The Remote African Review Application

Instructional manual on the interaction and use of the RARA - Remote African Review Application.

R.A.R.A.

Introduction

The Remote African Review Application is a stand-alone, self-contained database application that will allow you to enter data while on-site at a remote location. This application is not connected to the internet and while you are connected to the host server, you should not be connected to the internet. The confidentiality of the data is of utmost importance and all precautions should be taken to ensure this data integrity. If you are able and wish to connect to the internet, please disconnect from the network the application is based on, we cannot be too careful.

While the application has been designed to be trouble free, there is always the possibility that problems may arise. If you have issues with the application please contact either your EMAP Team Leader or the EMAP staff member who is a part of the on-site team.
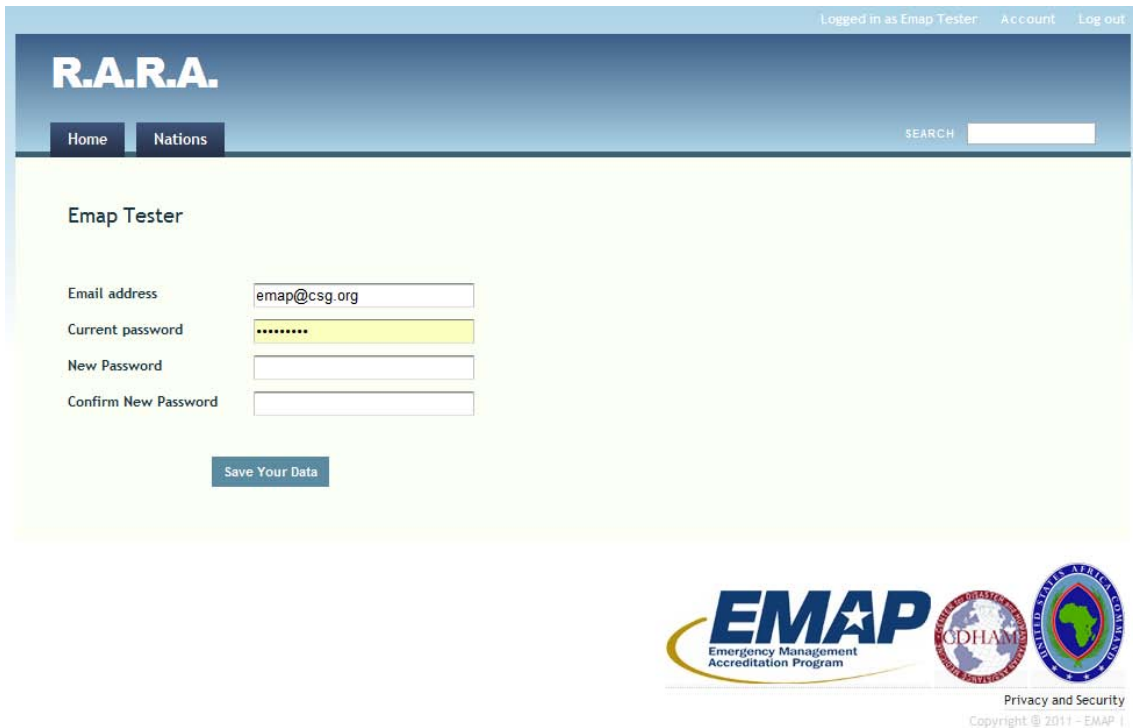
Usage

Connecting to the Application

Connecting to the application is as easy as plugging the provided network cable into your computer or connecting to the wireless access point (see Appendix B) and opening a graphical web browser. The application will work with any version of Internet Explorer, Firefox, Safari or Chrome (or any other graphical web browser).

Figure 1 - Login Dialogue

Upon opening up your preferred web browser you will be automatically directed to a login page, use the confidential login information provided to you. Once logged in, it is recommended that you change your password. You can change your password by accessing your user account page. The link to your user account page is indicated by Account and is located in the upper right corner of every page of the application, just to the right of your name and to the left of the logout link.

Figure 2 - Change Password Dialogue

Navigation

Upon logging into the application, you will be presented with a welcome screen. This welcome screen may contain important information about the on-site review. If you ever need to return to this screen all you need to do is click on the Home tab located at the top left of the screen.
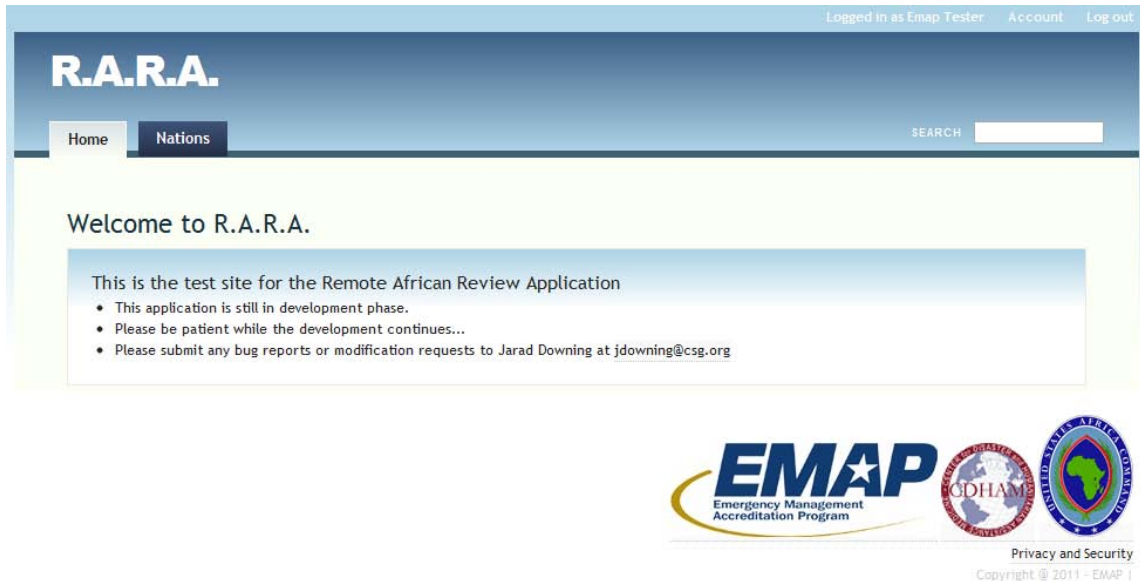
Figure 3 – Example Welcome Screen

The Review tab will direct you to the heart of the application. Clicking on the Review tab will bring up a screen with a list of the Nations being reviewed by you. At first there will be just one nation available for review but as more reviews are performed, more nations will populate this area. If you are not assigned to a nation's review team or have not performed another review, it will not be listed on this page.

To access the areas of review, simply click on the Nation you are reviewing and you will be directed to the three separate areas of review.
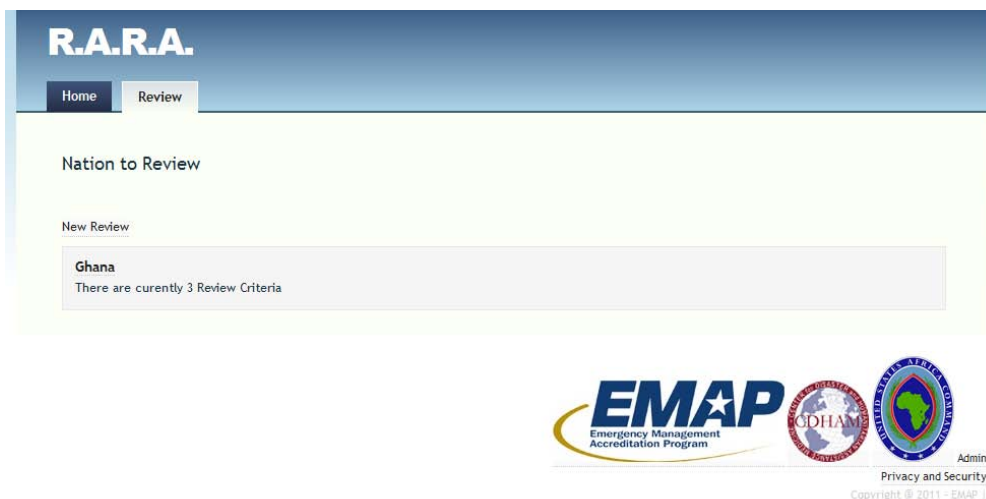
Figure 4 – Nation to review page

Figure 5 – Specific areas of review

By clicking on the area, i.e. *Emergency Management Standard* by EMAP, you will be presented with a list of the chapters or sub-areas within the review criteria.

Figure 6 – Chapters of the EMAP Standard

To go to the specific areas within the chapters, click the Chapter Title located in the middle of the table. The table contains the chapter number, title, and the number of subareas within the chapter. You can return to the previous page by clicking the link near the top left, just below the Home tab; all the back links begin with the word "<< Back".

Chapters

Clicking on the Chapter name takes you to a new page with additional information about the chapter and a listing the sub-chapters contained within the chapter. The sub-chapter, or area, table contains the area number and language to base the review on as well as the final, mutually agreed upon, status of the review. To progress from this point, click on the Area Number on the table.

Figure 7 – Chapter listing page

Entering Findings

The area page contains the language to base the review on, the status and an area for the reviewer to enter their findings. There is also an area to upload digital documents provided by the host nation.

Figure 8 – Area & Findings Page

Click on "New Finding" (indicated by the red arrow) to open the form for entering data

Findings are entered in essentially the same manner as they are in a traditional EMAP on-site visit.

The Rational section is for entering data based on the review documentation. The Observation section is for entering data relating to interviews and any observations of exercises or events the reviewer witnessed while at the on-site. The Recommendations section is the place for the reviewer to add their personal insight and expertise as to how the nation can improve the emergency management response. There is a check-box to indicate whether or not the host nation meets the intent of the area of review. The final area is the reviewers name; this area is a drop down list of reviewers who have access to the system and should auto populate with your name. To complete the entry of your findings, click the "Create Finding" button. See figure 9 for an example of the primary finding screen.

Figure 9 – Entering Findings

After clicking on the "Create Finding" button, you will be presented with a review screen. This page will have the information you have just entered available for you to review. If you feel that more information needs to be added at this point, you can return to the form by clicking the "Edit Finding" link located above and to the right of the finding text. Be sure to save your work if you need to go back and add more information.

Figure 10 – Finding Review Screen

Second Reads

Clicking the link labeled "<<Back to Area X.X.X" will take you back to the chapter area. This page will have updated to include a "Second Read" button. All users who access this page will see the second read button from this point on until the area is marked complete after the second read has been completed.
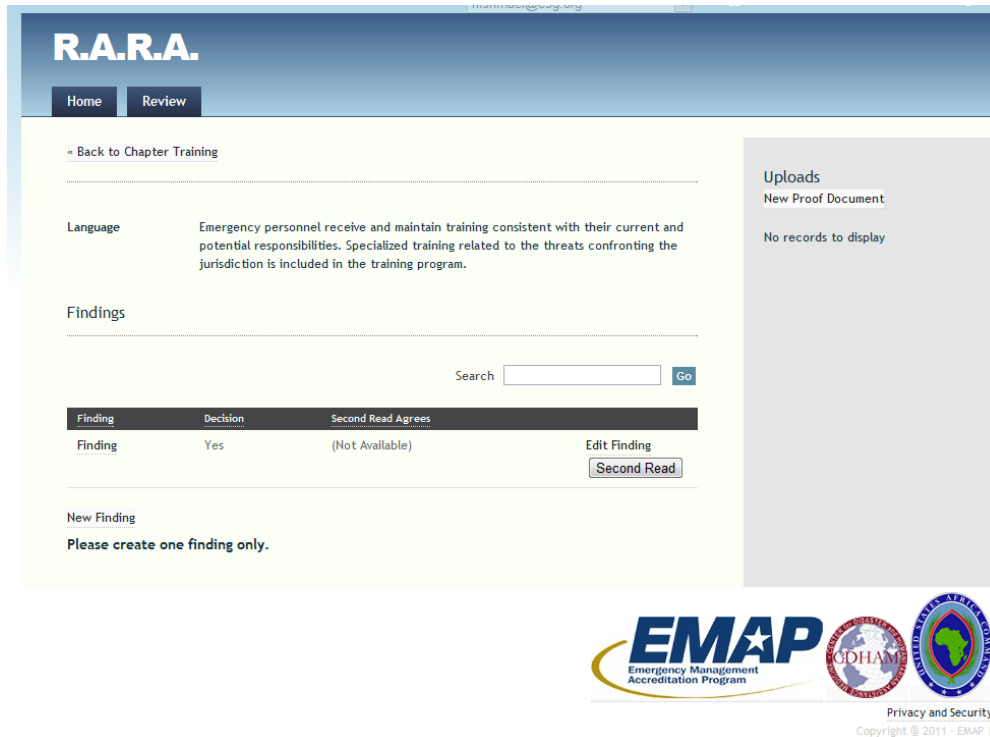
Figure 11 – Second Read button

Clicking on the Second Read button will bring a new form up for the second read. The form will have all the information entered by the primary reviewer and their name. Below that information there is a check box to indicate whether or not the second read agrees with the primary reviewer as well as a text box for the second read to enter any comments. Finally the second read will need to select their name from a drop down box located at the bottom of the screen then click the "Save Second Read" button to submit the form.

Again the reviewer will be presented a screen with all the information previously entered about this Standard Area.

Figure 12 – Findings with Second Read Data

Uploading Documents

In order to upload documents, browse to the Standard Area page which corresponds to the document (see figure 8 or 11) and click the "New Proof Document" link on the right side of the screen. A new upload form will open with a field for the title of the document and a button to select the document from your computers file system. The title of the document can be anything you would like but it should be meaningful and concise. Click the "Create Proof Document" button to save the file.

Figure 13 – Uploading documentation form