LAB∫CALA

How to fill in results and add your own devices for
Tumour Markers scheme

Getting started 1-2-3

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

DASHBOARD WITH GROUPED LINKS

Own open rounds

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
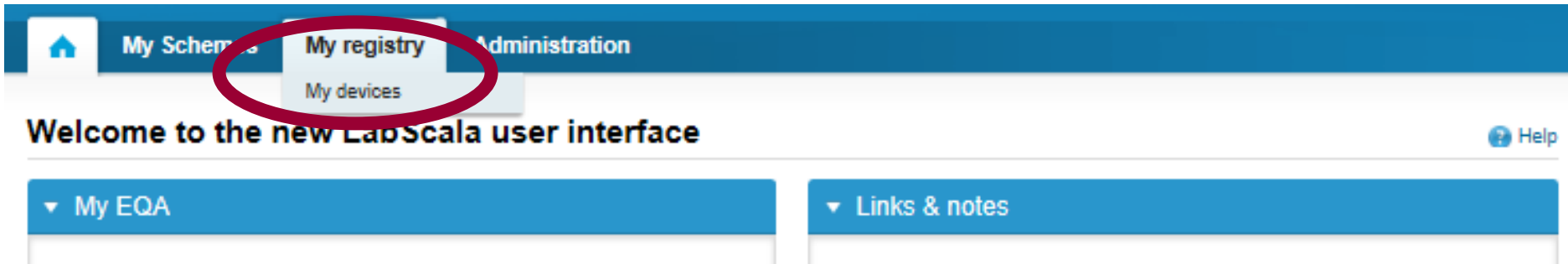
Own devices

- 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"

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.

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
Hormones A ▾	➕

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!

Product		Active
[+] Hormones B		☑
[-] Tumour markers		☑

Display: All ▾

Analyte	Definition	Active
AFP		☐
Anti-Müllerian hormone		☐
ß-2-Microglobulin		☐
Ovary antigen (CA 125)	ROCHE - Roche cobas e602; kU/L	☑
Breast antigen (CA 153)		☐
Gut antigen (CA 199)		☐
CEA	ROCHE - Roche cobas e602; µg/L	☑
Enolase (neuron specific)		☐

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**

8

Adding reagent information

Access to background register

Product wise device definition

▼ Add device`s reagent info for Analyte CEA

* Reagent manufacturer: ROCHE

* Reagent: Roche cobas e602

* Measure unit: µg/L

Choose your unit!

Back

Save

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: Centaur

* Start date: 01.01.2012
End date:
Location:
Client system ID:

USED FOR MEASURING SCHEMES

Product	Active
[+] Prostate specific antigen	☑
Tumour markers	➕

ADDITIONAL INFORMATION

Back   Save

After adding the reagent information, remember to save!

Device saved

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

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
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 late

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, cabn 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	16.07.2012	7	Refrigerator	16.07.2012

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
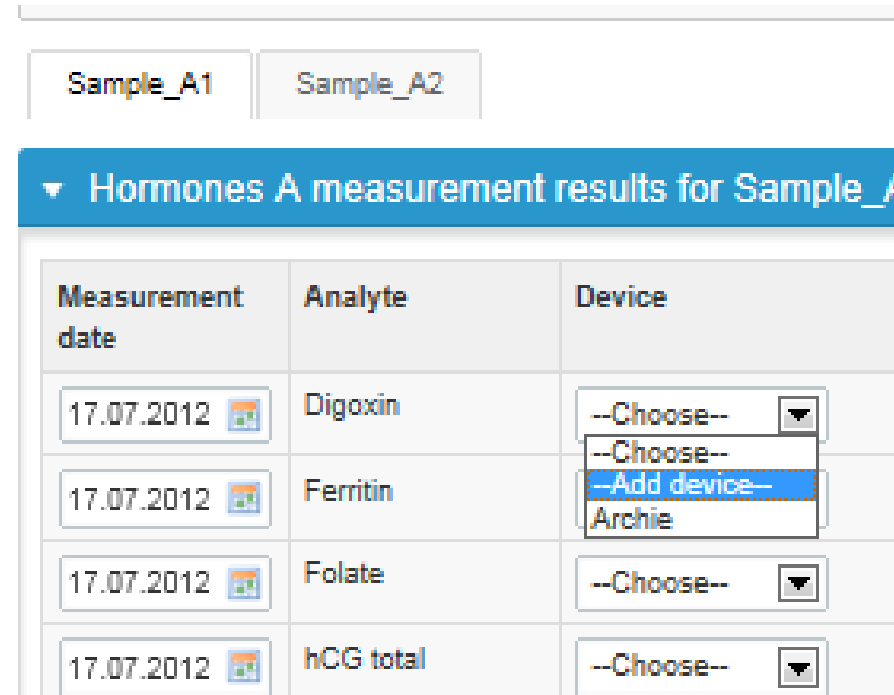
Results – selecting the device

- 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.

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		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 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)

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 16:47	Draft
Hormones B	1	Sample_B2	Row "Aldosterone" result is out of limit boundaries. Please check result and unit.	Superadmin, Client	17.07.2012 16:47	Error

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:

LabScala buttons

Save — Enables you to save changes on the form

Back — 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?

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