



Yale
NewHaven
Health



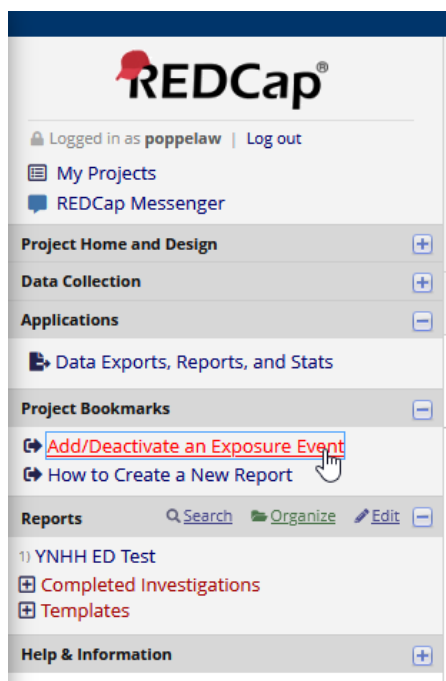
Yale Center for
Clinical Investigation

COVID Employee Exposure Tracking

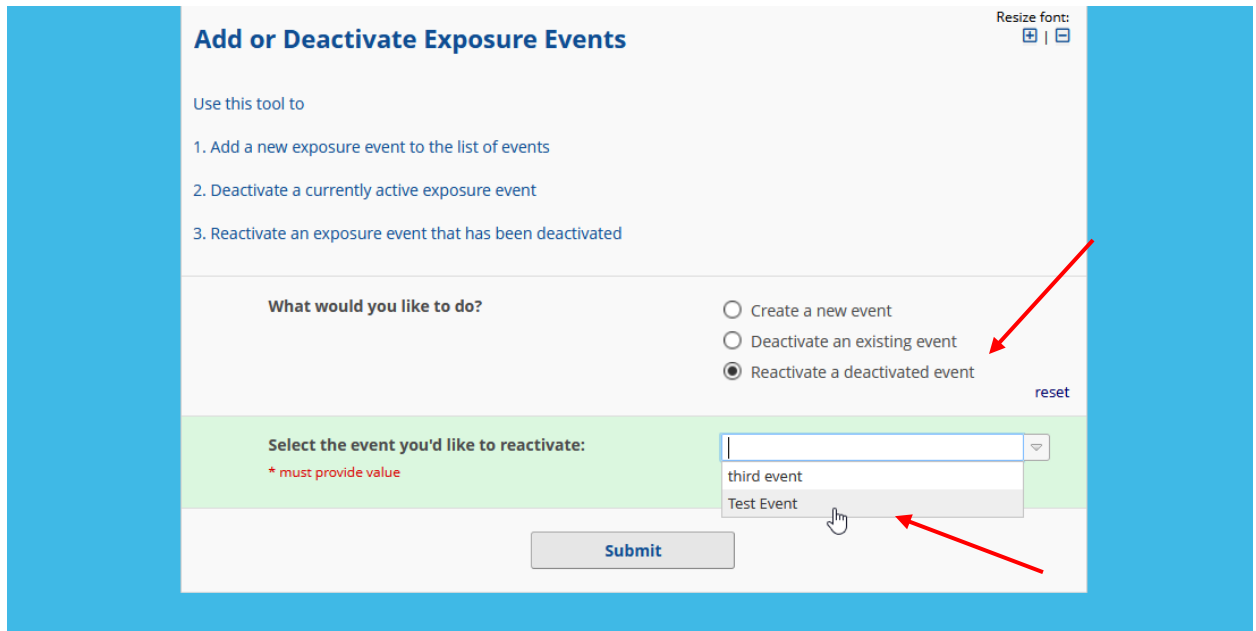
Reactivating a Closed Investigation

FIRST REACTIVATE THE EXPOSURE EVENT

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



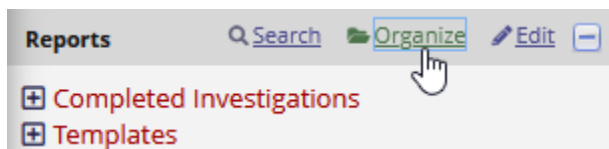
- 2.** Select **Reactivate an existing event** and select the event you'd like to reopen from the dropdown. **Click Submit.**





The screenshot shows a web form titled "Add or Deactivate Exposure Events". At the top right, there is a "Resize font:" option with plus and minus icons. Below the title, a section "Use this tool to" lists three instructions: "1. Add a new exposure event to the list of events", "2. Deactivate a currently active exposure event", and "3. Reactivate an exposure event that has been deactivated". The main form area has a heading "What would you like to do?" followed by three radio button options: "Create a new event", "Deactivate an existing event", and "Reactivate a deactivated event". The third option is selected. To the right of these options is a "reset" link. Below this is a green-shaded section with the heading "Select the event you'd like to reactivate:" and a red asterisk note "* must provide value". A dropdown menu is open, showing "third event" and "Test Event". A hand cursor points to "Test Event". At the bottom of the form is a "Submit" button. Two red arrows point to the "Reactivate a deactivated event" radio button and the "Test Event" dropdown option.

THEN REACTIVATE 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

Completed Investigations		
Templates		
Testing Reports (Do Not Alter)		

STEP 2: Assign Your Reports To Folders

--- Select a folder --- 

Completed Investigations


Templates

Testing Reports (Do Not Alter)

☐ Hide reports already assigned

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

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!

