



How to fill in results  
Prothrombin (Thromboplastin)  
Time (4300)

# 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



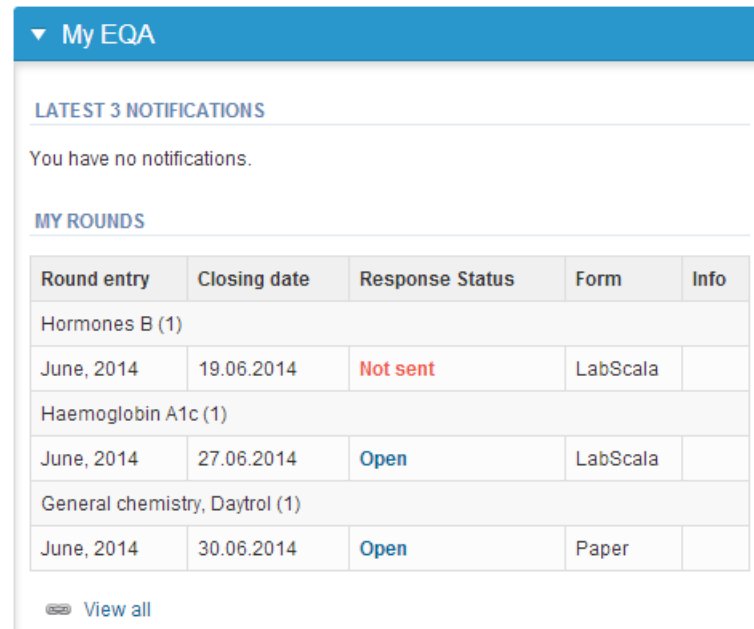
The image shows the LabScala password change page. It features a blue header with the LabScala logo and name. Below the header, the title "Password change" is displayed. There are three input fields: "Old password:", "New password:", and "Repeat new password:". Below the "Repeat new password:" field,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

OS5.2

1. Login with your username and password.
2. If you use LabScala for the first time: Login using the existing Mainio (participant services) password
3. 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
4. Start using 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
  - **Not sent** = result filling started but results not sent to Labquality
  - **Accepted** = results sent to Labquality



The screenshot shows a user interface for 'My EQA'. It features a blue header with a dropdown arrow and the text 'My EQA'. Below the header, there is a section for 'LATEST 3 NOTIFICATIONS' which states 'You have no notifications.' This is followed by a section for 'MY ROUNDS' containing a table with columns for 'Round entry', 'Closing date', 'Response Status', 'Form', and 'Info'. The table lists three rounds: 'Hormones B (1)', 'Haemoglobin A1c (1)', and 'General chemistry, Daytrol (1)'. The first round is 'Not sent', the second is 'Open', and the third is 'Open'. A 'View all' link is located at the bottom of the table.

Round entry	Closing date	Response Status	Form	Info
Hormones B (1)				
June, 2014	19.06.2014	Not sent	LabScala	
Haemoglobin A1c (1)				
June, 2014	27.06.2014	Open	LabScala	
General chemistry, Daytrol (1)				
June, 2014	30.06.2014	Open	Paper	

[View all](#)

# 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"

The screenshot shows the 'My registry' section of the LabScala interface. The top navigation bar includes 'My Schemes', 'My registry', and 'Administration'. The main heading is 'Devices list', with a 'Help' link on the right. Below the heading is a blue bar with a dropdown arrow and the text 'Devices'. The main content area is empty, indicating no devices are currently listed. A 'New device' button is located in the top right corner of this area and is circled in red. Below the main content area is a 'Display: Active' dropdown menu. At the bottom of the page, there is a search bar with columns for 'Nickname', 'Instrument', 'Manufacturer', 'Products', and 'Client', each with an input field and a search icon. A second 'New device' button is located at the bottom right of the page.

# NB! \* - marked fields are mandatory!

## Add a new device

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

### ▼ Add a device

Client: 2399 Test customers

Client code:

Access to the background register

Start date = the date you have started to use you device.

#### DEVICE

\* Instrument:

\* Manufacturer:

Nickname: \* :

Free text field for a device name

\* Start date:

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 RESULTS

Product

- Choose -

Active



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!**

**Please give a Nickname for your device. Numbers and also letters are allowed in this field.**

\* Instrument: Sysmex CS-5100

\* Start date: 01.03.2016

\* Manufacturer: SIEMENS

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

Nickname: \* : 1403

Not used after:

Free text field for a device name

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

Connect the device to the scheme (1) and after that a list of analytes come to the screen (2). Push the analyte and the 'Add device's secondary information for test 'XX' comes up . Give your reagent name and manufacturer (3) and Save (4) in the bottom of the page. Now the information of your device is ready and you can go back to the Device list in the 'Back' button (5)

Location:

Code:

Unique devicespecific code

Item ID:

USED FOR MEASURING SCHEMES

Product			Active
[-] Prothrombin time			<input checked="" type="checkbox"/>
Analyte	Definition	Active	
<input type="text"/>	<input type="text"/>	All	<input type="checkbox"/>
Thromboplastin time (%)			<input type="checkbox"/>
Thromboplastin time INR			<input type="checkbox"/>

1

2

3

5

\* Reagent manufacturer: MediRox/ILS

\* Reagent: Owrens PT/GHI

\* Measure unit: INR

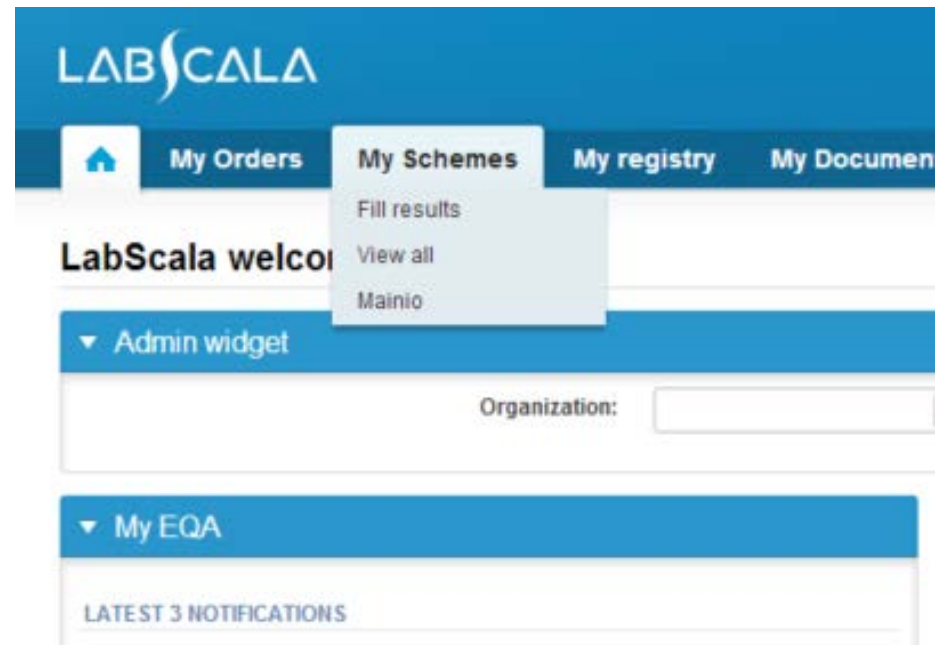
4

Back

Save

# 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 all ordered schemes
  - **Mainio:** other Internet – schemes



# 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 information
  - **Analytics:** Enter your results
  - **Post-analytics:** Validation of the results (check and save)
  - **Exit:** Back to the front page
- Access to the next step of the process can be done 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
  - **Delivery:** samples sent from Labquality
  - **Opening:** Result filling /eForm is opened
  - **Closing:** eForm is closed
  - **Status:** status of the scheme (Open, Draft, Final 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 Prothrombin time, February, 1-2016 analysis




 Help

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

### MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
Prothrombin time(1)					
	11.03.2016	11.03.2016	13.04.2016	<b>Draft</b>	LabScala

### MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	
yrdyo	test@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 (you can add as many contact persons as you like)
- **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

# LABQUALITY

**Labscala**

[www.labquality.fi](http://www.labquality.fi)

## Prothrombin Time 1, 2016

(Thromboplastin Time)

### Specimens

**Sample 1** (S001: LQ708216011 and **Sample 2** (S002: LQ708216012) are lyophilised citrate plasmas.

Quality control specimens derived from human blood must be handled with the same care as patient samples, i.e. as potential transmitters of serious diseases. The specimens have been tested and found to be HBsAg and HIV-AbAg-negative, but no known test method can offer complete assurance that the specimens will not transmit these or other infectious diseases

# 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 "Next"




## Prothrombine time, 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
Prothrombin time, February, 1-2016	Yes	4300	1	11.03.2016 	1	+2 ... +8 C 	

# Results (1)

In Analytics page the results can be filled

## 2399: Prothrombine time, February, 1-2016 - Sample set 1 (Specimen S001)

Help

<<Previous step>>Prothrombin time>>Next step

Sample Sample sets = number of samples ordered

SAMPLE SETS

1

Next

Last

Specimen S001

Specimen S002

You can give results from 3 devices. Add results from this + -button

Measurement results no. 1

add result +

* Measurement date	Analyte	* Device	* Instrument	* Reagent	* Result	Unit
<input type="text"/>	Thromboplastin time (%)					
14.03.2016	Thromboplastin time INR	1403	Sysmex CS-5100	Owrens PT/GHI	2.01	INR

1. Mark down the measurement date = analyse date.
2. Select the device from your own device list.
3. Mark down the result and
4. Save the data.
5. You can edit the data if needed. The \*Result is mandatory but if you don't measure the other analyte leave the Measurement date empty. Now the program doesn't give any note for an empty Result.

COMMENTS

5.

[Back to list](#) [Edit data](#) [Print](#)

4.

Save as draft

Save as final

# Post-analytics (1)

- 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, Open, Error)

## Prothrombin time, 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
Preanalytics		Registration	OK	Anja Pakkanen	11.03.2016 14:07	Accepted
Prothrombin time	1	Specimen S001	OK	Anja Pakkanen	14.03.2016 11:40	Accepted
Prothrombin time	1	Specimen S002	OK	Anja Pakkanen	14.03.2016 11:40	Open

# Post-analytics (2)

- 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

## Prothrombine time, 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
Preanalytics		Registration	OK	Anja Pakkanen	11.03.2016 14:07	Accepted
Prothrombin time	1	Specimen S001	OK	Anja Pakkanen	14.03.2016 11:40	Accepted
Prothrombin time	1	Specimen S002	OK	Anja Pakkanen	14.03.2016 11:40	Open

Accept and send results

Exit

# Exit

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

LabScala welcomes you !




[? Help](#)

### ▼ My EQA

**LATEST 3 NOTIFICATIONS**






You have no notifications.

**MY ROUNDS**


Round entry	Closing date	Response Status	Form	Info
Parasites in faeces, virtual microscopy (1)				
April, 2014	18.06.2014	Not sent	LabScala	
Rotavirus and adenovirus antigen detection (4)				
June, 2014	19.06.2014	Not sent	LabScala	
Coeliac disease (1)				
June, 2014	26.06.2014	Not sent	LabScala	

### ▼ Shortcuts & messages

**SHORTCUTS**

-  [Place orders](#)
-  [View reports](#)
-  [e-schemes](#)
-  [Fill results \(Mainio\)](#)
-  [Go to Mainio](#)

**MESSAGES**

 **LabScala videos on YouTube**

As more and more functionality is added to our EQA-portal LabScala, the need for userguidance is for sure needed.

In order to help our customers use LabScala we have created short LabScala-videotutorials for the most used functions: login, adding users, adding devices, how to use the eForms etc. The videos can be found on LabScala's own YouTube account [@labscalafinland](#) on the 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



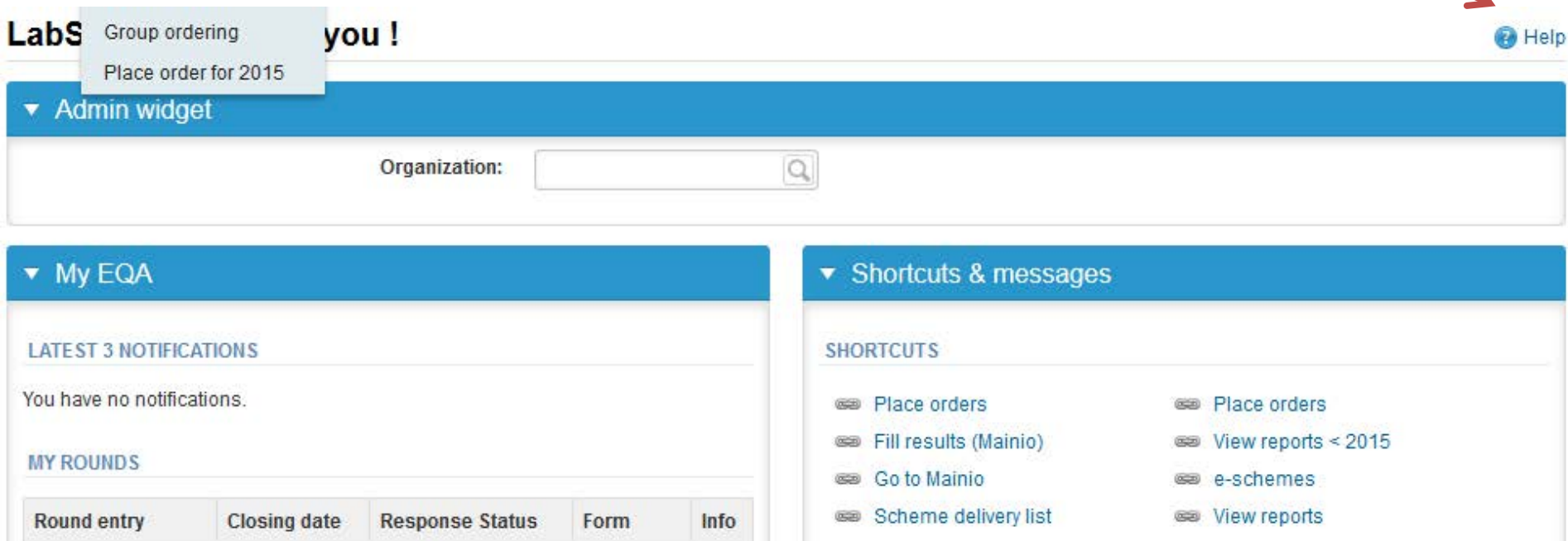
List button marks a field where you can search from the background register



Takes you back to the front page

# Questions?

- In case you have questions, please contact:  
Anja Pakkanen  
[anja.pakkanen@labquality.fi](mailto:anja.pakkanen@labquality.fi)
- In order to help our customers use LabScala we have created short LabScala-videotutorials for the most used functions: login, adding users, adding devices, how to use the eForms etc. The videos can be found on LabScala's own YouTube-account at <https://www.youtube.com/user/LabScala>
- You can find these LabScala instructions behind the Help button in the front page of LabScala



The screenshot shows the LabScala user interface. At the top left, there is a navigation menu with items like "Group ordering" and "Place order for 2015". The main header area contains the text "LabS" and "you!". On the top right, there is a "Help" button with a question mark icon, which is highlighted by a red arrow. Below the header, there is a blue "Admin widget" section with a search bar for "Organization:". Below that, there are two main content areas: "My EQA" and "Shortcuts & messages". The "My EQA" section shows "LATEST 3 NOTIFICATIONS" (with a message "You have no notifications.") and "MY ROUNDS" with a table header: Round entry, Closing date, Response Status, Form, Info. The "Shortcuts & messages" section shows "SHORTCUTS" with a list of links: Place orders, Fill results (Mainio), Go to Mainio, Scheme delivery list, Place orders, View reports < 2015, e-schemes, and View reports.