

Utilizing a courier service is a great way to maximize your time and efficiency. We understand that being everywhere at once isn't always a possibility.

Settrax provides Couriers with free, limited access accounts to ensure you can stay on schedule. When you assign a Settrax case to a courier, they get a unique login that takes them directly to correctly assigned case.

If your preferred Courier isn't yet in Settrax, have them contact our support team for assistance.

Identify Your Courier Cases

When you are reviewing your upcoming schedule, you will need to identify which cases you will need to order your courier for.

Assign Your Courier

Use the red **Courier** button to notify your preferred courier that you have a task for them.

Make sure to leave notes so they can deliver your loaners accurately and on time.

Load your Loaner Trays

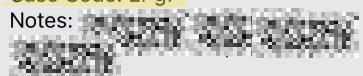
Make sure you **acknowledge** your cases by pre-loading in your trays. This can be done from any personal device.

Attach all relevant IFU's and Count sheets to prevent any issues for your courier at check-in.

Grant Access

Select **Grant Access** and an automatic text and email notification will send, alerting the Courier Service of your Courier Order, and providing a unique login code to access the assigned case.

What a Courier Order Looks Like

Settrax Courier Order
 Order ID: 5404
 Case Code: EPg7
 Notes: 
 Settrax ID: [244532](#)
 Case Vendor: Rep One (Stark Orthopedics)
 Scheduler: Admin One
 Facility: Hospital 1
 Surgeon: Shaun Alexander
 Surgery: Oct 6th, 2023 7:30 PDT
 Procedure: Clavicle ORIF
 Scheduled On: Oct 2nd, 2023 14:00 PDT
 Surgery Note: Courier Testing
 Patient Initials: COU R

Case Code will act as their unique login code.

All relevant case information is shared, streamlining communication.

Understanding Courier Limitations

COURIERS CAN:

- Capture Images + Weights of Trays
- Load Trays already in your Loaner Inventory
- Adjust Hold/Open, Implant, and Turnover Status
- Print labels

COURIERS CANNOT:

- Create New Trays in your inventory
- Upload or attach IFU's + Count Sheets
- Schedule a new case on your behalf
- access your full schedule of cases.
- Make any schedule adjustments to your case