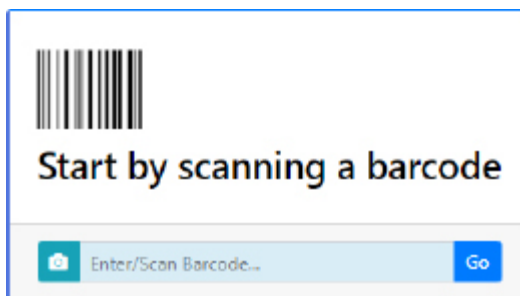


What is Track-Kit?

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.

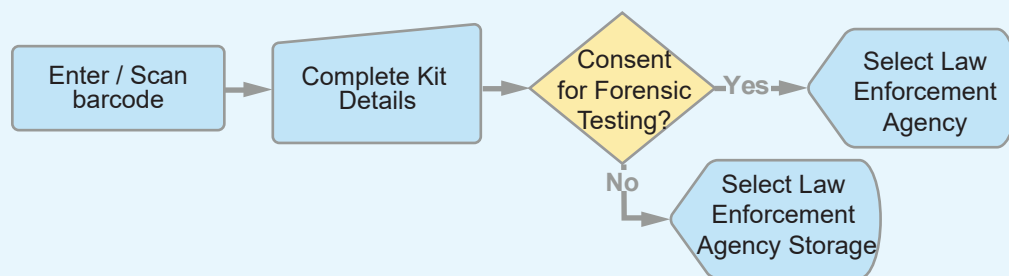
 Uncollected



A PA barcode is affixed to each kit:



PA-123456



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.

 Orders **0 items**



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



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.

Organization Selector

Your user account is a multi-organization account. Before proceeding, you must select the organization under which the various actions you intend to perform will be recorded.

Please note: You will be able to change the organization you are acting under through the Dropdown Menu that will be located on the top left corner of the website.

Organization

Select...

Bay Medical Center

Providence Medical Center

Cancel

Proceed

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

You are currently logged in as Roy Wright
(Last Login: 2/2/2023 8:51 AM)
Under the Bay Medical Center

Missing Information 0 items

Reporting Center

Dynamic Search

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.

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 administrative features are enabled for your account.

Administration Center

Organization	Dashboard	Associated Agencies	Portal Site Users	Portal Roles	Collectors	Notification Recipients	Notification Types	Bulletin Board Messages	Portal Site Settings	Due Date Settings worklist
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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
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