



HEALTHCARE STORAGE SOLUTIONS

Dri-Stor EndoTrack User Guide

Hangers



Cabinet

Purge

Light

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20

Scan user badge to start

MANUAL ENTRY





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ADDING A SCOPE TO THE CABINET (Using Manual Entry)

REMOVING A SCOPE FROM THE CABINET

REMOVING A SCOPE FROM THE CABINET (Using Manual Entry)

SCOPE STATUS

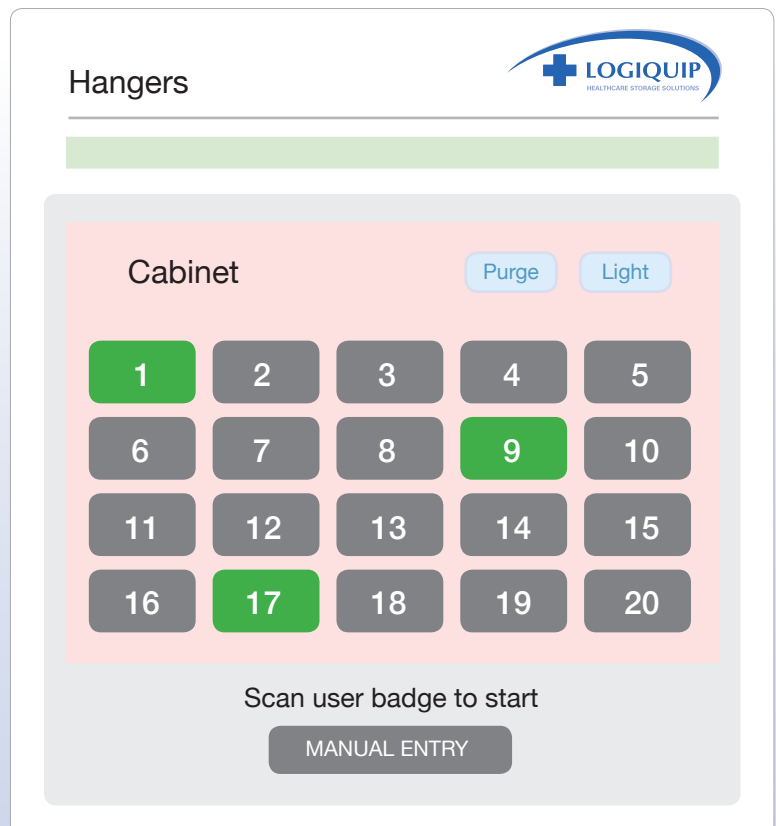
ABOUT DRI-STOR SCOPE DRYING CABINETS

- Each system comes with a USB drive formatted in FAT32. The drive **MUST** be formatted in FAT32. The drive contains two .csv files; "Scope" and "Employee". These **MUST** remain .csv files.
- EndoTrack is an interactive system that utilizes a bar code code or RFID reader to allow authorized employees to access the cabinet, as well as track scopes inside the cabinet.
- A scope can only be checked in or out by an approved user.
- All data, including scope check in/out, date and time, as well as who accessed the cabinet can be downloaded through a Supervisor screen.
- The system has a UPS (Uninterrupted Power Source) which will keep the system running for 50-60 minutes in case of a power failure, but we highly recommend that you plug the cabinet into an emergency outlet.
- The system turns on when it is plugged-in. The screen will go into sleep mode if it is inactive for a period of time. Simply touch the screen to wake it up.
- A bar code or RFID tag must must be assigned to each scope that will be stored in the cabinet.
- Manual entry is also possible by touching Manual Entry on the screen and entering the information by way of the keypad that will appear on the screen.
- In the event of a power outage, all data is saved. All scope hang time continues to be tracked.

CONFIGURING THE CABINET, SETTING-UP USERS AND DEVICES

The first screen that appears is the Home screen. A **green** background of a number indicates a scope is logged into that holder in the cabinet. A gray background indicate that no scope is in that location. In the following example, a scope is in holder #1.

Touch the LogiQuip® logo in the top right corner of the Home screen to access the PIN Page.



PIN Page

Please enter your admin PIN

1 2 3
4 5 6
7 8 9
0

ENTER
CANCEL
CLEAR

At the PIN screen, enter 999, the fixed Supervisor PIN.

The Supervisor screen has four tabs across the top.

- **Configuration** - establishes the settings for the cabinet operation
- **Scopes** - manages the database of scopes
- **Users** - manage the database of authorized users
- **Logs** - is used to download the audit trail.

CONFIGURATION TAB

To change the default settings, click on the pencil icon in the setting block, and type in the desired number in the keypad, then press "Done". When all the changes on the page are completed, press "Save", **SAVE** and then "Return" **RETURN** to go to the Home page.

- **Date** To edit, tap the pencil icon. Enter the new date and time in the format of YYYYMMDDHHMM, and tap "Done", then tap "Save".
- **Max Time (Days)** is the maximum number of days you'll want to allow for storage time before reprocessing. The default storage time is 7 days. After 6 days of storage, the color of the corresponding scope location on the Home page will change to yellow to advise the scope should be used or will need reprocessing. After 7 days, it will turn to red and the scope will need to be reprocessed. To change the number of days, tap the pencil icon. Range can be 1-60.
- **Warning Time** indicates a stored scope is one day away from expiring its shelf life. This is set for one day and cannot be changed.
- **Purge ON (min)*** is the amount of time the channel purge feature, if equipped, will run before shutting off.
- **Purge OFF (min)*** is the amount of time the channel purge feature, if equipped, will be off between run cycles.
- **The PRE-Filters and HEPA filter blocks** indicate the amount of time before the filters need to be replaced.

Supervisor

Configuration Scopes Users Logs

Date

Max Time (Days)

Warning Time (Days)

Purge ON (min)

Purge OFF (min)

Pre-Filters Time Remaining (Days): 179

HEPA-Filters Time Remaining (Days): 728

1 2 3 DEL
4 5 6 CLR
7 8 9 0 DONE
RETURN SAVE

* Default settings are 1 minute to aid in installation, but should be changed to match your facility's procedure and local standards. To change, tap the pencil icon.



BAR CODES AND RFID

If bar codes are not present on scopes or employee IDs, then bar codes can be printed or purchased. Rolls of preprinted bar codes can be purchased and attached to scopes or employee IDs. Bar codes can also be printed using a label/bar code printer such as the Brother P-Touch printer. A bar code printing program is preloaded on the supplied USB drive. To print bar codes, install the "TorvanBarcode" file provided on the USB key. Follow printer instruction to install printer driver/software. Once the scope or employee list is updated and saved, it can be opened in the program.

Open the program once installed. Click on "Open Batch Create" on the Main screen. Next, click on "Load File" on the Batch screen and select the scope or employee file. Next, click on "Print All" on the Batch screen. This will print all the bar codes. Secure bar codes to employee IDs or scopes. If RFID Tags are not present on scopes or employee IDs, then RFID stickers, cards and zip-tie tags can be purchased and attached.

AUTHORIZING USERS AND REGISTERING DEVICES

Initial set up

- Use the supplied USB or in an Excel worksheet, create tables in a .csv file format as shown in the below example (Figures 1 & 2).
- If any of the numbers lead with a 0, format the column as Text. When reopening the file in Excel, the accurate numbers will be there though the lead 0's may not show. To confirm this, open the file in Notepad and that will show the full number.
- The file containing the scopes must be titled "Scope".
- The file containing the employee names must be named "Employee".
- Use the supplied USB or format a USB drive to FAT32 and save the files to it. Keep this drive for future use.
- Insert the USB drive into the port on front of Component Cabinet.
- To register the list of scopes, go to the "Scopes" tab in the Supervisor Screen and press "Import".  A note will appear confirming the upload was successful.
- To register the list of users, go to the "Users" tab in the Supervisor Screen and press "Import".  A note will appear confirming the upload was successful.
- If you want cabinets to have different registered scopes and/or authorized users, you will need unique Employee or Scope files. Therefore, you may want separate flash drives for each cabinet.






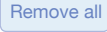
EMPLOYEE NAME	EMPLOYEE NUMBER
Mary Smith	4125
John Doe	4541
Kate Reilly	3876

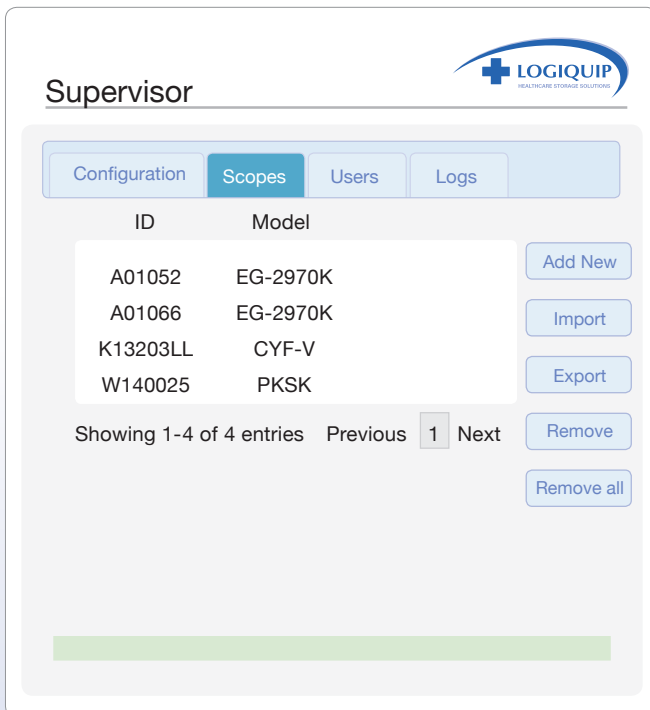
Figure 1

SCOPE TYPE	SERIAL NUMBER
EG-2970K	A01052
EG-2970K	A01066
CYF-V	K13203LL
PKSK	W140025

Figure 2

SCOPES TAB

- To add a Scope to the registered list, press “Add New”. 
- When the keyboard screen appears, scan the device to get the device’s ID number. Manually enter the scope’s model number in the “Model” field. Press the “Add”  button at the bottom of the screen.
- The Scopes tab screen appears and you can see the newly added device listed there.
- The “Import”  button is used to upload a database, such as during initial set-up, described earlier.
- To export a list of scopes as a csv. file, insert a flash drive and press “Export”. 
- To remove a Scope from the list, touch the desired scope to highlight it, then touch “Remove”. 
- Press “Remove All”  to eliminate the registered list of scopes.








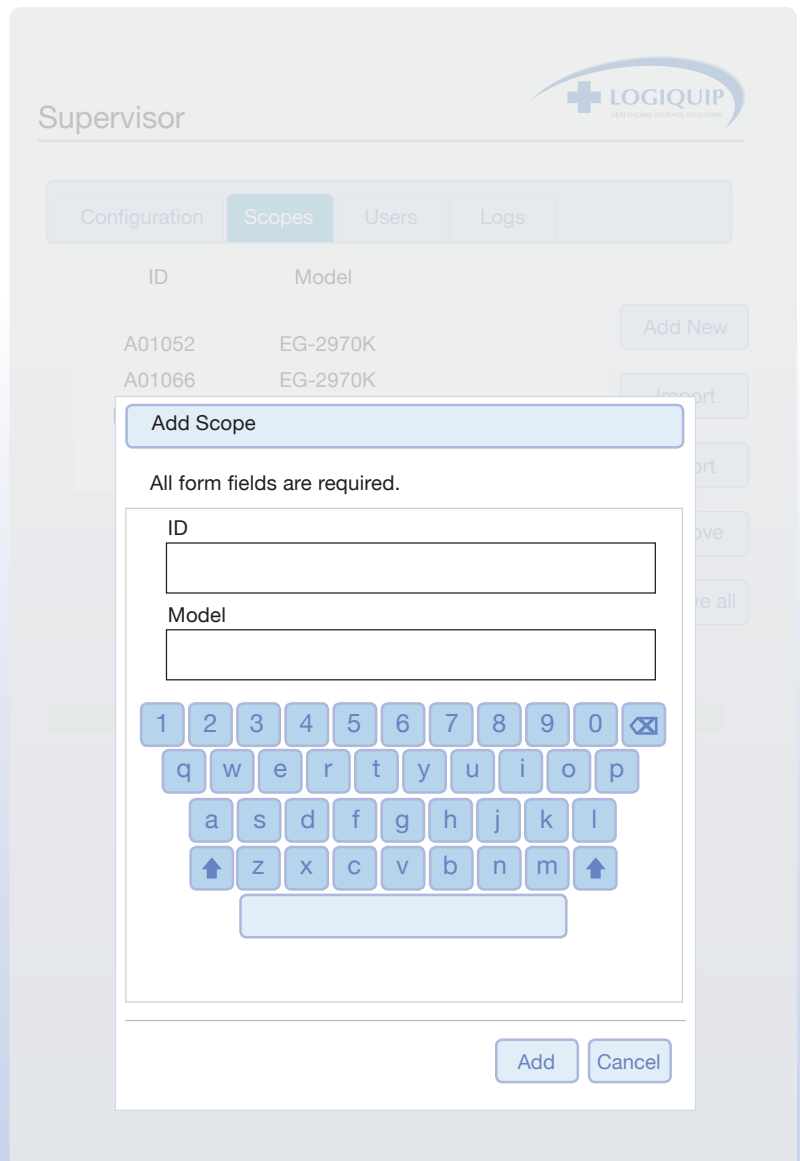
Supervisor

Configuration Scopes Users Logs

ID	Model
A01052	EG-2970K
A01066	EG-2970K
K13203LL	CYF-V
W140025	PKSK

Showing 1-4 of 4 entries Previous 1 Next



Supervisor

Configuration Scopes Users Logs

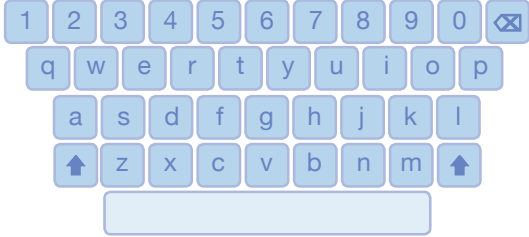
ID	Model
A01052	EG-2970K
A01066	EG-2970K



Add Scope

All form fields are required.







ID

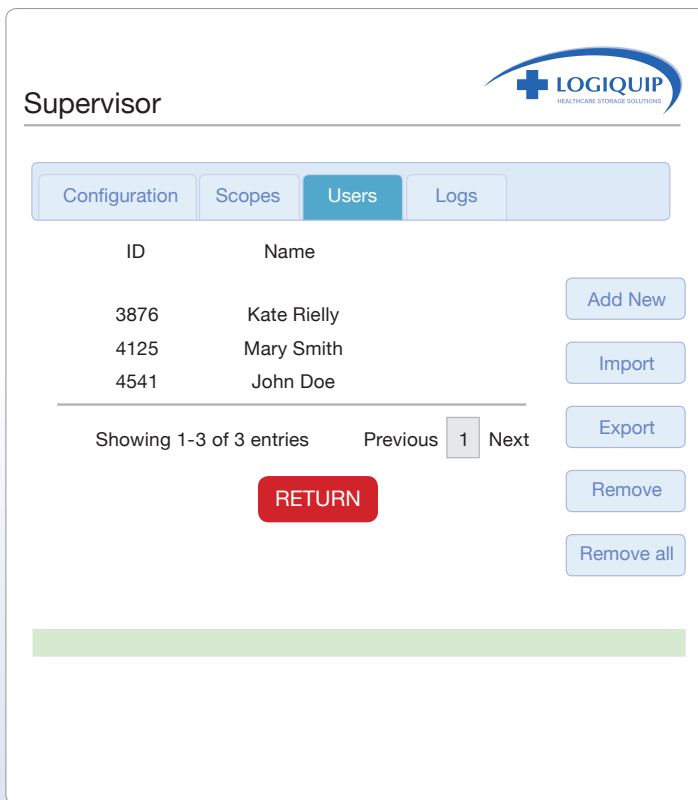
Model



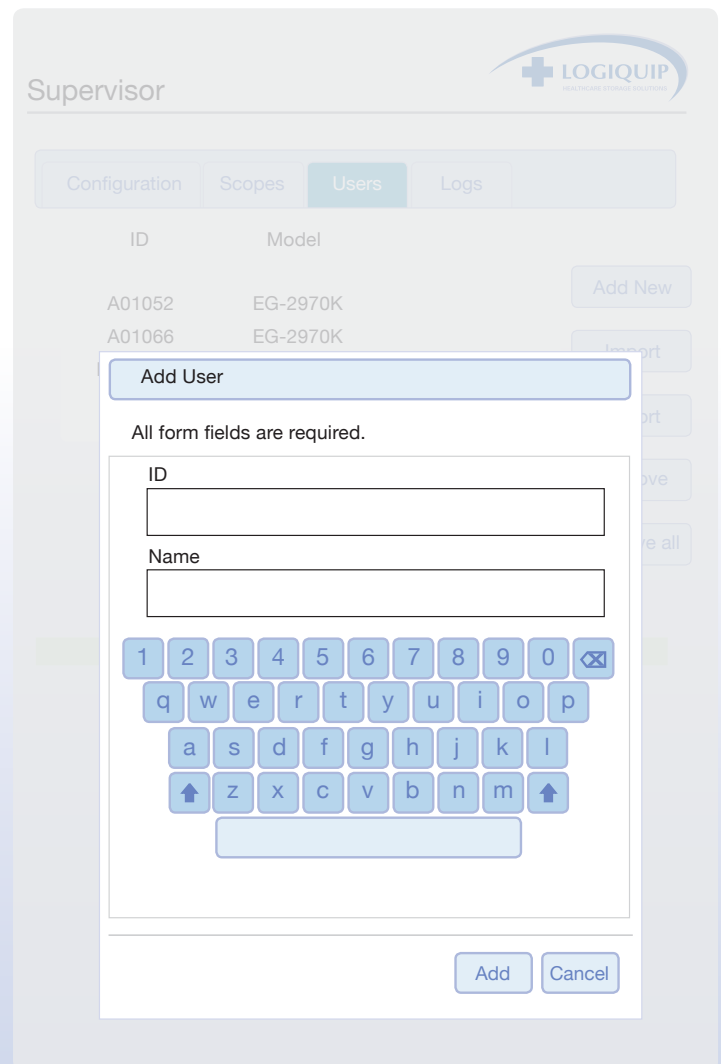
 

USERS TAB

- To add a User to the registered list, press "Add New". 
- When the keyboard screen appears, scan the employee badge to get the ID number. Manually enter the person's name in the "Name" field. Press the "Add"  button at the bottom of the screen.
- The Users tab screen appears and you can see the newly added user listed there.
- The "Import"  button is used to upload a database, such as during initial set-up, described earlier.
- To export a list of users as a csv. file, insert a flash drive and press "Export". 
- To remove a User from the list, touch the desired user to highlight it, then touch "Remove". 
- Press "Remove All"  to eliminate the registered list of Users.



ID	Name
3876	Kate Rielly
4125	Mary Smith
4541	John Doe



All form fields are required.

ID

Name

1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

a s d f g h j k l

↑ z x c v b n m ↑

Add Cancel

LOGS TAB

All activity is logged, including user and scope check-ins and check-outs, pump and other activity. The last few activities will appear in the window. To generate a complete list, insert a flash drive and press "Export Activity". The report will appear as below, in a .csv format. You can filter the .CSV file when downloaded for the required information.

Supervisor

Configuration
Scopes
Users
Logs

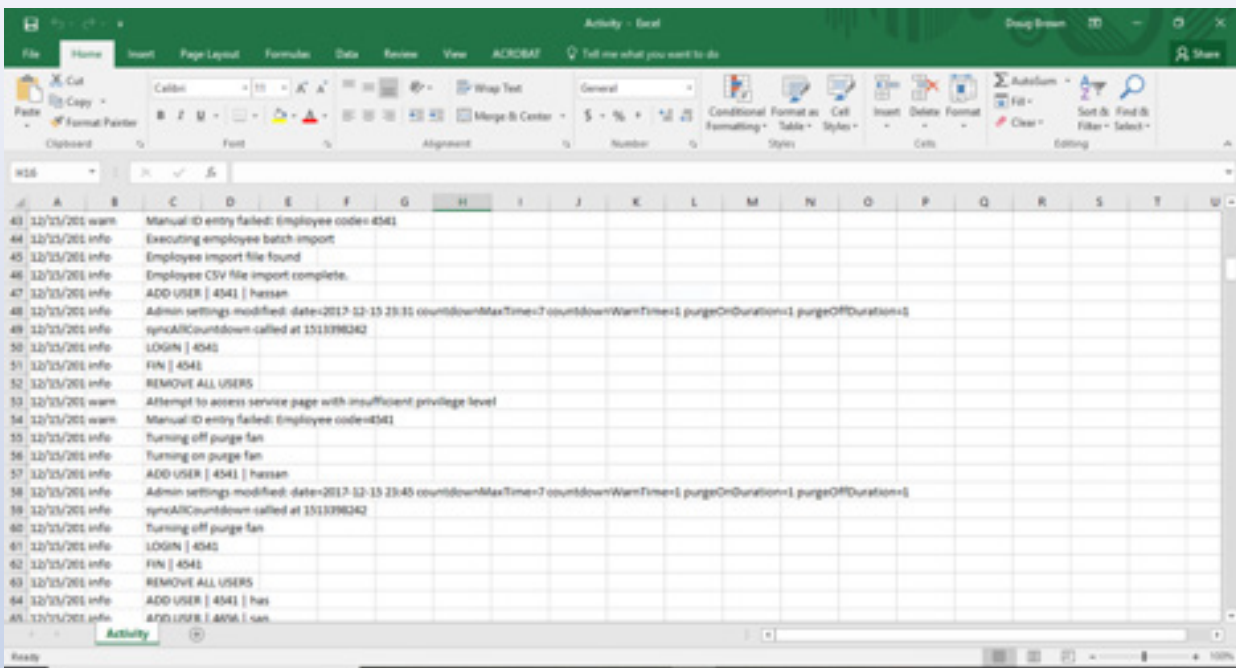
Time	Level	Message
12/20/2017, 10:03:08 AM	info	Turning on purge fan
12/20/2017, 10:01:51 AM	info	Turning on purge fan
12/20/2017, 9:59:16 AM	info	FIN 4125
12/20/2017, 9:59:10 AM	info	LOGIN 4125
12/20/2017, 9:59:00 AM	info	Turning off purge fan
12/20/2017, 9:58:44 AM	info	Employee CSV file import complete
12/20/2017, 9:58:43 AM	info	Employee import file found
12/20/2017, 9:58:43 AM	info	Executing employee batch import
12/20/2017, 9:58:38 AM	info	Scope CSV file import complete
12/20/2017, 9:58:38 AM	info	Scope import file found
12/20/2017, 9:58:38 AM	info	Executing device batch import
12/20/2017, 9:58:38 AM	info	Turning on purge fan

Export Activity

Showing 316 to 327 of 327 entries

Previous 1... 18 19 20 21 22 Next

RETURN



Dri-Stor EndoTrack



SERVICE SCREEN

The Service screen displays the following settings and controls:

- Filter Max Time (day):** 729 (with a pencil icon for editing) and a **HEPA RESET** button with an asterisk (*).
- Pre-Filter Max Time (day):** 180 (with a pencil icon for editing) and a **PREFILTER RESET** button with two asterisks (**).
- Cabinet configuration:** Radio buttons for **Single** and **Dual**.
- # of scopes:** Radio buttons for **10** and **20**.
- Software Version 3.6.0 ALPA:** A numeric keypad (0-9) with **DEL**, **CLR**, and **DONE** buttons.
- Bottom navigation:** **Log Dump**, **RETURN**, and **SAVE** buttons.

- To get to the Service screen, touch the **LogiQuip®** logo in the Supervisor screen.
- The PIN page will appear. Enter 1111 to get to the Service screen.
- Press the “Pencil Icon” to edit the field, enter the desired number of days using the keypad in the display, press “Done”. **DONE**
- Press “Save” **SAVE** then press “Return” **RETURN** to go to the Home screen.
- If you have one scope cabinet connected to a component cabinet, press “Single”. **Single**
Press the “10” **10** or the “20” **20** button to correspond to the maximum number of scopes held in your scope cabinet.
- The Home screen should then reflect your choice, as shown below.
- “Log Dump” **Log Dump** in this Service screen is used by Service for diagnostic information and not for activity tracking.

* This is used for the scope cabinet filter.

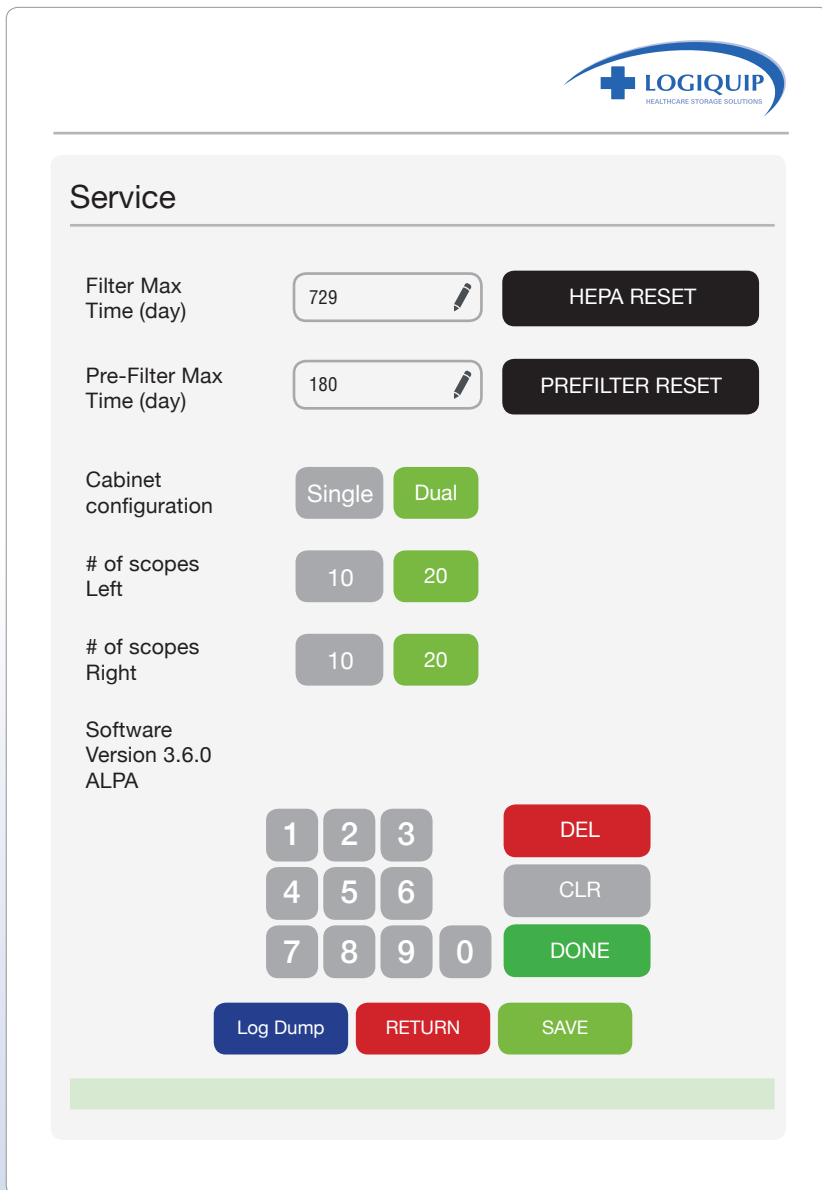
** This is used for cabinet pre-filter and the channel purge HEPA filter, as they are on the same replacement schedule.

The Hangers screen shows a **Cabinet** section with **Purge** and **Light** buttons. Below is a 4x5 grid of buttons numbered 1 through 20. At the bottom, it says “Scan user badge to start” and has a **MANUAL ENTRY** button.

This shows the screen set for 20 scopes.




The Hangers screen shows a **Cabinet** section with **Purge** and **Light** buttons. Below is a 2x5 grid of buttons numbered 1 through 10. At the bottom, it says “Scan user badge to start” and has a **MANUAL ENTRY** button.

This shows the screen set for 10 scopes.



The screenshot shows the 'Service' menu of the Dri-Stor EndoTrack system. At the top right is the LOGIQUIP logo. The menu items are:

- Filter Max Time (day)**: Input field with '729' and a pencil icon, next to a black 'HEPA RESET' button.
- Pre-Filter Max Time (day)**: Input field with '180' and a pencil icon, next to a black 'PREFILTER RESET' button.
- Cabinet configuration**: Two buttons, 'Single' (grey) and 'Dual' (green).
- # of scopes Left**: Two buttons, '10' (grey) and '20' (green).
- # of scopes Right**: Two buttons, '10' (grey) and '20' (green).
- Software**: Text 'Version 3.6.0 ALPA'.
- Keypad**: A numeric keypad with buttons for 1-0, a red 'DEL' button, a grey 'CLR' button, and a green 'DONE' button.
- Bottom Buttons**: A blue 'Log Dump' button, a red 'RETURN' button, and a green 'SAVE' button.

- If you have two scope cabinets connected to one component cabinet, press "Dual". 
- Press the "10"  or the "20"  button to correspond to the maximum number of scopes held in your respective scope cabinets; left or right of the component cabinet.

Hangers

Left Cabinet

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20

Right Cabinet

21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40

Scan user badge to start

MANUAL ENTRY

This example shows the left cabinet containing up to 20 scopes and the right cabinet containing up to 20, for a total of up to 40.

Hangers

Left Cabinet

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20

Right Cabinet

21	22	23	24	25
26	27	28	29	30


Scan user badge to start

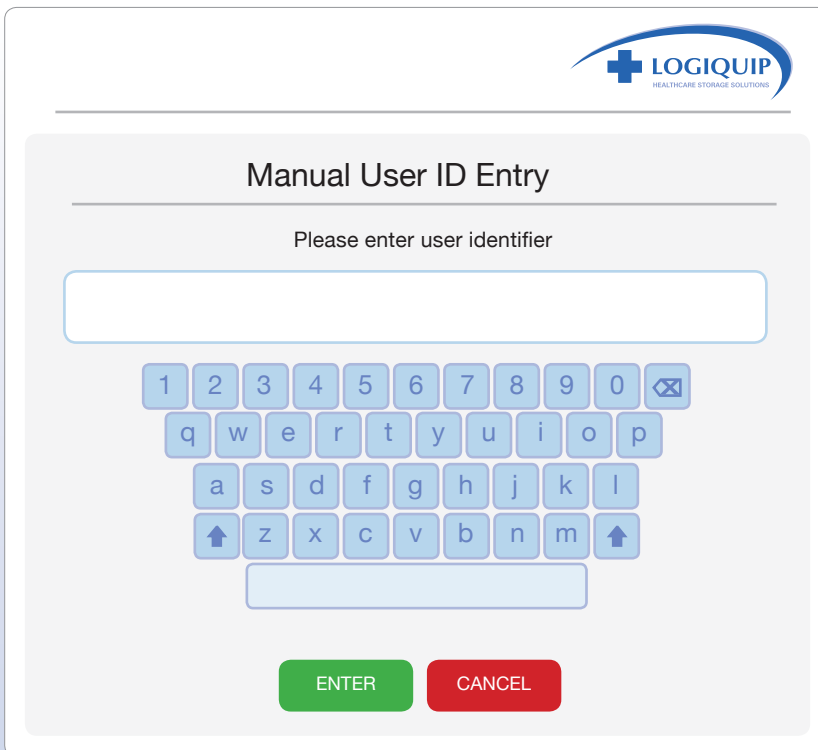
MANUAL ENTRY



This example shows the left cabinet containing up to 20 scopes while the right cabinet containing up to 10, for a total of up to 30.



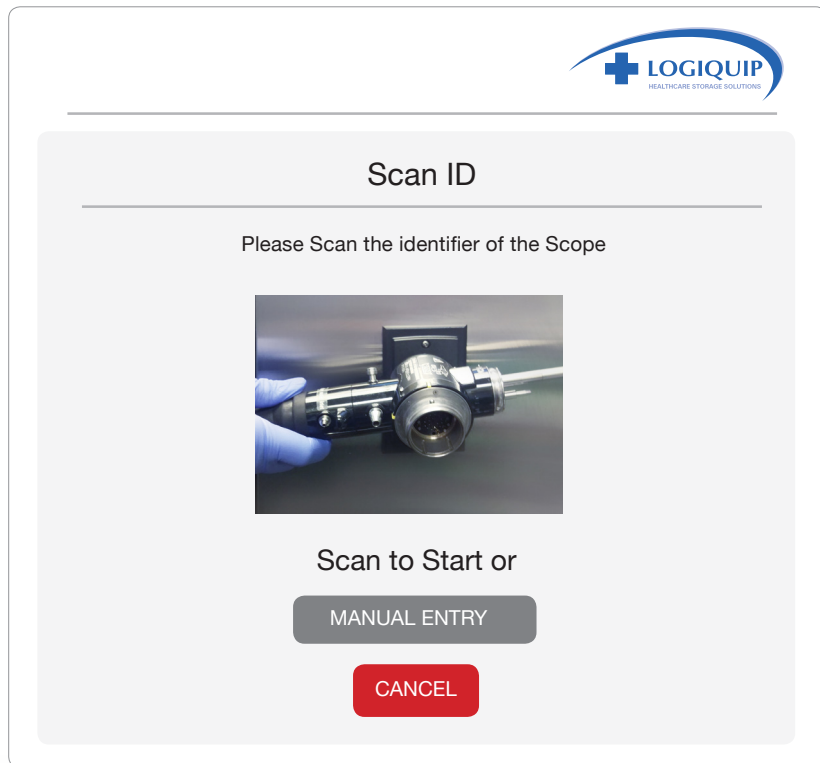
CABINET ACCESS

The cabinet can only be opened by an authorized user. A user can access the cabinet by scanning their badge or manually through the keypad on the touchscreen. At the Home screen, simply scan a badge or press "Manual Entry". 



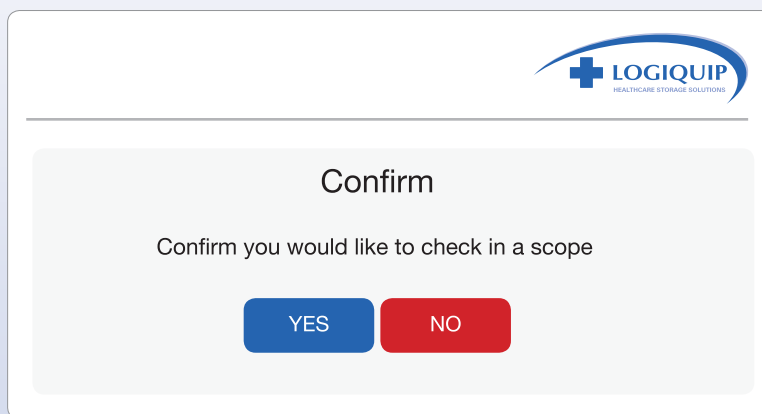
An image of a keyboard appears through which the user can enter the User ID number. Press the Enter button.  Once Accept is pushed, the keyboard will disappear and the User ID will show in the box. Push the "Enter" button.  Follow the steps for Adding or Deleting a Scope.

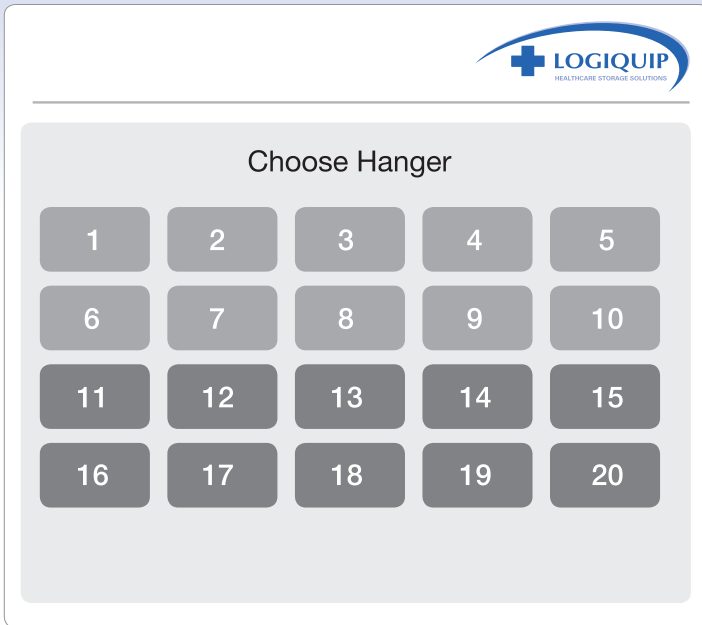
CHECKING-IN A SCOPE TO THE CABINET



After gaining access to the cabinet, scan the code on the scope.

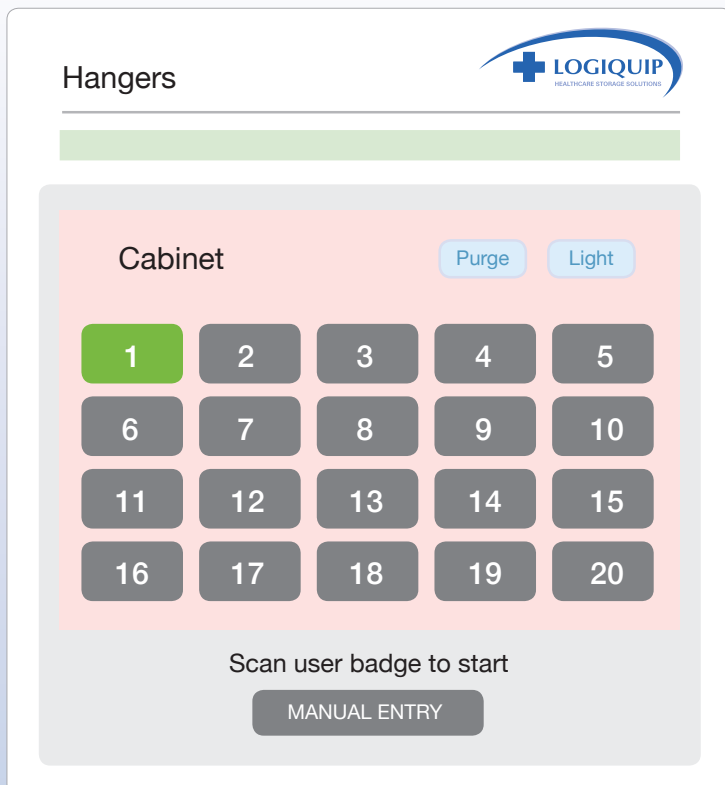
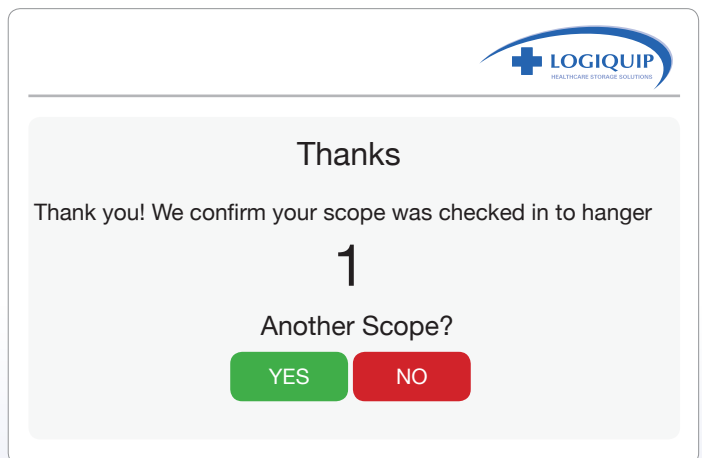
The system knows which scopes are logged-in and logged-out and responds appropriately. Once the scope is scanned, a Confirm screen appears, to confirm the user will be checking in a scope. If they say "No" , the screen goes back to the Home screen.





If "Yes" is chosen, the following screen appears, asking the user to choose the hanger on which the scope will be stored, by touching the respective number. The individual scope hangers are numbered inside the cabinet to relate to the touchscreen.

Once the hanger is chosen, a confirmation screen will appear and the user will be prompted whether they want to add another scope. If "Yes" is chosen the Scan the Barcode screen will appear to check in another scope. If "No" is chosen then it goes back to the Home screen.

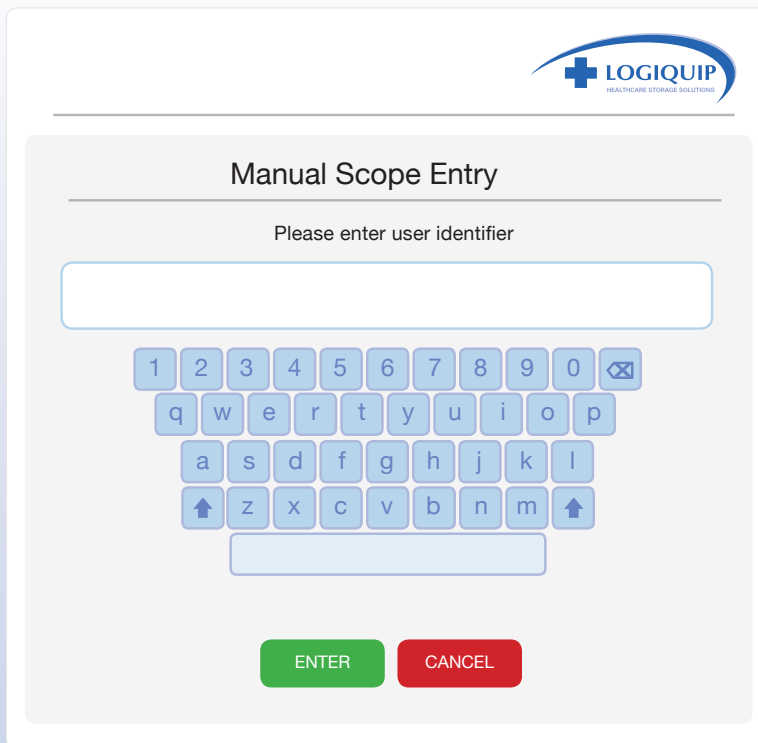
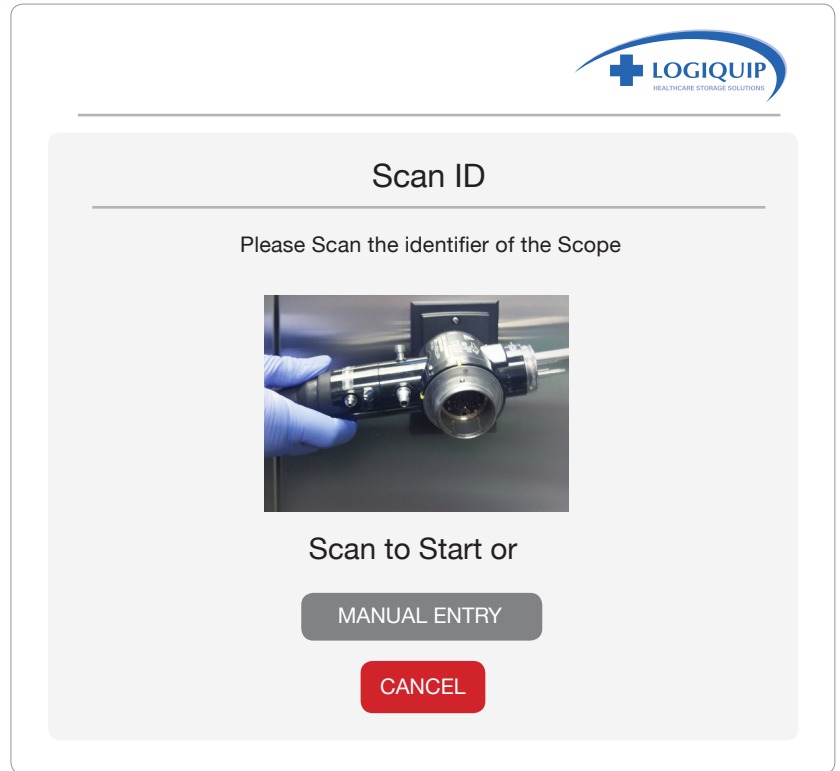


After the confirmation and the home screen appears, the scope's location is shown in green on the screen.

CHECKING-IN A SCOPE TO THE CABINET (USING MANUAL ENTRY)

A scope can only be checked in or out by an approved user. Once the User gains access by entering their code, the following screen appears. Touch the "Manual Entry button".

MANUAL ENTRY




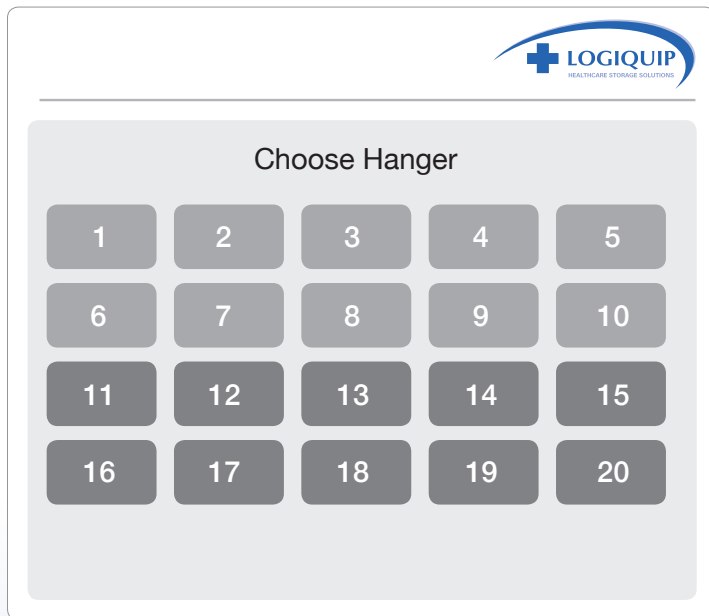
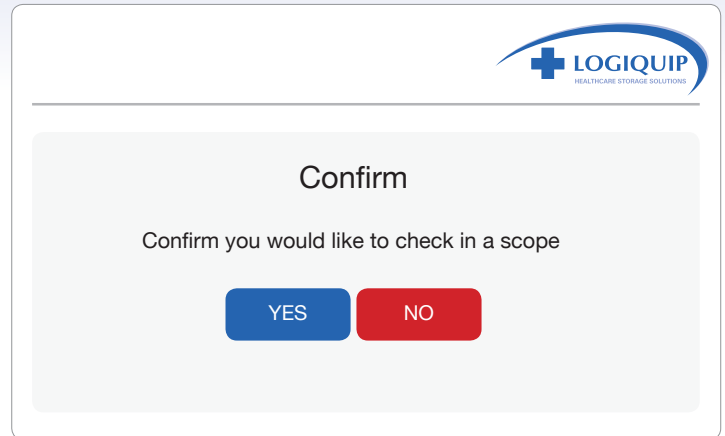
Enter the scope ID number and press "Enter".

ENTER

Dri-Stor EndoTrack

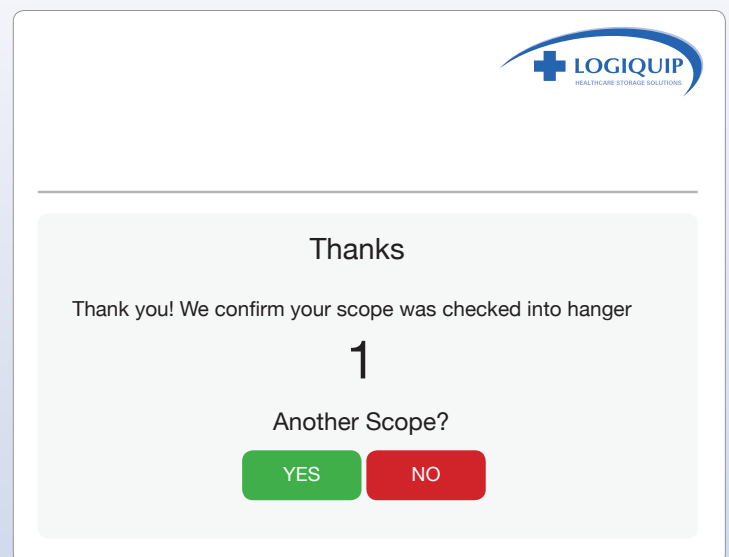




The scope Check-In confirmation screen will appear and push "Yes"  , to confirm.



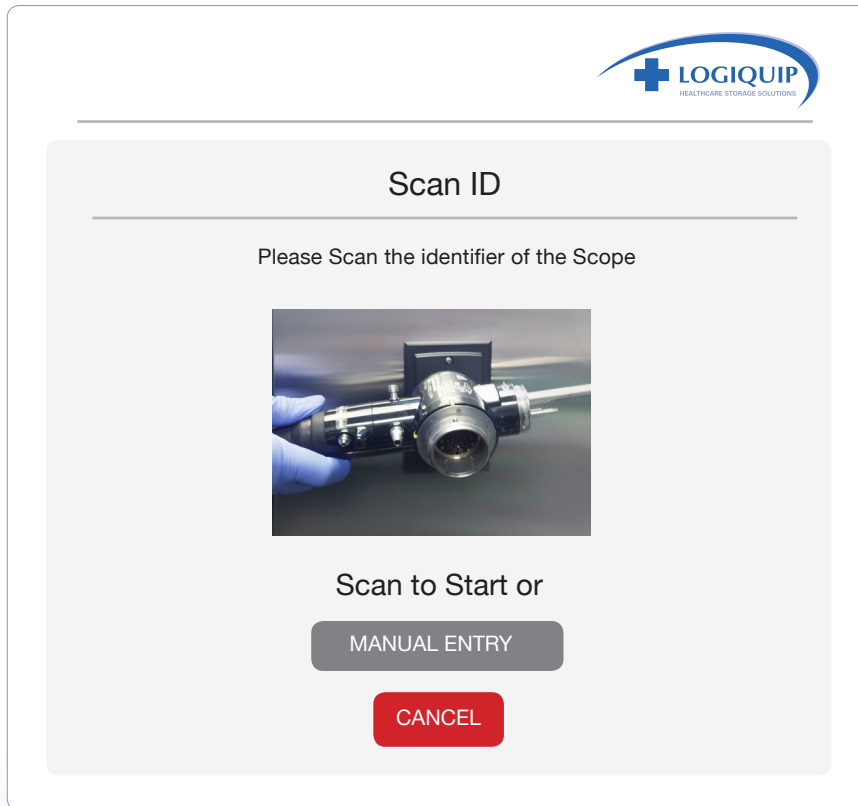
The Hanger Screen will appear and you select the desired hanger location.

You will get a confirmation the scope has been checked-in and the hanger on which is was located.



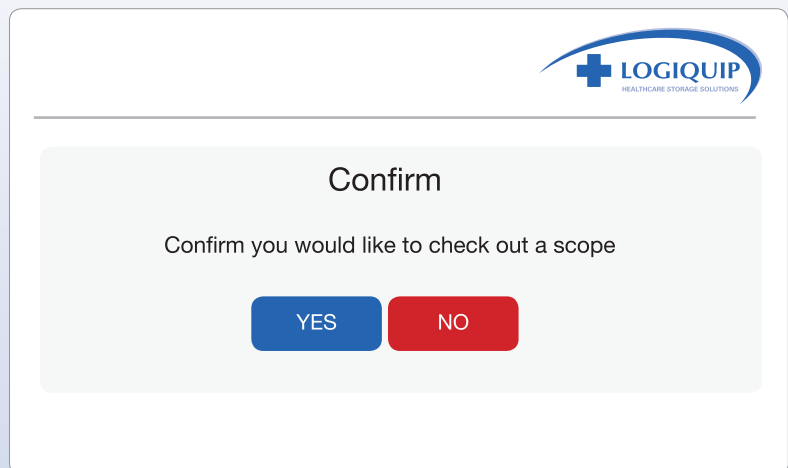
That screen also asks if you want to add another scope. Pressing "No"  will bring up the Home screen. Pressing "Yes"  will get a confirmation the scope has been checked-in and the hanger on which is was located.

CHECKING OUT A SCOPE FROM THE CABINET



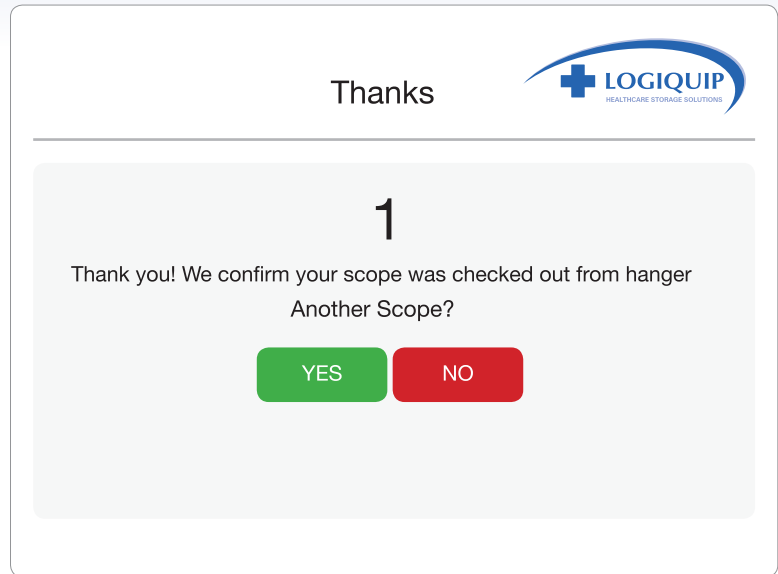
If a user scans their badge the door unlocks and the following screen appears prompting them to scan the scope.

After scanning the scope, the system knows which scopes are logged-in and logged-out and responds appropriately. The User will then be prompted to confirm they are checking out a scope.

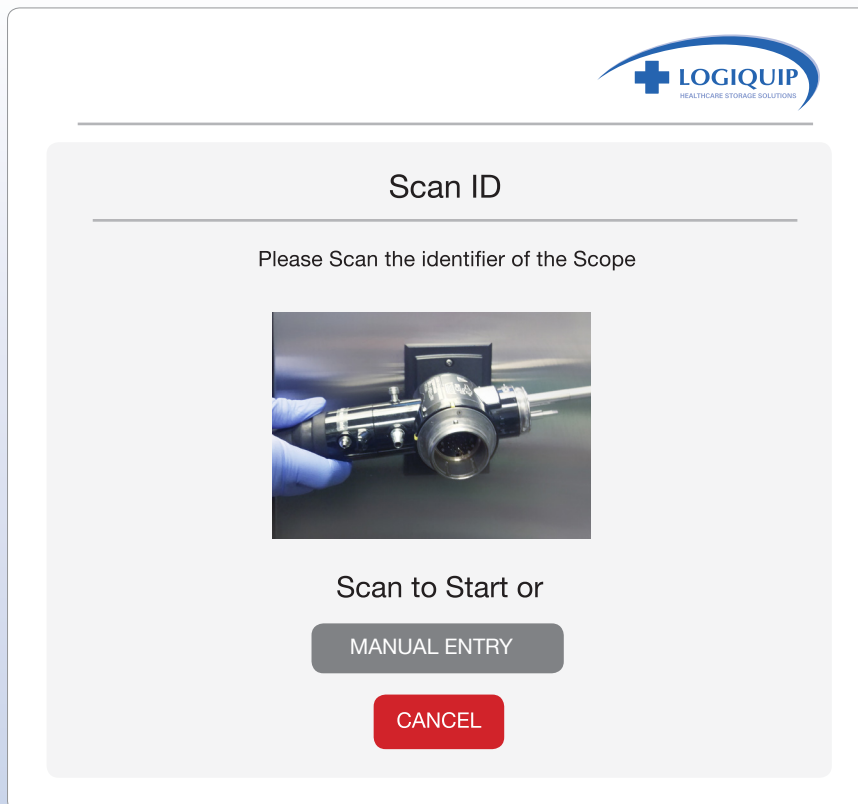


If they say "No" , then the home screen will appear. If they confirm "Yes" , then a confirmation screen appears and they are asked if they want to check out another scope.

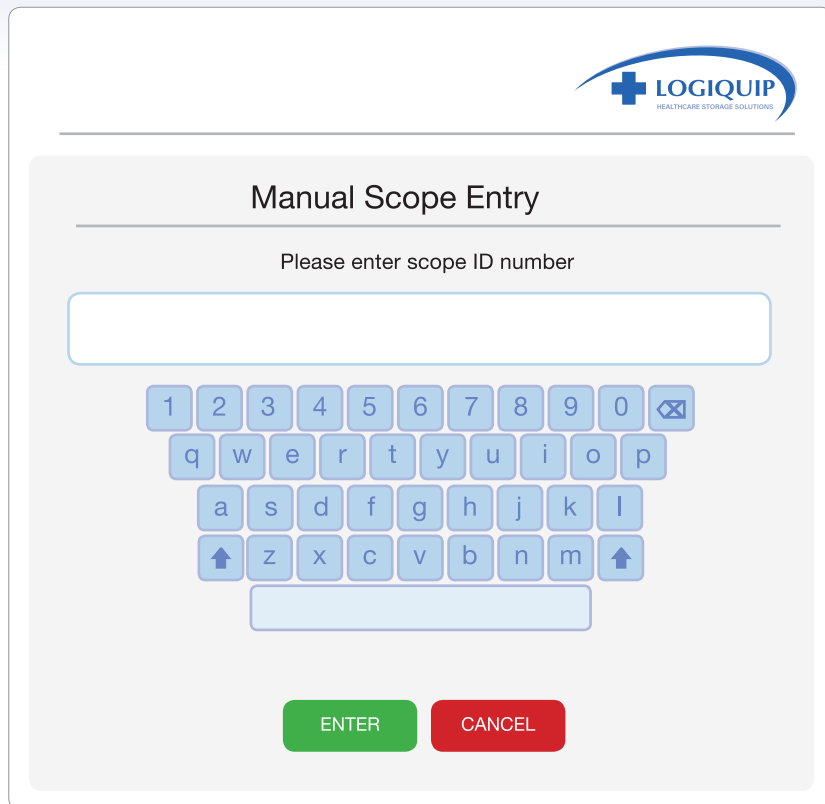
If "Yes" , they will be prompted to repeat the process and if "No" , then the Home screen will appear and the hanger the checked-out scope was on will be grey.




CHECKING OUT A SCOPE FROM THE CABINET (USING MANUAL ENTRY)

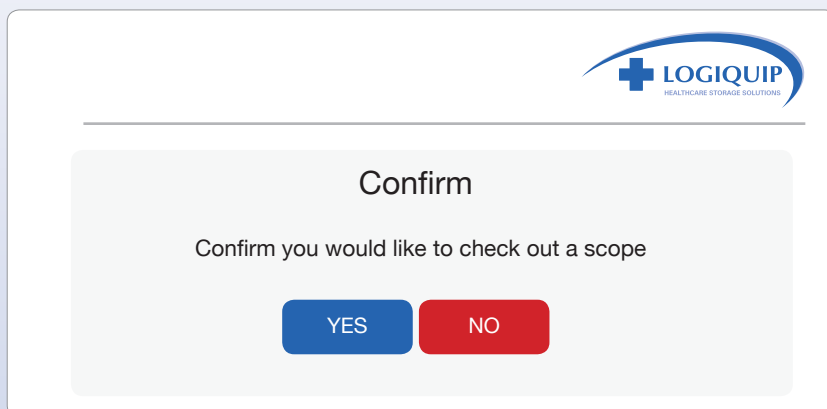


Once a user unlocks the door, the following screen appears prompting them to scan the scope.

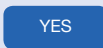


The screenshot shows the 'Manual Scope Entry' screen. At the top right is the LOGIQUIP logo. Below it, the title 'Manual Scope Entry' is centered. Underneath the title is the instruction 'Please enter scope ID number'. A white text input field is provided for the user to enter the ID number. Below the input field is a virtual keyboard with buttons for numbers 1-0, letters q-z, and arrow keys. At the bottom of the screen are two buttons: a green 'ENTER' button and a red 'CANCEL' button.

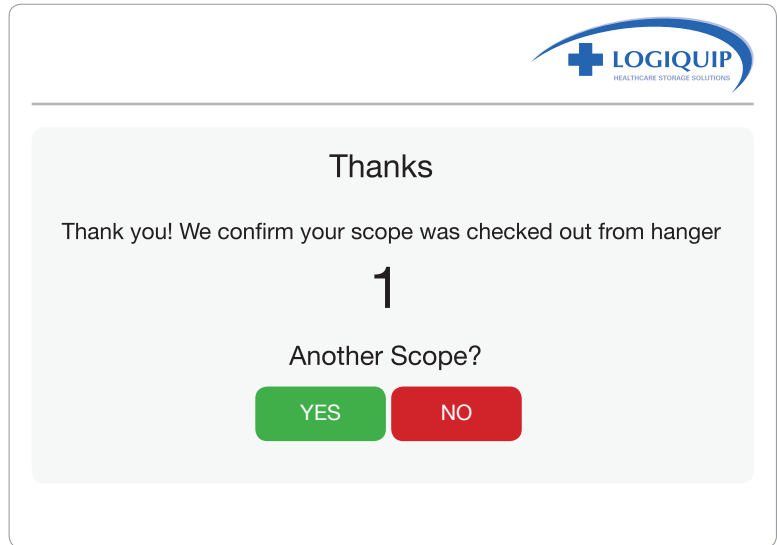
If a user chose Manual Entry, the following screen appears, prompting them to enter the scope ID. Enter the scope ID number then press "Enter" .



The screenshot shows the 'Confirm' screen. At the top right is the LOGIQUIP logo. Below it, the title 'Confirm' is centered. Underneath the title is the instruction 'Confirm you would like to check out a scope'. At the bottom of the screen are two buttons: a blue 'YES' button and a red 'NO' button.

The confirmation screen will appear. and push "Yes"  to confirm.

If they confirm "Yes", **YES** the next screen appears asks if they want to check out another scope. If "Yes", **YES** they will repeat the removal process and if "No" **NO** then the home screen will appear and the hanger the checked-out scope was on will be grey.



The Hanger Screen will appear showing the hanger location is now empty.

SCOPE STATUS

Time Remain Page

LOGIQUIP HEALTHCARE STORAGE SOLUTIONS

	SCOPE NUMBER	TIME REMAINING
1	W140025	6d23h57m45s

BACK

To get the status of a scope, from the Home screen, touch the Hanger Number and the Time Remain Page will appear. It shows hanger, scope number, and time remaining.

Should a number show as red but not have a scope in that location, it is possible to remove it from the screen. Simply press the particular number and the following screen will appear

Hangers

LOGIQUIP HEALTHCARE STORAGE SOLUTIONS

Cabinet

Purge Light

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20

Scan user badge to start

MANUAL ENTRY

Time Remain Page

LOGIQUIP HEALTHCARE STORAGE SOLUTIONS

	SCOPE NUMBER	TIME REMAINING
3	45434	reprocess

BACK Abandon

Press the "abandon" button and press "Back" and the number will turn to gray. The scope will not be removed from the database.



LogiQuip® has been providing healthcare storage solutions to hospitals across North America Since 1992. Building on their combined 90 years of experience, our founders built a knowledgeable and experienced team who understand that each hospital’s inventory, supply, and storage requirements are similar in theory, yet diverse in practice and application. Our sole focus is hospital storage and distribution systems and our mission is to provide our customers with products and ROI justified solutions tailored to meet their specific needs. Whether the prescribed solution is a single cart or a complete high-density storage solution, LogiQuip’s expertise and extensive product line complement any supply chain solution.



Supervisor

Welcome to the supervisor mode.

Date

Max Time (Days)

Warning Time (Days)

Purge ON (min)

Purge OFF (min)

®
Pre-Filters Time Remaining (Days): 179

HEPA Filters Time Remaining (Days):
728



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