NEW SOFTWARE FEATURES & TRAINING

Over the next couple of months, we will be updating all the CertaScan units to our new 8.4 software. Some of the new features of the software will include Session Timeout Settings, Enhanced Edit Function on the Record Review Page and being able to change network printers from the Main Menu Screen. Before we update your system, your team members will need to complete the 8.4 Software Training Video on the training.certascantek.com website. This video is less than 10 minutes long and will cover important information on how to use the new features properly. Please feel free to reach out to our training department at training@certascantek.com with any questions.

CLEANING YOUR CERTASCAN SAFETY SYSTEM

It is very important that the CertaScan Safety System is cleaned after each use. Make sure you wipe down the entire system with your approved wipes and then return the unit to its "homebase" making sure it is plugged into a working outlet. Your normal PDI Super Sani Cloths with the Purple or Gray top can be used to clean your system.

HOW TO CAPTURE A GOOD QUALITY DIGITAL FOOTPRINT

It is extremely important that the footprints you capture are a **MEDIUM GRAY** color. If your footprints are DARK GRAY or BLACK, you have too much moisture on the foot. **When the foot has too much moisture it makes it difficult to see the details of the foot that are used for identification purposes.** We recommend only wiping the foot ONCE with the Alcohol Prep Wipe, Baby Wipe OR Water Wipe so you don't apply too much moisture. If the foot is too moist, remove the foot and let it dry slightly then place it back on the scanner and press the capture button.

Too Dark   **Just Right**

FIND USEFUL RESOURCES ON OUR WEBSITE – training.certascantek.com

Complete Training Video for New Employees
(28 Minutes)

8.4 Software Update Training
(11 Minutes)

How to Capture Security Photos
(3 Minutes)

How to Capture Digital Footprints
(3 Minutes)

How to Troubleshoot Laptop Issues
(3 Minutes)

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Training Video Instructions

Parent Education Letter (English)

Parent Education Letter (Spanish)

Parent Education Letter (Creole)

CertaScan Launch Details

Tips and Reminders

Parent Portal Reference Document

Bereavement Instructions

NICU Progression Instructions

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