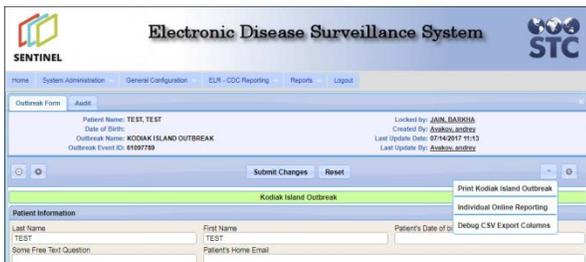


Activate and Email an Online Reporting Link to a Patient

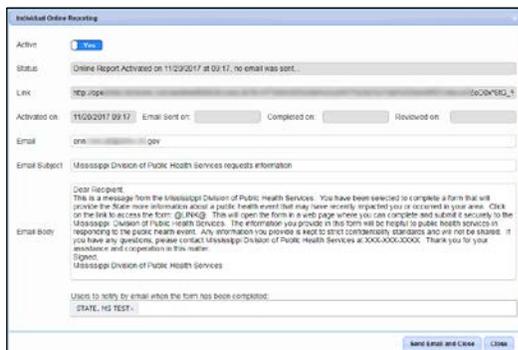
These instructions explain how to activate an individual Online Reporting link and email the link to a patient who is a part of an outbreak so that they can fill out the form. Before activating the Individual Online Reporting link, configure online reporting for the outbreak event in the application.

Activate and Email the Link

1. Log in to Sentinel and click the **Home > Outbreak Events** tab.
2. Select the specific outbreak event from the Current Search drop-down list, and then either open the existing outbreak event from the list or create a new outbreak event.
3. Click the **Edit** button corresponding to the outbreak event for which you want to activate the individual online reporting.
4. Select the Individual Online Reporting option from the Action menu () on the [Outbreak Event Form] tab page.



5. Toggle the **Active** button to Yes on the Individual Online Reporting pop-up window. The link is then activated and displayed in the Link field.



6. Make any necessary changes in the email body and click the **Send Email and Close** button to send the request to the patient to fill out the form.
7. Click **Close** to close the pop-up window.

Note: The Online Report column of the outbreak event on the main Outbreak Events tab page is updated with the following icons as you perform the above steps:



This icon means that the online reporting link is activated but the email is not sent to the patient.



This icon means that the online reporting link is activated and the email is sent to the patient.



This icon means that the outbreak event form is completed and submitted by the patient, but the review for the information provided by the patient is still pending.



This icon means that the online report is completed and has been reviewed.