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The Command Center Console (CCC) is one of the modules within the Hippocrates umbrella application. The CCC provides real-time tracking and management tools for events, incidents, and Command Centers throughout the state.

From the CCC, the Hippocrates user can enter, update, monitor and report information regarding:

- Health-related incidents and events
- Command Center status
- Email/Blackberry incident notification
- Shift changes
- Command Center personnel
- Action items
- Log entries

Hippocrates automatically notifies pre-designated staff from NJ Department of Health and Senior Services and outside partners (e.g., FBI) when incident and event information is entered or updated.

Records containing detailed event and incident information, log entries, action items, personnel and shift notes are summarized in tables that can be sorted by title, date, command center, etc. A search feature allows users to locate a specific record or group of records.
The user interface for the Command Center Console (CCC) is consistent in appearance and behavior for all functions and activities as well as with other Hippocrates modules.

CAVEAT: Access privileges are assigned on a per user basis, therefore, your screens will likely be different from those of other users or from the screens shown in this manual.

Navigation

The navigation elements for the CCC are shown in Figure 1.

![Figure 1. CCC Navigation Elements](image)

The **top menu** is visible on all Hippocrates modules. It contains links to common commands such as HELP, CONTACT US, and LOGOUT.

The **tab bar** is also visible from all Hippocrates modules. The tabs displayed on your screen depend on your access privileges. The tab for the module you are currently working in is highlighted and its name displayed with orange text. To move to another module, click the corresponding tab.

The **function bar** is located directly below the tab bar. The functions listed on this bar differ for each Hippocrates module and also depend on user privileges—all function bars behave in the same way, however. To access a
function, click its name on the function bar. The current function is shown in orange text.

The activity bar, located directly below the function bar, shows the activities available to you for that function. The current activity is indicated with orange text.

In addition to being consistent in appearance, many Hippocrates activities share a common methodology for viewing and entering data, sorting, searching, etc. These features are described below.

**Viewing Data**

Most CCC functions include a View All activity, which displays the records associated with that function in a tabular format. View All is the default activity (i.e., the opening screen) for most functions.

The fields displayed on the View All screen are different for each function, but the layout, navigation and sorting features are the same for all View All screens.

**View All Screen Layout**

The View All screen layout is shown in Figure 2. A maximum of 10 records is displayed per screen, although it might be necessary to use the scroll bar to view the records at the bottom of the window. The range of the currently displayed records and the total number of records is shown at the center-top and center-bottom of the View All screen.

EXAMPLE: In Figure 2, records 11 through 20 are displayed from a total of 55 records.

![Figure 2. Layout for View All Screens](image-url)
Page Navigation

When there are more than 10 records, the following page navigation commands are shown at the top and bottom of the View All screen. (The page you are viewing determines which of these commands is displayed.)

- **Next** – displays the next 10 records
- **Previous** – displays the previous 10 records
- **First** – displays records 1 through 10
- **Last** – displays the last 10 records

Sorting

You may click a **Column Heading** to sort records on that field or to reverse the sort direction. An arrow shows which column the records are sorted on and the direction of the sort, as follows:

- ▲ Records sorted in **ascending** order (from A–Z or first–last)
-▼ Records sorted in **descending** order (from Z–A or last–first)

EXAMPLE: The records in Figure 2 are listed by **IAR No** in descending order.

Opening a Record

To open a record, click the blue field for that record. In this case (Figure 2) a record is opened by clicking its **IAR No**.

Entering Data

Data is entered into the CCC from an **Add** screen or a **Modify** screen. The user interface for these types of screens is similar.

Many Add and Modify screens contain multiple sections, the first of which is expanded when you begin the activity. A section can be expanded and collapsed as follows:

- To **expand a section**, click ▶
- To **collapse a section**, click ▼

**Mandatory fields** are marked with an asterisk (*). When adding a record, all mandatory fields must contain data for the record to be added to the Hippocrates database. Likewise, mandatory records in Modify screens must be filled in for the update to be accepted.

**Drop-down list boxes** contain multiple items from which you make your selection(s). To do so, click ▼ to display the list, then click an item to select it.

In some cases you may **select multiple items** from a drop-down box. To select multiple items, press and hold the **Ctrl** key on your keyboard as you click each selection.
You can move through a drop-down list by typing the first letter of your selection, which will highlight the first item for that letter. This can be useful with long drop-down lists.

**Data that cannot be edited** is displayed in gray text (“grayed out”).

CAVEAT: Although all grayed-out data is uneditable, not all uneditable data is grayed out—uneditable data in text boxes with a scroll bar cannot be grayed out, as this would make the scroll bar inaccessible.

EXAMPLE: In the **Modify Incident** screen (Figure 3) the Incident Type and Incident Title fields are grayed out and therefore uneditable. The Incident Description field is also uneditable but is not grayed out because the text box contains a scroll bar.

![Figure 3. Uneditable Fields](image)

**End-of-Section buttons**

One or more buttons are located at the bottom of most sections. Use these buttons as follows:

- Click **Save Draft** to save your work so you can return to it later. Applies to Add screens only.
- Click **Update** to save your changes. Applies to Modify screens only.
- Click **Reset** to clear all fields in the current section, or, if modifying a record, to restore the original data.
- Click **Next** to close the current section and open the next one.
- Click **Cancel** to abandon the current activity and return to the View All screen.
**Entering Dates and Times**

A pop-up *date and time selector* is used to enter a date/time into Hippocrates.

A data entry field that requires a date and time is accompanied by a calendar/clock icon that looks like this: ![Calendar/Clock Icon]. An example is shown in Figure 4.

![Date and Time Field](image)

**Figure 4. Date and Time Field**

To enter a date and time into a field:

1. Click ![Calendar/Clock Icon] to display the date/time selector (an example is shown in Figure 5).

2. Click ![Select] to enter the current date and time.

**OR**

3. Click in the `hh:mm:ss` fields and use the keyboard to enter the desired values. NOTE: Hippocrates uses a 24-hour clock.

4. Click the desired date, using ≤ or ≥ to change the month as necessary.

5. Click ![Select]
Searching

Many Hippocrates functions are equipped with a search feature to assist you in locating a particular record or group of records. This feature is accessible through the Find/Modify activity and is available for these functions:

- Incidents
- Events
- Logs
- Action Items
- Image/Video Gallery
- Sign In/Out
- Shift Notes

Example Search

To locate an incident entitled *Boiler Explosion in Holy Name Hospital*:

1. Click **Find / Modify Incident** in the Incident activity bar to display the Find/Modify Incident screen (see Figure 6).
2. Click **Title** and select TITLE as the search criteria.
3. Enter *Boiler Explosion in Holy Name Hospital* in the text box. NOTE: Searches are not case sensitive.
4. Click **Find Incident**

![Figure 6. Search Dialog Box](image)

Wild Card Searches

To broaden your search you may use an asterisk (*) in the **Search Criteria** text box to represent zero or more alphanumeric characters. This is useful for locating a group of records that have similar data in a particular field, or when you know only some of the data you are looking for.

In a wild card search:

- Letters are not case sensitive
- A wild card (*) can be used as the first character of a search
- Multiple * can be used
Wild card search examples
The examples in Table 1 illustrate the wild card feature.

Table 1. Wild Card Search Examples

<table>
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<th>Search Term</th>
<th>Matching Records</th>
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<td>BIO*</td>
<td>All records whose titles begin with BIO: bio bio outbreak biological outbreak biooutbreak</td>
</tr>
<tr>
<td><em>BIO</em></td>
<td>All records with BIO anywhere in the title: antibiotic bio bio outbreak biological outbreak biooutbreak</td>
</tr>
<tr>
<td>B*</td>
<td>All records whose titles begin with B</td>
</tr>
<tr>
<td>*</td>
<td>All records</td>
</tr>
</tbody>
</table>
Using the Command Center Console

CCC Home

The home page of the Command Center Console (Figure 7) provides a statewide overview of active incidents, events, and Command Centers.

Figure 7. Command Center Console – Home Page

The CCC home page contains seven panes and a scrolling news ticker; these are described below.

Depending on user privileges, some text elements on the home page are displayed as links in blue text. Clicking a link opens the corresponding record so that it can be viewed in its entirety and/or modified. For more about modification activities, see the applicable sections of this manual (incidents, events, logs, and so on).

Active Event Pane

Lists the name, associated Command Center and activation date of the most recently activated event.

Export to E-Team Pane

TBD
Active Command Centers Pane

Lists the name and associated event(s) for each active Command Center, arranged alphabetically.

Incidents Pane

Shows the location and region of each active incident on a statewide overview map. Each of the five regions (North East, North West, Central East, Central West and South) is shown in a different color and the respective counties are delineated within the region. When the mouse is held over an incident symbol, a pop-up window appears listing the county, type, name and description for that incident (see Figure 8).

Calendar Pane

Provides an overview of the current month.

Signed-In Personnel Pane

Lists the names and positions of all personnel signed-in to a Command Center.

Shift Notes Pane

Lists the 10 most recent shift notes in reverse chronological order, along with the position title and associated Command Center of the shift note author.

Figure 8. Pop-up for Incident Mouseover
### News Ticker

The news ticker is a scrolling CNN-type text bar at the bottom of the screen. Some news ticker items are posted automatically as the result of a particular activity, as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Ticker Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activating Events</td>
<td>Event name, associated Command Center (one per ticker item), activation time/date</td>
</tr>
<tr>
<td>% hospitals on full divert</td>
<td>Based on external data feed received by Hippocrates</td>
</tr>
<tr>
<td>Incidents (Optional; based on user selection in Add Incident screen)</td>
<td>Incident name, time/date</td>
</tr>
</tbody>
</table>

Users with Site Admin privileges can delete or modify ticker items and also post items manually. Manually posted items can be displayed for a pre-determined time period, tagged as “breaking news,” and/or linked to an Internet URL so that clicking that item will open an Internet Explorer window at the referenced site.

News ticker items are color-coded as follows:

- **ROUTINE-PRIORITY INCIDENT** [time - date]
- **HIGH-PRIORITY INCIDENT < 5 MIN OLD** [time - date]
- **HIGH-PRIORITY INCIDENT > 5 MIN OLD** [time - date]
- **ROUTINE-PRIORITY INCIDENT PREVIOUSLY HIGH-PRIORITY** [time - date]
- **ACTIVATING EVENT (ASSOCIATED COMMAND CENTER)** [time - date]
- % hospitals on complete divert
- Manually-posted item [time - date]
- Breaking news item [time - date]
- **STATIC TICKER ITEM (mouse held over text)**

**NOTES:**

- Events that activate multiple Command Centers are shown as multiple ticker items, one for each Command Center.
- General Events are not automatically added to the news ticker.
- Closed incidents, which are no longer displayed in the ticker, are still present in the ticker list and are accessible through Site Admin.
CCC Activities

Command Center Console (CCC) activities are initiated by clicking the appropriate item on the CCC function bar, which displays the default screen for that function along with the associated activity bar.

In the screen shown in Figure 9, the Incidents function is active. Accordingly, the Incidents activity bar is displayed; in this case the current activity is **View All Incidents**.

**Figure 9. CCC Function Bar and Activity Bar**

Command Center Console functions are discussed later in this manual, with each function beginning on the page shown below:

<table>
<thead>
<tr>
<th>Function</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incidents</td>
<td>13</td>
</tr>
<tr>
<td>Events</td>
<td>30</td>
</tr>
<tr>
<td>Logs</td>
<td>48</td>
</tr>
<tr>
<td>Action Items</td>
<td>53</td>
</tr>
<tr>
<td>Image/Video Gallery</td>
<td>59</td>
</tr>
<tr>
<td>Sign In/Out</td>
<td>63</td>
</tr>
<tr>
<td>Shift Notes</td>
<td>68</td>
</tr>
<tr>
<td>Reports</td>
<td>74</td>
</tr>
</tbody>
</table>
The Incidents function is accessed by clicking the Incidents button on the CCC function bar. There are three incident-related activities:

- View All Incidents
- Add Incident
- Find/Modify Incident

Each of these is accessible from the Incidents activity bar, shown below.

The current activity is indicated with orange text. The default activity (i.e., the opening screen) for the Incidents function is View All Incidents.

View All Incidents

The View All Incidents screen presents a tabular overview of all incidents, whether open or closed. An example is shown in Figure 10.

![View All Incidents Screen](image-url)
View All Incidents Screen Features

Sorting

Click a Column Heading to sort the incident records on that field (incident title, date, etc.) or to reverse the sort direction.

- Records sorted in ascending order (from A–Z or 1–last)
- Records sorted in descending order (from Z–A or last–1)

Navigation

Use the following commands to view the table contents:

- **Next** – displays the next 10 incidents
- **Previous** – displays the previous 10 incidents
- **First** – displays incidents 1 through 10
- **Last** – displays the last 10 incidents

Opening an Incident

To view incident details or to modify an incident, open the incident record by clicking the corresponding IAR No. The IAR number is a unique number in YYYYMMDDABCnnn format, where YYYYMMDD represents the date, ABC are the initials of the individual who entered the incident record, and nnn represents the nth incident entered by that individual on that date.

Add Incident

The Add Incident screen is used to create an incident and add it to the Hippocrates database. Figure 11 shows the opening view of the Add Incident screen. The screen contains six sections. When the Add Incident screen is opened, the first section is expanded so that the contents are visible.

When an incident is created:

- A **log entry** is automatically generated. The title of the log entry is the same as the incident title. Logs are discussed further on page 48.
- An **email is sent** to the addresses listed in the Email Notification section of the incident record. (For an example of the received email, see Figure 14 on page 24.)
- The user can select to automatically update the **news ticker** with the title, date and time of the new incident. (The news ticker can be edited manually by users with Site Admin privileges. See page 11 for details about the news ticker.)

The procedure for adding an incident begins on page 16.
Add Incident Screen Features

Expanding/Collapsing a section

Each section of the Add Incident screen can be expanded and collapsed so that you can view and enter information about the incident.

You can open and close any section by clicking 

An expanded section has an Orange Header and is preceded by 

A collapsed section has a Blue Header and is preceded by 

Mandatory fields

Fields marked with an asterisk (*) are mandatory—i.e., they must contain data for Hippocrates to add the incident to the database. In most cases, if you try to proceed to a subsequent field or section without filling in a mandatory field, Hippocrates will prompt you to fill it in.

End-of-section buttons

A set of buttons is located at the bottom of each section of the Add Incident screen. The functions of these buttons are described in Table 2 on page 17.
PROCEDURE: Add Incident

STEP 1  Click on the Command Center Console function bar.

STEP 2  Click on the Incidents activity bar.

STEP 3  Fill in the Incident Type section (shown below) using the guidelines in the table that follows.

Incident Type Section

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>Incident Title</th>
<th>Incident Description</th>
<th>Temporary IAR No</th>
<th>Incident Date &amp; Time</th>
<th>Priority Level</th>
<th>Add to Ticker</th>
<th>Selected IAR No</th>
</tr>
</thead>
<tbody>
<tr>
<td>* mandatory field</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Incident Type**
  - Click and select a type from the drop-down list:
    - BIOLOGICAL/OUTBREAK
    - CHEMICAL/RADIOLOGICAL/NUCLEAR
    - GENERAL
    - NATURAL DISASTER
    - POWER OUTAGE/EXPLOSION
    - UNKNOWN SUBSTANCE

- **Incident Title**
  - Enter a title for the incident

- **Incident Description**
  - Enter a description of the incident

- **Temporary IAR No.**
  - An Incident Action Report (IAR) number is a unique number in the format **yyyyymmddABCn.nn**, where:
    - **yyyyymmdd** – year, month, day
    - **ABC** – your initials
    - **n.nn** – the number of incidents you have entered on the above date, plus one.

- **Incident Date & Time**
  - Click to open the date/time selector.
  - Click to enter the current date and time.
  - OR
  - Click the time fields and use the keyboard to enter values for hours (0–24), minutes and seconds.
  - Click the desired date, using ≤ or ≥ as necessary.

- **Priority Level**
  - Select Routine or High

- **Add to Ticker**
  - Select Yes or No
**STEP 4**  If desired, click one of the buttons shown in Table 2.

NOTE: Some or all of these buttons appear at the end of each section. At this step, however, clicking will not successfully save the incident because mandatory fields in other sections have not yet been filled in.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Next</strong></td>
<td>Closes the current section and opens the subsequent one.</td>
</tr>
<tr>
<td><strong>Reset</strong></td>
<td>Clears all fields in the current section or restores them to default values. Does not affect any other section.</td>
</tr>
<tr>
<td><strong>Save Draft</strong></td>
<td>Saves the data you have entered so far without finalizing the Add Incident process. The entire record is saved regardless of the section in which you click the Save Draft button. The Add Incident screen is then closed and a success message is displayed. To return to your work, you can locate the record using Find/Modify Incident and selecting IS DRAFT? as the search criteria. Alternatively, you can use the View All Incidents screen and locate your record using the sort feature (sorting on Draft or Incident Date, for example).</td>
</tr>
<tr>
<td><strong>Save Incident</strong></td>
<td>Saves the incident and closes the Add Incident screen. All Save Incident buttons perform the same function regardless of which section they reside in. NOTE: If you have left a mandatory field empty or entered invalid data, Hippocrates will prompt you to make the necessary changes, as in the example shown here. When you click OK to the prompt, the applicable section is expanded and the cursor is placed in the referenced field. When the incident has been saved to the database, a success message is displayed.</td>
</tr>
<tr>
<td><strong>Cancel</strong></td>
<td>Abandons the Add Incident process and displays the View All Incidents screen.</td>
</tr>
</tbody>
</table>
**STEP 5**  Fill in the Incident Location section (shown below) using the guidelines in the table that follows.

**Incident Location Section**

<table>
<thead>
<tr>
<th>Incident Location</th>
<th>Enter a descriptive name for the location where the incident occurred, e.g., Main Street High School.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Street</td>
<td>Enter the number (if known) and street.</td>
</tr>
<tr>
<td>Incident Cross Street</td>
<td>If the street number is not known, enter the street and cross street, if possible.</td>
</tr>
<tr>
<td>Incident City</td>
<td>This field may be left blank if Incident County and Municipality (below) are entered.</td>
</tr>
<tr>
<td>Incident Zip code</td>
<td>Enter either the 5-digit code or the zip+4 code. This field may be left blank if enough other fields are defined to produce an acceptable match.</td>
</tr>
<tr>
<td>Incident State *</td>
<td>New Jersey is the default. Click $\checkmark$ for other selections.</td>
</tr>
<tr>
<td>Incident County *</td>
<td>May be left as Unknown if Incident City is defined.</td>
</tr>
<tr>
<td>Incident Municipality *</td>
<td>Click $\checkmark$ and select a municipality from the drop-down list. This field may be left as Unknown if Incident City is defined. NOTE: The drop-down list is populated with the municipalities within the county selected in the previous field. An empty drop-down list means that you have not defined a county.</td>
</tr>
<tr>
<td>Longitude in degrees</td>
<td>Enter a value between 38.25 and 45.0. If longitude and latitude are entered, all other fields in this section can be ignored.</td>
</tr>
<tr>
<td>Latitude in degrees</td>
<td>Enter a value between –80.5 and –71.5.</td>
</tr>
</tbody>
</table>

**NOTE:** If you do not know the location of the incident you may skip this section.
STEP 6  After you have filled in the incident location fields, click the [Geocode] button. Hippocrates will analyze the information you have entered, determine the closest matches, and list them in the right pane of the section. If an exact match cannot be found, Hippocrates will list the applicable centroids.

EXAMPLE: In the screen shown in Figure 12, Hippocrates was unable to find a match for the address as given; thus the centroids for municipality, county and zip code are listed.

Figure 12. Geocode Results

What is Geocoding?

Geocoding is the process of determining the geographical code (geocode) for a street address. This code can then be used for analytical purposes: to place a symbol on a map, calculate a distance, or generate driving directions, for example.

STEP 7  Click the [+] next to the selection that best matches the incident location. 

OR

Enter additional (or different) location information and repeat the Geocoding process until Hippocrates returns an acceptable match. Before moving to the next section, be sure that you have selected a match.
**STEP 8**  Fill in the *Incident Description Details* section (shown below) using the guidelines in the table that follows.

### Incident Description Details Section

<table>
<thead>
<tr>
<th>Incident Description Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specimen Submitted?</td>
</tr>
<tr>
<td>Specimen Type</td>
</tr>
<tr>
<td>If Other - describe</td>
</tr>
<tr>
<td>Number Exposed</td>
</tr>
<tr>
<td>LHD advised to follow up</td>
</tr>
<tr>
<td>Submitting Organization</td>
</tr>
<tr>
<td>Number decontaminated</td>
</tr>
<tr>
<td>Meets Credible Threat</td>
</tr>
</tbody>
</table>
**INCIDENTS**

**STEP 9** Fill in the **Incident Associated Events** section (shown below) using the guidelines in the table that follows.

### Incident Associated Events Section

<table>
<thead>
<tr>
<th>Incident Status *</th>
<th>Associated Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>INITIALLY 1234567890</td>
<td></td>
</tr>
<tr>
<td>Assoc. Command Centers</td>
<td></td>
</tr>
<tr>
<td>ATLANTIC CITY MEDICAL CENTER - CITY COVE</td>
<td></td>
</tr>
<tr>
<td>COUSEY UNIVERSITY HOSPITAL</td>
<td></td>
</tr>
<tr>
<td>HEALTH ALLIANCE COMMAND CENTER</td>
<td></td>
</tr>
<tr>
<td>HEALTH ALLIANCE COMMAND CENTER</td>
<td></td>
</tr>
<tr>
<td>HOLY NAME HOSPITAL</td>
<td></td>
</tr>
<tr>
<td>Person Reporting Incident</td>
<td>Agency</td>
</tr>
<tr>
<td>Phone (1234567890)</td>
<td>Alternate Phone (1234567890)</td>
</tr>
<tr>
<td>Person Submitting Report</td>
<td>Potential Media Interest</td>
</tr>
<tr>
<td>Use 1234567890 format</td>
<td></td>
</tr>
<tr>
<td>Use 1234567890 format</td>
<td></td>
</tr>
<tr>
<td>Use 1234567890 format</td>
<td></td>
</tr>
<tr>
<td>Potential Media Interest</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>(1 Highly * unlikely)</td>
<td></td>
</tr>
<tr>
<td>(5 Highly likely)</td>
<td></td>
</tr>
</tbody>
</table>

*mandatory field*
STEP 10 Fill in the Incident Notification section (shown below) using the guidelines in the table that follows.

Incident Notification Section

<table>
<thead>
<tr>
<th>DHSS Lab Contacted?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Police Contacted?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Local Police Contact Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Police Contact Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Police Contact Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LHD Contacted?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>LHD Contact Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LHD Contact Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LHD Contact Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Epidemiologist Contacted?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>State Epidemiologist Contact Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Epidemiologist Contact Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Epidemiologist Contact Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazmat Contacted?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Hazmat Contact Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazmat Contact Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazmat Contact Time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use 1234567890 format
Click and use the date/time selector
**STEP 11** Fill in the Email Notification section (shown below) using the guidelines in the table that follows.

### Email Notification Section

<table>
<thead>
<tr>
<th>Email Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE OF THE COMMISSIONER</td>
</tr>
<tr>
<td>COMMUNICABLE DISEASE SERVICE</td>
</tr>
<tr>
<td>HIPER</td>
</tr>
<tr>
<td>HOSPITALS</td>
</tr>
<tr>
<td>LABORATORY</td>
</tr>
<tr>
<td>IT</td>
</tr>
<tr>
<td>FBI</td>
</tr>
<tr>
<td>DOJ</td>
</tr>
<tr>
<td>OTHER</td>
</tr>
<tr>
<td>MCC</td>
</tr>
</tbody>
</table>

**Additional Email Address**

- Click + next to a folder to expand it (shown here).
- Click the box next to each name that you wish to notify. Click again to deselect.
- You can add a recipient to the list as follows:
  - Enter the recipient’s first name, last name and email address; then click Add Email. The name will appear under Additional Email Address (see Figure 13).
  - Repeat to add additional recipients.
  - To change an entry, click Edit, make the necessary changes, then click Add Email.
  - To delete an entry, click Remove.

**Figure 13. Adding Email Addresses – Add Incident Screen**
STEP 12  Click **Save Incident** at the bottom of this or any other section to save the incident and close the Add Incident screen.

If you have left a mandatory field empty or entered data that is invalid, Hippocrates will prompt you to make the necessary changes. When you click **OK** to the prompt, the applicable section is expanded and the cursor is placed in the referenced field.

When the incident has been saved, a success message is displayed. If you have the appropriate user privileges for the Healthcare System Resources module, the success message will include a **Create Survey** button, allowing you to send a survey to one or more medical facilities without leaving the Command Center Console. For information about creating surveys, see the Healthcare System Resources chapter of the Hippocrates User Manual.

**Received Email Notification Example**

Figure 14 shows an example of an email notification received when an incident is created. NOTE: The format of the received email depends on the recipient’s default email program.

```
To: email.recipient@domain.gov
CC: 
Subject: CHEMICAL SPILL ON I-95

Detailed Description:
TRUCK CARRYING UNIDENTIFIED CAUSTIC CHEMICALS OVERTURNED ON I-95
```

*Figure 14. Email Notification for a New Incident*
Modify Incident

The Modify Incident screen is used to add or change the information in an incident record. Figure 15 shows the opening view of the Modify Incident screen. The screen contains six sections. As with the Add Incident screen, when the Modify Incident screen is opened, the first section is expanded so that the contents are visible.

Typically, an incident is modified in order to:
- Associate an incident with an event
- Update the Hippocrates database with recent information
- Email additional people with information about the incident

When an incident has been modified:
- An **email is sent** to any addresses added to the Email Notification section of the incident record. (See pages 29 and 29 for examples.)
- The news ticker is not affected.

![Modify Incident Screen](image)

**Figure 15.** Modify Incident Screen
Modify Incident Screen Features

Expanding/Collapsing a section

Each section of the Modify Incident screen can be expanded and collapsed to enter and view information about the incident.

You can open and close any section by clicking ‹ and ›.

An expanded section has an Orange Header and is preceded by ▶.

A collapsed section has a Blue Header and is preceded by ◄.

Mandatory fields

Fields marked with an asterisk (*) are mandatory—i.e., they must contain data for the incident to be successfully updated. The Modify Incident screen contains a mandatory Updates field, which was not present in the Add Incident screen. When the incident was created all mandatory fields were filled in, however, some of these fields can be changed in the Modify Incident screen. In most cases, if you try to proceed to a subsequent field or section while leaving a mandatory field empty, Hippocrates will prompt you to fill it in.

End-of-section buttons

A set of buttons is located at the bottom of each section of the Modify Incident screen. The functions of these buttons are described in Table 3 on page 28.

PROCEDURE: Modify Incident

STEP 1 Click Incidents on the Command Center Console function bar to display the View All Incidents screen.

STEP 2 Locate the incident record you wish to modify. To do this:

- From the View All Incidents screen: Sort the records (or reverse the sort) by clicking the appropriate column heading. For more about the sorting feature, see page 4.

  OR

- Click Find / Modify Incident on the Incidents activity bar, then use the Search feature to display a subset of the incident list. For more about the Search feature, see page 7.

STEP 3 Open the incident you wish to modify by clicking its IAR No (Incident Action Number)
STEP 4  Change or add information to the incident as desired, using the guidelines in the tables that follow.

In general, the Modify Incident procedure is similar to the Add Incident procedure (page 16), with the exceptions described in the tables below.

<table>
<thead>
<tr>
<th>Incident Type*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Type *</td>
</tr>
<tr>
<td>Incident Title *</td>
</tr>
<tr>
<td>Incident Description *</td>
</tr>
<tr>
<td>Temporary IAR No. *</td>
</tr>
<tr>
<td>Incident Date &amp; Time *</td>
</tr>
<tr>
<td>Priorit Level</td>
</tr>
<tr>
<td>Add to Ticker</td>
</tr>
</tbody>
</table>

These fields cannot be edited.

<table>
<thead>
<tr>
<th>Incident Type*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Level</td>
</tr>
<tr>
<td>Add to Ticker</td>
</tr>
</tbody>
</table>

Select Routine or High

<table>
<thead>
<tr>
<th>Incident Associated Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Status *</td>
</tr>
</tbody>
</table>

This field is automatically set to UPDATE. To close out an incident, use the drop-down list to change incident status to CLOSEOUT.

<table>
<thead>
<tr>
<th>Updates *</th>
</tr>
</thead>
</table>

See Figure 16. An Updates field (not present in the Add Incident screen) is displayed. This field cannot be left blank.

If the incident has been previously modified, the contents of the Updates field for the prior modification(s) are displayed in a separate text box in this section.

<table>
<thead>
<tr>
<th>Assoc. Command Centers</th>
</tr>
</thead>
</table>

You may change the associated Command Center or associate multiple Command Centers (press and hold the Ctrl key on your keyboard as you click each selection).

<table>
<thead>
<tr>
<th>Email Notification</th>
</tr>
</thead>
</table>

The recipients you selected to receive Add Incident notification remain selected in the Modify Incident screen. You may select, deselect, and/or add names as desired.

Figure 16. Updates Field – Modify Incident Screen
**STEP 5** When you have made the necessary changes to the incident record, click one of the end-of-section buttons shown in Table 3.

NOTE: When modifying a Draft incident, the end-of-section buttons are the same as those in the Add Incident screen. (See page 17.)

**Table 3. End-of-Section Buttons – Modify Incident Screen**

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next</td>
<td>Closes the current section and opens the subsequent one.</td>
</tr>
<tr>
<td>Reset</td>
<td>Clears all fields in the current section or restores them to default values.</td>
</tr>
<tr>
<td>Update incident</td>
<td>Saves your changes and closes the Modify Incident screen. NOTE: If you have not entered data in the Updates field you will be prompted to do so, as shown here. Clicking places the cursor in the Updates field.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Abandons the Modify Incident process and displays the View All Incidents screen. Any changes you have made to the current Modify Incident screen are removed.</td>
</tr>
<tr>
<td>Create Survey</td>
<td>Appears at the bottom of the Email Notification section if you have appropriate user privileges for the Healthcare Systems Resources module. Click this button to send a survey to one or more medical facilities without exiting the CCC module. For information about creating surveys, see the Healthcare System Resources chapter of the Hippocrates User Manual.</td>
</tr>
</tbody>
</table>

**Received Email Notification Example**

Figure 17 and Figure 18 are examples of email notification received when an incident is modified for the first and second time, respectively. NOTE: The format of the received email depends on the recipient’s default email program.
### Figure 17. Email Notification for a Modified Incident (Example 1)

<table>
<thead>
<tr>
<th>To</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:email.recipient@domain.gov">email.recipient@domain.gov</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CHEMICAL SPILL ON I-95</td>
</tr>
</tbody>
</table>

**Detailed Description:**

TRUCK CARRYING UNIDENTIFIED CAUSTIC CHEMICALS OVERTURNED ON I-95

**Updates:**

This is the first update entered for this incident  
11/09/2006 10:38:42 (USER)

### Figure 18. Email Notification for a Modified Incident (Example 2)

<table>
<thead>
<tr>
<th>To</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:email.recipient@domain.gov">email.recipient@domain.gov</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CHEMICAL SPILL ON I-95</td>
</tr>
</tbody>
</table>

**Detailed Description:**

TRUCK CARRYING UNIDENTIFIED CAUSTIC CHEMICALS OVERTURNED ON I-95

**Updates:**

This is the second update  
11/09/2006 10:45:02 (USER)  
This is the first update entered for this incident  
11/09/2006 10:38:42 (USER)
Events

The Events function is accessed by clicking on the CCC function bar. There are three event-related activities:

- View All Events
- Add Event
- Find/Modify Event

Each of these is accessible from the Events activity bar, shown below.

![Events Activity Bar]

The current activity is indicated with orange text. The default activity (i.e., the opening screen) for the Events function is View All Events.

View All Events

The View All Events screen presents a tabular overview of all events, whether open or closed. An example is shown in Figure 19.

![View All Events Screen]

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Start/Activation Date</th>
<th>End/Activation Date</th>
<th>Command Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMO ACTIVATION</td>
<td>2006-10-18 10:45:41.0</td>
<td>2006-10-18 10:45:41.0</td>
<td>ATLANATC CITY MEDICAL CENTER - CRTY</td>
</tr>
<tr>
<td>HURRICANE ALPHA TO IMPACT NJ</td>
<td>2006-10-18 10:30:57.0</td>
<td>2006-10-18 10:30:57.0</td>
<td>ATLANATC CITY MEDICAL CENTER - CRTY</td>
</tr>
<tr>
<td>HURRICANE ALPHA TO IMPACT NJ</td>
<td>2006-10-18 11:50:58.0</td>
<td>2006-10-18 11:50:58.0</td>
<td>HEALTH COMMAND CENTER</td>
</tr>
<tr>
<td>SIGN-OUT EVENT</td>
<td>2006-10-18 11:43:07.0</td>
<td>2006-10-18 11:43:07.0</td>
<td>OGDEN UNIVERSITY HOSPITAL</td>
</tr>
<tr>
<td>TEST EVENT</td>
<td>2006-10-18 11:30:35.0</td>
<td>2006-10-18 11:30:35.0</td>
<td>CAPITAL HEALTH SYSTEM - FLID</td>
</tr>
<tr>
<td>TEST EVENT - IMPOVIE TRAINING FOR COMMAND CENTER CONSOLE</td>
<td>2006-02-21 11:00:16.0</td>
<td>2006-02-21 11:00:16.0</td>
<td>CAPITAL HEALTH SYSTEM - FLID</td>
</tr>
<tr>
<td>ROBERT MOOD JOHNSON STAIN</td>
<td>2006-02-21 11:00:16.0</td>
<td>2006-02-21 11:00:16.0</td>
<td>CAPITAL HEALTH SYSTEM - FLID</td>
</tr>
<tr>
<td>5R TEST EVENT - ACC</td>
<td>2006-06-23 12:49:34.0</td>
<td>2006-06-23 12:49:34.0</td>
<td>ATLANATC CITY MEDICAL CENTER - CRTY</td>
</tr>
<tr>
<td>TEST EVENT</td>
<td>2006-08-21 14:51:16.0</td>
<td>2006-08-21 14:51:16.0</td>
<td>ATLANATC CITY MEDICAL CENTER - CRTY</td>
</tr>
</tbody>
</table>

Figure 19. View All Events Screen

Notice that when multiple Command Centers are activated for an event, each Command Center is listed separately. For example, in Figure 19, two Command Centers (ATLANATC CITY MEDICAL CENTER - CRTY and HEALTH COMMAND CENTER) have been activated for the event HURRICANE ALPHA TO IMPACT NJ.
View All Events Screen Features

Sorting
Click a Column Heading to sort the event records on that field (event name, Command Center, etc.) or to reverse the sort direction.

▲ Records sorted in ascending order (from A–Z or 1–last)
▼ Records sorted in descending order (from Z–A or last–1)

Navigation
Next – displays the next 10 events
Previous – displays the previous 10 events
First – displays events 1 through 10
Last – displays the last 10 events

Opening an Event
To view event details or to modify an event, open the event record by clicking the corresponding Event Name.

Add Event
The Add Event screen is used to create an event and add it to the Hippocrates database. Figure 20 shows the opening view of the Add Event screen.

The Add Event screen is divided into sections. When the screen is opened, only the first section (Event Type) is visible. The number and contents of the remaining sections depends on the type of event you are adding.

There are two types of events defined in Hippocrates:

General Event – an event that has not yet activated a Command Center.
Activating Event – an event that activates one or more Command Centers.

Typically, a General Event is added to the Hippocrates database in the early stages of an event—i.e., before any Command Centers have been stood up and any event-related incidents have occurred. When the first Command Center is stood up in response to an event, the General Event is converted into an Activating Event.

When an event is created:

- The news ticker is automatically updated to include the name, date and time of the new event. If the event has activated a Command Center, that Command Center will also be listed in the news ticker. (The news ticker can be edited manually by users with Site Admin privileges. See page 11 for more about the news ticker.)
- A log entry is automatically generated. The title of the log entry is the same as the event title. Logs are discussed further on page 48.
If you have added an activating event, an email is sent to the addresses listed in the Email Notification section of the Add Event screen. An example email is shown on page 40.

Figure 20. Add Event Screen

Add Event Screen Features

Expanding/collapsing a section

Each section of the Add Event screen can be expanded and collapsed to enter and view event information.

You can open and close any section by clicking □ and □

An expanded section has an Orange Header and is preceded by □

A collapsed section has a Blue Header and is preceded by □

Mandatory fields

Fields marked with an asterisk (*) are mandatory—i.e., they must contain data for the event to be successfully added to the Hippocrates database. In most cases, if you try to proceed to a subsequent field or section without filling in a mandatory field, Hippocrates will prompt you to fill it in.
End-of-Section buttons

A set of buttons is located at the bottom of each section of the Add Event screen. The buttons included in each section depend not only on the section itself but on the type of event (General or Activating) that you are adding. For reference purposes, the end-of-section buttons are explained in Table 4.

Table 4. End-of-Section Buttons – Add Event Screens

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next</td>
<td>Closes the current section and opens the subsequent one.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Abandons the Add Event process and displays the View All Events screen.</td>
</tr>
<tr>
<td>Save Event</td>
<td>Saves the event and closes the Add Event screen.</td>
</tr>
</tbody>
</table>
The procedure for adding a **General Event** follows.

To add an **Activating Event**, follow the procedure that begins on page 36.

### PROCEDURE: Add Event (General Event only)

**STEP 1**
Click **Events** on the Command Center Console function bar.

**STEP 2**
Click **Add Event** on the Events activity bar.

**STEP 3**
Fill in the **Event Type** section (shown below) using the guidelines in the table that follows.

#### Event Type Section

<table>
<thead>
<tr>
<th>Event Name *</th>
<th>Enter a name for the event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Type *</td>
<td>Click ☑️ and select <strong>GENERAL</strong></td>
</tr>
<tr>
<td>Event Description *</td>
<td>Enter a description of the event</td>
</tr>
</tbody>
</table>

**STEP 4**
Click **Next** to move to the next section or **Cancel** to abandon the Add Event process and return to the **View All Events** screen.
**STEP 5** Fill in the Event Details section (shown below) using the guidelines in the table that follows.

**Event Details Section**

<table>
<thead>
<tr>
<th>Event Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Start Date</td>
<td><em>mandatory field</em></td>
</tr>
<tr>
<td>Event End Date</td>
<td></td>
</tr>
</tbody>
</table>

### Event Start Date *

- Click [ ] to open the date/time selector.
- Click [Select] to enter the current date and time.

**OR**

- Click the time fields and use the keyboard to enter values for hours (0–24), minutes and seconds.
- Click the desired date, using ≤ or ≥ to change the month if necessary.
- Click [Select]

### Event End Date

Follow the above procedure for Event Start Date. Typically, however, this field is left blank when adding an event and filled in later from the Modify Event screen.

**STEP 6** Click [Save Event] to save the event and close the Add Event screen, or click [Cancel] to abandon the Add Event process and return to the View All Events screen. When the event has been saved, a success message is displayed.
PROCEDURE: Add Event (Activating Event Only)

**STEP 1**
Click **Events** on the Command Center Console function bar.

**STEP 2**
Click **Add Event** on the Events activity bar.

**STEP 3**
Fill in the Event Type section (shown below) using the guidelines in the table that follows:

**Event Type Section**

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>* mandatory field</td>
<td>* mandatory field</td>
</tr>
<tr>
<td>Event Name *</td>
<td>Enter a name for the event.</td>
</tr>
<tr>
<td>Event Type *</td>
<td>Click ▶️ and select <strong>ACTIVATE COMMAND CENTER.</strong></td>
</tr>
<tr>
<td>Event Description *</td>
<td>Enter a description of the event.</td>
</tr>
</tbody>
</table>

**STEP 4**
Click **Next** to move to the next section or **Cancel** to abandon the Add Event process and return to the View All Events screen.
**STEP 5** Begin filling in the *Event Details* section (shown below) using the guidelines in the table that follows.

**Event Details Section**

<table>
<thead>
<tr>
<th>Associated Command Center</th>
<th>Activation Date</th>
<th>Deactivation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATLANTIC CITY MEDICAL CENTER - CITY COOPER UNIVERSITY HOSPITAL HEALTH AUXILIARY COMMAND CENTER HEALTH COMMAND CENTER HOLY NAME HOSPITAL JERSEY CITY MEDICAL CENTER HOSPITAL MORRISTOWN MEMORIAL HOSPITAL ROBERT WOOD JOHNSON UNIV HOSPITAL SAINT BARNABAS MEDICAL CENTER SOMERSET MEDICAL CENTER UMDNJ – UNIVERSITY HOSPITAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Associated Command Center**

Click and select a Command Center from the list:

- ATLANTIC CITY MEDICAL CENTER - CITY
- COOPER UNIVERSITY HOSPITAL
- HEALTH AUXILIARY COMMAND CENTER
- HEALTH COMMAND CENTER
- HOLY NAME HOSPITAL
- JERSEY CITY MEDICAL CENTER HOSPITAL
- MORRISTOWN MEMORIAL HOSPITAL
- ROBERT WOOD JOHNSON UNIV HOSPITAL
- SAINT BARNABAS MEDICAL CENTER
- SOMERSET MEDICAL CENTER
- UMDNJ – UNIVERSITY HOSPITAL

**Activation Date**

- Click to open the date/time selector.
- Click to enter the current date and time.

* OR *

- Click the time fields and use the keyboard to enter values for hours (0–24), minutes and seconds.
- Click the desired date, using ≤ or ≥ to change the month as necessary.

**Deactivation Date**

Follow the above procedure for Activation Date. NOTE: Typically, this field is left blank when adding an event and filled in later from the Modify Event screen.
**STEP 6**  
Click **Activate/Deactivate**. If you are activating a Command Center, it will be listed under **Active Command Centers**.

Repeat the previous steps as necessary to activate additional Command Centers. In the example in Figure 21, three Command Centers have been activated.

To edit the Active Command Center list, click **Edit** next to the entry you wish to change. That entry will move to the Associated Command Center fields where you can make the necessary changes. To abandon the editing process, click **Cancel Edit**.

![Figure 21. Active Command Centers List – Add Event Screen](image)

**STEP 7**  
Continue filling in the **Event Details** section (shown above) using the guidelines in the table that follows.

<table>
<thead>
<tr>
<th>Event Details (partial)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activation Authority *</td>
</tr>
<tr>
<td>Medical Director *</td>
</tr>
<tr>
<td>Associated Incidents</td>
</tr>
<tr>
<td>Deactivation Authority</td>
</tr>
</tbody>
</table>

* mandatory field

**STEP 8**  
Click **Next** to move to the next section or **Cancel** to abandon the Add Event process and return to the **View All Events** screen.
STEP 9  Fill in the Email Notification section (shown below) using the guidelines in the table that follows.

NOTE: This section applies to Activating Events only. There is no Hippocrates email notification for a General Event.

### Email Notification Section

<table>
<thead>
<tr>
<th>Email Notification</th>
<th>Click next to a folder to expand it (shown here).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Click the box next to each name that you wish to notify. Click again to deselect.</td>
</tr>
</tbody>
</table>

**Additional Email Address**

You may add a recipient to the list as follows:

- Enter the recipient’s first name, last name and email address, then click **Add Email**. The name will appear under Additional Email Address (Error! Reference source not found.).
- Repeat to add additional recipients.
- To change an entry, click **Edit**, make the necessary changes, then click **Add Email**.
- To delete an entry, click **Remove**.
STEP 10 Click **Save Event** to save the event and close the Add Event screen, or click **Cancel** to abandon the Add Event process and return to the View All Events screen. When the event has been saved, a success message is displayed. If you have left a mandatory field empty or entered data that is invalid, Hippocrates will prompt you to make the necessary changes. When you click **OK** to the prompt, the applicable section is expanded and the cursor is placed in the referenced field.

See Table 5 for an explanation of two error messages that new Hippocrates users typically encounter.

### Table 5. Common Error Messages for Add Event

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Microsoft Internet Explorer</strong></td>
<td>Although you highlighted a Command Center, you did not click <strong>Activate/Deactivate</strong>.</td>
</tr>
<tr>
<td><strong>Microsoft Internet Explorer</strong></td>
<td>After activating one or more Command Centers, you highlighted a Command Center but did not click <strong>Activate/Deactivate</strong>. <strong>If you click</strong> <strong>Cancel</strong> <strong>the event will be saved without activating the Command Center you highlighted.</strong></td>
</tr>
</tbody>
</table>

**Received Email Notification Example**

Figure 22 shows an example of an email notification received when an activating event is created. NOTE: The format of the received email depends on the recipient’s default email program.

![Example Email Notification]

Figure 22. Activating Event Email Notification
Modify Event

The Modify Event screen is used to add or change the information in an event record. The opening view of the Modify Event screen is shown in Figure 23.

Typically, an event is modified in order to:

- Update the Hippocrates database with recent information
- Email additional people with information about the event

When an event has been modified:

- An email is sent to any addresses added to the Email Notification section of the event record. See Figure 17 and Figure 18 (beginning on page 29) for examples of the received email.

NOTE: Modifying an event does not affect the news ticker.

Figure 23. Modify Event Screen
Modify Event Screen Features

Expanding/Collapsing a section

Each section of the Modify Event screen can be expanded and collapsed to enter and view event information.

You can open and close any section by clicking and .

An expanded section has an Orange Header and is preceded by .

A collapsed section has a Blue Header and is preceded by .

Mandatory fields

Fields marked with an asterisk (*) are mandatory—i.e., they must contain data for the event to be successfully updated. The Modify Event screen contains a mandatory Event Updates field, which was not present in the Add Event screen.

End-of-section buttons

A set of buttons is located at the bottom of each section of the Modify Event screen. These buttons are explained in Table 6.

Table 6. End-of-Section Buttons – Modify Event Screen

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next</td>
<td>Closes the current section and opens the subsequent one. Applies to General Events only.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Abandons the Modify Event process and displays the View All Events screen. Any changes you have made to the current Modify Event screen are removed.</td>
</tr>
<tr>
<td>Activate Command Center</td>
<td>Appears at the end of a General Event record. Converts the event into an Activating Event, displaying two new sections: Event Type and Email Notification (Figure 24).</td>
</tr>
<tr>
<td>Update Event</td>
<td>Saves the updates and closes the Modify Event screen. NOTE: If you have not entered data in the Updates field you will be prompted to do so. Clicking to the prompt places the cursor in the Updates field.</td>
</tr>
</tbody>
</table>
A **General Event** can be modified in only two ways: it can be closed, or it can be converted into an Activating Event. The procedure for modifying a General Event starts on page 43.

An **Activating Event** is modified primarily to activate/deactivate one or more Command Centers. To modify an Activating Event, follow the procedure that starts on page 46.

**PROCEDURE: Modify Event (General Event only)**

**STEP 1** Click on the Command Center Console function bar to display the **View All Events** screen.

**STEP 2** Locate the event record you wish to modify. To do this:
- From the **View All Events** screen: Sort the records (or reverse the sort) by clicking the appropriate column heading. Details about the sorting feature can be found on page 4.
- OR
- Click on the Events activity bar, then use the Search feature to display a subset of the event list. The Search feature is described in detail beginning on page 7.

**STEP 3** Open the event you wish to modify by clicking its **Event Name**.

**STEP 4** Change or add information to the event as desired, using the guidelines that follow as a reference.

There are only two ways to modify a General Event:
- Close it by entering an **Event End Date**
- Click to change the event to an Activating Event.

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Description</th>
<th>Event Start Date</th>
<th>Event End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST EVENT 1</td>
<td>TEST</td>
<td>11-20-2008 13:17:26</td>
<td></td>
</tr>
</tbody>
</table>

**Event Name** *, **Event Type** *, **Event Description** *, **Event Start Date** *

These fields cannot be edited.

**Event End Date** *

This field may be changed only if you are also entering an end date.

If you are closing the event:
EVENTS

- Click [ ] to open the date/time selector.
- Click [Select] to enter the current date and time.
  OR
- Click the time fields and use the keyboard to enter the desired values.
- Click the desired date, using ≤ or ≥ to change the month as necessary.
- Click [Select] to close the event record without saving any changes.

**STEP 5**

Click [Cancel] to close the event record without saving any changes.

**OR**

Click [Update Event] to update the event record with your changes. When the event has been updated, a success message is displayed.

**OR**

Click [Activate Command Center] to convert the event to an Activating Event. The Modify Event screen will expand to include the fields related to an Activating Event. (See Figure 24.)
Figure 24. Converting a General Event to an Activating Event
PROCEDURE: Modify Event (Activating Event only)

STEP 1  Click on the Command Center Console function bar to display the View All Events screen.

STEP 2  Locate the event record you wish to modify. To do this:

- From the View All Events screen: Sort the records (or reverse the sort) by clicking the appropriate column heading. See page 4 for more about sorting.
  OR

- Click on the Events activity bar; then use the Search feature to display a subset of the event list. The Search feature is described in detail beginning on page 7.

STEP 3  Open the event you wish to modify by clicking its Event Name.

STEP 4  Change or add information to the event as desired, using the guidelines that follow as a reference.

<table>
<thead>
<tr>
<th>Event Type</th>
<th>* mandatory field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Name *</td>
<td>These fields cannot be edited.</td>
</tr>
<tr>
<td>Event Type</td>
<td></td>
</tr>
<tr>
<td>Event Description *</td>
<td></td>
</tr>
<tr>
<td>Active Command Centers</td>
<td></td>
</tr>
</tbody>
</table>

To deactivate a Command Center:

- Click next to that entry to move it into the Associated Command Center field.

NOTE: You may click to abandon the deactivation process without leaving the Modify Event screen.

- Enter the Deactivation Date using the date/time selector.
- Click . The deactivated Command Center will appear at the bottom of the list with the deactivation date/time next to it.
- Fill in the Deactivation Authority field.

This procedure can also be used to change the activation date of a Command Center.
To activate an additional Command Center:

- In the Associated Command Center field, click and make a selection from the drop-down list.
- Enter the Activation Date using the date/time selector.
- Click  to activate/deactivate.
- Fill in the Activation Authority and Medical Director fields.

**Email Notification**

The recipients you selected to receive Add Event notification remain selected in the Modify Event screen. You may select, deselect, and/or add names as desired.

**STEP 5**

Enter text into the Event Updates field.

**STEP 6**

Click  to close the event record without saving any changes you have made.

OR

Click  to update the event record with your changes. When the event has been updated a success message is displayed.
Logs

The Logs function is accessed by clicking on the CCC function bar. There are three activities associated with logs:

- View All Logs
- Add Log
- Find/Modify Log

Each of these is accessible from the Logs activity bar, shown below.

The current activity is indicated with orange text. The default activity (i.e., the opening screen) for the Logs function is View All Logs.

View All Logs

The View All Logs screen presents a tabular overview of all log entry records in the Hippocrates database. An example is shown in Figure 25.

![View All Logs Screen]

Figure 25. View All Logs Screen
Activities that create Log Entries

A log entry is **automatically** created when:

- An incident is created or updated. In this case, the name of the log entry is the same as the incident name.
- An event is created or updated. In this case, the name of the log entry is the same as the event name.

A log entry can be created **manually** using the Add Log screen. The title of the log entry, the Command Center, and the associated incident/event (if any) are entered by the user.

View All Logs Screen Features

Sorting

Click a **Column Heading** to sort the log entries on that field (log entry name, Command Center, etc.) or to reverse the sort direction.

- ▲ Records sorted in *ascending* order (from A–Z or 1–last)
- ▼ Records sorted in *descending* order (from Z–A or last–1)

Navigation

- **Next** – displays the next 10 log entries
- **Previous** – displays the previous 10 log entries
- **First** – displays log entries 1 through 10
- **Last** – displays the last 10 log entries

Opening a Log Entry

Click a **Log Entry Name** to open that record in order to view or modify it.

**NOTE:** Not all log entries can be modified; for more about modifying log entries, see page 51.

Opening an Incident or Event record from View All Logs

You can open an incident or event record through the View All Logs screen by clicking the name of the incident or event in the **Incident/Event Name** column.

See page 25 for more information about modifying an incident and page for 41 modifying an event.
Add Log

The Add Log screen (Figure 26) is used to manually add a log entry to the Hippocrates database.

**PROCEDURE: Add Log**

**STEP 1**
Click **Logs** on the Command Center Console function bar.

**STEP 2**
Click **Add Log** on the Logs activity bar.

**STEP 3**
Fill in the fields in the Add Log screen as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Command Center</td>
<td>Click ![ ] and select the Command Center where you are signed in.</td>
</tr>
<tr>
<td>Incident/Event</td>
<td>Click the Incident or Event radio button to display a drop-down list of incidents or events, then select one from the list.</td>
</tr>
<tr>
<td>Log Entry</td>
<td>Enter a name for the log entry.</td>
</tr>
<tr>
<td>Entry Date/Time</td>
<td>- Click ![ ] to open the date/time selector.</td>
</tr>
<tr>
<td></td>
<td>- Click ![ ] to enter the current date and time</td>
</tr>
</tbody>
</table>

* mandatory field
Click the time fields and use the keyboard to enter values for hours (0–24), minutes and seconds.

Click the desired date, using ≤ or ≥ to change the month as necessary.

Click **Log Entry Detail** > Enter log information.

**STEP 4**

Click **Reset** to clear all fields in the screen. Click **Cancel** to abandon the process and return to **View All Logs**. Click **Save** to save the log and close the Add Log screen. When the log has been saved, a success message is displayed.

**Modify Log**

The Modify Log screen (Figure 27) is used to add to or change the information in a log entry record.

Not all log entries can be modified:

- **Log entries that can be modified** include manual entries and entries resulting from Add Incident or Add Event.

- Log entries resulting from Modify Log, Modify Incident or Modify Event **cannot be modified**. This includes entries generated when an incident or event is updated through the View All Logs screen.

![Figure 27. Modify Log Screen](image-url)
## Procedure: Modify Log

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td>Click [Logs] on the Command Center Console function bar to display the View All Logs screen.</td>
</tr>
</tbody>
</table>
| **Step 2** | Locate the log entry you wish to modify. To do this:  
- From the View All Logs screen: Sort the records (or reverse the sort) by clicking the appropriate column heading. For more about the sorting feature, see page 4.  
  *OR*  
- Click [Find / Modify Logs] on the Logs activity bar, then use the Search feature to display a subset of the log entry list. See page 7 for more about the Search feature. |
| **Step 3** | Open the log entry you wish to modify by clicking its Log Entry Name. |
| **Step 4** | Click and enter text in the Log Entry Detail field. |
| **Step 5** | Click [Update] to save your changes, or click [Cancel] to abandon the Modify process and return to the View All Logs screen. When the update has been saved, a success message is displayed. |
Action Items

The Action Items function is accessed by clicking on the CCC function bar. There are three activities associated with Action Items:

- View All Action Items
- Add Action Item
- Find/Modify Action Item

Each of these is accessible from the Action Items activity bar, shown below.

The current activity is indicated with orange text. The default activity (i.e., the opening screen) for the Action Items function is View All Action Items.

View All Action Items

The View All Action Items screen presents a tabular overview of all action items in the Hippocrates database. An example is shown in Figure 28.

An action item does not have a unique name but is identified by the incident it is associated with.

![Figure 28. View All Action Items Screen](image_url)
View All Action Items Screen Features

Sorting

Click a Column Heading to sort the action item records on that field (incident name, requestor, etc.) or to reverse the sort direction.

- Records sorted in ascending order (from A–Z or 1–last)
- Records sorted in descending order (from Z–A or last–1)

Navigation

Next – displays the next 10 action items
Previous – displays the previous 10 action items
First – displays action items 1 through 10
Last – displays the last 10 action items

Opening an Action Item

To open an action item, click the Incident Name associated with it.

Add Action Item

The Add Action Item screen (Figure 29) is used to add an action item to the Hippocrates database.

<table>
<thead>
<tr>
<th>View All Action Items</th>
<th>Add Action Item</th>
<th>Find/Modify Action Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Name</td>
<td></td>
<td>Temp Incident Number</td>
</tr>
<tr>
<td>Incident Description</td>
<td></td>
<td>Action Request Description</td>
</tr>
<tr>
<td>Action Type</td>
<td></td>
<td>Follow Up</td>
</tr>
<tr>
<td>Requestor’s Role</td>
<td></td>
<td>Receiver’s Role</td>
</tr>
<tr>
<td>Requestor’s Name</td>
<td></td>
<td>Receiver’s Name</td>
</tr>
<tr>
<td>Requestor’s Phone</td>
<td></td>
<td>Authorized By: Role</td>
</tr>
<tr>
<td>Responsible Person’s Role</td>
<td></td>
<td>Authorized By: Name</td>
</tr>
<tr>
<td>Responsible Person’s Name</td>
<td></td>
<td>Authorized By: Phone</td>
</tr>
<tr>
<td>Responsible Person’s Phone</td>
<td></td>
<td>Authorized By: Phone</td>
</tr>
<tr>
<td>Assigned Date and Time</td>
<td></td>
<td>Completed Date and Time</td>
</tr>
<tr>
<td>Action Status</td>
<td>OPEN</td>
<td>Action Taken</td>
</tr>
</tbody>
</table>

Figure 29. Add Action Item Screen
**PROCEDURE: Add Action Item**

**STEP 1** Click [Action Items] on the Command Center Console function bar.

**STEP 2** Click [Add Action Item] on the Action Items activity bar.

**STEP 3** Fill in the fields in the Add Action Item screen as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Name *</td>
<td>Click [ ] and select the incident for which you are creating this action item. Alternatively, you may select a Temporary Incident Number, which will automatically highlight the associated Incident Name.</td>
</tr>
<tr>
<td>Temp. Incident Number *</td>
<td>This field is automatically populated when you select the Incident Name. Alternatively, you may click [ ] and make a selection from the drop-down list. This will automatically highlight the associated Incident Name.</td>
</tr>
<tr>
<td>Incident Description *</td>
<td>This field is automatically filled in when either the Incident Name or Temp. Incident Number is selected.</td>
</tr>
<tr>
<td>Action Request Description *</td>
<td>Enter the action item request.</td>
</tr>
<tr>
<td>Action Type *</td>
<td>Select RESOURCE, INFORMATION or POLICY from the drop-down list</td>
</tr>
<tr>
<td>Follow Up *</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Requester’s Role *</td>
<td>Select from the drop-down list</td>
</tr>
<tr>
<td>Requester’s Name *</td>
<td>Select from the drop-down list</td>
</tr>
<tr>
<td>Requester’s Phone</td>
<td>Use format 1234567890</td>
</tr>
<tr>
<td>Receiver’s Role</td>
<td>Select from the drop-down list</td>
</tr>
<tr>
<td>Receiver’s Role *</td>
<td>Select from the drop-down list</td>
</tr>
<tr>
<td>Receiver’s Name *</td>
<td>Select from the drop-down list</td>
</tr>
<tr>
<td>Receiver’s Phone</td>
<td>Use format 1234567890</td>
</tr>
<tr>
<td>Responsible Person’s Role *</td>
<td>Select from the drop-down list</td>
</tr>
<tr>
<td>Responsible Person’s Name *</td>
<td>Select from the drop-down list</td>
</tr>
<tr>
<td>Responsible Person’s Phone</td>
<td>Use format 1234567890</td>
</tr>
<tr>
<td>Authorized By – Role *</td>
<td>Select from the drop-down list</td>
</tr>
<tr>
<td>Authorized By – Name *</td>
<td>Select from the drop-down list</td>
</tr>
<tr>
<td>Authorized By – Phone</td>
<td>Use format 1234567890</td>
</tr>
</tbody>
</table>
| Assigned Date and Time *     | - Click [ ] to open the date/time selector  
- Click [Select] to enter the current date and time |
<table>
<thead>
<tr>
<th><strong>OR</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Click the time fields and use the keyboard to enter values for hours (0–24), minutes and seconds.</td>
</tr>
<tr>
<td>▪ Click the desired date, using ≤ or ≥ to change the month as necessary.</td>
</tr>
<tr>
<td>▪ Click <strong>Select</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Completed Date and Time</strong></th>
<th>Follow the procedure above for <strong>Assigned Date and Time</strong>. (This field is typically filled in later using the <strong>Modify Action Item</strong> screen.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>**Action Status ***</th>
<th>Defaults to <strong>OPEN</strong>. Other selections include <strong>ONGOING</strong>, <strong>PENDING</strong>, <strong>CLOSED</strong>.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Action Taken</strong></th>
<th>This field is typically filled out later using the <strong>Modify Action Item</strong> screen.</th>
</tr>
</thead>
</table>

**STEP 4**  
Click **Save** to save the action item and close the Add Action Item screen, or click **Cancel** to abandon the process and return to **View All Action Items**. When the action item has been saved, a success message is displayed.
Modify Action Item

The Modify Action Item screen (Figure 30) is used to add or change the information in an action item record.

Typically, an action item is modified in order to:

- Modify the Action Item Description
- Update the Action Status
- Add Action Taken information

![Figure 30. Modify Action Item Screen](image)

### PROCEDURE: Modify Action Item

**STEP 1**  Click [Action Items] on the Command Center Console function bar to display the View All Action Items screen.

**STEP 2**  Locate the action item you wish to modify. To do this:

- From the View All Action Items screen: Sort the records (or reverse the sort) by clicking the appropriate column heading. See page 4 for more about the sorting feature.

  OR

- Click [Find/Modify Action Items] on the Action Items activity bar, then use the Search feature to display a subset of the action item list. See page 7 for more about the Search feature.
**ACTION ITEMS**

**STEP 3**  Open the action item you wish to modify by clicking the *Incident Name* associated with it.

**STEP 4**  To modify the action item you must enter text into the *Action Taken* field. Although most fields can be modified, the following fields **cannot be modified**:

- Incident Name
- Temp. Incident Number
- Incident Description
- Assigned Date and Time

**STEP 5**  Click [Update] to save your changes, or click [Cancel] to abandon the Modify process and return to the *View All Action Items* screen. When the update has been saved a success message is displayed.
Image/Video Gallery

The Image/Video Gallery is accessed by clicking on the CCC function bar. The gallery allows Hippocrates users to share information stored in various formats, including audio, video and mixed media files; images; documents; spreadsheets; presentations; binary data; and more.

There are three activities associated with the gallery:

- View Gallery
- Add to Gallery
- Find/Modify Gallery

Each of these is accessible from the Image/Video Gallery activity bar, shown below.

The current activity is indicated with **orange text**. The default activity (i.e., the opening screen) for the gallery is **View Gallery**.

**View Gallery**

The **View Gallery** screen lists the available gallery files in a tabular format. An example is shown in Figure 31.

![Figure 31. View Gallery Screen](image.png)
View Gallery Screen Features

Sorting

Click a Column Heading to sort the gallery files on that field (name, description, incident/event, etc.) or to reverse the sort direction.

▲ Records sorted in ascending order (from A–Z or 1–last)

▼ Records sorted in descending order (from Z–A or last–1)

Navigation

Next – displays the next 10 files
Previous – displays the previous 10 files
First – displays files 1 through 10
Last – displays the last 10 files

Opening/Viewing/Playing/etc. a Gallery File

To access a file, click the corresponding Thumbnail View. A separate Internet Explorer window will open and, in most cases, the file will open in the application that corresponds to the file type and your computer’s settings. On many systems, for example, a doc file will open in Word, a pdf file will open in Adobe Reader, a wmv file will open in Windows Media Player, and so on. In some cases, you can decide between opening a file or saving it to your computer.

Downloading/Saving a Gallery File to your Computer

The procedure for downloading (saving) a file to your computer depends on how your computer is configured. In most cases you must follow the procedure for the application in which the file opened; this is usually done by invoking a menu command such as File > Save.

In some cases it is possible to download/save a Gallery file without opening it by right-clicking on the thumbnail and using the Save Target As... selection (if available).
Add to Gallery

The Add to Gallery screen (see Figure 32) is used to upload a file to Hippocrates so that it is accessible to other users.

**Figure 32. Add to Gallery Screen**

**PROCEDURE: Add to Gallery**

**STEP 1**
Click [Image/Video Gallery] on the Command Center Console function bar.

**STEP 2**
Click [Add to Gallery] on the gallery activity bar.

**STEP 3**
Fill in the fields in the Add to Gallery screen as follows:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Name *</td>
<td>Enter a name for the file you are uploading.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter a brief description of the file’s contents.</td>
</tr>
<tr>
<td>Incident/Event</td>
<td>Associate the file to an Incident, Event, or None.</td>
</tr>
<tr>
<td>Copyright</td>
<td>Enter the copyright holder, if applicable.</td>
</tr>
</tbody>
</table>

**STEP 4**
Click [Browse...] to display the **Choose File** window.

**STEP 5**
In the **Choose File** window, navigate through the folders on your computer to locate the file you wish to upload. Only files of the types shown (.aiff, .asf, .au, .avi, .bmp, etc.) can be uploaded to the gallery.

**STEP 6**
When you have located the file, click it to enter it into the **File name** field, or click in the **File name** field and type the name.
STEP 7 Click **Open** in the Choose File window. This closes the window and enters the file name into the Hippocrates Upload File field.

STEP 8 Click **Upload**. When the file has been uploaded to Hippocrates, a success message is displayed.

**Modify Gallery**

The Modify Gallery screen (Figure 33) is used to change the description or copyright in a gallery record, or to delete a file from the gallery.

![Figure 33. Modify Gallery Screen](image)

**PROCEDURE: Modify Gallery**

STEP 1 Click **Image/Video Gallery** on the Command Center Console function bar to display the View Gallery screen.

STEP 2 Locate the gallery item you wish to modify or delete. To do this:

- From the View Gallery screen: sort the gallery items (or reverse the sort) by clicking the appropriate column heading. For more about the sorting feature, see page 4.

  OR

- Click **Find/Modify Gallery** on the Image/Video Gallery activity bar, then use the Search feature to display a subset of the gallery items. See page 7 for more about the Search feature.

STEP 3 Click the **Name** of the gallery item you wish to modify or delete.

NOTE: If, instead of clicking the Name for a record, you click its Thumbnail View, you will open the uploaded file itself and not the record associated with that file.

STEP 4 Modify the record as desired, then click **Update** (NOTE: Only the Description and Copyright fields can be modified)

OR click **Delete** to remove the file from the gallery

OR click **Cancel** to abandon the modify process.
Sign In/Out

The Sign In/Out function is accessed by clicking on the CCC function bar. There are three activities associated with this function:

- View Signed-in Personnel
- Sign In/Out Personnel
- Find/Modify Sign-in Personnel

Each of these is accessible from the Sign In/Out activity bar, shown below.

The current activity is indicated with orange text. The default activity (i.e., the opening screen) for Sign In/Out is View Sign-In Personnel.

View Sign-In Personnel

The View Sign-In Personnel screen (Figure 34) presents a tabular overview of all personnel signed in/out of a Command Center.

![View Sign-In Personnel Screen](image)

**Figure 34. View Sign-In Personnel Screen**
View Sign-in Personnel Screen Features

Sorting

Click a Column Heading to sort the sign in/out personnel records on that field (personnel, event, Command Center, etc.) or to reverse the sort direction.

▲ Records sorted in ascending order (from A–Z or 1–last)

▼ Records sorted in descending order (from Z–A or last–1)

Navigation

Next – displays the next 10 records

Previous – displays the previous 10 records

First – displays records 1 through 10

Last – displays the last 10 records

Opening a Sign In/Out Personnel record

You can open a Sign In/Out Personnel record by clicking the Personnel field for that record.

Sign-In Personnel

The Sign-In Personnel screen (Figure 35) is used to sign in personnel to a Command Center.

Figure 35. Sign-In Personnel Screen
PROCEDURE: Sign-In Personnel

STEP 1  Click on the Command Center Console function bar to display the View Sign-In Personnel screen.

STEP 2  Click on the Sign In/Out activity bar.

STEP 3  Fill in the fields in the Sign-In Personnel screen as follows:

* mandatory field

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel *</td>
<td>Click and select the name of the person you wish to sign in.</td>
</tr>
<tr>
<td>NOTE: After you have selected a name, Hippocrates will populate some of the remaining fields with the last known data associated with that name. (Part of the screen might momentarily go blank while this is occurring.) In each of these fields, however, you can make another selection from the drop-down list.</td>
<td></td>
</tr>
<tr>
<td>Associated Event *</td>
<td>Click and select the event to which this person is signing in (unless the automatic selection is acceptable)</td>
</tr>
<tr>
<td>Command Center *</td>
<td>Click and select the Command Center to which this person is signing in, unless the automatic selection is acceptable.</td>
</tr>
<tr>
<td>Position Title *</td>
<td>Click and select the position this person will fill for this event, unless the automatic selection is acceptable.</td>
</tr>
<tr>
<td>Email</td>
<td>Enter an email address for this person.</td>
</tr>
<tr>
<td>Cost Center *</td>
<td>Click and select the cost center for this person, unless the automatic selection is acceptable.</td>
</tr>
<tr>
<td>User ID</td>
<td>Click and select the User ID for this person unless the automatic selection is acceptable.</td>
</tr>
<tr>
<td>NOTE: An associated Hippocrates User ID is necessary for the full set of Communication Channels features to be available to that user.</td>
<td></td>
</tr>
<tr>
<td>Task *</td>
<td>Enter the task that this person will fulfill for this event.</td>
</tr>
</tbody>
</table>
Date and Time In *

- Click to open the date/time selector
- Click to enter the current date and time
  OR
- Click the time fields and use the keyboard to enter values for hours (0–24), minutes and seconds.
- Click the desired date, using ≤ or ≥ to change the month as necessary.
- Click

Date and Time Out

Follow the above procedure for Date and Time In. (Typically, this field is filled in later using the Modify Sign-In Personnel screen.)

Location

Enter the location for this person.

Task Detail

Enter details about the task to be performed by this person.

STEP 4

Click to complete the sign-in process, or click to abandon the process and return to the View Sign-In Personnel screen. When the sign-in information has been saved a success message is displayed.

Modify Sign-In Personnel

The Modify Sign-In Personnel screen (Figure 36) is used to change a sign in/out record.

Typically, a sign in/out record is modified in order to:

- Sign out an individual from a Command Center
- Change the event to which an individual is signed in
- Update task information for a signed-in individual

Figure 36. Modify Sign-In Personnel Screen
PROCEDURE: Modify Sign-In Personnel

STEP 1  Click on the Command Center Console function bar to display the View Sign-In Personnel screen.

STEP 2  Locate the record you wish to modify. To do this:
   ■ From the View Sign-In Personnel screen: Sort the records (or reverse the sort) by clicking the appropriate column heading. For more about the sorting feature, see page 4.
   OR
   ■ Click on the Sign In/Out activity bar, then use the Search feature to display a subset of the list. See page 7 for more about the Search feature.

STEP 3  Open the record you wish to modify by clicking the Personnel field associated with it.

STEP 4  Modify the record as desired, then click Update to save your changes, or Cancel to abandon the modify process and return to the View Sign-In Personnel screen. When the record has been successfully modified, a success message is displayed.
Shift Notes

The Shift Notes function is accessed by clicking the Shift Notes button on the CCC function bar. There are three activities associated with Shift Notes:

- View All Shift Notes
- Add Shift Notes
- Find/Modify Shift Notes

Each of these is accessible from the Shift Notes activity bar, shown below.

The current activity is indicated with orange text. The default activity (i.e., the opening screen) for the Shift Notes function is View All Shift Notes.

View All Shift Notes

The View All Shift Notes screen presents a tabular overview of all shift notes in the Hippocrates database. An example is shown in Figure 37.

![Figure 37. View All Shift Notes Screen](image-url)
View All Shift Notes Screen Features

Sorting
Click a Column Heading to sort the shift notes on that field (title, Command Center, etc.) or to reverse the sort direction.

▲ Records sorted in ascending order (from A–Z or 1–last)
▼ Records sorted in descending order (from Z–A or last–1)

Navigation
Next – displays the next 10 shift notes
Previous – displays the previous 10 shift notes
First – displays shift notes 1 through 10
Last – displays the last 10 shift notes

Opening Shift Notes
To open a shift note, click its Title.

Accessing a Shift Notes File
To access a file attached to a shift notes record, click the file icon located on the right side of the screen. A separate Internet Explorer window will open and, in most cases, the file will open in the application that corresponds to the file type and your computer’s settings. On many systems, for example, a doc file will open in Word, a pdf file will open in Adobe Reader, a wmv file will open in Windows Media Player, and so on. In some cases, you can decide between opening a file or saving it to your computer.
**Add Shift Note**

The Add Shift Note screen is used to add a shift note to the Hippocrates database. An example of a shift note is shown in Figure 38.

![Add Shift Note Screen](image)

**Figure 38. Add Shift Note Screen**

**PROCEDURE: Add Shift Note**

1. **STEP 1**  Click on the Command Center Console function bar.

2. **STEP 2**  Click on the Shift Notes activity bar.

3. **STEP 3**  Fill in the fields in the Add Shift Note screen as follows:

   * mandatory field

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift Note Name *</td>
<td>Enter a title for the shift note</td>
</tr>
<tr>
<td>Command Center *</td>
<td>Click and select the Command Center where you are signed in.</td>
</tr>
<tr>
<td>Position Title *</td>
<td>Click and select your Command Center position.</td>
</tr>
<tr>
<td>Shift Note *</td>
<td>Enter shift note information.</td>
</tr>
<tr>
<td>Upload File</td>
<td>You may upload as many as three files. To upload a file:</td>
</tr>
</tbody>
</table>

   1. Click **Browse** to display the Choose File window.

   2. In the Choose File window, navigate through the folders on your computer to locate the file you wish to upload. Only files of the types shown (.aiff, .asf, .au, .avi, .bmp, etc.) can be uploaded to Hippocrates.
3. When you have located the file, click it to enter it into the **File name** field, or click in the **File name** field and type the name.

4. Click **Open** in the **Choose File** window. This closes the window and enters the file name into the Hippocrates **Upload File** field.

**STEP 4**

Click **Upload/Save**. When the Shift Note has been created and the file(s) uploaded, a success message is displayed. To abandon the Add Shift Note process, click **Cancel**.
Modify Shift Notes

The Modify Shift Notes screen is used to enter additional information to a shift notes record, to access or delete a file attached to a shift note, or to upload an additional file. An example screen is shown in Figure 39.

![Figure 39. Modify Shift Notes Screen](image)

**PROCEDURE: Modify Shift Notes**

**STEP 1**  
Click **Shift Notes** on the Command Center Console function bar to display the **View All Shift Notes** screen.

**STEP 2**  
Locate the shift note you wish to modify. To do this:

- From the **View All Shift Notes** screen: sort the records (or reverse the sort) by clicking the appropriate column heading. For more about the sorting feature, see page 4.

  OR

- Click **Find / Modify Shift Notes** on the Shift Notes activity bar; then use the Search feature to display a subset of the shift notes list. See page 7 for more about the Search feature.

**STEP 3**  
Open the shift notes record you wish to modify by clicking its **Title**.
SHIFT NOTES

STEP 4  To update the shift notes record, click and enter text in the **Shift Note** field. (This is a mandatory field.)

STEP 5  To delete a file attached to the Shift Note, click **Delete File**.

STEP 6  To attach (upload) a file:

- Click **Browse...** to display the **Choose File** window.
- In the **Choose File** window, navigate through the folders on your computer to locate the file you wish to upload. Only files of the types shown (.aiff, .asf, .au, .avi, .bmp, etc.) can be uploaded to Hippocrates.
- When you have located the file, click it to enter it into the **File name** field, or click in the **File name** field and type the name.
- Click **Open** in the **Choose File** window. This closes the window and enters the file name into the Hippocrates **Upload File** field.
- Repeat this step to attach another file. You may upload a total of three files for a Shift Note.

STEP 7  Click **Upload File / Update** to upload the attached file(s) and/or save your changes. When the Shift Note has been modified and any attached files uploaded, a success message is displayed. To abandon the modify process, click **Cancel**.
Reports

The Reports function is accessed by clicking on the CCC function bar. The following reports can be generated from the Command Center Console:

- Log Entry Report
- Personnel Summary Report
- Action Item Report
- Shift Notes Report

Each of these is accessible from the Reports activity bar, shown below.


The current report activity is shown with orange text. The default activity (i.e., the opening screen) for the Reports function is Log Entry Report.

Figure 40. Reports – Opening Screen

Hippocrates displays reports using Crystal Report Viewer. If you are successful in generating a report it means that your system is equipped with the viewer.

If the viewer is not installed on your system, however, an error message will appear when you try to generate a report. In this case you must install the
Crystal Report Viewer; installation instructions are in the Introduction chapter of this manual.

NOTE: To install the Crystal Reports Viewer on your computer you must have Admin privileges.

The Crystal Report Viewer need only be installed once.

**PROCEDURE: Generating a Report**

The procedure for generating a report is similar for each type of report.

**STEP 1** On the activity bar, click the type of report (Log Entry, Personnel Summary, etc.) you wish to generate.

**STEP 2** Define the time period for the report by entering the *Search From Date* and *Search To Date*, as follows:

- Click to open the date/time selector.
- Click to enter the current date and time.
- OR
- Click the time fields and use the keyboard to enter values for hours (0–24), minutes and seconds.
- Click the desired date, using ≤ or ≥ to change the month as necessary.
- Click

**STEP 3** Define the *search field* for your report by clicking and selecting an item from the drop-down list.

The search field limits the scope of your report by including only the records that match your search field selection. The search field differs for each report type—in a Shift Notes report the search field is Command Center, as shown in Figure 41.

The default selection for all search fields is *All*. A report generated with *All* selected will include every record for that report type within the time period you defined with the *Search From Date* and *Search To Date*.
STEP 4 Click Show Report

NOTE: If you select the default (current) date/time for the Search To Date and receive the error message shown here, it means that the clock on your computer is not synchronized to official U.S. time.

You can work around this problem by setting the Search To Date earlier than the default date/time (by a minute or two, for example). It is recommended, however, that you synchronize your computer clock to prevent this warning from occurring. To do this, consult your system administrator or follow the Windows Help procedure for “Synchronizing your computer clock.”
Report Examples

Figure 42 through Figure 45 show examples of each report type.

**Figure 42. Log Entry Report**

**Figure 43. Personnel Summary Report**
Figure 44. Action Item Report

Figure 45. Shift Notes Report
Crystal Report Viewer

When you run a Hippocrates report, the Crystal Report Viewer will open in a new window to display your report.

Reports are first displayed in a split-screen format (see Figure 46) where:

- The **left pane** displays high-level outline of the report as a **group tree**
- The **right pane** displays the report itself

By clicking a heading in the group tree you can quickly scroll to that section of the report.

![Figure 46. Example Report with Group Tree](image)

Menu Bar

The menu bar (Figure 47) for the Crystal Report Viewer is located above the report. The function of each button is described in Table 7.

![Figure 47. Report Viewer Menu Bar](image)
Table 7. Report Viewer Menu Bar Functions

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="printer" /></td>
<td>Print report (group tree does not print)</td>
</tr>
<tr>
<td><img src="image" alt="export" /></td>
<td>Export report</td>
</tr>
<tr>
<td><img src="image" alt="refresh" /></td>
<td>Refresh</td>
</tr>
<tr>
<td><img src="image" alt="tree" /></td>
<td>Show/Hide the Group Tree</td>
</tr>
<tr>
<td><img src="image" alt="go_first" /></td>
<td>Go to first page</td>
</tr>
<tr>
<td><img src="image" alt="go_prev" /></td>
<td>Go to previous page</td>
</tr>
<tr>
<td><img src="image" alt="zoom" /></td>
<td>Zoom</td>
</tr>
<tr>
<td><img src="image" alt="page" /></td>
<td>Current page/total pages</td>
</tr>
<tr>
<td><img src="image" alt="go_next" /></td>
<td>Go to next page</td>
</tr>
<tr>
<td><img src="image" alt="go_last" /></td>
<td>Go to last page</td>
</tr>
<tr>
<td><img src="image" alt="stop" /></td>
<td>Stop loading</td>
</tr>
<tr>
<td><img src="image" alt="search" /></td>
<td>Search</td>
</tr>
</tbody>
</table>

Exporting a Report

1. On the Crystal Reports toolbar (located just above the report header), click ![export](image) to display the **Export Report** dialog box. See Figure 48.

![Figure 48. Export Report Dialog Box](image)
2. Click and select a **File Format**. You can export a report to the following types of files:
   - Crystal Reports (*.rpt)
   - Microsoft Excel (*.xls)
   - Microsoft Excel – Data Only (*.xls)
   - Microsoft Word (*.doc)
   - Rich Text Format (*.rtf)
   - Adobe Acrobat (*.pdf)

3. Under **Page Range**, select to export the entire report (**All**) or enter a page range.

4. Enter a name in the **File name** field to save the exported report to the default destination folder (Desktop)
   
   OR
   
   Click **Browse...**, select another a destination folder, then enter a **File name**.

5. Click **OK** to export the report.
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