MNTrac training

# Training agenda

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

1. **Facility Summary Page:**

An introduction to the widgets available on the facilities summary page.

1. **Agency Set Up**
	1. **Update location**
	2. **Update beds**
2. **Staff Settings:**
Identify how to add staff to a facility or change current staff settings.
3. **How to Acknowledge an Alert or Advisory.**
4. **How to update your Current Bed Availability**
	1. **Day to Day Operations**
	2. **Responding to a Bed Update Alert**
5. **How to update your Surge Capacity**
6. **Diversion Settings and Facility Based Announcement**
	1. **Changing a Facilities Diversion Settings**
	2. **Making a Facility Based Announcement**
7. **Command Center – How to’s**
	1. **Chat**
	2. **Users**
	3. **Room Note**
	4. **Room Resources/Documents**
	5. **Bulletin Board**