

UPS Trackpad Online Evidence Kit Tracking

- **Step 1:** Open the Vermont SANE webpage- www.vermonsane.org
Step 1a- or open up a browser and type: <https://upstp-stofvermont.cticloudhost.com/TrackpadUTO3>



Vermont SANE Program

Providing Trauma-Informed Forensic Medical Care to Patients Throughout Vermont

63 BARRE STREET

MONTPELIER, VT, 05602

802-223-1302

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SANE CASE DOCUMENT LOG

To submit an individual case report, [please click here.](#)

Coming soon the UPS Trackpad

Starting on November 15th please submit your individual case reports here- *UPS Trackpad*

- **Step 2:** You log in User Name is your hospital name with the first work spelled out and the password is the same with (-1)
- example:

U: PorterMC

P: PorterMC-1

← → ↻ <https://upstp-stofvermont.cticloudhost.com/TrackpadUTO3/Content/Login/>

 **UPS Trackpad®**
Home

Log In

New users, please fill out an [Access Request form](#).

User Name:

Password:

Remember me

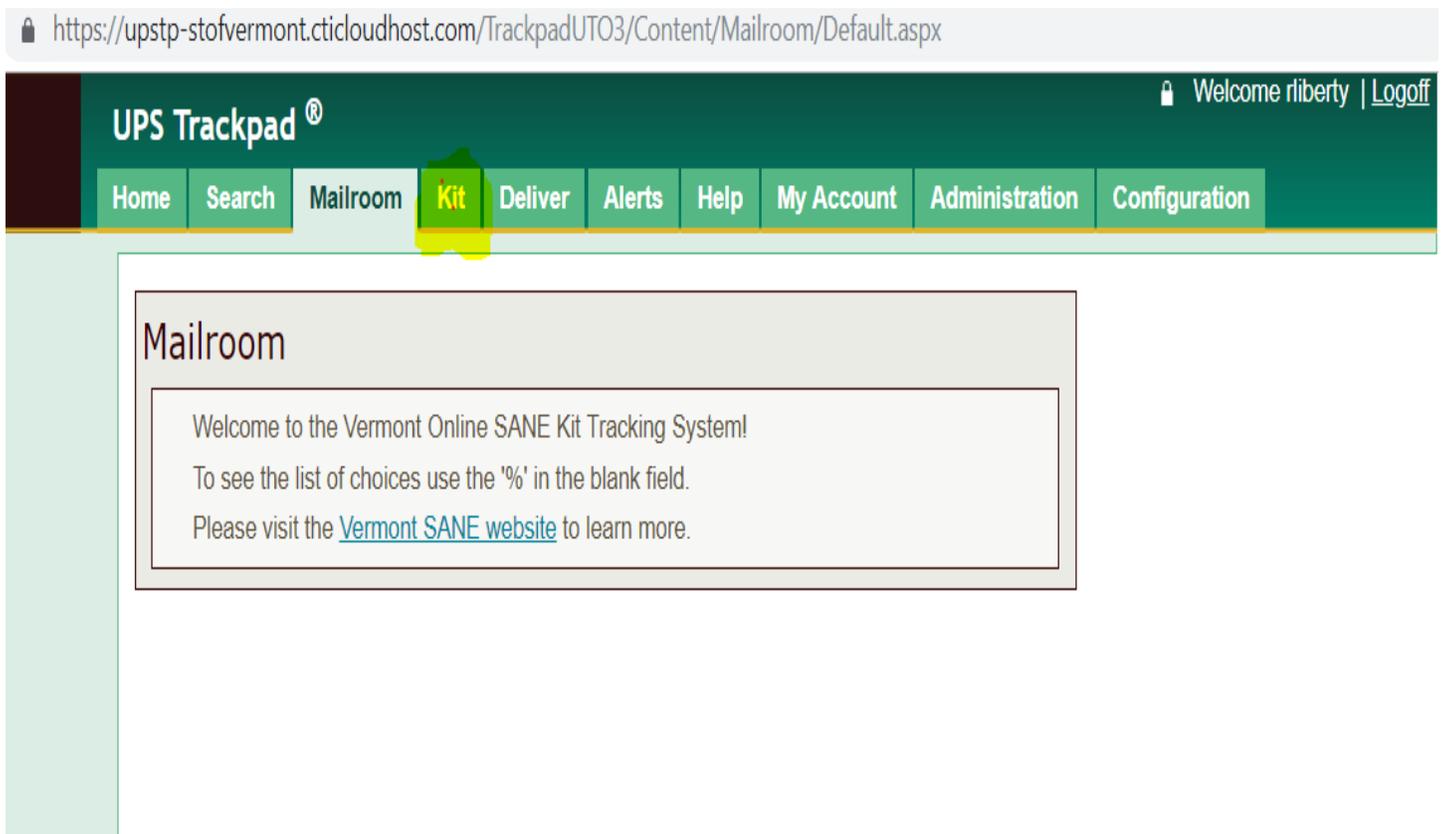
[Forgot Password](#)

Log In »

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After you enter your user name and password you will go to the home page message

- **Step 3:** User-screen with greeting and urgent information



Click on Kit tab which will bring you to the demographics page

- **Step 4:**

- Enter Kit number- **If you do not use a kit enter NA**
- SANE Name (Your name)
- whether it was a non-reported or reported kit- enter the % for the drop down menu
- Patients Medical Record Number
- Patients Age

← → ↻ <https://upstp-stofvermont.cticloudhost.com/TrackpadUT03/Content/InboundParcels/Default.aspx>

UPS Trackpad® Welcome riiberty | [Logout](#)

Home Search Mailroom **Kit** Deliver Alerts Help My Account Administration Configuration

Kit

Kit

Hold Custom Data Print Label [Reset](#)

Kit Number:

Custom Kit Fields:

SANE Name: <input type="text"/>	Demographics: <input type="text"/>
Reported/Non-R: <input style="border: 2px solid orange;" type="text" value="%"/>	Services: <input type="text"/>
MRN: <input style="background-color: yellow;" type="text" value="Non-Reported"/>	Race: <input type="text"/>
Age (years): <input type="text"/>	Police Agency: <input type="text"/>
Gender Identity: <input type="text"/>	Date of Pick up: <input type="text"/>

Start

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Step 5: Select the patients gender identity from the following list. If you type in % you will get the drop-down menu

The screenshot shows the UPS Trackpad web interface. The browser address bar displays the URL: <https://upstp-stofvermont.cticloudhost.com/TrackpadUTO3/Content/InboundParcels/Default.aspx>. The page header includes the UPS logo and navigation tabs: Home, Search, Mailroom, Kit, Deliver, Alerts, Help, My Account, Administration, and Configuration. The user is logged in as 'riberly'.

The main content area is titled 'Kit' and contains the following form fields:

- Hold Custom Data
- Print Label
- [\[Reset\]](#)
- Kit Number:
- Custom Kit Fields:

SANE Name: <input type="text"/>	Demographics: <input type="text"/>
Reported/Non-R: <input type="text"/>	Services: <input type="text"/>
MRN: <input type="text"/>	Race: <input type="text"/>
Age (years): <input type="text"/>	Police Agency: <input type="text"/>
Gender Identity: <input type="text" value="%"/>	Date of Pick up: <input type="text"/>

-

The 'Gender Identity' dropdown menu is open, showing the following options:

- Female
- Male
- Not Reported
- Other

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Step 6: Select the patients demographics from dropdown menu. If you type in % you will get the drop-down menu

The screenshot shows the UPS Trackpad web application interface. The browser address bar displays the URL: <https://upstp-stofvermont.cticloudhost.com/TrackpadUTO3/Content/InboundParcels/Default.aspx>. The page header includes the UPS logo and navigation tabs: Home, Search, Mailroom, Kit, Deliver, Alerts, Help, My Account, Administration, and Configuration. The user is logged in as 'riberty'. The main content area is titled 'Kit' and contains a form with the following fields:

- Kit Number: [Text input]
- Custom Kit Fields:
 - SANE Name: [Text input]
 - Demographics: [Dropdown menu showing a list of options including College Student, Deaf/ Hard of Hearing, Disability, Homeless, Immigrant/Refugee/Asylum Seeker, LGBTQ, Limited English Proficiency, and Non-disclosed]
 - Reported/Non-R: [Text input]
 - Services: [Text input]
 - MRN: [Text input]
 - Race: [Text input]
 - Age (years): [Text input]
 - Police Agency: [Text input]
 - Gender Identity: [Text input]
 - Date of Pick up: [Text input]

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Step 7: Select the service that were provided from the drop down menu. . If you type in % you will get the drop-down menu

The screenshot shows the UPS Trackpad web application interface. The browser address bar displays the URL: <https://upstp-stofvermont.cticloudhost.com/TrackpadUTO3/Content/InboundParcels/Default.aspx>. The page header includes the UPS logo and navigation links: Home, Search, Mailroom, Kit, Deliver, Alerts, Help, My Account, Administration, and Configuration. The user is logged in as 'riiberty'.

The main content area is titled 'Kit' and contains the following form elements:

- Hold Custom Data
- Print Label
- [\[Reset\]](#)
- Kit Number:
- Custom Kit Fields:
 - SANE Name:
 - Demographics:
 - Reported/Non-R:
 - Services:
 - MRN:
 - Race:
 - Crisis/Advocacy Organization
 - DCF/APS
 - None
 - Age (years):
 - Police Agency:
 - Gender Identity:
 - Date of Pick up:

A **Start** button is located at the bottom right of the form.

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Step 8: Select the patients race from the drop-down menu. If you type in % you will get the drop-down menu.

The screenshot shows the UPS Trackpad web application interface. The browser address bar displays the URL: <https://upstp-stofvermont.cticloudhost.com/TrackpadUTO3/Content/InboundParcels/Default.aspx>. The page header includes the UPS logo and the text "UPS Trackpad®". A navigation menu contains links for Home, Search, Mailroom, Kit, Deliver, Alerts, Help, My Account, Administration, and Configuration. The user is logged in as "riiberty" and can click "Logoff".

The main content area is titled "Kit" and contains a form with the following elements:

- Hold Custom Data
- Print Label [\[Reset\]](#)
- Kit Number:
- Custom Kit Fields:

SANE Name:	<input type="text"/>	Demographics:	<input type="text"/>
Reported/Non-R:	<input type="text"/>	Services:	<input type="text"/>
MRN:	<input type="text"/>	Race:	%
Age (years):	<input type="text"/>	Police Agency:	African Indian/ Alaska Native
Gender Identity:	<input type="text"/>	Date of Pick up:	Asian

The "Race" dropdown menu is open, showing the following options:

- African Indian/ Alaska Native
- Asian
- Black/ African American
- Hispanic/ Latino
- Multiple
- Native Hawaiian/ Pacific Islander
- Not Reported
- White/ Caucasian/Non-Latino

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- **Step 9:** Enter the Police agency and the date of the kit pick up

https://upstp-stofvermont.cticloudhost.com/TrackpadUTO3/Content/InboundParcels/Default.aspx

UPS Trackpad® Welcome BrattleboroMH | [Logoff](#)

[Home](#) [Mailroom](#) [Kit](#) [Deliver](#) [Alerts](#) [Help](#) [My Account](#)

Kit

Hold Custom Data Print Label [\[Reset\]](#)

Kit Number:

Custom Kit Fields:

SANE Name:	<input type="text"/>	Demographics:	<input type="text"/>
Reported/Non-R:	<input type="text"/>	Services:	<input type="text"/>
MRN:	<input type="text"/>	Race:	<input type="text"/>
Age (years):	<input type="text"/>	Police Agency:	<input type="text"/>
Gender Identity:	<input type="text"/>	Date of Pick up:	<input type="text"/>

Start