TRACK KIT for Law Enforcement Agencies

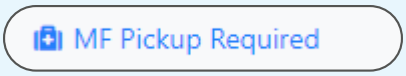
What is Track-Kit?

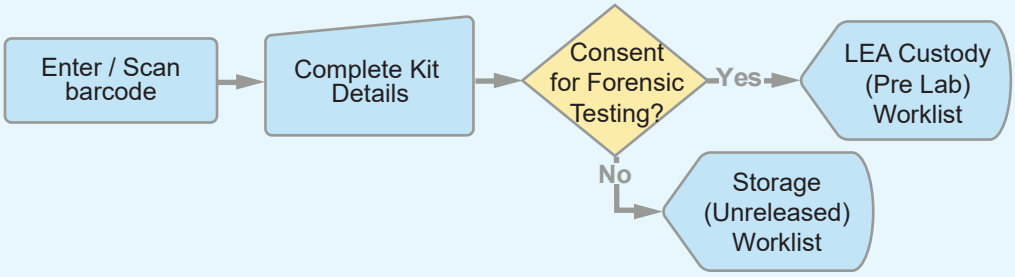
Track-Kit is a web-based software for tracking sexual assault kits. It is a highly integrated solution used to track kits from distribution, to collection, to processing, to storage. Track-Kit also allows survivors to confidentially view the location and status of their kits.

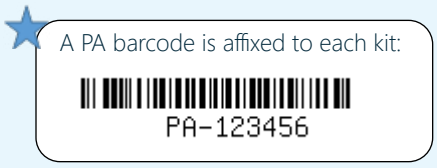
- Picking Up/Receiving Kits
- Updating Consent for Testing
- Receiving Unexpected Kits
- Address Missing Information
- Reporting Center
- Dynamic Search
- Administration

Picking Up Kits

You will pick up kits from the medical facility. You must enter mandatory fields (marked with a red asterisk*) to complete a pickup.



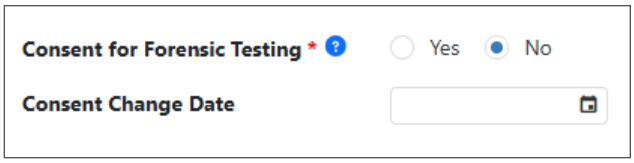


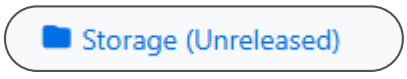


Updating Consent for Testing

If requested by the survivor, you may need to update the Consent for Forensic Testing value of a kit so it can be received at the lab for testing.

1. Enter or scan the kit to open the **Kit Details**.
2. Set the **Consent for Forensic Testing** value to **Yes**.
3. Set the **Consent Change Date**.





Receiving Unexpected Kits

Unexpected kits are kits with no recorded collection data. These kits may come from a medical facility using Track-Kit or from non-participating medical facilities (in your state or out-of-state).

1. If the kit is an Out-of-State kit, then email ra-ovs-saki@pa.gov and request a PA barcode.
2. If the kit has a PA barcode, then enter or scan the kit to open the **Kit Pickup Wizard**.
3. Confirm the barcode
4. Please enter Medical Facility details and Law Enforcement pickup information

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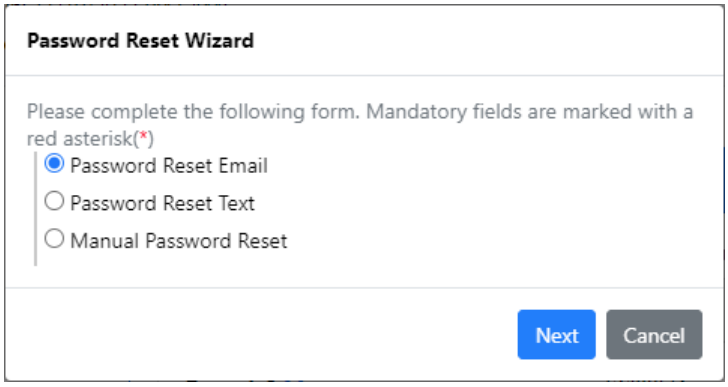
Survivor Password

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.



Missing Information 0 items

Required fields missing

Kits stay on this worklist until you enter the missing data, such as the **LEA Pickup Date from MF**.

Reporting Center

Generate reports

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

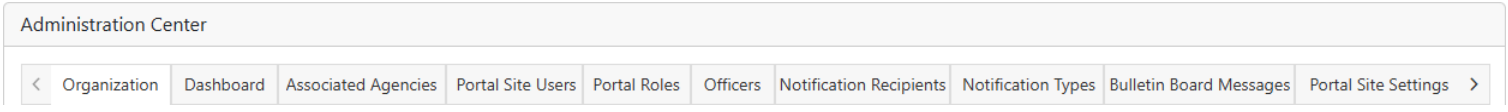
Dynamic Search

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.



Edit Organization and Survivor Contact information

View and interact with summary Dashboard charts

Link an associated lab and commonly selected law enforcement agencies to your facility

Add as many Track-Kit Users to your site as required.

Edit Notification Types (pre-written email messages).

Add and edit Notification Recipients.

Post Bulletin Board Messages

Configure Portal Site Settings