**Purpose:**

To assure that all users of the TANGO understand the software functions.

**Procedure:**

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| **Step** | **Action** | **Related Documents** |
| **Touch Screen Monitor** | | |
| 1. | Touching the touch screen monitor with a finger or a blunt object such as a pencil eraser or cotton swab has the same effect as a mouse click. |  |
| 2. | Touch a button to execute a command. |  |
| 3. | Touch a text box to activate the box for input.   * The cursor appears in the text box allowing data entry via the keyboard. |  |
| 4. | Highlighting text   * With a shift button depressed, touch the text box. This allows deletion of highlighted text. |  |
| 5. | Touching a row in a selection list allows selection of a single row. |  |
| 6. | Touching a row twice in quick succession allows selection of the row and opens the next window. |  |
| **Mouse** | | |
| 1. | Typical mouse operations are supported. |  |
| 2. | Click to select a feature or item. |  |
| 3. | Double click to select and open an item. |  |
| 4. | Click and drag to highlight an item, select a range or change a column width. |  |
| 5. | Click on a selected box and enter text via keyboard entry. |  |
| **Keyboard entry** | | |
| 1. | Most features can be selected via the keyboard. |  |
| 2. | In the active window, press the ‘Tab’ key until the desired item or button is highlighted. |  |
| 3. | Select a feature by pressing the ‘Enter’ key. |  |
| 4. | If a text box if already filled, press the ‘Tab’ key to highlight the text. The highlighted text can be removed by pressing the ‘Del’ key. |  |

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| **Step** | **Action** | **Related Documents** |
| **Selection Lists** | | |
| 1. | In selection lists having column buttons (Daily Journal, Event Log List), several edit features are available.   * Column headers are buttons that allow for sorting of data in that list. * Select a button to sort the date in the selected column in ascending order. * Moving the cursor over a vertical boundary line between two columns can change the column width. * The cursor will change to a double headed arrow.   + Push the mouse button and drag the double headed arrow the left or right as desired.   + Release the mouse button when the column is the desired width. * To delete a column, drag the boundary line until the column disappears. * To show the column again, move the cursor to the boundary line again and move until the column reappears. * Using the arrow buttons allows for scrolling through selection lists or selects boxes covering several pages. |  |
| **Menu Buttons** | | |
| 1. | All menus and features of the TANGO can be selected in the Main Menu.   * If you select one of the menu buttons, the selection window showing the available submenu items appears on the left side of the screen. |  |
| 2. | There are several menu buttons   * Start: Starts the test run. Follow with OK if all resources are present. * Samples/Controls: Opens the Samples/Controls submenu. * Maintenance: Opens the Maintenance functions. * Definitions: Used to select tests, define controls and assign user ID’s and passwords. * Shutdown: Use to shut down or login to the TANGO software. |  |
| 3. | The features of the analyzer are depicted as Analyzer Buttons in the center of the screen.   * Plate Stacker Icon: Push the button or load a plate into the plate loading station to open the Plate Loading window. * Sample Station Icon: Push this button or open the sample loading door to open the Sample Loading window. * Reagent Station Icon: Push this button or open the reagent loading door to open the Reagent Loading window. |  |
| **Event Log** | | |
| 1. | Located in the bottom left corner of the screen. |  |
| 2. | The Event Log button shows the four most recent messages.   * Push this button to view the entire Event Log list (must have Administrator rights) |  |

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| **Step** | **Action** | **Related Documents** |
| **Pause Button** | | |
| 1. | Use this feature when adding or removing samples or reagents during an active test run. |  |
| 2. | There is a one minute limit when using this feature.   * After 45 seconds a warning will sound. * After one (1) minute, the run may be compromised. |  |
| **System Status Buttons** | | |
| 1. | The System Status buttons are located in lower right hand corner of the screen. |  |
| 2. | The appropriate icon will flash red if the measured value is not within range or if the volume of the liquid containers reaches upper or lower limits. |  |
| 3. | The Status Bar at the bottom of the screen shows information about the analyzer status, LIS, Time basis, software version number, release date, current date, and time. |  |

**Referenced Documents:**

TANGO User Guide, Version 3.3