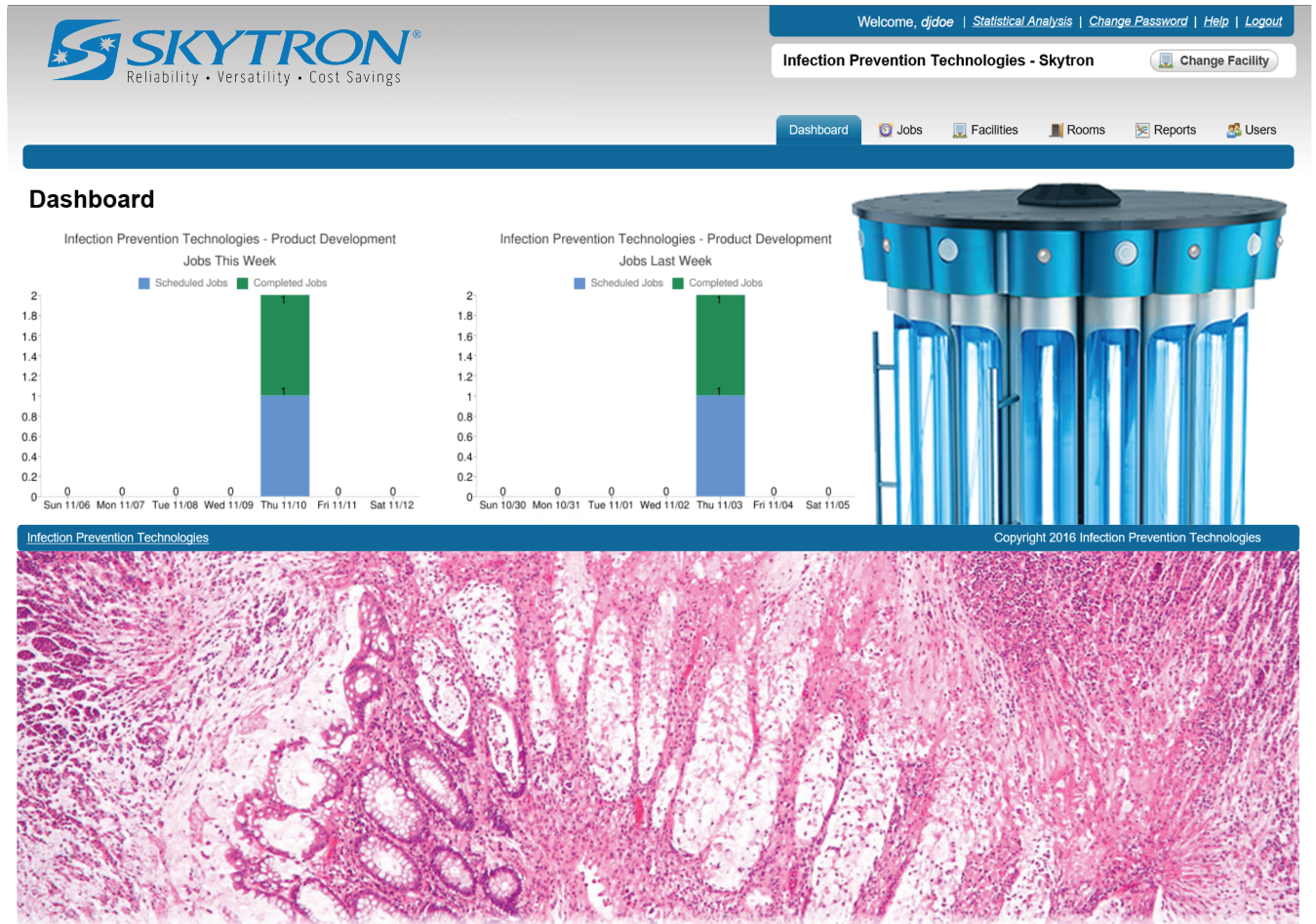




USER'S GUIDE



IPT Steri-Trak™

Read this manual before starting to work! This information is necessary for the safe and efficient operation of the equipment.

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The base language for this document is ENGLISH. Any translations must be from the base language document.

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SECTION 1. OVERVIEW

The Steri-Trak™ web application is responsible for tracking all configuration information and job data for the IPT units and remote handhelds. Data is synchronized over the Internet between the Steri-Trak™ server and the individual remote handheld units.

There are several components that need to be configured properly to ensure correct operation of the IPT unit, remote software, and Steri-Trak™ web application.

1-1. Glossary of Terms

Organization	An organization is the top-level grouping of facilities, rooms, devices, and remotes. An organization can contain one or more facilities.
Facility	A facility is a physical building or location that contains rooms. A facility belongs to an organization. The postal address and “max AC power” for each facility is stored in Steri-Trak™
Room	A physical room within a facility that the IPT could clean. It could be any type of room (surgical, patient room, closet, waiting room, etc.). Each room has a room number, an optional alternative reference number, an optional scanner code, and an optional description. The room number field in Steri-Trak™ should correspond to the room number plate that identifies the room in the facility, such as 110-W. The alternative reference number field in Steri-Trak™ could be used to store an architectural room number or some other room identifier that is different than the room number. Some facilities have barcodes next to the room numbers, For those facilities, the scanner code field in Steri-Trak™ is used to store the barcode value used to identify that particular room.
Device	A device is an IPT unit and is related to a single facility. Each device in Steri-Trak™ has: <ul style="list-style-type: none"> • Model • Serial # • Network name / SSID • IP address • Port # • In-service date • Description

SECTION 2. GETTING STARTED

2-1. Login

Steri-Trak™ is located at: <http://steritrak.infectionpreventiontechnologies.com>. Log into your Steri-Trak™ account using your specified username and password (Figure 1).

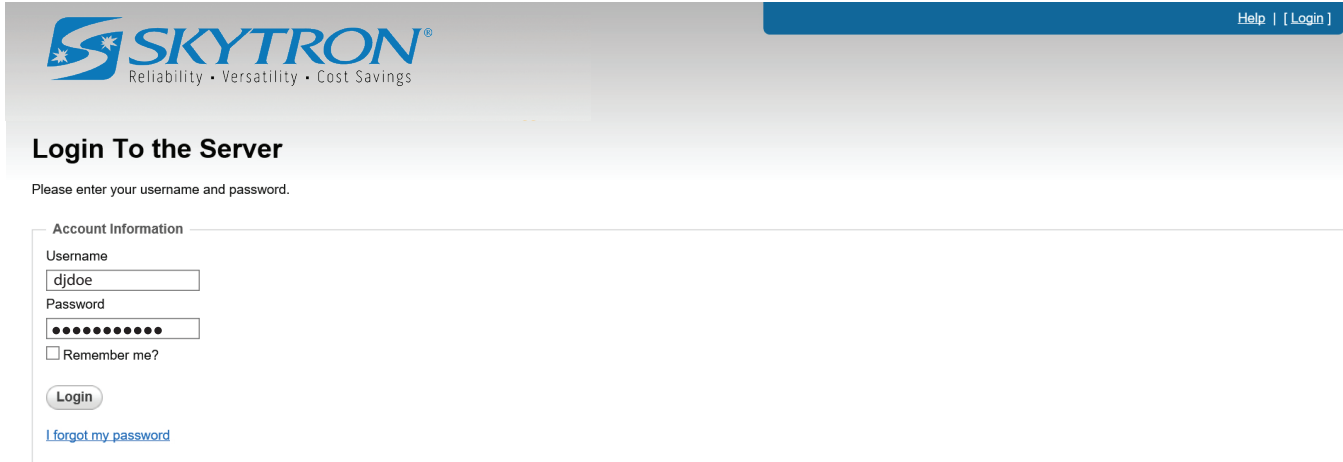


Figure 1. Login Screen

2-2. Change Facility

Most of the data in Steri-Trak™ is filtered by your current facility. After login, your current facility will be shown in the upper right of your browser window along with a change facility button (Figure 2).



Figure 2. Current Facility

To work with data from a different facility, select the **Change Facility** button. A list of facilities that have been configured in Steri-Trak™ will be shown. Only organizational managers are able to view multiple facilities. Select the facility you wish to view (Figure 3).



Figure 3. Multiple Facilities

2-3. The Dashboard

The Dashboard tab displays charts showing the number of scheduled and completed jobs in the Steri-Trak™ system. The charts include the current and previous week jobs for the current facility (Figure 4).

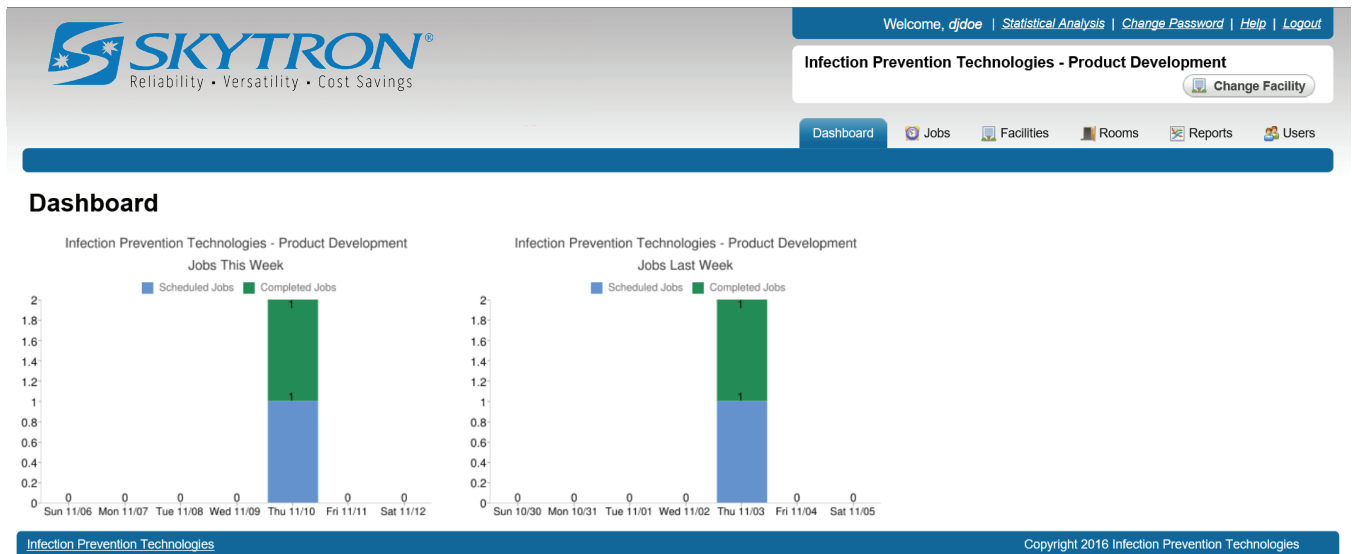


Figure 4. The Dashboard

SECTION 3. JOBS

The Jobs tab will display all jobs in the Steri-Trak™ system and their last known status. Select the column headers you wish to sort. The column up/down arrow icon will change to indicate the list has been sorted (Figure 5).

The screenshot shows the Skytron interface with the 'Jobs' tab selected. The page title is 'Jobs - Infection Prevention Technologies - Product Development'. A 'New Job' button is highlighted with a red arrow and labeled 'NEW JOB BUTTON'. A table of jobs is displayed with column headers: Facility, Room, Device / Procedure, Scheduled Start, Status, Run Time, and User. An 'EDIT ICON' (pencil) is highlighted with a red circle and arrow. The table contains 7 rows of job data.

Facility	Room	Device / Procedure	Scheduled Start	Status	Run Time	User
Infection Prevention Technologies - Product Development	1	IRS 3200m (#10034) Spore Forming Organism Treatment	Sun 1/21/2001 8:41 PM	Complete	Sun 1/21/2001 8:59 PM	00:15:46 host
Infection Prevention Technologies - Product Development	0418	IRS3200m (#10056) Vegetative Organisms Treatment	Wed 1/1/2003 7:01 AM	Stopped		DiagnosticUser
Infection Prevention Technologies - Product Development	0418	IRS1140m (#11001) Vegetative Organisms Treatment	Wed 1/1/2003 7:03 AM	Complete	Wed 1/1/2003 7:48 AM	00:09:33 diagnostics
Infection Prevention Technologies - Product Development	0418	IRS 3200m (#10064) Spore Forming Organism Treatment	Wed 1/1/2003 11:01 AM	Complete	Wed 1/1/2003 11:32 AM	00:30:56 DiagnosticUser
Infection Prevention Technologies - Product Development	0418	IRS 3200m (#10064) Spore Forming Organism Treatment	Wed 1/1/2003 11:01 AM	Complete	Wed 1/1/2003 11:50 AM	00:38:24 DiagnosticUser
Infection Prevention Technologies - Product Development	1	IRS 3200m (#10034) Spore Forming Organism Treatment	Wed 1/1/2003 11:01 AM	Complete	Wed 1/1/2003 11:13 AM	00:11:53 DiagnosticUser
Infection Prevention Technologies - Product Development	0418	Syndicate Primary (#11037) Spore Forming Organism Treatment	Wed 1/1/2003 11:03 AM	Complete	Wed 1/1/2003 12:06 PM	00:05:24 diagnostics

Figure 5. Jobs Screen

3-1. Create/Schedule a Job

1. From the Jobs screen, select the New Job button (Figure 5).
2. Enter the details for the job (Figure 6). The Facility should be pre-selected based on your current facility. If necessary click the dropdown arrow to select the appropriate facility.

The screenshot shows the 'Add / Edit Job' form in the Skytron interface. The form includes fields for Facility (dropdown), Room (text), Device (dropdown), Procedure (dropdown), Scheduled Start Date/Time (text with examples), Assigned To (text), and Notes (text area). There are 'Save', 'Delete', and 'Cancel' buttons at the bottom.

Facility: Infection Prevention Technologies - Product Development

Room: 0418

Device: IRS 1140m (#11023)

Procedure:

Scheduled Start Date/Time: Examples: 10/21, today, tomorrow, next friday, 8am, 4:30pm, 2 pm, 10:45 am

Assigned To:

Notes:

Buttons: Save, Delete, Cancel

Figure 6. Creating and Scheduling a Job

3. Type in the room number to be treated.
4. From the dropdown arrow, select the IPT device to perform the job/treatment.
5. From the dropdown arrow, select the type of procedure to be performed.
6. Type in the scheduled start date and time.
7. **Assigned To**, is an optional field to assign a job to a specific person at the facility.
8. Any additional information about this Job can be added in the notes field.
9. Click the **Save** button to save and schedule the Job.

3-2. Edit an Existing Job

Once a Job is created, you can only change the **Scheduled Start Date/Time**, **Assigned To** and **Notes** fields.

1. From the Jobs screen (Figure 5), select the edit icon for the job you would like to edit.
2. Update any necessary information as needed and click the **Save** button to save your changes. (Figure 6).

3-3. Delete an Existing Job

CAUTION

Once a Job is deleted it cannot be recovered.

1. From the Jobs screen (Figure 5), select the edit icon for the job you would like to delete.
2. Click the **Delete** button, to permanently delete the Job from Steri-Trak™ (Figure 6).

SECTION 4. ORGANIZATIONS

An Organization is the top-level grouping of all data types in Steri-Trak™ (Facilities, Rooms, Devices, Remotes, Jobs, and Users). All facilities are related to a single organization. A small hospital with only one facility will have one organization and one facility in Steri-Trak™. A large hospital system will have one organization with multiple facilities in Steri-Trak™.

4-1. Create a New Organization

1. Select the Organizations tab and click the **Add Organization** button (Figure 7).

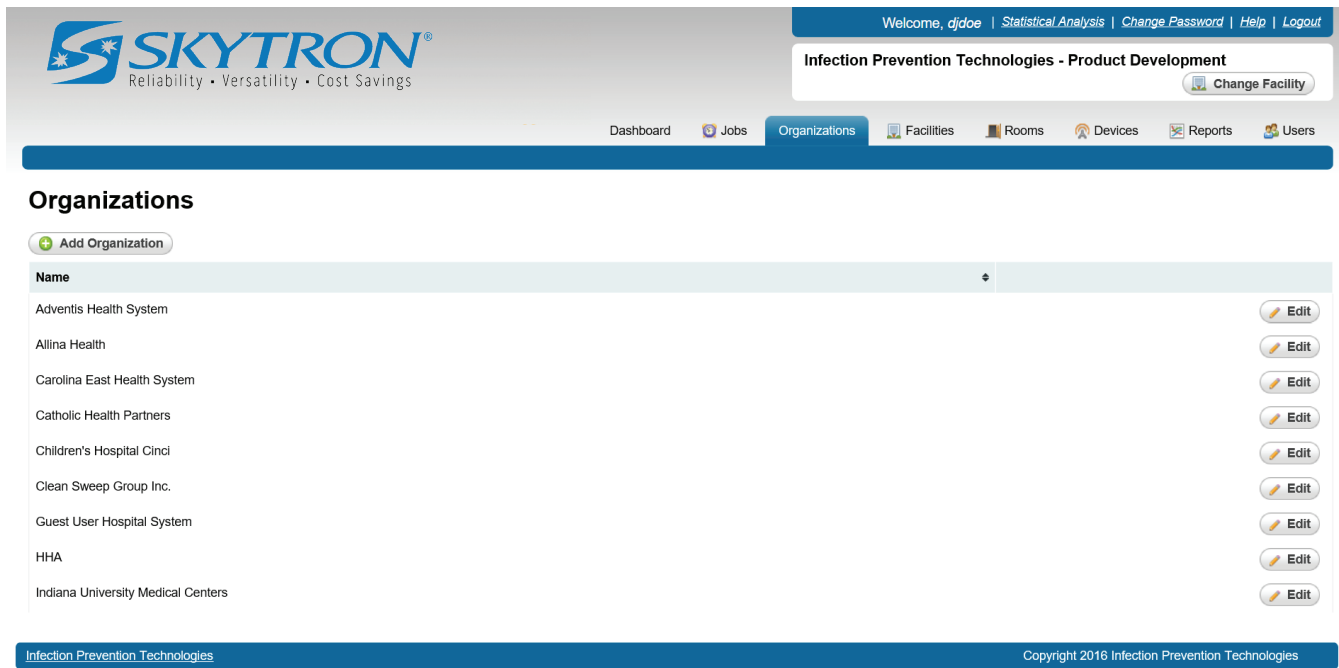


Figure 7. Organizations Screen

2. Enter the name of the new organization and click the **Save** button (Figure 8).

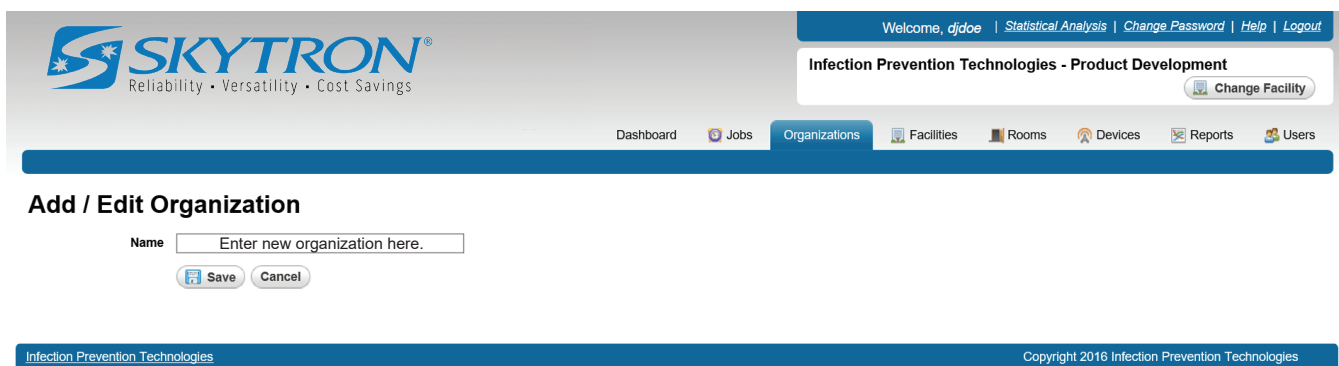


Figure 8. Save the Organization

4-2. Edit an Existing Organization

1. From the Organizations screen (Figure 7), select the **Edit** button of the organization you want to edit.
2. Update the name of the organization and click the **Save** button (Figure 8).

4-3. Delete an Organization

CAUTION

Deleting an organization will remove all facilities, rooms, devices, remotes and jobs from Steri-Trak™. Once an organization has been deleted it cannot be recovered.

1. From the Organizations screen (Figure 7), select the **Edit** button of the organization you would like to delete.
2. Click the **Delete** button (Figure 9).

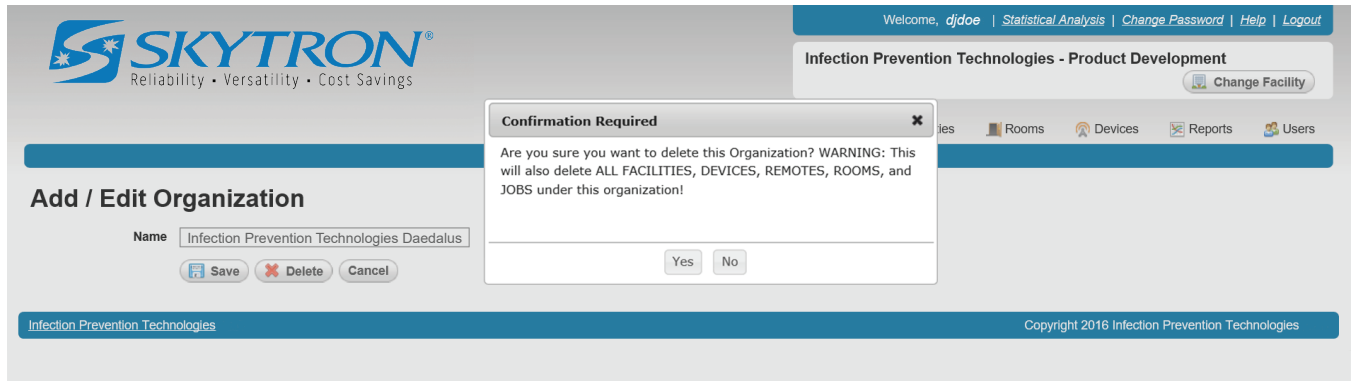


Figure 9. Delete an Organization

3. Click **Yes** to permanently delete the organization from Steri-Trak™.

SECTION 5. FACILITIES

The Facilities screen shows all the facilities that have been configured in Steri-Trak™. Each facility in Steri-Trak™ corresponds to a physical building for a particular hospital or hospital system.

5-1. Add a New Facility

1. Select the Facilities tab and click the **Add Facility** button (Figure 10).

Facilities

[Add Facility](#)
[Export to Excel/CSV](#)

Name	Contact	Code	City	State	ZIP	Country	EDIT BUTTON
Infection Prevention Technologies - Demo		IPT Demo	Auburn Hills	Michigan		US	
Infection Prevention Technologies - IPT manufacturing		ADCO	Auburn Hills	MI	48309	US	
Infection Prevention Technologies - Product Development		IPT Manufacturing	Auburn Hills	Michigan		US	
Infection Prevention Technologies - saudi arabia		1	auburn	mi	48326	US	
Infection Prevention Technologies - Skytron	Joe Brown Technical Services Manager jbrown@skytron.us 6166566412	911	Grand Rapids	MI	49512	US	
Infection Prevention Technologies - Daedalus	John Strait Software Engineer jstrait@daed.com 412-696-3511	Daed				US	

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Figure 10. Facilities Screen

2. From the dropdown list, select the **Organization** (Figure 11).

Add / Edit Facility

Organization:

Facility Name:

Facility Code: (Alphanumeric identifier for this Facility)

Max. AC Power:

Contact Name:

Contact Title:

Contact Email Address:

Contact Telephone Number:

Address:

City:

State / Region:

Zip / Postal Code:

Country:

Allow Emulator Procedure:

[Save](#)
[Cancel](#)

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Figure 11. Save the Facility

3. Enter a **Facility Name**.
4. Enter a **Facility Code**. The facility code is for future use by Steri-Trak™ and/or IPT remotes.
5. Enter the maximum AC power, in amps, the facility you are adding can handle.
6. Contact name, title, e-mail and phone number is optional.
7. Enter the postal address of the facility.
8. Select **YES** in the Allow Emulator drop-down field, to allow the emulator procedure to show in the IPT remote software for the facility. Default is **NO**.
9. Click the **Save** button.

5-2. Edit an Existing Facility

1. From the Facilities screen (Figure 10), select the edit button for the facility you want to edit.
2. Update any necessary fields as needed. See Section 5-1 instructions for more information about each field.
3. After editing the facility, click the **Save** button to save your changes.

5-3. Delete an Existing Facility

CAUTION

Once a Facility is deleted it cannot be recovered.

1. From the Facilities screen (Figure 10), select the edit button for the facility you would like to delete.
2. Click the **Delete** button (Figure 12).

The screenshot displays the Skytron web application interface. At the top, the Skytron logo is visible with the tagline 'Reliability • Versatility • Cost Savings'. The navigation bar includes links for 'Welcome, djdoe', 'Statistical Analysis', 'Change Password', 'Help', and 'Logout'. Below this, a secondary navigation bar shows 'Infection Prevention Technologies - Product Development' and a 'Change Facility' button. The main navigation menu includes 'Dashboard', 'Jobs', 'Organizations', 'Facilities' (selected), 'Rooms', 'Devices', 'Reports', and 'Users'.

The 'Add / Edit Facility' form is displayed on the left. It contains the following fields:

- Organization: Infection Prevention Technologies
- Facility Name: Daedalus
- Facility Code: Daed (Alphanumeric identifier)
- Max. AC Power: 18
- Contact Name: John Strait
- Contact Title: Technical Consultant
- Contact Email Address: jstrait@daed.com
- Contact Telephone Number: 412.687.7000 x19
- Address: 4923 Centre Ave
- City: Pittsburgh
- State / Region: PA
- Zip / Postal Code: 15213
- Country: US
- Allow Emulator Procedure: No (dropdown menu)
- # Rooms: 1030
- # Devices: 8

At the bottom of the form are buttons for 'Save', 'Delete', and 'Cancel'. A 'Confirmation Required' dialog box is overlaid on the right side of the form, asking 'Are you sure you want to delete this Facility?' with 'Yes' and 'No' buttons.

Figure 12. Delete a Facility

3. Click **Yes** to permanently delete the facility from Steri-Trak™.

SECTION 6. ROOMS

The Rooms screen displays all rooms in Steri-Trak™ for the current facility.

6-1. Add a Room

1. Select the Rooms tab and, click the **Add Room** button (Figure 13).

SKYTRON
Reliability • Versatility • Cost Savings

Welcome, djdoe | Statistical Analysis | Change Password | Help | Logout

Infection Prevention Technologies - Product Development

Change Facility

Dashboard | Jobs | Facilities | **Rooms** | Reports | Users

Rooms - Infection Prevention Technologies - Product Development

+ Add Room | Import Room List

Room	Alt. Reference	Barcode	Description	
0418	alt ref num	0418	desc	Edit
0419				Edit
1		1	Back Room at office	Edit
1020	Bath 300	1020		Edit
11958	11958	11958	evs training room	Edit
252	252	252		Edit
252.1	252.1	252.1		Edit
A101		A101		Edit
Plastics		254	UV-c effect on plastics,	Edit

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Figure 13. Rooms Screen

2. **Room Number** (Figure 14). This is a required field, showing the number that is displayed on the outside of the actual room at the facility.

SKYTRON
Reliability • Versatility • Cost Savings

Welcome, djdoe | Statistical Analysis | Change Password | Help | Logout

Infection Prevention Technologies - Product Development

Change Facility

Dashboard | Jobs | Facilities | **Rooms** | Reports | Users

Add / Edit Room

Facility Infection Prevention Technologies - Product Development

Room Number

Alternative Reference Number (e.g. Architectural Room #)

Scanner Code (e.g. Barcode)

Description

Save Cancel

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Figure 14. Save a Room

3. **Alternative Reference Number** (optional). A secondary room identifier, such as an architectural room number.
4. **Scanner Code** (optional). For Facilities having barcodes outside each room. This field should be set to the same value as the barcode.
5. **Description** (optional). A description of what the room is such as: Exam or Recovery Room etc.
6. Click the **Save** button to save the room.

6-2. Import Room List

The room import screen allows you to add numerous rooms to a facility, fast and efficiently. A CSV file will need to be created using Microsoft Excel, then exported to CSV with the columns/fields required for each room.

The file **MUST HAVE** a column/field named **RoomNumber**.

If desired additional columns/fields for **AltReferenceNumber**, **ScannerCode**, and **Description**, may be included.

1. Create your CSV file using Microsoft Excel and save it to a specific location.
2. Make sure the current facility the rooms will be imported to is correct. If not, click the **Change Facility** button and choose the correct facility.
3. From the Rooms screen (Figure 13), click the **Import Room List** button.
4. Click the **Browse** button and select the CSV file from your computer (Figure 15).

The screenshot shows the Skytron web application interface. At the top, there's a header with the Skytron logo and navigation links: "Welcome, djdoe | Statistical Analysis | Change Password | Help | Logout". Below this, a sub-header reads "Infection Prevention Technologies - Product Development" with a "Change Facility" button. A navigation bar contains links for "Dashboard", "Jobs", "Facilities", "Rooms" (which is highlighted), "Reports", and "Users".

The main content area is titled "Import Room List". It contains the following text:

- "The CSV file has 1 REQUIRED column: 'RoomNumber' and 3 optional columns: 'AltReferenceNumber', 'ScannerCode', and 'Description'."
- "All rooms in the file will be imported into the current facility (Infection Prevention Technologies - Product Development)."

 Below this text is a section for uploading the CSV file. It includes a label "CSV File (*.csv)", a text input field, a "Browse..." button, and an "Upload Room List" button.

At the bottom of the page, there's a footer with "Infection Prevention Technologies" on the left and "Copyright 2018 Infection Prevention Technologies" on the right.

Figure 15. Browse for the CSV File

5. Click the **Upload Room List** button to upload the list of rooms into the current facility.

6-3. Edit an Existing Room

1. From the Rooms screen (Figure 13), select the **Edit** button for the room you would like to edit.
2. Update any necessary information as needed and click the **Save** button to save your changes.

6-4. Delete an Existing Room

CAUTION

Once a Room is deleted it cannot be recovered.

1. From the Rooms screen (Figure 13), select the **Edit** button for the room you would like to delete.
2. Click the **Delete** button (Figure 16).

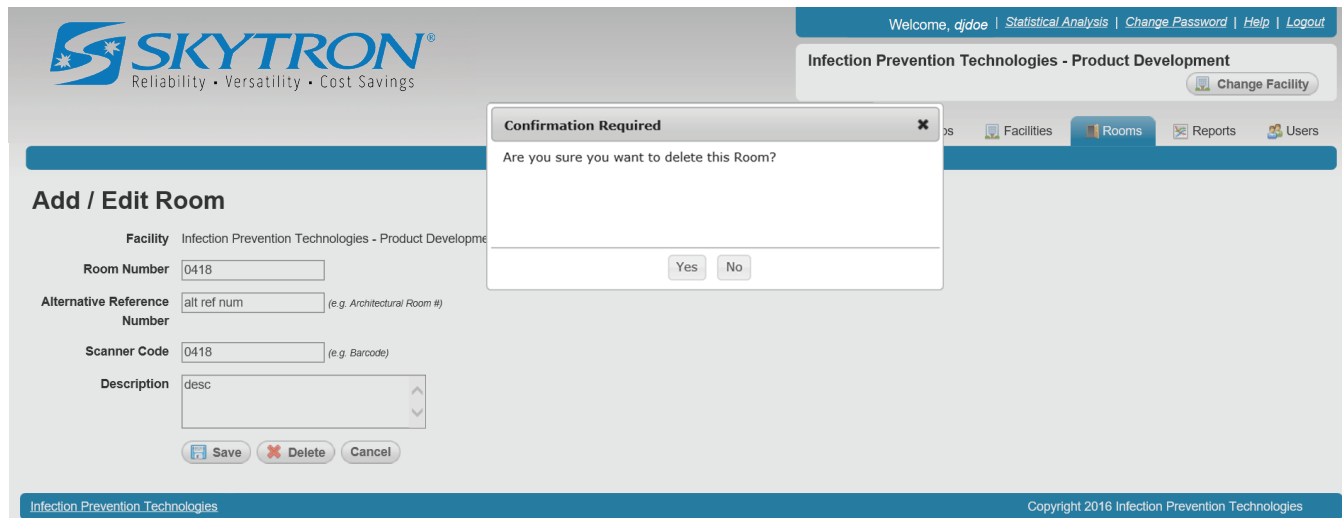


Figure 16. Delete a Room

3. Click **Yes** to permanently delete the room from Steri-Trak™.

SECTION 7. DEVICES

The Devices screen displays all devices (IPT units) in Steri-Trak™ for the current facility.

7-1. Add a Device

1. Select the Devices tab and click the **Add Device** button (Figure 17).

The screenshot shows the Skytron web interface. At the top, there's a navigation bar with links like 'Welcome, djdoe', 'Statistical Analysis', 'Change Password', 'Help', and 'Logout'. Below this is a header for 'Infection Prevention Technologies - Product Development' with a 'Change Facility' button. The main navigation bar includes 'Dashboard', 'Jobs', 'Organizations', 'Facilities', 'Rooms', 'Devices' (highlighted), 'Reports', and 'Users'. The 'Devices' section is titled 'Devices - Infection Prevention Technologies - Product Development'. It features an 'Add Device' button and a table of existing devices. Two buttons, 'REMOTE BUTTON' and 'EDIT BUTTON', are circled in red with arrows pointing to the 'Remotes' column of the table.

Serial #	Wi-Fi Network	Model	Description	In-Service Date	Remotes
111052	IRS111052 11.0.0.52	1140		9/1/2013	1
11022	IRS11022 11.0.0.22	IRS 1140m	Lead	9/13/2011	1
11023	IRS11023 11.0.0.23	IRS 1140m	partner	9/13/2011	1
12345	APUNIT1 192.168.0.11	IRS 3200m	Barrys CB	5/17/2013	1
01234	APUNIT2 192.168.0.12	IRS 3200m	barrys cb 2	5/17/2013	1
10026	IRS10026 10.0.0.26	IRS 3200m	101800,101811,101313	6/30/2011	1
10003	IRS10003 10.0.0.3	IRS 3200M		2/15/2011	1

Figure 17. Devices Screen

2. **Facility** (Figure 18). Choose the facility for the device from the dropdown.

The screenshot shows the 'Add / Edit Device' form in the Skytron web interface. It includes a 'Facility' dropdown menu, input fields for 'Model', 'Serial #', 'Network Name', 'IP Address', 'Port #', 'In-Service Date', 'UV Scale Factor', and a 'Description' text area. There are 'Save' and 'Cancel' buttons at the bottom. The form is titled 'Add / Edit Device'.

Figure 18. Add a Device

3. **Model:** Enter the device model type. For example, IRS 3200M.
4. **Serial #:** Enter the device serial number. For example, 10003.
5. **Network Name:** The SSID or network name that the unit is broadcasting is IPT. For example, IPT10003.

6. **IP Address:** The IP address that has been configured for the IPT unit is 10.0.0.X where the X is the last 1 or 2 digits of the Serial #. The IP address is meant to mimic the Serial number. For example, IP address 10.0.0.3 for an IRS with Serial # 10003.
7. **Port #:** The communication Port #, should be kept at 80.
8. **In-Service Date:** The date the IPT unit was put into service.
9. **UV Scale Factor:** Normal default value is 1.125.
10. **Description:** Human readable description of this IPT unit.
11. Click the **Save** button to add the IPT unit.

7-2. Edit an Existing Device

1. From the Devices screen (Figure 17), select the **Edit** button for the device you would like to edit.
2. Update any necessary information as needed and click the **Save** button to save your changes.

7-3. Delete an Existing Device

CAUTION

Once a Device is deleted it cannot be recovered.

1. From the Devices screen (Figure 17), select the **Edit** button for the device you would like to delete.
2. Click the **Delete** button (Figure 19).

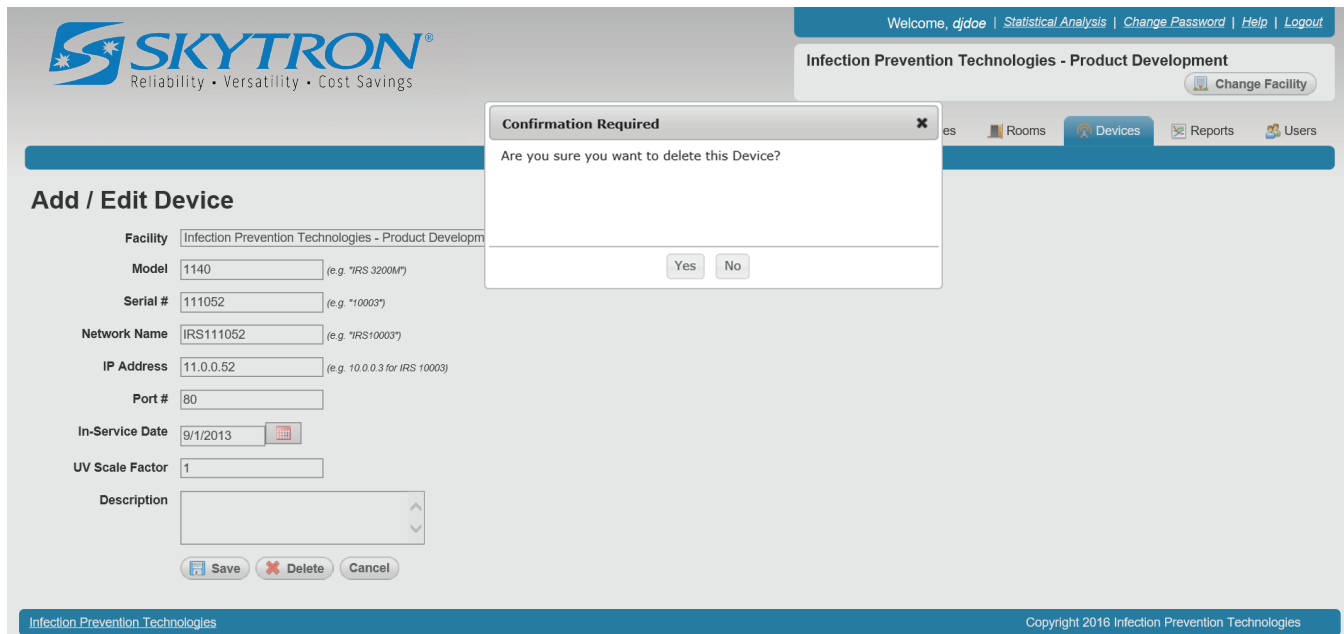


Figure 19. Delete a Device

3. Click **Yes** to permanently delete the device from Steri-Trak™.

SECTION 8. REMOTES / HANDHELDS

Remotes are managed from the Devices screen. The number of remotes configured for a particular device is shown next to the icon.

8-1. Add a Remote

1. From the Device screen (Figure 17), select the **Remote** button for the device you would like to manage.
2. To add a new remote, click the **Add Remote** button on the remotes screen (Figure 20).

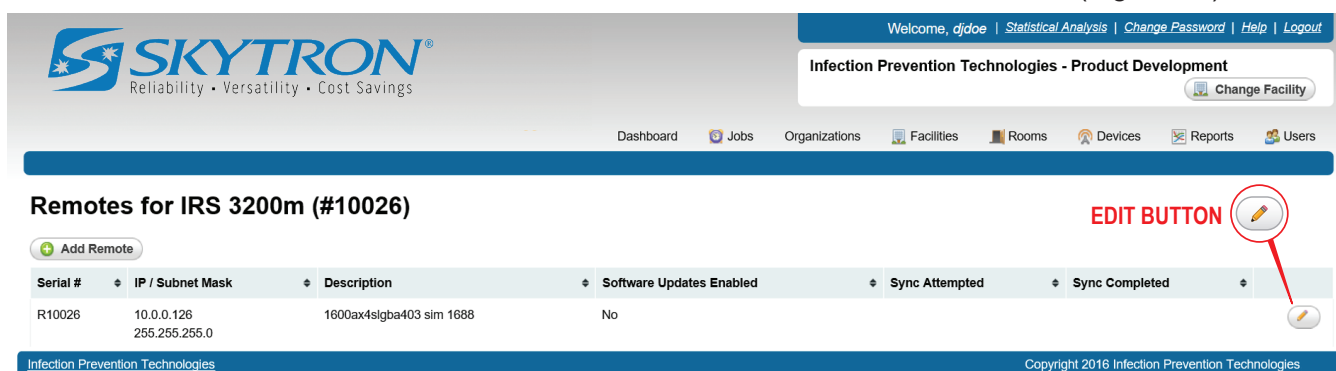


Figure 20. Remote Screen

3. **Serial Number:** (Figure 21). Enter the device serial number. The serial number is the letter "R" followed by the serial number of the device the remote will be controlling. For example: R10003 for the remote controlling device number 10003.

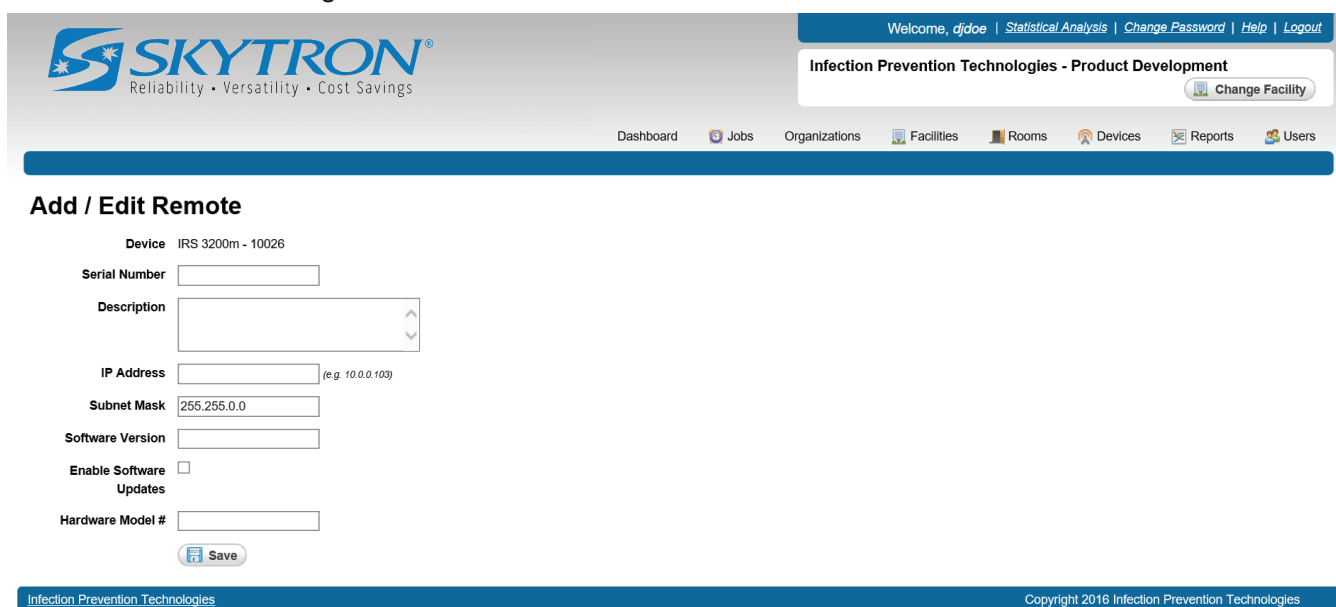


Figure 21. Add a Remote

4. **Description:** Enter a Human-readable description for the remote.
5. **IP Address:** Enter the IP address for the remote. It is the same IP address for the device the remote will be controlling, plus 1.
Example: Device IP address = 192.168.10.182
Remote IP address = 192.168.10.183
Subnet Mask: Should be left at the default 255.255.0.0
6. **Software Version:** N/A (Not applicable).

7. **Hardware Model #:** N/A (Not applicable).
8. Click the **Save** button to add the Remote.

8-2. Edit an Existing Remote

1. From the Remotes screen (Figure 20), select the **Edit** button for the remote you would like to edit.
2. Update any necessary information as needed and click the **Save** button to save your changes.

8-3. Delete an Existing Remote

CAUTION

Once a Remote is deleted it cannot be recovered.

1. From the Remotes screen (Figure 20), select the **Edit** button for the device you would like to delete.
2. Click the **Delete** button (Figure 22).

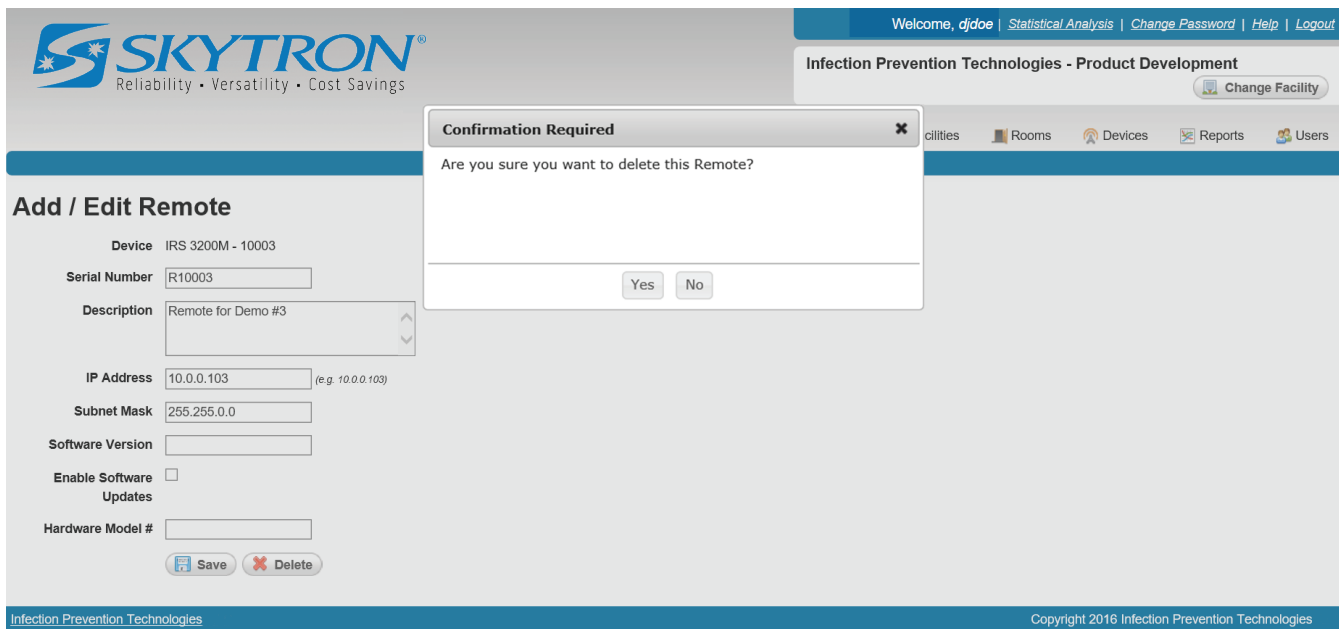


Figure 22. Delete a Remote

3. Click **Yes** to permanently delete the remote from Steri-Trak™.

SECTION 9. REPORTS

The Reports screen allows you to search and filter Jobs. A Job Report can be generated as an Excel/CSV file.

9-1. Search Criteria

1. Select the Reports tab and Specify the search criteria (Figure 23).

The screenshot shows the Skytron web application interface. At the top, there is a header with the Skytron logo and navigation links. The main navigation bar includes tabs for Dashboard, Jobs, Organizations, Facilities, Rooms, Devices, Reports (which is highlighted), and Users. Below the navigation bar, the 'Jobs' section is active, displaying a search filter form. The form includes dropdown menus for Facility, Room, Device, Procedure, and Status, along with a date range selector and a 'Started By' dropdown. Search and Export to Excel/CSV buttons are located at the bottom of the filter section.

Figure 23. Reports Screen

2. Click the **Search** button to see the results, or click the **Export to Excel/CSV** button to download the results as an Excel/CSV file.

9-2. Search Results

The search results list (Figure 24), can be sorted in ascending or descending order by clicking on the column headers. The arrow icon will change to indicate the sort that is applied.

The screenshot shows the Skytron web application interface with the search results displayed. The search filters are set to Facility: Infection Prevention Technologies - Product Development, Room: ALL Rooms, Device: ALL Devices, Procedure: ALL Procedures, and Date: (empty). The search results are shown in a table with columns for Date / Time, Facility, Room, Room Description, Device / Procedure, Status, Run Time, and Started By. The table contains three rows of data.

Date / Time	Facility	Room	Room Description	Device / Procedure	Status	Run Time	Started By
Scheduled: Thu 5/30/2013 9:11 AM Started: Thu 5/30/2013 9:12 AM Completed: Thu 5/30/2013 9:17 AM	Infection Prevention Technologies - Product Development	1	Back Room at office	Syndicate Primary (#11037) Vegetative Organisms Treatment	Complete	00:05:13	diagnostics
Scheduled: Wed 12/17/2014 1:52 PM Started: Wed 12/17/2014 1:52 PM Completed: Wed 12/17/2014 2:50 PM	Infection Prevention Technologies - Product Development	0418	desc	Syndicate Lead (#11087) Spore Forming Organism Treatment	Complete	00:57:23	diagnostics
Scheduled: Fri 3/20/2015 9:48 AM Started: Fri 3/20/2015 9:48 AM Completed: Fri 3/20/2015 10:07 AM	Infection Prevention Technologies - Product Development	0419		Syndicate Lead (#11087) Spore Forming Organism Treatment	Complete by host	00:19:10	Diagnostic

Figure 24. Search Results List

9-3. Export to Excel/CSV

1. From either the reports screen (Figure 23) or search results list (Figure 24), click the **Export to Excel/CSV** button to download the results as an Excel/CSV file.
2. Choose **Open** to view the Excel document (Figure 25).

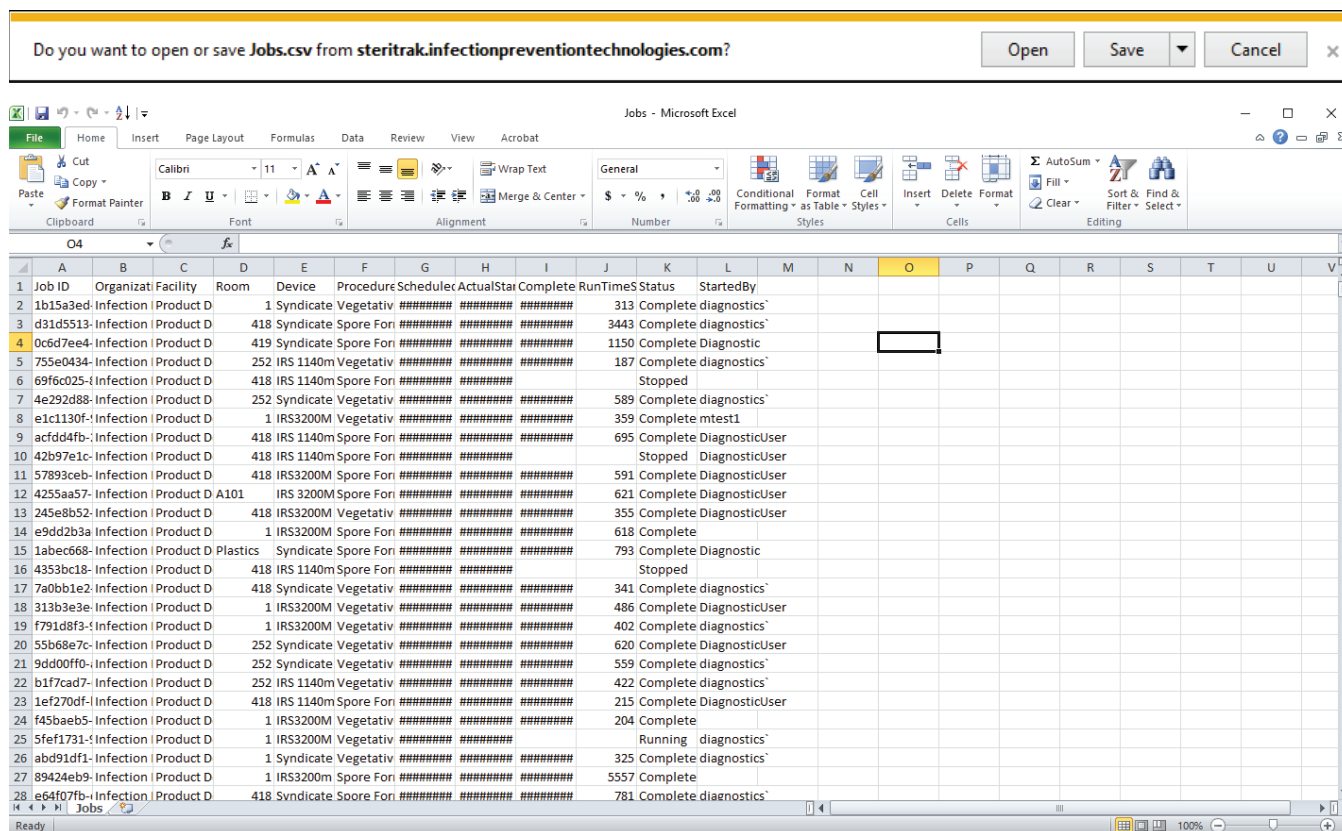


Figure 25. Excel Reports Document

3. Save the Excel document to a specific location.

SECTION 10. USERS

The Users screen displays all user accounts in Steri-Trak™. A user account provides access to the Steri-Trak™ web system. Each user account can be configured with individual security permissions that control which areas of Steri-Trak™ they can view and edit.

The user accounts for each Organization and Facility consist of:

- **Organization Administrator** user account has full permission to manage everything for their organization only.
- **Facility Administrator** user account(s) which have full permission to manage everything for a specific facility in the organization.
- **Facility User** user account(s) only have permission to run the IPT device and operate the IPT Remote software to run jobs/treatments. These accounts are created for the day-to-day operators of the IPT devices at the hospital facility.

Steri-Trak™ has a flexible security permissions system that allows multiple users having different levels of access permissions within their facility.

10-1. Add a User Account

1. Select the Users tab and click the **New User** button (Figure 26).

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Welcome, djdoe | [Statistical Analysis](#) | [Change Password](#) | [Help](#) | [Logout](#)

Infection Prevention Technologies - Product Development
[Change Facility](#)

Dashboard | Jobs | Organizations | Facilities | Rooms | Devices | Reports | **Users**

User Accounts

[+ New User](#)

Username	Email	Approved	Locked Out	Last Login	Created On	
mtest4	mfaur@iptmail.com	Yes	No	8/23/2016 6:09:06 PM	5/23/2016 5:23:20 PM	
markfaur	mfaur@iptmail.com	Yes	No	11/11/2016 12:09:51 PM	10/1/2015 9:56:49 AM	
mtest2	mpiontek@infectionpreventiontechnologies.com	Yes	No	Never	8/7/2013 12:02:38 PM	
mtest1	mpiontek@infectionpreventiontechnologies.com	Yes	No	4/28/2015 3:04:04 PM	8/7/2013 12:02:11 PM	
jay	jay@jayonsoftware.com	Yes	No	2/27/2013 9:41:46 AM	2/27/2013 9:40:13 AM	
mikepiontek	mpiontek@infectionpreventiontechnologies.com	Yes	No	11/11/2016 12:13:10 PM	12/28/2012 9:03:45 PM	

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Figure 26. Users Screen

2. **Username** (Figure 27). Create a unique user name to login to Steri-Trak™. DO NOT use capitals, spaces or special characters when creating a username.

The screenshot displays the 'Edit User' interface within the Skytron application. The header includes the Skytron logo and navigation links. The main form contains the following elements:

- Username:** A text input field.
- Password:** A text input field.
- Email:** A text input field.
- Trainer Name:** A text input field.
- Date Trained:** A date picker showing 11/17/2016.
- PIN:** A text input field.
- Locked Out:** A checkbox.
- Approved:** A checkbox.
- Permissions:** A list of checkboxes for various roles: facilities-edit in organization, facilities-view in organization, jobs-edit, reports-view, rooms-edit, and users-edit in facility.
- Organization:** A dropdown menu currently set to 'Infection Prevention Technologies'.
- Facilities:** A list of checkboxes for specific facilities: Infection Prevention Technologies - Daedalus, Infection Prevention Technologies - Demo, Infection Prevention Technologies - IPT manufacturing, Infection Prevention Technologies - Product Development, Infection Prevention Technologies - saudi arabia, and Infection Prevention Technologies - Skytron.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom of the form.

Figure 27. Add a User

3. **Password:** Create a unique user password with a MINIMUM length of seven characters. DO NOT use capitals, spaces, or special characters when creating a password.
4. **E-mail:** Enter the new users e-mail.
5. **PIN:** Enter the PIN code the user will enter in the IPT remote software to run jobs/treatments. The PIN must be unique to the facility.
6. **Locked Out:** By checking this box, users will be prevented from logging-in to Steri-Trak™.
7. **Approved:** By checking this box, users NOT approved will be prevented from logging-in to Steri-Trak™ and operating device. This check box can be used to un-approve users no longer with the hospital.
8. **Permissions:** From the Organizations pulldown, select the organization the user will be associated with.
9. **Facilities:** Select the Facilities the user will access to. The list will populate when the Organization is selected.

10-2. Edit a User Account

1. From the Users screen (Figure 26), select the **Edit** icon for the user you would like to edit.
2. Update any necessary information as needed and click the **Save** button to save your changes.

10-3. Reset a User Password

1. From the Users screen (Figure 26), select the **Edit** icon for the user whose password you would like to reset.
2. Click the **Reset Password** button (Figure 28).

NOTICE

Passwords are reset to a system-generated password and e-mailed to the user. User passwords cannot be reset to a specific password on the user's behalf.

The screenshot shows the Skytron web application interface. At the top, there is a header with the Skytron logo and tagline "Reliability • Versatility • Cost Savings". To the right of the logo, there is a navigation bar with links: "Welcome, djdoe | Statistical Analysis | Change Password | Help | Logout". Below this, there is a sub-header "Infection Prevention Technologies - Product Development" with a "Change Facility" button. A secondary navigation bar contains links: "Dashboard", "Jobs", "Facilities", "Rooms", "Reports", and "Users".

The main content area is titled "Edit User". It contains a form with the following fields and options:

- Username:** bsmith
- Email:** bsmith@skytron.com
- Trainer Name:** MDP
- Date Trained:** 10/20/2016
- PIN:** 9999
- Locked Out:** ☐
- Approved:** ☒
- Permissions:**
 - ☒ facilities-edit in organization
 - ☒ facilities-view in organization
 - ☒ jobs-edit
 - ☒ reports-view
 - ☒ rooms-edit
 - ☒ users-edit in facility
- Organization:** Infection Prevention Technologies
- Facilities:**
 - ☒ Infection Prevention Technologies - Daedalus
 - ☒ Infection Prevention Technologies - Demo
 - ☒ Infection Prevention Technologies - IPT manufacturing
 - ☒ Infection Prevention Technologies - Product Development
 - ☒ Infection Prevention Technologies - saudi arabia
 - ☒ Infection Prevention Technologies - Skytron

At the bottom of the form are four buttons: "Save", "Reset Password", "Delete User", and "Cancel".

A "Confirmation Required" dialog box is overlaid on the form. It contains the text: "This will reset the user's password and email it to them. Do you want to continue?". At the bottom of the dialog are two buttons: "Yes" and "No".

The footer of the page contains the text "Infection Prevention Technologies" on the left and "Copyright 2016 Infection Prevention Technologies" on the right.

Figure 28. Password Reset

3. Click **YES** and an e-mail will be sent to the user with their new password.

10-4. Delete a User Account

CAUTION

Once a User Account is deleted it cannot be recovered.

1. From the Users screen (Figure 26), select the **Edit** button for the user you would like to delete.
2. Click the **Delete** button (Figure 29).

The screenshot shows the 'Edit User' page in the Skytron application. The user 'bsmith' is selected. The form includes fields for Username, Email, Trainer Name, Date Trained, PIN, Locked Out, Approved, Permissions, and Organization. A 'Confirmation Required' dialog box is open, asking 'Are you sure you want to delete this user?' with 'Yes' and 'No' buttons. The 'Delete User' button is visible at the bottom of the form.

Figure 29. Delete a User Account

3. Click **Yes** to permanently delete the user from Steri-Trak™.


10-5. Generate a Statistical Analysis Report

1. Click Statistical Analysis (Figure 30) in the top right tool bar. You may be asked to re-enter login credentials. If so, enter them and click Login.

The screenshot shows the top right of the Skytron application interface. The 'STATISTICAL ANALYSIS' button is highlighted with a red oval. The top bar also shows the user 'ejustian' and links for 'Statistical Analysis', 'Change Password', 'Help', and 'Logout'. Below the bar, it says '- No Facility Selected -' and a 'Change Facility' button.

Figure 30. Statistical Analysis

2. Select a date range for the report (Figure 31). Click the calendar symbol in the Start Date and End Date fields and select the start and end dates. Or type the dates using the mm/dd/yyyy format.
3. Click the Facility drop down menu (Figure 31) and select the facility for which you want to generate a report.
4. Under the Available Statistics list (Figure 31), select the desired statistical data.
5. Click Generate to show the report on the screen, or click Download to generate and download the report as an Excel spreadsheet (Figure 31).



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Reports | Logout | Steri-Trak

Available Statistics

Jobs

Total Treatment Time Per Device

Avg Cycle Time Standard Deviation Per Device Per Mode

Avg Cycle Time Standard Deviation Per Room Per Mode

Room Treatments Room More Than Two Std Deviations From The Average

Treatments Per Day Per Organization

Treatments Per Month Per Organization

Treatments Per Year Per Organization

Treatments Per Day Per Facility

Treatments Per Month Per Facility

Treatments Per Year Per Facility

Treatments Per Day Per Device

Treatments Per Month Per Device

Treatments Per Year Per Device

AVAILABLE STATISTICS LIST

Report

Start Date

1/1/2019

CALENDAR

End Date

7/16/2019

FACILITY MENU

FACILITY

Choose facility...

Generate

Download

Figure 31. Generate Statistics

SECTION 11. REVISION HISTORY

Date Released	Revision	Revision History
02/10/2017	0	Initial Release
12/12/2	1	Pg 24 - Corrected typo in step 3, added minimum password length of seven characters
07/16/2019	2	Pg 3 - Removed UV scale factor from the Device portion of the glossary of terms table. Removed FacilityWi-Fi Networks section. Pg 24 Added the section "Generate a Statistical Analysis Report"

NOTES

