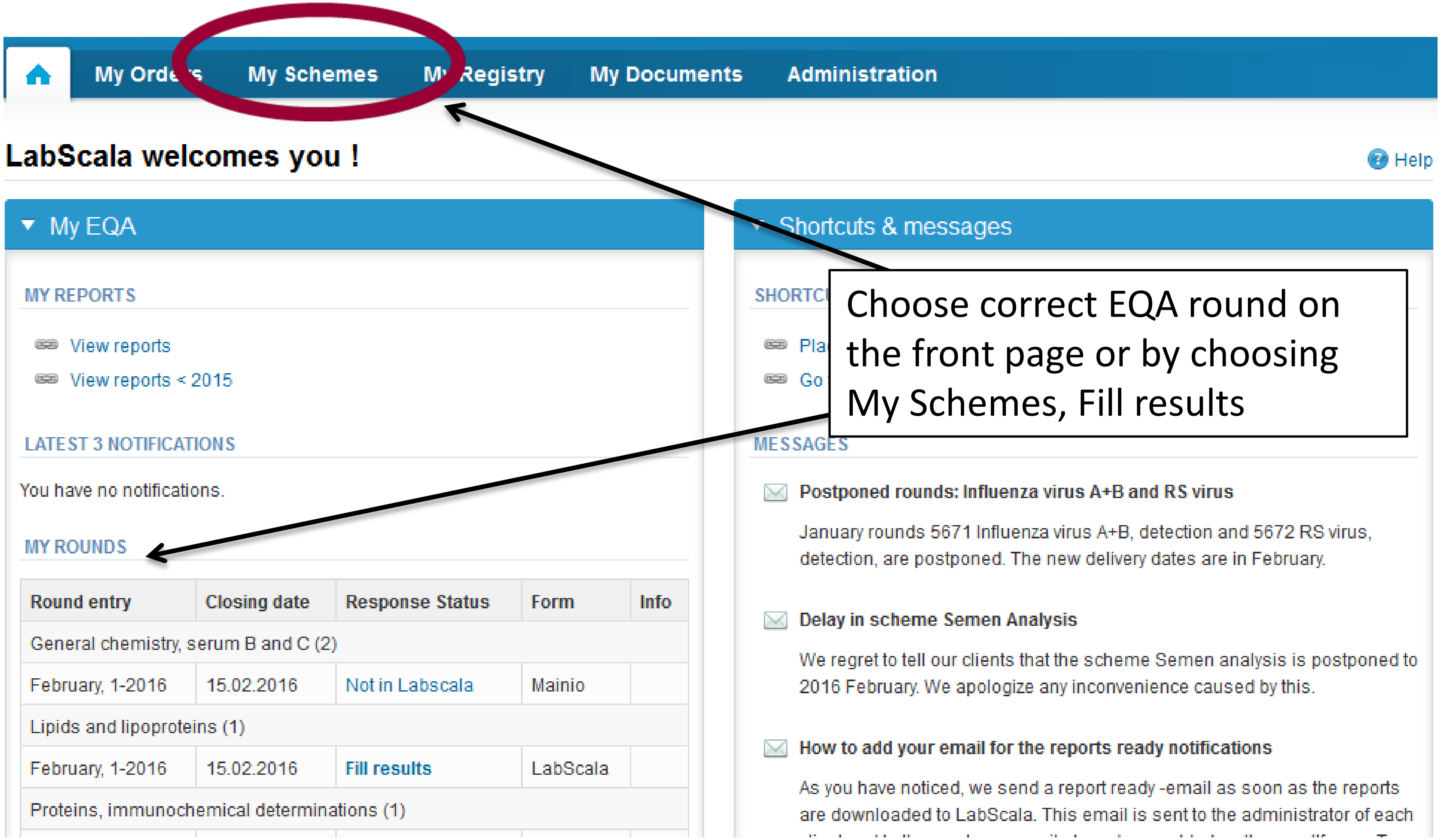
LABSCALA

5420
Toxoplasma, antibodies
How to fill in results

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 instrumet 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



LabScala welcomes you !

Help

My EQA

MY REPORTS

- View reports
- View reports < 2015

LATEST 3 NOTIFICATIONS

You have no notifications.

MY ROUNDS

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)				

Shortcuts & messages

SHORTC

- Pla
- Go

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

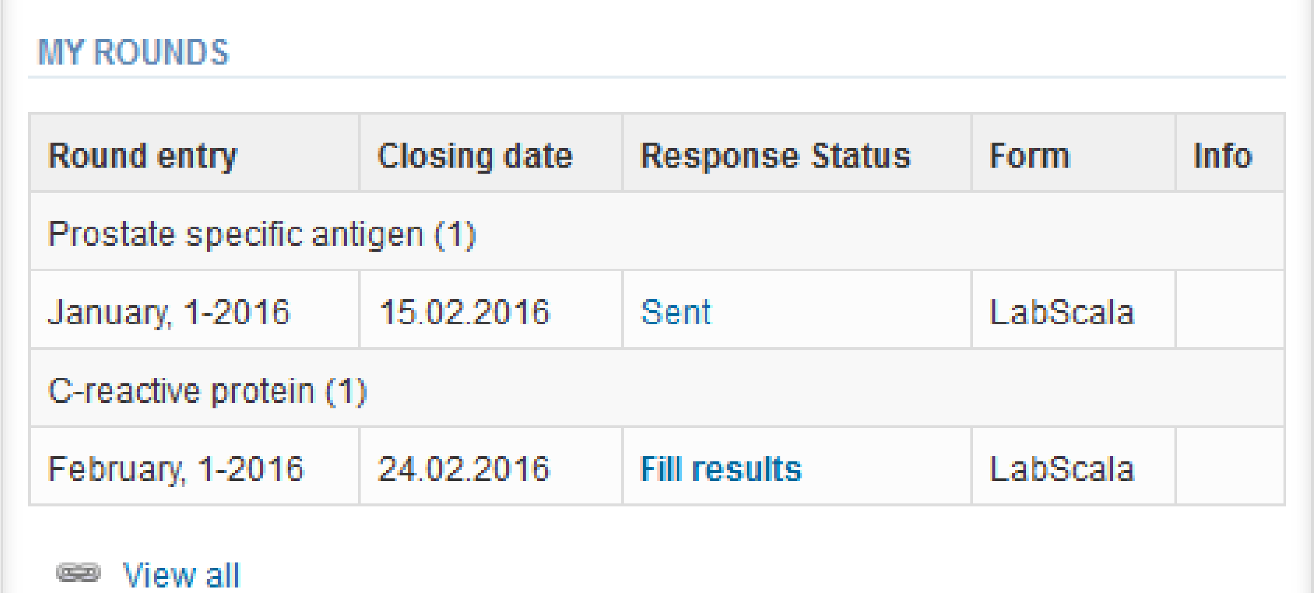
We regret to tell our clients that the scheme Semen analysis is postponed to 2016 February. We apologize any inconvenience caused by this.

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

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

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	

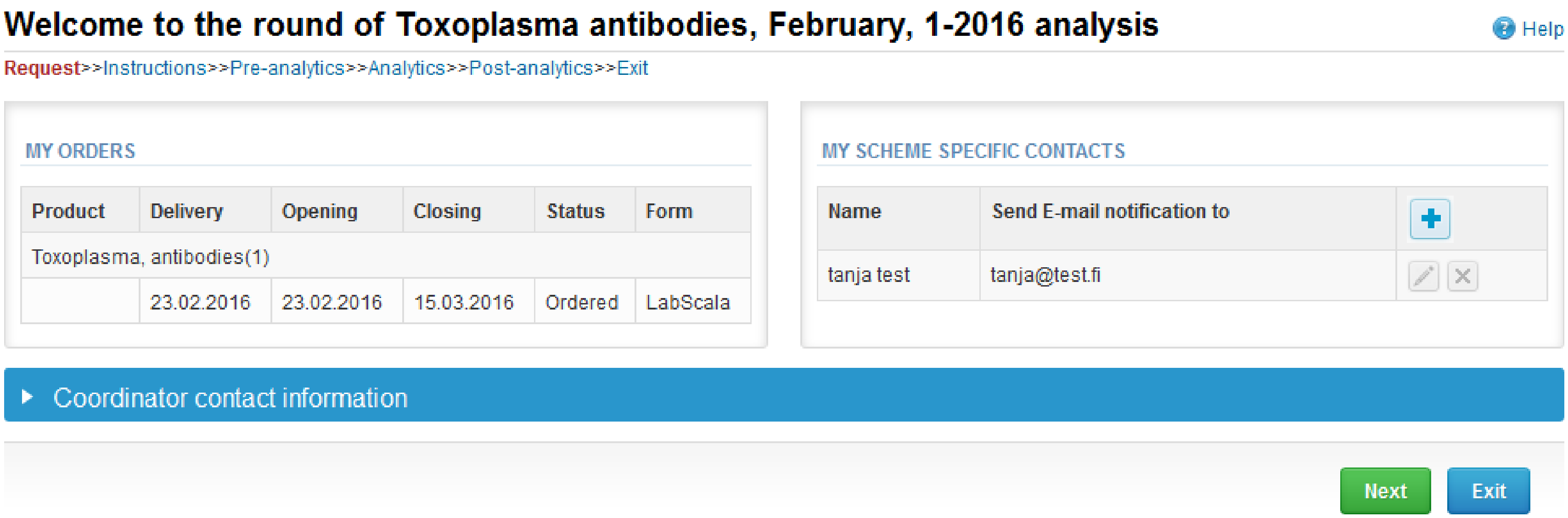
- In the view of MY ROUNDS status of the scheme can be seen
  - **Fill results** = eForm open for result filling
  - **Not sent** = result filling started but results not sent to Labquality
  - Sent= results sent to Labquality

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 Toxoplasma antibodies, February, 1-2016 analysis

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

MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
Toxoplasma, antibodies(1)					
	23.02.2016	23.02.2016	15.03.2016	Ordered	LabScala

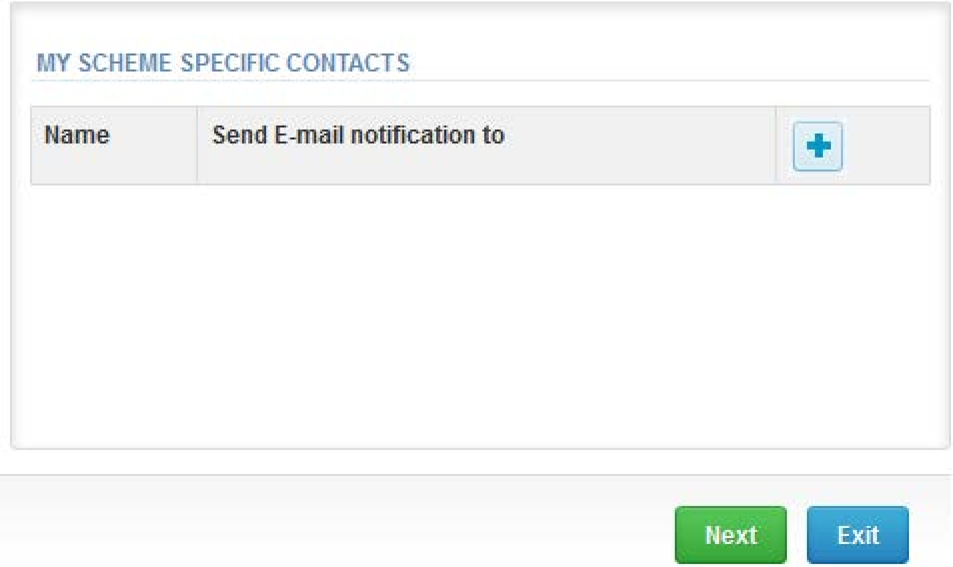
MY SCHEME SPECIFIC CONTACTS

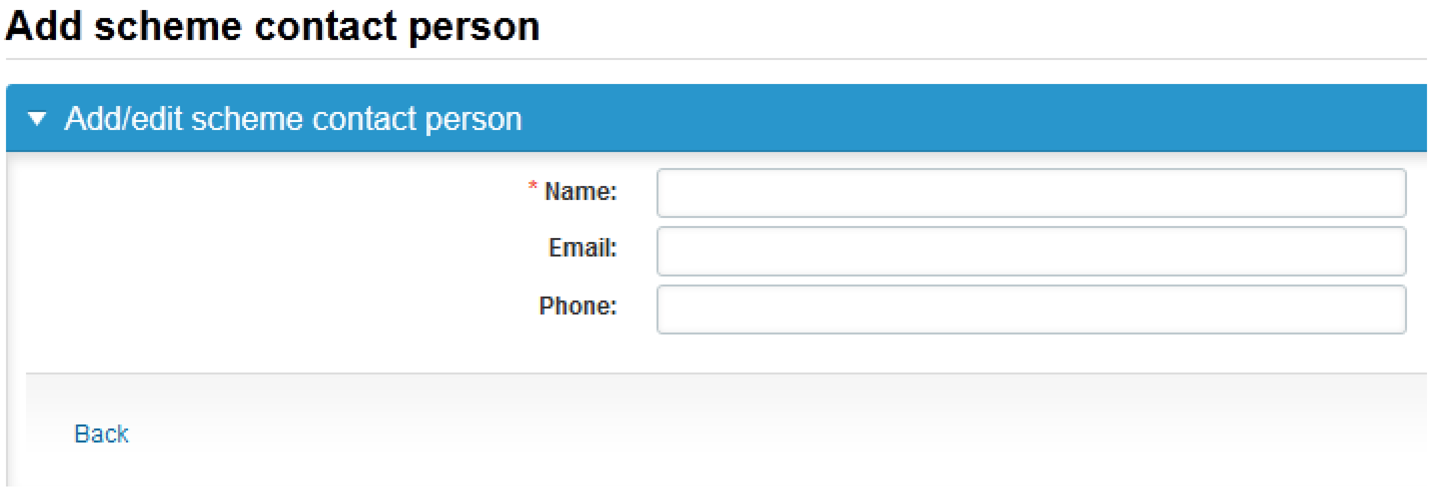
Name	Send E-mail notification to	✚
tanja test	tanja@test.fi	✎ ✕

▸ Coordinator contact information

Filling results

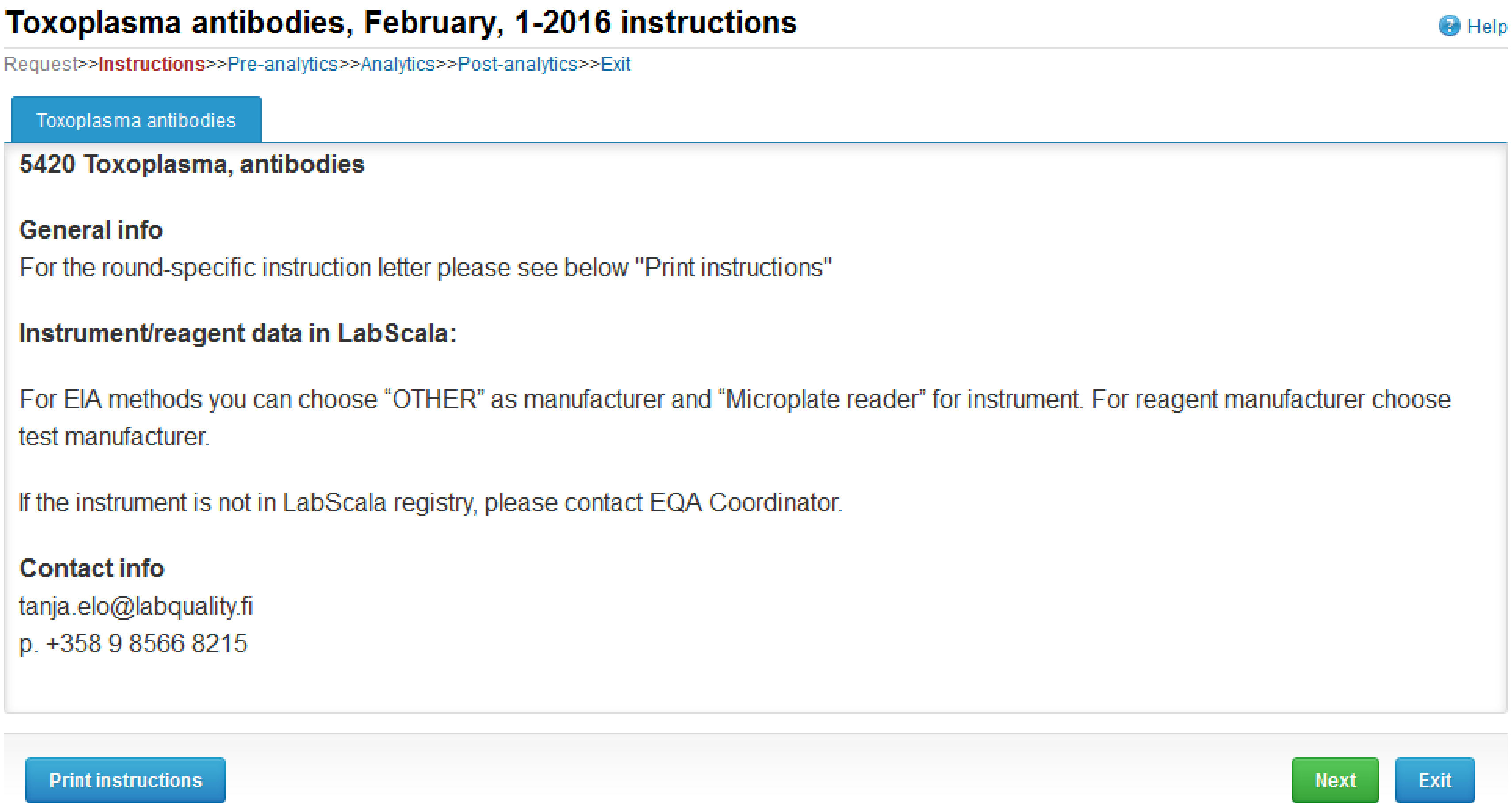
- First add your scheme-specific contact info by pressing plus-sign
- Fill in name and email address or phone number
- Save and choose Next


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



Help
Request>>Instructions>>Pre-analytics>>Analytics>>Post-analytics>>Exit
Toxoplasma antibodies
Print instructions
Next
Exit

Toxoplasma antibodies, February, 1-2016 instructions

5420 Toxoplasma, antibodies

General info

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

Instrument/reagent data in LabScala:

For EIA methods you can choose “OTHER” as manufacturer and “Microplate reader” for instrument. For reagent manufacturer choose test manufacturer.

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

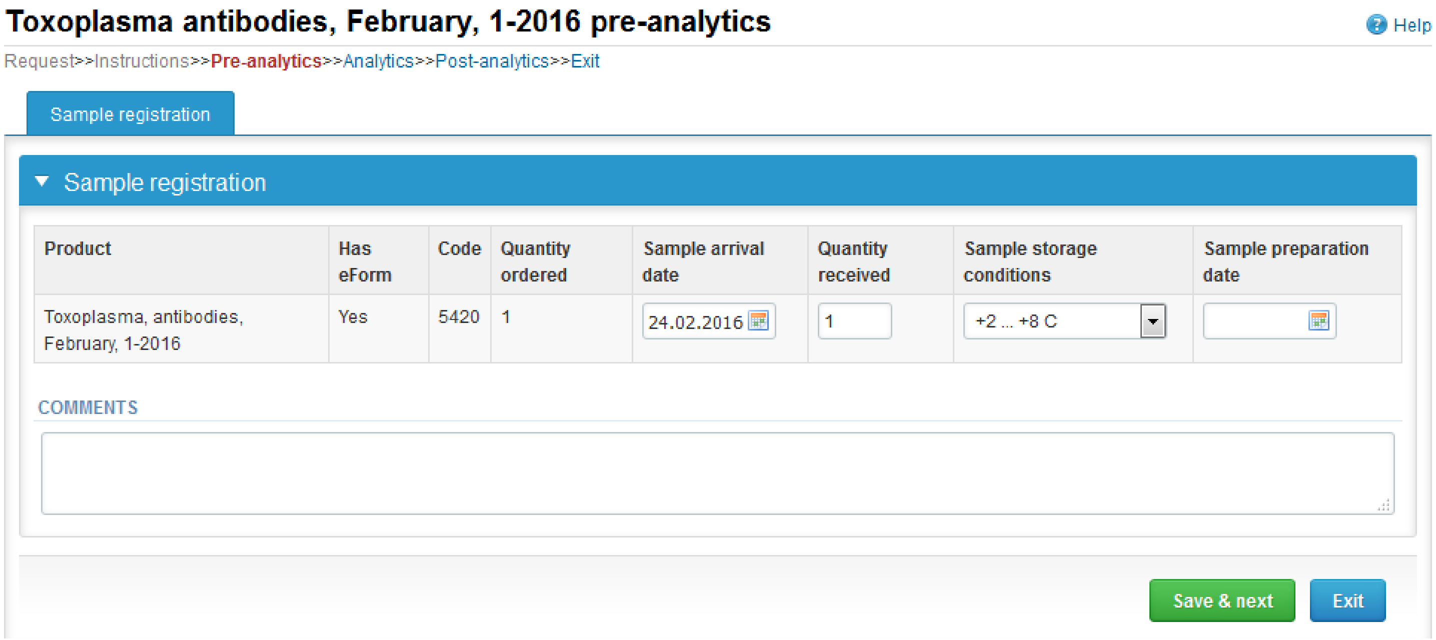
Contact info

tanja.elo@labquality.fi

p. +358 9 8566 8215

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”



Toxoplasma antibodies, February, 1-2016 pre-analytics

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

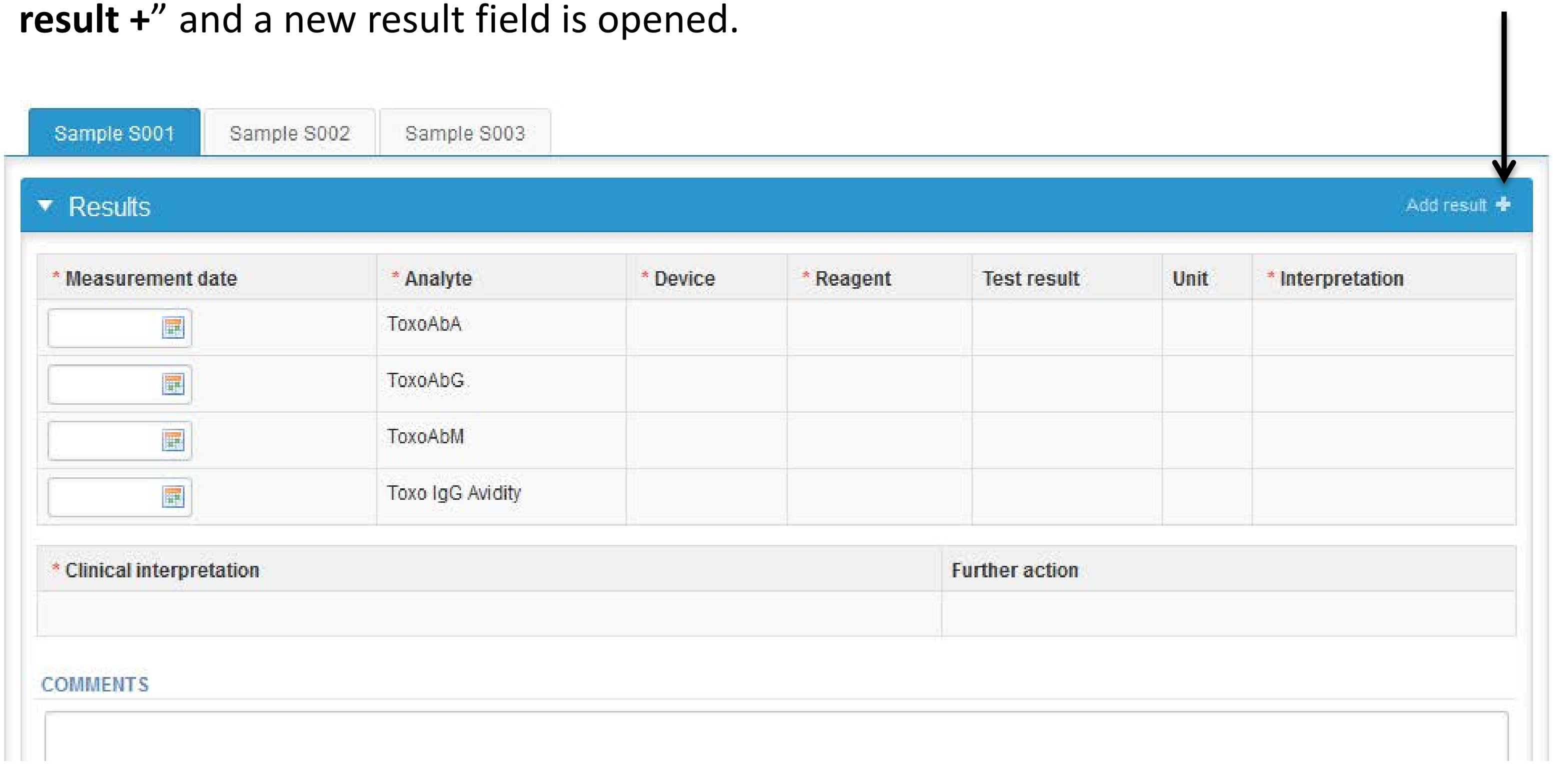
Sample registration

Product	Has eForm	Code	Quantity ordered	Sample arrival date	Quantity received	Sample storage conditions	Sample preparation date
Toxoplasma, antibodies, February, 1-2016	Yes	5420	1	24.02.2016	1	+2 ... +8 C	

COMMENTS

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, 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.



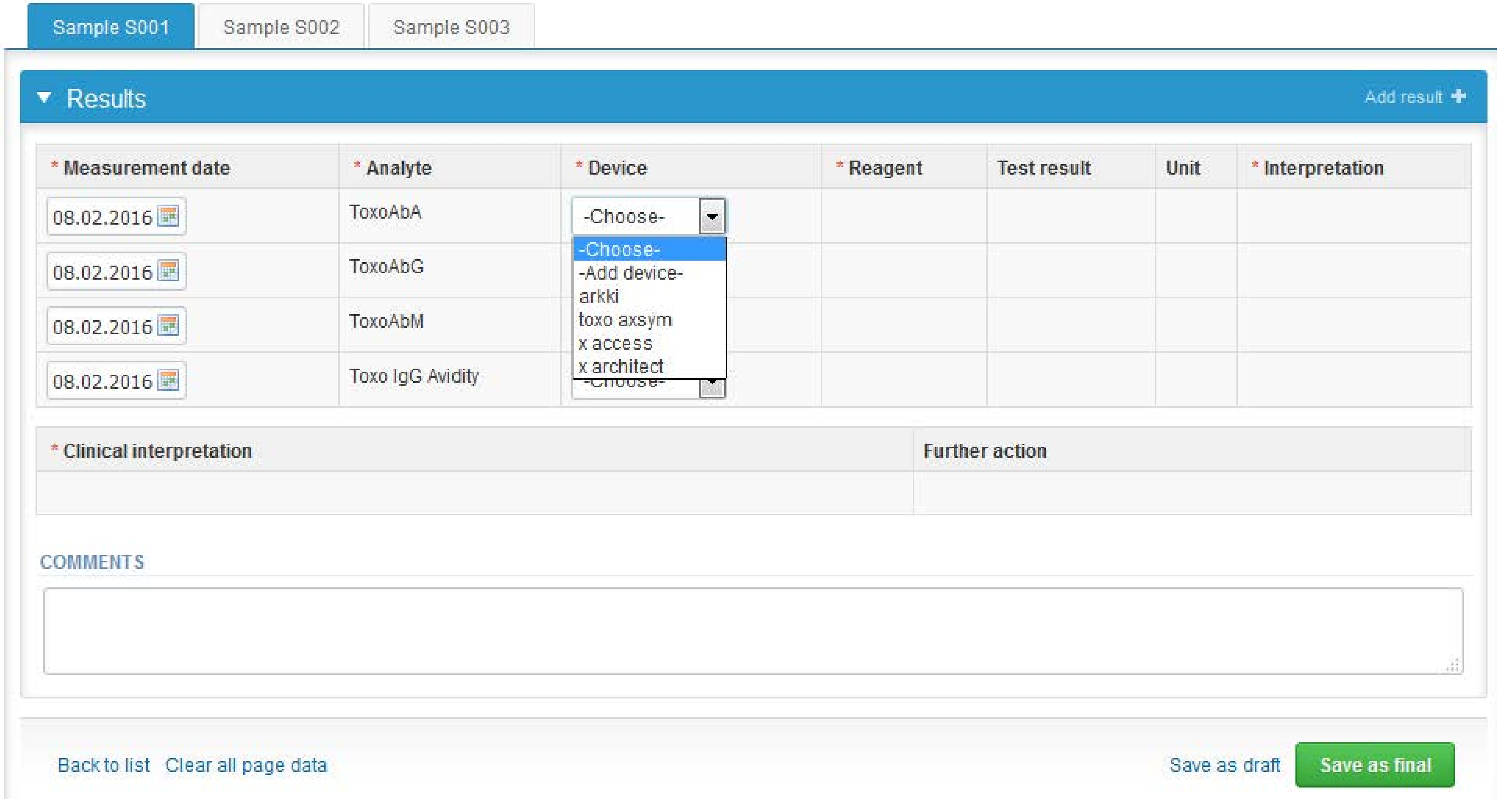
* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Interpretation
	ToxoAbA					
	ToxoAbG					
	ToxoAbM					
	Toxo IgG Avidity					

* 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
Sample S003
Results
Add result +
-Choose-
-Add device-
arkki
toxo axsym
x access
x architect
Back to list
Clear all page data
Save as draft
Save as final

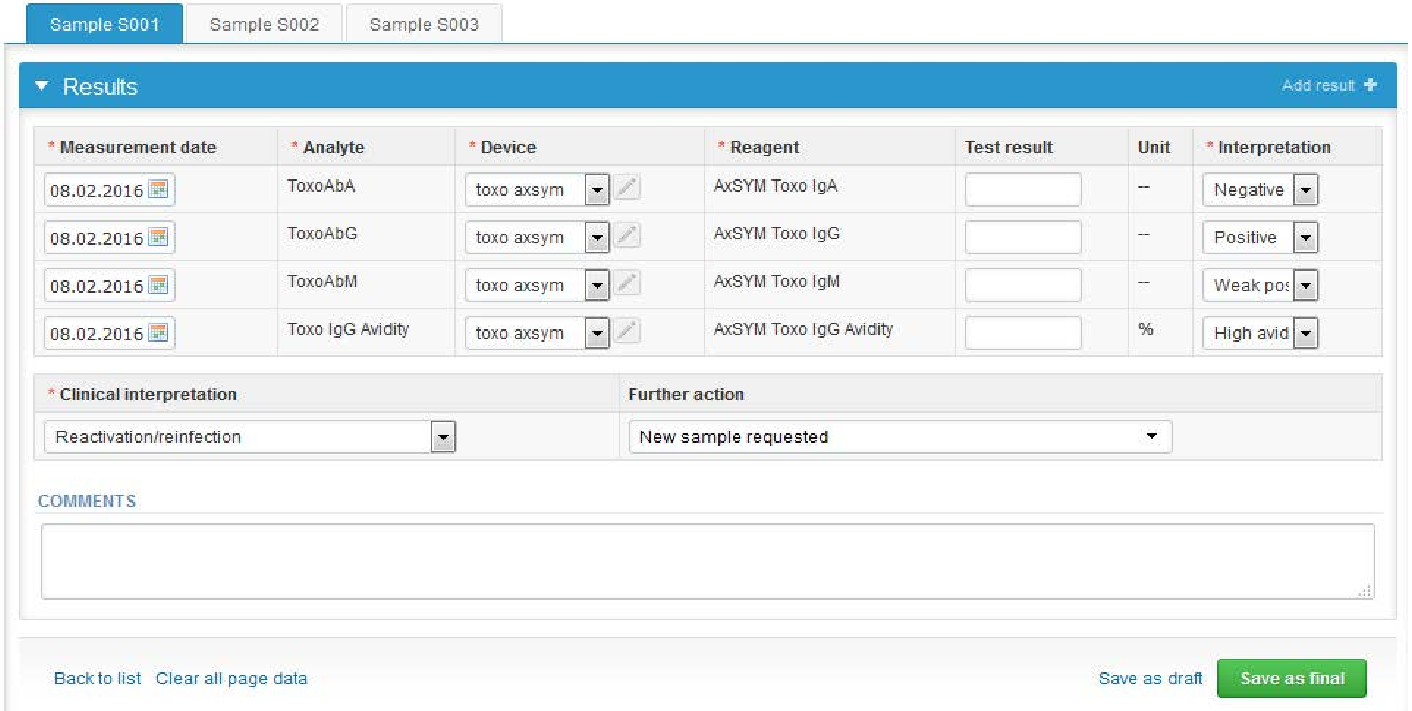
* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Interpretation
08.02.2016	ToxoAbA	-Choose-				
08.02.2016	ToxoAbG					
08.02.2016	ToxoAbM					
08.02.2016	Toxo IgG Avidity	-Choose-				

* Clinical interpretation	Further action

COMMENTS

Results

- Saved device can be chosen from the dropdown list in the result form
- Test result: numerical value of your test (not mandatory)
- Choose the correct option from the Interpretation (mandatory)
- Choose the correct clinical interpretation and possible further actions
  - If none of the clinical interpretations are suitable, please choose ”Other” and define it in the comments field
- Finally, select
  - ”Save as draft” if you do not yet want to send in the results. Results are not proccessed 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



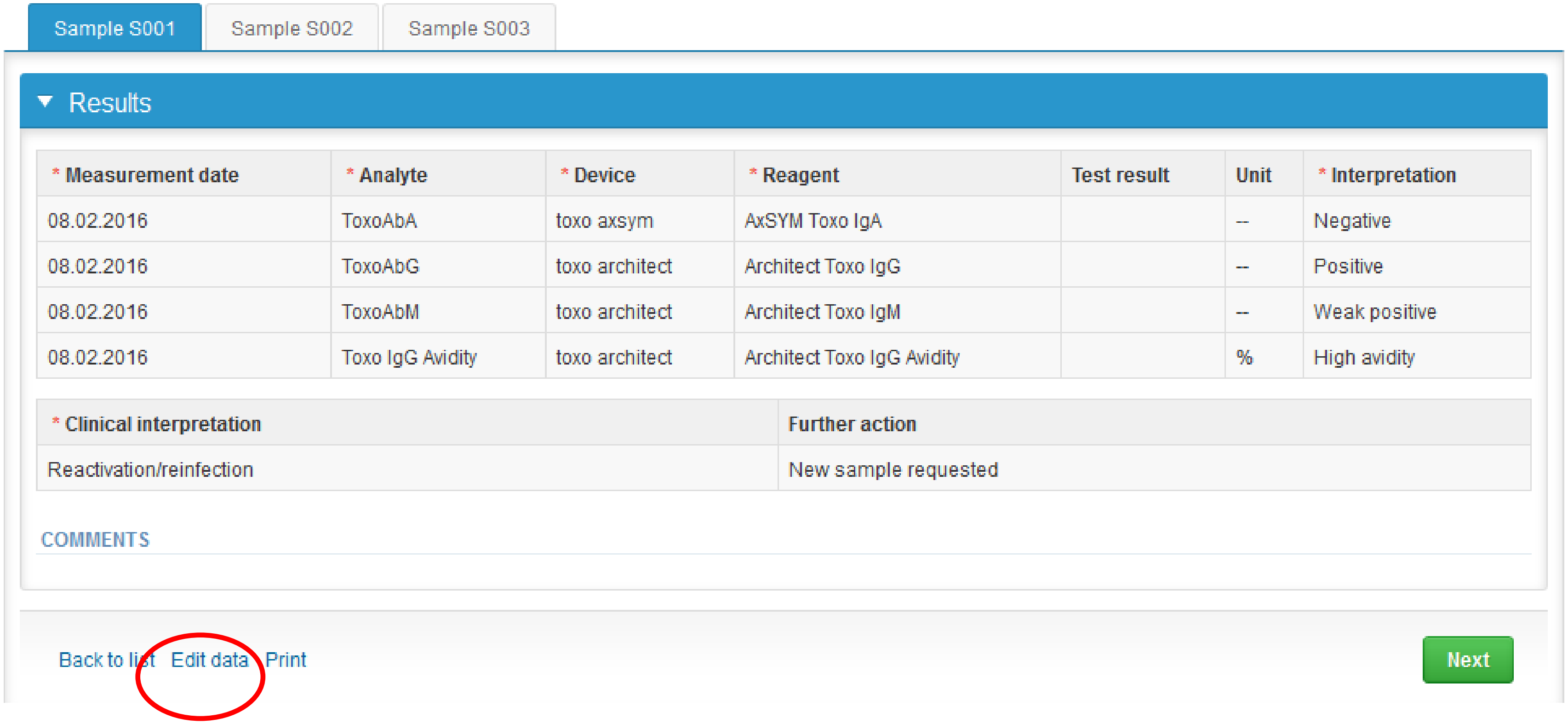
* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Interpretation
08.02.2016	ToxoAbA	toxo axsym	AxSYM Toxo IgA		--	Negative
08.02.2016	ToxoAbG	toxo axsym	AxSYM Toxo IgG		--	Positive
08.02.2016	ToxoAbM	toxo axsym	AxSYM Toxo IgM		--	Weak pos
08.02.2016	Toxo IgG Avidity	toxo axsym	AxSYM Toxo IgG Avidity		%	High avid

* Clinical interpretation	Further action
Reactivation/reinfection	New sample requested

COMMENTS

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
Sample S003
Results

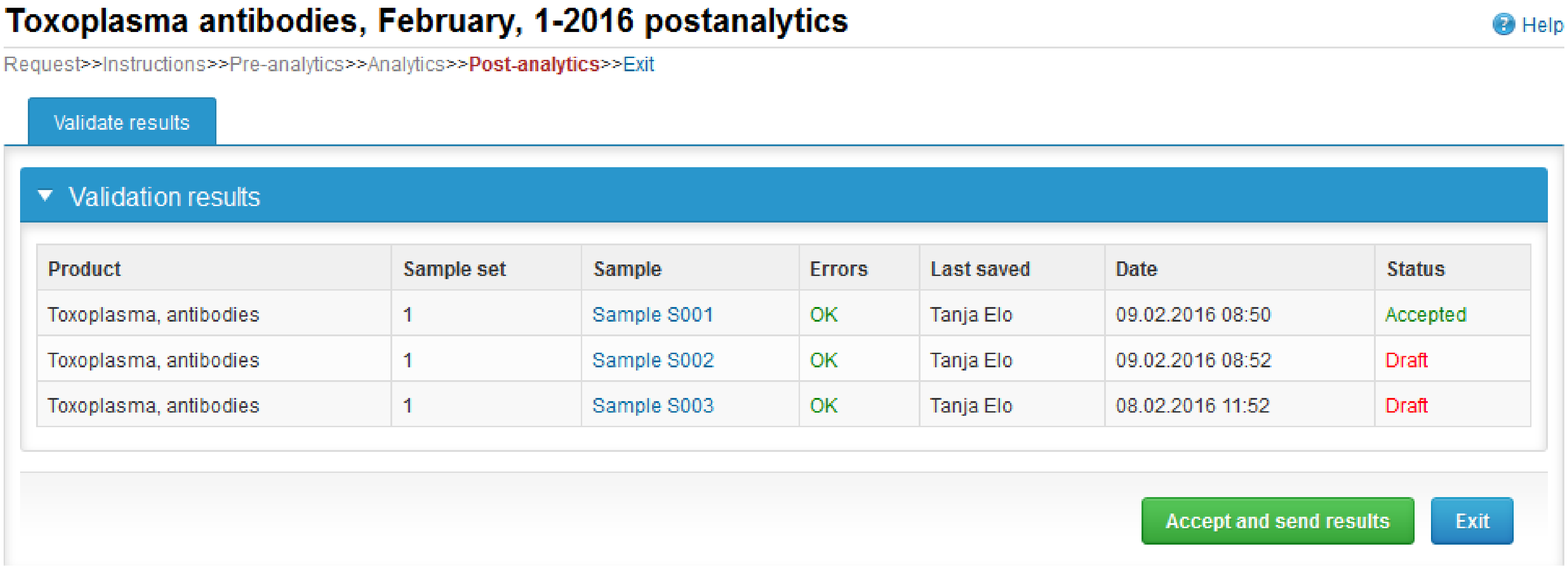
* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Interpretation
08.02.2016	ToxoAbA	toxo axsym	AxSYM Toxo IgA		--	Negative
08.02.2016	ToxoAbG	toxo architect	Architect Toxo IgG		--	Positive
08.02.2016	ToxoAbM	toxo architect	Architect Toxo IgM		--	Weak positive
08.02.2016	Toxo IgG Avidity	toxo architect	Architect Toxo IgG Avidity		%	High avidity

* Clinical interpretation	Further action
Reactivation/reinfection	New sample requested

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)



Toxoplasma antibodies, February, 1-2016 postanalytics

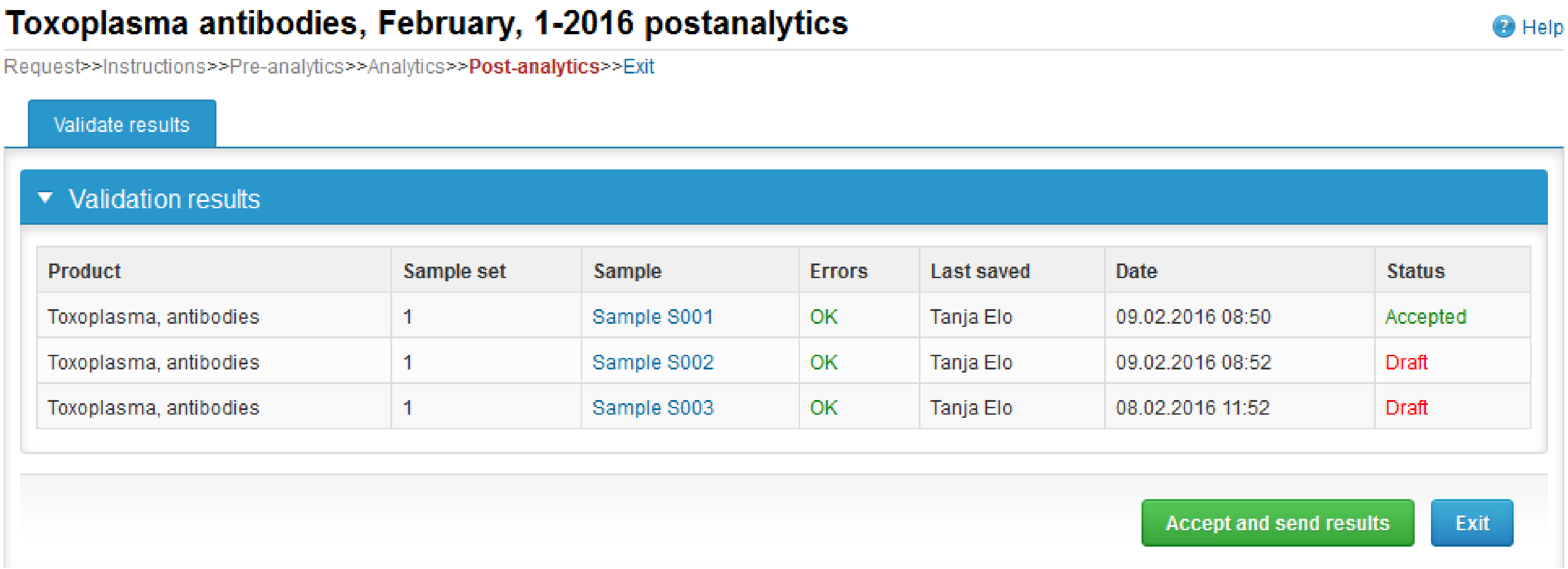
Help
Request>>Instructions>>Pre-analytics>>Analytics>>Post-analytics>>Exit
Validate results
Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Toxoplasma, antibodies	1	Sample S001	OK	Tanja Elo	09.02.2016 08:50	Accepted
Toxoplasma, antibodies	1	Sample S002	OK	Tanja Elo	09.02.2016 08:52	Draft
Toxoplasma, antibodies	1	Sample S003	OK	Tanja Elo	08.02.2016 11:52	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



Toxoplasma antibodies, February, 1-2016 postanalytics

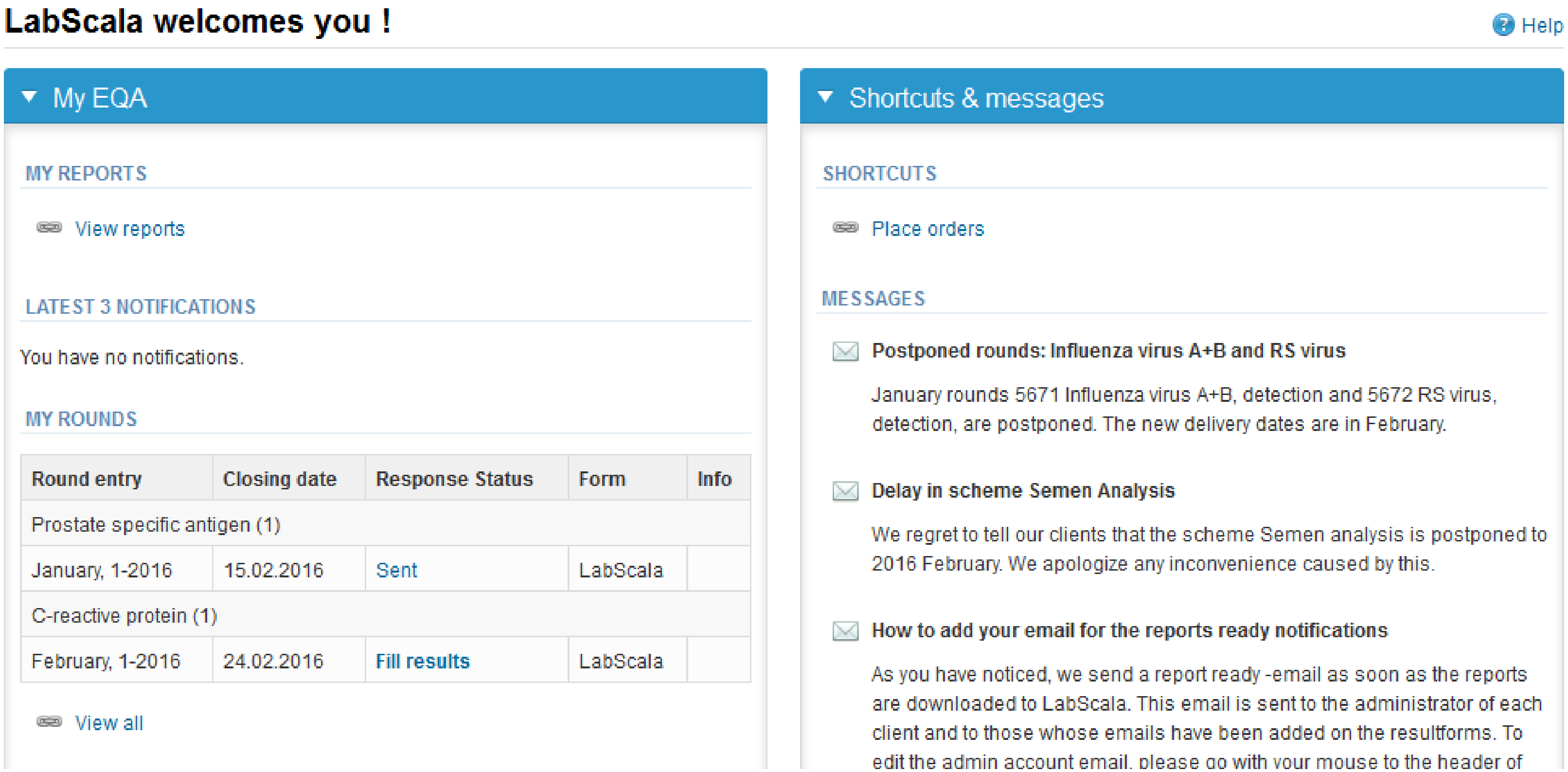
Help
Request>>Instructions>>Pre-analytics>>Analytics>>Post-analytics>>Exit
Validate results
Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Toxoplasma, antibodies	1	Sample S001	OK	Tanja Elo	09.02.2016 08:50	Accepted
Toxoplasma, antibodies	1	Sample S002	OK	Tanja Elo	09.02.2016 08:52	Draft
Toxoplasma, antibodies	1	Sample S003	OK	Tanja Elo	08.02.2016 11:52	Draft

Accept and send results
Exit

Exit

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



LabScala welcomes you !

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	Sent	LabScala	
C-reactive protein (1)				
February, 1-2016	24.02.2016	**Fill results**	LabScala	

View all

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

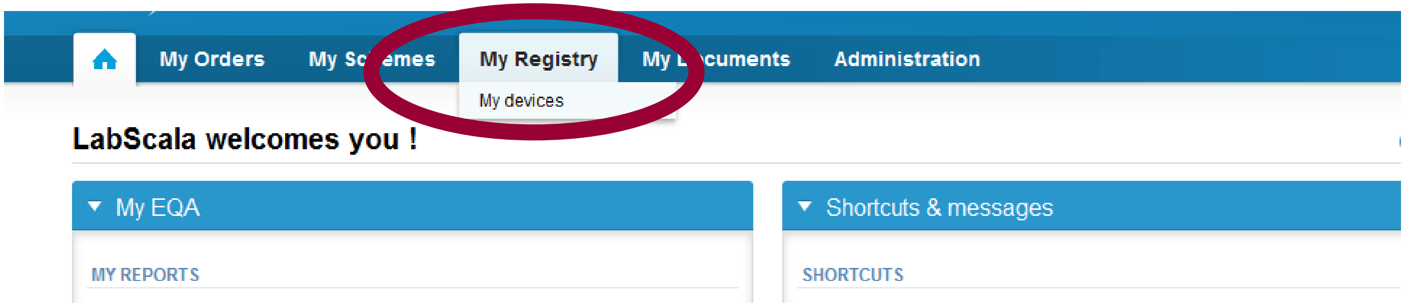
We regret to tell our clients that the scheme Semen analysis is postponed to 2016 February. We apologize any inconvenience caused by this.

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 go with your mouse to the header of

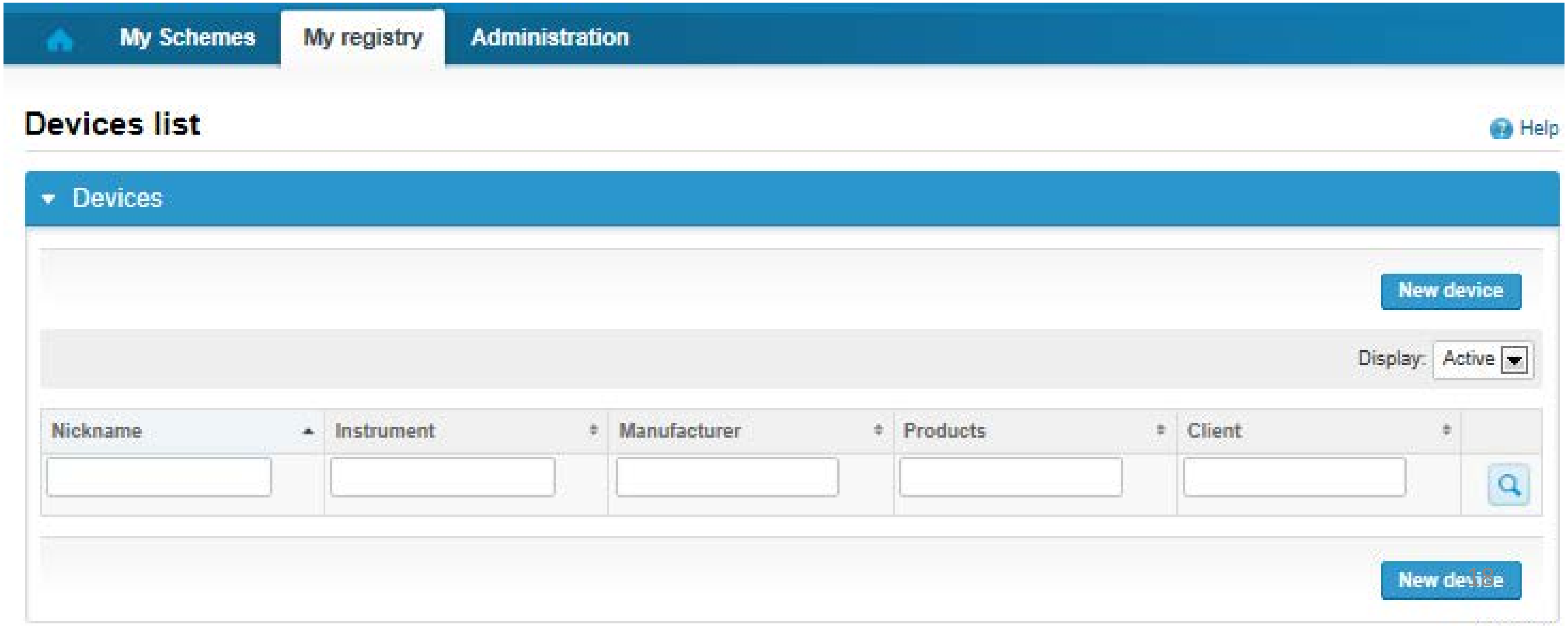
Adding your own devices

- 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


My Orders
My Sc emes
My Registry
My devices
My D cuments
Administration
LabScala welcomes you !
My EQA
MY REPORTS
Shortcuts & messages
SHORTCUTS

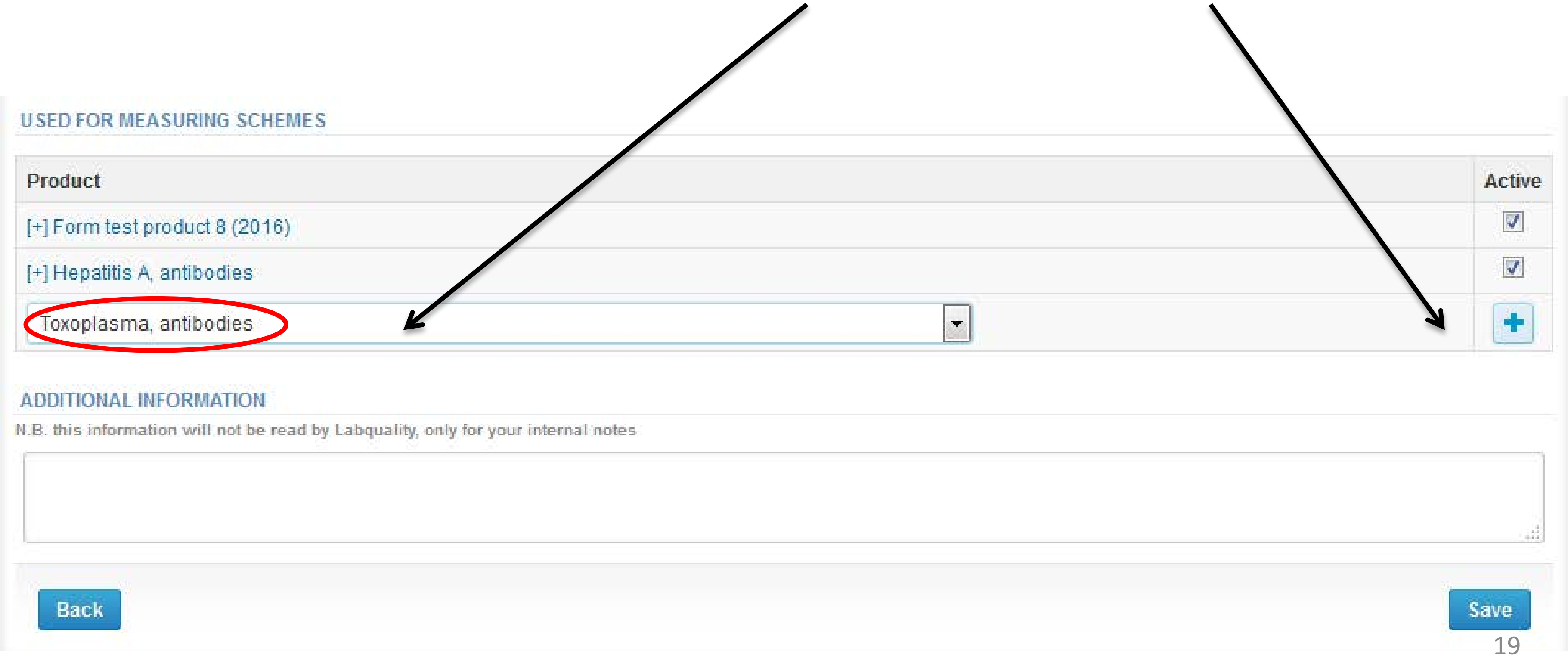
Own devices

- 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
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.

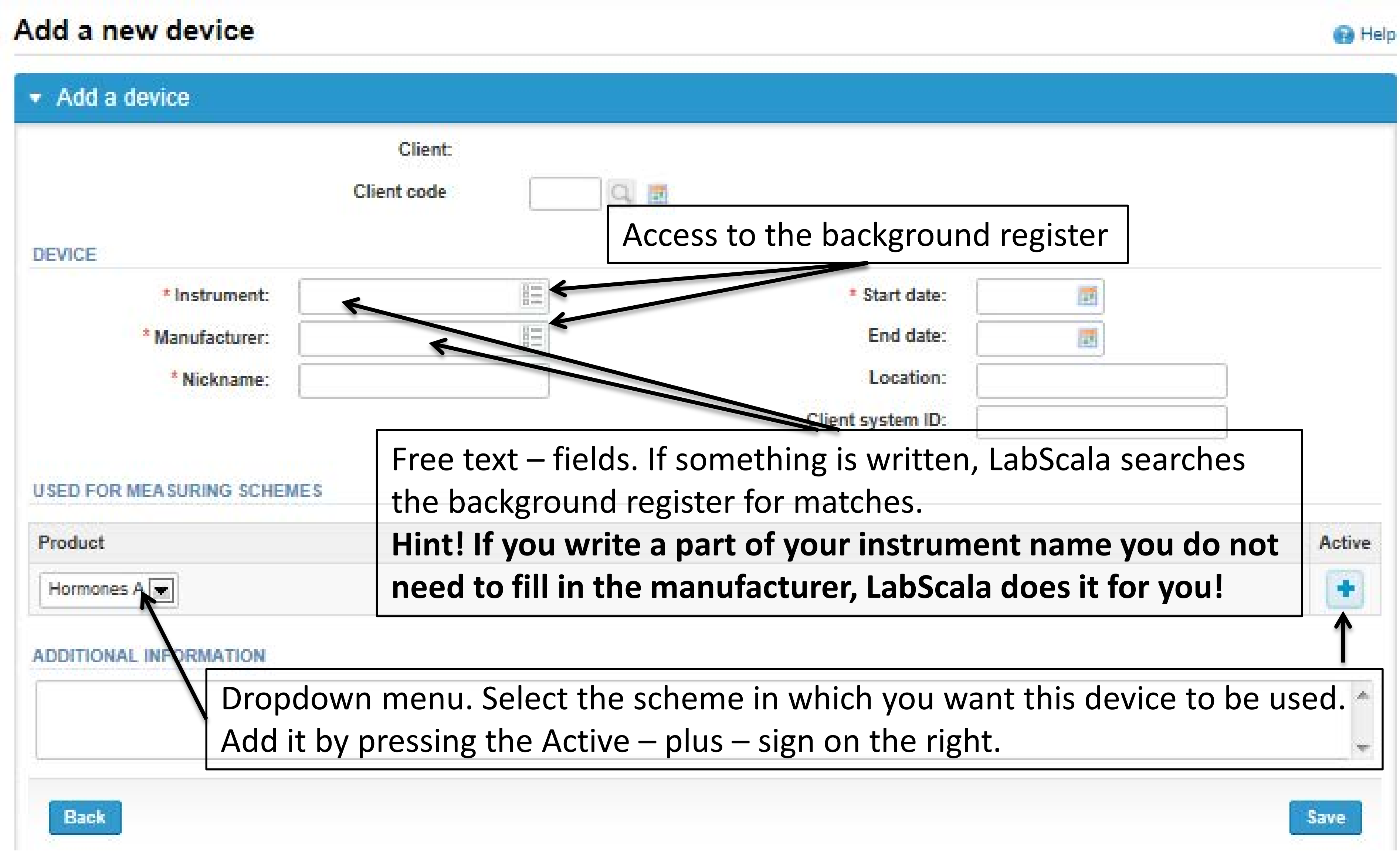


USED FOR MEASURING SCHEMES

Product	Active
[+] Form test product 8 (2016)	☑
[+] Hepatitis A, antibodies	☑
Toxoplasma, antibodies ▾	+

ADDITIONAL INFORMATION

N.B. this information will not be read by Labquality, only for your internal notes


Add a new device
Help
Add a device
Client:
Client code
DEVICE
* Instrument:
* Manufacturer:
* Nickname:
* Start date:
End date:
Location:
Client system ID:
USED FOR MEASURING SCHEMES
Product
Active
Hormones A
ADDITIONAL INFORMATION
Back
Save

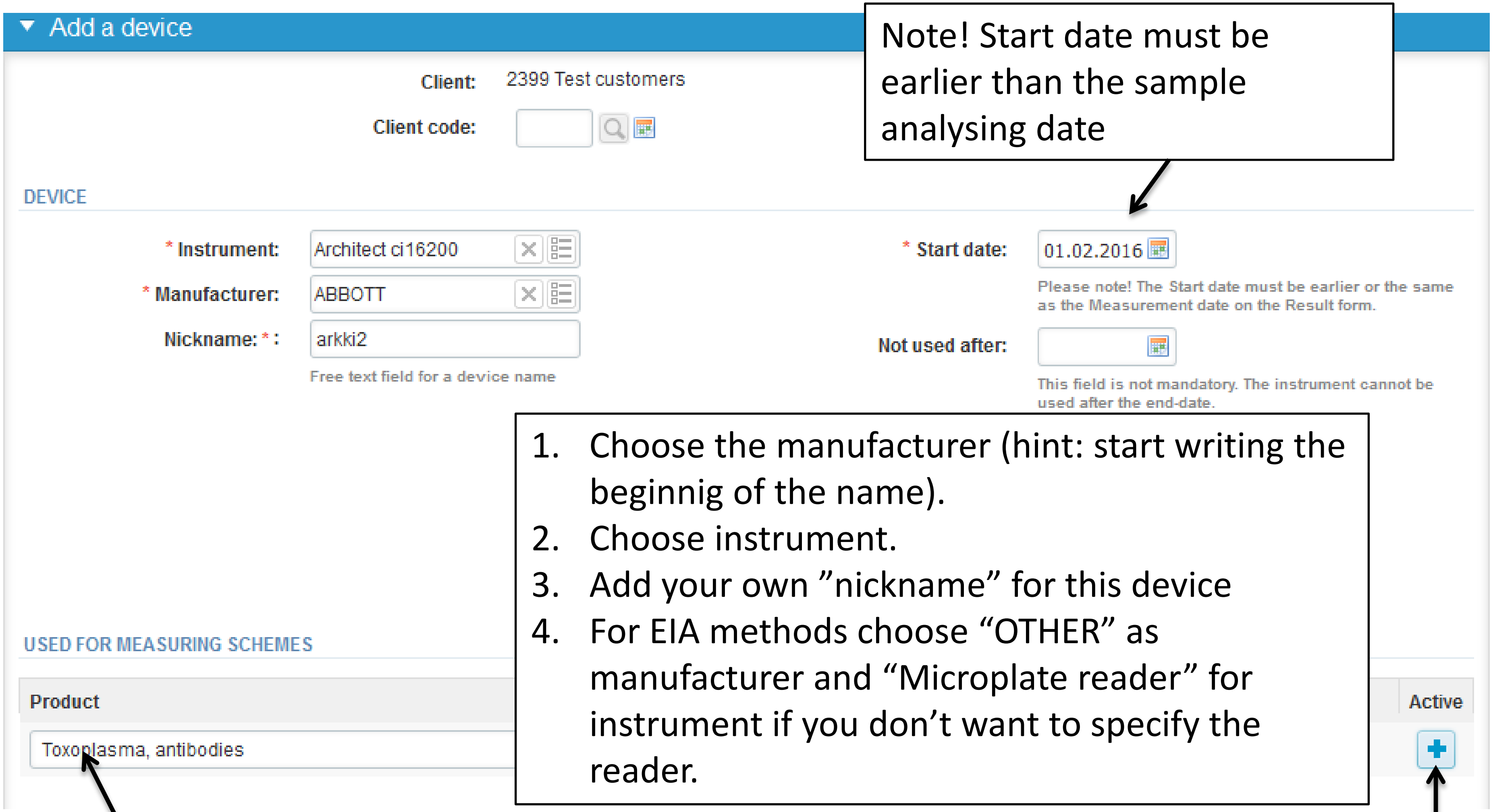
Access to the background register

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!

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!



Client: 2399 Test customers

Client code:

DEVICE

* Instrument: Architect ci16200

* Manufacturer: ABBOTT

Nickname: * : arkki2

Free text field for a device name

* Start date: 01.02.2016

Please note! The Start date must be earlier or the same as the Measurement date on the Result form.

Not used after:

This field is not mandatory. The instrument cannot be used after the end-date.

USED FOR MEASURING SCHEMES

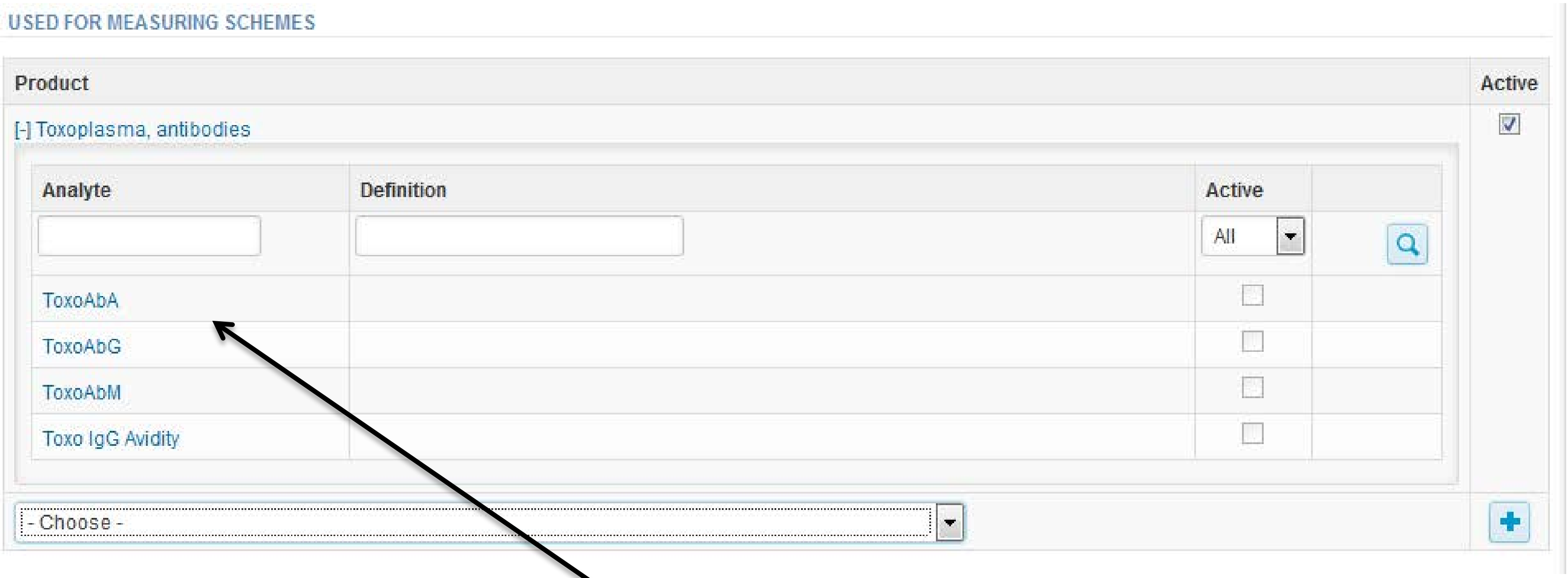
Product	Active
Toxoplasma, antibodies	✚

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

1. Choose the manufacturer (hint: start writing the beginnig 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.

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!

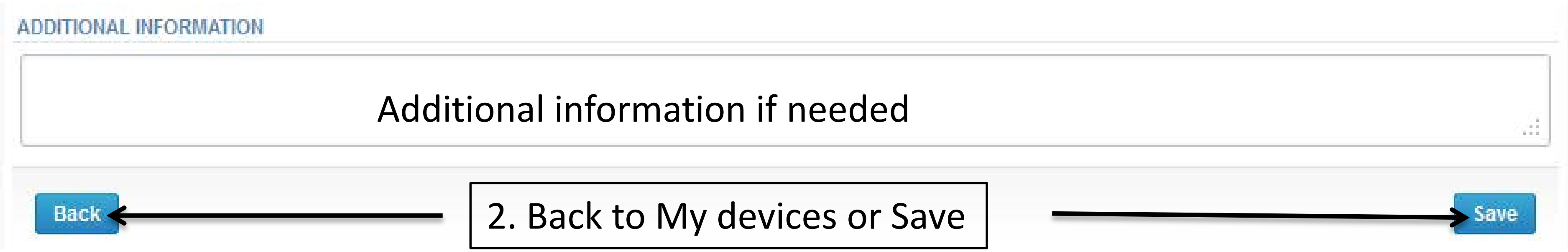


USED FOR MEASURING SCHEMES

Product	Active
[-] Toxoplasma, antibodies	☑

Analyte	Definition	Active
ToxoAbA		☐
ToxoAbG		☐
ToxoAbM		☐
Toxo IgG Avidity		☐

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

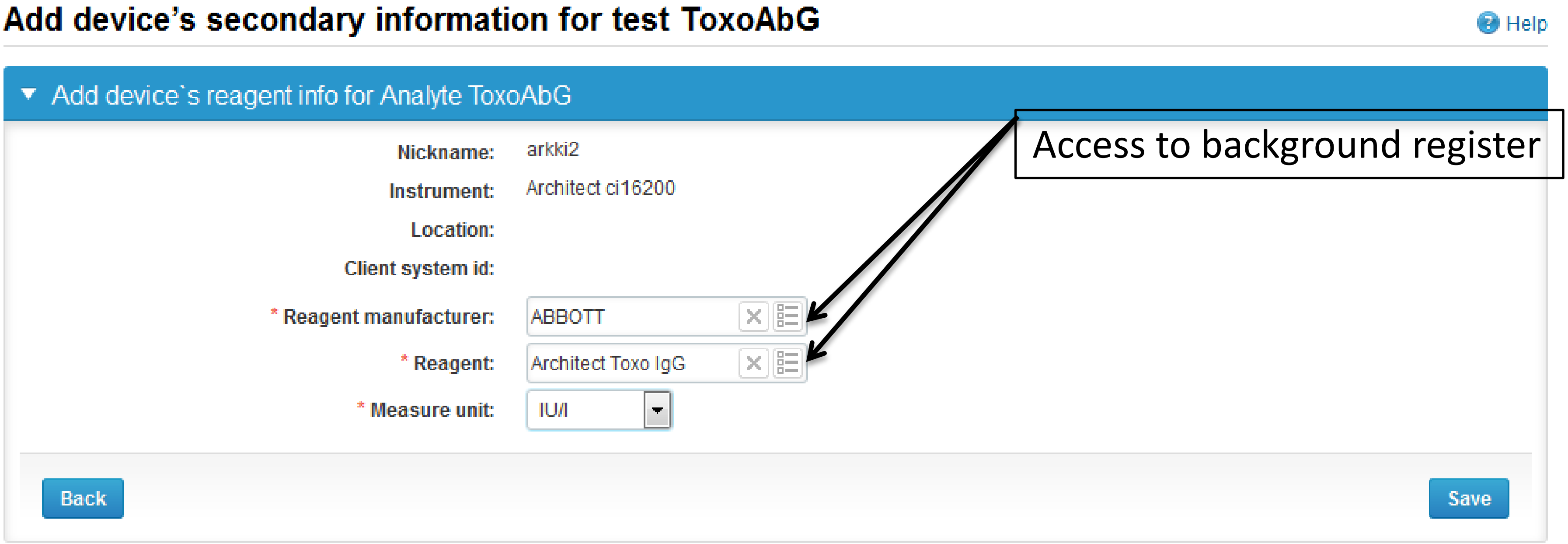


ADDITIONAL INFORMATION

Additional information if needed

2. Back to My devices or Save

Adding reagent information



Add device's secondary information for test ToxoAbG

Nickname: arkki2
Instrument: Architect ci16200
Location:
Client system id:
* Reagent manufacturer: ABBOTT
* Reagent: Architect Toxo IgG
* Measure unit: IU/l

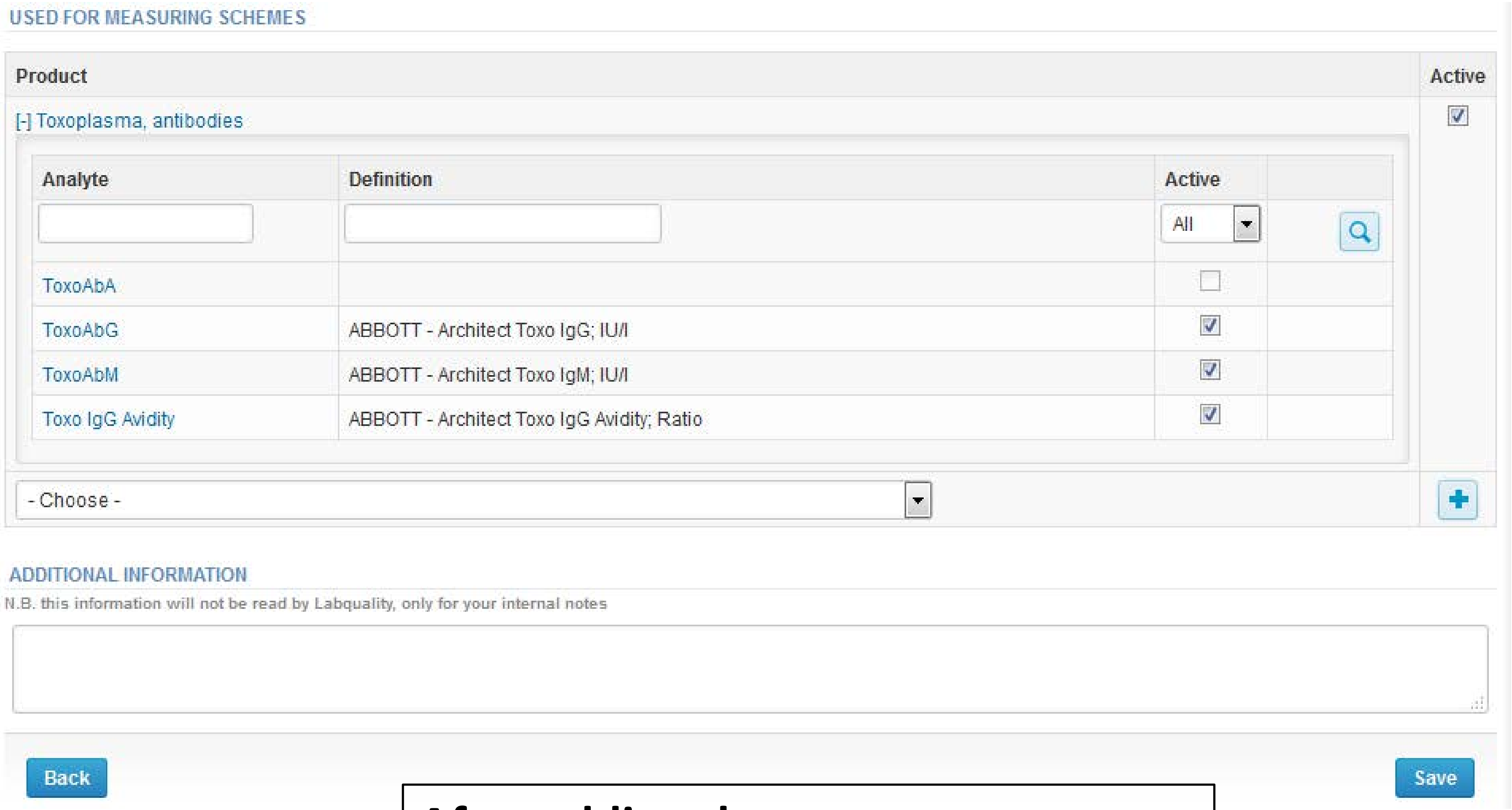
Help
Add device`s reagent info for Analyte ToxoAbG
Back
Save

Access to background register

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

Remember to save!

Saving device information



USED FOR MEASURING SCHEMES

Product	Active
[-] Toxoplasma, antibodies	☑

Analyte	Definition	Active	
		All	
ToxoAbA		☐	
ToxoAbG	ABBOTT - Architect Toxo IgG; IU/l	☑	
ToxoAbM	ABBOTT - Architect Toxo IgM; IU/l	☑	
Toxo IgG Avidity	ABBOTT - Architect Toxo IgG Avidity; Ratio	☑	

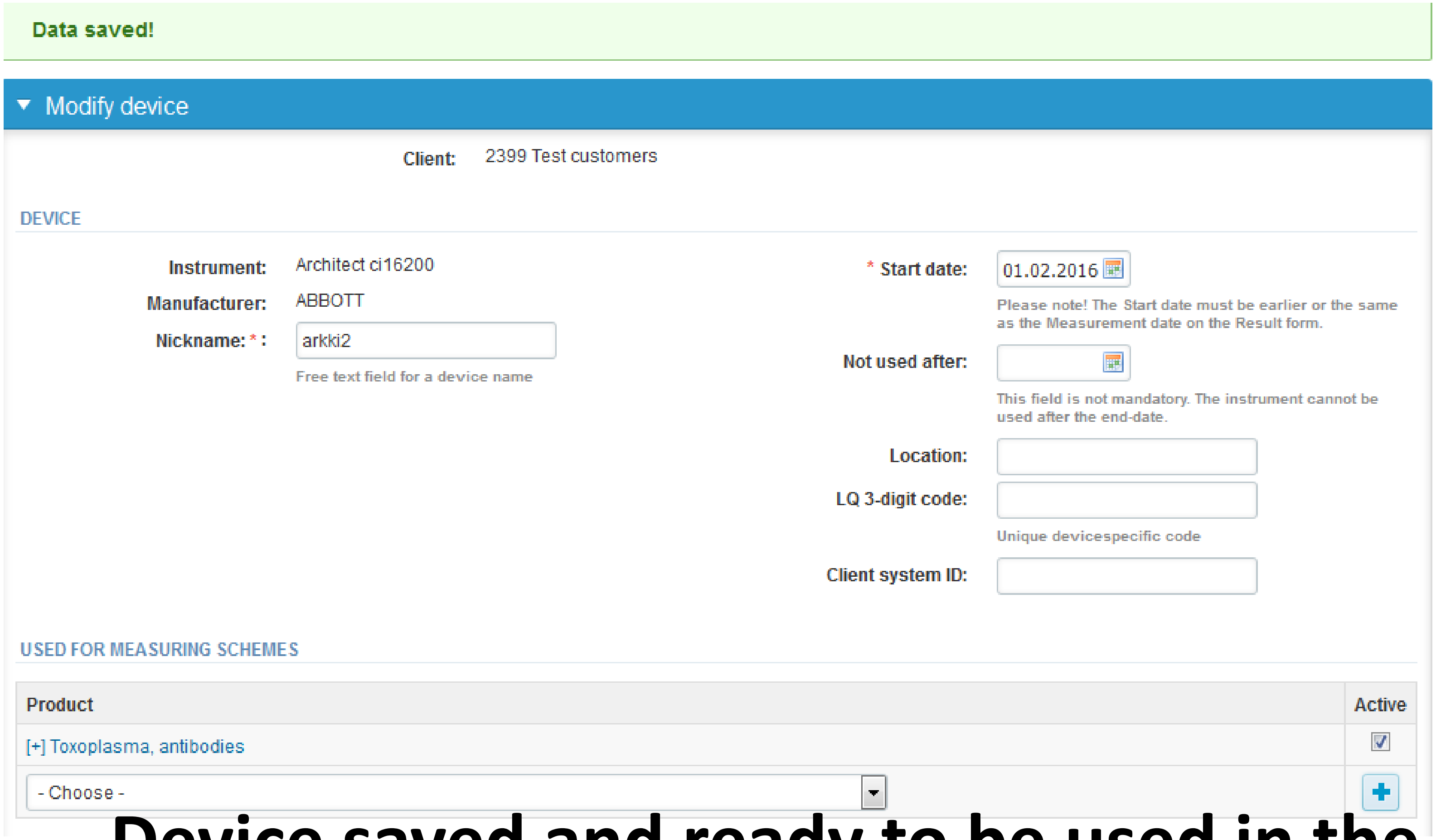
- Choose -

ADDITIONAL INFORMATION

N.B. this information will not be read by Labquality, only for your internal notes

After adding the reagent information, remember to save! →

Device saved



Data saved!

Client: 2399 Test customers

DEVICE

Instrument: Architect ci16200

Manufacturer: ABBOTT

Nickname: * : arkki2

Free text field for a device name

* **Start date:** 01.02.2016

Please note! The Start date must be earlier or the same as the Measurement date on the Result form.

Not used after:

This field is not mandatory. The instrument cannot be used after the end-date.

Location:

LQ 3-digit code:

Unique devicespecific code

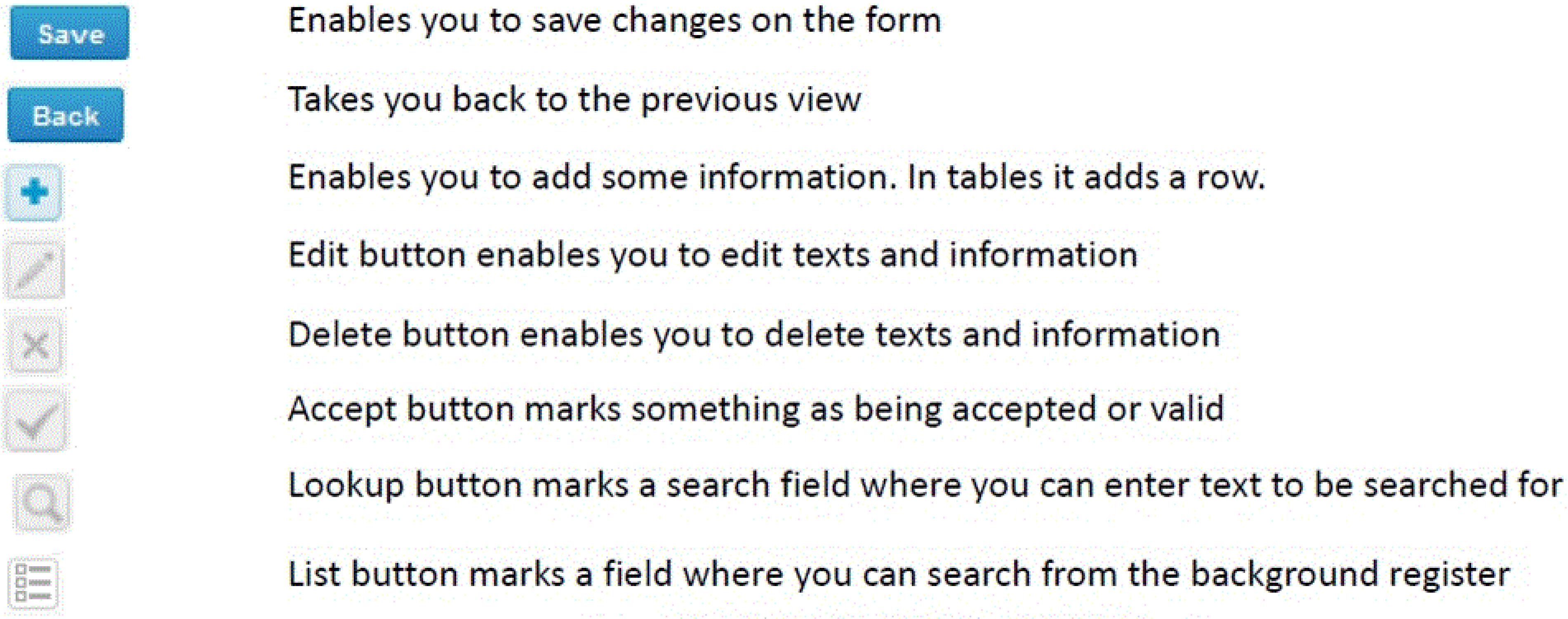
Client system ID:

USED FOR MEASURING SCHEMES

Product	Active
[+] Toxoplasma, antibodies	☑
- 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:

  - Tanja Elo
    tanja.elo@labquality.fi
    +358 9 8566 8215
  - Jonna Pelanti
    jonna.pelanti@labquality.fi
    +358 9 8566 8211