COBRA

Organizational Administrator Guide 5.2.2023

Index

Organizational Administration

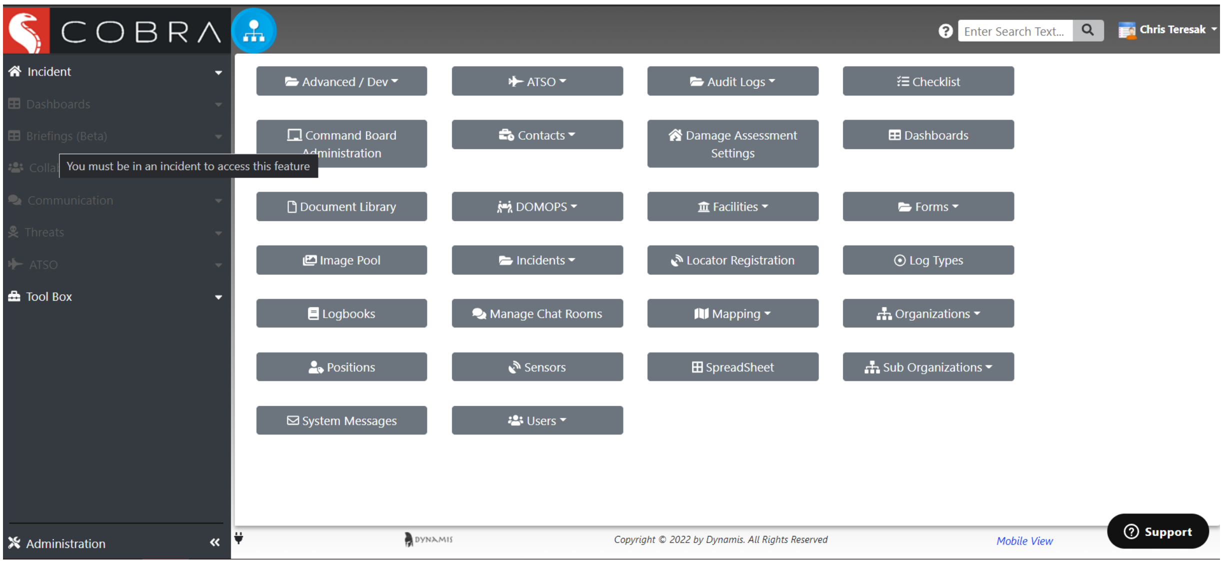
COBRA Administrator Guide--Introduction Page v.3.27.2023

Last updated: 2023-03-27T15:42:12.000Z | Online Version

Administrator Guide

March 27, 2023

The COBRA Administration page can only be accessed and used by COBRA Organization Administrators (Org Admins) to configure their Organization (Org). Some COBRA tools/settings will need to be pre-built by the Org Admins so that COBRA Users can utilize certain COBRA tools. The Administration Page contains menu tabs that control many of the functions built intoCOBRA. Some of the “primary” menu tabs may include a drop-down menu with subsequent Admin tools. Click on the wrench icon at the bottom left of the main COBRA Menu bar to access the Administration Page. v



It is recommended that Org Admins initially set up the COBRA Admin tools/settings below in the following order.

1. **Incidents**

    - *Incident Types*

    - *Incident Categories*

2. **Users**

3. **Positions**

4. ***ATSO***

    - *Zones*

5. **Dashboards**

6. ***DOMOPS***

    - *DOMOPS Settings*

    - *Region Administration*

Once the Organization's initial Admin settings above are configured, the rest of the available Admin Tools/Settings can be customized at any time by the Org Admin.

Advanced/DEV v.3.20.2023

Last updated: 2023-03-20T16:06:34.000Z | Online Version

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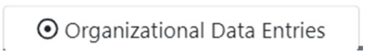
March 1, 2023

Advanced/DEV -



Organizational Data Entries

This page is Informational only, containing a list of Organizational entries set for your Org. The entries run across all the incidents within your Org. Nothing required of Administrators for this section.

ATSO v.3.20.2023

Last updated: 2023-05-02T16:21:01.000Z | Online Version

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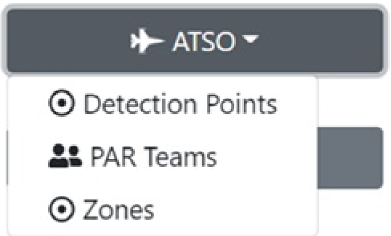
ATSO *- 'Ability to Survive and Operate' in a CBRN environment.*

Org Admins should set up each section.

Click on the ATSO menu tab to bring up the following sub-menus;



Detection Points

1. Click on the **Insert New Detection Point** button.

2. **Name** the Detection Point.

3. Choose the **Sensor Type** *(Vapor - VDP or Liquid - LDP)*

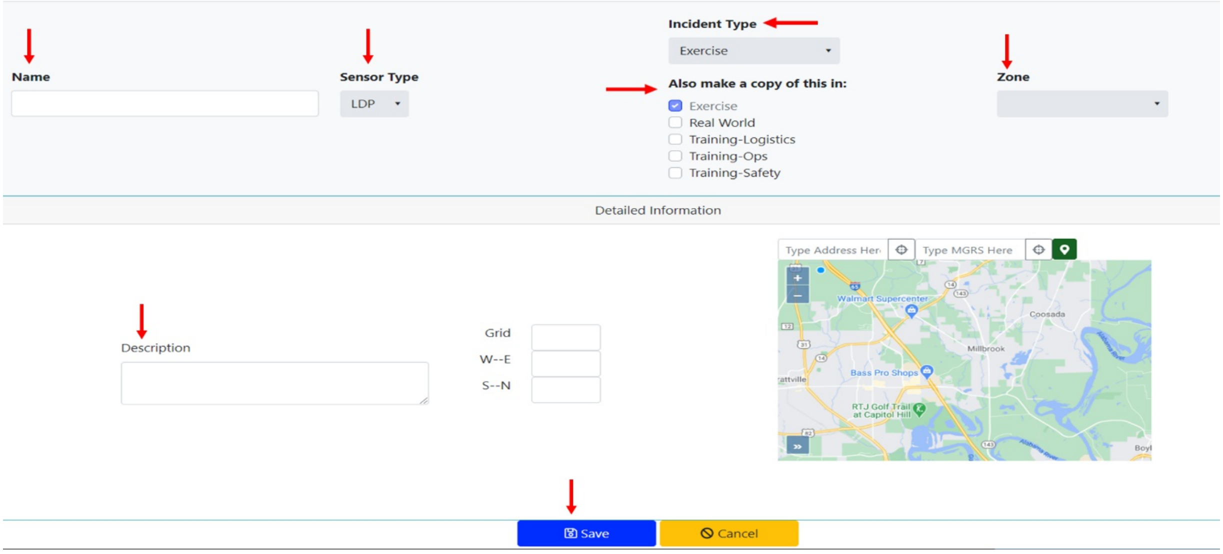
4. Choose **Incident Type** **The Incident Types should be initially set up before using this tool.*

5. Choose **Zone** **The Zones should be initially set up before using this tool.*

6. **Detailed Information** section - Enter known **Grid** coordinates or click within the mini-map to "plot" the Detection Point.

7. Optional: Fill in a **Description.**

8. Click **Save** to finish inserting the Detection Point.



Par Teams

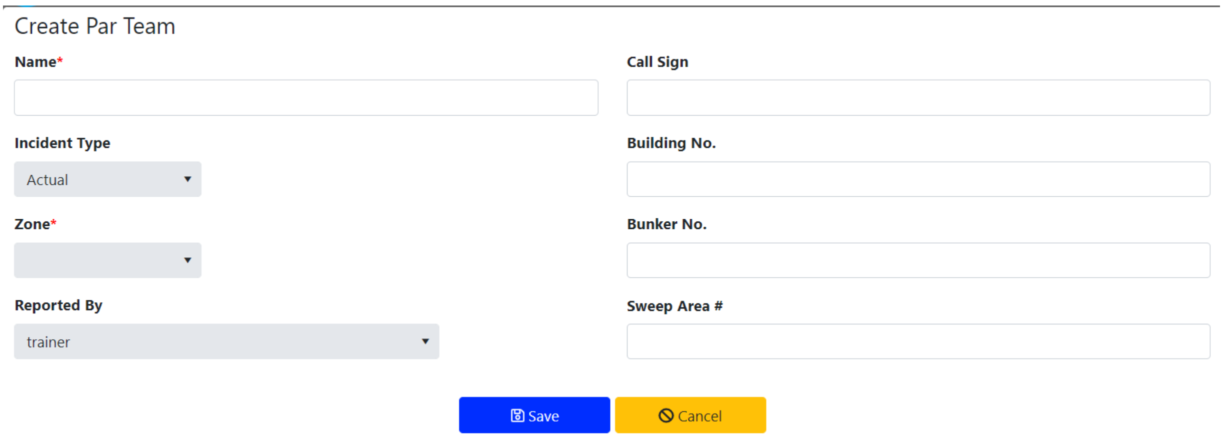
1. Click on the **Create a New Par Team** button.

2. Add a **Par Team Name**.

3. Add the **Incident type** (Initial setup required)

4. Add the **Zone** the Par Team works (Initial setup required)

5. Optional: Add Description, Call Sign, Building No., Bunker No., and Sweep Area #. 6. Click **Save** to finish creating the Par Team.



Creating Zones

1. Click on the **Create a New Zone** button.

2. Type in a **Zone Name**.

3. Add **Incident Type** (Initial setup required)

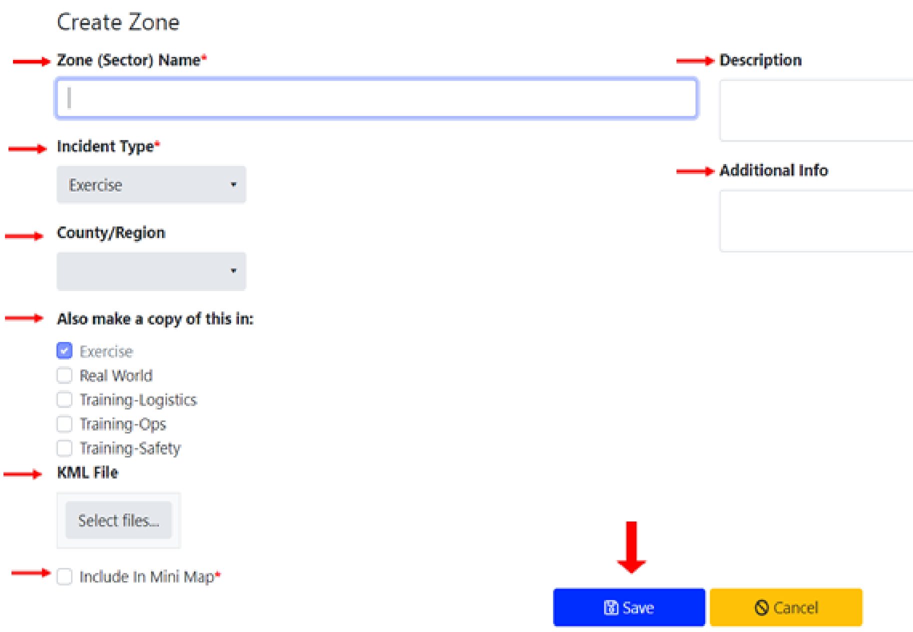
4. Add **County/Region** (Initial setup required)

5. Optional: Copy the Zones over to other incident Types.

6. Checkmark the **Include in Mini Map** checkbox.

7. Optional: Add **Description** and **Additional Info.**

8. Click **Save** to finish adding the Zone.



Checklists Administrators Side v.3.20.2023

Last updated: 2023-03-20T16:13:14.000Z | Online Version

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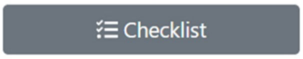
Checklists



You must use a COBRA Checklist Template for your Organization's Checklists. A downloadable Checklist Template can be found at the end of this article. Detailed template instructions are found here - Checklist Tool

Creating a Checklist

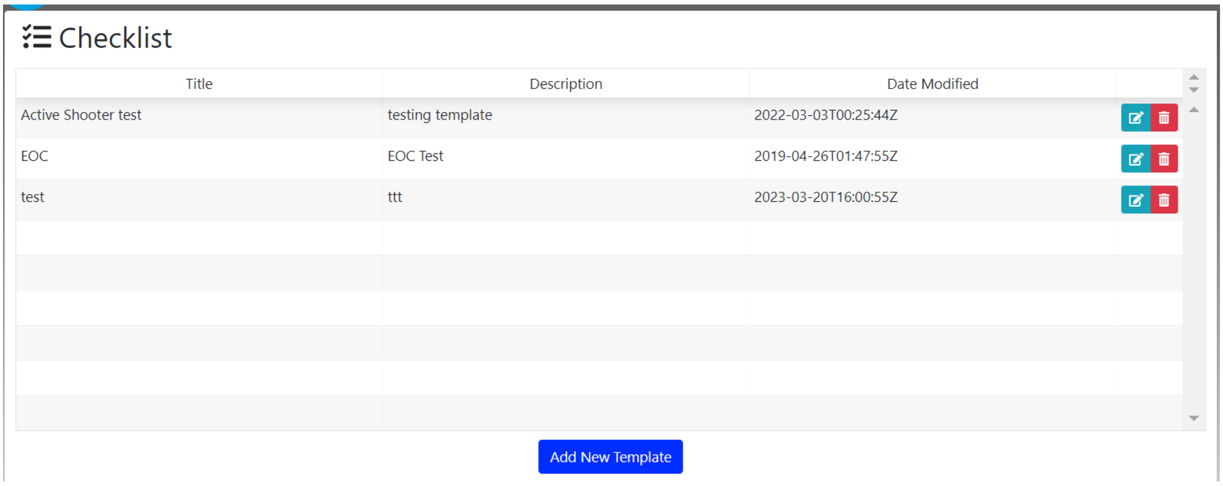
1. Fill in data into your template and follow instructions on the Template form.

2. **Name** and **Save** your Checklist Template form onto your computer.

3. Click on the Checklist menu tab, then click on the **Add New Template** button.

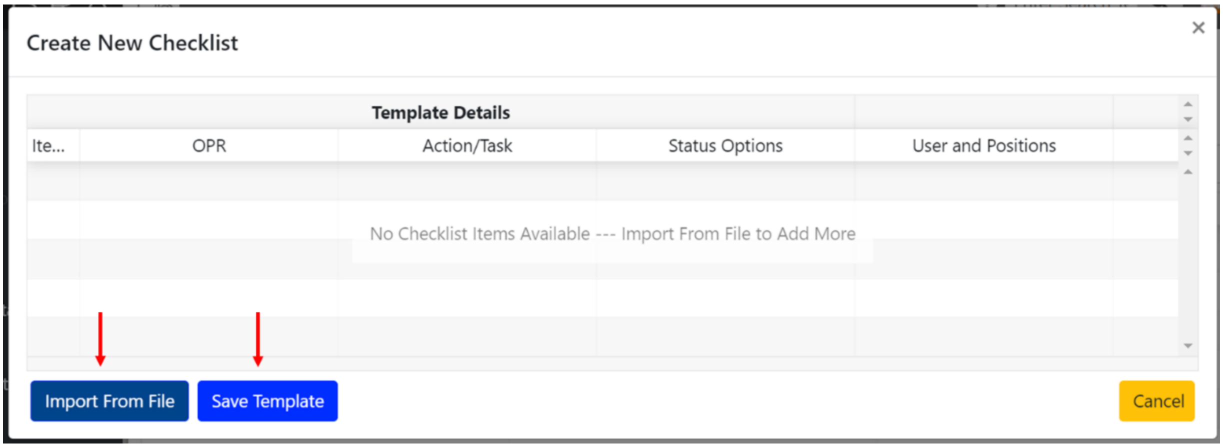
4. Click on the **Import From File** button to browse your computer for your saved Checklist template.

5. Click the **Save Template** button to upload your Checklist Template into COBRA.


Checklist

Title	Description	Date Modified
Active Shooter test	testing template	2022-03-03T00:25:44Z
EOC	EOC Test	2019-04-26T01:47:55Z
test	ttt	2023-03-20T16:00:55Z

Add New Template



Contacts v.3.20.2023

Last updated: 2023-03-20T16:15:44.000Z | Online Version

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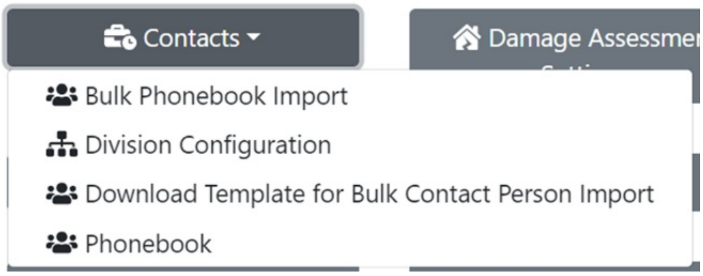
Contacts

Click on the Contacts menu tab to bring up the following sub-menus;



Bulk Phonebook Import

1. **Download the Template for the Bulk Contact Person within the Contacts menu**.

2. The following cells are required to upload successfully.

- *First and Last name*

- *Email address*

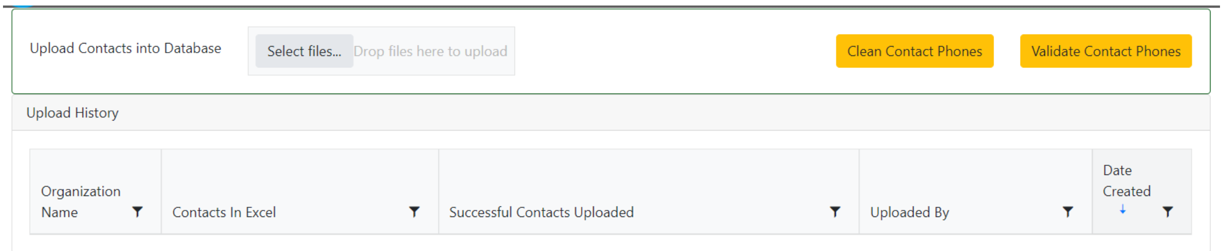
- *Organization name*

- *Division and Functional Area (These values must pre-set in the Division Configuration area)*

3. Navigate to the **Bulk Phonebook Import** sub-menu and click on it.

4. Click the '**Select files…**' button to browse for your saved contact list template.

5. Contacts can now be viewed on the Phonebook page.



Division Configuration

1. Navigate to the **Division Configuration** sub-menu and click on it.

2. Configure the following settings:

Division

- Click the Add New Entry button

- Name the new **Division,** then click the **Save** button.

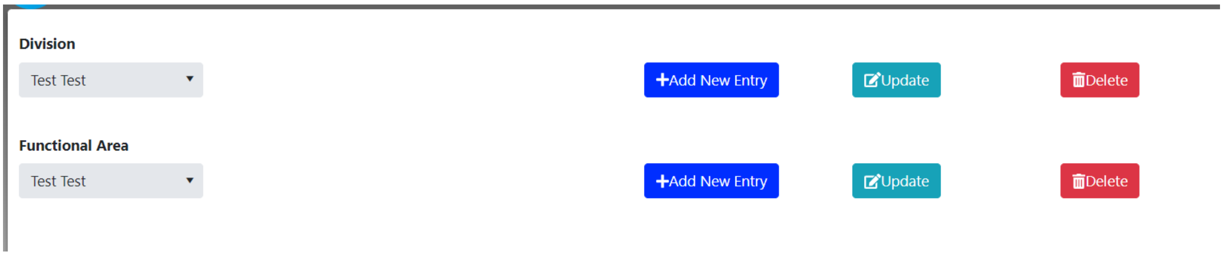
• Use the **Update** button to rename a Division and the **Delete** button to remove your selected Division.

Functional Area

• Click the Add New Entry button

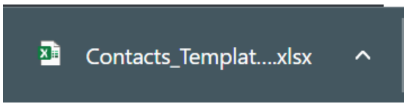
• Name the new **Functional Area,** then click the **Save** button.

• Use the **Update** button to rename a Functional Area and the **Delete** button to remove your selected Functional Area.



Download Template for Bulk Contact Person Import

Click this to download the template needed for the Bulk Phonebook Import.



Phonebook

1. Navigate to the **Phonebook** sub-menu and click on it.

2. To add a new Contact, click the **Create Contact Person** button.

3. Fill in the required fields that are marked by a **red** asterisk. All other fields are optional.

4. Click the **Save** button to add to the main Phonebook list.

5. To Edit an existing contact, click on the **blue** Edit button within the last column of the Contact's row.

Export To Excel

	Last Name	First Name	Email Address	Sub Organization	City	State / Province	Date Modified	
			mcadmin@dynamis.com				1/23/2020 10:35:03 PM	
			bgardner@dynamis.com				2/8/2020 12:05:22 PM	
	Armstrong	Michael	marmstrong@dynamis.com				9/25/2020 9:51:00 AM	
	Bull	Tom	tbull@dynamis.com				1/23/2020 9:30:16 AM	
	Cage	Gary	gcage@dynamis.com				5/10/2020 7:09:59 AM	

1 2 3 4 5 6 · 5 items per page · 1 - 5 of 29 items

Create Contact Person

Damage Assessment Settings v.3.20.2023

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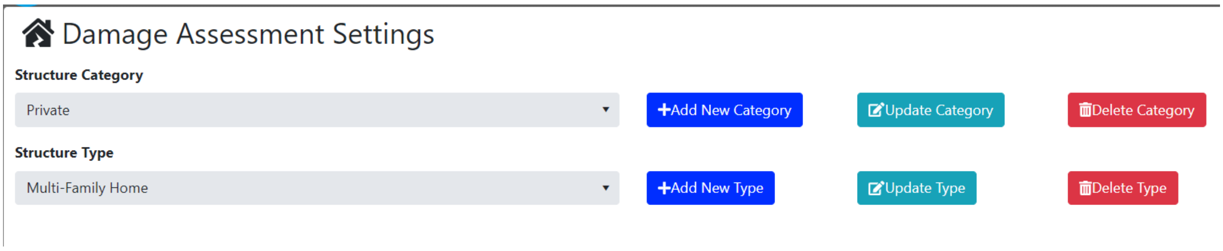
Damage Assessment Settings

Damage Assessment Settings

**Administrators must pre-define these settings before Users can use the Damage Assessment tool.*

1. Navigate to the “Damage Assessments Settings” menu tab and click on it.

2. Pre-define the following settings:



Structure Category

- Click **Add New Category.**
- Add/Type name of New Structure Category.
- After a category is created, users may create as many Structure Types for each category that fits their needs.
- If a new Category is created, the user must create new Structure Types as well.
- Use the **Update Category** button to rename your Structure Category
- Use the **Delete Category** button to remove your selected Structure Category.

Structure type

- Select the Structure Category you would like to add the new Structure Type to.
- Click **Add New Type**.
- Add/Enter the name of the **New Structure Type**.
- Use the **Update Type** button to rename your Structure Type
- Use the **Delete Type** button to remove your selected Structure Type.

Dashboards Admin Side v.3.20.2023

Last updated: 2023-03-20T19:00:44.000Z | Online Version

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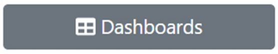
Dashboards



Org Admins create Dashboards for their Organization's Users to use within an Incident.

Create Dashboard

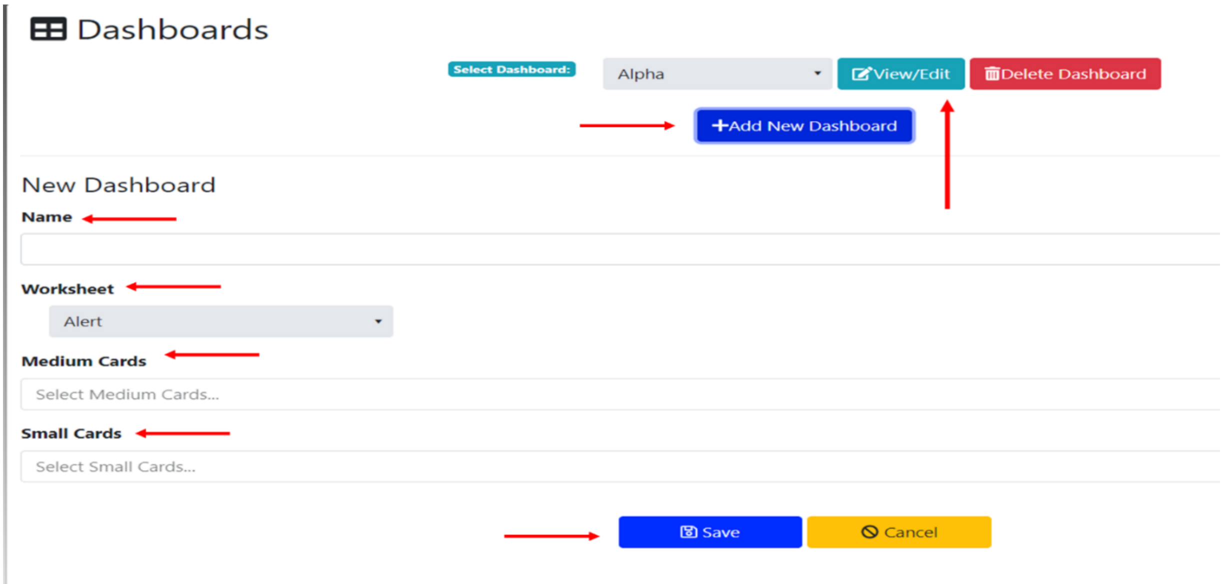
1. Click the **Add New Dashboard** button.

2. **Name** the New Dashboard.

3. Select a default Worksheet for your Dashboard. This will function as the main input screen of the Dashboard.

4. Add Medium and Small Cards as desired. * *One of the Medium cards must be the Worksheet tool you selected.*

5. Click the **Save** button.



View/Edit Dashboard

1. **Choose** the Dashboard from the Dropdown you wish to edit.

2. Click the **View/Edit** button.

3. You can now **edit** the Name, Worksheet, and/or Cards.

4. Click the **Save** button when finished editing or **Cancel** to cancel changes.

5. Use the **Delete Dashboard** to delete the currently displayed Dashboard.

Document Library Admin Side v.3.20.2023

Last updated: 2023-03-20T19:25:57.000Z | Online Version

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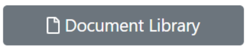
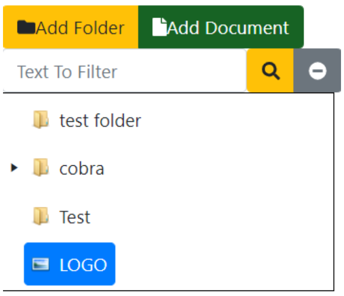
Document Library



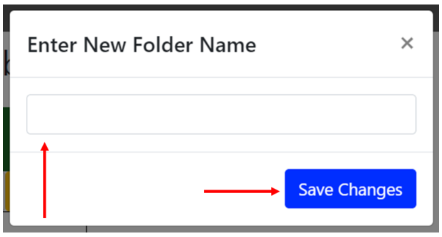
Org Admins use this as a repository to store Documents that their Users can access from the Document Library within the Incident Toolbox. Org Admins can create Folders as well to organize their Organization's documents.



To add a Folder

1. Click on the yellow **"Add Folder"** button.

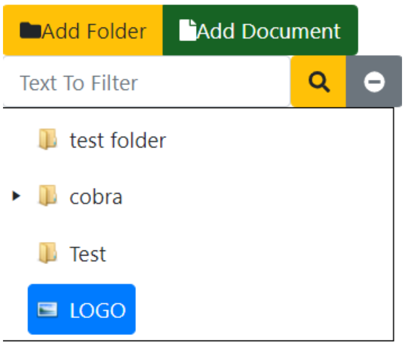
2. Name your folder, then click on the **Save Changes** button.



To Add a Document

1. If Folders exist, click on the desired folder in which the document will be stored before clicking the Add Document button. Documents can also be added outside of folders within the Document Library.

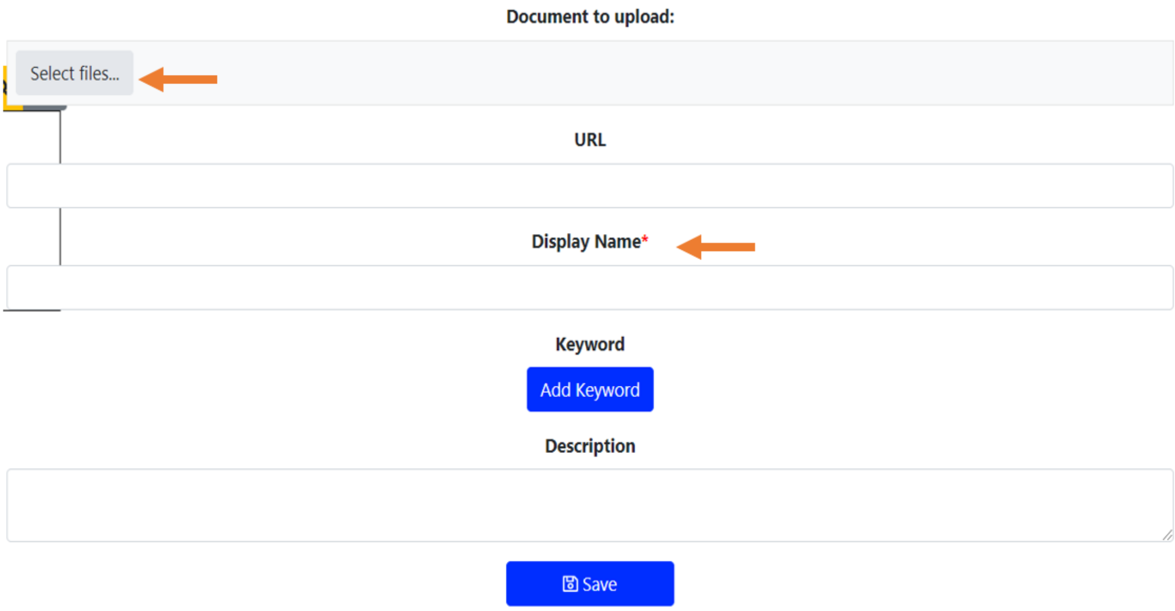
2. Click on the green Add Document button.



3. Click on the "**Select Files…**" button to browse and select the file you would like to add to the library.

4. Enter **Display Name**. Adding Key Words and Descriptions are optional.

5. Click **Save** to finish adding the document to the library.



DOMOPS v.3.21.2023

Last updated: 2023-03-21T19:05:40.000Z | Online Version

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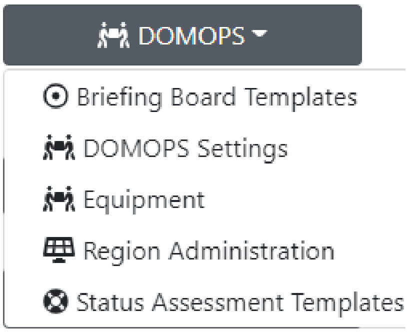
DOMOPS- (Domestic Operations) The Following are sub-menu items for admin use.

**Org Admins must create/pre-build the following settings for COBRA Users to utilize the DOMOPS tools within an incident.*

Click on the DOMOPS menu tab to bring up the following sub-menus;



Briefing Board Templates

Administrators must create a template before using the tool in COBRA.

**Multiple Templates can exist in one org.*

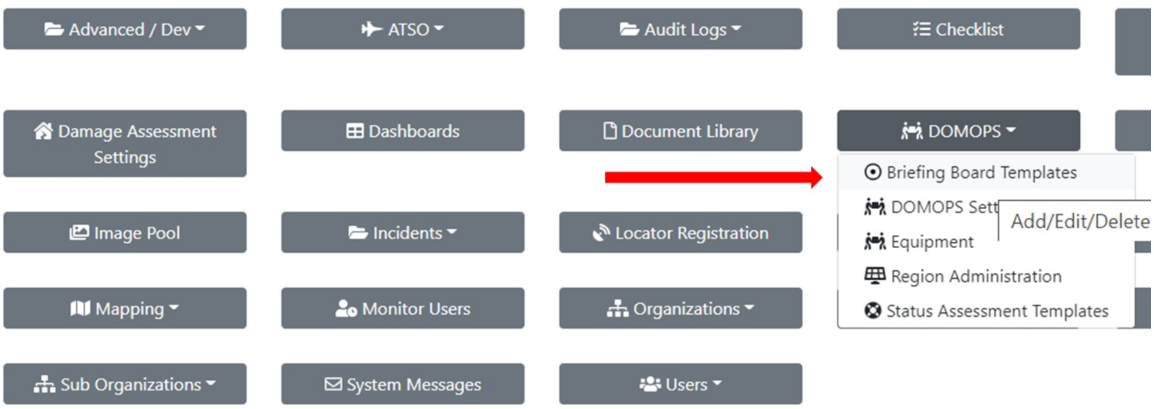
Detailed Instructions for Organizational Administrators

This section describes how COBRA® Organizational Administrators can create and populate new Briefings Board templates in the system with the desired information and widgets. Once completed, the newly created briefings templates are saved in the organization's system. The result is the display of the Briefing Boards in the Briefings List on the operational side of COBRA and will be available to all users with access to that org.

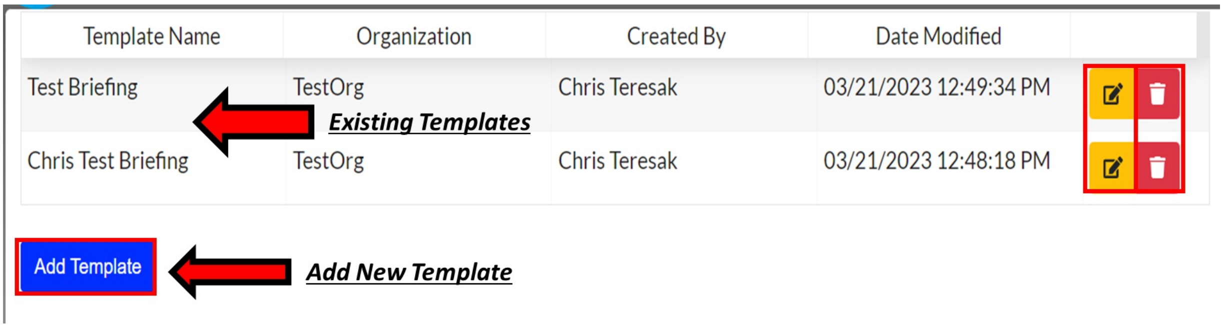
How to Build a New Briefing Template.

1. Upon logging into COBRA® you will come to the Landing Page, which will display a list of Active Incidents.
2. From here, any administrator may navigate to and click on the Administration button, which is on the lower left-hand side of your screen. See below

3. Once on the Administration menu, find and click on the DOMOPS Button and then the "Briefing Board Templates" button.



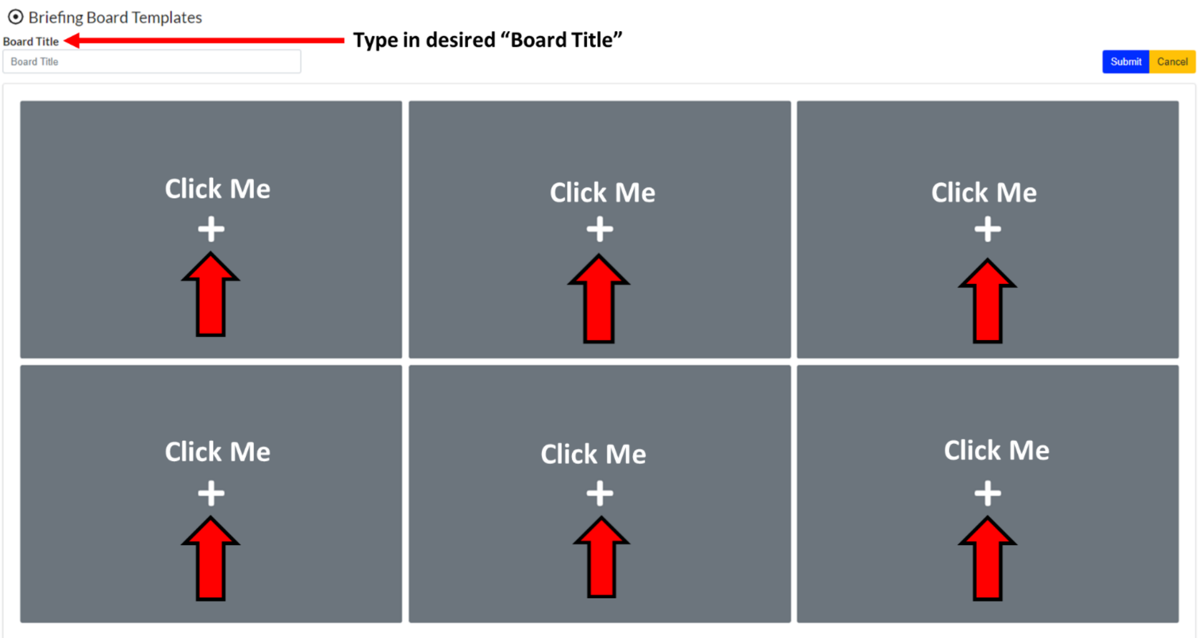
4. From this screen you may ***Add Template*** and ***Edit*** or ***Delete*** existing templates. If an org does not have any templates created, this is where administrators will do so.



5. To add a template, click on the

   Add Template

   button.
6. Upon entering the template creation tool follow these instructions (see picture below)
   - Give the template a “Board Title”
   - Next, choose one of the 6 available widget spaces by clicking on any + (plus) button



7. Once a Widget Space gets clicked on it will turn Green, and the Widget populator appears.

8. After a widget space is chosen the user must select a widget for said space. Below is a list of Widgets available.

1. Text Editor
2. Map
3. Community Lifeline
4. Status Assessment
5. Request Manager
6. Image Viewer
7. External View
8. PERSTAT Tool
9. The Widget space will now be filled with the widget chosen. Text Editor was Chosen here. See below for an example.
10. A user might want multiple widget spaces to be used by the same widget, such as the text editor, and the Width and Height buttons are for this precise purpose.

11. Finally, when all of the spaces and widgets are chosen as desired, click on the *submit* button and you will have a brand-new briefings board template. The final product will appear as an option on the operational side of COBRA.

Simple Instructions*

1. Click on **ADD Template**.

2. Click on the Board Title field and Name your Template.

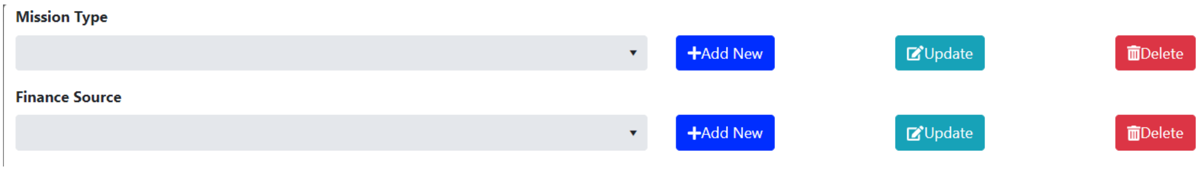
3. Click a grey square that has a plus in the middle. These are the widget boxes and turn green when selected.

4. Type in a **Widget Title**, then **Select a widget** and click **Submit**. A newly created widget is saved to the board.

5. Apply Widgets as desired to the other spaces in the Briefing Board grid. 6. When complete, click the blue Submit button.

DOMOPS Settings

*Both the Mission Types and Finance Sources can be updated and deleted any time within the DOMOPS Settings page.



Mission Types

1. Click the **Add New** Button.

2. Enter Mission Type Name.

3. Click the **Save Changes** button.

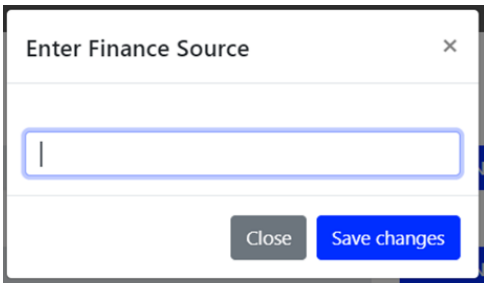
*To ***Update*** or ***Delete*** Mission Type Please use the correlating buttons.

Finance Source

1. Click Big Blue **Add New** Button

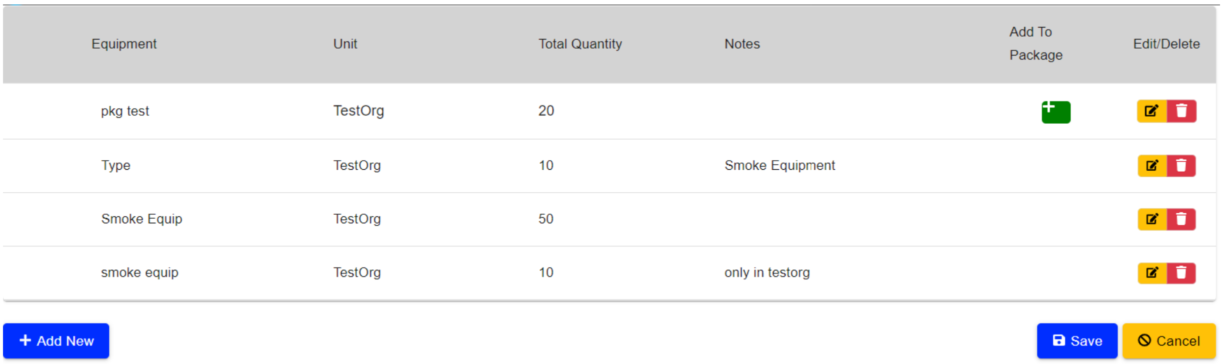
2. Enter Finance Source Name

3. Click the **Save Changes** button.



*To ***Update*** or ***Delete*** Mission Type Please use the correlating buttons.

Equipment



Equipment	Unit	Total Quantity	Notes	Add To Package	Edit/Delete
pkg test	TestOrg	20			
Type	TestOrg	10	Smoke Equipment		
Smoke Equip	TestOrg	50			
smoke equip	TestOrg	10	only in testorg		

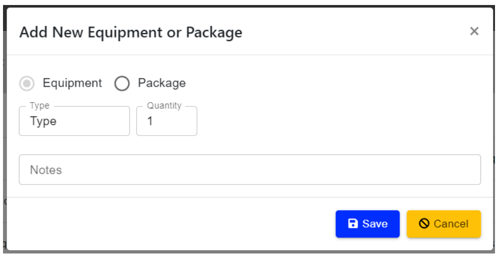
Equipment * this is where managers will require preloaded organizational equipment.

1. Click the **Add New** button.

2. Select Equipment or Package.

3. Enter the Type and Quantity

4. Click the **Save** button 2 times.



Edit Equipment

1. Click on the Equipment Subtab

2. Choose the Equipment Item you wish to edit from your organizations list.

3. Click on the Items yellow Edit button.

4. Edit equipment items details.

5. Click Save

Delete Equipment

1. Click on the Equipment Subtab

2. Choose the Equipment Item you wish to Delete from your organizations list.

3. Click on the Items Red Delete button.

4. Click Yes when asked if you want to delete it.

Region Administration

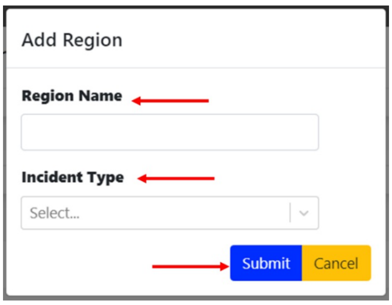
Adding a Region

1. Click on the **Add Region** button.

2. Type in a Region Name.

3. Choose an Incident Type. **Incident Types must be created before using this tool*

4. Click the **Submit** Button.



Edit Region

1. Click on the Region Admin Subtab.

2. Choose the Region you wish to edit from your organizations list.

3. Click on the Region's yellow Edit button.

4. Edit Regions details.

5. Click Save

Delete Region

1. Click on the Region Admin Subtab.

2. Choose the Region you wish to Delete from your organizations list.

3. Click on the Items Red Delete button.

4. Click Yes when asked if you are sure that you want to delete it.

Status Assessment Templates

1. Click on the **Add Template** button.

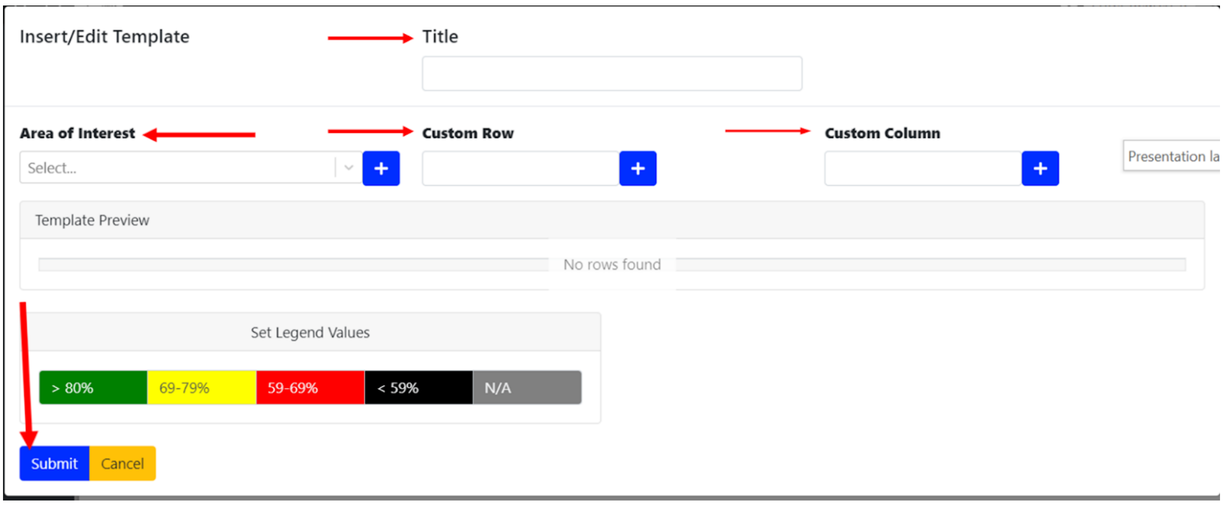
2. Type in a Title for the Template.

3. Choose Area of Interest.

If Zones or Regions have already been created, then the Area of Interest will be populated with these areas for the "Area of Interest" dropdown.

4. User may optionally choose to add custom Rows and Custom Columns if desired.

5. Click on the **Submit** button



Edit Status Assessment Template

1. Click on the Status Assessment Template Subtab.

2. Choose the Region you wish to edit from your organizations list.

3. Click on the Region's yellow Edit button.

4. Edit Regions details.

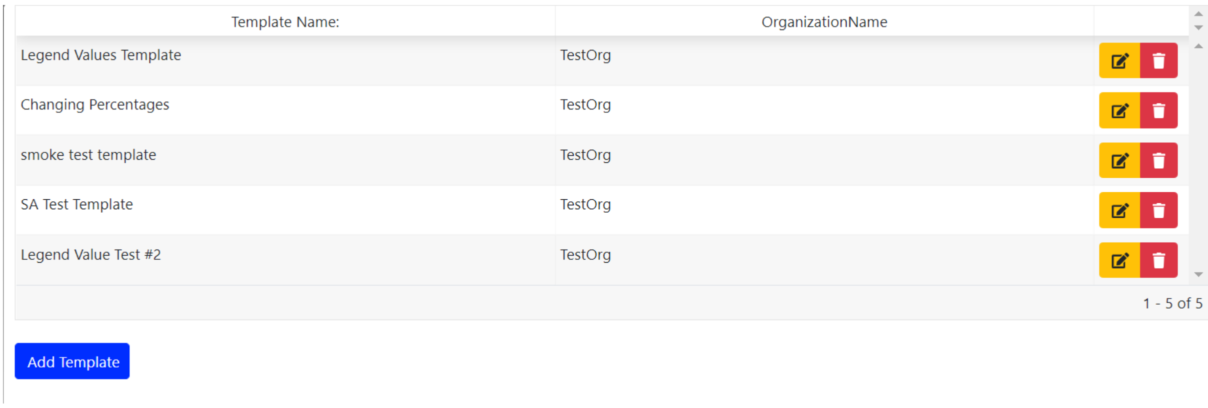
5. Click Save

Delete Status Assessment Template

1. Click on the Status Assessment Template Subtab.

2. Choose the Template you wish to Delete from your organizations list.

3. Click on the Templates Red Delete button.



Template Name:	OrganizationName	
Legend Values Template	TestOrg	
Changing Percentages	TestOrg	
smoke test template	TestOrg	
SA Test Template	TestOrg	
Legend Value Test #2	TestOrg	

1 - 5 of 5

Add Template

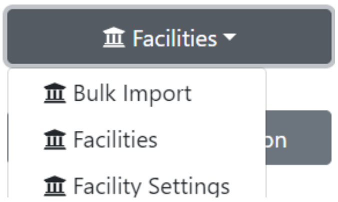
Facilities v.3.21.2023

Last updated: 2023-03-22T15:36:40.000Z | [Online Version]

Administrator Guide

March 21, 2023

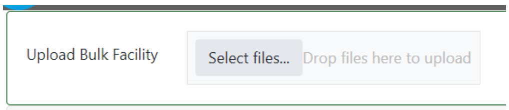
[Facilities]



Click on the Facilities menu tab to bring up the following sub-menus;

Bulk Import

Multiple facilities can be BULK imported all at once using the Facility Bulk Import template. *Please contact the COBRA Support team to request the templates.



Facilities

Shows a list of existing Facilities within your Org. If none exist, it must be prebuilt/created on the admin side before use in Incident tools. Follow the below steps to add a Facility within your Org.

****The Facility Settings should be configured FIRST before creating a New Facility.***

1. Click the blue **Create Facility** Button

2. **Name** the Facility.

3. Organization field will display the Org you are associated with, but you can also search for other Orgs you have access to add to the Facility.

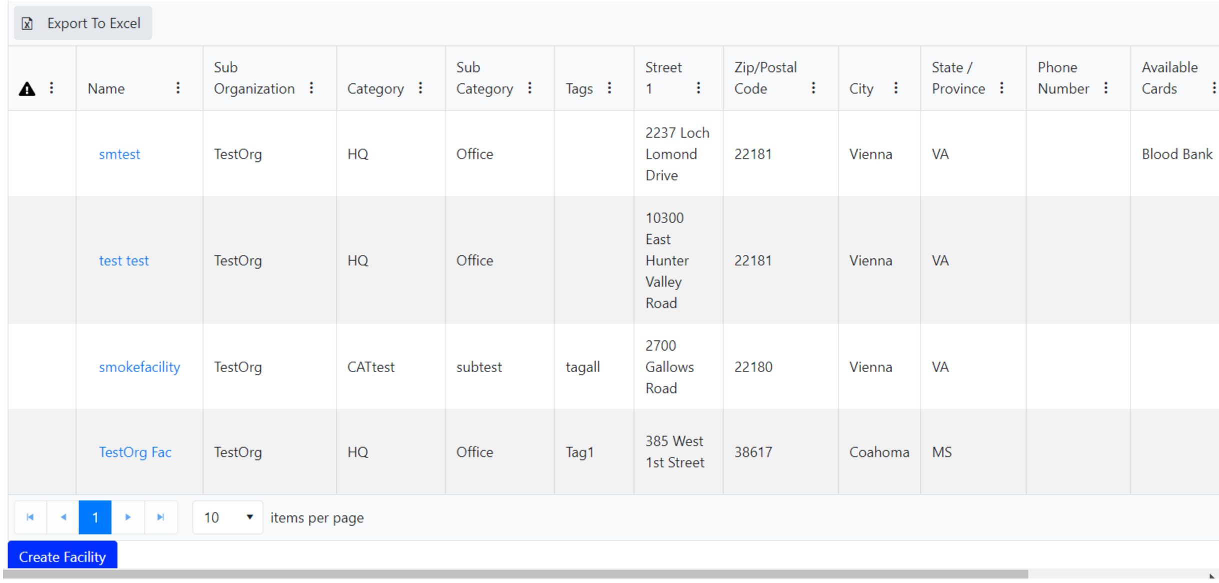
4. Select a Category and Sub Category for the Facility. **These options must first be pre-defined on the Facility Settings page.*

5. Select a Primary POC.

6. Plot or enter the Facility location.

7. Click on the blue **Save** and **Close** button if you are finished entering any other field options and would like to add the facility to the main Facility list page.

8. Click on the green **Save and Continue** button if you would like to fill in any of the Information Cards at the bottom of the page.



Export To Excel

⚠	Name	Sub Organization	Category	Sub Category	Tags	Street 1	Zip/Postal Code	City	State / Province	Phone Number	Available Cards
	smtest	TestOrg	HQ	Office		2237 Loch Lomond Drive	22181	Vienna	VA		Blood Bank
	test test	TestOrg	HQ	Office		10300 East Hunter Valley Road	22181	Vienna	VA		
	smokefacility	TestOrg	CATtest	subtest	tagall	2700 Gallows Road	22180	Vienna	VA		
	TestOrg Fac	TestOrg	HQ	Office	Tag1	385 West 1st Street	38617	Coahoma	MS		

1 | 10 items per page

Create Facility

Facility Settings

*Must be configured prior to creating new facilities.

Category/Sub Category/Tag

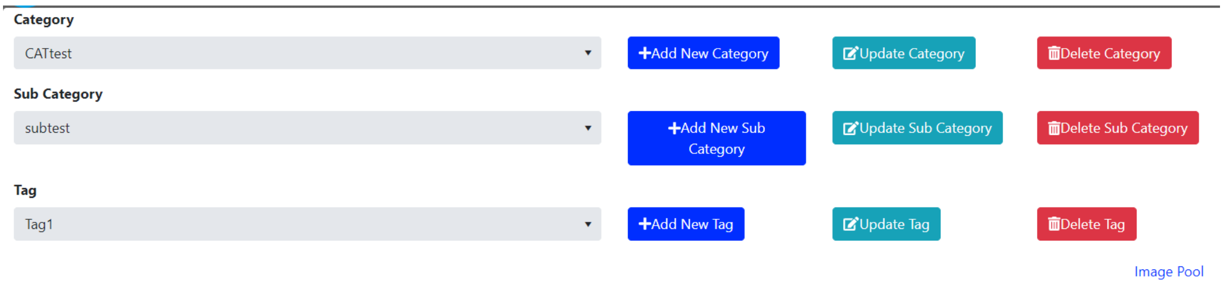
1. Click the corresponding **Add New** button.

2. Name your **Category**, **Sub Category** or **Tag**.

    *Category will allow you to choose an Icon from a drop-down list if desired.

4. Click **Save Changes.**

5. To **Update** or **Delete** Facility Settings click on appropriate **blue, green,** or **red** button.



Forms Admin Side v.3.22.2023

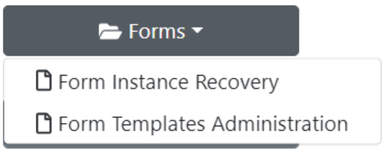
Last updated: 2023-03-22T17:41:35.000Z | Online Version

Administrator Guide

March 22, 2023

Forms

**Click on the Forms menu tab to bring up the following sub-menus;*



Form Instance Recovery

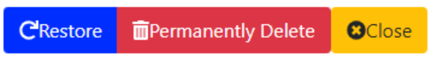
**This tool allows Org Admins to Restore or Permanently Delete instances of Forms that have been deleted within an Incident.*

1. Expand the folder and locate the Form to Restore or Permanently Delete.

2. Click the **Restore** button to re-add the Form to the Form Templates list

3. Click the **Permanently Delete** button to remove the Form instance from the system.

4. Click the **Close** button to close Form Instance.



Form Template Administration

An Org Admin may insert and edit their organization's forms as they see fit. The Template Files must be premade by the Organization before they can upload and be used operationally.

To Add a Template

1. Click on the **Insert New Template** button.

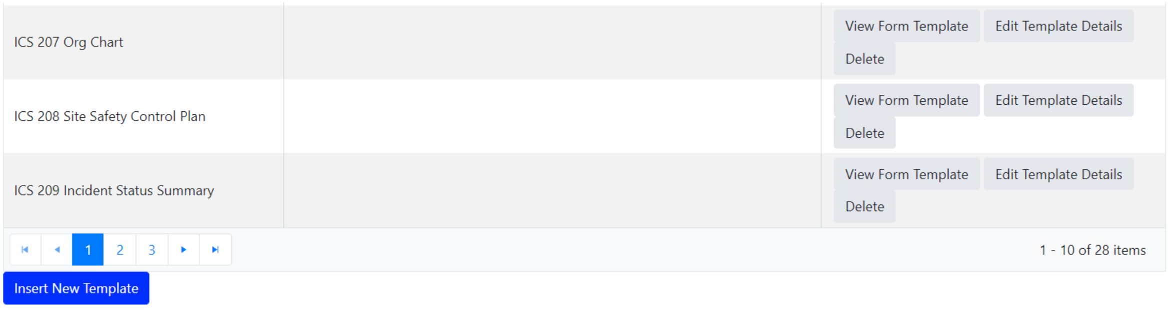
2. **Select** a Template File.

3. **Select** Instructions File.

4. **Add** Template Name.

5. Optionally, you can **add** a Template Description.

6. Click **Save Template**.



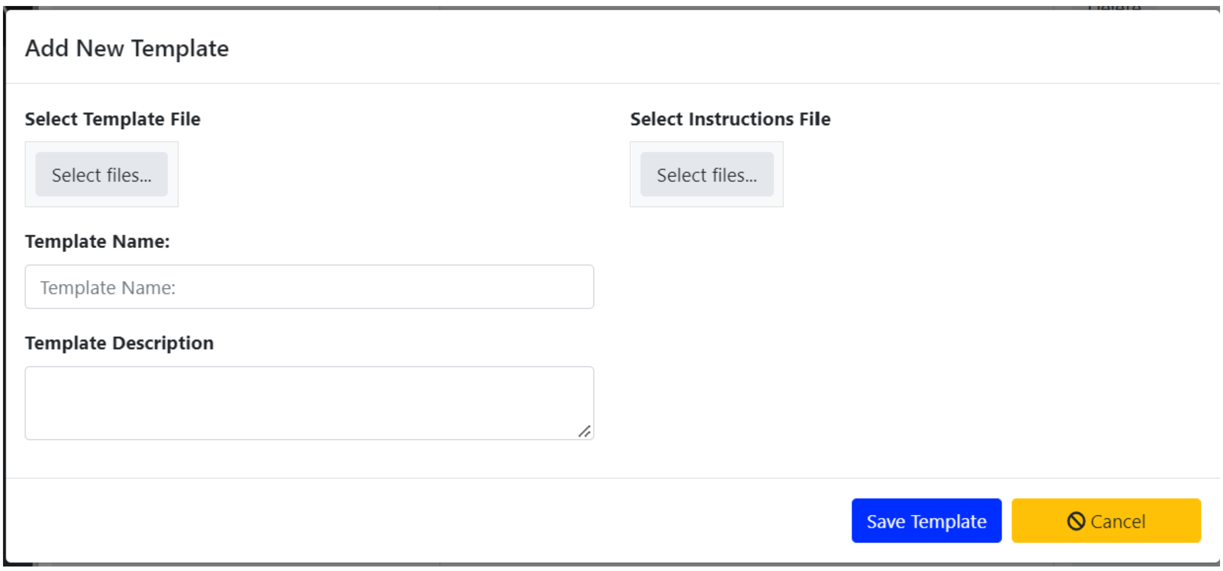


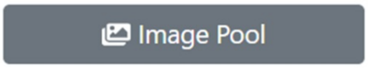
Image Pool v.3.22.2023

Last updated: 2023-03-22T17:46:13.000Z | Online Version

Administrator Guide

March 22, 2023

Image Pool



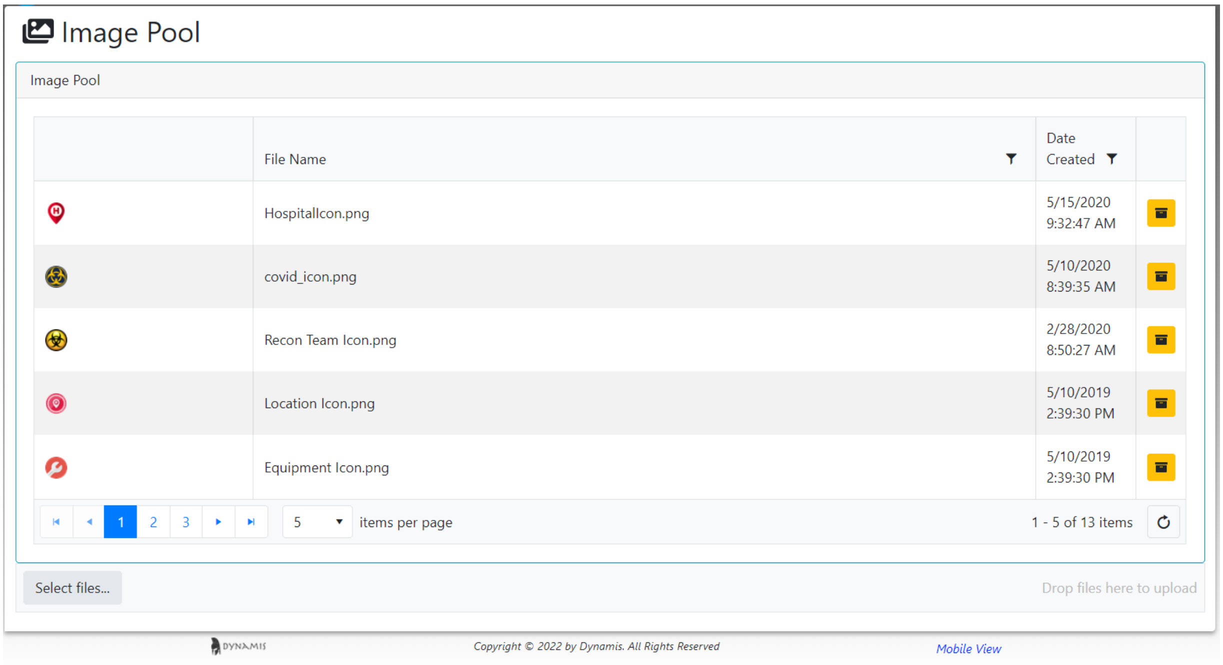
Users can add Images to the system from their local computer.

1. **Click** on the grey "Select Files…" button to browse for your file.

2. **Choose** your file to upload and click Open.

3. If the image is not automatically added to the list, refresh the browser page.

4. Use the **Yellow** Archive button to remove from the main list.



Incidents Admin Side v.3.22.2023

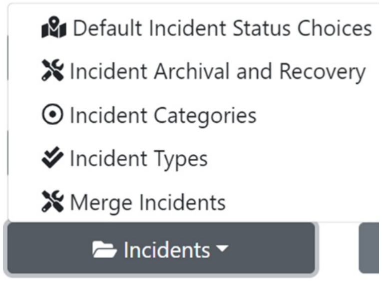
Last updated: 2023-03-22T18:07:38.000Z | Online Version

Administrator Guide

March 22, 2023

Incidents

**Click on the Incidents menu tab to bring up the following sub-menus;*



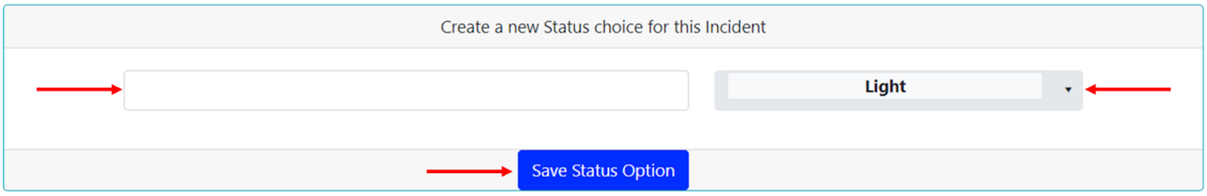
Default Incident Status Choices

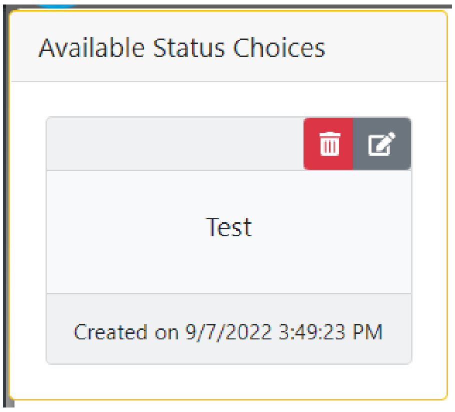
The Default Incident Status Choices can be set for your Org and used within any Incident.

1. Create a new status for future incidents by naming it in the field and choosing a color. Ex: ALPHA, BRAVO, On Scene, En Route, Real World, Exercise, Training, etc.

2. Click the **Save Status Option** button.

3. Once Saved, Available Status Choices will appear and be available when choosing to create a new incident.





Incident Archival and Recovery

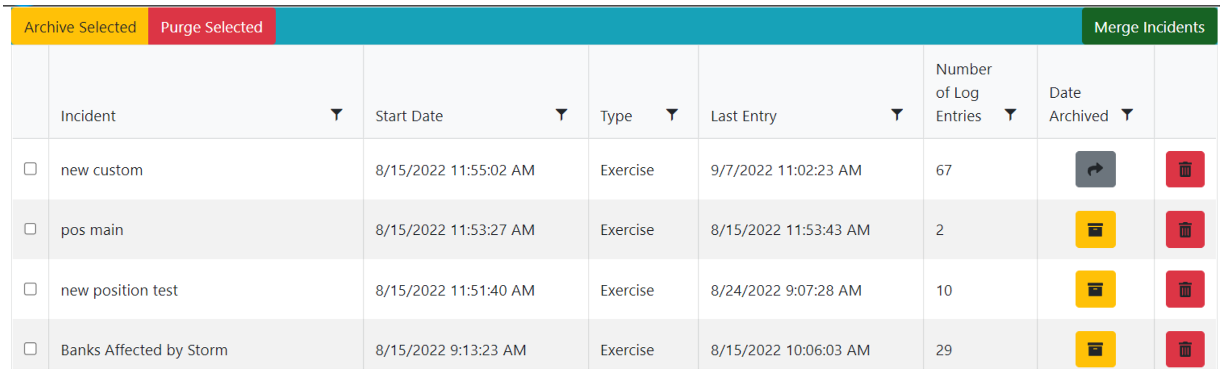
This page is used to Restore, Archive, Permanently Delete or Merge Incidents.

1. To **Archive**, click on the yellow archive button or to do archive multiple incident, select your choices and click on the Yellow Archive Selected button

2. To **Delete**, click on the red trash can button

3. To **Merge**, click on chosen line items (at least 2) and click on the Merge Incident Button

4. To **Recover**, Click on the Grey Recover Arrow.

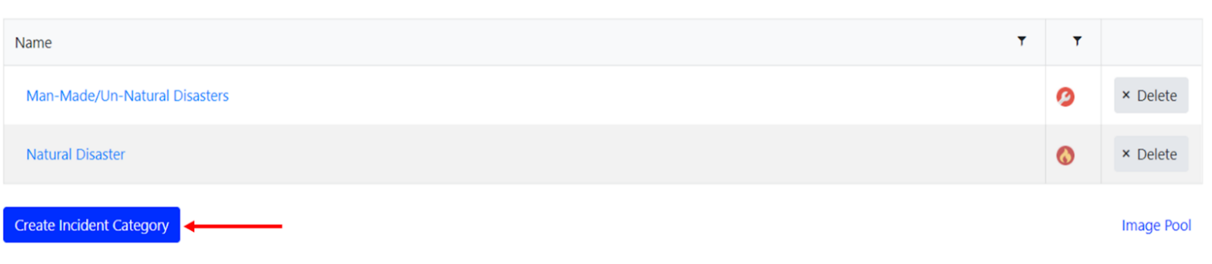


	Incident	Start Date	Type	Last Entry	Number of Log Entries	Date Archived	
	new custom	8/15/2022 11:55:02 AM	Exercise	9/7/2022 11:02:23 AM	67		
	pos main	8/15/2022 11:53:27 AM	Exercise	8/15/2022 11:53:43 AM	2		
	new position test	8/15/2022 11:51:40 AM	Exercise	8/24/2022 9:07:28 AM	10		
	Banks Affected by Storm	8/15/2022 9:13:23 AM	Exercise	8/15/2022 10:06:03 AM	29		

Incident Categories

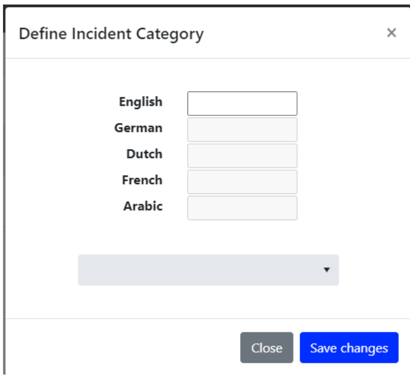
*This is one of the initial settings that should be configured by the Org Admin for their Org.

1. Click the **Create Incident Category** button.



2. **Name** the Incident Category. Ex: Man-Made Disasters, Natural Disasters, Etc.

3. Click **Save Changes**



Incident Types

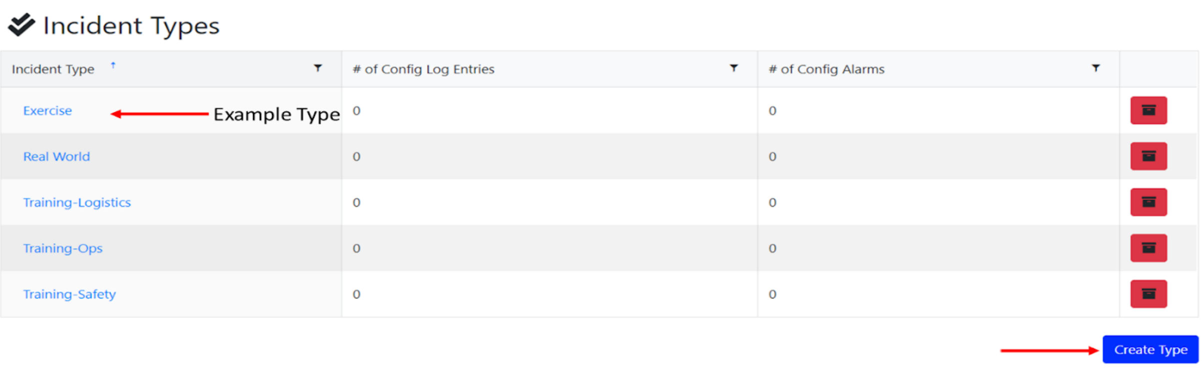
*This is one of the initial settings that should be configured by the Org Admin for their Org.

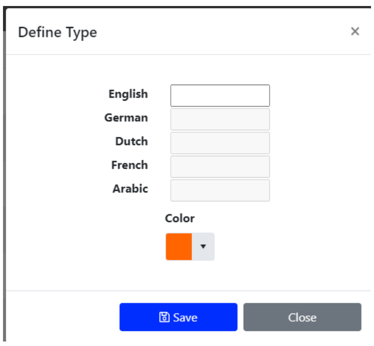
1. Click the **Create Type** button.

2. Type in an Incident Type **name**.

3. Optional: **Choose** color- Ex: Exercise (yellow), Real World (red), Training (blue)

4. Click **Save**





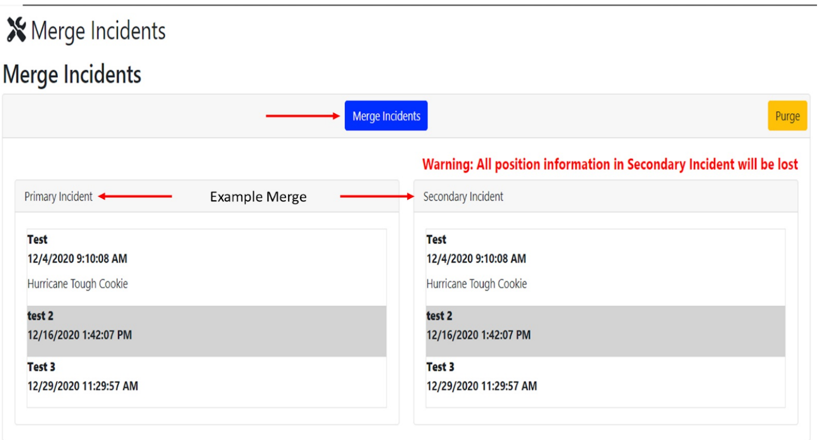
Merge Incidents

*This page is used by Org Admins to merge two separate incidents into one.

1. Highlight a Primary and a Secondary Incident.

2. Click on the **Merge Incidents** button.

3. In the Warning Pop Up, click **Ok** to continue or Cancel the operation. Continuing will overwrite the Positions within the Secondary Incident and Use the Incident Name of the Primary Incident.



Locator Registration v.3.22.2023

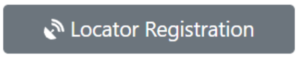
Last updated: 2023-03-22T19:33:17.000Z | Online Version

COBRA

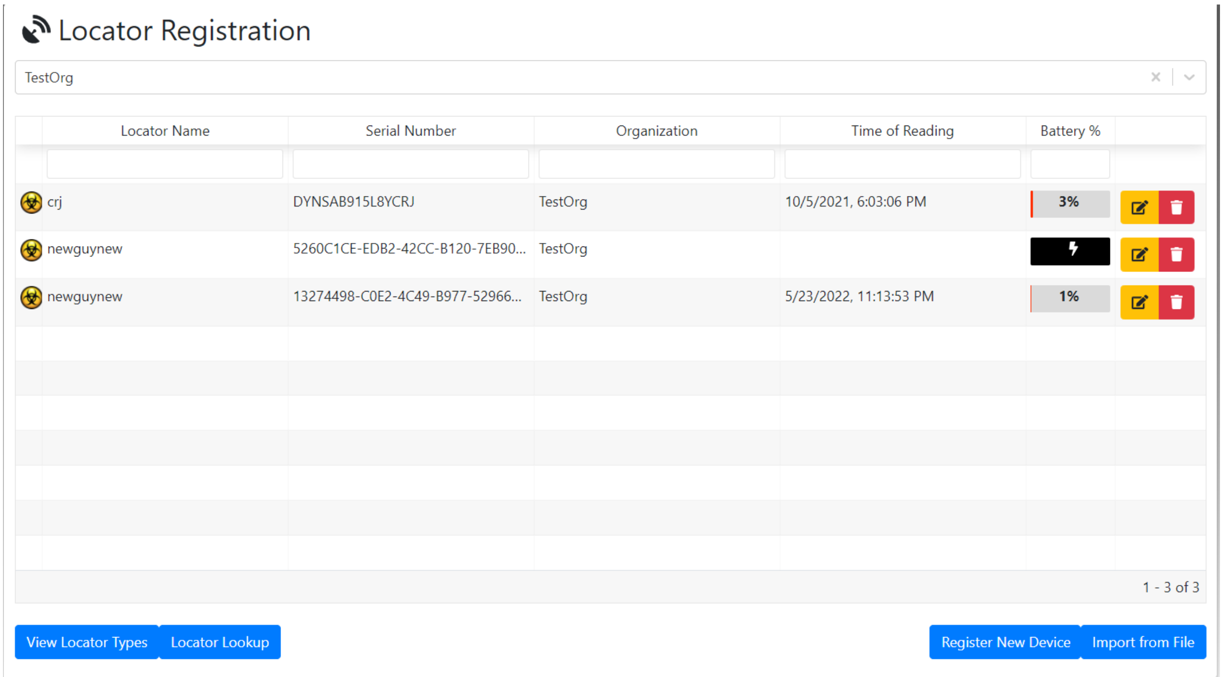
Administrator Guide

March 22, 2023

Locator Registration

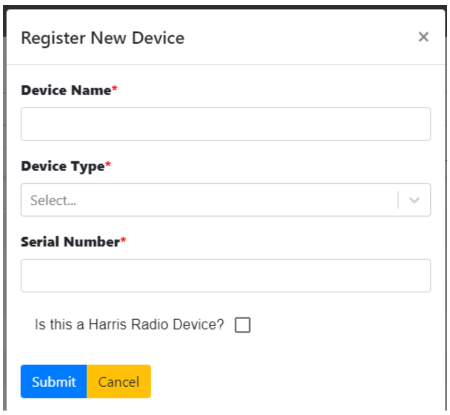


This page lists any COBRA Locator or mobile phone tracker that is registered within your Org. You will need to use this page to register new COBRA Locators or mobile phone trackers. Registering a mobile phone tracker will require you to download and install the COBRA mobile app onto your phone.



Register New Device

1. Click on the **Register New Device** button.



2. In the pop-up, create a Locator **Name**.

3. Select a Locator **Type**. *Use the **View Locator Types** to add one if none are currently available.*

4. Enter the COBRA Locator **serial number**.

5. Click on the **Submit** button.

*Org Admins can also use the **Import from File** button to upload multiple Locators at once. The Excel spreadsheet should include the Locator Name, Serial Number, and Organization.*

Once a COBRA Locator is registered, Users can add them to an incident to track its location within the Incident's Main Map.

View Locator Types:

**Use this feature to view or create a new Locator Type to associate with your Locator.*

1. Click the **View Locator Types** button.

2. On the next page, click the **Create Locator Type** button to add a new Locator Type. Existing Locator Types will be displayed on the grid to the left.

3. In the pop-up, type a **name** for your Locator Type.

4. Pick an ***Associated Image*** from the drop-down list.

5. Click the **Submit** button to add to the Locator Type list.

Associated Images are pulled from the Locator Image Pool list located in the grid on the right. You can use the Upload button to bring in a new image from your local computer. Recommended .png icon image file.

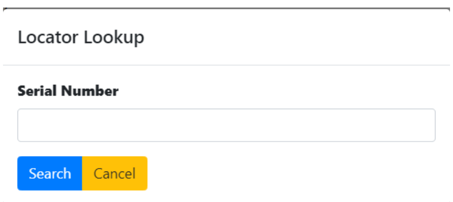
Locator Lookup:

**Use this feature to Look up your Locator.*

1. Click the ***Locator Lookup*** Button

2. Fill in the ***Serial Number*** for your Locator

3. Click ***Search***



Log Types v.3.22.2023

Last updated: 2023-03-22T19:43:20.000Z | Online Version

Administrator Guide

March 22, 2023

Log Types

*Log Types are associated with Log entries found in the Multi *Log* tool that label or categorize the Log entries. Sample Log Types in the image below.

Create Log Type

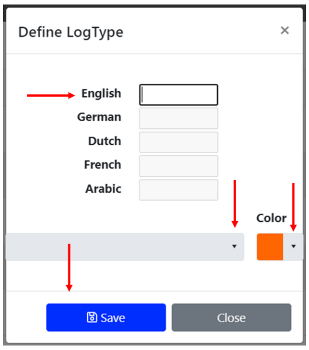
1. Click on the **Create Log Type** button.

2. Define Log Type by typing a **Name**.

3. **Optional**: Select a Decision, Fact, or Question Icon from the drop-down list.

4. Choose a background **color** for the Icon field.

5. Click **Save** to add to the available Log Types list.



Logbooks Admin Side v.3.22.2023

Last updated: 2023-03-22T19:52:07.000Z | Online Version

COBRA

Administrator Guide

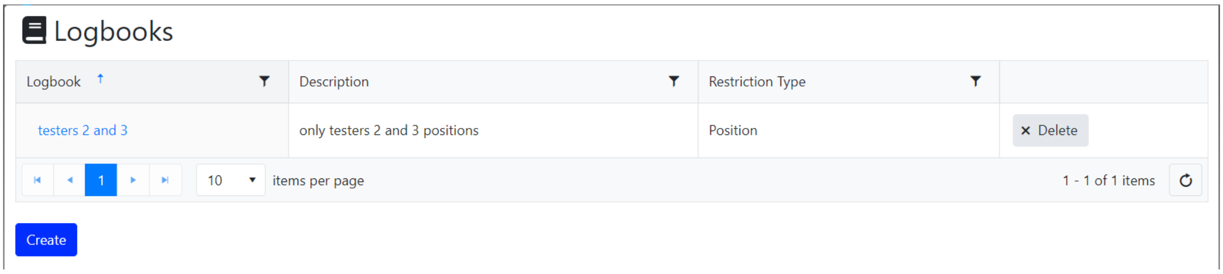
March 22, 2023

Logbooks

*Org Admins can create public and private Logbooks for their Orgs. The private Logbooks can be restricted to specific Users or Positions.

Create Logbook

1. Click the **Create** button.



2. Type in a Logbook **Name** in the English field box.

3. **Optional**: Type in a Description of the logbook.

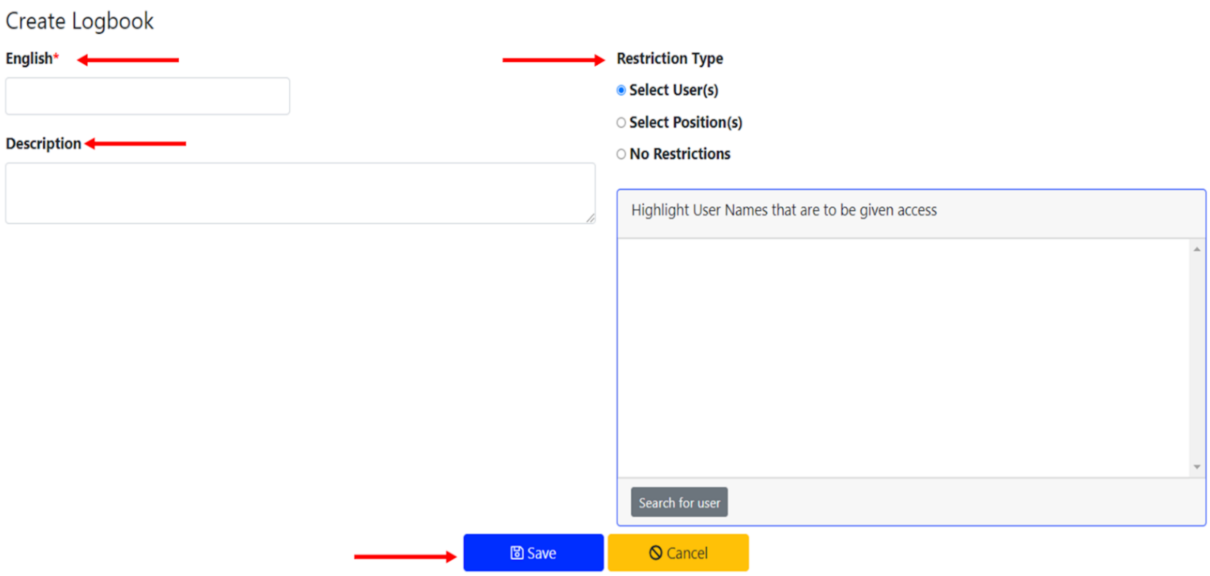
4. **Choose** a Restriction Type:

• **Select User(s) –** Use this option to restrict the logbook to specific Users. Click the 'Search for User' button to search for an existing User in the System.

• **Select Position(s) –** Use this option to restrict the logbook to specific Positions. Click inside the Select Positions…field box to bring up the list of available positions.

• **No Restrictions –** Use this option to make the logbook available for All Users inside your Org.

5. Click the **Save** button to create your new Logbook.



Manage Chat Rooms v.3.22.2023

Last updated: 2023-03-23T15:59:21.000Z | Online Version

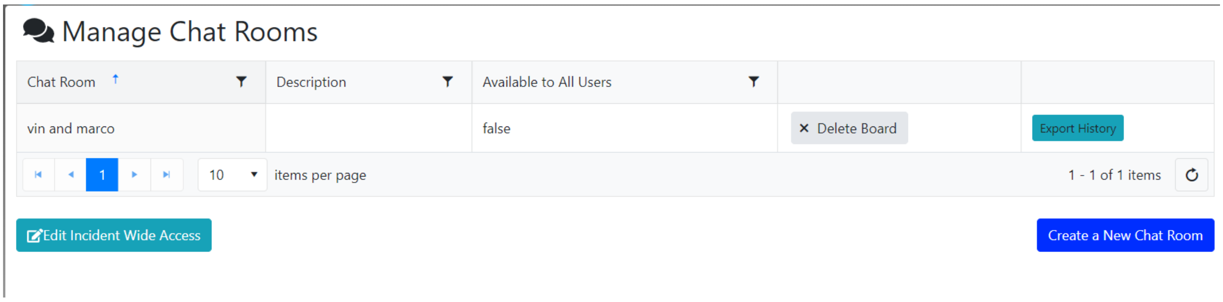
COBRA

Administrator Guide

March 22, 2023

Manage Chat Rooms

*All COBRA Orgs include a **General** and **Incident Wide** Chat Room. Org Admins can create additional chatrooms within their Org that can be either Available to All Users or made Private for specific Users.



Create Chat Room

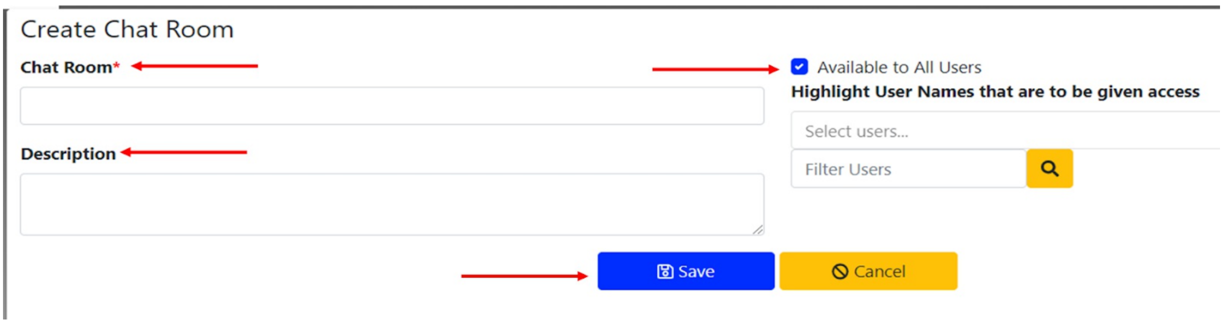
1. Click **Create a New Chat Room** button.

2. Type in the desired **Name** of the Chat Room.

3. **Optional**: Type in the Description of the Chat room.

4. By default, the **Available to All Users** checkbox will be checked to keep the Chat Room public. By unchecking the box and choosing specific Users, this will make the Chat Room private to the Users given access.

5. Click **Save** to create the Chat Room.



Edit Chat Room

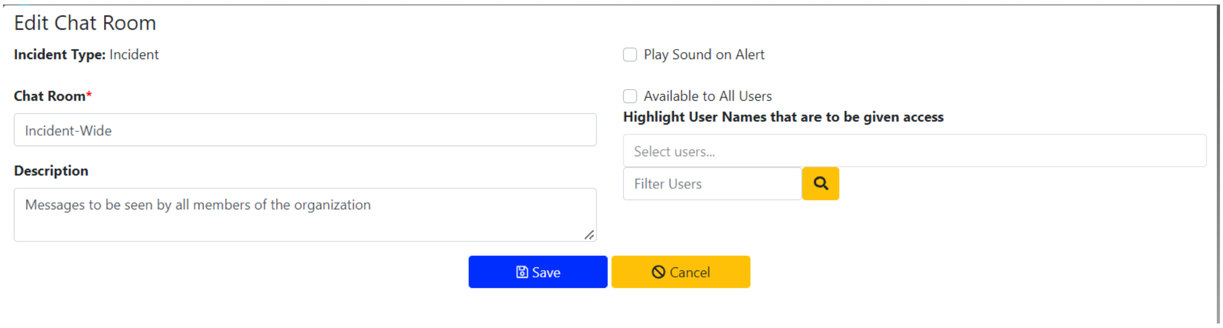
1. Click ***Edit Incident Wide Access*** button.

2. Type in the **NEW Name** of the Chat Room.

3. **Optional**: Type in the Description of the Chat room.

4. By clicking the **Available to All Users** checkbox will keep the Chat Room public. By unchecking the box and choosing specific Users, this will make the Chat Room private to the Users given access.

5. Click **Save** to create the Chat Room.



Mapping v.3.23.2023

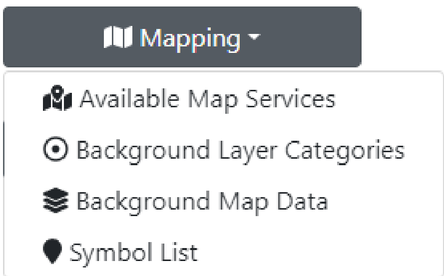
Last updated: 2023-03-23T16:19:33.000Z | Online Version

Administrator Guide

March 23, 2023

Mapping

**Click on the Mapping menu tab to bring up the following sub-menus;*



Available Map Services

*This administrative tool allows Org Admins to add an active WMS or WFS service layer(s) to the system for COBRA Users to display on the main map.

1. Click the **Add Services Layer** button to bring up the Layer wizard.

2. Under the **Add Layer Data** tab, give the Service Layer a Name.

3. Provide the **WMS** or **WFS** URL.

4. Select the Service Layer type from the dropdown.

5. Click on the grey Test Connection button to validate the Service URL.

6. Once validated, click the **Next** button.

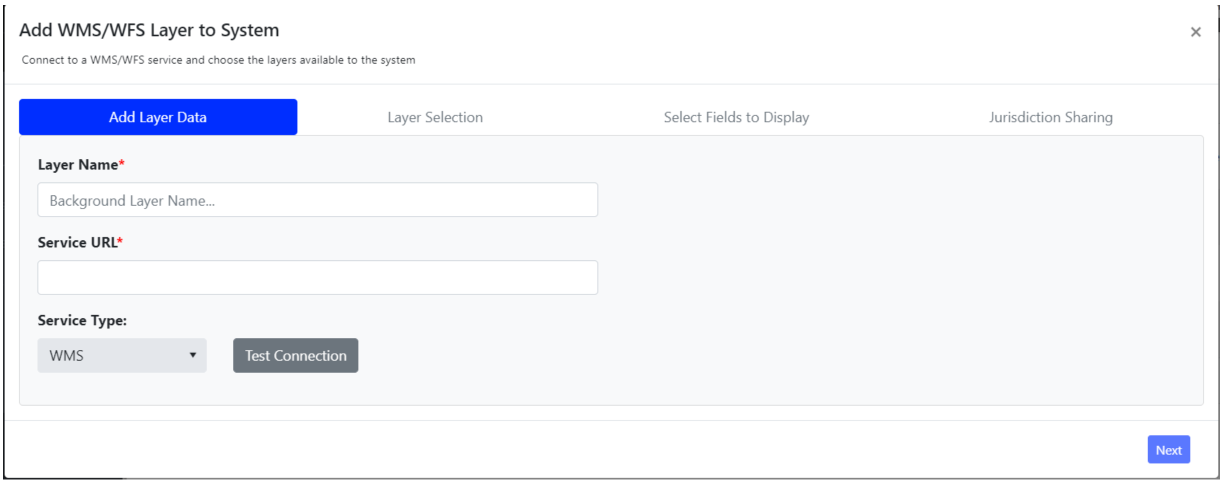
7. Under the **Layer Selection** tab, individually select the subset layers you would like to make available for the Users. Alternately, you can use the **Select All** button.

8. In the **Layer Visibility** section, select your minimum and maximum Zoom Levels.

9. Click the **Next** button.

10. Under the **Jurisdiction Sharing** tab, choose the sharing permissions for the layer.

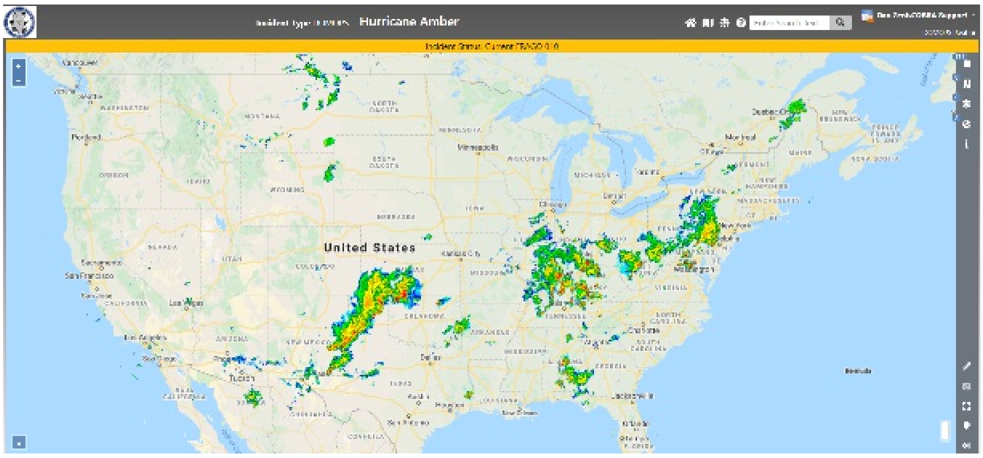
11. Click the **Finish** button to generate the Service Layer.



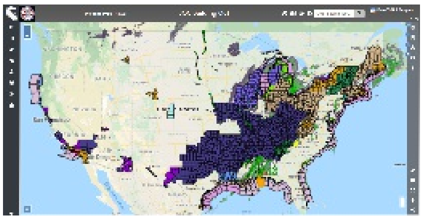
WMS & WFS Feeds

A feature of COBRA mapping that often gets overlooked is the ability to add WMS (Web Mapping Service) and WFS (Web Feature Service) feeds. There are two quickly added WMS feeds for COBRA that provides a visual representation of the current weather concerns. We are in the process of developing a comprehensive list of feeds. Once finished, we will post additional information to this site.

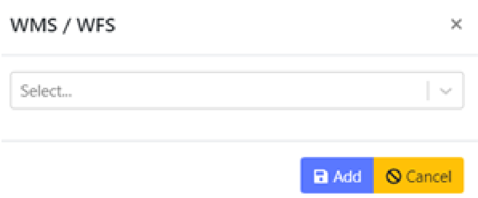
With one of the major updates to the COBRA map a few months ago, the tool now allows the Organization to add a live weather animation. By adding the NEXRAD National Weather Radar feed, the user can play the loop or pause it for a static view.



Another WMS feed allows the Organization to add the National Watches and Warning feeds. This feed displays all the declared warnings and watches across the U.S. Click on the individual county in question for current weather information. As a note, this feed is pulled from an external source without formatting. The pop-up information is in its raw form.



Follow the steps below to add these tools to the Organization. After they are added, click on the WMS/WFS feed button on the map, then click on the + button to add them from the drop-down.



Adding feeds to an Organization

- Navigate to the Admin page.
- Click on the Mapping button.
- Click on the Available Map Services button.
- Click on the Add Service button and enter the information below.

Name

NexRAD National Weather Radar

URL

https://mesonet.agron.iastate.edu/cgi-bin/wms/nexrad/n0r-t.cgi

Type

WMS

Name

NWS Watches & Warnings

URL

https://idpgis.ncep.noaa.gov/arcgis/services/NWS_Forecasts_Guidance_Warnings/watch_warn_adv/MapServer/WMSServer

Type

WMS

- Once the site information is entered, click on the test connection
- Then Click the Next button
- Follow the directions on the following screens.
- Make sure you add all layers recommended by the system.
- Select the appropriate zoom levels desired.

Note on Zoom Levels

Cobra Techs have found that selecting 2 as the minimum zoom and 17 as the maximum zoom seems to work the best.

- Click Next.
- Click Disregard the Category Box and ensure that Private is selected. This will guarantee that they only appear in your Organization.
- To finish, click Next.

If there are additional feeds that you feel could help the community, please feel free to comment on the article.

Background Layer Categories

1. Click the **Add New Entry** button.

2. **Name** the Available Category.

3. Click **Save**.

4. You can use the **Update** or **Delete** buttons for any existing Categories.

Background Map Data

Allows Org Admins to upload fixed map feature layers to the COBRA system with the ability to define styling for Vector-based GIS data. Note that the source file must either be a KML, SHP Zip, or GEOJSON file.

1. Click the **Add a new feature layer** button to bring up the feature layer wizard.

2. Under the **Upload Source File** tab, click the *Select Background Source* button to browse for your file to upload.

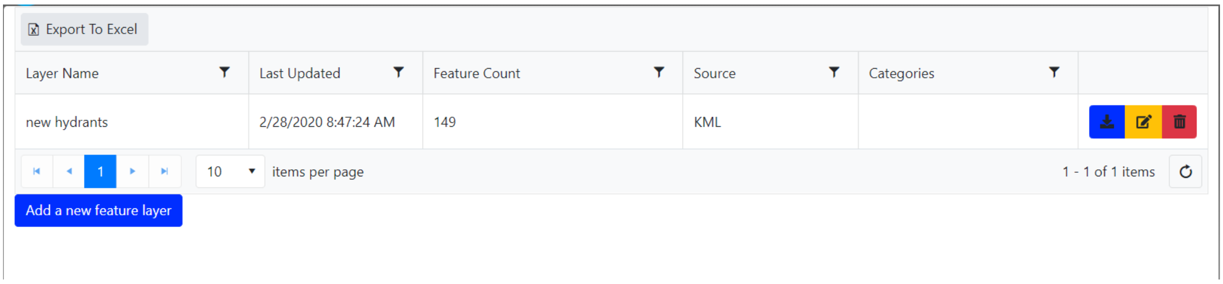
3. Layer Name field will be populated by the original file name but can be changed as well. 4. Select your Sharing Permissions.

5. Next, click the **Layer Symbolization** tab. This section will allow you to keep the existing symbolization styling or customize it yourself.

6. Adjust your Layer visibility Zoom Levels.

7. Next, click the **Select Fields to Display** tab. This Section will allow you to choose which available data fields to display to the user.

8. When finished with all your settings, click the **Submit** button to generate the Background Layer.



Symbol List

COBRA is pre-loaded with the complete Homeland Security Symbiology Reference icon set. Org Admins can also add their own custom Icon Symbols to the Symbol List or add any of the Symbols into the Favorites section.

Create New Symbol

1. Click the **Add a New Symbol** button.

2. Name the Symbol.

3. Select an available **Symbol Category** or Enter a New Category.

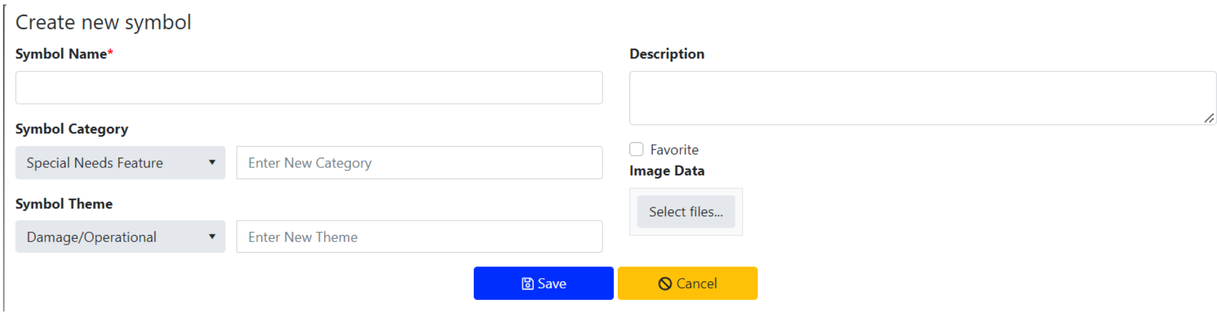
4. Select an available **Symbol Theme** or Enter a New Theme.

5. Fill in a Description.

6. To add the Symbol as a **Favorite**, use the checkbox.

7. Click the **Select Files…** button to upload your symbol icon image.

8. Click the **Save** button to add the symbol to the main Symbol List.



Organizations v.3.27.2023

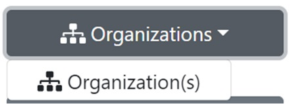
Last updated: 2023-03-27T14:35:07.000Z | Online Version

COBRA

Administrator Guide

March 27, 2023

Organizations



Accessing the Organization(s) page will only list your Org if you are an Org Admin. Only COBRA System Administrators can view every single Org in the system.

1. Click on your Organization name to open up the edit page.

2. On the edit page, you can customize the following:

• **Org Logo** – Use the Change Organization Image feature to upload a custom image for your Org.

• **Description** – Add a description of your Org.

• **Location** - Plot the location of your Org. This will be the default startup location of every new incident within your Org.

• **Default Page** – Set up a default page that users will land on when they enter an incident unless they set up their own Default Start Page.

• **Invite Users –** Use this feature to send an invitation to people that are not currently registered with a COBRA account. The email will provide a link that directly registers them into your Org.

• **Data as KML –** Add a KML geometry image to your Org that could be used as a location boundary for Area of Responsibility.

3. Once you are finished editing/customizing your Org, click the **Save** button.

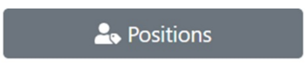
Positions v.3.27.2023

Last updated: 2023-03-27T14:45:58.000Z | Online Version

Administrator Guide

March 27, 2023

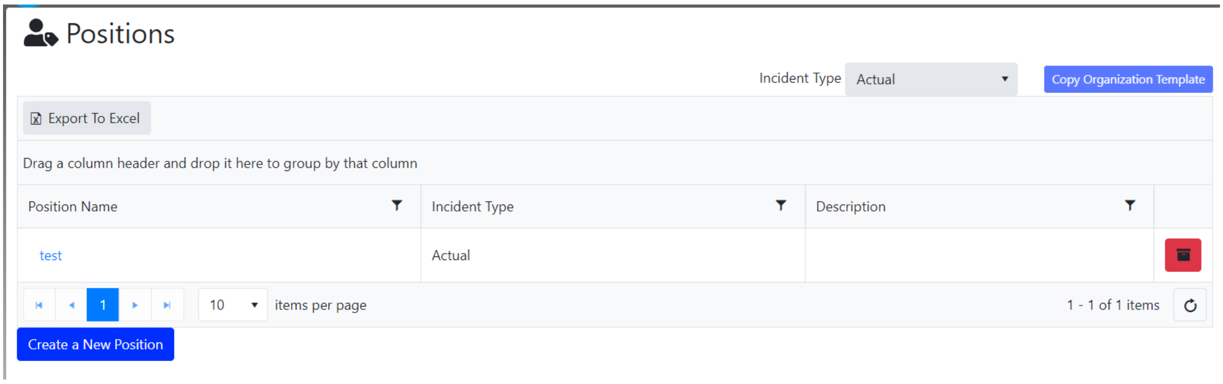
Positions



In the Positions tool, the Org Admin can create pre-defined Positions for specific or each individual existing Incident Type within their Org. These established Positions will allow COBRA Users to pick and choose a Position role when entering an Incident. ***UPDATE***: Positions will now also define the Assigned to and Requested by sections of the Mission Manager Tool and MUST be prepopulated so as to not confuse users due to missing drop down information.

Create a New Position

1. Click the **Create a New Position** button.



2. Type in a **Position Name**.

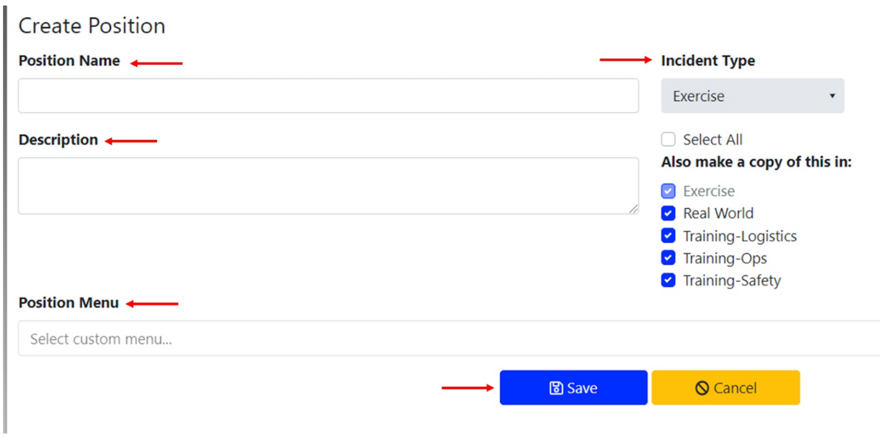
3. Optional: Describe the Position's responsibilities and roles.

4. Optional: You can create a custom **Position Menu** that is only available to User's that select this Position. The custom Position Menu will be located at the top of the Main COBRA Menu.

**Note that the custom Position Menu will only appear in Incidents created AFTER the Position Menu was added.*

5. Choose which **Incident Type** to add the Position to. You have the option to pick and choose or Select All.

6. Click the **Save** button when finished.



Sub Organizations v.3.27.2023

Last updated: 2023-03-27T15:20:25.000Z | Online Version

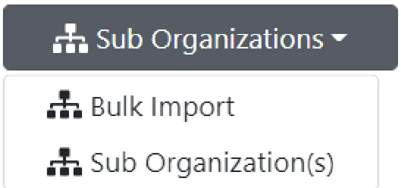
Administrator Guide

March 23, 2023

Sub Organizations

**Click on the Sub Organizations menu tab to bring up the following sub-menus;*

Must be prebuilt/created on the admin side before use in Incident tools.



Bulk Import

Multiple Sub Organizations can be bulk imported all at once using the Sub Organization Bulk Import template. Contact the COBRA Support team to request the template.

1. Edit the Sub Organization Bulk Import template provided by the COBRA support team and save it to your local computer.

2. The following cells are required to upload successfully.

• Sub Organization name

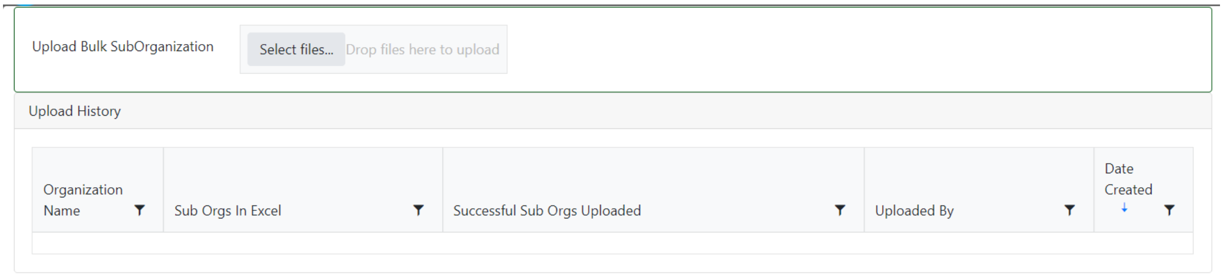
• Primary POC

• Lat/Lon or the full address location

3. Navigate to the **Bulk Import** sub-menu and click on it.

4. Click the '**Select files…**' button to browse for your saved template.

5. Uploaded Sub Organizations can now be viewed on the Sub Organization(s) page.



Sub Organization(s)

1. Click the **Create** button.

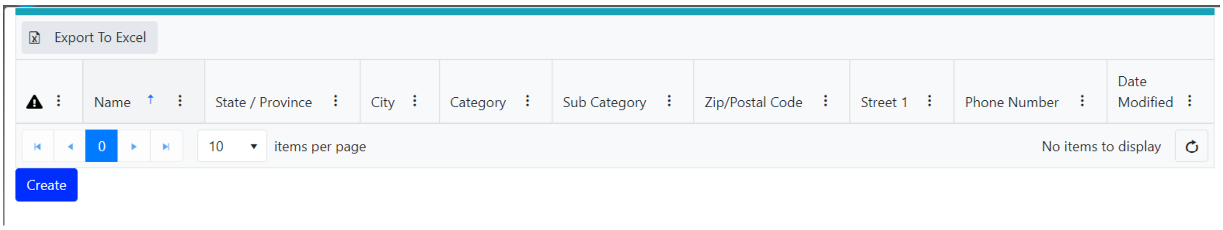
2. **Name** the Sub Organization.

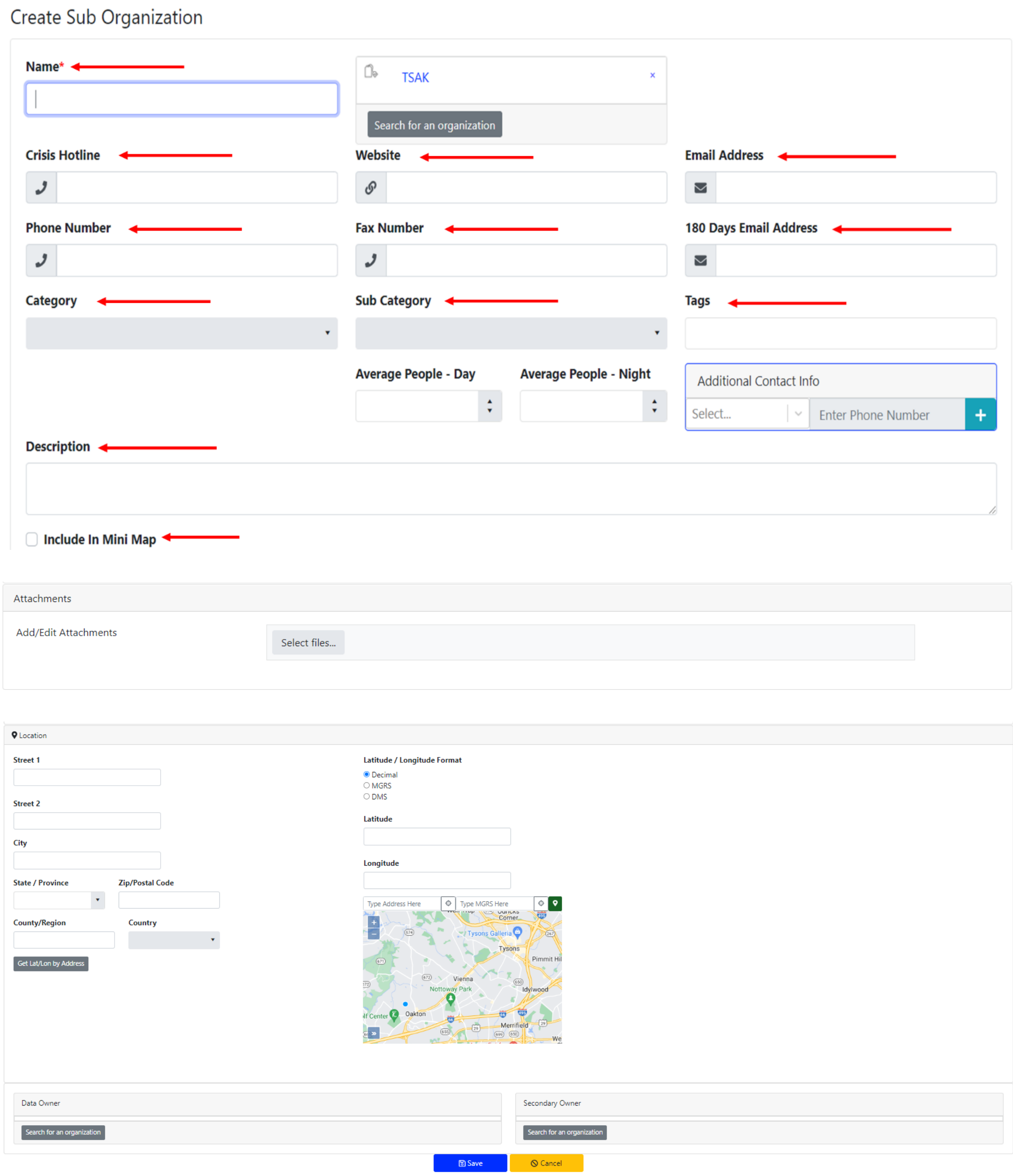
3. Provide a **Description**.

4. Choose a location for the Sub Org.

5. Fill out any other optional fields for the Sub Org.

6. Click **Save** to finish adding the Sub Org.





Spreadsheet Admin Side v.3.27.2023

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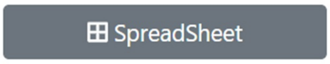
COBRA

Administrator Guide

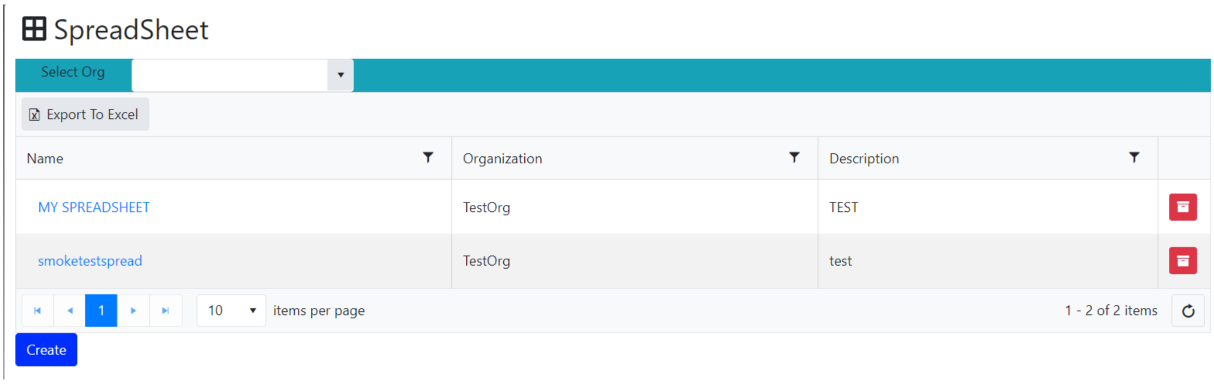
March 27, 2023

Spreadsheet



Spreadsheets must be prebuilt/created by the Org Admin before use in the Incident's Spreadsheet tool. Users can create a spreadsheet similar to an excel file, which must be created before tools used on the Incident side.

1. Click the **Create** button.

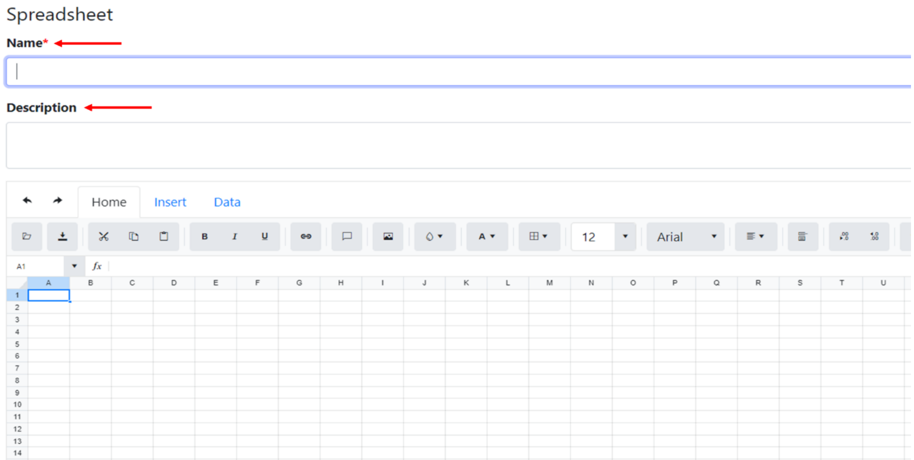


2. **Name** the Spreadsheet.

3. Fill in a **Description**.

4. Use the 'Excel' style area to customize your Spreadsheet.

5. Click the **Add New Spreadsheet** when finished.



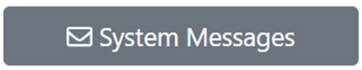
System Messages v.3.27.2023

Last updated: 2023-03-27T15:27:27.000Z | Online Version

Administrator Guide

March 27, 2023

System Messages



Org Admins can send out System-Wide Messages that are displayed on the COBRA Landing Page. They also have the option to send out System-Wide Messages via email to all their Users within their Organization. These messages typically include critical update information or scheduled maintenance notifications. The messages can be set to display within a specific timeframe actively.

Create System Message

1. Click on the **Create System Message** button.

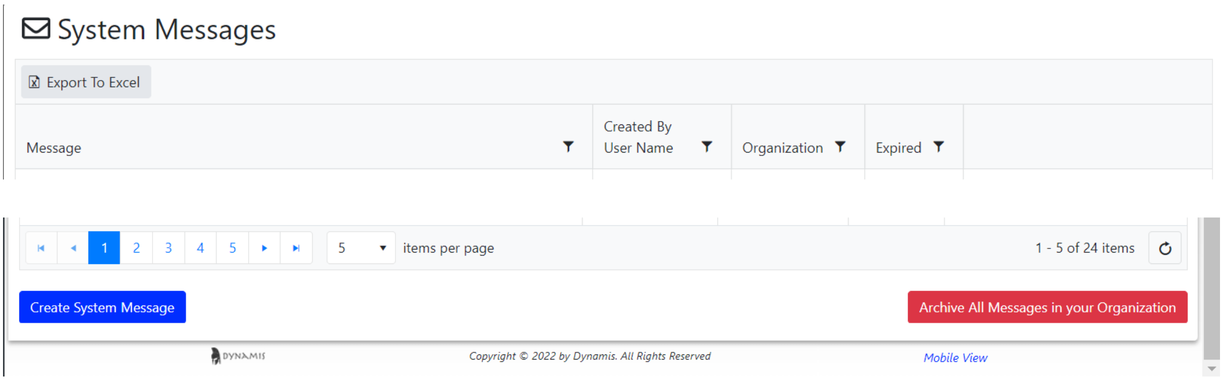
2. Enter your message within the text body area.

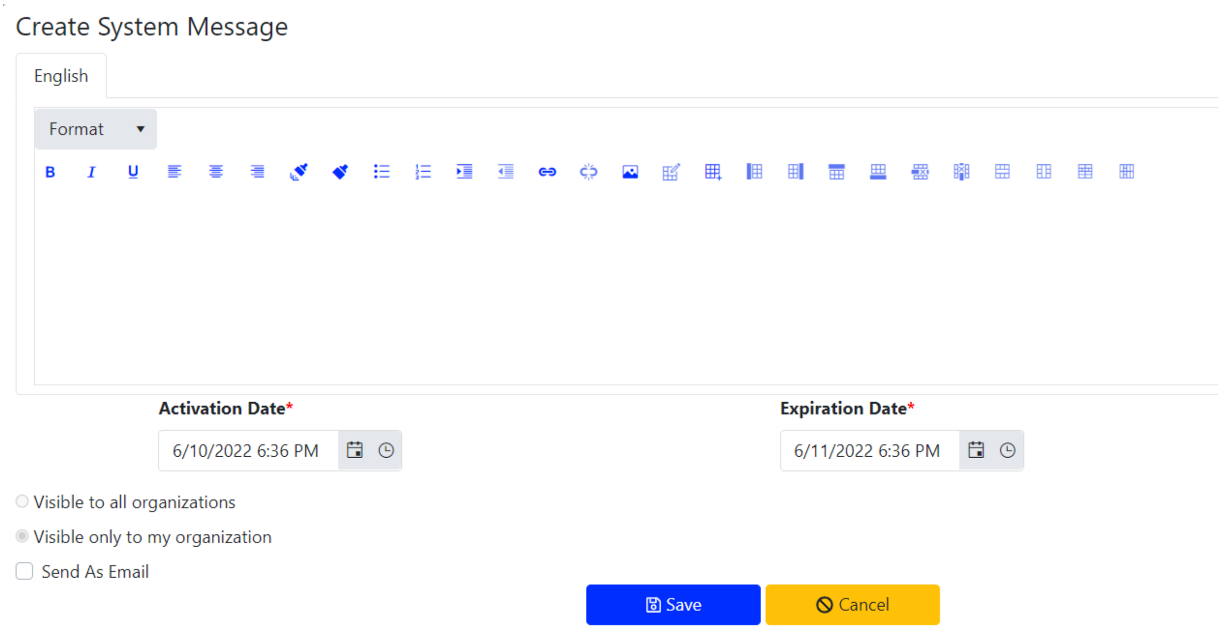
3. Set a start date/time in the **Date Active** field.

4. Set an end date/time in the **Date Expired** field.

5. Optional: Checkmark the **Send As Email** checkbox if you would like to send out the messages to all your Users within your organization via email.

6. Click the **Save** button to initiate the System Message.





Edit a System Message

1. In the System Messages page, click the folder icon next to the System Message you would like to edit.

2. Make your changes.

3. Click the **Save** button to finish editing.

Users v.3.27.2023

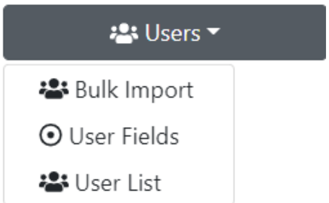
Last updated: 2023-03-27T15:46:50.000Z | Online Version

Administrator Guide

March 27, 2023

Users

**Click on the Users menu tab to bring up the following sub-menus*



Org Admins have the permissions to add new Users within their Org or manage existing Users, i.e., reset user's passwords, update user's profile information, archive Users from their Org, and Bulk Import multiple new Users at once into their Organization.

Bulk Import

Multiple new Users can be bulk imported all at once using the Bulk User Import template. Contact the COBRA Support team to request the template.

1. Edit the Bulk User Import template provided by the COBRA support team and save it to your local computer.

2. The following cells are required to upload successfully.

• User Name (Ex. John. Doe)

• Organization Name * Org Name needs to be spelled the same and is case sensitive. • FirstName

• Last Name

• Email Address

• COBRA Role Guide

  ▪ Regular User Role - 912414EC-0750-470C-9161-ABC3BDF514E0

  ▪ Org Admin Role - 8FA45311-0E6F-43E6-BF1C-B9BEFBF9B6E1

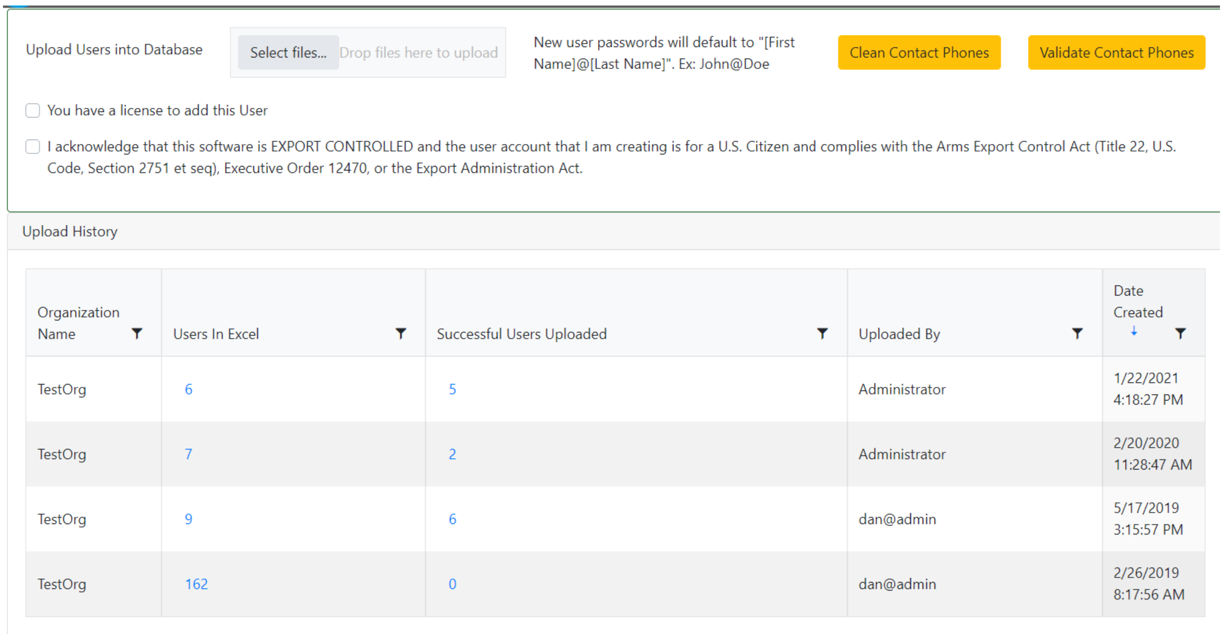
3. Navigate to the **Bulk Import** sub-menu and click on it.

4. Before browsing for your file to upload, checkmark the ‘ *You have a license…*’ and ‘*I acknowledge…*’ checkboxes.

5. Click the ‘**Select files…**’ button to browse for your saved template.

6. Confirm that the number of Users in your template matches the number under the **Successful Users Uploaded** column in the *Upload History* grid.

7. Uploaded Users can now be viewed on the main **User List** page.



Users Fields

These settings are found in the User Profiles. To **Update** or **Delete** entries please utilize corresponding buttons.

Crisis Function

1. Click the **Add New Entry** button.

2. Type in a **Crisis Function** Name.

3. Click the **Save** button to add.

Department

1. Click the **Add New Entry** button.

2. Type in a **Department** Name.

3. Click the **Save** button to add.

Job

1. Click the **Add New Entry** button.

2. Type in a **Job** Name.

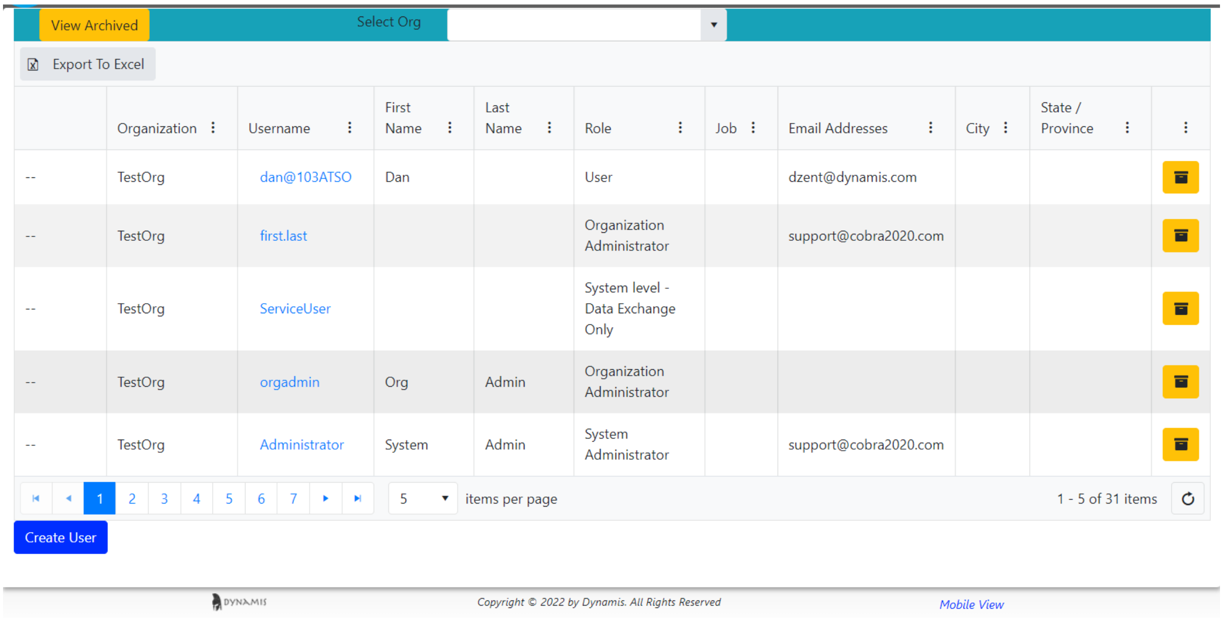
3. Click the **Save** button to add.

User List

Main User List page where Org Admins manage Users in their Org as well as add/archive Users.

Create New User

1. Click the **Create User** button.



2. Fill in all the required fields that have a red asterisk. All other fields are optional and can be filled in by the Users themselves.

3. Password field can be left blank, but it is highly recommended that you set an initial temporary password for your Users and have them reset it once they log in for the first time.

4. Checkmark the '*You have a license…*' and '*I acknowledge…*' checkboxes.

5. Click the **Save** button to finish adding User to your Org.