


## Activate, Email, and Post a Public Online Reporting Link

These instructions explain how to activate a public online reporting link and how to either send the link via email or post it on an online web page. Before activating the public online reporting link, configure Online Reporting for an outbreak event in the application. Note that the people who receive the email and fill out the outbreak event form online are not Sentinel users.

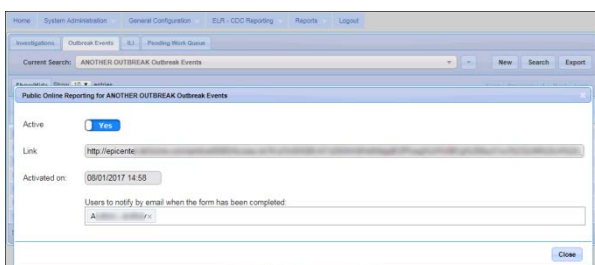
### Activate the Link

There are two ways to activate the public online reporting link. The first is to activate the link from the Outbreak Events tab:

1. Log in to Sentinel, click the **Home > Outbreak Events** tab, and select the outbreak event from the Current Search drop-down list.
2. Select the Public Online Reporting option from the Action menu (  ) that appears next to the Current Search drop-down list.



3. Toggle the **Active** button to Yes on the Public Online Reporting for the [Outbreak Event Name] Outbreak Events pop-up window. The link is then activated and displayed in the Link field.



4. Copy and email the link to one or more people or share it via other means, such as on a web page.
5. Click **Close** to close the pop-up window.

The second way is to activate the link from the Outbreak Management page:

1. Log in to Sentinel and click the **General Configuration > Outbreak Management** menu link.

2. Authorized users can activate or deactivate the public online reporting link by clicking the **Yes** or **No** link in the Online Reporting column. Note that public online reporting can be activated only for active outbreaks that are associated with outbreak event forms.




Outbreak ID	Active	Outbreak Name	Online Reporting	Supp Form Associations	
1234	NO	A NAME	NO		[Edit] [Delete]
4321	NO	SOME OUTBREAK			[Edit] [Delete]
AZ-2015-00021	YES	LOW STC OUTBREAK			[Edit] [Delete]
	YES	KODIAK ISLAND OUTBREAK	YES		[Edit] [Delete]
132H02	YES	FLU 2016 NH			[Edit] [Delete] [Summary]
	YES	ANOTHER OUTBREAK	YES		[Edit] [Delete] [Summary]
TEST123	YES	TEST123		CCD Form: Cholera Surveillance Report	[Edit] [Delete] [Summary]
	YES	DAYCARE CRYPTO	NO	Crypto DayCare Crypto	[Edit] [Delete] [Summary]
	YES	OUTB011-00123			[Edit] [Delete]

3. Click the **No** link in the Online Reporting column to activate the public online reporting. (*No* means there is currently no active online reporting.) The Public Online Reporting for [Outbreak Name] pop-up window opens.
4. Toggle the **Active** button to Yes on the Public Online Reporting for [Outbreak Name] pop-up window. The link is then activated and displayed in the Link field.
5. Copy and email the link to one or more people or share it via other means, such as on a web page.
6. Click **Close**.

### Email the Link

To send the link to people via email:

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.
3. Select the Public Online Reporting option from the Action menu (  ) that appears next to the Current Search drop-down list.
4. Activate the public online reporting link, copy it, and email it to the people who need to receive it.
5. Click **Close** to close the pop-up window.

## Post the Link

To copy and post the link on a web page:

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.
3. Select the Public Online Reporting option from the Action menu that appears next to the Current Search drop-down list.
4. Activate the public online reporting link, copy it, and paste it on a web page.
5. Click **Close** to close the pop-up window.