

Almanac 1.7 Quick Start

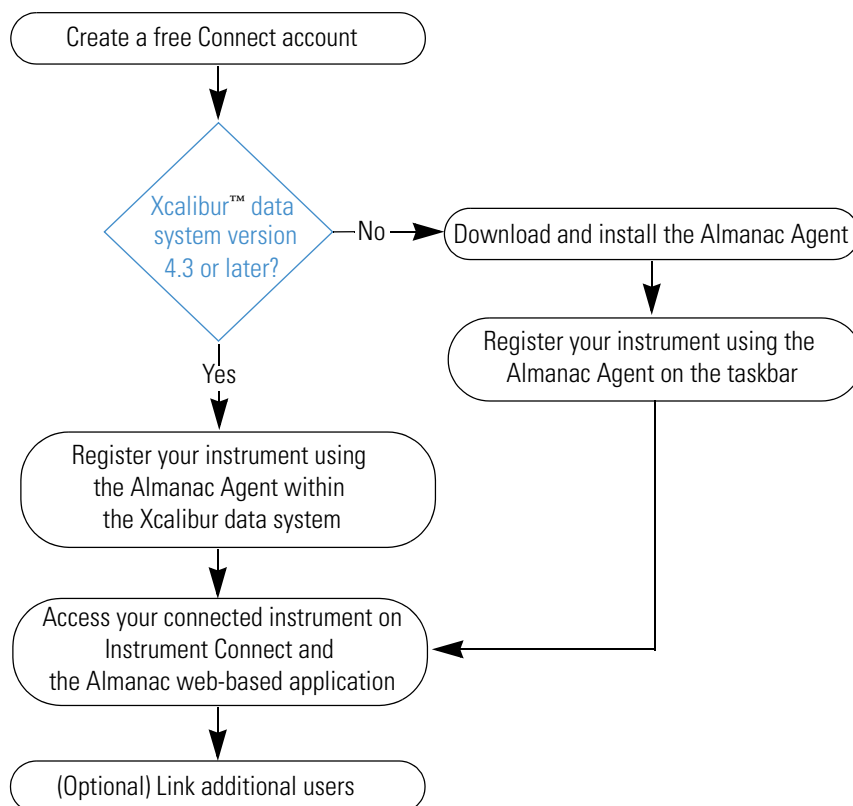
This Quick Start walks you through the steps to get started with the Thermo Scientific™ Almanac™ web-based application and the Almanac Agent.

- [Overview](#)
- [Creating and Signing in to 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 and Signing in to a Connect Account

Creating an Account

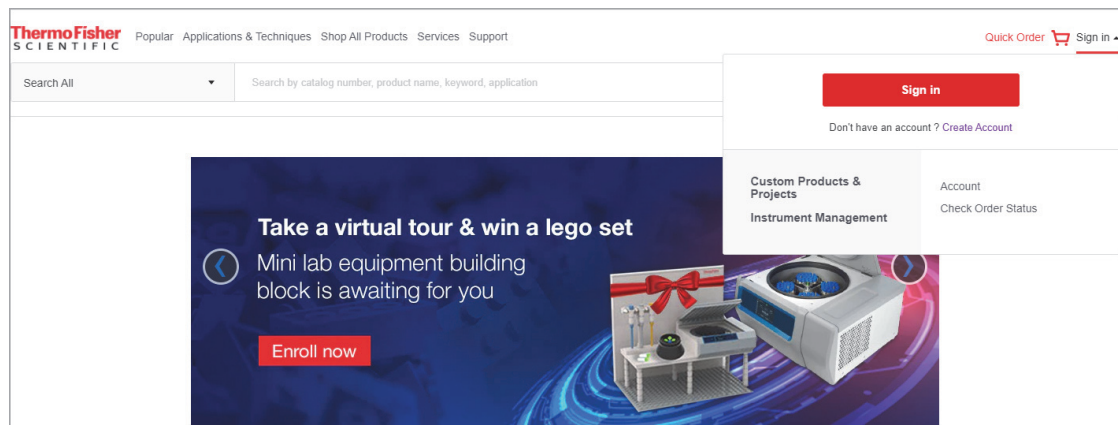
These topics describe how to create a Connect account and sign in to your account.

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

❖ To create a Connect account

1. Go to thermofisher.com.
2. Select and click **Create Account**.

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, click **Accept**.

The Connect Dashboard opens.

❖ To sign in to your Connect account

1. Go to thermofisher.com and click **Sign In**.
2. On the Sign In Identifier page, type your Connect user name (email address) and click **Next**.
3. 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, , in the navigation bar.

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](#).

❖ To download the Almanac Agent

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

Signing In to Your Account

Installing the Almanac Agent

Registering the Almanac Agent

Accessing the Almanac Agent

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 and Signing in to 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™ applications 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**.

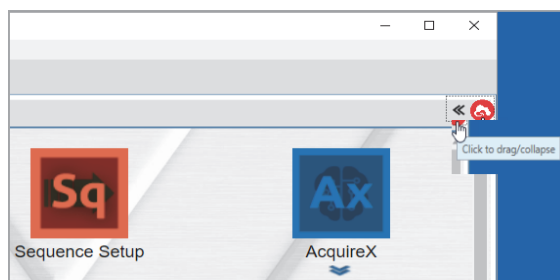
The Almanac Agent window opens.

❖ 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, , 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 Agent**.
3. In the Almanac Agent Registration dialog box, click **Here** to sign in with your Thermo Fisher credentials.

The Thermo Fisher sign-in page opens in your browser.

4. Type your user name and password on the Thermo Fisher sign-in page.

After the credentials are authenticated in the browser, return to the Almanac Agent to confirm service contact information.

5. In the Confirm Service Contact Information dialog box on the Almanac Agent, update the phone number and verify the other details. You cannot edit the name and email address here.

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

6. Click **Continue**.

After you confirm your contact information, the next page of the registration process lets you fill in the System Name, Device Name, Serial Number, and Service Provider details of all the configured devices.

7. 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.

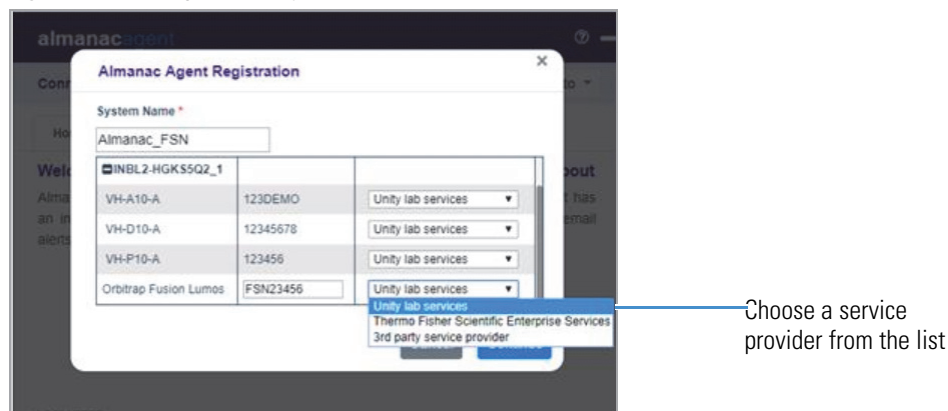
- If the Serial Number field is prefilled with the serial number linked to the registered device, it is not editable.
- For some devices, Almanac does not automatically retrieve the serial number from the detected instrument configuration. In such cases, the Serial Number value is blank and editable.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

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

You can select a service provider for technical support services, regardless of whether or not you have purchased a service plan. If your instrument is not covered under an asset management account or a contract with a third-party service provider, select Unity Lab Services.

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.

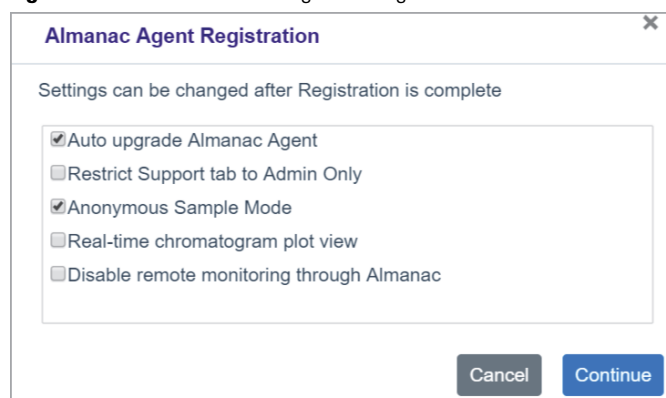
Figure 3. Selecting a service provider



9. Click **Continue**.

The next page of the registration process lists the Administrator Privileges settings.

Figure 4. Administrator Privileges settings



Note On the Administrator Privileges settings page, the first and third options are selected by default.

You can select other options after completing the registration process on the Settings > Admin Privileges page on the Almanac Agent.

When you configure the device on the Chromeleon system, the Anonymous Sample Mode and Real-time Chromatogram Plot View options are not available.

10. Click **Continue**.

The Instrument Registration dialog box displays the Software License Agreement details.

11. Select the **I Accept the End User License Agreement** check box to accept the agreement and then click **Register**.

Accessing your Connected Instruments

Opening the Instrument Connect page

You are redirected to the browser where you see a confirmation message.

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 the 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.

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.

From the Connect Dashboard, 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](#)

❖ To open the Instrument Connect page

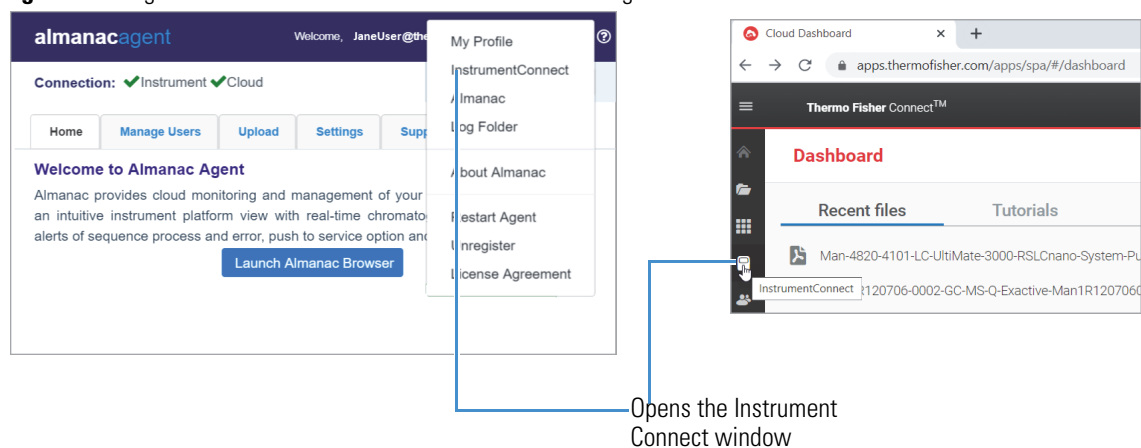
Do one of the following:

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

—or—

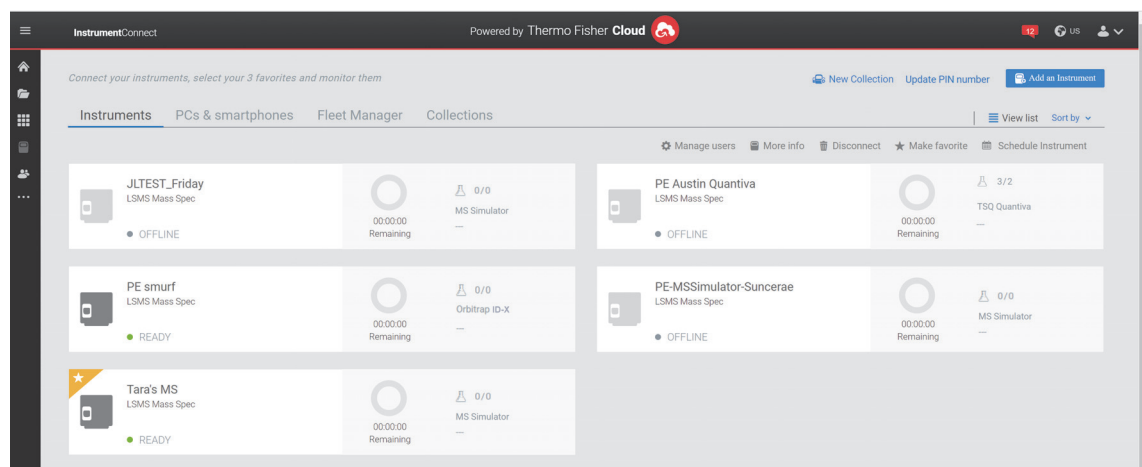
- In the navigation bar of the Connect Dashboard, click the **InstrumentConnect** icon, .

Figure 5. 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 6. Instrument Connect page



Opening the Almanac Application

❖ To open an instrument's Almanac application

Do one of the following:


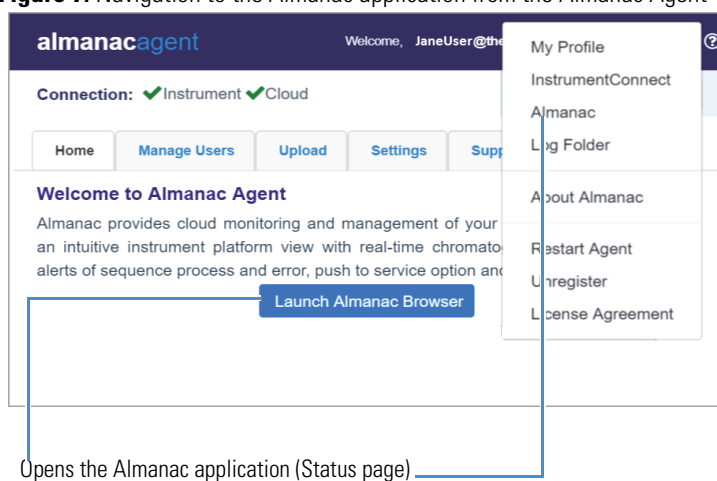
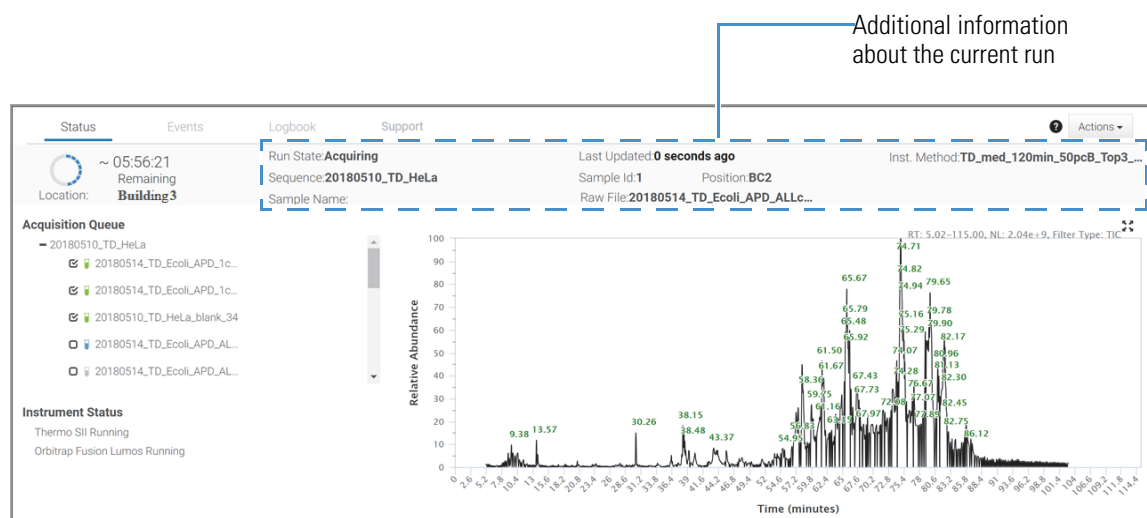
- Click **Launch Almanac Browser** on the Home page of the Almanac Agent.
- Choose **Go To > Almanac** on the Almanac Agent.
- From the Connect Dashboard, click the **Instruments** icon, , in the navigation bar. On the Instrument Connect page, double-click the instrument tile.

Figure 7. Navigation to the Almanac application from the Almanac Agent



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

Figure 8. Status page of the Almanac application for a specific instrument



Linking Additional Users

Linking Additional Users through the Almanac Agent

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](#)

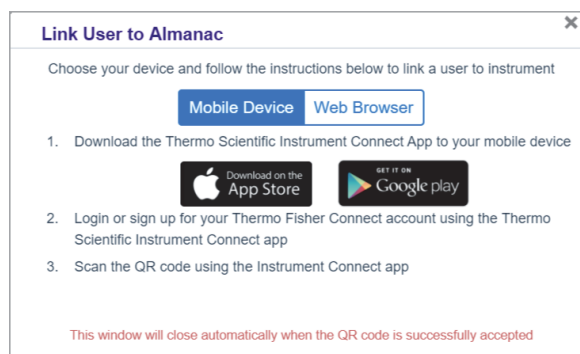
As an administrator, you can link or unlink a user to an instrument through the Almanac Agent.

❖ To link another user to the instrument

1. On the Almanac Agent window, click the **Manage Users** tab.
2. On the Manage Users page, click **Link User**.

The Link User to Almanac dialog box opens.

Figure 9. Link User to Almanac dialog box



3. In the Link User to Almanac dialog box, select either the Mobile Device or Web Browser option.

4. Follow these steps when you select the Mobile Device option:
 - a. Download the Thermo Fisher Scientific Instrument Connect application from the App Store or Google Play on the mobile device that you are using.
 - b. Sign in using your Thermo Fisher credentials, or sign up if you are a first-time user in the Instrument Connect application.
 - c. Click **+** on the upper right corner and select the QR Code option.
 - d. Scan the QR code using the Instrument Connect application on your mobile device.

When the QR Code is accepted and the linking process is successful, the Almanac Agent displays a successful notification with green check image.

Note The Almanac Agent will automatically log you out and log in when there is no activity for 15 minutes. In such a scenario, you must log in again and restart the linking process.

5. Follow these steps when you select the Web Browser option:
 - a. Copy the link code provided in the first step of the Link User to Almanac dialog box.
 - b. Click **Here** in the second step, and then either sign in using your Thermo Fisher credentials or sign up if you are a first-time user.

Note The Administrator must log out of the Thermo Fisher Connect web page before the new user starts the linking process.

- c. Paste the link code that you copied from the Almanac Agent in the text box and click **Link**.

When the link code is accepted and the linking process is successful, the Almanac Agent displays a successful notification with green check image. The application allows a connection between the instrument and your account.

- d. Click **Continue** to confirm credentials and you can add a phone number.


Note The link code remains valid only for 60 minutes. When the link code expires, you must restart the linking process.

The user in the administrative role will be logged in when the new user is linked 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 and then click **Next**.
6. 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**.
7. 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 in 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

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