

Agilent MassHunter Walkup System

Setup Guide

Installation 4

Step 1. Install the OpenLAB Shared Services Server (large labs only) 5
Step 2. Install and configure OpenLAB workstation 5
Step 3. Install and start the Walkup program 9
Step 4. Configure the Walkup workstation 10
Step 5. Configure Analytical Studio Reviewer for Walkup 13
Step 6. Install other tools and programs on office computers 20
Startup 23
To start the Walkup program 23
To shut down the Walkup program 24
Samples 26
To open the Samples view 26
To learn how to manage samples 27
System Administration and Configuration 28
To open the Configuration pane 28

To learn how to configure the system 29

This version of the Walkup software supports OpenLAB CDS ChemStation Edition software (C.01.05 or higher).



What is the Agilent MassHunter Walkup System?

Agilent MassHunter Walkup System provides walk-up access to LC and LC/MS systems for lab users who lack experience with mass-spectrometry instrumentation and data systems. The software allows lab managers, analysts and operators in chromatography labs of pharmaceutical enterprises to do drug discovery and drug development under non-regulated conditions. It can also be used in chemical analysis labs in petrochemical, environmental, food, and other industries.

MS users such as medicinal and synthetic organic chemists can conveniently and easily submit samples. System administrators have a flexible way to manage the security and user access for the system. The system can be configured to email reports and data to users.

Where to Find More Information

You can access more information about Walkup System as follows.

Walkup online Help

Refer to the *Walkup online Help* for in-depth information about how to administer, configure, and use Walkup System.

- Press **F1** or the help button to get help on the pane or dialog box.
- Click **Help > Contents** in the main MassHunter Walkup window to get to the top level Help topic.

Walkup System Quick Start Guide

The *Walkup System Quick Start Guide* describes how to submit samples and manage the sample queue. It is available both in print and as a PDF file on the installation disc.

Agilent website

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 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.

Where to Find More Information

Installation

Walkup software can be installed:

- in a small lab on standalone workstations
- in a large lab on networked workstations

In a large lab, the Walkup system consists of:

- Remote server that runs OpenLAB Shared Services
- Networked OpenLAB workstations
- Office computers that are used to manage Walkup and lab data remotely

NOTE OpenLAB CDS Distributed System is not supported.

Walkup supports only these instruments, software and hardware revisions:

- Agilent 1100 or 1200 Series Liquid Chromatograph
- Agilent 1290 Infinity LC System
- Agilent Infinity LC Injector HTS/HTC or equivalent
- Agilent 6100 A/B Series Single Quad LC/MS (fraction collection not supported in this release)
- MS firmware 3.02.42 or higher
- Windows 7 (64-bit)
- M8301AA OpenLAB CDS ChemStation Edition software (C.01.05 or higher)

Step 1. Install the OpenLAB Shared Services Server (large labs only)

1 Install the OpenLAB Shared Services software on a server system.

Follow instructions in the Agilent OpenLAB Chromatography Data System (CDS) Networked Workstation Installation Guide (p/n M8203-90002).

2 Make sure that the system is completely verified.

Step 2. Install and configure OpenLAB workstation

Do this step on all data acquisition workstations in your lab.

For large labs, refer to the Agilent OpenLAB Chromatography Data System (CDS) Networked Workstation Installation Guide (p/n M8203-90002).

For small labs, refer to the Agilent OpenLAB Chromatography Data System (CDS) Workstation Installation Guide (p/n M8301-90005).

- **1** Install all hardware as instructed in the appropriate installation guide.
- **2** Install the OpenLAB CDS ChemStation Edition software on each workstation, as described in the installation guide. Verify that the software functions properly.
 - In the System Configuration Check step, select **ChemStation Edition C.01.xx**.
 - Make sure that **IO Libraries** are installed.

Step 2. Install and configure OpenLAB workstation

- Make sure all required patches and hot fixes are installed.
- When the ChemStation workstation is started for the first time, and when prompted, select the appropriate LC/MS model. For the Method Load Option, click **Download to instrument**.

Loading Method 'DEF_LC.M'	×
Choose Method Load Option	
Click to <u>compare</u> last selected method 'DEF_LC.M' with instrument settings.	
Download to instrument Loads the last selected method to the instrument. The instrument settings will be overwritten.	
Upload from instrument Loads the method settings from the instrument into the last selected method. The last selected method will be marked as modified.	
New method from instrument Loads the method settings from the instrument into a newly created ChemStation method.	
 All modules are online. 	

3 Create and configure all instruments in the OpenLAB Control Panel.

Note that Walkup supports only one instrument on each workstation.

For the AutoSampler or HiP-Sampler, make sure that the **Ignore missing vessel** check box is marked.

Step 2. Install and configure OpenLAB workstation

🧧 Control	_ 🗆 ×
Missing Vessel	Illumination
Ignore missing vessel	● On ○ Off
Thermostat	Thermostat Temperature Control
© 0n O 0ff	C Turned off
At Power On	Enable Analysis
Turn on thermostat	C With any temperature • Temperature within +/- 1°C
Automatic Turn On	
Turn on at Friday, Ma	y 10, 2013 4:00:00 PM 门 💌
Linked Pump	
G1312B:DE6305	6747 👻
Prime Flush Pump	
	off on for 5 ; sec
	<u>O</u> k <u>C</u> ancel Help

- **4** Create shortcuts for the ChemStation program:
 - **a** In the OpenLAB Control Panel ribbon, click the **Create Shortcuts** icon.
 - **b** Click **OK**.

Step 2. Install and configure OpenLAB workstation

NOTE When you install MassHunter Analytical Studio Reviewer or configure ChemStation, you can be asked one or more times whether to allow a program from an unknown publisher to make changes to the computer. Click **Yes**.

- **5** Install MassHunter Analytical Studio Reviewer software. Refer to the Analytical Studio Reviewer *Quick Start Guide* for installation instructions and requirements.
 - MassHunter Analytical Studio Reviewer program (B.02.01).
 - MassHunter ASR File Generator for ChemStation (with Patch 2), if you want to create custom reports for MS results.

If your operating system is Windows 7 and you are warned that you are installing on an unsupported Windows system, click **Yes** to continue the installation.

- **6** Configure ChemStation:
 - **a** Start the Online ChemStation Console. To do so, click the ChemStation icon for online analysis if a shortcut was created. As an alternative, in the OpenLAB Control Lab **Start Instrument** panel, click the **Launch** button for the instrument that you will use with Walkup.
 - **b** Create a method in ChemStation console.
 - c Save the method as WalkupStandby.m.

This method does not need to contain data analysis components. It is used as an idle method to lower the flow rates to reduce solvent consumption after the last sample is run.

d Test the ChemStation to make sure the system operates properly. Tune the LC/MS instrument before you continue.

Step 3. Install and start the Walkup program

Do this on each workstation after ChemStation is installed and verified.

- 1 Log in to an account that has administrator rights.
- **2** Close the ChemStation program.
- **3** Insert the Walkup System installation disc into the disc drive.
- 4 Under Instrument Workstation for either Small Lab or Large Lab, click Install.
- 5 Click **Run** when given the option to run or save the file.

Do not save the installation program to your computer before you run it. The installation program will not run properly if you do.

Do you want to run or save setup.exe (469 KB) from PS9026?		×
This type of file could harm your computer.	Run	Save Cancel

- **6** If .NET Framework 4.0 is not already installed, the .NET Framework installation program runs. Follow the instructions to install .NET Framework.
- **7** If Walkup already exists on the computer, you are given the option to remove or repair Walkup. Select to remove Walkup if you want to do a fresh installation.
- 8 When the Agilent MassHunter Walkup System Setup dialog box appears, click **Next** to continue.
- **9** Read the license agreement. Click **Yes** to accept its terms and continue the setup program.
- **10** When the Choose Destination Location dialog box appears, click **Next** to accept the default folder, or click **Browse** to select a different location. The default installation folder is:

C:\Program Files (x86)\Agilent\MassHunter\Walkup

- **11** Review the settings when presented and click **Next** to continue.
- 12 Click Finish when the Walkup installation is complete.
- **13** If no other MassHunter program was previously installed, you are prompted to select a **Customer Home** path.
- 14 Start the Walkup program. See "To start the Walkup program" on page 23.

Step 4. Configure the Walkup workstation

You can configure the Walkup workstation in one of three ways:

- Use the Walkup Administration tool to manually configure the system.
- Import configuration settings from another computer.
- Migrate configuration settings from Easy-Access installations.

After you configure the first workstation in your lab, you can export the configuration and import it to all of the other workstations in your lab.

To manually configure Walkup workstation

- **1** Open the Walkup Administration window:
 - **a** Click **Tools > Administration**.

t MassHunter Walkup Console		
; Help		
Administration	Walkup System	ChemStation
Clear Sampler Tray	Standby w/lamp on	Notready

- **b** Enter the appropriate user name and password.
- **c** When the Walkup Administration window appears, click the **Configuration** button in the lower left area of the screen (shown in the next figure).

Step 4. Configure the Walkup workstation

-	and the second	A State Barry St.	_	Walkup Administration			
Adm	ninistration						
?,	8. 🚓 😐		🕹 💾 📄	E 🙂			
Help	\$* ∰ ≡	Export Import Migrate	Verify Save Show	Exit Shutdown			
Help	Quick Tasks	Export - Import	Verify & Save	Exit			
Configura	ation	System - #: Changes are	applicable when W	alkup is restarted; *: Ch	anges are applicable	when queue becomes empty.	
	ŵ	Startup#					
Sys	stem	Allow resizing of Walkup Cons	ole window		📰 Hide Data	System	
		🔲 Center Walkup Console windo	w		Allow Clean	r Sampler Tray menu item in Walkup Console	
Met	thods	Secure Mode On			Allow t	ray to be cleared even when there are pending, r	unning or incomplete samples
Ē							
Depar	ertments e	System					
		Put instrument on standby whe	en queue is paused		Generate J	ob Summary Report	
Autos	sampler	Delete completed sample records	safter 60 days		Chable Ema	all Notification	
5.0		Sample Submission Settings					
			a	-			
Data Fil	le Naming	Allow automatic user registrat	ion, adding them to group	Walkup Chemist	Restrict me	thods by user group permissions	
	len.	Allow samples to be submitted from import file					
Sample S	Submission	Cancel submission if no activity af	ter 5 minut	tes V submit samples if no activity afte	above time-out		
				,,-			
Er	mail	Sample Priority*					
3	8 .	Sample Priority Settings			Queue Sorting Settin	gs	
Users Ar	nd Groups	Allow high priority samples			Sort by:	Maximum throughput	¥
•	(1)	Allow delayed samples			First sort by:	MethodPriority 👻	
Status N	lotification	Only after (time) 3:	00 pm 🔻 m	nove sample one at a time.	Second sort by:	NA	
	×	Allow plates to be submitted	Normal Priority		Third sort by:	NA	
Impor	ort Maps 👻	Prioritize vials before p	lates				
Samples	s]
	un finn						
Connigu							
Laborate	lory						
	÷						

- 2 From the left side of the screen, click **Events**, then under **Standby**, for **Idle Method**, select **WalkupStandby**.
- **3** Use the buttons on the left side of the screen to guide you through the remaining configuration tasks. For more information, refer to the online Help tasks under **Configure Walkup**.
- **4** When you are finished, verify and save the configuration. Refer to online Help if needed. In a networked system, the configuration is stored on the OpenLAB Shared Services server.
- **5** Click **Exit Administration** on the ribbon to close the Walkup Administration window and return to the MassHunter Walkup console.

Step 4. Configure the Walkup workstation

6 To use the same configuration for another Walkup workstation, export the configuration. Refer to "To export a Walkup configuration" in the online Help.

To import configuration from another Walkup workstation

If you want to use the configuration from another Walkup workstation:

- **1** Export the configuration from the configured workstation. See "To export a Walkup configuration" in the online Help.
- **2** Import the configuration. See "To import a Walkup configuration" in the online Help.

To migrate settings from Easy-Access

If you installed Walkup on a system that was running Easy-Access, you can migrate the database and configuration settings from Easy-Access.

• To migrate Walkup configuration settings from Easy-Access, see "To migrate an Easy-Access configuration" in the online Help.

Step 5. Configure Analytical Studio Reviewer for Walkup

Analytical Studio Reviewer (ASR) lets you view, print, and export your data without having to purchase and run full analytical software on every desktop. To use Analytical Studio Reviewer, the ChemStation results file is converted to ASR format. With Walkup, ASR files can be emailed to users who can review the results on client computers where Analytical Studio Reviewer software is installed.

- **1** Start the ChemStation console.
- **2** Open a valid ChemStation method and data file.
- **3** Set up ASR File Export options in ChemStation:
 - a In Data Analysis view, click ASR > ASR File Options.
 - **b** Mark the **Generate ASR File** check box.
 - c Mark the Automatically Print Single Sample Report check box.
 - d Select Print report after each run.
 - e Click OK.

Step 5. Configure Analytical Studio Reviewer for Walkup

File Generation Options	Reported Peak Selection				
Generate ASR file	Signal	Thresh. %	Max Peaks	Force Area	Smooth
Split Sequence/Batch ASR files by plate		10	6	Julii 100 /8	
Copy ASR File To: Browse	MSD (+)	10	6		
	MSD (-)	10	6		
Cincol Takasanting Onlines	EICs	10	6		
Signal Integration Options	ADC 1	10	6		
between 0.00 and 99.00 mins	ADC 2	10	6		
	Other	10	6		
Print Report Options Image: Automatically Print Single Sample Report Image: Generate Summary Report Option Learner Films each sum	* Savitzky-Golay filter	7	points		
Print report at the end of sequence					
MS Spectral Thresholds None Pct of base peak intensity (0-100) 	Note: Chromatogram peaks then "Max Peaks" limits the	s are first sele number of pe	ected by area eaks reporte	a above "Thre d to the ASR	esh. file.
Number of highest abund. ions (1-99) 99					

Figure 1 Setup ASR File Export dialog box

- **4** Set up Sample Purity Options:
 - a In Method & Run Control view, click Method > Sample Purity Options.
 - **b** Select the appropriate adducts.
 - c Mark the **Enable purity calculations** check box.
 - d Select Use target mass from Easy-Access.
 - e Select signals for Qualitative Calculations.
 - f Click OK.

Step 5. Configure Analytical Studio Reviewer for Walkup

	Positive			Negative
Adduct Ions	Dimers	User Defined Adducts		Excluded Masses
M - no adduct M+H (1) M+Na (23) M+NH4 (18) M+K (39)	☐ 2M - no adduct ☐ 2M+H (1) ☐ 2M+Na (23) ☐ 2M+NH4 (18) ☐ 2M+K (39)	Mass	Desc.	Mass Desc. A
Charge States	☐ 3 Peak	Add Match Time Window 0.0	Delete	Add Delete
Estimated Sample Purity Calc	ulation Target Masses Sour C Use Sample Targ O Use target mass C Use these target	ce Jet Mass from Easy-Access \$;	Sample Purity Report target	peak(s) (° by Area ks for a target (° Use largest peak (° Sum all peaks
	Target Mass Detecti %BPI for Target Fou %BPI for Target Con	ion nd 8 firm 20	Qualification Ca Primary Signal at level >=	alculation DAD1 A, 254nm(+/-8) NoRef ▼ 80 % reports compound pure

Figure 2 Sample Purity Options dialog box

- **5** Save the method with a new name, such as Walkup_ASR1.
- 6 Repeat step 2 through step 5 for each method that you want to use with Walkup and Analytical Studio Reviewer.
- 7 Set up Analytical Studio Reviewer options for Walkup:
 - a Start MassHunter Analytical Studio Reviewer.
 - **b** Click **Report > Setting > Single Sample Report**.
 - **c** Mark the check box for **Adobe Acrobat**.
 - **d** In the **General** tab, select **Save to specified directory**.
 - e Click Save.

Step 5. Configure Analytical Studio Reviewer for Walkup

Single Sample F	Report Settings -	C:\Users\do	ugem\AppData\	Roaming\Analyt	icalStudio\Set ? 🛛 🗙
General Head	er Peak Labels	Peak Table	Spectrum Table	Chromatograms	Spectrum
Report Locati	on and Filename				
Save to s	pecified directory				
Save to d	irectory where AS	R source file	is located		
Save to "	Reports" directory	where the AS	SR source file is lo	ocated (create dire	ectory if necessary)
Directory:	C:\Users\doug	em\Document	ts\AnalyticalStudio	Reports	Browse
Report base	filename:		SampleNam	e	-
Custom	eport filename:				
Append T	imestamp to repo	ort name(s)			
Report Output	t				
Orientation:			Portrait		•
Send to p	rinter (select prin	ter:)	ChemStation	PDF	•
Microsoft	Word (.DOC)				
Adobe Ad	robat (.PDF)				
Open	DOC/PDF after v	vriting report			
Report Forma	t				
Margins in m	m		6.35 🚔 Top Ma	argin	
6.35 🚔 L	eft Magin				Right Margin 6.35 🚔
			6.35 🚔 Bottom	Margin	
Create re	port in black and	white			
🔽 Always sho	w this dialog befo	re creating re	port		
Load Settings	Set Defau	lts		Save As	Save Cancel

Figure 3 Single Sample Report Settings dialog box in Analytical Studio Reviewer.

- 8 Set up Walkup options for Analytical Studio Reviewer:
 - **a** Start the Walkup Console.
 - **b** Click **Tools > Administration**. Log in as an administrator.
 - c In Configuration view, click Methods.
 - **d** Click **<Add New Method>**. Give the new Walkup method a name and description.
 - e Mark the check box for Make available for sample submission.
 - f For Data System Method, select a method that you just created, such as C:\Chem32\1\METHODS\WALKUP_ASR1.M.
 - **g** Repeat step 8 for every method that you created for use with Analytical Studio Reviewer and Walkup.

Step 5. Configure Analytical Studio Reviewer for Walkup

		Walkup Administration
Administration		
Help Quick Tasks	Export Import Migrate	ify Save Show Reults Venify & Save
Configuration	Methods	
System	Methods G <add method="" new=""></add>	<edit method=""> - First</edit>
^	First A	Method Name: First
Methods		Method Description: First Method
828		Method Priority: 1 - Highest
Departments		V Make available for sample submission
×		Hand Server
Autosampler		methoa scope
(L) ^		Ail Instruments
Events		Specific Instruments:
-		
Data File Naming		Data System Method Details
Sample Submission		Data System Method: C:Chem32:JIMETHODS:WALKUPDEFAULT:M View
		Injection Volume
Email		Minimum: 10 µL
		Nominal: 3.0 µL
Users And Groups		Maximum: 5.0 µL
1		

Figure 4Methods pane in Walkup

- **h** In **the** Navigation Pane, click **Email**.
- i In the **Content** group, mark the check boxes for **ASR Report** and **Custom**.
- **j** Type PDF as the custom file type.

Data File Naming		
Sample Submission	Content	
Email	ASR Report Scalar Custom PDF	e.g. pdf;txt (E
<u>.</u>	Attachment wait time for email:	2 minut
Users And Groups	Notifications	
	Solvent % level for warning:	10 %

Figure 5 Email options in Walkup.

Step 5. Configure Analytical Studio Reviewer for Walkup

- k In the Navigation Pane, click Users And Groups.
- I For each group that is to receive ASR reports, select the group name, and then make sure that the **Email report** check box is marked.

Group Configuration	
Allow import	
Default import path when use	er is created in this group:
Default Import Map:	-
🔽 Email report	
Allow user to disable e	mail report in sample submission
Max. methods per sample:	1
max methous per sample:	1



m For each group in which you want to let users enter target masses, select the group name, and then make sure that the **Allow target masses** check box is marked.

Sample Submiss	ion Settings						
****			25/40	*			
Allow specified UV wavelength for channel A							
	Allow target masses						
method	📃 Allow multiple injections from a sample	Allow multiple injections from a sample					
Yes 🔻	Max. Targets per Sample: 4	-					
5	Max. samples per day: 100	•		-			
4			•				

n In the toolbar, click **Verify** and then click **Save**.

The Save button is not enabled until configuration errors are resolved.

o Click Exit Administration.

- **9** Run a few samples in the Walkup program. In the Sample List screen, make sure you specify a **Target Mass** or **Molecular Formula**.
- **10** Verify that the samples are successfully completed.
- **11** Open the completed sample data file in MassHunter Analytical Studio Reviewer.
- **12** Verify that the Target column appears with data for target sample.

Step 6. Install other tools and programs on office computers

You can install these tools and programs on other computers to help you remotely manage data and Walkup workstations in your laboratory network.

These programs are installed on computers other than Walkup workstations and OpenLAB Shared Services servers.

Remote Administration software (networked labs only)

The Remote Administration software lets you manage your lab from anywhere on the network.

- 1 Make sure that OpenLAB is installed in Network Client mode and verified. Refer to the Agilent OpenLAB Chromatography Data System (CDS) Networked Workstation Installation Guide (p/n M8203-90002).
 - **a** Insert Disk1 of the OpenLAB installation software media into the disc drive.
 - **b** In File Explorer, locate the **OLSS** folder.
 - c Double-click OpenLabSharedServices.msi.
 - **d** Agree to the licensing agreement.

The Installation Type screen is displayed.

🙀 Agilent OpenLAB Shared Services Setup	
Please select installation type Installation Type	×
Server Install OpenLab Shared Services server Stand-alone OpenLab Shared Services stand-alone installation Client Install Shared Services client (configured for remote server) only	
Back Next (Cancel

- e Click Client.
- **f** In the ClientConnection dialog box, for both the **Connection name** and the **Server name**, type the name of the OpenLab Shared Service computer.
- g Click OK.

ClientConnection		
Enter information to	connect to OpenLAB Sha	aredServices server.
Server name		
Connection name		
Test Connection	ОК	Cancel

- **h** When the installation completes, the OpenLAB Control Panel icon is placed on the desktop.
- **2** Install the Walkup Remote Administration:
 - a Insert the Walkup installation disc into your disc drive.
 - **b** Under Any Other Computer, click Install.
 - c Click Run in the File Download message box.

Do not save the installation program to your computer before you run it. The installation program will not run properly if you do.

Do you want to run or save RemoteSetup.exe (13.8 KB) from LAP1725?	×
This type of file could harm your computer.	Run Save Cancel

d Follow the prompts to install the Remote Administration program.

Step 6. Install other tools and programs on office computers

Unpack Utility

Install the Walkup Unpack Utility on all computers that will receive HTML reports in .zne format from Walkup workstations.

You can configure Walkup software to send sample results to users by email. The results are compressed into a .zne file.

- **1** Insert the Walkup installation disc into the disc drive.
- 2 Under Additional Software, click Install.
- **3** Follow the prompts to install the Unpack Utility.

Analytical Studio Reviewer

Analytical Studio Reviewer lets you view ASR reports remotely. Additional license may be required.

• Refer to the Analytical Studio Reviewer *Quick Start Guide* to install Analytical Studio Reviewer.

Startup

To start the Walkup program

Do the following procedure from a Windows account with administrator rights.

1 Start the Online ChemStation Console.

Click the ChemStation icon for online analysis if a shortcut was created. As an alternative, in the OpenLAB Control Lab **Start Instrument** panel, click the **Launch** button for the instrument that you will use with Walkup.

- **2** Start the Walkup program:
 - a In ChemStation console, click Walkup > Start Software.



- **3** If the **Login to Walkup System** dialog box appears:
 - **a** Enter the user name and password for a valid administrator on the OpenLAB workstation.
 - **b** Click **OK**.

Startup

To shut down the Walkup program

🗽 Login to Walkup Sys	tem	×
User Name:	admin	
Password:	website	
	OK Cancel	

The MassHunter Walkup Console appears.

Agilent MassHunter Walkup Console											
Tools Help											
Walkup Queue Walkup System			ChemStation			Instrument		Injector			
Paused by Administrator	o off Not ready				Not ready		Ready				
								Queue Runtime			
	P	aused by A	dministrator					2 mins			
EasyWalkup	W	ALKUPSTANDB	6M		Admin			Current Run Number: None			
NoUnit	10Male										
	8		Sample Name	User Name	Plate	Placement	Target 1	Target 2	Target 3		
		1 () abc	Admin	P1	A-01					
	× 1	2 🕒) abc	Admin	P1	A-02					
	×										
L	×										
P1:*96Agilent*	\times										
1 2 3 4 5 6 7 8 9 10	11 12										
BOOODOOOOOO	55 🌫										
C0000000000	90 📉										
P E											
FÖDÖDÖDÖDÖ	56 🛛 🗙										
GOOOOOOOOO											
		•		1	1				•		
			Submit	Sample	5						

Walkup users will click the **Submit Samples** button at the bottom of the MassHunter Walkup Console to begin the sample submission process. The options that are displayed on the sample submission screens can be configured. Refer to online Help for more information.

To shut down the Walkup program

- **1** Open the Walkup configuration pane.
 - See "To open the Configuration pane" on page 28.

2 Click the **Shutdown** icon on the ribbon at the top of the window:



If you shut down the Walkup program while samples are running:

- The current sample run does not complete.
- The Sample Queue stops.
- Pending samples resume when Walkup starts again.
- An email is sent to notify that the sample run failed.

Samples

To open the Samples view

Samples

The Samples view lets you see and manage information for the following types of samples:

- Active Samples (shown in the example screen below)
- Completed Samples
- Incomplete Samples

You can also view a list of **Completed Jobs** and the **Events Log** and manage the Sample Queue.

To open the Samples view

- 1 Click **Tools > Administration** on the MassHunter Walkup window.
- 2 After you enter your User Name and Password on the Login to Walkup Administration dialog box, the Walkup Administration window appears.
- **3** Click the **Samples** button in the lower left corner of the window.

	• A +	an 🗧 🗍		E 🙂						
Clear Secure Pause Sampler Tray Mode On Queu	Clear Errors		Reset Jounter Admi	Exit Shutdow nistration	m					
Control Panel	Quick Tast	3 Datas	tile Naming	Ent						
Active Samp	oles									
Active Samples - 4	Queue is paused for local adm	inistration.	Discoursest	Towned 1	Towned 2	Towned D	Townshid	Mathed	Data Ella	Description
1 (P) blan	admin	Plate	Placement A.02	Target 1	Target 2	Target 5	Target 4	Twoiral	METHOD1blank	Description
2 S unkr	own Admin	P2	A-03					Typical	METHOD1unkn	
ipies										

To learn how to manage samples

• In the Walkup online Help, refer to the tasks under Manage Samples.

System Administration and Configuration

To open the Configuration pane

System Administration and Configuration

The Configuration pane of the Walkup Administration window lets you set many parameters to customize the appearance and operation of the Walkup System.

To open the Configuration pane

- 1 Click Tools > Administration on the MassHunter Walkup window.
- 2 Enter your User Name and Password on the Login to Walkup Administration dialog box.
- **3** When the Walkup Administration window appears, click **Configuration** in the lower left corner of the window to display the Configuration pane.

System Administration and Configuration

To learn how to configure the system

-	and shall	A Station of Concession, Name	_	Walkup Administration								
Ac	dministration											
?	æ 💩 😐		ف 💾 😂	Ξ 😃								
Help	****=	Ţ Export Import Migrate	Verify Save Show Results	Exit Shutdown Administration								
Help	Quick Tasks	Export - Import	Verify & Save	Exit								
Configu	ration	System - #: Changes are applicable when Walkup is restarted; *: Changes are applicable when queue becomes empty.										
	6	Startup#										
9	System	Allow resizing of Walkup Cons	ole window		🛅 Hide Data	System						
		Center Walkup Console windo	w		Allow Clean	r Sampler Tray menu item in Walkup Console						
M	lethods	🔲 Secure Mode On			Allow t	tray to be cleared even when there are pendin	g, running or incomplete samples					
		C										
Dep	partments	system										
		Put instrument on standby whe	en queue is paused		Generate Jo	ob Summary Report						
Aut	cosampler	Delete completed sample records	atter 60 days		Chable Ema	an Notification						
	Events	Sample Submission Settings										
				lana an ini								
Data	File Naming	Allow automatic user registrat	ion, adding them to group	Walkup Chemist	Restrict me	ethods by user group permissions						
	1 2	Anow samples to be submitted			Save values	for next submission						
Sample	e Submission	On the last page of sam	ple submission, automatical	ies ly submit samples if no activity afte	r above time-out							
	Email	Sample Priority*										
	<u>.</u>	Sample Priority Settings			Queue Sorting Settin	gs						
Users	And Groups	Allow high priority samples			Sort by:	Maximum throughput	~					
	ب ا	Allow delayed samples			First sort by:	MethodPriority 💌						
Status	Notification	Only after (time)	opm 🔹 n	nove sample one at a time.	Second sort by:	NA 👻						
	×	Plates are submitted at	Normal Priority		Third sort by:	NA 👻						
Imp	oort Maps 👻	Prioritize vials before p	lates									
Sampl	les	·]					
Confir	guration											
EE Labor	atory											
	»											

- **4** Use the icons in the navigation pane on the left side of the window to view different configuration parameters described in online Help.
- **5** When you have finished setting all the configuration parameters, verify and save the configuration. Refer to online Help if needed.

To learn how to configure the system

• In the online Help, refer to the tasks under **Configure Walkup**.

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In this Book

The *Setup Guide* describes how to install and configure the Walkup System.

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