TRACK(((KIT® for Laboratories

What is Track-Kit?

Track-Kit is a web-based software for tracking sexual assault kits. It is a highly integrated solution used to track kits from distribution, to collection, to processing, to storage. Track-Kit also allows survivors to confidentially view the location and status of their kits.

Start by scanning a barcode

Enter/Scan Barcode...   Go

- Receiving Kits
- Completing Kits
- Canceling Lab Processing
- Entering Processing Details
- Reporting Center
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Receiving and Processing Kits

🚚 In Transit

Receiving Kits

- View kits that are **In Transit** from the LEA.
- Enter or scan a kit's barcode to open the **Kit Receipt Wizard.**
- Enter mandatory fields (marked with a red asterisk *).
- Received kits move to the **In Process** worklist.

⟳ In Process 0 items

Entering Lab Complete Date

- Kits that have not completed testing reside in the **In Process** worklist
- Once **Lab Complete Date** is recorded, the kit moves to the **Completed** worklist
- You may enter a **Lab Complete Date** before or after the kit is returned to the LEA.

  For more information, see page two of this document.

☑ Completed

Completed Kits

- Kits that have a **Lab Complete Date** reside in the **Completed** worklist
- Kits in the **Completed** worklist are grouped by location.

⭐ You can quickly perform many tasks in Track-Kit by scanning a kit's barcode. Track-Kit then guides you to the next step in the workflow by launching the screen or worklist required to complete your task.

Canceling Lab Processing

You may cancel lab processing for kits that:

- are in your lab's possession, and
- have no recorded **Lab Complete Date**.

Cancel Lab Processing

Enter or scan the barcode to open **Kit Details** and click the **Cancel Lab Processing** button at the bottom of the page; then select a **Cancel Lab Processing Reason**.

- This action will remove the kit from all lab worklists.
- To undo this action, enter or scan the barcode and click the **Undo Cancel Lab Processing** button.

Entering Processing Details

You may record lab processing details once the kit has been received into the lab.

- Enter mandatory fields (marked with a red asterisk *).

- You can select Ready for LEA Pickup to send the kit back to the LEA.

- You can return the kit to the LEA before the **Lab Complete Date** is entered.

Laboratory Details

Lab Kit Status ?	In Process
Laboratory ?	SLED Forensic Services Laboratory
Lab Case Number * ?	LC11
Kit Received in Lab Date * ?	10/18/2023
Lab Receipt Due Date ?	11/24/2023
Lab Complete Due Date ?	
Ready for LEA Pickup * ?	○ Yes ● No
Analysis of Kit Outsourced?	● N/A ○ Yes ○ No

★ Depending on the privileges assigned to your account, you may not have all the features available. To enable features, speak to your Track-Kit administrator.

📄 Reporting Center

Generate reports

Configure pre-defined reports to your preferences and save for future reports.

🔍 Dynamic Search

Advanced search features

Apply filters to conduct a multi-layered search and save your query for future searches

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Administration Center

If you have administration privileges on your account, you can manage the Administration Center for your site. It is possible that not all administratve features are enabled for your account.

Administration Center

Organization	Dashboard	Track-Kit Users	Track-Kit Roles	Notification Recipients	Bulletin Board Messages	Portal Site Settings
Edit Organization Contact information	View and interact with summary Dashboard charts	Add as many Track-Kit Users to your site as required.		Edit Notification Types (pre-written email notifications). Add and edit Notification Recipients.	Post Bulletin Board Messages	Edit Portal Site Settings