



How to fill in  
Shortterm results

# Getting started 1-2-3



The image shows the LabScala login interface. At the top is 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 is a blue "Login" button and a link "Forgot your password?".

AUTH.01.1



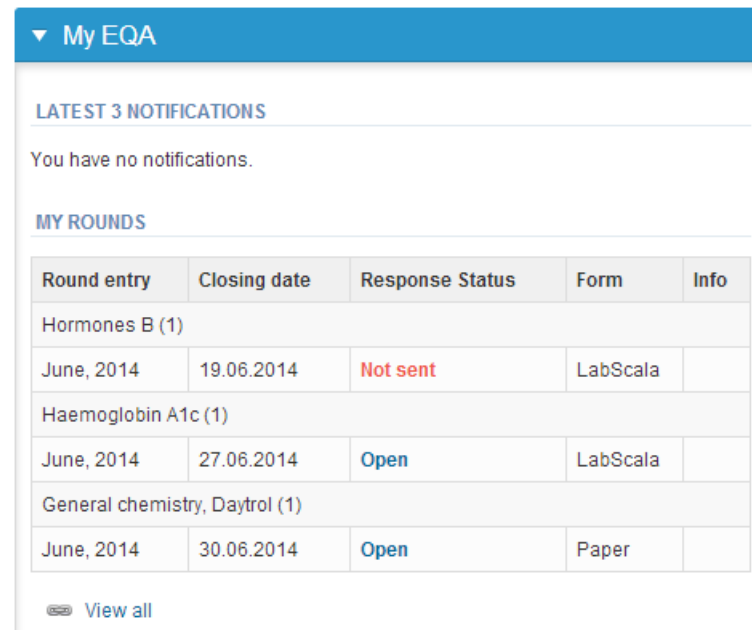
The image shows the LabScala password change interface. At the top is a blue header with the LabScala logo and name. Below the header, the title "Password change" is displayed. There are three input fields: "Old password:", "New password:", and "Repeat new password:". Below the "Repeat new password" field 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



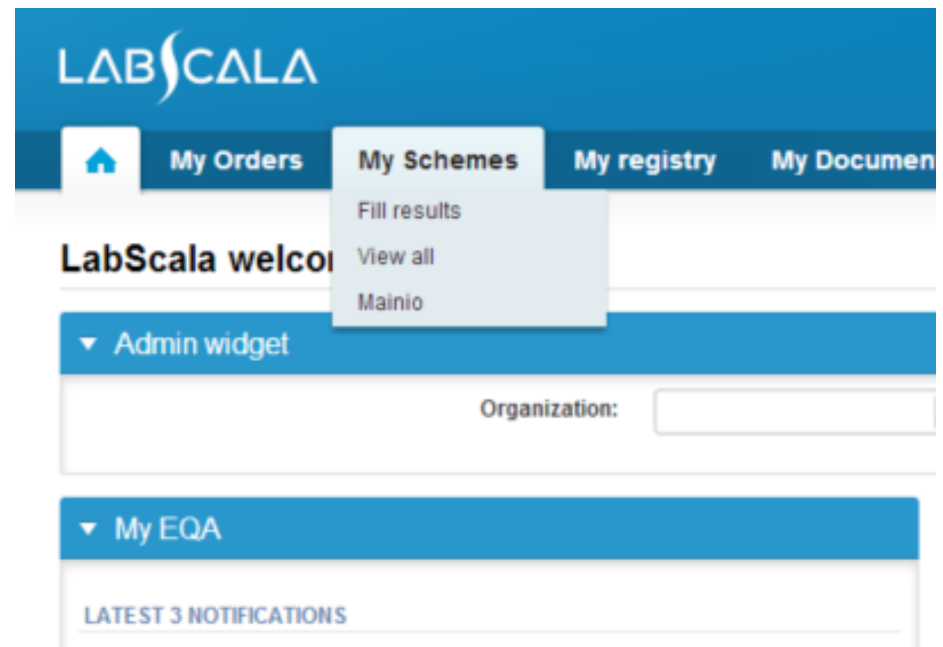
The screenshot shows the 'My EQA' interface. At the top, there is a blue header with a dropdown arrow and the text 'My EQA'. Below this, there is a section titled 'LATEST 3 NOTIFICATIONS' with the text 'You have no notifications.' followed by a section titled 'MY ROUNDS'. This section contains a table with the following data:

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	

At the bottom of the table, there is a link that says 'View all' with a small icon to its left.

# 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 – rounds and e-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
- Proceed by selecting "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
  - **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!**

MY ORDERS					
Product	Delivery	Opening	Closing	Status	Form
Ethylene glycol in serum(2)					
	07.10.2014	07.10.2014	29.10.2014	Accepted	LabScala
Ethanol+Methanol +Isopropanol in serum(2)					
	07.10.2014	07.10.2014	29.10.2014	Draft	LabScala
Ethanol+Methanol +Isopropanol in whole blood(2)					
	07.10.2014	07.10.2014	29.10.2014	Accepted	LabScala
Ethylene glycol in whole blood(2)					
	07.10.2014	07.10.2014	29.10.2014	Accepted	LabScala

MY SCHEME SPECIFIC CONTACTS		
Name	Send E-mail notification to	
xxx	testi.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 (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

External Quality Assessment Schemes

### General Clinical Chemistry

#### SERUM A AND ADDITIONAL SAMPLES JANUARY 2015

# 1

Please analyze the samples immediately after arrival.  
There is number 1 in the label of the samples of January.

#### Specimens

The Short-term sending has different combinations of round materials, delivered according to what the particular laboratory has registered for.

Serum A: "ST-JAN-15" is frozen thawed human serum, ready for use.

Haemoglobin: "ST-Hb-JAN-15" is human based cell suspension.

January 2015

#### INSTRUCTIONS

Round materials  
**Serum A**  
**Haemoglobin**  
**CRP**  
**Bil-neo**

Product no:  
1072, 1002, 2020, 2040  
10-15/15/NO, NL, FI

If your sample kit is incomplete or contains damaged specimens you may obtain replacements by contacting us.

#### Results

Please fill in the enclosed result list and return it to Labquality. Results should be in Labquality not later than **31.01.2015**.















# 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:** can also be left empty
- Comments can be informed if needed
- Move forward by selecting "Save & next"

Sample registration

▼ Sample registration

Product	Has eForm	Code	Quantity ordered	Sample arrival date	Quantity received	Sample storage conditions	Sample preparation date
Ethylene glycol in serum, October 2014	Yes	2517	2	11.09.2014 	<input type="text" value="2"/>	+2 ... +8 C 	18.09.2014 
Ethanol+Methanol +Isopropanol in serum, October 2014	Yes	2511	2	11.09.2014 	<input type="text" value="2"/>	+2 ... +8 C 	18.09.2014 
Ethylene glycol in whole blood, October 2014	Yes	2516	2	11.09.2014 	<input type="text" value="2"/>	+2 ... +8 C 	18.09.2014 
Ethanol+Methanol +Isopropanol in whole blood, October 2014	Yes	2510	2	11.09.2014 	<input type="text" value="2"/>	+2 ... +8 C 	18.09.2014 

COMMENTS

# Results (1)

- The results can be filled on the "Analytics" page
- If you have ordered many samples of the scheme, they will be seen above the blue row "Analytes" (for example Serum A, Hb, CRP or neo-Bil)
- In the picture below Specimen S011 is selected instead of Serum A
- Then click the blue row "Analytes"
- All analytes for the sample shall be selected one by one

Specimen S011	Hb_all	Hb_selectable	Bilirubin	CRP	DayTrol
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▼ Analytes		
* Analyte	* Unit	Add
- Choose -		

# Results (2)

- Select the analytes you analyze in your laboratory from the dropdown menu
- Select the unit for the analyte from the other dropdown menu
- After selecting the analyte and the unit click on the "Add" button

▼ Analytes

* Analyte	* Unit	Add
Sodium	mmol/l	

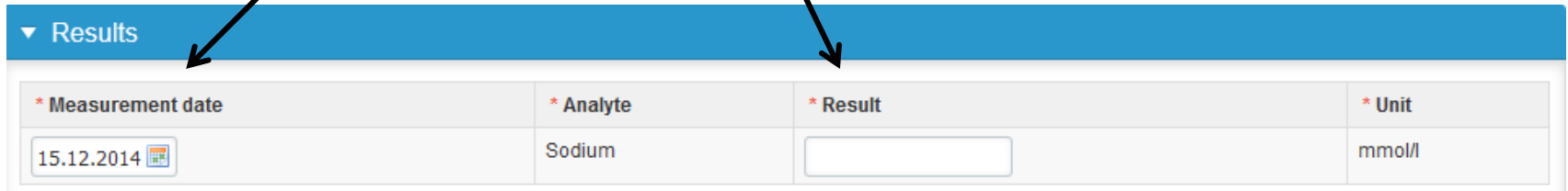
- Repeat the same for all analytes needed
- The selection of analytes shall be done only once because the program will remember the selection
- After this selection procedure the analytes are visible below the "Analytes" area in the "Results" area

▼ Results


* Measurement date	* Analyte	* Result	* Unit
	Sodium		mmol/l

# Results (3)

- Select the measurement date and fill in the result



The screenshot shows a web interface for entering results. At the top is a blue header bar with a dropdown arrow and the text "Results". Below this is a table with four columns: "\* Measurement date", "\* Analyte", "\* Result", and "\* Unit". The first row contains the following data: "15.12.2014" (with a calendar icon), "Sodium", an empty text input field, and "mmol/l". Two black arrows point from the text above to the date and result input fields.





* Measurement date	* Analyte	* Result	* Unit
15.12.2014 	Sodium	<input type="text"/>	mmol/l

- Note! If your result is above (>) or under (<) some concentration, please mark your result without space (e.g. <20).
- Remember to save the results
- Options for saving the results on this page are
  - Use "Save as draft" if you don't want to accept the results finally
  - Use "Save as final", if you want to send the results to Labquality
- 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
- **The button "Clear all page data" will delete all the results filled in for the current month and will also delete the analyte selections!**
- There is a place for comments at the end of the page
- Back to the list –button takes you back to the front page



# Results (4)

There is a view of the result sheet before sending the results to Labquality. Both the analyte list ("Analytes") and the result sheet ("Results") is visible. By selecting "Save as final" you can proceed to the Postanalytics page.

▼ Analytes

* Analyte	* Unit	Add
Sodium	mmol/l	 
Glucose	mmol/l	 
<input type="text" value="- Choose -"/>		

▼ Results

* Measurement date	* Analyte	* Result	* Unit
<input type="text" value="15.12.2014"/> 	Sodium	<input type="text" value="140"/>	mmol/l
<input type="text" value="15.12.2014"/> 	Chloride	<input type="text" value="4"/>	

COMMENTS

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

# Post-analytics

- When all of the results have been filled the user will be taken to Post-analytics for result validation
  - **Product:** which 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 previously
  - **Date:** date of last saving
  - **Status:** status of the results (Accepted, Draft, Open, Error)

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Rauvo, Päivi	13.06.2014 09:30	Accepted
C-reactive protein (CRP), quantitative methods	1	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Accepted
C-reactive protein (CRP), quantitative methods	1	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Accepted
C-reactive protein (CRP), quantitative methods	2	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Draft
C-reactive protein (CRP), quantitative methods	2	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	3	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	3	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	4	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	4	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	5	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	5	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open

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 don't want 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

▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Rauvo, Päivi	13.06.2014 09:30	Accepted
C-reactive protein (CRP), quantitative methods	1	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Accepted
C-reactive protein (CRP), quantitative methods	1	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Accepted
C-reactive protein (CRP), quantitative methods	2	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Draft
C-reactive protein (CRP), quantitative methods	2	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	3	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	3	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	4	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	4	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	5	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	5	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	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 at [http://www.youtube.com](#)



# 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



Takes you back to the front page

# Questions?

- In case you have questions, please contact:

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Päivi Ranta

[paivi.ranta@labquality.fi](mailto:paivi.ranta@labquality.fi)

Jonna Pelanti

[jonna.pelanti@labquality.fi](mailto:jonna.pelanti@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>