

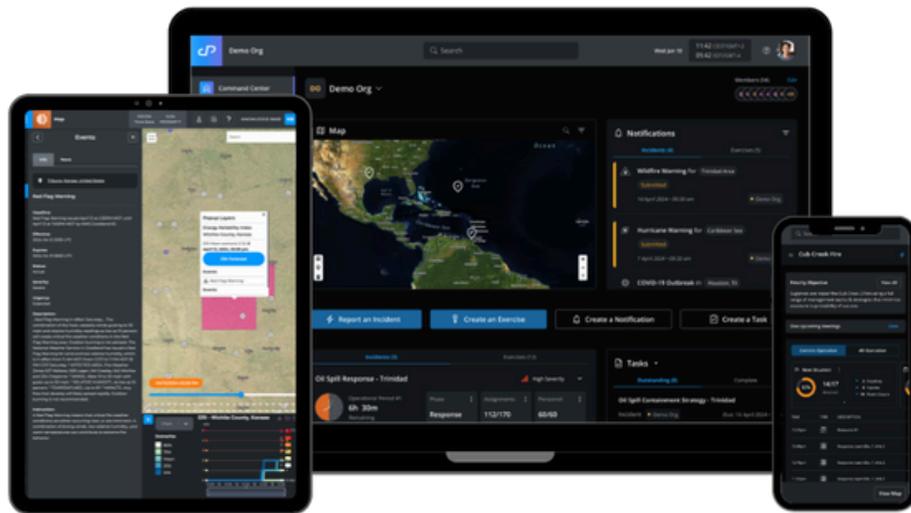
PRATUS

User Guide

Welcome to PRATUS – Getting Started

If you have recently joined the PRATUS community and are ready to start putting it to use, we're here to help. This documentation is designed to walk you through the platform for the very first time. You will learn how to set up an organization, add areas of responsibility, and so much more.

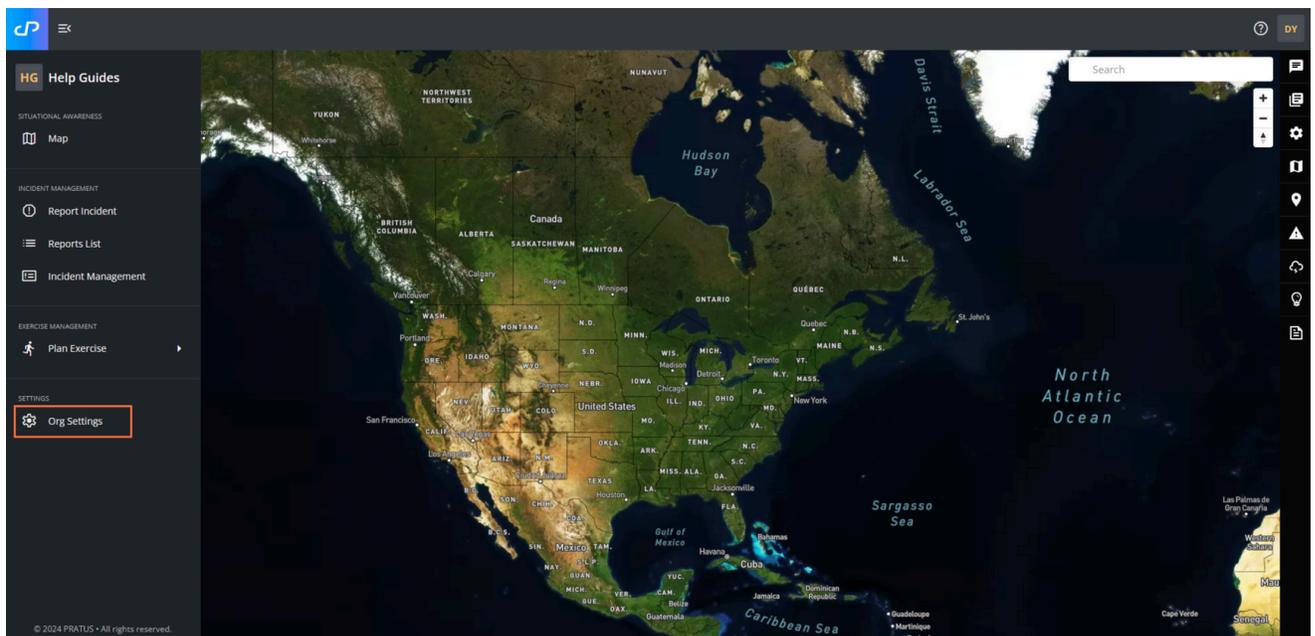
- [Accessing PRATUS](#)
- [Create a Profile](#)



Settings

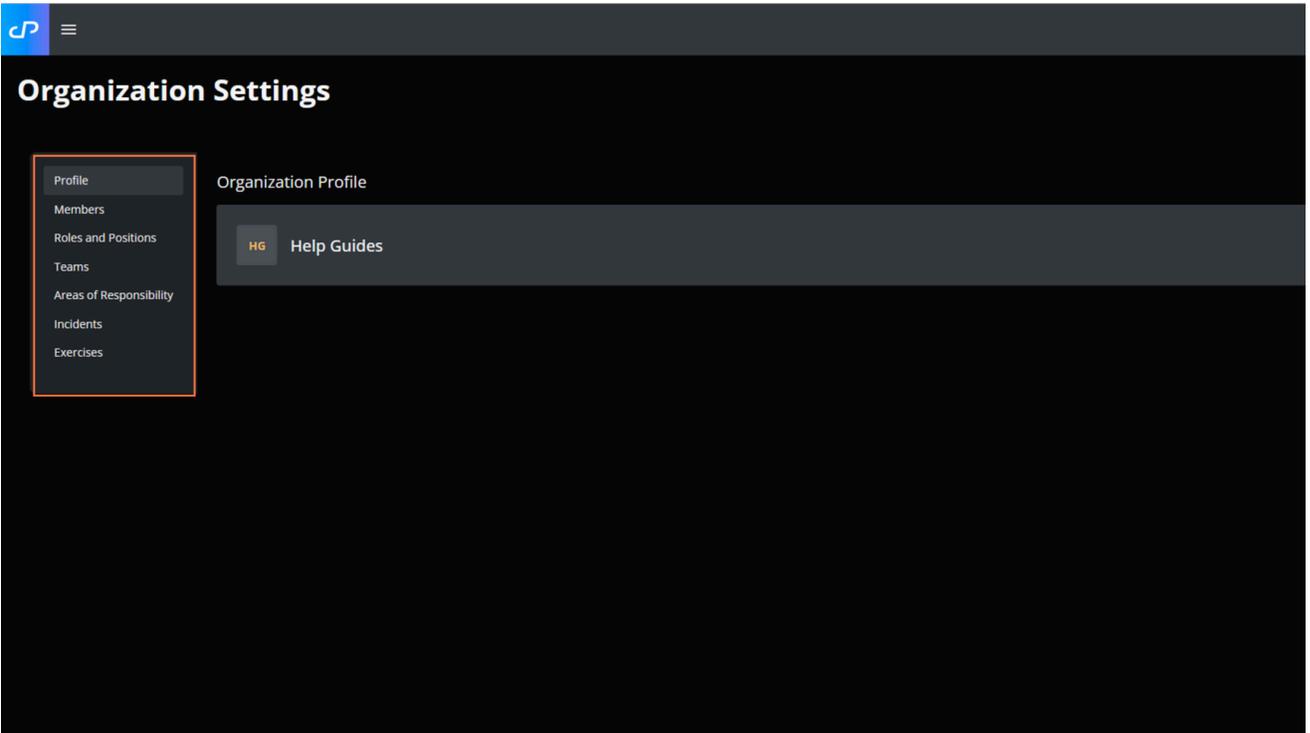
Setting Up Your Organization

Upon purchasing your PRATUS licenses, your client support representative will assist you in creating your organization within PRATUS.



Configuring Organization Details

From the Org Settings menu option, handle workspace details, add members, and create roles – all from one dashboard.



Follow these steps to start using the Organization feature:

1. Select the **Organization**.

Note: This step only applies if you manage multiple organizations.

2. [Add Members](#)
3. [Assign Roles to Members](#)
4. [Create a New Team](#)
5. [Configure the Areas of Responsibility \(AOR\)](#)
6. [View incidents](#)
7. [Add a workspace](#)

The More You Know

Additional functionalities in the drop-down menu are helpful once details have been added to other features.

- **Incidents:** Incidents must be created before viewing the Organization's incident list.
- **Exercises:** The Exercise drop-down displays all organization exercise workspaces. You can also add workspaces here.

Need more help? Click the hyperlinks for step-by-step instructions.

Situational Awareness

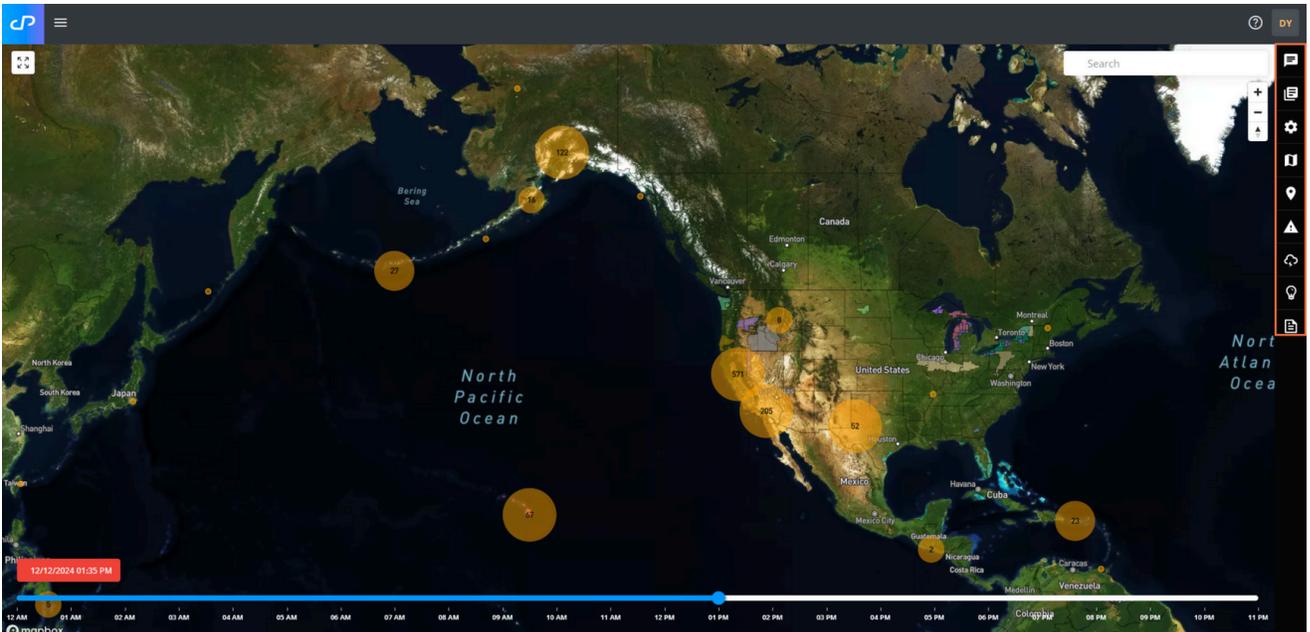
Map

The Map application compiles data from three geospatial or mapping tools: Mapbox, OpenStreetMap, and Maxar. This feature allows users to analyze current geospatial data. Map allows you to view addresses, landmarks, and areas of responsibilities (AORs) using a dynamic map.

Boost Situational Awareness with Geospatial Insights

Gaining advanced geospatial insights improves situational awareness. Map enables informed decision-making in complex environments.

- Locate your training scenarios on the Map before the training exercise.
- Pinpoint areas of responsibility (AOR) and geolocations on a centralized map. Improve your understanding of weather patterns and environmental events with accurate data. Additionally, visualize incident reports for a comprehensive overview.



Map has multi-faceted functionalities. Therefore, you will likely switch between it and other features.

DisasterChat

DisasterChat is a PRATUS capability that summarizes role-based chats into a rolling report, facilitating clear communication and seamless transitions between shifts.

Ask DisasterChat anything you need to know about an issue, and it will compile the information from third-party resources, customer datasets, and even user-proprietary data. [Click here for full step-by-step instructions.](#)

DisasterChat Example:

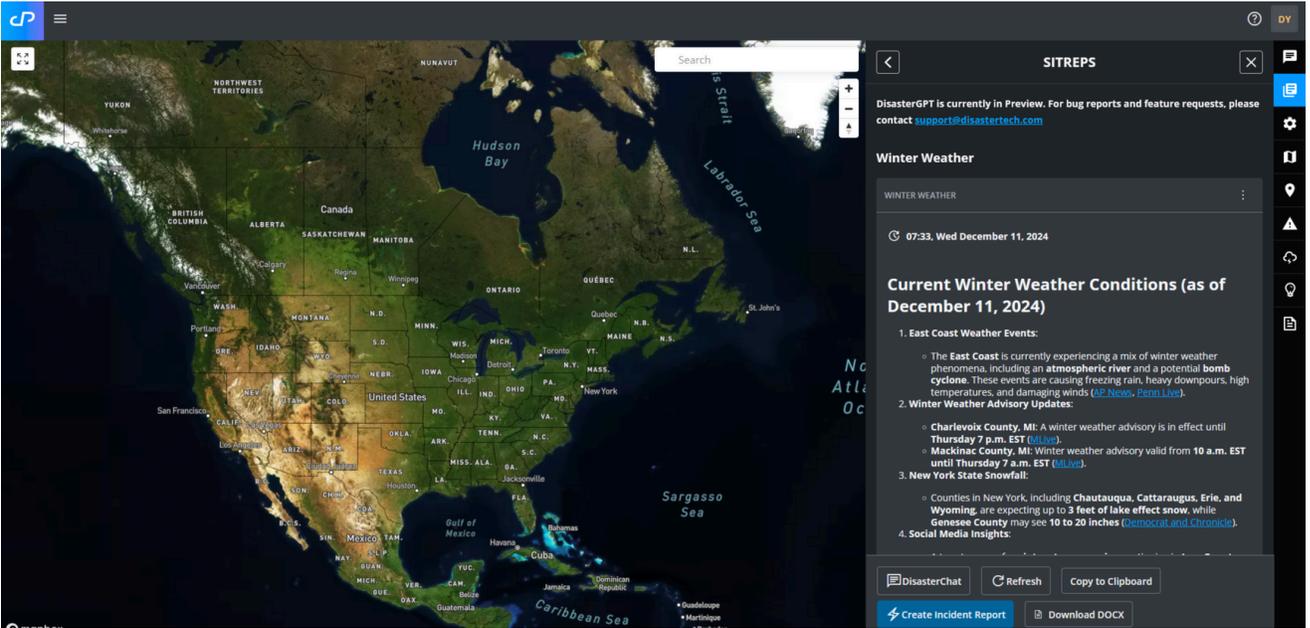
A fire broke out in Malibu, CA, on 9 DEC 2024. A question was posed to DisasterChat three days later inquiring about whether the fire had been contained.



Need more help? [Follow these step-by-step instructions.](#)

SITREPS

DisasterGPT's AutoSITREPs provide your team with current situational awareness by compiling data from third parties, customer datasets, and even user-proprietary data. Click [here](#) for step-by-step instructions on creating templates and SITREPs.



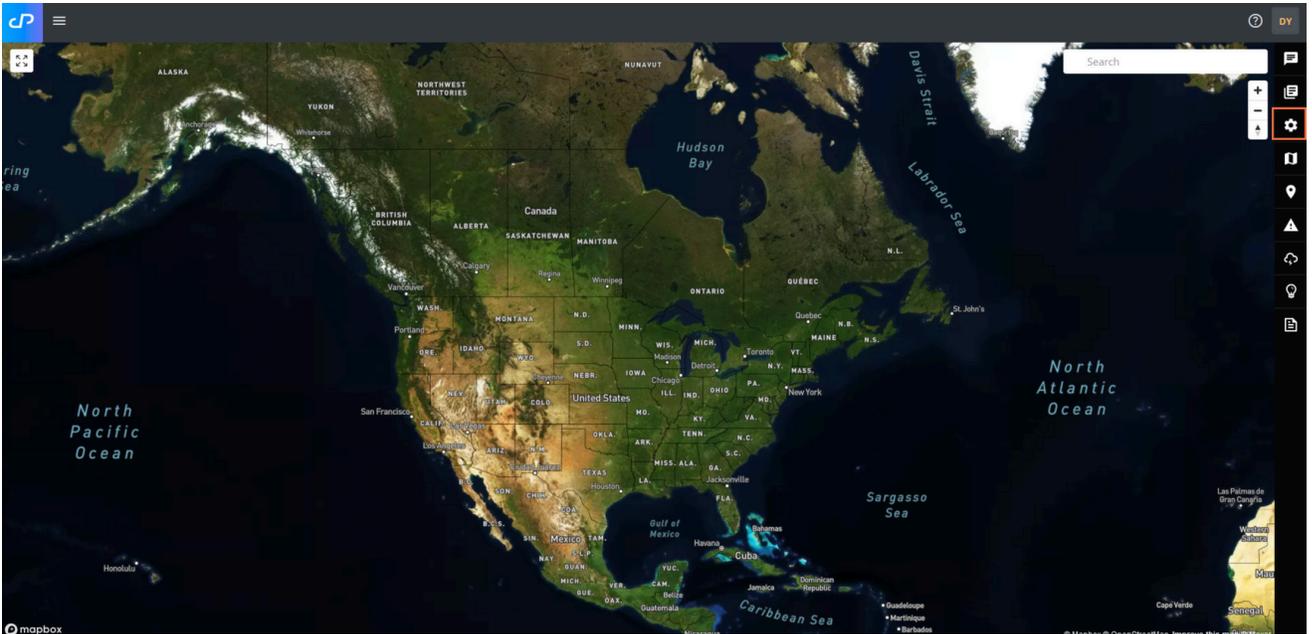
The More You Know

- Section Templates only need to be created the first time you access SITREPs. Once they have been created, you can skip right to the step of creating the updated report.
- SITREPs can be downloaded as a DOCX file. **Pro Tip: Using your Microsoft Co-Pilot account through PowerPoint, you can turn your SITREP into a presentation deck in seconds!**

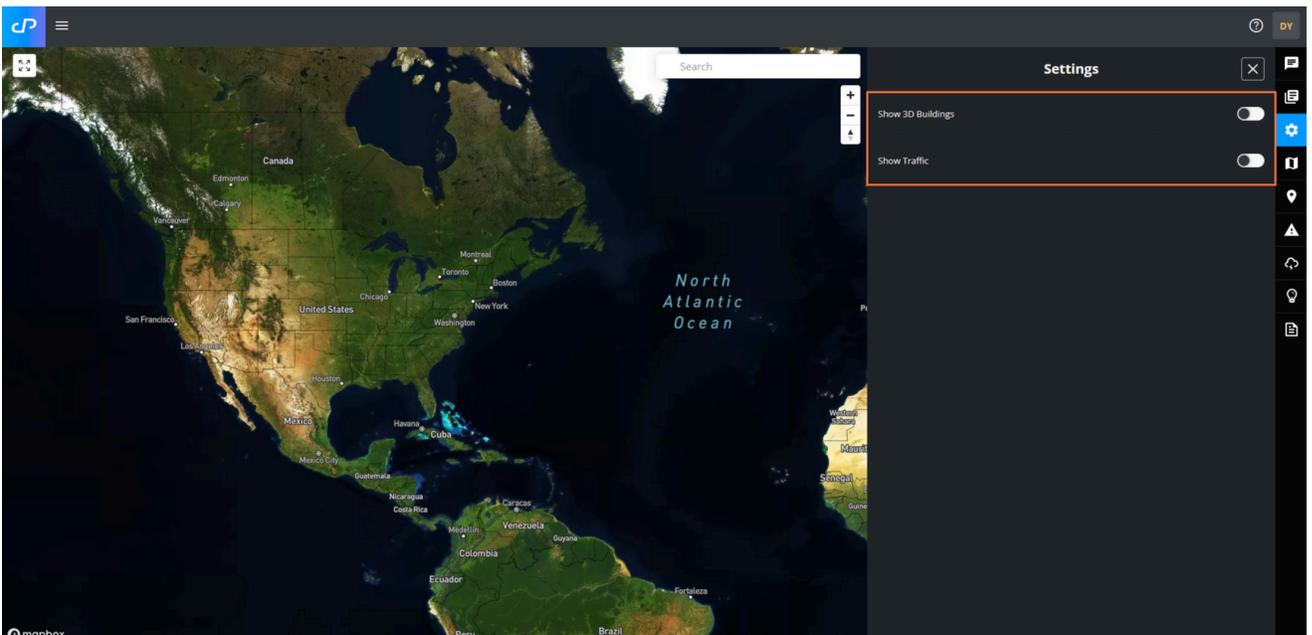
Need more help? [Follow these step-by-step instructions.](#)

Map Settings

From the map settings, open the setting by selecting the cog icon.

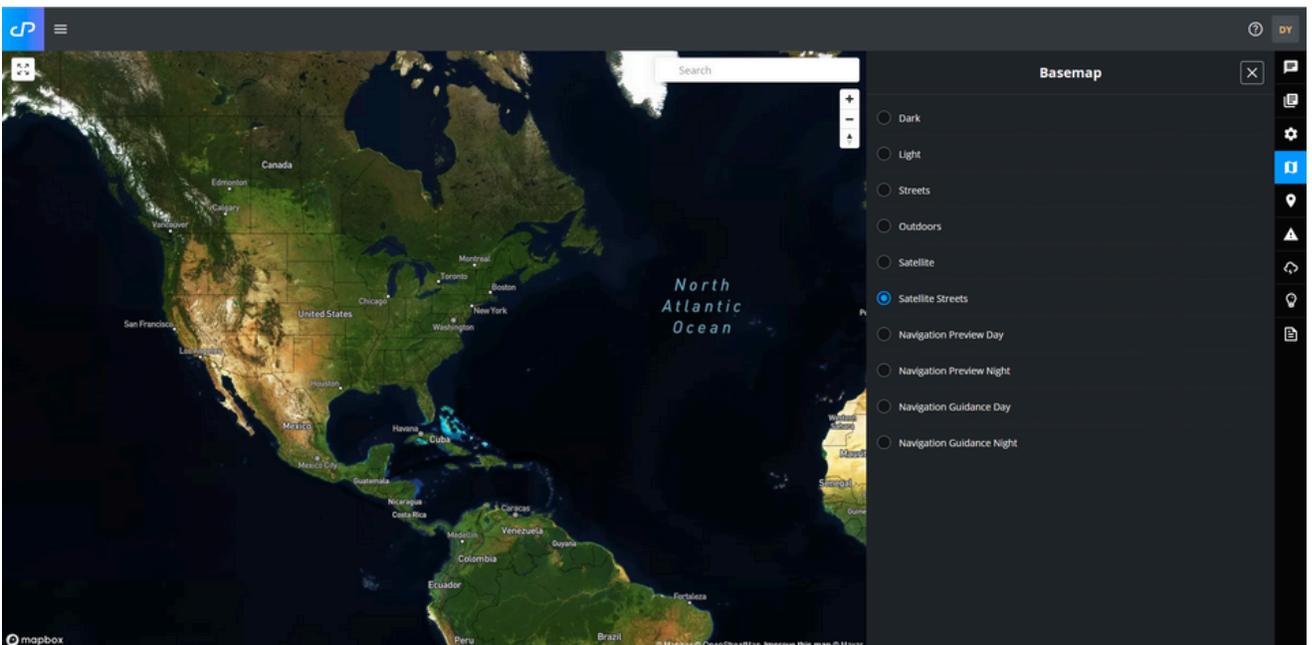
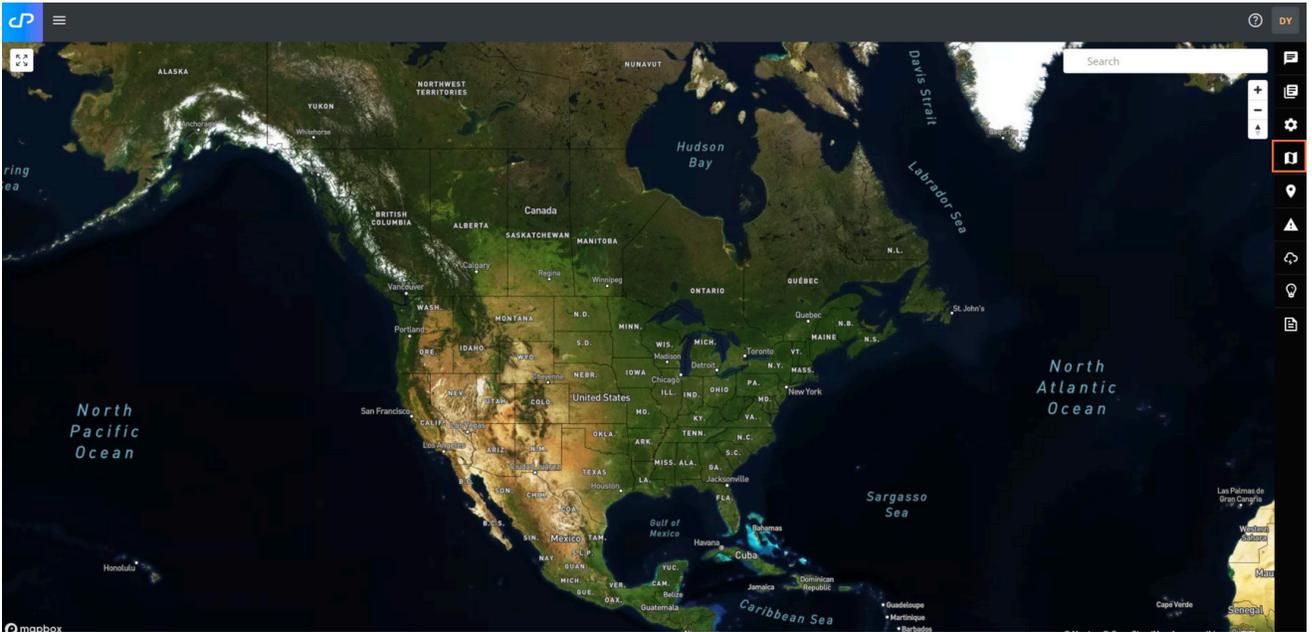


After clicking on the settings cog icon, toggle the ability to view 3D buildings and traffic patterns.



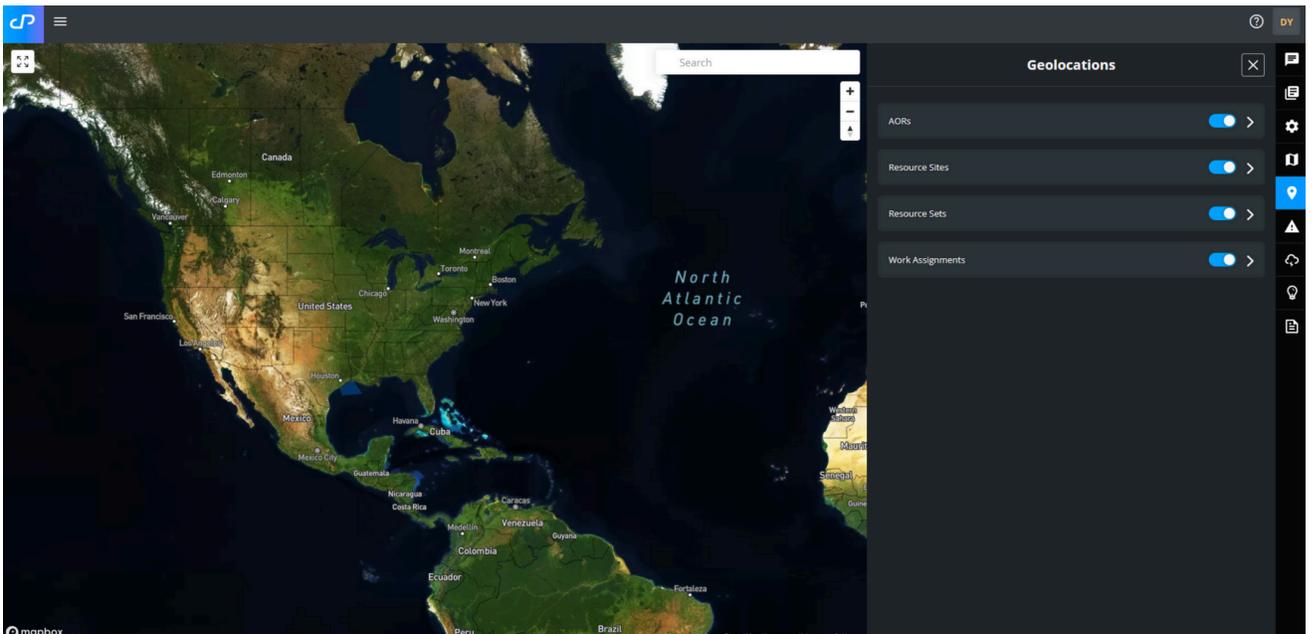
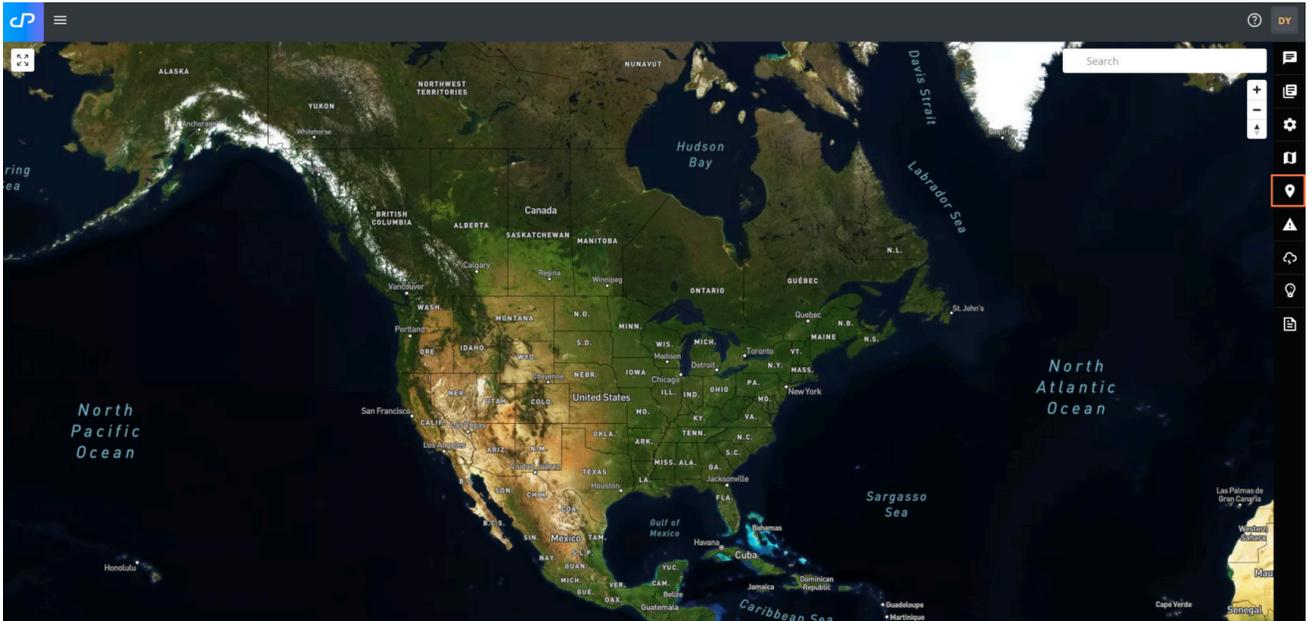
Basemap

Basemap is where you can customize your map settings. Click the [Basemap](#) link for step-by-step instructions and definitions of each layer.



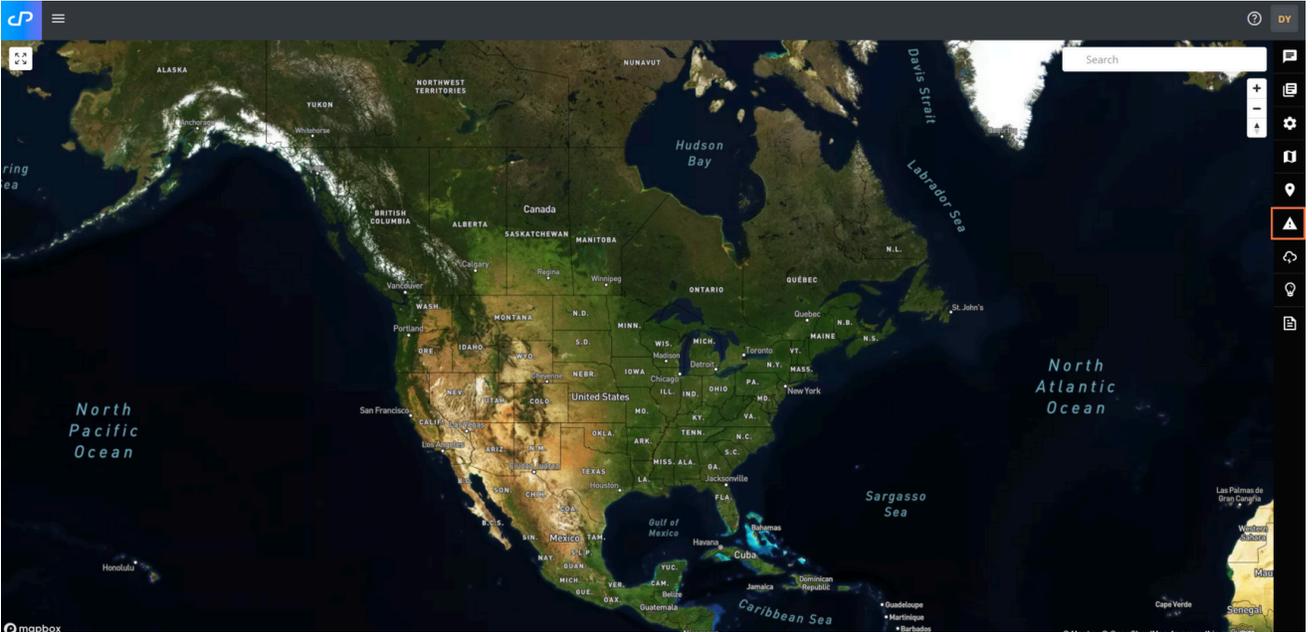
Geolocations

After you have created an AOR, visualize your area of responsibility on the map with the Geolocations tab. Click the [Geolocations](#) link for more information and step-by-step instructions.



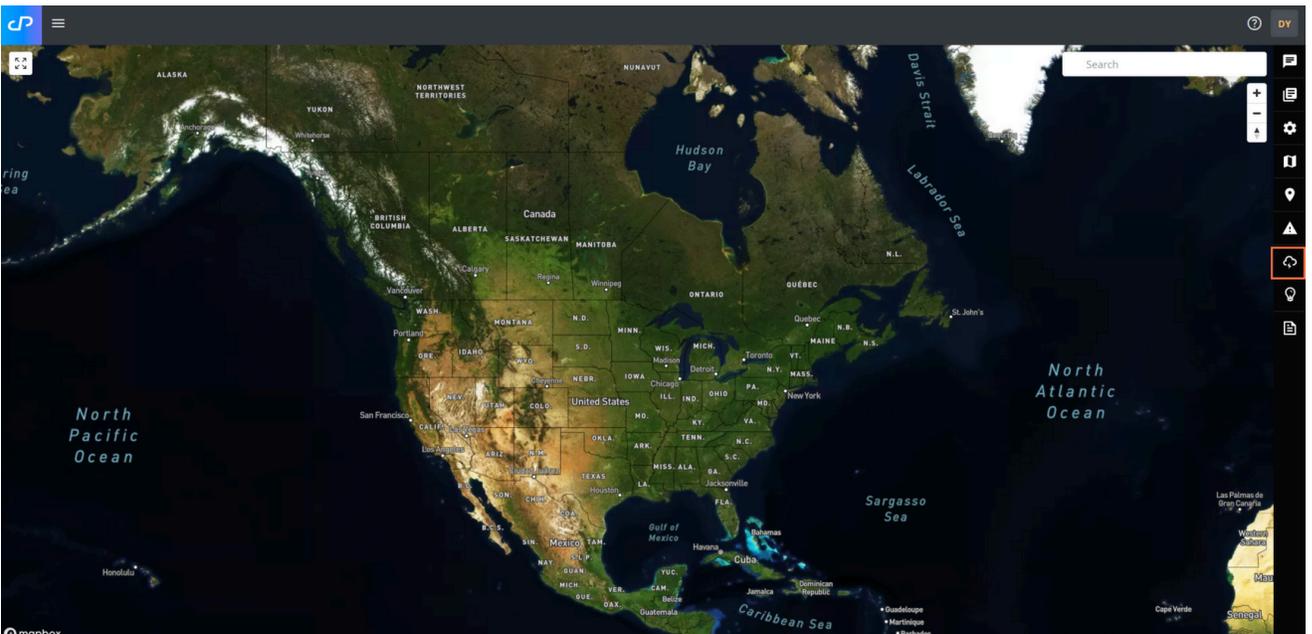
Events

See the location of events such as earthquakes, hurricanes, NWS alerts, and wildfires. Click the [Events](#) link for step-by-step instructions.



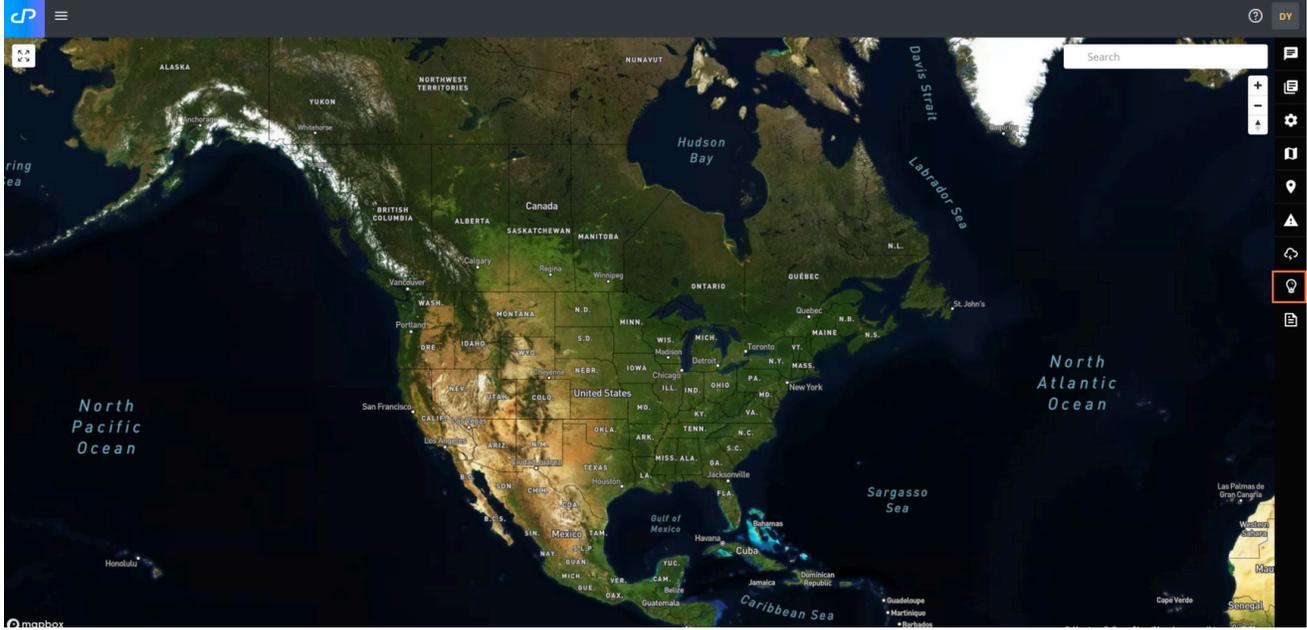
Weather

Access live weather condition updates that might impact your AOR. Click the [Weather](#) link for step-by-step instructions.



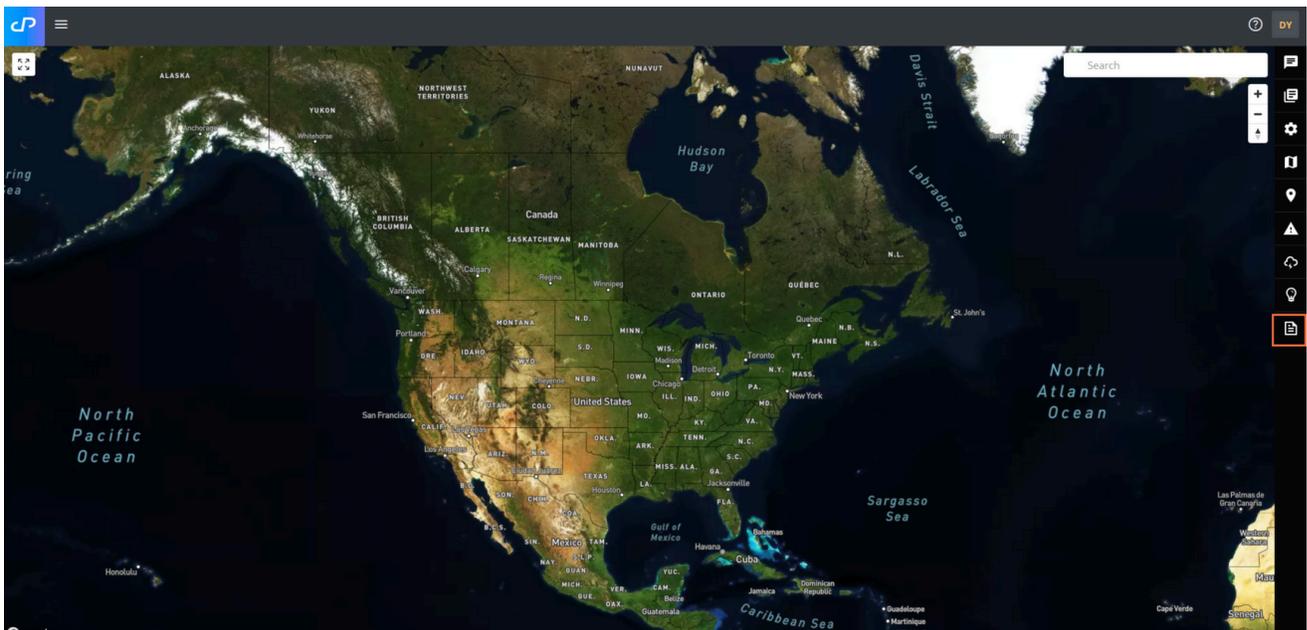
Impact Models

See localized climate impacts in the U.S. using the Energy Reliability Index (ERI). Click the [Impact Models](#) link for step-by-step instructions.



Incident Report

Visualize pre-created incident reports on the map. Click the [Incident Report](#) link for step-by-step instructions.

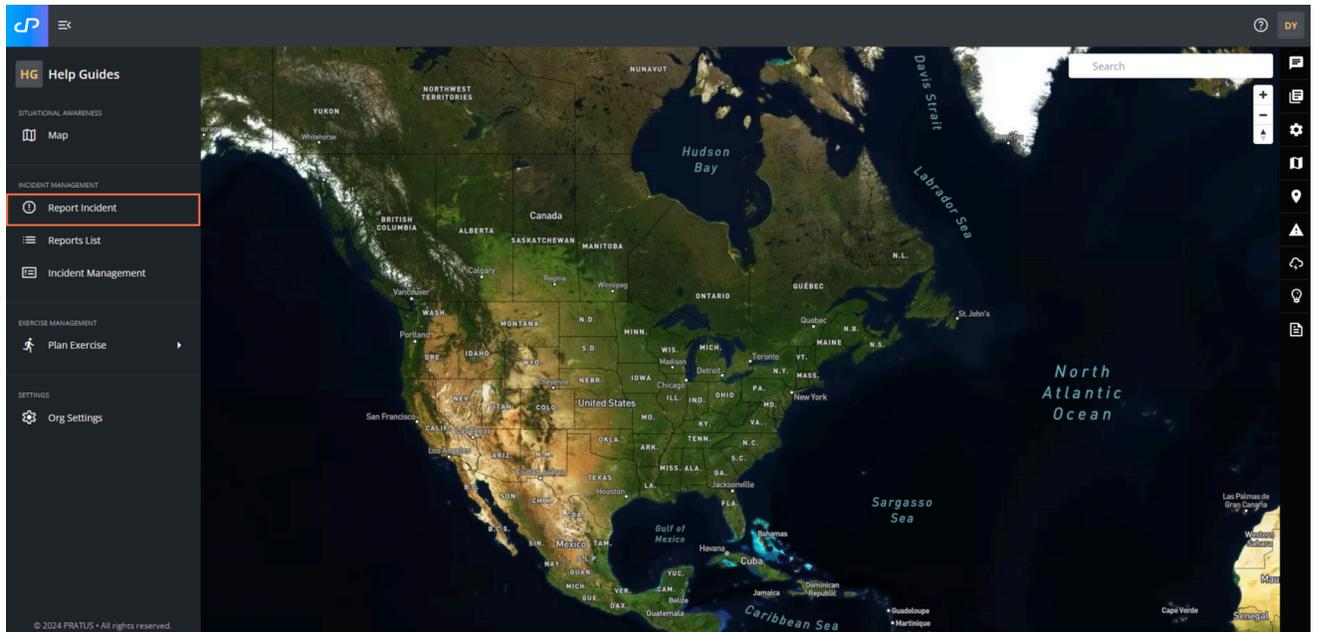


Incident Management

Incident Management allows for planning, task assignment, resource allocations, analysis, and report viewing.

Report

Generate a thorough incident report to learn from the response.



Write an Initial Report Form

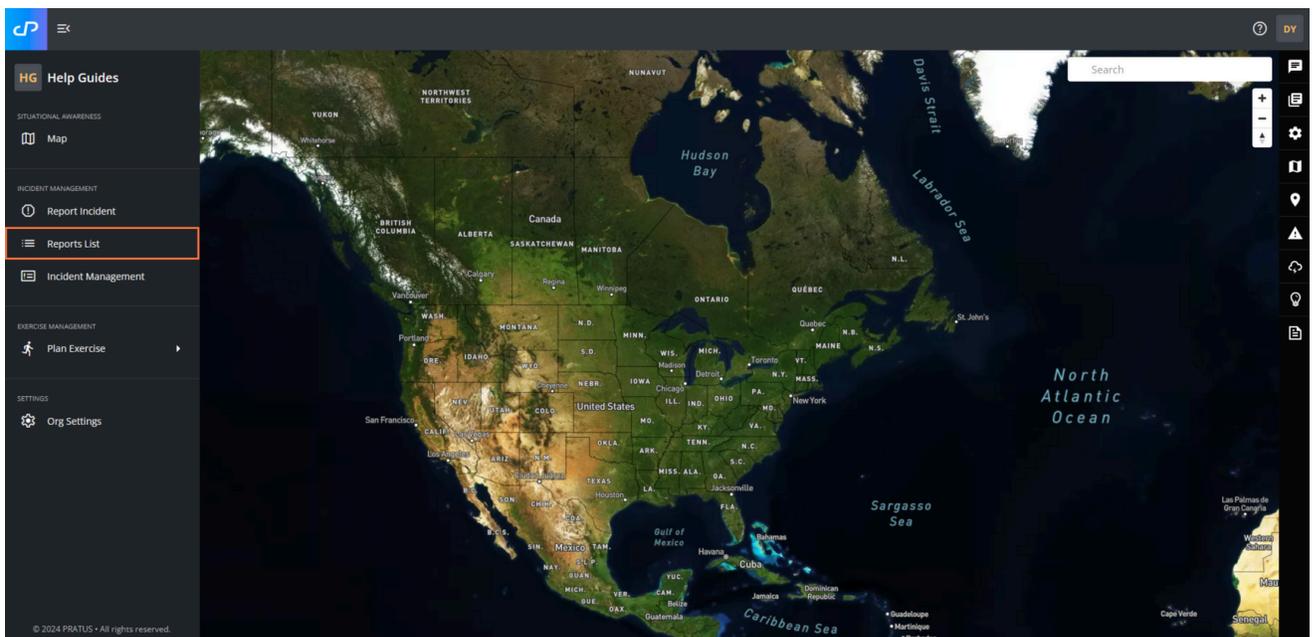
Review your team's incident response to learn from shortcomings and celebrate wins.

Standardized incident reporting with a common form. This promotes consistent reporting and streamlines communication.

Report List

The Report List tab provides a place to create an incident report, manage checklists, manage recipient lists, and manage custom fields. Follow these steps to start using the Report feature:

1. Generate an **Incident Report**.
2. Click **Recipient List** and choose recipients from the menu.
3. Manage the **Checklist**.
 - Create a [Site Checklist](#).
 - Create a [Team Checklist](#).



The More You Know

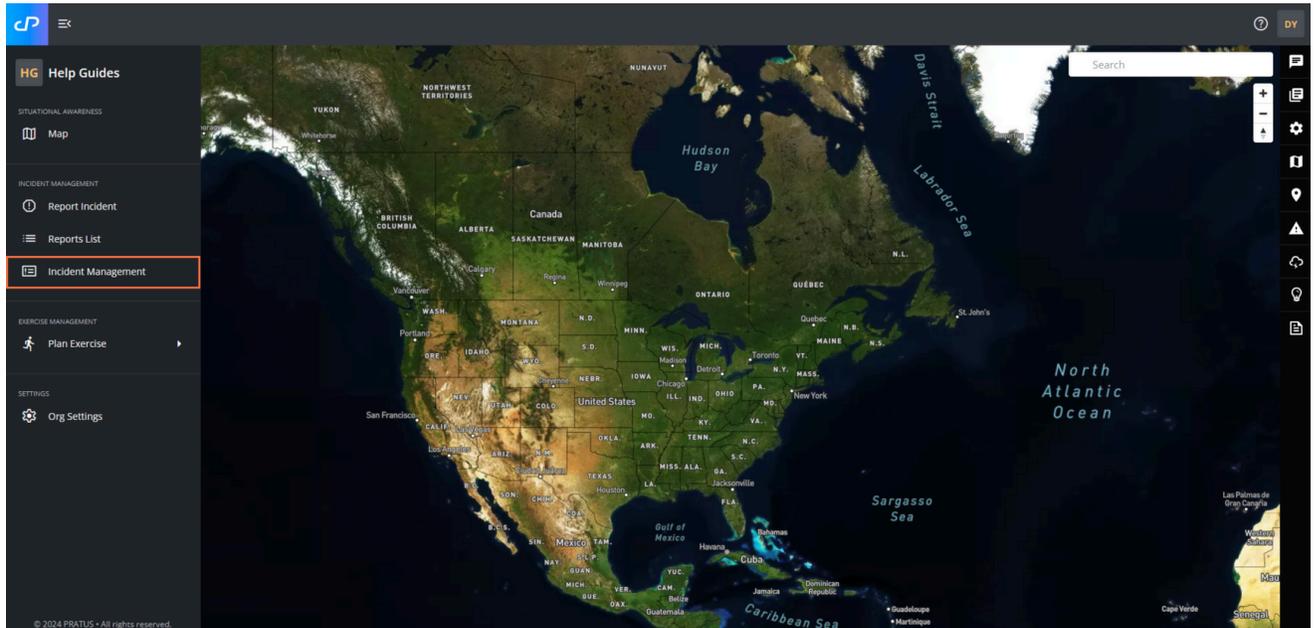
Explore additional functionalities:

- [Manage Custom Field](#): The Manage Custom Field option aids location-specific reporting. Simply add a Label of Field and Possible Answer to customize the location.
- [Edit & Delete Report](#): All reports can be edited or deleted. Click the report's more options icon (ellipses) for these options.
- [View More](#): Press the arrow associated with the report for a brief synopsis.

Need more help? Click the hyperlinks for step-by-step instructions.

Setup Your Incident Management Workspace

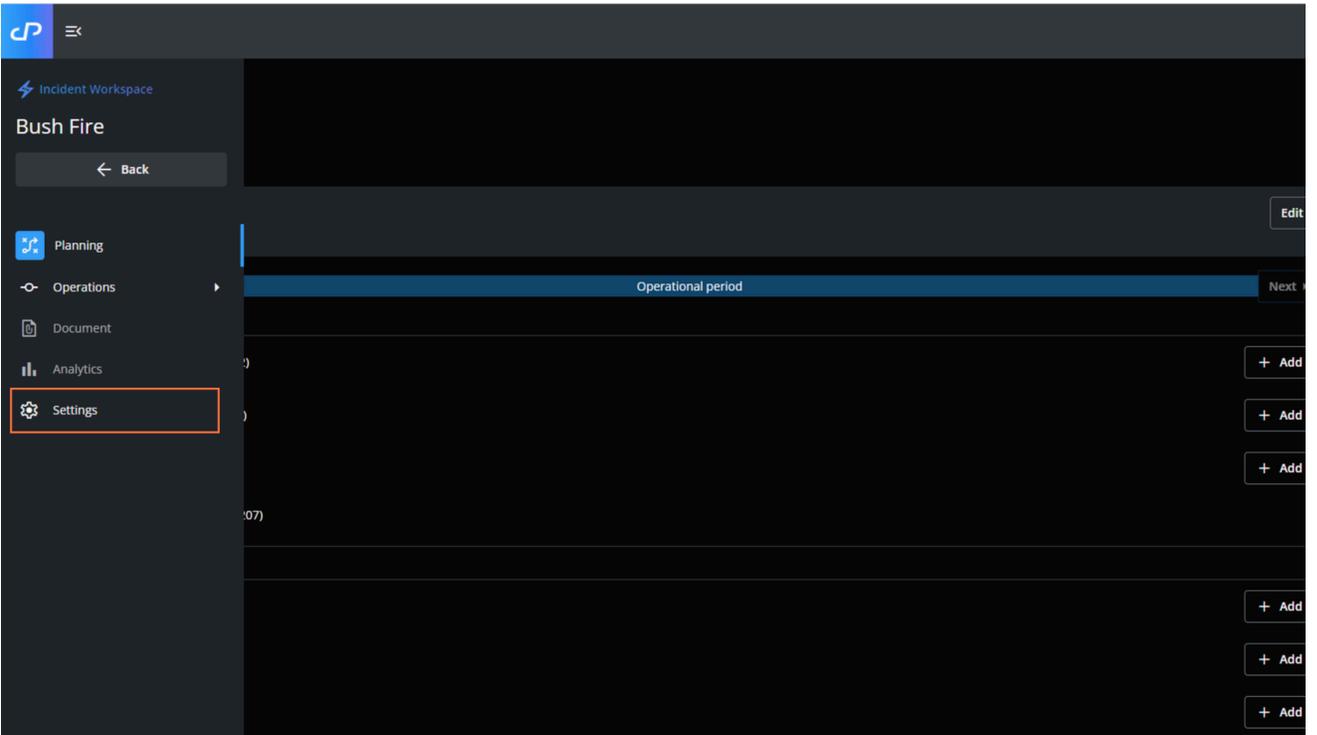
The Incident Workspace feature allows you to set role-based permissions and access control. Assign seats and add new objectives, resources, and more. Additionally, establish operational periods and oversee key incident details – all from one dashboard. Select **Incident Management** from the menu to get started.



Orchestrate Incident Response

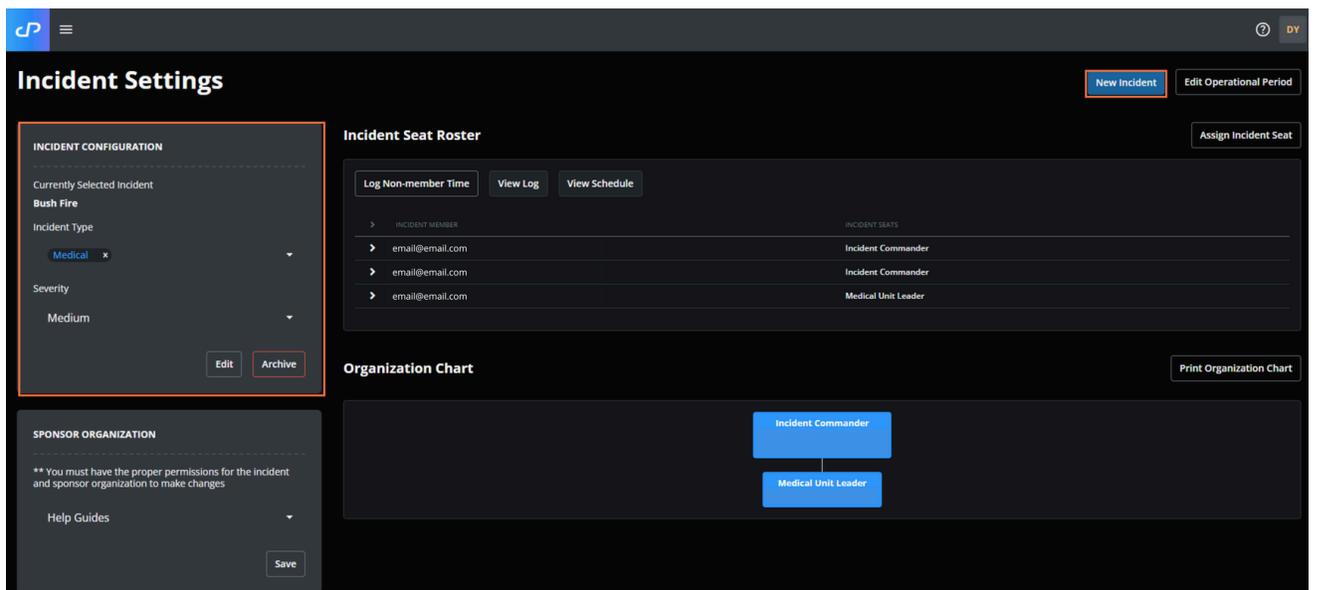
The Incident Workspace allows you to coordinate incident response. Here, you will configure key details related to team roles, objectives, and required resources.

The Incident Workspace dashboard will be blank the first time you visit it. That is because you will need to configure your incident. From the **Incident Management** menu, select **Settings** to get started.



Follow these steps to start using the Incident Workspace feature:

1. Create a new incident.
2. Edit the operational period.
3. Provide details in the Roster tab.
 - Assign incident seats, log non-member time, and add schedule activation.



The More You Know

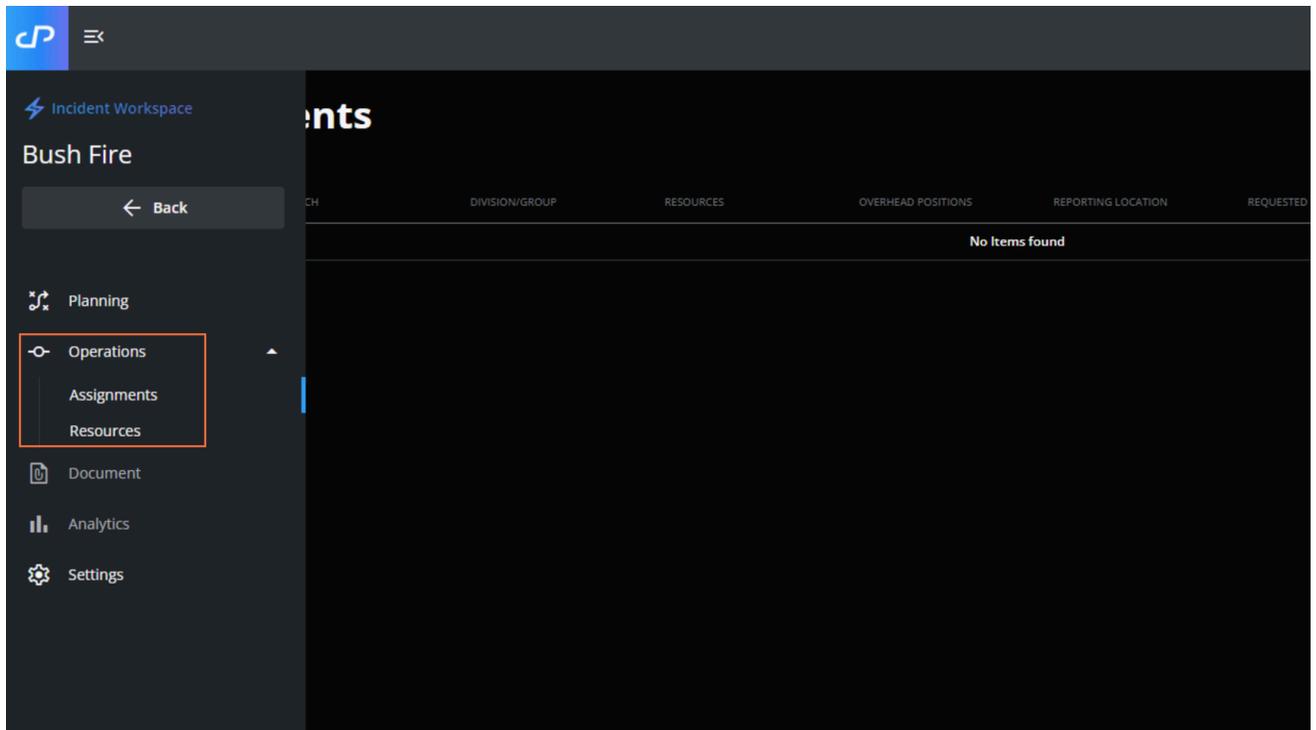
Once your incident is configured, additional features will populate.

- **Incident Configuration:** Switch to another incident, add extra incident types, and/or update the severity level.
- **Roster Log:** Roster logs can be downloaded.
- **Objectives Library:** View, edit, and delete objectives associated with the incident.

Need more help? Click the hyperlinks for step-by-step instructions.

Incident Management Operations

This feature facilitates improved incident management from start to finish. Plan, assign tasks, and allocate resources for prompt incident response.



Assign Tasks, Allocate Resources, Analyze Response(s), and Create Reports

Streamline incident management and learn from your team's response.

Full functionalities are available once an incident is created. Once an incident is created, you can:

- Plan Incident Response
- Provide Incident Briefing (ICS 201)
- Create Incident Report

Follow these steps to start using the **Incident Management** feature:

1. Start on the **Incident Management** dashboard.
2. Click the **Settings** option on the menu.
3. Select **New Incident** to create a new incident.

From the **Incident Management** menu, you can also:

1. Select **Operations**.
2. Select **Assignments**.
3. Click the blue **Add Work Assignment** button.
4. Enter **Work Assignment** information.

With the **Operations** link on the **Incident Management** menu:

1. Select **Resources**.
2. Click the blue **New Resource Set** button.
3. Enter **Resource** details.

The Incident Commander must approve the incident action plan.

The More You Know

Explore more features:

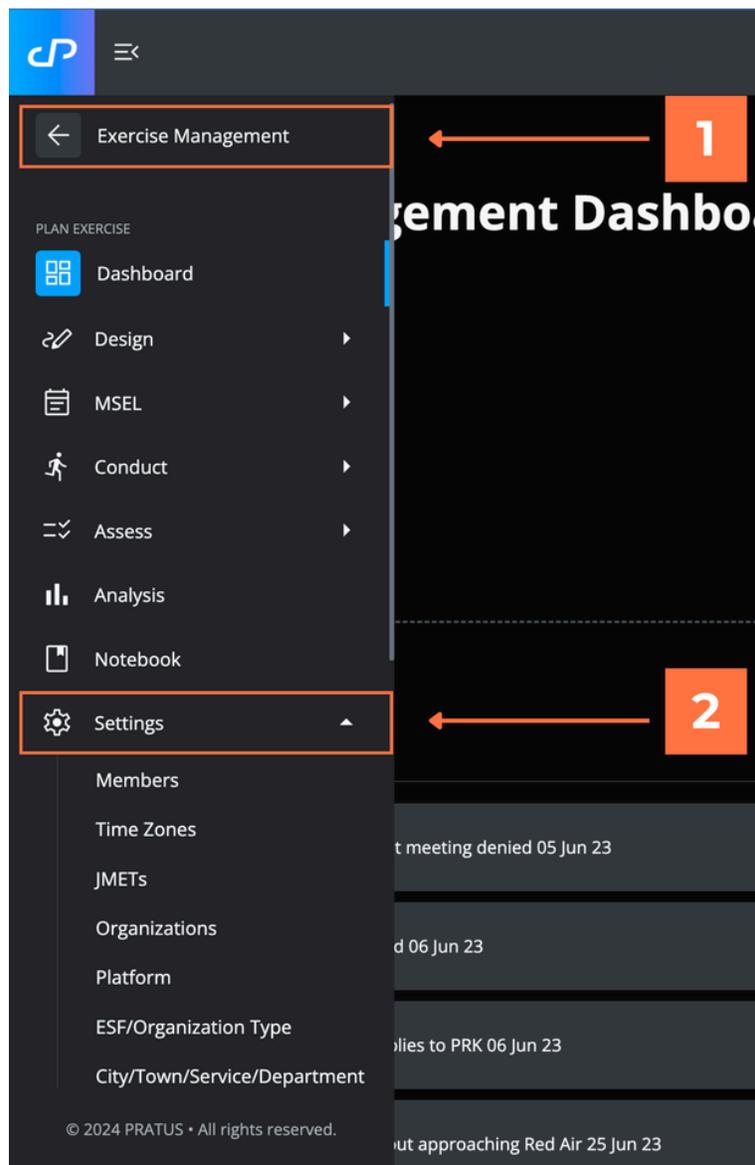
- **Incident Details:** [Edit the incident name](#) from the dashboard.
- **Plan Tab:** [Plan incident objectives](#) and more.

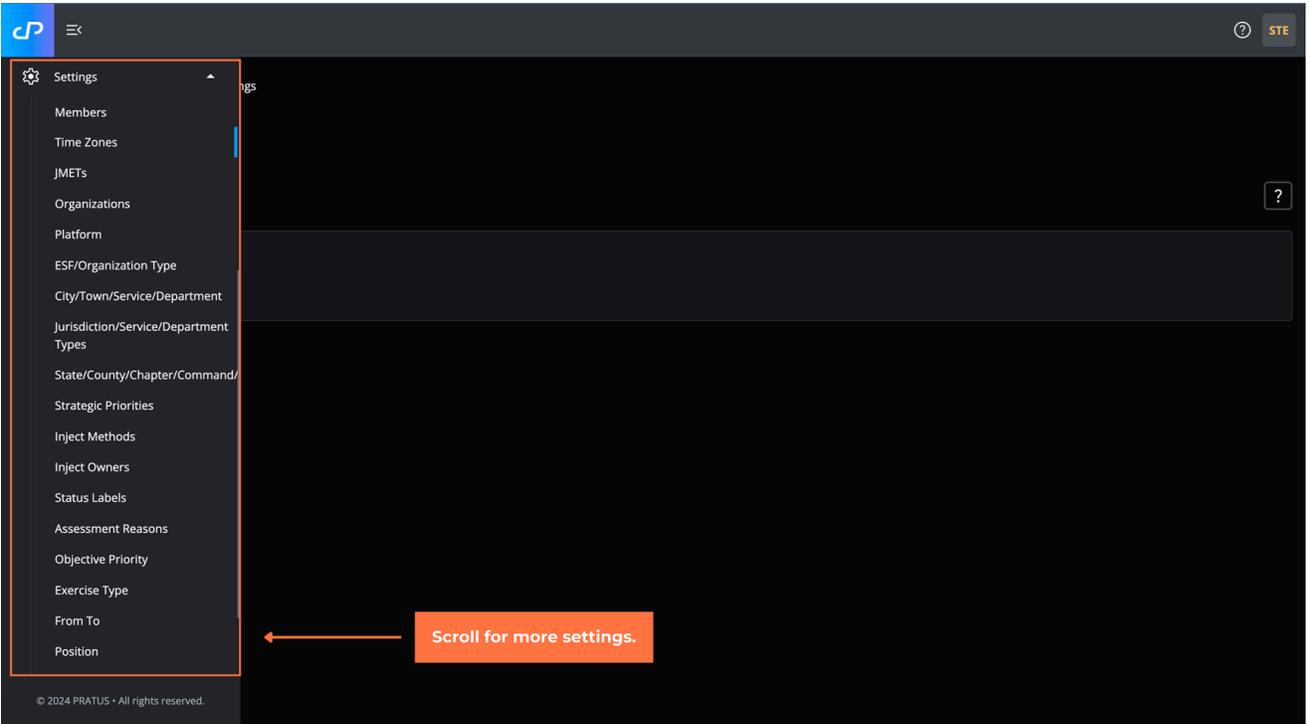
Need more help? Click the hyperlinks for step-by-step instructions.

Exercise Workspace

Exercise Management is an all-in-one solution for training exercises. Develop, manage, evaluate, and report exercise results on one platform.

Set the scene of the exercise environment by configuring the time zone and members. Next, customize default PLAN settings to suit your training scenario better.





The More You Know

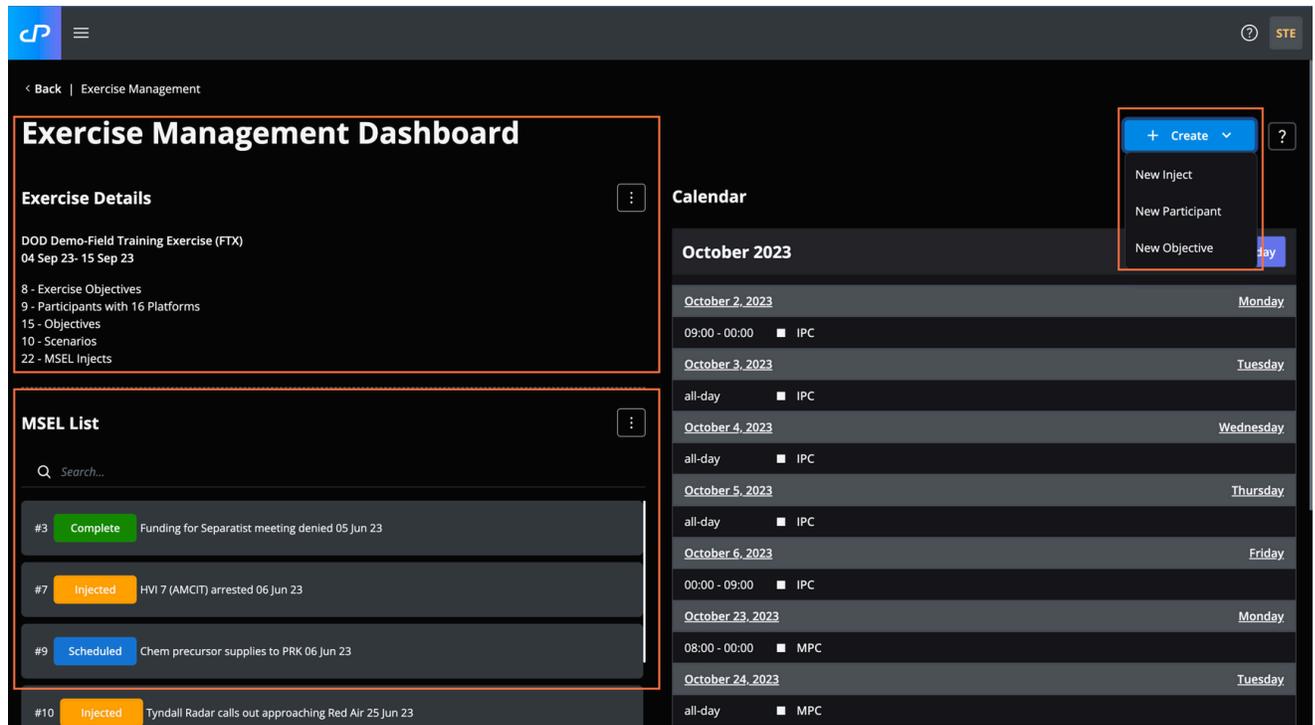
In addition to configuring your workspace settings, you can:

- Update Database Values: Add, edit, or delete default database values.
- Member Search: Quickly locate workspace members.
- Question Marks: Click the question marks for more information regarding user roles and workspace members.

Need more help? Click the hyperlinks for step-by-step instructions.

Exercise Management

Exercise Management, a collaborative, visual, and integrated toolset, automates training exercise planning and execution. Begin by planning and managing exercises with scenario-based events. Then, assess performance-based objectives and visualize real-time analytics.

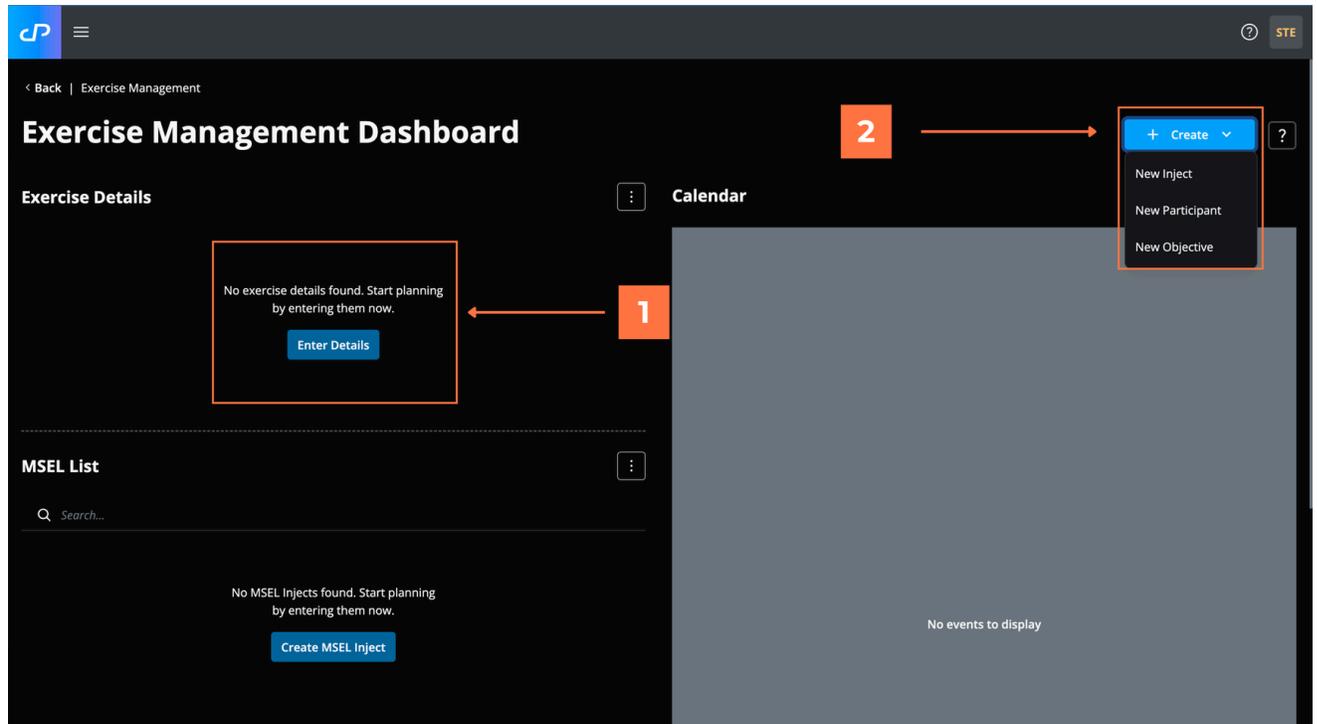


Maximize Training ROI

Streamline training exercises and get maximum return on investment (ROI). From initial planning to post-action evaluations, all tasks can be accomplished here.

- Design the exercise and create MSEL injects.
- View MSELs on a timeline during the exercise.
- Use assessments and feedback forms to evaluate exercise outcomes.
- Aggregate data for a specific period and visualize analytics through plots.

Provide exercise details, set MSELs, generate assessments, and analyze data. The Exercise Management dashboard streamlines planning, exercise monitoring and execution, and reporting.



Follow these steps to use the Exercise Management feature:

1. Enter **Exercise Details**.
2. Create a **MSEL Inject**.
3. Add a **New Participant**.
4. Generate a **New Objective**.

The More You Know

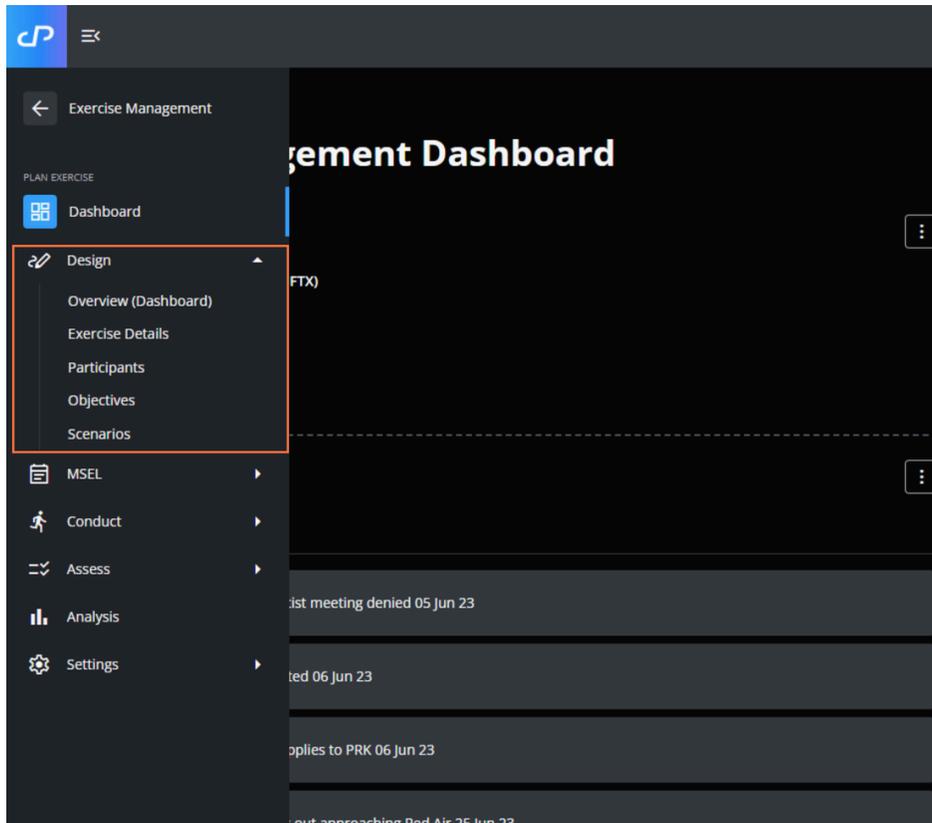
Explore additional Plan functionalities:

- Assessment List: Create an assessment to gauge the success of an exercise.
- Analysis: Add and view custom analytics.
- MSEL Status: Mark MSEL injects as Draft, Complete, Unscheduled, Injected, etc.
- Scenario Calendar: Visualize scenario timelines from the calendar.

Need more help? Click the hyperlinks for step-by-step instructions.

Design

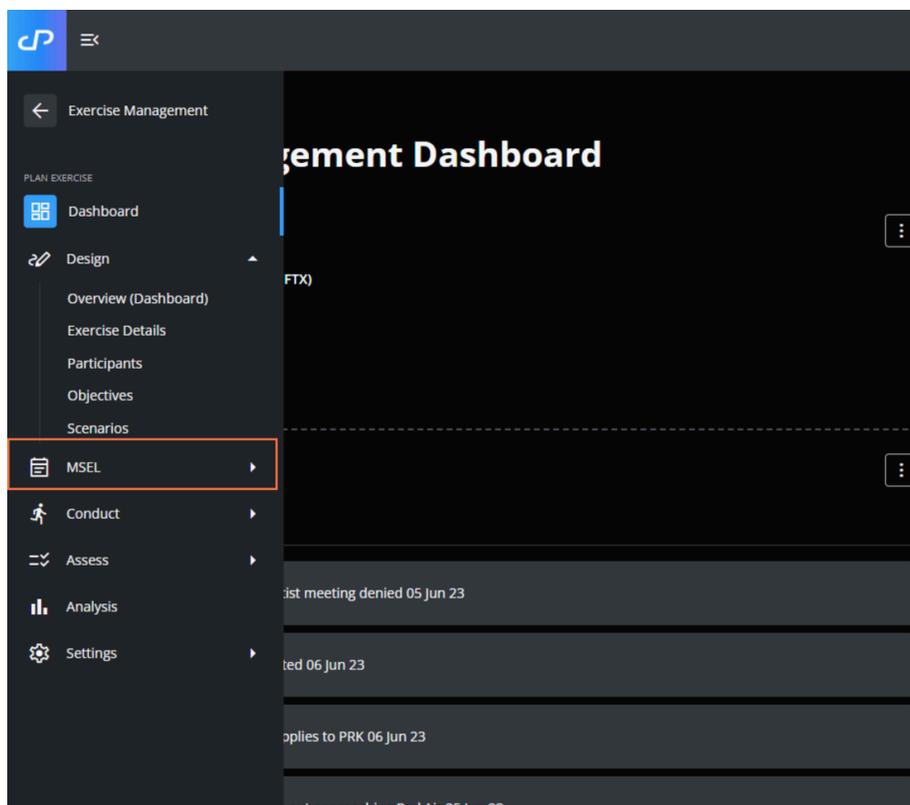
From the Design tab, create a training exercise from scratch. On the Design tab, you will find the Dashboard, Exercise Details, Participants, Objectives, and Scenarios.



MSEL Creation

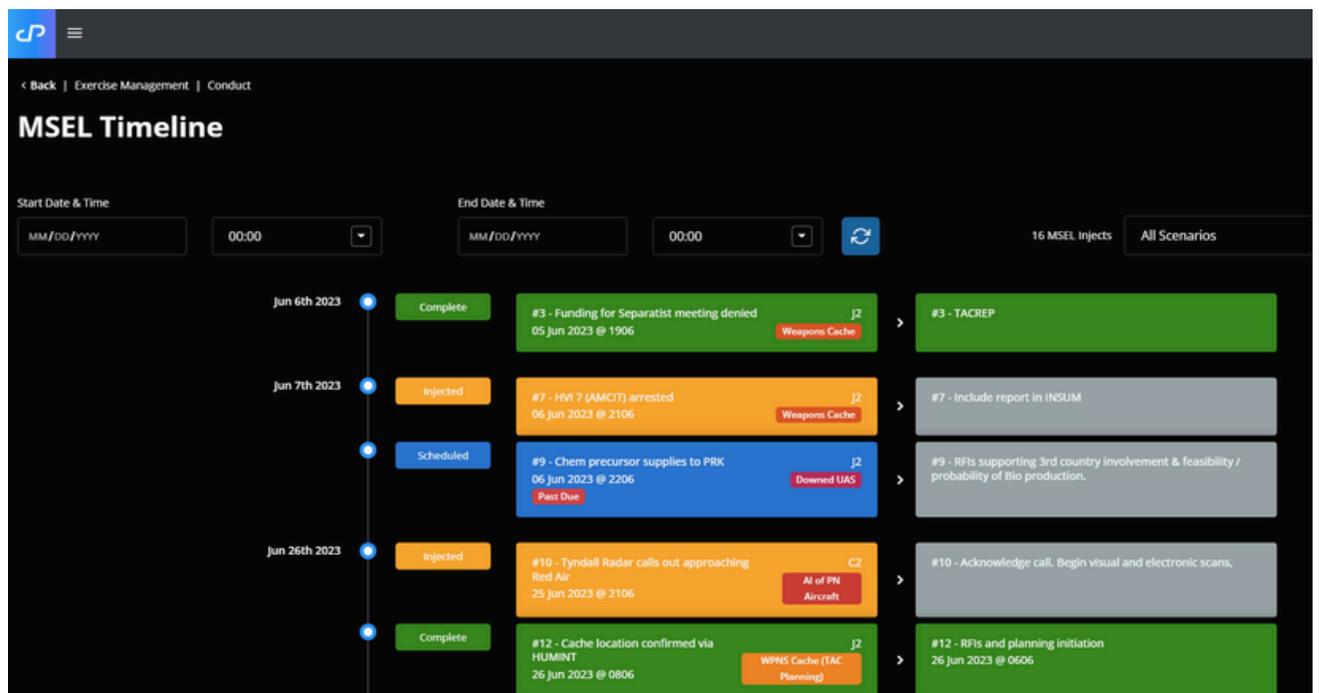
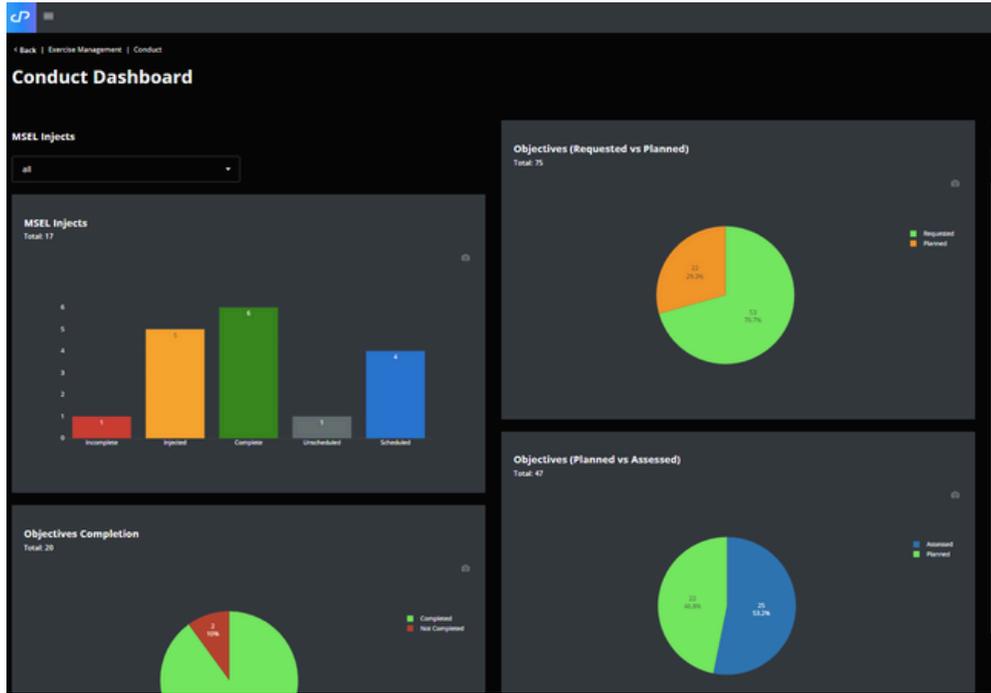
From the MSEL tab, you can configure the Master Scenario Events List. The purpose of the exercise is to simulate realistic conditions that participants would encounter (e.g., for the DOD, fighting a war; for emergency management, responding to a disaster). The “conditions” are a key part of the objectives so that MSEL Injects can be properly written; they should provide several opportunities for participants (players) to successfully meet objectives. A MSEL is a list of Injects (often referred to as just “MSELs”) which is information that generates activity and actions and pushes the scenario forward in a chronological timeline for each scenario-based event (Storyboard) to ensure accomplishment of (exercise and participant) objectives. The MSEL puts together all the parts of the exercise design process to keep the exercise on track.

Use the [MSEL Creation](#) feature.



Conduct

The Conduct tab on the Exercise Management menu provides a dashboard overview of the exercise's MSELs and Objectives. The MSEL timeline shows the progression of events in the exercise.



Assess

Create, view, edit, and delete assessments about exercises from the **Assess** tab in the Exercise Management menu. You can also provide feedback and view feedback left by others.

CREATED DATE	UPDATED DATE	PARTICIPANT	PLATFORM	TO COMPLETED	STATUS	REASON	ACTION
2023-05-25 - 09:25 am (CDT)	2023-08-14 - 11:16 pm (CDT)	20th SOS	CV-22 : Tilt-rotor	No	Untrained	Operations	⋮
2023-07-05 - 02:42 pm (CDT)	2023-08-14 - 11:17 pm (CDT)	20th SOS	CV-22 : Tilt-rotor	No	Untrained	OPFOR	⋮
2023-07-10 - 11:41 am (CDT)	2023-07-10 - 11:41 am (CDT)	SOTG	J2 : Intel	Yes	Untrained		⋮
2023-06-28 - 11:06 am (CDT)	2023-08-21 - 06:12 pm (CDT)	20th SOS	CV-22 : Tilt-rotor	Yes	Untrained	Scenario deficiency	⋮
2023-07-16 - 10:10 pm (CDT)	2023-07-16 - 10:33 pm (CDT)	1st Information Operations Command	Combat Camera : Information Operations	Yes	Partially Trained	Operations	⋮
2023-08-14 - 11:09 pm (CDT)	2024-01-04 - 11:22 am (CDT)	1st Information Operations Command	PSYOP : Information Operations	Yes	Trained		⋮
2023-08-25 - 01:33 pm (CDT)	2023-08-25 - 01:37 pm (CDT)	95th Fighter Squadron	Raptor : F-22	Yes	Partially Trained	Weather	⋮
2023-08-25 - 01:37 pm (CDT)	2023-08-25 - 01:37 pm (CDT)	20th SOS	CV-22 : Tilt-rotor	Yes	Untrained		⋮
2023-08-14 - 10:48 pm (CDT)	2023-08-14 - 10:50 pm (CDT)	SOTG	J2 : Intel	Yes	Partially Trained	Intel	⋮
2023-08-21 - 06:00 pm (CDT)	2023-08-24 - 09:21 am (CDT)	FBI - HRT	HRT : Intel	Yes	Untrained	C2	⋮

Analysis

Add custom analytics and show full analytics in graph form for the entire training exercise.

