

# xChekPlus User Manual

## Addendum

Overview

Changing the default administrator password

Managing system security

Manually entering data

Editing well OD values

Using the quantity not sufficient (QNS) function

Modifying case information

## I. Overview

This addendum supplements the online user manual included with your xChekPlus\* software. Please use this addendum as a reference for the following functions, which are new or changed in the xChekPlus software version 4.0.1.65.

### New

- Editing well OD values for controls and sample OD values
- Entering data manually into the xChekPlus software
- Marking wells as *quantity not sufficient* (QNS)

### Modified

- Changing the default administrator password
- Managing system security
- Security configuration—technician tracking
- Modifying case information

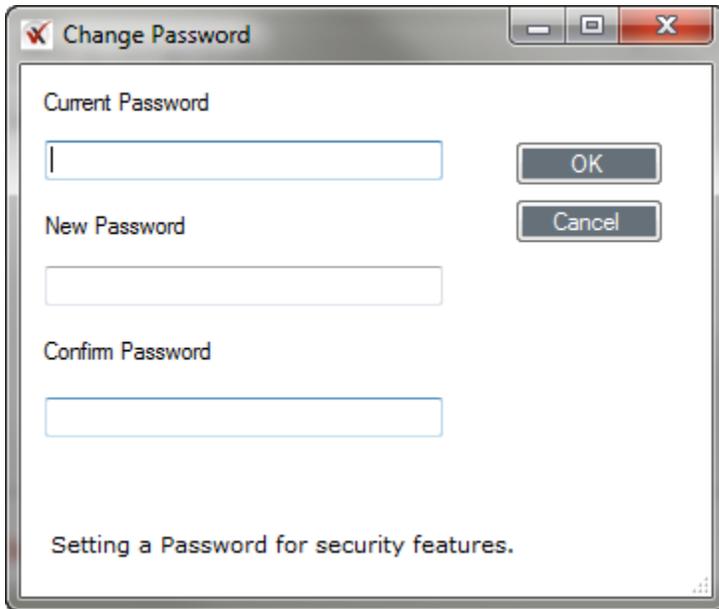
## II. Changing the default administrator password

xChekPlus now has a default, case-sensitive administrator password: **admin**

IDEXX recommends that you change your administrator password the first time you run the application.

To change the default administrator password:

1. Type the temporary password (**admin**, case-sensitive) in the current password field.
2. Type and confirm your new password.
3. Click **OK**.



To skip the password setup, click **Cancel**. You will be able to change the password later using the system security function (see [“III. Managing system security”](#)).

## III. Managing system security

The xChekPlus system security function allows you to enable or disable system-wide changes. When system changes are enabled, the user can perform the following functions:

- Well OD editing
- Manual plate reading
- Technician tracking
- Deleting assays, reports, languages, and readers
- Adding/deleting custom file formats

You may also set/change the administrator password using the System Security function.

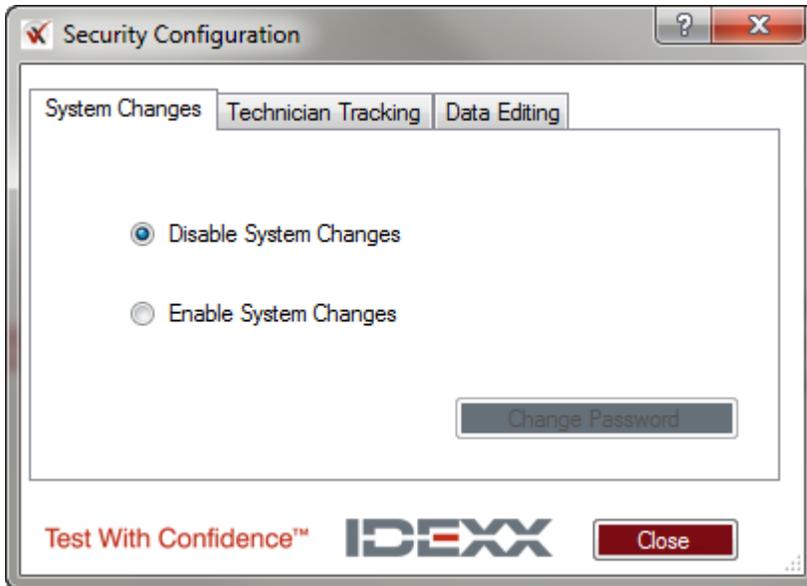
## Enabling/disabling system-wide changes

1. Choose **Options > Manage System Security** from the menu bar to open the Security Configuration dialog box.

The dialog box has three tabs: **System Changes**, **Technician Tracking**, and **Data Editing**. The System Changes tab is selected by default.

**Note:** Default settings at installation:

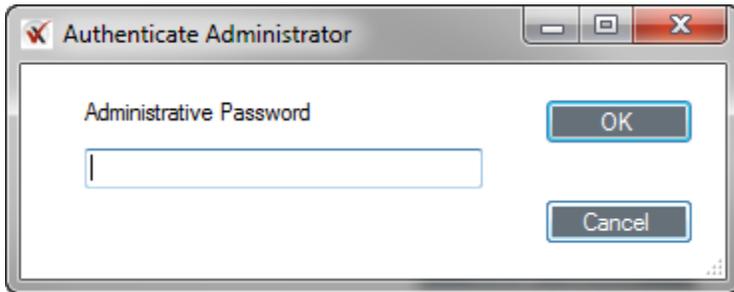
- System changes—disabled
- Technician tracking—enabled
- Well OD and manual plate reading—disabled



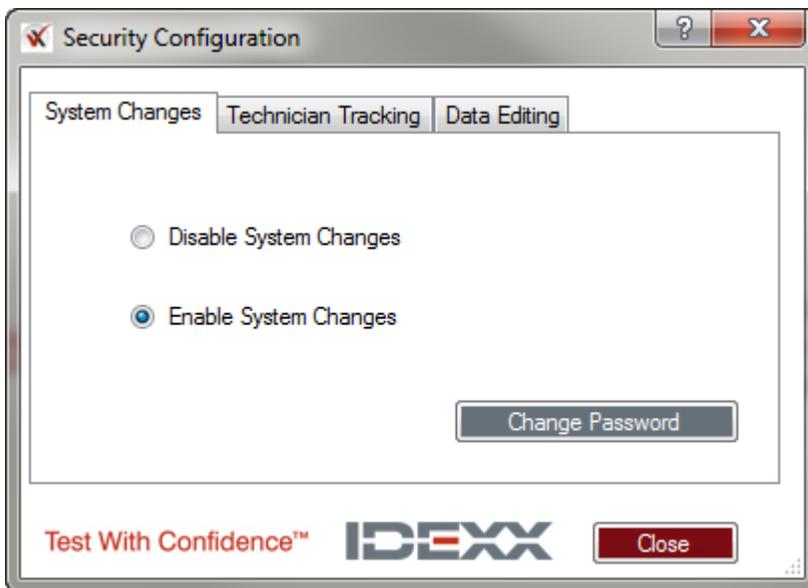
When system changes are disabled, the options on both the Technician Tracking and Data Editing tabs are disabled (grayed out).



2. To enable system changes, select **Enable System Changes**, enter the administrator password, and click **OK**.

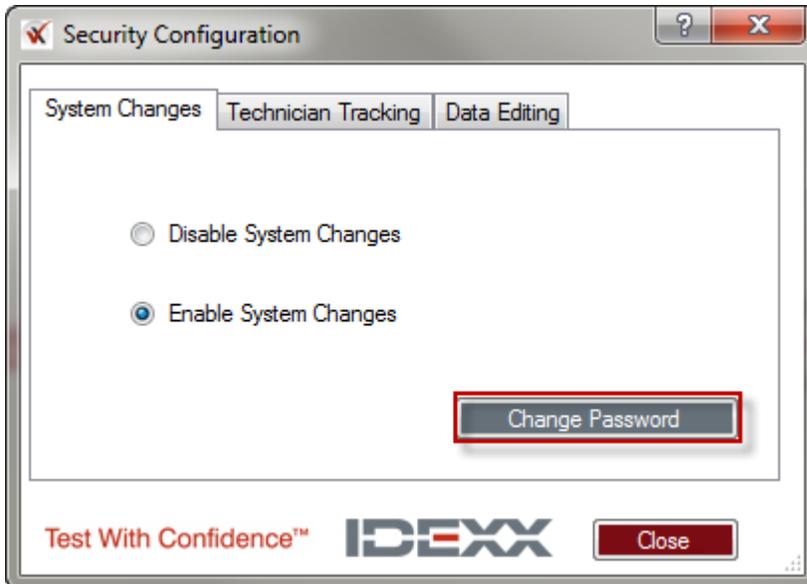


**Note:** If you have not changed the default administrative password, enter **admin** (case-sensitive). The Enable System Changes feature is now activated.

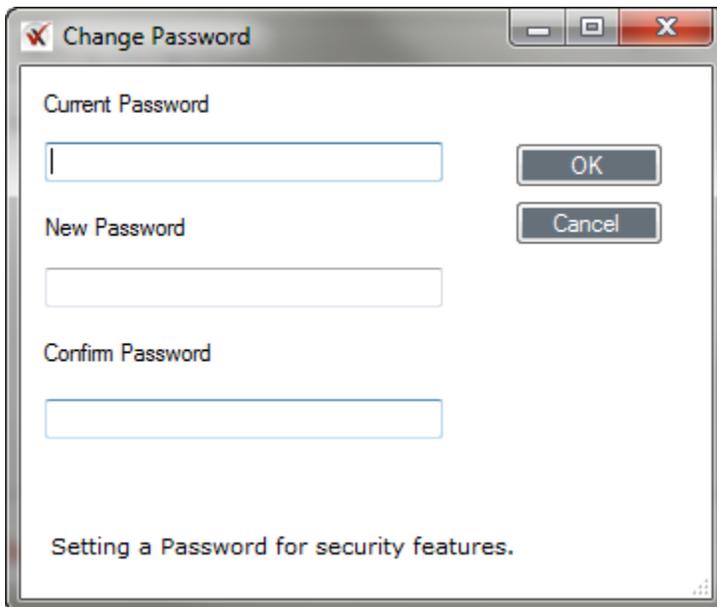


## Changing the administrator password

1. Choose **Options > Manage System Security** from the menu bar.
2. Click **Change Password** (if **Disable System Changes** is selected, click **Enable System Changes** to activate the **Change Password** button).



3. Type the existing password in the **Current Password** field. The default administrative password for xChekPlus is **admin** (case-sensitive). Type the new password, retype the new password to confirm, and click **OK**.

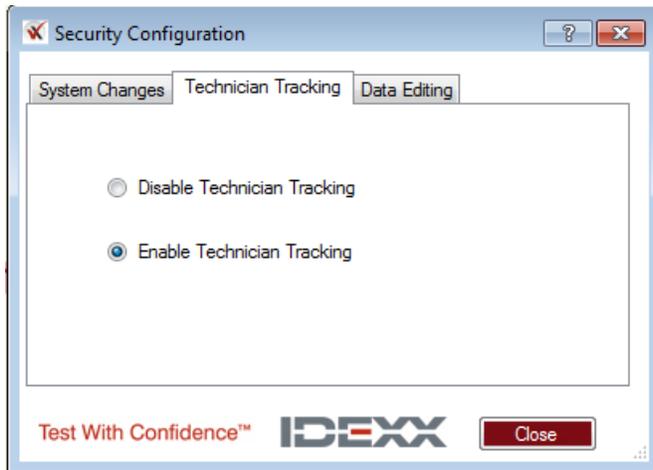


**Note:** We recommend that you set the administrator password once you have installed your xChekPlus software.

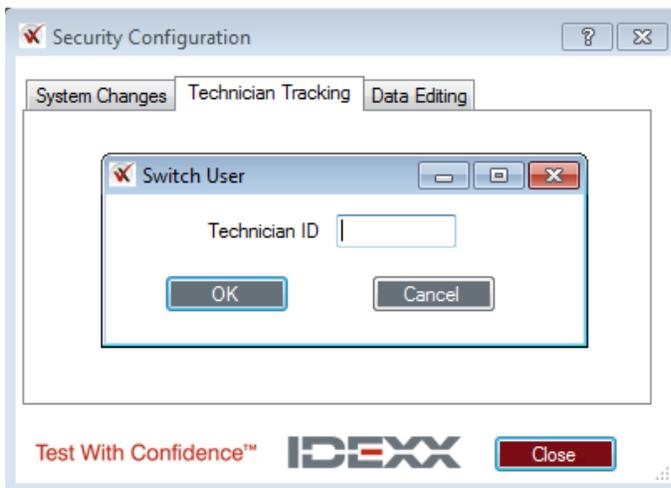
## Security configuration—technician tracking

Technician tracking is enabled by default.

When system changes are enabled, you may make changes to the technician tracking selection.



When enabling technician tracking **after it has been disabled**, you will be prompted to enter a technician ID.



**Note:** The system does not need to be restarted when changing technician tracking options.

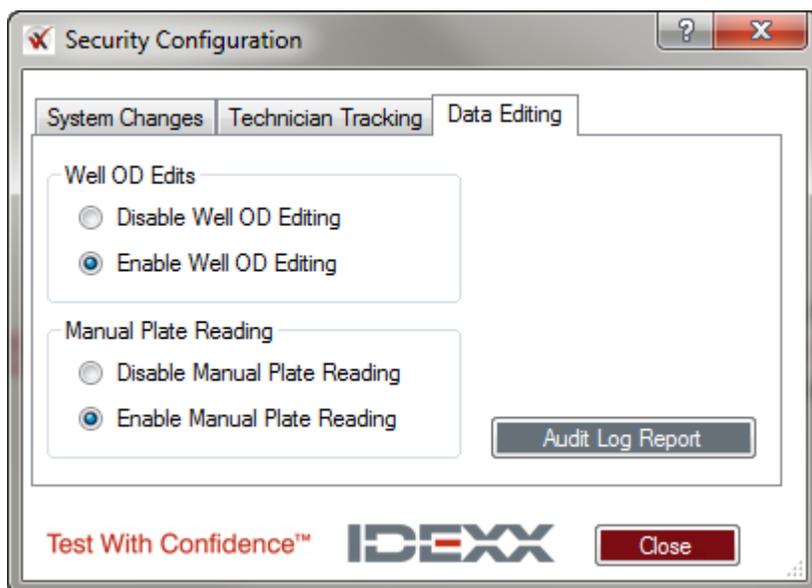
## Security configuration—data editing

The Data Editing tab in the Security Configuration window gives you the option to enable well OD editing and/or manual plate reading. These two functions can be enabled or disabled independently of each other. When you install the application, both of these functions are disabled by default.

**Note:** To enable either or both of these features, you must enable system changes. (See [“Enabling/disabling system-wide changes”](#)).

To access the data editing security options:

1. Choose **Options > Manage System Security** from the menu bar.
2. Click on the **Data Editing** tab.
3. Select the desired options.
4. Click **Close**.



**Note:** If you wish to prevent the ability to enable/disable well OD editing or manual plate reading, click the **System Changes** tab and select **Disable System Changes**.

**Note:** Disabling system changes will not disable well OD editing or manual plate reading if they have been enabled.

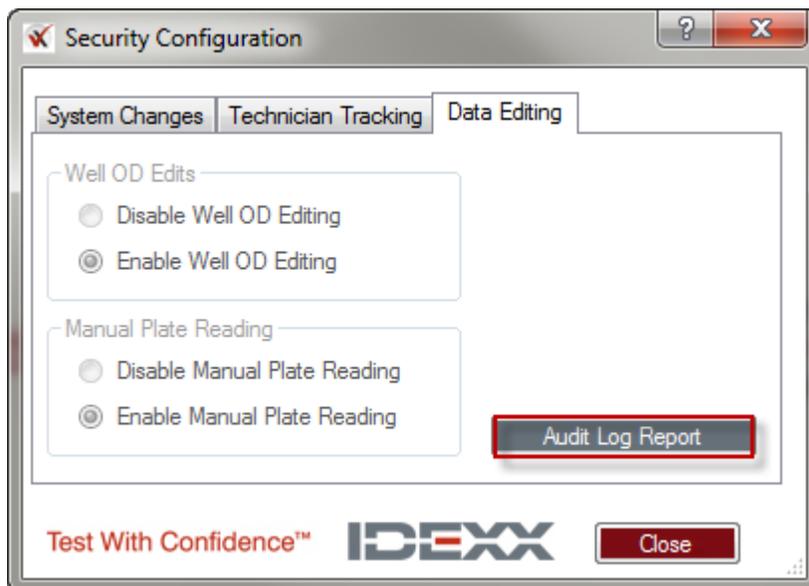
## Audit Log Report

The Audit Log Report is available to view by all users and lists the following changes that have been made to the system:

- Enabling and disabling manual plate reading and well OD editing
- Changes to the administrator password
- Well OD editing, including original and edited data
- Wells marked as QNS

To access the report:

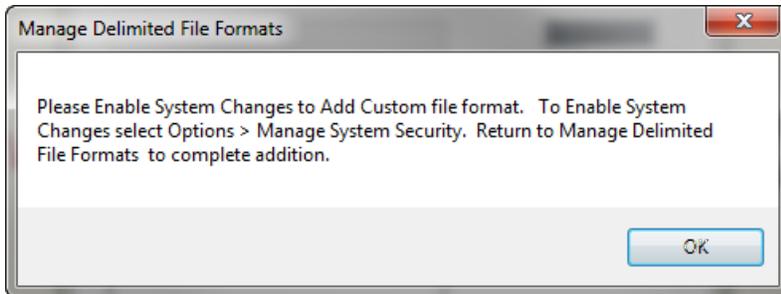
1. Choose **Options > Manage System Security** from the menu bar.
2. Click on the **Data Editing** tab.
3. Click on the **Audit Log Report** button to open the report. The most recent changes will be displayed first.



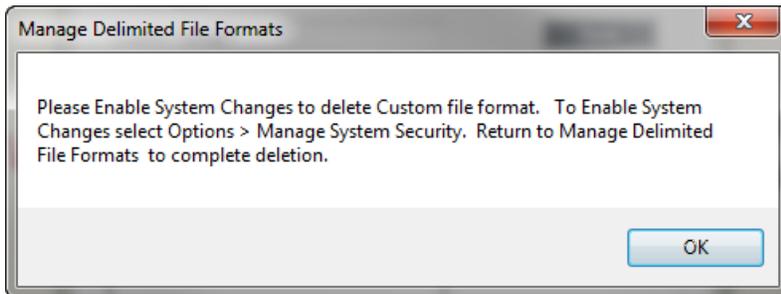
## F. Managing system security—additional features

### Manage delimited file formats

To add or delete custom file formats, you must enable system changes. If you try to add a new file format and the System Changes Disabled checkbox is selected, you will get the follow message:

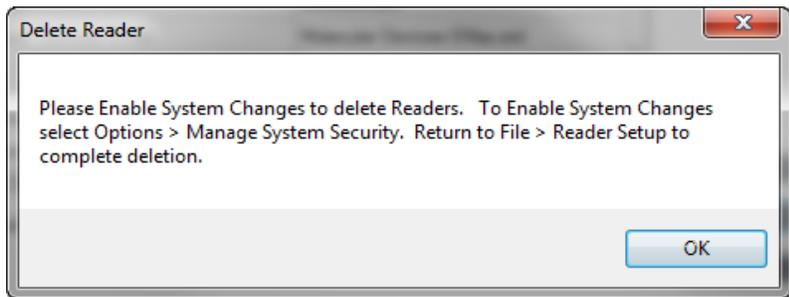
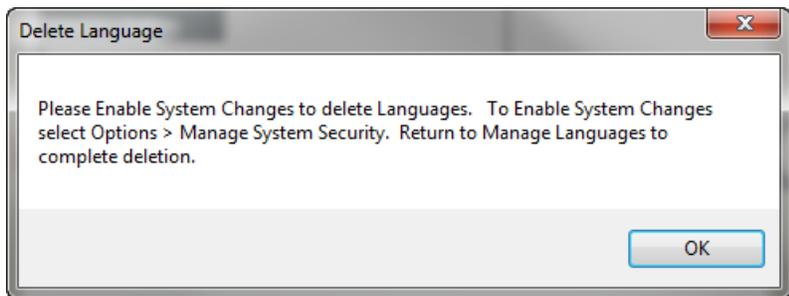
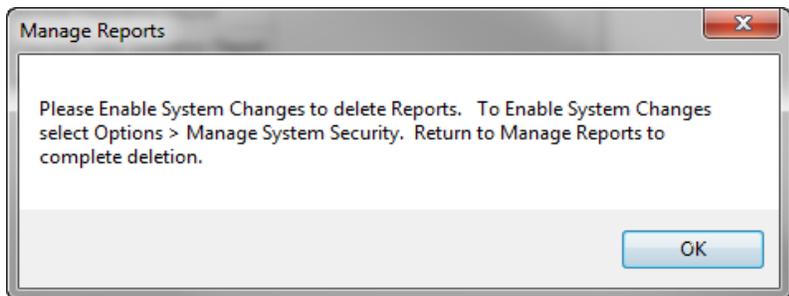
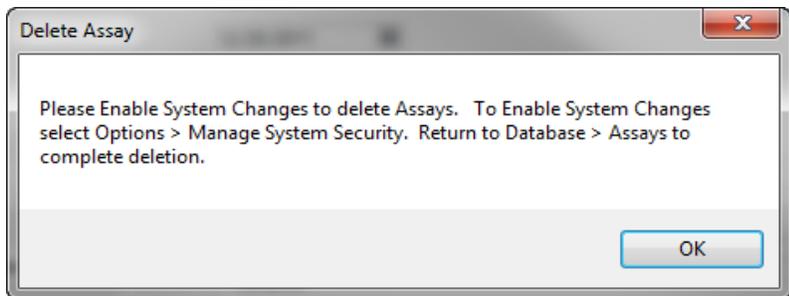


If you try to delete an existing file format and the System Changes Disabled checkbox is **not** selected, you will get the follow message.



### Deleting assays, reports, languages, or readers files

In order to delete assays, reports, languages, or reader files, you must enable system changes. If system changes are disabled, you will get one of the following four messages, depending on what you are trying to delete:



## IV. Manually entering data

Manual plate reading **must** be enabled in order to enter data manually. See [“III. Managing system security”](#) to enable manual plate reading.

You can enter data manually into an **existing template** using either case view or plate view. The xChekPlus software assigns the wells to cases in manual entry mode just as it does when a reader is used.

### To manually enter plate data:

1. Choose **File > Manual**.
2. In the Template Manager Dialogue box, select an assay and a template and click **Read**.
3. Enter the OD values manually in either the Plate or Case tab view. In manual entry mode, controls and wells are temporarily populated with zeros. To enter data, click in the control or well field and enter the desired value.

The screenshot displays the 'Test Results: Case 1 - AE:1' window. It features a 'Plate' tab and a grid for data entry. The grid has columns for wells 1 through 12 and rows for different parameters. The data entered is as follows:

Plate: 1	1	2	3	4	5	6	7	8	9	10	11	12
A - Well	Neg	Neg	Pos	Pos	A							
O.D.	0.000	0.000	0.000	0.000	0.000							
S/P					Inv							
Titer					Inv							
Group					Inv							
Result					Inv							
B - Well												
O.D.												
S/P												
Titer												
Group												
Result												
C - Well												
O.D.												
S/P												
Titer												
Group												
Result												

Below the grid, there are two summary boxes. The left box contains assay details: Assay: AE, Template: Case 1, Kit Lot: Unknown, Run Date: 6/20/2016, Expiration: 12/20/2011, Tech: mmd. The right box shows a small table with columns 'A', 'CASE 1', and '1', and a row with the value '1'.

**Note:** Data can also be pasted into the grid using the shortcut **Ctrl+V** or by right-clicking and selecting **Paste**. You will only need to select the first well in the grid when pasting data; data will autopopulate in the appropriate fields.

4. Click the **Recalculate** button. xChekPlus validates the control values and recalculates all result fields.

**Note:** xChekPlus will alert you if the control values are invalid. Enter the correct control values and click Recalculate before saving your plate.

The screenshot shows the 'Test Results: Case 1 - AE1' window. The main data table is as follows:

Plate:	1	2	3	4	5	6	7	8	9	10	11	12
A - Well	Neg	Neg	Pos	Pos	A							
O.D.	0.000	0.000	0.000	0.000	0.750							
S/P					Inv							
Titer					Inv							
Group					Inv							
Result					Inv							
B - Well												
O.D.												
S/P												
Titer												
Group												
Result												

A 'User Error' dialog box is displayed in the center of the window with the message: "Controls are invalid on plates: 1." and an 'OK' button.

At the bottom left, the assay details are shown:

Assay: AE	Template: Case 1
Kit Lot: Unknown	Run Date: 6/20/2016
Expiration: 12/20/2011	
Tech: mmd	

At the bottom right, a summary table shows:

A	CASE 1	1
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The screenshot shows the same 'Test Results: Case 1 - AE1' window. The main data table is identical to the previous screenshot:

Plate:	1	2	3	4	5	6	7	8	9	10	11	12
A - Well	Neg	Neg	Pos	Pos	A							
O.D.	0.000	0.000	0.000	0.000	0.750							
S/P					Inv							
Titer					Inv							
Group					Inv							
Result					Inv							
B - Well												
O.D.												
S/P												
Titer												
Group												
Result												

A 'Validity Rules for - AE' dialog box is displayed in the center of the window with the message: "PC - NC > 0.075" and "NC <= 0.150" and an 'OK' button.

At the bottom left, the assay details are shown:

Assay: AE	Template: Case 1
Kit Lot: Unknown	Run Date: 6/20/2016
Expiration: 12/20/2011	
Tech: mmd	

At the bottom right, a summary table shows:

A	CASE 1	1
---	--------	---

## V. Editing well OD values

Well OD editing must be enabled in order to edit well values. See [“III. Managing system security”](#) to enable well OD editing.

You can edit the optical density or the tube number of previously saved data in either Plate tab or the Case view by selecting the cell and entering the new value.

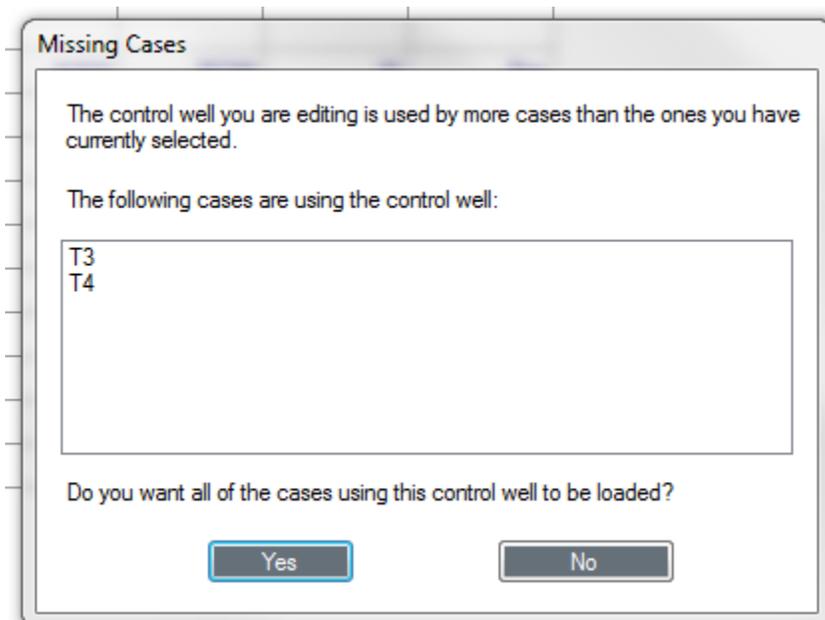
### To edit existing data:

1. Select **File > Open** and choose cases to edit.
2. Select the well to edit and type the new OD value.
3. Press the **Tab** or **Enter** key to exit the cell. The Recalculate button becomes enabled so that you can update any calculated fields that are dependent on the edited well.
4. Click **Recalculate** after all editing has been completed. xChekPlus validates the control values and recalculates all result fields.

**Note:** You must recalculate in order for your changes to be saved.

OD values can also be edited in either the Plate or Case tab view immediately after reading the plate by selecting the cell and entering the new value.

When you recall cases by clicking File > Open to edit the control wells, you must select all of the cases on that plate. If you haven't selected all of the cases, the Missing Cases dialogue box will open and xChekPlus will prompt you to load the missing cases. This ensures that all test cases associated with the plate control wells are included in the recalculation event.



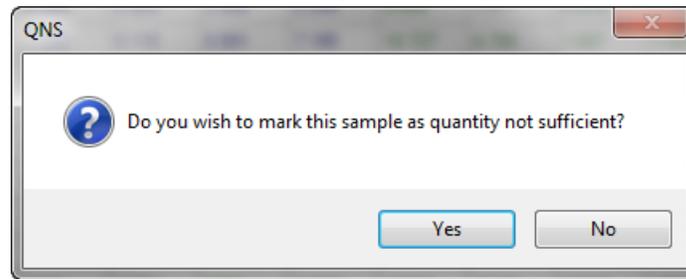
Select **Yes** to automatically load all of the cases on the plate and then edit the control well. You will not be able to edit control OD values until all cases on that plate have been selected.

## VI. Using the quantity not sufficient (QNS) function

Occasionally, you will encounter samples that contain an insufficient quantity to perform the assay. xChekPlus provides an option to remove these wells after the plate has been read.

The QNS functionality will automatically include any associated normal host cell wells or paired sample wells associated with the selected sample.

- To mark a well as QNS, double-click the optical density cell in the Plate or Case tab view.
- When prompted, click **Yes**. Click **No** to cancel the operation.



**Note:** You cannot mark plate control wells as QNS.

## VII. Modifying case information

The xChekPlus software provides you the option to modify the secondary case identifier (Case Number 2).

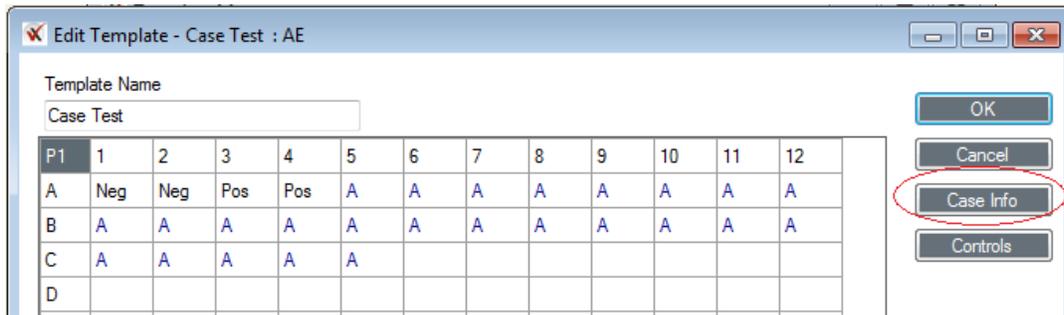
The screenshot shows a dialog box titled "Case: 'TEST CASE 1'". It has two tabs: "Case" and "Population". The "Case" tab is active. The form contains the following fields:

- Case Number 1: TEST CASE 1
- Case Number 2: Test Case 2 (highlighted with a red oval)
- Vet: --Select--
- Reason: --Select--
- Calendar Age: 0-0
- Sample Type: --Select--
- Bleed Date: |M/d/yyyy
- Comment: (empty text area)

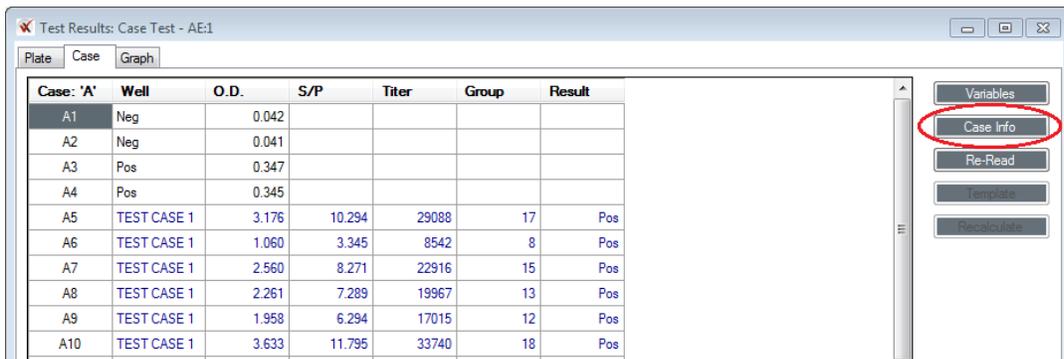
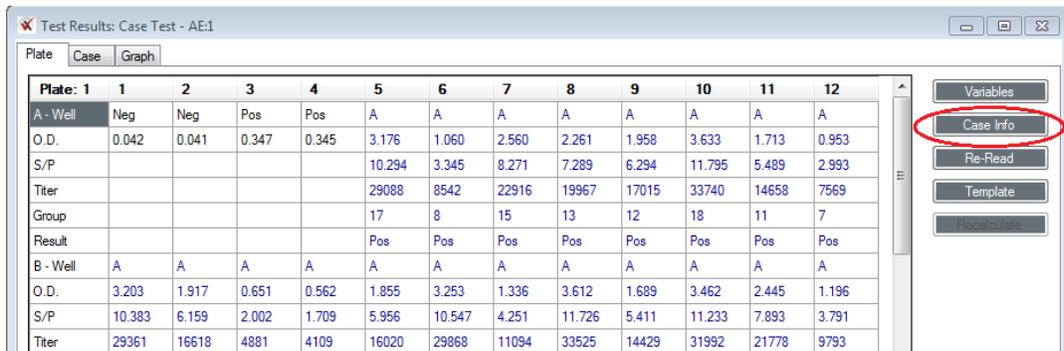
Buttons for "OK" and "Cancel" are located on the right side. At the bottom, there is a navigation bar showing "1 of 1".

Case Number 2 information can be entered or modified by clicking the Case Info button:

- When creating or editing a template.



- In the Plate or Case tab view after reading the plate or recalling data.



**Note:** Case Number 2 information saved at the time the plate is read will autopopulate when the case (Case Number 1 information) is reused in a template.

If you wish to change Case Number 2 information:

- Edit the case information in the template before using the template to read another plate.

**OR**

- Edit the case information at read time.



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