




## Training Video Review

[crisisworks.com/documentation](https://crisisworks.com/documentation)  
[crisisworks.com/support](https://crisisworks.com/support)

### First Job

1. Login to the crisisworks site (using a web browser ie IE,Safari, Chrome)
  - <yoursite>.crisisworks.com
  - Use your details or login details provided by your trainer
2. Go “On Duty” in the training event
  - *Remember to select the position(s) first before pressing the green “Update Duty Status” button*
3. Change/Check your name
  - by editing your own profile
4. Set your email & SMS if you want to receive notifications
  - At the end of the session I will change your names & emails addresses in bulk
5. If you are waiting
  - Download the “Crisisworks” app from the app store if you have a mobile device

### Second Job: Please do these Review Tasks from the basic user’s video (35 mins)

1. Create a request
  - Where you are the requestor
2. Edit your request & add a comment
  - Set to “In Progress” : 30%
  - Add a comment (Yellow Area at the top)
  - Add two tags
  - Set the priority & due date
    - Try using some of the date/time shortcuts (click the ? under the date)
3. Create another request
  - Add the requestor as “Joe Jackson”, then save the request
  - See if he is an existing contact first
4. Show requests list
5. Open the sidebar (only available in the web browser)
  - *Hint on the RHS of any list view* 
  - Create a quick log entry
6. Create another New log entry: a decision (*hint: You can't use the sidebar for this one!*)
  - Use the blue “New Button”
7. Create a new Information record
  - Choose someone else as the source of information *ie not you*
  - Add an address - eg search for “george street” (*may vary on your site*)
8. Create another Information record - SITREP or IAP
  - *It is a “Type” of information (Top RHS of information record)*