Eppendorf TrackIT

Operating manual

1.1

3903 900.023-03/102019

Table of contents

1 Operating instructions

1.1 Using this manual

- Read this operating manual completely before using the device for the first time. Observe the instructions for use of the accessories where applicable.
- This operating manual is part of the product. Please keep it in a place that is easily accessible.
- Enclose this operating manual when transferring the device to third parties.
- The current version of the operating manual for all available languages can be found on our webpage www.eppendorf.com/manuals.

1.2 Symbols used

Depiction	Meaning
1. 2.	Actions in the specified order
▸	Actions without a specified order
•	List
Text	Display text or software text
	Additional information

2 Safety

2.1 Intended use

The software and the reader enable RFID chips from Eppendorf dispensing devices to be read out and described.

Eppendorf TrackIT may only be operated by specialized personnel.

 Observe the dangers when handling dispensing devices within the scope of the intended use.

3 Product description

3.1 Delivery package

Number	Description
1	USB storage medium with software and operating manual
1	Reader
1	Installation manual

3.2 Features

The software and the reader enable RFID chips from Eppendorf dispensing devices to be read out and described. The read-out device data is saved in a database and can be opened at any time. The device data can be exported individually or automatically in various formats.

3.2.1 Supported dispensing devices with RFID chip

- Easypet 3
- Multipette E3/E3x/Repeater E3/E3x
- Multipette M4/Repeater M4
- Reference 2
- Research plus (writable as of 2012)
- TipTool
- Xplorer (writable as of 2012)
- Xplorer plus

3.3 RFID chip

The RFID chips are available in the versions:
- Read only
- Read and write

The following data is stored on the RFID chip:
- Manufacturer
- Model
- Device type
- Serial number
- Dispensing volume
- Item number
- Batch number
- Number of channels
- Factory adjustment data
- Custom data (in the case of writable RFID chips)

3.3.1 Position of the RFID on dispensing devices with marking

The position of the chip on dispensing devices is marked with the lettering **RFID**.

3.3.2 Position of the RFID on dispensing devices without marking

On the following dispensing devices, the position of the RFID chip is marked with a circle.

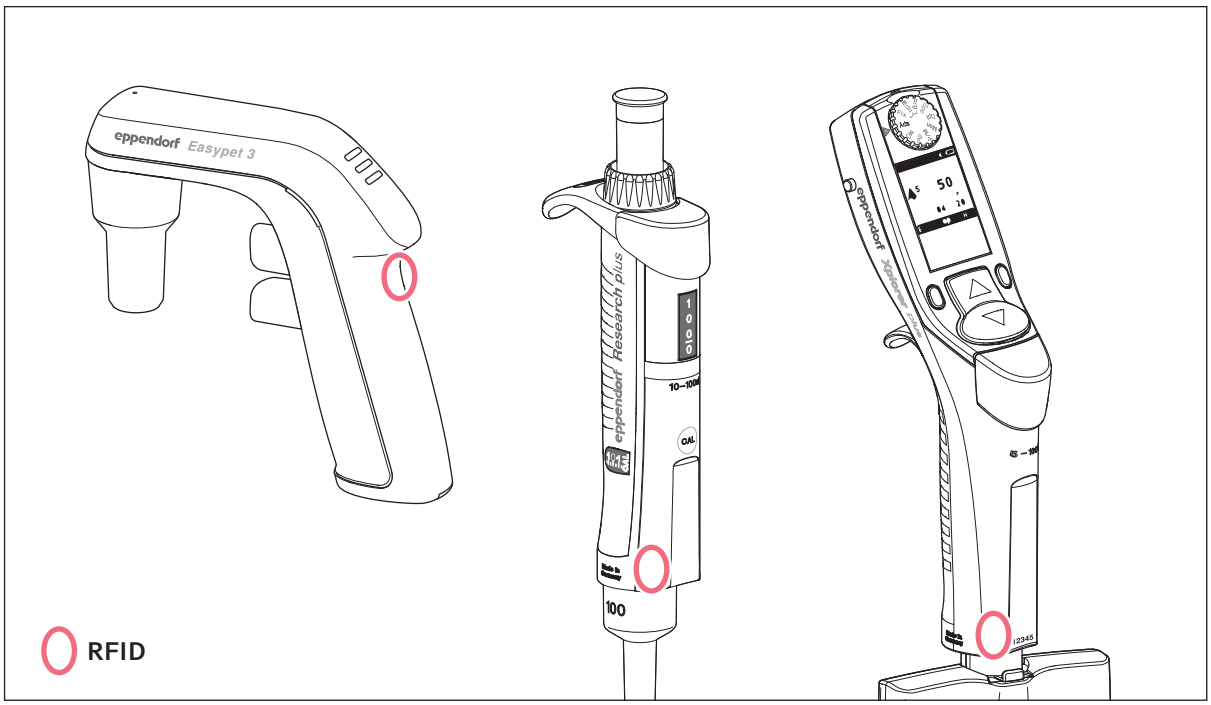

Fig. 3-1: Position of the RFID on the Easypet 3, the Research plus and the Xplorer or Xplorer plus

4 Software

4.1 Overview

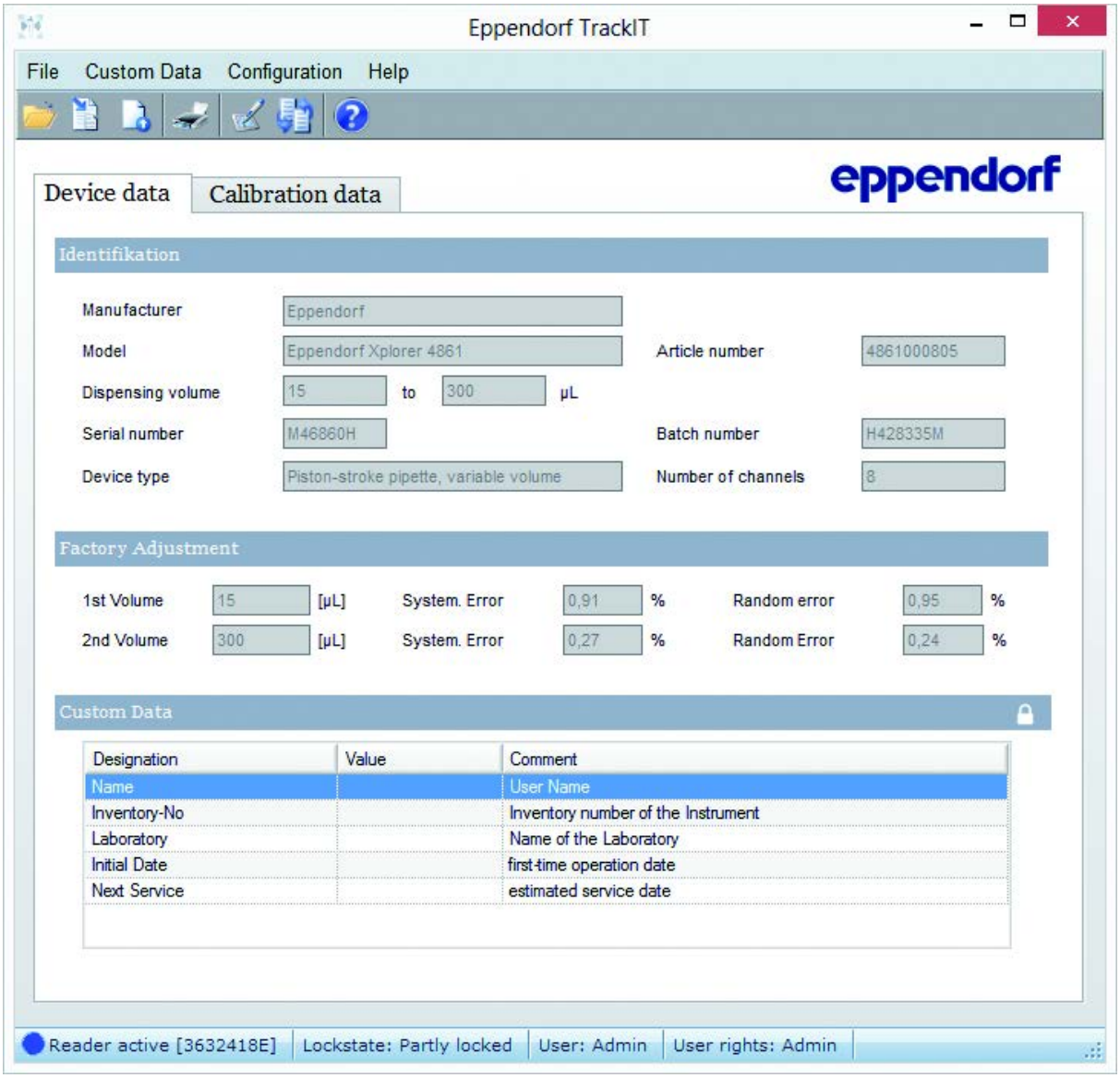

Fig. 4-1: Main screen

The *Device data* data sheet shows the manufacturer's data, the factory adjustment and the custom data.

The *Calibration data* data sheet shows the status and the results of the last calibration. Calibration data can only be entered and saved by Service personnel.

4.2 Software version

Refer to the installation instructions for instructions for updating to a new software version.

4.3 Supported operating systems

- Windows 7 SP1 (or higher)
- Windows 8
- Windows Vista SP2 (or higher)
- Windows XP SP3 (not recommended)
- Windows 10

5 Operation

5.1 Reading device data

Prerequisites

- The reader is active.

1. Hold the reader with the LED directly located at the position of the RFID chip.
   - The reader's LED lights green.
   - A window with the message *Reading device data* appears.
   - Once the reading process is complete, the reader's LED lights blue.
   - The device data is displayed in the main screen.

5.2 Checking the RFID chip

You can check whether the RFID chip is writable.

Prerequisites

- Device data has been read in.

1. On the *Device data* data sheet, click on the lock symbol.

   The lock symbol is opened: the RFID chip is writable.
   The lock symbol is grayed out: the RFID chip can only be read.

5.3 Changing and saving custom data

Prerequisites

- The device data has been read out.

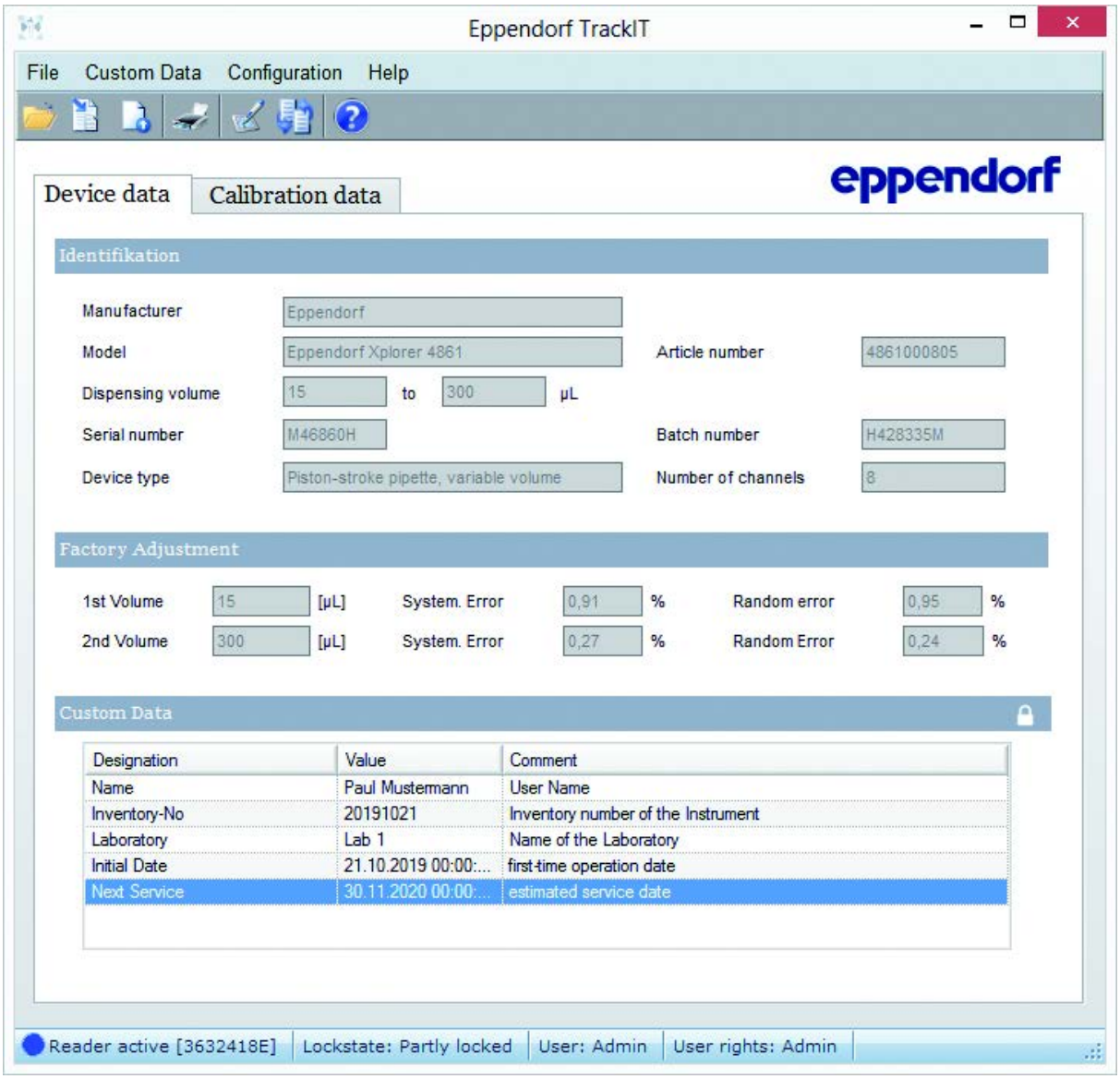

Fig. 5-1: Custom data

1. Click on the lock symbol in the *Custom data* area.
   The lock symbol is open.
2. Enter the data in the *Value* column.
3. Hold the reader to the position where the RFID chip is located.
4. Click on *Write data* in the toolbar.
   The device data is written to the RFID chip.
5. Confirm the message with *OK*.

5.4 Creating a data field

You can create user-specific data fields. The data fields are included in a data structure. A data field is defined by the data type and the field length.

The following data types are available:

Data type	Storage space	Use
1 numerical character	1 byte	numbers only
2 numerical characters	2 bytes	numbers only
4 numerical characters	4 bytes	numbers only
Alphanumerical string	62 bytes (maximum)	Alphanumerical characters (ASCII character set, without country-specific special characters)
Date	8 bytes	Date

1. In the *Configuration* menu, click on the *Manage data fields* submenu.
2. Select *New*.
3. Enter the designation of the data field.
4. Select the data type.
5. Click on *Save*.
   A data field has been created and can be included in a data structure.

5.5 Deleting a data field

Prerequisites

- The data field is not used in any data structure.

1. In the *Configuration* menu, click on the *Manage data fields* submenu.
2. Select the data field.
3. Select *Delete* and confirm with *Yes*.

5.6 Creating a data structure

Data structures are used for compiling data fields. Each dispensing device can have its own data structure.

Prerequisites

- Data fields have been created.

1. In the *Configuration* menu, click on the *Manage data structures* submenu.
2. Select *New*.
3. Enter the name for the data structure and confirm with *Save*.
4. Select data fields and add them to the data structure.
   The total of all lengths defined for data fields in a data structure is limited to 62 bytes.
5. Confirm the change to the data structure with *Close*.
   A data structure with data fields has been created.

5.7 Selecting a data structure

On the main screen, the data structure is displayed in the *Custom data* area.

1. Click in the *Select data structure* toolbar.
2. Select the data structure and confirm with *OK*.

5.8 Deleting a data structure

Prerequisites

- The data structure is not used.

1. In the *Configuration* menu, click on the *Manage data structures* submenu.
2. Select the data structure.
3. Select *Delete* and confirm with *Yes*.

5.9 Displaying device data

All scanned device data is saved. The device data can be filtered and displayed according to various criteria. Previous data can be written back to the RFID chip.

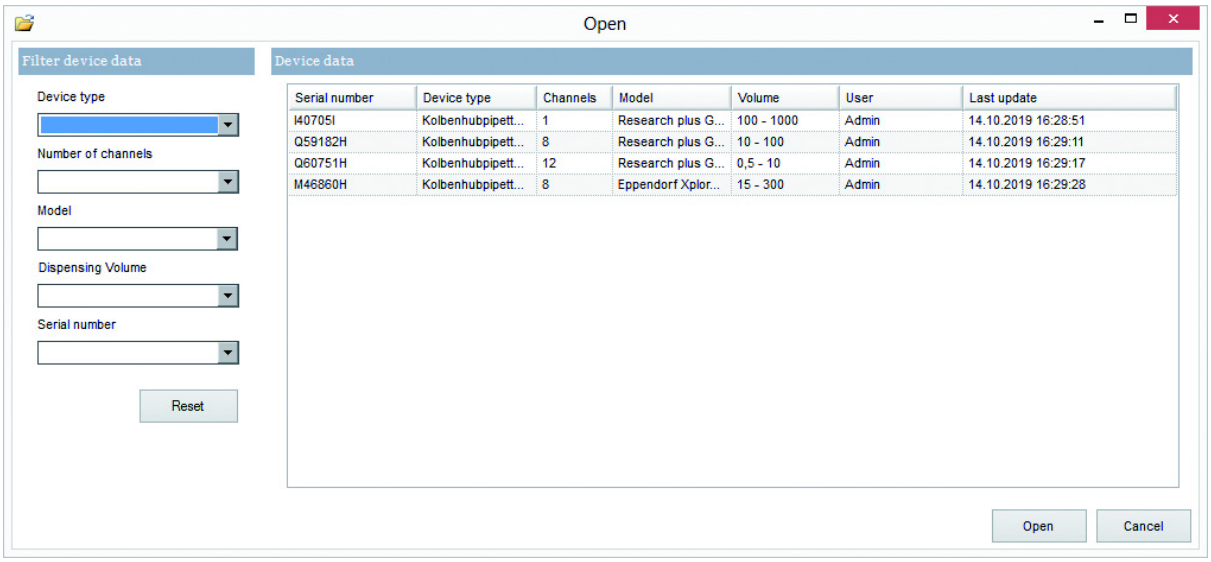

Fig. 5-2: Filtering and displaying device data

Prerequisites

- No device data has been read out.

1. In the *File* menu, select the *Open* submenu.
2. Set a filter.
3. Select a data record by double-clicking on it.
   The device data is displayed in the main screen.

5.10 Exporting device data

The device data can be exported in order to allow it to be used in other applications.

The following formats are available:

- XML
- HTML
- CSV

1. In the *File* menu, select the *Export* submenu.
   A File Explorer opens.
2. Accept or adapt the file name (serial number).
3. Select the storage location and export format.
4. Select *Save*.

5.11 Automatically exporting device data

You can automatically export the device data for each dispensing device. The file name corresponds to the serial number of the dispensing device. After each change, the device data is automatically saved in the selected directory. It can be exported to other inventory management systems from there.

5.11.1 Activating the export

1. Click on *Automatically export* in the toolbar.
2. Select the directory and the export format.
3. Confirm with *OK*.

5.11.2 Deactivating the export

1. Click on *Automatically export* in the toolbar.
2. Delete the directory.
3. Confirm with *OK*.

5.12 Setting the language

1. In the *Configuration* menu, click on the *Select language* submenu.
2. Select the language and confirm with *OK*.
3. Restart the software.

   The language setting becomes active after a restart.

5.13 User rights

The scope of software functions available to a specific user depends on the selected user group. Each user group has been assigned certain rights.

The following user groups are available:

User group	User rights
Admin	Read, open, write and export device data. Set language. Adjust reader. Create user. Create, delete data fields. Create, change data structure.
Writer	Read, open, write and export device data. Set language. Adjust reader.
Reader	Read, open and export device data. Set language. Adjust reader.

5.13.1 Creating a user

1. In the *Configuration* menu, click on the *User settings* submenu.
2. Select *New*.
3. Define the user name, password and user group.
4. Select *Save*.

   The user has been created.
   The user account is active.

5.13.2 Deactivating a user

A user account can only be deactivated or activated. Once created, a user account cannot be deleted.

1. In the *Configuration* menu, click on the *User settings* submenu.
2. Select the user.
3. Place a checkmark next to *Deactivate User*.
4. Select *Save*.

   The user account has been deactivated.

5.13.3 Changing a password

1. In the login window, click on the lock symbol.
2. Enter the old password.
3. Enter the new password.
4. Confirm the change of password by selecting *Save*.

6 Maintenance

6.1 Cleaning the reader

Wipe the reader with a dry cloth.

7 Technical data

7.1 Weight/dimensions

7.1.1 Reader

Width	35 mm
Length	70 mm
Height	10 mm
Cable length	1.2 m
Weight	46 g

7.1.2 USB storage medium

Width	19 mm
Length	35 mm
Height	10 mm
Weight	16 g

7.2 Ambient conditions

Environment	For indoor use only
Ambient temperature	0 °C – 50 °C
Relative humidity	5 % – 95 %, non-condensing
Atmospheric pressure	700 hPa – 1060 hPa

8 Transport, storage and disposal

8.1 Storage

	Air temperature	Relative humidity	Atmospheric pressure
In transport packaging	-10 °C – +65 °C	5 % – 95 %	700 hPa – 1060 hPa
Without transport packaging	-10 °C – +65 °C	5 % – 95 %	700 hPa – 1060 hPa

8.2 Decontamination before shipment

If you are shipping the device to the authorized Technical Service for repairs or to your authorized dealer for disposal please note the following:

WARNING! Risk to health from contaminated device.

1. Observe the information in the decontamination certificate. It is available as a PDF document on our webpage (www.eppendorf.com/decontamination).
2. Decontaminate all the parts you are going to dispatch.
3. Include the fully completed decontamination certificate in the shipment.

8.3 Disposal

The product must be disposed of in accordance with the relevant legal provisions.

Information on the disposal of electrical and electronic devices in the European Community:

Within the European Community, the disposal of electrical devices is regulated by national regulations based on EU Directive 2012/19/EU pertaining to waste electrical and electronic equipment (WEEE).

According to these regulations, any devices supplied after August 13, 2005, in the business-to-business sphere, to which this product is assigned, may no longer be disposed of in municipal or domestic waste. They are marked with the following symbol to indicate this:

As the disposal regulations may differ from one country to another within the EU, please contact your supplier for more information.

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Declaration of Conformity

The product named below fulfills the requirements of directives and standards listed. In the case of unauthorized modifications to the product or an unintended use this declaration becomes invalid.

Product name:

Eppendorf TrackIT

Product type:

RFID Reader

Relevant directives / standards:

2014/53/EU	EN 60950- 1, EN 62369- 1, EN 50364, EN 301 489- 1, EN 301 489- 3, EN 300 330- 1, EN 300 330- 2
2011/65/EU	EN 50581

Date: May 02, 2016

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