

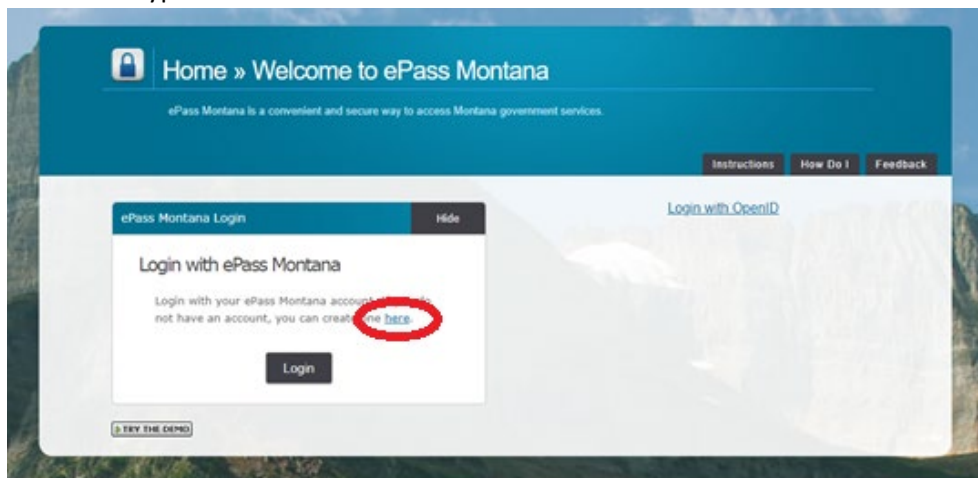
Montana DOJ Kit Track Portal Guide

Medical Facilities


1. Register with ePass & Signing In

You must have a registered account with Montana ePass to access the Montana Kit Track Portal. If you already have registered with ePass and are signing in, proceed to Step 2 below.

- Navigate to the Kit Track Portal URL: <https://svc.mt.gov/doj/kittrack>
- The browser will redirect to ePass Montana login page
- Select the hyperlink “here” to create a new ePass account

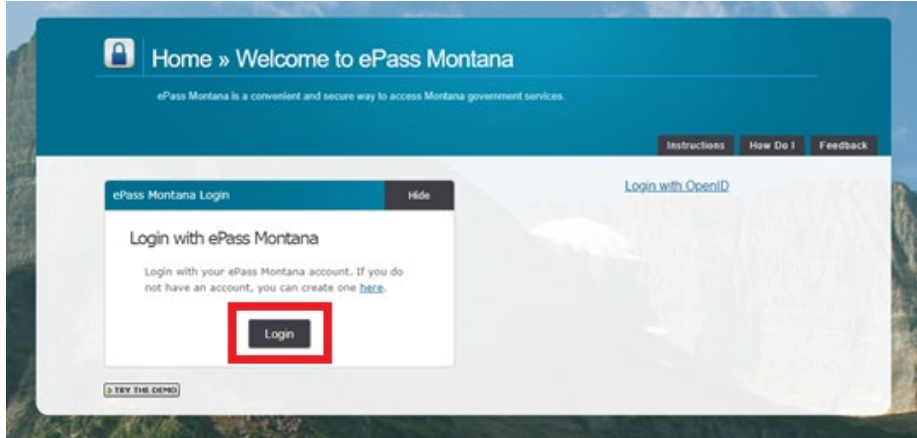


- Fill in the required fields and note the specified username and password you created. This will be used for future Kit Tracking access. Select “Save Changes” at the bottom of the registration page.
- ePass will create a new account and bring up “Register With Account” Page.

- f. Complete the information on the account (medical facility) you are registering with. For a list of all medical facilities available, click on the search icon. 
- g. Select “Register” when complete.
- h. You will be directed to the Medical Facility Kit Tracking Home Page

2. Signing In

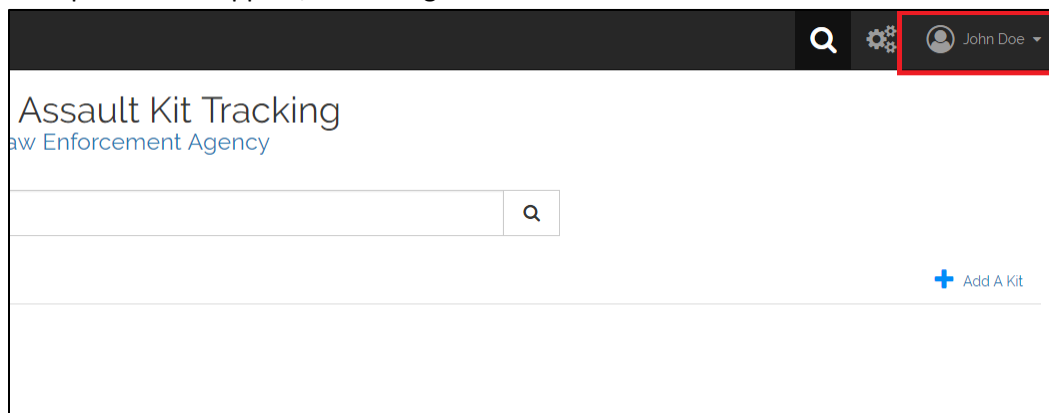
- a. Navigate to the Kit Track Portal URL: <https://svc.mt.gov/doj/kittrack>
- b. The browser will redirect you to ePass Montana login page
- c. Select the “Login” button and enter ePass login credentials



- d. Upon successful login, the browser will redirect to the Medical Facility Kit Tracking Home Page in which the ePass account is registered with.

3. Signing out

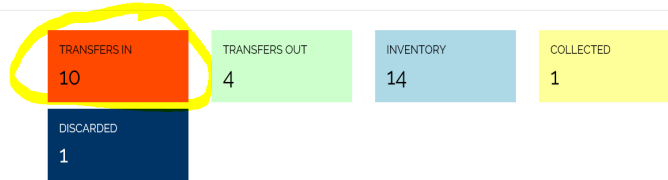
- a. In the top right corner of the portal, select your name
- b. A drop-down will appear, select “Sign Out”



4. Adding Kit Inventory

- a. Kits will be automatically assigned to each medical facility and are located in the “Transfers In” tile on the facility home page.

Scan or Enter Kit Ids.



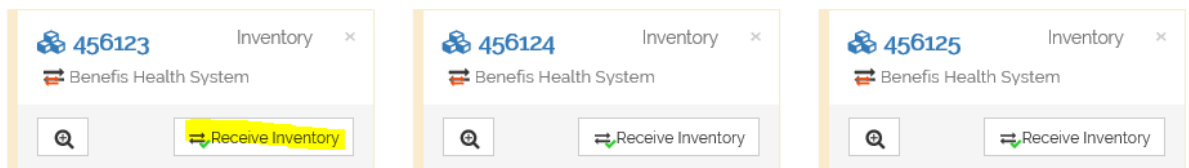
- b. Once the kits have arrived, you can check them into your inventory by Selecting “Transfers In”
- c. Check the box next to the kit(s) you are wanting to check into your inventory. Then click on “Select”

Q TRANSFERS IN x

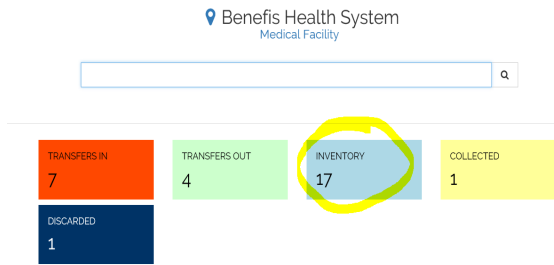
<input type="checkbox"/>	SAK ID	Status Reason	Source	Reason for Transfer
<input checked="" type="checkbox"/>	456123	Inventory	DOJ Victims Services	Distribute
<input checked="" type="checkbox"/>	456124	Inventory	DOJ Victims Services	Distribute
<input checked="" type="checkbox"/>	456125	Inventory	DOJ Victims Services	Distribute
<input type="checkbox"/>	456126	Inventory	DOJ Victims Services	Distribute
<input type="checkbox"/>	456127	Inventory	DOJ Victims Services	Distribute

- d. You can receive the kits into inventory one at a time by selecting “Receive Inventory” on each kit OR you can receive the kits at the same time selecting “Receive Inventory” in the top left corner **3** Receive Inventory

3 Receive Inventory



- e. For a single kit, select “Receive Inventory” on the specific kit
- f. Enter the details, then select “Receive”. The kit will be removed from “Transfers In” and added to the “Inventory” tile on the home page.
- g. For multiple kits, Select **3** Receive Inventory . Then Select Receive Inventory (3 Kits) again.
- h. Enter the details, then select “Receive (# kits)”. The kits will be removed from “Transfers In” and added to the “Inventory” tile on the home page.



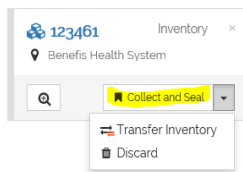
5. Collect & Seal a Kit

- Click on the “Inventory” tile from the home page then proceed to step B. If you are scanning a Kit ID or manually entering the Kit ID from the home page, proceed to step C.
- Check the box next to the kit you want to collect and seal, then click on “Select”

Q INVENTORY

	SAK ID	Current Location Details	Status Reason
<input checked="" type="checkbox"/>	123461		Inventory
<input type="checkbox"/>	123462		Inventory
<input type="checkbox"/>	123463		Inventory

- The kit will be displayed. From the drop down, select “Collect and Seal”



- Enter the Collection Details, then select “Collect and Seal”

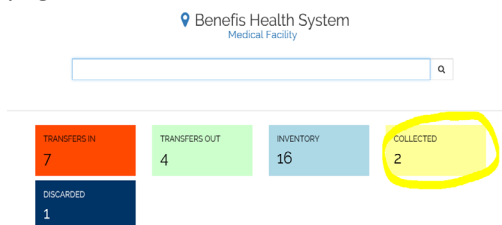
Collect and Seal

Please fill out the fields below to seal this kit.

Survivor Gender *	Survivor Date of Birth *	Selected Kits (0)
Juvenile at Time of Assault *	Date of Assault *	
Date of Exam *	Exam Administered By *	123461
Collected By *	Collected On *	
Notes		

Buttons: Cancel, Collect and Seal

- The kit will be removed from “Inventory” and added to the “Collected” tile on the home page



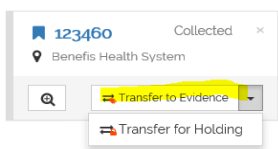
6. Transferring 1 Collected Kit to Law Enforcement

- Click on the “Collected” tile from the home page then proceed to step B. If you are scanning a Kit ID or manually entering the Kit ID from the home page, proceed to step C.
- Click on the collected kit you want to transfer to LE, then click on “Select”

COLLECTED

	SAK ID	Current Location Details	Status Reason
<input checked="" type="checkbox"/>	123460		Collected
<input type="checkbox"/>	123461		Collected
<input type="checkbox"/>	123462		Collected

- The kit will be displayed. From the drop down, select “Transfer to Evidence”



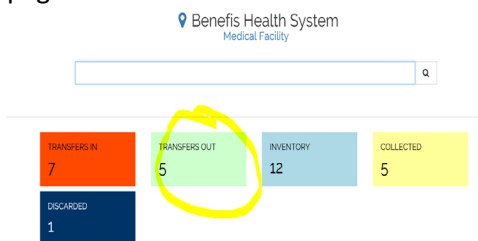
- Enter the transfer details then select “Initiate Transfer”

Transfer to Evidence

Transfer Method *	Destination *	Selected Kits (1)
Ship	Broadus Police Department*	123460
Shipping Carrier	Tracking Number	
FedEx	123460	
Transfer to Evidence Initiated By *	Transfer to Evidence Initiated On *	
Test Sakscript	5/20/2019 3:36 PM	
Notes		

Cancel Initiate Transfer

- The kit will be removed from “Collected” and added to “Transfers Out” tile on the home page



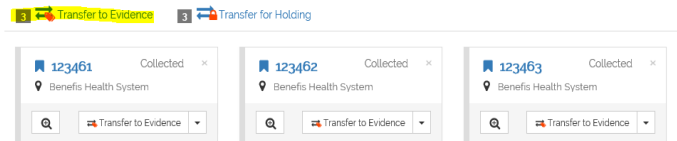
7. Transferring Multiple Kits to Law Enforcement

- Click on the “Collected” tile from the home page then proceed to step B. If you are scanning a Kit ID or manually entering the Kit ID from the home page, proceed to step C.
- Click on the collected kits you want to transfer to LE, then click on “Select”

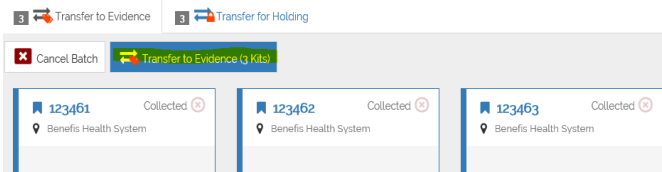
COLLECTED

	SAK ID	Current Location Details	Status Reason
<input checked="" type="checkbox"/>	123461		Collected
<input checked="" type="checkbox"/>	123462		Collected
<input checked="" type="checkbox"/>	123463		Collected
<input type="checkbox"/>	123464		Collected
<input type="checkbox"/>	456123		Collected

c. The kits will be displayed. From the top left, select “Transfer to Evidence”



d. Select “Transfer to Evidence (3 kits)”



e. Enter the transfer details then select “Initiate Transfer”

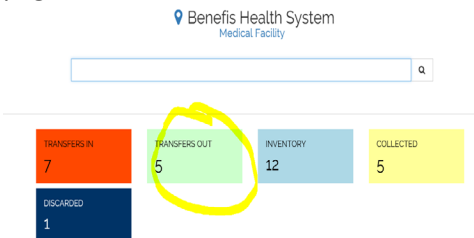
Transfer Method * Destination * Selected Kits (3)

Transfer to Evidence Initiated By * Transfer to Evidence Initiated On *

Notes

Cancel Initiate Transfer (3 Kits)

f. The kits will be removed from “Collected” and added to “Transfers Out” tile on the home page



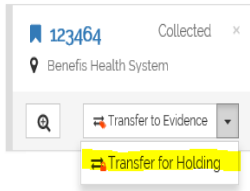
8. Transfer Collected Kit to Holding

- Click on the “Collected” tile from the home page then proceed to step B. If you are scanning a Kit ID or manually entering the Kit ID from the home page, then proceed to step C.
- Click on the collected kit you want to transfer to holding, then click on “Select”

COLLECTED

SAK ID	Current Location Details	Status Reason
123460		Collected
123461		Collected
123462		Collected

c. The kit will be displayed. From the drop down select “Transfer for Holding”



d. Enter the transfer and hold details, then select “Initiate Transfer”

Transfer for Holding

Transfer Method: Delivery | Destination: DOJ Victims Services

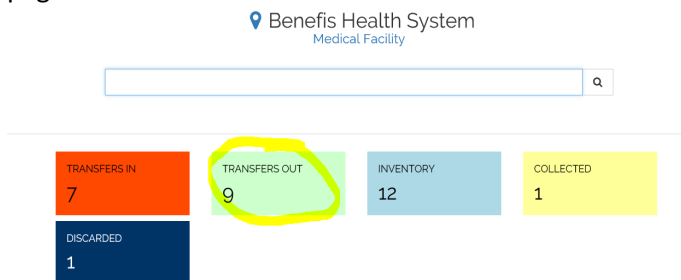
Reason for Deferred Analysis: Survivor Did Not Cooperate - chose not to pursue

Transfer to Holding Initiated By: Test Sakscript | Transfer to Holding Initiated On: 5/20/2019 3:50 PM

Selected Kits (1): 123464

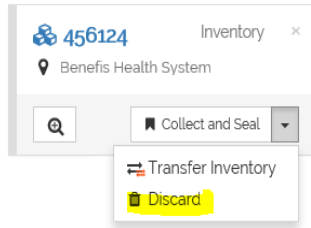
Buttons: Cancel, Initiate Transfer

e. The kit will be removed from “Collected” and added to the “Transfers Out” tile on the home page



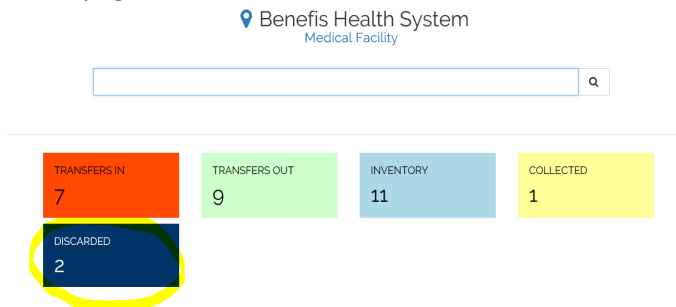
9. Discarding a Kit

- A kit can be discarded for a variety of reasons, damaged, lost, tampered with, contaminated...etc. Scan or enter the Kit ID from the home page to locate the correct kit.
- The kit will be displayed. From the drop down select, “Discard”



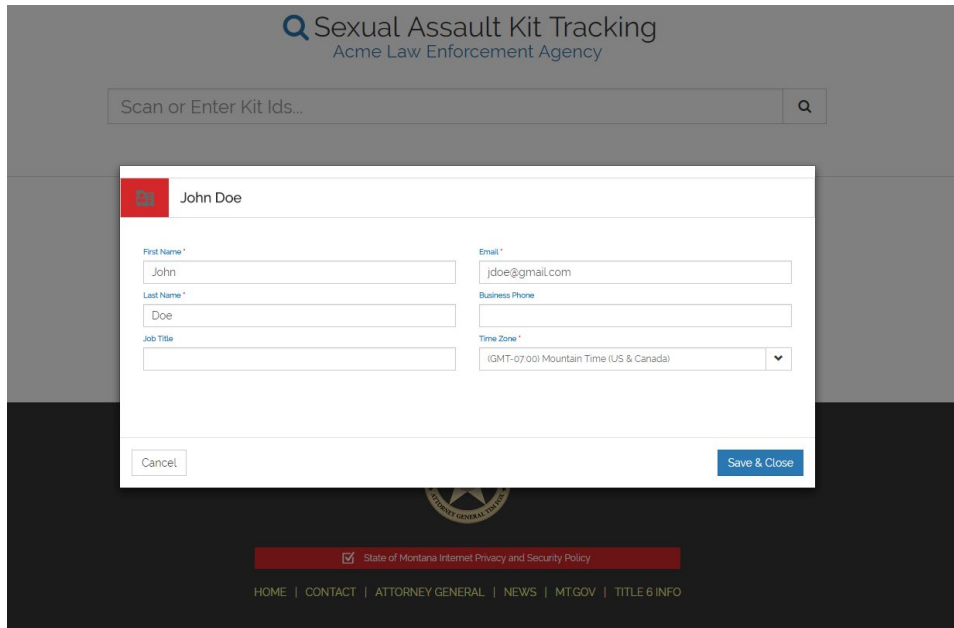
- c. Enter the discard details, then select “Discard”

- d. The kit will be removed from its original location and added to the “Discarded” tile on the home page




10. Updating Profile Information

- a. In the top right corner of the portal, select your name
- b. A drop down will appear, select “Profile”
- c. Update profile information then select “Save & Close”



11. Register an Additional Medical Facility Account

- In the top right corner of the portal, select your name
- A Drop down will appear, select “Register With Account”
- Complete the information on the account (medical facility) you are registering with. For a list of all medical facilities available, click on the search icon. 
- Select “Register” when complete.

12. Switching Between Multiple Medical Facility Accounts

- In the top right corner of the portal, select your name
- At the top of the drop down menu, the current active account you are in is displayed.
- Under “Switch Account”, all facilities you are registered with will be listed. Select the appropriate account and you will automatically be redirected to it.

