

# HOW TO SCAN

**When you roll the case cart into the room**

**Open Censitrac Prod -**

**SCAN - Badge to log in then, ROOM LOCATION then, CASE  
CART**

**then,**

**CLICK – SEND SCANNED DATA then, MENU**

**YOU'RE DONE!**

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**If you bring in additional instruments or pans**

**Open Censitrac Prod -**

**SELECT - WORK FLOW then, CASE TRACKING**

**SCAN - CENSITRAC BARCODE on the pick sheet then, the  
ROOM LOCATION then, INSTRUMENT PAN**

**then,**

**CLICK – SEND SCANNED DATA then, MENU**

**YOU'RE DONE!**

**THANKS FOR SCANNING!**