



How to fill in results

6700 Gynaecological cytology
(smear)

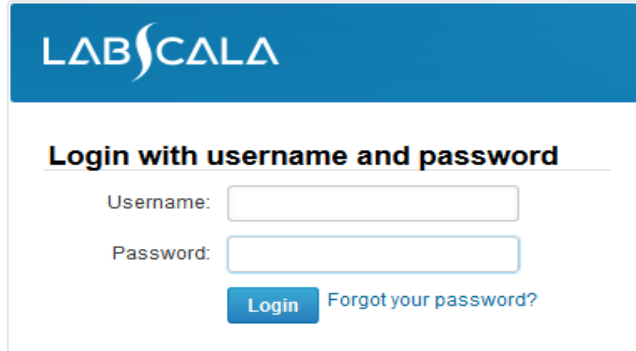
6701 Gynaecological cytology (liquid)

6702 Non-gynaecological cytology

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 person(s), choose Next.
3. Read Instructions if needed, press then Next.
4. Reporting results
 - Every case has its own sheet.
 - The images will open into a new window. Check that you have a corresponding case in the virtual microscopy window when you examine the sample and report the finding.
5. Save as draft if you have many respondents. Save as final if you are the only or final respondent. Move to next case by choosing Next.
6. Validate your results and if needed, update them, finally choose Accept and send results.

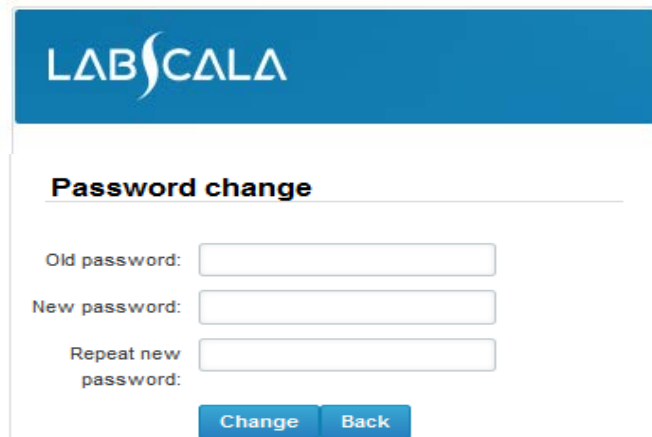
Getting started 1-2-3



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!](#)



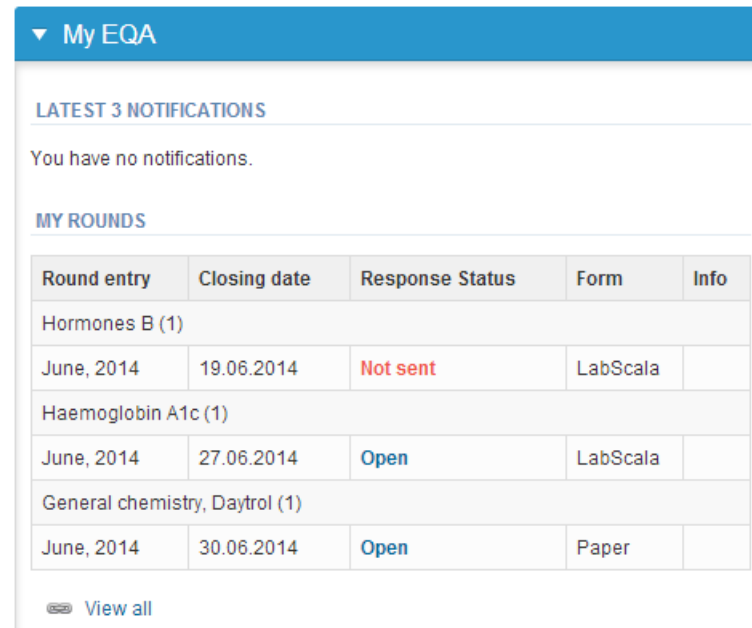
The image shows the LabScala password change page. At the top is a blue header with the LabScala logo. Below the header, the text "Password change" is displayed. There are three input fields: "Old password:", "New password:", and "Repeat new password:". Below the fields are two buttons: "Change" and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

OS5.2

1. Login with your username and password.
2. If you use LabScala for the first time: Login using 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 3 closing schemes the closing date and the status of the scheme can be seen
 - **Open** = eForm open for result filling
 - **Not sent** = result filling started but results not sent to Labquality
 - **Accepted** = 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
 - **View history:** access to a list of closed surveys
 - **Mainio:** other Internet – surveys and e-schemes

The screenshot shows the LabScala user interface. At the top, there is a navigation bar with a home icon and the following menu items: My Orders, My Schemes, My Registry, and My Documents. The 'My Schemes' menu is open, showing options: Fill results, View all, View history, and Mainio. Below the navigation bar, the text 'LabScala welcome' is visible. The main content area is titled 'My EQA' and contains three sections: 'MY REPORTS' with links for 'View reports' and 'View reports < 2015'; 'LATEST 3 NOTIFICATIONS' with the message 'You have no notifications.'; and 'MY ROUNDS' which contains a table.

Round entry	Closing date	Response Status	Form	Info
Reticulocyte count (7)				
June, 2-2015	10.07.2015	Not sent	LabScala	

My Schemes

- From My Schemes you can find all products that have been ordered for you.
- From this list you can find
 - Closing dates for rounds
 - Form types that are used
 - If there is a LabScala form, you can log in from the blue Open text
- If you change your view from Active to History or All, you can see results of all schemes that have LabScala form.

List of my schemes

[? Help](#)

▼ My Schemes -

Showing entries 1-3 [Total 3] Display: **Active** ▼

Sub-Program	Scheme	Round	Products ordered	Closing date	Form	Status
					(All) ▼	(All statuses) ▼
Technology	Technology	September, 2-2014	6543(1)	17.10.2014	Excel	Open
Technology	Immunohistochemical staining methods	September, 3-2014	6600(1)	31.10.2014	Excel	Open
Diagnostics	Clinical cytology	October, 2-2014	6700(1)	14.11.2014	LabScala	Open

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
 - **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, use green Save and next buttons to proceed.

Request

- After opening the scheme the request page is opened with the following information
 - **Product:** how many sample sets have been ordered
 - **Delivery:** peper instructions sent from Labquality
 - **Opening:** result filling /eForm is opened
 - **Closing:** eForm is closed
 - **Status:** status of the scheme (Open, Draft, Final)
- 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 **Clinical cytology - Gynaecological cytology (smear), virtual microscopy, March, 1-2016 analysis**




[? LabScala User instructions](#)

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

MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
Gynaecological cytology (smear), virtual microscopy(3)					
	17.05.2016	17.05.2016	14.06.2016	Ordered	LabScala

MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	
testi henkilö	testi@testi.fi	
		 

▶ Coordinator contact information

Next

Exit

Filling results

- 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	

Next Exit

Add scheme contact person

▼ Add/edit scheme contact person

* Name:

Email:

Phone:

Back

Instructions

- In Instructions the scheme-specific instructions can be printed by pressing the "Print instructions" button

Clinical cytology - Gynaecological cytology (smear), virtual microscopy, March, 1-2016 instructions

[? LabScala User instructions](#)

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

Gynaecological cytolog...

Please see the instructions.

Print instructions

Next

Exit

Results

There are 5-6 cases with background information. Click the blue **Image** button to open the virtual microscopy images. The images will open into a new window. There are from one to two virtual microscopy images in each case: a multilayer image (with different focus levels) and for some cases also a single layer image and digital image(s).

- View and assess the slides

Note! Check that you have a corresponding case in the virtual microscopy window open when you examine the sample and report the finding.

Case 1 Case 2 Case 3 Case 4 Case 5 Case 6

▼ Final results no. 1 Add response +

Clinical details: Female, 76 years. Previously CIN 1 and LEEP excision in 2004. Normal pap smears in 2011 and 2014. Now a routine follow-up pap smear.

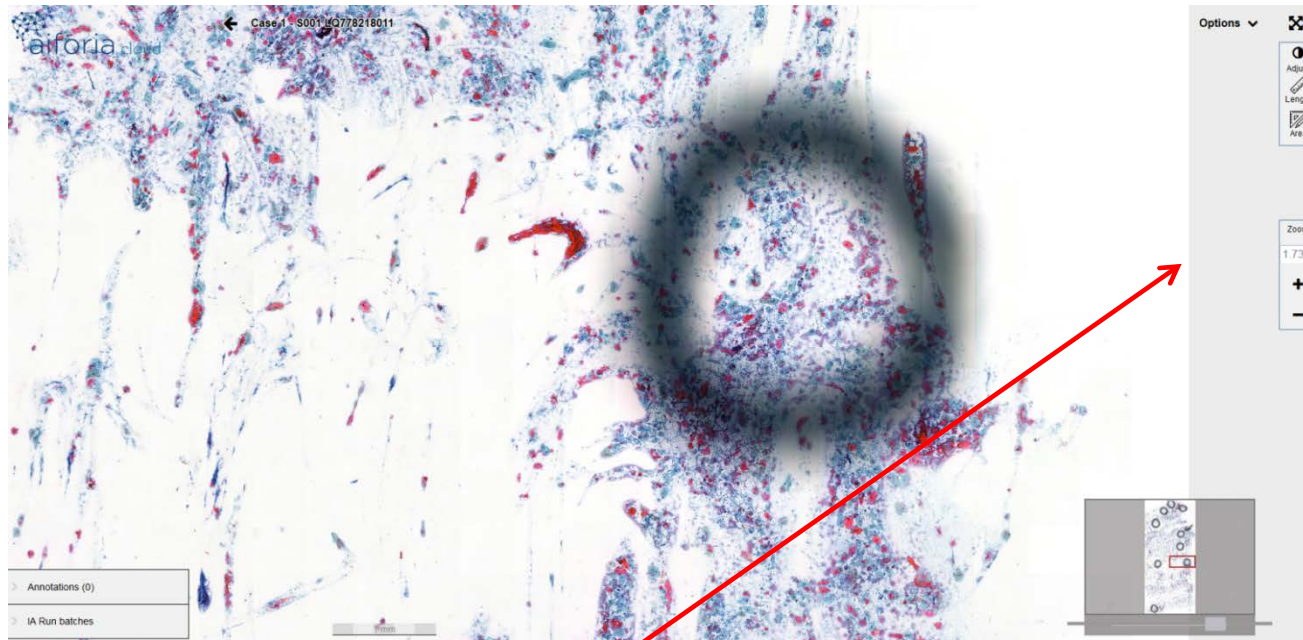
Image Please click here to open the image and register your findings in the following table.

* Papanicolaou class	* Specific diagnosis	* Respondent	Details
- Choose -			

COMMENTS

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

Slide viewing (Aiforia, former WebMicroscope Slide Viewer)



- The cursor movement/arrow keys on keyboard (up, down, left and right) will navigate in x/y directions in addition to the mouse control.
- You can zoom in or out with the scroll wheel on your mouse or by using the zooming tools in the right margin (up to x100). Alternatively you can use the keyboard buttons + and -.
- Use the Focus tool to focus the multilayer image (The tool moves laterally.)
- Other quick tools in upper right margin:
 - Adjust - Adjust image Contrast and Brightness
 - Length - Measure length by clicking the starting point and adding new points by clicking once. You can end the measuring by double clicking.
 - Area - Measure an area by holding down the mouse button and drawing an area.

Return to the LabScala window and report your results.

Results

- Choose Papanicolaou class from the menu (optional)
- Choose specific diagnosis from the menu (mandatory)
- Add name for the respondent
- If needed use Comments field to give more information
- Save every case → **as draft if you have many respondents and as final if you are the only or final respondent**
- Repeat with next case

Case 1 Case 2 Case 3 Case 4 Case 5 Case 6

▼ Final results no. 1 Add response +

Clinical details: Female, 76 years. Previously CIN 1 and LEEP excision in 2004. Normal pap smears in 2011 and 2014. Now a routine follow-up pap smear.

Image Please click here to open the image and register your findings in the following table.

* Papanicolaou class	* Specific diagnosis	* Respondent	Details
1 (normal) ▼	trichomonas ▼	test	test

COMMENTS

test

[Back to list](#) [Clear all page data](#) Save as draft Save as final

Result editing

- If you want to edit the information you have already saved, press Edit data button.
- Now there is also possibility to print your results.

Case 1 Case 2 Case 3 Case 4 Case 5 Case 6

▼ Final results no. 1

Clinical details: Female, 76 years. Previously CIN 1 and LEEP excision in 2004. Normal pap smears in 2011 and 2014. Now a routine follow-up pap smear.

Image Please click here to open the image and register your findings in the following table.

* Papanicolaou class	* Specific diagnosis	* Respondent	Details
1 (normal)	trichomonas	test	test

COMMENTS

test

Back to list **Edit data** Print Next

Results – more than one respondent

- If you want to send more than one set of results, it is possible to open new result fields from the white + sign on the blue column.
- If + sign is not visible, press first Edit data button.
- **Last respondent will save all results as final, other respondents use Save as draft. Last respondent will also send the results from postanalytics page.**
- NB! Results are not hidden. If respondents are not supposed to see what others have reported, collect results first on paper and one person will fill them to LabScala before closing date.

Case 1 Case 2 Case 3 Case 4 Case 5 Case 6

▼ Final results no. 1 Add response +

Clinical details: Female, 76 years. Previously CIN 1 and LEEP excision in 2004. Normal pap smears in 2011 and 2014. Now a routine follow-up pap smear.

Image Please click here to open the image and register your findings in the following table.

* Papanicolaou class	* Specific diagnosis	* Respondent	Details
1 (normal) ▼	trichomonas ▼	test	test

COMMENTS

test

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

Postanalytics

- When all of the results have been filled and saved, the user is taken to Postanalytics 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 errors, those are listed 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)

Clinical cytology, March, 1-2015 postanalytics

[Help](#)

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

Validate results

Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Clinical cytology, virtual microscopy	1	Case 1	OK	Elo, Tanja	18.05.2015 09:19	Accepted
Clinical cytology, virtual microscopy	1	Case 2	OK	Elo, Tanja	18.05.2015 09:09	Open
Clinical cytology, virtual microscopy	1	Case 3	OK	Elo, Tanja	18.05.2015 09:09	Open
Clinical cytology, virtual microscopy	1	Case 4	OK	Elo, Tanja	18.05.2015 09:09	Open
Clinical cytology, virtual microscopy	1	Case 5	OK	Elo, Tanja	18.05.2015 09:09	Open
Clinical cytology, virtual microscopy	1	Case 6	OK	Elo, Tanja	18.05.2015 09:09	Open
Clinical cytology, virtual microscopy	1	Case 7	OK	Elo, Tanja	18.05.2015 09:09	Open
Clinical cytology, virtual microscopy	1	Case 8	OK	Elo, Tanja	18.05.2015 09:09	Open
Clinical cytology, virtual microscopy	1	Case 9	OK	Elo, Tanja	18.05.2015 09:09	Open
Clinical cytology, virtual microscopy	1	Case 10	OK	Elo, Tanja	18.05.2015 09:09	Open
Clinical cytology, virtual microscopy	1	Case 11	OK	Elo, Tanja	18.05.2015 09:09	Open

Accept and send results

Exit

Postanalytics

- The results can be edited by selecting the correct sample
- When all results are in "Accepted" status 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

Clinical cytology, March, 1-2015 postanalytics

[Help](#)

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

Validate results


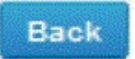







Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Clinical cytology, virtual microscopy	1	Case 1	OK	Elo, Tanja	18.05.2015 09:19	Accepted
Clinical cytology, virtual microscopy	1	Case 2	OK	Elo, Tanja	18.05.2015 09:09	Open
Clinical cytology, virtual microscopy	1	Case 3	OK	Elo, Tanja	18.05.2015 09:09	Open
Clinical cytology, virtual microscopy	1	Case 4	OK	Elo, Tanja	18.05.2015 09:09	Open
Clinical cytology, virtual microscopy	1	Case 5	OK	Elo, Tanja	18.05.2015 09:09	Open
Clinical cytology, virtual microscopy	1	Case 6	OK	Elo, Tanja	18.05.2015 09:09	Open
Clinical cytology, virtual microscopy	1	Case 7	OK	Elo, Tanja	18.05.2015 09:09	Open
Clinical cytology, virtual microscopy	1	Case 8	OK	Elo, Tanja	18.05.2015 09:09	Open
Clinical cytology, virtual microscopy	1	Case 9	OK	Elo, Tanja	18.05.2015 09:09	Open
Clinical cytology, virtual microscopy	1	Case 10	OK	Elo, Tanja	18.05.2015 09:09	Open
Clinical cytology, virtual microscopy	1	Case 11	OK	Elo, Tanja	18.05.2015 09:09	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:
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- 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>