School Portal for Outbreak Tracking (SPOT) – User Guide
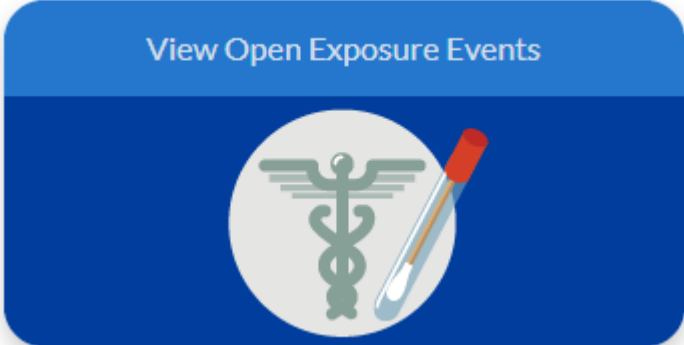## Please contact your local health department with any additional questions.

Overview: This Reference Guide explains how to use the School Portal for Outbreak Tracking (SPOT). This guide is organized by the menu options in SPOT:

1. View Open Exposure Events
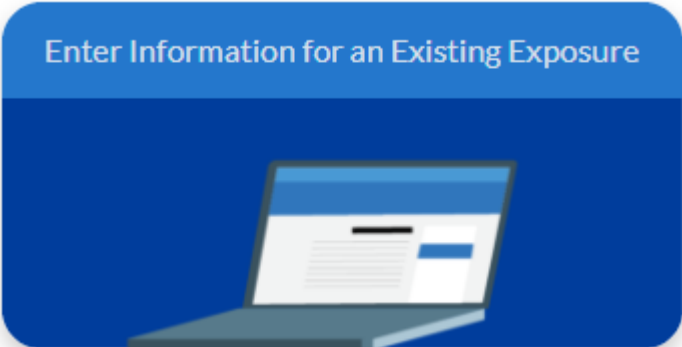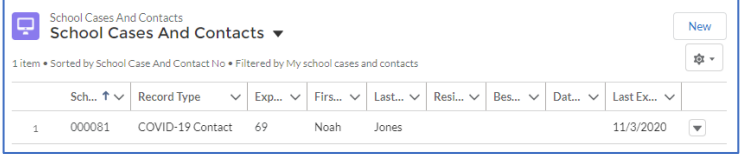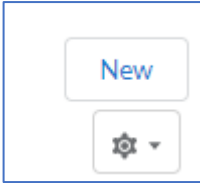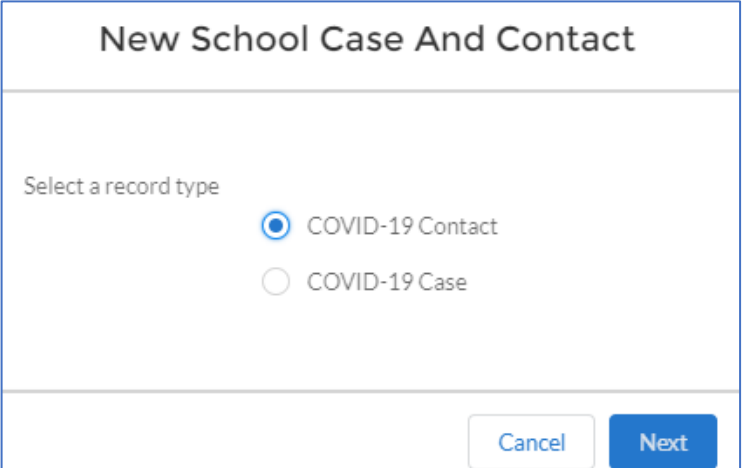2. Enter Information for an Existing Exposure
3. Export Data

View Open Exposure Events

In this section, you can view all open Exposure Events in your school. You will need to know the Exposure Event Record # in order to enter information in SPOT about individuals who were involved in a COVID-19 exposure at your school.

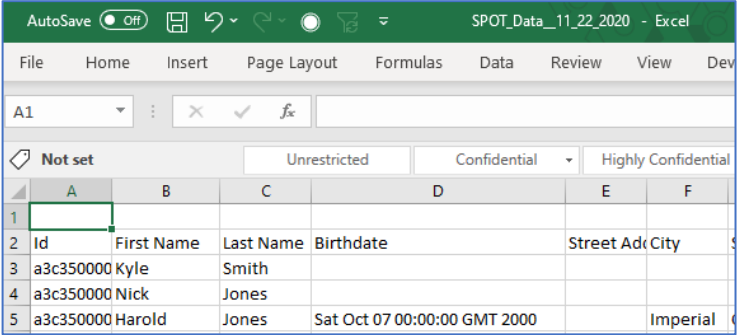| Step	Action	Screenshot
1	Navigate to this section by clicking the **View Open Exposure Events** button on the home page or the link at the top of any page.	
2	On this page, you will see open Exposure Events in your school.	
3	To view more details about a specific exposure event, click the number in the Exposure Event Record # column.	

Enter Information for an Existing Exposure

In this section, you can complete a form with key information about individuals who were involved in a COVID-19 exposure at your school. You can also view all information you have entered in SPOT.

Step	Action	Screenshot
1	Navigate to this section by clicking the **Enter Information for an Existing Exposure** button on the home page or the link at the top of any page.	Enter Information for an Existing Exposure
2	On this page, you will see a list of all information you have entered in SPOT.	School Cases And Contacts **School Cases And Contacts** ▾ 1 item • Sorted by School Case And Contact No • Filtered by My school cases and contacts New Sch... ↑ ∨ Record Type ∨ Exp... ∨ Firs... ∨ Last... ∨ Resi... ∨ Bes... ∨ Dat... ∨ Last Ex... ∨ 1 000081 COVID-19 Contact 69 Noah Jones 11/3/2020
3	To enter in new information about an individual involved in an exposure at your school, select the **New** button on the right-hand side of the page.	New
4	Select the radio button according to whether the individual is a COVID-19 case (someone who has tested positive for COVID-19), or a COVID-19 contact (someone who has come in close contact with a COVID-19 case). Note that the information collected for Cases and Contacts will be slightly different. Click **Next**.	New School Case And Contact Select a record type ◉ COVID-19 Contact ○ COVID-19 Case Cancel Next

5	Enter information about the individual on the form ❖ Required fields are marked with a red asterisk ❖ In the Exposure Event field, enter the Exposure Event Record # provided to you by the local health department, or select it from the menu that opens.	**New School Case And Contact: COVID-19 Contact** Personal Information *Exposure Event 🏛 60 ✕ *First Name *Last Name Birthdate Language 📅 --None-- ▼ Parent / Guardian Name Best Phone Number to Reach Street Address Resident County / LHJ ⓘ --None-- ▼ City
6	If you have more individuals you would like to enter, click **Save & New** to open a new form. If you are finished, click **Save**.	Cancel Save & New Save
7	After clicking Save, you will see a summary view of the last form you completed. Click **Enter Information for an Existing Exposure** to return to the list of all information you have entered in SPOT.	School Case And Contact Detail ⌄ Personal Information Exposure Event 69 First Name Last Name Noah Jones Birthdate Language

Export Data

In this section, you can download a file containing all information you have entered in SPOT.

Step	Action	Screenshot
1	Navigate to this section by clicking the **Export Data** button on the home page or the link at the top of any page.	
2	Click the button on this page to download a local copy of all information you have entered in SPOT. The file will download in CSV format.	