

STERI*SIMPLE*TM
Reprocessing. Simplified.

STERISPORE24TM

User Manual

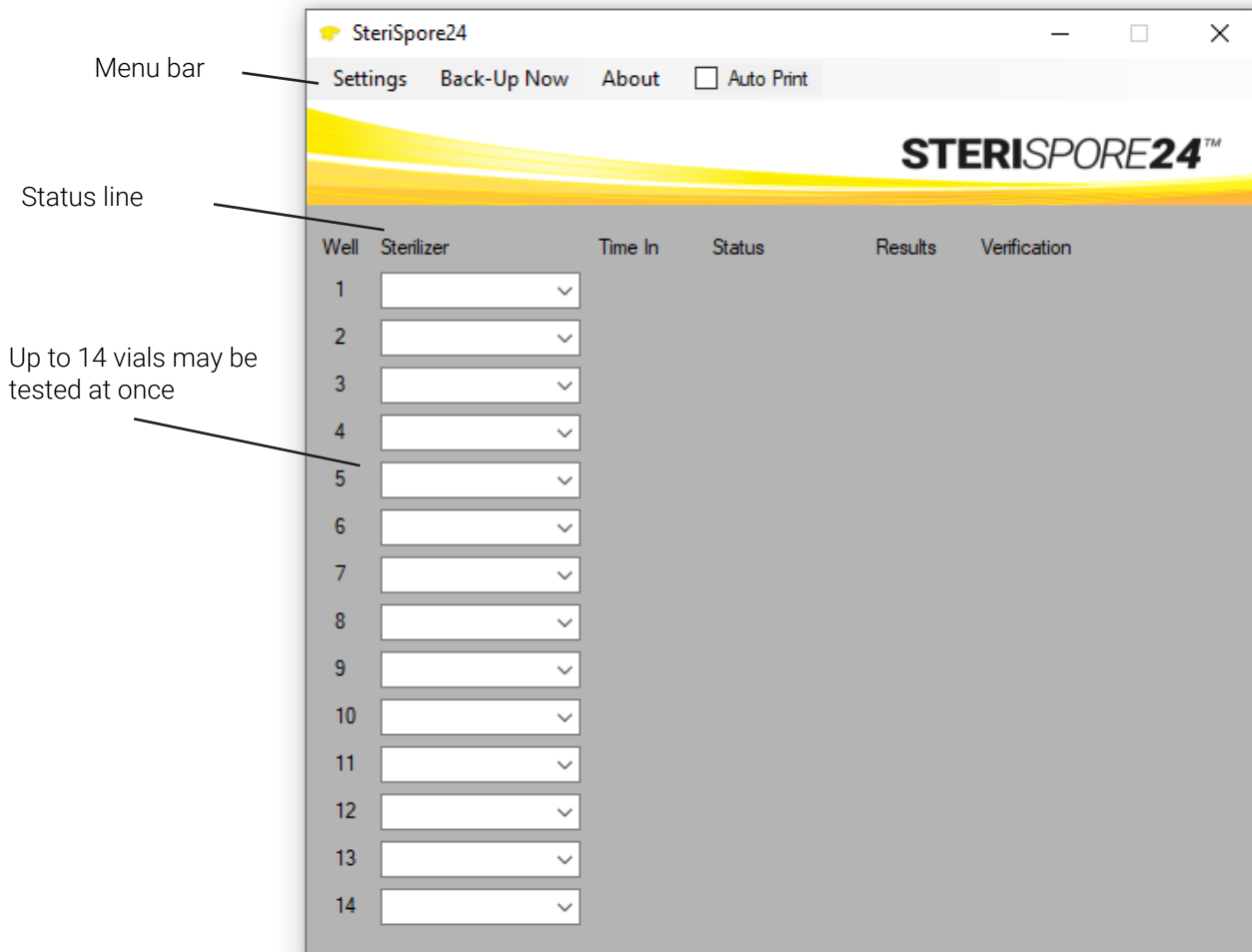
STERISPORE24 User Manual

STERISPORE24 is software designed to record the results of long duration spores. It prompts you through the test and prevents errors.

The results are stored locally and may also be sent off-site. Results can also be printed, if desired. The results of each test can be combined with daily summaries of each sterilizer, produced with STERIREADER for a concise, one-page daily report of your sterilization performance.

This manual will review the basic settings of STERISPORE24 and review the day to day use of this software.

This is the User Interface or Main Screen of STERISPORE24 software.



Various fields will appear, prompting you through the various steps of each spore test. You cannot enter any information until the appropriate time, preventing you from making mistakes.

General Settings.

The general settings will be configured for you when we remotely install STERISPORE24 on your network. Configuration should only need to occur once, however, as you become more familiar with the operation of this software, you may find that certain configurations may need to be altered.

Within the Settings tab in the main menu bar, are the following:

Help	Clicking this will activate the online Help website.
Select Destination	This is the location where the spore test results are to be saved. They can be saved locally, on the device running the software, or on another device on your network, or on your server.
Update User List	This is a list of team members who would verify the results of the spore tests. You can add, remove or change spelling here. There is no limit to the size of this list. Please limit the number of characters to 10.
Locate Instrument Usage Database	You will be prompted to locate the drive where the Instrument Usage Database is stored (produced by STERIRECALL). STERISPORE24 will automatically produce a recall report if a spore test fails. If you click this, you must select a drive. Do not click this if you are not using STERIRECALL. If saved on your server, you likely have a specific folder set for SteriSimple; that is the folder to click on.
Locate Cycle Logs from SteriReader	You will be prompted to locate the folder where the Cycle Logs are stored. Please find its location and click on the folder called Cycle Logs .
Select Printer	Specify which local or networked printer you would like to use to print spore test results, if desired. If you select Auto Print on the main menu bar, the daily spore test results will be printed at a specified time (see below).
Sterilizer List	Indicate your sterilizers and cycle types or modes. Please refer to each sterilizer by a single letter, with a space on both sides. For example, if you have two Pelton sterilizers, refer to them as " A " and " B. " Assign the wells as follows: Well 1: PELTON A WRAP Well 2: PELTON A PLAS Well 3: PELTON B WRAP Well 4: PELTON B PLAS etc. You will also be asked to indicate the position where the PCDs should be placed, corresponding to the above sterilizers. Each sterilizer has a recommended position for placement of a PCD. It is important to be consistent; always place the PCDs in their recommended positions within your sterilizers.
Specify Duration	Here, you can indicate the duration of your spore incubation, in hours.

General Settings, continued . . .

Set Software Update Schedule

STERISPORE24 will check for updates each time it is opened, and at specific points each day and month. However, you may also elect to set a scheduled task that will look software updates. The software *needs to be running* for this task to occur. Select from the pull-down boxes: select **Daily** or **Weekly** (it is best to select **Weekly**), select the **Day** of the week and set the **Time** to perform the update. Hit **Set** when finished. You can disable this task at any time by hitting **Disable**. Updates will be downloaded and installed automatically when you close the software, or at particular points each month.

Set Back-Up Schedule

This is another scheduled task that will back-up the spore test results. The software *does not need to be running* for this to occur. If you choose to back-up to a USB or external hard drive, please ensure that one is installed to your device before setting this task. Use the pull-down boxes to indicate the **Destination Drive**, **Daily** or **Weekly** (it is best to select **Daily**), then set the **Time** and hit **Set**. The task will back-up the Overall Spore Test Results to the specified destination. When a back-up occurs, a black DOS screen will show for a few seconds. You can disable this task at any time by hitting **Disable**.

Select Printer

Choose the printer to print the test results. If you check Auto-Print on the Menu Bar, the daily results will be printed at a time you specify.

Set Auto Print Time

Set the time when your daily spore test results will be printed. Auto Print must be checked (located on the main menu bar).

Send an Alert

This function will send a text or email to you automatically in the result of a failed spore test, or when a spore test 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.

Report a Bug

Here, you can enter information regarding bugs or glitches you may have encountered. Consider adding your phone number for a faster response, then hit **Submit** when finished. Please *do not* use this function to ask questions regarding this software.

Send to Gmail

You can send spore test results to a gmail account, which is free off-site storage. Spore test results 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.

General Settings, continued . . .

View Results	Select a date to view saved spore test results and print them if you need to.
Manually Enter System Codes	This function allows you to upload monthly activation codes if you're running STERISPORE24 on a computer without internet connection. Of course, this is not the preferred method; internet connectivity is preferred. Codes will be emailed to you as needed. Download the zipped folder and drag it into the textbox as indicated. Click Go and the software will install the codes automatically.
Manually Enter Software Updates	This function allows you to install updates if you're running STERISPORE24 on a computer without internet connection. Of course, this is not the preferred method; internet connectivity is preferred. 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 STERISPORE24 when completed.

Other Functions on the Main Menu Bar.

Back-Up Now	Clicking this will execute the scheduled back-up task defined in Settings (Set Back-Up Schedule). If you do so, the scheduled back-up will still occur. Consider doing this if the device will be off when the scheduled back-up would otherwise occur.
About	This displays which version of STERISPORE24 you're running and whom it's registered to.
Auto Print	This function will print a summary of all the spore tests that were verified that day, at the time specified in Settings (Set Auto Print Time).

Day to Day Use.

These are the steps for day to day use of STERISPORE24 software:

1. Activate the software by double-clicking the SteriSpore24 icon.

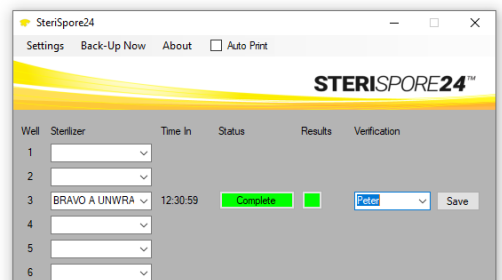
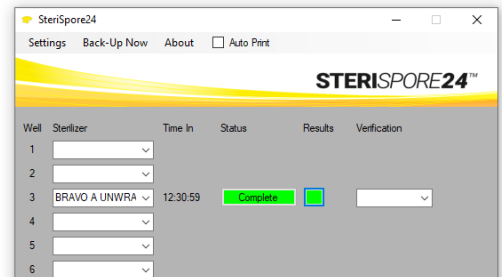
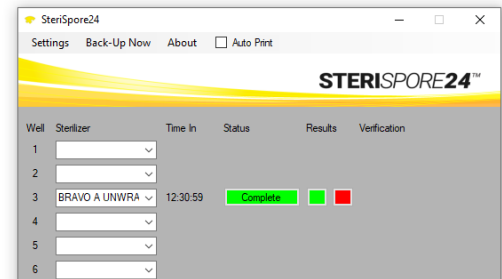
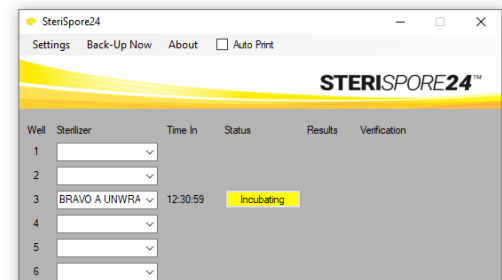
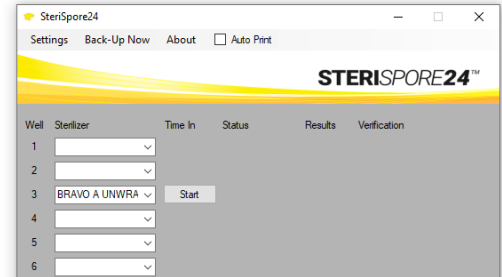
2. Select your sterilizer from the pull-down boxes down the left of the main screen. Only then will you be prompted to begin a test by clicking 'Start.'

3. Place your spore vial in your incubator. Click 'Start.' The time and date will be automatically recorded. The status of the test will be indicated in yellow as 'Incubating.'

4. When the incubation has elapsed, the status will change to green and the status will change to 'Complete.' Only now will you be prompted to indicate PASS or FAIL by clicking on the green or red box, respectively. Click on the 'Complete' box to reset the PASS or FAIL boxes.

5. Only when you've selected PASS or FAIL will you be able to verify the test results. Select your name from the pull-down box that appears.

6. Once you've selected your name, the 'Save' button will appear. Click 'Save' to save the results of the test. The entire line will reset and you can place another spore vial in the well.



Tricks.

There are some helpful tricks hidden within STERISPORE24 software:

1. Double-click well number.

If you've made a mistake and need to reboot a test (such as, for example, like selecting the wrong sterilizer or cycle type), double-click the well number. This erases that line and any data associated with it.

2. Double-click "Well" label.

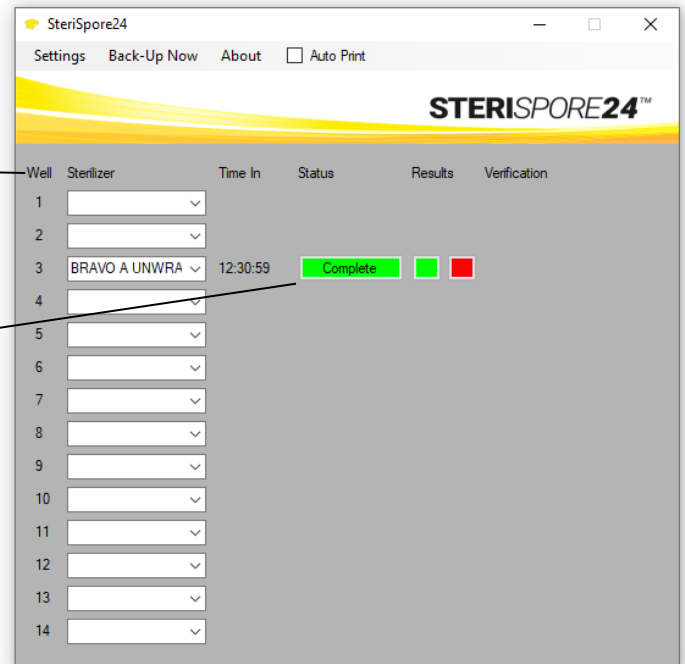
In case you restart the software and there's a lone "Complete" label, or other strange appearance, double-click on the affected line to erase it, then double-click the Well label (in the Status Line, on the left, above the well numbers) will overwrite any settings.

3. Click on "Complete."

If you've selected the wrong result (that is, clicked on the red box when you wanted to click the green box), clicking once on "Complete" will reset the selection.

4. Unintended shut-down.

If the software or your PC should shut down in the middle of a spore test, please do not worry. The software will save any information associated with current tests. You can resume the tests days later; if an incubation has elapsed in the meantime, it will show as "Complete" rather than "Incubating" and you can carry on with its verification.



Thank you for using STERISPORE24
and for your support of the STERISIMPLE System.

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