Quick Start Guide for *Enrollers*

1 What data can I access? What actions can I take?

You will only have access to the monitorees you have added to the system, for your jurisdiction.

- Enroll a new exposed monitoree in a jurisdiction
- View enrollment details of exposed monitorees only you have enrolled
- Modify enrollment details of exposed monitorees only you have enrolled
- View overview enrollment statistics by user and user's jurisdiction

2 How do I add a new exposed monitoree?

1. Click the "Enroll New Monitoree" button.
2. Enter information on enrollment screens.
   - To advance, click "Next".
   - To return to a previous screen, click "Previous."
   - Required fields (*) must be completed before advancing.
3. Review enrollment data and save record.
   - Select "Edit" to return to previous enrollment screens.
   - Select "Finish" to save the record. Or, select "Finish and Add a Household Member" if you are adding multiple individuals within the same household.

3 How can I modify an exposed monitoree record?

You will only be able to modify those monitorees that you added to Sara Alert.

1. Search for the monitoree of interest on the Enrolled Monitoree Dashboard.
2. Select the monitoree record by clicking on their name.
3. Select "edit details" to make necessary changes.
4. Review enrollment data and click "Submit" to save the changes.

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All questions, issues, and feature requests should be submitted via email to the Sara Alert Help Desk. Emails are monitored Monday-Friday, 8am-5pm ET

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