

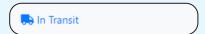
#### What is Track-Kit?

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.



- Receiving Kits
- Completing Kits
- Canceling Lab Processing
- **Entering Processing Details**
- Reporting Center
- Dynamic Search
- Administration

# Receiving and Processing Kits



# **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
- 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 Kits**

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

You can guickly 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**.

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.

Cancel Lab Processing

# **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.



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.



#### **Generate reports**

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

Q Dynamic Search

#### **Advanced search features**

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

#### **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 administrative features are enabled for your account.

