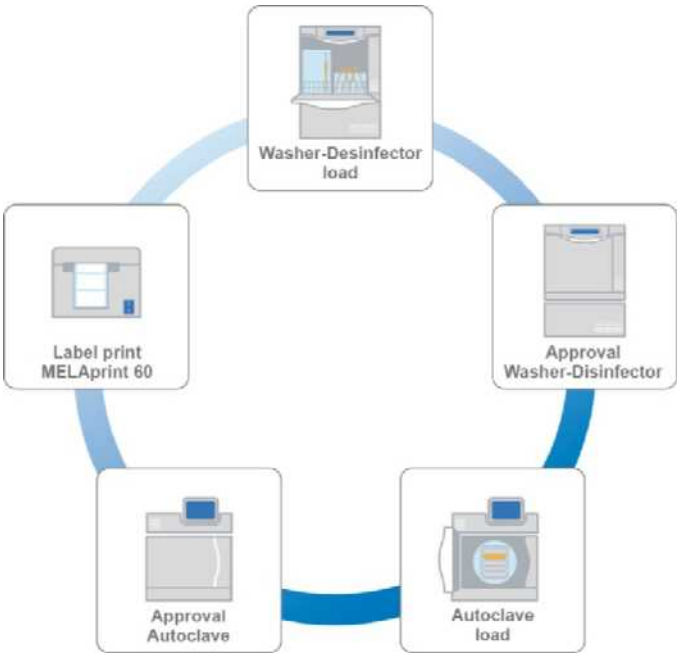
Operating Manual

MELA*trace*

Documentation. Load management. Approval.

from version 3.6



Dear Dr.

We thank you for your confidence demonstrated by the purchase of this MELAG product.

As an owner-run and operated family concern founded in 1951, we have a long history of successful specialization in hygiene products for practice-based use. Our focus on innovation, quality and the highest standards of operational reliability has established MELAG as the world's leading manufacturer in the instrument treatment and hygiene field.

You, our customer are justified in your demand for the best products, quality and reliability. Providing **"competence in hygiene"** and **"Quality – made in Germany"**, we guarantee that these demands will be met. Our certified quality management systems is subject to close monitoring: one instrument to this end is our annual multi-day audit conducted in accordance with ISO 13485 and ISO 9001 conducted by the certification agency BSI. This guarantees that all MELAG products are manufactured and tested in accordance with strict quality criteria.

The MELAG management and team.

General notes

Please read this operating manual carefully before proceeding with the installation and application of this program. Please read the safety information carefully. Please store this operating manual carefully. It represents a component of the product.

User group

This operating manual is addressed to doctors, their assistants and service departments.

About this manual

Symbols used

Symbol	Explanation
	Draws your attention to a dangerous situation, which if not avoided, could result in damage to the device software, data-loss or network problems.
	Draws your attention to important information.

Formatting rules

Symbol	Explanation
Approval autoclave	Menu commands are marked with italicized bold print. ***Approval autoclave*** refers to e.g. the "Approval autoclave" menu. Menu commands in dialogue windows are also bold.
`Cleaning`	Words or phrases appearing on the display of the device are marked as display text.
see **Chapter 2**	Reference to another text section or diagram within this manual.
[F11]	Keys on the keyboard are marked in square brackets.

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Chapter 1 – Installation and licensing

System requirements

Hardware

- WIndows 10, Windows 8.1, Windows 8 or 7 SP1, Windows Vista SP2, Windows Server 2012, Windows Server 2008 SP2
- min. 1 GHz (x86) or 1.4 GHz (x64) processor, recommended 2 GHz Multi-Core processor
- min. 1 GB RAM, recommended 4 GB RAM
- min. 7 GB free memory for installation
- DVD ROM drive or a USB memory medium
- Internet connection (required for Microsoft .NET Framework 3.5 – installation in Windows 8)
- MELAprint 60 label printer for label printing (optional)
- Barcode scanner with code 128 support (optional)

Software

- MELAview 3 Documentation software
- Microsoft .NET Framework 3.5 and 4.5

PLEASE NOTE
A SQL server 2005 or higher must be installed on the computer

Installation

The DVD contains an installation file which installs MELAtrace and MELAview together.

Depending on the software already uploaded onto the computer, further additional components may also be installed.

- Microsoft .NET Framework (installed together with MELAview if .NET Framework has not been installed on the computer)
- Microsoft SQL Server 2012 (installed together with MELAtrace if the an SQL server is not installed on the computer)

Please observe the following information before installing MELAtrace:

- If you use a notebook, please ensure that the power supply is plugged in to the mains during installation of the file.
- Windows may not be in safe mode during installation.
- Check whether you have administrative privileges.
- Ensure a connection to the internet during installation.
- Close all open programs before performing the installation.

Proceed as follows to start installation of the DVD:

1. Insert the DVD in the DVD ROM drive.
2. Start the corresponding installation file. The installation wizard opens.
3. Select your desired language and click on the ***OK*** pushbutton.
4. Follow the instructions during the installation.

Licensing

Licensing is required for MELAtrace and MELAview 3. Detailed information regarding the procedure can be found in the installation instructions included with the DVD.

Chapter 2 – User interface

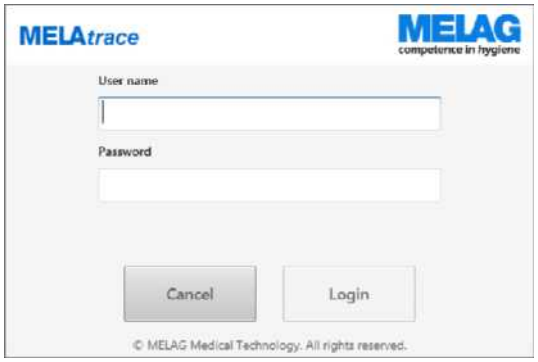
Introduction

MELAtrace is a software for the documentation, load management and approval of instrument treatment. MELAtrace combines the treatment steps cleaning and disinfection with sterilization in order to ensure comprehensive documentation. The intuitive user interface and the simple license model guarantee the highest levels of safety and satisfaction.

Login

Login is required following every start of MELAtrace, following every logout and upon every authentication procedure.

To do so, enter your user name (= user ID) and password in the login window.



Access data for the first login:

User name: melagadmin Password: melag

Logging out

Click on ***Logout*** (located in the left-hand side of the top row, next to the logo) to log out as a user from MELAtrace. Alternatively you can log out by pressing the [F11] key.

Main functions

The program main menu will open after successful login.

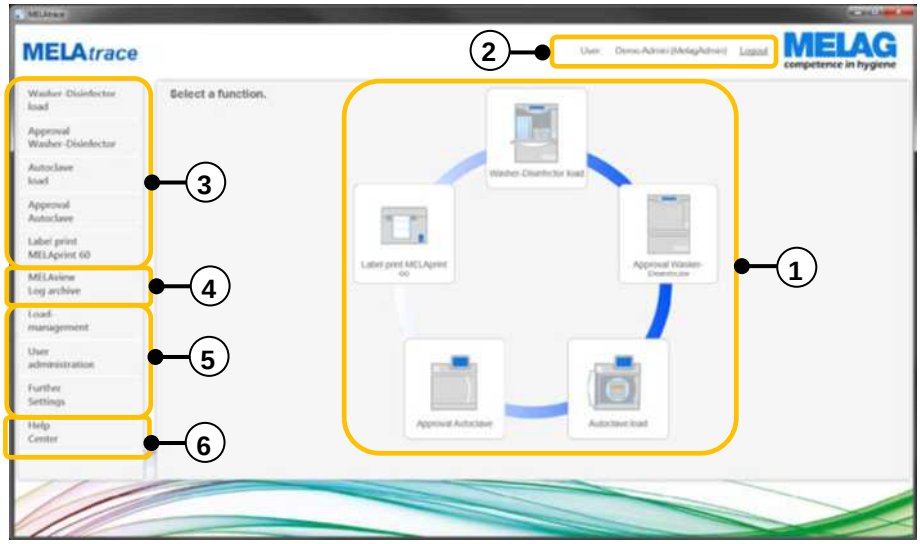


Fig. 1: Main menu

(1) Main menu
(2) Header with user information
(3) Menu bar
(4) Navigation to the MELAview log archive
(5) Settings (only visible for the administrator)
(6) Help centre

Main menu

Here, you will find the main functions ***Washer-Disinfector load, Approval Washer-Disinfector***, ***Autoclave load***, ***Approval autoclave***, ***Label print MELAprint 60***.

Header

The user name of the user currently logged-in is displayed here together with the time remaining until automatic logout, as far as it is activated (see **Chapter 7 – Administrator settings**).

Menu bar

These functions can be accessed both via the menu bar and the corresponding pushbutton in the main menu.

Washer-Disinfector load

Here, you can determine the composition of the washer-disinfector (MELAtherm) load e.g. wash trays, individual load elements etc.

Approval Washer-Disinfector

Here, you can approve program logs of a MELAtherm batch or another washer-disinfector and can continue to use them for the later load of a steam sterilizer. Alternatively, you can approve a batch from a manual treatment process.

Autoclave load

Here, you can determine the composition of the Autoclave load e.g. wash trays, sterilization containers, individually-wrapped instruments etc.

Approval Autoclave

Here, you can approve the program logs of sterilization batches and have the option of approving only some of the load elements of the batch. Loading elements that have not been approved can be saved with a reason.

Label print MELAprint 60

Here you can print labels on the MELAprint 60 label printer following approval of a WD or a sterilization batch, to enable traceability of the load elements.

MELA*view* log archive

MELAview can be started directly from MELAtrace.

Administrator settings

The following menu items are only visible for users with administrator rights (in MELAtrace):

Load management

Load elements, standard batches, standard containers etc. are added and managed here.

User administration

Users are added and managed here, information regarding the practice is entered and settings are made for authentication and auto log-out, i.e. automatic user logout following inactivity.

Further settings

Approval and database management settings are made here.

Help centre

Here you will find helpful documents such as the operating manual and model loads with loading examples and licensing.

Key

Symbol	Explanation
	A new element is added/generated.
	An element is deleted.
	An overview of the load elements, standard batches etc. is printed.
	A user is blocked in the program.
	A user is unblocked in the program.
	The program standard settings are restored.
	The sterilization container is open, load elements, standard batches etc. can be added.
	The sterilization container is closed, load elements, standard batches etc. cannot be added.
	A graphic is saved for the selected element.
	A barcode is saved for the selected element.
	A graphic and a barcode is saved for the selected element.

Chapter 3 – Load definition

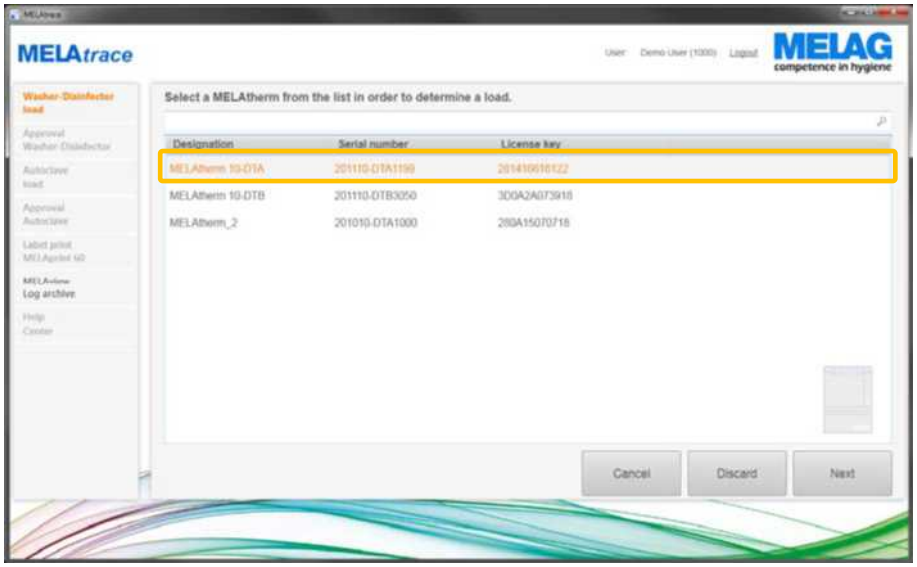
Loading a washer-disinfector (MELAtherm)

PLEASE NOTE
This function can be deactivated if required, see **Chapter 7 – Administrator settings**, **Further settings**.

Requirement for a load to be assembled in a WD:

- ✓ *The washer-disinfector is licensed in MELAview.*
- ✓ *Load elements/standard batches were added here: **Load management**, **Chapter 7 – Administrator settings**.*

1. Working in the main menu, select ***Washer-Disinfector load***.
2. Select the device from the list for which a Washer-Disinfector load is to be put together.
   This window is only displayed if multiple WDs are licensed in MELAview.



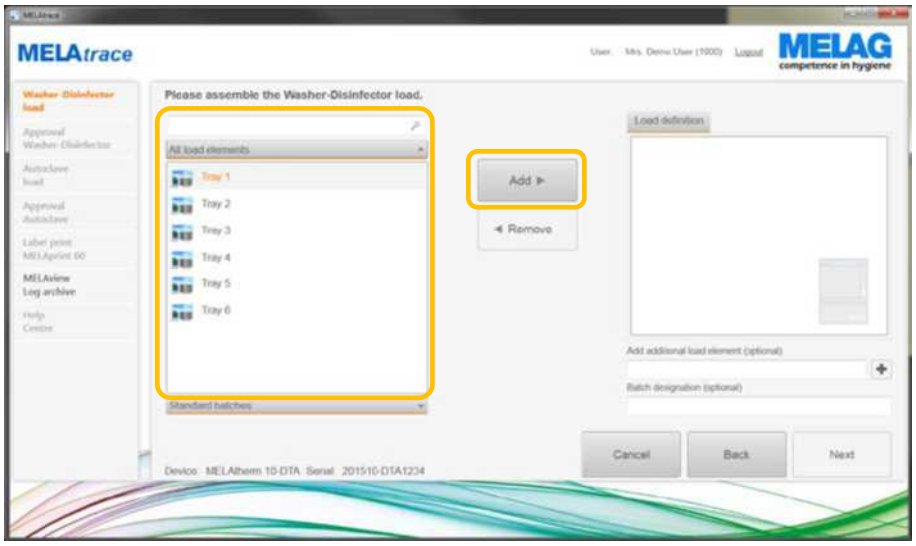
3. Click on ***Next*** to proceed. A new window will open.

Assembling a Washer-Disinfector load

Load elements

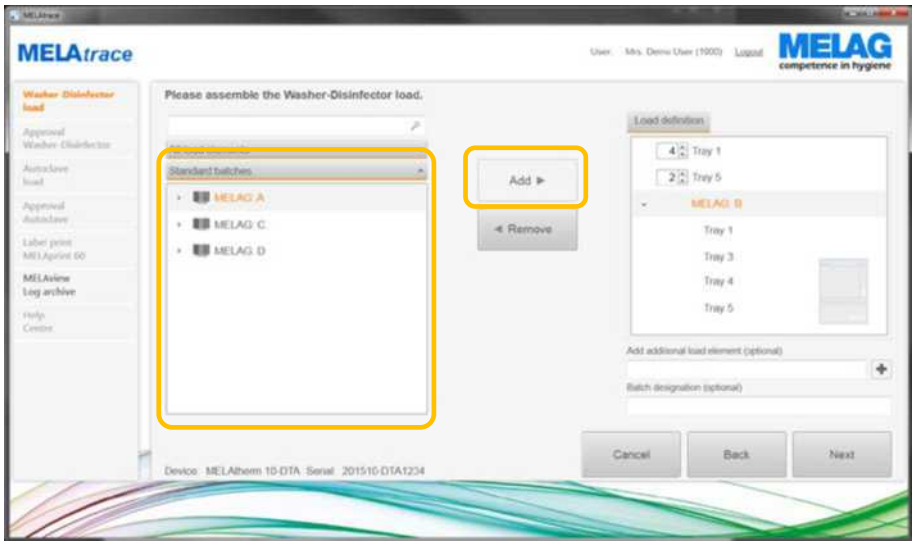
1. Select the individual elements from the list of ***Load elements***.
2. Click on ***Add*** to add this element to the load.

> ***Alternatively, the element of the load definition can also be added by double-clicking or double-touching or scanning in the corresponding barcode.***



Standard batches

1. Select a load from the ***Standard batches*** list to select a pre-defined load (standard batch).
2. Click on ***Add*** to add the selected standard batch to the load. Only a standard batch may be added.



Further load elements

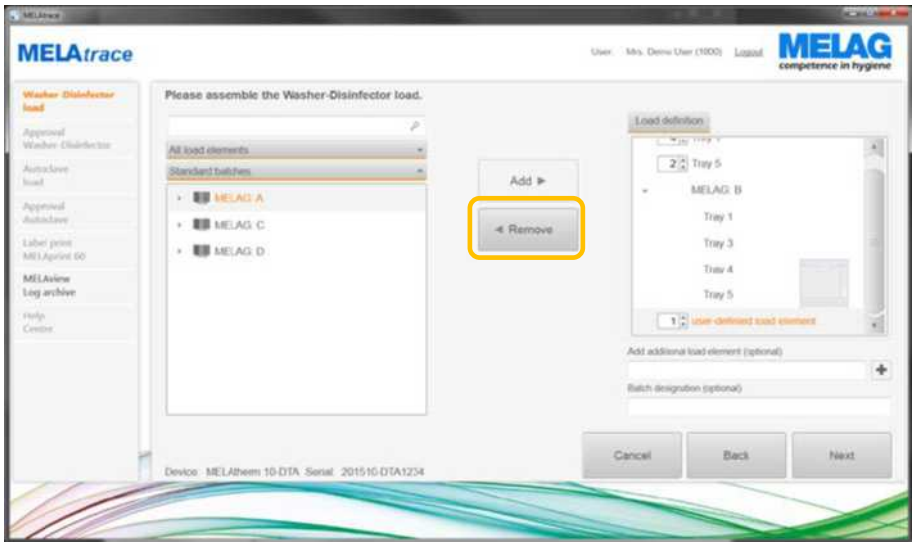
In addition to the selected of pre-defined load elements and standard batches, you can also add load elements which are not stored in the database.

1. Enter a name of another load element in the ***Add additional load element*** field.
2. Click on to add this element to the load.

PLEASE NOTE
This load element can only be used for the current load definition.

Removing load elements

Clicking on ***Remove*** deletes the load element /standard batch from the list ***Load definition***.

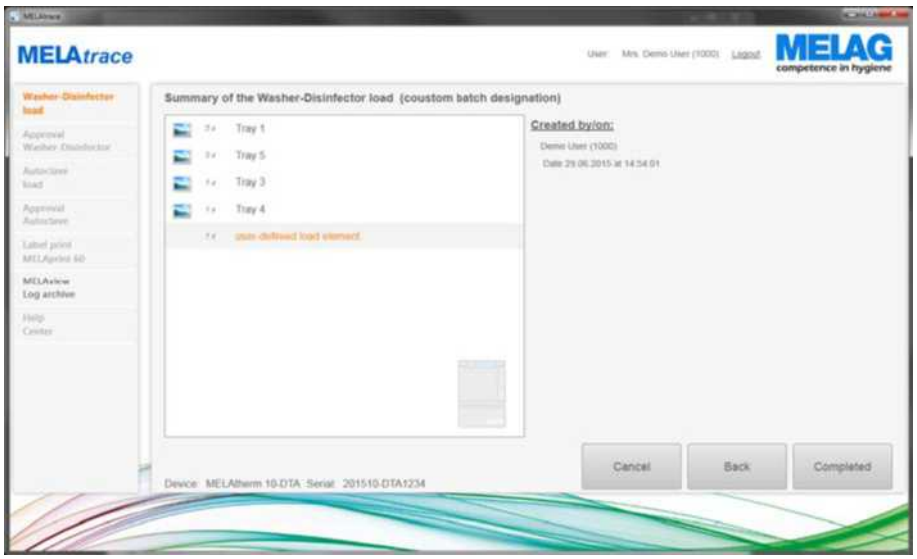


Entering batch designations

You have the option of giving each load/load definition a dedicated designation. To do so, enter the optional description in the ***Batch designation*** field. The designation is then displayed on the washing and disinfection report.

1. Click on ***Next*** to proceed.

   A summary will be displayed.



2. Click on ***Completed*** to conclude the load definition.

3. Confirm the subsequent dialogue window with OK.

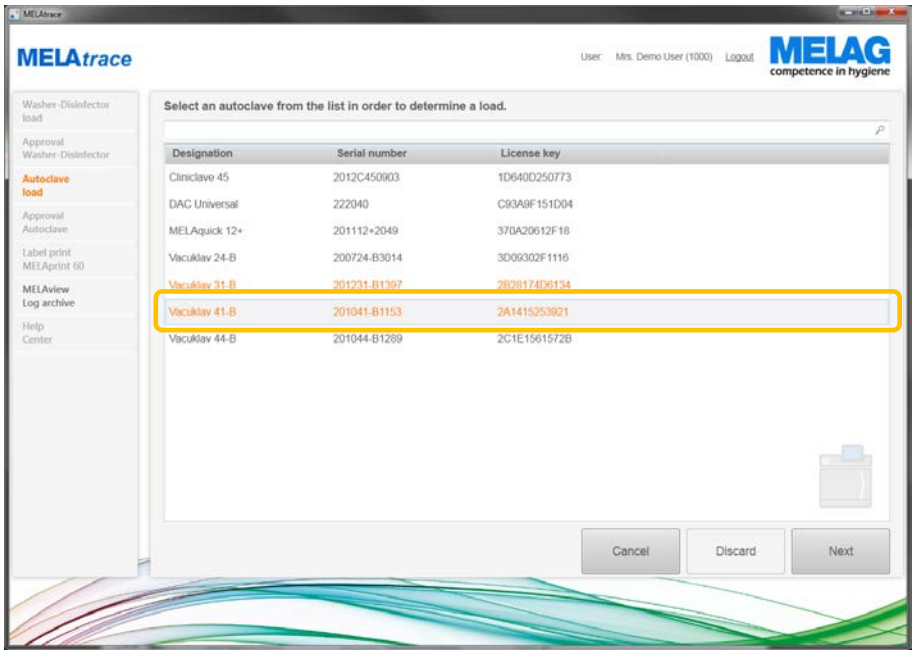
Loading a steam sterilizer

PLEASE NOTE
This function be deactivated if required, see **Chapter 7 – Administrator settings**, **Further settings**.

Requirement for a load to be assembled in a steam sterilizer:

- ✓ *The steam sterilizer is licensed in MELAview.*
- ✓ *Load elements/standard batches/sterilization container were added here: **Load management**, **Chapter 7 – Administrator settings**.*

1. Working in the main menu, select ***Autoclave load***.
2. Select the steam sterilizer from the list for which a load is to be assembled. This window is only displayed if multiple steam sterilizers are licensed in MELAview.



3. Click on ***Next*** to proceed. A new window will open.

Assembling the Autoclave load

All load elements and standard batches can be assigned both a sterilization container and an Autoclave load. The sterilization containers can be assigned to an Autoclave load.

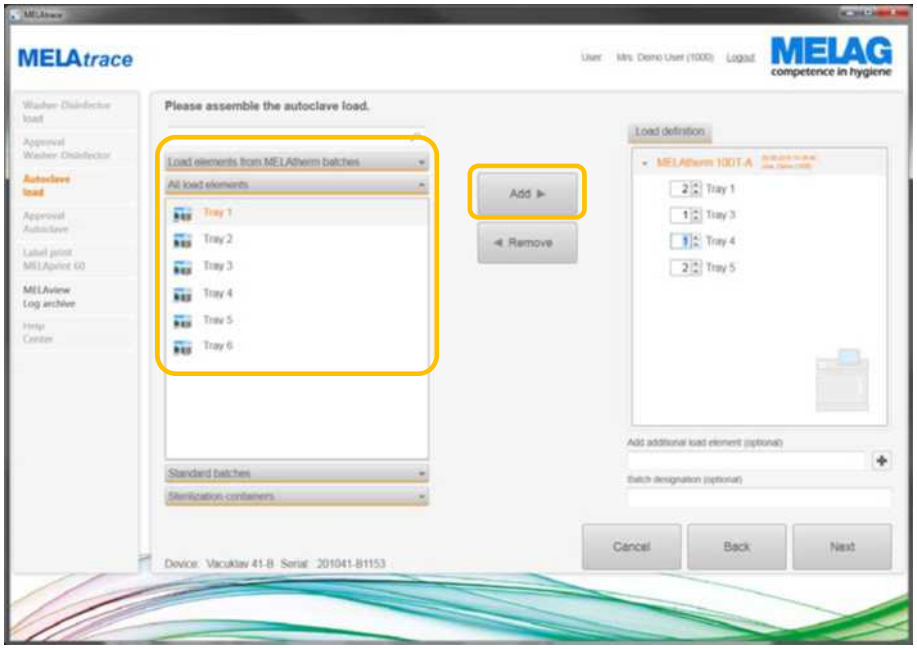
Load elements from MELAtherm batches

Requirement, so that the load elements from a MELAtherm batch can be selected:

- ✓ *At least one load element from a approved MELAtherm batch was selected for further use.*
- ✓ *The hold-back time has not yet been exceeded.*

1. To select load element from MELAtherm batches, select the element from the list of ***Load elements from MELAtherm batches***.
2. Click on ***Add*** to add any element of the load or a sterilization container.

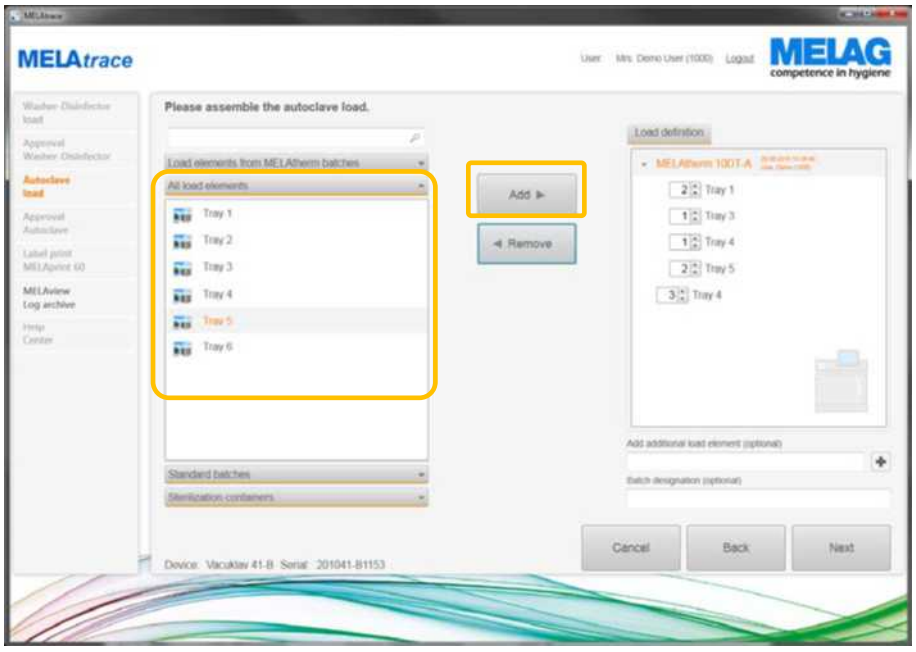
> ***Alternatively, the element of the load definition can also be added by double-clicking or double-touching or scanning in the corresponding barcode.***



All load elements

1. To select a load element, select the element from the list of ***All load elements***.
2. Click on ***Add*** to add this load element or a sterilization container.

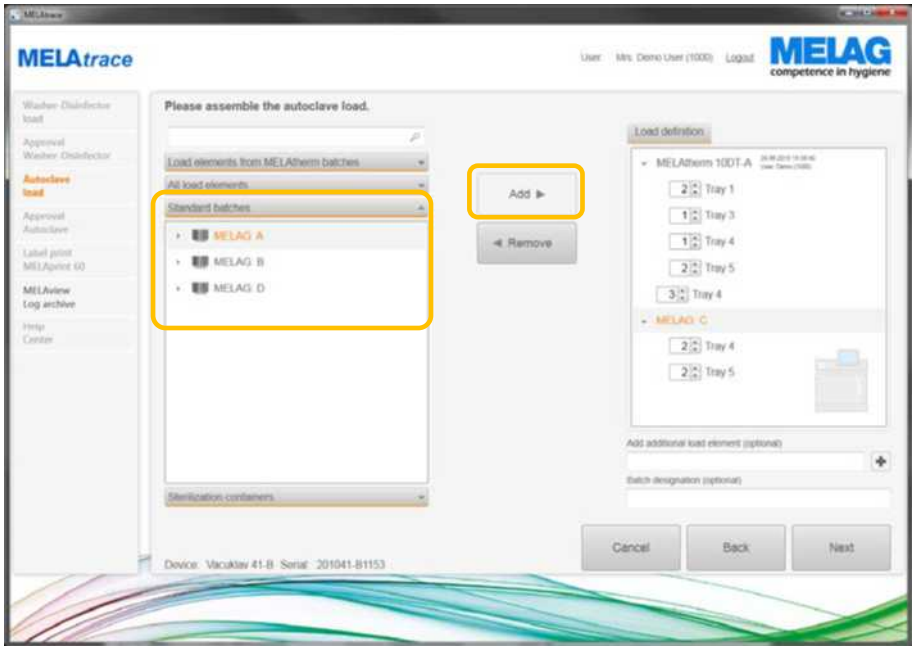
> ***Alternatively, the element of the load definition can also be added by double-clicking or double-touching or scanning in the corresponding barcode.***



Standard batches

1. Select a load from the ***Standard batches*** list to select a pre-defined load (standard batch).
2. Click on ***Add*** to add this load or a sterilization container.
   Only one standard batch may be added.

> ***Alternatively, the element of the load definition can also be added by double-clicking or double-touching or scanning in the corresponding barcode.***

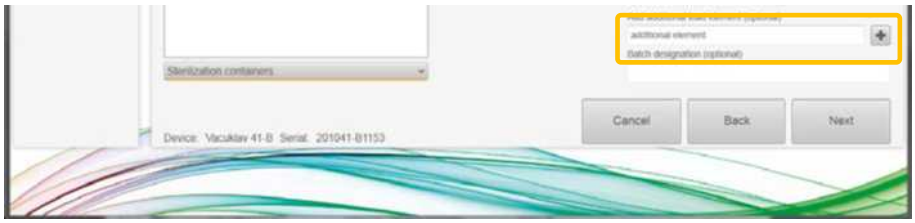


Further load elements

In addition to the selection of pre-defined load elements, you can also add load elements which are not stored in MELAtrace.

1. Enter a designation for the load elements in the ***Add additional load element*** field.
2. Click on , to add this load.

> ***Alternatively, the element of the load definition can also be added by double-clicking or double-touching or scanning in the corresponding barcode.***

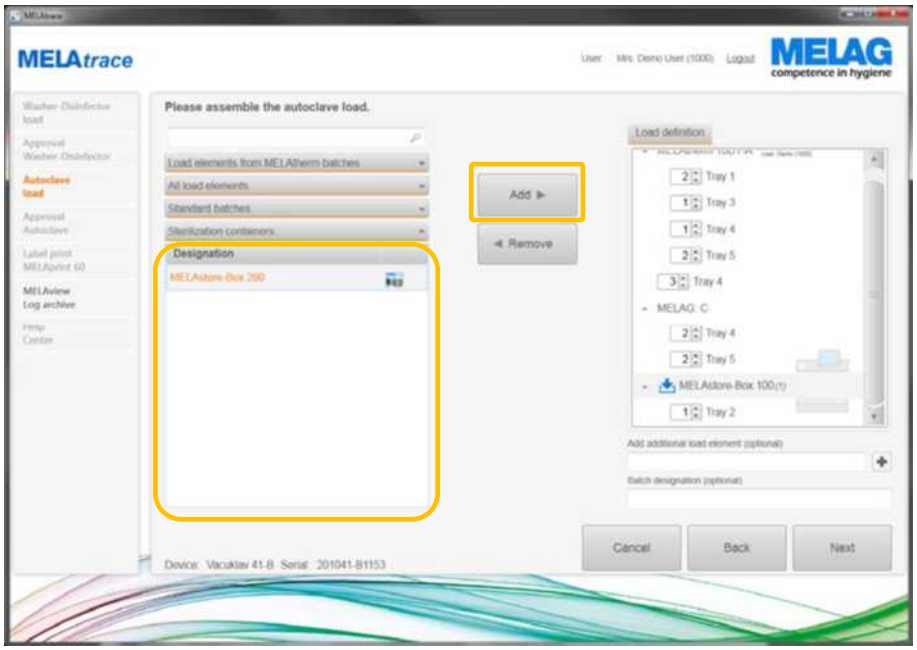


PLEASE NOTE
This load element is not automatically saved in the database, but can be used for the current load.

Sterilization container

1. Select the desired (empty) sterilization container from the ***Sterilization containers*** list.
2. Click on ***Add*** to add this sterilization container to the load.

> ***Alternatively, the element of the load definition can also be added by double-clicking or double-touching or scanning in the corresponding barcode.***

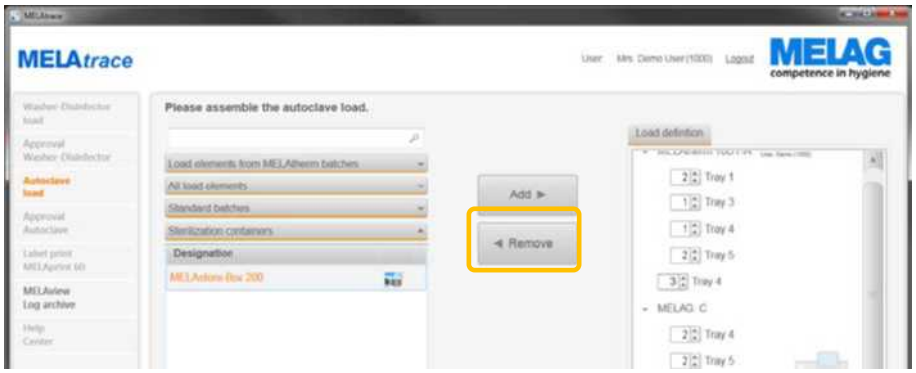


The sterilization container is now displayed in the right-hand list ***Load definition*** with the ( ) symbol. This means that it is open and can be filled with load elements and/or a standard batch.
Clicking on closes the sterilization container ( ).

> ***The sterilization container can also be opened by scanning the barcode and can be closed again by scanning again.***

Removing load elements

Clicking on ***Remove*** deletes the load element/standard batch from the list ***Load definition***.

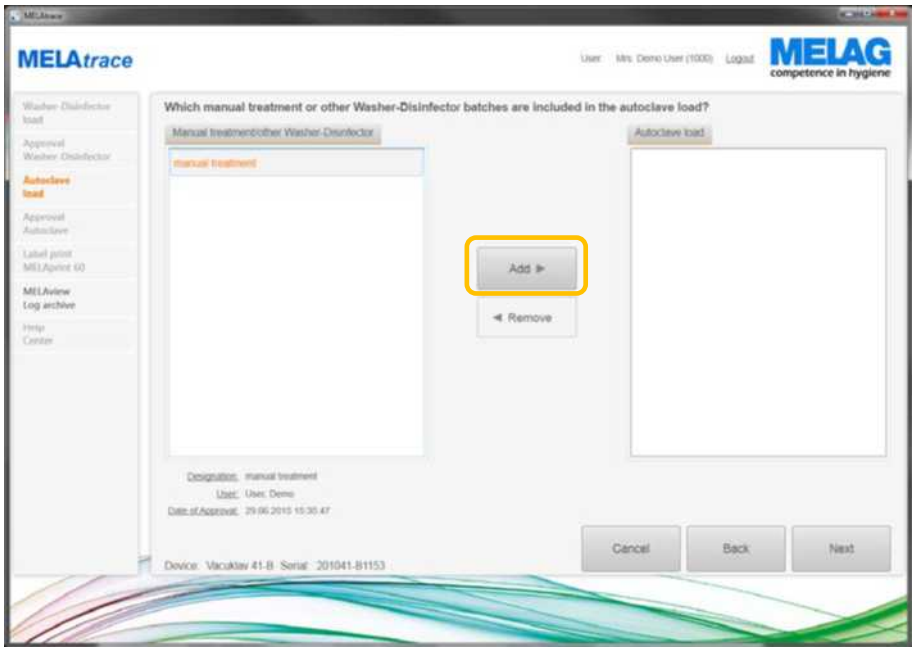


Entering batch designations

You can assign each Autoclave load its own batch designation (optional) in the ***Batch designation*** field. The designation is displayed on the treatment report.

Allocating an approved batch from another Washer-Disinfector or a manual treatment

1. After having determined the load for the steam sterilizer, click on ***Next***. The following window opens:



The ***Manual treatment/Washer-Disinfector*** list shows all approved Washer-Disinfector batches from other washer-disinfectors, which lie within the permissible hold-back time (standard: 24 hours).

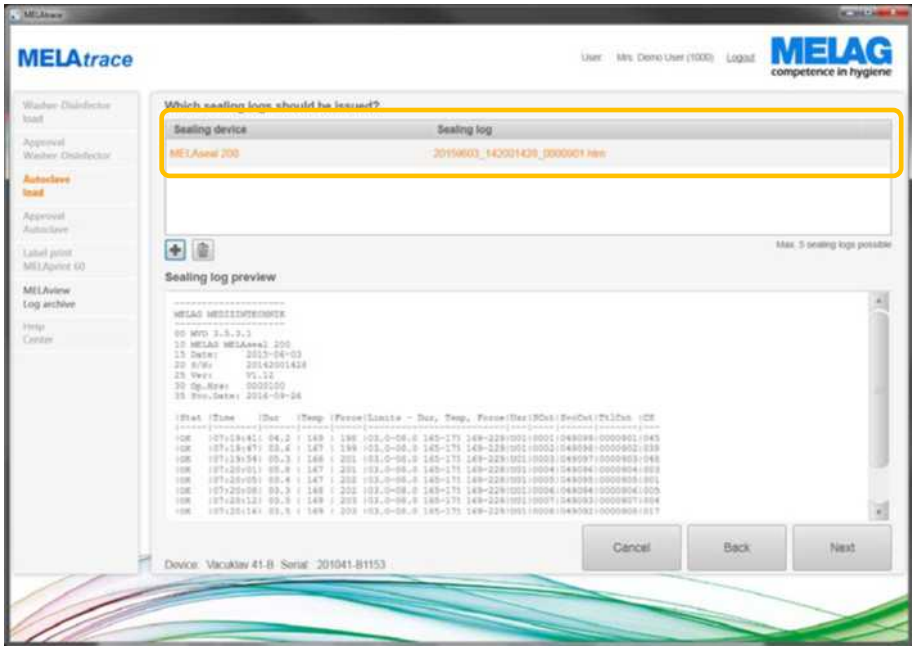
2. Select a approved batch from the ***Manual treatment/Washer-Disinfector*** list and then click on ***Next***.

Assigning sealing logs

A requirement for the assignation of sealing logs:

- ✓ *The sealing log was generated by a device which is licensed in MELAview.*
- ✓ *The sealing log contains at least one successfully concluded sealing procedure.*

1. After the load has been determined for the steam sterilizer (see **Chapter 3 – Load definition**), click on ***Next***. The following window opens:

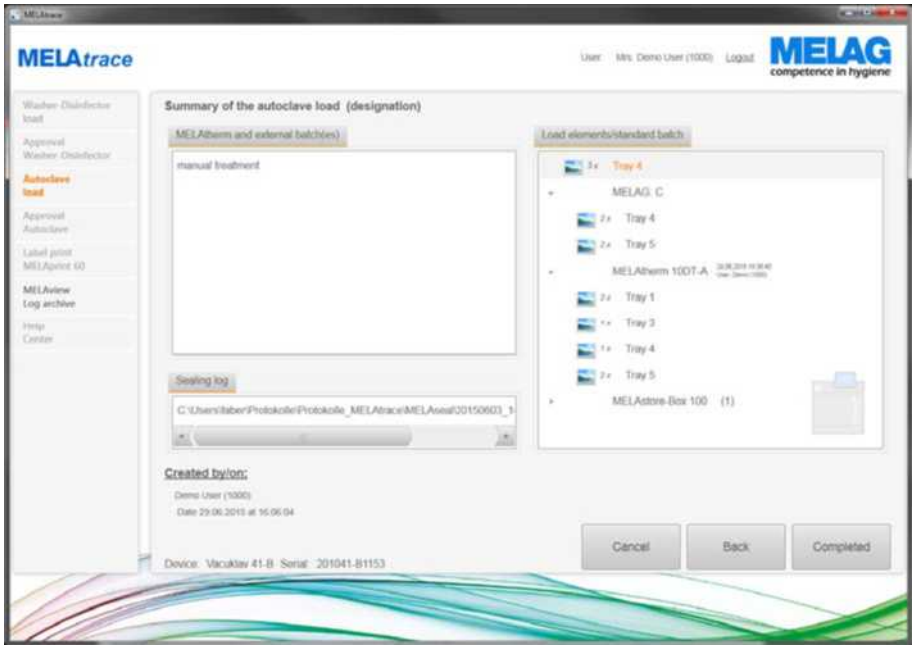


2. Select a max. of up to five sealing log(s) from the list and then click on ***Next***.

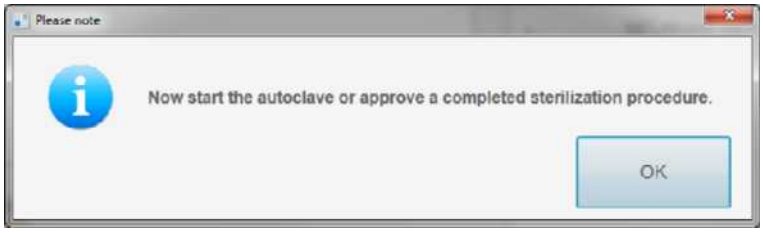
PLEASE NOTE
At least one successful sealing procedure should be included in the log file.

Summary of the Autoclave load

After the Autoclave load has been assembled and the WD and sealing log have been allocated (if necessary) a summary of the Autoclave load will be displayed.



1. Click on ***Completed*** to conclude the load definition.
2. Confirm the subsequent dialogue window with ***OK***.



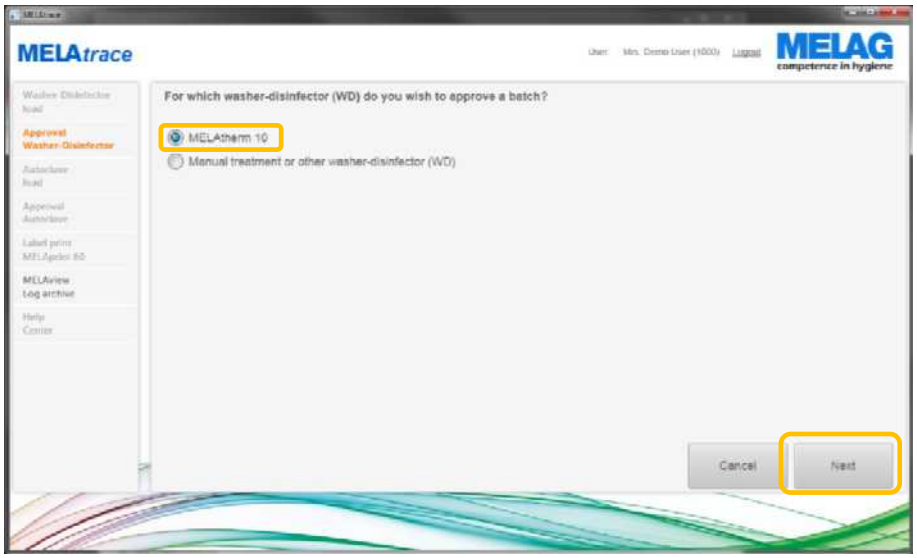
Chapter 4 – The Approval process

Approving a MELA*therm* batch

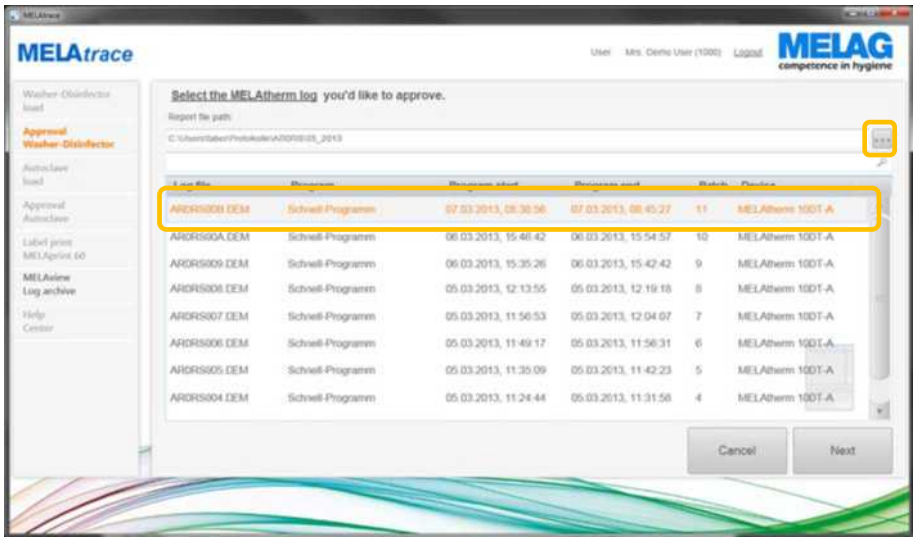
Requirement for approving a MELAtherm batch:

- ✓ *The washing and disinfection program has been completed successfully*
- ✓ *The program log has not yet been approved.*
- ✓ *The contents of the program log was not changed.*
- ✓ *The program log is not older than 1 hour / than the pre-set hold-back time.*
- ✓ *The program log was generated by a device which is licensed in MELAview.*

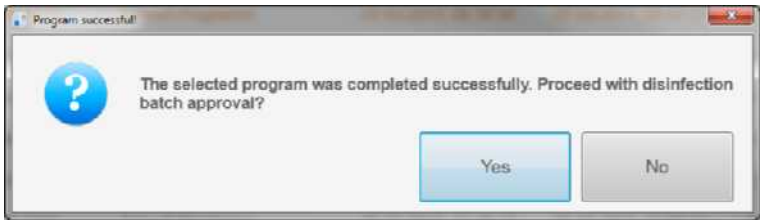
1. Working in the main menu, select ***Approval Washer-Disinfector***.
2. Select the MELAtherm 10 and click on ***Next***.



The following list opens:



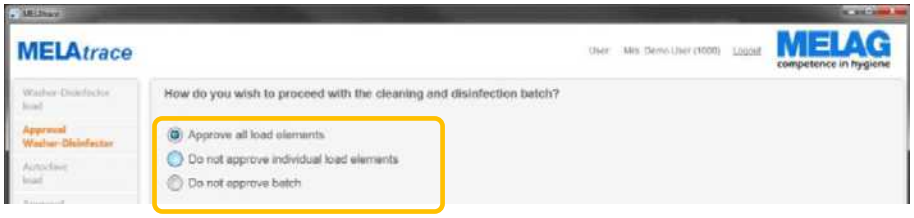
3. Click on [...] to select the directory in which the MELAtherm program log is stored. Depending on the search depth used (see **Chapter 7 – Administrator settings**, **Further settings**) the directory and if necessary the sub-directory will be searched for not yet approved program logs. They will be displayed in the list.
4. Select the program log to be approved and click on ***Next***.
5. Answer the subsequent dialogue window with ***Yes***.



The approved MELAtherm batch can then be used for the Autoclave load definition within 24 hours. After this time, the program log is no longer valid.

Approval options (only for MELAtherm)

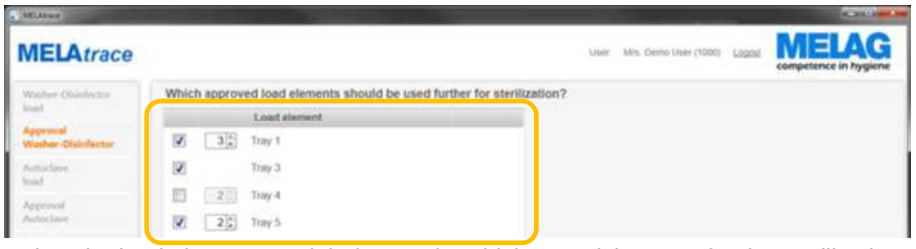
Three options are available:



Approve all load elements

1. If you wish to approve all the load elements of a WD batch, select ***Approve all load elements*** and then click on ***Next***.

   The following window opens:



2. Select the load elements and their quantity which you wish to use for the sterilization procedure and then click on ***Next***.

   A preview of the washing and disinfection reports will be displayed, see section **Generating a washing and disinfection report**.

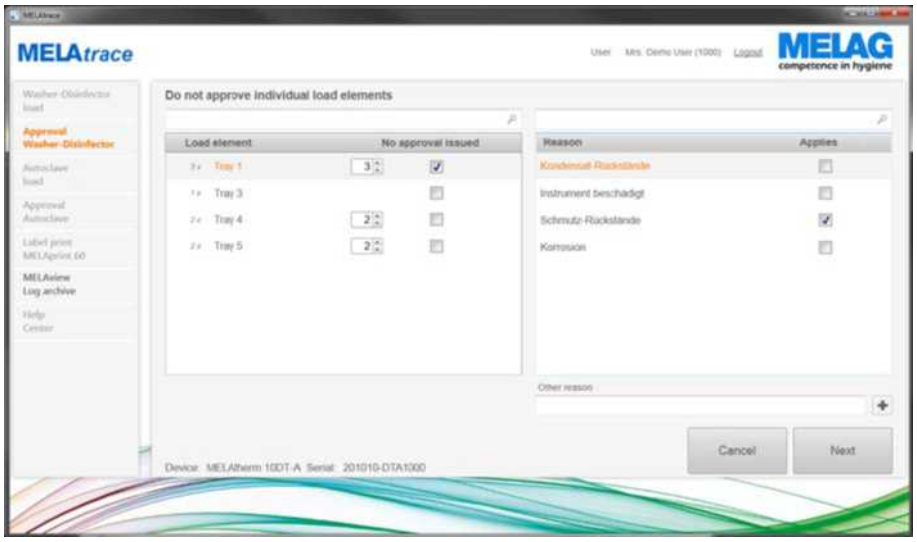
Do not approve individual load elements

A requirement for the selection of individual load elements:

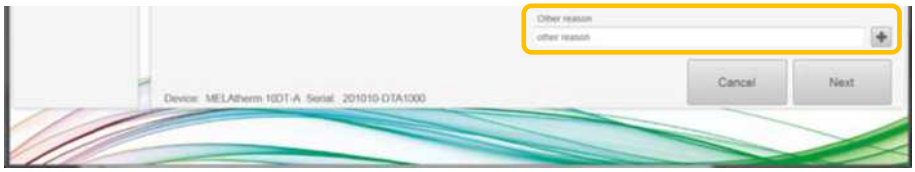
✓ *Reasons were added here: **Load management**, **Chapter 7 – Administrator settings**.*

If you do not wish to approve a load element from a WD batch, select ***Do not approve individual load elements*** and then click on ***Next***.

The following window opens:



1. Select the load element affected from the ***Load element*** list and the number and give at least one reason in the right-hand ***Reasons*** list as to why the load element concerned was not approved.
2. If the appropriate reason is not listed, enter a different reason under ***Other reason*** and add this by clicking on See also: ***Load management*** → ***Reasons***. Other reasons are not saved in the list of reasons in the database.



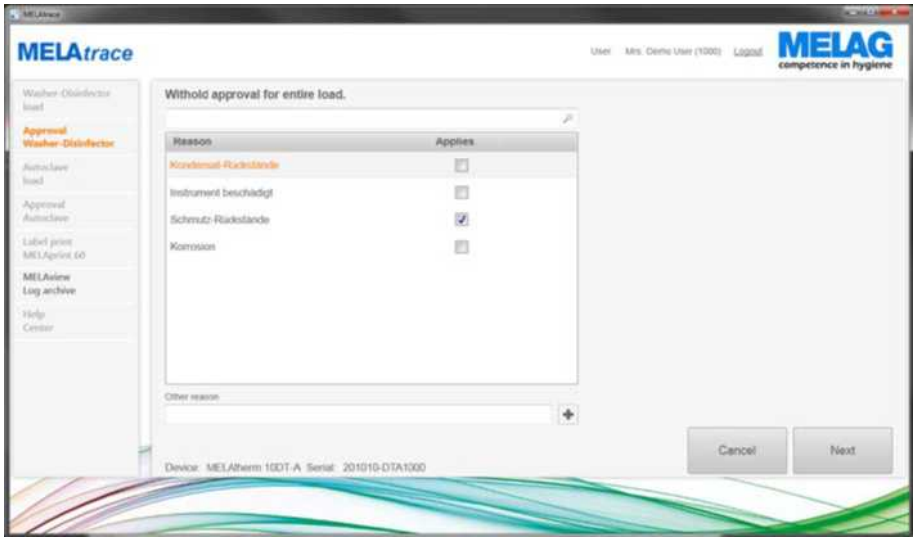
3. Proceed in this fashion with all load elements not approved.
4. Then click on ***Next***.

Not approving the entire MELAtherm batch

A requirement for the selection of individual load elements:

✓ *Reasons were added here: **Load management**, **Chapter 7 – Administrator settings**.*

If you do not wish to approve the whole MELAtherm batch, select ***Do not approve batch*** and then click on ***Next***. The following window opens:



1. Enter at least one reason in the ***Reasons*** list as to why the MELAtherm batch concerned was not approved.
2. If the appropriate reason is not listed, enter a different reason under ***Other reason*** and add this by clicking on See also: ***Load management*** → ***Reasons***.
3. Then click on ***Next***.

PLEASE NOTE
The time to hold-back program logs for subsequent load definition can be changed under ***Further settings*** → ***Load/Approval***.

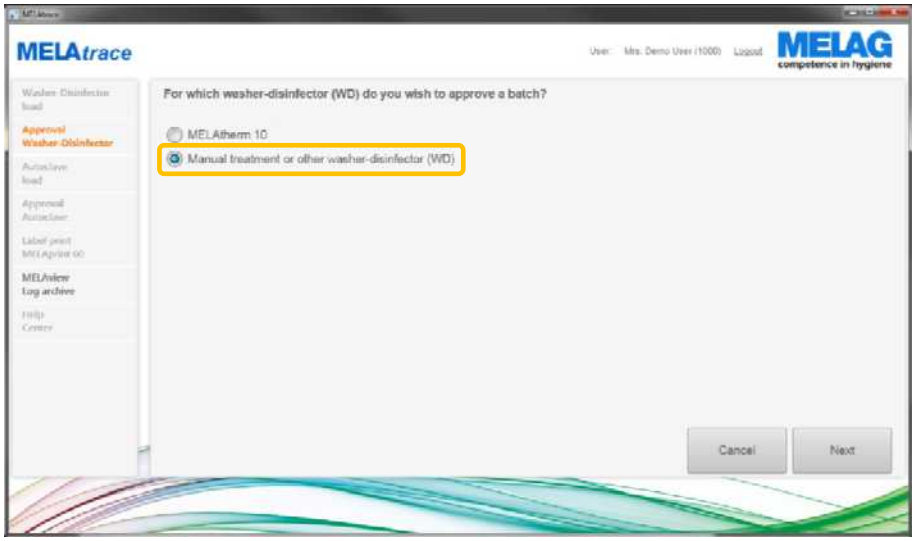
PLEASE NOTE
If the dialogue window displays a warning, consult the MELAtherm program log for further information.

Approving a batch from another washer-disinfector (WD)

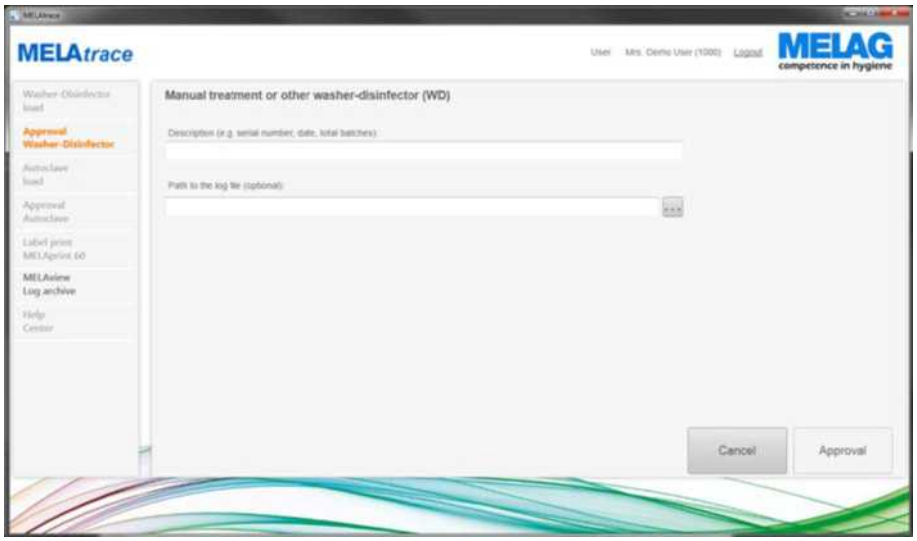
A Washer-Disinfector batch from another WD can only be approved completely and be used further for a steam sterilizer batches; i.e. it is not possible to approve individual load elements and use a selection of load elements for a later Autoclave load.

If you wish to approve an external WD batch, enter a meaningful description and indicate the path to the log file if present.

1. Working in the main menu, select ***Approval Washer-Disinfector***.
2. Select ***Manual treatment or other washer-disinfector (WD)*** and click on ***Next***.



The following window opens:



3. Enter a description and if it exists, the path of the log file.
4. Click on ***Approval*** to conclude the procedure.
5. Confirm the subsequent dialogue window with ***OK***.

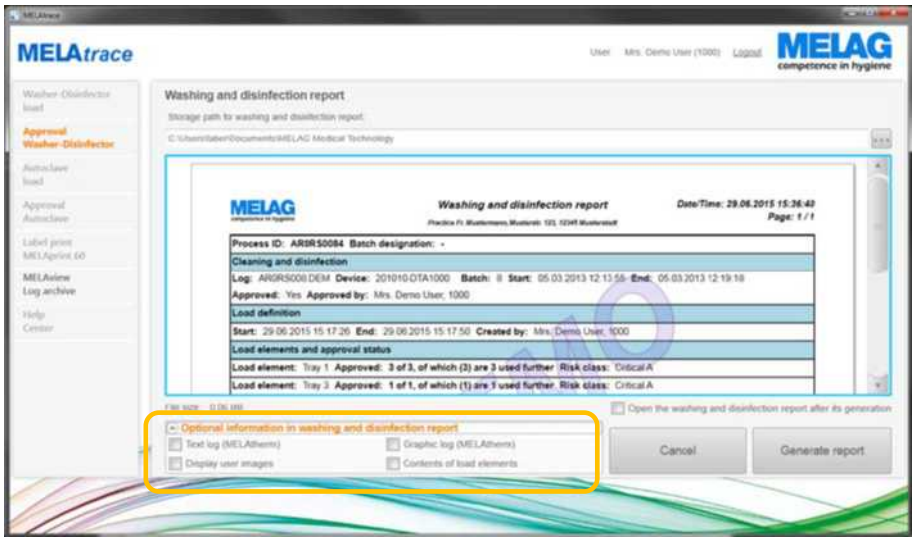
The approved WD batch can then be used for the Autoclave load definition within a specified period (standard: 24 hours). After this time, the approval is no longer valid. The hold-back time can be altered in the administrator settings under ***Further settings***.

Generating a washing and disinfection report

PLEASE NOTE
A washing and disinfection report cannot be generated for batches from other washer-disinfectors or manual treatment.

A washing and disinfection report is generated after approving a MELAtherm batch, or a part of the MELAtherm batch.

All information pertaining to a cycle is documented in this log.



A preview is generated.

In the washing and disinfection report, working under ***Optional Information in washing and disinfection report*** you can display the following information:

Text log (MELAtherm)

The text log of the approved MELAtherm batch is displayed in the appendix of the washing and disinfection report.

Graphic log (MELAtherm)

The graphic log of the approved MELAtherm batch is displayed in the appendix of the washing and disinfection report.

User image

The picture or the persons who defined the load definition and approved the batch is displayed in the washing and disinfection report.

Contents of the load element

The contents definition for every load element is listed in the washing and disinfection report.

To change the storage location of the washing and disinfection report, click on ... and selected the required folder.

PLEASE NOTE
The washing and disinfection report is saved in the directory determined under ***Further settings*** → ***Load/Approval***.

After clicking on ***Generate treatment report*** the report is saved as a PDF document in the corresponding directory.

Label printing

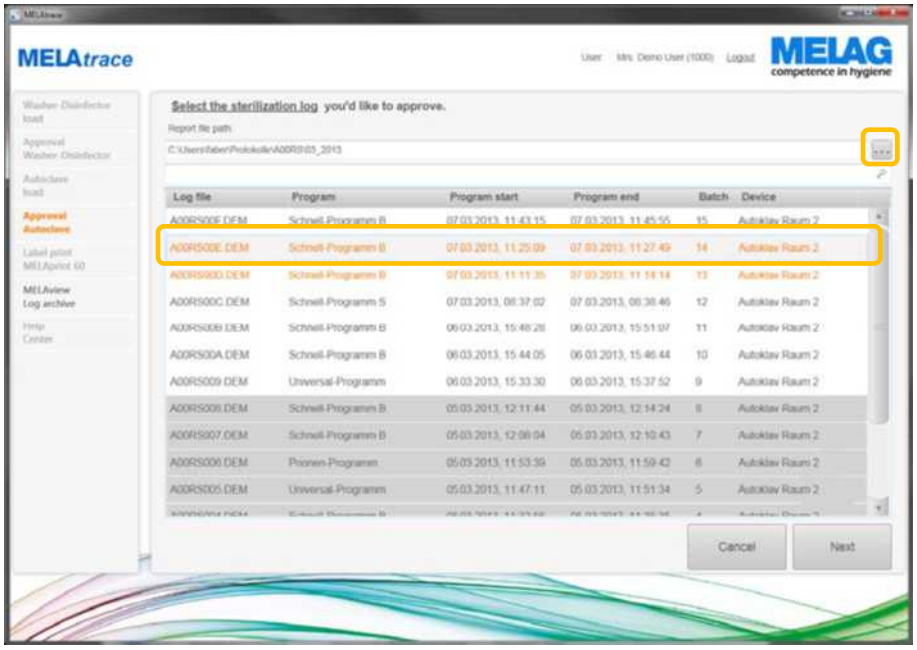
How to print labels after generating a washing and disinfection report, is outlined here: **Chapter 5 – Label printing**. Labels can only be printed for load elements which are not used further for sterilization.

Approving a sterilization batch

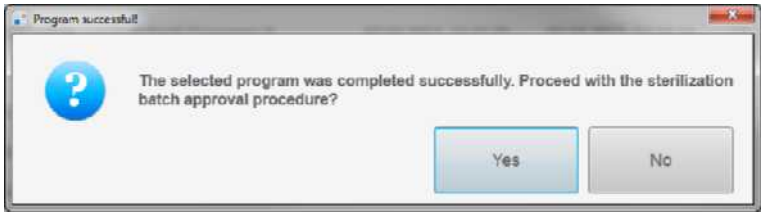
Preconditions for approving a sterilization log in MELAtrace:

- ✓ *The sterilization program was performed successfully.*
- ✓ *The sterilization program has not yet been approved.*
- ✓ *The contents of the sterilization log was not changed.*
- ✓ *The sterilization log is not older than 1 hour/than the hold-back time specified in the settings.*
- ✓ *The sterilization log was generated by a device which is licensed in MELAview.*

1. Working in the main menu, select ***Approval autoclave***.
2. Click on [...] to select the directory in which the corresponding sterilization log is stored. Depending on the search depth used, the directory and if necessary, the sub-directory will be searched for sterilization logs not yet approved. These are displayed in a list.
3. Select the program log to be approved and click on ***Next***.



4. Should you wish to approve the selected program log, answer the following question with ***Yes*** to perform the approval process as described in the following section.

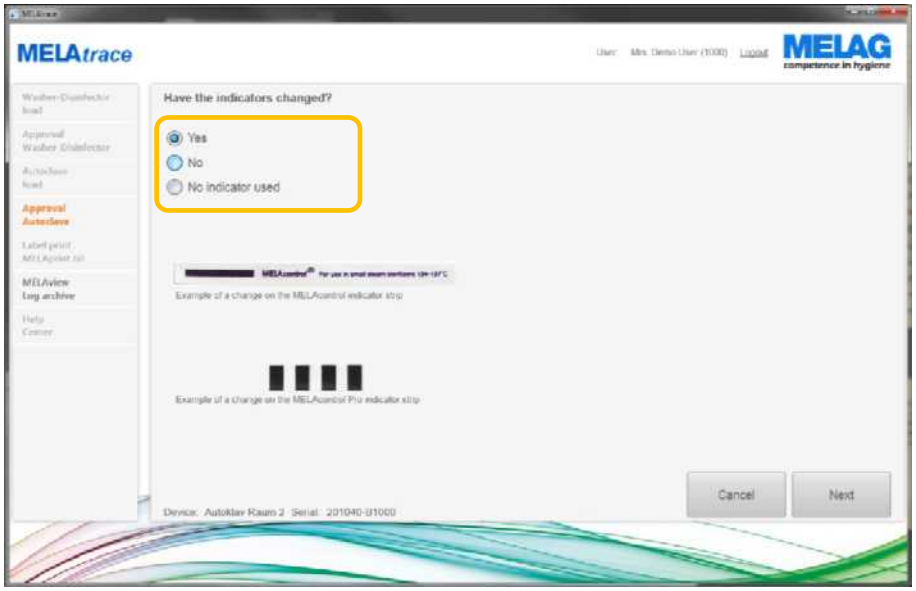


PLEASE NOTE
The hold-back time for program log for approval can be changed under ***Further settings*** → ***Load/Approval***.

PLEASE NOTE
If the dialogue window displays a warning, consult the program log for further information.

Indicator query

If the indicator query has been activated, you can evaluate whether the indicators have changed colour. The following window opens:



1. Decide whether the indicators have changed colour and then click on ***Next***.

PLEASE NOTE
The indicator query is only shown if this function is activated under ***Further settings*** → ***Load/Approval*** → ***Perform indicator query***. Otherwise, this window will be left out.

Approval options

The load elements must be approved after the indicator query. Three options are available:

Approving the entire sterilization batch

If you wish to approve all the load elements of a sterilization batch, select ***Approve all load elements*** and then click on ***Next***.

A preview of the treatment report will be displayed. Consult the section **Generating up a treatment report**.

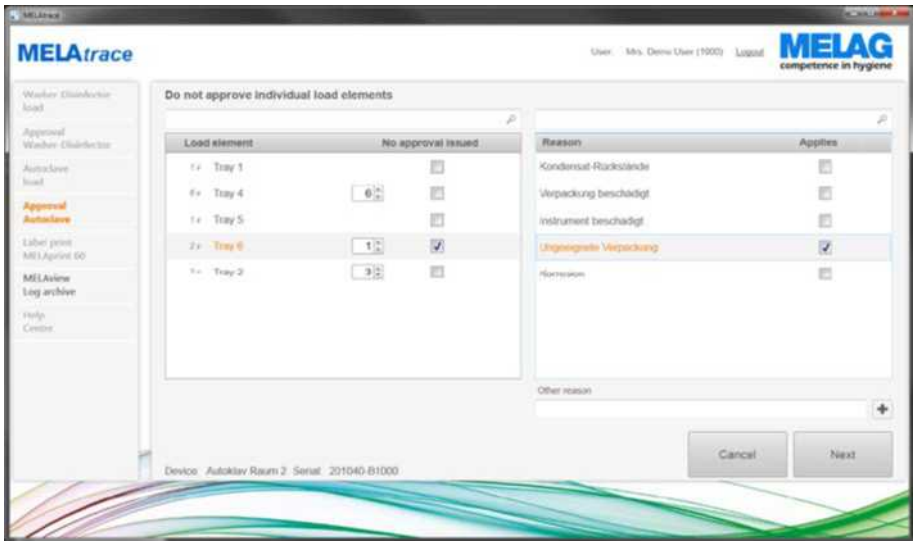
Do not approve individual load elements

A requirement for the selection of individual load elements:

✓ *Reasons were added here: **Load management**, see: **Chapter 7 – Administrator settings**.*

If you do not wish to approve the load elements of a sterilization batch, select ***Do not approve inidividual load elements*** and then click on ***Next***.

The following window opens:



1. Select the load element affected from the ***Load element*** list and the number and give at least one reason in the right-hand ***Reasons*** list as to why the load element concerned was not approved.

PLEASE NOTE
It is not possible to approve only individual load elements in a sterilization container.

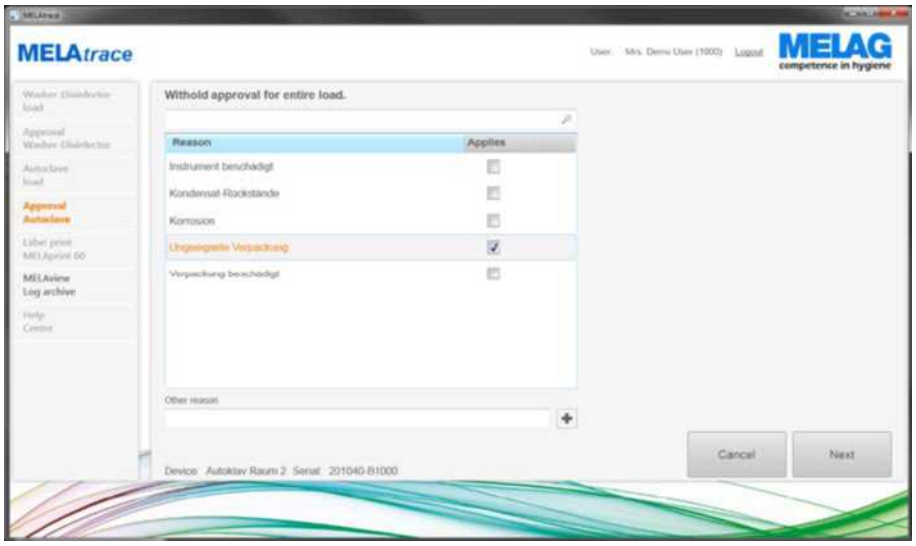
2. If the appropriate reason is not listed, enter a different reason under ***Other reason*** and add this by clicking on ➕ See also: ***Load management*** → ***Reasons***. Other reasons are not saved in the list of reasons in the database.
3. Proceed in this fashion with all load elements not approved.
4. Then click on ***Next***.

Do not approve the complete MELAtherm batch

A requirement for the selection of individual load elements:

✓ *Reasons were added here: **Load management**, see: **Chapter 7 – Administrator settings**.*

If you do not wish to approve the whole sterilization batch, select ***Do not approve batch*** and then click on ***Next***. The following window opens:

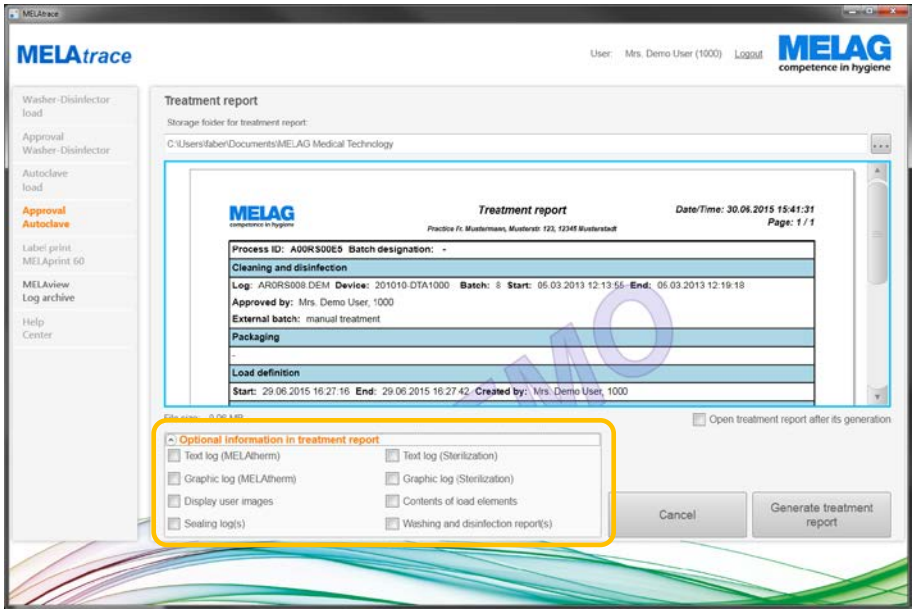


1. Enter at least one reason in the ***Reason*** list as to why the sterilization batch concerned was not approved.
2. If the appropriate reason is not listed, enter a different reason under ***Other reason*** and add this by clicking on See also: ***Load management*** → ***Reasons***.
3. Then click on ***Next***.

Generating up a treatment report

A treatment report is generated after the sterilization batch has been approved.

The treatment report documents all the information of the entire treatment process.



A preview is generated.

In the treatment report working under ***Optional Information*** you can display the following information:

Text log (MELAtherm)

The text log(s) from all MELAtherm batches will be displayed in the appendix of the treatment report of which the load elements are included in the Autoclave load.

Graphic log (MELAtherm)

The graphic log(s) from all MELAtherm batches will be displayed in the appendix of the treatment report of which the load elements are included in the Autoclave load.

Text log (sterilization)

The text log of the sterilization batch just approved is displayed in the appendix of the treatment report.

Graphic log (sterilization)

The graphic log of the sterilization batch just approved is displayed in the appendix of the treatment report.

User image

The user picture of the persons who made the load definition and approved the batch is displayed in the treatment report.

Contents

The contents definition for every load element is listed in the treatment report.

Washing and disinfection report:

If the sterilization batch contains load element from one or more approved MELAtherm batches, the corresponding washing and disinfection report can be appended.

To change the storage location of the treatment report, click on and selected the required folder.

PLEASE NOTE
The treatment report is saved as standard in the directory determined under ***Further settings*** → ***Load/Approval***.

After clicking on ***Treatment report*** the treatment report displayed is saved as a PDF document in the corresponding directory. **Chapter 5 – Label printing** outlines how to print labels.

Chapter 5 – Label printing

Printer settings

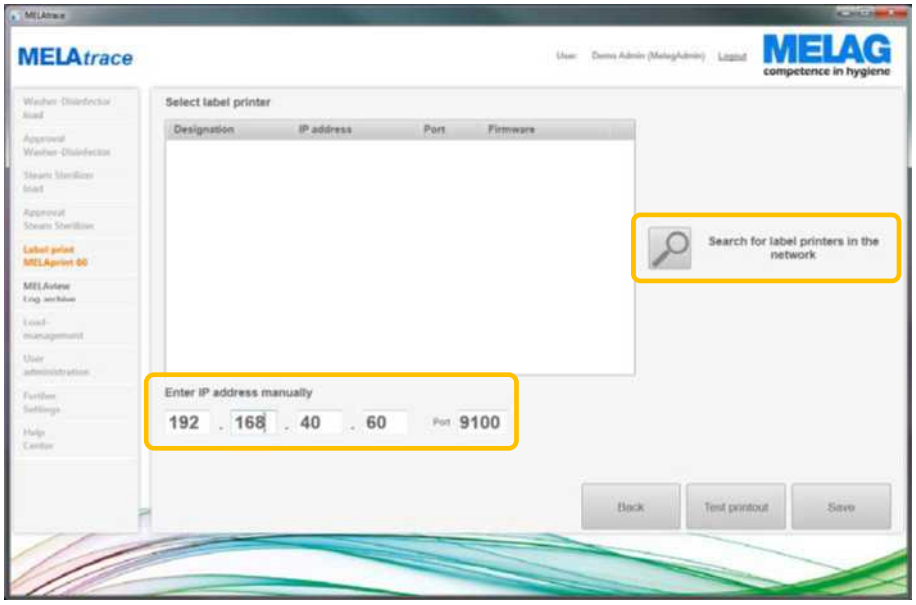
The precondition for printing labels on the label printer:

✓ *A MELAprint 60 label printer is setup in the practice network.*

If you wish to output labels on the MELAprint 60 label printer, you must set the IP address of the MELAprint 60 in MELAtrace. This must be performed only once.

Proceed as follows:

1. Working in the ***Label print MELAprint 60*** menu → ***Printer settings***. The following dialogue window opens:



2. If you know the IP address of the label printer, enter it in the lowest row next to ***Enter IP address manually*** or locate the label printer in the network by clicking on the magnifying glass symbol .

3. Accept the settings by clicking on the ***Save*** pushbutton.

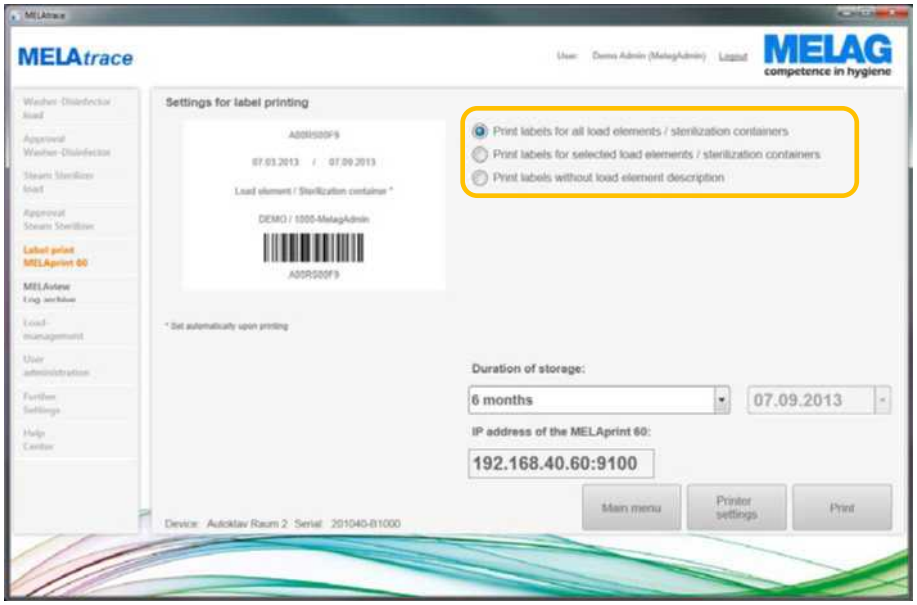
Test printout

You can print a test label by pressing the ***Test printout*** pushbutton to check whether the label printer has been recognized in MELAtrace.

Label printing immediately after approval

PLEASE NOTE
Labels cannot be printed for batches from other washer-disinfectors or from manual treatment. Labels for load elements from a MELAtherm batch can only be printed if the elements are not used for sterilization.

Once you have completed the approval procedure for a MELAtherm batch or a wrapped sterilization program, and have generated a washing and disinfection report or a treatment report, working in the ***Label print MELAprint 60*** menu you can print labels for all of or selected load elements.



Possible options

Printing labels for all load elements

A label with the corresponding designation is printed for every approved load element / every sterilization container. The number of labels cannot be changed in this case.

Printing labels for selected load elements/sterilization containers

Determine the approved load elements/sterilization containers for which labels are to be printed and the quantity.

Printing labels without labelling of the load elements

The designation of the approved load element/sterilization container will not be printed on the label.

Storage period

Here, you can determine the maximum storage period for the load elements approved, i.e. the time until the load elements are sterile.

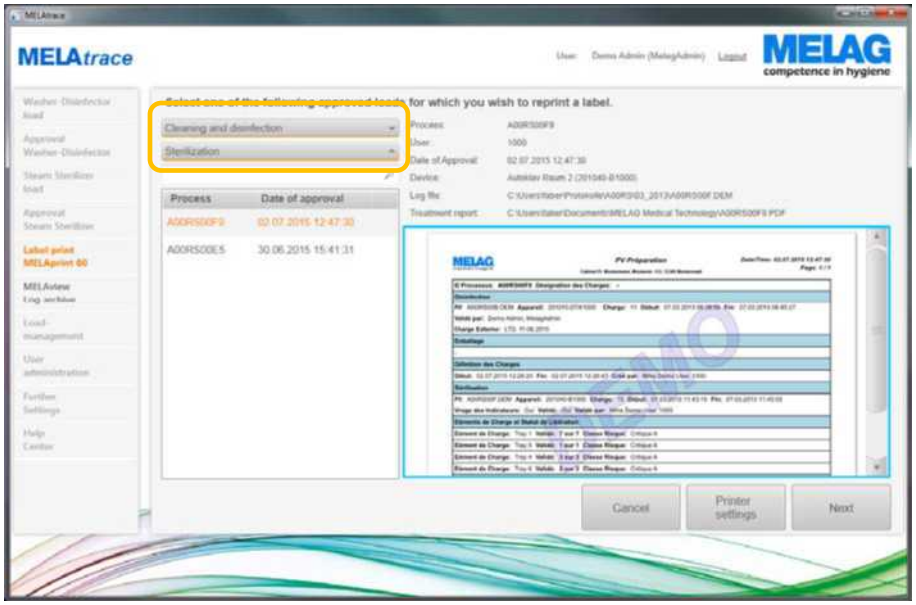
Printing a label

A click on the ***Print*** pushbutton triggers the label printer.

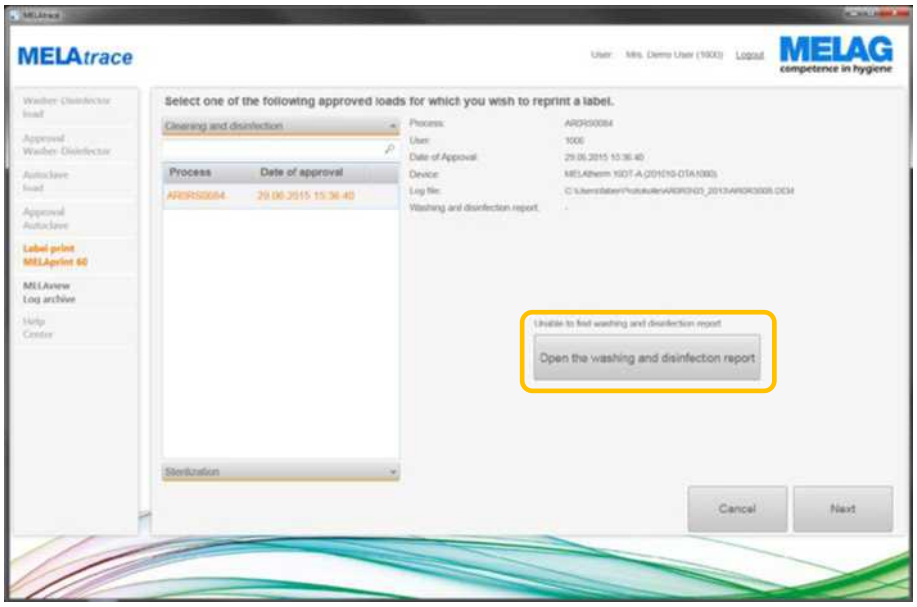
Printing labels at a later point

PLEASE NOTE
Given load elements from the sterilization batches, only labels for class B sterilization programs will be printed. Otherwise, a corresponding message will be displayed.

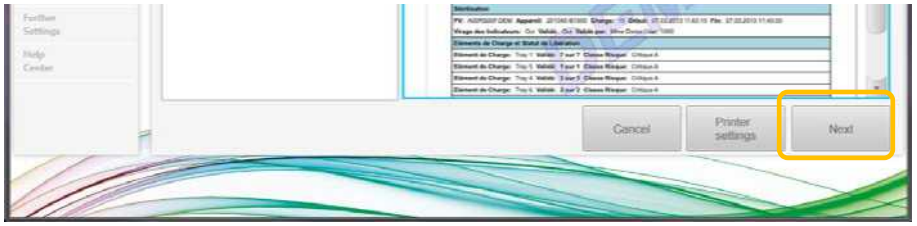
1. Working in the main menu, select ***Label print MELAprint 60***.
2. Select the corresponding MELAtherm or sterilization batch from the list of approved batches. If a washing and disinfection report or a treatment report was generated for the batch, this will be shown in the display together with information about the person who has approved the batch, the date on which it was provided, the device used and more.



If a log could not be found relating to the batch selected, e.g. because it was moved to a different directory or renamed, you can click on ***Open treatment report*** to search in the directory and open the treatment report.



3. To determine the desired number of labels and the storage duration, click on ***Next***. The same dialogue window will open as with the immediate label print following batch approval (see page 31, **Label printing immediately after approval**.



4. Click on ***Print*** to start the printing procedure.

Chapter 6 – MELAview log archive

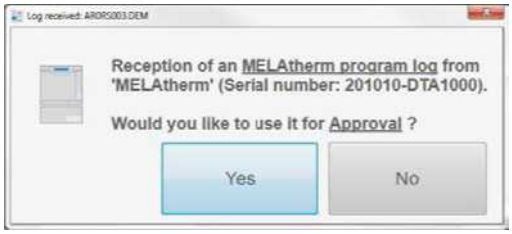
You can start the program MELAview directly from MELAtrace or change between programs.

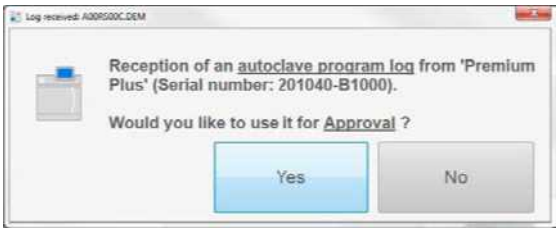
Receiving a program log from MELAview

Preconditions for receiving a log in MELAtrace:

- ✓ *The device (MELAtherm or steam sterilizer) is connected with MELAview.*
- ✓ *Immediate output is activated on the corresponding device.*
- ✓ *The program MELAtrace is being executed in parallel.*

The program log of a washer-disinfector or a steam sterilizer will be transferred directly to MELAtrace after the end of the programme. A dialogue window is displayed indicating that a log has been received.



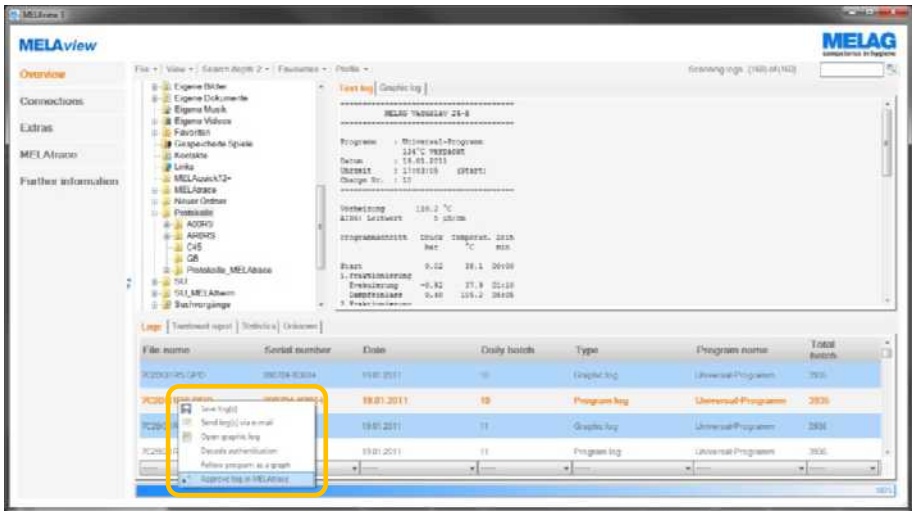


If you wish to approve a program log using MELAtrace, answer the corresponding question in the dialogue window with ***Yes***.

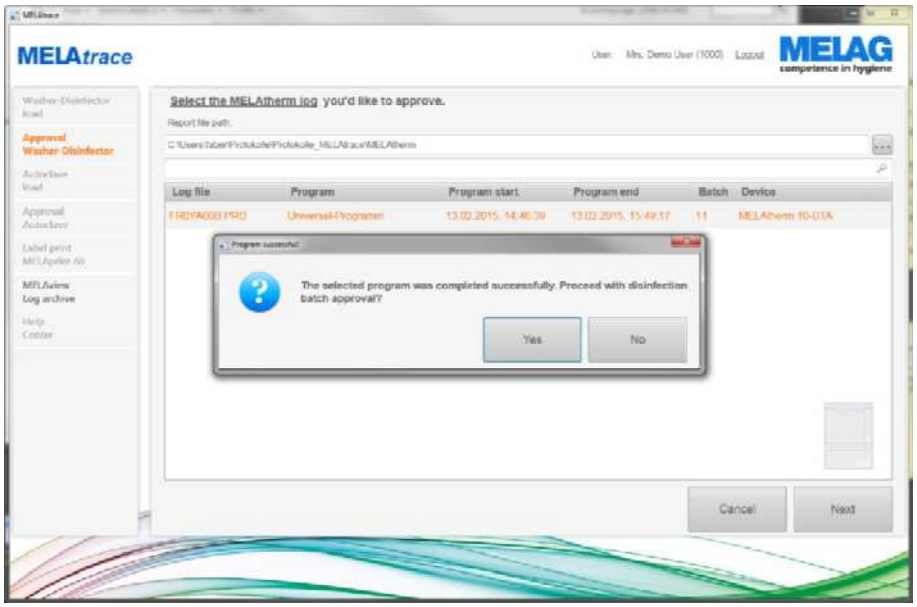
Then perform the approval process as described in the previous section.

Approving a Washer-Disinfector/sterilization batch from MELAview

1. Select any program log from the list of logs in MELAview.
2. Access the context menu by right-clicking on the selected program log. Navigate to MELAtrace using ***Approving log in MELAtrace***.



If you have selected e.g. a MELAtherm program log, the ***Approval Washer-Disinfector*** menu will open in MELAtrace. The list will only display the MELAtherm program log previously selected.



3. To approve a MELAtherm program log, proceed as described in Chapter 4 – The Approval process, **Approving a MELAtherm batch**.

   To approve a program log after sterilization, proceed as described in Chapter 4 – The Approval process, **Approving a sterilization batch**.

Chapter 7 – Administrator settings

The following menus are only visible and editable to those logged in to MELAtrace with administrator rights.

Load management

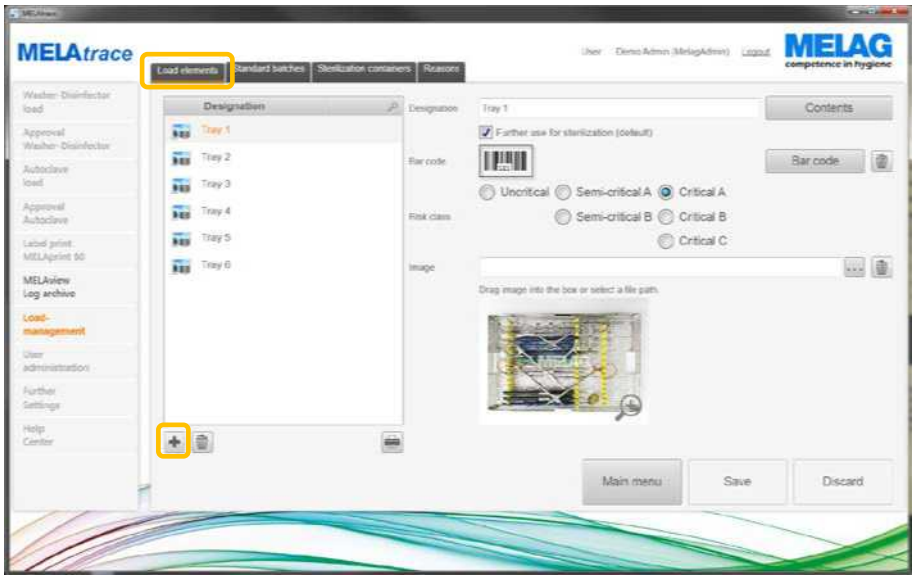
Load elements

The load elements used for the load definition are added and edited/deleted here.

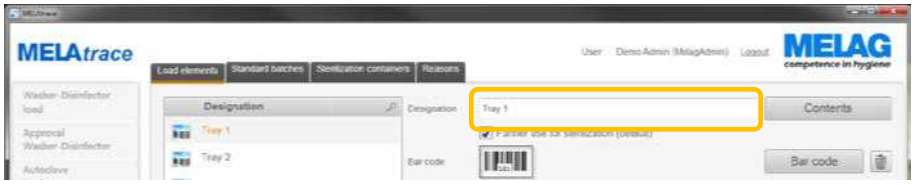
Creating a new load element

1. Working in the ***Load management*** → ***Load elements*** menu, click on the pushbutton.

   A new load element is added.

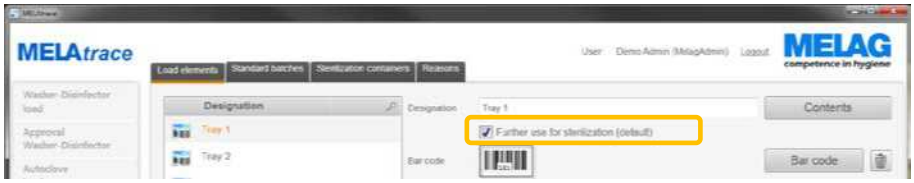


2. Assign it a descriptive name by entering it in the right-hand text box.



   The checkmark for ***Further use for sterilization*** is set as standard. As a result, all load elements are available for loading into a steam sterilizer after a MELAtherm approval.

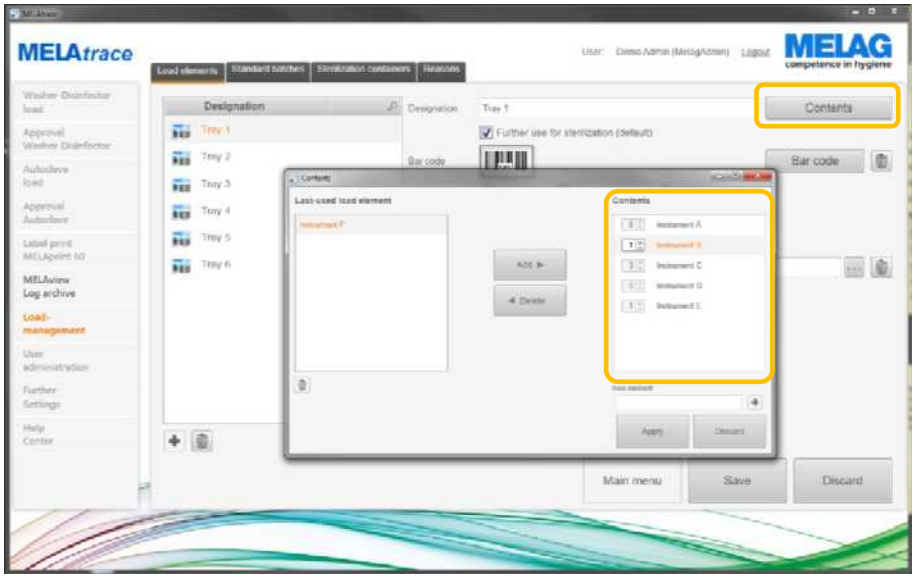
3. If the load element is not be sterilized after a MELAtherm approval, remove the checkmark next to ***Further use for sterilization***.



Determining the contents of the load elements

You can determine a content definition for every load element:

1. Click on the ***Contents*** pushbutton. A new window will open.



2. Click on to generate elements in the ***Contents*** list and determine the number of elements. You can remove elements from the list at any time by clicking on ***Remove***. The elements removed are moved into the ***Last-used element*** list. Elements no longer required or not included in other load elements can be deleted irrevocably from the list by clicking on .

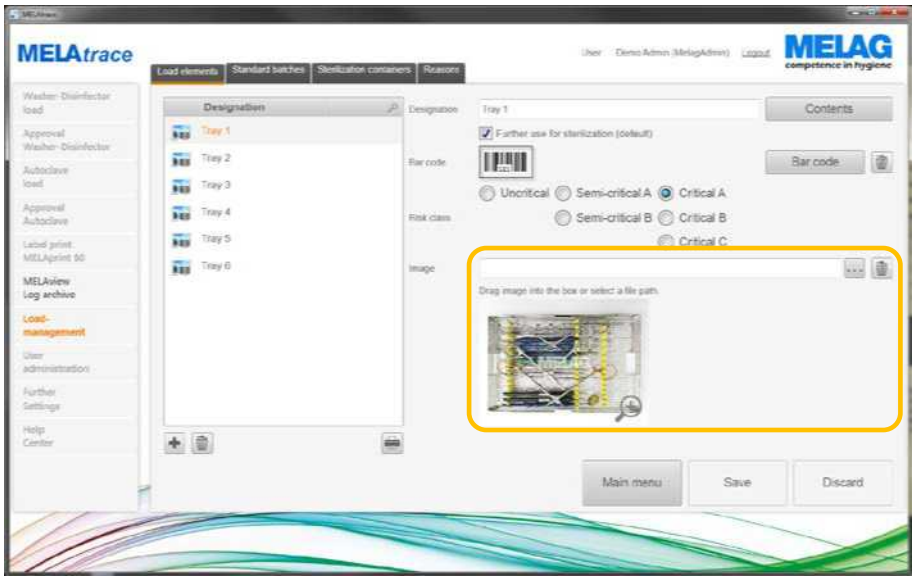
   The ***Last-used element*** list contains all content elements which were previously generated/saved.

3. Clicking on ***Apply*** will accept the contents definition.

Saving a picture

1. If you wish to save a picture for the load element, select the corresponding image file by clicking on from a directory on the computer.

   The pictures can be added/swapped in the settings window by dragging them in.



2. Click on ***Save*** to accept the new load element in the list.

Assigning a barcode

You can assign every load element a barcode (code128). You can scan in or generate a new barcode for the corresponding load element.

1. Select the desired load element from the ***Designation*** list.
2. To assign a barcode or generate a new barcode for the respective load element, click on the ***Barcode*** pushbutton.

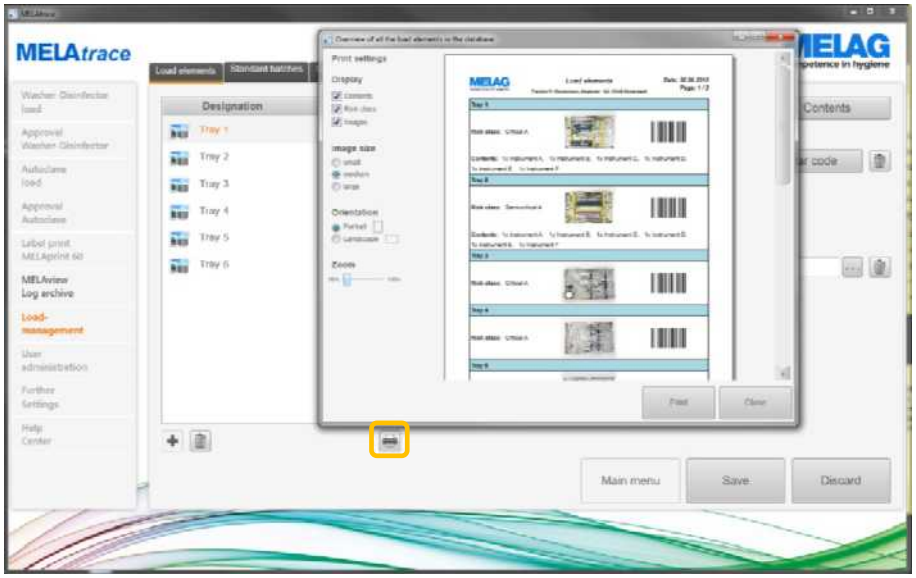
A new window will open.

3. If a barcode already exists for the load element, scan it in now. Should the scan procedure be successful, the barcode is displayed in the white field.
4. If a barcode does not yet exist for the selected load element, click on the ***New barcode*** pushbutton. The new barcode is displayed in the white field.
5. Close the window.

Overview of all load elements

If necessary, you can print an overview of all load elements which are saved in the database. If you are in possession of a barcode scanner, working in the ***Washer-Disinfector load***/***Autoclave load*** menu, you can compile the load more quickly by scanning the barcodes of the load elements.

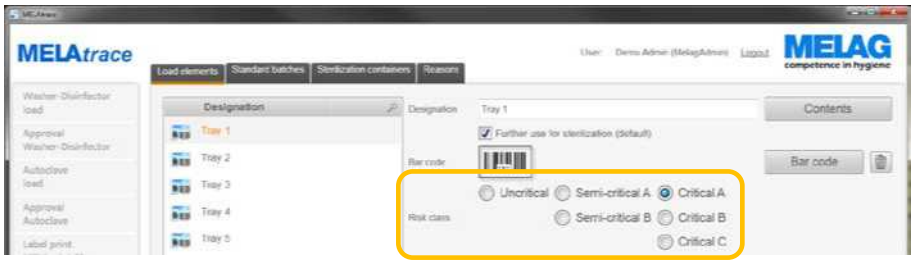
1. Working in the ***Load management*** → ***Load elements*** menu, click on the pushbutton. The following window opens:



2. Select your desired print settings and click on ***OK***.

Risk class

Select a risk class for each load element. Depending on the respective risk class, useful user information will be displayed.

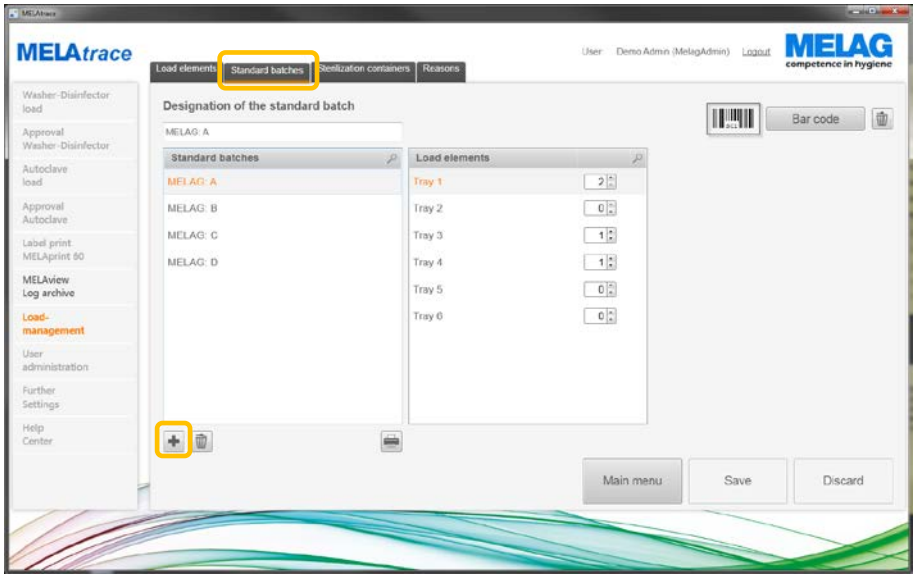


Standard batches

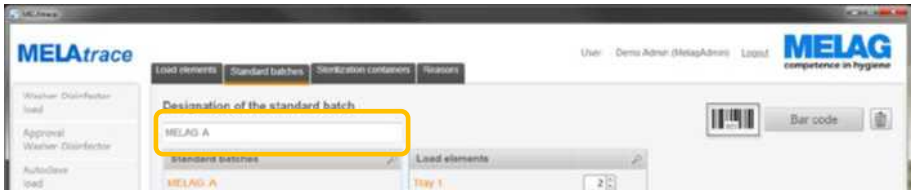
All collections of the load elements present are referred to as standard batches.
These can be added, edited or deleted here. The following section indicates how to produce and manage such collections.

Creating a new standard batch

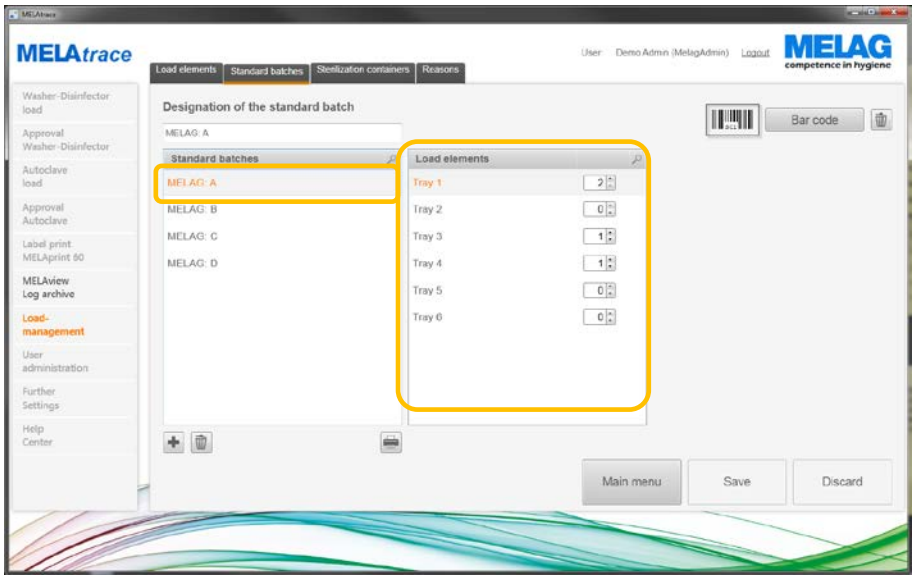
1. Working in the ***Load management*** → ***Standard batches*** menu, click on the pushbutton.
   A new standard batch is added.



2. Enter a meaningful designation in the ***Designation*** field for this standard batch.



3. Assign this standard batch to the desired load elements and their quantity.



4. Clicking on ***Save*** will accept the new standard batch in MELAtrace.

Deleting a standard batch from the list

1. Working in the ***Load management*** → ***Standard batch*** menu, select a standard batch from the list and click on . This will delete it from the list of standard batches available for the load definition.

After confirming the security query, the standard batch is deleted entirely from MELAtrace.

Assigning a barcode

Consult the previous section on page 38, section **Assigning a barcode**.

Printing an overview of the standard batches

If necessary, you can print an overview of all standard batches which are saved in the database. If you are in possession of a barcode scanner, working in the ***Washer-Disinfector load***/***Autoclave load*** menu, you can compile the load more quickly by scanning the barcodes of the load elements, see page 38, section **Overview of all load elements.**

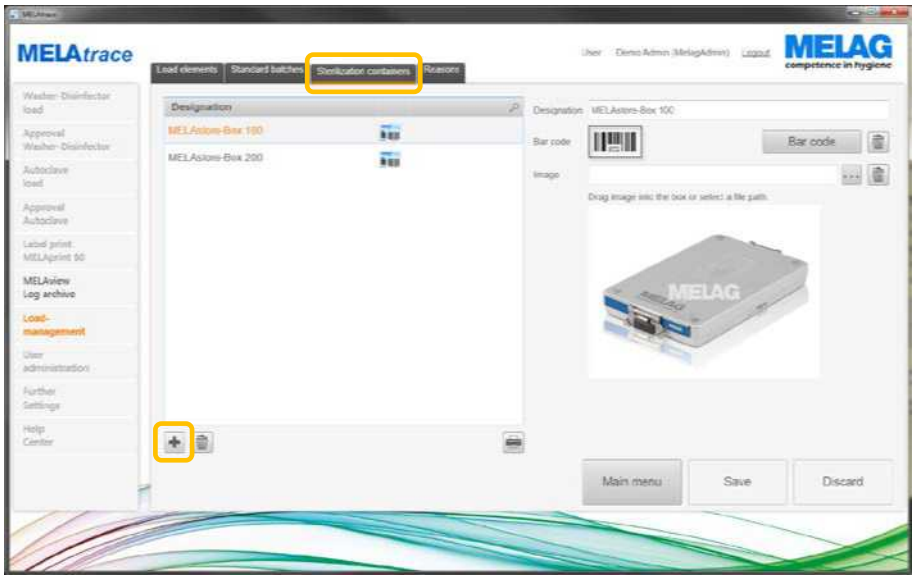
Sterilization container

Sterilization containers are added, edited and deleted here; they are filled with load elements in the load definition.

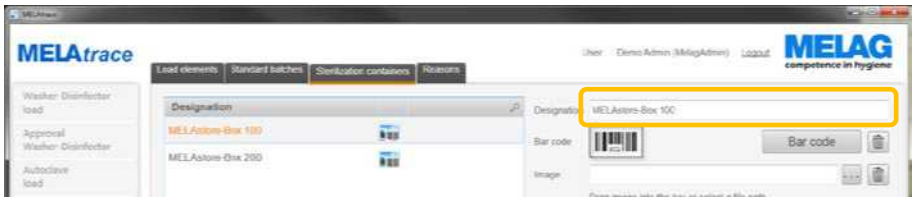
Adding a new sterilization container

1. Working in the ***Load management*** → ***Sterilization containers*** menu, click on the pushbutton.

2. A new sterilization container is added.



3. Assign it a descriptive name by entering it in the right-hand text box.



Assigning a barcode

Consult the previous section on page 38, section **Assigning a barcode**.

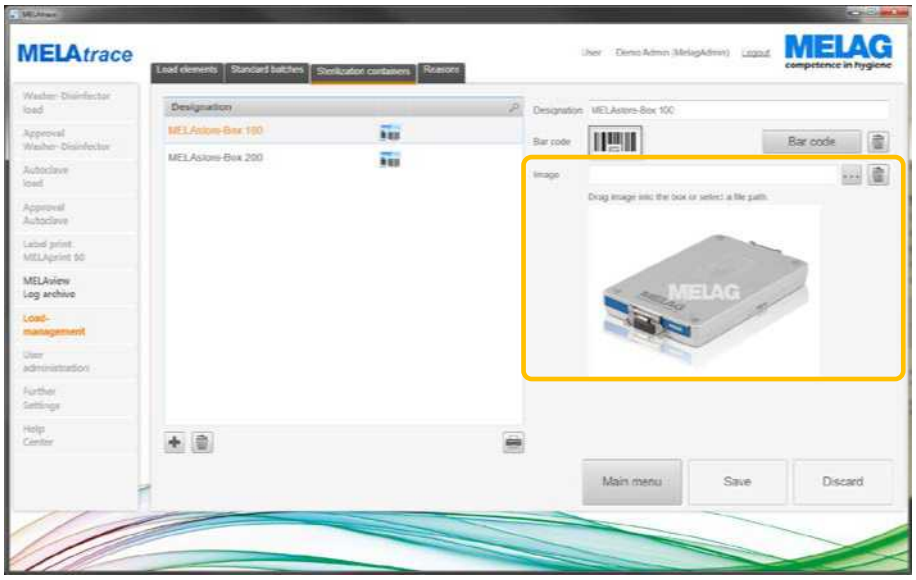
Printing an overview of the sterilization container

If necessary, you can print an overview of all sterilization containers which are saved in the database. If you are in possession of a barcode scanner, working in the ***Washer-Disinfector load*/ *Autoclave load*** menu, you can compile the load more quickly by scanning the barcodes of the load elements, see page 38, section **Overview of all load elements.**

Saving a picture

1. If you wish to save a picture for the sterilization container, select the corresponding image file by clicking on [...] from a directory on the computer.

   The pictures can be added /swapped in the settings window by dragging them in.



2. Click on ***Save*** to accept the new sterilization container in MELAtrace.

Deleting a sterilization container from the list

1. Working in the ***Load management*** → ***Sterilization containers*** menu, select a sterilization container from the list and click on . This will delete it from the list of sterilization containers available for the load definition.

After confirming the security query, the sterilization container is deleted entirely from MELAtrace.

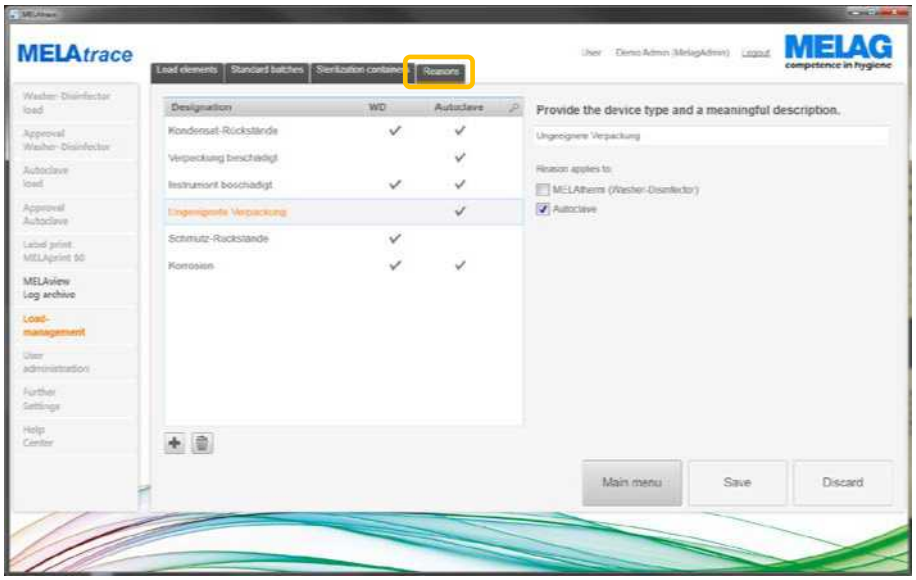
Reasons

The reasons for not approved load elements, sterilization batches or sterilization containers are entered and edited/deleted here.

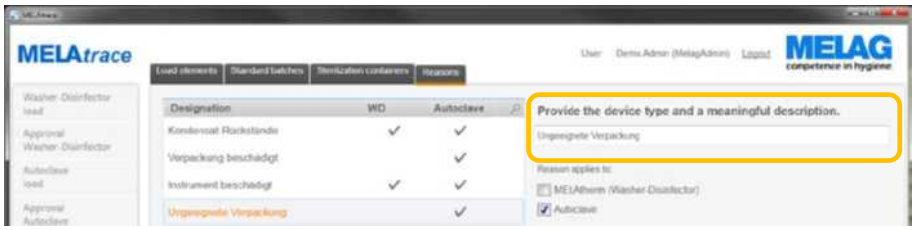
PLEASE NOTE
If a reason is not to be entered here, if a load element was not approved, a reason is to be entered manually in the ***Other reason*** field.

Creating a new reason

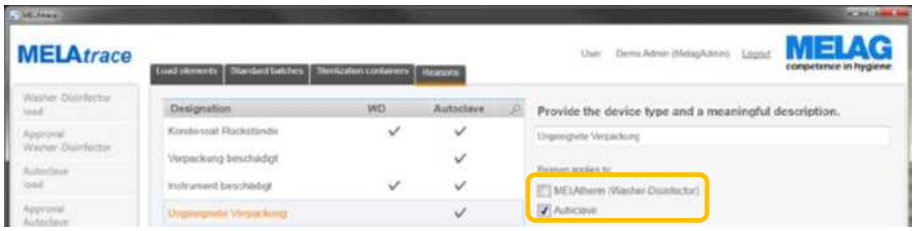
1. Working in the ***Load management*** → ***Reasons*** menu, click on the pushbutton.
   A new reason is added.



2. Assign it a descriptive designation in the right-hand text field.



3. Determine whether the respective reason should apply to a steam sterilizer, a WD or both. Depending on the checkmark set, the selected reason is only available for elements from MELAtherm or the sterilization batches.



4. Clicking on ***Save*** will accept the new reason in MELAtrace.

Deleting a reason from the list

1. Working in the ***Load management*** → ***Reasons*** menu, select a reason in the list and click on ***Delete***. This will delete it from the list of reasons given for not approving a sterilization batch.

After confirming the security query, the reason is deleted irrevocably from MELAtrace.

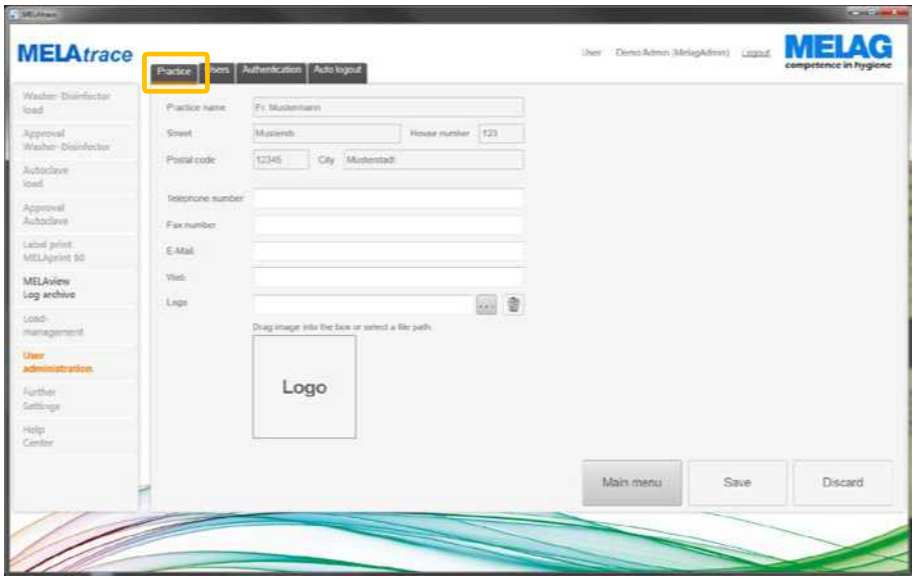
User administration

Practice

The practice contact data from can be transferred from the license form in the ***User administration*** → ***Practice*** menu. This can no longer be changed.

This information is displayed in the washing and disinfection report and the treatment report.

Only telephone and fax numbers, e-mails and internet addresses of the practice and the logo can be edited.



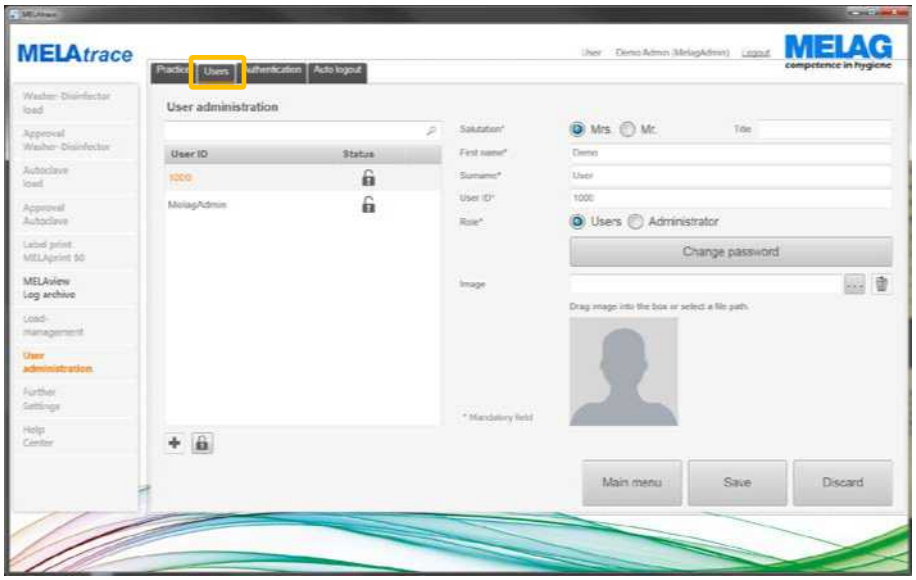
Users

MELAtrace users are added and managed here.

Adding a user

1. Working in the ***User administration*** → ***Users*** menu, click on the pushbutton.

   A new user is added.
2. Complete all the fields marked with ***mandatory field**. Only then is it possible to save the user.



3. Should you wish to add a user picture, click on and select a new graphic file from a directory on the computer. User pictures can be displayed in both the washing and disinfection report and the treatment report.

   The pictures can be added/swapped in the settings window by dragging them in.

4. Determine the role of the user. Please note: only those users registered in MELAtrace as administrators can make settings relating to the load management and user administration etc. These menu items are not available for ordinary users.
5. Click on ***Save*** to accept the user in the list.

Locking a user

Users cannot be deleted, only locked i.e. they are unable to log in to MELAtrace and are stripped of their approval rights.

Proceed as follows to lock a user:

1. Working in the ***User administration*** → ***Users*** menu, select a user in the list and click on .

   The current status of the lock (or) shows the current status of a user.

Changing the password

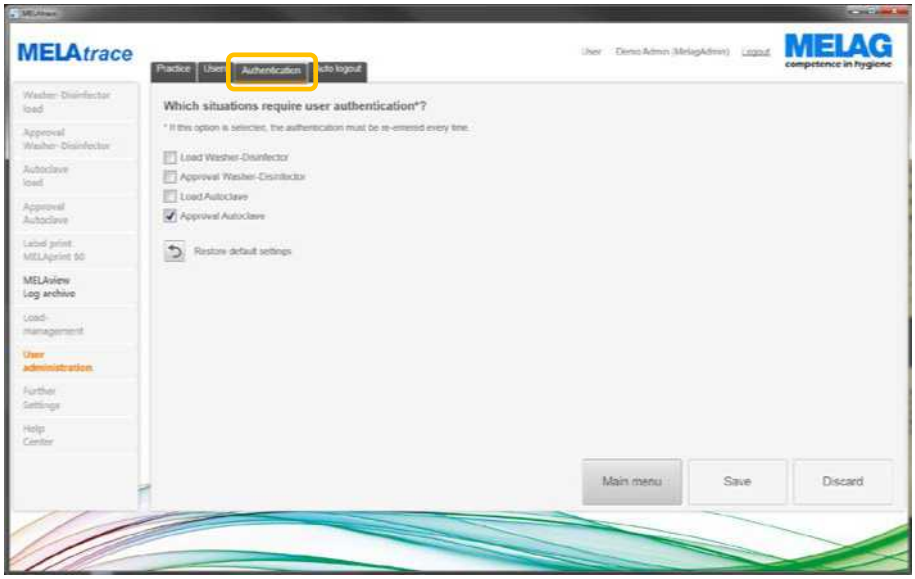
User passwords can be changed at any time. This requires administrator rights. Password changes require authentication by an administrator password.

PLEASE NOTE
Should the administrator forget his password, please consult MELAG.

Authentication

Here, the situation is determined in which the user name and password must be entered, even after login during a program start.

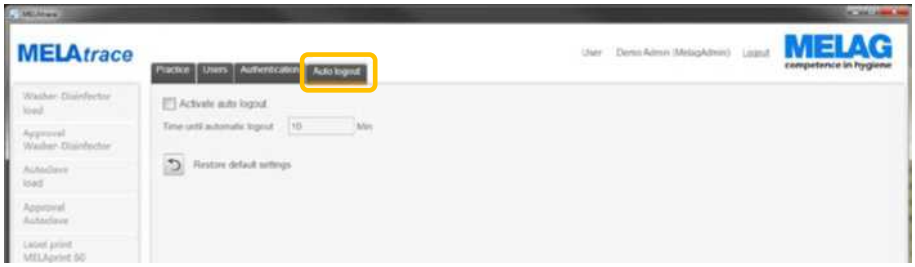
Clicking on ***Save*** will accept the settings.



Click on ***Restore default settings*** to restore the standard settings.

Auto logout

The definition is made here whether a user should automatically be logged out following a certain period of inactivity.



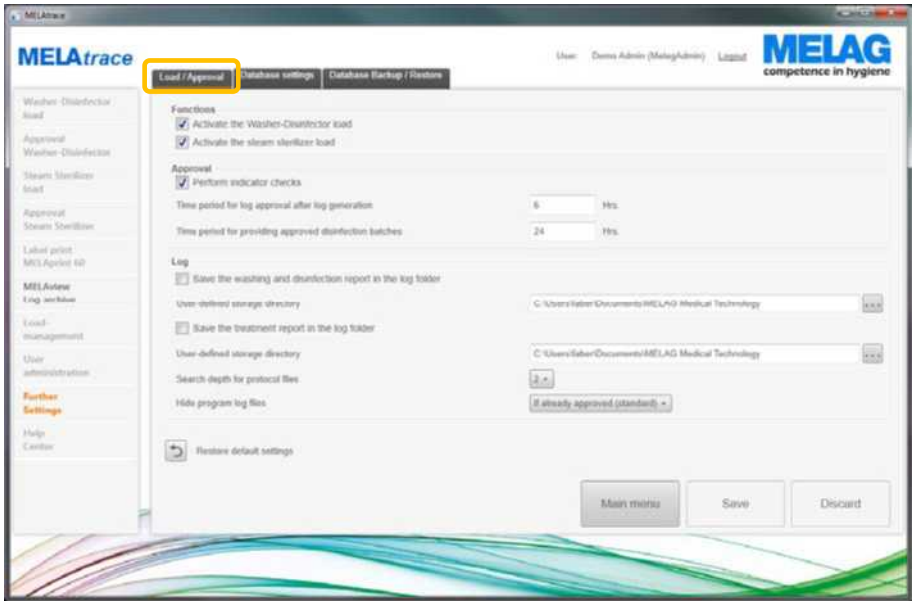
If the checkmark is set next to ***Auto logout***, the user will be logged out automatically following inactivity. Make the setting according to which how many minutes of inactivity should trigger logout.

Click on ***Restore default settings*** to restore the standard settings.

Further settings

Load/Approval

The following settings can be made in the ***Further settings*** → ***Load/Approval*** menu:



(De)activating functions

The program functions ***Washer-Disinfector load*** and ***Autoclave load*** can be deactivated in the program. The menu items are no longer displayed in the main menu. It is not possible to generate a load definition for a WD or a steam sterilizer.

Performing an indicator query

Here, you can determine whether the indicators should be evaluated during the approval process following a sterilization.

Time for log approval after generation of the program log [in min]

This value indicates how long a program log may still be approved in MELAtrace after the end of a program (MELAtherm or steam sterilizer). The value is given in minutes.

Retention period of approved Washer-Disinfector batches [in h]

This value indicates how long a WD program log approved in MELAtrace can be assigned to a load for the steam sterilizer. The value is given in hours.

Storing the washing and disinfection report in the log directory

Checkmark set: The washing and disinfection reports are saved in the same directory as the program logs as standard.

Checkmark not set: Click on … in the second row to select a path to any directory on the computer.

PLEASE NOTE
Writing rights must be available in order to save treatment reports in the selected directory.

Saving treatment reports in the log directory

Checkmark set: The treatment reports are saved in the same directory as the program log as standard.

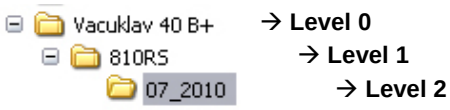
Checkmark not set: Click on … in the second row to select a path to any directory on the computer.

PLEASE NOTE
Writing rights must be available in order to save the treatment report in the selected directory.

Search depth for the program log files

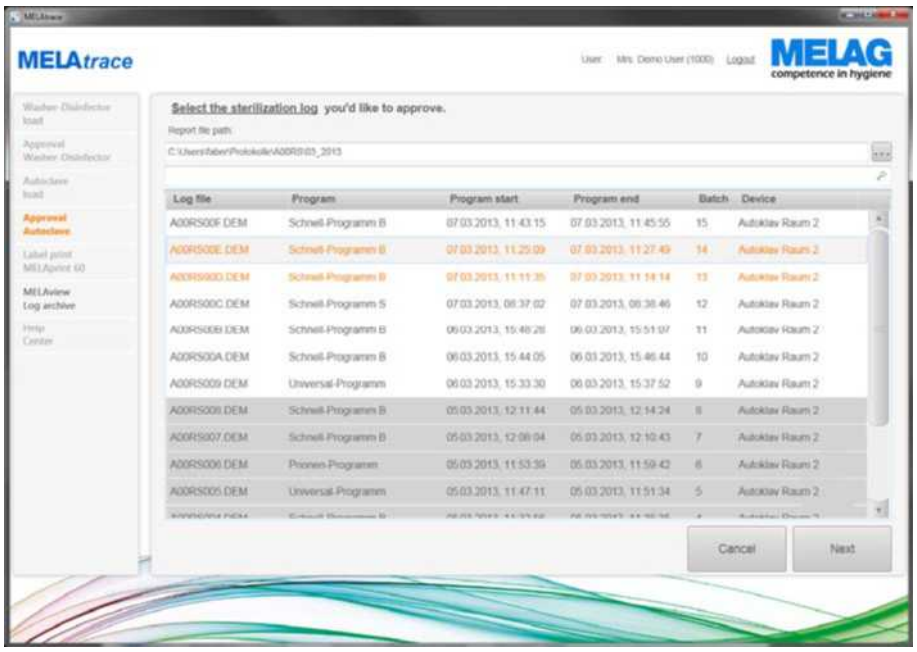
The number indicates the number of levels in which the search for log files should be made.

Example of a folder structure for MELAG devices:



Hiding program log files

To make the display more easy to view when selecting the possible program logs for batch approval, you can hide program logs which cannot be approved by using the following filters displayed in the ***Approval Washer-Disinfector/Approval Steam Sterilizer*** menu.



If already approved (standard)

Program logs already approved are no longer displayed in the list.

After end of the period for log approval

Program logs already approved or those which can no longer be approved because they have overshot a specific time frame (***Time period for log approval after log generation***) are no longer displayed in the list.

After a month

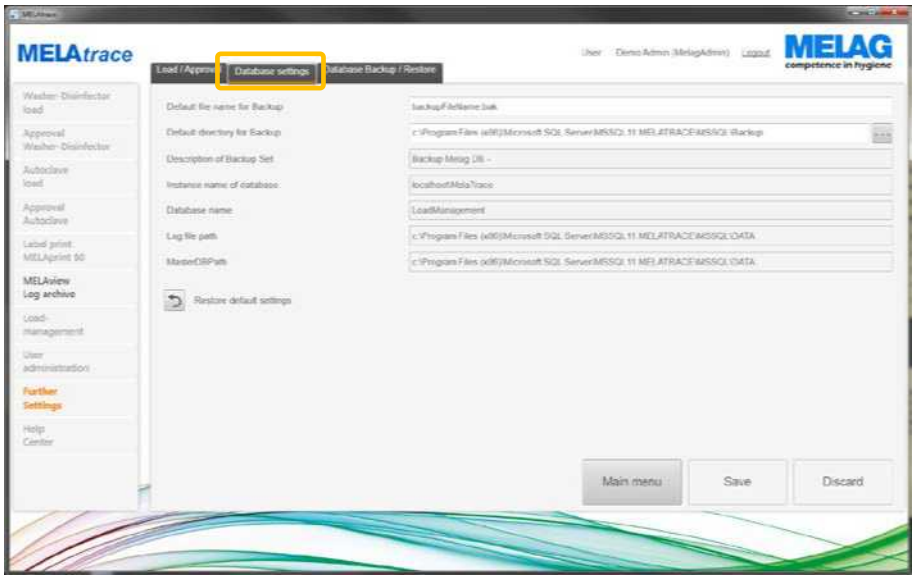
All the logs which have already been approved or are older than a month are no longer displayed in the log.

Database settings

PLEASE NOTE
For database settings, in particular for the saving or restoration of the database, we recommend that the MELAtrace program be performed by a person with Windows administrator rights (***Start menu*** → ***MELAtrace*** → with a right-click ***Run as administrator***), as MELAtrace accesses system files and paths.

The database saves all load element including graphics, standard batches. sterilization containers, reasons, users, device licences, load definitions and approved program logs.

Click on ***Reset*** to restore the standard settings.



Standard file name for the backup

Here, you can issue a file name for the MELAtrace backup file, under which the backup file will be saved following a backup.

Standard folder for the backup

Click on ... to determine any directory on the computer in which to save the database.

The backup folder of the Microsoft SQL server is the default setting as location.

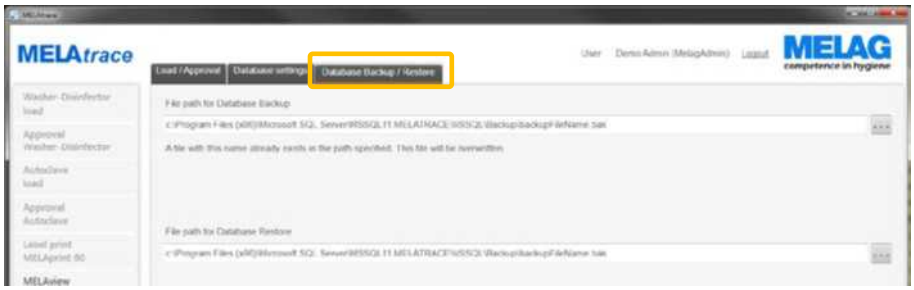
Backup/Restore Database

We recommend making a backup copy of the database before updating the MELAtrace software.

Backing up the database

Proceed as follows to backup the database:

1. If this database is not to be saved in the pre-set directory, click on ..., select any directory on the computer and if necessary, change the file name of the backup file.
2. Click on ***Backup database*** to start the database backup procedure.



Restoring/ importing the database

If MELAtrace is to be run on another computer and the database is to be transferred there, first backup the database and import/restore it as follows:

1. If the database is not be loaded/imported from the pre-set directory, click on [...] and select the backup file from the corresponding directory on the computer.
2. Click on ***Restore database*** to restore or import the database.

MELAtrace will be started afresh after the database has been restored.

Chapter 8 – Help centre

Further information can be found in the help centre e.g. this operating manual or examples of model loads for steam sterilizers.

The documents are stored in PDF format. To this end, Adobe Acrobat Reader or a similar program must be installed on the computer.

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