



Track-Kit Help Guide – Laboratory Portal

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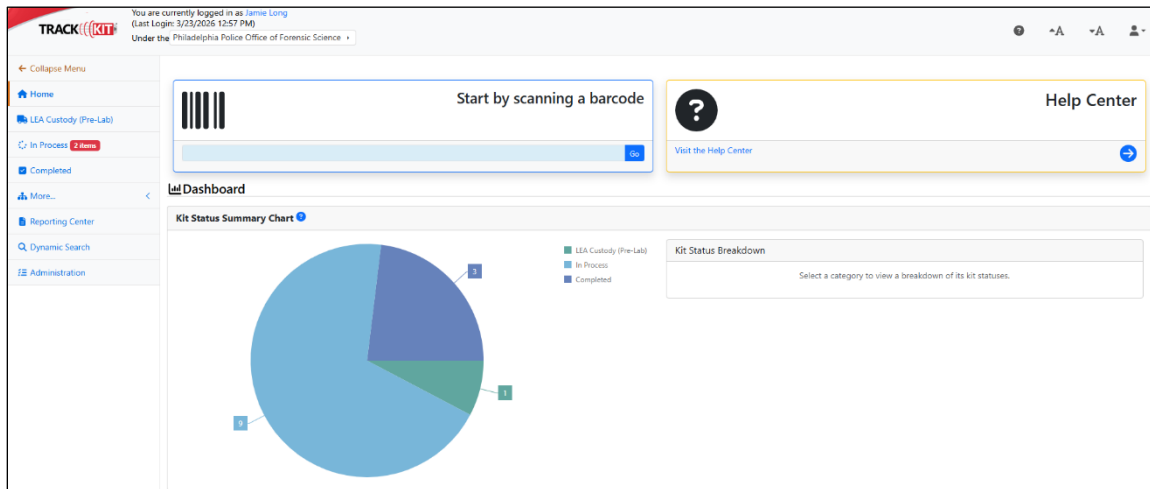
Please Note

Depending on the privileges assigned to your account, you may not have all of the features available.

To learn more, please contact RA-OVS-SAKI@pa.gov.

Getting Started

Most tasks in Track-Kit can be done from the homepage.



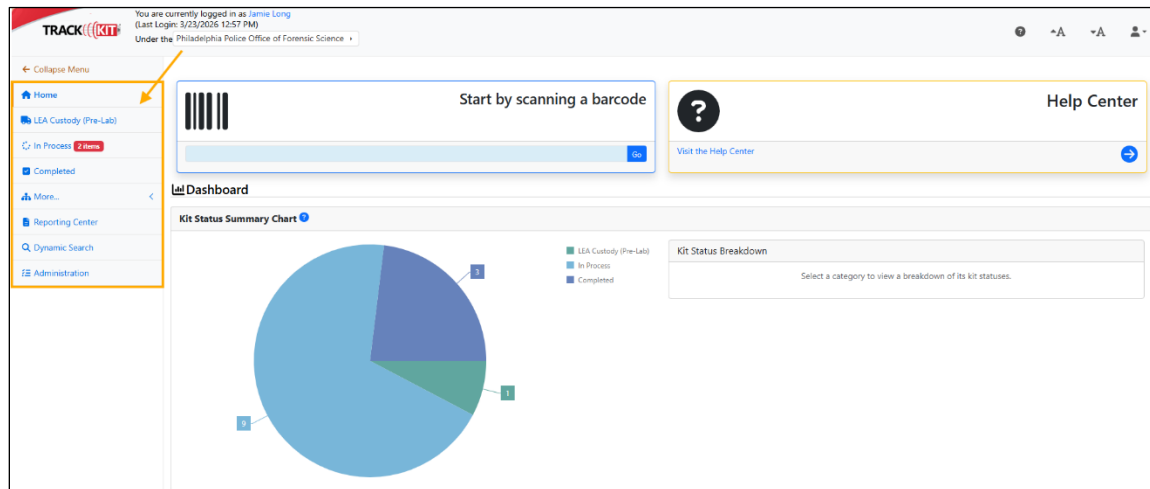
Unsure about what to do?

Start by scanning or manually entering the barcode. The system will direct you to the next step.

From the homepage you can:

- Enter/scan **barcodes**.
- Navigate to **worklists** on the site.
- Access the **Help Center** for FAQs, videos, and the user guide.
- View performance metrics on the **Dashboard**.

Navigation Menu



The Track-Kit Navigation Menu contains a series of worklists:

LEA Custody (Pre-Lab)	Kits that have been collected and are awaiting testing.
In Process	Kits received by your laboratory that are currently being tested.
Completed	Kits that have completed testing.
Reporting Center	Generate reports about your laboratory.
Dynamic Search	- The extensive querying capabilities of the Dynamic Search module allow you to: - Apply successive filters for a refined search. - Save queries that will be repeated. - View results as a kit count only or as a worklist. - Organize results into groups and sub-groups. - Export to a printer or a file (PDF, CSV and XLS formats).

Administration	Highlighted below are key areas of note for users who are assigned administrative privileges. Organization • Set up contacts to show to other organizations within the Track-Kit system. Dashboard • View information about incoming kits and kits in process. Portal Site Users • Manage an unlimited number of Track-Kit account holders with login privileges. Portal Roles • View the portal roles available to your organization (most common are Standard or Admin roles). Notification Recipients • Subscribe an unlimited number of recipients to Track-Kits automated emails. Notification Types • View and edit pre-written automated emails that are triggered by events in Track-Kit. Bulletin Board Messages • Create custom user notifications to be displayed on the Track-Kit homepage. <u>PLEASE DO NOT</u> make any changes to the Portal Site Settings or Due Date Settings tabs.
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Receiving Kits at the Laboratory

When you receive a kit at your laboratory, you must enter the date on which it was received.

1. Scan or manually enter the barcode to launch the **Receive Kit Wizard**.
2. Complete the following fields. All mandatory fields are marked with a red asterisk (*).
 - **Lab Case Number:** File or tracking number assigned by the laboratory.
 - **LEA Case Number / Evidence #:** This field will automatically populate from the Law Enforcement Agency.
 - **Kit Received in Lab Date***: The date the kit was received at the laboratory.
3. Click **Receive Kit**. This will move the kit from the **LEA Custody (Pre-Lab)** worklist to the **In Process** worklist.

Receiving Unexpected Kits

Unexpected kits are kits that do not have collection information. For example:

- Collection details were not recorded in Track-Kit at all.
- Collection details were not recorded by medical facility or law enforcement staff prior to arrival at the laboratory.
- Collection occurred out-of-state.

1. Scan or manually enter the barcode to launch the **Kit Pickup Wizard**. If the kit does not have a barcode, please contact the Policy Center at RA-OVS-SAKI@pa.gov to obtain a barcode.
2. Complete the following fields under Law Enforcement Agency Details. All mandatory fields are marked with a red asterisk (*).
 - **Is survivor <18 years of age?**: If the survivor is under the age of 18, select “Yes”. If the survivor is over the age of 18, select “No”.
 - **Consent for Forensic Testing***: The field automatically defaults to “Yes”. It is assumed that if a kit arrives at the laboratory, consent for forensic testing has been given.
 - **Law Enforcement Agency***: Select the Law Enforcement Agency the kit was received from.
3. Click **Next**.
4. Complete the Laboratory Receipt Details as explained in Step 2 of the [Receiving Kits at the Laboratory](#) section.
5. Click **Receive Kit**. This kit will appear in the **In Process** worklist.

Entering a Lab Complete Date

Once the laboratory completes a kit's testing and enters a **Lab Complete Date**, the survivor will see that their kit has completed laboratory processing. You may enter the date from either the **Kit Processing Wizard** or the **Kit Details** screen.

1. Scan or manually enter the barcode.
2. Complete the following fields. All mandatory fields are marked with a red asterisk (*).
 - **Lab Case Number:** File or tracking number assigned by the laboratory, if available.
 - **Lab Completion Date:** The date all testing on the kit was completed.
 - **Ready for LEA Pickup*:** Is the kit ready to be picked up by the assigned law enforcement agency?
3. Click **Save**. The kit will move from the **In Process** worklist to the **Completed** worklist. Law enforcement users will receive a notification that the kit has completed lab processing.

*Use **Dynamic Search** to identify any kits that have been received and/or processed by your laboratory. You can filter by barcode, date range, receipt date, and other criteria.*

Returning Kits to Law Enforcement

When the kit is ready to return to law enforcement, you may notify the assigned law enforcement agency when the kit is ready for pickup.

1. Scan or manually enter the barcode.
2. Select **Yes to Ready for LEA Pickup**.
3. Click **Save**. Law enforcement users will receive a notification that the kit is ready for pickup from your laboratory.

Canceling Laboratory Processing

After you receive a kit, you may not need to test it after all. You have the option to cancel laboratory processing for kits located on the **In Process** worklist. You cannot cancel a kit's processing if any processing details have been entered.

1. Scan or manually enter the barcode. Track-Kit may display the **Kit Details** screen or the **Processing Details Wizard**, depending on the kit status.
2. Click **Cancel Lab Processing**.
3. Select a **Cancel Lab Processing Reason**.
4. Indicate if the kit is **Ready for LEA Pickup**.
5. Click **Yes**.