UPS Trackpad Online Evidence Kit Tracking

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

Vermont SANE Program
Providing Trauma-Informed Forensic Medical Care to Patients Throughout Vermont

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FORMS CERTIFICATION/ CREDENTIALING STAFF ABOUT WEBINARS UPDATES SANE EDUCATION AND TRAINING LINKS AND RESOURCES

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

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
**Step 5:** Select the patients gender identity from the following list. If you type in % you will get the drop-down menu.
Step 6: Select the patients demographics from dropdown menu. If you type in % you will get the drop-down menu
**Step 7:** Select the service that were provided from the drop down menu. If you type in % you will get the drop-down menu.
**Step 8:** Select the patient's race from the drop-down menu. If you type in % you will get the drop-down menu.
• **Step 9**: Enter the Police agency and the date of the kit pick up