WATrac Cheat Sheet

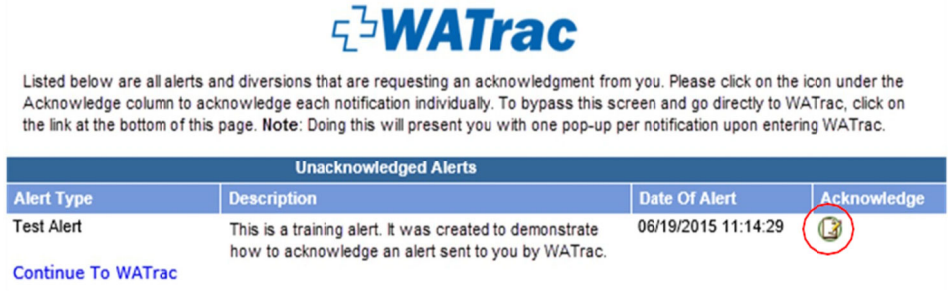
NORTHWEST HEALTHCARE RESPONSE NETWORK

Acknowledging WATrac System Alerts

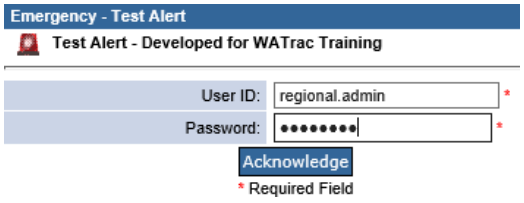
Before you begin:
To receive WATrac System Alerts, your account must have alerts preferences setup in your account. These should have been turned on for you during the account setup process.

Receiving an Alert Notification

To be able to acknowledge an alert, you need to allow pop-up windows from WATrac by disabling the pop-up blocker in your web browser settings.
If you are already logged in, skip to step 3. Otherwise, follow the full instructions shown below.



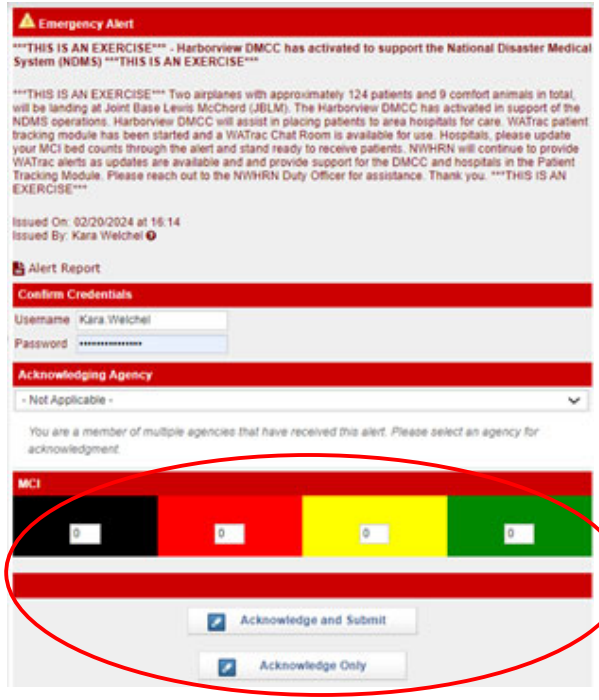
- Login to WATrac.
- Click on the *Acknowledge* icon to the right of the message you are responding to.
- Review the Alert Description for any actions requested and note if there is an attachment with the alert.
- Enter your Username and Password in the pop-up & click **Acknowledge**.



Alerts Require a Response

Some alerts may require an action more than just acknowledging. For example, hospitals, or other groups tracking beds, may be asked for bed count information to assist with an MCI or Surge.

Login to WATrac and click on the Acknowledge icon that appears on your screen. Answer any questions and/or enter MCI Capacity (these appear in pop-up windows for Red and Yellow Alerts like shown below).



MCI Patient Capacity

- **Green** – patient with minor injuries, walking wounded.
- **Yellow** – patients who are significantly injured but can wait for delayed care.
- **Red** – patient most critically injured and determine to need immediate care.
- **Black** – patient is deceased or expectant (expected to not make it based on injuries). It can also be used for triage systems using "Striped or Gray".

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

That's it…The Alert has been Acknowledged!!

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Anatomy of an Alert Banner

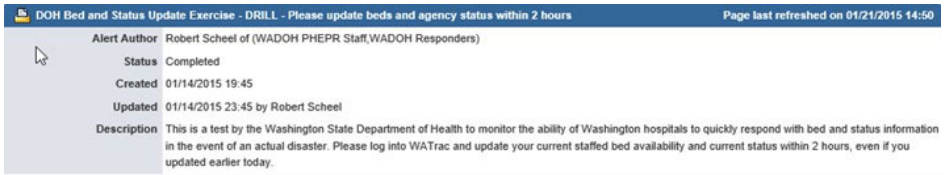
Active alert banners are displayed above the navigation bar on all WATrac pages.

Referring to the screenshot above, alert 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:
   - Alert report
   - Location map
   - Patient Tracking incident
   - Attachments, pictures, documents
   - Number of active alerts. Click the left or right arrow to view each alert
5. Click on the banner icon, shown above, to open the report.

Anatomy of an Alert Report

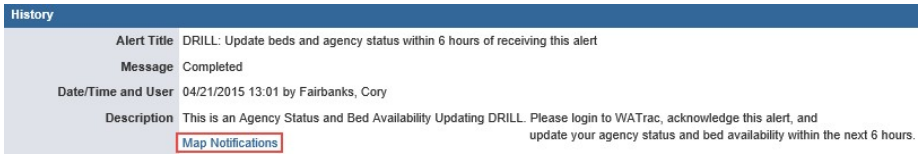
The report is divided into several sections. The top section contains the basic information about the alert—who created the alert, when, and the full content of the alert message.



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.

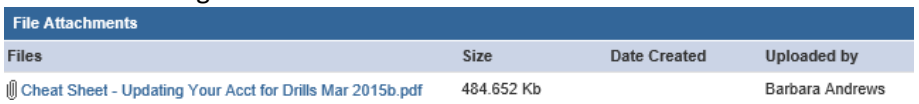
Map - click this link to open a map that graphically displays who the alert was sent to and if they have acknowledged the alert or not.

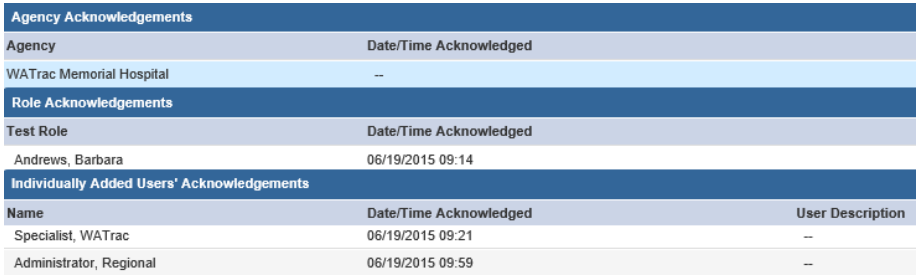
Notifications - this link provides a list of all users notified, method of notification, and the status of the acknowledgments



The File Attachments section provides additional access to attachments and information about the size and who uploaded it.
The Acknowledgments section has three parts.

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



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

User Acknowledgments - displays all users that were individually notified and the status of their acknowledgment