How to Create a New Cart Type

1   Click "Setup Page"
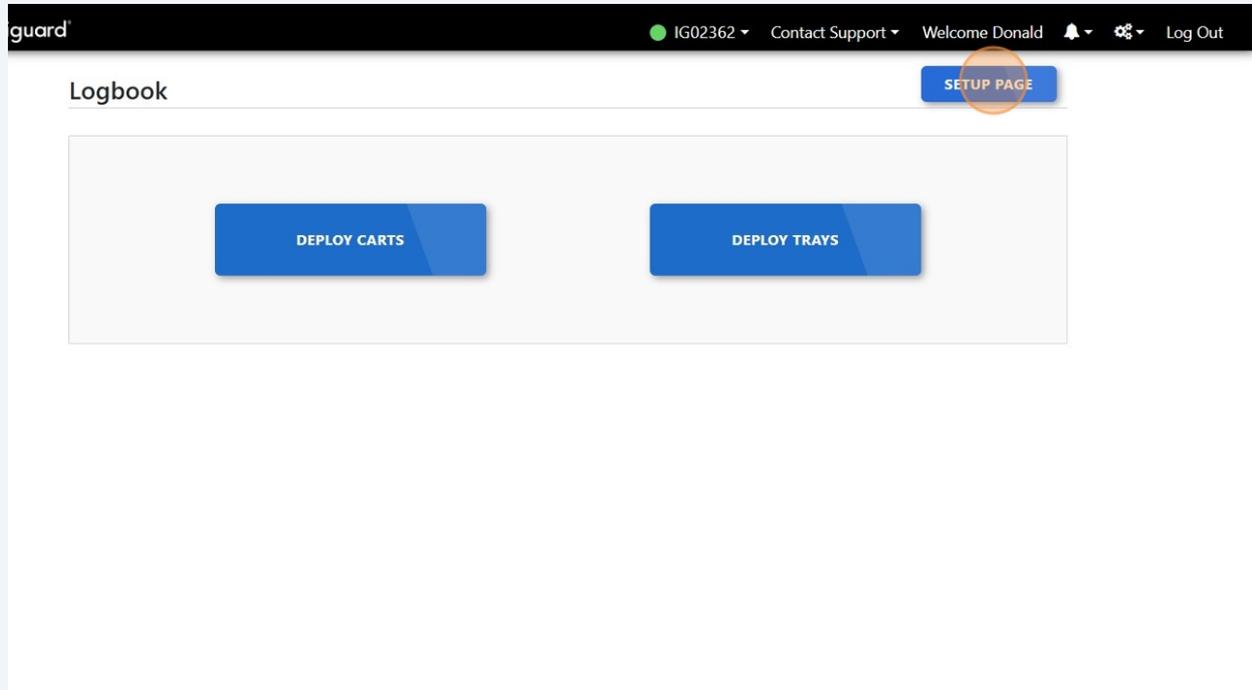
2   Click "Cart Setup"
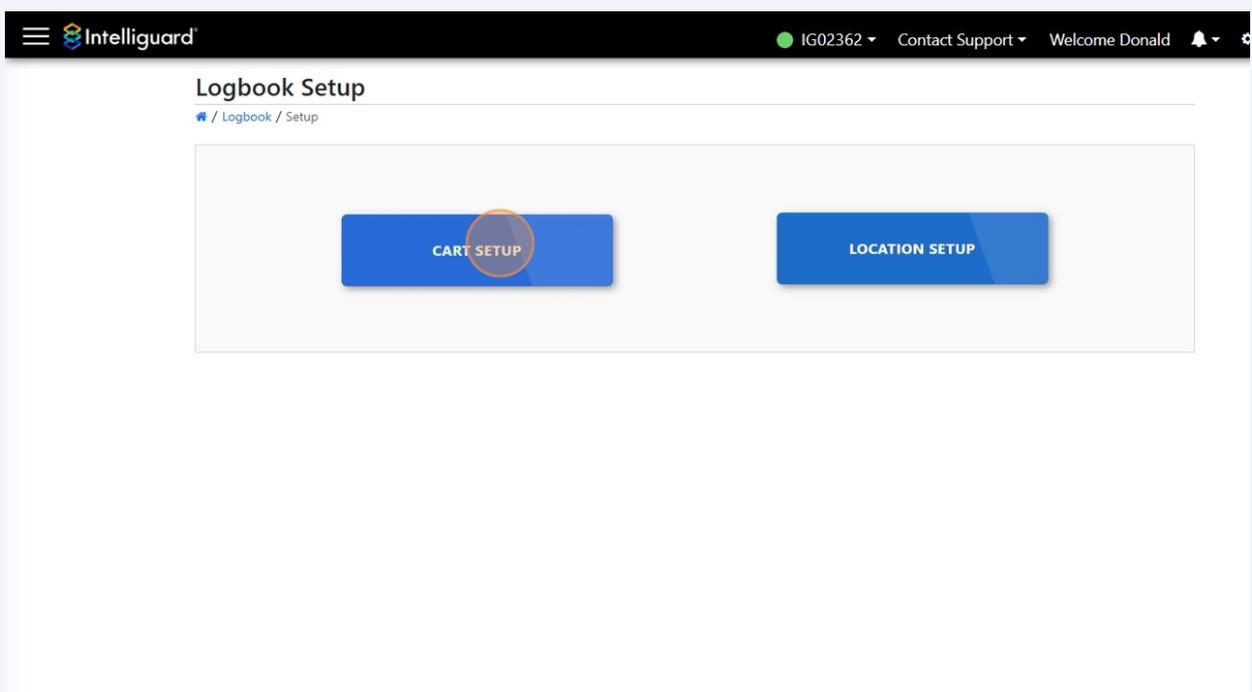
3 Click "Add New Cart Type"

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Add New Cart Type

up / Cart Setup

Search: | Search Cart Types

Actions

4 Enter the new Cart Type name and then click "Save"

up / Cart Setup

Search: | Search Cart Types

Actions

Add New Cart Type

Cart Type: | 1 new cart

Close   Save

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How to Add Cart Numbers

1 Click the "#" under actions next to the correct cart name.

2 Click in the box and enter in the cart numbers, then click "save"

How to Edit Cart Numbers

1   Click the "#" under actions next to the correct cart nam

2   Click into the edit box.

3 Click the number you want to edit and change it.

4 Click "Save"

5 Click "Done"

Manage Cart Numbers - 1 new cart

Click on a panel below to **Add** or **Edit** cart numbers for **Rady Children's Hospital**

Add New Cart Numbers Below:

Existing Cart Numbers:

001, 002, 003, 004, 005, 006, 008

New Cart Number: [ ] Save
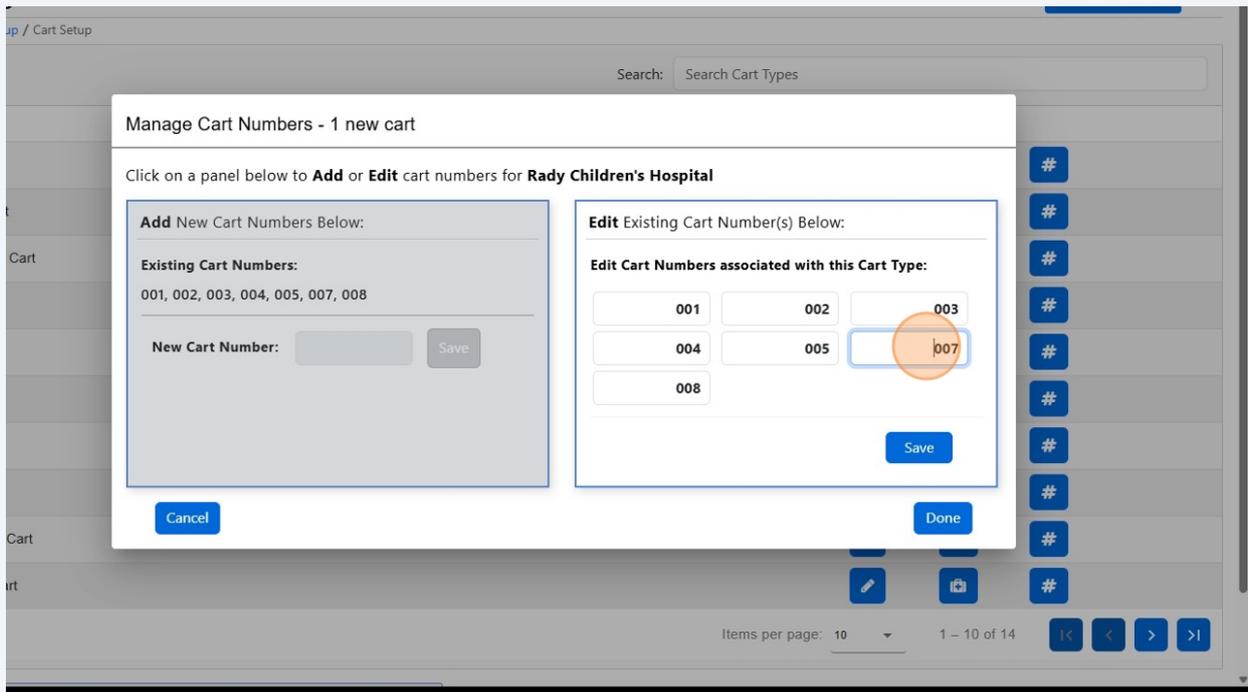
Edit Existing Cart Number(s) Below:

Edit Cart Numbers associated with this Cart Type:
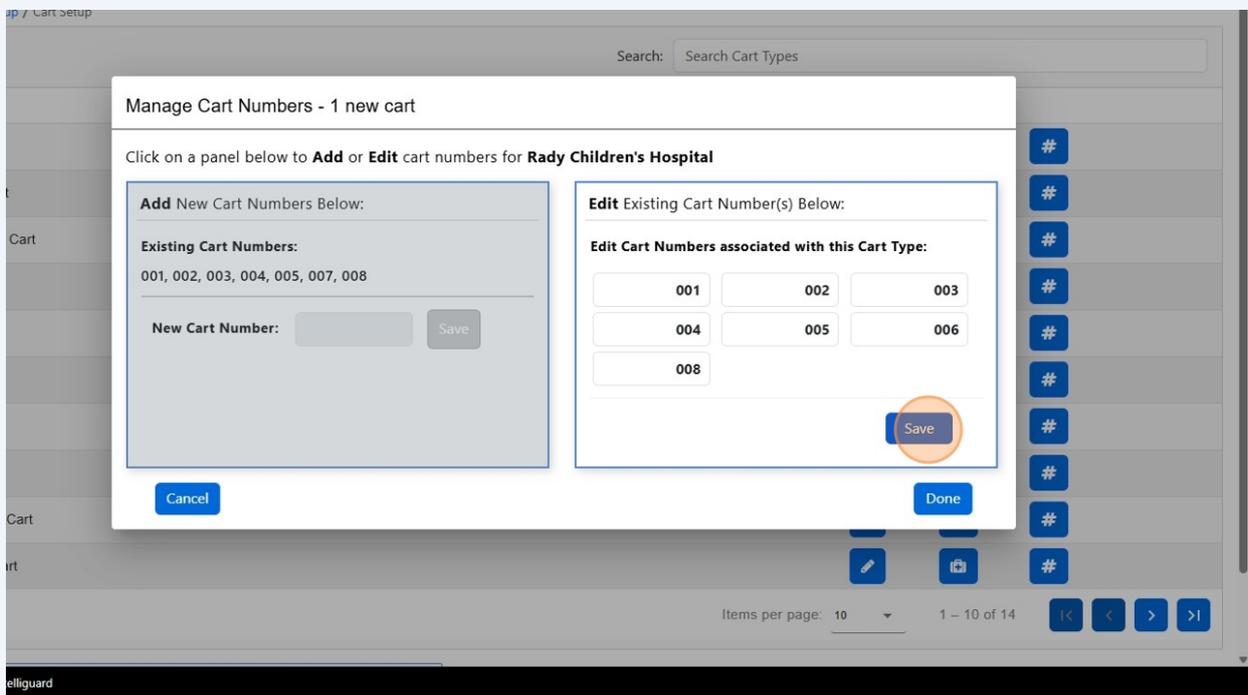
001	002	003
004	005	006
008		

Save

Cancel   Done

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6 A green notification will generate in the top right corner of the screen when everything is changed.

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✓ Cart Number(s) successfully changed.
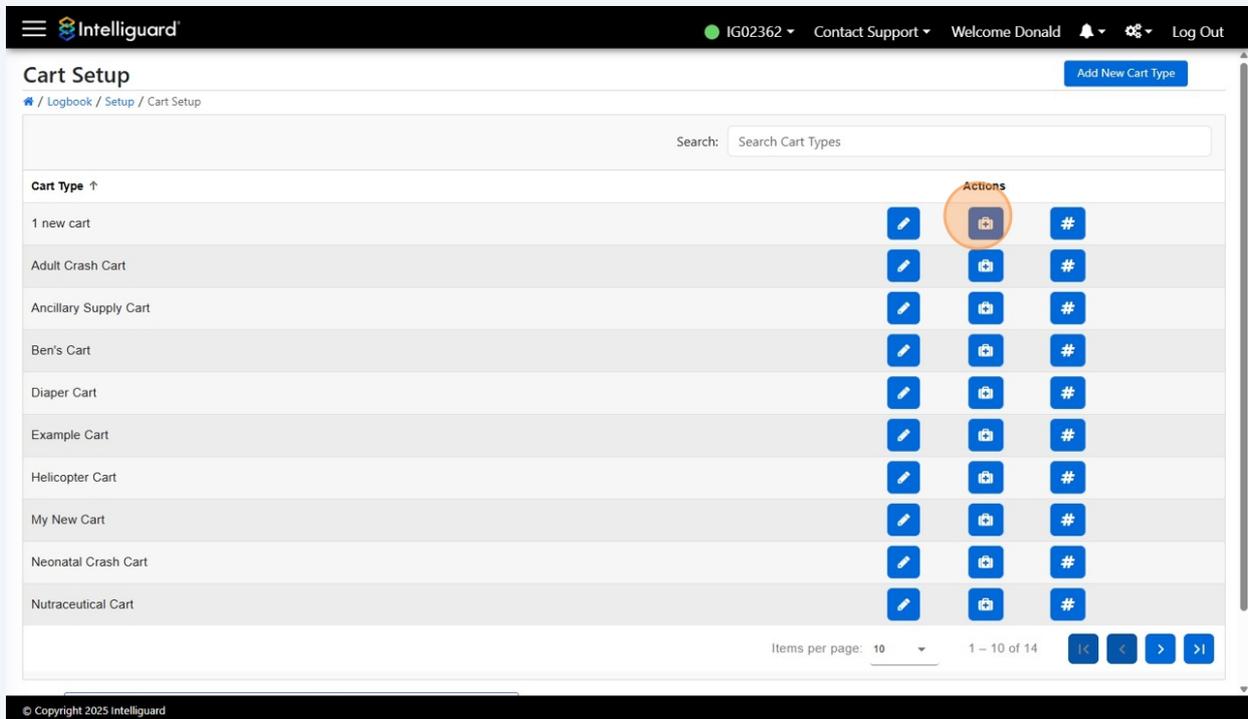
up / Cart Setup

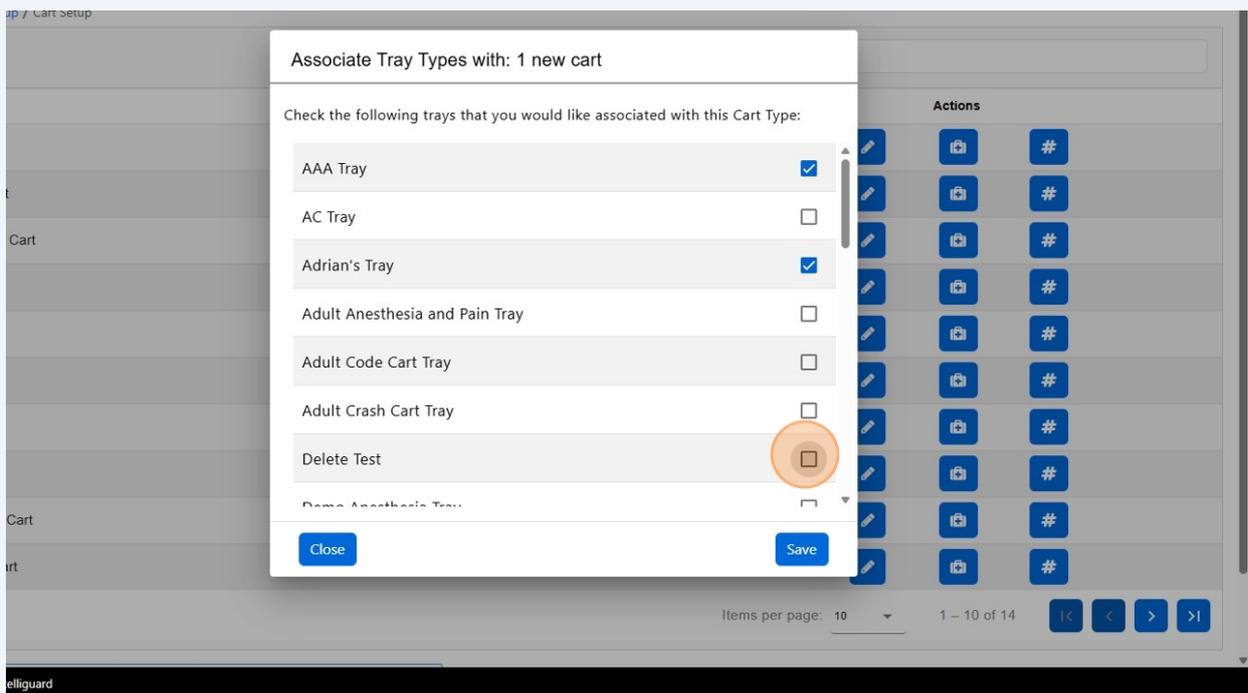Search: Search Cart Types

Actions

How to Add Trays to a Cart

1 Click the briefcase button under actions.

2 Click the checkbox next to the appropriate trays that you want to add.
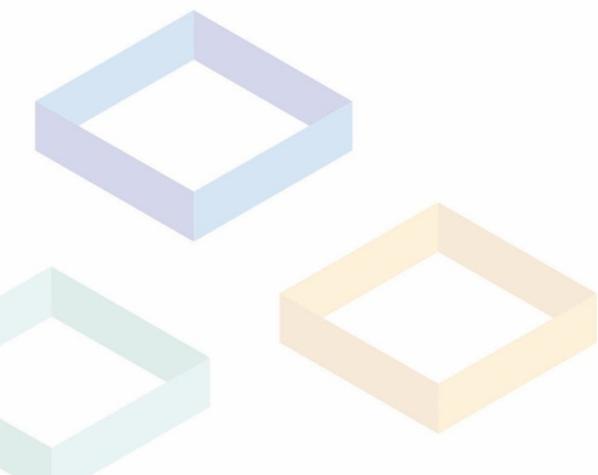
3 Click "Save"

Associate Tray Types with: 1 new cart

Check the following trays that you would like associated with this Cart Type:

AAA Tray	☑
AC Tray	☐
Adrian's Tray	☑
Adult Anesthesia and Pain Tray	☐
Adult Code Cart Tray	☐
Adult Crash Cart Tray	☐
Delete Test	☑
Demo Anesthesia Tray	☐

Close   Save

Actions

Items per page: 10   1 – 10 of 14

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How to Edit Cart Name

1 Click the "Edit" button under the actions.

2 Here you can change the name of the Cart and then click "Save".