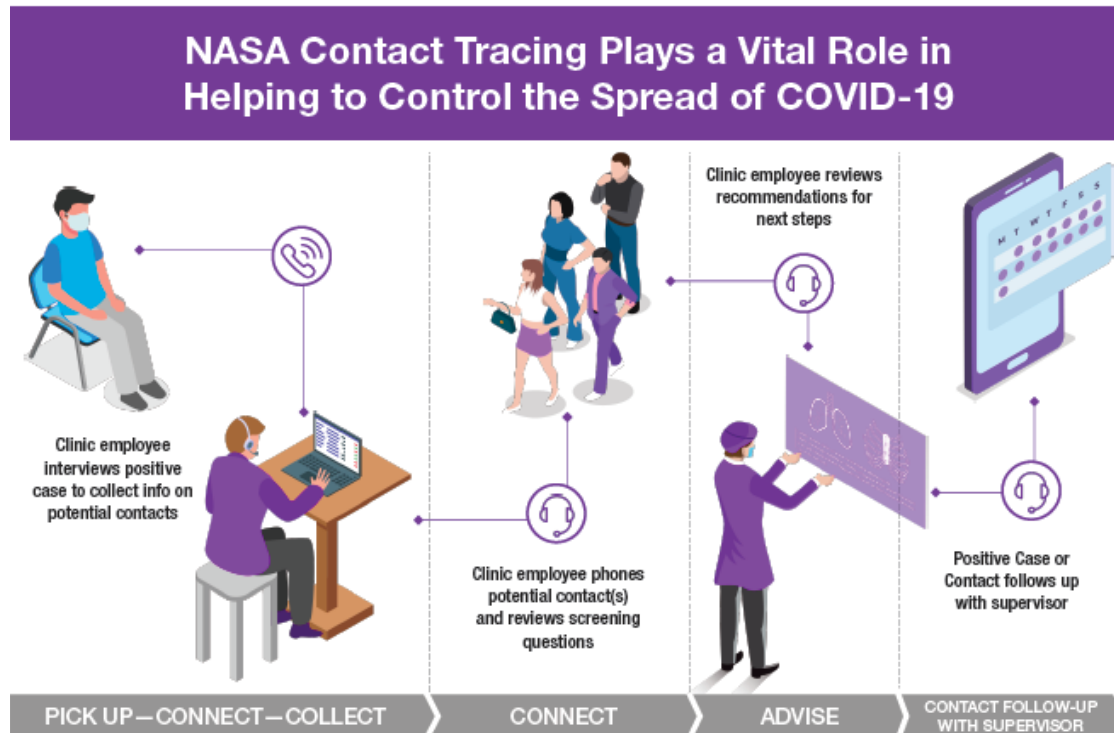


COVID-19 Contact Tracing and Tracking Application Reports



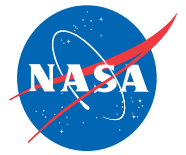
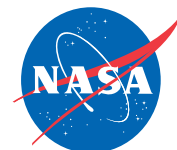


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Summary

At the time of release there are 3 standard reports that have been delivered through the application. All users are able to access the reports, but each user will only be able to view the reports as it relates to Center they are attached to. If you are an Agency user, then it will pull all reporting data in the system. The summary steps for accessing the reports in CTT are listed below. Additional details and screenshots for each step can be found in this document.

1. [Access NASA's Contact Tracing and Tracking Application](#) - Open your Chrome browser and navigate to <https://nasahealth.lightning.force.com/> from the browser address bar.
2. [Select "Reports" from the top-level navigation \(Home\) drop-down](#)
3. [Select "NASA Contact Tracing Reports from the "All Reports" folder on the left-hand navigation](#)
4. [Click on the name of the report you want to view](#)
5. [Export report data to Excel](#)
6. [Save the exported report](#)

Detailed Steps

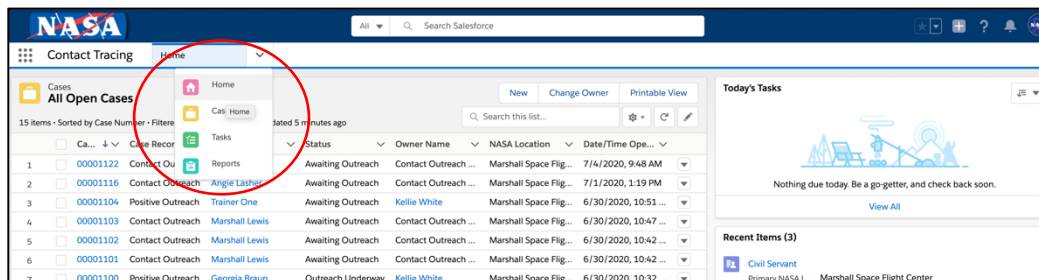
Step One – Access NASA's Contact Tracing and Tracking Application

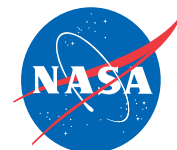
Please note for step one you will need to be on the NASA network (this includes the use of VPN) and have a PIV card to successfully authenticate into the application. All end users must have a provisioned account in order to authenticate into the system. You will also need to have Chrome installed and properly configured on your NASA laptop or computer. If all of these conditions have been met, then you may proceed with the below actions.

- a. Launch Chrome from your NASA laptop or computer
- b. Copy and paste <https://nasahealth.lightning.force.com/> into Chrome's address bar
- c. Select "Launchpad SSO"
- d. Select "Smartcard Login"
- e. Enter your PIN when Prompted
- f. When you are presented with the NASA terms of use please read and if you consent then click "Finish"
- g. After launching the application, you may be prompted to "allow or block" notifications from the application. Please select "allow" if prompted

Step Two – Access Reports

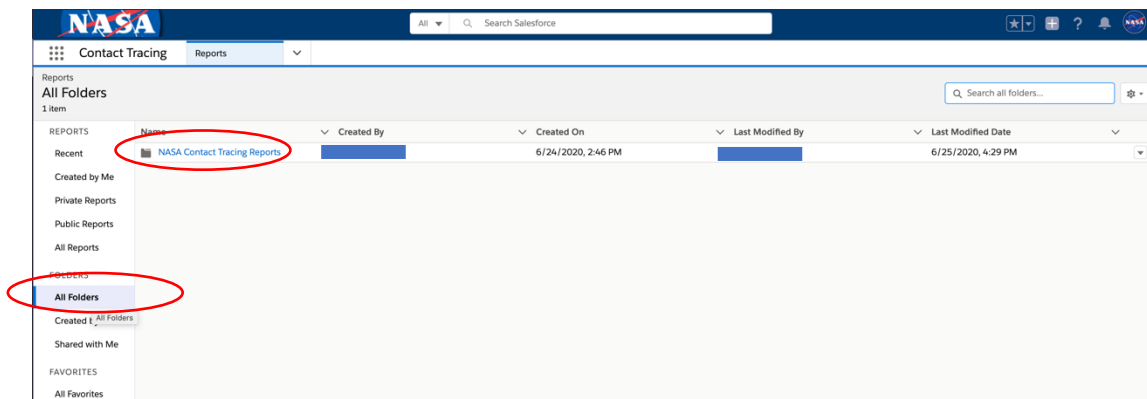
Once you have successfully authenticated into the system you can open the Reports by selecting "Reports" from the top-level navigation drop-down as shown below.





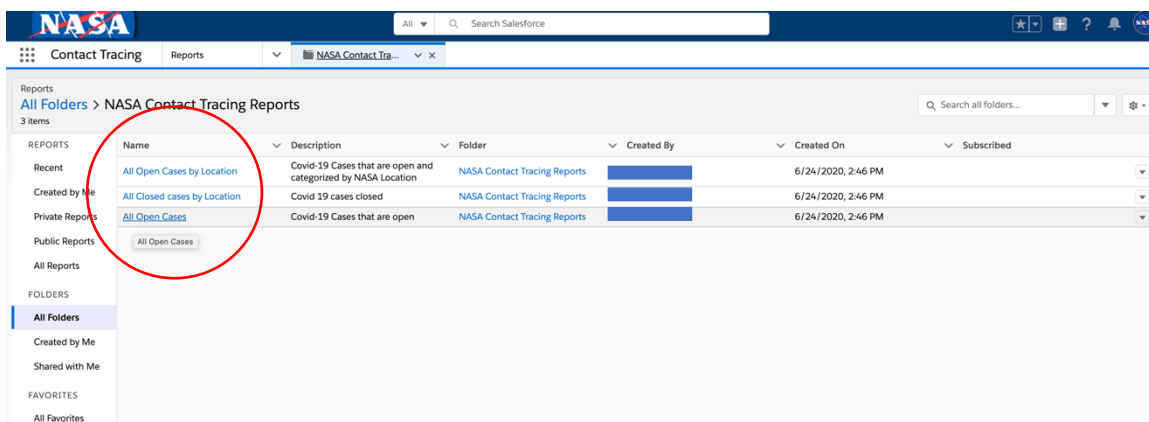
Step Three – Access NASA Contact Tracing Reports Folder

Select “All Folders” from the left-hand navigation of the screen as shown below. Once the right-hand screen is refreshed select “NASA Contact Tracing Reports” folder.



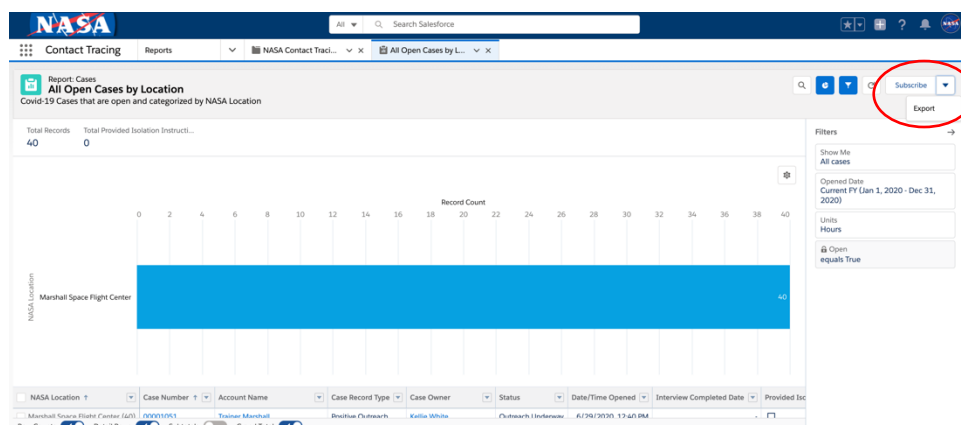
Step Four – Select Report for Viewing

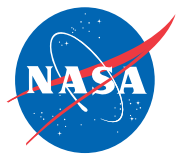
All available pre-defined reports will be located in the “NASA Contact Tracing Reports” folder. As of 7/13/20 there are 3 reports available to end users as shown in the screenshot below. Please note you will only be able to view report data for your Center unless you are an Agency user or are attached to more than one location/Center.



Step Five – Export Report Data to Excel

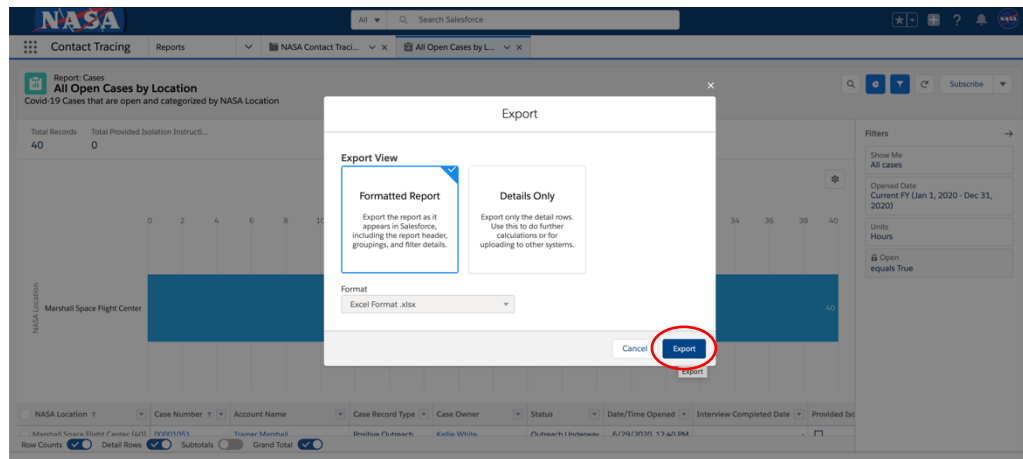
Once you have selected the report you can export the data to Excel by selecting the drop-down arrow in the “Subscribe” icon and then select “Export” as shown in the screenshot to the right.





Step Six – Save the Exported Report

Once you have selected “Export” from the drop-down a new pop-up window will open asking which view of the report you want to export. You can choose either “Formatted Report” or “Details Only” and then select “Export” as shown in the screenshot below.



Once the view has been selected you can save the file to your computer in the desired location and then select “Save”.

