How to fill in results

Faecal parasites multiplex, nucleic acid detection

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 measurement date, test kit/method and the result for each analyte.

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.

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 *i*	LabScala	
Hepatitis B and C serology (1)				
December, 4-2018	18.12.2018	Sent *i*	LabScala	
HIV Ag/ Ab (1)				
December, 4-2018	18.12.2018	Sent *i*	LabScala	
Hepatitis A antibodies (1)				
December, 4-2018	18.12.2018	Sent *i*	LabScala	
Norovirus, nucleic acid detection (1)				
December, 4-2018	19.12.2018	Sent *i*	LabScala	

🔗 View all

Request

- After opening the scheme the request page is opened with the following information
  - **Request**: Here it can be seen what and how much has been ordered (e.g. Rotavirus and adenovirus, detection (1) means 1 set of samples ordered)
  - **Instructions:** Scheme spesific instructions can be read and printed
  - **Pre-analytics:** Sample arrival date, quantity received, sample storage conditions etc.
  - **Analytics:** analyte-specific results can be filled
  - **Postanalytics:** Validate results
  - **Exit:** Back to the front page
- Also the scheme specific contact information is filled here
  - The contact person receives reminders and important scheme-specific information
  - **At least one contact person needs to be named!**

Welcome to the round of Faecal parasites multiplex, nucleic acid detection, April, 1-2019 analysis

LabScala User instructions

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

MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
Faecal parasites multiplex, nucleic acid detection(1)					
	23.04.2019	23.04.2019	16.05.2019	Ordered	LabScala

MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	
Test	testeri@testeri.com	

▶ Coordinator contact information

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

Next   Exit

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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"

Faecal parasites multiplex, nucleic acid detection, April, 1-2019 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
Faecal parasites multiplex, nucleic acid detection, April, 1-2019	Yes	5472	1	18.04.2019	1	- Choose -	

COMMENTS

Save & next   Exit

Results – how to start

- The results can be filled in Analytics page
- 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 (e.g. Samples S001, S002 and S003)

Results

- Result filling is started by selecting the measurement date
  - Select the device from your own devices that you have linked to this EQA round (instructions in slides 10-11)
  - **Note!** Perform the analysis according to your laboratory's test selection. If any of the pathogens above are not included in your test selection, **please leave that response row empty.**
- Report the e.g. Ct-value in the Test result field
- Report the obtained result by selecting a proper alternative from the dropdown list
- Report further action if you would e.g. confirm the result
- If you want to report additional results from the same specimen, please select the "**Add new +**" and a new result field is opened.

Results

- Finally, select
  - "Save as final" if you see the results as being final
  - "Save as draft" if you do not yet want to send in the results. Results are not processed in Labquality

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

Specimen S001	Specimen S002	Specimen S003

▼ Results 1

* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Interpretation
18.04.2019	Giardia lamblia	bd max	BD MAX Enteric Parasite Panel		RLU	Negative
18.04.2019	Cryptosporidium	bd max	BD MAX Enteric Parasite Panel		RLU	Negative
18.04.2019	Entamoeba histolytica	bd max	BD MAX Enteric Parasite Panel		RLU	Negative
18.04.2019	Dientamoeba fragilis					
18.04.2019	Entamoeba dispar					

Further handling

COMMENTS

Back to list Edit data Print

Next

Add device

1. Choose My Registry -> My Devices.
2. Select "New device".
3. Choose Instrument and Manufacturer from the menu. Give a nickname for your instrument.
4. Select the Start date = date when you have started to use the instrument in this EQA round.
5. Choose the scheme from the Product menu and link the instrument to the scheme by selecting the plus **+** sign.

Adding device for NhO tests

6 Add device's secondary information for test Giardia lamblia

▼ Add device`s reagent info for Analyte Giardia lamblia

Nickname:	bd max
Instrument:	BD MAX
Location:	
Client system id:	
7 * Reagent manufacturer:	BECTON-DICKINSON
* Reagent:	BD MAX Enteric Parasi
* Measure unit:	RLU

Back   **8** Save

(LQ.14.01.3)

6. Select the analyte (e.g. Giardia) to access the reagent info menu.
7. Choose Reagent manufacturer, Reagent and Measure unit from the menu. If your reagent information is missing, please contact the EQA coordinator.
8. Save the information. Now you can select the device in result form drop down menu and enter the results.

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)

Faecal parasites multiplex, nucleic acid detection, April, 1-2019 postanalytics   ❓ LabScala User instructions

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

Validate results

▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Faecal parasites multiplex, nucleic acid detection	1	Specimen S001	OK	Jaana Paakkanen	18.04.2019 15:05	Accepted
Faecal parasites multiplex, nucleic acid detection	1	Specimen S002	Field "Interpretation" is mandatory if "Device" is defined.	Jaana Paakkanen	18.04.2019 15:13	Error
Faecal parasites multiplex, nucleic acid detection	1	Specimen S003	OK	Jaana Paakkanen	15.04.2019 10:33	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.

Faecal parasites multiplex, nucleic acid detection, April, 1-2019 postanalytics

❓ LabScala User instructions

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

Validate results

▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Faecal parasites multiplex, nucleic acid detection	1	Specimen S001	OK	Jaana Paakkanen	18.04.2019 15:05	Accepted
Faecal parasites multiplex, nucleic acid detection	1	Specimen S002	OK	Jaana Paakkanen	18.04.2019 15:14	Accepted
Faecal parasites multiplex, nucleic acid detection	1	Specimen S003	OK	Jaana Paakkanen	15.04.2019 10:33	Accepted

Accept and send results   **Exit**

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 — Edit button enables you to edit texts and information

Delete — Delete button enables you to delete texts and information

Accept — Accept button marks something as being accepted or valid

Lookup — Lookup button marks a search field where you can enter text to be searched for

List — List button marks a field where you can search from the background register

Home — Takes you back to the front page

Help — Contains scheme specific LabScala instructions

Next — The green buttons take you to the next step of the process

Questions?

- In case you have questions, please contact:
  - Jaana Paakkanen
    jaana.paakkanen@labquality.fi
    +358 50 362 7719

- 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