CellaVision® Proficiency Software Quick Guide - Prepare and Create a Test

2.1

CELLAVISION

Preface

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1 Introduction

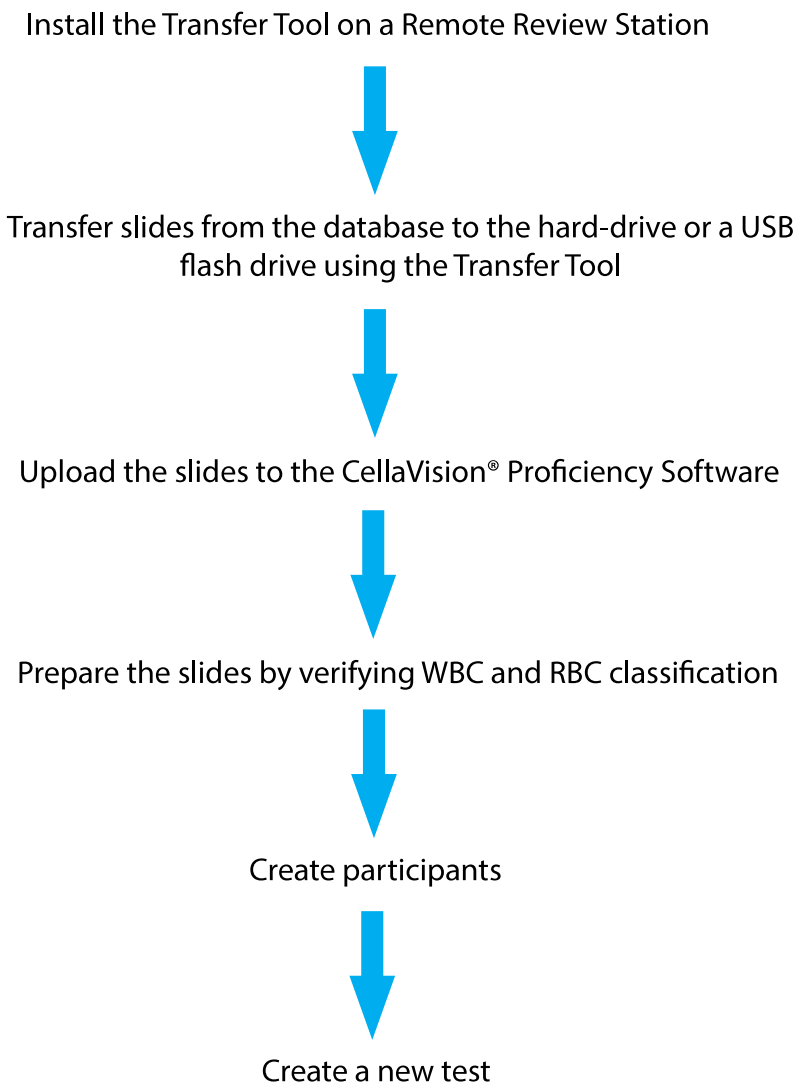
This quick guide describes how to prepare and create a new test in the CellaVision® Proficiency Software.

To transfer slides you need to copy cell images from your database and transfer them to the CellaVision® Proficiency Software. This is done by installing the Transfer Tool on a Remote Review Station running CellaVision® Remote Review Software version 3.1 or higher.

The CellaVision® Proficiency Software accepts slides from the following CellaVision® databases:

- CellaVision® Processing Database
- CellaVision® Competency Software Database

Workflow — How to Prepare and Create a New Test



2 Install the Transfer Tool

2.1 Installing the Transfer Tool on a Remote Review Station Connected to the Internet

1. Go to the computer running the CellaVision® Remote Review Software and open an internet browser window.
2. Navigate to https://www.cellavision-proficiency-software.com.
3. Log in to your CellaVision® Proficiency Software account.
4. Click on the **SLIDES** tab.
5. Click **Get the Transfer Tool**.
6. Download and run the *transfertool_installer.exe* file to install the Transfer Tool.

Note:
Administrator privileges are required to install the Transfer Tool.

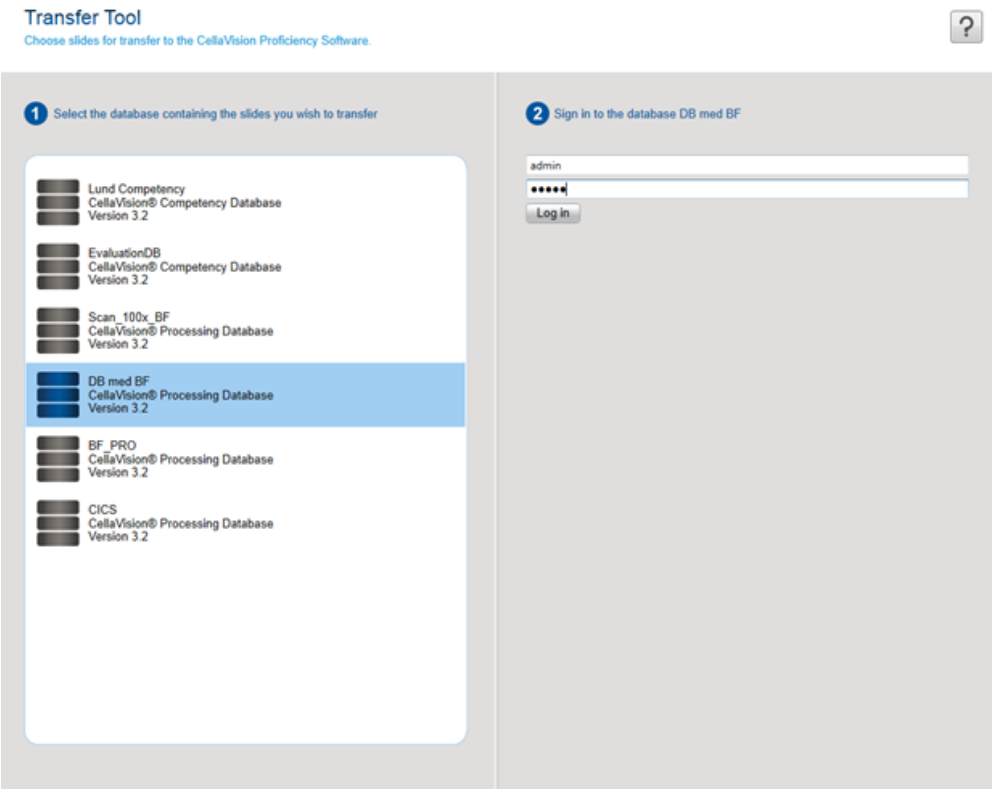
2.2 Installing the Transfer Tool on a Remote Review Station without Access to the Internet

1. Insert a USB flash drive on a computer with internet access.
2. Open an internet browser window and navigate to https://www.cellavision-proficiency-software.com.
3. Log in to your CellaVision® Proficiency Software account.
4. Click on the **SLIDES** tab.
5. Click **Get the Transfer Tool**.
6. Save the *transfertool_installer.exe* file on the USB flash drive.
7. Go to the computer running the CellaVision® Remote Review Software and insert the USB flash drive.
8. Browse to the USB flash drive and double click on the *transfertool_installer.exe* file to install the Transfer Tool.

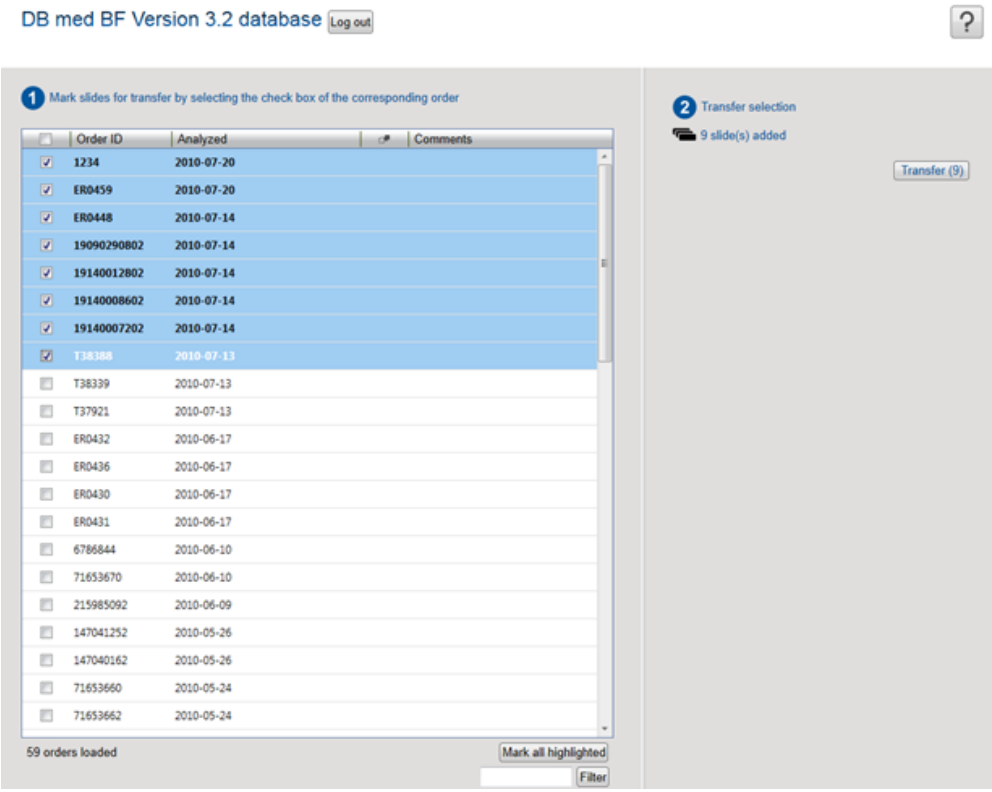
Note:
Administrator privileges are required to install the Transfer Tool.

3 Transfer Slides

1. Start the Transfer Tool and select the database containing the slides (orders) to transfer.
2. Log in to that database.



3. Select individual orders by clicking on the check mark next to the orders. Select multiple orders at once by holding down SHIFT or CTRL whilst clicking on order rows.



4. Click **Mark all highlighted**. Select and add all orders in the database by clicking the checkbox in the column header.

   Note:
   Orders that have already been marked for transfer in a CellaVision® DM Software are indicated by the (Mark for Transfer Tool) icon. The option to mark orders for transfer is only available in CellaVision® DM Software version 4.0 or higher. Right-click in the order list view to mark an order for transfer.

5. Click **Transfer** in the Transfer selection panel to the right.
6. Select a location on the hard-drive and save the files. If the Remote Review Station doesn't have access to the internet insert a USB flash drive into the computer and select the USB flash drive when prompted for a location.

4 Upload Slides

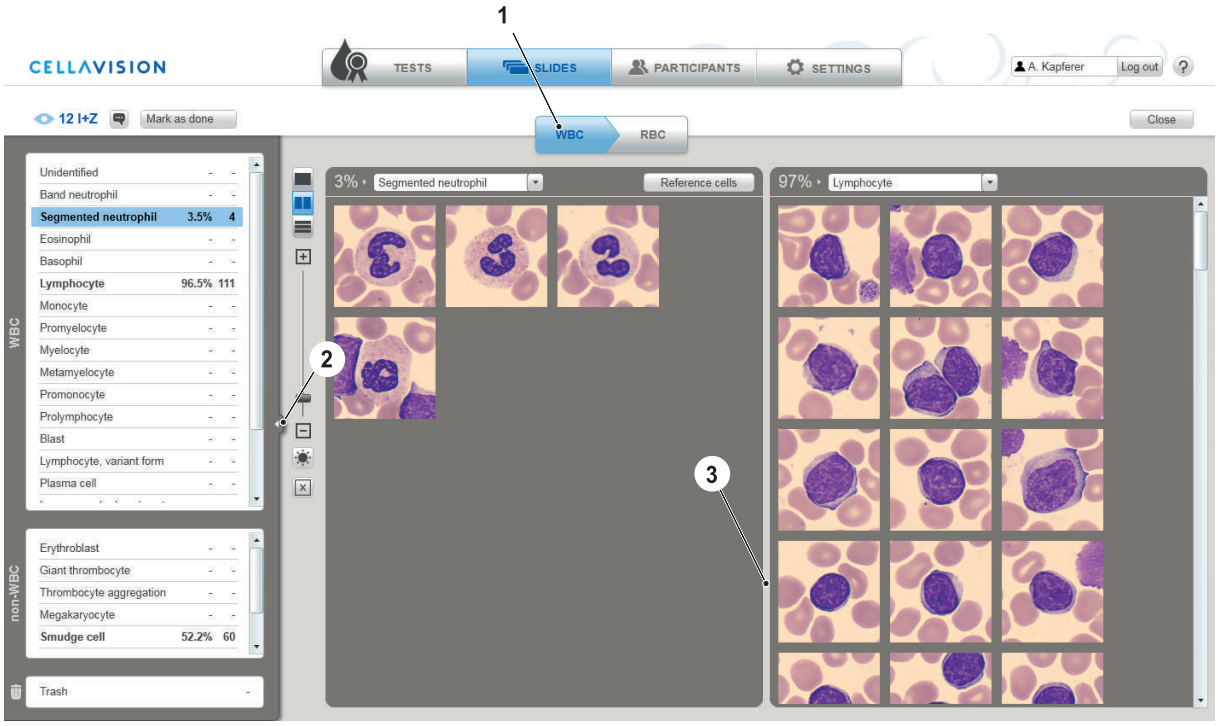
1. In the CellaVision® Proficiency Software navigate to the **SLIDES** tab and click **Upload slides**.
2. Navigate to the previously saved slide files. If the slide files were saved on a USB flash drive insert this into the computer and navigate to the previously saved slide files.
3. Select one or more slides for upload.
4. Click **Open**. The slides may take a few minutes to upload.

Note:
No patient identification information is transferred with the slides. All transferred cell images are copies from the original.

5 Prepare Slides

In the **SLIDES** tab double-click on a slide.

Verify WBC Classification



1. WBC/RBC navigation
2. Collapse/Expand
3. Main view

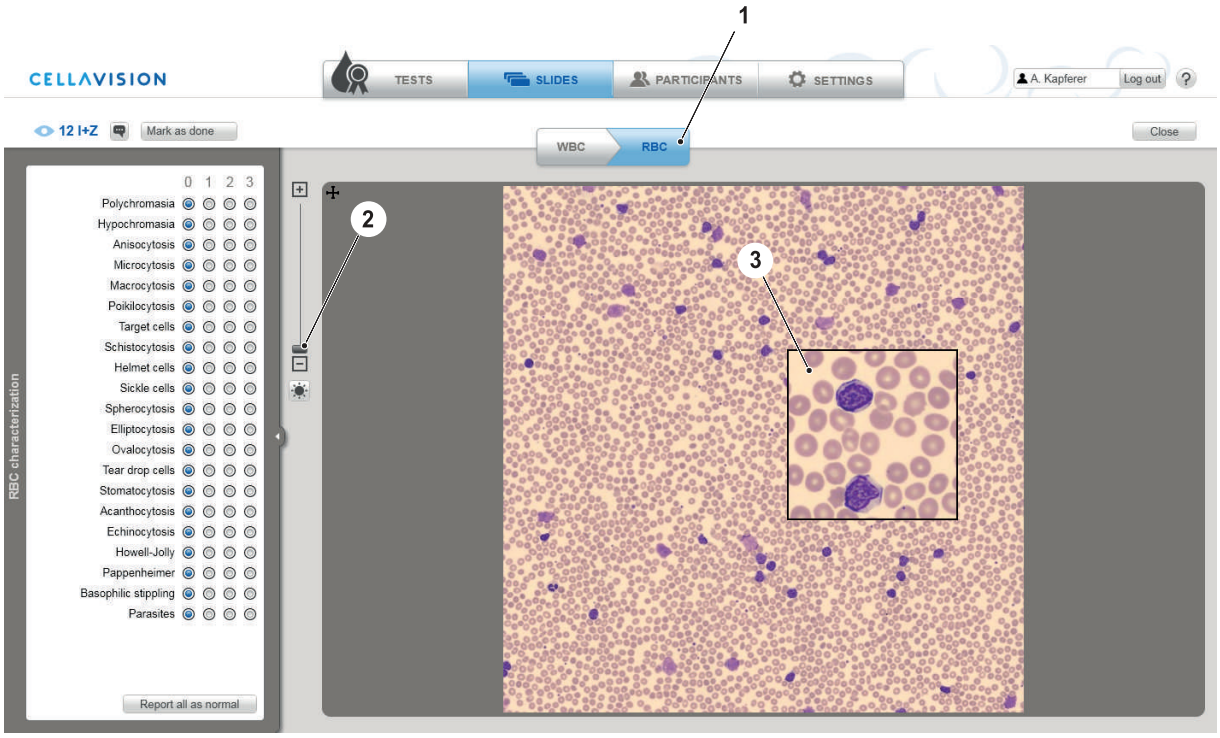
1. Click on the **WBC** tab.
2. Click on a WBC class in the side panel to show a gallery of all cells classified to that class in the main view. When using the two-class layout, left-click on a class to open it in the left gallery and right-click on a class to open it in the right gallery. Use the drop-down menu in an open WBC class gallery to switch between classes.
3. If necessary, re-classify cells by dragging and dropping them from one open class gallery to another or from an open class gallery to a class in the side panel. Select multiple cells at once by pressing CTRL or SHIFT.

Note:
It is not possible to re-classify cells from slides that are locked.

Delete cells by dragging them to the Trash class in the side panel or by choosing **Trash** from the right-click menu. Deleted cells are not visible for Participants.

Retrieve deleted cells by opening the Trash class and dragging cells from the Trash class to another cell class.

Verify RBC Classification



1. RBC tab
2. Zoom slider
3. Magnified area

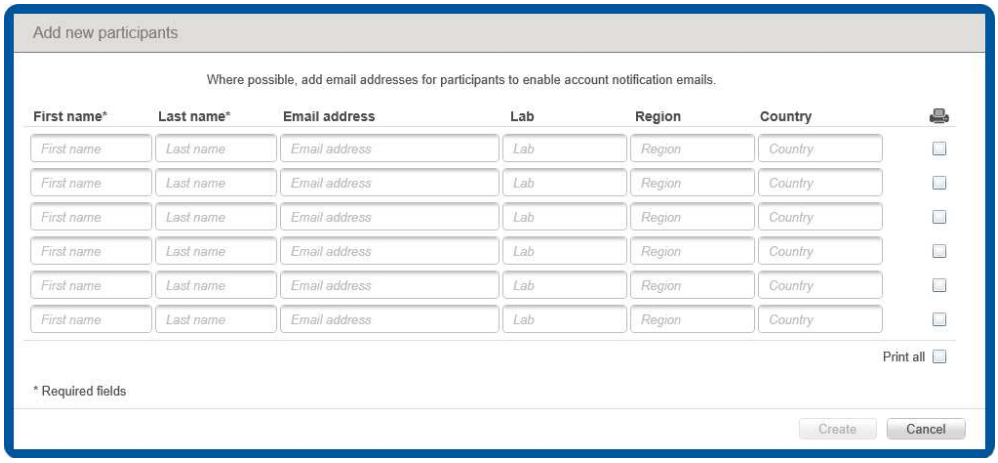
1. Click on the **RBC** (1) tab.
2. Zoom in to the RBC image using either the mouse wheel or the zoom slider (2). The RBC image corresponds to the area of 8 microscopic high power fields (HPF) (100x objective and a 22mm ocular).

   Note:
   Be aware that RBC images captured using a CellaVision® Image Capture System can be of different magnifications.
3. Move around the image by clicking and dragging it.
4. Double-click anywhere on the RBC image to magnify that area. Move the mouse around the RBC image to move the position of the magnified area (3). Click again to close it.
5. Grade the RBC morphology using the radio buttons in the side panel. If required, reset all morphologies grades to a normal level by clicking **Report all as normal**.

0	Normal level
1	Morphology is present at a low level
2	Morphology is present at a moderate level
3	Morphology is present at a high level

6 Create Participants

1. Click on **Add participants**.



2. Enter First name and Last name of the Participant. If available, enter the Participant's Email address to enable account notification and test status emails to be sent. Enter Lab, Region and Country.*
3. Select the print checkbox if the account information of the newly created Participants should be printed.
4. Click **Create**. An email listing all newly created Participants will be sent to the Examiner. Participants where an email address was provided will also receive an email containing their account information.

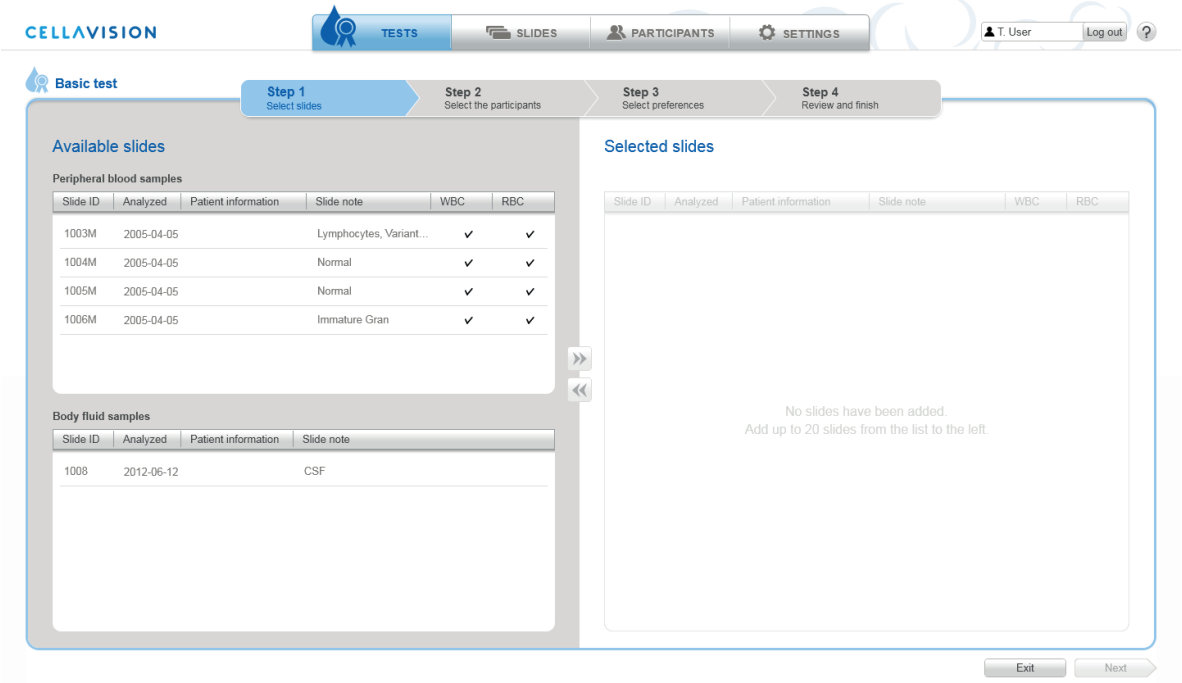
**Only available in the Enterprise version.*

Note:
The number of available Participants that can be added is determined by the license type.

7 Create a New Test

1. Enter a test name and click **Create**.

2. Select one or more slides in the Available slides list(s). Click on the column headers to sort the list. If no slides are shown click on the **SLIDES** tab and follow instructions.

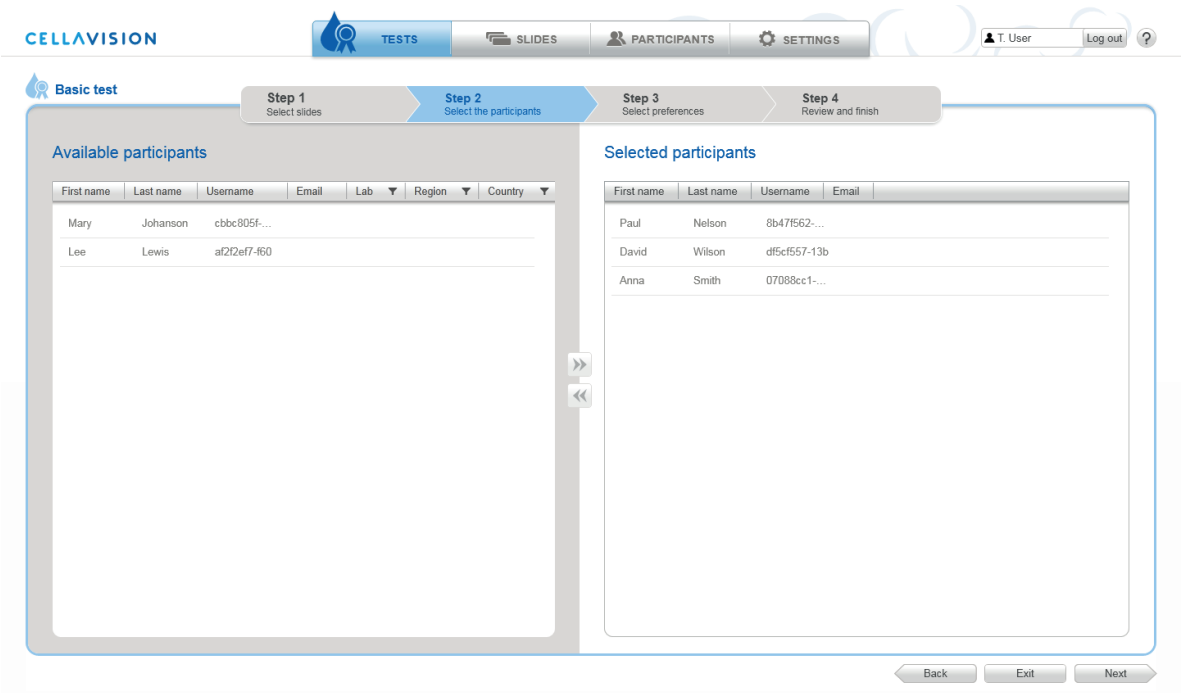


Note:
A maximum of 20 slides can be added per test. Tests can only include slides with either peripheral blood or body fluid samples, but not both.

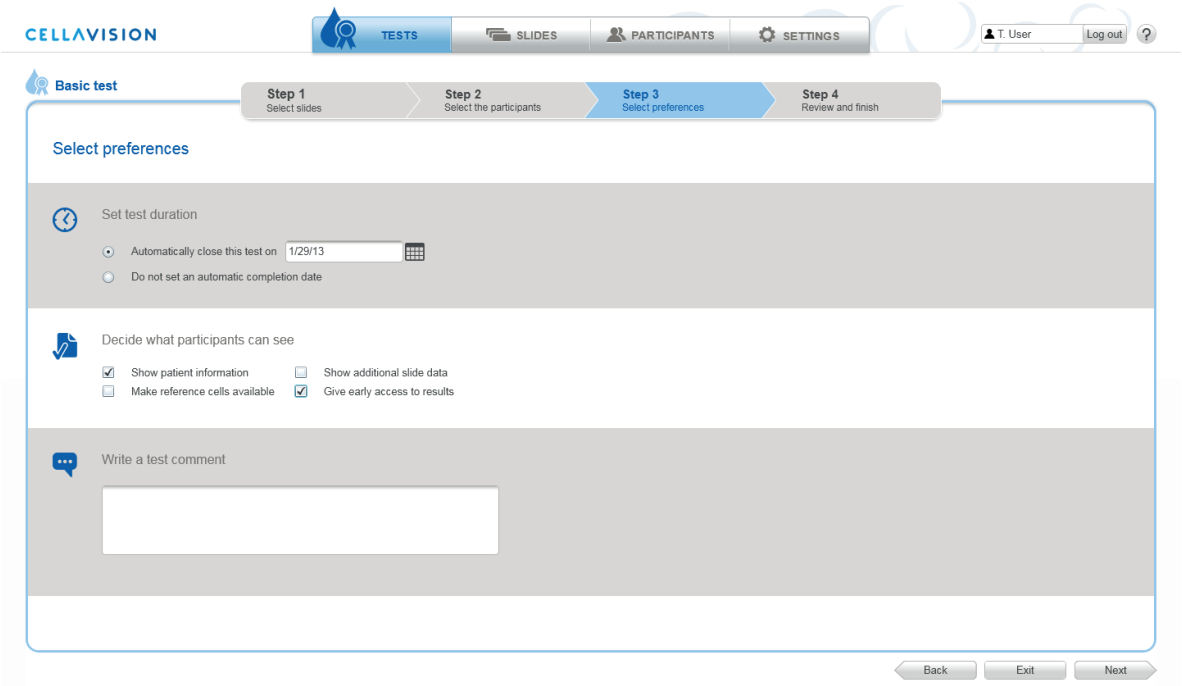
3. Click » to add the selected slides to the test and then click **Next** to proceed to Step 2 of the wizard.

4. Select one or more Participants in the Available Participants list. Click on the column headers to sort the list. Click ▼ to filter the list on Lab, Region or Country.* If no participants are shown click on the **PARTICIPANTS** tab and add Participants.

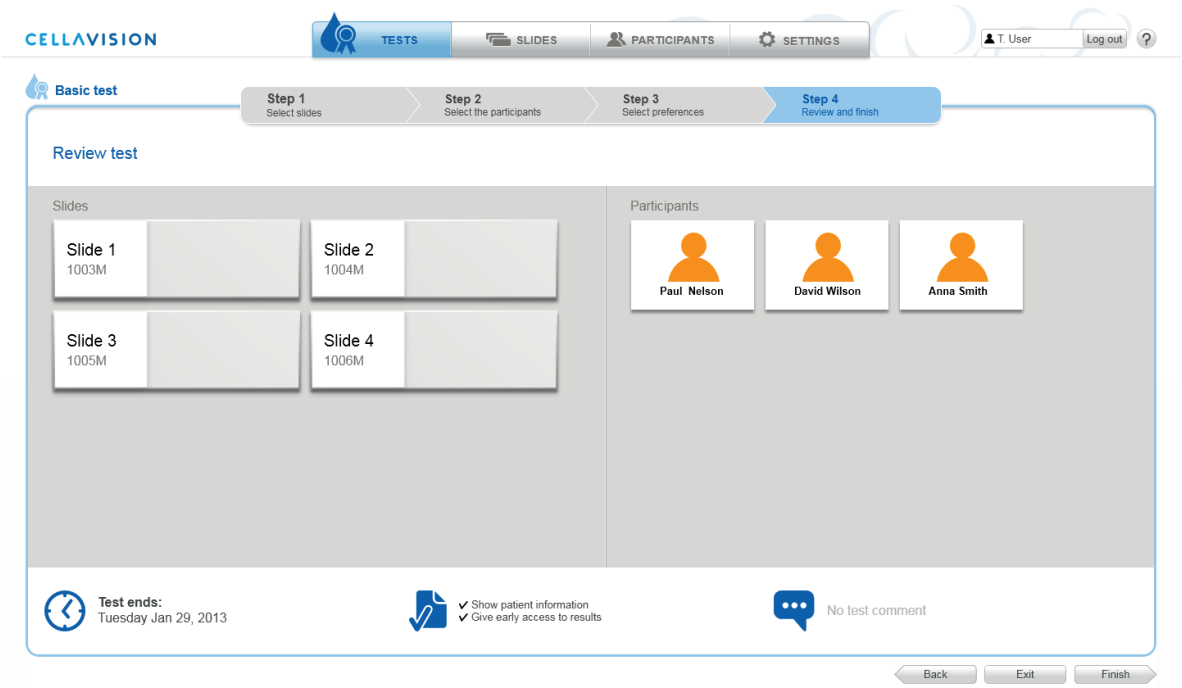
   ** Only available in the Enterprise version.*



5. Click » to add the selected participants to the test and then click **Next**.
6. Choose the test preferences and then click **Next.**



7. Review the test to ensure that the correct slides and Participants were added and the correct preferences were set.



8. Click **Finish** to distribute the test to all Participants. A notification email will be sent to all Participants who have an email address associated with their account. Participants with no email address need to be notified manually.

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