

### 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



Figure 1: Username, role, and assigned jurisdiction

### 3 How can I change what the dashboard displays?

Click on the areas highlighted below to change what information you see on the dashboard.

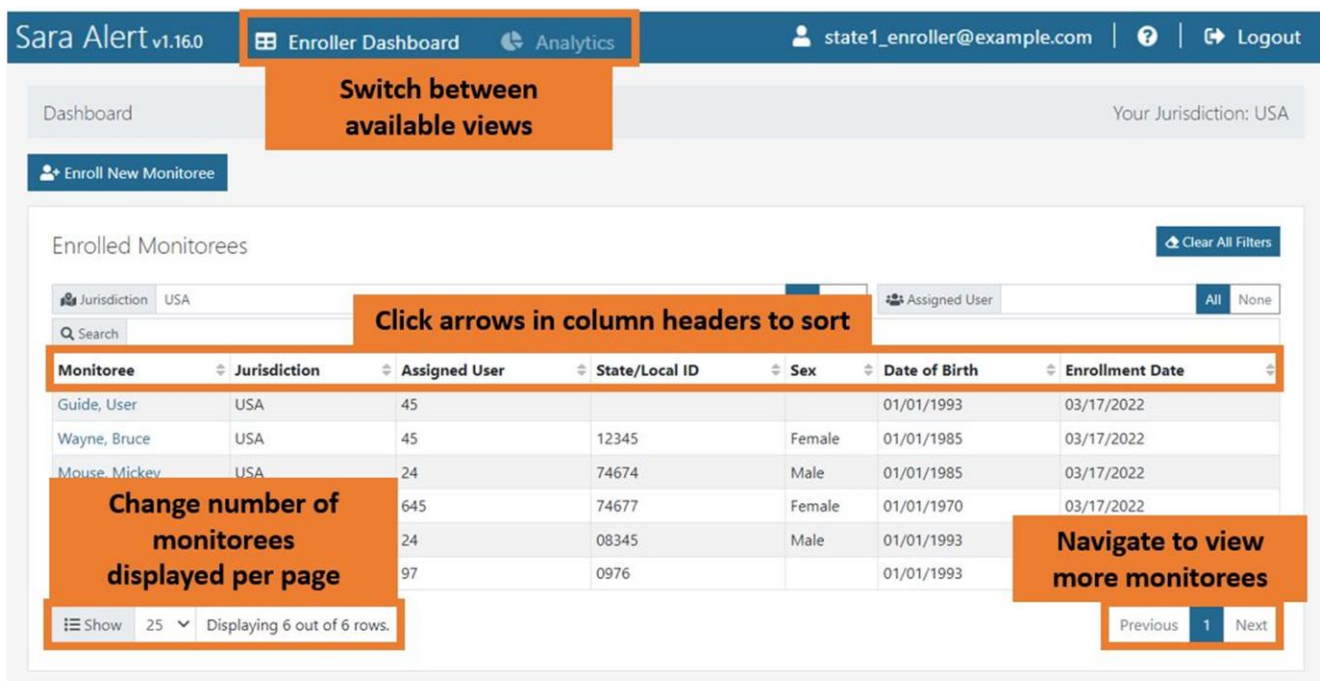


Figure 2: Enroller Dashboard

**4 How do I enroll a new monitoree or reporting household?**

Click the “**Enroll New Monitoree**” button to get started.

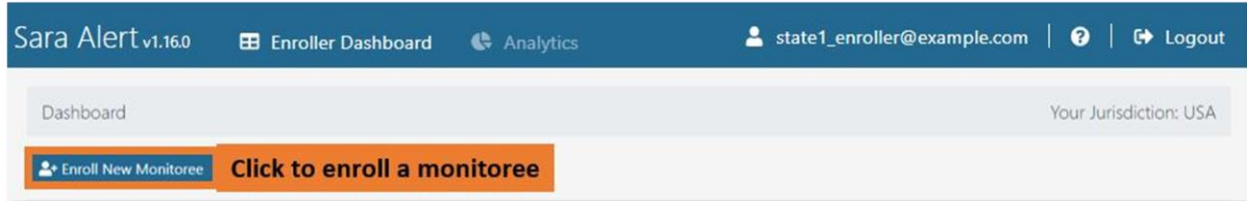


Figure 3: Enroll new monitoree

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

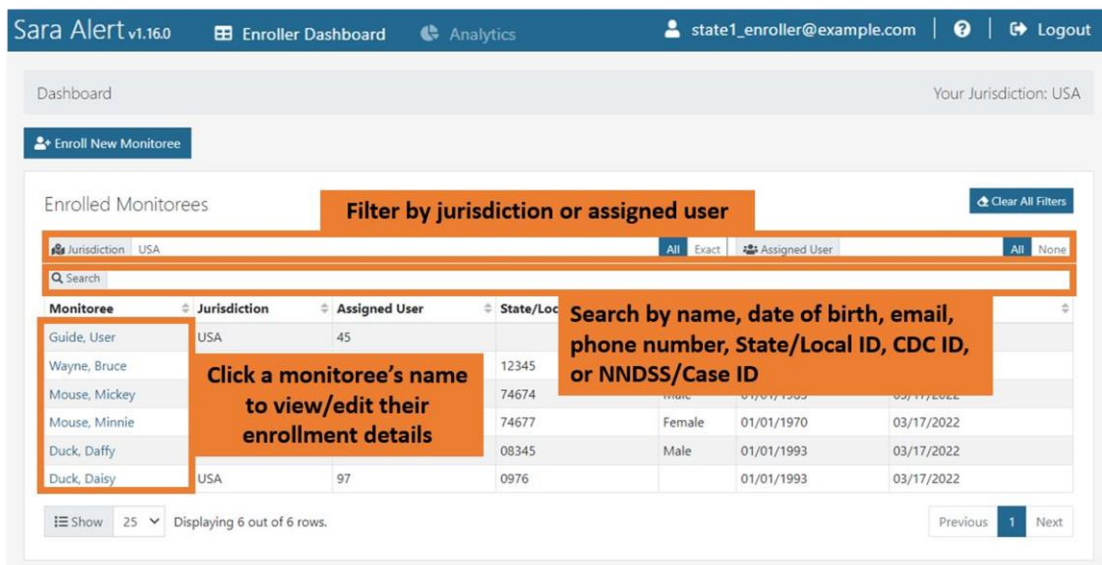


Figure 4: Find and modify a monitoree record