

# SteriSimple Pre-Installation Checklist

**Please read this document. We will forward this to your IT provider and work with them regarding installation.**

Please contact your IT provider to ensure that the following list has been completed prior to the scheduled installation. If any item on this list has not been completed, your installation should be rescheduled, to prevent unnecessary problems during use of the software.

Also, please familiarize yourself and your team with the software by watching the **Video User Manuals**, found within the **Videos** tab on the sterisimple.ca website. Then, *rewatch them*.

## **Items to be completed prior to installation:**

### **A. For you:**

1. You have purchased the SteriSimple System and have signed and returned the **End User License Agreement** to admin@sterisimple.ca
2. Someone will be available by phone and will be present during the software **remote installation** process.
3. The following information for configuration has been provided to us (email to info@sterisimple.ca):
  - a) spores: incubator type and spore duration,
  - b) sterilizers: brands/types, plus cycle types you run in your office,
  - c) staff list: those who would verify spore tests and sterilization cycles,
  - d) instrument list: up to 94 items you would sterilize in your office,
  - e) gmail account User ID and Password: (if applicable) for emailing spore test results and cycle logs,
  - f) patient list: first and last names plus patient ID number: (if applicable) for populating an instrument recall database.
  - g) if using gmail for offsite storage, you must configure it for use with less secure apps.
4. You have received your barcode scanner(s).
5. You have received your TransLoggers, one for each sterilizer. Please ensure the TransLoggers are connected to each sterilizer before the software installation process. Scan the QR code on the TransLogger package for connection instructions.
6. Please try to ensure that placement of the TransLoggers are not obscured by metal or other interferences. The cradles they come with should be secured to your sterilizer(s) with foam mounting tape.
7. You have purchased a **Zebra Thermal Transfer printer (not a "direct thermal" printer)**. Please DO NOT install the associated software or connect your Zebra printer to the PC running SteriReader until directed to do so during the remote installation process.

### **B. For your IT Provider:**

8. A networked printer available for printing reports, if desired.
9. All PC's running SteriSimple Software run Windows 10 and have internet connectivity. SteriSimple software is not installed on the server.
10. All PC's running SteriSimple Software have up-to-date (free) versions of TeamViewer installed. This is required for the installation process, as well as for any maintenance.
11. All PC's running SteriSimple Software are incorporated into your existing network and are properly firewalled, etc. For security reasons, SteriSimple will not adjust any security settings on any PC.
12. Exceptions to be added to antivirus settings (please confer with your client to determine the right machines):
  - a) Running SteriReader: Usually the stericentre PC.  
**C:\SteriSimple\SteriSoft\SteriReader\OB4SteriReader.exe, ReaderManual.exe, ReaderPhoenix.exe**
  - b) Running SteriSpore: Usually the stericentre PC, but may be elsewhere (connected to a 3M Attest AutoReader).  
**C:\SteriSimple\SteriSoft\SteriSpore\OB1SteriSpore.exe, SporeManual.exe, SporePhoenix.exe**
  - c) Running SteriSpore24: Usually the stericentre PC.  
**C:\SteriSimple\SteriSoft\SteriSpore24\OB2SteriSpore24.exe, Spore24Manual.exe, Spore24Phoenix.exe**
  - d) Running SteriRecall: Usually workstations, or wherever labels will be scanned.  
**C:\SteriSimple\SteriSoft\SteriRecall\OB3SteriRecall.exe, RecallManual.exe, RecallPhoenix.exe, RecallRepeater.exe**
13. A folder (called "SteriSimple") has been created on the server and is incorporated into any scheduled backup. It must be mapped and have read-write permissions for all users.

*Thank you for your cooperation in these regards.  
It will ensure smooth operation of the software.*



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