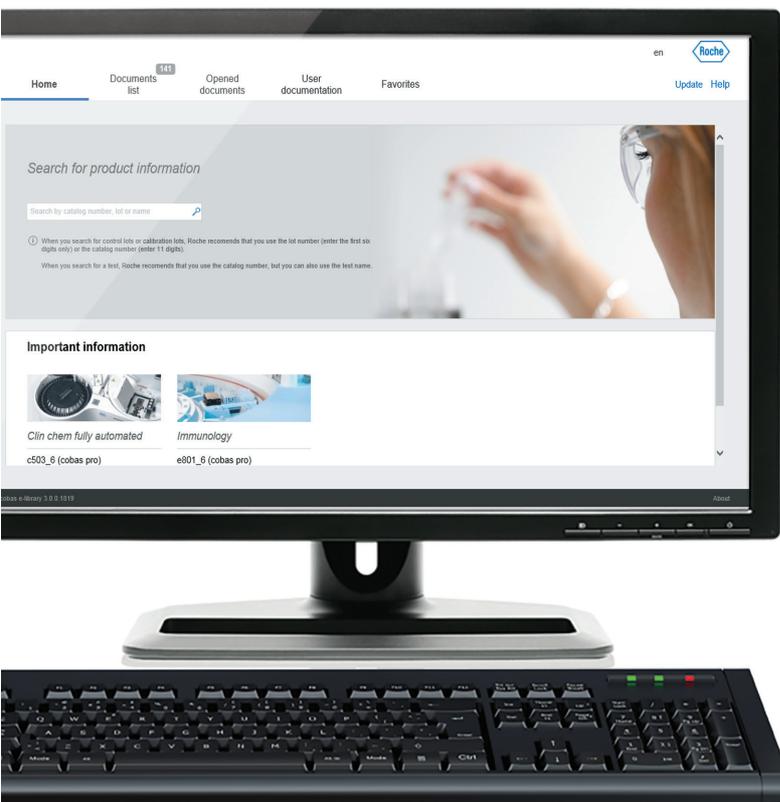


cobas e-library

User Guide

Version 4.0

Software Version 3.0.0



Publication information

Publication version	Software version	Revision date	Change description
1.0	1.1.2	01-MAR-2007	Version 1.0
2.0	1.2.0.6	01-DEC-2008	Comment function and search by comment added
3.0	2.2.0	05-JUN-2009	Added: automatic pre-selection mode; update by Internet option.
3.1	2.3.0	19-JUN-2012	Aligned content with functionality and appearance of HRD viewer 2.3.0 and UI strings 1.0.
3.2	2.4.0	07-FEB-2013	Updated screens and text for new version.
3.3	2.4.0	01-DEC-2015	Corrected Document information and Abbreviations sections.
3.4	2.4.0	01-MAR-2017	Added information about not using the Automatic mode of pre-selection. Updated intended use.
4.0	3.0.0	22-JUN-2018	New layout and structure for new software release. What is new in publication version 4.0 (8)

 Revision history

Edition notice

This publication is intended for users of the **cobas** e-library.

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

The **User Assistance** and **User Guide** contain all information about the product, including the following:

- Software description
- Routine operation
- Configuration information
- Troubleshooting information

Privacy notice

When you use User Assistance online, viewing events (topics viewed and searches performed) and IP addresses are logged.

The data collected is for Roche internal use only and is never forwarded to third parties. It is anonymized, and after one year it is automatically deleted.

Viewing events are analyzed to improve User Assistance content and search functionality. IP addresses are used to classify regional behavior.

You can configure how data is collected.

 **General attention**

Ensure that you are familiar with the instructions and safety information.

- ▶ Pay particular attention to all safety notices.
- ▶ Always follow the instructions in this publication.
- ▶ Do not use the software in a way that is not described in this publication.
- ▶ Store all publications in a safe and easily retrievable place.

Training

Do not carry out tasks or maintenance actions unless you have received training from Roche Diagnostics. Leave tasks that are not described in the user documentation to trained Roche Service representatives.

Images

The screenshots in this publication have been added exclusively for illustration purposes. Configurable and variable data in screenshots, such as tests, results, or path names visible therein must not be used for laboratory purposes.

Warranty

Any customer modification to the system renders the warranty or service agreement null and void.

For conditions of warranty, contact your local sales representative or refer to your warranty contract partner.

Always leave software updates to a Roche Service representative, or perform such updates with their assistance.

Copyright

© 2007–2018, Roche Diagnostics GmbH. All rights reserved.

License information

cobas e-library software is protected by contract law, copyright law, and international treaties. **cobas** e-library contains a user license between F. Hoffmann-La Roche Ltd. and a license holder, and only authorized users may access the software and use it. Unauthorized use and distribution may result in civil and criminal penalties.

Open-source and commercial software

cobas e-library may include components or modules of commercial or open-source software. For further information on the intellectual property and other warnings, as well as licenses pertaining to the software programs included in **cobas** e-library, refer to the electronic distribution included with this product.

This open-source and commercial software and **cobas** e-library as a whole can constitute a device regulated in accordance with applicable law. For more detailed information, refer to the User Guide and labeling.

Note that the respective authorization is no longer valid according to the corresponding legislation should any unauthorized changes be made to **cobas** e-library.

Trademarks

The following trademarks are acknowledged:

COBAS and LIFE NEEDS ANSWERS are trademarks of Roche.

All other trademarks are the property of their respective owners.

Feedback

Every effort has been made to ensure that this publication fulfills the intended use. All feedback on any aspect of this publication is welcome and is considered during updates. Contact your Roche representative, should you have any such feedback.

Contact addresses

GCS Documentation

GCS Documentation Department
Roche Diagnostics GmbH
Sandhofer Strasse 116
68305 Mannheim
Germany

GCS Documentation Department
Roche Diagnostics International Ltd
Forrenstrasse 2
6343 Rotkreuz
Switzerland

Table of contents

Publication information	2
Contact addresses	4
Table of contents	5
Intended use	7
Symbols and abbreviations	7
What is new in publication version 4.0	8

Software description

1 Overview of laboratory IT setup	
About cobas [®] link	15
About the cobas e-library information flow	17
About cobas e-library	19
2 Software description	
Overview of the software	23
About the Home screen	25
About the Documents list screen	26
About the Opened documents screen	27
About the User documentation screen	29
About the Favorites screen	30
3 Overview of the User Assistance	
About the User Assistance	33
Using the User Assistance	34

Operation

4 Operation	
Overview of operation	39
Routine tasks	40

Configuration

5 Configuration	
Changing the software language	63
Configuring favorite materials and lots	64

Appendix

6 Glossary	
Index	69

Intended use

The **cobas** e-library application is an electronic repository of instructions for use, lot-specific values, and system settings.

Symbols and abbreviations

Product names

Except where the context clearly indicated otherwise, the following product names and descriptors are used.

Product name	descriptor
cobas e-library software	software
cobas [®] link	hardware gateway

☰ Product names

Symbols used in the publication

Symbol	Explanation
•	List item.
▶☰	Related topics containing further information.
💡	Tip. Extra information on correct use or useful hints.
▶	Start of a task.
❗	Extra information within a task.
→	Result of an action within a task.
📅	Frequency of a task.
🕒	Duration of a task.
📦	Materials that are required for a task.
☰	Prerequisites of a task.
▶☰	Topic. Used in cross-references to topics.
▶	Task. Used in cross-references to tasks.
🖼️	Figure. Used in figure titles and cross-references to figures.
☰	Table. Used in table titles and cross-references to tables.
√ _{xy}	Equation. Used in cross-references to equations.
⚙️	Code example. Used in code titles and cross-references to codes.

☰ Symbols used in the publication

What is new in publication version 4.0

New layout and structure

Resulting from customer feedback, we have updated the layout and the structure of **cobas** e-library to help you find information easier and perform tasks quicker. You can now also view user documents for systems.

Software description

1	Overview of laboratory IT setup	13
2	Software description	21
3	Overview of the User Assistance.....	31

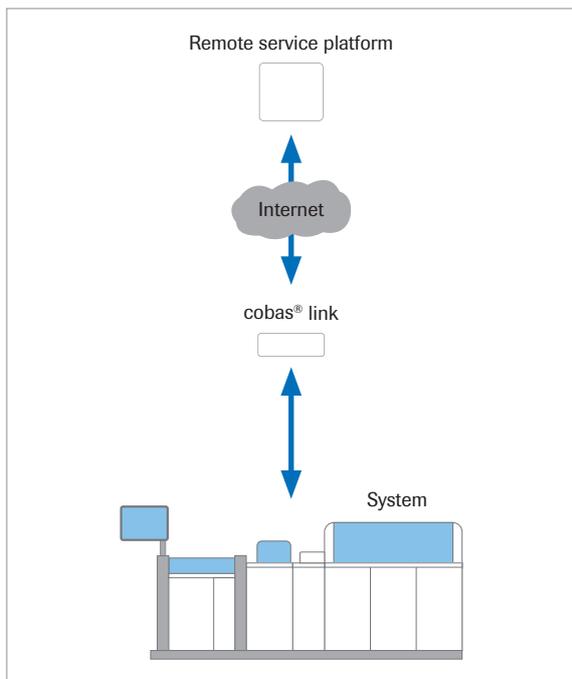
Overview of laboratory IT setup

In this chapter

1

About cobas [®] link	15
About the cobas e-library information flow	17
About cobas e-library	19

About cobas[®] link



Remote service platform

cobas[®] link provides a secure remote connection for data transfer between the **cobas** systems in your laboratory and the remote service platform.

cobas[®] link is used to access **cobas** e-library to view Method Sheets, Value Sheets for calibrators and QC materials, and other documents.

Other functionalities provided by **cobas[®] link** are:

- Automatic downloading of recent product information and software updates from the Roche Remote Services infrastructure to your system.
- Uploading of statistical data from your system, to monitor performance, for QC management, and for service purposes to the Remote Service platform.

To enable access to the remote service platform, your **cobas** system must be connected to a **cobas[®] link** data station.

The remote service platform is an infrastructure that enables remote service capabilities to your **cobas** system.

cobas e-services	Function
Axeda ServiceLink	Provides a Roche Service representative with secure remote access to your cobas system
cobas e-LabPerformance	To monitor instrument performance and for QC management, upload statistical data from your system

cobas[®] link

The **cobas[®] link** software package hosts the **cobas** e-library, which is the interface to access information on applications, calibrators, QC materials and other documents.

The **cobas[®] link** data station is connected to the control unit of the **cobas** system.

A Roche Service representative sets up and configures the **cobas[®] link** data station.

The **cobas[®]** link data station can be used either in online mode or offline mode.

	Online mode	Offline mode
Enabling connection of the cobas system to Roche Remote Service infrastructure	Yes	No
cobas[®] link can be used in either online mode or offline mode.	Yes	cobas[®] link cannot download or upload information automatically from the Roche Remote Service infrastructure. The Roche Service representative must maintain the security patch status of the cobas[®] link.
Automatic downloading of cobas e-library data from the Roche Remote Service infrastructure	Yes	To update the cobas e-library manually, use the cobas e-library CDs or USB flash drive provided by Roche or by your local Roche Services representative

☰ Differences between online and offline mode

☰ Related topics

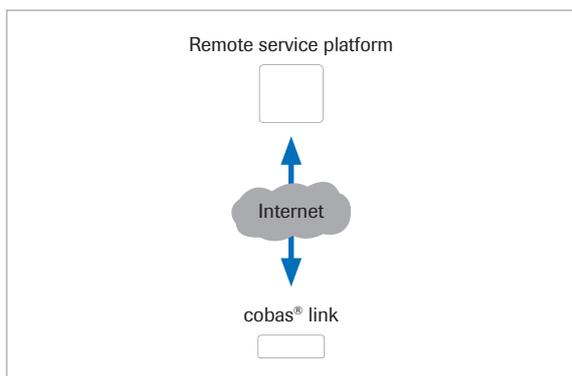
- About the cobas e-library information flow (17)
- About cobas e-library (19)

About the cobas e-library information flow

cobas e-library is the interface to read product information. The information flow between the remote service platform and **cobas**[®] link, and between **cobas**[®] link and the **cobas** systems, is bidirectional.

Downloads

Downloads from the remote service platform include the items below.



- Product information, including **cobas** e-library packages, **cobas** software packages, and user documentation
- **cobas**[®] link software updates

cobas e-library packages and cobas software packages

The documents below are part of the **cobas** e-library packages and **cobas** software packages.

- Method Sheets
- Value Sheets for calibrators and QC materials
- Important notes, for example, about reassigned QC values
- Installation guides, security guides, and release notes
- Announcements from the local technical support

You can read the documents in the **cobas** e-library application on the **cobas**[®] link data station.

e-barcodes

e-barcodes contain the machine-readable information below for cobas systems.

- Test-specific system parameter files
- Lot-specific application parameter files
- Calibrators and QC parameter files
- Special wash rules files

e-barcodes are stored on the **cobas**[®] link data station and are sent to the **cobas** system if requested.

Archive information

Accredited laboratories must archive Instructions for Use and system parameters for many years.

If required by local authorities, regularly copy documents that must be archived from **cobas** e-library to an archive server.

For data security, observe the guidelines below.

- Dedicate an external storage device for example, a USB flash drive, for the data transfer from **cobas**[®] link (for example, to save a document from **cobas** e-library).
- Before you use the external storage device on **cobas**[®] link, check the device with an antivirus program on another PC.

›📄 **Related topics**

- About cobas[®] link (15)
- About cobas e-library (19)
- Updating product information (55)

About cobas e-library

The **cobas** e-library application runs on **cobas**[®] link, and is an interface that you use to read product information. Check the software every day for the latest **cobas** e-library inserts.

For each **cobas** e-library package or **cobas** software package, **cobas** e-library contains the latest version of the respective product information and the preceding version. Any older product information is deleted from **cobas** e-library.

If **cobas**[®] link has an Internet connection, **cobas** e-library is updated daily via an automatic download from the remote service platform. For offline cases, **cobas** e-library must be updated manually using a CD or USB flash drive.

▸ **Related topics**

- About cobas[®] link (15)
- About the cobas e-library information flow (17)
- Overview of the software (23)

Software description

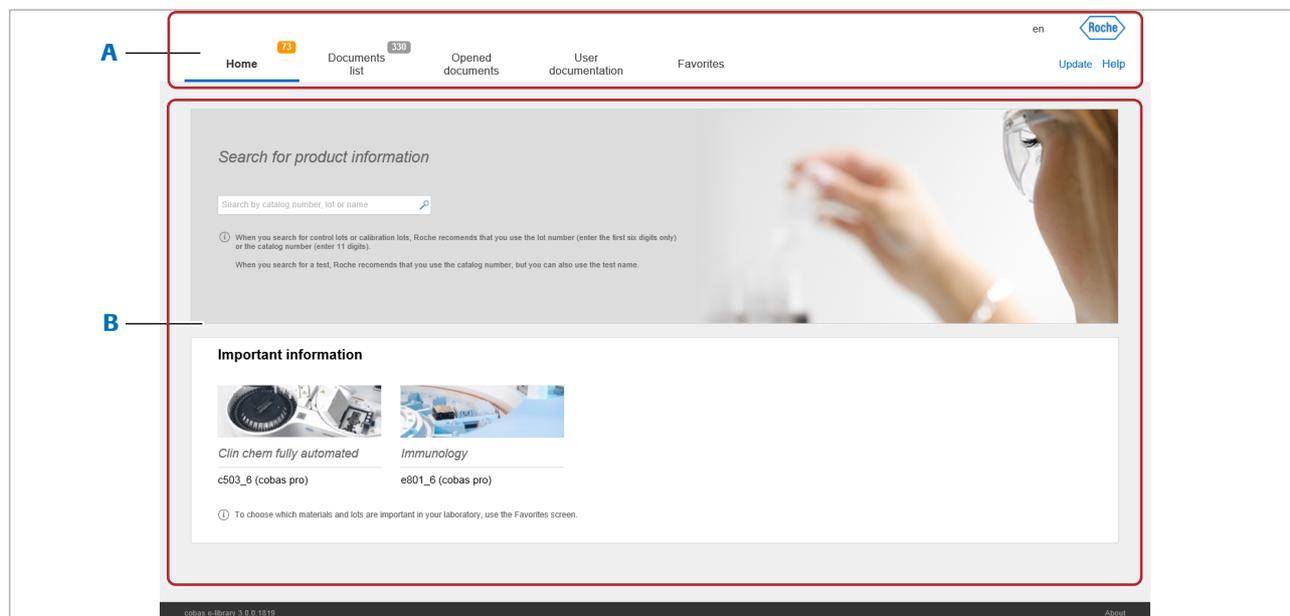
In this chapter

2

Overview of the software.	23
About the Home screen.	25
About the Documents list screen.	26
About the Opened documents screen.	27
About the User documentation screen	29
About the Favorites screen	30

Overview of the software

The **cobas** e-library application is an interface that you use to read product information.



A Navigation toolbar

B Display screen

Navigation toolbar

The **cobas** e-library software has 5 main screens.

Screen	Function
Home	Search for documents and check for important information
Documents list	View and manage the document list
Opened documents	View open documents
User documentation	View user-related documents for connected systems, for example, User Guides
Favorites	Choose which documents are marked as important

☰ Screens in the software

Language of the software

You can change the language of the software. The language button displays the 2 letter abbreviation of the current language of the software.

Update

You can manually download the latest product information from the Internet. You can also import product information from a CD or USB storage media, provided by a Roche Service representative.

Help Choose the **Help** button to view the User Assistance.

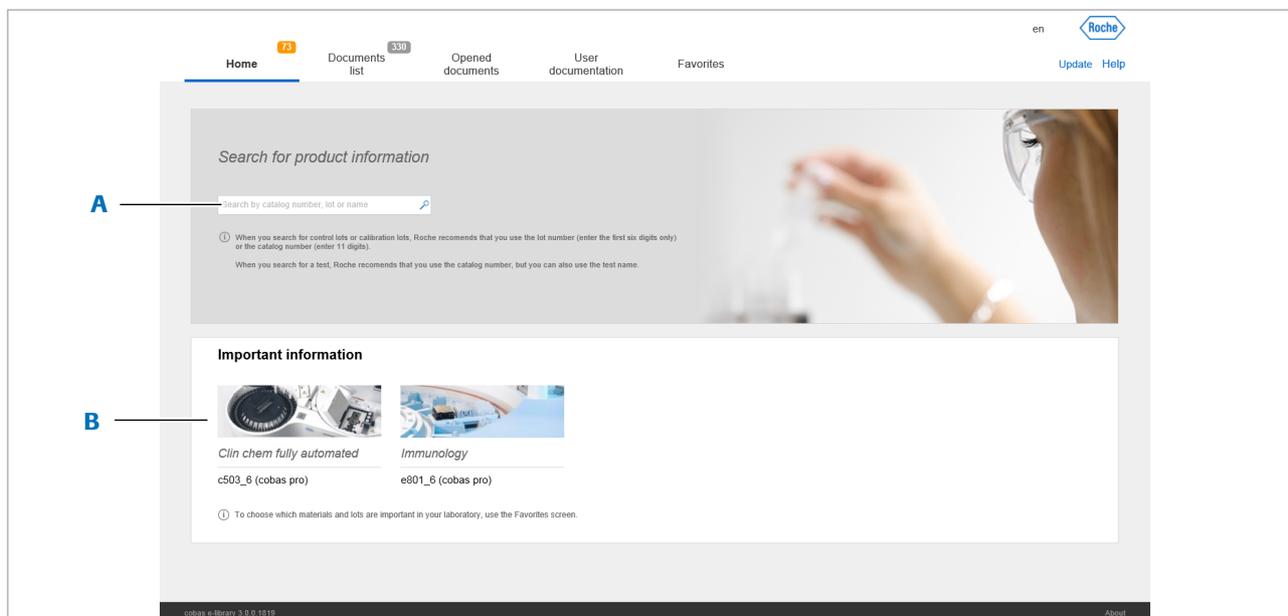
The **Help** button is context sensitive. When you choose the **Help** button on a software screen, the User Assistance displays information about the current screen. For example, if you choose the **Help** button while viewing the **Opened documents** screen, information about that screen is displayed.

» **Related topics**

- About the Home screen (25)
- About the Documents list screen (26)
- About the Opened documents screen (27)
- About the User documentation screen (29)
- About the Favorites screen (30)

About the Home screen

Use the **Home** screen to search for documents and to check for important information.



A Search field

B Important information panel

Search field

You can search the **cobas** e-library to find a specific document. On the **Home** screen, there is a global search field that searches all documents available in the software.

Important information panel

The **Important information** panel displays important documents. You can choose which documents appear in this panel on the **Favorites** screen.

Icon	Function
	Search for documents and text
	Number of important documents

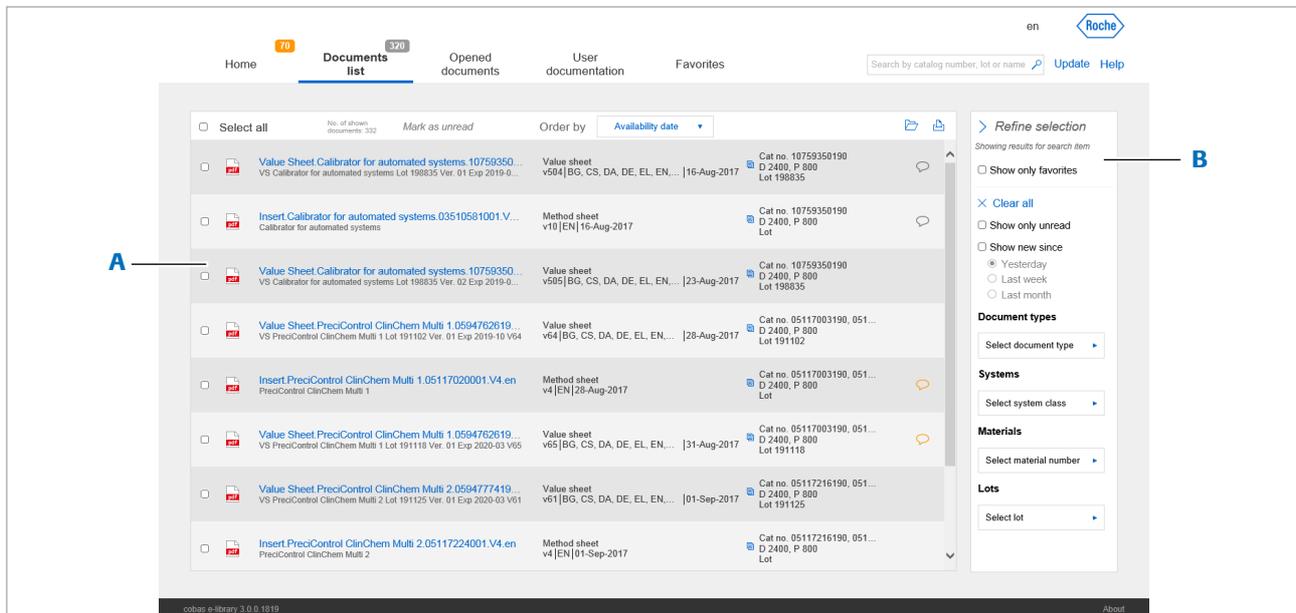
 Icons on the Home screen

Related topics

- Checking for important product information (40)
- Searching for documents (41)
- Updating product information (55)

About the Documents list screen

Use the **Documents list** screen to view and manage the document list.



A List of documents

B Refine selection panel

You can open, download or print one or more documents from the document list.

Icon	Function
	Number of unread documents
	Document with a comment
	Document with an important comment
	View additional information about a document
	Close the Refine selection panel
	Open the Refine selection panel

Icons on the Documents list screen

Refine selection panel

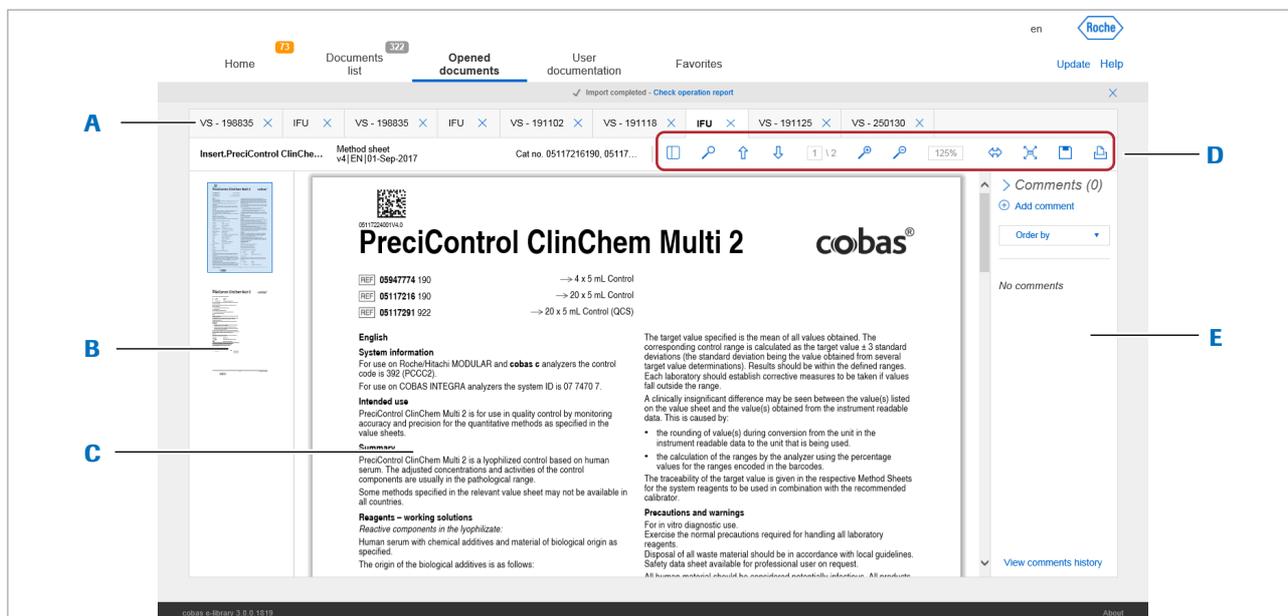
The **Refine selection** panel allows you to filter the document list. You can also use the search field in the navigation toolbar to search the current document list.

Related topics

- About the Opened documents screen (27)
- Searching for documents (41)
- Printing a document (46)
- Downloading a document (47)
- Viewing and managing the document list (44)
- Opening a document (45)

About the Opened documents screen

Use the **Opened documents** screen to view an opened document.



A Document tabs

B Thumbnails of current document

C Current document

D Document toolbar

E Comments panel

The **Opened documents** screen displays a maximum of 10 opened documents. Use this screen to navigate through a document and search for text within a document.

Icon	Function
	Close the Comments panel
	Open the Comments panel
	Close a document
	View document thumbnails
	Scroll up and down the page
	Zoom in and out
	Fit the document to the screen width
	Fit one full page to the screen
	Download a document
	Print a document

Icons on the Opened documents screen

Comments panel

Use the **Comments** panel to add and view comments. You can manage comments on a document and you can view the comments history window for a document.

Icon	Function
	Add a comment
	Delete a comment
	Edit a comment
	Important comment

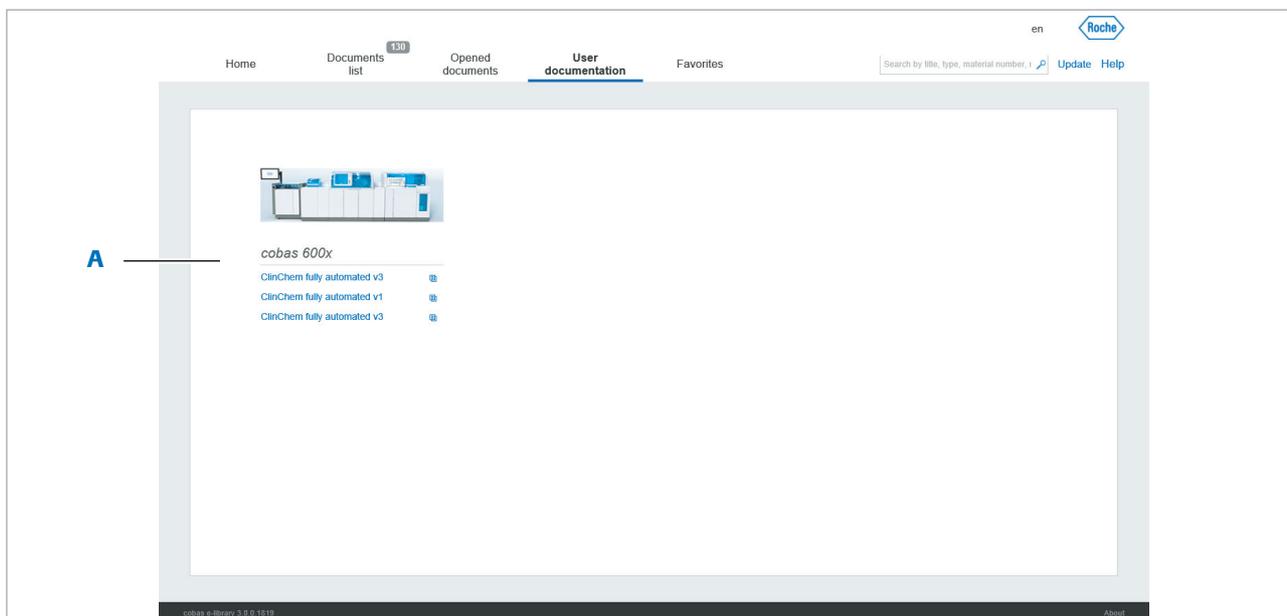
 Icons on the Comments panel

Related topics

- [Printing a document \(46\)](#)
- [Downloading a document \(47\)](#)
- [Viewing an open document \(48\)](#)
- [Commenting on documents \(49\)](#)
- [Closing an open document \(54\)](#)

About the User documentation screen

Use the **User documentation** screen to view user documentation for systems in the laboratory.



A List of user documentation

When you choose the document that you want to view, it opens in the **Opened documents** screen.

Icon	Function
	Number of unread documents
	View additional information about a document

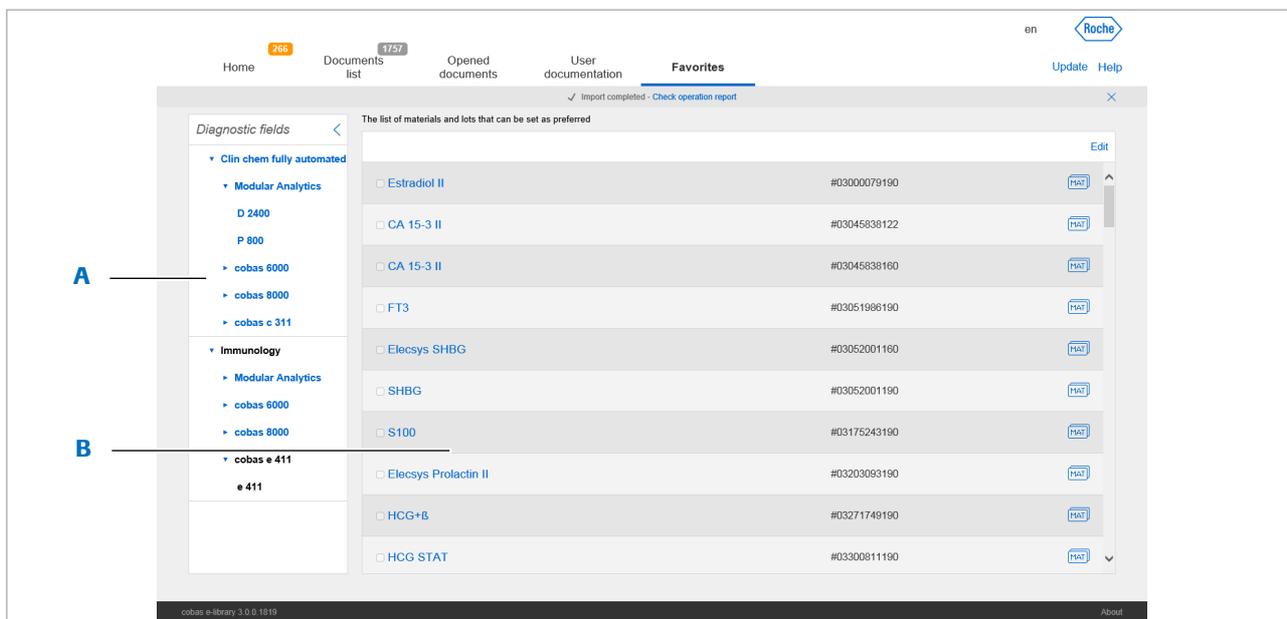
Icons on the User documentation screen

Related topics

- Viewing user documentation for systems (55)
- About the Opened documents screen (27)

About the Favorites screen

Use the **Favorites** screen to configure which documents are marked as important.



A Diagnostic fields panel

B List of materials and lots

New documents for favorite materials and lots are displayed in the **Important information** panel on the **Home** screen. You can also filter the list of documents on the **Documents list** screen to only show documents for favorite materials and lots.

 To configure favorite materials and lots, you need an administrator password provided by your Roche Service representative.

Diagnostic fields panel

Use the **Diagnostic fields** panel to filter the list of materials and lots according to the systems in your laboratory.

Related topics

- Configuring favorite materials and lots (64)
- Checking for important product information (40)

Overview of the User Assistance

In this chapter

3

About the User Assistance	33
Using the User Assistance	34

About the User Assistance

The User Assistance includes the same content as the User Guide.

The User Assistance is accessible from any screen on the **cobas** e-library software.



Icon	Name	Function
	Home	The main screen of the User Assistance
	Context sensitive help	View information about screens in the cobas e-library software
	Search	Search for articles in the User Assistance
	Table of contents	View a structured list of all articles in the User Assistance
	Recently viewed articles	View the most recently viewed article in the User Assistance
	Favorite articles	View and manage your favorite articles

 Tabs and icons in the User Assistance

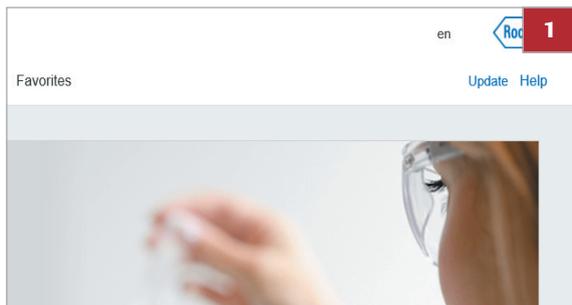
Related topics

- Using the User Assistance (34)
- Overview of the software (23)

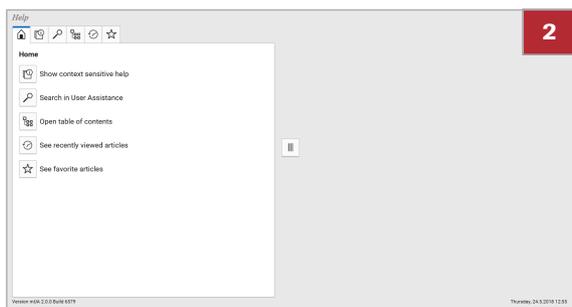
Using the User Assistance

To search and view information about the **cobas** e-library, use the User Assistance.

► To use the User Assistance



- 1 From the navigation toolbar, choose the **Help** button.
 - The User Assistance opens, displaying information about the screen from which you chose the **Help** button.



- 2 Choose a tab in the User Assistance.
 - To search for information, choose the  icon.
 - To view a list of all articles in the User Assistance, choose the  icon.
 - To see recently viewed articles, choose the  icon.
 - To see your favorite articles, choose the  icon.

► Related topics

- About the User Assistance (33)

Operation

4	Operation.....	37
---	----------------	----

Operation

In this chapter

4

Overview of operation	39
Routine tasks	40
Starting the software	40
Checking for important product information	40
Searching for documents	41
About searches and filters	41
Searching for a document	42
Filtering the document list	43
Viewing and managing the document list	44
Opening a document	45
Opening a previous version of a document	46
Printing a document	46
Downloading a document	47
Viewing an open document	48
Commenting on documents	49
Adding a comment	49
Deleting a comment	50
Editing a comment	52
Viewing the comment history of a document.	53
Closing an open document	54
Viewing user documentation for systems	55
Updating product information	55
About product information updates	56
Manually downloading product information from the network	56
Importing product information from removable storage media	57

Overview of operation

Use **cobas** e-library to view product information.

Every day, check for important documents that you need to read. You can also search for documents, or filter a list of documents. You can also print or download documents, and add comments.

cobas e-library also allows you to view user documentation, for example User Guides, for systems in the laboratory.

▸ **Related topics**

- Routine tasks (40)
- Overview of the software (23)

Routine tasks

In this section

- Starting the software (40)
- Checking for important product information (40)
- Searching for documents (41)
- Viewing and managing the document list (44)
- Opening a document (45)
- Opening a previous version of a document (46)
- Printing a document (46)
- Downloading a document (47)
- Viewing an open document (48)
- Commenting on documents (49)
- Closing an open document (54)
- Viewing user documentation for systems (55)
- Updating product information (55)

Starting the software

The software starts automatically when **cobas**[®] link is switched on.

► To start the software

- 1 Switch on **cobas**[®] link.
 - **cobas**[®] link starts and **cobas** e-library automatically opens.

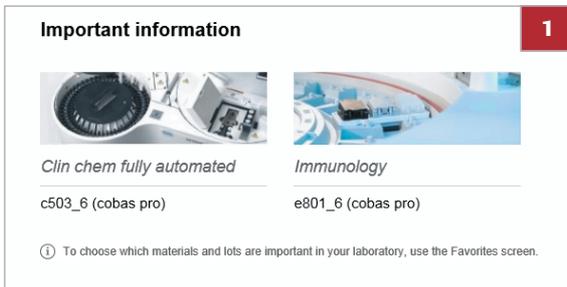
📖 Related topics

- About **cobas**[®] link (15)
- About **cobas** e-library (19)

Checking for important product information

Every day, check for important documents that you need to read.

 Use the **Favorites** screen to filter which documents are marked as important.



► To check for important product information

- 1 From the **Home** screen, check for new important documents in the **Important information** panel.
- 2 Choose a system module or choose the **View all** button.
 - The **Documents list** screen opens and displays the filtered list of new important documents.

► Related topics

- About the User documentation screen (29)
- About the Documents list screen (26)
- About the Home screen (25)

Searching for documents

To easily find a document, search or filter the document list.

In this section

- About searches and filters (41)
- Searching for a document (42)
- Filtering the document list (43)

About searches and filters

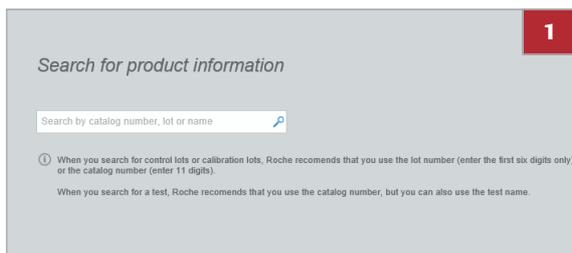
You can search the **cobas** e-library to find a specific document.

Searches

There are two search fields in the software.

- In the **Home** screen, the search field searches all documents in the **cobas** e-library.
- In the **Documents list** screen and the **Opened documents** screen, the search field searches the listed documents in the **Documents list** screen.

Searching for a document



To search for a document, you can use any of the following information.

- Short name of the test
- Long name of the test
- Application code number
- Catalog number (11 digits are required)
- Material lot number (first 6 digits are required)

If you choose the **Search in content** option, you can also search the text within documents.

Filters

Use filters to find documents that meet a criterion. For example, you can filter the document list to only display method sheets. Filter setting stay applied until you manually clear them.

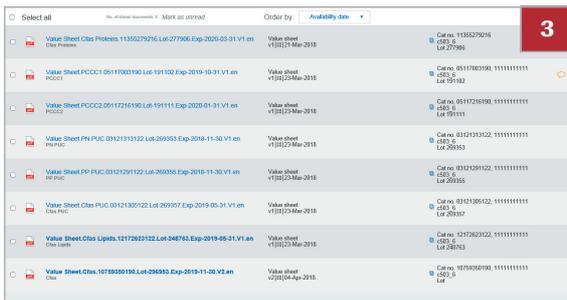
Related topics

- Searching for documents (41)
- About the Home screen (25)
- About the Documents list screen (26)

To find specific documents, use the search fields.

► To search for a document

- 1 On the **Home** screen, enter one of the following in the search field.
 - Short name of the test
 - Long name of the test
 - Application code number
 - Catalog number (11 digits are required)
 - Material lot number (first 6 digits are required)
 - ❶ To search the text within documents, choose the **Search in content** option.
- 2 Choose the  button.
 - The search results display in the **Documents list** screen.



Select all	Order by	Availability icon	
<input type="checkbox"/>	Value Sheet Ciba Protekta 1130379216.Lot.377999.Exp.2020-03-31.V1.en Ciba Protekta	Value sheet V10121-Mar-2019	Cat.no: 1130379216 Lot: 377999
<input type="checkbox"/>	Value Sheet PCCC1 05117003190.Lot.191102.Exp.2019-10-31.V1.en PCCC1	Value sheet V10122-Mar-2019	Cat.no: 05117003190, 1111111111 Lot: 191102
<input type="checkbox"/>	Value Sheet PCCC2 05117216190.Lot.191111.Exp.2020-01-31.V1.en PCCC2	Value sheet V10123-Mar-2019	Cat.no: 05117216190, 1111111111 Lot: 191111
<input type="checkbox"/>	Value Sheet PH PUC 03121913122.Lot.269393.Exp.2018-11-30.V1.en PH PUC	Value sheet V10124-Mar-2019	Cat.no: 03121913122, 1111111111 Lot: 269393
<input type="checkbox"/>	Value Sheet PP PUC 03121291122.Lot.269395.Exp.2018-11-30.V1.en PP PUC	Value sheet V10125-Mar-2019	Cat.no: 03121291122, 1111111111 Lot: 269395
<input type="checkbox"/>	Value Sheet Ciba PUC 05121305122.Lot.269397.Exp.2019-05-31.V1.en Ciba PUC	Value sheet V10126-Mar-2019	Cat.no: 05121305122, 1111111111 Lot: 269397
<input type="checkbox"/>	Value Sheet Ciba Lipids 12172831122.Lot.046763.Exp.2019-06-01.V1.en Ciba Lipids	Value sheet V10127-Mar-2019	Cat.no: 12172831122, 1111111111 Lot: 046763
<input type="checkbox"/>	Value Sheet Ciba 10780300190.Lot.096950.Exp.2019-11-30.V2.en Ciba	Value sheet V21018-Apr-2019	Cat.no: 10780300190, 1111111111 Lot: "

3 Choose a document.

→ The document opens in the **Opened documents** screen.

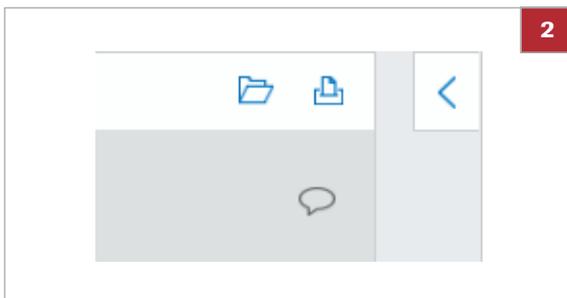
Related topics

- About searches and filters (41)
- Filtering the document list (43)
- About the Home screen (25)
- About the Documents list screen (26)

Filtering the document list

To view a specific set of documents, filter the document list. Filter settings stay applied until you manually clear them.

 In the **Documents list** screen, the **Show only favorites** check box filters documents by what is selected in the **Favorites** screen.



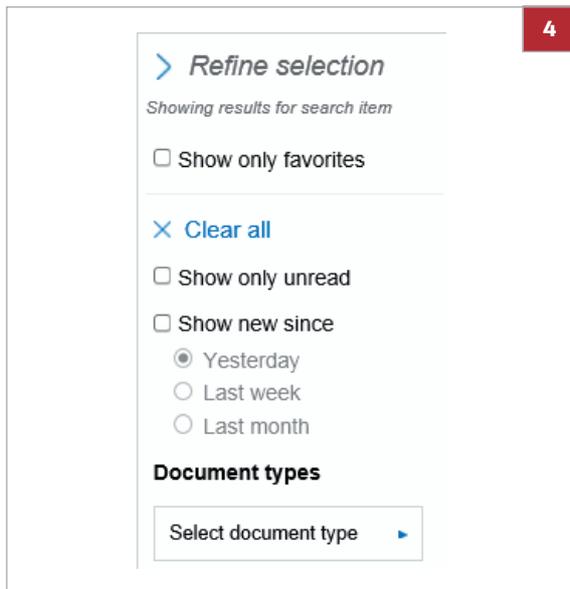
▶ To filter the document list

1 From the navigation toolbar, choose the **Documents list** button.

2 Choose the  button.

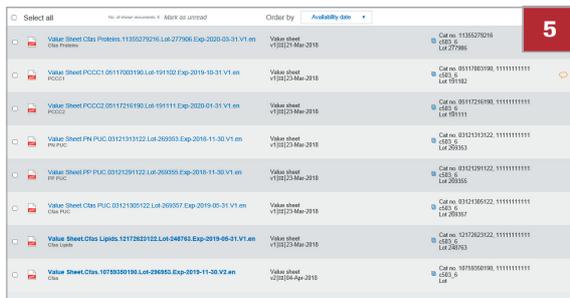
3 To clear any existing filter settings, choose the **Clear all** button from the **Refine selection** panel.

- ❶ To clear the filter that only displays favorites, you need to also clear the **Show only favorites** option.



4 Choose the filter settings.

- Select a check box to filter the documents.
- From the drop-down lists, choose options to filter the documents. Then choose the **Show results** button.



5 Choose a document.

- The document opens in the **Opened documents** screen.

Related topics

- About searches and filters (41)
- Searching for a document (42)
- About the Documents list screen (26)

Viewing and managing the document list

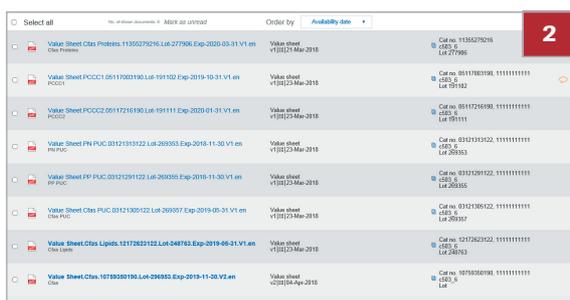
To view and manage a list of documents, use the **Documents list** screen.

In the **Documents list** screen, the titles of unread documents are displayed in bold formatting.

► To view and manage the document list

- 1 From the navigation toolbar, choose the **Documents list** button.





Select all	No. of items	Availability	Order by	Availability icon	
<input type="checkbox"/>	Value Sheet Class Probekis 11303079216.Lot.377999.Exp.2020-03-31.V1.en Class Probekis	Value sheet V10121-Mar-2019	Cat.no. 11303079216 Lot.377999		2
<input type="checkbox"/>	Value Sheet PCCC1 05117003190.Lot.191102.Exp.2019-10-31.V1.en PCCC1	Value sheet V10123-Mar-2019	Cat.no. 05117003190, 11111111111 Lot.191102		
<input type="checkbox"/>	Value Sheet PCCC2 05117216190.Lot.191111.Exp.2020-01-31.V1.en PCCC2	Value sheet V10124-Mar-2019	Cat.no. 05117216190, 11111111111 Lot.191111		
<input type="checkbox"/>	Value Sheet PH PUC 03121915122.Lot.269303.Exp.2018-11-30.V1.en PH PUC	Value sheet V10125-Mar-2019	Cat.no. 03121915122, 11111111111 Lot.269303		
<input type="checkbox"/>	Value Sheet PP PUC 03121915122.Lot.269305.Exp.2018-11-30.V1.en PP PUC	Value sheet V10126-Mar-2019	Cat.no. 03121915122, 11111111111 Lot.269305		
<input type="checkbox"/>	Value Sheet Class PUC 05121305122.Lot.269307.Exp.2019-05-31.V1.en Class PUC	Value sheet V10127-Mar-2019	Cat.no. 05121305122, 11111111111 Lot.269307		
<input type="checkbox"/>	Value Sheet Class Lipids 12172831122.Lot.046763.Exp.2019-06-30.V1.en Class Lipids	Value sheet V10128-Mar-2019	Cat.no. 12172831122, 11111111111 Lot.246763		
<input type="checkbox"/>	Value Sheet Class 10780300190.Lot.096950.Exp.2019-11-30.V2.en Class	Value sheet V10129-Apr-2019	Cat.no. 10780300190, 11111111111 Lot.096950		

2 Scroll up and down to view all the documents in the **Documents list** screen.

- To view more information about a document, choose the  button next to the catalog number.

3 To reorder the documents list, choose an option from the **Order by** drop-down list.

4 Mark a document as unread so that another user knows they need to read it.

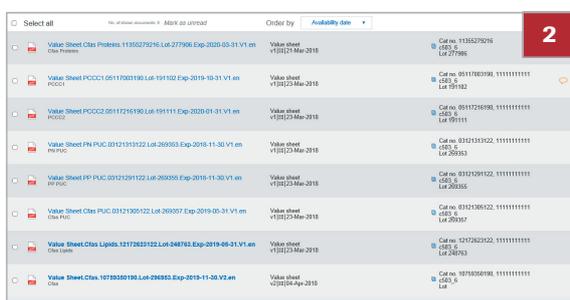
Related topics

- Searching for documents (41)
- About the Documents list screen (26)

Opening a document

To view a document, open the document.

 You can open a maximum of 10 documents at the same time.

To open a document

1 From the navigation toolbar, choose the **Documents list** button.

2 Choose how many documents to open.

- To open a document, choose the document's title in the document list.
- To open multiple documents at the same time, select the check box next to each document. Then choose the  icon.

→ The document opens in the **Opened documents** screen.

Related topics

- Viewing an open document (48)
- About the Opened documents screen (27)
- Opening a previous version of a document (46)

Opening a previous version of a document

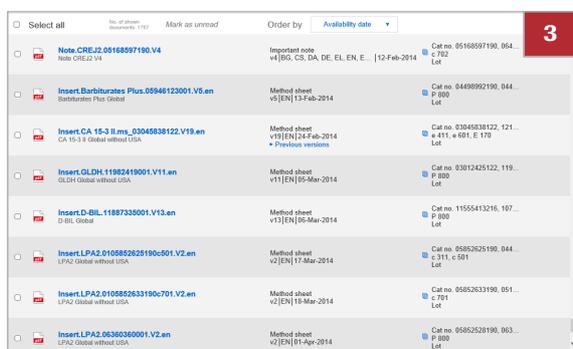
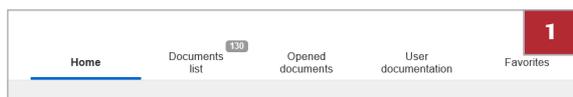
View previous versions of a document to check values relevant to previous results, or check for differences against new document versions.

► To open a previous version of a document

- 1 From the navigation toolbar, choose the **Documents list** button.
- 2 Find the document in the document list.
- 3 Choose the **Previous versions** button in the document row.
- 4 Select the version of the document that you want to view.
→ The document opens in the **Opened documents** screen.

► Related topics

- Viewing an open document (48)
- About the Opened documents screen (27)
- Opening a document (45)



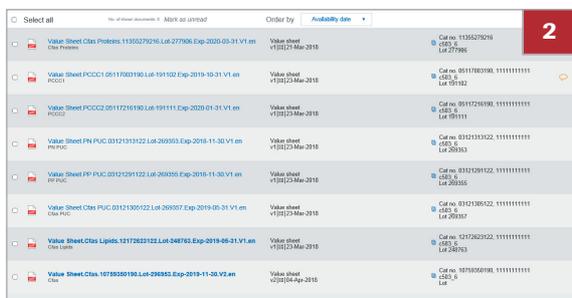
Printing a document

When you need a hard copy version of a document, print it.

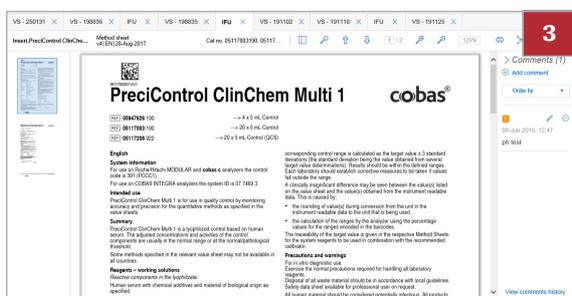
 You can print one or more documents at the same time from the **Documents list** screen or the **Opened documents** screen.

► To print a document

- 1 From the navigation toolbar, choose the **Documents list** button.
- 2 Choose a document.
 - The document opens in the **Opened documents** screen.



- 3 From the **Opened documents** screen, choose the  button.
- 4 Define the print settings.
- 5 Print the document.



► **Related topics**

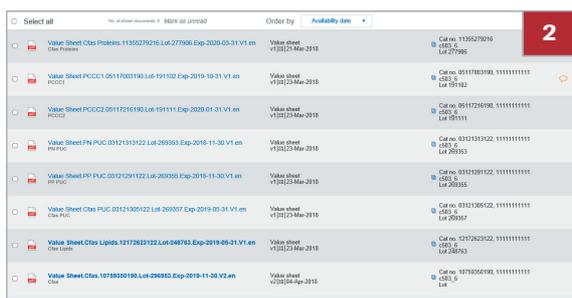
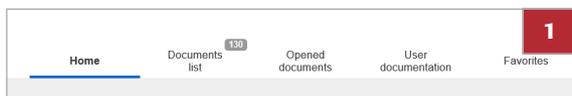
- About the Documents list screen (26)
- About the Opened documents screen (27)
- Downloading a document (47)

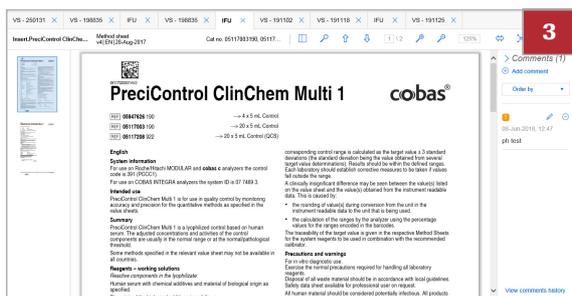
Downloading a document

To save a document to another location, download it.

► To download a document

- 1 From the navigation toolbar, choose the **Documents list** button.
- 2 Choose a document.
 - The document opens in the **Opened documents** screen.





3 From the **Opened documents** screen, choose the  button.

4 Choose where to download the document to.

5 Download the document.

→ The document is downloaded as a PDF file.

Related topics

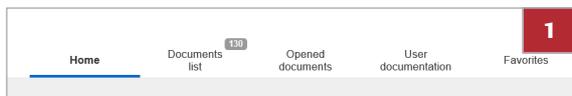
- About the Documents list screen (26)
- About the Opened documents screen (27)
- Downloading a document (47)

Viewing an open document

To view documents that are currently open, choose the **Opened documents** button.

► To view an open document

1 From the navigation toolbar, choose the **Opened documents** button.



2 From the **Opened documents** screen, choose the document tab for the document you want to view.

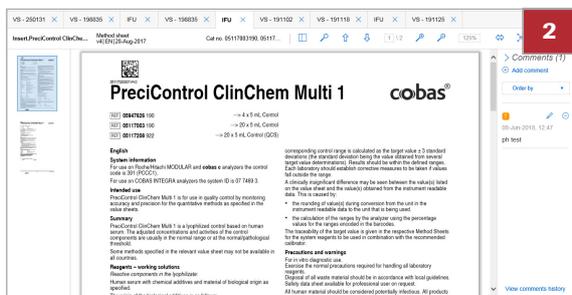
📌 You can skip this step if you only have one document open.

3 Use the document toolbar to change how the document is displayed.

- To zoom in or out of the document, choose the  button or the  button.
- To fit the document to the display window, choose the  button.
- To minimize the document thumbnails, choose the  button.
- To fit one page to the display window, choose the  button.
- To search the text within the open document, choose the  button.

Related topics

- Opening a document (45)
- Commenting on documents (49)



Commenting on documents

In this section

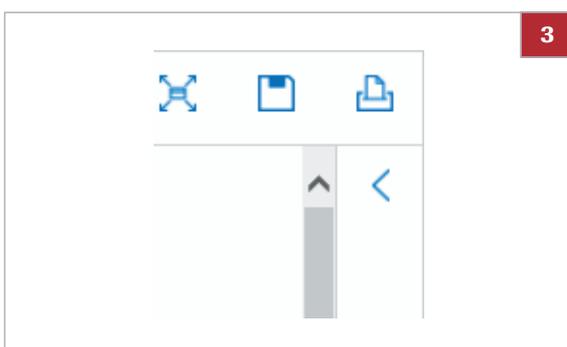
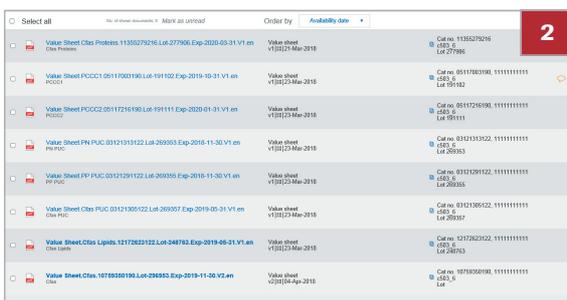
- Adding a comment (49)
- Deleting a comment (50)
- Editing a comment (52)
- Viewing the comment history of a document (53)

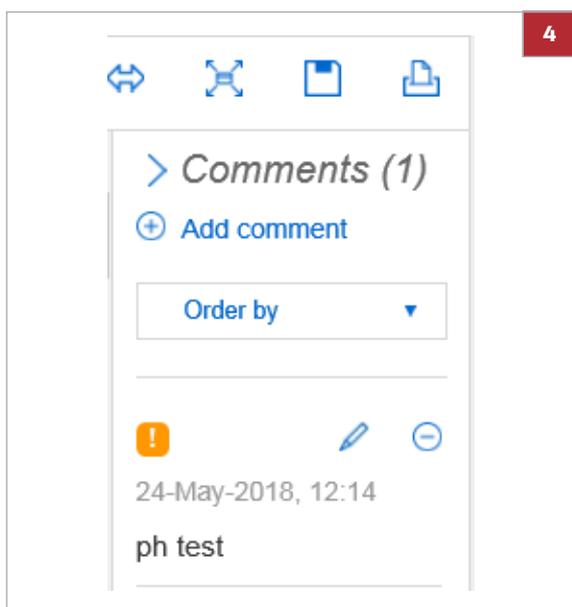
Adding a comment

To add extra information to a document, add a comment.

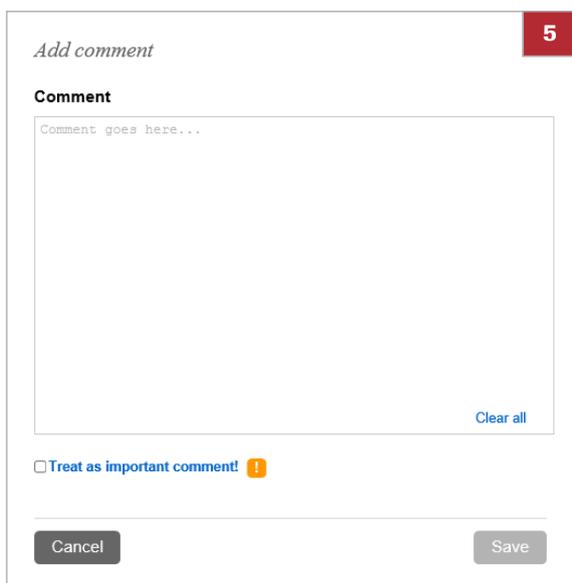
► To add a comment

- 1 From the navigation toolbar, choose the **Documents list** button.
- 2 Choose a document.
 - The document opens in the **Opened documents** screen.
- 3 To open the **Comments** panel, choose the **<** button.





4 To add a comment, choose the  button.



5 Enter a comment.

6 To set the comment as important, select the **Treat as important comment!** check box.

7 Choose the **Save** button.

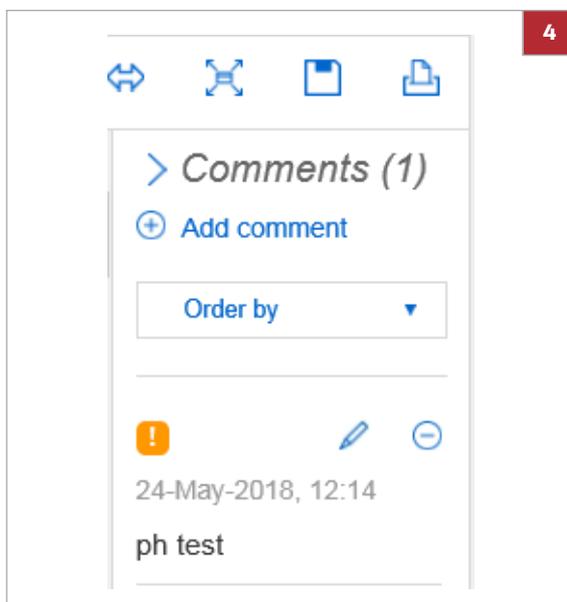
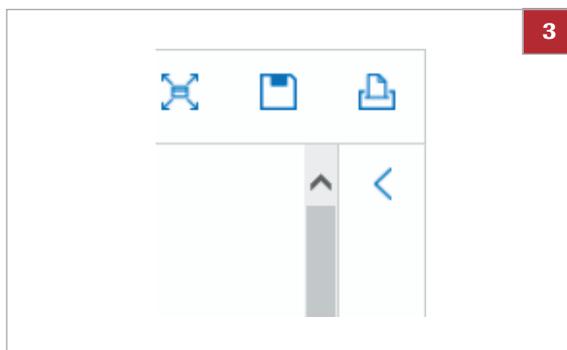
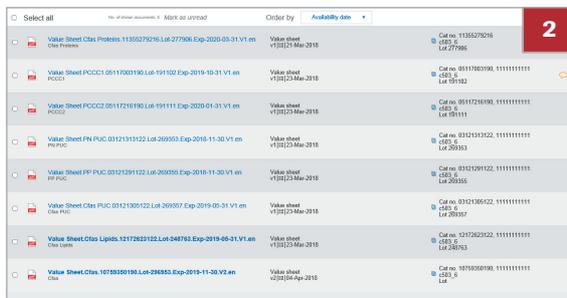
Related topics

- Deleting a comment (50)
- Editing a comment (52)
- Viewing the comment history of a document (53)

Deleting a comment

When a comment is no longer needed on a document, delete it.

 If you delete a comment, it still appears in the comment history.



► To delete a comment

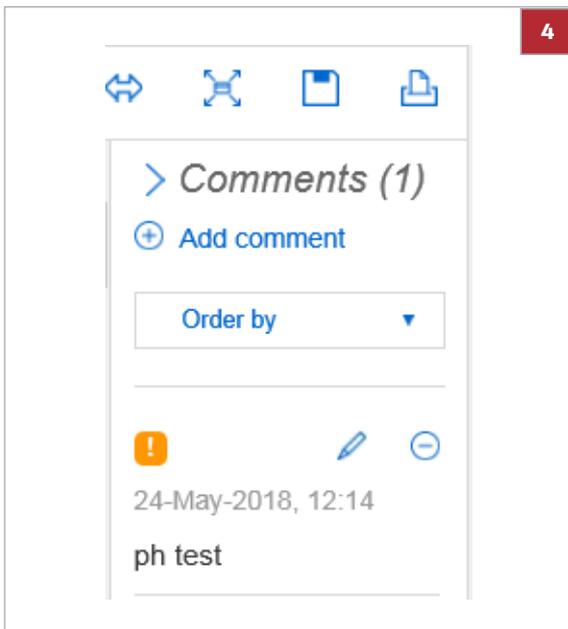
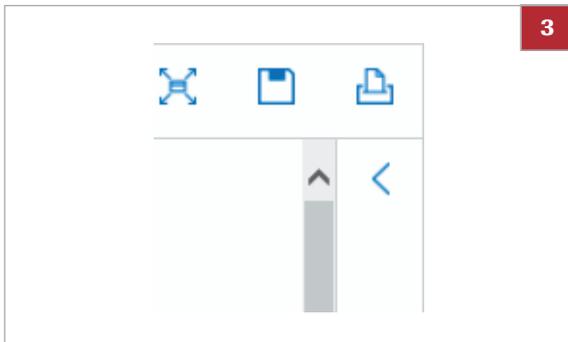
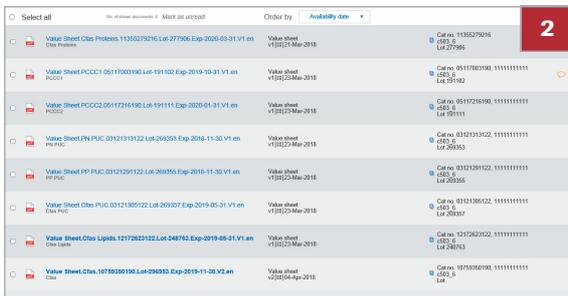
- From the navigation toolbar, choose the **Documents list** button.
- Choose a document.
→ The document opens in the **Opened documents** screen.
- To open the **Comments** panel, choose the  button.
- To delete a comment, choose the  button next to it.

- Choose the **Delete** button.

📖 Related topics

- Adding a comment (49)
- Editing a comment (52)
- Viewing the comment history of a document (53)

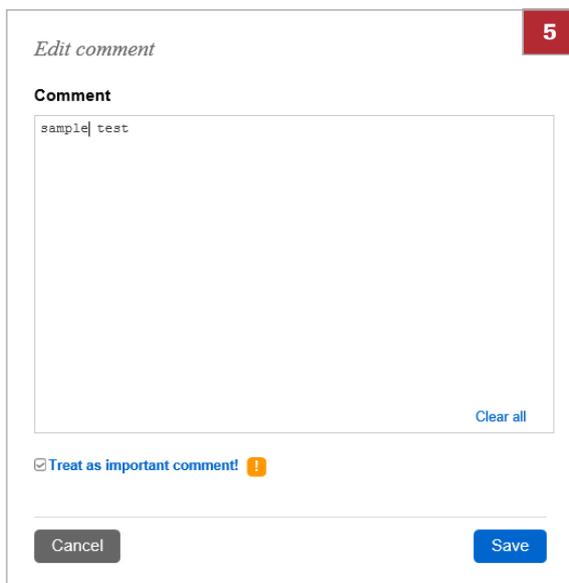
Editing a comment



To make changes to a comment on a document, edit the comment.

► To edit a comment

- From the navigation toolbar, choose the **Documents list** button.
- Choose a document.
 - The document opens in the **Opened documents** screen.
- To open the **Comments** panel, choose the  button.
- To edit a comment, choose the  button next to it.



5 Edit the comment.

6 To set the comment as important, select the **Treat as important comment!** check box.

7 Choose the **Save** button.

Related topics

- Adding a comment (49)
- Deleting a comment (50)
- Viewing the comment history of a document (53)

Viewing the comment history of a document

The comment history of a document displays all comments that have been added, deleted, or edited.

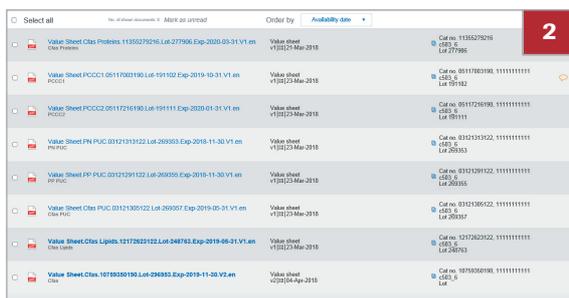
▶ To view the comment history of a document

1 From the navigation toolbar, choose the **Documents list** button.

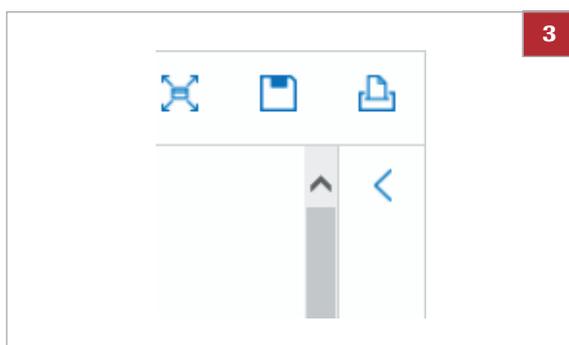


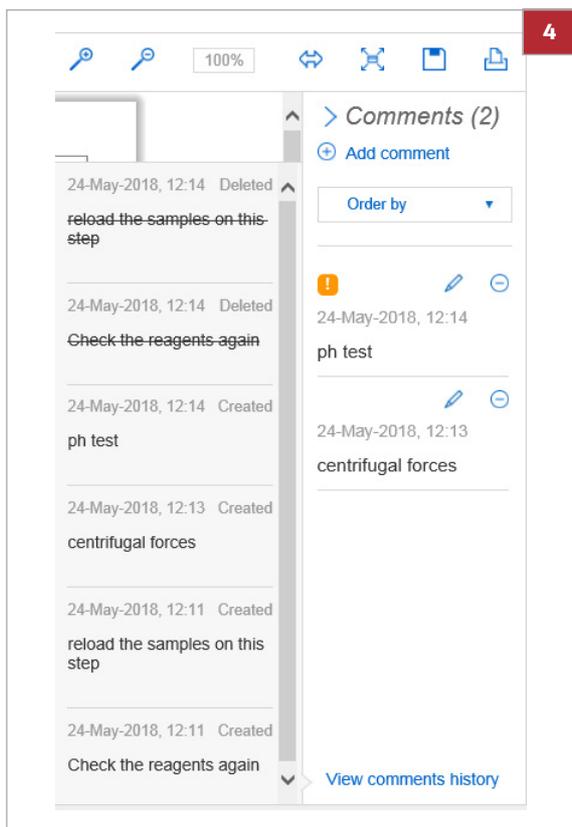
2 Choose a document.

→ The document opens in the **Opened documents** screen.



3 To open the **Comments** panel, choose the **<** button.





4 To view the comment history of a document, choose the **View comments history** button.

5 To hide the comment history, choose the **View comments history** button again.

Related topics

- Adding a comment (49)
- Deleting a comment (50)
- Editing a comment (52)

Closing an open document

When you have finished viewing a document, close it.

To close an open document

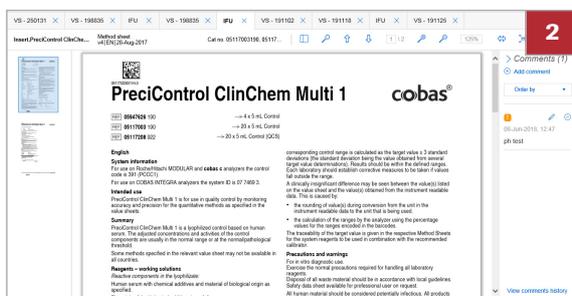
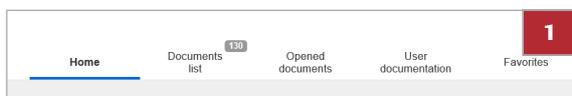
1 From the navigation toolbar, choose the **Opened documents** button.

2 From the **Opened documents** screen, choose the document tab for the document you want to close.

3 Choose the **X** button on the document tab.

Related topics

- Viewing an open document (48)
- About the Opened documents screen (27)



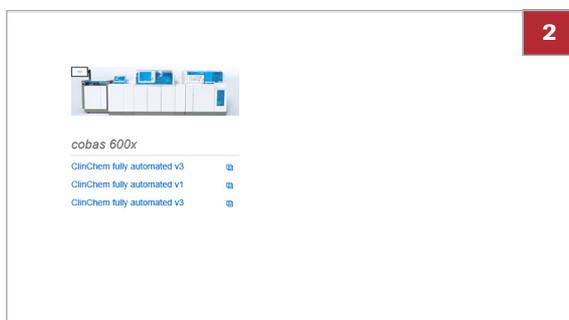
Viewing user documentation for systems

From the software, you can view user documentation for systems in the laboratory.

► To view user documentation for systems



1 From the navigation toolbar, choose the **User documentation** button.



2 To view the documents for a system, choose the system.

3 Select a document.

- To view a previous version of a document, choose the **Previous versions** button next to the document title.
- The document opens in the **Opened documents** screen.

► Related topics

- About the User documentation screen (29)
- Viewing an open document (48)

Updating product information

In this section

About product information updates (56)

Manually downloading product information from the network (56)

Importing product information from removable storage media (57)

About product information updates

If the **cobas**[®] link is connected to the Internet, **cobas** e-library is updated daily via an automatic download from the remote service platform. Your Roche Service representative defines how often the automatic downloads occur. If the **cobas** e-library is offline, you must update the **cobas** e-library manually using a **cobas** e-library CD or USB flash drive.

The documents listed below are part of **cobas** e-library, you can download them as part of the update packages.

- Method Sheets
- Value Sheets for calibrators and QC materials
- Important notes, for example, about reassigned QC values
- Installation guides, security guides, and release notes
- Announcements from the local technical support

 To ensure you receive the latest product information as it becomes available, update **cobas** e-library regularly.

▫ Related topics

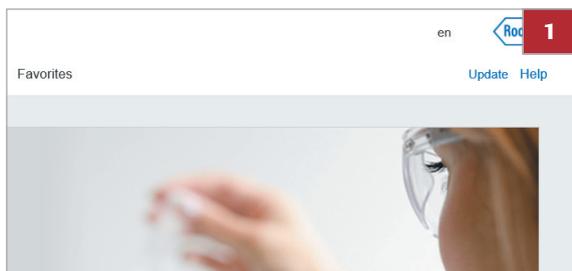
- Manually downloading product information from the network (56)
- Importing product information from removable storage media (57)
- About the cobas e-library information flow (17)
- About cobas e-library (19)

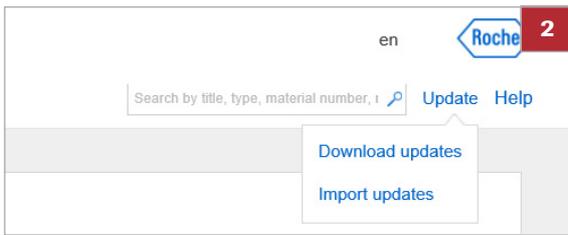
Manually downloading product information from the network

If software updates cannot download automatically, you can manually trigger an update.

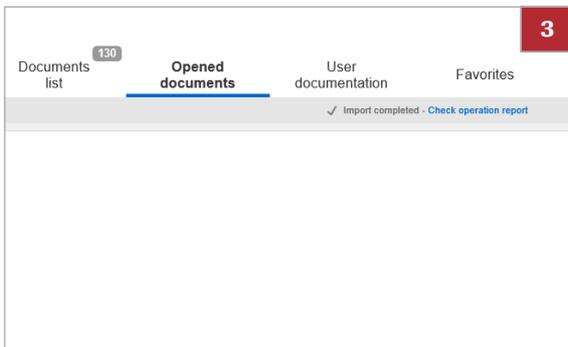
► To manually download product information from the network

- 1 From the navigation toolbar, choose the **Update** button.

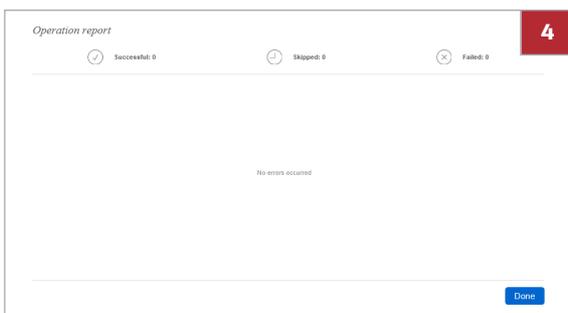




- 2 Choose the **Download updates** button.
 - The software downloads the product information. The download progress is displayed in a status bar at the top of the screen.



- 3 To view the update report, choose the **Check operation report** button.
 - The **Operation report** window opens.



- 4 To close the **Operation report** window, choose the **Done** button.

Related topics

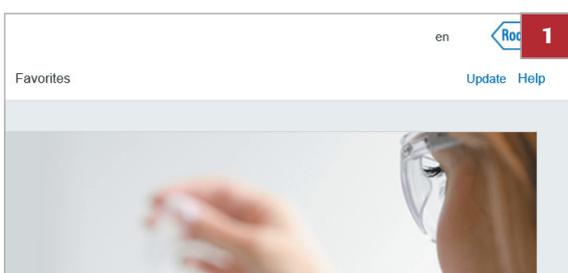
- About product information updates (56)
- Importing product information from removable storage media (57)

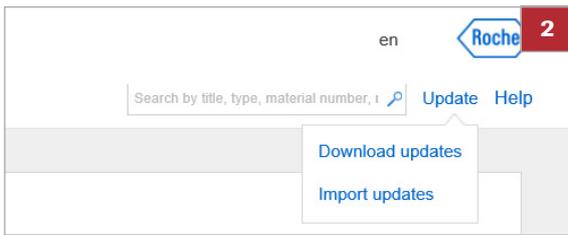
Importing product information from removable storage media

If you do not have a connection to the Remote Service infrastructure, contact your local Roche Service representative to provide you with a **cobas** e-library update package.

► To import product information from removable storage media

- 1 From the **Home** screen, choose the **Update** button.

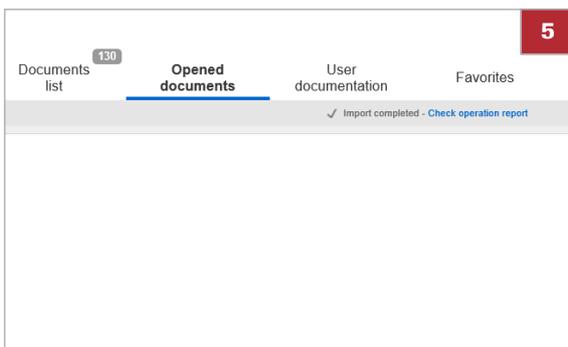




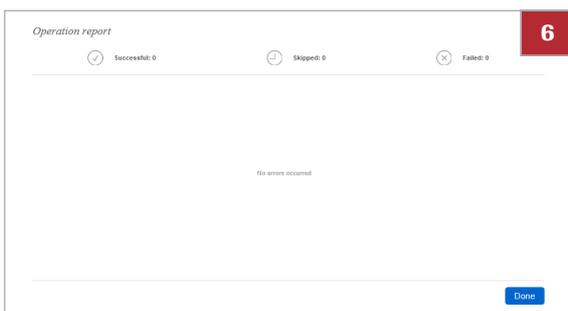
- 2 Choose the **Import updates** button.
→ The import source window opens.



- 3 Choose the location of the update files, for example, a CD or USB storage device.
 - ❶ You can choose the root location of the removable storage device, or a specific file or folder.
- 4 Choose the **Import** button
→ The software imports the product information. The download progress is displayed in a status bar at the top of the screen.



- 5 To view the update report, choose the **Check operation report** button.
→ The **Operation report** window opens.



- 6 To close the **Operation report** window, choose the **Done** button.

📖 Related topics

- About product information updates (56)
- Manually downloading product information from the network (56)

Configuration

5	Configuration	61
---	---------------------	----

Configuration

In this chapter

5

Changing the software language.....	63
Configuring favorite materials and lots.....	64

Changing the software language

You can change the language of **cobas** e-library.

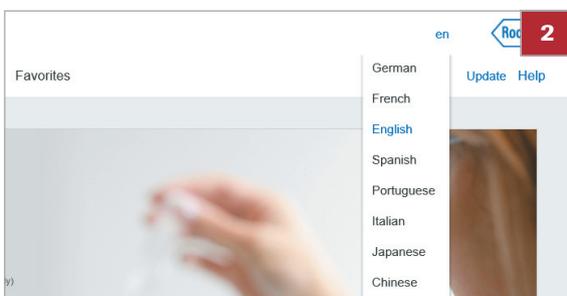
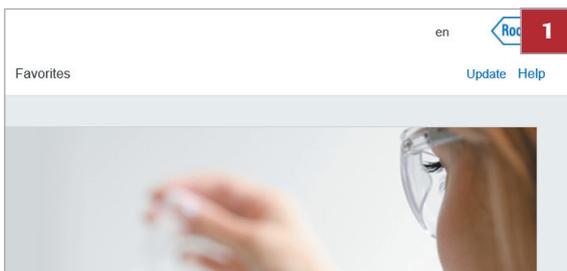
► To change the software language

- 1 From the **Home** screen, choose the language button.
 - ❶ The language button displays the 2 letter abbreviation of the current language of the software. For example, if the software is in English, the language button displayed is **en**.
 - A list of available languages is displayed.

- 2 Choose the required language.

► Related topics

- About the Home screen (25)



Configuring favorite materials and lots

To mark documents as important when they are about materials and lots in your laboratory, use favorites.

New documents for favorite materials and lots are displayed in the **Important information** panel on the **Home** screen. You can also filter the list of documents on the **Documents list** screen to only show documents for favorite materials and lots.

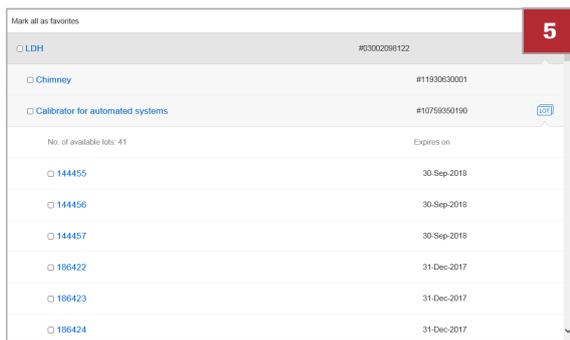
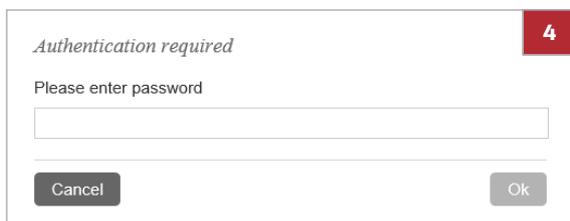
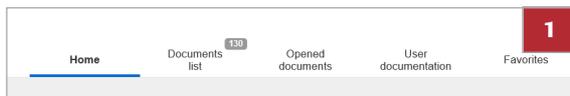
 To configure favorite materials and lots, you need an administrator password provided by your Roche Service representative.

► To configure favorite materials and lots

- From the navigation toolbar, choose the **Favorites** button.
→ A list of materials and lots is displayed.
- To filter the list of materials and lots, choose a system from the **Diagnostic fields** panel.
- To configure favorite materials and lots, choose the **Edit** button.
- Enter the administrator password and then choose the **Ok** button.
- Select the check boxes next to the materials and lots you want to set as favorites.
- Choose the **Save** button.

📖 Related topics

- About the Favorites screen (30)
- About the Home screen (25)
- Checking for important product information (40)



Appendix

6	Glossary	67
	Index.....	69

Glossary

application code number (ACN) Number that identifies an application on a system.

button Graphical element that appears similar to a physical button or keyboard key in the UI.

calibrator Measurement standard used in calibration.

check box User interface element that indicates whether an option is selected.

cobas[®] link Product name for the hardware gateway that provides secure connection for data transfer between the customer network and the Roche Corporate Network.

context-sensitive help Form of assistance in which a program that provides onscreen help shows information to the user concerning the current command or operation being attempted.

device Piece of equipment or a mechanism that is designed to serve a special purpose or perform a special function.

dialog box User interface element that is displayed after invoking a command and can be closed by the user.

drop-down list Interactive user interface element that contains predefined values. It drops down when requested and remains open until the user chooses a value or closes it.

e-barcode (e-BC) Machine-readable data with instructions related to an in vitro diagnostic reagent previously provided in a barcode.

email address (electronic mail address) String that identifies a user so that the user can receive emails.

favorites button Button that is used to go to the position in the UI defined by the user as a favorite.

field Rectangular user interface element in an application that allows the user to enter or edit text.

file Collection of information that is stored on a computer or device under a single name.

filter Pattern or mask through which data is passed to separate specified items.

hardware gateway Gateway where the gateway agent is hosted on a dedicated Roche hardware.

installation Service task that is performed to bring a system, solution, or parts of it into operation.

intended use Use for which a product, process, or service is intended according to the specifications, instructions, and information provided by the manufacturer.

laboratory Facility that is part of an integrated health network and provides the conditions and instruments necessary to perform tests.

lot number Unique identification of a lot.

main panel Section on the user interface where the main information is displayed (in split mode displayed on the left).

Method Sheet Document that provides legally required instructions for the professional use of Roche in vitro diagnostic products.

panel Section on the user interface.

parameter Set of values that determine test related settings and how tests are processed on the analyzer.

password String of characters entered by a user to verify his or her identity to a network or to a local computer, device, or client, or to sign in to an account, app, and so on.

QC material Substance, material, or article intended by its manufacturer to be used to verify the performance characteristics of an in vitro diagnostic medical device.

release Final step in the result validation workflow in which the evaluated test results are sent to the host.

remote access Ability for a user to connect to a network or device from a remote location.

remote service platform Global platform for data exchange between diagnostic systems and Roche Diagnostics.

Roche Service representative (RSR) Roche representative who may install instruments and/or perform preventive maintenance and/or service activities.

screen Full area of a graphical user interface.

serial number (serial No.) Unique number assigned by the manufacturer to each item. It can be found on the label or packaging.

special wash rule E-barcode that needs to be downloaded to execute special washes.

system Set of interconnected elements in a complex whole designed to fulfill its own regulatory relevant intended use.

toolbar Row, column, or block of buttons or icons, usually displayed across the top of the screen, that represent tasks or commands within the program. The toolbar buttons provide shortcuts to common tasks frequently accessed from the menus.

USB flash drive External storage device with a flash memory chip.

user Person who interacts with the software of instruments, mobile devices, or hand-held devices.

User Assistance Electronic user documentation deliverable that contains the entire user documentation.

Index

A

About

- cobas e-library, 19
 - cobas e-library information flow, 17
 - cobas e-library updates, 56
 - cobas link, 15
 - Documents List screen, 26
 - downloads, 17
 - Favorites screen, 30
 - filters, 42
 - Home screen, 25
 - Opened Documents screen, 27
 - searches, 41
 - searching for documents, 41
 - symbols and abbreviations, 7
 - User Assistance, 33
 - User Documentation screen, 29
- Applications, 64
- Archive information, 17

C

Changing the language, 23, 63

Close

- documents, 54

cobas link, 15

Comments

- adding, 49
- deleting, 50
- documents, 49
- editing, 52
- history, 53

Contact addresses, 4

Conventions used in this publication

- product names, 7
- symbols, 7

Copyright, 3

D

Documents

- checking for important information, 40
- closing, 54
- cobas e-library packages, 17
- comment history, 53
- commenting, 49
- downloading, 47
- management, 44
- opening, 45
- printing, 46
- searching, 41
- user system, 55
- view previous versions, 46

- viewing all, 44

- viewing open, 48

- viewing user system documents, 55

Downloading product information, 56

Downloads

- documents, 47

E

e-barcodes, 17

Edition notice, 2

F

Feedback, 4

Filters, 42

- documents, 43

- refine selection, 26

H

Help, 24

I

Important information, 25, 40

Importing product information, 57

L

Language

- change, 23

M

Materials, 64

N

Navigation toolbar, 23

New in version, 8

P

Packages, 17

Print

- documents, 46

Product information

- downloading, 56

- importing, 57

- updating, 55

R

Refine selection, 26
Remote service platform, 15
Revision history, 2
Routine tasks, 40

S

Screenshot disclaimer, 3
Search
– documents, 42
– field, 25
– filtering, 43
– User Assistance, 33
Software
– cobas e-library, 19
– description, 21
– laboratory IT setup, 13
– overview, 23
– starting, 40
– User Assistance, 33
Storage, 17
Switch on, 40

T

Trademarks, 4

U

Updates, 23, 56
Updating product information, 55
User Assistance, 33

V

Viewing
– comment history, 53
– documents list, 44
– open document, 48
– opening a document, 45
– previous version of a document, 46
– User Assistance, 34
– user documentation for systems, 55

W

Warranty, 3