

#### How to fill in results

# Faecal parasites multiplex, nucleic acid detection

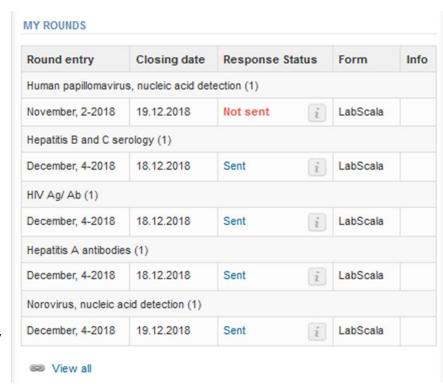
# Quick guide for result reporting

- 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
- 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

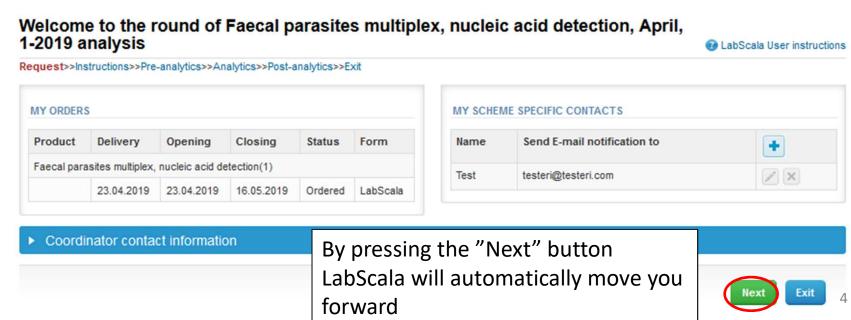
- The easiest way to access open schemes is from "My EQA" on the front page
- In the view of the next closing schemes the closing date and the status of the scheme can be seen
  - Fill results = eForm open for result filling
  - Not sent= result filling started but results not sent to Labquality
  - Sent = results sent to Labquality

Press "View all" to access all open rounds



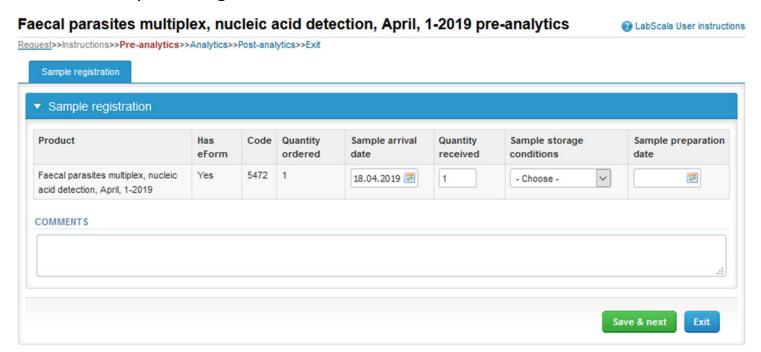
## Request

- 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!



## **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"



## Results – how to start

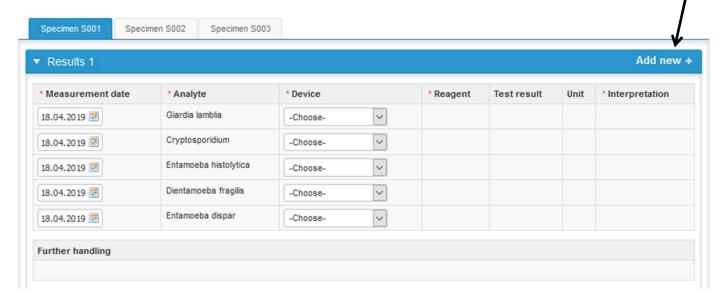
- The results can be filled in Analytics page
- If you have ordered multiple sample sets, the sets can be seen on the top of this view
- If multiple samples are included in the scheme the samples are listed on the top of the result form (e.g. Samples S001, S002 and S003)



### Results

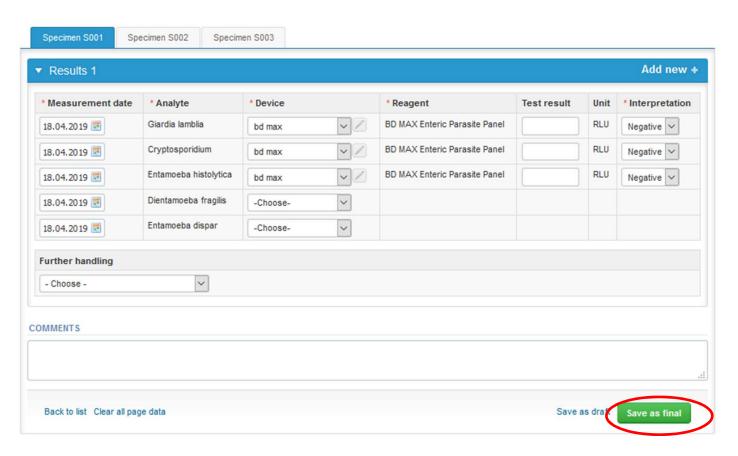
- Result filling is started by selecting the measurement date
  - Select the device from your own devices that you have linked to this EQA round (instructions in slides 10-11)
  - Note! Perform the analysis according to your laboratory's test selection. If any of the pathogens above are
    not included 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.



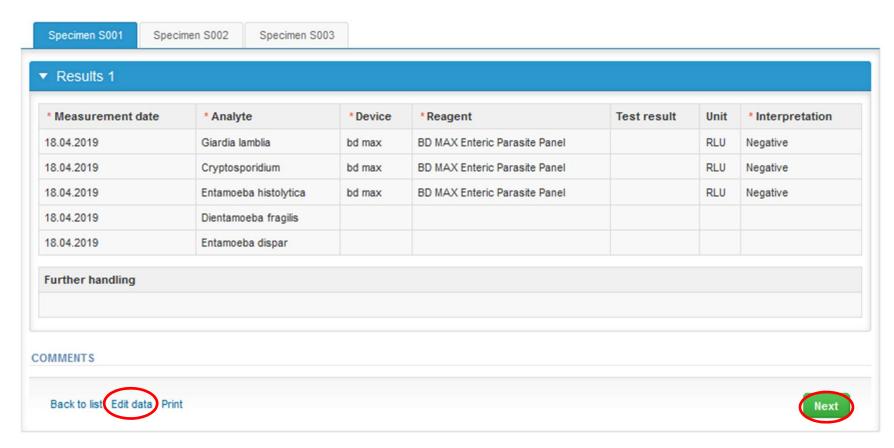
## Results

- 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

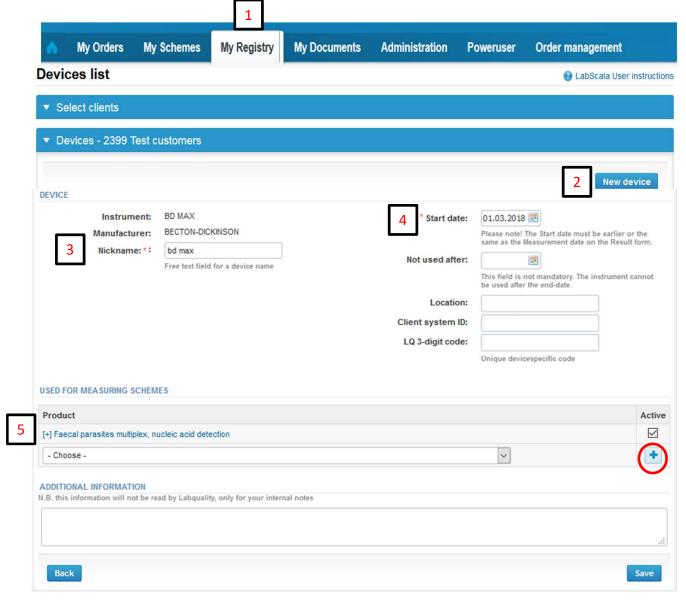


#### Results

- 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



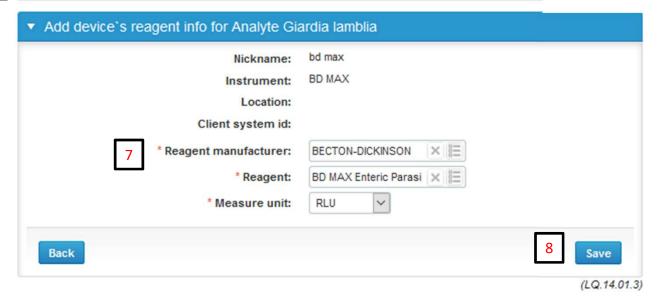
#### Add device



- 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

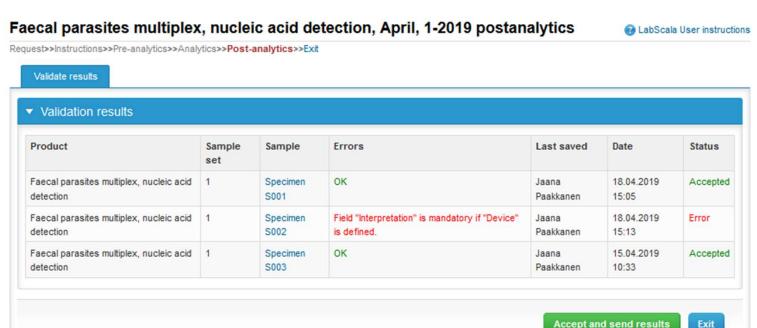
6 Add device's secondary information for test Giardia lamblia



- 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)



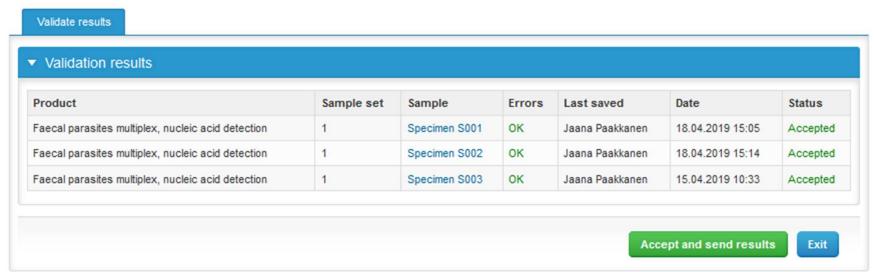
## Post-analytics

- 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.

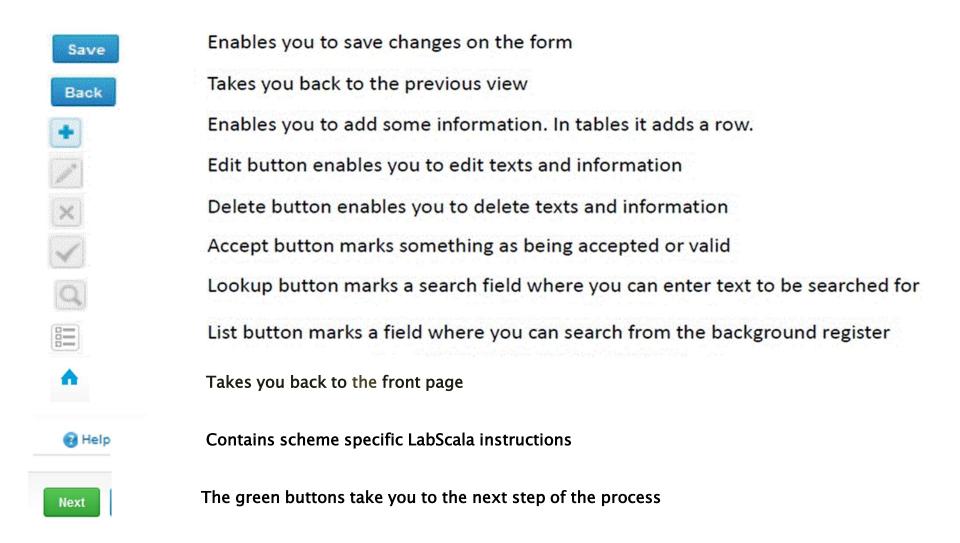
#### Faecal parasites multiplex, nucleic acid detection, April, 1-2019 postanalytics

LabScala User instructions

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



#### LabScala buttons



#### **Questions?**

- In case you have questions, please contact:
  - Jaana Paakkanenjaana.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