

TI 301B: Tray file web creation

Table of Contents

1.0 PURPOSE AND APPLICABILITY	2
2.0 SUMMARY OF THE METHOD	2
3.0 PRIVILEGES	2
4.0 CAUTIONS.....	2
5.0 PROCEDURE	2
5.1 Tray files.....	2
5.2 Preparation before Generating Tray files	3
5.2.1 <i>Creating TrayFiles</i>	4
5.2.2 <i>Miscellaneous Notes and Limitations on Tray Files</i>	4
5.2.2.1 <i>Data Preservation</i>	4
5.2.2.2 <i>File Assignment</i>	4
5.2.3 <i>Tray Checks</i>	5

List of Figures

Figure 1. 8-position Tray file.....	3
-------------------------------------	---

1. PURPOSE AND APPLICABILITY

The purpose of this standard operating procedure is to describe the process of generating tray files using SQL Server Management Studio. Tray files are a set of procedures that are used to queue samples to the Epsilon 5 software.

2. SUMMARY OF THE METHOD

Trayfiles are generated by executing stored procedures in SQL Server Management Studio. After tray file IDs have been assigned, the .XML files are created through a Tray file Writer Application. These .XML files are archived at the IMPROVE Sharepoint share, where they can be accessed when they are ready for use.

3. PRIVILEGES

The lab manager, spectroscopist, and designated lab technicians can generate tray files. Permissions to access and work with SQL Server Management Studio are granted by the IMPROVE Database Manager, or any member of the IMPROVE Software Development Team.

4. CAUTIONS

Pay close attention when making modifications to the tray files. The information in a tray file has to follow the format above precisely in order for the LIMS program to translate the file properly.

5. PROCEDURE

5.1 Trayfiles

Written in .XML format, tray files are used to queue samples to the Epsilon software. A diagram depicting the composition of a typical 8-position tray file is shown in Figure 1.

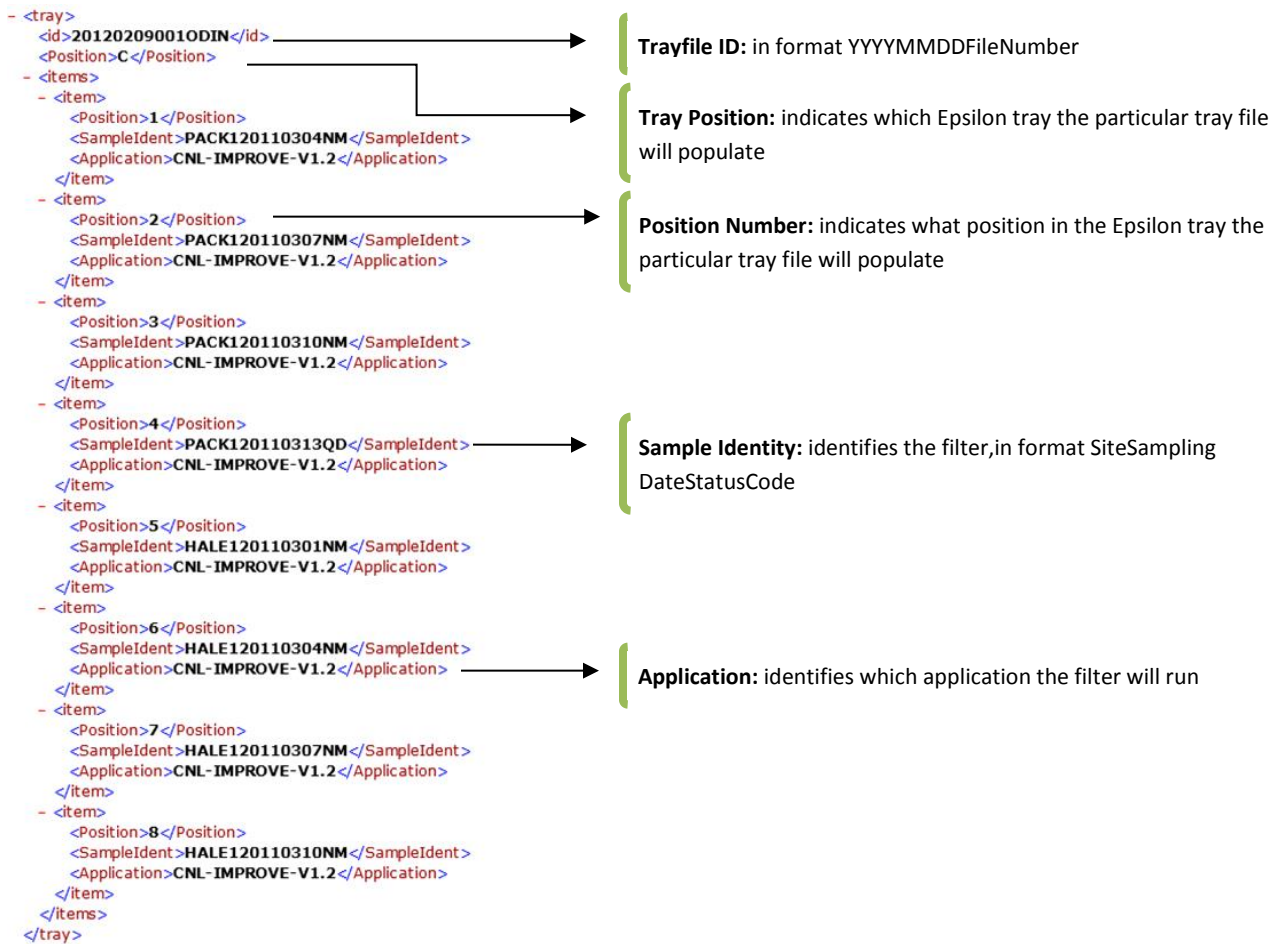


Figure 1. 8-position tray file.

5.2 Preparation before Generating Tray files

Contractor files should be updated (regenerated from logs) just before tray files are generated to assure that the most current statuses for all samples are applied. The hard copies of these files will be placed within each tray of samples for a visual check at the time of loading the samples into the Epsilons for analysis. For detailed instructions on how to update contractor files, please refer to TI 251 M.

Generally, a request for tray files will include the following information:

Epsilon Name: Quarter, Set Number, Contractor File Name, Sheet Number, First Filter in that Contractor File, Starting Tray Position (**Tray file format**)

An example is given below:

Thor: D10, Set 1, AContractor1, Sheet 1, ACAD1 1/3/2011, Tray A (**8-position**)

5.2.1 Creating TrayFiles

- 1) Under the XRF Menu, click on Trayfiles sub-menu.
- 2) On the first form, specify position cup format, # of tray file sets, sample year and device.

Tray File Format: select whether the Tray File are for an 8-pos or 21-pos format

of Files to generate: indicate how many .xml files to make (input in integer)

Sample Year: indicate what Sample Year to analyze (input in YYYY format)


Analyzer: select which analyzer for the trayfiles (Odin, Froya, Thor)

Click on .

- 3) On the follow-up form, specify starting position of first file in set.

Starting Position: refers to the next empty tray to fill up (input in alpha-numeric format: A,B,C,D,E, or F)

Click on .

- 4) To download the .xml files and save it to the analyzers, click on .
The files can now be saved at the designated location in the local pc or laptop.

5.2.2 Miscellaneous Notes and Limitations on Tray Files

5.2.2.1 Data Preservation

At the current version of this software, Tray Files could not be regenerated. It is recommended that a user saves a back-up copy of the .xml files for future use.

Filter Identities are also preserved. Filter identities that already have a corresponding trayfile will not be regenerated. If a sample needs to be reanalyzed, a copy of the original trayfile could be retrieved &/or manual entry may be performed. In both cases, it is highly recommended to consult with trained personnel to implement the change.

5.2.2.2 File Assignment

Tray Files are analyzer-specific. At the current version of the web application, the active application, based on the most updated IMPROVE calibration, would be automatically

assigned to a Tray File batch designated for that analyzer. In special cases, a user may contact the IMPROVE Software Development Team e-mail (cnldevteam@ad3.ucdavis.edu) for possible work-around.

5.2.3 Tray Checks

Sample Identities are generated based on a valid filter list from cl-SQL. After a trayfile set has been generated, a physical traycheck needs to be done to ensure that the correct filters are assigned and prepared. For specific instructions on how to perform tray checks, refer to XRF SOP on Sample Loading.