SUPPLEMENTAL TECHNICAL BULLETIN ST-2017-01



Title: Back up, Restore and Installation procedure when upgrading to the All-In-One Computer System.

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This Supplemental Technical Bulletin (ST) has been developed as a laboratory aid. This ST does not alter, revise or change the information provided in the Technical Bulletin included with each product. In accordance with Good Laboratory Practice and regulatory requirements, each laboratory must develop, validate and adopt its own written procedures.

Steps for Upgrading an existing PAP-8E Computer and Monitor to the All-in-One Touch Screen Computer.

1. Backing Up Old Patient and System Database

Before you begin, turn on the existing PAP-8E and confirm that you are running V2.0 or V2.1 of the PAP-8E software. If not, your PAP-8E Aggregometer will need to be upgraded with new firmware. **Do Not Proceed** *if running V1.0.x.* (Please call Bio/Data Corp for more details)

** Locate a clean Flash Drive or CD ROM disk. This is important as you will be removing all the PAP-8E data from the old PC and placing it onto the Flash or CD ROM** You do not want to corrupt that data in any way.

Once you are running V2.0 or better, sign into the software and click on the DATABASE button. Under Select Database make sure you are signed into the "MAIN" database.

Place the flash drive into one of the USB ports located on the front of the PC.

Or

Place the CD in the CD Drive.

Allow the system to recognize the flash drive or the CD. (This will only take a couple seconds and will tell you when it's ready)

Click on the "Back Up Data" button. The system will ask you if you want to use the CD drive. Click YES if that is your medium. If you are using a flash drive, click NO and the system will switch over to the flash drive protocol.

When prompted, Click "OK" and the system will start backing up the entire PAP-8E database, including all patient data, any preset tests, passwords, etc...

It will take several minutes to back up all your data, depending on how much data is stored. Just wait for it to let you know that it has completed its task. Do not touch the computer while the backup is being performed.

When complete, remove the flash drive or CD as indicated and place it in a safe location.

You may now shut down the PAP-8E computer, monitor and analyzer.

NOTE: Your original patient data is still stored on your old PAP-8E computer as well as on the flash drive or CD ROM.

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2. Installing the new All In One Computer

Carefully remove the All-in-One (AIO) from its box, and connect the stand. Set aside.

Turn the PAP-8E sideways 90 degrees so you can get at the cables located on the back of the system easily.

Carefully unplug all the existing cables from the computer and remove the 9-pin serial cable from the PAP-8E (Located on the back of the analyzer)

Unplug the power cables for the monitor and the computer from the power strip

Move the old computer, monitor, keypad, mouse and all the cables to a separate location. You should be left with the analyzer (with existing power cable plugged in) and its case only.

In the box containing the AIO, you will find a wireless mouse and keypad, power cable and a new 9-pin Serial to USB cable. Carefully plug in and tighten the 9-pin serial cable into the PAP-8E analyzer.

On the bottom of the AIO computer in the center, you will see where to plug in the power cable.

The USB plug from the PAP-8E serial cable can plug into any USB port on the computer. The USB cable from the printer can also be plugged into any USB port as well.

Plug the AIO computer into the power strip.

You will need to find the little on/off switches on the mouse and keypad and switch them to the on position.

Make sure the PAP-8E analyzer is turned on and then turn on the AIO computer (button is on the right side below the CD Drive).

When the system is up and running, you will see the PAP-8E Icon located on the desk top.

Double click on the PAP-8E icon and sign in using the user name and password which are both BDC.

That should bring you into the main menu. Make sure the System Status shows WARMING. This will indicate that the computer and the analyzer are communicating. Wait until the system is at temperature (37°) before moving to the next step.

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3. Re-Installing the Backed Up Data.

Retrieve the Flash Drive or CD ROM and place it in the USB located on left side of AIO, or in the CD Drive located on the right side of the AIO.

Click on the Restore Data button located on the DATABASE screen. Follow directions to restore the data onto the new system. This will also take several minutes. <u>WAIT</u> until the System is through with the download before proceeding. You are loading all of the data from your previous system onto the new computer.

When completed, remove the disk or the flash drive. Go to Set Up and verify that all of your passwords have been restored. Then go to Database from the Main Menu to see if your data has been uploaded.

If your database and passwords are intact, back out of the software all the way to your desk top.

Sign in again using your old password. If all works, then you can install your printer per manufacturer's instructions.

Once the printer is installed run an Optical Calibration to confirm operation and then follow your normal protocols for validating if necessary.

If you have any additional questions or need additional guidance, please call Technical Support at Bio/Data Corporation. (215) 441-4000 - Worldwide, (800) 257-3282 - USA

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