than 17th of Dece

#### SAMPLE INFORMATION

Samples may be stored between (2 ... 8 oC). Allow the specimen to stand at room temper appears homogenous. Do not mix too vigorously.

You may measure five instruments with one specimen.

Note! Each glucose meter has an own number code. Please make sure that you use your

For Hemocue instrument you should use survey number 2580.

Note! This specimen is not suitable for On Call Plus meters.

#### CONTACT INFO

▶ Päivi Rauvo paivi.rauvo@labquality.fi

Print instructions

# 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"

## Diabetes Analysis: Glucose meters, POC, November, 2012 preanalytics Help

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

Sample registration

▼ Sample registration

Product	Code	Quantity ordered	Sample arrival date	Quantity received	Sample storage conditions	Sample preparation date
Glucosemeters, November 2012	2570	6	01.11.2012	6	Refrigerator	01.11.2012

COMMENTS

Save & next Exit

# Results – types of results

- Results can be marked as
  - Numeric
  - Separated by a dot or comma
  - $>$  or  $<$  a numeric value
  - $>ML$ ,  $<ML$  (ML=measuring limit)
  - $>DL$ ,  $<DL$  (DL=detection limit)

# 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 the scheme has multiple sample, the samples are listed on top of the result form (e.g. Sample 1 and Sample 2)
- Result filling is started by selecting the measurement day
- Saved device can be chosen from the dropdown list in the result form
- Fill in also lot and exp.date of the strip
- Fill in the result (you can use either comma or dot)

**SAMPLE SETS**

First Previous 1 2 3 4 5 6 Next Last

Sample 1

▼ 2570 measurement results for Sample 1

No.	Measurement date	Meter (Nickname)/Client system ID	Instrument	Strip	Lot No	Strip expiration date	Result	Unit
1	19.11.2012	001/123123	Accu-Chek Performa	Accu-Chek Performa strips	1	30.11.2012	6,7	mmol/l

# Results

- There is place for comments at the end of the page
- Options for saving on this page are
  - Use "Save", 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 the information on this page

4	19.11.2012 	002/123456789  	One Touch Basic	One Touch strips	987	30.11.2012 	5,4	mmol/l
5	19.11.2012 	003/415151  	One Touch Ultra	One Touch Ultra strips	654	30.11.2012 	5,5	mmol/l

## COMMENTS

[Back to list](#) [Clear all page data](#)

Save

Save as final

# 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 or sample set to be filled

Sample 1

## ▼ 2570 measurement results for Sample 1

No.	Measurement date	Meter (Nickname)/Client system ID	Instrument	Strip	Lot No	Strip expiration date	Result	Unit
1	15.11.2012	003/415151	One Touch Ultra	One Touch Ultra strips	123	30.11.2012	3,3	mmol/l
2	15.11.2012	050	One Touch Basic	One Touch strips	456	30.11.2012	3,2	mmol/l
3	16.11.2012	001	Glucocard II	Glucocard II strips	789	30.11.2012	3,6	mmol/l
4	16.11.2012	002/123456789	One Touch Basic	One Touch strips	321	20.11.2012	3,8	mmol/l
5	16.11.2012	030/0123456	One Touch Basic	One Touch strips	654	21.11.2012	3,9	mmol/l

### COMMENTS

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

[Next](#)

# Post-analytics

- 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, Error)

## ▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Test01999, Client	06.11.2012 17:15	Accepted
Glucosemeters	1	Sample 1	OK	Test01999, Client	07.11.2012 08:33	Draft
Glucosemeters	2	Sample 1	OK	Test01999, Client	07.11.2012 08:49	Accepted
Glucosemeters	3	Sample 1	Expiration date of row "1" has set to past! Row 2 result is out of limit boundaries. Please check result and unit.	Test01999, Client	07.11.2012 08:52	Error
Glucosemeters	4	Sample 1	OK	Test01999, Client	01.11.2012 14:12	Open
Glucosemeters	5	Sample 1	OK	Test01999, Client	01.11.2012 14:12	Open
Glucosemeters	6	Sample 1	OK	Test01999, Client	01.11.2012 14:12	Accepted

Accept and send results

Exit



# Post-analytics

- The results can be edited by selecting the correct sample
- When all of the states are such that the results can be sent to Labquality, select "Accept and send results"
- If you wish not to send the results yet, select "Exit"
- The results can be edited as long as the round is open, even if "Accept and send results" has been selected

## ▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		<a href="#">Registration</a>	OK	Test01999, Client	06.11.2012 17:15	Accepted
Glucosemeters	1	<a href="#">Sample 1</a>	OK	Test01999, Client	07.11.2012 08:53	Accepted
Glucosemeters	2	<a href="#">Sample 1</a>	OK	Test01999, Client	07.11.2012 08:49	Accepted

# Exit

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

## Welcome to the new LabScala user interface

 Help

### ▼ My EQA

#### LATEST 3 NOTIFICATIONS

You have no notifications.

#### NEXT 3 CLOSING SCHEMES

Round	Closing date	Status
Clinical chemistry: Endocrinology Urine, strip test A, November, 2012	30.11.2012	Draft
Diabetes Analysis Glucosemeters, November, 2012	30.11.2012	Accepted
Diabetes Analysis Glucosemeters, HemoCue, November, 2012	30.11.2012	Draft

#### MY REPORTS

 [Go to Mainio reports](#)

### ▼ Links & notes

#### SHORTCUTS

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

#### IMPORTANT NOTES

##### SCHEME 3830 Standard cytogenetics

The delivery time of the survey Standard cytogenetics 1, 2012 (product 3830, May) will be postponed. The participants will be informed about the new delivery time. Please see our delivery calendar on [www.labquality.fi](http://www.labquality.fi) for information when the scheme will be opened. This information will be available there as soon as we know the exact date for this scheme.

##### Access to e-schemes

To access e-schemes you have to select "Go to Mainio" under "Links&Notes" or "Mainio" under the header link "My Schemes". This takes you to the familiar system Mainio and there from the left you can select e-schemes.

▶ Additional info

# 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](mailto:Anja.Pakkanen@labquality.fi)
  - +358 4577310785