



Track-Kit Help Guide – Medical Facility Portal

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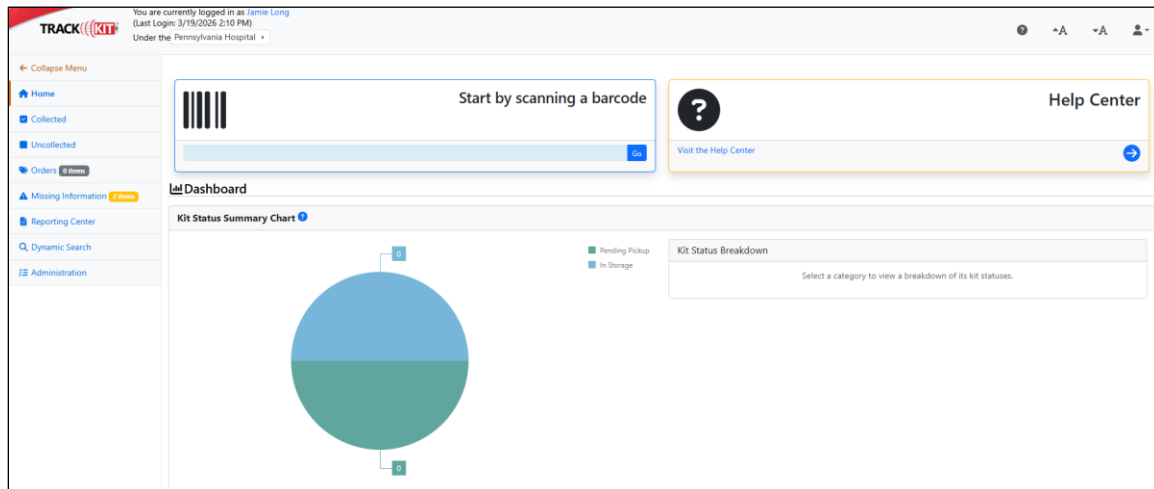
Please Note

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.



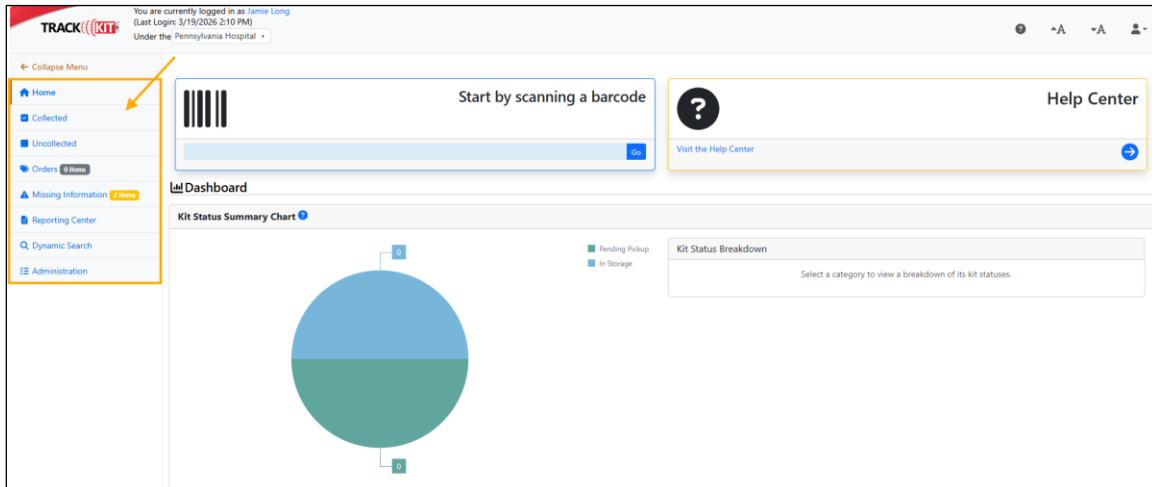
Unsure about what to do?

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:

Collected	• Kits that have been collected at your medical facility. • Kits are grouped by the receiving agency. • Kits on this worklist are not yet in possession of the receiving law enforcement agency or lab. • Kits are removed from the worklist after they have been picked up or received by another organization.
Uncollected	• Kits that are currently in inventory at your medical facility. • Kits are ready to be used for collection.
Orders	• Displays orders that are created by the distributor on behalf of your medical facility. • Displays shipments that are ready to be received into your inventory.
Missing Information	• Kits that have been received by a law enforcement agency and/or laboratory before you have had a chance to enter collection data. ◦ Complete any mandatory fields (marked with a red asterisk *). • Kits are removed from the worklist once all mandatory fields are entered.
Reporting Center	• Generate reports about your medical facility.
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 frequently assigned law enforcement agencies. 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). Collectors • Maintain the list of nurses that appear on the Collector dropdown list. ○ Note: Track-Kit users are account holders. Collectors 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.
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Entering Collection Data

When you have collected a kit, you must enter the collection data for that kit.

1. Scan or manually enter the barcode.
2. Complete the following fields. All mandatory fields are marked with a red asterisk (*).
 - **Collector***: Select the individual who collected the kit.
 - **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”.
 - Please Note: Victims under the age of 18 **CANNOT** choose anonymous reporting and testing.
 - **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”.
 - Please Note: If the survivor chooses Anonymous Option A, select “Yes”. If the survivor chooses Anonymous Option B or C, select “No”.
 - **Law Enforcement Agency***: Select the Law Enforcement Agency who will take custody of the kit. If the kit will be sent out of state, please select Out of State LEA – *State*.
 - Please Note: If Consent for Forensic Testing is “No,” this field will read **Law Enforcement Agency Storage**. This simply indicates that the Law Enforcement Agency will be storing the kit as the survivor did not consent for testing.
 - **Anonymous Reporting Option at Collection***: Select one of the following options.
 - N/A – Not An Anonymous Report
 - Option A – Report and Test
 - Option B – Report and Hold
 - Option C – Non-Report and Hold

*When the kit is received by law enforcement agency or laboratory users, it will be removed from your **Collected** worklist.*

3. Give the login credentials to the survivor.
To download and print a cheat sheet that provides survivors with instructions on how to access and use their portal, click [here](#).

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.
2. Click the **Reset Survivor Password** button located at the bottom of the **Kit Details** screen.
3. 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)
4. 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.
5. 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.

Receiving Orders

You may receive kit orders from the distributor in Track-Kit. Receiving orders places the kit(s) into inventory on the **Uncollected** worklist. After you have received an order, you may use the kits to enter collection data.

1. Scan or manually enter the barcode of any kit in the order.
2. Follow the prompts to receive the kits into your **Uncollected** worklist.

OR

1. Go to the **Orders** worklist in the lefthand navigation menu and click **Receive**.
2. Enter your Track-Kit password to confirm receipt of shipment and click **Receive**. Kits have been received into your **Uncollected** worklist.