

## Quick Reference User Guide

### 1. Starting the software

Start the *QuickStep Apo-Ident* software by double-clicking the icon which is on the desktop.

The *Apo-Ident* user interface will open.

**Note:** In case of low internal instrument temperature a warm-up phase will start automatically. Please wait until the operating temperature of at least 20°C is reached. Once the respective message has disappeared, the system is ready to start the measurement.

### 2. Select configuration profile

The first step is to choose your user profile under **Configuration profile**.

**Note:** In order to learn how to create a configuration profile, refer to page 8 of our detailed manual.

### 3. Select substance class and substance

Under **Substance selection** first select the class to be examined, e.g. APIs & excipients, solid.

Then enter the English name of the substance. Alternatively, enter the Latin name (if existing) in the line below.

**Note:** After entering the first letters the software will provide suggestions. Select the correct substance from the list.



Class:	APIs & excipients, solid
Name:	Tetraca
Latin:	<input checked="" type="radio"/> Tetracaine base <input checked="" type="radio"/> Tetracaine hydrochloride

### 4. Different measurement procedures for solid and liquid substances

#### 4.1 APIs & excipients solid, narcotic substances solid and drugs

##### Start measurement

Firstly, place your **sample container with the substance** and the **distance ring** on the measuring window. Start the measuring process by clicking the green button next to **Start measurement** or by pressing the measurement button (green light) directly on top of the instrument.

**Note:** Some substances can also be identified using a lower quantity of the substance. You can find the corresponding process in our detailed manual on page 13.

##### Referencing

After the first measurement after switching on the *Apo-Ident*, the external reference standards are requested to be put onto the measurement window for measurement: Black and white reference (Zenith).

**Note:** Please make sure to use always the distance ring. The measurement of the references will have to be repeated upon request by the software from time to time. Please follow the instructions of the software.

Start measurement



Black reference



White reference (Zenith)



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### 4.2 APIs & excipients, liquid/semi-solid

#### Transflectance reference

Start with the transflectance reference without the liquid/semi-solid. Put the transflectance insert with the little feet facing the bottom into an empty sample container. Following this, place the container with the transflectance insert on the measuring window of the *Apo-Ident* instrument. Start the transflectance reference by clicking on the green button.



**Important:** Both, the transflectance reference as well as the liquid/semi-solid have to be measured with the same transflectance insert and sample container. Otherwise this may result in non-identification.

**Note:** Having the initial transflectance reference successfully completed, the measurement of substances has to commence within a time frame of five minutes. Otherwise the transflectance insert measurement must be repeated.

#### Referencing

After the transflectance reference, the external reference standards are requested to be put onto the measurement window for measurement.

Please pay attention to the instructions in chapter 4.1.

#### Start measurement

Place your sample container with the substance, the transflectance insert and the distance ring on the measuring window. Start the measuring process by clicking the green button next to **Start measurement** or by pressing the measurement button (green light) directly on top of the instrument.

**Note:** Ensure that you press the transflectance insert down properly with its feet downwards in the sample container so that no air pockets are visible.

Class:	APIs & excipients, liquid/semi-solid (with analysis certificate)
Name:	Dexpanthenol
Latin:	Dexpanthenolum

Transflectance reference



Please use the same transflectance insert for the following sample measurement.

Transflectance insert



Result	Name:	<b>Base cream DAC</b>
	NIRS Result:	<b>Match</b>
	Value:	<b>99.9%</b> (Limits 98% to 100%)
	Validation:	Available

Operator name:	Smith
Manufacturer/Supplier:	Sample supplier
Use-by date:	November 2016
Batch number:	1234567
PPN:	
Additional tests:	(empty)
Comment:	
Test number:	10

Create report




### 5. Result presentation

After few seconds the instrument will show whether the substance has been identified or not.

**Note:** In case of non-identification please see the additional information. Please check or repeat the measurement.

### 6. Data for the report

Following successful measurement, enter all the compulsory fields for the measurement information. If required, the fields **<Additional tests>** and **<Comment>** can be entered.

As long as this symbol  is visible, additional input data is missing and the analytical report cannot be generated.

### 7. Create report

The measurement report may now be saved, shown as a PDF and printed if required.

**Note:** Irrespective of which of the four functions are selected, the measurement data and result will be saved automatically. Additionally, a label can be printed via a label printer (small printer icon).