





EpiTrax Introductory Training Script

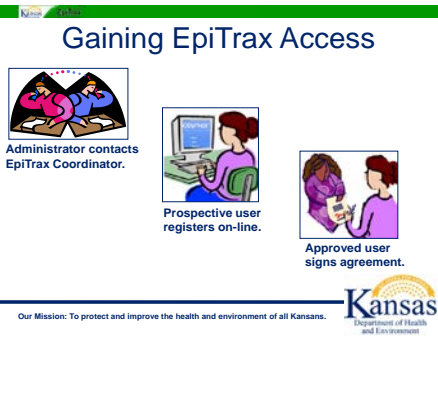

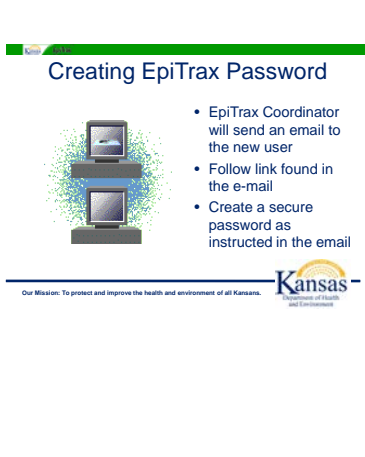

Module 1: Security and Access

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Step	Action on Screen	Narration
1	Title Slide	Hello and welcome to the introductory tutorial on accessing EpiTrax, the state of Kansas electronic disease surveillance system. This training is being provided by the Kansas Department of Health and Environment.
2	Subsection Title Slide	You are beginning Module 1: Security and Access.
3	 Objectives <ul style="list-style-type: none">• Recognize EpiTrax security measures• Describe how to gain access to EpiTrax• Carry out a successful log-in to EpiTrax• Demonstrate a proper log out of EpiTrax• Identify how to report problems related to EpiTrax.  <p>Our Mission: To protect and improve the health and environment of all Kansans.</p>	In Module 1, the objectives are for the user to recognize the basic measures in place to keep EpiTrax secure and to be able describe how an individual gains access to the system. The user should acquire knowledge in the training that will allow for a successful login to EpiTrax and be able to properly log out of EpiTrax. Instructions will also be provided on how to report any problems experienced with EpiTrax.
4	 EpiTrax Security <ul style="list-style-type: none">• Secure web-based system• Accessed via user name and secure password• Users are assigned a role in EpiTrax• Roles have different privileges in the system  <p>Our Mission: To protect and improve the health and environment of all Kansans.</p>	EpiTrax is a secure, web-based system that allows users to enter and view information on infectious diseases in the state of Kansas. It is accessed via an assigned user name and a secure password. Approved users are also assigned a role in the system. The role determines exactly what the user can view, access, and change in system. These pre-determined privileges are why some users can access all cases and others may only be able access those in their county or region and/or those that are not considered sensitive. For instance, the Kansas STD program uses EpiTrax, however local users will not be able to see any information regarding STD cases. If you feel that your role needs to be broadened, you will need to check with your local health department administrator.

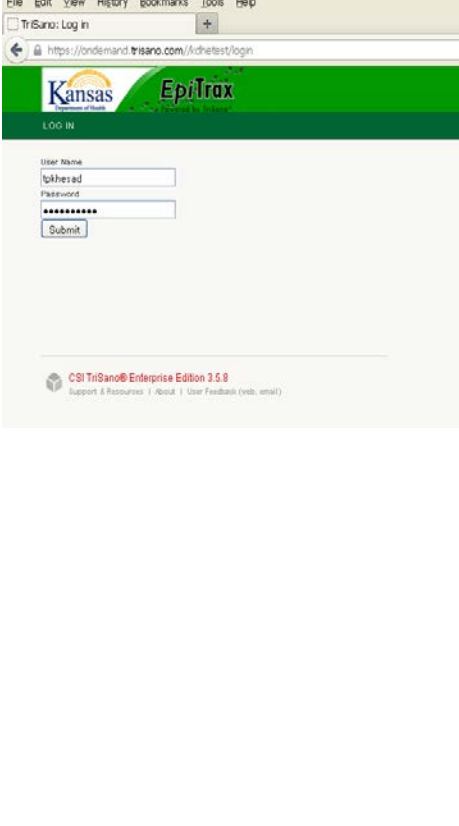

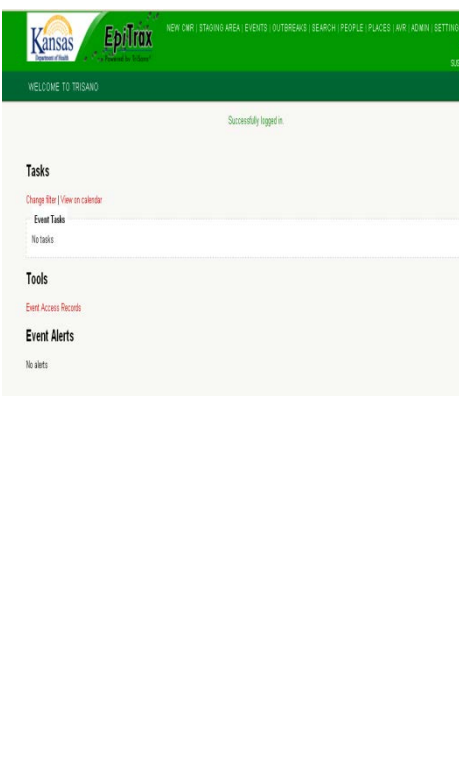
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5		<p>The role assigned to a user is determined when a local health department administrator calls or emails the EpiTrax Coordinator to request system access for a new user. After verifying the local responsibilities of the potential user, the EpiTrax coordinator will then arrange for the prospective user to register online at the KanPhix portal. After registration is completed, the user must sign a user agreement in order to be given access to the system.</p>
6		<p>The user agreement stresses that the user shall only access EpiTrax information in a strictly professional capacity to assist with the performance of his /her official work-related duties. The user must also agree to provisions listed in the agreement that help to maintain the confidential nature of the information found in EpiTrax.</p>
7		<p>After the user submits a signed agreement to the EpiTrax Coordinator, the coordinator will send the user an e-mail containing a link that is used to create a secure password. The password must meet certain criteria to be acceptable. Details on password creation will be included in the e-mail.</p> <p>If you have not done so prior to this training, pause this tutorial and use the password reset link provided to you by the EpiTrax Coordinator to create a password for EpiTrax.</p>
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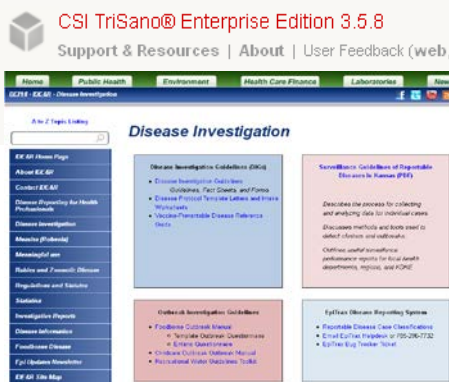


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8		<p>As the user prepares to login to the EpiTrax production or training site, It should be noted that EpiTrax works best in the Mozilla Firefox web browser 6.0 or above, but Internet 7.0 or above will also work. If practicing on the training site, the website address shows https://ondemand.trisano.com/kdhetraining/user_sessions and EpiTrax Training System appears in blue at the bottom of the screen. With the exception of these two items – the training site which is used for practice and production site which contains actual cases look the same. To log into either site, the user enters his/her user name and password and clicks the “Submit” button.</p> <p>You can now practice logging into the EpiTrax Training site. Pause this recording and go to the link provided in the email from the administrator. Login with your user name and password created with the password reset link.</p>
		< 3 sec>
9		<p>After logging into EpiTrax, the user will be at his/her homepage referred to as a dashboard. The user’s name will appear in the upper right corner under the logout link. Tasks and Event Alerts also appear on the dashboard. The menu links are found at the top of the page. Each link will take you to a different part of EpiTrax and will be covered in other modules. The menu links are:</p> <p>New CMR (which stands for Confidential Morbidity Report); Events; Outbreaks; Search; People; Places; AVR (Analysis Visualization and Reporting); Settings; Help and Logout.</p> <p>To log out of EpiTrax, click the “Logout” link at the top of the page above the user’s name. Remember to always logout of EpiTrax if you are going to be away from your computer. Even though EpiTrax will time-out after a period of inactivity. Those pages, loaded</p>




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		<p>before the time-out, are still available for viewing until the window is closed.</p> <p>Go back to the EpiTrax Training site that you logged into. Review the elements on the dashboard and practice logging out and back in to EpiTrax.</p>
		< 3 sec >
10		<p>If any problems occur while using EpiTrax, please email or call the EpiTrax Coordinator. The coordinator's contact information is available on the KDHE website. To easily access this information from EpiTrax: scroll down to the bottom of any page in EpiTrax, including the log in page. Click on the gray "Support and Resources". This will take you to public KDHE "Disease Investigation" page. Listed in the lower right segment is an email link to the coordinator and a phone number. Also included is the "EpiTrax Bug Tracker Ticket" link.</p>
11		<p>This link opens an interactive adobe form that can be used to send a ticket to the EpiTrax Coordinator via email. This ticket documents EpiTrax system malfunctions. By completing and submitting the ticket – the user assists the coordinator and IT specialists in isolating the problem and fixing it. There are instructions on the form explaining its use and the coordinator can also assist with its completion.</p>
12		<p>It should be noted that if a user opens the gray "Support and Resources" link while in the Firefox browser the pdf may not be displayed correctly. By the user can choose to open the pdf in another viewer. Choose open with, OK. The pdf will appear with the proper buttons displayed.</p> <p>Go back into EpiTrax and locate the "Support and Resources" link. Use the link to find the EpiTrax Coordinator's contact information and the "EpiTrax Bug Tracker Ticket".</p>

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Module 1: Security and Access

	 <small>Activity</small>	< 3 sec>
13	 Questions epitraxadmin@kdheks.gov 785-296-7732  <small>Our Mission: To protect and improve the health and environment of all Kansans.</small>	This module is now concluded. Please, complete the related activities found within this module then continue to next. If you have any questions, please contact the EpiTrax coordinator.