



# IMPLEMENTATION ANNOUNCEMENT

Starting *[Insert Go-Live Date]*, Settrax will be the official system for managing all loaner instrument workflows at *[Insert hospital name]*

## Why We're Using Settrax

### Settrax benefits you by:

- Improving accountability and traceability – Every tray is documented at drop-off and pick-up, giving you a clear record to reference.
- Reducing manual errors in the OR and SPD – Automated documentation speeds up turnover and minimizes discrepancies.
- Enabling faster, transparent communication – Real-time updates reduce delays and miscommunications.

**Your consistent use of Settrax helps everyone operate more smoothly.  
Thank you for partnering with us.**

## Register your Account

### Company Account (Recommended)

If your company already has a license agreement with us, your administrator can submit your details to Settrax and an account will be created for you. If your company is interested in setting up a license agreement, please contact our team at [support@settrax.com](mailto:support@settrax.com).

### Individual Registration

If your company does not participate in a licensing agreement, you can visit [www.settrax.com/vendor-registration](http://www.settrax.com/vendor-registration) to register for your account. Please note accounts are individual and each rep is required to have their own unique account.

### Exclusive Discount Code

Any new accounts registered at least 7 days before the launch date are eligible for a special discount. Please ask the department leadership for this unique code before registering.

## Prepare for Go-Live

### To ensure a smooth start:

1. Complete Registration – Bulk or individual. Registering early to take advantage of available discounts!
2. Review Training Videos – Plan 15–20 minutes to watch:
  - Navigating Settrax as a Vendor Rep
  - Logging in, managing cases, checking in/out trays
  - Working with a team and couriers
3. Build & Upload Your Loaner Inventory – Prepare your inventory list in advance. See “Vendor Inventory Management” in the Knowledge Base for helpful tips and tricks!

## Day One: What to Expect

- Settrax team member will be available on-site during the first 2 days to assist with questions.
- Use the Settrax kiosk for all tray check-ins/check-outs.
- View your dashboard to see scheduled cases and manage them easily.

## Need Help or Have Questions?

### Settrax Support

- 866-900-0375 | [support@settrax.com](mailto:support@settrax.com)

**Thank you for working with us to make this transition smooth and successful. We look forward to partnering with you to improve efficiency, accuracy, and communication.**

