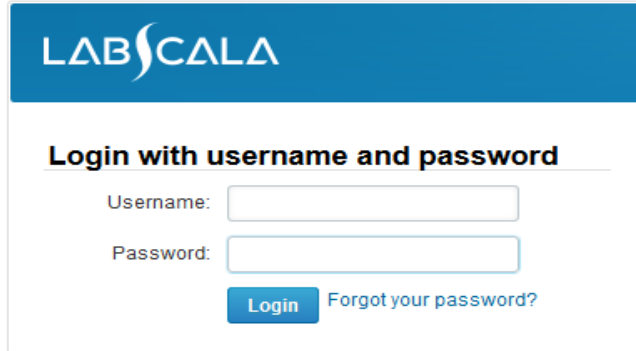




How to fill in results and add your  
own devices for  
Prostate specific antigen scheme

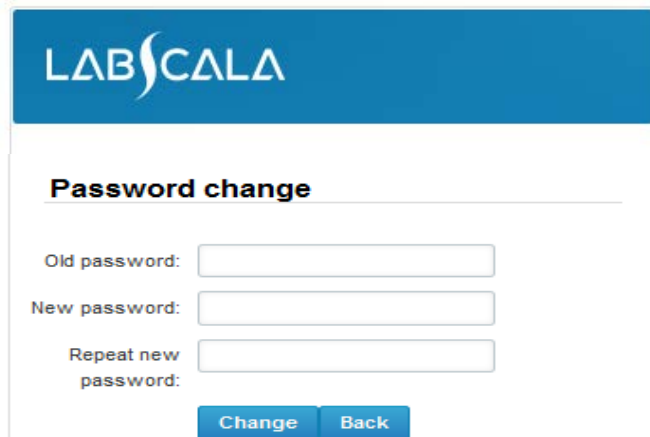
# Getting started 1-2-3



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

# Easy access first page

The screenshot shows the LabScala user interface dashboard. At the top, there is a navigation bar with 'My Schemes', 'My registry', and 'Administration'. Below this is a welcome message: 'Welcome to the new LabScala user interface'. The dashboard is divided into several sections:

- My EQA**: A blue button with a dropdown arrow, circled in red. An arrow points from this button to the text 'Own open rounds'.
- Links & notes**: A blue button with a dropdown arrow, circled in red. An arrow points from this button to the text 'DASHBOARD WITH GROUPED LINKS'.
- LATEST 3 NOTIFICATIONS**: A section with the text 'You have no notifications.'
- NEXT 3 CLOSING SCHEMES**: A table with columns 'Round', 'Closing date', and 'Status'. Two rows are visible, both with 'Draft' status. This section is circled in red. An arrow points from this section to the text 'Own open rounds'.
- IMPORTANT NOTES**: A section with links: 'Place orders', 'View reports', 'Fill results', and 'Go to Mainio'.
- Additional info**: A blue button with a right-pointing arrow, circled in red. An arrow points from this button to the text '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

**Own open rounds**

**DASHBOARD WITH GROUPED LINKS**

Fungal culture 2, 2012 (5280, May) delivery has been postponed to June. The new delivery date will be June 12, 2012.

☑ BALM2012 succesful

Labquality thanks all the congress participants and exhibition guests for visiting our booth and presentations at BALM 2012!

# 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

▼ My EQA


### MY REPORTS

[View reports](#)  
[View reports < 2015](#)

### LATEST 3 NOTIFICATIONS

You have no notifications.

### MY ROUNDS

Round entry	Closing date	Response Status	Form	Info
Reticulocyte count (7)				
June, 2-2015	10.07.2015	Not sent	LabScala	
Hepatitis B, s-antigen antibodies (1)				
July, 3-2015	30.07.2015	Not sent	LabScala	
Thyroid gland antibodies (2)				
June, 2-2015	30.07.2015	Not sent	LabScala	
Chlamydia trachomatis and Nesseria gonorrhoeae nucleic acid detection (2)				
June, 2-2015	30.07.2015	Not sent	LabScala	
Gram stain, blood culture (4)				
July, 3-2015	06.08.2015	Not sent	LabScala	

[View all](#)

# 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
  - **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 links for "My Orders", "My Schemes", "My Registry", and "My Documents". The "My Schemes" dropdown 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 includes a table.

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

# Filling results

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

## Welcome to the round of Prostate specific an

---

[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
  - **Closing:** eForm is closed
  - **Status:** status of the scheme (Open, Draft, Accepted)
- 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 Prostate specific antigen, July, 3-2015 analysis




[? Help](#)

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

### MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
Prostate specific antigen(1)					
	13.07.2015	13.07.2015	03.08.2015	Ordered	LabScala

### MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	
testi	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
- 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 read and printed by pressing the "Print instructions" button on the bottom of the page

## Prostate specific antigen, July, 3-2015 instructor

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

7411-Prostate specific...

### General information

Welcome to the third prostate specific antigen round in 2015.

### Samples

Sample S001 and Sample S002 are liquid pooled human sera without any preserv

### Warning

Quality control specimens derived from human blood must be handled with the sar  
specimens are found to be HBs-Ag and HIVAgAb negative when tested with license  
will not transmit these or other infectious diseases.

### Sample use and storage

Samples are ready to use. Please analyse the samples as soon as possible. If you  
frozen.

A little before analysing, thaw, mix and allow the samples to reach the room temper

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"



## Prostate specific antigen, July, 3-2015 pre-analytics

[? Help](#)

[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
Prostate specific antigen, July, 3-2015	Yes	2226	1	07.07.2015 	1 <input type="text"/>	+2 ... +8 C <input type="button" value="v"/>	<input type="text"/> 

### COMMENTS

Save & next

Exit

# Results – how to start

- In Analytics page 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 samples, 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**

FirstPrevious1NextLast

Sample S001Sample S002

▼ Measurement results no. 1Add result +

* Measurement date	Analyte	* Device	* Instrument	* Reagent	* Result	Unit
07.07.2015	PSA	-Choose- ▼				
07.07.2015	PSA, complexed	-Choose- ▼				
07.07.2015	PSA free	-Choose- ▼				
07.07.2015	PSA, free/total	-Choose- ▼				








**COMMENTS**

# 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 21.

Sample S001    Sample S002

▼ Measurement results no. 1

* Measurement date	Analyte	* Device
07.07.2015 	PSA	-Choose- 
07.07.2015 	PSA, complexed	-Choose- 
07.07.2015 	PSA free	-Add device- abbi centaur29012015 psa1 100oo
07.07.2015 	PSA, free/total	-Choose- 

COMMENTS

# Results

- Saved device can be chosen from the dropdown list in the result form
- Result field opens up and the results can be saved
- Comments can be given if needed in the comments field on the bottom of the page
- Finally, select
  - "Save as draft" 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"

▼ Measurement results no. 1 Add result +

* Measurement date	Analyte	* Device	* Instrument	* Reagent	* Result	Unit
07.07.2015	PSA	abbi	Architect i2000	Abbott Architect	<input type="text"/>	ng/mL
07.07.2015	PSA, complexed	-Choose-				
07.07.2015	PSA free	-Choose-				
07.07.2015	PSA, free/total	-Choose-				

COMMENTS

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

# Editing 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

PSA, free/total					
COMMENTS					
<a href="#">Back to list</a>	<a href="#">Edit data</a>				<a href="#">Next</a>

# Returning 3 results

- It is now possible to return 3 results via LabScala.
- If you want to send more than one set of results , ie you have more than one device, it is possible to open extra result fields from white + sign on the blue column.
- If + sign is not visible, press first Edit data button at the end of the page.
- After entering the last results they should be saved as final, earlier results are save as draft. After entering the last results and saving, they are sent from postanalytics page.

Sample S001    Sample S002

▼ Measurement results no. 1 Add result +

* Measurement date	Analyte	* Device	* Instrument	* Reagent	* Result	Unit
07.07.2015	PSA	abbi	Architect i2000	Abbott Architect	10	ng/mL
07.07.2015	PSA, complexed	-Choose-				
07.07.2015	PSA free	-Choose-				
07.07.2015	PSA, free/total	-Choose-				

COMMENTS

Back to list    Clear all page data 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, Error)

## Prostate specific antigen, July, 3-2015 postanalytics

[? Help](#)

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

Validate results

### ▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Prostate specific antigen	1	<a href="#">Sample S001</a>	OK	Elo, Tanja	07.07.2015 16:17	Draft
Prostate specific antigen	1	<a href="#">Sample S002</a>	OK	Elo, Tanja	07.07.2015 15:48	Open

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

## Prostate specific antigen, July, 3-2015 postanalytics

[? Help](#)

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

Validate results

### Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Prostate specific antigen	1	<a href="#">Sample S001</a>	OK	Elo, Tanja	07.07.2015 16:17	Draft
Prostate specific antigen	1	<a href="#">Sample S002</a>	OK	Elo, Tanja	07.07.2015 15:48	Open

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 navigation bar with a home icon and three tabs: "My Schemes", "My registry", and "Administration". Below the navigation bar, a welcome message reads "Welcome to the new LabScala user interface" with a "Help" link on the right. The main content area is divided into two panels. The left panel, titled "My EQA", contains sections for "LATEST 3 NOTIFICATIONS" (stating "You have no notifications."), "NEXT 3 CLOSING SCHEMES" (a table with 3 rows), and "MY REPORTS" (a link "Go to Mainio reports"). The right panel, titled "Links & notes", contains sections for "SHORTCUTS" (links for "Place orders", "View reports", "Fill results", and "Go to Mainio"), and "IMPORTANT NOTES" (three email-style notifications about the new IT-system, a postponed delivery, and a successful congress).

My Schemes My registry Administration

Welcome to the new LabScala user interface [Help](#)

My EQA

LATEST 3 NOTIFICATIONS

You have no notifications.

NEXT 3 CLOSING SCHEMES

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

MY REPORTS

[Go to Mainio reports](#)

Links & notes

SHORTCUTS

- [Place orders](#)
- [View reports](#)
- [Fill results](#)
- [Go to Mainio](#)

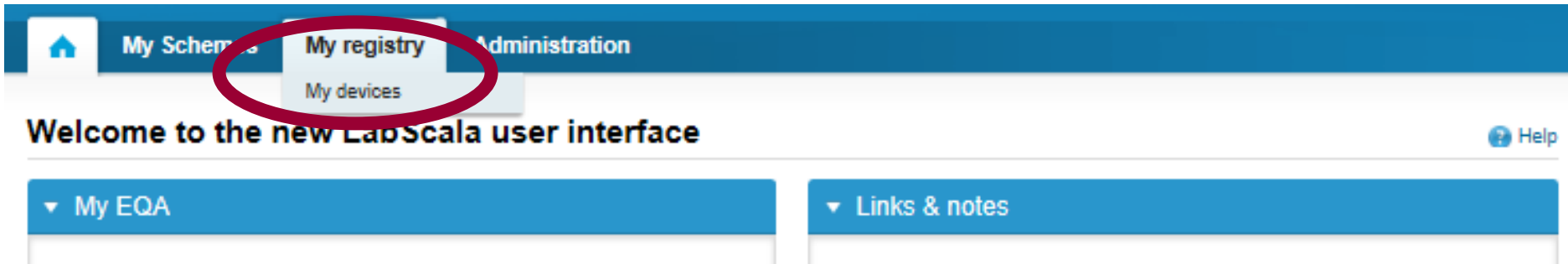
IMPORTANT NOTES

- NEW IT-SYSTEM: LabScala**  
Dear client,  
Labquality will take into use its new IT-system, LabScala, in May 2012. In the first phase of LabScala you will have access to some electronic forms as well as user administration. You will also have a manual for LabScala use accessible from the top right corner of every page, under the "Help" – text. Please do not hesitate to contact us if there are any questions concerning the use of LabScala. We hope to be able to provide you with an even better service with the help of LabScala.
- Scheme 5260, Fungal culture 2, 2012, delivery postponed to June.**  
Fungal culture 2, 2012 (5260, May) delivery has been postponed to June. The new delivery date will be June 12, 2012.
- BALM2012 succesful**  
Labquality thanks all the congress participants and exhibition guests for visiting our booth and presentations at BALM 2012!

Additional info

# 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"
- **Same device can also be used in other schemes!**

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"/>

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 page 24.

\* Nickname:

Location:

Client system ID:

## USED FOR MEASURING SCHEMES

Product	Active
[+] Hormones A	<input checked="" type="checkbox"/>
Prostate specific antigen <input type="text" value="Prostate specific antigen"/>	<input type="checkbox"/> <input type="button" value="+"/>

# Add a new device

## ▼ Add a device

Client:

Client code

Access to the background register

### DEVICE

\* Instrument:

\* Manufacturer:

\* Nickname:

\* Start date:

End date:

Location:

Client system ID:

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!**

### USED FOR MEASURING SCHEMES

Product

Active



### ADDITIONAL INFORMATION

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.

Back

Save

**NB! \* - marked fields are mandatory!**

USED FOR MEASURING SCHEMES

Product Active

[ - ] Prostate specific antigen

Display: All

Analyte	Definition	Active
PSA		<input type="checkbox"/>
PSA, complexed	SIEMENS - Siemens Advia Centaur & CP; µg/L	<input checked="" type="checkbox"/>
PSA free		<input type="checkbox"/>
PSA, free/total	SIEMENS - Siemens Advia Centaur & CP, Ratio	<input checked="" type="checkbox"/>

1. Activate the analytes  
You are measuring

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

Tumour markers



ADDITIONAL INFORMATION

Additional information if needed

Back

3. Back to My devices or Save

Save



# Adding reagent information

Access to background register

My Schemes My registry Administration

## Add device's reagent info

Help

▼ Add device's reagent info for Digoxin

\* Reagent manufacturer: ABBOTT

\* Reagent: Abbott Architect

\* Measure unit: n mol

Methodics: Abbott Architect

Back Save

Choose your 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"/> 	

## ADDITIONAL INFORMATION

Back

Save

After adding the reagent information, remember to save!

# Device saved

My Schemes My registry Administration

## Devices list

Help

▼ Devices -

New device

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

Nickname	Instrument	Manufacturer	Products	Client	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Archie	Architect i2000SR	ABBOTT	Hormones A		

New device

**Device saved and ready to be used in the eForms of LabScala!**

# LabScala buttons

A blue rectangular button with the word "Save" in white text.

Enables you to save changes on the form

A blue rectangular button with the word "Back" in white text.

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:
  - Tanja Elo  
[tanja.elo@labquality.fi](mailto:tanja.elo@labquality.fi)  
+358 9 8566 8215
  - Ulla Tiikkainen  
[ulla.tiikkainen@labquality.fi](mailto:ulla.tiikkainen@labquality.fi)  
+358 9 8566 8238
  - Jonna Pelanti  
[jonna.pelanti@labquality.fi](mailto:jonna.pelanti@labquality.fi)  
+358 9 8566 8211