

## BEFORE YOU BEGIN:


- To receive alerts, you must have set up your account preferences. For instructions, see the cheat sheet *Updating Your Account*.
- To acknowledge an alert, you need to allow pop-ups windows from WATrac by disabling the pop-up blocker in your web browser settings.

## RECEIVING AN ALERT NOTIFICATION


If you are already logged in, skip to step 3. Otherwise, follow the full instructions shown below.

- Login to WATrac.
- Click on the *Acknowledge* icon to the right of the message you are responding to.

DO NOT click *Continue to WATrac* at the bottom of the screen.



Listed below are all alerts and diversions that are requesting an acknowledgment from you. Please click on the icon under the Acknowledge column to acknowledge each notification individually. To bypass this screen and go directly to WATrac, click on the link at the bottom of this page. **Note:** Doing this will present you with one pop-up per notification upon entering WATrac.

| Unacknowledged Alerts |  |                     |   |
|-----------------------|--|---------------------|---|
| Alert Type            | Description  | Date Of Alert       | Acknowledge   |
| Test Alert            | This is a training alert. It was created to demonstrate how to acknowledge an alert sent to you by WATrac. | 06/19/2015 11:14:29 |  |

[Continue To WATrac](#)

- Enter your Password in the pop-up & click **Acknowledge**.

Emergency - Test Alert

Test Alert - Developed for WATrac Training

User ID:

Password:

\* Required Field

## ALERTS REQUIRING A RESPONSE

Some alerts may contain questions to be answered. For example, hospitals, or other groups tracking beds, may also be asked for bed information.

- Login to WATrac.
- Click on the Acknowledge icon that appears on your screen.
- Answer any questions and/or enter bed counts (these appear in pop-up windows).

Survey - Hospital Bed Update Required

\*Training Alert\* Hospital Bed Update Required

User ID:

Password:

Acknowledging this alert without submitting bed numbers will not acknowledge the alert for your facility.

| Bed type      | Available Beds |
|---------------|----------------|
| Pediatric ICU | 4              |

\* Required Field

- Enter your password in the pop-up box and click **Acknowledge Only** (if you are not the person updating the beds) or **Acknowledge and Update Beds** as appropriate.

*THAT'S IT... ALERT ACKNOWLEDGED!!*

## ANATOMY OF AN ALERT BANNER

Active alert banners are displayed above the navigation bar on all WATrac pages.



Referring to the screenshot above, banners contain the following information:

1. Type of Alert and Name of the alert.
2. Alert message or description.
3. When the alert was issued and by whom. Update information will also be shown here.
4. Click on the icons from left to right to view:
  - a. Alert report
  - b. Location map
  - c. Patient Tracking incident
  - d. Attachments, e.g. pictures, documents
5. Number of active alerts. Click the left or right arrow to view each alert.

## ANATOMY OF AN ALERT REPORT

Click on the banner icon, shown above, to open the report.

The report is divided into several sections. The top section contains the basic information about the alert—who created the alert, when, and the full content of the alert message:

| DOH Bed and Status Update Exercise - DRILL - Please update beds and agency status within 2 hours |   | Page last refreshed on 01/21/2015 14:50 |
|--|---|---|
| Alert Author   | Robert Scheel of (WADOH PHEPR Staff, WADOH Responders)  |   |
| Status   | Completed   |   |
| Created  | 01/14/2015 19:45  |   |
| Updated  | 01/14/2015 23:45 by Robert Scheel   |   |
| Description  | This is a test by the Washington State Department of Health to monitor the ability of Washington hospitals to quickly respond with bed and status information in the event of an actual disaster. Please log into WATrac and update your current staffed bed availability and current status within 2 hours, even if you updated earlier today. |   |

The **History** section displays the full content of the original alert as well as all updates. Each update will have a separate entry in this section.

| History            |   |
|--------------------|---|
| Alert Title        | DRILL: Update beds and agency status within 6 hours of receiving this alert   |
| Message            | Completed   |
| Date/Time and User | 04/21/2015 13:01 by Fairbanks, Cory   |
| Description        | This is an Agency Status and Bed Availability Updating DRILL. Please login to WATrac, acknowledge this alert, and update your agency status and bed availability within the next 6 hours. |
|                    | <a href="#">Map Notifications</a>   |

**Map** - click this link to open a map that graphically displays who the alert was sent to and if they have acknowledged the alert or not.

**Notifications** - this link provides a list of all users notified, method of notification, and the status of the acknowledgements.

The **File Attachments** section provides additional access to attachments and information about the size and who uploaded it.

| File Attachments  |            |              |                 |
|---|------------|--------------|-----------------|
| Files   | Size       | Date Created | Uploaded by     |
| Cheat Sheet - Updating Your Acct for Drills Mar 2015b.pdf | 484.652 Kb |              | Barbara Andrews |

The **Acknowledgements** section has three parts.

**Agency Acknowledgements** - shows all agencies that were sent the alert and the status of their acknowledgement. The -- indicates the alert has not yet been acknowledged.

**Role Acknowledgements** - displays roles that were notified. Each role lists the user notified and if they have acknowledged the alert.

**User Acknowledgements** - displays all users that were individually notified and the status of their acknowledgement.

| Agency Acknowledgements                    |                        |                  |
|--|------------------------|------------------|
| Agency                                     | Date/Time Acknowledged |                  |
| WATrac Memorial Hospital                   | --                     |                  |
| Role Acknowledgements                      |                        |                  |
| Test Role                                  | Date/Time Acknowledged |                  |
| Andrews, Barbara                           | 06/19/2015 09:14       |                  |
| Individually Added Users' Acknowledgements |                        |                  |
| Name                                       | Date/Time Acknowledged | User Description |
| Specialist, WATrac                         | 06/19/2015 09:21       | --               |
| Administrator, Regional                    | 06/19/2015 09:59       | --               |