

Hygiena™ Innovate System



Operator Manual

The Easy-to-Use Rapid Screening System for the Dairy and Beverage Industries



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Hygiena International is a world leader in the development and supply of rapid diagnostic and monitoring systems to detect and measure microbial contamination in finished products bound for consumers. It has successfully developed tests for use in the dairy, beverage, personal care & cosmetic and pharmaceutical markets and is associated with some of the best-known brands in the industry. Hygiena's other division is a leading global provider of quality in vitro ADME-TOX cellular research products. For more information, visit hygiena.com.

Welcome to the **Hygiena Innovate** system, designed to be the dairy and beverage industry standard for manufacturers using microbial screening to release their products to market. The **Hygiena Innovate** system was developed by Hygiena International based on input from dairy and beverage customers worldwide and is designed to offer simplicity of operation that is unmatched in the marketplace.

The **Hygiena Innovate** luminometer, the corresponding **Innovate.im** software and reagents and the Hygiena employees that stand behind them, comprise the **Hygiena Innovate** system. Together, all four components work together to provide the functionality and simplicity users need to meet their evolving demands.

About Hygiena

Welcome to the Hygiena Innovate System

Introduction

This Operator Manual describes the specific use of the Hygiena Innovate luminometer to perform Hygiena assays. The Hygiena Innovate Operator Manual is organized as follows:

- Section 1 Provides a general introduction to the **Hygiena Innovate** luminometer and **Innovate.im** software.
- Section 2 Describes the installation of the **Hygiena Innovate** instrument.
- Section 3 Describes the installation of the **Hygiena Innovate.im** software.
- Section 4 Describes how to use the **Hygiena Innovate** system.
- Section 5 Describes how to use the system administration features of Innovate.im.
- Section 6 Provides a general introduction of the **Innovate.im** database software.

Hygiena has done everything possible to guarantee that the equipment functions safely, both electrically and mechanically. The user must ensure the instrument is installed and maintained properly to guarantee safe operation. The Hygiena Innovate has been manufactured in accordance with international safety requirements for electronic and medical measuring systems.

The Hygiena Innovate is tested by the manufacturer and supplied in a condition that allows safe and reliable operation. Failure to follow the instructions may invalidate the warranty.

- The **Hygiena Innovate** luminometer must be installed and used in accordance with Hygiena recommendations. Installation must be performed by properly trained and authorised personnel.
- The **Hygiena Innovate** should only be operated by personnel who have been trained on the use of the system. It is strongly recommended that all users read this manual prior to use.
- **Hygiena** assumes no liability for any damages, including those to third parties, caused by improper use or handling of the instruments.
- It is the user's responsibility to have the instrument installed according to the local electrical codes (110 - 240V).
- The instrument is in accordance to CE Marked, UL, CSA, EN 61010-1, EN 61326-1, EN 61000-3-2 and EN 61000-3-3 for electrical equipment.
- The **Hygiena Innovate** is equipped with a 3-wire grounded plug for safety. If your outlet does not accommodate the 3-wire plug, an electrician should install the correct outlet or use an adaptor to ground the instrument.
- The instrument cover should never be opened while the instrument is running. Service and repair work may only be carried out with the guidance of or by qualified Hygiena personnel.
- If liquid gets inside the instrument, unplug the power cord. Clean the unit or have it cleaned by an authorized service representative.
- The system must only be used with Hygiena reagents and microtiter plates, in accordance with the instructions provided on the reagent kit insert.
- Waste from the instrument's waste system (when priming/washing the instrument) must be disposed of properly. A plastic container is connected to the instrument to collect the waste. All statutory requirements for handling biological waste and reagents must be observed by the user.

Hygiena Innovate

1.1 Safety and Operating Instructions

1.2 System Description and Technical Specifications

- The Hygiena Innovate instrument should be shipped in its own case. During transport the plate carrier must be secured by the transportation lock screw. The system needs to be washed and primed with washing solution leaving liquid in the injector lines. External tubing and injector needles should remain attached to the instrument and placed in a plastic bag.
- The tests and maintenance work recommended by the manufacturer should be performed routinely to ensure the system operates as intended.

To obtain the best results, consider the following:

- Do not expose the instrument to direct sunlight.
- Install the instrument in a dry location where humidity levels do not exceed 85%.
- Keep plate carrier door closed at all times except when loading/unloading microtiter plates.
- Keep plate carrier free from dirt. Do not lean on plate carrier or move by hand.
- Clean up reagent spills on instrument immediately.
- Do not use the luminometer in an environment where the temperature exceeds 30°C.

The Hygiena Innovate system has been designed to deliver easy-to-use and robust capability to users. Due to its sophisticated technology and ease-of-use, it is well suited for dairy and beverage applications.

The instrument works with an extremely low-noise photomultiplier. The highest sensitivity possible is obtained due to the use of single photon counting technology and patented crosstalk reduction design. Specific Hygiena Innovate system features:

- Use of three (3) variable volume bellows-based injectors allowing precise, reliable and automatic injection of reagent.
- Comprehensive shaking functionality to maximize mixing of sample and reagents.
- Temperature control allows reagents to be used up to 5 days when stored in the Hygiena Innovate reagent cooling unit.
- Comprehensive Innovate.im software for instrument control and data management. Unique multi-tasking capability enables users to run one assay while preparing another.
- Connection to automated laboratory systems such as LIMS.
- Multiple user functionality allows multiple workstations to access results in the database via a network. Remote workstations can also access networked database results.

The Hygiena Innovate is a desktop microtiter plate luminometer and may be installed in any laboratory workplace meeting the manufacturers recommended specifications as listed in section 1.1 above.

Technical Specification

Dimensions	33 x 43 x 27 cm
Operating Environment Conditions	Ambient temperature <30°C
Relative Humidity	<85%
Voltage	110-240V
Weight	25.2 kg (Instrument, Reagent Tray, Cooling Unit)

Plate Carrier

The instrument contains a plate carrier accessible through the front panel door. Controlled via Innovate.im software, the plate carrier moves the microtiter plate to the defined measurement and injection positions.

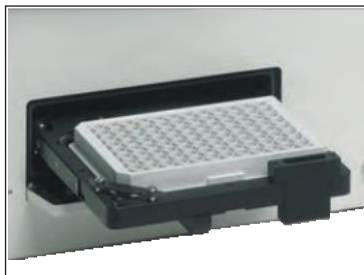


Figure 1: Plate carrier on instrument front panel

Connections at Rear Panel

The PC connection, power supply, waste outlet, power switch and instrument fuse are located on the instrument rear panel.

- USB port
The USB port is used to connect a computer to the Hygiena Innovate.
- Power plug
Connects the instrument to power using the cable supplied with the instrument.
- Power switch
Used to turn the instrument on and off.

Note: Turn the instrument on before starting the software, so the program can establish communication with the instrument.

Waste outlet

Connects the waste container to the instrument.

Fuse

The instrument fuse is located next to the power switch in a black fuse holder.

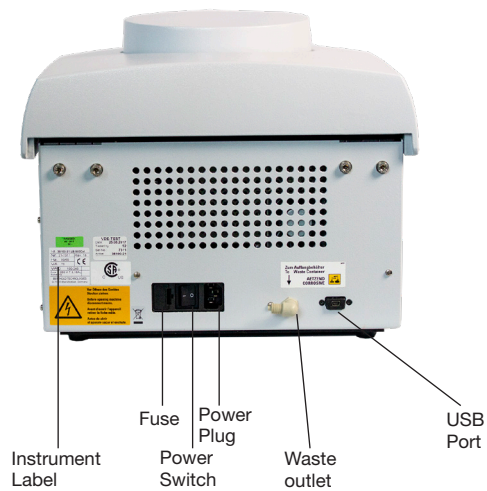


Figure 2: Ports on instrument rear panel

Injectors

The Hygiena Innovate has three variable injectors. Please see kit insert for setting up injectors with reagents. The injectors are located on the right side of the instrument. The tubing from the reagent vials is connected to the injector ports using screw-type caps.

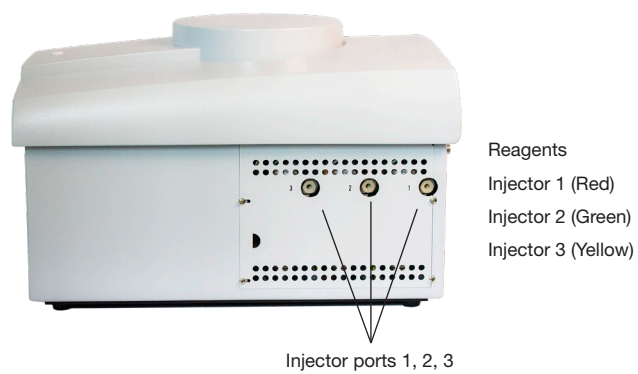


Figure 3: Injector ports on right side of instrument

Reagent Tray

The reagent tray is placed on the right side of the instrument. A special temperature control unit is placed inside the reagent tray in order to maintain optimal reagent temperature and prolong stability. Please see reagent kit insert for further details on reagent usage. Two washing solution vials are placed in the reagent tray to wash the injectors daily during Start-up and Shut-down.



Figure 4: Reagent tray

Innovate.im Requirements

Innovate.im requires the following minimum computer hardware specification:

- | | |
|-----------------------|---|
| - Processor | 1GHz |
| - RAM | 1Gb |
| - Hard Driver | 100Mb free hard drive space |
| - Graphics Card | 1024 x 768 |
| - Optical Drive | CD-ROM |
| - Operating System | Windows 7 Professional,
Windows XP Professional,
Windows Vista Business |
| - Communication Ports | USB, Parallel (if needed for printer) |
| - Web Browser | Internet Explorer 6.0 or higher (optional) |
| - Peripherals | Mouse, Keyboard, Monitor |

Multiuser functionality requires the following minimum specifications in addition to above system requirements. All users must have full read and write permissions for the Networked folder where the database tables are stored. For optimal speed no more than 4 systems should access the networked database tables.

- | | |
|-----------------|--|
| - Network Speed | 1Gbps |
| - RAM | 2Gb |
| - License | Needed for remote users not attached to a Hygiena Innovate luminometer |

IMPORTANT: Plate preparation files, report templates, pre-defined queries, and database export drivers must be configured identically on all networked systems.

1.3 Innovate.im Software

Innovate.im Structure

The **Innovate.im** software is used for the control of the **Hygiena Innovate** luminometer. The software allows different permission levels. There are four default settings:

- User** This user level allows access to plate prep and performing measurements while restricting access to protocol settings and installation settings.
- Administrator** Full access rights.
- Supervisor** This user level allows full access rights except installation settings.
- Superuser** This user level allows access to plate prep and performing measurements with the ability to modify results by right clicking on the well in the result matrix view. Superuser has restricted access to protocol settings and installation settings.

The illustration below shows the menus and associated functions within **Innovate.im**. Some functions may not be visible when not logged in as System Manager.

File	Edit	View	Instrument	Installation	Help
Data	Undo	Category Bar	Load Plate	Settings	Help Pane
Protocal	Copy	Task Pane	Unload Plate	Automation	About Innovat.im
Print	Paste	Help Pane	Prime	Driver	
Print Preview	Reset	Protocol	Wash		
Export		Results	Boot Instrument		
Plate Preparation		Matrices	Reagent Levels		
Database		Statistics	MM&C		
Logout			Shipping Brace		
Exit					

Brief Explanation of Menus and Functions

File menu In this menu you Open, Save, Export or Print files
 Plate Preparation enables the user to enter the sample identification information of each plate before measurement.

Edit menu This menu allows you to copy and paste data.

View menu In this menu you select special views. For example you can show or hide the Task Pane or the Help Pane.

Instrument menu	The instrument functions are presented in this menu:
Load Plate	Used to move the plate carrier into the luminometer below the photomultiplier.
Unload Plate	Used to move the plate carrier out of the luminometer so you may unload the current microtiter plate and load a new one.
Prime	Used to prime the injector tubing for operation Select the injector(s) and start the prime function.
Wash	Used to wash the injector system.
Boot Instrument	Used to establish communication between instrument and PC for those instances when the Hygiena Innovate instrument has been turned off and on again while working in Innovate.im.
Reagent Levels	Used to enter the volume of the reagents connected to the instrument.
Shipping Brace	Used to move the plate carrier to the transport position in order to secure the safety screw for transportation.
Installation menu (Administrator only)	The Installation Settings dialog box is used to define the settings (directories, password, etc.). In the Installation Driver dialog you select and setup drivers for the Innovate instrument, export functionality and Plate preparation.
Help Menu	This menu provides information about the software version as well as a link to the help pane.

Directly underneath the menubar is located a symbolbar. This bar consists of icons used to provide shortcuts for many of the program tasks you are likely to use often. On the bottom of the main window the status bar is positioned.



This line provides real-time information during the assay. On the right hand side of the screen, a Help Card with step-by-step operating instructions is shown when activated in the View menu.

Innovate Installation

2.1 Space Requirements

This section will lead you step-by-step through the Hygiena Innovate luminometer installation process.

The Hygiena Innovate should be set up in a dry, dust-free room and protected from direct sunlight and significant temperature fluctuations. It should not be set up next to heating or air conditioning units. The luminometer should be operated in an environment where the temperature does not exceed 30 °C and humidity levels are below 85%.

The luminometer has the following dimensions:

- W x D x H: 33 x 43 x 27 cm
- The instrument should be set up so the rear panel connection ports are easily accessible and not subjected to physical stress.
- Allow for sufficient space on the side of the instrument for the reagent tray and the PC used for Innovate.im.

The original packaging is reusable and should be retained for any future transport of the instrument. When unpacking the instrument, make sure the shipment is complete and shows no sign of transport damage. The packaging is designed to eliminate transport damage. Should the instrument or instrument parts appear damaged, please notify your local Hygiena representative immediately.

Please verify that all components were shipped and received in good condition by referencing the packing list provided with the instrument. If items are missing or damaged, please contact Hygiena immediately.

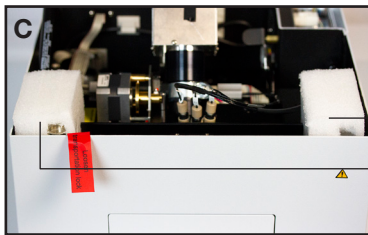
2.2 Unpacking

2.3 Connecting



Remove the transport safety screw

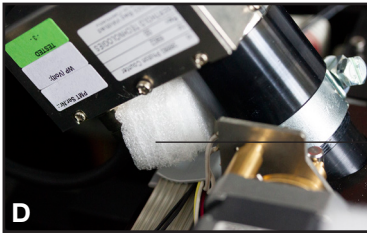
- Red label is placed in front of the instrument to remind you to remove the transport safety screw (a).
- Unscrew the instrument cover with the screw driver supplied (b), unlock the lid by loosening the screw and open the lid.



- Remove all foam pieces inside the instrument (c), (d).

Foam

Foam



Foam



- Unscrew transport safety screw. This screw secures the plate carrier and should always be engaged to prevent damage when shipping the instrument.



- Place red label inside the instrument (f) to the right side of the transport screw.
- Close instrument cover and replace lid screw and white cap (g), (h).



Electrical connections

- Connect the USB cable provided to the port located on the rear of the Hygiena Innovate. Do not connect the USB cable to the PC until installation of Innovate.im software. (See Section 3.1).

Note: Check if power supply is within the permissible range of the Hygiena Innovate operating voltage. Connect instrument only if the power supply is 110 - 240 V.

- Connect instrument to the wall outlet using the power cord supplied.
- If you have not already done so, connect the computer to the wall outlet.
- Connect temperature control unit to the wall outlet using the power cord supplied.

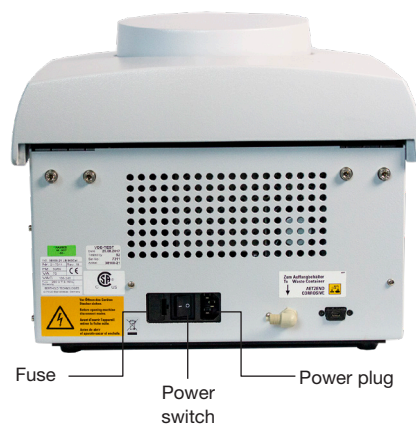


Figure 5: Hygiena Innovate rear panel

Reagent tray

Assemble the Reagent tray using the Allen key supplied with the Innovate. The tray contains two tube holders, one with an opening and one without an opening. Place the tube holder with the opening at the front side of the tray. The liquid level will be visible through the opening. Place the cooling unit inside the tray.

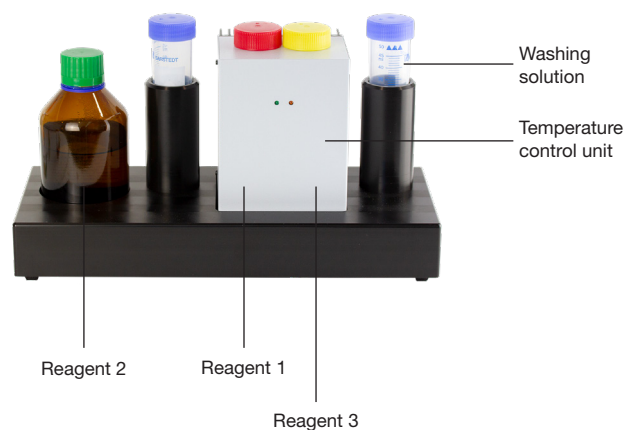


Figure 6: Assembling reagent tray

Waste and reagent tubing

- Connect supplied waste tubing to the waste outlet.

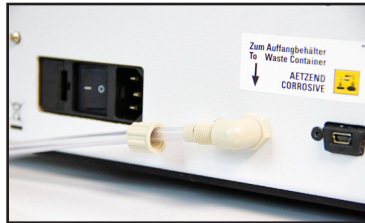


Figure 7: Connecting tubing to waste outlet

- Add a few drops of antifoam to the waste container.
- Place waste tubing into the waste container to collect the waste solution.
- Instrument is shipped with external reagent tubing connected to injectors 1, 2, and 3.



Figure 8: Connecting reagent tubes

- Place all three injector needles in washing solution.

Note: Wear gloves when touching the injector needles.

3 Installation of Innovate.im and Driver Software

3.1 Single System

Innovate.im Installation

Innovate.im
A Hygiena
shortcut icon will
automatically
appear on your
desktop.

3.2 Driver

Software Installation

This section will lead you step-by-step through the installation of Innovate.im software on your computer.

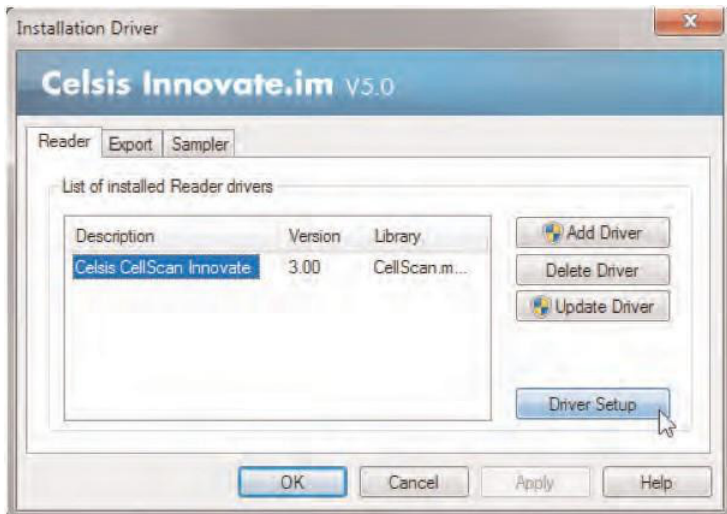
Note: Before beginning the installation process, close all applications on your computer.

The Innovate.im program needs to be installed before driver software. Install the Innovate.im program from the supplied CD-ROM. This is the PC software for the control of the Hygiena Innovate. Prior to installing the Innovate.im software, ensure that the USB cable is connected to the Hygiena Innovate, but is not connected to the PC.

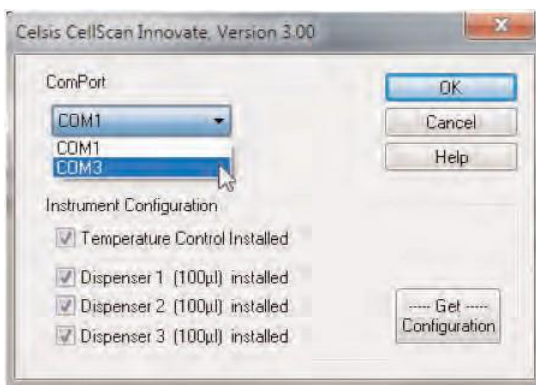
1. Insert the Innovate.im CD-ROM into your drive. If asked for permission to access the computer, allow access. The installation routine starts automatically.
2. Click <Next> in the Innovate setup window.
3. Select the language to install and click OK.
4. Follow the on-screen prompts to finish the installation of Innovate.im.

Note: Before startup of the software, the driver must first be installed. See section 3.2 for instructions to install the driver.

1. Insert the CD containing the Hygiena Innovate driver software into the CD-ROM drive. If asked for permission to access the computer, allow access. The installation routine starts automatically.
2. Choose the language to install and click Next.
3. Follow the on-screen prompts to complete the driver installation. When the Options Window appears, check the box next to Startup/Shutdown procedure to require the Hygiena Innovate to perform a wash cycle and a prime when starting and shutting down the software. If the box is not checked, the user will need to manually perform these functions as needed.
4. Upon successful driver installation, remove the CD from the CD-ROM drive.
5. Power on the Hygiena Innovate instrument and plug the USB cable into the USB port on the PC.
6. Startup the Innovate.im program by double clicking on the desktop icon. If the following screen appears, click on the driver to highlight and click Driver Setup.



The following screen appears:



Select the ComPort drop down menu and select the other com port number listed in the drop down box. Click OK and click OK to continue.

3.3 Networked multiple user option

A multiple user network can be set up so that multiple workstations have access to a single networked database table. This allows sample results to be stored in a single location and accessed from multiple systems as well as remote computers without an instrument attached.

Note: Remote computers accessing the networked database tables without an instrument attached will need to acquire an activation code to use Innovate.im.

1. Install Innovate.im on all computers as a single instrument installation.
2. **Remote computers** without an instrument attached will need to acquire an activation code to use Innovate.im. Once the software is installed:
 - a. Login to Innovate.im. The installation driver window appears.
 - b. Click **OK**. The program activation window appears.
 - c. Click on **Send Email** and remove the current recipients. Send the email to wgannon@hygiena.com. Once activation code is received, it should be entered into the Activation Code section of the Program Activation window.
3. With assistance from IT personnel, create an Innovate.im database table folder on the local network. Grant all Innovate.im Database users full permissions to this folder.
4. **Set-up Innovate.im Database Table on a Network**

Using one workstation designated as the master workstation, transfer the Innovate.im database tables to the database table folder on the local network as follows:

 - a. Login to Innovate.im using an ID with system administration rights.
 - b. Click on the **Database** icon to open the database.
 - c. From the **Options** menu, select **Network Settings**.
 - d. In the **Options Network Settings** Dialog box select the **Move** tab.
 - e. Click **Move**.
 - f. In the Browse for Folder dialog box navigate to the database table folder on the local network. Click **Open**.
 - g. The database table is moved to the local drive.
 - h. Link the database for the master workstation to the database tables by selecting **Networks Settings** from the Options menu in the database software.

- i. Click the **Link Tables** tab and Click **Link**.
- j. Navigate to the database folder on the network and select the “databasetable.dbf” file to link.

5. **Set-up a workstation to access the network database table**

Using a different workstation from step 4 above, link the database tables on each computer to the table on the local network as follows:

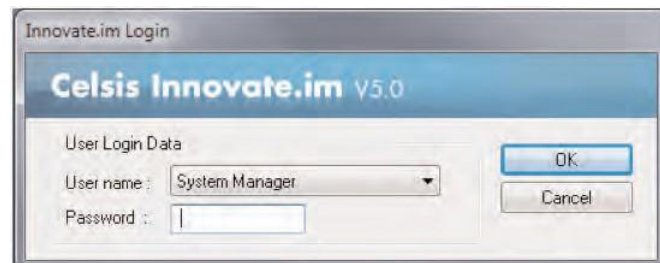
- a. Login to Innovate.im using an ID with system administration rights.
- b. Click on the **Database icon** to open the database.
- c. From the options menu, select **Network Settings**.
- d. In the Options Network Settings dialog box select the **Link Tables** tab.
- e. In the dialog box, navigate to the database table folder on the local network.
- f. Open the folder by double-clicking on it.
- g. Select “databasetable.dbf” and click **Link**.
- h. The workstation is now linked to the local network database table.

Note: If data already exists on the workstation, you will be prompted to transfer that data to the networked table.

IMPORTANT: All workstations accessing the networked database must have the same settings for the Hygiena Database Export Driver and the Hygiena Plate Preparation Driver in order to maintain the integrity of the data as it is written to the networked table. If columns have been customized, the same customizations will need to be made to all other workstations writing data to the networked database.

4 Start up of Innovate System

First switch on the instrument and then start up the **Innovate.im** program on your PC by double clicking on the **Innovate.im** icon on your desktop or selecting **Innovate.im** from your start menu. The following screen will appear:

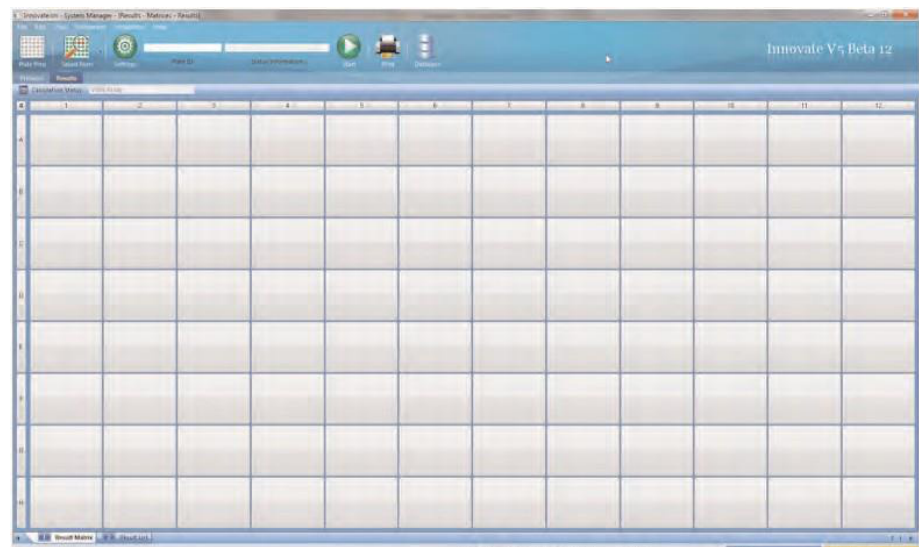


If the installation driver window appears, change the com port by highlighting the driver and selecting driver setup. In the window that appears, change the comport and click ok.

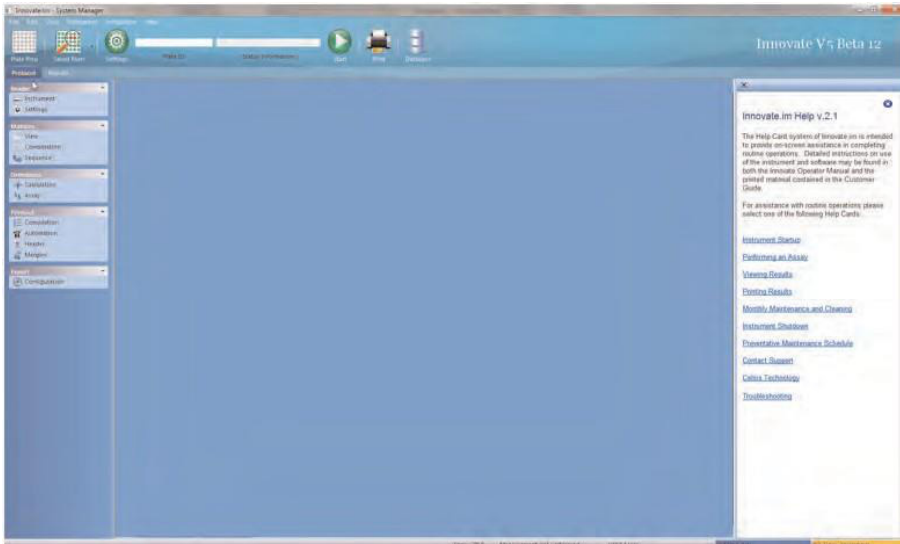
Select User using the arrow box next to **User name** and enter the password **User**. Press **OK** to confirm.

After clicking **OK**, the instrument functions are initialised and the interface connection between the PC and instrument is verified.

The main window of **Innovate.im** is displayed.



The task pane and/or help pane can be selected in the view menu to include all views (Task Pane and Help Pane).



Note: Innovate.im features a built-in help Pane system that provides users with step by step guidance for system operation. The Help Pane can be left on screen when needed or available through the View menu.

Measurement protocols are already defined for users in the parameter files. The basic parameter definitions supplied by Hygiena, include typical measurement sequences of the major measurement types. The predefined parameters determine how each sample is to be tested, including injector volumes and timings (incubation – measurement). The type of measurement is indicated in the file name.

Different sample types (e.g. InsBlank, ATP or Dairy products) can be measured simultaneously using the same parameter file. Sample specific parameters, like injector volumes and threshold values are pre-defined in a product specific Assay definition.

The pre-defined threshold values can be reviewed via the Innovate.im Help Pane.

4.1 Protocol verification

4.2 Preparation of bottle top dispensers (only for kits containing bulk reconstitution buffer)

Take the dispensers out of the carton boxes and assemble as follows. Please use gloves to avoid contamination during assembly.



- Push discharge tube into socket on side of dispenser and screw into place. Ensure that the opening of the tube points straight down.
- Push the intake tube (straight) onto the bottom of the dispenser.
- Screw the dispensers onto the appropriate dilutor/buffer bottles (for more information see applicable kit insert).
- Prime both dispensers before first use.

4.3 Preparation of reagents

When handling the reagent injector needles, wear gloves to avoid possible contamination.

Prepare the reagents for use on the Hygiena Innovate system as described in the kit insert supplied with each individual reagent kit.

Please refer to the kit insert or contact your local Hygiena representative if you encounter any problems.

The Hygiena Innovate is controlled and operated via the Innovate.im software. Innovate.im is used to wash and prime the injector system as recommended.

Injector tubing needs to be washed using Hygiena washing solution in the following circumstances:

- Before beginning work
- After finishing work and before turning off the instrument
- When in continuous operation, a minimum of once every 24 hours
- When not in continuous operation, a minimum of once every 12 hours
- If instrument stands idle, once every month to replace washing solution inside the tubing

4.4 Washing and priming the injector system

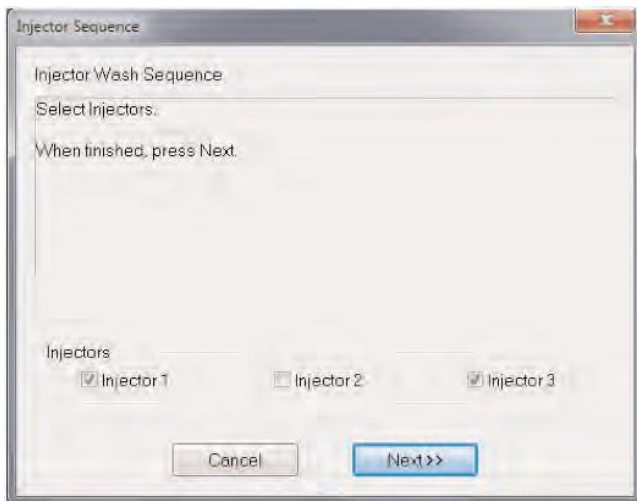
Steps for washing

Note: All three injectors are selected in the Wash step only during installation of the instrument. Routinely only injector 1 + 3 need to be washed during start-up. Cellsolver reagent remains connected to injector 2.

- Connect washing solution to all injector needles.

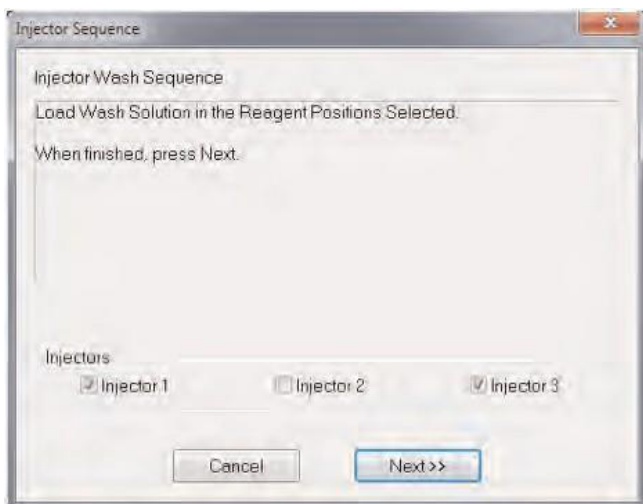
Note: Before priming or washing the system, please be sure that the waste container is properly connected and empty.

- To wash the injectors with washing solution, select **Instrument / Wash**.



- Select all three injectors and click Next.

The following screens will appear:



- Click Next to start washing. The following screens will appear:

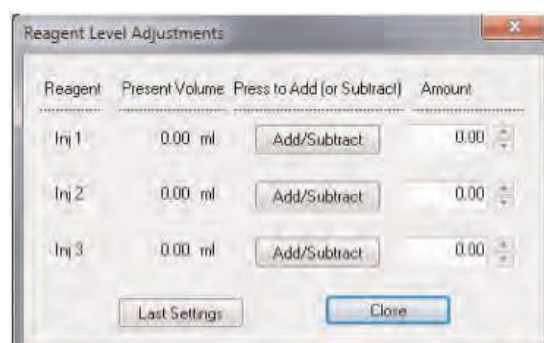


Priming the Instrument

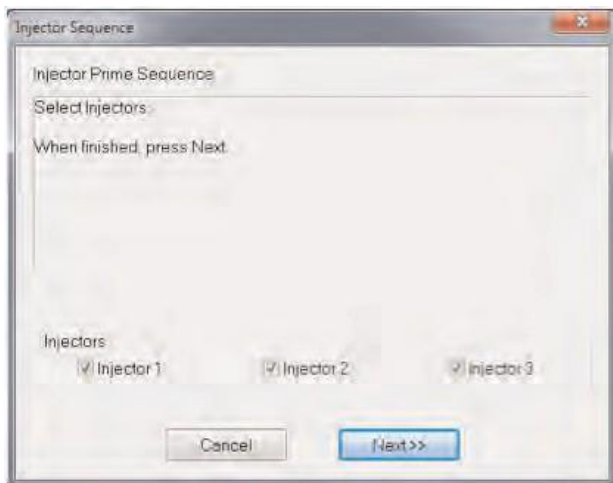
Injector tubing must be primed with its respective reagents before starting the first measurements of the day.

- Place the reagent vials into the Reagent Holder and connect the reagent vials to the injector needles. Place the injector needles into the corresponding appropriate reagent (see kit insert for details).
- Click Instrument / Reagent Levels to enter the volumes of the connected reagents (see kit insert for more detailed information).

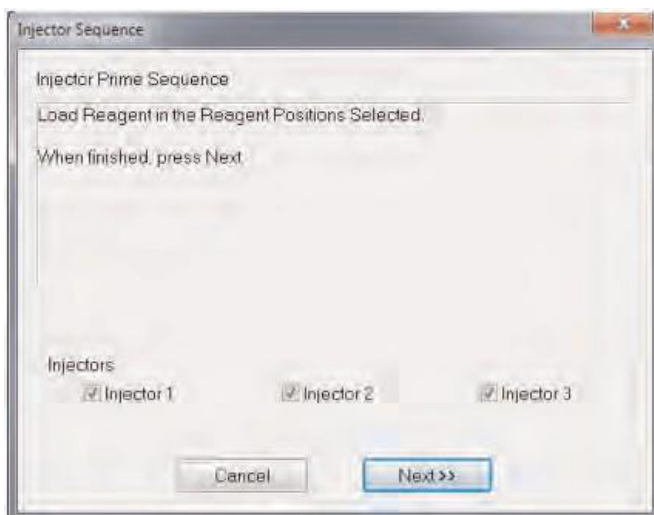
You can do this either by typing directly in the boxes, or by using the arrow buttons beside each box. Click Add/Subtract for each injector to accept the volume. Select Last Settings in case reagents are left over from the previous day.



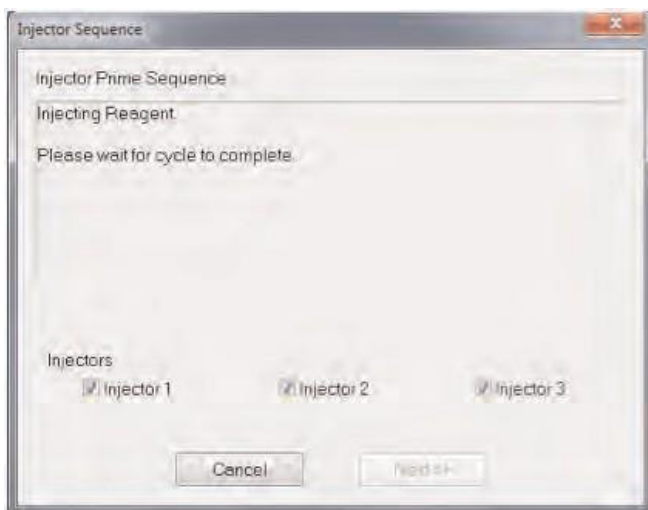
- Confirm your entries with **Close**.
- Select **Instrument / Prime** to prime the reagents.
- Select all three injectors in the following screen:



- Select Next to move to the following screen.



- Select Next to start the priming of the reagents. The following screen will appear:



Note: Take care that the injector needles are inserted down to the bottom of the reagent vials to avoid air entering into tubing. Air in the tubing can negatively impact the operation and performance of the system.

4.5 Pipetting sample into microtiter plate wells

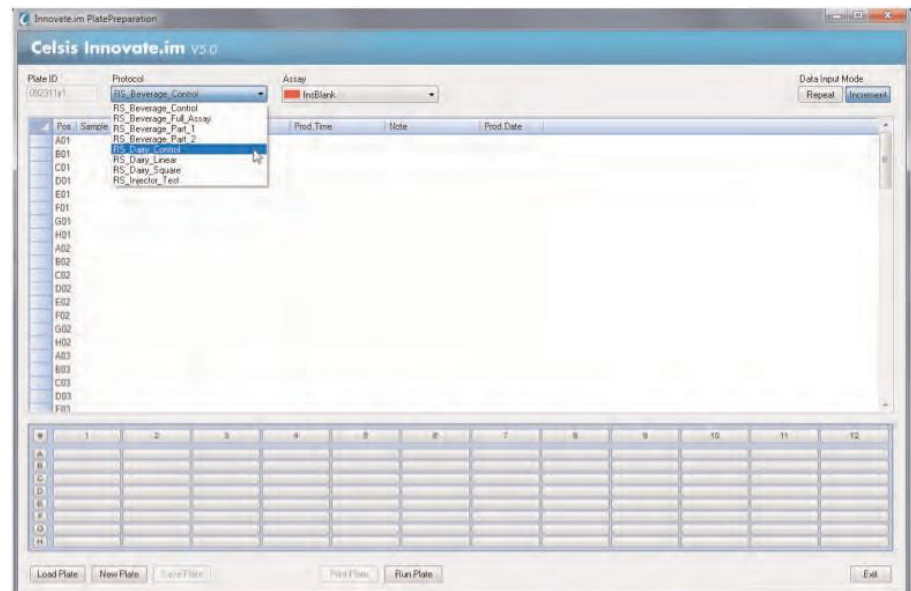
4.6 Testing samples

Pipette each sample into its microtiter plate well. Injection of reagent and the measurement will take place by column from the upper left well to the lower right well.

Note: Make sure that the product is carefully pipetted into the bottom of the well. Avoid distributing sample on the side of the well. This will help to ensure the sample is fully mixed with the reagent during the assay.

Plate preparation

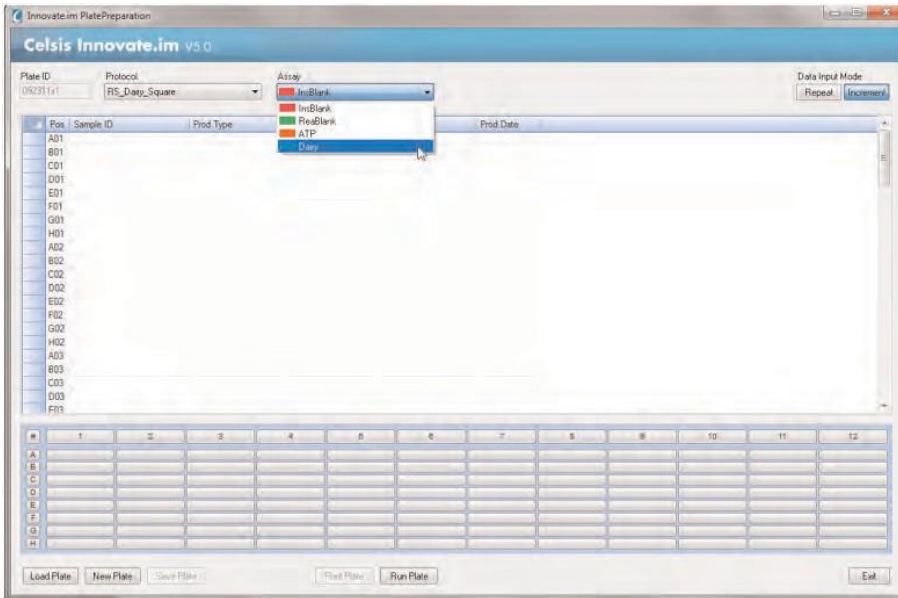
In order to define your plate for measurement, select PlatePrep icon in the toolbar. The following screen will appear.



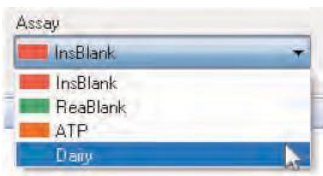
- Before an assay and product can be selected, you must first type the Plate name into the Plate ID box and press Enter on the keyboard.

Note: Each plate prep must have a unique name. A uniform naming convention should be established and used each time a new plate is prepared. Hygiena recommends using the date, initials and plate number during a shift, for example 07152010 jr plate 1, 07152010 jr plate 2, etc.

- To load a previously run plate to use as a template, select load plate after assigning a unique name. Select the desired plate prep file.
- Click the arrow next to the Protocol box, and select the protocol you wish to use from the drop-down menu that appears.

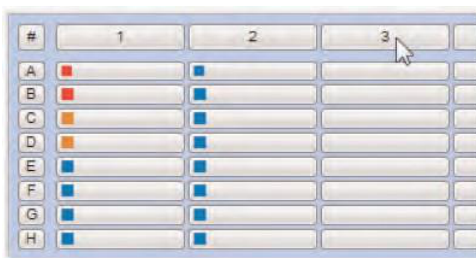


Select the Assay in the Assay drop down menu.



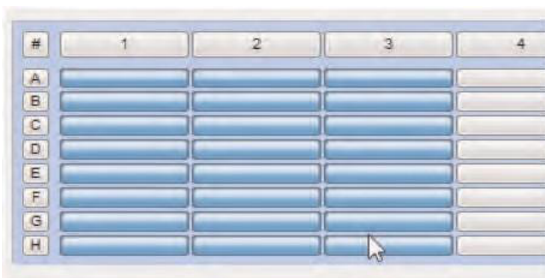
Use the screen at the bottom of the page to select the wells on the plate, there are four options:

Select individual well by well.

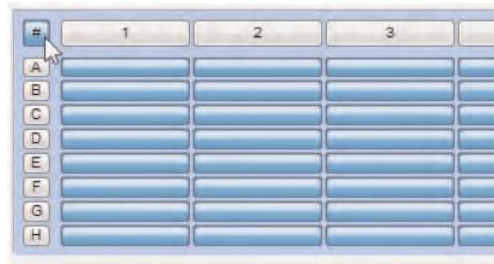


Select entire columns by clicking on the columnheader (01, 02, ...)

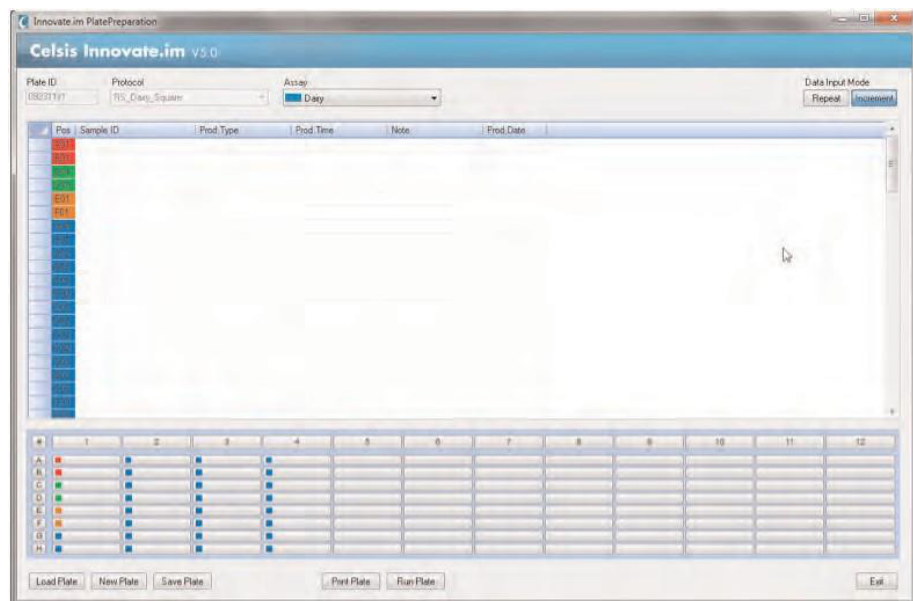
Select multiple cells on the top left cell and simply drag your cursor over the desired cells.



Select the entire plate by clicking on the top left grey cell in the corner.



In this example below the daily control samples will be tested (Instrument Blank in cells A01 and B01, Reagent Blank in cells C01 and D01, ATP Positive Control in cells E01 and F01) followed by a number of Dairy Samples.



Sample Identification

Use the Upper Screen to insert the Sample Information. Sample information can be inserted in the columns in the upper portion of the screen by clicking in the corresponding cell. For ease of operation the cell colours selected in the bottom screen will correspond to the cells on the left side in the upper screen.

By default, Sample ID is also displayed for each well in the lower portion of the window. This option can be changed in the plate prep driver. See section 6 for instructions how to customize the plate prep window.

Note: All Sample information must be entered before commencing the measurement.

In case you would like to copy data in multiple cells during the sample ID process, select one of the Data Input buttons:



Repeat

Identical data will be copied in all cells of the selected column.

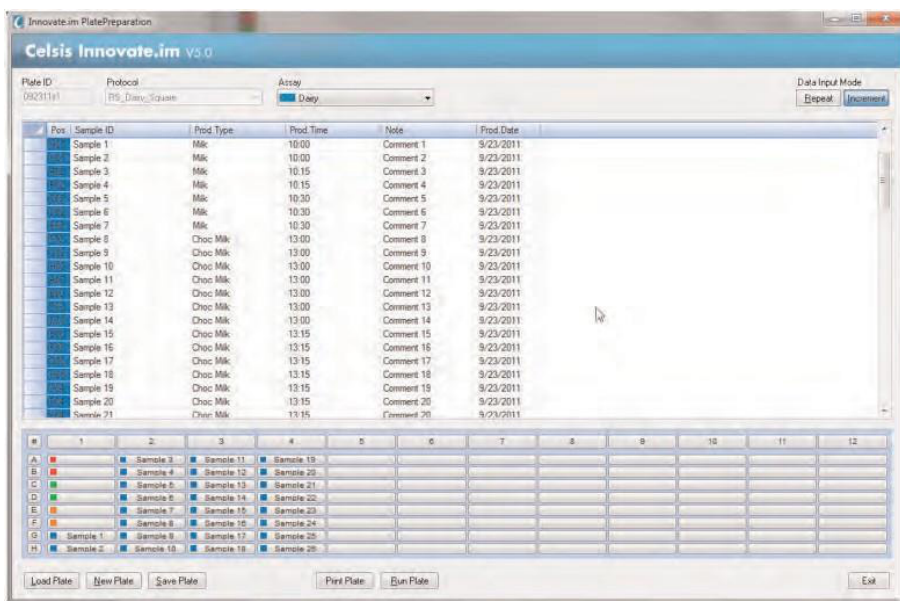
Increment Data will be copied and automatically increased in case a number is entered (see Sample no. column example on the next page).

Copy data to multiple cells

Select the cells you would like to copy. Click with the right mouse button on the highlighted cells and select Copy. Select the cell in which the data should be pasted downwards, click again on the right mouse button and click Paste.

Copy data to multiple cells using repeat or increment mode

In order to copy data in a column select the column to be copied by clicking on the cell containing the column header. Hold the Ctrl button and double click on one of the highlighted cells that need to be filled. Type the appropriate information into the cell and press Enter. All information will be copied or incremented based on the data input mode selected (Repeat/Increment).



Column widths are adjustable. Simply position the mouse pointer over a line beside the column heading you wish to adjust. Hold down the mouse button and drag it left or right to narrow or widen the column.

Note: Column headers can only be edited by the System Manager.



Once you have completed your plate layout and sample identification and would like to measure directly this predefined plate click on **Run Plate**.

4.7 Start the measurement

The file name will be saved and automatically selected for measurement. Measurement can be started by selecting Start.

After completion of the plate layout and sample identification, Save Plate can be selected to save all information and a new plate can be prepared by selecting New Plate to define your next plate. To print the plate layout, click print plate.

Select Exit to leave the Plate Preparation Screen. You can start the measurement afterwards.

Enter the plate name into the Plate ID field or select start to load a previously prepared plate. Click the green start button to run the plate.

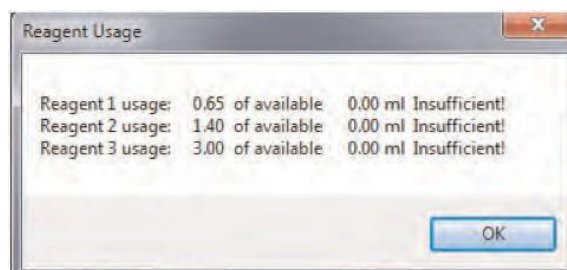


The plate carrier ejects from the luminometer automatically. The following window appears on the screen:

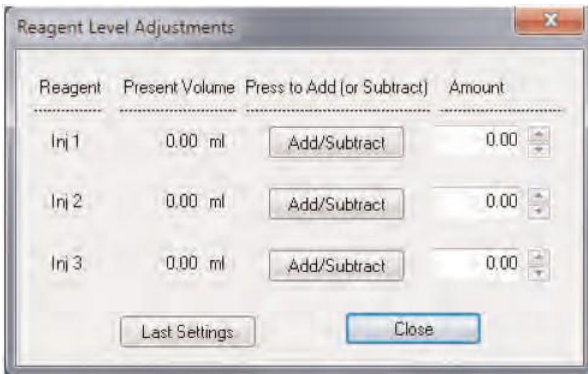


Load the plate (with A1 at rear left) and click OK. There is only one way to put the plate in the instrument.

The plate is moved into the instrument and the pre-defined measurement sequence will be carried out. However, the Innovate.im will first calculate how much of each reagent is needed to test all selected wells. If insufficient reagent levels have been detected, the system will prompt the user to add more reagents. The system will not start measuring without adding reagents. The following window will appear:



- Click on OK and the following Reagent Level Adjustment box will appear:

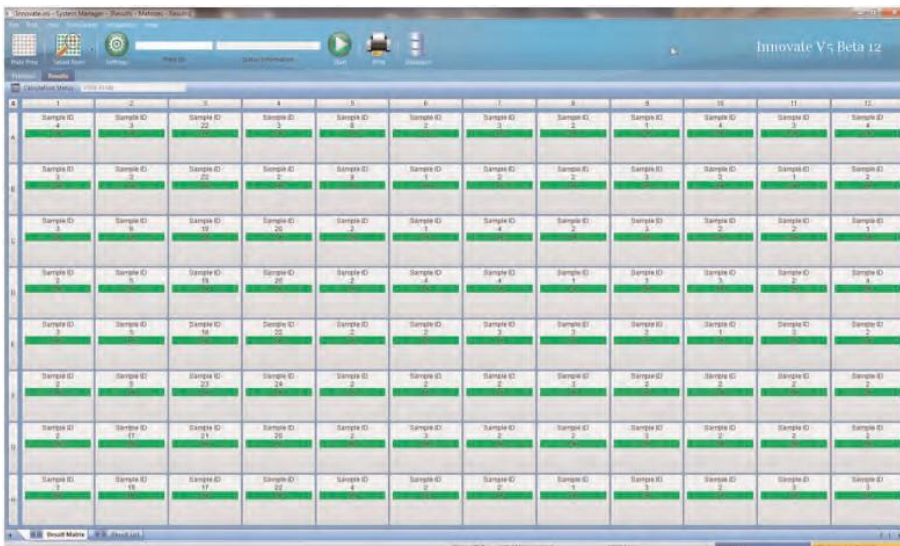


- Add the appropriate volume of the reagents by using the arrows beside each amount box or type the volume direct into each box. Click Add/Subtract for each injector to accept the volume.

Note: If you need to reduce the amount of reagent registered, include a minus sign (-) before the amount in the box before clicking Add/Subtract.

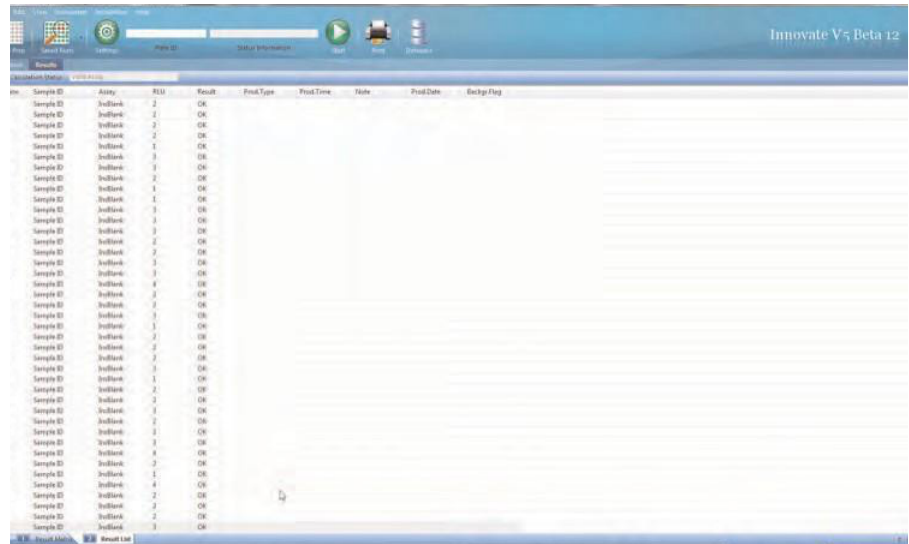
- When you have added all required reagent volumes, click on Close and the measurement of samples will start.

During measurement RLU values and results are shown on the PC. Data is shown in two views: Result Matrix. This screen shows the microtiter plate layout with Sample ID, RLU and Result. The result interpretation is colour marked as defined in the assay definition. This matrix is usually opened during measurement.



Result List

This screen shows all entered sample information, measured RLU value and results in list format. This screen is usually opened after the measurement to review all data and results.



Note: If RLU thresholds for results interpretation need to be adjusted, please contact your local Hygiena representative for further details.

Upon completion of the measurement the plate stays within the instrument. It can be unloaded by the **Instrument / Unload Plate** command.

4.8 Print Plate Results

After the measurement select **Print** to print the results.

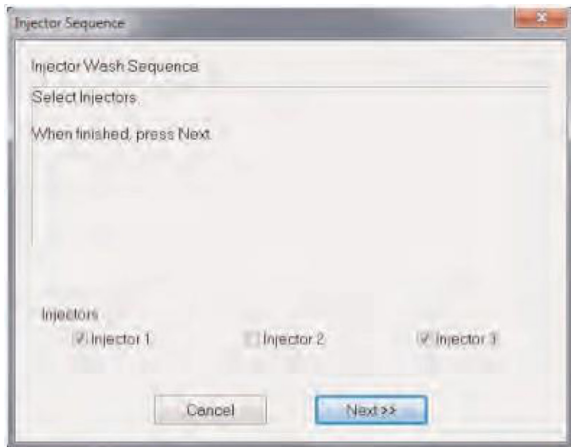
4.9 Shutdown of the Innovate System

In order to clean the injectors, place the injector needle (1) and injector needle (3) from the reagents into the vials containing washing solution. When handling the injectors, wear gloves to avoid possible contamination.

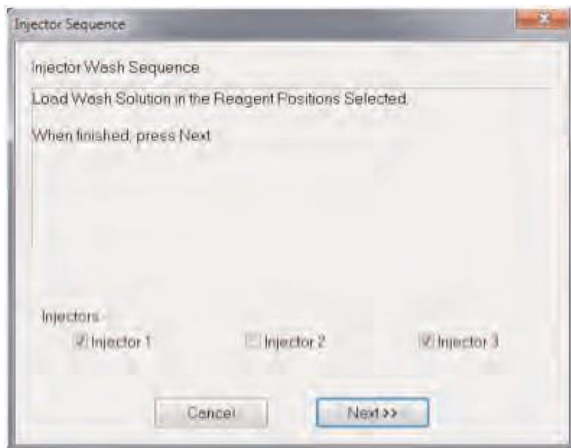
Note: Lightly shake the injector needles to remove reagent before inserting into the washing solution.

The Reagent 2 remains connected to the instrument.

Select **Instrument / Wash** and select Injector 1 and Injector 3.



Click on **Next** to proceed to the next screen.



Click on **Next** to start the cleaning of the injectors.

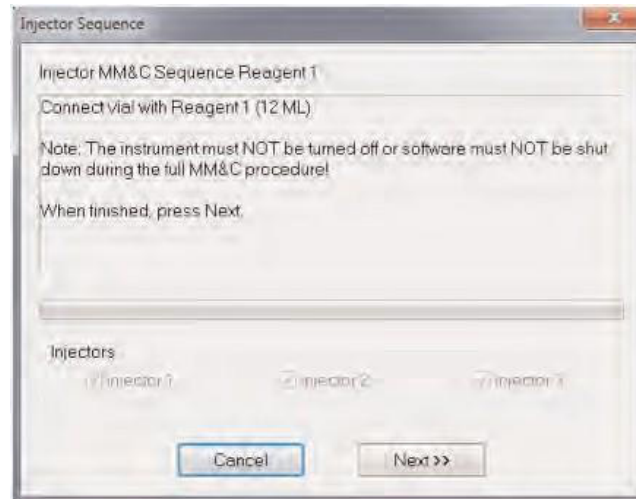


This completes the cleaning of the instrument.
Close software and power down the instrument.

4.10 Monthly maintenance and cleaning procedure

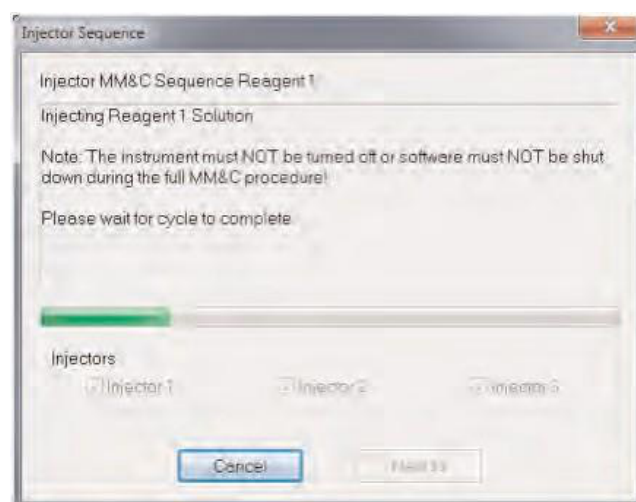
The injector system should be cleaned on a monthly basis, following the last assay of the day.

1. Before beginning the MM&C procedure, empty the waste container.
2. For the 3 injector lines pour the contents of Reagent 1 and connect to the 3 injectors.
3. Select Instrument/MM&C. The following screen appears.

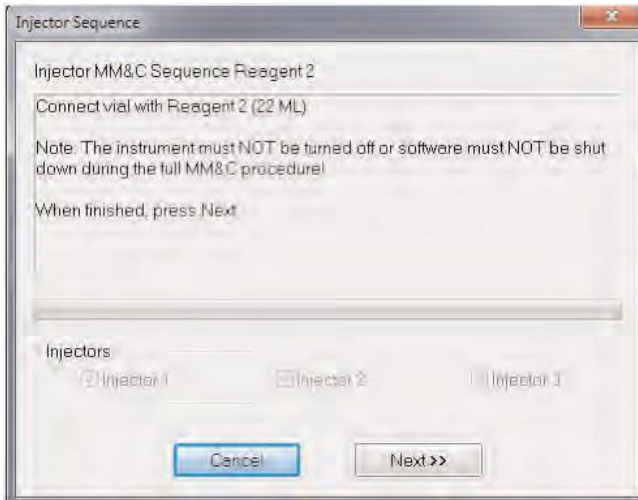


Note: The instrument and software must remain active throughout the cleaning procedure. Do not turn off the instrument or close out Innovate.im.

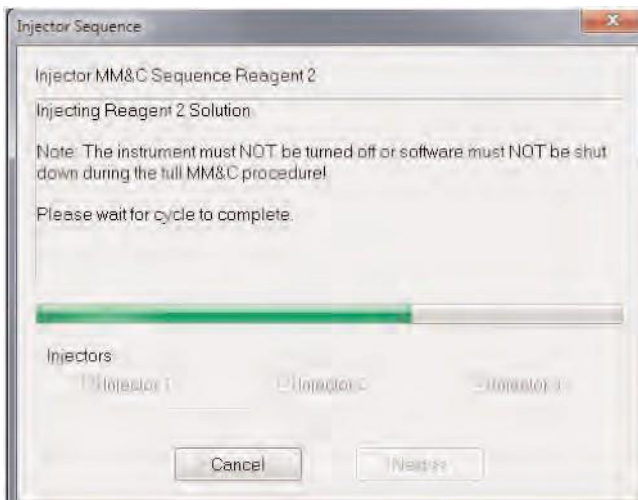
4. Follow the onscreen prompts to begin injection of Reagent 1. Leave Reagent 1 in place until the cycle completes. The onscreen progress bar will indicate the status of completion.



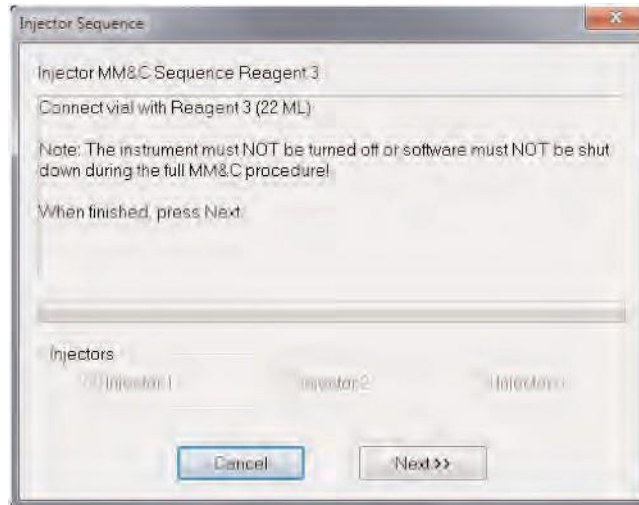
- Once complete, pour the contents of Reagent 2 into PP vial(s) and connect to all injector lines to be treated.



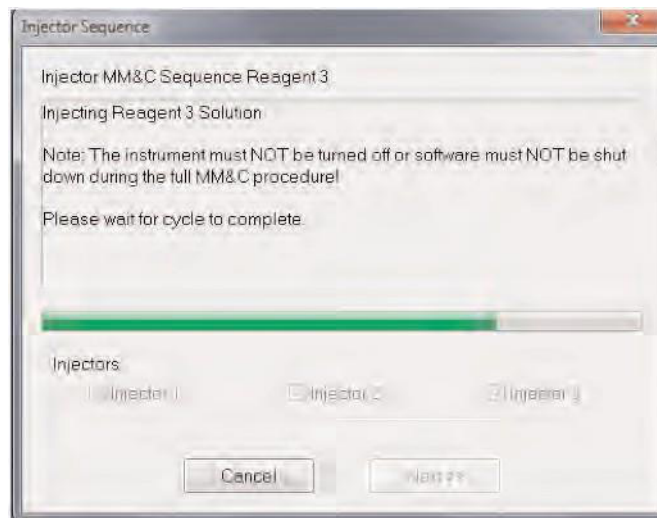
- Follow the onscreen prompts to begin injection of Reagent 2. Leave Reagent 2 in place until the cycle completes. The onscreen progress bar will indicate the status of completion.



- Once complete, pour the contents of Reagent 3 into PP vial(s) and connect to all injector lines to be treated.



8. Follow the onscreen prompts to begin injection of Reagent 3. Leave Reagent 3 in place until the cycle completes. The onscreen progress bar will indicate the status of completion.



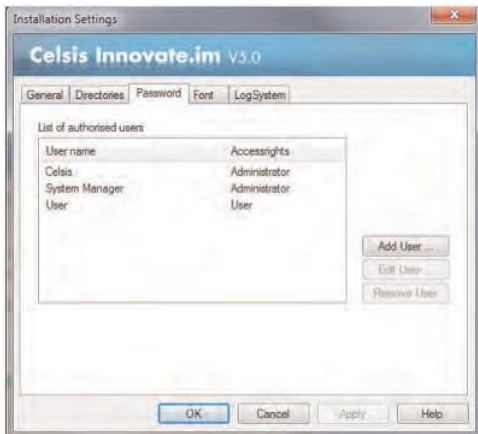
9. The Maintenance & Cleaning procedure is now complete. Connect the Microwash to the Injectors and wash and prime with reagents as normal before proceeding with assays.

Note: Do not re-use reagents and 25ml PP-vials. Discard all open vials after use.

Innovate.im has several system administration features that can be used to manage the system. These features can be accessed by selecting installation from the top menu bar and then selecting Settings.

General Tab	Changes display of wells, delimiters, and disables ID's for control positions. This feature should only be changed after consulting Hygiena technical support.
Directories Tab	Changes the Measurement, Template, and Transfer directories.
Password Tab	
Add/Edit user	Login information. See section 5.1 for further instruction.
Font Tab	Change the font in the Calculations or Statistics windows.
LogSystem Tab	Track events in the system log. See section 5.2 for further instruction.

New users can be added or existing user information can be edited by selecting Installation from the top menu bar then selecting Settings and clicking on the Password Tab. The following screen appears. A user can be deleted by highlighting the user name and selecting the Remove User button.

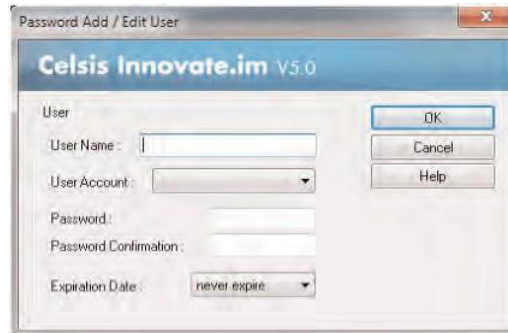


5 System Administration

5.1 Managing Users

5.2 Using the system log

To add a new user click the **Add User** button.



To edit an existing user, select the user ID and click **Edit User**. The following screen appears.

Type the new user name and password. The user name and password must be a minimum of 4 characters. Confirm the password and select the expiration date.

Access rights can be customized for each user. Hygiena recommends daily users of the system be given User access rights. An Administrator, Supervisor, or Super user level access rights login should be assigned to the onsite system administrator. See section 1.3 for detailed descriptions of each user account level.

The system log tracks all events in Innovate.im. To access this feature select **Installation** from the top menu bar and select **Settings**. Click on the **Log System** tab. The following screen appears.



To activate the system log, check the box next to Activate LogSystem. This will create a record of events in Innovate.im.

Select the Log Level

- Level 1 Collects basic information suitable for audit purposes.
Recommended default level.
- Level 2 Collects additional system information. Use only as directed by technical support.
- Level 3 Collects the maximum amount of system and user information.
Use only as directed by technical support.

Note: Log Levels 2 and 3 collect additional system information and create larger system log files which can impact system performance if used for extended periods of time. For best performance, use Log Level 1 setting. To search for events by date, use Show all before feature. To find events by a specific user ID, type the user ID in the Show User field and select Set.

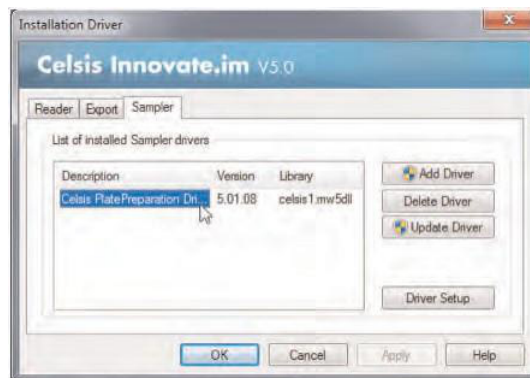
To search for specific events, type the event description in the Show Operation box and select Set. This field is case sensitive. The search results can be limited by designating the number of records to display in the Number of – maximum field and selecting Set. Print the results displayed by selecting the Print List button.

6 Customizing the plate prep window

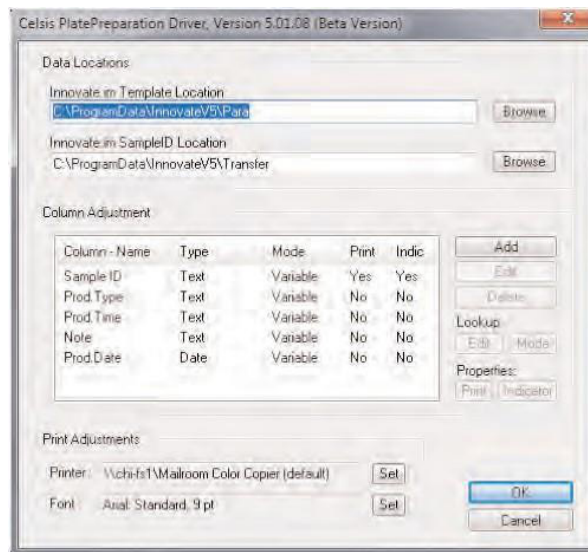
The plate prep window can be customized to show additional user specified columns and control how data is entered into each field so that all data is uniformly transferred to the database. This aids the query process when filtering data in the database.

Creating Custom Columns

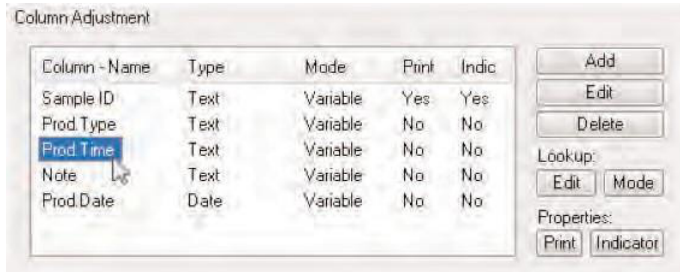
To create custom columns in the plate prep window, select Installation/Driver and click the Sampler tab. Click the driver displayed in the driver window and select Driver Setup.



The window that appears allows the user to add or remove columns from the plate prep window, provide custom names for the columns and change the order of the columns.



To add a new custom column, click the location in the displayed list where the desired column is needed.

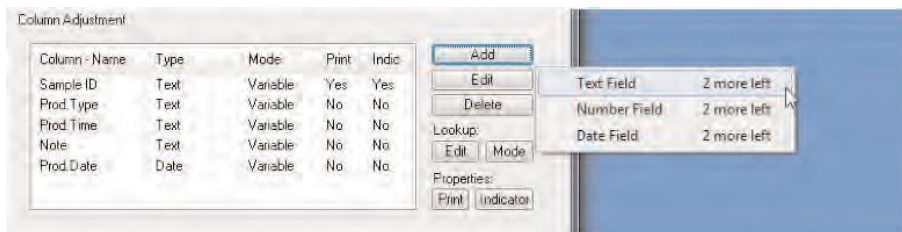


Click Add and select the type of column desired.

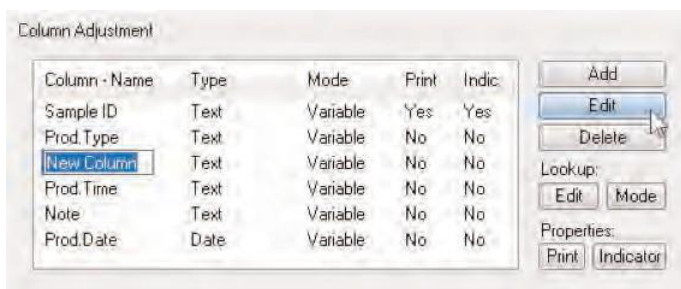
Text Text or number can be typed into this field. A maximum of 6 text columns may be displayed in the plate prep window.

Number Only numbers can be typed into this field. A maximum of 2 number fields may be displayed in the plate prep window.

Date Only dates can be entered into this field. A maximum of 3 data fields may be displayed in the plate prep window.



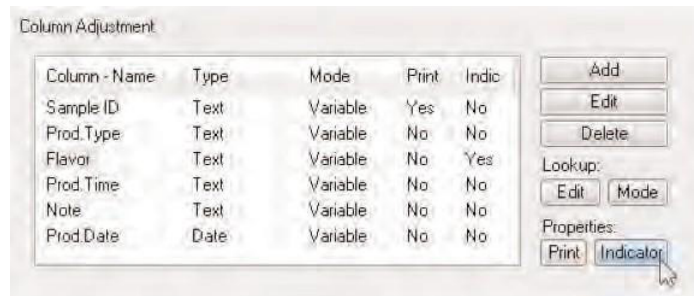
To change the name of a column, click on the desired column in the list and select edit.



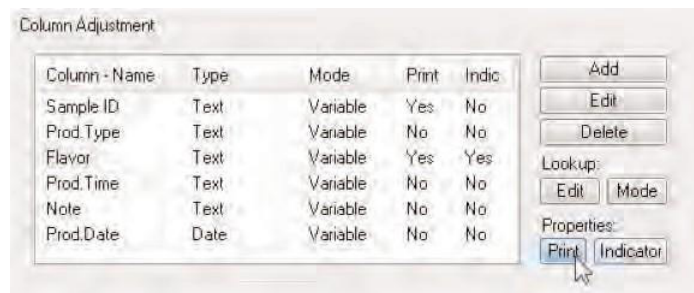
To delete a column from the list, select the column name and click Delete.

Note: The Sample ID column can never be deleted.

Columns are displayed in the plate prep window in the same order as they are displayed in the Column Adjustment list. To change the order of columns, add or delete columns to obtain the desired order in the list. The user can also specify which column information to be displayed in the lower portion of the plate prep window. Select the desired column in the list and click Indicator. The indicator in the list changes from No to Yes.



To select which column information prints when the plate layout is printed, select the desired column and click Print. The Print in the list changes from No to Yes.



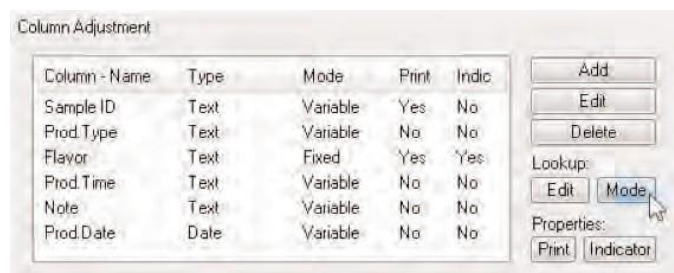
Creating Lookup Tables

The column Mode can be fixed or variable.

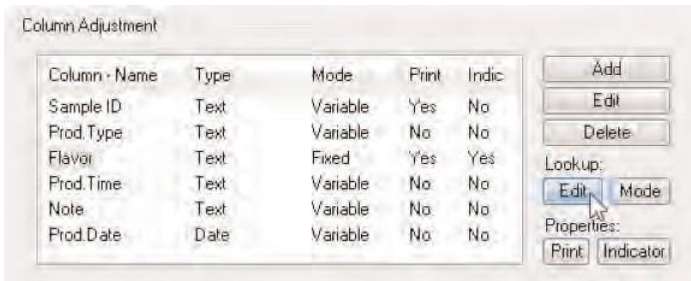
Fixed Forces a user with User level permissions to use only the data specified in a lookup table defined by a system administrator.

Variable Allows the use of a lookup table or the ability to enter data into the field.

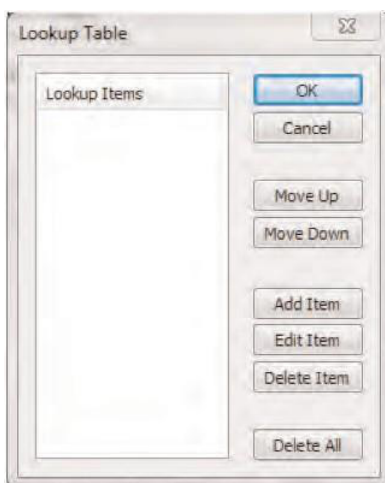
To change the mode, select the desired column and click Mode.



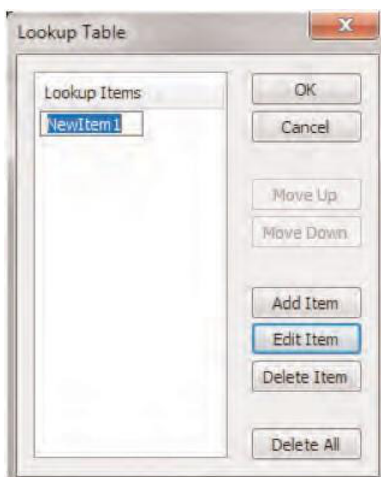
To setup a lookup table for a field, select the desired column in the list. Click Edit in the Lookup section to the right.



The lookup table box appears.



In the lookup table box, click Add Item. Select the new item and click Edit Item.



Enter the desired data and press enter. Add, edit, or delete items as needed and then click OK.

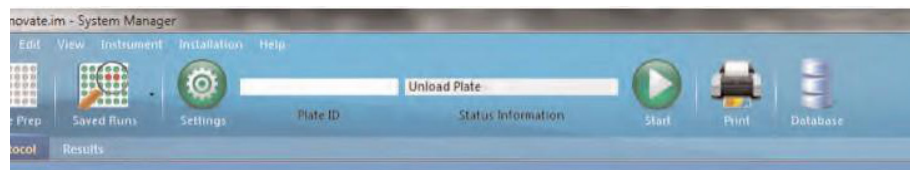
Note: Any changes to the plate prep driver will not take effect until the software is restarted.

7 Database Introduction

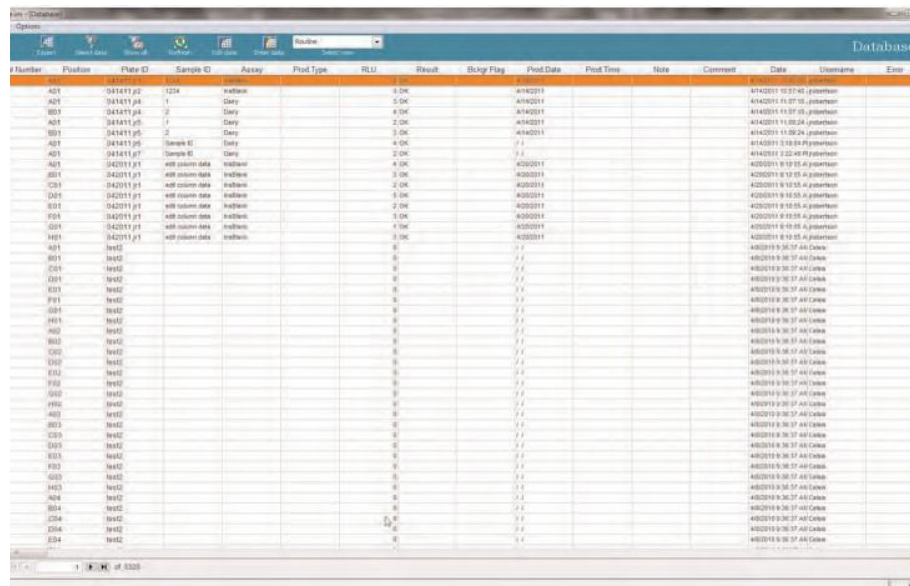
Innovate.im contains a very powerful database feature. This feature can be used to query the data and create reports.

All results from Innovate.im are automatically saved in the database as soon as the measurement of the microtiter plate is finished.

To open the database you can either select the Database icon on the Toolbar of the Innovate.im software or Select File Database.



The database screen will appear:



The illustration below shows the menus and functions of the Innovate.im database. Some functions may not be visible if not logged in with system administration rights.

File	Edit	View
Export Export setup	Copy	Setup filter
Print Print preview Print setup Backup database	Paste	Show columns
Backup database Compact database Restore database		Network settings
Archive transfer		
Create new archive		
Close		

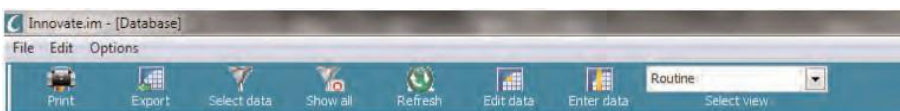
7.1 Innovate IM Database Menu

Brief Explanation of Functions

File Menu

Export / Export setup	This option allows you to export data from the Innovate.im database to Microsoft Excel.
Print / Print preview/ Print setup	Option to print data from the database. Printer setup option can be used to define the layout of your printed report.
Backup database / Compact and restore	A backup of the database can be performed in order to avoid losing data. The compact function can be used to keep a large database operating at optimal performance. Restore is used to restore a backup.
Archive transfer	Data can be archived to the existing archive table in order to improve database performance.
Create new archive	Create/manage archive tables.
Close	To exit the database and return back to the Innovate.im software.
Edit	
Copy / Paste	Copy and Paste function can be used to enter additional sample information into the database.
Options	
Setup filters	Filters can be defined in order to search for specific data (e.g. Sample ID, RLU).
Show columns	Option to define which columns should be displayed on your screen.
Network Settings	Database can be linked to tables on a server for multiple user access.

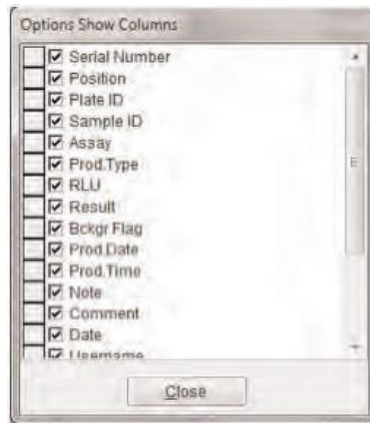
A symbolbar is located directly underneath the menubar. The icons found here provide shortcuts for many of the program tasks you are likely to use.



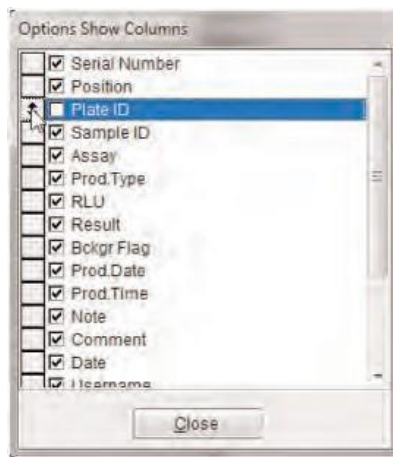
7.2 Innovate IM Database Screen

The database screen shows you all columns from the Plate Preparation screen, measurement results and some editable columns.

You can define which columns you would like to have in your database view by clicking on **Options / Show columns**. The following screen will appear:



Use the check boxes to select the columns you would like to have in your database:



You can arrange your choice of columns in a particular order by a simple drag of the mouse. Position the mouse pointer on the most left box adjacent to the column name you wish to re-arrange. The pointer will change to an arrow shape.

Click and hold down the left mouse button and drag the columns to the new position.

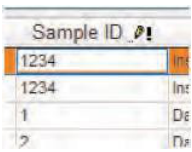
Select Close to leave this option.

Column widths are adjustable. Simply position the mouse pointer over a line beside the columns heading you wish to adjust.

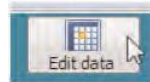


The pointer will change to an arrow shape. Hold the mouse button and drag it left or right to narrow or widen the column.

If you would like to add additional sample information, select the column in which you would like to enter additional information either by clicking on the specific column header:



or by selecting the Edit data icon on the symbolbar.



All editable columns will be marked with a pencil: 

Click into one cell of an editable column and type the appropriate information. Double-click on it to highlight it, and select Edit / Copy on the Menubar.

Highlight the cell you wish to fill and select Edit / Paste on the Menubar. The contents of the original cell will be copied to the highlighted one.

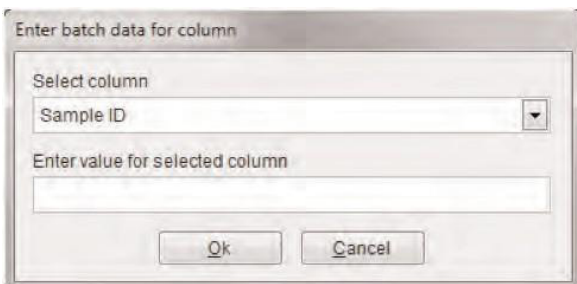
Identical information can be added to each field in an editable column.

IMPORTANT: Before performing this function, be sure to apply a data filter so that only the desired data to be edited is showing. The following procedure will edit the fields of all data in a specific column that is showing on the screen.

If you would like to add identical information into one editable column, click on the Enter data icon on the symbolbar.



The following screen will appear:



7.3 Widening and narrowing columns

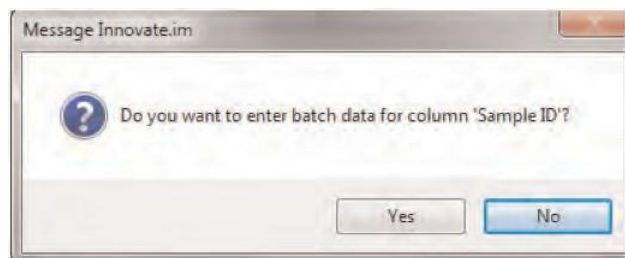
7.4 Entering additional sample information

Click on the arrow beside the box marked “Select Column” and select the column in which you would like to add the information.

Type the appropriate information in the box “Enter value for selected column” and confirm by clicking on OK.

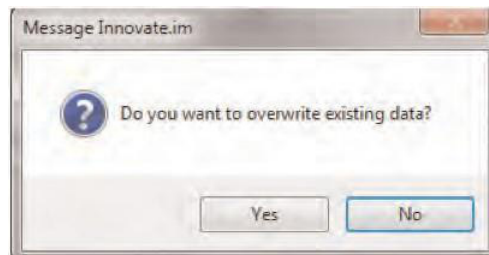
Click Yes to confirm that you would like to add the entered information in the pre-selected column. (Prod. Type in this example).

The following screen will appear:



Click Yes to confirm that you would like to overwrite the data.

The following screen will appear:



In case Repeat will be selected, Identical data will be copied in all cells of the selected column. In case Increment will be selected, data will be copied and automatically increased in case a number is entered.

Note: This action will add data to all selected cells in the column.

There are different options to search for particular data. These options can be used, for example, to look for particular Plate or Sample ID's, Products or RLU results.

Quick filter - Search by selecting a cell

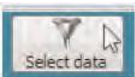
Position the mouse pointer in one cell, which contains the information you are searching e.g. all Chocolate milk samples, a specific production date or Sample ID.

Click on the right mouse button and the database will only show you the results with the identical information in the same column.

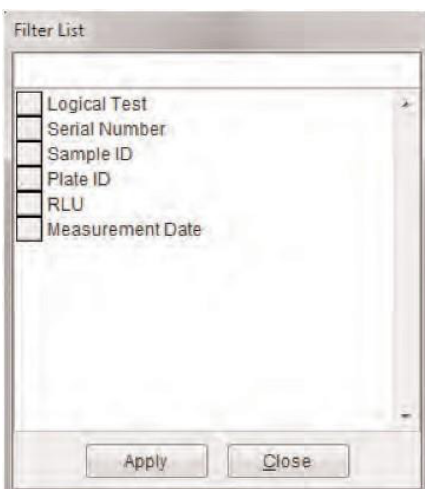
Selection of data through predefined filters

The Innovate.im database contains predefined filters, which can be used to review data.

Click on Select data in the symbolbar.



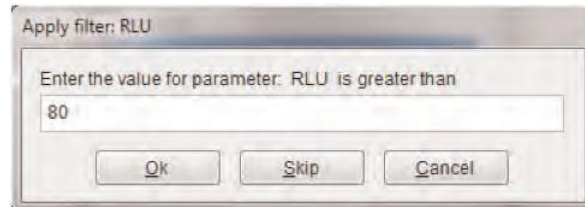
The following screen will appear:



7.5 Selection of specific data

As an example, we will search for samples with positive RLU values. This means we search for RLU values above the predefined threshold limit of 80 RLU. Select RLU and confirm your selection by clicking on Apply.

The following screen will appear:



The predefined RLU filter of > 80 RLU can be accepted by clicking OK.

Note: In case you would like to change the criteria of 80 RLU, for example for specific products with higher threshold values, you can enter a different RLU value in the box. Confirm by clicking OK.

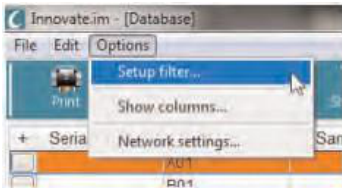
Note: In case multiple criteria are defined within one filter, the Skip button will give the possibility to skip one of the criteria for this selection.

The database screen will only show you the Samples with RLU results above 80 RLU.

Selection of data by creating custom filters

If you wish to search for particular data, the system manager can create company specific filters. The filter can be defined based on one Criterion or a combination of different criteria.

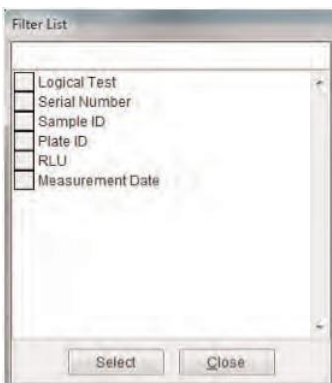
To access the filter setup window, select Options/Setup filter from the top menu bar.




The icons displayed in the filter setup window perform the following commands:

- New** Creates a new filter
- Open** Opens the filter list dialog box to open an existing filter
- Apply** Applies the current filter
- Save** Opens the filter list dialog box to save a new or revised filter with a user specified name
- Delete** Opens the filter dialog box to delete a saved filter

To open a pre-existing filter select Open from the filter setup window. The filter list dialog box appears.

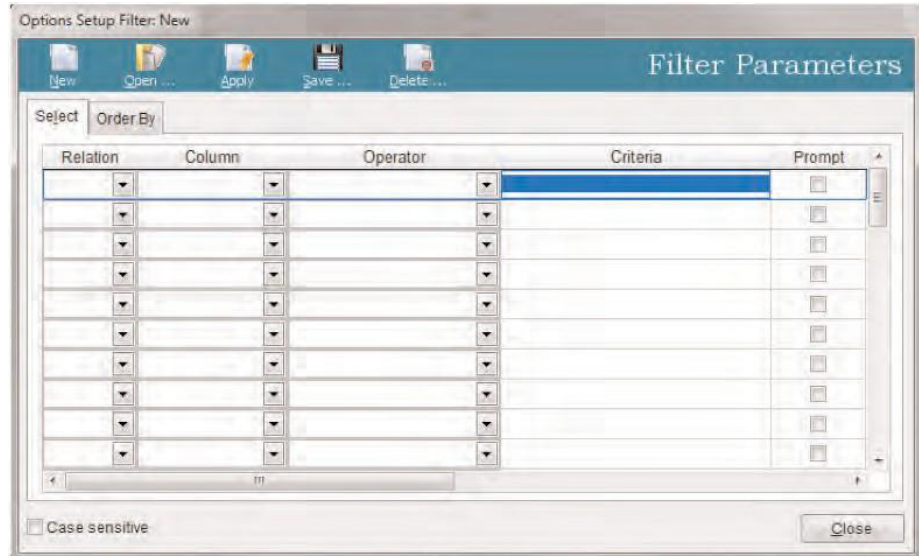


In this dialog box the user may open a filter by selecting the filter name and clicking Select. You may also reorder the list by selecting the filter name and clicking and dragging the  to the left of the name.

To rename a filter, first open the filter then click Save and select a new name.

Creating a new filter

To create a new filter, select Options/Setup filter from the top menu bar. The following screen appears:



A filter condition contains a Relation to combine multiple criteria, a Column to search, an Operator to define the condition and a Criteria expression with which you want to search. If you want a filter to prompt you for the criterion each time the filter is used allowing you to change the criteria parameters each time, select the Prompt box.

Link For a single criterion in the first row, leave link blank. Multiple criteria need the relational link And/Or in order to define whether to search for items that include both criteria 1 and 2 or search for items that include either criterion 1 or 2. If no link is defined when multiple criteria are entered, the system will use And to relate the criteria by default.

Column Click the column drop down arrow to select which column to apply the condition to when searching. To remove a condition from the filter, select the empty space at the top of the list of columns names.

Operator Select an operator by clicking on the drop down arrow. Begins with: Specifies that the column value must begin with the specified string in the criteria field e.g. C will return records for Chocolate and Cherry.

Is equal to: Specifies that the column value and the value in the criteria field have the same value e.g. Vanilla will only return records for Vanilla.

Is greater than: Specifies that the column value must be more than the value in the criteria field e.g. 7 returns records 8, 9, 10, etc.

Is greater than or equal to: Specifies that the column value must be the same or more than the value in the criteria field e.g. 7 returns 7, 8, 9, 10, etc.

Is less than: Specifies that the column value must be less than the value in the criteria field e.g. 7 returns 2, 3, 4, 5, 6.

Is less than or equal to: Specifies that the column value must be the same or less than the value in the criteria field e.g. 7 returns 2, 3, 4, 5, 6, 7.

Does not equal: Specifies that the column value must not be the same as the value in the criteria field e.g. 7 returns all value except 7.

Is empty: Specifies that the column value must contain an empty field.

Is not empty: Specifies that the column value must contain no empty fields.

Contains: Specifies that the column value must contain the specified string in the criteria field e.g. S returns records for Soy, Lines, HTST etc.

Not all operators are compatible with all columns. If the operator is not compatible with the column selected, the error message Operator Mismatch will appear when running the filter.

Permitted Operators

Column Type

	Text	Text	Date/Time	Yes/No	Number
Displayed Data	Text	Number	Date/Time	Contam/ OK/Retest	Number
Begins with	Yes	No	No	No	No
Is equal to	Yes	Yes	Yes	Yes	Yes
Is greater than	Yes	Yes	Yes	No	Yes
Is greater than or equal to	Yes	Yes	Yes	No	Yes
Is less than	Yes	Yes	Yes	No	Yes
Is less than or equal to	Yes	Yes	Yes	No	Yes
Does not equal	Yes	Yes	Yes	No	Yes
Is empty	Yes	Yes	Yes	No	Yes
Is not empty	Yes	Yes	Yes	No	Yes
Contains	Yes	No	No	No	Yes
Note		Accepts only numeric values in criteria	Accepts only valid date values in criteria. No time values	Accepts only Yes, true, 1 & No, false, zero in criteria	Accepts only numeric values in criteria

Criteria Specifies the value or text with which you want to search.

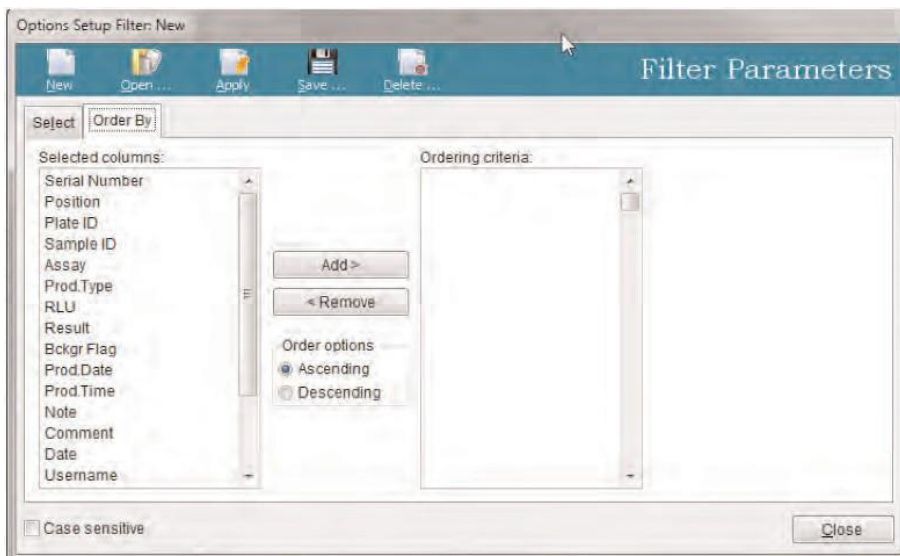
Prompt If selected, the user will be prompted each time the filter is performed to enter desired criteria. Use this option is the format of the filter will remain the same, but the criteria will need to be different each time it's used.

Note: The user will only be prompted to input the criteria when using the Select Data icon on the main icon toolbar.

To make the filter case sensitive, click the Case Sensitive box at the bottom of the filter setup window. This will return records that match the criteria in value and in case. If a value is entered into the criteria that does not match the case of the value in the record, the record will not be included in the filter.

Order by tab

Click the Order By tab to select the ordering criteria. This sorts the records by one or more columns in the output of the filter. The order in which columns appear in the ordering criteria list box determines the order of importance when the filter results are sorted. The first column in the Ordering criteria list determines the primary sort order followed by the second column listed etc.

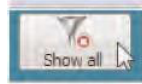


Before adding a column to the ordering criteria list, select Ascending or Descending order options then add and remove columns as desired. An up or down arrow displayed next to the column name indicates if it is ascending or descending order. Additionally the order option can be changed from ascending to descending and vice versa by clicking the indicator arrow next to the column name.

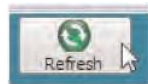
The order of columns in the ordering criteria list can be adjusted by clicking on the box next to the column name and dragging to the desired location in the list.

7.6 Refreshing the data

Click on Show all in the symbolbar to have all data back in the database or if you would like to use another filter.



If a filter is still active in the Innovate.im database and new data is received (indicated by a beep signal from the system), you can use the Refresh button to apply the active filter against the newly retrieved data.



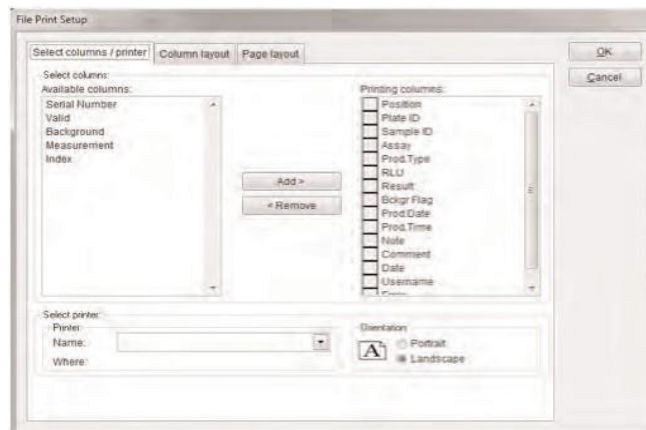
7.7 Print data

Go to the Menu bar of the Database and select File / Print or simply click on the Print icon on the symbolbar to print all filtered results of the database.

You can use the Print setup function to adapt the lay-out to your requirements.

7.8 Print setup

Select File / Print setup. The following window will appear:

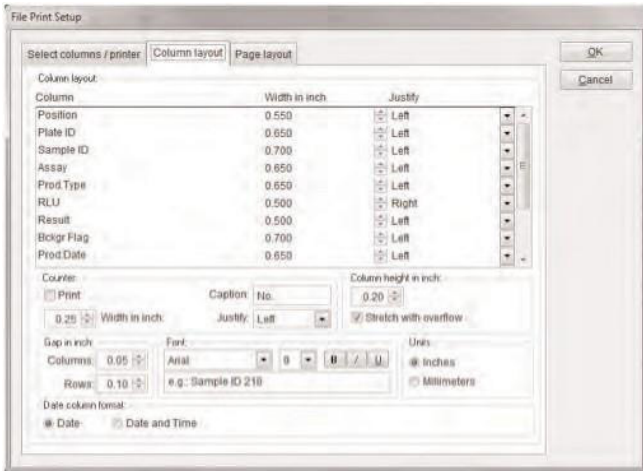


The print setup function is divided into three different pages:

Select Columns / printer

This page allows you to select the columns you wish to appear on your printed page. Add a column to the printed page by clicking on the column name in the available column list and click on Add. The column will be moved to the printing column list. You can remove columns from this list by clicking on the column name and select Remove. Column order can be adjusted by clicking on the box next to the column name and dragging up or down on the list. The printer should also be selected on this page.

Column layout



The column layout tab allows users to customize the printed layout of each column. The Width and Justification of each column can be specified.

A Counter can be placed in front of all rows on the printout indicating each record number.

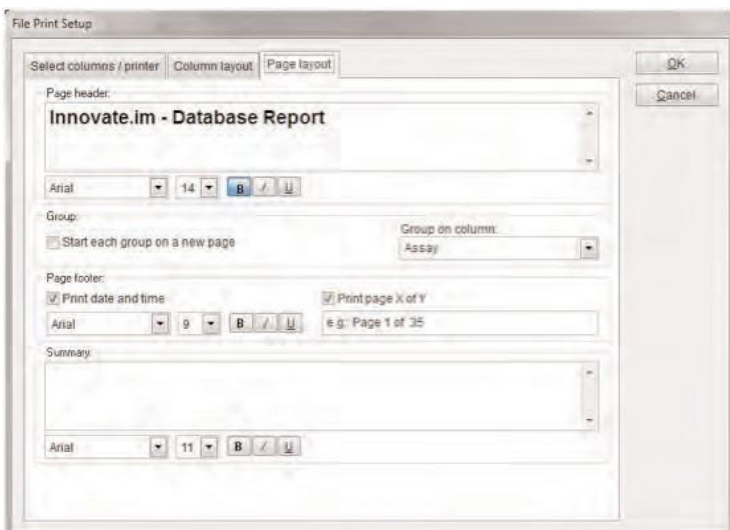
The Column height in inch adjusts the height of each row in the displayed columns. If Stretch with overflow is checked, the column height will adjust automatically to display all data in the cell.

Use Gap in inch to adjust the space between rows and columns if desired.

Specific Font parameters and Units can also be specified.

Use the Date column format to specify if only the Date is printed or the Date and Time is printed.

Page layout



7.9 Export data setup

In the Page layout tab a custom header may be entered with specific font parameters. To print the filter name with the header, select Print filter name.

Use the Group feature to group sorted columns in the report. Select the column to group from the drop down menu. Column groups may be printed on a separate page by selecting Start each group on a new page.

Note: Columns must be sorted using the Order by tab in the filter setup in order to use the Group feature.

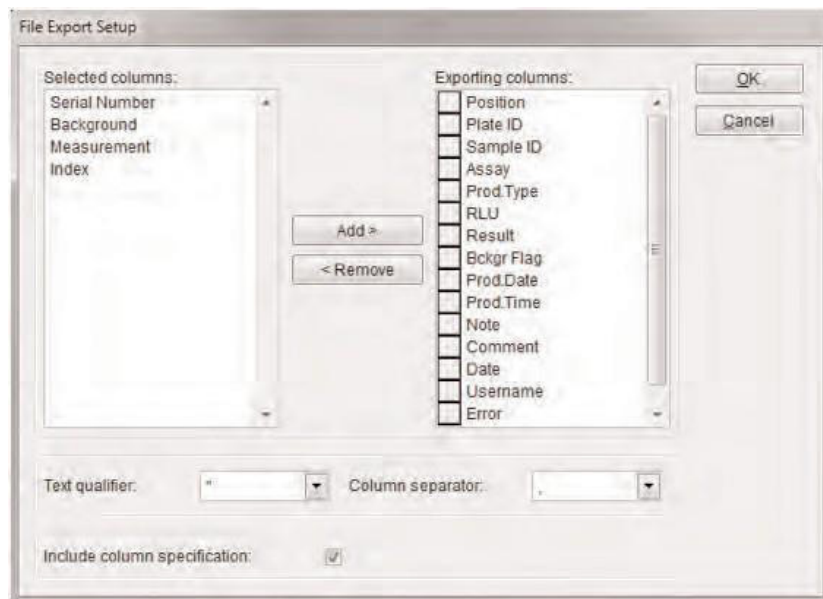
The current date and time can be added to the Page footer and the style can be customized by selecting the desired font properties. The text box will show a preview of the font properties selected. Page numbers can be added by selecting Print page X of Y.

Use the Summary section to type a custom report footer and define the font properties.

Click OK to save the report layout. This layout becomes the default layout for each printed report and can be changed as needed.

Export setup can be used to define specific columns for export to excel or another suitable program. When exporting data, a filter can be applied to select the desired information for export.

Select File/Export setup. The following window will appear:

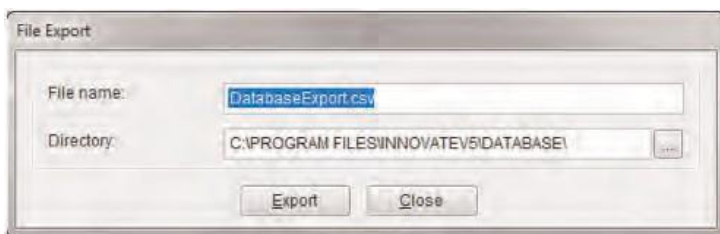


This page allows you to select the columns you wish to export. Add a column to the exporting columns by clicking on the column name in the selected columns list and click on Add. The column will be moved to the exporting columns list. You can remove columns from this list by clicking on the column name and select Remove. Column order can be adjusted by clicking on the box adjacent to the column name and dragging up or down on the list. When finished click OK to save changes.

The following steps need to be taken in order to export data to excel or another suitable program. All results displayed on the screen will be exported. Apply a filter prior to exporting in order to display only the desired data.

To export data click on the Export icon or select File / Export.

The following screen will appear:



Select directory for export. Data will be exported by clicking on Export. Export setup can be used to select only specific columns for export.

You should create a backup of the database tables on a regular basis. If the database is lost or damaged, you won't be able to start it until you restore it.

Create a backup for the database tables in the selected directory. Copy all files in this directory or another backup medium of your choice.

Contact your Hygiena Technical representative in case you have further questions.

To ensure optimal performance, you should compact the database on a regular basis.

If a serious problem occurs while you are working with the database, you should compact the database.

7.10 Export data to excel

7.11 Backup database

7.12 Compact database

7.13 Restore database

If a serious problem occurs while you are working with the database, you should first compact the database before you restore the database

If the compact operation didn't solve your problem, use restore to restore your database tables to a previous state.

When performing database restore, select the backup folder created in the appropriate location.

7.14 Archive transfer

To improve performance of the database, you can archive old data. Routine database tables should not exceed 30,000 records. Once 30,000 records is reached, please archive routine database tables. To view archived data, switch from Routine view to Archive view using the select view box in the toolbar.

Data should first be exported to excel before archiving.

Contact your Hygiena Technical representative in case you have further questions.

If the filtering process in Archive view becomes too slow, a new archive table can be created. This will improve filtering performance when running queries in the archive. Archive database tables should not exceed 120,000 records.

To create a new archive table

1. Login to Innovate.im as System Manager or Celsis and open the Database.
2. Select File>Create New Archive
3. In the dialogue box that appears name the archive table currently in use.
4. Click Create. The current archive in use is renamed as specified and a new empty archive table is created named "Archive." When Archive Transfer is performed, the data will be archived to the new archive table.

7.15 Support of multiple archive tables

To rename an old archive table

1. Login to Innovate.im as System Manager or Celsis and open the Database.
2. Select File>Create New Archive
3. In the New archive name section of the dialogue box select the desired new name of the archive. The desired new name must not already exist.
4. Then select the desired archive to be renamed below.
5. Click Rename. The old archive is renamed. If the name chosen is already in use, the operation is cancelled.

To delete an archive table

1. Login to Innovate.im as System Manager or Celsis and open the Database.
2. Select File>Create New Archive.
3. From the Select an archive that you want to rename or delete drop down box, select the archive for deletion and click Delete.

The database tables can be stored on a local network to allow multiple user accessibility. To set up database tables on a local network, see instructions in section 3.3 above.

To access network settings for the database software, open the database and select Options from the top menu bar. Click on Network Settings. This feature is only visible when logged into Innovate.im as System Manager or Celsis and allows the user to move the database tables to a folder on the local network drive using the Move Tables tab. Other workstations can then be linked to this table by selecting the Link Tables tab and referencing the appropriate location of the network database table. Network database table report and filter settings can be shared. Data upload settings can also be customized.

It is best to designate one workstation on the network as the master workstation. Other workstations on the network can be linked so that they utilize the report and filter settings of the master workstation. This allows centralized control of these features.

7.16 Sharing data on a network

7.17 Sharing reports on a network

Reports can be set up and shared via a local network so that all workstations have access to the same report format.

To set up shared report settings

1. Create an InnovateIM Database Report Settings folder on the local network drive. All workstations must have full permissions to this folder.
2. Open the Database software and select Options from the top menu.
3. Open the Network Settings option.
4. Click on the Report/Filter tab and click the ellipsis (...) box next to Directory for the report settings box.
5. Navigate to the InnovateIM Database Report Settings folder on the network and select this folder to link to the current workstation. The print settings for the current workstation will now be the same for all subsequent workstations linked to this folder. When changes are made to the report settings on this workstation, all workstations linked to the network report settings folder will also be changed.

To link a workstation to the Database Report Settings folder

1. Login to the workstation as System Manager or Celsis.
2. Open the Database software and select Options>Network Settings.
3. Click on the Report/Filter tab and using the ellipsis (...) box next to the Directory for the report settings box navigate to the appropriate folder on the network where the database report settings are stored and select this folder. This workstation will now use the print settings located in this folder.
4. To revert back to print settings on the local drive of the workstation, change this option to the InnovateIM folder on the local drive.

Queries can be set up and shared via a local network so that all workstations have access to the same queries.

To set up shared queries.

1. Create an InnovateIM Database Filter Settings folder on the local network drive. All workstations must have full permissions to this folder.
2. Open the Database software and select Options from the top menu.
3. Open the Network Settings option.
4. Click on the Report/Filter tab and click the ellipsis (...) box next to Directory for the filter settings box.

7.18 Sharing queries on a network

5. Navigate to the InnovateIM Database Filter Settings folder on the network and select this folder to link to the current workstation. The queries for the current workstation will now be the same for all subsequent workstations linked to this folder. When changes are made to the report settings on this workstation, all workstations linked to the network report settings folder will also be changed.

To link a workstation to the Database Filter Settings folder,

1. Login to the workstation as System Manager or Celsis.
2. Open the Database software and select Options>Network Settings.
3. Click on the Report/Filter tab and using the ellipsis (...) box next to the Directory for the filter settings box navigate to the appropriate folder on the network where the database filter settings are stored and select this folder. This workstation will now use the queries located in this folder.
4. To revert back to filter settings on the local drive of the workstation, change this option to the InnovateIM folder on the local drive.