

How to use Excel forms when sending General clinical chemistry results

Bilirubin

CRP

Haemoglobin

Short-term serum A

DayTrol

LongTrol

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Abstract

FURTHER INFORMATION IS FOUND AT CHAPTER:

<ul style="list-style-type: none"> • Set up the directories C:\LQ\Files and C:\LQ\Results 	<p><i>1. Preface</i></p>
<ul style="list-style-type: none"> • Open Labquality's website on Participant services channel and choose "Results to Labquality" 	<p><i>2. Choosing the preadsheet</i></p>
<ul style="list-style-type: none"> • Choose the survey and the spreadsheet • Save the original spreadsheet in the directory C:\LQ\Files 	<p><i>3. Saving / downloading the spreadsheet</i></p>
<ul style="list-style-type: none"> • Open Excel and spreadsheet from the directory C:\LQ\Files. • Enable macros. 	<p><i>4. Enabling the spreadsheet</i></p>
<ul style="list-style-type: none"> • Read 'READMEFIRST' and fill in 'FILLME' sheet and then enter the results. • Save the correctly named spreadsheet in C:\LQ\Results. 	<p><i>5. Filling in the spreadsheet</i></p>
<ul style="list-style-type: none"> • Attach the spreadsheet to the email and send it to the email box of the survey in question. 	<p><i>6. Sending the spreadsheet</i></p>
<p>Further information: tel. +358 9 8566 8240 or info@labquality.fi</p>	

Downloading, using and sending the Excel spreadsheets

1. Preface

It is possible to send the general clinical chemistry results to Labquality by email. You can load the Excel form at Labquality's website and save it to your own computer.

Using MS Excel 2000 or a compatible program *ensures that all the result files are in the same format*. If you use other programs, e.g. Office XP, it is important to save the file in MS Excel 2000 format, otherwise Labquality may not be able to use your file.

The spreadsheet includes macros that you must enable. The spreadsheets are virus scanned. When the spreadsheet has been filled in and saved, it can be emailed to the survey address at Labquality.

Please read first the instructions in '*READMEFIRST*'-sheet.

Then fill in '*FILLME*'-sheet: 1) your client code, 2) name and address, 3) the number of the survey month and, if needed, 4) the date of sample arrival, 5) the date of analysis and 6) the name of the serum.

Next insert the results into the '*RESULT LIST*'-sheet.

Before you save the file, please be sure that you have the following directories on your C drive:

Recommendation:

In your **C** drive you should create the following directories:

- **LQ\FILES** in which you save the extracted spreadsheets and
- **LQ\RESULTS** in which you save the results.

Return back to the '*FILLME*' sheet and **save the file** with the button '*SAVE THE WORKBOOK*'.

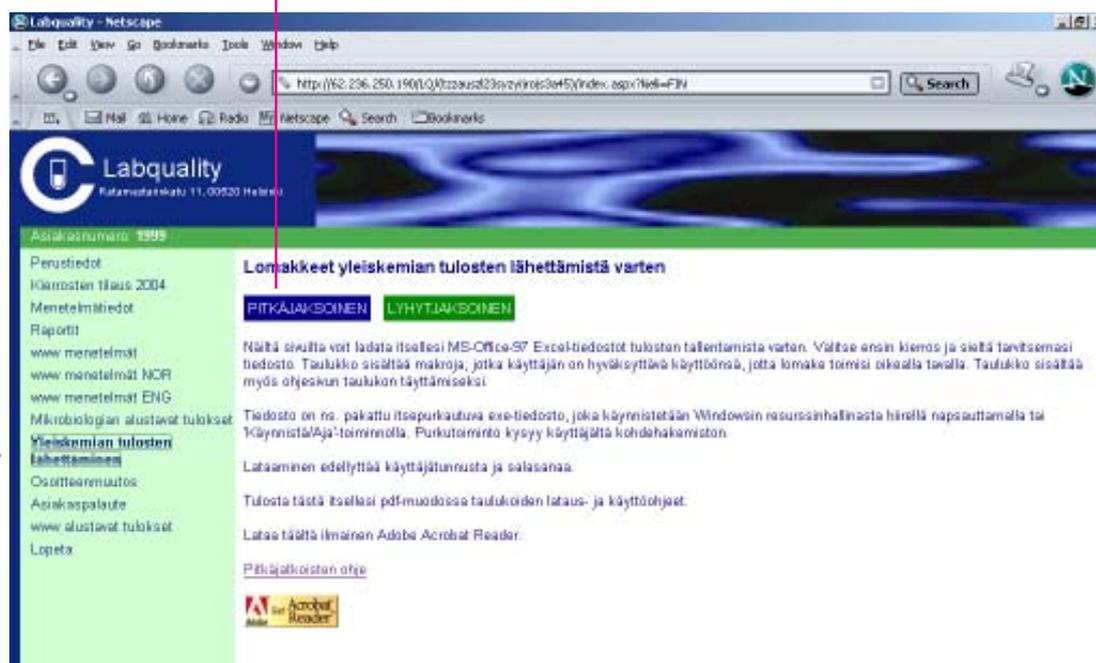
When you send the results file, the email server gives you a sign when the email has arrived into Labquality's office. However, the server cannot note if the attachment is missing. Either it can't send the receipt if your return address is incorrect. In some email programs you can request that your email recipients notify you when they have opened your message, but that this server cannot do it.

2. Choosing the spreadsheet

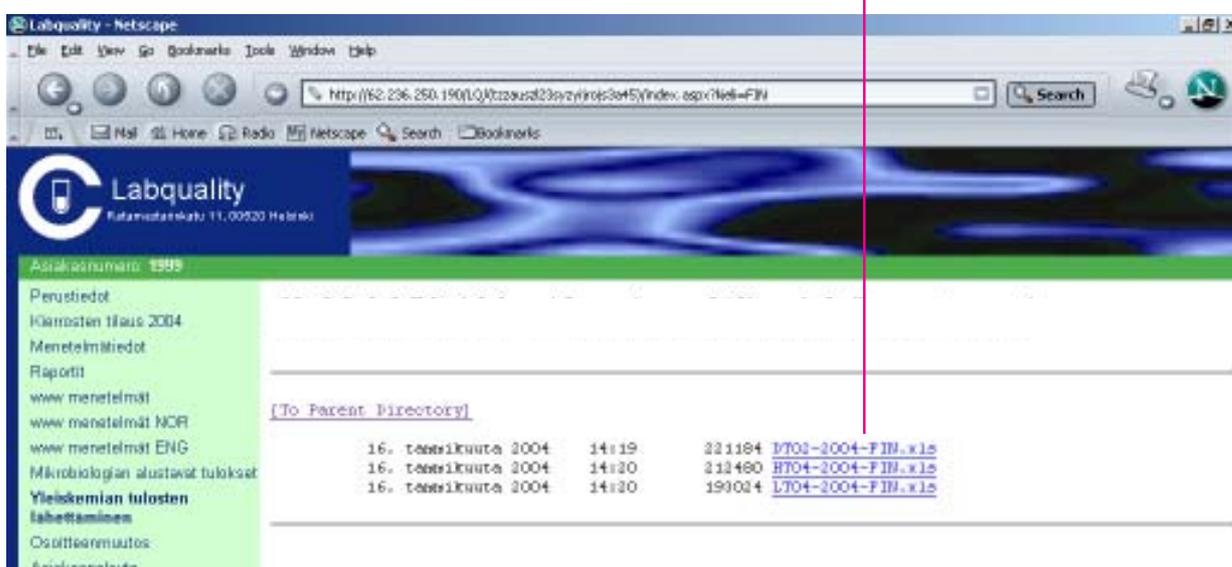
Enter *PARTICIPANT SERVICES* at Labquality's website with your client code and password.

Enter *RESULT FORMS FOR GENERAL CLINICAL CHEMISTRY*.

Choose the scheme



Choose the spreadsheet by pointing the filename with cursor.

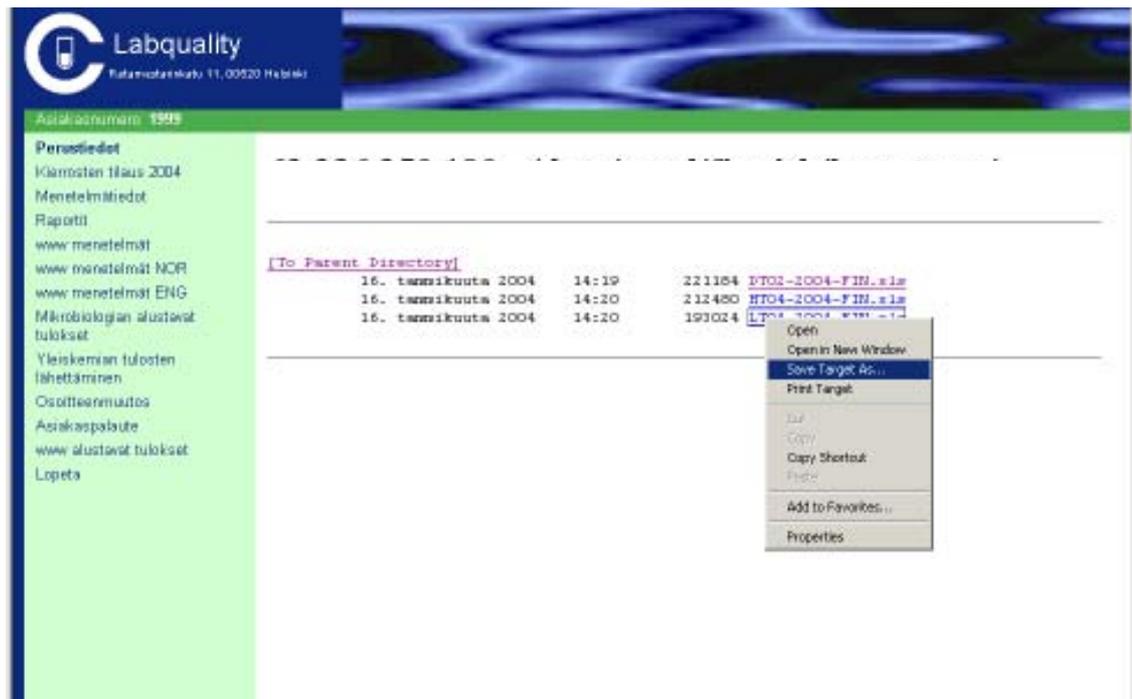


3. Saving / downloading the spreadsheets

Further steps depend on your email program: Microsoft Internet Explorer or Netscape.

3.1. Microsoft Internet Explorer

- When you click the link with the left button of mouse MS-IE opens Excel-spreadsheets direct into Internet Explorer. Now you should save this original spreadsheet in your computer from 'FILE'-menu.
- When you click the right button of mouse you get a new menu, from which you choose 'SAVE TARGET AS', and now you can save the original file in the recommended directory.



3.2. Netscape

There are two ways of saving the Excel sheet to your own computer:

- The right button of mouse gives you a menu. Choose 'SAVE LINK TARGET AS'.

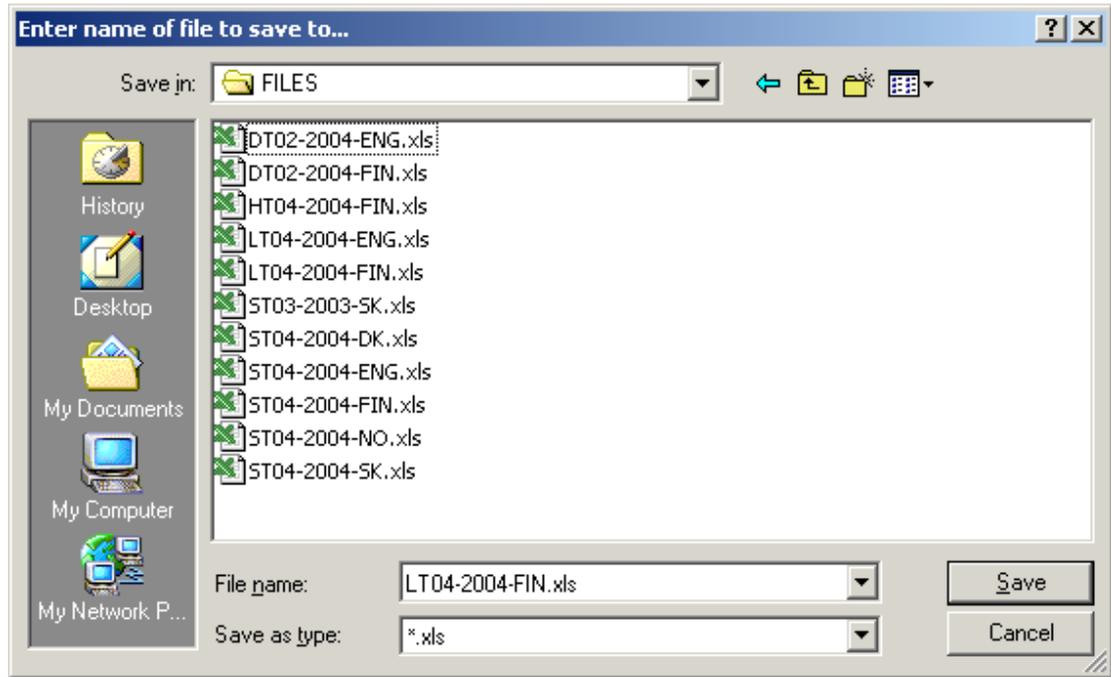


- If you click the left button of the mouse you get a question shown below.
Now you should choose 'SAVE THIS FILE TO DISK'.

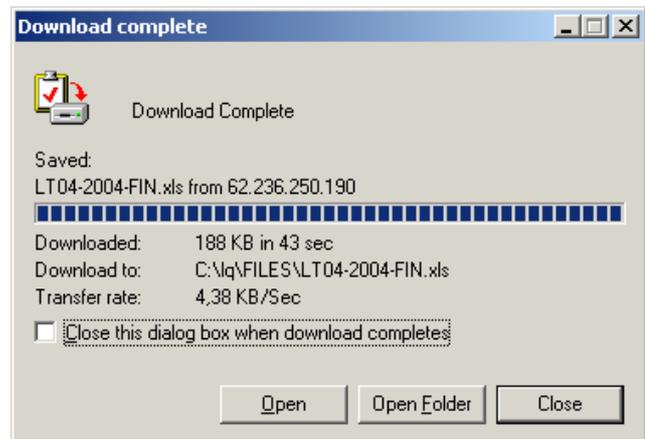
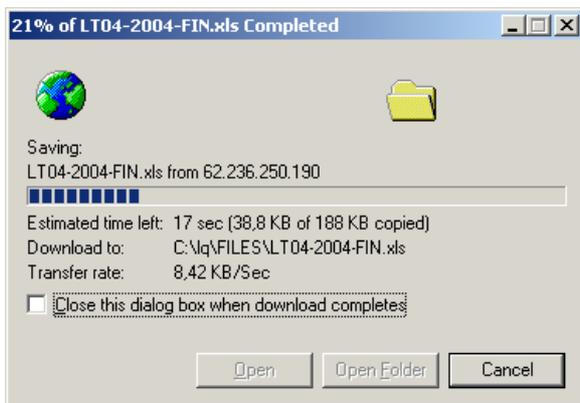


3.3 Saving the spreadsheet

Regardless of the way you choose to save the file, the computer wants to know where to save it. The recommended place for the empty spreadsheet is C:\LQ\FILES. Next time you will find there the original sheets.

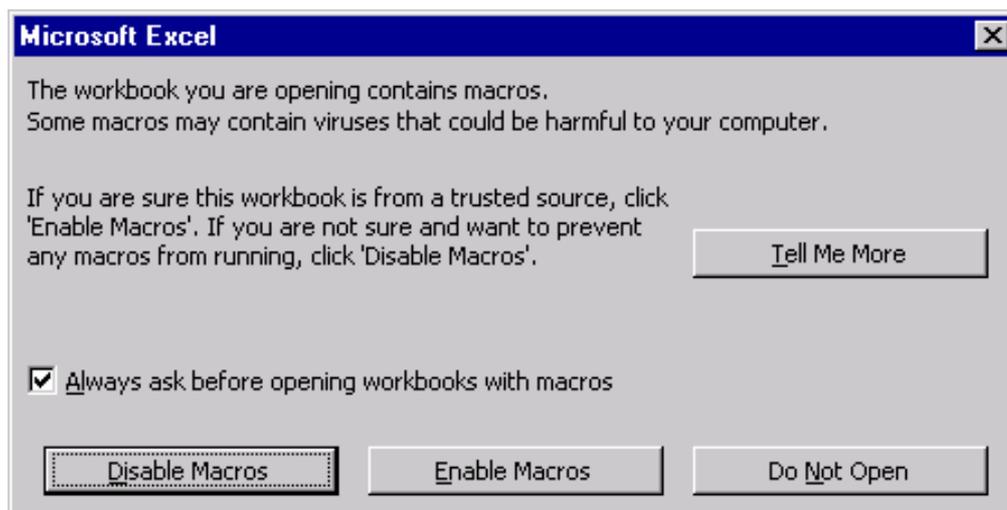


Depending of the browser the downloading is shown in a different way.



4. Enabling the spreadsheet

When you open the spreadsheet (e.g. LT01-2007-ENG.xls) from the directory C:\LQ\Files, Excel notifies of the macros included. You must **ENABLE MACROS** before the spreadsheet would work correctly. These spreadsheets will be renewed every year. Please download new spreadsheet in the beginning of every year.



5. Filling in the spreadsheet

Instructions for use are located in the following sheets of spreadsheet: READMEFIRST, FILLME, DATA

5.1 ReadMeFirst

READMEFIRST includes guidelines for entering and sending the results. Results can be recorded on several days and save in the directory C:\LQ\Results, but the spreadsheet shall not be sent before all results are ready.

5.2 FillMe

The information on FILLME **must be entered** before registering the the results. The points are client code, laboratory's name and address, the number of survey month (its serial number) and in the short-term scheme the date of sample arrival and the date of analysis.

SAVETHEWORKBOOK button requires that the directories **LQ\Files ja** **LQ\Results** are set up on your workstation.

4.3 Results form

A laboratory's own result forms are the laboratory's responsibility.

Note:

- ✓ You can enter the results on several days but please do not send the spreadsheet until **all the results are recorded** on that survey.
- ✓ **Name the spreadsheet**
In the name '**DT07-????-??-07**' the **first four characters** identify the survey and the sample, the **four “?”** characters are for your client code and the following **two “?”** characters are for the month (or the serial number of survey). The **last two** characters are for the year.
- ✓ **Save the spreadsheet**
When you use the SAVETHEWORKBOOK-button on FILLME-sheet the file will be named correctly and automatically in the directory C:\LQ\Results if you have set it up earlier. The user of the spreadsheet has '*read only*' permissions on the original file, and the user can only rename it. You can save the results file named e.g. DT07-9999-01-07.xls, even on several days, but please send the sheet to Labquality only when all the results are ready.

6. Sending the spreadsheet

Return the spreadsheet (the Excel-file) of short-term and long-term surveys by the first working day of the following month at the latest.

NOTE! When you return the spreadsheet by email please don't send it again by fax or mail.

When using an email (e.g. Eudora or MS Outlook or other) please fill in all needed data: the receiver, the subject and the attachment. The spreadsheet emails are received by an automatic server, and any written messages will not be forwarded.

Example:

To: Daytrol.results@labquality.fi
Subject: **DT07-9999-01-07**
Attached: **C:\LQ\Results\DT07-9999-01-07.xls**

6.1 The correct email addresses

Daytrol: Daytrol.results@labquality.fi
Longtrol: Longtrol.results@labquality.fi
Short-term: Shortterm.results@labquality.fi

