

How to Use FlaWARN

Getting Started

Click on Membership Application from topics listed across top of home page. Fill out form (required fields indicated by red asterisk) and hit submit key. If not accepted, red notes will appear indicating any fields that need attention.

If accepted, a message will appear indicating your application has been submitted. You will receive an automatic email notice confirming your submittal including the information from your application. You may want to save and/or print out a copy of your application form or the email notice with your application information.

A printed copy of the application, or the email notice should be attached to an original signed copy of the Mutual Aid Agreement when it is sent to UF/TREEO. Once an application is received it is reviewed before being approved by FlaWARN administrators. The primary contact will receive an email indicating the application has been approved. Using the email address and password provided in your application you will then have full access to the secure “members only” area of FlaWARN. Try it out and please contact info@flawarn.org if you have any questions.

Updating Utility Information

Primary Contacts may add other contacts and change any information regarding their utility. We recommend utilities/ members check information frequently and update their profile as needed.

To update utility information:

Go to the main Member Utility list

Click on the **name** of your utility or agency.

Click on the “edit” icon, make any desired changes and click on the save button

Updating Individual Contact information

Anyone (primary contacts and alternate contacts) may update their **own** contact information. To update individual contact information:

Log in as a member

Click on My Profile

Click on the edit icon, make any changes and click on the save button

Using the FlaWARN Data Bank

Simply by going to the main “**Member Utility**” list you can see at a glance the name, county, DEP District and Mutual Aid Agreement status of member utilities. More in-depth utility information can be viewed by clicking on the name of the utility.

Passwords

Passwords are chosen when new members apply. New passwords can be obtained using the “Forgot your password” feature on the Member Login page, just below the login dialogue boxes. Individuals who are added as contacts can also obtain new passwords using the same “Forgot your password” feature, along with the email address provided for the new contact.

How To Use the FlaWARN Event Tracking System (ETS)

The Event Tracking System (ETS) can be used by member utilities to coordinate a response to a specific event or disaster. For the ETS to be activated, an administrator must first create an event. When that occurs, an email alert is sent to all members of the network notifying them of the open event.

Subscribe to an Event

When an event is posted, an alert is sent to all members. Those members who wish to follow the event (and / or participate) can monitor the posts for needs and resources by choosing the grey "Subscribe to this event" box at the top of the ETS overview page. This allows interested parties to stay posted, while eliminating unnecessary emails to those members who do not need to be notified of that event progress.

Posts

Individual utilities interact with the ETS by posting either a need or a resource. Need and resource posts consist of three primary sections:

1. Member Utility: the poster can either select a utility for which he is a contact or can post a need or resource for another utility.
2. Post
 - a. Title: the title of the post (e.g. "Lift Stations flooded in Alachua County")
 - b. Files: files such as photos or other supporting documents can be attached to the post
 - c. Description: intended to allow the utility contact to describe the need or resource either in general terms or with as much accuracy as he or she can provide.
3. Line Items: the poster can specify specific items and their quantity.

Once a post has been submitted, an email notification is sent to those people who have elected to monitor the event (i.e., those who used the "Subscribe to this event" feature described above).

Post Matches

When a need or a resource has been posted, administrators can match it with appropriate posts so that FlaWARN users have a general idea of where specific resources have been allocated and if specific needs have not received any resources.