How to fill in results
Influenza virus A+B and RS virus, nucleic acid detection

Quick guide for result reporting

1. Start from LabScala home page by choosing My Schemes –> Fill results -> choose correct round.
2. Add Specific Contact, choose Next.
3. Read Instructions, choose Next.
4. Update Sample registration, choose Save & next
5. Reporting results: choose measurement date, device (or add device if needed) and the correct finding for each analyte.
6. Save your results as Save as final. Move to next specimen by choosing Next.
7. Validate your results and if needed, update them, finally choose Accept and send results.

Result reporting

My Orders | **My Schemes** | My Registry | My Documents | Administration

LabScala welcomes you !

LabScala User instructions

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
Natriuretic peptides (2)				
January, 1-2017	16.02.2017	Not sent	LabScala	⚠
Hepatitis B, s-antigen antibodies (6)				
January, 1-2017	20.02.2017	Not sent	LabScala	
Bordetella pertussis, antibodies (1)				
January, 1-2017	22.02.2017	Not sent	LabScala	⚠
Borrelia burgdorferi, antibodies, European origin (1)				
January, 1-2017	22.02.2017	Not sent	LabScala	⚠
Coeliac disease (1)				
February, 1-2017	23.02.2017	Not sent	LabScala	⚠

- View all

Shortcuts & messages

SHORTCUTS

- Place orders
- Fill results (Mainio)

MES

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

In the view of the closing schemes the closing date and the 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

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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. Influenza virus A+B and RS virus, nucleic acid detection (1) means 1 set of samples ordered)
  - **Instructions:** Scheme spesific instructions can be read and printed
  - **Pre-analytics:** Sample arrival date, quantity received, sample storage conditions etc.
  - **Analytics:** analyte-specific results can be filled
  - **Postanalytics:** Validate results
  - **Exit:** Back to the front page
- Also the scheme specific contact information is filled here
  - The contact person receives reminders and important scheme-specific information
  - **At least one contact person needs to be named!**

Welcome to the round of Influenza virus A+B and RS virus, nucleic acid detection, January, 1-2017 analysis

LabScala User instructions

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

MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
Influenza virus A+B and RS virus, nucleic acid detection(1)					
	14.02.2017	14.02.2017	10.03.2017	Accepted	LabScala

MY SCHEME SPECIFIC CONTACTS

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

▶ Coordinator contact information

By pressing the "Next" button LabScala will automatically move you forward

Next   Exit   4

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"

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 and 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.

Results

- Analyte-specific results are filled by selecting a previously filled device from the dropdown list or by selecting "-Add device-"
  - Devices can be also added beforehand from My Registry – My devices
- See instructions starting from slide 13.
- Choose the correct result from the "Test result" dropdown list.

Results

- Finally, select
  - "Save as final" if you see the results as being final
  - "Save as draft" if you do not yet want to send in the results. Results are not processed in Labquality
- From this page you can return to the front page by selecting "Back to list"

Results – edit data

- Select "Edit data" if you want to modify your already saved data.

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 is being validated
  - **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)

▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Teija Häkkinen	20.01.2017 17:59	Accepted
Influenza virus A+B and RS virus, nucleic acid detection	1	Sample S001	OK	Jaana Paakkanen	15.02.2017 12:24	Accepted
Influenza virus A+B and RS virus, nucleic acid detection	1	Sample S002	OK	Jaana Paakkanen	08.02.2017 08:54	Accepted
Influenza virus A+B and RS virus, nucleic acid detection	1	Sample S003	OK	Jaana Paakkanen	08.02.2017 08:55	Accepted
Influenza virus A+B and RS virus, nucleic acid detection	1	Sample S004	OK	Jaana Paakkanen	08.02.2017 08:56	Accepted
Influenza virus A+B and RS virus, nucleic acid detection	1	Sample S005	OK	Jaana Paakkanen	15.02.2017 11:00	Accepted

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

▼ Validation results						
Product	**Sample set**	**Sample**	**Errors**	**Last saved**	**Date**	**Status**
Preanalytics		Registration	OK	Teija Häkkinen	20.01.2017 17:59	Accepted
Influenza virus A+B and RS virus, nucleic acid detection	1	Sample S001	OK	Jaana Paakkanen	15.02.2017 12:24	Accepted
Influenza virus A+B and RS virus, nucleic acid detection	1	Sample S002	OK	Jaana Paakkanen	08.02.2017 08:54	Accepted
Influenza virus A+B and RS virus, nucleic acid detection	1	Sample S003	OK	Jaana Paakkanen	08.02.2017 08:55	Accepted
Influenza virus A+B and RS virus, nucleic acid detection	1	Sample S004	OK	Jaana Paakkanen	08.02.2017 08:56	Accepted
Influenza virus A+B and RS virus, nucleic acid detection	1	Sample S005	OK	Jaana Paakkanen	15.02.2017 11:00	Accepted

Accept and send results   Exit

Exit

- After selecting "Accept and send results" you will be taken back to my schemes list.

Adding your own devices

- There are two ways to add devices in LabScala:

1) By selecting "-Add device-" in the "Analytics" page

2) By choosing "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
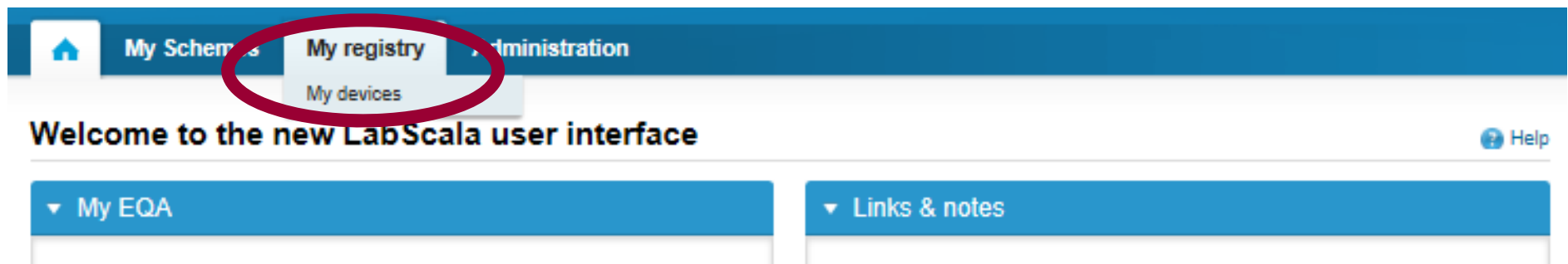
Own devices

- Both choices takes you to your "Devices list" where 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"

Add a new device
Help

Add a device

Client:

Client code: [ ] 🔍 📷

Access to the background register

DEVICE

* Instrument: [ ]
* Manufacturer: [ ]
* Nickname: [ ]

* Start date: [ ]
End date: [ ]
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
Hormones A ▼ | ➕

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!

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▼ Add a device

Client: 2399 Test customers

Client code: [ ]

DEVICE

* Instrument: GeneXpert II

* Manufacturer: CEPHEID

Nickname: * : Xpert2

Free text field for a device name

* Start date: 01.01.2015

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: 001

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

1. Choose the manufacturer (Hint: write beginning of the name).
2. Choose instrument.

USED FOR MEASURING SCHEMES

Product	Active
Influenza virus A+B, detection	✚

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!

Adding reagent information

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

Adding reagent information

Access to background register

Add device's secondary information for test InfA NAT

Help

▼ Add device`s reagent info for Analyte InfA NAT

Nickname: Xpert2
Instrument: GeneXpert II
Location:
Client system id:
Device 3 digit code: 001
* Reagent manufacturer: CEPHEID
* Reagent: Xpert Flu
* Measure unit: --

Back

Save

(IQ.14.01.3)

1. Choose Reagent manufacturer
2. Choose/check Reagent
3. Choose Measure unit

4. Remember to save!

Saving device information

After adding the reagent information, remember to save!

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.
- Choose right scheme from the drop down menu and click + button.
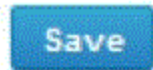

After adding a scheme, remember to save!

LabScala buttons

Save — Enables you to save changes on the form
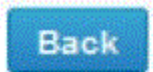
Back — Takes you back to the previous view

+ — 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?

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