



How to fill in results Faecal Occult Blood

Getting started 1-2-3



The screenshot shows the LabScala login page. At the top is the LabScala logo. Below it is the heading "Login with username and password". There are two input fields: "Username:" and "Password:". Below the password field is a blue "Login" button and a link "Forgot your password?".

AUTH.01.1



The screenshot shows the LabScala password change page. At the top is the LabScala logo. Below it is the heading "Password change". There are three input fields: "Old password:", "New password:", and "Repeat new password:". Below the "Repeat new password:" field 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
 - **Draft** = result filling started but results not sent to Labquality
 - **Final** = results sent to Labquality

Welcome to the new LabScala user interface

▼ My EQA

LATEST 3 NOTIFICATIONS

You have no notifications.

NEXT 3 CLOSING SCHEMES

Round	Closing date	Status
Clinical chemistry: Endocrinology Urine, strip test A, November, 2012	30.11.2012	Draft
Diabetes Analysis Glucose meters, POC, November, 2012	30.11.2012	Draft
Diabetes Analysis Glucosemeters, HemoCue, November, 2012	30.11.2012	Draft

MY REPORTS

Filling results

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

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

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 Schemes, My registry, Administration, and Powerus. Below this, a dropdown menu for 'My Schemes' is open, showing options: Fill results, View all, and Mainio. The main content area is titled 'LabScala user interface' and features a section for 'My EQA'. Underneath, there are two sections: 'LATEST 3 NOTIFICATIONS' (stating 'You have no notifications.') and 'NEXT 3 CLOSING SCHEMES'. The latter is represented by a table with three columns: Round, Closing date, and Status.

Round	Closing date	Status
Clinical chemistry: Endocrinology Urine, strip test A, November, 2012	30.11.2012	Draft
Diabetes Analysis Glucose meters, POC, November, 2012	30.11.2012	Draft
Diabetes Analysis Glucosemeters, HemoCue, November, 2012	30.11.2012	Draft

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 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 survey of Faecal blood, January, 1-2015 analysis

[? Help](#)

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

MY ORDERS					
Product	Delivery	Opening	Closing	Status	Form
Faecal blood(1)					
	22.01.2015	23.01.2015	16.02.2015	Draft	LabScala

MY SCHEME SPECIFIC CONTACTS		
Name	Send E-mail notification to	
se	asiakas@asiakas.fi	<input type="button" value="+"/> <input type="button" value="✎"/> <input type="button" value="✕"/>

► Coordinator contact information

Instructions

- In Instructions the scheme-specific instructions can be read and printed by pressing the "Print instructions" button on the bottom of the page

Glucose meters, POC, November, 2012 instructions

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

2570 GLUCOSE METERS 1

GENERAL INFO

Welcome to this Glucose meters 1 survey. This is the last survey for year 2012.

SAFETY INFO

Sample 1 is animal based haemolysed liquid control. The animal material, from which this consumption with no known risk of transmittable diseases. Normal laboratory precautions be carried out in the same way as for patient blood.

SCHEDULE

Analyze the samples as soon as possible and report the results no later than 17th of Dece

SAMPLE INFORMATION

Samples may be stored between (2 ... 8 oC). Allow the specimen to stand at room temper appears homogenous. Do not mix too vigorously.

You may measure five instruments with one specimen.

Note! Each glucose meter has an own number code. Please make sure that you use your

For Hemocue instrument you should use survey number 2580.

Note! This specimen is not suitable for On Call Plus meters.

CONTACT INFO

▸ Päivi Rauvo paivi.rauvo@labquality.fi

Print instructions



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"

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
Form test product, March 2014	Yes	TP	5	26.03.2014 	5 <input type="text"/>	+2 ... +8 C ▼	<input type="text"/> 

COMMENTS

Save & next Exit

Results – how to start

- In Analytics page the results can be filled
- If you have ordered multiple sample sets, the sets can be seen on the top of this view
- If the scheme has multiple samples, the samples are listed on top of the result form (e.g. Sample S001 and Sample S002)
- Result filling is started by selecting the measurement day
- Choose the stript from the dropdown list in the result form
- Choose the result from the dropdown list

The screenshot displays the 'SAMPLE SETS' section of the EQAS interface. At the top, there are navigation buttons for 'First', 'Previous', 'Next', and 'Last'. A central pagination bar shows a sequence of numbers from 1 to 15, with '11' highlighted. Below this, two buttons labeled 'Sample S001' and 'Sample S002' are visible. The main section is titled 'Form test product measurement results for Sample S001'. It contains a table with the following structure:

* Measurement date	Analyte	* Strip	* Result	Comment
07.05.2014	Coriongonadotropin	Alere hCG Easy (25 IU/l)	Positive	Kommentini tähän

At the bottom of the interface, there are links for 'Back to list' and 'Clear all page data' on the left, and buttons for 'Save as draft' and 'Save as final' on the right.

Results

- There is place for comments at the end 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
- Clear all page data –button clears all the information on this page

SAMPLE SETS

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

▼ Form test product measurement results for Sample S001

* Measurement date	Analyte	* Strip	* Result	Comment
07.05.2014	Coriongonadotropin	Alere hCG Easy (25 IU/l)	Positive ▼	<input type="text" value="Kommentini tähän"/>

[Back to list](#) [Clear all page data](#)

[Save as draft](#)

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 or sample set to be filled

SAMPLE SETS

First Previous 1 Next Last

Sample S001Sample S002

▼ Measurement results no. 1

* Measurement date	Analyte	* Strip	* Result	Comment
22.01.2015	F -Hb-O	Actim Fecal Blood, Medix Biochemica	Negative	comments here

COMMENTS

Back to list Edit data Next

Results

- Reporting three results per sample is now enabled in this scheme. Results from three different analyzers or tests are accepted, if the specimen volume is sufficient for additional tests and if results are reported electronically. If you want to report additional results from the same specimen, please select the **"Add result +"** on the result form and a new result field is opened.

Sample S001 Sample S002

▼ Measurement results no. 1 Add result +

Measurement date	Analyte	Strip	Result	Comment
22.01.2015	F -Hb-O	Actim Fecal Blood, Medix B	- Choose ▼	<input type="text"/>

COMMENTS

Back to list Save as draft Save as final

Post-analytics

- When all of the results have been filled the user is taken to Post-analytics for 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 last saving
 - **Status:** status of the results (Accepted, Draft, Open, Error)

Form test product	2	Sample S001	OK	Jonna Pelanti	27.03.2014 16:13	Draft
Form test product	3	Sample S001	OK	Jonna Pelanti	27.03.2014 16:14	Open
Form test product	4	Sample S001	OK	Jonna Pelanti	27.03.2014 16:27	Accepted
Form test product	5	Sample S001	OK	Pim, Lembit	27.03.2014 15:42	Accepted

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

Form test product	2	Sample S001	OK	Jonna Pelanti	27.03.2014 16:13	Draft
Form test product	3	Sample S001	OK	Jonna Pelanti	27.03.2014 16:14	Open
Form test product	4	Sample S001	OK	Jonna Pelanti	27.03.2014 16:27	Accepted
Form test product	5	Sample S001	OK	Pim, Lembit	27.03.2014 15:42	Accepted

Accept and send results

Exit

Exit


- After selecting "Exit" you will be taken back to the front page


▼ My EQA

LATEST 3 NOTIFICATIONS

You have no notifications.








MY ROUNDS

Round entry	Closing date	Response Status	Form	Info
Form testing scheme (5)				
March, 2014	31.12.2014	Not sent		


 View all

▼ Shortcuts & messages

SHORTCUTS

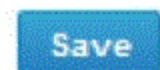
-  Place orders
-  Fill results (Mainio)
-  Go to Mainio
-  Scheme delivery list
-  Place orders
-  View reports
-  e-schemes

MESSAGES

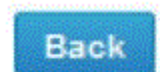
 Entering results

Please note that although all your ordered rounds are visible in LabScala, not all have an eForm in LabScala. Results for our rounds are sent using "e-schemes" [link on the front page](#) "Go to Mainio" [link on the front page](#) and

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:
 - Satu Eklund
satu.eklund@labquality.fi
+358 9 8566 8249
 - Jonna Pelanti
jonna.pelanti@labquality.fi
+358 9 8566 8211