1 **What can Enrollers do in Sara Alert?**

Enroll new monitorees:
- Enrollers can add new monitorees to the exposure workflow (for case contacts) or isolation workflow (for cases).

View and modify monitoree information:
- Enrollers can access and edit enrollment details only for monitorees they previously enrolled.
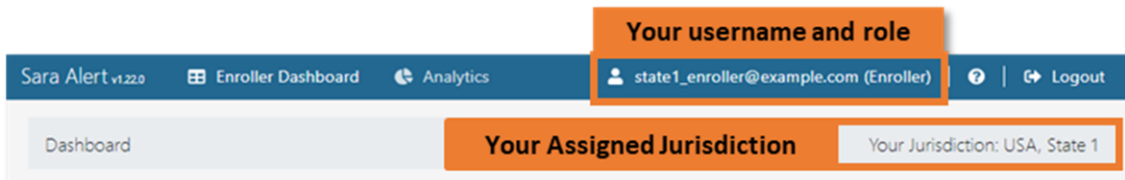
View enrollment summary statistics:
- Enrollers can see how many people they have enrolled in Sara Alert and how many have been enrolled total in their jurisdiction.

Enrollers
- ✓ Manually add monitorees
- ✓ View/edit monitoree enrollment details only
- ✗ **CANNOT** import monitorees or view monitoring line lists

See **User Guide for Enrollers** for more details.

2 **Where can I find information about my role and access?**

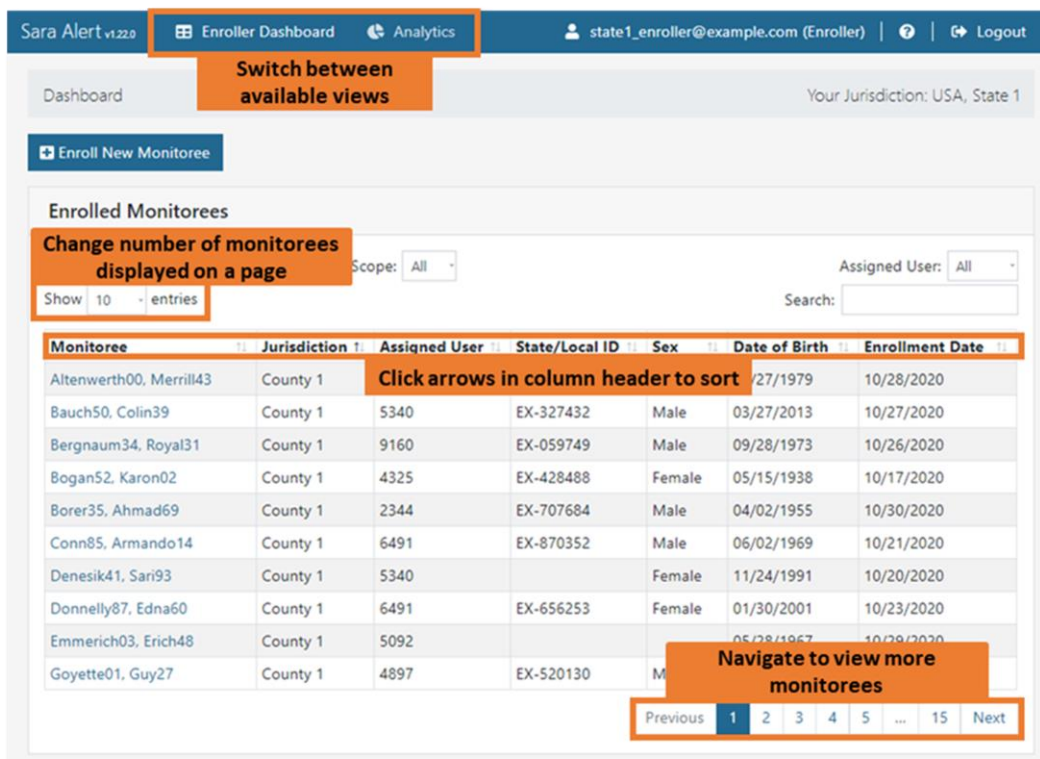**You will only have access to the monitorees you have added to the system for your jurisdiction.**
You can find information about your role and jurisdiction near the top of the screen

Your username and role

Sara Alert v1.22.0 | ▦ Enroller Dashboard | 🌎 Analytics | 👤 state1_enroller@example.com (Enroller) | ❓ | ⏻ Logout

Dashboard

Your Assigned Jurisdiction | Your Jurisdiction: USA, State 1

3 **How can I change what the dashboard displays?**
Click on the areas highlighted below to change what information you see on the dashboard.

Sara Alert v1.22.0 | ▦ Enroller Dashboard | 🌎 Analytics | 👤 state1_enroller@example.com (Enroller) | ❓ | ⏻ Logout

Switch between available views

Dashboard | Your Jurisdiction: USA, State 1

➕ Enroll New Monitoree

Enrolled Monitorees

Change number of monitorees displayed on a page
Scope: All

Assigned User: All

Show 10 ▾ entries | Search:

Monitoree	Jurisdiction	Assigned User	State/Local ID	Sex	Date of Birth	Enrollment Date
Altenwerth00, Merrill43	County 1	**Click arrows in column header to sort**			/27/1979	10/28/2020
Bauch50, Colin39	County 1	5340	EX-327432	Male	03/27/2013	10/27/2020
Bergnaum34, Royal31	County 1	9160	EX-059749	Male	09/28/1973	10/26/2020
Bogan52, Karon02	County 1	4325	EX-428488	Female	05/15/1938	10/17/2020
Borer35, Ahmad69	County 1	2344	EX-707684	Male	04/02/1955	10/30/2020
Conn85, Armando14	County 1	6491	EX-870352	Male	06/02/1969	10/21/2020
Denesik41, Sari93	County 1	5340		Female	11/24/1991	10/20/2020
Donnelly87, Edna60	County 1	6491	EX-656253	Female	01/30/2001	10/23/2020
Emmerich03, Erich48	County 1	5092			05/28/1967	10/29/2020
Goyette01, Guy27	County 1	4897	EX-520130	M		

Navigate to view more monitorees

Previous | 1 | 2 | 3 | 4 | 5 | ... | 15 | Next

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4

How do I enroll a new monitoree or reporting household?

Click the "**Enroll New Monitoree**" button to get started.
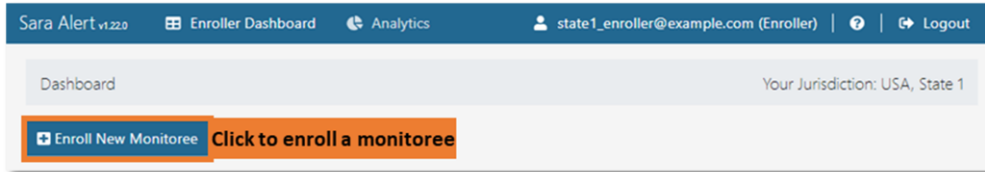
Select the appropriate workflow and enter information to advance through the enrollment screens.
1. To advance, click "Next" (at the bottom of the screen).
2. To return to a previous screen, click "Previous" (at the bottom of the screen)
3. Required fields (*) must be completed before advancing.

Once you are finished, review enrollment data and save the record.
1. Select "Edit" to return to previous enrollment screens.
2. If enrolling a single monitoree, select "Finish" to save the record.

If enrolling a reporting household:
1. Once finished enrolling the first household member, select "Finish and add a Household Member" to continue adding new household members.
2. Once all household members have been enrolled, click "Finish" at the bottom of the enrollment review screen to complete household enrollment.
3. See the **Household Reporting Quick Start Guide** for more details.

5

How can I find and modify a monitoree record?
You will only be able to modify monitoree records that you added to Sara Alert.
1. Search for the monitoree of interest on the Enrolled Monitorees Dashboard
2. Select the monitoree record by clicking on their name
3. Select "edit details" to make necessary changes
4. Update enrollment data and click "Submit" to save the changes

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