



How to fill in results and add your own devices

Getting started 1-2-3



The image shows the LabScala login page. It features a blue header with the LabScala logo and name. Below the header, the title "Login with username and password" is displayed. There are two input fields: "Username:" and "Password:". Below the "Password:" field, there is a blue "Login" button and a link "Forgot your password?".

AUTH.01.1



The image shows the LabScala password change page. It features a blue header with the LabScala logo and name. Below the header, the title "Password change" is displayed. There are three input fields: "Old password:", "New password:", and "Repeat new password:". Below the "Repeat new password:" field, there are two buttons: "Change" and "Back".

OS5.2

1. Login using the existing Mainio (participant services) password
2. 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
3. Start using LabScala

Easy access first page

The screenshot shows the LabScala user interface dashboard. At the top, there is a navigation bar with 'My Schemes', 'My registry', and 'Administration'. Below this is a welcome message: 'Welcome to the new LabScala user interface'. The dashboard is divided into several sections. On the left, there is a 'My EQA' section, a 'LATEST 3 NOTIFICATIONS' section (showing 'You have no notifications.'), and a 'NEXT 3 CLOSING SCHEMES' section. The 'NEXT 3 CLOSING SCHEMES' section contains a table with the following data:

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

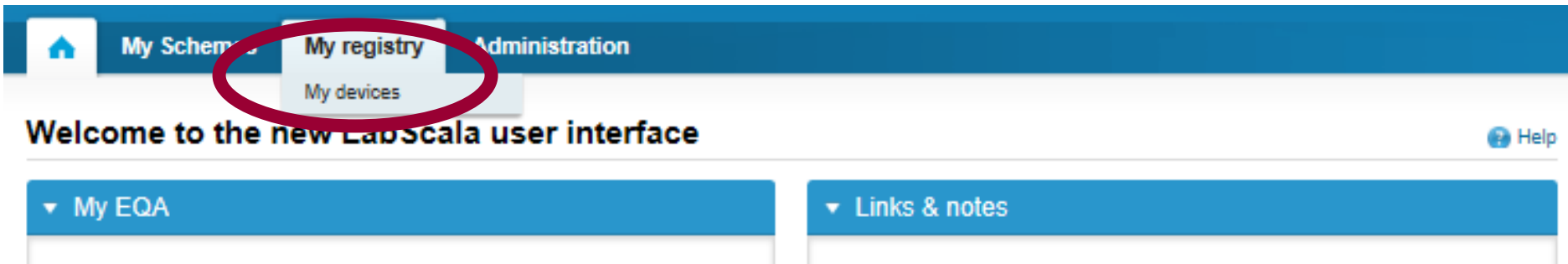
On the right, there is a 'Links & notes' section with a list of links: 'Place orders', 'View reports', 'Fill results', and 'Go to Mainio'. Below this is an 'IMPORTANT NOTES' section with a message about postponed fungal culture delivery and a 'BALM2012 successful' notification. At the bottom, there is an 'Additional info' section. Red circles highlight the 'My EQA', 'Links & notes', 'NEXT 3 CLOSING SCHEMES', and 'Additional info' sections. Arrows point from these sections to the text 'Own open rounds' and 'DASHBOARD WITH GROUPED LINKS'.

Own open rounds

DASHBOARD
WITH
GROUPED LINKS

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"

My Schemes My registry Administration

Devices list

Help

Devices

New device

Display: Active

Nickname	Instrument	Manufacturer	Products	Client
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

New device

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

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!

USED FOR MEASURING SCHEMES

Product

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!

USED FOR MEASURING SCHEMES

Product

Active

[-] Hormones A



Display: All

Analyte	Reagent	Calibrator	Measurement unit	Active
Digoxin	Abbott Architect		nmol/l	<input checked="" type="checkbox"/>
Ferritin				<input checked="" type="checkbox"/>
Folate				<input checked="" type="checkbox"/>
hCG total				<input checked="" type="checkbox"/>
hCG intact				<input checked="" type="checkbox"/>
T3				<input checked="" type="checkbox"/>
T3 free				<input checked="" type="checkbox"/>
Thyroxine	Abbott Architect		nmol/l	<input checked="" type="checkbox"/>
Thyroxine, free	Abbott Architect		pmol/l	<input checked="" type="checkbox"/>
TSH	Abbott Architect		mU/l	<input checked="" type="checkbox"/>

1. Activate the analytes
You are measuring

2. Add the analyte-specific reagent info by clicking the analytes

First Previous

1 2

Next Last

Hormones B

More analytes on the second page

ADDITIONAL INFORMATION

Additional information if needed

Back

3. Back to My devices or Save

Save

Adding reagent information

Access to background register

My Schemes My registry Administration

Add device's reagent info

Help

▼ Add device's reagent info for Digoxin

* Reagent manufacturer: ABBOTT

* Reagent: Abbott Architect

* Measure unit: mgol

Methodics: Abbott Architect

Back Save

Choose your unit!

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!

Remember to save!

Saving device information

DEVICE

Manufacturer: Architect i2000SR
Instrument: ABBOTT
* Nickname: Archie

* Start date: 17.07.2012
End date:
Location: Room 345
Client system ID: 1234567

USED FOR MEASURING SCHEMES

Product	Active
[+] Hormones A	<input checked="" type="checkbox"/>
Hormones B <input type="button" value="v"/>	<input type="button" value="+"/>

ADDITIONAL INFORMATION

After adding the reagent information, remember to save!

Device saved

My Schemes My registry Administration

Devices list Help

▼ Devices - New device

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

Nickname ▲	Instrument ♦	Manufacturer ♦	Products ♦	Client ♦	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Archie	Architect i2000SR	ABBOTT	Hormones A		

New device

Device saved and ready to be used in the eForms of 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
 - **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 Hormones A, February, 2012	30.12.2012	Open
Clinical chemistry: Endocrinology Hormones A, April, 2012	30.12.2012	Draft
Clinical chemistry: Endocrinology Hormones A, May, 2012	30.12.2012	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
- 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:

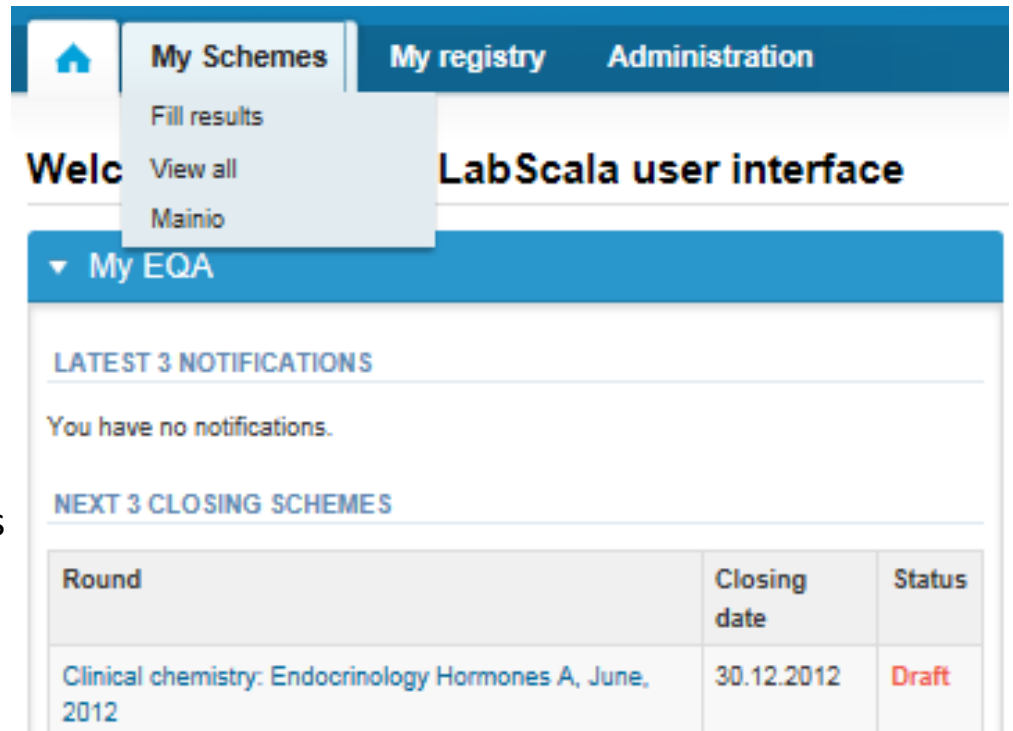
Email:

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



The screenshot shows the LabScala user interface. At the top, there is a navigation bar with a home icon, "My Schemes", "My registry", and "Administration". A dropdown menu is open under "My Schemes", showing "Fill results", "View all", and "Mainio". Below the navigation bar, the text "Welcome" and "LabScala user interface" is visible. A blue bar labeled "My EQA" is present. Below this, there are sections for "LATEST 3 NOTIFICATIONS" (stating "You have no notifications.") and "NEXT 3 CLOSING SCHEMES". A table lists the closing schemes:

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

Filling results

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

Welcome to the Clinical Chemistry Endocr

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

- **Request:** Important round-specific information
 - **Instructions:** Printable instruction letter
 - **Pre-analytics:** sample delivery informationn
 - **Analytics:** round results
 - **Post-analytics:** Validation of the results
 - **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. Hormones A (5) means 5 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!**

Welcome to the Clinical Chemistry Endocrinology Survey

 Help

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




SHORTCUTS

-  [See orders in Mainio](#)
-  [Place a new order](#)

MY ORDERS

Product	Delivery	Opening	Reports	Status
Hormones A(5)	06.06.2012	06.06.2012	30.12.2012	Accepted

MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	
Result filler	results@lab.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

Clinical chemistry: Endocrinology Instru

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

GENERAL INFO

Welcome to the hormones A scheme of August! If the kit is incomplete,

SAFETY INFO

Quality control specimens derived from human blood must be handled
are found to be HBs-Ag and HIV-Ab negative when tested with license
these or other infectious diseases.

SCHEDULE

Analyze the samples as soon as possible and report the results no late

SAMPLE INFORMATION

Samples A1 and A2 are lyophilised human sera. The unopened lyophilis
and A2. Replace the stopper and allow the bottles to stand for 30 minut
batches. Freeze immediately. A little before analysing, thaw, mix and al
stable for at least two weeks at -20 °C.

CONTACT INFO

▶ Päivi Ranta paivi.ranta@labquality.fi

Print instructions

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"




Clinical chemistry: Endocrinology Preanalytics

 Help

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

Sample registration

▼ Sample registration

Product	Code	Quantity ordered	Sample arrival date	Quantity received	Sample storage conditions	Sample preparation date
Hormones A, June 2012	2300	5	18.07.2012 	<input type="text" value="7"/>	Refrigerator 	18.07.2012 

COMMENTS

Save & next

Exit

Results – how to start

- In Analytics the analyte-specific 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_A1 and Sample A_2)
- Result filling is started by selecting the measurement day
 - The measurement day can be selected to be the same or different for all analytes

SAMPLE SETS

First Previous 1 Next Last

Sample_A1 Sample_A2

▼ Hormones A measurement results for Sample_A1

Measurement date	Analyte	Device	Instrument	Reagent	Result	Unit
<input type="text"/>	Digoxin	--Choose--				
<input type="text"/>		--Choose--				
<input type="text"/>		--Choose--				
<input type="text"/>		--Choose--				
<input type="text"/>		--Choose--				
<input type="text"/>		--Choose--				
<input type="text"/>		--Choose--				

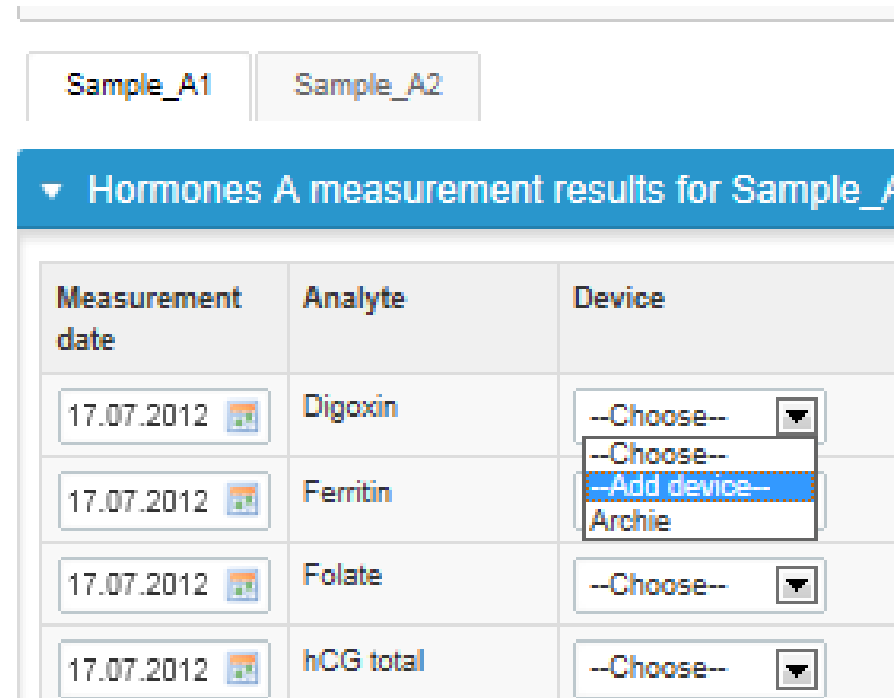
Today








July 2012

Wk	Mo	Tu	We	Th	Fr	Sa	Su
26							1
27	2	3	4	5	6	7	8
28	9	10	11	12	13	14	15
29	16	17	18	19	20	21	22
30	23	24	25	26	27	28	29
31	30	31					

Results – selecting the device












- Analyte-specific results are filled by selecting a previously filled device from the dropdown list or by selecting "Add device"
 - Devices can be added beforehand from My Registry – My devices
 - Instructions on how to do this have been given earlier in this guide ("Adding your own devices")
- If "Add device" is selected you are taken to your own device list



Measurement date	Analyte	Device
17.07.2012 	Digoxin	--Choose-- 
17.07.2012 	Ferritin	--Choose-- --Add device-- Archie
17.07.2012 	Folate	--Choose-- 
17.07.2012 	hCG total	--Choose-- 

Results – adding a new device

- Under "Device" a device already in LabScala can be selected or a new one can be added by pressing "New device"
- In the look-up – fields text can be written, e.g. Abb in the Manufacturer – field. LabScala will then search for this text in all of the devices filled
- The fields can be sorted alphabetically by pressing the title of the column

Nickname	Instrument	Manufacturer	Products	Client	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Arsi	Architect i2000	ABBOTT	Hormones B, Hormones A	2	
Cobas E411	cobas e411	ROCHE	Hormones B, Hormones A	2	
Edward 411	cobas e411	ROCHE	Hormones A	2	
Expertti	550 Express	SIEMENS	Hormones B, Hormones A	2	
Express	560 Express	SIEMENS	Hormones A	2	
Hitas	Hitachi 917	ROCHE	Hormones B, Hormones A	2	
Immu	Immolute 2500	SIEMENS	Hormones B, Hormones A	2	
Imsi	IMx	ABBOTT	Hormones B, Hormones A	2	
Lempi	Architect	ABBOTT	Hormones B, Hormones A	2	
Synchron	Synchron CX 9 PRO	BECKMAN COULTER	Hormones B, Hormones A	2	



New device

Results – adding a new device





- When adding a new device text can be written in the Instrument – or manufacturer field. If e.g. e411 is written LabScala searches reports back the options having this text found in the background register
- The background register can be accessed by selecting the listlogo at the end of the field
- A nickname shall be given to the device. Use a name that is easy for you to recognize.
- The start date needs to be given. If this date is in the future still, the device will be visible in the eForm – selection lists only after this date is passed

▼ Add a device



Client:

Client code:  

DEVICE

* Instrument:	<input type="text"/> 	* Start date:	<input type="text"/> 
* Manufacturer:	<input type="text"/> 	End date:	<input type="text"/> 
* Nickname:	<input type="text"/>	Location:	<input type="text"/>
		Client system ID:	<input type="text"/>

USED FOR MEASURING SCHEMES

Product	Active
Hormones A 	

Results – earmarking a device to a specific scheme

- The end date is voluntary. By giving the end date of a device means that the specific device is not shown in the dropdown lists anymore
- The location and your own ID-number can be given
- Under "Product" you can select the scheme in which the device is to be used
- The selection is made by pressing the plus-sign on the right

USED FOR MEASURING SCHEMES

Product	Active
[+] Hormones A	<input checked="" type="checkbox"/>
Hormones B <input type="button" value="v"/>	<input type="button" value="+"/>

ADDITIONAL INFORMATION

Results – selecting the analytes

- Select the analytes that you want to give results for "Active" in the analyte list

USED FOR MEASURING SCHEMES

Product Active

[.] Hormones A

Display: All ▼

Analyte	Reagent	Calibrator	Measurement unit	Active
Digoxin	Abbott Architect		nmol/l	<input checked="" type="checkbox"/>
Ferritin				<input checked="" type="checkbox"/>
Folate				<input checked="" type="checkbox"/>
hCG total				<input checked="" type="checkbox"/>
hCG intact				<input checked="" type="checkbox"/>
T3				<input checked="" type="checkbox"/>
T3 free				<input checked="" type="checkbox"/>
Thyroxine	Abbott Architect		nmol/l	<input checked="" type="checkbox"/>
Thyroxine, free	Abbott Architect		pmol/l	<input checked="" type="checkbox"/>
TSH	Abbott Architect		mU/l	<input checked="" type="checkbox"/>

First Previous 1 2 Next Last

Hormones B +

ADDITIONAL INFORMATION

Back Save

Results – selecting the reagents

- By clicking the analyte – link, analyte-specific reagent – information can be saved
- In the field free text can be written or the background register selected by clicking the listbutton at the end of the field
- Also the unit is selected
- When ready, click Save
- Do this for all the analytes you want to give results for

My Schemes My registry Administration

Add device`s reagent info Help

▼ Add device`s reagent info for Digoxin

* Reagent manufacturer: ABBOTT

* Reagent: Abbott Architect

* Measure unit:

Methodics: Abbott Architect



Back Save

Results

- When all analytes and reagents have been saved, select "Save" from the bottom of the page
- If this device is to be used on another LabScala – eForm, the analyte-specific information can be saved by selecting another scheme under the "Product" dropdown list

Thyroxine	Abbott Architect		nmol/l	<input checked="" type="checkbox"/>
Thyroxine, free	Abbott Architect		pmol/l	<input checked="" type="checkbox"/>
TSH	Abbott Architect		mU/l	<input checked="" type="checkbox"/>

First Previous **1** 2 Next Last

Hormones B  








ADDITIONAL INFORMATION

Back

Save

Results

- Now the saved device can be chosen from the dropdown list in the resultform
- Result – field opens up and the results can be saved
- Comments can be given if needed in the Comment field on the bottom of the page
- Finally, select
 - "Save" if you do not yet want to send in the results
 - "Save as final" if you see the results as being final
- From this page you can return to the front page by selecting "Back to list" or clear the whole page by selecting "Clear all page data"

17.07.2012 	Thyroxine, free	Archie  	Architect i2000SR	Abbott Architect	<input type="text"/>	pmol/l
17.07.2012 	TSH	--Choose-- 				
17.07.2012 	Vitamin B12	--Choose-- 				

COMMENTS

[Back to list](#) [Clear all page data](#)

Save

Save as final

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

- 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

16.07.2012	TSH	Edward 411	cobas e411	Roche Cobas e 411	100	mU/l
16.07.2012	Vitamin B12	Edward 411	cobas e411	Roche Cobas e 411	2000	pmol/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)

Clinical chemistry: Endocrinology: Hormones B June, 2012 Validation

[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	Superadmin, Client	17.07.2012 07:04	Accepted
Hormones B	1	Sample_B1	OK	Superadmin, Client	17.07.2012 18:47	Draft
Hormones B	1	Sample_B2	Row "Aldosterone" result is out of limit boundaries. Please check result and unit.	Superadmin, Client	17.07.2012 18:47	Error

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

Clinical chemistry: Endocrinology: Hormones B June, 2012 Validation

 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	Superadmin, Client	17.07.2012 07:04	Accepted
Hormones B	1	Sample_B1	OK	Superadmin, Client	17.07.2012 12:13	Accepted
Hormones B	1	Sample_B2	OK	Superadmin, Client	17.07.2012 12:14	Accepted

Accept and send results

Exit

Exit

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

The screenshot displays the LabScala user interface. At the top, there is a navigation bar with a home icon and three tabs: "My Schemes", "My registry", and "Administration". Below the navigation bar, a welcome message reads "Welcome to the new LabScala user interface" with a "Help" link on the right. The main content area is divided into two panels. The left panel, titled "My EQA", contains sections for "LATEST 3 NOTIFICATIONS" (stating "You have no notifications."), "NEXT 3 CLOSING SCHEMES" (a table with 3 rows), and "MY REPORTS" (a link to "Go to Mainio reports"). The right panel, titled "Links & notes", contains sections for "SHORTCUTS" (links for "Place orders", "View reports", "Fill results", and "Go to Mainio") and "IMPORTANT NOTES" (three email-style notifications regarding the new IT-system, a postponed delivery, and a successful congress).

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

MY REPORTS

[Go to Mainio reports](#)

Links & notes

SHORTCUTS

- [Place orders](#)
- [View reports](#)
- [Fill results](#)
- [Go to Mainio](#)

IMPORTANT NOTES

- NEW IT-SYSTEM: LabScala**
Dear client,
Labquality will take into use its new IT-system, LabScala, in May 2012. In the first phase of LabScala you will have access to some electronic forms as well as user administration. You will also have a manual for LabScala use accessible from the top right corner of every page, under the "Help" – text. Please do not hesitate to contact us if there are any questions concerning the use of LabScala. We hope to be able to provide you with an even better service with the help of LabScala.
- Scheme 5260, Fungal culture 2, 2012, delivery postponed to June.**
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

LabScala - schemes

- First LabScala – schemes are:
 - Hormones A and B (August 2012)
 - Glucosemeters (autumn 2012)
 - Urine strip test A (autumn 2012)
 - General bacteriology 1 and 2 (autumn 2012)

LabScala buttons

A blue rectangular button with the word "Save" in white text.

Enables you to save changes on the form

A blue rectangular button with the word "Back" in white text.

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

Questions?

- In case you have questions, please contact:
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