



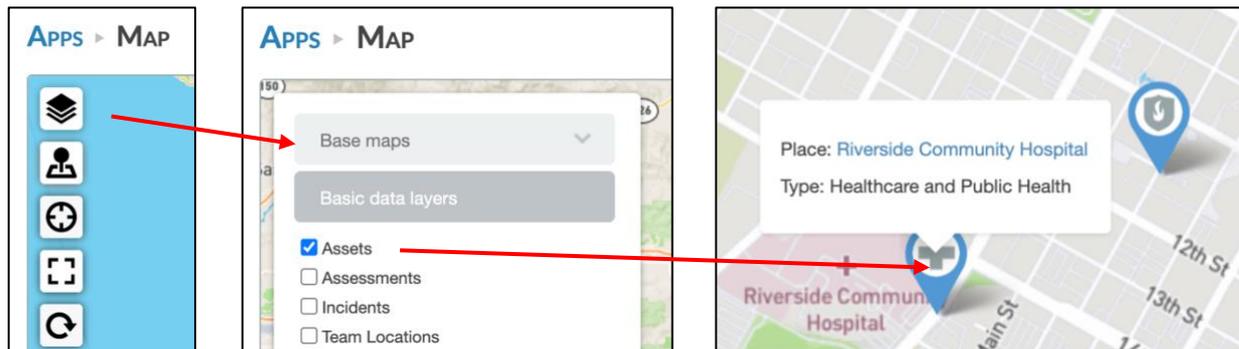
Quick Reference for Use of Cal COP During Disasters

There are two areas of the system that are particularly critical during disasters:

- Map: map of all data in the system that has a latitude/longitude
- Threat Streams: list view of prioritized items coming from live data feeds

To access the map: Open from the main landing page after sign-on by clicking on the globe icon.

To display basic data on the map: Select the layer icon  in the top left corner of the map. Open the Basic Data Layers menu. Click the checkboxes to display data. Data icons will load on the map. More details can be viewed by clicking on the icon of interest on the map.

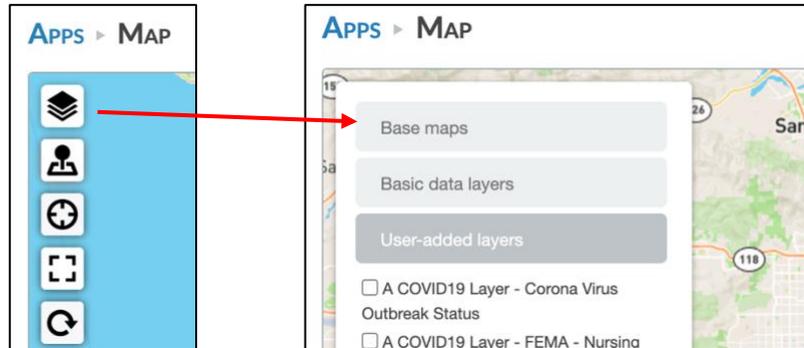


Types of basic data layers and associated icons:

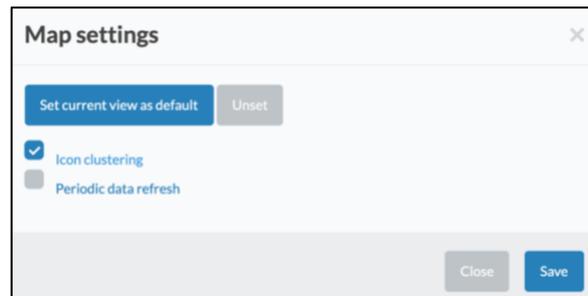
- Assets: Physical entities such as a refinery, hospital, or shopping mall
 - o Icon: Blue with a solid white center or gray symbol related to the asset category
- Assessments: In-depth data about an asset, on varied topics such as school safety or fire inspections
 - o Icon: Green with increasingly filled in green center depending on assessment progress
- Incidents: Spontaneous occurrences that warrant further tracking or analysis, created by users or automated
 - o Icon: Red with white center
- Team Locations: Last known location of users who have opted to share their locations
 - o Icon: Red with gray people symbols; symbol crosses outside the icon if it is your location
- Field Reports: Brief observations submitted via mobile devices from the field
 - o Icon: Red with gray and black cell phone symbol
- Events: Pre-planned occurrences such as college sports games, concerts, or festivals
 - o Icon: Purple with white center
- Threat Stream: Geocoded articles of information from live data feeds like CAD (Computer Aided Dispatch), suspicious activity reports, or news
 - o Icon: Gray with varying symbols, such as shields, medical crosses, jurisdiction initials
- Annotations: Map notations made using the drawing tools on the right of the map
 - o Icon: Location marker icon is dark blue with white center; lines and polygons are pink
- Threat Stream Heatmap: A visual indication of locations with significant threat stream activity
 - o Icon: No icons



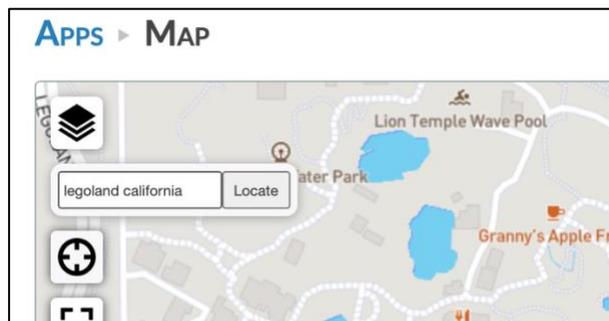
To open map layers: Click on the layer icon  on the top, left of the map. Select the dropdown for User-Added Layers and select which layer to view. Be aware that some only display within specific ranges of map scale; zoom in or out if the map does not load shortly.



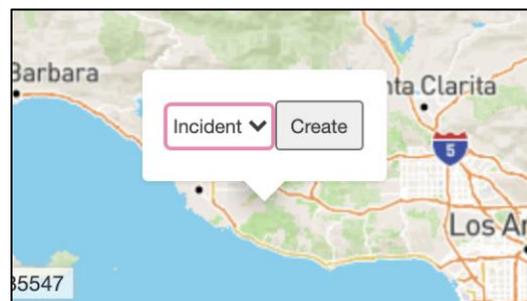
To set the default map view: Set the map to the desired view by zooming in/out, opening any needed basic data or user-added map layers, and setting date or tag filters. Select the wrench icon  at the top right above the map. Click “Set current view as default” and hit Save.



To find a location on map: Choose the  controller icon from the left side of the map. Type a location in the box that opens, and press Locate. The map will center over the location.



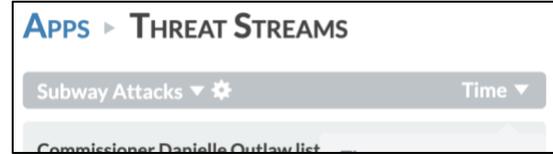
To add an event or incident: Right click on map location where you want to create the item. Use the dropdown to select event or incident, and press Create. Complete requested fields and select Save.



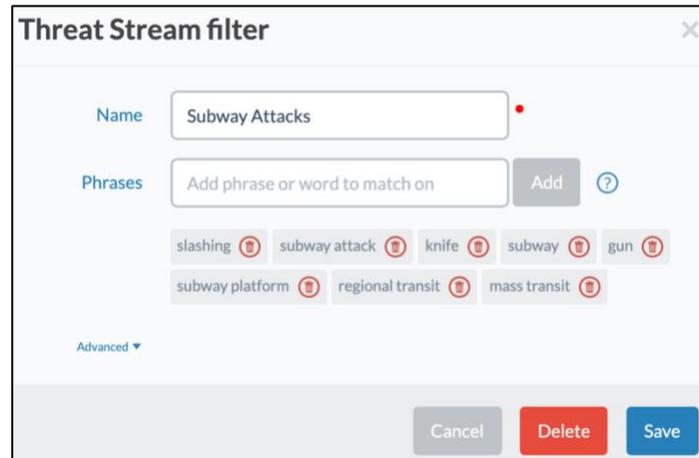


To open threat streams. Open from the main landing page after sign-on by clicking on the icon that resembles a paper with three columns.

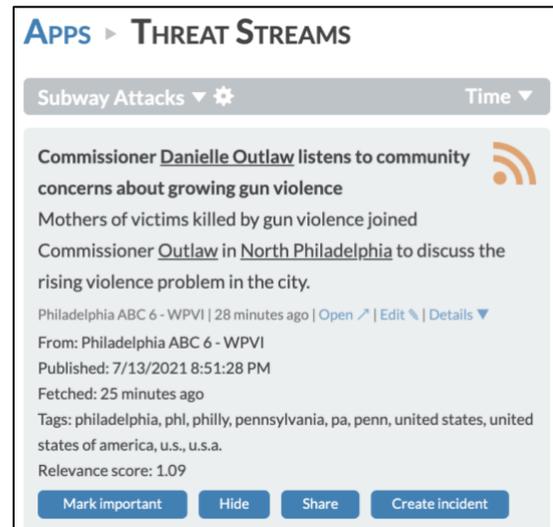
To filter and sort data: On the left side of each of the three threat stream columns is a header with a dropdown to select the filter to apply. On the right side of the column header is an additional dropdown to sort the data by either time or relevance.



To adjust existing keywords or add new keywords: Click on the settings wheel  in the header. Type phrase or keyword to match on and click Add. To delete any phrases, click the red trash can next to the phrase you want to delete. Click Save after changes are made.



To create an incident from a threat stream article: Click details at bottom of the article and choose “Create Incident”. The incident creation form will pop up, with fields automatically populated based on the information in the article .



Local Admin Point of Contact:

Haystax Point of Contact:

Haystax Support Contact: support@haystax.com