HC Standard®

Version 4.6

Table of Contents

Chapter 1 - User Management **3**

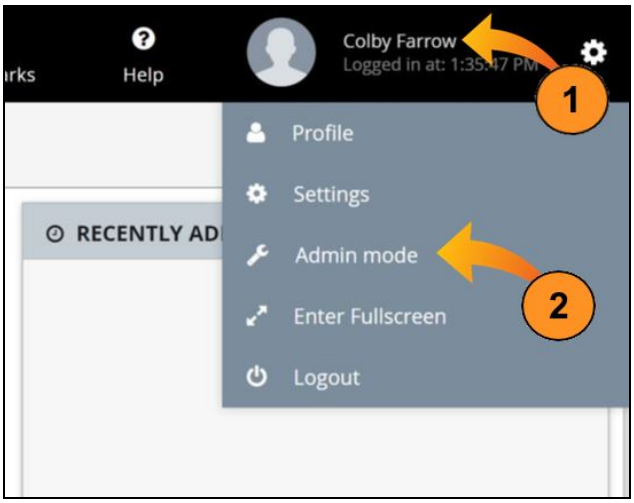
Chapter 2 - New Incident Creation **8**

Chapter 3 - Viewing Incident Data **12**

Chapter 1 - User Management

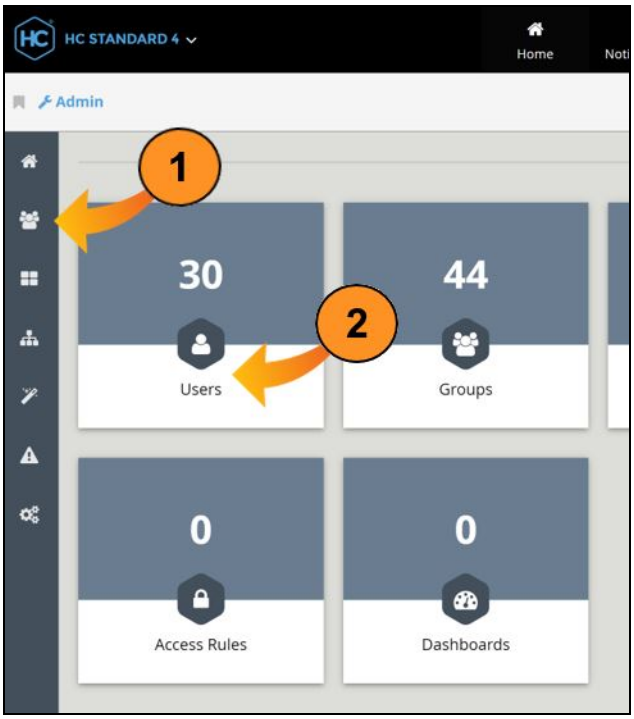
To access all Admin Functions:

1. *Click* your name in the top right.
2. *Click* **Admin Mode**.



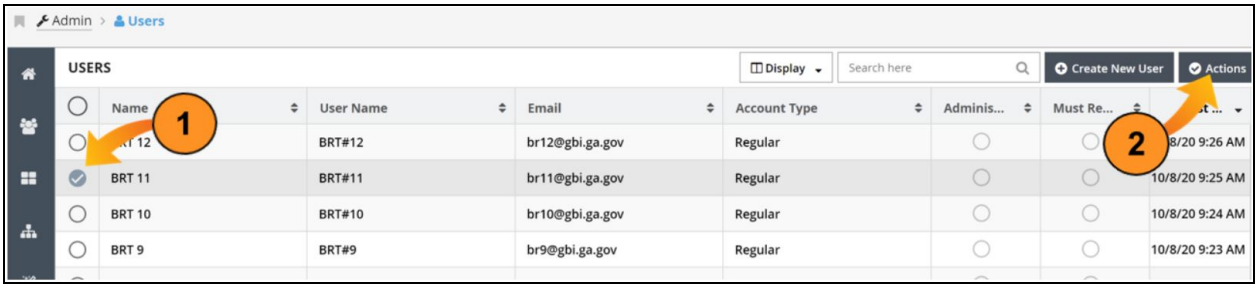
To access users:

1. *Click* the people icon on the left of the screen.
2. *Click* **Users**.

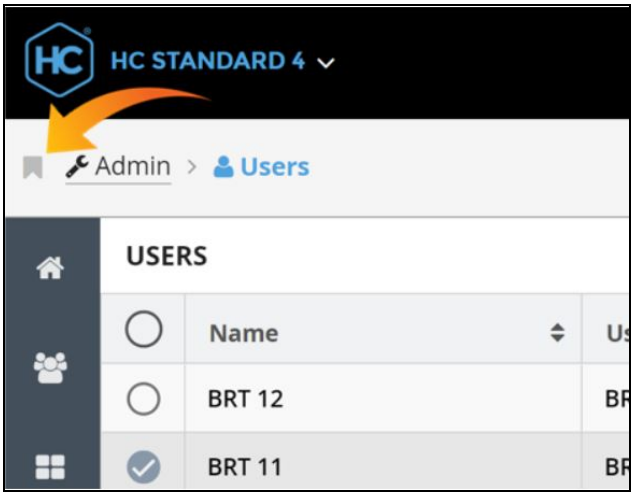


To reset passwords, delete users, or unlock accounts:

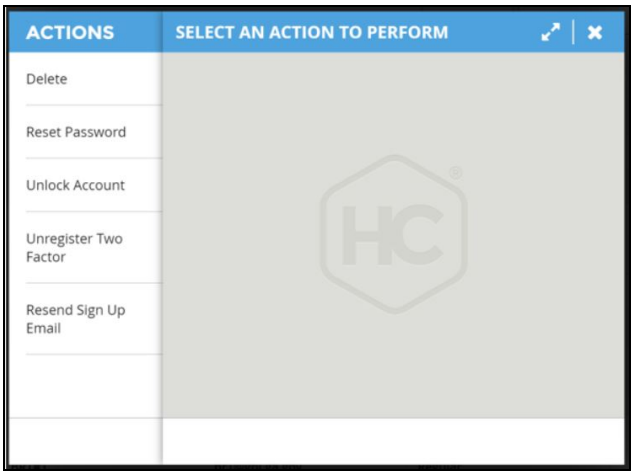
1. *Click* the user.
2. *Click* the **Actions** button.



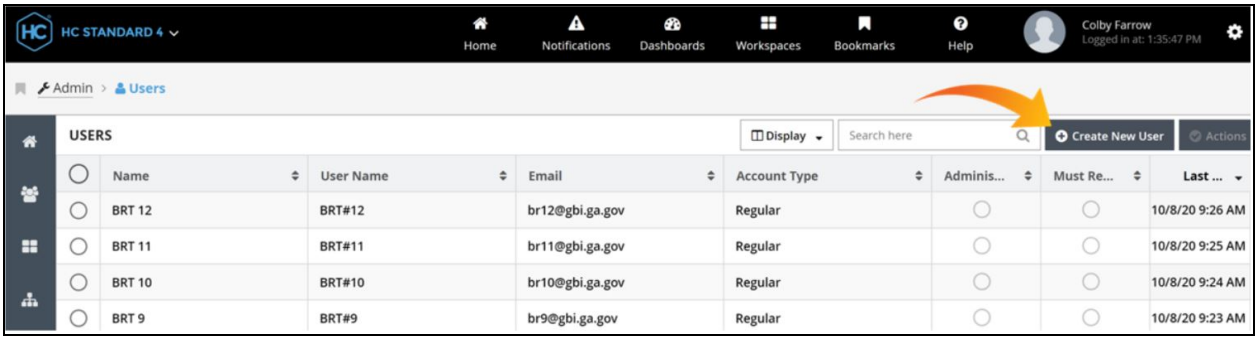
Note: To add a bookmark to this page *click* the ribbon as shown below.



Actions Modal that will appear.



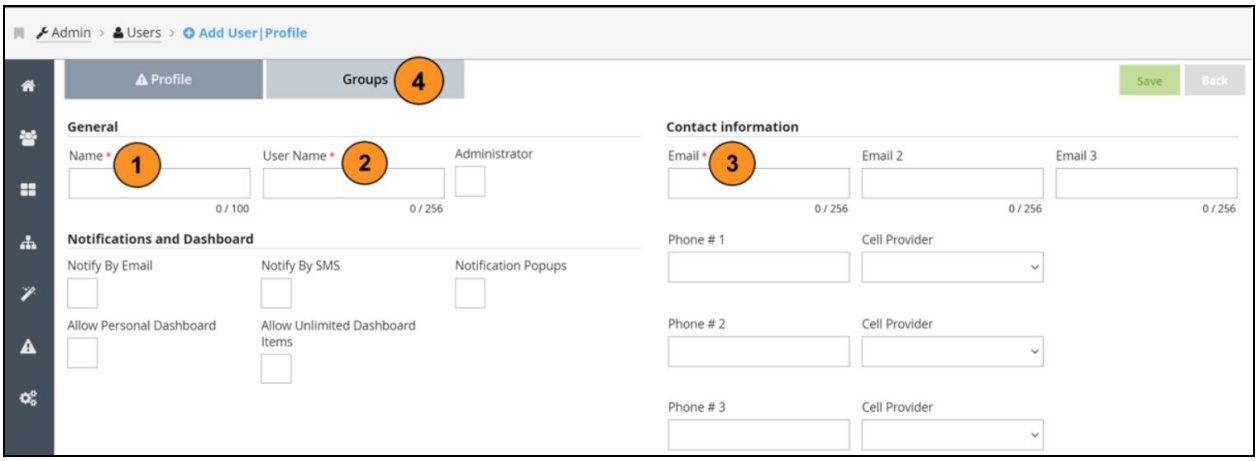
Create new users by *clicking* the **Create New User** button.



Note: Double-click any user to open their user record.

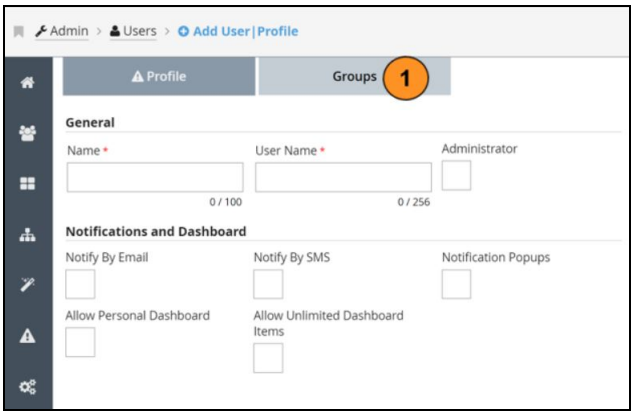
Required fields include:

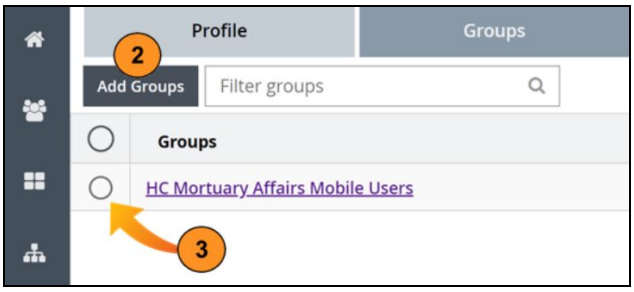
1. **Name**.
2. **Username**.
3. **Email** (must be unique and active).
4. Click the **Groups** tab in order to assign user permissions.



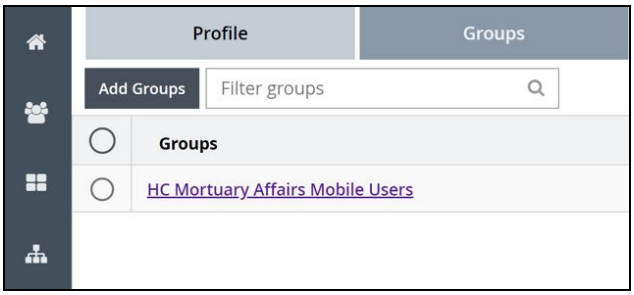
To add a user to a group:

1. *Click* the **Group** tab from within the user profile.
2. *Click* **Add Groups**.
3. Select and add the groups below based on user access level.

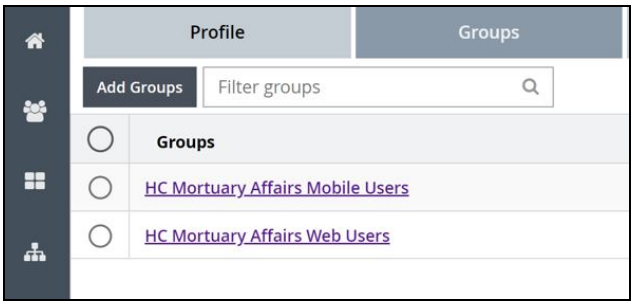




For Mobile App access only:



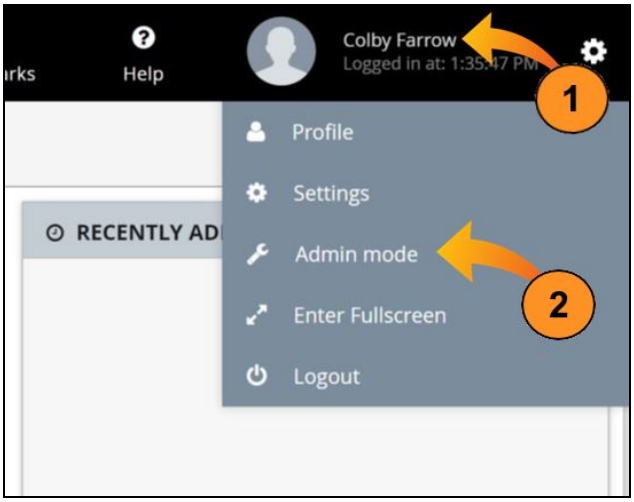
For Mobile App and Website access:



Chapter 2 - New Incident Creation

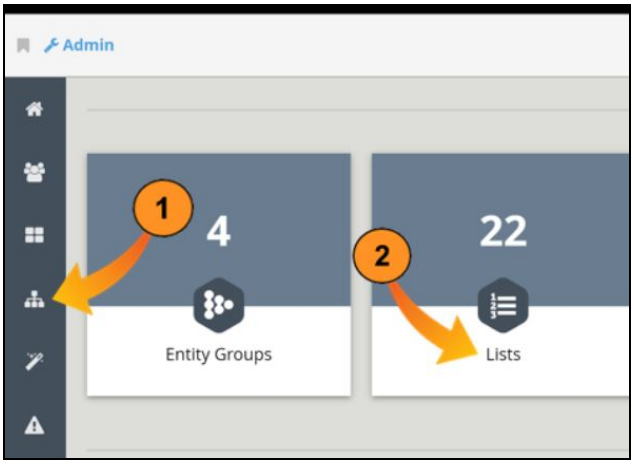
To access all Admin Functions:

1. *Click* your name in the top right.
2. *Click***Admin Mode**.

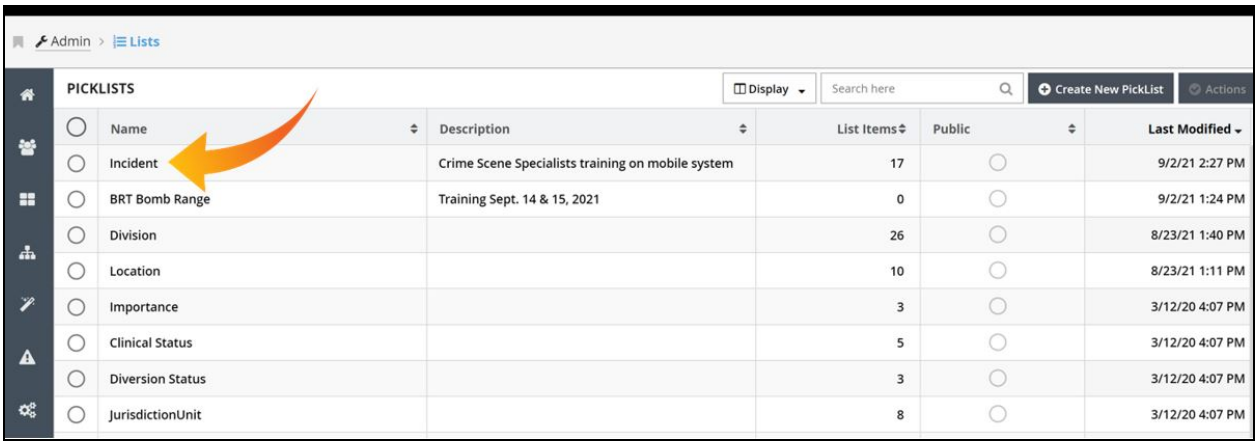


To Access **Lists**:

1. *Click* the **Org Chart Tree** icon on the left of the screen.
2. *Click* **Lists**.

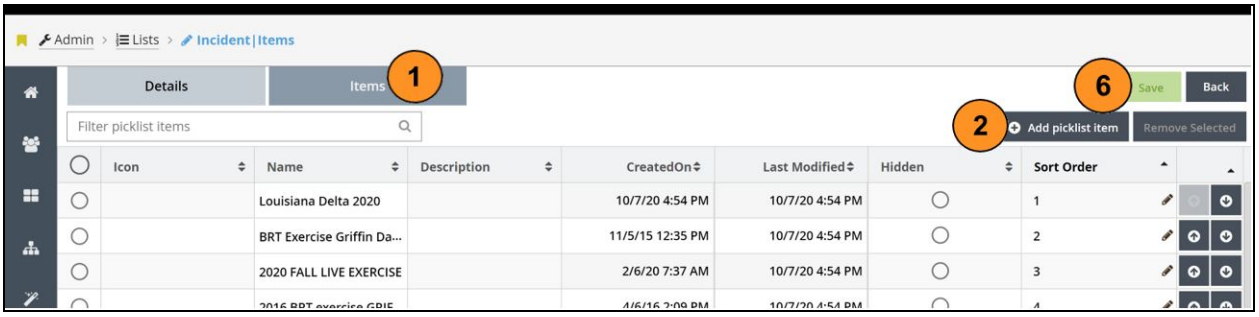


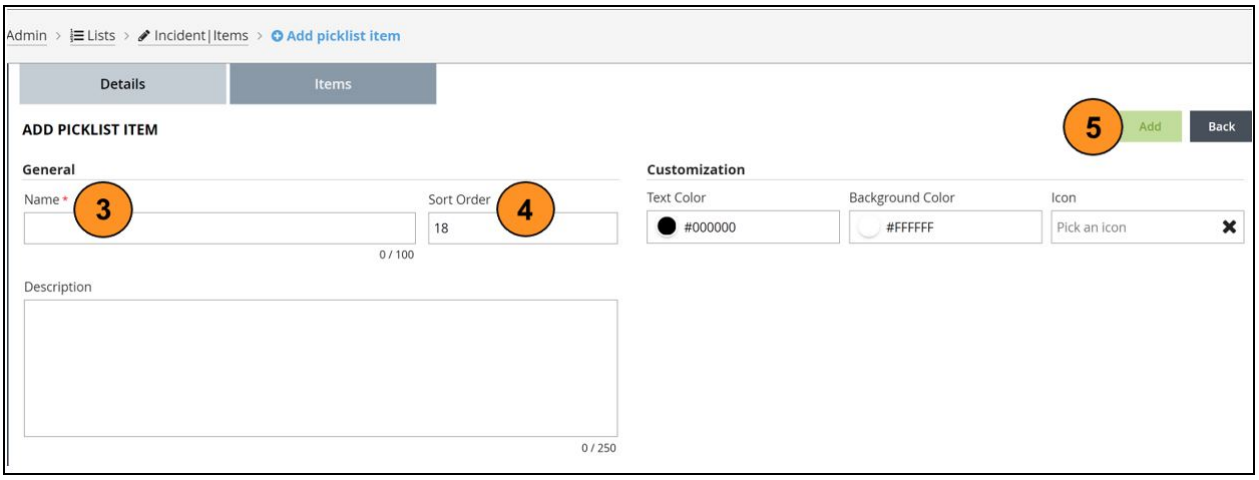
Double-click the picklist **Incident**.



1. Select the **Items** tab.
2. *Click* **Add Picklist Item**.
3. Provide a **Name** for the new Item (the incident name).
4. Insert the number **1** for **Sort Order**.
5. *Click* **Add**.
6. *Click* **Save**.

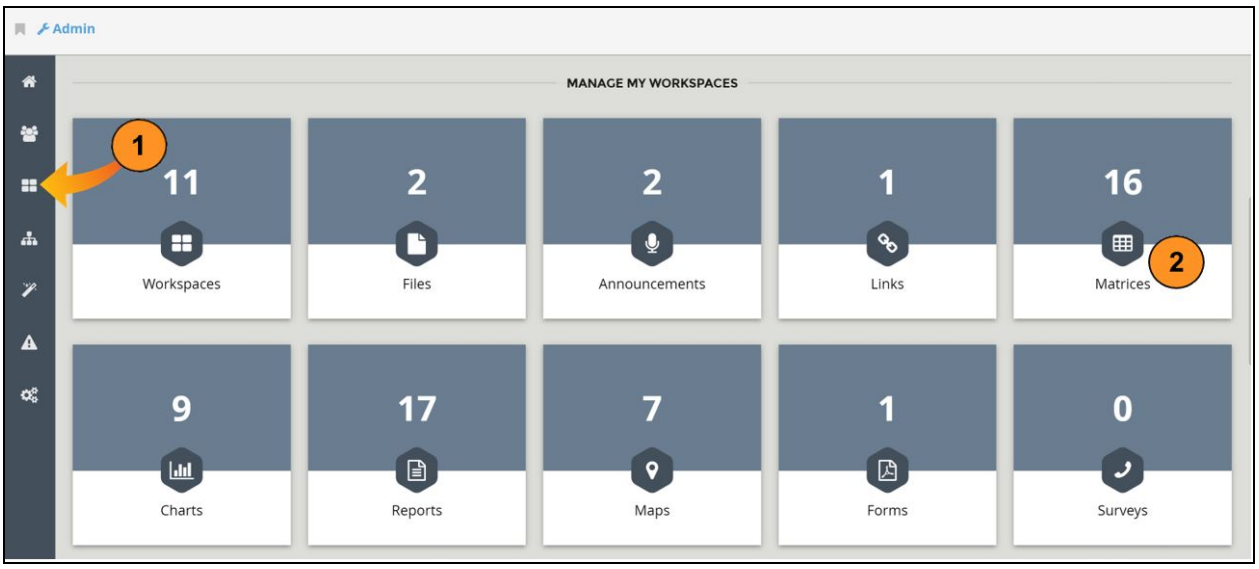
Note: Bookmark this page by clicking the ribbon at the top left.



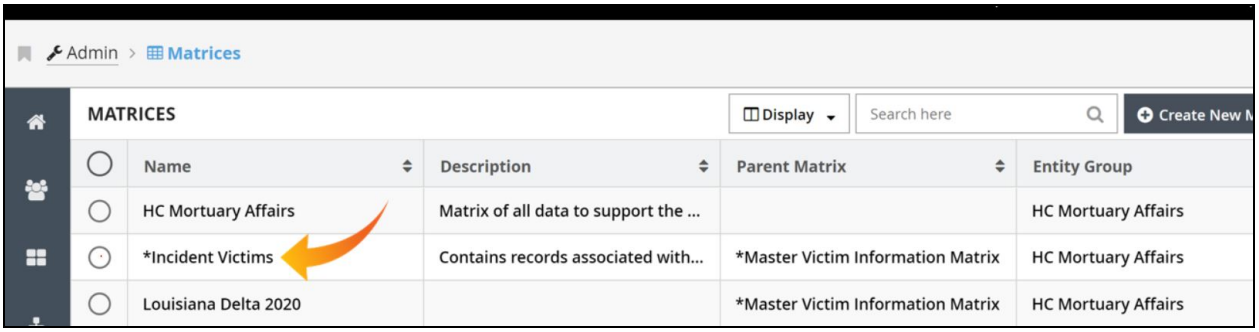


To access **Matrices**:

1. *Click* the four square icon on the left.
2. *Click* **Matrices**.

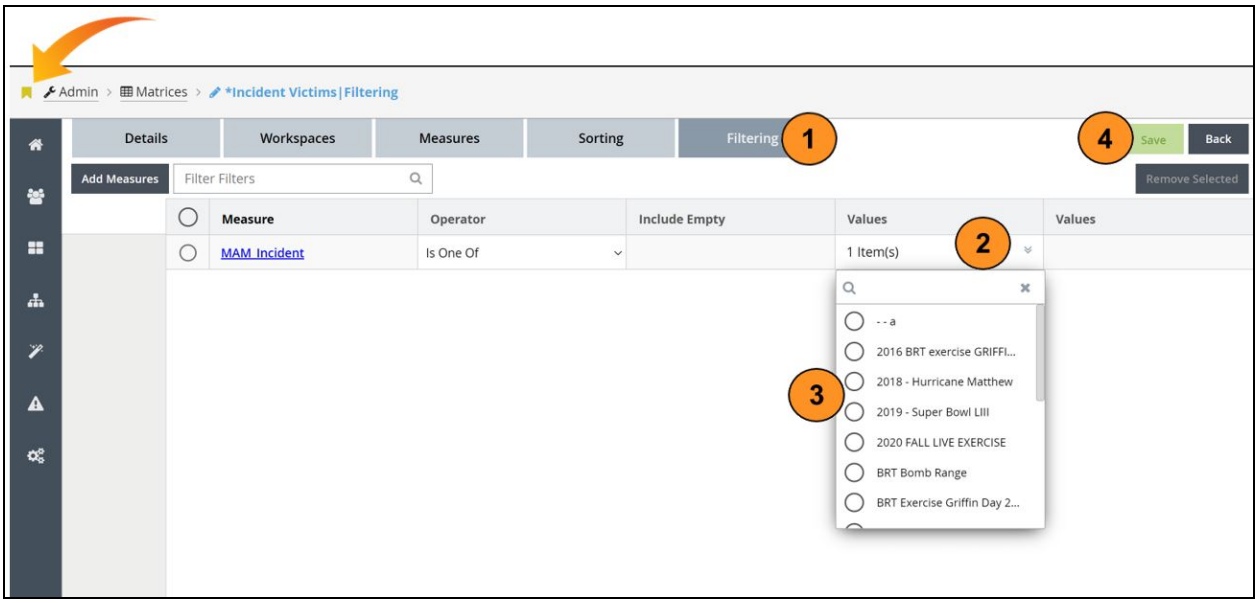


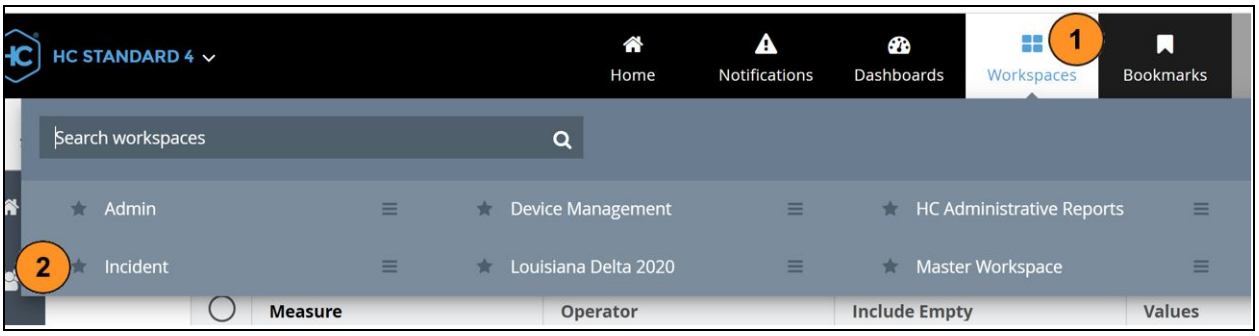
Double-click on the matrix name **Incident Victims.**



1. Select the **Filtering** tab.
2. *Click* **Values** dropdown.
3. Select the incident(s) you do want to see bodies for. You may need to deselect a previous incident.
4. *Click* **Save**.

Note: Bookmark this page by clicking the ribbon at the top left.


Admin
Matrices
*Incident Victims|Filtering
Details
Workspaces
Measures
Sorting
Filtering
1
4
Save
Back
Add Measures
Filter Filters
Remove Selected
Measure
Operator
Include Empty
Values
Values
MAM_Incident
Is One Of
1 Item(s)
2
3
- - a
2016 BRT exercise GRIFFI...
2018 - Hurricane Matthew
2019 - Super Bowl LIII
2020 FALL LIVE EXERCISE
BRT Bomb Range
BRT Exercise Griffin Day 2...

Chapter 3 - Viewing Incident Data

1. *Click* **Workspaces** at the top of the screen.
2. Select **Incident**. Whichever incident has been set as the filter in the previous step will be shown in this workspace.