

LabScala

Labquality's new IT-service

Getting started

25.05.2012

Welcome to LabScala

What are the first steps?

1. Please select a person, who will be the superuser of Labscala in your unit
2. Superuser shall proceed the first login to LabScala
3. Superuser changes the Labqualty's old password to his or hers personal password
4. Superuser enter her or his valid email for communications
5. Superuser is now ready to start using LabScala

First Login

www.labquality.fi

- Select link "**Participant services**" from upper right corner
- Enter your client code as username using 5 digits (example 08001)
- Enter your old Labquality's password
- Click finally "Login"



LabScala

Login with username and password

Username:

Password:

[Forgot your password?](#)

AUTH.01.1

If you do not have Labquality's password, please contact by email: info@labquality.fi

Change your password

Please change your password to your personal password. The password shall include at least 9 digits, normal and capital letters and at least one number.

- Enter old password
- Enter new password
- Repeat new password
- Click "Change"



The image shows a screenshot of the LabScala password change interface. At the top, there is a blue header with the LabScala logo and the text "LabScala". Below the header, the title "Password change" is displayed. The form contains three input fields, each with a red asterisk indicating a required field: "Old password:", "New password:", and "Repeat new password:". At the bottom of the form, there are two buttons: a blue "Change" button and a grey "Cancel" button.

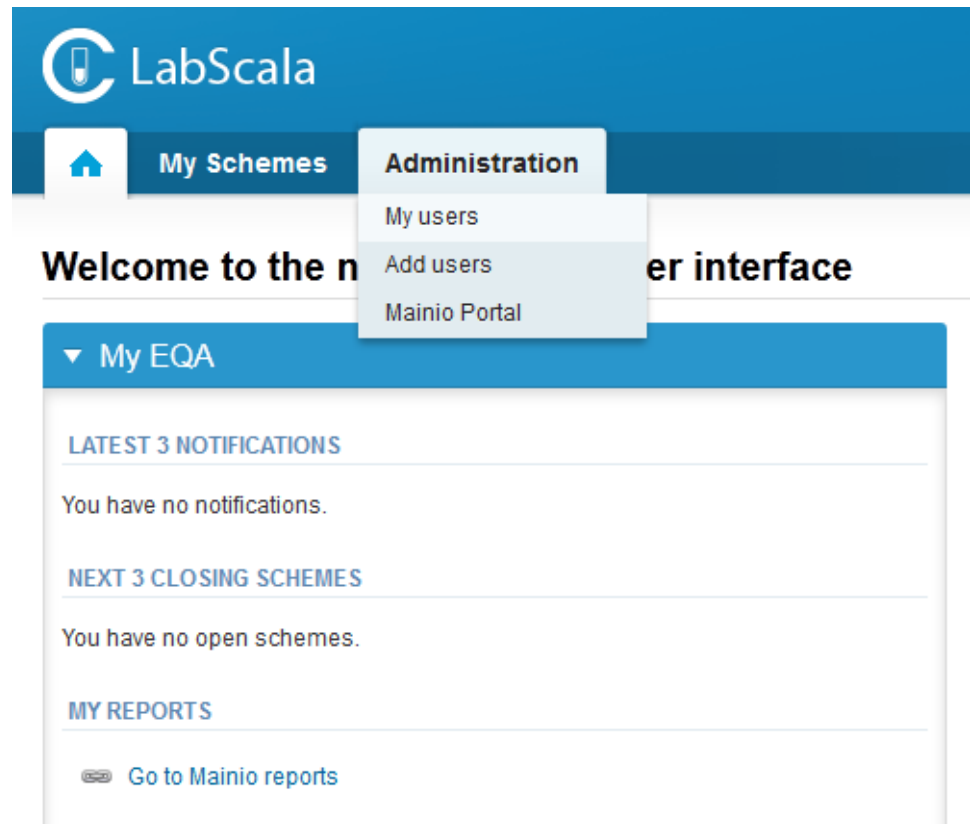
AUTH.03.1

My Users

Welcome to Labscala!

You are now on the front page of LabScala.

- Select from the main menu "Administration" and under that "My Users"

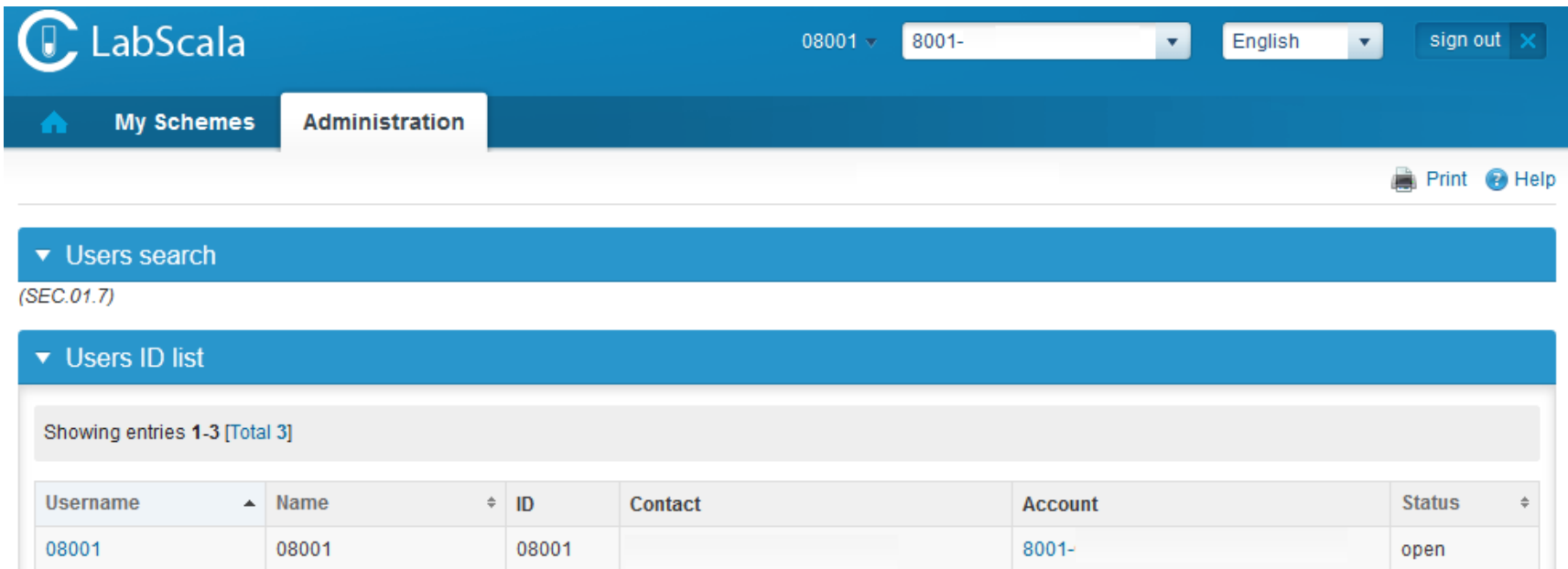


The screenshot displays the LabScala web application interface. At the top, there is a blue header with the LabScala logo and name. Below the header is a navigation bar with three main menu items: "My Schemes", "Administration", and "Mainio Portal". The "Administration" menu is currently open, showing a sub-menu with three options: "My users", "Add users", and "Mainio Portal". Below the navigation bar, the main content area is titled "Welcome to the n... er interface". Underneath this, there is a section titled "My EQA" with a dropdown arrow. This section contains three sub-sections: "LATEST 3 NOTIFICATIONS" with the message "You have no notifications.", "NEXT 3 CLOSING SCHEMES" with the message "You have no open schemes.", and "MY REPORTS" with a link "Go to Mainio reports".

Select user

In the Users ID list, you will find your superuser username (client code)

- Select the superuser by clicking the client code from Username column



The screenshot shows the LabScala Administration interface. The top navigation bar includes the LabScala logo, a user selection dropdown (08001), an account selection dropdown (8001-), a language dropdown (English), and a sign out button. Below the navigation bar, there are tabs for "My Schemes" and "Administration". The "Administration" tab is active, and the "Users ID list" section is expanded. The "Users ID list" section shows a table with 3 entries, displaying the first entry.

08001 ▾ 8001- ▾ English ▾ sign out ✕

Home My Schemes Administration

Print ? Help

▼ Users search

(SEC.01.7)

▼ Users ID list

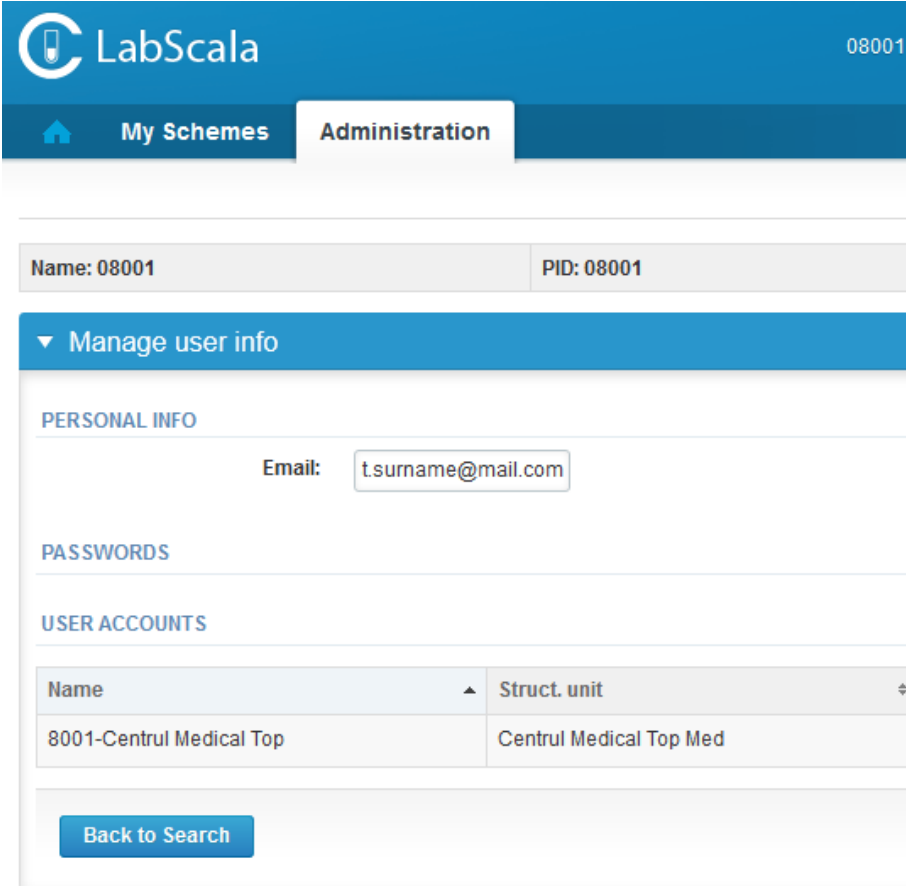
Showing entries 1-3 [Total 3]

Username ▲	Name ⇅	ID	Contact	Account	Status ⇅
08001	08001	08001		8001-	open

Enter your email address

- Enter to Email your valid email address.
- Check that there are no spelling mistakes.
- Finally click "Save"

Email address is important for recovering the lost password. It also enables us to contact You!

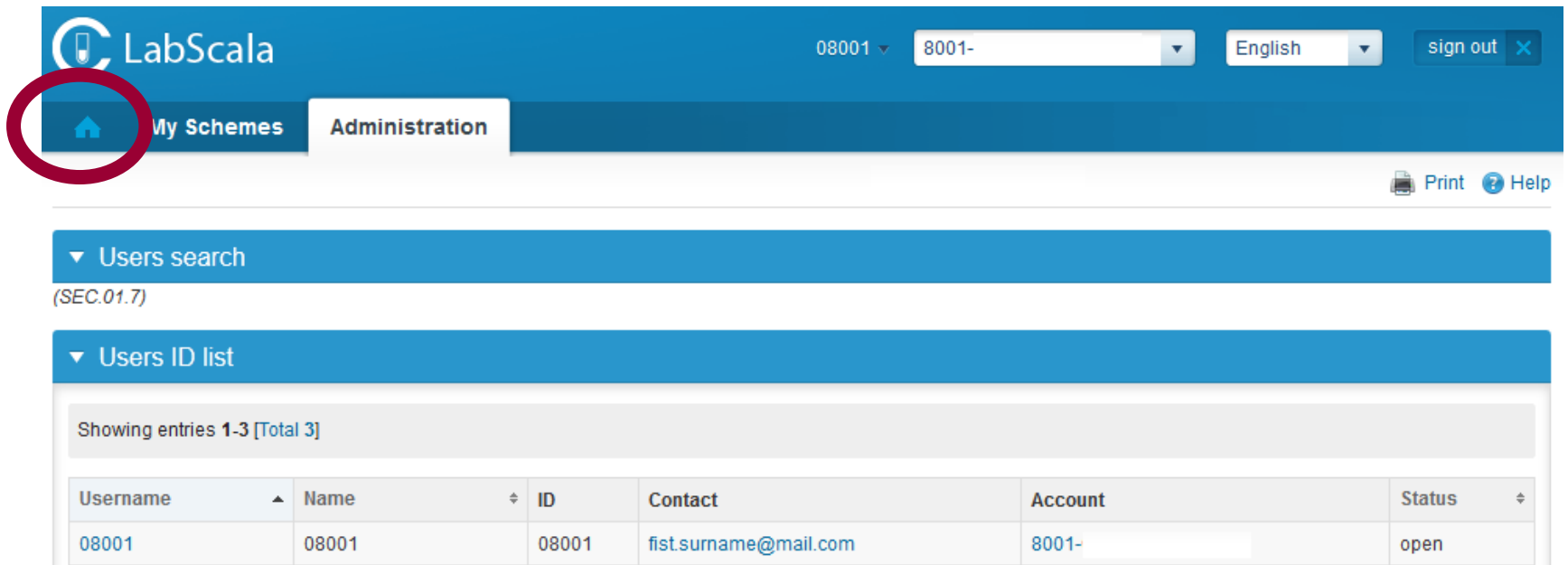


The screenshot shows the LabScala Administration interface. At the top, there is a blue header with the LabScala logo and the text "08001". Below the header, there are two tabs: "My Schemes" and "Administration". The "Administration" tab is active. Below the tabs, there is a section with "Name: 08001" and "PID: 08001". Below this, there is a blue bar with a dropdown arrow and the text "Manage user info". Below this bar, there are three sections: "PERSONAL INFO", "PASSWORDS", and "USER ACCOUNTS". The "PERSONAL INFO" section has an "Email:" label and a text input field containing "t.surname@mail.com". The "PASSWORDS" section is empty. The "USER ACCOUNTS" section has a table with two columns: "Name" and "Struct. unit". The table has one row with the values "8001-Centru Medical Top" and "Centru Medical Top Med". At the bottom of the form, there is a blue button labeled "Back to Search".

(SEC.01.3.1)

Congratulation

- You have now finished all necessary steps to start using LabScala.
- Just select the "House" image under LabScala's logo and you will be on the start page of LabScala.



The screenshot displays the LabScala web application interface. At the top, there is a blue header bar containing the LabScala logo, a user ID dropdown (08001), an account dropdown (8001-), a language dropdown (English), and a sign out button. Below the header, a navigation menu is visible with a home icon circled in red, and buttons for "My Schemes" and "Administration". On the right side of the navigation bar, there are "Print" and "Help" icons. The main content area features a "Users search" section with a dropdown arrow and the text "(SEC.01.7)". Below this is a "Users ID list" section with a dropdown arrow and the text "Showing entries 1-3 [Total 3]". A table with 7 columns (Username, Name, ID, Contact, Account, Status) and 2 rows of data is displayed.

Username	Name	ID	Contact	Account	Status
08001	08001	08001	fist.surname@mail.com	8001-	open