

Main menu of BCPSLS re:act after log-in

1. Options:

- *Add a new re:act record* : click link to report a new case
- *Reports* : run reports to view re:act data
- *Design a report* : design a report using different formats and date ranges
- *New Search* : Search for a record or specific fields
- *Saved queries* : Run your saved reports

re:act	
Options	Statuses
 Add a new re:act record	 New report, awaiting review 1 records
 Reports	 Investigation underway 9 records
 Design a report	 Awaiting DRC approval 0 records
 New search	 Monitor 1 records
 Saved queries	 Closed 8 records
 Help	 Rejected 2 records

2. Statuses: the filing system of BCPSLS re:act.

- *New report, awaiting review* : new re:act records are filed in this status.
- *Investigation underway* : the record will be filed here while you work on your investigation.
- *Awaiting DRC approval* : records that have the follow-up complete and require a DRC Coordinator to read and approve the outcomes then close the record.
- *Monitor* : records that require you to observe and monitor
- *Closed* : once your review and investigation is complete, the status of record is changed to closed
- *Rejected* : for duplicate records or incorrect record type