

Agilent OpenLab CDS

# Software & Quick Reference Sheet

Agilent  
OpenLab

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# OpenLab CDS – Quick Reference Sheet

## Access Instruments and Projects

### CONTROL PANEL

Use the Desktop icon to launch OpenLab Control Panel.

### MANAGE USERS

ROLE: SYSTEM ADMIN

- Assign users to groups
- Assign roles to groups
- Use default roles or assign privileges to roles (use role **Chemist** for Acquisition and Data Analysis)
- Edit security policy
- Manage licenses

### PROJECTS

ROLE: PROJECT ADMIN

Create projects to organize your data:

- Activate method audit trails
- Apply project-specific options
- Add custom parameters for samples and compounds

★ Create shortcut for Data Analysis with a project.

 Launch Data Analysis for a project.

### INSTRUMENTS

ROLE: INSTRUMENT ADMIN

Create and configure instruments  
Monitor instruments

★ Create shortcut for acquisition with an instrument.

 Launch Acquisition for an instrument.

## Acquire Data

### CREATE ACQUISITION METHOD




Define acquisition and instrument parameters for runs using this method.

 Download to instrument to use new parameters immediately

### RUN A SINGLE SAMPLE

- Enter sample parameters
- Include acquisition method
- Optional: Include processing method
- Run

### RUN A SEQUENCE

-  Create a new sequence, or
  -  Open and edit a previously saved sequence, or
  -  Import a CSV file (also possible via drag and drop), or
- From a result set, or  
Click **Apply Template** to apply a sequence creation template

#### SEQUENCE

Edit sequence table:

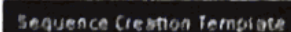
Right-click and use **Fill-down** to edit rows, **copy/paste** entire rows, ⇌ **pin columns** at the front

Edit injections and sequence parameters:

- For automated processing and reporting: enter existing processing method
- Define name of the result set

#### SEQUENCE CREATION TEMPLATE

Create a new template in the **Sequence Creation Template** window:



Use for cyclic sequences with varying numbers of samples.

### STATUS

View Run Queue, Instrument status, Online signals

### LAUNCH DATA ANALYSIS





Launch Data Analysis in review mode to show already completed injections of a running sequence: Click icon in the **Run Queue**.

## Analyze and Report Data

### REVIEW DATA

- To load data, double-click node in the **Data Selection** view
- ⇌ Pin injections or result sets for comparison
- Use **Peak Explorer** to view a sequence at a glance and identify trends or artifacts.
- Create custom result sets based on existing injections (right-click nodes in the injection tree to add them, click **Create new Result Set** in the ribbon).

### INJECTIONS AND PROCESSING METHODS

-  A processing method may already be linked (assigned) to the data. If not, create new master method
-  Link injections to the master processing method
-  A result set method (stored in result set folder) is generated on linking the master method to the injections.
-  Reprocess (automatic after linking, or manually)

### EDIT PROCESSING METHOD

Processing methods are divided in sections: e.g.


- **Integration Events** for all or for specific signals
- **Compounds:**  
Add compounds: Right-click a peak, or right-click the compound table.
- **Calibration:** Set number of calibration levels in the **General** tab
- **Spectra:** MS or UV reference spectra for confirmation or purity checks
- **Extraction > Spectrum:** Background correction settings
- **Tools > Custom Calculation:** Extend default calculations

### REPORT AND PRINT

 **Import default templates into your project**  
(start customizing templates from here):  
**Data Selection > Import Default Templates**

 **Print results manually:**  
In Data Analysis, edit the processing method **Reports** section, and link the method. Click **Print all** in the ribbon.

**Print processing method:**  
Go to **Data Processing > File** ribbon tab > **Print Method**

 **Print Individual PDF:**  
Go to **Reporting > Preview > Save as PDF**  
Sequence summary report: submenu **Save result set summary report**



# OpenLab CDS – Basic Information

## Terms

<b>ACQUISITION METHOD</b>	Includes the instrument settings for an experiment. Edited in <b>Acquisition</b> .
<b>AUDIT TRAIL</b>	A representation of changes to a record that includes 1) identity of the user who made the change, 2) date/time of the change, 3) description of the change, and 4) reason for the change. Configure audit trails in <b>OpenLab Control Panel</b> .
<b>LAYOUTS</b>	Define how and which information is displayed. Use preset <b>Layouts</b> or customize your personal layout. Changes in layouts are saved per user. Use ↶ <b>Reset</b> function to return to default layouts.
<b>LINKED METHOD</b>	Processing method that is assigned to an injection.
<b>PROCESSING METHOD</b>	Contains the information and parameters needed to process the data and generate results. Edited in <b>Data Analysis</b> .
<b>PROJECT</b>	Use to organize your data, e.g. by instrument, laboratory, or study. Apply individual access rights to each project
<b>REPORT TEMPLATE</b>	Defines the layout of a report. Edited in <b>Data Analysis</b> .
<b>RESULT SET</b>	Collection of raw data, methods, and injection list. Create custom result sets by combining single samples or sequence injections, and reprocess together.
<b>SEQUENCE CREATION TEMPLATE</b>	Defines a flexible pattern for creating new sequences. Useful for creating cyclic sequence. Edited in <b>Acquisition</b> .
<b>SEQUENCE TABLE</b>	Identifies the order of runs to be included in a sequence. Edited in <b>Acquisition</b> .

## Help and Learning

### GETTING STARTED



Access the interactive **Getting Started Modules** from the desktop by clicking the **OpenLab Help & Learning** icon.

The modules provide step-by-step instructions on the basic workflows and help you to familiarize yourself with OpenLab CDS.

### CONTEXT SENSITIVE HELP

Use **F1** to get context sensitive help.

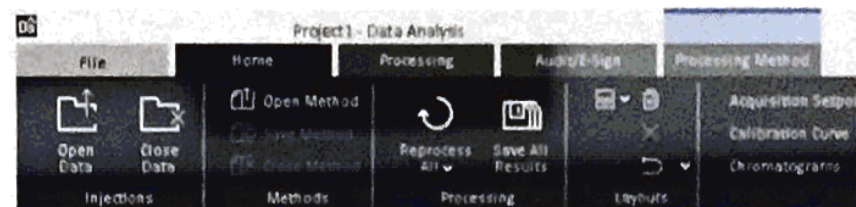
### SHORTCUTS



In the **Control Panel**: Create Desktop shortcuts for

- **Instruments** (Acquisition) and
- **Projects** (Data Analysis)

### MENU COMMANDS



Find commands in the ribbon. **Data Analysis**: contextual ribbon tabs (highlighted in blue) offer commands for the selected window.

## Prepare, Install, Configure

### Prepare:

The OpenLab CDS Requirements guide contains information on Hardware and Software requirements, Firewall ports, OS configuration

### Install, configure:

Click **setup.exe** on the USB stick to run the installation wizard.