



Fill in results and add your own  
devices for  
Cytomegalovirus, antibodies

# Quick guide for result reporting

1. Start from LabScala home page by choosing My Schemes → Fill results -> choose correct round.
2. Add Scheme Specific Contact, choose Next.
3. Read Instructions, choose Next.
4. Update Sample registration, choose Save & next
5. Reporting results: choose Measurement date, choose Device (method) or if needed, add it. After adding this information, please link it to this scheme. Instrument and reagents can also be added before result reporting. If you can't find your instrument or reagent in the registry, please contact coordinator by e-mail.
6. Save your results as **Save as final**.
7. Validate your results and if needed, update them, finally choose **Accept and send results**.

# Result reporting

The screenshot shows the LabScala user interface. At the top, there is a navigation bar with tabs: 'My Orders', 'My Schemes', 'My Registry', 'My Documents', and 'Administration'. The 'My Schemes' tab is circled in red. Below the navigation bar, a message says 'LabScala welcomes you !' with a 'Help' icon. The main content area is divided into two columns. The left column has a header 'My EQA' and contains sections for 'MY REPORTS', 'LATEST 3 NOTIFICATIONS', and 'MY ROUNDS'. The 'MY ROUNDS' section contains a table with columns: 'Round entry', 'Closing date', 'Response Status', 'Form', and 'Info'. The right column has a header 'Shortcuts & messages' and contains sections for 'SHORTCUTS' and 'MESSAGES'. A text box with a black border contains the text: 'Choose correct EQA round on the front page or by choosing My Schemes, Fill results'. Two arrows point from this text box to the 'My Schemes' tab and the 'MY ROUNDS' section header.


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

Round entry	Closing date	Response Status	Form	Info
General chemistry, serum B and C (2)				
February, 1-2016	15.02.2016	Not in Labscala	Mainio	
Lipids and lipoproteins (1)				
February, 1-2016	15.02.2016	Fill results	LabScala	
Proteins, immunochemical determinations (1)				

# Filling results

MY ROUNDS

Round entry	Closing date	Response Status	Form	Info
Prostate specific antigen (1)				
January, 1-2016	15.02.2016	Sent	LabScala	
C-reactive protein (1)				
February, 1-2016	24.02.2016	Fill results	LabScala	

 [View all](#)

- In the view of MY ROUNDS status of the scheme can be seen
  - **Fill results** = eForm open for result filling
  - **Not sent** = result filling started but results not sent to Labquality
  - **Sent** = results sent to Labquality

# Filling results

- After selecting an open scheme the results can be filled
- Result filling is presented as a process:
  - **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 and by pressing the Next- or Save&next -button.

# 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. how many sets of samples ordered)
  - **Delivery:** samples sent from Labquality
  - **Opening:** Result filling /eForm is opened
  - **Closing:** Last date to fill in results
  - **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 round of Cytomegalovirus, antibodies, February, 1-2016 analysis

 Help

[Request](#)>>[Instructions](#)>>[Pre-analytics](#)>>[Analytics](#)>>[Post-analytics](#)>>[Exit](#)

MY ORDERS					
Product	Delivery	Opening	Closing	Status	Form
Cytomegalovirus, antibodies(1)					
	08.02.2016	08.02.2016	02.03.2016	Draft	LabScala

MY SCHEME SPECIFIC CONTACTS		
Name	Send E-mail notification to	
teija-testaaja@testi.fi		  

▶ Coordinator contact information

Next

Exit

# 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

# Instructions

- In Instructions the scheme-specific instructions can be read and printed by pressing the "Print instructions" button on the bottom of the page

## Cytomegalovirus, antibodies, February, 1-2016 instructions

[Help](#)

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

Cytomegalovirus, antib...

### 5650 Cytomegalovirus, antibodies

#### General info

For the round-specific instruction letter please see below "Print instructions"

#### NOTE!

Instrument/reagent data in LabScala:

For EIA/ELISA methods choose "OTHER" as manufacturer and "Microplate reader" for instrument. For reagent manufacturer choose test manufacturer.

For visual methods (IF methods etc.) the instrument manufacturer is the test manufacturer and instrument is "test manufacturer Visual reading", for example manufacturer MERIDIAN BIOSCIENCE and instrument "Meridian Visual reading".

If the instrument is not in LabScala registry, please contact EQA Coordinator.

#### Contact info

teija.hakkinen@labquality.fi

p. +358 9 85668229

Next

Exit



# 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"




## Cytomegalovirus, antibodies, February, 1-2016 pre-analytics

[Help](#)


[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
Cytomegalovirus, antibodies, February, 1-2016	Yes	5650	1	05.02.2016 	1	- Choose - 	

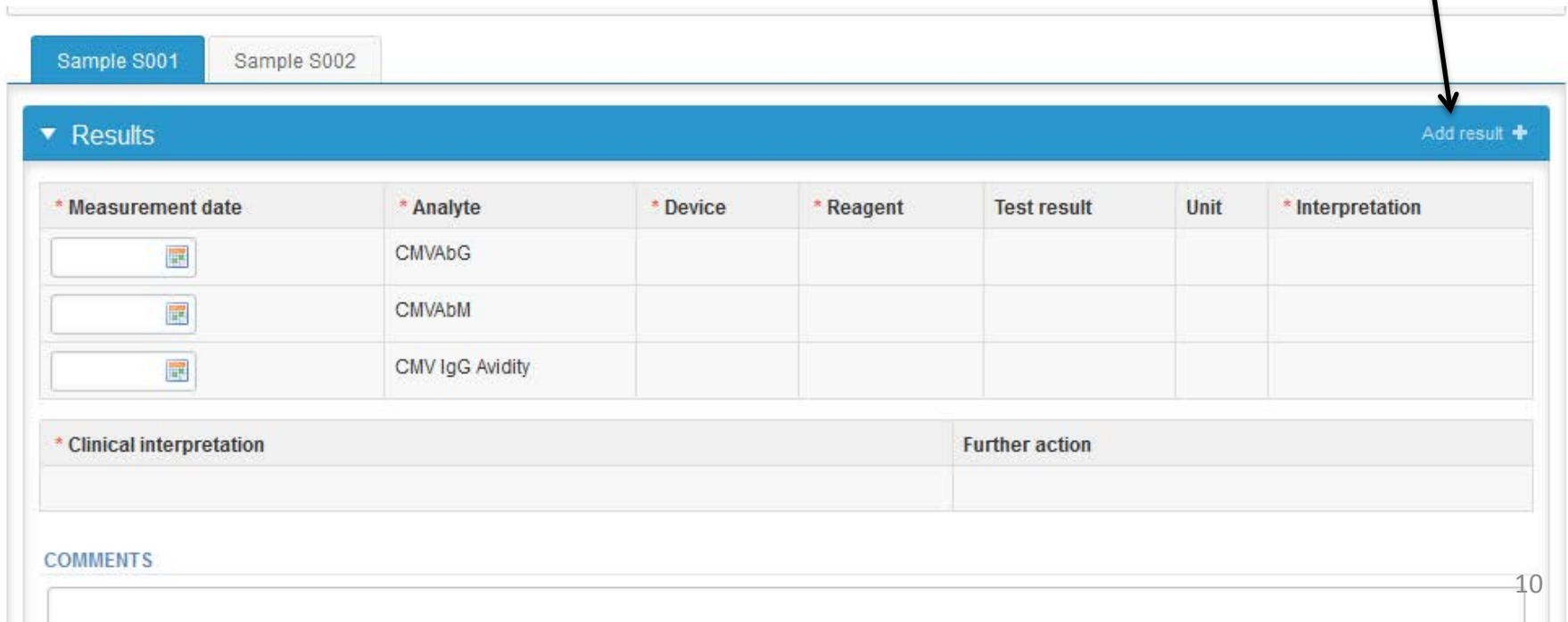
COMMENTS



[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 samples, the samples are listed on top of the result form (e.g. S001, S002)
- 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.



The screenshot shows a web interface for entering test results. At the top, there are two tabs: 'Sample S001' (active) and 'Sample S002'. Below the tabs is a blue header bar with a dropdown arrow and the text 'Results'. On the right side of this bar is a button labeled 'Add result +' with a plus sign. A black arrow points from the text in the list above to this button. Below the header is a table with the following columns: '\* Measurement date', '\* Analyte', '\* Device', '\* Reagent', 'Test result', 'Unit', and '\* Interpretation'. There are three rows of data, each with a calendar icon in the 'Measurement date' column. The 'Analyte' values are 'CMVAbG', 'CMVAbM', and 'CMV IgG Avidity'. Below the table is a section for '\* Clinical interpretation' and 'Further action'. At the bottom left, there is a 'COMMENTS' section with a text input area.

* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Interpretation
<input type="text"/>	CMVAbG					
<input type="text"/>	CMVAbM					
<input type="text"/>	CMV IgG Avidity					

\* Clinical interpretation

Further action

COMMENTS

# 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 will be given later in this guide ("Adding your own devices")
- If "Add device" is selected you are taken to your own device list. See instructions starting from slide 17.

Sample S001    Sample S002

▼ Results Add result +

* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Interpretation
08.02.2016	CMVAbG	-Choose- ▼				
08.02.2016	CMVAbM	-Choose- -Add device-Vidas				
08.02.2016	CMV IgG Avidity	-Choose- ▼				

\* Clinical interpretation Further action

COMMENTS

Back to list    Clear all page data Save as draft Save as final

# Results

- Saved device can be chosen from the dropdown list in the resultform
- Test result: numerical value of your test
- Choose the correct option from the Interpretation
- Finally, select
  - "Save as draft" if you do not yet want to send in the results. Results are not processed in Labquality
  - "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"
- If you leave some box empty, please remember also to empty the measurement date box

Sample S001 Sample S002

**Results** Add result +

* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Interpretation
08.02.2016	CMVAbG	Vidas	VIDAS CMV IgG	0,5	U/ml	Negative
08.02.2016	CMVAbM	Vidas	VIDAS CMV IgM		--	Negative
08.02.2016	CMV IgG Avidity	-Choose-				

**\* Clinical interpretation** Further action

No antibodies present - Select -

**COMMENTS**

[Back to list](#) [Clear all page data](#) Save as draft Save as final

# 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

Sample S001    Sample S002

▼ Results

* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Interpretation
08.02.2016	CMVAbG	Vidas	VIDAS CMV IgG	0.5	U/ml	Negative
08.02.2016	CMVAbM	Vidas	VIDAS CMV IgM		--	Negative
08.02.2016	CMV IgG Avidity					

* Clinical interpretation	Further action
No antibodies present	

COMMENTS

Back to list    **Edit data**    Print    [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
  - **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, Open)

Validate results

## ▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Teija Häkkinen	05.02.2016 13:10	Accepted
Cytomegalovirus, antibodies	1	Sample S001	OK	Teija Häkkinen	08.02.2016 09:08	Accepted
Cytomegalovirus, antibodies	1	Sample S002	OK	Teija Häkkinen	08.02.2016 09:10	Draft

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

Validate results

## Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		<a href="#">Registration</a>	OK	Teija Häkkinen	05.02.2016 13:10	Accepted
Cytomegalovirus, antibodies	1	<a href="#">Sample S001</a>	OK	Teija Häkkinen	08.02.2016 09:08	Accepted
Cytomegalovirus, antibodies	1	<a href="#">Sample S002</a>	OK	Teija Häkkinen	08.02.2016 09:11	Accepted

Accept and send results

Exit

# Exit


- After selecting "Exit" you will be taken back to the front page:

LabScala welcomes you !

 Help

▼ My EQA

MY REPORTS


 [View reports](#)

LATEST 3 NOTIFICATIONS

You have no notifications.


MY ROUNDS

Round entry	Closing date	Response Status	Form	Info
Prostate specific antigen (1)				
January, 1-2016	15.02.2016	<a href="#">Sent</a>	LabScala	
C-reactive protein (1)				
February, 1-2016	24.02.2016	<a href="#">Fill results</a>	LabScala	


 [View all](#)

▼ Shortcuts & messages


SHORTCUTS

 [Place orders](#)


MESSAGES

 **Postponed rounds: Influenza virus A+B and RS virus**

January rounds 5671 Influenza virus A+B, detection and 5672 RS virus, detection, are postponed. The new delivery dates are in February.

 **Delay in scheme Semen Analysis**

We regret to tell our clients that the scheme Semen analysis is postponed to 2016 February. We apologize any inconvenience caused by this.

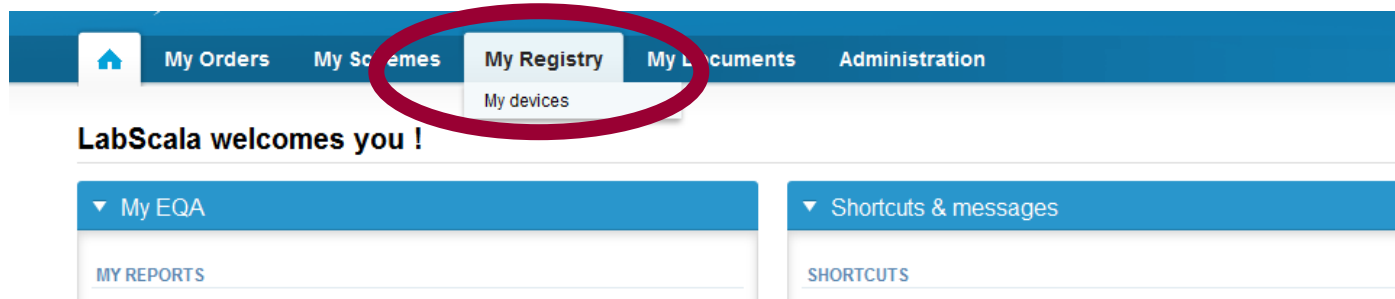
 **How to add your email for the reports ready notifications**

As you have noticed, we send a report ready -email as soon as the reports are downloaded to LabScala. This email is sent to the administrator of each client and to those whose emails have been added on the resultforms. To edit the admin account email. please do with your mouse to the header of



# 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"
- **Same device can also be used in other schemes!**

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

# 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.

USED FOR MEASURING SCHEMES

Product	Active
[+] Prostate specific antigen	<input checked="" type="checkbox"/>
HypoTSH	<input type="checkbox"/>

ADDITIONAL INFORMATION

Back Save

# Add a new device

## ▼ Add a device

Client:

Client code

Access to the background register

### DEVICE

\* Instrument:

\* Start date:

\* Manufacturer:

End date:

\* Nickname:

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



### 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!**

# Add a new device

## ▼ Add a device

Client: 1999 Test new name

Client code: 1999

Note! Start date must be earlier than the sample analysing date

### DEVICE

\* Instrument: Phadia 100

\* Manufacturer: THERMO FISCHER SC

\* Nickname: AZ1

\* Start date: 07.10.2013

1. Choose the manufacturer (hint: start writing the beginning of the name).
2. Choose instrument.
3. Add your own "nickname" for this device
4. For EIA methods choose "OTHER" as manufacturer and "Microplate reader" for instrument if you don't want to specify the reader.

### USED FOR MEASURING SCHEMES

#### Product

Coeliac disease, antibodies

Active



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.

**NB! \* - marked fields are mandatory!**

USED FOR MEASURING SCHEMES

Product

Active

[ - ] Coeliac disease, antibodies



Analyte	Definition	Active	
<input type="text"/>	<input type="text"/>	All	
EMAbA		<input type="checkbox"/>	
EMAbG		<input type="checkbox"/>	
tTGAba		<input checked="" type="checkbox"/>	
tTGA bG		<input type="checkbox"/>	
DGPAb		<input type="checkbox"/>	
DGPAbA		<input type="checkbox"/>	
DGPAbG		<input type="checkbox"/>	



1. Add the analyte-specific reagent info by clicking the analyte

ADDITIONAL INFORMATION

Additional information if needed

Back

2. Back to My devices or Save

Save

# Adding reagent information

## Add device's secondary information for test tTGAbG

[? Help](#)

### ▼ Add device's reagent info for Analyte tTGAbG

Nickname: Phady  
Instrument: Phadia 250

Location:

Client system id:

\* Reagent manufacturer: THERMO FISHER SCI

\* Reagent: Phadia EliA Celikey IgG

\* Measure unit: --

Access to background register

Back

Save

1. Choose Reagent manufacturer
2. Choose/check Reagent
3. Choose Measure unit (IU/mL, -- etc.)

Remember to save!

# Saving device information

[ - ] Coeliac disease, antibodies

Analyte	Definition	Active	
<input type="text"/>	<input type="text"/>	All <input type="button" value="v"/>	<input type="button" value="Q"/>
EMAbA		<input type="checkbox"/>	
EMAbG		<input type="checkbox"/>	
AGAAbA	THERMO FISCHER SCIENTIFIC - Phadia EliA Gliadin IgA; None	<input checked="" type="checkbox"/>	
AGAAbG	THERMO FISCHER SCIENTIFIC - Phadia EliA Gliadin IgG; None	<input checked="" type="checkbox"/>	
tTGAbA	THERMO FISCHER SCIENTIFIC - Phadia EliA Celikey IgA; None	<input checked="" type="checkbox"/>	
tTGAbG	THERMO FISCHER SCIENTIFIC - Phadia EliA Celikey IgG; None	<input checked="" type="checkbox"/>	
DGPAb		<input type="checkbox"/>	
DGPAbA	THERMO FISCHER SCIENTIFIC - Phadia EliA Gliadin DP IgA; None	<input checked="" type="checkbox"/>	
DGPAbG	THERMO FISCHER SCIENTIFIC - Phadia EliA Gliadin DP IgG; None	<input checked="" type="checkbox"/>	

- Choose -

## ADDITIONAL INFORMATION

Back

**After adding the reagent information, remember to save!**



Save




# Device saved

Data saved!



## ▼ Modify device

Client: 1999 Test new name

### DEVICE

Instrument:	Phadia 100	* Start date:	19.08.2013  
Manufacturer:	THERMO FISCHER SCIENTIFIC	End date:	<input type="text"/>  
* Nickname:	<input type="text" value="phadi"/>	Location:	<input type="text"/>
		Client system ID:	<input type="text"/>

### USED FOR MEASURING SCHEMES

Product	Active
[+] Coeliac disease, antibodies	<input checked="" type="checkbox"/>
<input type="text" value="- Choose -"/> 	

**Device saved and ready to be used in the eForms of LabScala!**

# 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?

- In case you have questions, please contact:
  - Teija Häkkinen  
teija@hakkinen@labquality.fi
  - Jonna Pelanti  
jonna.pelanti@labquality.fi