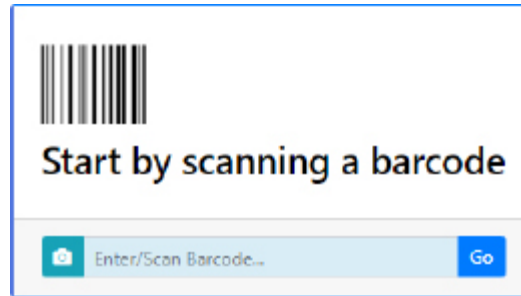


TRACK for Medical Facilities

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.

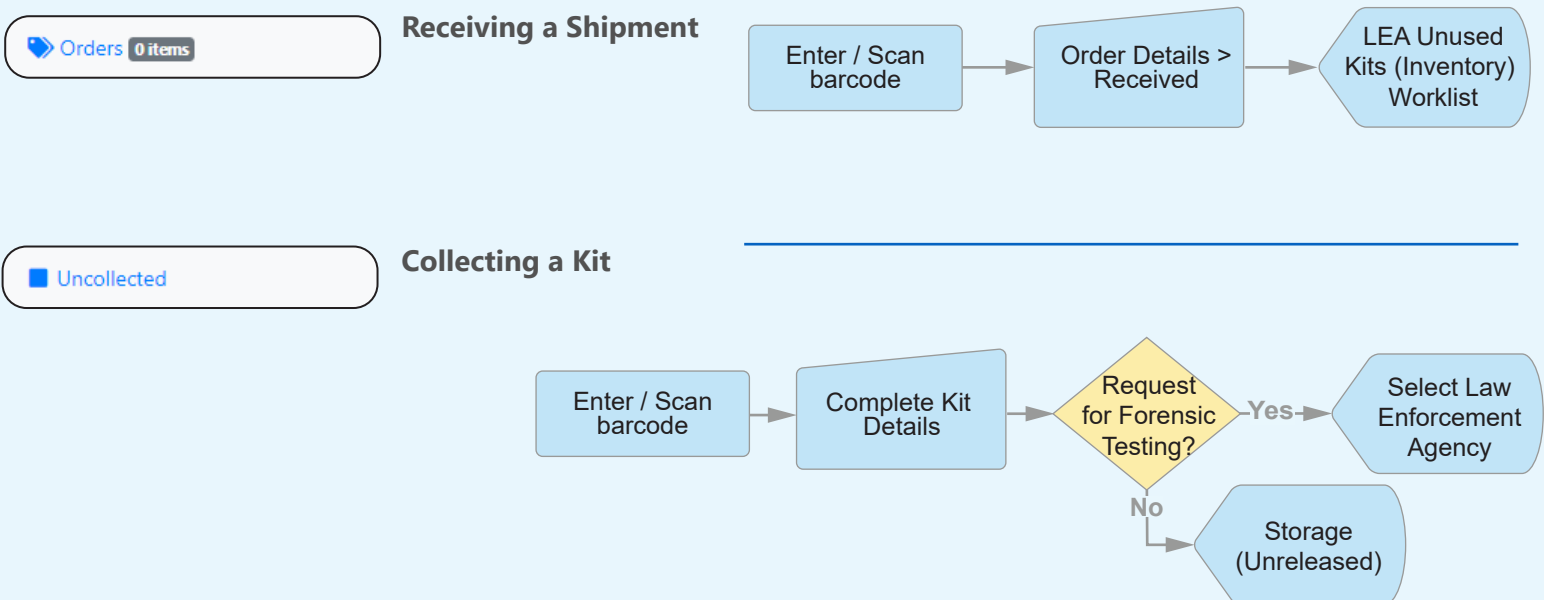


- Receiving a Shipment
- Collecting a Kit
- Viewing Collected Kits
- Resetting Survivor Password
- Roaming Collector
- Completing Missing Information
- Generating Reports
- Performing Searches
- Administration

Receiving and Collecting Kits

Your primary responsibilities in Track-Kit are collecting and receiving kits.

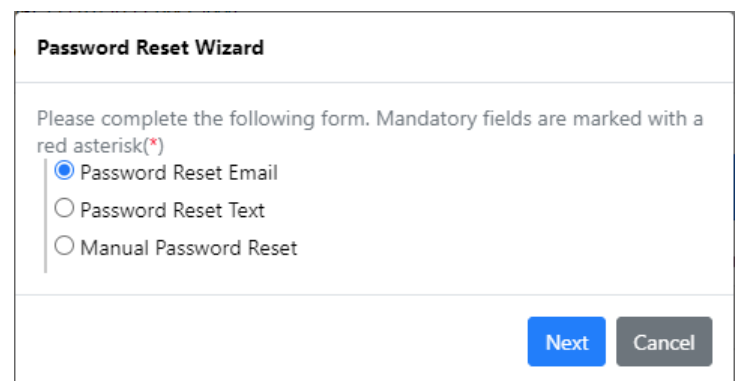
Enter mandatory fields (marked with a red asterisk *****) to complete the kit details.



Survivor Password

You can help survivors reset their passwords.

1. Enter/Scan the kit barcode to open the **Kit Details**.
2. At the bottom of the page, click **Reset Survivor Password** to open the Password Reset Wizard.
3. Select a reset method using the radio buttons.
 - If 'Password Reset Email' or 'Password Reset Text' is selected, the account will be locked until the password has successfully been reset by the survivor.
 - If 'Manual Password Reset' is selected, you must provide the new password to the survivor so they can access the account.



Password Reset Wizard

Please complete the following form. Mandatory fields are marked with a red asterisk(*)

Password Reset Email

Password Reset Text

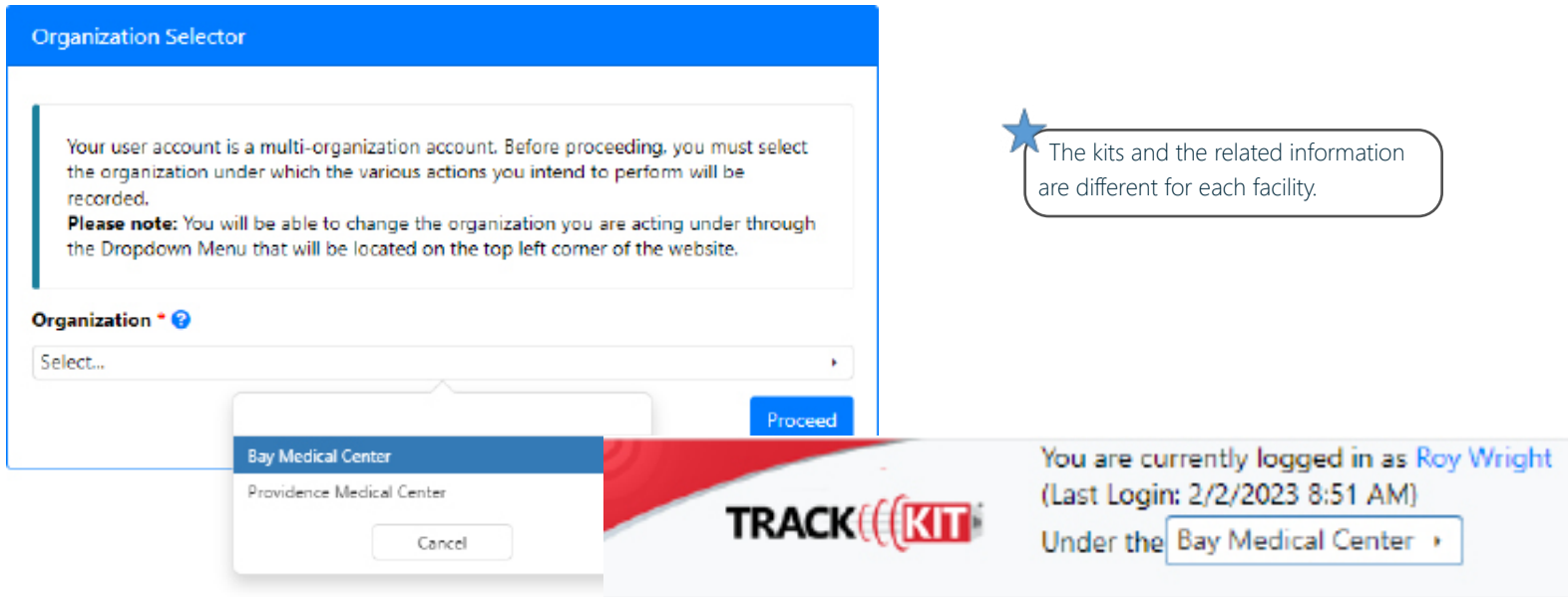
Manual Password Reset

Next Cancel

TRACK for Medical Facilities

Roaming Collector

Nurses who perform collections at more than one facility select the location where they are collecting upon sign-in. Once on the home page, click the drop-down list at top left corner to change locations.



 **Missing Information** 0 items

Required fields missing

Track-Kit does not block the workflow of the kit if the **Collector** and the **Collection Date** fields are incomplete. However, the kit appears in **Missing Information** worklist until you enter the missing data.

 **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

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.

Administration Center										
Organization	Dashboard	Associated Agencies	Track-Kit Users	Track-Kit Roles	Collectors	Notification Recipients	Notification Types	Bulletin Board Messages	Portal Site Settings	Automatic Orders
Edit Organization and Survivor Contact information	View and interact with summary Dashboard charts	Link commonly selected law enforcement agencies to your facility	Add as many Track-Kit Users to your site as required. Track-Kit Users are account holders and can log into the system.	Edit Notification Types (pre-written email messages). Add and edit Notification Recipients.	Post Bulletin Board Messages	Edit Portal Site Settings	Configure automatic kit orders			