



AZUR Environmental

MicrotoxOmni[™] Software
for Windows[®] 95/98/NT

User Manual

MicrotoxOmni™ Software for Windows® 95/98/NT

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Table of Contents

CHAPTER 1 – INTRODUCTION

How to Use This Manual	1
Scope	1
Templates	1
Database	2

CHAPTER 2 - INSTALLING THE SOFTWARE

Minimum System Requirements	3
Installation	3
What's on the CD?	4
Test Selection Wizard	4
Adobe Acrobat Reader	4
Test Templates	4

CHAPTER 3 – GETTING STARTED

License Registration	6
Logging On to the Database for the First Time	6
Log On to the Default Database	7
Create a New Database	7

CHAPTER 4 – RUNNING A TEST

Running a Test Without a Database	8
Running the Test With a Database	8
Selecting a Template	10
Modifying the Test Template Parameters	10
Resize Grid	11
Additional Data	11
Running the Test	11

CHAPTER 5 – DATABASE FUNCTIONS

Database Functions Available on Log On	14
Open Record	14
Change Database	14
Apply Filter	14
List QA Tests	14
Database Functions Available to All Users From the Database Menu	15
Create New Database	15
Log On to Database	15
Change Password	15
Manage Users	15
Trend Monitor	15
Database Functions Only Available to Manager Level Users	15
Manage Users	15
Nominate a Site for Trend Monitoring	15
Specify QA Trend Test	15
Edit Data	16
Remove or Re-instate a Data Point in the Calculation	16

CHAPTER 6 – TREND MONITORING

Setting Up a Site to be Trend Monitored	17
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Running a Test On a Trend Monitored Site	18
Displaying a Trend	18
Graph Options	20
Number of Data Points Displayed on Graph	20
Control Limits	21
Rolling Control Limits	21
Fixed Control Limits	21
Switch Off Control Limits	21
Number of Points Used to Calculate Limits	21
Standard Deviations	21
Apply SPC Rules	22
Y-Axis Scale	22
Data Range	22

CHAPTER 7 – REPORTS

Creating a Report	23
Loading a Report	23
Adding Custom Elements to the Report	24
Report Title	24
Custom Picture	24
Text Field	24
Graphs	24
Signature Line	25
Date/Time	25
QA Data	25
Formatting Report Elements	25
Selecting Report Elements	25
Moving an Element	26
Aligning an Element	26
Saving a Report	26
Saving a Report Proforma	26
Changing a Report Proforma	27

CHAPTER 8 - TOOLBAR

Toolbar Functions	28
-------------------	----

LICENSE AGREEMENT

29

Introduction


The MicrotoxOmni Software for Windows 95/98/NT is a new and improved set of Microtox[®] programs that allows users of the Microtox[®] Model 500 Analyzer to run tests, visualize data, calculate statistics and generate reports.


A wide variety of test protocols are supported by the software, including the Acute Test, the Chronic Toxicity Test, the Mutatox Test and WET, ISO, DIN standards.

How to Use This Manual

This manual contains information for setting up and running the MicrotoxOmni software with all of the standard bioluminescent tests supplied by AZUR Environmental. The software contains a set of templates for all of the commonly used toxicity tests. Details are given on how to modify or add to these templates for new test formats or for individual needs. Please visit our web site at www.azurenv.com for updates to templates which may be downloaded free of charge.

ICON KEY

 Additional Information

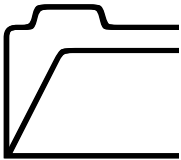
 Warning!

The manual covers the basic functions of the software. Throughout the manual there are hints and tips to help navigate the software which are indicated by the use of the icons shown here.

Scope

The manual provides a basic overview of the software. A comprehensive context sensitive help system contained in the software complements the manual.

To determine the function of a button let the cursor hover over the button and a pop up window will appear giving a brief description of the function. The button bar is also described in the Toolbar section.



Templates

The software uses a set of test templates that define all of the parameters for a particular test method. The software uses these templates to calculate the best and most efficient way of setting up the chosen test on the Model 500 Analyzer. The test tutor gives instructions on how to set up and run the test. All of the commonly used Microtox test methods are included with the software. Modifications can be made or new user specific templates can be created.

Database

The software allows users to load files from previous versions of the Microtox[®] DOS Software and can also save new data in that format, if required. The new software implements a database for storing and retrieving data which has a number of advantages:

Users access data and functions based on a password.

Data from a number of users and/or a number of test sites can be stored together allowing comparison of data and trend changes over time.

Tests can be retrieved using search parameters.

Data can be specifically excluded from calculations to test the effect on trends.

A QA audit trail can be kept for any changes made to data.

The software can be used with any number of databases. The database is only limited by the capacity of the storage device used and can hold unlimited users and test results.

The CD contains sample files in the DOS format in the sub-directory Sample Data Files and a small MicrotoxOmni database in the sub-directory Sample Trend Monitoring Database that can be used to view a trend monitored site.

Installing the Software

Minimum System Requirements

Pentium133 Processor

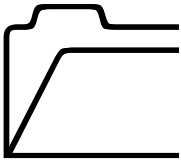
16Mb RAM (32Mb Recommended)

10Mb Free Hard Disk Space

CD-ROM Reader

Free Serial Port (for each Model 500 Analyzer)

Color Display (Resolution 800 X 600)



The software is a full 32 bit application which will run under any 32 bit Windows® operating system including Windows® 98 and Windows NT.

Installation

The software installation utility should run automatically. If the computer is not set up to autorun CDs click on the Start button and select Run. Click on the Browse button and locate the file *install.exe* in the top level directory of the CD. Click OK to start the installation utility.

Select the option *Install MicrotoxOmni for Windows 95/98/NT* and follow the onscreen instructions.

To create floppy disks for installation on a computer that does not have a CD-ROM look in the directory \Omni32\ for disk images. Copy the contents of each disk directory to a different floppy disk. To install from the floppy disks run the file *setup.exe* on Disk 1.

The sample database and test files on the CD are READ-ONLY. These files cannot be opened from the CD. Using Windows Explorer, copy the files onto a disk or the hard drive. Highlight the files and click the right mouse button and select Properties from the pop-up menu. Uncheck the READ-ONLY attribute and click OK. The files can now be used with the software.



MicrotoxOmni Wizard

CAN BE USED
INDEPENDENTLY
FROM THE CD AT
ANYTIME BY
RUNNING THE
PROGRAM
/WIZARD/AZUR.EXE

What's on the CD?

The CD includes all files to install the full software suite including the optional test selection wizard.

Test Selection Wizard

The test selection wizard will help decide which of the Microtox tests is the most suitable for the sample type. The wizard is an optional component of the MicrotoxOmni Software for Windows 95/98/NT and can be installed along with the main software. To install the wizard separately from the software run the file \wizard\setup.exe on the CD.

Adobe Acrobat® Reader

This program is supplied by Adobe. Please visit their web site for additional information at www.adobe.com. This program can be used to view and print the template files for the Microtox Test System. The template files provide details and graphics of how to run all of the Microtox test formats.

Test Templates

The CD contains a full copy of the latest test templates and test manuals. These files are in Adobe Acrobat file format and require the Adobe Acrobat Reader. For updates and new templates visit our web site at www.azurenv.com for free downloads.

To view or print the templates load the file contents.pdf into Adobe Acrobat and click on the option to view.

Microtox® Acute Test Fundamentals

Microtox® Chronic Toxicity Test Fundamentals

Mutatox® Genotoxicity Test Fundamentals

Data Reduction Formula

Color Correction Procedure

81.9% Basic Test

2% Screening Test

Basic Test

ASTM Extended (9 Dilutions) Basic Test

Basic Test with 1:1 - Primary Dilution

Comparison Test

Comparison Test for Marine & Estuarine Samples

Basic Solid Phase Test

Solid Phase Test

Inhibition Test

Inhibition Test for Marine & Estuarine Samples

Chronic Test

DIN 38412 Test

- Extended (13 Dilutions) Basic Test**
- Mutatox[®] (Direct) Medium Test**
- Mutatox[®] S-9 Medium Test**
- 90% Basic Test for Pure Compounds**
- Basic Test for Pure Compounds**
- 90% Basic Test for Aqueous Extract**
- Basic Test for Aqueous Extract**
- Whole Effluent Toxicity (WET) Test**
- 45.5% Screening Test**
- International Standard Organization (ISO) 11348-3 Procedure**

All of the programs listed above can also be installed directly by the installation utility.



Figure 1 - CD Installation Utility

Getting Started

To run the software click on the Start button and select MicrotoxOmni from the programs menu. Refer to Windows documentation for instructions on creating a shortcut on the desktop. If users chose the default installation, the executable file is located in: c:\Program Files\MicrotoxOmni\MicrotoxOmni.exe.

License Registration

The software will operate for up to 30 days without entering the license registration number. After 30 days, the software will lock. Copies of the software purchased from AZUR Environmental will be issued a license registration number. The license registration number consists of your organization or company name and a unique numeric key to unlock the software.

During the first 30 days, the software will ask for the license registration number until one has been entered. To enter the license registration number select "Yes", enter the user name and license registration number. This must be entered EXACTLY as given to you by AZUR Environmental. Once the software has been registered the "Reminder" screen will not appear again.

Logging On To the Database for the First Time

The software uses a database to save test results and user information. It is not essential to use the database, but users will not be able to access all features of the program. Therefore it is highly recommended that users familiarize themselves with the database before creating their own database.

The software has a default empty database that can be accessed with the user name MANAGER and password MANAGER. This provides access to all the features of software, including those security features not available to USER level users.

To continue using the default database users should change the password or user name for MANAGER since access to the database with this user name gives access to all security features of the software. See Chapters 5 & 6.



The database log-on screen (Figure 2) will appear when the software is started. If this is the first time the software is used, the only database available is the default db1.mdb.

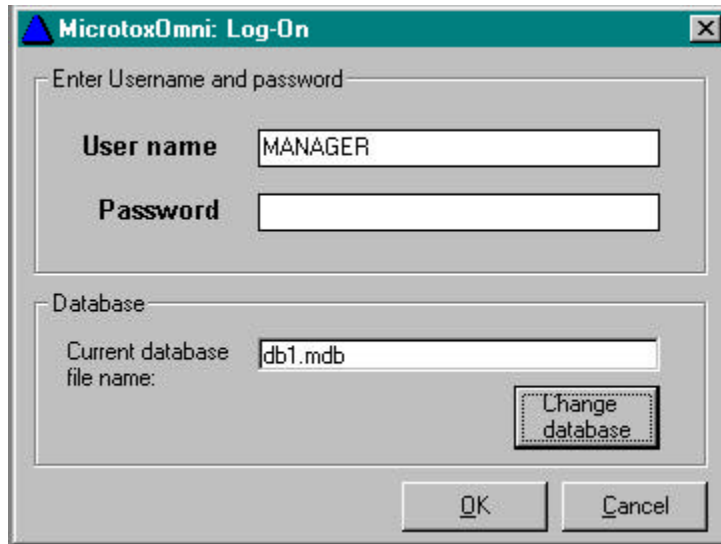


Figure 2 - Database Log -On Screen

Log On to the Default Database

To continue using the default database enter the user name (MANAGER) and password (MANAGER) which are case sensitive, click OK. This will open the main database screen (see **Chapter 4**).

Create a New Database

To create a new database, press the Cancel button shown in Figure 2 and the Cancel button on the screen shown in Figure 3. Refer to **Chapter 5** for instructions on creating a new database.

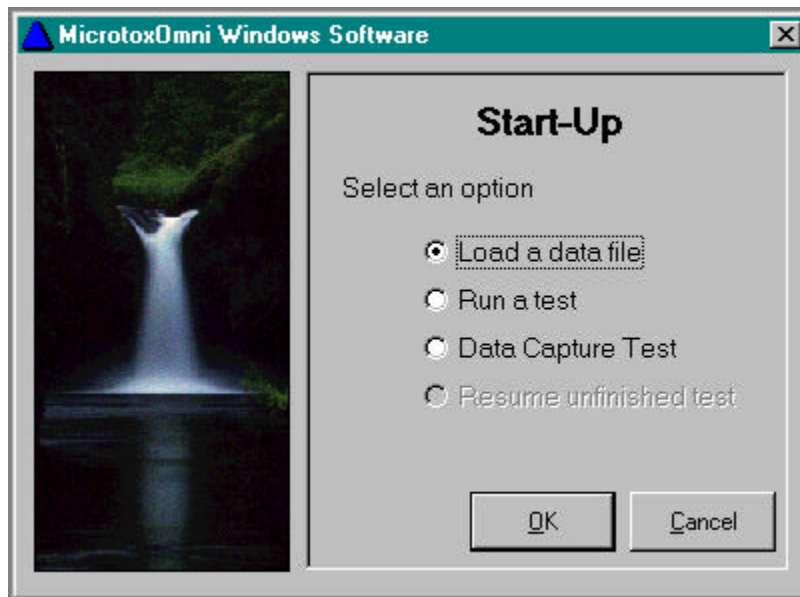


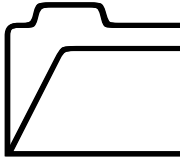
Figure 3 - Initial Start Up Screen When Not Using Database Feature

Running a Test

Run the software as described in **Chapter 3**. Log on to a database or cancel the log-on screen (Figure 2) to run tests as single events.

Running a Test Without a Database

Click on the *Run a Test* option and press OK. This will display the screen shown in Figure 5. Refer to the section below for details of how to select a template and run the test.



Any data generated outside of a database must be saved in the DOS file format. This data will not be available for trend monitoring or for searches in the database. To save data use the menu option File/Save Test Data to File.

Running the Test With a Database

Log on to the database as described in **Chapter 3** or use the menu option *Database/Logon to Database* to open the screen shown in Figure 2. Enter user name and password to open the main database window (Figure 4).

To run a test click the Run Test button which will display the template selection window (Figure 5).

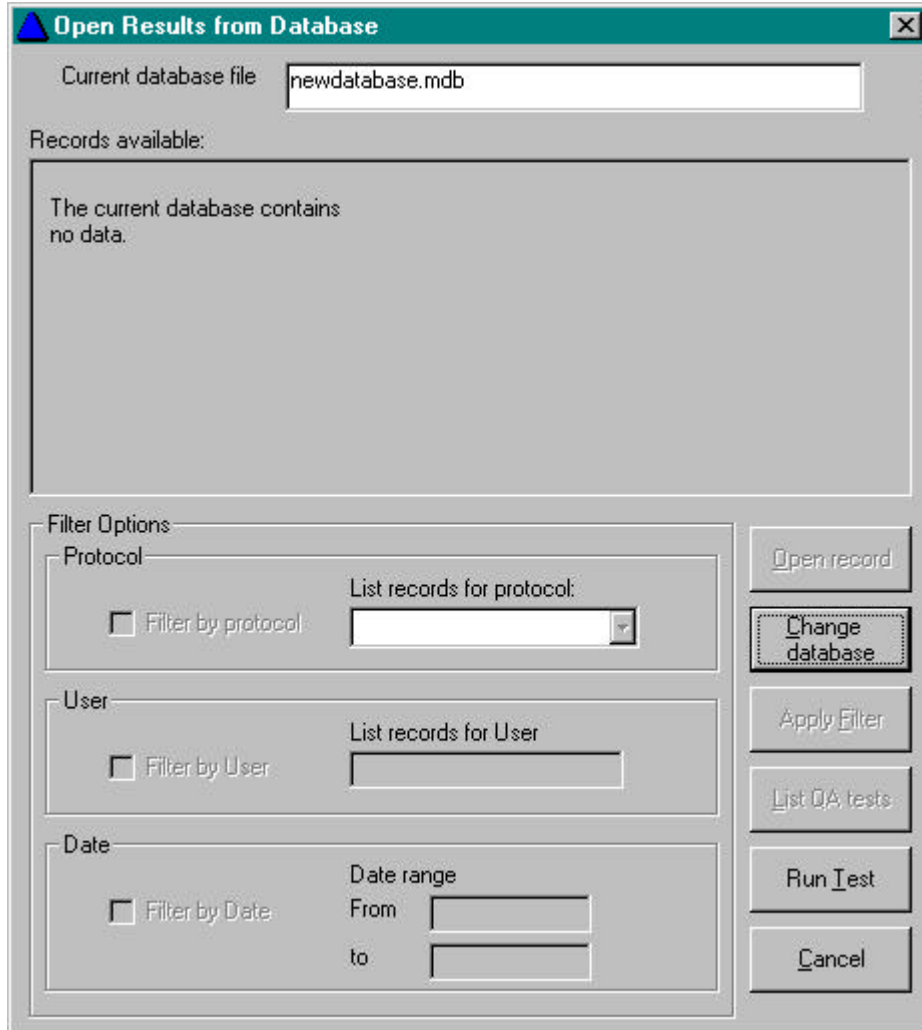


Figure 4 - Main Database Window

Selecting a Template

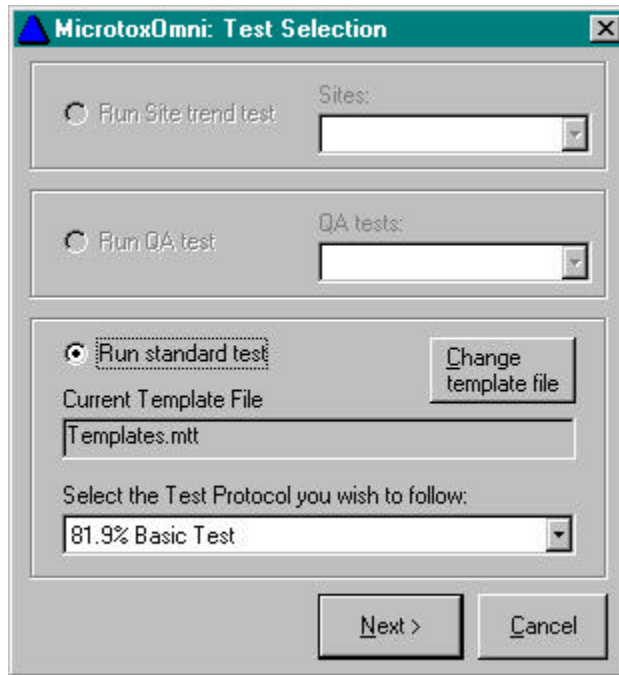
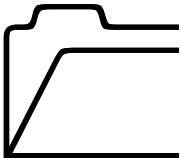


Figure 5 - Template Selection Window

This window allows the user to select a test template. To locate user created templates click on the Change Template File button.

Click on the list selection arrow which will display all of the test templates available. Select a test and click next.



The Test Selection Wizard by-passes this screen and loads the correct template directly into software. If you are unfamiliar with Microtox Testing you should use the Test Selection Wizard. If you elected to install the Wizard during setup it can be run by selecting the menu option Test/Open Wizard. To install the wizard separately re-run the installation utility described in Chapter 2.

Modifying the Test Template Parameters

Chose the test template and click Next to display the template parameters screen (Figure 6). To run a standard test, complete the descriptive fields at the top of the screen and click Next to start the test, or make modifications to the template parameters to suite your requirements.



The software tutor is able to reconfigure itself to accommodate most changes made to a test template, however there are some test parameter combinations that may produce ambiguous instructions from the tutor engine. If changes to the template cannot be accommodated by the tutor a warning will be displayed and the tutor will be de-activated.

Figure 6 - Test Template Parameters

Resize Grid

This button allows the user to specify different incubator block dimensions. By using a larger block the user will be able to carry out more replicates and more samples simultaneously. The software will calculate the optimum positioning for vials in the new grid.

Additional Data

This button opens a window that allows the user to enter additional information such as reagent lot number, etc.

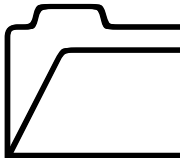
Running the Test

Users will be asked to enter a name for each of the samples to be run in the test so multiple samples can be differentiated on the screen during testing.

Three windows will open (Figures 7, 8 and 9) containing the test tutor, the Model 500 well display and the Data/Graph window. If the tutor is activated it will guide the user through the steps to set up the

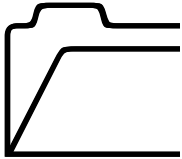
test indicating the wells in the test window that need action. Click the Next button on the tutor window for the next set of instructions.

Once the test has been set up, press the space bar and follow the instructions in the well display window, pressing Read on the analyzer (or entering data from the keyboard) when prompted. The data will be plotted in the data window as the test proceeds.



If a mistake is made while entering data correct the LAST reading from the menu option Test/Correct Previous Reading, or by clicking the well of the incorrect reading.

The database function will prompt the user to save the test data to the database once the test has been completed. The data can be sent to another database, if required. To save the test in the DOS format use the menu option *File/Save Test Data to File*.



Manager level users can edit the data in the data window. Any changes to data are flagged and logged for audit purposes. To remove or re-instate a data point in the calculation, select the data row in the data window (Figure 9) by placing the cursor over the far left column until the cursor changes to an arrow (→) and left click once. Select the menu option Data/Delete Data Point or Data/Restore Data Point. Data points that have been deleted from a calculation remain in the data window but are flagged with a 'D'.

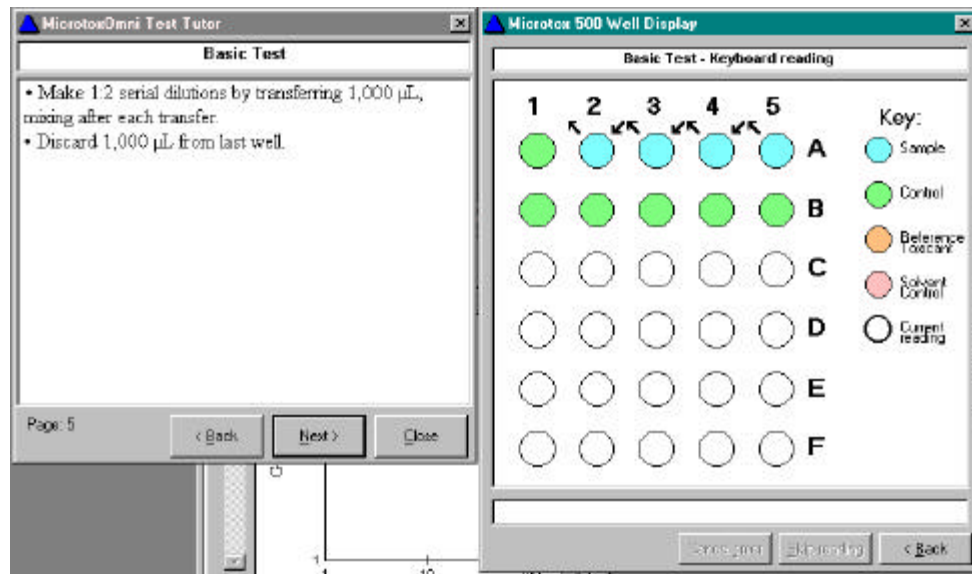


Figure 7 - Test Tutor and Well Display Showing Instructions on Test Set Up

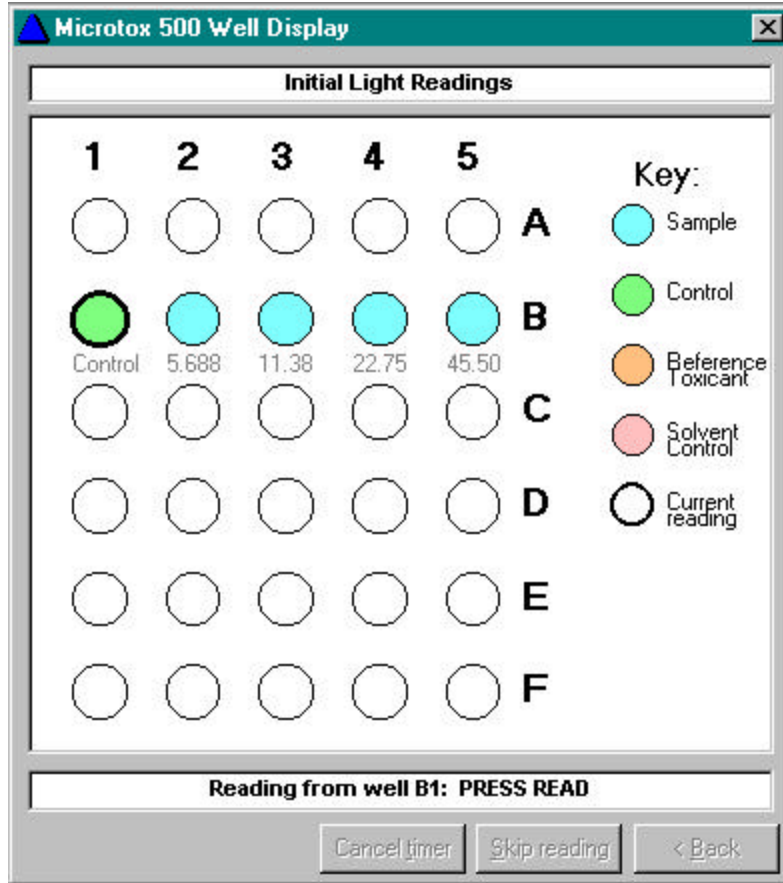


Figure 8 - Well Display Showing Test Waiting for Data from the Model 500 Analyzer

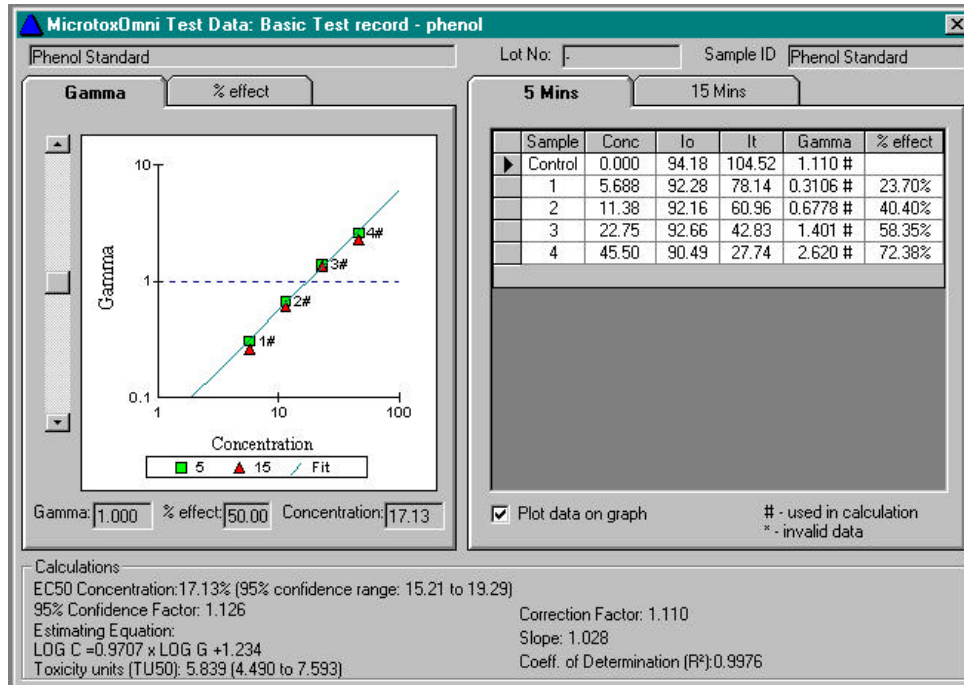


Figure 9 - Data Window

Database Functions

The software uses a database to store results. The program can use any number of databases, users and results, limited only by the size of the storage device used on the computer.

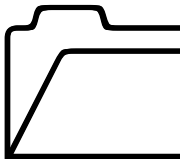
This method of data storage has a number of advantages over conventional single file storage:

Users can be allocated access to features based on a password which allows a manager to exercise some control over the data generated in a department. For example, only managers can modify results thus providing a quality audit trail on data.

With large sets of data the database can be used to search for particular records based on the user, the test template or the date.

Data can be trend monitored allowing testing of changes due to operator, site or QA test.

The software allows access to certain features based on a security level. This security level is set up when a user name is first added. MANAGER level users have access to all features of the program. USER level users have restricted access to some features.



Database Functions Available on Log On

When the software is started the user logs in using their user name and password. The main database window (Figure 4) will be displayed. The following functions are available.

Open Record

Click on a test in the records available window and click Open Record. This will open the chosen test in a data window (Figure 9) as if the test had just been completed.

Change Database

Click on this button to log on to a different database. Select the database from the file list displayed and log on as described in **Chapter 3**.

Apply Filter

This searches for tests based on the parameters selected in the filter options box and is useful for finding a particular record in a large database.

List QA Tests

This displays records of QA tests in the database.

Database Functions Available to All Users from the Database Menu

Create New Database

This option will open a directory window. Navigate to the location to save the database and enter a filename. Click open to create the database. To gain access to the new database, add data and create users select the menu option *Database/Log on to Database*. By default the new database will have the manager level user name MANAGER with the password MANAGER. Use this to log on and create new users from the menu option *Database/Manage Users* (see below).



Change the password or user name for MANAGER since access to the database with this user name gives access to all the security features of the software.

Log On To Database

This allows users to select a new database or log on to the current database as a different user. This option displays the log on screen (Figure 2).

Change Password

This option allows users to change the password of the current user (see Manage Users for manager only access to change the passwords of other users). Users will be asked to enter the current password and the new password twice. Once this has been accepted the user will not be able to log on with the old password.

Manage Users

The only function available is the ability to edit the user name details. Highlight the user name and click *Edit User*. Change the details in the *New User* box. (For extended features available to Manager Level Users see next section.)

Trend Monitor

Refer to **Chapter 6** for details of trend monitoring.

Database Functions Available to Manager Level Users

Manage Users

This function allows a manager to add new users, delete users and change the user name and password for existing users.

Nominate a Site for Trend Monitoring

This option will open the site details window (Figure 10). Refer to **Chapter 6** for details of trend monitoring functions.

Specify QA Trend Test

This option will open the QA test specification window (similar to the site details window in Figure 10). Refer to **Chapter 6** for details of trend monitoring functions.

Edit Data

Click on any data in the data window (Figure 9) to edit the number. Changes are flagged and logged for audit purposes.

Remove or Re-instate a Data Point in the Calculation

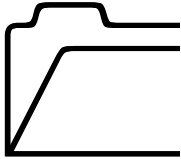
Select the data row in the data window (Figure 9) by placing the cursor over the far left column until the cursor changes to an arrow () and left click once. Select the menu option *Data/Delete Data Point* or *Data/Restore Data Point*. Data points that have been deleted from a calculation remain in the data window are flagged with a 'D'.

Trend Monitoring

The database function in the software allows the user to associate groups of data for analysis. The software includes a powerful trend monitoring system that can be used to determine and exclude variation due to external factors. By excluding predictable cyclical variation the software trend monitoring system can be used to determine true variation attributable to changes in toxicity or due to the technique of individual users.

Setting Up a Site to be Trend Monitored (Manager Level Users Only)

Select the menu option *Database/Nominate a Site for Trend Monitoring* to display the window (Figure 10). Enter a descriptive name for the site. Select the test template that will always be used when testing samples for this site. To use a special template navigate to the specific template file by clicking on the change template button.



The test parameters selected at this point will be fixed for all trend testing done on this site. It is not possible to compare data unless the test template used is fixed.

Figure 10 - Site Nomination for Trend Monitoring

Running a Test on a Trend Monitored Site

Select the menu option *Test/Run Test* to open the template selection window (Figure 5). Click on the *Run Site Trend Test* or *Run QA Test* and open the drop down menu to select the site (Figure 12).

Click on *Next* to display the *Test Template Parameters* (Figure 6). Unlike a standard test these parameters are fixed so this screen is for information only.

The test will be run exactly as a standard test, refer to **Chapter 4** for details of running a test.

Displaying a Trend

Select the menu option *Database/Trend Monitoring* to display the Trend Monitoring Selection Window (Figure 11). Select the parameter to trend monitor and click *Monitor*. Depending on the size of the database it may take several minutes to calculate the trend graph (Figure 13). If the trend data has been input by several users, data can be sequentially removed from each user to test the effect on the control limits.

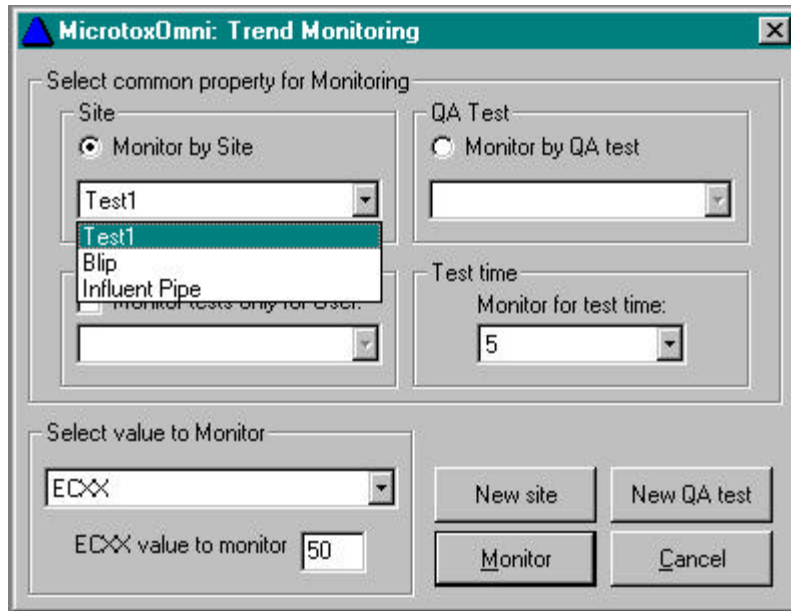


Figure 11 - Display Trend Monitoring

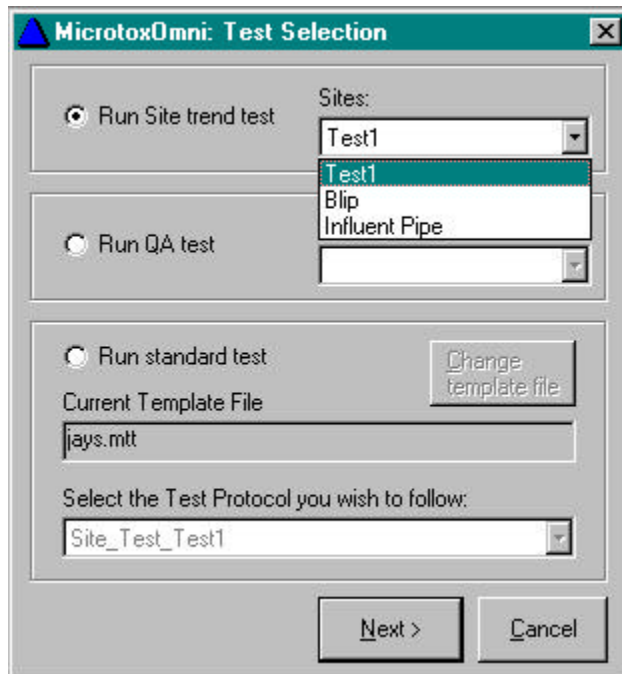


Figure 12 - Select a Trend Monitor Site

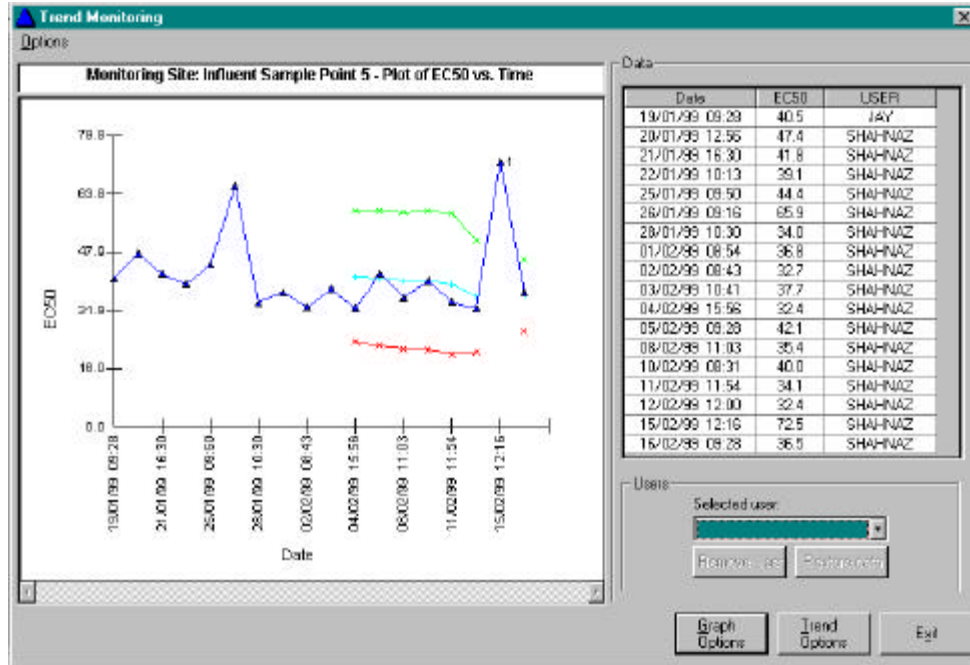
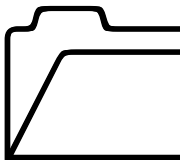


Figure 13 - An example of Trend Monitored Data



To determine which user generated a particular point on the graph, allow the cursor to hover over the point. The user name will appear in a pop-up window.

Graph Options

The way in which trend monitored data is displayed and calculated can be changed by clicking on the Graph Options button in the trend data window (Figure 13). This will display the window shown in Figure 14.

Number of Data Points Displayed on Graph

For large trend graphs use this option to reduce or enlarge the view of the data on the screen.

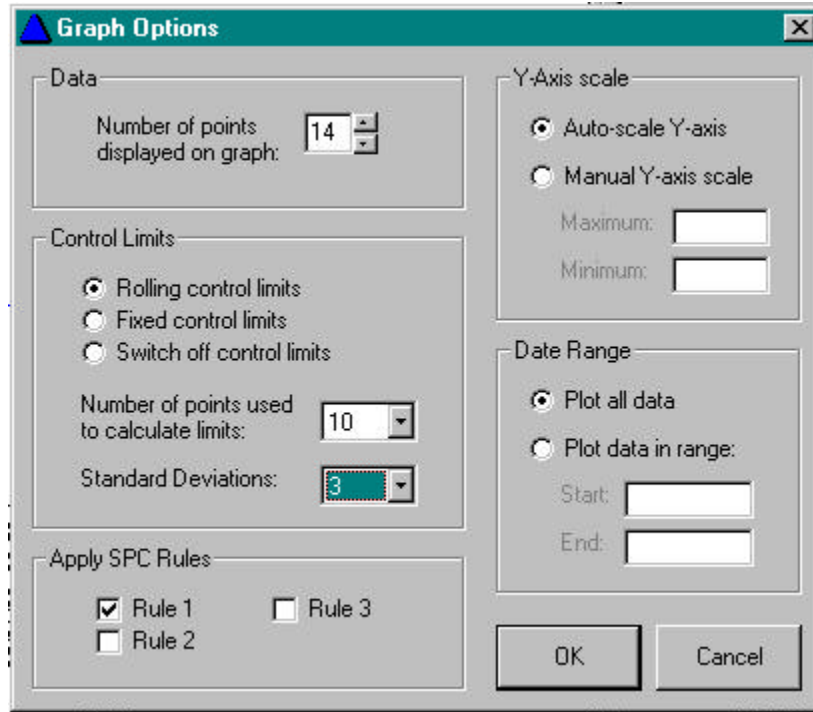


Figure 14 - Trend Monitoring Graph Options

Control Limits

Rolling Control Limits

This option is used to activate the analysis that compensates for background variation. The control limits are recalculated each time a new data point is obtained such that only the most recent data is used to set the limits.

Fixed Control Limits

This option is used to activate the analysis that sets the limits based on the initial data obtained. With fixed control limits any new data that is obtained does NOT change the limits.

Switch Off Control Limits

This option removes the control limits from the graph.

Number of Points Used to Calculate Limits

For statistical significance 20 points should be used, but this option allows the user to reduce or extend this value.

Standard Deviations

This option determines how many standard deviations around the mean are used to create the limits.

Apply SPC Rules

This option allows the user to switch ON/OFF the Statistical Process Control rules that determine statistically significant variation.

Rule 1 - Any point above the upper control limit or below the lower control limit.

Rule 2 - Any set of 5 sequential points that are all above or below the mean.

Rule 3 - Any set of 5 sequential points that are all rising or falling.

Y-Axis Scale

Use this option to allow the software to scale the axis to fit the data. To set limits magnify or reduce the scale to observe particular effects.

Data Range

This option allows the user to define the data range by date.

Reports

The software has a customizable report system that allows the user to define which datasets and graphs are included in the report. Company logos and additional text can also be included.

Creating a Report

Once the data has been entered, directly proceed to create a report. To create a report on old data load the data file, or open the required record from the database.

Select the menu option *Data/Generate Report from Current Data*. This will open the window (Figure 15) containing the current data displayed in the associated report proforma chosen when the test was run (Figure 6).

Click the Print button to send the report to the printer.

Loading A Report

To load a report file use the menu option *Data/Open Report Viewer* and select the report file.

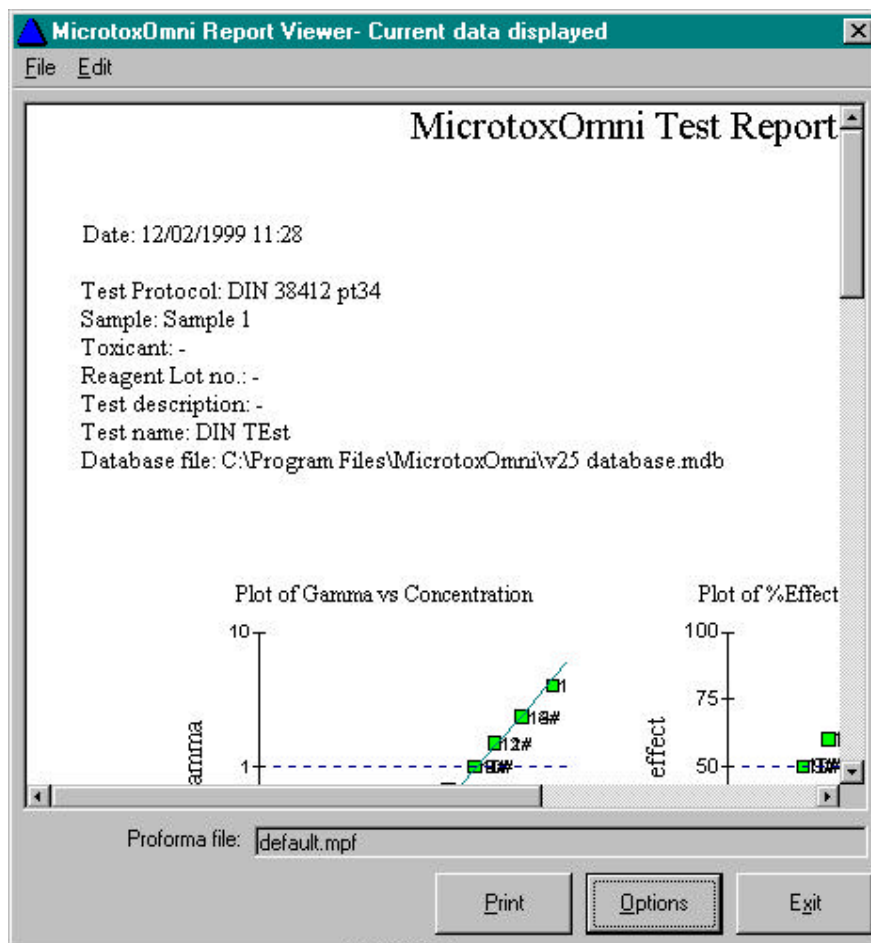


Figure 15 - Report Window for Current Data

Adding Custom Elements to the Report

Click on the Options button (Figure 15) to display the Report Options window (Figure 16). This window is used to add text and graphics to the report.

Report Title

Enter an alternative title for the report here.

Custom Picture

Click on the check box and then navigate to the graphic file to include in the report. This can be used to add a company logo to the report.

Text field

Click on the check box to add text to the report.

Graphs

Choose which graphs to print on the report.

Signature Line

Check this option to include a line for a signature.

Date/Time

Check this option to include the date and time the test was completed in the report.

QA Data

Check this option to include associated QA data with the test results.

Figure 16 - Report Options

Formatting Report Elements

Each element of the report (e.g. graphs, data table etc.) can be selected, moved and aligned independently. This allows the user to customize the look of the report.

Selecting Report Elements

Point to the element to be formatted and click once with the left cursor button. This will highlight the element for formatting.

Moving an Element

Left click and hold over a selected element and drag it to the new location. The report window will scroll if the element is dragged off the visible screen.

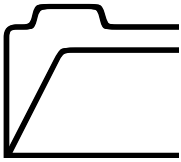
Aligning an Element

Select an element, choose the required alignment option from the *Edit* menu in the report formatting window (Figure 17).

Saving a Report

To save a report format, choose the option *File/Save Report* (Figure 17). A save dialogue box will open allowing the user to name the report file.

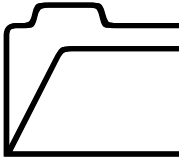
The saved report file is used for reporting only. The raw data cannot be imported back into the software from the report file. Users should save the data to a database or to a DOS format file (See Chapter 5).



Saving a Report Proforma

To save a report format for future use, select the menu option *File/Save As Proforma*. (Figure 17). A save dialogue box will open allowing user to name the proforma file.

Associate any report proforma with a test from the template window (Figure 6) to automatically report data in the format chosen.



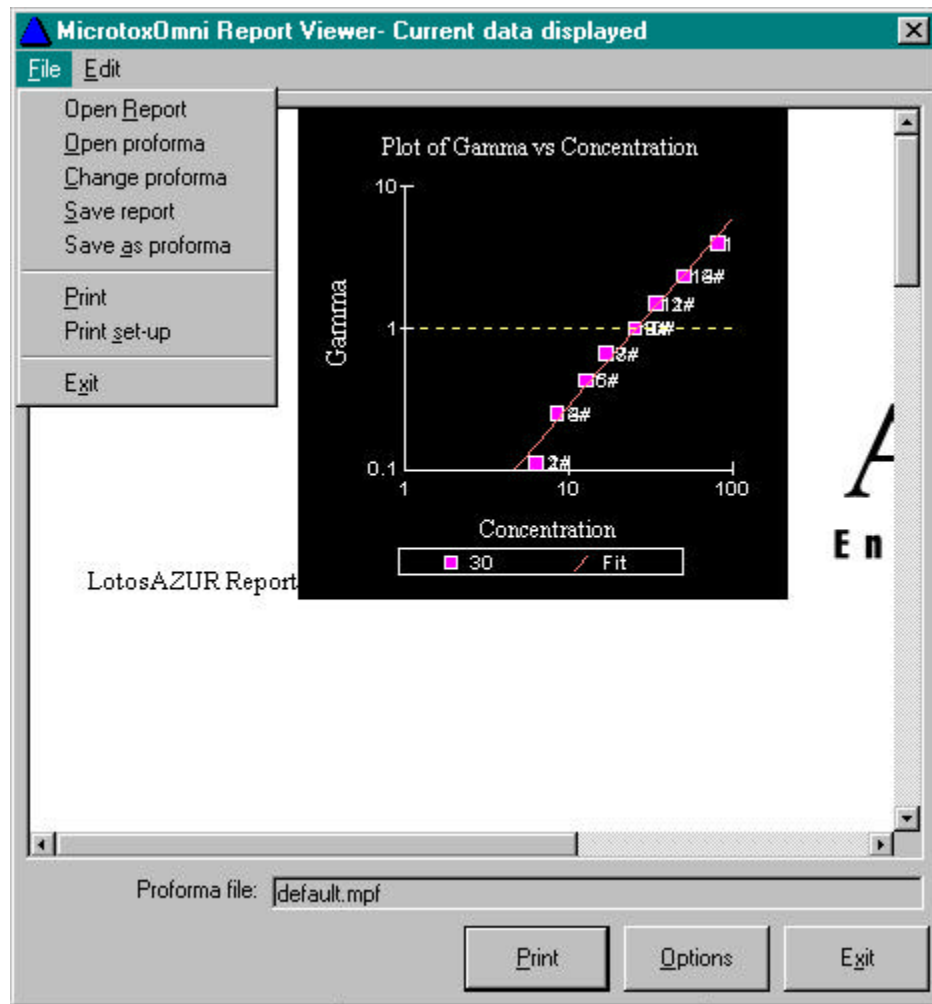


Figure 17 - Aligning a Report Element

Changing a Report Proforma

To change the report proforma used on the data loaded, choose the menu option *File/Change Proforma* and select the proforma file.

Toolbar

The main button bar can be toggled on and off from the menu option *Window/Toolbar*. Most of the options and features discussed in this manual can be activated from the toolbar. The list below provides details of the functions associated with each button.

Some of the buttons on the toolbar will be unavailable during certain procedures.

Toolbar Functions



Figure 18 - Main Toolbar

- A. Log on to Database**
- B. Load Old Data from File**
- C. Open Database**
- D. Save Test Data to File**
- E. Save to Database**
- F. Run Test**
- G. Resume an Unfinished Test**
- H. Run Test Selection Wizard**
- I. Abort Test**
- J. Edit Template File**
- K. Turn Test Tutor ON/OFF**
- L. Generate Report From Current Data**
- M. Open Report Viewer**
- N. Export Data to Excel**
- O. Calculation Options**
- P. Trend Monitoring**
- Q-S. Position Windows on Screen**
- T. Configure Communications**
- U. Activate Help System**
- V. Exit Program**

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with
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APPENDIX 1

The Programs:

List of MicrotoxOmni Programs

MicrotoxOmni Version 1.1

MicrotoxOmni Version 1

APPENDIX 2

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