

settrax Turnover Trays

Vendor Guide to Turnover

Turnover trays allow reuse of fully documented trays for upcoming cases while they remain onsite. This reduces repetitive check-in steps, saves time and maintains proper documentation.

How to set tray(s) to turnover

Single tray

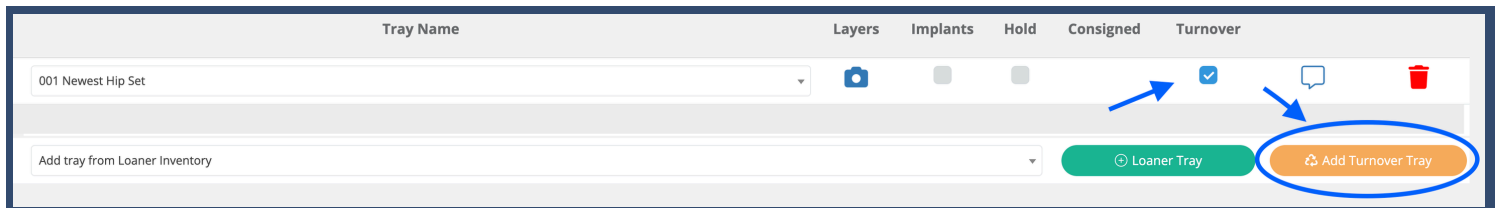
1. Load tray into, case, tick the Turnover box
2. Complete Check In
3. Tray saves to turnover bank

Multiple trays

1. In Actions column, select the correct trays
2. Choose Set to Turnover
3. Complete Check In
4. Trays save to turnover bank

How to check-in sets using your turnover tray bank:

1. Open the scheduled case
2. Click + Turnover Tray
3. Select tray from dropdown → Submit
4. Load additional trays as needed
5. Click Complete Check-In



What is a turnover tray?

1. Fully checked in and documented
2. Reused in confirmed upcoming case (within 5 days)
3. Remains in the hospitals possession between cases

What is *not* a turnover tray?

1. Inventory left "just in case"
2. A substitute for consignment
3. A tray leaving the facility between cases
4. A way to avoid pickup or documentation



Turnover Settings May Vary By Facility

- Retroactive turnover requires SPD help
- Force Check-Out = 72-hour auto check-out
- Load into next case before 72 hours to retain turnover status

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Weekdays 5am-5pm PT