



Wisconsin Hospital Emergency Preparedness Program

EMResource/WI Trac

How to Create an Event

Instruction Sheet

1. Log into EMResource – <https://emresource.emsystem.com>.
2. Click on “Event” drop down box.
3. Choose “Event Management.”
4. Click “Create New Event.”
5. You will see the screen shown on the next page.

Action	Icon	Event Template ^
Create		Amber Alert
Create		BOLO (Be On the LookOut) Announcement
Create		Coffee Break
Create		General Announcement
Create		HAWBED Poll
Create		HHS Situational Assessment
Create		MCI Alert - Multi Region Notification
Create		MCI - Region 1
Create		MCI Region 2
Create		MCI Region 3
Create		MCI Region 4
Create		MCI Region 5
Create		MCI Region 6
Create		MCI Region 7
Create		Pizza Break
Create		Public Health Alert
Create		Public Health Announcement
Create		Severe Summer Weather - Multi Region Notification
Create		Severe Summer Weather Region 1
Create		Severe Summer Weather Region 2
Create		Severe Summer Weather Region 3
Create		Severe Summer Weather Region 4

6. Choose the type of event you want to create.
7. Click “Create” next to the event type.
8. Fill out the information:
 - a. **Title:** will be auto filled.
 - b. **Information:** Fill in a description of event.
 - c. **Event Start:**
 - i. Click next to immediately or,
 - ii. Choose a date and time you want it to start in the future.
 - d. **Event End:**
 - i. Choose number of hours you want to keep event up or,
 - ii. Choose a date and time you want the event to end or,
 - iii. Choose never.
 - e. **Attached File:**
 - i. You can attach a file by clicking “Browse” and locating it on your computer.
 - f. **Display in Event Banner:** Check this if you want a banner to show on the computer screen.

- g. **Private:** Check if you want users to see only their own information.
- h. **Drill:** Check this for exercises and drills and the word “Drill” will show up on banner and notifications.
- i. **End Quietly:** Check this if you don’t want everyone to be notified when event is completed.
- j. **Re-notify Every:**
 - i. Click Disabled if you only want everyone notified once or,
 - ii. Click the amount of time you want for everyone to be re-notified.
- k. **Street Address, City, State, Zip, and County:** This should be the address of the incident in cases of Mass Casualty Incidents, etc.
- l. **Latitude/Longitude:** If you have filled in the address, click “Lookup Address” and the latitude and longitude will be automatically filled in. You can also click “View Map” and a Google map will pop up.
- m. **Resources to Participate in This Event:** Choose the facilities you want the event to go to
- n. Click Save.

Adding an Update to the Event

1. Click on “Event” drop down box.
2. Choose “Event Management.”
3. Click on “Edit” next to the title of the event.
4. Type in a new Title if you wish
5. Type in new “Information”. The old text can be typed over, a history will be saved within the reporting feature.
6. Click “Save”.
7. Everyone that is signed up for notifications for this particular event will receive a notice every time an update goes out.