



How to fill in results and add your
own devices for
Hypothyreosis, newborn scheme

Getting started 1-2-3



The image shows the LabScala login page. At the top is a blue header with the LabScala logo and name. Below the header is a section titled "Login with username and password". It contains two input fields: "Username:" and "Password:". Below the "Password:" field is a blue "Login" button and a link that says "Forgot your password?".

AUTH.01.1



The image shows the LabScala password change page. At the top is a blue header with the LabScala logo and name. Below the header is a section titled "Password change". It contains 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

First time in LabScala:

1. Login using the existing Mainio (participant services) password
2. 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
3. Start using LabScala

Easy access first page

The screenshot shows a dashboard with a blue header containing navigation links: 'My Schemes', 'My registry', and 'Administration'. Below the header, a welcome message reads 'Welcome to the new LabScala user interface' with a 'Help' icon. The main content area is divided into several sections:

- My EQA**: A blue button with a dropdown arrow, circled in red. An arrow points from the text 'Own open rounds' to this button.
- Links & notes**: A blue button with a dropdown arrow, circled in red. An arrow points from the text 'DASHBOARD WITH GROUPED LINKS' to this button.
- LATEST 3 NOTIFICATIONS**: A section stating 'You have no notifications.'
- NEXT 3 CLOSING SCHEMES**: A table with columns 'Round', 'Closing date', and 'Status'. Two rows are visible, both with a 'Draft' status. This section is circled in red.
- IMPORTANT NOTES**: A section containing two messages: 'Fungal culture 2, 2012 (5280, May) delivery has been postponed to June. The new delivery date will be June 12, 2012.' and 'BALM2012 succesful' with a sub-message: 'Labquality thanks all the congress participants and exhibition guests for visiting our booth and presentations at BALM 2012!'.
- Additional info**: A blue button with a right-pointing arrow, circled in red. An arrow points from the text 'Own open rounds' to this button.

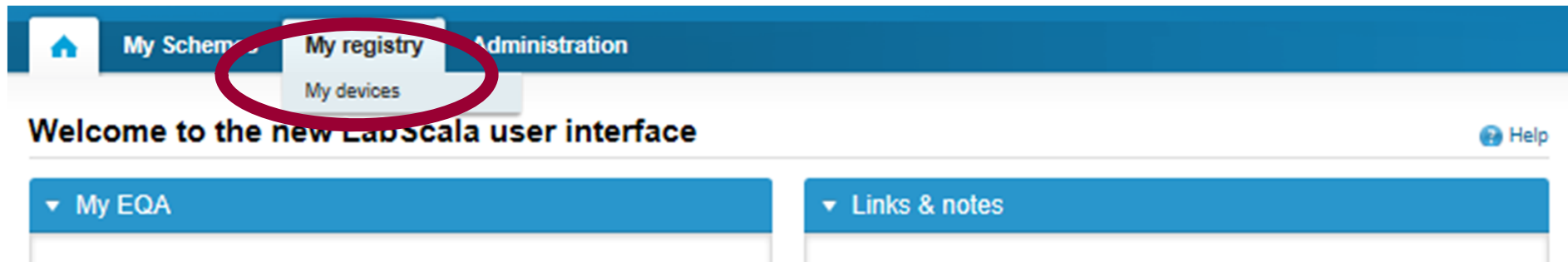
DASHBOARD WITH GROUPED LINKS

Own open rounds

Round	Closing date	Status
Clinical chemistry: Endocrinology Hormones A, June, 2012	30.12.2012	Draft
Clinical chemistry: Endocrinology Hormones B, June, 2012	30.12.2012	Draft

Adding your own devices

- By selecting My devices under My registry in the top header You can fill in your device information even before a round is opened for result filling
- Your devices are ready to be used directly from the eForm, this makes filling your results fast and easy



Own devices

- In your devices list you are able to see all your devices that you have saved in LabScala
- If you have saved no devices, the list is empty
- Adding devices is done by selecting "New device"

My Schemes My registry Administration

Devices list

Help

▼ Devices

New device

Display: Active ▼

Nickname	Instrument	Manufacturer	Products	Client	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

New device

Own devices

- If you have used the same device already on other schemes, just add new scheme and analytes for that device from the dropdown list.
- Open device from the edit button on the right (pencil)
- Choose right scheme from the drop down menu and click + button. Then see slide 8.

USED FOR MEASURING SCHEMES

Product	Active
[+] Prostate specific antigen	<input checked="" type="checkbox"/>
HypoTSH <input type="button" value="v"/>	<input type="button" value="+"/>


ADDITIONAL INFORMATION


Add a new device

▼ Add a device


Client:
Client code


DEVICE

* Instrument: 

* Manufacturer: 

* Nickname:


* Start date: 


End date: 

Location:

Client system ID:

USED FOR MEASURING SCHEMES

Product
Hormones A 

Active 

ADDITIONAL INFORMATION

Back Save

Access to the background register

Free text – fields. If something is written, LabScala searches the background register for matches.
Hint! If you write a part of your instrument name you do not need to fill in the manufacturer, LabScala does it for you!

Dropdown menu. Select the scheme in which you want this device to be used. Add it by pressing the Active – plus – sign on the right.

NB! * - marked fields are mandatory!

USED FOR MEASURING SCHEMES

Product		Active
[+] Prostate specific antigen		<input checked="" type="checkbox"/>
[-] HypoTSH		<input checked="" type="checkbox"/>
Display: All <input type="button" value="v"/>		
Analyte	Definition	Active
TSH	ABBOTT - Abbott Architect; mU/l	<input checked="" type="checkbox"/>
Thyroxine, free		<input type="checkbox"/>
Thyroxine		<input type="checkbox"/>
T3 free		<input type="checkbox"/>

- Choose -

1. Add the analyte-specific reagent info by clicking the analytes

ADDITIONAL INFORMATION

Additional information if needed

Back

2. Back to My devices or Save

Save

Adding reagent information

Product wise device definition ? Help

▼ Add device's reagent info for Analyte CEA

* Reagent manufacturer:

* Reagent:

* Measure unit:

Free text – fields. If something is written, LabScala searches the background register for matches.

Hint! If you write a part of your instrument name you do not need to fill in the manufacturer, LabScala does it for you!

Remember to save!

Saving device information

DEVICE

Instrument: Advia Centaur
Manufacturer: SIEMENS
* Nickname:

* Start date: ⓘ
End date: ⓘ
Location:
Client system ID:

USED FOR MEASURING SCHEMES

Product	Active
[+] Prostate specific antigen	<input checked="" type="checkbox"/>
<input type="text" value="Tumour markers"/> ▼	<input type="checkbox"/> +

ADDITIONAL INFORMATION

After adding the reagent information, remember to save!

Device saved

The screenshot shows the 'Administration' section of the LabScala interface. The 'My registry' tab is active, displaying the 'Devices list'. A blue header bar contains navigation links for 'My Schemes', 'My registry', and 'Administration'. Below the header, the page title 'Devices list' is shown on the left, and a 'Help' icon is on the right. A blue bar with a dropdown arrow and the text 'Devices -' is positioned above the main content area. In the top right of this area is a 'New device' button. Below this is a status bar indicating 'Showing entries 1-1 [Total 1]' and a 'Display: Active' dropdown menu. The main content is a table with the following columns: Nickname, Instrument, Manufacturer, Products, and Client. The first row contains the data: Archie, Architect i2000SR, ABBOTT, Hormones A. A search icon is located to the right of the table, and another 'New device' button is at the bottom right.

Nickname	Instrument	Manufacturer	Products	Client
Archie	Architect i2000SR	ABBOTT	Hormones A	

Device saved and ready to be used in the eForms of 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
 - **Accepted** = 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 Hormones A, February, 2012	30.12.2012	Open
Clinical chemistry: Endocrinology Hormones A, April, 2012	30.12.2012	Draft
Clinical chemistry: Endocrinology Hormones A, May, 2012	30.12.2012	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
- 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:

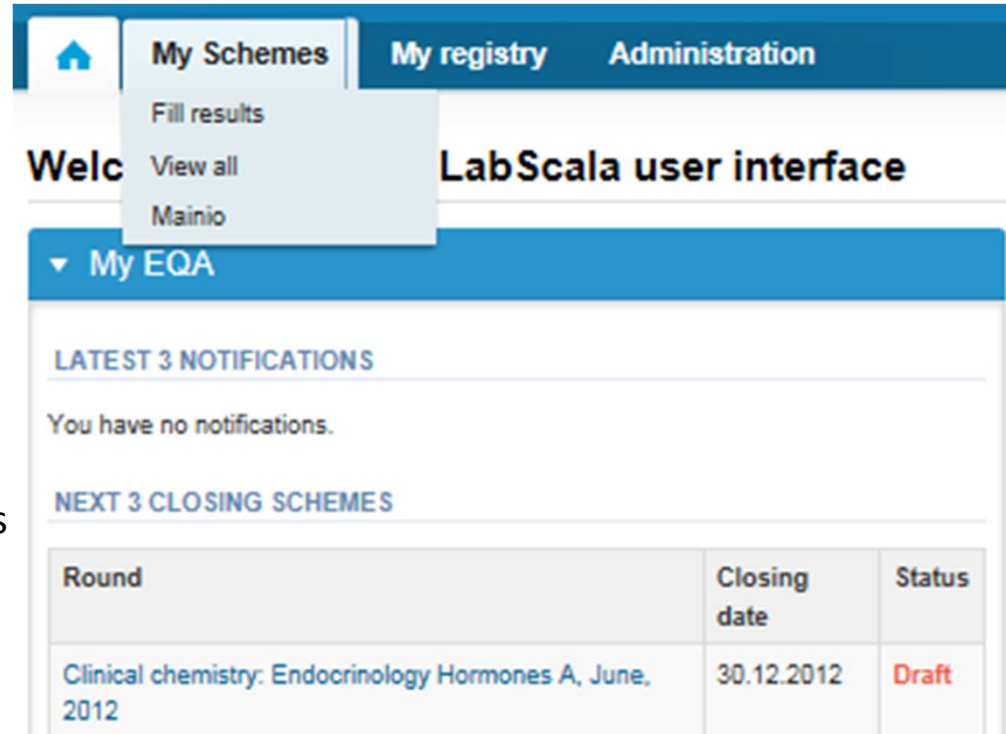
Email:

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 ordered schemes which have a LabScala-eForm
 - **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, 'My Schemes', 'My registry', and 'Administration'. 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 'My EQA' section. Under 'My EQA', there are two sub-sections: 'LATEST 3 NOTIFICATIONS' (with the message 'You have no notifications.') and 'NEXT 3 CLOSING SCHEMES'. The 'NEXT 3 CLOSING SCHEMES' section contains a table with the following data:

Round	Closing date	Status
Clinical chemistry: Endocrinology Hormones A, June, 2012	30.12.2012	Draft

Filling results

- After selecting an open scheme the results can be filled
- Result filling is presented as a process:

Welcome to the Clinical Chemistry Endocr

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

- **Request:** Important round-specific information
 - **Instructions:** Printable instruction letter
 - **Pre-analytics:** sample delivery informationn
 - **Analytics:** round results
 - **Post-analytics:** Validation of the results
 - **Exit:** Back to the front page
- Access to the next step of the process is gained 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 (e.g. Hormones A (5) means 5 sets of samples ordered)
 - **Delivery:** samples sent from Labquality
 - **Opening:** Result filling /eForm is opened
 - **Reports:** expected date of report publishing in the Internet
 - **Status:** status of the scheme (Open, Draft, Accepted 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 Clinical Chemistry Endocrinology Survey

 Help

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



SHORTCUTS

-  [See orders in Mainio](#)
-  [Place a new order](#)

MY ORDERS

Product	Delivery	Opening	Reports	Status
Hormones A(5)	06.06.2012	06.06.2012	30.12.2012	Accepted

MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	
Result filler	results@lab.com	 

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

Instructions

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

Clinical chemistry: Endocrinology Instru

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

GENERAL INFO

Welcome to the hormones A scheme of August! If the kit is incomplete,

SAFETY INFO

Quality control specimens derived from human blood must be handled and are found to be HBs-Ag and HIV-Ab negative when tested with licensed these or other infectious diseases.

SCHEDULE

Analyze the samples as soon as possible and report the results no later

SAMPLE INFORMATION

Samples A1 and A2 are lyophilised human sera. The unopened lyophilis and A2. Replace the stopper and allow the bottles to stand for 30 minut batches. Freeze immediately. A little before analysing, thaw, mix and al stable for at least two weeks at -20 °C.

CONTACT INFO

• Päivi Ranta paivi.ranta@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"

Clinical chemistry: Endocrinology Preanalytics

[Help](#)

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

Sample registration

▼ Sample registration

Product	Code	Quantity ordered	Sample arrival date	Quantity received	Sample storage conditions	Sample preparation date
Hormones A, June 2012	2300	5	18.07.2012	7	Refrigerator	18.07.2012

COMMENTS

Save & next

Exit

Results – how to start

- In Analytics the analyte-specific 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 sample, the samples are listed on top of the result form (e.g. Sample_A1 and Sample A_2)
- Result filling is started by selecting the measurement day
 - The measurement day can be selected to be the same or different for all analytes

SAMPLE SETS

First Previous 1 Next Last

Sample_A1 Sample_A2

▼ Hormones A measurement results for Sample_A1

Measurement date	Analyte	Device	Instrument	Reagent	Result	Unit
<input type="text"/>	Digoxin	--Choose--				
<input type="text"/>		--Choose--				
<input type="text"/>		--Choose--				
<input type="text"/>		--Choose--				
<input type="text"/>		--Choose--				
<input type="text"/>		--Choose--				

< Today >

July 2012

Wk	Mo	Tu	We	Th	Fr	Sa	Su
26							1
27	2	3	4	5	6	7	8
28	9	10	11	12	13	14	15
29	16	17	18	19	20	21	22
30	23	24	25	26	27	28	29
31	30	31					

Results – selecting the device

- Analyte-specific results are filled by selecting a previously filled device from the dropdown list or by selecting "Add device"
 - Devices can be added beforehand from My Registry – My devices
 - Instructions on how to do this have been given earlier in this guide ("Adding your own devices")
- If "Add device" is selected you are taken to your own device list. See instructions from page 5.








Sample_A1 Sample_A2

▼ Hormones A measurement results for Sample_A1

Measurement date	Analyte	Device
17.07.2012	Digoxin	--Choose--
17.07.2012	Ferritin	--Choose-- --Add device-- Archie
17.07.2012	Folate	--Choose--
17.07.2012	hCG total	--Choose--

Results

- Saved device can be chosen from the dropdown list in the resultform
- Result – field opens up and the results can be saved
- Comments can be given if needed in the Comment field on the bottom of the page
- Finally, select
 - "Save" if you do not yet want to send in the results
 - "Save as final" if you see the results as being final
- From this page you can return to the front page by selecting "Back to list" or clear the whole page by selecting "Clear all page data"

17.07.2012 	Thyroxine, free	Archie  	Architect i2000SR	Abbott Architect	<input type="text"/>	pmol/l
17.07.2012 	TSH	--Choose-- 				
17.07.2012 	Vitamin B12	--Choose-- 				

COMMENTS

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

Save

Save as final

Results – types of results

- Results can be marked as
 - Numeric
 - Separated by a dot or comma
 - $>$ or $<$ a numeric value
 - $>ML$, $<ML$ (ML=measuring limit)
 - $>DL$, $<DL$ (DL=detection limit)

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

16.07.2012	TSH	Edward 411	cobas e411	Roche Cobas e 411	100	mU/l
16.07.2012	Vitamin B12	Edward 411	cobas e411	Roche Cobas e 411	2000	pmol/l

COMMENTS

[Back to list](#) [Edit data](#)

[Next](#)

Post-analytics

- When all of the results have been filled the user is taken to Post-analytics
- Report your answers to the questions on the Questionnaire page by choosing the correct interpretation on the drop-down menu
- Free text can be written in to the Other interpretations field
- Continue by choosing Save & next

Hypothyreosis, newborn, April, 2013 postanalytics [? Help](#)

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

Questionnaire Validate results

▼ Sample registration

PERFORMED PRE-TESTS

Sample S001 test result interpretation:

Sample S002 test result(s) interpretation:

Other interpretation, specify:

Save & next Exit

Post-analytics

- Next the user is taken to 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 last saving
 - **Status:** status of the results (Accepted, Draft, Error)

Hypothyreosis, newborn, April, 2013 postanalytics

[? Help](#)

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

Questionnaire

Validate results

Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Pirn, Lembit	18.04.2013 16:31	Accepted
HypoTSH	1	Sample S001	OK	Häkkinen, Teija	19.04.2013 11:26	Accepted
HypoTSH	1	Sample S002	OK	Häkkinen, Teija	19.04.2013 11:28	Draft
Postanalytics		Questionnaire	OK	Häkkinen, Teija	19.04.2013 14:43	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

Clinical chemistry: Endocrinology: Hormones B June, 2012 Validation

 Help

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

Validate results

Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Superadmin, Client	17.07.2012 07:04	Accepted
Hormones B	1	Sample_B1	OK	Superadmin, Client	17.07.2012 12:13	Accepted
Hormones B	1	Sample_B2	OK	Superadmin, Client	17.07.2012 12:14	Accepted

Accept and send results

Exit

Exit

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

The screenshot shows the LabScala user interface. At the top, there is a blue header with the LabScala logo on the left. To the right of the logo, the user's name "Häkkinen, Teija" is displayed, followed by a dropdown menu showing "1999-Labquality Oy". Further right, there is a language dropdown menu set to "English" and a "Sign out" button with a close icon. Below the header is a navigation bar with a home icon and the following menu items: "My Schemes", "My registry", "Administration", and "Poweruser".

Below the navigation bar, the main content area starts with a welcome message: "Welcome to the new LabScala user interface" on the left and a "Help" button on the right. The main content is divided into two columns.

The left column is titled "My EQA" and contains three sections:

- LATEST 2 NOTIFICATIONS**: A message stating "You have no notifications."
- NEXT 3 CLOSING SCHEMES**: A table with three rows:

Round	Closing date	Status
Urine Analysis Urine, strip test A, April, 2013	26.04.2013	Draft
Urine Analysis Urine, strip test A, April, 2013	26.04.2013	Draft
Tumour Markers PSA, April, 2013	30.04.2013	Draft

- MY REPORTS**: A link "Go to Mainio reports".

The right column is titled "Links & notes" and contains two sections:

- SHORTCUTS**: A list of links: "Place orders", "View reports", "e-schemes", "Fill results (Mainio)", and "Go to Mainio".
- IMPORTANT NOTES**: Two notes with checkmarks:
 - Round 2530 Troponin I and T and 2540-41 Myocardial markers**: "Rounds 1-2013 and 2-2013 have been postponed to May-June. Delivery date will be announced later on Delivery calendar (www.labquality.fi)."
 - Rounds postponed to March - April**: "2250 Parathyroid hormone, intact", "5260 Fungal culture", "6700 Diagnostics: Clinical cytology (gyneaeological cytology)".

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



To the Home page

Questions?

- In case you have questions, please contact:
 - Teija Häkkinen
teija.hakkinen@labquality.fi
+358 9 8566 8229
 - Ulla Tiikkainen
ulla.tiikkainen@labquality.fi
+358 9 8566 8238
 - Jonna Pelanti
jonna.pelanti@labquality.fi
+358 9 8566 8211