

# Instructions of e-schemes for laboratories

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# Instructions of e-schemes for laboratories

## 1. General

These instructions are for client laboratories. There are separate instructions for regional distributors and scheme experts.

Internet schemes, e-schemes, are completely Internet based EQA schemes. Result entry and reports are available only via internet.

The main language of the program is English, but there are several translations available. Please be informed, that the translations are not concerning every term of the program. Because of that, there are still some English words even if some other translation has been chosen.

## 2. Getting started

### 2.1 Starting the Internet service of Labquality

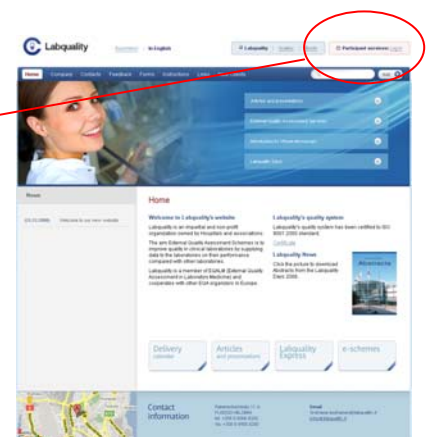
To start to use the Internet service of Labquality, the laboratory needs a client code and password. Labquality sends the password and client code to every new client and once a year to all clients. If you have lost your password, please contact the client service of Labquality by email [info@labquality.fi](mailto:info@labquality.fi).

Log in to participant service

- Open with your browser: <http://www.labquality.fi>
- Select: Participant services Log in
- Enter your client code and password
- Select: Continue

Please note that all the possible letters in the password should be written in CAPITALS.

The main page of participant service will be opened.



## 2.2 Log in to e-schemes

Please enter to the e-schemes by selecting "e-schemes" from the main menu and then "Open e-schemes".

Client code: 3100

- General Information
- Updating of contact details
- Contact details to file
- Delivery calendar
- Order form 2007
- List of orders
- Methods data
- Result forms for general clinical chemistry
- Reports
- Preliminary Results of Microbiology
- Internet surveys
- e-schemes**
- Feedback
- Labquality Days registration

### Welcome to Labquality`s e-schemes.

By choosing "Open e-schemes" a new browser window will open and e-scheme service will appear.

**IF YOU CANNOT LOG IN**

Log in directly to CueSee program:

Username: LQD + client code (for example LQ02399)  
 Password: six (6) first digits of your password (for example password ABC123XYZ is ABC123)

If you still cannot log in, please contact to Labquality`s client service (email:juha.wahlstedt@labquality.fi)

e-scheme

The list of the e-schemes will be opened. Select the scheme and click "log-in". There is a language selection in the bottom of the page. You can select the preferred translation already here.

See the Cue

| log-out | help on |

**CueSee**

An interactive website tool to assess the performance of in vitro diagnostic (IVD) products.

programmes you subscribed for

- Hepatitis A antibodies (5092) Labquality
- Cytomegalovirus antibodies (5650) Labquality
- HIV Antibodies (5091) Labquality

### 3. Participant specifications

After log in, the participant specification page will be opened. Basic information of the client will be downloaded from the client registry of Labquality (The name of the laboratory and department). This information will be updated automatically after every update of the addressing information.

There is a field for different contact persons in every e-scheme.

Please enter the name and email address of the contact person to every e-scheme. If the email of the contact person is given and it have been written correctly, Labquality will send notification of the reports by email right after the report is ready.

The name and email of the contact person can be edited anytime.

- Enter the name of the contact person to every scheme
- Enter the email of the contact person
- Save the changes by selecting "update".

Acid-base status and electrolytes (2610)

| log-out | participant | methods | results | reports | preferences | help on | articles | e-mail | back |

participant specifications

specifications	
institute	Test client
department	e-scheme testing
contact person	Juha Wahlstedt
telephone	
telefax	
e-mail address	juha.wahlstedt@labquality.fi
website	
VAT number	
update	

**Note!** Changes made to the e-scheme program will not be updated to the client registry of Labquality. All updates have to be done via participant service or by email [info@labquality.fi](mailto:info@labquality.fi).

To return to participant specifications select "participant" from the menu.

## 4. Preferences

Preferences have to be set up for every e-scheme before entering results or viewing reports. These items will affect to many utilities of the e-scheme and should be set up with care. The selection of the preferences will vary from scheme to scheme.

Please select from the menu "preferences"

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The most important selections are:

### Preferred language

It is possible to select any translation of the program. After selection the program will use the selected language every time.

### Instructions and help

You can have the instructions visible all the time or you can hide those by selecting "off". It is possible to activate the instructions from every page if needed.

### Preferred analyte in results

As default there is all the analytes in the result form. If the laboratory is analyzing only one analyte, it is possible to hide all the other analytes with this selection.

### Decimal separator

Please select your decimal separator for the result entry in quantitative schemes.

### Preferred units

Please select your units from the dropdown menu.

After set up the preferences, you have to use your selected items. The result form will give you an error message if you use incorrect decimal separator or units.

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preferences

options

preferred language English

instructions for use off

help off

preferred analyte in results all

decimal separator comma

receive report by email no

preferred units

CO2 kPa

O2 kPa

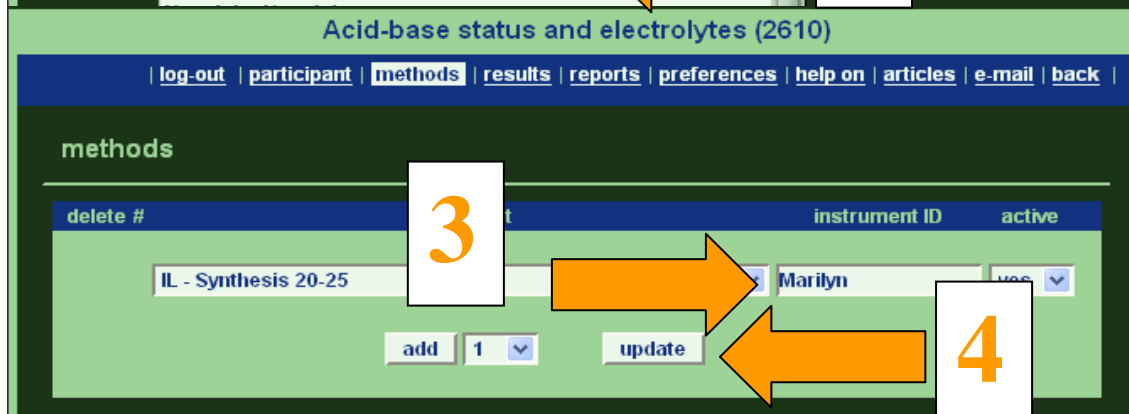
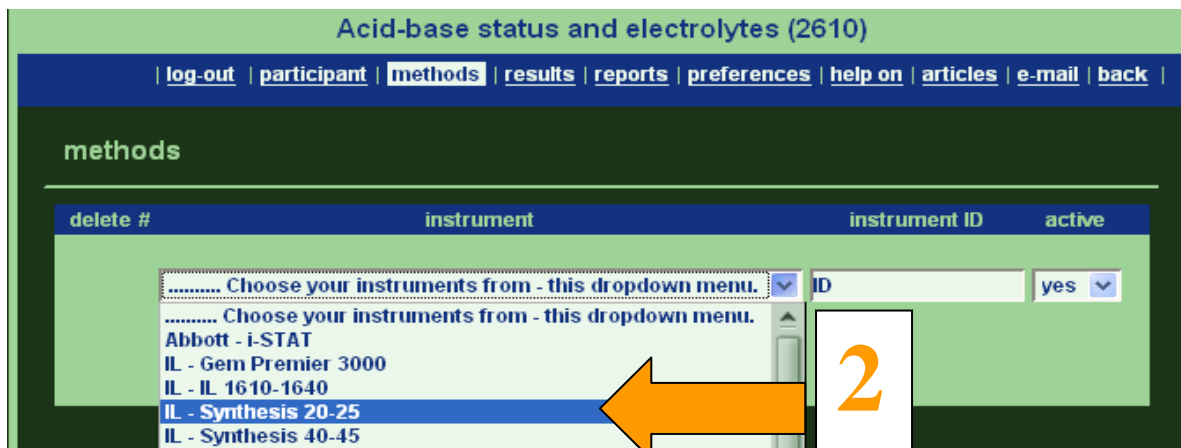
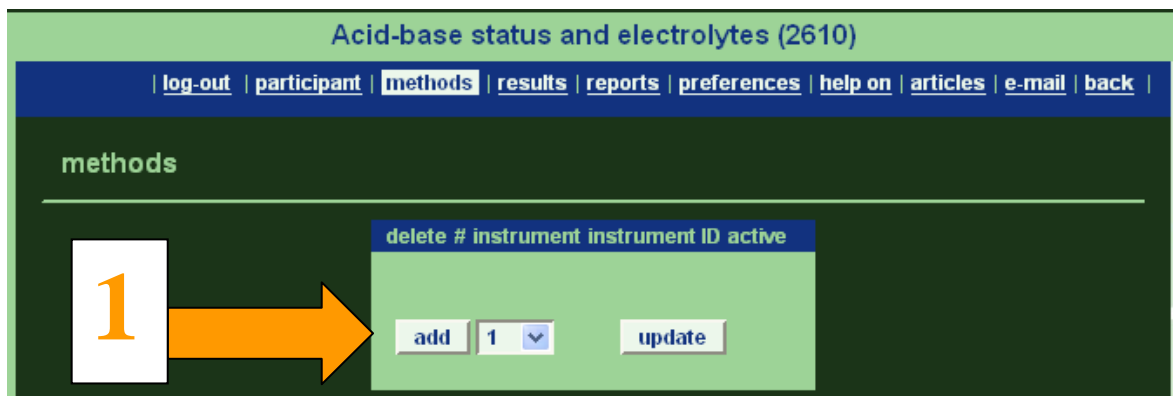
update

## 5. Methods

Please enter your method. If there is no method information, it is not possible to enter the results. Please select “methods” from the menu.

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Click ”add (1)” and select your method from the dropdown menu. Please give free name to your method and save the method by selecting ”update”.



## Methods

It is possible to enter several methods if you have several devices. Please be informed, that in most of the cases you have to order extra sets of sample to have extra reports. Labquality will invoice all reported extra results afterwards.

In some e-schemes there have to be entered several methods. In Microbiology schemes there are methods like "Clinical interpretation" and "Further handling of the samples" needed in every scheme. Please do not delete those methods.

HIV Antibodies (5091)

log-out | participant | **methods** | results | reports | preferences | help on | articles | e-mail | back

methods

delete #	instrument	instrument ID	active
<input type="checkbox"/> 1	Roche - CobasCore	ID	yes <input type="button" value="analytes"/>
<input type="checkbox"/> 2	Roche - Elecsys (2010)	ID	yes <input type="button" value="analytes"/>
<input type="checkbox"/> 3	x- CLINICAL INTERPRETATIONS - (Essential / Necessary also for scoring)	ID	yes <input type="button" value="analytes"/>
<input type="checkbox"/> 4	x- Further handling - Referring or second specimen	ID	yes <input type="button" value="analytes"/>

add | 1 | update

## Deleting and changing the methods

Please delete your method by selecting "delete" square front of the method and then select "Update". Please note that it is not possible to delete the method, if there are any results entered to the method. If you do not use the method any more, you can inactivate it by selecting from active "no". The method will not appear in the result form any more after inactivation.

Acid-base status and electrolytes (2610)

log-out | participant | **methods** | results | reports | preferences | help on | articles | e-mail | back

methods

delete #	instrument	instrument ID	active
<input type="checkbox"/> 1	IL - Synthesis 20-25	Marilyn	no <input type="button" value="analytes"/>
<input type="checkbox"/> 2	IL - Synthesis 40-45	George	yes <input type="button" value="analytes"/>

add | 1 | update

## 6. Results

Results can be entered after setting up the methods and preferences. Please select "results" from the menu.

[log-out](#) | [participant](#) | [methods](#) | [results](#) | [reports](#) | [preferences](#) | [help on](#) | [articles](#) | [e-mail](#) | [back](#)

- Please select "select sample" from the dropdown menu. Sample for the open scheme is selected by default.
- Check the "enter results from" date, "until" date and "report available" date. Please make a note to your calendar for the report available date.
- Please enter sample received date (not mandatory).
- Please enter data for default fields (not mandatory)
  - Result ID: Code of the sample from you laboratory registry
  - Performed by: Name of the worker
  - Date: Analyzing date.

**All these information will be copied to every result when selecting "update".**

- Please enter your results. Move with mouse or tabulator. Please do not use "Enter".
- Save the results by selecting "update" from the bottom of the page.
- Please select next sample from "select sample" and enter results.

1

Acid-base status and electrolytes (2610)

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entry results

select sample  enter results from Sunday, April 01, 2007 00:00 hrs (UTC+1) until Thursday, April 12, 2007 00:00 hrs (UTC+1) report available at Saturday, April 14, 2007 00:00 hrs (UTC+1) sample received on

# instrument	result ID	performed by	date	unit	delete
default	<input type="text" value="ID"/>	<input type="text" value="unknown"/>	<input type="text" value="9"/> <input type="text" value="apr"/> <input type="text" value="2007"/>	<input type="text" value="result"/>	

1 IL - Synthesis 40-45  
George

pH

comment

CO2       kPa

comment

O2       kPa

comment

C       mmol/l

2

3



## Result entry

Your results have been save correctly, when there is a note ”your result(s) are succesfully updated”. You can also print the results by selecting ”print” on the bottom of the result page. To ensure that your results are in the database, just log out and log in again. If you can see your results, those are correctly saved.

Acid-base status and electrolytes (2610)

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your result(s) are successfully updated.

**entry results**

select sample Test0612-01  enter results from Sunday, April 01, 2007 00:00 hrs (UTC+1)  
 external sample until Thursday, April 12, 2007 00:00 hrs (UTC+1)  
 report available at Saturday, April 14, 2007 00:00 hrs (UTC+1)  
 sample received on 1  feb  2007  optional

#	instrument	result ID	performed by	date			all	unit	delete
	default	WR1234	JW	9	apr	2007	result	<input type="checkbox"/>	
1 IL - Synthesis 40-45									
George									
	pH	WR1234	JW	9	apr	2007	7,440	-	<input type="checkbox"/>
comment									
	CO2	WR1234	JW	9	apr	2007	3,11	kPa	<input type="checkbox"/>
comment									
	O2	WR1234	JW	9	apr	2007	11,55	kPa	<input type="checkbox"/>
comment									
<input type="button" value="update"/> <input type="button" value="print"/>									

## To change or delete results

It is possible to edit the results as long as the survey is open. After ”until date” it is not possible to change the results. Please edit your results by overwriting the old result and select ”update”.

To delete your result, please select delete square and select ”update”. It is not possible to delete the result by emptying the result field. Empty field is not an acceptable entry to the result form and you will get an error message.

## 7. Reports

In reports it is possible to view all the reports of the closed surveys. Reports are available right after report available date.

Please select "reports" from the menu.

[log-out](#) | [participant](#) | [methods](#) | [results](#) | **[reports](#)** | [preferences](#) | [help on](#) | [articles](#) | [e-mail](#) | [back](#)

In reports available table is a selection of available reports.

- Please select the report
- Options page will appear.

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select report

participant	
username	LQ30060 Test client
password	***** Juha Wahlstedt
group	Helsinki
subgroup	POLAND

reports available	
Labquality report	
numerical summary - quantitative	

1

- Select sample or samples. By default the latest samples has been selected.
- Select the method, if you have several methods.
- Please select the instruments, if you have several instruments. Default selection is all instruments.
- Please select the analyte. Note! If you have chosen analytes that has no results, there will be a histogram without your result in the report.
- Create the report by selecting "activate report".

LABQUALITY - Test client

2

Sample

- BGA0602-02
- BGA0602-03
- BGA0603-01
- BGA0603-02
- BGA0603-03
- BGA0701-01
- BGA0701-02
- BGA0701-03
- Test0612.01

method

Synthesis 40-45

your instrument

All

analyte

All

- CO2
- Glucos
- K
- Lactat
- Mg-ion
- Na
- O2
- pH

3

4

activate report

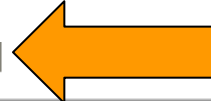
back

## Viewing and printing the reports

Now you can view your report or create a pdf-file by selecting "Generate pdf".

The pdf-file is easy to print and save to your own work station.

Generate PDF



<b>LABQUALITY</b> Sample BGA0701-01		LQ00200 Acid-base status and electrolytes (2610) Laboratorikeskus Kliinisen kemian vastuualue																																																																																									
<b>Comments</b> The comments will appear later in "articles".																																																																																											
<b>Ca act.</b> ABL 700-735 Date of analysis 14-3-2007		<b>Ca adj.</b> ABL 700-735 EQU05201007																																																																																									
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Own result <b>75.0</b>		Own result <b>8.10</b>																																																																																									

Please note that the selections for the reports vary from scheme to scheme.

## 8. Articles

In articles the scheme coordinator or regional distributor can add expert letters, instructions or related articles of the scheme.

Please select "articles" from the menu.

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Please select "read article"

All the articles are in pdf-format and a pdf-reader is needed to view articles.

The image shows two screenshots of the e-scheme website. The top screenshot displays the 'articles' menu under the heading 'Acid-base status and electrolytes (2610)'. The menu includes a 'general' category with four items: 'Acid-base Status and Electrolytes comments 1/2006', 'e-scheme instructions', 'Acid-base Status and Electrolytes comments 2/2006', and 'Acid-base Status and Electrolytes comments 3/2006'. Each item has a 'read article' link. A white box with the number '1' and an orange arrow points to the 'read article' link for the first item. The bottom screenshot shows the same menu, but with a white box containing the number '2' and an orange arrow pointing to the 'read article' link for the 'e-scheme instructions' item. Below this, an Adobe Reader window is open, displaying a PDF document. The PDF content includes the Labquality logo, contact information, and a 'RESULT REPORT' for 'Acid-Base Status And Electrolytes 3/2006' dated 2007-01-23. The report number is 509-511/06 ARV.

## 9. Client service and help desk

- **Options and usage of the e-schemes**

Help for use of the e-schemes is available from the e-scheme coordinators and from the client relations manager Juha Wahlstedt [juha.wahlstedt@labquality.fi](mailto:juha.wahlstedt@labquality.fi).

Contact information of the e-scheme coordinators is available in the instruction letters.

General questions about e-schemes can be sent to the client service [info@labquality.fi](mailto:info@labquality.fi).

- **Technical questions and problems**

Technical support from IT-department of Labquality [juha.wahlstedt@labquality.fi](mailto:juha.wahlstedt@labquality.fi) or [arto.hirvonen@labquality.fi](mailto:arto.hirvonen@labquality.fi).

- **Username and passwords**

Please contact the client service of Labquality by email [info@labquality.fi](mailto:info@labquality.fi) or [kerstin.asplund@labquality.fi](mailto:kerstin.asplund@labquality.fi) or [juha.wahlstedt@labquality.fi](mailto:juha.wahlstedt@labquality.fi).



The screenshot shows the Labquality website homepage. At the top, there is a navigation bar with the Labquality logo, language options (Suomeksi, In English), and links for Labquality, Quattor, Bioclin, and Participant services (Log in). Below the navigation bar is a main menu with links for Home, Company, Contacts, Feedback, Forms, Instructions, Links, and New Clients. The main content area features a large image of a smiling woman in a lab coat. To the right of the image are four buttons: Articles and presentations, External Quality Assessment Services, Introduction to Virtual microscopy, and Labquality Days. Below the image is a News section with a date (21.12.2008) and a welcome message. The Home section contains a welcome message, information about the quality system (certified to ISO 9001:2000), and a link to the Certificate. There is also a section for Labquality News with a link to download Abstracts from the Labquality Days 2008. At the bottom, there are four buttons: Delivery calendar, Articles and presentations, Labquality Express, and e-schemes. The footer contains contact information, including the address (Rotenestariinkatu 11 A, FI-00520 HELSINKI), phone number (+358 9 8566 8200), fax number (+358 9 8566 8280), and email address (info@labquality.fi).