EnSURE™ Touch

Manual



Scigiene

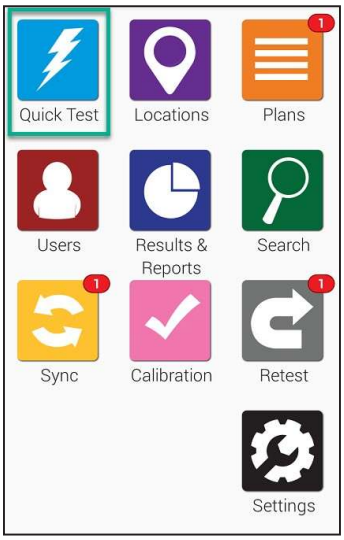
1295 Morningside Avenue, Unit 16-18
Scarborough, ON M1B 4Z4 Canada
Phone: 416-261-4865 Fax: 416-261-7879
www.scigiene.com

Get to know your new instrument.

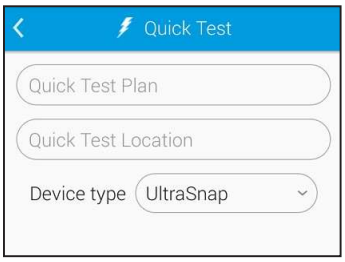


This instructional manual is intended to supplement various knowledge base articles, videos, and frequently asked questions. It's a step-by-step guide to setting up your EnSURE Touch and shows you how to manage users, locations, plans, and results.

Chapter 1 | Quick Test

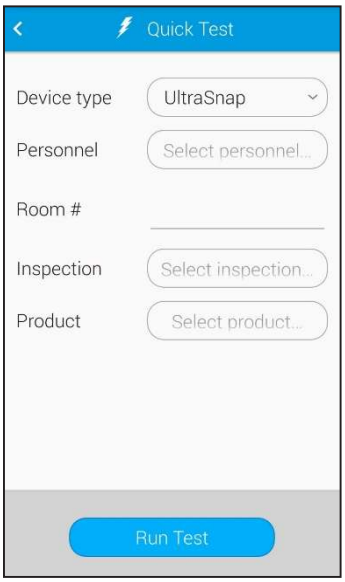


To get started, touch the **Quick Test** button from the Home screen. This will take you to the screen displayed below.



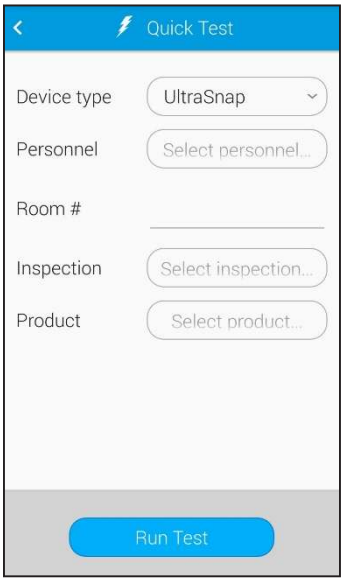
When you're ready to measure an activated ATP test device, hold EnSURE Touch upright and open the lid. Drop in the activated test device and close the lid. Confirm that the correct test device is selected on the screen and press the *Run Test* button. In order to get an accurate reading, you need to hold EnSURE Touch upright during testing.

Select a **Device Type**.

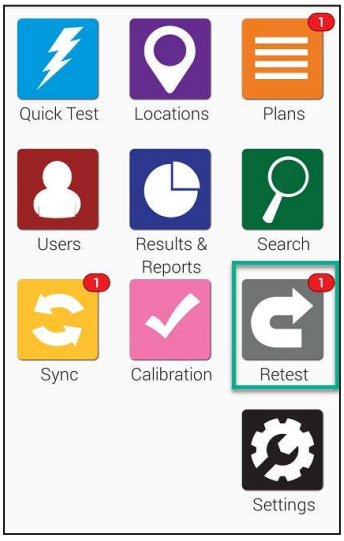


If you have Custom Fields enabled, you'll see those additional fields appear here. You may enter your additional information into these fields before clicking **Run Test** to begin the Quick Test.

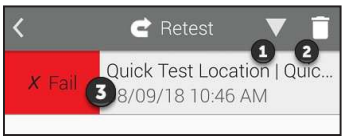
Performing a Retest



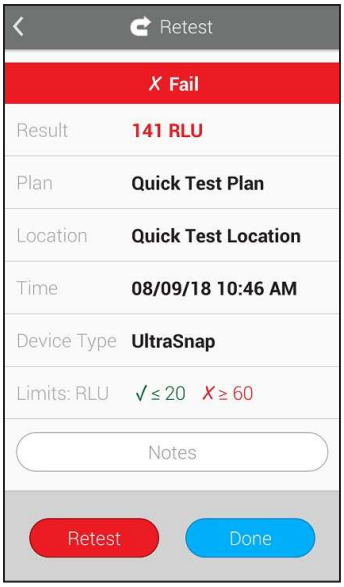
On the results screen of a test, you have the option to perform a retest. If you would like to come back and retest at a later time, you can do this from the Retest app. When you perform a retest, the new test result is tied to the original test so that you can easily prove that corrective actions took place and that they were effective.



Open the *Retest* app from the home screen.

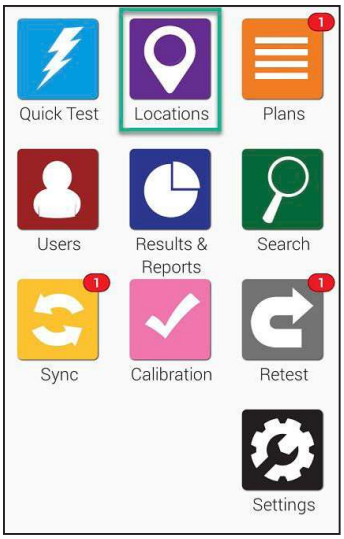


Touch 1 to reorder your failed results either ascending or descending. Touch 2 to delete results you don't plan on retesting. Touch a failed test result (as shown at 3 in the image) to see detailed information and perform a retest.



If you touch 3 to see detailed information on the current failed result you'll see a screen like this. It will show you information such as the date, time, plan, and location of the failed test result. When you're ready to retest, touch the *Retest* button.

Chapter 2 | Locations



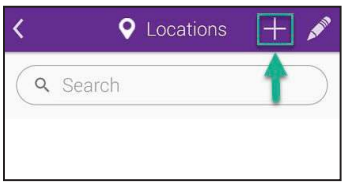
Working with Locations on EnSURE Touch is effortless! Locations are test points, from which you take a sample for testing.

To create, remove, or modify locations start at the home screen and touch the ***Locations*** icon.

➢ Adding Locations

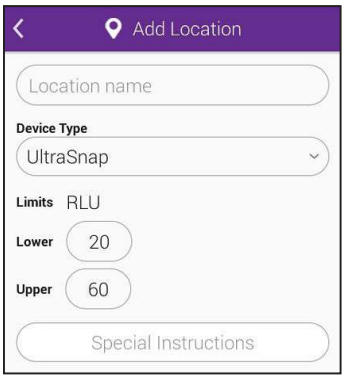
EnSURE Touch can hold thousands of locations. Follow the steps below to add a new one.

Step One



Touch the add (+) icon to create a new location.

Step Two



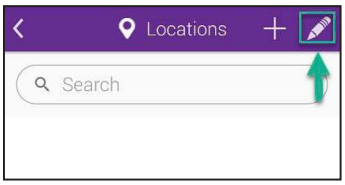
Enter a **Location name** and then select a **Device Type**, such as UltraSnap.

Next enter custom RLU limits in the Lower and Upper boxes, or leave the default values alone and continue. Next, enter any Special Instructions you want to appear on the screen when testing this location. This may be useful for operators who will be performing testing so they can read any special steps or precautionary measures to take. Adding special instructions is optional.

➢ Deleting a *Location*

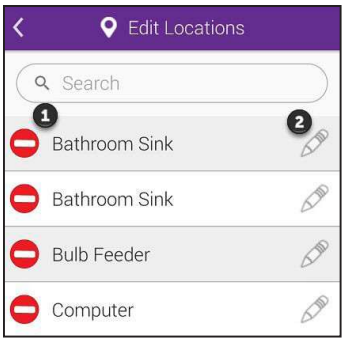
Note: Deleting a location from your EnSURE Touch does not remove results associated with that location or any other location.

Step One



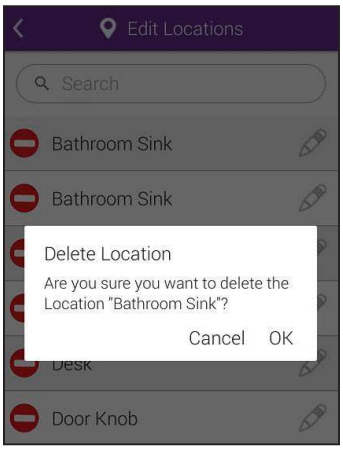
Touch the pencil icon to modify an existing location.

Step Two



Touch the remove icon (as shown at ❶ in the image) next to the name of the location you would like to remove.

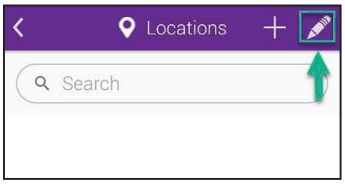
Step Three



You will be asked to confirm your action. Touch **OK** to continue and delete the location.

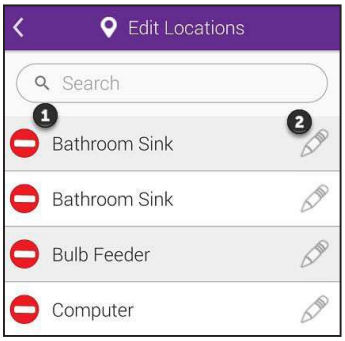
➢ Modifying a Location

Step One



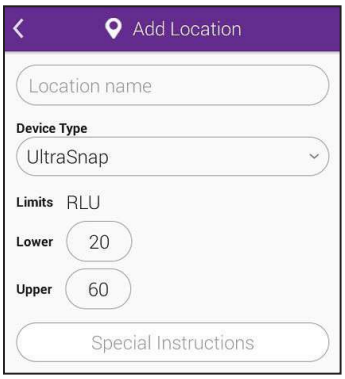
Touch the pencil icon to modify an existing location.

Step Two



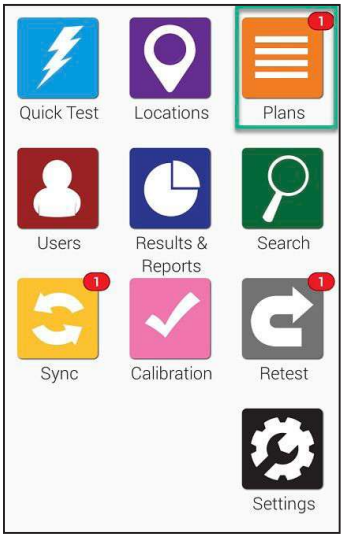
Touch the pencil icon (as shown at ❷ in the image) to modify the location.

Step Three



You will be able to change the location's name, device type and RLU limits. You'll also be able to add or change any special instructions.

Chapter 3 | Plans

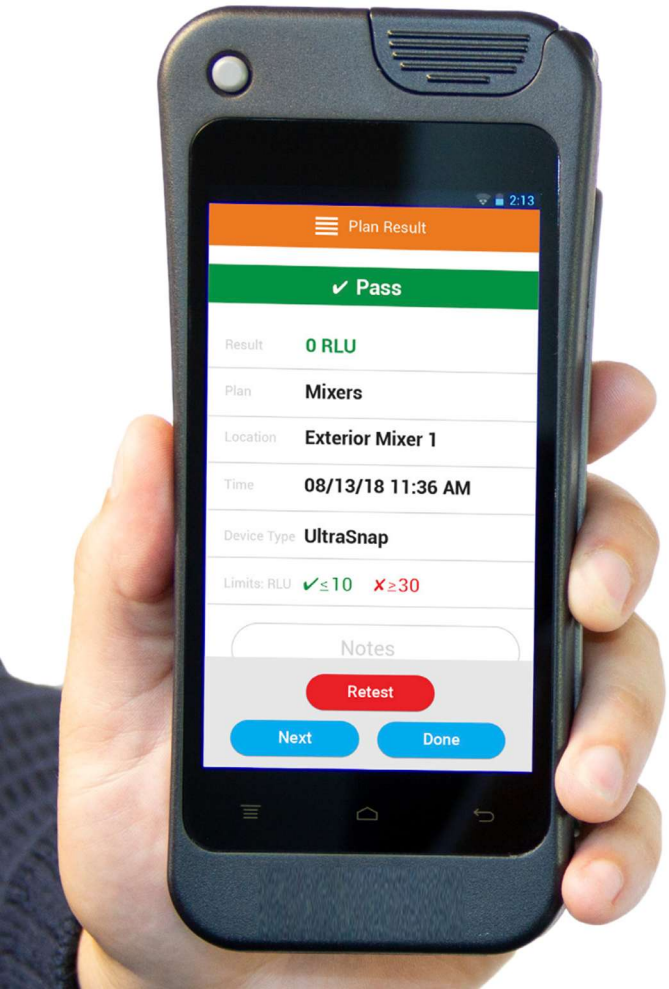


Working with Plans on EnSURE Touch is easy! Adding plans allows you to track and organize locations while also making reporting easier.

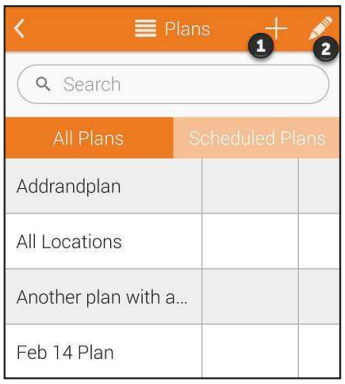
To create, remove, or modify plans, start at the home screen and touch the **Plans** button.

➢ Adding a Plan

EnSURE Touch can hold thousands of plans. Follow the steps below to add a new one.

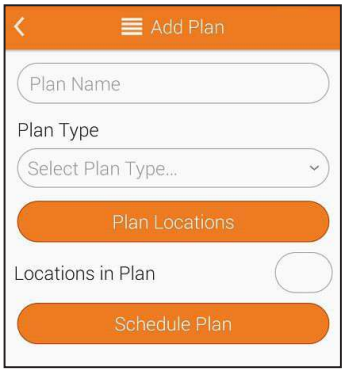


Step One



Touch the add (+) icon (as shown at 1 in the image) to create a new plan.

Step Two

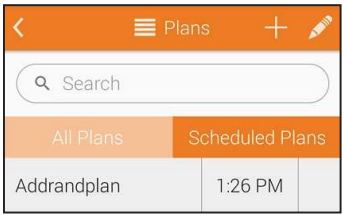


Enter a **Plan Name** for the new plan and then select a **Plan Type**. There are three options to choose from: **Basic**, **Random** and **Quota**.

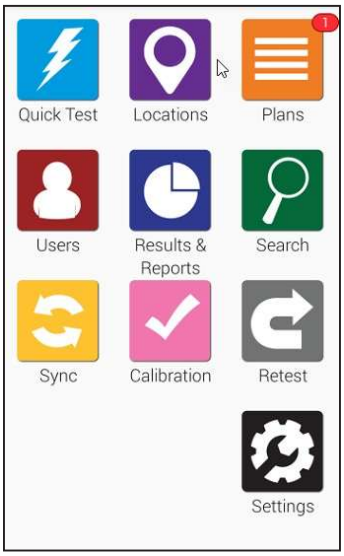
Create a Basic Plan. Touch the **Plan Locations** button to choose any number of locations you would like to add to the plan. The **Locations in Plan** field will show you the total number of locations you have included in this plan.

Create a Random Plan. Touch the **Plan Locations** button to choose any number of locations you would like to add to the plan. The **Locations in Plan** field will show you the total number of locations you have included in this plan. Enter a number into the **Location Quota to Test** field and that will be the minimum number of locations randomly chosen to be tested. Any locations you have designated as required will show up in the **Required Locations** * field. You may toggle **Do Not Repeat Locations** to **ON** if you want each location randomly chosen to only be chosen once.

Create a Quote Plan. Touch the **Plan Locations** button to choose any number of locations you would like to add to the plan. The **Locations in Plan** field will show you the total number of locations you have included in this plan. Enter a number into the **Location Quota to Test** field and that will be the minimum number of locations randomly chosen to be tested.



Schedule a Plan. Touch ***Schedule Plan*** to schedule when you would like to conduct tests for certain plans. You will be able choose whether a plan gets tested weekly or daily and choose the time when testing will occur.

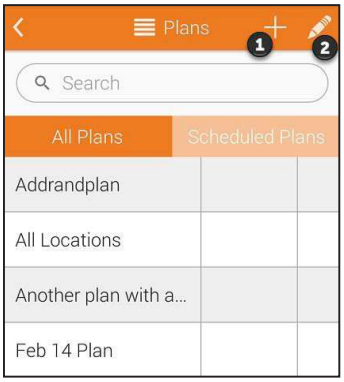


When it is time to run a scheduled Plan, you'll see a red notification icon appear above the orange Plans icon on the home screen.

➢ Deleting a Plan

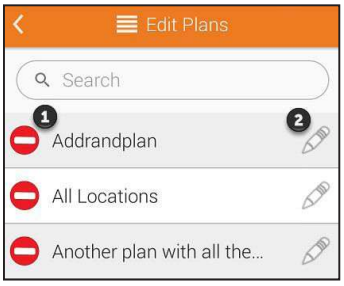
Note: Deleting a plan from your EnSURE Touch does not remove results associated with that plan or any other plan.

Step One



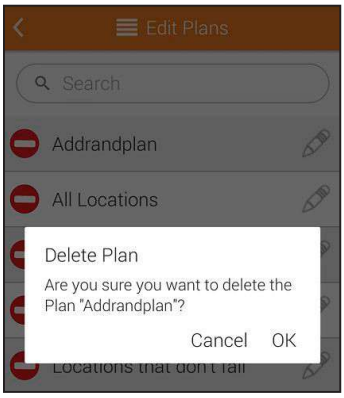
Touch the pencil icon (as shown at 2 in the image) to modify an existing plan.

Step Two



Touch the remove icon (as shown at 1 in the image) next to the name of the plan you would like to remove.

Step Three

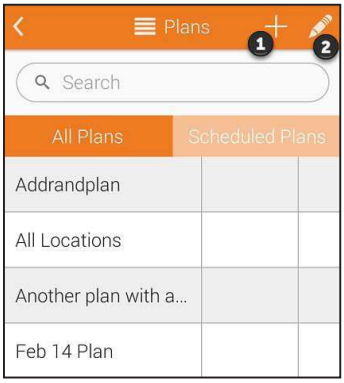


You will be asked to confirm your action. Touch **OK** to continue and delete the plan.



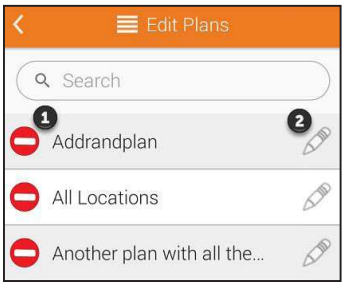
➢ Modifying a Plan

Step One



Touch the pencil icon (as shown at 2 in the image) to modify an existing plan.

Step Two



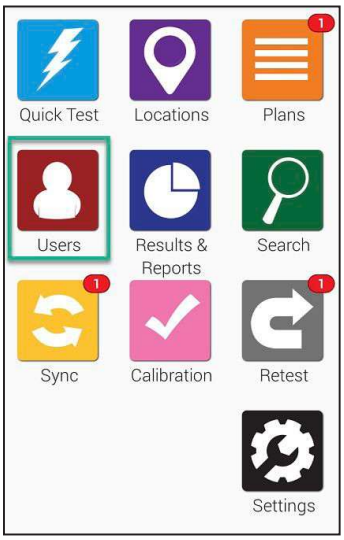
Touch the pencil icon (as shown at 2 in the image) to begin modifying the plan.

Step Three



You will be able to change the plan name and plan type. You will also be able to add or modify a plan schedule.

Chapter 4 | Users



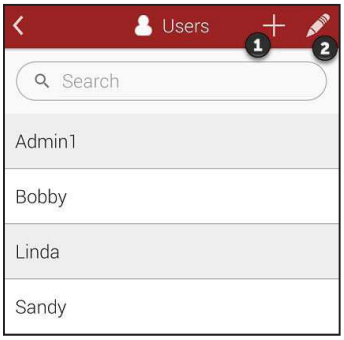
Working with Users on EnSURE Touch is easy! Adding users allows you to track who is performing the testing by requiring a password to login. If you'd like to track who is performing the cleaning, then please see the section called Test Settings on page 19.

To create, remove or modify any users on the EnSURE Touch start at the Home screen and touch the **Users** icon.

➢ Creating a New User

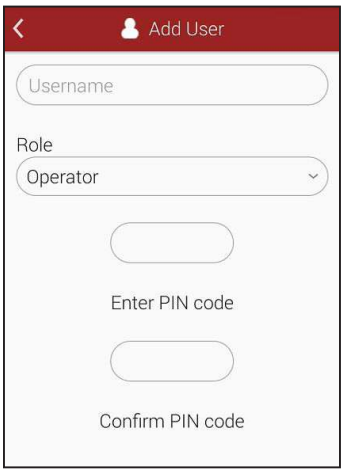
EnSURE Touch can hold hundreds of users. Follow the steps below to add a new one.

Step One



Touch on the plus (+) icon (as shown at ❶ in the image).

Step Two



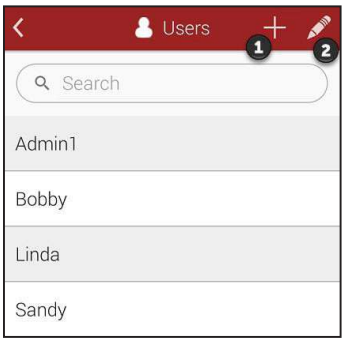
Enter a **Username** for the new user and then select a **Role**. Users can be setup up as Operators or Administrators. Operators perform testing while Administrators manage the instrument and have access to all of the settings.

Each user needs a PIN. A PIN is a four digit number that secures the instrument and prevents unwanted access.

➢ Deleting a User

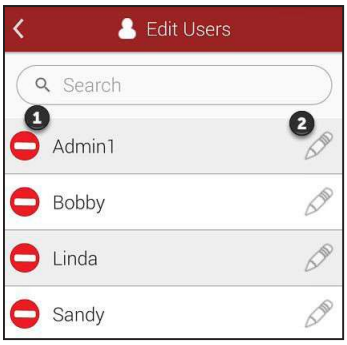
Note: Don't worry! Deleting a user does not delete programming or testing data like results, locations, or plans it only deletes the user.

Step One



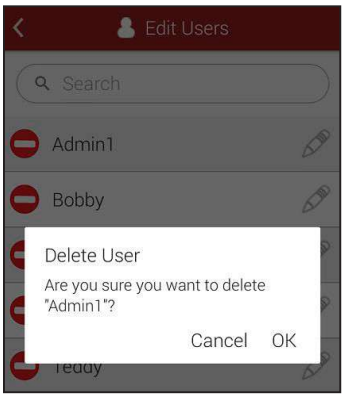
Touch the pencil icon (as shown at ❷ in the image) to modify an existing user.

Step Two



Select the red remove icon (as shown at ❶ in the image)next to the name of the user you would like to remove from your device.

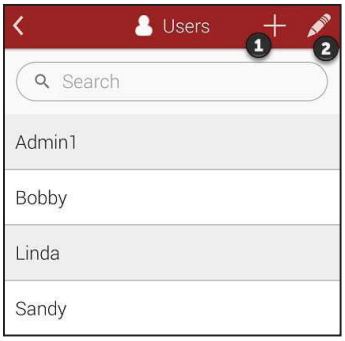
Step Three



You will be asked to confirm.
Select **OK** to continue and delete the user.

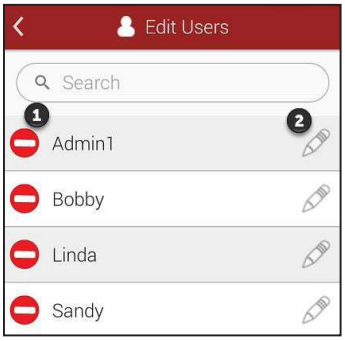
➢ Modifying a User

Step One



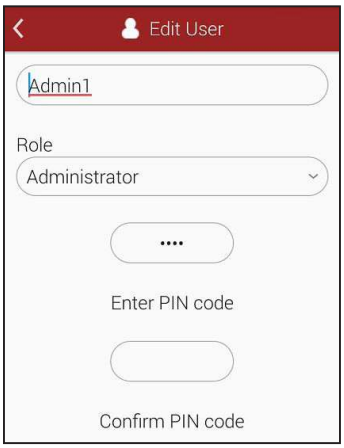
Touch the pencil icon (as shown at ❷ in the image) to modify an existing user.

Step Two



Select the pencil icon (as shown at ❷ in the image) to modify the user.

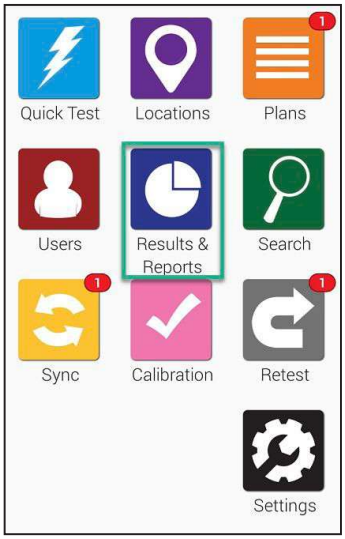
Step Three



From here you can modify their username, change their role, and update their PIN.

When you add a user on EnSURE Touch, it does not add a user to your SureTrend Cloud account. These are two different types of users.

Chapter 5 | Results & Reports



Working with results and viewing reports on EnSURE Touch is effortless! Choose from a variety of pre-built reports to display instant trend analysis and reporting.

In this section you will learn how to use the reporting and analysis features on the EnSURE Touch, and how to view and manage results on the meter.

Note: You can find advanced reporting features and do no more with results using SureTrend Cloud. Click here to download the SureTrend Software.

➢ Fail Report



The Fail Report screen will show you failed results. You can filter by date, plan, and location.

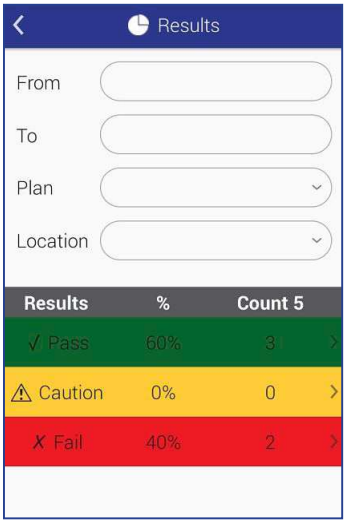
Below the filter selection you'll see a graph highlighting the specific data based on the filters above.

➢ Trend Analysis



The Trend Analysis screen displays a breakdown of your total results in an easy to view graph that separates Pass, Caution, and Fails. You can filter the results by date, plan, and location.

➢ Results



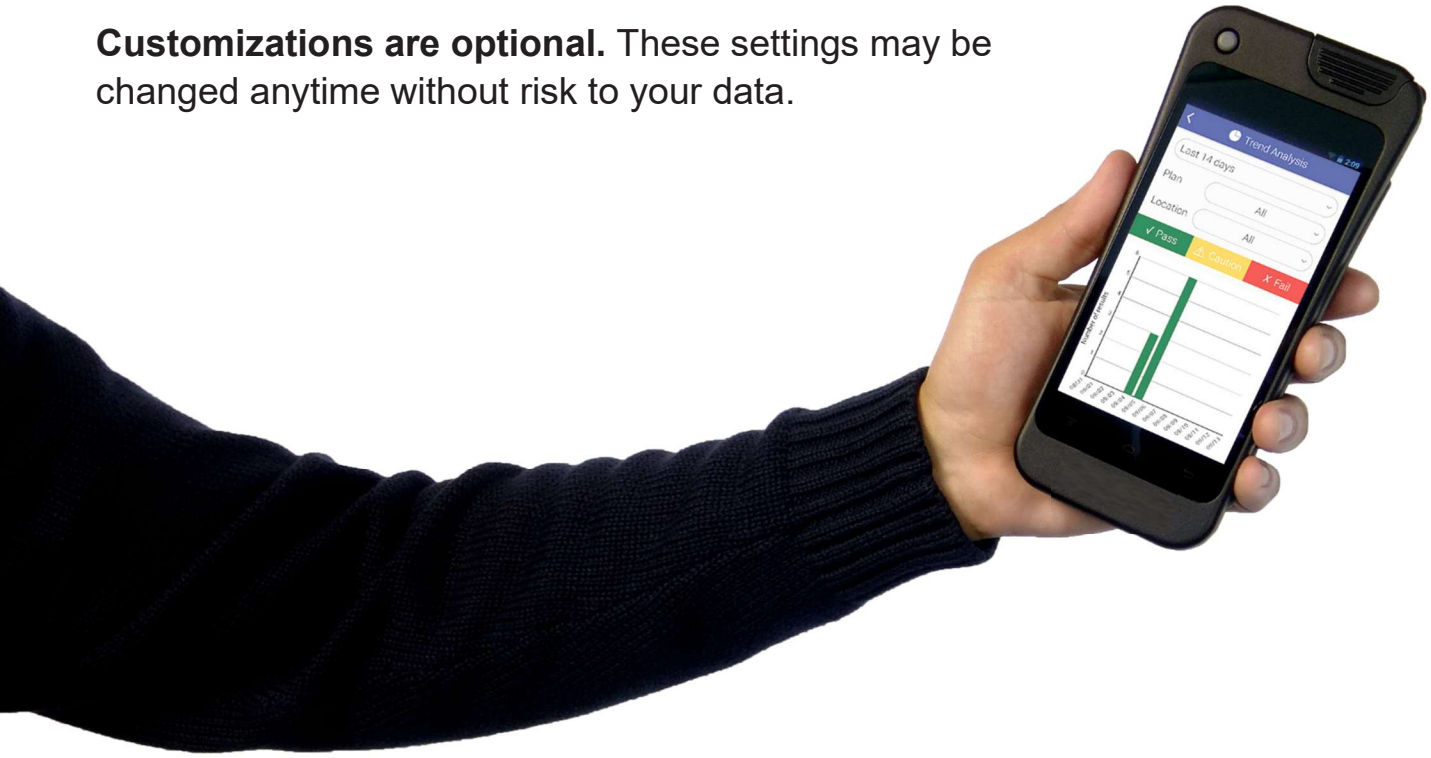
The Results screen will display all the results currently on your unit. You are able to filter by date, plan, and location. The table area below the filters will display a total count of all Pass, Caution, and Fail results based on the filters selected above.

Chapter 6 | Customization

Customization allows you to add custom fields to your plans, locations and test screens. You are also able to enable or disable tests based on which Hygiena products you use in your facility.

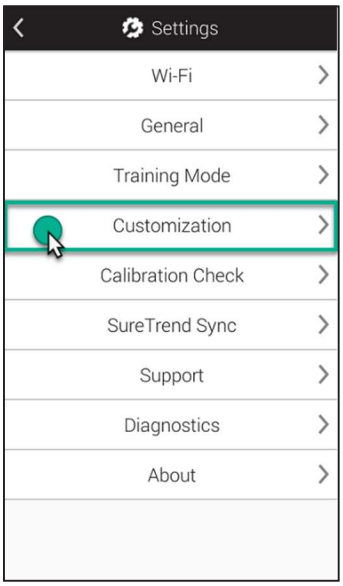
The following few pages will show you how to customize your EnSURE Touch and break down what each customization option means.

Customizations are optional. These settings may be changed anytime without risk to your data.



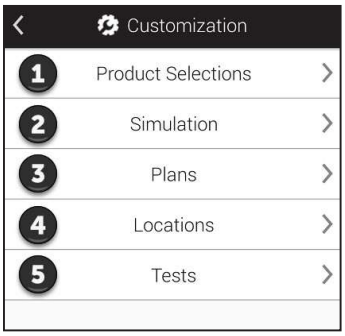
➢ Product Selections

Step One



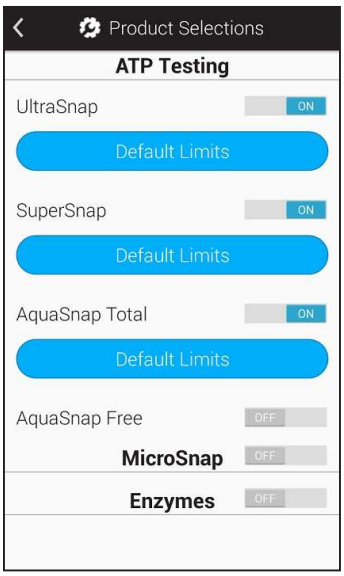
Touch the **Settings** button from the home screen. Next, touch **Customization**.

Step Two



Touch **Product Selections** (as shown at ❶ in the image).

Step Three



ATP Testing
Enable ATP products you would like to appear in the Device Type drop-down field when performing testing.

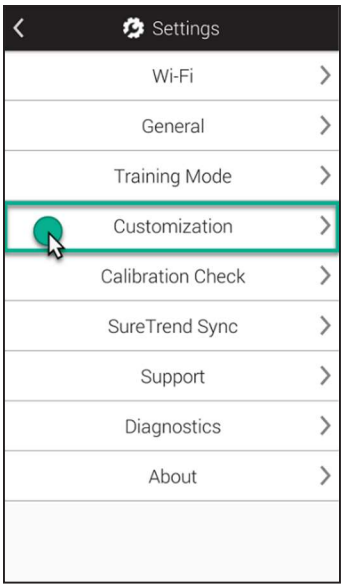
MicroSnap™
Toggle this on if you'd like to run MicroSnap tests. Once turned on you'll be able to select products in the MicroSnap product line.

Enzymes
Toggle this on if you'd like to run Enzyme tests. Once turned on you'll be able to select Hygiena enzyme tests.

➢ Simulation

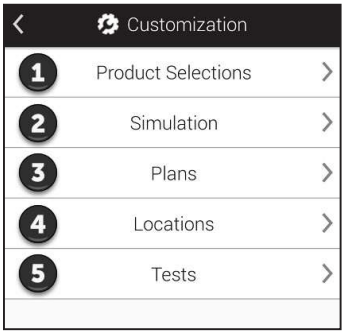
Customizations are optional. These settings may be changed any time without risk to your data.

Step One



Touch the **Settings** button from the Home screen. Next, touch **Customization**.

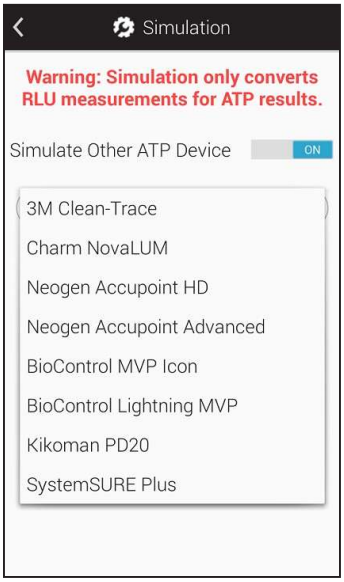
Step Two



Touch **Simulation** (as shown at ❷ in the image).



Step Three



Turning on Simulation Mode converts the RLU results from ATP testing on your EnSURE Touch so that they simulate the results you'd get if you were using another system.

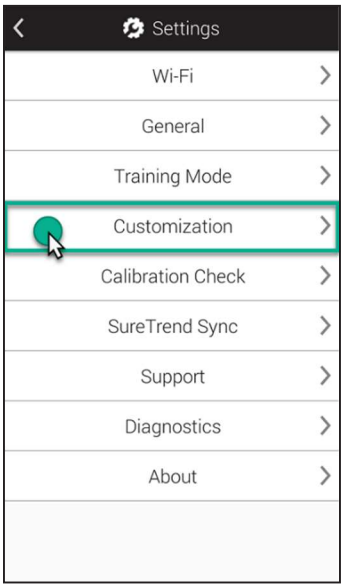
You can this feature on or off and select from a drop-down list of instruments you'd like to simulate.

In SureTrend Cloud, RLU results will always be shown in their original format (not simulated values). This is done to ensure consistency between multiple EnSURE Touch instruments on the same account.

➢ Plan Settings

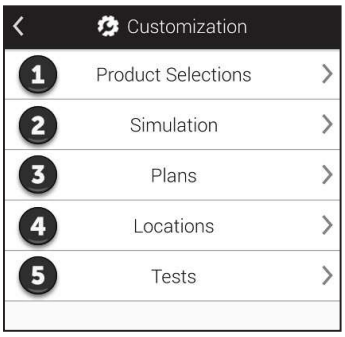
Customizations are optional. These settings may be changed any time without risk to your data.

Step One



Touch the **Settings** button from the Home screen. Next, touch **Customization**.

Step Two



Touch **Plans** (as shown at 3 in the image).

Step Three



Allow Multiple Instances

This feature allows your EnSURE Touch to run multiple instances of a plan at the same time. This can be useful in situations where you have multiple areas of your facility that are the same, such as patient rooms in hospitals.

Finish Plan On

This feature allows you to change the requirements for a plan to finish. If you have it set to finish on Pass, then every location in the plan needs to pass before it will allow you to finish it.

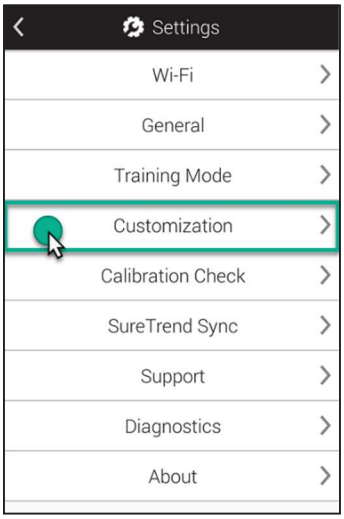
Pass/Caution means that every location in the plan needs to have a passing or caution result in order to finish the plan.

Pass/Caution/Fail means that the plan will finish as soon as you test all of the required locations in the plan.

➢ Location Settings

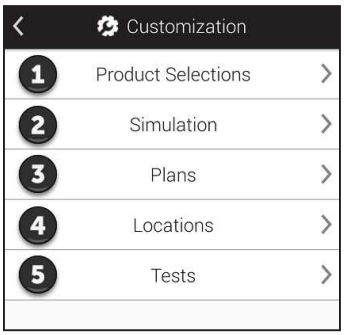
Customizations are optional. These settings may be changed any time without risk to your data.

Step One



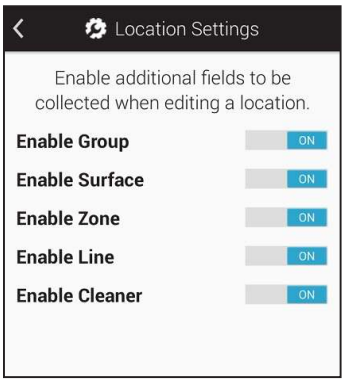
Touch the **Settings** button from the Home screen. Next, touch **Customization**.

Step Two



Touch **Locations** (as shown at 4 in the image).

Step Three



From this screen you can enable additional custom fields you want to use when creating or editing a location. These are helpful if you would like to group similar locations together based on common variables. For example, you may have a large number of locations and want to group them based on the building they are in, or floor they are on, or type of surface they test.

Group. You can use this field to help organize locations into groups similar to how plans.

Surface. This field can be used to specify the type of surface being tested, for example stainless steel or plastic.

Zone. You can use this field to identify Zones as defined by the FDA or your food safety program.

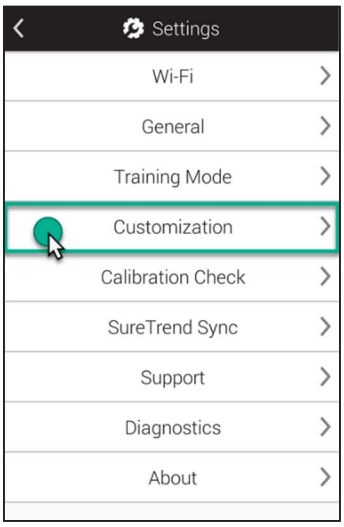
Line. You can use this field to identify production lines in your facility.

Cleaner. You can use this field to identify the type of cleaner that was used.

➢ Test Settings

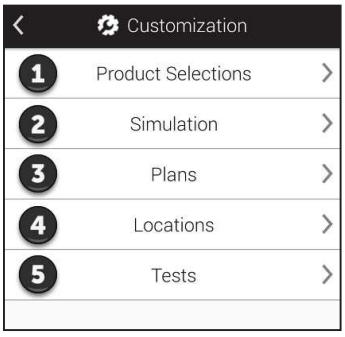
Customizations are optional. These settings may be changed any time without risk to your data.

Step One



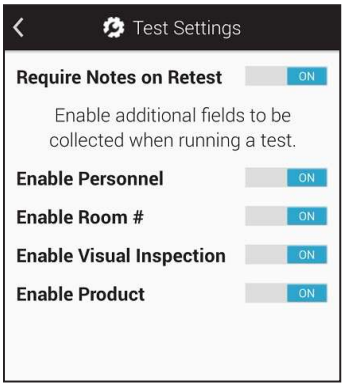
Touch the **Settings** button from the Home screen. Next, touch **Customization**.

Step Two



Touch **Tests** (as shown at 5 in the image).

Step Three



From this screen you can enable additional custom fields you want to use when conducting testing. These are helpful if you would like to capture extra information during test time such as personnel, room #, or product.

Personnel are not the same as Users!

Users refer to the person who is logged into EnSURE Touch and performing the testing. Users can be Operators or Administrators. See Chapter 1 for more information.

Personnel refer to the person who performed the cleaning. When you have this field enabled you are able to enter the name of the person who cleaned a *Location*. This can be helpful for identifying training opportunities or star employees who consistently clean to standards.

Room #. This field is useful for identifying different rooms in your facility such as patient room numbers in a hospital.

Visual Inspection. This field can be helpful in complying with food safety or audit requirements which often stipulate that you perform a visual inspection.

Product. This field can be useful if you'd like to track the product which was being manufactured or processed before cleaning and testing.

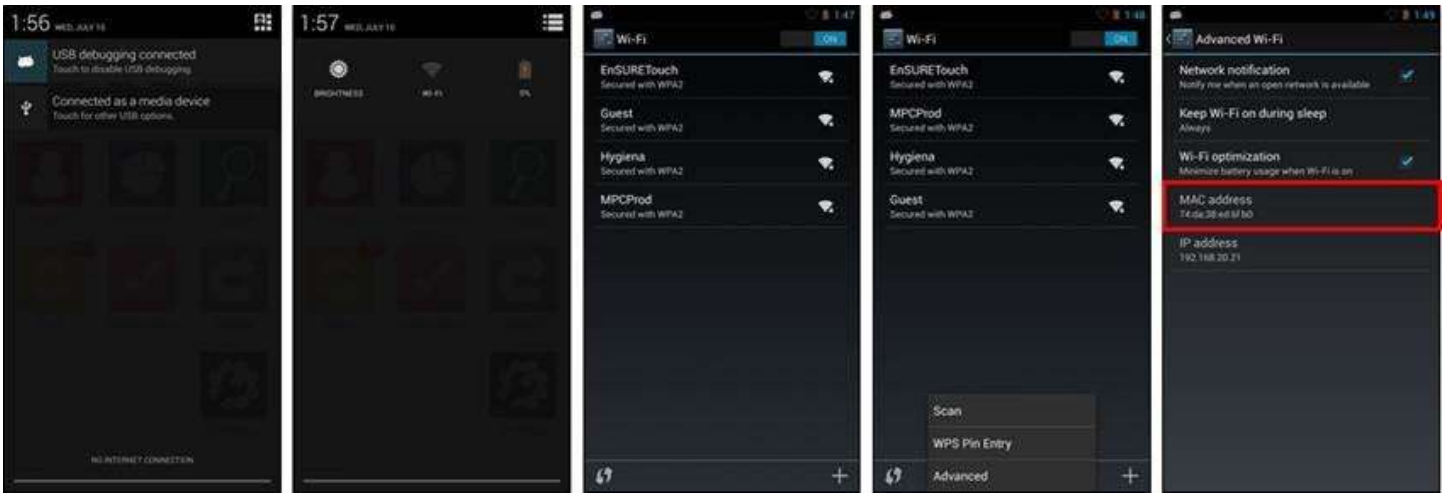
Chapter 7 | Settings

This chapter is dedicated to topics related to the *Settings* of EnSURE Touch.

➢ Finding the MAC address

Why would I need the MAC address?

Sometimes in order to connect to a network you'll need to provide a MAC address. A MAC address is a unique number used to identify a device such as a laptop, phone or EnSURE Touch. DHCP servers use the MAC address to identify devices and give fixed IP addresses. If your network environment requires your providing a MAC address follow these instructions to find it.

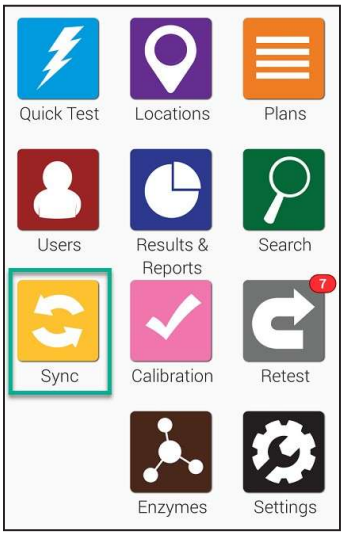


1. Swipe down from the top of the screen to reveal the top navigation drawer.
2. Press the *Quick Settings* icon in the upper right and select Wi-Fi.
3. The menu button is shown in picture 4. Pressing that button brings up the menu for Scan/WPS Pin Entry/Advanced options.
4. Select *Advanced* from the menu and you will see the MAC address.

➢ Syncing the EnSURE Touch

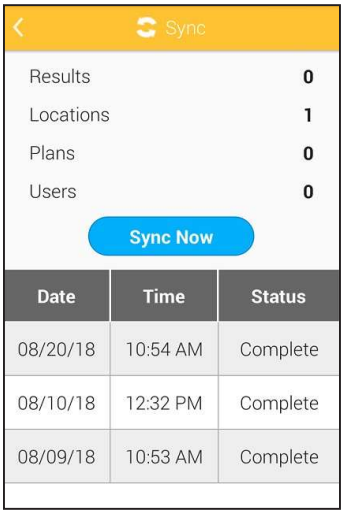
Note: It is always important to keep your EnSURE Touch connected to Wi-Fi. It ensures the device can sync results to SureTrend Cloud, minimizing the risks of data loss and enables you to keep your device up to date. We recommend you check for updates at least once a month. Click here to see how. While results on your device will be synced automatically to SureTrend Cloud other programming data such plans, locations, and user info will only sync by manually performing a sync using the Sync button on your EnSURE Touch's home screen.

Syncing Your Unit



To get started, touch the Sync button from the home screen. This will take you to the sync screen displayed below.





Touch the **Sync Now** button to sync to SureTrend Cloud. The process should take less than a minute, but may be longer if you have hundreds or thousands of results.

➢ Connecting to Wi-Fi

Note: You can change the Wi-Fi settings from just about any screen on the device using the **Notification area method**. This can be especially useful when you need to change Wi-Fi settings before signing into your EnSURE Touch. **Only 2.4 GHz wireless networks are supported. We currently do not support 5.0 GHz so these networks will not show up in the wireless list.**

Captive Portals and RADIOUS

Some Wi-Fi access points require you to enter information in the browser when connecting (e.g., hotels). We do not currently support this method of connecting due to security risks to EnSURE Touch. You can manually configure RADIOUS authentication on your EnSURE Touch. Your results may vary as we have not tested with every RADIOUS solution available.

Using Hotspots for Connectivity on Mac and Windows

If you require immediate network connectivity and do not have a wireless network to connect to you can use the hotspot feature on your phone (if available with your phone plan and device) or use a Windows 10 machine or Mac OS with wireless capabilities. To use your PC as a mobile hotspot, follow these instructions:

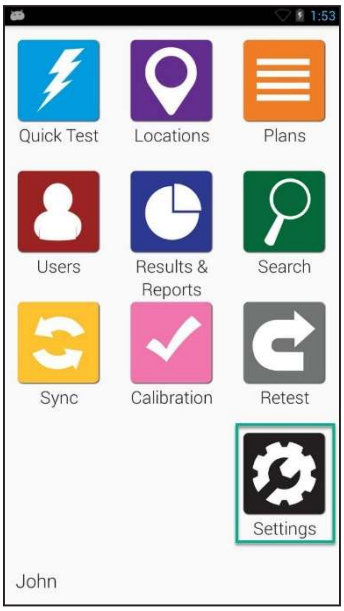
- **Windows**
- **Mac**

There are two ways to connect to Wi-Fi on the instrument:

1. Using the **Settings** button on the Home screen
2. Using the pull down **Notification** area

➢ From the Settings Button on the Home Screen

Step One



From the Home screen select the **Settings** icon.

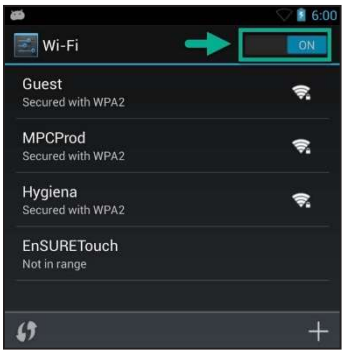
Step Two



Select the Wi-Fi menu option.



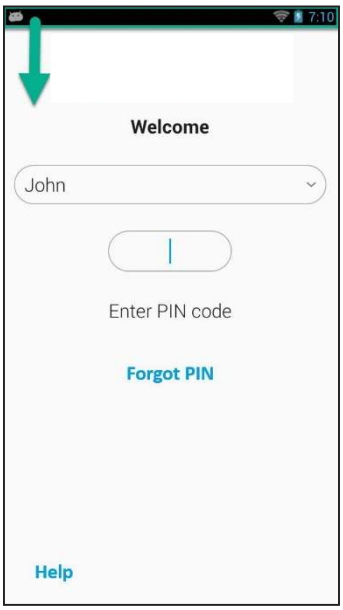
Step Three



Turn on Wi-Fi if it is off.

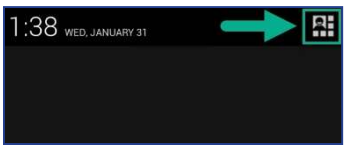
From the Notification area

Step One



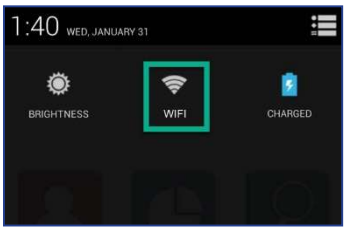
Swipe down from the top of the screen. This can be done from almost any screen on EnSURE Touch.

Step Two



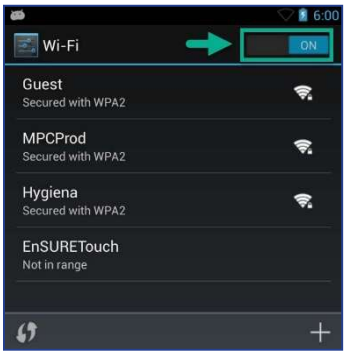
Press the **Menu Option** button in the upper right corner of the screen.

Step Three



Select the Wi-Fi icon.

Step Four



Turn on Wi-Fi if it is off. Select the wireless network to connect to. If you cannot find the wireless network to connect to in the list touch the Add (+) icon to manually add it.



For more information:

Scigiene
1295 Morningside Avenue, Unit 16-18
Scarborough, ON M1B 4Z4 Canada
Phone: 416-261-4865 Fax: 416-261-7879
www.scigiene.com