



AU480 & AU680 Procedure for Printing or Saving Reagent Consumption Reports (CD or External Memory Unit)

When: Reagent Reports are due by the 3rd of each Month
Send: Email the report to the Metering Department. Call **1-800-526-3821** and request the Metering Dept. A representative will provide the email address to use to submit your facility's report.

Printing a Reagent Consumption Report

1. From the **Home Screen**, select **Reagent Management**
2. Select **Reagent Consumption**
3. Select **Display Range F3**
4. Select (Start) Index Date – (End) Index Date using the pull-down menus
5. Select **OK**
6. Select a Sample Type (Serum or Urine or Other 1, or Other 2)
7. Select **Test Shots** (note: this may take a few minutes)
8. Select **Print F8**
9. A pop-up window will appear. Select **Test Shots**
10. Select **OK**
11. Repeat from step 6 through 10 for each sample type

Writing Reagent Consumption Reports to External Media

1. From the **Home Screen**, select **Reagent Management**
 2. Select **Reagent Consumption**
 3. Select **F3 Display Range**
 4. Enter (Start) Index Date – (End) Index Date, using the pull-down menus
 5. Select **OK**
 6. Select **Test Shots** (note: this may take a few minutes)
 7. Select **Report F7**
 8. Select the Media device: FD,CD-R or External Memory Unit
 9. Select (Start) Index Date – (End) Index Date, using the pull-down menus.
 10. Select **OK**
 11. Insert CD-R, FD, or External Memory Unit in appropriate position on the instrument PC.
 12. Select **OK**
 13. Safely remove the external media when:
 - CD- ejects automatically
 - External Memory Unit- Pop-up message displays and click **OK**
- Note: All sample types will be saved to one .CSV file

Include the following information on the Email

1. Laboratory Name
2. Instrument Serial Number
3. Instrument System ID
4. Report Month