COBRA User Quick Start Guide

Accessing COBRA: Entering an Incident

1) Open Chrome (recommended browser)
2) Log into COBRA
3) Select appropriate incident to log into from the Active list
4) Set your Position (you can change position at any time by clicking on the position link in the upper right corner under your name).

Incident Creation

1) Click on the Add New Incident button at the bottom left of the Incident List page.
2) The Create New Incident screen is displayed and made ready for editing. Edit appropriately.
3) Press the Save button at the bottom of the page when complete and you will be entered into the incident.

Incident Lists and Incident Home

1) Once an Incident has been created, it is listed on the Main Incident List page. A list of available incidents, including incidents marked as private, will be shown.
2) To join, click on the name of the incident. The Incident Home screen for that user or organization will open.

Logbook

Menu - Collaboration – Logbook

Logbooks are setup by your Organization Administrator into the following types;

1) Unrestricted – Available to all users
2) User(s) – Accessible to select individuals and whose access is protected. The administrator determines and assigns which users will have access to which logbooks.
3) Position(s) - Accessible to specific Positions that are selected by the User when entering an incident.

Logbook entries can be copied over to the Sig Events Log that is critical or relevant to the entire Incident or Event.

Examples of information to add to a Logbook

1) Relevant/verified/validated information
2) Important information from a multidisciplinary point of view
3) Decisions made at different coordination levels
4) Information that helps to understand the situation
5) Followed up responses to requests or questions

Map

Menu-Collaboration-Map

Zoom and Pan:

1) Use the +/- buttons in the top left corner to zoom in/out from the center of the map.
2) The map can be panned up/down – left/right by clicking on the map and dragging the display to show the desired location.
3) Double-clicking on the map will center the display on that point and zoom in by one level.

Background Map Layers

1) Click the Background Map Layers icon to view or add map layers included in your org.
2) Items can be hidden from the map by clicking the show/hide feature icon.
3) Individual sub-items can be turned on or off within a group.
4) If too many items are listed in the Layer List, scroll indicators will automatically appear for the user to slide and show the complete list.

Map Settings

1) Active Base Map
   - Roads
   - Satellite
   - Hybrid Open Street Maps
   - Light or Dark gray mode
2) Change Icon size
3) Show Text On Map
4) Transparent Windows

Chat

1) Menu - Communication - Chat
2) Click the field box at top and select the desired. rooms (pick multiple rooms based on your role).
3) Rooms can be restricted to individuals by the Organization Administrator.
4) Type your message in the text box and click Send Message.

Alerts

1) Launch the Alerts Tool (Menu-Communication- Alerts)
2) Click the "Create Alert" button and the entry screen will appear.
3) Enter the alert message in the Alert Text Box.
4) If additional information or qualification is needed, click the "Alert Details" button. Add a descriptive header or title for the Alert, along with a URL or resource link that recipients can click on to see more information.
5) Click "Save Changes."

Checklists

Checklist templates are pre-loaded by Organization Administrators.

1) Users can click "Add New Checklist" to bring up the list of templates to choose from.
2) Click the 'Add Checklist To Incident' button in the row of the template you wish to use.
3) Click the tab name to display the checklist.
4) Click a checkbox or set the status to "Completed" for each task to be marked as completed. Tally is shown in the tab of the checklist name.

Document Library

This tool is used to access reference documents that are uploaded by your Organization Administrator. Regular User-Level access will only allow you to view or download documents from the library.

1) Launch the Document Library (Menu -Toolbox - Document Library).
2) Choose folder or file to preview.
3) Click the green download button to download file or the Yellow tag button to tag it to the Incident.

Request Manager

1) Launch the Request Manager tool (Menu-Collaboration-Request Manager).
2) Press the Submit New Request button.
3) Select which type of Request to initiate – *Resource, Info, Assistance, Task or Mission.*
4) The Insert Request page is displayed which allows you to fill in all details appropriate for that Request.
5) Fields required include Title, Priority, Status, and Details.
6) Use the Mini Map to geo-tag your request. The appropriate icon for that request will be plotted on the Main map which can be selected from the Main Map's layer list.
7) Press the Save button when all appropriate information is entered.
8) The newly created resource request is listed in the main Request Manager page.
9) Priority and Status can be updated on the main Resource Request list.

Ticker

1) Launch the Ticker Tool (Menu-Communication-Ticker)
2) In the blank text area, type in the text to be displayed in the Ticker.
3) Click the Add New Ticker button to preview. You can Add additional ticker messages at the same time.
4) Click Save to activate the ticker to display on all pages in the banner section.

Attachments

1) Menu-Collaboration-Attachments
2) To insert a new file to the incident, click "Insert New Attachment."
3) Click "Select Files" to browse for the file to be inserted.
4) Add a description (optional)
5) Geo-tag your attachment by using the map on the right.