

settrax Turnover Trays

Facility Oversight+ Expectations

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

How Turnover Works

When a Vendor Sets a Tray to Turnover

1. Tray has been fully checked in
2. Tray is linked to a confirmed upcoming case
3. Tray saves to the vendor's Turnover Bank

When a vendor resumes a turnover tray

1. Vendor selects tray from Turnover bank
2. Tray is loaded into the next scheduled case
3. Tray does not have to leave sterile environment in order to follow documentation policy.

Facility Oversight

1. Confirm tray remains onsite between cases
2. Require full check-in if tray leaves facility
3. Monitor documentation and sterilization compliance
4. Enforce facility-specific turnover policies

Set Turnover Retroactively (If Needed)

1. Open the completed case containing the tray
2. Locate the tray record
3. Select Enable next to the tray name.

Nav DLIF Inserter	1 (12.39 lbs)	No	hold	Yes	Enable
Check In User: Rep Two Feb 19th, 2026 10:42 PST					

What is a turnover tray?

1. Fully checked in and documented
2. Reused in confirmed upcoming case (*within 5 days*)
3. Remains in the hospital's 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 bypass documentation or sterilization

Important Notes



- Retroactive turnover requires SPD action
- Force Check-Out overrides the 5-day turnover window
- Trays must be loaded into a case ahead of 72 hour limit if force check-out is on.

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Weekdays 5am-5pm PT