

TIPS FOR settrax[®]

COURIER USERS



1. Log In at the kiosk

- Use company Login Email + 4 digit case code as password
- Case codes are case-sensitive
- Make sure caps-lock is off

2. Verify you have the correct case

- Verify the 4 digit code pulled up the correct Settrax Case ID
- If the case looks wrong- STOP and confirm before proceeding



3. Document the Loaner Trays

- Select the correct tray name from the dropdown OR locate + match the tray name before documenting. Unsure? Call case rep + confirm.
- Use the camera icon to document.
 - Weigh **one** layer at a time + capture clear + complete images.

Your goal is to accurately document what was delivered.

4. Complete your check in

- Print Labels
- Click **Complete Check In** button (green)
- Attach labels to trays using a luggage tag.

Trays are now ready for hospital processing.



settrax[®]

Decoding Your Courier Order

This code will open up your specific assigned case and doubles as your login password. It is case sensitive!

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

Verify this info matches what is pulled up by your case code!

Need help?

Weekdays 5am-5pm PT

live chat | support@settrax.com | 866-900-0375