



Promega

Technical Manual

Maxwell[®] Sample Track Software

INSTRUCTIONS FOR USE OF PRODUCT CD054.





Maxwell® Sample Track Software

All technical literature is available on the Internet at: www.promega.com/tbs/
Please visit the web site to verify that you are using the most current version of this Technical Manual.
Please contact Promega Technical Services if you have questions on the use of this product. Email: techserv@promega.com

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1. Description

The Maxwell® Sample Track Software records run information gathered when using the Maxwell® 16 Instrument. The Maxwell® 16 Instrument is programmed to collect run and service data, and the Maxwell® Sample Track Software can export the gathered data to a computer (as a Microsoft® Excel, .csv or .tsv file) and then to a printer. The software can be used to manage run report files on the Maxwell® 16 Instrument and directly download firmware upgrades from the Promega web site to the Maxwell® 16 Instrument.

-  The Maxwell® Sample Track Software is compatible only with the AS3000 series of Maxwell® 16 Instruments.
-  For all of the Maxwell® Sample Track Software functions that require interaction with the Maxwell® 16 Instrument, the instrument must be in “Data Transfer Mode”.

2. Installation


2.A. System Requirements

-  Maxwell® Sample Track Software is designed to be installed and run from a single computer. We do **not** recommend that this application be loaded onto a client network server.

The following are the requirements for the computer used to run Maxwell® Sample Track Software:

- Windows® XP or Windows Vista® operating system
- Windows Installer 3.1 (supplied on the Maxwell® Sample Track Software CD-ROM)
- Microsoft® .NET Framework 2.0 (supplied on the Maxwell® Sample Track Software CD-ROM)
- 50MB of hard disk space for installation of the program and storage of run reports
- CD-ROM drive for loading the program
- An RS-232 or USB port to communicate with the Maxwell® 16 Instrument
- A Maxwell® 16 Instrument configured for sample tracking
- Internet access to download firmware upgrades
- An SD (secure digital) card port is recommended but optional; an SD card and SD card reader are supplied with the Maxwell® 16 Instrument

2.B. Software Installation

 You must be logged into the Windows® operating system as an administrator of the computer to install Maxwell® Sample Track Software. If you have any problems during installation, see Section 8.

Maxwell® Sample Track Software is supplied on a CD-ROM and is loaded onto a local hard drive during the installation process. Place the CD-ROM in the appropriate drive, and select “Install Software”. Follow the on-screen instructions, which will guide you through the process of installing the Maxwell® Sample Track Software.

Maxwell® Sample Track Software setup requires Windows® Installer 3.1. During installation the setup program will automatically determine whether Windows® Installer 3.1 is on your computer. If Windows® Installer 3.1 is not on your computer, you will be alerted, and you must install it. A setup program can be found on the CD-ROM that will install the Windows® Installer 3.1. During Windows® Installer 3.1 installation, you must agree to the license terms to complete installation. After Windows® Installer 3.1 is installed, you will need to restart Maxwell® Sample Track Software setup.

Maxwell® Sample Track Software is a .NET-based program and requires Microsoft® .NET Framework 2.0 SP2 on your computer. The setup program will automatically determine whether Microsoft® .NET Framework 2.0 SP2 is on your computer. If Microsoft® .NET Framework 2.0 SP2 is not on your computer, you will be alerted, and you must install it. Select the “Yes” button in the “Maxwell® Sample Track Software” dialog box to install .NET Framework. During .NET Framework installation, you must agree to the license terms to complete installation. After .NET Framework is installed, you can run Maxwell® Sample Track Software setup to install the remaining software files.

Once Windows® Installer 3.1 and Microsoft® .NET Framework 2.0 are present on the computer, the setup for the Maxwell® Sample Track Software begins. The “Welcome” screen indicates that the installer will guide you through the steps required to install Maxwell® Sample Track Software on your computer.

Select “Next” to go to the “Select Installation Folder” screen. First, you can choose to install the software into the default folder that will be set up (C:\Program Files\Promega Corporation\Maxwell Sample Track), or choose a different folder by navigating to that folder and selecting it. Next, you can select the “Disk Cost” option to see how much disk space will be taken up by the installation. Finally, **you must select the “Everyone” option to allow multiple users to be able to use the software.**

Select “Next” to open the End User License Agreement (EULA). Review the license agreement carefully before proceeding. If you agree to the license terms, select the “I Agree” radio button, then select “Next” to start the software installation.

Depending on your operating system, you may have to reboot your computer following the installation. When installation is finished, a Maxwell® Sample Track Software icon is added to the desktop and “Start” menu.

2.C. Data Export from the Maxwell® 16 Instrument

The Maxwell® 16 Instrument is configured to collect run data using the Maxwell® Wizard (see Section 9.B for information on how to do this). To export the data using Maxwell® Sample Track Software, the Maxwell® 16 Instrument must be linked to the computer containing the software. If the computer has an RS-232 serial port, it may be connected directly to the RS-232 port on the Maxwell® 16 Instrument using the RS-232 connector supplied. If the computer has only a USB port, use the supplied Tripp Lite® USB:RS-232 adaptor to connect to the RS-232 cable attached to the Maxwell® 16 Instrument. To use the adaptor, you must install the driver for the adaptor on the computer (place the mini disk supplied with the adaptor in the computer's CD-ROM drive and follow the steps described in the Tripp Lite® instructions document).

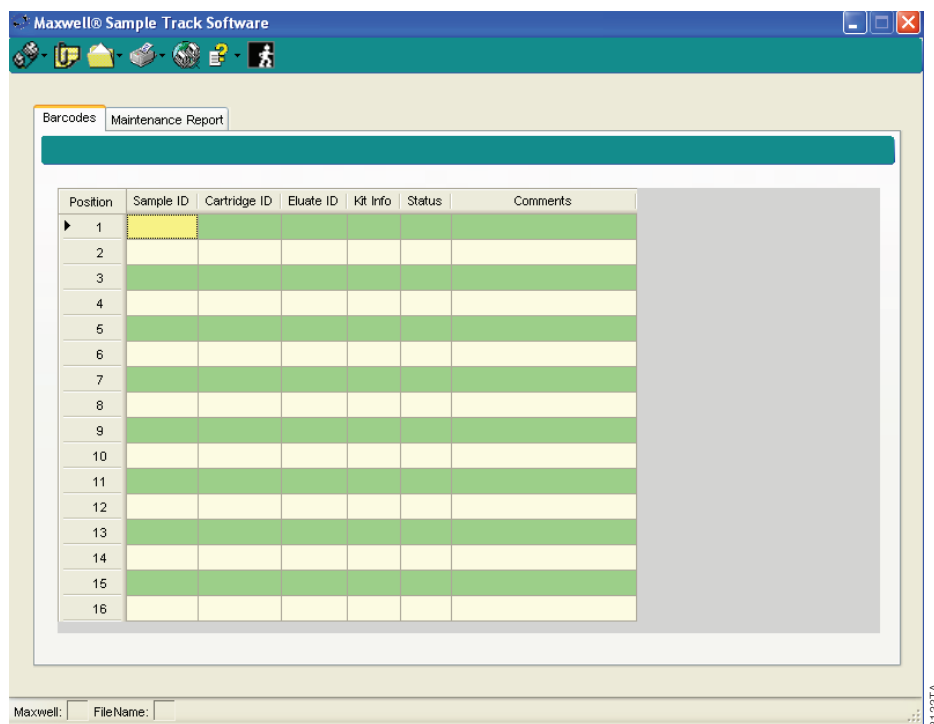
During the run, the Maxwell® 16 Instrument will record the setup information (instrument ID, user and protocol chosen), any tracking data entered (sample and kit information; see below) and run information (date and time that the run started and finished and the run status). The data recorded can be exported from the Maxwell® 16 Instrument using the “Data Transfer” option; the data can be printed at that time or saved to print at a later time (see Section 3.B). The Maxwell® 16 Instrument will only record and export the data that it is configured to gather.

Note: To export data from the Maxwell® 16 Instrument, it must be in “Data Transfer Mode” (see Section 3.B).

You can enter data into the Maxwell® 16 Instrument to track the sample during the run. Use matching labels on the sample, the cartridge used and the elution tube. The Maxwell® 16 purification kit data (part number, lot number and kit expiration date) also can be entered. These data can be entered from bar codes using the bar code reader or manually (bar codes recommended). Thus the sample can be tracked throughout the run.

3. Using the Maxwell® Sample Track Software

Launch the Maxwell® Sample Track Software by double-clicking on the Maxwell® Sample Track Software icon (see Section 8 if you have problems). This will open the “Maxwell® Sample Track Software” screen containing a chart with the “Barcodes” tab selected. The menu bar contains toolbars that allow access to the software functions. Note that most of the menu options will not be active until data is exported from a Maxwell® 16 Instrument.



In addition to the “Barcodes” tab, you can choose the “Maintenance Report” tab, which contains the maintenance information for the instrument selected (see Section 5).

3.A. Using the On-Screen Toolbars



Selecting the “Maxwell® 16 Instrument Control” toolbar opens a menu that allows the software to locate and identify all of the Maxwell® 16 Instruments linked to the computer, delete files from the Maxwell® 16 Instrument or upgrade the firmware on the Maxwell® 16 Instrument.



The “Copy Report to Clipboard” toolbar allows the reports to be copied to the clipboard for pasting into other report formats.



The “Save Data to File” toolbar opens a menu that allows the file to be saved.



The “Print” toolbar opens a menu that allows printing parameters to be set up and reports to be printed.

Note: This menu does not allow the setup of print parameters for direct printing from the Maxwell® 16 Instrument.



The “Specify Default Settings” toolbar opens a screen that allows you to change the program settings from the default settings.



The “Help” toolbar opens a menu that allows you to access this technical document and view information regarding the version of the Maxwell® Sample Track Software that you are currently running.



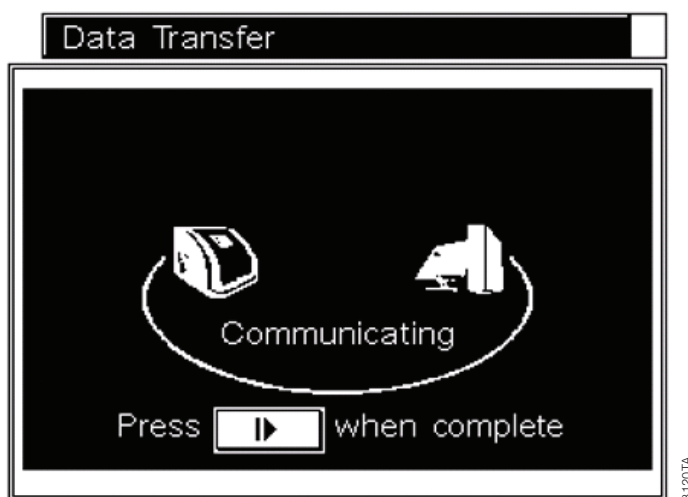
The “Quit Maxwell® Sample Track” toolbar will close the program.

3.B. Exporting Data from the Maxwell® 16 Instrument to the Computer at the End of a Run

In the instructions for this section, the **Maxwell® 16 Instrument** screen names are presented in **bold type**, and *on-screen options* are presented in *italics*.

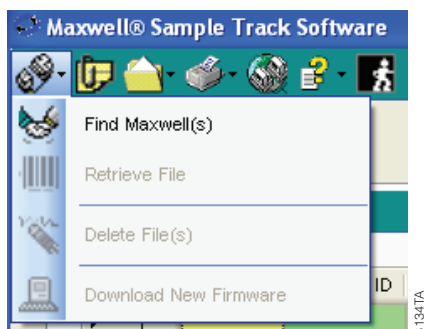
Run data can be exported at the end of a run or later. At the end of a run before the samples are removed, the **Data Transfer** screen prompts you to export data (see Section 6 of the instrument technical manual). Select *Yes* in the **Data Transfer** screen to open the **File Output** screen. If *No* is selected, the run data are saved for retrieval later. In the **File Output** screen, select *Transfer to PC* followed by *Yes* to begin data transfer.

The Maxwell® 16 Instrument will send the data.

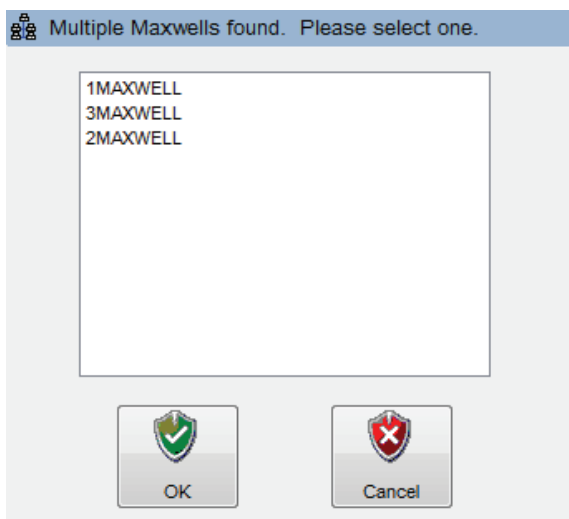


3.B. Exporting Data from the Maxwell® 16 Instrument to the Computer at the End of a Run (continued)

To import the data being sent from the Maxwell® 16 Instrument, use the choices in the menu under the “Maxwell® 16 Instrument Control” toolbar.



Select “Find Maxwell(s)” to locate and identify any Maxwell® 16 Instrument(s) linked to the computer. In order to find a Maxwell® 16 Instrument, it must be physically linked to the computer and must be in “Data Transfer Mode”. If a Maxwell® 16 Instrument is not attached or is not in “Data Transfer Mode”, an error message will be displayed.

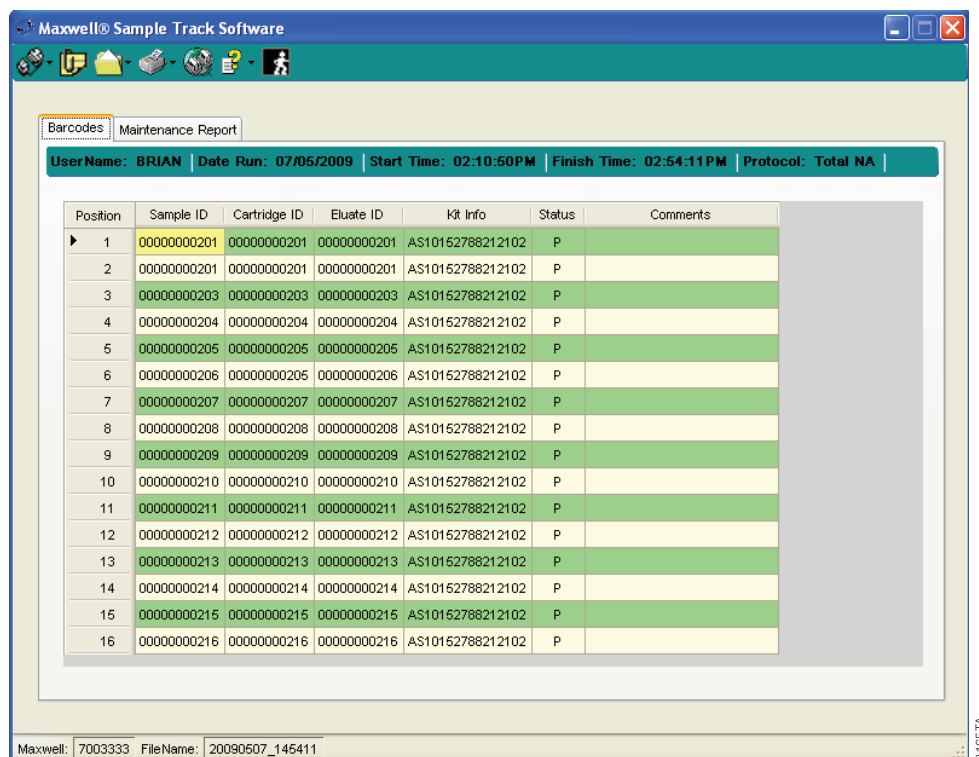


All attached instruments in “Data Transfer Mode” will be listed. Select the instrument from which you want to export data and select “OK”. Only one Maxwell® 16 Instrument can be selected at a time. Once an instrument has been selected, all menu choices under the “Maxwell® 16 Instrument Control” toolbar will be active.

To export files from the Maxwell® 16 Instrument, select “Retrieve File”. Any file containing sample or run data will be exported. The file name designated by the Maxwell® 16 Instrument appears in the status bar at the bottom of the screen. Note that the files exported are named based on run date and finish time. The format is `yyyymmdd_hhmmss` (yearmonthdate_hourminutessecond). If there is only one file available, it will be exported automatically and shown on the screen. If there is more than one file, a message box opens listing the available files with the most recent files at the end of the list. Select the file required, and select “OK”. The run data will be exported.

Note: The “Barcodes” tab lists the data parameters exported from the Maxwell® 16 Instrument in three sections. The data table header lists User Name, Run Date, Start Time and End Time and the Protocol run. The data table lists the bar code data exported for each sample. Only the bar code data configured to be recorded on the Maxwell® 16 Instrument are reported. Run status is reported for each sample and indicates if the purification run completed successfully. Run status indicators are P (Pass: the run completed successfully with no errors), F (Failure: the run did not complete successfully; this code is

typically seen if a run is stopped early), H (Heater problem: heating block was not at the correct temperature during elution, and the user chose to continue the run; this may result in low yield) and C (Calibration Error: a calibration error occurred during the run, and the user chose to continue the run).



Maxwell® Sample Track Software

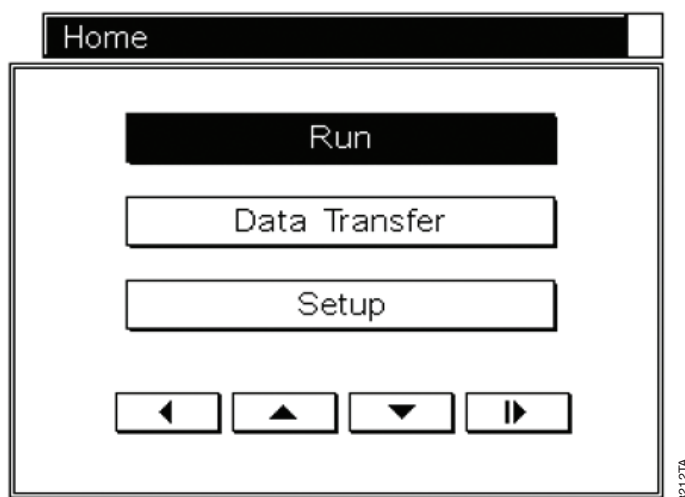
Barcodes Maintenance Report

User Name: BRIAN | Date Run: 07/05/2009 | Start Time: 02:10:50PM | Finish Time: 02:54:11PM | Protocol: Total NA

Position	Sample ID	Cartridge ID	Eluate ID	Kit Info	Status	Comments
1	0000000201	0000000201	0000000201	AS10152788212102	P	
2	0000000201	0000000201	0000000201	AS10152788212102	P	
3	0000000203	0000000203	0000000203	AS10152788212102	P	
4	0000000204	0000000204	0000000204	AS10152788212102	P	
5	0000000205	0000000205	0000000205	AS10152788212102	P	
6	0000000206	0000000205	0000000206	AS10152788212102	P	
7	0000000207	0000000207	0000000207	AS10152788212102	P	
8	0000000208	0000000208	0000000208	AS10152788212102	P	
9	0000000209	0000000209	0000000209	AS10152788212102	P	
10	0000000210	0000000210	0000000210	AS10152788212102	P	
11	0000000211	0000000211	0000000211	AS10152788212102	P	
12	0000000212	0000000212	0000000212	AS10152788212102	P	
13	0000000213	0000000213	0000000213	AS10152788212102	P	
14	0000000214	0000000214	0000000214	AS10152788212102	P	
15	0000000215	0000000215	0000000215	AS10152788212102	P	
16	0000000216	0000000216	0000000216	AS10152788212102	P	

Maxwell: 7003333 FileName: 20090507_145411

Files that have been stored on the Maxwell® 16 Instrument can be retrieved by selecting *Data Transfer* in the **Home** screen, which opens the **File Output** screen, and the process described above can be used to export the data.

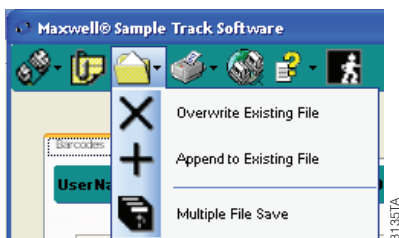


3.C. Saving Data

Once the file has been exported, it can be saved. Copy the data to the clipboard using the “Copy Report to Clipboard” toolbar to save the data to the clipboard from where they can be pasted into Microsoft® Excel and saved. Carefully review the data to ensure that the pasted data transfers correctly.

To save the exported data as a .csv or .tsv file, select the “Save Data to File” toolbar. Select the “Overwrite Existing File” option to open the Maxwell® file selection navigation box. Save the file by selecting “Open”. Any existing file with the same name and extension will be overwritten. If this option is chosen, a message box will ask you to confirm this choice. Select “Yes” to continue. Alternatively, the name and storage location of the file can be changed and saved using the navigation screen. You will be notified when the saving of the file is complete.

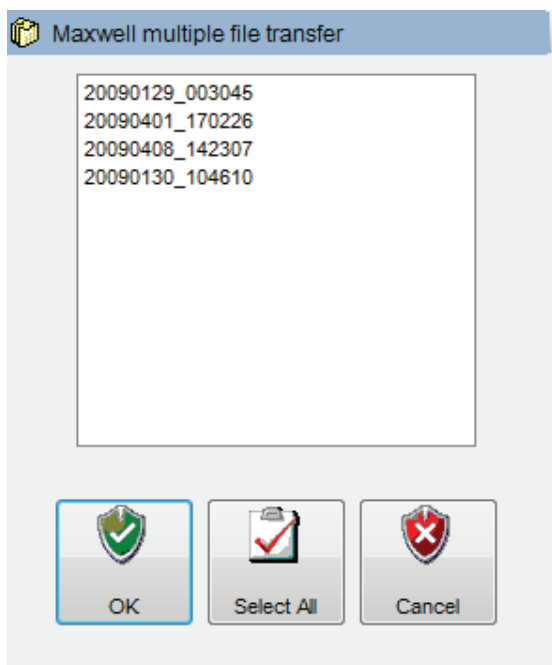
The .csv or .tsv file format can be set in the “Settings” dialog box. To open these files within Excel, you may need to use the Excel Import Wizard. In the Wizard, select the delimited option in the first step and the tab option in the second step, and the file will be formatted appropriately.



To save the data as part of an existing report, select the “Append to Existing File” option and the file to which you want the data appended. The data will be appended to the end of the existing file selected.

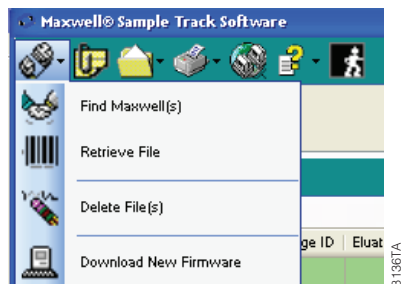
Multiple file saves are also an option. When the “Multiple File Save” option is selected, a dialog box containing the list of files available is shown. The required files (or all files) can be selected from this list.

Note: If multiple files are saved, existing files of the same name will be overwritten. If there is an existing file, saving can be cancelled at this point. You will be notified once file transfer is complete.



3.D. Deleting Files

The number of files that can be displayed on the Maxwell® 16 Instrument is limited to 50 files. Once this limit is reached, files will continue to be stored as run records but will not be listed on the run file list. These files can be viewed by deleting older files. Alternatively, the entire file list can be viewed on a computer using the Maxwell® Sample Track Software.



To delete files from the Maxwell® 16 Instrument, select the "Maxwell® 16 Instrument Control" toolbar and the "Delete File(s)" option.

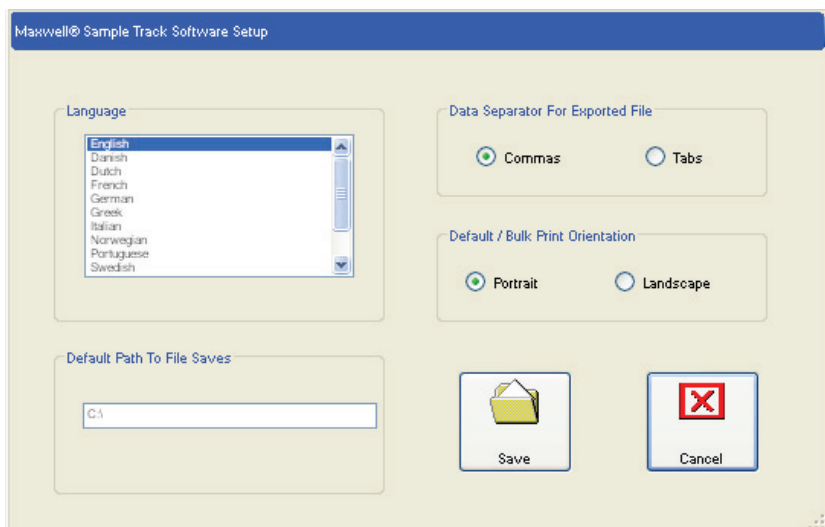
A dialog box is opened listing the names of the files stored. Select the file required, and select "OK". You will be asked to confirm the "Delete" command. Once confirmed, the files are deleted.

4. Changing Default Settings

The “Specify Default Settings” toolbar opens a screen that allows you to customize the default settings. You can specify the language to be used for the display by selecting the appropriate language from the drop-down box.

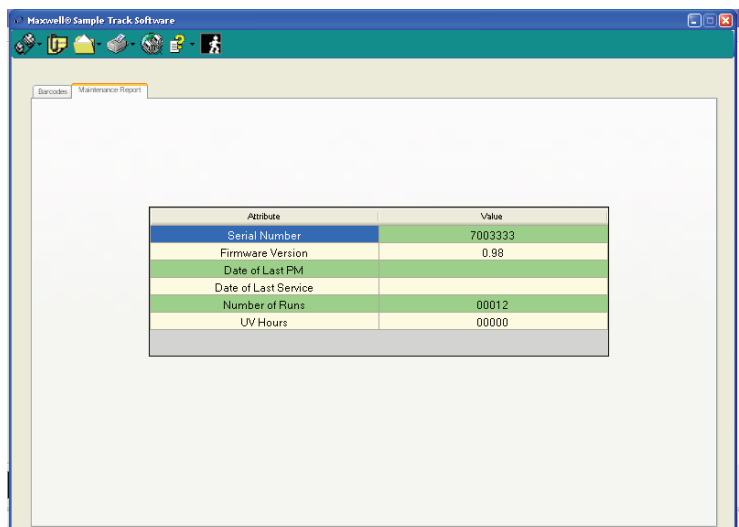
Note: For most languages, changing the language changes the on-screen display language immediately.

You can use this screen to specify a specific default data storage folder where your data is stored and change the output file settings (comma- versus tab-delimited file [.csv or .tsv]). Finally, you can change the default print settings (landscape versus portrait). The settings chosen can be saved using the “Save” button, and they will be used as default settings.



5. Instrument Maintenance Information

The Maxwell® 16 Instrument is programmed to collect maintenance information, which is exported when the instrument is accessed by the Maxwell® Sample Track Software. To import the maintenance information, the Maxwell® 16 Instrument must be in “Data Transfer Mode”. Select “Find Maxwell(s)” to select the appropriate Maxwell® 16 Instrument. The maintenance information can be viewed by selecting the “Maintenance Report” tab, which will display the data (e.g., Serial Number, Firmware Version, Date of Last PM, Date of Last Service, Number of Runs, UV Hours).



The screenshot shows the 'Maintenance Report' tab in the Maxwell Sample Track Software. A table displays the following data:

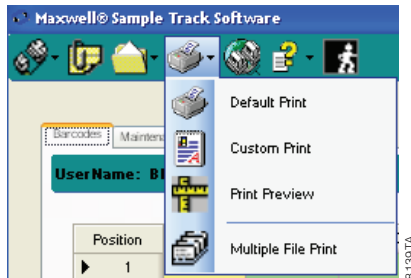
Attribute	Value
Serial Number	7003333
Firmware Version	0.98
Date of Last PM	
Date of Last Service	
Number of Runs	00012
UV Hours	00000

Copy the data to the clipboard using the “Copy Report to Clipboard” toolbar to paste the data into Microsoft® Excel. The maintenance report file then may be saved as an Excel file.

6. Printing

6.A. Printing Run Data Using Maxwell® Sample Track Software

The data exported can be printed using the choices in the menu under the “Print” toolbar.



Choosing the “Default Print” option will print the report in portrait orientation. The print output can be customized using the “Custom Print” option. This opens a “Print Setup” box, where you can choose the appropriate settings.

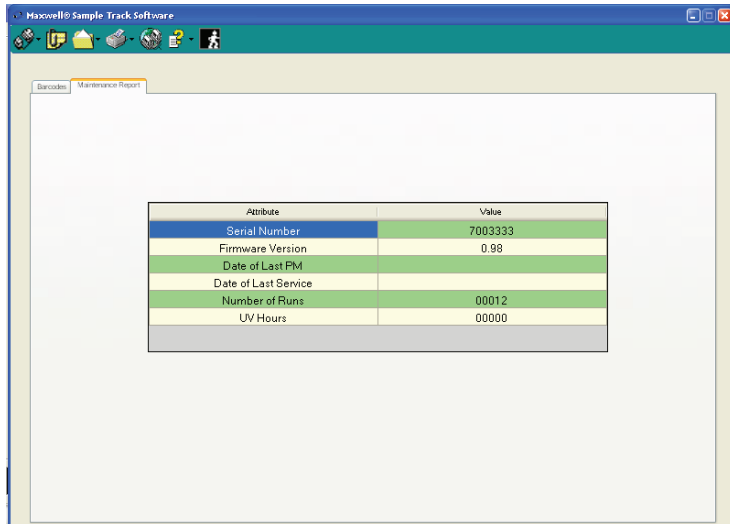
The printout can be previewed using the “Print Preview” option.

Finally there is an option to “Print Multiple Files”. If this is chosen, a dialog box containing the available files will open, and you can pick which files to print.

Note: For multiple file print, only the default settings can be used.

6.B. Printing Instrument Maintenance Reports

To print service reports, select the “Maintenance Report” tab on the screen, and the current maintenance parameters will be displayed.



Attribute	Value
Serial Number	7003333
Firmware Version	0.98
Date of Last FM	
Date of Last Service	
Number of Runs	00012
UV Hours	00000

The Maintenance Report can be printed using the choices in the menu under the “Print” toolbar.

Choosing the “Default Print” option will print the report in portrait orientation. The print output can be customized using the “Custom Print” option. This opens a “Print Setup” box, where you can choose the appropriate settings. The printout can be previewed using the “Print Preview” option.



7. Upgrading Firmware

As Promega provides new purification kits, new versions of firmware may be required. The firmware version installed on your instrument can be verified by turning the Maxwell® 16 Instrument off and then on again. The initial screen will display the version number of the firmware loaded on the machine. Please note the firmware version currently installed on your instrument before contacting Promega or your local Promega representative for service or for new firmware. New firmware is provided at the Promega web site as a main.bin file that can be downloaded onto your computer and saved.

The firmware can be upgraded by using the supplied SD card to transfer the new firmware from the computer to the instrument (recommended). Alternatively, the main.bin file can be loaded directly from the computer to the Maxwell® 16 Instrument using Maxwell® Sample Track Software.

7.A. Upgrading Firmware Using the SD Card

Firmware can be upgraded using the SD card reader in the Maxwell® 16 Instrument. If your operating system is Windows Vista® or if you do not have an SD card reader on your computer, use the SD card reader included with the Maxwell® 16 Instrument to transfer the main.bin file to the SD card. To do this, place the SD card in the SD card reader and attach the SD card reader to the computer's USB port. Transfer the upgraded firmware (main.bin file) to the SD card. Place the SD card containing the firmware into the SD drive on the instrument, make sure the door is closed and cycle the power. Upon switching on, the instrument will proceed to install the firmware and go through the diagnostic checks. The Maxwell® 16 Instrument will indicate that the firmware is being upgraded and will upgrade to the newest version. This is the recommended method for firmware upgrade.

-  Use only the Promega-supplied SD card. Promega does not support other SD cards.
-  When using Windows Vista®, the supplied SD card reader must be used to transfer the main.bin file from the computer to the SD card.

7.B. Upgrading Firmware Directly

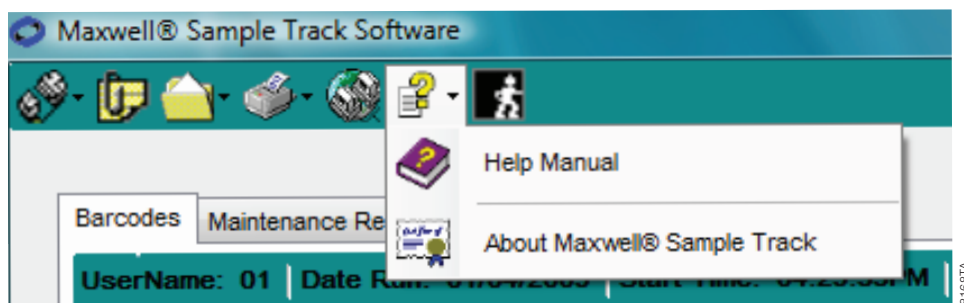
Maxwell® Sample Track Software allows direct upgrade from the computer attached to the Maxwell® 16 Instrument. Before upgrading the firmware, you must close all applications and activities that require screen actions on the computer. Make sure the Maxwell® 16 Instrument is connected and in “Data Transfer Mode”. In the Maxwell® Sample Track Software, select the “Download New Firmware” option, which is in the menu under the “Maxwell® 16 Instrument Control” toolbar. This option opens a navigation tool that allows you to locate and select the main.bin file from the site where it was stored after downloading from the Promega web site.

Double-click on the main.bin file. A “Firmware Download” window will open, and the Maxwell® 16 Instrument will indicate that the firmware is being updated. The download will be stopped if the mouse is used, and upgrading will not occur. After downloading, the Maxwell® 16 Instrument will initialize and will indicate the new firmware version.

8. Troubleshooting

8.A. Accessing and Using Help

This Technical Manual can be accessed at any time by selecting the “Help” toolbar and then selecting “Help Manual”. In addition to the Technical Manual, the Maxwell® Sample Track Software is supplied with tool tips, which will display help information for screen elements. Selecting “About Maxwell® Sample Track” provides information on the current version of software installed.



Additional help is available from Technical Services. Contact information is available at: www.promega.com; e-mail: techserv@promega.com.

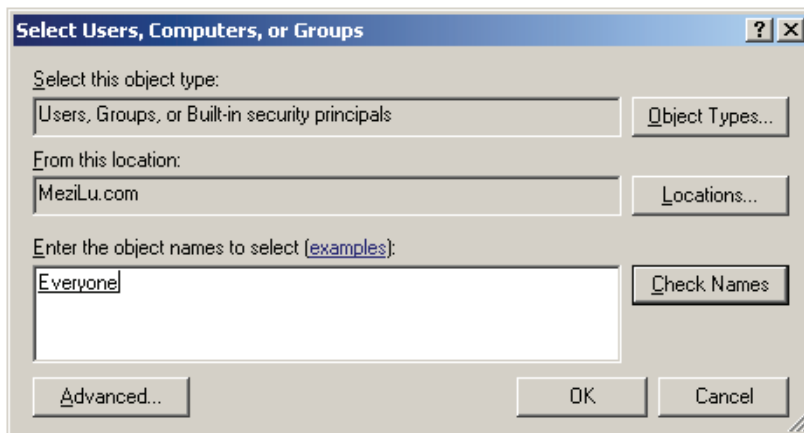
8.B. Error Messages and Solutions

Configuration Parser Error. There is a known compatibility issue with Microsoft® .NET 3.5 SP1. If version 3.5 SP1 of .NET Framework has been installed on your computer, it will change the access permissions on a .NET Framework 2.0 configuration file needed for Maxwell® Sample Track Software. More specifically, this service pack changes the permissions on a file called “machine.config” to require that an Administrator be logged into the computer to be read. If this is the case, you will receive the following error message: **MaxSampleTrack.exe - Configuration parser error:** Error parsing C:\WINDOWS\Microsoft.NET\Framework\v2.0.50727\config\machine.config. Parser returned error 0x80070005.

If you receive this message, reconfigure the permissions on your “machine.config” file to allow use of Maxwell® Sample Track Software as a nonadministrator. You must log in as an Administrator to do this. Use Windows® Explorer to navigate to the following folder:

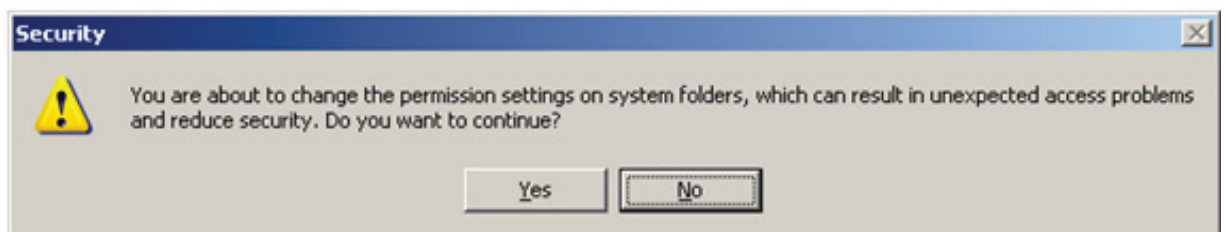
C:\WINDOWS\Microsoft.NET\Framework\v2.0.50727\CONFIG

Right-click on the file named “machine.config”, and select “Properties” from the menu. At the “machine.config Properties” screen, select the “Security” tab. Select the “Add...” button to open the following screen:



Type “Everyone” into the text box, and select the “Check Names” button to make sure it has been typed correctly and that the “Everyone” account has not been removed from the computer. If “Everyone” is recognized, then it will be underlined. Select “OK”. The “machine.config Properties” screen will now include a group called “Everyone”.

Make sure that the “Read & Execute” and “Read” boxes in the “Allow” column are checked, and select “OK”. You may receive a “Security” warning like the following. If you receive this message, select “Yes”.



8.B. Error Messages and Solutions (continued)

Firmware Download Unsuccessful.

1. This error may occur due to interference during the course of the download such as clicking the mouse button. Under certain circumstances, the Maxwell® 16 Instrument will reboot, but the program will not initiate. Should this happen, it is recommended that you use Windows® Explorer to copy the main.bin file to the SD card that was supplied with the Maxwell® 16 Instrument, place the SD card in the SD card slot of the instrument, and then turn the instrument off and on again. These actions will put the new firmware version on the Maxwell® 16 Instrument and return it to full operation.
2. If the firmware update process in the Maxwell® Sample Track Software indicates that the update was not successful, and the instrument indicates that the new version of firmware has been loaded, the version loaded may have been corrupted. In this case, use the SD card to update the firmware as described above in #1.

9. Appendix

9.A. Configuring Maxwell® 16 Instrument Data Collection and Export to Maxwell® Sample Track Software

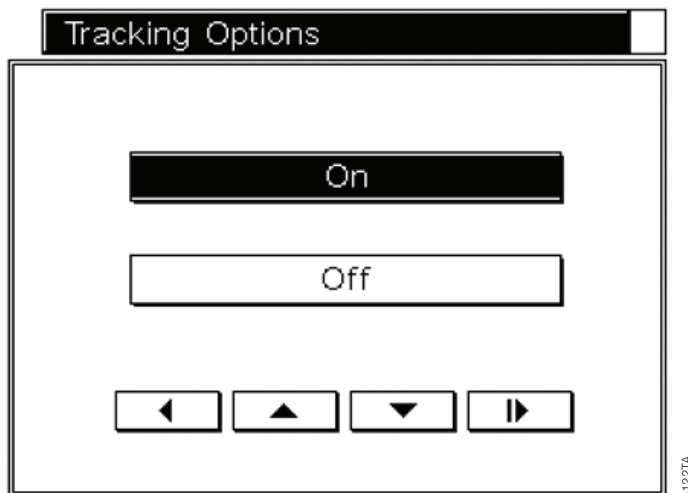
To use the Maxwell® Sample Track Software, the Maxwell® 16 Instrument must be programmed to collect the run data. For more information, see the Technical Manual for the Maxwell® 16 Instrument or e-mail: techserv@promega.com.

 The Maxwell® Sample Track Software is compatible only with the AS3000 series of Maxwell® 16 Instruments.

9.B. Setting up Sample Tracking During Initial Instrument Configuration

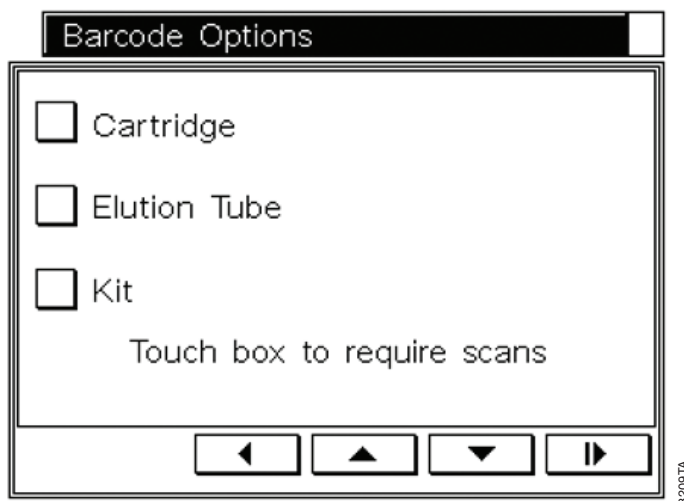
In the instructions for this section, the **Maxwell® 16 Instrument screen names** are presented in **bold type**, and *on-screen options* are presented in *italics*.

The Maxwell® 16 Instrument is programmed to collect run data as part of the tracking options. To configure the options, sample tracking will be presented as a Setup option during the Maxwell® 16 Instrument Wizard. The Wizard will open the **Tracking Options** screen, and you can select to switch on the Tracking option. Selecting *On* in the **Tracking Options** screen enables data tracking.



In the **Barcode Options** screen, you can select the run data to be collected. You can select the *Cartridge*, *Elution Tube* and *Kit* options individually or any mix of these options. The *Cartridge* option stores the information added from the cartridge bar code label during the run setup. The *Elution Tube* option stores the information scanned from the elution tube label during the run setup. The *Kit* option stores the information scanned from the kit label during the run setup. The kit label information provided by Promega includes the kit catalog number, the kit lot number and the kit expiration date.

! **Note:** The bar code options chosen to be recorded must be added for each sample during each run setup of the Maxwell® 16 Instrument (see Section 5 of the instrument technical manual).



9.C. Uninstalling the Maxwell® Sample Track Software

The Maxwell® Sample Track Software may be uninstalled using the “Control Panel Settings” option in Windows® Start Menu.

Uninstall removes **all** files associated with the software.

10. Related Products

Instrument Accessories

Product		Cat.#
Maxwell® 16 LEV Hardware Kit	1 each	AS1250
Maxwell® 16 LEV Cartridge Rack	1 each	AS1251
Maxwell® 16 Cartridge Rack (for use with SEV configuration)	1 each	AS1201
Maxwell® 16 Magnetic Elution Rack (for use with SEV configuration)	1 each	AS1202
Thermal Serial Printer and Cable Universal Power	1 each	E2821
UV Bulb	1 each	SP1080

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All prices and specifications are subject to change without prior notice.

Product claims are subject to change. Please contact Promega Technical Services or access the Promega online catalog for the most up-to-date information on Promega products.