



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

Monitors



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.

RTLS Tags



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

How CenTrak RTLS Works

Star



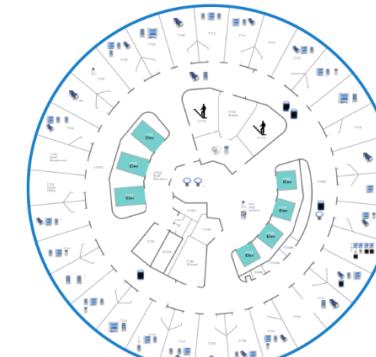
900 MHz

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

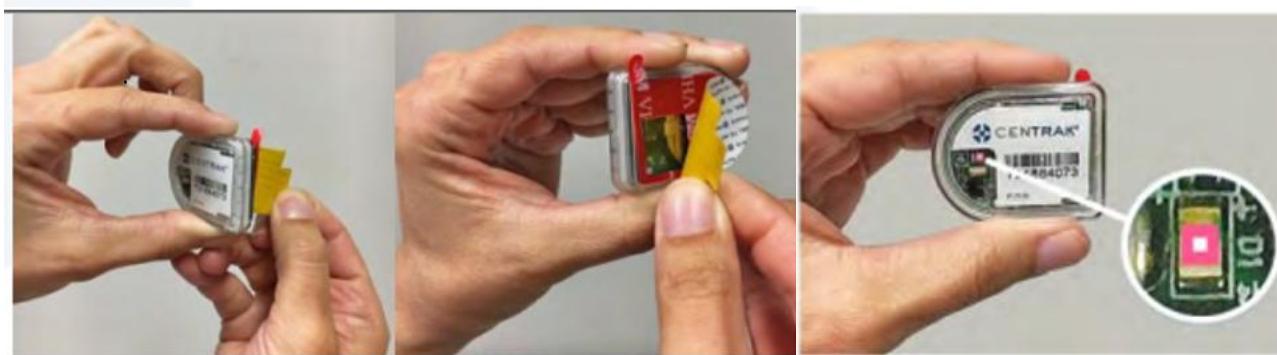
User Access

Location data is transmitted to RTLS CenTrak Activate Application.



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



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

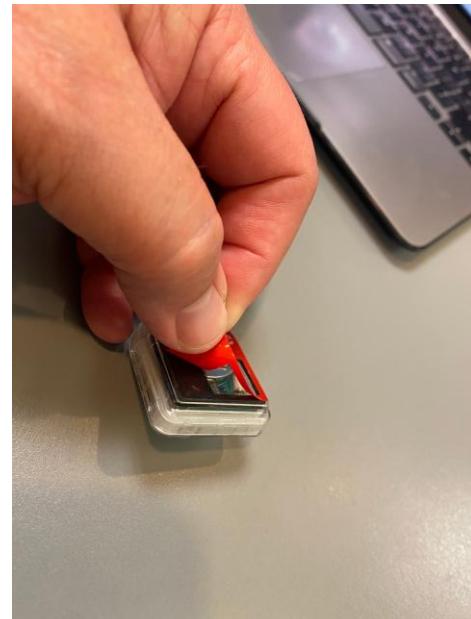
Use a 50/50 Isopropyl Alcohol/Water solution to remove dirt, grime, oils, residues from target area

Wipe dry with a clean, lint free cloth.



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

The screenshot shows the 'System Config' interface. On the left is a vertical navigation bar with the following items:

- Rules and Targets
- Tag Tools
- Users and Groups
- Mapping Admin
- Reports
- System Config** (highlighted in blue)

The main content area is titled 'System Config' and contains the following sub-options:

- Configure Screens**: Configure menu structures, column visibility, and other screen parameters.
- Data Import**: Import item information from a CSV file.
- System Settings**: Change system settings such as SMTP, AD, and HL7.
- Centrak Monitors**: View list of Centrak 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!

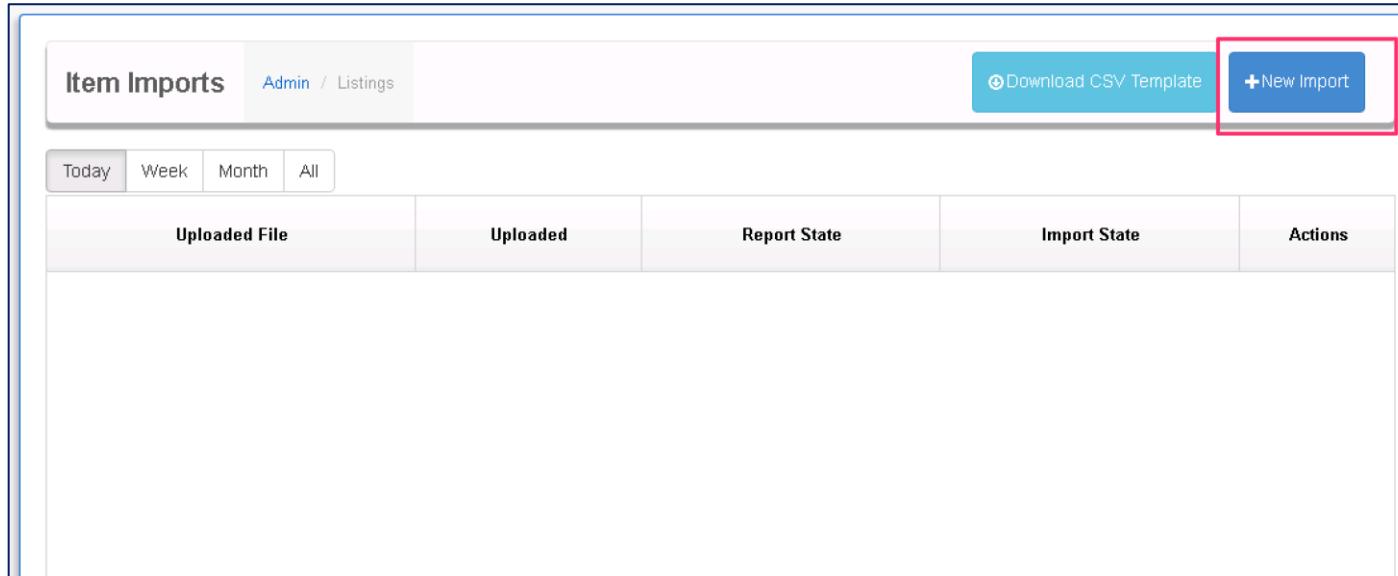
- CE Managed Assets:
 - Name=Type, Subtype_CE Hospital barcode #
 - Pump, Infusion_90688
 - Asset ID=90688
- Non-CE Managed Assets:
 - Assets will not have a CE Asset ID
 - Use the Capital/Non-Capital ID if present
 - If the above is not an option, use another identifier if present or the RTLS Tag ID
 - Examples:
 - Dyson Fan_NF18773
 - Wheelchair_16-05
 - AC Portable, Moving Cool_740387

Formatting Data for Import

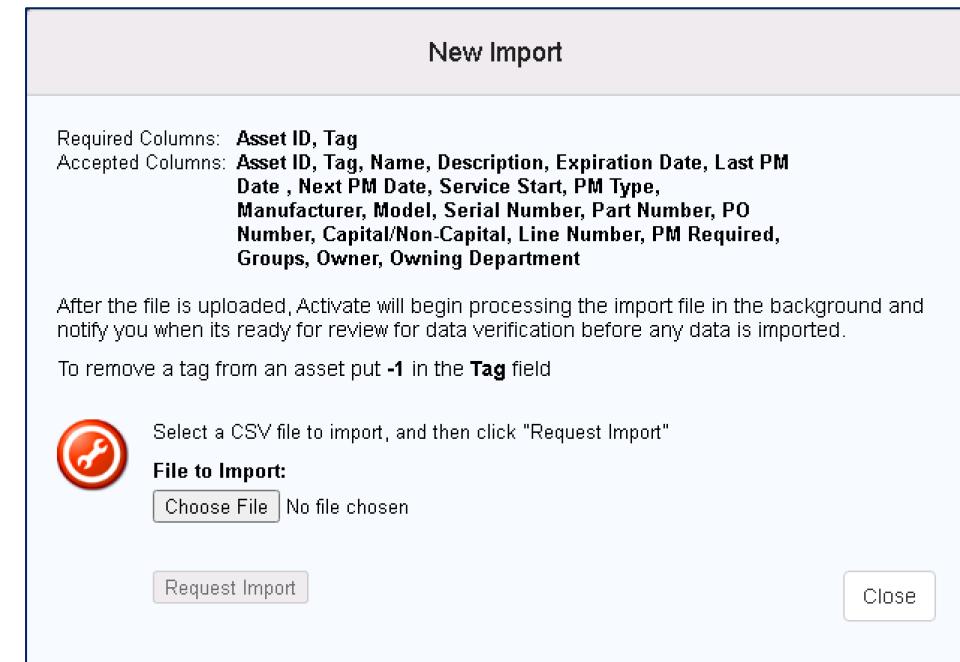
- Place data in appropriate fields
- Follow correct format for Asset ID
- Concatenate can be used to easily format data
- Make sure to separate asset types, subtypes with a “-” instead of the “,”
- Activate considers a comma to indicate different group
- Refer to Template
- If at all possible, use existing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



The screenshot shows the 'Item Imports' section of the Admin interface. At the top, there are navigation links for 'Admin / Listings'. Below this is a toolbar with 'Download CSV Template' and a blue button labeled '+New Import' which is highlighted with a red box. Underneath is a table header with columns: 'Uploaded File', 'Uploaded', 'Report State', 'Import State', and 'Actions'. The main area below the table is empty.



New Import

Required Columns: Asset ID, Tag
Accepted Columns: Asset ID, Tag, Name, Description, Expiration Date, Last PM Date , Next PM Date, Service Start, PM Type, Manufacturer, Model, Serial Number, Part Number, PO Number, Capital/Non-Capital, Line Number, PM Required, Groups, Owner, Owning Department

After the file is uploaded, Activet will begin processing the import file in the background and notify you when its ready for review for data verification before any data is imported.

To remove a tag from an asset put -1 in the Tag field

Select a CSV file to import, and then click "Request Import"

File to Import:

No file chosen

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

The screenshot shows a web-based application interface for managing item imports. At the top, there's a header bar with the title "Item Imports" and navigation links "Admin / Listings / Review". To the right of the header, a message states "Import was approved by mjagim". Below the header is a navigation menu with tabs: "Summary" (which is selected), "New Items", "Existing Items (No Changes)", and "Item Sets". Under the "Summary" tab, there's a table with three rows: "New Items" (121), "Existing Items (No Changes)" (1), and "Item Sets" (1). At the bottom of the screen, there's a button labeled "Export Options".

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

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	<input type="button" value="All"/> <input type="button" value="Assets"/> <input type="button" value="x"/>
Service Start	
Last PM Date	
Owning Department	-select-
Tag	<input type="text" value="- Select Tag -"/> <small>Supports barcode scanner entry of tag IDs. Tags s</small>

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**

Items for: right.rtls.editor

Default

Not Archived | (all statuses) | (all departments) | (all groups) | (all locations)

Filter Reset

Name	Contains
Description	Contains
Model	Contains
Manufacturer	Contains
Serial Number	Contains
Asset ID	Contains
Capital/Non-Capital	Contains
Mattress Inspection Date	Between
Expiration Date	Between
Owning Department	-select-
Tag	

Search Reset

Name	Description	Model	Manufacturer	Serial Number	Asset ID	Created At	Capital/Non-Capital	Groups	Service Start	Mattress Inspection Date	Last PM Date	Expiration Date	Owning Department	Tag
(Filtered)	Module, Infusion-7445	8100 (Alaris Pump Module)	CareFusion/BD	13625156	7445	February 12, 2023 6:06 PM	-	All_Assets_Module_Infusion	April 12, 2012 12:00 AM	April 01, 2022 12:00 AM	-	East_Supply Process and Distribution_97725	17337995	Map Location Edit

Update Module, Infusion-7445

Name	Module, Infusion-7445
Description	8100 (Alaris Pump Module)
Model	CareFusion/BD
Manufacturer	13625156
Serial Number	7445
Asset ID	Capital/Non-Capital
Groups	All Assets Module- Infusion
Service Start	2012-04-12 00:00:00
Mattress Inspection Date	2022-04-01 00:00:00
Last PM Date	Expiration Date
Owning Department	East_Supply Process and Distribution_97725
Tag	17337995

Update Cancel

How to Archive an Asset

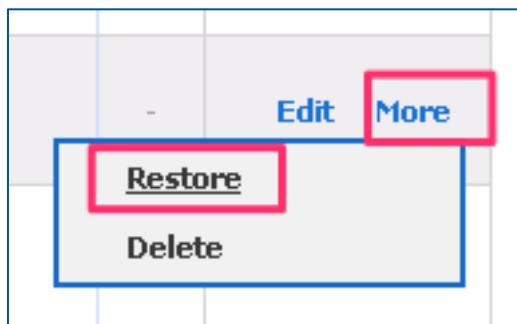
- On the **Asset View**, locate asset & on the far right, select **More** & then **Archive**.
- You will see a confirmation pop-up window, select **OK**. This will remove the tag from the asset.
- The asset will now be on the Archive List.

Assets												
Assets												
Not Archived ▾ (all statuses) ▾ (all departments) ▾ Module-Infusion (529) ▾ (all locations) ▾ Filter Reset												
	Name	Description	Model	Manufacturer	Serial Number	Asset ID	Created At	Capital/Non-Capital	Groups	Last PM Date	Owning Department	Tag
	Module, Infusion-7027	-	8100 (Alaris Pump Module)	CareFusion/BD	13627418	7027	February 12, 2023 6:27 PM	-	All, Assets, Module-Infusion	April 01, 2022 12:00 AM	East_Supply Process and Distribution_97725	17339802
	Module, Infusion-71626	-	8100 (Alaris Pump Module)	CareFusion/BD	13628644	71626	February 12, 2023 5:53 PM	-	All, Assets, Module-Infusion	April 01, 2022 12:00 AM	East_Supply Process and Distribution_97725	1

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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Service Start	
Last PM Date	
Owning Department	-select-
Tag	<input type="text" value="- Select Tag -"/> <small>Supports barcode scanner entry of tag IDs. Tags s</small>

Create **Cancel**



Thank You!

Feel free to ask any questions.

