



Hormones A and B,  
How to fill in results and add your  
own devices

# Getting started 1-2-3



The image shows the LabScala login page. It features a blue header with the LabScala logo and name. Below the header, the title "Login with username and password" is displayed. There are two input fields: "Username:" and "Password:". Below the password field, there is a blue "Login" button and a link "Forgot your password?".

AUTH.01.1



The image shows the LabScala password change page. It features a blue header with the LabScala logo and name. Below the header, the title "Password change" is displayed. There are three input fields: "Old password:", "New password:", and "Repeat new password:". Below the "Repeat new password" field, there are two buttons: "Change" and "Back".

OS5.2

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 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'.
- 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'.

The main content area includes:

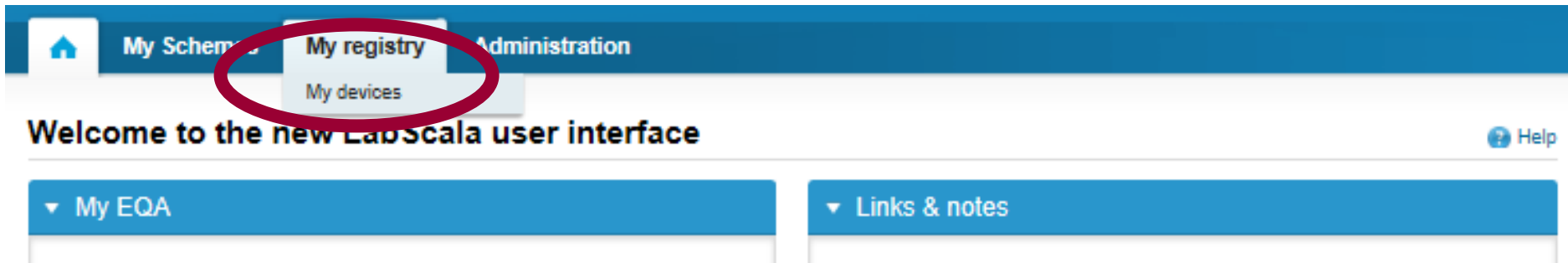
- LATEST 3 NOTIFICATIONS**: A section stating 'You have no notifications.'
- NEXT 3 CLOSING SCHEMES**: A table with columns 'Round', 'Closing date', and 'Status'. Two rows are visible, both with a 'Draft' status.
- IMPORTANT NOTES**: A section with a list of items, including 'Place orders', 'View reports', 'Fill results', and 'Go to Mainio'.
- Additional info**: A section with a list of items, including 'Fungal culture 2, 2012 (5280, May) delivery has been postponed to June. The new delivery date will be June 12, 2012.' and 'BALM2012 successful'.

Own open rounds

DASHBOARD  
WITH  
GROUPED LINKS

# 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"/>

New device

# Add a new device

## ▼ Add a device

Client:

Client code

### DEVICE

\* Instrument:

\* Manufacturer:

\* Nickname:

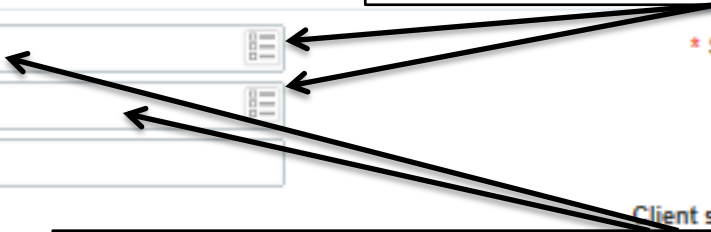
\* Start date:

End date:

Location:

Client system ID:

Access to the background register



### USED FOR MEASURING SCHEMES

Product

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!**

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!**

Product

Active

[ - ] Hormones A

Display: All

Analyte	Reagent	Calibrator	Measurement unit	Active
Digoxin	Abbott Architect		nmol/l	<input checked="" type="checkbox"/>
Ferritin				<input checked="" type="checkbox"/>
Folate				<input checked="" type="checkbox"/>
hCG total				<input checked="" type="checkbox"/>
hCG intact				<input checked="" type="checkbox"/>
T3				<input checked="" type="checkbox"/>
T3 free				<input checked="" type="checkbox"/>
Thyroxine	Abbott Architect		nmol/l	<input checked="" type="checkbox"/>
Thyroxine, free	Abbott Architect		pmol/l	<input checked="" type="checkbox"/>
TSH	Abbott Architect		mU/l	<input checked="" type="checkbox"/>

1. Activate the analytes you are measuring

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

First Previous

1 2

Next Last

Hormones B

More analytes on the second page

ADDITIONAL INFORMATION

Additional information if needed

3. Back to My devices or 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: npoL

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**

Manufacturer: Architect i2000SR  
Instrument: ABBOTT  
\* Nickname: Archie

\* Start date: 17.07.2012  
End date:  
Location: Room 345  
Client system ID: 1234567

**USED FOR MEASURING SCHEMES**

Product	Active
[+] Hormones A	<input checked="" type="checkbox"/>
Hormones B	<input type="checkbox"/>

**ADDITIONAL INFORMATION**

Back Save

After adding the reagent information, remember to save!

# Device saved

The screenshot shows the 'My registry' section of the LabScala interface. At the top, there are navigation tabs for 'My Schemes', 'My registry', and 'Administration'. Below the tabs, the page title is 'Devices list' with a 'Help' icon on the right. A blue header bar contains a dropdown menu labeled 'Devices -'. On the right side of this bar is a 'New device' button. Below the header, a grey bar indicates 'Showing entries 1-1 [Total 1]' and a 'Display: Active' dropdown menu. The main content is a table with columns: Nickname, Instrument, Manufacturer, Products, and Client. The first row contains the device 'Archie' with instrument 'Architect i2000SR', manufacturer 'ABBOTT', and product 'Hormones A'. There are search and edit icons in the rightmost column of the table. Another 'New device' button is located at the bottom right of the table area.

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'. A dropdown menu is open under 'My Schemes', showing 'Fill results', 'View all', and 'Mainio'. Below the navigation bar, the text 'Welcome' and 'LabScala user interface' is visible. The main content area is titled 'My EQA' and contains two sections: 'LATEST 3 NOTIFICATIONS' (with the message 'You have no notifications.') and 'NEXT 3 CLOSING SCHEMES'. A table is displayed under 'NEXT 3 CLOSING SCHEMES' 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

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**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
  - Use the green "Next" buttons to proceed from one step to the next.

# 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 license  
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, can be left empty
- Comments can be saved if needed
- Move forward by selecting "Save & next"

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
Hormones B: Steroids and peptide hormones, June, 3-2015	Yes	2301	1	11.06.2015 	1	+2 ... +8 C 	

### COMMENTS

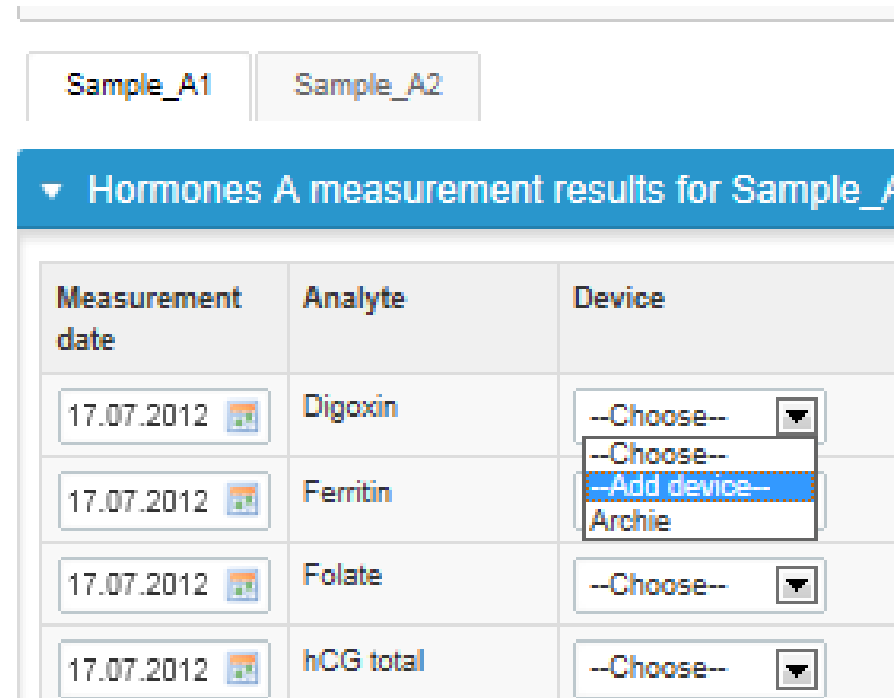
Save & next








Exit



# 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. There you can define your device if you haven't done it beforehand.



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

- Now the 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 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 18:47	Draft
Hormones B	1	Sample_B2	Row "Aldosterone" result is out of limit boundaries. Please check result and unit.	Superadmin, Client	17.07.2012 18:47	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 "Accept and send results" or "Exit" you will be taken to the page on which the latest rounds of the laboratory will be shown:

▼ My Schemes - 2399 Test customers (History)

Showing entries 1-4 [Total 4] Display: History ▼

Sub-Program	Scheme	Round	Products ordered	Closing date	Form	Status	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2301"/>	<input type="text" value=""/> <input type="text" value=""/>	(All) ▼	(All statuses) ▼	<input type="button" value="🔍"/>
Endocrinology	Hormones B	June, 3-2015	2301(1)	18.06.2015	LabScala	Closed	
Endocrinology	Hormones B	April, 2-2015	2301(1) , 2301S(1)	30.04.2015	LabScala	Closed	
Endocrinology	Hormones B	February, 1-2015	2301S(3) , 2302(1) , 2301(1)	26.02.2015	LabScala	Closed	⚠️
Endocrinology	Hormones B	October, 5-2014	2301(1)	23.10.2014	LabScala	Closed	⚠️

# 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

# Questions?

- In case you have questions, please contact:
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