STERISIMPLE™

Reprocessing. Simplified.
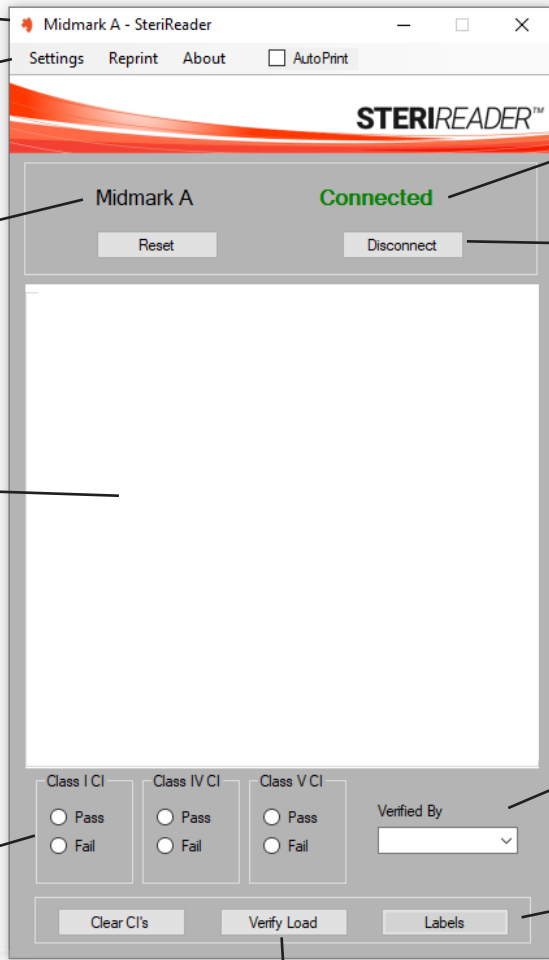
STERI*READER*™
User Manual

STERIREADER User Manual

STERI*READER* is software designed to monitor, record and organize sterilization cycles from various tabletop autoclaves used in dental practice. Transmit data from your sterilizer wirelessly to a computer and allow STERI*READER* to do all the work for you. Every required parameter is entered by a mouse click if it is not already entered automatically. This software will also produce QR-coded labels for sterilized items for tracking purposes. Labels are produced before or after sterilization cycle, depending on your preference, and are affixed to each item in a load.

Information contained in each label includes date ot sterilization, sterilizer, load number, person who inspected the items, content type, number of items and cycle number. This information is displayed as text and in QR format on a 2.5cm x 2.5cm label (Dymo 30332 labels). This information is used directly in STERI*RECALL* software for instrument tracking.

All reports and cycle logs are saved and printed and stored off-site. With this software, you can also attain short daily summary reports automatically produced for each sterilizer. These summary report can be merged with the spore test results recorded by STERI*SPORE* or STERI*SPORE*24, to produce a comprehensive overall summary on one sheet.

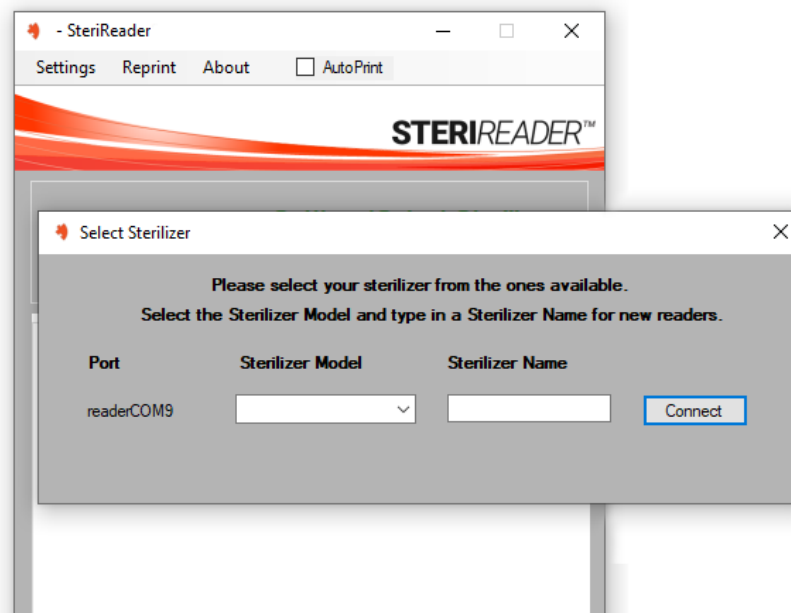This is the User Interface or Main Screen of STERI*READER* software.

Adding Sterilizers with STERI*READER*

You may read up to 10 sterilizers at once with STERI*READER*. Each sterilizer must be added to STERI*READER*s database and the software will remember the settings, so you really only need to do this once.

Sterilizers are referred to by letter. For example, if you have 3 Midmark sterilizers, please refer to them as "Midmark A" and "Midmark B" and "Midmark C." The format of these names is important.

Receivers must be connected to your sterilizers before connecting them to STERI*READER*. Please refer to the individual STERI*SIMPLE* User Manual for your specific sterilizer. Connection is quite simple in each case.

It is recommended that you use a powered USB hub to connect the receivers to your computer. Start by connecting the receiver for Sterilizer A to a powered USB hub connected to your computer. Then, start STERI*READER*. You will be greeted by the following screen:

Use the pull-down box on the left to select your sterilizer from the list of compatible sterilizers.

Under "Sterilizer Name," the format is important. Please only type in the brand and assign it a letter (see "Midmark A" above). Please be sure to leave *only one space* between the brand and the letter.

Hit "Connect" to save this information. Always keep the receiver for this sterilizer plugged into the same USB port on the USB hub. If you decide to change USB ports, you can redefine the connection under Settings (Select Sterilizer) where you can overwrite information as needed. If you do this for one sterilizer, you may need to do it for others, so please be careful.

To add another sterilizer, plug the receiver for Sterilizer B into the powered USB hub. Then, click go to Settings (Select Sterilizer) and you will see the following screen:

The stored information for Sterilizer A will be displayed. Enter similar information for Sterilizer B then click "Connect" on its line to save its information.

Repeat for each sterilizer in your clinic. Please try to avoid changing positions of the cables in the USB hub; should you need to change them, you can redefine the settings in "Settings (Select Sterilizer).

You can open STERI*READER* up to 10 times at once. Open an instance of the program for each sterilizer you intend to use on any given day. Each time you open an instance of STERI*READER*, click "Connect" on the line corresponding to the sterilizer you wish to read (eg, Midmark A). Do not select Midmark A in another instance of STERI*READER* if it has already been selected elsewhere.

Of course, configuring these settings is done for you during remote set-up and installation of this software.

Double-clicking the "Port" label will erase all information regarding assigned sterilizers and STERI*READER* will close. Please consider contacting us before you decide to do this. However, should you decide to do so, please do the following. Unplug each receiver (from the hub, if used). Plug receiver back in, note its colour code and note its associated sterilizer, then open STERI*READER*. Select the Sterilizer Model and assign a Sterilizer Name then click Connect. Then, plug in the next receiver, not its colour and sterilizer, then open STERI*READER* again, select the Sterilizer Model, etc. Repeat for each sterilizer you have.

General Settings.

Under the Settings tab in the menu bar, you will find other settings that should be configured, according to how you decide to use STERI*READER*.
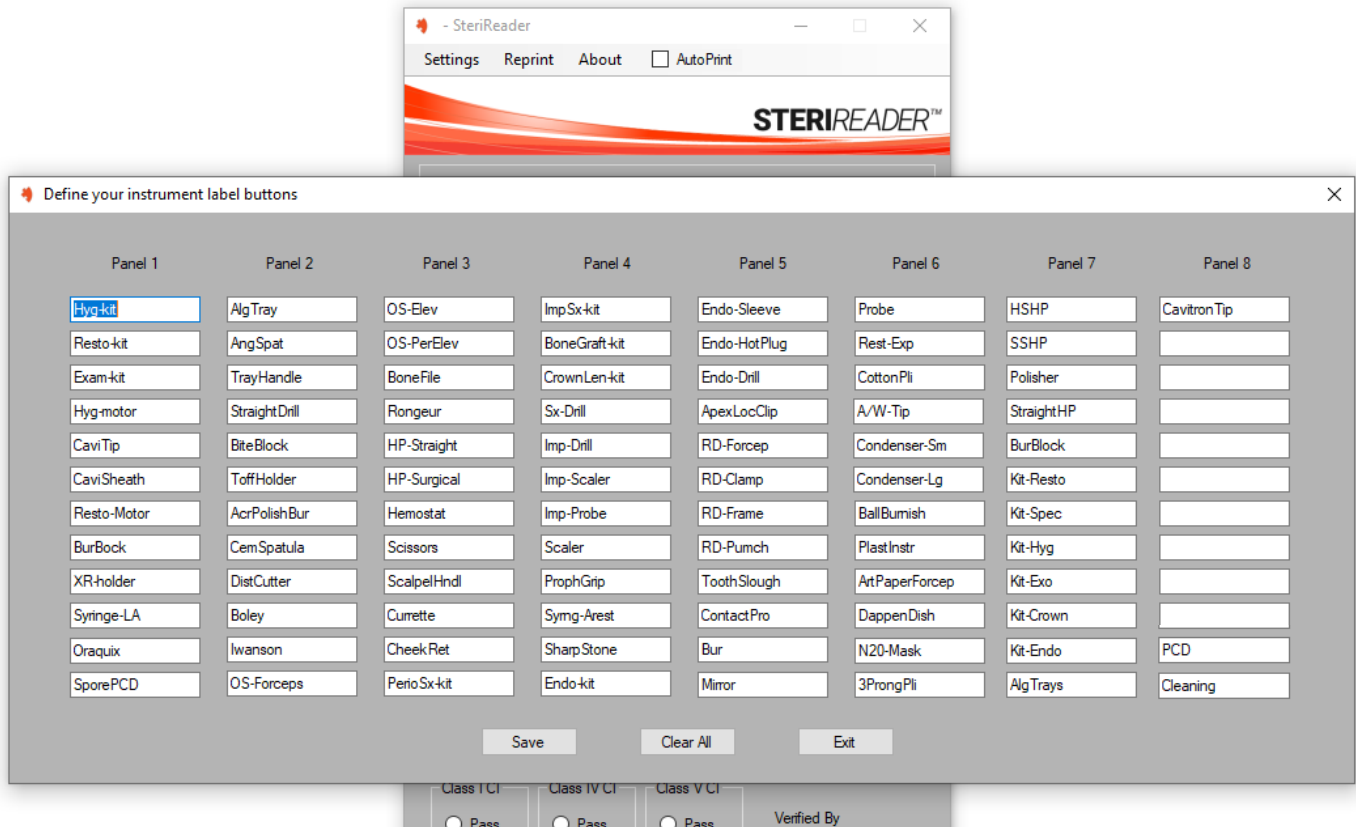
Below is a description of these settings:

Help	Clicking this will open the online Help website.
Select Destination	You will be prompted to locate the **drive** where you intend to save your cycle logs. It is wise to select your server as that drive.
Update User List	Enter a list of team members who would verify the results of each spore test. Simply type the list of names in the indicated area and hit **Update** when done. Please limit each name to 10 characters and please consider first names only, or a unique identifier code, etc. Any spaces within each name will automatically be removed when you hit **Update**. Hitting **OK** will not alter the list at all.
Select Sterilizer	If you've not selected a sterilizer to connect to at startup, do so from here.
Define Instrument List	This is a list of up to 94 different instruments or kits that you use in your clinic. This is used to produce contents lists for each cycle; every item in the sterilizer gets its own label. Add, remove or overwrite items as needed. Any spaces will be removed when saving, so please consider that when naming your items. Also, please avoid very long names. (that is, consider "DapDish" instead of "Dappen Dish"). Items 95 and 96 are reserved for PCD and Cleaning, respectively. See a picture of this screen, at the end of this section.
Force Verification	This is an emergency-use function. Sometimes, interference may cause some data not to be transmitted from the sterilizer to the software. The cycle recording may seem to hang when the sterilizer has clearly finished the cycle. Click on Force Verification to force the software to prompt you to verify the cycle and save the results.
Send an Alert	This function will send a text or email to you automatically as soon as a cycle is verified. It is a summarized, short message. You must check with your email provider to determine the "port" and "host" settings; these are usually found online. NOTE: your email provider may charge you up to $0.30 to send a text message, whereas an email is free.
Send to Gmail	You can send verified cycle logs to a gmail account, which is free off-site storage. Cycle logs are not sent as an attachment to the email, but rather as the text of the email, so it cannot be altered. Consider making a gmail account strictly to receive reports from SteriSimple. For it to work, go to the Security tab within your gmail account and ensure that **Less secure app access** is **On**. You may need to change your password at this time. Test this function by clicking the Test button. There are detailed online instructions under Settings	Instructions	How to Send to Gmail.

General Settings, continued . . .

View Logs	Select a date to view cycle logs and print them if you choose to do so. You can also print a report from here.
Printers	Within this are two subheadings, used to select the printer to print your item labels, as well as the printer for reports.
Set Schedules	Within this is one subheading, clicking on it will allow you to set the time when the software will merge and save the overall spore test results with daily summaries of each sterilizer.
Resources	Subheadings within this section will open online access to manuals for COVID-19 Management, IPAC Policies and WHMIS Policies, which we have provided for you. Also available are an SDS Library with over 300 documents available to download, a GHS Label library to print GHS labels for materials used in dental practice, plus an Equipment Manual Library featuring manuals for every type of sterilizer used in clinical dental practice.
Equipment Maintenance	Here, you can recall and view sterilizer cleaning cycles plus have access to online summaries of MIFU regarding equipment maintenance schedules for every type of sterilizer used in clinical dental practice.
Instructions	Clicking on a subheading within this section will open very helpful online information for various things such as Pre-Sterilization Labeling, how to use the GHS Label Maker function, fixing a jammed Dymo, etc.
Manually Enter Updates	STERI*READER* automatically checks for updates each time it is activated as well as at certain points each month. This function allows you to manually install updates , most often for those who have agreed to test new versions of the software before it is released. A zipped folder with software updates will be emailed to you. Download the zipped folder and drag it into the textbox, then click Go. The updates will be installed automatically. You will need to restart STERI*READER* when completed.
What's New	This is almost like a blog, indicating new features in the works. It will be updated periodically.

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![STERISIMPLE™ — Reprocessing. Simplified.]

The Define Instrument List screen, within Settings.

Menu Bar Items.

On the main screen of STERI*READER,* the Menu Bar contains the following items:

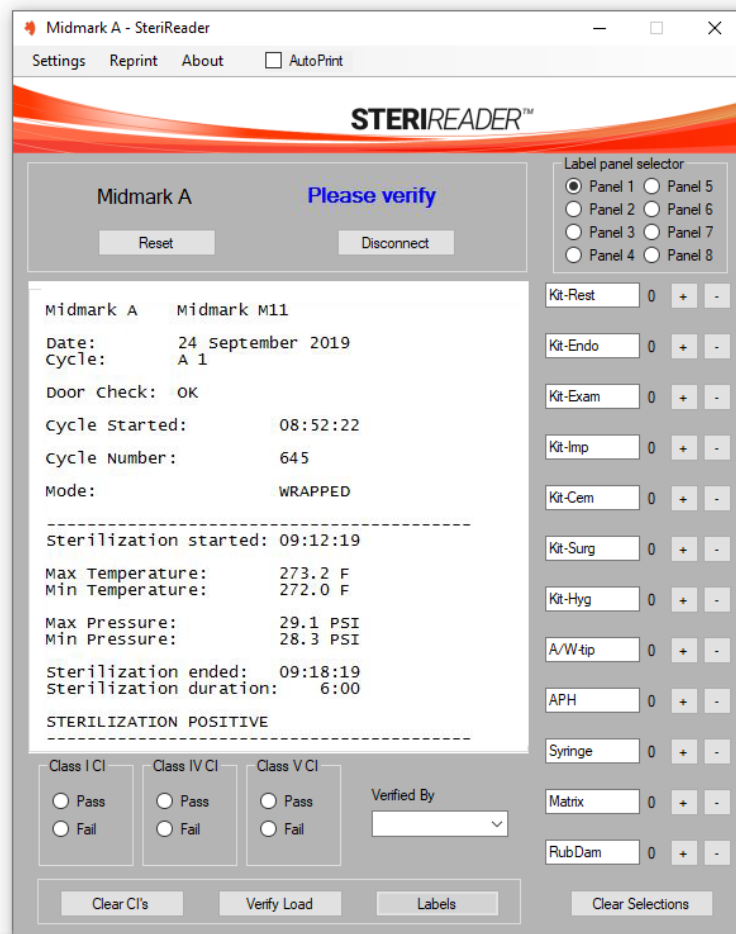|	
Settings	See above.
Reprint	Use this function to reprint item labels, if required. The labels of the last cycle recorded will be available. Double-click on any line to print those items, or click "Print All" to reprint the entire list.
About	This indicates the version of STERI*READER* you're running, as well as whom it's registered to and other technical details.
Auto Print	Check this to print your cycle logs as they're verified. This has to be checked if you'd like a hard copy of your overall daily sterilization summary report at the end of the day.

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Special Buttons.

On the main screen of STERI*READER,* the the following buttons have the following functions:

Reset	It is not often that you would need to press this button. It's usually while you're getting to know the software and you make a mistake. Before pressing it, please be certain that the sterilizer is not mid-cycle. Pressing "Reset" will clear the screen if an aborted cycle is partially recorded. You will be prompted to be certain that you wish to clear the screen and reset any information. Use it, for example, if a you need to stop a Midmark shortly after it has started a cycle - STERI*READER* will need to erase its current recording and start a new one.
Connect	This button will read "Disconnect" if STERI*READER* is actively connected to a sterilizer. Use of this button, once connected, will be exceedingly rare. You do not need to press "Disconnect" if you wish to shut-down the software.
Clear CI's	Clicking this button resets your selected results of Chemical Indicators, allowing you to start over.
Verify Load	Click this button to save the cycle log and start printing labels. This is the last button you press during a particular cycle. Once saved, STERI-*READER* is immediately ready to start recording the next cycle
Labels	Clicking this button opens the label selection panels. There are 8 panels of 12 items, which are defined under "Settings (Define Items). You will be prompted to select the items in a load at a particular time in a cycle, but you can click "Labels" to indicate the items at any time. Labels are printed after item inspection. This label list becomes your load contents list when you click "verify Load."
Clear Selections	When the Labels tab is open, this button clears your selected labels from all 8 item panels at once, allowing you to start over.

Day to Day Use of STERI*READER*.

These steps demonstrate the use of STERI*READER* during a typical sterilization cycle, with post-sterilization labeling, which is the most popular method. To see Pre-Sterilization Labeling, go to the online instructions at Settings | Instructions | Pre-Sterilization Labeling.

1. Open an instance of STERI*READER* .

2. Select a sterilizer from the list presented to you. These sterilizers have been defined in earlier steps. The software will connect automatically.

3. The status indicator will display Connected or Ready in green.

4. Start a cycle on your sterilizer. The status indicator will display Receiving Data and you will start to see information on the display screen.

5. STERI*READER* will record the start time, date, sterilizer, load number, cycle number, cycle type or mode, door check, temperature, pressure, duration and end of sterilization. It will compare the temperature and pressure readings to preset ranges and if the mechanical indicators fall within that range, "STERILIZATION POSITIVE" will be displayed. Beginning of drying will be logged as well. When the cycle is complete, you will be promoted to select the items, so labels can be produced.

6. Click the "Panel" buttons to scroll through your items. Click "+" as needed to add an item (or multiples) for label production, or "-" to remove it. A count for each item will be displayed. Click "Clear Selections" to start over.

7. Once confirmed, enter the results of the CI's by clicking on "Pass" or "Fail."

8. Use the "Verified By" pull-down box to select your name; this will be assigned to the report.

9. If the Auto Print check box is checked, the cycle log will print as soon as you click "Verify Load."

10. Click "Verify Load" to save the report, complete with total number of items, contents, CI results and verification.

10. The status indicator will display Ready in green.

11. Begin the next cycle when you're ready. STERI*READER* is ready to go.

12. IMPORTANT. Cycles must be verified on the day they occur.

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Tricks.

STERI*READER* has several hidden functions to make your life easier.

1. Rapid fire verification.

If a cycle and the contents have passed, double-clicking on the "Verified By" label will automatically assign PASS to all three CI's and will also assign the team member at the top of the list to the report. Items/labels must be specified beforehand. This double-click function takes the place of clicking all three CI's and selecting a name from the verification pull-down box.

2. Emergency labels.

If you need to add an item to an established contents list, or if something strange occured, like a cycle did not record properly, or you did not verify a load a the end of the day, or for whatever reason you did not get your labels, do the following as a last resort. Double-click "STERI*READER*" in the main banner graphic. A screen called Emergency Labels will appear.
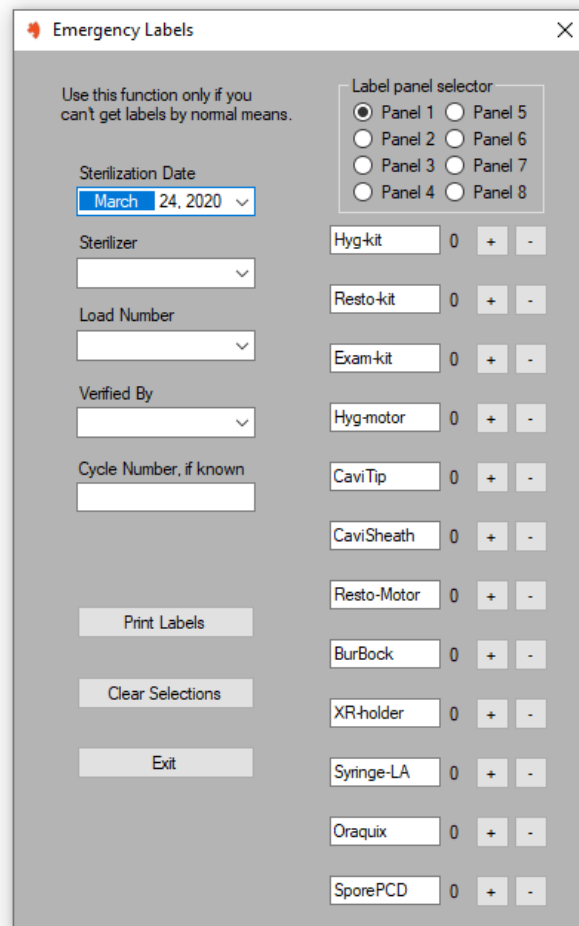
This is a "miniaturized" label producing function.

Enter the labels as you normally would at the end of a cycle. However, you will need to enter the Sterilizer, Load Number and Verification from the pull-down boxes.

You do not need to enter the Cycle Number, but if you happen to know it, do so. A default cycle number of "00000" will be assigned to the labels.

This function will search for the associated cycle log if it is partially recorded, then append the contents list to that report to produce a complete report. It will also update the instrument counts, to keep STERI*RECALL* up to date. Any associated cycle logs, daily sterilizer summaries and overall summary reports will be updated by this function.

If no such cycle log exists, please look for the Written Data report for that cycle under Settings (View Results) and print it to show that the cycle actually occurred. If no such file exists, then a contents list will be produced on its own.

3. Go-Home-Early.

See Settings | Instructions | Go-Home-Early Function for detailed instructions. It's used for the last load of the day.

4. Autoverification.

Just like Go-Home-Early, but instead of the last load of the day, use this function for every load of each day. Double-click the Sterilizer Indicator label (above the Reset button) to toggle the function; a green square above the Verified By box will appear, indicating it is active.

Notes.

Remember, please try to verify the final load of the day on the day it occurred. Double-click the Status Indicator.

Please be patient and allow every cycle to reach completion, at the end of drying. If you feel you must manually stop a cycle at the end of sterilization, some sterilizers will produce an error if drying has not started. Statims are good examples of this behaviour.

Transmitters and receivers will show a red light when they're plugged in. This light will flicker when data is being transmitted or received. If a receiver does not appear to be functioning properly, it may need to be reset. This is rare, however, to do so, unplug it and wait 30s. Plug it back in and wait for the red light (it should be immediate, then flicker a little).

Some transmitters are powered by the sterilizer while others require an external power source. Shutting off the sterilizer or unplugging the external power source will reset the transmitters.

Some sterilizers produce data live, as it occurs. Examples are Pelton & Cranes, Midmarks, some Tuttenauers and Bravos. Other brands of sterilizers will transmit their data all at once, at the end of the cycle. Examples are old and G4 Statims, Flights, Lexas, Mieles. STERI*READER* is compatible with all of these sterilizers, but for those sterilizers that send data at the end of the cycle, it may seem like STERI*READER* is not doing anything or is malfunctioning, but rest assured, it is simply waiting for the data. Everything pops up all at once, abotut 10s after the end of a cycle.

If you ever need to unplug your receivers from your PC, they will still be assigned to their specific sterilizers. However, if you ever need to swap computers, they will need to be reassigned. It is best to contact info@sterisimple.ca for help in these regards.

It is wise to turn off your sterilizers when they are not in use. Of course, regular maintenance helps ensure optimal performance.

Thank you for using STERI*READER*
and for your support of the STERI*SIMPLE* System.

Please contact us directly at info@sterisimple.ca
if there are any questions.