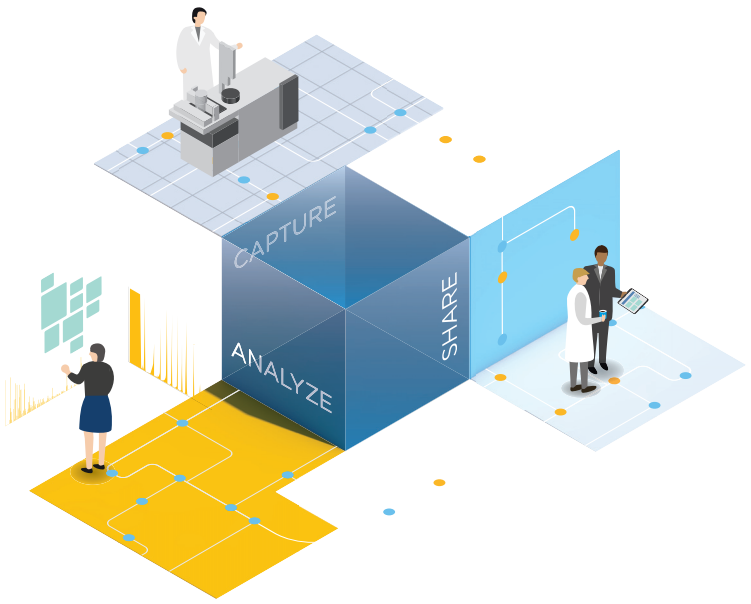
Agilent OpenLab CDS

Quick Reference Sheet



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OpenLab CDS – Basic Information

Terms

ACQUISITION METHOD	Includes the instrument settings for an experiment. Edited in **Acquisition**.
AUDIT TRAIL	A representation of changes to a record that includes 1) identity of the user who made the change, 2) date/time of the change, 3) description of the change, and 4) reason for the change. Configure audit trails in **OpenLab Control Panel**.
LAYOUTS	Defines how and which information is displayed. Use preset **Layouts** or customize your personal layout. Changes in layouts are saved per user. Use **Reset** function to return to default layouts.
LINKED METHOD	Processing method that is assigned to an injection.
PROCESSING METHOD	Contains the information and parameters needed to process the data and generate results. Edited in **Data Analysis**.
PROJECT	Use to organize your data, e.g. by instrument, laboratory, or study. Apply individual access rights to each project
REPORT TEMPLATE	Defines the layout of a report. Edited in **Data Analysis**.
RESULT SET	Collection of raw data, methods, and injection list. Create custom result sets by combining single samples or sequence injections, and reprocess together.
SEQUENCE CREATION TEMPLATE	Defines a flexible pattern for creating new sequences. Useful for creating cyclic sequence. Edited in **Acquisition**.
SEQUENCE TABLE	Identifies the order of runs to be included in a sequence. Edited in **Acquisition**.

Help and Learning

GETTING STARTED

Access the interactive **Getting Started Modules** from the desktop by clicking the **OpenLab Help & Learning** icon.

The modules provide step-by-step instructions on the basic workflows and help you to familiarize yourself with OpenLab CDS.

CONTEXT SENSITIVE HELP

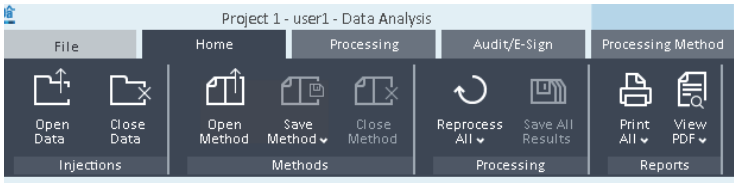
Use **F1** to get context sensitive help.

AGILENT COMMUNITY

https://community.agilent.com

Collaborate with others about applications, discuss Agilent products, and find in-depth documents and videos relevant to Agilent.

MENU COMMANDS



Find commands in the ribbon. **Data Analysis**: contextual ribbon tabs (highlighted in blue) offer commands for the selected window.

Prepare, Install, Configure

Prepare:
Run the System Preparation tool, and check the Requirements guide for hardware, software and network requirements.

Install, configure:
Click **setup.exe** on the USB stick to run the installation wizard.

OpenLab CDS – Quick Reference Sheet

Access Instruments and Projects

CONTROL PANEL

Use the Desktop icon to launch OpenLab Control Panel.

MANAGE USERS

ROLE: SYSTEM ADMIN

- Assign users to groups
- Assign roles to groups
- Use default roles or assign privileges to roles (use role **Chemist** for Acquisition and Data Analysis)
- Edit security policy
- Manage licenses

PROJECTS

ROLE: PROJECT ADMIN

Create projects to organize your data:

- Activate method audit trails
- Apply project-specific options
- Add custom parameters for samples and compounds

☆ Create shortcut for Data Analysis with a project.

Launch Data Analysis for a project.

INSTRUMENTS

ROLE: INSTRUMENT ADMIN

Create and configure instruments
Monitor instruments

☆ Create shortcut for acquisition with an instrument.

Launch Acquisition for an instrument.

Acquire Data

CREATE ACQUISITION METHOD

Define acquisition and instrument parameters for runs using this method.

Download to instrument to use new parameters immediately.

RUN A SINGLE SAMPLE

- Enter sample parameters
- Include acquisition method
- Optional: Include processing method
- Run

RUN A SEQUENCE

Create a new sequence, or
Open and edit a previously saved sequence, or
Import a CSV file (also possible via drag and drop), or
From a result set, or
Click **Apply Template** to apply a sequence creation template

SEQUENCE

Edit sequence table:
Right-click and use **Fill-down** to edit rows, **copy/paste** entire rows, **pin columns** at the front

Edit injections and sequence parameters:

- For automated processing and reporting: enter existing processing method
- Define name of the result set

SEQUENCE CREATION TEMPLATE

Create a new template in the **Sequence Creation Template** window:

Sequence Creation Template

Use for cyclic sequences with varying numbers of samples.

STATUS

View Run Queue, Instrument status, Online signals

LAUNCH DATA ANALYSIS

Launch Data Analysis in review mode to show already completed single injections or sequences: Click icon in the **Run Queue**.

Analyze and Report Data

REVIEW DATA

- To load data, double-click node in the **Data Selection** view
- Pin injections or result sets for comparison
- Use **Peak Explorer** to view a sequence at a glance and identify trends or artifacts.
- Create custom result sets based on existing injections (right-click nodes in the injection tree to add them, click **Create new Result Set** in the ribbon).

Use the **Integration Optimizer** to quickly adjust peak baselines.

INJECTIONS AND PROCESSING METHODS

A processing method may already be linked (assigned) to the data.
If not, create new master method

Link injections to the master processing method

A result set method (stored in result set folder) is generated on linking the master method to the injections.

Reprocess (automatic after linking, or manually)

EDIT PROCESSING METHOD

Processing methods are divided in sections: e.g.

- **Integration Events** for all or for specific signals
- **Compounds:**
  Add compounds: Right-click a peak, or right-click the compound table.
- **Calibration**: Set number of calibration levels in the **General** tab
- **Spectra**: MS or UV reference spectra for confirmation or purity checks
- **Extraction > Spectrum**: Background correction settings
- **Tools > Custom Calculation**: Extend default calculations

REPORT AND PRINT

Import default templates into your project
(start customizing templates from here):
Data Selection > Import Default Templates

Print results manually:
In Data Analysis, edit the processing method **Reports** section, and link the method. Click **Print all** in the ribbon.
Print processing method:
Go to **Data Processing > File** ribbon tab > **Print Method**
Print Individual PDF:
Go to **Reporting > Preview > Save as PDF**
Sequence summary report: submenu **Save result set summary report**