



Track-Kit Help Guide – Law Enforcement Portal

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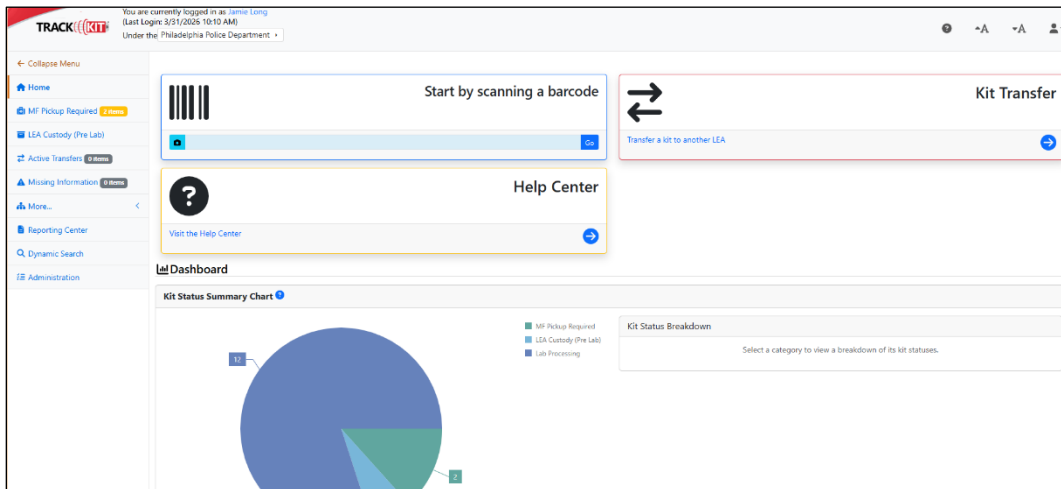
Please Note

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.



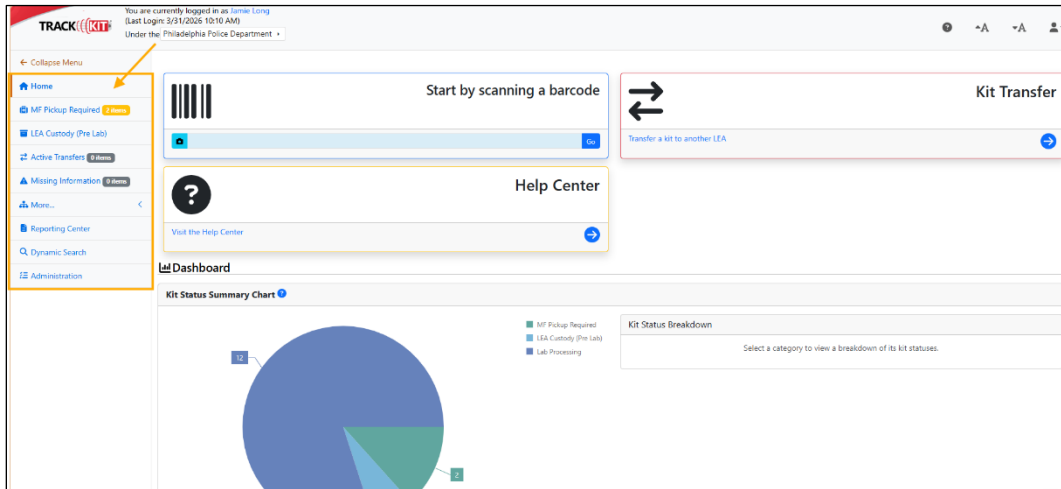
Unsure about what to do?

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:

Medical Facility Pickup Required	- Kits that have been collected and are awaiting pickup from a medical facility. - Kits are removed from the worklist after they have been picked up or received by law enforcement.
LEA Custody (Pre Lab)	- Kits assigned to your agency that have been picked up from the medical facility but have not been received at the laboratory. - Kits are removed from the worklist after they have been received at the laboratory.
Active Transfers	- Kits that are being transferred to or from your agency. - Kits are removed from the worklist after the transfer is complete.
Missing Information	- Kits that have been received at the laboratory before your agency was able to enter medical facility pickup details. - Complete any mandatory fields (marked with a red asterisk *). - Kits are removed from the worklist once all mandatory fields are entered.
Lab Pickup Required	Kits that require pickup by law enforcement from the laboratory.
Storage (Unreleased)	- Unreleased kits that are in storage at your agency. - Unreleased kits are those that have not received consent for forensic testing from the survivor.
Lab Processing	Kits that are being processed at the laboratory.
Completed	- Kits that have been assigned a Lab Complete Date. - Kits are displayed on this worklist after you have entered the Lab Pickup Date.
Reporting Center	Generate reports about your agency.

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 survivor contacts. • Set up contacts to show to other organizations within the Track-Kit system. Dashboard • View information about kits assigned to your medical facility. Associated Agencies • Set up associated law enforcement agencies and laboratory for your law enforcement agency. Portal Site Users 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). Officers • Maintain the list of your agency's officers that appear on the Officer dropdown list. ○ Note: Track-Kit users are account holders. Officers may or may not have an account in Track-Kit. 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, Due Date Settings or Automatic Orders tabs.

Viewing Kit Details

Track-Kit allows you to view information for any kit that is associated with your agency, whether or not it is currently at your location.

1. Enter the barcode to launch the **Kit Details** screen.
 - Alternatively, you can locate the kit on a worklist that corresponds to the kit's current status, such as **Lab Processing** or **Storage (Unreleased)**.

If a kit is transferred to another law enforcement agency, you will no longer be able to view it in Track-Kit.

Picking Up Kits from Medical Facilities

All kits must be picked up from the medical facility.

1. Scan or manually enter the barcode to launch the **Kit Pickup Wizard**.
2. Complete the following fields. All mandatory fields are marked with a red asterisk (*).
 - **LEA Pickup Date***: The date the kit was picked up from the medical facility by the law enforcement agency.
 - **Pickup Officer**: The officer who picked up the kit from the medical facility.
 - **Assigned Officer**: The officer assigned to investigate the case.
 - **LEA Case Number / Evidence #***: The incident or case number associated with the kit and the evidence number assigned to the kit.
3. Click **Confirm Pickup**. If the kit has consent for forensic testing, this will move the kit from the **MF Pickup Required** worklist to the **LEA Custody (Pre Lab)** worklist. If the kit does not have consent for forensic testing, this will move the kit to the **Storage (Unreleased)** worklist instead.

You may receive kits where collection details were not entered by the medical facility. For more information, see [Receiving Unexpected Kits](#).

Once you have received a kit, you can view information about the kit at any point. For more information, see [Viewing Kit Details](#).

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 staff prior to arrival at the law enforcement agency.
- Collection occurred out-of-state.

Kits with Assigned Barcode

1. Scan or manually enter the barcode to launch the **Kit Pickup Wizard**.
2. Complete the following fields under Medical Facility Pickup Details. All mandatory fields are marked with a red asterisk (*).
 - **Medical Facility***: Select the Medical Facility that collected the kit. If Medical Facility is unknown, select Other Organization → Non Participating Medical Facility.
 - **Collection Date**: The date the kit was collected.
 - **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***: If the survivor consents to having their kit tested, select “Yes”. If the survivor does not consent to having their kit tested, select “No”.
3. Click **Next**.
4. Complete the Medical Facility Pickup Details as explained in Step 2 of the [Picking Up Kits from Medical Facilities](#) section.
5. Click **Confirm Pickup**. If the kit has consent for forensic testing, the kit will be added to the **LEA Custody (Pre Lab)** worklist. If the kit does not have consent for forensic testing, the kit will be added to the **Storage (Unreleased)** worklist instead.

Kits with No Assigned Barcode

1. Contact the Policy Center at RA-OVS-SAKI@pa.gov to obtain a barcode.
2. Enter the barcode to launch the **Kit Pickup Wizard**.
3. Complete the following fields under Medical Facility Pickup Details. All mandatory fields are marked with a red asterisk (*).
 - **Medical Facility***: Select Other Organization → Out of State Medical Facility - *State*.
 - **Collection Date**: The date the kit was collected.
 - **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***: If the survivor consents to having their kit tested, select “Yes”. If the survivor does not consent to having their kit tested, select “No”.
4. Click **Next**.

5. Complete the Medical Facility Pickup Details as explained in Step 2 of the [Picking Up Kits from Medical Facilities](#) section.
6. Click **Confirm Pickup**. If the kit has consent for forensic testing, the kit will be added to the **LEA Custody (Pre Lab)** worklist. If the kit does not have consent for forensic testing, the kit will be added to the **Storage (Unreleased)** worklist instead.

Skipping Laboratory Processing

This feature allows the law enforcement agency to skip kit processing at the laboratory.

Note that this feature is not available after a kit's **Lab Complete Date** has been entered.

1. Scan or manually enter the barcode to open the **Kit Details** screen.
2. Scroll to the bottom of the **Kit Details** screen.
3. Click the **Skip Lab Processing** button.
4. Select a reason from the dropdown list.
5. Click **Skip Lab Processing**. This will move the kit from the **LEA Custody (Pre Lab)** worklist to the Skip Lab Processing category in the **Completed** worklist.

Transferring Kits

You may transfer a kit to another law enforcement agency. You must receive the kit into your agency before you can initiate the transfer.

1. Click the **Kit Transfer** button on the homepage.
2. Scan or manually enter the barcode.
3. Select the receiving agency from the dropdown list.
4. Click **Initiate Kit Transfer**. The kit will remain in the **Active Transfers** worklist until the receiving agency accepts the transfer.

Receiving Kits from Laboratories

You must receive the kit back into the system after laboratory testing is complete and it is back with your agency.

1. Scan or manually enter the barcode and go to the **Kit Pickup Wizard**.
2. Complete the following fields. All mandatory fields are marked with a red asterisk (*).
 - **LEA Lab Pickup Date***: The date the kit was picked up from the laboratory by the law enforcement agency.
 - **LEA Lab Pickup Officer**: The officer who picked up the kit from the laboratory.
 - **Assigned Officer**: The officer assigned to investigate the case. This field may already be completed.
 - **LEA Case Number***: The incident or case number associated with the kit. This field may already be completed.
3. Click **Confirm Pickup**. If the laboratory has entered a **Lab Complete Date**, the kit will be placed on the **Completed** worklist. If the laboratory has not entered a **Lab Complete Date**, the kit will remain on the **Lab Processing** worklist.

Resetting Survivor Passwords

Survivors will login to Track-Kit to track the status and location of their kit, using the barcode as their username. If they lose their password, they may contact you to help them reset their password. To help a survivor reset their password:

1. Manually enter the barcode to open the **Kit Details** screen.
2. Scroll to the bottom of the **Kit Details** screen.
3. Click the **Reset Survivor Password** button.
4. Select one of the **Password Reset Options** and click **Next**.
 - **Password Reset Email:** The survivor will receive an email with a link to reset their password.
 - **Password Reset Text:** The survivor will receive a text with a link to reset their password.
 - **Manual Password Reset:** You can create a password on behalf of the survivor. (Not recommended)
5. Based on the option selected in the previous step:
 - **Password Reset Email:** Enter the email address that will receive the password reset email and click **Reset Password**.
 - **Password Reset Text:** Enter the phone number that will receive the password reset text message and click **Reset Password**.
 - **Manual Password Reset:** Enter the password that will be set for the survivor account that meets all password requirements and click **Reset Password**. You will need to provide the new password to the survivor in some way.
6. You will be asked to confirm that you wish to reset the password for the survivor account. Select **Yes**. This completes the Password Reset process.

Discarding Kits

Admin users within the law enforcement agency will be able to discard kits when they are eligible to be disposed of.

1. Navigate to one of these worklists:
 - **Storage (Unreleased)**
 - **Completed**
2. Click **Discard**.
3. Select a **Discard Reason**.
4. Confirm your password and click **OK**.