#### Performing Maintenance on the Cepheid GeneXpert Dx System – Appendix A: Archiving and Deleting Runs

1. **Archiving** **Runs**
	* This will save data to another file on the hard drive of the computer.
	* The data will remain in the GeneXpert Software
2. Go to **Data Management Tab**
3. Select **Archive Test**
4. Check all tests that you desire to archive
5. Click **OK** at the bottom of the screen
6. A window will appear that specifies how many tests will be archived
7. Click **Proceed**
8. A second window will appear for you to specify where you would like to save the files.
	1. All currently archived files are saved in the ***export*** folder, which is located in the GeneXpert Folder on the Desktop. The file will automatically be named with your hospital name, Instrument SN, today’s date, and the time. If this is satisfactory, click **Save**. If you would like to edit the file name or select a different location for saving, do so before clicking **Save**. Archived files will always end in *.gxx.*
	2. It may be useful to add the *Month* and *Year* to the beginning of the file name for easy recognition later.
9. A window will appear indicating that the archive has been completed successfully.

**B. Archiving and Deleting Runs**

* This will save the data to another file on the hard drive of the computer.
* The data will be ***deleted*** from the GeneXpert software.
1. Go to **Data Management Tab**
2. Select **Archive Test**
3. Check all tests that you desire to archive
4. Check the **Deleted Archived Tests** box at the top right hand side of the window
5. Continue with **Steps 4-8** in the instructions for Archiving above
	1. Note that an additional box will appear warning you that tests will be deleted. This is just a warning. If you know you want to delete, click **Yes**.

*Continued on next page*

#### Performing Maintenance on the Cepheid GeneXpert Dx System – Appendix A: Archiving and Deleting Runs

**C. Retrieving Deleted Runs into GeneXpert Software**

* Data that has been archived and deleted from the GeneXpert Software can be retrieved into the software by retrieving the tests.
1. Go to **Data Management Tab**
2. Select **Retrieve Test**
3. A window will appear asking you to select the file that you would like to retrieve.
	1. All currently archived files are saved in the ***export*** folder, which is located in the GeneXpert Folder on the Desktop.
4. Select the file that contains the test you would like to retrieve
5. Click **Open**
6. Check all tests that you desire to retrieve
7. A window will appear that specifies how many tests will be retrieved
8. Click **Proceed**
9. A second window will appear indicating that the test was successfully retrieved. Click **OK**.
10. Retrieved data can now be viewed in the **View Results** screen.

*End*