Agilent G2725CA MassHunter Walkup System

Quick Start Guide

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

Getting Started  5
  To start Walkup (OpenLAB CDS ChemStation Edition)  5
  To start Walkup (MassHunter Data Acquisition)  8
  To view Walkup online Help  9
  Walkup Console User Interface  10
Submit Samples and Create New Users  16
  To submit samples  16
  To reprocess sample  21
  To view email reports  23
  To register a new user  24
  To change your password  25
  To clear the sampler tray  26
Manage Samples and Events  28
  To log into Administration  28
  To open the Samples and Events pane  28
  To manage the sample queue and clear errors  29
  To view or edit the list of active samples  30
  To view or export the list of completed samples  31
  To view or edit the list of incomplete samples  32
  To view or export a list of completed jobs  32
  To view or export the Events Log  33
  To run scheduled events immediately  33
  To close the Walkup Administration window  34
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.02.03

- Windows 10 is supported.
- OpenLAB CDS A.02.02 and ChemStation edition C.01.07 SR3 are supported.
- Agilent MassHunter Q-TOF B.08.00 is supported.
- Agilent MassHunter Qualitative Analysis B.08.00 and Agilent MassHunter BioConfirm B.08.00 are supported.
- Most Agilent 1260 Infinity II LC devices are supported.
- You can give a custom name to an event.
- Column headers in spreadsheet based views can be displayed in multiple lines.
- In the Run Events view, you can select which autosampler related columns to show.
- You can import configuration settings saved with Walkup C.02.02 into the C.02.03 release.
- By default, only Warning and Error messages are displayed under Verification Log view.
Default Walkup methods are not shipped with the product.

You can select whether or not to have a “Standby” method in the Events view.

If you have permission, you can change the privileges of all of the group types including Sample Submitter and Administrator.

You can configure how many minutes for the system to wait for the instrument to be ready before aborting a sample.

You can change the size of the tray/plate graphic in the Walkup Console.

The format of the time stamp that is automatically added to file names in different parts of the software is consistent in the software. The date format is “MM-dd-yyyy HH-mm-ss.fff”.

For ChemStation with an MS connected, the provision for formula to mass conversion in the Walkup Sample Submission dialog box is removed.

Emailed error notifications are no longer sent for each individual error. Instead, they are grouped together with other errors that happen in a short period of time.

You can click Save in the Administration console, and the software automatically verifies any changes that you have made. If the software finds an error, the error is reported, and the configuration is not saved.
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**


**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.

   In Windows 7, you can instead click **Start > All Programs > Agilent Technologies > OpenLAB > OpenLAB Control Panel**.

   For Windows 10, you can instead click the Windows icon, and then click **All Apps > Agilent Technologies > Control Panel**.
Getting Started
To start Walkup (OpenLAB CDS ChemStation Edition)

2  Type your Login and Password.

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**.
Getting Started
To start Walkup (MassHunter Data Acquisition)

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.

   For Windows 7, you can instead click **Start > All Programs > Agilent > MassHunter Workstation > Data Acq for Walkup**.

   For Windows 10, you can instead click the Windows icon, and then click **All Apps > Agilent > 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 administrator has this permission. If Walkup is already running, the **Walkup Application** dialog box is displayed.

![Login to Walkup System dialog box](image1.png)

![Walkup Application dialog box](image2.png)

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 11.
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.

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Help tab in the Ribbon

- **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**.

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
3. Main Window

The main window is divided into two panes: Plate Tray Diagram and Sample Queue Table (see Figure 5 on page 15).

**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 26.

You can minimize the Plate Tray diagram by clicking the yellow icon in between the two panes.

---

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

<table>
<thead>
<tr>
<th>Walkup Queue</th>
<th>Walkup System</th>
<th>ChemStation or MassHunter Acquisition</th>
<th>Instrument</th>
<th>Injector</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiting</td>
<td>Ready</td>
<td>Ready</td>
<td>Idle</td>
<td>Ready</td>
</tr>
<tr>
<td>Running</td>
<td>In run</td>
<td>Data acquisition</td>
<td>Injecting</td>
<td>Injecting</td>
</tr>
<tr>
<td></td>
<td>7.35 minute(s) left in run</td>
<td></td>
<td>Running</td>
<td>Post run</td>
</tr>
<tr>
<td>Startup</td>
<td>Pre-standby</td>
<td>Not ready</td>
<td>Not ready</td>
<td>Not ready</td>
</tr>
<tr>
<td>Wakeup</td>
<td>Standby w/lamp on</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>System startup</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>System wakeup</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Starting run</td>
<td></td>
<td>Pre-run</td>
<td>Preparing</td>
</tr>
<tr>
<td></td>
<td>Injecting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Run is about to end</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Standby w/lamp off</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Paused by Administrator**

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

<table>
<thead>
<tr>
<th>Plate Tray Diagram Color</th>
<th>Status Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green</td>
<td>Pending sample, in queue to run</td>
</tr>
<tr>
<td>Blue</td>
<td>Current sample running</td>
</tr>
<tr>
<td>Purple</td>
<td>Completed sample</td>
</tr>
<tr>
<td>Red</td>
<td>Missing vial, sample aborted during run, or other error</td>
</tr>
<tr>
<td>Grey</td>
<td>Position available for a new sample</td>
</tr>
<tr>
<td>Grey with a Red X</td>
<td>Reserved by the Walkup System</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Queue Row Positions</th>
<th>Color of Rows</th>
<th>Sample Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper</td>
<td>Green</td>
<td>High</td>
</tr>
<tr>
<td>Middle</td>
<td>Blue</td>
<td>Normal</td>
</tr>
<tr>
<td>Lower</td>
<td>Gray</td>
<td>Delayed</td>
</tr>
</tbody>
</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 30.
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.

Submit Samples button  Click Submit Samples to begin a new sample submission.
Submit Samples and Create New Users

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 9.

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.

![Submit Samples wizard diagram]

**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.

![Custom Sample Import interface]

**Figure 8** Custom Sample Import in the Workflow Configuration section

1. Click **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 24).

   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.

   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.

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**Figure 9**  User Login (Page 1 of 3)

**Figure 10**  Import Samples options in the User Login (Page 1 of 3)
Submit Samples and Create New Users

To submit samples

1. Enter and select additional information that may be required, such as Department ID, Job ID, or Vial Type.

2. Click Next.

Register New User (Page 1 of 3)

3. (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 24 and then return to step 5 below.

Sample List (Page 2 of 3)

4. 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 parameters available to the system administrator are customizable; the MethodName parameter is mandatory.

      ![Sample List (Page 2 of 3)](image)

Figure 11 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 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.
Submit Samples and Create New Users

To submit samples:

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.

**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.
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 14.

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.

![Reprocess Sample](image)

**Figure 13** Reprocess Sample wizard

1 Click Reprocess Sample in the Walkup ribbon.

2 Enter information on the User Login page.
Submit Samples and Create New Users

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.

![User Login (Page 1 of 3)](image)

**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)](image)

**Figure 15**  Sample List (Page 2 of 3)

5 Click **Next**.
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.

6 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 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)](image)

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

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.

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**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 18.
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 28.
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.

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 27).
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](image)

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](image)

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 26.
Manage Samples and Events
To view or edit the list of active samples

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.
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.
Manage Samples and Events
To 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.
Manage Samples and Events
To close the Walkup Administration window
In this Book

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