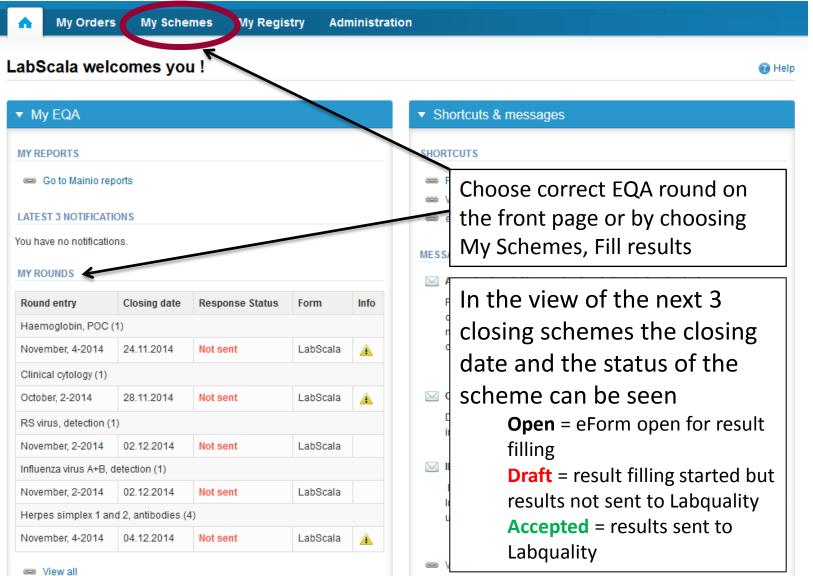


# How to fill in results ANCA and GbmAb (5935)

# Quick guide for result reporting

- 1. 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
- Reporting results: choose measurement date, test kit and result for each analyzed analyte.
- 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



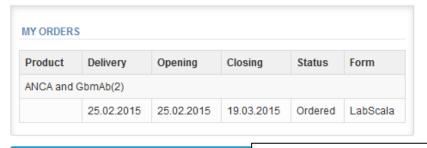
## Request

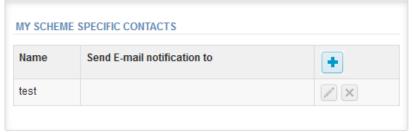
- After opening the scheme the request page is opened with the following information
  - Product: Here it can be seen what and how much has been ordered (e.g. Hormones A (5) means 5 sets of samples ordered)
  - Instructions: Scheme spesific instructions can be read and printed
  - Pre-analytics: Sample 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 round of ANCA and GbmAb, February, 1-2015 analysis



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





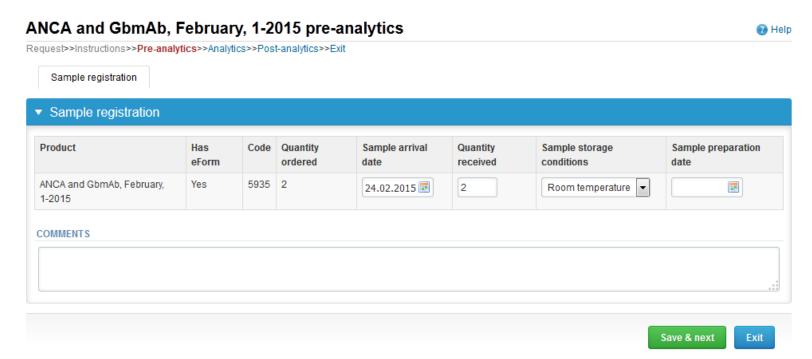
Coordinator contact information

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



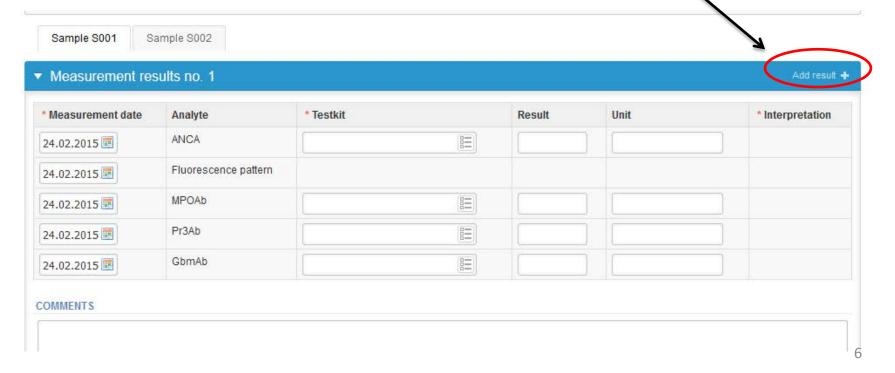
# **Pre-analytics**

- 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"



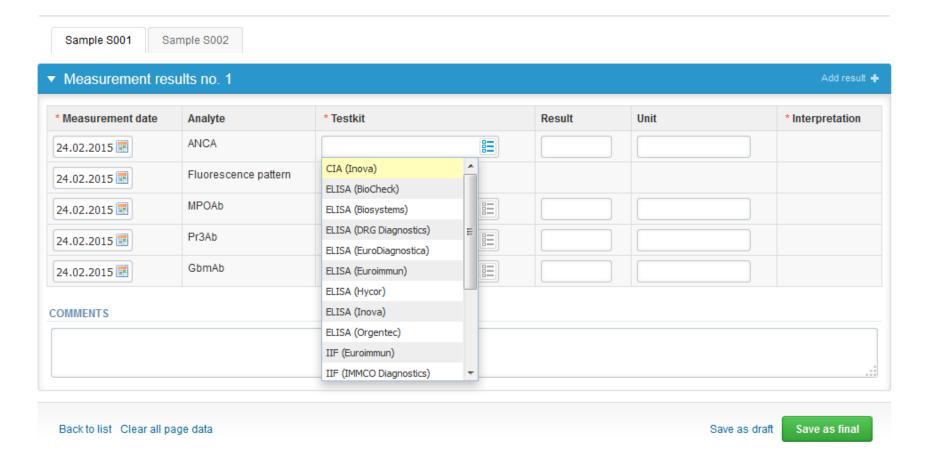
## Results – how to start

- 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. S001, S002 and S003)
- Result filling is started by selecting the measurement day
- If you want to report additional results from the same specimen, please select the "Add result +" and a new result field is opened.



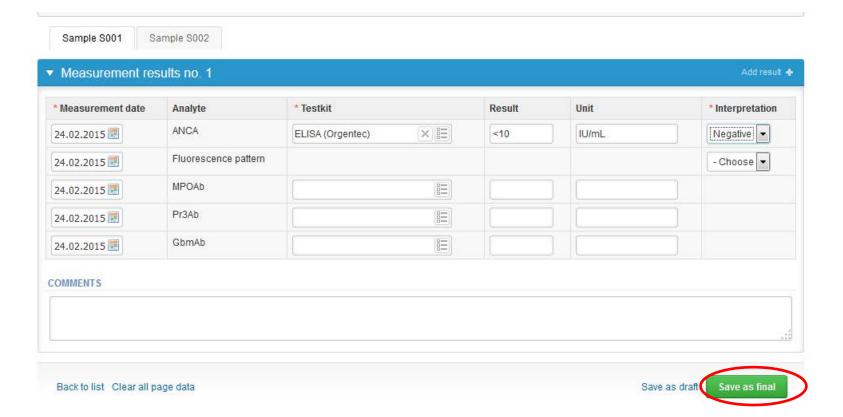
## Results – Test kit

- Choose the correct option from the "Test kit" drop-down list
- If your method is not in the list, please contact EQA coordinator



## Results

- Report the numerical result and unit (not mandatory) and choose the interpretation (mandatory) for analyzed analytes.
- 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



## Results

Choose Next to report the next sample

Back to list Edit data

Sample S001 Sample S002 ▼ Measurement results no. 1 \* Measurement date \* Interpretation Analyte \* Testkit Result Unit ANCA ELISA (Orgentec) IU/mL Negative 24.02.2015 <10 Fluorescence pattern 24.02.2015 24.02.2015 MPOAb 24.02.2015 Pr3Ab ELISA (Orgentec) Negative 24.02.2015 GbmAb COMMENTS

9

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)

#### ANCA and GbmAb, February, 1-2015 postanalytics



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

Validate results

#### Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
ANCA and GbmAb	1	Sample S001	OK	Häkkinen, Teija	24.02.2015 17:40	Accepted
ANCA and GbmAb	1	Sample S002	OK	Häkkinen, Teija	24.02.2015 17:42	Accepted
ANCA and GbmAb	2	Sample S001	OK	Häkkinen, Teija	24.02.2015 16:27	Draft
ANCA and GbmAb	2	Sample S002	OK	Häkkinen, Teija	24.02.2015 14:36	Open

# 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

#### ANCA and GbmAb, February, 1-2015 postanalytics

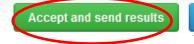


Request>>Instructions>>Pre-analytics>>Analytics>>**Post-analytics**>>**Exit** 

Validate results

#### ▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
ANCA and GbmAb	1	Sample S001	OK	Häkkinen, Teija	24.02.2015 17:40	Accepted
ANCA and GbmAb	1	Sample S002	ОК	Häkkinen, Teija	24.02.2015 17:42	Accepted
ANCA and GbmAb	2	Sample S001	ОК	Häkkinen, Teija	24.02.2015 16:27	Draft
ANCA and GbmAb	2	Sample S002	ОК	Häkkinen, Teija	24.02.2015 14:36	Open





#### 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.hakkinen@labquality.fi+358 9 8566 8229
  - Jonna Pelantijonna.pelanti@labquality.fi+358 9 8566 8211