

Quick Reference Guide to CAP-enabled Messaging

Purpose

Quick guide will provide instructions for creating and issuing a CAP formatted message. We will use the the Common Alerting Protocol (CAP) Emergency Data Exchange Language (EDXL) -enabled Sahana Messaging Broker (SAMBRO). This guide is intended for alerting authorities intending to experiment with the CAPITUS.

Access the software through this URL: TBA

In general the Software is designed to be self intuitive. The natural work flow is

- A) Register fo a New Account
- B) Create subscriber Groups and subscribers
- C) Create message templates

What the guide offers


- 1) How to request for a CAPITUS evaluation account
- 2) Accessing the CAPITUS Graphic User Interface (GUI)
- 2) Use an existing CAP message template to generate an Alert Message

FOLLOW THE INSTRUCTIONS GIVEN IN THE SUBSEQUENT SECTIONS

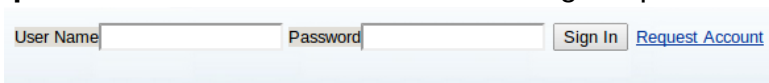
CAP-enabled ITU Software

1.1) Request Access to CAPITUS

Step 1: To access CAPITUS type the URL in your browser:

 www.samanathetha.lk/capitus/

Step 2: Click on the hyperlink **Request Account**. You can find it to the right top corner of the screen next to the Login Sign In button.

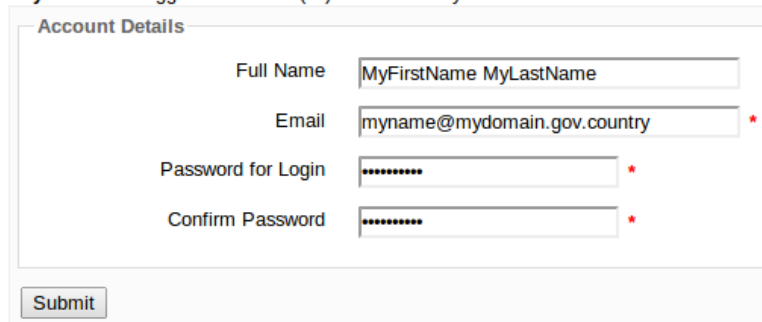


Step 3: Fill in the details such as your Full Name, Email, and Password. Remember your password. Thereafter, click submit.

The information will be delivered to the CAPITUS System Administrator. You will receive a confirmation email that your details have been submitted to the System Administrator. If you do not receive such an email within 20 minutes, then it is possible that your email address has been incorrectly entered.

Register for a CAPITUS account


Key: * - Fields tagged with a star (*) are mandatory and must be filled.



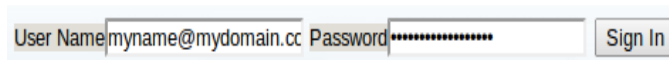
After the System Administrator evaluates your request and grants you permission you may begin using the CAPITUS application. If you do not hear from the System Administrator within two working days, then email: **TBA**.

1.1) Accessing CAPITUS

Step 1: To access CAPITUS type the URL in your browser:

 www.samanathetha.lk/capitus/

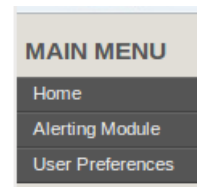
Step 2: Enter your **User Names** (email address) and **Passwords** that you originally entered when registering and click the **Sign In** button.



Forgot Password: Email the CAPITUS Administrator: **TBA**

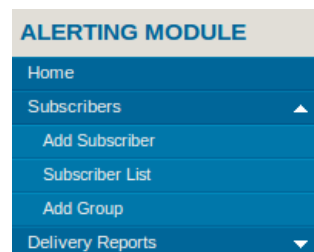
1.2) Getting started with CAPITUS Application

Step 1: Click the black **MAIN MENU** item: **Alerting Module**. Find it in the left frame of the GUI.



1.3) Add Contacts

Step 1: First create your groups. In the **ALERTING MODULE** blue menu, click the sub-menu item **Add Group** (third menu item from the top)



Step 2: In the **ALERTING MODULE** blue menu, click the sub-menu item **Contacts** (second menu item from the top)

Step 3: The menu will expand. Click on **Add Subscriber** (first sub-sub-menu item under Subscriber sub-menu). Enter the details of a group member in the form.

Name = *Your first name*

Full Name = *Your first name and last name (surname)*

Group= Team-* (replace * with your group Name: A, B, C, ...)

Preferred method of contacting = both

Primary mobile Number = *your mobile number*

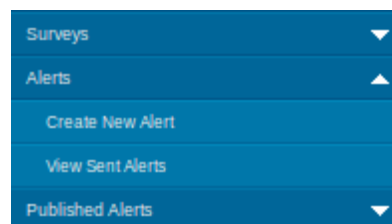
Primary email = *your email*

Step 4: Click the Save button to save the contact.

Continue Step 1 – 3 until you have added a few members of your team (3-5 members).

1.3) Create New Alert

Step 1: Click the sub-menu item **Alerts** (seventh sub-menu item). After the menu item expands, click Create New Alert (first sub-sub-menu item).



Step 2: The software will ask you to select mode: **CAP** or **EDXL**. Select the CAP bullet item.

Select Mode ☒ CAP ☐ EDXL

Name

☒ Existing Alert Template ☐ New Alert

Step 3: Thereafter, enter an appropriate name for the alert, e.g. test_cyclone_groupA_20121023. Thereafter, click the Existing Alert Template bullet item.

Message Identifier

Date Created

Sender

File Type

File Version

Step 4: The GUI will auto-fill most of the text boxes with default values. Do not change the default values. Complete the **Sender** with the **sender's email** address.

Step 4: Click the **Next** button to continue.

Step 5: To select the appropriate template for the exercise, click on the hyperlink "**tropical_cyclone**". The template will open with pre-populated CAP values of a typical message.

Step 6: In the Alert tab, leave the default values as they are, simply change the **Status** from Draft to '**Exercise**'.

Step 7: Thereafter, click on the **Information** tab at the top (tab immediately right of the Alert tab). Complete the following information:

Priority = "High" (or any value you wish)

Sender Name = Actual name the person authorized to issue Met alerts (e.g. Dr. Susie De Silva). This may be different from the Sender defined in the Information tab.

Headline = Replace XX with an appropriate category (e.g. IV) and the COUNTRY to reflect the country you are issuing the alert for (e.g. Sri Lanka)

Description = A category NUMBER tropical cyclone has been detected by the ORGANIZATION. The cyclone is currently DISTANCE Km off the DIRECTION coast of COUNTRY travelling in a DIRECTION direction. It is expected to pass through land at TIME on DATE. The cyclone is expected to generate wind speeds up to WINDSPEED Km/h. You are advised to exercise safety measures.

Response Type =

Effective Date =

Onset =

Expire Date =

Step 7: Now click on the **Area** tab to define the alert affective geographic location.

Step 7: Finally, click on the Update button at the bottom of the form. You may click the update button anytime during the process of creating a new alert. Thereafter, find it in the view alerts sub-sub-menu to continue editing the message or to send the finalized message.

1.3) Issue an Alert

Step 1: Expand the Alert sub-menu, then click on View Alerts sub-sub-menu. Find your alert message

Alert Information	
Message ID :	2.49.0.1.144.1-scdmc.hih-1353559392
Message Name :	test_trasport
Mime Type :	cap
Alert Version :	1.1
Author :	nuwan@limeasia.net
Message Type :	cap
Send Update Delete	

in the list and click the hyperlink to access that message. Thereafter, click the hyperling **Send**.

Step 2: Select the groups (or teams) name or individuals. Else add any other recipients you wish to send the message to by entering their phone number and/or email address. Thereafter, click **Next--> Alert Type** to proceed to the next step.

Select Contacts

Recipient List

{sthihmsg-2819: Team-B: team},
nuwan@lirneasia.net,
+94773710394

Contacts

Groups

- Team-A
- Team-B**
- Team-C
- Team-D

Step 3: Select the network and application channels you wish to transmit the message. Thereafter, click Next → Transform message. You will see the different type of messages that are to be issued over the channels.

Step 3: Finally click send to submit the messages

Select Delivery Type

Delivery Category	Delivery Type	Select
Short Text	SMS	<input checked="" type="checkbox"/>
	HF	<input type="checkbox"/>
	RDF	<input type="checkbox"/>
	Email	<input type="checkbox"/>
	Tweet	<input checked="" type="checkbox"/>
Long Text	Email	<input type="checkbox"/>
	Web	<input checked="" type="checkbox"/>
	VoiceXML	<input type="checkbox"/>