	<b>Kiosk Restart</b>  BB.R.1046.1	Dept:	324311
		Dept Name	Blood Bank
		Effective Date:	
		Revised Date:	
Name & Title: CLIA Laboratory Medical Director		Contact:	JH Simmons/CS Warren
Signature: <i>C. Pappas</i>		Date:	1/6/2020

## 1. General Procedure Statement:

**A. Purpose:** The kiosk restart will refresh all processes, eliminate orphan tasks and make sure that the system is running at peak performance. In the event of software or barcode scanner malfunction, it may become necessary to restart the kiosk. The kiosk can be restarted manually at the kiosk location or remotely from BloodTrack Manager. The restart is done monthly as part of preventative maintenance and documented on the monthly QC checklist.

### B. Responsible Department/Scope:

- i. Procedure owner/Implementer: Julie H. Simmons/Christina S. Warren
- ii. Procedure prepared by: Anna Molnar
- iii. Who performs procedure: Department staff/management

### C. Definitions:

- i. Remote Restart – the action of starting a computer again operated from a different location.
- ii. Storage Location – Remote fridges located outside of the Blood Bank that are monitored by BloodTrack.

### D. Sections:

- I. PEDS ED Manual and Remote Restart
- II. ADULT ED and L&D Restart and Shutdown

## 2. Procedure: I. PEDS ED Manual and Remote Restart

Chemical Risk Assessment: None

Biological Risk Assessment: None


Protective Equipment: Gloves

Supplies: NA

Reagents: NA

Equipment: Kiosk

Specimen Requirements: NA

STEPS	INSTRUCTIONS	CHANGE/ APPROVAL
<b>MANUAL RESTART</b>	<p><b>1.0 Locate the Reset button.</b></p> <p>1.1 Reset button is located on the underside of the Kiosk behind the barcode scanner aperture.</p> <p>1.2 The button is in the recessed hole on the right labeled <i>Soft Reset</i>.</p> 	
	<p><b>2.0 Depress Reset button by inserting a narrow-ended object – such as a stylus – inside the recessed hole.</b></p>	
	<p><b>3.0 The Kiosk will now restart</b></p>	
	<p><b>4.0 Wait until all programs have fully loaded before touching or scanning anything at the kiosk location after Restart.</b></p> <p>4.1 Courier will automatically start</p>	
	<p><b>5.0 Have the BloodTrack user at the kiosk location scan User ID to ensure system is functioning properly.</b></p>	
	<p>5.1 The center of the screen may need to be touched if scanner is not reading</p>	

STEPS	INSTRUCTIONS	CHANGE/ APPROVAL
<b>REMOTE RESTART</b>	1.0 Send BloodTrack user with Ascom phone to the kiosk to be tested	
	2.0 Right-Click on Storage Location on the main BloodTrack Manager screen.	
	3.0 Select Remote Control from drop down menu.  3.1 Password for remote control is bt	
	4.0 Click the lower right corner on the BloodTrack Courier main screen to exit program.  4.1 Exit PIN is 1234	
	5.0 Move cursor to the bottom of the remote screen  5.1 Task bar appears	
	6.0 Restart Kiosk  6.1 Select <i>Start</i> 6.2 Select <i>Turn Off Computer</i> 6.3 Select <i>Restart</i>	
	7.0 Wait until all programs have fully loaded before touching or scanning anything at the kiosk location after Restart.  7.1 Courier will automatically start	
	8.0 Have the BloodTrack user at the kiosk location scan User ID to ensure system is functioning properly.  8.1 The center of the screen may need to be touched if scanner is not reading	

## II. ADULT ED and L&D Restart and Shutdown

Chemical Risk Assessment: None  
 Biological Risk Assessment: None  
 Protective Equipment: Gloves  
 Supplies: NA  
 Reagents: NA  
 Equipment: Kiosk  
 Specimen Requirements: NA

STEPS	INSTRUCTIONS	CHANGE/ APPROVAL
<b>REMOTE RESTART</b>	1.0 Touch the bottom right corner of the Identify Yourself screen or the Out of Service screen.	
	2.0 The BloodTrack software will prompt for an Exit Password.	
	3.0 Enter the Exit Password 1234, and touch OK.	
	4.0 The Microsoft® Windows® desktop will display.	
	5.0 Double click on the "Restart" icon.	
<b>REMOTE SHUTDOWN</b>	1.0 Touch the bottom right corner of the Identify Yourself screen or the Out of Service screen.	
	2.0 The BloodTrack software will prompt for an Exit Password.	
	3.0 Enter the Exit Password 1234, and touch OK.	
	4.0 The Microsoft® Windows® desktop will display	
	5.0 Double click on the "Shutdown" icon.	
	6.0 Restart Kiosk by pressing start button on CPU. (located underneath Kiosk counter in ED and behind Kiosk in L&D)	

### 3. Review/Revised/implemented:

All procedures must be reviewed according to document control protocol.  
 All new procedures and procedures that have major revisions must be signed by the CLIA Director.  
 All reviewed procedures and procedures with minor revisions can be signed by the designated section medical director or designee.

**4. Related Procedures:** NA

**5. References:** Haemonetics BloodTrack User Manuals

**6. Attachments:** NA

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**7. Revised/Reviewed Dates and Signatures:**

See Document Change Control

Document Change Control									
Title: Kiosk Restart									
Previous title:									
Written date	7-22-14			Written by:	Anna Molnar				
Validation date	7-23-14			Validation by	WE				
Reviewed date	7-29-14			Reviewed by	G. Pomper				
Approved date	7-23-14			Approved by	E. Fadeyl				
Approved date				Approved by					
Effective date in use	7-30-14			In use by	J. Simmons				
Revisions									
Revised Date	By	MD Date	By	MD Date	By	Review Date	By	Effective Date	By
12/30/19	JHS			12/30/19	EF	12-30-19	J	1-7-2020	J
Validate Date	By	Revisions: Updated to restart and shut down newer fridges in Adult ED and L&D.							
12-30-19	JA								
Revised Date	By	MD Date	By	MD Date	By	Review Date	By	Effective Date	By
Validate Date	By	Revisions:							
Revised Date	By	MD Date	By	MD Date	By	Review Date	By	Effective Date	By
Validate Date	By	Revisions:							
Revised Date	By	MD Date	By	MD Date	By	Review Date	By	Effective Date	By
Validate Date	By	Revisions:							
Locations	Out of Use: Date:			By					
	Reason								

Reviews: Record date/Initials

Date	Initials	Date	Initials	Date	Initials	Date	Initials
11/5/15	MRJ						
10/24/17	MRJ						
3/27/19	JHS						