

Create an Event Template

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Event templates help you create new events more quickly by providing a consistent structure and format for the various types of events, which in turn, saves you time when you need to create an actual event.

Springfield, USA (DEMO)EventEvent SetupEVENTS

Heat AdvisoryHospital Intoxication Patient Surveillance

Event TemplatesHELP

+ CREATE NEW EVENT TEMPLATE

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Active	Event Template	Restricted	Event Type	Description
✓	Ad Hoc Event	🔒	Ad Hoc	used for ad hoc events
✓	Amber Alert	🔒		Use this template to announce Amber Alerts to regional users.
✓	Disaster Information	🔒		This template is used to disseminate information only.
✓	EMR Test event template - Generic Announcement	🔒		EMR Test event template
✓	Evacuation/Re-Patriation	🔒	Infrastructure	Use this template to report current evacuation and level of operation status.
✓	Flu Drugs	🔒		Use this when capturing Oseltamivir Capsules, Oseltamivir Suspension, and Zanamivir Inha...
✓	HAvBED Query	🔒		Use this template to query for HAvBED category bed capacity, as well as for decon level of ...
✓	Hospital Asset Query	🔒		To query for available hospital assets
✓	Hospital Evacuation Event	🔒		Use this template to query for the hospital's potential evacuation needs.
✓	ILI	🔒		test
✓	Intoxication Surveillance	🔒		Use to query hospitals for specific intoxication information.
✓	MCI	🔒		Used to input and determine resources during an MCI.

With the appropriate permissions, you can create new event templates and specify default elements of those templates. You must specify the types of events for which the template is appropriate. A Description of each template appears in the *Event Templates* page to help you find the appropriate template for your current needs.

Knowing the exact location of an event can be a critical element of your response. On these templates, select the **Mandatory Address** checkbox to require that the person creating the event to enter the location details (**City**, **State**, and **County**).

Note:

- The **Status Types** you choose for a template must be appropriate for the selected resource types.
- You can associate up to 50 status types with a template.
- Including many resource types and status types may cause problems for users running older computers and/or browsers.

After creating a template, you can set up or change the types of notifications sent to users and resources (email, pager, and/or web), as well as the template security.

To create or edit a template

1. In the main menu, click **Event** and then click **Event Setup**. The *Event Templates* page opens.
2. Take one of these actions.
 - a. Click **Create New Event Template**. The *Create Event Template* page opens.
 - b. Locate the template and, on that row, click the **(event template name)**. The *View Event Template: (event template name)* page opens.
 - c. Click **Edit**.
3. Enter or update this information.

Field	Description
Template Name	Unique name that describes the type of event in general terms.

Definition	Description of the template, including when and why it should be used.
Default Event Title / Default Event Information	When creating an event using a template, this information is prefilled by default, but the person creating the event can edit this information.
Standard Event Type	List of event types.
Alert Audio	Sound created by the solution when this type of event is announced. Tip: To hear what the alert sounds like, select it from the list and click Test.
Associated Icon	Icon associated with this type of event.
Event Color	Color of the event banner that appears in the event bar for this type of event.
Active	Indicates if the template is active and available for use in the Event Template List.
Security	Indicates if you want to enforce security and define who can activate and update an event that is based on this event template. Tip: If you select the Security checkbox, you are then asked to identify who can activate, update, and end the event. For more information, refer to Set Up Event Security.
Multi-Region	Template for information-only events that can be shared with multiple regions simultaneously.
Mandatory Address	When selected, specifies that certain address fields (City, State, County) are required when creating an event from this template. Templates set up for non-emergency events (that is, purely informational in nature) should not require address detail. For these events, do not select this check box.
Resource Types	Types of resources that can be associated with the event.
Status Types	Types of statuses that can be associated with the event. The status types must be appropriate for the selected resource types. Note: You can associate up to 50 status types with a template.

4. Click **Save**. The *Event Notification Preferences for (template name)* page opens.
To learn about setting up the template's notifications, refer to [Set Up Template Notifications](#).