

settrax[®] Kiosk Check-In Procedure

Check In Right. Protect Patients.

It is important all hospital and Settrax compliance policies be followed to ensure the best possible patient outcomes.



1

Launch the Settrax Kiosk app and log in with your unique user credentials. Account sharing is not permitted and may result in account suspension. *Couriers qualify for a free account - contact Settrax.



2

Navigate to the Schedule page to locate your case. Emergent and last minute add-on cases can be self-scheduled, if you cannot locate it. *If self-scheduling, please input accurate case information, including time + patient initials.



3

Select Loaner Tray menu to add tray(s) to the case. Indicate any Implants, Hold/Open, or Turnover. Repeat to add trays as needed. *Sets have a MAX weight of 25 lbs. Overweight trays must be uploaded as 2 separate trays. Please refer to local signage for facility specific weight limits.



4

Use the camera icon located next to the tray name to capture accurate images & weights of corresponding tray(s). Capture 1 tray layer at a time to report an accurate total weight. *Captured photos must be of loaner instruments, nothing else.



5

Attach Count Sheet and IFU documents using the IFUs and Count Sheets buttons. *To access these, the documents need to be uploaded into your Settrax document library on a personal device before arriving at the kiosk.



6

Click Complete Check In button and then Print All Labels. Attach labels to corresponding trays before hand off. When check-ins are complete, use the Sign Out button on the upper right hand corner of the screen. *Do not close or minimize program window.



Technical Issues? Report Immediately!

To keep the kiosk running smoothly, notify Settrax and Department Management as soon as any issue occurs.