



# OpenLAB Instrument Control Manager

## Onsite Training Services

Agilent Technologies offers Administrative, Basic and Advanced operator trainings for the OpenLAB Instrument Control Manager (ICM) and Enterprise Content Manager (ECM) at your facility. All onsite trainings will be delivered after the completion of the development system startup services. Onsite Train the Trainer courses as well as classroom training delivered at an Agilent training center are also available.

Information on classroom course availability and location can be found at:

<http://www.chem.agilent.com/Scripts/education.asp?opt=CTC>

## Deliverables

All courses include:

- Printed student handout material and, upon successful completion, a training certificate.
- Setup and data pre-loading into the OpenLAB system. A dedicated Agilent OpenLAB training account is used to control access and data locality.

The training agendas can be customized to address specific user needs.

## Basic operator training

The OpenLAB Basic Operator training onsite class is for a maximum of ten people and is typically delivered in a single full day. This class is recommended for laboratory operators who are running instruments but will not be developing methods and designing reports.

Knowledge of chromatography and use of computers is assumed.

## Agenda (subject to change)

Topic	Description
Getting started	Learn how to log on the system
Overview of OpenLAB ICM system	Overview of projects, instruments and content. Starting an instrument.
Create an acquisition method	Set up an instrument method to acquire data
Running samples	Learn preview run, baseline check, single sample injection, priority sample
Running a sequence	Sequence setup, using the Run Queue, smart sequences
Working with results	Working with the chromatogram, data review, integration, setting events
Sequence review and reporting	Review method reports, sequence reports, process commit results
ECM user training	Use of SmartFilters, data searches, signing files.



## Advanced Operator Training

The OpenLAB Advanced Operator training onsite class is for a maximum of ten people and is typically delivered in two contiguous full days. This class is recommended for laboratory supervisors as well as operators creating and modifying methods and complex reports. The Advanced Operator course combines topics from the Basic Operator course with detailed method development and reporting. The Advanced Operator course does not require the Basic Operator course as a prerequisite.

Knowledge of chromatography and use of computers is required. Experience with report creation and spreadsheet analysis is an asset.

### Agenda (subject to change)

Topic	Description
Getting started	Logging on. Overview of instrument control
Launch instrument	Starting an instrument session
Method review	Overview of a complete method
Data acquisition	Learn about Preview Run, Baseline Check, running single samples and sequences.
Working with data	Working with the chromatogram, using the chromatogram tools for annotation, overlay, axis setup
Integration events	Using integration events
Peaks and groups	Setting up peaks and groups.
Calibration	Adding calibration to a method
Bracketing	Using bracketing calibration
Multilevel calibration	Setting up multi-calibration tables
Method reporting	Developing method custom reports.
Reporting	<ul style="list-style-type: none"><li>• For pharmaceutical needs: Use of intelligent sequencing for system suitability, QC controls and calibration checks</li><li>• For chemical analytical needs: Using the advanced method reporting to produce custom calculations and reports for chemical analysis. Example BTU calculations</li></ul>
Advanced sequence reporting	Report across a sample range. Building sequence summary reports
Content management	Introduction to the OpenLAB ECM module and the use of filter keys for searching, electronic signatures, and archiving.

## Administrator Training

The OpenLAB Administrator training onsite class is for a maximum of four people and is typically delivered in two contiguous full days. This class is recommended for system and instrument administrators.

Knowledge of Microsoft Windows Operating System is required for adding accounts, configuring printers, networking instruments and working with services.

**Agenda (subject to change)**

<b>Topic</b>	<b>Description</b>
Overview of the architecture	Review the different services configured. The roles of each server or the all-in-one server. Layout structure for the Agilent OpenLAB system.
Creation of an Agilent OpenLAB account	Initial account creation in the database, audit trail activation
Configure the account	Assigning servers, primary file storage, Attribute Extraction Services (AESs), electronic signatures
Users and roles	Add users and groups, assign roles, privileges and permissions
Global administration	Set up Agilent Instrument Controllers (AICs), analysis servers, license management, printer selection and e-mail configuration
Downloads	Client setup, instrument options, the eSignature Plug-in for Adobe Acrobat
Instrument control	Learn to configure instruments, set up projects, audit trails
Working with L/C/D/F	Setting up content, file properties, user privileges, archiving, uploading files, audit trail
System monitoring	File upload and status information, system audit trails, system status, task manager
System maintenance	Basic database maintenance, shutting down the system, backup strategy basics
Scheduler agents	Install and configure scheduler agents.
BPM setup	Introduction to BPM configuration (if installed)

## **Train the Trainer Advanced Operator**

A Train the Trainer version of the Advanced Operator class is available for customers wanting to train their user base themselves. This three days class for up to four students covers the Advanced Operator material in more depth, placing heavy emphasis on student-instructor interactions.

The Administrator training is a pre-requisite for the Train the Trainer Advanced Operator course.

Training includes:

- A specific training certificate to instructors
- Right to use the training material at the site where the Train the Trainer session was held for that specific software version.
- Electronic versions of the course material (slides and student handout)

## **Acceptance criteria**

Training class services are considered accepted upon delivery.

## **Limitations and assumptions**

- All training classes will be performed on a development system if available. Otherwise, the production system will be used.
- Additional training classes may be purchased, if necessary.

## **Customer obligations**

- Set up the training room facility for the class and ensure student attendance.
- Provide client computers meeting the Agilent OpenLAB system's minimum specification for each student. Furthermore, for each computer, the student will perform the tasks outlined in the installed section (such as, but not limited to, have any third-party software installed and configured, such as Adobe Acrobat and Microsoft Visio).
- At least one laboratory instrument connected to the Agilent OpenLAB system must be available for the Advanced and Basic Operator training.

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