



# **cobas<sup>®</sup> e-library**

Operator's Manual

Software Version 2.4.0

## Document information

<i>Revision history</i>	Manual Version	Software Version	Revision date	Changes
	1.0	1.1.2	01-MAR-2007	
	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.

**Table 1** Revision history

Language	Order Number
International	0499 0269 001

*Edition notice* **cobas®** e-library Operator's Manual.

This manual is for operators of the **cobas®** e-library.

Every effort has been made to ensure that all the information contained in this manual is correct at the time of printing. However, Roche Diagnostics Ltd. reserves the right to make any changes necessary without notice as part of ongoing product development.

Any customer modification will render the warranty or service agreement null and void.

Software updates are done by Roche Service representatives.

*Intended use* The **cobas®** e-library application is an electronic repository of instructions for use, lot-specific values, and instrument settings. It is important that the operator reads this manual thoroughly before using the application.

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## Preface

The **cobas** e-library application, which runs on the **cobas** link platform, gives laboratory personnel access to announcements, lot-specific values, instrument settings, and other information about the analyzers they use.

This Operator's Manual is intended for operators of **cobas** e-library. It contains detailed descriptions of **cobas** e-library features and general operational concepts available to operators.

This manual does not contain service procedures or detailed information about the **cobas** link PC.

## Where to find information

- 
- *Keep this manual in a safe place to ensure that it is not damaged and remains available for use.*
  - *This Operator's Manual should be easily accessible at all times.*
- 

To help you find information quickly, there is a table of contents at the beginning of the manual and each part. This manual contains the following parts:

- **Part 1 - Description** provides an overview of the **cobas** e-library application as well as safety information.
- **Part 2 - Software description** describes the application screens.
- **Part 3 - Operation** describes common operational tasks.
- **Part 4 - Glossary** provides definitions of terms used in this manual.
- **Part 5 - Index.**

## Online Help system

**cobas** e-library has a context sensitive online Help feature to aid you in using the application. "Context sensitive" means that wherever you are located within the e-library application, choosing the Help feature displays help text relating to that area of the software. The Online Help offers a quick and convenient way to find information, such as explanations of screens and dialog boxes and how to perform particular procedures.

To view the online Help, click the **Help** link button in the bottom left corner of each screen.

## Conventions used in this manual

Visual cues are used to help locate and interpret information in this manual quickly. This section explains formatting conventions used in this manual.

*Symbols* The following symbols are used:

Symbol	Used for
	Start of procedure
	End of procedure
•	List items
	Cross-reference
	Call-up (software reference)
	Tips
	Safety alert

*Abbreviations* The following abbreviations are used:

Abbreviation	Definition
A	
ANSI	American National Standards Institute
B	
BTS	Barcode Transfer Sheet
P	
PC	Personal Computer

# Description

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# Description

This part describes the safety classifications and also lists the safety texts found throughout the rest of the manual. In addition it provides an overview of the **cobas** link platform and the personal computer (PC) on which it operates.

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## Safety information

Before operating the **cobas** e-library, it is essential that the operator reads and understands the warnings, cautions, and safety requirements listed here. This section describes the safety classifications and also lists the safety texts found throughout the rest of the manual

### Safety classifications

The safety precautions and important operator notes are classified according to ANSI Z535 standards. Familiarize yourself with the following meanings and icons:




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#### Caution

The safety alert symbol by itself without a signal word is used to promote awareness to hazards which are generic or to direct the reader to safety information provided elsewhere in the document.

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These symbols and signal words are used for specific hazards:

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#### Warning

- ▶ Indicates a hazardous situation which, if not avoided, could result in death or serious injury.
- 




---

#### Caution

- ▶ Indicates a hazardous situation which, if not avoided, could result in minor or moderate injury.
- 

**NOTICE**

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#### Notice

Indicates a hazardous situation which, if not avoided, could result in damage to equipment.

---

Important information which is not safety relevant is indicated by the following symbol:

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- ⚠ Indicates additional information on correct use of the analyzer or useful tips.
- 

### Safety precautions

Particular attention must be taken of the following safety precautions. If these safety precautions are ignored, the operator may suffer serious or fatal injury. Each precaution is important.

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- ⚠ This Operator's Manual should be easily accessible at all times.
- 

*Operator qualification* Operation should be conducted by personnel who have undergone training by Roche Diagnostics. Before operating this application, operators are required to have detailed knowledge of relevant guidelines and norms as well as the information and procedures contained in the Operator's Manual.

Carefully follow the procedures specified in the Operator's Manual for the operation of the application.



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**Installation requirements**

- ▶ Installation is performed by a Roche service representative. The customer is responsible for providing the necessary facilities.



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**Replacement of hardware**

- ▶ If, for any reason, an item of hardware is faulty (for example, a hard disk or interface card), contact your Roche service representative. Do not attempt to repair faulty hardware or replace hardware items without confirmation from your Roche service representative.

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**NOTICE**

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**Operating system and updates**

**cobas** link operates in a Windows™ XP environment. If the operating system is to be updated or **cobas** link updates or extensions are to be installed, this will be done by Roche service representatives. Any attempts to modify the operating system or the **cobas** link installation may lead to a loss of data.

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**NOTICE**

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**Third-party software**

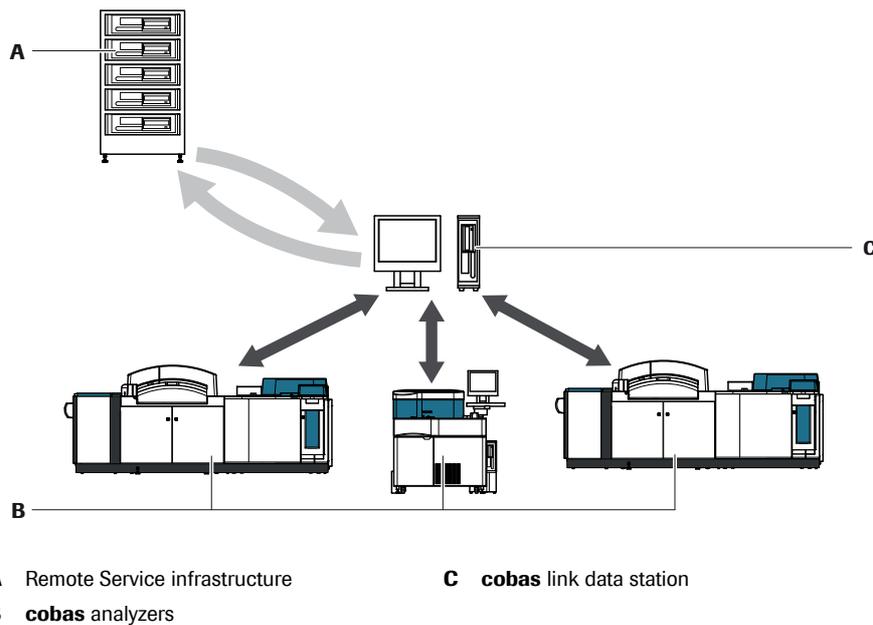
If any third-party software products are installed on the **cobas** link computer, this may result in incorrect behavior of the application. The installation and use on the **cobas** link computer of any third-party software that is not approved by Roche is not permitted.

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## cobas link platform

The **cobas** link platform is the gateway for retrieving and distributing information from the Roche Remote Service infrastructure to **cobas** analyzers in the laboratory (Figure 1-1 *cobas link platform* (p. 15)). Information such as instructions for use, value sheets, important notes, as well as test-specific and lot-specific analyzer settings are made available through **cobas** link.

**cobas** link is an integral and mandatory part of the **cobas** modular platform analyzers.



**Figure 1-1** **cobas** link platform

A number of applications and other information, for example about controls and calibrators, are available on the **cobas** link, which automates manual tasks, improving efficiency and reducing errors.

⚠ No patient names or patient IDs are transferred to or stored within the Remote Service infrastructure.

## cobas link PC

**cobas** link and its applications run on a personal computer (PC) with a number of peripheral components (Figure 1-2 *cobas link PC components* (p. 16)).

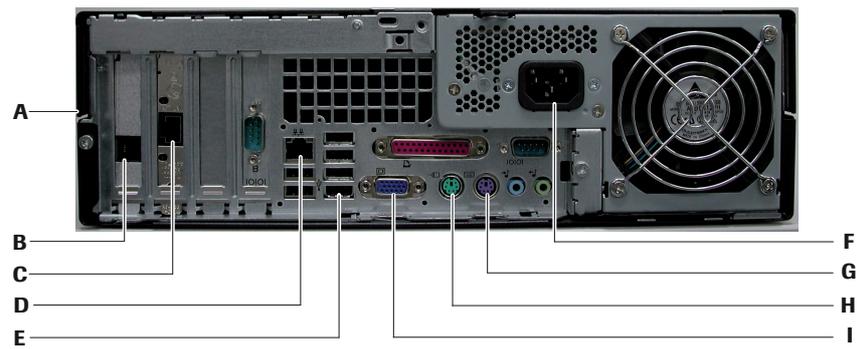
- ▣ For more information about the PC and its components, consult the documentation supplied by the manufacturer.



- |                                      |  |
|--------------------------------------|--|
| <b>A</b> Monitor                     | <b>G</b> PC power switch   |
| <b>B</b> Monitor power switch        | <b>H</b> Printer   |
| <b>C</b> Personal Computer (PC)      | <b>I</b> Printer power switch  |
| <b>D</b> DVD RW drive                | <b>J</b> Switch (switchable hub used to connect multiple analyzers to <b>cobas</b> link) |
| <b>E</b> Floppy disk drive           | <b>K</b> Keyboard and mouse  |
| <b>F</b> USB ports (for data export) |  |

**Figure 1-2** **cobas** link PC components

- ⚡ The components of the **cobas** link PC might differ between different PC editions. For example, the floppy disk drive is not present in all editions.



- |   |                          |
|---|--------------------------|
| <b>A</b> Personal Computer (PC)                         | <b>F</b> Power cord      |
| <b>B</b> Analog phone port                              | <b>G</b> Keyboard        |
| <b>C</b> Ethernet connection to the network             | <b>H</b> Mouse           |
| <b>D</b> Ethernet connection to a <b>cobas</b> analyzer | <b>I</b> Video (monitor) |
| <b>E</b> USB ports (printer)                            |                          |

**Figure 1-3** cobas link PC (rear view)

*cobas link PC*

# Software description

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# Software description

This part provides an overview of the **cobas** e-library application and its primary screen elements as well as a detailed description of each of its screens and their function and elements.

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# Application overview

**cobas e-library** runs on the **cobas link** platform. **cobas e-library** receives data, from the Remote Service infrastructure, about assay parameters as well as labeling information for the assays, controls, and calibrators used on **cobas** analyzers. This data is then made available to the connected analyzers, ensuring that they always have the current data when it is required. Laboratory staff can also view and print this data, when needed, through **cobas e-library**.

**cobas e-library** is updated daily by an automatic download if it is connected to a network. New catalogue numbers, calibrator lots, and control lots are displayed by default.

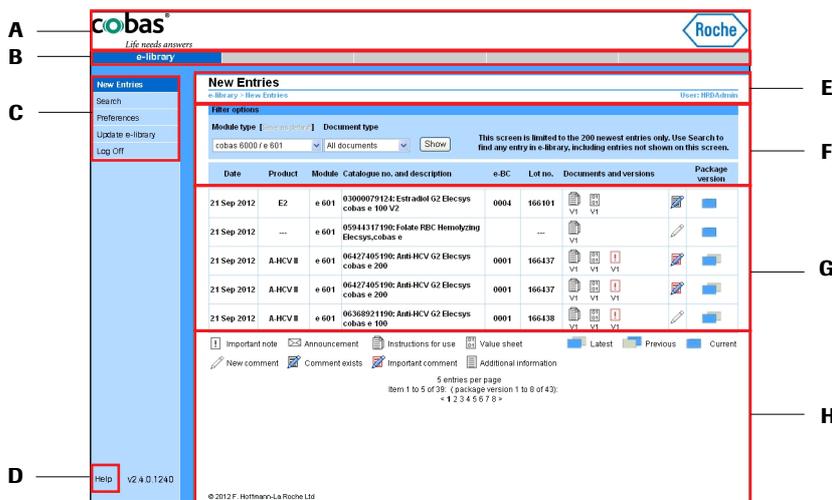
**NOTICE**

**Regular updates**

It is important to update **cobas e-library** regularly to ensure you receive all important information as it becomes available.

Open *Using cobas e-library* (p. 43)

## cobas e-library user interface



- A Header
- B Navigation bar
- C Navigation menu
- D Online Help
- E Screen header
- F Filter options
- G Message list
- H Footer

Figure 2-1 cobas e-library user interface

The **cobas** e-library user interface comprises the areas identified in Figure 2-1 *cobas e-library user interface* (p. 23) and described in the following table:

<b>Navigation bar</b>	has a tab for <b>cobas</b> e-library, which opens by default.
<b>Navigation menu</b>	provides links to the <b>cobas</b> e-library screens.
<b>Screen header</b>	displays the path of your active screen. The active operator name is displayed on the right side of the screen header.
<b>Filter options</b>	provides options to filter the documents displayed.
<b>Message list</b>	displays the list of instructions for use, value sheets, important notes, and announcements.
<b>Online Help</b>	accesses the context-sensitive online Help, which provides a quick and convenient way to find information, such as explanations of screens and dialog boxes and how to perform particular processes.
<b>Footer</b>	displays the total number of items available (for example, 1 to 13 of 123) and explains the icons used in the message list. If the message list has several pages (<12345>), click the left and right arrow links to browse through the pages.

## New Entries screen

To access the **New Entries** screen (Figure 2-2 *New Entries screen* (p. 25)), click **New Entries** in the navigation menu. This screen provides a list of all documents and messages received by the **cobas e-library**. Use this screen to review and print the list of recently received documents.

On the **Preferences** screen, you can configure **cobas e-library** so that the **New Entries** screen shows only the types of documents you wish to view. The New Entries list of documents is limited to a maximum of the 200 most recent entries that are not more than 30 days old. To find older entries or previously read entries, use the **Search** screen.

- ▢ For more information about hiding documents, see.
  - How to manually control the documents displayed* (p. 48).
  - How to automatically display only the documents for tests in use* (p. 49)

**Figure 2-2** New Entries screen

### Filter options area

Use the **Filter options** area at the top of the message list to filter the documents displayed. Documents can be filtered by module or document type.

- ▢ For more information about document types, see *Footer* (p. 28)

### Module type menu

Use the **Module type** menu to select the desired module for which you want to view documents.

## Document type menu

The Document type menu offers the following options to adjust the scope of the search:

- **All documents**
- **Important notes** (finds only documents with important notes)
- **Announcements** (finds only documents with announcements)
- **Unread documents** (finds only documents that have not yet been opened as PDF files)

## Save as default button

Use the **Save as default** button to save the current filter options as your default display options.

---

 The **Save as default** button is enabled only when the **Enable users to set their own default module types** check box is selected on the **Preferences** screen.

---

 For more information, see *New Entries screen* (p. 25) and *Search screen* (p. 30)

## Message list

The message list displays all messages and sorts them by installation date, with the most recent message at the top of the list. New and unopened messages are displayed in bold type. The line of the last document viewed is highlighted gray. If a message list has several pages (<12345>), click the left and right arrow links to browse through the pages.

Each message identifies and provides links to a "package", which is a set of related information that can include an electronic barcode for an instrument and PDF documents, such as values sheets and instructions for use.

New and unopened messages are displayed in bold type. The line of the last document viewed is highlighted gray. If a message list has several pages (<12345>), click the left and right arrow links to browse through the pages.

The message list displays the catalogue number and product name of the product. A lot number appears only for calibrators, controls, and e-module applications. Instead of having a product name, calibrators and controls appear as either **Calibrator** or **Control**. In a row for a product, only one lot number is displayed. If more than one lot is relevant to the product, a sequence of dots will follow the lot number, for example, "123456...". The complete lot list is displayed if you move your mouse pointer over the lot number.

 For more information, see *Open a document* (p. 45)

Messages concerning more than one module type are shown once for each relevant module type. New and unopened messages are in bold type. After opening, the type changes to normal type. An unopened message remains in the list unless it is displaced by the accumulation of newer messages (the list limit is 200 messages). An opened message is removed from the list if it was downloaded more than 30 days ago.

*e-BC* The **e-BC** column indicates the version number of the analyzer document that corresponds to the message.

*Documents and versions* The **Documents and versions** column displays an icon and version number for each document in the message. Click the document icons to open the files.



•  For more information about document types, see *Footer* (p. 28)

The comment column displays an icon to indicate if a document has any comments associated with it. Click the icon to add or read a comment.

•  For more information about comments, see *Comment on a document* (p. 46)

*Package version* The **Package version** column displays a symbol to indicate the number of package versions available. A new version of a package becomes available if any of its component documents is updated to a new version number. If only one version exists, the symbol is a blue rectangle. If two versions are available, the symbol shows overlapping blue and gray rectangles; you can alternate between the two versions by clicking this symbol.

Occasionally, when two document versions are available for a product, they appear in separate rows rather than in a single row. In this situation, check the version numbers in the **Documents and versions** column to identify which is the most recent document.

•  For more information about versions, see *Footer* (p. 28)

## Footer

All the document icons used in the message list are described in the legend at the bottom of the screen.

	Important notes
	Announcements
	Instructions for use
	Value sheet
	New package version (the current package that supersedes a previous version)
	Previous package version
	Current package version
	New comment
	Comment exists
	Important comment
	Additional information

 New documents appear in bold type. If a document has an attached **Important note** or **Announcement**, the icon will be colored red. After the document and its attachments have been read, it is displayed in regular type.

If a message list has so many entries that it is divided into multiple pages, you can navigate directly to a specific page by clicking the relevant page number. The left and right arrows link to the previous and next page, respectively.

*Counts of new entries* Beneath the document icons, the footer provides two different counts of the new entries listed:

- The number of "items" states the total number of rows in the list.
- The number of "package versions" states the number of packages associated with all the rows in the list. Some rows are associated with only one, current package. Other rows are associated with two package versions: a new version and a previous version.

## Comments screen

To access the **Comments** screen (Figure 2-3 *Comments screen* (p. 29)), click an icon in the comment column of the message list. Use this screen to add a new comment to a document or to read previous comments that relate to a document. Previous comments are listed below the **Save** and **Cancel** buttons.

- See *Message list* (p. 26)
- Comment on a document* (p. 46)

Comment	Important	Date
Add important comment.	Yes	4/19/2012 10:48:11 AM

**Figure 2-3**      **Comments** screen

*Save button* Click **Save** to save your comment. You will then return to the previous screen.

*Cancel button* Click **Cancel** to return to the previous screen without saving your comment.

## Search screen

To access the **Search** screen (Figure 2-5 *Preferences screen: default Manual pre-selection mode* (p. 33)), click Search in the navigation menu. Use this screen to search for all documents independently of any preferences you have already defined on the **Preferences** screen.

For more information, see Figure 2-5 *Preferences screen: default Manual pre-selection mode* (p. 33)

The screenshot shows the 'Search' screen in the cobas e-library application. The search options area includes fields for 'Module type' (set to 'cobas 6000 / e 601'), 'Catalogue number', 'Product name', 'Lot number', and 'Comments'. The 'Apply the search to:' dropdown is set to 'Current documents'. Below the search options, there is a table of search results. The table has columns: Date, Product, Module, Catalogue no. and description, e-BC, Lot no., Documents and versions, and Package version. The results show four entries for '21 Sep 2012' with various products and modules, including 'E2', 'Folate RBC Hemolyzing Elecsys', and 'Anti-HCV G2 Elecsys'. At the bottom of the screen, there are navigation controls for 'Important note', 'Announcement', 'Instructions for use', 'Value sheet', 'Latest', 'Previous', and 'Current'.

Date	Product	Module	Catalogue no. and description	e-BC	Lot no.	Documents and versions	Package version
21 Sep 2012	E2	e 601	03000079124: Estradiol G2 Elecsys cobas e 100 V2	0004	166101	V1	
21 Sep 2012	...	e 601	05944317190: Folate RBC Hemolyzing Elecsys, cobas e		---	V1	
21 Sep 2012	A-HCV II	e 601	06427405190: Anti-HCV G2 Elecsys cobas e 200	0001	166437	V1	
21 Sep 2012	A-HCV II	e 601	06427405190: Anti-HCV G2 Elecsys cobas e 200	0001	166437	V1	

Figure 2-4 Search screen

## Search options area

Use the **Search options** area to define the search criteria for your search and the documents to be searched. Search results are displayed in the message list.

For more information, see *Find a document* (p. 43)

*Search for* You can define the following criteria for your search:

- **Module type**
- **Catalogue number**
- **Product name**
- **Lot number**
- **Comments**

When you search for control lots and calibrator lots, Roche recommends that you use the lot number (enter the first six digits only) or the catalogue number (enter 11 digits). When you search for a test, Roche recommends that you use the catalogue number, but you can also use the test name.

**Instructions for use** do not usually have lot numbers. You can search for a catalogue number or a product name instead.

*Apply search to* You can restrict the search to the following subsets of documents:

<b>Option</b>	<b>Applies the search to all documents that meet these criteria</b>
<b>Current documents</b>	Current documents, ignoring existing preferences
<b>Preferences</b>	Documents that match existing preferences
<b>All documents incl. outdated</b>	Documents, both current and outdated, ignoring existing preferences
<b>Important notes</b>	Instructions for use that have an important note, ignoring existing preferences
<b>Announcements</b>	Instructions for use with an announcement, ignoring existing preferences
<b>Outdated instructions</b>	Expired lots or documents that were replaced by at least two or more recent versions, ignoring existing preferences. Expired lots and documents are deleted from <b>Outdated instructions for use</b> six months after they have reached their expiration date.
<b>Comment</b>	Comments
<b>Important comment</b>	Comments marked as <b>Important</b>

- ▢ For more information, see  
*How to manually control the documents displayed* (p. 48)  
*How to automatically display only the documents for tests in use* (p. 49)

## Preferences screen

- 
- ⚠ You can only modify the **Preferences** screen if you are logged on as HRDAdmin. Users logged on as HRDUser can only read and print the preferences.
- 

To access the **Preferences** screen (Figure 2-5 *Preferences screen: default Manual pre-selection mode* (p. 33)), click **Preferences** in the navigation menu. Use this screen to select the products for which documents will be displayed on the **New Entries** screen.

**cobas e-library** provides two ways you can control the information that appears on the **New Entries** screen:

- You can run the application in **Manual** pre-selection mode and define manually which reagents, controls, and calibrators are listed.
- You can run the application in **Automatic** pre-selection mode. With this option, the **New Entries** screen lists only the reagents, controls, and calibrators that are actually used on analyzers connected to the **cobas** link PC.

### NOTICE

---

#### Using the Automatic mode of pre-selection

- Roche Diagnostics recommends that you use the **Manual** mode of pre-selection, as the **Automatic** mode has some technical limitations.
- 

- 📖 To understand the restrictions that affect use of Automatic mode, see *Restrictions for Automatic mode* (p. 33).

By default, **cobas e-library** runs in **Manual** pre-selection mode and displays documents for all products on the **New Entries** screen.

- 📖 For more information on using the pre-selection modes, see *How to manually control the documents displayed* (p. 48)  
*How to automatically display only the documents for tests in use* (p. 49)
- 

- ⚠ In **Manual** pre-selection mode: If a new product is installed on the analyzer that was previously deselected in the e-library, the preference must be selected again to display information on the **New Entries** screen.
- 

If the **cobas** link is connected to the Remote Service infrastructure, the product list is updated daily. New data, such as reagents, calibrators, or control lots, are displayed by default.

- 📖 For more information, see *How to update cobas e-library* (p. 49)

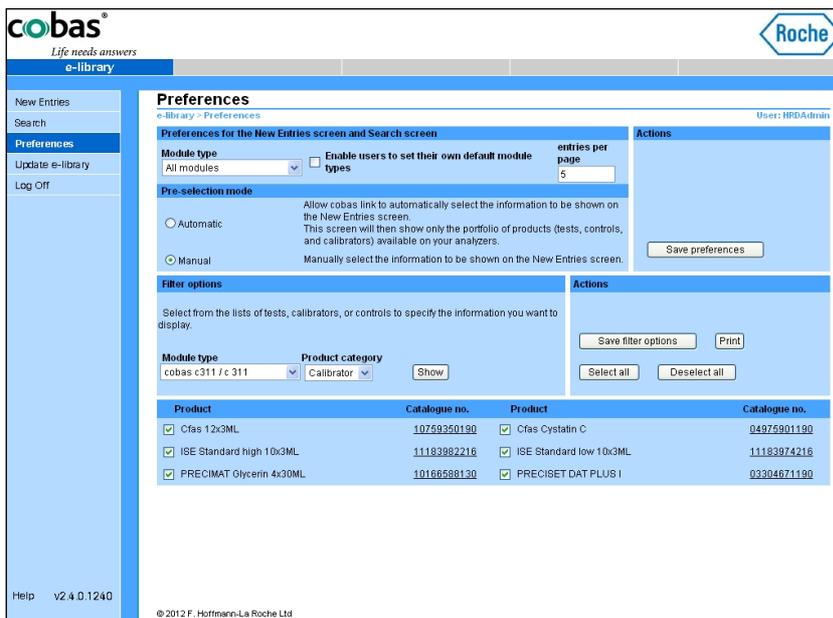


Figure 2-5 Preferences screen: default Manual pre-selection mode

## Preferences for New Entries screen and Search screen

*Enable users to set their own default module types* Select the **Enable users to set their own default module types** check box to give permission to HRDUser operators to save their own default selections. Note that you can only select this option if you are logged in as an HRDAdmin user. When this check box is selected, the Save as default button is displayed in the Filter options area on the New Entries screen.

☰ See *Save as default button* (p. 26)

*entries per page* Use the **entries per page** text box to define the number of lines that will be displayed on the **New Entries** screen and **Search** screen without needing to browse.

Enter a value between 1 and 99. By default this value is set to 7. Click **Save Preferences** in the **Actions** area to register any changes.

## Pre-selection mode

Click **Manual** (the default setting) to run **cobas** e-library in the **Manual** mode of pre-selection. The **Automatic** mode of pre-selection has some technical limitations.

### NOTICE

#### Restrictions for Automatic mode

- Roche Diagnostics recommends that you only use the **Manual** mode of pre-selection, as the **Automatic** mode has some technical limitations.
- If you use the **Automatic** mode, you must additionally use the manual search to ensure that you are aware of all relevant documentation, including any documents that might be hidden from the **Automatic** mode by technical restrictions.

## Upper Actions area

In the upper part of the screen, an **Actions** area contains a **Save preferences** button. Use this button to save any changes you make to settings in the **Preferences for New Entries screen and Search screen area** and the **Pre-selection mode** area.

## Filter options area

*Manual mode* If you choose to run **cobas e-library** in **Manual** mode, use the **Filter options** area to select the criteria by which the list on the **New Entries** screen is filtered. The list can filter according to:

- **Module Type**
- **Product Category (reagent, calibrator, control, or auxiliaries)**

Click **Show** to activate the filter.

---

 When you select an option from the **Product category** menu, you must successively select **Reagent, Calibrator, Control, and Auxiliaries** if you want to see all products for the selected module type.

A product can be available for one or more module types. You must select the product for each module type individually if you wish to see the product for all module types.

---

*Automatic mode* If you choose to run **cobas e-library** in **Automatic** mode, use the **Filter options** area to check whether the automatic selection has included a specific product. Select either the **Test** or **Lot** tab and then search on a product name or lot number.

### NOTICE

---

#### Using the Automatic mode of pre-selection

- Roche Diagnostics recommends that you only use the **Manual** mode of pre-selection, as the **Automatic** mode has some technical limitations.
- 

 The layout of the lower **Actions** area, which is on the right of **Filter options** area, depends on which mode you select.

---

## Lower Actions area

If you run **cobas e-library** in **Manual** mode, the lower part of the screen includes a second **Actions** area where you can perform an action on the current search. The following actions are available:

- **Save filter options** - saves the current preference selections.
- **Print** - prints the product preferences list.
- **Select all** - selects all the products displayed in the product preferences list.
- **Deselect all** - deselects all the products displayed in the product preferences list.

---

 Operators only have permission to read and print the preferences.

**Select all** and **Deselect all** do not modify the selection of lot preferences.

---

If you run **cobas e-library** in **Automatic** mode, the only available option in this **Actions** area is a **Print** button.

**NOTICE****Using the Automatic mode of pre-selection**

- Roche Diagnostics recommends that you only use the **Manual** mode of pre-selection, as the **Automatic** mode has some technical limitations.

▣ To compare the appearance of the lower **Actions** area for each mode, see Figure 2-4 *Search screen* (p. 30) and Figure 2-5 *Preferences screen: default Manual pre-selection mode* (p. 33).

**Product preferences list**

If you choose the **Manual** mode, the lower part of the **Preferences** screen shows this list, which displays all products with a description and catalogue number currently installed on **cobas** link.

Select the check box to the left of a product name to display documents for that product on the **New Entries** screen. If you clear the check box, documents for the product are not displayed on the **New Entries** screen.

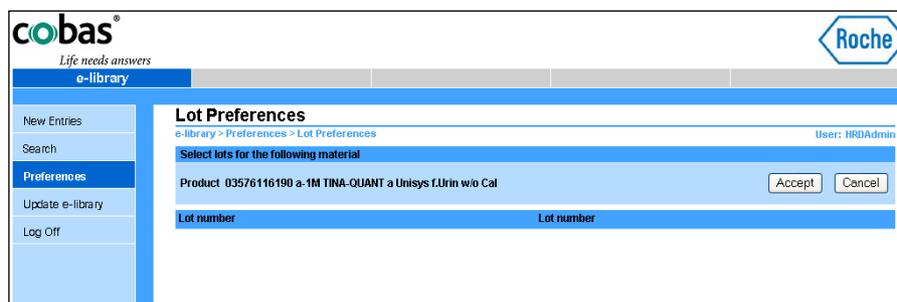
If one or more lots are available for a product, the catalogue number in the list is displayed as a link. Click this link to open the **Lot Preferences** screen and select the lots for which documents will be displayed.

▣ See *Preferences screen* (p. 32)

## Lot Preferences screen

To access the **Lot Preferences** screen (Figure 2-6 *Lot Preferences screen* (p. 36)), click a product number in the product preferences list on the **Preferences** screen. The **Lot Preferences** screen displays a list of all lots available for the product you selected. Use this screen to select the lots for which documents will be displayed.

☰ See *Lot Preferences screen* (p. 36)



**Figure 2-6** Lot Preferences screen

The product information is displayed at the top of the screen, and all available lots for this product are listed below. Select a check box to display all the documents relating to the lot on the **New Entries** screen.

*Accept button* Click **Accept** to confirm your **Lot Preferences** selection and to return to the current product list on the **Preferences** screen.

⚙️ You must also click **Save filter options** on the **Preferences** screen to save the selections you made on the **Lot Preferences** screen.

*Cancel button* Click **Cancel** to return to the product preferences list without saving your changes.

## Update e-library screen

To access the **Update e-library** screen (Figure 2-7 *Update e-library screen* (p. 37)), click **Update e-library** in the navigation menu.

⚡ The functions on this screen are only enabled if you are logged on as HRDAdmin.

When **cobas** e-library has a network connection to the Remote Service infrastructure, updates occur through the daily automatic download. However, in either of the following situations, you might need to manually trigger an update:

- 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 CD.
- If the **cobas** link has not been connected to the Internet for a period, you can trigger an immediate update when the connection is available again.

From the **Update e-library** screen, you can start an import from a CD or an update over the Internet.

📖 To update e-library using either method, see *How to update cobas e-library* (p. 49)

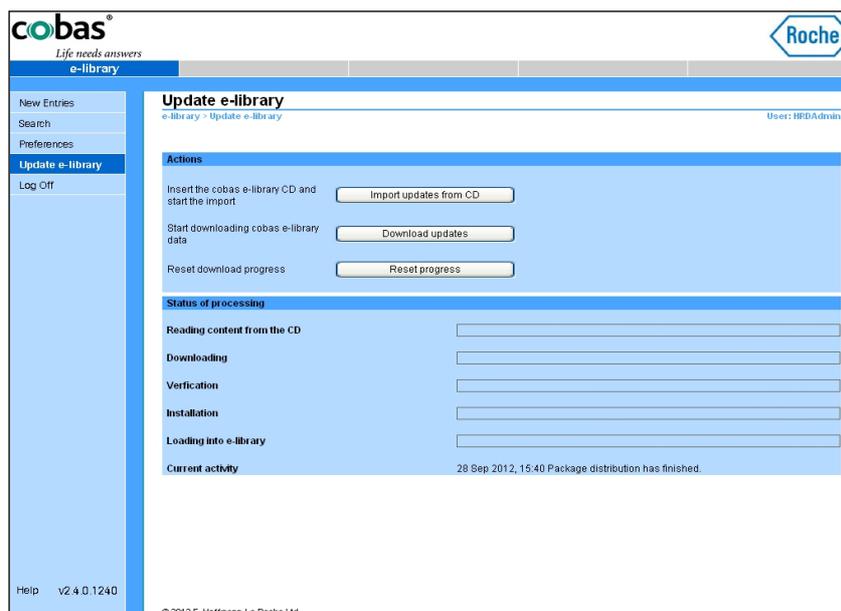


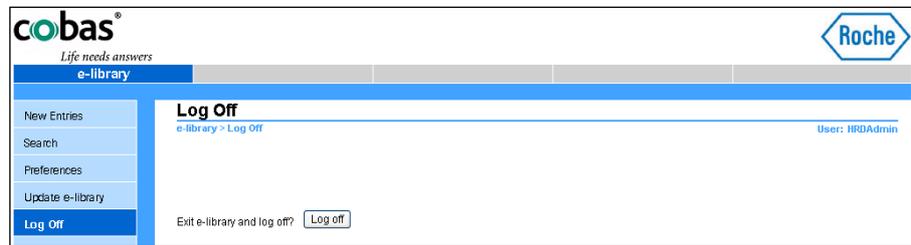
Figure 2-7 Update e-library screen

⚡ **Regular updates**

It is important to update **cobas** e-library regularly to ensure you receive all important information as it becomes available.

## Log Off screen

To access the **Log Off** screen (Figure 2-8 *Log Off screen* (p. 38)), click **Log Off** in the navigation menu. Click the **Log off** button to exit the **cobas** e-library and log off.



**Figure 2-8** Log Off screen

- ⚠ Log off from **cobas** link if it is not going to be used for a while. After a period of inactivity, the computer locks itself and only the current operator can unlock it.

# Operation

---

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# Operation

This part describes the operation of the **cobas** e-library application.

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## Using cobas e-library

This section describes the common tasks required when operating **cobas** e-library.

### Open cobas e-library

**cobas** e-library is an application on the **cobas** link PC. Two levels of operator access are available:

- Administrator (user name **HRDAdmin**)
- User (user name **HRDUser**)

Users can view **cobas** e-library and log on with the user name **HRDUser**. Administrators can additionally set preferences and update **cobas** e-library from a CD. Administrators log on with the user name **HRDAdmin**.

• See *How to change the application password* (p. 51)

#### ► To open the application

- 1 Power on the **cobas** link PC if it is not already running. The Windows logon dialog box is displayed (Figure 3-1 *Windows log on dialog box* (p. 43)).



**Figure 3-1** Windows log on dialog box

- 2 Enter your user name and password, and click **OK**. The e-library application opens on the **New Entries** screen.

• See *New Entries screen* (p. 25)



Passwords are case-sensitive.



### Find a document

**cobas** e-library provides access to many documents. The quickest way to find a document is to use the search function.

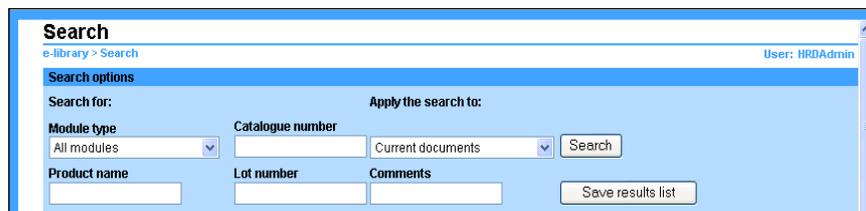
• See *Search screen* (p. 30)

#### ► To find a document

- 1 Open **cobas** e-library if it is not already open.

• See *Open cobas e-library* (p. 43)

- Click **Search** in the navigation menu. The **Search** screen is displayed (Figure 3-2 *Search screen - Search options area* (p. 44)).



**Figure 3-2** Search screen - Search options area

- Select the criteria for your search in the **Search options** area and click **Search**. The search results are displayed in the message list.



## Identify the most recent document versions

In the **New Entries** screen or the **Search** screen, available documents are presented as packages listed in the message list. In this list, the **Documents and versions** column identifies the version of each document. Usually you can tell whether there is only one version of a package or whether there has been a previous package version by looking at the symbols displayed in the **Package version** column. If only one version exists, the symbol is a blue rectangle. If two versions are available, the symbol shows overlapping blue and gray rectangles; you can alternate between the two versions by clicking this symbol.

*Exception cases* Occasionally, when two document versions are available for a product, they appear in separate rows rather than in a single row. (Figure 3-3 *Message list showing different versions of one document in separate rows* (p. 44)) shows an example of this situation.

04 Jan 2013	MYO2	c 501	04580010190: MYO Gen.2, 100Tests, cobas c, Integra	0101 ...	...			
09 May 2012	MYO2	c 501	04580010190: MYO Gen.2, 100Tests, cobas c, Integra	0101 ...	...			

**Figure 3-3** Message list showing different versions of one document in separate rows

If you find a product document displayed in two rows, check the version numbers in the **Documents and versions** column to identify the most recent version (the one with highest version number).

## Save the results of a search

You have the option to save the results of any search that you carry out in the **Search** screen.

► **To save the results of a search**

- With the results of a search showing on the **Search** screen, click **Save results list**. If you click this option, a **Drive** list is displayed in the **Search options** area.
- From the **Drive** list, select the drive where you wish to store the search results. The list shows all the removable disks (USB sticks or USB hard drives) that are currently available on the **cobas** link PC.

- 3 From the list to the right of the **Drive** list, select the folder where you wish to store the search results. You can choose the root folder or any folder on first lower level. However, Roche recommends that you use the root folder because of restrictions on the acceptable length of file paths.
- 4 Click **Save**. Below the folder you selected, the system creates a subfolder with a name that includes the date and your search parameters. Within this subfolder and for each list item, the system creates a new subfolder containing the corresponding PDF files.

■

## Open a document

You can access documents either through the **New Entries** screen or the **Search** screen.

▢ See *New Entries screen* (p. 25) and *Search screen* (p. 30)

### ► To open a document

- 1 Find the document you wish to open in the message list (Figure 3-4 *Search screen - message list* (p. 45)).

▢ See *Identify the most recent document versions* (p. 44)

Date	Product	Module	Catalogue no. and description	e-BC	Lot no.	Documents and versions	Package version
21 Sep 2012	E2	e 601	03000079124: Estradiol G2 Elecsys cobas e 100 V2	0004	166401	V1 V1	
21 Sep 2012	---	e 601	05944317190: Folate RBC Hemolyzing Elecsys,cobas e		---	V1	
21 Sep 2012	A-HCV II	e 601	06427405190: Anti-HCV G2 Elecsys cobas e 200	0001	166437	V1 V1 V1	
21 Sep 2012	A-HCV II	e 601	06427405190: Anti-HCV G2 Elecsys cobas e 200	0001	166437	V1 V1 V1	

**Figure 3-4** Search screen - message list

- 2 Click the document icon. The document is displayed in a new window.
- 3 Close the window once you have finished with the document.

■

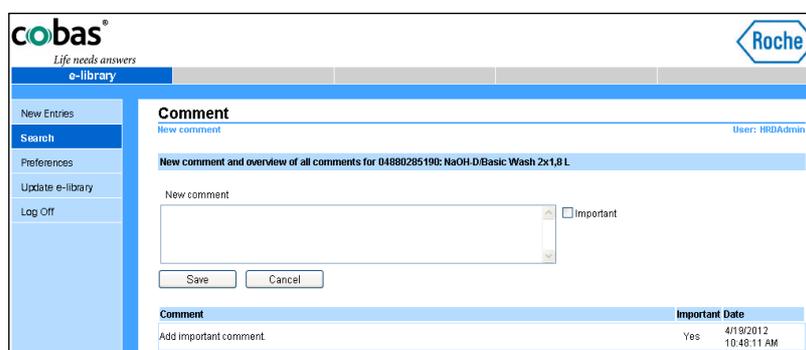
## Comment on a document

You can comment on documents to provide additional information for your colleagues. The following comment icons are displayed in the message list:

	No comment is available for the document.
	One or more comments are available for the document.
	One or more important comments are available for the document.

### ► To comment on a document

- 1 Find the document you wish to comment on in the message list.
- 2 Click the comment icon for the document. The **Comments** screen opens (Figure 3-5 *Comments screen* (p. 46)).



Comment	Important Date
Add important comment.	Yes 4/19/2012 10:48:11 AM

**Figure 3-5** Comments screen

- 3 Type your comment in the **New comment** text box. Your comment must not exceed 256 characters.
- 4 If the comment is important, select the **Important** check box.
- 5 Click **Save**. The previous screen is displayed.

■

## Print a document

The **cobas** link PC is provided with a printer. If you share a printer between the **cobas** link PC and the control unit of an analyzer, switch the printer connection to the **cobas** link PC before you try to print a document.

### ► To print a document

- 1 Open the document you wish to print.
- 2 Click **Print**.

■

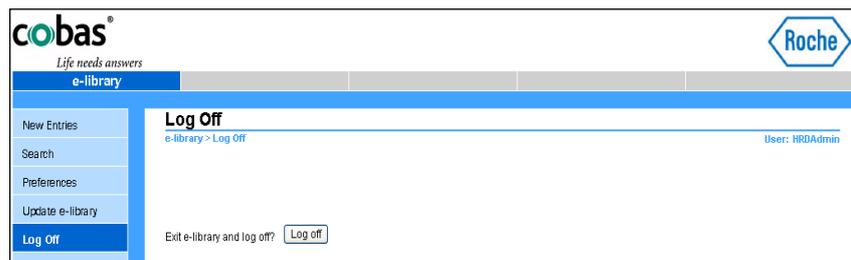
## Log off from the application

### 💡 Log off

Log off from **cobas** link if it is not going to be used for a while. After a period of inactivity, the computer locks itself and only the current operator can unlock it.

### ▶ To log off

- 1 Click **Log Off** in the navigation menu. The **Log Off** screen is displayed (Figure 3-6 *Log Off screen* (p. 47)).



**Figure 3-6** Log Off screen

- 2 Click the **Log off** button. The application closes.

■

## How to

This section describes infrequent tasks required for operating the **cobas** e-library application.

### How to manually control the documents displayed

**cobas** e-library stores documents for all **cobas** products. New documents are displayed by default. You can manually apply filters to control which entries appear on the New Entries screen.

#### ⚙️ Regular review of Manual mode settings

When you use **Manual** mode, it is essential to regularly check that your selected preferences continue to reflect the documentation that your laboratory needs to access.

⚙️ This function is only available if you are logged on as HRDAdmin.

📖 For more information, see *Preferences screen: default Manual pre-selection mode* (p. 33)

#### ▶ To manually control the documents displayed

1 Open **cobas** e-library if it is not already open.

📖 See *Open cobas e-library* (p. 43)

2 Click **Preferences** in the navigation menu. The **Preferences** screen is displayed (Figure 3-7 *Preferences screen in Manual pre-selection mode* (p. 48)).

The screenshot shows the 'Preferences' screen in Manual pre-selection mode. The user is logged in as HRDAdmin. The screen is divided into several sections:

- Preferences for the New Entries screen and Search screen:** Includes a 'Module type' dropdown set to 'All modules', a checkbox for 'Enable users to set their own default module types' (unchecked), and an 'entries per page' input set to '5'. A 'Save preferences' button is visible.
- Pre-selection mode:** Two radio buttons are present: 'Automatic' (unchecked) and 'Manual' (checked). A description for Manual mode states: 'Manually select the information to be shown on the New Entries screen.'
- Filter options:** A section for selecting information to display. It includes a 'Module type' dropdown set to 'cobas c311 / c 311', a 'Product category' dropdown set to 'Calibrator', and a 'Show' button. There are also 'Save filter options' and 'Print' buttons.
- Product list:** A table with columns for 'Product', 'Catalogue no.', and 'Product' (repeated), and 'Catalogue no.'. All items are checked.

Product	Catalogue no.	Product	Catalogue no.
<input checked="" type="checkbox"/> Cfas 12x3ML	10759350190	<input checked="" type="checkbox"/> Cfas Cystatin C	04975901190
<input checked="" type="checkbox"/> ISE Standard high 10x3ML	11183982216	<input checked="" type="checkbox"/> ISE Standard low 10x3ML	11183974216
<input checked="" type="checkbox"/> PRECIMAT Glycerin 4x30ML	10166588130	<input checked="" type="checkbox"/> PRECISSET DAT PLUS I	03304671190

Figure 3-7 Preferences screen in **Manual** pre-selection mode

3 Click **Manual** in the **Pre-selection modes** area.

4 Click **Save Preferences** to save your settings in the top sections of the screen.

5 In the **Filter options** area, use the **Module type** menu and **Product category** menu, as appropriate, and click **Show** to display the product preferences list.

- 6 Select the check boxes for the products that you wish to see listed, or clear the check boxes for the products that you do not wish to see.

You may also have to clear each lot on the **Lot Preferences** screen (Figure 2-6 *Lot Preferences screen* (p. 36)).

☒ By default, check boxes are selected for all products available on **cobas** link if you are using **Manual** mode.

☒ A product can be available for one or more module type. You must select the product for each module type individually if you wish to see the product for all module types.

- 7 Click **Save filter options** to save your settings in the **Filter options** area.



## How to automatically display only the documents for tests in use

An automatic display of documents for tests in use is only possible when **cobas** e-library is in the **Automatic** mode of pre-selection.

### NOTICE

#### Using the Automatic mode of pre-selection

- Roche Diagnostics recommends that you only use the **Manual** mode of pre-selection, as the **Automatic** mode has some technical limitations.

## How to update cobas e-library

The **cobas** e-library is automatically updated daily via the Remote Service infrastructure. If the network connection is temporarily unavailable, you can use the **Update e-library** screen to start an update manually when the connection becomes available again. If you do not have a connection, call your local Roche hotline to obtain the current e-library update CD. From the **Update e-library** screen, you can start an update from this CD.

☒ This screen is only available if you are logged on as HRDAdmin. The Update e-library screen is only intended to perform recent updates, not for complete installation of **cobas** e-library.

📖 For more information, see *Update e-library screen* (p. 37)

### ► To update e-library via the Remote Service infrastructure

- 1 Open the e-library application.

📖 See *Open cobas e-library* (p. 43)

- 2 Click **Update e-library** in the navigation menu. The **Update e-library screen** is displayed (Figure 3-8 *Update e-library screen* (p. 50)).

You can only update **cobas** e-library from the network if the PC is online.

- 3 Click **Download updates**. On-screen progress bars and messages show the progress of the update and notify you of its completion.



#### Messages during a download

After a download begins, progress bars enable you to monitor the reception of data. Depending on the types of information being transferred, a popup window might be displayed during the download. Do not interrupt the download and installation until the **Current activity** field states "Package distribution has finished". Data corruption might occur if you interrupt the download before completion.

If the update does not appear to complete normally, click **Reset Progress** to:

- Re-enable the **Download updates** button if it remains disabled more than 15 minutes after the last status message or last indication that packages were still being processed
- Reset the progress bars

#### ► To update e-library using an e-library CD

- 1 Open the e-library application.  
 ◀ See *Open cobas e-library* (p. 43)
- 2 Insert the e-library CD into the **cobas** link PC CD drive.
- 3 Click **Update e-library** in the navigation menu. The **Update e-library** screen is displayed (Figure 3-8 *Update e-library screen* (p. 50)).



**Figure 3-8** Update e-library screen

- 4 Click **Import updates from CD**. On-screen progress bars and messages show the progress of the update and notify you of its completion.
- 5 Remove the e-library CD from the **cobas** link PC CD drive.

If the update does not appear to complete normally, click **Reset Progress** to:

- Reset the progress bars
- Re-enable the **Import updates from CD** button if it remains disabled more than 15 minutes after the last status message or sign that packages are still being processed

## How to change the application password

The passwords for **cobas** e-library are defined during installation, and you cannot change these passwords at a later date, even if you log on as an HRDAdmin user. If any message from the application suggests that a change of password is needed, call your local Roche hotline.

---

 Passwords are case-sensitive.

---

*How to*

# Glossary

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# Glossary

**cobas link** A platform, comprising networking, security, and connectivity capabilities, that is a gateway to the Roche Remote Service infrastructure.

**Document** A human-readable document, in PDF format, made available through **cobas** e-library.

**Download** The process of data transfer from the Remote Service infrastructure and **cobas** link to an analytical instrument.

**e-library** An application that runs on the **cobas** link platform. The e-library receives data from the Remote Service infrastructure and makes it available to the connected analyzers.

**ID** Also ID no. A unique alphanumeric set of data to clearly identify a patient sample or sample racks.

**Interface (user)** The functional and sensorial attributes of a system (such as appliance, software, vehicle) that are relevant to its operation by users.

**Internet** A publicly available internationally interconnected system of computers.

**Online Help** A system in which the user can call up information in a context-sensitive manner and search for any given term.

**Operating system** A software program that controls all basic functions of a computer (such as Windows, Linux, or Palm OS).

**Operator** The person who uses and controls the analytical instrument or a computer system. See also User.

**Package version.** A number that identifies the version of a complete package rather than the versions of the electronic barcode or documents that the package contains. See also Package.

**Package.** A logical set of information that can comprise electronic barcodes for an instrument and a selection of PDF documents such as value sheets, instructions for use, important note, or announcements.

**Reagent** A composition of chemicals to determine the concentration of substances in body fluid.

**Remote Service infrastructure** A global IT platform provided by Roche to deliver to and receive data from analyzers. The platform offers storage and comparison of specific analyzer data for Roche customers. No patient names or patient IDs are transferred to or stored within the Remote Service infrastructure.

**TeleService-Net** The term previously used for the Remote Service infrastructure.

**User** See Operator.



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