Instructions for Use

iPAW 4.2.1

CE

B55373B
June 2016

Beckman Coulter, Inc.
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Brea, CA 92821 U.S.A.

BECKMAN COULTER

Instructions for Use
iPAW 4.2.1
PN B55373B (June 2016)

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Revision History

This document applies to the latest software listed and higher versions. When a subsequent software version changes the information in this document, a new issue will be released. Following are the release dates for the original language English Instructions for Use. Localized versions have followed at different times but always correspond to the latest released version of the English manual.

Release date	Revisions
May 2007	Software version 3.0
September 2009	Software version 4.0
December 2009	Software version 4.1
September 2011	Software version 4.1.2
September 2015	Software version 4.2 New features for software version 4.2. For detailed information, refer to the Software Change History for Sorting-Drive 4.2 on the software CD.
April 2016	Software version 4.2 All topics relevant only to the Field Service Engineer removed. Non-essential operational information removed to the Sorting-Drive Reference Manual.
June 2016	Software version 4.2.1

Revision History

Safety Notice

Read all product manuals and consult with Beckman Coulter trained personnel before you operate the system. Do not perform any procedure before you carefully read all instructions. Always follow the product labels and the recommendation from the manufacturer. For more information, contact Beckman Coulter.

Symbols and Warnings

Alerts for Warning, Caution, Important, Note, and Tip

WARNING

Warning indicates a potentially hazardous situation which, if not avoided, could cause death or serious injury. Warning can indicate the possibility of erroneous data that could cause an incorrect diagnosis.

CAUTION

Caution indicates a potentially hazardous situation which, if not avoided, can cause minor or moderate injury. Caution can also alert against unsafe practices, or indicate the possibility of erroneous data that could cause an incorrect diagnosis.

IMPORTANT

Important indicates important information to follow.

NOTE

Note indicates notable information to follow.

TIP

Tip indicates information to consider.

Safety Instructions

CAUTION

Observe the following safety instructions when working on the system:

Avoid contact with sample fluid

Avoid direct contact with patient samples, disposable pipette tips, used caps, any machine components that come in contact with sample fluids, and liquid waste. Always wear gloves and other protective gear to protect yourself from infection. Before troubleshooting the

system with open doors and covers, remove patient samples. Handle all liquid waste as potentially infectious. Some liquid waste can require special treatment before disposal. Follow your laboratory procedure.

Take measures after contact with sample fluid

If you come into direct contact with sample fluid, thoroughly wash the affected area and consult a physician. Immediately wipe off any contaminants from the system. Clean the system using approved liquid disinfectant. After working on the system, clean your hands thoroughly.

Wear protective clothing

Wear protective clothing and follow universal precautions as dictated by local or national regulations (CLSI GP17-A2, ISO15190 or 29CFR 1910.1030).

Contamination by exceeded fill level

Exceeding the maximum fill level can contaminate the device and samples.

Safety Recommendations

Avoid problems caused by power failure

To avoid the problems caused by a power failure and to protect sample data, we recommend using a UPS (uninterruptible power supply).

Software restart mandatory after intended or unintended power interruptions

After any intended or unintended power interruption, be sure to restart the software and to perform a complete system initialization.

Equipment damage due to failure to meet power requirements

Before connecting the system to the power line, check that the voltage and frequency ratings of your power line match those indicated on the device label.

Read documentation

Read and understand the documentation before operating the system.



Introduction

About iPAW

iPAW (intelligent Peri-Analytical Workstation) is a modular solution that supports you in your daily sample sorting routine. iPAW provides:

- Software client for sample tracking and workload statistics
- Physical workstation for manual sorting and label printing

iPAW Manual Sorting Workstation

The iPAW client software is accessed from the iPAW PC. iPAW can either be used as a standalone workstation for manual sorting or as multiple client workstations with the Sorting-Drive Server.

Manual sorting and archiving causes errors in the laboratory. The iPAW sample tracking functionality increases quality and minimizes errors in pre- and post-analytical sample processing. The communication with Sorting-Drive Server and any connected AutoMate 2500 Family system provides an integrated laboratory workflow.

Figure 1 iPAW manual workstation



The iPAW workstation includes the touch-screen all-in-one PC intended for medical use, 1D bar code reader, waterproof keyboard, and a bar code label printer.

Scope

This manual is for the iPAW and Sorting-Drive Client software, referred to as the **client application**. This manual is part of the Sorting-Drive 4.2.1 Instructions for Use document set. This manual covers the features of the client application for all laboratory operators. Refer to Related Documents for other documents in this set.

For ease of reading, the term AutoMate 2500 is used as a placeholder for the entire AutoMate 2500 Family in this manual. The AutoMate 2500 Family consists of AutoMate 1200, AutoMate 1250, AutoMate 2500 and AutoMate 2550.

Target Group

This manual is addressed to operating staff. Operating staff roles include:

- Physicians
- Chemists and biologists
- Trained laboratory staff

All operating staff must be trained to use Beckman Coulter products on behalf of the owner. These persons must be authorized by the owner for the fulfillment of their tasks.

CHAPTER 1

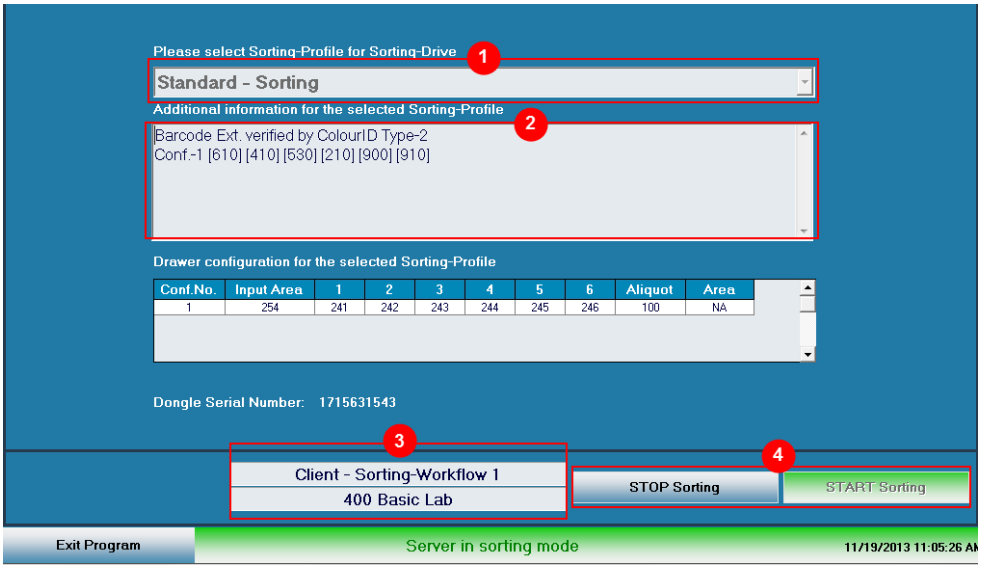
User Interface

User Interface

The client application is the user interface for the daily laboratory sorting routine. The client application features are described in this chapter.

General Page

The **General** page displays the active sorting profile, configuration, and information about the AutoMate workplace and drawer configuration related to this sorting profile. A customer configuration can contain different sorting profiles and workflows, for example for different laboratory work shifts. The server administrator can use the **START** and **STOP** buttons to switch between sorting profiles.



1	**STOP Sorting** to select the sorting profile.
2	Description of active sorting profile and workplace configuration. Workplace IDs are listed in [] parentheses. **NOTE** **Conf** indicates the workflows contained in the sorting profile.

3	Name of the connected workflow and sorting profile.
4	Start or stop the sorting process.

Statistics Page

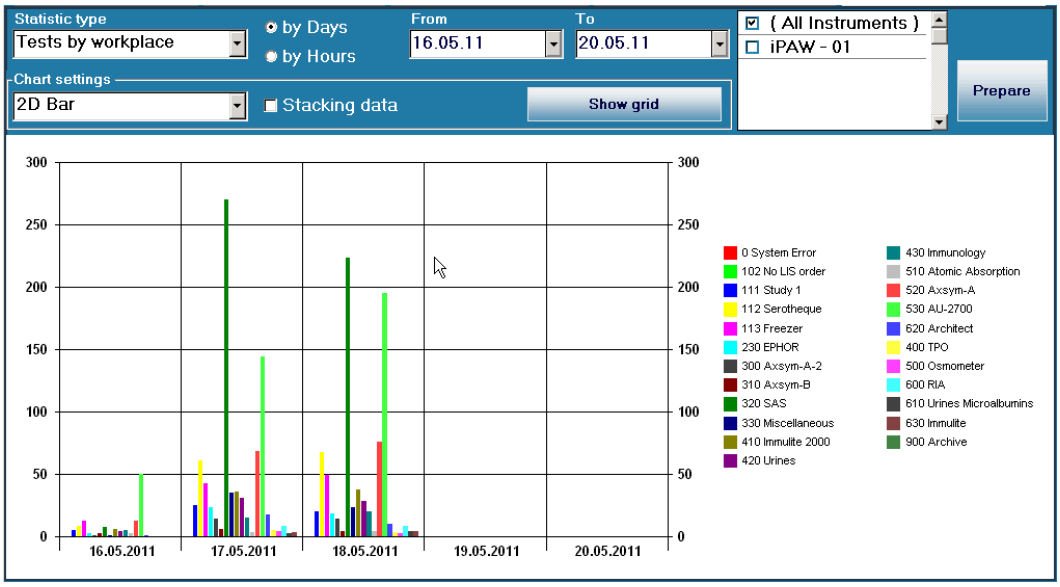
The **Statistics** page is only available if the **Show Statistics Page** box is checked in **Settings**. Your server administrator can activate this setting.

Generate graphs or tables that show sample processing statistics over a defined time span. Statistics give you a quick overview of the sorting processes.

Chart View

By default, the statistics data is displayed as a color-coded bar chart. Select **Show chart** to enable this view.

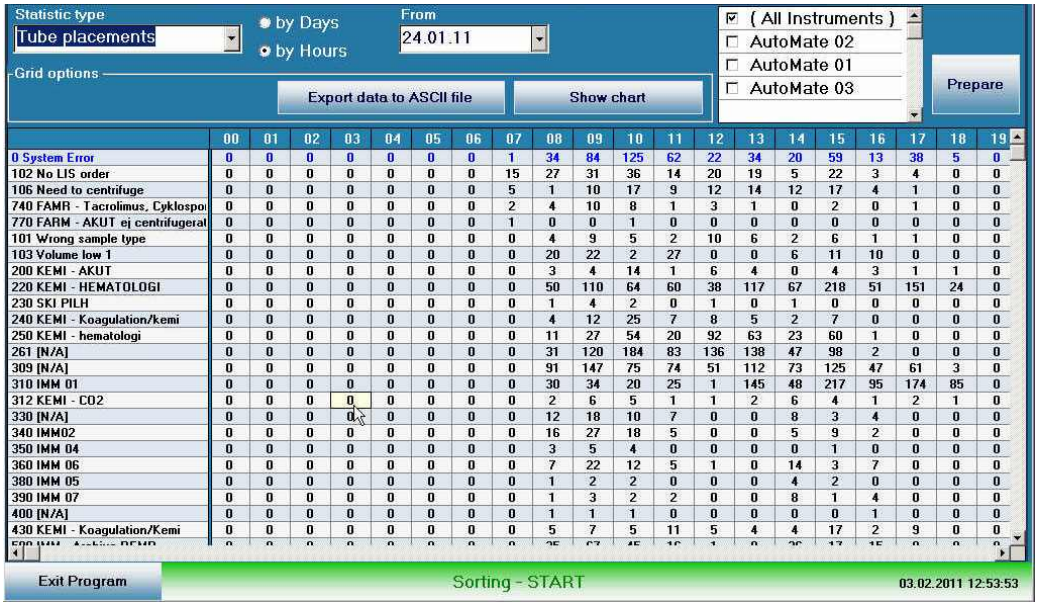
Figure 1.1



Grid View

To view absolute data in a table, select **Show grid**. All workplaces are listed on the left. Depending on the option chosen, the columns represent days or hours. The number of tubes processed during this time is shown in these columns. To switch to chart view, select **Show chart**.

Figure 1.2



Statistics Type Menu

Select which information to show in the chart from this menu.

Menu option	Description
Tube throughput	Indicates the number of tubes processed in the time period defined (**by days** or **by hours**). The throughput is displayed individually for primary tubes from which aliquots have been prepared (Prim. To Alq.): • Aliquots • Primary tubes without aliquots • Primary tubes processed without errors (total of all primary tubes, not including those sent to error workplace)
Tube placements	Displays how many tubes have been sent to each workplace. All workplaces are listed in the legend. Select the workplace box to highlight all tube placements for this workplace in the graph.
Totals by instrument	Displays all tubes processed individually for each connected AutoMate 2500 Family or iPAW system.
Totals of LIS orders	Displays all orders sent by the LIS in the time period.

Menu option	Description
Test throughput	Displays the total amount of tests processed in the time period.
Tests by workplace	Displays the total amount of tests processed for each workplace in the time period. View the throughput per test for every analyzer, department or manual workplace in your laboratory. Select the workplace box to highlight all tests for this workplace in the graph.
Tube types	Displays the amount of tubes processed for each individual tube type in the time period. Select the tube type box to highlight data for this tube type in the graph.
Cap colors	Displays the amount of tubes processed for each cap color.

Filter Options

By Days

Show statistics for each day. Select the start and end days from the menus to the right.

By Hours

Show statistics for each hour in a single day. Select the day from the menu to the right.

Stacking data

Show all statistics in a stacked bar chart. The individual breakdown is visible by color.

Instrument list

All connected AutoMate 2500 Family systems are listed here. Check the box for each instrument to display data.

Prepare

After selecting the statistics options, select **Prepare** to generate the chart.

Full screen mode

To view the chart in full screen mode, double-click on it.

Export data to ASCII file

Save the statistics as a `.csv` file. You can choose the directory where this file will be saved.

NOTE

Use Excel to view this statistics file. Do not open the file by double-clicking: The data will not be displayed correctly. Use the option **Get External Data from Text** in Excel. Select **Delimited** as the data type in the **Text Import Wizard**. The delimiter type used is TAB.

Settings Page

The connection state for client and sorting port is shown on the **Settings** page.

IMPORTANT

Only authorized administrators should have access to the client settings!

Search Tube Page

The **Search Tube** page lets you track sample placements. To find a sample, enter a value into one of the **Search Criteria** fields. You can search by:

- Order no. (tube bar code number)
- Patient name
- Laboratory internal sample ID or secondary barcode (if the configuration uses LIS secondary barcodes)
- Workplace/rack ID

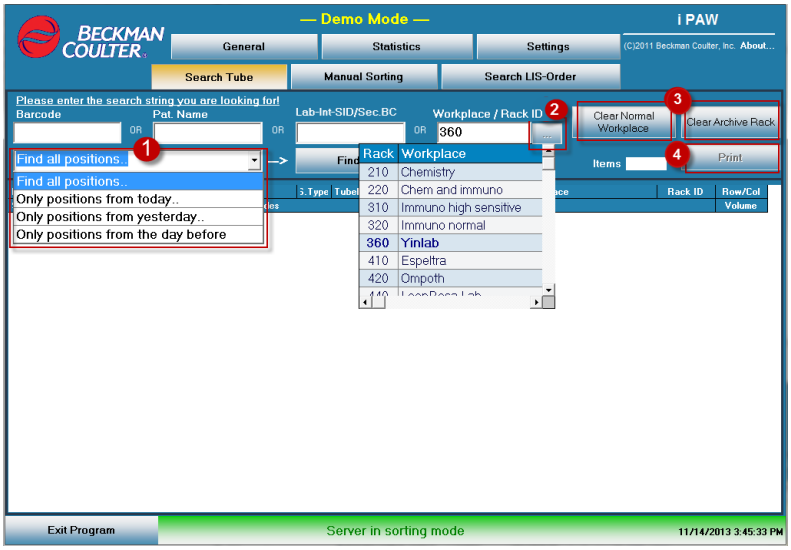
For normal distribution workplaces, the **Workplace/rack ID** is the AutoMate workplace ID. For archive and clone areas, the rack ID is the user-defined rack or MTP label.

The search function retrieves all records beginning with the value entered. By default, only up to 300 records are shown. The number of search records displayed is defined in the sorting configuration. To filter the search list, select from the options in the **Find all positions** drop-down menu.

The search result list color-codes the tube placements to indicate different states:

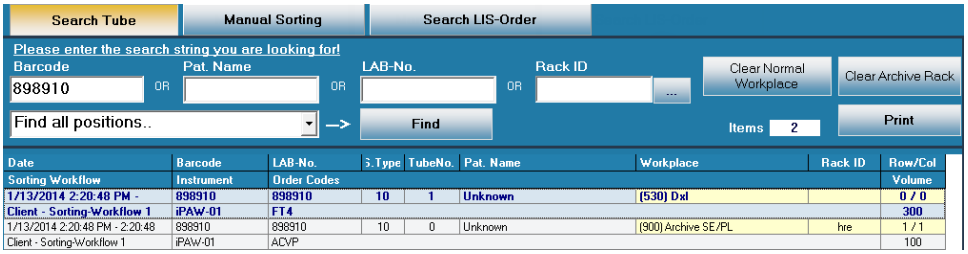
Color	State
Red	Error placement: The column **Order Codes** shows the error comment.
Orange	Unconfirmed tube placement: A tube was recognized and sent to this destination by the Sorting-Drive Server. The tube was never physically confirmed at the destination.
Yellow	The tube was correctly placed to its sorting destination.

Figure 1.3 Search tube options



1	To find a tube processed the same day, select **Only positions from today** from the drop-down list.
2	Enter either the bar code, patient name, lab number or workplace/rack ID for a search query. Select **[...]** to select the workplace/rack ID. All workplace and rack descriptions are displayed in the drop-down box.
3	Select **Clear normal Workplace** and **Clear Archive Rack** to delete obsolete sample placement information that was stored for a specific workplace ID or rack ID. All data sets related to the workplace/rack you enter here will be deleted. Select **Find** to search.
4	If the client workstation is connected to a desktop printer, you can print the list of all tubes retrieved in the search list. **NOTE** Do not print tube search lists using the label printer! When you select **Print**, select the desktop printer from the drop-down list.

Figure 1.4



Yellow indicates correct tube placements. The instrument used to sort the tube is indicated in the column Instrument (iPAW-01).

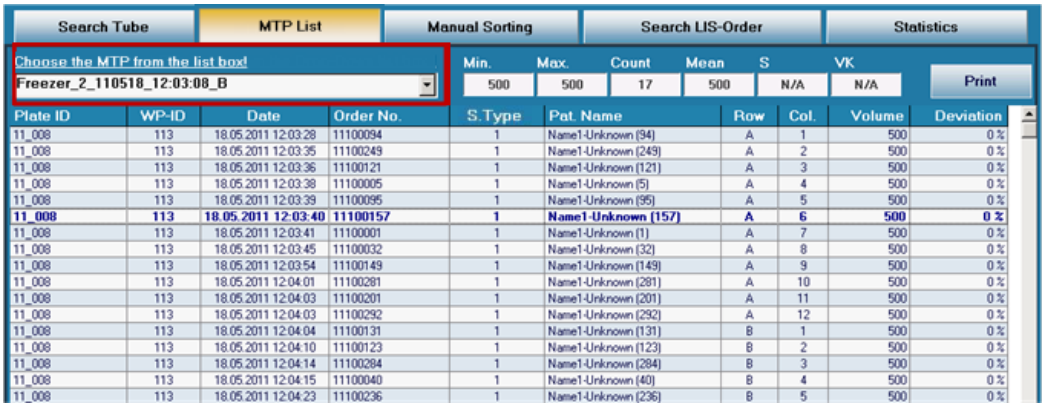
MTP List Page

NOTE

This feature is only available if you are using Sorting-Drive Server connected to AutoMate 1250/2550 Family systems.

If the MTP rack reader is used on the AutoMate 2500 Family system and the sorting profile contains at least one MTP workplace, the MTP list page is displayed. This tab shows a tracking list of all pipetting actions on the MTPs in the Sorting-Drive database. The individual plates are displayed in the drop-down list **Choose the MTP from the list box**. If a plate is selected, another list displaying the individual positions for this plate opens up.

Figure 1.5



MTP Balance

NOTE

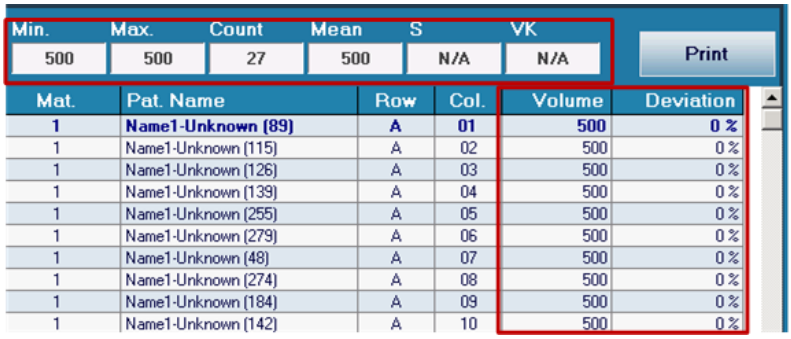
The MTP balance option is not available with Sorting-Drive version 4.2.1 and higher.

If the AutoMate is equipped with an MTP balance (additional option), the measured pipetted volume and the deviation from the desired value can additionally be displayed in the **Volume and Deviation** column.

NOTE

This feature is only available if you are using Sorting-Drive Server connected to AutoMate 1250/2550 Family systems.

Figure 1.6



The header line additionally displays the pipetted Min. and Max. value, the number of pipetted positions, mean value, standard deviation and variation coefficient (VK) for the entire plate.

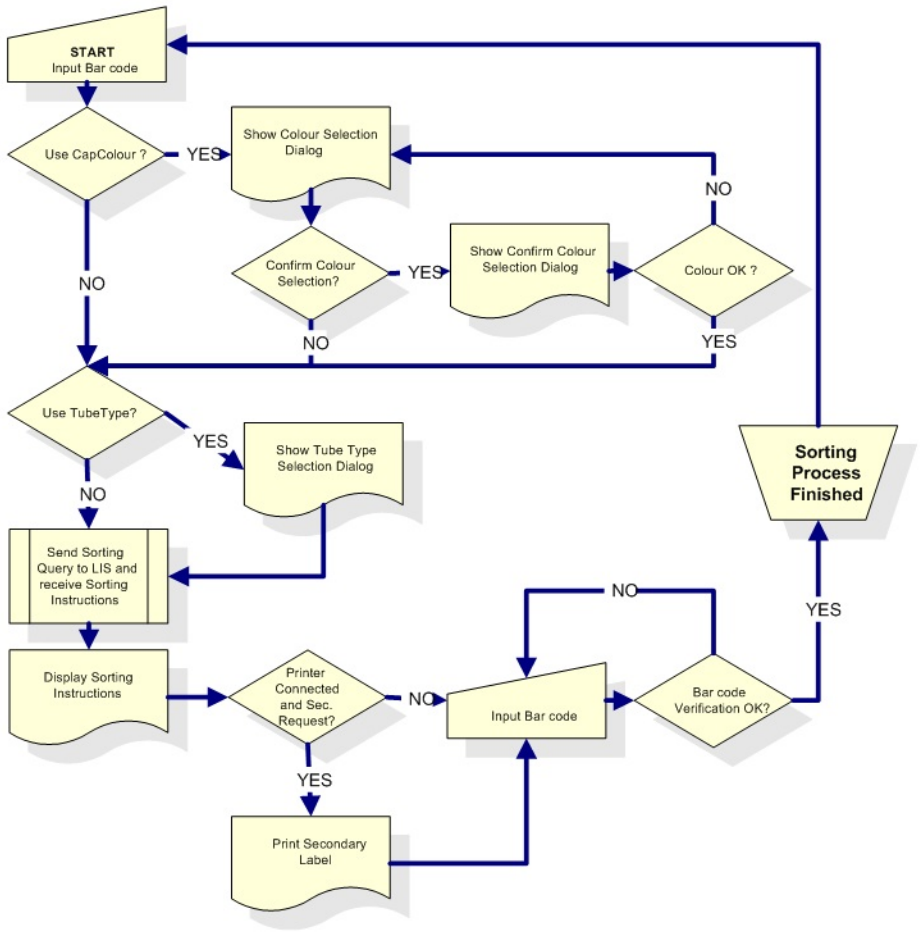
NOTE

After a loss of host communication and Sorting-Drive restart, you need to open and close the MTP drawers before the AutoMate 2500 can resume processing MTPs. If the drawers are not opened and closed, the first pipetting action will be rejected by the server.

Manual Sorting Page

Manual Sorting Workflow

Figure 1.7 iPAW manual sorting workflow steps determined by **Settings for Manual Sorting**

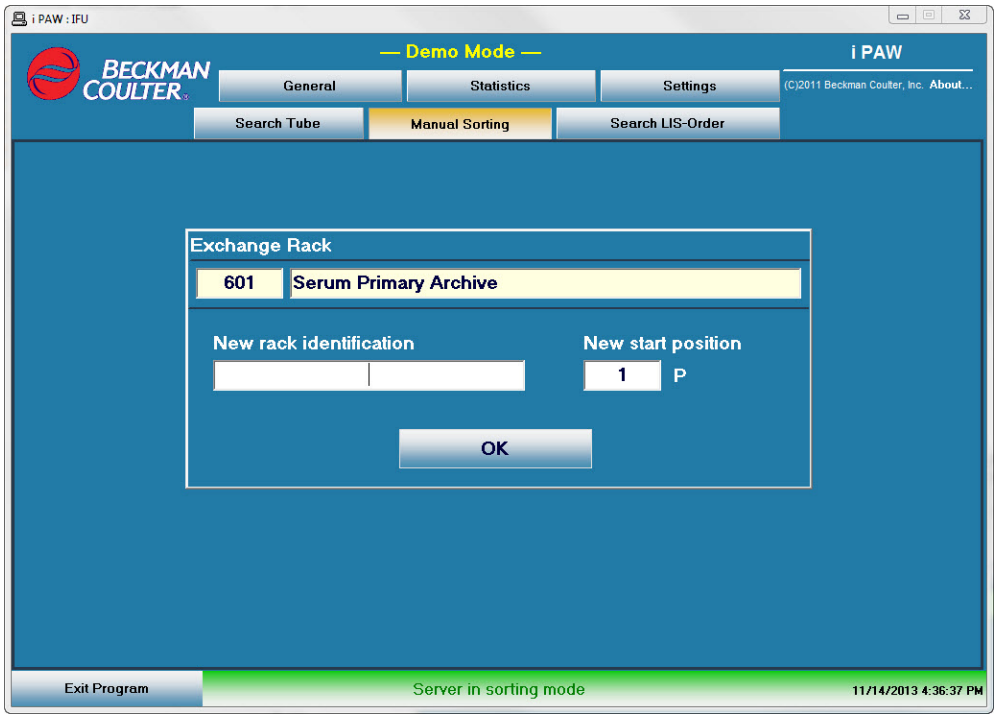


1. The first time you access manual sorting, a **Rack ID** input dialogue is shown for each workplace defined as **Archive** or **MTP**. The client application handles archive and aliquoting workplaces like the AutoMate 2500 Family systems. Define a **New start position** to fill positions on a rack or MTP. Enter a rack ID and confirm with **OK**.

NOTE

The rack ID is used to identify the physical rack into which the tubes are placed. For example, archive racks must be labeled for identification and MTPs have a bar code label.

Figure 1.8



2. If no bar code reader is connected, you can enter the sample ID and tube volume manually. You can use these features to test the volume options configured in the sorting profile. If you do not enter any volume, the sorting profile ignores the volume options.

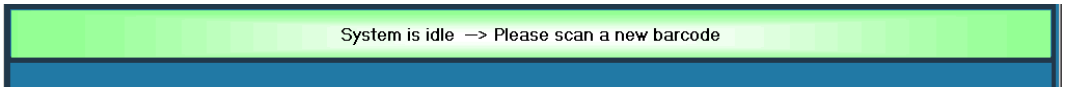
Figure 1.9 Manual sorting bar code search without bar code reader connected



Press `Enter` or select **Send** to get the sorting instructions for this bar code label.

3. If a bar code reader is connected, scan the tube bar code label. Volume options are not displayed in this mode. Sorting-Drive Server ignores the primary tube volume.

Figure 1.10 Manual sorting with connected bar code reader



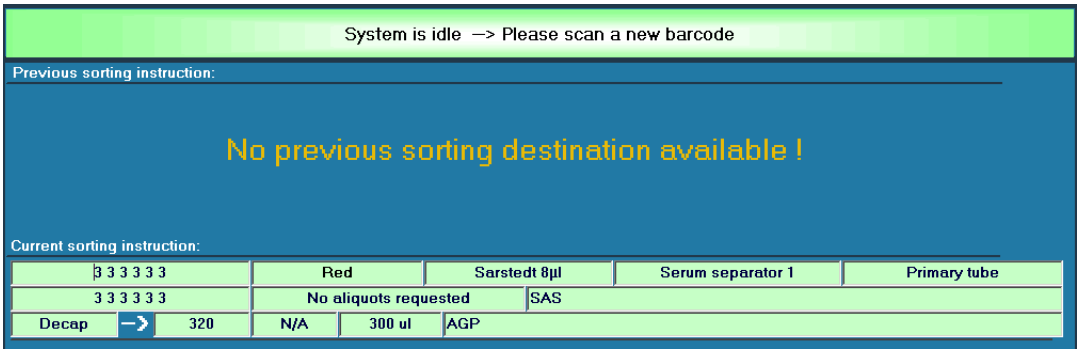
4. The client application displays the last sorting instructions. The green background indicates that the tube has been processed.

NOTE

The µ character cannot be displayed in all character sets in the graphical user interface. If it cannot be displayed, it is shown as a u. If other special characters

cannot be displayed in the client application on your PC, contact your Beckman Coulter representative.

Figure 1.11 Default sorting screen



Manually Sorting Tubes: Step by Step

NOTE

Depending on which **Settings for Manual Sorting** are selected, some steps may not apply to your workflow.

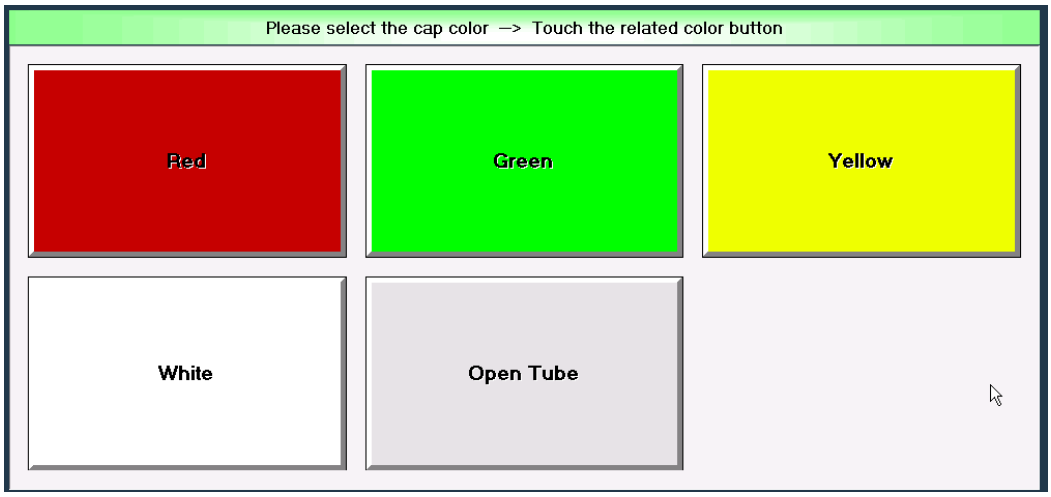
1 If a bar code scanner is connected, scan the tube bar code. If not, enter the tube bar code and volume.

Figure 1.12



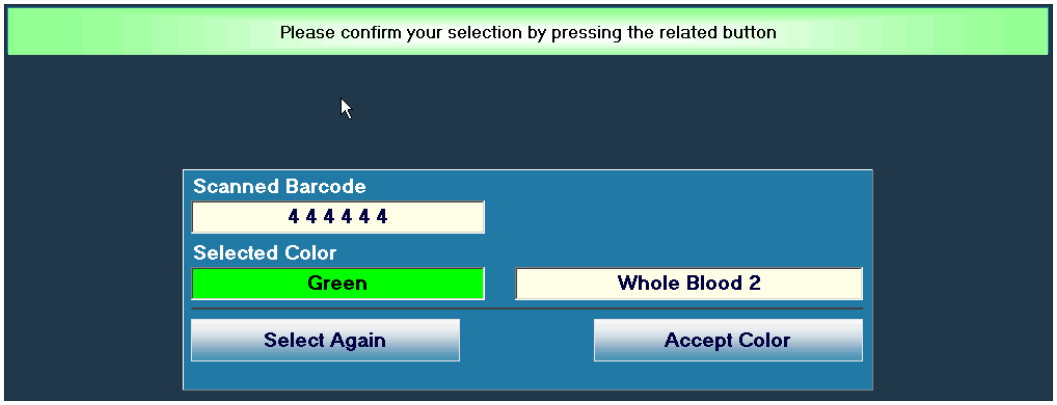
2 Select the cap color of the scanned tube using the color buttons.

Figure 1.13



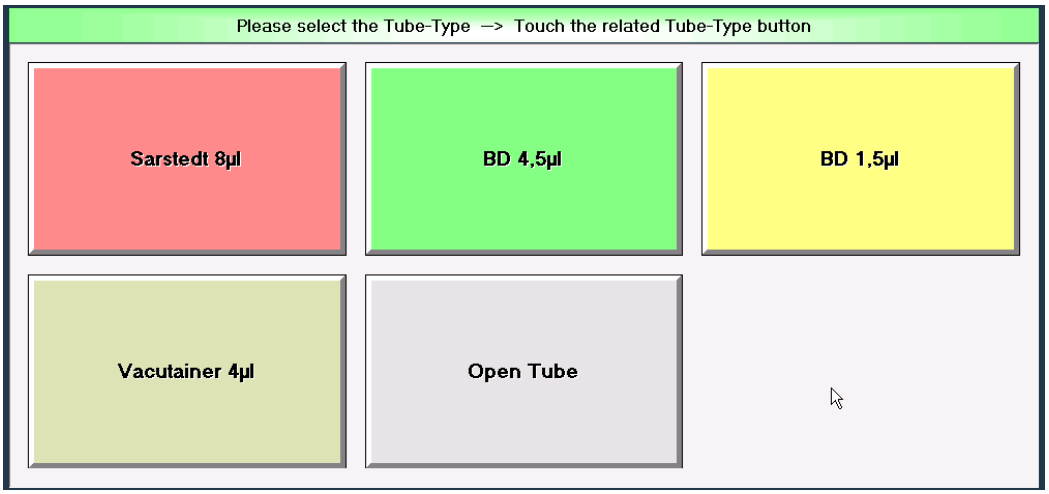
3 Confirm the tube information displayed.

Figure 1.14



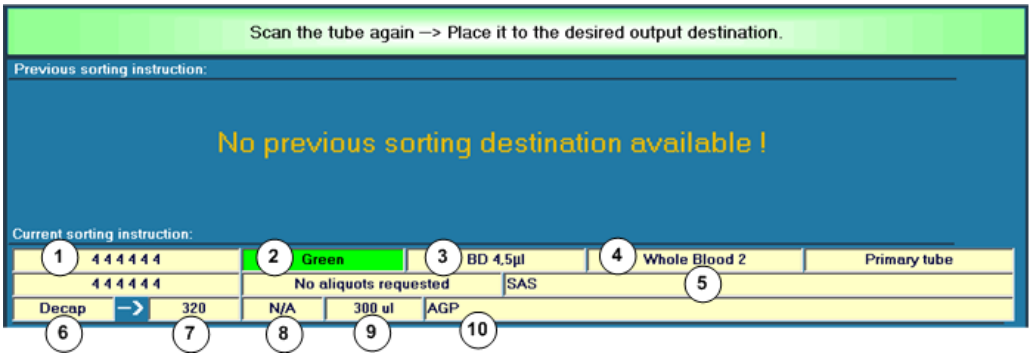
4 Select the correct tube type of the scanned tube.

Figure 1.15



5 Process the tube according to the displayed sorting information.

Figure 1.16



1	Bar code
2	Cap color
3	Tube type
4	Sample type description
5	Workplace description
6	Decapping instruction
7	AutoMate workplace ID

8	Position information (archive racks and MTP workplaces only)
9	Volume information **NOTE** The µ character cannot be displayed in all character sets in the graphical user interface. If it cannot be displayed, it is shown as a u. If other special characters cannot be displayed in the client application on your PC, contact your Beckman Coulter representative.
10	Test order information

NOTE

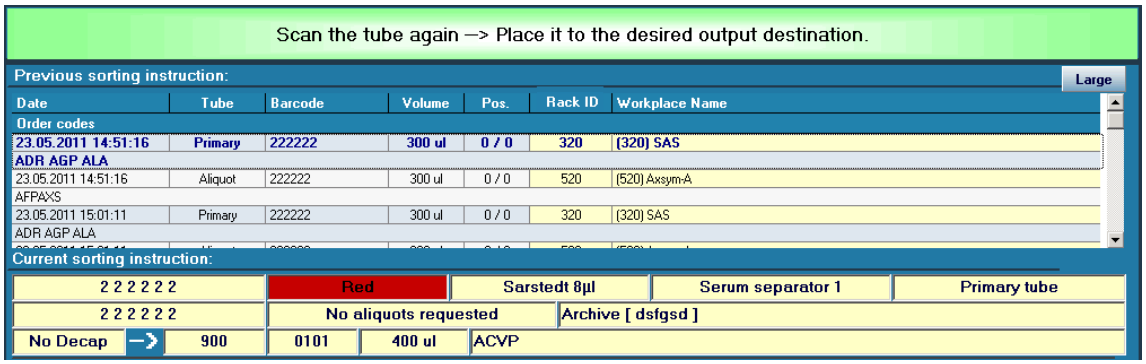
If the sorting instruction contains seven aliquot requests, you will not be able to see all sorting instruction information in the list in the default display. Click **Large** on the top right side of the table to see the complete list.

6 Scan the tube bar code label to confirm the sorting information. The sorting information turns green when confirmed.

7 Complete all tests ordered for the primary tube. Place the tube on the workplace indicated.

8 After all test orders are closed, an archiving instruction is displayed on-screen. All previous sorting information is displayed in the upper part of the window.

Figure 1.17

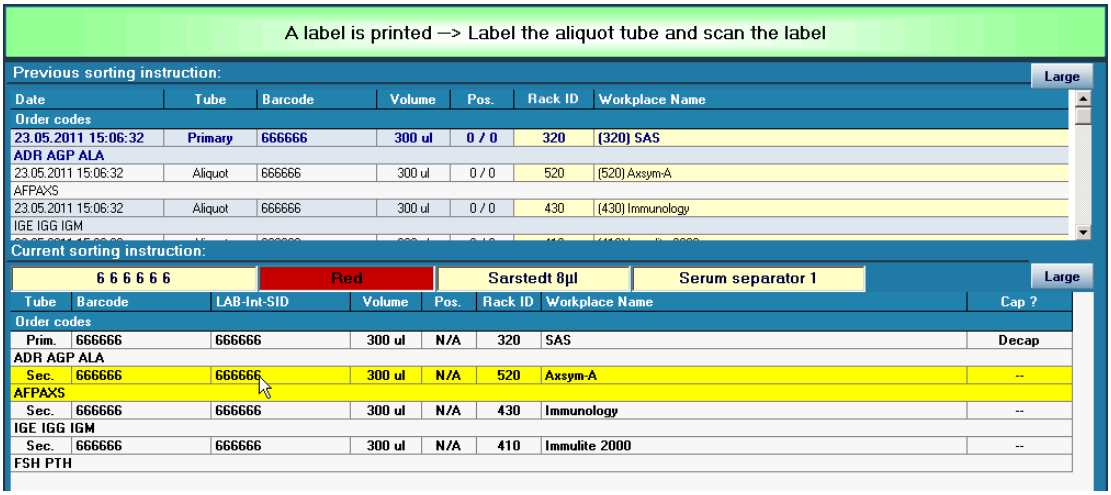


NOTE

The column **Rack ID** shows the ID of the archive or MTP rack. This ID is defined by the user before manually sorting. This column remains empty for normal distribution workplaces.

9 If the LIS order includes aliquots, the sorting instruction is displayed for the primary tube and aliquots. The connected bar code label printer prints a label for the first aliquot.

Figure 1.18



10 Prepare the first aliquot tube. Scan the bar code label to confirm. The aliquot instruction is highlighted in yellow. After the bar code label is confirmed, the aliquot instruction turns green on-screen. The label for the next aliquot is printed. Repeat this step until all aliquots are prepared.

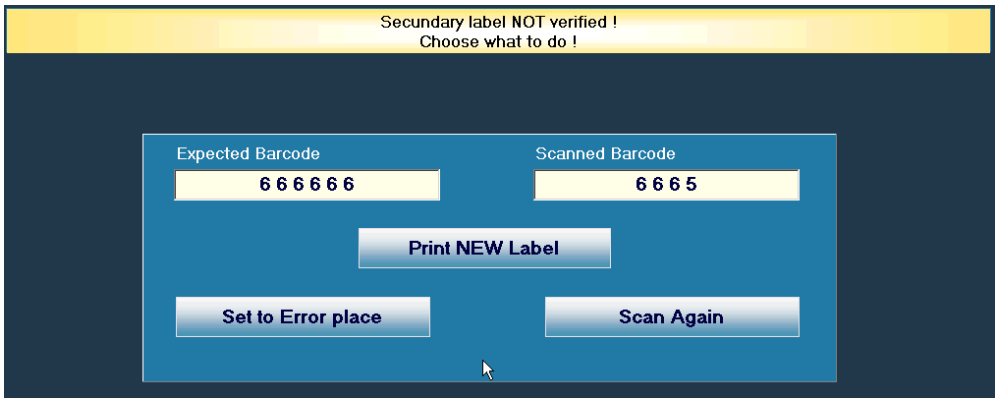
Figure 1.19



11 After all aliquots are prepared, scan the primary tube bar code label and each secondary tube to confirm. The client application is ready for the next new sample tube.

12 If a secondary tube label was not confirmed in the previous step, the system alerts you.

Figure 1.20



Print Label Page

This page is visible when the option **Show Print Label Page** is selected in **Settings**. You can print extra labels, for example to replace illegible labels.

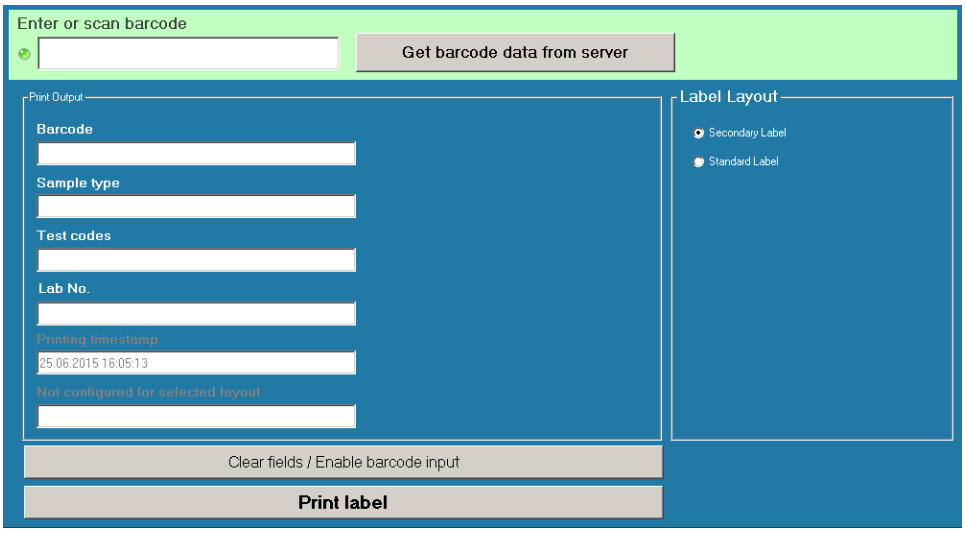
Features of the **Print Label** page:

- Enter a bar code manually or by scanning a label
- Get bar code order data from the server
- Select from up to 10 different label layouts, each with up to 6 text fields
- Automatically fill in label text fields with constant values defined in the label layout definition
- Automatically fill in label text fields with order data retrieved from the server
- Manually fill in label text fields with any text
- Print multiple copies of a label
- Use the **Barcode Counter** to print a series of bar code labels numbered consecutively

How to Print a Bar Code Label

1 Select a label layout. The **Label Layout** panel shows the names of all label layouts defined and saved in the system.

Figure 1.21 Select the label layout



2 Click in the bar code field. A green light next to the field indicates it is active. Enter or scan the bar code.

Figure 1.22 Active bar code field

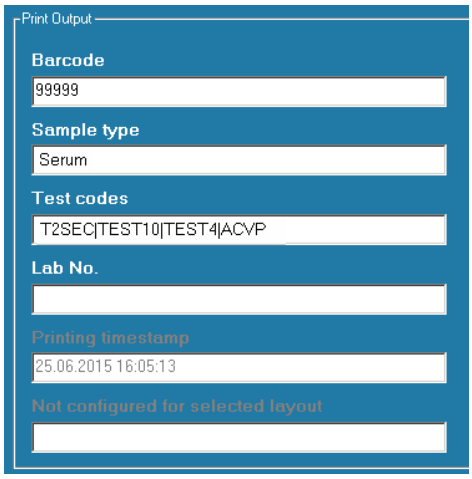


3 If the field is not active (the light is gray), confirm that the bar code reader is connected. Select **Clear fields/Enable bar code input** at the bottom of the page to clear all fields and activate the bar code field.

4 After you scan the bar code, the system automatically gets the bar code data from the server. If you enter a bar code manually, select **Get barcode data from server** to retrieve the order data from the server. If the system recognizes the bar code label, the text fields are filled in with the order data according to the placeholders defined in the label layout definition.

- If a text field remains empty after the bar code data is retrieved from the server, this data is not saved in the server database for the order.
- If a text field is empty and shows **Not configured** for the selected layout, no data has been defined for the text field in the layout definition.
- All configured fields can be edited.
- If the **Printing timestamp** is selected in the label layout, it is the timestamp generated automatically by the system when a label is printed.

Figure 1.23 Print Output text fields



5 The bar code cannot be edited in the bar code field after the bar code data is retrieved from the server. The field is disabled. To retrieve a new bar code, select **Clear fields/ Enable barcode input** at the bottom of the page to clear all fields and activate the bar code field.

6 If the bar code counter is enabled for the selected label layout definition, the **Barcode Counter** section is shown in **Print Output**. Use this feature to print a series of bar code labels numbered consecutively. Specify the start bar code and the number of consecutive bar codes (**Count**).

NOTE

If the bar code counter is used, you cannot get the bar code data from the server.

7 Select **Print Label** to print the contents of the print output fields on a bar code label. Printing clears all fields and activates the bar code field.

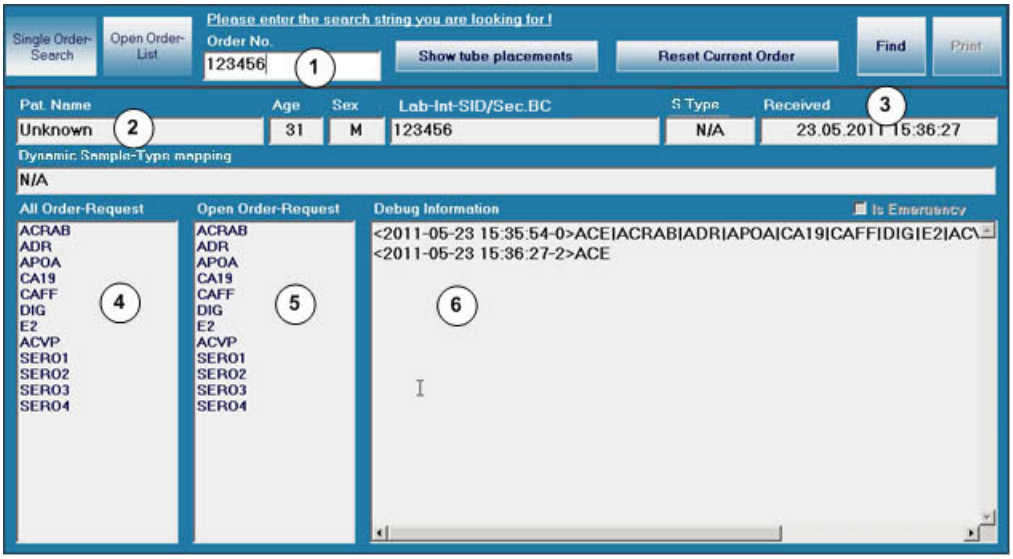
Search LIS Order Page

The **Search LIS-Order** page retrieves the details of single orders sent to the server by the LIS and shows a list of all open orders within the selected time period.

Single Order Search

To find a LIS order, enter the number in **Order No.** (1). Press `Enter` or **Find**. **Debug Information** (6) is useful for analyzing LIS actions. Each line shows a LIS transmission and information about the date, time, action flag and order codes.

Figure 1.24

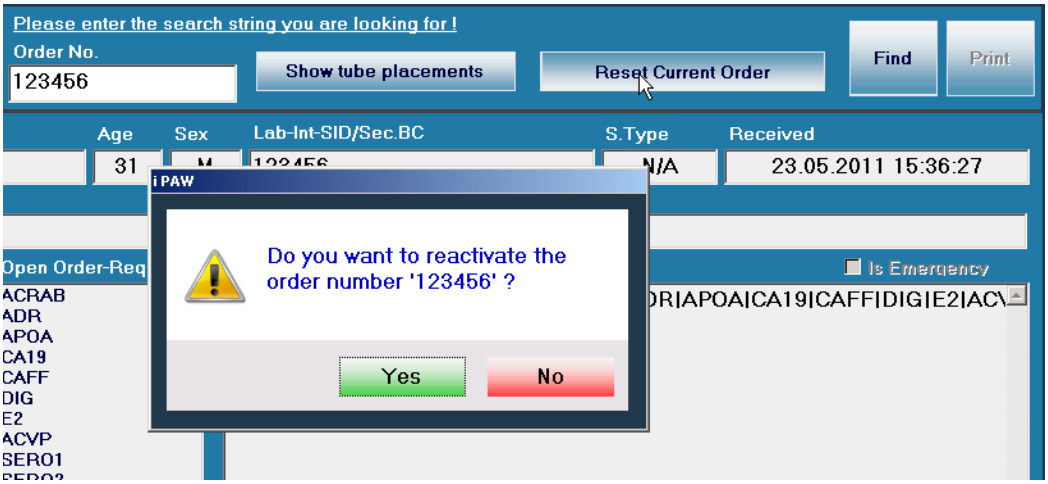


1	Search for order number (tube bar code)
2	Patient name
3	Date and time sent by LIS
4	List of all order requests received
5	List of currently open order requests
6	Debug information: List of LIS activity

Reset Current Order

To reactivate the order displayed, select **Reset Current Order**. This will re-open all order requests for processing. Confirm with **YES**.

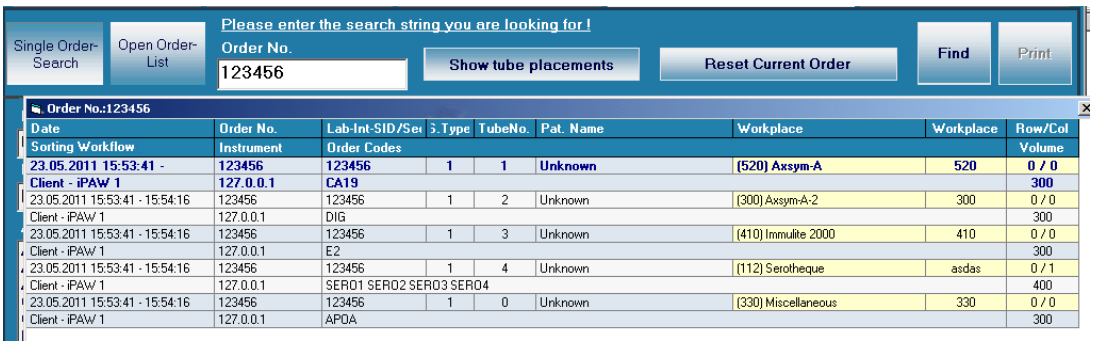
Figure 1.25



Show Tube Placements

To view the status of an order, select **Show tube placements**.

Figure 1.26

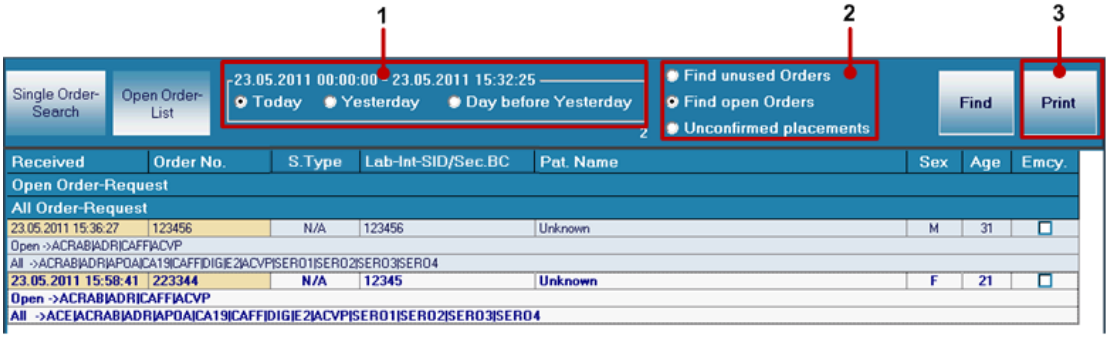


Open Order List

The **Open Order-List** displays information about all LIS orders still open in the selected time period.

Each entry is shown in 3 lines. The first line contains the order demographics. The second line shows all open order codes and the last line shows the total number of order codes (**All Orders**). If you double-click an entry, the tube placements are shown in a pop-up list.

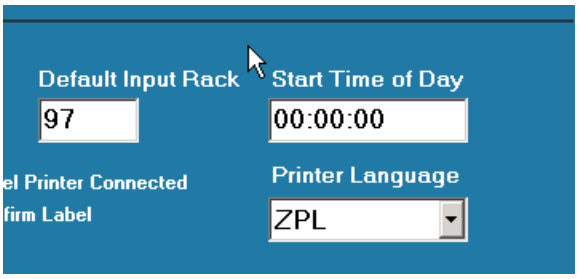
Figure 1.27



1	Select time period to search
2	Listing mode: **Find Unused Orders** lists all entries where the **Open Order** and **All Orders** columns are identical because no tubes have been processed for this order. **Find Open Orders** lists all entries where the column **Open Orders** contains open orders. **Unconfirmed placements** lists all entries where Sorting-Drive Server sent a tube, but the tube did not physically reach this destination.
3	Select **Print** to print this list using a laboratory network printer.

The search results depend on the time settings. The administrator can set the start time of the day in **Settings**.

Figure 1.28



NOTE

This feature only works if the server and client application PCs use the same Date/Time format settings.

CHAPTER 2

Administrator Tasks

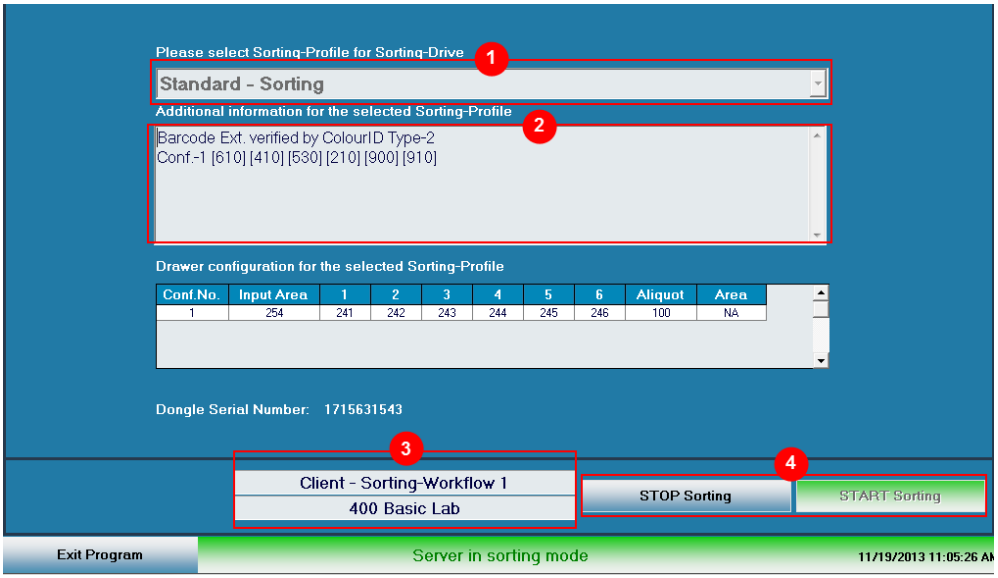
Introduction

Advanced configuration steps need to be carried out by trained database administrators or laboratory super users.

General Page

CAUTION

If the sorting process is in STOP-Mode, and samples are currently running on any AutoMate 2500 connected to the same sorting profile, all samples are sent to the No Order error location. Make sure that no samples are being sorted on any connected AutoMate 2500 before pressing the STOP-Sorting button.



1	Active sorting profile
2	Sorting profile details
3	Connection to sorting workflow and active configuration

4	**START** or **STOP** sorting to activate or change the current sorting profile

Switch Sorting Profiles

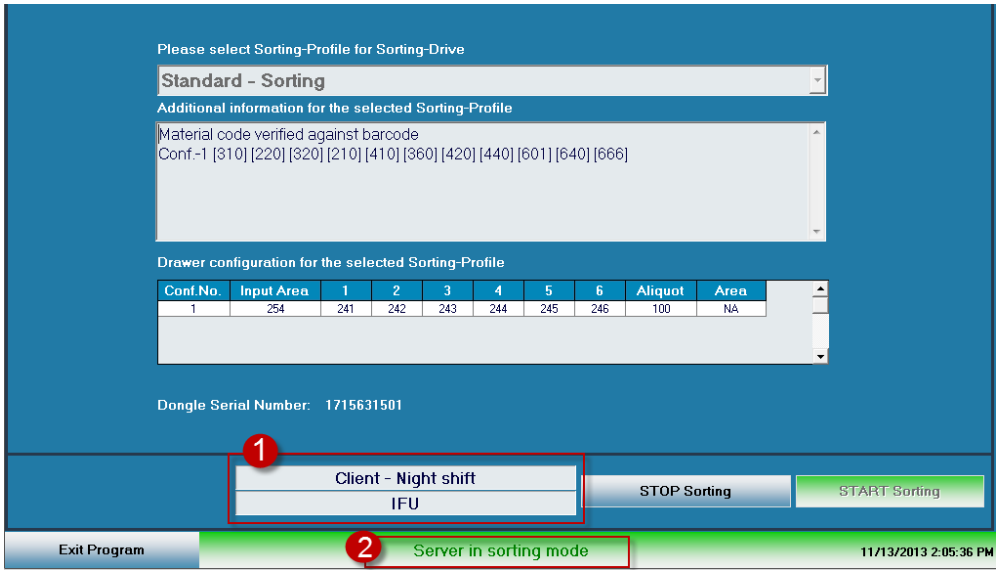
1 Select **STOP Sorting** on the **General** page.

CAUTION

If the sorting process is in STOP-Mode, and samples are currently running on any AutoMate 2500 connected to the same sorting profile, all samples are sent to the No Order error location. Make sure that no samples are being sorted on any connected AutoMate 2500 before pressing the STOP-Sorting button.

2 Enter the password. The default password is AM.

3 Select a sorting profile from the sorting profile drop-down list. Select **START Sorting** to activate the sorting profile.



1	Connection to sorting workflow and active configuration
2	Indication that the server is in sorting mode

APPENDIX A

AutoMate 2500 Family Documents

Related Documents

Your Beckman Coulter documentation can be found on our website at www.beckmancoulter.com.

- AutoMate 2500 Family Instructions for Use
- AutoMate 2500 Family Reference Manual
- ISB Instructions for Use
- Sorting-Drive Client Instructions for Use
- iPAW Instructions for Use
- Sorting-Drive Reference Manual

Glossary

Aliquot — The method to create a full or a partial set of secondary tubes from the primary tube.

AutoMate 2500 Family —

Beckman Coulter laboratory automation product line for sorting and aliquoting samples.

iPAW — Abbreviation for Intelligent Peri-Analytical Workstation. iPAW comprises the iPAW workstation (PC and 1D barcode reader), a yellow license dongle and the client software used to search for and track samples. iPAW can either be used as a standalone manual sorting workstation or as multiple client workstations with Sorting-Drive Server.

LIS — Laboratory Information System.

Manual sorting workstation — Workstation that consists of iPAW client software (see iPAW) and iPAW hardware.

Microtiter plate (MTP) —

A set of wells on a plate with dimensions in compliance with ANSI and SBS standards. The MTPs used with ISB have 48 wells. Samples are dispensed directly into the wells.

Primary tube — The tube that arrives from the customer. The tube is labeled with a unique barcode and entered into the LIS. Every tube that enters the system (i.e. is placed on an input rack) is treated as a primary tube.

Sample — A biological specimen of serum, whole blood, urine, plasma, or cerebrospinal fluid for use in chemistry, immunoassay, hematology or coagulation tests.

Secondary Tube — Tube into which a portion of a sample is transferred so that the system can process the sample on more than one analyzer at the same time, or send a portion to storage.

Sorting-Drive Client — Software client that is the same as the iPAW used with an orange license dongle. The software includes statistics and search functionality, but manual sorting is disabled. Sorting-Drive Client connects to the Sorting-Server and can be used with any number of AutoMate 2500 Family systems and iPAW units.

Sorting-Drive Server — Server software that runs as Windows Service and provides the intelligence for sorting. It holds the different sorting profiles, analyzes the patient test requests and calculates the sorting destination.

Sorting Profile — A sorting profile is a set of sorting workflows in a customer configuration. For example, the configuration can contain different profiles for the different laboratory shifts (day or night shift). Each profile can contain up to six workflows.

Sorting workflow — A set of configurations that describes a particular sorting workflow. It is possible to activate several independent sorting workflows at the same time.

Test order — Analysis performed on a specimen, e.g. HIV or hepatitis. This data is stored in the LIS and provided to Sorting Drive/iPAW.

Test Volume — The test volume is the amount of sample required to run the test on an instrument.

WP-Id. — Workplace ID. Output destination on the AutoMate 2500 and iPAW instruments.

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