When the batch wash or batch sterile is completed. The user needs to perform the batch check. If the batch is passed this means it is ok to allocate to the patient, then release to the store. If the batch is failed, then re-processing is required.
When the batch wash has completed, click on the **Quality Activity** button and select **Check Washed/Thermal DisInfected Items** from the menu to perform Batch Check.

Performing a Batch Check

1. Select the Washer ID
2. Searching by the date range

By default the date range would be within the last 7 days

3. To include batch that has been checked

Select check the Include Checked Batched option.

4. Enter the Cycle Number

The previous cycle number will be displayed and it will suggest the next cycle number.

5. Select the Washer Output

Select Washer/Thermal Disinfector Output:

- Washing Completed OK
- Washing Failed

6. Click to apply

Check Items

7. Proceed with the Batch Check

Proceed

See Item check for individual checking

To Print preview of the select batch

To Perform Item Check, i.e. Individually check each item, see Check Washed Items

Close Window

To complete the batch check, Note that the Cycle Number and Washer output (Pass or Fail) must be
selected prior to proceed.
The check washed item function is for individual item checking.

Performing Item Check

2. Searching by the date range

<table>
<thead>
<tr>
<th>Date From:</th>
<th>9/08/2013</th>
<th>Date To: 16/08/2013</th>
</tr>
</thead>
</table>

By default the date range would be within the last 7 days

3. To include batch that has been checked

4. Enter the Cycle Number

The previous cycle number will be displayed
5. Select the Washer Output

6. Click to apply output

7a. Update the status for each of the items (If needed)

7b. Select the default status (Pass or Fail) and then Scan or Enter the Process Label (If needed)

8. Proceed with the Batch Check
<table>
<thead>
<tr>
<th>Close Window</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Close" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proceed</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Proceed" /></td>
</tr>
</tbody>
</table>

To complete the batch check, Note that the **Cycle Number** and **Washer output** *(Pass or Fail)* must be selected prior to proceed.
Record test cycle if this batch has equipment test cycle.

Click to launch Record Equipment Test Result windows.
1. Select test cycle from drop down list.

2. Select test result

3. Comments

4. Click SAVE to confirm
When the batch is sterilised. Click on the **Quality Activity** button and select **Check Sterilised/Chemical DisInfected Items** from the menu to perform Batch Check.

**Performing a Batch Check**

1. Select the Washer ID
2. Searching by the date
range

By default the date range would be within the last 7 days

3. To include batch that has been checked
   select check the **Include Checked Batched**
   option.

4. Enter the Cycle Number
   The previous cycle number will be displayed and it will suggest the next cycle number.

5. Select the Steriliser Output

6. Click to apply

7. Proceed with the Batch Check

See **Item Check** for individual checking

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image.png" alt="Print" /></td>
<td>To Print preview the select Batch</td>
</tr>
<tr>
<td><img src="image.png" alt="Check Items" /></td>
<td>To Perform Item Check, i.e. Individually check each item, see <strong>Check Washed Items</strong></td>
</tr>
<tr>
<td><img src="image.png" alt="Close" /></td>
<td>Close Window</td>
</tr>
</tbody>
</table>
Check Sterilised Items - Individual Item Check

This window allows the user to perform individual item check, select the Item Check Button from Check Sterilised List to access this window.

The batch information is located at the upper right hand side of the screen.

Performing Item Check

1. Select the Washer ID
2. Searching by the date range
By default the date range would be within the last 7 days

3. To include batch that has been checked

   select check the **Include Checked Batches** option.

4. Enter the Cycle Number

   The previous cycle number will be displayed and it will suggest the next cycle number.

![Cycle Name:](image)

5. Highlight the record then select Check Items

6a. Item Check via scanning

   To perform individual item checking, the user can scan the label in the **Process Label** box, which will set to the **Checked Status** selected.

![Process Label](image)

6b. Manual Item Check (Partial check is possible)

7. Proceed with the Batch Check

   Once all status have been set, select to complete the check.

![Status](image)

Record test cycle result.
<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Set All Failed" /></td>
<td>Set all items in the batch to 'Failed'</td>
</tr>
<tr>
<td><img src="image" alt="Set All Passed" /></td>
<td>Set all items in the batch to 'Passed'</td>
</tr>
<tr>
<td><img src="image" alt="View Checked Items" /></td>
<td>To view items that have been checked (If partial checked)</td>
</tr>
<tr>
<td><img src="image" alt="Close" /></td>
<td>Close Window</td>
</tr>
<tr>
<td><img src="image" alt="Proceed" /></td>
<td>To complete the batch check, Note that the <strong>Cycle Number</strong> and <strong>Washer output</strong> (<em>Pass</em> or <em>Fail</em>) must be selected prior to proceed.</td>
</tr>
</tbody>
</table>
Whenever a record is double clicked in the grid, it will bring up the Pack/Instrument details, its compatible cycles and Cleaning Instructions.

### Instruments in Packs

<table>
<thead>
<tr>
<th>Use Instruments from:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>the PACK definition</td>
<td>○ the LAST PACK released</td>
</tr>
</tbody>
</table>

**Packs Definition**
This will display all instruments that are defined in the pack menu.

**Last Pack Released**
Show the packs contents that was last modified when the pack process label was printed.

### Cleaning Instructions menu

<table>
<thead>
<tr>
<th>Instruments</th>
<th>Instrument Picture</th>
<th>Pack Cleaning Instructions</th>
<th>Pack Picture</th>
<th>Washing/Thermal Disinfect Cycle</th>
</tr>
</thead>
</table>

**Instruments**
Depending on the options selected above, it will either display the list of instruments that was defined in the Pack or the list of instruments of the last released pack. The Instrument cleaning instruction is shown at the bottom of the screen.

**Instrument Picture**
This will display the image (if applicable) of the highlighted instrument.

**Pack Cleaning Instruction**
The pack template cleaning instructions will be display in this tab

**Pack Picture**
If applicable the Pack picture (defined in the template) is shown in here.

**Washing Cycle**
The compatible washing cycle and racks will be shown in this tab.

This is a view ONLY window, any changes will have to be made in the MaQs Clients

### Instruments
The total number of records and instruments is calculated and shown towards the bottom of the screen.

The cleaning instructions for instrument is also shown at the lower section of the window.

**Instrument Pictures**

The picture of the highlighted instrument will be displayed in this tab and the user can look through multiple pictures (if applicable) using the left and right arrow:

[Image of interface with instrument details and cleaning instructions]

This is an example, please be careful when cleaning the instruments.
Pack Cleaning Instructions

This is showing the cleaning instruction for the selected pack.
Pack Picture

This tab shows the picture that is defined in the pack template.

Washing Cycle

The tab on the left displays all compatible washing cycles of the selected pack and the tab on the right shows the racks that can undergo the highlighted cycles.
<table>
<thead>
<tr>
<th>Instrument</th>
<th>Description</th>
<th>Model</th>
<th>Serial Number</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handpiece</td>
<td>Handpiece</td>
<td>HX2001</td>
<td>P01234567</td>
<td>10</td>
</tr>
</tbody>
</table>
General reports will be provided. (Eg: Non conformance report, Equipment test log report, and Thermal DisInfect batch report)

Select report name, then click preview.

Enter the searching criteria to generate the report.
The setting option is located in the main screen, this gives access to the Process Location Selection.
This sets the default site and store for the QA program.

Select a correct site and store for this location.
If a equipment interface is in place for the selected Steriliser/Washer, then the Steriliser/Washer log screen will be displayed for the selected cycle.

The Load Log Button is only available if the Steriliser/Washer logging function is activated in the Equipment Wizard for the selected steriliser/washer. In addition the format of the log file may vary depending on the brand and model of the Steriliser/Washer.

To activate Interface logging, go to Equipment Wizard in the MaQs Client to activate.
Washer ID: 01
Cycle Number: 333

This is a testing, testing 1234

Factory type number: STX1
Address: xxx.xxx.xxx.x.xx
Start cycle date: xxx
Start cycle time: 195152
End cycle date: xxx
End cycle time: xx
Work Order Code: MAQS_TEST
PLC Cycle number: 6 - HEAVILY SOILED
PLC Operator: 1
Sterilizing result: 1 - Cycle OK
Disinfecting temperature: 90 °C
Disinfecting time: 064 s
A0 control tank: 862
A0 recerber tank: 859
Instrument washer status: 0
Machine Cycle: 333
01 19:51:52 448.0 584.0 000.0 450.0
01 19:51:56 450.0 584.0 000.0 450.0
01 19:52:00 450.0 582.0 000.0 450.0
01 19:52:04 450.0 582.0 000.0 450.0
01 19:52:08 450.0 582.0 000.0 450.0
01 19:52:12 450.0 581.0 000.0 450.0
01 19:52:16 450.0 581.0 000.0 450.0
01 19:52:20 450.0 581.0 000.0 450.0
01 19:52:24 452.0 581.0 000.0 450.0
01 19:52:28 450.0 579.0 000.0 450.0
01 19:52:32 452.0 579.0 000.0 450.0
01 19:52:36 452.0 578.0 000.0 450.0
01 19:52:40 452.0 578.0 000.0 450.0
01 19:52:44 452.0 578.0 000.0 450.0
01 19:52:48 452.0 578.0 000.0 449.0
01 19:52:52 450.0 576.0 000.0 449.0
01 19:52:56 452.0 576.0 000.0 449.0
01 19:53:00 450.0 576.0 000.0 449.0
01 19:53:04 452.0 574.0 000.0 449.0
01 19:53:08 450.0 574.0 000.0 449.0
01 19:53:12 452.0 574.0 000.0 449.0
01 19:53:16 450.0 573.0 000.0 448.0
01 19:53:20 450.0 573.0 000.0 448.0
01 19:53:24 450.0 573.0 000.0 448.0
01 19:53:28 450.0 571.0 000.0 448.0
01 19:53:32 450.0 571.0 000.0 448.0
01 19:53:36 450.0 571.0 000.0 448.0
01 19:53:40 450.0 571.0 000.0 447.0
01 19:53:44 448.0 569.0 000.0 447.0
01 19:53:48 450.0 569.0 000.0 447.0
01 19:53:52 448.0 569.0 000.0 447.0
01 19:53:56 448.0 568.0 000.0 447.0
01 19:54:00 448.0 568.0 000.0 446.0
01 19:54:04 448.0 568.0 000.0 446.0
01 19:54:08 448.0 568.0 000.0 446.0
01 19:54:12 448.0 566.0 000.0 445.0
01 19:54:16 448.0 566.0 000.0 445.0
01 19:54:20 447.0 565.0 000.0 445.0
Use this screen for non conformance notes against the selected batch.

<table>
<thead>
<tr>
<th>Deviation Report</th>
<th>Reason for batch fail, or item fail, such as why and the cause.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correction Action</td>
<td>What was done to resolve this issue</td>
</tr>
</tbody>
</table>

To avoid losing comments in the Deviation Report and Correction Action text box please remember to select the Save button before moving onto other tabs.
Whenever a record is double clicked in the grid, it will bring up the Pack/Instrument details, its compatible cycles and Cleaning Instructions.

**Instruments in Packs**

<table>
<thead>
<tr>
<th>Use Instruments from:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ the PACK definition</td>
</tr>
</tbody>
</table>

**Packs Definition**
This will display all instruments that are defined in the pack menu.

**Last Pack Released**
Show the packs contents that was last modified when the pack process label was printed.

**Cleaning Instructions menu**

<table>
<thead>
<tr>
<th>Instruments</th>
<th>Instrument Picture</th>
<th>Pack Cleaning Instructions</th>
<th>Pack Picture</th>
<th>Washing/Thermal Disinfect Cycle</th>
</tr>
</thead>
</table>

**Instruments**
Depending on the options selected above, it will either display the list of instruments that was defined in the Pack or the list of instruments of the last released pack. The Instrument cleaning instruction is shown at the bottom of the screen.

**Instrument Picture**
This will display the image (if applicable) of the highlighted instrument.

**Pack Cleaning Instruction**
The pack template cleaning instructions will be display in this tab.

**Pack Picture**
If applicable the Pack picture (defined in the template) is shown in here.

**Washing Cycle**
The compatible washing cycle and racks will be shown in this tab.

This is a view ONLY window, any changes will have to be made in the MaQs Clients.

**Instruments**
The total number of records and instruments is calculated and shown towards the bottom of the screen.

The cleaning instructions for instrument is also shown at the lower section of the window.

Instrument Pictures

The picture of the highlighted instrument will be displayed in this tab and the user can look through multiple pictures (if applicable) using the left and right arrow: [Left Arrow] [Right Arrow].
Pack Cleaning Instructions

This is showing the cleaning instruction for the selected pack.

Hand wash only!
Pack Picture

This tab shows the picture that is defined in the pack template.

Washing Cycle

The tab on the left displays all compatible washing cycles of the selected pack and the tab on the right shows the racks that can undergo the highlighted cycles.