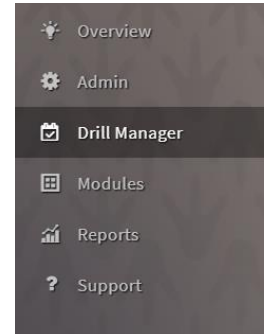


Drill Manager- Drill Requirement Compliance

Navigate to the *Drill Manager* menu in the navigation panel. Under *Drill Schedules* you can view published drill schedules.



By selecting the arrow of a drill requirement under the *Details* column, a *Building Admin* can both record and plan drills in advance. The *Building Admin* will need to enter in the following details of the drill:

- Planned Date (if a *Building Admin* is scheduling a drill, this will be the only required detail)
- Actual Start Date/Time
- Actual End Date/Time
- Duration
- Initiated By
- Ended By

In addition, *Building Admins* can upload a PDF document or capture notes related to the drill. *Building Admins* can also download a calendar reminder if they have planned the drill in advance. As *Building Admins* plan and complete drills, their *Individual Drill Requirements* will update.

Individual Drill Requirements							
Details	Name ↑	Start Date	End Date ↑	Planned Date ↑	Actual Date	Status	Status Description
▶	Evacuation (Fire) - November 2017	11/14/2017	11/30/2017	11/14/2017	11/14/2017	✔	Complete
▶	Evacuation (Fire) - December 2017	12/01/2017	12/31/2017	12/13/2017		🕒	Planned
▶	Evacuation (Fire) - January 2018	01/01/2018	01/31/2018			○	Not Planned