

Disaster Recovery Tracking Tool: User Instructions

User Registration

On the Disaster Recovery Tracking Tool homepage click REGISTER NOW to register a new user;

Enter the required information: Your full name; Email address; State and Area of Interest; Desired User Name; and Password

Click SUBMIT.

A registration email will be sent to the email you used to register to confirm your account (if you do not receive the confirmation email within 5 minutes of submitting your registration, please check your Spam or Junk folders to ensure the email was not misfiled)

Click on the link provided in the email to confirm your registration (you will receive another email completing the registration process, no action is required on this email)

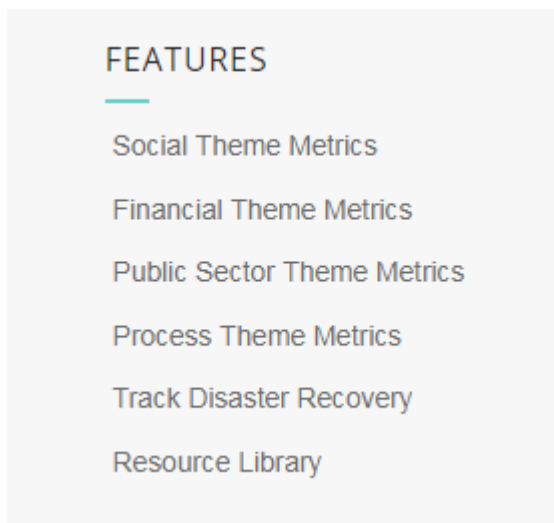
Navigating the Tool

Click LOGIN located on the upper right corner of the DRTT homepage, if you are not logged in from the previous step

Enter the User Name and Password you created in Step One

Click SUBMIT

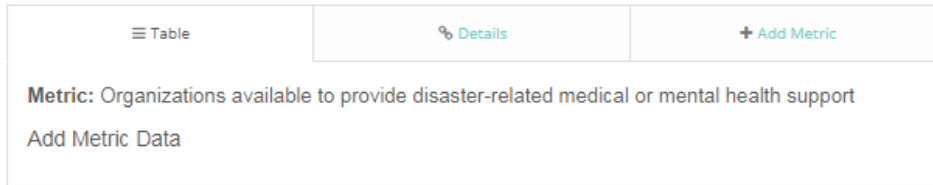
Use the sidebar menu (shown below) to navigate to the desired feature page



Disaster Recovery Tracking Tool Metrics

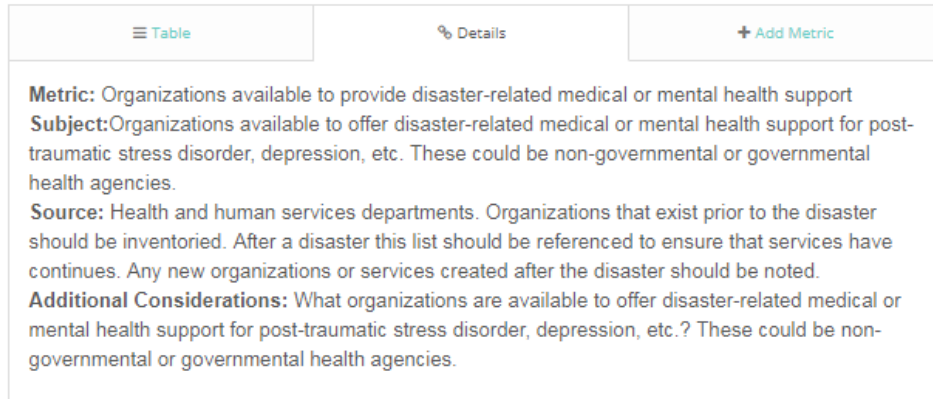
Manual Entry Metrics

1. First, navigate to the theme and metric of interest



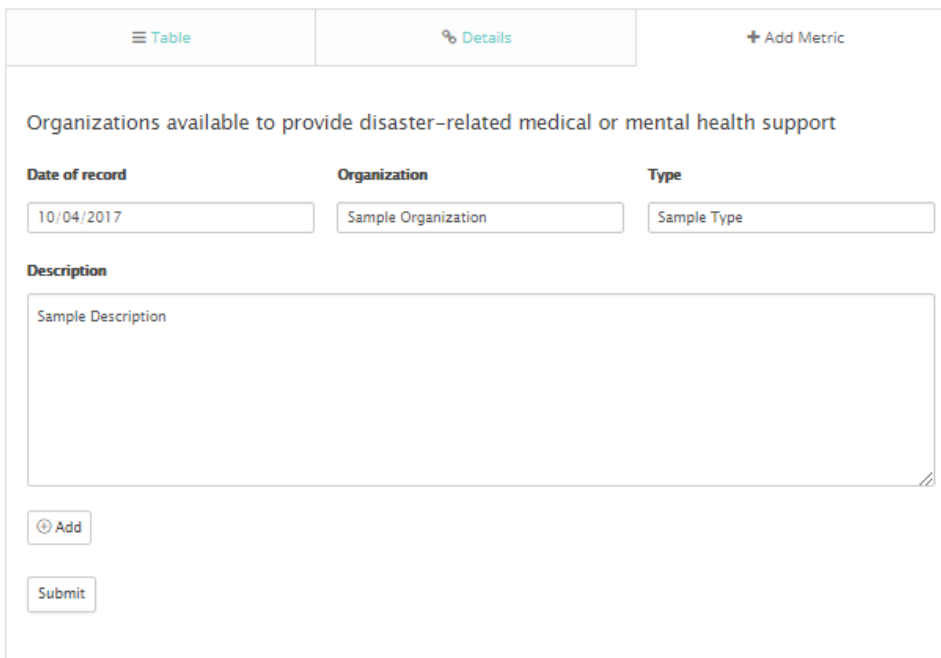
The screenshot shows a web interface with three tabs: 'Table', 'Details', and '+ Add Metric'. The '+ Add Metric' tab is selected. Below the tabs, the text reads: 'Metric: Organizations available to provide disaster-related medical or mental health support' and 'Add Metric Data'.

2. Select the “Details” tab to learn more about the metric and potential data sources



The screenshot shows the 'Details' tab selected. The content includes: 'Metric: Organizations available to provide disaster-related medical or mental health support', 'Subject: Organizations available to offer disaster-related medical or mental health support for post-traumatic stress disorder, depression, etc. These could be non-governmental or governmental health agencies.', 'Source: Health and human services departments. Organizations that exist prior to the disaster should be inventoried. After a disaster this list should be referenced to ensure that services have continued. Any new organizations or services created after the disaster should be noted.', and 'Additional Considerations: What organizations are available to offer disaster-related medical or mental health support for post-traumatic stress disorder, depression, etc.? These could be non-governmental or governmental health agencies.'

3. Select the “Add Metric” tab to access the data entry form



The screenshot shows the 'Add Metric' tab selected. The form contains the following fields: 'Date of record' (10/04/2017), 'Organization' (Sample Organization), and 'Type' (Sample Type). Below these is a 'Description' field with the text 'Sample Description'. At the bottom, there are 'Add' and 'Submit' buttons.

4. Once the data has been correctly entered, click the SUBMIT button to save entry

☰ Table	🔍 Details	+ Add Metric		
Metric: Organizations available to provide disaster-related medical or mental health support				
Date of Record	Organization	Type	Description	
October 4, 2017	Sample Organization	Sample Type	Sample Description	Delete

Automatic Entry Metrics

1. First, navigate to the metric of interest

The screenshot shows a web interface with three tabs: 'Table', 'Details', and '+ Add Metric'. The 'Table' tab is active. Below the tabs, the following information is displayed: Metric: Population under 18 years of age; Location: Port Aransas city, Texas. A table with two columns, 'Year' and 'Number', contains the following data:

Year	Number
2017	
2016	
2015	663
2014	655
2013	555
2012	492
2011	374
2010	481
2009	580

2. Select the “Details” tab to learn more about the metric and data sources

The screenshot shows the 'Details' tab selected. The following information is displayed: Metric: Population under 18 years of age; Source: U.S. Census Bureau; Program: American Community Survey 5-Year Estimates; Table Name: Children characteristics; Table ID Code: S0901; Subject: Children under 18 years in households.

3. Select the “Add Metric” tab to access and complete the data entry form

The screenshot shows the 'Add Metric' tab selected. It features two input fields: '2016 Population under 18 years' with the value 650, and '2017 Population under 18 years' with the value 675. A 'Submit' button is located below the 2016 field.

4. Once the data has been correctly entered, click the SUBMIT button to save entry

Table		Details	Add Metric
Metric: Population under 18 years of age			
Location: Port Aransas city, Texas			
Year	Number		
2017	675		
2016	650		
2015	663		
2014	655		
2013	555		
2012	492		
2011	374		
2010	481		
2009	580		

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Track Disaster Recovery Page

Track Events and Activities

1. First, navigate to the “Track Disaster Recovery” page and locate the “Track Events and Activities” calendar

Track Events and Activities

+ Add New Event

← August

September 2017

October →

Mon	Tue	Wed	Thu	Fri 1	Sat 2	Sun 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2. Select “Add New Event” button to access data entry form

Title *

Is this a multi-day event?
 Yes No
Location

Date * **Begins at: *** **Ends at:**

Description *

3. Once the data has been correctly entered, click the SUBMIT button to save entry

Track Events and Activities

[+ Add New Event](#)

[← August](#) **September 2017** [October →](#)

Mon	Tue	Wed	Thu	Fri 1	Sat 2	Sun 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	9:30 AM Community Event X					
18	19	20	21	22	23	24
25	26	27	28	29	30	

4. Select event title to view additional information

Track Events and Activities

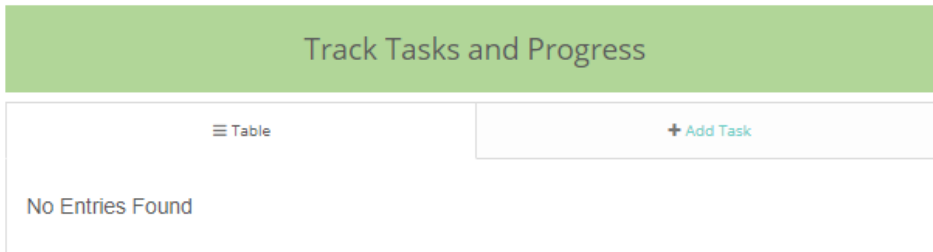
+ Add New Event

Community Event

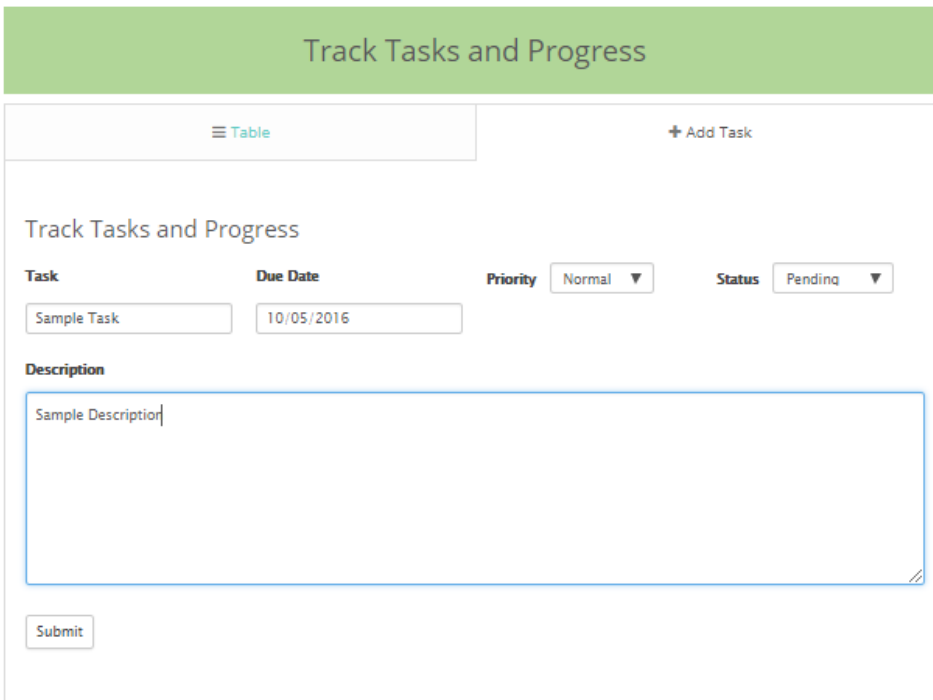
- When: On September 13, 2017 -- 9:30 AM – 11:30 PM
- Where: Community Center
- Notes: Sample Description

Track Tasks and Progress

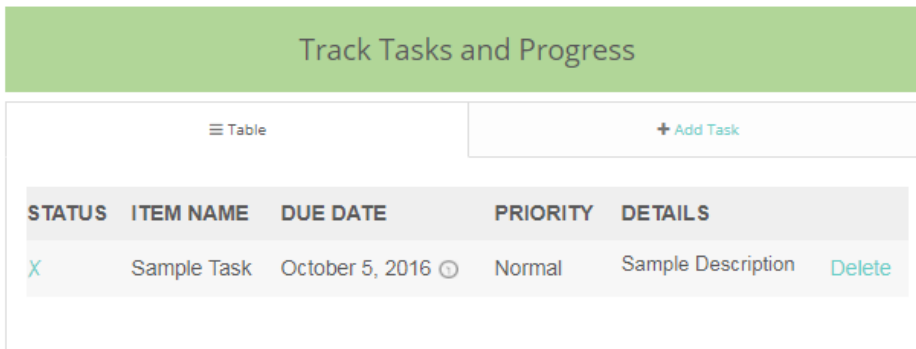
1. First, navigate to the “Track Disaster Recovery” page and locate “Track Tasks and Progress”



2. Select “Add Task” tab to access data entry form

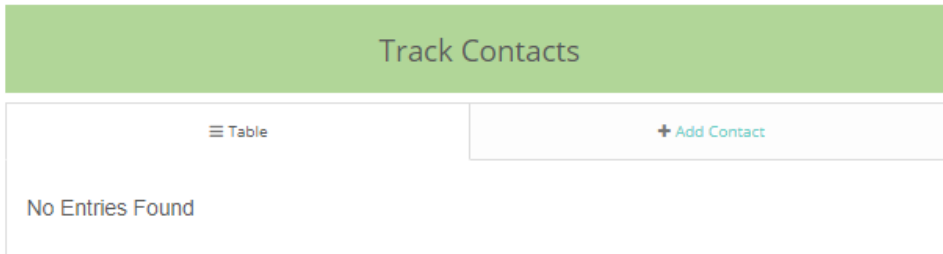


3. Once the data has been correctly entered, click the SUBMIT button to save entry



Track Contacts

1. First, navigate to the “Track Disaster Recovery” page and locate “Track Contacts”



2. Select “Add Contact” tab to access data entry form

The screenshot shows the 'Track Contacts' interface with the 'Add Contact' form open. The header and navigation bar are the same as in the previous screenshot. The form is titled 'Local Contacts - Add Contact' and contains the following fields:

- First Name:** Text input field containing 'Jane'.
- Last Name:** Text input field containing 'Doe'.
- Organization:** Text input field containing 'Doe Charity', which is highlighted in yellow.
- Position / Title:** Text input field containing 'CEO'.
- Email Address:** Text input field containing 'jane.doe@example.com'.
- Phone Number:** Text input field containing '999-867-5309'.
- Alternate Phone Number:** Text input field containing 'N/A'.

At the bottom left of the form is a 'Submit' button.

3. Once the data has been correctly entered, click the SUBMIT button to save entry

The screenshot shows the 'Track Contacts' interface after the contact has been saved. The header and navigation bar are the same. The main content area now displays a table with one entry:

LAST NAME, FIRST NAME	ORGANIZATION	POSITION	
Doe, Jane	Doe Charity	CEO	Delete

4. Select name to view additional information

Track Contacts

☰ Table + Add Contact

Last Name, First Name: Doe, Jane
Organization: Doe Charity
Position: CEO
Email Address: jane.doe@example.com
Phone Number: 999-867-5309
Alternate Phone Number: N/A

Track Force Account Labor

1. First, navigate to the “Track Disaster Recovery” page and locate “Track Force Account Labor”

Track Force Account Labor

☰ Table+ Add Data

No Entries Found

2. Select “Add Data” tab to access data entry form

Track Force Account Labor

☰ Table+ Add Data

Force Account Labor Summary Record
FEMA Form 90-123

Applicant	PA ID NO.	Project NO.				
<input type="text" value="Sample Applicant"/>	<input type="text" value="1111"/>	<input type="text" value="1"/>				
Disaster	Location	Category	Period Covering			
<input type="text" value="Sample Disaster"/>	<input type="text" value="Sample Category"/>	<input type="text" value="Sample Category"/>	<input type="text" value="Sample Period"/>			
Date of Work	Date of Work	Date of Work	Date of Work	Date of Work	Date of Work	Date of Work
<input type="text" value="9/18"/>	<input type="text" value="9/19"/>	<input type="text" value="9/20"/>	<input type="text" value="9/21"/>	<input type="text" value="9/22"/>	<input type="text" value="9/23"/>	<input type="text" value="9/24"/>
Description of Work Performed						
<input style="width: 100%; height: 40px;" type="text" value="Sample Description of Work"/>						

3. Once the data has been correctly entered, click the SUBMIT button to save entry

Track Force Account Labor

☰ Table
+ Add Data

Pay Scale	Hours	Rate	Cost
Employee 1/Sample Job Title			
Regular	40	30.00	1200.00
Overtime	16	40.00	640.00

Download FEMA Form 90-123

1

2

3

...

5

»

4. Click “Download FEMA Form 90-123” to generate populated form

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT LABOR SUMMARY RECORD										PAGE <input type="text"/> OF <input type="text"/>		O.M.B. No. 1660-0017 Expires December 31, 2011		
APPLICANT Sample Applicant				PA ID NO. 1111		PROJECT NO. 1		DISASTER Sample Disaster						
LOCATION/SITE Sample Category				CATEGORY Sample Category		PERIOD COVERING Sample Period								
DESCRIPTION OF WORK PERFORMED Sample Description of Work														
NAME	JOB TITLE	DATES AND HOURS WORKED EACH WEEK							COSTS					
		DATE	09/18/17	09/19/17	09/20/17	09/21/17	09/22/17	09/23/17	09/24/17	TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
Employee 1		REG.	8	8	8	8	8	0	0	40	20.00	10.00	30.00	1200.00
Sample Job Title		O.T.	0	0	0	0	0	8	8	16	30.00	10.00	40.00	640.00
NAME		REG.												
JOB TITLE		O.T.												
NAME		REG.												
JOB TITLE		O.T.												
NAME		REG.												
JOB TITLE		O.T.												
NAME		REG.												
JOB TITLE		O.T.												
TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME													\$	1,200.00
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME													\$	640.00
I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.														
CERTIFIED				TITLE						DATE				

FEMA Form 90-123, FEB 09

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Track Materials

1. First, navigate to the “Track Disaster Recovery” page and locate “Track Materials”

Track Materials

☰ Table+ Add Data

No Entries Found

2. Select “Add Data” tab to access data entry form

Track Materials

☰ Table+ Add Data

Materials Summary Record
FEMA Form 90-124

Applicant	PA ID NO.	Project NO.	
<input type="text" value="Sample Applicant"/>	<input type="text" value="1111"/>	<input type="text" value="1"/>	
Disaster	Location	Category	Period Covering
<input type="text" value="Sample Disaster"/>	<input type="text" value="Sample Location"/>	<input type="text" value="Sample Category"/>	<input type="text" value="Sample Period"/>

Description of Work Performed

Sample Description of Work Performed

Materials Record

Vendor	Description		
<input type="text" value="Sample Vendor"/>	<input type="text" value="Sample Description"/>		
Date of Purchase	Date of Use	Source of Information	Invoice
<input type="text" value="09/22/2017"/>	<input type="text" value="09/23/2017"/>	<input checked="" type="radio"/> Invoice <input type="radio"/> Stock	<input type="text" value="X"/>
Quantity Purchased	Unit Price	Total Price	
<input type="text" value="2"/>	<input type="text" value="20.00"/>	<input type="text" value="40.00"/>	

3. Once the data has been correctly entered, click the SUBMIT button to save entry

Track Materials

Table
+ Add Data

Vendor	Description	Quantity	Price/Unit	Total Price	Date Purchased/Used
Sample Vendor	Sample Description	2	\$20.00	\$2	09/22/2017 / 09/23/2017

[Download FEMA Form 90-124](#)

1
2
»

4. Click "Download FEMA Form 90-124" to generate populated form

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY MATERIALS SUMMARY RECORD					PAGE _____ OF _____		O.M.B. No. 1660-0017 Expires December 31, 2011	
APPLICANT Sample Applicant			PA ID NO. 1111	PROJECT NO. 1		DISASTER Sample Disaster		
LOCATION/SITE Sample Location			CATEGORY Sample Category		PERIOD COVERING Sample Period			
DESCRIPTION OF WORK PERFORMED Sample Description of Work Performed								
VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE) INVOICE STOCK	
Sample Vendor	Sample Description	2	20.00	40.00	2017-09-22	2017-09-23	X	
GRAND TOTAL				40.00				
I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOCIES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED			TITLE			DATE		

FEMA Form 90-124, FEB 09

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