

Notes for Using Track-Kit at your Laboratory

- Most tasks can be done by scanning a barcode. Track-Kit will show you where the kit is in the workflow.
- Your primary responsibilities in Track-Kit are to receive kits, enter lab complete dates and transfer kits to other labs.
- The Bureau of Criminal Apprehension (BCA) lab has the additional responsibility of storing and discarding kits and changing a kit's restricted status as needed.
- Other tasks you may need to perform include transferring kits to other laboratories, generating reports and performing administrative duties.

Start by scanning a barcode

MN00269 Go

Receiving Kits

In Transit

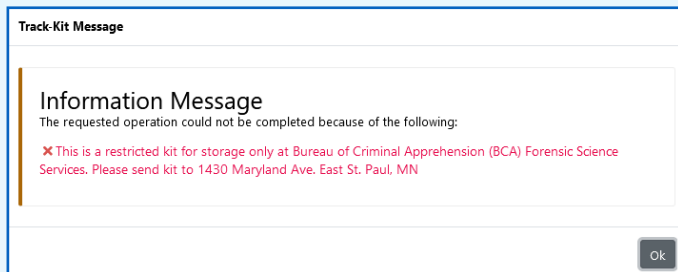
- Scan the barcode to open **Kit Receipt Wizard**.
- Enter mandatory fields (marked with a red asterisk *).
- You cannot save your work without entering these fields.

Is this an Unrestricted Kit?

This field is completed by the medical facility at the time of collection. All labs can receive unrestricted kits for forensic testing.

Is this a Restricted Kit?

All restricted kits go to the BCA. If a non-BCA lab receives a restricted kit in error, Track-Kit will not allow the kit to be received. The kit must be sent to BCA for storage.



Kit Receipt Wizard

You are receiving this kit from Brainerd Police Department.

General Kit Information

Barcode ?	MN00121
Status ?	In Transit to Lab
Organization ?	Brainerd Police Department
ICR ?	TT202276324534
Collection Date ?	2/28/2022
MF Pickup Date ?	2/28/2022
Request for Laboratory Examination Date ?	4/29/2022

Laboratory Receipt Details

Please complete the following form. Mandatory fields are marked with a red asterisk(*)

Lab Case Number * ?

BCA 00121-75462

Kit Received in Lab Date * ?

3/3/2022

Is this an Unrestricted Kit? * ? Yes No

Blood Sample? ? Yes No

Urine Sample? ? Yes No

Other Items ? Yes No

View Kit Details Pick up Cancel

Changing Restricted Status

When a survivor changes consent for a kit in storage, BCA lab personnel must change the kit's restricted status. To do this, scan the barcode to open the **Kit Details** and update the **Is this an Unrestricted Kit?** field from **No** to **Yes**.

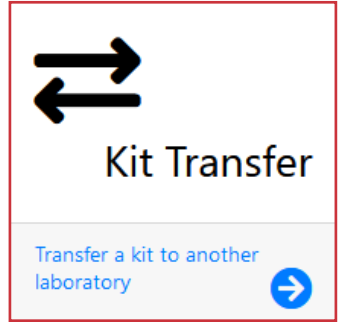
When you update this field, the kits is moved to the **In Process** worklist and the survivor's timeline is updated.

Transferring Kits

You can transfer kits to another laboratory in the Track-Kit system.

- Scan the barcode to open the **Kit Transfer Wizard**.
- Select the organization.
- Click **Initiate Kit Transfer**.

The transfer will stay on the **Active Transfers** worklist until the destination lab confirms receipt.



Laboratory Details

Lab Kit Status ? In Process

Laboratory ? Bureau of Criminal Apprehension

Lab Case Number ? BCA 00113

Lab Receipt Due Date ? 4/15/2022

Kit Received in Lab Date ? 2/14/2022 ✕ 📅

Lab Complete Due Date ? 5/15/2022

Lab Complete Date ? 📅

Ready for LEA Pickup ? Yes No

Kit Return to LEA Options ? Select...

🔍 Search

Mail Kit Back to LEA

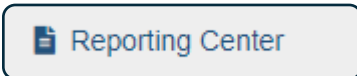
Send Notification to LEA for Pickup

Cancel Clear

Entering Lab Complete Date

When a kit's processing is complete, you will enter a lab complete date and indicate if the kit is ready for pickup by law enforcement.

- Scan the barcode to open the **Kit Details**.
- Scroll to **Laboratory Details**.
 - Enter the **Lab Complete Date**.
 - Select **Yes** or **No** for **Ready for LEA Pickup**.
 - Select from the **Kit Return LEA Options**; Track-Kit sends an automated email to law enforcement when you select **Send Notification to LEA for Pickup**.



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

If you have administration privileges on your account, you can manage the Administration Center for your site.

Administration Center							
Organization	Dashboard	Track-Kit Users	Track-Kit Roles	Notification Recipients	Notification Types	Bulletin Board Messages	Portal Site Settings

Edit Organization information

View and interact with summary Dashboard charts

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-established email notifications).
Add and edit Notification Recipients.

Post Bulletin Board Messages

Edit Portal Site Settings