Remisol Advance

Job Aid Booklet

This job aid booklet is intended for:

Remisol Advance software version 1.8 unless otherwise noted

Remisol Advance Job Aids

Table of Contents

Starting the Remisol Advance

Turn on the power at the **Server** console

When prompted, Press **[Ctrl] + [Alt] + [Delete]**

Enter **User name** and **Password** in appropriate fields
(Note: User Name and Password are assigned by the System Administrator)

Select **OK**
Note: May need to select Remisol Advance Icon
to open the program

Turn on the power at the **Workstation** console(s), if necessary

Enter **User name** and **Password** in appropriate fields
(Note: User Name and Password are assigned by the System Administrator)

Select **OK**
Note: May need to select Remisol Advance Icon
to open the program

Locking/Unlocking the Remisol Advance

Locking the Remisol Advance

Select **Environment** from the Menu Bar

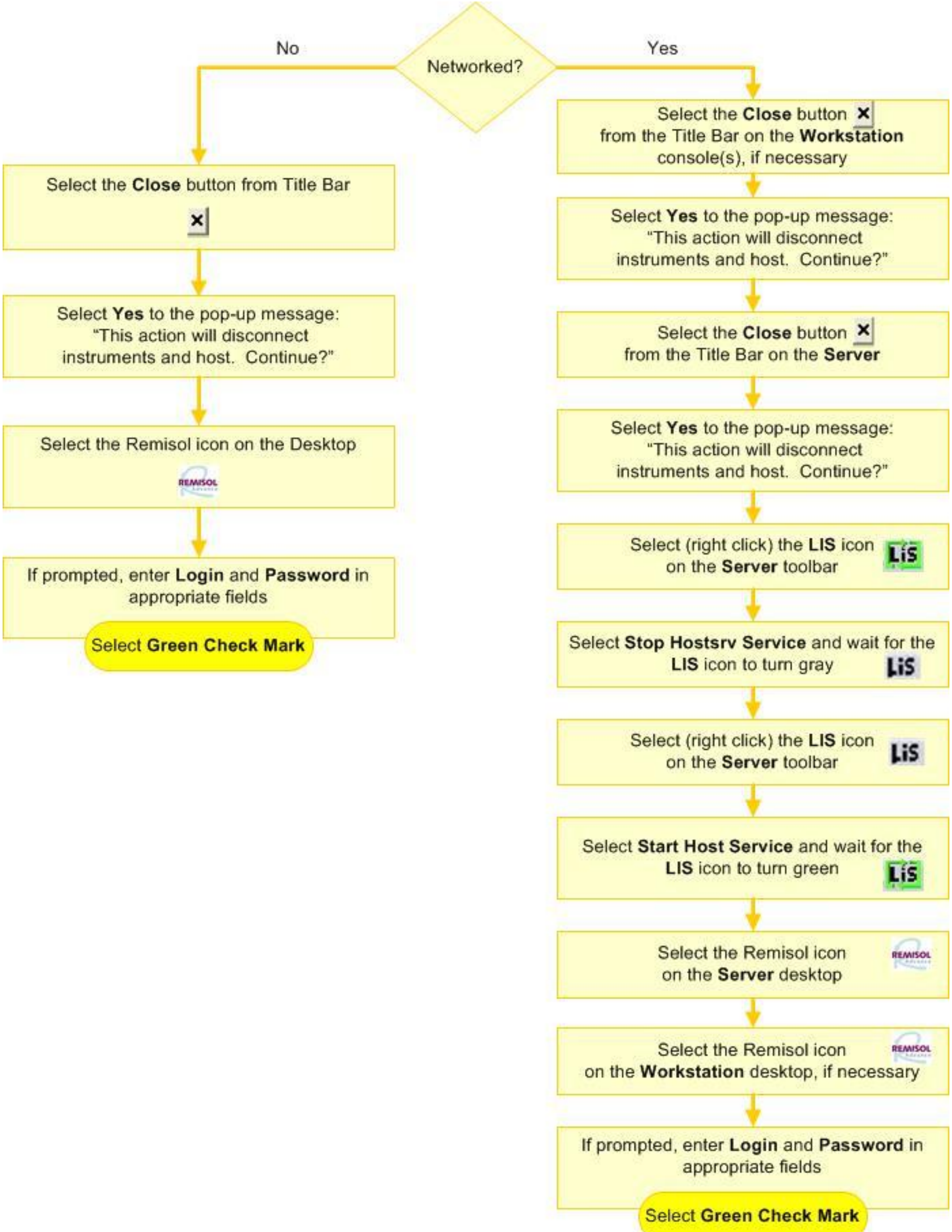
Select **Lock Station**

Unlocking the Remisol Advance

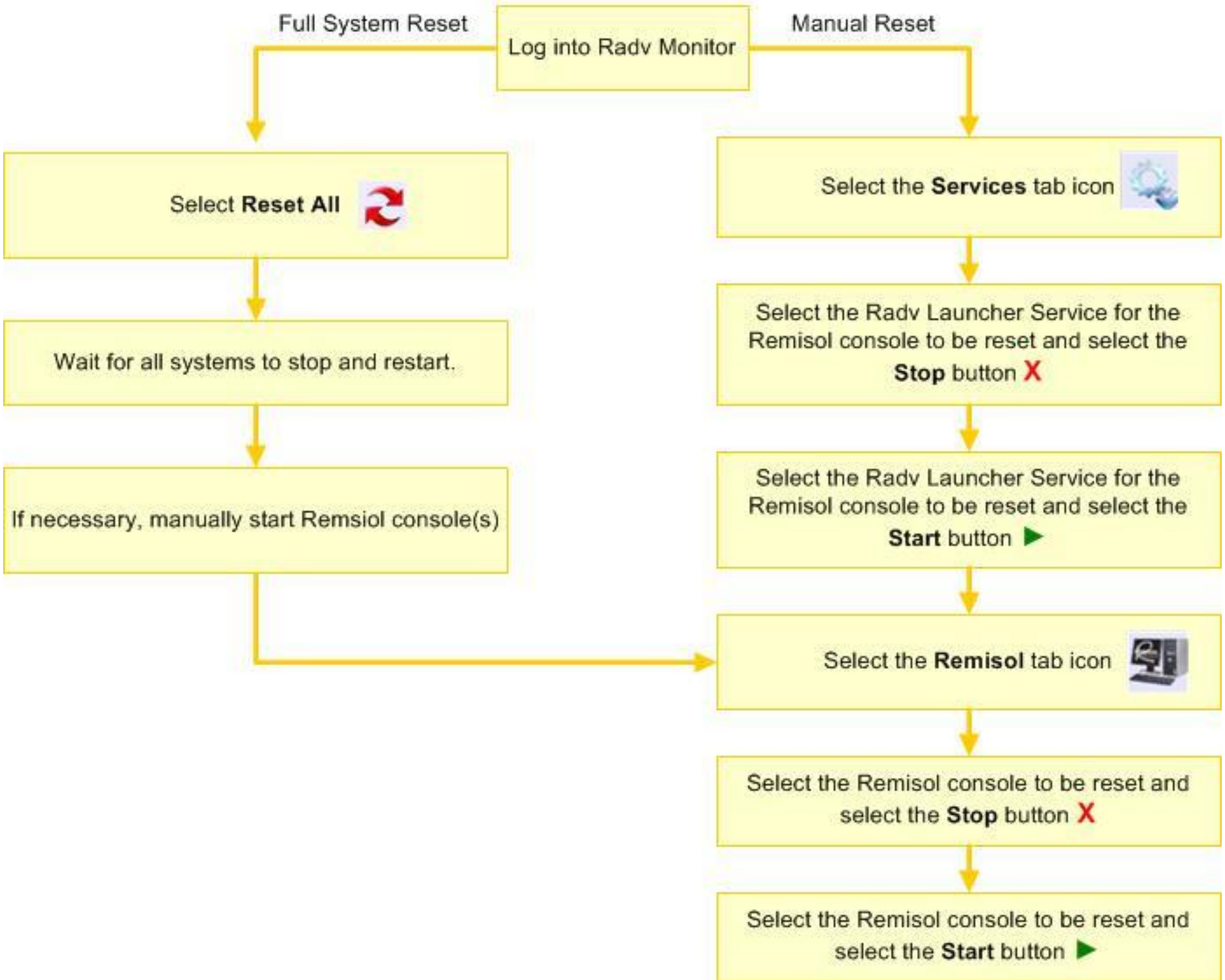
Enter **Login** and **Password** in appropriate fields
(Note: User Name and Password are assigned by the System Administrator)

Select **Green Check Mark**

Exit/Restart the Remisol Advance SW versions 1.5 and 1.6



Reset with Radv Monitor



Shutdown/Restart the Remisol Advance

Shutdown *

1. Select the Close button ✕ from Title Bar on the **Workstation** console(s), if necessary
2. Select **Yes** to the pop-up message: "This action will disconnect instruments and host. Continue?"
3. Select **Start** on the Windows toolbar start
4. Select **Shut Down**
5. Select **Shut down** from the drop down list
   - Select **OK**
6. Select the **Close** button ✕ from Title Bar on the **Server**
7. Select **Yes** to the pop-up message: "This action will disconnect instruments and host. Continue?"
8. Select **Start** on the Windows toolbar start
9. Select **Shut Down**
10. Select **Shut down** from the drop down list
    - Select **OK**

Restart

1. Turn on the power at the **Server**
2. When prompted, Press **[Ctrl] + [Alt] + [Delete]**
3. Enter **User name** and **Password** in appropriate fields (Note: User Name and Password are assigned by the System Administrator)
   - Select **OK**
     Note: May need to select Remisol Advance Icon REMISOL to open the program
4. Turn on the power at the **Workstation** console(s), if necessary
5. When prompted, Press **[Ctrl] + [Alt] + [Delete]**
6. Enter **User name** and **Password** in appropriate fields (Note: User Name and Password are assigned by the System Administrator)
   - Select **OK**
     Note: May need to select Remisol Advance Icon REMISOL to open the program

* Remisol Advance Server and Workstation console(s) must be set to Manual Start in Radv Monitor

Common Toolbar Functions

Open the Sample List

Select the **Samples List** button from the Toolbar

Open the Request List

Select the **Request List** button from the Toolbar

Open the Message List

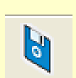
Select the **Message List** button from the Toolbar

Open a New Request Sheet

Select the **New Request** button from the Toolbar

Save an Entry

Select the **Save** button from the Toolbar



Delete a Selection

Select the **Delete** button from the toolbar

Remisol Advance Flags

Samples List Flags

The Samples List has five flag columns that the operator can use to determine the status of each sample,

Flag Column	Flag	Description
1	**?** **T** **B** **E** **U**	No response from instrument Downloaded Instrument is busy Transmission error occurred Sample ID was already used for a diluted sample
2	**?** **T** **B** **E** **U**	No response from automation line Downloaded Automation line is busy Transmission error occurred Sample ID was already used for a diluted sample
3	**R**	Results received from the instrument but not yet viewed
4	**P** **R**	Awaiting rerun results from the instrument Rerun results received from the instrument
5	**M**	Sample ID changed manually

Request List Flags

The Request List has nine flag columns that the operator can use to determine the status of each sample.

Flag Column	Flag	Description
1	**S**	The request is a STAT
2	**O**	At least one result is out of validation range
3	**P** **C**	The request is pending one or more results The request is complete
4	**R**	Results have been received but not yet viewed
5	**I**	The request has been printed
6	**E**	A transmission error has occurred
7	**V**	The request is complete and validated
8	**T**	The request has been tagged
9	**H**	Shown if at least one result for each parameter has been sent to the host. Removed if at least one parameter is pending.

Results Flags

Results may also be flagged. Result flags are listed in four columns to the right of the result. Result flags include:

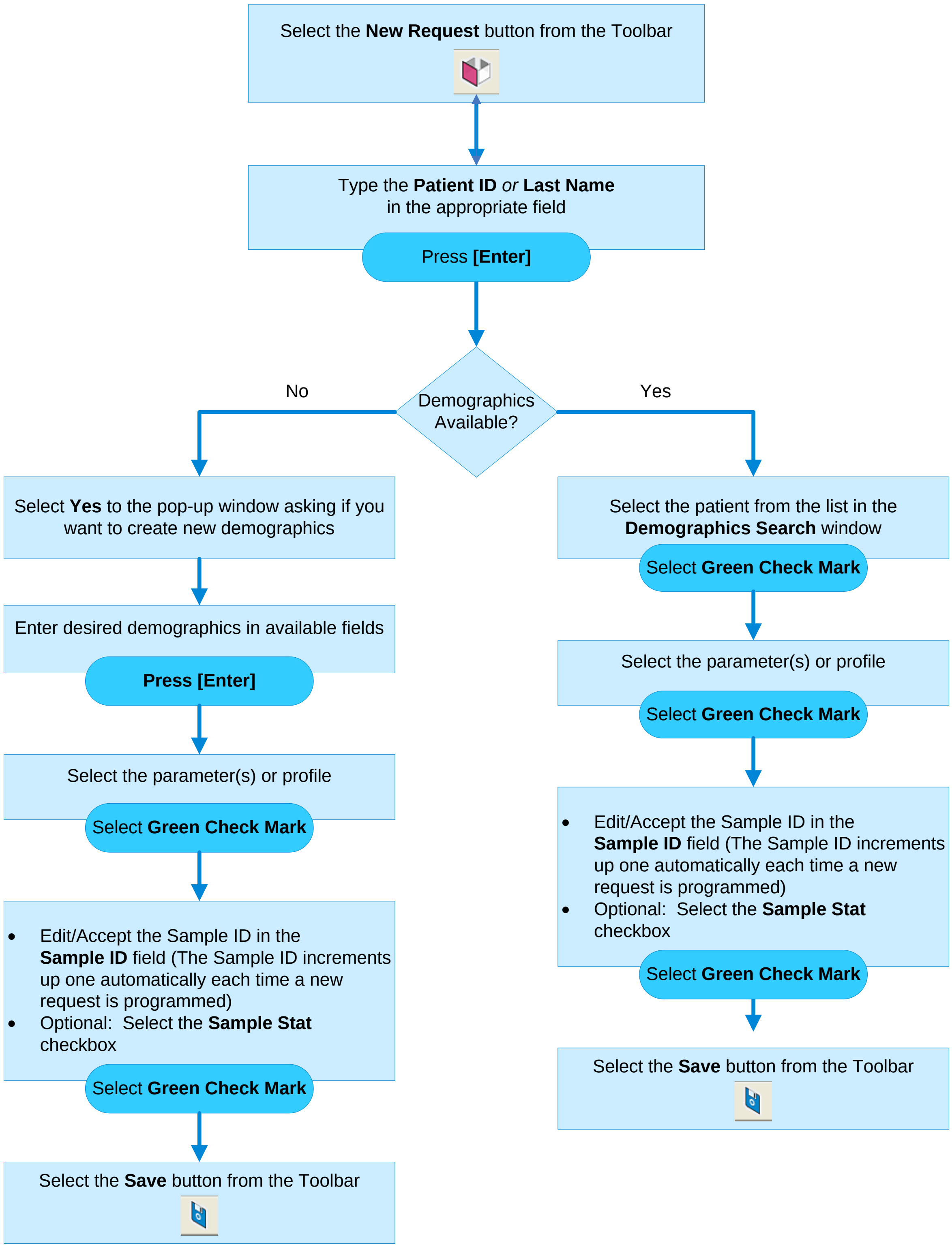
Column	Flag	Description
1	**V** **v**	Result validated automatically Result validated manually
2	**M** **C** **U** **D**	Result manually entered or edited Calculated result UPC result Dilution factor applied to result
3	**D** **X**	Result passed delta check Result failed delta check
4	**H**	Result sent to host
5 EQC (Optional)	QC QC QC QC	Flags identify the EQC status for the parameter: • White: No protocol defined/no data available • Green: No mistake • Yellow: Blocked result or Time-Out • Red: Protocol in error

Archived Patient Flags

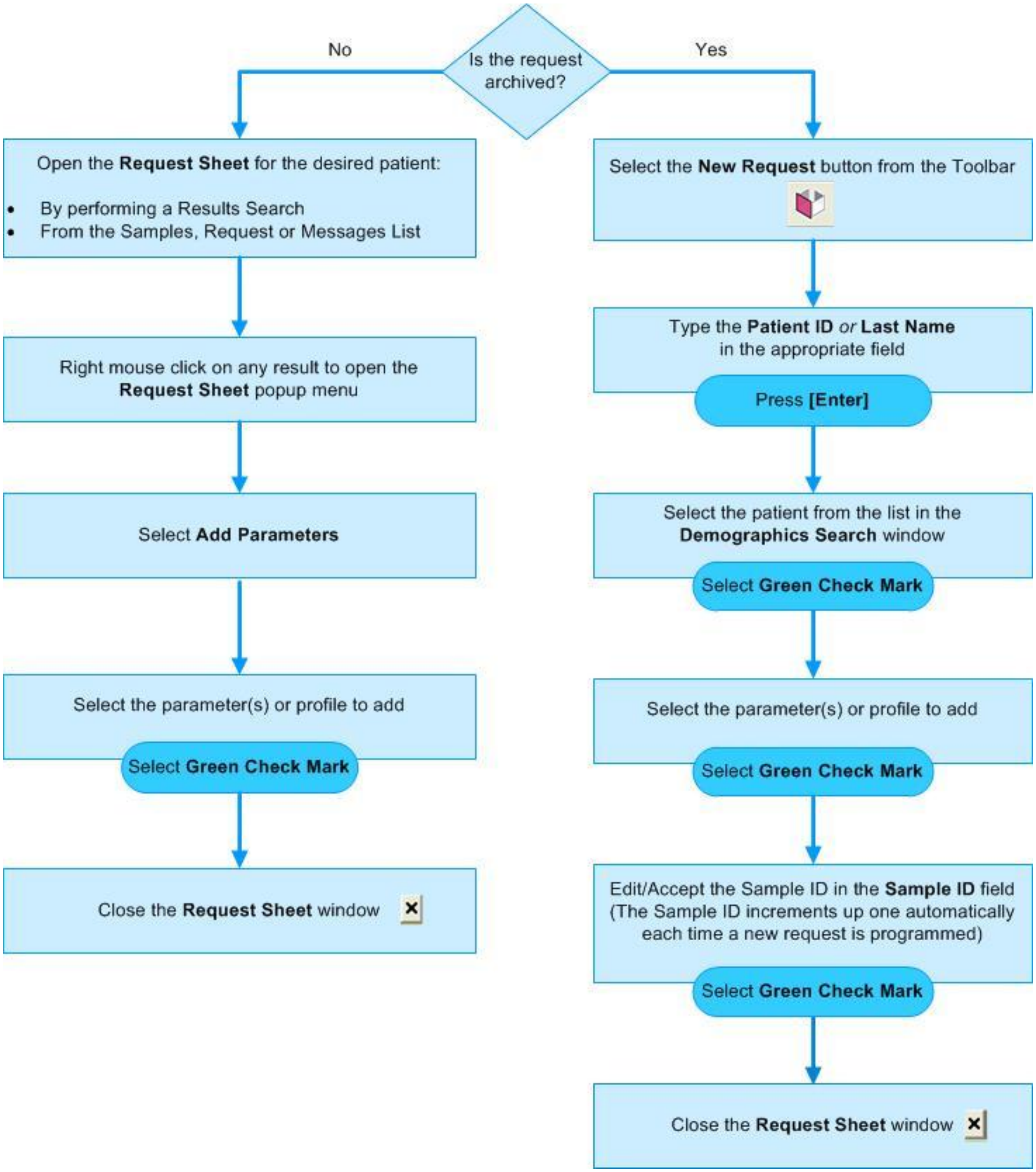
Flags may be archived with patient results. These flags can be viewed by double-clicking on the results of an archived request.

Field	Flag	Description
Sample modification	**M**	Sample ID was manually changed
Stat	**S**	STAT request
Validation	**V** **v**	Result validated automatically Result validated manually
Result Flag	**M** **C** **U** **D**	Result manually entered or edited Calculated result UPC result Dilution factor applied to result
Delta check	**D** **X**	Result passed delta check Result failed delta check
Send to host	**H**	Result sent to host

Program a New Request



Add a Parameter to a Request



Add Comment(s) to a Request

Open the **Request Sheet** for the desired patient:

- By performing a Results Search
- From the Samples, Request or Messages List

Result, run or sample comment?

Result or Run

Double-click the cell containing the result to open the **Reference Values** window

Reference Values Window

- Type a comment in the **Run Comments** field or select the drop down list to view/ select from a list of predefined comments

OR

- Type a comment in the **Result Comments** field or select the drop down list to view/ select from a list of predefined comments

Select **Green Check Mark**

Sample

Select the **Comments** button from the Toolbar

Comments Window

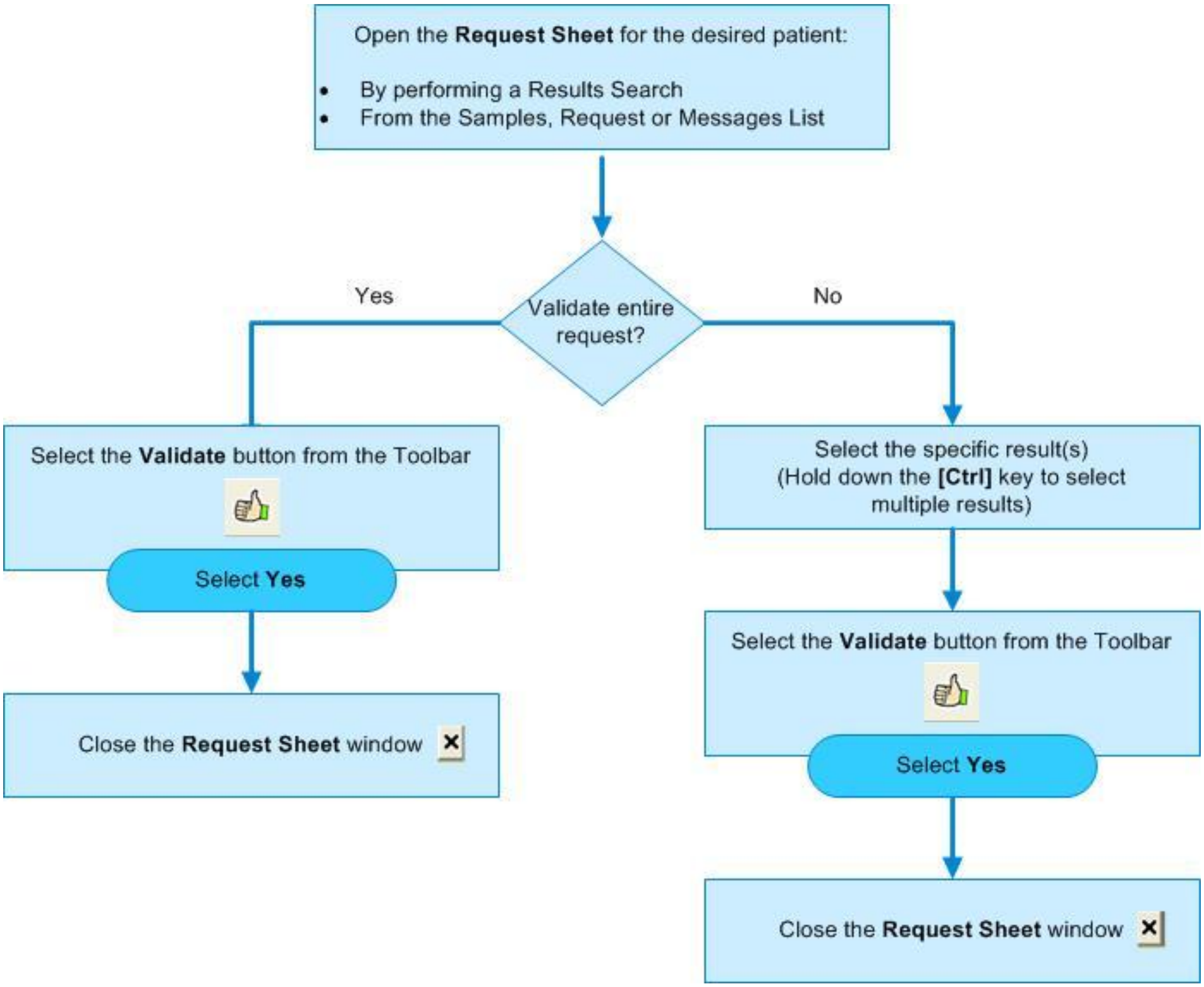
- Type a comment in the **Technical Comments** field or select **Choose...** to view/select from a list of predefined comments

OR

- Type a comment in the **Interpretation** field or select **Choose...** to view/select from a list of predefined comments

Select **Green Check Mark**

Validate Manually



Program a Rerun from Current or Archived Requests

Is the request archived?

No

1. Open the **Request Sheet** for the desired patient:
   - By performing a Results Search
   - From the Samples, Request or Messages List
2. Select the parameter(s) to rerun (Hold down the **[Ctrl]** key to select multiple parameters)
3. Right mouse click to open the **Request Sheet** popup menu
4. Select **Rerun Parameter** (Optional: Select the instrument for rerun)
   - Select **Green Check Mark**
5. Close the **Request Sheet** window ✖

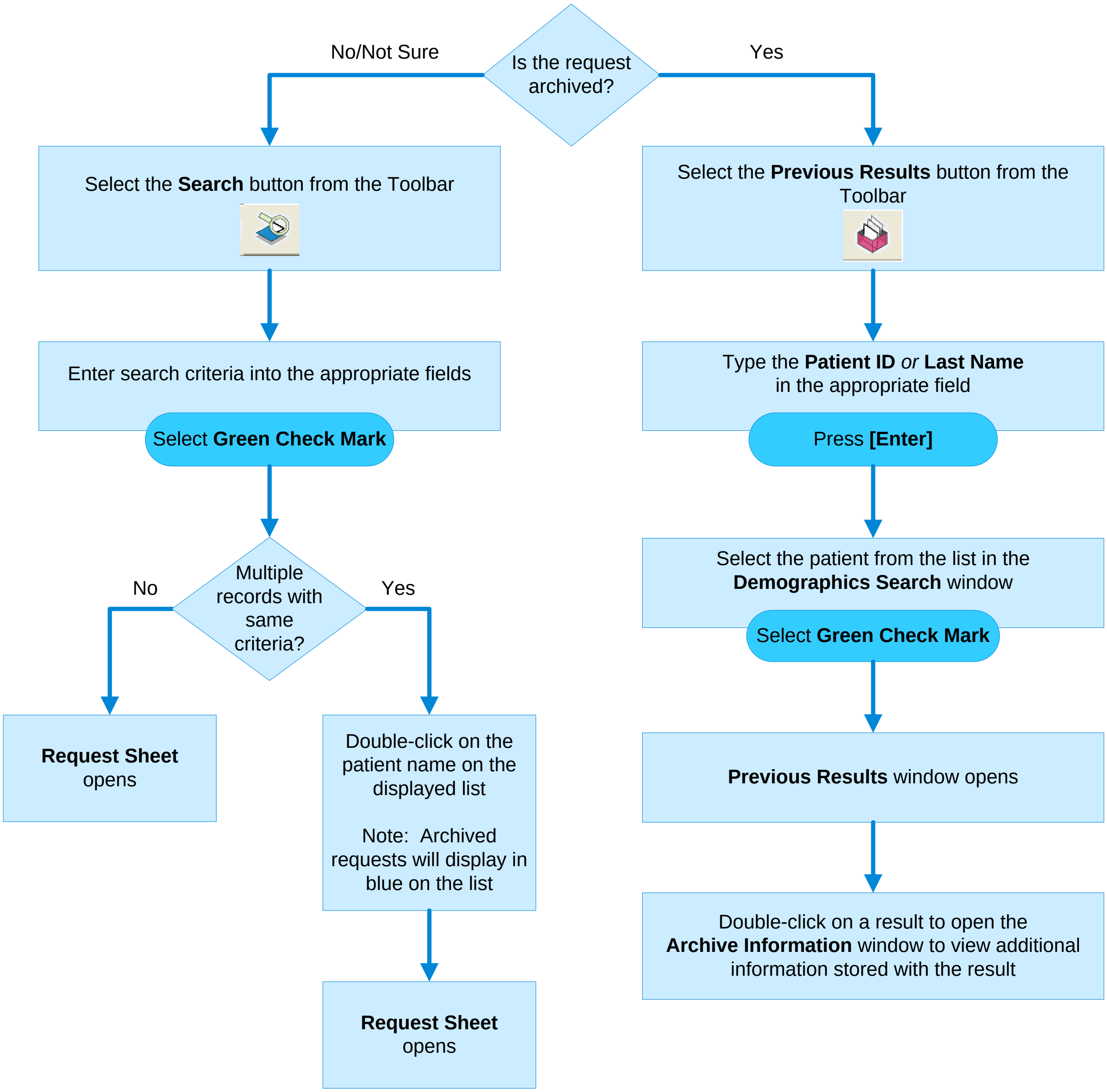
Yes

1. Select the **Previous Results** button from the Toolbar
2. Type the **Patient ID** *or* **Last Name** in the appropriate field
   - Press **[Enter]**
3. Select the patient from the list in the **Demographics Search** window
   - Select **Green Check Mark**
4. Right mouse click on a result to open the **Archived Request** popup menu
5. Select **Create a request from this run**

   Note: The system will create the new request with the same patient demographics and sample ID. The system will not create the request if the sample ID exists as a current request
6. Keep, add, or deselect parameters for the request from the **Parameters List** window
   - Select **Green Check Mark**
7. Review the request and make any edits, if necessary

   Note: The sample ID can not be edited
8. Close the **Request Sheet** window ✖

Results Search (Current and Archived)



Print Patient Reports

Open the **Request Sheet** for the desired patient:

- By performing a Results Search
- From the Samples, Request or Messages List

Select the **Print** button from the Toolbar

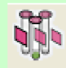
Request Printing Window

- Select **Print Type** from the drop down list
- Select **Instrument**
- Select option for Requests to print

Select **Green Check Mark**

Define a Samples List Filter

Select the **Samples List** button from the Toolbar



New Filter?

Yes

Right click anywhere in the **Samples List** window to open the **Samples List** popup menu

- Select **Filters**
- Select **New**

Sample Filters Window*

- Enter the name in the **Filter Name** field
- Select one or more instruments in the **Instruments** field
- Select the desired options in the **Display Samples** area

Select **Green Check Mark**

No

Select Filter tab to modify

Right click anywhere in the **Samples List** window to open the **Samples List** popup menu

- Select **Filters**
- Select **Modify**

Sample Filters Window*

- Change the name in the **Filter Name** field
- Select one or more instruments in the **Instruments** field
- Select the desired options in the **Display Samples** area

Select **Green Check Mark**

***Optional:**
Custom Colors, Tab colors, Default list colors and Alert limits can be applied to further customize filters

Configure a Samples List Pending Filter

Select the **Samples List** button from the Toolbar

Right mouse click anywhere in the **Samples List** window to open the **Samples List** popup menu

Chemistry or Hematology?

Chemistry

- Select **Filters**
- Select **New**

Sample Filters Window*

- Type ***Pending*** in the **Filter Name** field
- Select all of the instruments and **Not assigned** in the **Instruments** field
- Deselect all check boxes in the **Display Samples** area
- Select **To Assign** and **To Rerun** in the **Display Samples** area

Select **Green Check Mark**

Hematology

- Select **Filters**
- Select **New**

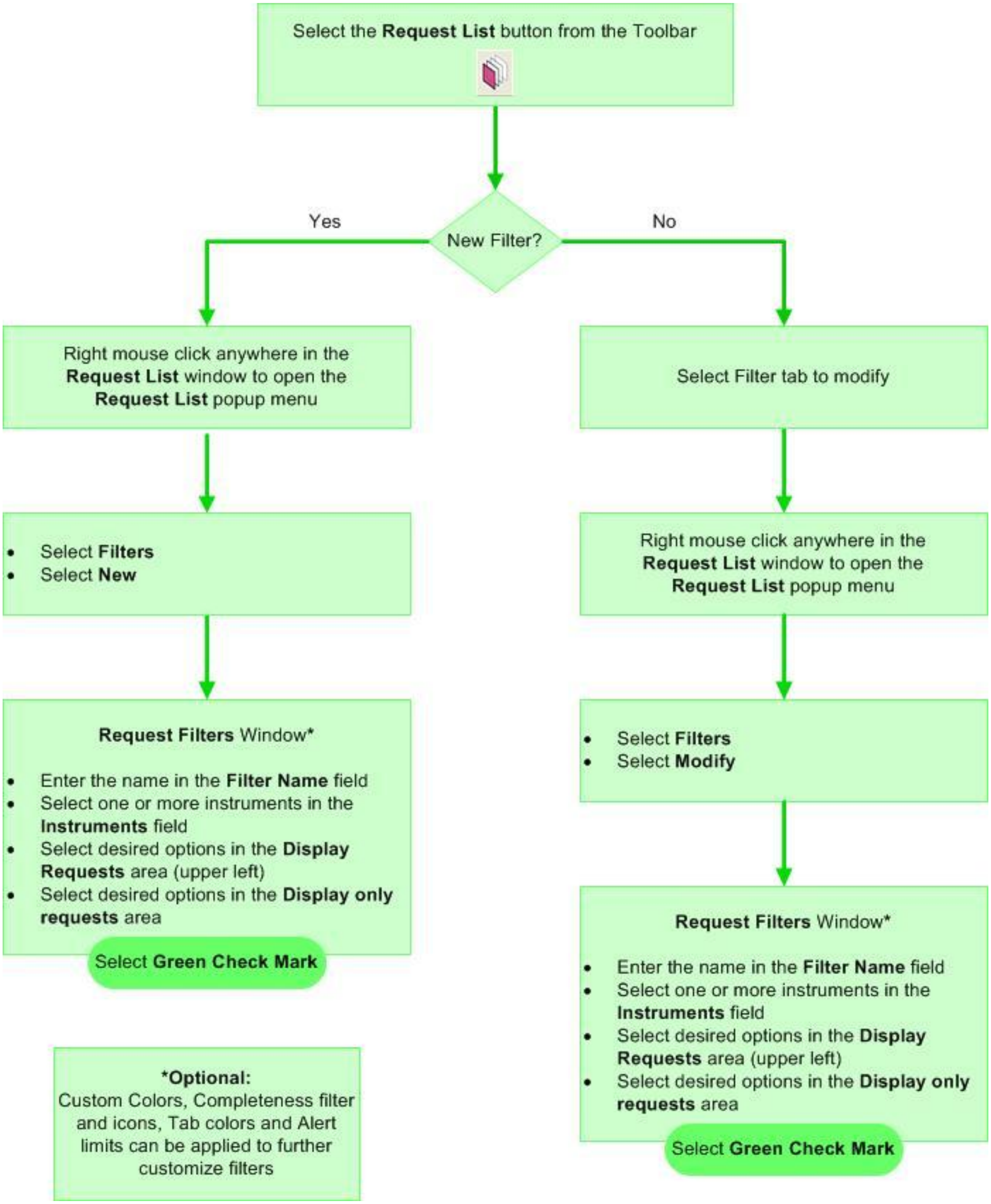
Sample Filters Window*

- Type ***Pending*** in the **Filter Name** field
- Select **Heme** from the **Instruments** field
- Deselect all check boxes in the **Display Samples** area
- Select **Downloaded** in the **Display Samples** area

Select **Green Check Mark**

***Optional:**
Custom Colors, Tab colors, Default list colors and Alert limits can be applied to further customize filters

Define a Request List Filter



Configure Review Filter for Request List

Select the **Request List** button from the Toolbar

Right mouse click anywhere in the **Request List** window to open the **Request List** popup menu

- Select **Filters**
- Select **New**

Request Filters Window*

- Type ***Review*** in the **Filter Name** field
- Select all of the appropriate instruments in the **Instruments** field
- Deselect all check boxes in the **Display Requests** (upper left) area
- Select **To Upload** in the **Display Requests** (upper left) area
- Deselect **With No Results (0%)** in the **Completeness Filter** (upper right area); Enter **100%** (or other desired completeness level) for the **Low Interval**

Select **Green Check Mark**

***Optional:**
Custom Colors, Tab colors, Default list colors, Completeness icon and Alert limits can be applied to further customize filters

Tag Configuration

Select **Configuration** from the Menu Bar

↓

Select **Tag Definition**

↓

Tag Configuration Window

- Enter a name for the tag in the **Tag name** field
- Optional: Enter a **Comment** for the tag
- Select color and font options for **Colors in the lists** area

Note: These colors will show up in the Samples or Request List filters if the Tagged checkboxes are selected in the filter configuration.

↓

Select the **Save** button from the Toolbar

↓

Close the **Tag Configuration** window

Archive Current Requests Manually

Select **Archives** from the Menu Bar

↓

Select **Archive Current Request(s)**

Select **Yes**

↓

Select desired options for each field in the **Requests Archiving** window:

- All, Selected or Tagged
- Date Range
- Request Type
- Instruments

Select **Green Check Mark**

↓

Select **Yes** to the pop-up message:
"This action will destroy all patient demographics which have no results. Do you want to continue?"

↓

Select **OK** to the pop-up message appears:
"Database purged."

↓

Close the **Request Archiving** window

Save Archived Requests to External Media Manually

Select **Archives** from the Menu Bar

↓

Select **Save**

↓

Save Archive Window

- Enter an asterisk * in the **Patient ID** field (all other fields blank)
- Select **Extract**
- Select **Select All**
- Select **Save**

↓

If prompted, select **Yes** if you wish to continue

↓

Select **Cancel** if prompted to place a floppy disk in drive A and you are saving to another form of external media.

↓

Save As window

- Select the location from the **Save in:** drop down list
- Enter a file name in the **File name** field
- Select **Save**

↓

- Select **No** if you want keep the requests in the archives and have the system automatically delete them after specified number of days
- Select **Yes** if you want to delete them from the archives immediately

↓

If prompted, select **Yes** if you wish to continue (this will delete patients with no demographics)

↓

Select **Close** to close the **Save Archive** window

Restore Archives

Insert external media with archived patients into the appropriate drive

↓

Select **Cancel** if prompted to open a folder to view files

↓

Select **Archives** from the Menu Bar

↓

Select **Restore**

↓

Select **Extract**

↓

Select **Extract from files**

Select **Green Check Mark**

↓

If prompted, select **Cancel** if not using the A: drive (floppy disk)

↓

Select Files window

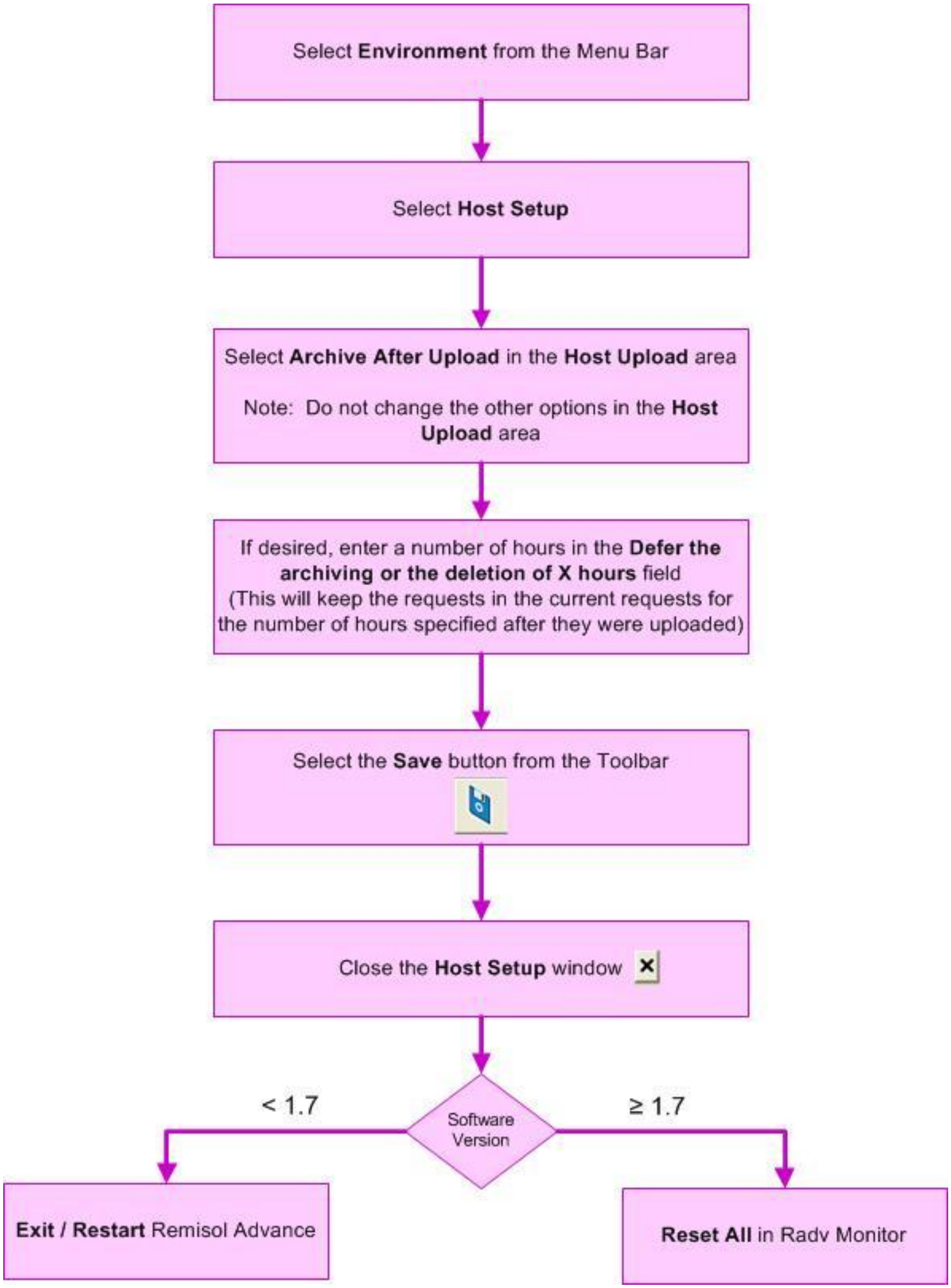
- Select the location in the **Look in:** drop down list
- Select the file name to restore
- Select **Open**

↓

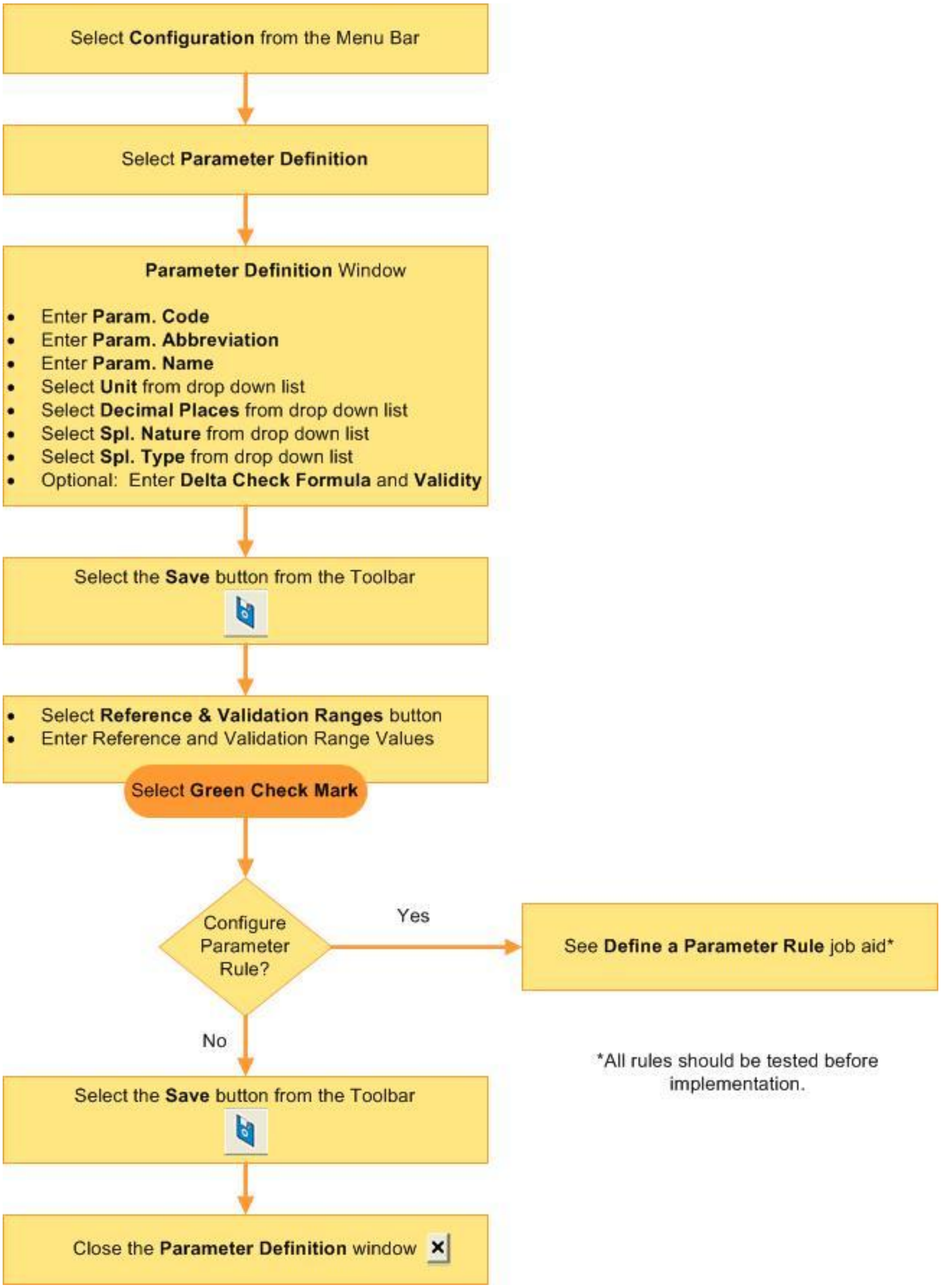
Restore Archive window

- Select specific patient names or **Select All**
- Select **Restore**
- Select **Close**

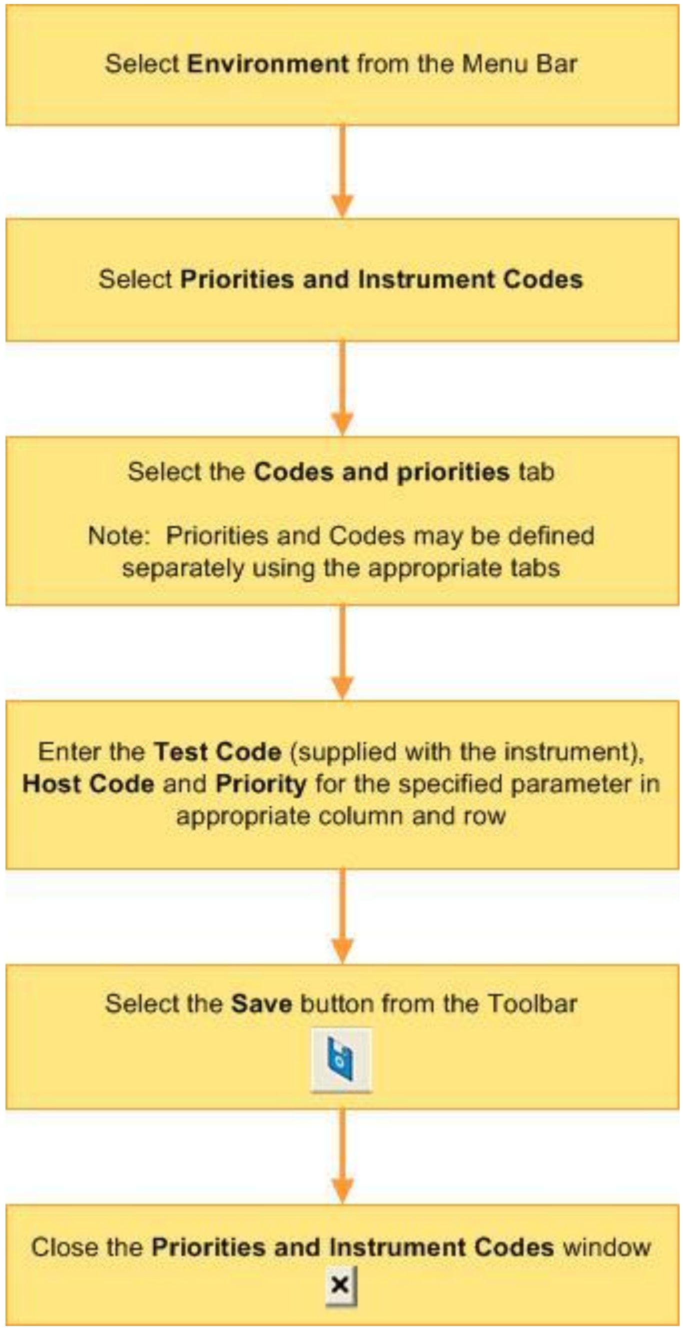
Configure Auto Archiving



Define a Parameter



Define Priorities and Instrument Codes



Define a Parameter Rule

Select **Configuration** from the Menu Bar

Select **Parameter Definition**

Select the Parameter from **Param. Code** drop down list

Select **Rules** button

New Rule?

Yes:

Select the **New** button

Enter rule name in **Name** field

No:

- Select (highlight) the rule
- Select the **Modify** button

- Modify rule name in **Name** field, if necessary
- Highlight condition/action in the **IF/THEN/ELSE** fields and press **[Delete]** on the keyboard

Condition area

- Configure a condition using the drop down lists
- Select the **Add** button
- Select the **And** or **Or** option button for multiple conditions
- Repeat for each condition

Actions area

- Configure an action using the drop down lists
- Select the **Add** button
- Select the **Then** or **Else** option button for multiple actions
- Repeat for each action

- Select the **Play Once** checkbox to limit the rule from playing multiple times for a Sample ID (i.e. for a repeat rule)
- Select the **Rule is Active** checkbox to activate the rule

Note: All rules should be tested before implementing.

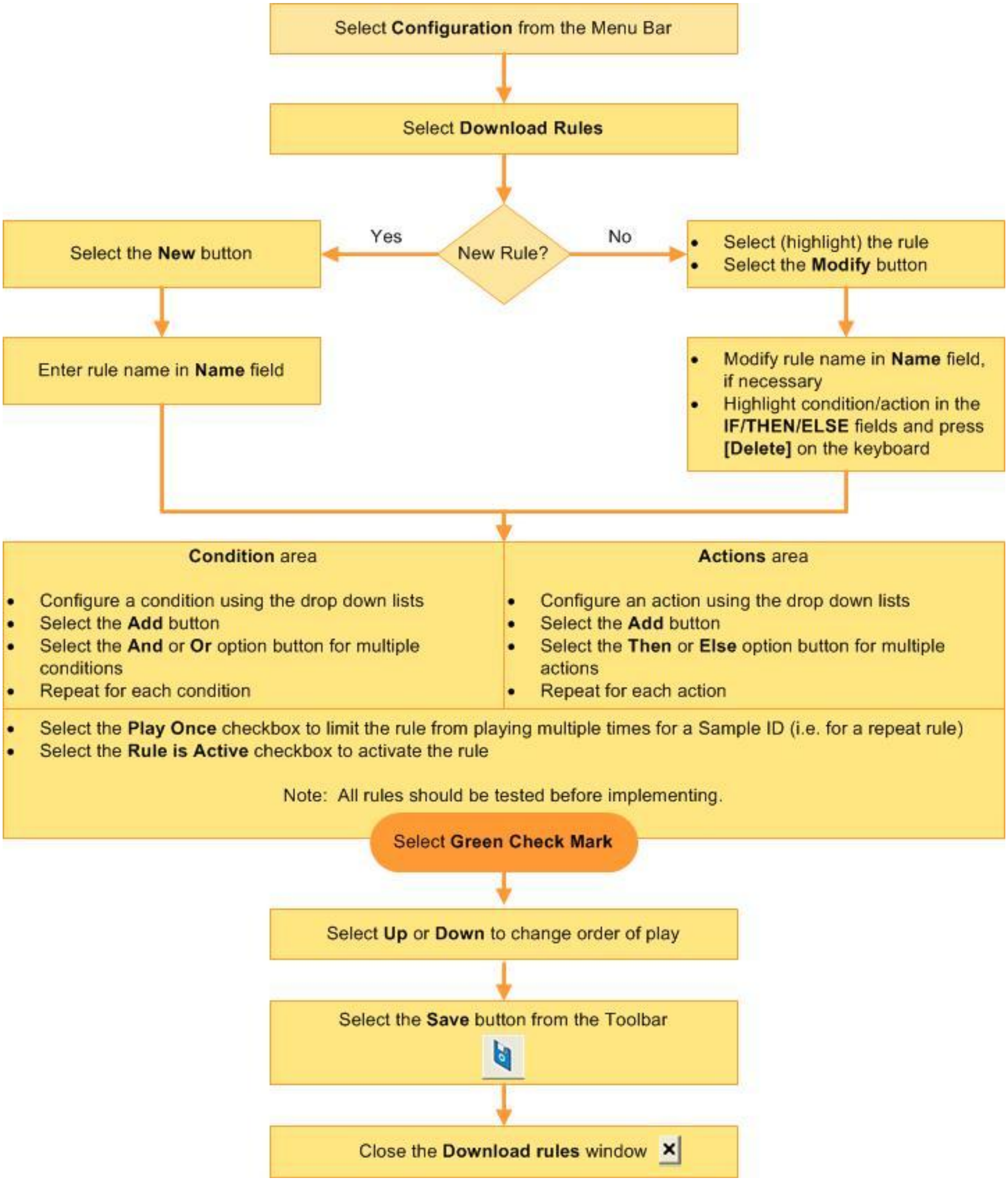
Select **Green Check Mark**

Select **Up** or **Down** to change order of play

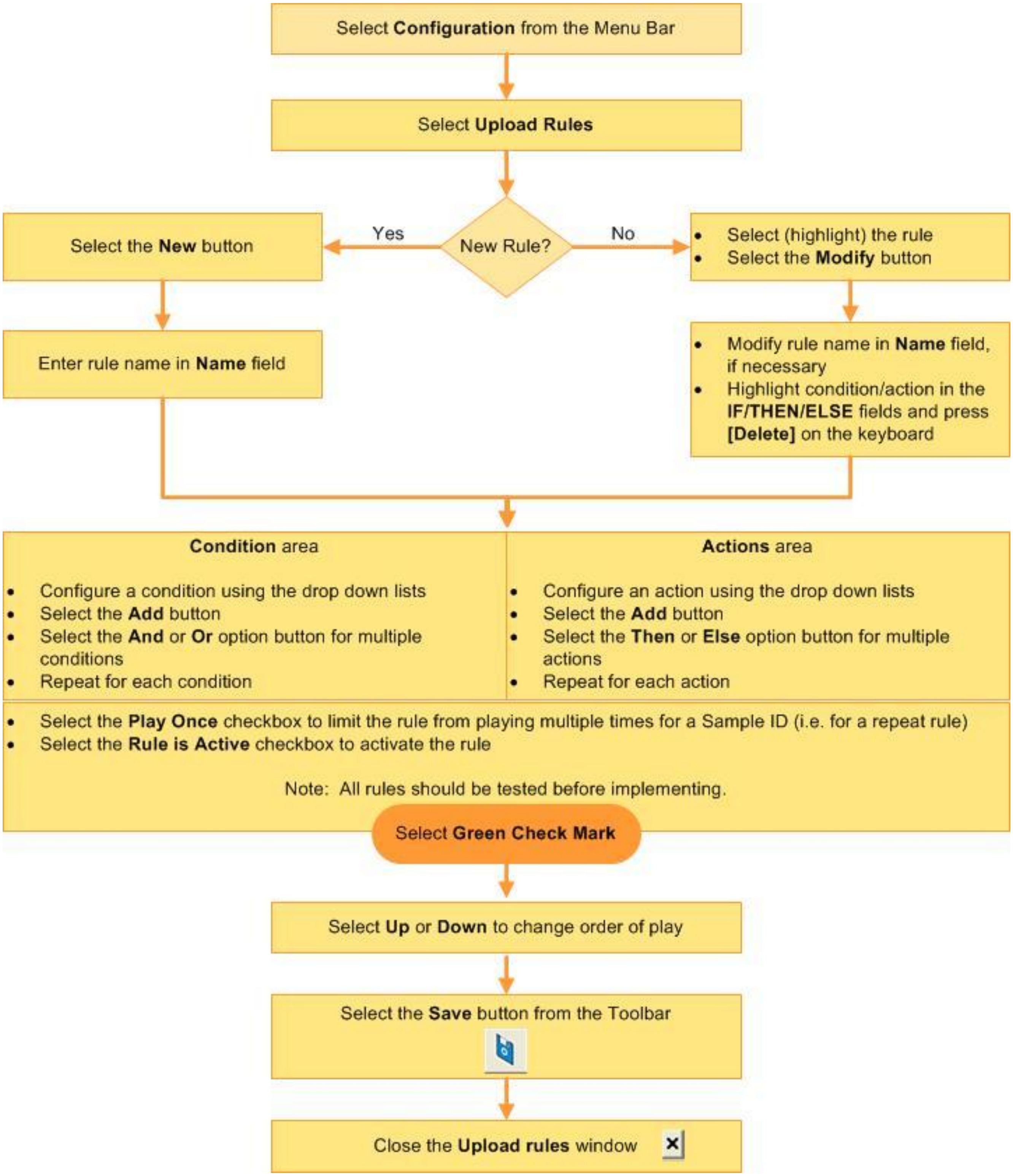
Select the **Save** button from the Toolbar

Close the **Rules for [Parameter]** window

Define a Download Rule



Define an Upload Rule



Switch to Test Mode for Rules Testing

Select the **Close** button ✖
from the Title Bar on the **Workstation** console(s), if necessary

↓

Select **Environment** from the Menu Bar on the **Server**

↓

Select **Mode : Rules Validation**

↓

Select **Switch in Test Mode...**

↓

Database Switch Window

- Enter test database name (***TestDB***) in the **Switch to:** field
  Note: You can assign a new name or select a test database name of a previously saved database in the drop down list
- Leave the **Database files destination folder** area with the default selection
- **Option** area: Select **Export current dictionary (overwrite test database)** option to create a dictionary identical to the current production database

Select **OK**

↓

Select **Yes** to the pop-up message:
"This function can take few minutes. Instruments should be in standby. Do you want to continue?"

↓

Select **Yes** to the pop-up message:
"Remisol must be restarted...Do you want to stop Remisol now?"

↓

Select the Remisol icon on the desktop to enter the Test Mode

Import Results and Print Reports in Test Mode

Select **Environment** from the Menu Bar

Select **Mode : Rules Validation**

Select **Import Data...**

Select **Import from files…** button from the **Rules Testing** window

- Select the file name(s) from the saved location (Hold down the **[Ctrl]** key to select multiple files)
- Select **Open**

Select steps Window

Select the following checkboxes:

- **Play rules on imported samples**
- **Print request after rules was played**
- **Export request after rules was played**
- **Export/print rule traces**

Note: You can select the **Delete all data from the database** checkbox to purge the database.

Select **OK**

Select **OK** to the pop-up message:
"Data exportation done."

Close the **Rules Testing** window