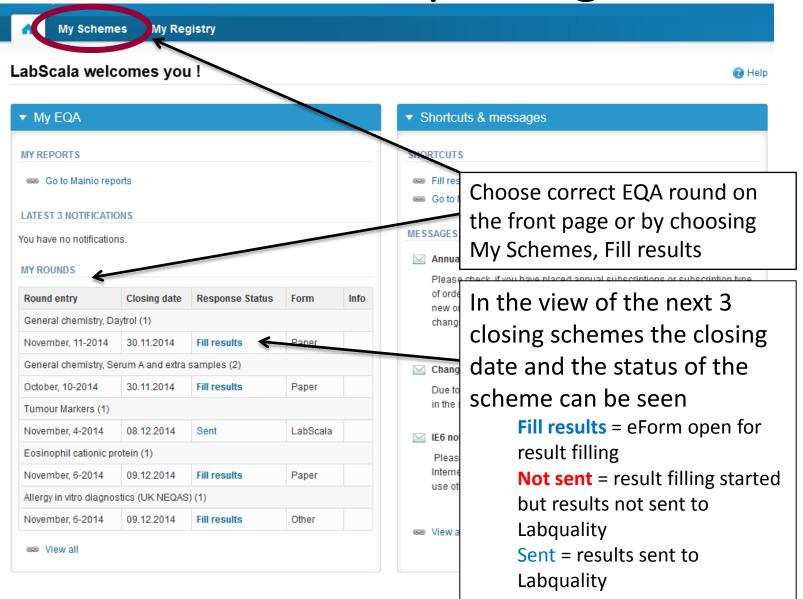


How to fill in results Puumala virus, antibodies

Quick guide for result reporting

- 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
- 5. Reporting results: choose measurement date, test kit and test interpretation for analytes. For specific antibodies choose also Clinical interpretation.
- 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.

Result reporting



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)
 - 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!

Welcome to the survey of Puumala virus, antibodies, December, 4-2014 analysis



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





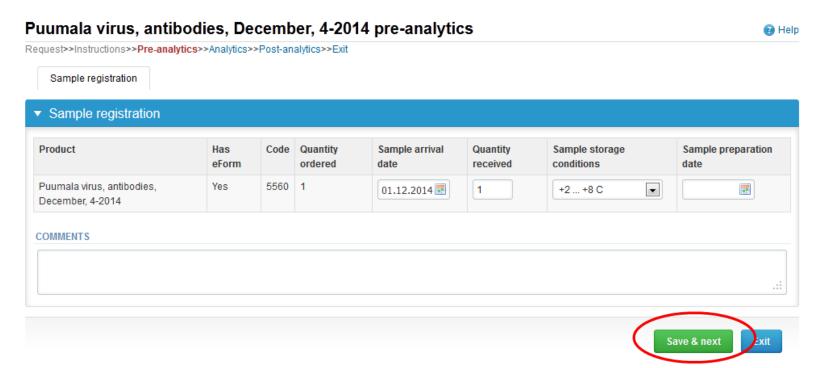
Coordinator contact information

By pressing the "Next" button
LabScala will automatically move you
forward



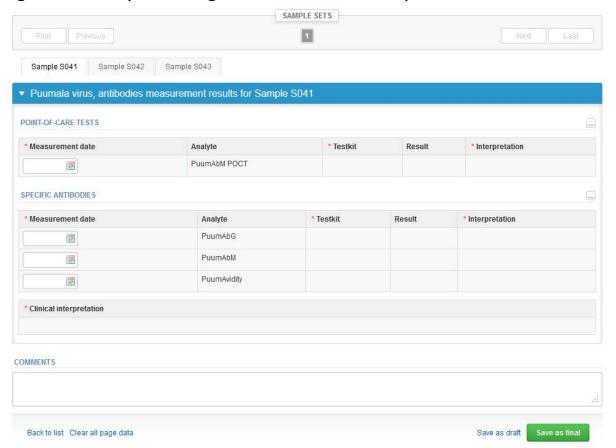
Pre-analytics

- 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"



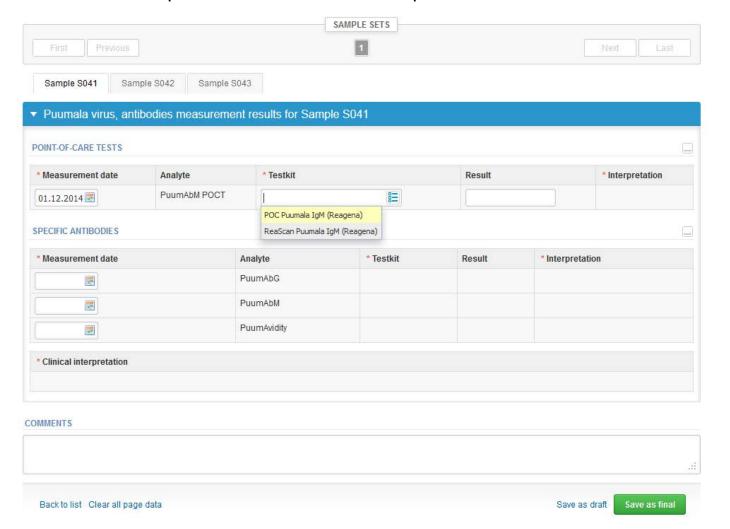
Results – how to start

- 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 samples, the samples are listed on top of the result form (e.g. S041, S042 and S043)
- Result filling is started by selecting the measurement day



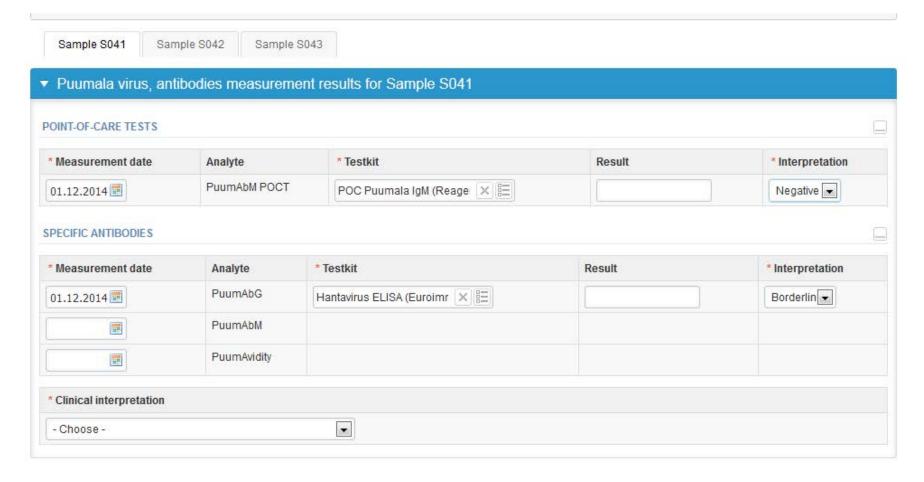
Results – Test kit

Choose the correct option from the "Test kit" drop-down list



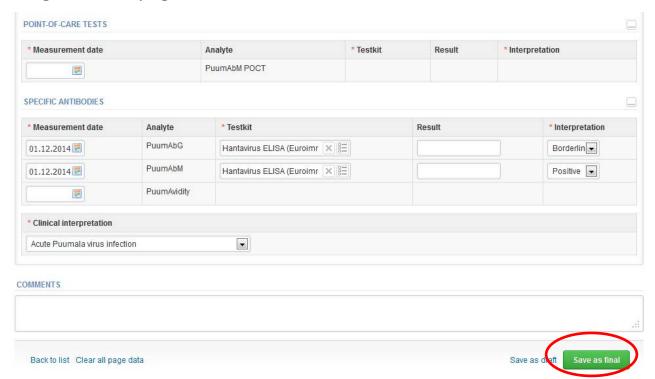
Results

- Report numeric result and unit if availbale in the result field (not mandatory).
- Choose suitable interpretation from the dropdown list.
- Report results for those analytes which belongs to your laboratory's test selection.



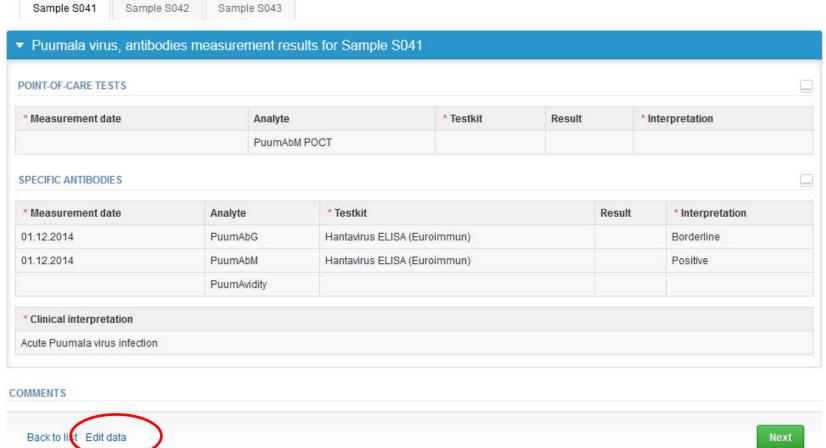
Results

- Report Clinical interpretation for specific antibodies.
- 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
- 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"



Results

- Your results are now saved.
- If you want to edit your results, choose Edit data.
- Continue by choosing Next.



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 is being validated
 - 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)

Validate results

▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Häkkinen, Teija	01.12.2014 16:42	Accepted
Puumala virus, antibodies	1	Sample S041	OK	Häkkinen, Teija	01.12.2014 17:42	Accepted
Puumala virus, antibodies	1	Sample S042	OK	Häkkinen, Teija	01.12.2014 16:44	Accepted
Puumala virus, antibodies	1	Sample S043	OK	Häkkinen, Teija	01.12.2014 16:45	Accepted

Accept and send results

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

Puumala virus, antibodies, December, 4-2014 postanalytics



 $Request \!\!>\!\! Instructions \!\!>\!\! Pre-analytics \!\!>\!\! Analytics \!\!>\!\! Post-analytics \!\!>\!\! Exit$

Validate results

▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Häkkinen, Teija	01.12.2014 16:42	Accepted
Puumala virus, antibodies	1	Sample S041	OK	Häkkinen, Teija	01.12.2014 17:42	Accepted
Puumala virus, antibodies	1	Sample S042	ОК	Häkkinen, Teija	01.12.2014 16:44	Accepted
Puumala virus, antibodies	1	Sample S043	ок	Häkkinen, Teija	01.12.2014 16:45	Accepted

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 Häkkinenteija.häkkinen@labquality.fi+358 9 8566 8229
 - Jonna Pelantijonna.pelanti@labquality.fi+358 9 8566 8211