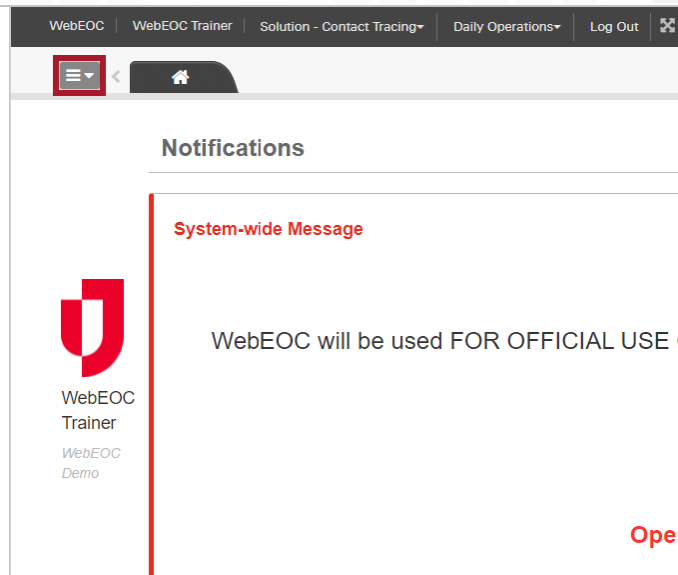


1.



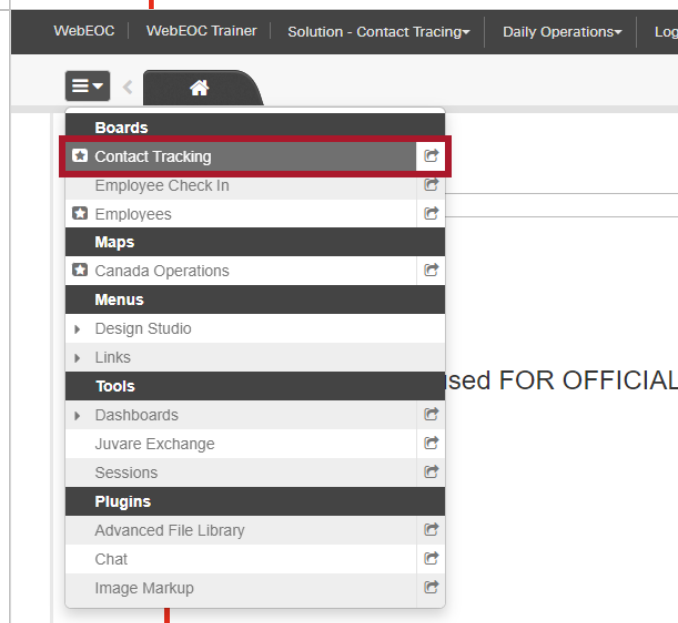
Click to open the **Control Panel**.



2.



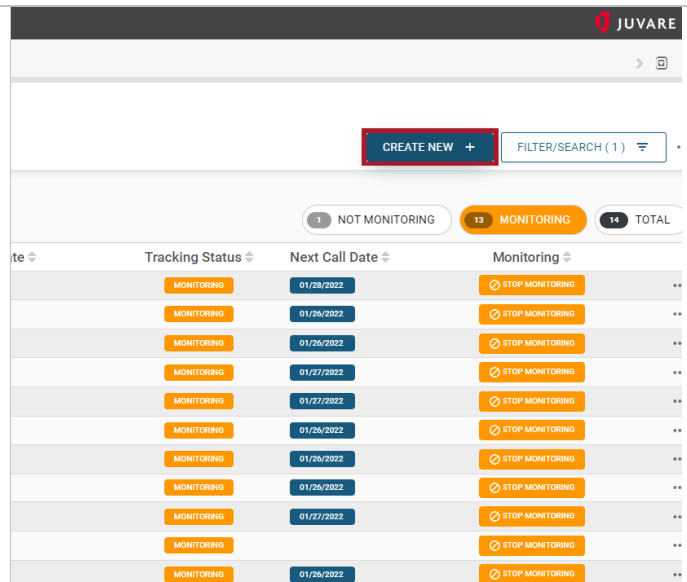
In the menu, select the **Contract Tracking** board.



3.



On the upper right, click **CREATE NEW +**.

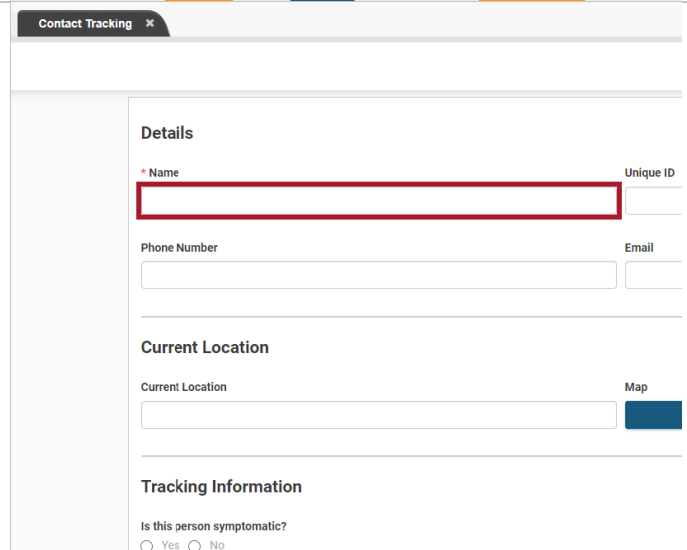


The screenshot shows the JUVARE dashboard interface. In the top right corner, there is a 'CREATE NEW +' button highlighted with a red rectangular box. To its right is a search bar labeled 'FILTER/SEARCH (1)'. Below these, there are filters for 'NOT MONITORING' (1), 'MONITORING' (13), and 'TOTAL' (14). A table below shows a list of contacts with columns for 'Tracking Status', 'Next Call Date', and 'Monitoring'. Each row has a 'MONITORING' button, a date, and a 'STOP MONITORING' button.

4.



Enter the person's **Name**.

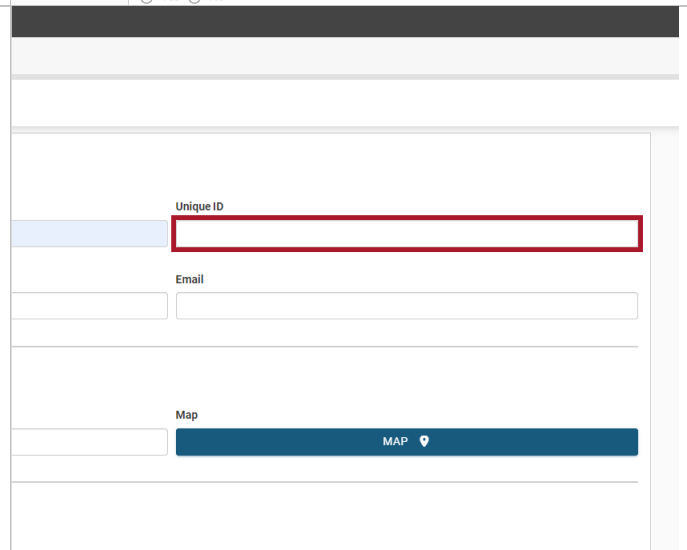


The screenshot shows the 'Contact Tracking' form. The 'Details' section has a 'Name' field highlighted with a red rectangular box. Other fields include 'Unique ID', 'Phone Number', and 'Email'. The 'Current Location' section has a 'Current Location' field and a 'Map' button. The 'Tracking Information' section has a question 'Is this person symptomatic?' with 'Yes' and 'No' radio buttons.

5.



Enter their **Unique ID**.

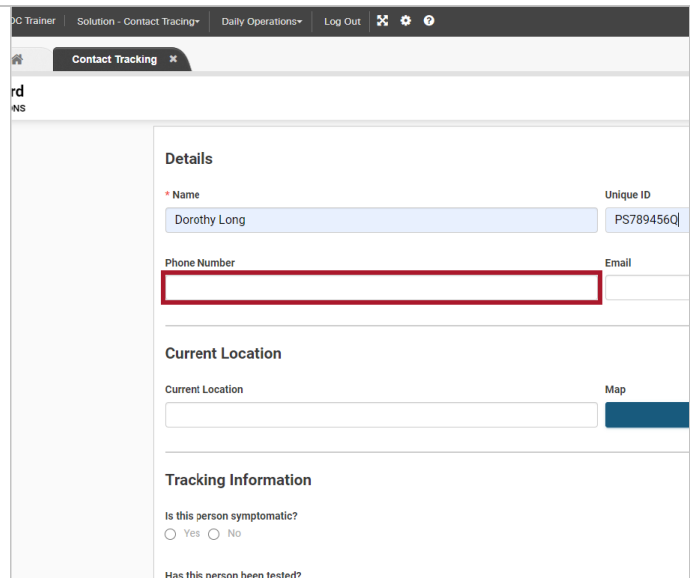


The screenshot shows the 'Contact Tracking' form. The 'Unique ID' field is highlighted with a red rectangular box. Other fields include 'Email', 'Map', and a 'MAP' button with a location pin icon.

6.



Enter their **Phone Number** and **Email**.



DC Trainer | Solution - Contact Tracking | Daily Operations | Log Out

Contact Tracking

rd  
NS

**Details**

\* Name Unique ID  
Dorothy Long PS789456Q

Phone Number Email

**Current Location**

Current Location Map

**Tracking Information**

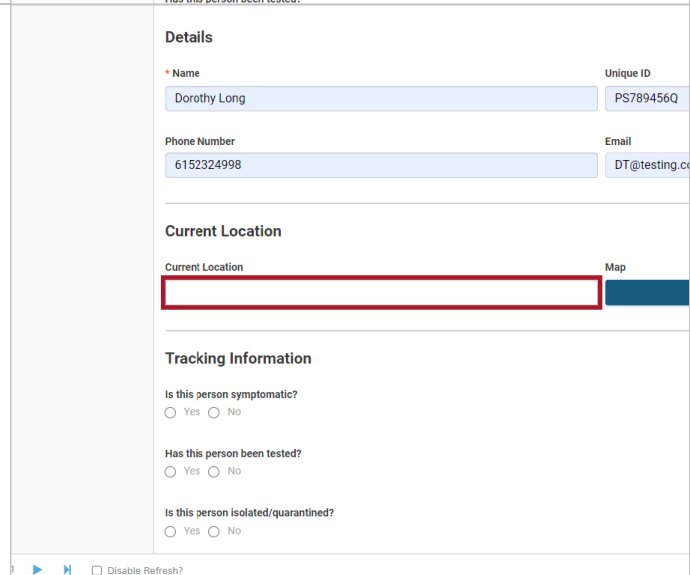
Is this person symptomatic?  
☐ Yes ☐ No

Has this person been tested?

7.



Enter their **Current Location**.  
Alternatively, click Generate Map  
and click the location  
on the map.



**Details**

\* Name Unique ID  
Dorothy Long PS789456Q

Phone Number Email  
6152324998 DT@testing.co

**Current Location**

Current Location Map

**Tracking Information**

Is this person symptomatic?  
☐ Yes ☐ No

Has this person been tested?  
☐ Yes ☐ No

Is this person isolated/quarantined?  
☐ Yes ☐ No

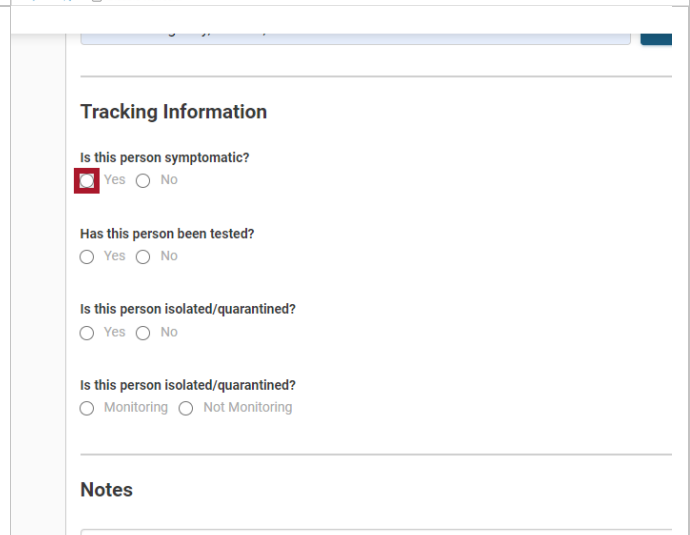
Disable Refresh?

8.



In the *Tracking Information* area,  
for each question, click **Yes** or **No**.

**Note:** If you answer Yes, additional  
questions may appear.



**Tracking Information**

Is this person symptomatic?  
☒ Yes ☐ No

Has this person been tested?  
☐ Yes ☐ No

Is this person isolated/quarantined?  
☐ Yes ☐ No

Is this person isolated/quarantined?  
☐ Monitoring ☐ Not Monitoring

**Notes**

9.



Click to add the person to the **Monitoring** or **Not Monitoring** log.

#### Tracking Information

Is this person symptomatic?

☐ Yes ☒ No

Has this person been tested?

☐ Yes ☒ No

Is this person isolated/quarantined?

☐ Yes ☒ No

Isolation/Quarantine Start Date

Isolation/Quar (days)

Is this person isolated/quarantined?

☒ Monitoring ☐ Not Monitoring

#### Notes

10.



Enter any **Notes**.

Is this person symptomatic?

☒ Yes ☐ No

When did symptoms first appear?

02/11/2022

Has this person been tested?

☒ Yes ☐ No

What are the test results?

☐ Positive ☐ Negative ☒ Awaiting ☐ N/A

Is this person isolated/quarantined?

☐ Yes ☒ No

Is this person isolated/quarantined?

☒ Monitoring ☐ Not Monitoring

#### Notes

#### Exposed Contacts

ADD CONTACT +

11.



To add a contact that is connected to the person being traced, click **ADD CONTACT +**.

When did symptoms first appear?

☒ Awaiting ☐ N/A



ADD CONTACT +

SEARCH

Tracking Status

CANCEL

SAVE

12.



If applicable, enter the contact's **ID**.

Has this person been tested?  
☒ Yes ☐ No

What are the test results?  
☐ Positive ☐ Negative ☒ Awaiting

Is this person isolated/quarantined?  
☐ Yes ☒ No

Is this person isolated/quarantined?  
☒ Monitoring ☐ Not Monitoring

**Notes**

add notes

**Exposed Contacts**

ID	Name

Page 1 of 1 ☐ Disable Refresh?

13.



Enter the contact's **Name**.

By default, the contact's **Tracking Status** is selected as **Monitoring**.

Has this person been tested?  
☒ Yes ☐ No

What are the test results?  
☐ Positive ☐ Negative ☒ Awaiting ☐ N/A

Is this person isolated/quarantined?  
☐ Yes ☒ No

Is this person isolated/quarantined?  
☒ Monitoring ☐ Not Monitoring

**Notes**

add notes

**Exposed Contacts**

ID	Name	Tracking Status
N/A		<input checked="" type="checkbox"/> Monitoring

Refresh?

14.



At the bottom, click **Save**.

☐ N/A

**ADD CONTACT +** **SEARCH**

**Tracking Status**

☒ Monitoring

**CANCEL** **SAVE**

15.



To manage a contact trace, locate the record and, on that row, click the **ellipsis** icon.

1 NOT MONITORING 15 MONITORING 16 TOTAL		
Tracking Status	Next Call Date	Monitoring
MONITORING	01/28/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/27/2022	STOP MONITORING ...
MONITORING	01/27/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...

16.



In the menu, click to **View** the person's details, add a **Call** log, view a list of **Calls**, **Edit** the person's details, view the person's location on a **Map**, view their contact tracing **Tree**, and/or **Delete** the person. A new page opens.

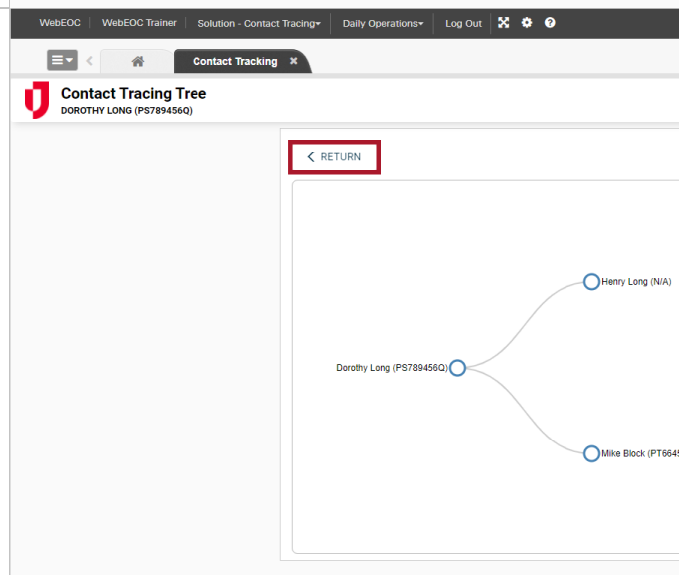
Tracking Status	Next Call Date	Monitoring
MONITORING	01/28/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/27/2022	STOP MONITORING ...
MONITORING	01/27/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...
MONITORING	01/26/2022	STOP MONITORING ...

- View
- Call
- Calls
- Edit
- Map
- Tree
- Delete

17.



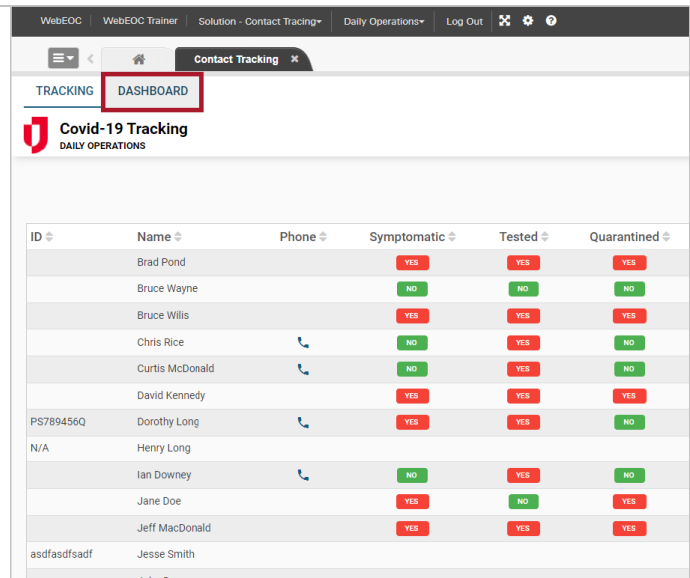
From the corresponding page, click **< RETURN** to go back to the tracing list view.



18.



On the upper left, click **Dashboard**.

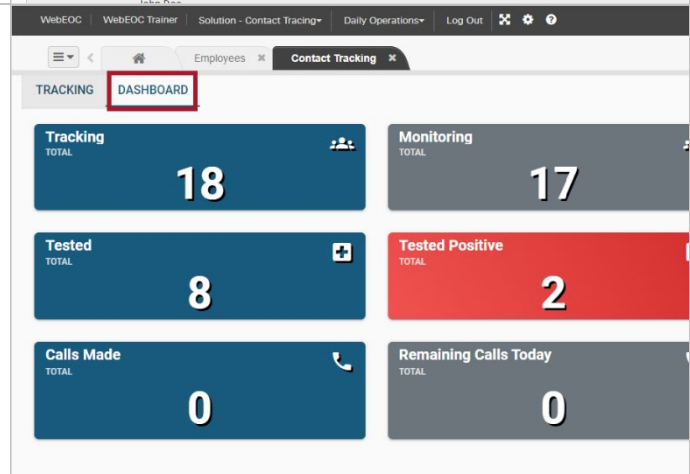


ID	Name	Phone	Symptomatic	Tested	Quarantined
	Brad Pond		YES	YES	YES
	Bruce Wayne		NO	NO	NO
	Bruce Willis		YES	YES	YES
	Chris Rice		NO	YES	NO
	Curtis McDonald		NO	YES	NO
	David Kennedy		YES	YES	YES
PS789456Q	Dorothy Long		YES	YES	NO
N/A	Henry Long				
	Ian Downey		NO	YES	NO
	Jane Doe		YES	NO	YES
	Jeff MacDonald		YES	YES	YES
asdfasdfsadf	Jesse Smith				

19.



That's it. You are done.



Metric	Total
Tracking	18
Monitoring	17
Tested	8
Tested Positive	2
Calls Made	0
Remaining Calls Today	0