LAB∫CALA

How to fill in results and add your own devices
Glucose meters 1, 2 or 3

Getting started 1-2-3

AUTH.01.1

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

Easy access first page

My Schemes   **My registry**   **Administration**

Welcome to the new LabScala user interface

🛈 Help

My EQA

LATEST 3 NOTIFICATIONS

You have no notifications.

NEXT 3 CLOSING SCHEMES

Round	Closing date	Status
Clinical chemistry: Endocrinology Hormones A, June, 2012	30.12.2012	Draft
Clinical chemistry: Endocrinology Hormones B, June, 2012	30.12.2012	Draft

Links & notes

🔗 Place orders   🔗 Fill results

🔗 View reports   🔗 Go to Mainio

IMPORTANT NOTES

Fungal culture 2, 2012 (5260, May) delivery has been postponed to June. The new delivery date will be June 12, 2012.

✉ **BALM2012 succesful**

Labquality thanks all the congress participants and exhibition guests for visiting our booth and presentations at BALM 2012!

Additional info

DASHBOARD WITH GROUPED LINKS

Own open rounds

Adding your own devices

- Select "My registry" then "My devices" in the top header and fill in your device information .

- Your devices are ready to be used directly from the eForm, this makes filling your results fast and easy.
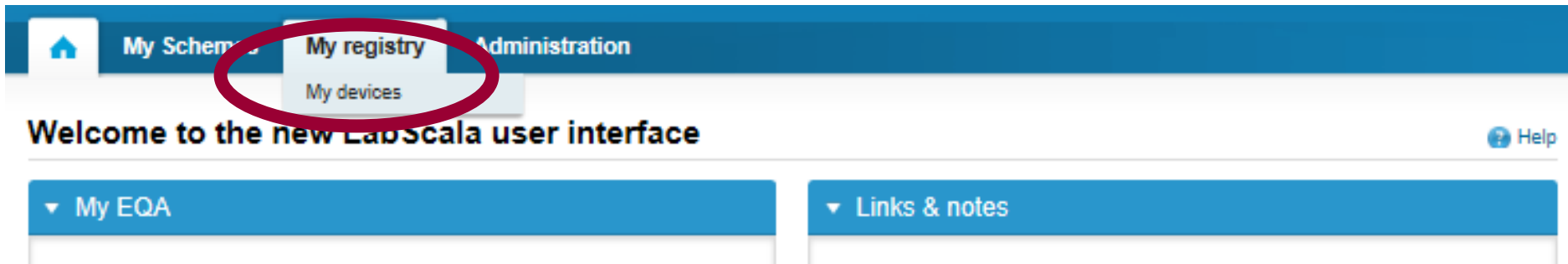
Own devices

- 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"

NB! * - marked fields are mandatory!

Modify device

Client: 1999 Labquality Oy

DEVICE

Instrument: Contour XT

Manufacturer: BAYER

Nickname: * : xt1

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: 121

Unique devicespecific code

Client system ID:

Access to the background register

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!
In Nickname field you can now give the real nickname or the instrument

USED FOR MEASURING SCHEMES

Product	Active
[-] Glucose meters 3: Contour	☑

Analyte	Definition	Active	
		All ▾	🔍
Glucose	BAYER - Contour Next; mmol/l	☑	

NB! * - marked fields are mandatory!

Fill in the start date when you started to use this device. This date must be earlier than the date when you analyze the samples.

▼ Modify device

Client: 1999 Labquality Oy

DEVICE

Instrument:	Contour XT
Manufacturer:	BAYER
Nickname: * :	xt1

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: 121

Unique devicespecific code

Client system ID:

Fill in your own **system ID** for this device

USED FOR MEASURING SCHEMES

You can also fill in **end date**, after this date this device is not valid on this scheme (you can leave it also empty).
Fill in the **location** of this device, for example Room 110 **In the Nickname field you can give the real nickname of the meter. The LQ3 code is not necessary any more.**

Product			Active
[-] Glucose meters 3: Contour			☑

Analyte	Definition		Active
			All ▾ 🔍
Glucose	BAYER - Contour Next; mmol/l		☑

NB! * - marked fields are mandatory!

▼ Modify device

Client: 1999 Labquality Oy

DEVICE

Instrument:	Contour XT	
Manufacturer:	BAYER	
Nickname: * :	xt1	

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: 121

Unique devicespecific code

Client system ID:

USED FOR MEASURING SCHEMES

Product	Active
[-] Glucose meters 3: Contour	☑

Analyte	Definition	Active	
		All	🔍
Glucose	BAYER - Contour Next; mmol/l	☑	

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.

Note! Please remember to choose Glucose meters, Hemocue for Hemocue Meters and Glucosse meters, Contour for Contour Meters

USED FOR MEASURING SCHEMES

Product	Active
[-] Glucosemeters	☑

Display: All ▼

Analyte	Definition	Active
Glucose	ROCHE - Accu-Chek Active strips; mmol/l	☑

Glucosemeters, HemoCue ▼   ➕

1. Activate the analytes You are measuring

2. Add the strip info by clicking the analytes name.

ADDITIONAL INFORMATION

Additional information if needed

Back   3. Back to My devices or Save   Save

Adding strip information

Access to background register

Product wise device definition

 Help

▼ Add device`s reagent info for Analyte Glucose

* Strip manufacturer: | LIFESCAN INC. | X |

* Strip: | One Touch strips | X |

* Measure unit: | mmol/l ▼ |

Choose your unit!

Back

Save

Free text – fields. If something is written, LabScala searches the background register for matches.

Remember to save!

Saving device information

Device saved

Devices list   ❷ Help

▼ Choose another client

▼ Devices - 1999 Labquality OY

New device

Showing entries **1-10** [Total 91]   Display: Active ▼

Nickname/Client system ID ▲	Instrument	Manufacturer	Products	Client	
					🔍
001	Glucocard II	ARKRAY (KYOTO DAIICHI)	Glucosemeters	1999	✎

**Device is now saved and ready to be used
in the eForms of LabScala!
If you have multiple devices, choose next New device.**

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
  - **Draft** = result filling started but results not sent to Labquality
  - **Accepted** = results sent to Labquality

Welcome to the new LabScala user interface

▼ My EQA

LATEST 3 NOTIFICATIONS

You have no notifications.

NEXT 3 CLOSING SCHEMES

Round	Closing date	Status
Clinical chemistry: Endocrinology Urine, strip test A, November, 2012	30.11.2012	Draft
Diabetes Analysis Glucose meters, POC, November, 2012	30.11.2012	Draft
Diabetes Analysis Glucosemeters, HemoCue, November, 2012	30.11.2012	Draft

MY REPORTS

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

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 ordered schemes which have a LabScala-eForm
  - **Mainio:** other Internet – surveys and e-schemes

Filling results

- After selecting an open scheme the results can be filled
- Result filling is presented as a process:

Welcome to the survey of Diabetes Analysis: Glucose meters, POC, November, 2012 analysis

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

  - **Request:** Important round-specific information
  - **Instructions:** Printable instruction letter
  - **Pre-analytics:** Sample delivery informationn
  - **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 is gained 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 (e.g. Glucosemeters (6) means 6 sets of samples ordered)
  - **Delivery:** samples sent from Labquality
  - **Opening:** Result filling /eForm is opened
  - **Reports:** expected date of report publishing in the internet
  - **Status:** status of the scheme (Open, Draft, Accepted 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!**

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

SHORTCUTS

- See orders in Mainio
- Place a new order

MY ORDERS

Product	Delivery	Opening	Reports	Status
Glucosemeters(6)	01.11.2012	01.11.2012	30.12.2012	Draft

MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	+
Kukkkuu	kukkuu@kukkuu.com	✎ ✕
Toinen	toinen@kukkuu.com	✎ ✕

Next   Exit

Instructions

- In Instructions the scheme-specific instructions can be read and printed by pressing the "Print instructions" button on the bottom of the page

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 – types of results

- Results can be marked as
  - Numeric
  - Separated by a dot or comma
  - > or < a numeric value
  - >ML, <ML (ML=measuring limit)
  - >DL, <DL (DL=detection limit)

Results – how to start

- In Analytics page the 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 sample, the samples are listed on top of the result form (e.g. Sample 1 and Sample 2)
- Result filling is started by selecting the measurement day
- Saved device can be chosen from the dropdown list in the result form
- Fill in also lot and exp.date of the strip
- Fill in the result (you can use either comma or dot)

SAMPLE SETS

| First | Previous | **1** 2 3 4 5 6 | Next | Last |

Sample 1

▼ 2570 measurement results for Sample 1

No.	Measurement date	Meter (Nickname)/Client system ID	Instrument	Strip	Lot No	Strip expiration date	Result	Unit
1	19.11.2012	001/123123	Accu-Chek Performa	Accu-Chek Performa strips	1	30.11.2012	6,7	mmol/l

Results

- There is place for comments at the end of the page
- Options for saveing on this page are
  - Use "Save", if you don't want to send the results yet
  - Use "Save as final", if you want to send the results to Labquality
- Back to list –button takes you back to the front page
- Clear all page data –button clears all the information on this page

Results

- 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
- By selecting "Next" LabScala takes you automatically to the next sample or sample set to be filled

Sample 1

▼ 2570 measurement results for Sample 1

No.	Measurement date	Meter (Nickname)/Client system ID	Instrument	Strip	Lot No	Strip expiration date	Result	Unit
1	15.11.2012	003/415151	One Touch Ultra	One Touch Ultra strips	123	30.11.2012	3,3	mmol/l
2	15.11.2012	050	One Touch Basic	One Touch strips	456	30.11.2012	3,2	mmol/l
3	16.11.2012	001	Glucocard II	Glucocard II strips	789	30.11.2012	3,6	mmol/l
4	16.11.2012	002/123456789	One Touch Basic	One Touch strips	321	20.11.2012	3,8	mmol/l
5	16.11.2012	030/0123456	One Touch Basic	One Touch strips	654	21.11.2012	3,9	mmol/l

COMMENTS

Back to list   Edit data

Next

Post-analytics

- 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, Error)

▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Test01999, Client	06.11.2012 17:15	Accepted
Glucosemeters	1	Sample 1	OK	Test01999, Client	07.11.2012 08:33	Draft
Glucosemeters	2	Sample 1	OK	Test01999, Client	07.11.2012 08:49	Accepted
Glucosemeters	3	Sample 1	Expiration date of row "1" has set to past! Row 2 result is out of limit boundaries. Please check result and unit.	Test01999, Client	07.11.2012 08:52	Error
Glucosemeters	4	Sample 1	OK	Test01999, Client	01.11.2012 14:12	Open
Glucosemeters	5	Sample 1	OK	Test01999, Client	01.11.2012 14:12	Open
Glucosemeters	6	Sample 1	OK	Test01999, Client	01.11.2012 14:12	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	Test01999, Client	06.11.2012 17:15	Accepted
Glucosemeters	1	Sample 1	OK	Test01999, Client	07.11.2012 08:53	Accepted
Glucosemeters	2	Sample 1	OK	Test01999, Client	07.11.2012 08:49	Accepted

Exit

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