

# DECONFIGURE INSTRUCTIONS AND CHECKLIST

Deconfiguring the Access Unconjugated Estriol assay (REF 33570) from the Access Family of Immunoassay Systems:

Includes the Access 2, UniCel DxI 600, UniCel DxI 800, UniCel DxC 600i, UniCel DxC 880i, UniCel DxC 860i, UniCel DxC 680i and UniCel DxC 660i systems

This document provides the information you need to prepare the Access Family of Immunoassay Systems for the new assay protocol file (APF) and Access assay file (AAF) upgrade.

This document is arranged by immunoassay system. Choose the system or systems currently in use, and then follow the instructions to deconfigure the **Access Unconjugated Estriol assay (REF 33570)**. The Access **Unconjugated Estriol assay (REF 33570)** has test name **uE3** and test ID **126**. Retain the completed checklist with your quality documents as a record that your laboratory has performed each of the steps.

**Note:** Disregard these instructions if the **uE3/126** assay is not enabled on your system.

## Access 2 system

### Step 1. Perform an immediate backup of the Access 2 system

To perform the backup:	Tech initials
<p><b>From the Access 2 Main Menu:</b></p> <ul style="list-style-type: none"><li>&gt; Verify that the system is in the <b>Ready</b> mode</li><li>&gt; Verify that a USB flash drive or backup tape is loaded in the appropriate drive</li><li>&gt; <b>Configure F8 → PC Admin F7 → Immediate Backup F2</b></li><li>&gt; Enter the system password (the default password is <b>Access2Admin</b>) → <b>OK FI</b> → <b>OK FI</b> to begin the backup</li><li>&gt; Select <b>OK FI</b> when the backup is complete → if you are using a USB flash drive, leave the flash drive in place and do not remove (if you are using a backup tape, remove the tape and label it with the date)</li></ul>	



### Step 2. Clear all pending tests

To clear pending tests:	Tech initials
<p>From the Access 2 Main Menu:</p> <ul style="list-style-type: none"><li>&gt; <b>Sample Manager F1</b> → <b>Work Pending F2</b></li><li>&gt; Select any pending tests for <b>uE3</b> (test ID 126) → <b>Delete F6</b> → <b>Selected Tests</b> → <b>OK F1</b> → <b>Yes F1</b></li></ul>	

### Step 3. Unload and clear all uE3 sample racks

To unload and clear sample racks:	Tech initials
<p>From the Access 2 Main Menu:</p> <ul style="list-style-type: none"><li>&gt; <b>Sample Manager F1</b> → check the <b>On Board</b> list for any sample rack that includes test requests for the <b>uE3</b> assay → select the rack → <b>Get Selected Rack F6</b> → unload the rack → <b>Done F1</b> → the system moves the rack to the <b>Off Board</b> list</li><li>&gt; Check the <b>Off Board</b> list for the unloaded sample rack (or any other sample rack that includes test requests for the <b>uE3</b> assay) → select the rack → <b>Clear Selected Rack F7</b> → the system deletes the rack from the <b>Off Board</b> list and clears all sample information for the rack</li><li>&gt; Repeat until all sample racks with requests for the <b>uE3</b> assay have been unloaded from the <b>On Board</b> list and cleared from the <b>Off Board</b> list</li></ul>	

### Step 4. Unload uE3 reagent packs

To unload uE3 reagent packs:	Tech initials
<p>From the Access 2 Main Menu:</p> <ul style="list-style-type: none"><li>&gt; <b>Supplies F3</b> → select a reagent pack button for the <b>uE3</b> assay</li><li>&gt; <b>Unload Reagent Pack F2</b> → unload the reagent pack → <b>Done F1</b></li><li>&gt; Repeat until all <b>uE3</b> reagent packs are unloaded from the system</li></ul>	

### Step 5. Archive data

To archive data:	Tech initials
<p><b>From the Access 2 Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; Create a filter that captures the <b>uE3</b> data → <b>Test Results F2</b> → <b>Filter F1</b> → select <b>New Filter F2</b> to display the New Filter window → enter <b>uE3</b> in the <b>Filter Name</b> field</li> <li>&gt; Select <b>uE3</b> from the <b>Test Name</b> list</li> </ul> <p><i>Note: You can include additional filter options if desired</i></p> <ul style="list-style-type: none"> <li>&gt; Select <b>OK F1</b> → <b>Yes F1</b> to save the filter → <b>OK F1</b> to save the filter as <b>uE3</b></li> <li>&gt; On the Test Results screen verify that the <b>uE3</b> data is displayed → verify that the Access 2 is in the <b>Ready</b> or <b>Not Ready</b> mode</li> <li>&gt; Insert a USB flash drive or 3.5-inch high-density disk</li> </ul> <p><i>Note: Do not use the flash drive from the system backup</i></p> <ul style="list-style-type: none"> <li>&gt; Select <b>Copy to Disk F6</b> → select the appropriate drive location → <b>All (filtered results)</b> → <b>OK</b></li> <li>&gt; Remove the flash drive or diskette when the archive is complete and label it with the date</li> </ul> <p><i>Note: If you insert a second flash drive, do not save archive data to <b>BACKUPDRIVE</b></i></p> <ul style="list-style-type: none"> <li>&gt; Delete the <b>uE3</b> filter → <b>Test Results F2</b> → <b>Filter F1</b> → select <b>uE3</b> from the list on the Filter window → <b>Delete Filter F4</b> → <b>OK F1</b> to delete the filter</li> </ul>	

### Step 6. Remove the assay from the quality control definitions

**CAUTION: This step deletes all of the uE3 QC data from your system. Be sure that there is a print or electronic copy of the QC data you intend to keep before you continue.**

To remove the assay from QC:	Tech initials
<p><b>From the Access 2 Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Quality Control F4</b> → <b>QC Setup F5</b></li> <li>&gt; Select the quality control for <b>uE3</b> from the <b>QC Setup</b> list → <b>Edit Control F2</b> → select the row for the <b>uE3</b> test → select <b>Clear Row F3</b> to remove the test from the control → <b>OK F1</b></li> <li>&gt; Repeat for all controls associated with <b>uE3</b></li> </ul>	

### Step 7. Disable the assay

To disable the assay:	Tech initials
<p><b>From the Access 2 Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Configure F8</b> → <b>Tests F2</b> → <b>Filter F1</b> → <b>All Tests</b> → <b>OK F1</b></li> <li>&gt; Find <b>uE3</b> (test ID <b>126</b>) on the Tests screen → clear the <b>Enabled</b> box to disable the test (the test is immediately disabled)</li> </ul>	

**Step 8. Remove the assay from all test panels**

To remove the assay from test panels:	Tech initials
<p><b>From the Access 2 Main Menu:</b></p> <ul style="list-style-type: none"><li>&gt; <b>Configure F8 → Test Panels F3</b></li><li>&gt; Find a test panel that includes <b>uE3</b> → select the test panel to edit → <b>Edit Panel F5</b> → select <b>uE3</b> from the <b>Tests in Panel</b> field → <b>Remove F4</b> (select <b>Remove F4</b> once for each replicate in the panel) → <b>OK F1</b></li><li>&gt; Repeat if <b>uE3</b> is included in additional test panels</li></ul>	

**Step 9. Remove the assay from all derived results**

To remove the assay from derived results:	Tech initials
<p><b>From the Access 2 Main Menu:</b></p> <ul style="list-style-type: none"><li>&gt; <b>Configure F8 → Derived Results F4</b></li><li>&gt; Find a derived result formula that includes <b>uE3</b> → clear the <b>Enabled</b> box to disable the derived result → select the derived result formula to delete → <b>Delete F6</b> → <b>OK F1</b></li><li>&gt; Repeat if <b>uE3</b> is included in additional derived result formulas</li></ul>	

**Step 10. Remove the assay from all reflex tests**

To remove the assay from reflex tests:	Tech initials
<p><b>From the Access 2 Main Menu:</b></p> <ul style="list-style-type: none"><li>&gt; <b>Configure F8 → Reflex Tests F5</b></li><li>&gt; Find a reflex test for <b>uE3</b> → clear the <b>Enabled</b> box to disable the reflex test → select the reflex test to delete → <b>Delete F6</b> → <b>OK F1</b></li><li>&gt; Repeat if there are additional reflex tests for <b>uE3</b></li></ul>	

**Step 11. Record the system ID: \_\_\_\_\_**

<b>Signature:</b>	
<b>Date:</b>	

**Step 12. The assay is cleared from your system**



## UniCel DxI 600 or 800 systems

### Step 1. Perform an immediate backup of the DxI system

To perform the backup:	Tech initials
<p><b>From the DxI Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; Verify that the system is in the <b>Ready</b> mode</li> <li>&gt; Verify that a USB flash drive or backup tape is loaded in the appropriate drive</li> <li>&gt; <b>Configure F8 → PC Admin F7 → Immediate Backup F2</b></li> <li>&gt; Enter the system password (the default password is <b>Access2Admin</b>) → <b>OK F1</b> → <b>OK F1</b> to begin the backup</li> <li>&gt; Select <b>OK F1</b> when the backup is complete → if you are using a USB flash drive, leave the flash drive in place and do not remove (if you are using a backup tape, remove the tape and label it with the date)</li> </ul>	

### Step 2. Clear all pending tests

To clear pending tests:	Tech initials
<p><b>From the DxI Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Sample Manager F1 → Work Pending F5</b></li> <li>&gt; Select any pending tests for <b>uE3</b> (test ID 126) → <b>Delete F6 → Selected Tests → OK F1 → Yes F1</b></li> </ul>	

### Step 3. Clear all uE3 requests

To clear requests:	Tech initials
<p><b>From the DxI Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Sample Manager F1 → Views F1 → Requested</b></li> <li>&gt; To clear a single <b>uE3</b> request select <b>Edit Request F2 → Delete Sample F2</b> → exit the screen to save your changes</li> <li>&gt; To clear all <b>uE3</b> requests in a rack select <b>Edit Request F2 → Clear All Samples F7</b> → exit the screen to save your changes</li> <li>&gt; Repeat until all requests for the <b>uE3</b> assay have been cleared</li> </ul>	

### Step 4. Unload uE3 reagent packs

To unload uE3 reagent packs:	Tech initials
<p><b>From the DxI Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Supplies F3 → Reagent Supplies F2</b> → select up to 4 <b>uE3</b> reagent pack buttons</li> <li>&gt; <b>Unload Reagent Pack F2</b> → unload the reagent pack</li> <li>&gt; Repeat until all <b>uE3</b> reagent packs are unloaded from the system</li> </ul>	

### Step 5. Archive data

To archive data:	Tech initials
<p><b>From the Dxl Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; Create a filter that captures the <b>uE3</b> data → <b>Test Results F2</b> → <b>Filter F1</b> → select <b>New Filter F2</b> to display the New Filter window → enter <b>uE3</b> in the <b>Filter Name</b> field</li> <li>&gt; Select <b>uE3</b> from the <b>Test Name</b> list <i>Note: You can include additional filter options if desired</i></li> <li>&gt; Select <b>OK F1</b> → <b>Yes F1</b> to save the filter → <b>OK F1</b> to save the filter as <b>uE3</b></li> <li>&gt; On the Test Results screen verify that the <b>uE3</b> data is displayed → verify that the Dxl is in the <b>Ready</b> or <b>Not Ready</b> mode</li> <li>&gt; Insert a USB flash drive or 3.5-inch high-density disk <i>Note: Do not use the flash drive from the system backup</i></li> <li>&gt; Select <b>Copy to Disk F6</b> → select the appropriate drive location → <b>All (filtered results)</b> → <b>OK</b></li> <li>&gt; Remove the flash drive or diskette when the archive is complete and label it with the date <i>Note: If you insert a second flash drive, do not save archive data to <b>BACKUPDRIVE</b></i></li> <li>&gt; Delete the <b>uE3</b> filter → <b>Test Results F2</b> → <b>Filter F1</b> → select <b>uE3</b> from the list on the Filter window → <b>Delete Filter F4</b> → <b>OK F1</b> to delete the filter</li> </ul>	

### Step 6. Remove the assay from the quality control definitions

**CAUTION: This step deletes all of the uE3 data from your system. Be sure that there is a print or electronic copy of the QC data you intend to keep before you continue.**

To remove the assay from QC:	Tech initials
<p><b>From the Dxl Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Quality Control F4</b> → <b>QC Setup F5</b></li> <li>&gt; Select the quality control for <b>uE3</b> from the <b>QC Setup</b> list → <b>Edit Control F2</b> → select the row for the <b>uE3</b> test → select <b>Clear Row F3</b> to remove the test from the control → <b>OK F1</b></li> <li>&gt; Repeat for all controls associated with <b>uE3</b></li> </ul>	

### Step 7. Disable the assay

To disable the assay:	Tech initials
<p><b>From the Dxl Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Configure F8</b> → <b>Tests F2</b> → <b>Filter F1</b> → <b>All Tests</b> → <b>OK F1</b></li> <li>&gt; Find <b>uE3</b> (test ID <b>126</b>) on the Tests screen → clear the <b>Enabled</b> box to disable the test (the test is immediately disabled)</li> </ul>	

**Step 8. Remove the assay from all test panels**

To remove the assay from test panels:	Tech initials
<p><b>From the DxI Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Configure F8 → Test Panels F3</b></li> <li>&gt; Find a test panel that includes <b>uE3</b> → select the test panel to edit → <b>Edit Panel F5</b> → select <b>uE3</b> from the <b>Tests in Panel</b> field → <b>Remove F4</b> (select <b>Remove F4</b> once for each replicate in the panel) → <b>OK F1</b></li> <li>&gt; Repeat if <b>uE3</b> is included in additional test panels</li> </ul>	

**Step 9. Remove the assay from all derived results**

To remove the assay from derived results:	Tech initials
<p><b>From the DxI Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Configure F8 → Derived Results F4</b></li> <li>&gt; Find a derived result formula that includes <b>uE3</b> → clear the <b>Enabled</b> box to disable the derived result → select the derived result formula to delete → <b>Delete F6</b> → <b>OK F1</b></li> <li>&gt; Repeat if <b>uE3</b> is included in additional derived result formulas</li> </ul>	

**Step 10. Remove the assay from all reflex tests**

To remove the assay from reflex tests:	Tech initials
<p><b>From the DxI Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Configure F8 → Reflex Tests F5</b></li> <li>&gt; Find a reflex test for <b>uE3</b> → clear the <b>Enabled</b> box to disable the reflex test → select the reflex test to delete → <b>Delete F6</b> → <b>OK F1</b></li> <li>&gt; Repeat if there are additional reflex tests for <b>uE3</b></li> </ul>	

**Step 11. Record the system ID: \_\_\_\_\_**

<b>Signature:</b>	
<b>Date:</b>	

**Step 12. The assay is cleared from your system**



## UniCel DxC 600i system

### Step 1. Perform an immediate backup of the Access 2 and DxC system

To perform the backup:	Tech initials
<p><b>From the Access 2i Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; Verify that the system is in the <b>Ready</b> mode</li> <li>&gt; Verify that a USB flash drive or backup tape is loaded in the appropriate drive</li> <li>&gt; <b>Configure F8 → PC Admin F7 → Immediate Backup F2</b></li> <li>&gt; Enter the system password (the default password is <b>Access2Admin</b>) → <b>OK F1</b> → <b>OK F1</b> to begin the backup</li> <li>&gt; Select <b>OK F1</b> when the backup is complete → if you are using a USB flash drive, leave the flash drive in place and do not remove (if you are using a backup tape, remove the tape and label it with the date)</li> </ul> <p><b>From the DxC Menu Bar:</b></p> <ul style="list-style-type: none"> <li>&gt; Verify that the DxC is in the <b>Standby</b> mode</li> <li>&gt; <b>Utils → &lt;8&gt; Backup/Restore</b> → select the <b>System Parameters</b> box → <b>Backup</b></li> <li>&gt; A warning message about disabling host communication and print functions appears → <b>OK</b></li> <li>&gt; When a prompt appears, insert the external media (a blank diskette or USB flash drive) into the appropriate drive → <b>OK</b> → a confirmation message appears when the backup is complete → <b>OK</b></li> <li>&gt; Remove the external media when the backup is complete and label it with the date, type of backup, current software version, instrument serial number and any other important information</li> </ul>	

### Step 2. Clear all pending tests

To clear pending tests:	Tech initials
<p><b>From the Access 2i Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Sample Manager F1 → Work Pending F2</b></li> <li>&gt; Select any pending tests for <b>uE3</b> (test ID <b>126</b>) → <b>Delete F6 → Selected Tests</b> → <b>OK F1 → Yes F1</b></li> </ul> <p><b>From the DxC Menu Bar:</b></p> <ul style="list-style-type: none"> <li>&gt; Verify that the DxC is in the <b>Standby</b> mode</li> <li>&gt; <b>Samples → List [F9]</b> → select <b>Status</b> from the menu at the bottom of the <b>Load List</b> box</li> <li>&gt; Select <b>Samples Required</b> → select <b>Display</b> to display the load list → select <b>Print</b> to print the samples on the load list</li> <li>&gt; Repeat for samples assigned the <b>Incomplete</b> and <b>Rerun</b> status</li> <li>&gt; Look for <b>uE3</b> samples in each load list → clear any <b>uE3</b> samples</li> <li>&gt; <b>Samples → Clear [F7]</b> → enter any <b>uE3</b> sample IDs from the printed load lists (if there are multiple sample IDs, use a comma (,) to separate individual IDs) → <b>Enter</b> → <b>OK</b> → <b>OK</b></li> </ul> <p><b>Note:</b> To delete a range of sample IDs, enter the first ID in the <b>From:</b> field → enter the last ID in the <b>To:</b> field → <b>Enter</b> → <b>OK</b> → <b>OK</b></p>	

### Step 3. Unload and clear all uE3 sample racks

To unload and clear sample racks:	Tech initials
<p><b>From the Access 2i Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Sample Manager F1</b> → check the <b>On Board</b> list for any sample rack that includes test requests for the <b>uE3</b> assay → select the rack → <b>Get Selected Rack F6</b> → unload the rack → <b>Done F1</b> → the system moves the rack to the <b>Off Board</b> list</li> <li>&gt; Check the <b>Off Board</b> list for the unloaded sample rack (or any other sample rack that includes test requests for the <b>uE3</b> assay) → select the rack → <b>Clear Selected Rack F7</b> → the system deletes the rack from the <b>Off Board</b> list and clears all sample information for the rack</li> <li>&gt; Repeat until all sample racks with requests for the <b>uE3</b> assay have been unloaded from the <b>On Board</b> list and cleared from the <b>Off Board</b> list</li> </ul>	

### Step 4. Unload uE3 reagent packs

To unload uE3 reagent packs:	Tech initials
<p><b>From the Access 2i Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Supplies F3</b> → select a reagent pack button for the <b>uE3</b> assay</li> <li>&gt; <b>Unload Reagent Pack F2</b> → unload the reagent pack → <b>Done F1</b></li> <li>&gt; Repeat until all <b>uE3</b> reagent packs are unloaded from the system</li> </ul>	

### Step 5. Archive data

To archive data:	Tech initials
<p><b>From the Access 2i Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; Create a filter that captures the <b>uE3</b> data → <b>Test Results F2</b> → <b>Filter F1</b> → select <b>New Filter F2</b> to display the New Filter window → enter <b>uE3</b> in the <b>Filter Name</b> field</li> <li>&gt; Select <b>uE3</b> from the <b>Test Name</b> list <i>Note: You can include additional filter options if desired</i></li> <li>&gt; Select <b>OK F1</b> → <b>Yes F1</b> to save the filter → <b>OK F1</b> to save the filter as <b>uE3</b></li> <li>&gt; On the Test Results screen verify that the <b>uE3</b> data is displayed → verify that the Access 2 is in the <b>Ready</b> or <b>Not Ready</b> mode</li> <li>&gt; Insert a USB flash drive or 3.5-inch high-density disk <i>Note: Do not use the flash drive from the system backup</i></li> <li>&gt; Select <b>Copy to Disk F6</b> → select the appropriate drive location → <b>All (filtered results)</b> → <b>OK</b></li> <li>&gt; Remove the flash drive or diskette when the archive is complete and label it with the date <i>Note: If you insert a second flash drive, do not save archive data to <b>BACKUPDRIVE</b></i></li> <li>&gt; Delete the <b>uE3</b> filter → <b>Test Results F2</b> → <b>Filter F1</b> → select <b>uE3</b> from the list on the Filter window → <b>Delete Filter F4</b> → <b>OK F1</b> to delete the filter</li> </ul>	

### Step 5. Archive data (continued)

To archive data:	Tech initials
<p><b>From the DxC Menu Bar:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>QC</b> → <b>Archive [F8]</b> → &lt;1&gt; <b>Archive to External Media</b></li> <li>&gt; Enter an operator ID → <b>Enter</b> → <b>OK</b></li> <li>&gt; When a prompt appears, insert the external media (a double-sided, high-density diskette or USB flash drive) into the appropriate drive of the DxC PC → <b>OK</b></li> <li>&gt; Wait until the system finishes backing up the QC data → select <b>Cancel</b> when the prompt about deleting the QC data appears</li> <li>&gt; Remove the external media when the archive is complete and label it with the date and any other important information</li> </ul>	

### Step 6. Remove the assay from the quality control definitions

**CAUTION: This step deletes all of the uE3 QC data from your system. Be sure that there is a print or electronic copy of the QC data you intend to keep before you continue.**

To remove the assay from QC:	Tech initials
<p><b>From the Access 2i Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Quality Control F4</b> → <b>QC Setup F5</b></li> <li>&gt; Select the quality control for <b>uE3</b> from the <b>QC Setup</b> list → <b>Edit Control F2</b> → select the row for the <b>uE3</b> test → select <b>Clear Row F3</b> to remove the test from the control → <b>OK F1</b></li> <li>&gt; Repeat for all controls associated with <b>uE3</b></li> </ul> <p><b>From the DxC Menu Bar:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>QC</b> → select the control number that is configured to run the <b>uE3</b> assay</li> <li>&gt; If the number includes the <b>uE3</b> chemistry along with other chemistries, <b>do not</b> delete the control <ul style="list-style-type: none"> <li>• <b>Define [F2]</b> → <b>Chems [F1]</b></li> <li>• Select <b>uE3</b> from the <b>QC Selected Chemistries</b> list → <b>Remove</b> → <b>OK</b> → a confirmation message appears</li> <li>• Select <b>OK</b> to remove <b>uE3</b> from the control number → <b>Done [F10]</b></li> </ul> </li> <li>&gt; If <b>uE3</b> is the only chemistry defined for the control, delete the entire control <ul style="list-style-type: none"> <li>• <b>Delete [F3]</b> → a confirmation message appears</li> <li>• Select <b>OK</b> to delete the control</li> <li>• Enter an operator ID → <b>Enter</b></li> </ul> </li> </ul>	

### Step 7. Disable the assay

To disable the assay:	Tech initials
<p><b>From the Access 2i Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Configure F8</b> → <b>Tests F2</b> → <b>Filter F1</b> → <b>All Tests</b> → <b>OK F1</b></li> <li>&gt; Find <b>uE3</b> (test ID <b>126</b>) on the Tests screen → clear the <b>Enabled</b> box to disable the test (the test is immediately disabled)</li> </ul>	

**Step 8. Remove the assay from all test panels**

To remove the assay from test panels:	Tech initials
<p><b>From the Access 2i Main Menu:</b></p> <ul style="list-style-type: none"><li>&gt; <b>Configure F8</b> → <b>Test Panels F3</b></li><li>&gt; Find a test panel that includes <b>uE3</b> → select the test panel to edit → <b>Edit Panel F5</b> → select <b>uE3</b> from the <b>Tests in Panel</b> field → <b>Remove F4</b> (select <b>Remove F4</b> once for each replicate in the panel) → <b>OK F1</b></li><li>&gt; Repeat if <b>uE3</b> is included in additional test panels</li></ul>	

**Step 9. Remove the assay from all reflex tests**

To remove the assay from reflex tests:	Tech initials
<p><b>From the Access 2i Main Menu:</b></p> <ul style="list-style-type: none"><li>&gt; <b>Configure F8</b> → <b>Reflex Tests F5</b></li><li>&gt; Find a reflex test for <b>uE3</b> → clear the <b>Enabled</b> box to disable the reflex test → select the reflex test to delete → <b>Delete F6</b> → <b>OK F1</b></li><li>&gt; Repeat if there are additional reflex tests for <b>uE3</b></li></ul>	

**Step 10. Deconfigure the assay**

To deconfigure the assay:	Tech initials
<p><b>From the DxC Menu Bar:</b></p> <ul style="list-style-type: none"><li>&gt; <b>Setup</b> → &lt;2&gt; <b>Chem Config/Sample Type</b></li><li>&gt; Select the <b>Configured Chemistry</b> position number for <b>uE3</b> → <b>Delete [F6]</b> to deconfigure the <b>uE3</b> assay</li><li>&gt; <b>OK</b> → <b>Done [F10]</b></li></ul>	

**Step 11. Record the system ID: \_\_\_\_\_**

<b>Signature:</b>	
<b>Date:</b>	

**Step 12. The assay is cleared from your system**



## UniCel DxC integrated workstations (880i, 860i, 680i, 660i)

### Step 1. Perform an immediate backup of the DxI and DxC system

To perform the backup:	Tech initials
<p><b>From the DxI Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; Verify that the system is in the <b>Ready</b> mode</li> <li>&gt; Verify that a USB flash drive or backup tape is loaded in the appropriate drive</li> <li>&gt; <b>Configure F8 → PC Admin F7 → Immediate Backup F2</b></li> <li>&gt; Enter the system password (the default password is <b>beckman</b>) → <b>OK F1 → OK F1</b> to begin the backup</li> <li>&gt; Select <b>OK F1</b> when the backup is complete → if you are using a USB flash drive, leave the flash drive in place and do not remove (if you are using a backup tape, remove the tape and label it with the date)</li> </ul> <p><b>From the DxC Menu Bar:</b></p> <ul style="list-style-type: none"> <li>&gt; Verify that the DxC is in the <b>Standby</b> mode</li> <li>&gt; <b>Utils → &lt;8&gt; Backup/Restore → select the System Parameters box → Backup</b></li> <li>&gt; A warning message about disabling host communication and print functions appears → <b>OK</b></li> <li>&gt; When a prompt appears, insert the external media (a double-sided, high-density diskette or USB flash drive) into the appropriate drive → <b>OK</b> → a confirmation message appears when the backup is complete → <b>OK</b></li> <li>&gt; Remove the external media when the backup is complete and label it with the date, type of backup, current software version, instrument serial number and any other important information</li> </ul>	

### Step 2. Clear all pending tests

To clear pending tests:	Tech initials
<p><b>From the DxI Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Sample Manager F1 → Work Pending F5</b></li> <li>&gt; Select any pending tests for <b>uE3</b> (test ID <b>126</b>) → <b>Delete F6 → Selected Tests → OK F1 → Yes F1</b></li> </ul> <p><b>From the DxC Menu Bar:</b></p> <ul style="list-style-type: none"> <li>&gt; Verify that the DxC is in the <b>Standby</b> mode</li> <li>&gt; <b>Samples → List [F9] → select Status from the menu at the bottom of the Load List box</b></li> <li>&gt; Select <b>Samples Required</b> → select <b>Display</b> to display the load list → select <b>Print</b> to print the samples on the load list</li> <li>&gt; Repeat for samples assigned the <b>Incomplete</b> and <b>Rerun</b> status</li> <li>&gt; Look for <b>uE3</b> samples in each load list → clear any <b>uE3</b> samples</li> <li>&gt; <b>Samples → Clear [F7] → enter any uE3 sample ID(s) from the printed load lists (if there are multiple sample IDs, use a comma (,) to separate individual IDs) → Enter → OK → OK</b></li> </ul> <p><b>Note:</b> To delete a range of sample IDs, enter the first ID in the <b>From:</b> field → enter the last ID in the <b>To:</b> field → <b>Enter → OK → OK</b></p>	

### Step 3. Clear all uE3 requests

To clear requests:	Tech initials
<p><b>From the DxI Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Sample Manager F1 → Views F1 → Requested</b></li> <li>&gt; To clear a single <b>uE3</b> request select <b>Edit Request F2 → Delete Sample F2 →</b> exit the screen to save your changes</li> <li>&gt; To clear all <b>uE3</b> requests in a rack select <b>Edit Request F2 → Clear All Samples F7 →</b> exit the screen to save your changes</li> <li>&gt; Repeat until all requests for the <b>uE3</b> assay have been cleared</li> </ul>	

### Step 4. Unload uE3 reagent packs

To unload uE3 reagent packs:	Tech initials
<p><b>From the DxI Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Supplies F3 → Reagent Supplies F2 →</b> select up to 4 <b>uE3</b> reagent pack buttons</li> <li>&gt; <b>Unload Reagent Pack F2 →</b> unload the reagent pack</li> <li>&gt; Repeat until all <b>uE3</b> reagent packs are unloaded from the system</li> </ul>	

### Step 5. Archive data

To archive data:	Tech initials
<p><b>From the DxI Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; Create a filter that captures the <b>uE3</b> data → <b>Test Results F2 → Filter F1 →</b> select <b>New Filter F2</b> to display the New Filter window → enter <b>uE3</b> in the <b>Filter Name</b> field</li> <li>&gt; Select <b>uE3</b> from the <b>Test Name</b> list <ul style="list-style-type: none"> <li><b>Note:</b> You can include additional filter options if desired</li> </ul> </li> <li>&gt; Select <b>OK F1 → Yes F1</b> to save the filter → <b>OK F1</b> to save the filter as <b>uE3</b></li> <li>&gt; On the Test Results screen verify that the <b>uE3</b> data is displayed → verify that the DxI is in the <b>Ready</b> or <b>Not Ready</b> mode</li> <li>&gt; Insert a USB flash drive or 3.5-inch high-density disk <ul style="list-style-type: none"> <li><b>Note:</b> Do not use the flash drive from the system backup</li> </ul> </li> <li>&gt; Select <b>Copy to Disk F6 →</b> select the appropriate drive location → <b>All (filtered results) → OK</b></li> <li>&gt; Remove the flash drive or diskette when the archive is complete and label it with the date <ul style="list-style-type: none"> <li><b>Note:</b> If you insert a second flash drive, do not save archive data to <b>BACKUPDRIVE</b></li> </ul> </li> <li>&gt; Delete the <b>uE3</b> filter → <b>Test Results F2 → Filter F1 →</b> select <b>uE3</b> from the list on the Filter window → <b>Delete Filter F4 → OK F1</b> to delete the filter</li> </ul>	

### Step 5. Archive data (continued)

To archive data:	Tech initials
<p><b>From the DxC Menu Bar:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>QC</b> → <b>Archive [F8]</b> → &lt;1&gt; <b>Archive to External Media</b></li> <li>&gt; Enter an operator ID → <b>Enter</b> → <b>OK</b></li> <li>&gt; When a prompt appears, insert the external media (a double-sided, high-density diskette or USB flash drive) into the appropriate drive of the DxC PC → <b>OK</b></li> <li>&gt; Wait until the system finishes backing up the QC data → select <b>Cancel</b> when the prompt about deleting the QC data appears</li> <li>&gt; Remove the external media when the archive is complete and label it with the date and any other important information</li> </ul>	

### Step 6. Remove the assay from the quality control definitions

**CAUTION: This step deletes all of the uE3 QC data from your system. Be sure that there is a print or electronic copy of the QC data you intend to keep before you continue.**

To remove the assay from QC:	Tech initials
<p><b>From the DxC Menu Bar:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>QC</b> → select the control number that is configured to run the <b>uE3</b> assay</li> <li>&gt; If the number includes the <b>uE3</b> chemistry along with other chemistries, <b>do not</b> delete the control <ul style="list-style-type: none"> <li>• <b>Define [F2]</b> → <b>Chems [F1]</b></li> <li>• Select <b>uE3</b> from the <b>QC Selected Chemistries</b> list → <b>Remove</b> → <b>OK</b> → a confirmation message appears</li> <li>• Select <b>OK</b> to remove <b>uE3</b> from the control number → <b>Done [F10]</b></li> </ul> </li> <li>&gt; If <b>uE3</b> is the only chemistry defined for the control, delete the entire control <ul style="list-style-type: none"> <li>• <b>Delete [F3]</b> → a confirmation message appears</li> <li>• Select <b>OK</b> to delete the control</li> <li>• Enter an operator ID → <b>Enter</b></li> </ul> </li> </ul>	

### Step 7. Disable the assay

To disable the assay:	Tech initials
<p><b>From the DxC Menu Bar:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Setup</b> → &lt;2&gt; <b>Chem Config/Sample Type</b></li> <li>&gt; Select the <b>Configured Chemistry</b> position number for <b>uE3</b> → <b>Delete [F6]</b> to deconfigure the <b>uE3</b> assay</li> <li>&gt; <b>OK</b> → <b>Done [F10]</b></li> </ul>	

### Step 8. Remove the assay from all test panels

To remove the assay from test panels:	Tech initials
<p><b>From the Dxl Main Menu:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Configure F8</b> → <b>Test Panels F3</b></li> <li>&gt; Find a test panel that includes <b>uE3</b> → select the test panel to edit → <b>Edit Panel F5</b> → select <b>uE3</b> from the <b>Tests in Panel</b> field → <b>Remove F4</b> (select <b>Remove F4</b> once for each replicate in the panel) → <b>OK F1</b></li> <li>&gt; Repeat if <b>uE3</b> is included in additional test panels</li> </ul>	

### Step 9. Remove the assay from all reflex tests

To remove the assay from reflex tests:	Tech initials
<p><b>From the DxI Main Menu:</b></p> <ul style="list-style-type: none"><li>&gt; <b>Configure F8</b> → <b>Reflex Tests F5</b></li><li>&gt; Find a reflex test for <b>uE3</b> → clear the <b>Enabled</b> box to disable the reflex test → select the reflex test to delete → <b>Delete F6</b> → <b>OK F1</b></li><li>&gt; Repeat if there are additional reflex tests for <b>uE3</b></li></ul>	

### Step 10. Record the system ID: \_\_\_\_\_

<b>Signature:</b>	
<b>Date:</b>	

### Step 11. The assay is cleared from your system

## Contact information

For more information about deconfiguring the Access Unconjugated Estriol **uE3** assay, contact Beckman Coulter Customer Technical Support:

- > Website: <https://www.beckmancoulter.com>