



# Juvare EMResource Events Training

## A. Event Creation and Management

1. In order to become active and/or for recipients to be notified of an ongoing event, events must be approved within Juvare by a user with event approval privileges.
2. To create an event, in the main menu, click **Event** and then click **Event Management**.
  - a. Click **Create New Event**.
  - b. Locate the template you want to use and, on that row, click **Create**.
  - c. Enter this information.
    - i. Title – Name of the event.
    - ii. Information – Additional details about the event.
    - iii. Event Ends – Date and time the event is scheduled to end automatically. Alternatively, the event can be open-ended with no specified end date and time.
    - iv. Drill? – When selected, identifies the event as a drill.
  - d. To provide more detail, click **Show more settings**.
  - e. Enter this information.
    - i. Street Address – Number and name of the street at which the event is located.
    - ii. City – Name of the city in which the event is located.
    - iii. State – Abbreviation for the state in which the event is located.
    - iv. Zip Code – United States Postal ZIP Code in which the event is located.
    - v. County – State, county, or parish in which the event is located.
    - vi. Latitude/Longitude – Geographic coordinates where the event is located. To obtain the exact **Latitude** and **Longitude**, click **Look up Address**.
    - vii. Event Start – Start date and time for the event; the default is **Immediately**. However, you can set a start date in the future.
    - viii. Attached File – Attaching a file to the event makes it available to associated users.
    - ix. Display in Event Banner? – When selected, the event will appear in the event banner at the top of every page. This option must be selected for events that do not have resources.
    - x. Private? – When selected, the user only sees information for resources with which they are associated.
    - xi. End Quietly? – When selected, allows you to end the event without sending notifications to participants and other interested parties.
    - xii. Re-notify – Indicates whether follow-up notifications are sent and if so, what time or how frequently they are sent.



- f. In the *Resources to Participate in This Event* area, select the checkbox for resources you want to include in this event. The event icon appears next to selected resources in *Views*.
- g. Click **Start Event**.
- h. To generate an event report, in the main menu, click **Report** and either click **Event Detail** or **Event Snapshot**, depending on your needs.
  - i. If you selected **Event Detail** -
    - a. Enter the Start Date and End Date of the event.
    - b. Under Event Templates, select the event that you would like to generate the report for.
    - c. Click **Next**.
    - d. Check the box to the left of you event report's information and click **Next**.
    - e. Click **Generate Report**.
  - ii. If you selected **Event Snapshot** –
    - a. Enter the Start Date and End Date of the event.
    - b. Under Event Templates, select the event that you would like to generate the report for.
    - c. Under Report Format, select the format of the report you prefer, HTML or XLSX.
    - d. Click **Next**.
    - e. Check the box to the left of you event report's information and click **Next**.
    - f. Enter the date and time that the Snapshot Date and Time should fall between.
    - g. Enter the Snapshot Date.
    - h. Enter the Snapshot Time in Hours and Minutes.
    - i. Click **Generate Report**.