How to fill in results
Salmonella culture (5180)

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
5. Reporting results: Answer questions.
6. 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

Choose correct EQA round on the front page or by choosing My Schemes, Fill results

In the view of the closing schemes the closing date and the status of the scheme can be seen

Open = eForm open for result filling

Not sent = result filling started but results not sent to Labquality

Accepted = results sent to Labquality

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. Salmonella culture (1) means 1 set 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 Salmonella culture, October, 3-2015 analysis

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

MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
Salmonella, culture(1)					

MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	
test	test@test.fi	

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

Next   Exit   4

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). If done, if not can be left empty
  - **Sample preparation date:** If done, if not can be left empty
- Comments can be saved if needed
- Move forward by selecting "Save & next"
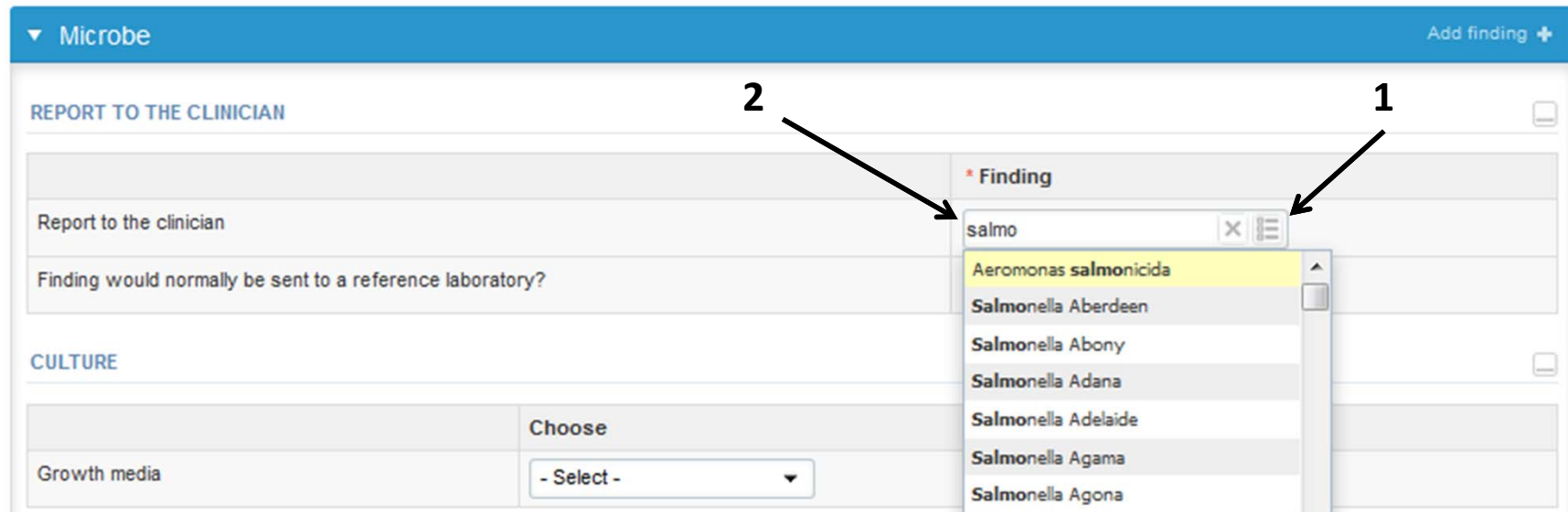

5

Results – Report to the clinician

- Answer to the questions in the report to the clinician part
- From the menu (1) choose the desired microbe name for the finding. The microbe name can also be searched by writing part of the name in the field (2)
- Report also the sending to reference laboratory

Results – Growth media

- From the "Growth media" part you can choose the media/broth used
- You can select multiple options if needed

Results – Identification tests

- Report your results for used identification tests and **save by choosing +**
- You can write comments / specifications on "Comments" field.

Results

- If needed add the next finding by choosing "Add finding +"

- Finally choose "Save as final" to save the reported finding/findings

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)

Salmonella culture, October, 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
Salmonella, culture	1	Sample S001	OK	Paakkanen, Jaana	05.10.2015 10:22	Accepted
Salmonella, culture	1	Sample S002	OK	Paakkanen, Jaana	05.10.2015 10:23	Accepted

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

Salmonella culture, October, 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
Salmonella, culture	1	Sample S001	OK	Paakkanen, Jaana	05.10.2015 10:22	Accepted
Salmonella, culture	1	Sample S002	OK	Paakkanen, Jaana	05.10.2015 10:23	Accepted

Accept and send results   Exit

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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