



USER GUIDE

Web Portal

US MED-EQUIP
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INTRODUCTION

The STAR Trax system is an asset tracking Software as a Service (SaaS) platform. The platform uses 4 components to allow you to track, identify and manage your assets within your workflow. The system utilizes RFID Tags, an RFID Scanner, a mobile app and a web portal to create a powerful platform to augment your existing processes. In this guide we will outline some of the standard processes that users will be able to perform when interacting with this system.

GETTING STARTED

The STAR Trax platform has two main components that our users interact with. In this guide we will walk through the first, the STAR Trax• web portal. To access the portal in a web browser navigate to startraxonline.usmedequip.com.



DashboardLocationAssetFindSupport▼FAQ

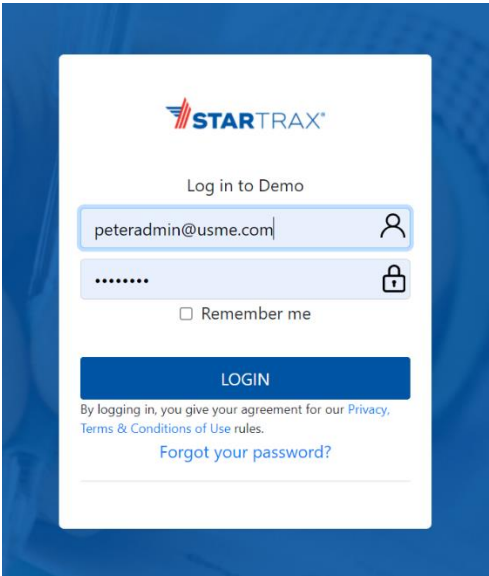
Organization

We need to know your organization name before you can login.

Organization name

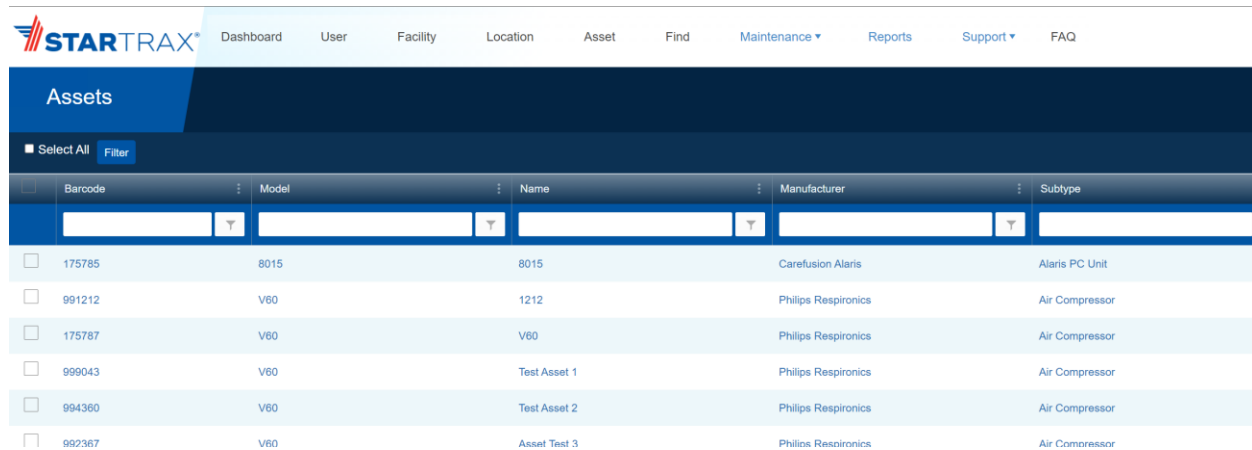
SAVE

The first window will prompt you for an organization name. This field will only need to be filled once, as it stores the Organization name for future logins. Enter your organization name and click **Save**. This will take you to the login screen for that organization.



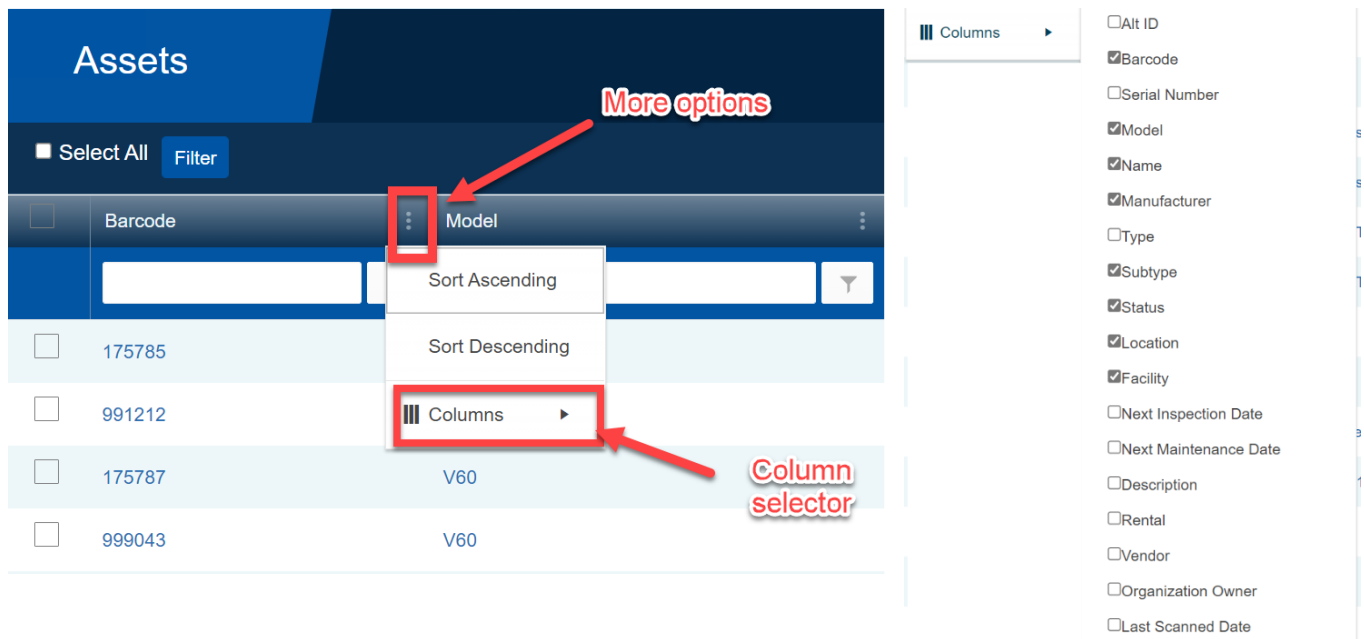
The login screen features the STARTRAX logo at the top. Below it is the text 'Log in to Demo'. There are two input fields: the first contains the email 'peteradmin@usme.com' and has a user icon to its right; the second contains masked characters '.....' and has a lock icon to its right. Below these fields is a checkbox labeled 'Remember me'. A blue 'LOGIN' button is positioned below the checkbox. At the bottom, there is a line of text: 'By logging in, you give your agreement for our Privacy, Terms & Conditions of Use rules.' followed by a blue link 'Forgot your password?' and a text input field.

You will notice in the screen organization name, 'Demo' is shown above the fields for the email and password. Enter your login information and click the **LOGIN** button. This will take you to the **Assets** page.



	Barcode	Model	Name	Manufacturer	Subtype
<input type="checkbox"/>	175785	8015	8015	Carefusion Alaris	Alaris PC Unit
<input type="checkbox"/>	991212	V60	1212	Philips Respironics	Air Compressor
<input type="checkbox"/>	175787	V60	V60	Philips Respironics	Air Compressor
<input type="checkbox"/>	999043	V60	Test Asset 1	Philips Respironics	Air Compressor
<input type="checkbox"/>	994360	V60	Test Asset 2	Philips Respironics	Air Compressor
<input type="checkbox"/>	992387	V60	Asset Test 3	Philips Respironics	Air Compressor

The **Assets** page is a complete listing of assets in your organization. You can view and filter assets by many of their attributes. See the image below for the complete listing of possible fields to add to the asset grid.



More options

Column selector

Columns

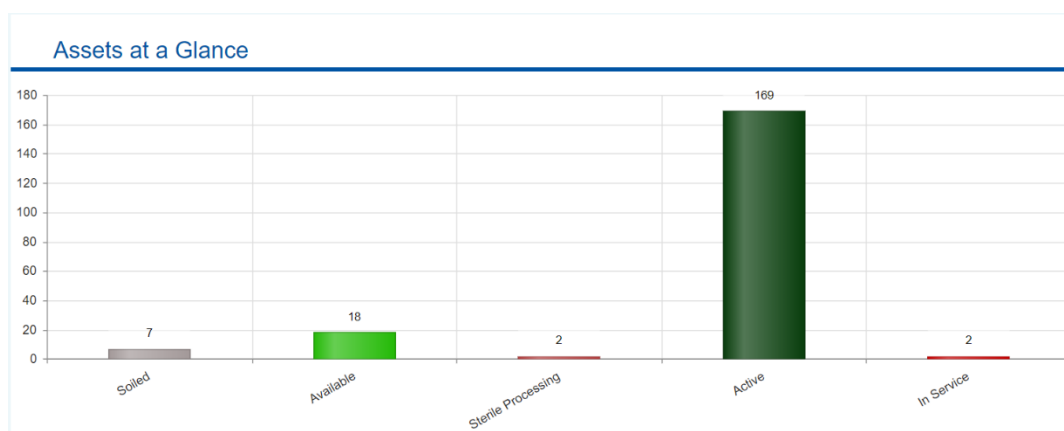
- ☐ Alt ID
- ☒ Barcode
- ☐ Serial Number
- ☒ Model
- ☒ Name
- ☒ Manufacturer
- ☐ Type
- ☒ Subtype
- ☒ Status
- ☒ Location
- ☒ Facility
- ☐ Next Inspection Date
- ☐ Next Maintenance Date
- ☐ Description
- ☐ Rental
- ☐ Vendor
- ☐ Organization Owner
- ☐ Last Scanned Date

DASHBOARD

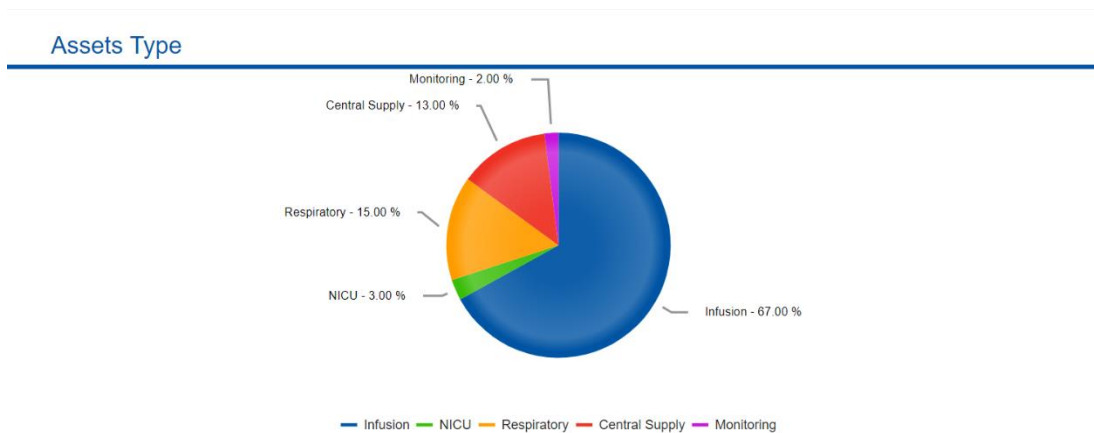
The dashboard will show you graphs related to your asset data. The Statuses and Asset types are setup and maintained by your administrator.



The **'Assets at a Glance'** report will show you how many assets are in each status with a bar graph.



The **'Assets Type'** pie chart will display the percent of total assets of each type of assets in your org.

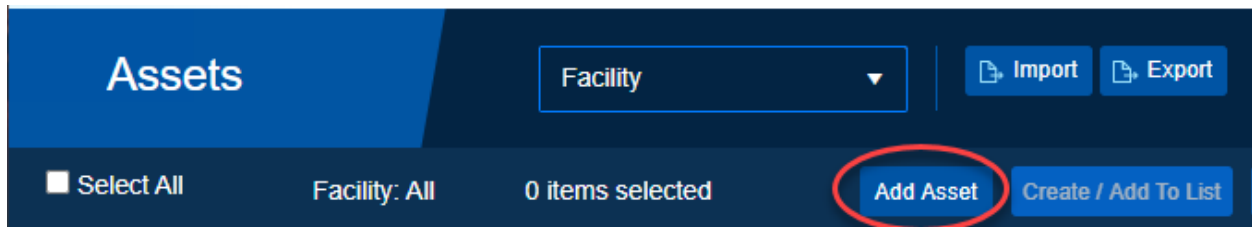


ASSETS

Assets are all the items you would like to track. Using RFID barcodes you can add a unique identifier to items that may previously not been uniquely identifiable, such as lot tracked accessories. These assets can be categorized and given statuses that meet your organizations workflow. Models, categories and statuses are maintained by your administrator.

CREATING NEW ASSETS

To add new assets, from the **Assets** page. Click the **Add Asset** button.



A window will open to create a new asset. Enter the information, such as the name and description of the product, in this window and click **Add**. The new asset will be displayed in the **Assets** list.


CREATE NEW ASSET

Product Name	Description
<input type="text"/>	<input type="text"/>
Alternate ID	Serial Number
<input type="text"/>	<input type="text"/>
Barcode	MAC Address
<input type="text"/>	<input type="text"/>
Model	
<div>--Please Select--</div>	
Facility	Location
<div>Demo Building 1</div>	<div>--Please Select--</div>
Status	Software Version
<div>Active</div>	<input type="text"/>
Date Acquired	Next PM Date
<div>10/19/2020</div>	<div>10/19/2020</div>
<div>AddClose</div>	

EDITING ASSETS

Editing assets can be done in two ways. Editing a single asset will allow users to edit all fields on the asset. Editing multiple will restrict the fields that can be edited to common fields like Location PM and Inspection dates and Status.

****Note** if you are using another software to track PM dates and other information, you can also use the Asset import function to perform a mass update on the asset list.

To edit, click the  icon on the row of the asset you want to edit. Once complete, click **Save**.

EDIT ASSET

CANCEL

✓ Save

Product Name

****Cody Test1****

Description

****Cody Test1****

Alternate ID

Serial Number

Cody Test Tag 1

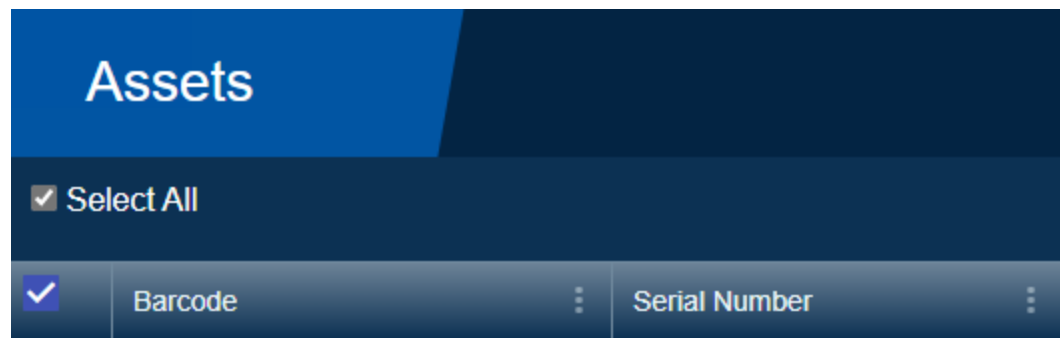
Barcode

000494

To edit multiple assets at once, check the boxes next to the assets which you want to edit and click **Edit Selected**.

■ Select All						Facility: All	2 items selected	Add Asset	Create / Add To List	Edit Selected
<input type="checkbox"/>	Barcode	Manufacturer	Subtype	Status	Location					
<input checked="" type="checkbox"/>	000494	GE	Infant Warmer	Active	Central Supply					
<input checked="" type="checkbox"/>	000497	GE	Infant Warmer	Active	Central Supply					
<input type="checkbox"/>	000495	GE	Infant Warmer	Active	Central Supply					

To edit all of them, check the **Select All** box and click **Edit Selected**.



A window will open for you to edit the location, next PM date, next inspection date and status for multiple assets. Any additional fields would need to be edited on an individual level. Hit **Save** once completed.

EDIT MULTIPLE ASSETS

CANCEL

✓ Save

Location

Central Supply

Next PM Date



Next Inspection Date

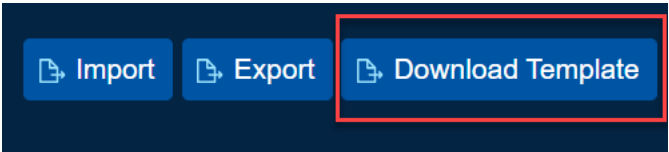


Status

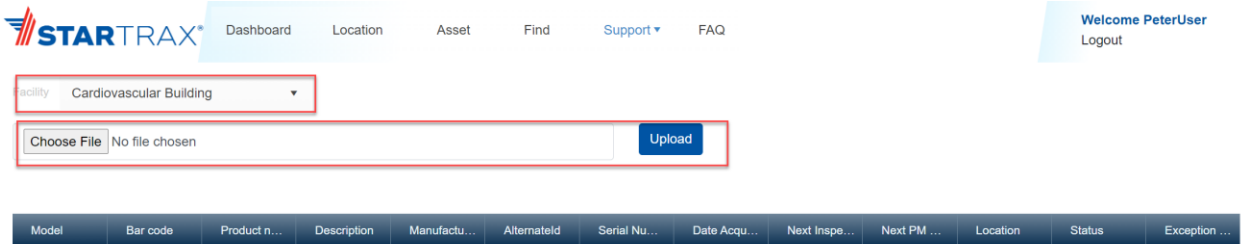
Active

IMPORTING & EXPORTING ASSETS

In order to add new or update existing assets on a large-scale, they can be imported using the Import function on the **Asset** page. A template is used to make sure the data is in the correct format. Select the download template option to download the excel sheet to fill in your data.



Once your file is ready for import, select the Import button to bring you to the import screen. This screen will allow you to select your data and will validate if there are any errors or duplicates with your data. Pick the facility and then select the file and click upload to have the data analyzed.



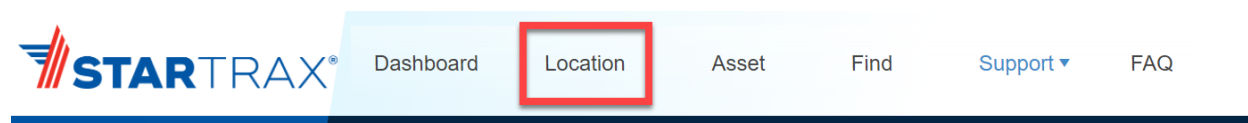
Any exceptions will be displayed in the grid next to the affected asset.

Status	Exception if...
	Duplicate Barcode.
	Model is required field.

The export button will export an excel file of the assets in the grid will the selected columns that are currently in the display. If a column is not displayed in the asset grid it will not be on the export file. The file will automatically save to your download folder or specified location on your pc.

LOCATION

Within each facility, you can add multiple locations. To start this process, click **Location** on the toolbar.



This will open the **Locations** page which displays a list of locations, which facilities they are a part of, and the type of location. Click the **Add Location** button.



A window will open to allow you to enter the location information. Choose the facility and location type from the list of options in the drop-down menu.

CREATE NEW LOCATION

Facility

--Please Select--

Name

Type

--Please Select--


Status

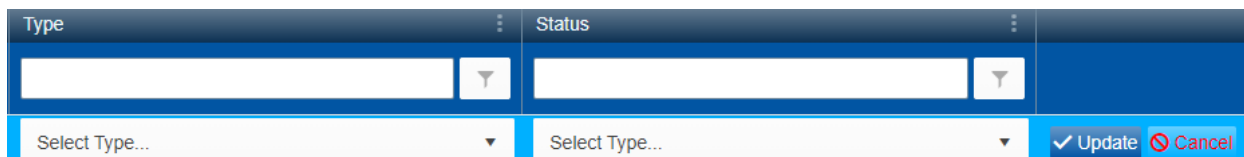
Active

Add Close

Once completed, click the **Add** button. The new location will now be added to the location list.

Facility	Location	Type	Status	
Demo Building 1	Central Supply	Clean	Active	
Demo Building 1	Decontamination Room	Soiled	InProcess	
Demo Test 1	Demo Test Location	Clean	Active	

To edit a location, click the  icon on the row of the location that you want to edit, make your changes, and then click the **Update** button. In this screen, a new window does not open to make edits. The edits are made directly in the rows as shown below.



Type	Status
<input type="text"/>	<input type="text"/>
Select Type...	Select Type...

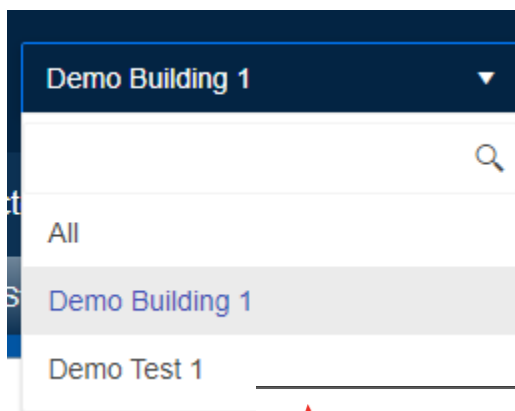
Update Cancel

FIND LISTS

When assets need to be found the best way to search for them is with a Find List. Find List Detail assets in a facility that are put in a group for your scanner to find. When on a find list the scanner will ignore anything else it finds except for what is on your list. This way you can focus on just what's on the list as you search.

CREATING NEW FIND LISTS

Find lists are generated by creating filters from the Asset page. All assets on a find list need to be part of the same facility. To begin select the facility will be searching from the top right corner.



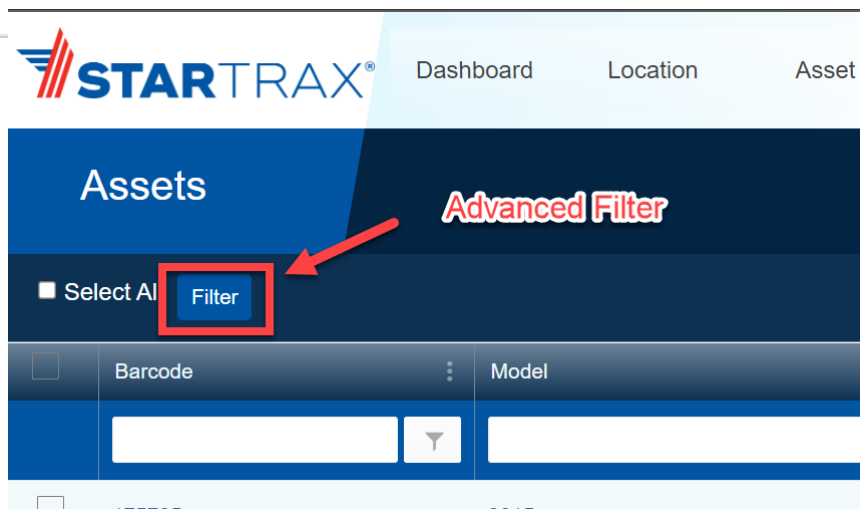
Demo Building 1

All

Demo Building 1

Demo Test 1

At this time, you can use the Advanced filter to create a more detailed search.



STARTRAX® Dashboard Location Asset

Assets

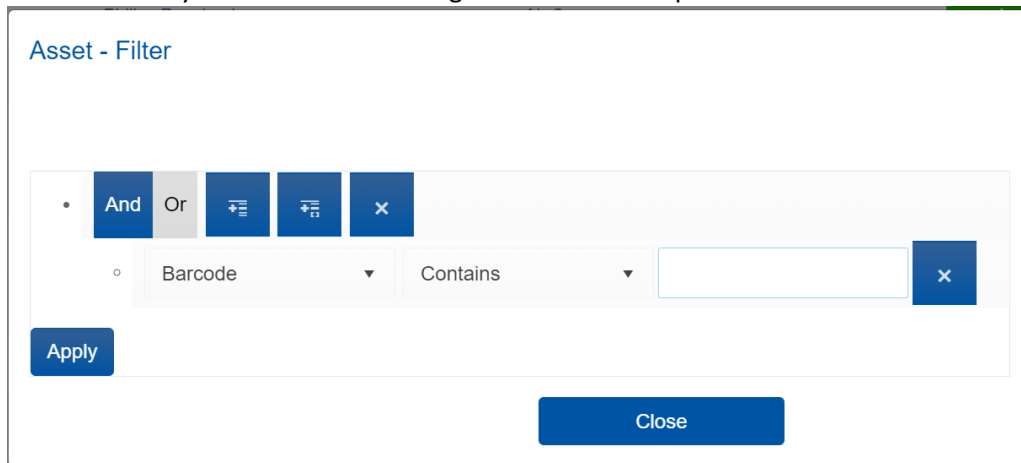
Advanced Filter

Select All Filter

Barcode Model

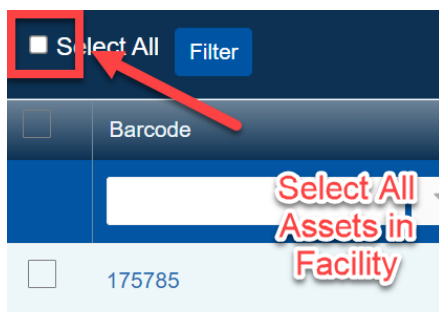
135705 0015

This will allow you to search for a range of barcodes or specific criteria in other fields.

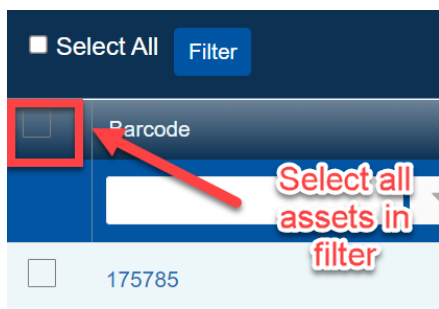


The 'Asset - Filter' dialog box features a title bar at the top. Below it is a filter construction area with a dropdown menu currently set to 'Barcode'. To the right of the dropdown is a 'Contains' operator dropdown and an empty text input field. Above these elements are buttons for logical operators: 'And', 'Or', and a plus/minus icon. Below the filter area are two buttons: 'Apply' and 'Close'.

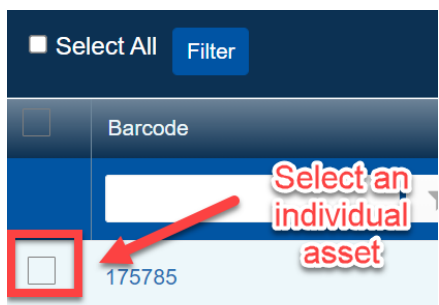
Once you have a filter in place there are 3 selection options.



The top check box will select all assets in the facility not just those in the filtered grid.

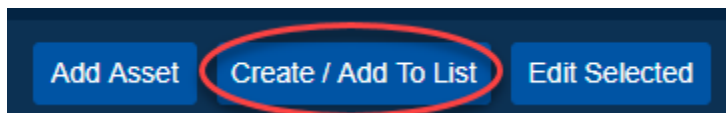


The second option is in the header bar, this will be the most used option it will select all options in your filtered asset list.



The third option is in the asset grid, next to each individual unit. This selection box will select individual assets one by one.

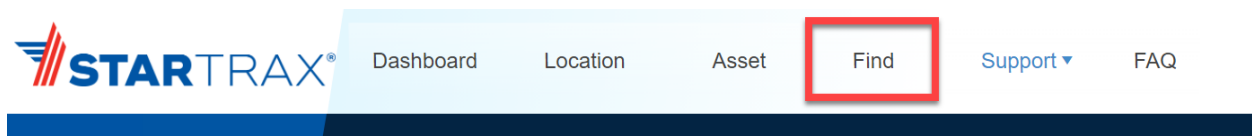
Once you have made your selections, click **Create/Add To List**.



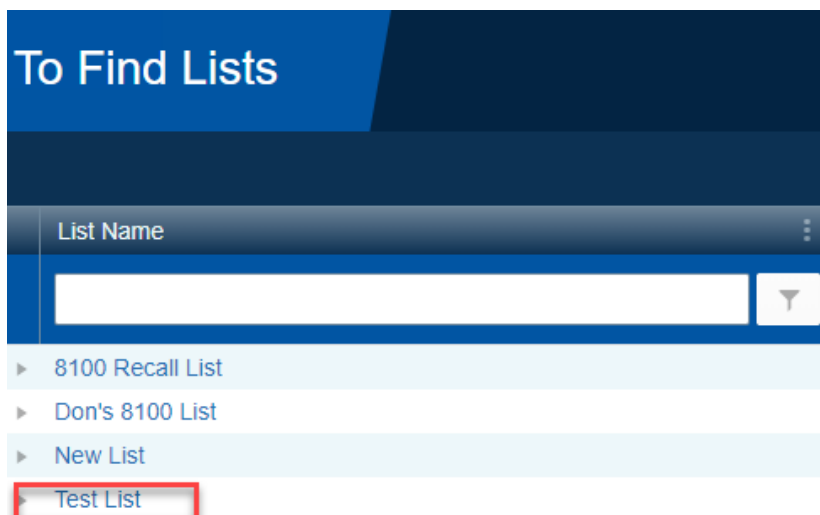
A window will open giving you the option of either adding these selections to an existing list or making a new list by entering a new name. We will enter a new name and click **Create/Add To List**.

A screenshot of a 'To Find List' dialog box. It has a title bar with a close button. Inside, there's a 'New Name' field with 'Test List' entered. Below it is an 'OR' separator and an 'Existing Name' dropdown menu showing '--Select--'. A message says 'Please select assets by checking the checkbox to create a To Find List.' At the bottom is a 'Create / Add To List' button circled in red.

Click **To Find** on the toolbar to view your list.




The **Find Lists** page will open, and you will see the new list displayed.



EDITING AND MAINTAINING EXISTING LISTS

To view the items on the **To Find List**, click the arrow next to the list name. The list will expand and display the items to be found.

Barcode	Serial Number	Asset Name	Asset Status		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
112555444	B833388	CPAP	NotFound		Reset
653248	2015547755	Ventilator	NotFound		Reset


To edit the name of the list, click the  icon on the row of the list you wish to edit, make the change, and click **Update**.

Edit

List Name

Cancel

Update

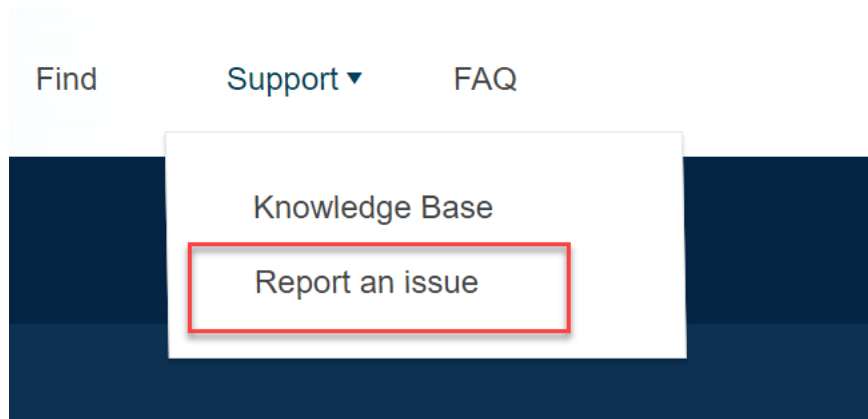
To delete a list, click the  icon on the row of the list you wish to delete.

Individual assets can also be Reset to a Not Scanned status by clicking on the Reset button. This will allow you to reuse lists for repeatable tasks.

SUPPORT

ENTERING A SUPPORT REQUEST

In order to streamline support requests we have created an online support request system. Under support at the top of the page select the “Report an issue” button.



Fill in as much information as you can regarding the issue you are experiencing and include attachments where possible and click submit when complete.

Report An Issue

Issue relates to:

Web Portal

Please describe the issue you are having below :

User Name:

Phone Number:

Upload one or more files using this form:

Choose Files No file chosen

Submit

If you are unable to reach us via the portal, please email us at startraxsupport@usmedequip.com. Be sure to include a callback information for a technician to contact you.

FAQS

Frequently Asked Questions or FAQs are included to act as a quick reference guide for the system. This can include:

How to establish a connection to your scanner

The proper steps to test tag placement.

