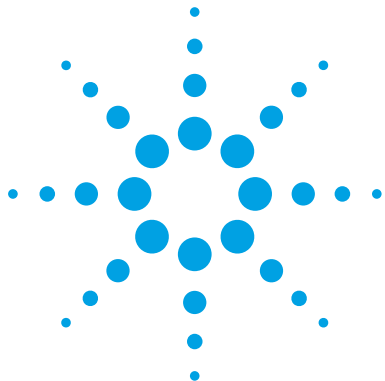




Agilent G2725CA MassHunter Walkup System

Quick Start Guide

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

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Agilent Technologies

What is the Agilent MassHunter MassHunter Walkup System?

Agilent 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.02.02

- You can configure the system to trigger an equilibration if consecutive methods belong to different equilibration groups.
- Methods can be associated with a specific workflow.
- You can configure a custom sample submission program that is executed during sample submission to populate the sample information table. An example of this is to read a sample list from LIMS during sample submission.
- Agilent Vialsampler is supported in ChemStation data system and in MassHunter workstation.
- The following Agilent cluster modules (Pump Valve Cluster, TCC Cluster, and HDR-DAD Cluster) are supported in ChemStation. Their support in MassHunter was introduced in version C.02.01.
- Agilent Multisampler is supported in ChemStation data system. Multisampler support in MassHunter workstation was introduced in C.02.01.
- You can automatically transfer a data file to a network share location.

- The tooltip when you hover over a vial or well in the Tray/Plate control contains more information.
- The QueueRunTime updates every few seconds which gives a more dynamic estimate of the time remaining.
- The administrator can view the Data System Method in the Offline Method Editor program when adding a new Walkup Method.
- The Walkup System can be shut down from the Walkup Console without logging into the Administration window.
- The Clear Sampler Tray feature now allows you to select only some of the trays if you have multiple trays.
- Only OpenLAB Shared Services A.02.02 SR2 and ChemStation Edition C.01.07 SR2 are supported.
- In MassHunter, the sample name can be up to 160 characters.
- Additional Sample Information, BioConfirm, and Qualitative Analysis columns are supported.

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.02.02 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.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

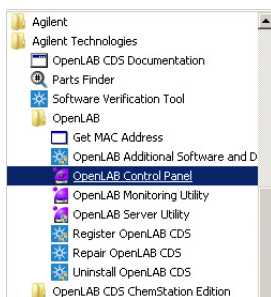
Before you begin, install and configure the MassHunter Walkup System as described in the *Walkup System Setup Guide*.

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

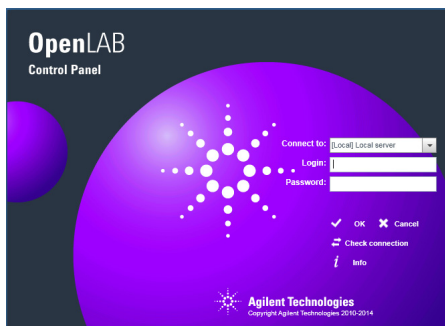
To start Walkup (OpenLAB CDS ChemStation Edition)

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

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



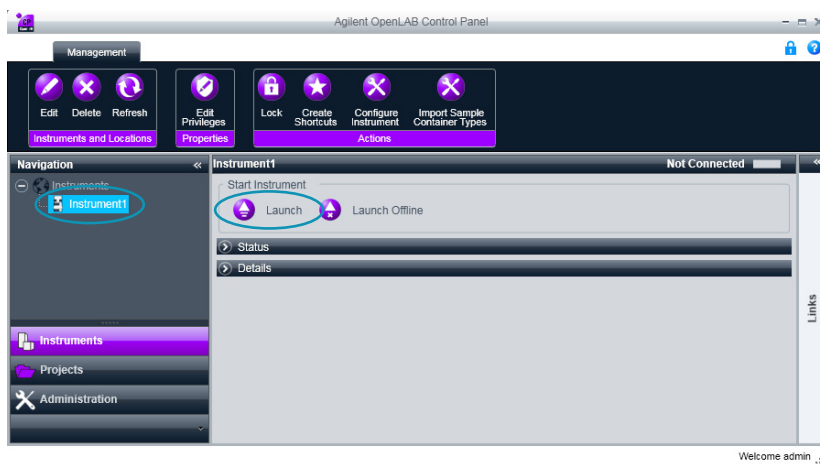
- 2 Type your **Login** and **Password**.



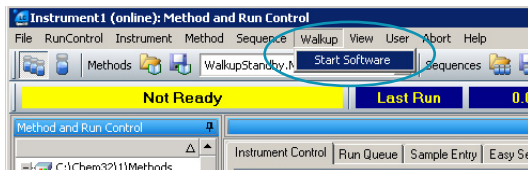
Getting Started

To start Walkup (OpenLAB CDS ChemStation Edition)

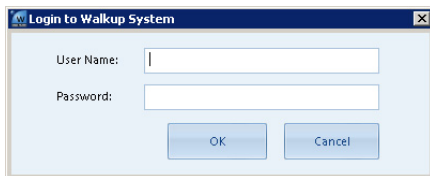
- 3 Select an instrument in the Navigation pane.



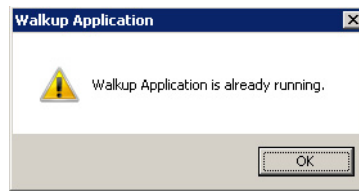
- 4 Click the **Launch** button.
- 5 Start the Walkup program.
 - a Click **Walkup > Start Software** in the ChemStation console.



- b Type a **User Name** and **Password** in the **Login to Walkup System** dialog box. This user needs permission to launch Walkup. By default, the administrator has this permission. If Walkup is already running, the **Walkup Application** dialog box is displayed.



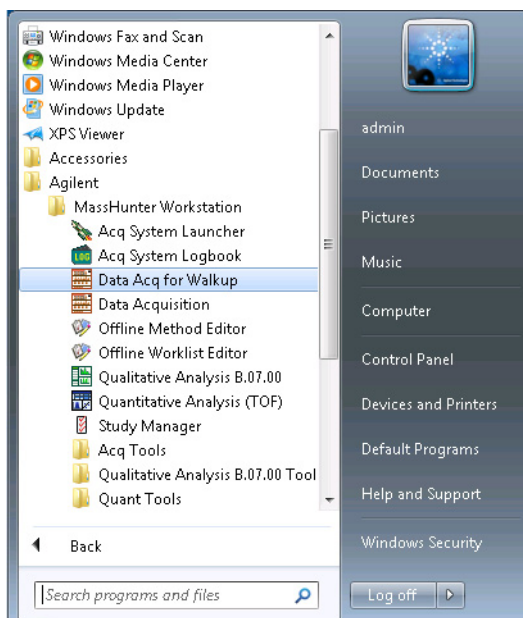
- c Click **OK**.



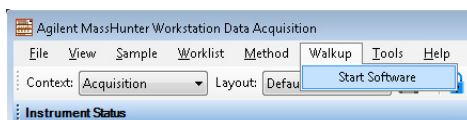
To start Walkup (MassHunter Data Acquisition)

- 1 Double-click the **Data Acq for Walkup** icon  on your 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 program.

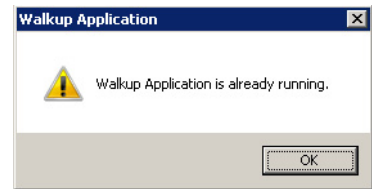
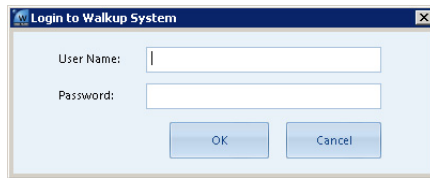


- b Type a **User Name** and **Password** in the **Login to Walkup System** dialog box. This user needs permission to launch Walkup. By default, the

Getting Started

To view Walkup online Help

administrator has this permission. If Walkup is already running, the **Walkup Application** dialog box is displayed.



- c Click **OK**.

To view Walkup online Help

- Click **View Help**  in the Help tab 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.

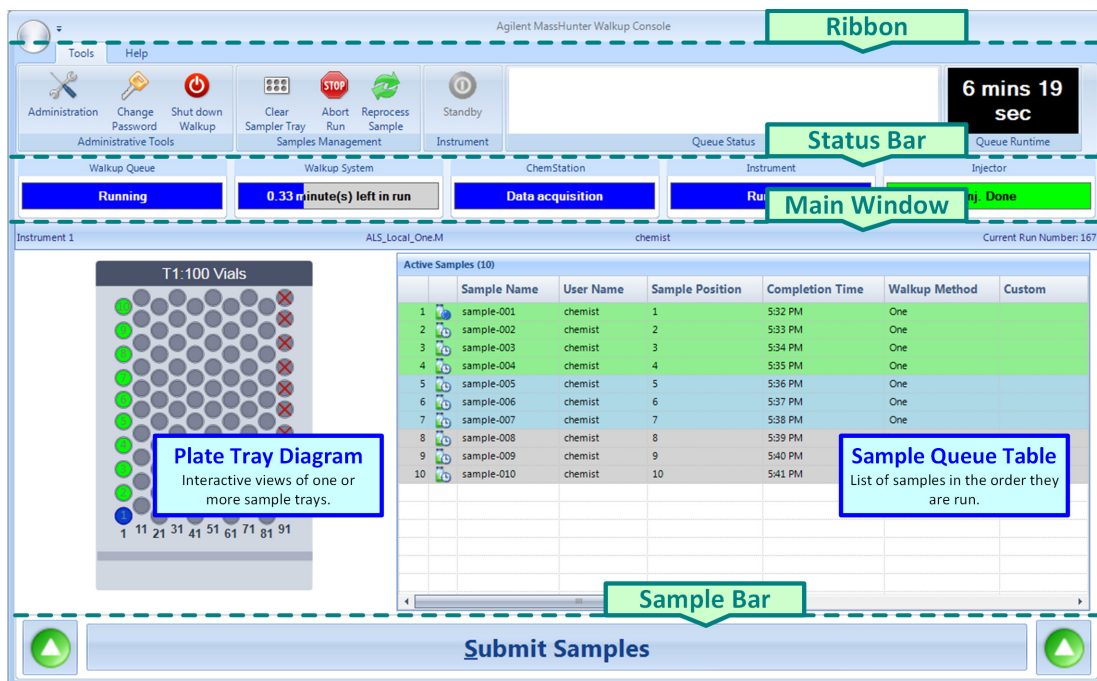


Figure 1 The main functional areas of the Walkup Console user interface. The Main Window and Ribbon can be minimized to show only the system status as shown in Figure 2 on page 10.

Getting Started

Walkup Console User Interface

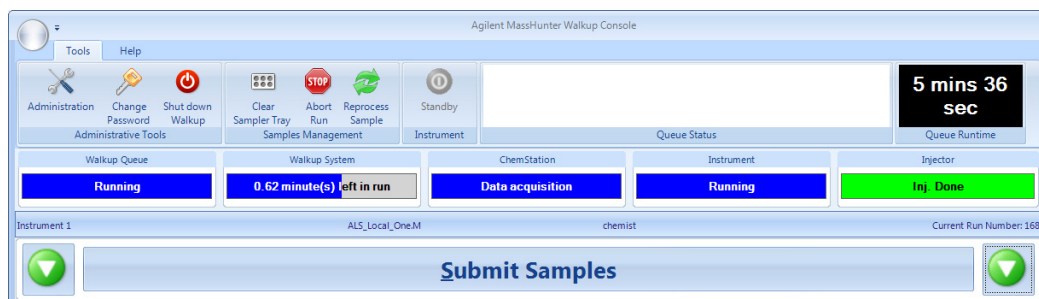


Figure 2 System status view of the Walkup Console user interface.

1. Ribbon

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

Tools tab in the Ribbon

Administrative Tools

Administration Change to the Walkup Administration mode.

Change Password Change user passwords.

Shut down Walkup Shut down the Walkup program. You need to enter the name and password of a user that has permission to stop the Walkup program.

Samples Management

Clear Sampler Tray Reset the sample tray assignments to allow new samples to be added. Incomplete samples may prevent the sample tray from being 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.

- Queue Status** The status of the queue. Possible values include “No Samples in Queue”, “Paused for Error. <error message>”, “Paused by Administration”, and **Queue Pausing**. This box can also be blank if the Queue just has entered into the ready state, if Walkup has just started with pending samples in queue, or if the Queue is pausing with no further samples in queue.
- Queue Runtime** The estimated time necessary to run all of the items in the queue. This value is only an estimate.

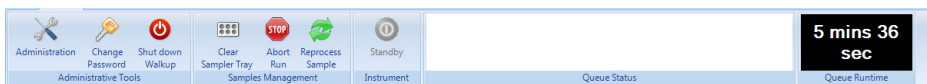


Figure 3 Tools tab in the Walkup ribbon

Help tab in the Ribbon

Help [View Help](#) Start online Help.

About View the Walkup system and data system software versions.

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**.

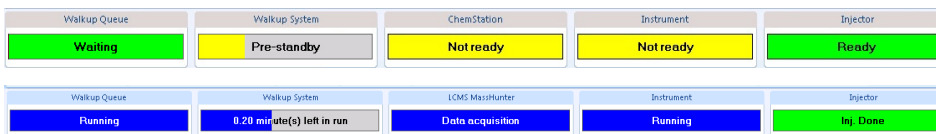


Figure 4 Walkup Status Bar for ChemStation (top) and MassHunter (bottom)

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 <i>or</i> MassHunter Acquisition	Instrument	Injector
Waiting	Ready	Ready	Idle	Ready
				Inj. Done
Running	In run 7.35 minute(s) left in run	Data acquisition	Injecting Running Post run	Injecting
Startup	Pre-standby	Not ready	Not ready	Not ready
Wakeup	Standby w/lamp on System startup System wakeup Starting run Injecting Run is about to end Standby w/lamp off			
			Pre-run	Preparing
	Paused by Administrator			
	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 14).

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 25.

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

Plate Tray Diagram Color	Status Description
 Green	Pending sample, in queue to run
 Blue	Current sample running
 Purple	Completed sample
 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

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.

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

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

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 29.

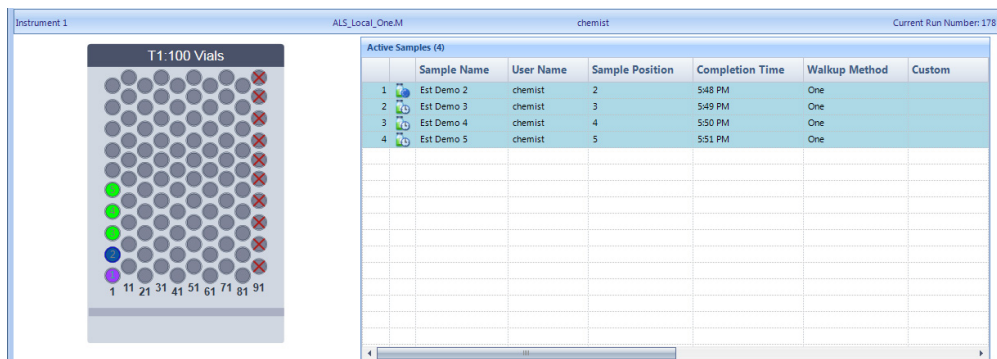


Figure 5 Plate Tray Diagram (left) and Sample Queue Table (right) in the main window

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.

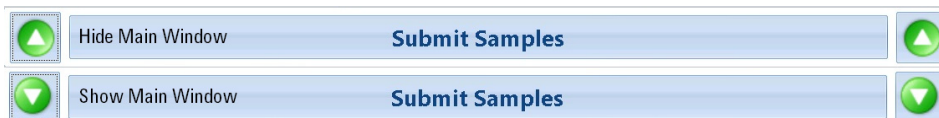


Figure 6 Sample Bar buttons shown with the main window displayed (top) and the main window hidden (bottom)

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 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.

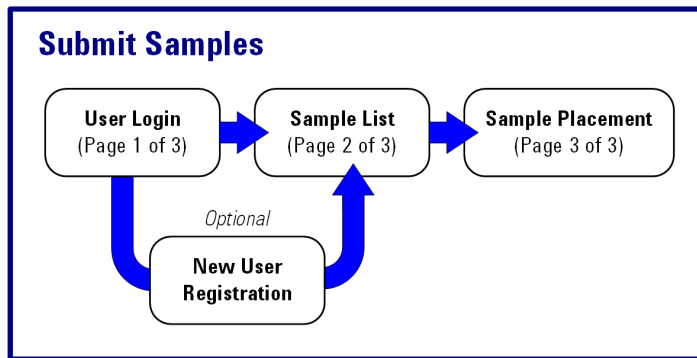


Figure 7 Submit Samples wizard

If the **Allow Custom Sample Import** check box in the Workflow Configuration pane is marked, then you do not see this dialog box. Instead, you see the user interface from the **Sample Import Program** that was entered.

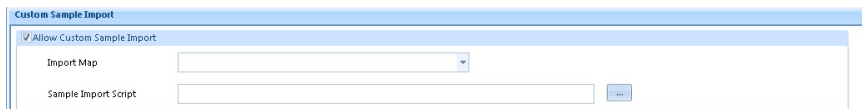


Figure 8 Custom Sample Import in the Workflow Configuration section

- 1 Click **Submit Samples** [Submit Samples](#) in the Sample Bar at the bottom of the Walkup Console.

Submit Samples and Create New Users

To submit samples

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 17](#) on page 23).
 - 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.

Figure 9 User Login (Page 1 of 3)

- f (Optional) Import samples from a file as an alternate to entering a value for the number of samples as shown in [Figure 10](#), 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.

Figure 10 Import Samples options in the User Login (Page 1 of 3)

- Register New User (Page 1 of 3)**
- Sample List (Page 2 of 3)**
- g Enter and select additional information that may be required, such as Department ID, Job ID, or Vial Type.
 - 3 Click **Next**.
 - 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 23 and then return to step 5 below.
 - 5 Enter information on the **Sample List** page.
 - a Mark **Automatically copy down columns** to replicate the information for the current sample 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 11. Additionally, many of the fields available to the system administrator are customizable; the **MethodName** field is mandatory.

Walkup - Sample Submission - wadmin

Sample List Total Sample Limit: 100 Time out after: 01:03

Page 2 of 3

☐ Automatically copy down columns

Sample Name	Formula	Description
1 ES Demo 1	CH10N40252	Sulfamethizole
2 ES Demo 2	CH10N40252	Sulfamethizole

Select	MethodName	Min Inj Volume	Max Inj Volume	Description
☒	Sulfas	1	5	Gradient Sulfas Drug Separation
☐	Sulfas	1	5	Gradient Sulfas Drug Separation
☐	Sulfas	1	5	Gradient Sulfas Drug Separation
☐	Sulfas	1	5	Gradient Sulfas Drug Separation
☐	Sulfas	1	5	Gradient Sulfas Drug Separation

Back Next Finish Cancel

Figure 11 Sample List (Page 2 of 3)

Submit Samples and Create New Users

To submit samples

- 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 contain **High** and **Normal** samples.

- d Enter the **Position** of the sample on the plate. This is not displayed if Vials are configured.
- e (Optional) Enter information such as a molecular **Formula**, **Target Mass**, **Target Column**, or **Custom Column** if they are configured for this Workflow. Other columns include **DA Workflow**, **Condition**, **Mass Confirmation**, **Sequences**, **Modification Profiles**, and **Enzymes**.

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**.

7 Review the information on the **Sample Placement** page.

**Sample
Placement
(Page 3 of 3)**

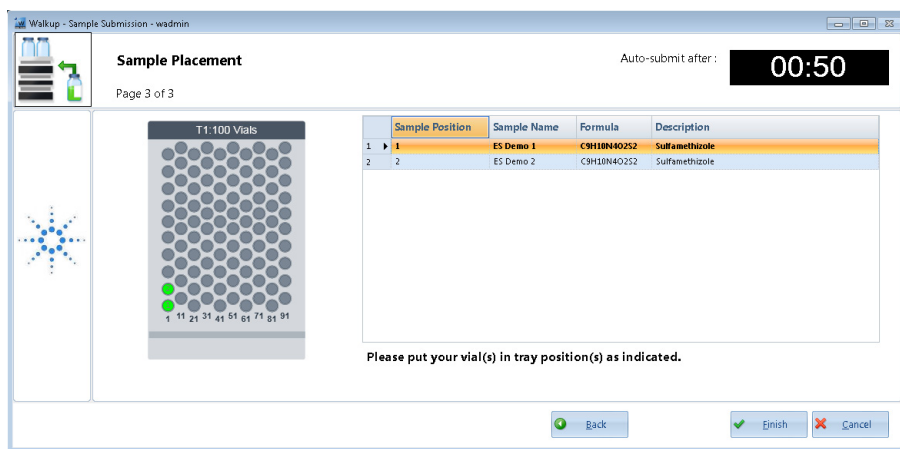


Figure 12 Sample Placement (Page 3 of 3)

- 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.

Submit Samples and Create New Users

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.

- (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.

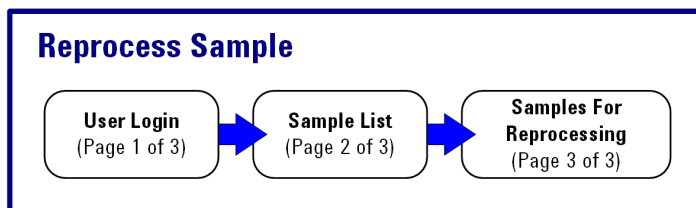


Figure 13 Reprocess Sample wizard

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

User Login (Page 1 of 3)

2 Enter information on the **User Login** page.

- 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.

User Login
Page 1 of 3

Time out after : **04:46**

User Name:

Password:

Samples Submitted By:

When:

Workflow:

Next Finish Cancel

Figure 14 User Login (Page 1 of 3)

- 3 Click **Next**.

Sample List (Page 2 of 3)

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

Sample List
Page 2 of 3

Time out after : **03:26**

Select	ID	MethodName	UserName	DataFile	StartTime	JobId	Formula
☒	E5 Demo 3	Sulfas	wadmin	SulfasE5 Demo...	11/30/2014	141130-134036	CSH130N40252
☐	E5 Demo 2	Sulfas	wadmin	SulfasE5 Demo...	11/30/2014	141130-134057	CSH130N40252
☐	E5 Demo 1	Sulfas	wadmin	SulfasE5 Demo...	11/30/2014	141130-134057	CSH130N40252

Back Next Finish Cancel

Figure 15 Sample List (Page 2 of 3)

- 5 Click **Next**.

Submit Samples and Create New Users

To view email reports

- Sample Placement (Page 3 of 3)**
- 6 Review samples scheduled for reprocessing in the **Sample Placement** page.
 - 7 Click **Back** if you need to make any corrections in previous sample reprocess sample pages.

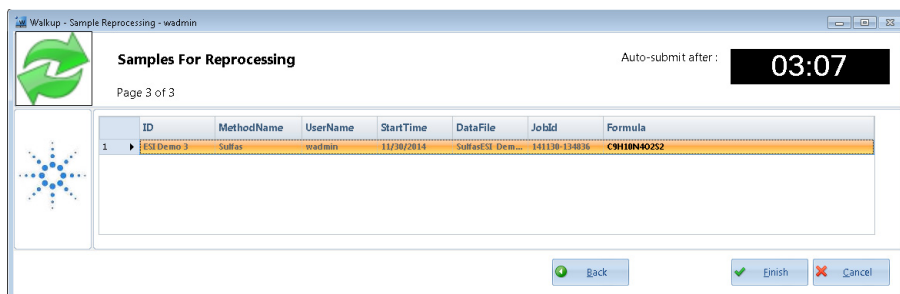


Figure 16 Samples For Reprocessing (Page 3 of 3)

- 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.

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** [Submit Samples](#) 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 17](#)).
 - b Type your **User Name**.
 - c Enter and select additional information requested in the User Login page.

Figure 17 Register New User option in the User Login (Page 1 of 3)

- 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

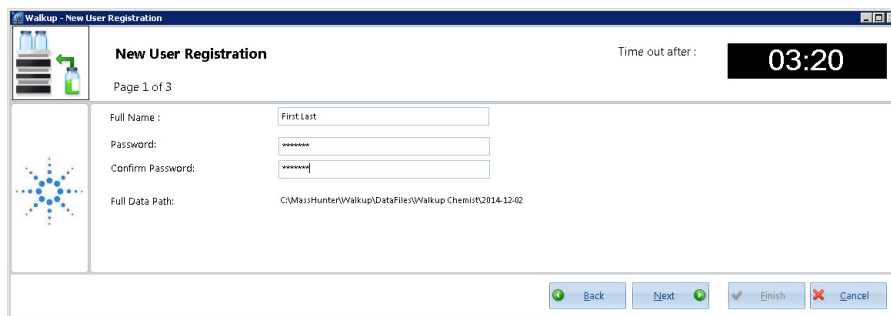


Figure 18 New User Registration page

- 5 Click **Next**.
- 6 Continue with your sample submission as described in “To submit samples”, step 5 on page 17.

To change your password



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

- 1 Click **Change Password**  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 shut down the Walkup program



You can shutdown the Walkup program if you have the correct permission.

- Click **Shutdown Walkup**  in the Walkup ribbon. You need to enter a user name and password.

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**  in the Walkup ribbon.

Note If you have more than one tray to clear, this button opens the **Clear Tray** dialog box. You can mark which trays to clear.

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

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**  from the list of actions along the left side of the Administration main window (see [Figure 19](#)). See “[To open the Samples and Events pane](#)” on page 27.
- 5 Click **Clear Sampler Tray**  in the *Control Panel* group of the ribbon.

If you have more than one tray to clear, this button opens the **Clear Tray** dialog box. You can mark which trays to clear.

Submit Samples and Create New Users

To clear the sampler tray

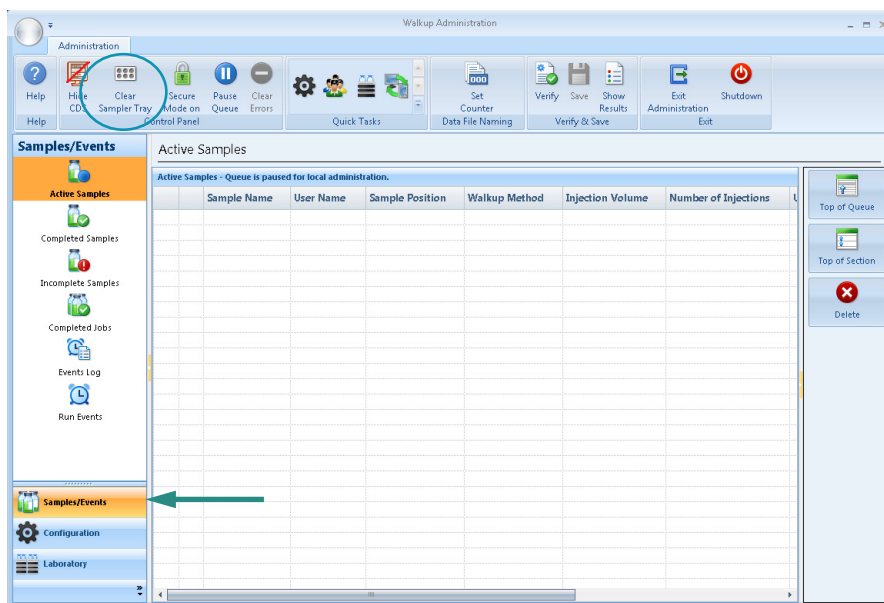


Figure 19 Clear Sampler Tray in the Samples/Events ribbon

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 20).
- 3 Click **OK**.

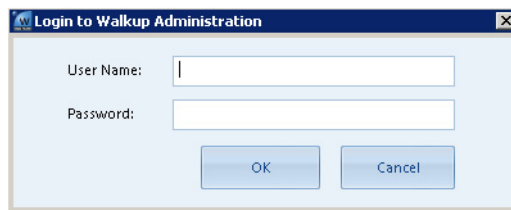


Figure 20 Login to Walkup Administration dialog box

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**  from the list of actions along the left side of the main window (see Figure 19 on page 26).

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 21).



Figure 21 Administration ribbon

- 3 Click **Pause Queue**  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 22).

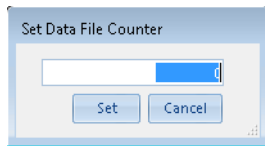


Figure 22 Set Data File Counter dialog box

- 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 25.

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**  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**  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**  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 sample (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 completed sample queue 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**  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**  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**  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.

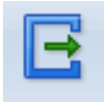
To run scheduled events immediately

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**  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**  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.

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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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