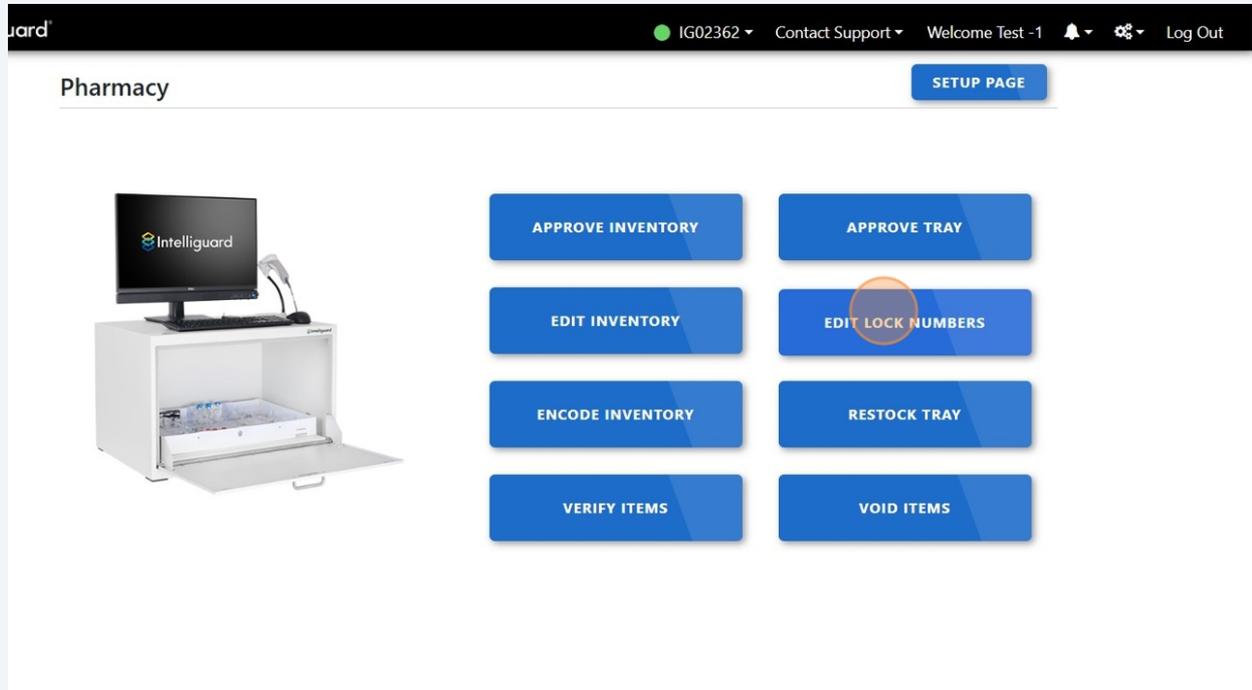
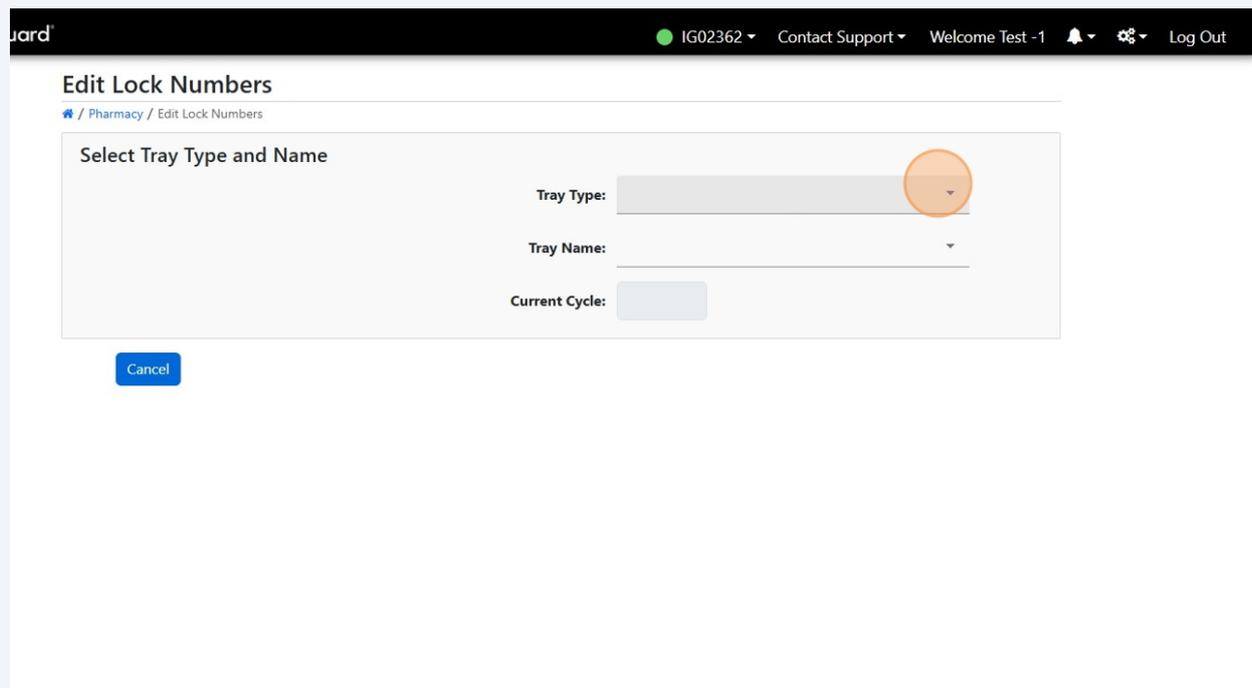


# How to Edit Tray Lock Numbers

1 Click "Edit Lock Numbers"



2 Select the dropdown



3

### Select your Tray Type

The screenshot shows the 'Edit Lock Numbers' form in a web application. The breadcrumb trail is 'Pharmacy / Edit Lock Numbers'. The form has a title 'Select Tray Type and Name' and a 'Cancel' button. A dropdown menu for 'Tray Type' is open, showing a list of options: 'SEGER, ROBERT', 'Sharp I.R. Tray', 'Smart Path Room Adult Crash Cart Tray' (highlighted with an orange circle), 'Sodium Chloride Practi-0.9% Tray', and 'Software Development Test Narcotic Tray'. The 'Tray Name' and 'Current Cycle' fields are currently empty.

4

### Click this icon.

The screenshot shows the 'Edit Lock Numbers' form with the 'Tray Type' dropdown menu closed. The 'Tray Type' field now displays 'Smart Path Room Adult Crash Cart Tray'. The 'Tray Name' field has a dropdown arrow highlighted with an orange circle. The 'Current Cycle' field remains empty. The 'Cancel' button is still visible at the bottom left.

## 5 Select your Tray Name

uard IG02362 Contact Support Welcome Test -1 Log Out

### Edit Lock Numbers

[Pharmacy / Edit Lock Numbers](#)

**Select Tray Type and Name**

Tray Type: Smart Path Room Adult Crash Cart Tray

Tray Name: Smart Path Room Adult Crash Cart Tray 01

Current Cycle:

## 6 Cycle Number and Lock number will populate.

## 7 Click in the "New Lock Number" field.

**Select Tray Type and Name**

Tray Type: Smart Path Room Adult Crash Cart Tray

Tray Name: Smart Path Room Adult Crash Cart Tray 01

Current Cycle: 4

**Set New Lock Number**

Old Lock Number: 1

New Lock Number:

## 8 Input your new lock number and Click "Save"

Select Tray Type and Name

Tray Type: Smart Path Room Adult Crash Cart Tray

Tray Name: Smart Path Room Adult Crash Cart Tray 01

Current Cycle: 4

Set New Lock Number

Old Lock Number: 1

New Lock Number: 2

Cancel Save

guard

## 9 You can choose to Print a new Tray Detail Report or not

Intelliguard IG02362 Contact Support Welcome Test -1

Edit Lock Numbers

Pharmacy / Edit Lock Numbers

Select Tray Type and Name

Tray Type: Smart Path Room Adult Crash Cart Tray

Tray Name: Smart Path Room Adult Crash Cart Tray 01

Current Cycle: 4

Set New Lock Number

Old Lock Number: 1

New Lock Number: 2

Cancel Save

Print Report

New Lock Numbers Saved. Would you like to print an updated tray report?

No, Do Not Print Print Tray Detail Report

**10** Click "Save"

Select Tray Type and Name

Tray Type: Smart Path Room Adult Crash Cart Tray ▾

Tray Name: Smart Path Room Adult Crash Cart Tray 01 ▾

Current Cycle: 4

Set New Lock Number

Old Lock Number: 2

New Lock Number:

Cancel

Preview Tray Detail Report

Save

