How to Purge Tests on a Cepheid® GeneXpert®

Introduction:
Purging Tests from the Database

Tests may be purged from the active database after they have been archived

Important: When tests have been archived, they have not been permanently deleted from the computer. They have been removed from the main system database and saved to an archive file when the Purge Selected Tests from List After Archiving (Recommended Monthly) option has been selected. Tests may be retrieved from the archive file if needed for later use.

Archiving the Tests
Archiving tests allows you to move your data and, if desired, free up space in the database. You can archive multiple tests at a time. In addition to serving as a safe-keeping mechanism, you can provide the archive files to Cepheid for analysis when troubleshooting. The archive process creates a copy of the test and saves the data in either a .gxx or .nxx file depending on the software version.

The below instructions show how to purge tests on a Cepheid® GeneXpert®.

Solution:
Important: Some e-mail filters may block files with .nxx extensions. Adjust your email filter, if possible, or change the extensions, if required.

To archive the test data:
1. In the GeneXpert Dx System window, on the **Data Management** menu, click **Archive Test.** The Select Test(s) To Be Archived dialog box appears.
2. Select the test(s) you want to archive. Click the check box that is adjacent to each test you want to archive. You can select the individual tests one-by-one, or select a large number of tests by clicking one of the following buttons at the bottom of the Select Tests To Be Archived screen:
   - **Select All**—Selects all of the tests in the table.
   - **Select Highlighted**—Selects the tests you highlighted.
   - **Select New Archive**—Selects only the tests that have not been archived before.

   After selecting tests on the Select Tests To Be Archived screen, click one of the following buttons to deselect some or all tests:
   - **Deselect All**—Deselects all of the test selections in the window.
   - **Deselect Highlighted**—Deselects the tests you highlighted.

   In addition to selecting the tests to archive, there are two check boxes located near the top of the Select Tests To Be Archived screen that may need to be selected:
   - **Cloak IDs and Notes**—Select this check box if you want to send Cepheid Technical Support some data in question but want to hide patient-sensitive information.
   - **Purge Selected Tests from List After Archiving (Recommended monthly)**—Select this check box to free up space on the computer. After the selected tests have been successfully archived, they are removed from the database.

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3. Click **OK.** A message appears and asks you to confirm the archive request.
4. Click **Proceed**. The Save dialog box appears. Click **Cancel** to not perform the Archive Test operation.
5. Locate and select the folder in which you want to store the archive (.gxx/.nxx) file, type a name for the archive file, and then click **Save.**

The default archive location is the export folder which is located on the computer hard drive. To guard against loss of data, the files in the export folder should be periodically copied to a different computer or server. If the GeneXpert Dx system is connected to a network, it is possible to archive files directly to a server.

6. After the files have been archived, the Archive Test(s) dialog box is displayed indicating that the tests have been successfully archived. Click **OK**.
7. If you selected the **Purge Selected Tests from List After Archiving (Recommended Monthly)** option, a Purge Test(s) dialog box appears indicating that the selected test(s) will be deleted from the database. Click **Yes** to confirm or click **No** to not delete the selected test(s) from the database.

If data is archived and purged from the database, then the archive files will only include the Patient ID and not the patient demographic data. Therefore, it will not be available again and cannot be used in future connectivity solutions.