



Yale
NewHaven
Health



Yale Center for
Clinical Investigation

COVID Employee Exposure Tracking

Starting a New Investigation

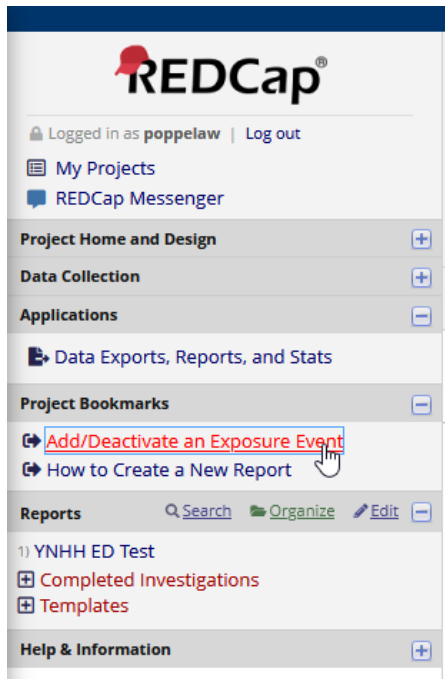
1. Log in to <https://redcapynh.ynhh.org> and click **COVID Exposure Tracking**



Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [React](#) users still have access to your projects, visit the [User Access Dashboard](#).

My Projects Organize Collapse All Filter projects by ti			
Project Title	Records	Fields	Instr
COVID Exposure Tracking	91	53	1 fo 2 su
+ [My Hidden Projects] (7)			

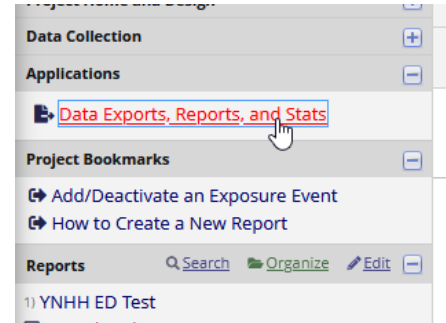
2. Click **Add/Deactivate an Exposure Event**



3. Fill out the form with the new **Event Label** and submit

A screenshot of the 'Add or Deactivate Exposure Events' form in REDCap. The form has a light blue header with the title 'Add or Deactivate Exposure Events' and a 'Resize font' option. Below the header, there's a section titled 'Use this tool to' with two numbered instructions: '1. Add a new exposure event to the list of events' and '2. Deactivate a currently active exposure event'. The main form area is divided into sections. The first section asks 'Would you like to add a new Exposure Event or deactivate an existing Exposure Event?' with two radio buttons: 'Create a new event' (selected) and 'Deactivate an existing event'. There's a 'reset' link next to the second option. The second section asks 'First, check to make sure the event you want to add hasn't already been added:' and includes a search input field with a dropdown arrow. Below this, there's a note: 'If your event already appears here, you don't need to add it!'. The third section is a green box asking 'Type the label for the Exposure Event you'd like to add:' with a text input field containing 'New Event Label' and a red asterisk note '* must provide value'. At the bottom, there's a 'Submit' button with a mouse cursor hovering over it. The footer of the form says 'Powered by REDCap'.

4. Back in the COVID Exposure Tracking project, click **Data Exports, Reports, and Stats**



5. Find the **REPORT TEMPLATE** report and click **Copy**

1	REPORT TEMPLATE	View Report	Export Data	Stats & Charts	Edit	Copy	Delete
2	YNHH ED Test 0	View Report	Export Data	Stats & Charts	Edit	Copy	Delete

6. Find the copy you just made and click **Edit**

1	REPORT TEMPLATE	View Report	Export Data	Stats & Charts	Edit	Copy	Delete
2	REPORT TEMPLATE (copy)	View Report	Export Data	Stats & Charts	Edit	Copy	Delete
3	YNHH ED Test 0	View Report	Export Data	Stats & Charts	Edit	Copy	Delete

7. Change the report title to match the **Event Label**

Name of Report:	<input type="text" value="New Event Label"/>
Description (optional): Displayed on page below report name	<input type="text" value="See status of employees according to exposure event"/> <small>HTML may be used in order to add links or to add style to text.</small>

8. Select the new **Event Label** for **Filter 1**

STEP 3

[How to use filters and AND/OR logic](#)

Filters (optional)

		Operator / Value	
Filter 1	exposure_label "Select the label of the" <input type="button" value="RBL"/>	=	New Event Label <input type="button" value="X"/>

9. Click **Save Report!**

[Cancel](#)

10. Give the new **Event Label** to the managers.