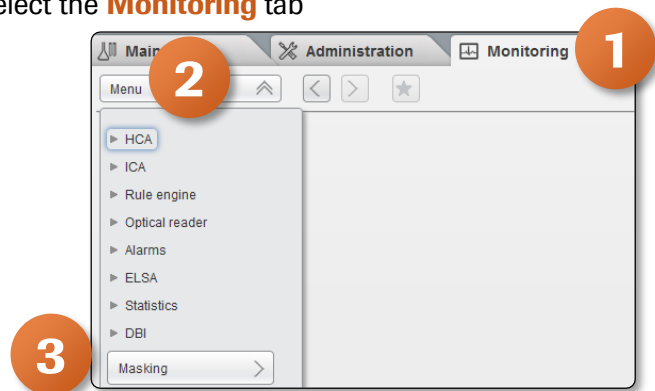


# Manually Masking/Unmasking a Test

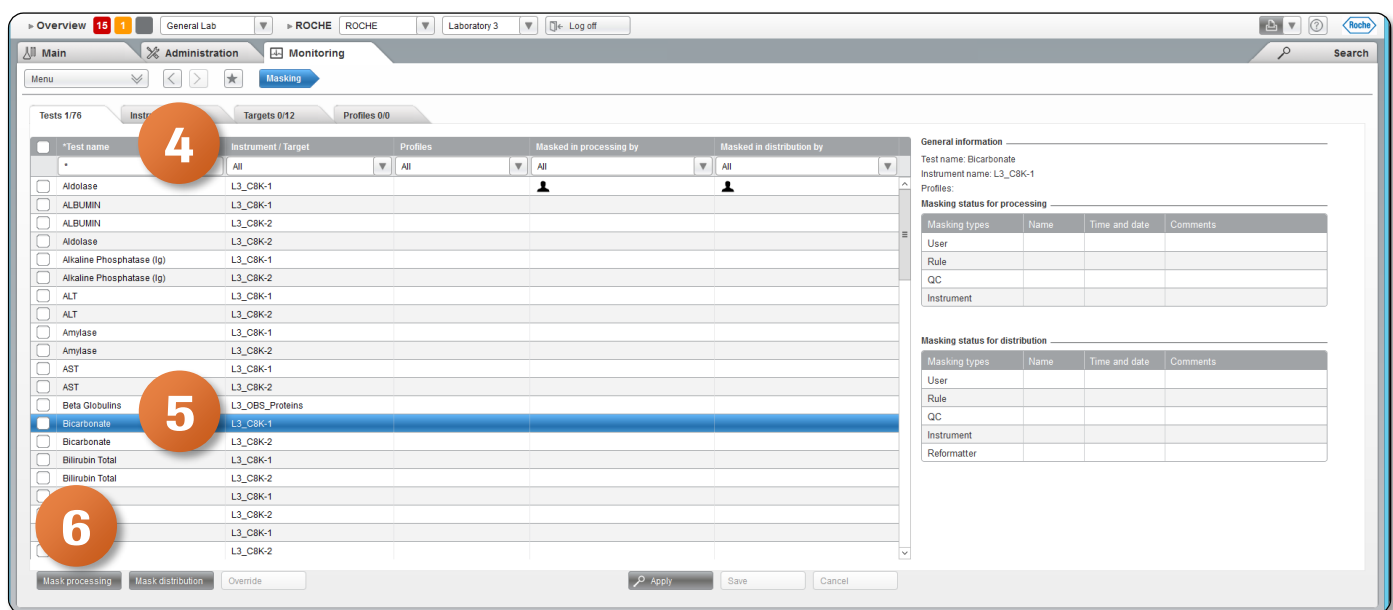
## Manually Masking a Test

At times you may want to avoid performing certain tests or sorting tubes to certain instruments or targets at specific times. An example would be batch testing where you are only running a test a few days a week. To do so, you must mask or unmask tests. Instruments, targets, or a combination of all according to your needs.

1. Once logged into the **cobas<sup>®</sup> infinity** software, select the **Monitoring** tab
2. Click on **Menu**
3. Select **Masking**



4. Once in the Masking screen, type an asterisk (\*) in the **Test Name** box in the Tests tab and click Enter to see all tests defined in the system. You also have the option to search for the test by name
5. Click on a test from the menu that you wish to mask
6. Click on the **Mask processing** button at the bottom of the screen. Selecting this option, the target is considered in the workflow calculation and the sample is distributed there. However, the software does not send any information to the target, and therefore, the sample is not processed and the tube continues with the workflow. This option can be used when an item is temporarily unavailable, e.g. due to QC

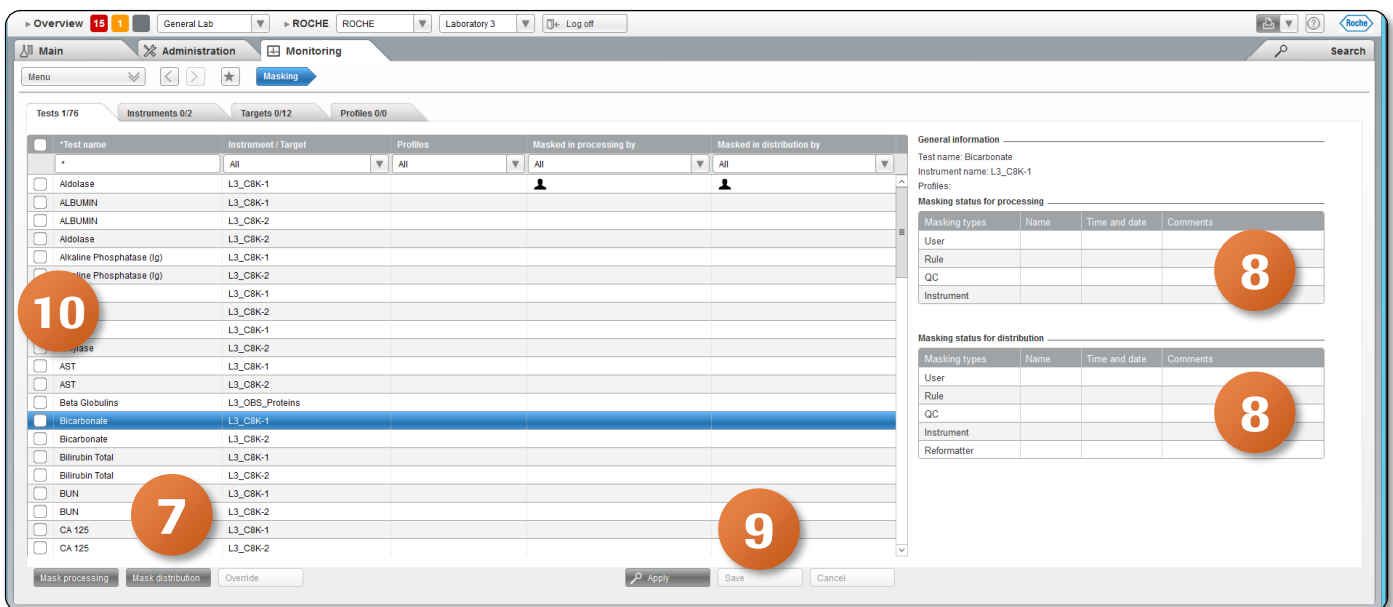


# Manually Masking/Unmasking a Test

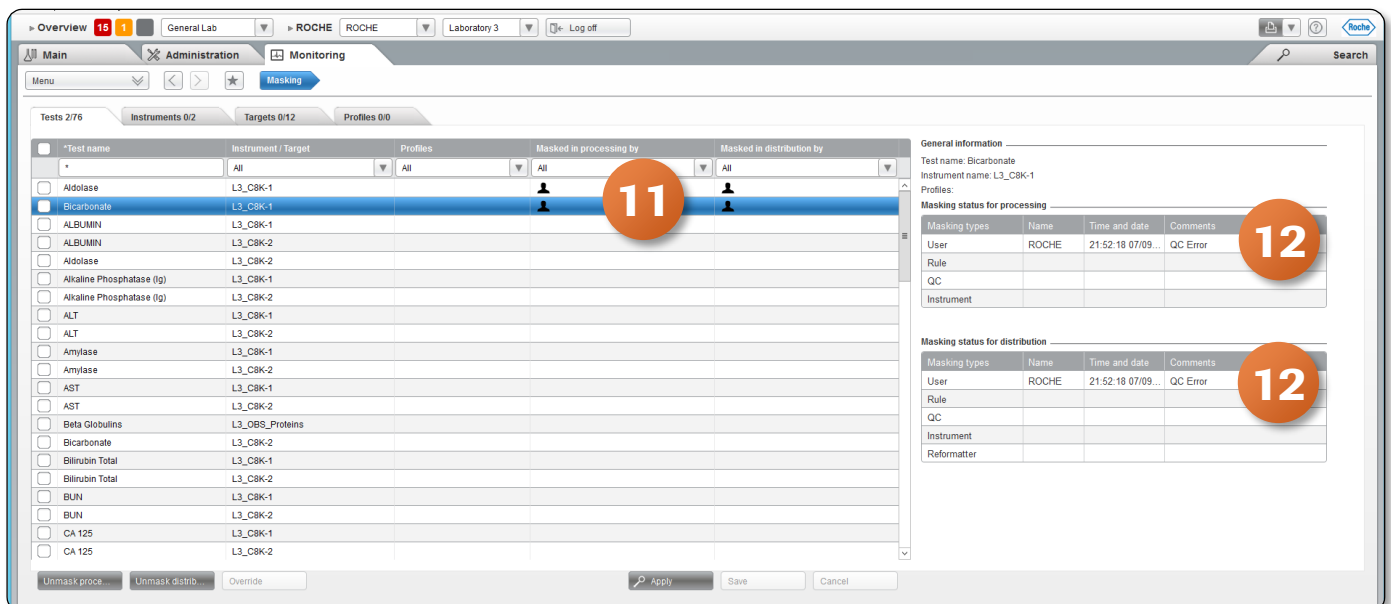
- Click on the **Mask distribution** button. Selecting this option, the target is closed, therefore it is not considered in the workflow calculation and the sample is not distributed to that target. This option can be used when an instrument or a test is down for the whole day.

**Please note:** It is not mandatory to select both masking options. You have the option to only select one. The software automatically adds the name of the user that masked the item and date of the masking in the corresponding grid

- Enter a **Comment** on the right explaining why this test was masked. If multiple tests are selected, the comment is added to all tests
- Click on **Save**
- On the Tests tab, you can mask more than one test at a time by selecting the check box next to the tests



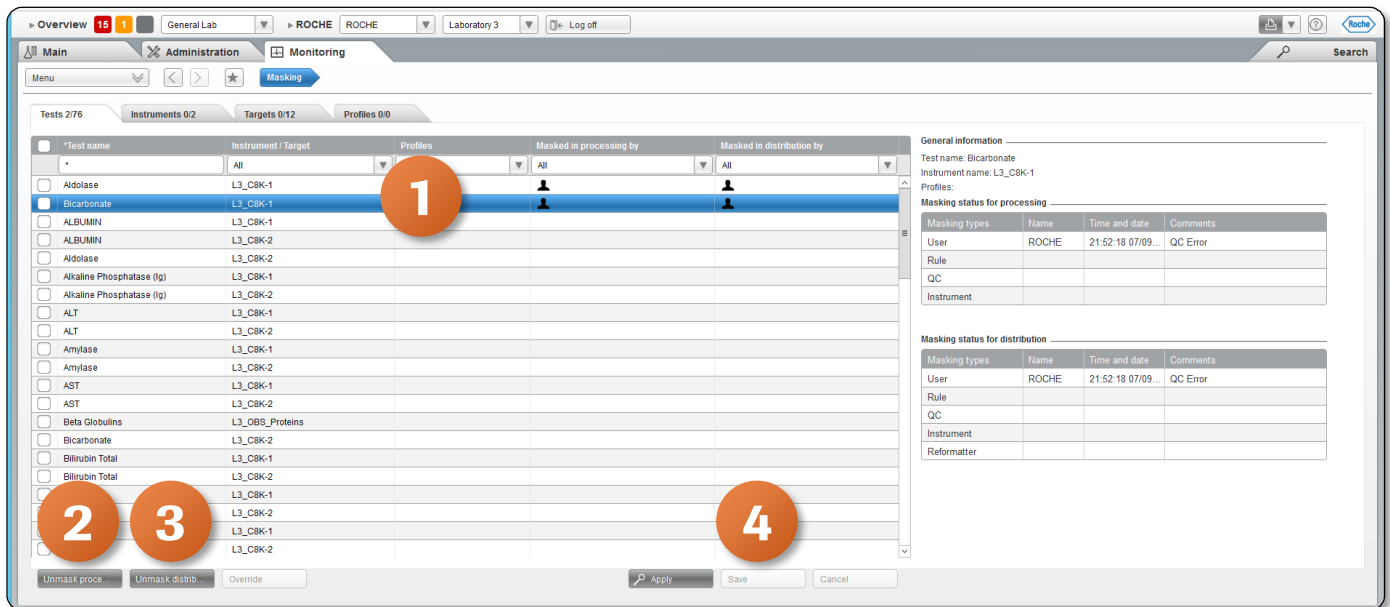
- You will now see that **Bicarbonate** has been masked by the User for **Processing and Distribution**
- The **General information** is also populated with the Username, date, time and comment that was added



# Manually Masking/Unmasking a Test

## Manually Unmasking a Test

1. From the Masking screen in cobas infinity, select the test you wish to unmask
2. Click on **Unmask processing**
3. Click on **Unmask distribution**
4. If the test has been masked by rule engine or by QC, choose **Override** button to undo all maskings manually. This option is only available for tests
5. Click on **Save**



6. You will see that the test you selected is no longer masked for **Processing or Distribution**

