

# Agilent G2725CA MassHunter Walkup System

# **Quick Start Guide**

For fast and intuitive Startup, Sample Submission, and Sample Control

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# What is the Agilent MassHunter MassHunter Walkup System?

Agilent MassHunter MassHunter Walkup System (Walkup) provides intuitive, walk-up access to Agilent LC and LC/MS systems without requiring users to have specific experience with the instrumentation and data systems involved in processing the samples. Laboratory users can conveniently and easily submit samples and receive their results by e-mail. System administrators have flexible management of security and user access for the system that may consist of one or many instrument installations.

Walkup is typically deployed in a central analytical facility that is managed by one or more individuals skilled in developing LC/MS methods and interpreting the data. A Walkup system manager creates instrument acquisition methods, sample queuing protocol, and conditions for starting or switching between methods.

Walkup can be used in chemical analysis labs in petrochemical, pharmaceutical, environmental, food, and other industries. In pharmaceutical enterprises, Walkup helps lab managers, analysts, and operators in chromatography labs do drug discovery and drug development under non-regulated conditions.

## What's New in Version C.02.01

- Support for the following Agilent LC/MS instruments:
  - 6200 Series LC/TOF with MassHunter Data Acquisition
  - 6500 Series LC/Q-TOF with MassHunter Data Acquisition
- Support for Multisampler with MassHunter Data Acquisition only
- Support for two additional workflows:
  - Small molecule compound confirmation using accurate mass
  - Protein confirmation for biopharma via intact protein confirmation and sequence coverage maps of protein digests
- Support for OpenLAB CDS A.02.02 and ChemStation Edition C.01.07.
- The ribbon toolbar replaces the previous Walkup menu.
- The software supports multiple instrument types with a mixture of OpenLAB CDS and MassHunter Data Systems on one OpenLAB Shared Services server.
- Users can now abort a run and pause the queue without being an administrator if they have the appropriate permission.

- Users added to OpenLAB via the OpenLAB Control Panel can be imported into Walkup.
- Administrators can create a new workflow for submitting samples by adding only the columns that are appropriate for that workflow. Custom columns can be added to a workflow.
- Walkup method description is saved in the data file and can be included in a MassHunter Qualitative Analysis or MassHunter Quantitative Analysis report.
- Cluster modules (Pump Valve Cluster, TCC Cluster, and HDR-DAD Cluster) are supported with Walkup and MassHunter data system.
- Walkup methods can now have a priority of 9-Delayed which places the sample in the delayed queue group when submitted.
- Data analysis can be performed asynchronously if supported by the data system without repeating the chromatographic run.
- Data analysis reprocessing can be performed.
- Instrument errors and notifications can be sent as mobile text messages.
- Windows domain security in OpenLAB Shared Services is supported in Walkup
- Vial assignments for the vial plate type can be specified as *Most Accessible* when using vial plates in the autosampler or HiP autosampler. Vial positions are assigned from the tray front to back. When multiple samples are submitted in a job, the samples are in the same column.
- User configurable fields can be displayed during sample submission independently from the fields displayed in the sample queue table.

Where to Find More Information

# Where to Find More Information

You can access more information about MassHunter Walkup System as follows.

#### **Online Help**

**Press F1** To get more information about a pane, window, or dialog box, place the cursor on the pane, window, or dialog box of interest and press **F1**.

**Help Menu** Click **View Help** ? in the Walkup ribbon for in-depth information about how to administer, configure, and use the MassHunter Walkup System.

#### **Setup Guide**

The Agilent G2725CA MassHunter Walkup C.02.01 Installation and Configuration Guide (*Walkup System Setup Guide*) describes how to install the MassHunter Walkup System.

#### **Agilent Web Site**

To view support information for Walkup and other Agilent products, see:

http://www.chem.agilent.com

#### **Software Status Bulletin**

A list of known problems and issues for MassHunter Walkup System, with possible solutions, is described in the Software Status Bulletin. You can find the Software Status Bulletin and the Software Release Bulletin in the support folder on the setup disk.

# **Getting Started**

Before you begin, install and configure the MassHunter Walkup System as described in the *Walkup System Setup Guide*.

The appropriate Walkup privilege is required to start the Walkup software. If you do not have the privilege to start Walkup, see your Walkup System Administrator.

# To start Walkup (OpenLAB CDS ChemStation Edition)

1 Double-click the **OpenLAB Control Panel** icon en your desktop to open the OpenLAB Control Panel

You can also click **Start > All Programs > Agilent Technologies > OpenLAB > OpenLAB Control Panel**.



2 Type your Login and Password.



To start Walkup (OpenLAB CDS ChemStation Edition)

- ent OpenLAB Control Pane â () X × • Edit Delete Refr Create Configure Instrument Import Sample Container Types Not Connected Navigation Start Instrument Instrument1 Launch Launch Offline Status Deta Links **D.** Instruments Projects 🗙 Administrat Welcome admin
- **3** Select an instrument in the Navigation pane.

- **4** Click the **Launch** ( button.
- **5** Start the Walkup program.
  - a Click Walkup > Start Software in the ChemStation console.

🧧 Instrument 1	l (online): Me	ethod an	d Run Cont	rol		_			
File RunControl	Instrument	Method	Sequence	Walkup	View	User At	oort	Help	
Mel	thods 🛵 占	🗄 🛛 Walk	upStandby.N	Start	Softwa	re	equen	ices 🏼	<b>2</b> 4
	Not F	Ready				Last Ru	n		0.0
Method and Run		Ready P				Last Ru	n		0.0

**b** Type a valid administrator **User Name** and **Password** in the **Login to Walkup System** dialog box. If Walkup is already running the **Walkup Application** dialog box is displayed.

🚾 Login to Walkup !	5ystem	×
User Name:	I	
Password:		
	OK Cancel	

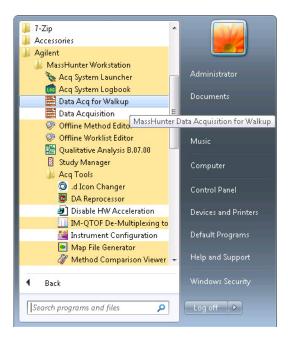


c Click OK.

# To start Walkup (MassHunter Data Acquisition)

1 Double-click the **Data Acq for Walkup** icon any our desktop to start the MassHunter Data Acquisition program.

You can also click **Start > All Programs > Agilent > MassHunter Workstation > Data Acq for Walkup**.



- **2** Start the Walkup program.
  - a Click Walkup > Start Software in the MassHunter Data Acquisition.

- E Agilent Mas	sHunter Wo	orkstatio	in Data A	cquisiti	on			
<u>F</u> ile <u>V</u> iew	Agilent MassHunter Workstation Data Acquisition <u>Eile View Sample Worklist Method</u> Walkup <u>Tools Help</u> <u>Context:</u> <u>Acquisition</u> <u>Layout:</u> <u>Defau</u> <u>Start Software</u>							
Context: Acq	<u>Eile View S</u> ample Context: Acquisition	•	Layout:	Defau	Start Software			
Instrument St	atus							

 b Type a valid administrator User Name and Password in the Login to Walkup System dialog box. If Walkup is already running the Walkup Application dialog box is displayed.

## **Getting Started**

To view Walkup online Help

🜆 Login to Walkup	5ystem	X	Walkup Application	×
User Name: Password:			🗼 Walkup Application is already running.	
	OK Cancel		C OK	

c Click OK.

# To view Walkup online Help

• Click **View Help** ? in the Walkup ribbon or press the **F1** key.

# Walkup Console User Interface

The Walkup Console consists of four main parts: (1) the Ribbon, (2) the Status bar, (3) the Main Window, and (4) the Sample bar. The Main Window is divided into two panes, the Plate Tray Diagram and the Sample Queue Table.

	s Management Instrument	View Al Help	Dout		QueueStatus		status	6 mins Bar		_
Walkup Queue Running	Walkup System 0.20 min <mark>ute(s) left in</mark>	run		dS MassHunter		Inst Iment			Injector	
itrument 1	Custo	n.m		chemist	R	Ma	ain Wi	ndow	Current Run N	lumber: 3
		1 1 2 7 3 4 2 7 3 4 2 5 7 6 7 7 7 5 8 7 5 7 9 1 5 1 5 7 7 7 5 8 7 5 1 5 7 7 5 1 5 7 7 7 7	Notebook # Sample-001 EVENT-01/21/15 Sample-003 Sample-004 Sample-005 Sample-006 Sample-008 Sample-009	User Name chemist wadmin chemist chemist chemist chemist chemist chemist chemist chemist	Sample Position  L BLANK  2  3  4  5  6  7  8  9	Completion Time 3:55 PM 3:55 PM 3:55 PM 3:56 PM 3:58 PM 3:59 PM 1:00 PM Thu 1:01 PM Thu 1:01 PM Thu	Method custom D-CUS custom custom custom custom custom custom	CC 1,2 1,2 1,2 1,2 1,2 1,2 1,2 1,2 1,2 1,2	Job ID 9 150121-155404 9 9 9 9 9 9 9 9 9 9 9	Proju MCH MCH MCH MCH MCH MCH MCH MCH MCH
<sup>1 11</sup> Intera	e <b>Tray Diagram</b> ctive views of one or ore sample trays.	1			Samp	le Bar			eue Table the order they un.	

**Figure 1** The main functional areas of the Walkup Console user interface. The Main Window and Ribbon can be minimized to show only the system status as shown in Figure 2 on page 9.

F					Agilent MassHunter Walkup Console		
Administration Change Password	Clear Sampler Tray	STOP Abort Run Sample	) Standby	View Abor Help	t		4 mins 30 sec
Administrative Tools	Sample	Management	Instrument	Help	Que	ueStatus	QueueRuntime
Walkup Queu	e	W	alkup System		LCMS MassHunter	Instrument	Injector
Running		0.18 m <mark>i</mark> i	ute(s) left in r	un	Data acquisition	Running	Inj. Done
					Submit Samples		

Figure 2 System status view of the Walkup Console user interface from Figure 1 on page 9.

#### Getting Started Walkup Console User Interface

#### 1. Ribbon

The ribbon contains access to tools used for Walkup administration, samples management, online Help, and viewing the sample queue.

Administrative Administration Change to the Walkup Administration mode.

Tools

**Change Password** Change user passwords.

SamplesClear Sampler TrayReset the sample tray assignments to allow new samplesManagementto be added. Incomplete samples may prevent the sample tray from being<br/>cleared.

**Abort Run** Stop data acquisition of the current running sample. You can only abort a run if you have the appropriate permission.

**Reprocess Sample** Reprocess the acquired data for the selected sample.

**Instrument Standby** Put the instrument in standby. If the MassHunter Data Acquisition program or ChemStation console is hidden, then you can still put the instrument in standby.

Help View Help Start online Help.

About View the Walkup system and data system software versions.



Figure 3 Walkup ribbon

#### 2. Status Bar

The status bar is located below the ribbon and contains status indication of the Walkup Queue, Walkup System, ChemStation or MassHunter Acquisition, Instrument, and Injector.

#### **Getting Started**

Walkup Console User Interface



Figure 4 Walkup Status Bar for ChemStation (top) and MassHunter (bottom)

The typical status states shown in Table 1 use colors to help you quickly identify the Walkup system status.

- Green: Ready status
- Blue: Running status
- Yellow: Standby status
- Grey: Walkup System notification message
- Violet: Instrument and Injector notification message
- Orange and Red: Walkup Queue paused

#### **Table 1**Typical indicators and colors in the Status Bar

Walkup Queue	Walkup System	ChemStation or MassHunter Acquisition	Instrument	Injector
Waiting	Ready	Ready	ldle	Ready
				Inj. Done
Running	in run	Data acquisition	Injecting	Injecting
	7.35 minute(s) left in run		Running	
			Post run	
Startup	Pre-standby	Not ready	Not ready	Not ready
Wakeup	Standby w/lamp on			
	System startup			
	System wakeup			
	Starting run		Pre-run	Preparing
	Injecting			
	Run is about to end			
	Standby w/lamp off			
Paused by Administrate	)r			
Error paused				

#### 3. Main Window

The main window is divided into two panes: **Plate Tray Diagram** and **Sample Queue Table** (see Figure 5 on page 13).

**Plate Tray Diagram** The tray diagram on the left of the main window shows the position of the samples in the autosampler. Sample positions in the diagram are color-coded to indicate the status of each sample as described in Table 2.

- For vial trays, the graphic is updated to show vial status as they are run.
- For well-plates, the individual sample wells within the well plate are updated as they are run.

The tray diagram is reset by a **Clear Sampler Tray** operation; see "To clear the sampler tray" on page 23.

Plate Tray Diagram Color	Status Description
oreen	Pending sample, in queue to run
Blue	Current sample running
3 Yellow	Completed sample
4 Red	Missing vial, sample aborted during run, or other error
Grey	Position available for a new sample
🔀 Grey with a Red X	Reserved by the Walkup System

 Table 2
 Typical status indicators and colors in the Plate Tray Diagram

**Sample Queue Table** The list of active samples in the queued run order is shown on the right of the main window.

The sample queue is divided into the following sections. Note that if priority or delayed sample submission is not enabled on your system, then those sections do not appear and the queue is not separated into sections.

Queue Row Positions	Color of Rows	Sample Priority
Upper	Green	High
Middle	Blue	Normal
Lower	Gray	Delayed

**Table 3**Typical sample order and color in the Sample Queue Table

The information shown for each sample row in the queue may include: Index number in the queue, Status icon (current, pending, or manually moved), Sample Name, User Name (Submitter), Sample Position, Completion Time, Walkup Method, Injection Volume, Number of Injections, Description, Data File Name, Tray Type, Tray, Target(s), Department ID, Job ID, and Retain.

If you have proper user permissions, you can change the order of samples in the queue as described on "To view or edit the list of active samples" on page 27.

MH Instrument		Sulfa	s.m		v	vadmin			Current Rur
	T1:100 Vials								
				Sample Name	User Name	Sample Position	Completion Time	Walkup Method	Formula
		1	Ĩ.	ES Demo 2	wadmin	2	1:57 PM	Sulfas	C9H10N4
		2	6	ESI Demo 3	wadmin	3	2:02 PM	Sulfas	C9H10N4
		3	6	ESI Demo 4	wadmin	4	2:07 PM	Sulfas	C9H10N4
ě		4	6	ESI Demo 5	wadmin	5	2:12 PM	Sulfas	C9H10N4
	X0X0X0X <b>8</b>								
	X0X0X0X8								
1 11	21 31 41 51 61 71 81 91								
		4							

Figure 5 Plate Tray Diagram (left) and Sample Queue Table (right) in the main window

## 4. Sample Bar

The Sample Bar contains three buttons - two buttons that change to either **hide** or **show** the main window and a **Submit Samples** button.

## **Getting Started**

Walkup Console User Interface



Figure 6 Sample Bar buttons shown with the main window displayed (top) and the main window hidden (bottom)

**Submit Samples button** Click **Submit Samples** to begin a new sample submission.

# **Submit Samples and Create New Users**

Your user name and password are required to submit a new sample into the MassHunter MassHunter Walkup System sample queue. If enabled by your system administrator, you can register a new user and password when you submit a new sample. For more information, see "To view Walkup online Help" on page 8.

# To submit samples



The Submit Samples wizard has three (3) pages that guide you through the steps to enter a new sample into the Sample Queue table.

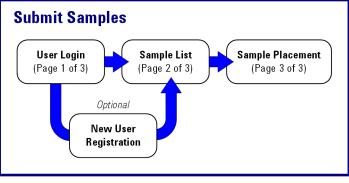


Figure 7 Submit Samples wizard

1 Click **Submit Samples** <u>Submit Samples</u> in the Sample Bar at the bottom of the Walkup Console.

User Login (Page 1 of 3)

- **2** Enter information on the **User Login** page.
  - **a** *(Optional)* Mark **Register New User** if you are a new user. Registering a new user is only available if user registration is enabled on your system (see Figure 16 on page 22).
  - **b** Type your User Name.
  - c Type your **Password**, if required and if you are not a new user.
  - **d** Select the **Workflow** to apply to your sample.
  - e Type the Number of Samples you are adding to the run queue.

#### **Submit Samples and Create New Users**

To submit samples

🗽 Walkup - User L	ogin			
	User Login		Time out after :	04:57
	Page 1 of 3			
	User Name	1		
	Password:			
1.4.2	Workflow:	Intact Protein		
	Number Of Samples:			
			Next 🔘	✓ Einish 🔀 Cancel



- **f** (*Optional*) Import samples from a file as an alternate to entering a value for the number of samples as shown in Figure 9, if sample import is configured for your user group.
  - 1 Click Import Samples.
  - 2 Select the Import Map
  - **3** Select a name for the **Import Data File**. The Import Data file must be in Unicode format. The Browse button is available if your user account is configured to select the path for Import Data Files.

Number Of Samples:				
Import Samples				
Import Map	Sample	-		
Import Data File			-	

Figure 9 Import Samples options in the User Login (Page 1 of 3)

- **g** Enter and select additional information that may be required, such as Department ID, Job ID, or Vial Type.
- 3 Click Next.
- Register New 4 (Optional) Enter information on the Register New User page if Register
  User (Page 1 of 3)
  4 (Optional) Enter information on the Register New User page if Register
  New User was marked on the User Login page. See "To register a new user" on page 22 and then return to step 5 below.

Sample List (Page 2 of 3)

- **5** Enter information on the **Sample List** page.
  - **a** Mark **Automatically copy down columns** to replicate the information for the current sample (except for injection volume) to the sample rows

below. If your **Sample Name** ends in a number, the number is automatically incremented for the subsequent rows.

**Sample Name** may have constraints if your system administrator has set up a Sample Name Template.

b Type and select your sample information in the sample list table. Fill out a row of the table for each sample. Enter information such as
Description, Formula, MethodName, Sample Priority, Sample Name, Position, and Target. The column headings are customized by the system administrator; your Sample List page may appear different from the example in Figure 10. Additionally, many of the fields available to the system administrator are customizable; the MethodName field is mandatory.

🗽 Walkup - Samp	ole Submi:	ssion - wa	dmin								- • ×
		Sample List Page 2 of 3					Total San	nple Limit :	100	Time out after :	01:03
	Automatically copy down columns										
		Sample	e Name	Formu	la	Description					
	1	ES Dem	01	C9H10N4O2S2		2 Sulfamethizole					
1.5.4.2	2 3	ES Dem	D 2	C9H10N	IN402S2 Sulfamethizole						
	Selec	t.	Method	Name	N	lin Inj Volumne	Max Inj Volume	Description			
:		<b>V</b>	Sulfas		- 1		5	Gradient Sulfa Drug			
			Sulfas		- 1		5	Gradient Sulfa Drug			
			Sulfas Sulfas		- 1		5	Gradient Sulfa Drug			
			Sulfas		- 1 - 1		5	Gradient Sulfa Drug Gradient Sulfa Drug			
			sunas		• 1		2	Graulerit Sulla Drug	separation		
									O De el	Nevt 🕥	✓ Finish X Cancel
									O Back	: <u>N</u> ext 💟	Sinish Cancel

Figure 10 Sample List (Page 2 of 3)

**c** Set the queue priority for running the sample as **High**, **Normal**, or **Delayed**, if priority samples are allowed. There may be limits to how many priority samples are allowed per user per day.

**Delayed** samples are added as a third (bottom) section of the sample queue and are run when no **Priority** or **Normal** level samples are present in the queue. Delayed samples entered using the *after a specified period of time* feature are run after the specified time, even if the sample queue does not contains **High** and **Normal** samples.

**d** Enter the **Position** of the sample on the plate. This is not displayed if Vials are configured.

To submit samples

e *(Optional)* Enter information such as a molecular **Formula**, **Target Mass**, **Target Column**, or **Custom Column** if they are configured for this Workflow.

An entry for **Formula** or **Target Mass** can be used for SIM ions or Sample Purity/Compound Confirmation calculations. Enter the target mass value with up to two decimal places, or enter a molecular formula, or enter both the expected molecular weight and formula separated by a colon (:). Molecular formulas are validated, and the corresponding molecular weight is displayed along with the formula in the Target column.

- **f** Assign a method for each sample from the list of available methods after the samples have been entered. If multiple method settings are enabled, you can submit a single sample with multiple methods without adding additional rows in Sample List.
- 6 Click Next.

Sample

Placement (Page 3 of 3) 7 Review the information on the **Sample Placement** page.

Walkup - Sample	Submission - wadmin Sample Placement Page 3 of 3			Auto	-submit after :	00:50
×	11100 Vals	Sample Position  1      Sample Position  2   2  Please put your vial	Sample Name ES Demo 1 ES Demo 2 (s) in tray posit	Formula C9H10N40252 C9H10N40252	Description Sulfamethizole Sulfamethizole	
			٥	<u>B</u> ack		Finish Zancel

Figure 11 Sample Placement (Page 3 of 3)

- **a** Review the sample information table.
- **b** Click **Back** if you need to make any corrections in previous sample submission pages.
- c Place your samples in the autosampler according to the diagram.

To reprocess sample

Sample status is color-coded as follows:

- Positions ready to accept your samples are Green
- Positions available to submit additional samples using **Submit Samples** are **Grey**.

You may have to wait to place the vials if the autosampler is injecting. When the injection is done, the tray door is unlocked.

- **d** *(Optional)* Set options to retain vials, receive email reports, and print reports, if these are configured for your user group.
- 8 Click Finish.
- **Note** Sample submission may be customized in either of the following ways:
  - Sample submission is canceled if not completed in a preset amount of time.
  - Sample submission is automatically completed and your sample(s) are submitted if the timeout occurs on the last page of sample submission.
  - **9** Review the Walkup Console. Your samples appear in the Sample Queue table in the main window. Sample priority is indicated by row colors as described in Table 3 on page 13.
  - **10** Retrieve your analysis report. Reports are created and emailed to you when the sample analysis is completed, if this option is configured and selected by your system administrator.

#### To reprocess sample



The Reprocess Sample wizard has three (3) pages that guide you through the steps to reprocess one or more samples.

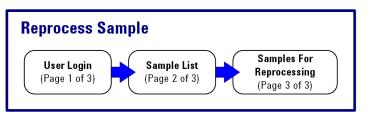


Figure 12 Reprocess Sample wizard

1 Click **Reprocess Sample** 🚁 in the Walkup ribbon.

User Login 2 Enter information on the User Login page. (Page 1 of 3)

To reprocess sample

- a Select your User Name.
- **b** Type your **Password**.
- **c** Select **Samples Submitted By**. Typically the selection is **Myself** but the system administrator can configure the system to allow you to select other users.
- **d** Select **When** the samples were originally processed.
- e Select the **workflow** with which the samples were submitted.

🗽 Walkup - User L	ogin - Sample Reprocessing			- 8 %
	User Login		Time out after :	04:46
	Page 1 of 3			
	User Name	1		
	Password:			
	Samples Submitted By:	Myself		
	When:	Today		
•	Workflow:	Intact Protein		
			Next 💿	✔ Einish 🗙 Cancel

Figure 13 User Login (Page 1 of 3)

3 Click Next.

**4** Mark the samples you want to reprocess on the **Sample List** page.

Sample List (Page 2 of 3)

Walkup - Samp	ole Re	Sa	<b>mple I</b> ge 2 of 3	.ist					Tir	me out after : 03:26
<1.2	1 2	10 .0		ID ESI Demo 3 ES Demo 2	MethodName Sulfas Sulfas	UserName wadmin wadmin	DataFile SulfasESI Dem SulfasES Demo	11/30/2014	Johld 141130-134036 141130-134057	Formula C91100-140252 C91100-140252
	3	.)		ES Demo 1	Sulfas	wadmin	SulfasES Demo	11/30/2014	141130-134057	C9H10N4O252
								C	Back	Next 💽 Finish 🎗 Cancel

Figure 14 Sample List (Page 2 of 3)

5 Click Next.

**Sample 6** Review samples scheduled for reprocessing in the **Sample Placement** page.

Placement 7

(Page 3 of 3)

7 Click **Back** if you need to make any corrections in previous sample reprocess sample pages.

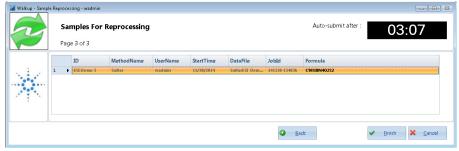


Figure 15 Samples For Reprocessing (Page 3 of 3)

8 Click Finish.

# To view email reports

Use this procedure to view Walkup results that you receive by email in **.zne** format.

- **Note** This procedure assumes that the Unpack Utility is on the computer where you are opening the .zne attachment. See your system administrator if the Unpack Utility is not already installed on your computer.
  - 1 Double-click the .**zne** file that is attached to an email or a .**zne** file that you have saved to disk. The Unpack Utility starts automatically and opens the .**zne** file.
  - 2 Mark View Report in the Unpack Utility window.
  - 3 Click Unpack.

The ChemStation report files are extracted and displayed in your Internet browser window.

**Tip** You can also use WinZip or PKZip decompression program to open a .**zne** file that has been saved to disk.

#### **Submit Samples and Create New Users**

To register a new user

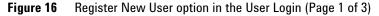
#### To register a new user



New user registration during sample submission is a feature that can be enabled by the system administrator. If enabled on your system, the new user is added to the group specified in the Walkup System Configuration pane.

- 1 Click **Submit Samples** <u>Submit Samples</u> in the Sample Bar at the bottom of the Walkup Console.
- 2 Enter information in the User Login page.
  - a Mark Register New User (see Figure 16).
  - **b** Type your User Name.
  - **c** Enter and select additional information requested in the User Login page.

🗽 Walkup - User L	ogin				- • ×
	<b>User Login</b> Page 1 of 3			Time out after :	04:57
	Register New User:	V			
	User Name	New_User	-		
1.10	Password:			User is not registered with system.Click on 'Next' button to register.	
	Vial Type:	*96Agilent*			
	Workflow:	Custom Column	-		
				r.	
				Next 🔘 🗸 E	inish 🗙 Cancel



- 3 Click Next.
- **4** Enter information in the **New User Registration** page.
  - a Type your Full Name.
  - **b** Type your **Password**.
  - c Type the same password in Confirm Password.
  - **d** Enter additional information, depending on how your system and group is configured. For example, you may need to type the **Email Address** where you want Walkup results to be sent and click **Send Test Email** to confirm that you receive email from the Walkup System.
  - e View the Full Data Path where the data files are stored for the new user.

#### **Submit Samples and Create New Users**

To change your password

🜆 Walkup - New Us	er Registration			- 🗆 🗵
1	New User Registration		Time out after :	03:20
	Page 1 of 3			
	Full Name :	First Last		
	Password:	*******		
1.1.2	Confirm Password:	*******		
	Full Data Path:	C:\MassHunter\Walkup\DataFiles\Walkup Chemist\2014-12-02		
			O Back <u>N</u> ext O	✓ Einish X Cancel

Figure 17 New User Registration page

- 5 Click Next.
- 6 Continue with your sample submission as described in "To submit samples", step 5 on page 16.

# To change your password



You can change the password for your Walkup user account in a few steps.

- **1** Click **Change Password**  $\nearrow$  in the Walkup ribbon.
- 2 Enter the information in the Change Password dialog box appears:
  - a Type your User Name
  - **b** Type your current password in **Old Password**.
  - c Type your New Password.
  - **d** Type the same password in **Confirm New Password**.
- 3 Click OK.

## To clear the sampler tray



When the sampler tray becomes full of sample vials, or when you simply want to reset the sample tray, completed samples must be removed. Incomplete samples may prevent the sampler tray from being cleared.

Click **Clear Sampler Tray III** in the Walkup ribbon.

**Note** This option may not be configured on your system. In this case see the alternate method below.

To clear the sampler tray

#### Alternate method to clear the sampler tray

- **1** Click **Administration** in the Walkup ribbon.
- 2 Type your User Name and Password in the Login to Walkup Administration dialog box.
- 3 Click OK.
- 4 Click **Samples/Events The samples/Events** from the list of actions along the left side of the Administration main window (see Figure 18). See "To open the Samples and Events pane" on page 25.
- **5** Click **Clear Sampler Tray [11]** in the *Control Panel* group of the ribbon.

Administration C C C C C C C C C C C C C C C C C C C	Secure Pause Clear Mode on Queue Errors trol Panel	🔅 🎂 Quick		Counter	y Save Show	Exit Shutdown ministration Exit	
	Active Samples						
🚡 🖡	Active Samples - Queue is paus	d for local admini	stration.				
Active Samples	Sample Name	User Name	Sample Position	Walkup Method	Injection Volume	Number of Injections	Top of Queu
Completed Samples							Top of Sectio
Incomplete Samples							
Completed Jobs							Delete
Ci I							
Events Log							
Run Events							
Samples/Events	←──						
Configuration							
Laboratory							

Figure 18 Clear Sampler Tray in the Samples/Events ribbon

6 Click Exit Administration 🖃 in the *Exit* group of the ribbon.

# **Manage Samples and Events**

Samples and events management is accessed in the Administration window. You must log into the Administration window in order to access the tasks described in this section. A comprehensive guide to the features available in Administration is available in the online Help.

# To log into Administration



- 1 Click Administration 📈 in the Walkup ribbon.
- **2** Type your **User Name** and **Password** in the **Login to Walkup Administration** dialog box (see Figure 19).
- 3 Click OK.

🚾 Login to Walkup Administration								
I								
OK Cancel								

Figure 19 Login to Walkup Administration dialog box

# To open the Samples and Events pane



- **1** Log into the **Administration** window as described in "To log into Administration" above.
- 2 Click **Samples/Events** if samples/Events from the list of actions along the left side of the main window (see Figure 18 on page 24).

#### **Manage Samples and Events**

To manage the sample queue and clear errors

# To manage the sample queue and clear errors

- 1 Log into the Administration window and open the Samples/Events pane (see "To log into Administration" and "To open the Samples and Events pane").
- **2** Review the new tools that are available in the ribbon (see Figure 20).



Figure 20 Administration ribbon

- **3** Click **Pause Queue** (1) in the *Control Panel* group of the ribbon to temporarily pause the sample queue. This button may not be available for your user group.
- 4 Click **Resume Queue** in the *Control Panel* group of the ribbon to restart the sample queue.
- **5** Click **Clear Errors (**) in the *Control Panel* group of the ribbon to clear the most recent error condition and restart the sample queue. The next sample in the queue is run immediately.
- 6 Click Set Counter in the *Date File Naming* group of the ribbon when you want to reset the counter used in data file naming. You can enter the reset counter value in the Set Data File Counter dialog box (see Figure 21).

Set Data File Counter	
b l	
Set Cancel	

Figure 21 Set Data File Counter dialog box

- 7 Reorder samples in the sample queue as necessary to meet current needs by following the steps in the section "To view or edit the list of active samples" below.
- 8 Reset the sampler tray by following the steps in section "To clear the sampler tray" on page 23.

# To view or edit the list of active samples

- 1 Log into the Administration window and open the Samples/Events pane (see "To log into Administration" and "To open the Samples and Events pane").
- 2 Click Active Samples in from the list along the left side of the Samples/ Events pane.
- 3 View the list of active samples displayed on the right side of the Samples/Events pane. The queue is divided into the following sections:
  - Upper: High priority samples in green
  - Middle: Normal priority samples in blue
  - Lower: Delayed samples in gray

Event samples have no color coding in the Active Samples table.

- **4** Move a sample in the list to a new queue position:
  - **a** Click the sample row containing the sample you want to move.
  - **b** Click **Top of Queue** on the right side of the pane to move the selected sample to the top of the entire Sample Queue.
  - **c** Click **Top of Section (E)** on the right side of the pane to move the selected sample to the top position within its *section* of the Sample Queue (Upper, Middle, or Lower).

Keep the following in mind when reordering samples in the queue:

- Once a sample is moved to **Top of Queue**, the moved sample is *not* considered in sample prioritization.
- Once a sample is moved to **Top of Section**, the moved sample is *not* considered in the sample prioritization for that section.
- A unique sample icon indicates samples that have been manually moved in the queue.
- The following types of samples cannot be moved: Running sample, Pre-fetched sample (in case of overlapped samples execution), Event sample, Plate sample, and Equilibration samples, which are samples for which equilibration is already triggered.

#### **Manage Samples and Events**

To view or export the list of completed samples

- **5** Remove a sample from the list:
  - **a** Click the sample row containing the sample you want to remove.
  - **b** Click **Delete (X)** on the right side of the pane. The following types of samples cannot be deleted: Running sample, Pre-fetched sample (for overlapped samples), and Equilibration samples (samples for which equilibration is already triggered).

When you close the Walkup Administration window, the changes you made are reflected in the Sample Queue table of the Walkup Console.

# To view or export the list of completed samples

- 1 Click **Completed Samples** from the list along the left side of the **Samples/ Events** pane. A list of completed samples is shown on the right side of the pane.
- 2 Click **Export** on the right side of the pane to export the list of completed samples as an Excel spreadsheet (.xls or .xlsx format).
- 3 Decide if you want to remove the completed sample queue data from the *Completed Samples* list after export. If you do, then when prompted, click Yes to delete the sample list data for the completed samples from the Walkup system. To save the data, click No.

Lists of completed samples are automatically deleted from the *Completed Samples* list after a period of time set by your system administrator. *The sample data files are not removed*, only the record of the samples within Walkup are removed.

# To view or edit the list of incomplete samples

Incomplete samples are samples that were not run because of a problem with the sample or the system.

- 1 Click **Incomplete Samples** in from the list along the left side of the **Samples/ Events** pane. A list of incomplete samples is shown on the right side of the pane. Note that incomplete samples may prevent the sampler tray from being cleared.
- 2 Click **Delete** (2) on the right side of the pane to remove a sample from the list. Deleted samples are moved to Completed samples list, marked with an "X" for that row.
- **3** Click **Resubmit** and on the right side of the pane to resubmit samples for analysis. Make sure the samples have sufficient sample volume and that they are actually in the specified position in the sampler.

# To view or export a list of completed jobs

- 1 Click **Completed Jobs** 📸 from the list along the left side of the **Samples**/ **Events** pane.
- 2 View the list of completed jobs.
- **3** Click **Export** on the right side of the pane to export the list of completed jobs as an Excel spreadsheet (.xls or .xlsx format).
- **4** Decide if you want to remove the completed job queue data from the *Completed Job* list after export. If you do, then when prompted, click **Yes** to delete the job list data for the completed jobs from the Walkup system. To save the data, click **No**.

Lists of completed jobs are automatically deleted from the *Completed Jobs* list after a period of time set by your system administrator. *The sample data files are not removed*, only the record of the jobs within Walkup are removed.

# To view or export the Events Log

- 1 Click **Events Log** from the list along the left side of the **Samples**/**Events** pane.
- **2** View the list of events for this instrument in the Events Log table.
- **3** Click **Export** on the right side of the pane to export the list of completed jobs as an Excel spreadsheet (.xls or .xlsx format).
- **4** Decide if you want to remove the completed events queue data from the *Events Log* list after export. If you do, then when prompted, click **Yes** to delete the event list data for the completed events from the Walkup system. To save the data, click **No**.

Lists of completed events are automatically deleted from the *Completed Events* list after a period of time set by your system administrator. *The sample data files are not removed*, only the record of the events within Walkup are removed.

# To run scheduled events immediately

When an instrument error occurs, some scheduled events do not run. The Run Events pane provides access for you to immediately run selected events.

- 1 Click **Run Events** (i) from the list along the left side of the **Samples**/ **Events** pane. A list of scheduled events that were previously configured are displayed in the table.
- **2** Select event rows you want to run. The order that the events are run is shown in the Run Order column.
- 3 Click Run 👻 on the right side of the pane to run the selected events.

Events that run samples are added to the queue and run after you close the Walkup Administration window.

# To close the Walkup Administration window



Use the following procedure to close the Walkup Administration window and return to the Walkup Console.

• Click Exit Administration 🔄 in the *Exit* group of the ribbon.

The Walkup Console is displayed.

**Note** Do not click **Shutdown** (2) to close the Walkup Administration window. **Shutdown** closes the Walkup console, does not complete the current sample, and sends an email notice indicating that the sample run failed.

# www.agilent.com

# In this Book

The *Quick Start Guide* tells how to submit and manage samples and events in the MassHunter Walkup System.

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