

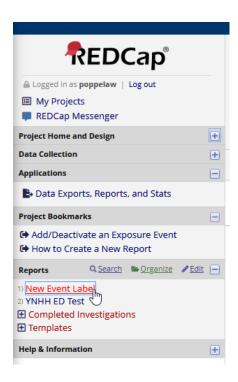




# **COVID Employee Exposure Tracking**

# Viewing a Report and Tracking Data

1. Click on the report you'd like to view



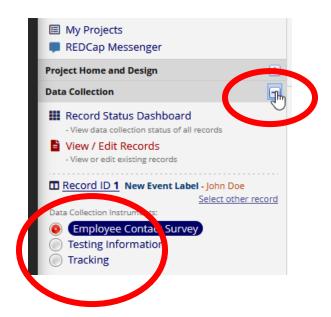
# 2. If you want to view or update a particular employee's data, click the number under Record ID

#### **New Event Label**

See status of employees according to exposure event

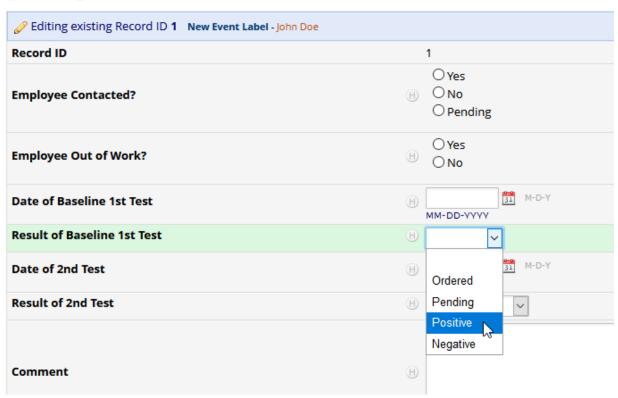
	Record ID record_id	Select the label of the exposure event exposure_	Manager Name and Title: mgrname	Manager Email: mgremail	Exposed Employee First Name: fname	Exposed Employee Last Name: Iname	Exposed Employee Best Contact Phone Number:	Exposed Employee Email Address: email	Exposed Employee Hospital Affiliation: employee_ affiliation	Exposed Employee Job Title: employee_ job_title	Did the employee have a direct workplace exposure or is this part of a cluster investigation? cluster_inv_or_exposure	Exposure Risk Category risk_ category	Ext Ris Cat risk cat mit
	New Iment Label - John Doe	New Event Label (New Event Label)	ock	test@noreply.com	John	Doe	(555) 867-5309	test@noreply.com	LMH (6)	Paper	Employee had direct workplace exposure (1)		Hig Ris
	Event Label - Jane Doe	Label (New Event Label)	Scissors	test@noreply.com	Jane	Doe	(555) 867-5309	test@noreply.com	WH (7)	Scissors	Cluster Investigation; Employee did NOT have direct workplace exposure (2)		
	3 New Event Label - Bob Johnson	New Event Label (New Event Label)	Paper	test@noreply.com	Bob	Johnson	(555) 867-5309	test@noreply.com	SRC (4)	Scissors	Cluster Investigation; Employee did NOT have direct workplace exposure (2)		

3. Expand the Data Collection section to show the Tracking form, where you can update this employee's information



## **Example of updating test results:**

### Tracking



## Make sure to save the form ->



✓ Record ID 1 successfully edited