

## Quick Start-Publishing a Drill

### Where Is Drill Manager?

Drill Manager is under the *Emergency Mgmt.* sub-menu within the *Modules* area of the Navigation Menu (see Figure 1).

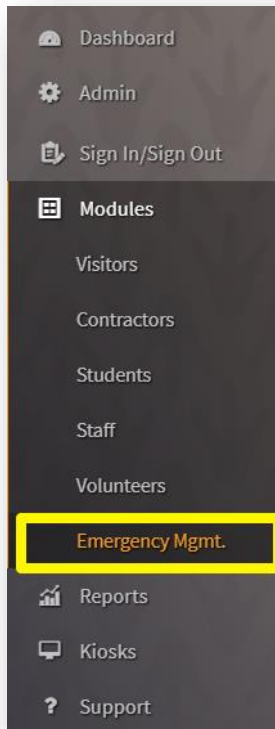


Figure 1

### Publishing a Drill Schedule

#### 1. Add Drill Schedule

The first tab in the *Emergency Mgmt.* sub-menu is named *Drill Schedules*. Under *Drill Schedules* you can create and publish drill schedules. To get started, select *+Add Drill Schedule* (see Figure 2).

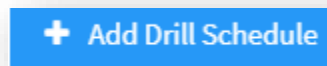


Figure 2

Once you have selected *+Add Drill Schedule* you will then determine the drill schedule details. These details include the following:

- Schedule Name
- Start Date
- End Date

The start and end dates refer to the timeframe within which schools must comply with all your district drill requirements.

Once you've completed the details, select *Save*.

#### 2. Add Drill Requirement

Adding a drill requirement allows you to select the type of drill and the building(s) that must comply with the drill requirement. You can start creating drill requirements by selecting *+Add Drill Requirement* (see Figure 3).

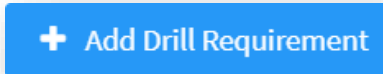


Figure 3

First you will need to select the *Emergency Type*. Then you will select the emergency *Sub-Type*. Next, you will select a start and end date, as well as the frequency you would like the drill to be completed within the start and end dates you have selected. Finally, you will select the building(s) that must comply with the drill requirement. Once you have reviewed the information and verified that it is correct, you can select *Save*. For example, in figure 4, I am requiring all my schools to conduct a fire drill every month until the end of the school year.

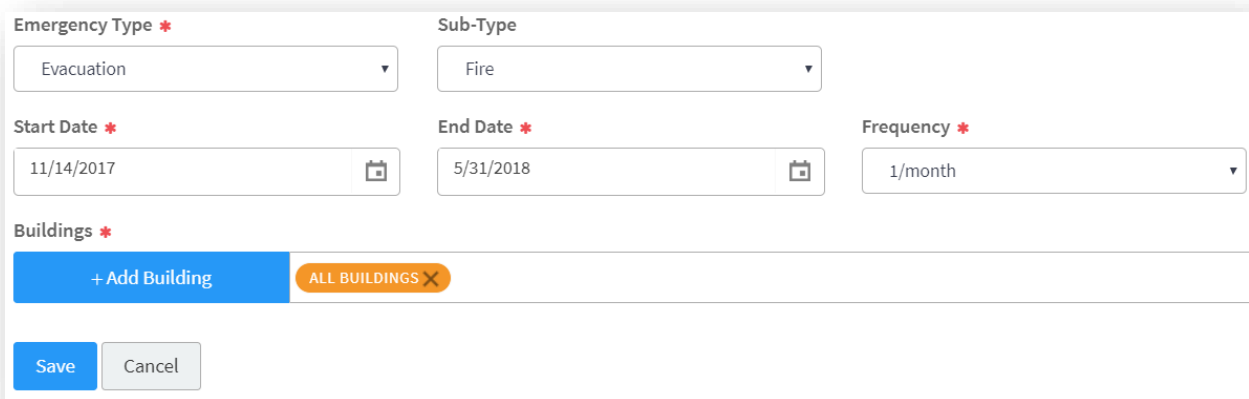


Figure 4

You would continue the process of adding drill requirements until you've added all the drill requirements for your district.

### 3. Publish Drill Schedule

After you have entered all of your drill requirements, your drill schedule is ready to be published and pushed out to your *Building Admins*. To publish your drill schedule, select *Publish* from your *Drill Schedule Details* page (see Figure 5).



*Figure 5*

After selecting *Publish* you will be presented with an onscreen notification informing you that once published, no changes can be made to drill requirements in the drill schedule, but you will be able to add or remove drill requirements. If you need to review the schedule, select *Cancel*, but if you are ready to publish, select *Continue*.