Crisis Track Disaster
Operations Management
Basic Course
Part 3 Administration of Crisistrack

www.crisistrack.com
User: memasb
Password: storm21
• Setting up New Users
  • Create Users
• Employees and Equipment Inventories
  • Add Employee and Equipment
  • Edit Time and Usage
• Departments
• Guest Users
• Incidents
• Form Types
• Structures
• Settings
• Map Layers
• Discuss Entry Forms
• Documents
• Time Management
• Data Updates (Done yearly and why this is important)
• **All Users** have Role-based Rights

  • **Admin**: create incidents; manage resources; create users; create preconfigured team and tasks; create, edit and delete incident specific tasks  
  (EMA DIR, EMA DEPUTY, EMA Admin Asst.)

  • **Commander**: create incidents, create, edit, and delete incident specific tasks and teams  
  (Incident Commander)

  • **Users**: create teams, tasks, create and edit entries  
  (Damage Assessment Collectors)

  • **Viewers**: view entries and incident operations  
  (BOS, Guest Users that do not need to input data)
- Log into CrisisTrack
- Select Administrative Functions
- Click Users
- Click New
Create a User

• Click New

• An Add Employee box will appear. Fill out the employee’s personal information.

• Click Save (Now your user has been added as an employee)
Create a User

- Continue filling out the User’s information. (User ID is their email and give them a temporary password)

- If you check Send email to user with login info, CrisisTrack will send out a welcoming email that will direct them to the website for them to change their password.
# Employees

## Organizational Overview

<table>
<thead>
<tr>
<th>Category</th>
<th>Icons</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrate</strong></td>
<td><img src="image" alt="Users" /> <img src="image" alt="Settings" /> <img src="image" alt="Form Types" /> <img src="image" alt="Jurisdictions" /></td>
<td>Users, Settings, Form Types, Jurisdictions</td>
</tr>
<tr>
<td><strong>Maintain Data</strong></td>
<td><img src="image" alt="Incidents" /> <img src="image" alt="Structures" /> <img src="image" alt="Reentry Permits" /> <img src="image" alt="Equipment Inventory" /> <img src="image" alt="Departments" /></td>
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<tr>
<td><strong>Preconfigure</strong></td>
<td><img src="image" alt="Locations" /> <img src="image" alt="Teams" /> <img src="image" alt="Tasks" /> <img src="image" alt="Guest Users" /> <img src="image" alt="Map Layers" /></td>
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• The Employees feature allows you to add local employees along with their costs (i.e. hourly rate, fringe benefit, overtime rate). This is helpful when adding Employees into specific Incident’s Teams and Tasks. Also helps with tracking their time.

• Existing Employees may be edited or deleted.

• Employees may be exported into an Excel Spreadsheet.
• Log into Crisis Track

• Select Administrative Functions

• Click Employees

• Click Add(Upload New(single entry) OR Upload CSV or XLS(bulk upload))
Add Employee

- Click New
- Fill out the form
- Click Save

Choose Benefit Calculator to figure the Employee’s Fringe Benefit Rate based on the following information:
## Equipment Inventory

<table>
<thead>
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<td><img src="image3.png" alt="Form Types" /></td>
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<tr>
<td></td>
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<tr>
<td></td>
<td><img src="image9.png" alt="Industry" /></td>
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<tr>
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The Equipment Inventory feature allows users to add local Equipment along with its’ cost rates (using the FEMA Cost Code Search) to better help calculate the total cost of use.

- Equipment may be added individually or in bulk using a CSV or XLS Sheet.
- Existing Equipment may be edited or deleted.
- Equipment may be exported into an Excel Spreadsheet.
- Log into Crisis Track
- Select Administrative Functions
- Click Equipment Inventory
- Click Add
- Click New
- Fill out the form

- Click Save

Use the Search Cost Codes feature to search for individual pieces of equipment. Once you hit ‘Select’, the Equipment form will populate with that piece of equipment’s details and costs.
• The Departments feature assists in keeping Employees and Equipment organized. By creating Departments, Admin Users may add Employees and Equipment to them which makes assigning Teams and Tasks that much easier.

• Admin Users can create, edit and delete Department names and IDs.
• Log into Crisis Track

• Select Administrative Functions

• Click Departments

• Click New

• Enter Department Name and Department ID

• Click Save
USERS

Administrate
- Users
- Settings
- Form Types
- Jurisdictions

Maintain Data
- Incidents
- Structures
- Reentry Permits
- Employees
- Equipment Inventory
- Departments

Preconfigure
- Locations
- Teams
- Tasks
- Users
- Map Layers
Guest Users

- Allows Crisis Track users from other jurisdiction to login and participate in disaster management operations for your jurisdiction.

- Need to have their Crisis Track User ID.

- Admin Users may create, edit, and delete Guest Users.

- With this feature the Admin User has the option to assign the role of this Guest User (viewer or user) and add them to future incidents, which will automatically add them to future created incidents.
Creating Guest Users

- Log into Crisis Track
- Select Administrative Functions
- Click Guest Users
- Click New
- Enter the Guest User ID and Click Load
Creating Guest Users

- Select Guest User Role (user or viewer)

- Check ‘Add to new incidents’ to add user by default when creating new incidents

- Click Save
• The Admin User has the option to create Incidents from the Home screen like we have seen in the previous training lesson, or here in the Incidents tab by clicking ‘New’.

• The User can also edit or delete previous Incidents.

• The ability to edit Incidents is very useful here. The Admin User may want to go into a specific Incident to add the Disaster Number or PA ID # once they have been assigned.

• The Admin User may even want to close a previously open Incident instead of deleting it for historical records purposes.
FORM TYPE

Administrate

- Users
- Settings
- Jurisdictions

Maintain Data

- Incidents
- Structures
- Reentry Permits
- Employees
- Equipment Inventory
- Departments

Preconfigure

- Locations
- Teams
- Tasks
- Guest Users
- Map Layers
• The Forms Types tab gives Admin Users the ability to view each form in a way that communicates what data types should be entered into which fields.

• This feature also allows users to familiarize themselves with the symbology used in the Operations Map View.
STRUCTURE

Administrate
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The Structures tab offers Admin Users a way to manually add structures to the map. This is not the best practice since parcel and structural data come from the tax assessor. It is best to wait for the updates from the tax assessor.
## Settings

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The Settings tab in Administrative Functions controls the settings for the map (best used by your local GIS person), notifications for incidents, self-reporting and other forms. There are also options for security.
# Layers

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## Preconfigure
- Locations
- Teams
- Tasks
- Guest Users
- Layers
• Map Layers is helpful for local areas to add customized layers to the map. For example, while Lafayette Co may want to add a Dam Safety Layer, Jackson Co may want to include a Storm Surge Hazard Map Layer.

• This will more than likely be used by your GIS person.
• Entry Form is one data record in Crisis Track
• Each Entry is an assessment that has been conducted in the field, but this feature does give you the ability to create, edit and delete an entry from within.

• The Admin User can also run tests to find duplicates or issues.
• There is an option to import entries from your own files.
• The Entries tab gives an array of options and filters for exporting exactly what you need.
Entry Forms

• By clicking QA at the top of the page, you are given the option to Run Tests. Run Tests and it will return duplicates or errors.

• To create a new Entry, click New and select the appropriate form you would like to create. Fill out the form and click Save.
Documents are form template exports and are snapshots in time. The forms are regularly used FEMA forms.

Admin Users can create Documents using the data that has already been entered into Crisis Track.

These forms can be exported into an Excel Spreadsheet.
• Log into Crisis Track
• Select the relevant Incident
• Click Documents
• Click Add
• Select the appropriate Document
• The form will instantly populate with the relevant data. Click Save.
Time Management

- A Time Record is a span of time that a member of a Team worked on a Task. This time is monitored by the mobile app when the user is conducting assessments.

- Other time spent off the mobile app can be manually entered into Personnel Records.

- The user also has the option to Export the records into an Excel Spreadsheet or Project Worksheet.
Edit Time and Usage

- Log into Crisis Track
- Select Your Incident
- Click Personnel Records
- Click Add to add a new record or Edit to edit.
- Use Select Resource and choose your employee.
• Once your employee is selected, their information will fill the form.

• Then click the add button at the top to add a time record.

• Click Save after filling out the time information.

• Select Chart at the top to see the chart of all of the entered time records.
We will ask for Updated Tax Valuations from the County Assessors office yearly.

Please help us to get this information.
Questions?

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