Create and Manage Case Files



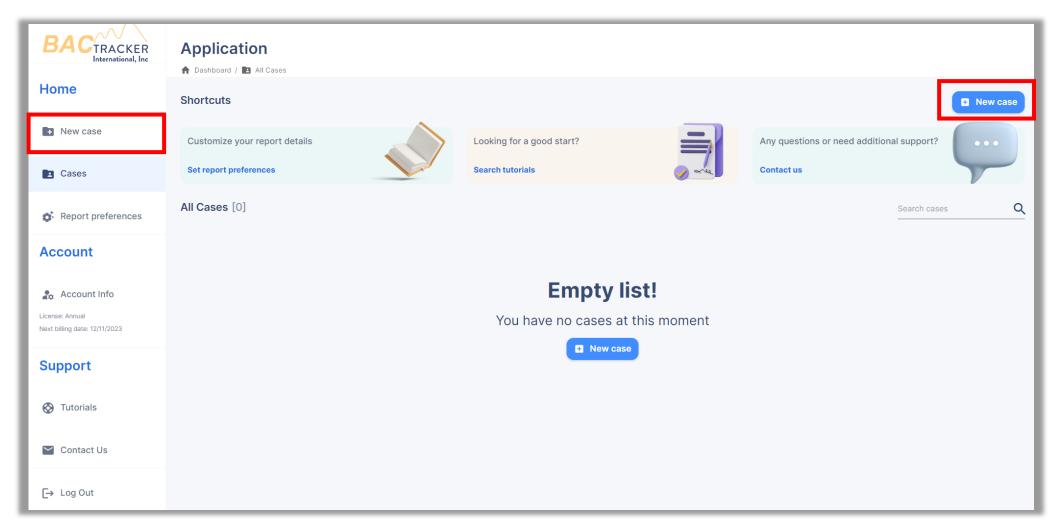
BAC Tracker

How to . . . Create and Manage Case Files

1



To create a new case, click "New Case"



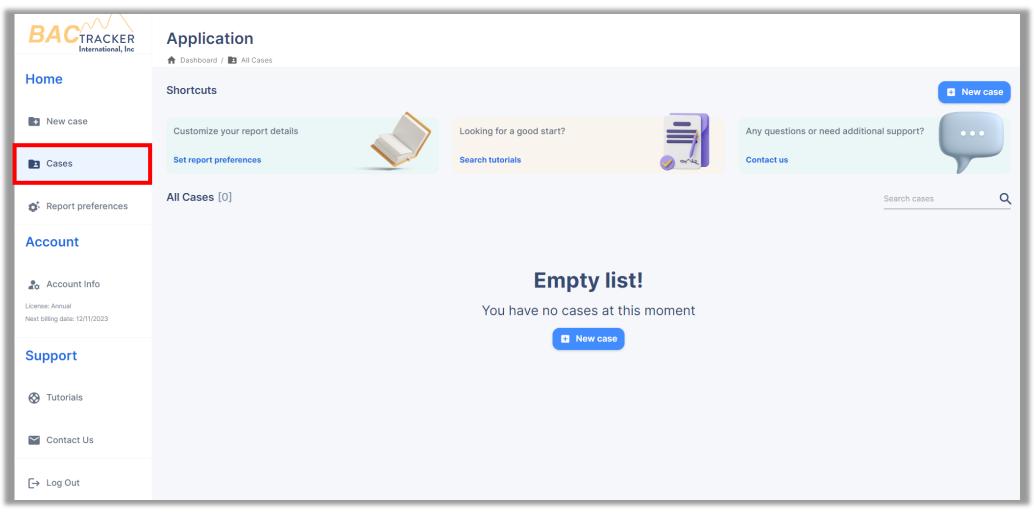


Enter the required information related to the case. When finished, click "Save case" to select which type of Alcohol Extrapolation Report to generate.

New case To create a new case, please fill all the following required fields											
Agency											
05/29/2023 Organization Name		Reference ID									
Subject		a te nge [g/dl/hr]									
Full name	Male O Female	Low range:	High range:								
Age (years) Height (in) Weight (lb)		0.01	0.025								
↓ Save case											



Previously created cases will appear on your main dashboard page. To open a previously created case, click "Cases"





Once selected, the user will view a list of all cases that have been created in their account. Users can search for a specific Case by Organization, Ref. ID, or Subject Name. Users can also expand to view or edit the details of a specific case or select and delete specific Case(s).

	All Ca	ises	[3]				Search cases		٩
١.			DATE	ORGANIZATION	REF. ID	SUBJECT NAME	GENDER	AGE	Ŧ
H	>		05/15/2022	ACME Organization	0000-0000	Richards, John	М	37	
	>		05/15/2022	Test Organization	12345	Smith, Jane	F	42	- 1
	>		05/15/2022	Sample Organization	2022-SAMPLE-0001	Johnson, Janice	F	29	

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https://www.bac-tracker.com/support

6