

Almanac 1.6 Quick Start

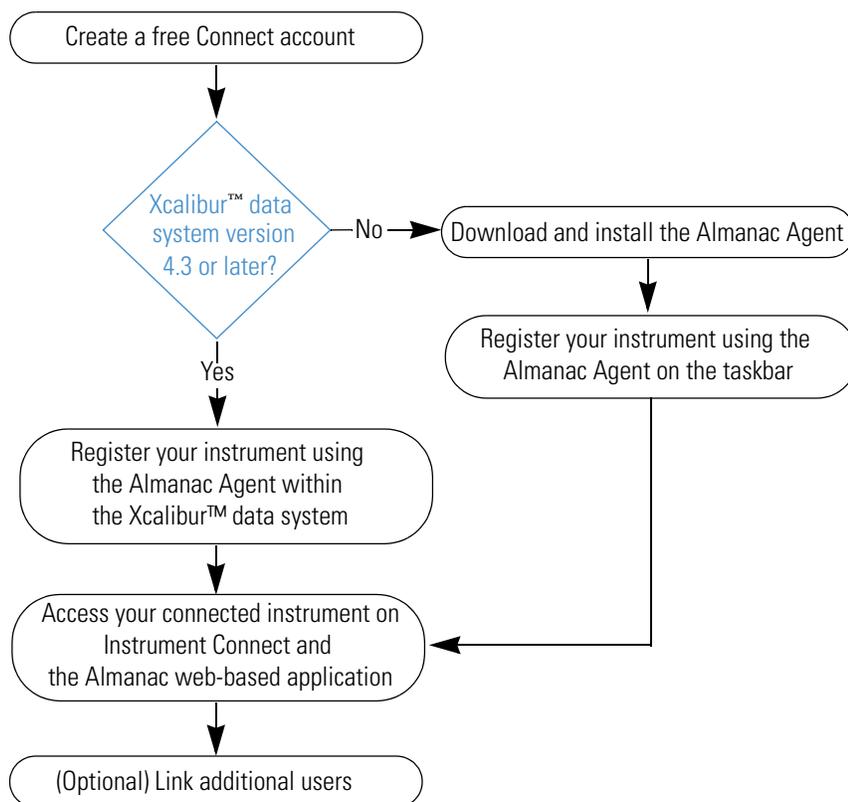
This Quick Start walks you through the steps to get started with the Thermo Scientific™ Almanac™ web-based application and the Almanac Agent.

- [Overview](#)
- [Creating a Connect Account](#)
- [Installing the Almanac Agent](#)
- [Registering the Almanac Agent](#)
- [Accessing your Connected Instruments](#)
- [Linking Additional Users](#)
- [Contacting Us](#)

Note To locate additional information, use the [Almanac Help Guide](#).

Overview

The Almanac application on Connect helps you remotely manage your configured instruments. The Almanac Agent enables communication between the data system computer, the Almanac web application, and Unity Lab Services™. Use the following steps for remote instrument monitoring, maintenance, and receiving alerts:



Creating a Connect Account

Creating an Account

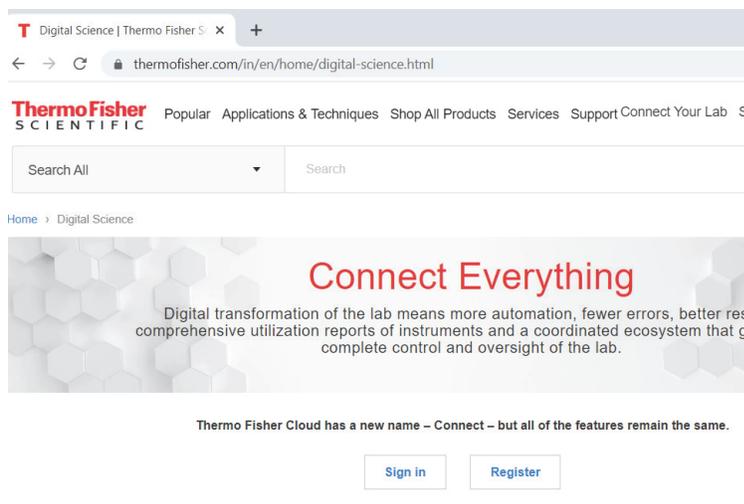
These topics describe how to create a Connect account and sign in to your account.

- [Creating an Account](#)
- [Signing In to Your Account](#)

❖ To create a Connect account

1. Go to thermofisher.com and click **Connect Your Lab**.
2. On the Digital Science web page, click **Register**.

Figure 1. Digital Science web page



3. On the Registration page, complete the required fields, and then click **Create Account**.
4. On the Create a Full Account page, click **Go to Home Page**.
5. On the Connect Terms of Use page that opens, click **Accept**.

The Connect Dashboard opens.

❖ To sign in to your Connect account

1. Go to thermofisher.com and click **Connect Your Lab**.
2. On the Digital Science web page, click **Sign In**.
3. On the Sign In Identifier page, type your Connect user name (email address) and click **Next**.
4. On the Sign In page, type your password and click **Sign In**.

The Connect Dashboard opens. You can navigate to the Instrument Connect page by clicking the **InstrumentConnect** icon, , on the navigation bar.

Signing In to Your Account

Installing the Almanac Agent

If you do not have an Xcalibur data system version 4.3 or later, you must manually install the agent before registering your instrument. The Almanac Agent must be installed on the data system computer.

Note For Xcalibur data system versions 4.3 or later, you can skip this procedure and go directly to the next topic, [Registering the Almanac Agent](#).

Registering the Almanac Agent

Accessing the Almanac Agent

❖ To download the Almanac Agent

1. Open the Almanac web page (www.thermofisher.com/almanac) in your browser.
2. Click **Download Almanac Agent** in the resource section.

The next screen is the sign in page, where you must enter your Thermo Fisher credentials.

3. Sign in with your Thermo Fisher Connect user name (email address) and click **Next**.

Note If you do not have a Thermo Fisher Connect user name, then you must create a new account (see [Creating a Connect Account](#)).

4. Type your password and click **Sign In**.

After you sign in, the ThermoAlmanacAgentInstaller.exe file begins downloading to the data system computer.

5. In the Downloads folder on the data system computer, double-click **ThermoAlmanacAgentInstaller.exe**.

The Almanac Agent is installed on the data system computer.

You must register the Almanac Agent before accessing your connected instruments.

- [Accessing the Almanac Agent](#)
- [Configuring and Registering your Almanac Agent](#)

On a computer with an Xcalibur data system version earlier than 4.3, you can access the Almanac Agent from the taskbar. On all other systems, you can access the agent from the Home page of the Xcalibur data system.

Note The Almanac Agent is accessible within a computer with an Xcalibur data system version 4.3 or later, which uses the TraceFinder™ or Chromeleon™ as their acquisition software.

❖ To access the Almanac Agent with an Xcalibur data system version earlier than 4.3

- Open the Almanac Agent in one of these two ways:
 - From the taskbar, click the **Show Hidden Icons** icon, and then click the **Almanac Agent** icon, .

–or–

- Choose **Start > Thermo Almanac > Almanac Agent**.

The Almanac Agent window opens.

❖ To access the Almanac Agent with an Xcalibur data system version 4.3 or later

1. Open the Xcalibur data system in one of the following ways:
 - Choose **Start > All Programs > Thermo Scientific Xcalibur > Xcalibur**.

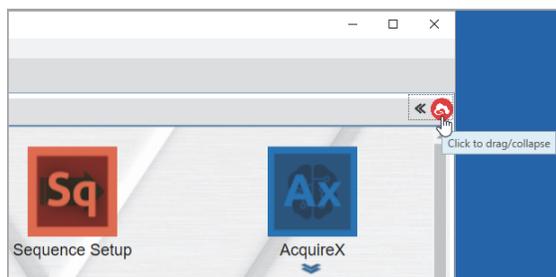
–or–

- On the computer desktop, double-click the **Xcalibur** icon, .

2. Click the left double-arrow icon, , at the upper-right corner of the Home page window.

The Almanac Agent window appears.

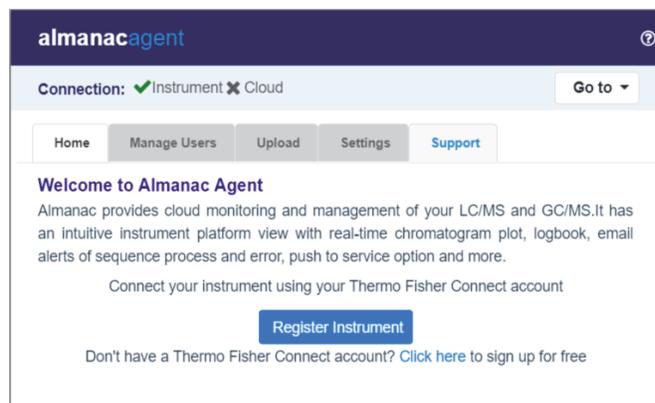
Figure 2. Accessing the Almanac Agent from the Xcalibur data system



❖ **To register your Almanac Agent**

1. Open the Almanac Agent (see [Accessing the Almanac Agent](#)).
2. On the Home page, click **Register Instrument**.

Figure 3. Home page of the Almanac Agent



3. In the Instrument Registration dialog box, type your user name (Connect email address) and password.
4. In the next screen, confirm contact information, add a phone number.

Note The phone number you provide will only be used by Thermo Fisher Technical Support when the device is under warranty or your service provider is Unity Lab Services.

5. Click **Continue**.

The next page of the Instrument Registration dialog box displays the System Name, Device Name, Serial Number, and Service Provider details for all configured devices.

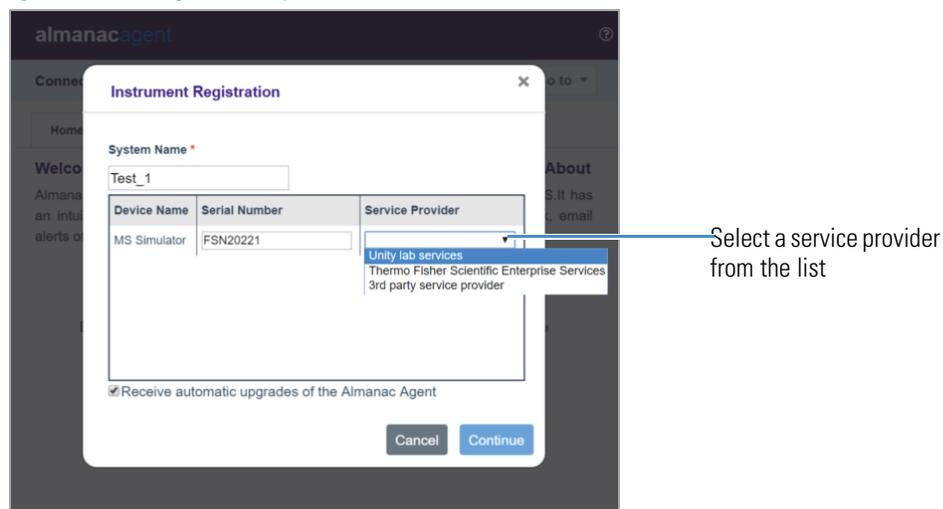
6. Type a descriptive system name to identify your instruments.

Note The Device Name is a read-only value that comes from the detected instrument configuration. Based on certain criteria, the Serial Number can be read-only or editable.

- If the Serial Number field is prefilled with the serial number linked to the registered device, it is not editable.
- For some devices, Almanac does not automatically retrieve the serial number from the detected instrument configuration. In such cases, the Serial Number value is blank and editable.
- For the Chromeleon systems, the configured devices are categorized under the respective instrument name.

7. For each configured device, select a service provider from the list.

Figure 4. Selecting a service provider

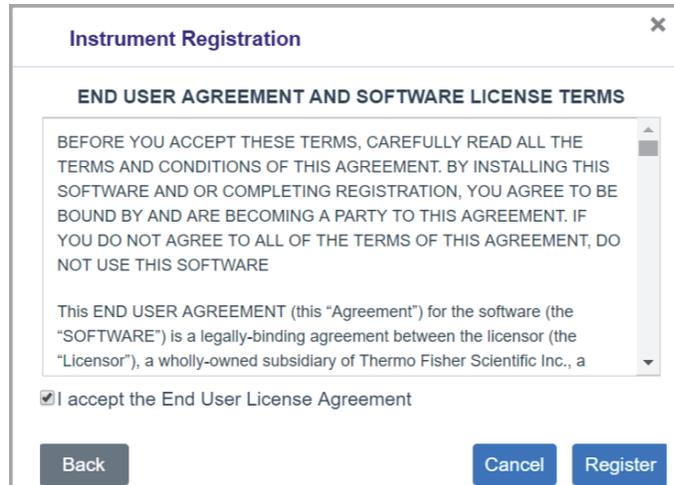


Note If you plan to contact Unity Lab Services for assistance, select the Unity Lab Services option in the Service Provider list whether you have a service contract or not. If your instrument is covered by a third-party service provider or an asset management program (Thermo Fisher Scientific or otherwise), select the Service Provider accordingly.

8. To turn on or off automatic updates to the Almanac Agent, select or clear the **Receive Automatic Upgrades of the Almanac Agent** check box.
By default, the Receive Automatic Upgrades of the Almanac Agent check box is selected.
9. Click **Continue** to proceed with the instrument registration process.
10. Select **I Accept the End User License Agreement** check box to accept the agreement. The **Register** button is available after you accept the license agreement.

Figure 5 shows the next screen of the Instrument Registration dialog box, which displays the software license agreement details.

Figure 5. Software license agreement



The screenshot shows a dialog box titled "Instrument Registration" with a close button (X) in the top right corner. Below the title bar, the text "END USER AGREEMENT AND SOFTWARE LICENSE TERMS" is displayed. A scrollable text area contains the following text: "BEFORE YOU ACCEPT THESE TERMS, CAREFULLY READ ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT. BY INSTALLING THIS SOFTWARE AND OR COMPLETING REGISTRATION, YOU AGREE TO BE BOUND BY AND ARE BECOMING A PARTY TO THIS AGREEMENT. IF YOU DO NOT AGREE TO ALL OF THE TERMS OF THIS AGREEMENT, DO NOT USE THIS SOFTWARE". Below this, a smaller text block reads: "This END USER AGREEMENT (this 'Agreement') for the software (the 'SOFTWARE') is a legally-binding agreement between the licensor (the 'Licensor'), a wholly-owned subsidiary of Thermo Fisher Scientific Inc., a". At the bottom of the dialog, there is a checked checkbox labeled "I accept the End User License Agreement". Three buttons are located at the bottom: "Back" on the left, "Cancel" in the middle, and "Register" on the right.

11. Click **Register**.

The Almanac Agent begins communicating with the instrument, opens to the Home page, and the Cloud status indicator turns from red to green.

IMPORTANT During the registration process, the serial numbers of instruments are validated against our SAP database. If the serial number is not validated, the agent opens the Configuration table on the Settings page.

When applicable, edit the serial number and submit the changes. For further assistance, contact technical support or AlmanacSupport@thermofisher.com.

After completing the registration process, you have the administrative privileges and can extend the access privileges to the appropriate users.

Accessing your Connected Instruments

After you register your instrument, you can use the links on the Almanac Agent to launch the [Instrument Connect](#) page (Instrument Dashboard that shows your linked instruments) and the status page of the Almanac application for a specific instrument.

You can also access the Instrument Connect page and the Almanac application for a specific instrument from the Connect Dashboard.

These topics describe how to open the Instrument Connect page and the Almanac application.

- [Opening the Instrument Connect page](#)
- [Opening the Almanac Application](#)

Opening the Instrument Connect page

❖ To open the Instrument Connect page

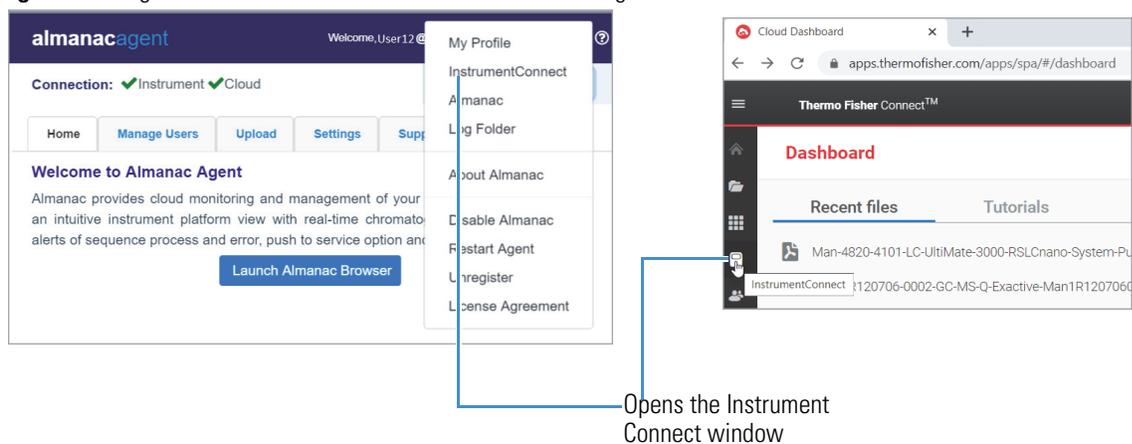
Do one of the following:

- On the Almanac Agent window, choose **Go To > InstrumentConnect**.

—or—

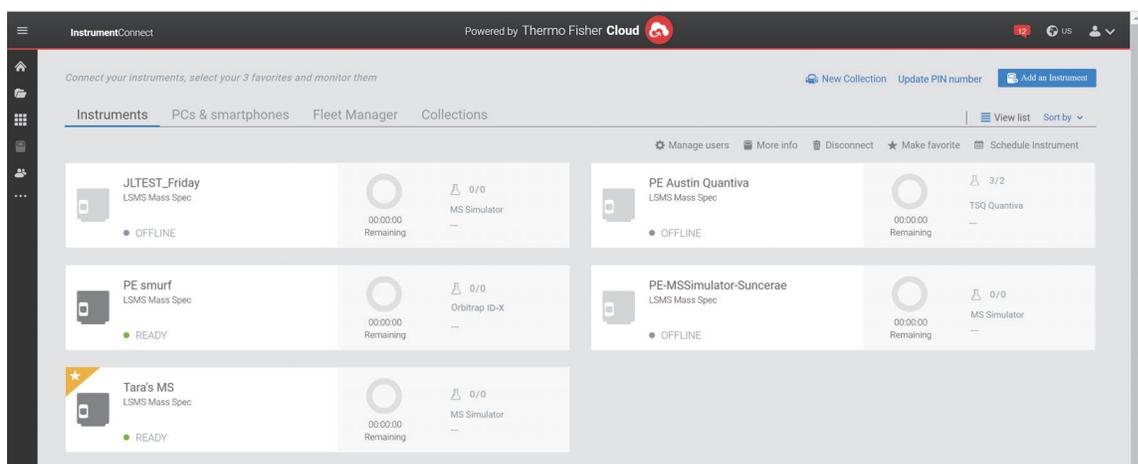
- In the navigation bar of the Connect Dashboard, click the **InstrumentConnect** icon, .

Figure 6. Navigation to Instrument Connect from the Almanac Agent and the Connect Dashboard



The Instrument Connect page opens where you can view your connected instruments.

Figure 7. Instrument Connect page



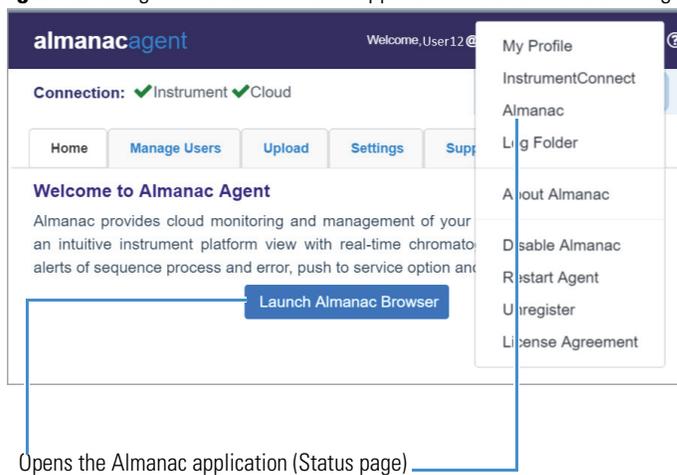
Opening the Almanac Application

❖ To open an instrument's Almanac application

Do one of the following:

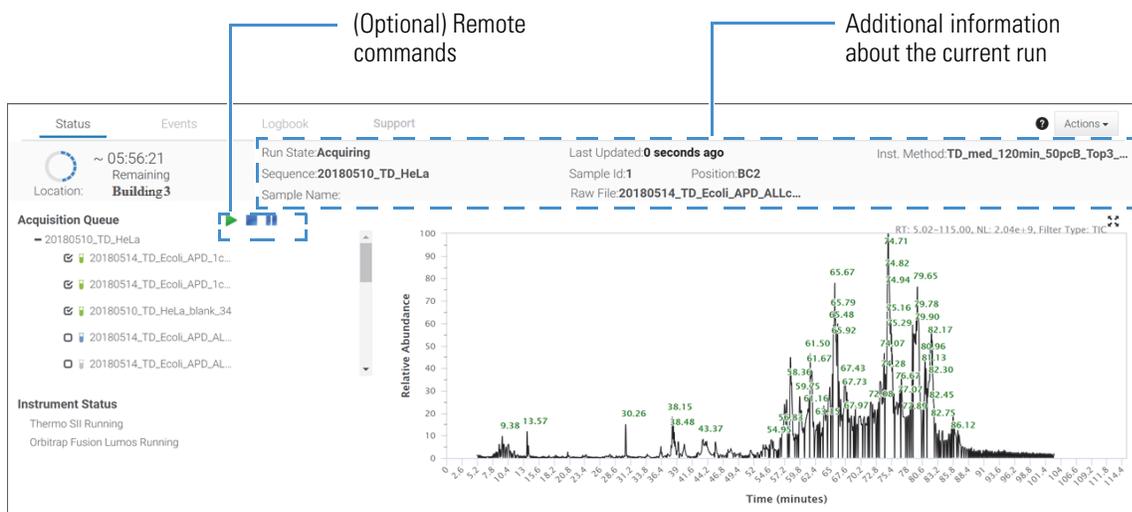
- Click **Launch Almanac Browser** on the Home page of the Almanac Agent.
- Choose **Go To > Almanac** on the Almanac Agent.
- From the Connect Dashboard, click the **Instruments** icon, , in the navigation bar. On the Instrument Connect page, double-click the instrument tile.

Figure 8. Navigation to the Almanac application from the Almanac Agent



The Almanac application for the selected instrument opens to the Status page.

Figure 9. Status page of the Almanac application for a specific instrument



Linking Additional Users

You can link additional users through the Collections tab on the Instrument Connect page or directly through the Almanac Agent.

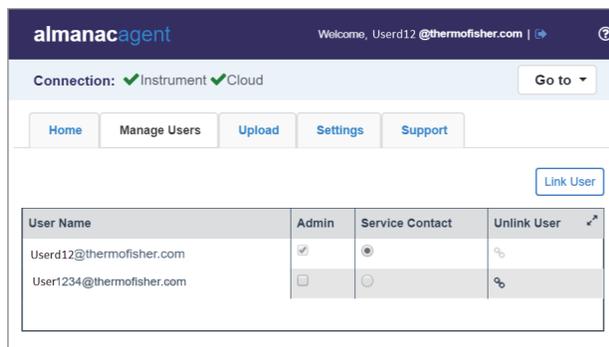
- [Linking Additional Users through the Almanac Agent](#)
- [Linking Additional Users through the Collections Tab](#)

As an administrator, you can link or unlink a user to an instrument through the Almanac Agent.

❖ **To link another user to the instrument**

1. On the Almanac Agent window, click the **Manage Users** tab.

Figure 10. Manage Users page



2. On the Manage Users page, click **Link User**.
3. In the Manage Users dialog box, instruct the user to enter the appropriate Connect account credentials and click **Continue**.

Note A user must have a Connect account to be linked to an instrument.

The next screen of Manage Users page displays the first name, last name, email address, and phone number of the user.

Note You cannot edit the name and email address fields. You can update the phone number. The Thermo Fisher technical support will use your phone number if your device is under warranty or your service provider is Unity Lab Services.

4. After you update the phone number click **Link User**. The application links the new user to the instrument.

As an administrator, you can manage one or more registered instruments by creating a Collection and connecting users to it. When a Collection owner adds a user to a Collection, then the user can access any device from that particular Collection.

Tip To best manage a multi-instrument laboratory, all instruments can be registered by the same user, so that a single administrator can create an instrument collection.

❖ To create a Collection and link users

1. To open the Instrument Connect page, do one of the following:
 - From the Connect Dashboard, click the **Instruments** icon, , in the navigation bar.
 - From the Almanac Agent, click the **Instrument Connect** link.
2. Click the **Collections** tab.
3. In the upper-right corner of the window, click **New Collection**.

Note If you are not part of a Collection already, you can also click Create New Collection in the List of Device Collections pane to create a new collection.

4. In the Create Device Collection dialog box, type the collection name.
5. To add an instrument, select the check box for the instrument that you want to add to the collection.
6. Click **Next**.
7. On the next page of the Create Device Collection dialog box, type the Thermo Fisher Connect email address of the user that you want to add, and then click **Add**.
8. Click **Confirm**.

The application displays a confirmation message of creation of the Collection.

When a Collection owner adds you to a Collection as a user, the application sends you an email with the Collection information and a link to the Instrument Connect page.

❖ To accept the invitation to join a Collection as a user

1. Click the link in the invitation email.
2. On the Instrument Connect page, click the **Collections** tab.
3. Click **Accept** for each instrument in the Collection.

The application notifies you about the initiation and completion of the linking process through emails. As a member of the Collection, you can now view the instrument tiles on the Instrument Connect page.

Tip If you have opted out of email notifications, click the Notifications icon at the upper-right corner of the Connect page to check the invitation notification.

Contacting Us

If you need additional support or to report issues for the Almanac application, do the following:

1. Send an email to AlmanacSupport@thermofisher.com.
2. In the Subject field, type Almanac or Almanac Agent and provide keywords that briefly describe the issue.
3. In the body of the email, provide more information about the software issue, including the steps required to reproduce the error.

Trademarks

Almanac is a trademark, and Thermo Scientific, Xcalibur, TraceFinder, Chromeleon, and Unity Lab Services are registered trademarks of Thermo Fisher Scientific Inc. in the United States.