In this document we explain how to:
1. Login to the database
2. How to go on duty
3. The Dashboard
4. How to make an Offer
5. How to edit an Offer
6. Attach additional files to an Offer
7. Change Offer status
8. What to do when an officer finishes a deployment

For further information regarding the database please contact:

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Logging into the database

Once your account is created by the MAV:

Log-in to the MAV Disaster Response Human Resource Sharing Database using the address
https://mav.crisisworks.com/public.
First time users will need to reset their passwords to access their accounts.

Going 'On-Duty'

To go '**On-Duty',** tick the box next to your council's name. 2020 Fire Offers is the 'event' name.

Dashboard

The database dashboard will show all activity to do with your council's offers. It is also the easiest place to find the 'New Offer' button, which is in the top right-hand corner of the dashboard. Clicking on this button will bring up the 'New Offer' Webform.
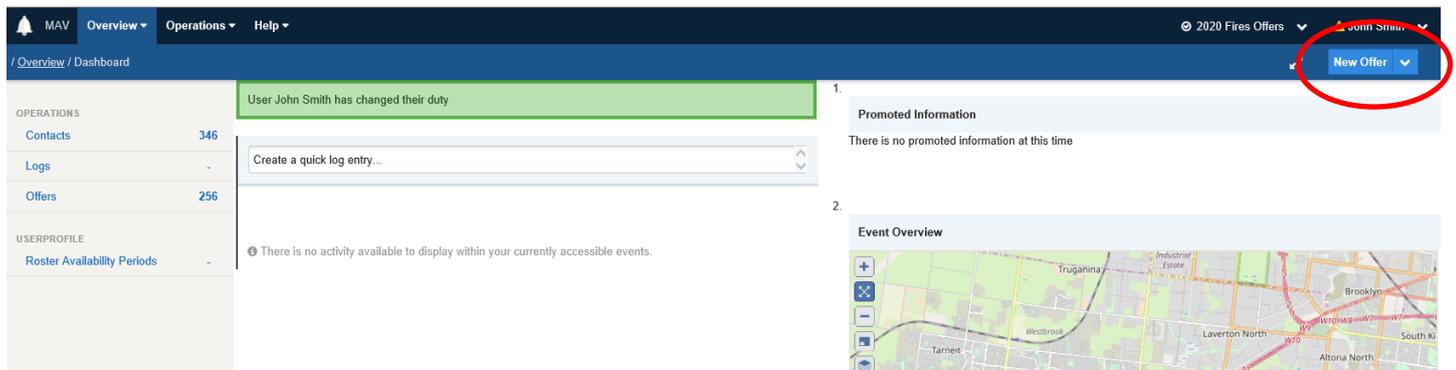
Making an Offer

Complete the 'New Offer' Webform according to the instructions under 'How to complete this form'

Uploading additional forms (Environmental Health Officer Register Form)

For Offers of specialist support, such as EHOs, additional information may be required. To upload additional forms such as the EHO Register Form either upload or drag and drop completed copies onto the 'Attachments' section of the webform (under additional details).

Editing Offers

To edit an Offer, open the relevant Offer by searching for it using the left-hand side search bar. Click the magnifying glass next to Offers to open this panel.
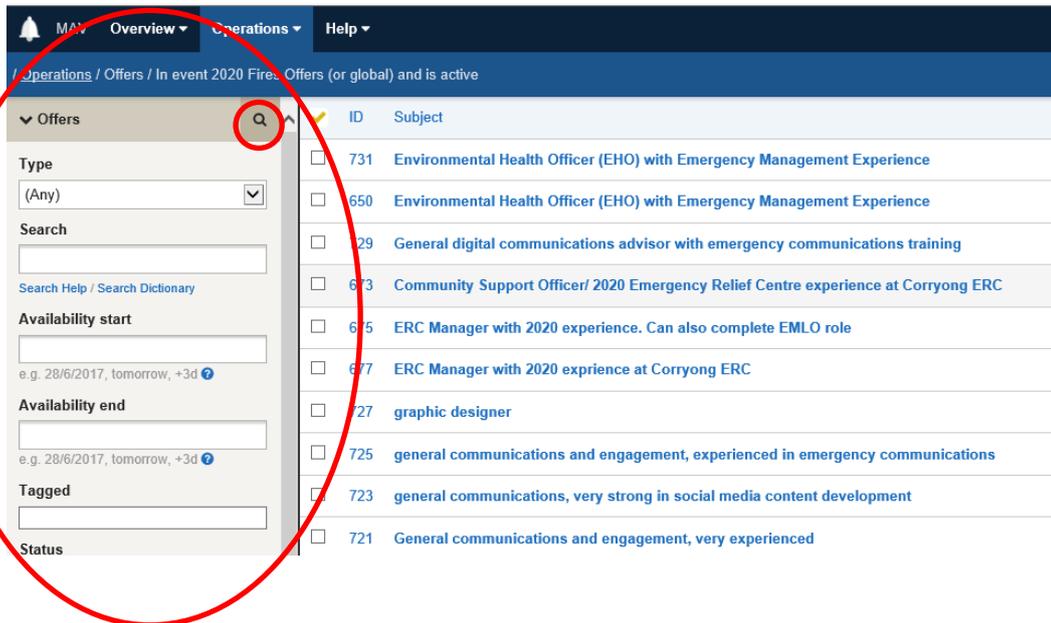

Open the Offer and click 'Edit' in the top right-hand corner of the form. This will allow you to update the Offer or leave comments that will later appear in the 'Activity Section' of the Offer which can be viewed below the instructions on the right-hand side of the webform.

Changing Offer Status

If an Offer is pulled from the database and provided to a disaster-affected council (in the form of an Offer Report), the relevant Offer will be marked as **"Under Review"** by an MAV officer.
Key contacts will be alerted to this change by email.
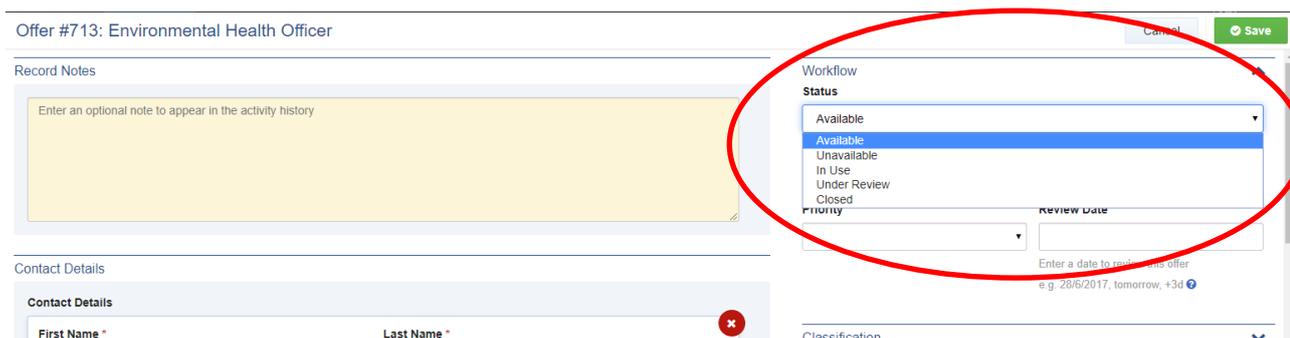
If deployment is organised between your council and a disaster-affected council, the relevant Offer should be marked as **"In Use"**.

Returning from deployment

Once an officer returns from/finishes deployment, key contacts should update the Offer to reflect the officer's availability. If they are unable to be re-deployed again, either permanently or for a period of time, their Offer can be marked **"Unavailable"**. This will make sure the officer isn't included in further Offer Reports to affected councils and will not be contacted by affected councils.