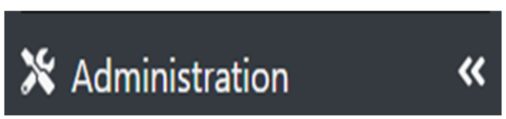
COBRA Administrators Quick Start Guide

Initial Admin Settings

It is recommended that Org Admins set up tools/settings below in the following order:

1. **Incidents**
    1. *Incident Types*
    2. *Incident Categories*
2. **Users**
3. **Positions**
4. **Zones**
5. **Dashboards**
6. **Manage Chat Rooms**
7. **Additional Tools of Importance**
    1. *Checklists*
    2. *Mapping*
8. **DOMOPS/Other Tool Settings**
    1. *DOMOPS Settings*
    2. *Region Administration*
    3. *Briefing board Templates*

★ 

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The following tool guides are accessible only from the Administrative side of COBRA

Incident: Types and Categories

1. Go to Admin Page/Incidents
2. **Creating Incident Types**
    1. Click Create Type button
    2. Type in desired Name
    3. Optional: Choose Color
3. **Creating Incident Categories**
    1. Click the Create Incident Category Button
    2. Name the Incident Category

Users

Create New User

1. Go to Admin Page/Users/User List
2. Click the **Create User** button.
3. 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.
4. 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.
5. Checkmark the '*You have a license…*' and '*I acknowledge…*' checkboxes.
6. Click the **Save** button to finish adding User to your Org.

Positions: Create a New Position

1. Go to Admin Page/Positions
2. Click the **Create a New Position** button.
3. Type in a **Position Name**.
4. Optional: Describe the Position's responsibilities and roles.
5. 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.
6. Choose which **Incident Type** to add the Position to. You have the option to pick and choose or Select All. ***Continued***------------→
7. Click the **Save** button when finished

**Note – Newly created Positions will only be available to select in Incidents that are created AFTER the position is added to the Position List.*

Zones

Creating Zones

1. Go to Admin Page/ATSO/Zones
2. Click on the **Create a New Zone** button.
3. Type in a **Zone Name**.
4. Add **Incident Type** (Initial setup required)
5. Add **County/Region** (Initial setup required)
6. Optional: Copy the Zones over to other incident Types.
7. Use the Select Files button to upload your KML
8. Checkmark the **Include in Mini Map** checkbox.
9. Optional: Add **Description** and **Additional Info.**
10. Click **Save** to finish adding the Zone.

Dashboards

Creating New Dashboards

1. Go to Admin Page/Dashboards
2. Click the **Add New Dashboard** button.
3. Name the New Dashboard.
4. Select a default Worksheet for your Dashboard. This will function as the main input screen of the Dashboard.
5. Add Medium and Small Cards as desired. **** One of the Medium cards must be the Worksheet tool you selected****
6. Click the **Save** button.

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.

Checklists

*You must use a COBRA Checklist Template for your Organization Checklists. Go to ***https://cobrasoftware.zendesk.com*** and search for '***Checklist***' to view detailed instructions and download template.

Creating a Checklist

1. Insert Checklist Title into Cell A2
2. Add Action Tasks in Column C
3. Status Column D
4. Input 'Checkbox' to insert checkbox option
5. Input list of status options separated by commas. Ex: Not-Started, Completed, N/A
6. Click on the **Import Fro1n File** button to browse your computer for your saved Checklist template.
7. Click the **Save Template** button to upload your Checklists Template into COBRA.

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 sha1ing permissions for the layer.
11. Click the Finish button to generate the Service Layer.

Background Layer Types

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.

DOMOPS/Other Tool Settings

DOMOPS Settings:
Mission Types.

1. Click the **Add New** Button.
2. Enter Mission Type Name.
3. Click the **Save** Changes button.

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.

Briefing Board Templates:
Adding a Te1nplate.

1. Click on the Board Title field and Name your Template.
2. Click a grey square that has a plus in the middle. These are the widget boxes and turn green when selected.
3. Type in a Widget Title, then Select a widget and click Subn1it. A newly created widget is saved to the board.
4. Apply Widgets as desired to the other spaces in the Briefing Board grid.
5. When complete, click the blue Submit button.

*Multiple Templates can exist in one org.