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## HOW TO SETUP A CLIR ACCOUNT

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### INDEX

	Page
I. Background	1
II. Purpose	1
III. How to log in to CLIR	1
IV. How to setup a location profile	2
V. How to setup a location configuration	4
VI. How to verify cutoff values	6

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#### I. BACKGROUND

A brief description of CLIR is provided in the 'About Us' link, accessible from the footer of all website pages.

#### II. PURPOSE

This section of the CLIR 2.0 user manual describes how to set up a new account once access has been granted to the system. Users will find instructions for logging in, updating their location profile and location configuration, and verifying cutoff values.

This guide will focus on the MSMS application.

#### III. HOW TO LOG IN TO CLIR

After a new user has been granted access to CLIR, they must log in using their email address and temporary password. Upon logging in, the user will automatically be prompted to change their password.

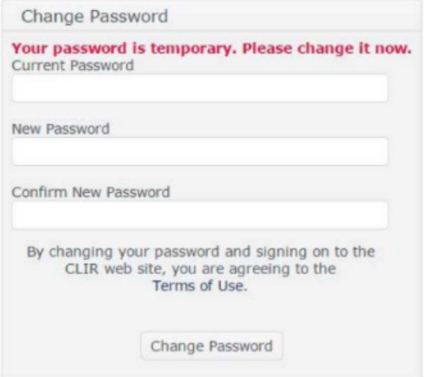
To log in to CLIR for the first time, the following steps must be completed:

1. To access the CLIR log in page, type the following address into a browser window:

<https://clir.mayo.edu>

2. To log in, enter your email address and temporary password (provided in the 'Welcome to CLIR' email) in their respective fields, and then click the Go button or press the Enter key.

When a user logs in for the first time, the Change Password page will be displayed.



Change Password

**Your password is temporary. Please change it now.**

Current Password

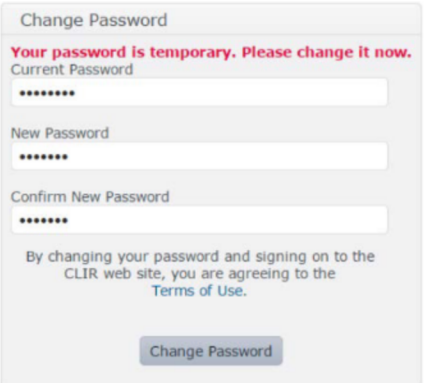
New Password

Confirm New Password

By changing your password and signing on to the CLIR web site, you are agreeing to the Terms of Use.

Change Password

3. To change the temporary password:
  - a. Enter the temporary password into the Current Password field
  - b. Enter a new password in the New Password and Confirm New Password fields
  - c. Click the Change Password button



Change Password

**Your password is temporary. Please change it now.**

Current Password

New Password

Confirm New Password

By changing your password and signing on to the CLIR web site, you are agreeing to the Terms of Use.

Change Password

After submitting a new password, the home page will be displayed with the user's default application and location selected.

#### IV. HOW TO SETUP A LOCATION PROFILE

The location profile is a set of application-based questions that must be answered by each location; it is essential that each location complete this profile so that tools may be tailored to best suit the analytical needs of each collaborating site.

To complete the location profile for the MSMS application, the following steps must be completed:

1. Select the MSMS application from the application menu.



Application: NBSE

- Recent
  - NBSE
  - MSMS
- AA Biochemical Genetics

2. Select Location Profile from the Location Data menu.

Home Resources Location Data

- Reference Ranges
- Reference Data Uploads
- Cases
- Case Data Uploads
- Case Data Export
- Cutoff Values
- Performance Metrics
- Performance Metrics Upload
- Location Profile

The location profile for your location will be displayed; if the profile has been completed no further steps need to be taken.

**Location Profile**

Location: North America/USA/MAYO/Mayo-RST (Rochester)

Location Profile for Mayo-RST - Rochester

**Derivatization of AA and AC**

- Butyl-esters
- Underivatized
- No Answer

**Source of reagents**

- Laboratory developed test
- Perkin Elmer kit
- ChromSystem kit
- Other kit
- No Answer

**Acquisition mode for AA and AC**

- Profile (p85 & NL102)
- MRM
- Combination profile & MRM
- No Answer

**Punch Size of blood spot for MS/MS analysis**

- 1/8 (3 mm)
- 3/16 (5 mm)
- Other size
- No Answer

**At what age are the majority of NBS samples collected?**

- 1 day
- 2 days
- 3 days
- 4 days
- 5 days

3. Use the radio buttons to answer each question.

Please scroll down the page to ensure that all questions have been answered.

Location Profile for Mayo-RST - Rochester

**Derivatization of AA and AC**

Butyl-esters

Underivatized

No Answer

4. Click the Save button that is located at the bottom of the profile.

How does your laboratory establish the lower limit of detection?

Limit of the blank (LOD = blank mean + 3 standard deviations)

Limit of quantification ( LOQ = blank mean + 6 SDs)

Lowest mean concentration for a real sample with a CV <=20%

Other

Do not determine lower limit of detection

No Answer

## V. HOW TO SETUP A LOCATION CONFIGURATION

The location configuration feature allows each location to specify which set of tools to run in the *Tool Runner*. Tools may be selected based on screening algorithm, assay, and/or conditions of interest that are relevant to each location.

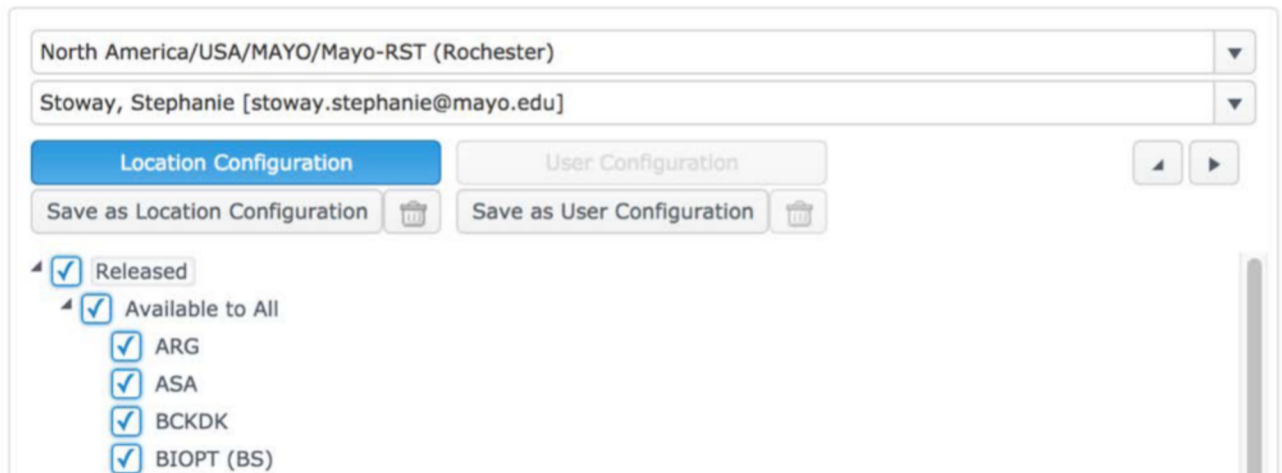
Once a *Location Configuration* has been set up, all users from that location will have the selected set of tools run when submitting files to the *Tool Runner*.

To set up the *Tool Runner Location Configuration* a user with *Tool Editor* access must complete the following steps:

1. Select *Tool Runner* from the *Post-Analytical Tools* menu.



2. Click the small triangle beside '*Released*' on the right side of the page to expand the list of *Released* tools.



3. Review the list of 'Available to All' and 'Site-Specific' tools; hover over a tool name to display more information about the condition.

- De-select any tools that are not relevant by unselecting the associated checkbox. Tools that have a checkmark beside them will be included when running the *Tool Runner*.

- Released
  - Available to All
    - ARG
    - ASA
    - BCKDK
    - BIOPT (BS)
    - BIOPT (REG)
    - CIT-I
    - CIT-II
    - HCY

- Click the 'Save as Location Configuration' button.

North America/USA/MAYO/Mayo-RST (Rochester) ▼

Stoway, Stephanie [stoway.stephanie@mayo.edu] ▼

Location Configuration

User Configuration

◀

▶

Save as Location Configuration

Save as User Configuration

## VI. HOW TO VERIFY CUTOFF VALUES

Cutoff values that were previously uploaded to R4S have been migrated to CLIR.

To verify and/or update the cutoff values for a given location a user with *Data Submitter* access must complete the following steps:

- Select *Cutoff Values* from the *Location Data* menu.

MAYO CLINIC

Application: MSMS ▶

Home	Resources ▼	Location Data ▼	Post-Analytic
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- Reference Ranges
- Reference Data Uploads
- Cases
- Case Data Uploads
- Case Data Export
- Cutoff Values
- Performance Metrics
- Performance Metrics Upload
- Location Profile

2. Click on the Markers folder to display all cutoff values within the application.

**Cutoffs**

1. Select Location  
 Rochester [Mayo-RST]

2. Select Marker Group

- Markers
  - AA
  - AC
  - 2TT
  - AA Ratios
  - AC Ratios

If desired, users may limit the display by selecting a marker sub-folder.

**Cutoffs**

1. Select Location  
 Rochester [Mayo-RST]

2. Select Marker Group

- Markers
  - AA
  - AC
  - 2TT
  - AA Ratios
  - AC Ratios

Save changes | Cancel changes | Export to Excel

Marker	Low Cutoff			High Cutoff		
	Target Range		Cutoff	Target Range		Cutoff
	Bottom	Top		Bottom	Top	
Gly DBS	174.7	200	175	852	900	800
Ser DBS	60	80	70			
Pro DBS				402.3	631.7	450
Val DBS	49.5	53.87	45	240.3	250	225
Thr DBS				125.3	135.1	
Gln(OP) DBS				185.3	200	140
Xle DBS	50.48	58.8	70	253.9	288.7	250
Met DBS	8	12	8	43.21	49.56	50
Arg DBS				39.5	60.61	27
Cit DBS	4	6.5	4	29.45	101.7	40
Asa DBS				1.51	1.439	1.5
Phe DBS				94.06	137.8	130
Tyr DBS				213.6	243.1	300
Suac DBS				2.07	3.868	3
Glu DBS	117.4	63.6	130			

- 3. Verify that cutoff values displayed are up to date.
- 4. Click on a cutoff value to modify it.

<input checked="" type="button" value="Save changes"/> <input type="button" value="Cancel changes"/> <input type="button" value="Export to Excel"/>							
Marker	Low Cutoff			High Cutoff			
	Target Range		Cutoff	Target Range		Cutoff	
	Bottom	Top		Bottom	Top		
Gly DBS	174.7	200	175	852	900	800	
Ser DBS	60	80	70				

Once the value has been updated, click the Save changes button at the top of the table.

<input checked="" type="button" value="Save changes"/> <input type="button" value="Cancel changes"/> <input type="button" value="Export to Excel"/>							
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