Navigation: »No topics above this level«

# **Before Using MaQS**



Please ensure that the MaQS suite of programs is installed as per the instructions in the MaQS Installation Manual.

In the remainder of this document, the following conventions are used:

**Template** is a term used when referring to instruments and packs. A template does not refer to a physical instrument or pack but instead is a design (pattern, template) for a particular type (class or family) of instrument or pack.

**Scanner** refers to either a handheld (possibly wireless capable) PDA scanner running the Windows CE or PocketPC operating system or a USB cabled scanner which must be attached to a PC to operate correctly

**Pack, tray, set** are used interchangeably and refer to a tray of instruments.

**Item** refers to either a pack, instrument, pre-sterile/buy-in or wrapper.

**Item Code, Item ID, Pack ID, Instrument ID** refer to a unique identifier for an instrument or pack.

**Tracked Items:** In MaQS all instruments and packs are either *tracked* or *untracked*.

A *tracked* item is one that is uniquely marked to distinguish it from other items that are the same and there will exist in MaQS, a descriptive record of each such unique item.

An *untracked* item is not uniquely marked and has only one description record in MaQS but it is used to refer to every item of the same type e.g. plastic kidney dish.

**Searching for items:** In forms where packs, instruments, wrappers need to be located, there is a common procedure for searching:



Enter the search criteria in the *Item ID* field and/or the *Description contains* field. A partial Item Id can be supplied comprising the first few characters of the id whilst the data entered into the *description* field can be any known part of the description.

**Entering credentials:** If MaQS has been configured to use security, most menu selections will result in a request for the appropriate credentials:



Enter the required *Operator ID* and *Password* and click *OK*.

MaQS is a three-tier client/server system. It uses an MS SQL database for data storage which is accessed via the MaQS Server Application.

Two main programs are used on the desktop to enable MaQS to carry out the main purpose of tracking:

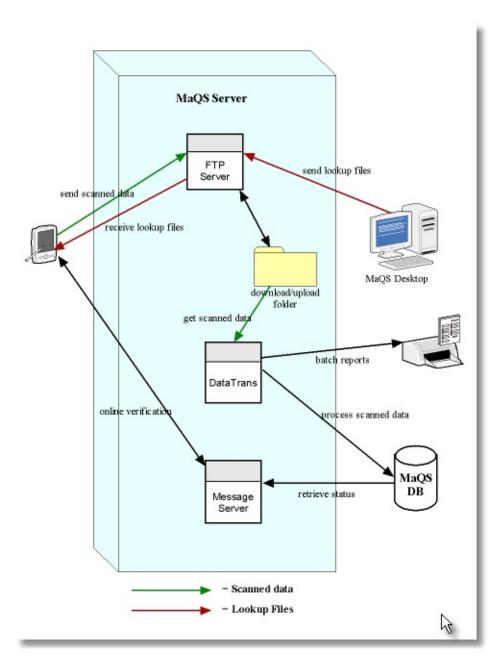
- MaQS Client Application
- MaQS Data Trans Application

When MaQS is used with wireless scanners, these programs will also be used:

- MaQS FTP Server
- MaQS Message Server

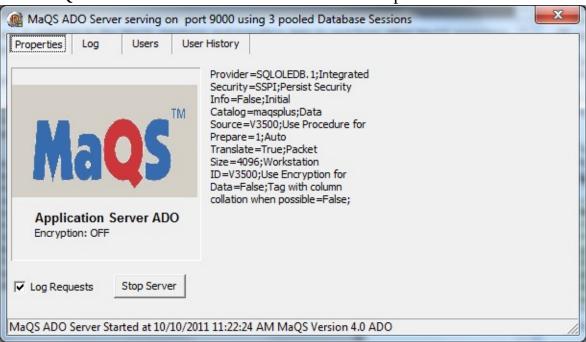
PDA devices and/or a USB cabled scanner attached to a PC and the Scanning program are used for tracking.

These programs access the database by communicating with the application server and the relationship between all the programs is best described by a schematic:



MaQSAppServer.exe resides on a server, it connects to the MaQS database and transfers data to and from other MaQS programs. Port 9000 (by default) must be open on the PC running this program.

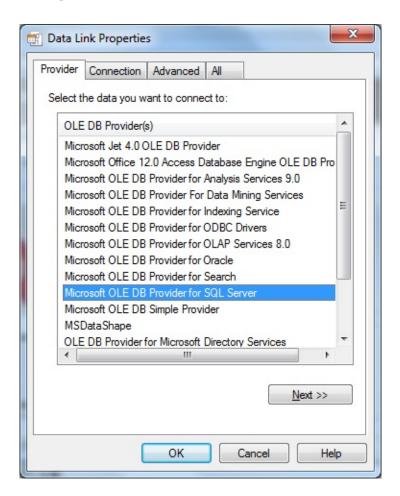
When first run, the program is represented as an icon on the taskbar with the hint MaQS ADO Server. Double-click the icon to open the user interface:



If it looks like the above, click the Stop Server button:



Click the Setup Database Connection button and use the Data Link Properties dialog to connect to the MaQS database:



The MaQS Client is the main desktop application and is used to:

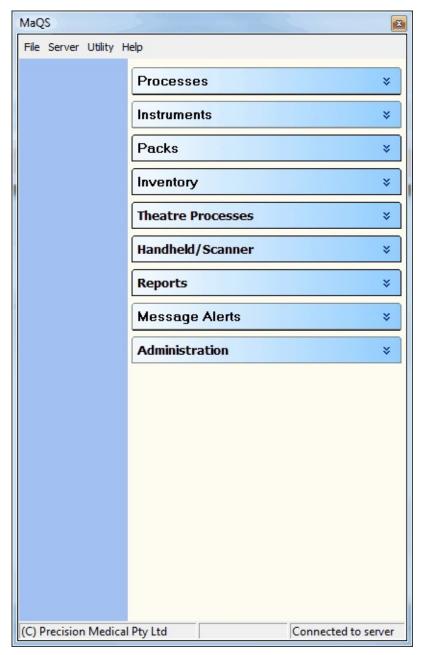
maintain static data (e.g. operators, equipment, preference cards, store locations)

configure instruments, packs, pre-sterile items and wrappers generate processing labels

preview and print reports

send and receive messages

The form below can be changed to display shortcuts only.



To configure MaQS to work correctly, look at the Getting Started topic.

The MaQS Client has the following menu options.

#### **Processes**

Cleaning/Decontamination (Allows you to view cleaning instructions)

Packing (Pack assembly screen and printing processing labels)

Sterilising (Desk top scanning for sterilisation cycle)

### **Instruments**

Instrument Templates (Generic information for each instrument type)

Instruments (All your physical instruments which are linked to a template.

Technical Ratings (Assigned to instrument templates linking processing complexity and cost)

Product Groups (Instrument category linked to a template)

Maintenance Activity Types (List of maintenance for instruments and packs)

### **Packs**

Pack Templates (Generic information for each pack type)

Packs (List of all physical packs)

**Specialty Groups** 

## **Inventory**

**Suppliers** 

Buy-Ins/Pre Sterile Items

Print Store Item Labels

Wrappers

### Theatre Processes

Surgeons

**Preference Cards** 

Cancel Patient Items

Patient Recall

## Handheld/Scanner

**Checking Codes** 

**Return Reasons** 

Create Lookup Files

**Install PDA Software** 

## **Reports**

```
Inquiry and Reports
  Where Is?
  Report Builder
Message Alerts
  New Messages
  Received/Sent Messages
Administration
  Cost Centers/Store Locations
  Equipment
  Role Management
  Operators
  System Settings
File
  Print Set-up
  My PC Set-up
  Exit
Utility
  Resize Image function
Help
  MaQS Help files
  Change History
  Training & Orientation Link
```

# **3** (3)

# **Getting Started**

There is a sequence to setting up information in MaQS as some screens will require information from other screens within the program. The following lists the order for adding information to MaQS.

- System Wide Settings which affect all users.
- My PC Setup which affect each PC
- Role Management
- Operators
- Cost Centres and Stores
- Equipment
- Checking Codes
- Return Reasons
- Technical Ratings
- Product Groups
- Specialty Groups
- Maintenance Activity
- Wrappers
- Suppliers
- Instrument Templates
- Instruments
- Pack Templates

- Packs
- Buy-Ins / Pre-sterile
- Surgeons
- Preference Cards



Click on a link in the image below.



The primary purpose of MaQS is to track sterilised items and instruments, so it is important that the configuration of the equipment used in the sterilising process is correctly defined.

MaQS requires the following to be defined and configured:

- All Cycles
- Racks
- Sterilisers/Washers
- Combinations and Cycles
- Process Locations
- Activity Types
- Pack Templates Assigned to Equipment combination

The equipment wizard is designed to assist you with these entries.



Specify here the exhaustive list of **all** the cycles that can be performed by **all** the equipment in the sterilizing departments e.g:

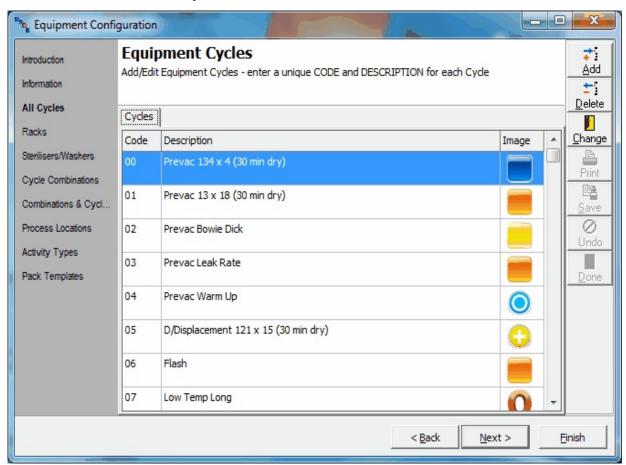
Steam at 134 deg with 15 min drying time

**Bowie-Dick** 

**CJD** 

Thermal Disinfection

General Instrument cycle.

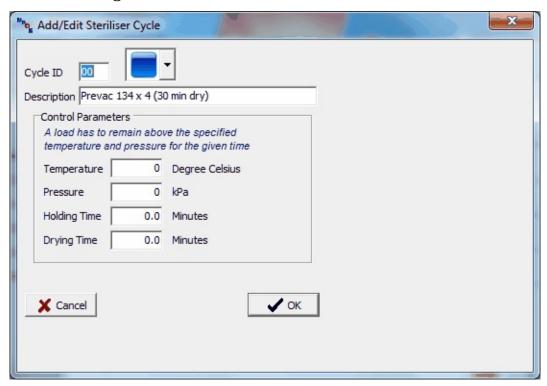


Select *Add* or *Change* to create and edit records.

The following form will appear. Enter a unique two-character ID and a

suitable description, then select the Icon to represent the cycle.

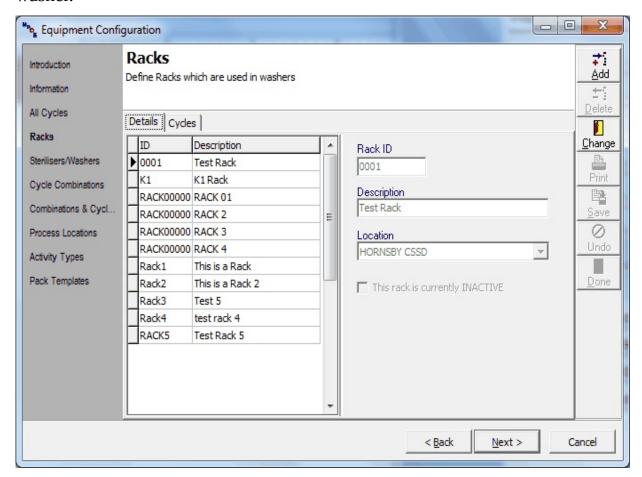
Control parameters are optional and if used can be viewed when releasing a load following sterilisation.



When all records have been added click Next.



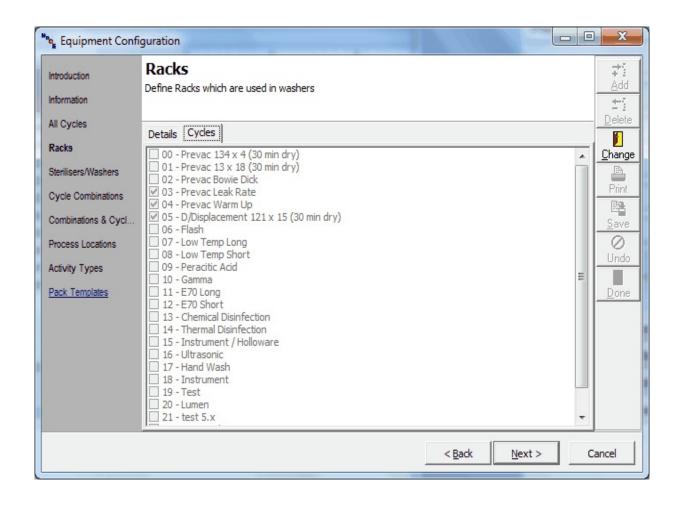
The Racks are created in this screen, see Washer-Racks to link the racks to its washer.



# **Racks - Cycle**

This screen defines the cycles of which the selected Rack goes through.

Select Change to link the Rack to the cycles.



These are the actual sterilisers, decontamination units and washers in use.

Select to create new steriliser/washer or change edit records.

Enter a unique two character ID and a suitable description. A processing location and an equipment type must also be specified.

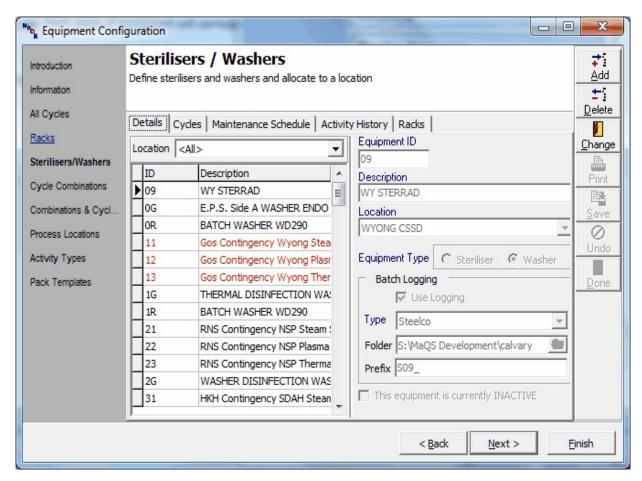
Batch Logging (Steriliser interface, for MaQs to log the Steriliser batch record)

Type The Brand of the Steriliser

Folder The Destination of the steriliser export

Prefix Prefix of the steriliser export to link the export to the

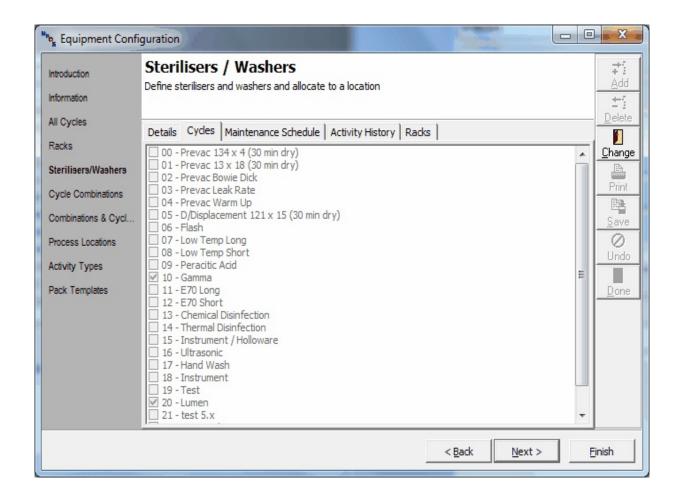
steriliser in MaQs



# **Steriliser/Washer Cycles**

User can link the steriliser/washer to the type of cycles that they could handle in this wizard.

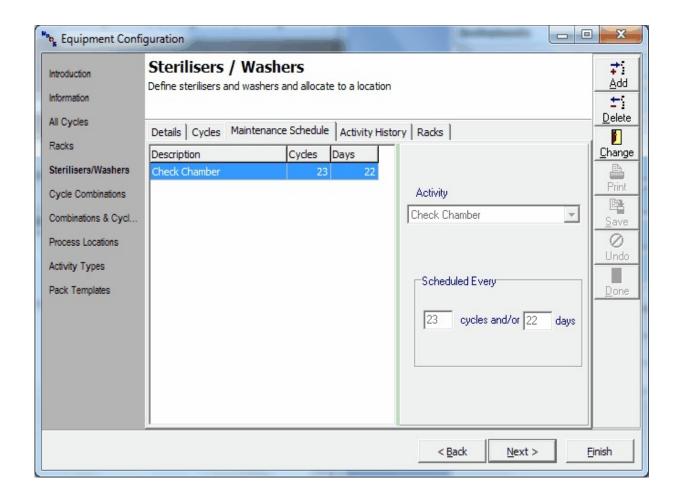
Press Change to link the cycles and select Save when complete.



## **Maintenance Schedule**

This is used to set up defined maintenance (See Activity Types) for each equipment.

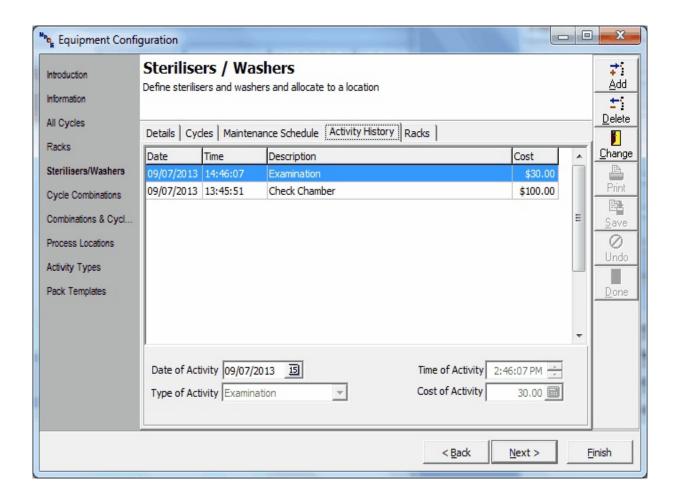
From the Equipment Details Screen, highlight a record and then click the Maintenance Schedule Tab to add/modify the Maintenance Schedule by setting the number of cycles and/or days.



# **Activity History**

This is used to record the Date, type of activity and cost of the activity.

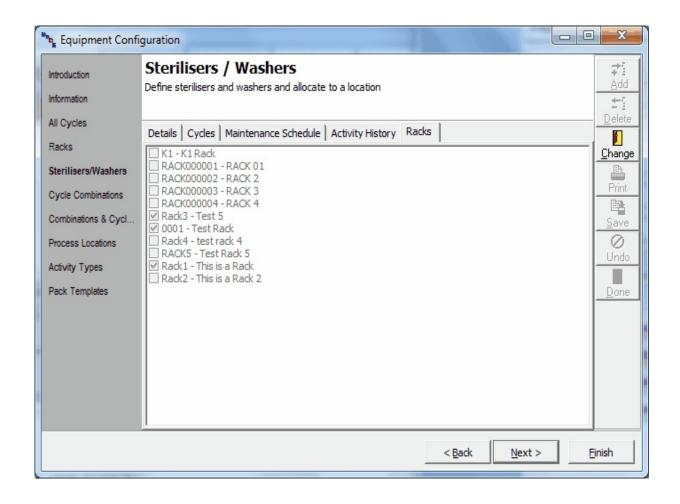
Select Add to create new activity record and to modify the existing record



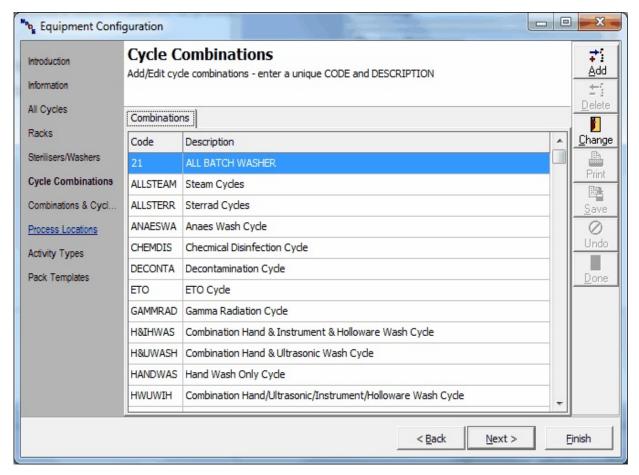
## **Racks**

This tab is only applicable for Washers. This allow user to links the compatible Racks to its Washer.

Select Change and tick the compatible racks.



Cycle combinations allows a number of cycles to be grouped. This is particularly useful if a pack can be processed by an alternate cycle as a cycle combination is allocated to each pack.



Select *Add* or *Change* to create and edit records. The form below will appear. Enter up to 10 characters for a unique combination id and a suitable description.

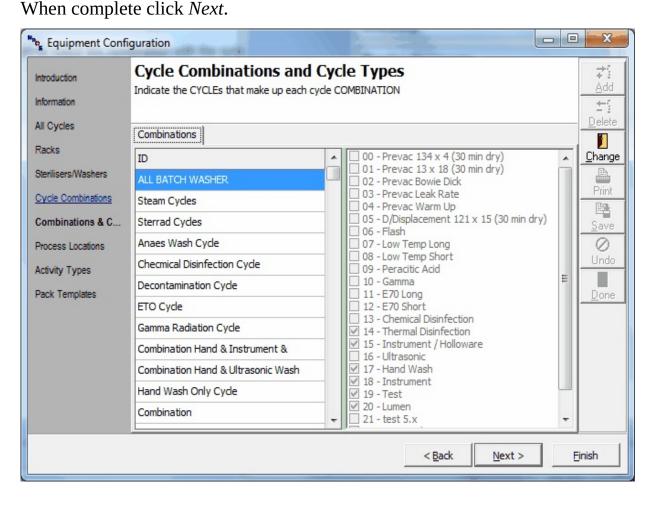
This screen also gives the option to select default sterilising and washing processes. The default processes will be automatically selected in the Pack Template Processing Tab.



When all combinations have been entered click *Next*.

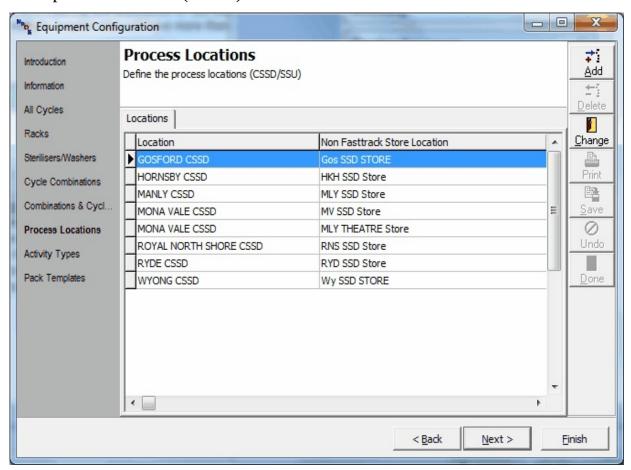
This is where the cycles that make up each combination are defined.

To Edit, highlight the combination type and click in the boxes on the right to match the combination with the cycle type. **Click** *Save* **to save the changes.** 



Process Locations refer to Sterilising Departments or any other areas where cleaning and disinfection or sterilisation is carried out on items for use on patients. If MaQS is run in one hospital/clinic, it is likely that there may be only one process location; multiple hospital sites will have more than one process location.

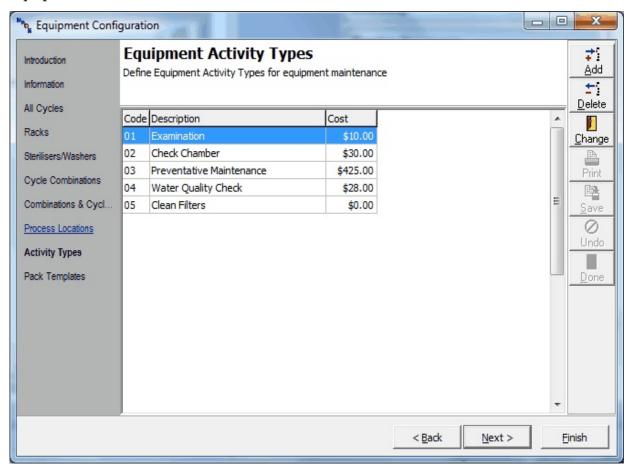
Each process location (CSSD) must have a default store location.



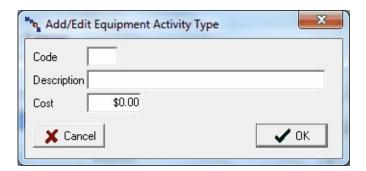


Allows general maintenance for all your equipment to be recorded.

This form is used to define the various maintenance activities for capital equipment.



Select *Add* or *Change* to create and edit records. The form below will appear. Enter a two character Type ID and a suitable description. The Cost field is optional.



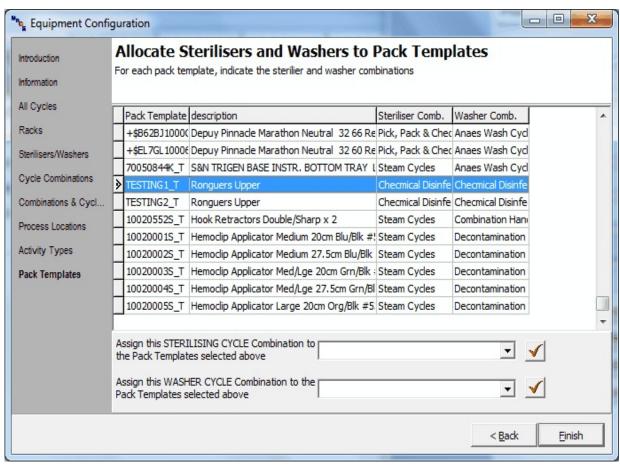
Use this form to allocate packs to Washer and Steriliser Combinations.

Multiple records can be assigned by either:

Pressing Ctrl and using the mouse to select records. or

Hold down Shift and use arrow keys to select records.

Select the combinations from the drop down boxes and then click on the *Red Tick* to assign.

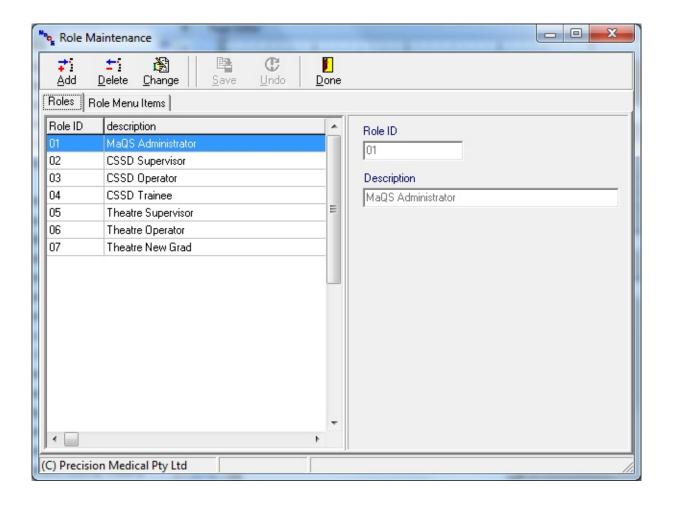


Every user of MaQS (operator), is assigned a Role. Each role determines access to different parts of MAQS. e.g. CSSD operators can print labels and theatre operators can assign items to patients but not vice versa.

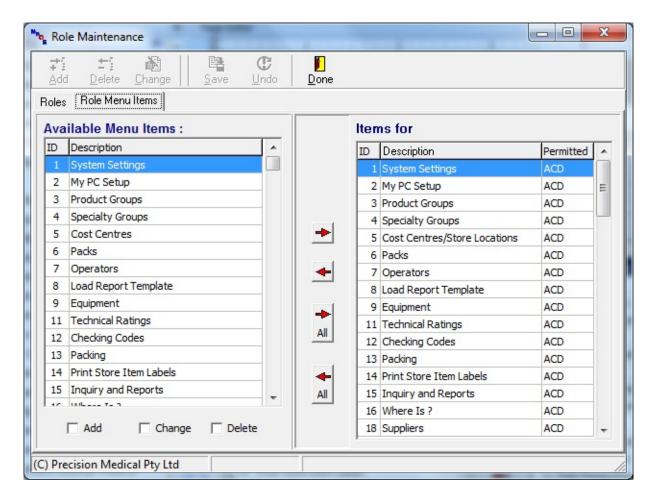
Some examples of roles and access levels commonly used are:

- Administrator Full access (Each administrator should have their own ID and password)
- Supervisor Access to add instruments and packs, operators, print labels, do store adjustments and create look up files. (Each supervisor should have their own ID and password)
- Sterilising Operator Access limited to print labels and hand held functions involving the sterilising process
- Theatre Operator Access to Hand held functions related to patients

see Common Form Functions for navigation instructions.



After Roles have been defined, highlight a role and then select the *Role Menu Items* tab to assign the permitted functions for that role.



Highlight each Role Menu Item on the left hand side of the form and tick the *Add*, *Change* and *Delete* boxes as appropriate.

Use the red arrow keys in the centre of the screen to move functions between the left and right fields.

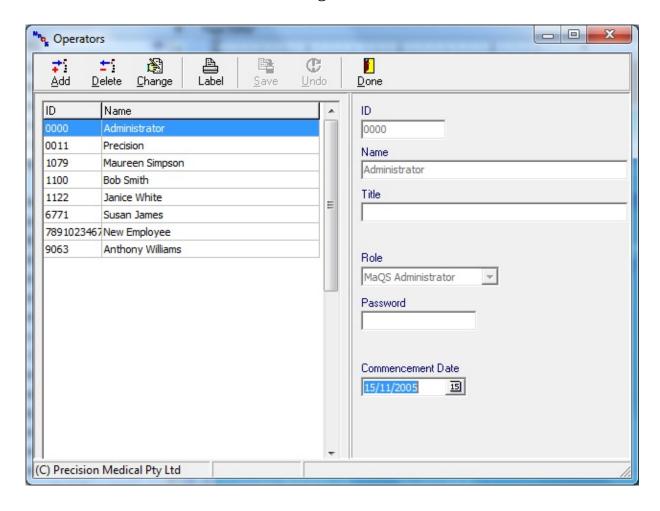
Items on the right hand side of the screen are those permissible for the selected role.

Ensure roles have been configured in Role Management prior to setting up operators.

Each operator in MaQS needs to be given a unique ID that they will use when performing functions within MaQS.

Minimum requirements for this form are: Unique ID, Name and Role. All other fields are optional.

see Common Form Functions for navigation instructions.



MaQS requires certain system configuration parameters to be entered that affect all users.

This is generally done on one PC at the time of set-up and includes:

System Settings such as Health Service name, Department name, End of Cycle, Password Security, Time date stamp,

**Report Groups** 

**Report Templates** 

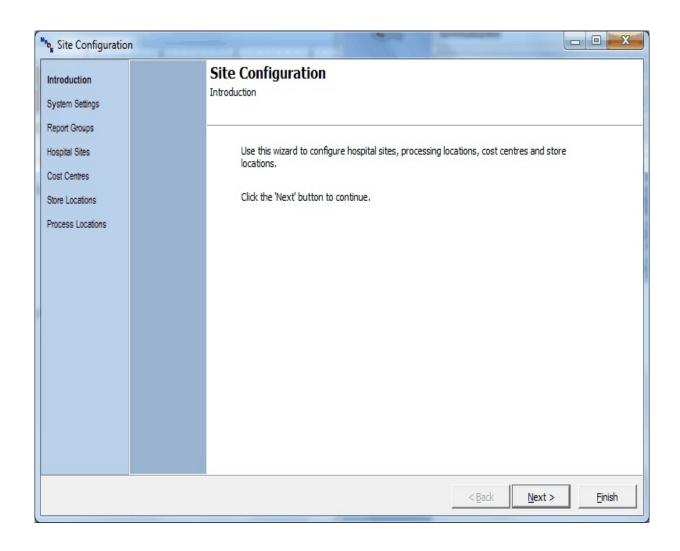
**Hospital Sites** 

**Cost Centres** 

**Store Locations** 

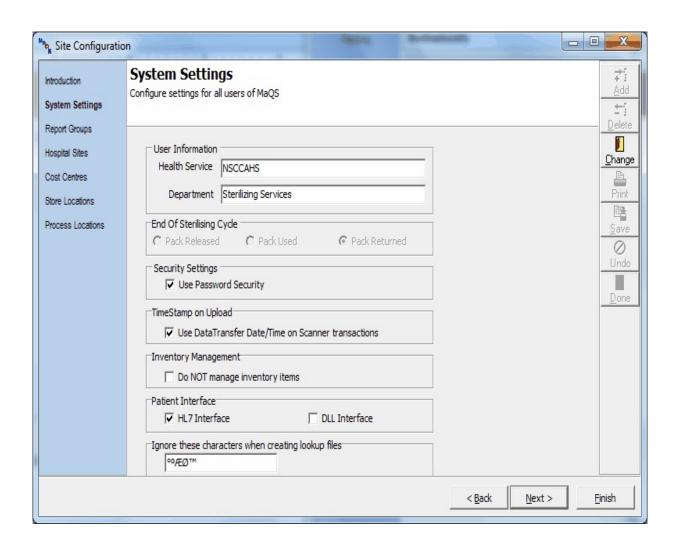
**Process Locations** 

System Information is accessed via the Administration section of the main menu.



System Settings maintains settings for a number of options that will be used in the MaQS program, they include:

- The Health Service and department name that will appear on reports.
- Use Password Security: To activate passwords
- Time Stamp on Upload: Use the PC date and time rather than the date and time on the handheld scanner.
- If MaQS is to manage pre-sterile inventory.
- MaQS interfacing
- Characters to be ignored in the lookup files: Because the wireless scanners cannot read some of the non standard symbols/characters e.g., Ø.



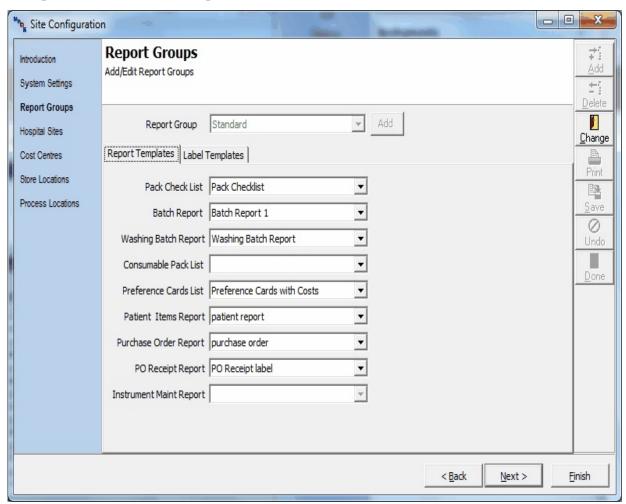
MaQS uses a set of pre-defined reports that are automatically generated during the normal operation of the program.

These reports are - by default - allocated to the 'Standard' Report Group.

However, other report groups can be added with a different set of reports which allows multi-site installations to 'localise' the reports.

To create a new report group select *Add* and type in the report group name.

Select the reports for the group from the drop down boxes in both Report Templates and Label Templates.

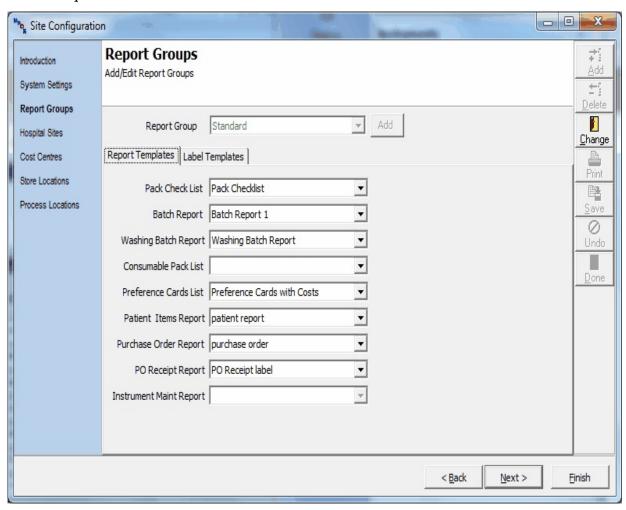


Report templates determines many of the reports that will be generated automatically when required.

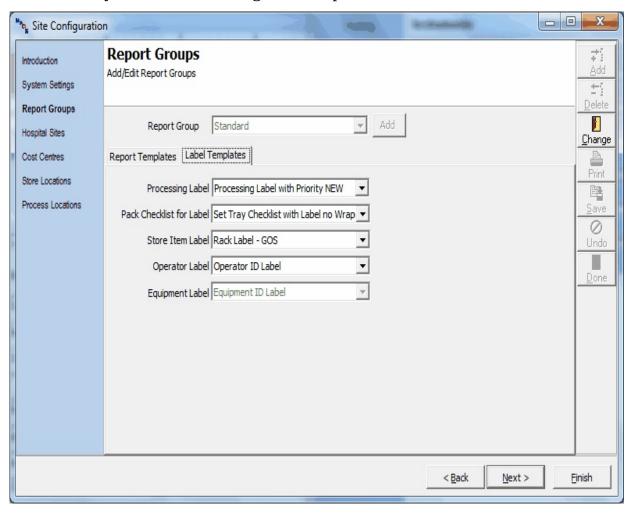
After selecting the Report Group, select each report by clicking on the down arrow to display the list, then click on the report required.

If an existing report is renamed, it must be re-selected here to automatically print when required.

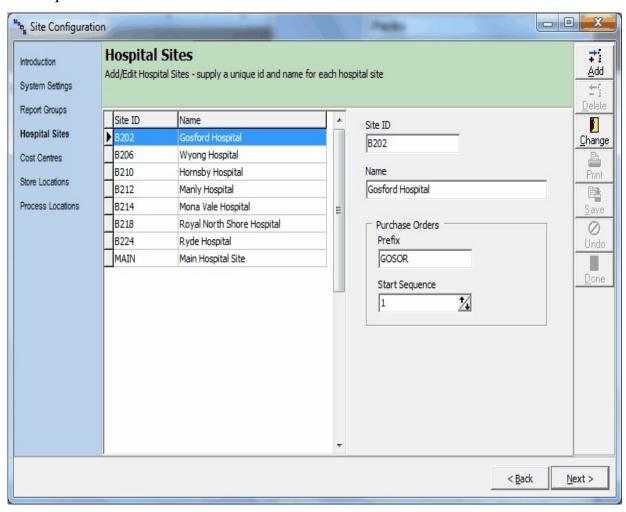
If a report template selection is left blank then the report will not be generated when required.



This screen sets the label templates as well as the checklist which prints out automatically when a Processing Label is printed.



Hospital site ID and Name, along with the Prefix for stock replenishment that is unique for the site.





# MaQs

## Report Logo

A default report logo can be set up by saving the selected logo as 'Report logo.jpeg" in C:\program files\maqs

This logo will be added automatically to all reports generated.

If no report logo is selected the standard MaQS logo will be added to all reports.

Navigation: MaQS Client > Administration Menu > System Wide Settings >



# **IaQs**

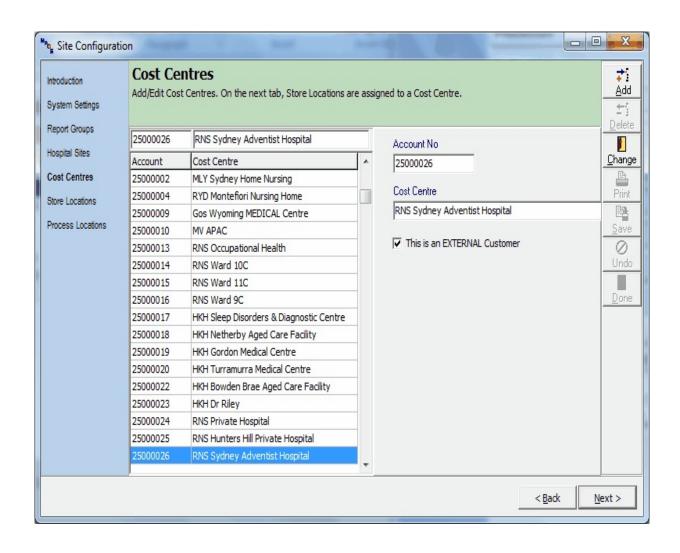
### **Define Cost Centres**

Cost Centre information is used for recording who will be charged for packs. They may be an internal department, external customer or individual doctors or surgeons. Each cost centre must have a unique Account code (this code can be the same as used by the finance department) and requires a location name. An option is available to nominate an account as an External customer.

To add a record select *Add* and fill in the fields on the right. Select *Save* to save. *Change* allows changes to existing records.

Click on the column heading (either Account or Cost Centre) to switch between search types then enter account no/description in the field at the bottom of the screen to find a record.

When all Cost Centres have been entered click Next to Define Store Locations





# **faQs**

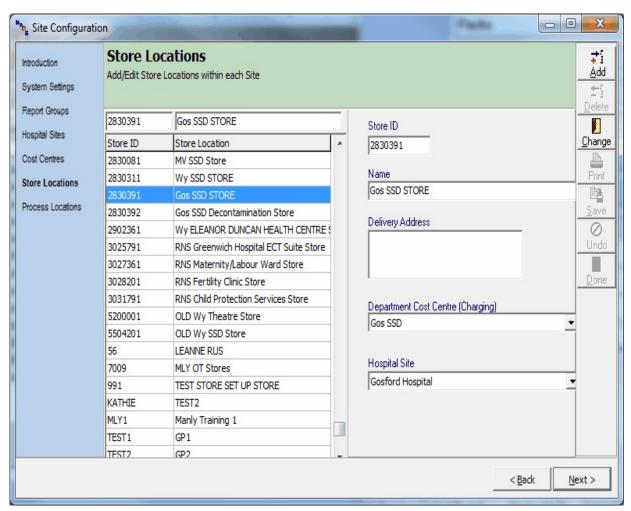
#### **Define Store Locations**

Store Locations represent physical Stores where packs are stored and are assigned to Cost Centres for reporting and charging purposes.

Store Locations must have unique account number, must be linked to a Cost Centre and Site.

To add a record select *Add* and fill in the fields on the right. Select *Save* to save. *Change* allows changes to existing records.

Click on the column heading (either Account or Location) to switch between search types then enter account no/description in the field at the bottom of the screen.

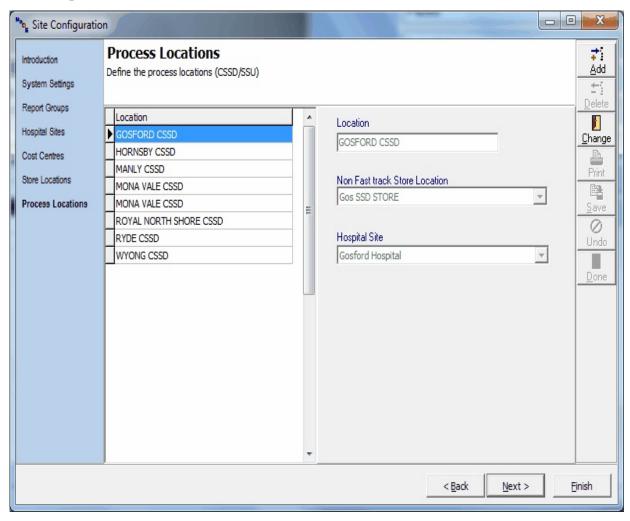




### **Process Locations Site**

Process Locations refer to Sterilising Departments or any other areas where cleaning and disinfection or sterilisation is carried out on items for use on patients. If MaQS is run in one hospital/clinic, it is likely that there may be only one process location; multiple hospital sites will have more than one process location.

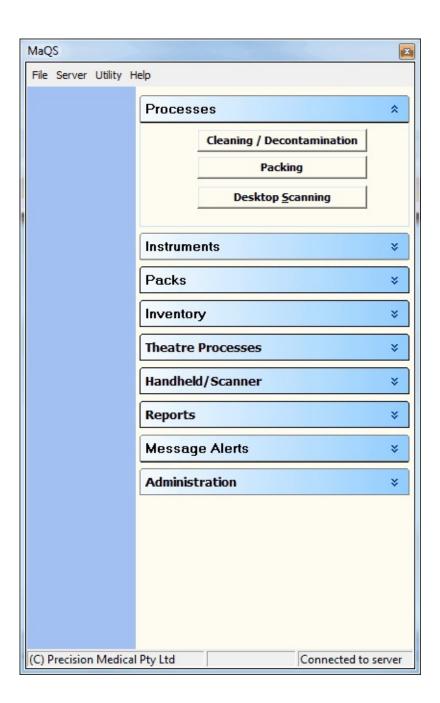
Each process location (CSSD) must have a default store location and be linked to a hospital site.



*Cleaning/Decontamination* initiates a form for viewing the cleaning instructions for a selected pack.

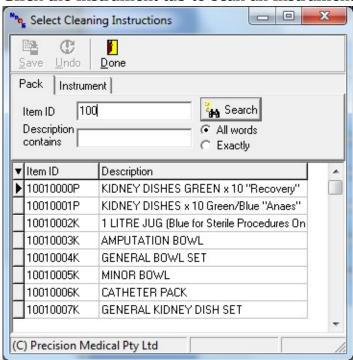
Use *Packing* to print labels for packs. Labels for untracked items can be printed immediately; labels for tracked items initiates a separate procedure.

*Sterilizing* initiates the Scanning module as a separate program.

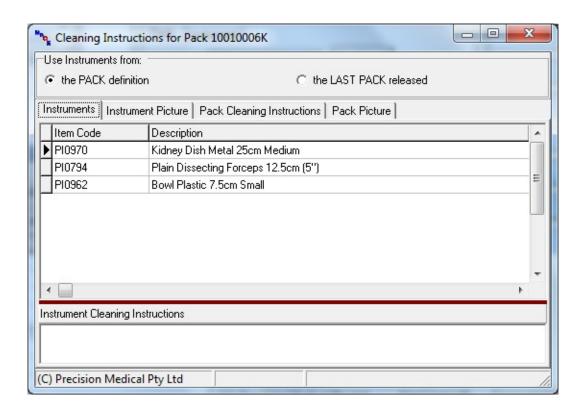


Follow the procedure below to view:
cleaning instructions for the instruments in a pack
cleaning instructions for the pack
the individual instruments in a pack
instrument pictures
pack pictures

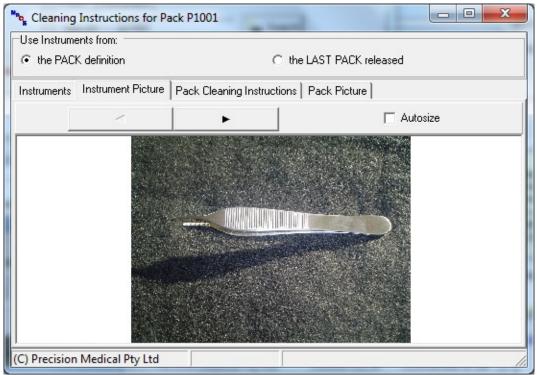
Click the instrument tab to scan an instrument.



Search for the required pack and then double click the record to view the instructions:



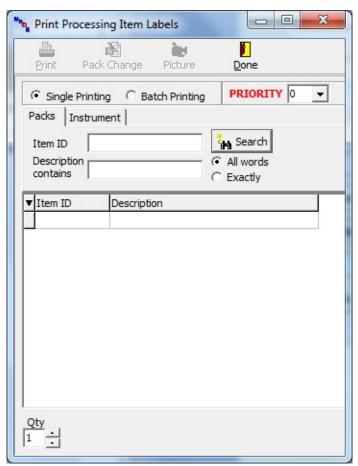
To view an instrument picture, highlight the record and click the Instrument Picture Tab.



The end result of this process is to generate a unique bar-coded processing label for one or more packs.

The person printing the label for the tray will usually be the person who packs the tray, so MaQS will ask for valid credentials to be entered before the item selection screen can be used. Pack labels can be printed using either the *Single Printing* or *Batch Printing* mode.

Pack ID or pack description can be used to search for the Packs, if wanted to search pack by instrument ID select the Instrument tab.



The *Single Printing* option (as above) will allow one or more labels of the same pack to be printed before another pack can be selected for printing.

Packs that match the search criteria (if entered) will be listed using one of three possible font colors:

**Black** indicates a pack that will not print a checklist.

**Green** indicates a pack that will print a checklist.

**Red** indicates a tracked tray that may or may not print a checklist.

If the tray is to be processed as a "Priority" tick the *Priority* box prior to selecting the pack and the label (if designed accordingly) will have a 'priority' caption.

Select *Pack Change* to temporarily change the pack contents before printing the label.

When the required pack has been found, either double click the record or click the *Print* button.

For all packs with non-tracked instruments the label (and checklist) will print. For packs with tracked instruments the contents must be confirmed via the Pack Assembly screen.

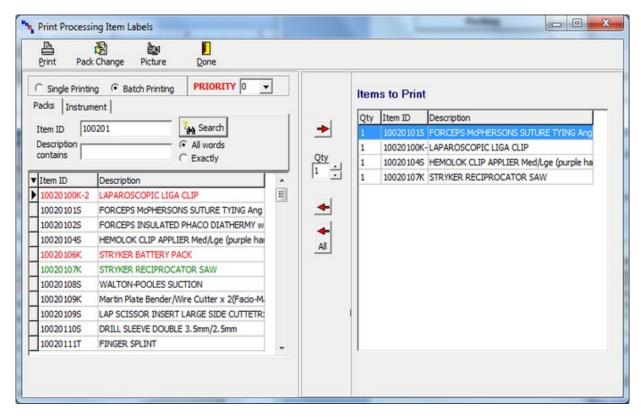
Printing a label for a tracked instrument:

In order to generate a label for a tracked instrument by scanning the instrument ID, select the Instrument field to the right of the Item ID field.

The program will return the pack that the instrument is linked to. If it is a single instrument pack and "when search returns one label print it" has been selected in My PC set-up,see Label timeout, then the label for the pack will be automatically generated. If the instrument scanned is part of a multi-instrument pack (more than one) then the pack assembly screen will be displayed to allow the other instruments to be scanned to the pack.

NOTE: Tracked Instrument selection can only be used in single printing mode. If a pack is scanned during "Instrument" Mode an error message "Product not Found" will be displayed. Like wise if an instrument is scanned during normal printing mode it will return the closest pack ID or "Product not Found".

The *Batch Printing* option allows multiple packs with varying quantities to be selected and then printed in one batch:



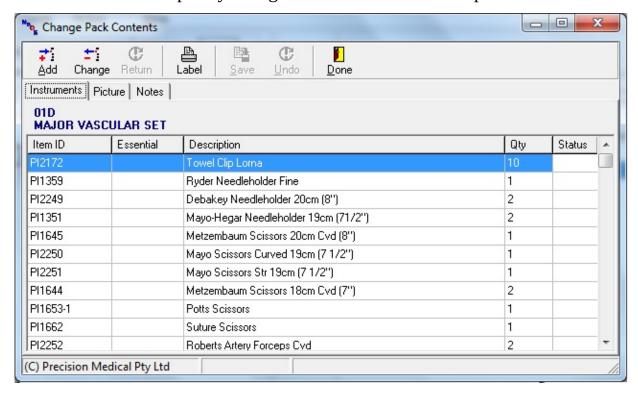
Select the *Pack Change* button to make temporary changes to a pack prior to printing a label for it.

Select the *Picture* button to view pictures (if any) for the pack.

Packs selected as Priority appear in bold in the Items to Print List.



This form makes temporary changes to the instruments in a pack.



Click the *Add* button to add an instrument to the pack.

Click the *Change* button to *Remove* or *Repair* an instrument (only tracked instruments can be selected for repair)

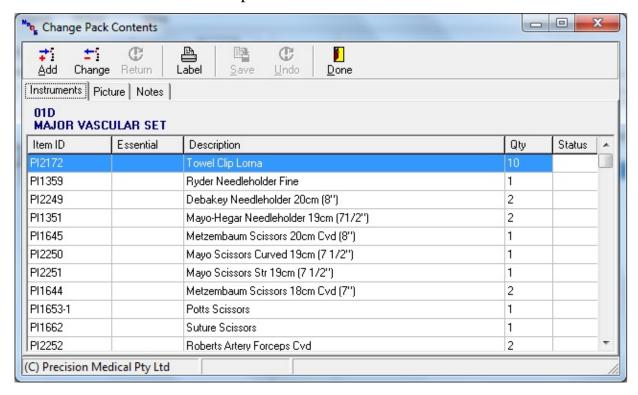
The *Status* column will indicate changes made to the pack.

When the changes have been made, click the *Label* button to print the label for the pack.

The *Return* button will be enabled for an instrument that was previously removed.



This form is used assemble a pack that contains tracked instruments.



To confirm that the required instruments are available for packing:

Scan each instrument into the pack or

Double click the record to confirm or

Enter the ID and click Confirm.

If an instrument that is not part of the pack is scanned/entered, a message similar to the following will be displayed:



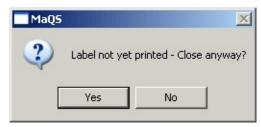
When an instrument has been confirmed there will be a color change from **red** to **green** for that instrument.

The picture for individual instruments can be viewed by right clicking the record and selecting



When all items are confirmed click *Label* to print the label (and checklist) for the pack.

If *Done* is clicked without printing the label, the following warning is presented. *Yes* will close the form without printing. *No* will not close the form.

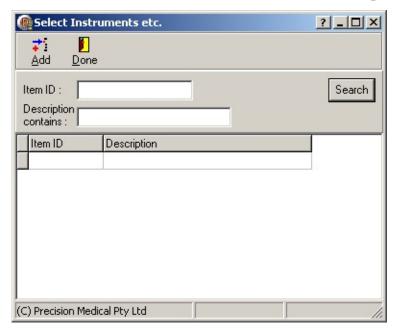


Click the *Picture* tab to view pictures for the pack.

Clicking the *Change* button will allow options to temporarily Remove or Repair the instrument. For Repair see <u>Instrument Repairs</u>. Select Remove and the Status of the instrument will change to Removed.

The *Return* button will be enabled for an instrument that was previously removed.

Click the *Add* button to add an instrument to a pack:

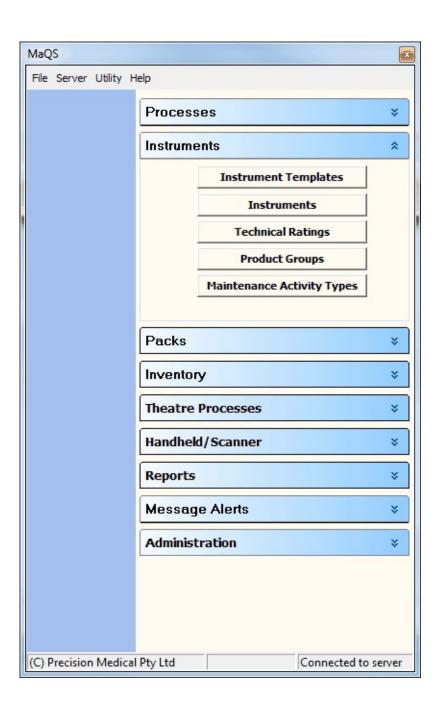


If the instrument being added is not tracked, a quantity can be entered else the quantity will default to one.

MaQS refers to Instruments as items that form part of a pack and as such are not processed on their own.

Even if it is a single instrument it will require packaging material for sterilisation.

Instruments are based on an Instrument Template.



MaQS uses instrument templates to record all generic information for an instrument type. This means that for each instrument of a particular type, information such as description, pictures and cleaning instructions only need to be recorded once.

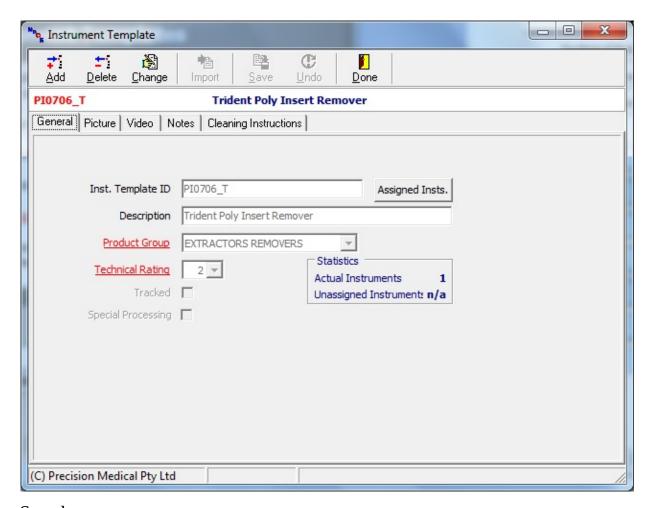
Use this form to add, change or delete a template as well as create an instrument using the selected template.

Up to 25 alpha/numeric characters are allowed for the ID and up to 100 characters for the description.

When more than one instrument is assigned to the template, the instrument template is automatically tracked.

Click on <u>Product Group</u> or <u>Technical Rating</u> and the corresponding forms will open to allow changes and additions.

If using a standard format such as underscore T for template codes, when an instrument is added, MaQS will automatically strip off the underscore T from the template code and insert the ID from the template into the instrument ID code.



#### See also:

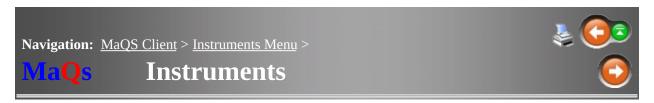
**Common Form Functions** 

Selection/Search screens

**Adding Notes** 

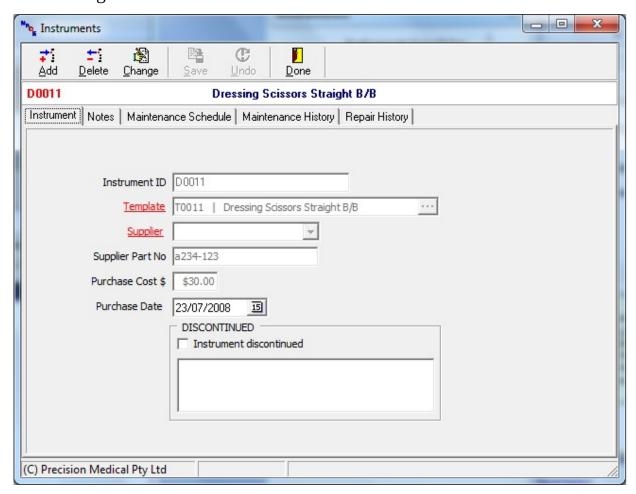
**Adding Pictures** 

Adding Cleaning Instructions



Instruments are items that form part of a pack, even if that pack is a single instrument. Before adding an instrument, ensure an instrument template exists for it.

Click on <u>Template</u> or <u>Supplier</u> which will open the corresponding forms and allow changes or additions.



See Common Form Functions for general navigation instructions.

Click the *Add* button to either add a new instrument using any instrument template or to add a new instrument using the same template.

All instruments are based on existing templates so a template has to be

specified.

Fill in the fields in the *Discontinued* section to discontinue an instrument. Reinstate the instrument by unticking the field.

Discontinued items will not appear in selection/search fields unless you click on *Show discontinued items* in the search field and discontinued instruments cannot be added to a pack.

Every instrument template is assigned a Technical Rating which is used to define the processing complexity of the instrument.

A processing cost is assigned to every rating and is a reflection of the cost of processing the instrument: the more complex an instrument is, the more employee time is required to prepare it for processing.

The technical rating assigned to the instrument template, is then assigned to the instrument based on that template and when instruments are assigned to a pack, the aggregate cost of all the instruments (via the respective technical ratings) is the cost of processing the pack.

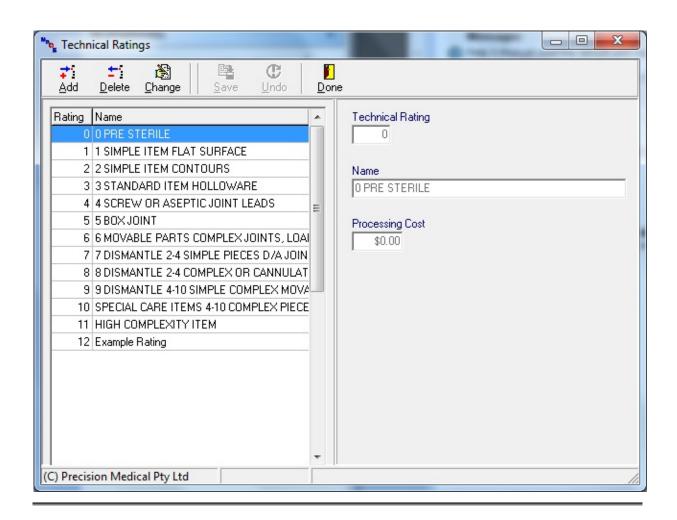
The processing cost is determined by factoring in the various costs that the sterilising department incurs:

employee costs, equipment maintenance, lease costs, purchase costs, consumables, etc.

If these costs change, the rating can be updated accordingly and will be reflected across all packs containing an instrument with that rating. Technical Ratings for packs is calculated automatically from the sum of the instrument ratings within each pack.

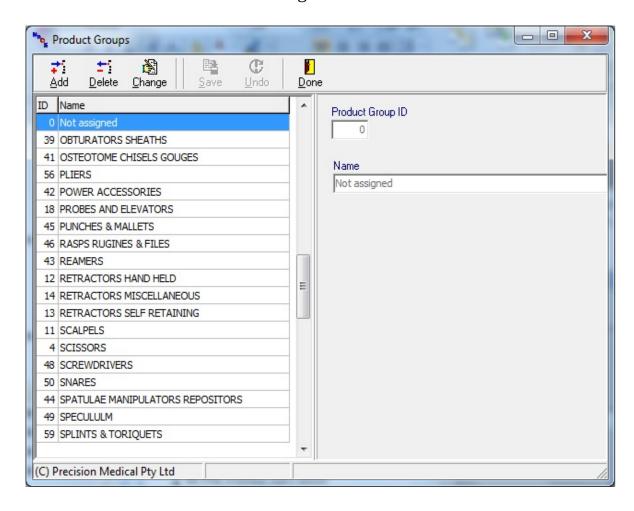
The Technical Rating of '0' is used by default for Buy-Ins / Pre-sterile items.

See Common Form Functions for navigation instructions.



Product Groups are used as categories to group instruments for reporting purposes and to make instruments easier to find. A Product Group describes the instrument by its general appearance ie scissors, retractor, forceps.

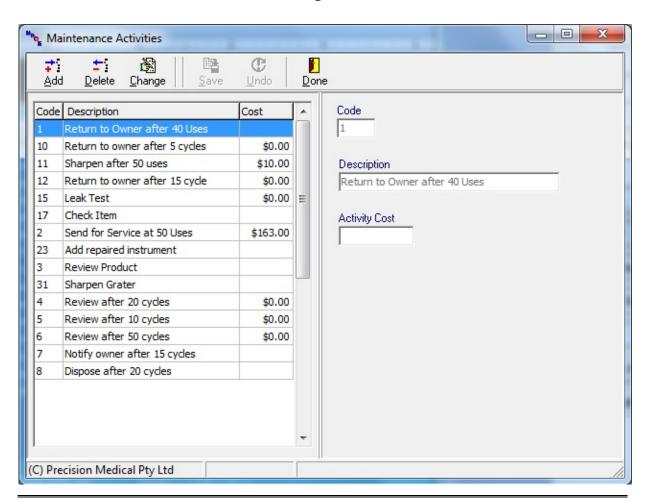
See Common Form Functions for navigation instructions.



Maintenance Activities allow you to create scheduled maintenance or servicing that can be assigned to tracked instruments and packs. eg. Sharpen after 50 uses or in the case of LMAs, discard/return to owner after 40 uses. Costs can be linked to each activity.

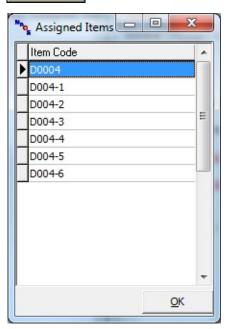
#### Also see Instrument Repairs

See Common Form Functions for navigation instructions.



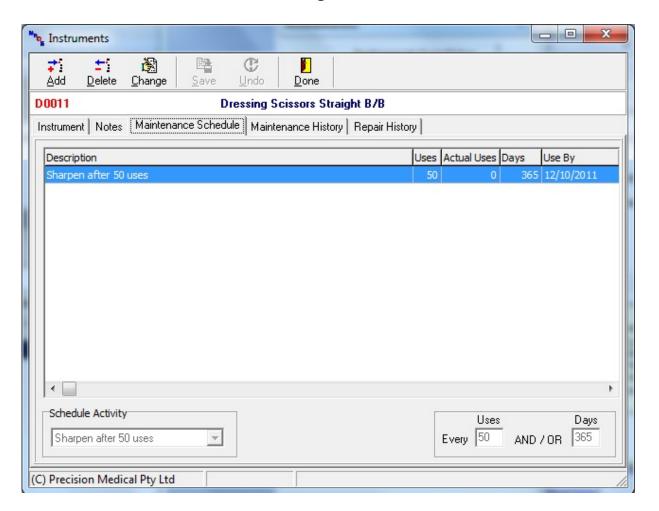
From the instrument template screen click on the Assigned Insts button to view instruments that have already been assigned to the template.





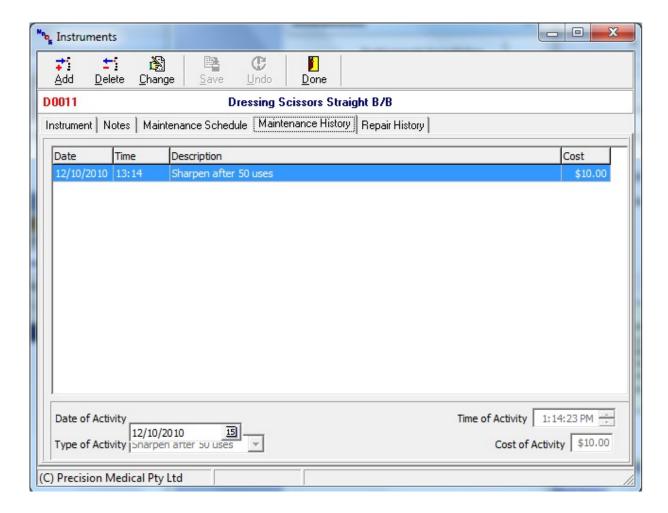


Use this form to record scheduled maintenance for tracked instruments. Maintenance Activities must be completed prior to selecting a schedule.





Use this screen to record when defined Maintenance Activities have been performed.

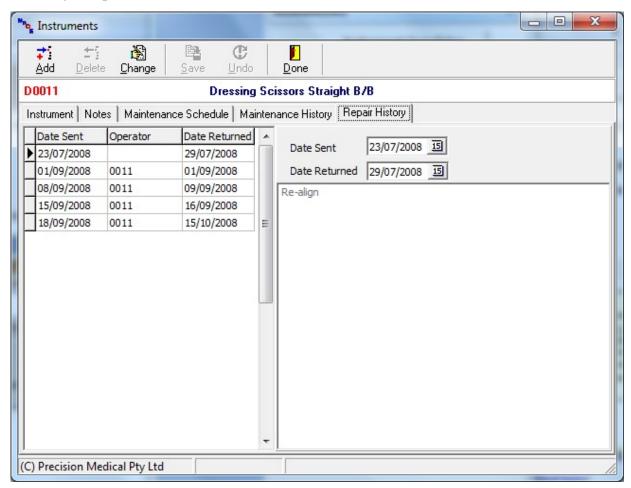


Instrument repairs are not part of scheduled maintenance but record unscheduled repairs. Repairs can only be recorded for tracked instruments.

Select the *Repair History* tab and click *Add* 

Enter Fault / Repair reason and then click Save.

The instrument status on the checklist for the pack that contains the item will now say 'Repair'



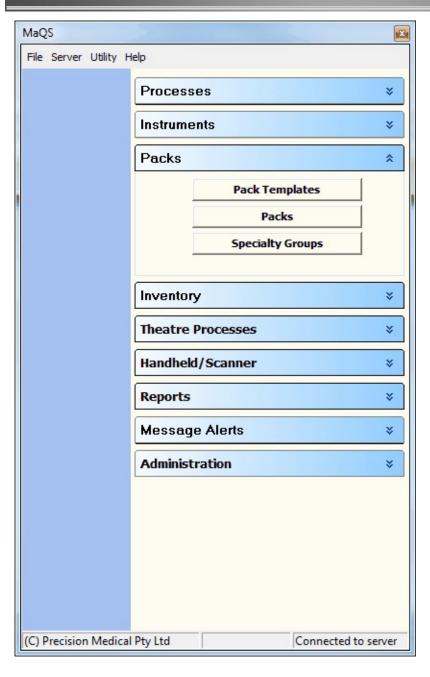
To return the instrument after repairs have been completed, enter a value for the *Return Date*.

**Navigation:** MaQS Client >



## Packs Menu





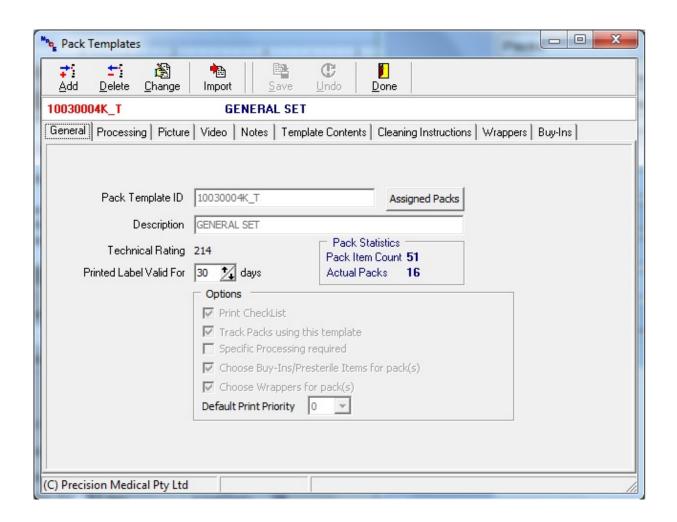
Use this form to add, change or delete a template as well as create a pack using the template

See Common Form Functions for navigation instructions.

Up to 25 alpha/numeric characters are allowed for the ID and up to 100 characters for the description.

Selecting *Add* allows a new Template to be Added or to Make a pack using the template.

(for 'Make a Pack using this template' See Packs.) or Make a new template based on this one which allows the creation of a new template with similar contents.

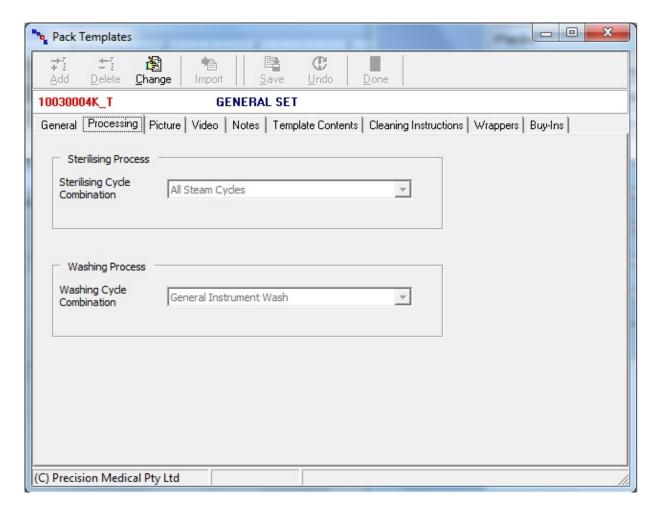


This form is used to define how a pack is to be processed ie washed and sterilised. See Equipment to setup process options.

#### To select a process:

Click *Change* and select the Sterilising and Washing Cycle Combinations from the drop down boxes Click *Save*.

The selected process for the template will affect how packs linked to the template are processed. If a pack is scanned into the wrong cycle for either washing or sterilisation, an error message will appear and the scanning suspended.



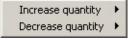
Template contents defines the instrument templates (and thus the instruments) for the pack.

Available instrument templates are located on the left side of the screen and these can be searched by either ID or description. To add an instrument template select *Change* then locate and select the item, either double-click the selected template or click the red right-arrow.

If the Instrument Template selected does not have at least one assigned instrument it will appear in Italics.

Double click any instrument in the contents field and the instrument template form for that record will be displayed allowing either instruments to be added or the description changed.

Left click an Instrument Template in the contents field and an option will be given to increase or decrease the quantity by 1 or 2.



If the required template is an essential item or the quantity required is more than one, tick the *Essential* box on the bottom of the screen and/or change the *Qty* before adding the template.

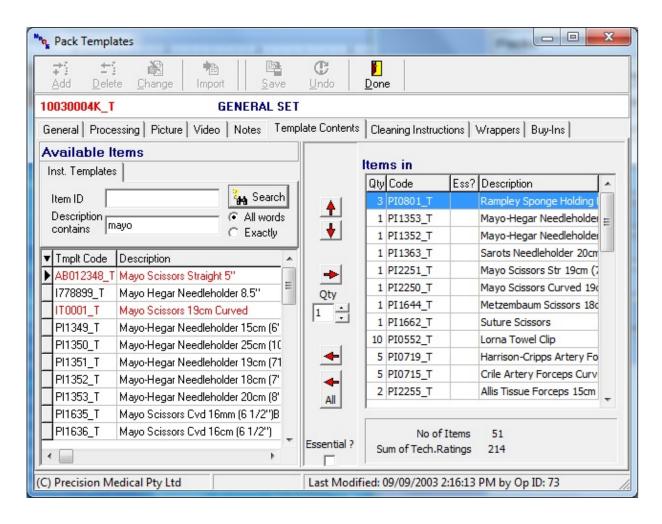
When adding tracked instrument templates the quantity must be one.

The red arrows in the centre of the form allow you to move instrument templates in and out of the pack as well as change their position. i.e You can use the red up and down arrows to move the position of the selected item up or down in the list.

If a checklist is to be for this pack, the instruments will print in the order they appear on this screen.

Select Done to commit changes and update packs linked to the template. Packs with tracked instruments must be updated by opening each pack and selecting the instrument to be allocated to that pack.

#### See Also Pack Instruments

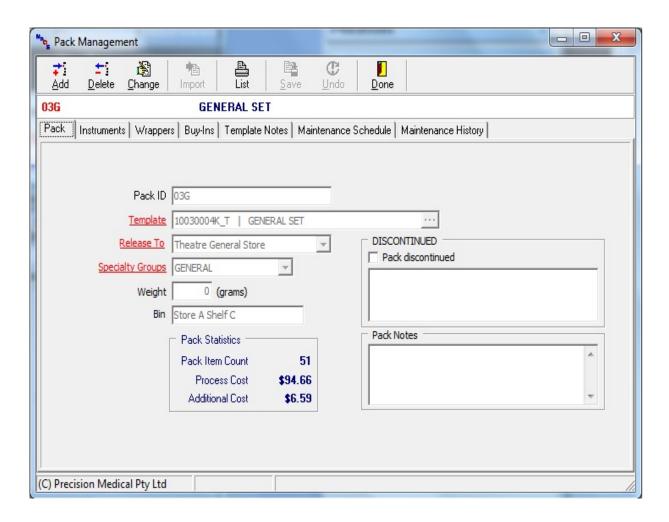


This screen allows you to add, change, delete or discontinue a pack. There are a few simple rules that must be followed.

- 1. The Pack must be given a unique ID
- 2. The Pack must be linked to a Pack Template
- 3. The Pack must be allocated an owner.

Pack Notes are specific for the individual pack only. Template notes relate to all packs associated with the template.

Click on <u>Template</u> or <u>Specialty Groups</u> which will open the corresponding forms and allow changes or additions.



Fill in the fields in the *Discontinued* section to discontinue a pack. Reinstate the pack by unticking the field.

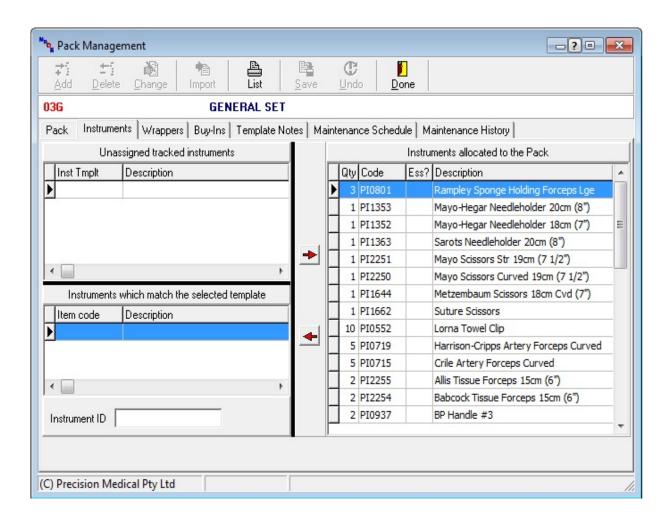
Discontinued items will not appear in selection/search fields unless you click on *Show discontinued items* in the search field.

When assigning pack instruments, the pack template contents must be completed first.

When the *Instrument* tab is selected, the form below will be displayed.

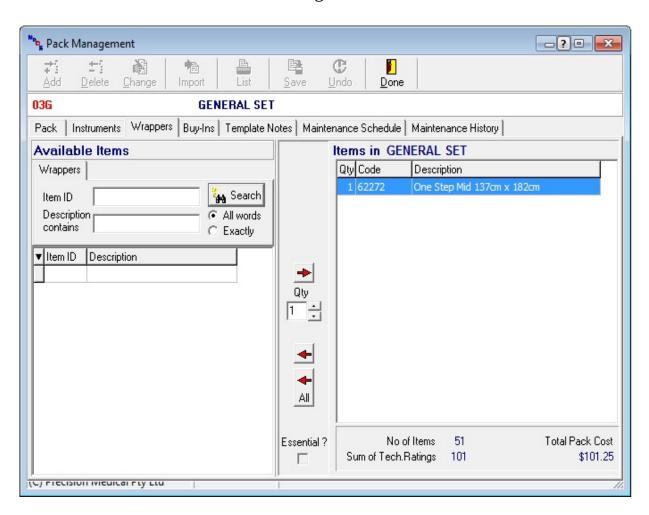
Any generic instruments (instruments not uniquely identified) will appear on the right of the screen (already assigned to the pack).

For tracked instruments, select the correct one for the pack from the list on the bottom left of the form. This can be achieved by scanning the selected instrument in the instrument ID field at the bottom of the form. Use the red arrow keys to add or remove instruments. The pack instruments available will be determined by the Pack Template Contents as will the order the instruments are listed in.



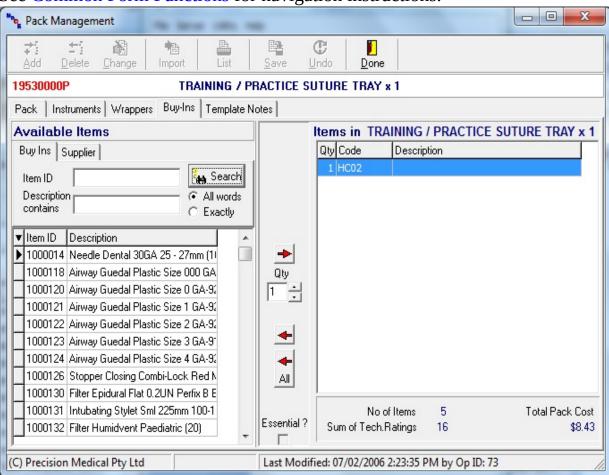
Pack wrappers refer to the consumables used in creating a pack and are not included in either the sum of the technical ratings or the instrument count. Wrappers must be set up under Wrappers to make them available to add to a pack.

To add a wrapper click on the *Wrappers* tab in Pack management, the form below will be displayed.



Pack Buy-ins refer to pre-sterile consumables or single use items that can be added to a pack. These include single patient use items such as screws and plates that may arrive unsterile. By adding them through Buy-ins, any batch or lot information for these items can be recorded. While the cost of the items can be added to the pack they do not carry a technical rating and are not included in the instrument count.

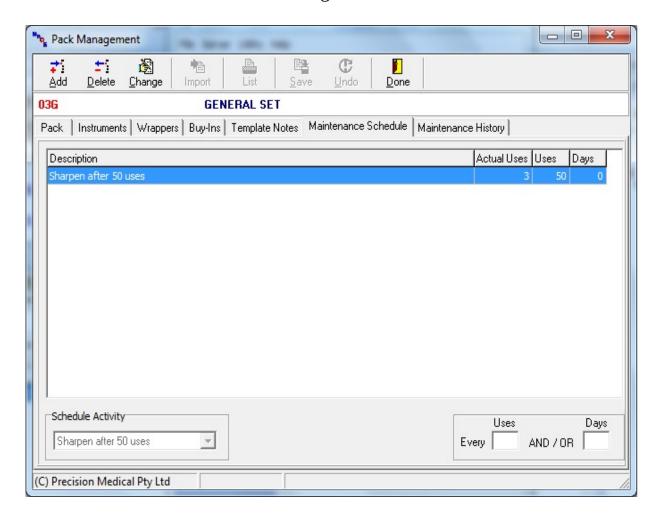
To add a Buy-in select the *Buy-ins* tab in Pack management, the form below will be displayed.





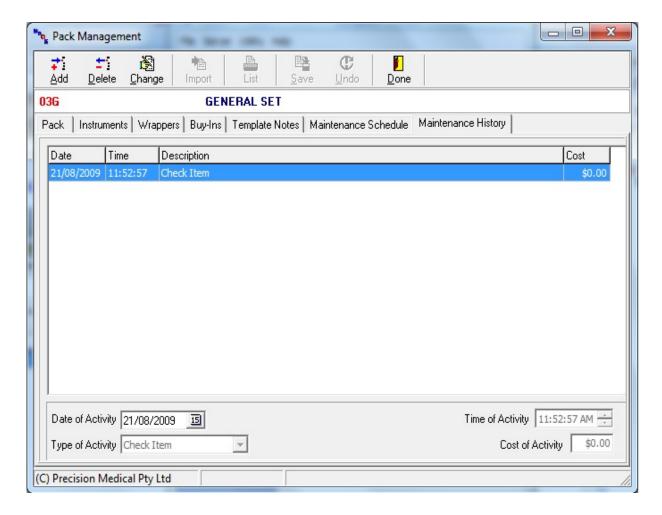
This is scheduled maintenance recorded for packs. Maintenance Activities must be completed prior to selecting a schedule.

Also see Instrument Maintenance.





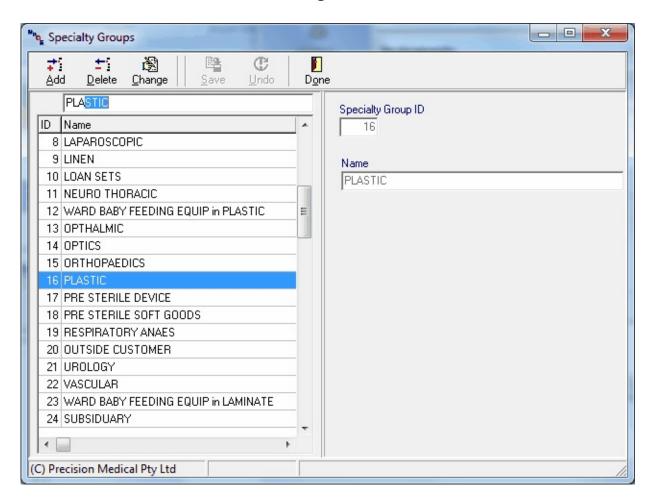
Use this screen to record when defined Maintenance Activities have been completed.





Specialty Groups are used as categories to group packs for reporting purposes and to make packs easier to find. A Specialty Group describes a pack by the surgical specialty in which it is used ie Orthopaedics, General, Urology.

Users can use the MaQs "Instant Search" feature to perform quick searches.

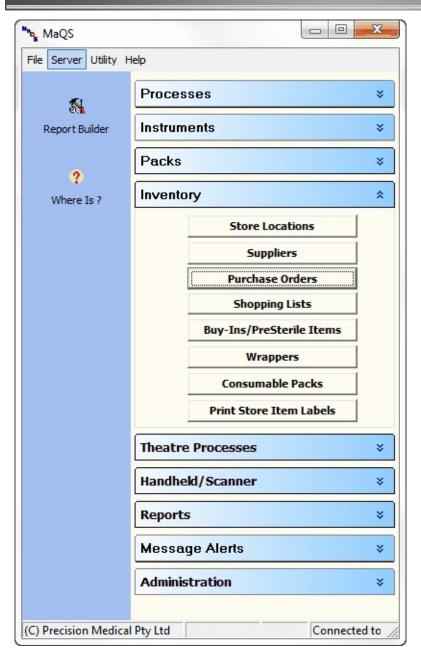


**Navigation:** MaQS Client >





## **Inventory Menu**



Cost Centres and Store Locations are used to manage costing, inventory and ownership of pre-sterile and sterile items.

A Cost Centre can have multiple Store Locations eg *Operating Theatre* Cost Centre may have an *Orthopaedic Store*, *Anaesthetic Store*, *General Store*, *Neuro Store* etc. and every Store Location must be linked to one Cost Centre.

Packs must be assigned a Store Location and pre-sterile/sterile items can be issued to/from one Store Location to another.

Store Locations represent a Stores/warehouse where packs are stored and items can be issued from/to another store location.

All Store Locations must have unique account numbers, be linked to a cost centre and a site.

To make a change i.e. Edit see Common Form Functions for navigation instructions. To add New Store Location, please see System Settings.

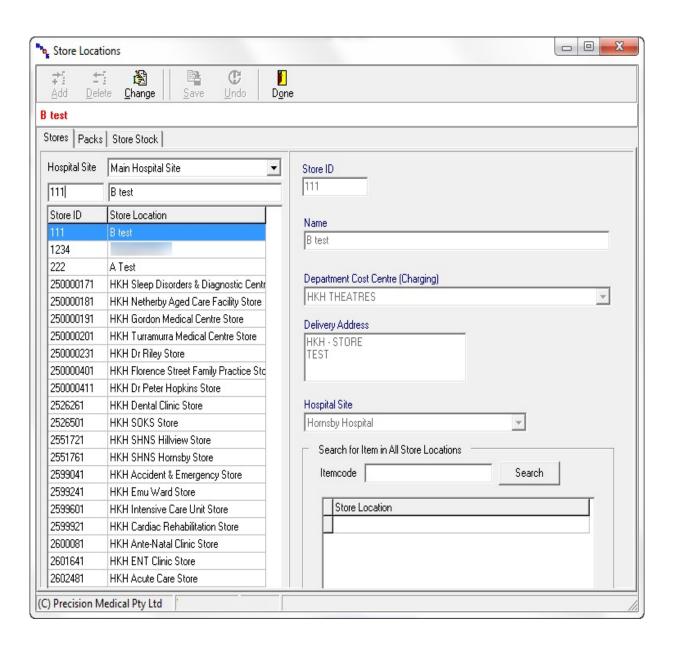
Search by either Store ID or Name to quickly find what you are looking for with MaQs Instant Search.

To create new Storelocation see Define Store Location.

Store Locations can be filtered by selecting a "Hospital Site from the drop down box.

MaQS will remember the selection when the form is next opened.

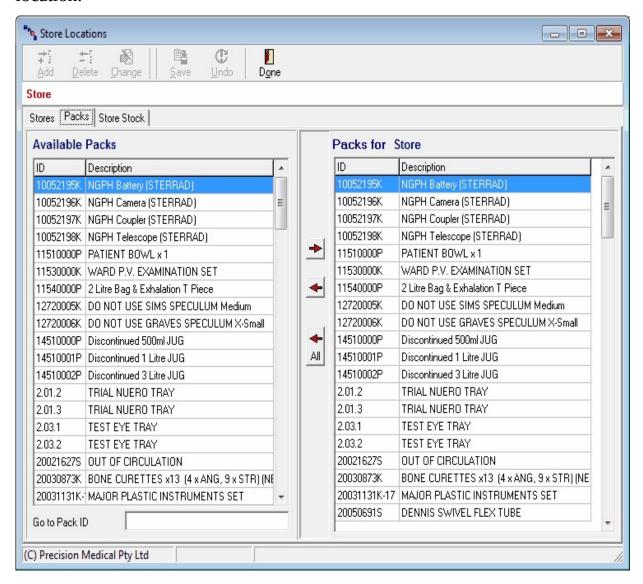
An Itemcode search can be carried out with results displayed in the search grid for all stores that currently have stock of the item.





# **Store Location Packs**

This screen displays all the processed packs that are released to the store location.



#### Adding a pack to a store

- 1. Select and highlight the store location
- 2. Go the Pack tab, Packs at the top.

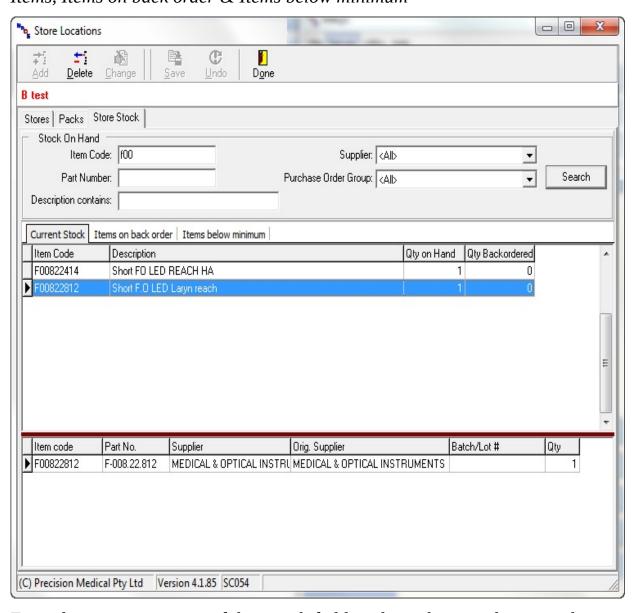
3. Search for the Pack, Go to Pack ID	, by its Pack ID
---------------------------------------	------------------

4. Highlight the pack from the left side, and select the Right Arrow key, , to move and add it to the store.



This screen allows you to view the current pre-sterile stock in the selected store location. Items shown in **Red** are below minimum, items in **Green** are items on Back Order for that store. Views can be selected to show: *All Store* 

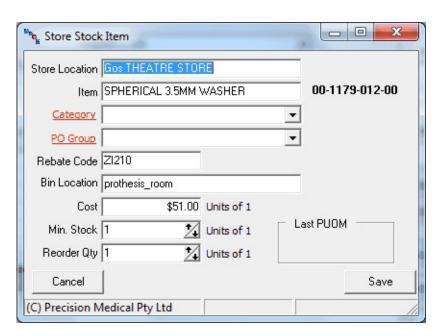
*Items, Items on back order & Items below minimum* 



Enter data in one or more of the search fields to limit the records returned. *Store Stock Configuration*  To set minimum, re-order quantities, bin locations or select account category double click a store record (In the upper section of the grid).



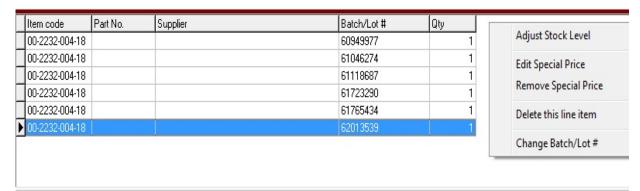
The Store stock Configuration record will be removed when the line item is deleted from the store.



Store stock records can be grouped by a Purchase Order Group. Use the PO Group link to edit Purchase Order Groups.

#### Adjust stock level and Special Pricing

If right click in the lower section of the grid:



#### Adjust Stock Level

Set the updated stock level of the selected item



Edit Special Price (or double click)

Set the part number, supplier and special price for the selected store item



#### Remove Special Price

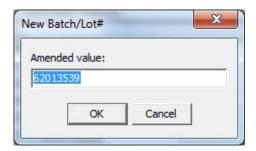
Delete the special price from the selected store item

#### Delete this line item

Removing the selected lot numbered/serial numbered item from the store



Change Batch/Lot number Alter the selected lot number

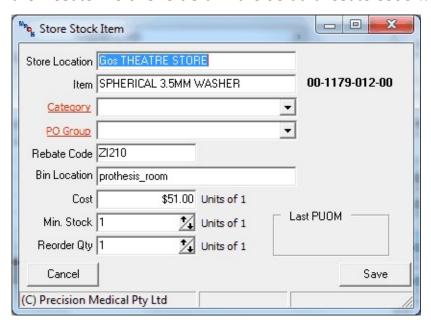




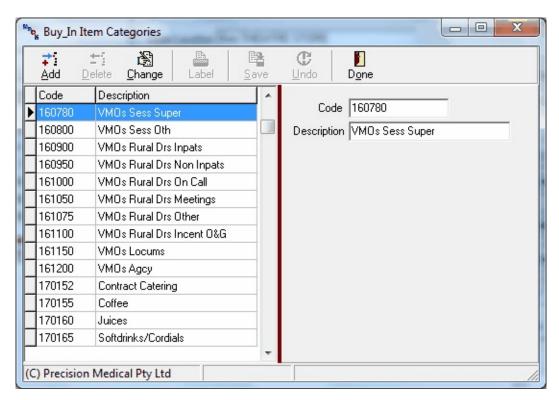
### Category & PO Groups

Category Codes are used to link store items to defined categories. To add or edit a category double click a store record and then click on the <u>Category</u> Link. PO Groups are edited in the same way.

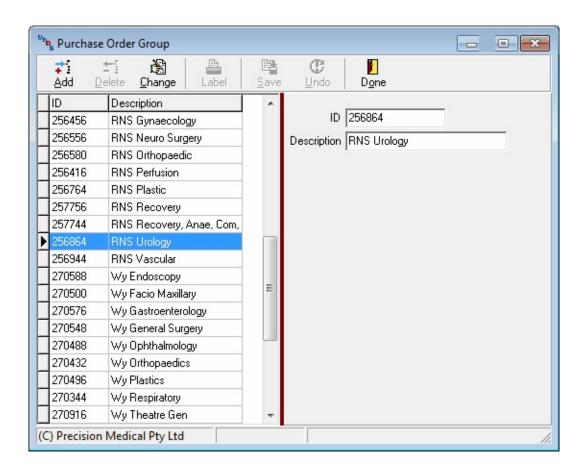
Store stock item screen is also used to set alternate rebate codes for individual stores. E.g. If a special purchase price is used for a store item the rebate code will be different from the List price Rebate Code. This field is important when allocating to patients to ensure the store location price and rebate are used. If the Rebate Field is left blank the default rebate code will be used.



To add a new record select *Add*. The code Id must be unique.



Purchase Order Groups are used to link store items to defined locations within the store. To add or edit a PO Group double click a store record and then click on the PO Group Link.

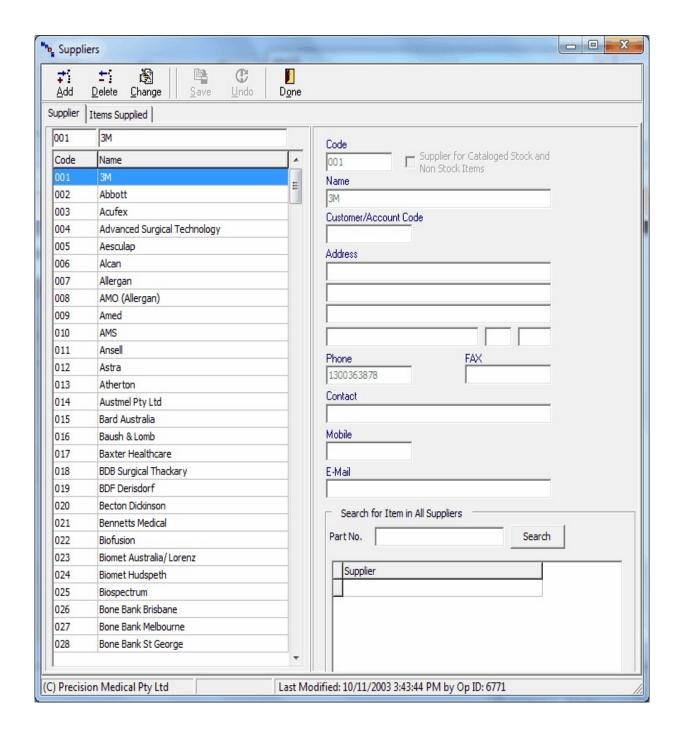


Use this screen to maintain contact details for suppliers of instruments, consumables and pre-sterile items.

In order to record the supplier of an instrument/item on the instrument/Buy-In item form, the supplier must pre-defined in the Suppliers Form.

To add or make a change, see Common Form Functions for navigation instructions.

MaQs instant search is also available for users to quickly locate the supplier by either the supplier ID or name, see Instant Search.



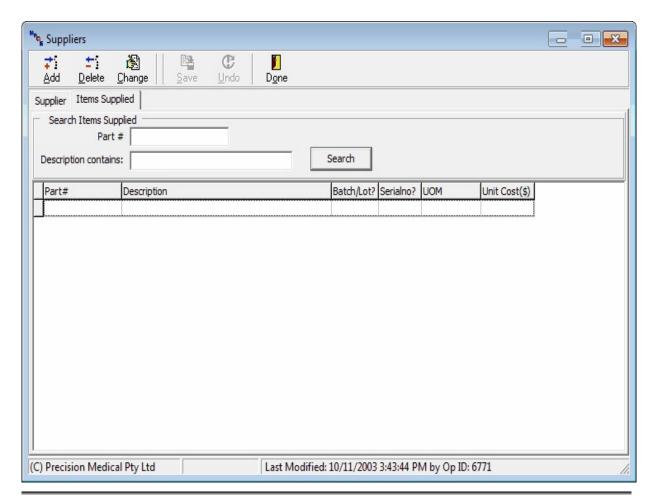
On the bottom right is a quick search field for users to quickly locate suppliers based on item part number.

### Item Supplied

Item supplied shows a list of the items that are supplied by the highlighted

Supplier along with information such as the supplier part no., cost etc.

Search by Supplier Part Number or description then select *Search* 



To place a supplier item into the Master Catalog

Items must be placed in the Master Catalog (Buy-In) for ordering or stock management



Items will be automatically updated and linked if interface is setup

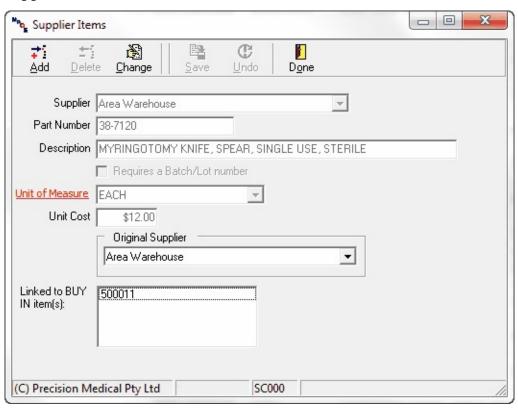
1. Create the supplier item and fill in all the information

Add this item to a NEW Buy\_in
 Add this item to an EXISTING Buy\_in

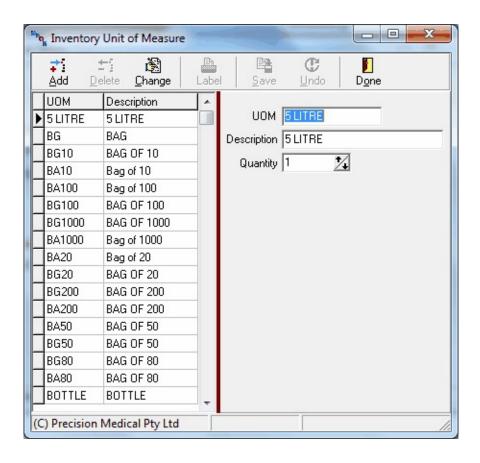
Add this item to a NEW Buy in	A new window will prompt to fill in
	The buy In search will pop up. Search and select item code to link the current supplier item

The supplier unit of measure, description, part number and cost can be edited by selecting the "Change" Button from the item supplied screen.

Any supplier for catalogued stock and non-stock items can have original supplier.



To add or adjust a unit of measure select the Unit Measure (underlined and in red)



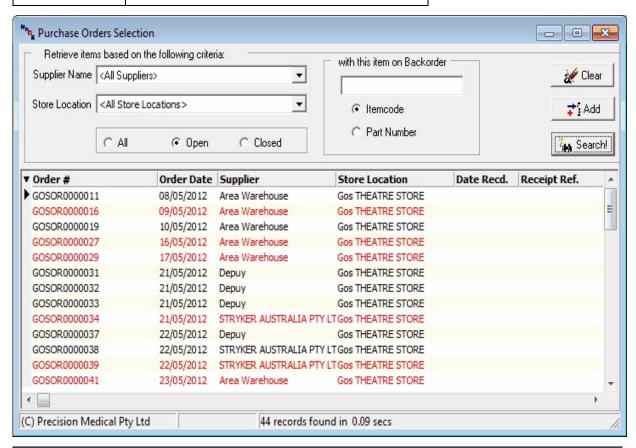
Purchase Orders are accessed via the Inventory menu.

To create a new order select *Add*. or use the filters to view an existing order.

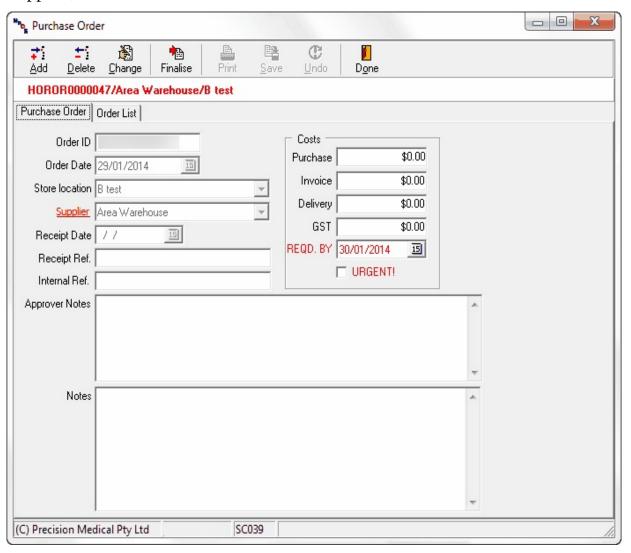
Double click a record to view the Purchase Order.

To remove item from a finalised order see link.

Purchase Order Colour Code				
Black	Unfinalised empty order			
Blue	Unfinalised Order with items in the shopping List			
Red	Finalised orders, but incomplete (items on back order)			



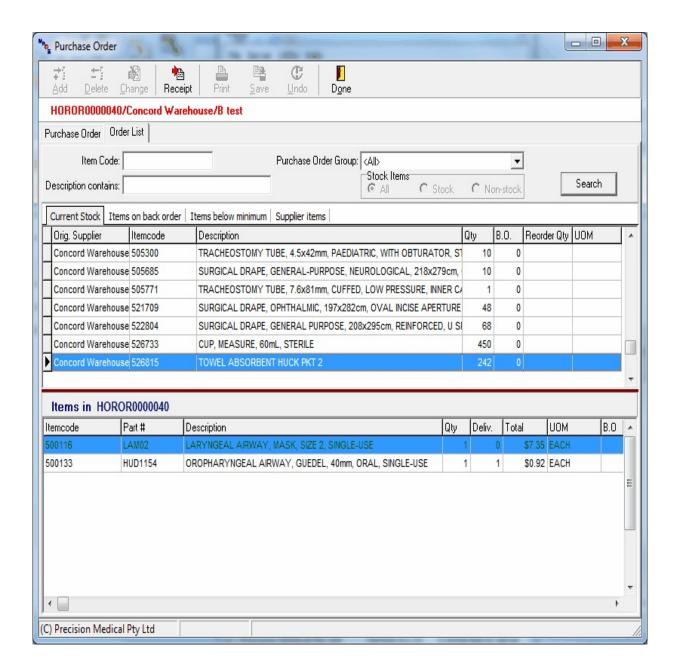
This screen shows the detail of the Purchase Order such as Ordered date, Supplier, Store location and cost.





The REQD. By Date and Urgent Flag are only available if the interface is in place.

Items Ordered - Order list tab



## Adding items to the shopping list

- 1. Go to Supplier items tab or Items below minimum tab
- 2. Search for item by description or itemcode
- 3. Select and double check on item in the upper section
- 4. Enter the quantity desire in the Add Item screen and select enter the quantity



If the selected items is not supplied by the PO supplier, then the following Warning will appear.

## **Merging Purchase Orders**

- 1. Highlight and select orders while holding onto the CTRL key
- 2. Right click and select Merge purchase orders

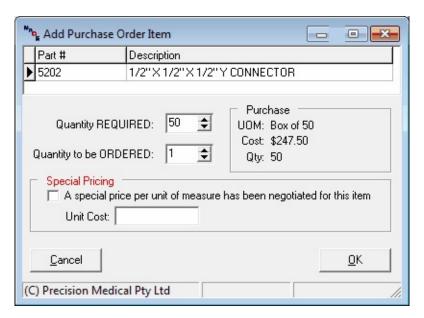


PO can only be merged if it is an unfinalised order and the supplier and store locations are matching.

In addition to the search fields such as item code, PO Group & Stock Items, items can also be filtered by the following:

Current Stock Items on back order   Items below minimum   Supplier items				
Current Stock:	Display all items (regardless the supplier) that are currently in the store.			
Items on Back Order:	All Items (from the selected supplier) that are currently on Back Order.			
Items below Minimum:	All items (from the selected supplier) that are below minimum. User can add all items below minimum with Right Click in this filter.			
	see Store Stock Configure to set Min Qty and Reorder Qty			
Supplier Items:	All supplier items			

### Add Purchase Order Item

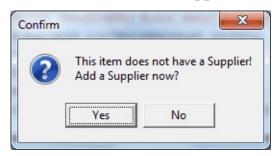


To add an item to PO, double click on the record in the upper section and select the appropriate Qty.

Qty Required:	Qty in unit of 1 (e.g. How many in each)
	Qty in UOM. (e.g. How many box of 50)

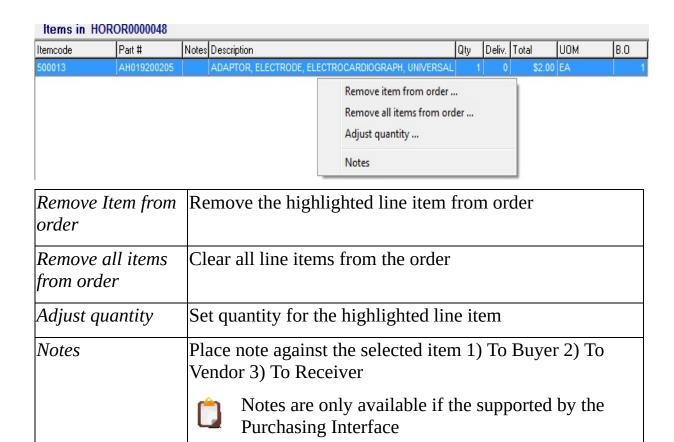
## Add New Supplier

The following confirmation prompt will be displayed if the selected item is not linked to the selected supplier.



Modify shopping cart

To edit/remove item from the cart simply right click in the lower section:

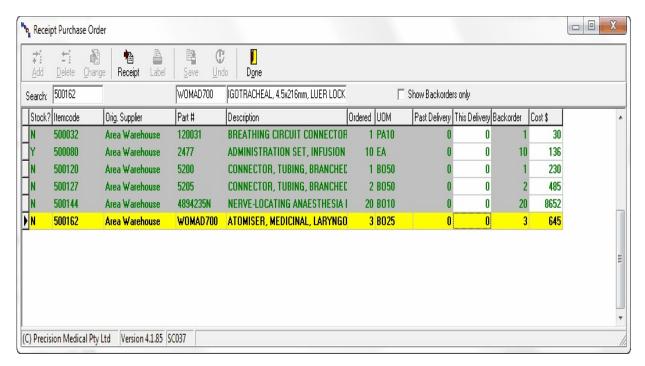


## Finalising Order

When the order is complete select Finalise. Once an order is Finalised the button will become and no further changes to the order will be allowed.

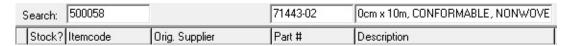
### Receipting Order

To replenish stock, select Receipt and fill in the column "This Delivery".

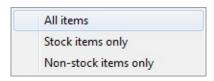


The text fields at below the toolbar allow user to perform search base on: Item code, part number or description.

Alternatively, it can be sort by the following: Stock/Non Stock, Item code, Original Supplier, Part Number and Description in Ascending or Descending order.



The Receipt button will display an option to fill in receipt All items, Stock items only or Non-Stock Items only, which user can later modify the undelivered items before selecting "Save".

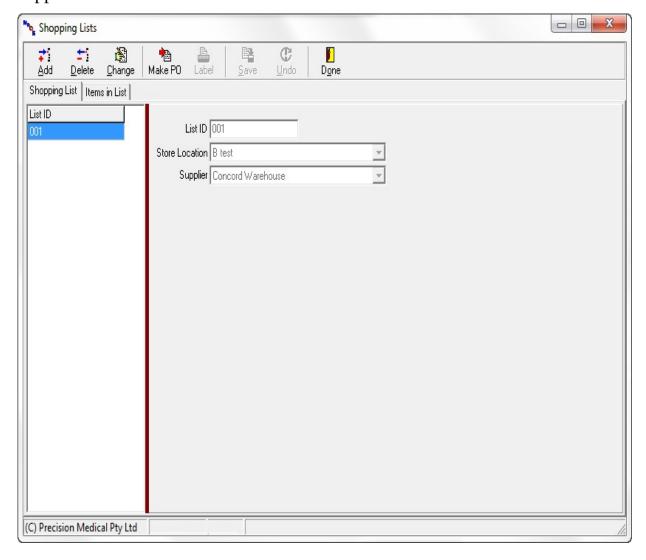




User can remove line items from a fianlised order, if line item is no longer available and item has not been partly received.

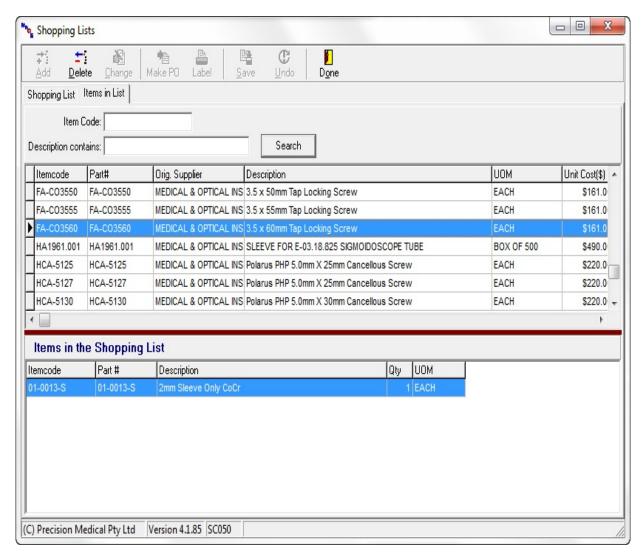
Simply right click on the line item at the bottom of the order list (The shopping cart) and select "Remove Line from order".

A shopping list is customisable list of items for the important or regular ordered items. It allows user to create their own order list for a particular supplier and store location.



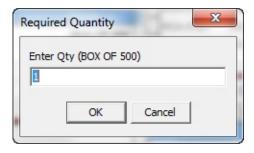
## Creating a New Shopping List

- 1. Select ADD, Add
- 2. Fill in the List ID, Store Location & Supplier



## Adding items to the Shopping List

- 1. Search for items using the item code and/or description
- 2. Double click on item in the upper section
- 3. Enter the quantity required (in UOM, e.g. below would be 1 of Box of 500)





Use this screen to record Buy-ins / Pre-sterile items including consumables and implants The buy-ins represent all items purchased by all store locations.

Not all stores will purchase all items.

Buy-ins items can be added to Surgeon Preference Cards, allocated to Patients or transferred between store locations.

If the item is a catalog item e.g. and item supplied by a central store, then a tick should be placed in catalog item. If the item is also a stock item the Stock item box should also be ticked.

For Pre-sterile implants tick "Track Serial No" so that when this item is scanned to a patient, a serial number can be recorded.

For NON Sterile implants (screw racks etc) a technical rating can be added to the item.

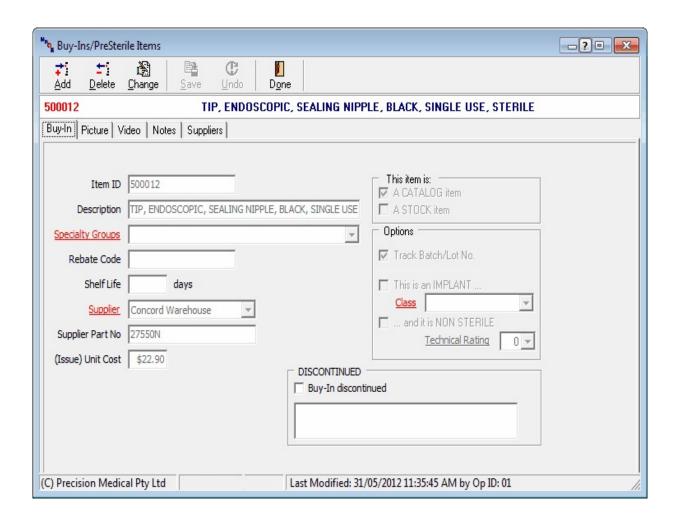
Similarly, consumables can also be tracked by selecting 'Track Lot No'

To make a change i.e. Add/Edit see Common Form Functions for navigation instructions.

The suppliers tab contain information of suppliers that supply this particular item e.g. Part #, UOM, Cost etc.

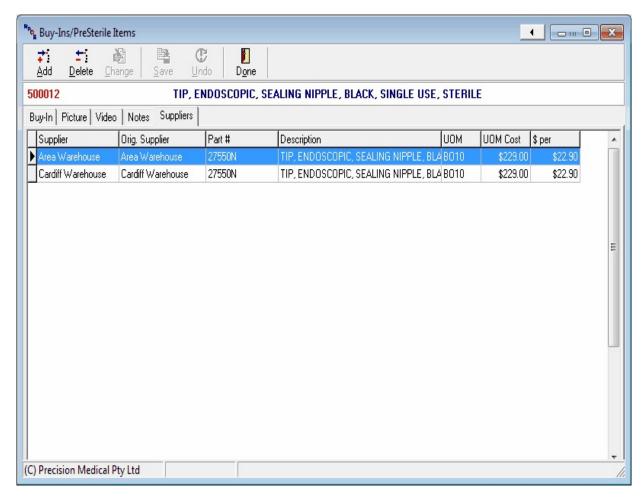


The Unit Cost shown in the "Buy-In" tab is the last purchased cost. Modifying this will not update the UOM price. See below, Supplier tab.

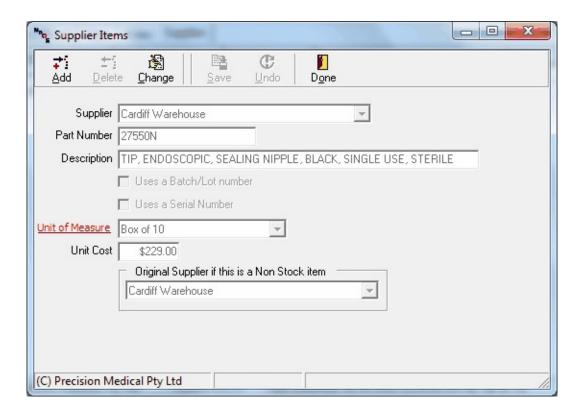


## Supplier Tab

This records the list of suppliers who supply this particular Buy- In /Pre-Sterile item along with information such as Part Number, UOM (Unit of Measure) and Cost.



Double click on the selected record to modify/update supplier information e.g. UOM, UOM Cost



## Adding a new supplier item to the buy in

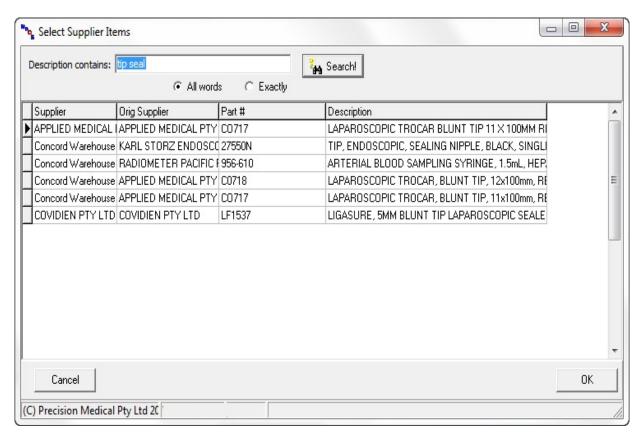
1. Select Add,

A search window will come up.

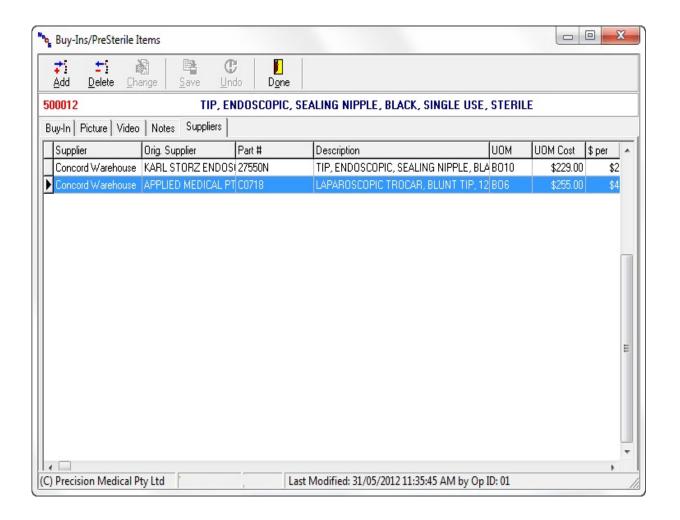


Note that the window will automatically truncate the buy in description and perform a search.

2. Enter the supplier item description if no match found



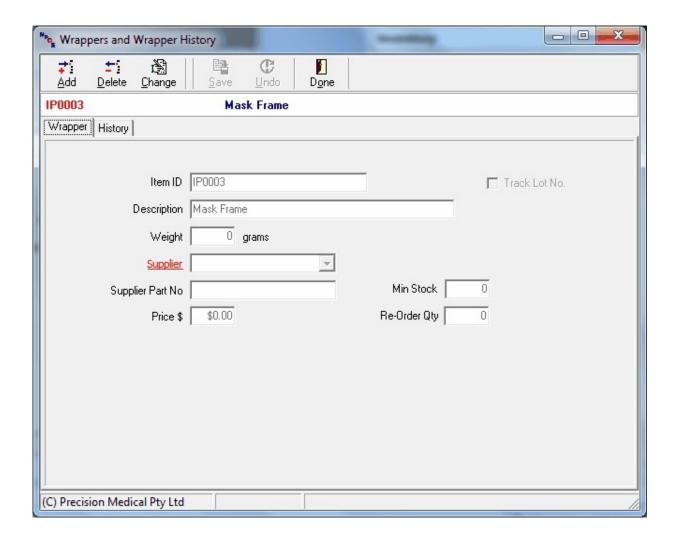
- 3. Double click on the line item and OK
- 4. The new supplier item should be added the buy in item





Wrappers refers to the consumables used in creating a pack and are not included in either the sum of the technical ratings or the instrument count but can be added to the cost of producing the pack and will appear as an additional cost.

To make a change i.e. Add/Edit see Common Form Functions for navigation instructions.



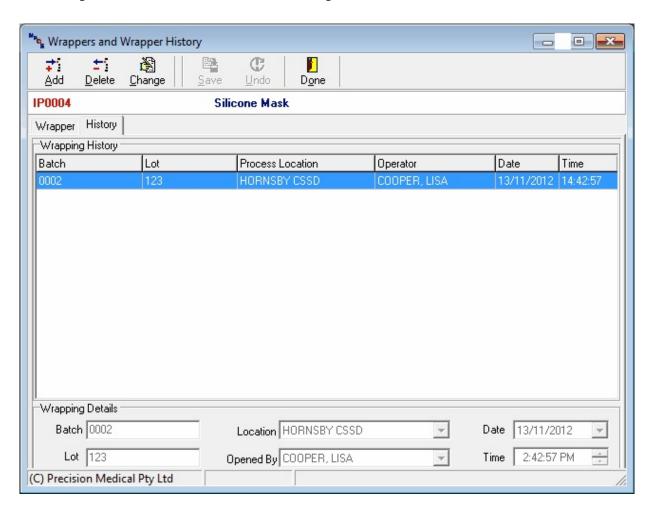
## Wrapper History

Wrapper history records when, where and by whom, wrappers were opened for use. Batch and Lot numbers associated with each carton of wrapper can also be recorded.

Select the wrapper from the Selection / Search Screen and click on the *History Tab* 

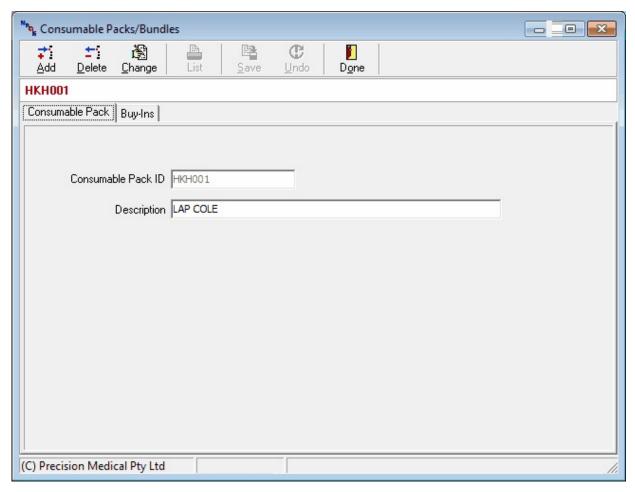
See Common Form Functions for navigation instructions.

Use drop down boxes for selection of Operator, Location and Date.



Consumable packs allow buy-in items to be grouped together so that an individual barcode can be scanned to allocate all associated items to the surgeon preference card or the patient.

Use this screen to define consumable packs by entering an unique ID and a description for the consumable pack.



Buy-Ins

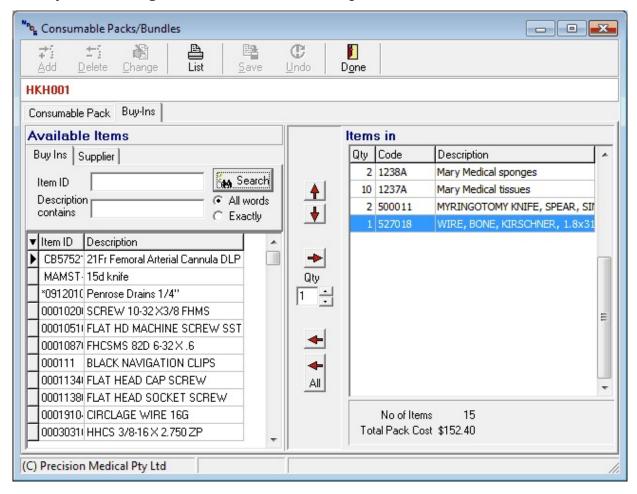
Select the Buy-in Tab to allocate items to the consumable pack.



Only Buy-Ins without Lot or Serial Number will be shown in the selection screen

By selecting button a report with a consumable pack barcode and a list of the packs contents (with individual barcode) will be printed.

See System settings to select consumable report.

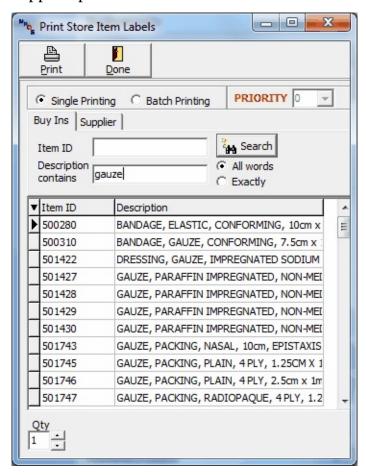


## Adding items to the consumables

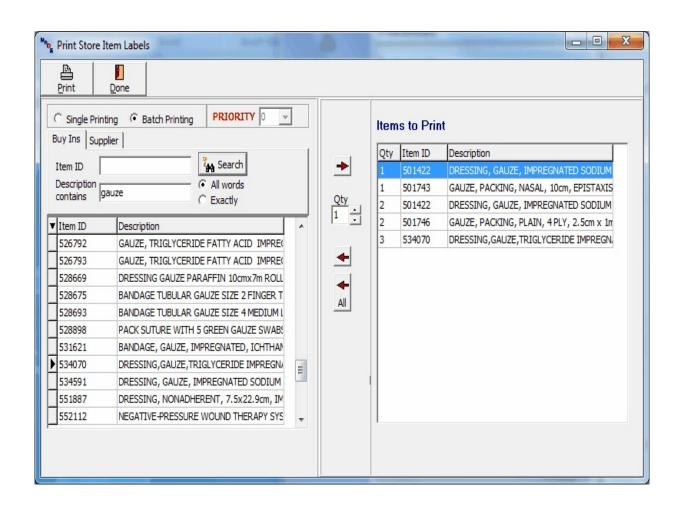
- 1. Go to the Buy-Ins tab
- 2. Search for item using the Item ID or Description from the left hand side
- 3. Highlight the item from the left hand side
- 4. Double Click or use the right arrow key 

  ★ to add to the pack
- 5. The up and down arrow keys can be used to re-arrange the order of the items

When printing a store label (rack label) either search by description, item id or supplier part number.



To select multiple labels click on batch printing. Either double click a record or use the arrows to add to the print list.

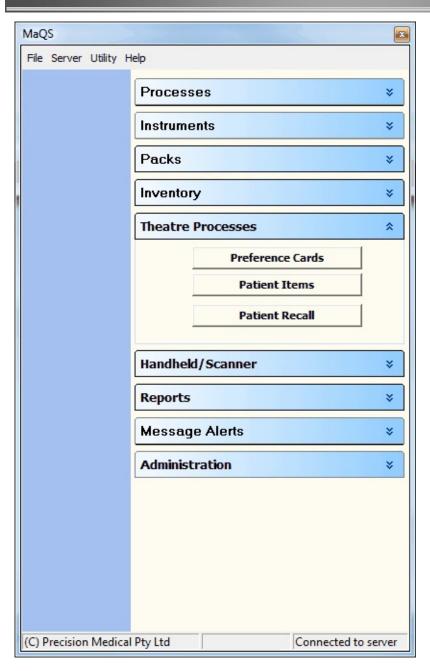


**Navigation:** MaQS Client >

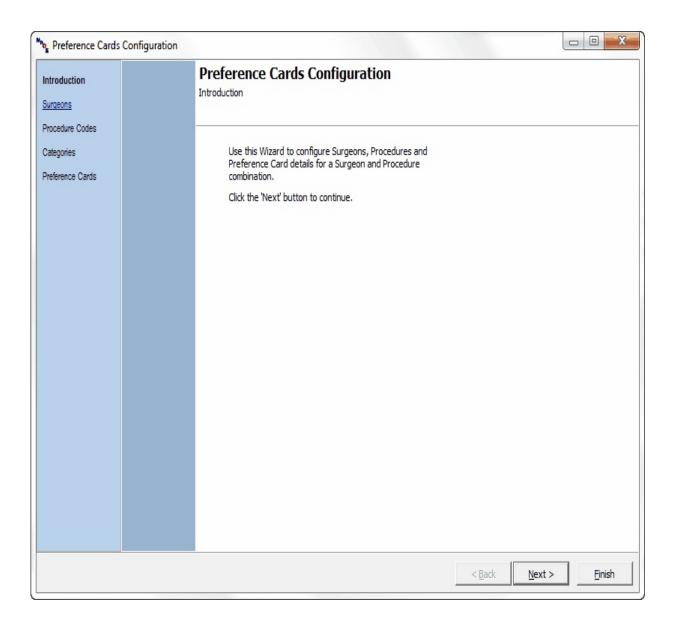


## MaQs

# **Theatre Processes Menu**



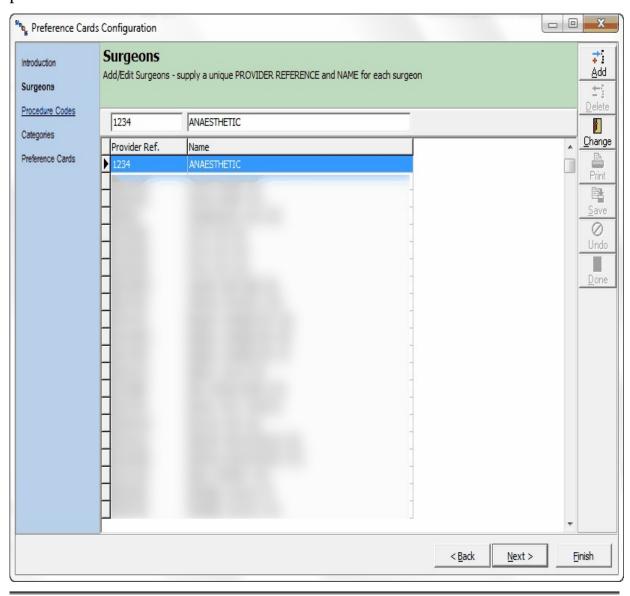
Preference Cards are set up to define the items needed for the procedures and surgeons. Use the Preference Card Configuration Wizard to enter Surgeons, Procedures, and items required.



See Common Form Functions for navigation instructions.

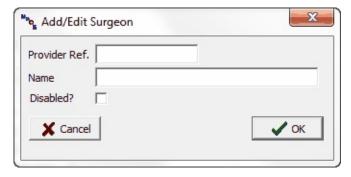
## Surgeons

Each Surgeon must be recorded in the Surgeon table to allow procedure preferences to be allocated.

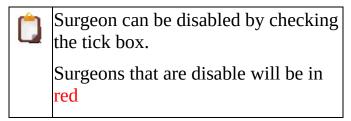


## Adding a New Surgeon

- 1. Select Add, Add
- 2. The Add/Edit surgeon screen will pop up



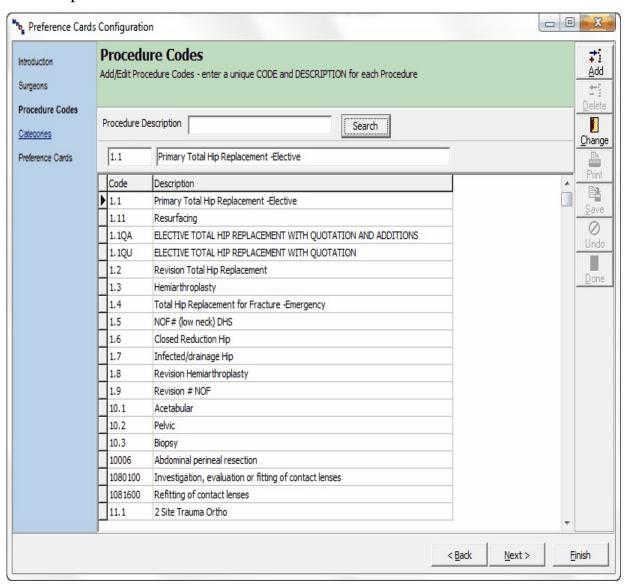
3. Enter the Surgeon Provider/Id number and Surgeon Name and select OK.



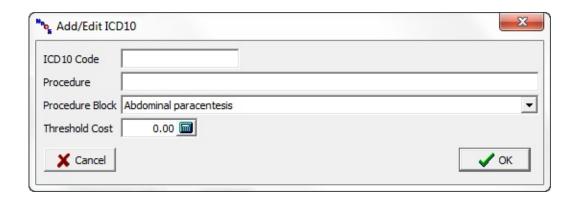


## **Procedures**

Procedure codes can either be in-house codes or if you use CD10 coding this can be uploaded.



When Add is selected the following screen is displayed. Enter the procedure code and description and select the procedure block if ICD10 codes are being used.



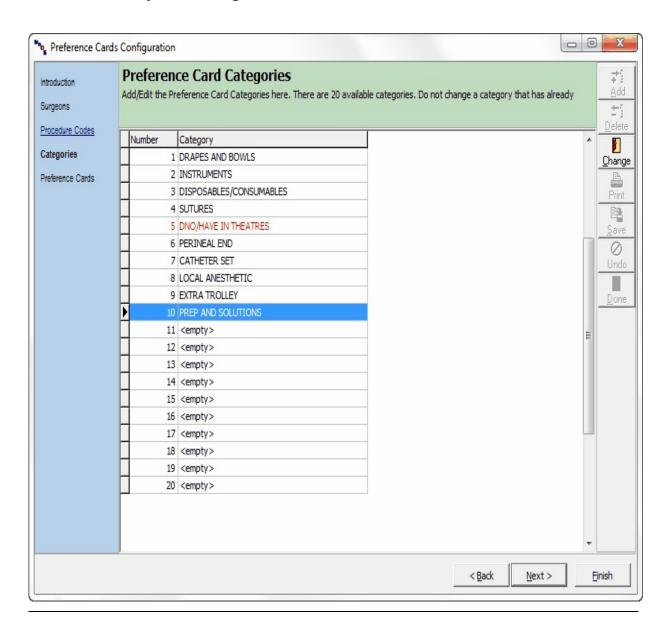


## **Procedure Categories**

There are 20 slots are available for assigning categories. The order of are shown in the preference card will be grouped and ordered based on these category.

If the Category is shown in red, it means the items in the highlighted category will not be automatically assigned to patient when scanning a preference card.

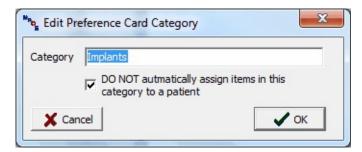
User can modify the setting, see link.



## Disable auto assign

To alter the settings for auto assign simply highlight the category and select "Change".

Items in the selected category will not be automatically assigned to patient if the "DO Not automatically assign items in this category to a patient" is selected.

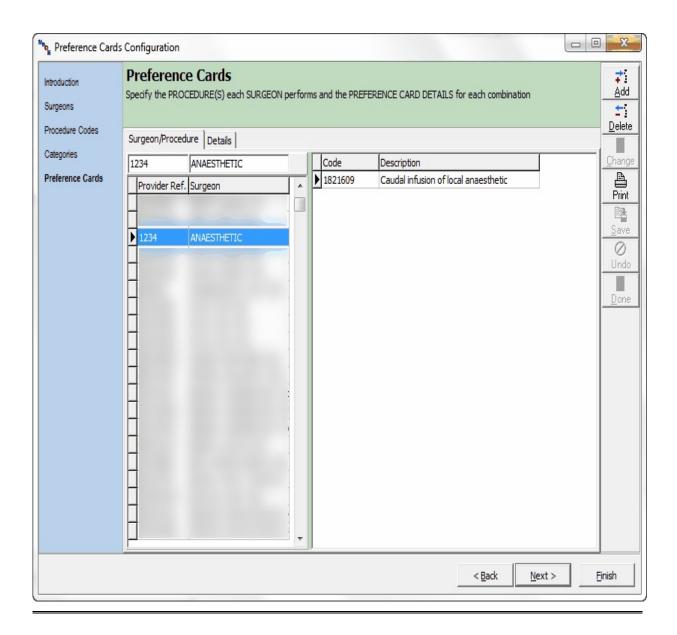




## **Preference Card Items**

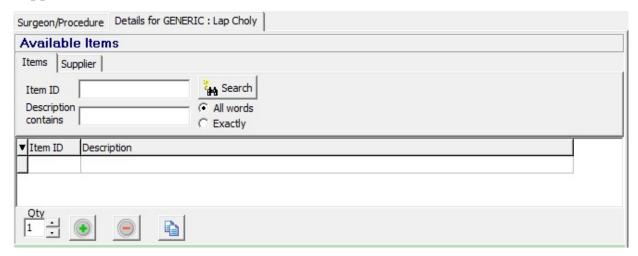
A preference card is a customised list of items that is specifically built for the particular combination of surgeon and procedure.

Once a Surgeon has linked to the procedures (e.g. ENG Generic [surgeon] is linked to 15: Lap Choly [Procedure]) user can allocate items to the preference cards by going into the "Details" tab.



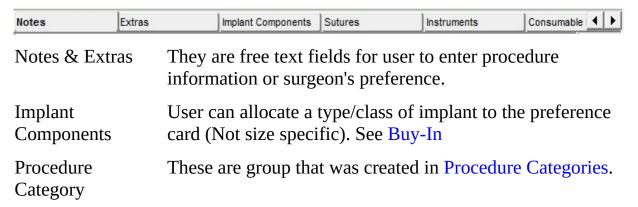
## Preference Card Setup

User can perform searches based on the Item ID and/or description or the supplier ID.



Highlight the item then select the appropriate category, e.g. Sutures, Instruments (see Procedure Categories).

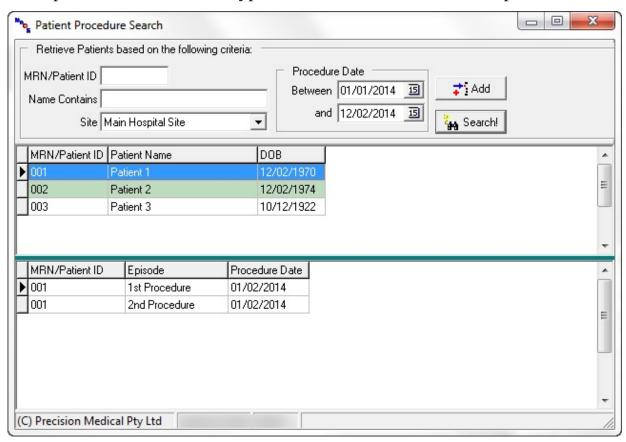
Enter Qty and select "+".





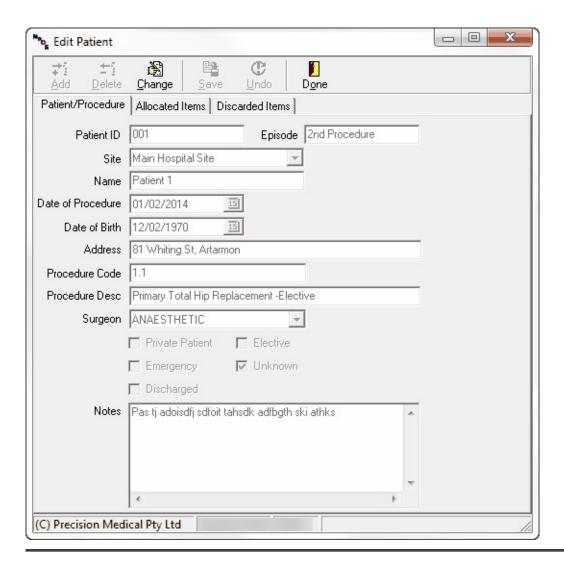
When a patient record needs to be viewed or edited, use the filter screen to select the patient.

If the patient MRN is known type in the MRN and select the hospital site.



## **Patient Information**

Double click on record to view/edit patient information.



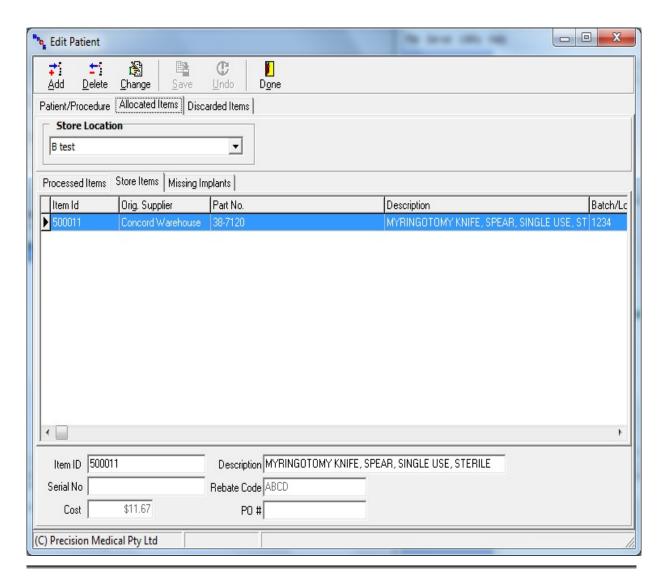
### Allocated Items

Go to "Allocated Items" tab, to view processed items, Store Items or Missing Implants.

Click "Change" to modify price, Rebate Code or PO#.

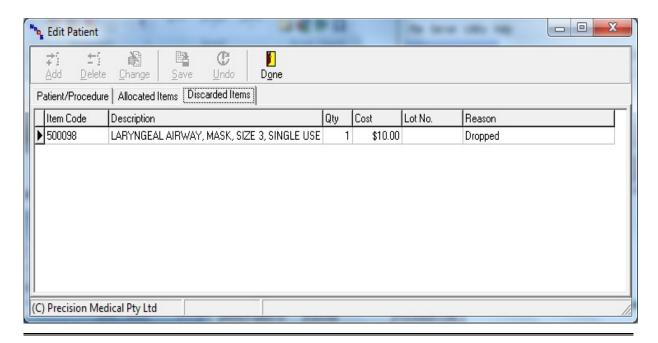


Cost can only be modified for tracked items or items with rebate code.



### **Discarded Items**

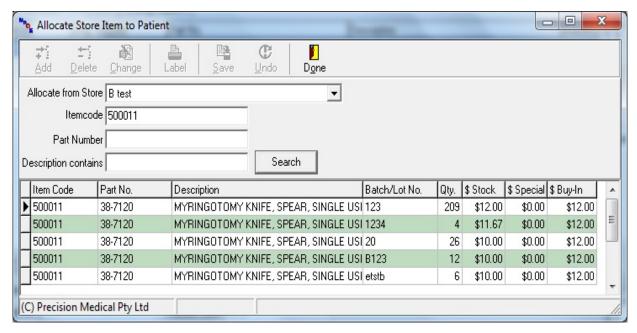
Discarded items is listed in the Discarded tab.



## Allocating items to patient

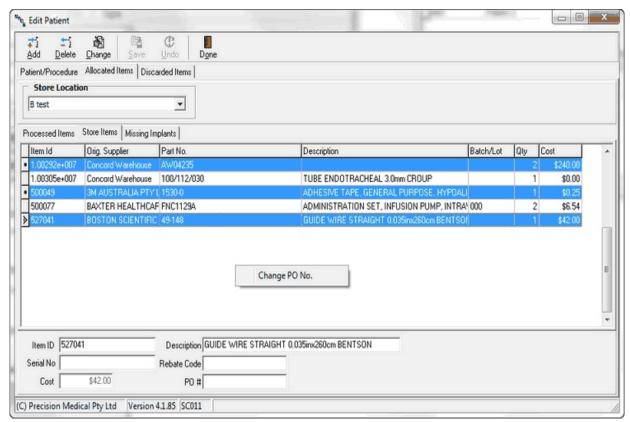
- 1. Go to the Allocated item tab, Allocated Items
- 2. Click on Add, Add.
- 3. The allocate store item screen will pop up.
- 4. Search for item using Item code, Part Number or product description to locate store item.

Price detail	
	This is the store location price, i.e. cost of the item at the time of purchase.
\$ Speical	This refers to the special pricing. See Special Price for detail
\$ Buy-In	This refers to the Buy In Unit Cost, that is shown in Buy-in tab.



- 5. Highlight and double on item.
- 6. Select "Done" to exit.

# Assigning PO # to multiple items

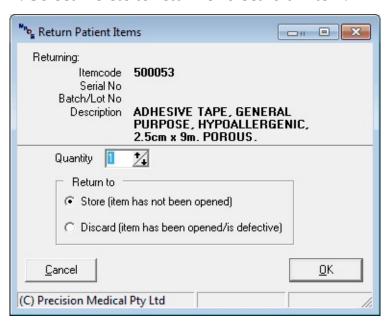


- 1. Highlight and select items in the list while holding on to the CTRL key.
- 2. Once all items are selected, right click.
- 3. Select Change PO No.
- 4. Enter the PO number in the pop up window and press OK.



#### Return/Discard Items

- 1. Highlight line item
- 2. Select Delete to return or discard an item.

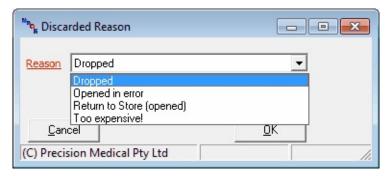


3. Adjust Qty and Discard or return item store then hit "OK".

#### Confirm and select Discarded reason



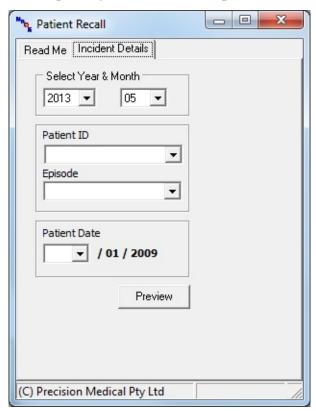
If Discarded reason is not available, select "Reason" to have additional Discarded reasons



4. For discarding: Select the discarded reason and hit  $\ensuremath{\mathsf{OK}}$ 

This form will help generate a report if incident occurs.

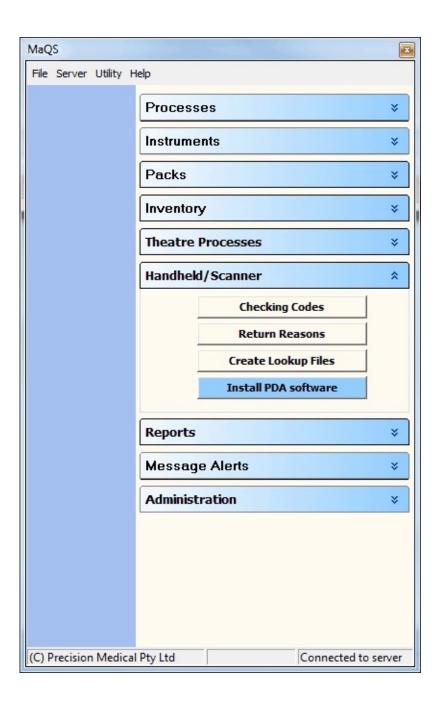
The report will include the instruments used on that patient which have subsequently used on other patients



**Navigation:** MaQS Client >



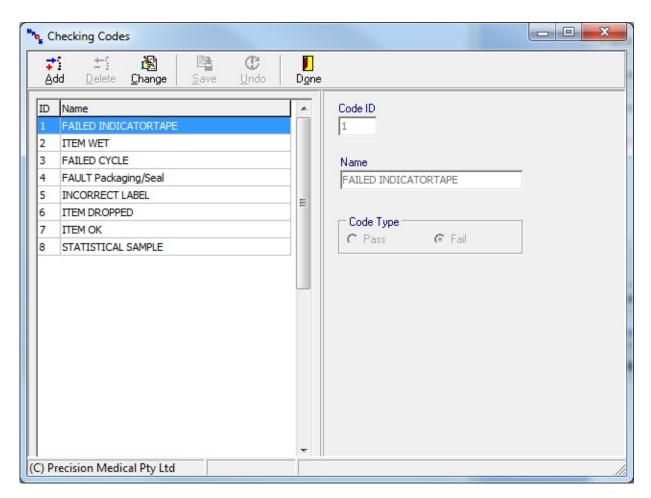
# Handheld/Scanner Menu



Checking codes are a hand held function and are the codes that will display on the Scanner when packs are checked following sterilisation.

There is a limit of 20 codes, one of which must be 'Item OK' with the code type selected as Pass. Only when a pack is 'passed' is it allowed to continue through processing. ie be used on a patient.

See Common Form Functions for navigation instructions.

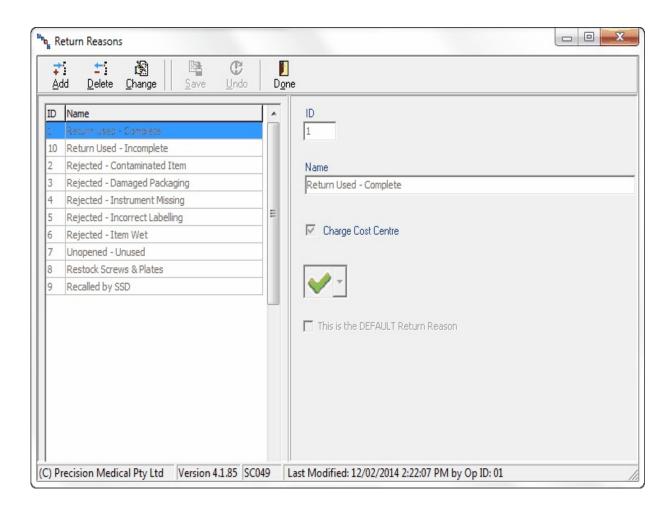


Return reasons will display on the scanner when receiving items back into the Sterilising Department. There is a limit of 20 codes of which one must be 'Item used' or Complete. There is a limit to how much text can be displayed on the scanner so ensure that each Return reason is kept to a minimum (about 20 characters).

'Non-conformance' reasons can also be created, eg Item dropped, Missing instrument, Opened in Error.

Indicate if the cost centre will be charged by placing a tick in the 'Charge Cost Centre' box.

See Common Form Functions for navigation instructions.



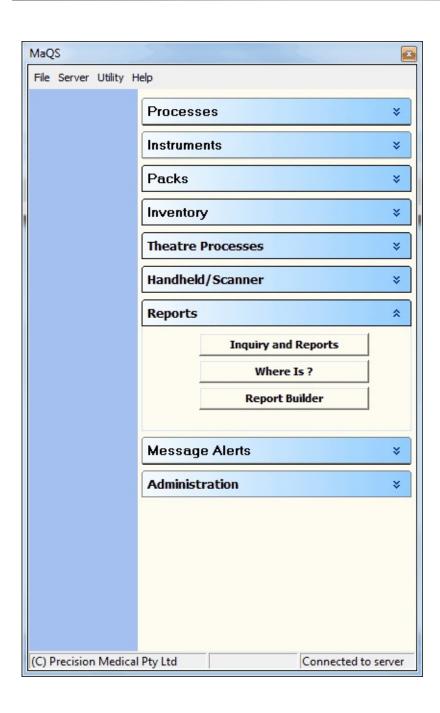
For CSSD user: It is recommended to set the Return Used -



Complete to be the default return reason for the decontamination module

Contact your system Administrator for this function.

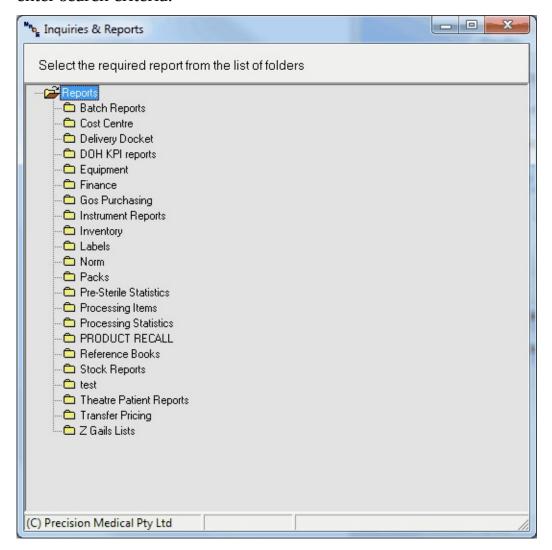






MaQS comes with a standard suite of reports, these reports can be accessed and run through this screen.

Left click a folder to open it. Right click the report and select 'preview' to enter search criteria.



Following is a list of some of the standard reports with a brief explanation as to their function:

(Specific reports can be designed to meet individual requirements by contacting Precision Medical)

#### **Finance Reports**

Cost Centre Charge Reports processed and pre-sterile items. (Summary Report that list all cost centre accounts with a dollar value for a selected time period.)

Statement Reports. (Detailed Reports showing items and dollar value for each customer)

Delivery Docket (Report that can be generated on a daily basis listing items released to a store)

## **KPI Reports**

Equipment Cycles. (Shows number of cycles each equipment for a date range).

Technical Rating Reports. (Shows number of items processed grouped by technical difficulty for a given date range.)

Operator Reports (Shows operator activity for a given date range)

Priority Item Reports (Shows the number of packs flagged as needing priority processing and the number of those items not used).

Defect reports (Shows the number of items rejected by the Sterilising Department grouped by reason).

Returned Items (Shows the number of items returned by customers)

# **Patient Reports**

Patient Item Reports (Lists items used on a patient, both processed and consumables)

Patient Return Items (Lists items that have been returned unused)

# **Process Reports**

Post Sterilisation Reports (Lists items that have been sterilised and not released).

Processed Items (Lists number of uses / cycles for a selected pack)

# **Processing Statistics**

Processed Items by; Batch, Equipment, Patient (These reports list all items processed by each group)

Top Processed Items (List all processed items in order of highest number of processes)

## **Recall Reports**

Recall reports include; by Batch No, by Pack, by Patient, by Serial No, by Equipment, by Instrument. (These reports show a detailed audit trail of each item)

Affected Patient Report (This is a comprehensive report that checks all instrument used on a given patient against all other patients and returns a list of patients affected by the recall)

## **Reference Reports**

These reports allow reference manuals to be printed from the system.

## **System Labels**

This group of reports contains a variety of labels that are used for scanning when data is being captured by the Hand held PDA. They include; Operator Labels, Equipment Labels, Rack Labels, Store Location Labels and Processing Label.

# **System Reports**

This group of reports contains reports that are generated automatically by the system such as Batch Reports and Tray checklist reports.

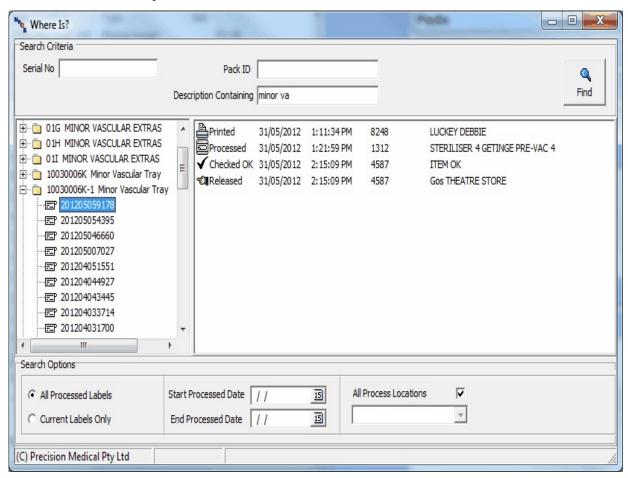


This screen shows the current location of a pack or when it was last handled and by whom.

The more information entered into the search fields the more precise the search result will be.

Search options include:

Serial No, Pack ID, Description, Process Location, Date Range and All or Current Labels only.



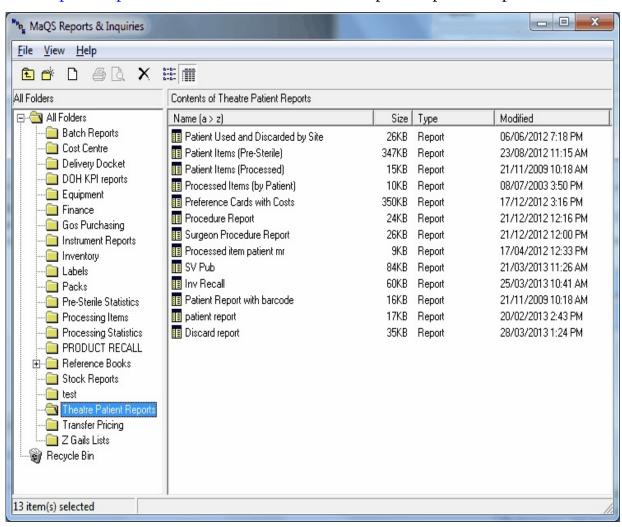
Right click the right hand field to View and print batch report for the selected serial number.



Report Builder allows access to the design of reports and enables clients to develop their own reports or alternatively ask Precision Medical to create the report.

Detailed information on report design and development is given in a Report Builder User Guide if required.

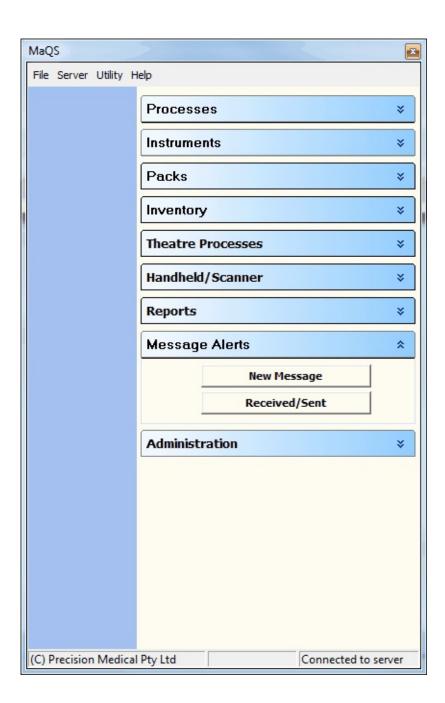
See Import Report for instructions on how to import Report Template.



MaQS has the facility for sending reminders and messages to other MaQS users in your network, e.g. Theatre can send a request to CSSD that certain instruments are needed at a selected time. CSSD can alert Theatre about delays or issues with processing.

All requests and subsequent actions are recorded and can be viewed at any stage.

To set up for Message Alerts see Setting Up for Messaging under My PC Setup





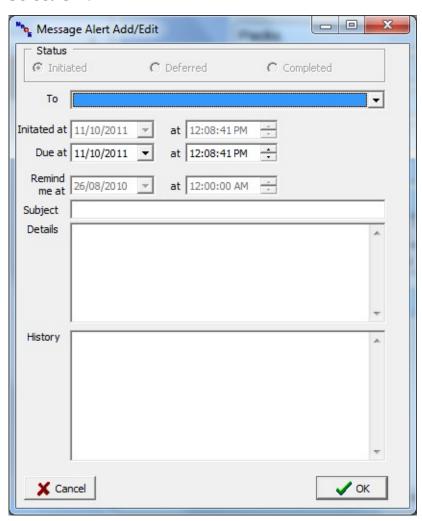
To send a New Message, click New Message under the Message Alert menu.

Use the drop down arrow to select the recipient.

Enter the date and time for when the message should be actioned.

Type a subject heading and complete the request under details.

Select OK.



Notification of new/outstanding messages

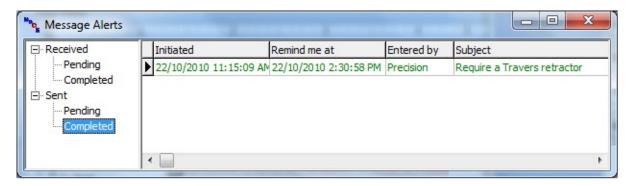
Within a minute, the recipient PC (which must be running the MaQS client program) will be notified that a message has been received by the appearance of an alert form at the top right hand of their screen, irrespective of when this message is due:





Click the Received/Sent menu on the main MaQS screen to see messages sent and received. The Received | Pending link shows outstanding messages and messages not yet due:

Double click any message to open it.

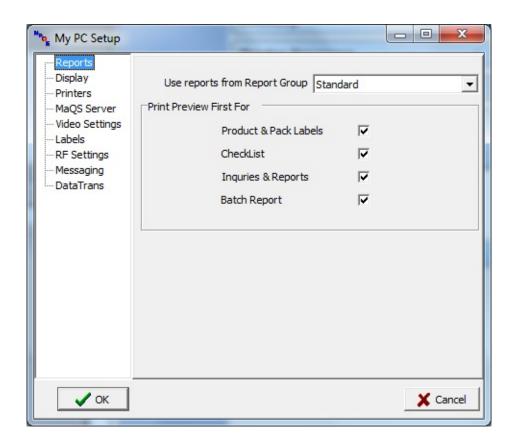


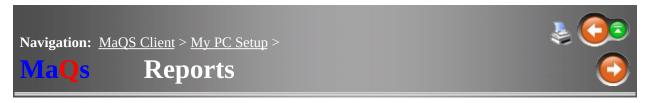


Every desktop PC has certain configuration parameters which affect only that PC.

My PC Setup, located under File, provides information to the program on

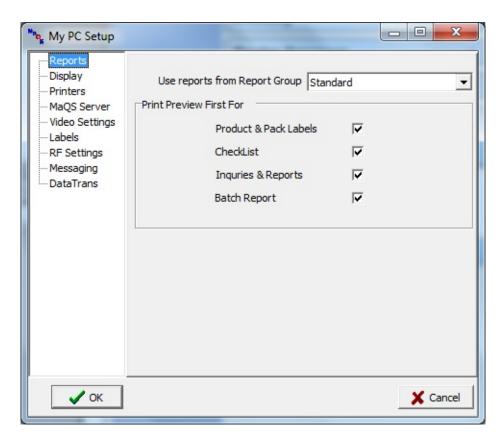
- What Report Group will be used.
- Print Preview Settings.
- MaQS Client Display.
- Printers for Labels and Reports.
- MaQS Server Connection.
- Video Settings.
- Labels Time out for single printing.
- Messaging. Naming your PC for the Message Network.





Determine the set of pre-defined reports this PC will use by selecting the  $\ensuremath{\mathsf{Report}}$  Group .

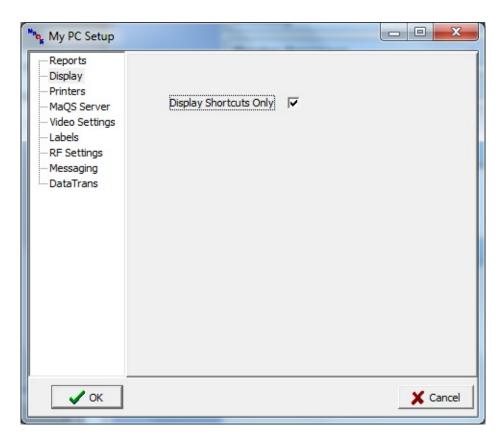
When reports are automatically generated they can either be sent directly to the printer or previewed on screen; set the print preview preferences here.





The Main Menu Screen of MaQS has a panel for shortcuts for frequently used functions.

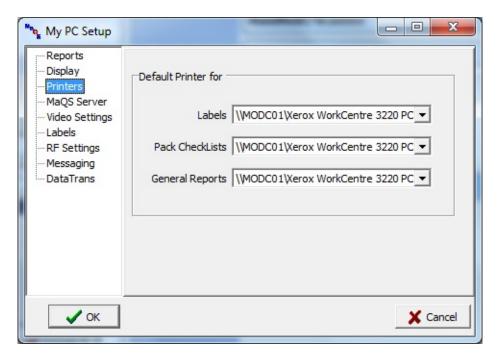
To only show the panel of shortcuts and not the rest of the screen, tick the 'Display Shortcuts Only' box.





MaQS has predefined printer destinations for labels (usually a special label printer) and all other reports (usually a laser printer).

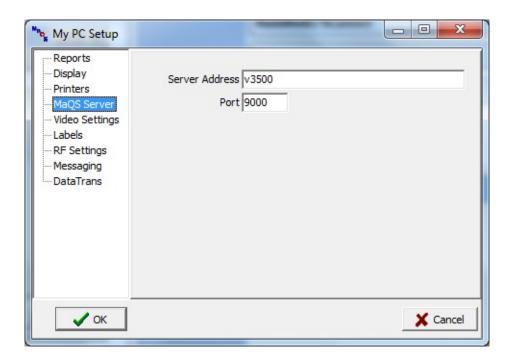
Set the appropriate Windows printer driver on this form



Note that reports which are first previewed can be printed on any connected printer.



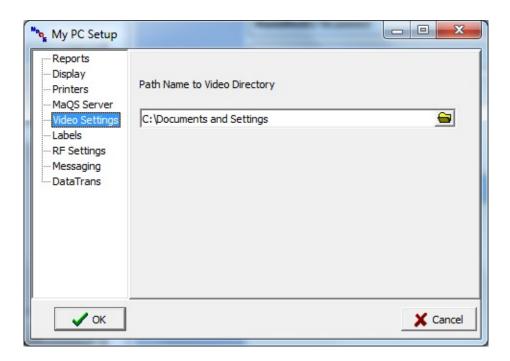
Provides the MaQS Program on your PC with the address required to connect to the Application Server.





Allows you to set up a pathway directory to where videos are stored on your PC for importing into the MaQS Program.

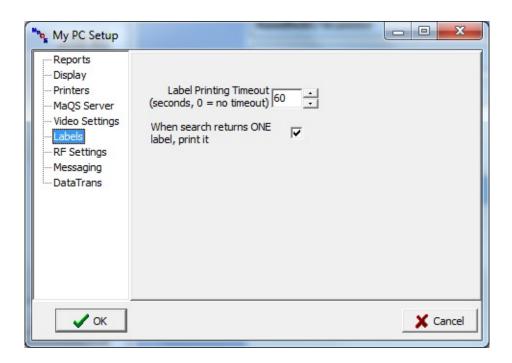
Click the folder Icon to choose the location from the drop down box.



When printing single labels, the 'print labels' screen will close if it has been inactive for the time specified here. (Increments are in seconds).

To not use this function set the Label Printing Timeout to '0'

When searching for a pack/set for which a label is required, entering a partial pack id will return all packs that match that partial id. However, if a full pack id is entered and the search only returns one record, elect to print a label for that pack immediately by ticking the checkbox.

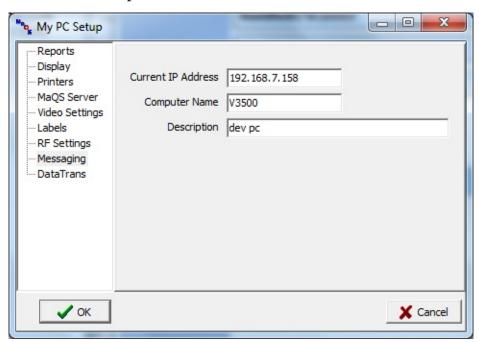


To participate in MaQS Messaging go the the 'Messaging' option in My PC Set-up.

The current IP address and computer name of the PC you are on will be shown but the common description for this PC has to be entered.

e.g. CSSD WorkStation 1, CSSD Superviser, Theatre 4, etc.

Once the description is entered select OK.

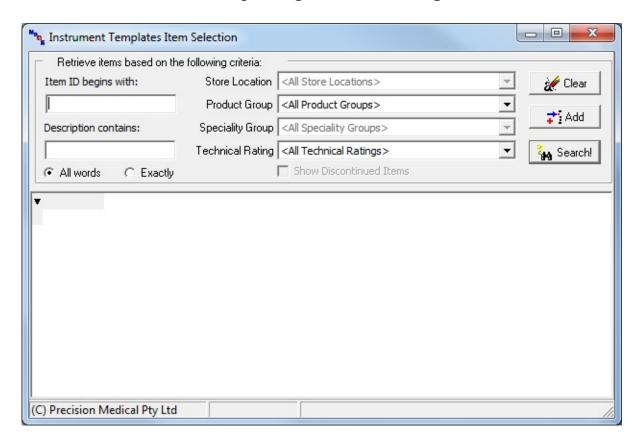


When working with the MaQS Program you will notice that the design and layout of many screens is similar, so to are the ways in which you can search for items or add certain data. Some common functions include:

- Selection and Search Screens
- Instant Search
- Adding Notes
- Adding Pictures
- Adding Cleaning Instructions.
- Common Base Form Functions
- Built-in Print Screen

When searching for a template, instrument, pack, buy-in or wrapper, a common selection screen allows search criteria to be entered to find the item quickly.

The search criteria differs depending on the item being searched:



Usually, entering part of the 'item id' and/or part of the description is sufficient but other criteria can also be entered which may include Store Locations, Specialty Groups, Product Groups and Technical Ratings.

The list of records returned - which match the search criteria - can be sorted as required by clicking the column heading.

The *Add* button allows for a new record to be added.

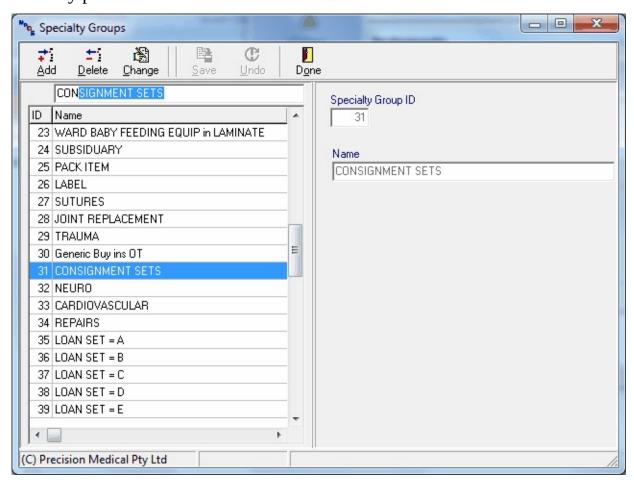
Click the *Search* button when the search criteria has been entered (or just click the enter key).

Use the *Clear* button to clear changes made to the search criteria.

When performing users wanted to perform quick search through a long list.

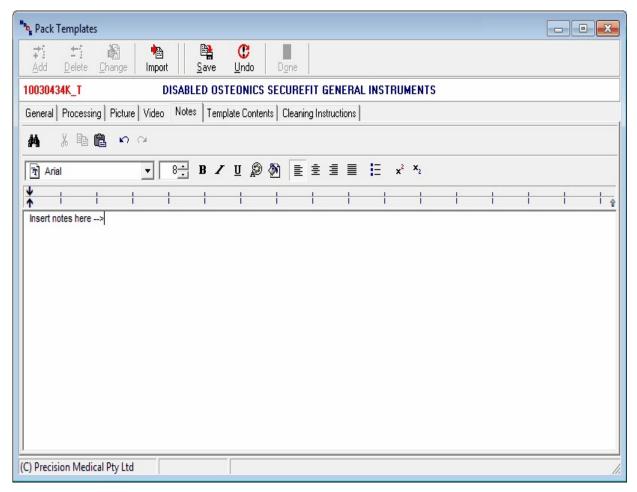
Not assigned		

Highlight the text box and type over it at the upper section, which will instantly point to closest match.





Notes can be added to Templates, Instruments, Pack and Buy-ins/Pre-sterile Items using the *Notes* tab on the appropriate screen:



Use the *Add* button to add notes, *Import* to import text from a file.

Pictures can be added to Templates or Buy-Ins:

Multiple pictures can be loaded for each template or buy-in.

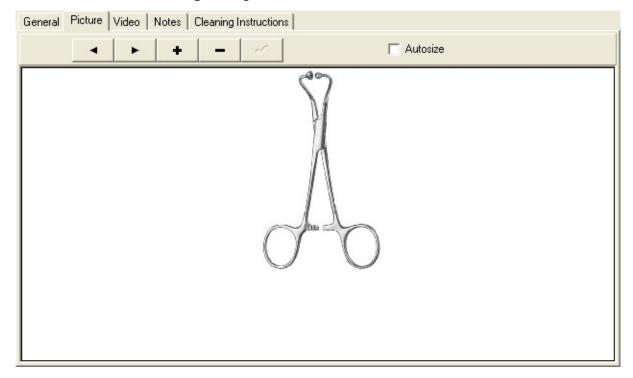
Select the Picture Tab and click + . If a picture exists in the Windows Clipboard (which you may have COPYed from Internet Explorer), a message will ask for confirmation to use the Clipboard image.

If you do not, then the picture can be selected from your files, click open to add the selected picture.

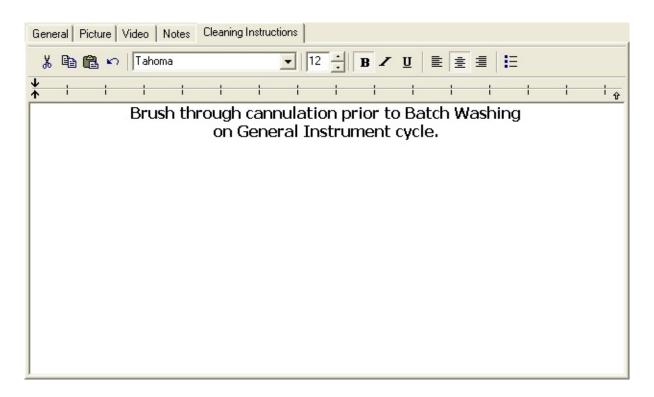
To delete the picture click

Use these keys t u to scroll through the pictures for the item.

Click Autosize to enlarge the photo.



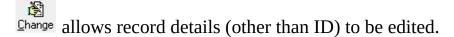
Cleaning Instructions can be added to Templates and works the same as adding Notes.



MaQS uses a standard form for most screens with the following functions common throughout the program:

enables a new record to be added. For templates, instruments and packs, there are two options available when *Add* is clicked.

will initiate a confirmation field and if *Yes* is clicked the selected record will be deleted.



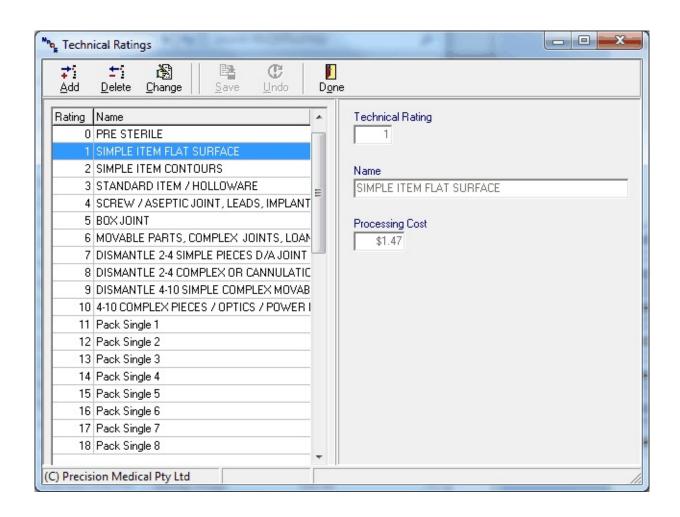
Save will save the new record or changes to a record.

Undo will remove any changes made as long as *Save* has not been initiated.

Pone will close the form.

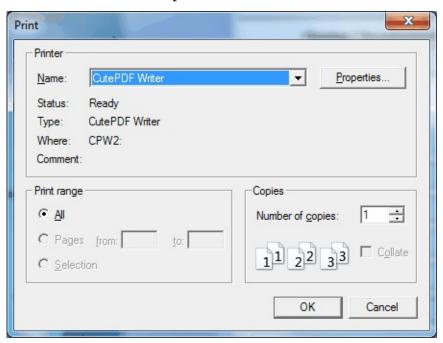
Some screens also have a *Print* or *List* button.

accesses local customized help.



To make trouble shooting easier, MaQs has a built-in print screen function.

By pressing the F5 key from the keyboard, will automatically general a print screen for the user to print.



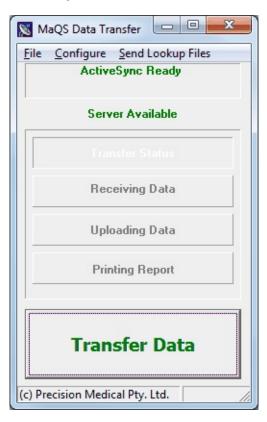


User can fax through the print out to the support team for trouble shooting or technical support.

Fax: +612 9439 8855

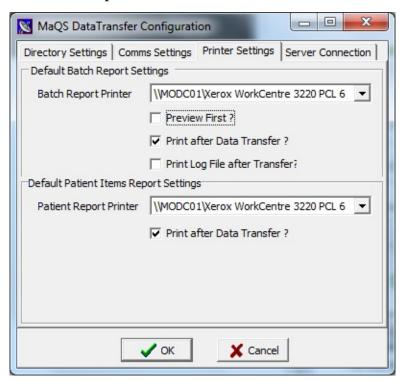
When non-wireless laser scanners are used, data is transferred between them and the desktop PC using Microsoft ActiveSync and a docking station. This program is used to transfer:

- 1. Static MaQS data to the handheld laser scanners
- 2. Transfer scanned data from the scanners for processing and updating the MaQS database.



The Data Trans Configuration menu allows the selection of printers for the Batch report and Patient reports.

In order for these reports to print automatically following data transfer select the network printer and tick "Print after Data Transfer"



When wireless laser scanners are used, this program is used to provide realtime responses to queries about label validity.



To configure the Message Server setup, Message Server must be stopped.



When wireless laser scanners are used, data is transferred between them and the desktop PC using the FTP Server application.

The scanned data transferred from the scanner via this program is also processed by the Data Trans application.



To configure the FTP Server setup, FTP Server must be stopped.



A Scanning module is an essential component of the MaQS Application Suite and is either run on a PDA device or a desktop PC:



The main menu is divided into three distinct function groups:



Some of the functions in CSSD/SSD have been replaced with the new Decontamination module

CSSD/SSD: used for all process functions within the sterilising department THEATRE: used to allocate items to a patient or cancel patient items ADMINISTRATION: used for Stock Take Functions, PDA setup and receiving files.

When the scanning module is run from a PDA device, information can be entered using either the embedded laser scanner or the PDA keyboard.

When run from a desktop PC, information can be entered using either a USB cabled scanner or the keyboard.

When the keyboard is used, either the enter/return key has to be pressed or the OK button clicked on the screen. However, when the laser trigger is used to scan the required data, the enter/return key is done automatically.

This page of the scanning module contains links to the functions used in the sterilising area.

Decontamination (Not applicable for 4.1.80 onwards):

Receive in used items from theater

Track items being put into a washer

Record the result of items after washing

# Sterilising:

Track items into a steriliser

Record the result of a sterilising process

## Store Items:

Issue items from one store location to another

Receive pre-sterile items from a supplier into a store location.



This page of the scanning module contains links to the functions used in theatre



It is Patient tab for desktop scanning.



# **Patient Items:**

Allocate sterilised trays and pre-sterile items to a patient

Allocate items to a patient using Preference Card

Cancel allocated items from a patient

## Store Items:

Issue items from one store location to another

Receive pre-sterile items from a supplier into a store location.



The Administration Tab on the scanning menu has the following function:.



#### Receive Files

This is only valid on wireless PDA devices and is used to receive 'lookup files' which are stored locally.

## **FULL Stock Take**

This function is link to the Stocktake module , which is used for verification of the quantity and condition of items held in a store location.

## **Record Stock Count**

This function is used to update store records with adjusted inventory counts.

# Setup

Alter the configuration of the scanning module.

When any tracking function is completed in the scanning module, the scanned data has to be transferred for processing by the MaQS DataTrans program and for updating the MaQS database. The method of transmission depends on how the scanning module is being used.

Desktop PC: Each page of the scanning module has a 'Transmit All Data' link. Click this to transmit the scanned data for processing.

Wireless PDA: Each page of the scanning module has a 'Transmit All Data' link. Click this to transmit the scanned data for processing.

Non-Wireless PDA: Attach the PDA to the PC using the supplied cable or docking station and then click the 'Transfer Data' button on the DataTrans program.





When instruments/packs are returned to the Decontamination area they can be received in with a reason for the return.



Not applicable for version 4.1.80 onwards

Select *Receive Used Items* from the scanning menu and follow the prompts.



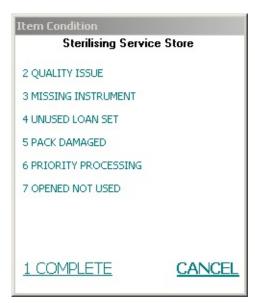
# Enter/Scan the Operator ID:



Enter/Scan the store location **into which** the items are being received:



Enter the reason for the return:



Now enter each barcode of the returned items:



and then click **Finished** 

The scanned data can now be transmitted for processing.





Not applicable for version 4.1.80 onwards

Select the function *Wash Items* to track contaminated items into a washing process.



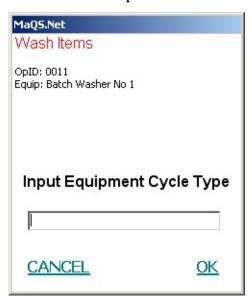
# Enter/Scan the Operator ID:



Enter/Scan the washer equipment code/id:



Enter/Scan the particular washing cycle for the washer:



Now enter/scan each item to be washed:

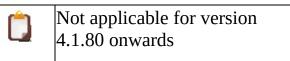


and then click **Finished** 

The scanned data can now be transmitted for processing.

A Batch Report will be generated which has a Batch No. on it. The Batch No. must be used when recording the outcome of the washing process.





When a washing process has been completed, this menu item is used to track the outcome of the process.

First, enter the operator id:



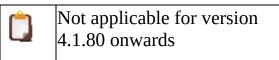
Then enter the Batch No. of the washing process:



and record the outcome of the process:







This function tracks every item (set/tray) through a sterilising process after a label has been generated and attached to each item.

# Enter the Operator ID:



Enter the ID of the steriliser to be used:



Enter the required Cycle ID for the selected steriliser:

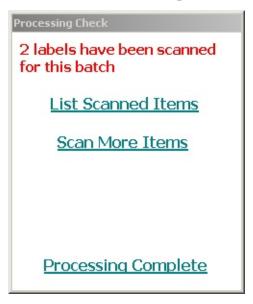


Now scan the barcode of each item being put into the steriliser:



then click *Finished* to indicate there are no more items in the batch.

A further screen has options for amending the list of items scanned:



Select *Processing Complete* and then the scanned data can be transmitted for processing.

A Batch Report will be generated which has a Batch No. on it. The Batch No. must be used when recording the outcome of the sterilising process.





Not applicable for version 4.1.80 onwards

When a sterilisation process has been completed, the status of the process is tracked by applying a checking code to every item that was sterilised.

There are two options when assigning checking codes - *Batch Check* or *Item Check*.

A *Batch Check* will require the input of a Batch No. and will apply the specified code to every item in that batch.

An *Item Check* will apply a checking code to each scanned item. A checking code, once allocated to an item, cannot be changed.

The Batch Check process is as follows:

Enter the Operator ID:



Enter the Batch No. from the Batch Report:



Confirm the cycle Parameters for the batch.



Enter the result of the sterilising process:



Confirm your selection.



The scanned data can now be transmitted for processing.

The Item Check process is similar except that the item condition as above has to be entered for each item scanned.

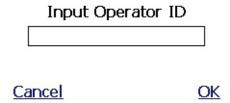
This function allows packs and pre-sterile items to be transferred from one store location to another. The tracking of these items is essential because:

- i. an item has to be 'owned' by a store location for it to be issued elsewhere or assigned to a patient
- ii. stock levels are updated when the transfer of items is tracked.



1. Enter the Operator ID:

Stores Issue



2. Enter the location of the store from where the items are being issued:

Stores Issue	
OpID: 01	
Input Store Location	١
Issue FROM Store	•
L	
(59/6502	
<u>Cancel</u>	<u>OK</u>

3. Enter the location of the store which the items are being issued to:



4. Enter/scan the barcode of each sterilised or pre-sterile item:

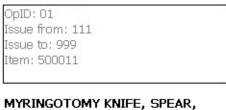
## Stores Issue





5. Enter the quantity to be issued.

## Stores Issue



MYRINGOTOMY KNIFE, SPEAR, SINGLE USE, STERILE





6. Click *Finished* when done. The scanned data can now be transmitted for processing.

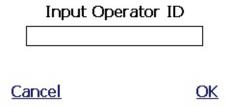


This function allows pre-sterile items to be received from a supplier into a store location. The stores stock levels are updated accordingly.



1. Enter the Operator ID:

Receive Items



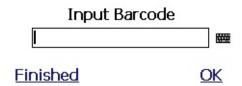
2. Enter the location of the store into which the items are being received:

Receive Items	
OpID: 01	
Input Store Location Receive Into Store	
Cancel	<u>OK</u>

3. Now enter/scan the barcode of each pre-sterile item:

# Receive Items





4. Click *Finished* when complete. See, transmitted for processing.

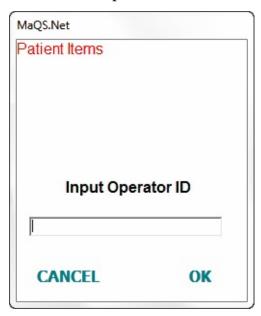


This function is used to allocate sterilised and pre-sterile items such as implants to a patient.



The screen may vary between the desktop scanning and the Handheld wireless scanner.

1. Enter the Operator ID:



2. Enter the store location from which the items are being issued:



3. Select the procedure date, by default the procedure date will be the current date

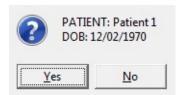
## Patient Items



4. Enter at the following (Patient ID is mandatory) and the episode number is optional.



5. Patient information will be prompt, confirm patient ID.



6. Enter/scan all the barcoded items being allocated to the patient.

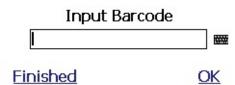


The scanning program can decode GS1 and HIBC codes.

If multiple matches are found, it will prompt with item description

#### Patient Items

OpID: 01 Issue from: 111 Proc.Date: 12/02/2014 Patient: 001



7. The item description will be shown and Quantity for user. Repeat step 6 & 7.

#### Patient Items



8. Click *Finished* when allocation is completed.

A further screen has options for amending the list of items scanned:

1 labels have been scanned for this patient

List Scanned Items

Scan more items

## Assignment Complete

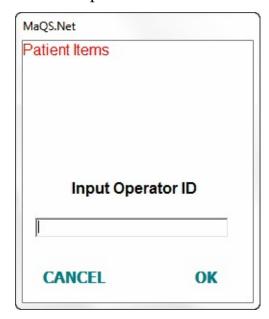
Click Assignment Complete when done and transmit the scanned data for processing.



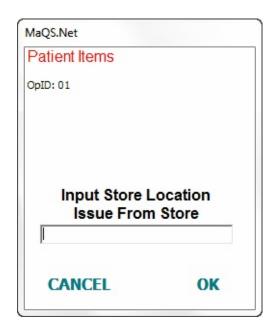
When allocate to Patient using Preference Card is used the operator will be asked to enter two additional data fields.



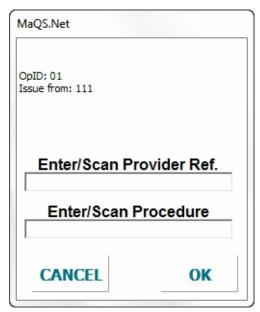
# 1. Enter Operator ID



2. Enter the store location from which the items are being issued:



3. Enter The Surgeon Provider Ref No. & Procedure Code.



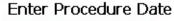
4. Confirm Preference Card

Use these values: ANAESTHETIC Caudal infusion of local anaesthetic



5. Select the procedure date, by default the procedure date will be the current date

#### Patient Items





<u>Cancel</u> <u>OK</u>

See Step 4 onward in Allocate to patient, to allocate additional items to patient.

This will allow the scanning program to check the allocation against the surgeon preference card.

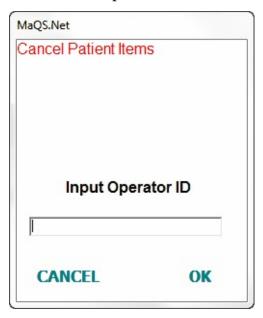


Categories that are selected "DO Not automatically assign items in this category to a patient" will not be allocated to the patient, see here.



Items allocated to a patient but not used or discarded can be canceled from the patient using this function.

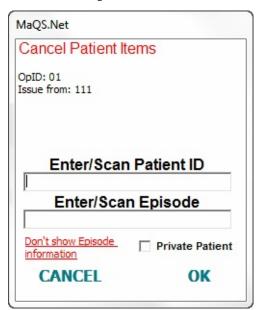
1. Enter the Operator ID:



2. Enter the store location to which the items are being returned:



## 3. Enter the patient details:



4. Enter the procedure date



5. Scan or enter barcode for the canceled item



6. Enter Lot number (if applicable) and quantity



7. For each item select reason for discarding the item (item opened) or return item back to store (item unopened). Repeat steps 5-7.



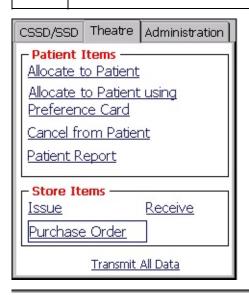
8. Click *Finished* when done and transmit the scanned data for processing.



The purchase order allow user to create purchase orders using the handheld scanners.



This function is only available on handheld scanners



1. Enter the Operator ID

Purchase Order

Input Operator ID	
`ancel	OK

2. Enter the store location

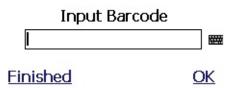
Purchase Order	
OpID: 01	
Input Store Location For Store	
Cancel	<u>OK</u>
B. Enter the Supplier ID  Purchase Order	
OpID: 01 Store: 111 Supplier: Area Warehouse	
Input Supplier ID	
<u>Done</u>	<u>OK</u>

4. Enter/Scan Item code.

#### Purchase Order

OpID: 01 Store: 111

Supplier: Area Warehouse



5. Enter Quantity required (in UOM).



Quantity on backorder will be prompt.

#### Purchase Order

OpID: 01 Store: 111

Supplier: Area Warehouse

Item: 500011

MYRINGOTOMY KNIFE, SPEAR, SINGLE USE, STERILE



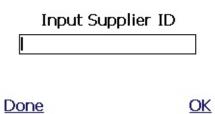
- 6. Repeat 4-5 to order more items. Select Finished when completed
- 7. (Optional) Create an order for a different supplier

# Purchase Order

OpID: 01 Store: 111

Supplier: Concord Warehouse

Item: 500011



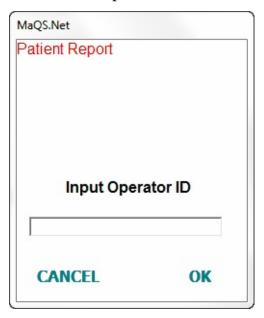
8. Select Done when all orders are completed. See transmit the scanned data for processing.

The orders will be created in MaQs, see Purchase Orders.

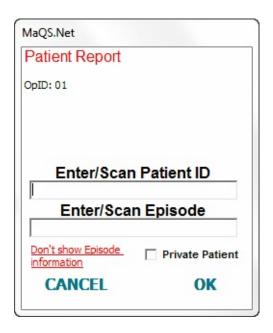


After all items have been scanned to a patient, use this option to print a report for the patient.

1. Enter the Operator ID:



2. Enter the patient ID and/or the episode:



3. Confirm patient ID.



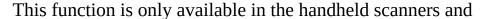
4. Enter the patient procedure date:



If a valid patient ID was entered for that procedure date, a patient report of all items used on that patient report will be printed to the default printer by Datatrans on the allocated patient report printer.



Stocktake is only connected to the Stocktake Module,



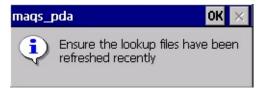


Before using this module, user **MUST** ensure the lookup files are updated.

1. Go to Full Stock Take



2. A warning message popup to remind user to update their lookup files

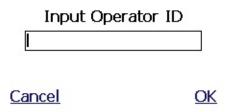


3. Input the password to have access the stocktake function

Enter system password.		
2	<u>OK</u>	

4. Enter the operator ID

Stocktake



5. Second operator can be recorded (optional, can be skipped)

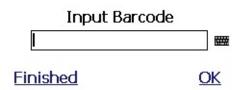
Stocktake	(Second	Operator)

Inpu	ut Operator ID	
Skip	<u>OK</u>	
6. Enter the	e store location ID.	
100.00	ly one stocktake per any given time	store location is permitted
	t Store Location ocktake Store	
<u>Cancel</u>	<u>OK</u>	

7. Enter Barcode for stocktake items

## Stocktake





8. Enter Quantity. Repeat 7 - 8

#### Stocktake

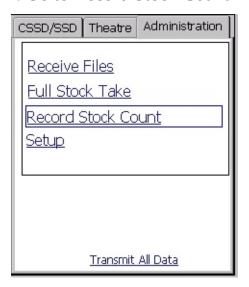


9. Select Finished and stocktake complete. See transmit the scanned data for processing.



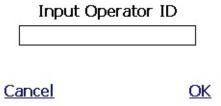
This function is used to add/increase inventory items into selected store location

## 1. Go to Record Stock Count



## 2. Enter Operator ID

Record Stock Count



3. Enter store location ID

Record	Stock Count
OpID: 01	
	put Store Location cord Stock for Store
l l	Ord Stock for Store
-	
Cance	<u>ok</u>
4. Ente	r Barcode.
	Item code <b>MUST</b> be used when performing record stock count.
Record	d Stock Count
OpID: 0: Store: 1	
Swre; 1	
	Input Percede
	Input Barcode

4. Enter Lot (if applicable) and Quantity. Repeat 3-4.

# Record Stock Count OpID: 01 Store: 111 Item: 500011

MYRINGOTOMY KNIFE, SPEAR, SINGLE USE, STERILE

Enter Quantity [

<u>Cancel</u> <u>OK</u>

5. Select Finished and Stocktake complete. See transmit the scanned data for processing.

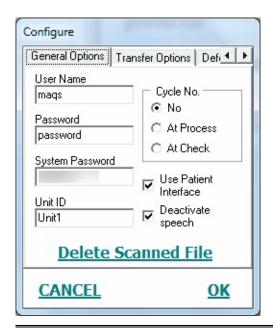


This function is usually performed by a supervisory role and must be used with caution as it changes the configuration of MaQS on the scanning module.

Password is required to access system settings:

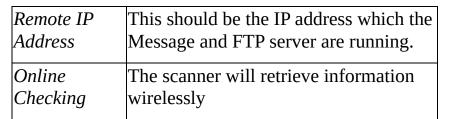


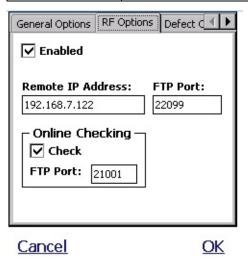
Cycle No.	User can choose to enter the Cycle No. at the point of scanning items to the Steriliser or Performing a Batch Check
Patient Interface	(Desktop Scanning only) Prompt with patient information in the Patient Item module
Speech	(Desktop Scanning only) Voice Prompt that read out instructions that appear on the screen
Prompt for Site	When activated it will ask for Site ID in the Patient Item Module



## **RF** Options

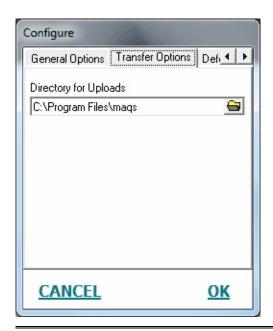
This settings is only available for handheld scanners.





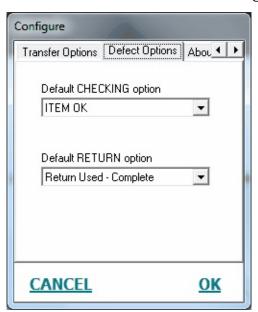
## **Configure**

This is for desktop scanning only, the Directory for Uploads by default should be C:\Program Files\MaQs



## **Defect Options**

This will set the default checking and return reason for Item/Batch Check.



When using the scanning module either via desk top scanning or a wireless PDA the following error messages will be shown:

To cancel an error message the in the top right hand corner or the message screen must be clicked.

### Error Message

### Cause



Attempting to check an item that has not been recorded as processed.



Attempting to issue an item that has not been recorded as processed.



Attempting to Allocate to a Patient an item has not been recorded as processed.



Attempting to Return an Item for reprocessing when the item has not been recorded as processed.



Attempting to issue a processed item that has not been checked

Attempting to Allocate to a Patient when a



processed item has not been checked.



Attempting to Receive an Item for Reprocessing when a processed item has not been checked.



Attempting to issue a processed item that has been checked as defective.



Attempting to Allocate to a Patient a processed item that has been checked as defective



Allocating to a Patient an item that has not been issued or received into the allocating store.



Attempting to Allocate to a Patient, an item that has already been allocated to another patient.

Attempting to Cancel from a Patient, an item that is defective.





Attempting to Cancel from a Patient, an item that has been assigned to another patient.



Attempting to issue from an item that has been Returned as used or defective.



Attempting to Allocate to a Patient, an item that has been received as used or defective



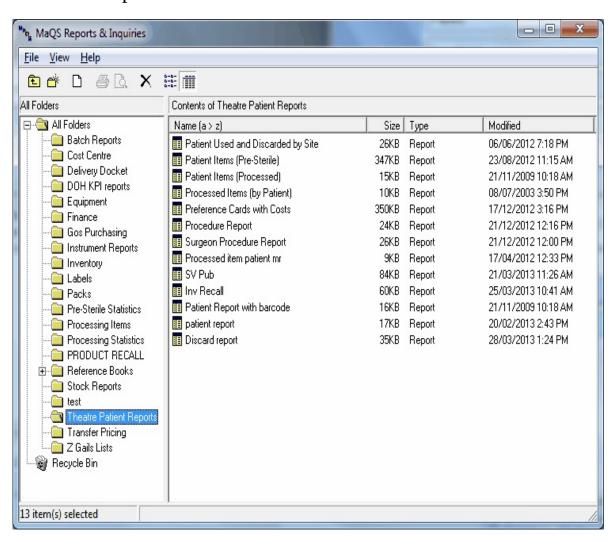
Attempting to Receipt an item that has either been used or is defective.

# **Import Report**

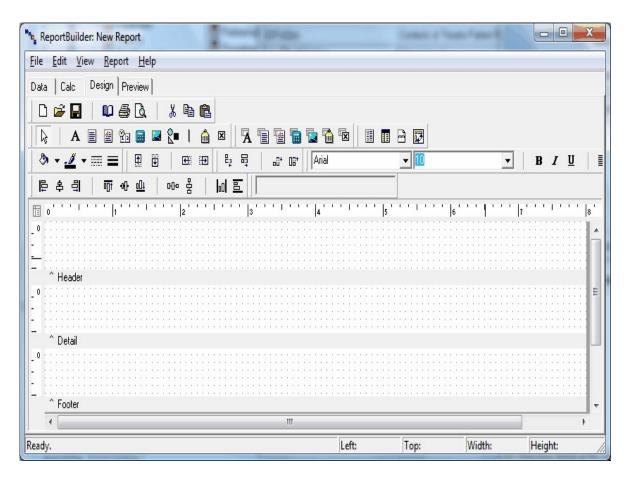


# **Importing Report**

1. Go to Report Builder



2. Select File -> New -> Report



- 3. Go to File -> Load From File and then locate the xxxxx.rtm (where xxxxx is the file name)
- 4. Go to File -> Save and select destination for the template