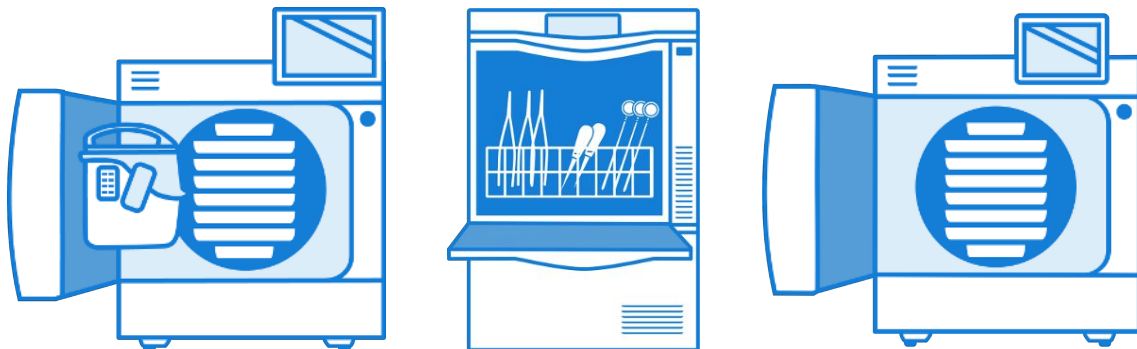


User Manual

MELAtrace®

Documentation. Load management. Approval.

from software version 3.10



EN

Dear customer,

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

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

The MELAG management and team.

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1 General guidelines

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

Should the user manual no longer be legible, damaged or lost, please obtain a new copy from MELAG. State the device type and your address in an e-mail. The device type is specified on the type plate on the rear of the device.

Introduction

MELATrace is a software for the complete documentation of the entire reprocessing process with MELAG devices (i.e. washer-disinfector, sealing devices, steam sterilizer).

Integration of the DAC Universal (Sirona Dental Systems GmbH) is possible as long as the functions are supported.

MELATrace combines the treatment steps cleaning and disinfection with sterilization in order to ensure comprehensive documentation.

This includes the following functions:

- User management
- Device and related load management
- Documentation of reprocessing process steps and program logs
- Data transfer and storage of complete or partial batch approvals
- Label print-out with the MELAprint 60 label printer
- Link to software MELAview

MELATrace does not control connected devices.

The intuitive user interface and the simple license model guarantee the highest levels of safety and satisfaction.

User group

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

Symbols used

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

Formatting rules

Symbol	Explanation
Settings	Reference to a menu command, window title or a pushbutton
see Chapter 2	Reference to another text section within this document.
[F11]	Keys on the keyboard are marked in square brackets.

2 Installation and licensing

System requirements

Hardware

- min. 2 GHz Multi-Core processor
- min. 4 GB RAM
- min. 7 GB free memory for installation
- USB port
- internet connection (required for Microsoft .NET Framework installation)

Optional

- MELAprint 60 label printer for label printing
- Barcode scanner with code 128 support

Software

- Windows 10, Windows 8.1, Windows Server 2012
- MELAview 3 Documentation software (in scope of delivery)
- Microsoft .NET Framework 4.6.2 (in scope of delivery)
- Program for displaying PDF documents, e.g. Adobe Acrobat Reader
- Windows Media Player (for playback of video tutorials)



PLEASE NOTE

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

Licensing

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



PLEASE NOTE

The full range of functions is only available in the Pro version.

Unavailable functions are shown in grey in the software.

- You can upgrade to a Pro license without reinstalling.
-

Installation

The USB flash drive contains an installation file which installs MELAtrace and MELAview together.

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

- Microsoft .NET Framework
(installed together with MELAview if the required version is not installed on the computer)
- Microsoft SQL Server 2012
(installed together with MELAtrace if no SQL server 2012 is installed on the computer)

Ensure compliance with the following prerequisites before installing MELAtrace:

- ✓ *If you use a notebook, please ensure that the power supply is plugged in to the mains during installation.*
 - ✓ *Windows may not be in safe mode during installation.*
 - ✓ *Check whether you have administrative privileges.*
 - ✓ *Ensure a connection to the internet during installation.*
-

1. Close all open programs before performing the installation.
2. Insert the USB flash drive or download the software from the MELAG website.
3. Start the installation file.
 - ➡ The installation wizard opens.
4. Select your desired language and click on **OK**.
5. Follow the instructions during the installation.

3 User Interface

Login

Login is required following every start of MELAtrace, following every logout and upon every authentication procedure. To do so, enter your user name (= user ID) and password in the login window.

User name

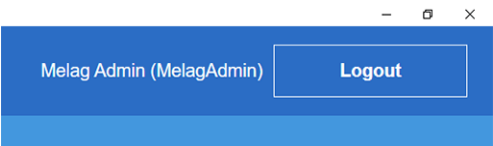
Password

Access data for the first login

User name: melagadmin
Password: melag

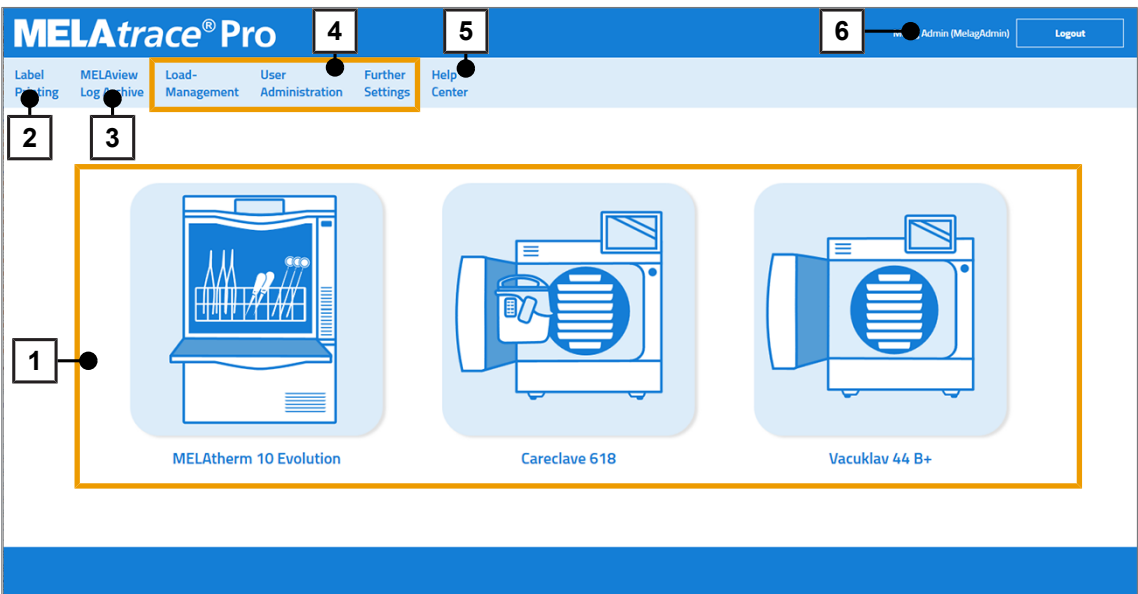
Logout

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



Main functions

The program main menu will open after successful login.



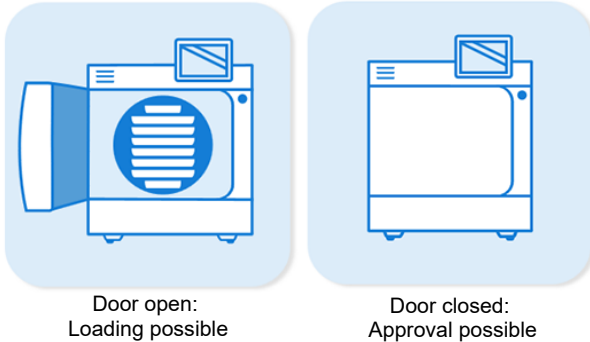
- | | | | |
|---|--|---|---|
| 1 | Main menu | 4 | Settings (only visible for the administrator) |
| 2 | Label Printing | 5 | Help Center |
| 3 | Navigation to the MELAview Log Archive | 6 | Header with user information |

Main menu

Here, you will find all integrated devices.

A separate icon is displayed for each device and for manual decontamination.

Depending on the process step, the dialogue for loading or approval is started. The device image shows the process step of the device.



Load

In the dialogue for loading a washer-disinfector (e.g. MELAtherm), you can determine the loading elements, e.g. wash trays, individual loading elements, etc., that make up the load.

In the dialogue for loading an steam steriliser, you can define which loading elements, e.g. wash trays, sterile containers, individually wrapped instruments, etc., make up the load.

In the Careclave dialogue for loading, you can define which loading elements are to be processed in the Carebox and which loading elements are to be processed in the sterilisation chamber. The procedure for loading the sterilisation chamber is the same as the procedure for loading an steam steriliser.

Clearance

In the dialogue for approving a WD batch, you can approve programme logs and can use them for subsequent loading in the steam steriliser or Careclave. Alternatively, you can also approve a batch from a manual decontamination process.

In the dialogue for approving sterilisation batches, you can approve programme logs and have the option of approving the loading elements of the batch, even only partially. For loading elements that are not approved, a reason must be given.

Label printing

Here you can print labels on the MELAprint 60 label printer following the approval of a WD or a sterilization batch, to enable traceability of the load elements and to display all previously-generated decontamination reports.

MELAview log archive

MELAview can be started directly from MELAtrace.

Administrator settings

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

Load management

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

User administration

Users are added and managed here, information regarding the practice is entered and settings are made for authentication and auto log-out, i.e. automatic user logout following inactivity. The contact data of the responsible stockist/customer services can also be stored here.

Further settings

User-defined program options and storage folders for the logs can be determined here together with settings for the load, approval and data base management.

Help centre

Here you will find the user manual, licensing and several functions e.g. the device overview and the TeamViewer Quick-Support.

Header

The user name of the user currently logged-in is displayed here together with the time remaining until automatic logout, as far as it is activated (see [Auto logout](#) [► page 50]).

Key

Pushbuttons

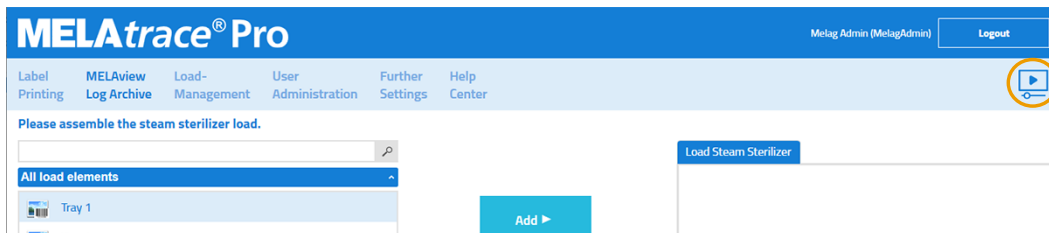
Symbol	Explanation
	add/generate new element
	delete element
	print an overview of the load elements, standard batches etc.
	block an user in the program
	unblock an user in the program
	select a file or a directory on the computer
	search for a label printer in the network
	restore the program standard settings
	The sterile container is open, load elements, standard batches etc. can be added.
	The sterile container is closed, load elements, standard batches etc. cannot be added.
	start available video tutorial

Symbols

Symbol	Explanation
	A graphic is saved for the selected element.
	A barcode is saved for the selected element.
	A graphic and a barcode is saved for the selected element.

Video tutorial

If the `video tutorial` button is visible, you can click on it to start the video tutorial for this program area.



You will find an overview of all available video tutorials in the `Help Center` (see [Help Center](#) ► page 56]).

4 Load definition



PLEASE NOTE

The full range of functions is only available in the Pro version.

Unavailable functions are shown in grey in the software.

- You can upgrade to a Pro license without reinstalling.

Loading a washer-disinfector (e.g. MELAtherm)



PLEASE NOTE

This function can be deactivated if required (see [Further settings](#) [▶ page 51]).

Requirement to create a load:

- ✓ The washer-disinfector is licensed in MELAvi.
- ✓ Load elements/standard batches were added here: [Load management](#) [▶ page 39].

▶ Select the washer-disinfector to be loaded in the main menu.

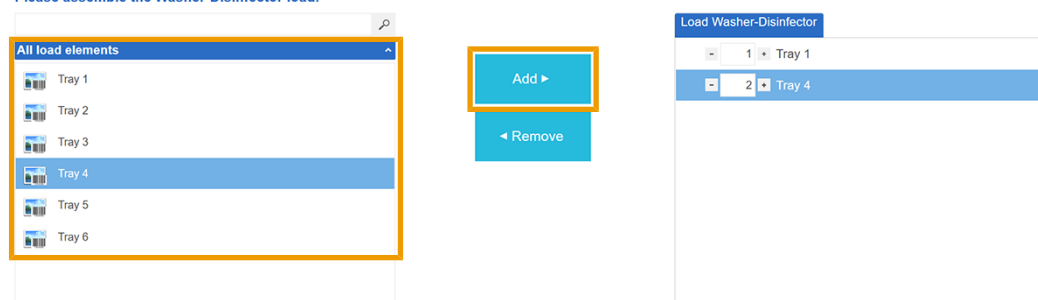
→ A new window will open.

Assembling a Washer-Disinfector load

Load elements

1. Select the individual elements from the list of All load elements.
2. Click on Add to add this element to the load and specify the number of load elements included.
Alternatively, the element of the load definition can also be added by double-clicking or scanning in the corresponding barcode.

Please assemble the Washer-Disinfector load.



Standard batches



PLEASE NOTE

Only one standard batch may be added.

1. Select a load from the Standard batches list to select a pre-defined load (standard batch).

- Click on **Add** to add the selected standard batch to the load.

Please assemble the Washer-Disinfector load.

Further load elements

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



PLEASE NOTE

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

- Enter a name of another load element in the **Add additional load element** field.

- Click on **+** to add this element to the load.

Entering batch designation

You have the option of giving each load/load definition a dedicated designation.

- To do so, enter the optional description in the **Batch designation** field.

➡ The designation is then displayed on the washing and disinfection report.

Removing load elements

Clicking on **Remove** deletes the load element/standard batch from the list **Load Washer-Disinfector**.

Completing the load

- Click on **Completed** to conclude the load definition.
- Confirm the dialogue window with **OK**.

Loading a steam sterilizer



PLEASE NOTE

This function can be deactivated if required (see [Further settings](#) [▶ page 51]).

Requirement to create a load:

- ✓ *The steam steriliser is licensed in MELAview.*
- ✓ *Load elements/standard batches/sterile container were added here: [Load management](#) [▶ page 39].*

▶ In the main menu, select the steam steriliser to be loaded.

➡ A new window will open.

Assembling the steam sterilizer load

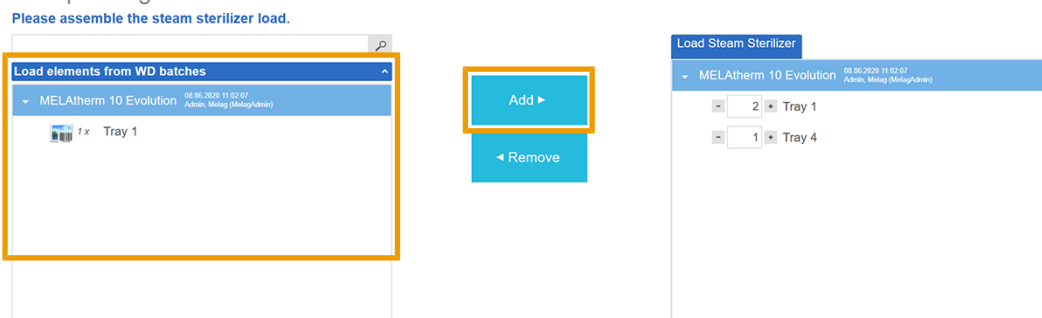
All load elements and standard batches can be assigned both a sterile container and an steam sterilizer load. The sterile containers can be assigned to an steam sterilizer load.

Load elements from WD batches

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

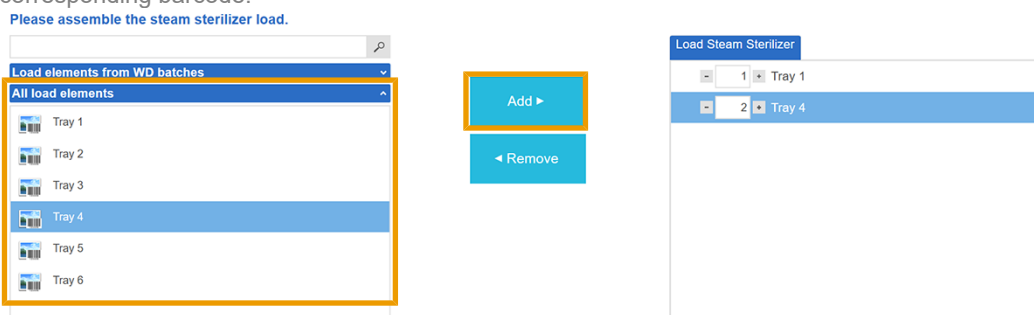
- ✓ *At least one load element from an approved WD batch was selected for further use.*
- ✓ *The hold-back time has not yet been exceeded.*

1. To select a load element from WD batches, select the element from the list of `Load elements from WD batches`.
2. Click on `Add` to add any load element or a sterile container and specify the number of load elements included. Alternatively, the element of the load definition can also be added by double-clicking or scanning in the corresponding barcode.



Load elements

1. Select an element from the list of `All load elements`.
2. Click on `Add` to add any load element and specify the number of load elements included. Alternatively, the element of the load definition can also be added by double-clicking or scanning in the corresponding barcode.



Standard batches



PLEASE NOTE

Only one standard batch may be added.

1. Select a load from the `Standard batches` list to select a pre-defined load (standard batch).
2. Click on `Add` to add a selected pre-defined load (standard batch) to a load or to a sterile container.

Please assemble the steam sterilizer load.

Sterile container

1. Select the desired (empty) sterile container from the `Sterile container` list which is to be filled.
2. Click on `Add` to add the selected sterile container to the load.

Please assemble the steam sterilizer load.

➡ The sterile container is now displayed in the right-hand list `Load definition` with the symbol. This means that it is open and can be filled with load elements and/or a standard batch.

3. Clicking on closes the sterile container ().
The sterile container can also be opened by scanning the barcode and can be closed again by scanning again.

Further load elements

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

1. Enter a name of another load element in the `Add additional load element` field.

2. Click on to add this element.
Alternatively, the element of the load definition can also be added by double-clicking or scanning in the corresponding barcode.



PLEASE NOTE

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

Entering batch designation

You have the option of giving each load/load definition a dedicated designation.

- ▶ To do so, enter the optional description in the `Batch designation` field.

Miscellaneous ^

Add additional load element (optional)

Batch designation (optional)

Custom batch description

→ The designation is displayed on the decontamination report.

Removing load elements

Clicking on `Remove` deletes the element from the list `Load Steam Sterilizer`.

Please assemble the steam sterilizer load.

The screenshot shows the 'Load Steam Sterilizer' interface. On the left, a panel titled 'Load elements from WD batches' contains a list of 'All load elements' including Tray 1 through Tray 6. Tray 4 is highlighted. In the center, there are two buttons: 'Add ►' and '◀ Remove'. The 'Remove' button is highlighted with an orange box. On the right, the 'Load Steam Sterilizer' panel shows a list of trays: '1 Tray 1' and '2 Tray 4'.

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

If you have previously issued approval to a WD batch from a different washer-disinfector or manually decontaminated instruments, the following window is also displayed. Here, you can incorporate instruments from a different WD batch or manually-decontaminated instruments in the steam sterilizer load.

1. After having determined the load for the steam sterilizer, click on `Next`.

→ The following window opens:

Which manual decontamination or other Washer-Disinfector batches are included in the steam sterilizer load?

The screenshot shows the 'Manual decontamination/other Washer-Disinfector' window. It has a title bar 'Manual decontamination/other Washer-Disinfector' and a list of batches, with 'other RG' highlighted. In the center, there are two buttons: 'Add ►' and '◀ Remove'. The 'Add' button is highlighted with an orange box. On the right, the 'Load Steam Sterilizer' panel is visible.

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

2. Select an approved batch from the `Manual decontamination/other Washer-Disinfector` list and then click on `Add`.
3. Once you have added one or more batch(es) click on `Next`.

Assigning sealing logs

A requirement for the assignment of sealing logs:

- ✓ The option is activated under [Options](#) [▶ page 51].
- ✓ The sealing log was generated by a device which is licensed in MELAviwe.
- ✓ The sealing log contains at least one successfully concluded sealing procedure.

1. After the load has been determined for the steam sterilizer (see [Load definition](#) [▶ page 11]), click on **Next**.

➡ The following window opens:

Which sealing logs should be issued?

Sealing device	Sealing log
MELAseal 200	C:\Protokolle\Siegel\20190729_20142001694_0000115.htm

Max. 5 sealing logs possible

Sealing log preview

```

MELAG MEDIZINTECHNIK
-----
10 MELAG MELAseal 200
15 Date:      29-07-2019
20 S/N:      20142001694
25 Ver:      V02.28
30 Op.Hrs:   0000023
35 Svc.Date: 06-12-2018

|Stat|Time|Dur|Temp|Force|Limits - Dur, Temp, Force|Usr|SCnt|SvoCnt|TtlCnt|CS
|-----|
|OK|12:15:23|03.4|180|203|03.0-08.0 175-185 170-230|U01|0001|049885|0000115|233
|OK|12:15:29|03.6|178|203|03.0-08.0 175-185 170-230|U01|0002|049884|0000116|226
|F3|12:15:34|[01.0]|178|209|03.0-08.0 175-185 170-230|U01|0003|049883|0000117|133
|F3|12:15:38|[00.2]|179| |03.0-08.0 175-185 170-230|U01|0004|049882|0000118|087
|F3|12:15:44|[00.1]|181| |03.0-08.0 175-185 170-230|U01|0005|049881|0000119|091
|F3|12:15:49|[02.3]|179|207|03.0-08.0 175-185 170-230|U01|0006|049880|0000120|130
|F1|12:15:51|[179]| |03.0-08.0 175-185 170-230|U01|0007|049879|0000121|067
|F1|12:15:51|[179]| |03.0-08.0 175-185 170-230|U01|0008|049878|0000122|068
  
```

2. Click on **+**.
3. Select the sealing log.
4. Click on **Open**.

Completing the load

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

Loading the Careclave



PLEASE NOTE

This function can be deactivated if required (see [Further settings](#) [▶ page 51]).

Requirement to create a load:

- ✓ The Careclave is licensed in MELAviwe.
- ✓ Load elements/standard batches/sterile container were added here: [Load management](#) [▶ page 39].

- ▶ In the main menu, select the Careclave.

➡ A new window will open.

Assembling the Careclave load

All load elements and standard batches can be assigned both a sterile container and a Careclave load. In turn, the sterile containers can be assigned to a Careclave load.

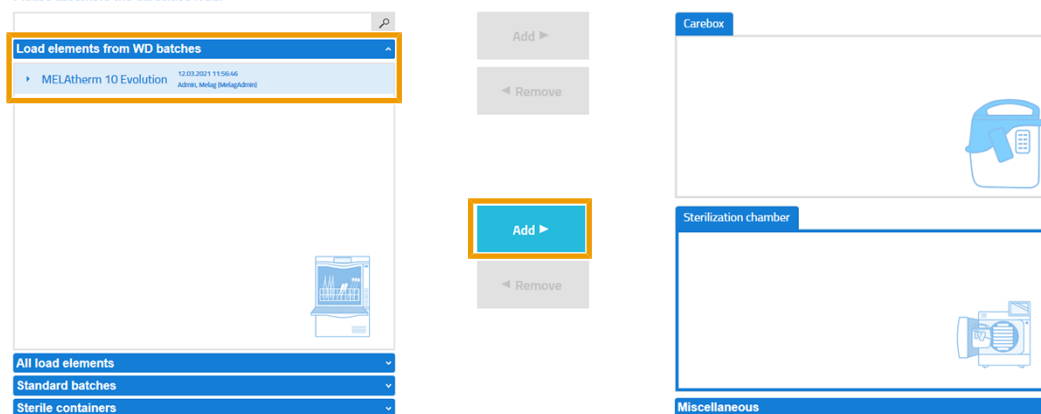
Load elements from WD batches

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

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

1. To select a load element from WD batches, select the element from the list of **Load elements from WD batches**.
2. Click on **Add** to add an element of the sterilisation chamber or a sterile container and specify the number of load elements included.
Alternatively, the element of the load definition can also be added by double-clicking or double-touching or scanning in the corresponding barcode.

Please assemble the Careclave load.



Load elements

1. Select the individual elements from the list of **All load elements**.
2. Select the Carebox or the sterilisation chamber.
→ Your selection will be outlined in blue.



PLEASE NOTE

Only those loading elements that are assigned to the **Load management** [▶ page 39] of a Carebox can be added to the Carebox.

3. Click on **Add** to add an element of the Carebox, the sterilisation chamber or a sterile container and specify the number of load elements included.
Alternatively, the element of the load definition can also be added by double-clicking or double-touching or scanning

in the corresponding barcode.

Please assemble the Careclave load.

The screenshot shows the MELAG software interface for assembling a Careclave load. On the left, a list titled 'All load elements' contains 'Transmission instrument A', 'Transmission instrument B', 'Tray 1' through 'Tray 6', and 'ZEG tip A'. Below this list is a 'Standard batches' section. In the center, there are two 'Add' buttons (highlighted with orange boxes) and two 'Remove' buttons. On the right, there are two main sections: 'Carebox' and 'Sterilization chamber'. The 'Carebox' section shows 'Transmission instrument A' with a quantity of 5 and 'Transmission instrument B' with a quantity of 2. The 'Sterilization chamber' section shows 'Tray 1' with a quantity of 4. Icons for a Carebox and a Sterilization chamber are also present.



PLEASE NOTE

Only one standard batch may be added.

Standard batches

- ✓ *Standard batches for loading a Carebox are completely assigned to only one Carebox type (Blue/Green).*

1. Select a load from the `Standard batches` list to select a pre-defined load (standard batch).
2. Click on `Add` to add the selected standard batch to the Carebox, the sterilisation chamber or to a sterile container.

Please assemble the Careclave load.

The screenshot shows the MELAG software interface for assembling a Careclave load. On the left, a list titled 'All load elements' contains 'Standard batches' which includes 'Batch Carebox:Blue', 'MELAG: A', 'MELAG: B', 'MELAG: C', and 'MELAG: D'. Below this list is a 'Sterile containers' section. In the center, there are two 'Add' buttons (highlighted with orange boxes) and two 'Remove' buttons. On the right, there are two main sections: 'Carebox' and 'Sterilization chamber'. The 'Carebox' section is empty. The 'Sterilization chamber' section is empty. Below the 'Sterilization chamber' section is a 'Miscellaneous' section. Icons for a Carebox and a Sterilization chamber are also present.

Sterile container

1. Select the desired (empty) sterile container from the `Sterile container` list which is to be filled.

- Click on **Add** to add the selected sterile container to the sterilisation chamber.

Please assemble the Careclave load.

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

- The sterile container can be closed by clicking on ().
The sterile container can also be opened by scanning the barcode and can be closed again by scanning again.

Further load elements

In addition to the selection of pre-defined load elements and standard batches, you can also add load elements to the load under **Other**, which are not stored in MELAtrace.

- Enter a name of another load element in the **Add additional load element** field.

- Click on to add this to the load of the Carebox or of the sterilisation chamber.
Alternatively, the element of the load definition can also be added by double-clicking or scanning the corresponding barcode.



PLEASE NOTE

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

Entering batch designation

You have the option of giving each load/load definition a dedicated designation.

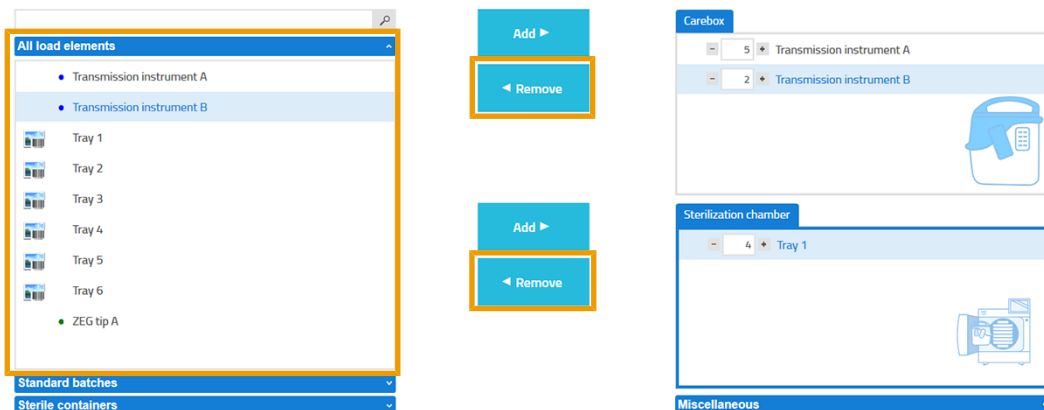
- Enter a description in the **Batch designation** field.

➡ The designation is displayed on the decontamination report.

Removing load elements

Clicking on **Remove** deletes the selected parts of the load from the **Carebox** or **Sterilisation chamber** list.

Please assemble the Careclave load.



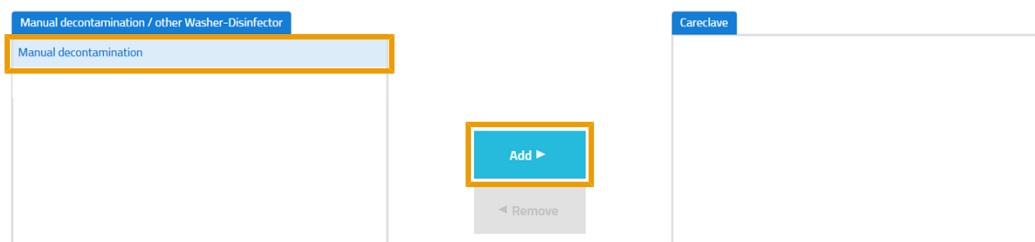
Allocating an approved batch from another Washer-Disinfector or a manual treatment

If you have previously issued approval to a WD batch from a different washer-disinfector or manually decontaminated instruments, the following window is also displayed. Here, you can incorporate instruments from a different WD batch or manually-decontaminated instruments in the steam sterilizer load.

1. After having determined the load for the steam sterilizer, click on **Next**.

➔ The following window opens:

Which manual decontamination or other Washer-Disinfector batches are included in the Careclave load?



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

2. Select an approved batch from the **Manual decontamination/other Washer-Disinfector** list and then click on **Add**.
3. Once you have added one or more batch(es) click on **Next**.

Assigning sealing logs

A requirement for the assignment of sealing logs:

- ✓ The option is activated under [Options](#) [▶ page 51].
- ✓ The sealing log was generated by a device which is licensed in MELAview.
- ✓ The sealing log contains at least one successfully concluded sealing procedure.

1. After the load has been determined for the steam sterilizer (see [Load definition](#) [▶ page 11]), click on **Next**.

➡ The following window opens:

Which sealing logs should be issued?

Sealing device	Sealing log
MELAseal 200	C:\Protokolle\Siegel\20190729_20142001694_0000115.htm



Max. 5 sealing logs possible

Sealing log preview

MELAG MEDIZINTECHNIK

10 MELAG MELAseal 200

15 Date: 29-07-2019

20 S/N: 20142001694

25 Ver: V02.28

30 Op.Hrs: 0000023

35 Svc.Date: 06-12-2018

Stat	Time	Dur	Temp	Force Limits	- Dur, Temp, Force Usr SCnt SvoCnt TtlCnt	CS
=====	=====	=====	=====	=====	=====	=====
OK	12:15:23	03.4	180	203	03.0-08.0 175-185 170-230 U01 0001 049885 0000115 233	
OK	12:15:29	03.6	178	203	03.0-08.0 175-185 170-230 U01 0002 049884 0000116 226	
F3	12:15:34	[01.0]	178	209	03.0-08.0 175-185 170-230 U01 0003 049883 0000117 133	
F3	12:15:38	[00.2]	179		03.0-08.0 175-185 170-230 U01 0004 049882 0000118 087	
F3	12:15:44	[00.1]	181		03.0-08.0 175-185 170-230 U01 0005 049881 0000119 091	
F3	12:15:49	[02.3]	179	207	03.0-08.0 175-185 170-230 U01 0006 049880 0000120 130	
F1	12:15:51	[179]			03.0-08.0 175-185 170-230 U01 0007 049879 0000121 067	
F1	12:15:57	[179]			03.0-08.0 175-185 170-230 U01 0008 049878 0000122 068	

2. Click on **+**.
3. Select the sealing log.
4. Click on **Open**.

Completing the load

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

5 Approval process



PLEASE NOTE

Only the outcome of a programme run listed in the respective device program log or on the device display is valid. Technical values and other relevant information are always to be taken from the device display or log.



PLEASE NOTE

Deactivate the batch approval on the device when approving batches via MELAtrace.

This will help you avoid potentially contradictory information.

Approving a Washer-Disinfector batch

Requirement based on which a WD batch can be approved:

- ✓ The washing and disinfection programme has been completed successfully.
- ✓ The programme log has not yet been approved.
- ✓ The contents of the programme log was not changed.
- ✓ The programme log is not older than six hours/than the hold-back time pre-set under *Further settings* (see [Logs](#) [▶ page 52]).
- ✓ The programme log was generated by a device which is licensed in MELAview.

1. In the main menu, select the device with the completed programme run.

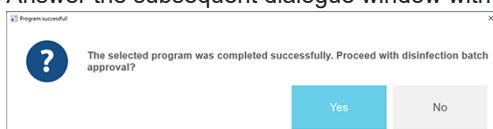
➔ The following list opens:

[Select the WD log you'd like to approve.](#)

Storage folder for program logs: C:\Protokolle\MELAtherm06_2019

Program	Program start	Program end	Log file	Batch
Universal-Programm	15.08.2019, 07:13:24	15.08.2019, 08:20:00	JR14P009.PRO	9
Universal-Programm	15.08.2019, 07:01:39	15.08.2019, 08:08:09	JR14P008.PRO	8

2. Make a selection from the list of programme logs to be provided with approval and click on **Next**.
3. Answer the subsequent dialogue window with **Yes**.



4. The approved WD batch can then be used further for the load definition for a sterilisation within 24 hours.
- ➔ After this time, the programme log is no longer valid.

Approval options

The program log of the WD batch requiring approval is displayed in the approval window. If required, you can add comments which are added to the washing and disinfection report.

Three options are available:

How do you wish to proceed with the Washer-Disinfector batch?

- ☐ Approve all load elements
- ☐ Do not approve individual load elements
- ☐ Do not approve batch

Approve all load elements

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

➔ The following window opens:

Which approved load elements should be used further for sterilization?

	Load element
☒	Tray 1
☒	- 2 + Tray 4

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

➔ A preview of the washing and disinfection reports will be displayed (see [Generating a washing and disinfection report](#) [▶ page 25]).

Do not approve individual load elements

A requirement for the selection of Reasons:

✓ *Reasons were added in menu Load Management (see [Reasons](#) [▶ page 46]).*

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

➔ The following window opens:

Do not approve individual load elements

Load element	No approval issued	Reason	Applies
1 x Tray 1	☒	Corrosion	☐
2 x Tray 4	☒	Instrument damaged	☒
		Condensate residues	☐

- Select the load element affected from the left hand **Load element** list and the number.
- Give at least one reason in the right-hand **Reason** list as to why the load element concerned was not approved.
- If the appropriate reason is not listed, enter a different reason under **Other reason** and add this by clicking on **+**.

Other reason **+**

➔ Other reasons are not saved in the list of reasons in the database.

- Proceed in this fashion with all load elements not approved.

6. Then click on **Next**.

→ The following window opens:

Which approved load elements should be used further for sterilization?

	Load element
☒	Tray 1
☒ - 2 +	Tray 4

7. Select the load elements and their quantity which you wish to use for the sterilization procedure and then click on **Next**.
8. A preview of the washing and disinfection report will be displayed (see [Generating a washing and disinfection report](#) [▶ page 25]).

Do not approve the entire WD batch

A requirement for the selection of Reasons:

✓ *Reasons were added in menu Load Management (see [Reasons](#) [▶ page 46]).*

1. If you do not wish to approve the whole WD batch, select **Do not approve batch** and then click on **Next**.

→ The following window opens:

Withhold approval for entire load.

Reason	Applies
Corrosion	☐
Instrument damaged	☐
Condensate residues	☒

2. Enter at least one reason in the **Reasons** list as to why the WD batch concerned was not approved.
3. If the appropriate reason is not listed, enter a different reason under **Other reason** and add this by clicking on 

Other reason
 

4. Then click on **Next**.

→ A preview of the washing and disinfection report will be displayed (see [Generating a washing and disinfection report](#) [▶ page 25]).



PLEASE NOTE

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

Approval of a batch from another washer-disinfector (WD)/ manually-decontaminated instruments

A WD batch from another WD or manually-decontaminated instruments can only be provided with complete approval and be used further in steam steriliser batches; i.e. it is not possible to provide approval to individual load elements.

If you wish to provide an external WD batch or instruments subject to manual decontamination with approval, enter a meaningful description and indicate the path to the log file if present.

1. In the main menu, select **Manual / Other WD**.

→ The following window opens:

Manual decontamination or other Washer-Disinfector (WD)

Description (e.g. serial number, date, total batches):

other RG

Path to the log file (optional):

2. Enter a description, and if it exists, the path to the log file by clicking on **...**.

3. Click on **Next**.

→ A preview of the washing and disinfection report will be displayed, see section [Generating a washing and disinfection report](#) [▶ page 25].

4. If you want to open the washing and disinfection report after approval, select the option above the pushbuttons.

☒ Open washing and disinfection report after conclusion of the approval

→ The approved WD batch or the instruments subjected to manual decontamination can then be used further for the load definition for the steam steriliser or Careclave within a specified period (standard: 24 hours).

→ After this time, the approval is no longer valid. The hold-back time can be altered in the administrator settings under **Further Settings** (see [Options](#) [▶ page 51]).

→ After successful approval, you can also print labels.

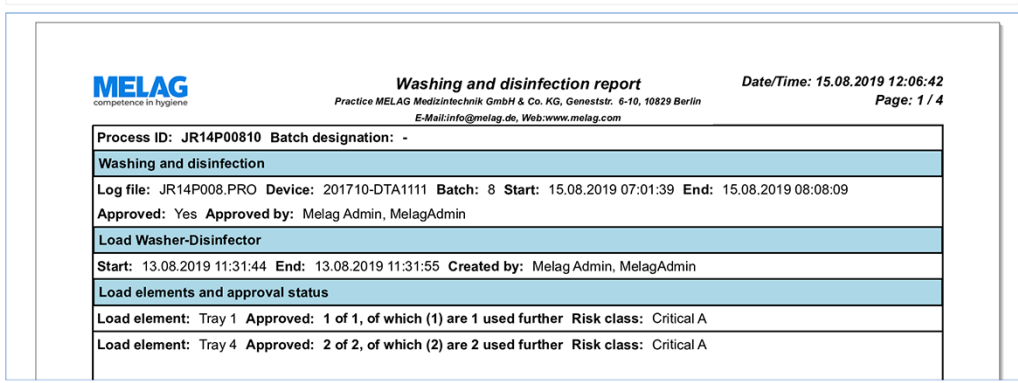
Generating a washing and disinfection report

A washing and disinfection report is generated after approving a WD batch or manually-decontaminated instruments.

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

Washing and disinfection report

Storage path for washing and disinfection report:
C:\Protokolle\Freigabe\RDG



File size: 0,17 MB

☒ Open washing and disinfection report after conclusion of the approval

Optional information in washing and disinfection report

Device: MELAtherm 10 Serial: 201710-DTA1111

A preview is generated. As an example, an approval from a MELAtherm is described, since all options are displayed here.

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

Text log (Washing & Disinfection)

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

Graphic log (Washing & Disinfection)

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

User image

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

Contents of the load element

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

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

**PLEASE NOTE**

The washing and disinfection report is saved in the directory determined under **Further settings > Logs**.

After clicking on **Completed** the log is saved as a PDF document in the corresponding directory.

Label printing

How to print labels after generating a washing and disinfection report, is outlined here: [Label printing](#) [▶ page 31]. Labels can only be printed for load elements which are not used further for sterilization.

Approving a sterilization batch

Preconditions for approving a sterilisation log in MELAtrace:

- ✓ *The sterilisation programme was performed successfully.*
- ✓ *The sterilisation programme has not yet been approved.*
- ✓ *The contents of the sterilisation log was not changed.*
- ✓ *The sterilisation log is not older than 6 hour/than the hold-back time specified in the settings.*
- ✓ *The sterilisation log was generated by a device which is licensed in MELAview.*

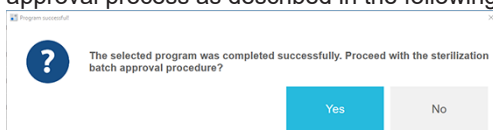
1. In the main menu, select the steam steriliser with the completed programme run.
2. Select the programme log to be approved and click on **Next**.

[Select the sterilization log you'd like to approve.](#)

Storage folder for program logs: C:\Protokolle\Autoklav\2015C45D0902

Device	Program	Program start	Program end	Log file	Batch
Vacuclav	Universal-Programm	16.08.2019, 08:18:57	16.08.2019, 08:41:04	F50P102U.PRO	102
Vacuclav	Universal-Programm	16.08.2019, 07:18:53	16.08.2019, 07:56:46	F50P102W.PRO	104

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



- The hold-back time for programme logs for an approval can be changed under **Further settings** (see [Logs](#) [▶ page 52]).

**PLEASE NOTE**

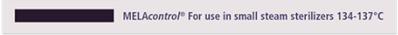
If the dialogue window displays a warning, consult the programme log for further information.

Indicator query

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

Have the indicators changed?

☐ Yes
☐ No
☐ No indicator used



Example of a change on the MELAcontrol indicator strip



Example of a change on the Bowie Dick Test



Example of a change on the MELAcontrol Pro indicator strip

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

**PLEASE NOTE**

The indicator query is only shown if the function **Perform indicator query** is activated under **Further settings** (see [Options](#) [▶ page 51]).

Otherwise, this window will be left out.

- ▶ Click on **Next**.

Approval options

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

How do you wish to proceed with the sterilization batch?

- ☐ Approve all load elements
☐ Do not approve individual load elements
☐ Do not approve batch

Approving the entire sterilization batch

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

➡ A preview of the decontamination report will be displayed (see [Generating up a decontamination report](#) [▶ page 29]).

Do not approve individual load elements

A requirement for the selection of **Reasons**:

- ✓ *Reasons were added in menu **Load Management** (see [Reasons](#) [▶ page 46]).*

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

→ The following window opens:

Do not approve individual load elements

Load element	No approval issued	Reason	Applies
MELAstore-Box 100	☐	Corrosion	☐
1 x Tray 3	☒	Instrument damaged	☐
3 x Tray 5	☐	Condensate residues	☐
		Packaging damaged	☒



PLEASE NOTE

It is not possible to approve only individual load elements in a sterile container.

2. Select the load element affected from the left hand **Load element** list and the number.



PLEASE NOTE

The reasons of **Washing** and **disinfection** and **Sterilisation** are available for the Careclave.

3. Give at least one reason in the right-hand **Reason** list as to why the load element concerned was not approved.
4. If the appropriate reason is not listed, enter a different reason under **Other reason** and add this by clicking on **+**

Other reason

other reason

→ Other reasons are not saved in the list of reasons in the database.

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

Do not approve the complete sterilization batch

A requirement for the selection of Reasons:

- ✓ *Reasons were added in menu **Load Management** (see [Reasons](#) [▶ page 46]).*

1. If you do not wish to approve the whole sterilization batch, select **Do not approve batch** and then click on **Next**.

→ The following window opens:

Withhold approval for entire load.

Reason	Applies
Corrosion	☒
Instrument damaged	☐
Condensate residues	☐
Packaging damaged	☐



PLEASE NOTE

The reasons of **Washing** and **disinfection** and **Sterilisation** are available for the Careclave.

2. Enter at least one reason in the Reason list as to why the sterilization batch concerned was not approved.

3. If the appropriate reason is not listed, enter a different reason under Other reason and add this by clicking on +

Other reason
other reason +

4. Then click on Next.

Generating a decontamination report

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

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

Decontamination report

Storage folder for decontamination report:

C:\Protokolle\Freigabe\Autoklav

MELAG
competence in hygiene

Decontamination report
Practice MELAG Medizintechnik GmbH & Co. KG, Geneststr. 6-10, 10829 Berlin
E-Mail: info@melag.de, Web: www.melag.com

Date/Time: 16.08.2019 12:13:16
Page: 1 / 6

Process ID: F50P102W4 Batch designation: -

Washing and disinfection
Log file: JR14P00A.PRO Device: 201710-DTA1111 Batch: 10 Start: 12.08.2019 07:25:15 End: 12.08.2019 08:31:15
Approved by: Melag Admin, MelagAdmin
External batch: other WD

Packaging
Log file: C:\Protokolle\Siegel\20190729_20142001694_0000127.htm
Device: 20142001694

File size: 0,134 MB Open the decontamination report after issue of approval

Optional information in decontamination report

- ☒ Text log (Washing & Disinfection)
- ☒ Graphic log (Washing & Disinfection)
- ☒ User image
- ☒ Sealing log(s)
- ☒ Text log (Sterilization)
- ☒ Graphic log (Sterilization)
- ☐ Contents of load elements
- ☐ Washing and disinfection report(s)

Cancel Completed

A preview is generated.

In the decontamination report working under Optional Information in decontamination report you can display the following information:

Text log (Washing & Disinfection)

The text log(s) from all MELAtherm / DAC Universal Touch batches is displayed in the appendix of the decontamination report of which the load elements are included in the steam sterilizer load.

Graphic log (Washing & Disinfection)

The graphic log(s) from all MELAtherm batches is displayed in the appendix of the decontamination report of which the load elements are included in the steam sterilizer load.

Text log (sterilization)

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

Graphic log (sterilization)

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

User image

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

Contents of the load element

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

Sealing logs

One or more sealing logs are displayed in the appendix of the decontamination report.

Washing and disinfection report

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

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

**PLEASE NOTE**

The decontamination report is saved as standard in the directory determined under Further settings > Logs.

If you want to open the decontamination report after approval, select the option above the pushbuttons.

After clicking on **Completed** the decontamination report displayed is saved as a PDF document in the corresponding directory.

Chapter [Label printing](#) [▶ page 31] outlines how to print labels.

Printer settings

- ✓ A MELAprint 60 label printer is setup in the practice network.
- ✓ If you wish to output labels on the MELAprint 60 label printer, you must set the IP address of the MELAprint 60 in MELAtrace. This must be performed only once.

- Select one of the following approved loads for which you wish to reprint a label.

➔ The following dialogue window opens:

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

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Test printout

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



Label printing immediately after approval

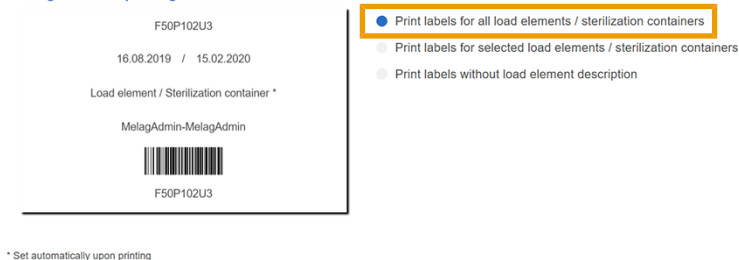


PLEASE NOTE

Labels for load elements from a WD batch can only be printed if the elements are not used for sterilization.

Once you have generated a washing and disinfection report or a decontamination report, working in the `Label printing` menu you can print labels. Labels can only be printed without designation for batches from other washer-disinfectors or from manual treatment.

Settings for label printing



Possible options

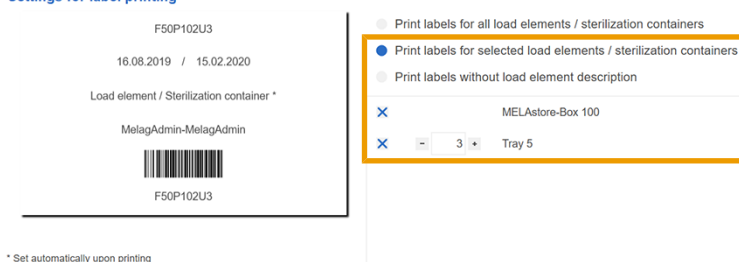
Printing labels for all load elements

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

Printing labels for selected load elements/sterile containers

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

Settings for label printing



Printing labels without labelling of the load elements

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

Storage period

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

Duration of storage:

6 months

15.02.2020

IP address of the MELAprint 60:

192.168.0.0:9100

Printer settings

Print

Printing a label

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

6 months

15.02.2020

IP address of the MELAprint 60:

192.168.0.0:9100

Printer settings

Print

Printing labels at a later point

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

Select one of the following approved loads for which you wi

MELAtherm / DAC Universal Touch

Process:

User:

Date of App:

Device:

Log file:

Washing ar

Process	Date of Approval
JR14P00910	26.08.2019 12:04:16
JR14P00B5	12.08.2019 13:56:43
JR14P00A4	12.08.2019 13:23:33



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

decontamination report to search in the directory and open the report.

Unable to find washing and disinfection report.

Open the washing and disinfection report

4. To determine the desired number of labels and the storage duration, click on **Next**.



→ The same dialogue window will open as with the immediate label print following batch approval (see [Label printing immediately after approval](#) ► page 32]).

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



7 MELAview log archive

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

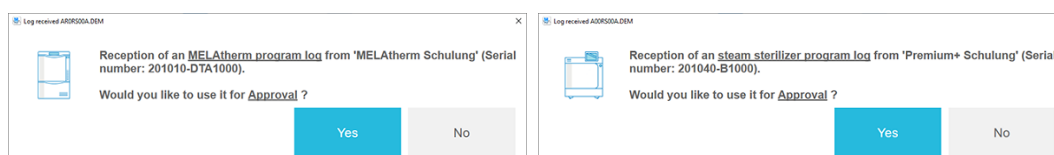
Receiving a program log from MELAview

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

Preconditions for receiving a log in MELAtrace:

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

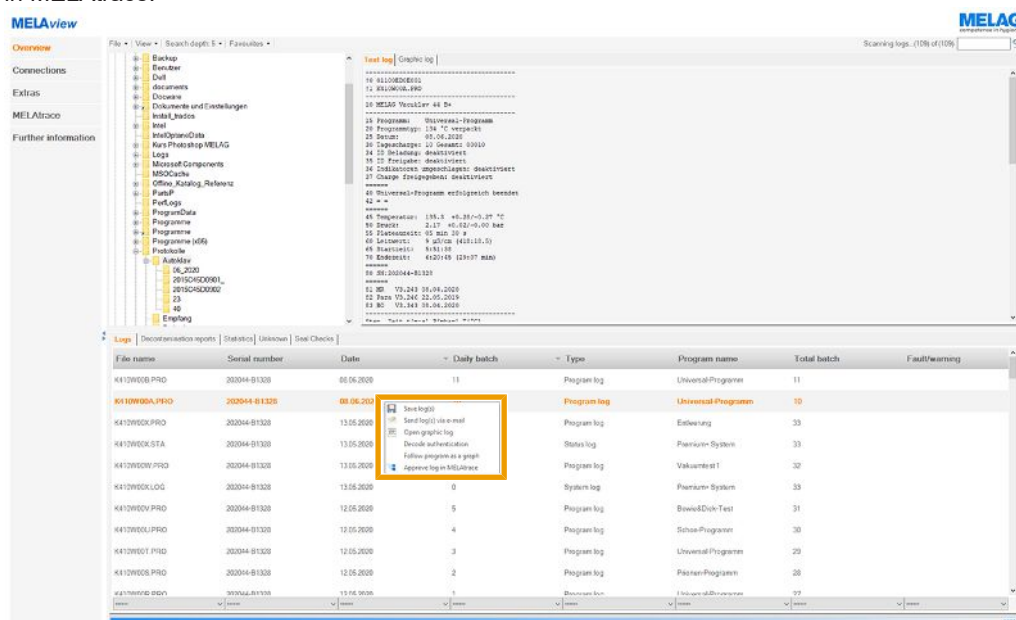
- If you wish to approve a program log using MELAtrace, answer the corresponding question in the dialogue window with **Yes**.



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

Approving a Washer-Disinfector/sterilization batch from MELAview

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



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



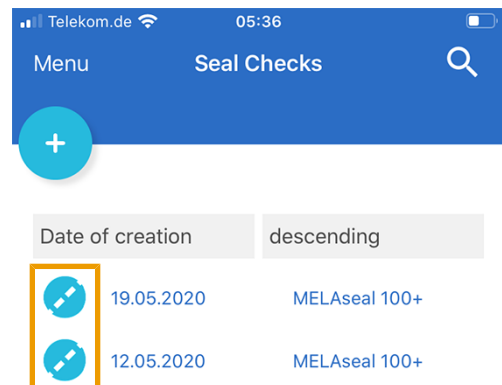
4. To approve a WD program log, proceed as described in [Approving a Washer-Disinfector batch](#) (see [Approving a Washer-Disinfector batch](#) [▶ page 22]).
5. To approve a program log after sterilization, proceed as described in [Approving a sterilization batch](#) (see [Approving a sterilization batch](#) [▶ page 26]).

Transferring Seal Checks from MELAconnect

As part of the routine inspections, you can transfer Seal Checks created with the MELAconnect app to MELAtrace. The transferred Seal Checks can be displayed with MELAview and can also be archived on the PC manually.

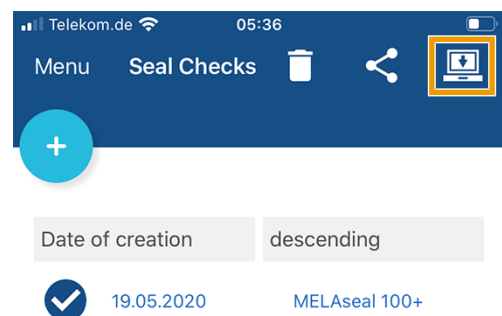
Archiving Seal Checks

1. Select one or several entries in the `Seal Checks` menu by clicking the Seal Check symbol or by holding the mouse cursor on the entry line for a sustained period.

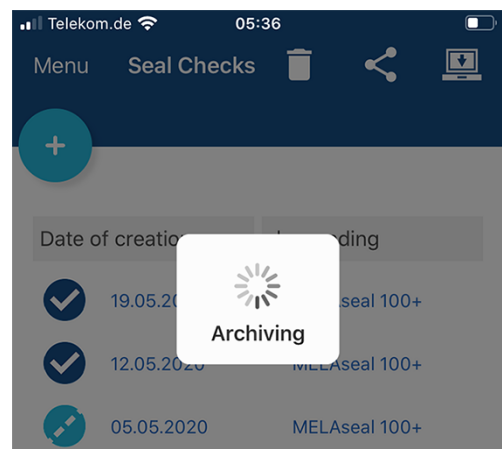


→ The archiving symbol appears.

2. Click the archiving symbol.



3. Wait until the archiving has been completed.



→ The message `Seal Checks archived successfully` appears.

Setting up a manual connection to MELAconnect

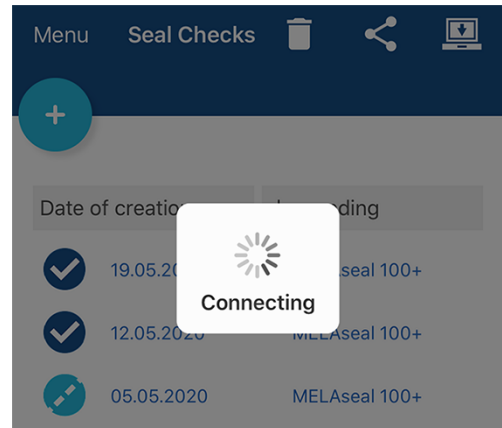
If MELAconnect was unable to establish a connection to MELAttrace/MELAview automatically, you can set up the connection manually.



NOTICE

The MELAconnect app must be connected to the network (used in practice), to which MELAttrace is also connected.

1. If MELAconnect was unable to connect to the MELAttrace/MELAview program, the Help feature opens after the failed connection attempt.



2. If necessary, read the Help in MELAconnect and click Next.



3. If you want to connect MELAconnect via a QR code, open the QR code in the MELAttrace Help-Center > MELAconnect and scan it with MELAconnect.



4. If you want to connect MELAconnect by entering the IP address, enter the IP address of the computer on which MELAtrace is installed and click **Connect**.



The screenshot shows a mobile application interface. At the top is a status bar with 'Telekom.de', a Wi-Fi icon, the time '05:38', and a battery icon. Below the status bar, the title 'Connect MELAtrace' is displayed in blue. Underneath, the text 'Connect MELAtrace' is followed by the instruction 'Enter the IP address of the PC on which MELAtrace is installed.' in blue. Below this, the label 'IP address' is shown. The IP address '192 . 168 . 0 . 1' is entered into four separate input fields. At the bottom, there are two buttons: a grey 'Back' button and a blue 'Connect' button.

5. Wait until the archiving has been completed.
→ The message `Seal Checks archived successfully` appears.

8 Administrator settings

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



NOTICE

Before altering any settings or directory paths, all load definitions must have been completed and provided with approval after the program run has been completed.

Otherwise, you will no longer be able to find directory paths to program or decontamination reports, or load definitions already made will be deleted if the Load WD or Steam sterilizer load functions have been subsequently deactivated.

Load management



PLEASE NOTE

The full range of functions is only available in the Pro version.

Unavailable functions are shown in grey in the software.

- You can upgrade to a Pro license without reinstalling.

Load elements

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

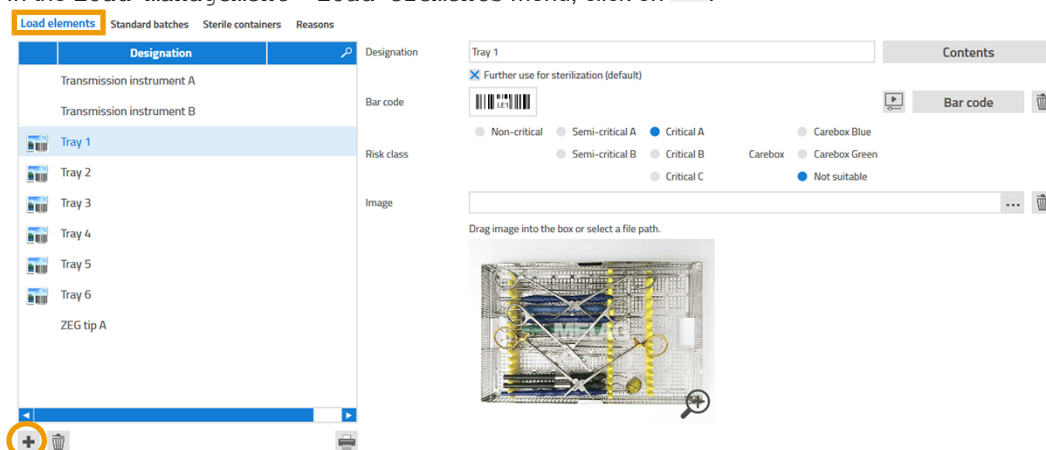
Creating a new load element



PLEASE NOTE

A dedicated load element can be added for a Vacuum test, Bowie & Dick test or Function test Carebox; this is to be named in accordance with the test.

1. In the Load management > Load elements menu, click on .



- ➡ A new load element will be created.

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

→ The checkmark `Reuse for sterilisation` is set by default. Therefore, initially all loading elements are also available for loading a steam steriliser after an WD approval.

3. If the loading element is not to be sterilised after an WD approval, remove the checkmark for `Reuse for sterilisation`.

4. If the loading element can be reprocessed in the Carebox, select the applicable Carebox.

→ The loading element can be used comprehensively for all devices.

Determining the contents of the load elements

You can determine a content definition for every load element:

1. Click on `Contents`.

→ A new window will open.

2. If the left area `Recently used loading elements` is empty, create a new element as follows:

Write the designation of the new element in the lower right-hand entry field and click on `+`.

3. Determine the number of the elements in the area above.

4. You can remove elements from the list at any time by clicking on `Remove`.

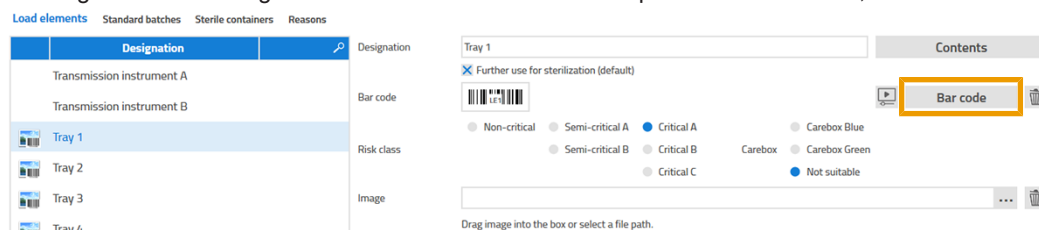
→ The elements removed are moved into the `Last-used load element` list.

- Elements no longer required or not included in other load elements can be deleted irrevocably from the list by clicking on .
- The Last-used element list contains all content elements which were previously generated/saved. You can add this element to the contents by clicking on Add.
- Clicking on Apply will accept the contents definition.

Assigning a bar code

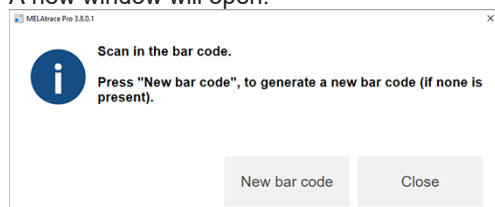
You can assign every load element a bar code (code128). You can scan in or generate a new bar code for the corresponding load element.

- Select the desired load element from the Designation list.
- To assign a bar code or generate a new bar code for the respective load element, click on Bar code.



The screenshot shows the MELABACE Pro 3.8.0.1 interface. On the left, the 'Designation' list includes 'Transmission instrument A', 'Transmission instrument B', and four trays (Tray 1, Tray 2, Tray 3, Tray 4). On the right, the 'Bar code' form is visible. It includes a 'Tray 1' dropdown, a 'Further use for sterilization (default)' checkbox, a 'Bar code' input field with a barcode icon, and a 'Risk class' section with radio buttons for 'Non-critical', 'Semi-critical A', 'Critical A', 'Semi-critical B', 'Critical B', 'Critical C', 'Carebox', and 'Not suitable'. The 'Bar code' button is highlighted with an orange box.

A new window will open.



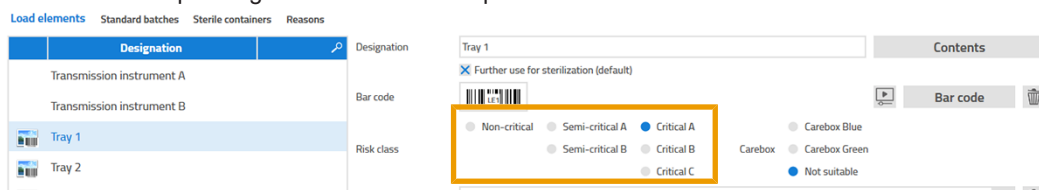
The dialog box is titled 'Scan in the bar code.' and contains the following text: 'Press "New bar code", to generate a new bar code (if none is present)'. There are two buttons: 'New bar code' and 'Close'. The 'New bar code' button is highlighted.

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

Risk class

This option is optional and can be deactivated under Further Settings > Options.

- Select the corresponding risk class for the respective load element.



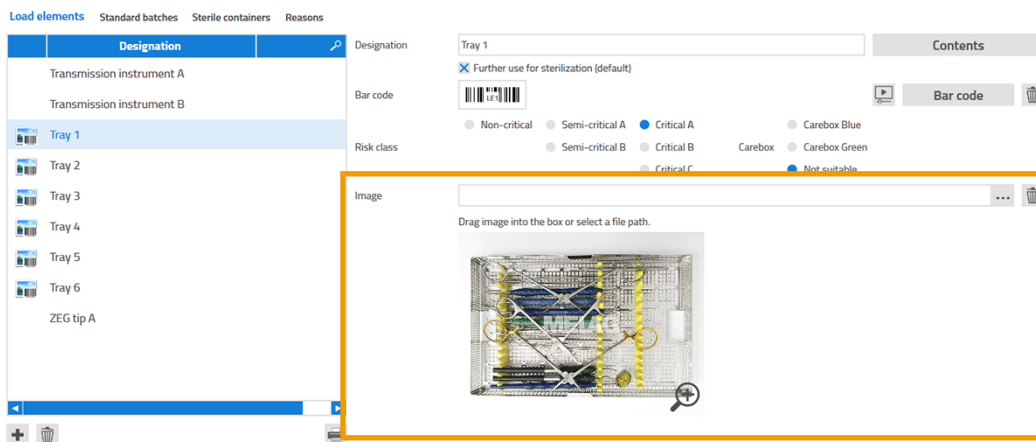
The screenshot shows the MELABACE Pro 3.8.0.1 interface. On the left, the 'Designation' list is the same as in the previous screenshot. On the right, the 'Risk class' form is visible. It includes a 'Tray 1' dropdown, a 'Further use for sterilization (default)' checkbox, a 'Bar code' input field with a barcode icon, and a 'Risk class' section with radio buttons for 'Non-critical', 'Semi-critical A', 'Critical A', 'Semi-critical B', 'Critical B', 'Critical C', 'Carebox', and 'Not suitable'. The 'Risk class' section is highlighted with an orange box.

Depending on the respective risk class, useful user information will be displayed.

Saving a picture

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

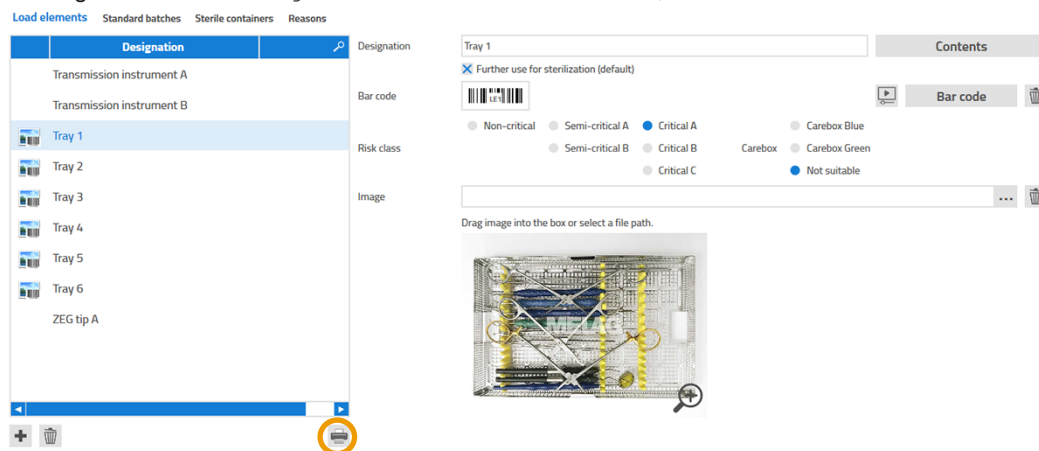
The pictures can also be added/swapped by dragging them into the settings window.



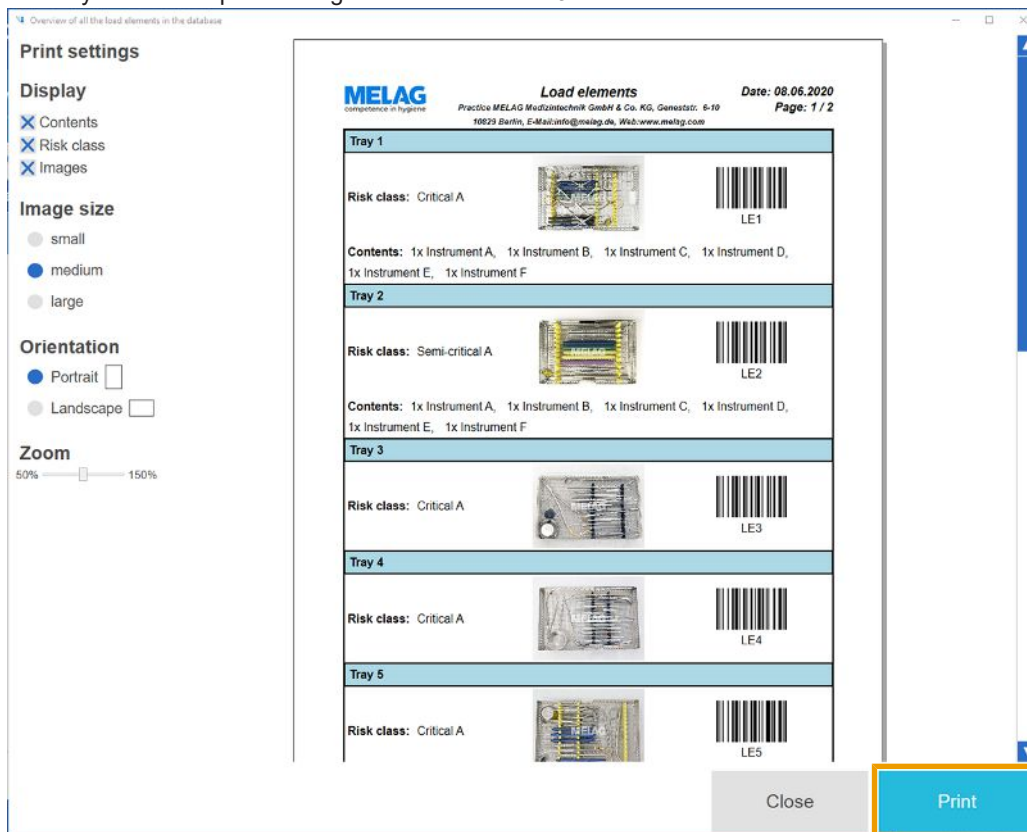
Overview of all load elements

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

1. Working in the Load management > Load elements menu, click on .



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



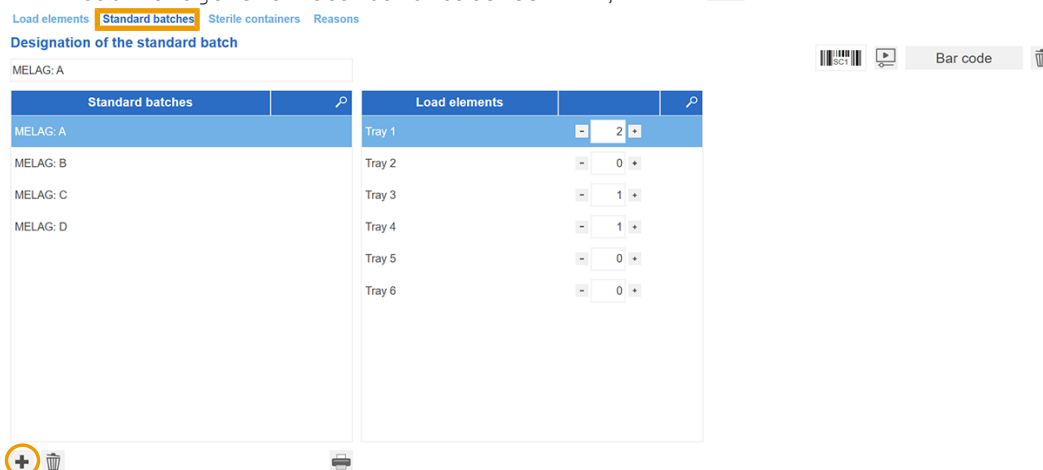
Standard batches

All collections of the load elements present are referred to as standard batches.

These can be added, edited or deleted here. The following section indicates how to produce and manage such collections.

Creating a new standard batch

1. In the **Load management > Standard batches** menu, click on **+**.



➡ A new standard batch will be created.

2. Enter a meaningful name for this standard batch in the Name field.

Load elements Standard batches Sterile containers Reasons

Designation of the standard batch

Standard batches	Load elements
MELAG: A	Tray 1 2
MELAG: B	Tray 2 0
MELAG: C	Tray 3 1
MELAG: D	Tray 4 1
	Tray 5 0
	Tray 6 0

3. Assign the desired loading elements and their number to this standard batch.

Load elements Standard batches Sterile containers Reasons

Designation of the standard batch

Standard batches	Load elements
MELAG: A	Tray 1 2
MELAG: B	Tray 2 0
MELAG: C	Tray 3 1
MELAG: D	Tray 4 1
	Tray 5 0
	Tray 6 0

4. For Carebox standard batches, assign only loading elements that can be reprocessed in the Carebox.

Load elements Standard batches Sterile containers Reasons

Designation of the standard batch

Standard batches	Load elements
Batch Carebox:Blue	Transmission instrument A 6
	Transmission instrument B 2
MELAG: A	Tray 1 0
MELAG: B	Tray 2 0
MELAG: C	Tray 3 0
MELAG: D	Tray 4 0
	Tray 5 0
	Tray 6 0
	ZEG tip A 0

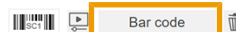
5. By clicking on Save, the standard batch will be accepted in MELAtrace.

Assigning a bar code

Consult the previous section [Assigning a bar code](#) [▶ page 41].

[Load elements](#) [Standard batches](#) [Sterile containers](#) [Reasons](#)

Designation of the standard batch



Deleting a standard batch from the list

1. Working in the `Load management > Standard batch` menu, select a standard batch from the list and click on



➔ This will delete it from the list of standard batches available for the load definition.

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

Printing an overview of the standard batches

If necessary, you can print an overview of all standard batches which are saved in the database. If you are in possession of a barcode scanner, working in the `Washer-Disinfector load/Steam sterilizer load` menu, you can compile the load more quickly by scanning the barcodes of the load elements, see section [Overview of all load elements](#) [▶ page 42].

Sterile container

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

Adding a new sterile container

1. Working in the `Load management > Sterile containers` menu, click on
2. A new sterile container is added.

[Load elements](#) [Standard batches](#) [Sterile containers](#) [Reasons](#)

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

4. Click on `Save` to accept the new sterile container in MELAtrace.

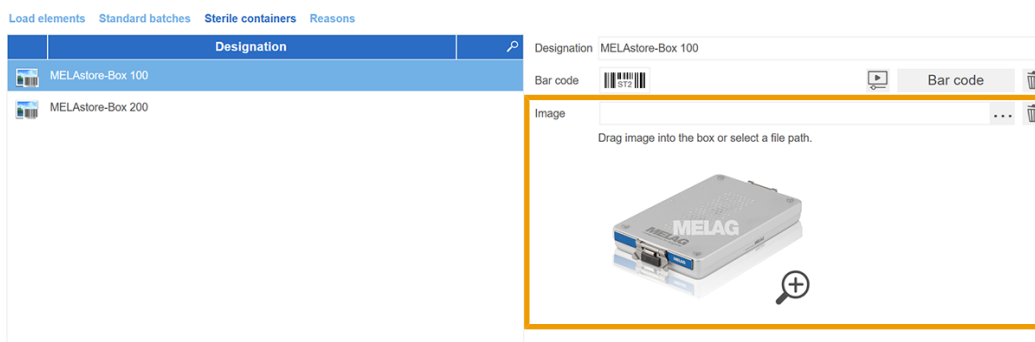
Assigning a bar code

Consult the previous section [Assigning a bar code](#) [► page 41].



Saving a picture

- If you wish to save a picture for the sterile container, select the corresponding image file by clicking on **...** from a directory on the computer.
The pictures can be added/swapped in the settings window by dragging them in.



Deleting a sterilization container from the list

1. Working in the **Load management > Sterile containers** menu, select a sterile container from the list and click on .
↳ By doing this, it gets deleted from the list of standard batches available in the list for defining the loading.
2. This will delete it from the list of sterile containers available for the load definition.

Printing an overview of the sterile container

If necessary, you can print an overview of all sterile containers which are saved in the database. If you are in possession of a barcode scanner, working in the **Washer-Disinfector load/Steam sterilizer load** menu, you can compile the load more quickly by scanning the barcodes of the load elements, see [Overview of all load elements](#) [► page 42].

Reasons

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



PLEASE NOTE

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

Creating a new reason

1. Working in the Load management > Reasons menu, click on .

Load elements Standard batches Sterile containers **Reasons**

Designation	Washing and disinfection	Sterilization
Condensate residues	✓	
Corrosion	✓	✓
Dirt residues	✓	
Instrument damaged		✓
Packaging damaged		✓
Unsuitable packaging		✓

Please indicate type of decontamination and a meaningful description.

Condensate residues

Reason applies to:

☒ Washing and disinfection

☐ Sterilization

➡ A new reason is added.

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

Load elements Standard batches Sterile containers **Reasons**

Designation	Washing and disinfection	Sterilization
Condensate residues	✓	
Corrosion	✓	✓
Dirt residues	✓	
Instrument damaged		✓
Packaging damaged		✓

Please indicate type of decontamination and a meaningful description.

Condensate residues

Reason applies to:

☒ Washing and disinfection

☐ Sterilization

3. Determine whether the respective reason should apply to a steam sterilizer, a WD or both.

Load elements Standard batches Sterile containers **Reasons**

Designation	Washing and disinfection	Sterilization
Condensate residues	✓	
Corrosion	✓	✓
Dirt residues	✓	
Instrument damaged		✓
Packaging damaged		✓

Please indicate type of decontamination and a meaningful description.

Condensate residues

Reason applies to:

☒ Washing and disinfection

☐ Sterilization

➡ Depending on the checkmark set, the selected reason is only available for elements from WD or the sterilization batches.

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

Deleting a reason from the list

1. Working in the Load management > Reasons menu, select a reason in the list and click on .

➡ This will delete it from the list of reasons given for not approving a sterilization batch.

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

User administration



PLEASE NOTE

The full range of functions is only available in the Pro version.

Unavailable functions are shown in grey in the software.

- You can upgrade to a Pro license without reinstalling.

Practice

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

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

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

Practice [User](#) [Authentication](#) [Auto logout](#) [Contact](#)

Practice name: MELAG Medizintechnik GmbH & Co. KG

Street: Geneststr. House number: 6-10

Postal code: 10829 City: Berlin

Telephone number:

Fax number:

E-Mail: info@melag.de

Web: www.melag.com

Logo:  

Drag image into the box or select a file path.

Logo

Users

MELAt race users are added and managed here.

Adding a user

1. Working in the `User administration > Users` menu, click on .

➔ A new user is added.

2. Complete all the fields marked with *.

[Practice](#) **[User](#)** [Authentication](#) [Auto logout](#) [Contact](#)

User administration

User ID	Status
MelagAdmin	
1000	

Salutation* Title

First name*

Surname*

User ID*

Role* ☒ User ☐ Administrator

New password*

Retry*

Admin. Password*

Image  

Drag image into the box or select a file path.

* Mandatory field

➔ Only then it is possible to save the user.

3. Determine the role of the user. Please note: only those users registered in MELAt race as administrators can make settings relating to the load management and user administration etc. These menu items are not available for ordinary users.

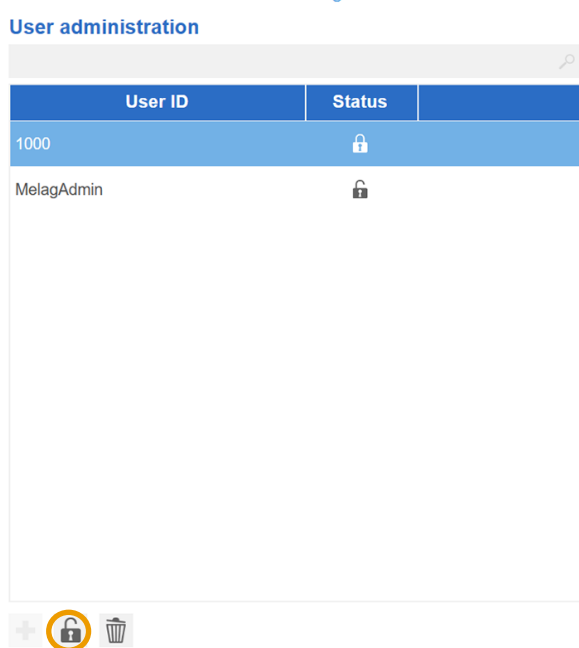
4. Should you wish to add a user picture, click on  and select a new graphic file from a directory on the computer. User pictures can be displayed in both the washing and disinfection report and the decontamination report. The pictures can be added/swapped in the settings window by dragging them in.
5. Click on **Save** to accept the user in the list.

Locking a user

Users can be locked instead of deleted i.e. they are unable to log in to MELAtrace and are stripped of their approval rights.

Proceed as follows to lock a user:

- ▶ Working in the **User administration > Users** menu, select a user in the list and click below on .



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

Deleting a user

- ▶ To delete a user irrevocably, navigate to the **User administration > User** menu, select a user in the list and click on .

Changing the password

User passwords can be changed at any time. This requires administrator rights. To change a user's password, the password of the currently logged in administrator must be entered for authentication.



PLEASE NOTE

If all administrator passwords are lost, please consult MELAG.

Authentication

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

Practice User **Authentication** Auto logout Contact

Which situations require user authentication*?

* If this option is selected, the authentication must be re-entered every time.

☐ Load Washer-Disinfector

☐ Approval Washer-Disinfector

☐ Load Careclave

☐ Approval Careclave

☐ Load Steam Sterilizer

☐ Approval Steam Sterilizer

 Restore default settings

2. Click on `Save` to accept the settings.
3. Click on `Restore default settings` to restore the standard settings.

Auto logout

1. Make the definition whether a user should automatically be logged out following a certain period of inactivity.

Practice User **Authentication** **Auto logout** Contact

☒ Activate auto logout

Time until automatic logout Min.

 Restore default settings

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

2. Click on `Restore default settings` to restore the standard settings.

Contact

This field is a free text field. A technician or stockist can add his contact information here so that the operator can access them in the Help Center when necessary.

Further settings



PLEASE NOTE

The full range of functions is only available in the Pro version.

Unavailable functions are shown in grey in the software.

- You can upgrade to a Pro license without reinstalling.

Options

The following settings can be made in the `Further settings > Options` menu:

Options
Logs
Database properties
Backup / Restore

Washing and disinfection

- ☒ Activate the Washer-Disinfector load
- ☒ Display manual decontamination or other Washer-Disinfector on home screen
- ☒ Open the label printing menu after completion of batch approval

Time period for providing approved Washer-Disinfector batches
Hrs.

Sterilization

- ☒ Activate the steam sterilizer load
- ☒ Activate the Careclave load
- ☒ Make possible the assignation of sealing logs to a steam sterilizer load (a sealing device must be licensed in MELAview)
- ☒ Activate the evaluation of the batch indicators used in the sterilization program

General

- ☒ Automatic notification upon program end
- ☒ Classification of the load elements into risk classes

Restore default settings

Washing and disinfection

Option	Explanation
Activating the WD load	If the checkmark is set, a load definition can be generated for a washer-disinfector batch (MELAtherm / DAC Universal Touch). In the approval procedure, individual load elements can be issued with approval and labels with clear designations can be printed. If the function is deactivated, only the release is possible.
Display manual decontamination or other Washer-Disinfector on home screen	Adds a selection option for manual reprocessing or other washer-disinfectors to the main menu.
Label print after WD approval	If the checkmark has been set, WD approval will be opened immediately and automatically in the <code>Label printing</code> menu. If you do not want label printing as standard, remove the checkmark.
Time period for the hold-back of approved WD batches	This time period indicates how long a WD program log issued with approval in MELAtrace can be assigned to a load for the steam sterilizer. The value is given in hours.

Sterilization

Option	Explanation
Activating the steam sterilizer load	If the checkmark is set, a load definition can be generated for a sterilization batch. Individual load elements can also be issued with approval in the approval procedure; labels can be printed with clear designations. If the function is deactivated, only the release is possible.
Activating the Careclave load	If the checkmark is set, a load definition can be generated for a careclave batch. Individual load elements can also be issued with approval in the approval procedure; labels can be printed with clear designations. If the function is deactivated, only the release is possible.

Option	Explanation
Assigning the sealing logs	If you use a sealing device in the practice which has been licensed in MELAview, you can assign a load definition to the appendant sealing log by working in the Load menu. Removing the checkmark means that this window is omitted.
Evaluating batch indicators included in the program run	If the checkmark is set, an evaluation of the indicators used will be requested during the sterilization batch approval process.

General

Option	Explanation
Automatic notification upon program end	If this option has been selected, an information window is displayed at the end of every decontamination or sterilization program informing the user that a batch is ready for approval.
Classification in risk classes	Depending on the selection, this option is displayed in the Load-Management > Load elements menu, i.e. a load element can be assigned to a risk class.

You can restore the default settings at any time by clicking on .

Logs



PLEASE NOTE

MELAt race does not create backup copies of the records.

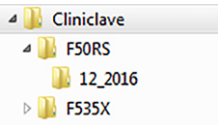
The database backup does not contain any records.

- Save records in the area of your IT infrastructure provided for this purpose.

The following settings can be made in the **Further settings > Logs** menu:

Program logs

Option	Explanation
Storage folder for WD program logs	Working here, select the folder determined in MELAview as standard for the storage of WD program logs.
Storage folder for Careclave logs	Working here, select the folder determined in MELAview as standard for the storage of Careclave program logs.
Storage folder for steam sterilizer program logs	Working here, select the folder which has been established for the storage of steam sterilizer program logs in MELAview.

Option	Explanation
Search depth	Indicates the number of folder levels in which the search for log files should be made. Example of a folder structure for MELAG devices: 
Hiding program logs	To provide a better overview, certain program logs can be ignored and hidden upon approval e.g. if they have already been issued with approval or the time period for approval has been exceeded.
Time period for log approval	This time period indicates how long a program log may still be issued with clearance in MELAtrace after the end of a program (WD or steam sterilizer). The value is given in hours.

Approval logs (MELAtherm / DAC Universal Touch)



PLEASE NOTE

Windows writing rights must be available in order to save approval logs in the selected directory.

Option	Explanation
Store in program log folder	If this option is selected, the washing and disinfection report is saved in the same directory as the program log as standard.
User-defined storage folder	Clicking on  enables you to select any directory on the computer in which the approval log (= washing and disinfection report) is to be saved.

Approval log (manual decontamination or another WD)

Option	Explanation
User-defined folder	Clicking on  enables you to select any directory on the computer in which the approval log (from manual decontamination or another WD) is to be saved.

Approval log (steam sterilizer / Careclave)



PLEASE NOTE

Windows writing rights must be available in order to save approval logs in the selected directory.

Option	Explanation
Storing in the program log folder	If this option is selected, the approval log (= decontamination report) is saved in the same directory as the program log as standard.
User-defined folder	Clicking on  enables you to select any directory on the computer in which the approval log (= decontamination report) is to be saved.

Database properties

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

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

Options Logs **Database properties** Backup / Restore

Default file name for Backup	backupFileName.bak
Default directory for Backup	C:\Program Files (x86)\Microsoft SQL Server\MSSQL11.MELATRACE\MSSQL\Backup ...
Description of Backup Set	Backup Melag DB -
Instance name of database	localhost\MelaTrace
Database name	LoadManagement
Log file path	C:\Program Files (x86)\Microsoft SQL Server\MSSQL11.MELATRACE\MSSQL\DATA
MasterDBPath	C:\Program Files (x86)\Microsoft SQL Server\MSSQL11.MELATRACE\MSSQL\DATA

 Restore default settings

Standard file name for the backup

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

Standard folder for the backup

Click on **...** to determine any directory on the computer in which to save the database. The backup folder of the Microsoft SQL server is the default setting as location.

Backup/restoration



PLEASE NOTE

MELAG recommends that you create a backup of the database regularly, especially before a MELAtrace software update.

Backing up the database

Proceed as follows to backup the database:

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

Options Logs Database properties **Backup / Restore**

Backup database

File path for Database Backup

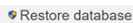
C:\Program Files (x86)\Microsoft SQL Server\MSSQL11.MELATRACE\MSSQL\Backup\backupFileName.bak ...

Backup database

Restore database

File path for Database Restore

C:\Program Files (x86)\Microsoft SQL Server\MSSQL11.MELATRACE\MSSQL\Backup\backupFileName.bak ...

 Restore database

Restoring/importing the database



NOTICE

Windows administrator rights are required to restore / import a database.

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

1. If the database is not to be loaded/imported from the pre-set directory, click on **...** and select the backup file from the corresponding directory on the computer.

Options Logs Database properties **Backup / Restore**

Backup database

File path for Database Backup

C:\Program Files (x86)\Microsoft SQL Server\MSSQL11.MELATRACE\MSSQL\Backup\backupFileName.bak

Backup database

Restore database

File path for Database Restore

C:\Program Files (x86)\Microsoft SQL Server\MSSQL11.MELATRACE\MSSQL\Backup\backupFileName.bak

Restore database

2. Click on **Restore database** to restore or import the database.
 3. As required, enter the Windows administrator user data in the “User Account Control” dialogue window and confirm with **Yes**.
 - ➔ MELAttrace is restarted.
 4. Re-enter the MELAttrace administrator user data.
 - ➔ The database recovery starts.
- ➔ MELAttrace will be started afresh after the database has been restored.

9 Help Center

Further information and various options for assistance can be found in the Help Center:

- all video tutorials
- this user manual
- license administration
- customer service contact details (if specified in `User administration > Contact`)
- start of a TeamViewer session for quick support
- an overview of all devices connected via MELAview
- transfer of the established device connections to the MELAconnect app
- navigation to the Seal Check archiv in MELAview
- information about the software version, license and conditions

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

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Original instructions

Responsible for content: MELAG Medizintechnik GmbH & Co. KG
We reserve the right to technical alterations

Your stockist