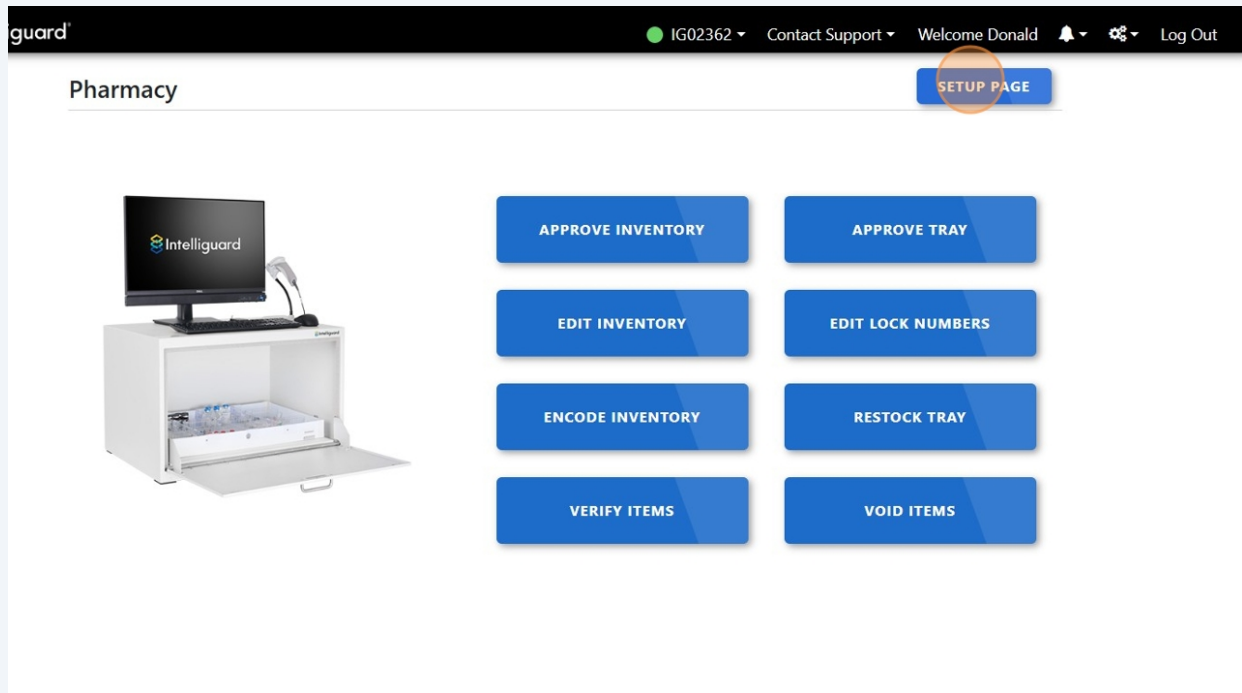
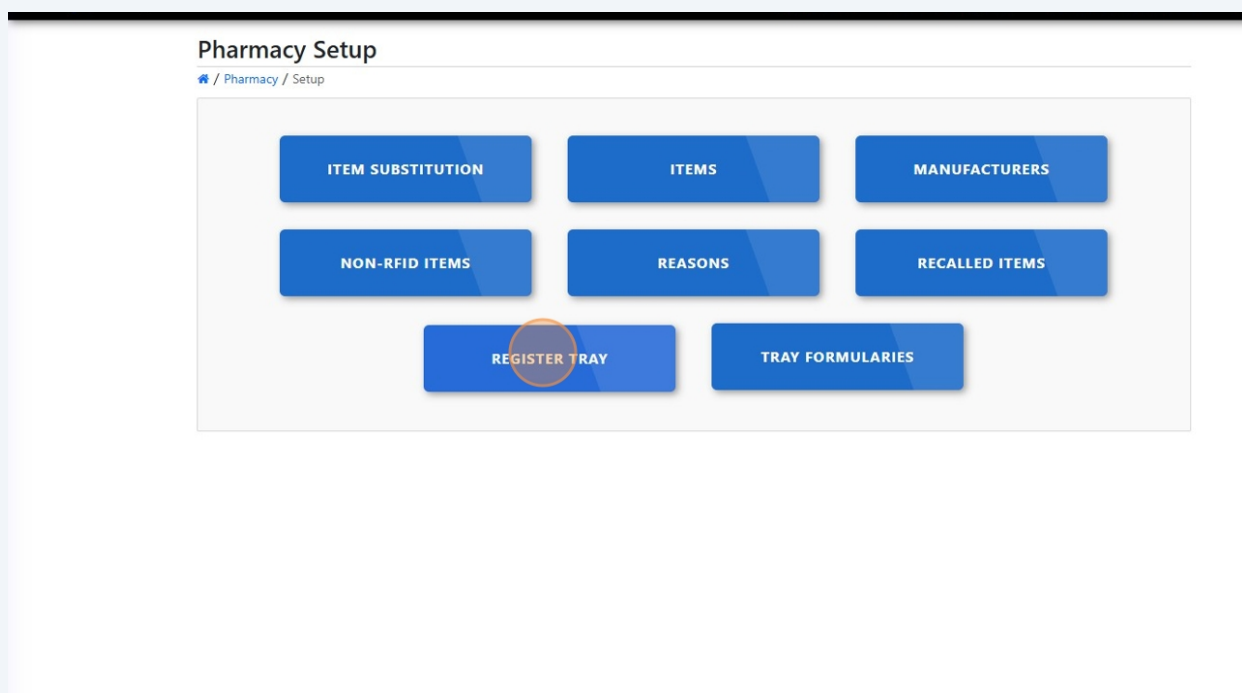


How to Register, Deactivate and Reactivate a Tray

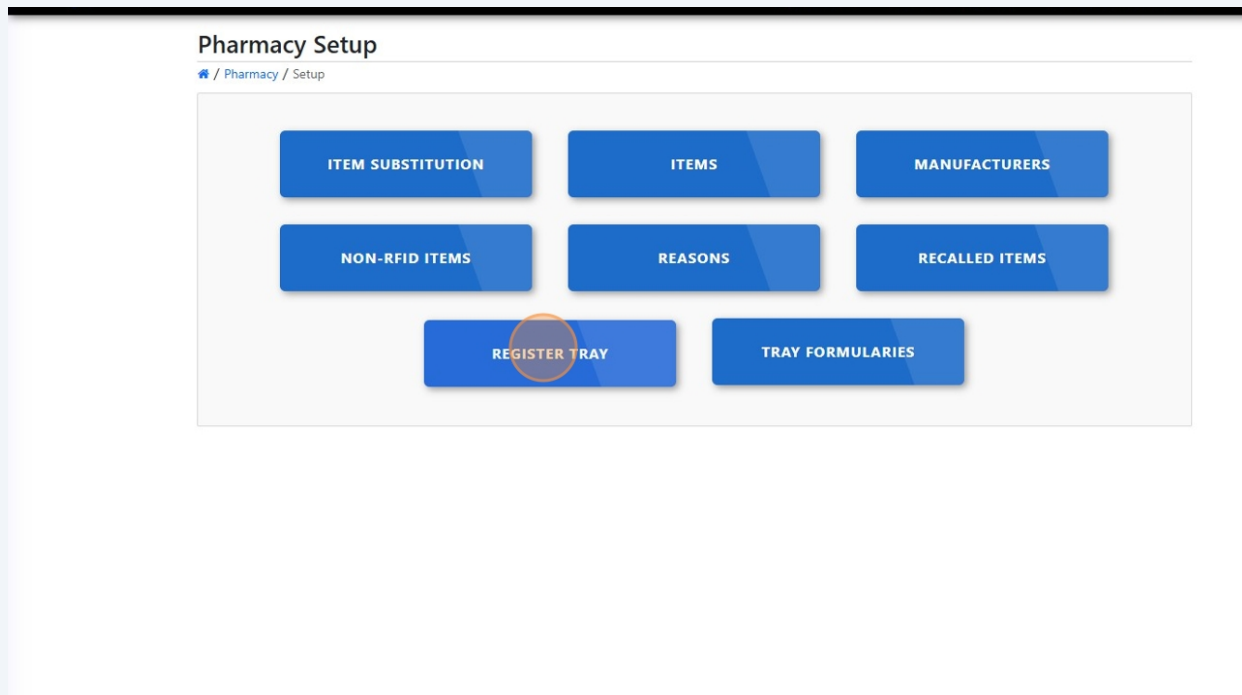
1 Click "Setup Page"



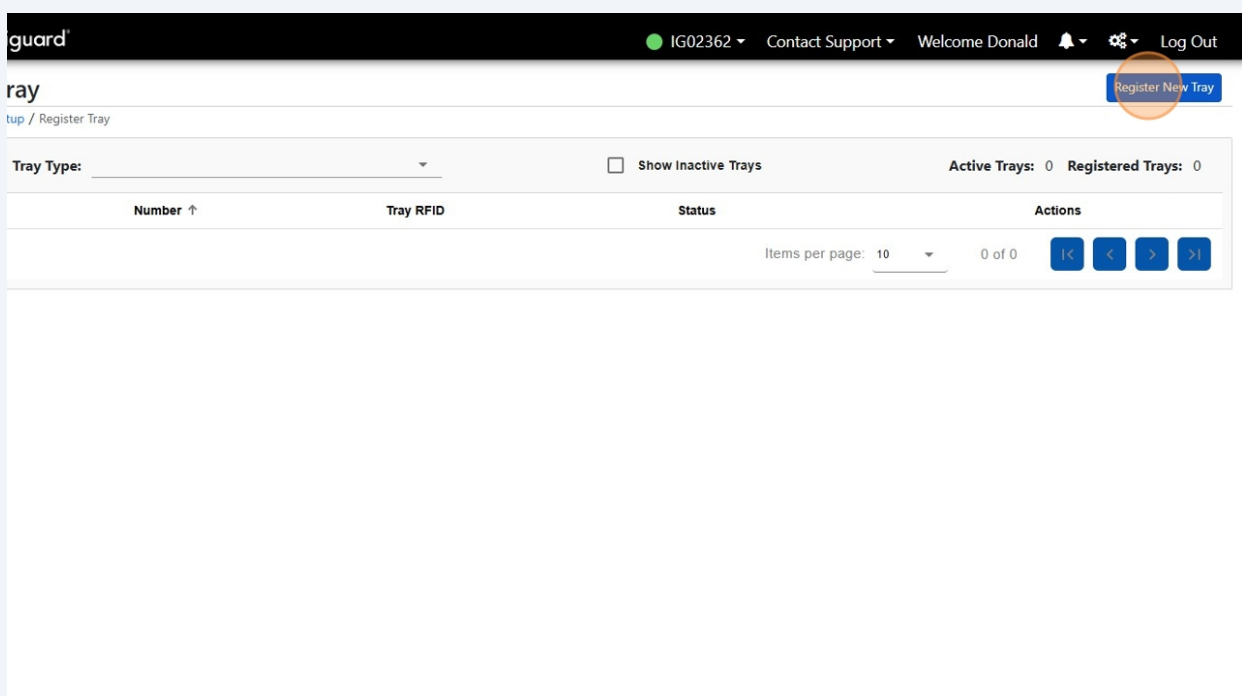
2 Click "Register Tray"



2 Click "Register Tray"

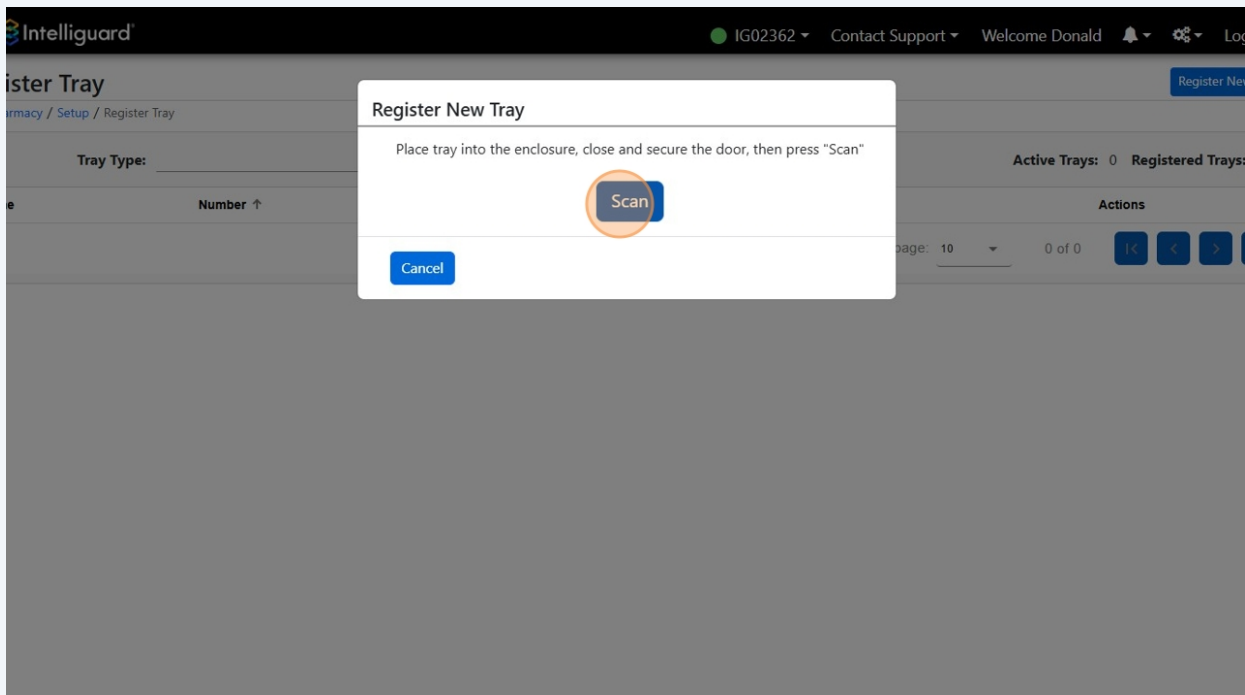


3 Click "Register New Tray"



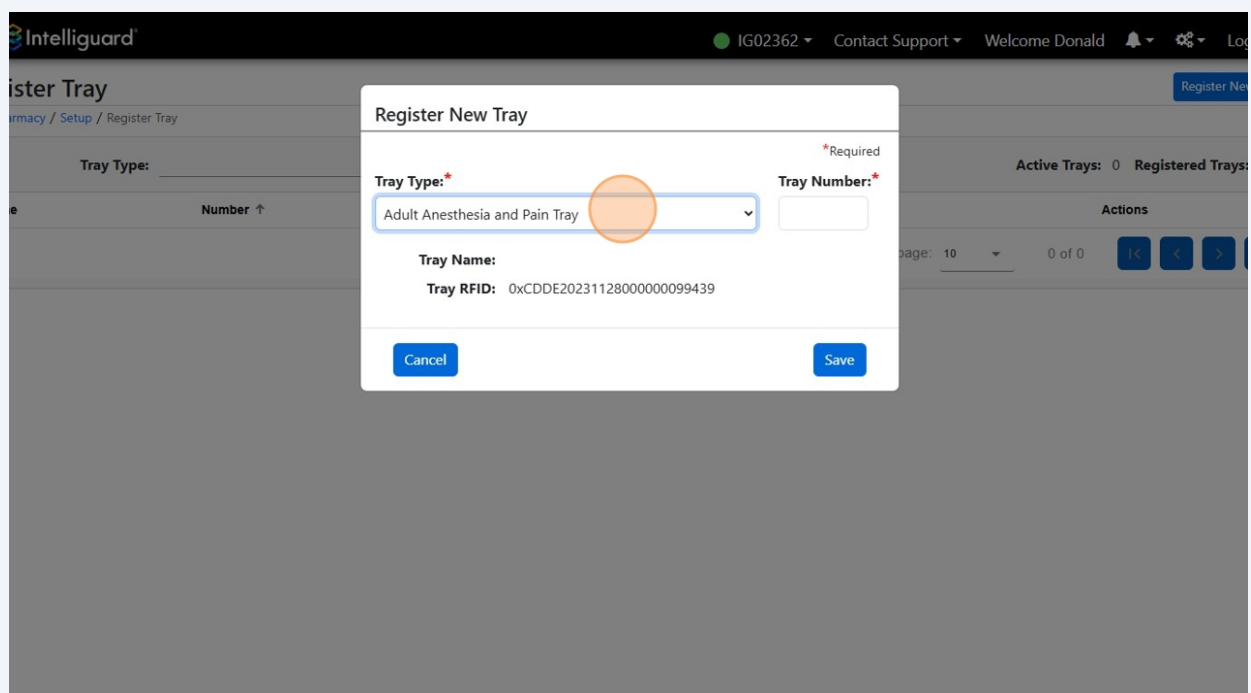
4 Place the New Tray with the RFID tray sticker on it, into the enclosure.

5 Click "Scan"



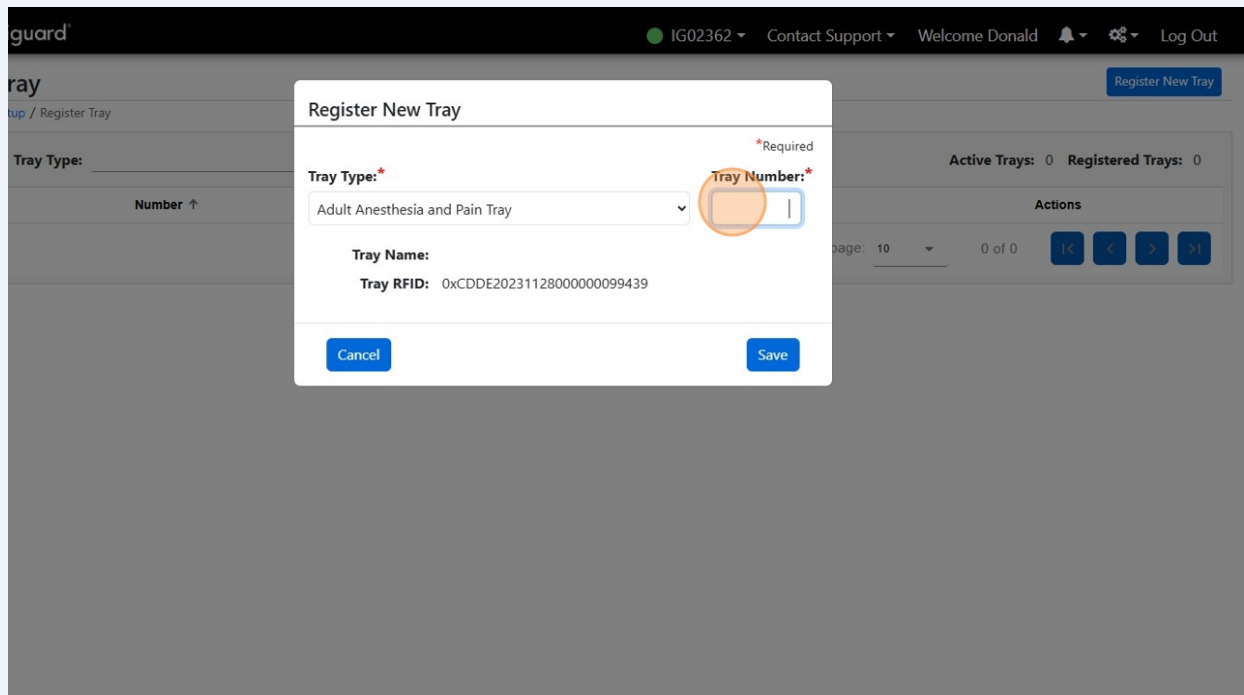
i Once you enter a tray number, it cannot be changed. Note: Leading with Zeros should be utilized for proper sorting on lists and reports. Example: If you have more than 10 trays use one zero (01, 02). If you have more than 100 trays use two zeros (001, 002).

6 Select the Tray Type (formulary) from the dropdown box.



7

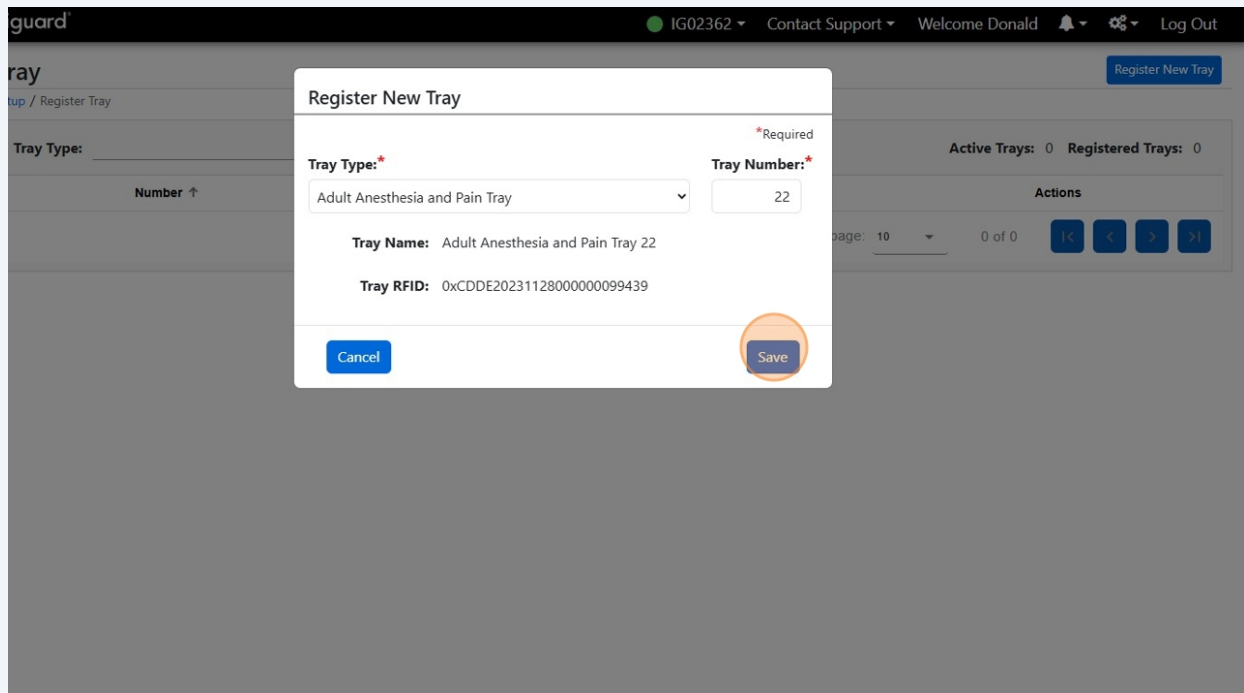
Enter your new Tray Number



The screenshot shows the 'guard' application interface. A modal titled 'Register New Tray' is open. It contains the following fields: 'Tray Type' (a dropdown menu with 'Adult Anesthesia and Pain Tray' selected), 'Tray Number' (a text input field with a cursor, highlighted by an orange circle), 'Tray Name' (displayed as 'Adult Anesthesia and Pain Tray'), and 'Tray RFID' (displayed as '0xCDDE20231128000000099439'). There are 'Cancel' and 'Save' buttons at the bottom. The background shows a sidebar with 'Tray Type' and 'Number' filters, and a main area with 'Active Trays: 0' and 'Registered Trays: 0'.

8

Click "Save"



This screenshot is identical to the previous one, but the 'Tray Number' field now contains the value '22'. The 'Save' button at the bottom right of the modal is highlighted with an orange circle, indicating the next step in the process.

How to Deactivate a Tray



There are two ways to deactivate.

9

#1) Navigate to the "Register Tray" page under Setup and search for the Tray Type

10

Click "Deactivate" next to the tray you wish to deactivate.

guard

IG02362 Contact Support Welcome Donald Log Out

ray

Register New Tray

up / Register Tray

Tray Type: Adult Anesthesia and Pain Tray

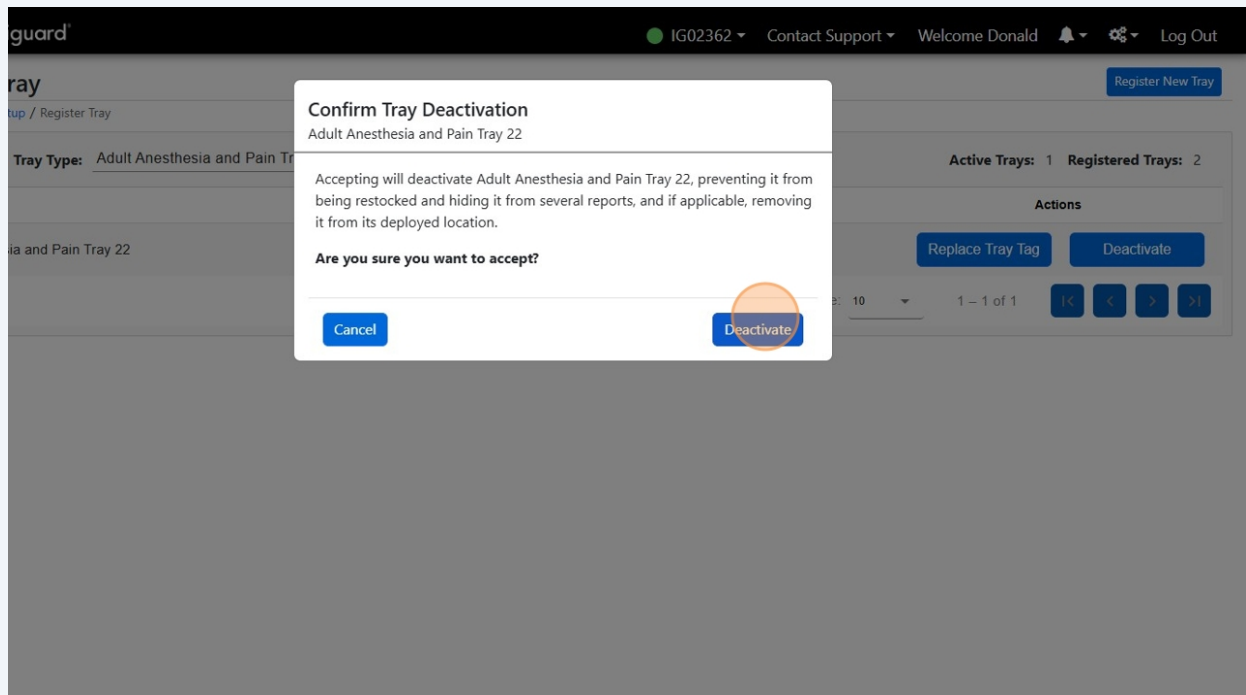
Show Inactive Trays

Active Trays: 1 Registered Trays: 2

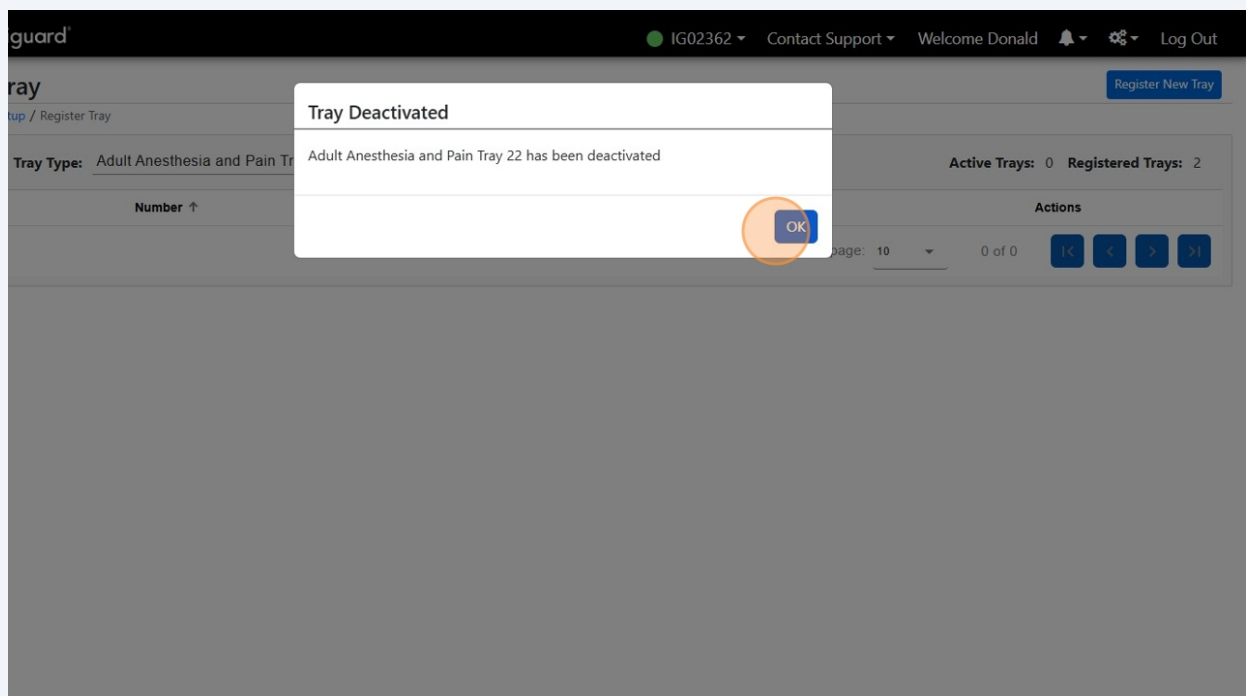
	Number ↑	Tray RFID	Status	Actions
ia and Pain Tray 22	22	0xCDDE2023112800000099439	Active	Replace Tray Tag Deactivate

Items per page: 10 1 – 1 of 1

11 Click "Deactivate"



12 Click "OK"



13 #2) Navigate to the "Tray Formularies" page under Setup and search for the Tray Type

14 Click the Deactivation toggle under actions.

The screenshot shows the "Tray Formularies" page under the "Pharmacy / Setup" section. A search bar at the top contains the text "Search Item". Below the search bar is a table with two columns: "Type" and "Actions". The table lists several trays, including "2025.3 Staging Rady Tray", "2025.4 Staging Rady", "6593 Tester", "7342 Dilute Alfentanil Tray", "AAA Tray", "Alex_non_CS-2_Tray", "Alex_non_CS_Tray", "ALEX_Tray", "Alex_TRAY_for_play", and "Anesthesia LEFT (NOT USED)". The "Actions" column for each tray contains two icons: a pencil (edit) and a toggle switch. The toggle switch for the "AAA Tray" is highlighted with an orange circle, indicating it is the target for deactivation. At the bottom of the table, there is a pagination bar showing "Items per page: 10" and "21 - 30 of 260".

15 Click "Continue"

The screenshot shows the "Tray Formularies" page with a "Deactivate Formulary" dialog box open. The dialog box contains the text: "You are about to Deactivate AAA Tray formulary" and "Are you sure you want to continue?". There are two buttons in the dialog: "Cancel" and "Continue". The "Continue" button is highlighted with an orange circle, indicating it is the target for clicking. The background of the page is dimmed, showing the same table of trays as in the previous screenshot.

How to Reactivate Trays



There are two ways to reactivate trays.

16

#1) Navigate to the "Register Tray" page under Setup and search for the Tray Type

17

Search for the Tray Type and Click "Show Inactive Trays"

guard

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ray

Register New Tray

tup / Register Tray

Tray Type: Adult Anesthesia and Pain Tray

☐ Show Inactive Trays

Active Trays: 0 Registered Trays: 2

Number ↑	Tray RFID	Status	Actions
----------	-----------	--------	---------

Items per page: 10 0 of 0

<<

>>

18 Identify the Tray you want to reactivate and Click "Reactivate"

The screenshot shows the 'guard' application interface. At the top, there's a header with the logo, a green status indicator, and user information. Below the header, there's a navigation bar with a 'Register New Tray' button. The main content area displays a table of trays. The table has columns for 'Number', 'Tray RFID', 'Status', and 'Actions'. Two trays are listed: 'Adult Anesthesia and Pain Tray 001' and 'Adult Anesthesia and Pain Tray 22'. Both are marked as 'Inactive'. The 'Reactivate' button for 'Adult Anesthesia and Pain Tray 22' is circled in orange. Below the table, there's a pagination control showing 'Items per page: 10' and '1 - 2 of 2'.

Number ↑	Tray RFID	Status	Actions
001	0xCDDE2021012000000076495	Inactive	Replace Tray Tag Reactivate
22	0xCDDE20231128000000099439	Inactive	Replace Tray Tag Reactivate

19 Click "Reactivate"

The screenshot shows the 'guard' application interface with a confirmation dialog box open. The dialog is titled 'Confirm Tray Reactivation' and contains the text 'Adult Anesthesia and Pain Tray 22' and 'Do you want to reactivate Adult Anesthesia and Pain Tray 22?'. There are two buttons in the dialog: 'Cancel' and 'Reactivate'. The 'Reactivate' button is circled in orange. The background shows the same tray list as in the previous screenshot, but it is dimmed.

20 #2) Navigate to the "Tray Formularies" page under Setup and search for the Tray Type



All deactivated trays will be on the last page

21 Click the "last page" button.

Search:

Type ↑	Actions
2023.4 Close Case Hotfix	
2023.4 Regression	
2024.10	
2024.10 Tray	
2024.2_Regression_Rady	
2024.3 Regression Gaargi	
2024.3 Regression Gaargi 1.0	
2024.5 Durable cache	
2024.5 hotfix	
2024.5 IEF 7708	

Items per page: 10 1 - 10 of 260

uard

22 Click the reactivation toggle.

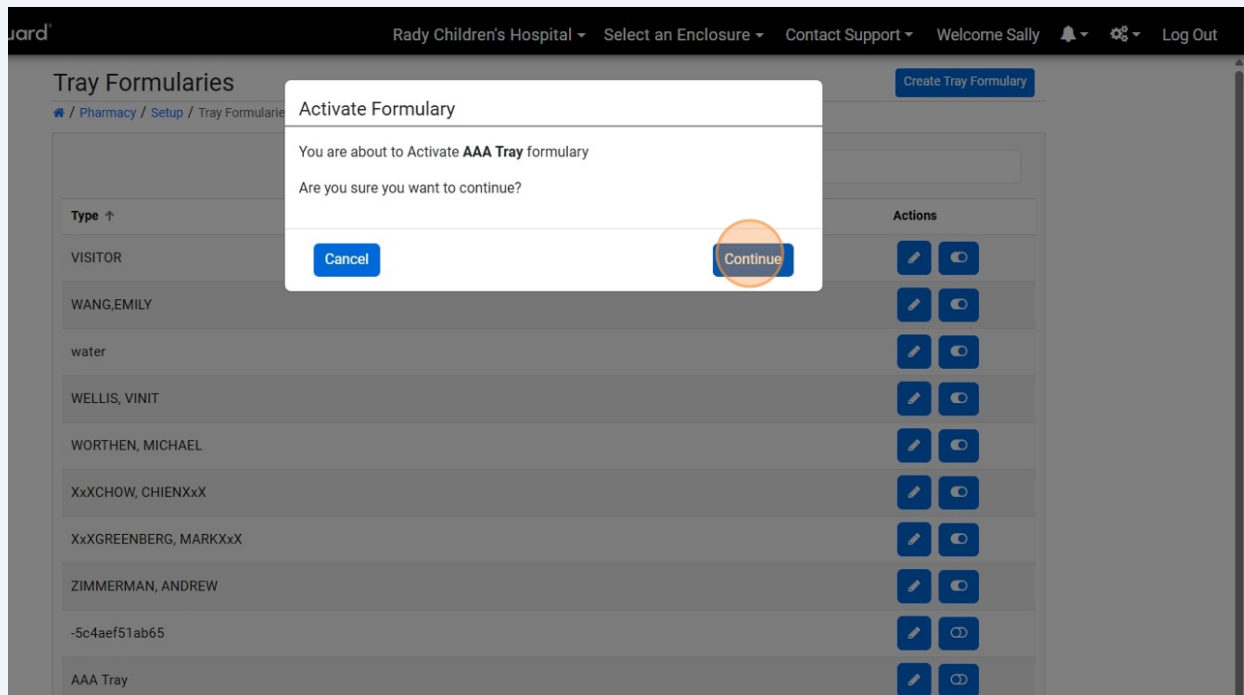
Search:

Type ↑	Actions
VISITOR	
WANG,EMILY	
water	
WELLIS, VINIT	
WORTHEN, MICHAEL	
XxXCHOW, CHIENXxX	
XxXGREENBERG, MARKXxX	
ZIMMERMAN, ANDREW	
-5c4aef51ab65	
AAA Tray	

Items per page: 10 251 - 260 of 260

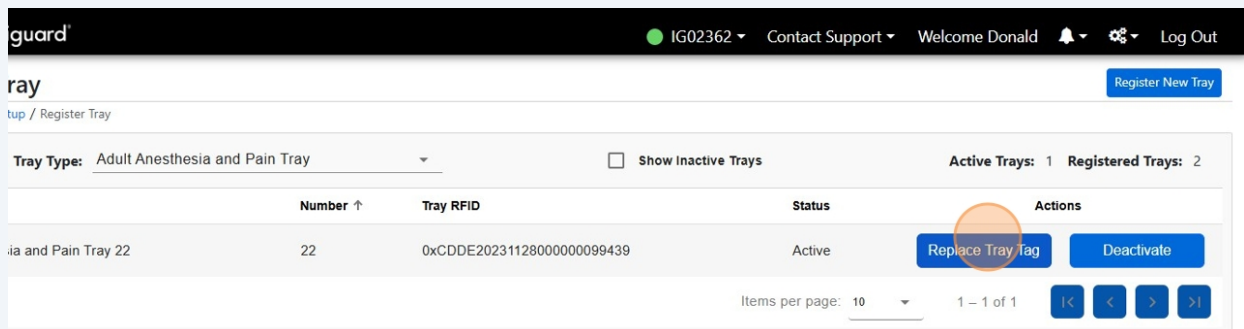
uard

23 Click "Continue"



Replacing a Tray Tag

24 Click "Replace Tray Tag" next to the tray you are replacing the tag on.



25

Be sure your new tray tag is on the tray then Click "Scan"

guard

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Register New Tray

Tray Type: Adult Anesthesia and Pain Tray

Active Trays: 1 Registered Trays: 2

Actions

Replace Tray Tag Reactivate

Replace Tray Tag Deactivate

10 1 - 2 of 2

Replace Tray Tag

Old Tray Tag: 0xCDDE20231128000000099439

New Tray Tag:

Cancel Scan

26

Click "Save"

guard

IG02362 Contact Support Welcome Donald Log Out

Register New Tray

Tray Type: Adult Anesthesia and Pain Tray

Active Trays: 1 Registered Trays: 2

Actions

Replace Tray Tag Reactivate

Replace Tray Tag Deactivate

10 1 - 2 of 2

Replace Tray Tag

Old Tray Tag: 0xCDDE20231128000000099439

New Tray Tag: 0xCDDE20231128000000099440

Cancel Save

27

A green notification will pop up in the top right corner letting you know that the edit you made was successful

guard

IG02362 Contact Support Welcome

Tray edited successfully!

Register New Tray

ray

Home / Register Tray

Tray Type: Adult Anesthesia and Pain Tray

☒ Show Inactive Trays

Active Trays: 1 Registered Trays: 2

	Number ↑	Tray RFID	Status	Actions
Adult Anesthesia and Pain Tray 001	001	0xCDDE20210120000000076495	Inactive	<button>Replace Tray Tag</button> <button>Reactivate</button>
Adult Anesthesia and Pain Tray 22	22	0xCDDE202311280000000099440	Active	<button>Replace Tray Tag</button> <button>Deactivate</button>

Items per page: 10 1 – 2 of 2

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