



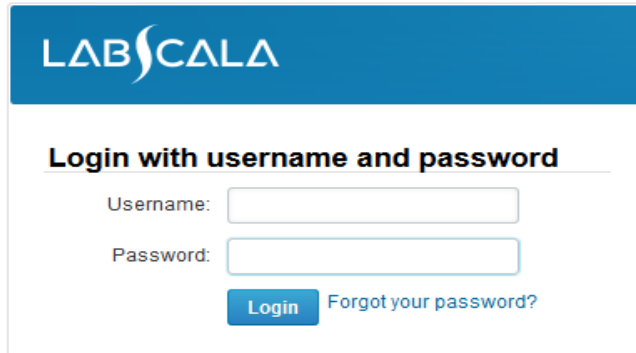
How to fill in results

Parasites in blood

Quick guide for result reporting

1. Start from LabScala home page by choosing My Schemes
→ Fill results → choose correct round.
2. Add Specific Contact, choose Next.
3. Read Instructions, choose Next.
4. Update Sample registration, choose Save & next
5. Reporting results: choose the correct findings from the drop-down lists and answer to possible additional questions.
6. Save your results as Save as final. Move to next specimen by choosing Next.
7. Validate your results and if needed, update them, finally choose Accept and send results.

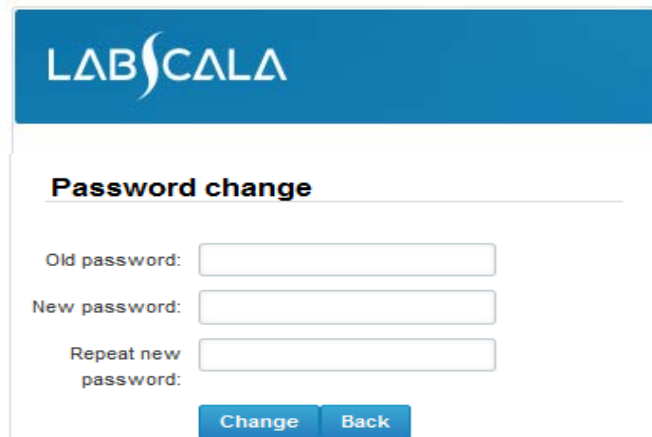
Getting started 1-2-3



The image shows the LabScala login page. At the top is a blue header with the LabScala logo. Below the header, the text "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?".

Please make sure that you used five digit client code as username, e.g. 02399!

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



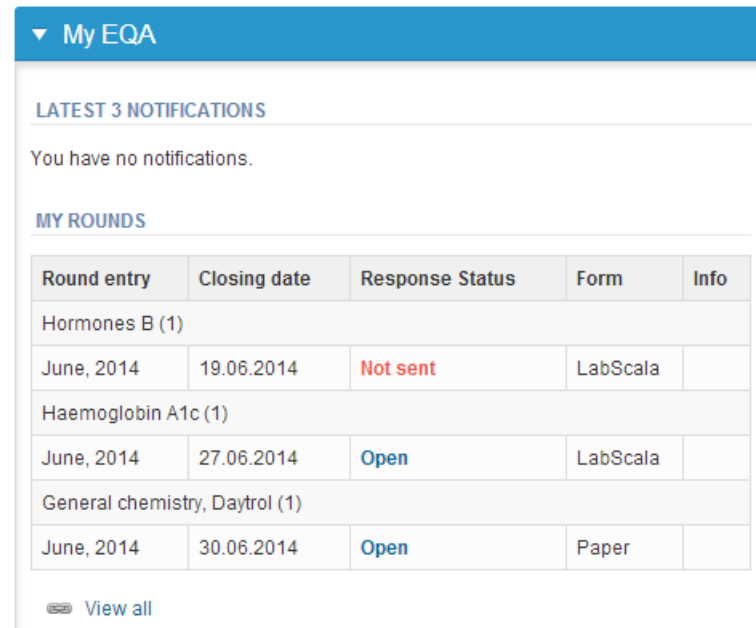
The image shows the LabScala password change page. At the top is a blue header with the LabScala logo. Below the header, the text "Password change" is displayed. There are three input fields: "Old password:", "New password:", and "Repeat new password:". Below the fields are two buttons: "Change" and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

OS5.2

1. Login with your username and password.
2. If you use LabScala for the first time: Login using 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 next closing schemes 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
 - **Sent**= results sent to Labquality



The screenshot shows the 'My EQA' interface. At the top, there is a blue header with a dropdown arrow and the text 'My EQA'. Below this, there is a section titled 'LATEST 3 NOTIFICATIONS' with the text 'You have no notifications.' followed by a section titled 'MY ROUNDS'. This 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 that says 'View all' with a small icon to its left.

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 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)
- Also the scheme specific contact information is filled here
 - The contact persons receive reminders and important scheme-specific information from Labquality
 - **At least one contact person needs to be named!**

Welcome to the survey of Parasites in blood, analysis

April, 2014

[Help](#)

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

MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
Parasites in blood, MGG stain, Virtual microscopy(1)					
	14.07.2014	14.07.2014	06.08.2014	Accepted	LabScala
Parasites in blood, Giemsa stain, Virtual microscopy(1)					
	14.07.2014	14.07.2014	06.08.2014	Draft	LabScala

MY SCHEME SPECIFIC CONTACTS


Name	Send E-mail notification to	
Testi henkilö	testi@testi.fi	+
		✎ ✕

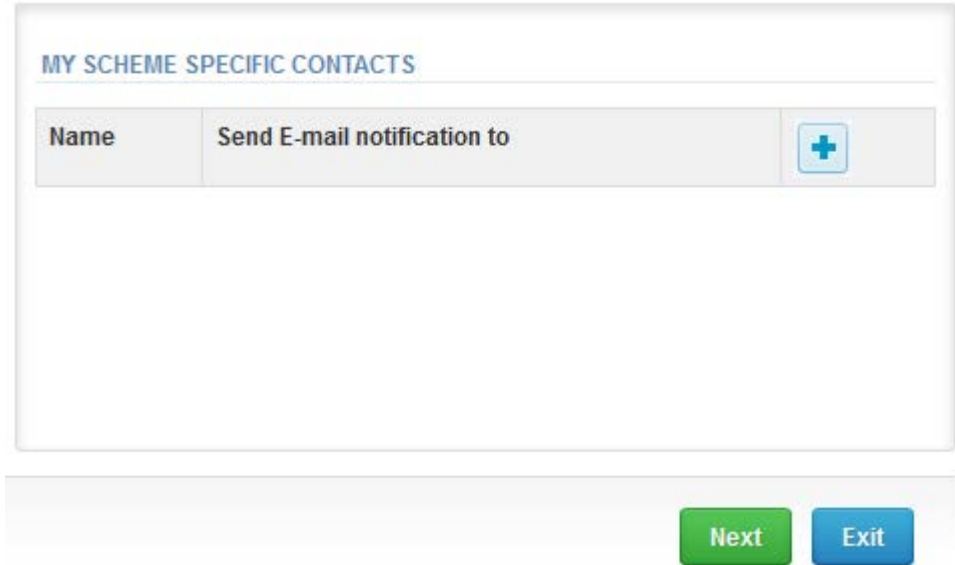
► [Coordinator contact information](#)

By pressing the "Next" button LabScala will automatically move you forward


[Next](#) [Exit](#)

Contact info

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

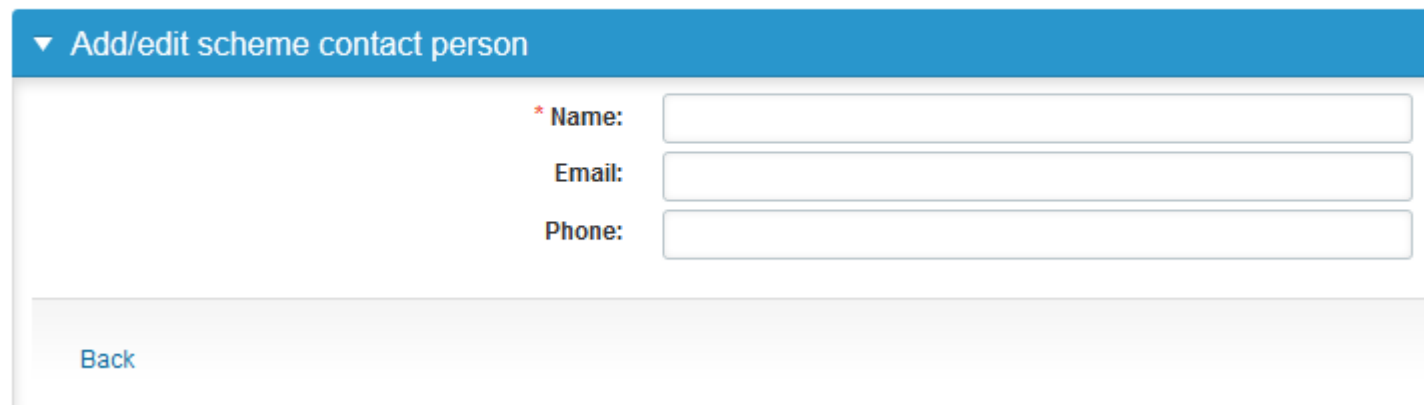


MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	

Next Exit

Add scheme contact person



▼ Add/edit scheme contact person

* Name:

Email:

Phone:

Back

Instructions

- 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

The screenshot shows a web interface with a blue navigation bar at the top containing a home icon and menu items: "My Orders", "My Schemes", "My Registry", "My Documents", and "Administrat". Below the navigation bar, the page title is "Parasites in blood, November, 4-2018 instructions". A breadcrumb trail reads "Request>>Instructions>>Pre-analytics>>Analytics>>Post-analytics>>Exit". A blue button labeled "Parasites in blood" is visible. The main content area is titled "Results" and contains the following text: "Please report the results in LabScala.", "General instruction can be found in LabScala [? LabScala User instructions](#) - on the top right-hand corner.", and "To print/load the round specific 'Instructions' letter use the blue Print instructions button below." At the bottom of the page, there are two blue buttons: "Print instructions" and "Open result form".

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"

Sample registration

Product	Has eForm	Code	Quantity ordered	Sample arrival date	Quantity received	Sample storage conditions	Sample preparation date
Parasites in blood, MGG stain, November, 4-2018	Yes	5461	2	05.12.2018	1	- Choose -	
Parasites in blood, Giemsa stain, November, 4-2018	Yes	5460	2	12.12.2018	1	- Choose -	

COMMENTS

Save & next Exit

Results

- On the Analytics page you have 2-4 samples with background information.
- If you have ordered multiple sample sets, the sets can be seen on the top of this view
- There is a place for comments on the bottom of the Results page
- 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 the information on this page

<<Previous step>>[Parasites in blood, Giemsa stain](#)>>[Parasites in blood, MGG stain](#)>>Next step

SAMPLE SETS

First Previous **1** 2 Next Last

Sample S001 Sample S003

Final results +

Clinical details:
An 18-year-old female returned from Somalia and has now developed high periodic fever with shivers and stomach ache.
Lab examinations showed: Thromb 190 E9/L, Hb 121 g/L and CRP 152 mg/L.

* Finding	* Lifecycle	% of parasitaemia	Details	Add
<input type="text"/>				<input data-bbox="1541 1015 1580 1043" type="button" value="+"/>

* Further action	* Performer
<input type="text"/>	<input type="text"/>

COMMENTS

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

Results

- Report the possible findings and lifecycles (or other characteristics) you have identified from the specimen by selecting proper alternatives from the dropdown lists. When applicable, report also the parasitaemia percentage.

<<Previous step>>Parasites in blood, Giemsa stain>>Parasites in blood, MGG stain>>Next step

SAMPLE SETS

First Previous 1 2 Next Last

Sample S001 Sample S003

▼ Final results +

Clinical details:
An 18-year-old female returned from Somalia and has now developed high periodic fever with shivers and stomach ache.
Lab examinations showed: Thromb 190 E9/L, Hb 121 g/L and CRP 152 mg/L.

* Finding	* Lifecycle	% of parasitaemia	Details	Add
<input type="text"/>				

* Further action

* Performer

COMMENTS


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

Estimation of the percentage of parasitaemia in thin blood film

- When calculating the percentage of parasitaemia, count the number of infected red blood cells in 1000 - 2000 red blood cells in a thin blood film.
- A red cell infected with multiple parasites, counts as one parasitised cell.
- Gametocytes are not counted.
- Example: 3 parasitised red cells/100 red blood cells = 3 % parasitaemia.

Results

- Add each Finding line with the plus (+) button at the end of the row
- If needed, it is possible to report multiple findings per specimen

* Finding	* Lifecycle	% of paracitaemia	Details	Add
<input type="text" value="Negative"/>	<input type="text" value="For blood parasites (all)"/>	<input type="text" value="- Choose -"/>	<input type="text"/>	

- Finally report whether you would send the specimen to a reference laboratory or not and fill in the name of the performer /answerer
- In the end click the green button **“Save as final”**
- After saving, choose **“Next”** to move to the next sample.

* Finding	* Lifecycle	% of paracitaemia	Details	Add
Blood parasites, other	Other, specify	2,0-4,0%	P.knowlesi	

* Send to referenece laboratory ?	* Performer
Yes	Raija M

COMMENTS

Place for free text

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

[Next](#)

Results

- If "Save as final" was selected the results are saved and the table is closed.
- **Always remember to check that all your findings are listed in the final form!**
- 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 S003

▼ Final results

Clinical details : A 27 year old male was visiting family in rural Pakistan and has afterwards been on and off feverish.

Lab examinations showed: CRP 22 mg/l, Hb 143 g/l, Hematocrit 42 %.

[View image](#) Please click here to open the image and register your findings in the following table

* Finding	* Lifecycle	% of paracitaemia	Details	Add
Blood parasites, other	Other, specify	2,0-4,0%	P.knowlesi	

* Send to reference laboratory ? * Performer

Yes Raja M

COMMENTS

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

Parasites in blood,

April, 2014 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	Raija Myllys	11.07.2014 21:38	Accepted
Parasites in blood, Giemsa stain, Virtual microscopy	1	Sample S011	OK	Rauvo, Päivi	14.07.2014 09:18	Accepted
Parasites in blood, Giemsa stain, Virtual microscopy	1	Sample S013	OK	Raija Myllys	11.07.2014 22:21	Accepted
Parasites in blood, MGG stain, Virtual microscopy	1	Sample S012	OK	Raija Myllys	11.07.2014 22:22	Accepted
Parasites in blood, MGG stain, Virtual microscopy	1	Sample S014	OK	Raija Myllys	11.07.2014 22:23	Accepted

Accept and send results

Exit

Post-analytics

- The results can be edited by selecting the correct sample in the sample column
- 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

Parasites in blood,

April, 2014 postanalytics

[? Help](#)

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

Validate results


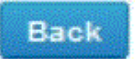







▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Raija Myllys	11.07.2014 21:38	Accepted
Parasites in blood, Giemsa stain, Virtual microscopy	1	Sample S011	OK	Rauvo, Päivi	14.07.2014 09:18	Accepted
Parasites in blood, Giemsa stain, Virtual microscopy	1	Sample S013	OK	Raija Myllys	11.07.2014 22:21	Accepted
Parasites in blood, MGG stain, Virtual microscopy	1	Sample S012	OK	Raija Myllys	11.07.2014 22:22	Accepted
Parasites in blood, MGG stain, Virtual microscopy	1	Sample S014	OK	Raija Myllys	11.07.2014 22:23	Accepted

Accept and send results

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

Questions?

- In case you have questions, please contact:
 - Elina Tuovinen
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+358 50 361 3571
 - Jonna Pelanti
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+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>