TRACK KIT® for Prosecutors

Start by scanning a barcode

Enter/Scan Barcode... | Go

Notes for Using Track-Kit at your Prosecutor's Office

- Most tasks can be done by entering or scanning a barcode. Track-Kit will show you where the kit is in the workflow.
- Your primary responsibility in Track-Kit is to review cases within your jurisdiction.
- Other tasks you may need to perform include generating reports and performing administrative duties.

Review Cases

When a case is referred to your office by law enforcement, you will receive a notification. Cases that are referred can be found on the Referred by LEA worklist. Cases that are declined can be found via the Cases search. These are assigned a result of 'Contact Law Enforcement AgencyAssigned to Case'.

1. Select the **Prosecution Investigation Review**.

If the Case Will Move Forward

If 'Case Moves Forward for Prosecution' is selected:

- You may select a **Prosecution Investigation Result**.
- You may record additional case review details as they become available.

If the Case Will Not Move Forward

If 'Case Does Not Move Foward for Prosecution' is selected:

- You may select a **Case Does Not More Forward for Prosecution Reason**.
- Select a **Prosecution Complete** date

> ⭐ Prosecution Investigation Review fields may be displayed to the survivor.

Organization Contacts

Your office can share contact information with other users in the Track-Kit system as configured by the Policy Center.
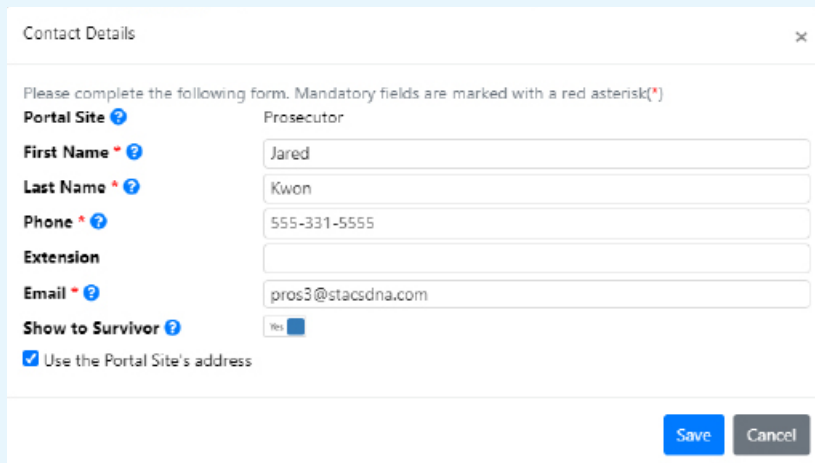
- Select those users whose names will be displayed on the survivor portal.
- To add or edit contacts, you must have administrative privileges in Track-Kit.
- The **Organization Contacts** worklist in the **Administration Center** shows which contacts will be shared with survivors.

Organization Contacts

Organization Contacts are displayed to other organizations in the system. They are also displayed to survivors if the Show to Survivor checkbox is checked.

Show to Survivor	First Name	Last Name	Email	Phone		
(All)	Q	Q	Q	Q		
☐	Ada	Sumpner	pros1@stacsdna.com	(555) 555-5555	Edit	Delete
☐	Robert	Villiers	pros2@stacsdna.com	(555) 555-5555	Edit	Delete
☑	Jared	Kwon	pros3@stacsdna.com	(555) 331-5555	Edit	Delete

Managing Contacts

If you have administrative privileges, go to **Administration** > **Organization** and scroll to **Organization Contacts.**

- Click **Edit** or **Add.**
- Enter mandatory fields (marked with a red asterisk *).
- Toggle **Yes** or **No** for **Show to Survivor**
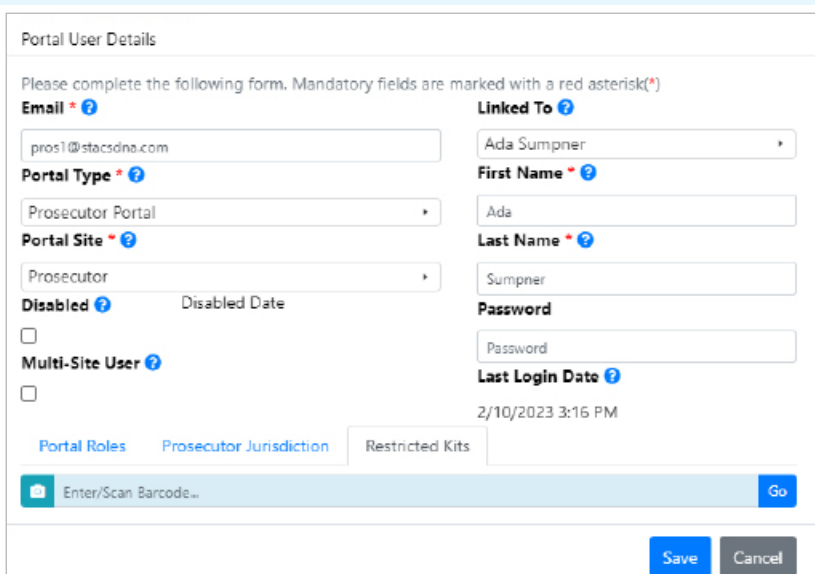
Restricted Kits

In the event of a conflict of interest, you can restrict a prosecutor's access to kit information.

- If you have administrative privileges, go to **Administration** > **Track-Kit Users** and **Edit** a user's profile.
- Click the **Restricted Kits** tab.
- Scan the kit barcode to restrict the prosecutor's access.

Generate reports

Configure pre-defined reports to your preferences and save for future reports. Reports can be sent to PDF or XLSX files. To see the reports available to you, click on

📄 Reporting Center

Administration Center

If you have administration privileges on your account, you can perform administrative tasks for your site. It is possible that not all administrative features are enabled for your account.

Organization	Track-Kit Users	Track-Kit Roles	Notification Recipients	Notification Types	Bulletin Board Messages	Portal Site Settings
Edit Organization and Survivor Contact information	Add as many Track-Kit Users to your site as required. Track-Kit Users are account holders and can log into the system.		Add and edit Notification Recipients for automated email messages. For example, prosecutors can receive notifications when lab analysis is complete.		Post Bulletin Board Messages	