




How to fill in results

Trichomonas vaginalis,
antigen and nucleic acid detection

Getting started 1-2-3



The image shows the LabScala login page. At the top is the LabScala logo in a blue header. Below the logo is the heading "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?". Below the form, there is a note: "Please make sure that you used five digit client code as username, e.g. 02399!". At the bottom of the form area, there is a link: "[Read this before your first login to LabScala!](#)".



The image shows the LabScala password change page. At the top is the LabScala logo in a blue header. Below the logo is the heading "Password change". 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

Filling results

- The easiest way to access open schemes is from "My EQA" on the front page
- In the view of the next 5 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

▼ My EQA & shortcuts

SHORTCUTS

- Privacy Policy
- Go to Mainio
- Fill results (Mainio)
- Delivery calendar

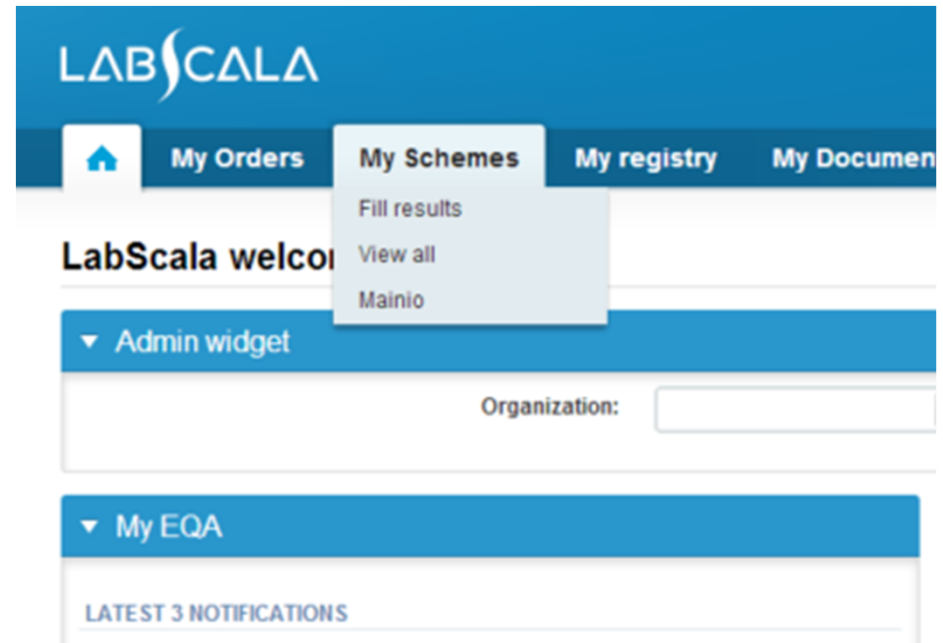
MY ROUNDS

Round entry	Closing date	Response Status	Form	Info
Borrelia burgdorferi, antibodies (1)				
April, 2-2019	18.04.2019	Sent	LabScala	i
Bordetella pertussis, antibodies (1)				
April, 2-2019	18.04.2019	Sent	LabScala	i
Streptococcus, group B (GBS), detection (1)				
April, 1-2019	23.04.2019	Sent	LabScala	i
Ammonium ion (1)				
April, 1-2019	24.04.2019	Sent	LabScala	i
Human papillomavirus, nucleic acid detection (1)				
April, 1-2019	25.04.2019	Sent	LabScala	i

[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 and e-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 result 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 survey of Malaria, antigen detection POCT, August, 2014 analysis




[Help](#)

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

MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
Malaria, antigen detection POCT(1)					
	25.08.2014	25.08.2014	15.09.2014	Accepted	LabScala


MY SCHEME SPECIFIC CONTACTS

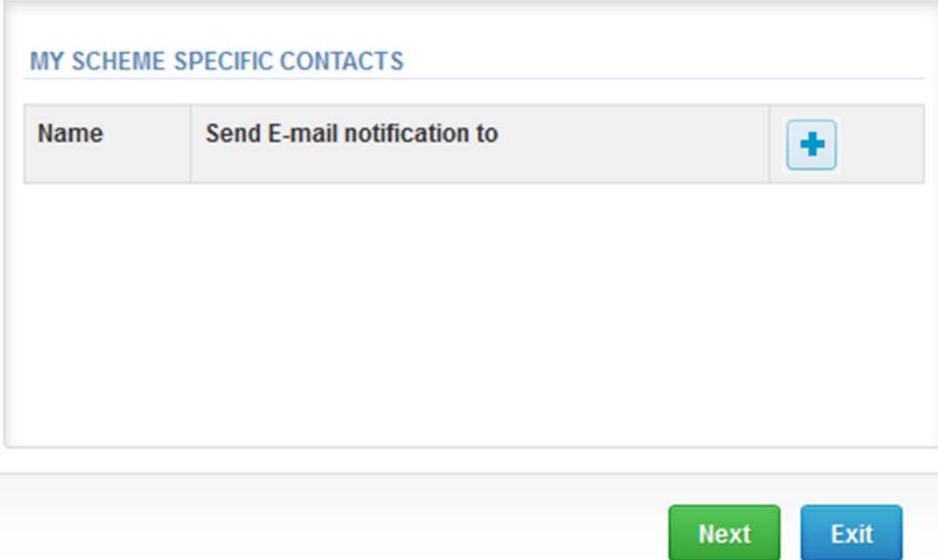
Name	Send E-mail notification to	
Raija Myllys	raija.myllys@labquality.fi	  

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

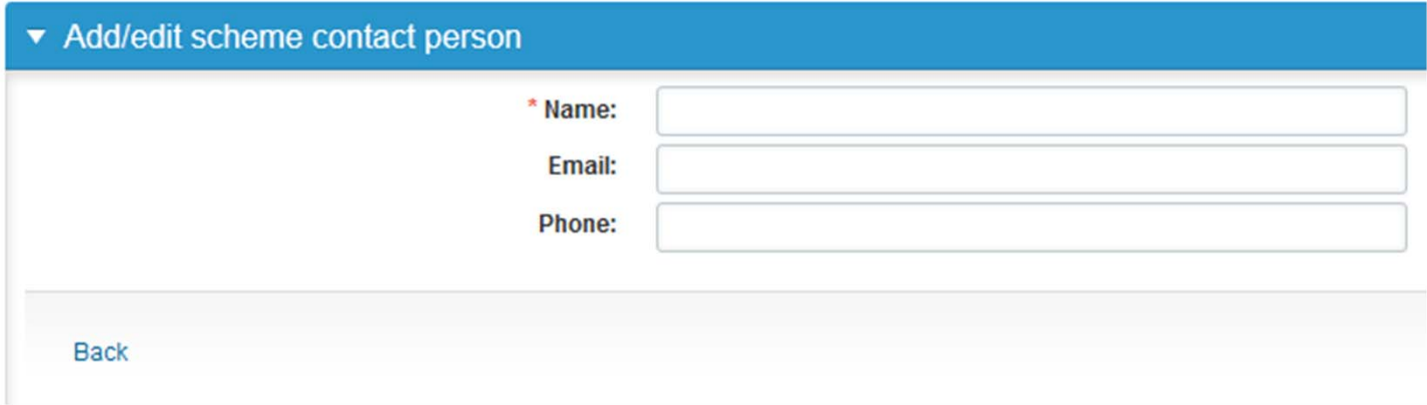


MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	

[Next](#) [Exit](#)

Add scheme contact person



▼ Add/edit scheme contact person

* Name:

Email:

Phone:

[Back](#)

Instructions

The screenshot shows a web application interface with a blue navigation bar at the top containing the following menu items: My Orders, My Schemes (highlighted), My Registry, My Documents, Administration, Poweruser, and Order management. Below the navigation bar, the main heading reads "Trichomonas vaginalis, antigen and nucleic acid detection, April, 1-2019 instructions". To the right of this heading is a link for "LabScala User instructions". Below the heading is a breadcrumb trail: "Request>>Instructions>>Pre-analytics>>Analytics>>Post-analytics>>Exit". A blue button labeled "Trichomonas vaginalis,..." is visible. Below this is a section titled "General information" containing the text: "For the round-specific instruction letter please see below 'Print instructions'". At the bottom of the interface, there are four buttons: "Print instructions", "Open result form", "Next", and "Exit". A blue circular icon with a white upward-pointing arrow is positioned below the "Print instructions" button.

In the Instructions page the scheme-specific instructions as well as paper result form (intended for laboratory's internal use only) can be obtained

Pre-analytics

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

My Orders My Schemes My registry Administration

Malaria, antigen detection POCT, August, 2014 pre-analytics Help

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
Malaria, antigen detection POCT, August 2014	Yes	5430	1	25.08.2014	1	+2 ... +8 C	

COMMENTS

Save & next Exit

Results – how to start

- The results can be filled in Analytics page
- If you have ordered multiple sample sets, the sets can be seen on the top of this view
- If multiple samples are included in the scheme the samples are listed on the top of the result form (e.g. Samples S001, S002 and S003)

SAMPLE SETS

First Previous 1 Next Last

Specimen S001 Specimen S002 Specimen S003

▼ Results 1 Add new +

ANTIGEN DETECTION

* Measurement date	* Analyte	* Testkit	* Result
<input type="text"/>	Trichomonas vaginalis Ag		

NUCLEIC ACID DETECTION

* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Interpretation
<input type="text"/>	Trichomonas vaginalis NAT					

FURTHER HANDLING

- Choose -

COMMENTS

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

Results

- Result filling is started by selecting the measurement date
 - For **antigen detection**, select the test you use from the dropdown list "Testkit"
 - For **Nucleic acid detection**, select the device from your own devices that you have linked to this EQA round (instructions in slides 14-15)
 - If only one of these tests is in your laboratory's test selection, please leave the other row empty. It will not affect the scoring.
- Report the obtained result by selecting a proper alternative from the dropdown list
- Report further action if you would confirm the *T. vaginalis* finding

ANTIGEN DETECTION			
* Measurement date	* Analyte	* Testkit	* Result
<input type="text"/>	Trichomonas vaginalis Ag		

NUCLEIC ACID DETECTION						
* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Interpretation
<input type="text"/>	Trichomonas vaginalis NAT					

FURTHER HANDLING
<input type="text" value="- Choose -"/>

COMMENTS

Results

- There is 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**", when you want to send the results to Labquality
- "[Back to list](#)" takes you back to the front page
- "[Clear all page data](#)" clears all added information on this page

The screenshot shows a web interface with three main sections. The top section is titled 'FURTHER HANDLING' and contains a dropdown menu with the text '- Choose -'. Below this is a section titled 'COMMENTS' with a large empty text area. At the bottom of the page, there are four buttons: 'Back to list', 'Clear all page data', 'Save as draft', and 'Save as final'. The 'Save as final' button is highlighted with a red circle.

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

Specimen S001 Specimen S002 Specimen S003

▼ Results 1

ANTIGEN DETECTION

* Measurement date	* Analyte	* Testkit	* Result
18.04.2019	Trichomonas vaginalis Ag	OSOM Trichomonas Rapid Test (Sekisui)	Positive

NUCLEIC ACID DETECTION

* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Interpretation
	Trichomonas vaginalis NAT					

FURTHER HANDLING

T. vaginalis would be confirmed

COMMENTS

Back to list [Edit data](#) Print [Next](#)

Adding device for NhO tests

The screenshot shows the LabScala web application interface. At the top, a navigation bar contains several menu items: My Orders, My Schemes, My Registry (highlighted with a red box and number 1), My Documents, Administration, Poweruser, and Order management. Below the navigation bar, the 'Devices list' section is visible, with a 'New device' button highlighted by a red box and number 2. The 'New device' form is displayed below, with several fields: 'Instrument' (BD MAX, highlighted with a red box and number 3), 'Manufacturer' (BECTON-DICKINSON, highlighted with a red box and number 3), 'Nickname' (Trichomonas NAT), 'Start date' (17.04.2019, highlighted with a red box and number 4), 'Not used after', 'Location', 'Client system ID', and 'LQ 3-digit code'. Below the form, the 'USED FOR MEASURING SCHEMES' section is visible, with a 'Product' dropdown menu (Trichomonas vaginalis, antigen and nucleic acid detection, highlighted with a red box and number 5) and an 'Active' checkbox (highlighted with a red circle).

1. Choose My Registry -> My Devices.
2. Select "New device".
3. Choose Instrument and Manufacturer from the menu. Give a nickname for your instrument.
4. Select the Start date = date when you have started to use the instrument in this EQA round.
5. Choose the scheme from the Product menu and link the instrument to the scheme by selecting the plus + sign.

Adding device for NhO tests

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Add device's secondary information for test Trichomonas vaginalis NAT

[LabScala User instructions](#)

▼ Add device's reagent info for Analyte Trichomonas vaginalis NAT

Nickname:	Trichomonas NAT
Instrument:	BD MAX
Location:	
Client system id:	
* Reagent manufacturer:	<input type="text" value="BECTON-DICKINSON"/>
* Reagent:	<input type="text" value="BD Max CT/NG/TV"/>
* Measure unit:	<input type="text" value="- Choose -"/>

[Back](#) [Save](#)

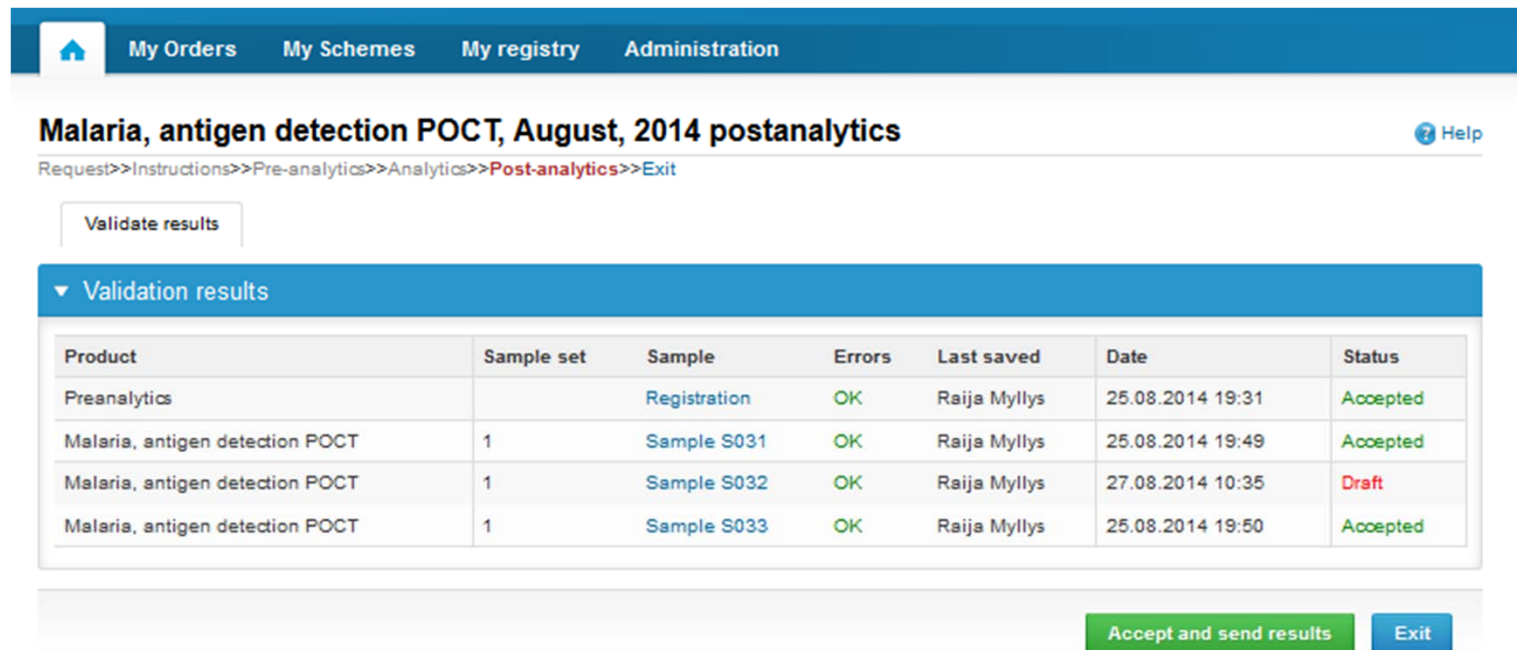
7

8

6. Select the Trichomonas vaginalis NAT analyte to access the reagent info menu.
7. Choose Reagent manufacturer, Reagent and Measure unit from the menu. If your reagent information is missing, please contact the EQA coordinator.
8. Save the information. Now you can select the device in result form drop down menu and enter the results.

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)



My Orders My Schemes My registry Administration

Malaria, antigen detection POCT, August, 2014 postanalytics

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

Validate results

Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Raija Mylly	25.08.2014 19:31	Accepted
Malaria, antigen detection POCT	1	Sample S031	OK	Raija Mylly	25.08.2014 19:49	Accepted
Malaria, antigen detection POCT	1	Sample S032	OK	Raija Mylly	27.08.2014 10:35	Draft
Malaria, antigen detection POCT	1	Sample S033	OK	Raija Mylly	25.08.2014 19:50	Accepted

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.

Malaria, antigen detection POCT, August, 2014 postanalytics

[? Help](#)

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

Validate results

▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Raija Myllys	25.08.2014 19:31	Accepted
Malaria, antigen detection POCT	1	Sample S031	OK	Raija Myllys	25.08.2014 19:49	Accepted
Malaria, antigen detection POCT	1	Sample S032	OK	Raija Myllys	27.08.2014 10:39	Accepted
Malaria, antigen detection POCT	1	Sample S033	OK	Raija Myllys	25.08.2014 19:50	Accepted

Accept and send results

Exit

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

 Help

Contains scheme specific LabScala instructions



Next

The green buttons take you to the next step of the process

Questions?

- In case you have questions, please contact:
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- 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>