TRACK KIT for Laboratories

What is Track-Kit?

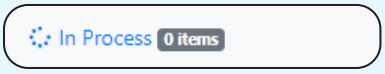
Track-Kit is a web-based software for tracking sexual assault kits. It is a highly integrated solution used to track kits from distribution, to collection, to processing, to storage. Track-Kit also allows survivors to confidentially view the location and status of their kits.

- Receiving and Processing Kits
- Receiving Unexpected Kits
- Canceling Lab Processing
- Entering Processing Details
- Reporting Center
- Dynamic Search
- Administration

Receiving and Processing Kits

Receiving Kits

- View kits that are in **LEA Custody (Pre-Lab)**.
- 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.



Designate Kits as Ready for LEA Pickup

- Kits that have not completed testing reside in the **In Process** worklist.
- Once sample collection is performed, kits are designated as ready for LEA pickup.
- Enter or scan a kit's barcode to open the **Processing Details Wizard**.
- Update **Ready for LEA Pickup** to **Yes**.

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.

Receiving Unexpected Kits

Unexpected kits are kits with no recorded collection data. These kits may come from a Law Enforcement Agency using Track-Kit or from non-participating LEA.

1. Enter or scan the PA barcode to open the **Kit Pickup Wizard**.
2. Confirm the barcode.
3. Enter the mandatory fields (marked with a red asterisk *) to receive the kit.

Contact the Policy Center at ra-ovs-saki@pa.gov with any questions.

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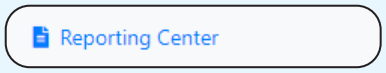
Canceling Lab Processing

You may cancel lab processing for kits that are in your lab's possession, and have no recorded **Lab Complete Date**. Cancelled kits are picked up by the LEA.

1. Enter or scan the barcode to open **Kit Details.**
2. Click the **Cancel Lab Processing** button at the bottom of the page.
3. 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.

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

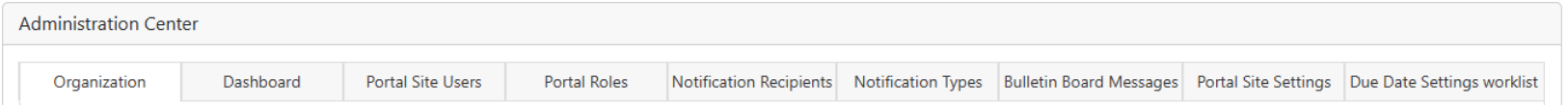
Configure pre-defined reports to your preferences and save for future reports.

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 administratve features are enabled for your account.



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 and Due Date Settings