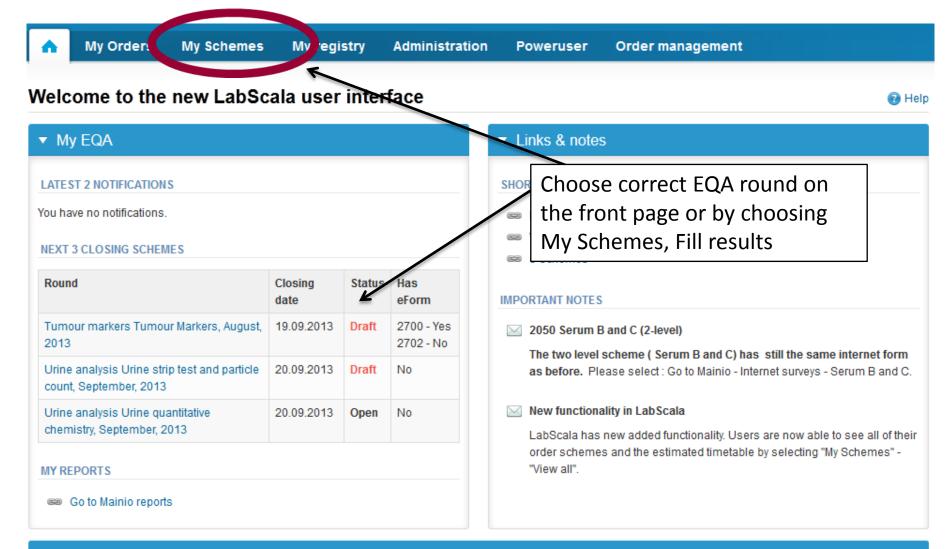


How to fill in results for Clostridium difficile, culture and toxin detection

Quick guide for result reporting

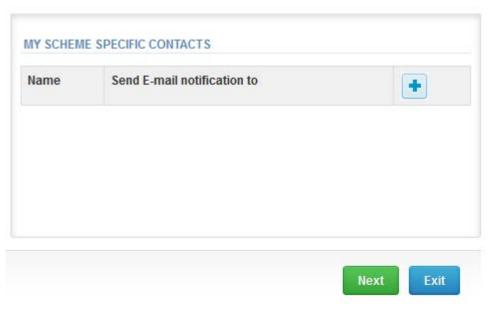
- 1. Start from LabScala home page by choosing My Schemes —> Fill results -> choose the round.
- 2. Add Specific Contact, choose *Next*.
- 3. Read Instructions, choose Next.
- 4. Update Sample registration, choose Save & next
- Reporting results: choose your option for the final report and report the possible results for separate test/s and culture.
- 6. Save your results as *Save as final*. Move to next sample by choosing *Next*.
- 7. Validate your results and if needed, update them, finally choose *Accept and send results*.

Result reporting

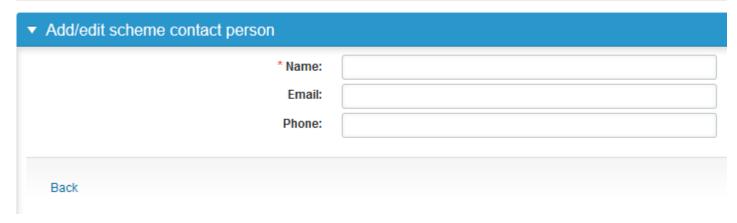


Filling data

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



Add scheme contact person



Instructions

- In Instructions the scheme-specific instructions can be read and printed by pressing the "Print instructions" button on the bottom of the page
- The instructions are also attached to the sample delivery



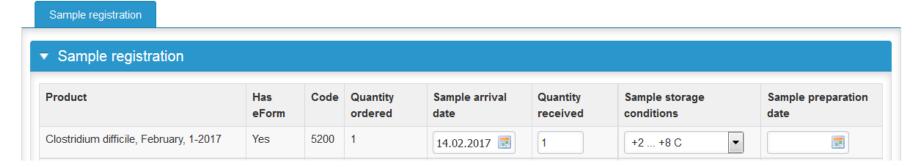
Pre-analytics

- 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 performed, otherwise left empty
- Comments can be saved if needed
- Move forward by selecting "Save & next"

Clostridium difficile, culture and toxin detection, February, 1-2017 pre-analytics

LabScala User instructions

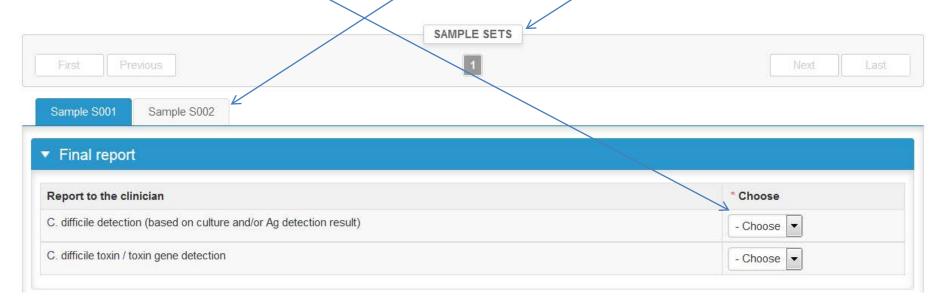
Request>>Instructions>>Pre-analytics>>Analytics>>Post-analytics>>Exit





Results – how to start

- In Analytics the results and possible other data are to be recorded
- If you have ordered multiple sample sets, the sets are visible on the top of this view
- The samples are listed on top of the result form (S001 and S002)
- The first stage in the result reporting is to give the Report to the clinician. Choose your option from the dropdown menu. An answer to at least one of the questions is mandatory.



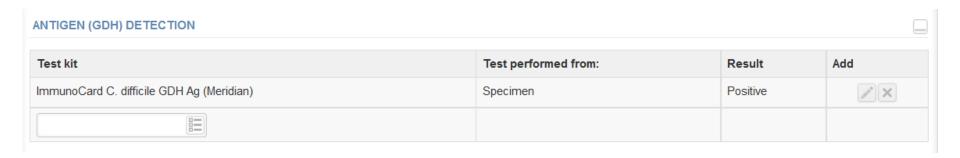
Results – Culture

- Choose your option from the Growth medium dropdown menu and report the growth of probable C. difficile
- Then press the +-button, for the data to be recorded
- You may report the growth on several growth medium



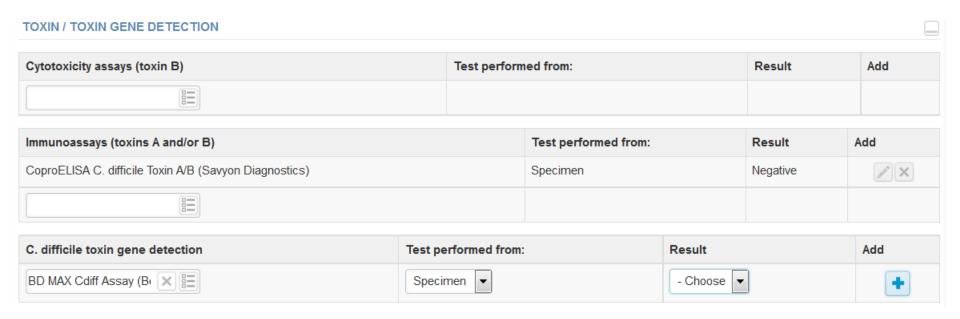
Results – Antigen (GDH) detection

- Choose your test kit from the menu and report if the test has been performed direct on specimen or on colony (culture).
- Choose the result from the dropdown menu
- Then press the +-button, for the data to be recorded
- You may report multiple results



Results – Toxin/toxin gene detection

- Choose your assay/test kit from the menu and report if the test has been performed direct on specimen or on colony (culture).
- Choose the result from the dropdown menu
- Then press the +-button, for the data to be recorded
- You may report multiple results



Results

- 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 consider the results as being final
- From this page you can return to the front page by selecting "Back to list" or clear the whole page by selecting "Clear all page data"

Back to list Clear all page data

Save as draft

Save as final

- If "Save as final" was selected the results are saved and the table is closed. However, 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

Back to list Edit data Print

Next

Post-analytics

- Next the user is taken to the result validation
 - Product: the scheme name
 - Sample set: which sample set is being validated
 - Sample: which sample
 - Errors: the possible recording errors 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)

Clostridium difficile, culture and toxin detection, February, 1-2017 postanalytics

EabScala User instructions

 $Request \gt\gt{Instructions}\gt\gt{Pre-analytics}\gt\gt{Post-analytics}\gt\gt{Exit}$

Validation results										
Product	Sample set	Sample	Errors	Last saved	Date	Status				
Clostridium difficile	1	Sample S001	ОК	Yvonne Björkman	14.02.2017 15:01	Accepted				
Clostridium difficile	1	Sample S002	OK	Yvonne Björkman	14.02.2017 15:11	Draft				

Post-analytics

- The results can be edited by selecting the sample
- When you consider that all the data you have recorded 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

Clostridium difficile, culture and toxin detection, February, 1-2017 postanalytics

LabScala User instructions

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

Validate results

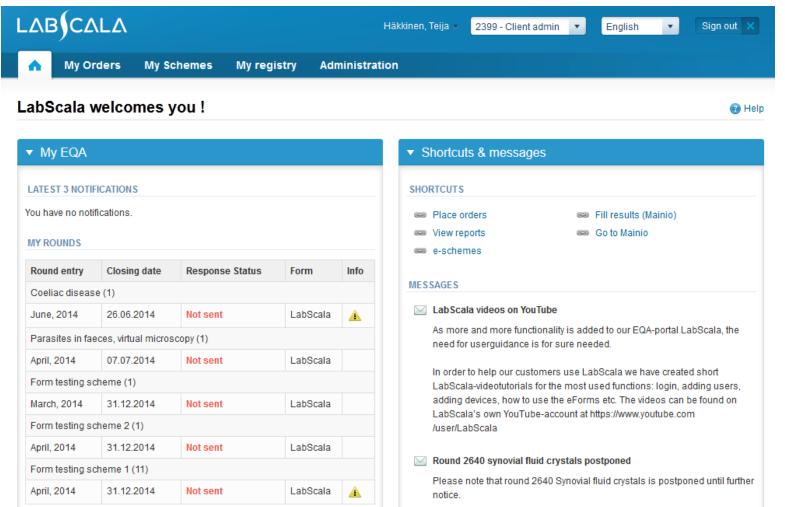
▼ Validation results										
Product	Sample set	Sample	Errors	Last saved	Date	Status				
Clostridium difficile	1	Sample S001	ОК	Yvonne Björkman	14.02.2017 15:01	Accepted				
Clostridium difficile	1	Sample S002	OK	Yvonne Björkman	14.02.2017 15:14	Accepted				

Accept and send results

Exit

Exit

 After selecting "Exit" you will be taken back to the front page or to the round list:



LabScala buttons



















Enables you to save changes on the form

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:
 - Yvonne Björkmanyvonne.bjorkman@labquality.fi+358 9 8566 8222
 - Jonna Pelantijonna.pelanti@labquality.fi+358 9 8566 8211