

# 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
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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. I What is new in publication version 4.0 (8)
Revision history			
	I	Edition notice	This publication is intended for users of the <b>cobas</b> 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 <b>User Assistance</b> and <b>User Guide</b> contain all information about the product, including the following:
			<ul> <li>Software description</li> <li>Routine operation</li> <li>Configuration information</li> <li>Troubleshooting information</li> </ul>
			<ul> <li>Privacy notice</li> <li>When you use User Assistance online, viewing events (topics viewed and searches performed) and IP addresses are logged.</li> <li>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.</li> <li>Viewing events are analyzed to improve User Assistance content and search functionality. IP addresses are used to classify regional behavior.</li> </ul>

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.

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### 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 <sup>®</sup> link	hardware gateway

Product names

Symbols used in the publication

Symbol	Explanation
•	List item.
<b>•</b> ∃	Related topics containing further information.
-`&	Tip. Extra information on correct use or useful hints.
•	Start of a task.
0	Extra information within a task.
→	Result of an action within a task.
<b>***</b> 7	Frequency of a task.
•	Duration of a task.
Ē	Materials that are required for a task.
<u>8</u>	Prerequisites of a task.
<b>•</b> ∃	Topic. Used in cross-references to topics.
•	Task. Used in cross-references to tasks.
ō <sup>-</sup>	Figure. Used in figure titles and cross- references to figures.
æ	Table. Used in table titles and cross-references to tables.
√ху	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.

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# **Overview of laboratory IT setup**

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# About cobas<sup>®</sup> link



**Remote service platform** 

**cobas**<sup>®</sup> link provides a secure remote connection for data transfer between the **cobas** systems in your laboratory and the remote service platform.

**cobas**<sup>®</sup> 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**<sup>®</sup> 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**<sup>®</sup> 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 <b>cobas</b> system	
cobas e-LabPerformance	To monitor instrument performance and for QC management, upload statistical data from your system	

🗰 cobas e-services

cobas<sup>®</sup> link

The **cobas**<sup>®</sup> 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**<sup>®</sup> link data station is connected to the control unit of the **cobas** system.

A Roche Service representative sets up and configures the **cobas**<sup>®</sup> link data station.

The  $\mathbf{cobas}^{(\!\!R\!)}$  link data station can be used either in online mode or offline mode.

	Online mode	Offline mode
Enabling connection of the <b>cobas</b> system to Roche Remote Service infrastructure	Yes	No
<b>cobas</b> <sup>®</sup> link can be used in either online mode or offline mode.	Yes	<b>cobas</b> <sup>®</sup> 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 <b>cobas</b> <sup>®</sup> link.
Automatic downloading of <b>cobas</b> e-library data from the Roche Remote Service infrastructure	Yes	To update the <b>cobas</b> e-library manually, use the <b>cobas</b> e-library CDs or USB flash drive provided by Roche or by your local Roche Services representative

Differences between online and offline mode

#### **I** Related topics

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

# About the cobas e-library information flow

**Downloads** 

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

Downloads from the remote service platform include the items below.

- Product information, including cobas e-library packages, cobas software packages, and user documentation
- **cobas**<sup>®</sup> 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**<sup>(B)</sup> 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**<sup>®</sup> 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**<sup>®</sup> link (for example, to save a document from **cobas** e-library).
- Before you use the external storage device on cobas<sup>®</sup> link, check the device with an antivirus program on another PC.

#### Belated topics

- About cobas<sup>®</sup> link (15)
- About cobas e-library (19)
- Updating product information (55)

## **About cobas e-library**

The **cobas** e-library application runs on **cobas**<sup>®</sup> 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**<sup>®</sup> 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.

#### Belated topics

- About cobas<sup>®</sup> link (15)
- About the cobas e-library information flow (17)
- Overview of the software (23)

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## **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
	<b>Documents list</b>	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.

#### Belated 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.

	73 Document Home list	s Opened documents	User documentation	Favorites	en <b>Roche</b> Update Help
	Search for product info	mation			
Α —	Search by catalog number, lot or name (1) When you search for control lots or calibre or the catalog number (enter 11 digits).	fion lots, Roche recomends that you us	e the lot number (enter the first six digit	is only)	
	When you search for a test, Roche recom	ends that you use the catalog number, I	but you can also use the test name.	-	
	Important information				
в —		and the second s			
	Clin chem fully automated	Immunology			
	c503_6 (cobas pro)	e801_6 (cobas pro)			
	<ol> <li>To choose which materials and lots are</li> </ol>	important in your laboratory, use the F	Favorites screen.		

Search field

#### 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.

lcon	Function
2	Search for documents and text
73	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.

	70 Home	Documents Opened list documents	User Favorites		Search by catalog numbe	r, lot or name P Update Help	>
	<ul> <li>Select all</li> </ul>	No. of shown documents: 322 Mark as unread	Order by Availability date v		<b>▷ Δ</b>	> Refine selection	
	U Value She	eet. Calibrator for automated systems. 10759350 or for automated systems Lot 198835 Ver. 01 Exp 2019-0	Value sheet v504   BG, CS, DA, DE, EL, EN,   16-Aug-201	Cat no. 10759350190 7 D 2400, P 800 Lot 198835	° •	Showing results for search item	B
	Insert.Cali     Calibrator for	ibrator for automated systems.03510581001.V r automated systems	Method sheet v10  EN 16-Aug-2017	Cat no. 10759350190 D 2400, P 800 Lot	9	Clear all     Show only unread     Show pow since	
A	Value She     Value She     VS Calibrato	eet Calibrator for automated systems 10759350 or for automated systems Lot 198835 Ver. 02 Exp 2019-0	Value sheet v505 BG, CS, DA, DE, EL, EN,  23-Aug-201	Cat no. 10759350190 D 2400, P 800 Lot 198835		Show new since     Yesterday     Last week     Last month	
	Under She	eet.PreciControl ClinChem Multi 1.0594762619 trol ClinChem Multi 1 Lot 191102 Ver. 01 Exp 2019-10 V64	Value sheet v64  BG, CS, DA, DE, EL, EN,  28-Aug-201	Cat no. 05117003190, 051 D 2400, P 800 Lot 191102		Select document type	
	Insert.Prec     PreciControl	ciControl ClinChem Multi 1.05117020001.V4.en I ClinChem Multi 1	Method sheet v4  EN  28-Aug-2017	Cat no. 05117003190, 051 D 2400, P 800 Lot		Systems Select system class	
	U Value She	eet. PreciControl ClinChem Multi 1.0594762619 Itrol ClinChem Multi 1 Lot 191118 Ver. 01 Exp 2020-03 V65	Value sheet v65 BG, CS, DA, DE, EL, EN,  31-Aug-201	Cat no. 05117003190, 051 D 2400, P 800 Lot 191118	I	Materials	
	University of the second secon	eet.PreciControl ClinChem Multi 2.0594777419 ntrol ClinChem Multi 2 Lot 191125 Ver. 01 Exp 2020-03 V61	Value sheet v61 BG, CS, DA, DE, EL, EN,  01-Sep-201	Cat no. 05117216190, 051 D 2400, P 800 Lot 191125	I	Lots	
	Insert.Pred     PreciControl	ciControl ClinChem Multi 2.05117224001.V4.en I ClinChem Multi 2	Method sheet v4  EN 01-Sep-2017	Cat no. 05117216190, 051 D 2400, P 800 Lot		Select lot	

A List of documents

#### **B** Refine selection panel

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

Icon	Function
320	Number of unread documents
$\mathcal{P}$	Document with a comment
$\mathbf{\nabla}$	Document with an important comment
	View additional information about a document
<	Close the <b>Refine selection</b> panel
>	Open the <b>Refine selection</b> 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.

#### **I** 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**

Roche Docume Horr Update Help Method sheet v4|EN|01-Sep-2017 Cat no. 05117216190, 05117 P Û Û ⇔ Ж ۵ D > Comments (0) . PreciControl ClinChem Multi 2 cobas  $\rightarrow$  4 x 5 mL Contro  $\rightarrow$  20 x 5 mL Contro REF 05117216 19 20 x 5 mL Control (QCS REF 05117291 922 Ε В EGRA analyzers the system ID is 07 7470 7 С ves is as folk

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 <b>Comments</b> panel
>	Open the <b>Comments</b> panel
×	Close a document
	View document thumbnails
የየ	Scroll up and down the page
Q Q	Zoom in and out
<del>(</del> )	Fit the document to the screen width
X	Fit one full page to the screen
	Download a document
Ъ	Print a document

Icons on the Opened documents screen

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

#### **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
Θ	Delete a comment
0	Edit a comment
8	Important comment

Icons on the Comments panel

#### Belated 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
320	Number of unread documents
Ð	View additional information about a document

Icons on the User documentation screen

#### ▶ E 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.

	266 Home Docur	ments Opened	User	Favorites		en Roche
	lis	st documents	documentation	d - Check operation report		×
		The list of materials and lots that can be set as preferred				~
	Diagnostic fields <					Edit
	<ul> <li>Clin chem fully automated</li> </ul>				100000070400	
	<ul> <li>Modular Analytics</li> </ul>	Estradiol II			#03000079190	[MAT]
	D 2400	□ CA 15-3 II			#03045838122	MAT
	P 800	0.00.45.0.0			100015000400	_
Α —	► cobas 6000	CA 15-3 II			#03045838160	[MAT]
	► cobas 8000	□ FT3			#03051986190	MAT
	► cobas c 311	C Flannin CUDO			#00050004400	
	<ul> <li>Immunology</li> </ul>	Elecsys SHBG			#03052001160	(nai)
	<ul> <li>Modular Analytics</li> </ul>	⊖ SHBG			#03052001190	MAT
	> cobas 8000	S100			#02175242100	-
B —	r cobas e 411	03100			#03173243180	
	e 411	Elecsys Prolactin II			#03203093190	MAT
		⊖ HCG+ß			#03271749190	MAT
		O HCG STAT			#03300811190	MAT V
	cobas e-library 3.0.0.1819					About

#### 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.

 $\dot{\phi}$  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.

#### Belated topics

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

# **Overview of the User Assistance**

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## **About the User Assistance**

Ш

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.

lcon	Name	Function
Â	Home	The main screen of the User Assistance
<b>O</b>	Context sensitive help	View information about screens in the <b>cobas</b> e-library software
P	Search	Search for articles in the User Assistance
	Table of contents	View a structured list of all articles in the User Assistance
$\odot$	Recently viewed articles	View the most recently viewed article in the User Assistance
	Favorite articles	View and manage your favorite articles

 $\blacksquare$  Tabs and icons in the User Assistance

▲ <sup>1</sup> 2 2 2 3 0 4

 Show context sensitive h

 Search in User Assistance

 Search in User Assistance

 Open table of contents

 See recently viewed artic

☆ Se

#### Belated 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. 2 To search for information, choose the  $\mathcal{P}$  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**

# **Operation**

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## **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.

#### Belated topics

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

## **Routine tasks**

#### In this section

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### Starting the software

The software starts automatically when  $\ensuremath{\textbf{cobas}}^{\ensuremath{\mathbb{R}}}$  link is switched on.

#### To start the software

- 1 Switch on **cobas**<sup>®</sup> link.
  - → **cobas**<sup>®</sup> link starts and **cobas** e-library automatically opens.
- Belated topics
- About cobas<sup>®</sup> link (15)
- About cobas e-library (19)

### **Checking for important product information**

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

 $\dot{V}$  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.

#### Belated 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.

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.

#### Belated topics

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

#### Searching for a document

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)
  - To search the text within documents, choose the **Search in content** option.
- 2 Choose the *p* button.
  - → The search results display in the Documents list screen.



0	Selec	t all No. of shown assuments 8. Mark as untread	Order by Availability date •	2
		Value Sheet Clas Proteins 11350279216 Lot 277906 Exp-2020-03-31.V1 en Clas Proteins	Value sheet v1(33)21-Mar-2018	Cat no. 11355279216 0 0503 6 Lot 277996
		Value Sheet PCCC1.05117003190.Los-191102.Exp-2019-10-31.V1.en PC001	Value sheet v1 (III [23-Mar-2018	Catino. 05117803190. 11111111111 C503. 6 Lot 191182
	•	Value Sheet PCCC2.00117216190.Lot-191111.Exp-2020-01-31.V1.en PCCC2	Value about v1 [10] [23-Mar-2018	Cat no. 05117216190, 1111111111 Cat no. 05117216190, 11111111111 Lot 191111
		Value Sheet PN PUC 03121313122 Lot-269363 Exp-2018-11-30 V1 en IN PUC	Value sheet v1 [01] 23 Mar 2818	Catine. 03121313122, 11111111111 c503 6 Lot 289353
		Value Sheet PP PUC 03121291122.L0F-200356 Exp-2018-11-30.V1 en PP Puc	Value shoet v1 [III][23-Mar-2018	Cat no. 03121291122, 11111111111 C503 6 Lot 289355
		Value Sheet Clas PUC.03121305122.Lol.269357.Exp-2019-05-31.V1.en Clas PUC	Value about v1 [83]23-Mar-2018	Cat no. 03121305122, 11111111111 c583 6 Lot 209357
	-	Value Sheet.Cfas Lipids.12172823122.Lot-248763.Exp-2019-65-31.V1.en Clas Lipids	Value sheet v1 [tt] [23-Mar-2018	Cat no. 12172623122, 1111111111 6603 6 Lot 280763
		Value Sheet.Clas.10785350190.Lot-296953.Exp-2019-11-30.V2.en Clas	Value shoet v2(m)04.Apr-2018	Cat no. 10755350190, 1111111111 c503_6 Lot

- 3 Choose a document.
  - → The document opens in the Opened documents screen.

#### Belated 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.

-Q- 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  $\leq$  button.
- 3 To clear any existing filter settings, choose the Clear all button from the Refine selection panel.
  - To clear the filter that only displays favorites, you need to also clear the **Show only favorites** option.



	itom
iowing results for search	neni
Show only favorite	s
Clear all	
Show only unread	
Show new since	
Yesterday	
○ Last week	
<ul> <li>Last month</li> </ul>	
ocument types	
Select document type	

0	Select	all the statement in Mark as united	Order by Availability date •	
		Value Sheet Clas Proteins.11356279216.Los.277906.Exp-2020-03-31.V1 en Clas Preteins	Value sheet v1 [0] [21-Mar-2018	Cat no. 11355279216
		Value Sheet PCCC1.05117003190.Lot-191102 Exp-2019-10-31.V1.en PCCC1	Value sheet v1[ss]23-Mar-2018	Cat no. 05117003190, 11111111111 6 (500.6 Lot 191192
		Value Sheet PCCC2.00117216190.Lot-1911111.Exp-2020.01-31.V1 en PCCC2	Value sheet vf [tt] [23-Mar-2016	Cat no. 05117216190, 11111111111 c505 6 Lot 191111
		Value Sheet PN PUC 03121313122 Lot-269363.Exp-2018-11-30 V1 en INIPUC	Value sheet v1 [III]23-Mar-2018	Cat no. 03121313122, 11111111111 6 (503 6 Lot 299353
		Value Sheet PP PUC 03121291122.Lot-260355 Exp-2018-11-30 VL en PP Puc	Value sheet v1 [tt] [23-Mar-2018	Cat no. 03121291122, 11111111111 6 (503.6 Lot 200355
		Value Sheet Clas PUC 0312100122 Lot 269007 Exp-2019-00-31.V1 en Clas PUC	Value sheet v1  III 23-Mar-2016	Cat no. 03121305122, 11111111111 c503 6 Lot 208307
		Value Sheet.Cfas Lipids.12172823122.Lot.248763.Exp-2019-66-31.V1.en Cfas Lipids	Value sheet v1 [II] [23-Mar-2018	Cat no. 12172623122, 11111111111 6 (580, 6 Lot 248763
		Value Sheet.Clas.10750360190.Lot-296953.Exp-2019-11-20.V2.en Clas	Value sheet v2(ttl[04-Apr-2816	Cat no. 19759360190, 11111111111 6 _c503_6 Lot

- 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.

#### ▶ E 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.

 $\dot{\dot{V}}$  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.

Home	Documents list	Opened documents	User documentation	1 Favorites

0	Select	all to statute assessments # Mark as unread	Order by Availability date •	
		Value Sheet Clas Proteins 11356279216 Lot 277906 Exp-2020-03-31.V1 en Clas Proteins	Value sheet v1[03]21-Mar-2918	Carno. 11355279216 c563_6 Lot 277996
		Value Sheet PCCC1 05117003190.Lot-191102.Exp-2019-10-31.V1 en PCC1	Value short v1102/23-Mar-2018	Cat no. 05117803190, 11111111111 6 c503, 6 Lot 1911922
		Value Sheet PCCC2.00117216190 Lot-191111 Exp-2020-01-01 V1 en PCCC2	Value about v1102/23-Mar-2018	Cat no. 05117216190, 1111111111 Cd83 6 Lot 191111
		Value Sheet PN PUC 03121313122 Lot-269563 Exp-2018-11-30 V1 en PN PUC	Value sheet v1 [33]23-Mar-2918	Cat no. 03121313122, 11111111111 c503_6 Lot 289353
		Value Sheet PP PUC.03121291122.L0F280355.Exp-2018-11-30.V1 en PP Puc	Value sheet v1[III]23-Mar-2018	Cat no. 03121291122, 11111111111 6503, 6 Lot 289355
		Value Sheet Clas PUC.03121305122.Lol.269357.Exp.2019-05-31.VI.en Clas PUC	Value short v1[33]23-Mar-2016	Cat no. 03121306122, 1111111111 c483 6 Lot 289357
		Value Sheet.Cfas Lipids.12172623122.Lot-248763.Exp-2019-06-31.V1.en Cfas Lipids	Value sheet v1[01]23-Mar-2016	Cat no. 12172623122, 1111111111 6583-6 Lot 288763
		Value Sheet.Cfas.10750350190.Lot-296953.Exp-2019-11-30.V2.en Clas	Value sheet v2(m)04-Apr-2018	Cot no. 10759350190, 1111111111 c503_6 Lot

- 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.

#### Belated topics

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

## **Opening a document**

To view a document, open the document.

 $\dot{\dot{V}}$  You can open a maximum of 10 documents at the same time.

	_	Home	Documents list	Opened documents	User documentation	Favorites
0	Select	t all No. of shows do	unnes # Mark as unread	Order by Availability date	• Cat no. 11355279	216 2
	-	Value Sheet DCCC1 0511707119	1/9216-126-27/906-126-2020-03-31.V1.en	Value sheet V1[0]21-Mar 2018	© 6503 6 Lot 277996 Cat no. 05117003	190, 1111111111
	-	Value Sheet PCCC2.0511721619	0.Lot-191111 Exp-2020-01-31.V1.en	v1[12]23-Mar-2018 Value about	Cat no. 05117216	190, 1111111111
	-	PCCC2 Value Sheet PN PUC 0312131312	12 Lol-269363. Exp-2018-11-30. V1.en	v1[01]23-Mar-2018 Value sheet	Lot 191111 Cat no. 03121313 Cat no. 03121313	122, 1111111111
		Value Sheet PP PUC.0312129112 PP Puc	12.L01-269355 Exp-2018-11-30.V1.en	Value sheet v1[tt]23-Mar-2018	Cat no. 03121291	122, 1111111111
		Value Sheet Clas PUC 03121305 Clas PUC	122 Lot 269357 Exp 2019-05-31 V1.en	Value sheet v1[01]23-Mar-2018	Cat no. 03121305 Cat no. 03121305 C583.6 Lot 209357	122, 1111111111
		Value Sheet.Cfas Lipids.121728 Oter Lipids	23122.Lot-248763.Exp-2019-66-31.V1.en	Value sheet v1[01[23-Mar-2018	Cat no. 12172603 6580-6 Lot 288763	122, 1111111111
		Value Sheet.Cfas.10750350190.0 Cfas	.ol-296953.Exp-2019-11-30.V2.en	Value sheet v2)ttt[04-Apr-2018	Cat no. 19759360 c503_6 Lot	190, 1111111111

#### 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.

#### **I** 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**

Documents 130 Opened Home 3 Cat no. c 702 Important note v4 BG, CS, DA, DE, EL, EN, E... | 12-Feb Cat no. 04 P 800 Lot Method sheet v5 EN 13-Feb-2014 Cat no. 03045838122, 121 e 411, e 601, E 170 Lot Method sheet v19|EN|24-Feb-2014 Insert.CA 15-3 II.ms\_030 Method sheet v11|EN|05-Mar-2014 Cat no. 030 P 800 2425122, 119 Cat no. 115 P 800 Method sheet v13 EN 05-Mar-2014 Insert.D-BIL.11 Cat no. 05852625190, 044 Method sheet v2 [EN] 17-Mar-2014 Cat no. 05852633190, 051 Method sheet v2 EN 18-Mar-2014 Cat no. 0585252 Method sheet v2 |EN| 01-Apr-2014



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.

#### **I** 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.

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

	Home	Documents list	Opened documents	User documentation	1 Favorites
⊂ Se	lect all no statements	ummin # Mark as unread	Order by Availability date	•	2
•	Value Sheet Clas Proteins. 11356 Clas Proteins	279216.Lot.277906.Exp-2020-03-31.V1.en	Value sheet v1(01)21-Mar-2018	Cat no. 113552790 c580. 6 Lot 277996	
•	Value Sheet PCCC1.0511700319 PCCC1	0.Lot-191102.Exp-2019-10-31.V1.en	Value sheet v1(10)[23-Mar-2018	Cat no. 051170031 c503_6 Lot 191102	90, 111111111
•	Value Sheet PCCC2.0611721619 Pccc2	0.Lot-191111.Exp-2020-01-31.V1.en	Value sheet v1(0)[23-Mar-2018	Cat no. 051172161 c583.6 Lot 191111	90, 1111111111
•	Value Sheet PN PUC 031213131: PN POC	22 Lol-269853.Exp-2018-11-30.V1.en	Value sheet v1(01 23-Mar-2018	Cat no. 031213131 0 (503 6 Lot 259353	22, 1111111111
•	Value Sheet PP PUC.031212911	22.1.05-269355 Exp-2018-11-30.V1.en	Value sheet v1(III)23-Mar-2018	Cat no. 031212911 © 2503.6 Lot 259355	22, 1111111111
•	Value Sheet Clas PUC 03121005 Clas PUC	122 Lol 269057 Exp 2019-05-31 V1 en	Value sheet v1 02 23-Mar-2018	Cat no. 031213061 c583 6 Lot 288367	22, 1111111111
•	Value Sheet.Cfas Lipids.121726 Cfas Lipids	123122.Lot-248763.Exp-2019-05-31.V1.en	Value sheet v1(01)23-Mar-2018	Cat no. 121726231 c583 6 Lot 288763	22, 1111111111
•	Value Sheet.Cfas.10750350190.	Lot-296953.Exp-2019-11-20.V2.en	Value shoet v2)ttl[04Apr-2018	Cat no. 107593501 6503_6 Lot	90, 1111111111



#### 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.

#### **I** • ■ 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.

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e
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4

	_	Home	Documents list	Op doci	oened uments	User documentation	Favorites
_							
0	Select	t all the of shows and	mente = Mark as unread	Order by	Availability date	•	
		Value Sheet Clas Proteins. 113562 Clas Proteins	79216.Lot-277906 Exp-2020-03-31.V1.en	Value shee v1 01 21-M	( lar-2018	Cat no. 113552 6 0503 6 Lot 277996	79216
		Value Sheet PCCC1.05117003190 PCCC1	Lot-191102 Exp-2019-10-31.V1 en	Value shee v1[10]23-M	( lar-2018	Cat no. 0511700 6 c503_6 Lot 191102	13190, 1111111111 O
		Value Sheet PCCC2.05117216190 PCCC2	Lol-191111 Exp-2020-01-31.V1.en	Value sheet v1 03 23-M	4 Jar-2018	Cat no. 051172 cd83 6 Lot 191111	16190, 1111111111
		Value Sheet PN PUC.0312131312 PN PUC	2.Lol-269553.Exp-2018-11-30.V1.en	Value shee v1(0)[23-M	t lar-2018	Cat no. 031213 6 c503 6 Lot 259353	13122, 1111111111
		Value Sheet PP PUC 0312129112 PP Puc	2.Lot-269355 Exp-2018-11-30.V1 en	Value shee v1[11]23-M	( lar-2018	Cat no. 0312121 6 (2503, 6 Lot 269355	91122, 1111111111
		Value Sheet Clas PUC 031213051 Clas PUC	22.Lot 269057.Exp 2019-05-31.V1.en	Value sheet v1(01)23-M	4 1ar-2018	Cat no. 0312130 c505 6 Lot 209357	05122, 1111111111
		Value Sheet.Cfas Lipids.1217262 Clas Lipids	3122.Lot-248763.Exp-2019-06-31.V1.en	Value shee v1(0)[23-M	t lar-2018	Cat no. 1217260 6503 6 Lot 248763	23122, 1111111111
		Value Sheet.Cfas.10750350190.L Cfas	ol-296953.Exp-2019-11-30.V2.en	Value shee v2[11]04-A	4 pr-2018	Cat no. 1075938 c503_6 Lot	50190, 1111111111



- 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.

#### **I** 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 results 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 p button.

#### **I** 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.

# Home Documents User Favorites

Select	all the statements # Mark as unread	Order by Availability date •	0
	Value Sheet Olas Proteins. 11356279216 Lot-277906 Exp-2020-03-31.V1 en Olas Proteins	Value sheet v1 [01]21-Mar-2018	Cat no. 11355279216 c583 6 Lot 277996
	Value Sheet PCCC1 05117003190 Lot-191102 Exp-2019-10-31 V1 en PCC1	Valuo sheet v1102/23-Mar-2018	Cat no. 05117803190, 11111111111 c503_6 Lot 191102
	Value Sheet PCCC2.00117216190.Lol-191111.Exp-2020.01-31.V1.en PCCC2	Value sheet v1 [02]23-Mar-2018	Cat no. 05117216190, 11111111111 c583 6 Lot 191111
	Value Sheet PN PUC 03121313122 Lot-269363 Exp-2018-11-30 V1 en PN PUC	Value sheet v1 [03]23-Mar-2016	Cat no. 03121313122, 11111111111 0 c503 6 Lot 259353
	Value Sheet PP PUC 00121291122 L01260056 Exp-2018-11-30 V1 en PP PuC	Value sheet v1[tt][23-Mar-2018	Cat no. 03121291122, 11111111111 6503 6 Lot 200355
	Value Sheet Clas PUC 03121305122 Lol 209307 Exp 2019-05-31 V1 en Clas PUC	Value sheet v1 [03]23-Mar-2016	Cat no. 03121305122, 11111111111 c503 6 Lot 209357
	Value Sheet.Cfas Lipids.12172823122.Lot-248763.Exp-2019-06-31.V1.en Clas Lipids	Value sheet v1]02]23-Mar-2018	Cat no. 12/172623122, 11111111111 6 0503-6 Lot 248763
	Value Sheet.Cfas.10750350190.Lot-296953.Exp-2019-11-50.V2.en Clas	Value sheet v2(111)06-Apr-2018	Cat no. 107550360190, 11111111111 c503_6 Lot



#### 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  $\leq$  button.



Add comment	ę
Comment	
Comment goes here	
	Clear all
□Treat as important comment!	

**Deleting a comment** 

4 To add a comment, choose the  $\textcircled{\bullet}$  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.

#### Belated topics

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

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

 $\dot{\dot{V}}$  If you delete a comment, it still appears in the comment history.

	Home	Documents list	Opened documents	User documentation	<b>1</b> Favorites
Sele	ct all 16. st observe	ummin # Mark as unread	Order by Availability date	• Cating 113552750	<b>1</b> 6 <b>2</b>
•	Value Sheet Cas Proteins.11300 Clis Proteins Value Sheet PCCC1.0511700311 PCC01	0.1.05-191102 Exp-2019-10-31.V1 en	Value select v1[iii]21-Mar-2018 Value sheet v1[iii]23-Mar-2018	© c603.6 Lot 277996 Cat no. 051170831 © c503.6 Lot 131192	90, 111111111
• 🗎	Value Sheet PCCC2.0511721611 PCCC2	0.Lot-191111 Exp-2020-01-31.V1.en	Value sheet v1[01]23-Mar-2018	Cat no. 051172161 c503 6 Lot 191111	90, 1111111111
•	Value Sheet PN PUC 031213131 IN PUC	22 Lot-269553.Exp-2018-11-30.V1 en	Value sheet v1(01/23-Mar-2016	Cat no. 031213131 c503 6 Lot 259353	22, 1111111111
•	Value Sheet PP PUC.001212911 PP Puc	22.Lot-269355 Exp-2018-11-30.V1 en	Value sheet v1[tt]23-Mar-2018	Cat no. 031212911 c503_6 Lot 269355	22, 1111111111
•	Value Sheet Clas PUC 0312130 Clas PUC	122 Lot 269357 Exp 2019-05-31 V1 en	Value sheet v1[01]23-Mar-2018	Cat no. 031213051 c583 6 Lot 288357	22, 1111111111
•	Value Sheet.Cfas Lipids.12172 Cfas Lipids	23122.Lot-248763.Exp-2019-66-31.V1.en	Value sheet v1 [01]23-Mar-2018	Call no. 121726231 c503 6 Lot 288763	22, 1111111111
0 🗎	Value Sheet.Cfas.10750350190 Cfas	Lot-296353.Exp-2019-11-30.V2.en	Value sheet v2 11 04-Apr-2018	Cat no. 197593601 4593_6 Lot	90, 1111111111





Confirm comment delete	5
Cancel	Delete

#### To delete 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  $\leq$  button.

4 To delete a comment, choose the  $\bigcirc$  button next to it.

5 Choose the **Delete** button.

#### Belated topics

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

#### **Editing a comment**

1 Documents list User Home 2 Cat no. 113 c503\_6 Lot 277906 Value sheet v10021-Mar Cat no. 051 c503\_6 Lot 191102 PCC PCC Value sheet v1[13]23-Mar-2018 Value sheet Cat no. 051 c583 6 Lot 191111 Cat no. 031 c503 6 Lot 269353 Value sheet v100123-Mar-2018 Cat no. 031 c503\_6 Lot 209355 Value sheet v1[11]23-Mar-201 Cat no. 03: c583 6 Lot 209357 Value sheet v102123-Mar-2018 Cat no. 121 c503\_6 Lot 248763 Value 1 Value sheet Cat no. 1 c583\_6 Lot Vatu Value sheet v2]tt[04-Apr-2018





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

#### To edit 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  $\langle$  button.

4 To edit a comment, choose the 🥖 button next to it.

sample test	
	Clear all
Treat as important comment	0

- 5 Edit the comment.
- 6 To set the comment as important, select the **Treat as important comment!** check box.
- 7 Choose the Save button.

#### **I** 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 pane	l, choose the 🔇	button
---	-------------	---------------	-----------------	--------

					~	~					•			- 3
0		Value Sheet.Cl Clas	us.107593	0190.Let-	96953 Exp	-2019-11-3	0.V2.en	Value she v2 11 04-	et Apr-2018			Cat no. 1 6 c503_6 Lot	1759360190, 1111111	111
		Value Sheet.Cl Clas Upids	as Lipids.1	21726231:	2 Lot-2487	63.Exp-20	19-65-31.V1.e	n Value she v1]01[23-	et Mar-2018			Cat no. 1: c503 6 Lot 29876	1172623122, 1111111 3	111
		Value Sheet Ct Clas PUC	15 PUC.031	21305122	.ot 269357.	Exp 2019-4	05-31.V1.en	Value she v188/23-	et Mar-2018			Cat no. 0 c583 6 Lot 26938	1121305122, 1111111 7	111
		Value Shoet PF	PUC.0312	1291122.0	n-269355 E	xp-2018-11	-30.V1.en	Value sha v1]III]23-	et Mar-2018			Cat no. 0 c503_6 Lot 2093	1121291122, 1111111 6	111
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	Select	all	No. of	hour documen	<= Mark as	s unread		Order by	Availability	date 🔹				

nts

Home





- 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.

#### **I** 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  $\times$  button on the document tab.

#### **I** 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.

#### Belated 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**<sup>®</sup> 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

-  $\dot{Q}$ - To ensure you receive the latest product information as it becomes available, update **cobas** e-library regularly.

#### Belated 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.





Operation report		
Successful: 0	Skipped: 0	Failed: 0
	No errors occurred	
		Done

- 2 Choose the **Download updates** button.
  - $\rightarrow$  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.

#### **I** Related topics

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

#### Importing product information from removable storage media

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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.



en <b>Roch</b>	2
Search by title, type, material number, 1 P Update H	elp
Download updates	
Import updates	

In	nport updates	3
s	elect import source	
	_	_
	Cancel	ort

			5
Documents list	Opened documents	User documentation	Favorites
		✓ Import completed	- Check operation report

Successful: 0	Skipped: 0	Failed: 0	
	No errors occurred		

- 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.
  - 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.

#### Belated topics

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

# Configuration

# Configuration

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Changing the software language	63
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Table of contents

Roche Diagnostics cobas e-library  $\cdot$  Software Version 3.0.0  $\cdot$  User Guide  $\cdot$  Version 4.0

# **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.
  - 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.

#### Belated topics

About the Home screen (25)







# **Configuring favorite materials and lots**

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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.

-  $\dot{Q}$  - To configure favorite materials and lots, you need an administrator password provided by your Roche Service representative.

#### To configure favorite materials and lots

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

#### Belated topics

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



Authentication required

Please enter password

flark all as favorites	5
OLDH	#03002098122
□ Chimney	#11930630001
Calibrator for automated systems	#10758350190
No. of available lots: 41	Expires on
□ 144455	30-Sep-2018
□ 144456	30-Sep-2018
144457	30-Sep-2018
□ 186422	31-Dec-2017
□ 186423	31-Dec-2017
0 186424	31-Dec-2017

# Appendix

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# 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**<sup>®</sup> **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.

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**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.

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