



Yale  
NewHaven  
Health



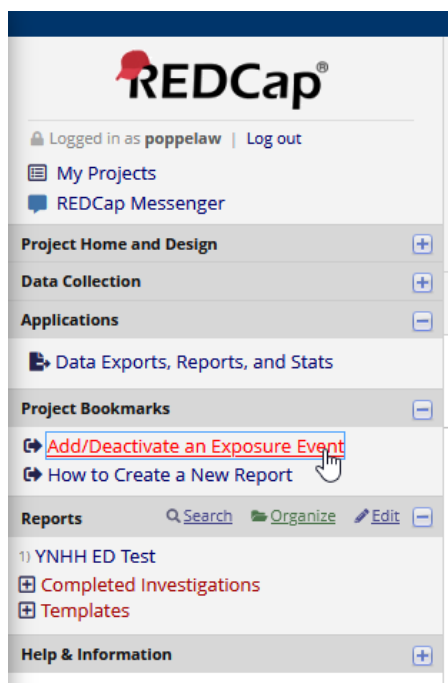
Yale Center for  
Clinical Investigation

# COVID Employee Exposure Tracking

## **Starting a New Investigation**

### **FIRST, ADD THE NEW EXPOSURE EVENT**

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

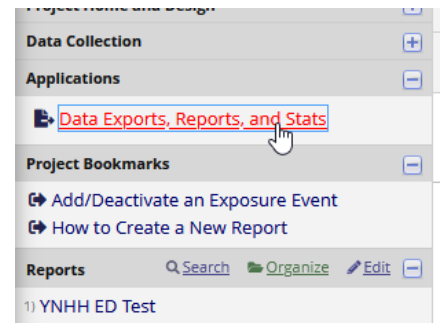


2. Fill out the form with the new **Event Label** and submit

The screenshot shows a web form titled "Add or Deactivate Exposure Events" with a "Resize font:" option in the top right. Below the title, it says "Use this tool to" followed by two numbered instructions: "1. Add a new exposure event to the list of events" and "2. Deactivate a currently active exposure event". The form 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". A "reset" link is to the right. The second section says "First, check to make sure the event you want to add hasn't already been added:" and includes a search dropdown menu. Below this, a green box prompts the user to "Type the label for the Exposure Event you'd like to add:" with a red asterisk and the text "\* must provide value". A text input field contains "New Event Label". At the bottom is a "Submit" button with a mouse cursor hovering over it. The footer says "Powered by REDCap".

## **NEXT, CREATE A REPORT FOR THE NEW EVENT**

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



#### 4. Find the **REPORT TEMPLATE** report and click **Copy**

1	REPORT TEMPLATE	<a href="#">View Report</a>	<a href="#">Export Data</a>	<a href="#">Stats &amp; Charts</a>	<a href="#">Edit</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
2	YNHH ED Test 0	<a href="#">View Report</a>	<a href="#">Export Data</a>	<a href="#">Stats &amp; Charts</a>	<a href="#">Edit</a>	<a href="#">Copy</a>	<a href="#">Delete</a>

#### 5. Find the copy you just made and click **Edit**

1	REPORT TEMPLATE	<a href="#">View Report</a>	<a href="#">Export Data</a>	<a href="#">Stats &amp; Charts</a>	<a href="#">Edit</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
2	REPORT TEMPLATE (copy)	<a href="#">View Report</a>	<a href="#">Export Data</a>	<a href="#">Stats &amp; Charts</a>	<a href="#">Edit</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
3	YNHH ED Test 0	<a href="#">View Report</a>	<a href="#">Export Data</a>	<a href="#">Stats &amp; Charts</a>	<a href="#">Edit</a>	<a href="#">Copy</a>	<a href="#">Delete</a>

#### 6. Change the report title to match the **Event Label**

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

#### 7. Select the new **Event Label** for **Filter 1**

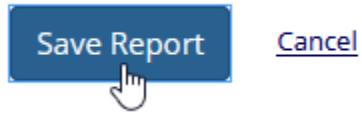
STEP 3

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

**Filters (optional)**

<b>Filter 1</b>	exposure_label "Select the label of the	<a href="#">ABX</a>	=	New Event Label	<a href="#">X</a>
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8. Click **Save Report!**



**LAST, SEND OUT THE LINK TO THE MANAGER(S)**

9. Make sure to include the PDF Tip Sheet and the new **Event Label!**