



5682

Hepatitis E, antibodies

How to fill in results

# Quick guide for result reporting

1. Start from LabScala home page by choosing My Schemes → Fill results → choose correct round.
2. Add Scheme Specific Contact, choose Next.
3. Read Instructions, choose Next.
4. Update Sample registration, choose Save & next
5. Reporting results: choose Measurement date, choose Device (method) or if needed, add it. After adding this information, please link it to this scheme. Instrument and reagents can also be added before result reporting. If you can't find your instrument or reagent in the registry, please contact coordinator by e-mail.
6. Save your results as **Save as final**.
7. Validate your results and if needed, update them, finally choose **Accept and send results**.

# Result reporting

The screenshot shows the LabScala website interface. At the top, there is a navigation bar with tabs: Home, My Orders, My Schemes, My Registry, My Documents, and Administration. The 'My Schemes' tab is circled in red. Below the navigation bar, a welcome message 'LabScala welcomes you!' is displayed. The main content area is divided into two columns. The left column is titled 'My EQA' and contains sections for 'MY REPORTS', 'LATEST 3 NOTIFICATIONS', and 'MY ROUNDS'. The 'MY ROUNDS' section contains a table with columns: Round entry, Closing date, Response Status, Form, and Info. The right column is titled 'Shortcuts & messages' and contains sections for 'SHORTCUTS' and 'MESSAGES'. A text box with a black border is overlaid on the right side, containing the text: 'Choose correct EQA round on the front page or by choosing My Schemes, Fill results'. Two arrows point from this text box: one to the 'My Schemes' tab and another to the 'MY ROUNDS' section header.

LabScala welcomes you !

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
General chemistry, serum B and C (2)				
February, 1-2016	15.02.2016	Not in Labscala	Mainio	
Lipids and lipoproteins (1)				
February, 1-2016	15.02.2016	Fill results	LabScala	
Proteins, immunochemical determinations (1)				

Shortcuts & messages

SHORTCUTS

- Play
- Go

MESSAGES


- Postponed rounds: Influenza virus A+B and RS virus  
January rounds 5671 Influenza virus A+B, detection and 5672 RS virus, detection, are postponed. The new delivery dates are in February.
- Delay in scheme Semen Analysis  
We regret to tell our clients that the scheme Semen analysis is postponed to 2016 February. We apologize any inconvenience caused by this.
- How to add your email for the reports ready notifications  
As you have noticed, we send a report ready -email as soon as the reports are downloaded to LabScala. This email is sent to the administrator of each

Choose correct EQA round on the front page or by choosing My Schemes, Fill results

# Filling results

MY ROUNDS

Round entry	Closing date	Response Status	Form	Info
Prostate specific antigen (1)				
January, 1-2016	15.02.2016	Sent	LabScala	
C-reactive protein (1)				
February, 1-2016	24.02.2016	Fill results	LabScala	

 [View all](#)

- In the view of MY ROUNDS 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
  - **Sent** = results sent to Labquality

# 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 informationn
  - **Analytics:** round results
  - **Post-analytics:** Validation of the results
  - **Exit:** Back to the front page
- Access to the next step of the process is gained after the previous step is completed and by pressing the Next- or Save&next -button.

# 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. how many sets of samples ordered)
  - **Delivery:** samples sent from Labquality
  - **Opening:** Result filling /eForm is opened
  - **Closing:** Last date to fill in results
  - **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!**

## Welcome to the round of Hepatitis E, antibodies, October, 1-2018 analysis

[LabScala User instructions](#)

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

MY ORDERS					
Product	Delivery	Opening	Closing	Status	Form
Hepatitis E, antibodies(2)					
	28.09.2018	28.09.2018			LabScala

MY SCHEME SPECIFIC CONTACTS		
Name	Send E-mail notification to	
Testaaja	Testing@test.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
- 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

The screenshot shows a web page titled "Hepatitis E, antibodies, October, 1-2018 instructions". In the top right corner, there is a link for "LabScala User instructions". Below the title, a breadcrumb trail reads "Request > Instructions > Pre-analytics > Analytics > Post-analytics > Exit", with "Instructions" highlighted in red. The main content area features two tabs, both labeled "Hepatitis E, antibodies", with the first tab selected. Below the tabs is a large white rectangular area containing three dots "...". At the bottom right of the page, there are two buttons: a green "Next" button and a blue "Exit" button.



# 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"

## Hepatitis E, antibodies, October, 1-2018 pre-analytics

[LabScala User instructions](#)

[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
Hepatitis E, antibodies, October, 1-2018	Yes	5682	2	24.09.2018	1	+2 ... +8 C ▼	24.09.2018

COMMENTS

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

# Results – how to start

- In Analytics the analyte-specific 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 samples, the samples are listed on top of the result form (e.g. S001, S002, S003)
- Result filling is started by selecting the measurement day
- If you want to report additional results from the same specimen, please select the **”Add result +”** and a new result field is opened.

Sample S001 Sample S002 Sample S003

▼ Results 1 Add new +

* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Cut-off	* Interpretation
<input type="text"/>	HEVAb						
<input type="text"/>	HEVAbG						
<input type="text"/>	HEVAbM						

\* Clinical interpretation Further action

COMMENTS

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

# Results – selecting the device

- Analyte-specific results are filled by selecting a previously filled device from the dropdown list or by selecting "Add device"
  - Devices can be added beforehand from My Registry – My devices
  - Instructions on how to do this will be given later in this guide ("Adding your own devices")
- If "Add device" is selected you are taken to your own device list. See instructions starting from slide 17.

The screenshot shows a web interface for entering laboratory results. At the top, there are tabs for 'Sample S001', 'Sample S002', and 'Sample S003'. Below this is a section titled 'Results 1' with an 'Add new +' button. The main part of the form is a table with the following columns: Measurement date, Analyte, Device, Reagent, Test result, Unit, Cut-off, and Interpretation. There are three rows of data. The first row has a date of 27.09.2018, analyte HEVAb, device DSX HBV RM, reagent MP Diagnostics HEV ELISA 4.0, and interpretation - Choose. The second row has a date of 27.09.2018, analyte HEVAbG, and device -Choose-. The third row has a date of 27.09.2018, analyte HEVAbM, reagent MP Diagnostics HEV IgM ELISA 4.0, and interpretation - Choose. A dropdown menu is open for the 'Device' field of the third row, showing options: -Choose-, Add device-, Arkki1, DSX HBV RM, ebv/008, and VidasX. Below the table is a 'Clinical interpretation' field and a 'Further action' field. At the bottom, there is a 'COMMENTS' section with a text area. The footer contains 'Back to list', 'Clear all page data', 'Save as draft', and a green 'Save as final' button.

* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Cut-off	* Interpretation
27.09.2018	HEVAb	DSX HBV RM	MP Diagnostics HEV ELISA 4.0		Abs		- Choose
27.09.2018	HEVAbG	-Choose-					
27.09.2018	HEVAbM	-Choose- Add device- Arkki1 DSX HBV RM ebv/008 VidasX	MP Diagnostics HEV IgM ELISA 4.0		Abs		- Choose

\* Clinical interpretation

Further action

COMMENTS

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

# Results

- Saved device can be chosen from the dropdown list in the result form
- Test result: numerical value of your test (not mandatory)
- Choose the correct option from the Interpretation (mandatory)
- Choose the correct clinical interpretation and possible further actions
- Finally, select
  - "Save as draft" if you do not yet want to send in the results. Results are not processed in Labquality
  - "Save as final" if you see the results as being final
- From this page you can return to the front page by selecting "Back to list" on the bottom left corner
- If you leave some box empty, please remember also to empty the measurement date box

Sample S001   Sample S002   Sample S003

▼ Results 1 Add new +

* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Cut-off	* Interpretation
27.09.2018	HEVAb	-Choose- ▼					
27.09.2018	HEVAbG	VidasX ▼	bioMerieux VIDAS Anti-HEV IgG (HEVG)	1,2	IU/ml	1,0	Borderline ▼
27.09.2018	HEVAbM	VidasX ▼	bioMerieux VIDAS Anti-HEV IgM (HEVM)	3,0	IU/ml	1,0	Positive ▼

\* Clinical interpretation: Acute/recent infection ▼

Further action: - Select - ▼

COMMENTS

Back to list   Clear all page data

Save as draft   **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 S001 Sample S002 Sample S003

**Results 1**

* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Cut-off	* Interpretation
27.09.2018	HEVAb						
27.09.2018	HEVAbG	VidasX	bioMerieux VIDAS Anti-HEV IgG (HEVG)	1,2	IU/ml	1,0	Borderline
27.09.2018	HEVAbM	VidasX	bioMerieux VIDAS Anti-HEV IgM (HEVM)	3,0	IU/ml	1,0	Positive

* Clinical interpretation	Further action
Acute/recent infection	

**COMMENTS**

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

# Post-analytics

- Next the user is taken to 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 last saving
  - **Status:** status of the results (Accepted, Draft, Error, Open)

Validate results

Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		<a href="#">Registration</a>	OK	Järvenpää, Marsa	28.09.2018 09:16	Accepted
Hepatitis E, antibodies	1	<a href="#">Sample S001</a>	OK	Järvenpää, Marsa	28.09.2018 09:27	Accepted
Hepatitis E, antibodies	1	<a href="#">Sample S002</a>	OK	Järvenpää, Marsa	28.09.2018 09:31	Accepted
Hepatitis E, antibodies	1	<a href="#">Sample S003</a>	OK	Järvenpää, Marsa	28.09.2018 09:29	Accepted
Hepatitis E, antibodies	2	<a href="#">Sample S001</a>	OK	Järvenpää, Marsa	28.09.2018 09:31	Draft
Hepatitis E, antibodies	2	<a href="#">Sample S002</a>	OK	Järvenpää, Marsa	28.09.2018 09:29	Accepted
Hepatitis E, antibodies	2	<a href="#">Sample S003</a>	OK	Järvenpää, Marsa	28.09.2018 09:29	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

Validate results

Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Järvenpää, Marsa	28.09.2018 09:16	Accepted
Hepatitis E, antibodies	1	Sample S001	OK	Järvenpää, Marsa	28.09.2018 09:27	Accepted
Hepatitis E, antibodies	1	Sample S002	OK	Järvenpää, Marsa	28.09.2018 09:31	Accepted
Hepatitis E, antibodies	1	Sample S003	OK	Järvenpää, Marsa	28.09.2018 09:29	Accepted
Hepatitis E, antibodies	2	Sample S001	OK	Järvenpää, Marsa	28.09.2018 09:31	Draft
Hepatitis E, antibodies	2	Sample S002	OK	Järvenpää, Marsa	28.09.2018 09:29	Accepted
Hepatitis E, antibodies	2	Sample S003	OK	Järvenpää, Marsa	28.09.2018 09:29	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

**MY REPORTS**

[View reports](#)

**LATEST 3 NOTIFICATIONS**

You have no notifications.

**MY ROUNDS**

Round entry	Closing date	Response Status	Form	Info
Prostate specific antigen (1)				
January, 1-2016	15.02.2016	Sent	LabScala	
C-reactive protein (1)				
February, 1-2016	24.02.2016	Fill results	LabScala	

[View all](#)

### ▼ Shortcuts & messages

**SHORTCUTS**

[Place orders](#)

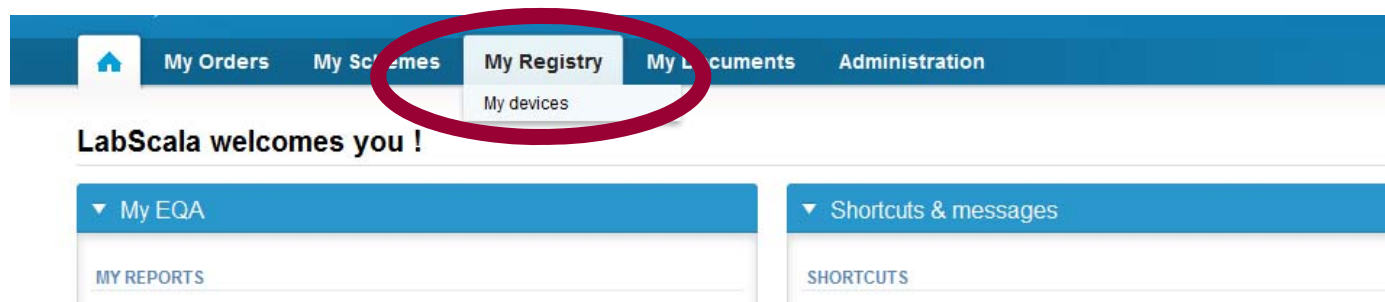
**MESSAGES**

- Postponed rounds: Influenza virus A+B and RS virus**  
January rounds 5671 Influenza virus A+B, detection and 5672 RS virus, detection, are postponed. The new delivery dates are in February.
- Delay in scheme Semen Analysis**  
We regret to tell our clients that the scheme Semen analysis is postponed to 2016 February. We apologize any inconvenience caused by this.
- How to add your email for the reports ready notifications**  
As you have noticed, we send a report ready -email as soon as the reports are downloaded to LabScala. This email is sent to the administrator of each client and to those whose emails have been added on the resultforms. To edit the admin account email. please do with your mouse to the header of



# Adding your own devices

- By selecting My devices under My registry in the top header You can fill in your device information even before a round is opened for result filling
- 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"
- **Same device can also be used in other schemes!**

My Schemes My registry Administration

## Devices list

Help

▼ Devices

New device

Display: Active ▼

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

New device

# Own devices

- If you have used the same device already on other schemes, just add new scheme and analytes for that device from the dropdown list.
- Open device from the edit button on the right (pencil)
- Choose right scheme from the drop down menu and click + button.

USED FOR MEASURING SCHEMES

Product	Active
Hepatitis E, antibodies	

ADDITIONAL INFORMATION

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

[Back](#) [Save](#)


## Add a new device


Help

▼ Add a device


Client:  
Client code


**DEVICE**

\* Instrument:  

\* Manufacturer:  

\* Nickname:


\* Start date:  


End date:  

Location:

Client system ID:

**USED FOR MEASURING SCHEMES**

Product  
Hormones A 

Active 

**ADDITIONAL INFORMATION**

Back Save

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!**

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.

**NB! \* - marked fields are mandatory!**

▼ Add a device

Client: 2399 Test customers  
 Client code:

**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.

**USED FOR MEASURING SCHEMES**

Product	Active
<input type="text" value="Hepatitis E, antibodies"/>	<input type="button" value="+"/>

Note! Start date must be earlier than the sample analysing date

1. Choose the manufacturer (hint: start writing the beginning of the name).
2. Choose instrument.
3. Add your own "nickname" for this device
4. For EIA methods choose "OTHER" as manufacturer and "Microplate reader" for instrument if you don't want to specify the reader.

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.

**NB! \* - marked fields are mandatory!**

USED FOR MEASURING SCHEMES

Product			Active
[-] Hepatitis E, antibodies			<input checked="" type="checkbox"/>
Analyte	Definition	Active	
<input type="text"/>	<input type="text"/>	All ▾	<input type="button" value="Q"/>
HEVAb		<input type="checkbox"/>	
HEVAbG		<input type="checkbox"/>	
HEVAbM		<input type="checkbox"/>	
- Choose - ▾			<input type="button" value="+"/>

1. Add the analyte-specific reagent info by clicking the analyte

ADDITIONAL INFORMATION

Additional information if needed

Back

2. Back to My devices or Save

Save

# Adding reagent information

## Add device's secondary information for test HEVAbG

LabScala User instructions

▼ Add device's reagent info for Analyte HEVAbG

Nickname: Vidas 1  
Instrument: Vidas  
Location:  
Client system id:

\* Reagent manufacturer: BIOMERIEUX

\* Reagent: bioMerieux VIDAS Anti

\* Measure unit: - Choose - ▾

Back Save

(L014.01.3)

Access to background register

1. Choose Reagent manufacturer
2. Choose/check Reagent
3. Choose Measure unit (IU/mL, -- etc.)

Remember to save!

# Saving device information

USED FOR MEASURING SCHEMES

Product

[ - ] Hepatitis E, antibodies

Analyte	Definition	Active	
<input type="text"/>	<input type="text"/>	All ▾	<input type="button" value="🔍"/>
HEVAb		<input type="checkbox"/>	
HEVAbG	BIOMERIEUX - bioMerieux VIDAS Anti-HEV IgG (HEVG); IU/ml	<input checked="" type="checkbox"/>	
HEVAbM	BIOMERIEUX - bioMerieux VIDAS Anti-HEV IgM (HEVM); IU/ml	<input checked="" type="checkbox"/>	

- Choose - ▾

ADDITIONAL INFORMATION

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

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



# Device saved

## Modify device

[LabScala User instructions](#)

**Data saved!**

**▼ Modify device**

Client: 2399 Test customers

---

**DEVICE**

<p><b>Instrument:</b> Vidas</p> <p><b>Manufacturer:</b> BIOMERIEUX</p> <p><b>Nickname: * :</b> <input type="text" value="Vidas 1"/></p> <p><small>Free text field for a device name</small></p>	<p><b>* Start date:</b> <input type="text" value="27.09.2018"/></p> <p><small>Please note! The Start date must be earlier or the same as the Measurement date on the Result form.</small></p> <p><b>Not used after:</b> <input type="text"/></p> <p><small>This field is not mandatory. The instrument cannot be used after the end-date.</small></p> <p><b>Location:</b> <input type="text"/></p> <p><b>Client system ID:</b> <input type="text"/></p> <p><b>LQ 3-digit code:</b> <input type="text"/></p> <p><small>Unique devicespecific code</small></p>
---	--

---

**USED FOR MEASURING SCHEMES**

Product	Active
[+] Hepatitis E, antibodies	<input checked="" type="checkbox"/>
<input type="text" value="- Choose -"/>	<input type="button" value="+"/>

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

# 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



To the Home page

# Questions?

- In case you have questions, please contact:
  - Marsa Järvenpää  
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  - Jonna Pelanti  
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