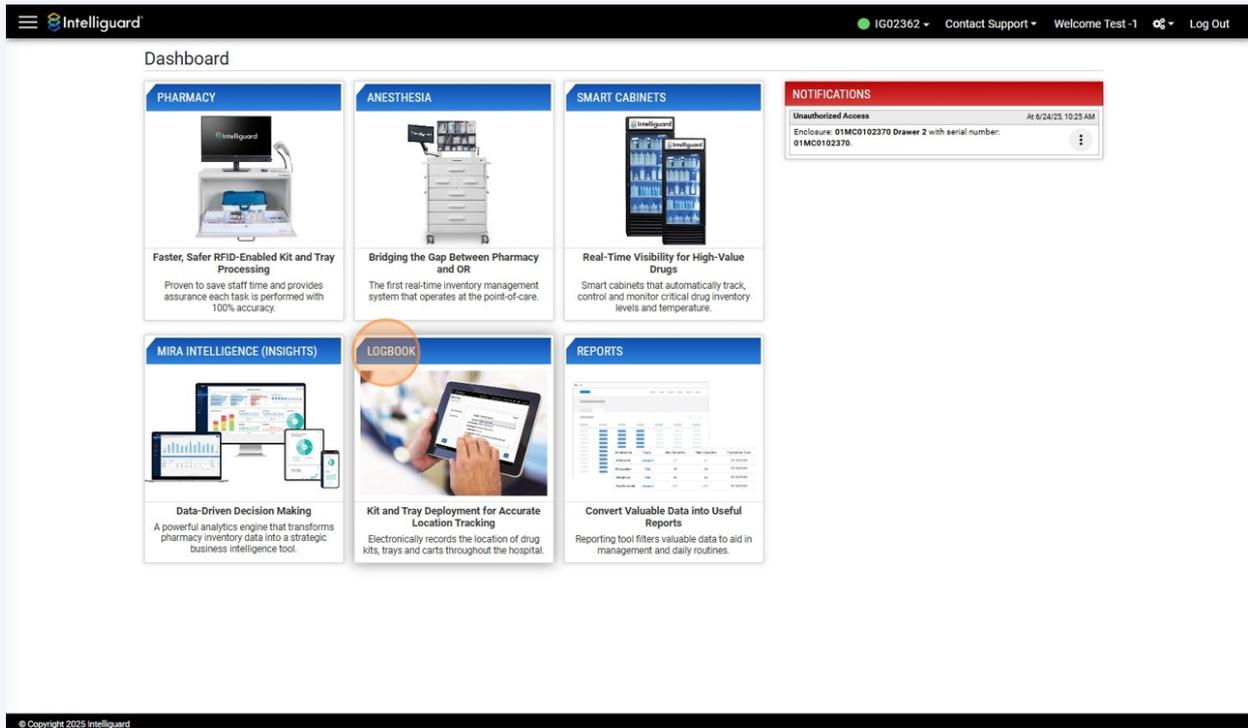


How to Return a Cart or Tray in Logbook

1 Click "Logbook"

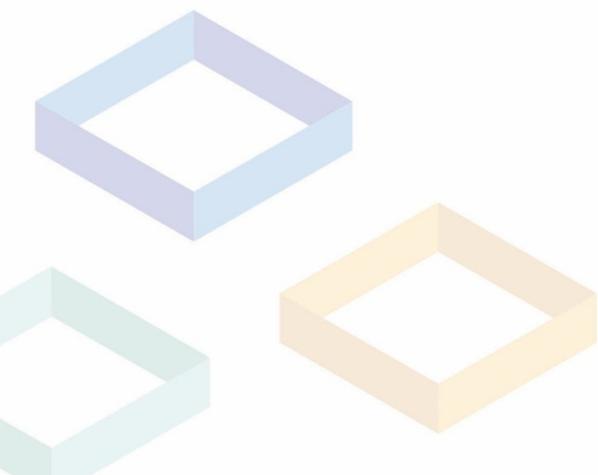


The screenshot shows the Intelliguard dashboard interface. At the top, there is a navigation bar with the Intelliguard logo, user information (IG02362, Contact Support, Welcome Test -1), and a Log Out button. Below the navigation bar, the dashboard is titled "Dashboard" and features several tiles:

- PHARMACY**: Faster, Safer RFID-Enabled Kit and Tray Processing. Proven to save staff time and provides assurance each task is performed with 100% accuracy.
- ANESTHESIA**: Bridging the Gap Between Pharmacy and OR. The first real-time inventory management system that operates at the point-of-care.
- SMART CABINETS**: Real-Time Visibility for High-Value Drugs. Smart cabinets that automatically track, control and monitor critical drug inventory levels and temperature.
- MIRA INTELLIGENCE (INSIGHTS)**: Data-Driven Decision Making. A powerful analytics engine that transforms pharmacy inventory data into a strategic business intelligence tool.
- LOGBOOK**: Kit and Tray Deployment for Accurate Location Tracking. Electronically records the location of drug kits, trays and carts throughout the hospital. This tile is highlighted with a red circle.
- REPORTS**: Convert Valuable Data into Useful Reports. Reporting tool filters valuable data to aid in management and daily routines.

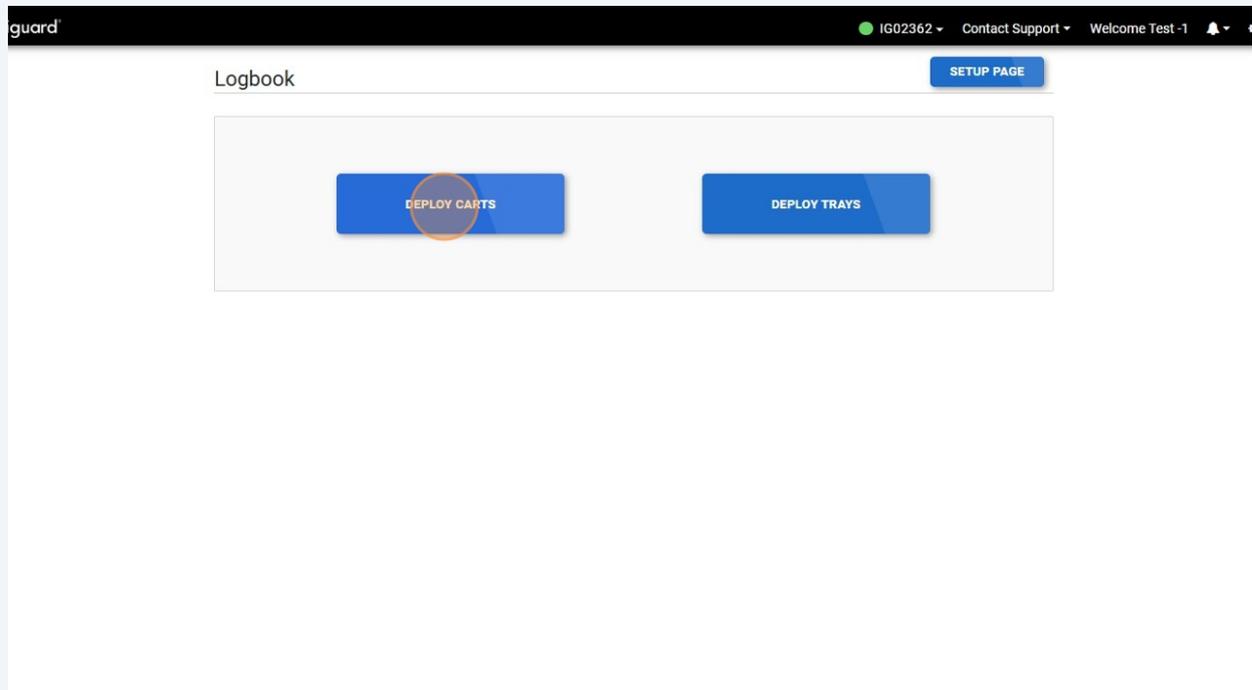
On the right side of the dashboard, there is a **NOTIFICATIONS** panel with a red header. It displays a notification: "Unauthorized Access At 6/24/25, 10:25 AM. Enclosure: 01MC0102370 Drawer 2 with serial number: 01MC0102370." with a close button.

© Copyright 2025 Intelliguard

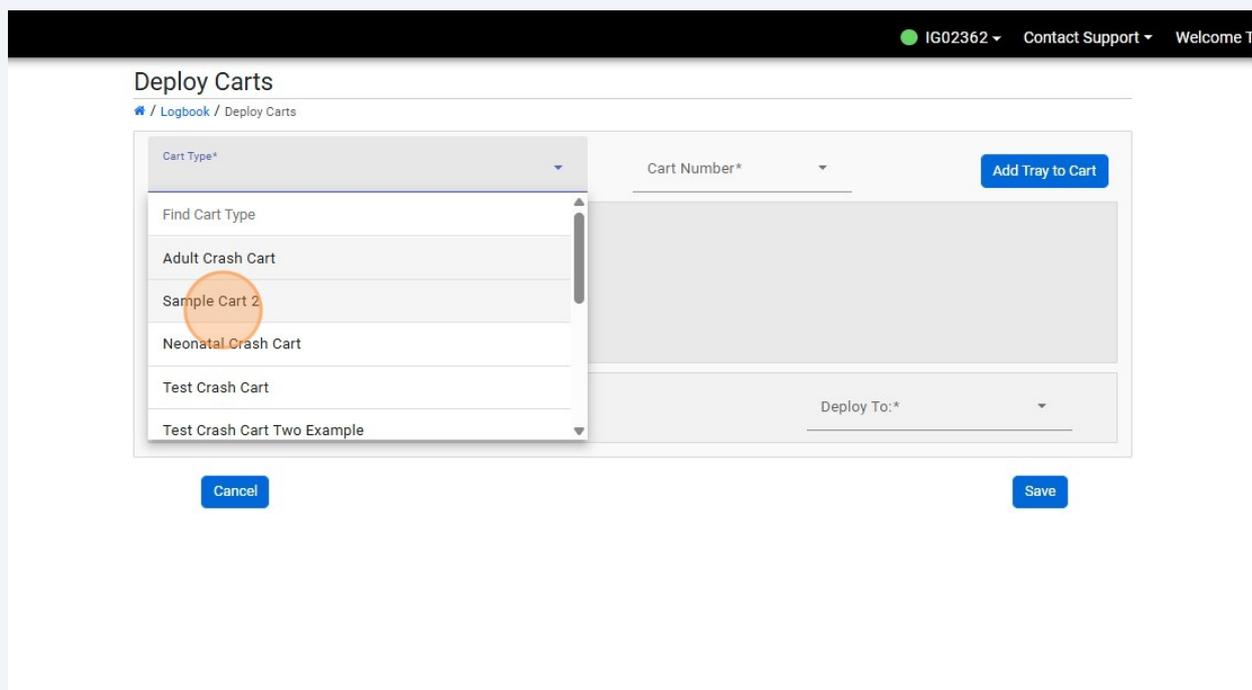


Removing a Cart from a Location

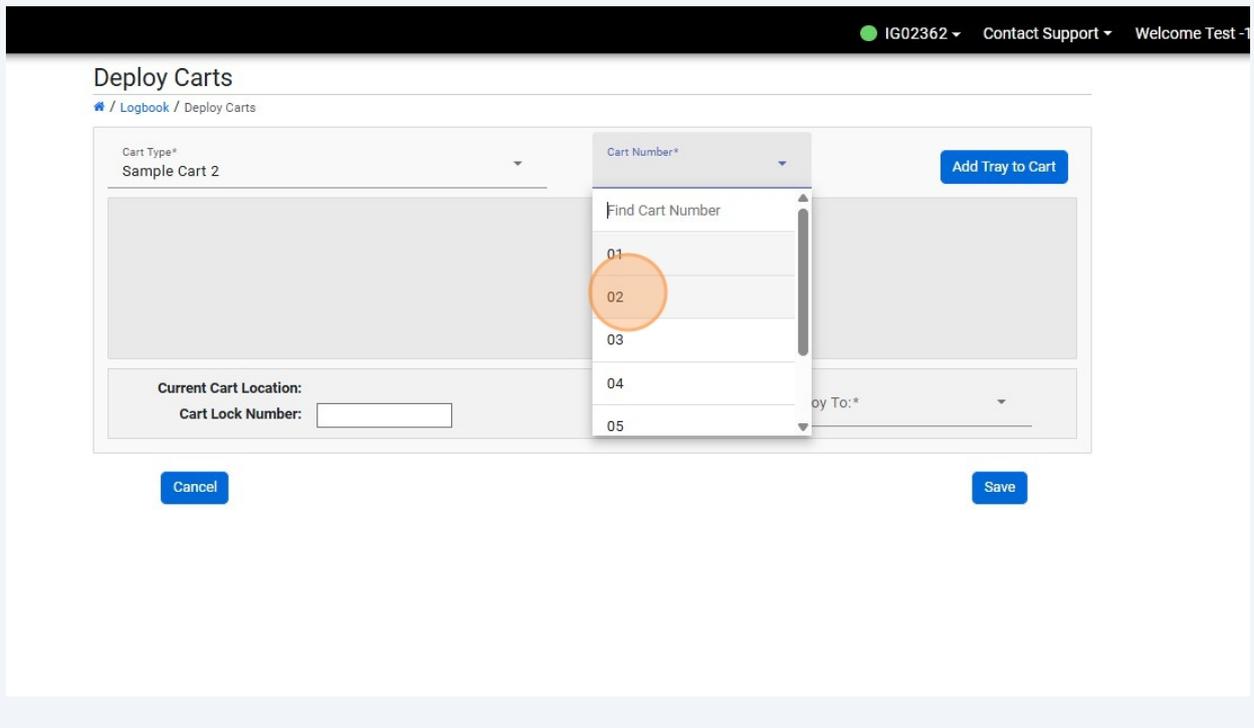
2 Click "Deploy Carts"



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

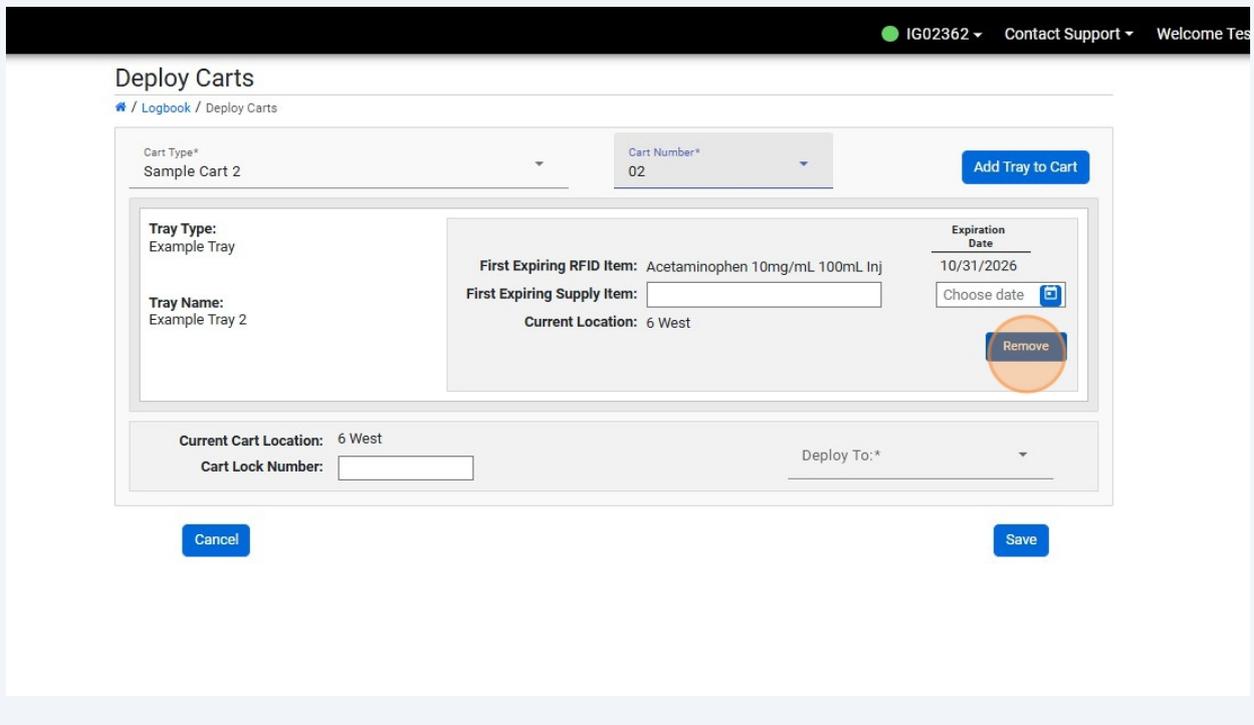


4 Select the "Cart Number" from the drop-down menu



The screenshot shows the 'Deploy Carts' interface. At the top right, there is a header with 'IG02362', 'Contact Support', and 'Welcome Test'. The main title is 'Deploy Carts' with a breadcrumb trail '/ Logbook / Deploy Carts'. The interface includes a 'Cart Type*' dropdown menu set to 'Sample Cart 2' and a 'Cart Number*' dropdown menu that is open, showing a search bar 'Find Cart Number' and a list of numbers from 01 to 05. The number '02' is highlighted with an orange circle. To the right of the dropdowns is an 'Add Tray to Cart' button. Below the dropdowns, there are fields for 'Current Cart Location:' and 'Cart Lock Number:'. At the bottom, there are 'Cancel' and 'Save' buttons.

5 Click "Remove"



The screenshot shows the 'Deploy Carts' interface with the 'Cart Number' dropdown menu set to '02'. The main content area displays details for a tray: 'Tray Type: Example Tray', 'Tray Name: Example Tray 2', 'First Expiring RFID Item: Acetaminophen 10mg/mL 100mL Inj', 'First Expiring Supply Item:' (with an input field), 'Current Location: 6 West', and 'Expiration Date: 10/31/2026' (with a 'Choose date' button). A 'Remove' button is highlighted with an orange circle. Below this, there are fields for 'Current Cart Location: 6 West' and 'Cart Lock Number:'. At the bottom, there are 'Cancel' and 'Save' buttons.

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

Tray Name: Example Tray 2

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

First Expiring Supply Item:

Current Location: 6 West

Expiration Date: 10/31/2026

Choose date

Remove

Cancel

Save

Remove Tray from Location

You are about to remove Example Tray 2

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 Type: Example Tray

Tray Name: Example Tray 2

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

First Expiring Supply Item:

Current Location: 6 West

Expiration Date: 10/31/2026

Choose date

Remove

Cancel

Save

Remove Tray from Location

You are about to remove Example Tray 2

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**

8

Click "Cancel"

IG02362 Contact Support Welcom

Deploy Carts

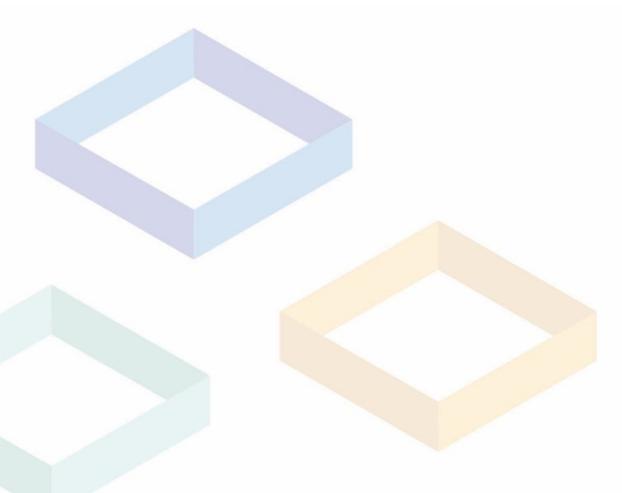
Logbook / Deploy Carts

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

Current Cart Location: 6 West Deploy To:*

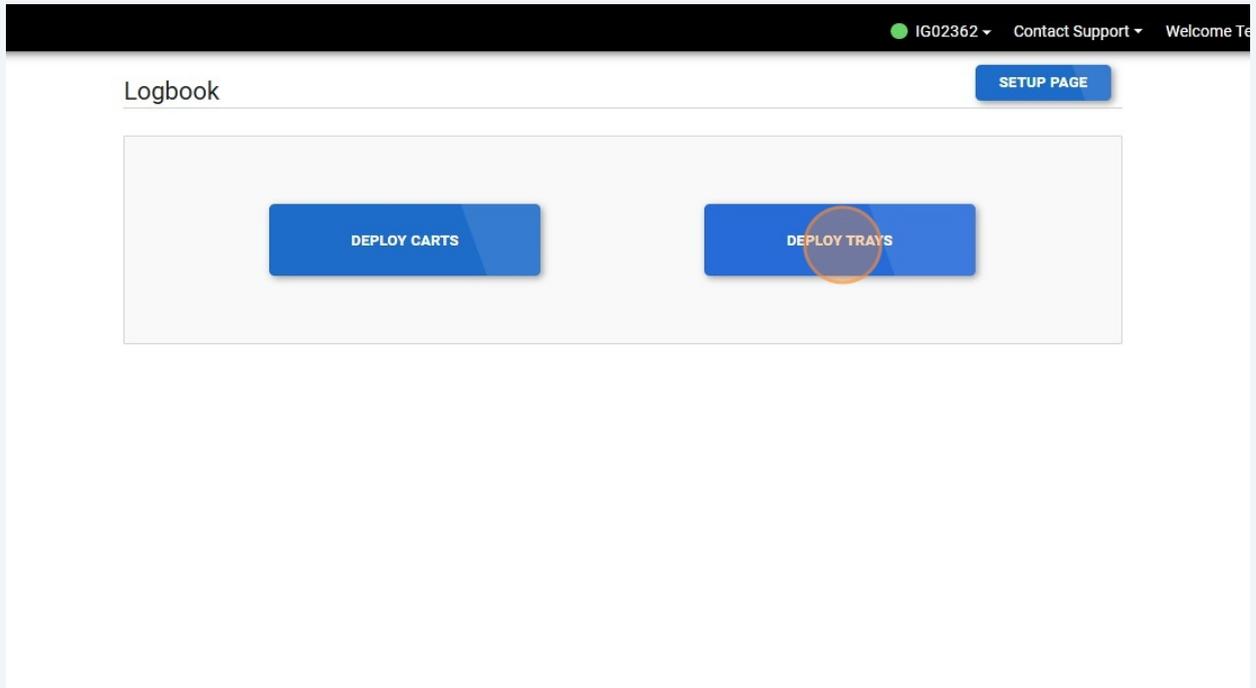
Cart Lock Number: Save

Cancel



Removing a Tray from a Location

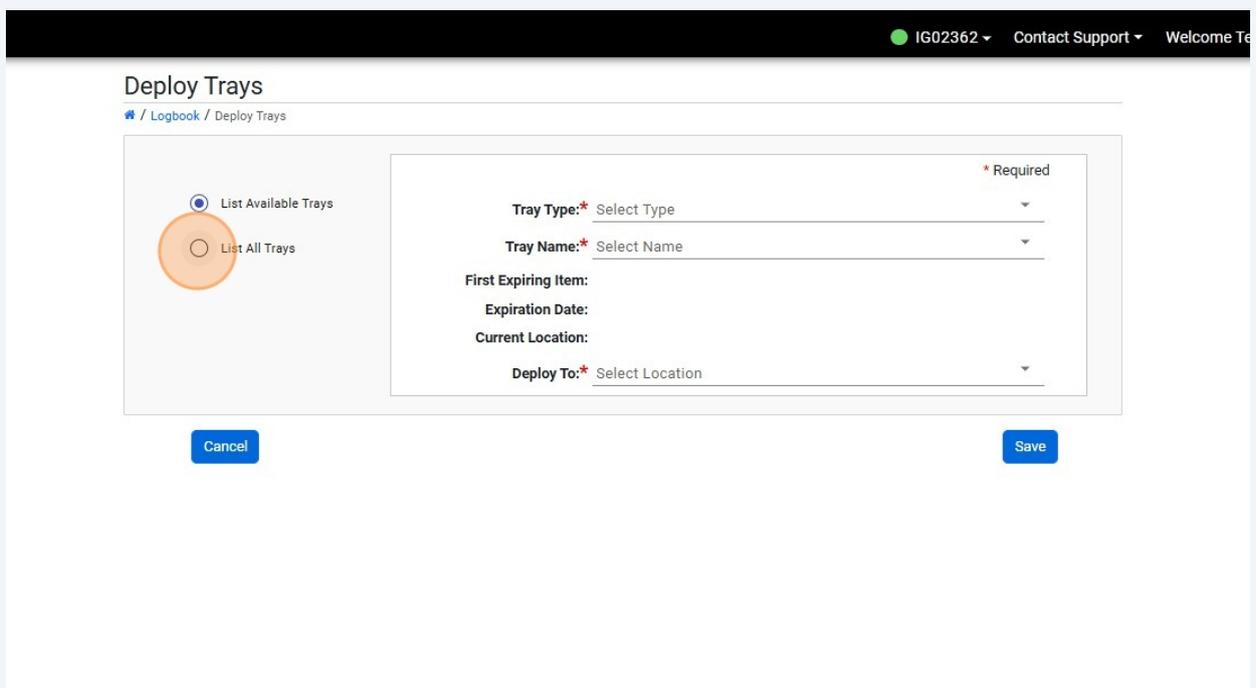
1 Click "Deploy Trays"



"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.

The screenshot shows the 'Deploy Trays' form with the following fields and values:

- Tray Type:** * Required. A dropdown menu is open, showing a search bar with 'Find Tray Type' and a list of options: James Tray, Lila's Tray, Medication Test Tray 001 (highlighted with an orange circle), Nutraceutical Supplements Tray, Sales Training Tray, Sample Tray - Basic, Smart Path Room Adult Crash Cart Tray, Sodium Chloride Practi-0.9% Tray, and Sodium Chloride Sample Tray.
- Tray Name:** *
- First Expiring Item:** James Tray
- Expiration Date:** Lila's Tray
- Current Location:**
- Deploy To:** *

On the left side of the form, there are two radio buttons: 'List Available Trays' (unselected) and 'List All Trays' (selected). A 'Cancel' button is located at the bottom left of the form.

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

The screenshot shows the 'Deploy Trays' form with the following fields and values:

- Tray Type:** * Required. A dropdown menu is open, showing a search bar with 'Find Tray Type' and a list of options: Medication Test Tray 001 (highlighted with an orange circle), Nutraceutical Supplements Tray, Sales Training Tray, Sample Tray - Basic, Smart Path Room Adult Crash Cart Tray, Sodium Chloride Practi-0.9% Tray, and Sodium Chloride Sample Tray.
- Tray Name:** * A dropdown menu is open, showing a search bar with 'Find Tray' and a list of options: Medication Test Tray 001 001 (highlighted with an orange circle).
- First Expiring Item:** Find Tray
- Expiration Date:** Medication Test Tray 001 001
- Current Location:**
- Deploy To:** * Select Location

On the left side of the form, there are two radio buttons: 'List Available Trays' (unselected) and 'List All Trays' (selected). 'Cancel' and 'Save' buttons are located at the bottom left and right of the form, respectively.

5 Click "Remove from Location"

IG02362 Contact Support Welcome Te

Deploy Trays

/ Logbook / Deploy Trays

List Available Trays

List All Trays

Tray Type:* Medication Test Tray 001 * Required

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

Deploy To:* Select Location

Remove from 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

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

7 Click "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**

8 Click "Cancel"

IG02362 Contact Support Welcome T

Deploy Trays

[Logbook](#) / [Deploy Trays](#)

List Available Trays

List All Trays

Tray Type: * Select Type * Required

Tray Name: * Select Name

First Expiring Item:

Expiration Date:

Current Location:

Deploy To: * Select Location

Cancel **Save**