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Case Tracking

What is *Case Tracking?*

- Case tracking enables your business with the power to track decedents, personal effects, or virtually anything right in their case file using our browser-based application.
- Case tracking will automatically generate a decedent identification label that has the decedent's name and Case ID, as well as a scannable QR code. When the QR code is scanned, the user is immediately directed to the tracking tab for the case in the Osiris browser-based application where you can "situate" and add notes to the record.
- Information stored in each record includes the date and time of the record, location (room) name, staff member name, and any notes.
- A map is also generated that shows a visual representation of all the record locations
- Situating the decedent can be done from any device by navigating to the case or just scanning the QR Code with a mobile device

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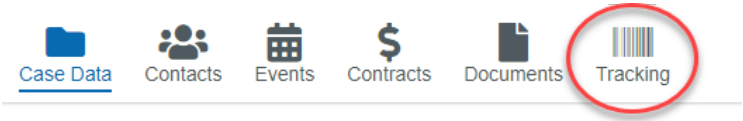
Before we Start

- Make sure you have created an Osiris Browser version account for you and any staff members you want to have access to the platform. For information on how to do this click HERE
- Ensure the case Tracking feature is enabled for your company. To check this go to the Osiris Browser version, open any case and make sure you see the tracking tab. If it is not there contact Osiris Support to enable this feature at no additional cost!



- The Room Management feature will also need to be configured first before using Case Tracking. You can see a step-by-step guide on this topic HERE
- Review the Case Tracking Feature Overview HERE

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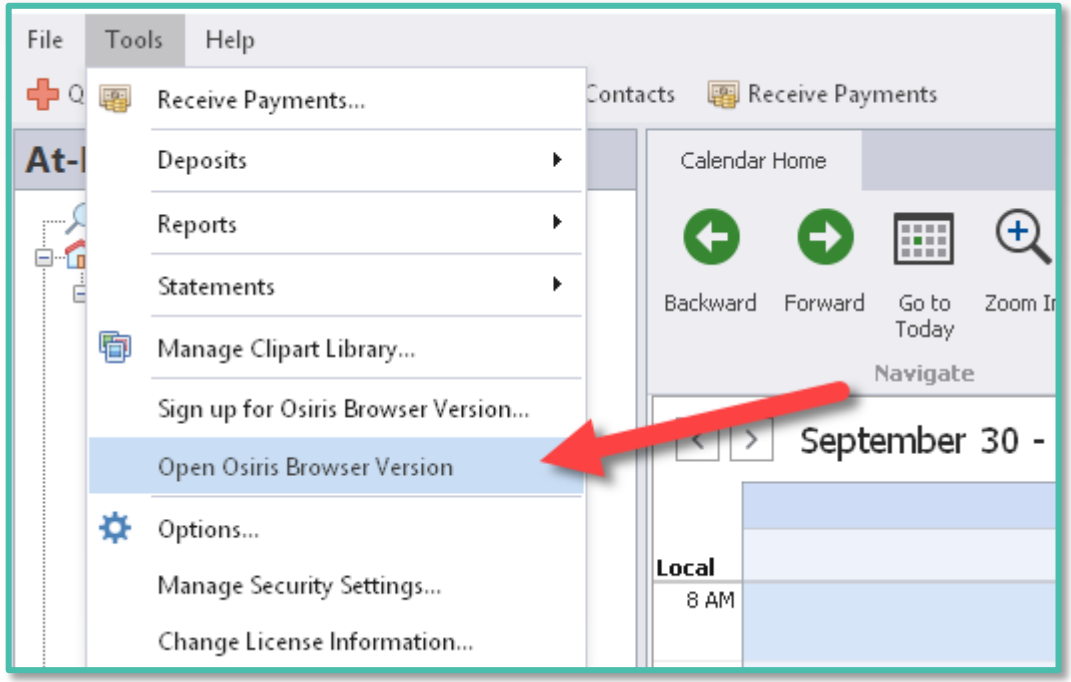
Let's Get Started!

To do:

1. From the Osiris Core Application navigate to Tools > Open Osiris Browser Version



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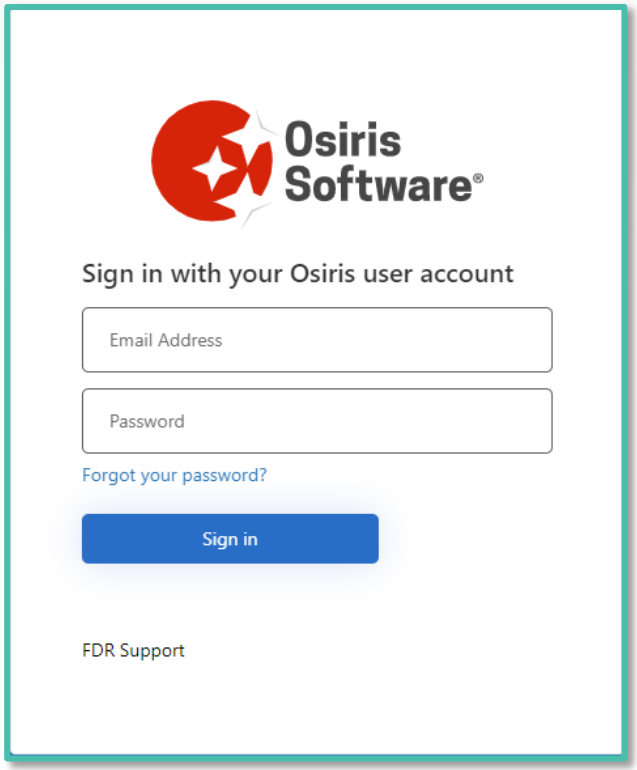
2. You will then log in to the Osiris browser-based platform with your credentials



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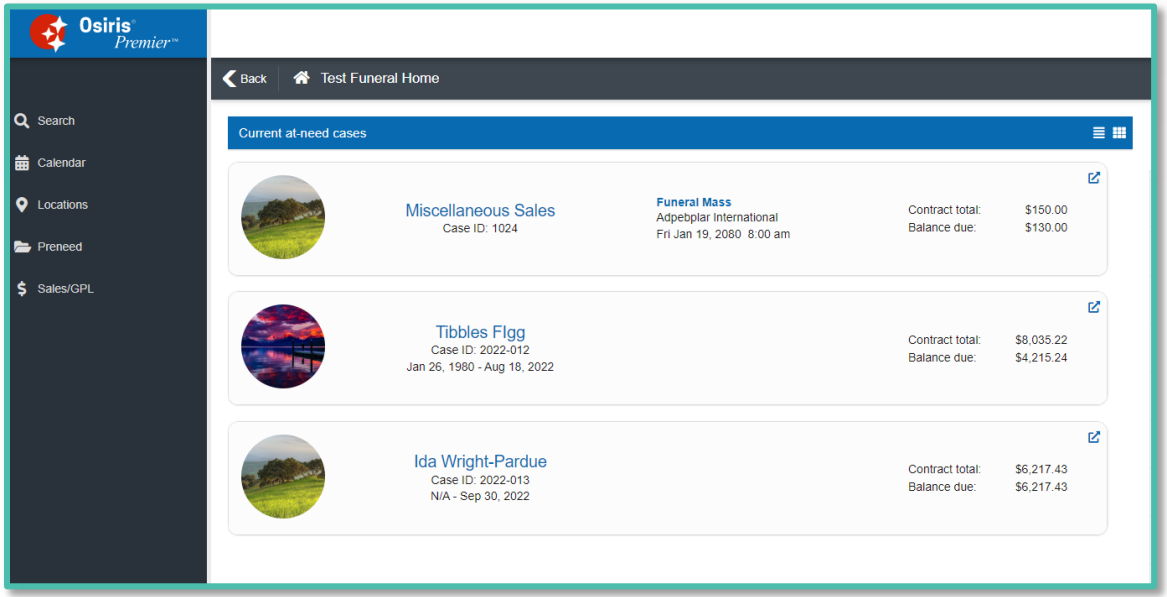
3. Once signed in navigate to the case you are working with



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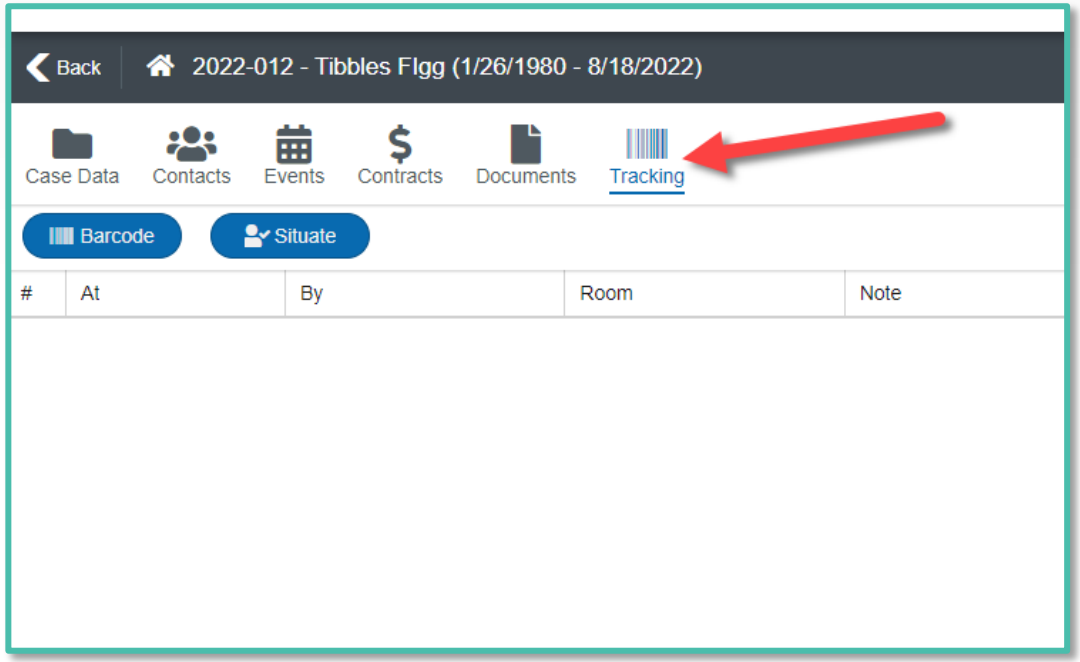
4. Within the Case File click on the *Tracking* tab



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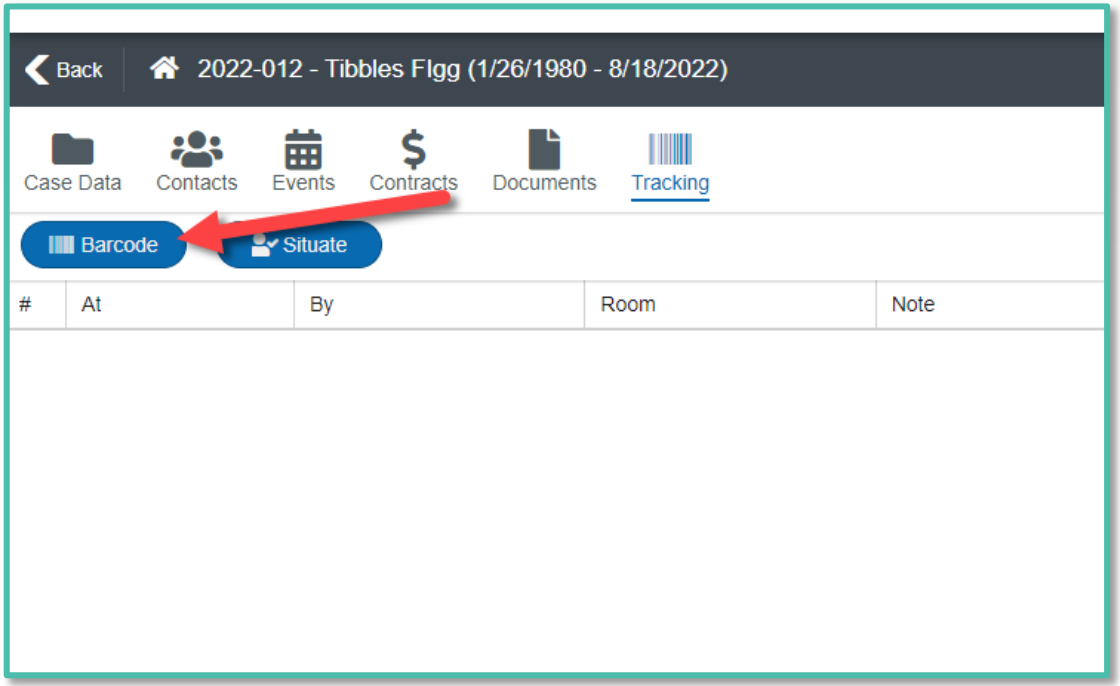
5. To print the decedents unique label click on the barcode button



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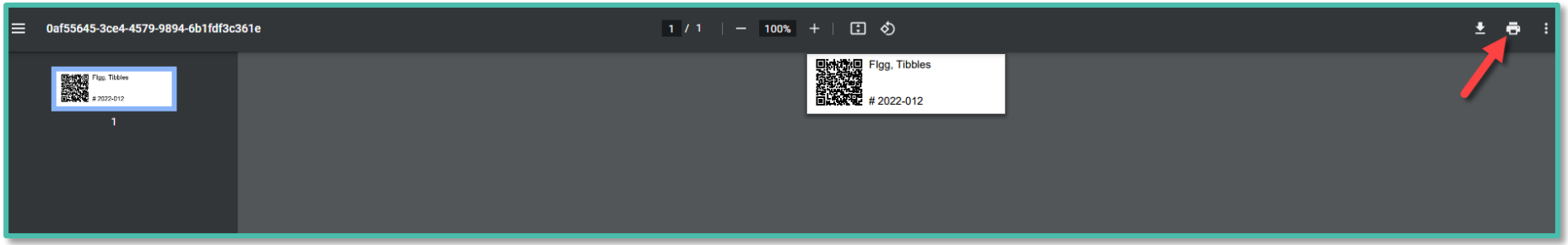
6. A Page will then open with the decedents label allowing the user to print the information



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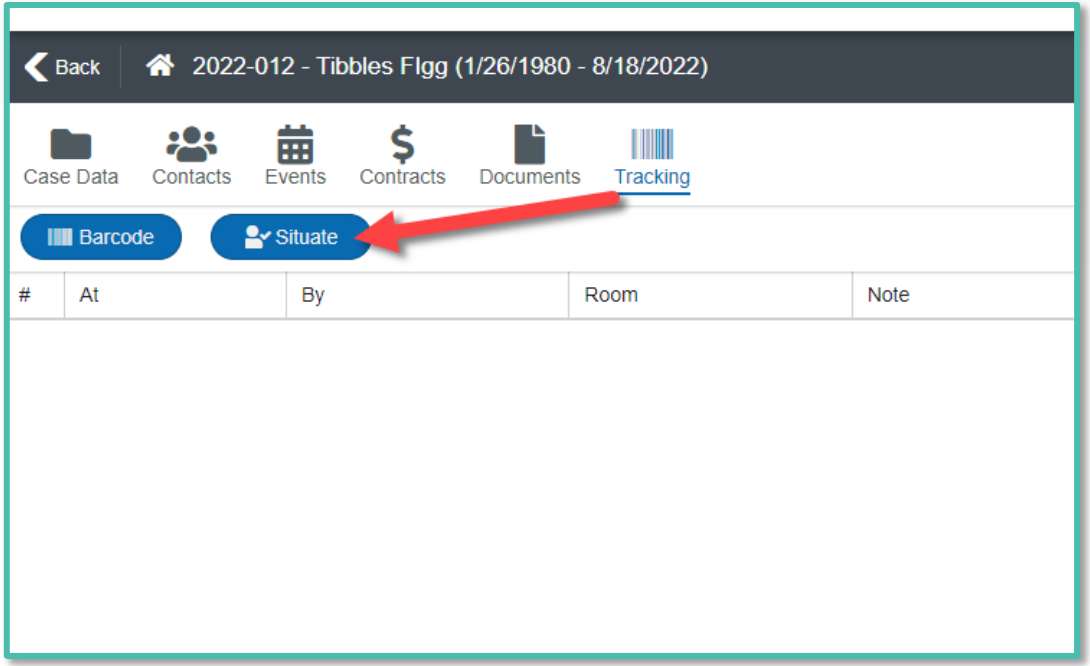
7. To situate a body navigate to the *tracking* tab in their case file or just scan the QR code with a mobile device to be directly taken to that screen. Then click the situate button



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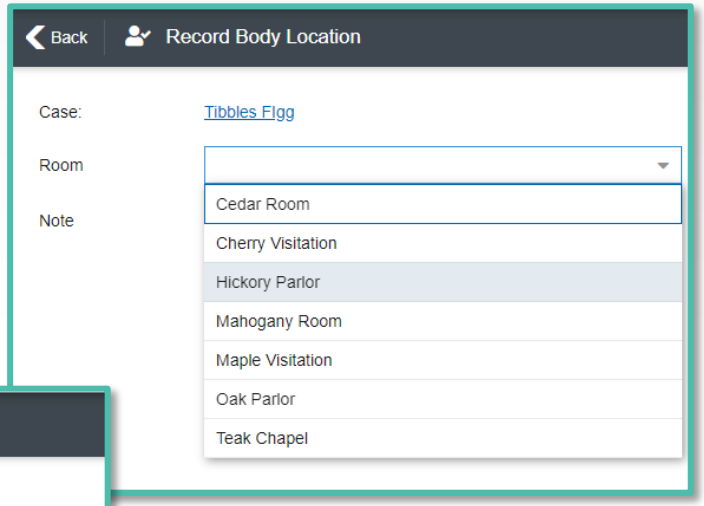
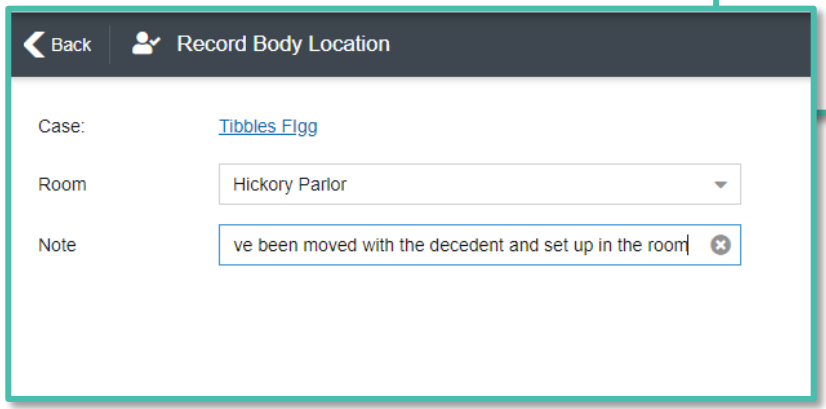
8. Next, fill out the applicable information for the record. Choose the room and add any notes if necessary





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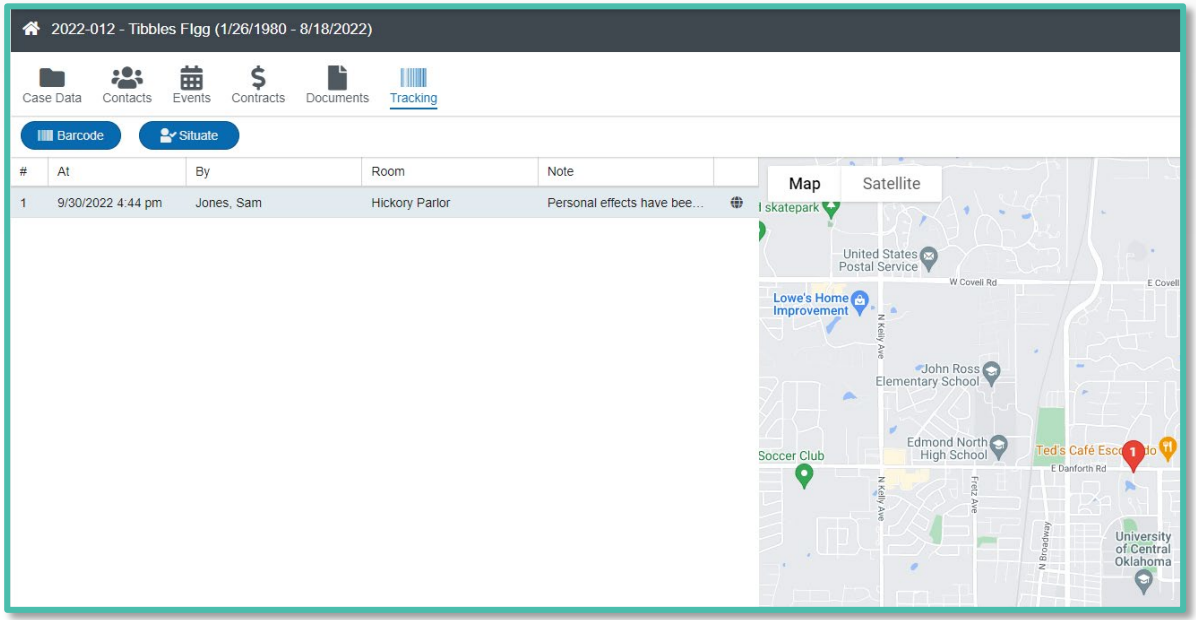
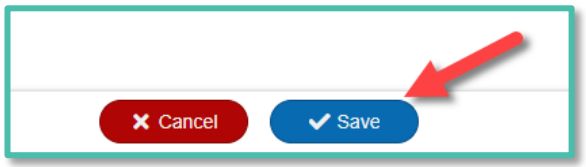
9. Next, Once the record is saved it will then be shown on the listing page and the associated map

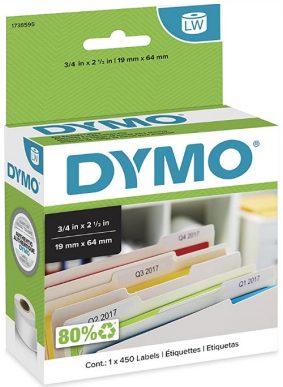




Recommended Supplemental Products

- While this feature was designed to work with most printers and media, we do have a set of recommended products we suggest using to get the most out of this feature

DYMO LabelWriter 550 Label Printer



DYMO Authentic LW Barcode Labels

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Need Help?

Customer First
We Work For You

Passion
We Love What We Do

Integrity
You Can Count On Us

Excellence
Because Only The Best Will Do

Our knowledgable support team is always available to assist you with any needs for Osiris Software you may have!

Contact Osiris Support

Monday-Friday from 8:30AM to 6:00PM CST

(877) 267-4747, Option #2

Weekend / Email Support

Support@OsirisSoftware.com

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