

USER MANUAL

User Manual	1
Login	2
Overall design and maps	2
Landing page	3
Layers	3
Finding an event.....	4
Event creation	5
Unassigned reports	7
Contact searching, display, and privacy/sharing.....	7
Event page.....	9
Event viewing and editing.....	9
Closing an event and artificial Intelligence	10
Information tabs	11
Search for mission history.....	12
Event sharing.....	12
Twitter search	13
Submitting a report	14
Submitting contact information	16

LOGIN

To login to the system at <https://msf-reach.org/>, use your MSF email address and password credentials as per Office 365. You will end up into MSF REACH, with the map zoom level initially set to global scale on first login. Please zoom in into your area of interest and then the platform will remember the map zoom and location on future logins.

Note there are two levels of access to the system:

- All MSF staff have at least **viewer** access to the system, where they can view all data, and have the ability to submit reports and contacts; and
- **Operators**, who have the ability, in addition to the view access, to create and edit events and Previous MSF Responses.

To get operator access to the system, please contact Lucie Gueuning
lucie.gueuning@hongkong.msf.org

OVERALL DESIGN AND MAPS

The MSF REACH platform consists of two pages:

A **landing page**, where a map displaying icons synchronised to the table on the left can be seen. Those icons include MSF responses (under monitoring and assessment, previous MSF Responses and MSF ongoing Responses), contacts network, unassigned reports and RSS feeds as follows:

	Contact details (divided into MSF staff and other contacts)				
	Unassigned reports				
	 NEEDS (population/medical)	 CONTACT (details/relevance)	 ACCESS (location/damage)	 SECURITY (incident/caution)	
	RSS feed item				
	Monitoring and assessment, plus ongoing MSF Responses (explo or intervention)				
	Previous MSF responses (mission history)				

An **events page**, where details of the event can be viewed along with missions and contacts for the event region, and a social media search page—these features are described later in this manual.

LANDING PAGE

LAYERS

To change the background map layer, or select feature layers, click on the map layer selection icon:



then you can select the map layers:

A screenshot of a dropdown menu titled "Map Layers". The menu contains several sections with checkboxes:

- Terrain
- Satellite
- Humanitarian
- Contacts
 - MSF Staff
 - other contacts
- Ongoing MSF Responses
- MSF Presence
- Previous MSF Responses
- Health Sites
- Reports
 - access
 - needs
 - security
 - contacts
- RSS Feeds
 - PDC
 - TSR
 - USGS
 - PTWC
 - GDACS

Note that the RSS feed section has separate controls for each of the RSS feed sources, and there are different controls for the categories of reports. There are two layers for contacts, one for MSF staff, the other layer for other (non-MSF-staff) contacts. You may have to scroll to see all off the tile and layer checkboxes. On all pages the selection of the map background layer plus additional feature layers is preserved across the platform on a per operator basis.

Note that for all maps on both pages you can select the background layer as one of:

- Open Street Map with humanitarian features, the starting default.
- Terrain (along with roads, buildings, etc.), or
- Satellite.

On all maps, clicking on an icon will bring up a pop-up window with more information, with hyperlinks to other pages with more information / email links for contacts.

Note that for the tables of RSS feeds (landing page) and past missions, contacts and reports (on the event page), clicking on the popup on the map highlights the relevant row of the table, and vice versa clicking on the eye icon to bring up the modal with details also zooms and pans the map to show that mission/contact/report.

FINDING AN EVENT

On landing page, on table on the right by looking at the event tabs, you can find events by scrolling down. On map, you can find event as per icons above. Clicking on the name of the event (hyperlink) will take you to the specific event.

Past events are known as Previous MSF Responses and these are shown in a separate tab that lists the ones shown in the map (synchronized as the map changes) and there is a search facility for these past missions to search for ones that might be relevant when planning for a current event:

Previous MSF Responses RSS Feeds

Term for searching name, region, severity or capacity ...

- [Open](#)
OCB-Indonesia, Aceh, sea rescue training, 2016
undefined

Region
Aceh Utara, Indonesia

Start
2016-04-01

End
2016-04-15

Severity
N/A

Capacity
N/A

EVENT CREATION

A new event can be created by double clicking on the map, which brings up a box for specifying the extent of the event. The size of the box can be adjusted by clicking and dragging on the corners of the box. Its position can be adjusted by panning the map. Note that the country is geocoded from the supplied position (centre of the box), so please be sure to specify the location correctly. As an aid, we support searching the map for a particular address as well as specifying (decimal) latitude and longitude.

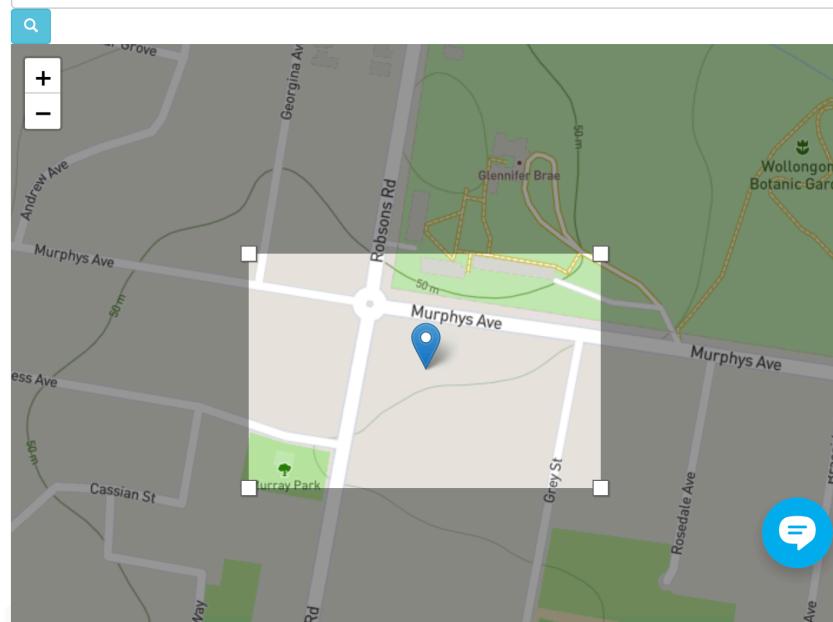
Double click on approximate location of event on map to create a new event.

3/122 Robsons Road, West Wollongong NSW, Australia

OR locate by coordinates:

-34.4117019

150.8715725



Once two or more reports have been submitted (see later section) and associated with the event, the map extents as shown on the events page are then based on the bounding box of reports (plus some extra spacing). Some initial information needs to be filled in—all optional bar the type of the event.

Create New Event

Note that the event coordinates (only) are sent to Google for geocoding events to country

Event Name

Event Description

Event Type
 Armed Conflict
 Disease Outbreak
 Displacement
 Malnutrition
 Natural Disaster
 Search & Rescue
 Other (Specify)

Date and time of Event (local time of operator)

Status

Person in charge

Severity details

Severity scale

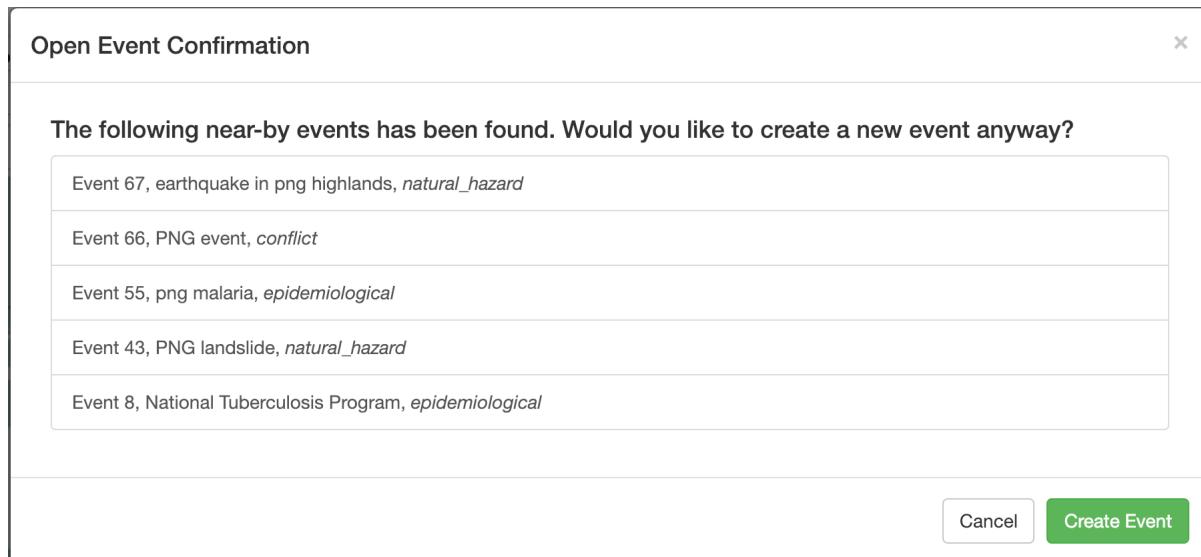

Security details

Link to SharePoint folder

Buttons: Cancel, CREATE

Note where relevant that more than one type can be selected. e.g. where there is both flooding and an accompanying disease outbreak. For natural disaster and disease outbreak you also need to specify the relevant subtype(s). If an event name is not entered, then by default the event type and country (selected automatically from the specified location) are used in the rest of the system, e.g. for twitter search on the event page as described later.

Note that another screen listing current events then opens with a list of nearby events, as a check to make sure you're not entering a duplicate event. If you're not entering one that's already in the system, click on the "Create Event" button to confirm.



UNASSIGNED REPORTS

Reports entered via the generic report link, <https://msf-reach.org/report/>, as opposed to the custom report link for an event (on the events page as outlined below), show up under the Reports -> Unassigned reports tab.

Unassigned reports		Create new unassigned report		
Open	Type	Description	Status	Select event
	ACCESS		unconfirmed ▾	Please select...
	ACCESS	Humanity	unconfirmed ▾	Please select...
	ACCESS	For Humanity	unconfirmed ▾	Please select...

The status can be set to confirmed, or if it's a report that can be ignored for some reason, that's an option too (and selecting that status will remove it from the list). An unassigned report can be assigned to a new or existing event using the drop-down selector "select event".

CONTACT SEARCHING, DISPLAY, AND PRIVACY/SHARING

There's separately a search tool for searching the map for contacts, by category contact, or by a search term, with dynamic updating of the map and the contacts table (synchronisation).

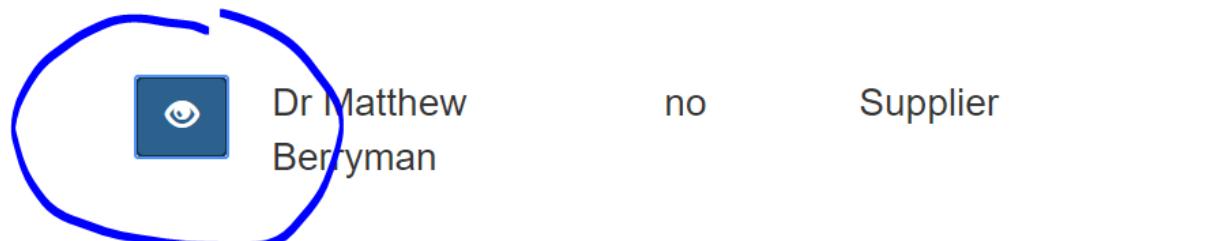
Contact search category

(no category filtering)

matthew

Name	Private?	Type	Country
 Dr Matthew Berryman	no	Supplier	

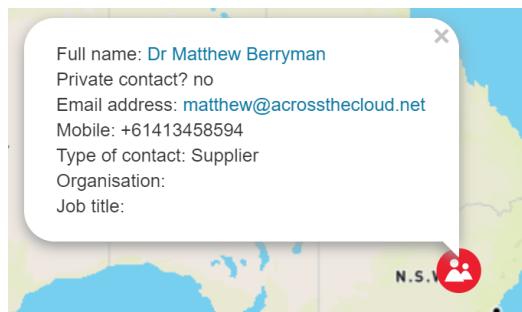
Note that the contacts in the table are shown based on the contacts in the area shown in the map and this dynamically updates, with exception of when a search term is entered, then all matching contacts are shown. The eye icon brings up a modal that shows the full set of contact details. For MSF-entered contacts (see later section on contact entry), the privacy can be viewed and, if the current user was the one who entered a private contact, that private contact can be set to public, or shared with others in MSF (while retaining privacy amongst that set of users) by entering the start of the other user's name and then selecting (one at a time) from the popup list.



Contact Information

Record History	Employment details
Created on: 07/02/2018, 04:53:24	MSF relationship
Last updated on: 24/05/2018, 11:40:31	Association Member: no
Last email sent on: 24/05/2018, 13:25:15	Former Staff: no
Private? no	Social media
Share with <input type="text"/>	
Personal Details	
Name: Dr Matthew Berryman	
Date of birth: 06/07/1979	
Gender: male	
Contact type: Supplier	
Speciality / profile: IT	
Contact details	
Mobile phone: +61413458594	
Email: matthew@acrossthecloud.net	

Close



EVENT PAGE

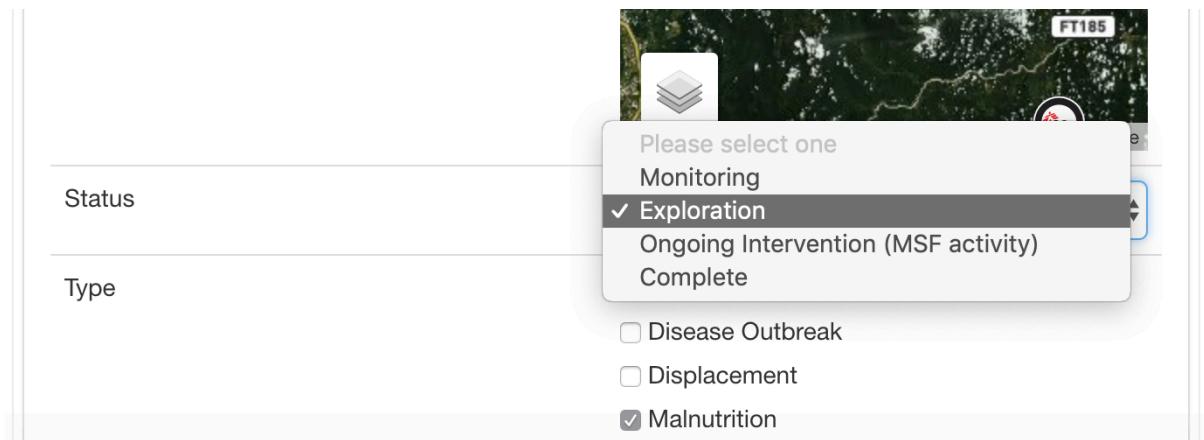
EVENT VIEWING AND EDITING

On the events page, events can be viewed and the information including notification messages can also be added / changed by clicking on the edit buttons for each section. Enter the changed information and then click on “save” for that section to update the event.

Response	<button>Edit</button>
External Capacity	<button>Edit</button>
ANALYSIS OF CAPACITY ON THE GROUND: OTHER ORGANIZATIONS:	Non-Medical null - null - undefined
Medical Figures	<button>Edit</button>

Response	<button>Save</button> <button>Cancel</button>
TYPE OF PROGRAMMES:	<input type="checkbox"/> Primary Health Care <input type="checkbox"/> Secondary Health Care <input checked="" type="checkbox"/> Tertiary or specialized Health Care <input type="checkbox"/> nfi <input type="checkbox"/> Vaccination <input type="checkbox"/> Therapeutic Feeding <input type="checkbox"/> Food Distribution <input type="checkbox"/> Shelter <input type="checkbox"/> WAT-SAN <input type="checkbox"/> Mental Health <input type="checkbox"/> Sexual Reproductive Health <input type="checkbox"/> Others
MSF RESPONSE:	MSF response

Changing the mission status:



will highlight sections and fields that need review:

Staff Resources Save Cancel

STAFF LIST – HUMAN RESOURCES

Contact(s)

EXPATRIATE
* Please review

Contact(s)

NATIONAL STAFF

Contact(s)

VISA REQUIREMENT
* Please review

Nationality

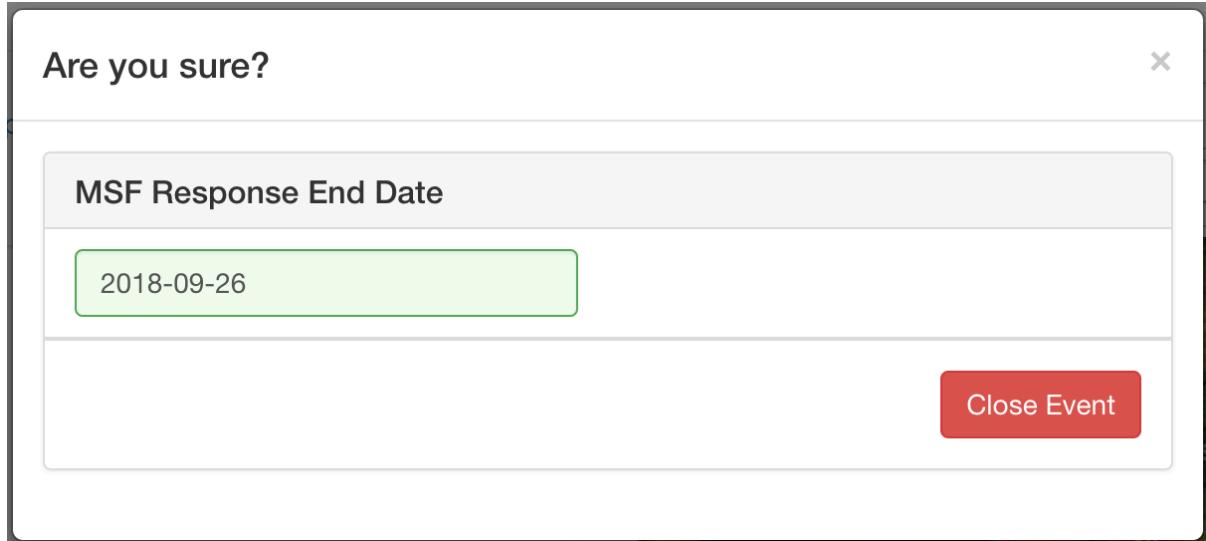
▼ none

Required:

Yes

CLOSING AN EVENT AND ARTIFICIAL INTELLIGENCE

An event can be closed in the system by clicking on the close button at the bottom, then in the modal you can enter the response end date and click close event to confirm.



The event then becomes a previous MSF response in the system, and then this data, along with contact information and various documents from SharePoint, is used to teach an artificial engine, so that it may make recommendations for responses to current events. The AI can be accessed by clicking on the “Analyze” button under the general details section. After the analysis is run, then sections where the AI is making suggestions are indicated:

and clicking on edit will open the section for editing with suggestions listed.

INFORMATION TABS

There are tabs for viewing tables of other ongoing missions, mission histories, contacts, and report details along with the map. Ongoing missions are shown based on the country, and the remainder are based on the current map extents, which as mentioned are the initial extents on event creation

if no reports, else a bounding box of reports plus some extra spacing if there are reports. Reports can be confirmed through the status selection drop-downs, and for all types of tables, clicking on the eye icon brings up a modal box with more information and also zooms and pans the map to locate the relevant item.

The screenshot shows a user interface for managing reports. At the top, there are tabs: Event, Twitter Feed, Contacts, Ongoing MSF Responses (which is the active tab), and Previous MSF Responses. Below these are two sub-tabs: Reports (selected) and Country Details. The main content area is titled "Reports" and contains a table with the following columns: Open, Share, Type, Description, Reporter, Reported time, and Status. There are two rows of data:

Open	Share	Type	Description	Reporter	Reported time	Status
		ACCESS	No airport anymore	Lucie	12/10/2017, 19:48	
		ACCESS		Lucie	12/10/2017, 19:44	

SEARCH FOR MISSION HISTORY

A searchable list of previous MSF responses (missions) can be found under the tab as follows:

The screenshot shows a user interface for searching missions. At the top, there are tabs: Event, Twitter Feed, Contacts, Ongoing MSF Responses, and Previous MSF Responses (active). Below these are two sub-tabs: Reports and Country Details. The main content area is titled "Missions" and contains a search bar with the text "indonesia". Below the search bar is a blue button labeled "Open". The results section shows one mission entry: "OCB-Indonesia, Aceh, sea rescue training, 2016".

EVENT SHARING

On the event page you will find a link for sharing the event with others in MSF, but also a report link customised to that event, so then when a person (anyone with the link) completes the report form, it will be assigned to that event, unlike the unassigned reports entered at the generic report link.

Share Links to

Event page:



External Report Card:



TWITTER SEARCH

The name of the event plus the country (based on input coordinates for the event) are used as the initial Twitter search terms but these can be changed by typing in the search term box and either hitting enter or clicking on the search (magnifying glass) icon. For countries in South East Asia, relevant language(s) for the country are automatically suggested, and then a user of the system can select the language for translation.

Event Twitter Feed Contacts Ongoing MSF projects Mission H

Twitter Feed

🔍

Suggested languages (based on country, if in SE Asia): Indonesian, Javanese

✓ Select Language Powered by Google Translate

- Afrikaans
- Albanian
- Amharic
- Arabic
- Armenian
- Azerbaijani
- Basque
- Belarusian
- Bengali
- Bulgarian
- Burmese
- Catalan
- Cebuano
- Chichewa
- Chinese (Simplified)
- Chinese (Traditional)

Relevant tweets can be saved by dragging and dropping the tweet from the left hand pane onto the right hand section that reads “Drag Tweets Here to Save”.

REACH

SESSION ▾

Event Twitter Feed Contacts

Twitter Feed

banjir jakarta

Suggested languages (based on country, if in Select Language) Powered by Google Translate

TRIBUNnews.com @tribunnews Saved Tweets

Hujan Deras Guyur Bogor, Dua Wilayah Terkena Bencana Banjir dan Longsor [jakarta.tribunnews.com/2018/04/08/huj...](#) via @Tribun_Jakarta

1:44 PM - Apr 8, 2018

TRIBUNnews.com @tribunnews

Hujan Deras Guyur Bogor, Dua Wilayah Terkena Bencana Banjir dan Longsor [jakarta.tribunnews.com/2018/04/08/huj...](#) via @Tribun_Jakarta

1:44 PM - Apr 8, 2018



Hujan Deras Guyur Bogor, Dua Wilayah Terkena Bencana Banjir dan Longsor [jakarta.tribunnews.com/2018/04/08/huj...](#) via @Tribun_Jakarta

Menurut Ganjar, di sekitaran longsor kini sudah dilakukan pembersihan tanah longsor dan pemasangan terpal.

[jakarta.tribunnews.com](#)



Hujan Deras Guyur Bogor, Dua Wilayah Terkena Bencana Banjir dan Longsor [jakarta.tribunnews.com/2018/04/08/huj...](#) via @Tribun_Jakarta

Menurut Ganjar, di sekitaran longsor kini sudah dilakukan pembersihan tanah longsor dan pemasangan terpal.

[jakarta.tribunnews.com](#)



[See TRIBUNnews.com's other Tweets](#)



SOU [See SOU's other Tweets](#)

Enhancing climate resilience in South East Asian cities #Jakarta #HoChiMinhCity #your... via @PlacesJournal Lumpini, Thailand



[See TRIBUNnews.com's other Tweets](#)

SUBMITTING A REPORT

Either through the generic report link <https://msf-reach.org/report/> or the custom one for each event, users can enter the report details, including location, category, description and a photo, on a series of report cards as follows:

Please select the location of your information on the map:

Leaflet | © Mapbox © OpenStreetMap © DigitalGlobe

PREVIOUSNEXT

Please help us best assess the situation by helping us sort your report.

ACCESS
Location / Damage

NEEDS
Population / Medical

CONTACTS
Details / Relevance

SECURITY
Incident / Caution

Select one category. There is an opportunity to submit another report card for another category after submission of this one.

PREVIOUSNEXT

Please enter text in the box below to share your information.

report description

Optional

Delete

Would you like to upload an image ?
(optional)

PREVIOUS
NEXT

Once submitted, reports are then shown on the map, with icons colour coded by category, and with AI-suggested image tags available after a short processing delay.



SUBMITTING CONTACT INFORMATION

Contact information can be submitted via the link to the contact submission cards, <https://msf-reach.org/contact/>

An asterisk (*) indicates mandatory fields. Note that to enter a phone or fax number on the contact details step, first select the country (which tells the system the country code) and then the remainder of the number, which is then validated, along with the email address.

Contact details

PHONE

 Mobile phone...

 Work phone...

 Home phone...

EMAIL *

mattjb@me.com|

Other email...

FAX

 Fax...

WEB

Web site...

* Mandatory fields. Other fields are optional.

PREVIOUS **NEXT**

If an MSF user visits the contact card (having logged into a protect part of the site), then the system detects this and provides additional options to set the contact as private by ticking the second box:

Hello!

MSF is piloting a new system for information sharing across our network.

Please follow the instructions to add or update your contact information in our system.

THANK YOU for being part of our team!

- I acknowledge I give permission for my contact details / have permission from contacts I am entering to enter their information. The information may be used to contact the person to request information for MSF assessment. It will be shared to MSF entities and partners (for technical reasons of development of REACH) only. The information you provide will be treated as strictly confidential and used in accordance to our Privacy Policy, found on [our website](#).

- I wish to keep this data private for my use in MSF.

Please contact lucie.gueuning@hongkong.msf.org for any queries or to remove your contact information from our database.

* indicates mandatory fields.

NEXT

The private contact is then accessible only by the user who entered the contact information, and through any other MSF users desired as outlined above (on landing page).

