This job aid booklet is intended for:

Remisol Advance software version 1.8 unless otherwise noted
# Remisol Advance Job Aids

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Starting the Remisol Advance

1. Turn on the power at the Server console

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 to open the program)

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

5. 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**

1. Select **Environment** from the Menu Bar
2. Select **Lock Station**

**Unlocking the Remisol Advance**

1. Enter **Login** and **Password** in appropriate fields
2. Select **Green Check Mark**

(Note: User Name and Password are assigned by the System Administrator)
Exit/Restart the Remisol Advance SW versions 1.5 and 1.6

Networked?

No

Select the Close button from the Title Bar

Select Yes to the pop-up message: “This action will disconnect instruments and host. Continue?”

Select the Remisol icon on the Desktop

If prompted, enter Login and Password in appropriate fields

Select Green Check Mark

Yes

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

Select Yes to the pop-up message: “This action will disconnect instruments and host. Continue?”

Select the Close button from the Title Bar on the Server

Select Yes to the pop-up message: “This action will disconnect instruments and host. Continue?”

Select (right click) the LIS icon on the Server toolbar

Select Stop Hostsvr Service and wait for the LIS icon to turn grey

Select (right click) the LIS icon on the Server toolbar

Select Start Host Service and wait for the LIS icon to turn green

Select the Remisol icon on the Server desktop

Select the Remisol icon on the Workstation desktop, if necessary

If prompted, enter Login and Password in appropriate fields

Select Green Check Mark
Reset with Radv Monitor

Full System Reset
Log into Radv Monitor
Manuel Reset

Select Reset All

Wait for all systems to stop and restart.

If necessary, manually start Remisol console(s)

Select the Services tab icon

Select the Radv Launcher Service for the Remisol console to be reset and select the Stop button X

Select the Remisol tab icon

Select the Remisol console to be reset and select the Stop button X

Select the Remisol console to be reset and select the Start button ▶
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.
4. Select **Shutdown** from the drop down list.
5. 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.
9. Select **Shutdown** from the drop down list.
10. 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)
4. Select **OK**
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)
7. Select **OK**

*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

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

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

### Request List Flags

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

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

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

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

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Flag</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample modification</td>
<td>M</td>
<td>Sample ID was manually changed</td>
</tr>
<tr>
<td>Stat</td>
<td>S</td>
<td>STAT request</td>
</tr>
<tr>
<td>Validation</td>
<td>V</td>
<td>Result validated automatically</td>
</tr>
<tr>
<td></td>
<td>v</td>
<td>Result validated manually</td>
</tr>
<tr>
<td>Result Flag</td>
<td>M</td>
<td>Result manually entered or edited</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>Calculated result</td>
</tr>
<tr>
<td></td>
<td>U</td>
<td>UPC result</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>Dilution factor applied to result</td>
</tr>
<tr>
<td>Delta check</td>
<td>D</td>
<td>Result passed delta check</td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>Result failed delta check</td>
</tr>
<tr>
<td>Send to host</td>
<td>H</td>
<td>Result sent to host</td>
</tr>
</tbody>
</table>
**Program a New Request**

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

2. Type the **Patient ID or Last Name** in the appropriate field

3. Press [Enter]

4. **Demographics Available?**
   - No: Select Yes to the pop-up window asking if you want to create new demographics
     - Enter desired demographics in available fields
     - Press [Enter]
     - Select the parameter(s) or profile
     - Select Green Check Mark
   - Yes: Select the patient from the list in the **Demographics Search** window
     - Select Green Check Mark
     - Select the parameter(s) or profile
     - Select Green Check Mark
     - Edit/Accept the Sample ID in the **Sample ID** field (The Sample ID increments up one automatically each time a new request is programmed)
     - Optional: Select the **Sample Stat** checkbox
     - Select Green Check Mark
     - Select the **Save** button from the Toolbar

5. Select the **Save** button from the Toolbar
Add a Parameter to a Request

Is the request archived?

No

Open the Request Sheet for the desired patient:
- By performing a Results Search
- From the Samples, Request or Messages List

Right mouse click on any result to open the Request Sheet popup menu

Select Add Parameters

Select the parameter(s) or profile to add

Select Green Check Mark

Close the Request Sheet window

Yes

Select the New Request button from the Toolbar

Type the Patient ID or Last Name in the appropriate field

Press [Enter]

Select the patient from the list in the Demographics Search window

Select Green Check Mark

Select the parameter(s) or profile to add

Select Green Check Mark

Edit/Accept the Sample ID in the Sample ID field (The Sample ID increments up one automatically each time a new request is programmed)

Select Green Check Mark

Close the Request Sheet window

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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 or Run

Result, run or sample comment?

Sample

Double-click the cell containing the result to open the **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**

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

Open the Request Sheet for the desired patient:
- By performing a Results Search
- From the Samples, Request or Messages List

Validate entire request?

Yes → Select the Validate button from the Toolbar
     → Select Yes
     → Close the Request Sheet window

No → Select the specific result(s)
     (Hold down the [Ctrl] key to select multiple results)
     → Select the Validate button from the Toolbar
     → Select Yes
     → Close the Request Sheet window
Program a Rerun from Current or Archived Requests

Is the request archived?

- No
  - Open the Request Sheet for the desired patient:
    - By performing a Results Search
    - From the Samples, Request or Messages List
  - Select the parameter(s) to rerun
    (Hold down the [Ctrl] key to select multiple parameters)
  - Right mouse click to open the Request Sheet popup menu
  - Select Rerun Parameter
    (Optional: Select the instrument for rerun)
  - Select Green Check Mark
  - Close the Request Sheet window

- Yes
  - Select the Previous Results button from the Toolbar
  - Type the Patient ID or Last Name in the appropriate field
  - Press [Enter]
  - Select the patient from the list in the Demographics Search window
  - Select Green Check Mark
  - Right mouse click on a result to open the Archived Request popup menu
  - 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
  - Keep, add, or deselect parameters for the request from the Parameters List window
  - Select Green Check Mark
  - Review the request and make any edits, if necessary
    Note: The sample ID cannot be edited
  - Close the Request Sheet window
Results Search (Current and Archived)

Is the request archived?

No/Not Sure

Select the Search button from the Toolbar

Enter search criteria into the appropriate fields

Select Green Check Mark

Request Sheet opens

Multiple records with same criteria?

No

Double-click on the patient name on the displayed list

Note: Archived requests will display in blue on the list

Request Sheet opens

Yes

Select the Previous Results button from the Toolbar

Type the Patient ID or Last Name in the appropriate field

Press [Enter]

Select the patient from the list in the Demographics Search window

Select Green Check Mark

Previous Results window opens

Double-click on a result to open the Archive Information window to view additional information stored with the result

Yes
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

Yes

New Filter?

No

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

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

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
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

Select the Request List button from the Toolbar

Yes

New Filter?

No

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

Select Filters
Select New

Request Filters Window*

- Enter the name in the Filter Name field
- Select one or more instruments in the Instruments field
- Select desired options in the Display Requests area (upper left)
- Select desired options in the Display only requests area

Select Green Check Mark

*Optional:
Custom Colors, Completeness filter and icons, Tab colors and Alert limits can be applied to further customize filters

Select Filter tab to modify

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

Select Filters
Select Modify

Request Filters Window*

- Enter the name in the Filter Name field
- Select one or more instruments in the Instruments field
- Select desired options in the Display Requests area (upper left)
- Select desired options in the Display only requests area

Select Green Check Mark
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

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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**

1. Insert external media with archived patients into the appropriate drive.

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

3. Select **Archives** from the Menu Bar.

4. Select **Restore**.

5. Select **Extract**.

6. Select **Extract from files**.

7. Select **Green Check Mark**.

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

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

10. **Restore Archive** window:
    - Select specific patient names or **Select All**.
    - Select **Restore**.
    - Select **Close**.
Configure Auto Archiving

1. Select **Environment** from the Menu Bar
2. Select **Host Setup**
3. Select **Archive After Upload** in the Host Upload area
   - Note: Do not change the other options in the **Host Upload** area
4. If desired, enter a number of hours in the **Defer the archiving or the deletion of X hours** field
   - (This will keep the requests in the current requests for the number of hours specified after they were uploaded)
5. Select the **Save** button from the Toolbar
6. Close the **Host Setup** window

Depending on the software version:
- **< 1.7**
  - **Exit / Restart** Remisol Advance
- **≥ 1.7**
  - **Reset All** in Radv Monitor
Define a Parameter

Select Configuration from the Menu Bar

Select Parameter Definition

Parameter Definition Window
- Enter Param. Code
- Enter Param. Abbreviation
- Enter Param. Name
- Select Unit from drop down list
- Select Decimal Places from drop down list
- Select Spl. Nature from drop down list
- Select Spl. Type from drop down list
- Optional: Enter Delta Check Formula and Validity

Select the Save button from the Toolbar

- Select Reference & Validation Ranges button
- Enter Reference and Validation Range Values

Select Green Check Mark

Configure Parameter Rule?
Yes
See Define a Parameter Rule job aid*

No
Select the Save button from the Toolbar

Close the Parameter Definition window

*All rules should be tested before implementation.
Define Priorities and Instrument Codes

Select **Environment** from the Menu Bar

Select **Priorities and Instrument Codes**

Select the **Codes and priorities** tab

Note: Priorities and Codes may be defined separately using the appropriate tabs

Enter the **Test Code** (supplied with the instrument), **Host Code** and **Priority** for the specified parameter in appropriate column and row

Select the **Save** button from the Toolbar

Close the **Priorities and Instrument Codes** window
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

Select the New button

Enter rule name in Name field

Yes

New Rule?

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

Select Configuration from the Menu Bar

Select Download Rules

Select the New button

Enter rule name in Name field

Yes

New Rule?

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
- 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

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

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 Download rules window
Define an Upload Rule

1. Select Configuration from the Menu Bar
2. Select Upload Rules
3. Select the New button
4. Enter rule name in Name field

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
- 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

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

Note: All rules should be tested before implementing.

4. Select (highlight) the rule
5. Select the Modify button

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

Select Green Check Mark

Select Up or Down to change order of play

Select the Save button from the Toolbar

Close the Upload rules window
Switch to Test Mode for Rules Testing

Select the **Close** button \( \times \) 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

1. Select **Environment** from the Menu Bar

2. Select **Mode: Rules Validation**

3. Select **Import Data...**

4. 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**

5. **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.

6. Select **OK**

7. Select **OK** to the pop-up message: “Data exportation done.”

8. Close the Rules Testing window