SEAL Analytical

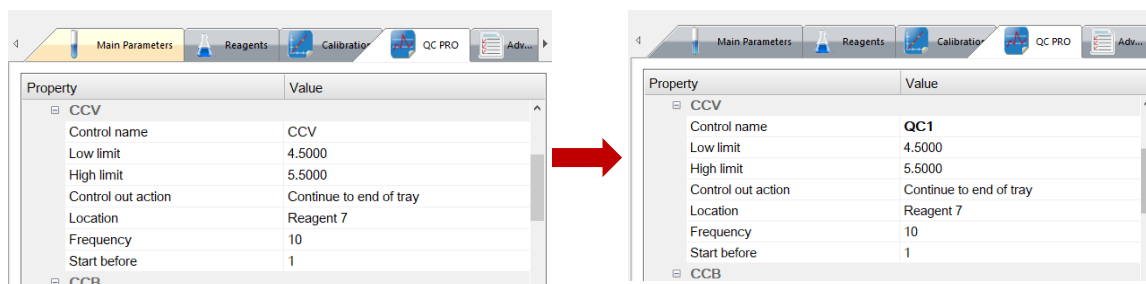## Customer Guidance: Modifying Control Names – AQ Software

Lab requirements for the naming of quality control checks (QCs) and samples vary greatly. The AQ software allows for different ways to account for the variability of ID systems. Below are 3 different options for modifying QC names.

Changing Names on QCs to be the Same for Every Run

If the QC name will be the same on every run but different than the pre-loaded software control name, this can easily be changed in the Test Parameters (in software versions AQ 2.x or higher).

- Go to **Maintenance & Setup**
- Click on **Tests**
- Select the desired method
- Go to the **QC Pro** tab
- Type the desired name into the **Control Name** field.
- Click OK to save

If assigning the control in scheduling, the default QC name will not change until the test is assigned. If more than one test is assigned, then the name will default back to the default name, as multiple names for each test cannot be displayed at once. However, on the report the QC will show the modified name. The Sample Type identifier cannot be changed.

CCV name changed from CCV to QC1 in test parameters

CCV name as shown in Scheduling or Data Review

CCV name as shown in Reporting

Running Control in the Tray as an Unknown

There is an option to run a control as an unknown sample. The benefit to this is the name of the control can unique every time it is run. However, it will not be auto-populated and no limits will be set as when using the *QC Pro* feature in *Test Parameters*. The user will need to determine if the QC passes criteria.

Type	Sample ID
U1	CCV
U2	CCV - LOT 081020
U3	Sample 1
U4	Sample 1 - Manual Spike

Controls modified in Scheduling as unknowns

- Go into scheduling
- Assign the U# sample type
- Type the Sample ID and continue scheduling per standard

NOTE: Do this before typing the Sample ID – If the sample matches an already existing *Control Name* from *Test Parameters*, then the sample type will be defaulted. For example, typing CCV as the sample ID will populate the CCV Sample Type.

Include Additional Information in Sample Details

Additional information, including spike details, lot numbers and other information can be added under the sample details column. The sample details column has no restrictions on the information added here except for the length and some special characters. Sample details can be exported as the "Sample ID" values in an exported CSV file to include all the additional information if needed.

- Go into scheduling
- Add additional information under Sample Details

Type	Sample ID	Sample Details
U5	Sample 2	Sample 2
DUP	Duplicate	Sample 2 - Duplicate
SPKA	Auto Spike	Sample 2 - Auto Spike
SPKD	Spike duplicate	Sample 2 - Spike Duplicate

Additional information in Sample Details

To change the CSV export information:

- Go to Tray Manager
- Click CSV Format
- Deselect "Sample ID" as an included export field
- Change the Heading Text for "Sample Details" to "Sample ID"
- Click OK to save.

Sample Field	Order	Heading Text
☑ Sample Type	12	1
☑ Sample ID	1	Sample ID
☑ Sample Details	2	Sample Details
☑ Test Number	13	2

Sample Field	Order	Heading Text
☑ Sample Type	12	1
☐ Sample ID		
☑ Sample Details	1	Sample ID
☑ Test Number	13	2

Change to CSV format to export sample details as the sample ID