



# Crisis Track Disaster Operations Management Basic Course

Part 3 Administration of Crisistrack

[www.crisistrack.com](http://www.crisistrack.com)

**User: memasb**

**Password: storm21**



***Crisis Track***

CT-101



# Admin Training Objectives

- 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)

A large blue ring graphic is centered on the slide. It has a thick blue outer ring and a white inner circle.

***FOLLOW THE BLUE RING***

# Users

## Administrate



Settings



Form  
Types



Jurisdictions

## Maintain Data



Incidents



Structures



Reentry  
Permits



Employees



Equipment  
Inventory



Departments

## Preconfigure



Locations



Teams



Tasks



Guest  
Users



Map  
Layers



# Users

- **All Users have Role-based Rights**



Users

- **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)





# Create a User

- Log into CrisisTrack

- Select Administrative Functions



- Click Users



Users

- Click New



Existing Incident

New Incident

Administrative Functions

**Crisis Track**

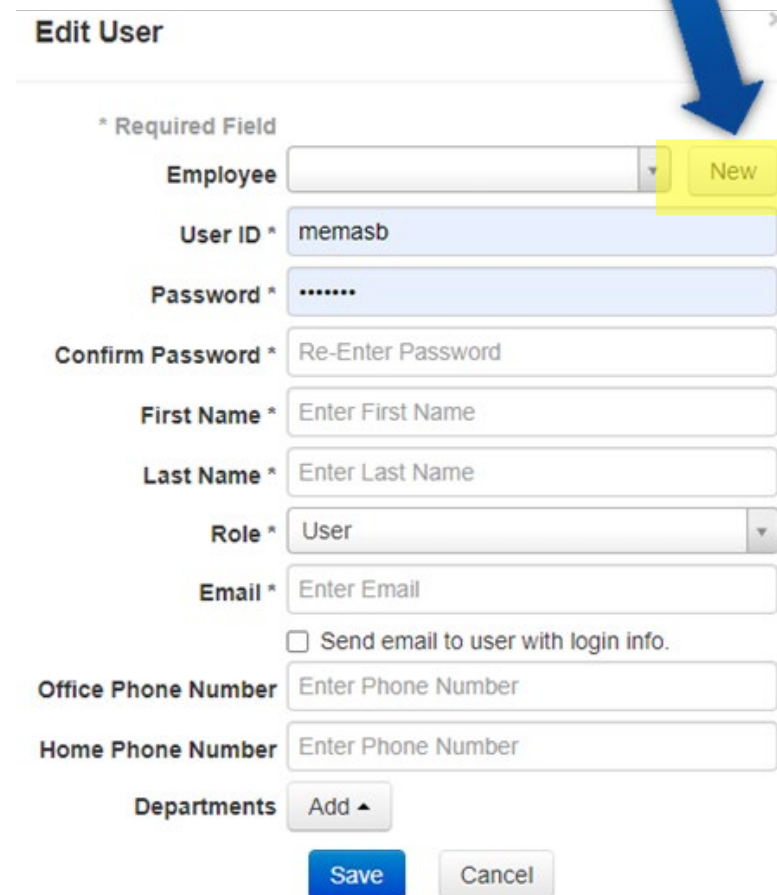
▼ Home / Admin / Users

**USER ID**



# 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)



**Edit User**

\* Required Field

Employee  **New**

User ID \*

Password \*

Confirm Password \*

First Name \*

Last Name \*

Role \*

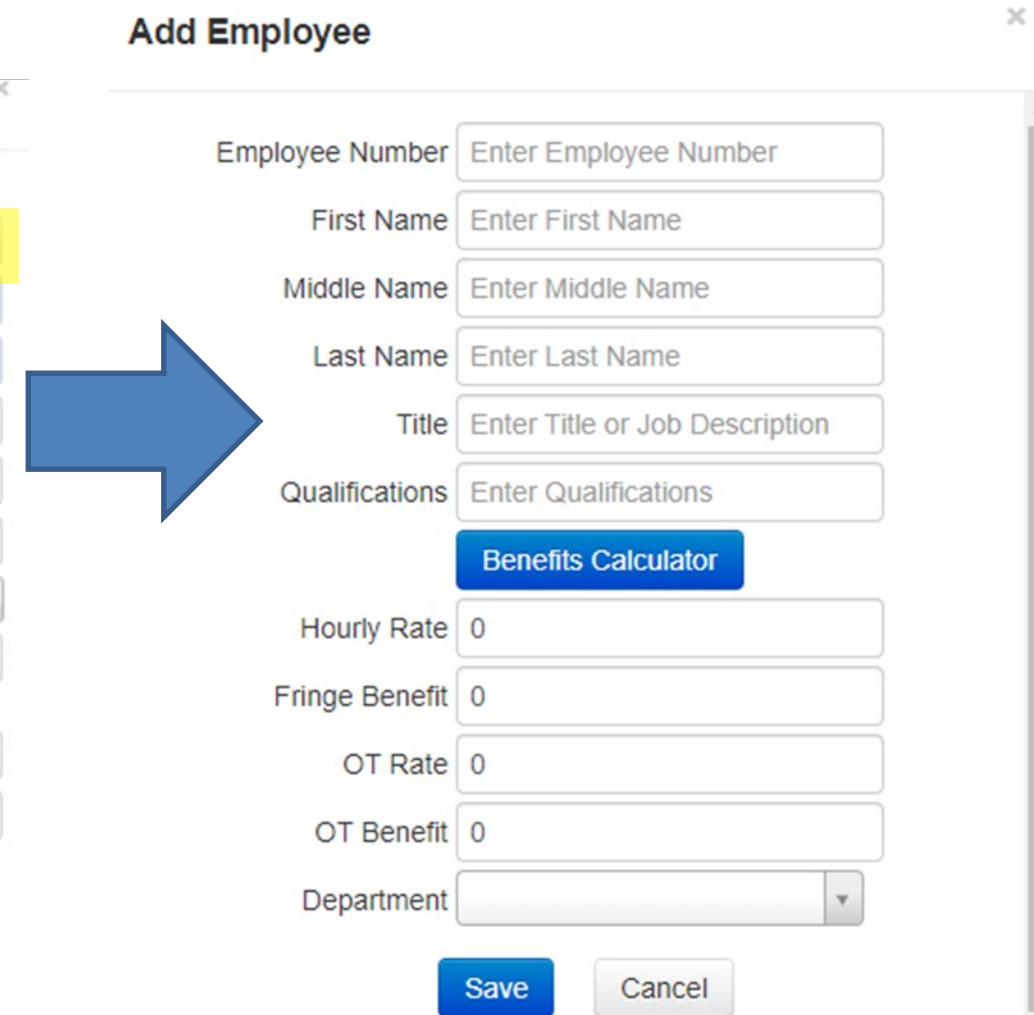
Email \*

☐ Send email to user with login info.

Office Phone Number

Home Phone Number

Departments



**Add Employee**

Employee Number

First Name

Middle Name

Last Name

Title

Qualifications

Hourly Rate

Fringe Benefit

OT Rate

OT Benefit

Department



# 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.

## Edit User

\* Required Field

Employee

User ID \*

Password \*

Confirm Password \*

First Name \*

Last Name \*

Role \*

Email \*

☐ Send email to user with login info.

Office Phone Number

Home Phone Number

Departments



# Employees

## Administrate



Users



Settings



Form  
Types



Jurisdictions

## Maintain Data



Incidents



Structures



Reentry  
Permits



Equipment  
Inventory



Departments

## Preconfigure



Locations



Teams



Tasks



Guest  
Users



Map  
Layers





# Employees


- 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.



Employees




# Add Employee

- Log into Crisis Track
- Select Administrative Functions
- Click Employees   
Employees
- Click Add(Upload New(single entry) OR Upload CSV or XLS(bulk upload))

Existing Incident

New Incident

Administrative Functions  

New  
Upload CSV or XLS



# Add Employee

- Click New
- Fill out the form
- Click Save

**Add Employee**

Employee Number

First Name

Middle Name

Last Name

Title

Qualifications

**Benefits Calculator**

Hourly Rate

Fringe Benefit

OT Rate

OT Benefit

Department

**Save** **Cancel**

★ Choose Benefit Calculator to figure the Employee's Fringe Benefit Rate based on the following information:

**Applicants Benefits**

☐ Salary

☒ Hourly Rate

	Reg %	OT %
Holidays	<input type="text" value="0"/>	<input type="text" value="0"/>
Vacation Leave	<input type="text" value="0"/>	<input type="text" value="0"/>
Sick Leave	<input type="text" value="0"/>	<input type="text" value="0"/>
Social Security	<input type="text" value="0"/>	<input type="checkbox"/> <input type="text" value="0"/>
Medicare	<input type="text" value="0"/>	<input type="checkbox"/> <input type="text" value="0"/>
Unemployment	<input type="text" value="0"/>	<input type="checkbox"/> <input type="text" value="0"/>
Workers Comp	<input type="text" value="0"/>	<input type="checkbox"/> <input type="text" value="0"/>
Retirement	<input type="text" value="0"/>	<input type="checkbox"/> <input type="text" value="0"/>
Health Benefits	<input type="text" value="0"/>	<input type="text" value="0"/>

**Save** **Cancel**

# Equipment Inventory

## Administrate



Users



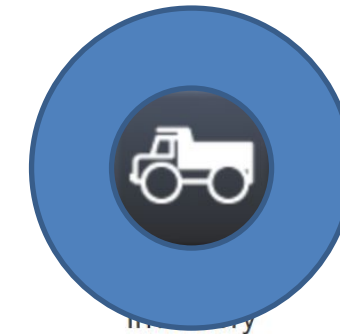
Settings



Form  
Types



Jurisdictions



Equipment  
Inventory

## Maintain Data



Incidents



Structures



Reentry  
Permits



Employees



Departments

## Preconfigure



Locations



Teams



Tasks



Guest  
Users



Map  
Layers





# Equipment Inventory

- 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.



Equipment  
Inventory



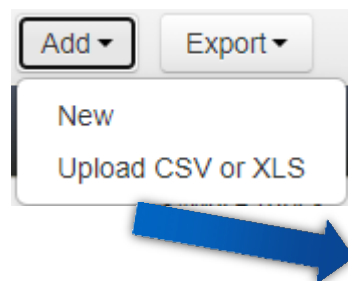
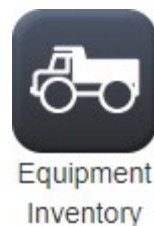
# Add Equipment

- Log into Crisis Track
- Select Administrative Functions
- Click Equipment Inventory
- Click Add
- Click New

Existing Incident

New Incident

Administrative Functions





# Add Equipment

- Fill out the form

Add Equipment

Search Cost Codes

Asset No.

Equipment Name

Operator

Make

Model

Horse Power

Size/Capacity

Color

Year

Serial No/VIN

Plate

FEMA Cost Code

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.

FEMA Cost Codes

× Q

Cost Code	Equipment	Specs	Size	HP	Notes	Unit	Rate	Select
8063	Auger, Truck Mntd	Max. Auger Size	24 In	to 100	mounting hardware. Add this rate to tractor rate for total	hour	34.93	<button>Select</button>
8212	Clamshell & Dragline, Truck			to 240	Bucket not included in rate.	hour	147.05	<button>Select</button>
8280	Excavator, Hydraulic	Bucket Capacity	0.5 CY	to 45	Crawler, Truck & Wheel. Includes bucket.	hour	18.97	<button>Select</button>
8281	Excavator, Hydraulic	Bucket Capacity	1.0 CY	to 90	Crawler, Truck & Wheel. Includes bucket.	hour	36.06	<button>Select</button>
8282	Excavator, Hydraulic	Bucket Capacity	1.5 CY	to 160	Crawler, Truck & Wheel. Includes bucket.	hour	55.30	<button>Select</button>
8283	Excavator, Hydraulic	Bucket Capacity	2.5 CY	to 265	Crawler, Truck & Wheel. Includes bucket.	hour	158.86	<button>Select</button>
8284	Excavator, Hvdraulic	Bucket Capacity	4.5 CY	to 420	Crawler, Truck & Wheel.	hour	264.64	<button>Select</button>

- Click Save

Add Equipme

Horse Power

Size/Capacity

Color

Year

Serial No/VIN

Plate

FEMA Cost Code

Rate  per

Notes

Department

Save

Cancel

# DEPARTMENTS

## Administrate



Users



Settings



Form  
Types



Jurisdictions

## Maintain Data



Incidents



Structures



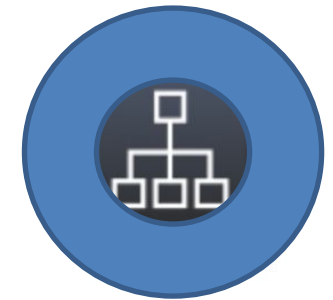
Reentry  
Permits



Employees



Equipment  
Inventory



## Preconfigure



Locations



Teams



Tasks



Guest  
Users



Map  
Layers





# Departments

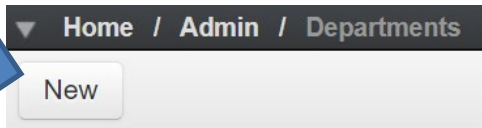


Departments

- 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.



# Create Departments

- Log into Crisis Track
- Select Administrative Functions
- Click Departments   
Departments
- Click New 

Existing Incident

New Incident

Administrative Functions

- Enter Department Name and Department ID

Add Department

Name

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.



Guest  
Users





# Creating Guest Users

- Log into Crisis Track

- Select Administrative Functions

A screenshot of the Crisis Track interface. It shows a dropdown menu for "Existing Incident" with "TH 2" selected and a "Select" button. Below it is a "New Incident" section with a "Create" button. At the bottom, there is a yellow highlighted box containing the text "Administrative Functions" and a green "Select" button.

- Click Guest Users



- Click New

A screenshot of the Crisis Track interface showing a breadcrumb trail: "Home / Admin / Guest Users". Below the trail is a button labeled "New".

- Enter the Guest User ID and Click Load

A screenshot of the "Edit Guest User" dialog box. It contains the text "Enter the User ID that you would like to add as a Guest User." followed by a text input field labeled "User ID". Below the input field is a green "Load" button.



# 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

A screenshot of a web application dialog box titled "Edit Guest User" with a close button (X) in the top right corner. The dialog contains the following fields:

- Name:** Lauren David
- Account:** Mississippi Emergency Management Agency
- Role:** A dropdown menu currently showing "User".
- Add to new Incidents:** A checkbox that is currently unchecked, followed by an information icon (i).

At the bottom of the dialog are two buttons: a green "Save" button and a grey "Cancel" button.

# INCIDENTS

## Administrate



Users



Settings



Form  
Types



Jurisdictions

## Maintain Data



Structures



Reentry  
Permits



Employees



Equipment  
Inventory



Departments

## Preconfigure



Locations



Teams



Tasks



Guest  
Users

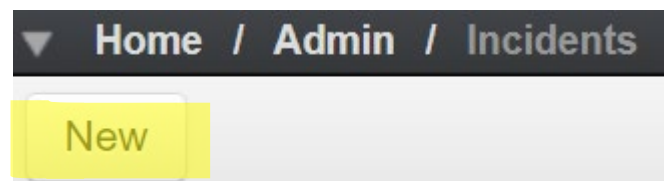


Map  
Layers



# Incidents

- 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



Types



Jurisdictions

## Maintain Data



Incidents



Structures



Reentry  
Permits



Employees



Equipment  
Inventory



Departments

## Preconfigure



Locations



Teams



Tasks



Guest  
Users



Map  
Layers



# Form Types

- 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.

Fields

Symbology

Section

Fields

ID	Label	Control	Type	Visible	Required	Default Value	List
cat		text	string	NO	NO	IA	

Section









Assessment Location

Fields

ID	Label	Control	Type	Visible	Required	Default Value	List
locator	Locate	locator		YES	NO		
name	Name	text	string	YES	NO		
addr	Address	text	string	YES	NO		
city	City	text	string	YES	NO		
state	State	text	string	YES	NO		
zip	Zip Code	text	string	YES	NO		
phone	Phone Number	text	string	YES	NO		
value	Structure Value	number	double	YES	NO		
occupancy	Occupancy	radio	string	YES	NO	Unknown	<a href="#">View</a>
residenceType	Residence Type	radio	string	YES	NO	sf	<a href="#">View</a>
privateRoad	Private Road	radio	string	YES	NO	No	<a href="#">View</a>
lowIncome	Low Income	radio	string	YES	NO	Unknown	<a href="#">View</a>

Section

Contact

Fields		Symbology	
Unique Values			
Damage: None			
Damage: Affected			
Damage: Minor			
Damage: Major			
Damage: Destroyed			
Default Symbol			
Assigned Symbol			
Cluster Symbol			

# STRUCTURE

## Administrate



Users



Settings



Form  
Types



Jurisdictions

## Maintain Data



Incidents



Reentry  
Permits



Employees



Equipment  
Inventory



Departments

## Preconfigure



Locations



Teams



Tasks



Guest  
Users



Map  
Layers



# Structures

- 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.



Structures



# SETTINGS

## Administrate



Users



Form  
Types



Jurisdictions

## Maintain Data



Incidents



Structures



Reentry  
Permits



Employees



Equipment  
Inventory



Departments

## Preconfigure



Locations



Teams



Tasks



Guest  
Users



Map  
Layers



# Settings

- 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.



Settings

Edit

Tier: Disaster Management

Population: 141617

Tracking: YES

Clustering: YES

Cluster Limit: 250000

Map Display Limit: 2000

Request Block Size: 5000

ArcGIS Online: NO

Default Coordinates: Lat/Long

Incident Notifications: NO

Resident Self-Reporting URL: <https://www.crisistrack.com/public/rankinMS-SB/request.html>

Resident Self-Reporting Notifications: NO

## Security Options

Three Login Attempts Lockout: NO ⓘ

Inactive User Lockout: NO ⓘ

30 Minute Timeout: NO ⓘ

10 Mobile Login Attempts Wipe: NO, never wipe data. ⓘ

Minimum Password Length: NO

Minimum Number of Capitals in Password: NO ⓘ

Minimum Number of Specials in Password: NO ⓘ

Minimum Number of Numbers in Password: NO ⓘ

# LAYERS

## Administrate



Users



Settings



Form  
Types



Jurisdictions

## Maintain Data



Incidents



Structures



Reentry  
Permits



Employees



Equipment  
Inventory



Departments

## Preconfigure



Locations



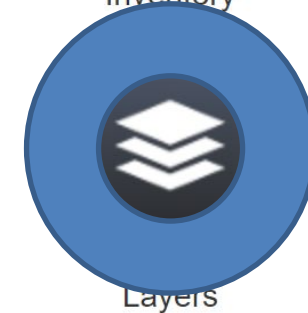
Teams



Tasks



Guest  
Users



Layers



# Map 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.



Map  
Layers





# Entries

- 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.

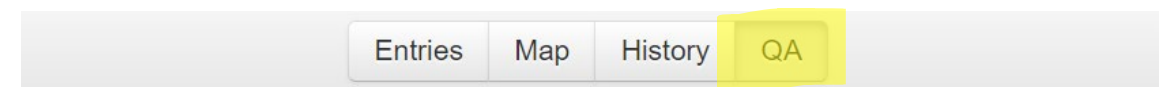


Entries



# 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.



These tests will detect duplicates and other inconsistencies in the entries.

Run Tests

- To create a new Entry, click New and select the appropriate form you would like to create. Fill out the form and click Save.

A screenshot of the "New" dropdown menu in the application. The menu is open, showing a list of form types. A blue arrow points from the "New" button to the dropdown menu. The list includes: ATC 20, ATC 45, Agriculture, Bridge Damage Segment, Bridge/Culvert/Ditch Damage, Commercial, Debris Area, Debris Estimation, Disposal Ticket, EM Request, Evacuations, and Infrastructure Survey. The "Commercial" option is selected, and a table of information is visible to the right.

Form	Information
Commercial	IA
Bridge/Culvert/Ditch Damage	PISGAH SCHOOL 125 TORI BOWIE LN, BRAN IAC
Debris Area	NORWOOD SARA LOUISE I 1335 OLD WHITFIELD RD, F IA
Disposal Ticket	CARTER ROGER 1347A OLD WHITFIELD RD, IA

A screenshot of the "Add Entry" form in the application. The form is titled "Add Entry" and includes a "Save" button. It has a "Form" dropdown menu set to "Commercial", a "Status" dropdown menu set to "Complete", and a "Task" dropdown menu set to "Assign Task". Below these are fields for "Assessment Location", "Find using" (with radio buttons for "Structures" and "Geocode"), "Latitude", "Longitude", "USNG", "Business Name", "Owner's Name", "Address", "City", "State", "Zip Code", "Building Value", and "Contact" (with a "Contact Name" field). The "Find using" field is set to "Structures".



# Documents

- 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.



Documents





# Documents

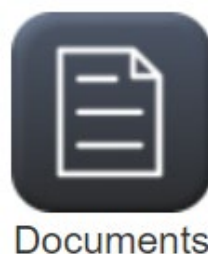
- Log into Crisis Track
- Select the relevant Incident

Existing Incident

New Incident

Administrative Functions

- Click Documents



- Click Add

▼ Home / Incident / Documents

- Select the appropriate Document

Select Document

FEMA 9901	Administrative Costs	<input type="button" value="Select"/>
ICS 204	Assignment List	<input type="button" value="Select"/>
ICS 214	Unit Log	<input type="button" value="Select"/>
IHP	Individuals and Households Program	<input type="button" value="Select"/>
Load Ticket	Load Ticket	<input type="button" value="Select"/>
Residential	Residential Damage Assessment	<input type="button" value="Select"/>

- The form will instantly populate with the relevant data. Click Save.

Address	Affected Habitable				Minor				Major				Destroyed				Water Depth			
	Single	Family	Multi	Other	Single	Family	Multi	Other	Single	Family	Multi	Other	Single	Family	Multi	Other	Not Primary	Inaccessible	Basement	Living Area
	0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3
1 MEMA DR, PEARL	1	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1335 OLD WHITFIELD RD, PEARL																				
1347A OLD WHITFIELD RD, PEARL																				
1542 OLD WHITFIELD RD, PEARL																				
200 ALLEN STUART DR, PEARL																				
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Category Totals	0				0				1				4							





# 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.

This screenshot shows the top section of the Crisis Track interface. It includes a yellow bar with "Existing Incident" and a dropdown menu currently set to "TH 2", followed by a green "Select" button. Below this is a blue "Create" button next to the "New Incident" label, and another blue "Select" button next to the "Administrative Functions" label.This screenshot shows a dropdown menu that appears after clicking the "Add" button. The menu contains three options: "Employee Record" (highlighted in yellow), "Convert Resources", and "Edit". The "Edit" option is partially obscured by the "MEMA Comm" text at the bottom.This screenshot shows the "Select Resource" dialog box. It has a search bar at the top and a list of employees below. The employees listed are: Charlee Alford (MEMA Communications), Ramous Austin, Melissa Banks (MEMA Mitigation), Mary Bartholomew (MEMA Recovery Coast), David Battaly (MEMA Field Services), Wilson Bell (MEMA Preparedness), Wilson Bell (MEMA), and Wilson Bell. Each employee name is followed by a "Select" button. The "Select" button for Charlee Alford is highlighted in yellow.



# Edit Time and Usage

- 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.

A screenshot of the "Add Record" form. The "Add" button at the top left is highlighted with a yellow box. A blue arrow points to the "Save" button at the bottom left. The form fields include: Date (05/12/2021), Start (8:00 AM), End (4:00 PM), Regular Hours (8), OT Hours (0), and Category (Select Cat...).

Add Record

Date: 05/12/2021

Start: 8:00 AM

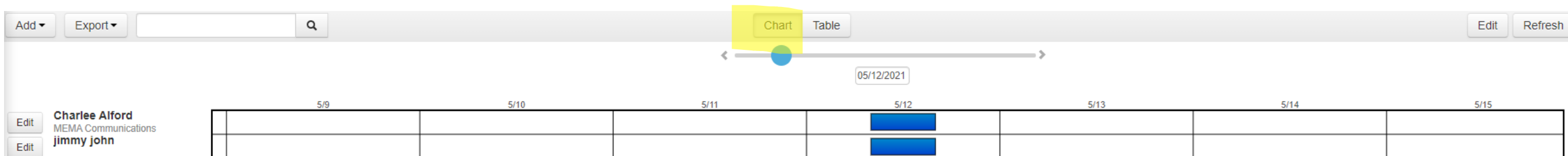
End: 4:00 PM

Regular Hours: 8

OT Hours: 0

Category: Select Cat...

Save Cancel







# Data Updates

We will ask for Updated Tax Valuations from the  
County Assessors office yearly.

Please help us to get this information.





# Questions?

MITTS

[ksingleton@mema.ms.gov](mailto:ksingleton@mema.ms.gov)

[pwhite@mema.ms.gov](mailto:pwhite@mema.ms.gov)

[bbuseck@mema.ms.gov](mailto:bbuseck@mema.ms.gov)

(601) 933-6362

[support@crisistrack.com](mailto:support@crisistrack.com)

(844) 273-7658

John Maylie

571-338-9925

[johnmaylie@crisistrack.com](mailto:johnmaylie@crisistrack.com)