



How to fill in results
POCT INR (4335)

Getting started 1-2-3



The image shows the LabScala login page. At the top is a blue header with the LabScala logo and name. Below the header, the page title is "Login with username and password". 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



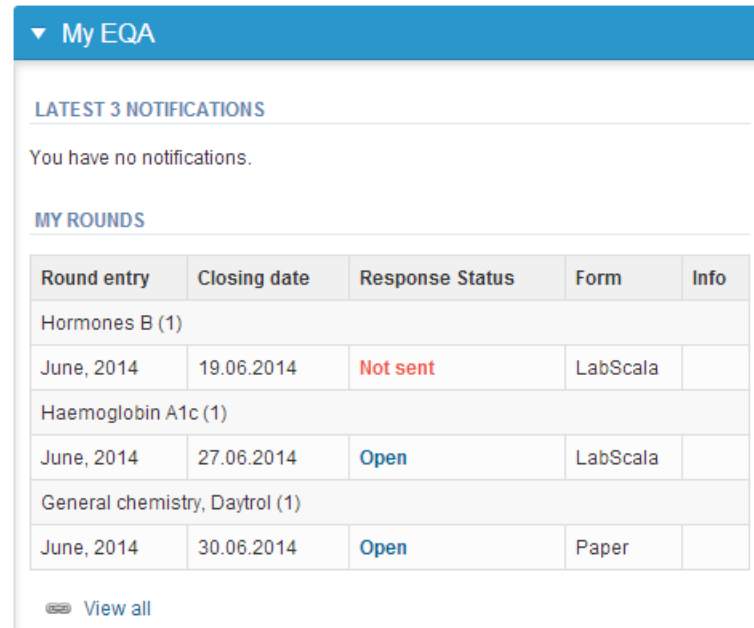
The image shows the LabScala password change page. At the top is a blue header with the LabScala logo and name. Below the header, the page title is "Password change". There are three input fields: "Old password:", "New password:", and "Repeat new password:". Below the "Repeat new password" field are 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 a user interface for 'My EQA'. It features a blue header with a dropdown arrow and the text 'My EQA'. Below the header, there are two sections: 'LATEST 3 NOTIFICATIONS' and 'MY ROUNDS'. The 'LATEST 3 NOTIFICATIONS' section contains the text 'You have no notifications.' The 'MY ROUNDS' 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'.

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!

Add new device(2)

Add a device

Client: 2399 Test customers

Client code:

DEVICE

* Instrument: CoaguChek XS Pro

* Manufacturer: ROCHE

Nickname: * : 003

Free text field for a device name

* Start date: 01.01.2016

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:

Client system ID:

LQ 3-digit code: 003

Unique devicespecific code

In Nickname field you can write the real nickname.

Choose the scheme from the list and active it

USED FOR MEASURING SCHEMES

Product
- Choose -

Active



Start date is the date you have started to use the device. It has to be earlier than the measurement date

Add new device (3)

USED FOR MEASURING SCHEMES

Product	Active
[] INR, POCT	<input checked="" type="checkbox"/>

Analyte	Definition	Active
[] P-TT POCT		<input type="checkbox"/>

1

2

After you have connected the device to the scheme (1) a list of analytes (in this scheme only P-TT POCT) come to the screen (2). Push the analyte and the 'Add device's reagent info comes up (3).

Add device's secondary information for test P-TT POCT

LabScala User instructions

▼ Add device's reagent info for Analyte P-TT POCT

3

Nickname: 003
Instrument: CoaguChek XS Pro
Location:
Client system id:
LQ 3-digit code: 003
* Reagent manufacturer: ROCHE
* Reagent: CoaguCheck XS / Pro
* Measure unit: INR

In this view all information is ready and you have only to Save (4). The program takes you in to the front page with the Back button (5).

4

5

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 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

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 Prothrombine time, POCT, May, 1-2016 analysis

[? LabScala User instructions](#)

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

MY ORDERS					
Product	Delivery	Opening	Closing	Status	Form
INR, POCT(1)					
	16.05.2016	17.05.2016	27.05.2016	Ordered	LabScala

MY SCHEME SPECIFIC CONTACTS		
Name	Send E-mail notification to	
Testi	testi@testi.com	 

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		Laboratory name	Client code (1-5)
Tel	Fax		C.no: 4335
POCT-INR		Round 1, 2016	
Instructions and result form		16.5.2016	
Welcome to this POCT-INR round. This scheme is meant for CoaguCheck and i-Stat meters.			
The delivery includes one plasma sample, volume 0.3 mL. It is ready for use . The sample must be handled with the same care as patient sample, i.e. as potential transmitter of serious diseases.			
Please analyze the sample immediately after it has arrived to the laboratory. If this is not possible please store it in the refrigerator (at between +2 and +8°C) and analyze as soon as possible .			
The sample must be handled with the same care as patient sample, i.e. as potential transmitter of serious 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 "Save & next"

Prothrombine time, POCT, May, 1-2016 pre-analytics

[? LabScala User instructions](#)

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
INR, Alere INRatio, POCT, May, 1-2016	Yes	4332	1	<input type="text"/>	<input type="text"/>	- Choose -	<input type="text"/>
INR, POCT, May, 1-2016	Yes	4335	1	16.05.2016	1	+2 ... +8 C	<input type="text"/>

COMMENTS

Results (1)

In Analytics page the results can be filled

2399: Prothrombine time, POCT, May, 1-2016 - Sample set 1 (Sample S001)

[LabScala User instructions](#)

<<Previous step>>INR, Alere INRatio, POCT>>INR, POCT>>Next step

Sample Sample sets = number of samples ordered

SAMPLE SETS

1

Next Last

Sample S001

Measurement results no. 1

Add result +

* Measurement date	byte	* Meter (Nickname)/LQ 3-digit code	* Instrument	* Reagent	Lot No	* Lot expiration date	* Result	Unit
16.05.2016	P-TT POCT	Test1/001	CoaguChek	CoaguCheck TT reagents		01.05.2017	5.0	INR

COMMENTS

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

1. Mark down the measurement date = analyzing date.
2. Select the device from your own device list.
3. Mark down the Expiration date of the strip.
4. Mark down the Result
5. Save

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)

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, POCT, May, 1-2016 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
INR, Alere INRatio, POCT	1	Sample S002	OK	Anja Pakkanen	16.05.2016 13:12	Open
INR, POCT	1	Sample S001	OK	Anja Pakkanen	16.05.2016 15:28	Accepted

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



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
- 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



[? LabScala User instructions](#)

List of my schemes

▼ Select clients

▼ My Schemes - 2399 Test customers (All)

Showing entries 1-3 [Total 3]

Display: All

Sub-Program	Scheme	Round	Products ordered	Closing date	Form	Status	
			4335		(All)	(All statuses)	
Coagulation	Prothrombine time, POCT	November, 2-2016	4335(1), 4332(1)	30.11.2016	LabScala	Not started	
Coagulation	Prothrombine time, POCT	May, 1-2016	4332(1), 4335(1)	27.05.2016	LabScala	Not sent	
Coagulation	Prothrombine time, POCT	November, 2-2015	4332(2), 4335(2)	30.11.2015	LabScala	Closed	