

What is Vendor Link

Vendor Link enables team collaboration by granting one another access for **checking in, checking out,** and **reviewing Settrax activity.**

This feature streamlines coordination for teams managing accounts together, ensuring smooth transitions when sharing responsibilities or covering time off. Additionally, Vendor Link provides access to each other's loaner library, saving you valuable time.

Let's Vendor Link!

1

On a non-kiosk device, log in to your Settrax account.

Select **SETTINGS > VENDOR LINKS**
Locate + select the button

+ Create Vendor Link

2

In the pop-up screen, enter the vendor ID of the vendor you want to link with. Make sure to Verify ID before saving.

Note: The vendor ID is located in Account Settings, listed as User ID at the top right of the page.

3

Select the level of access you want to grant.
Read Only: Gives ability to receive notifications and review case information
Full Access: Gives ability to check in/out items

4

Once completed, select **CONNECT.**

**If you want the connection to go both ways, make sure to repeat this process in the other vendor reps account.*



Create Vendor Link

To create an activity feed to another rep you must first know that rep's user ID which they can find on their account page. Enter the rep's account ID and then click the verify button below to ensure it is the correct rep. Once you have verified it is the correct rep click 'Connect' to create the connection.

By creating a Vendor Link connection you are authorizing Settrax to share your current and past activity data with the vendor user you enter into the form. Settrax LLC assumes no liability for any adverse effect resulting from the sharing of your data with another user.

User #

25786

Access Level

Full Access

Rep Name: Cher Horowitz

Company: Surgery City

Verify ID

Connect

Important to note

- You can link with multiple vendors.
- Just as easily as you link a vendor, you can unlink them - it doesn't have to be permanent.
- Vendor links can go one way and is helpful when you want someone to be able to access your cases, but not vice versa.
- Vendor links allow you to share the workload, while meeting hospital compliance policy.
- Creating a vendor link means you can use one another's entire loaner library, including consignment and set lists.

Questions?

We are here to support your success!

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