Luminex®
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SYNCT™ Software User Manual

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Chapter 1: Introduction

SYNCT™ Software is a desktop application that runs on a standalone computer, where general functions are performed such as managing orders from LIS, viewing test results, preparing test reports, performing software administrative functions, and providing security control for permitted functions. SYNCT Software serves as a center point of activity, where users can manage all test data obtained from supported Luminex® instruments (i.e., ARIES® and MAGPIX®).

Although SYNCT Software interacts with both ARIES and MAGPIX Instruments either through a network connection or from an indirect interface (such as importing MAGPIX raw data files), SYNCT Software is not designed to control or operate the instruments, unless replicating test orders and results between SYNCT Software and the ARIES Instrument. The rest of the instrument functions are handled by the instrument software, i.e., ARIES Instrument software for the ARIES System and xPONENT® software for the MAGPIX instrument.

More importantly, the SYNCT Software architecture provides the framework necessary to host add-ons allowing the user to obtain desired features without impacting existing features. Each SYNCT Software app performs a specific set of functions; this allows SYNCT Software to be enhanced by new apps released independently.

There are two types of SYNCT Software apps: Basic and Add-ons. Basic includes Results, Order Management, Assay Management, Administration, and Security. Add-ons are meant to support optional and independent features such as the NxTAG® app that processes data for the NxTAG assay. All applications are loaded at runtime to maintain separation from the core system and the application framework.

SYNCT Software uses a proprietary database for storing persistence data, such as user privileges for running SYNCT Software and assay test results where data can be archived to a permanent storage medium. SYNCT Software also provides a hosting environment for the supported assay protocol files, which supports data analysis and provides reporting templates for SYNCT Software to create test reports.

Symbols Glossary

You will encounter these symbols throughout this manual. They represent warnings, conditions, identifications, instructions, and regulatory agencies.

Symbol	Meaning	Symbol	Meaning
LOT	Batch Code.	📖	Consult instructions for use.
REF	Catalog(ue) Number.	🏭	Manufacturer / Date of manufacture.

Symbol	Meaning	Symbol	Meaning
⚠	Caution.	**SKU**	Stock Keeping Unit.
RUO	For Research Use Only. Not for use in diagnostic procedures.		

Luminex Technical Support

Contact Luminex Technical Support by telephone in the U.S. and Canada by calling: 1-877-785-2323

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Additional information is available on the website. Search on the desired topic, navigate through menus. Also, review the website's FAQ section. Enter _http://www.luminexcorp.com_ in your browser's address field.

This manual can be updated periodically. To ensure that you have a current version, contact Technical Support.

Network Specifications

SYNCT™ Software and the ARIES® System must be on the same subnet. Syncing communicates directly between the SQL Server instances on the PC and ARIES System, and requires the use of port 1433. Configure firewalls accordingly.

Install SYNCT™ Software

Please see the _SYNCT™ Software Installation Instructions_ for instructions on how to install the SYNCT Software.

Please refer to the Release Notes for the system requirements.

Log into the SYNCT™ Software

To log into the SYNCT™ Software, complete the following:

1. Double-click the **Luminex SYNCT** icon on your desktop.

2. The End-User License Agreement (EULA) displays. Read through the agreement and click **Accept** if you accept the terms of the agreement and want to proceed. If you do not want the EULA to display each time SYNCT is launched, then select the **Don't Show Again** check box before accepting.

3. Enter your **User name**.

4. Enter your **Password**.

   a. Select **Stay signed in**, to stay signed in to the SYNCT Software.

      NOTE: If you select Stay signed in and walk away from the computer, there is potentially a risk for unauthorized user access.

5. Click **Login**.

   NOTE: You can view your password for correctness before logging in by clicking on the eye icon in the Password field. The eye icon can be activated or deactivated by the administrator on the Security Settings page.

Change your Password

To change your password, complete the following:

1. Double-click the **Luminex SYNCT** icon on your desktop.
2. Click **Change Password** from the Login screen.
3. Enter your **User name**.
4. Enter your **Old Password**.
5. Enter your **New Password**.
6. Enter your new password in **Verify Password**.
7. Click **Save and Login**.

System Navigation Menu

To access the main menu, click ☰ in the upper left-hand corner of the screen. The System Navigation Menu displays.

Figure 1: SYNCT™ Software System Navigation Menu
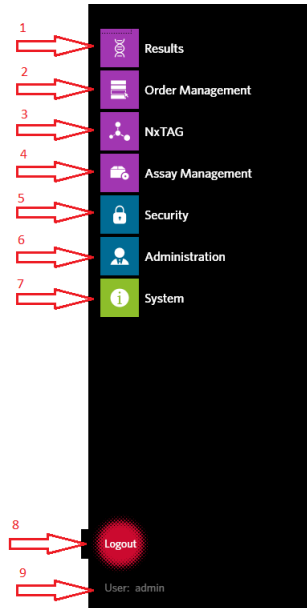
1. Results Menu	4. Assay Management Menu	7. System Menu
2. Order Management Menu	5. Security Menu	8. Logout
3. NxTAG Menu	6. Administration Menu	9. User

NOTE: Depending on the permissions assigned to each user, the number of menu items available for selection may be limited. Please contact the system administrator for access to additional menu items.

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Chapter 2: Order Management

Order Management allows users to create, edit, delete, import, export, filter, and add Orders to a Run (for NxTAG® assays).

NOTE: SYNCT™ may be configured to automatically sync orders and results to and from ARIES® instruments. When orders have been automatically submitted to ARIES, only comments and cassette information may be modified through the ARIES instrument software. Any other changes may only be made in and resubmitted from SYNCT.
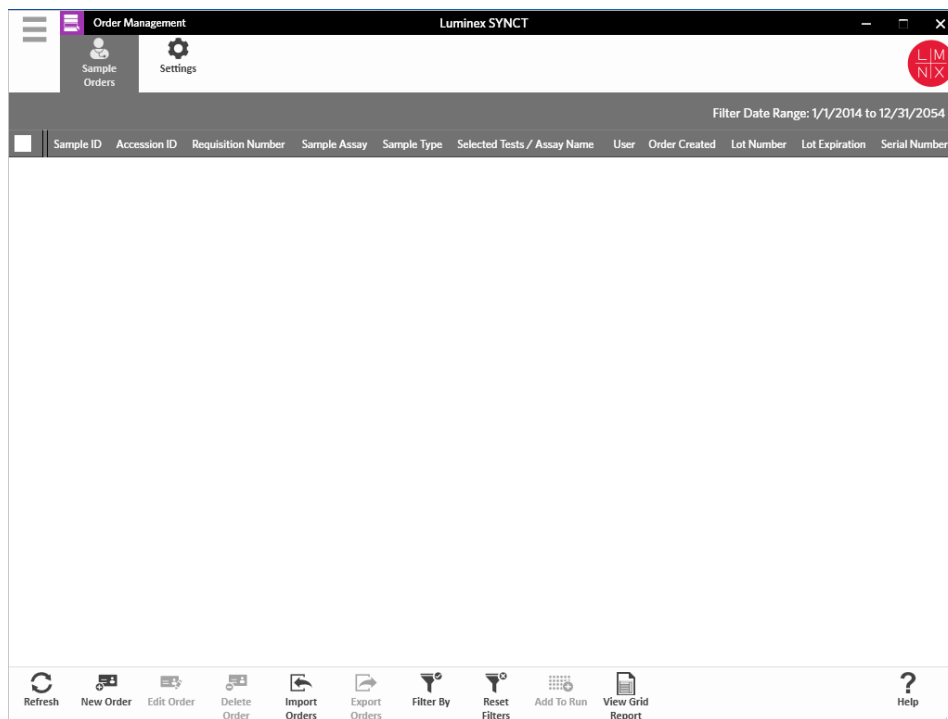
Order Management Settings Page

The Settings page allows users to set the Sample Options.

Make Sample Options Visible and/or Required

To make sample options required, visible, or both, on orders, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Order Management** > **Settings**.

2. In the **Sample Options** window, ensure that the following buttons are toggled to **Yes** if you want them to be **Visible** and/or **Required**:

    - **Accession ID**
    - **Requisition Number**

        NOTE: Visible gives you the option to add an Accession ID and/or Requisition Number to the Order you create. Required requires you to add an Accession ID and/or Requisition Number to the Order you create.

Changes save automatically.

Sample Orders Page

Create Orders

The minimum required information for an Order to be valid is a Sample ID and an Assay. To create NxTAG® Orders and add them to a Run, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Order Management** > **Sample Orders** page.

    NOTE: Depending on the Sample Options settings, the Accession ID and Requisition Number may not be visible, or you may not have to enter any information within those fields.

2. Click **New Order** from the Page Action bar to create an Order based on the test request.

    NOTE: The Sample ID name cannot be duplicated within a Run. Each sample MUST have a unique ID. If you are running replicates or running the same control sample more than once, please make sure you assign a unique Sample ID, for example, by assigning "-1" or "-2" to the end of the proposed Sample ID.

3. In the **Sample Type** drop-down, choose **Sample** or **Control**.

    - For **Sample**:

        i.   Click the **Sample Type** drop-down menu and choose **Sample**.
        ii. Click the **Assay** search icon and choose the assay.
        iii. Click the **Selected Tests** search icon. The **Test Selection** window displays.
        iv. From the **Test Panels** drop-down menu, choose the appropriate **Test Panel** OR customize any of the tests listed by clicking **Selected** or **Masked**.
        v.   Click **Close**.
        vi. To indicate the sample as a proficiency sample, toggle the **Proficiency** option to **Yes**.
        vii. Enter the name of the sample in the **Sample ID** field.

            NOTE: The Sample ID name cannot be duplicated within a Run. Each sample MUST have a unique ID. If you are running replicates or running the same control sample more than once, please make sure you assign a unique Sample ID, for example, by assigning "-1" or "-2" to the end of the proposed Sample ID.

        viii. Enter the necessary information in the **Accession ID** and **Requisition Number** fields (Optional).

            NOTE: Depending on the settings you have set, the Accession ID and Requisition Number may not be visible or you may not have to enter any information within those fields.

ix. Optionally, enter the kit lot number in the **Kit Lot Number** field.

> **NOTE:** Kit lot numbers are 11 digits separated by a dash. Omit the dash when entering the number.

> **NOTE:** If you enter a Kit Lot Number, you will be required to enter a Kit Lot Expiration date.

x. Optionally, click the calendar icon in the **Kit Lot Expiration** field.

> **NOTE:** Use information provided with your kit for the Kit Lot Number and Kit Lot Expiration.

xi. Choose the correct date.

xii. Click **Apply** once you have chosen the date.

xiii. Click **Save**.

xiv. Once the Order is saved you can continue entering Orders, or if you are done entering Orders, click **Close** to return back to the **Sample Orders** page.

> **NOTE:** If the assay search icon is selected but no sample is entered, the name of the Close button changes to Cancel.

- For **Control**:

    i. Click the **Sample Type** drop-down menu and choose **Control**.

    ii. Click the **Assay** search icon and choose the desired assay.

    iii. Click the **Control** search icon. The **Controls** window opens.

    iv. From the list of pre-defined controls, choose the desired control. The window closes automatically.

    v. From the **Control Type** drop-down menu, choose the control type to be applied.

    vi. In the **Sample ID** field, enter or edit the name of the control.

    vii. Optionally, enter the kit lot number in the **Kit Lot Number** field.

    viii. Optionally, click the calendar icon to choose the **Kit Lot Expiration** date.

    > **NOTE:** Use information provided with your kit for the Kit Lot Number and Kit Lot Expiration.

    ix. Choose the correct date.

    x. Click **Apply** once you have chosen the date.

    xi. Click **Save**.

    xii. Once the Order is saved you can continue entering Orders, or if you are done entering Orders, click **Close** to return back to the **Sample Orders** page.

    > **NOTE:** If the assay search icon is selected but no sample is entered, the name of the Close button changes to Cancel.

Edit an Order

To edit an Order, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Order Management** > **Sample Orders** page.
2. Select the **Sample ID** to edit.
3. Click **Edit Order** from the Page Action bar.
    a. Edit the Order as needed.
    b. Scan or click **Save**.

Delete an Order

To delete an Order, complete the following:

1. Click ▤ in the upper left-hand corner of the screen and navigate to **Order Management** > **Sample Orders** page.
2. Select the **Sample ID** to delete.
3. Click **Delete Order** from the Page Action bar.
   a. A dialog box displays asking, **Are you sure you want to delete the order?** Click **Yes**.
      NOTE: Once you delete the Order, the action cannot be undone.

Import Orders

NOTE: Orders from an LIS can be auto-imported by turning on the Auto Import setting.

To manually import Orders, complete the following:

1. Click ▤ in the upper left-hand corner of the screen and navigate to **Order Management** > **Sample Orders** page.
2. Click **Import Orders** from the Page Action bar. The **Import File** window displays.

   NOTE: Do NOT double click. SYNCT™ Software requires a single click when navigating to the correct file location.

   a. Choose the **Devices** and **Files**.
   b. Click **OK**.

Export Orders

The Export Order option allows users to export Orders from one computer running SYNCT™ Software and import the Orders into another computer. To export Orders, complete the following:

1. Click ▤ in the upper left-hand corner of the screen and navigate to **Order Management** > **Sample Orders** page.
2. Select the **Sample ID** to export.
3. Click **Export Orders** from the Page Action bar. The **Export File** window displays.

   NOTE: Do NOT double click. SYNCT Software requires a single click when navigating to the correct file location.

   a. Choose the **Devices** and **Files**.
   b. Select **Overwrite file** if you want to overwrite the previous file.
   c. Click **OK**.

Filter Orders

To filter Orders, complete the following:

1. Click ▤ in the upper left-hand corner of the screen and navigate to **Order Management** > **Sample Orders** page.
2. Click **Filter By** from the Page Action bar. The **Filter By** window displays.

   NOTE: By default, the LIS Only toggle is automatically set to No.

   a. Toggle the setting for **LIS Only** to either **Yes** or **No**.
   b. Filter by **Sample ID**, **Accession ID**, **Requisition Number**, **Assay**, **User**, **Sample Type**, and **Time Range**.

c. Click **OK**. The **Filter By** icon is highlighted in the Page Action bar.

Reset Filters

NOTE: The Reset Filters function clears all information.

To reset the filters and return to the default view, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Order Management** > **Sample Orders** page.
2. Click **Reset Filters** from the Page Action bar. The **Filter By** icon will not be highlighted in the Page Action bar.

Add Orders to a Run

NOTE: Ensure the NxTAG® module is installed into SYNCT™ Software before adding an Order to a Run.

⚠	Only orders for NxTAG assays can be added to a Run

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Order Management** > **Sample Orders** page
2. Select the Orders that are to be assigned to the NxTAG Runs by selecting the check box in front of each Order listing.
3. Click **Add to Run** from the Page Action bar to assign the selected Orders to a Run. The **Enter a new run name or select an existing run** dialog box displays.
4. Create a new Run name or assign the Order to an existing Run by selecting the radio button and choosing from the **Existing Run Name** drop-down menu.

    NOTE: For the software to automatically import the xPONENT® raw data, the Run name entered here must be identical to the xPONENT batch name. This ensures that when the xPONENT batch is finished it will automatically associate the raw data back to the Run and generate the final test results.

5. Click **Add to Run**.

    NOTE: Once an Order is added to a Run, the SYNCT Software removes the Order from Order Management. To review or further edit the Order, navigate to the NxTAG > Runs page.

Order Management Grid Report

The Orders Management grid report generates an Orders List that allows users to view the Sample ID, Sample Assay, Sample Type, Selected Tests, and other information.

To view a grid report, click **View Grid Report** from the Page Action bar. When the window opens with the grid report, you can print and export the report if needed.

NOTE: Reports generated can have customized headers.

Chapter 3: NxTAG®

NxTAG® allows users to manage Runs for assays that are performed on Luminex® instruments using xPONENT® software.
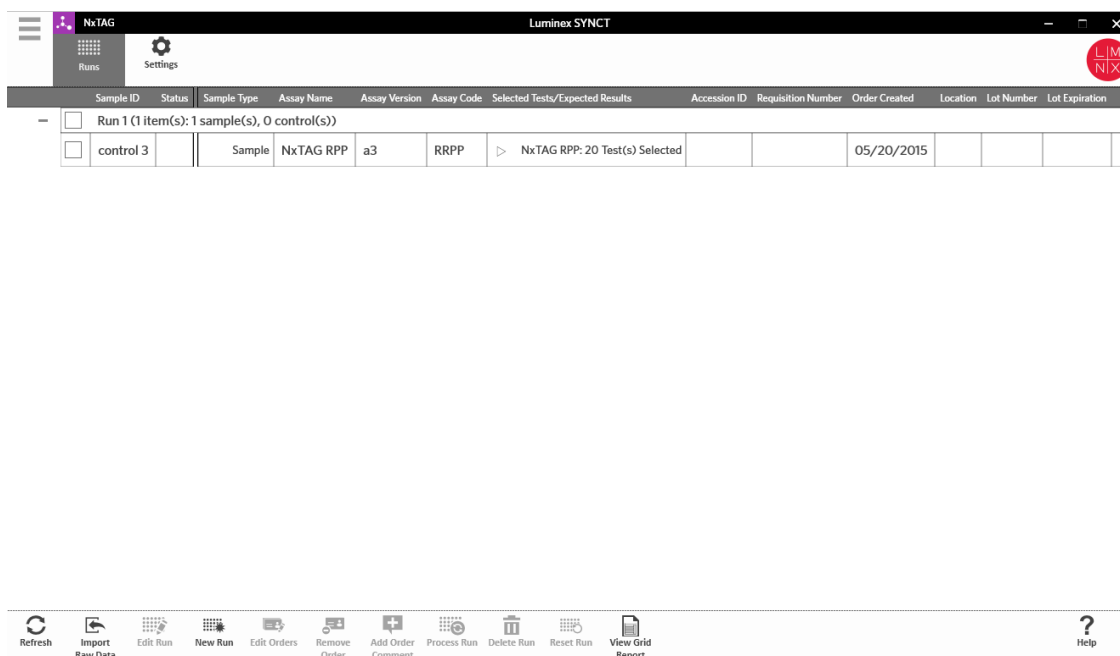
NxTAG® Settings Page

On the Settings page, users can control the Instrument Raw Data Import function and the Sample List Export location.

Import Raw Data Automatically

To enable the instrument to automatically import raw data, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **NxTAG** > **Settings** page.
2. Toggle the **Auto Import Instrument Raw Data** button to **Yes**. When activated, this function allows the system to monitor the designated folder for .csv files exported by xPONENT® Software and will attempt to process them.
3. Click the folder icon below the **Instrument Raw Data Location** to choose a device, folder, or location to import the information from. The **Select Folder** window displays.

   NOTE: Do NOT double click. SYNCT™ Software requires a single click when navigating to the correct file location.

   a. Choose the **Devices** and the **Folders**.
   b. Click **OK**.

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Designate the Sample List Export Location

To designate the Sample List Export Location, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **NxTAG** > **Settings** page.
2. Click the folder icon below **Sample List Export Location**. The **Select Folder** window displays.

    NOTE: Do NOT double click. SYNCT™ Software requires a single click when navigating to the correct file location.

    a. Choose the **Devices** and the **Folders**.

    b. Click **OK**.

       NOTE: This will export the sample list file that can be imported into xPONENT®.

       NOTE: xPONENT does not automatically import the sample list file. The list must be imported into the batch file in the xPONENT Software.

Runs Page

From the Runs page, users can refresh the screen, import raw data, edit Runs, create new Runs, edit Orders, remove Orders, process Runs, delete Runs, reset Runs, and view the grid report.

Import Raw Data to a Run

The Import Raw Data function allows a .csv file from xPONENT® software to be imported. To import raw data into the SYNCT™ Software, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **NxTAG** > **Runs** page.
2. Click **Import Raw Data** from the Page Action bar. The **Import xPONENT Data** window displays.

    NOTE: Do NOT double click. SYNCT™ Software requires a single click when navigating to the correct file location.

    a. Choose the **Devices** and the **Files**.

    b. Choose the batch file. The **Run Name** field automatically populates the Run name.

       NOTE: By default, the **Run Name** is the same as the batch name imported from the xPONENT file.

    c. Click **OK**. Orders are created for samples within the imported batch file for new Runs.

       NOTE: If there was no Order for a sample in an existing Run, the sample data will not import.

Create a New Run Name

To create a new Run name, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **NxTAG** > **Runs** page.
2. Click **New Run** from the Page Action bar. The **Enter a new run name** window displays.

    a. In the **Run Name** field, enter the Run name.

    b. Click **OK**.

Edit a Run Name

To edit the Run name, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **NxTAG** > **Runs** page.
2. Select the Run to edit.
3. Click **Edit Run** from the Page Action bar. The **Enter a new run name** window displays.
   a. In the **Run Name** field, enter the new Run name.
   b. Click **OK**.

Edit and Review Orders in SYNCT™ Software

After the batch data is imported, an Order is created for each of the samples in the batch file. Review and edit the Orders prior to analyzing the Run.

NOTE: The Sample ID name cannot be duplicated within a Run. Each sample MUST have a unique ID. If you are running replicates or running the same control sample more than once, please make sure you assign a unique Sample ID, for example, by assigning "-1" or "-2" to the end of the proposed Sample ID.

Select multiple orders of the same sample type (sample or control) and edit them at the same time. This is useful when entering kit lot information for all sample orders at the same time, or for applying a Test Panel to multiple orders at the same time. Complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **NxTAG** > **Runs** page.
2. Click the "+" sign next to the Run that contains the samples to edit.
3. Select the sample(s) to edit.
4. Click **Edit Orders** from the Page Action bar.
5. In the window that displays, edit the following information:

   - For **Samples**:

     i. From the **Sample Type** drop-down menu, choose **Sample**.
     ii. From the **Test Panels** drop-down menu, choose the appropriate Test Panel OR customize any of the tests listed by clicking **Selected** or **Masked**.
     iii. Update the name of the sample in the **Sample ID** field. (Available if a single Order is selected for editing.)
     iv. Optionally, include any necessary information in the **Accession ID** and **Requisition Number** fields.

        NOTE: Depending on the settings you have set, the Accession ID and Requisition Number may not be visible or you may not have to enter any information within those fields.

     v. Optionally, enter the kit lot number in the **Kit Lot Number** field.

        NOTE: Kit lot numbers are 11 digits separated by a dash. Omit the dash when entering the number.

        NOTE: If you enter a Kit Lot Number, you will be required to enter a Lot Expiration date.

     vi. Optionally, click the calendar icon in the **Kit Lot Expiration** field to set the lot expiration date.

        NOTE: Use information provided with your kit for the Kit Lot Number and Kit Lot Expiration.

     vii. Click **OK**.

   - For **Control**:

     i. From the **Sample Type** drop-down menu, choose **Control**.

    ii. Click to choose a pre-defined control to be applied.

    iii. Enter the name of the control in the **Sample ID** field. (Available if a single Order is selected for editing.)

    iv. Optionally, enter the kit lot information in the **Kit Lot Number** field.

    v. Optionally, click the calendar icon in the **Kit Lot Expiration** field to set the lot expiration date.

        NOTE: Use information provided with your kit for the Kit Lot Number and Kit Lot Expiration.

    vi. Click **OK.**

Add an Order Comment

1. Click ≡ in the upper left-hand corner of the screen and navigate to **NxTAG** > **Runs** page.
2. Select the Sample ID (Order) to add an Order comment.
3. Click **Add Order Comment**. The **Comments** dialog box displays.

    a. Choose the Comment to add to the Order. If you choose **UD | User Defined Comment**, you are then able to enter your comment.

    b. Click **Add**.

Process a Run

Once all sample Orders have been added to the Run and reviewed, the Run is ready to be processed. To process the Run, complete the following:

1. Click ≡ in the upper left-hand corner of the screen and navigate to **NxTAG > Runs** page.
2. Select the Sample ID (Run) to process.
3. Click **Process Run** from the Page Action bar.

    NOTE: Prior to proceeding, confirm that all Orders to be processed are correct. You cannot change the sample type, selected tests, or expected results after the Run has been analyzed.

    a. Select **Export sample list** if you want to export the sample list.

4. Click **Yes** to proceed with processing the Run.

    NOTE: If the data is available for the Run, SYNCT™ Software will analyze the Run immediately and the results of the Run can be found by clicking ≡ > Results and locating the processed Run from the list.

    NOTE: If the data is not available for the Run, and the Run only contains Orders and no data, you can associate a batch file using Import Raw Data or the data can be automatically associated if the Auto Import Instrument Raw Data option is set to Yes.

NxTAG® Grid Report

The NxTAG® grid report generates a report that allows users to view the Run Name, Samples, Controls, etc. that are in the Run.

To view a grid report, click **View Grid Report** from the Page Action bar. When the window opens with the grid report, you can print and export the report if needed.

Chapter 4: Results

Results allows users to view the results of each Run. Users can export, import, filter, generate result reports, group by Run or sample, and also add comments to each sample. The Results page has several options to view reports and details of each Run.
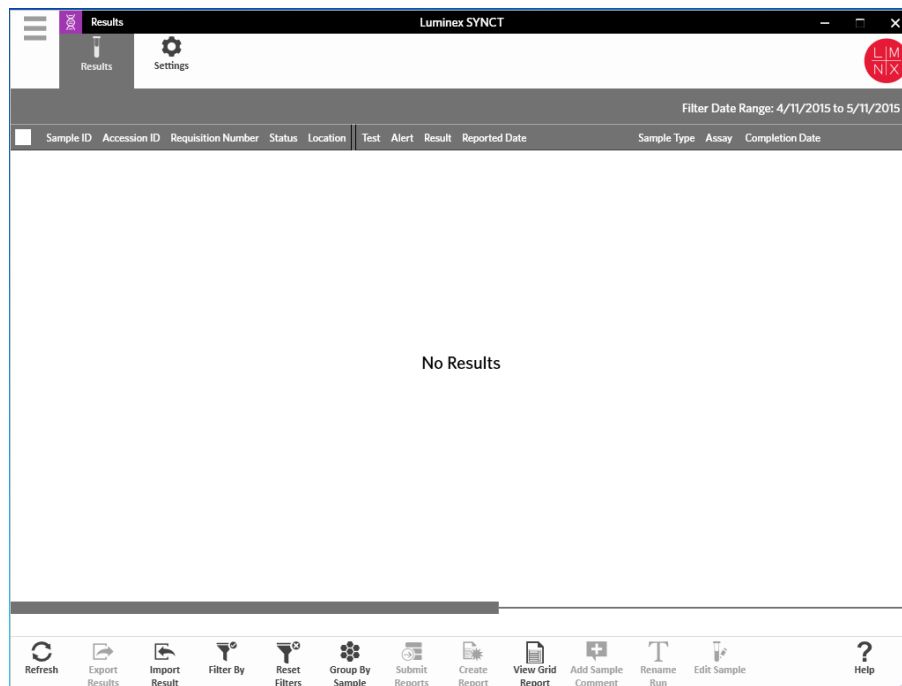
Results Settings Page

Set Result Export Settings

1. Click ≡ in the upper left-hand corner of the screen and navigate to **Results > Settings** page**.**

2. Toggle **Enable Bulk Reporting** to **Yes** if you have the appropriate permissions; you can generate .csv files and/or PDF reports for multiple samples or reports at one time.

   a. If **Enable Bulk Reporting** is enabled, then you can toggle **Auto Generate Reports after completion of a Run:** to **Yes** - and SYNCT Software will automatically generate the reports selected when Run results become available.

3. When activated, **Summary Report as CSV:** allows you to save the Comma Separated Value (CSV) data in a table structured format. Toggle the setting for the **Summary Report as CSV:** option to **Yes** or **No**.

4. Click the folder icon to designate a location for the CSV files to be sent to. The **Select Folder** window displays.

   NOTE: Do NOT double click. SYNCT Software requires a single click when navigating to the correct file location.

   a. Choose the **Devices** and the **Files**.

   b. Click **OK**.

5. Select **None**, **Default**, or **All** for the **Sample Reports as PDF:** to generate the selected reports in a .PDF format.

   NOTE: The default reports are set within **Assay Management**.

6. Click the folder icon to designate a location for the .PDF files to be sent to. The **Select Folder** window displays.

   NOTE: Do NOT double click. SYNCT Software requires a single click when navigating to the correct file location.

   a. Choose the **Devices** and the **Files**.

   b. Click **OK**.

7. Select **None**, **Default**, or **All** for the **Sample Reports to Printer:** to send generated reports to the printer.

   NOTE: If you have Sample Reports to Printer: selected to Default or All, ensure that the system is mapped to a printer.

   NOTE: The settings apply when reports are automatically generated at the end of the Run (if enabled) and when you click Submit Reports on the *Results Page*.

Results Page

When on the Results page, right-click the mouse and the following menu items display:

- **Select All**
- **Clear All**
- **Expand Selected Runs**
- **Expand Selected w/Results**
- **Expand Selected w/Comments**
- **Collapse Selected**

Refresh the Screen

To refresh the results and ensure the most up-to-date data is displayed on the Results page, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Results** > **Results** page.
2. Click **Refresh** from the Page Action bar.

View Results

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Results** > **Results** page.
2. When there are multiple pages of results in SYNCT™ Software, page arrows and numbers will display at the bottom of the screen. Click on the left and right arrows to scroll through the pages of results or, if you know what page the results are on, click on the page number.
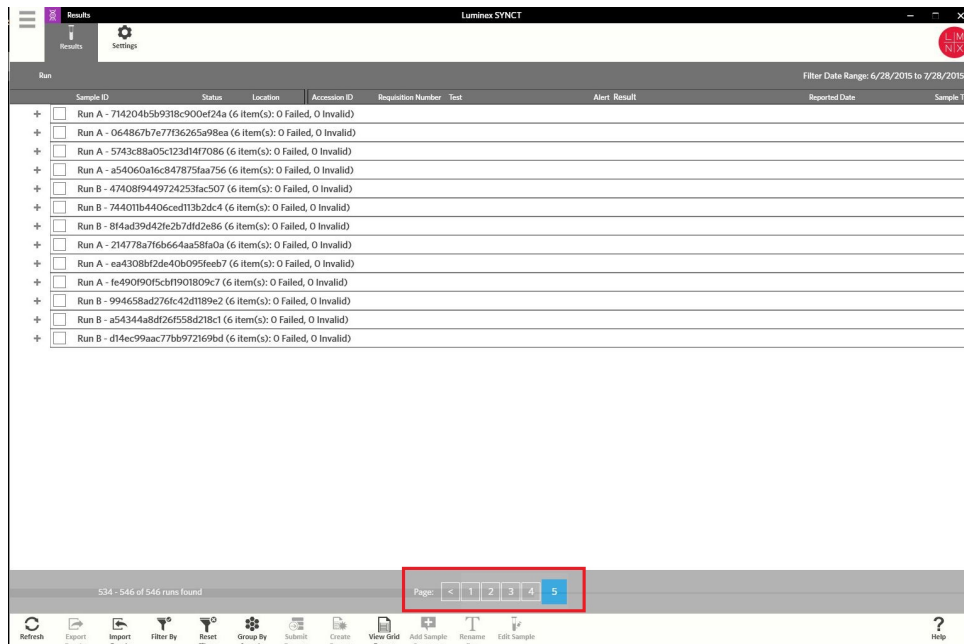
Import Results

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Results** > **Results** page.

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2. Click **Import Result** from the Page Action bar. The **Import File** window displays.

   NOTE: Do NOT double click. SYNCT™ Software requires a single click when navigating to the correct file location.

   ⚠️ Modified output .csv files should not be used for diagnostic purposes. The integrity of the ARIES® .csv file will be checked when the file is imported into SYNCT Software. The user will be notified if the file has been modified outside of the system

   a. Choose the **Devices** and the **Files**.
   b. Click **OK**.

Export Results as a CSV File

The Exporting Results function exports a .csv file that can be used for importing into SYNCT™ Software on another system. To export results, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Results** > **Results** page.
2. Select the result or results to export.
3. Click **Export Results** from the Page Action bar. The **Export File** window displays.

   NOTE: Do NOT double click. SYNCT Software requires a single click when navigating to the correct file location.

   a. Choose the **Devices** and the **Files**.
   b. Select **Overwrite file** if you want to overwrite the previous file.
   c. Click **OK**.

      NOTE: Exporting results does not remove the results from the Results page.

Filter Results

The default filter is set one month prior to the current date. To filter results, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Results** > **Results** page.
2. Click **Filter By** from the Page Action bar. The **Filter By** window displays.

   a. Choose any of the following filter results options: **Run Name**, **Sample ID**, **Assay**, **Accession ID**, **User**, **Sample Comment**, **Requisition Number**, **Test Name**, **Result**, **Module ID**, **Lot Number**, **Status**, **Instrument ID**, **Time Range**, **Sample Type**, and **Proficiency Only** samples.

      NOTE: When choosing the Time Range, the From: and To: dates are automatically populated.

   b. Click **Apply**. The **Filter By** icon is highlighted on the Page Action bar.

Reset Results Filters

NOTE: Resetting the filter for Results will automatically set the Time Range to Past Month.

To reset the filters and return to the default view, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Results** > **Results** page.
2. Click **Reset Filters** from the Page Action bar. The **Filter By** icon will not be highlighted in the Page Action bar.

Group by Sample and by Run

To group the results by the sample, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Results** > **Results** page.
2. Select the boxes next to the samples you want to Run.
3. Click **Group By Sample** from the Page Action bar. The window will display each sample individually.

To group the results by a Run, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Results** > **Results** page.
1. Select the Runs you want to group.
2. Click **Group by Run** from the Page Action bar. The window will display the samples grouped together under the Run.

   NOTE: Once the samples are grouped by Run, the icon changes from **Group by Run** to **Group by Sample**.

Submit Reports

NOTE: Before submitting reports, specify the setting for reports in the Export Settings of the Results > Settings page. If the settings are not set, you will not be able to click Submit Reports on the Results page.

The Submit Report function will generate the reports enabled in the Settings page and will also export results to the LIS if Enable Export to LIS is enabled in the Administration > LIS Settings page.

To submit reports, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Results** > **Results** page.
2. Select the Run or samples to be included in the reports.
3. Click **Submit Reports** from the Page Action bar. The **Submitting Reports** window displays.
4. The generated report can be found in the folder designated output folder (if applicable) or on the printer (if applicable).

   NOTE: The report can also be auto-generated if the Auto Generate Reports after completion of a Run in the Result > Settings page is set to Yes. The report can also be automatically submitted to the LIS if the Auto Export to LIS after completion of a Run in the Administration > LIS Settings page is set to Yes.

Create Reports

To generate a report for ARIES® Assays, the assay used to generate the results on the ARIES® System must also be installed in SYNCT™ Software.

To create a report, complete the following:

1. In SYNCT™, click ☰ in the upper left-hand corner of the screen and navigate to **Results** > **Results** page.
2. Select the Run or samples that the report is to be generated for.
3. Click **Create Report** from the Page Action bar. The **Generate Reports** window displays.

   NOTE: You can select one sample in order to view the report, however the report may have results from other samples in it. You can also export to a chosen location and print the report.

4. Choose the type of report to be created from the options provided. The report displays in a separate window

   NOTE: Reports generated can have a customized header.

5. In the Report window, click **Print Report** to print the report. The **Print** dialog box will display.

    a. Choose the printer and print settings, then click **Print**.

Results Grid Report

The Results grid report generates a Sample Results report that allows you to create a report of the data currently displayed on the screen, to include: Sample ID, Location, Test, Result, Sample Type, Assay, and other information.

To view a grid report, click **View Grid Report** from the Page Action bar. When the window opens with the grid report, you can print and export the report if needed.

Add Comments to a Sample

The Add Sample Comment feature allows users to add a pre-defined or user-defined comment to a sample if sample specific notes are required for your records or for reporting purposes. You can add a comment to a single sample or you can add a comment to multiple samples.

> ⚠ When adding a sample comment to multiple samples at the same time, it is possible that you may inadvertently add a comment to a sample that you did not intend to. To prevent this from happening, ensure that you have the correct samples selected before clicking Add. Keep in mind selected samples may not be visible on the screen.

To add a comment to a sample, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Results** > **Results** page.
2. Select the sample (or select multiple samples) to add a comment.
3. Click **Add Sample Comment** from the Page Action bar. The **Comments** window displays.

    a. Choose a comment from the **Comments** list or click **User Defined Comment** to enter your own text (if you have the appropriate permissions).

       NOTE: Pre-defined sample comments can only be configured by users who have the appropriate account permissions. For additional information on creating, editing, or deleting comments, see .

    b. Click **Add**.

Rename a Run Name

If changes to the Run name need to be made, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Results** > **Results** page.
2. Select the desired Run name to edit, then click **Rename Run** from the Page Action bar.

    a. In the window that displays, type the new Run name.

    b. Click **OK** to save your changes.

Edit a Sample

To make a change to a sample within a Run, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Results** > **Results** page.

2. Click the "+" sign next to the Run that contains the sample to edit.

3. Select the sample to edit.

4. Click **Edit Sample** from the Page Action bar. The **Edit Sample** window displays.

   a. Edit the information as needed.

      NOTE: From this option, for control samples you can only make changes to the Control Type or to the Sample ID. The other options are locked to prevent any changes.

      NOTE: Depending on the settings in Order Management, the Accession ID and Requisition Number may not be visible or you may not have to enter any information within those fields.

   b. Click **OK** to save the changes.

Chapter 5: Assay Management

Assay Management shows a list of installed assays. Additionally, Assay Management allows users to import, export, delete, and configure assay options.
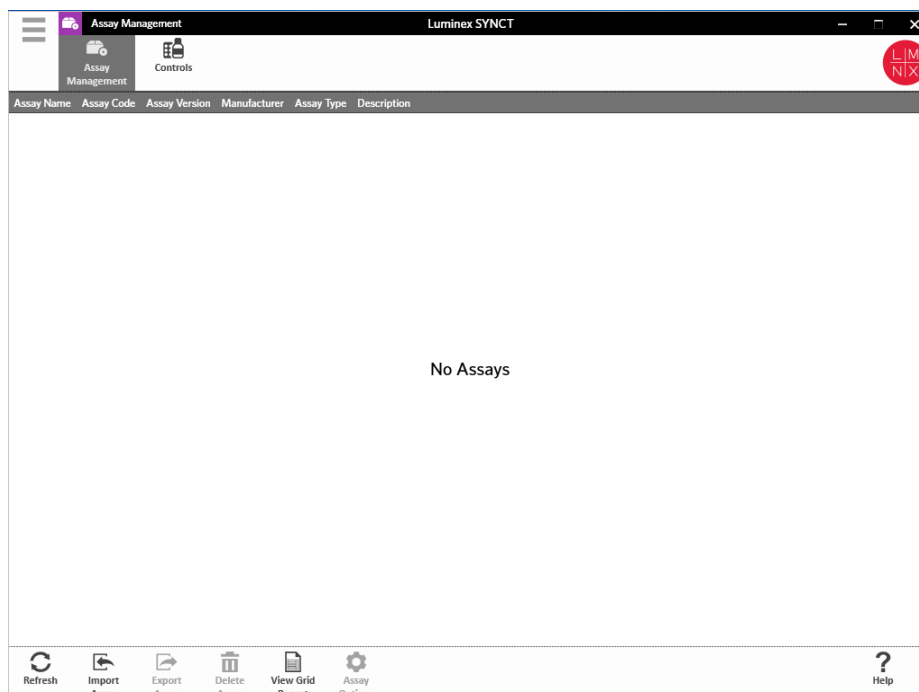
Assay Management Page

Import the Assay File

NOTE: Ensure the assay file is saved to a location that is accessible by the SYNCT™ Software.

If you have already imported the correct version of the assay into SYNCT , skip the following steps:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Assay Management** > **Assay Management** page.
2. Click **Import Assay** from the Page Action bar. The **Import File** window displays.

    NOTE: Do NOT double click. SYNCT™ Software requires one click when navigating to the correct file location.

    a. Choose the **Devices** and the **Files**.

    b. Click **OK**.

Export an Assay

To export assays, complete the following:

1. Click ▤ in the upper left-hand corner of the screen and navigate to **Assay Management** > **Assay Management** page.
2. Choose the assay to export.
3. Click **Export Assay** from the Page Action bar. The **Export File** window displays.

    NOTE: Do NOT double click. SYNCT™ Software requires a single click when navigating to the correct file location.

    a. Choose the **Devices** and the **Files** for the export.

    b. Select **Overwrite file** if you want to overwrite the previous file.

    c. Click **OK**.

      NOTE: Exporting the assay does not remove the assay from the Assay Management page.

Delete an Assay

To delete an assay, complete the following:

1. Click ▤ in the upper left-hand corner of the screen and navigate to **Assay Management** > **Assay Management** page.
2. Select the assay to delete.
3. Click **Delete Assay** from the Page Action bar.

    a. A dialog box displays asking, **You are about to delete an Assay. Do you want to continue?**

    b. Click **Yes** or **No**.

Assay Management Grid Report

The Assay Management grid report generates an Assay Management Report that allows users to view the Assay Name, Assay Code, Assay Version, Manufacturer, and Assay Type.

To view a grid report, click **View Grid Report** from the Page Action bar. When the window opens with the grid report, you can print and export the report if needed.

Set Assay Options

NOTE: The assay options available will vary by assay.

To make changes to the Assay Options Reports, complete the following:

1. Click ▤ in the upper left-hand corner of the screen and navigate to **Assay Management** > **Assay Management** page.
2. Choose the assay name.
3. Click **Assay Options** from the Page Action bar. A window displays.

    a. Choose the default report for the assay and toggle the **Is Default Report** button to **Yes** or **No.**

    b. For NxTAG® assays, under **Graph Options** toggle **Include Graphs** to **Yes**, if needed. For ARIES® Assays, under **Graph Options**, toggle **Invert PCR Graph** and **Invert Melt Graph** to **Yes** or **No**.

    c. Click **Save Changes**.

     d. Click **OK** in the **Messages** dialog box.

Create a New Test Panel

To create a new Test Panel (for NxTAG® assays), complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Assay Management** > **Assay Management** page.
2. Choose the assay name.
3. Click **Assay Options** from the Page Action bar. A window displays.

    a. Click the **Test Panels** tab.

    b. Click **New Panel**.

    c. Name the new Test Panel.

    d. Customize the Test Panel by clicking **Selected** or **Masked** for any of the tests listed.

    e. Click **Save Changes**.

    f. Click **OK** in the **Messages** dialog box.

Delete an Existing Test Panel

To delete an existing Test Panel (for NxTAG® assays), complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Assay Management** > **Assay Management** page.
2. Choose the assay name.
3. Click **Assay Options** from the Page Action bar. A window displays.

    a. Click the **Test Panels** tab.

    b. Choose the Test panel to delete.

    c. Click **Delete Panel**. The Test panel will delete without any confirmation.

    d. Click **Save Changes**.

Controls Page

The Controls function located within the Assay Management page allows users to create a new control, edit, or delete an existing assay control.

Add a New Control

To add a new control, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Assay Management** > **Controls** page.
2. Click **New Control** from the Page Action bar.
3. In the window that displays, provide the following information:

    a. Enter the **Name** (Required) and **Manufacturer** (Optional) information.

  b. Scan or click the **Assay** search icon and choose the desired assay.

  c. Click in the **Expected Results** (Required) field. The **Expected Results** window displays (This function is dependent on the assay).

    i. Customize the controls and adjust the **Expected Results** for each of the targets listed.

    ii. Click **Close**.

  d. Enter the necessary information in the remaining fields.

  e. Scan or click **Save**.

Edit an Existing Control

To edit the information within an existing control, complete the following:

1. Click ☰ in the upper left-hand corner of the screen navigate to **Assay Management** > **Controls** page.
2. Select the Control to edit.
3. Click **Edit Control** from the Page Action bar.

  a. Edit the Control as needed.

 b. Scan or click **Save**.

  NOTE: Updates made to Controls will not affect the Orders created with the previous version of the control definition. To have the new settings apply to an existing Order, update the Order.

Delete an Existing Control

1. Click ☰ in the upper left-hand corner of the screen navigate to **Assay Management** > **Controls** page.
2. Select the Control to delete.
3. Click **Delete Control** from the Page Action bar. The "**Are you sure you want to delete the control?**" message displays.

  a. Click **Yes** or **No**.

Chapter 6: Security

Security allows users to view the audit log activity, manage the users who can login and use the SYNCT™ Software, and manage the functions that can be accessed by designated users and configure settings.
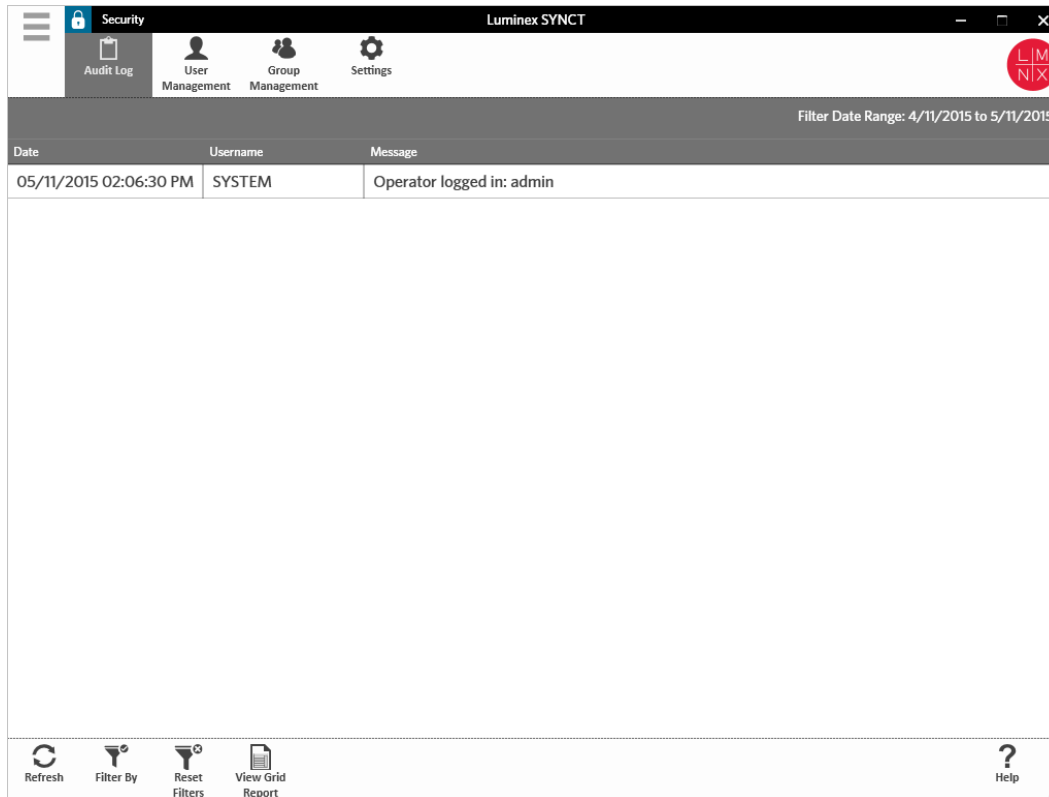
Security Settings Page

**NOTE:** When making changes to the setting, the settings automatically save.

The Security Settings page allows users to adjust the User Settings, System Settings, and Password Settings.

Change User, System, and Password Settings

To change the User Settings, System Settings, and Password Settings, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Security** >**Settings** page.

- To make adjustments to the **User Settings** or to the **System Settings** options, click and hold the slide bar, sliding each bar side-to-side to adjust the settings to the desired minimum or maximum length.
- Under **System Settings**, disable the **Password Expiration (Days)** and the **Auto Logoff (Minutes)** settings by sliding the slide bar all the way to the left.
- To change the **Password Settings**, toggle the buttons to **Yes** or **No**.
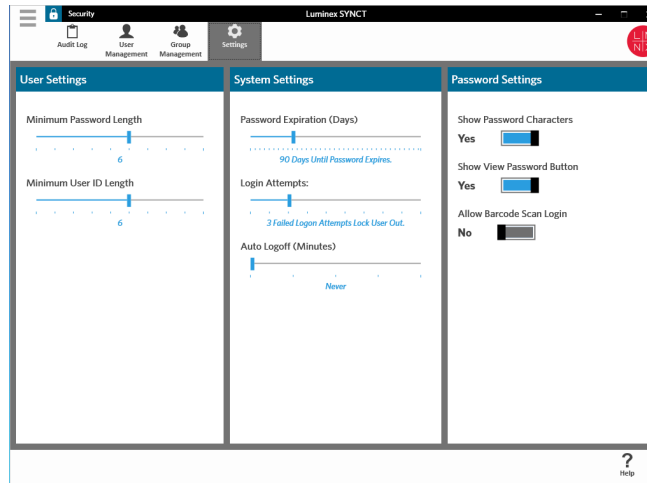
Audit Log Page

The Audit Log page allows users to keep track of who logs in and out of the system and lists any actions that were completed by the user.

Refresh Audit Logs

To refresh the SYNCT™ Software audit log, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Security** > **Audit Log** page.
2. Click **Refresh** from the Page Action bar.

Filter By Option

To filter by option, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Security** > **Audit Log** page.
2. Click **Filter By** from the Page Action bar. The **Filter By** window displays.
   a. Filter by **User** and **Time Range:**.
   b. Click **OK**. The **Filter By** icon will be highlighted in the Page Action bar.

Reset Filters

NOTE: The Reset Filters function clears all information.

To reset the filters and return to the default view, complete the following:

1. Click ≡ in the upper left-hand corner of the screen and navigate to **Security** > **Audit Log** page.
2. Click **Reset Filters** from the Page Action bar. The **Filter By** icon will not be highlighted in the Page Action bar.

Security Grid Report

The Security grid report generates an Audit Log Report that allows users to view the Date, Username, and Message generated.

To view a grid report, click **View Grid Report** from the Page Action bar. When the window opens with the grid report, you can print and export the report if needed.

User Management Page

The User Management page allows users to create and edit users.

Create Users

To create a user, complete the following:

1. Click ≡ in the upper left-hand corner of the screen and navigate to **Security** > **User Management** page.
2. Click **Create User** from the Page Action bar. The **Create User** dialog box displays.
   a. Enter the required user information.

   NOTE: If the user is able to log in by scanning an ID badge, then click the Barcode field and scan the user's ID badge with the hand-held barcode reader. Users do not need to enter a password if they are logging in this way.

   b. Click **OK**.

Edit Users

To edit a user, complete the following:

1. Click ≡ in the upper left-hand corner of the screen and navigate to **Security** > **User Management** page.
2. Click the user to edit.
3. Click **Edit User** from the Page Action bar.
   a. Edit the fields in the **Edit User** dialog box, as needed.
   b. Click **OK**.

Change a User's Password

To change a user's password, complete the following:

1. Click ≡ in the upper left-hand corner of the screen and navigate to **Security** > **User Management** page.
2. Click the user to change the password.
3. Click **Edit User** from the Page Action bar. The **Edit User** dialog box displays.

a. Click **Change Password**.

b. Enter the new **Password:**, and re-enter the new password in the **Confirm:** field.

c. Click **OK**.

Group Management Page

The Group Management page gives the administrator the option to choose which applications users have permission to view or update, depending on the user type.

Assign Permissions

To grant or remove permissions, complete the following:

1. Click ≡ in the upper left-hand corner of the screen and navigate to **Security** > **Group Management** page.
2. Select and clear the check boxes to assign permissions to the different groups.

Table 1. Security Settings for Results

Manage Results	Allows user to: • import results • submit reports
Change Results settings	Provides access to the Results > Settings page.
Allow exporting sample results	Allows user to export sample results.
Allow unmasking sample results	Allows user to unmask tests.
Allow viewing of secure reports (such as the Sample Details Report)	Allows user to view secure reports.
Allow changing sample information	Allows user to: • change Patient ID, Accession ID, and Requisition Number for sample • add sample comment • rename Run
Allow entry of user defined comments	Allows user to add custom comments to sample.

Chapter 7: Administration

Administration allows Admin users to manage report headers, archive data, create and manage sample comments, schedule system maintenance notifications, or control LIS settings.
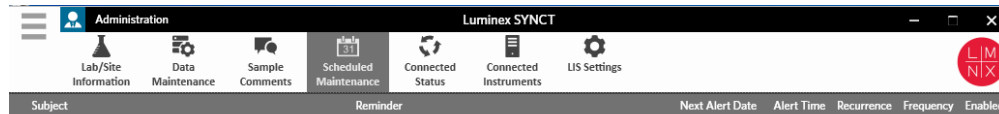
LIS Settings Page

It is important to properly configure the settings on the LIS Settings page and to ensure that the credentials used by SYNCT™ has the proper permissions to access the LIS Export/Import Locations, especially if the location is a network folder.

- When LIS data is manually exported using the Submit Reports button or automatically exported after the analysis of a NxTAG® run, the data is exported to the location specified in the LIS Export Location field. If the location is a network folder, ensure that the Windows® user who is running SYNCT has the appropriate network access credentials for the network folder.

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NOTE: When manually exporting results to the LIS or automatically exporting results to the LIS after a NxTAG run is completed, SYNCT will attempt to use the credentials of the user currently logged into Windows to export the LIS data. If the current user does not have appropriate permissions to the LIS folder, the export function will not work.

- If SYNCT is configured to automatically export data to the LIS after the completion of a run for the connected ARIES® instruments, then you must also use a network account that has the appropriate access credentials for the LIS Export Location. This can be setup on the Connected Instruments page.
- Any network path must be typed into the "Location" field as a UNC path with the following format: "\\server_name\folder_name". Do not enter the location by browsing or use the mapped network drive letter.

  NOTE: If you use a drive letter, the system may not perform as expected when a different user signs into Windows or if the mapped drive changes.

  NOTE: The settings automatically save when making changes.

  NOTE: Validation of the LIS compatibility must be performed by the end user.

Edit the LIS Settings

To edit the LIS Settings, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Administration** > **LIS Settings** page.
2. Select the **LIS Format** you want to apply.
3. Toggle the setting for the **Enable Export To LIS:** option to **Yes** or **No**.

   a. If you chose **Yes** to enable export from LIS, then toggle the setting for the **Auto Export to LIS after completion of a Run** to **Yes** or **No**.

4. From the **LIS ExportLocation**, click the folder icon to designate the location.

   a. The **Select Folder** dialog box opens. In the **Location** field, complete the following:

      i. If the location is a network folder, type in the UNC path for the export location. For example, \\server_name\folder_name.

         NOTE: The export location should be typed into the Location field. Do not browse for the location.

      ii. If the location is a local folder, browse to the location.

   b. Click **OK**.

5. Toggle the setting for **Auto Import From LIS:** option to **Yes** or **No**.
6. From the **LIS Import Location**, click the folder icon to designate the location.
7. Click **OK**.

   NOTE: If the location is a network folder and you want to automatically export results to the LIS after the completion of a run for the connected ARIES instruments, then you must also use a network account that has the appropriate access credentials for the exported folder. This can be setup on the Connected Instruments page. See *For more information, see Set up Service.* for more information.

Lab/Site Information Page

The Lab/Site Information page allows the user to customize the report header information.

Customize the Report Headers

To customize the report headers, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Administration** > **Lab/Site Information** page.
2. Fill in **Line 1**, **Line 2**, and **Line 3** with the desired report headers.
3. Click in the gray box under **Click the Icon below to select a custom report logo.** to choose a logo to add to the report header. The **Import File** window displays.

    NOTE: Do NOT double click. SYNCT™ Software requires one click when navigating to the correct file location.

    a. Choose the **Devices** and **Files**.

    b. Click **OK**.

    > **NOTE:** The information entered is automatically saved.

Clear the Customized Report Header

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Administration** > **Lab/Site Information** page.
2. Click **Clear Image** to clear the image uploaded for the report header.

Data Maintenance Page

In the Database window, users can view how much database space is being used and how many total Runs have been completed.

In the Archive window, users can set which files will be selected for archive by default. Users can also designate a folder for archive and backup.

Perform a Backup

The purpose of performing a Backup is to generate a backup file that contains the complete database. Perform a backup as recommended by your IT department and/or before attempting any software or system upgrades.

NOTE: Perform a backup before and after any software updates.

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Administration** > **Data Maintenance** page.
2. Click **Perform Backup** from the Page Action bar. The **Export File** window displays.

    NOTE: Do NOT double click. SYNCT™ Software requires one click when navigating to the correct file location.

    a. Choose the **Devices** and **Files**.

    b. Select **Overwrite file** if you want to overwrite the previous file.

    c. Click **OK**.

3. In the **Messages** dialog box that displays, click **OK**.

Restore the Database

If needed, restore the system to an earlier state by restoring the database.

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> ⚠ You cannot restore the database from a previous software version. The software will warn you if you try to restore with an incompatible file.

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Administration** > **Data Maintenance** page.
2. Click **Restore Database** from the Page Action bar. The **Import File** window displays.

   NOTE: Do NOT double click. SYNCT™ Software requires one click when navigating to the correct file location.

   a. Choose the **Devices** and **Files**.

   b. Click **OK**.

3. A dialog box displays asking to restart SYNCT, *"To perform a restore of the system database, SYNCT must restart. The process could take a few minutes, depending on the size of your database backup. Press "OK" to restart SYNCT, and restore the database."* Click **OK**.

   NOTE: This process only restarts SYNCT and does not restart the PC. There is no need to restart the PC.

Set up an Archive

NOTE: When choosing a large number of Runs to archive, the archival process may take a long time to complete. Archiving should not be performed during a Run.

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Administration** > **Data Maintenance** page.
2. Click and hold the **Archive older than X days** slide bar and slide to the desired number of days. Notice that the number of days changes in the toggle buttons as well when you move the slide bar.
3. If you want to archive Runs older than a certain amount of days, toggle the **Archive Runs older than X days** button to **Yes**.
4. If you want to archive logs older than a certain amount of days, toggle the **Archive logs older than X days** button to **Yes**.

Start the Archive

The purpose of archiving is to remove Run and log data from the active database (Results page) and move to an archive location. Follow the laboratory's data retention policy for how often to archive.

NOTE: A folder destination for the archive must be set before starting the archive.

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Administration** > **Data Maintenance** page.
2. Click the folder icon in the **Folder destination for archive and backup** box.

   NOTE: Do NOT double click. SYNCT™ Software requires one click when navigating to the correct file location.

   a. Choose the **Devices** and **Folders**.

   b. Click **OK**.

3. Click **Start Archive** from the Page Action bar. The **Archive Data** dialog box displays.

   a. Select one or more Runs to archive.

   b. Click **Archive**. A status bar will display saying, **Archive started. Data will be exported in folder.**

4. In the dialog box notifying you that the Archive completed successfully, click **OK**.

Sample Comments Page

The Sample Comments page allows users to create, edit, and delete comments. Users can add comments, or reuse previously created comments, to the sample from the Results page.

Create a Comment

To create a comment, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Administration** > **Sample Comments** page.
2. Click **Create Comment** from the Page Action bar. The **Create New Comment** window displays.
    a. Fill in the required fields.
    b. Click **Save**.

Edit Comments

To edit a comment, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Administration** > **Sample Comments** page.
2. Select the comment to edit.
3. Click **Edit Comment** from the Page Action bar.
    a. Click **Clear** to make the necessary changes to the comment.
    b. Click **Save**.

Delete Comments

To delete a comment, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Administration** > **Sample Comments** page.
2. Select the comment to delete.
3. Click **Delete Comment** from the Page Action bar.

    NOTE: You will NOT receive a confirmation dialog box when deleting the comment.

Reorder Comments

To reorder one or more comments, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Administration** > **Sample Comments** page.
2. Select one or more comments to reorder.
3. Click **Reorder Up** or **Reorder down** from the Page Action bar.

    NOTE: How the comments are reordered here will determine how they are displayed on the Results page when you add a sample comment.

Sample Comments Grid Report

The Sample Comments grid report allows users to view the Code, and Comment Text generated from the Administration Sample Comments page. To view the Sample Comments grid report, click Sample Comments, then View Grid Report from the Page Action bar. The Sample Comments window displays.

To view a grid report, click **View Grid Report** from the Page Action bar. When the window opens with the grid report, you can print and export the report if needed.

Scheduled Maintenance Page

The Scheduled Maintenance page allows users to create, edit, and delete reminders for maintenance throughout the year.

Create a New Reminder

To create a new reminder, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Administration** > **Scheduled Maintenance** page.
2. Click **Create New Reminder** from the Page Action bar. The **Create Reminder** dialog box displays.

   a. Enter the required information.

   b. Toggle the setting for the **Enabled** option to **On**.

   c. Click **Save**.

Edit a Reminder

To edit a reminder, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Administration** > **Scheduled Maintenance** page.
2. Select the reminder to edit.
3. Click **Edit Reminder** from the Page Action bar. The **Edit Reminder** dialog box displays.

   a. Edit the information as needed.

   b. Click **Save**.

Delete a Reminder

To delete a reminder, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **Administration** > **Scheduled Maintenance** page.
2. Select the reminder to delete.
3. Click **Edit Reminder** from the Page Action bar. The **Edit Reminder** dialog box displays.

   a. Click **Delete**.

NOTE: You will not receive a confirmation dialog box when deleting the comment.

Connected Status Page

To view the Connected Status page, click ![icon] in the upper left-hand corner of the screen and navigate to **Administration** > **Connected Status** page.

The Connected Status page informs you of the last sync for the instrument, succeeded and failed sync instrument totals, and instrument details.

The Instrument Details section displays the following columns:

- **Host** - the name of the PC.
- **InstrumentName** - the name the user gave the ARIES® System.
- **Schema** - the version of the database connecting. Schema is NOT the version of software installed on the ARIES Instrument.
- **Date Added** - the date you connected the ARIES Instrument to SYNCT™ Software.
- **Latest Sync** - the last time SYNCT Software attempted to communicate with the ARIES Instrument.
- **Connected Status** - the status of the connection between the ARIES System and SYNCT Software. If you see an error in this field, contact Technical Support.

Connected Instruments Page

The Connected Instruments page displays the information for the connected ARIES® Instruments.

NOTE: Ensure the capability of secure data transfer to and from the system by only connecting to a secure network.
NOTE: Pull Sync Enabled and Push Sync Enabled are not editable fields; you cannot select or clear the check boxes.

Add an Instrument

Adding an instrument allows administrators to search for and select ARIES® Instruments to connect to SYNCT™ Software.

1. Click ![icon] in the upper left-hand corner of the screen and navigate to **Administration** > **Connected Instruments** page.
2. Click **Add Instrument**.
3. Click the **Search Method** drop-down menu to search for ARIES® Instruments. Choose from the one of the following:

   NOTE: You must know the IP address and/or the Hostname before searching for one of these two.

   - **Standard**: Searches for all ARIES® Instruments on the same network as the host computer for SYNCT Software.
   - **IP Address**: Searches for the ARIES® Instruments IP Address.
   - **Hostname**: Searches for the ARIES® Instrument Hostname.

4. Click **Search**.

5.   In the **Discovered Instruments** list, choose one or more instruments from the list and click **Add** to add the instrument(s) to the **Connected Instruments** page.

   NOTE: There is a limit of four total ARIES® Instruments that can be connected to SYNCT Software at one time.

Remove an Instrument

To remove one or more selected ARIES® Instruments from the Connected Instruments page, complete the following:

1.   Click ≡ in the upper left-hand corner of the screen and navigate to **Administration** > **Connected Instruments** page.
2.   Choose an ARIES Instrument you want to remove.
3.   Click **Remove Instrument**.

Set up Service
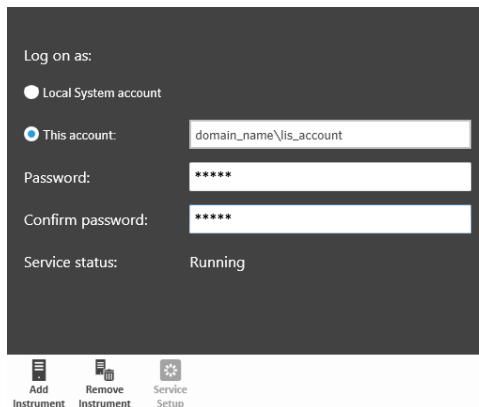
The Service Setup button allows you to enter network access credentials so that you can automatically export results to the LIS after the completion of a run for the connected ARIES instruments. This feature will automatically export results to the specified LIS location regardless of the user signed into Windows®.

NOTE: You must have instruments added on the Connected Instruments page for the Service Setup button to be activated.

1.   Click ≡ in the upper left-hand corner of the screen and navigate to **Administration** > **Connected Instruments** page.
2.   Click the **Service Setup** button from the Page Action bar.
3.   Use the radio buttons to select either **Local System account** or **This account**.

   NOTE: Do not select the Local System account if a network folder is set for the LIS Export or Import Location. Use a network account that has the appropriate access credentials for the network folder.

4.   In the **This account** field, enter a domain name and account name in the following format: "domain_name\account_name".


5.   Enter and confirm the password.

   NOTE: If your password is expired, you will need to reset your password.

6.   Select **Restart** to restart the LIS auto-export service with the updated credentials.

NOTE: For manually exporting results to the LIS or automatically exporting results to the LIS after a NxTAG® run is completed, SYNCT™ will attempt to use the credentials of the user currently logged into Windows to export the LIS data. If the current user does not have appropriate permissions to the LIS folder, the export function will not work.

Chapter 8: System

The System page allows users to view the system log, system information, compile a support package, or adjust local settings.
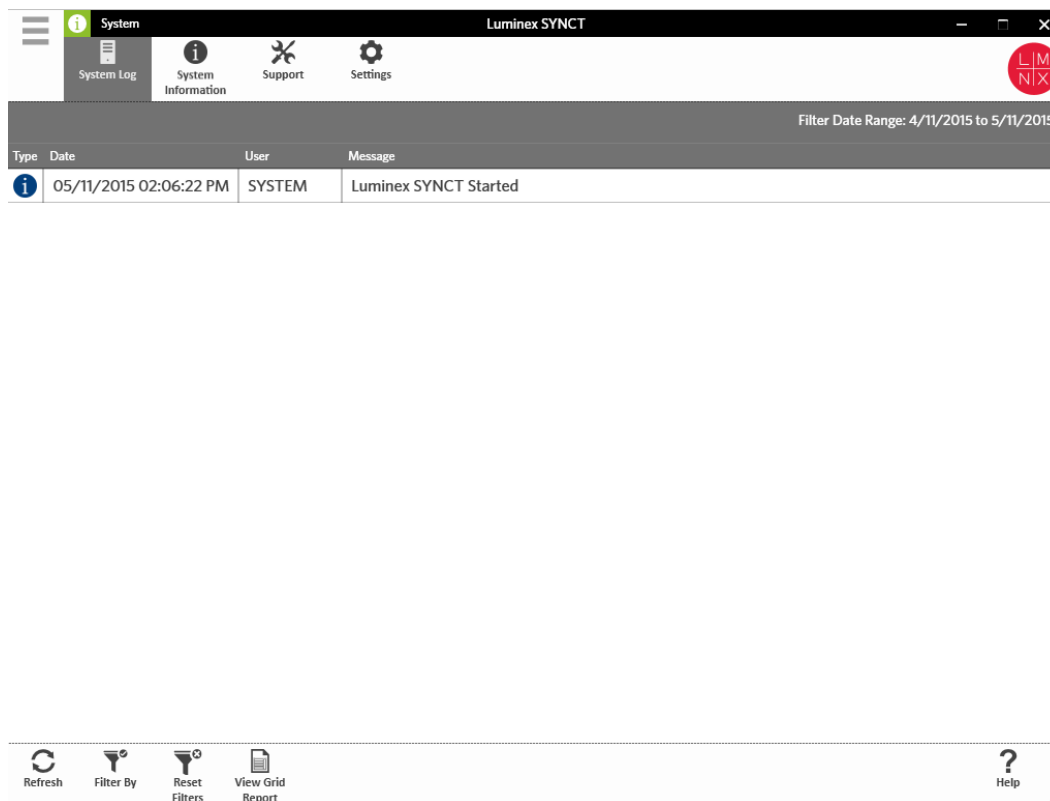
System Settings Page

The Settings page allows users to Persist Filters.

Enable Persist Filters Setting

1. Click ≡ in the upper left-hand corner of the screen and navigate to **System** > **Settings** page.
2. Toggle the button to change the **Persist Filters** setting. Enabling this option will save the filter settings. Changes save automatically.

For Research Use Only. Not for use in diagnostic procedures.

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System Log Page

The System Log page displays information about when the system is turned on, shut down, when significant actions are complete, or when any errors have occurred.

Refresh the System Log

To refresh the system log, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **System** > **System Log** page.
2. Click **Refresh** from the Page Action bar.

Apply Filters

To apply filters, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **System** > **System Log** page.
2. Click **Filter By** from the Page Action bar. The **Filter By** window displays.
    a. Filter by **User**, **Log Level**, and **Time Range**.
    b. Click **OK**.

Reset the Filters

NOTE: The Reset Filters function clears all information.

To reset the filters and return to the default view, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **System** > **System Log** page.
2. Click **Reset Filters** from the Page Action bar. The **Filter By** icon will not be highlighted in the Page Action bar.

System Grid Report

The System grid report generates a System Log Report that allows you to view the Date, User, and Message generated.

To view a grid report, click **View Grid Report** from the Page Action bar. When the window opens with the grid report, you can print and export the report if needed.

System Information Page

The System Information page displays the Luminex® copyright information, the End-User License Agreement (EULA), the SYNCT™ Software version and build, any software updates that have been installed on the system, and any Add-ons.

View the End-User License Agreement

To view the End-User License Agreement, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **System** > **System Information** page
2. Click **EULA** from the Page Action bar.

Support Page

The Support page is used to create a support package. The support package is a large file containing all necessary information that will help Luminex Technical Support diagnose problems that have occurred in the software. If the support package is larger than 20 MB, please send the support package through Luminex's Big File Transfer (BFT). To send the Support Package file through the BFT, enter *http://bft.luminexcorp.com* into your web browser and follow the instructions.

NOTE: Run information may include sample information protected under CLIA and HIPPAA. Please follow your laboratory protocols before sending information to Luminex

Export the Support Package

To export the support package, complete the following:

1. Click ☰ in the upper left-hand corner of the screen and navigate to **System** > **Support** page.
2. Complete the **User Info** information.
3. Click **Export** from the Page Action bar. The **Export File** window displays.

   NOTE: Do NOT double click. SYNCT™ Software requires one click when navigating to the correct file location.

   a. Choose the **Devices** and **Files**.

   b. Select **Overwrite file** if you want to overwrite the previous file.

   c. Click **OK**.

4. Email the file to *support@luminexcorp.com* or send it via BFT at *http://bft.luminexcorp.com/* to Luminex Technical Support along with the applicable results files.

Log Out of SYNCT™ Software

1. Click ☰ in the upper left-hand corner of the screen.
2. Click **Logout**.
3. Click **Exit**.