

Module Checklist: Complete this list 2-3 days prior to your event start. Report any issues to OnTrack.

Module/Section	Description	Successful
Dispatch Center	Enter an Incident Division	<input checked="" type="checkbox"/>
	Enter an Incident Type	<input checked="" type="checkbox"/>
	Enter and Incident Location	<input type="checkbox"/>
	Add Description Notes	<input type="checkbox"/>
	Dispatch a unit	<input type="checkbox"/>
	Change the status of an Incident	<input type="checkbox"/>
	Add Comments	<input type="checkbox"/>
	Add Event Notes	<input type="checkbox"/>
	Add Scan Counts	<input type="checkbox"/>
	Check Map View	<input type="checkbox"/>
	Change Division in dropdown (Top right box)	<input type="checkbox"/>
	Change Department in dropdown (Top right box)	<input type="checkbox"/>
	Use Search Box (Top right box)	<input type="checkbox"/>
Incident Zones	Toggle Main Zone	<input type="checkbox"/>
	Toggle Sub Zone / Choose Main Zone from the list	<input type="checkbox"/>
	Change Colors	<input checked="" type="checkbox"/>
	Move around the map freely, zoom in and out	<input type="checkbox"/>
	Drop a zone (Both Main Zone and Sub Zone)	<input type="checkbox"/>
	Change zone details (Move, Color, Rename, if Sub Zone, ability to change Main Zone associations)	<input type="checkbox"/>
	In List view, the ability to Rename	<input type="checkbox"/>
	In the list view, Find the zone (via the location button)	<input type="checkbox"/>
	Ability to delete Zones	<input type="checkbox"/>
	Ability to use street view	<input type="checkbox"/>
Incident Dashboard	Change Date on Incident Range	<input type="checkbox"/>
	Utilize "Filter" in Incidents Overview	<input type="checkbox"/>
	Move around the map	<input type="checkbox"/>
	Use Dropdown Division / Incident Types / Statuses	<input type="checkbox"/>
	Street View	<input type="checkbox"/>
	Toggle Map/Satellite	<input type="checkbox"/>
	Toggle "View Staff" within Map	<input type="checkbox"/>
	Change Departments	<input type="checkbox"/>
	Search Staff	<input type="checkbox"/>
	Toggle "Incidents"	<input type="checkbox"/>
Incident Module Setup	Check / Uncheck Sources	<input type="checkbox"/>
	Utilize Select All / Unselect All	<input type="checkbox"/>
	"Create New Source", "Create New Division"	<input type="checkbox"/>
	Search Sources/Divisions/Types	<input type="checkbox"/>
	Delete Sources/Divisions	<input type="checkbox"/>
	Edit Source/Division Names	<input type="checkbox"/>
	Click "Go to Incident Zones"	<input type="checkbox"/>
	Click "Manage Incident Module Alerts"	<input type="checkbox"/>

Workforce -> Staff

Click between departments

☐

Utilize Search Bar (Both in a Department and within Total Staff)

☐

Change Division Drop Down

☐

Change Department Dropdown

☐

Action (Dropdown)

-> Action -> Add New Staff

☐

-> Action → Add Existing Staff

☐

→ Action → Add Department

☐

(Above Tests should just make sure the correct popup appears, close after)

☐

Users

Edit / Message / Map (Make sure the correct popup appears)

☐

Click any User → Make Sure Popup Displays

☐