

## Track and Trace

UM0122.GB\_TrackandTrace Issue 1

### Introduction

This tool will allow you to track key-holders that have used readers within a set timeframe of a person who has been identified as infectious.

### Step 1

Place the tool into the EXgarde program folder. Login to the tool.

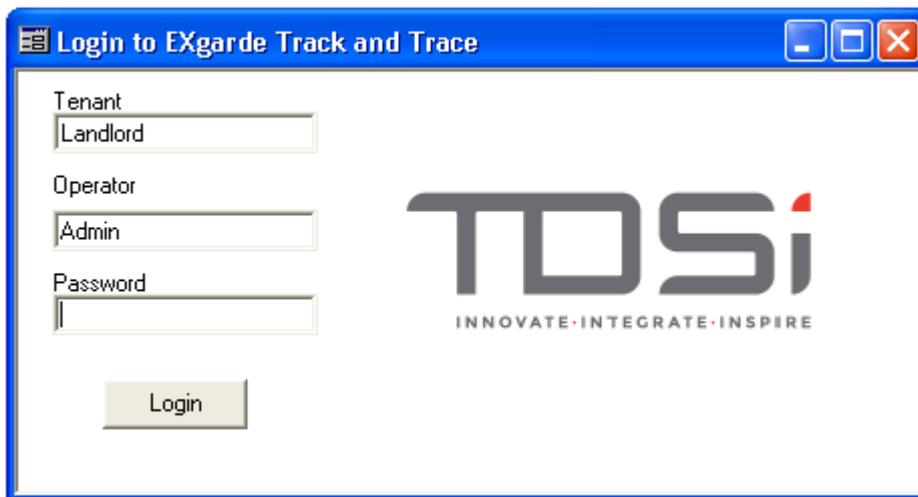


Figure 1 Login Screen

### Step 2

Enter the name of the infected person. Set the start and end date. Set the time buffer. In this example I am check up to 1 day after the person has touched that reader. Select between 2 reporting options.

#### Option 1 Key-holders and reader information

This will return the key-holders, the affected readers and the time they were in contact with the reader. This report may contain duplicate key-holders if a key-holder has touched multiple readers the contaminated person has touched.

#### Option 2 Only Key-holders

This will return only the key-holder names with no duplicates.

Click **Run**.

The screenshot shows a Windows-style dialog box titled "EXgarde Track and Trace". It contains several input fields and radio buttons. The "Keyholder Name" field is filled with "Freida Green". The "Start Date" and "End Date" fields both contain the timestamp "23/02/20 08:39:42:540000". The "Time Buffer (mins)" field is filled with "1440". There are two radio buttons: "Keyholders and reader information" (which is selected) and "Only Keyholders". A "Run" button is located at the bottom center of the dialog.

Figure 2 Report Entry Form

A summary of the report is displayed. The report is created as a text file (.txt) in the EXgardeData folder.

The screenshot shows a small dialog box titled "Report Complete" with a close button in the top right corner. The text inside the dialog reads: "Report Finished: 17 Row(s) generated in report." followed by "Review Report ContagionReport.txt in ExgardeData folder". An "OK" button is centered at the bottom of the dialog.

Figure 3 Results Message

### Step 3

Open the report to view the results. The following example shows the Reader Id within the database, the reader name and the key-holder name. This will aid you to determine the key-holders and the readers they have touched.

In the first example below (Figure 4) you can see there are duplicate key-holders where they have touched other reader as the original contaminated key-holder e.g. Freida Green.

The second example (Figure 5) is the same report rerun with the Only Key-holders option selected. This time only 11 rows are returned, removing duplications.

```
TrackAndTraceReport_Freida Green.txt - Notepad
File Edit Format View Help
Track and Trace Report
Keyholder: Freida Green
Start Date: 10:18:59 23/02/20
End Date: 10:18:59 25/02/20
Minute Buffer: 1440

Entry Time, Reader Id, Reader Name, Keyholder Name
2020-02-24-13.42.12.000000,950409,Reader 2,Jenny Field
2020-02-24-13.49.53.000000,950408,Reader 1,Tammy Hill
2020-02-24-13.53.41.000000,950408,Reader 1,Tammy Hill
2020-02-24-15.11.32.000000,950409,Reader 2,Harry Stewart
2020-02-24-16.38.08.000000,950408,Reader 1,Jenny Field
2020-02-24-17.59.48.000000,950409,Reader 2,Brenda Cole
2020-02-24-18.15.48.000000,950409,Reader 2,Jenny Field
2020-02-24-19.02.25.000000,950408,Reader 1,Rolf Wilson
2020-02-24-20.24.04.000000,950408,Reader 1,Rolf Wilson
2020-02-24-20.41.56.000000,950408,Reader 1,Jenny Field
2020-02-24-21.00.47.000000,950409,Reader 2,Jenny Field
2020-02-24-21.18.58.000000,950408,Reader 1,Tammy Hill
2020-02-24-21.19.53.000000,950408,Reader 1,Tammy Hill
2020-02-25-04.21.01.000000,950408,Reader 1,Debbie Thomson
2020-02-25-08.05.34.000000,950409,Reader 2,Jenny Field
2020-02-25-09.53.21.000000,950408,Reader 1,Tammy Hill

16 Row(s)
```

Figure 4 Key-holders and Readers Report

```
TrackAndTraceReport_Freida Green.txt - Notepad
File Edit Format View Help
Track and Trace Report
Keyholder: Freida Green
Start Date: 10:18:59 23/02/20
End Date: 10:18:59 25/02/20
Minute Buffer: 1440

Keyholder Name
Brenda Cole
Debbie Thomson
Harry Stewart
Jenny Field
Rolf Wilson
Tammy Hill

6 Keyholder(s)
```

Figure 5 Key-holder Only Report