MNTrac training

# HOW TO UPDATE YOUR CURRENT BED STATUS

Log into [www.mntrac.org](http://www.mntrac.org) and enter your username and password

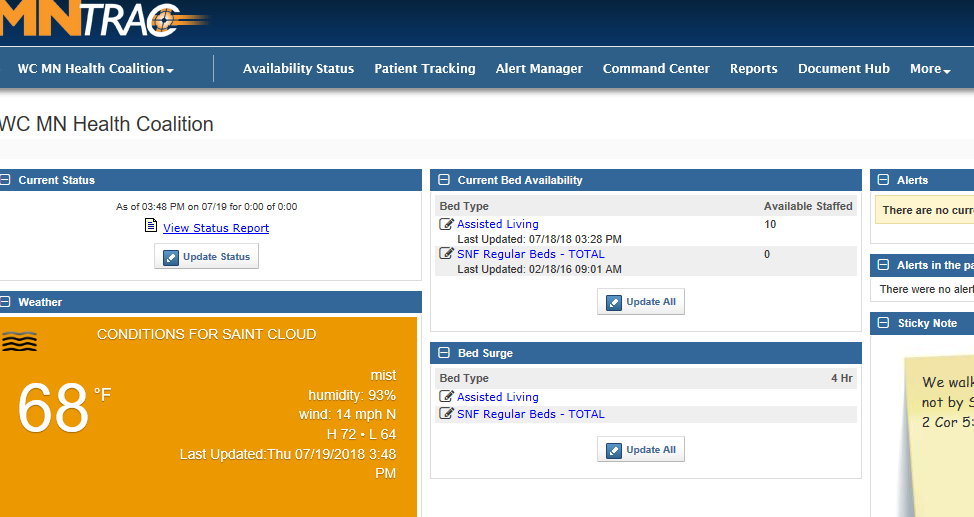
This training is divided into two sections:

1. Day to Day operations

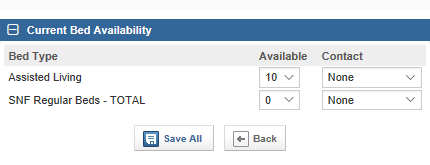
2. Responding to a request from MNTrac

# Day to day operations

Maintaining your current bed availability census within MNTrac allows your regional coordinators the ability to quickly access the availability within their region. All hospitals are asked to update their current bed availability at least once a day.

To update your daily bed census, simply log into MNTrac to get to your facilities summary page……..

1. In the Current Bed Availability  
    widget – click on the Update All   
   button.



1. Change the bed available counts  
   based on your current available   
   staffed beds. You can not select   
   a number that is more that what   
   your facility is licensed for (in the   
   facility set up section). Make sure  
   to select your name in the Contact  
   drop down area.
2. Click Save All

# responding to a bed update alert

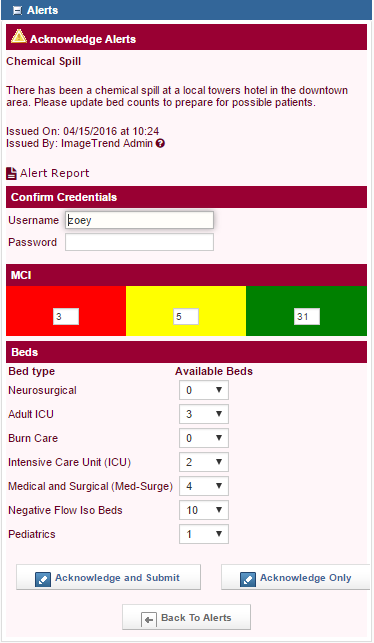
When a regional or state bed update request is activated – you will receive an email, text message or phone call.

To acknowledge and update your beds you can either:

Click on the “click here” link in the email

or

Log into MNTrac

When you log into MNTrac or click on the link within the email, a pop-up box will appear that will request you to put in your credentials and update the bed availability…….

* When you put in the updated bed

availability numbers click on

Acknowledge and Submit.

* If you are having someone else put

In the bed availability numbers,

please acknowledge the alert by

putting in your credentials and

clicking on the Acknowledge

Only box.