# Crisis Track®

## Incident Quick Start

## 1. Create an Incident

**Incidents organize and store all related data for a given event**

**Create Incident**

- Name — Name of the Incident
- Status — Statue of the Incident. (Open will make the incident visible to all users.)
- Type — FEMA's list of incident types. This will pre-select a list of form types.
- Date — Date of the Incident
- Description — Description of the Incident
- Population 42684
- FEMA Factor 3.61 — Pre-filled population and FEMA impact threshold values
- Forms Add — Allows you to add or delete entry form types available for tasks in the incident
- ☑ Create Default Team
- ☑ Create Default Task — Creates a single set of default teams and tasks for quicker data entry

## 2. Create a New Task

**Tasks are a group of entry forms that are assigned to a team**

- Save — Clicking Save will move you to the Task Map screen described in Steps 3-5
- Name — Name of the Task
- Type — Type Label of the Task. This is a text box
- Status Active — Status of the Task: Request, Active, Holding, Closed
- Date 01/16/2017 — Creation Date of the Task
- Description — Description of the Task
- Special Instructions — Special instructions pertaining to the Task
- Assign — Selects the team assigned to the Task
- Time Charge Category — Selects time charge category for the Task (i.e. FEMA Cat A for debris)
- Limit Forms Add — Selects the entry form types available for the task

## 3. Create a Task Area

**Tasks can include a defined operational boundary called the Task Area. This boundary is visible to field teams via the Crisis Track mobile app.**

- Draw Tool — Provides drawing tools to define the task area
- Clear Task Area — Clears the task area shape

## 4. Assign Structures

**Assigned Structures creates pre-filled entry forms for a selected group local GIS address points.**

- 1. Select Structures
- Use Task Area — Uses the Task Area created in Step 3 to select a group of GIS structures
- Select Structures — Provides drawing tools to select a group of GIS structures
- Clear Structures — Clears the selected group of GIS structures
- Selected Count 0
- 2. Assign Structures
- Form Default — Selects the entry form type. The "default form" the damage assessment form based on the GIS structures ownership type
- Assign — Creates a pre-filled entry form for every selected GIS structure

## 5. Bulk Edit Entries

**Assigned Structures creates pre-filled entry forms for a selected group local GIS address points.**

- Select Entries
- Select Entries — Provides drawing tools to select a group of Entries
- All Assigned — Selects all entries with the status of "Assigned"
- Clear Selections — Clears the selected group of Entries
- Selected Count 0
- Change Task
- Task Change — Changes the Task for a selected set of Entries.
- Delete Selected Entries
- Delete — Deletes selected group of Entries

## 6. Create/Assign Teams

**A Team is a collection of people and equipment working together. Only one Team can be assigned to a given Task. However, a given Team can be assigned to multiple Tasks.**

**Edit Team**

- Name Sample Team — Name of the Team
- Notes — Notes or descriptions of the Team
- Employees Add New — People assigned to the Team from the Employee Inventory (Admin)
- Equipment Add — Equipment assigned to the Team from the Equipment inventory (Admin)
- Tasks Assign — Select the Task for the Team. Must save the Task first before button is available

Questions? **support@crisistrack.com**