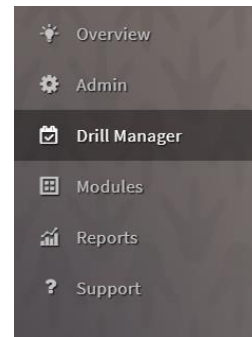
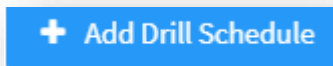


Drill Manager- Publishing a Drill

1. Add Drill Schedule

Navigate to the *Drill Manager* menu in the navigation panel. Under *Drill Schedules* you can create and publish drill schedules.

To get started, select *+Add Drill Schedule*.



Once you have selected *+Add Drill Schedule* you will then determine the drill schedule details. These details include the following:

- Schedule Name
- Start Date
- End Date

The start and end dates refer to the timeframe within which schools must comply with all your district drill requirements.

Once you've completed the details, select *Save*.

2. Add Drill Requirement

Adding a drill requirement allows you to select the type of drill and the building(s) that must comply with the drill requirement. You can start creating drill requirements by selecting *+Add Drill Requirement*.

+ Add Drill Requirement

First you will need to select the *Emergency Type*. Then you will select the emergency *Sub-Type*. Next, you will select a start and end date, as well as the frequency you would like the drill to be completed within the start and end dates you have selected. Finally, you will select the building(s) that must comply with the drill requirement. Once you have reviewed the information and verified that it is correct, you can select *Save*. For example, in the screenshot below, I am requiring all my schools to conduct a fire drill every month until the end of the school year.

The screenshot shows a form for adding a drill requirement. It includes the following fields and controls:

- Emergency Type ***: A dropdown menu with "Evacuation" selected.
- Sub-Type**: A dropdown menu with "Fire" selected.
- Start Date ***: A date input field with "11/14/2017" and a calendar icon.
- End Date ***: A date input field with "5/31/2018" and a calendar icon.
- Frequency ***: A dropdown menu with "1/month" selected.
- Buildings ***: A section containing a blue "+ Add Building" button and an orange "ALL BUILDINGS X" button.
- Save** and **Cancel** buttons at the bottom left.

You would continue the process of adding drill requirements until you've added all the drill requirements for your district.

3. *Publish Drill Schedule*

After you have entered all of your drill requirements, your drill schedule is ready to be published and pushed out to your *Building Admins*. To publish your drill schedule, select *Publish* from your *Drill Schedule Details* page.



Publish

After selecting *Publish* you will be presented with an onscreen notification informing you that once published, no changes can be made to drill requirements in the drill schedule, but you will be able to add or remove drill requirements. If you need to review the schedule, select *Cancel*, but if you are ready to publish, select *Continue*.