

Operator user guide

Field Data Manager

This guide is intended for QC and/or operations to review and annotate records. Further instructions for administrators for set up and preferences can be found in [BA00288R/09/EN/12.21](#).

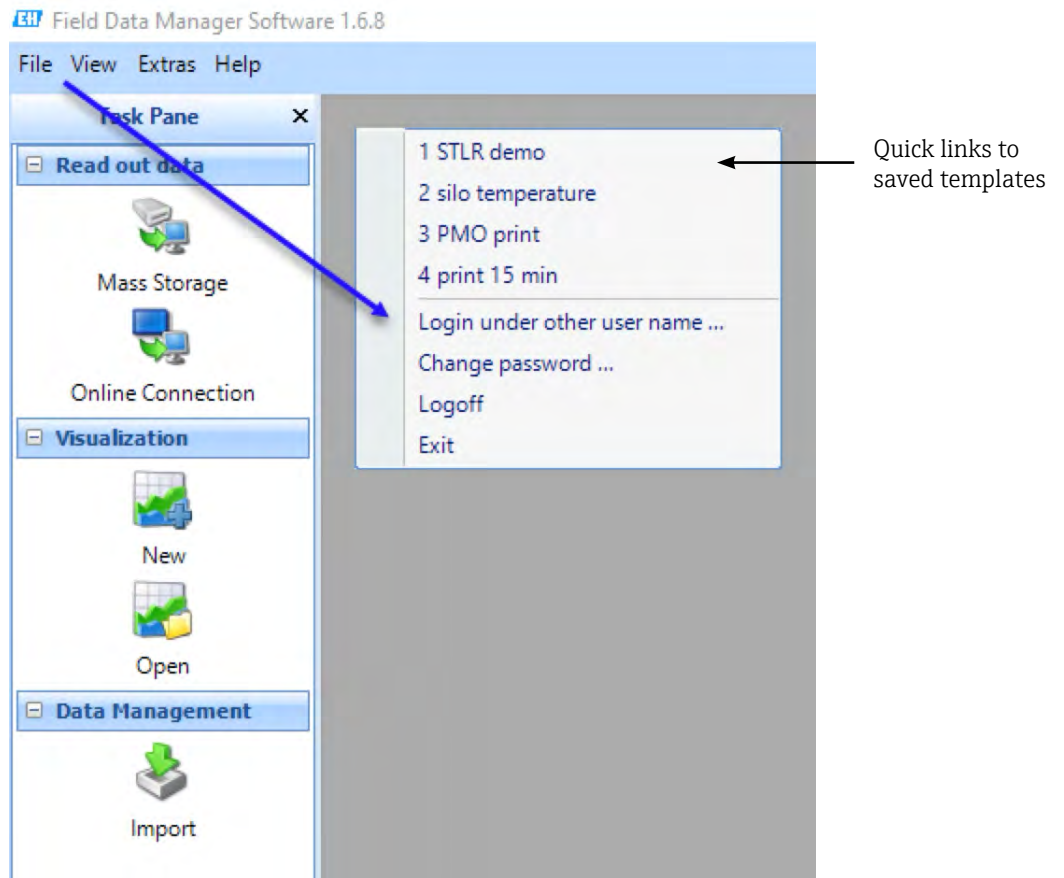


Field Data Manager (FDM)

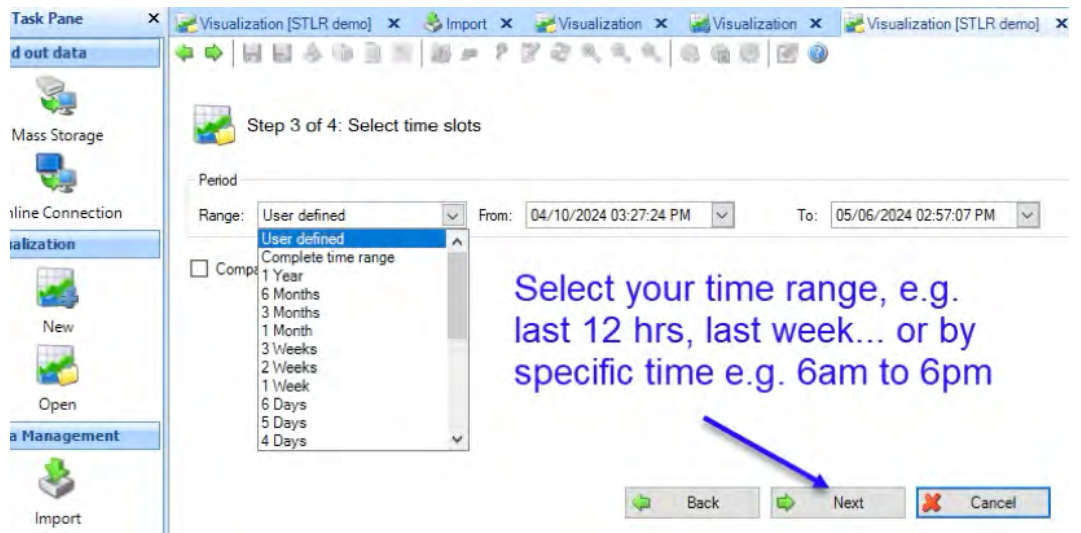
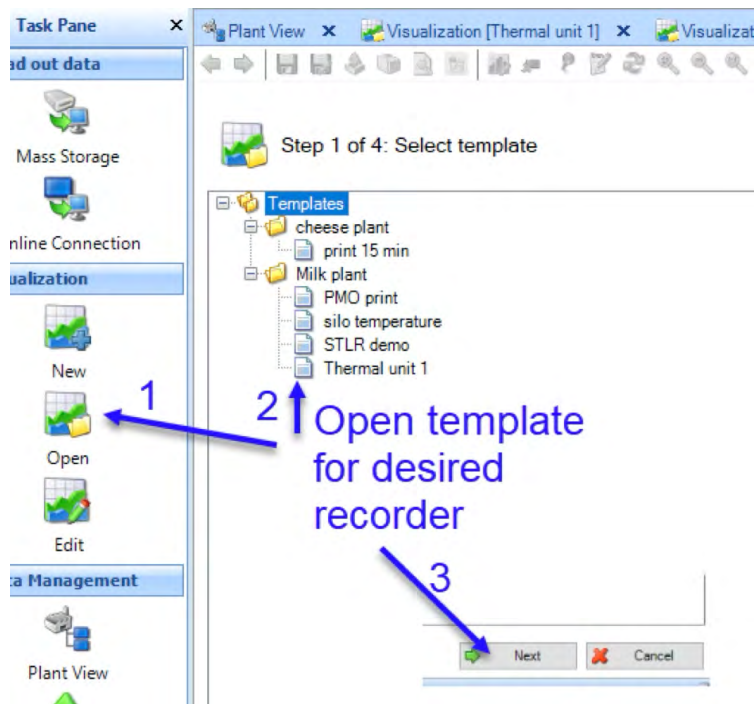
- Reporting software for data management and visualization
- Used in connection with Memograph M RSG45 to ensure compliance with 21CFR, part 11 (electronic records, signatures)
- Used for review of records and electronic signatures as proof of review
- Electronic signature/entries is by means of identifiable username and personal password
- Automatic transfer via ethernet connection is set up by administrator/IT
- Templates and naming for each recorder is set up by administrator
- Usernames can only be created/changed/deleted by administrator

Field Data Manager (FDM) login

FDM MS21 (server version) allows up to five concurrent users to be logged in simultaneously. We recommend auto log-off after five minutes to be set up by the administrator.



Select which recorder and timeframe to view



User screen – most used function

Measurement values / trend

Device name: 'RSG45_PMO (RSG45 - PMO STLR)' Range: 04/10/2024 03:27:24 PM to 05/06/2024 02:57:07 PM

Graph

Values

Timestamp	Pasteurization T [°F]	Cold Product [°F]	Past Pressure [°F]	Raw Pressure [°F]	PRODUCT FLOW [GPM]	FDD Valve	Set Point Temp [°F]	Diff Pressure [PSI]	Flow Event Pen
05/06/2024 02:42:58 PM	219.2	18.1	-168.8	45.0	124.8	Divert	180.0	-213.8	GOOD
05/06/2024 02:42:59 PM	219.2	18.1	-168.8	45.0	132.4	Divert	180.0	-213.8	GOOD
05/06/2024 02:43:00 PM	219.2	18.1	-168.8	45.0	133.0	Divert	180.0	-213.8	GOOD
05/06/2024 02:43:01 PM	219.3	18.0	-168.8	45.0	133.0	Divert	180.0	-213.8	GOOD
05/06/2024 02:43:02 PM	219.3	18.1	-168.8	45.0	133.1	Divert	180.0	-213.8	GOOD

Events

Status	Timestamp	Device	Category	User Name	Text
	05/06/2024 02:42:56 PM	RSG45_PMO (RSG45 - PMO STLR)	Power On/Off		Power on
	05/06/2024 02:42:58 PM	RSG45_PMO (RSG45 - PMO STLR)	Limit violation		Diff Pressure < 1.0 PSI
	05/06/2024 02:52:11 PM	RSG45_PMO (RSG45 - PMO STLR)	Limit violation		Diff Pressure > 1.0 PSI
	05/06/2024 02:52:13 PM	RSG45_PMO (RSG45 - PMO STLR)	Limit violation		Diff Pressure < 1.0 PSI
	05/06/2024 02:52:15 PM	RSG45_PMO (RSG45 - PMO STLR)	Limit violation		Diff Pressure > 1.0 PSI
	05/06/2024 02:54:47 PM	RSG45_PMO (RSG45 - PMO STLR)	Miscellaneous		Ethernet connected

Annotations:

- To zoom, use magnifying glass or click/hold/drag mouse over chart to zoom in. to clear zoom click right magnifying glass.
- Zoom also narrow values in values and event log
- select which values to see
- move order of values by drag/drop
- Filter events by category. e.g limit violation, user
- clicking on event, will show helpline on chart at time of event

Menu bar

Operator

Administrator

- Used during set-up to create templates
- Export as XLS, CSV
- Print
- Save PDF
- Chart settings, pen width, scale
- Line cursor
- Enter text
- Zoom in
- Zoom out
- Zoom reset
- Config. auto print
- Config. auto XLS
- Config. auto PDF
- Full screen chart
- User manual

Add annotation – sign off

- Annotations can be made at any time to highlight events, etc.
- Also used to sign off on charts, e.g., every 12 hours or per local SOP
- Example: reviewed data 6 a.m.– 6 p.m.
- Up to 42 characters
- Entries cannot be deleted (another entry can be entered at same time for correction)

Measurement values / trend

Device name: 'RSG45_PMO (RSG45 - PMO STLR)' Range: 04/10/2024 03:27:24 PM to 05/06/2024 02:57:07 PM

Graph

Add comment dialog box:

Device: RSG45_PMO (RSG45 - PMO STLR)

Time: 04/17/2024 06:00:00 PM

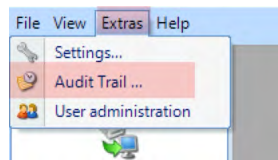
Comment: 6am-6pm records all ok - John Doe

Annotations:

- Enter Annotation make sure to have right time

Audit trail

- Search any event in the audit trail
- Filter by individual or event category



Endress+Hauser **EH**

Filter

From: 06/05/2024 11:27:41 AM To: 07/03/2024 11:27:41 AM

Username: * Category: All

Text: *

Category: All, Automatic, Application, Login/Logout, Template, Readout Data

Timestamp	Username	Category	Text
07/03/2024 11:27:05 AM	4650WV3	Automatic	Automatic read out was started.
07/03/2024 11:27:01 AM	4650WV3	Automatic	Automatic read job fails. Message: Error - Automatic read out: Connection to device could not be established. Device name: Simulator, Interface: Ethernet (Host: localhost, Port: 8000, OPC Port: 8002).
07/03/2024 11:26:05 AM	4650WV3	Automatic	Automatic read out was started.
07/03/2024 11:26:02 AM	4650WV3	Automatic	Automatic read job fails. Message: Error - Automatic read out: Connection to device could not be established. Device name: Simulator, Interface: Ethernet (Host: localhost, Port: 8000, OPC Port: 8002).
07/03/2024 11:25:05 AM	4650WV3	Automatic	Automatic read out was started.
07/03/2024 11:25:01 AM	4650WV3	Automatic	Automatic read job fails. Message: Error - Automatic read out: Connection to device could not be established. Device name: Simulator, Interface: Ethernet (Host: localhost, Port: 8000, OPC Port: 8002).
07/03/2024 11:24:05 AM	4650WV3	Automatic	Automatic read out was started.
07/03/2024 11:24:01 AM	4650WV3	Automatic	Automatic read job fails. Message: Error - Automatic read out: Connection to device could not be established. Device name: Simulator, Interface: Ethernet (Host: localhost, Port: 8000, OPC Port: 8002).
07/03/2024 11:23:05 AM	4650WV3	Automatic	Automatic read out was started.
07/03/2024 11:23:02 AM	4650WV3	Automatic	Automatic read job fails. Message: Error - Automatic read out: Connection to device could not be established. Device name: Simulator, Interface: Ethernet (Host: localhost, Port: 8000, OPC Port: 8002).
07/03/2024 11:22:05 AM	4650WV3	Automatic	Automatic read out was started.

For administrators, FDM MS21 server setup

Before starting, make sure Memograph M RSG45(s) is connected and named with a unique device tag for easy identification. This becomes more critical as several Memograph M RSG45s are added.

System

Device tag : RSG45 - PMO STLR/SFLR

Temp. unit : °F

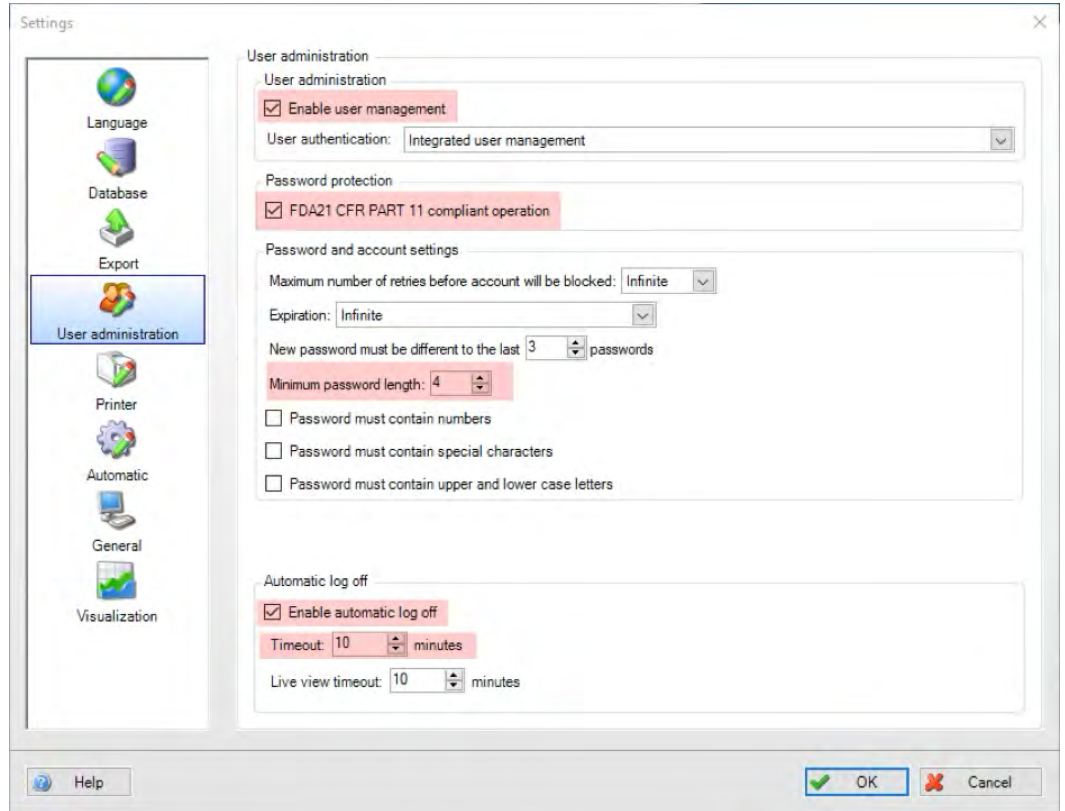
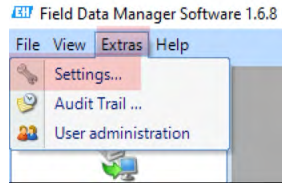
Decimal separator : Point

Note for administrator: Each recorder must have a unique tag identifier (device name). This is set in Memograph M RSG45 (menu, setup, advanced setup, system).

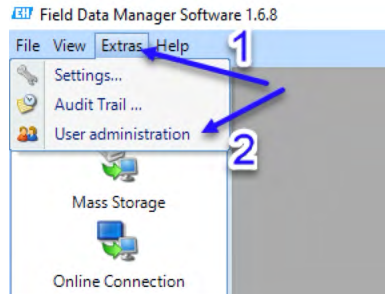
For server or PC setup and connection, [click here](#). Go to page 27 for English.

For administrator – add/delete operators

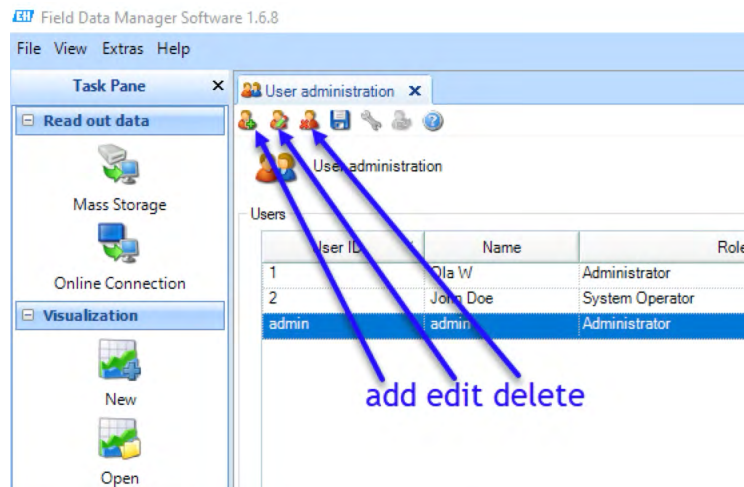
1. Set password rules, auto logoff and preferences under extras-settings-user admin; FDA21CFR, part 11 must be enabled



2. Create, edit, delete users



3. Must be logged on as administrator
 - a. User ID is alphanumeric up to 8 characters, e.g., individual name, initials, employee number or another unique identifier. User ID is what will show on the login screen. Both user ID and real name will show in the event log
 - b. Select System Operator to enable annotations



Operator access restrictions

- Admin has access to all recorders connected to FDM
- System operator can be limited to view recorders only relevant to job function
- Go to extras – user administration. Select operator, then checkmark relevant recorders for access

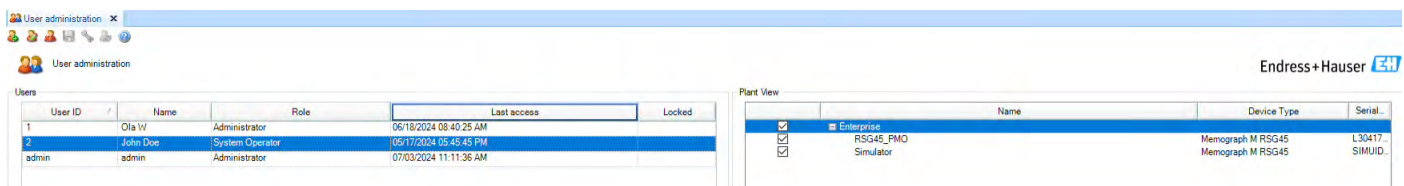
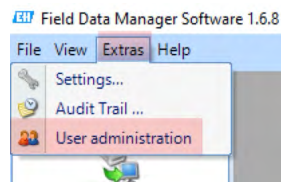
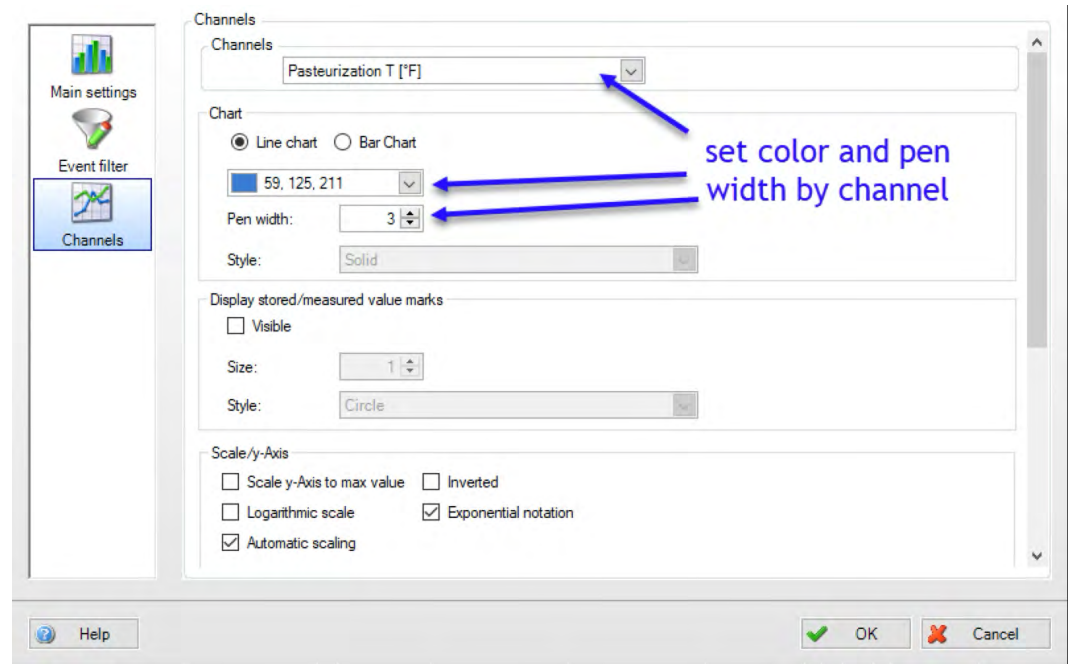
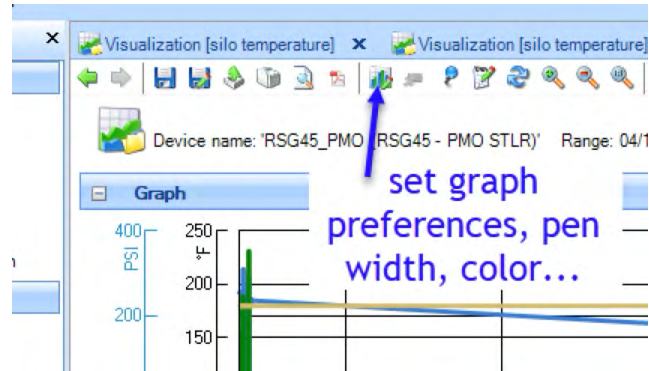


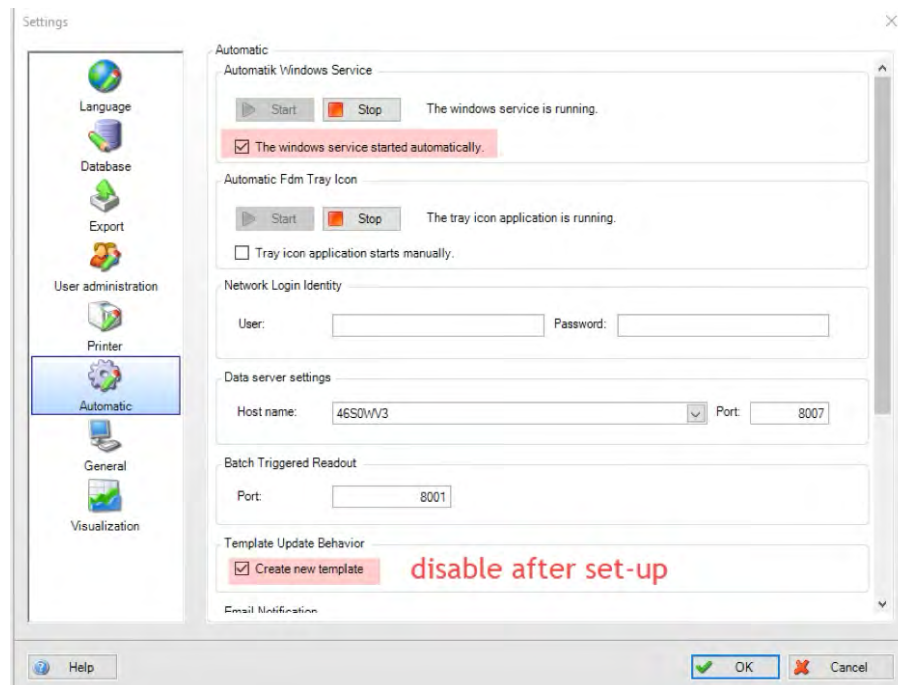
Chart preferences

- Save as template
- While preferences can be changed at any time, it is suggested to set up once and then use “template function” to recall data under preferred templates (The user can choose from multiple templates.)



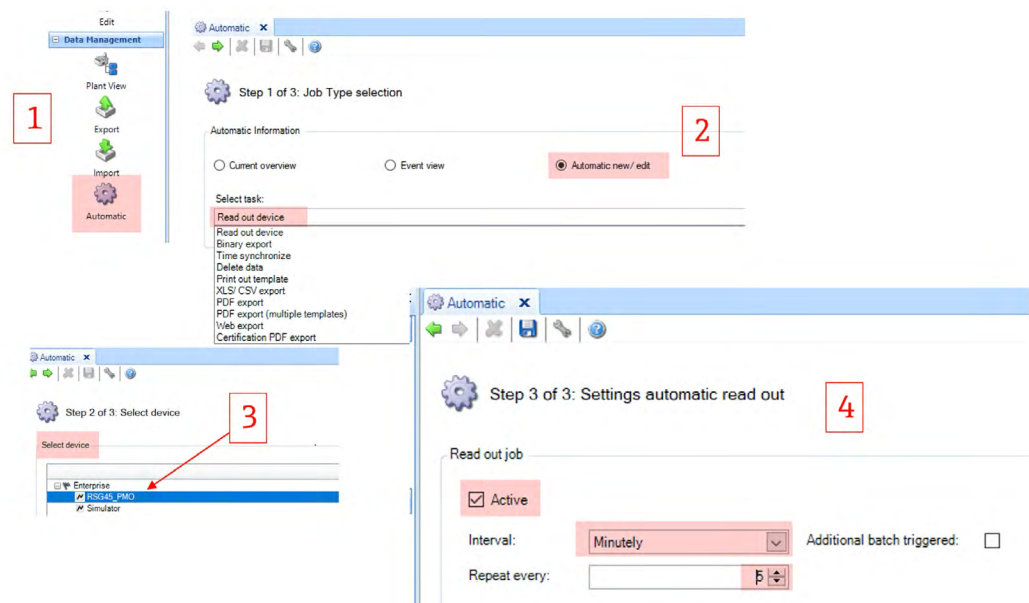
Automatic functions – preferences

- The Windows service starts automatically
- We suggest disabling “create new template” after initial setup.
If not, it will ask each time when exiting



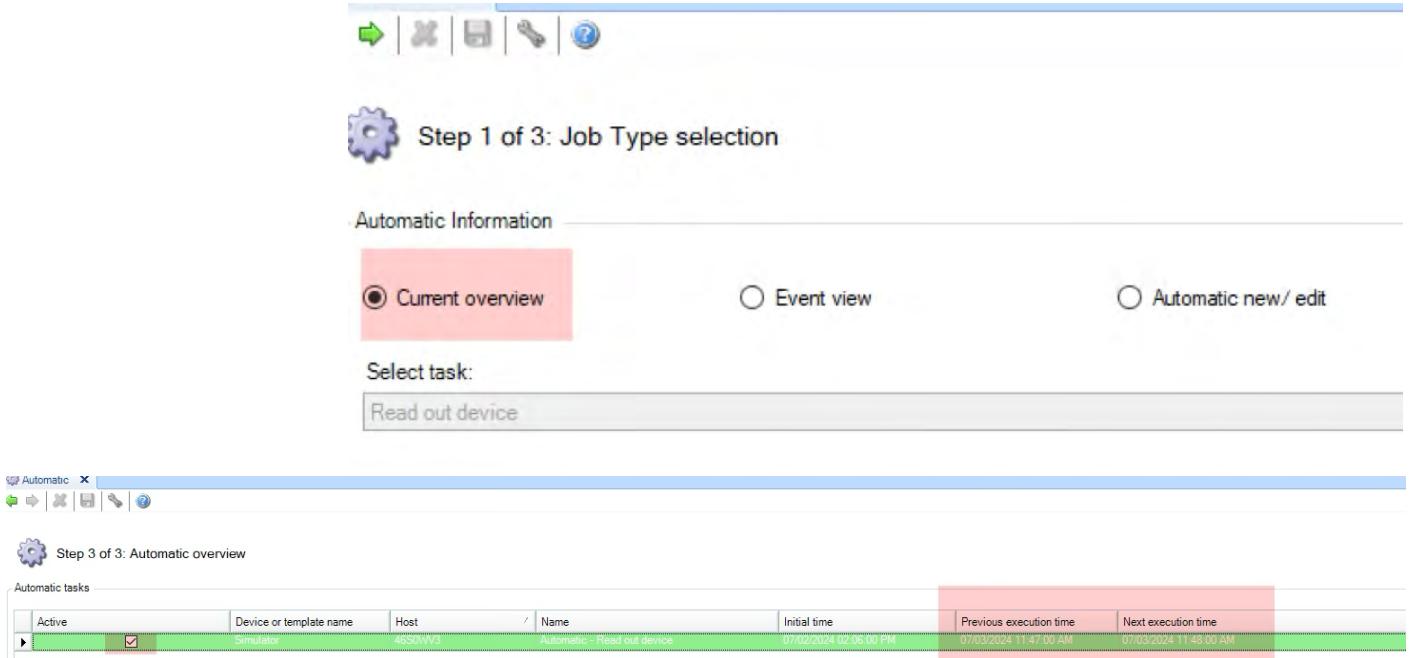
Set up automatic read out (store data from recorder to FDM/server)

1. Go to automatic
2. Select new/edit (read out device)
3. Select recorder(unit)
4. Set frequency; we suggest every 5 minutes to reduce the risk in the event of catastrophic failure of the recorder



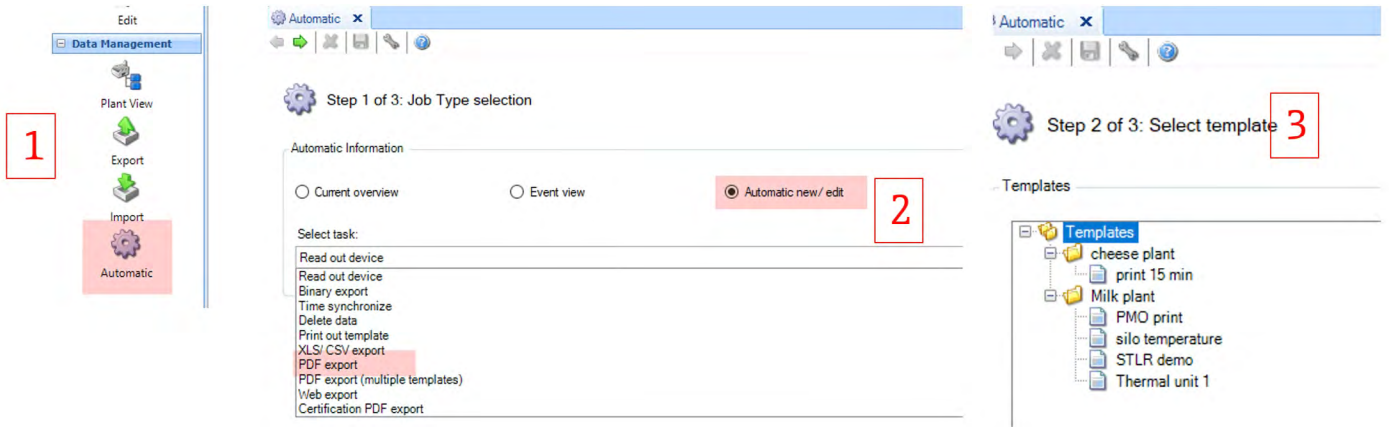
Verify that automatic transfer takes place

At any time, check which schedule automatic transfer is set to and see next occurrence.



Automatic creation of PDF / other exports* (1)

1. Go to automatic
2. Select new/edit (PDF export)
3. Select recorder(template)



*Note: Any exported document is no longer in compliance with 21CFR, part 11

Automatic creation of PDF / other exports* (2)

- Finalize export by selecting time frame and preferences
- Optionally, a comment can be added on the top of page – see example:

Step 3 of 3: Settings automatic PDF saving

PDF export

Active

Interval: Daily

Start time: 06:00:00 AM

Data time period: Custom Period: 0 Day 12:00:00

File handling: New

PDF settings:

select active, your time frequency and where to save the file

Export as PDF

Save in: Desktop

File name: Review By

Save as type: PDF files (*.pdf)

General | Layout | Comments

Output

Print the complete available time range

Print the same time ranges in the graphic

Chart Reports Values Events

Split graphic to several pages

Values per page: 5000

Time range per page: 1 Year

General | Layout | Comments

Comment

First line: Review By: _____

Second Line: Signed off by: | _____

*Note: Exported document is no longer in compliance with 21CFR, part 11

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