

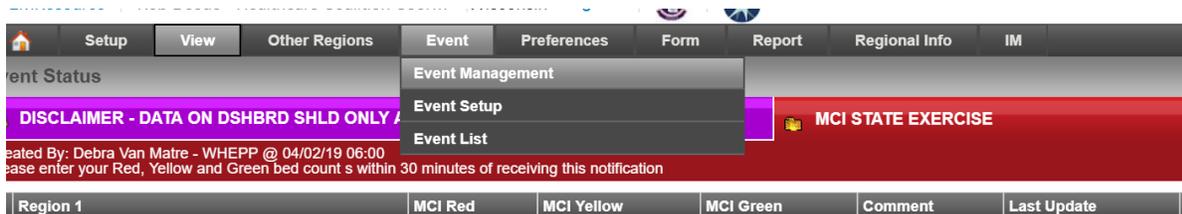
## Creating an Event in EMResource (WITrac)

Creating a **GENERAL ANNOUNCEMENT** in EMResource (WI Trac)

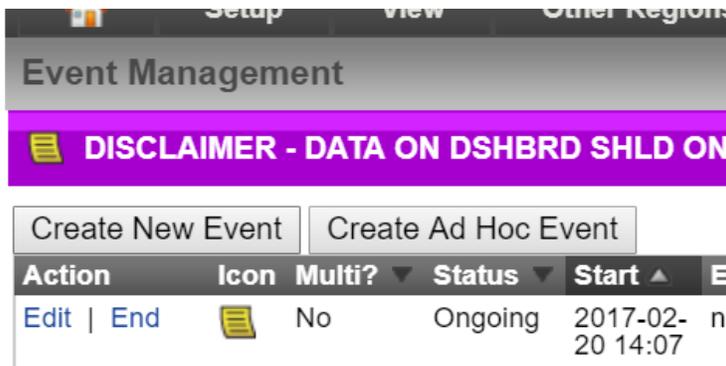
**Step 1: Login:** <https://emresource.juware.com/login>

General Announcements are used for all information or announcements that are **NOT** related to a patient surge event and do NOT require a bed count/MCI count, including utility outages, communication or infrastructure failures, construction notices, equipment failures, lack of medical coverage, situational awareness, requests for resource sharing, etc.

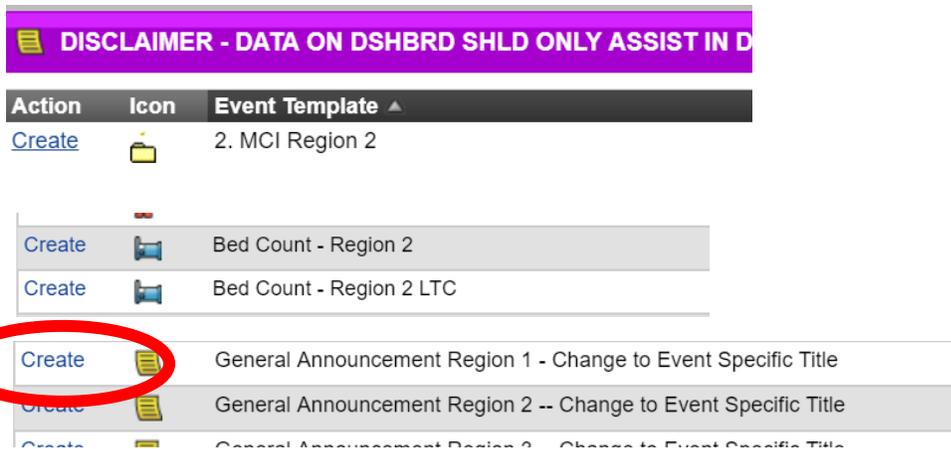
**Step 2: On top bar menu, scroll over “Event” and click on “Event Management”**



**Step 3: Click top left button “Create New Event”**



**Step 4: Choose General Announcement (REGION SPECIFIC!)**



## Creating an Event in EMResource (WITrac)

### Step 5: Enter Event Information

The screenshot shows the 'Enter Event Information' form in EMResource. At the top are 'Save' and 'Cancel' buttons. The 'Title:\*\*' field is empty. Below it is a large 'Information:\*\*' text area. The 'Event Start:\*\*' section has radio buttons for 'Immediately' (selected), 'Apr 5, 2019 at 20:42', and '24 hours after event starts' (selected). The 'Event End:\*\*' section has radio buttons for '24 hours after event starts' (selected), 'Apr 6, 2019 at 20:42', and 'Never'. The 'Attached File:' section has a 'Choose File' button and 'No file chosen' text. Below this is a note: 'Only .html, .txt and .pdf files are allowed. Maximum file size is 5 megabytes (MB)'. The 'Display in Event Banner?' checkbox is checked. The 'Private?' checkbox is unchecked. Below it are 'Drill?' and 'End Quietly?' checkboxes, all unchecked. The 'Re-notify:' section has radio buttons for 'Disabled' (selected), 'Every [ ] hours Starting [ ] at [ ]', and 'at specified times (times are in America/Chicago)'. The address section includes fields for 'Street Address:', 'City:', 'State:', 'Zip Code:', and 'County:', followed by 'Latitude/Longitude:' fields and 'Lookup Address' and 'View Map' buttons. At the bottom, it says 'Resources to Participate in This Event:'.

Title: Be clear but brief. Include facility/location affected. Do not use acronyms. **Use the word Drill at the start of the blocks. If it's a drill.**

Information: include specific and relevant information. If communication outage, share alternative means of communication. Include when issue is expected to be resolved if known.

Event end defaults to 24 hours after event starts. If longer than that, change to never.

Attached file feature can be used to attach document, file, or photo to announcement.

**If you are conducting a drill for your facility only**

**Check the Private Box.**

### Step 6: Make sure display in event banner is checked.

#### CHECK DRILL IF THIS IS NOT A REAL EVENT!!!

End quietly will end event without issuing another email/text/pop up notification.

Re-notify will re-notify selected parties at intervals you select. Do not use unless you are requesting new information at regular intervals (such as supply inventory updates).

You can include a specific address for responding partners or leave blank.

**Step 7: IMPORTANT:** Make sure all facilities you want a response from are selected under "resources to participate in this event"

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

**FACILITIES NOT CHECKED WILL NOT BE ABLE TO RESPOND!!!**

## Creating an Event in EMResource (WITrac)

Resources to Participate in This Event:

Checking this box will select all

All Hospitals (Any Resource Type) Resource Name Search Show All

Resource Name	Resource Type
<input checked="" type="checkbox"/> American Family Children's Hosp	Region 5
<input checked="" type="checkbox"/> Beaver Dam Community Hospital	Region 5
<input checked="" type="checkbox"/> Beloit Memorial Hospital	Region 5
<input checked="" type="checkbox"/> Columbus Community Hospital	Region 5
<input checked="" type="checkbox"/> Divine Savior Healthcare, Inc.	Region 5

### Step 8: Double check your notification:

- Correct Event
- Correct Facility/Location
- Correct and specific information supplied for partners to act on announcement'

### Step 9: To launch the alert, click "Save" at the bottom of the page

Region 2

Ilsville Region 2

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### To update event:

**Step 1:** Scroll over "Event" Click "Event Management", find your event and click "Edit"

Action	Icon	Multi?
<input checked="" type="button" value="Edit"/>   End		No
View History		No
<input type="button" value="Edit"/>   End		No

**Step 2:** Add updates and click "Save" at bottom of the page. This will issue a new set of text/email/pop up alerts.

## Creating an Event in EMResource (WITrac)

### Step 3: To end event:

*You should only end events that you created or someone asked you to end. Do not end any other events without consulting with that event's creator!*

Scroll over "Event" Click "Event Management", find your event and click "End"

Action	Icon	Multi?
Edit   <b>End</b>		No
View History		No
Edit   End		No