Intelliguard®

How to Return a Cart or Tray in Logbook
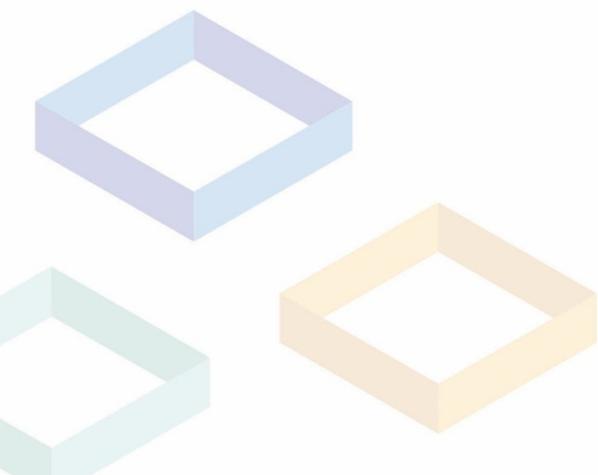
1 Click "Logbook"

Removing a Cart from a Location

2   Click "Deploy Carts"
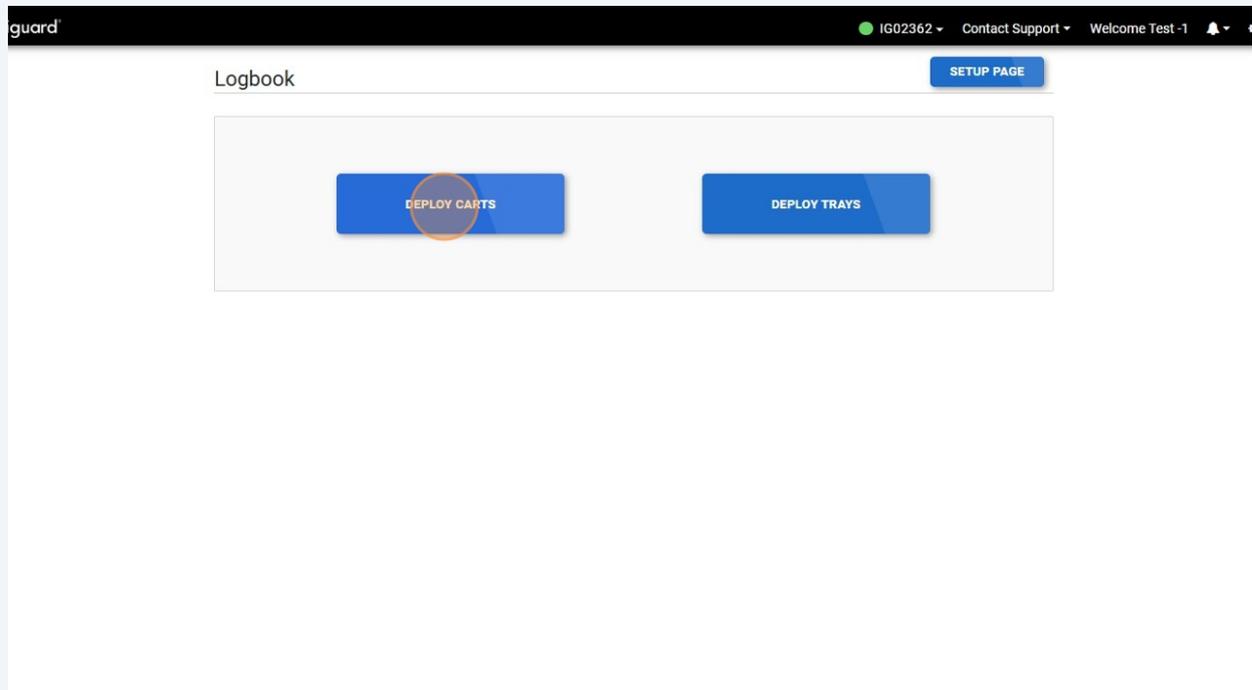
3   Select the "Cart Type" from the drop-down menu.
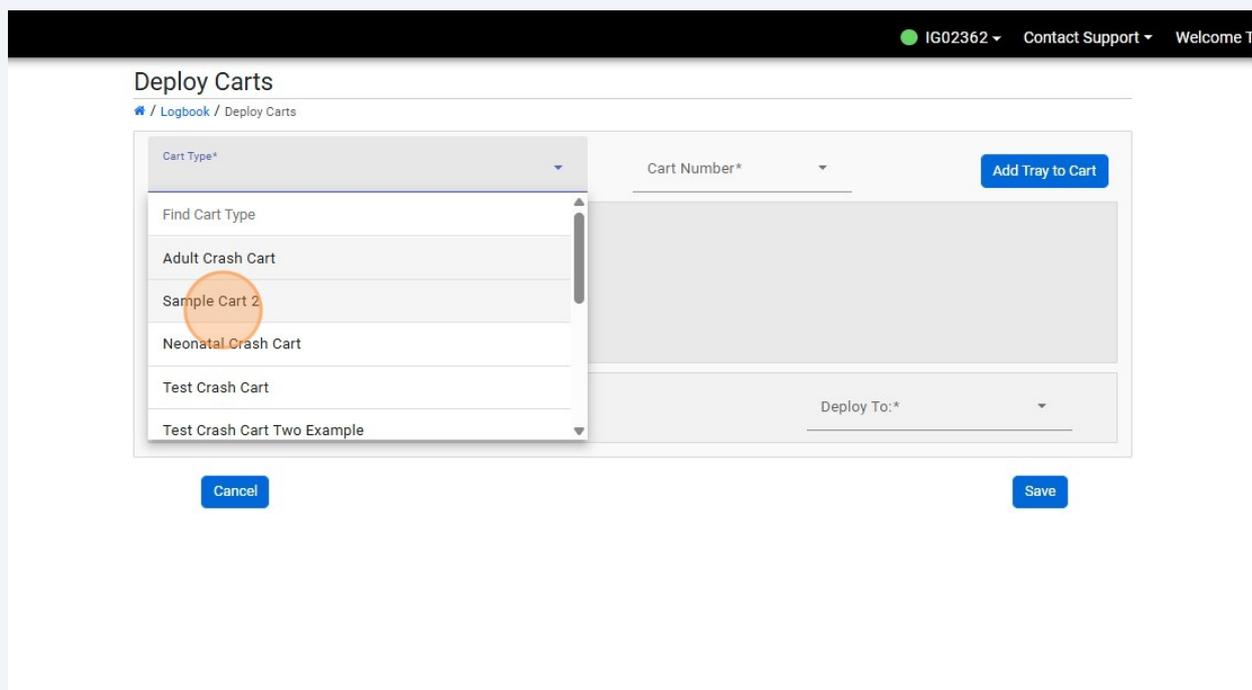
4 Select the "Cart Number" from the drop-down menu

● IG02362 ▾   Contact Support ▾   Welcome Test -1

Deploy Carts
🏠 / Logbook / Deploy Carts

Cart Type*
Sample Cart 2   ▾

Cart Number*   ▾

[Add Tray to Cart]

Find Cart Number

01

02

03

04

05

Current Cart Location:
Cart Lock Number: [   ]   oy To:*   ▾

[Cancel]   [Save]

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5 Click "Remove"

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Deploy Carts
🏠 / Logbook / Deploy Carts

Cart Type*
Sample Cart 2   ▾

Cart Number*
02   ▾

[Add Tray to Cart]

Tray Type:
Example Tray   Expiration Date
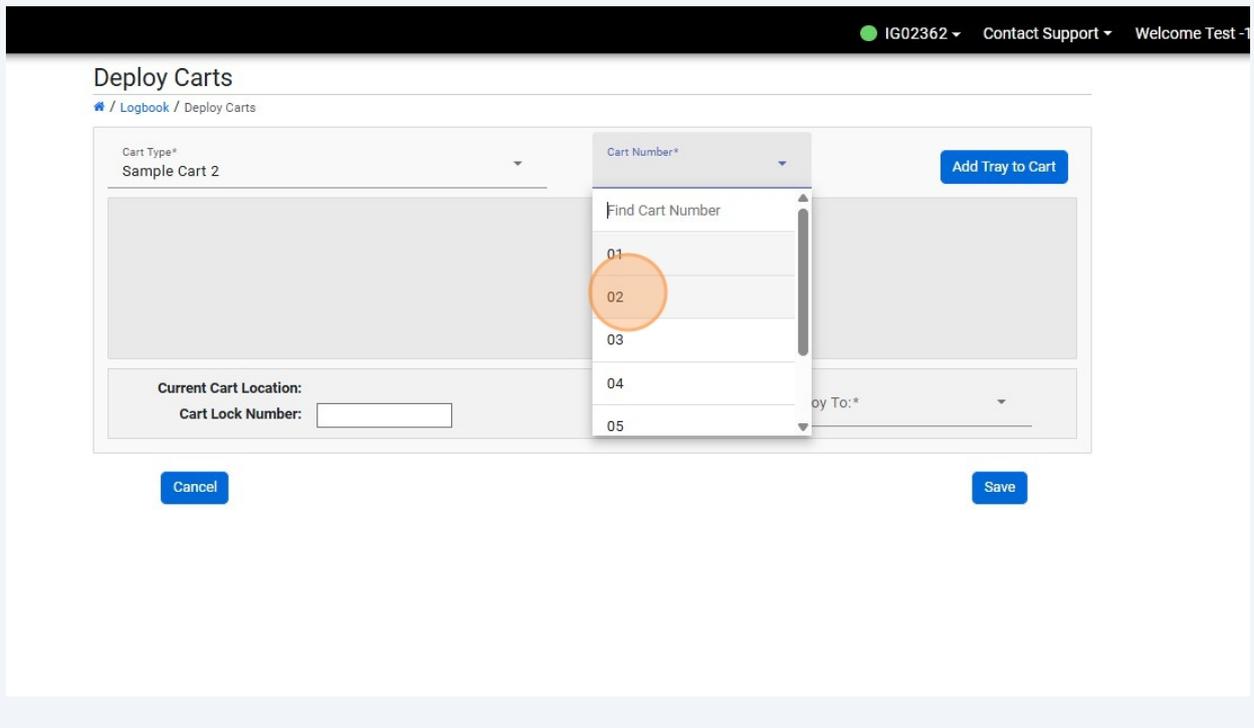
First Expiring RFID Item: Acetaminophen 10mg/mL 100mL Inj   10/31/2026

Tray Name: First Expiring Supply Item: [   ]   [Choose date 📅]
Example Tray 2
                              Current Location: 6 West
                                                                          [Remove]

Current Cart Location: 6 West
Cart Lock Number: [   ]   Deploy To:*   ▾

[Cancel]   [Save]

6 Select either yes or no depending on the condition of your cart.

First Expiring RFID Item: Acetaminophen 10mg/mL 100mL Inj 10/31/2026

First Expiring Supply Item: [   ] Choose date 📅

Tray Name:
Example Tray 2

Current Location: 6 West

Remove

Remove Tray from Location

You are about to remove Example Tray 2

Was this tray used?

Current Cart Location:
Cart Lock Number:

○ **Yes, the tray was used or contains expiring, recalled (etc.) items.**
   (The tray will need to be restocked again before it can be deployed.)

○ **No, the tray is still intact.**
   (Unused trays will be returned to their default location.)

Cancel

Save

Cancel   Save

---

7 Click "Save"

Cart Type
Sample Cart 2   Cart Number
                                          02   Add Tray to Cart

Tray Type:
Example Tray

                                                                      Expiration
                                                                      Date

First Expiring RFID Item: Acetaminophen 10mg/mL 100mL Inj   10/31/2026

First Expiring Supply Item: [   ]   Choose date 📅

Tray Name:
Example Tray 2

Current Location: 6 West

Remove

Remove Tray from Location

You are about to remove Example Tray 2

Was this tray used?

Current Cart Location:
Cart Lock Number:

○ **Yes, the tray was used or contains expiring, recalled (etc.) items.**
   (The tray will need to be restocked again before it can be deployed.)

● **No, the tray is still intact.**
   (Unused trays will be returned to their default location.)

Cancel   Save

Cancel   Save
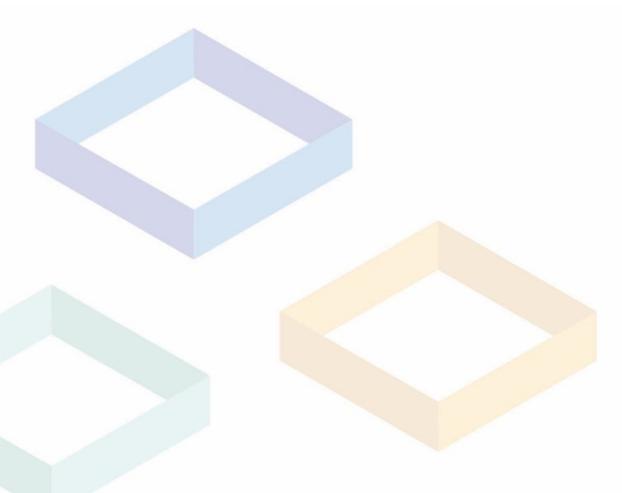
8 Click "Cancel"

Deploy Carts

🏠 / Logbook / Deploy Carts

Cart Type*
Sample Cart 2

Cart Number*
02

Add Tray to Cart

Current Cart Location: 6 West
Cart Lock Number:

Deploy To:*
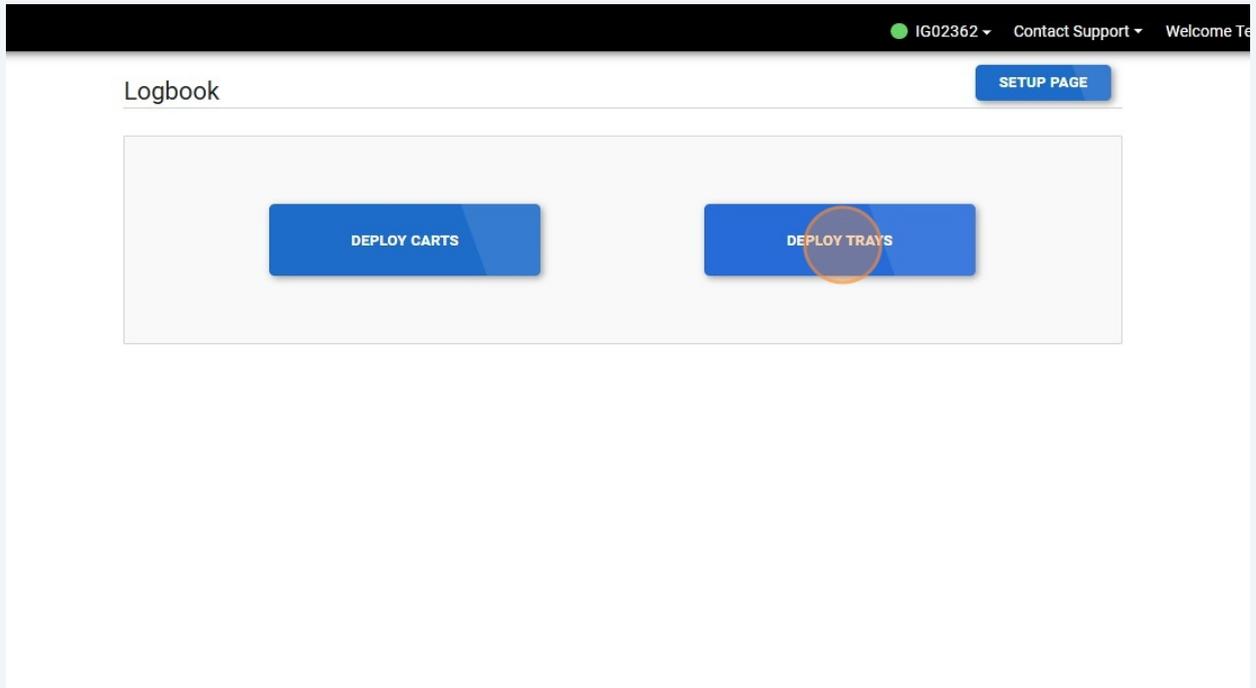
Cancel
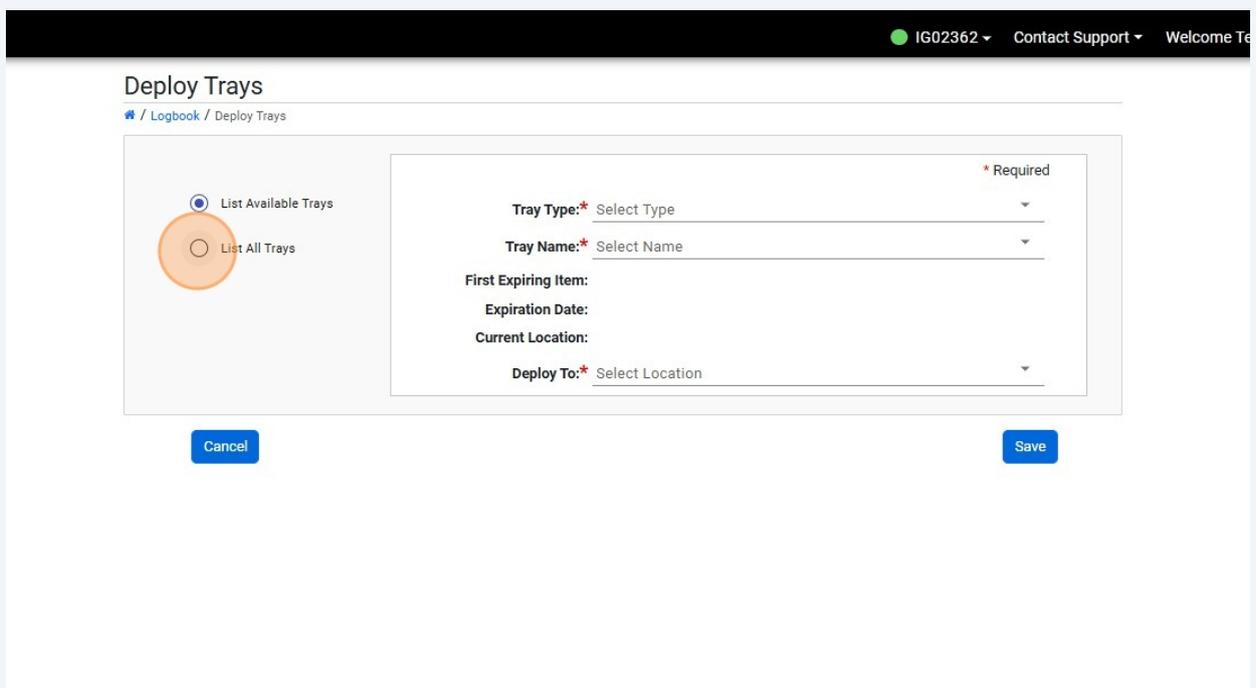
Save

Removing a Tray from a Location

1 Click "Deploy Trays"

(i) "List Available Trays" = only trays in their default location (usually the pharmacy) will appear

"List All Trays" = All trays deployed and at their default location will appear.

2 Click the "List All Trays" field.

3 Select the "Tray Type" from the drop-down menu.

4 Select the "Tray Name" from the drop-down menu.

5 Click "Remove from Location"

Deploy Trays

🏠 / Logbook / Deploy Trays

* Required

○ List Available Trays
◉ List All Trays

Tray Type:* Medication Test Tray 001

Tray Name:* Medication Test Tray 001 001

First Expiring Item: ketorolac tromethamine 15 MG in 1 ML Injection

Expiration Date: 01/31/2027

Current Location: 1st Floor Hallway 4C   [Remove from Location]

Deploy To:* Select Location

Cancel   Save

6 Select either yes or no depending on the condition of your tray.

List All Trays

Tray Name:* Medication Test Tray 001 001

First Expiring Item: ketorolac tromethamine 15 MG in 1 ML Injection

Expiration Date: 01/31/2027

Current Location: 1st Floor Hallway 4C   [Remove from Location]

Remove Tray from Location

You are about to remove Medication Test Tray 001 001

Was this tray used?

○ Yes, the tray was used or contains expiring, recalled (etc.) items.
(The tray will need to be restocked again before it can be deployed.)

○ No, the tray is still intact.
(Unused trays will be returned to their default location.)

Cancel   Save

7 Click "Save"

Tray Name:* Medication Test Tray 001 001

First Expiring Item: ketorolac tromethamine 15 MG in 1 ML Injection

Expiration Date: 01/31/2027

Current Location: 1st Floor Hallway 4C

List All Trays

Remove from Location

Cancel

Save

Remove Tray from Location

You are about to remove Medication Test Tray 001 001

Was this tray used?

○ **Yes, the tray was used or contains expiring, recalled (etc.) items.**
    (The tray will need to be restocked again before it can be deployed.)

◉ **No, the tray is still intact.**
    (Unused trays will be returned to their default location.)

Cancel   Save

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8 Click "Cancel"

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Deploy Trays

🏠 / Logbook / Deploy Trays

* Required

○ List Available Trays

◉ List All Trays

Tray Type:* Select Type

Tray Name:* Select Name

First Expiring Item:

Expiration Date:

Current Location:

Deploy To:* Select Location

Cancel   Save