

HC Standard®

Version 4.6



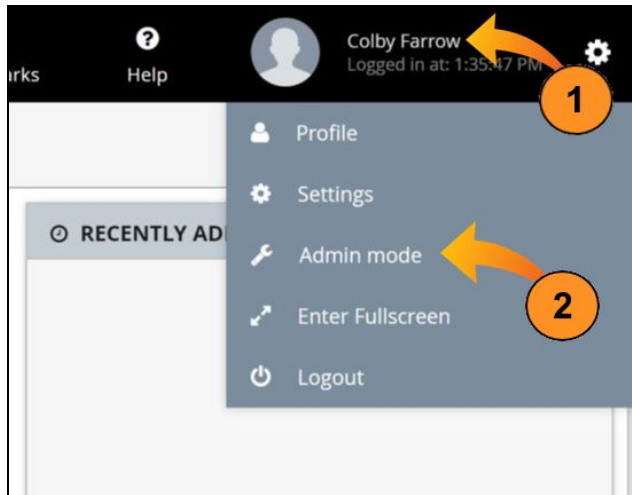
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Chapter 1 - User Management

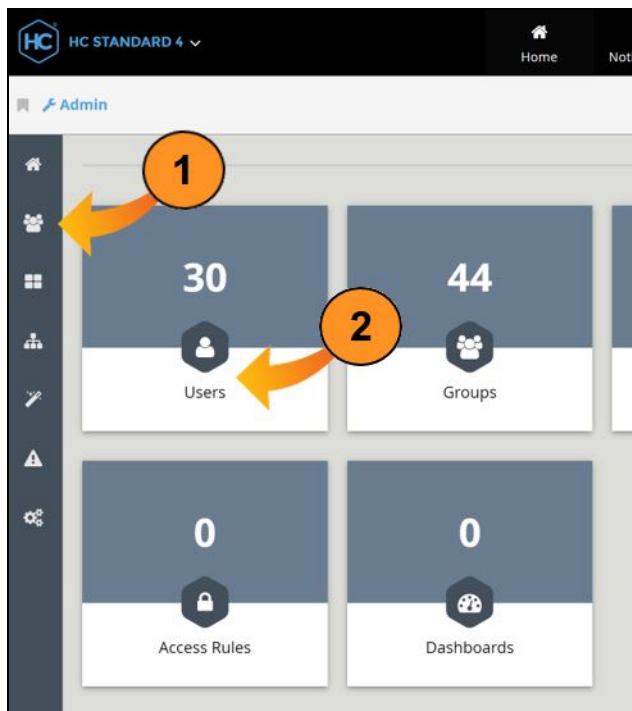
To access all Admin Functions:

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



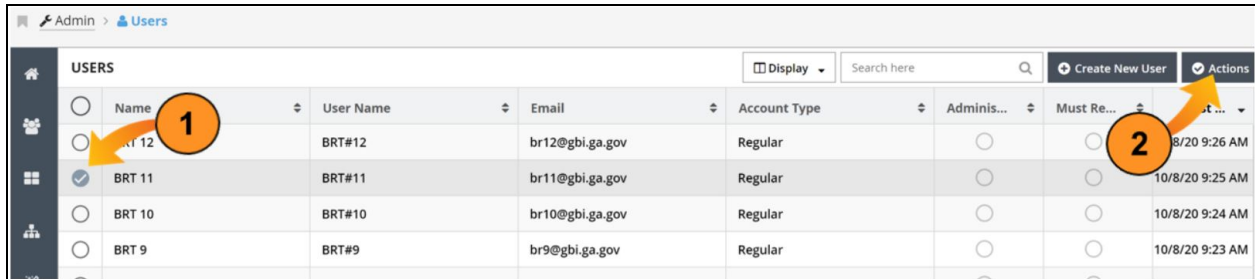
To access users:

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



To reset passwords, delete users, or unlock accounts:

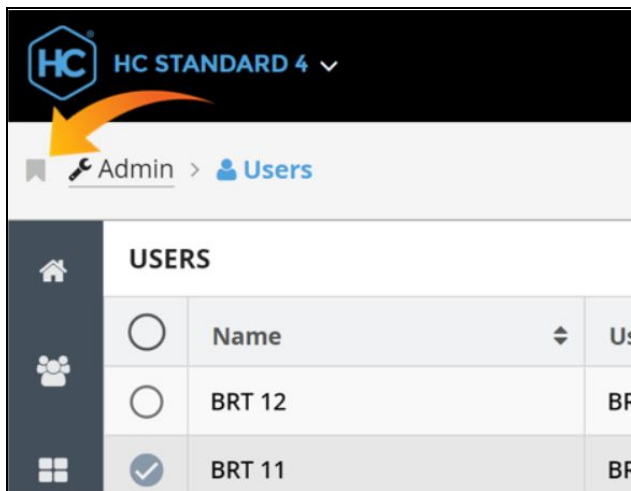
1. Click the user.
2. Click the **Actions** button.



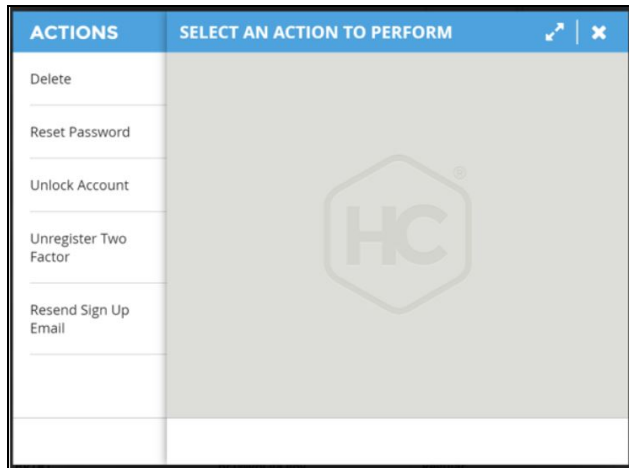
Admin > Users							
USERS							
	Name	User Name	Email	Account Type	Adminis...	Must Re...	Last ...
<input type="radio"/>	BRT 12	BRT#12	br12@gbj.ga.gov	Regular	<input type="radio"/>	<input type="radio"/>	10/8/20 9:26 AM
<input checked="" type="radio"/>	BRT 11	BRT#11	br11@gbj.ga.gov	Regular	<input type="radio"/>	<input type="radio"/>	10/8/20 9:25 AM
<input type="radio"/>	BRT 10	BRT#10	br10@gbj.ga.gov	Regular	<input type="radio"/>	<input type="radio"/>	10/8/20 9:24 AM
<input type="radio"/>	BRT 9	BRT#9	br9@gbj.ga.gov	Regular	<input type="radio"/>	<input type="radio"/>	10/8/20 9:23 AM



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.

	Name	User Name	Email	Account Type	Adminis...	Must Re...	Last ...
<input type="radio"/>	BRT 12	BRT#12	br12@gbj.ga.gov	Regular	<input type="radio"/>	<input type="radio"/>	10/8/20 9:26 AM
<input type="radio"/>	BRT 11	BRT#11	br11@gbj.ga.gov	Regular	<input type="radio"/>	<input type="radio"/>	10/8/20 9:25 AM
<input type="radio"/>	BRT 10	BRT#10	br10@gbj.ga.gov	Regular	<input type="radio"/>	<input type="radio"/>	10/8/20 9:24 AM
<input type="radio"/>	BRT 9	BRT#9	br9@gbj.ga.gov	Regular	<input type="radio"/>	<input type="radio"/>	10/8/20 9:23 AM



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.

Admin > Users > Add User | Profile

Profile Groups **4**

Save Back

General

Name * **1** User Name * **2** Administrator

0 / 100 0 / 256

Notifications and Dashboard

Notify By Email ☐ Notify By SMS ☐ Notification Popups ☐

Allow Personal Dashboard ☐ Allow Unlimited Dashboard Items ☐

Contact information

Email * **3** Email 2 Email 3

0 / 256 0 / 256 0 / 256

Phone # 1 Cell Provider

Phone # 2 Cell Provider

Phone # 3 Cell Provider

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.

Admin > Users > Add User | Profile

Profile Groups **1**

General

Name * User Name * Administrator

0 / 100 0 / 256

Notifications and Dashboard

Notify By Email ☐ Notify By SMS ☐ Notification Popups ☐

Allow Personal Dashboard ☐ Allow Unlimited Dashboard Items ☐

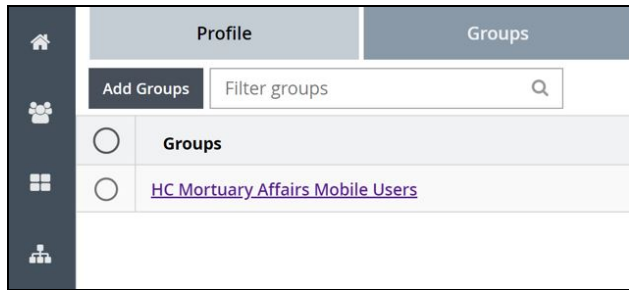
Profile Groups

2 Add Groups Filter groups

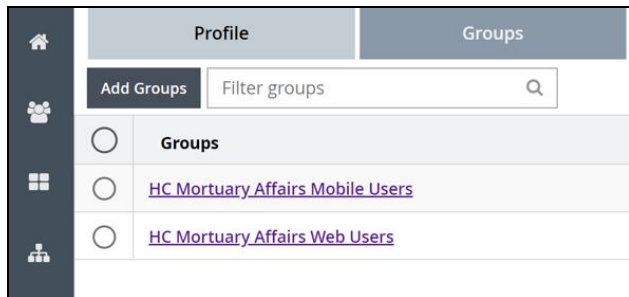
Groups

☐ [HC Mortuary Affairs Mobile Users](#) **3**

For Mobile App access only:



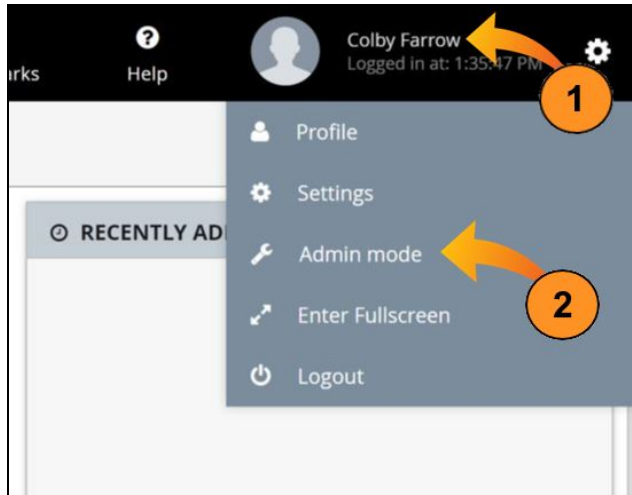
For Mobile App and Website access:



Chapter 2 - New Incident Creation

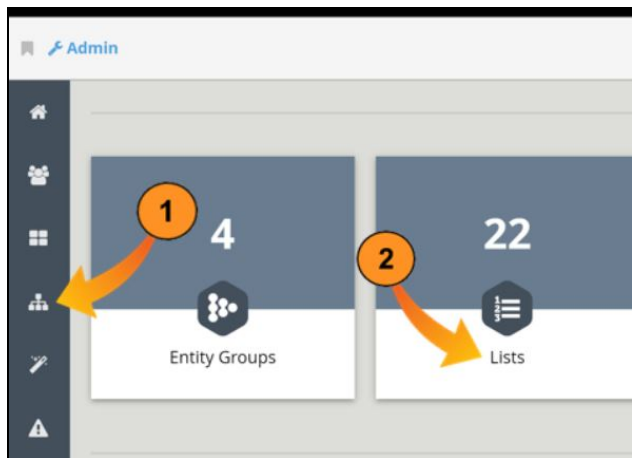
To access all Admin Functions:

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**.

Admin > Lists

PICKLISTS

Display Search here Create New PickList Actions

Name	Description	List Items	Public	Last Modified
Incident	Crime Scene Specialists training on mobile system	17	<input type="radio"/>	9/2/21 2:27 PM
BRT Bomb Range	Training Sept. 14 & 15, 2021	0	<input type="radio"/>	9/2/21 1:24 PM
Division		26	<input type="radio"/>	8/23/21 1:40 PM
Location		10	<input type="radio"/>	8/23/21 1:11 PM
Importance		3	<input type="radio"/>	3/12/20 4:07 PM
Clinical Status		5	<input type="radio"/>	3/12/20 4:07 PM
Diversion Status		3	<input type="radio"/>	3/12/20 4:07 PM
JurisdictionUnit		8	<input type="radio"/>	3/12/20 4:07 PM

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.

Admin > Lists > Incident | Items

Details Items

Filter picklist items

Add picklist item Remove Selected Save Back

Icon	Name	Description	CreatedOn	Last Modified	Hidden	Sort Order
	Louisiana Delta 2020		10/7/20 4:54 PM	10/7/20 4:54 PM	<input type="radio"/>	1
	BRT Exercise Griffin Da...		11/5/15 12:35 PM	10/7/20 4:54 PM	<input type="radio"/>	2
	2020 FALL LIVE EXERCISE		2/6/20 7:37 AM	10/7/20 4:54 PM	<input type="radio"/>	3
	2016 BRT exercise CDIE		4/6/16 3:00 PM	10/7/20 4:54 PM	<input type="radio"/>	4

Admin > Lists > Incident | Items > Add picklist item

Details Items

ADD PICKLIST ITEM

General

Name * Sort Order

Description

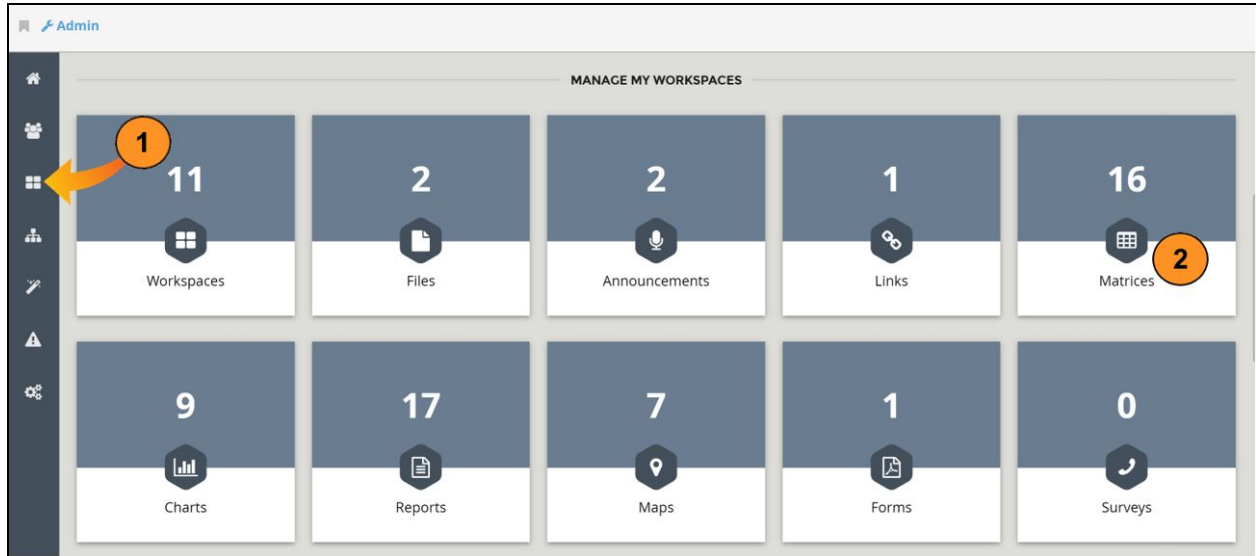
Customization

Text Color Background Color Icon

0 / 100 0 / 250

To access **Matrices**:

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



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

Admin > Matrices				
MATRICES				
<div>Display</div> <div>Search here</div> <div>Create New Matrix</div>				
	Name	Description	Parent Matrix	Entity Group
<input type="radio"/>	HC Mortuary Affairs	Matrix of all data to support the ...		HC Mortuary Affairs
<input checked="" type="radio"/>	*Incident Victims	Contains records associated with...	*Master Victim Information Matrix	HC Mortuary Affairs
<input type="radio"/>	Louisiana Delta 2020		*Master Victim Information Matrix	HC Mortuary Affairs

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.

The screenshot shows the 'Incident Victims | Filtering' page in a web application. The breadcrumb trail is 'Admin > Matrices > *Incident Victims | Filtering'. The interface has a top navigation bar with tabs: 'Details', 'Workspaces', 'Measures', 'Sorting', and 'Filtering' (highlighted with a blue bar and labeled with a red circle 1). To the right of the tabs are buttons for 'Save' (green) and 'Back' (dark grey), with a red circle 4 around the 'Save' button. Below the tabs is a section with 'Add Measures' and a 'Filter Filters' search box. The main area contains a table with columns: 'Measure', 'Operator', 'Include Empty', 'Values', and 'Values'. The first row shows 'MAM_Incident' under 'Measure', 'Is One Of' under 'Operator', and '1 Item(s)' under 'Values' (labeled with a red circle 2). A dropdown menu is open below the 'Values' column, showing a list of items with radio buttons (labeled with a red circle 3):

- a
- 2016 BRT exercise GRIFFL...
- 2018 - Hurricane Matthew
- 2019 - Super Bowl LIII
- 2020 FALL LIVE EXERCISE
- BRT Bomb Range
- BRT Exercise Griffin Day 2...

A red arrow points to the top left corner of the interface.

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.

