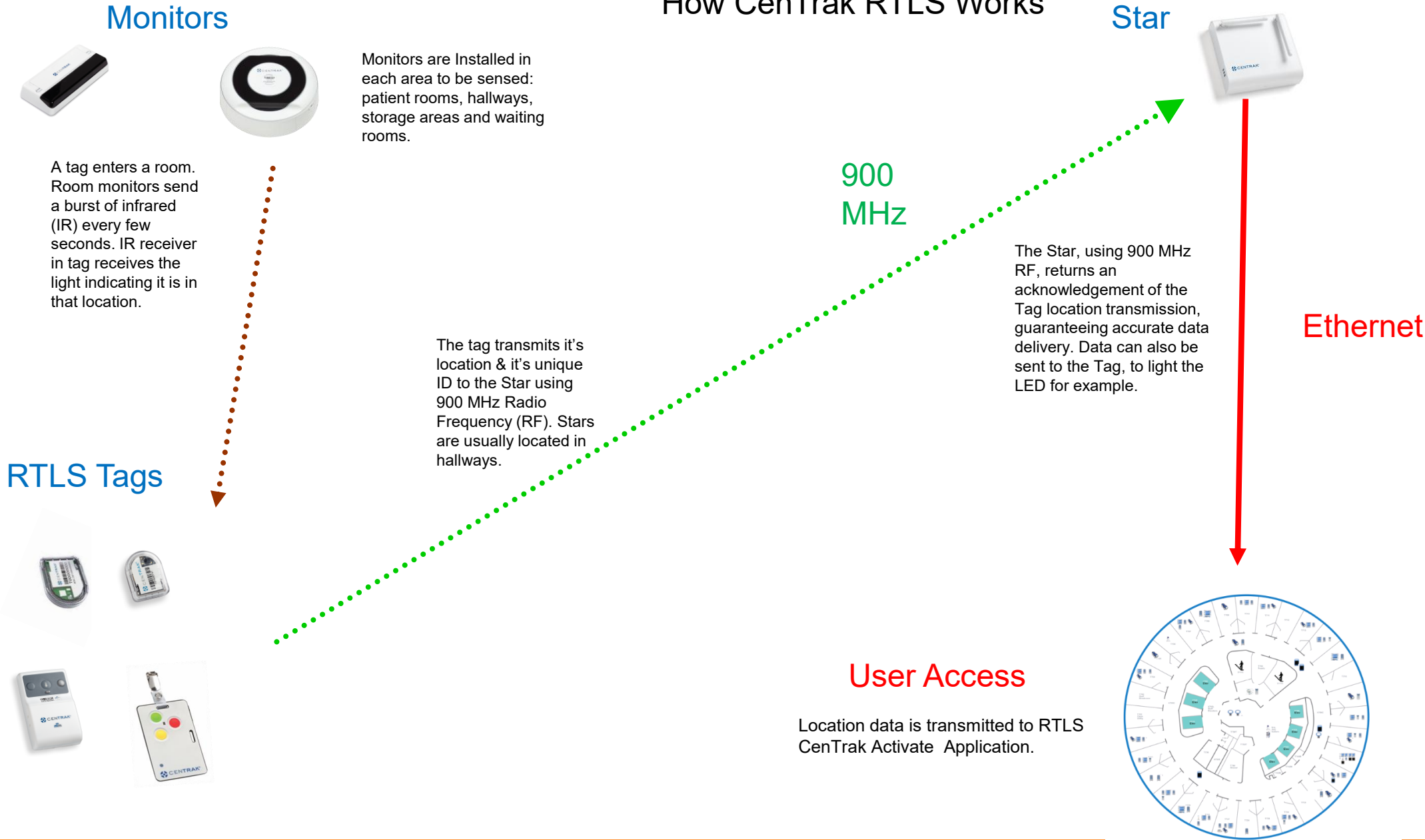# RTLS Asset Tagging

2025

Topics

- How CenTrak RTLS Works
- Asset Tag Activation (IT-712E-H Mini Asset Tag)
- Asset Tag Installation
- Documentation
- Attachment Modifications
- Cleaning & Care
- Tag Removal
- Examples of tagged assets

How CenTrak RTLS Works

Monitors

Monitors are Installed in each area to be sensed: patient rooms, hallways, storage areas and waiting rooms.

Star

A tag enters a room. Room monitors send a burst of infrared (IR) every few seconds. IR receiver in tag receives the light indicating it is in that location.

900 MHz

The Star, using 900 MHz RF, returns an acknowledgement of the Tag location transmission, guaranteeing accurate data delivery. Data can also be sent to the Tag, to light the LED for example.

Ethernet

The tag transmits it's location & it's unique ID to the Star using 900 MHz Radio Frequency (RF). Stars are usually located in hallways.

RTLS Tags

User Access

Location data is transmitted to RTLS CenTrak Activate Application.

CENTRAK®

Asset Tag Activation

- Tag must be in Star coverage area to activate

- Hold tag with CenTrak logo front-facing

- Peel the activation label off of the back of the tag

- Hold the tag with the CenTrak logo front-facing in the open air for up to 30 seconds

- Place the tag where the sticker is facing up to confirm activation of the tag by the LED flash on the front of the tag

- Tag flash can take up to 30 secs

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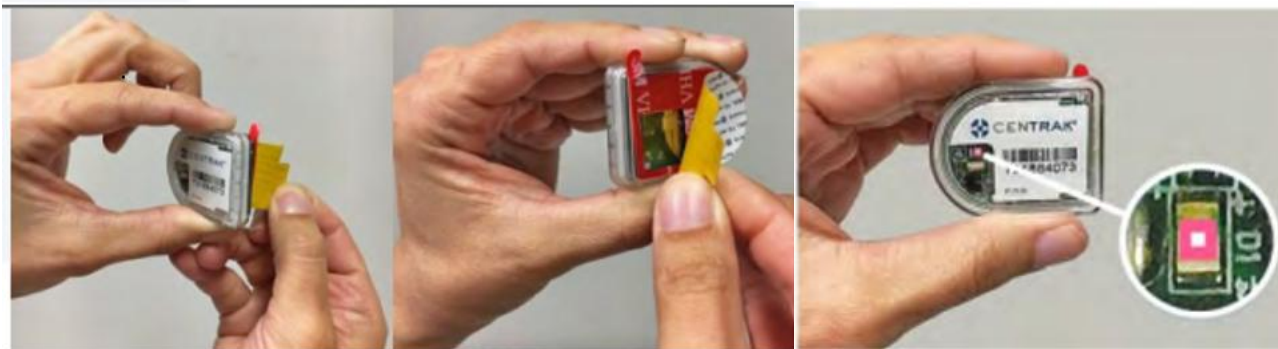
Asset Tag Installation - Location

- Placement Considerations for **IR**   (see examples at end)
  - Moderate visibility to ceiling
  - Upper part of asset if possible
  - Metal-free area (metal have potential to block IR)
  - Place the tag in an area that does not interfere with the **functionality** of the asset, charging, battery changes or important information
  - Choose a **flat smooth** surface for best adhesion.
  - Avoid having the tag hang off the edge of the equipment
  - Vertical position of tag is optimal
  - Easy access to tag for battery changes
  - When tagging large quantity of same asset, consistent placement is best
  - When tagging larger items such as beds, mount tag near other asset identifiers such as serial number

Asset Tag Installation – Clean Area

- Thoroughly Clean Target Area
  Use a 50/50 Isopropyl Alcohol/Water solution to remove dirt, grime, oils, residues from target area
  Wipe dry with a clean, lint free cloth.

IPA & Water

Step A:
Solvent wipe

Step B:
Wipe dry

Asset Tag Attachment-Application

- Peel the outer cover on the adhesive off

- Firmly apply the tag to equipment and hold in place for 30 seconds

- The attached tag may be moved and adjusted within 24 hours of mounting

- After this time, the adhesive will set, so adjusting tag placement will require new adhesive
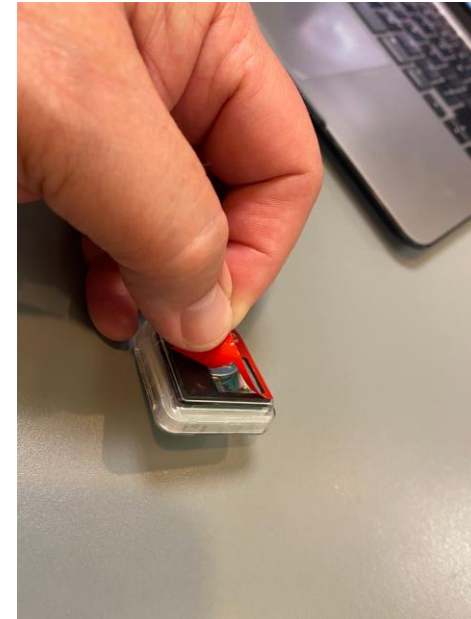
Asset Tagging Documentation/Import

Asset Tag Attachment-Document Details

- Each tag and device must be associated in the asset tracking software

- Barcode Scanner

- As you tag equipment, create a spreadsheet to keep track of:
  - **Tag ID**
  - **Asset Type**
  - **Asset Description**
  - **Asset Manufacturer**
  - **Asset Model**
  - **Asset Serial Number**
  - **Clinical Engineering Asset ID (if applicable)**
  - **Capital/Non-Capital Asset # (if applicable)**

Asset ID	Tag	Name	Groups	Owning Department
staff login	RTLS Tag: 1234567	First & Last Name	All, Staff, Staff Type	
nig103	17327481	Florence Nightengale	All, Staff, Staff Nurse-B	Harding_2NP Adult Inpatient Psych_99088

System Config

- Configure Screens=Set modules, columns, and links
- Data Import=Bulk import assets or staff
- System Settings= Settings for Map, SMTP, Active Directory and GMS
- CenTrak Monitors=List and Battery Status of monitors
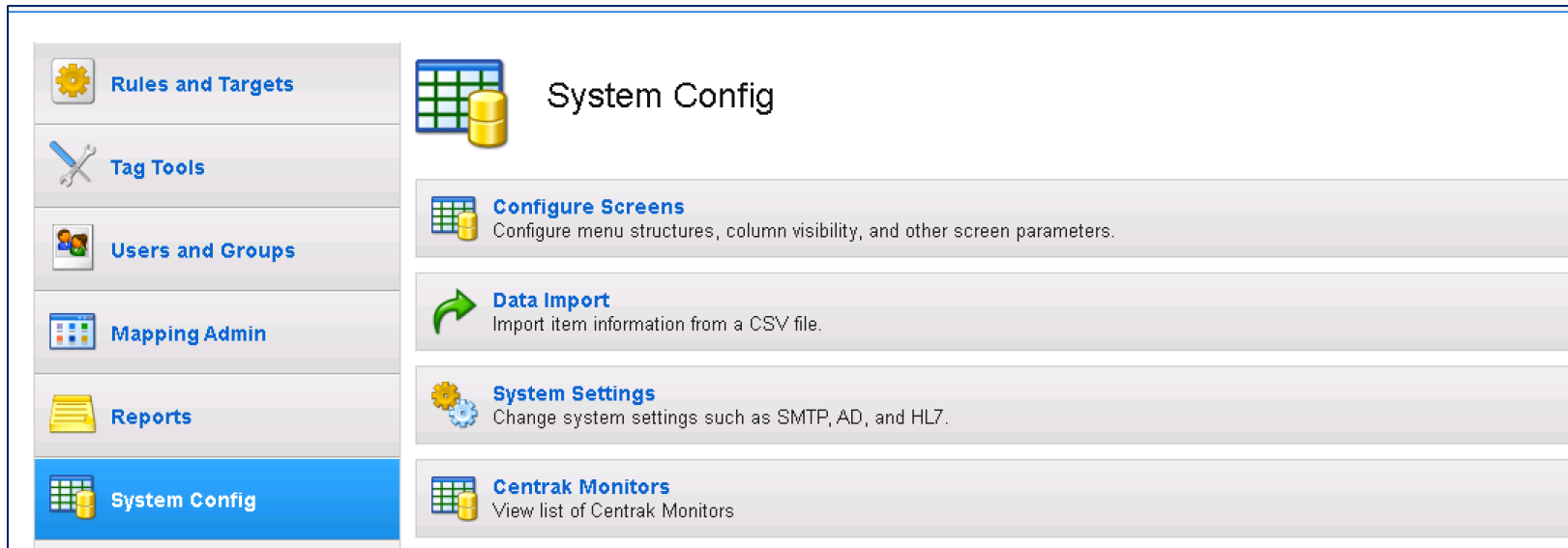
Data Import: Upload Bulk Import of New Assets

- Groups of assets can be bulk imported
- Set up import using template (will be provided to Admin Users)

Asset ID	Tag	Name	Description	Last PM Date	Service Start	Manufacturer	Model	Serial Number	Capital/Non-Capital	Groups	Owning Department
7741	17342022	Module, Infusion-7741		4/1/22	1/29/16	CareFusion/BD	8100 (Alaris Pump Module)	13623316		All, Assets, Module- Infusion	East_Supply Process and Distribution_97725
88922	17337402	Telemetry System, Transmitter-88922	Telemetry Transmitter, Tele Box		5/26/20	GE Healthcare	Apex Pro CH (2014748 001)	RT920170270SA		All, Assets, Telemetry System- Transmitter	East_Clinical Engineering_97758
88786	17342066	Scanning Systems, Ultrasonic, Portable-88786	Portable Ultrasound	11/1/19	10/23/18	Philips Medical Systems	Epiq CVx	US018B0697	626000	All, Assets, Scanning Systems- Ultrasonic- Portable	East_Cardiology Noninvasive Image_97727

Naming Convention-Must be Maintained!

- CE Managed Assets:
  - Name=Type, Subtype_CE Hospital barcode #
    - Pump, Infusion_90688
    - Asset ID=90688

- Non-CE Managed Assets:
  - Assets will not have a CE Asset ID
  - Use the Capital/Non-Capital ID if present
  - If the above is not an option, use another identifier if present or the RTLS Tag ID
  - Examples:
    - Dyson Fan_NF18773
    - Wheelchair_16-05
    - AC Portable, Moving Cool_740387

Formatting Data for Import

- Place data in appropriate fields
- Follow correct format for Asset ID
- Concatenate can be used to easily format data
- Make sure to separate asset types, subtypes with a "-" instead of the ","
- Activate considers a comma to indicate different group
- Refer to Template
- If at all possible, use existing groups. New groups listed in import file with be automatically created with import. Same is true for Departments.

Data Import

- Save excel file as "MS-Dos Comma Separated (csv) file type
- Select Data Import from Admin-System Config Menu

Review Issues

- Import tool will run a "test" import to identify issues
- Always Review Issues after "test"
- Check each issue for errors
- If need to reject import and try again, make changes on the excel file and re-save as csv & re-import

Item Imports   Admin / Listings / Review   Import was approved by mjagim

Summary	New Items	Existing Items (No Changes)	Item Sets
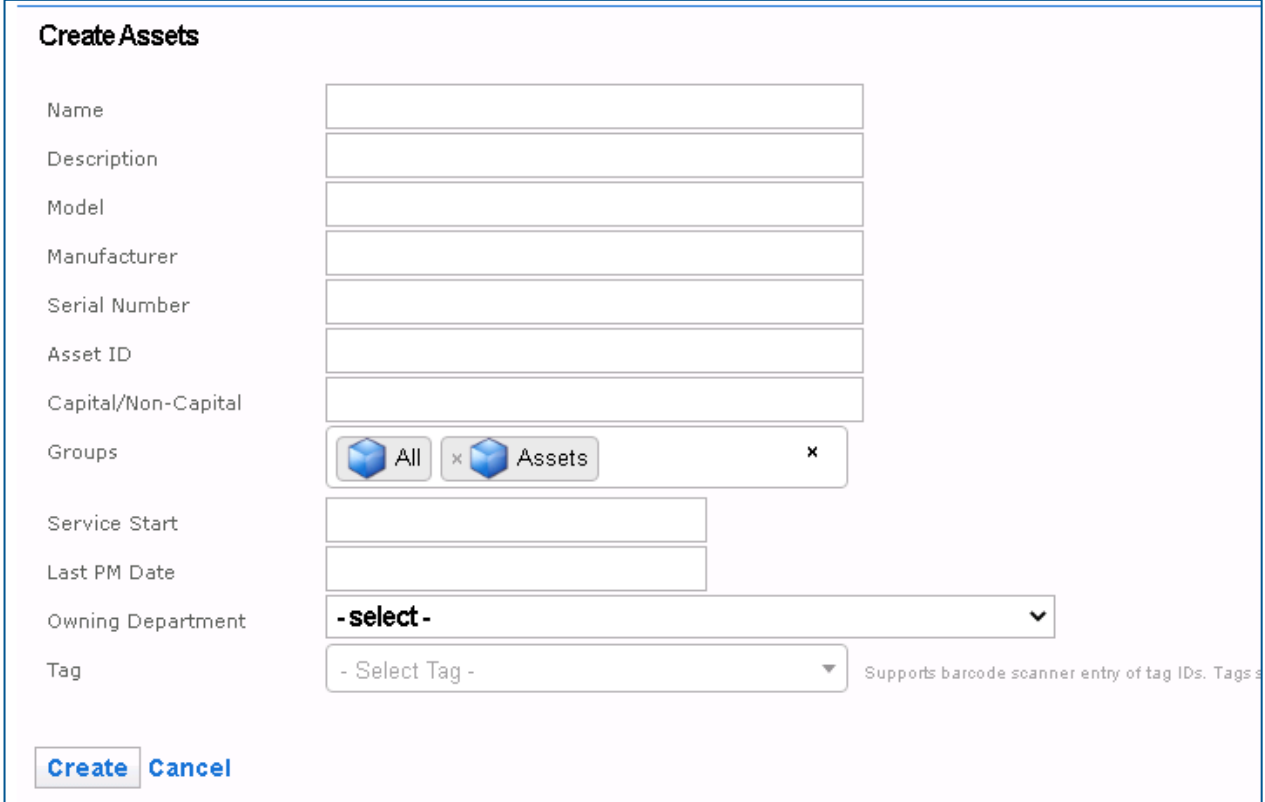
New Items	121
Existing Items (No Changes)	1
Item Sets	1

▶ Export Options

Adding Single Asset

- Navigate to Assets
- Click on Create New on far right
- **Name** – see Naming convention slide
- **Description**- Option to enter "common name"
- **Model**-asset model
- **Manufacturer**
- **Serial Number**
- **Asset ID-CE #** or other identifying#
- **Capital/Non-Capital #** if applies
- **Groups**- Place cursor in groups box, then select appropriate groups
  - All equipment will be in "All" Group, "Asset" Group and type specific group
- **Owning department** -pick from dropdown box
- **Tag** -start typing tag number in the tag id box and pick the number that matches
- **Click create to save entry**

Create Assets

Name

Description

Model

Manufacturer

Serial Number

Asset ID

Capital/Non-Capital

Groups   All   × Assets   ×

Service Start

Last PM Date

Owning Department   - select -

Tag   - Select Tag -   Supports barcode scanner entry of tag IDs. Tags

Create Cancel

Edit Asset Details

- To update the asset ID or change the RTLS tag

- From **Assets**, search for asset

- Select Edit on far right

- Edit asset ID or remove & replace tag ID

- Select **Update**

How to Archive an Asset

- On the **Asset View,** locate asset & on the far right, select **More** & then **Archive.**
- You will see a confirmation pop-up window, select **OK.** This will remove the tag from the asset.
- The asset will now be on the Archive List.

To Restore An Asset

If you wish to restore an asset that has been Archived & re-assign a tag:

- Filter for **Archived** on **Asset** List
- Search for Asset
- Select **More** & then **Restore.** You will see a confirmation pop-up window, select **OK.**
- Then re-filter list for **Not Archived**, select Edit & re-assign tag.
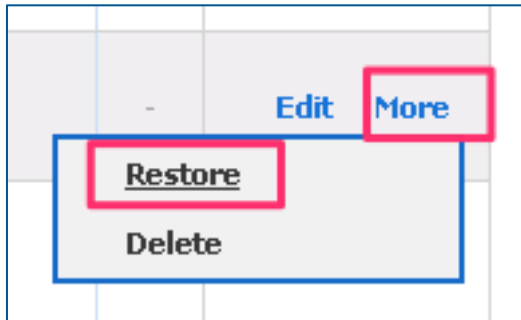
Tagging Care

Attachment Modifications

- If there is no surface area to adhere a tag to or need to implement a quick on/off solution, such as for rentals, there are tag screw attachments available thru CenTrak

- Adhere the tag to the attachment

- Use the open hole on either end for:
  - Key Rings
  - Zip Ties

Cleaning & Care

- Put on protective disposable gloves

- Make sure to thoroughly wipe each individual product with cleaning wipe (PDI: Super Sani-Cloth Wipes are recommended)

- Allow the product to air dry

- Improper cleaning products and processes can result in damage to the product and product failure.

- Please be advised that products containing the following materials cannot be used:
  - Acetone
  - Ketone
  - Betadine
  - Sodium Salts

Tag Removal

- Tags can be removed from surface by:
  - Lifting up the bottom of the tag and sliding the tag upward
  - If needed, may use flat, plastic knife or scraper (avoid metal as it scratches the asset surface)
- If re-using the tag:
  - Remove remaining adhesive
  - Clean tag
  - Replace battery
  - Apply new adhesive (purchased thru CenTrak)

- Confirm tag has been removed from asset in Activate
- Tag is ready for re-use

Tag Placement Recommendations by Asset Group

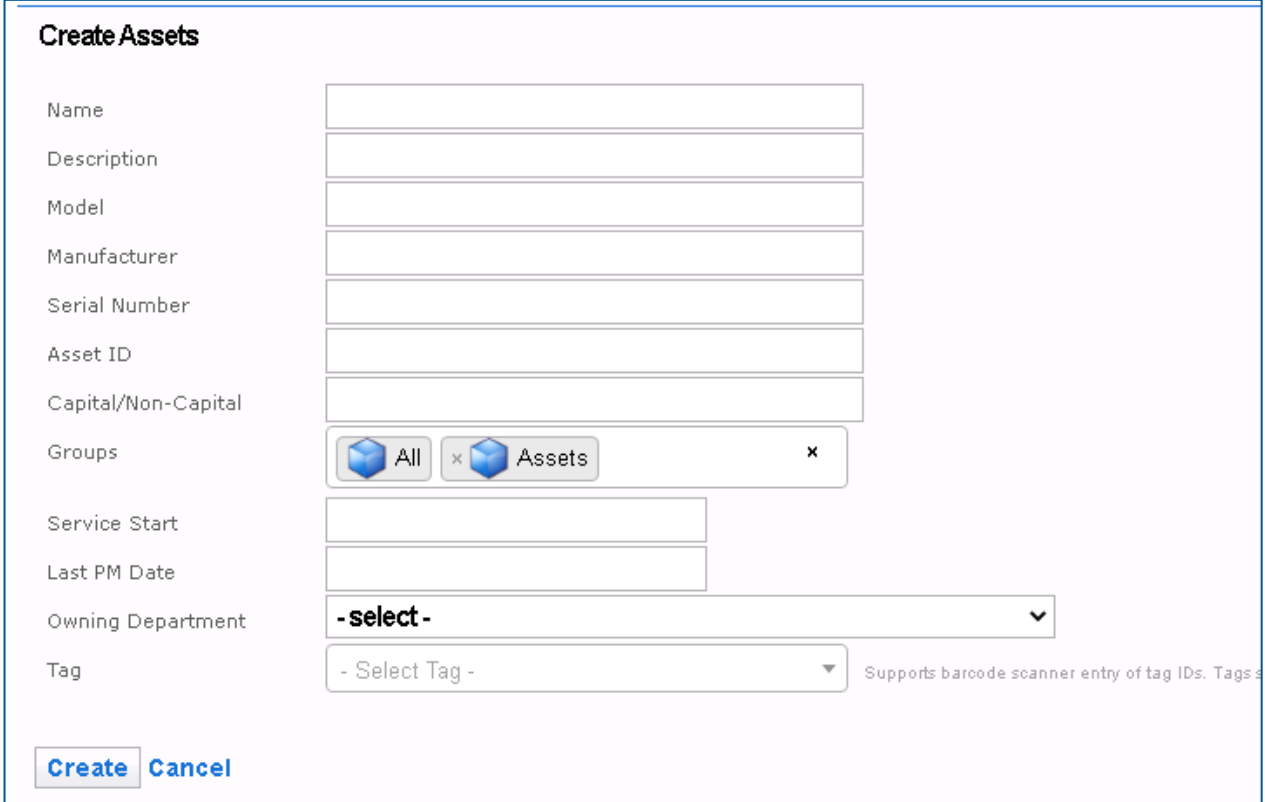| Asset Group	Tag Placement
Beds	Foot of bed on cowling usually near CE tag, patient left foot
Bladder Scanner	Top of screen
Cart, Intubation	Rear right of cart
Dyson Fan	Side or front
Hemodialysis	Rear top
Monitor, NIBP, Multi-parameter	Right side
Monitor, Video, Flat Touch Screen (Patient Transport Monitor)	Left side
Nebulizer, Heated	Front
Positive Airway Pressure Units, Bi-Level	Top
Pump, Breast	Rear middle
Pump, Infusion, Controller	Top of controller
Pump, Infusion, Module	Rear of Module
Pump, Infusion, Syringe	Left side

Tag Placement Recommendations by Asset Group

Asset Group	Tag Placement
Scanning Systems, Ultrasonic, Portable (Ultrasound Portable)	Rear of screen
Scanning Systems, Ultrasonic, General Purpose	Right base near CE tag
Stretcher	Foot of bed on cowling usually near CE tag, patient left foot
Telemetry System, Transmitter	Front
Ultrasound Machine	Right side base near CE tag
Ventilator, Intensive Care	Rear of screen
Ventilator, BiPAP	Left side
Video Remote Interpreter	Rear right of screen
Wheelchair	Patient left arm behind wheel or on brake bracket

Examples of Tagged Assets

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- **Name** – see Naming convention slide
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- **Model**-asset model
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  - All equipment will be in "All" Group, "Asset" Group and type specific group
- **Owning department** -pick from dropdown box
- **Tag** -start typing tag number in the tag id box and pick the number that matches
- **Click create to save entry**

Create Assets

Field	
Name	
Description	
Model	
Manufacturer	
Serial Number	
Asset ID	
Capital/Non-Capital	
Groups	All × Assets ×
Service Start	
Last PM Date	
Owning Department	- select -
Tag	- Select Tag - Supports barcode scanner entry of tag IDs. Tags

Create Cancel

Thank You!

Feel free to ask any questions.