

Creating an Event in EMResource (WITrac)

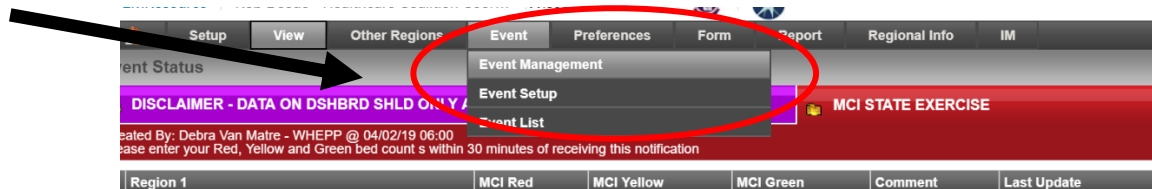
Creating a BED COUNT EVENT in EMResource (WITrac)

Bed Count Alert= "How much can your inpatient units surge?"

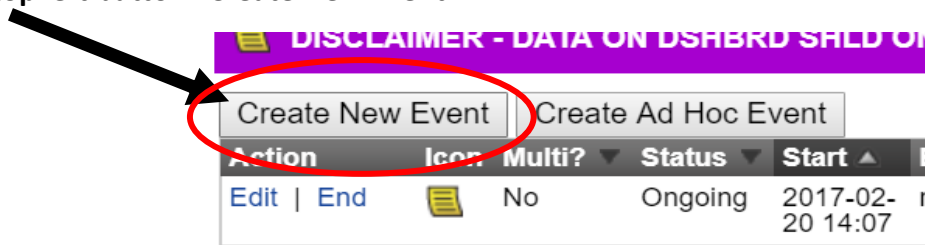
Event Template: Bed Count- (REGION SPECIFIC)

Step 1: Login: <https://emresource.juware.com/login>

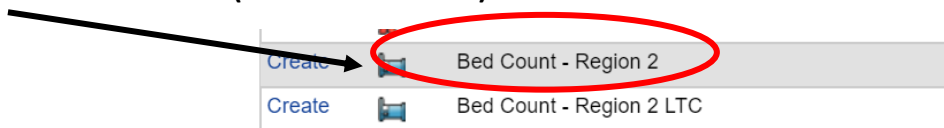
Step 2: On top bar menu, scroll over "Event" and click on "Event Management"



Step 3: Click top left button "Create New Event"



Step 4: Choose Bed Count (REGION SPECIFIC!)



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Step 4: Enter Information

1. ADD YOU FACILITY AND CITY TO THE TITLE!!! If Drill add word Drill at start of blocks
2. Add essential information
3. Default event time will start immediately and end in 24 hours
4. Make sure display banner is checked
5. CHECK DRILL IF THIS IS NOT A REAL EVENT!!!
6. End quietly will not initiate a notice of end of event
7. Re-notify will re-ping selected parties at specified intervals
8. You can verify a specific address for responding partners

Title: MCI Region 2
Information:
Event Start: Immediately
Event End: 24 hours after event starts
Attached File: No file chosen
Display in Event Banner?
Private?
Drill?
End Quietly?
Re-notify: Disabled
Street Address:
City:
State:
Zip Code:
County:
Latitude/Longitude:

If you are conducting a drill for your facility only
Check the Private Box.

Step 5: IMPORTANT: Make sure all facilities you want a response from are selected

Select all by checking box in black bar next to "Resource Name"

(FACILITIES NOT CHECKED WILL NOT BE ABLE TO RESPOND!!!)

<input checked="" type="checkbox"/> Resource Name	Resource Type
<input checked="" type="checkbox"/> 540 CST (WMD)	Region 2
<input checked="" type="checkbox"/> Ascension Eagle River Hospital	Region 2
<input checked="" type="checkbox"/> Ascension Good Samaritan Hospital	Region 2
<input checked="" type="checkbox"/> Ascension Our Lady of Victory Hospital	Region 2
<input checked="" type="checkbox"/> Ascension Sacred Heart Hospital	Region 2

Step 6: Double check your notification:

- Correct Event
- Correct Facility/City
- Correct Information

Step 7: To launch the alert, click "Save" at the bottom of the page

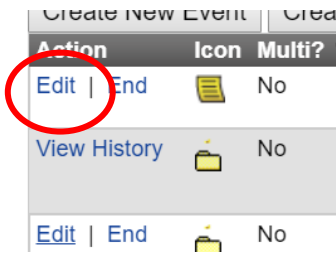
Region 2
Ilsville Region 2




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To update your alert:

Step 1: Scroll over “Event” Click “Event Management”, find your event and click “Edit”



Action	Icon	Multi?
Edit End		No
View History		No
Edit End		No

Step 2: Add updates and “Save” at bottom of the page. This will automatically signify “Update”