



# **cobas<sup>®</sup> 6000 TraceDoc Tool**

Short Manual

Software version 1.3

## Publication information

<i>Revision history</i>	Manual version	Software version	Revision date	Changes
	1.0	1.3	2017-04	Initial version

**Table 1** Revision history

*Edition notice* This publication is intended for operators of the **cobas**® 6000 TraceDoc Tool software.

Every effort has been made to ensure that all the information contained in this publication is correct at the time of publishing. However, the manufacturer of this product may need to update the publication information as output of product surveillance activities, leading to a new version of this publication.

*Where to find information* For more information about the software, refer to the following documents. Find the documents on GRIPS.

- **cobas**® 6000 TraceDocArchiver Operator's Manual
- **cobas**® 6000 TraceDocViewer Operator's Manual
- **cobas**® 6000 analyzer series Operator's Manual

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## Intended use

The **cobas**® 6000 TraceDoc Tool software allows a user to process, archive, and trace SVP backup files from the **cobas**® 6000 analyzer series. SVP backup files contain information about sample results and their related reagent cassettes, QC measurements, and calibration measurements.

## Conventions used in this publication

*Product names* The following product names and descriptors are used.

Product name	Descriptor
<b>cobas</b> ® 6000 TraceDoc Tool	Software
<b>cobas</b> ® 6000 analyzer series	Instrument

**Table 2** Revision history

*Symbols and abbreviations*  For more information about the symbols and abbreviations used in this publication, refer to the **cobas**® 6000 analyzer series Operator's Manual.

## Installation of the software

The software must be installed on an independent PC and not onto the control unit of the instrument.

The software is divided into two applications.

- TraceDocArchiver application
- TraceDocViewer application

The storage data of the **cobas**® 6000 analyzer series are loaded into the TraceDocArchiver application and can be viewed with the TraceDocViewer application.

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⚠ Any installation of additional software on the USB storage device, for example, an antivirus program, or any modification of the software is a non-intended use of a Roche product.

📖 For detailed information about the installation procedure, refer to the **cobas**® 6000 TraceDocArchiver Operator's Manual and the **cobas**® 6000 analyzer series Operator's Manual.

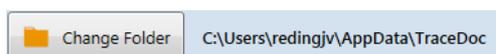
## Configuration of the software

In the **Configuration** menu of the TraceDocArchiver application, you configure the software.

### Configuring the software

► **To define the TraceDoc folder for application data**

- 1 Choose **Configuration > Change Folder**.



**Figure 1** Configuration tab - **Change Folder** button (TraceDoc folder)

- 2 Select a path, for example, *C:\Users\redingjv\AppData\TraceDoc*.

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⚠ Select a folder that is not read-only.

The software's application data, for example **cobas**® 6000 TraceDoc Tool instrument files and audit log files, will be stored in the predefined folder.

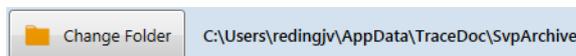
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⚠ If a folder on a network is selected, data transfer may be slow.

■

► **To define the archive folder for SVP backup files**

- 1 Choose **Configuration > Change Folder**.



**Figure 2** Configuration tab - **Change Folder** button (SVP archive folder)

- 2 Select a path, for example, *C:\Users\redingjv\AppData\TraceDoc\SvpArchive*.  
SVP backup files that are imported into the software will be stored in the predefined folder.

■

► **To set up the instrument for single import**

- 1 On the **Configuration** tab, select the **Confirm instrument for Single Import** check box.

If at least two instruments are defined and the SVP backup files are imported, the **Instrument Selection** dialog box is displayed.

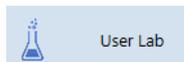
If only one instrument is defined, the SVP backup files of this instrument are imported. Previous instrument configurations are overwritten.

- 2 On the **Instrument Selection** dialog box, choose the instrument from which data is to be imported.

■

► **To define the laboratory name**

- 1 On the **Configuration** tab, enter the name of the laboratory into the **g. the laboratory name** field, for example, *User Lab*.



**Figure 3** Configuration tab - laboratory name

■

► **To set up the software language**

- 1 On the **Configuration** tab, check the software language.



Currently, only English is available as software language. Therefore, you cannot change the software language.

■

## Defining instruments

### ► To add, rename, and delete instruments

- 1 On the **Configuration** tab, choose the appropriate button.



**Figure 4** Configuration tab - configure the instruments

- **Add Instrument:** Add a new instrument. Enter an instrument name. Do not use special characters for the instrument name. You can add several instruments to the software.
- **Delete:** Delete the instrument folder from the TraceDoc folder and the SVP archive folder. Before deleting an instrument, double-check and ensure that no data is lost.
- **Rename:** Rename the instrument. The TraceDocViewer application shortcut is updated.



If the instrument's configuration has changed, for example, if you add or remove a module or if you change serial number data, the configuration of the TraceDocArchiver application may differ from the instrument's configuration.

The SVP files from the instrument will still be loaded correctly into the application.

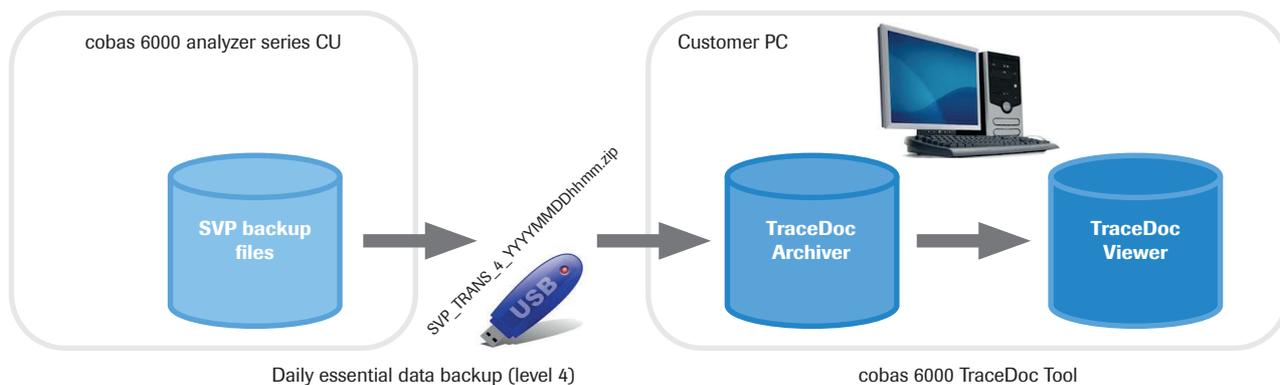
If the application cannot match the new instrument's configuration, a message is displayed to inform the user.

However, we recommend to add the instrument in the TraceDocArchiver application again and start from the beginning.



## Working with the software

The **cobas**® 6000 TraceDoc Tool is an additional software for the **cobas**® 6000 analyzer series. The software allows you to process SVP backup files from the instrument.



**Figure 5** Basic workflow

## Exporting and importing SVP backup files

SVP backup files are stored by using the following naming convention:  
*SVP\_TRANS\_4\_YYYYMMDDHHmm.zip*, e.g., *SVP\_TRANS\_4\_201610071030.zip*.

► **To export SVP backup files from the control unit**

- 1 To export the SVP backup files from the instrument, plug the USB storage device into the USB port of the control unit computer.



Roche does neither provide a USB storage device nor recommendations for USB storage devices. If you use more than one instrument, you may use one USB storage device per analyzer series, or you may use a single one for all instruments. To secure a proper workflow, we recommend to use one USB storage device per instrument.

- 2 Export the SVP backup files by using the maintenance action **40: Trace Doc Export**.

▢ For detailed information about the export of the SVP backup files, refer to the **cobas**® 6000 analyzer series Operator's Manual.



► **To import SVP backup files into the software**

- 1 After exporting the SVP backup files, import them directly into the software by using the USB port.



If you do not import the SVP backup files directly, records may get lost.

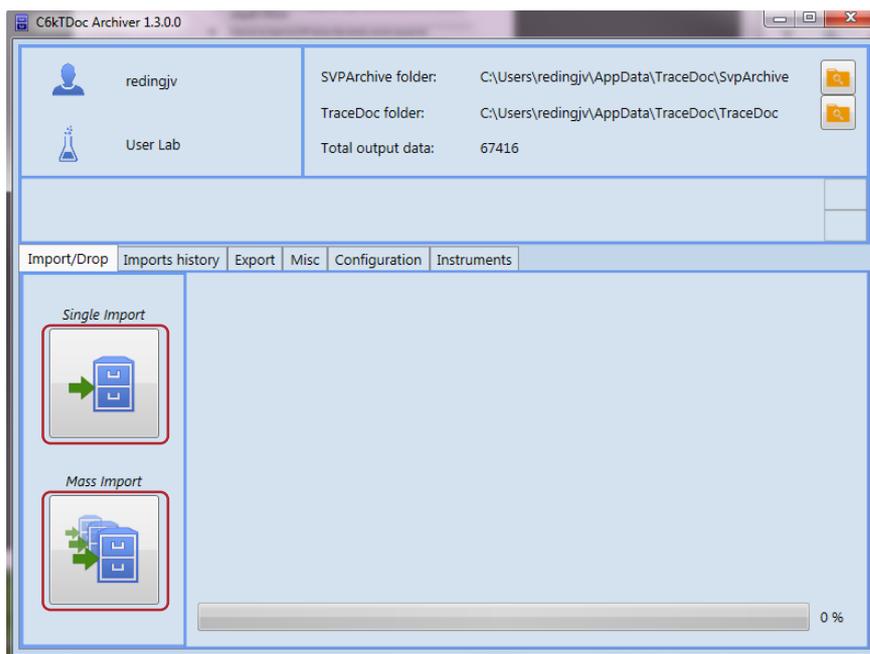
The content of the database can be deleted by performing the recommended maintenance action **Sample Data Clear** on the **Work Flow Guide** area, or by choosing the **Delete Record** button or **Delete All** button on **Workplace > Data Review**, respectively.

Records that exceed the SVP backup file date by more than 360 days are not imported.



Do not close the software during the import process, even if the process takes a long time.

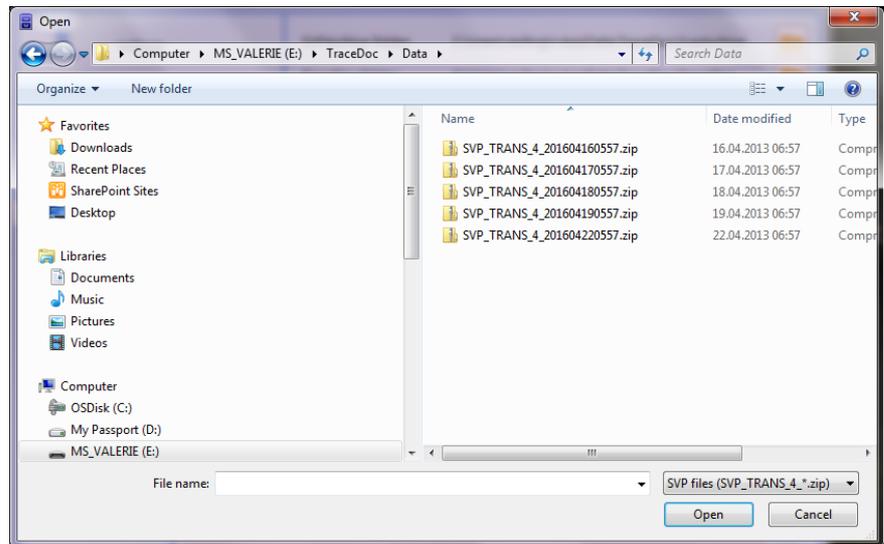
- 2 To import the SVP backup files, choose the import option on the **Import/Drop** tab.
  - To import only one file, choose the **Single Import** button.
  - or,
  - To import all files located in a specified folder, choose the **Mass Import** button.



**Figure 6** Import/Drop tab

The Windows Explorer is displayed.

- 3 Select the file to be imported, or select a file from the folder to import all files in that folder, respectively.



**Figure 7** Selecting a file from the folder

During a mass import, the following files are imported:

- SVP backup files that were not imported previously.
- SVP backup files that were previously imported but the import was not successful.



If the SVP backup file is corrupt, it cannot be imported. Before deleting the data from the instrument, check the SVP backup file import on the **cobas® 6000 TraceDoc Tool** software.



Re-import

In the following cases, re-import SVP backup files via the **Imports history** tab:

- The data is inconsistent.
- The data from a specified period of time is needed and a backup was done before.

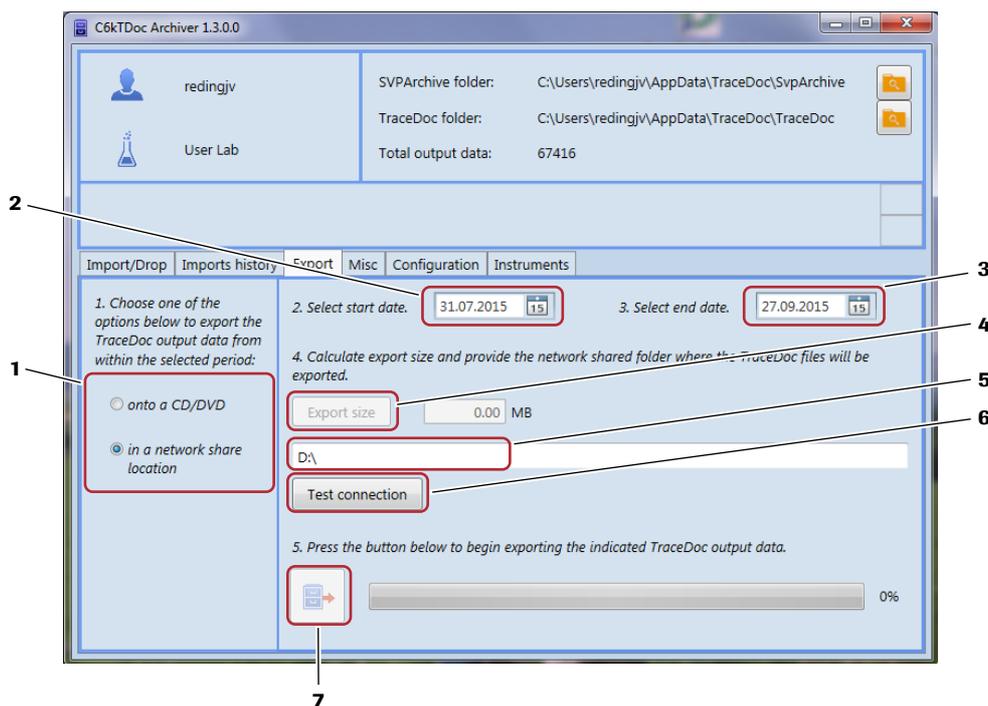


## Exporting data for backup

To free up storage space from the database and to perform a backup, data can be exported. The database will be exported with a copy of the TraceDocViewer application.

### ► To export data for backup

- 1 On the **Export** tab, choose the backup location by choosing the **onto a CD/DVD** option or the **in a network share location** option.



**Figure 8** Export tab

- 2 Select the start date.  
We recommend to select the date on which the files were generated on the instrument.
- 3 Select the end date.  
We recommend to select the current day.
- 4 Choose the **Export size** button.
- 5 Enter the export folder.
- 6 Choose the **Test connection** button.
- 7 Choose the export button .

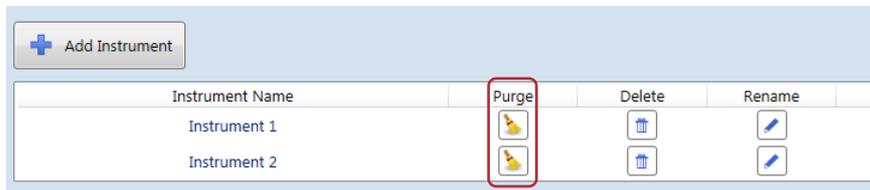
The exported file contains the start date, the end date, and the export date, e.g., *c6kTDocArchiver\_20150831T000000\_20160927T120919 exported at 20160927T120919*.

■

## Clearing the database

► **To delete audit log files**

- 1 On the **Configuration** tab, choose the **Purge** button.



**Figure 9** Configuration tab - deleting files

Old audit log files are deleted from the database. By default, this applies to audit log files that have been imported more than 1200 days ago.

💡 To prevent the application from slowing down due to a large database, we recommend not to change the default setting.

■

► **To delete SVP backup files**

- 1 On the **Configuration** tab, choose the **Purge** button.

Old imported data are deleted from the database. By default, this applies to audit log files that have been imported more than 360 days ago.

💡 To prevent the application from slowing down due to a large database, we recommend not to change the default setting.

■

## Handling performance issues

If the data import into the software slows down, we recommend the following actions.

► **To handle performance issues**

- 1 Re-import only the most recent SVP backup file after a backup.
- 2 Export and back up the database.
- 3 Delete old imported SVP backup files and audit log files by choosing **Misc > Purge old data**.

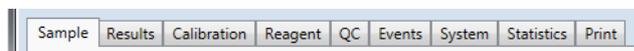
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## About the TraceDocViewer application

The TraceDocViewer application is an additional software for the **cobas**® 6000 analyzer series. The application allows you to view sample results and their related reagent cassettes, QC measurements, and calibration measurements.

The application provides the following information:

- Samples
- Results
- Calibrations
- Reagents
- QCs
- Events (instrument alarms)
- System setup
- Statistics



**Figure 10** Tabs in the user interface

By selecting a sample result, for example, all available related reagent, QC, and calibration lots are displayed.

⚠ If you search for data, you must start the TraceDocViewer application of the instrument from which you are searching data.

The information cannot be found in the instrument folder located in the TraceDoc folder. You have to search in the predefined archive folder with the SVP backup files.

To print the selected data, for example, all instrument alarms (events), use the **Print** tab.

