



How to fill in results

Parasites in faeces,
virtual microscopy

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 the LabScala logo in a blue header. Below the logo, the heading "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?". Below the form, there is a note: "Please make sure that you used five digit client code as username, e.g. 02399!". At the bottom, there is a link: "Read this before your first login to LabScala!".



The image shows the LabScala password change page. At the top is the LabScala logo in a blue header. Below the logo, the heading "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

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

Press "View all" to access all open rounds

MY ROUNDS				
Round entry	Closing date	Response Status	Form	Info
Human papillomavirus, nucleic acid detection (1)				
November, 2-2018	19.12.2018	Not sent	 LabScala	
Hepatitis B and C serology (1)				
December, 4-2018	18.12.2018	Sent	 LabScala	
HIV Ag/ Ab (1)				
December, 4-2018	18.12.2018	Sent	 LabScala	
Hepatitis A antibodies (1)				
December, 4-2018	18.12.2018	Sent	 LabScala	
Norovirus, nucleic acid detection (1)				
December, 4-2018	19.12.2018	Sent	 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 – surveys 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
 - **Analytcs:** Enter your results
 - **Post-analytcs:** 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 Parasites in faeces, virtual microscopy, October, 2-2018 analysis

[? LabScala User instructions](#)

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


MY ORDERS					
Product	Delivery	Opening	Closing	Status	Form
Parasites in faeces, virtual microscopy(2)					
	19.12.2018	19.12.2018	11.01.2019	Ordered	LabScala

MY SCHEME SPECIFIC CONTACTS		
Name	Send E-mail notification to	
Jaana Paakkanen	jaana.paakkanen@labquality.fi	<input type="checkbox"/>
		<input type="text"/> <input type="text"/>


► Coordinator contact information



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

Contact info

- First add your **scheme-specific** contact info by pressing the 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	

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

Parasites in faeces, virtual microscopy, October, 2-2018 instructions

[? LabScala User instructions](#)

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

Parasites in faeces, v...

You will find the instructions how to fill results under the blue [? LabScala User instructions](#) button - on the top right corner.

Note:

It is possible to report several results (up to 10) to each sample.

Laboratory should "Add a new answer" to each sample by clicking the + button on the right margin of the result forms blue top bar to add new answers/performers.

Remember also to identify the performers (use the same order of the performers for each sample).

Next

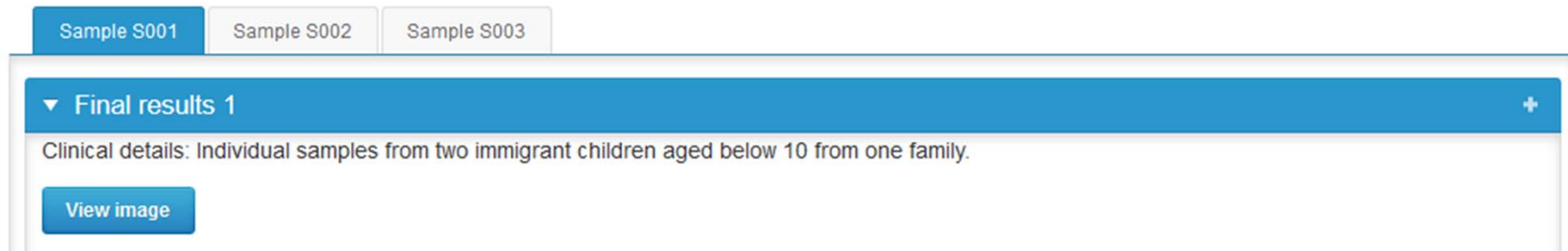
Exit

Results

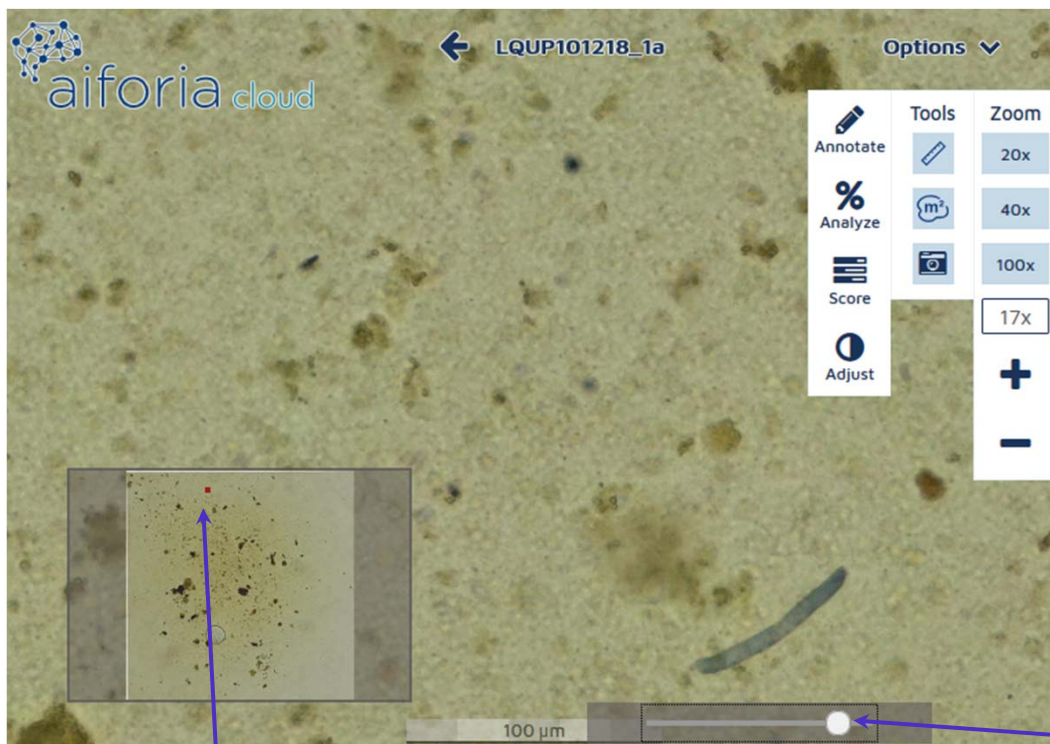
On Virtual microscopy results page you have 3 samples and background information and links to the scanned picture of each samples

- Click the blue **View image** button to open the virtual microscopy picture. The pictures are opened in a new window.
- View and assess the specimen picture.

Note! Check that you have a corresponding sample picture in the virtual microscopy window when you examine the sample and report the findings:



Slide viewing (Aiforia Cloud)



You can zoom in or out with the scroll wheel on your mouse, or by using the zooming controls in the right margin (x20, x40 etc).

Alternatively you can use keyboard buttons: + and -.

Cursor up, down, left and right will navigate in x/y directions in addition to the mouse control.

Return to the LabScala window and report your results.

The red rectangle in the small picture on the lower left corner shows the location of the viewed magnification.

On the bottom (middle) you have the scale tool, which contains a measuring instrument (example 100 μm).

Use the **focus** tool to focus the microscope picture (the tool slides laterally).

Results

- Answer the both questions “Protozoa” and “Worm eggs” (mandatory).
 - If protozoa is not included in your test selection, choose that option from the protozoa dropdown list.
 - “Negative” result can be found from both “Protozoa” and “Worm eggs”.
 - Report possible findings (classified in four groups; Protozoa, Cestoidea, Nematoda and Trematoda) and amounts of parasites using the drop down lists.
 - Please follow the described guidelines for amounts (next slide)
 - **NOTE!** Choose option N/A when the “Amount of finding” can’t be determined (for example “Negative” result).
- Add each Finding line with the + -button.
- Report the “Further action” (not mandatory).
- Report the name of the performer/answerer.

* Protozoa	* Finding	* Amount of finding	Add
Protozoa ▾	Protozoa not in test sel. ✕ ☰	N/A ▾	+
* Worm eggs	* Finding	* Amount of finding	Add
Negative ▾	Negative for worm eggs: ✕ ☰	N/A ▾	+
Further action		Performer	
- Select - ▾		<input type="text"/>	
COMMENTS			
<input type="text"/>			

Findings /amounts: Guidelines for amounts

+	= Little	<2 parasite / 10 field, magnification of 400 <2 ova / specimen, e.g. 22x22 mm cover slip
++	= Moderate	3-9 parasite / 10 field, magnification of 400 3-9 ova / specimen, e.g. 22x22 mm cover slip
+++	= Plenty	> 10 parasite / 10 field, magnification of 400 ≥ 10 ova / specimen, e.g. 22x22 mm cover slip

Results

- In the end click the green button **Save as final** and close the Aiforia Cloud window of this sample.
- Click the **Next** button to move to the next sample.

* Protozoa	* Finding	* Amount of finding	Add
Protozoa ▾	Protozoa not in test sel. ✕ ☰	N/A ▾	+
* Worm eggs	* Finding	Amount of finding	Add
Negative ▾	Negative for worm egg: ✕ ☰	N/A ▾	+
Further action	Performer		
Not referred for further action ▾	Jaana		
COMMENTS			
<div style="border: 1px solid #ccc; height: 40px;"></div>			
Back to list Clear all page data	Save as draft	Save as final	

Results

- There is a place for comments on the bottom of the 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

* Protozoa	* Finding	* Amount of finding	Add
Protozoa ▾	Protozoa not in test sel <input type="text"/> <input type="button" value="x"/> <input type="button" value="list"/>	N/A ▾	<input type="button" value="+"/>
* Worm eggs	* Finding	* Amount of finding	Add
Negative ▾	Negative for worm eggs: <input type="text"/> <input type="button" value="x"/> <input type="button" value="list"/>	N/A ▾	<input type="button" value="+"/>
Further action		Performer	
Not referred for further action ▾		Jaana <input type="text"/>	
COMMENTS			
<input type="text"/>			
Back to list Clear all page data		Save as draft <input type="button" value="Save as final"/>	

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

▼ Final results 1

Clinical details: Individual samples from two immigrant children aged below 10 from one family.

[View image](#)

* Protozoa	* Finding	* Amount of finding	Add
Protozoa	Protozoa not in test selection	N/A	

* Worm eggs	* Finding	* Amount of finding	Add
Negative	Negative for worm eggs	N/A	

Further action	Performer
Not referred for further action	Jaana

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 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 faeces, virtual microscopy, October, 2-2018 postanalytics

[LabScala User instructions](#)

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

Validate results

Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Parasites in faeces, virtual microscopy	1	Sample S001	OK	Jaana Paakkanen	19.12.2018 13:35	Accepted
Parasites in faeces, virtual microscopy	1	Sample S002	OK	Jaana Paakkanen	19.12.2018 13:39	Accepted
Parasites in faeces, virtual microscopy	1	Sample S003	OK	Jaana Paakkanen	19.12.2018 13:40	Accepted
Parasites in faeces, virtual microscopy	2	Sample S001	OK	Jaana Paakkanen	19.12.2018 13:40	Draft
Parasites in faeces, virtual microscopy	2	Sample S002	OK	Jaana Paakkanen	19.12.2018 13:40	Open
Parasites in faeces, virtual microscopy	2	Sample S003	OK	Jaana Paakkanen	19.12.2018 13:40	Open

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

Parasites in faeces, virtual microscopy, October, 2-2018 postanalytics

[LabScala User instructions](#)

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

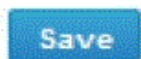
Validate results

▼ Validation results

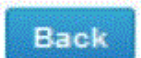
Product	Sample set	Sample	Errors	Last saved	Date	Status
Parasites in faeces, virtual microscopy	1	Sample S001	OK	Jaana Paakkanen	19.12.2018 13:35	Accepted
Parasites in faeces, virtual microscopy	1	Sample S002	OK	Jaana Paakkanen	19.12.2018 13:39	Accepted
Parasites in faeces, virtual microscopy	1	Sample S003	OK	Jaana Paakkanen	19.12.2018 13:40	Accepted
Parasites in faeces, virtual microscopy	2	Sample S001	OK	Jaana Paakkanen	19.12.2018 13:40	Draft
Parasites in faeces, virtual microscopy	2	Sample S002	OK	Jaana Paakkanen	19.12.2018 13:40	Open
Parasites in faeces, virtual microscopy	2	Sample S003	OK	Jaana Paakkanen	19.12.2018 13:40	Open

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:
 - Jaana Paakkanen
jaana.paakkanen@labquality.fi
+358 50 362 7719
 - Jonna Pelanti
jonna.pelanti@labquality.fi
+358 50 3706110
- 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>