



INSTRUMENTS

RKI Noncompliance Dashboard Manual

Part Number: 71-0502

Revision: P2

Released: 3/27/20

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Chapter 1: Description

The RKI Noncompliance Dashboard program utilizes information from your SDM-GX PC Program database. To get data to appear in the Dashboard, you must:

- Have the SDM-GX PC Program installed on your computer
- Download instrument data to the SDM-GX PC Program using a calibration station

The Dashboard program organizes information from your database in 6 different ways, as shown in the table below.

Tab		Description
Data	Alarms	Gas alarms and trouble alarms
	Bump Tests Bypassed	User bypassed bump during startup
	Powered Off During Alarm	Instrument turned off while in alarm condition
	Calibration Due	Instruments that are due for calibration
Devices		All devices in Dashboard database
Device Users		All users in Dashboard database

The Dashboard data updates every time the program is opened.

The SDM-GX PC Program can still be used to view data but it cannot be running at the same time as the RKI Noncompliance Dashboard.

RKI Noncompliance Dashboard

Alarms 31 Bump Tests Bypassed 8 Powered Off During Alarm 11 Calibration Due 44

Location: All locations User: Model: Serial Number: From Date: 08/12/2019 To Date: 02/12/2020

Model	Serial Number	Location	User	Alarm Type	Gas	Date ↓
GX-2009	428081289RN	CES	186	WARNING	OXY(19.5vol%)	10/25/2019 @ 17:01
GX-2009	428081289RN	CES	186	WARNING	OXY(19.5vol%)	10/25/2019 @ 17:00
GX-2009	428081289RN	CES	186	WARNING	OXY(19.5vol%)	10/25/2019 @ 11:19
GX-2009	428081289RN	CES	186	ALARM	OXY(23.5vol%)	10/25/2019 @ 10:12
GX-2009	428081289RN	CES	186	WARNING	OXY(19.5vol%)	10/25/2019 @ 09:30
GX-2009	428081289RN	CES	186	ALARM	OXY(23.5vol%)	10/24/2019 @ 15:51
GX-2009	428081289RN	CES	186	WARNING	OXY(19.5vol%)	10/24/2019 @ 08:02
GX-2009	428081289RN	CES	186	WARNING	OXY(19.5vol%)	10/24/2019 @ 07:33
GX-2009	428081289RN	CES	186	BATTERY FAIL	Body	10/22/2019 @ 18:25
GX-2009	428081289RN	CES	186	WARNING	H2S(10ppm)	10/22/2019 @ 18:25
GX-2009	428081289RN	CES	186	WARNING	OXY(19.5vol%)	10/22/2019 @ 13:36
GX-2009	428081289RN	CES	186	ALARM	OXY(23.5vol%)	10/22/2019 @ 13:36
GX-2009	428081289RN	CES	186	WARNING	OXY(19.5vol%)	10/22/2019 @ 13:36
GX-2009	428081289RN	CES	186	WARNING	OXY(19.5vol%)	10/22/2019 @ 13:35
GX-2009	428081289RN	CES	186	WARNING	OXY(19.5vol%)	10/21/2019 @ 09:42

Rows per page: 50 1-31 of 31

Chapter 2: Installation and Setup

- 1 . Install the SDM-GX PC Program.
- 2 . Connect instruments to the SDM-GX PC Program via calibration stations. See the SDM-03, SDM-2009, or SDM-2012 PC Controlled Configuration manuals for instructions.
- 3 . Download instrument data using the SDM-GX PC Program’s **Download** command. See the SDM-03, SDM-2009, or SDM-2012 PC Controlled Configuration manuals for instructions.
- 4 . Install the RKI Noncompliance Dashboard by following the InstallShield Wizard instructions.
- 5 . Launch the RKI Noncompliance Dashboard from the program list.

NOTE: The RKI Noncompliance Dashboard and SDM-GX programs cannot be running at the same time.

- 6 . Click **Database Settings**.

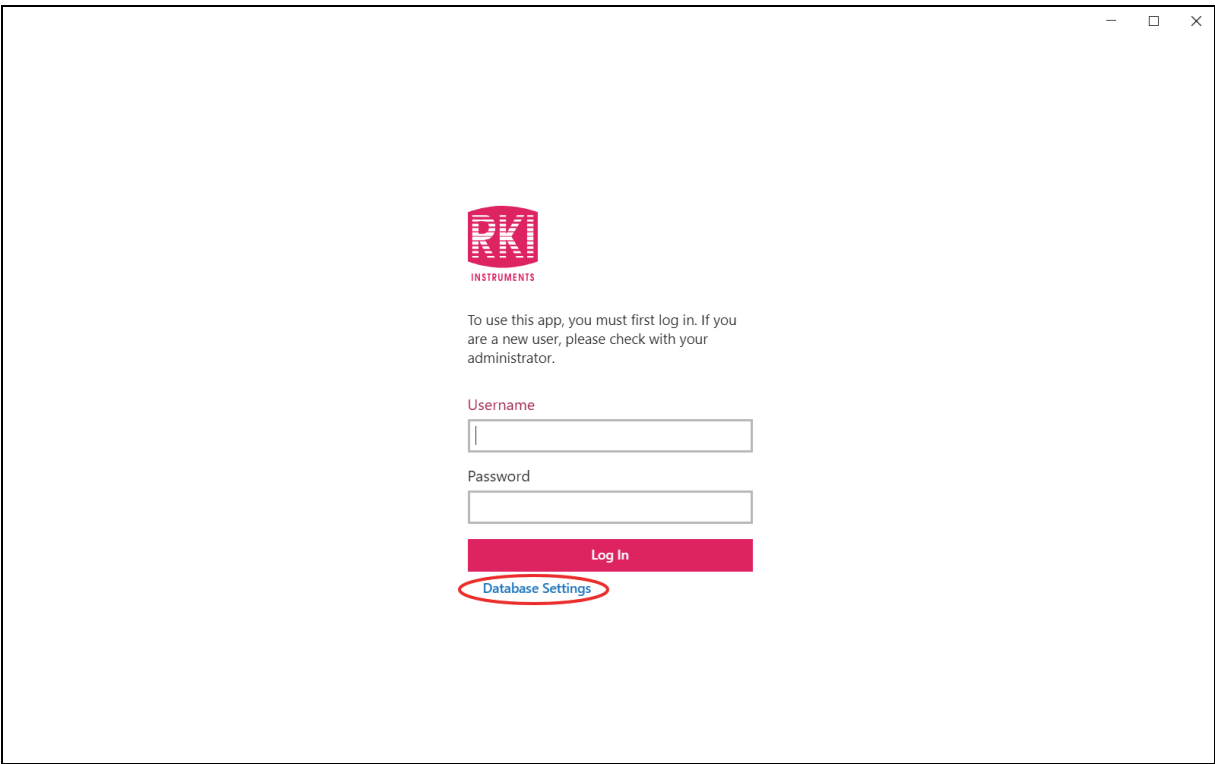


Figure 1: Database Settings Button

- 7 . Enter the file path for the SDM-GX program’s **SDMLog.mdb** database file. The default file path is shown below. If you have moved your SDM-GX database to be on a network, your file path will look different.

Program	File Path
SDM-GX	C:\Users\[user name]\AppData\Local\VirtualStore\Program Files (x86)\SDM-GX\SDMLog.mdb

The figure below shows an example of file path information.

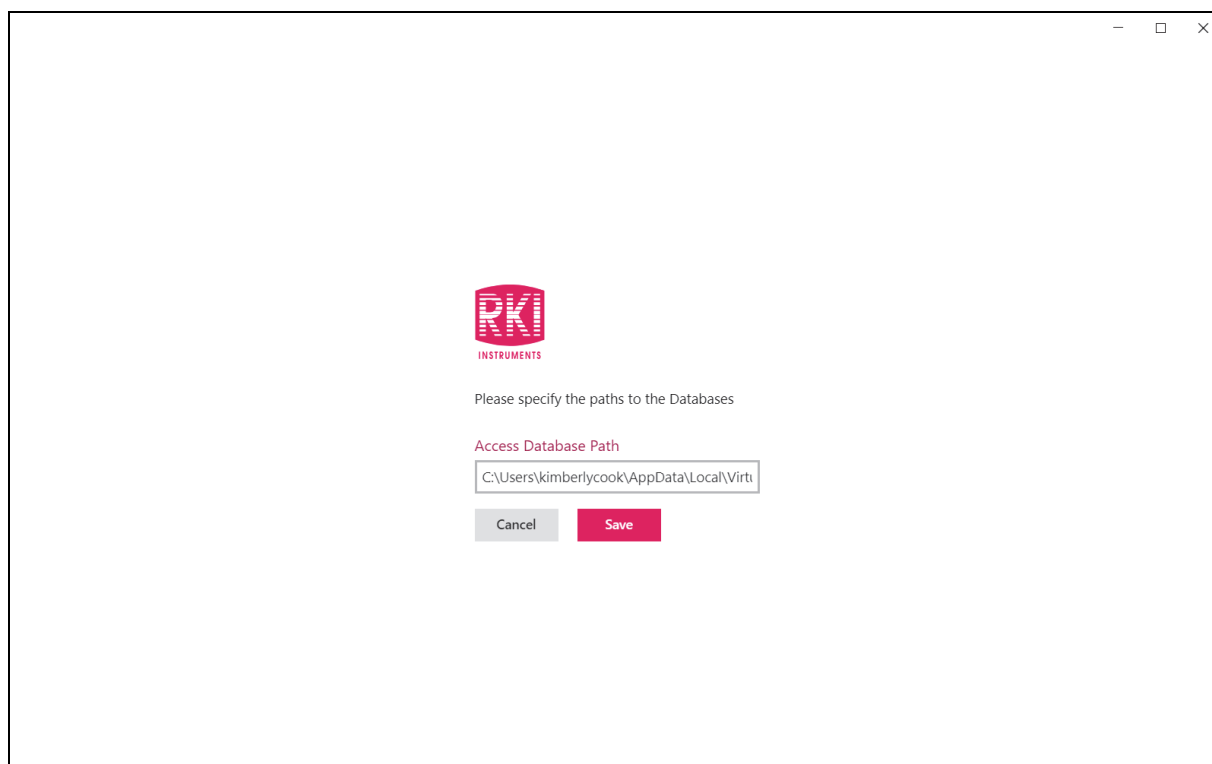


Figure 2: File Paths

- 8 . Click **Save**. The program automatically restarts.
- 9 . Enter **admin** (case-sensitive) into the user name and password fields. A user name and password are always required and cannot be changed.

Viewing the Version Number

- 1 . Click **RKI Administrator** in the lower left corner of the screen.

The screenshot shows the RKI Noncompliance Dashboard. On the left sidebar, the 'RKI Administrator' button, represented by a gear icon, is circled in red. The main area displays a summary of system status with metrics: Alarms (31), Bump Tests Bypassed (8), Powered Off During Alarm (11), and Calibration Due (44). Below these are search filters for Location, User, Model, Serial Number, From Date (08/12/2019), and To Date (02/12/2020). A table lists alarm events with columns for Model, Serial Number, Location, User, Alarm Type, Gas, and Date. The table shows 31 rows of data. At the bottom right of the table, it indicates 'Rows per page: 50' and '1-31 of 31'.

Figure 3: RKI Administrator Button

- 2 . Click **About**.

This screenshot is similar to Figure 3, but the 'About' button in the left sidebar is highlighted with a white background. The main dashboard content remains the same, showing the same summary metrics, search filters, and alarm event table.

Figure 4: About Button

3 . The version number displays. Click **OK**.

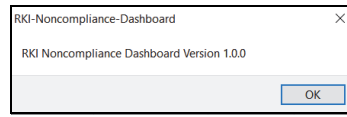


Figure 5: Version Number

Chapter 3: Alarms

The Alarms tab shows all gas alarm and trouble alarms (battery fail, sensor fail, etc.) that occurred during the defined time period.

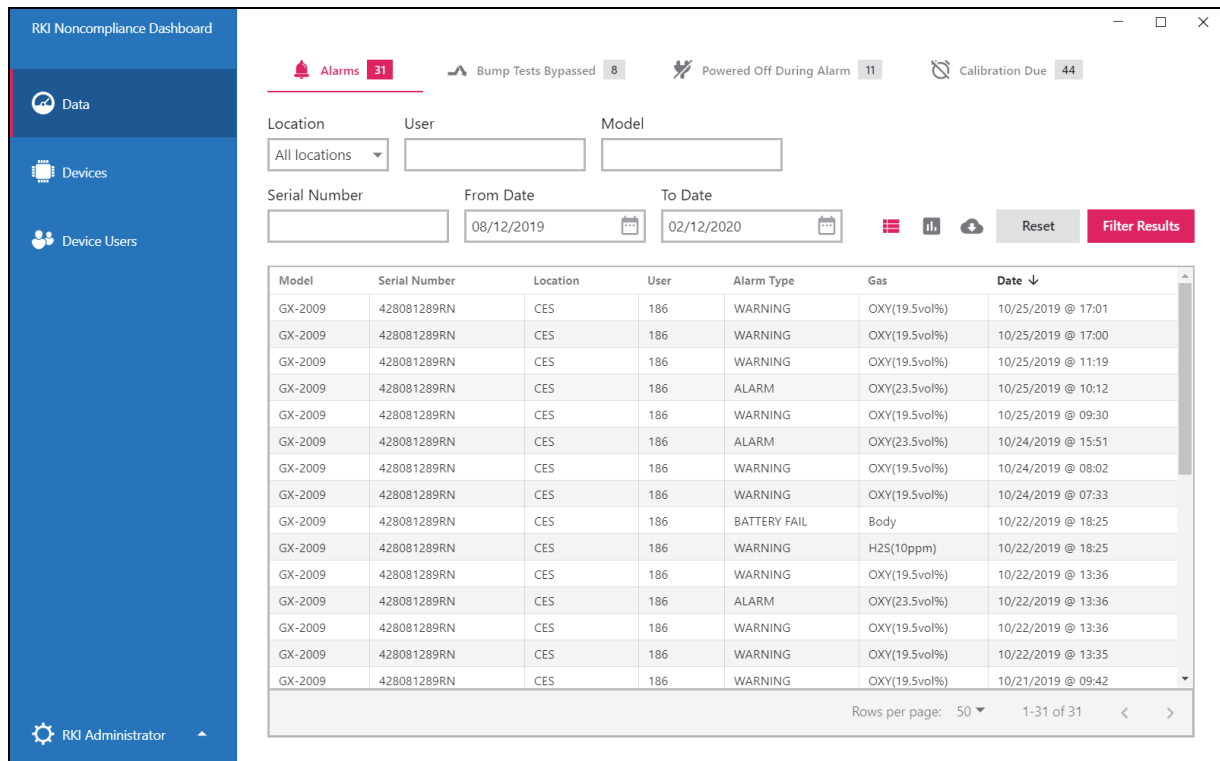


Figure 6: Alarms

Organizing Data

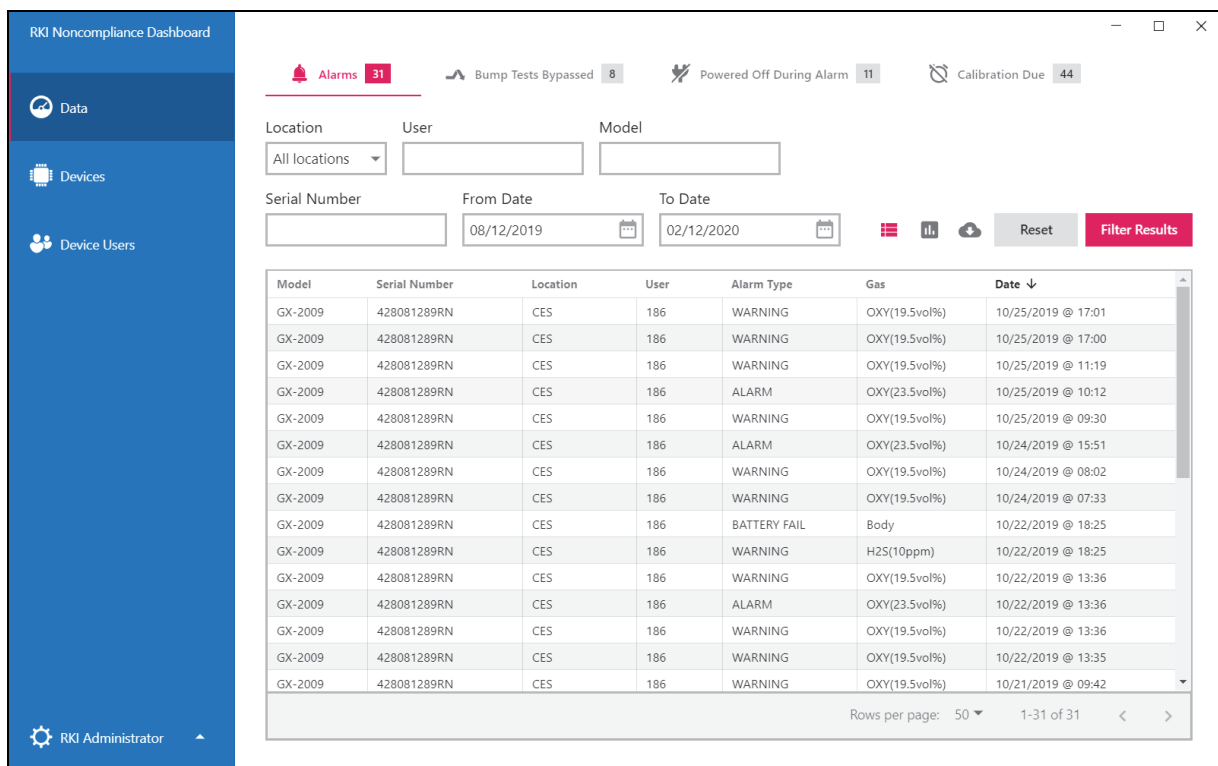
- 1 . Select or enter the desired information to sort data by:
 - location
 - user
 - model name
 - serial number
 - date (use calendar icon and/or click on year to select a date)
- 2 . Click **Filter Results**.
- 3 . To reset any filtering click **Reset**.

Display Type

Alarms can be displayed in table or graph format.

Table

- 1 . Display alarm data as a table by clicking the table  button.
- 2 . Data is displayed one alarm type per line. An instrument that had 3 channels go into a Warning condition at the exact same time will have 3 separate lines of data. Similarly, an instrument that had 1 channel enter and recover from a Warning condition 4 separate times throughout the day will have 4 separate lines of data.
- 3 . Included information depends on your filter settings. If necessary, change the filtering as described in “Organizing Data” on page 8.
- 4 . At the bottom of the screen, you can select how many lines to display per page (20, 50, 100, or 1000) and you can toggle between pages.



RKI Noncompliance Dashboard

Alarms 31 Bump Tests Bypassed 8 Powered Off During Alarm 11 Calibration Due 44

Location: All locations User: Model:

Serial Number: From Date: 08/12/2019 To Date: 02/12/2020

Reset Filter Results

Model	Serial Number	Location	User	Alarm Type	Gas	Date ↓
GX-2009	428081289RN	CES	186	WARNING	OXY(19.5vol%)	10/25/2019 @ 17:01
GX-2009	428081289RN	CES	186	WARNING	OXY(19.5vol%)	10/25/2019 @ 17:00
GX-2009	428081289RN	CES	186	WARNING	OXY(19.5vol%)	10/25/2019 @ 11:19
GX-2009	428081289RN	CES	186	ALARM	OXY(23.5vol%)	10/25/2019 @ 10:12
GX-2009	428081289RN	CES	186	WARNING	OXY(19.5vol%)	10/25/2019 @ 09:30
GX-2009	428081289RN	CES	186	ALARM	OXY(23.5vol%)	10/24/2019 @ 15:51
GX-2009	428081289RN	CES	186	WARNING	OXY(19.5vol%)	10/24/2019 @ 08:02
GX-2009	428081289RN	CES	186	WARNING	OXY(19.5vol%)	10/24/2019 @ 07:33
GX-2009	428081289RN	CES	186	BATTERY FAIL	Body	10/22/2019 @ 18:25
GX-2009	428081289RN	CES	186	WARNING	H2S(10ppm)	10/22/2019 @ 18:25
GX-2009	428081289RN	CES	186	WARNING	OXY(19.5vol%)	10/22/2019 @ 13:36
GX-2009	428081289RN	CES	186	ALARM	OXY(23.5vol%)	10/22/2019 @ 13:36
GX-2009	428081289RN	CES	186	WARNING	OXY(19.5vol%)	10/22/2019 @ 13:36
GX-2009	428081289RN	CES	186	WARNING	OXY(19.5vol%)	10/22/2019 @ 13:35
GX-2009	428081289RN	CES	186	WARNING	OXY(19.5vol%)	10/21/2019 @ 09:42

Rows per page: 50 1-31 of 31

Figure 7: Alarms Table

Graph

- 1 . Display Alarms data as a graph by clicking the graph  button.
- 2 . The graph shows the total number of Warning and Alarm instances, combined, per day. Included locations, users, and dates depends on your filter settings. If necessary, change the filtering as described in “Organizing Data” on page 8.
- 3 . If you hover the mouse over a bar, you will see the date and the total number of Warning and Alarm instances, combined.

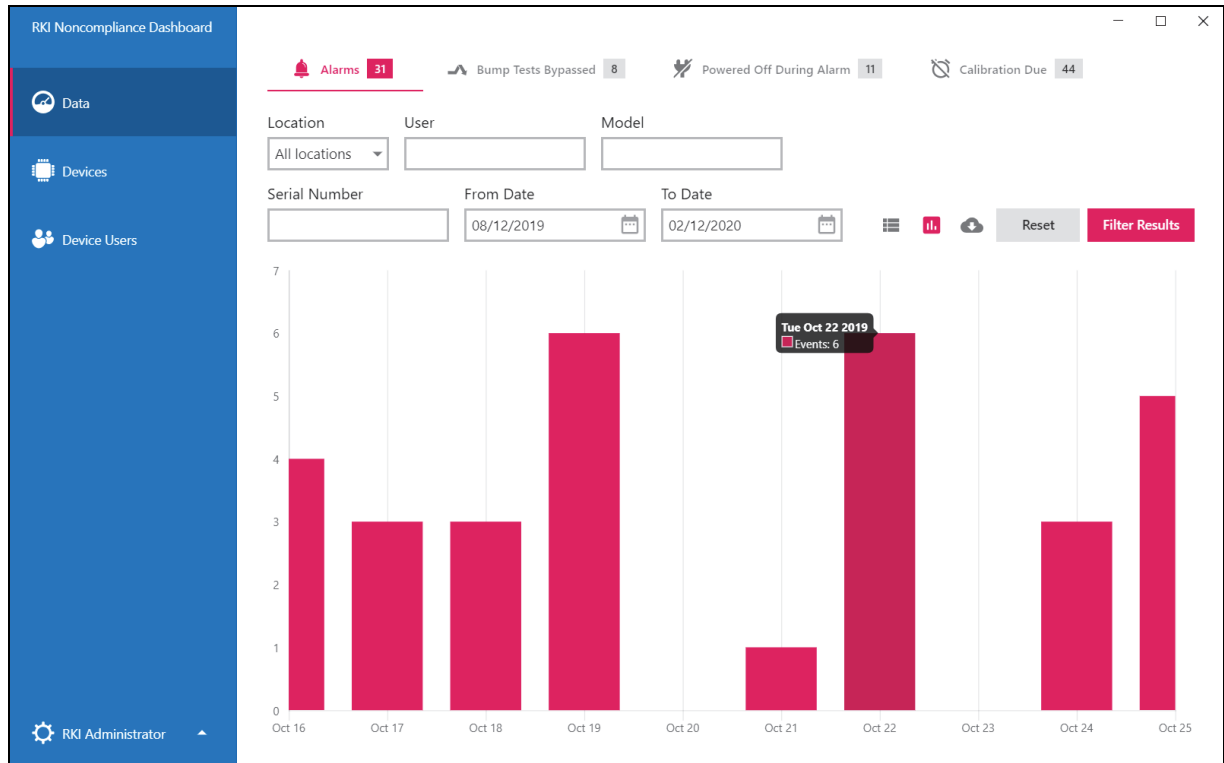


Figure 8: Alarms Graph

Exporting Data

- 1 . Export data to a .csv file by clicking the export  button.
- 2 . Navigate to a storage location and click **Save**.
- 3 . If you change the file name, you need to add “.csv” to the end of the name.

Chapter 4: Bump Tests Bypassed

The Bump Tests Bypassed tab shows all bump tests that were bypassed in the instrument warmup during the defined time period.

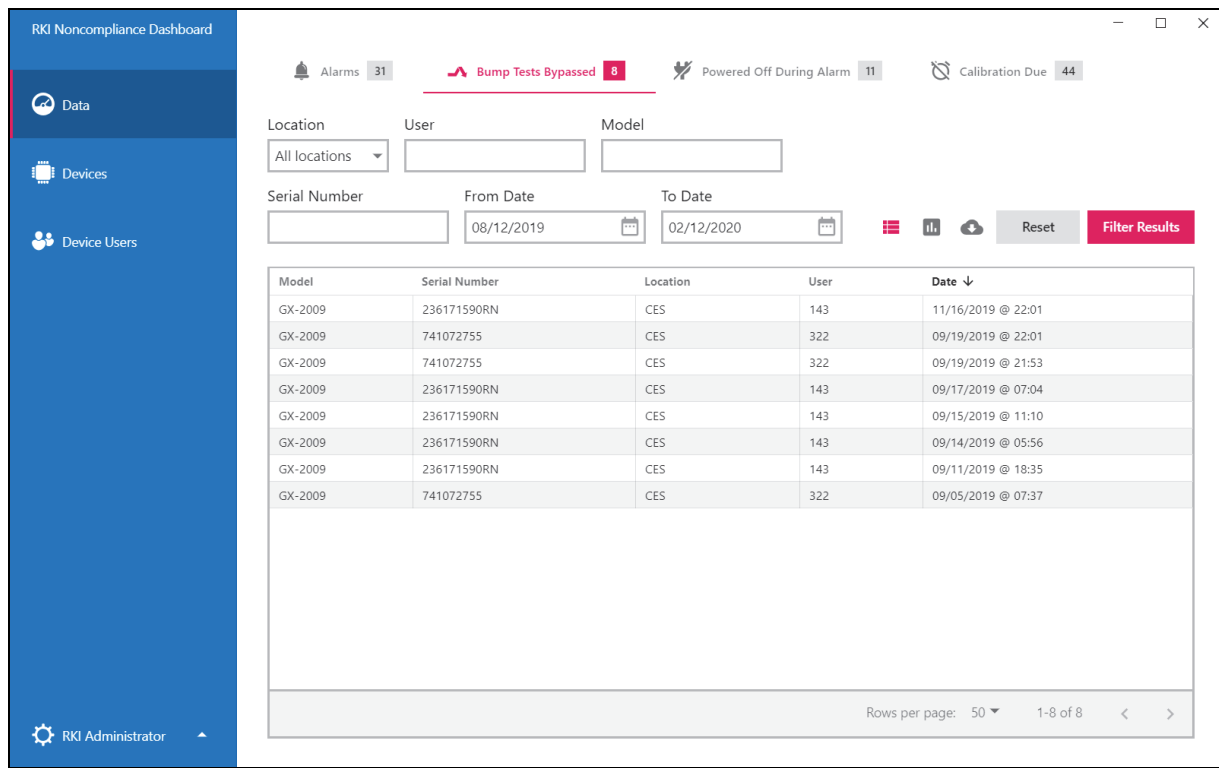


Figure 9: Bump Tests Bypassed

Definition of Bypassed Bump Test

A bypassed bump occurs if:

- Instrument's bump reminder is set to ON.
- Instrument's bump due action is set to CONFIRM TO USE.
- Bump test is due at startup.
- User presses button on instrument to acknowledge bump test and continue into Measuring Mode anyway.

Organizing Data

1 . Select or enter the desired information to sort data by:

- location
- user
- model name
- serial number
- date (use calendar icon and/or click on year to select a date)

- 2 . Click **Filter Results**.
- 3 . To reset any filtering click **Reset**.

Display Type

Bump Tests Bypassed can be displayed in table or graph format.

Table

- 1 . Display Bump Tests Bypassed data as a table by clicking the table  button.
- 2 . Data is displayed one bypassed bump test per line.
- 3 . Included locations, users, and dates depends on your filter settings. If necessary, change the filtering as described in “Organizing Data” on page 11.
- 4 . At the bottom of the screen, you can select how many lines to display per page (20, 50, 100, or 1000) and you can toggle between pages.

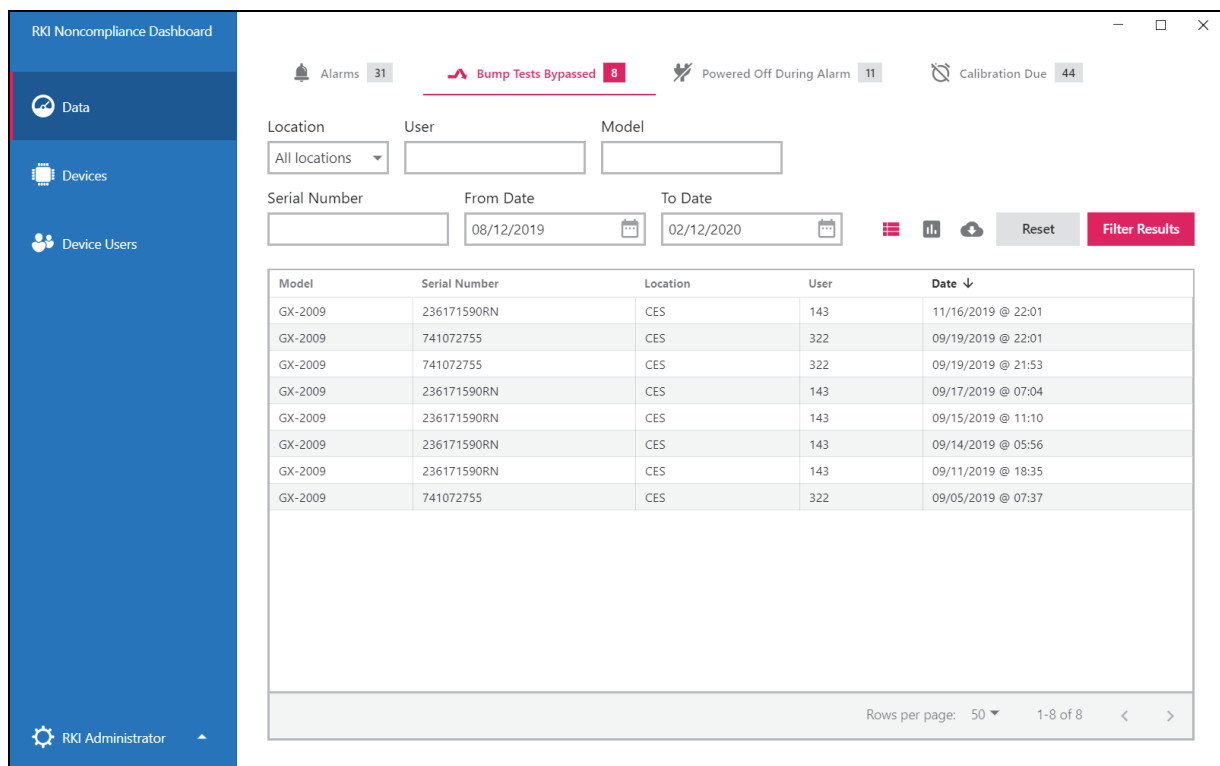


Figure 10: Bump Tests Bypassed

Graph

- 1 . Display Bump Test Bypassed data as a graph by clicking the graph  button.
- 2 . The graph shows the total number of bypassed bump tests per day. Included locations, users, and dates depends on your filter settings. If necessary, change the filtering as described in “Organizing Data” on page 11.

- 3 . If you hover the mouse over a bar, you will see the date and the total number of bypassed bump tests.



Figure 11: Bump Tests Bypassed Graph

Exporting Data

- 1 . Export data to a .csv file by clicking the export  button.
- 2 . Navigate to a storage location and click **Save**.
- 3 . If you change the file name, you need to add “.csv” to the end of the name.

Chapter 5: Powered Off During Alarm

The Powered Off During Alarm tab shows all occasions during the defined time period where the instrument was turned off while it was still in a Warning or Alarm condition.

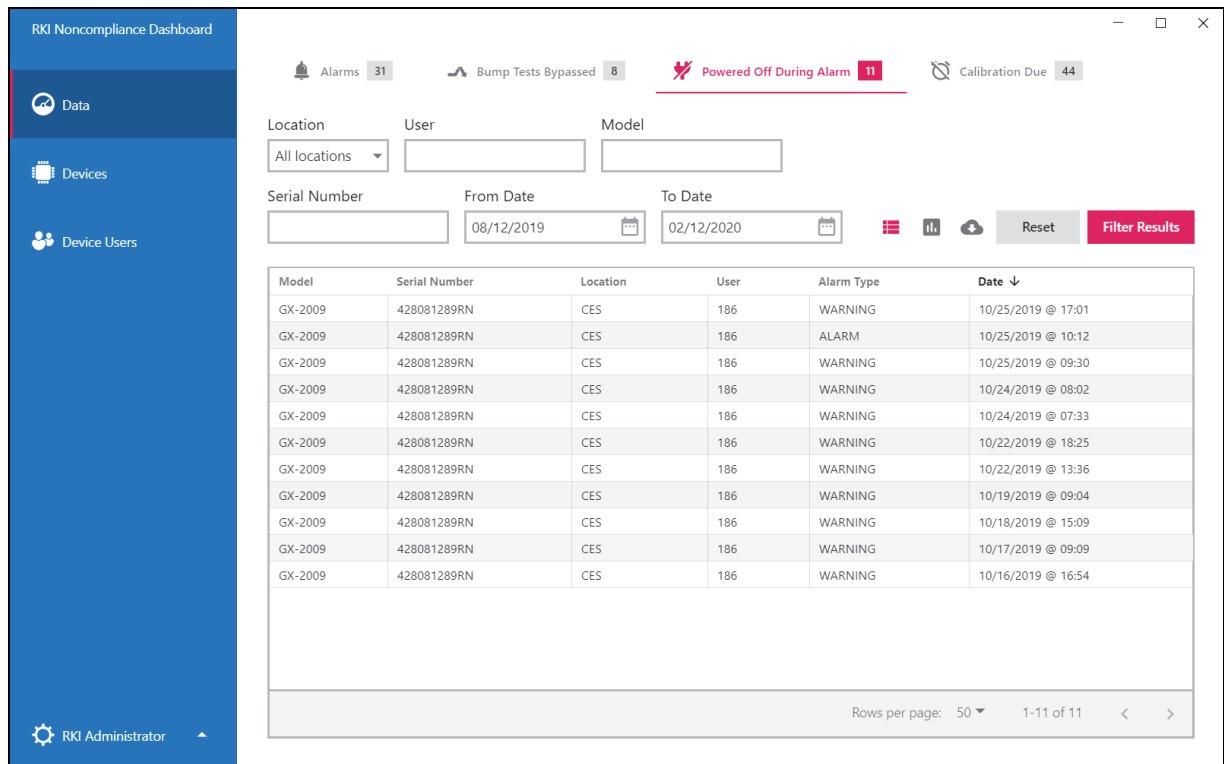


Figure 12: Powered Off During Alarm

Definition of Powered Off During Alarm

A unit is considered powered off during an alarm if:

- Any channel goes into a Warning or Alarm condition.
- The instrument is turned off while still in Warning or Alarm condition (LEDs flashing, buzzer sounding, motor vibrating, gas reading flashing).
- If the Warning or Alarm condition is cleared (no LEDs flashing, no buzzer sounding, no motor vibrating, and no gas reading flashing) and the instrument is turned off immediately afterwards, that does not count as a Powered Off During Alarm record because the Warning or Alarm condition had cleared.

Organizing Data

1 . Select or enter the desired information to sort data by:

- location
- user
- model name
- serial number

- date (use calendar icon and/or click on year to select a date)
- 2 . Click **Filter Results**.
 - 3 . To reset any filtering click **Reset**.

Display Type

Powered Off During Alarm data can be displayed in table or graph format.

Table

- 1 . Display Powered Off During Alarm data as a table by clicking the table  button.
- 2 . Data is displayed one instance per line.
- 3 . Included locations, users, and dates depends on your filter settings. If necessary, change the filtering as described in “Organizing Data” on page 14.
- 4 . At the bottom of the screen, you can select how many lines to display per page (20, 50, 100, or 1000) and you can toggle between pages.

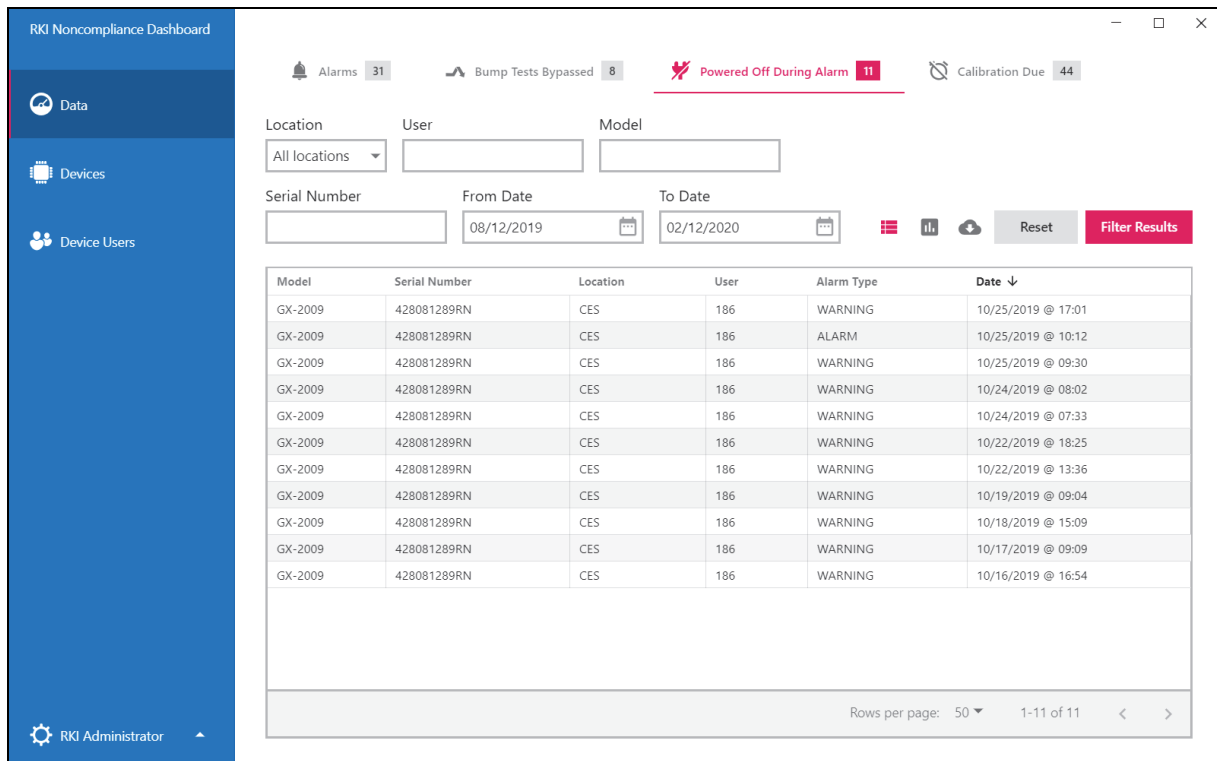


Figure 13: Powered Off During Alarm

Graph

- 1 . Display Powered Off During Alarm data as a graph by clicking the graph  button.
- 2 . The graph shows the total number of bypassed bump tests per day. Included locations, users, and dates depends on your filter settings. If necessary, change the filtering as described in “Organizing Data” on page 14.

- 3 . If you hover the mouse over a bar, you will see the date and the total number of powered off during alarm instances.



Figure 14: Powered Off During Alarm Graph

Exporting Data

- 1 . Export data to a .csv file by clicking the export  button.
- 2 . Navigate to a storage location and click **Save**.
- 3 . If you change the file name, you need to add “.csv” to the end of the name.

Chapter 6: Calibration Due

The Calibration Due tab shows all instruments that are currently due for calibration.

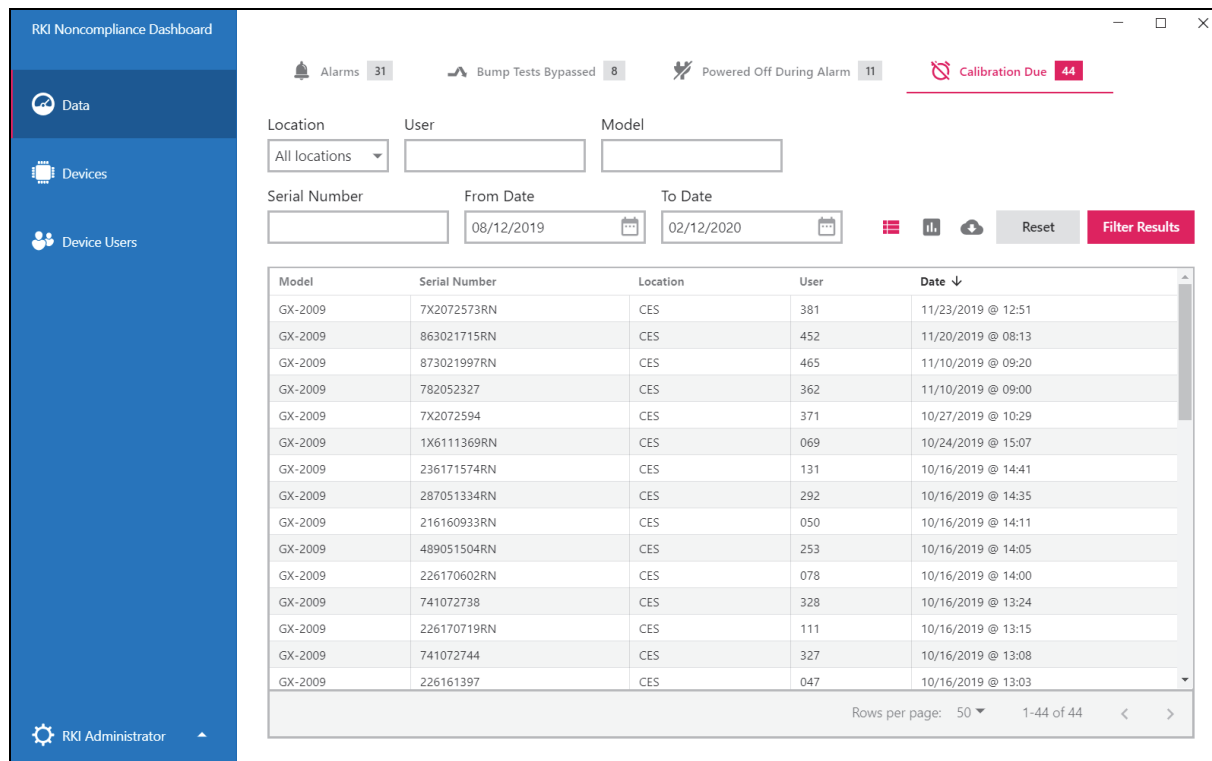


Figure 15: Calibration Due

Organizing Data

- 1 . Select or enter the desired information to sort data by:
 - location
 - user
 - model name
 - serial number
 - date (use calendar icon and/or click on year to select a date)
- 2 . Click **Filter Results**.
- 3 . To reset any filtering click **Reset**.

Display Type

Calibration Due data can be displayed in table or graph format.

Table

- 1 . Display Calibration Due data as a table by clicking the table  button.
- 2 . Data is displayed one instrument per line.

- 3 . The date indicated is the date the instrument became due for calibration.
- 4 . Included locations, users, and dates depends on your filter settings. If necessary, change the filtering as described in “Organizing Data” on page 17.
- 5 . At the bottom of the screen, you can select how many lines to display per page (20, 50, 100, or 1000) and you can toggle between pages.

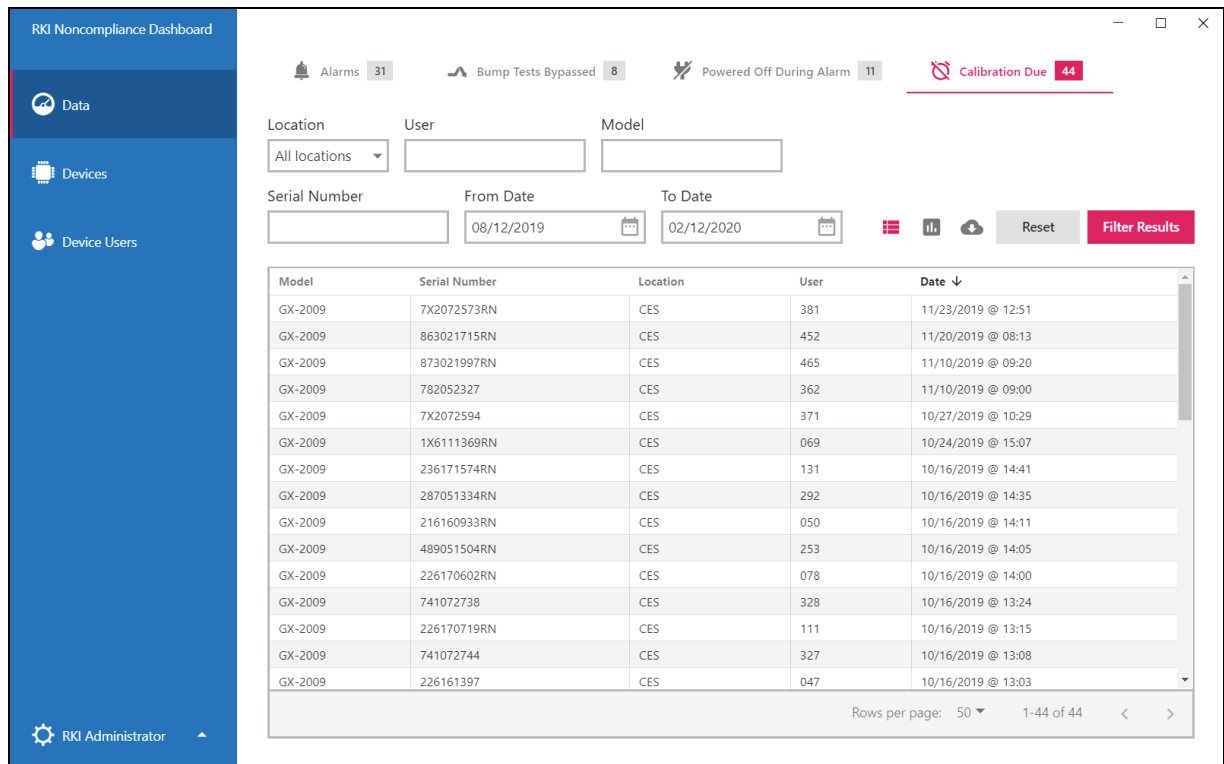


Figure 16: Calibration Due

Graph

- 1 . Display Calibration Due data as a graph by clicking the graph  button.
- 2 . The graph shows dates and the total number of instruments that became due for calibration on those dates. Included locations, users, and dates depends on your filter settings. If necessary, change the filtering as described in “Organizing Data” on page 14.

- 3 . If you hover the mouse over a bar, you will see the date and the total number of instrument that became due for calibration on that date.



Figure 17: Calibration Due Graph

Exporting Data

- 1 . Export data to a .csv file by clicking the export  button.
- 2 . Navigate to a storage location and click **Save**.
- 3 . If you change the file name, you need to add “.csv” to the end of the name.

Chapter 7: Devices

The Devices tab shows all instruments currently in the database.

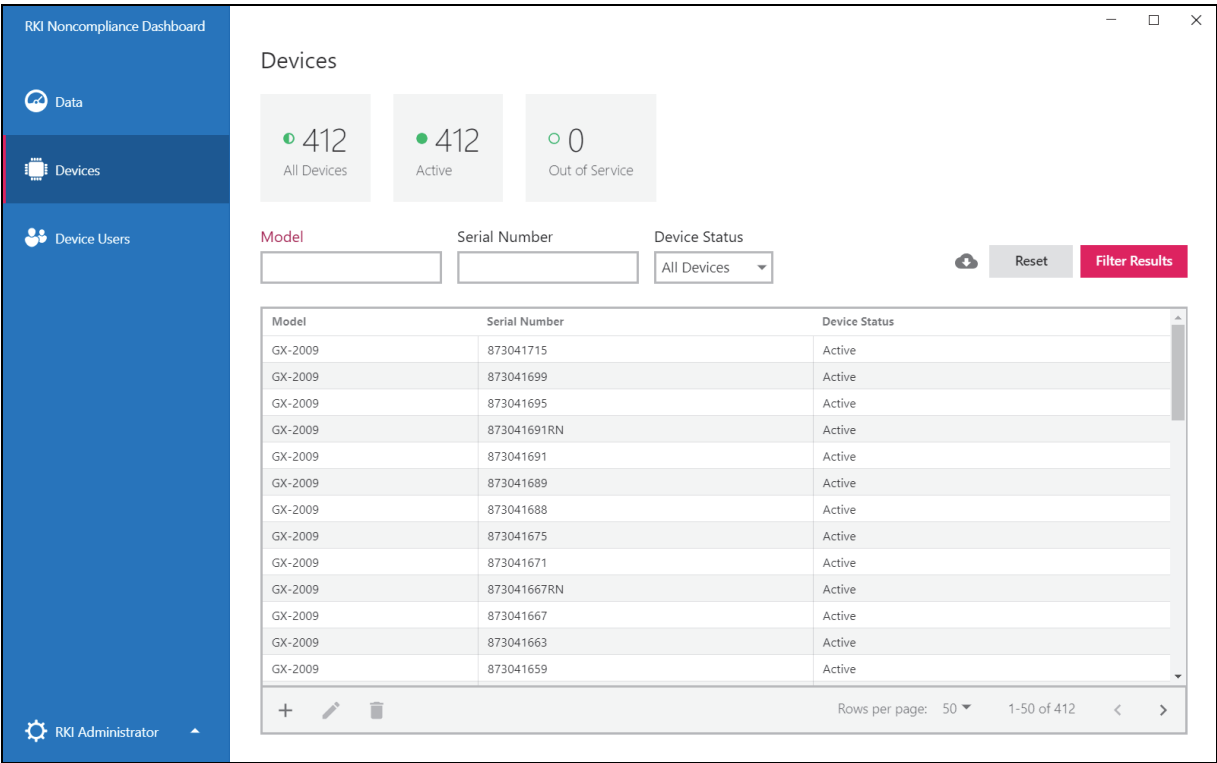


Figure 18: Devices

Organizing Data

- 1 . Select or enter the desired information to sort data by:
 - model name
 - serial number
 - device status
- 2 . Click **Filter Results**.
- 3 . To reset any filtering click **Reset**.

Adding a Device

Devices are automatically added to the Devices tab when an instrument is downloaded to the database. All model/serial number combinations that appear in the Alarms, Bump Tests Bypassed, Powered Off During Alarm, and Calibration Due tabs will automatically appear in the Devices tab.

You may want to manually add a device to the Devices tab if you are not regularly downloading instruments to your database but still want to keep track of the instruments in your inventory.

Adding a device in the Devices tab does not add or change information in an instrument.

- 1 . Click the  icon in the lower left corner of the Devices tab.

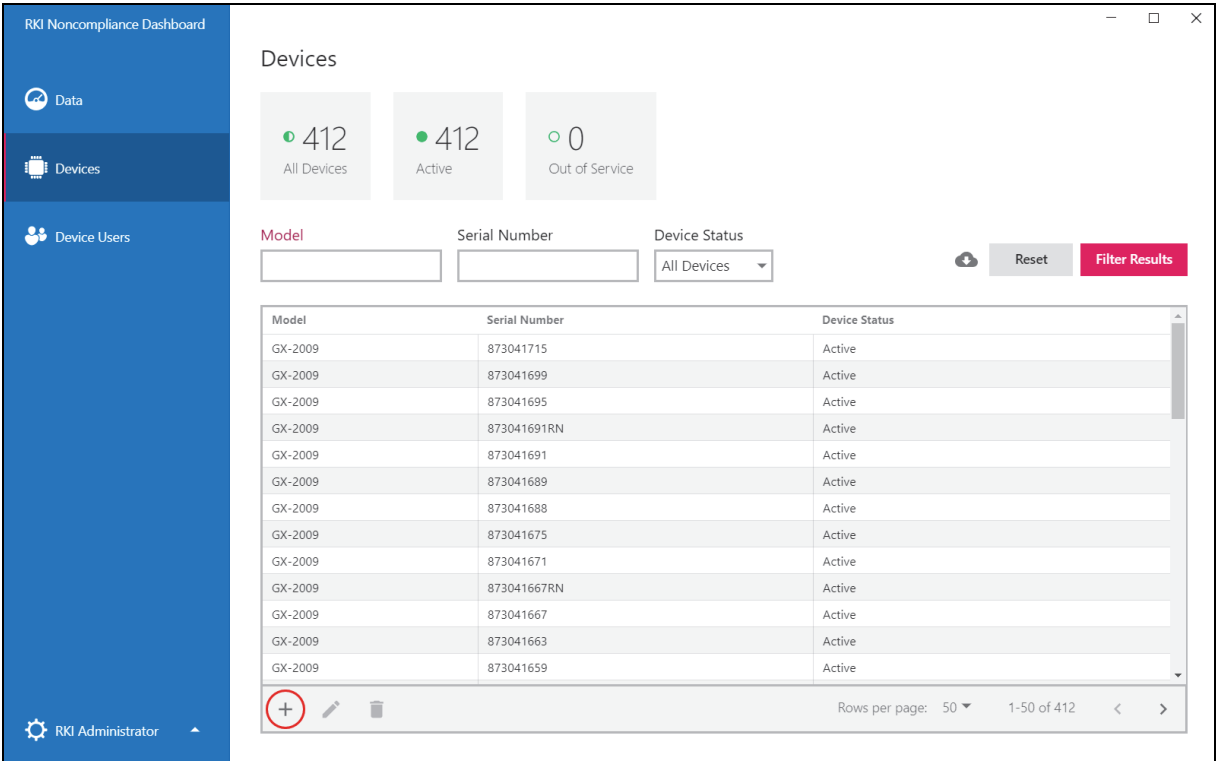


Figure 19: “Adding a Device” Button

2 . Type in the model name, serial number, and select a device status.

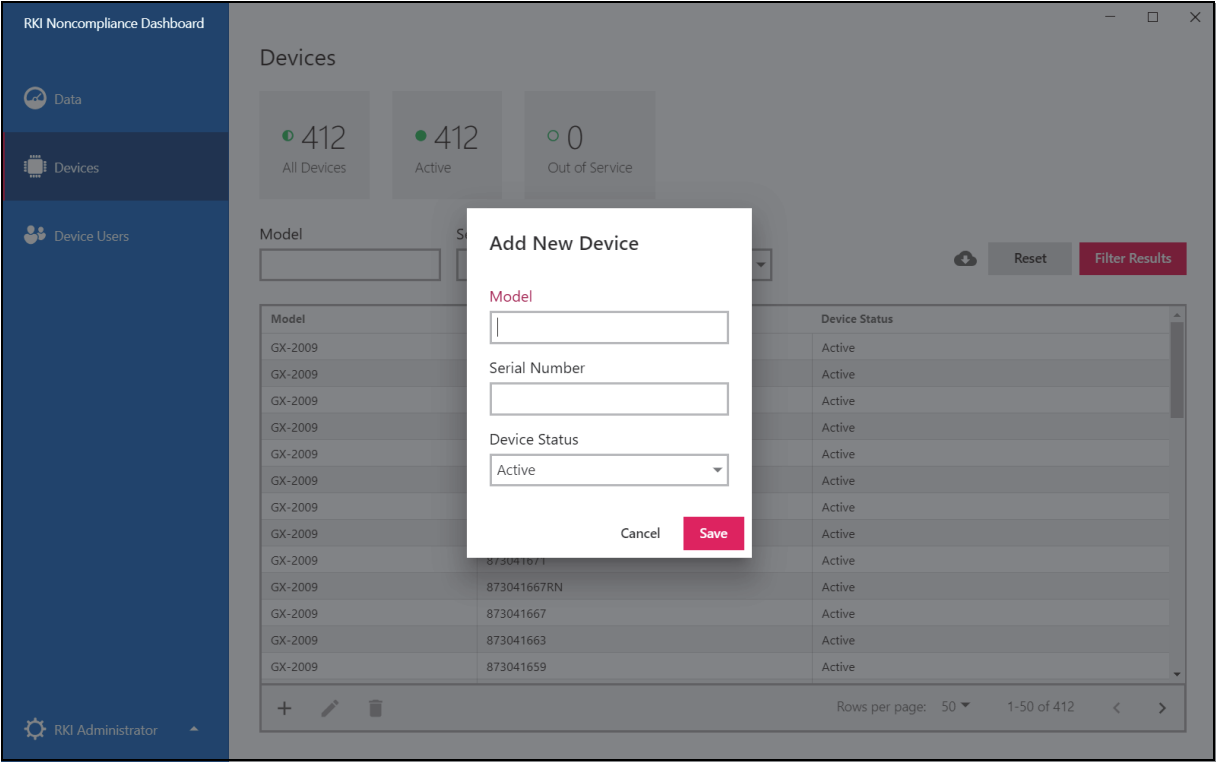


Figure 20: Device Information

3 . Click **Save**.

Editing Device Information

Devices are automatically added to the Devices tab when an instrument is downloaded to the database. All model/serial number combinations that appear in the Alarms, Bump Tests Bypassed, Powered Off During Alarm, and Calibration Due tabs will automatically appear in the Devices tab.

Editing information in the Devices tab does not change information in the instrument and does not change information for that instrument in other Dashboard program tabs.

- 1 . Click on 1 line in the Devices tab. Multiple lines cannot be edited at once.

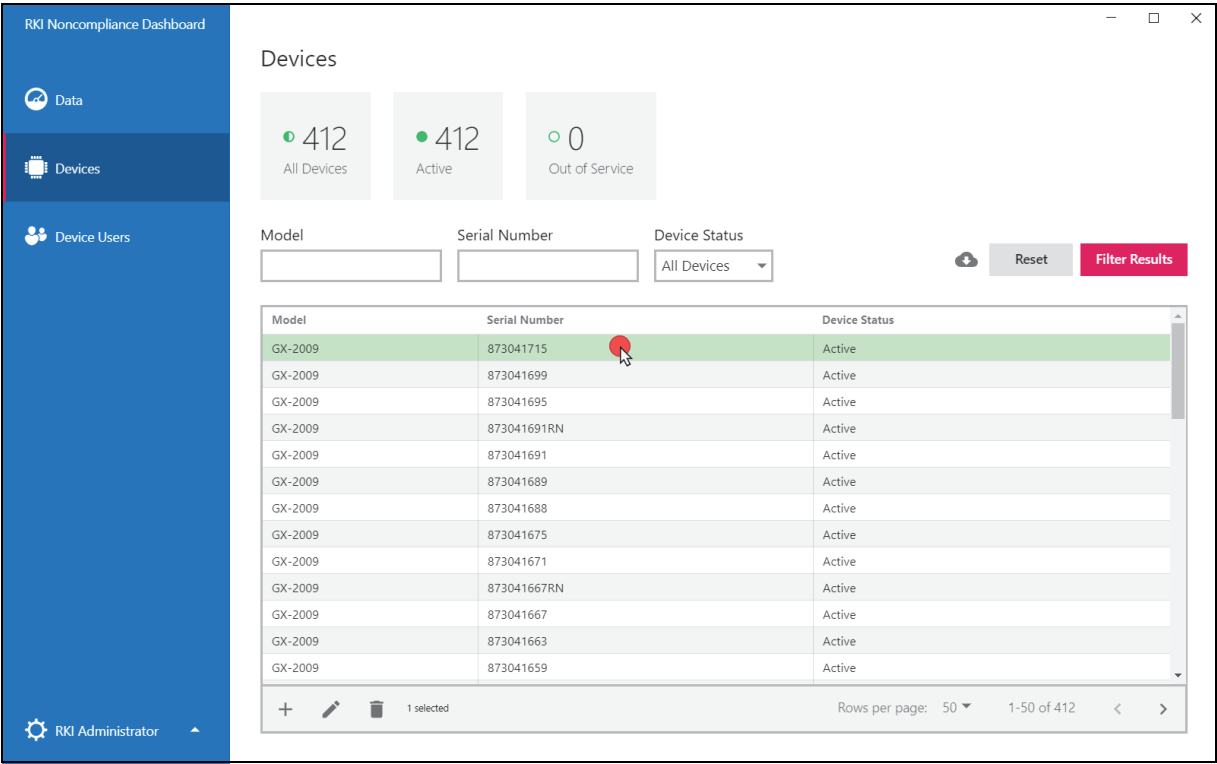


Figure 21: Selecting a Device for Editing

2 . Click the  button in the lower left corner of the Devices tab.

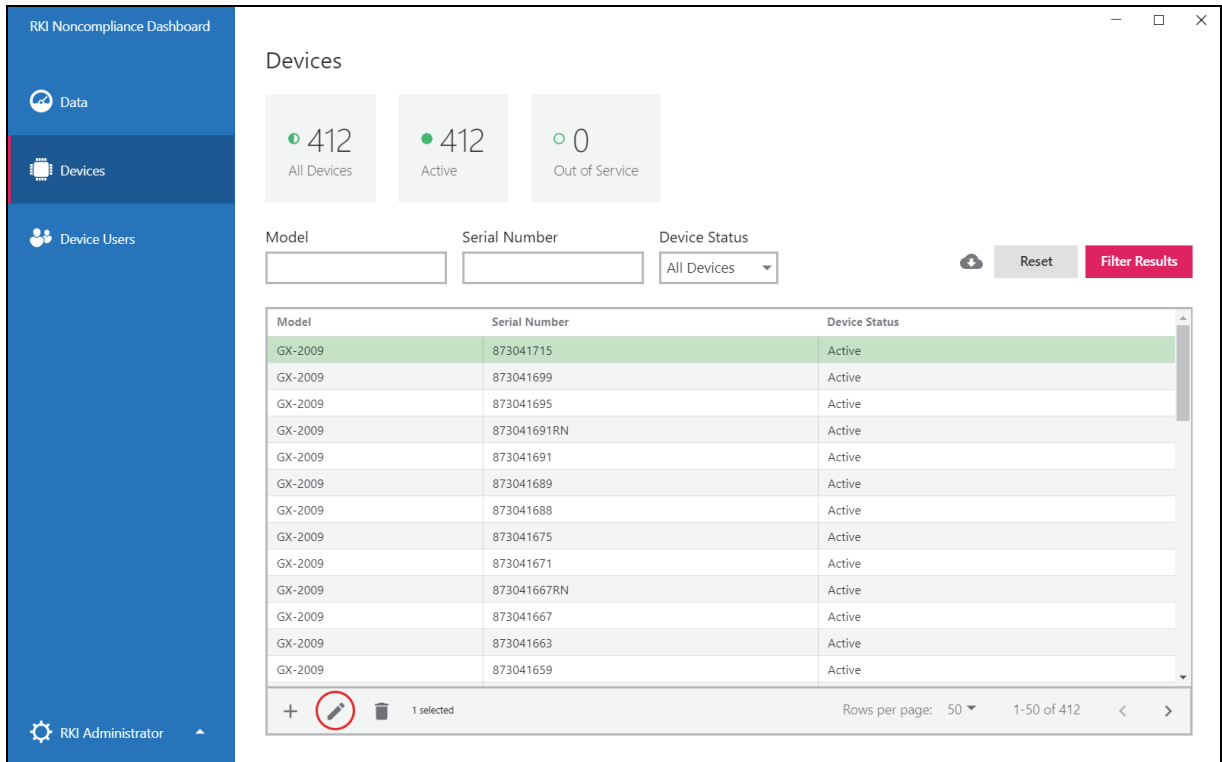


Figure 22: “Editing a Device” Button

3 . Edit applicable information.

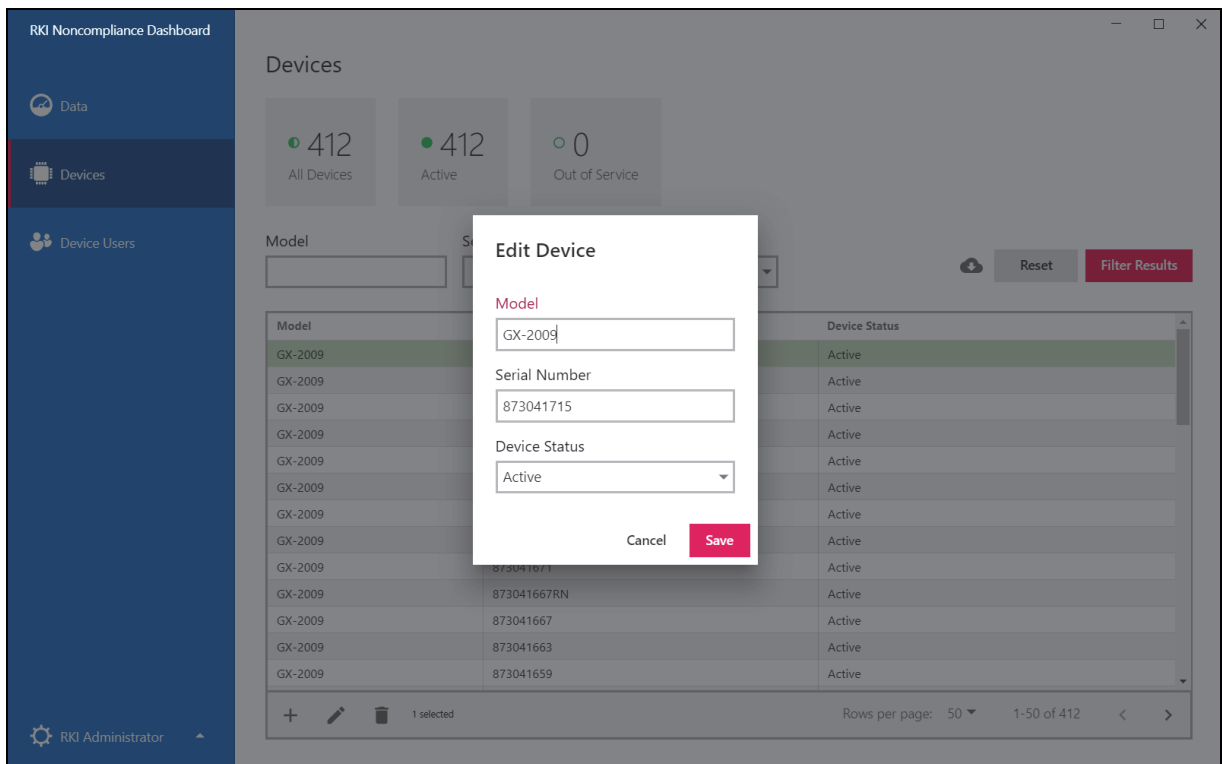


Figure 23: Device Data

4 . Click **Save**.

Deleting a Device

Deleting an instrument in the Devices tab does not delete that device’s data from the other Dashboard tabs. Deleting an instrument in the Devices tab only removes that instrument from the Devices tab.

If the instrument you are deleting came from the source database (meaning that its data was downloaded to the computer), that instrument will automatically reappear in the Devices tab when the database updates (every time the program launches).

Deleting an instrument from the Devices tab only has a lasting effect if the instrument was manually added and does not have data associated with it.

- 1 . Select the device information you want to delete. Hold down the **Ctrl** button on your keyboard to select multiple instruments.

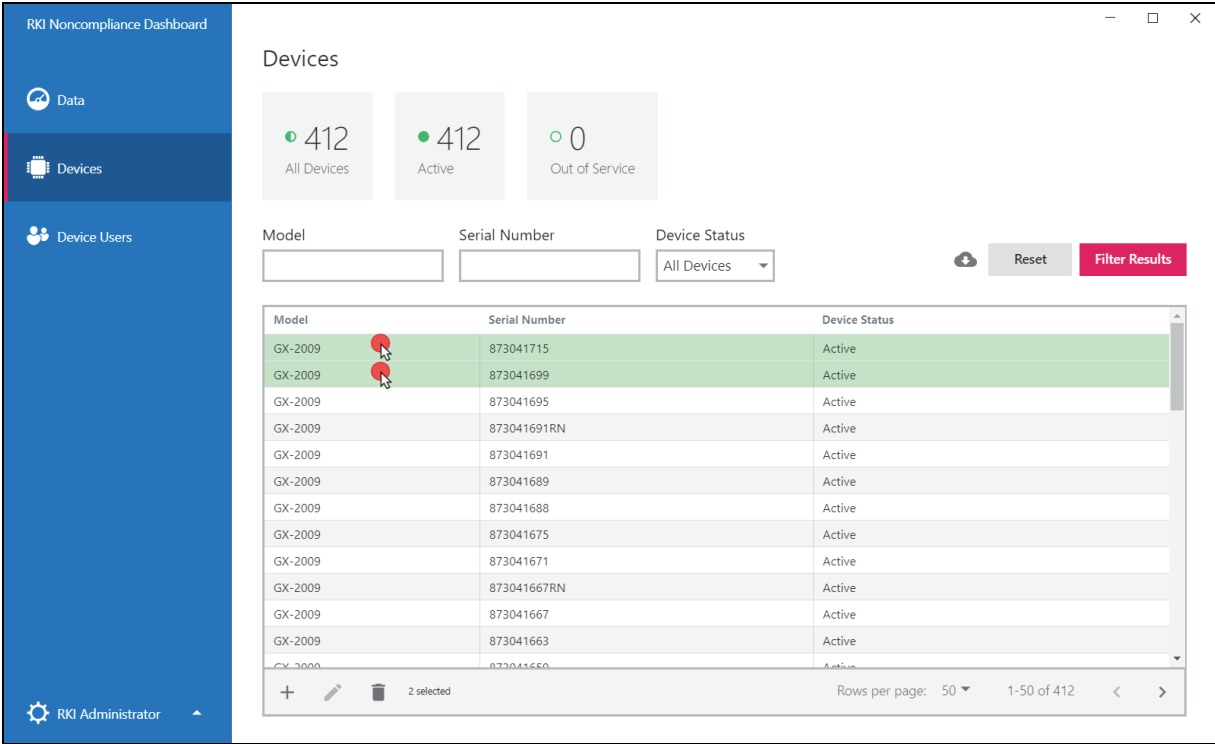
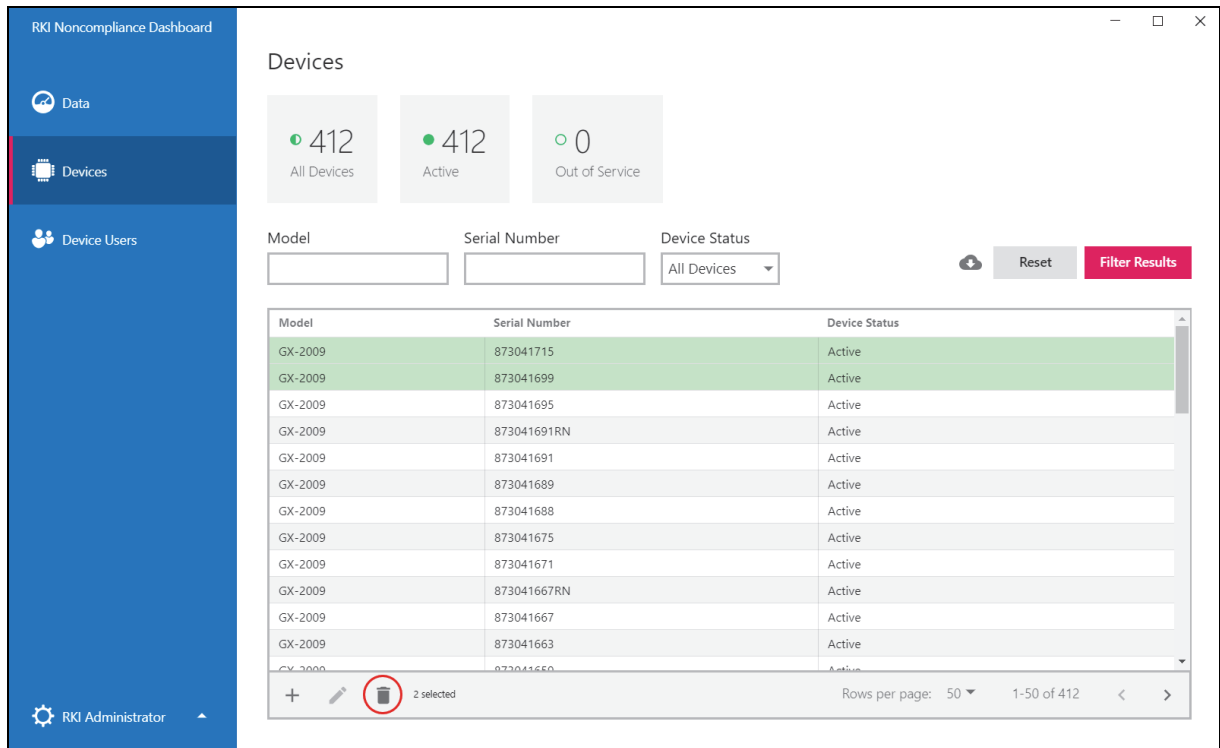


Figure 24: Device Information Selected for Deletion

2 . Click the  button in the lower left corner of the Devices tab.



Model	Serial Number	Device Status
GX-2009	873041715	Active
GX-2009	873041699	Active
GX-2009	873041695	Active
GX-2009	873041691RN	Active
GX-2009	873041691	Active
GX-2009	873041689	Active
GX-2009	873041688	Active
GX-2009	873041675	Active
GX-2009	873041671	Active
GX-2009	873041667RN	Active
GX-2009	873041667	Active
GX-2009	873041663	Active
GX-2009	873041650	Active

Figure 25: Delete Button

3 . Click **OK** in the window that pops up.

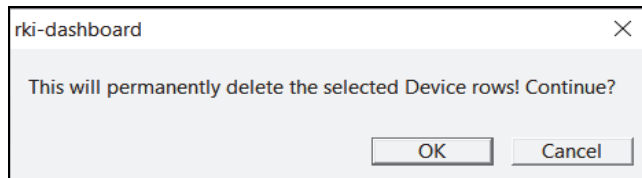


Figure 26: Delete Confirmation

Exporting Data

- 1 . Export data to a .csv file by clicking the export  button.
- 2 . Navigate to a storage location and click **Save**.
- 3 . If you change the file name, you need to add “.csv” to the end of the name.

Chapter 8: Device Users

The Device Users tab shows all users currently in the database.

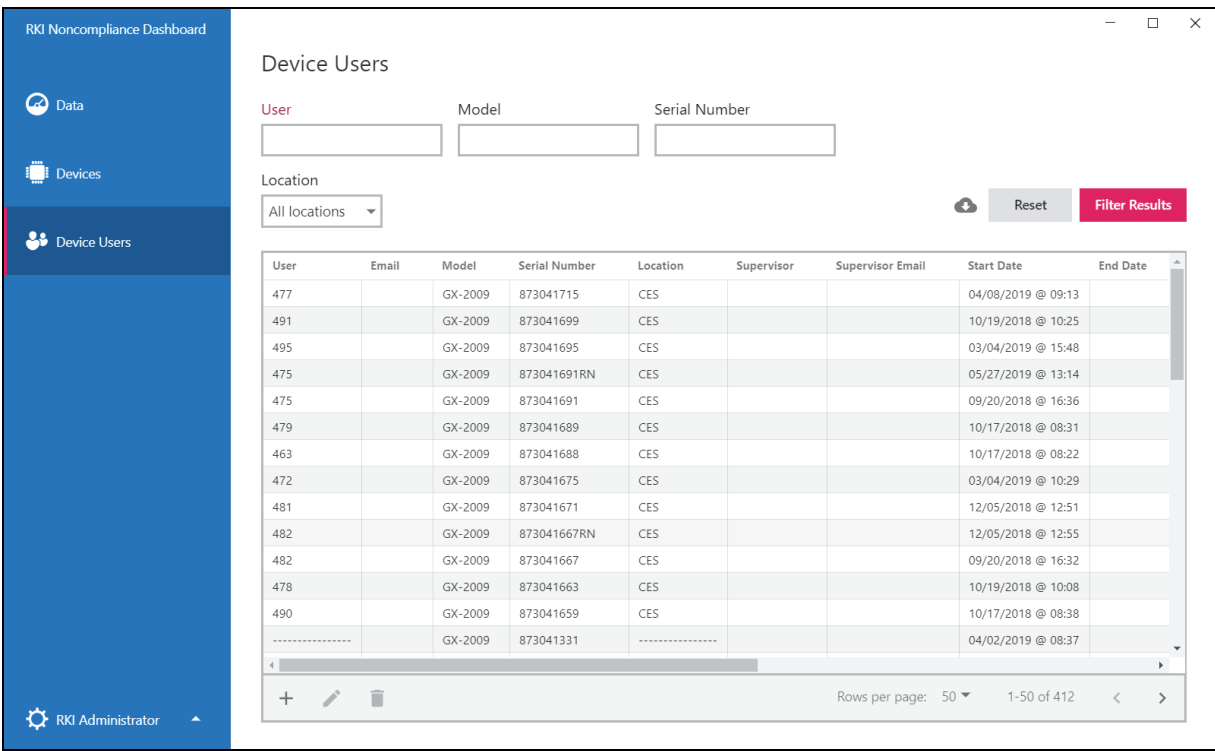


Figure 27: Device Users

Organizing Data

- 1 . Select or enter the desired information to sort data by:
 - user
 - model name
 - serial number
 - location
- 2 . Click **Filter Results**.
- 3 . To reset any filtering click **Reset**.

Adding a Device User

Users are automatically added to the Device Users tab when an instrument is downloaded to the database. User ID and Station ID information from the instrument is used to populate the User and Location columns, respectively. All user/instrument combinations that appear in the Alarms, Bump Tests Bypassed, Powered Off During Alarm, and Calibration Due tabs will automatically appear in the Device Users tab.

You may want to manually add a user to the Device Users tab if you are not utilizing the User ID/ Station ID functionality in your instrument(s) but still want to keep track of what user or location is using a particular instrument.

Adding a user in the Device Users tab does **not** add or change User ID or Station ID information in an instrument. A user that is manually added to the Device Users tab will never have any data associated with it in any other Dashboard tabs.

- 1 . Click the  icon in the lower left corner of the Device Users tab.

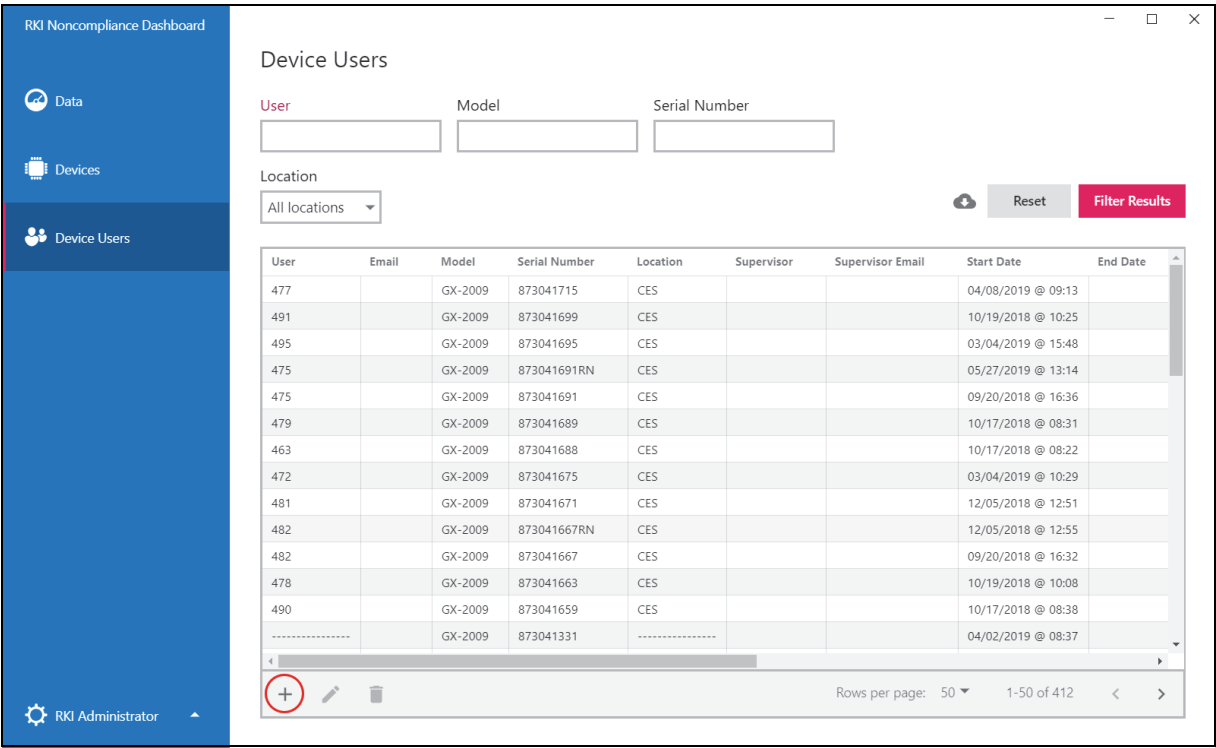


Figure 28: “Adding a Device User” Button

2 . Type applicable information into the General Data tab.

The screenshot shows the 'Add New Device User' dialog box with the 'General Data' tab selected. The dialog box contains the following fields:

- User:
- Email:
- Model:
- Serial Number:
- Location:
- Supervisor:
- Supervisor Email:
- Start Date:
- End Date:

The background shows the 'Device Users' table with the following columns: User, Model, Serial Number, Supervisor Email, Start Date, and End Date. The table contains several rows of data, including:

User	Model	Serial Number	Supervisor Email	Start Date	End Date
477				04/08/2019 @ 09:13	
491				10/19/2018 @ 10:25	
495				03/04/2019 @ 15:48	
475				05/27/2019 @ 13:14	
475				09/20/2018 @ 16:36	
479				10/17/2018 @ 08:31	
463				10/17/2018 @ 08:22	
472				03/04/2019 @ 10:29	
481				12/05/2018 @ 12:51	
482				12/05/2018 @ 12:55	
482				09/20/2018 @ 16:32	
478				10/19/2018 @ 10:08	
490				10/17/2018 @ 08:38	
				04/02/2019 @ 08:37	

Figure 29: General Data Tab

3 . Type applicable information into the Custom Fields tab. To edit the names of the custom fields, see pg. 33.

The screenshot shows the 'Add New Device User' dialog box with the 'Custom Fields' tab selected. The dialog box contains the following fields:

- Department:
- Lab:
- Custom 3:
- Custom 4:
- Custom 5:
- Custom 6:
- Custom 7:
- Custom 8:

The background shows the 'Device Users' table with the following columns: User, Model, Serial Number, Supervisor Email, Start Date, and End Date. The table contains several rows of data, including:

User	Model	Serial Number	Supervisor Email	Start Date	End Date
477				04/08/2019 @ 09:13	
491				10/19/2018 @ 10:25	
495				03/04/2019 @ 15:48	
475				05/27/2019 @ 13:14	
475				09/20/2018 @ 16:36	
479				10/17/2018 @ 08:31	
463				10/17/2018 @ 08:22	
472				03/04/2019 @ 10:29	
481				12/05/2018 @ 12:51	
482				12/05/2018 @ 12:55	
482				09/20/2018 @ 16:32	
478				10/19/2018 @ 10:08	
490				10/17/2018 @ 08:38	
				04/02/2019 @ 08:37	

Figure 30: Custom Fields Tab

4 . Click **Save**.

Editing Device Users Information

Users are automatically added to the Device Users tab when an instrument is downloaded to the database. User ID and Station ID information from the instrument is used to populate the User and Location columns, respectively. All user/instrument combinations that appear in the Alarms, Bump Tests Bypassed, Powered Off During Alarm, and Calibration Due tabs will automatically appear in the Device Users tab.

Editing information in the Device Users tab does not change the User ID or Station ID in the instrument. But editing information in the Device Users tab does change the information for that user/instrument combination in the other Dashboard program tabs.

- 1 . Click on 1 line in the Device Users tab. Multiple lines cannot be edited at once.

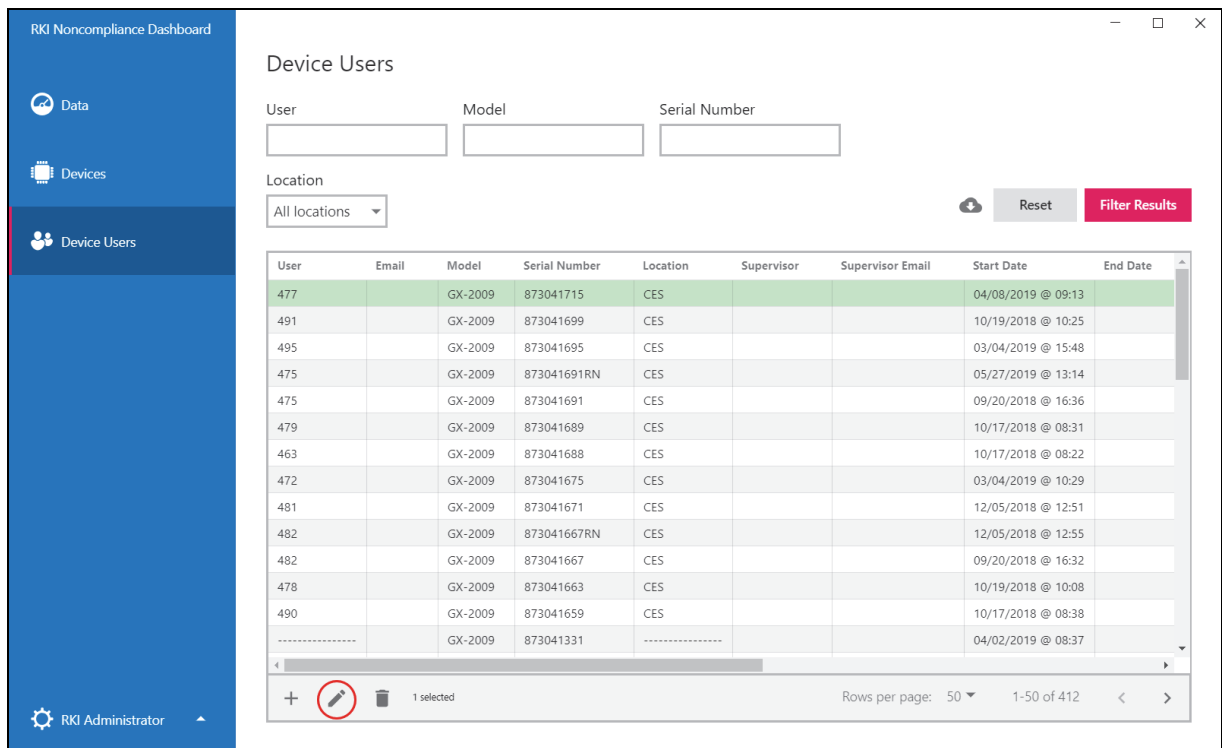
The screenshot shows the 'RKI Noncompliance Dashboard' with a sidebar containing 'Data', 'Devices', and 'Device Users' (selected). The main area is titled 'Device Users' and includes search filters for User, Model, Serial Number, and Location. Below these filters is a table of device users. The first row is highlighted in green, and a red circle with a cursor points to it, indicating selection for editing.

User	Email	Model	Serial Number	Location	Supervisor	Supervisor Email	Start Date	End Date
477		GX-2009	873041715	CES			04/08/2019 @ 09:13	
491		GX-2009	873041699	CES			10/19/2018 @ 10:25	
495		GX-2009	873041695	CES			03/04/2019 @ 15:48	
475		GX-2009	873041691RN	CES			05/27/2019 @ 13:14	
475		GX-2009	873041691	CES			09/20/2018 @ 16:36	
479		GX-2009	873041689	CES			10/17/2018 @ 08:31	
463		GX-2009	873041688	CES			10/17/2018 @ 08:22	
472		GX-2009	873041675	CES			03/04/2019 @ 10:29	
481		GX-2009	873041671	CES			12/05/2018 @ 12:51	
482		GX-2009	873041667RN	CES			12/05/2018 @ 12:55	
482		GX-2009	873041667	CES			09/20/2018 @ 16:32	
478		GX-2009	873041663	CES			10/19/2018 @ 10:08	
490		GX-2009	873041659	CES			10/17/2018 @ 08:38	
.....		GX-2009	873041331				04/02/2019 @ 08:37	

At the bottom of the table, there is a status bar showing '+', a pencil icon, a trash icon, '1 selected', 'Rows per page: 50', and '1-50 of 412'.

Figure 31: Selecting a Device User for Editing

2 . Click the  button in the lower left corner of the Device Users tab.



Device Users

User Model Serial Number

Location



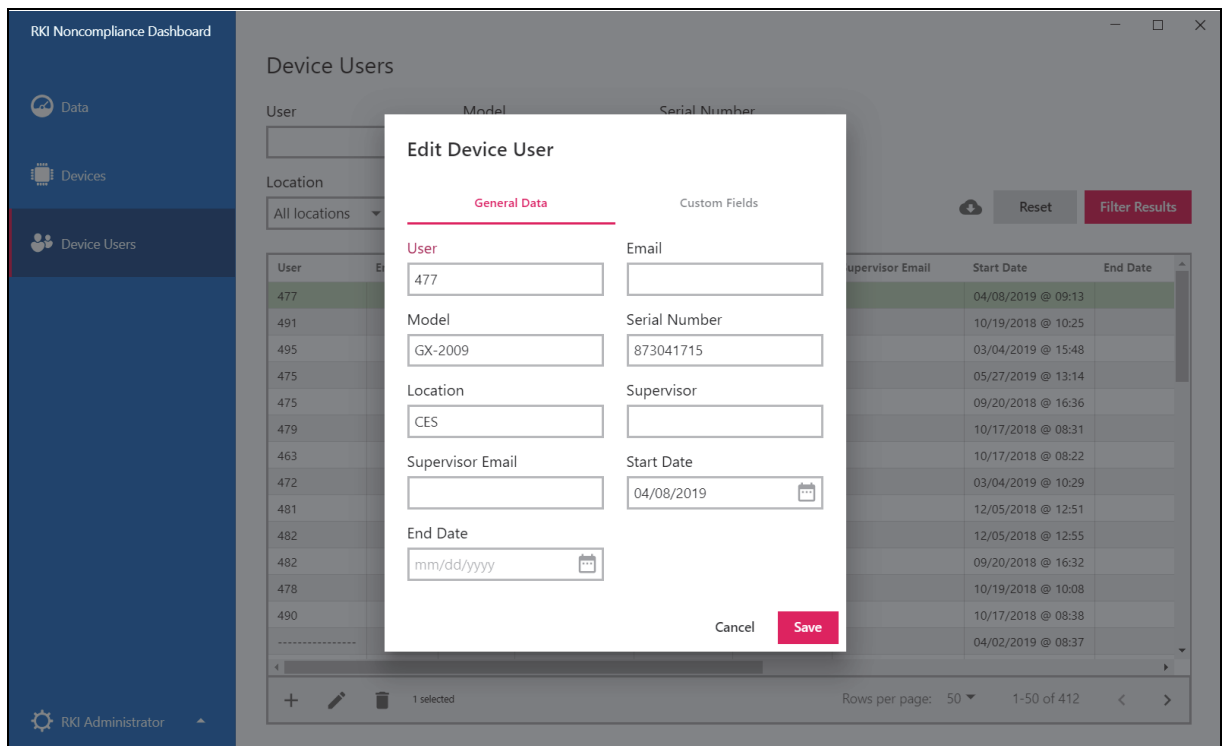
User	Email	Model	Serial Number	Location	Supervisor	Supervisor Email	Start Date	End Date
477		GX-2009	873041715	CES			04/08/2019 @ 09:13	
491		GX-2009	873041699	CES			10/19/2018 @ 10:25	
495		GX-2009	873041695	CES			03/04/2019 @ 15:48	
475		GX-2009	873041691RN	CES			05/27/2019 @ 13:14	
475		GX-2009	873041691	CES			09/20/2018 @ 16:36	
479		GX-2009	873041689	CES			10/17/2018 @ 08:31	
463		GX-2009	873041688	CES			10/17/2018 @ 08:22	
472		GX-2009	873041675	CES			03/04/2019 @ 10:29	
481		GX-2009	873041671	CES			12/05/2018 @ 12:51	
482		GX-2009	873041667RN	CES			12/05/2018 @ 12:55	
482		GX-2009	873041667	CES			09/20/2018 @ 16:32	
478		GX-2009	873041663	CES			10/19/2018 @ 10:08	
490		GX-2009	873041659	CES			10/17/2018 @ 08:38	
.....		GX-2009	873041331				04/02/2019 @ 08:37	

   1 selected

Rows per page: 50 1-50 of 412

Figure 32: “Editing a Device User” Button

3 . Edit applicable information in the General Data tab.



Device Users

User Model Serial Number

Location



Edit Device User

General Data Custom Fields

User Email

Model Serial Number

Location Supervisor

Supervisor Email Start Date

End Date

Rows per page: 50 1-50 of 412

Figure 33: General Data Tab

- 4 . Edit applicable information in the Custom Fields tab. To edit the names of the custom fields, see pg. 33.

The screenshot shows the 'RKI Noncompliance Dashboard' with a sidebar containing 'Data', 'Devices', and 'Device Users'. The 'Device Users' section is active, displaying a table with columns: User, Model, Serial Number, Location, Supervisor Email, Start Date, and End Date. A modal titled 'Edit Device User' is open, showing two tabs: 'General Data' and 'Custom Fields'. The 'Custom Fields' tab is selected, displaying eight input fields for custom fields, labeled 'Department', 'Lab', 'Custom 3', 'Custom 4', 'Custom 5', 'Custom 6', 'Custom 7', and 'Custom 8'. The modal also includes 'Cancel' and 'Save' buttons. The background table shows a list of device users with their respective details.

User	Model	Serial Number	Location	Supervisor Email	Start Date	End Date
477					04/08/2019 @ 09:13	
491					10/19/2018 @ 10:25	
495					03/04/2019 @ 15:48	
475					05/27/2019 @ 13:14	
475					09/20/2018 @ 16:36	
479					10/17/2018 @ 08:31	
463					10/17/2018 @ 08:22	
472					03/04/2019 @ 10:29	
481					12/05/2018 @ 12:51	
482					12/05/2018 @ 12:55	
482					09/20/2018 @ 16:32	
478					10/19/2018 @ 10:08	
490					10/17/2018 @ 08:38	
.....	GX-2009	873041331			04/02/2019 @ 08:37	

Figure 34: Custom Fields Tab

- 5 . Click **Save**.

Editing Custom Labels

Custom labels appear in the Device Users tab. These are extra columns of information you may want to include. The titles of these columns can be changed.

- 1 . Click **RKI Administrator** in the lower left corner of the screen.

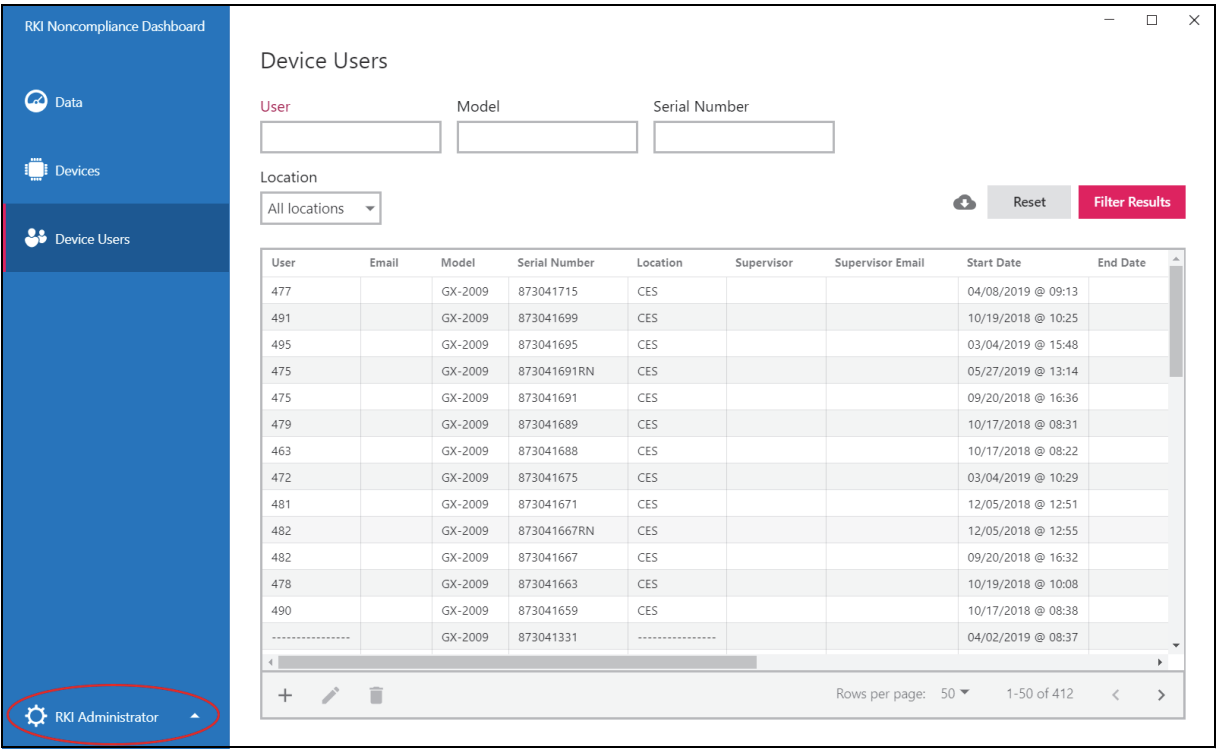


Figure 35: RKI Administrator Button

2 . Click **Settings**.

The screenshot shows the RKI Noncompliance Dashboard. The left sidebar contains a menu with 'Data', 'Devices', and 'Device Users' (selected). Below the menu is a 'Settings' button highlighted with a red circle and a mouse cursor. The main content area displays the 'Device Users' page, which includes search filters for User, Model, and Serial Number, a Location dropdown, and a 'Filter Results' button. A table lists device users with columns: User, Email, Model, Serial Number, Location, Supervisor, Supervisor Email, Start Date, and End Date. The table shows 412 rows. At the bottom of the table, it says 'Rows per page: 50' and '1-50 of 412'.

User	Email	Model	Serial Number	Location	Supervisor	Supervisor Email	Start Date	End Date
477		GX-2009	873041715	CES			04/08/2019 @ 09:13	
491		GX-2009	873041699	CES			10/19/2018 @ 10:25	
495		GX-2009	873041695	CES			03/04/2019 @ 15:48	
475		GX-2009	873041691RN	CES			05/27/2019 @ 13:14	
475		GX-2009	873041691	CES			09/20/2018 @ 16:36	
479		GX-2009	873041689	CES			10/17/2018 @ 08:31	
463		GX-2009	873041688	CES			10/17/2018 @ 08:22	
472		GX-2009	873041675	CES			03/04/2019 @ 10:29	
481		GX-2009	873041671	CES			12/05/2018 @ 12:51	
482		GX-2009	873041667RN	CES			12/05/2018 @ 12:55	
482		GX-2009	873041667	CES			09/20/2018 @ 16:32	
478		GX-2009	873041663	CES			10/19/2018 @ 10:08	
490		GX-2009	873041659	CES			10/17/2018 @ 08:38	
.....		GX-2009	873041331				04/02/2019 @ 08:37	

Figure 36: Settings Button

3 . Type in desired column labels.

The screenshot shows the 'Settings' page. It has a 'Name' field with 'RKI Administrator' and an 'Email' field with 'admin@rk instruments.com'. Below these are eight 'Custom Labels' fields, numbered 1 through 8. Custom 1 is 'Department', Custom 2 is 'Lab', and the others are empty. A 'Save' button is at the bottom left. The bottom of the page shows a preview of the Device Users table with the custom labels applied to the columns.

User	Email	Model	Serial Number	Location	Supervisor	Supervisor Email	Start Date	End Date
490		GX-2009	873041659	CES			10/17/2018 @ 08:38	
.....		GX-2009	873041331				04/02/2019 @ 08:37	

Figure 37: Custom Labels Screen

4 . Click **Save**.

Deleting Device Users

Deleting user information in the Device Users tab does not delete that user's data from the other Dashboard tabs but it does remove the User and Location information from that data.

If the user information you are deleting came from the source database (meaning that its data was downloaded to the computer), that user information will automatically reappear in the Device Users tab and in the other Dashboard tabs when the database is updated (every time the program launches).

Deleting user information from the Device Users tab only has a lasting effect if the user information was manually added and does not have data associated with it.

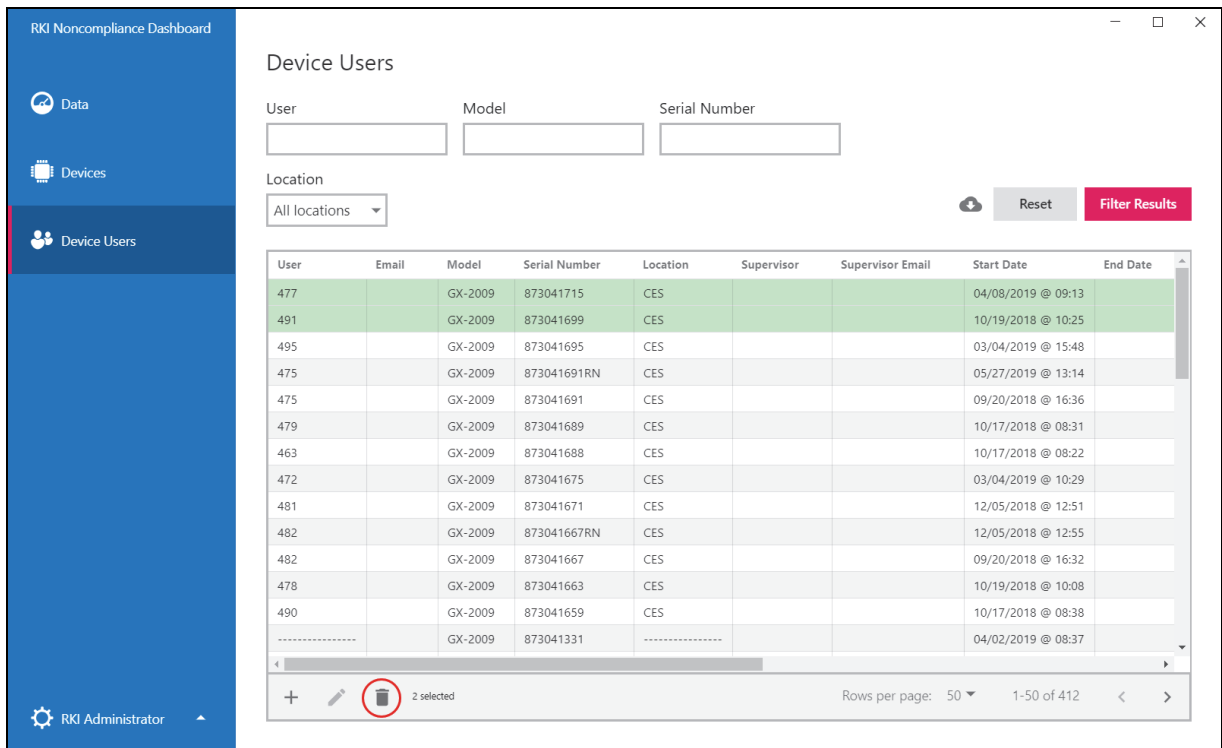
- 1 . Select the user information you want to delete. Hold the **Ctrl** button on your keyboard to select multiple lines.

The screenshot shows the 'Device Users' tab in the RKI Noncompliance Dashboard. The sidebar on the left has 'Data', 'Devices', and 'Device Users' (selected). The main area displays a table of device users. Two rows are selected, indicated by red mouse cursors. The table has columns: User, Email, Model, Serial Number, Location, Supervisor, Supervisor Email, Start Date, and End Date. Below the table, there are icons for adding, editing, and deleting, and a status bar showing '2 selected'.

User	Email	Model	Serial Number	Location	Supervisor	Supervisor Email	Start Date	End Date
477		GX-2009	873041715	CES			04/08/2019 @ 09:13	
491		GX-2009	873041699	CES			10/19/2018 @ 10:25	
495		GX-2009	873041695	CES			03/04/2019 @ 15:48	
475		GX-2009	873041691RN	CES			05/27/2019 @ 13:14	
475		GX-2009	873041691	CES			09/20/2018 @ 16:36	
479		GX-2009	873041689	CES			10/17/2018 @ 08:31	
463		GX-2009	873041688	CES			10/17/2018 @ 08:22	
472		GX-2009	873041675	CES			03/04/2019 @ 10:29	
481		GX-2009	873041671	CES			12/05/2018 @ 12:51	
482		GX-2009	873041667RN	CES			12/05/2018 @ 12:55	
482		GX-2009	873041667	CES			09/20/2018 @ 16:32	
478		GX-2009	873041663	CES			10/19/2018 @ 10:08	
490		GX-2009	873041659	CES			10/17/2018 @ 08:38	
-----		GX-2009	873041331	-----			04/02/2019 @ 08:37	

Figure 38: User Information Selected for Deletion

2 . Click the  button in the lower left corner of the Device Users tab.



User	Email	Model	Serial Number	Location	Supervisor	Supervisor Email	Start Date	End Date
477		GX-2009	873041715	CES			04/08/2019 @ 09:13	
491		GX-2009	873041699	CES			10/19/2018 @ 10:25	
495		GX-2009	873041695	CES			03/04/2019 @ 15:48	
475		GX-2009	873041691RN	CES			05/27/2019 @ 13:14	
475		GX-2009	873041691	CES			09/20/2018 @ 16:36	
479		GX-2009	873041689	CES			10/17/2018 @ 08:31	
463		GX-2009	873041688	CES			10/17/2018 @ 08:22	
472		GX-2009	873041675	CES			03/04/2019 @ 10:29	
481		GX-2009	873041671	CES			12/05/2018 @ 12:51	
482		GX-2009	873041667RN	CES			12/05/2018 @ 12:55	
482		GX-2009	873041667	CES			09/20/2018 @ 16:32	
478		GX-2009	873041663	CES			10/19/2018 @ 10:08	
490		GX-2009	873041659	CES			10/17/2018 @ 08:38	
.....		GX-2009	873041331				04/02/2019 @ 08:37	

Figure 39: Delete Button

3 . Click **OK** in the window that pops up.

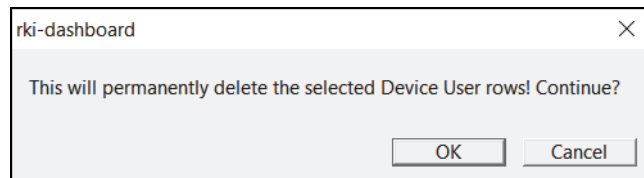


Figure 40: Delete Confirmation

Exporting Data

- 1 . Export data to a .csv file by clicking the export  button.
- 2 . Navigate to a storage location and click **Save**.
- 3 . If you change the file name, you need to add “.csv” to the end of the name.