Access & Login to My eInserts

Three Ways to Access My eInserts

Important: Make sure you disable all pop-up blockers or allow pop-up windows from the My eInserts website.

- Go to https://www.myeinserts.qcnet.com/XXXXX
  - XXXXX represents the Bio-Rad control product lot number.
  - Type the Bio-Rad control product lot number in place of XXXXX (for example, 12340) to go directly to your product and lot selection.
- Go to https://myeinserts.qcnet.com to log on directly to My eInserts.
- Go to https://www.qcnet.com. Login. From the My Accounts page click the My eInserts button.

Login to My eInserts

Important: You must log in with a My eInsert username and password or register as a new user to save your custom insert notifications and to download XML files.

- At the top right corner of the window, click **Login/Register** on the menu bar.
- Select your preferred language for the My eInserts website from the **Language List**, on the menu bar.

Create a Custom Insert

Step 1: Select a Product, Lot, and Language

- If you accessed My eInserts with your product and lot selection (www.myeinserts.qcnet.com/XXXX), your product and lot number are already selected in the **Product and Lot lists**.
- Search for products by name, catalog number, lot number with the dynamic search field or select your product from the **Product Name** list.
- Select the lot number from the **Lot list**.
- The default language is based on your browser settings. If a different language is needed for the insert, select it from the **Language list**.
- Select one of the following:
  - Download the Instructions for Use, available product information, and value assignment data for the selected lot.
    Click **Download**.
  - Customize your insert based on what your laboratory uses with Method, Instrument, Analyte, and other filters. Lot numbers with an asterisk (*) cannot be customized.
    Click **Customize**.

Step 2: View Product Details (Optional)

Click the **View Product Details** button to view more product information from www.bio-rad.com.

Step 3: Customize Chart

- Select your preferred Data Chart Units:
  - Conventional
  - SI
  - Choose units for each item
- If applicable, use the checkboxes to add or remove product levels from the insert.
- Select the chart type by selecting the appropriate header.

  You can make selections under more than one chart type (as available) to include in your insert.
  - Instrument (Default when available.)
  - Method
  - Other
- Use the Search option to find Instrument(s), Analyte(s), and Method(s).
- Click the **Select All Results** checkbox to add all selections in the chart.
- Click anywhere on the item's row to expand the view and to see all available selections.
- Click the checkbox to add or remove a selection.
- Select the units for each item, if needed.

Step 4: Selections and Downloads

Optional Items for Download

- Click the appropriate button to include or exclude the product's Instructions for Use or the XML Download file.
  - **Include Instructions for Use** is selected by default. Disable the selection to download only the value assignment data.
- My eInserts can create an eXtensible Markup Language (XML) file that contains approved value assignment data that can be imported into certain compatible instruments.
- Refer to the **eInserts XML Quick Start Guide** for more information about XML file downloads.

Selections

- All chart types and the product Instructions for Use, if selected, will be included in a single PDF file.
- Refer to the **eInserts XML Quick Start Guide** for more information about XML file downloads.

Download

- Option 1: Click the individual download button for either the PDF or XML file.
- Option 2: Click **Download All** for a zip file that includes both the product insert PDF and the XML file.

Step 5: Save Selections to My Saved eInserts

- You must be logged into your My eInsert account to save an insert for future access.

  If you are not logged in, click **Login/Register** on the menu bar at the top of the window.
- Click **Save**.
- Type a name for your custom insert and then click **Save**.
- Click **My Saved eInserts** to see your current list of saved inserts or click **Done** to close the message.

Access & Manage My Saved eInserts

Access My Saved eInserts

From the **My eInserts Homepage**, click **My saved eInserts** located in the **Support/Quick Links** section. You must be logged in to your My eInserts account to view your saved inserts.

Duplicate Saved Inserts

- Click **Duplicate** for the appropriate insert.

  The **Duplicate Your Custom Selection** window appears.
- Select the lot number from the **Lot** list.
- Type a new and unique name in the **Name** field.
- Click **Duplicate and Review**.
  Review your selections and make any changes.
- Click **Save Changes** if you made any changes.

  The button will be disabled if no changes are made.

Edit a Saved Insert

- Click **Edit/Print** for the appropriate insert.
  The Customize Insert window appears.
- Edit the insert.
- Click **Save** at the bottom of the window.

Print/Download Saved Inserts

- To print/download a previously saved insert:
  - Click **Edit/Print** for the appropriate insert.
  - If no changes are needed, click the appropriate download button at the bottom of the window.
- To print/download a list of your saved inserts, click **Print List** at the top right corner of the **My Saved eInserts** window.

Delete Saved Inserts

- Click **Delete** for the appropriate Insert

  A confirmation message will appear.
- Click **Delete** to close the message and remove the insert from the **My Saved eInserts** list.

Note: Saved inserts will automatically be removed one year after the product expiration date.

My eInserts Update Notifications

You may register to receive e-mail notifications when insert updates are available for the customized selections in your saved inserts.

- To enable My eInsert account notification preferences:
  - Scroll to the bottom of the **My eInserts Homepage** and click **Register Now** in the **Register for Insert Notification Updates** section.
  - From the **My Account Login** window, login with your existing credintials or click the green **Register** button to create an account. Update the demographic information fields as needed.
  - At the bottom of the window, ensure that the option to **Receive e-mail notification for Insert Updates from Bio-Rad** is selected.

Note: Update notifications are not sent for controls with an asterisk (*). Check the My eInserts site periodically for potential updates.

Quick Links

Quick Links are available from the **My eInserts Homepage** under the **Support** section. These links will give you quick access to features available on www.bio-rad.com, www.qcnet.com and other Bio-Rad sites.

- Get a Certificate of Analysis
- Get Product SDS
- My QCNet Account
- My Unity Interlab Reports
- IVDR Regulatory Documents:
  - For IVDR Regulatory Documents, select the product from the **Product Name field.** A list of documents for CE Marking IVDR will display.
  - Click the link for each document you wish to download or click the link to download a zip file with all available documents.
    * EU Declaration of Conformity
    * Quality Management System Certificates
    * IVDR Certificate
    * List of EU Importers

Support

How to access the Support window:

- Click **Support** from the menu bar at the top of the window.
- From the **My eInserts Homepage**, scroll down to the **Support** and **Quick Links** section, click the **View All** button on the right.
- From the **Customize Insert window**, scroll down to the **Support** section and click the link for either **Quick Reference Guide**.

Support Documentation

There are two Quick Reference Guides available. One is for My eInserts in general and the other is specific to downloading XML files.

From the **Language** menu, select your preferred language. This will open a PDF document in a separate window.

FAQs

From the **Support** window, click on any of the Frequently Asked Questions to view the response.

BIO-RAD

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