



Using AcqKnowledge With the GLP System

This document describes information relevant to using *AcqKnowledge* with the GLP System installed and describes other features that may be useful in a GLP compliant environment.

What Does the GLP System Do?

When you use *AcqKnowledge* with a GLP System installed, your systems administrator assigns you a set of “Permissions” for the program. These Permissions indicate what operations you are allowed to perform within *AcqKnowledge* and what operations are restricted. As a result of your Permissions, you may no longer be able to perform certain operations with the software.

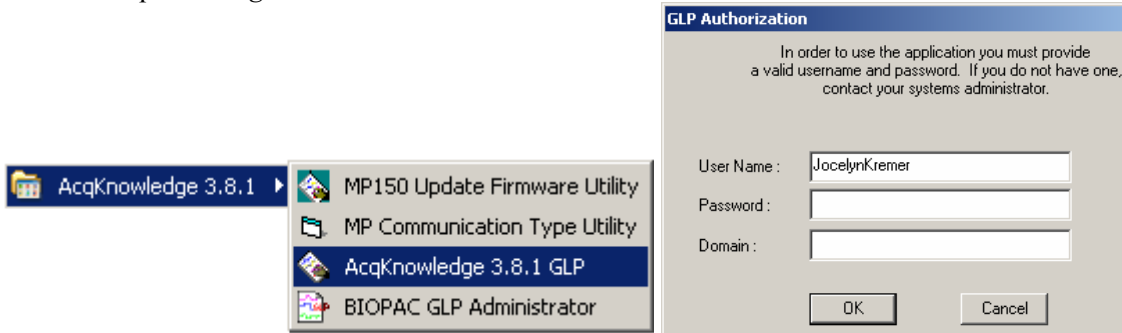
In addition to the Permissions, the software keeps a continuous log of all software and hardware operations associated with a file, whether performed, canceled or failed. These GLP logs store the time, date, machine, and MP unit for each operation. Additionally, they can contain comments giving more detail about the reason for a change. These logs are stored along with a graph file and cannot be altered.

The software monitors only actions that you execute within *AcqKnowledge* and does not record personal information from other applications on the machine.

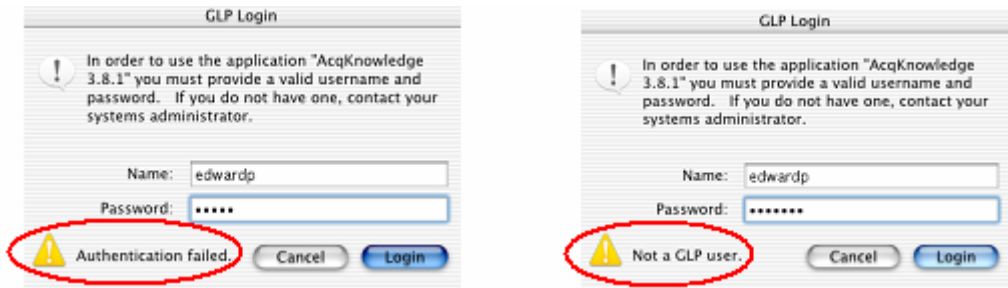
- ✓ If you do not agree to be monitored by the GLP system, please contact your systems administrator.

Starting the Application

1. Launch *AcqKnowledge*.



2. With a GLP System installed, *AcqKnowledge* requires users to verify username and password when the application is launched. Enter your User Name in the GLP Authorization dialog.
 - This User Name is associated with your computer user account.
 - ➔ GLP User Names should only consist of alpha-numeric and space characters.
 - *Mac OS® X*: If you do not know your login name, open the Terminal application, which is located at /Applications/Utilities/Terminal. If you cannot locate the Applications folder, click on the “Applications” button at the top of any Finder window. Once the Terminal has started, type in `whoami` and press Return to display your short login name.
3. Type in your password.
 - This is the same password used to log on to your computer.
4. Click on OK or Login.
 - a) If you see the message “**Authentication failed**” you may have mistyped your short login name or your password. Login is CASE SENSITIVE. Make sure that both your login name and password use the correct characters and case and then click on Login..



- b) If you see the message “**Not a GLP user**” your systems administrator has not authorized you to use the GLP System. Contact your systems administrator to have a GLP account created for you.
- c) If you are running Windows® XP Service Pack 2, you may see the following firewall prompt. Click “Unblock” to work with *AcqKnowledge*.



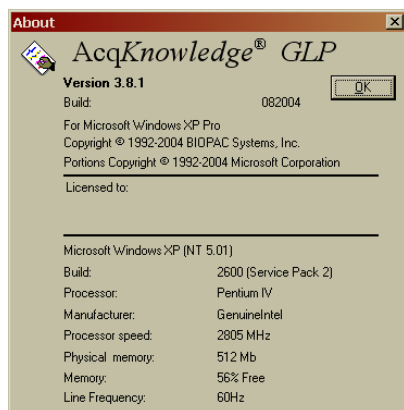
Using the Application

After logging in, AcqKnowledge will start up regularly. You may use the application normally. Based on your permissions, you may not be able to perform certain operations with the software. In addition, certain operations may require that you complete a GLP Log field to perform an operation.

To confirm that you are running a GLP version of AcqKnowledge, generate the About dialog and review the software information:

Windows® XP Professional: MP150 menu > About AcqKnowledge

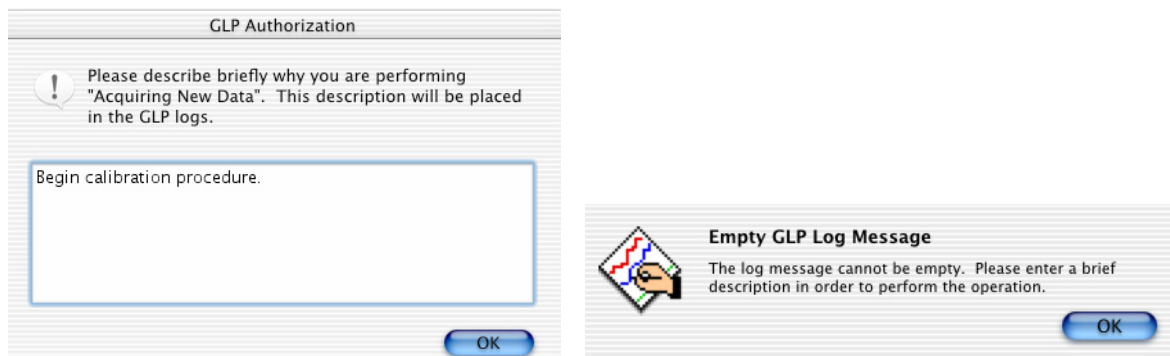
Mac OS® X: AcqKnowledge application menu > About AcqKnowledge



This section briefly describes the main GLP interactions a common user will encounter. For more details, please see your GLP Administrator.

Log Message

Some operations may prompt you to enter a message describing the reason for executing them. This message should be descriptive, as it will be stored along with the graph file in the GLP logs. Additionally, your Standard Operating Procedure may govern the content of the messages you enter.



Type a short description in the editable area and then click **OK** or press the Enter key to accept the message.

Modification log messages must be a single line. It is not possible to enter line breaks into a modification log message with either “Return” or “Enter” keys.

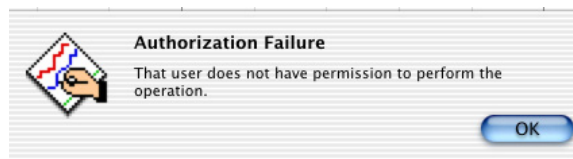
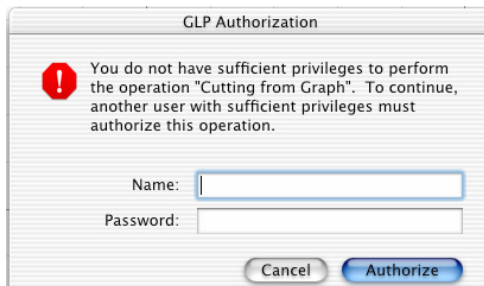
Modification log entries cannot be edited.

Based on your user permissions, you may not be required to enter a message for every operation. However, if your permissions require a message, an empty message will not be accepted.

Note: The application does not record the parameters for transformations in its automatic log messages. If detailed information about a transformation is required, your SOP should specify that the parameters must be included in the GLP log message.

Authorization

Some options in the menus and toolbars may no longer be accessible. If you do not have enough permission to execute an operation, you may be notified with the following dialog:



Authorize To perform the operation, you must find another user who is allowed to perform the operation. The authorized user must enter his/her short name login and password into this dialog as if he/she were logging into the system. The Log will indicate who authorized you to execute the operation. You must get authorization each time you perform an operation outside of your permissions—there is no carryover.

After the name and password have been entered, click on “Authorize”. If the user name and password are incorrect, you may see the login errors **Authentication failed** or **Not a GLP user**. If the authorizing user does not have sufficient permissions, you will see another error dialog displayed:

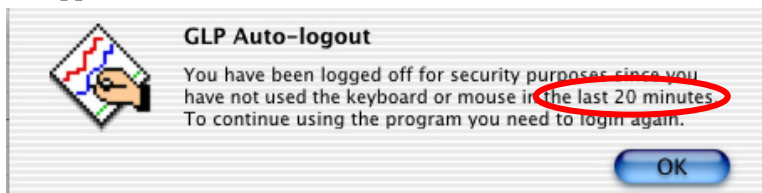
Cancel If you do not need to perform the operation or if you cannot find an authorized user to give you permission, click the “Cancel” button to cancel the operation.

Auto-Log off

If you are running *AcqKnowledge* and don’t use the keyboard or mouse for a specified period of time, the program will automatically log you off. This is a safety precaution to prevent someone else from using your account if you accidentally leave the machine without exiting the application and logging off.

Acquisitions and long transformations will continue to be processed if you are automatically logged off. This makes it safe to perform long acquisitions or complex transformations without needing to physically make sure unauthorized users do not get access to the application.

If you are logged off, you will be prompted for your username and password when you try to use the program again. Enter the same information you used to start the program and you will be allowed to continue.



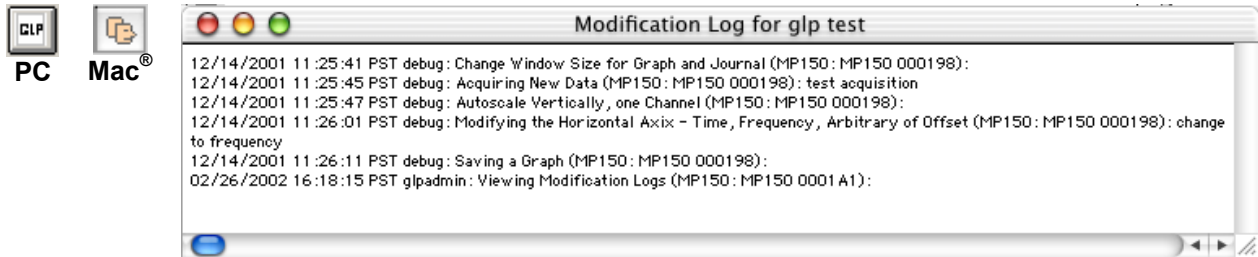
A GLP Administrator can specify the Auto-logout period.

Viewing GLP Logs

The GLP System maintains two separate logs:

- **Modification Log** — Graph-specific log for each operation performed on that graph (saved when the graph is saved). Modification Logs are viewed and stored with the *AcqKnowledge* graph file.
- **User Log** — Per-user audit trail log for all graph files (saved when you close/exit the program). For more log detail and for performing cross-graph log comparison, use the **GLP Administrator** utility to examine the global GLP User Logs. See the “GLP Administrator” guide for usage notes.

Modification Logs



To view the Modification Log for a graph file, click the GLP Log icon on the toolbar, or

Windows® XP Professional: File > GLP Modification Log or Display > Show > GLP Modification Log

Mac OS® X: Display > Show Modification Log

The Modification Log window appears similar to a journal window. You can move through the contents of the Modification Log window by using the horizontal and vertical scrollbars. Modification Log entries cannot be edited and are saved with the graph file. Each log entry consists of:

- a) Date and time the operation was performed
- b) Login name of the user who performed the operation
- c) Description of the operation
- d) Serial number of the MP unit the user was using
- e) Any message entered by the user.

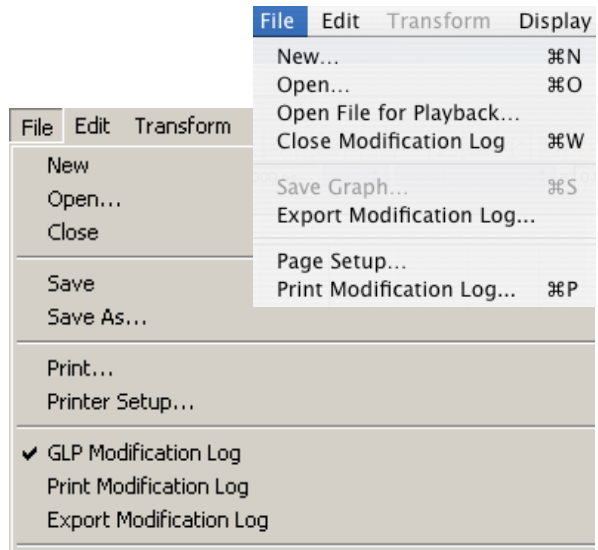
To hide the Modification Log for a graph, toggle the GLP Log icon on the toolbar or reselect the menu item you used to view the log. Mac OS® X users can also close the log journal window or choose File > Close Modification Log.

Printing GLP Logs

Choose **File > Print Modification Log** to print a GLP log.

Exporting GLP Logs

Choose **File > Export Modification Log** to save a GLP log file as a tab-delimited text (*.txt) file.



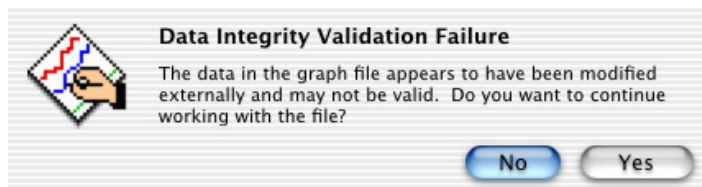
Data Integrity Validation

When the GLP System is present, *AcqKnowledge* performs automatic data integrity validation. Each GLP file saved to disk is tagged with a unique stamp determined from the contents of that file. When the file is opened, its contents are checked against this stamp. A data integrity failure will occur if the file's contents have been modified since a graph's last save. This flags changes made by other programs or by disk corruption.

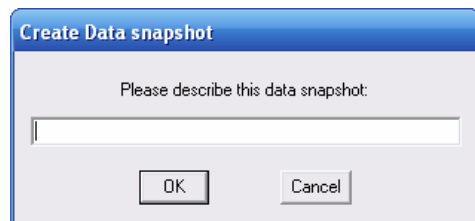
This stamping is automatic—no special actions need to be taken when saving or opening files.

- *Mac OS[®] X*: To skip/stop the data integrity check when opening large files, press Command-period during the check.

If validation is canceled or fails, a prompt will be generated to let you know that you may not be producing a verified GLP-compliant file.



Creating Data Snapshots



Within *AcqKnowledge* it is possible to take a snapshot of the data within a graph and archive it in the graph file. Later, snapshots can be displayed in new graph windows by choosing Display > Show All Data Snapshots. These graphs may be modified, but the snapshot itself cannot be changed. Changes to the snapshot file must be saved as new graph files.

AcqKnowledge can automatically create snapshots of the data after the completion of each acquisition. This allows for the original data acquired from the instrument to be kept with the graph file in an immutable form. This feature can be turned on and off by toggling the snapshot option checkbox in Display > Preferences > General: "Create data snapshots after acquisitions."

You can also take a snapshot of the data at other times. This can be helpful to capture intermediate results in a complex analysis. To create your own snapshot, choose Edit > Create Data Snapshot. You will be prompted to enter a name describing the contents of the snapshot.