



Yale
NewHaven
Health



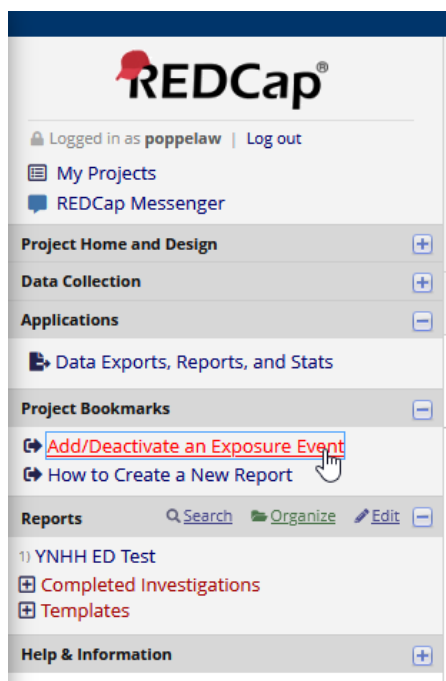
Yale Center for
Clinical Investigation

COVID Employee Exposure Tracking

Closing an Investigation

FIRST DEACTIVATE THE EXPOSURE EVENT

1. Click **Add/Deactivate an Exposure Event**



2. Select **Deactivate an existing event** and select the event you'd like to close from the dropdown. **Click Submit.**

Add or Deactivate Exposure Events Resize font: [icon] [icon]

Use this tool to

1. Add a new exposure event to the list of events
2. Deactivate a currently active exposure event
3. Reactivate an exposure event that has been deactivated

What would you like to do?

☐ Create a new event

☒ Deactivate an existing event

☐ Reactivate a deactivated event reset

Select the event you'd like to deactivate:

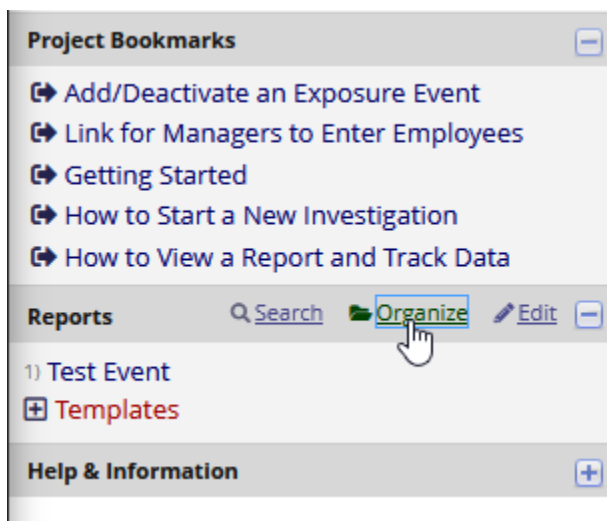
* must provide value

Test Event



Submit

THEN DEACTIVATE THE EVENT'S REPORT

3. Click Organize in the **Reports** section of the project



4. Select **Completed Investigations** in the **Select a folder** dropdown







 **Report Folders** 

Report Folders are a way to organize your reports by putting them into groups. You may create new folders below and then assign reports to them on the right. A report can be assigned to multiple folders at the same time. To reorder your folders, you can drag and drop them in the left-hand table. Note: All users in this project will be able to see the folders so long as they have 'View Access' to at least one report in the folder.

STEP 1: Create Folders

My Report Folders

Add

Completed Investigations		
Templates		
Testing Reports (Do Not Alter)		

STEP 2: Assign Your Reports To Folders

--- Select a folder ---

--- Select a folder ---



Completed Investigations

Templates

Testing Reports (Do Not Alter)

☐ Hide reports already assigned

5. Find the report you want to deactivate and check the box.







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STEP 1: Create Folders

My Report Folders

Add

Completed Investigations		
Templates		
Testing Reports (Do Not Alter)		

STEP 2: Assign Your Reports To Folders

Completed Investigations

☐ Hide reports already assigned

<input type="checkbox"/>	Select reports below to add to this folder	
<input type="checkbox"/>	OrigReport	
<input type="checkbox"/>	First Test	
<input type="checkbox"/>	Second Test	
<input type="checkbox"/>	REPORT TEMPLATE	
<input checked="" type="checkbox"/>	Test Event	Saved!

6. Click **Close** and you're done!

