TRACK KIT for Medical Facilities

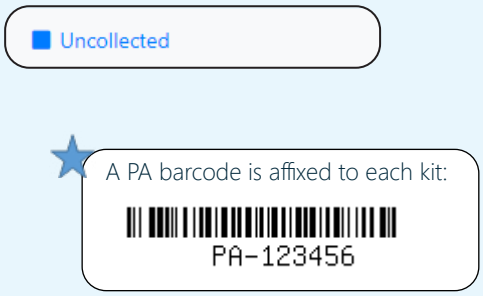
What is Track-Kit?

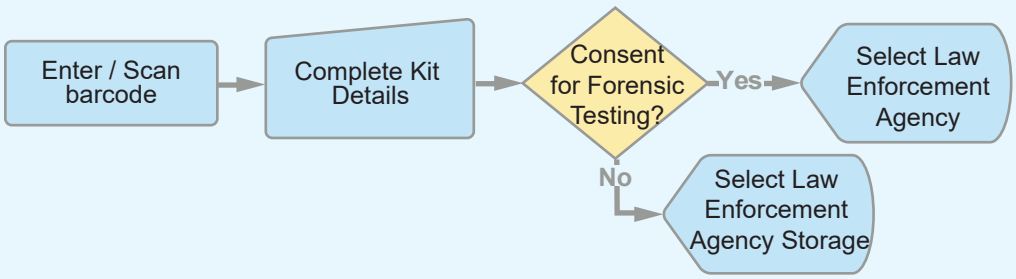
Track-Kit is a web-based software for tracking sexual assault kits. It is a highly integrated solution used to track kits from distribution, to collection, to processing, to storage. Track-Kit also allows survivors to confidentially view the location and status of their kits.

- What is Track-Kit?
- Collecting a Kit
- Receiving a Shipment
- Survivor Password
- Roaming Collector
- Missing Information; Reporting Center; Dynamic Search
- Administration

Collecting Kits

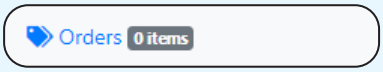
- Enter mandatory fields (marked with a red asterisk *) to complete the kit details.
- Choose the appropriate Reporting Option.

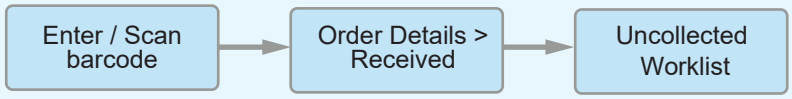




Receiving Kits

- Scan the first kit from a new shipment to receive it in Track-Kit.
- Please contact the Policy Center (ra-ovs-saki@pa.gov) for more information on collecting kits from inventory that predates Track-Kit.

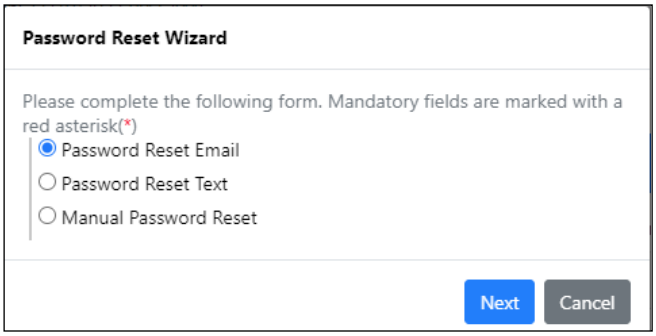




Survivor Password

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.



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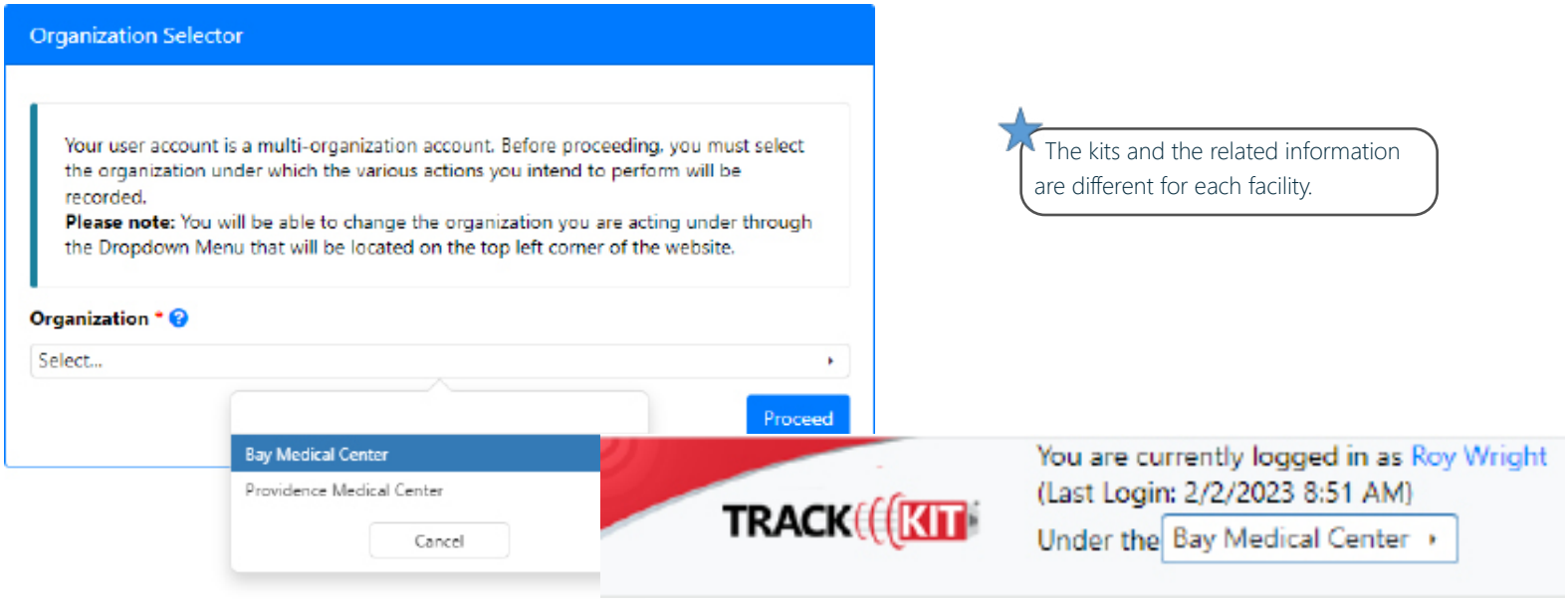
Roaming Collector

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.



The kits and the related information are different for each facility.

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.

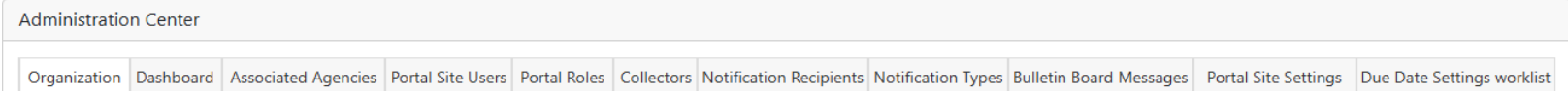
Dynamic Search

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.



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

Configure Portal Site Settings and Due Date Settings