Spectra Optia®

Apheresis System

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Unlocking the Potential of Blood

System Administration and Data Export Guide

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Spectra Optia® Apheresis System
System Administration
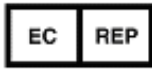# and Data Export Guide

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System Administration and Data Export Guide

About This Guide

This guide is written for administrators who are responsible for exporting procedure data from the Spectra Optia® Apheresis System.

The following table defines the acronyms that are used throughout this guide.

Table 1-1: Acronym definitions

Acronym	Definition
MAC (e.g., MAC address)	media access control
IP (e.g., IP address)	internet protocol
LAN (e.g., wireless LAN connection)	local area network
FTP (e.g., FTP export and FTP server)	file transfer protocol
PDF	portable document format
DHCP	dynamic host configuration protocol
NTP (e.g., NTP server)	network time protocol
ICMP	internet control message protocol
PIN	personal identification number

Network Configuration

The Spectra Optia system is designed to operate within the following networking performance limits using either a wired or a wireless connection:

- Maximum Packet Delay/Latency: 250 ms
- Minimum Network Bandwidth: 1024 kbps
- Maximum Packet Loss: 2.5%

If you plan to use a wireless connection consult the *Instructions for Adding Wireless Technology to the Spectra Optia System*. Configure the network parameters for the Spectra Optia system appropriately for your wireless network. The MAC address and the IP address of the Spectra Optia system will be used for the wireless LAN connection.

Configuring the Spectra Optia System to Use a Static Network Connection

1. Touch the **Config** menu button.
   The configuration tabs appear.
2. Touch the **Network** tab.
   The network screen appears.
3. Touch the **Device Network** tab.
   The Device Network screen appears.
4. In the DHCP section, Off is the default, as indicated by the black dot on the button for Off. If DHCP is turned On, Touch the button for Off.
5. Touch the button for IP Address, and use the data entry pad to enter the static IP address for the server.
6. Touch the button for Subnet Mask, and use the data entry pad to enter the static subnet mask for the server.
7. Touch the button for Default Gateway Address, and use the data entry pad to enter the static default gateway address for the server.
8. Touch **Confirm** to save your changes.

Configuring the Spectra Optia System to Use DHCP

If you have a DHCP server on your network, you can configure the Spectra Optia system to use DHCP.

1. Touch the **Config** menu button.
   The configuration tabs appear.
2. Touch the **Network** tab.
   The network screen appears.
3. Touch the **Device Network** tab.
   The Device Network screen appears.

4. In the DHCP section:
    *   Off is the default, as indicated by the black dot on the button for Off.
    *   To enable DHCP, touch the button for On. A black dot appears on the button for On to indicate its selection, and the black dot on the button for Off disappears.

    > **Note:** When DHCP is enabled, the text boxes for IP Address, Subnet Mask, and Default Gateway Address will become disabled and will be populated with values from the DHCP response.

5. Touch **Confirm** to save your changes.

Synchronizing the Spectra Optia System to an NTP Server

If you have an NTP server on your network, you can configure the Spectra Optia system to synchronize time to the NTP server.

1. Touch the **Config** menu button.
    The configuration tabs appear.
2. Touch the **Network** tab.
    The network screen appears.
3. Touch the **NTP Server** tab.
    The NTP Server screen appears.
4. In the Enabled section:
    *   No is the default, as indicated by the black dot on the button for No.
    *   To enable synchronization with an NTP server, touch the button for Yes. A black dot appears on the button for Yes to indicate its selection, and the black dot on the button for No disappears.
5. Touch the button for IP Address, and use the data entry pad to enter the IP address for the NTP server.
    The IP address you entered is displayed on the button for IP Address.
6. Touch the button for UTC Offset, and use the data entry pad to enter the UTC (coordinated universal time) offset for your geographic location. The default is +00:00.
    The UTC offset you entered is displayed on the button for UTC Offset.
7. Touch **Confirm** to save your changes.
8. Restart the Spectra Optia system.

Exporting Procedure Data

The Spectra Optia system can be configured to export procedure data using FTP, which allows you to transfer a copy of a procedure report to your computer or your network for your records. FTP export transmits data for an entire procedure after the procedure is completed. If you do not configure FTP export, you can only view a procedure report on the Spectra Optia system touch screen.

Configuring FTP Export

The default format that a procedure report is exported in is Adobe® PDF.

Complete the following steps to configure FTP export:

1. Touch the **Config** menu button.
   The configuration tabs appear.
2. Touch the **Report** tab.
   The report screen appears.
3. Touch the **FTP Export** tab.
   The FTP Export screen appears.
4. By default, automatic export is turned off. To turn on automatic export, touch the button for Automatic.
   The button displays Yes to indicate automatic export is selected.

   > **Note:** When automatic export is enabled, the system will attempt to export each completed report. You must manually resend any export failures.

5. Touch the button for IP Address, and use the data entry pad to enter the IP address for the FTP server.
   The IP address you entered is displayed on the button for IP Address.
6. Touch the button for Port, and use the data entry pad to enter the port for the FTP server.
   The port you entered is displayed on the button for Port.
7. Touch the button for Username, and use the data entry pad to enter the FTP account user name.
   The user name you entered is displayed on the button for Username.
8. Touch the button for Password, and use the data entry pad to enter the FTP account password.
9. With the FTP server application running, touch **Test**.
   If the connection test passes, the system will display the message "Connection test passed." If the connection test fails, see "Troubleshooting Data Export Connection Problems."
10. After the connection test has passed, touch **Confirm** to save your changes.

Connecting the Spectra Optia System to a Software Cadence® Data Collection System Server

If your facility uses a Software Cadence server to transmit Spectra Optia run data files to Terumo BCT, you can configure the Spectra Optia system to connect directly to the server.

1. Touch the **Config** menu button.
   The configuration tabs appear.
2. Touch the **Network** tab.
   The network screen appears.
3. Touch the **Terumo BCT Server** tab.
   The Terumo BCT Server screen appears.

4. In the Enabled section:

    •   No is the default, as indicated by the black dot on the button for No.

    •   To enable connection with the Software Cadence server, touch the button for Yes. A black dot appears on the button for Yes to indicate its selection, and the black dot on the button for No disappears.

5. Touch the button for IP Address, and use the data entry pad to enter the IP address for the Software Cadence server.
    The IP address you entered is displayed on the button for IP Address.

6. Touch **Confirm** to save your changes.

Troubleshooting Data Export Connection Problems

Table 1-2: Data connection troubleshooting

Condition	Action
Connection test fails.	1. Verify that the IP address and port information are correctly entered. 2. Verify that the user name and password match the settings on the FTP server.
Connection test passes, but no data is transferred between the FTP server and the Spectra Optia system.	1. Check the FTP server log. If the FTP server is communicating with the Spectra Optia system, the server log should display the error; for example, the error message "Bad Password" indicates that you need to re-enter the user name and password. 2. Verify that the FTP server has read, write, and execute permissions for the destination folder. 3. Multiple network cards may cause connectivity issues. Verify the route from the FTP server to the Spectra Optia system. For example, if your network supports ICMP, try to ping the network address of the Spectra Optia system using ICMP. 4. Verify that the port setting on the Spectra Optia system matches the port number on which the FTP server is listening. 5. Verify that the Spectra Optia system configuration changes were saved.

Configuring Report Settings

You can configure certain report settings, such as paper size and how frequently periodic values are captured during a procedure. Complete the following instructions to configure report settings:

1. Touch the **Config** menu button.
   The configuration tabs appear.

2. Touch the **Report** tab.
   The report screen appears.

3. Touch the **Settings** tab.
   The Settings screen appears.

4. To change the report update interval, touch the button for Report Update Interval, and use the data entry pad to enter the update interval in minutes.
   The update interval you entered is displayed on the button for Report Update Interval.

5. To select the paper size for procedure reports that are exported in an Adobe PDF format, touch the button for Paper Size and select the appropriate paper size.
   The paper size you selected is displayed on the button for Paper Size.

6. Touch **Confirm** to save your changes.

Enabling a PIN to Control Access to Reports

The Spectra Optia system has an option for enabling a PIN to control access to reports. Complete the following instructions to enable PIN protection:

1. Touch the **Config** menu button.
    The configuration tabs appear.

2. Touch the **Report** tab.
    The report screen appears.

3. Touch the **Settings** tab.
    The Settings screen appears.

4. In the PIN Enabled section:
    *   No is the default.
    *   To enable a PIN, touch the button for PIN Enabled. The button displays Yes to indicate that the use of a PIN has been enabled, and the system prompts you to create a PIN.

5. Enter a 4-digit PIN and touch **Enter** on the data entry pad.
    The system prompts you to confirm the PIN.

6. Re-enter the PIN and touch **Enter** on the data entry pad.

7. Touch **Confirm** to save your changes.

> **Note:** When PIN protection is enabled, PIN entry will be required to view or manually export procedure data.

Changing the PIN

Complete the following instructions to change the PIN that is used to control access to reports:

1. Touch the **Config** menu button.
    The configuration tabs appear.

2. Touch the **Report** tab.
    The report screen appears.

3. Touch the **Settings** tab.
    The Settings screen appears.

4. Touch the button for Change PIN.
    The system prompts you to enter the current PIN.

5. Enter the current PIN and touch **Enter** on the data entry pad.
    The system prompts you to enter a new PIN.

6. Enter a new 4-digit PIN and touch **Enter** on the data entry pad.
    The system prompts you to confirm the new PIN.

7. Re-enter the new PIN and touch **Enter** on the data entry pad.

8. Touch **Confirm** to save your changes.

Disabling the PIN

Complete the following to disable PIN protection:

1. Touch the **Config** menu button.
   The configuration tabs appear.

2. Touch the **Report** tab.
   The report screen appears.

3. Touch the **Settings** tab.
   The Settings screen appears.

4. Touch the button for PIN Enabled.
   The system prompts you to enter the current PIN.

5. Enter the current PIN and touch **Enter** on the data entry pad.
   The button for PIN Enabled displays No to indicate that the use of a PIN has been disabled.

6. Touch **Confirm** to save your changes.

Report Screen

The report screen allows you to view procedure reports and manually send procedure reports to an FTP server if you have configured FTP export (for more information, see "Exporting Procedure Data" on page 4).

Viewing a Procedure Report

1. Touch the **Data** menu button.
   The data tabs appear.
2. Touch the **Report** tab.
   The report screen appears and shows the list of available procedure reports.
3. Complete one of the following to locate a report in the list:
   • Scroll through the reports using the up and down scroll buttons.
   • Touch the arrow next to Start Time to sort the reports list by the order in which they were generated.
   • Touch the arrow next to Procedure to sort the reports list by the procedure type.
   • Touch the arrow next to Sent to see which reports have been sent to the FTP server. Reports that have been sent have a green arrow in the Sent column.
4. Touch a report to view it on the Spectra Optia touch screen.

Manually Exporting a Procedure Report

1. Touch the **Data** menu button.
   The data tabs appear.
2. Touch the **Report** tab.
   The report screen appears and shows the list of available procedure reports. Scroll through the reports using the up and down scroll buttons.
3. Touch the check mark next to a report that you want to export.
   When a report is selected, the check mark turns yellow.
4. Touch **Send**.
   The procedure report you have selected is transmitted to the FTP server. A yellow arrow in the Sent column indicates that the export is in progress. If the report is successfully transmitted, a green arrow appears in the Sent column. If the report is not transmitted a red "×"appears in the Sent column.

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