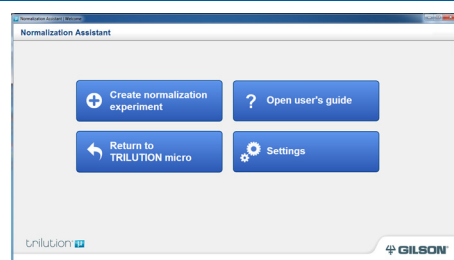
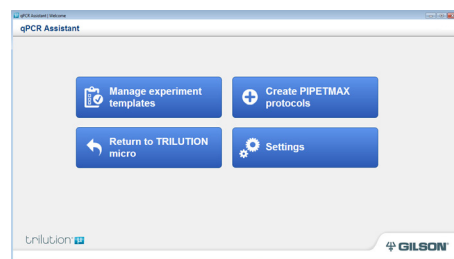


Normalization Assistant



Normalization Assistant is software for creating protocols for normalization of nucleic acids (DNA/ RNA) to run on PIPETMAX®. Normalization Assistant is a workflow-based, easy-to-use software that minimizes the manual data input and eliminates possible calculation and pipetting errors.

qPCR Assistant



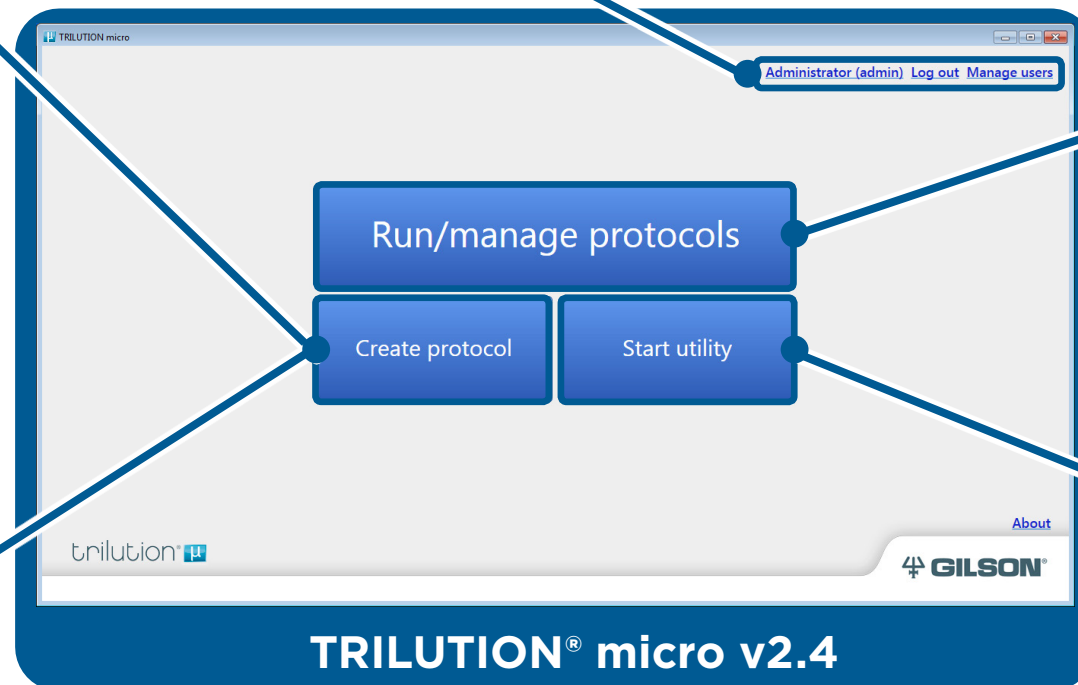
qPCR Assistant is software for creating qPCR protocols to run on PIPETMAX®. It is easy-to-use, workflow-based software to ease and speed-up qPCR experiments without having to understand all the details about automated liquid handling steps. It covers the complete qPCR workflow in a way that minimizes the manual data input and eliminates repetitive copy-pasting of information and enables users to store their assays and apply them to samples over and over again in a flexible way.

To access the user's guide, select **Settings** on the **Home** screen, and then select **Open user's guide**.

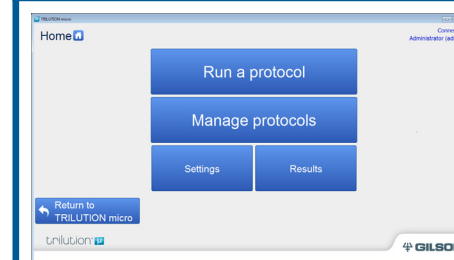
User management/Log out

User management provides a way for administrators to grant or restrict users access to features in the software. It is accessible from the main screen shown when the software starts. For more information, refer to the other side of this document.

Select **Log out** on the main screen to allow another user to log in to the software.



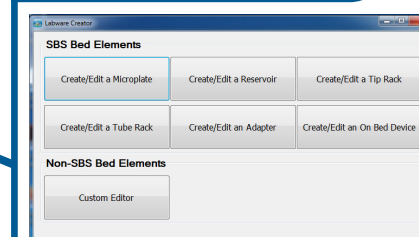
Run/manage protocols



Accesses software for setting up and running protocols and then viewing results.

Help text is accessible in the software.

Labware Creator



Labware Creator is used to create bed elements that fit in an ANSI/SLAS (standard microplate) footprint: Microplate, Tube Rack, Reservoir, Adapter, and On Bed Device. These bed elements can be used in Protocol Builder, Normalization Assistant, and qPCR Assistant.

To access the Labware Creator Instructions:

Windows® 7

Click **Start** and then select **All Programs > Gilson Applications > Utilities > Labware Creator > Labware Creator Instructions**.

Windows® 10

Click **Start** and then select **(All Apps) > Gilson Applications > Labware Creator Instructions**.

Labware Creator runs on a PC only.

User Management

User management provides a way for administrators to grant or restrict users access to features in the software. It is accessible from the main screen shown when the software starts.

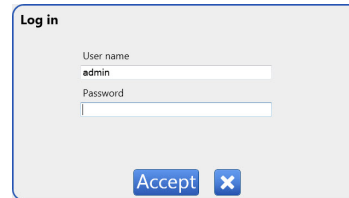
Log In

When prompted, enter the **User name** and **Password** and then select **Accept** (or **X** to cancel). The default **User name** is **admin** and the **Password** is **Gilson268**. Password is case-sensitive.

Note for tablet users: A power icon is shown in place of the **X**, which allows for shutdown of the tablet or restart of the software.

Log out

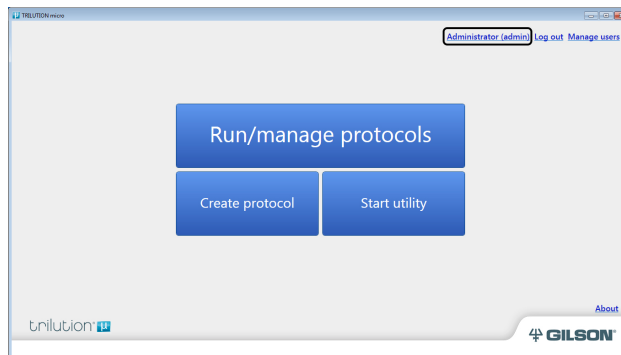
Select **Log out** on the main screen to allow another user to log in to the software.



Change Password

It is recommended to change the password for the default administrator (admin).

- 1 Select the "User name (Full name)" to go to the **User properties** screen.
- 2 Enter a new **Password** for the user, and then enter the password again in the **Password confirm** field.
- 3 Select **Save** to save, or **Back** to return to the previous screen without saving.



Edit User Properties

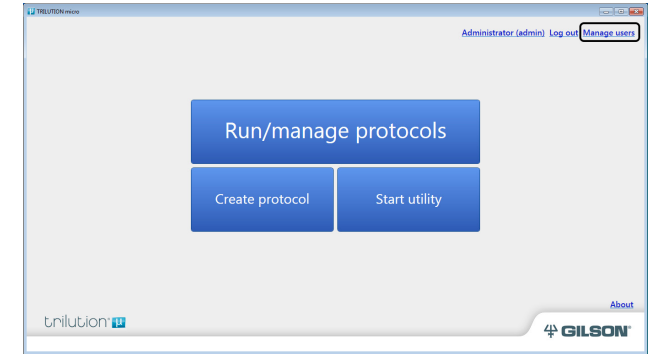
- 1 Select the "User name (Full name)" to go to the **User properties** screen.
- 2 Edit the **Full name** and/or **Password**. If **Password** was edited, re-enter the password in the **Password confirm** field.
 - For the default administrator (admin), **Full name** cannot be modified.
- 3 Select **Save** to save, or **Back** to return to the previous screen without saving.

Administrator

- 1 Select **Manage Users** to go to the **User management** screen. The **User management** screen displays a list of users.
- 2 Select a user from the list.
- 3 Select **Edit**. The **User properties** screen appears.
- 4 Edit any or all properties (**User name**, **Full name**, **Password**, **Is administrator**, **Is active**, and **Feature permissions**).
 - **User name** may not be modified for the logged in user.
 - For the default administrator (admin), only **Password** and **Feature permissions** may be modified.
- 5 Select **Save** to save, or **Back** to return to the previous screen without saving.

Add Users - Administrators Only

- 1 Select **Manage Users** to go to the **User management** screen. The **User management** screen displays a list of users.
- 2 Select **Add** to add a new user. The **New user** screen appears.
- 3 Enter a **User name**.
 - It cannot be the same as any other "User name".
 - It can be 1 to 50 characters in length, must begin with an English letter or number, and may contain the following special characters: _ () - @ . and ,. Spaces are valid.
- 4 Enter the **Full name** for the user.
 - It can be 1 to 100 characters in length, must begin with an English letter or number, and may contain the following special characters: _ () - @ . and ,. Spaces are valid.
- 5 Optionally, enter a **Password** for the user. The user can change the "Password" at any time.
 - It can be 1 to 50 characters in length, must begin with an English letter or number, and may contain the following special characters: _ () - @ . and ,. Spaces are valid.
 - It is case-sensitive, but is not required. (Password can be blank.)
- 6 If a **Password** was entered, re-enter the password in the **Password confirm** field.
- 7 Select **Is administrator** to assign administrator access to the user.
- 8 By default, **Is active** is selected. Clear the check box to deny the user access to the software. The user remains in the user list and can be changed to active by an Administrator at any time.
- 9 Under **Feature permissions**, clear the check box for any software to which the user should not have access. (By default, a new user has access to all software.)
- 10 Select **Save** to save, or **Back** to return to the previous screen without saving.



Delete Users - Administrators Only

Administrators can delete users; however, the default administrator (admin) cannot be deleted.

- 1 Select **Manage Users** to go to the **User management** screen. The "User management" screen displays a list of users.
- 2 Select a user from the list.
- 3 Select **Delete**. A message will appear asking if you wish to delete the user.
- 4 Select **Yes** to delete the user. Or, select **No** to close the message without deleting the user.