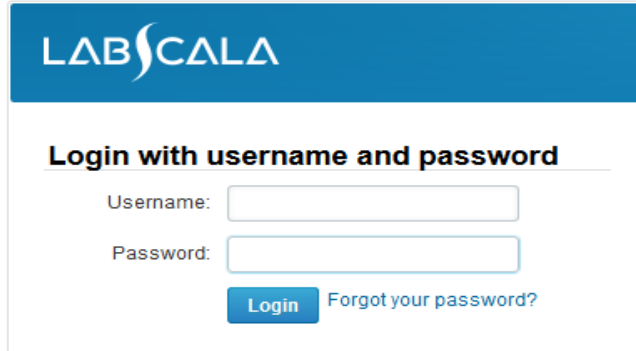




How to fill in results

Hepatitis B and C, serology
(5094 – 5095 - 5096)

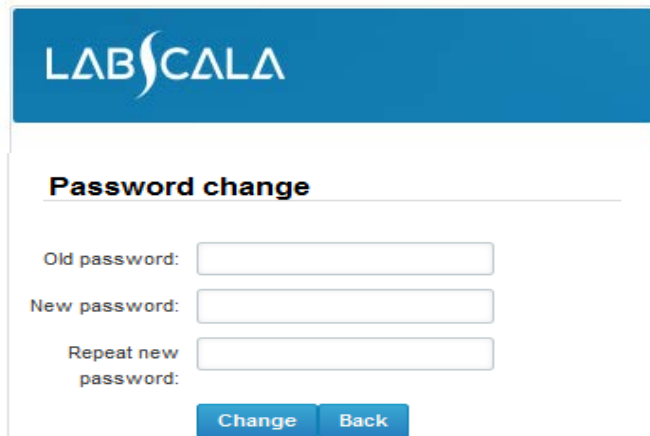
Getting started 1-2-3



The image shows the LabScala login page. At the top is a blue header with the LabScala logo. Below the header, the text "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?".

Please make sure that you used five digit client code as username, e.g. 02399!

[Read this before your first login to LabScala!](#)



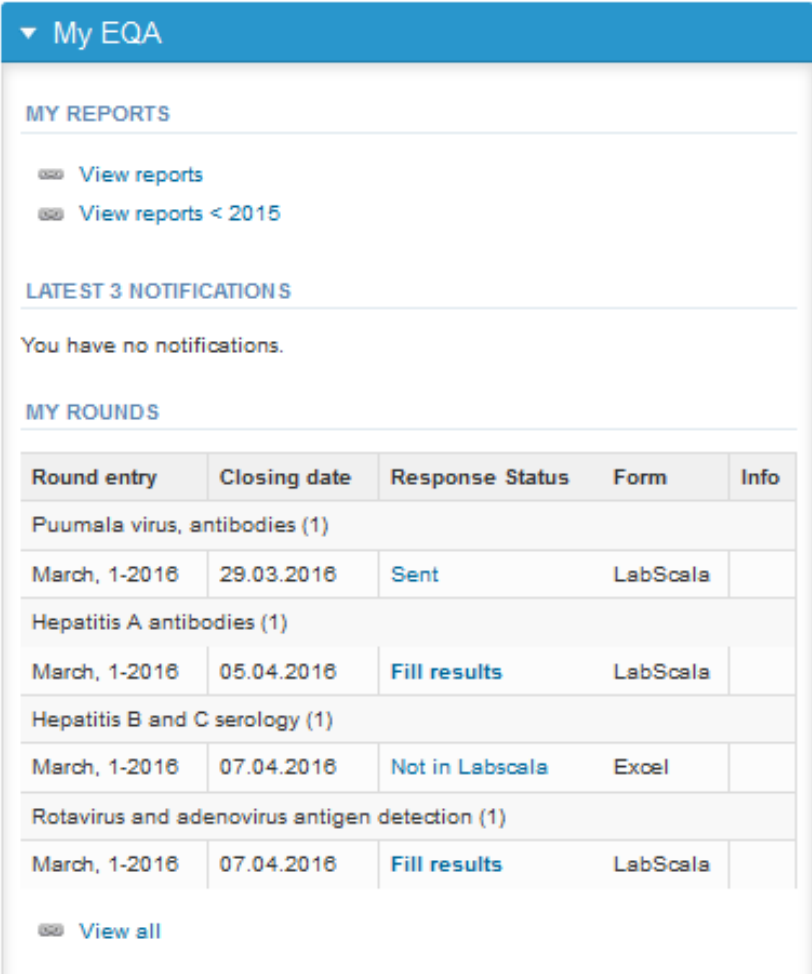
The image shows the LabScala password change page. At the top is a blue header with the LabScala logo. Below the header, the text "Password change" is displayed. There are three input fields: "Old password:", "New password:", and "Repeat new password:". Below the fields are two buttons: "Change" and "Back".

OS5.2

1. Login with your username and password.
2. If you use LabScala for the first time: Login using your existing password (Labquality participant services)
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

Result reporting

- The easiest way to access open schemes is from "My EQA" on the front page
- In the view of the MY EQA / MYROUNDS 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
 - **Accepted** = results sent to Labquality



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
Puumala virus, antibodies (1)				
March, 1-2016	29.03.2016	Sent	LabScala	
Hepatitis A antibodies (1)				
March, 1-2016	05.04.2016	Fill results	LabScala	
Hepatitis B and C serology (1)				
March, 1-2016	07.04.2016	Not in Labscala	Excel	
Rotavirus and adenovirus antigen detection (1)				
March, 1-2016	07.04.2016	Fill results	LabScala	

View all

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



Filling results

- After selecting an open scheme the results can be filled
- Result filling is implemented 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
- The next step of the process can be accessed after the previous step is completed

Request

- After opening the scheme the request page is opened with the following information
 - **Product:** what and how many sample sets have been ordered
 - **Delivery:** samples sent from Labquality
 - **Opening:** Result filling /eForm is opened
 - **Closing:** eForm is closed
 - **Status:** status of the scheme (Open, Draft or Accepted)
 - **Form:** application where the resut form is available
- Also the scheme specific contact information is filled here
 - Contact persons will receive reminders and important scheme-specific information from Labquality
 - **At least one contact person needs to be named!**

Welcome to the round of Hepatitis B and C serology, March, 1-2018 analysis



[LabScala User instructions](#)

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

MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
Hepatitis B and C, serology, specimen volume 1.2 mL(2)					
	14.03.2018	19.03.2018	05.04.2018	Draft	LabScala
Hepatitis B and C serology, specimen volume 2.0 mL(2)					
	14.03.2018	19.03.2018	05.04.2018	Draft	LabScala
Hepatitis B and C, serology, specimen volume 0.6 mL(2)					
	14.03.2018	19.03.2018	05.04.2018	Draft	LabScala

MY SCHEME SPECIFIC CONTACTS


Name	Send E-mail notification to	
Raija M	raija.myllys@aaaaaaaaaaaaa.fi	 

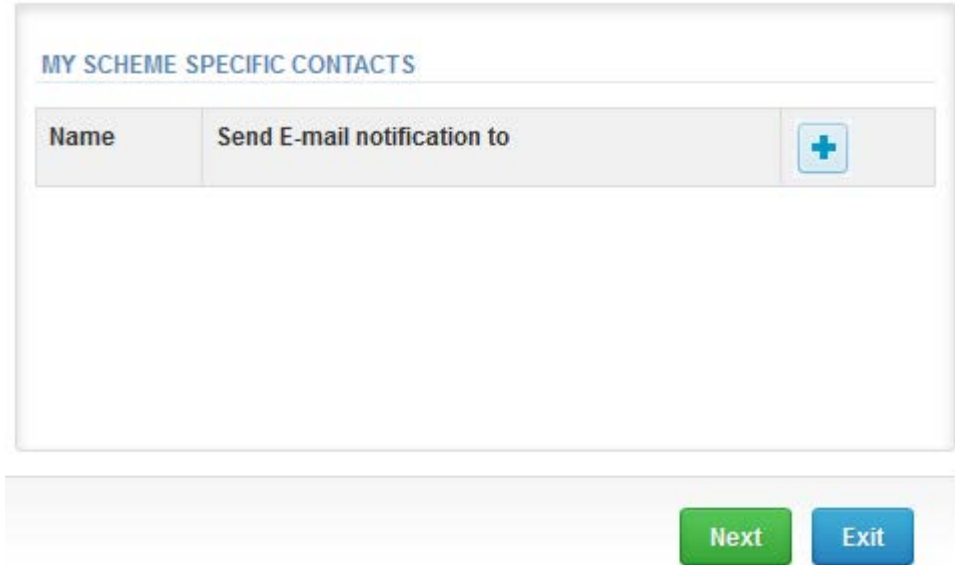
► Coordinator contact information

Next


Exit

Contact info

- First add your **scheme-specific** contact info by pressing the plus – icon 
- Fill in your name and email address or phone number (you can add as many contact persons as you like)
- **Save** and choose Next

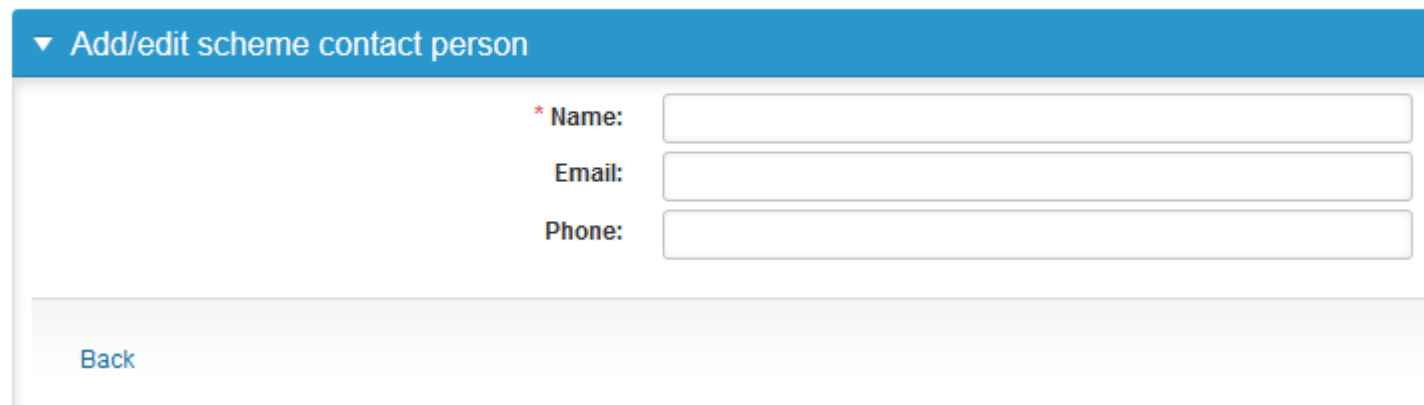


MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	

Next Exit

Add scheme contact person



▼ Add/edit scheme contact person

* Name:

Email:

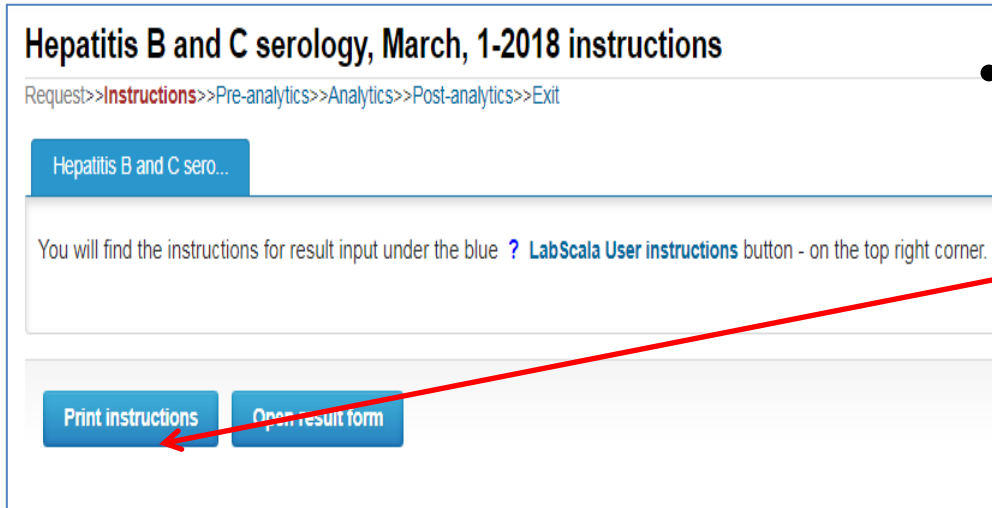
Phone:

Back

Instructions



- Under the ? **LabScala User instructions** icon on the right top corner you will find these detailed instructions "How to fill in serology (5094 – 5095 - 5096) results into the LabScala"



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

Pre-analytics

- In the Pre-analytics page, the following is asked
 - **Sample arrival date**
 - **Quantity received:** How many sample sets were received
 - **Sample storage condition:** can be left empty
 - **Sample preparation date:** can be left empty
- Comments can be saved if needed
- Move forward by selecting "Save & next"








Hepatitis B and C serology, March, 1-2018 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
Hepatitis B and C serology, specimen volume 2.0 mL, March, 1-2018	Yes	5096	2	01.01.2018 	<input type="text" value="2"/>	- Choose - 	<input type="text" value=""/>
Hepatitis B and C, serology, specimen volume 0.6 mL, March, 1-2018	Yes	5094	2	01.01.2018 	<input type="text" value="2"/>	+2 ... +8 C 	01.03.2018 
Hepatitis B and C, serology, specimen volume 1.2 mL, March, 1-2018	Yes	5095	2	01.01.2018 	<input type="text" value="2"/>	- Choose - 	<input type="text" value=""/>

COMMENTS

Save & next

Exit

Results

- If you have ordered multiple sample sets, the sets can be seen on the top of this view

SAMPLE SETS

1 2 3

HBsAg and HCVAb - POCT sites

- Go to the first section of the Result Form and select the measurement date.
- Select the strips/cassette you use and enter the results using the drop down lists
- Finally add Further actions in the lower part of the Form

SAMPLE SETS

First Previous 1 2 Next Last

Specimen S001 Specimen S002 Specimen S003

Form 1 Add new +

HBsAg and HCVAb - POCT sites

* Measurement date	Analyte	* Test	* Test result
12.03.2018	HBsAg	Koroglu Laboquick HBsAg F	- Choose -
	HCVAb		- Choose -

HEPATITIS B - CLINICAL LABORATORIES

If you report multiple results please use same Device/Reagent combinations for result Form 1, Form 2 and Form 3 for all three samples.
* HBsAgCt = HBsAg Confirmatory test

* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Cut-off	* Interpretation
	HBsAg						

The image shows a screenshot of a web-based form for recording test results. At the top, there are navigation buttons for 'SAMPLE SETS' (1, 2, 3) and 'Form 1'. Below this, there are tabs for 'Specimen S001', 'Specimen S002', and 'Specimen S003'. The main form area is titled 'HBsAg and HCVAb - POCT sites'. It contains a table with four columns: '* Measurement date', 'Analyte', '* Test', and '* Test result'. The first row shows a date of '12.03.2018', 'HBsAg' as the analyte, and 'Koroglu Laboquick HBsAg F' as the test. The second row is for 'HCVAb'. A dropdown menu is open for the '* Test result' column, showing options: '- Choose -', 'Negative', 'Test does not give a clear result', 'Borderline', and 'Positive / reactive'. Below the table, there is a section for 'HEPATITIS B - CLINICAL LABORATORIES' with a note about reporting multiple results and a definition for '* HBsAgCt'. At the bottom, there is another table with eight columns: '* Measurement date', '* Analyte', '* Device', '* Reagent', 'Test result', 'Unit', '* Cut-off', and '* Interpretation'. A blue arrow points from the text 'Select the strips/cassette you use and enter the results using the drop down lists' to the first row of the table.

Results – Clinical laboratories 1

- Analyte-specific results are filled by selecting a previously filled device from the dropdown list or by selecting "Device"
 - Devices can be added beforehand from My Registry – My devices
 - Instructions on how to do this will be given later in this guide ("Adding your own devices")
- If "Device" is selected you are taken to your own device list and you can select the device in question. See instructions - slide **17**.
- Report the obtained results by filling "Test result " and "Cut-off" and then selecting proper alternative from the "Interpretation" dropdown list.
- Give a proper "Clinical interpretation" using the dropdown list

HEPATITIS B - CLINICAL LABORATORIES

If you report multiple results please use same Device/Reagent combinations for result Form 1, Form 2 and Form 3 for all three samples.
* HBsAgCt = HBsAg Confirmatory test

* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Cut-off	* Interpretation
12.03.2018	HBsAg	abbkoe2110/333	Architect HBsAg	2.8	S/CO	1.0	Positive
	HBsAgCt						
	HBcAb						
	HBeAb						
	HBeAg						
	HBcAbM						
	HBsAb						

Clinical interpretation (HBV)

- Choose -

- Choose -
- HBsAg negative (Only HBsAg test in selection)
- HBsAg positive, confirmed (Only HBsAg test in selection)
- HBsAg primary test positive, referred (Only HBsAg test in selection)
- No HBV-infection in the past
- HBV immunity (vaccinated)
- Past HBV infection

Results - Clinical laboratories 2

- Continue the same way with HCVA b tests, results and Clinical interpretations
- Finally, add common "Further actions"
- There is also a place for additional comments at the end of the page.
- Options for saving on this page are
 - Use "Save as draft", 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 added information on this page

The screenshot shows a web form interface. At the top, there is a section titled "COMMON FURTHER HANDLING (HBV+HCV)" with a close button in the top right corner. Below this title is a text input field labeled "Further handling". Underneath the input field is a "COMMENTS" section with a large, empty text area. At the bottom of the form, there is a footer area containing two links: "Back to list" and "Clear all page data". To the right of these links are two buttons: "Save as draft" and "Save as final". The "Save as final" button is highlighted in green.

Three results per sample

- Reporting three results per sample is now enabled in this scheme. Results from three different Testing systems are accepted, if the specimen volume is sufficient for additional tests and if results are reported electronically.
- If you want to report additional results from the same specimen, please select the **"Add result +"** on the result form (on the blue bar) and a new result platform is

First Previous 1 2 Next Last

Specimen S001 Specimen S002 Specimen S003

▼ Form 1 Add new +

HBsAg and HCVAb - POCT sites

* Measurement date	Analyte	* Test	* Test result
12.03.2018	HBsAg	Koroglu Laboquick HBsAg F	- Choose
	HCVAb		

HEPATITIS B - CLINICAL LABORATORIES

If you report multiple results please use same Device/Reagent combinations for result Form 1, Form 2 and Form 3 for all three samples.
* HBsAgCt = HBsAg Confirmatory test

* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Cut-off	* Interpretation
12.03.2018	HBsAg	abbkoe2110/333	Architect HBsAg	2.8	S/CO	1.0	Positive
	HBsAgCt						






▼ Results no. 2 Add result + ✕


Back to list Clear all page data Save as draft Save as final


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/sample set to be filled

If you report multiple results please use same Device/Reagent combinations for result Form 1, Form 2 and Form 3 for all three samples.
*HCVAbCt = HCVAb Confirmatory test

* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Cut-off	* Interpretation
12.03.2018 	HCVAb	abbkoe2110/333  	Architect Anti-HCV	1.0	--	1.0	Borderlir 
	HCVAbCt						

Clinical interpretation (HCV)
Indeterminate (tests don't give clear results) 

COMMON FURTHER HANDLING (HBV+HCV) 

Further handling
New sample is requested 

COMMENTS

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

Post-analytics

- When all of the results have been filled and saved the user is taken to the Post-analytics page for the 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 the last saving
 - **Status:** status of the results (**Accepted**, **Draft**, **Open**, **Error**)

Validate results

Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Raija Myllys	15.03.2016 16:00	Accepted
HIV, antibodies, POCT	1	Sample S001	OK	Raija Myllys	18.03.2016 13:04	Draft
HIV, antibodies, POCT	1	Sample S002	OK	Raija Myllys	16.03.2016 11:32	Draft
HIV, antibodies, POCT	1	Sample S003	OK	Raija Myllys	15.03.2016 16:02	Accepted
HIV, antibodies, POCT	1	Sample S004	OK	Raija Myllys	15.03.2016 16:02	Accepted
HIV, antibodies	1	Sample S001	OK	Raija Myllys	18.03.2016 14:36	Draft
HIV, antibodies	1	Sample S002	OK	Raija Myllys	18.03.2016 14:36	Accepted
HIV, antibodies	1	Sample S003	OK	Raija Myllys	18.03.2016 14:38	Accepted
HIV, antibodies	1	Sample S004	OK	Raija Myllys	18.03.2016 14:39	Draft

Accept and send results Exit

Post-analytics

- The results can be edited by selecting the appropriate sample in the "Sample" column
- When all of the lines have the "**Accepted**" status 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
- Ensure the results have been accepted and sent to Labquality before the round closes
- Samples/results with a "Draft" status are not included in the data processing.

Welcome to the round of HIV, antibodies, March, 1-2016 analysis

[? Help](#)

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




Results are accepted and sent to Labquality by Raija Myllys on 14.03.2016 13:09

[To re-open result forms, please click here!](#)

MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
HIV, antibodies, POCT(1)					
	15.03.2016	16.03.2016	06.04.2016	Ordered	LabScala
HIV, antibodies(1)					
	15.03.2016	16.03.2016	06.04.2016	Ordered	CueSee

MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	
Raija Myllys	raija.myllys@xxxxx.fi	  

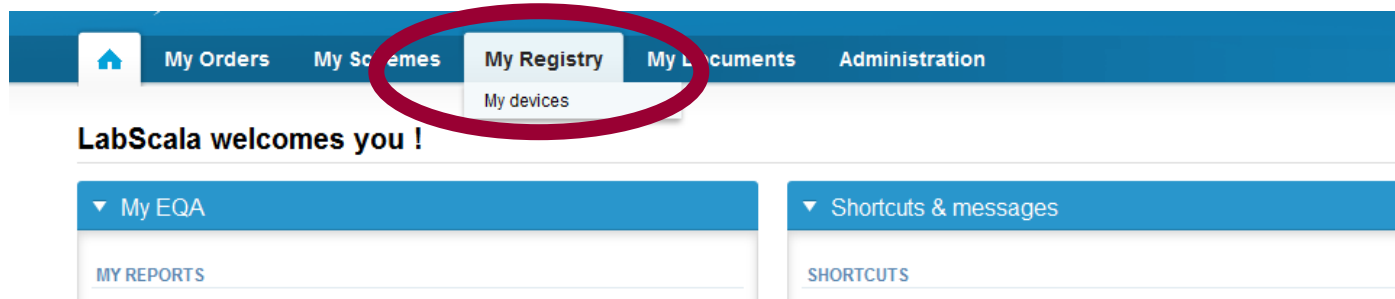
► [Coordinator contact information](#)

Next

Exit

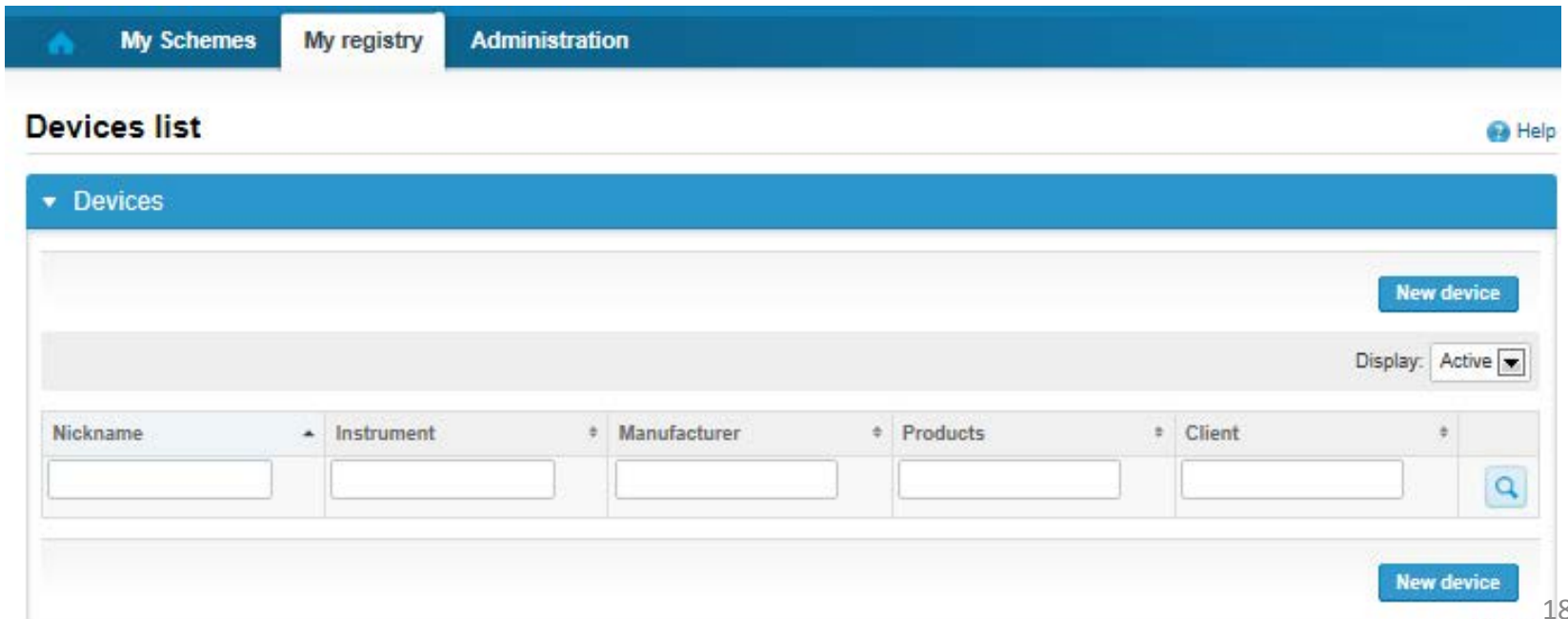
Adding your own devices

- By selecting 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
- 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"
- **Same device can also be used in other schemes!**



The screenshot shows the 'My registry' section of the LabScala interface. At the top, there is a navigation bar with 'My Schemes', 'My registry', and 'Administration'. Below this, the 'Devices list' is displayed. A blue header bar contains a dropdown menu for 'Devices'. To the right of the header is a 'New device' button and a 'Display: Active' dropdown menu. Below the header is a table with columns for 'Nickname', 'Instrument', 'Manufacturer', 'Products', and 'Client'. Each column has a search input field. A magnifying glass icon is located at the bottom right of the table. Below the table is another 'New device' button.

Nickname	Instrument	Manufacturer	Products	Client
----------	------------	--------------	----------	--------

Own devices

- If you have used the same device already on other schemes, just **add new** scheme and then analytes for that device from the dropdown list.
- Open device from the edit button on the right (pencil)
- Choose right scheme from the drop down menu and click + button.

▼ Devices - 2399 Test customers

New device

Showing entries 1-7 [Total 7] Display: Active ▼

Nickname/Client system ID	LQ code	Instrument	Manufacturer	Products	Client	
<input type="text"/>	<input type="text" value="333"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="🔍"/>
abbkoe2110	333	Architect i1000 SR	ABBOTT	2690 - Natriuretic peptides 1, B-type, NT-ProBNP 3100 - Urine, strip test A 5092 - Hepatitis A, antibodies 2691 - Natriuretic peptides 2,	2399	<input type="button" value="✎"/>

▼ Add a device

USED FOR MEASURING SCHEMES

Product	Active
<input type="text" value="Hepatitis B and C, serology, specimen volume 1.2 mL"/>	<input style="background-color: #007bff; color: white; padding: 2px 5px; border: none; border-radius: 3px;" type="button" value="+"/>

ADDITIONAL INFORMATION

N.B. this information will not be read by Labquality, only for your internal notes

Add a new device

▼ Add a device

Client:

Client code

DEVICE

* Instrument:

* Manufacturer:

* Nickname:

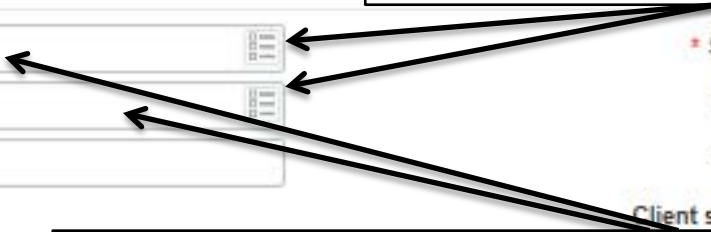
* Start date:

End date:

Location:

Client system ID:

Access to the background register



USED FOR MEASURING SCHEMES

Product

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!

Active



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!

Client: 2399 Test customers

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

DEVICE

Instrument: cobas e801
Manufacturer: ROCHE
Nickname: *: Cobas / MB
Free text field for a device name

* Start date: 18.03.2016
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: Department XX

1. Choose the manufacturer (hint: start writing the beginning of the name).
2. Choose instrument.
3. Add your own "nickname" for this device
4. For EIA methods choose "OTHER" as manufacturer and "Microplate reader" for instrument if you don't want to specify the reader.

USED FOR MEASURING SCHEMES

Product
[+] HIV, antibodies
- Choose -

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!

Product

Active

[+] Chlamydia pneumoniae, antibodies



[-] Hepatitis B and C serology, specimen volume 2.0 mL



Analyte	Definition	Active	
<input type="text"/>	<input type="text"/>	All ▼	
HBsAg		<input type="checkbox"/>	
HBsAgCt		<input type="checkbox"/>	
HBcAb		<input type="checkbox"/>	
HBeAb		<input type="checkbox"/>	
HBeAg		<input type="checkbox"/>	
HBcAbM		<input type="checkbox"/>	
HBsAb		<input type="checkbox"/>	
HCVAb		<input type="checkbox"/>	
HCVAbCt	FUJIREBIO DIAGNOSTICS - INNO-LIA HCV Score; --	<input checked="" type="checkbox"/>	

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

[+] Hepatitis B and C, serology, specimen volume 0.6 mL



- Choose -



ADDITIONAL INFORMATION

Additional information if needed

Back

2. Back to My devices or Save

Save

Adding reagent information

Add device's secondary information for test HIVaAgAb (combo), primary test

[? Help](#)

▼ Add device's reagent info for Analyte HIVaAgAb (combo), primary test

Nickname: ARKKI 4000

Instrument: Architect i4000 SR

Location: Virology

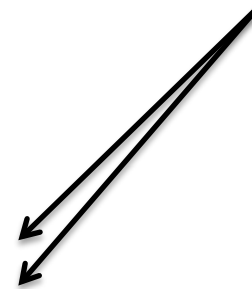
Client system id: zzz 15

* Reagent manufacturer:

* Reagent:

* Measure unit:

Access to background register



Back


Save



(L2.14.01.3)

Remember to save!

1. Choose Reagent manufacturer
2. Choose/check Reagent
3. Choose Measure unit (IU/mL, -- etc.)

Saving device information

Analyte	Definition	Active	
<input type="text"/>	<input type="text"/>	All ▾	
HBsAg	ABBOTT - Architect HBsAg; S/CO	<input checked="" type="checkbox"/>	
HBsAgCt	ABBOTT - Architect HBsAg Confirmatory V.1; --	<input checked="" type="checkbox"/>	
HBcAb	ABBOTT - Architect Anti-HBc; S/CO	<input checked="" type="checkbox"/>	
HBeAb	ABBOTT - Architect Anti-HBe ; S/CO	<input checked="" type="checkbox"/>	
HBeAg	ABBOTT - Architect HBeAg; S/CO	<input checked="" type="checkbox"/>	
HBcAbM	ABBOTT - Architect Anti-HBc- IgM; --	<input checked="" type="checkbox"/>	
HBsAb	ABBOTT - Architect Anti-HBs; mIU/ml	<input checked="" type="checkbox"/>	
HCVAb	ABBOTT - Architect Anti-HCV; --	<input checked="" type="checkbox"/>	
HCVAbCt		<input type="checkbox"/>	

- Choose -  

ADDITIONAL INFORMATION

After adding the reagent information, remember to save!

Device saved

Data saved!

▼ Modify device

Client: 2399 Test customers

DEVICE

Instrument: Architect i4000 SR

Manufacturer: ABBOTT

Nickname: * : ARKKI 4000
Free text field for a device name

* Start date: 18.03.2016
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: Virology

LQ 3-digit code: 008
Unique devicespecific code

Client system ID: zzz 15

USED FOR MEASURING SCHEMES

Product

[-] HIV, antibodies

Analyte


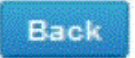









HIVAb (1/2), primary test		<input type="checkbox"/>
HIVAgAb (combo), primary test	ABBOTT - ARCHITECT HIV Ag/Ab Combo, Abbott; S/CO	<input checked="" type="checkbox"/>
HIV-1 Ab, primary test		<input type="checkbox"/>

Device saved and ready to be used in the eForms of LabScala!

Questions?

- In case you have questions, please contact:
 - Raija Myllys
raija.myllys@labquality.fi
+358 9 8566 8221
 - Jonna Pelanti
jonna.pelanti@labquality.fi
+358 9 8566 8211
- 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>

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
	Takes you back to the front page
	Contains scheme specific LabScala instructions
	The green buttons take you to the next step of the process