

# USER GUIDE

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My Technical Documents Notification User Guide



# My Technical Documents User Guide

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## 1. Introduction

Beckman Coulter is excited to announce the release of “My Technical Documents”, our brand new electronic technical documents notification tool. This new tool is web-based, easy to use and takes just minutes to set up. A few simple set up steps and you are on your way to taking advantage of this new tool.

## 2. Purpose

The purpose of this document is to outline and describe the features of the tool. It will serve as guide on how to set up an account, how to subscribe to documents and last a description of the different options available within the tool.

### 3. Registration

The registration option allows new users to register and create a userID and password before they start using the Technical Documents Notification feature.

All users must register and create a userID on the Beckman Coulter website before utilizing the technical documents notification feature. If the user already has an existing UserID with Beckman Coulter website, the same userID and password shall work and is not need to create a new UserID.

To register, visit <https://beckmancoulter.com/wsrportal/page/techdocSearch> and click on register.

Complete the form and upon confirmation, user will be qualified to start subscribing to notifications.

Figure 1 – Technical Documents Registration Form

**BECKMAN COULTER** Login | Contact Us Cart (0) Quote (0)

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#### Technical Document Account Registration

**Username & Password**

\* Username

\* Password  (minimum 7 alphanumeric characters)

\* Confirm Password

\* Email Address

\* Confirm Email

**User profile information**

Title

\* First Name

\* Last Name

Suffix

Position

Department

\* Phone Number

Extension

Fax

Comments

**lowagelo constantly**

Type the two words:

**CAPTCHA** stop spam, read books

\* Indicates required fields

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## 4. Setting up Subscriptions

The Subscriptions option allows users to search and subscribe to documents of their choice. Users are not limited to a certain number of subscriptions and subscriptions can be added or removed at any time.

To access this feature, select the Subscriptions tab under the My Technical Documents Tab. Start the subscription process by selecting *Add New Subscription*.

There are a total of 5 steps. Follow the directions for each step. Each step will require the user to select a data set which relates to the document/s the user wants to subscribe to. Step 5 will summarize the subscription and upon selecting *Finish and Subscribe*, the subscription will be added to the user profile

Note: Users must have a valid UserID and must sign in to access this tab

Figure 2 – Subscription Steps 1 through 5

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### Technical Documents & Software Downloads

On this page you can obtain product specific documentation including:

- Instructions for Use (IFU's)
- Certificates of Analysis
- Customer Notifications
- Safety Data Sheets (SDS/MSDS)
- Compliance Documentation
- Software Downloads

To obtain bibliography or literature (brochures, data sheets, applications information and more), click [here](#).

Technical Documents My Technical Documents Safety Data Sheets (SDS/MSDS) Software Download \* Indicates required fields

### My Technical Documents

Recent Updates Settings Subscriptions

**Step 1.** Using the drop down boxes below, select a Document Language, Market Segment and Product Line.

Document Language\* English Market Segment\* Diagnostics Product Line\* Chemistry

Note: If the document is not available in the language of choice, it will be provided in English. Each subscription allows for one language selection. If you need to receive notification on updates on a document in multiple languages, additional subscriptions are required.

Cancel Next >

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\* Indicates required fields

## My Technical Documents

Recent Updates | Settings | Subscriptions

**Step 2.** Select one or more Product Series.

- ☐ AU Systems
- ☐ Glucose Analyzer
- ☐ Synchron Clinical Systems
- ☒ UniCell DxC Systems

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Technical DocumentsMy Technical DocumentsSafety Data Sheets (SDS/MSDS)Software Download

\* Indicates required fields

## My Technical Documents

Recent UpdatesSettingsSubscriptions

**Step 3.** Select one or more Products.

By selecting one or more products below, you are subscribing to associated documents such as MSDS, IFU, Declaration of Conformity, Certificate of Analysis, and Customer Notification if available.

- ☐ UniCel Dx C 600 Synchron Clinical Systems
- ☐ UniCel Dx C 800 Synchron Clinical Systems
- ☒ UniCel Dx C Test Menu

Cancel< PreviousNext >

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\* Indicates required fields

## My Technical Documents

Recent UpdatesSettingsSubscriptions

**Step 4.** Select the reagent / consumables.

By selecting one or more assays below, you are subscribing to associated documents such as MSDS, IFU, and Customer Notification for assay specific reagents, calibrators, and controls if available.

UniCel Dx C Test Menu

☒ Check All

☒ AAGX (Sentinel Diagnostics Alpha-1 Acid Glycoprotein Assay)  
☒ ACTM (Acetaminophen)  
☒ ALB (Albumin)  
☒ ALBm (Albumin)  
☒ ALP (Alkaline Phosphatase)  
☒ ALT (Alanine Aminotransferase)  
☒ ALT- (Alanine Aminotransferase) IFCC  
☒ AMKX (QMS Amikacin Assay)  
☒ AMM (Ammonia)  
☒ AMPH (Amphetamine)  
☒ AMY7 (Amylase G7)  
☒ ASO (Antistreptolysin-O)  
☒ AST (Aspartate Aminotransferase)  
☒ AST- (Pyridoxal-5'-phosphate Aspartate Aminotransferase) IFCC  
☒ ApoA (Apolipoprotein A)

☒ IBCT (Total Iron Binding Capacity)  
☒ ISE Buffer Na  
☒ ISE Reference  
☒ IgA (Immunoglobulin A)  
☒ IgG (Immunoglobulin G)  
☒ IgM (Immunoglobulin M)  
☒ KAPX (Sentinel Diagnostics Kappa Light Chain Assay)  
☒ LAMX (Sentinel Diagnostics Lambda Light Chain Assay)  
☒ LD (Lactate Dehydrogenase) IFCC  
☒ LD-P (Lactate Dehydrogenase)  
☒ LDLD (LDL Cholesterol)  
☒ LI (Lithium)  
☒ LIP (Random Access Lipase)  
☒ LIPA (Lipase)  
☒ LIWA (Lipase Wash)

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Technical Documents

My Technical Documents

Safety Data Sheets (SDS/MSDS)

Software Download

\* Indicates required fields

My Technical Documents

Recent Updates

Settings

Subscriptions

Step 5 Review your selections. Click "Finish and Subscribe" to complete your subscription.

|                      |                                                                                                                                                                                                                                                  |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Language:   | English                                                                                                                                                                                                                                          |
| Market Segment:      | Diagnostics                                                                                                                                                                                                                                      |
| Product Line:        | Chemistry                                                                                                                                                                                                                                        |
| Product Series:      | UniCel DxC Systems                                                                                                                                                                                                                               |
| Products:            | UniCel DxC Test Menu                                                                                                                                                                                                                             |
| UniCel DxC Test Menu | <div>AAGX (Sentinel Diagnostics Alpha-1 Acid Glycoprotein Assay)<br/>ACTM (Acetaminophen)<br/>ALB (Albumin)<br/>ALBm (Albumin)<br/>ALP (Alkaline Phosphatase)<br/>ALT (Alanine Aminotransferase)<br/>Al T- (Alanine Aminotransferase) IFCC</div> |

You have selected to subscribe to the document categories associated with these selected products.

Cancel

< Previous

Finish and Subscribe

## 5. Modify Notification Settings

The Settings option allows users to set their email notification preferences. Users will be allowed to change the language of the email and the frequency of the email notifications

To access this feature, select the Settings tab under the My Technical Documents Tab.

The language option allows users to select the language of their email notification. There are 26 languages to select from. The default language is English and will remain the default until the user updates this setting. This option does not determine the language of the technical document; it only determines the language of the email the user receives from Beckman Coulter.

The frequency option determines how often the user will receive notifications from Beckman Coulter. Notifications are only emailed when a selected document is updated by Beckman Coulter and the user has subscribed to that document. For example if a user selects weekly as their frequency and a document is updated 3 times within one week, the user will only receive one email at the end of the week with the most recent version of the document. The default frequency is weekly and will remain the default until the user updates this setting.

Figure 3- Setting Tab

The screenshot shows the Beckman Coulter website interface. At the top is a navigation bar with the Beckman Coulter logo, a welcome message for user CNCHIEM1219, and links for Logout, Contact Us, Cart (2), and Quote (0). Below this is a secondary navigation bar with tabs for COMPANY, SUPPORT, Research & Discovery, Diagnostics, and Industrial. The main content area is titled 'Technical Documents & Software Downloads' and lists various document types available for download. Below this is a section for 'My Technical Documents' with tabs for Recent Updates, Settings, and Subscriptions. The 'Settings' tab is active, showing the 'Notification Settings' form. The form includes a message about email notifications being sent to CNCHIEM@BECKMAN.COM, a language selection dropdown set to 'English', and a frequency selection dropdown set to 'Daily'. A 'Save Changes' button is at the bottom of the form. A note at the bottom of the form states that selecting 'None' will suspend notifications and that users can resume by changing frequency settings to 'Daily', 'Weekly', or 'Monthly'.

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Technical Documents My Technical Documents Safety Data Sheets (SDS/MSDS) Software Download \*Indicates required fields

### My Technical Documents

Recent Updates Settings Subscriptions

#### Notification Settings

Notifications of documentation updates will be sent to CNCHIEM@BECKMAN.COM.

The language for your emails, select only one language. Individual documents may be obtained in different languages.

English

Frequency for email notifications. NOTE: Notifications will only be sent when the selected documentation is updated.

Daily

Save Changes

By selecting "None (Turning off for now)", all notification will be suspended. To resume notification function, you can change frequency settings to "Daily", "Weekly" or "Monthly".

## 6. Recent Updates

The Recent Updates features allows users to see at real time all the documents they have subscribed to which were updated by Beckman Coulter.

To access this feature, select the Recent Updates tab under the My Technical Documents Tab.

The section displays all the documents which the user has subscribed to and has been updated within the current month. This form is dynamic and does not wait for the email notification to be released before being viewable in this section. Documents are viewable immediately upon an update from Beckman Coulter.

The following features are available in this section:

- View all documents for Current Month
- View all documents for Previous Month
- Download and/or view one or all documents at the same time
- Ascend/Descend data columns

Figure 4 – Recent Updates Tab

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### My Technical Documents

Recent Updates Settings Subscriptions

#### Technical Document Search Results

Month: Current Month View 10 per page

First Prev 1 Next Last

| <input type="checkbox"/> Document Name                                          | Document Type                    | Line/Series/Product                                                                                 | Document No. | Item REF No. | Lot No. | Release Date | Product Use | Language |
|---------------------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------|--------------|--------------|---------|--------------|-------------|----------|
| <input type="checkbox"/> <a href="#">Barbiturates (.doc version)</a>            | Consumable IFUCIS /Setting Sheet | <a href="#">Chemistry Test Menu...</a>                                                              | TTEST006AA   | 475012       |         | 04-19-2013   | IVD         | English  |
| <input type="checkbox"/> <a href="#">SYNCHRON Systems DRUG CAL2, Levels 1-6</a> | Consumable IFUCIS /Setting Sheet | <a href="#">Chemistry Test Menu...</a>                                                              | A85957AB     | 469630       |         | 04-19-2013   | IVD         | English  |
| <input type="checkbox"/> <a href="#">Creatinine Reagent Kit</a>                 | Material Safety Data Sheet       | CX5; SYNCHRON LX; UniCel Dx:C 860; UniCel Dx:C 880; UniCel Dx:C 800                                 | 472525AH     | 472525       |         | 04-11-2013   | IVD         | English  |
| <input type="checkbox"/> <a href="#">Amphetamines Reagent</a>                   | Material Safety Data Sheet       | CX4; CX7; CX5; CX4CE; CX5CE; CX9 ALX; CX5 DELTA; CX7 DELTA; CX4 DELTA; SYNCHRON LX; UniCel Dx:C 880 | 475000AF     | 475000       |         | 04-10-2013   | IVD         | English  |

First Prev 1 Next Last Displaying 1 to 4 of 4 technical documents found.

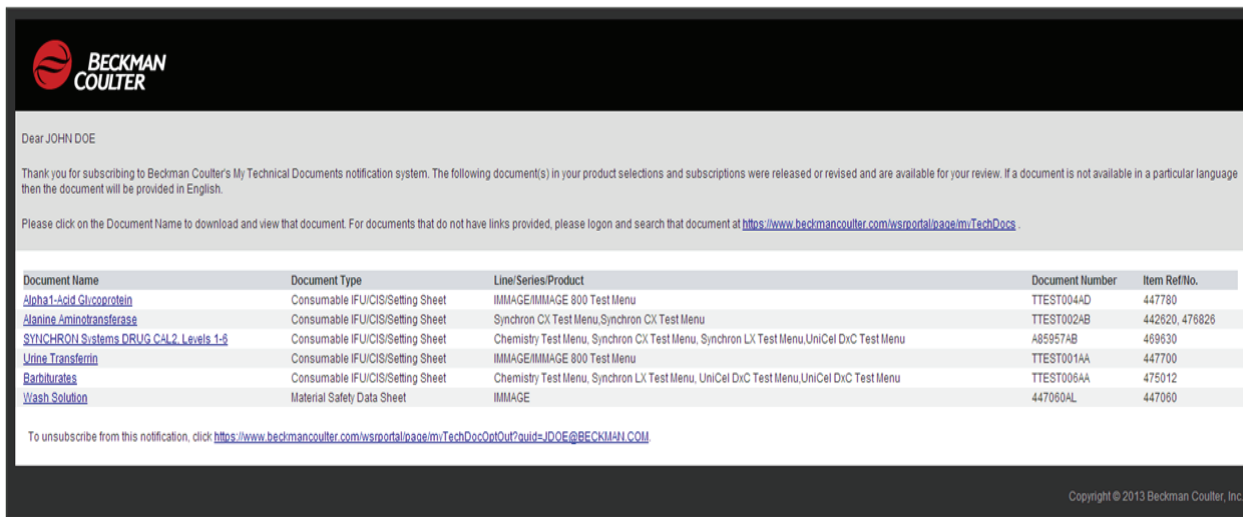
[Download](#)

## 7. Email Notifications

The email notification users receive displays all the documents which the user subscribed to and were updated by Beckman Coulter within a specific time period. Users can access the technical documents directly from the email by clicking on the document name.

The email notification is based on the selected email settings (language and frequency) and the documents within user's subscriptions. The email notification will always contain the most up to date document and will give users an option to access the Technical Documents section at [www.beckmancoulter.com](http://www.beckmancoulter.com) by clicking the provided URL.

Figure 5 – Sample Email Notification



The image shows a sample email notification from Beckman Coulter. It includes the company logo, a greeting to 'JOHN DOE', a thank you message for subscribing to the technical documents notification system, and a table of documents. The table lists document names, types, line/series/products, document numbers, and item reference numbers. At the bottom, there is an unsubscribe link and a copyright notice for 2013 Beckman Coulter, Inc.

Dear JOHN DOE

Thank you for subscribing to Beckman Coulter's My Technical Documents notification system. The following document(s) in your product selections and subscriptions were released or revised and are available for your review. If a document is not available in a particular language then the document will be provided in English.

Please click on the Document Name to download and view that document. For documents that do not have links provided, please login and search that document at <https://www.beckmancoulter.com/wsportal/page/portal/TechDocs>.

| Document Name                                         | Document Type                    | Line/Series/Product                                                                      | Document Number | Item Ref/No.   |
|-------------------------------------------------------|----------------------------------|------------------------------------------------------------------------------------------|-----------------|----------------|
| <a href="#">Alpha 1-Acid Glycoprotein</a>             | Consumable IFU/CIS/Setting Sheet | IMMAGE/IMMAGE 800 Test Menu                                                              | TTEST004AD      | 447780         |
| <a href="#">Alanine Amino transferase</a>             | Consumable IFU/CIS/Setting Sheet | Synchron CX Test Menu, Synchron CX Test Menu                                             | TTEST002AB      | 442820, 476826 |
| <a href="#">SYNCHRON Systems DRUG CAL2 Levels 1-8</a> | Consumable IFU/CIS/Setting Sheet | Chemistry Test Menu, Synchron CX Test Menu, Synchron LX Test Menu, UniCel Dx/C Test Menu | A85957AB        | 469630         |
| <a href="#">Urine Transferrin</a>                     | Consumable IFU/CIS/Setting Sheet | IMMAGE/IMMAGE 800 Test Menu                                                              | TTEST001AA      | 447700         |
| <a href="#">Barbiturates</a>                          | Consumable IFU/CIS/Setting Sheet | Chemistry Test Menu, Synchron LX Test Menu, UniCel Dx/C Test Menu, UniCel Dx/C Test Menu | TTEST006AA      | 475012         |
| <a href="#">Wash Solution</a>                         | Material Safety Data Sheet       | IMMAGE                                                                                   | 447060AL        | 447060         |

To unsubscribe from this notification, click <https://www.beckmancoulter.com/wsportal/page/portal/TechDocsOptOut?quid=JD0E@BECKMAN-COM>

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