

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.

- <u>Accessing PRATUS</u>
- 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.

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Are	reas of Responsibility							
Inc	cidents							
Exe	kercises							

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. <u>Create a New Team</u>
- 5. Configure the Areas of Responsibility (AOR)
- 6. <u>View incidents</u>
- 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.

Situational Awareness

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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. <u>Click here for full step-by-step instructions</u>.

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.

DisasterChat by DisasterGPT - Is the fire in Malibu contained?	×
USER: D D 2024-12-12 13:58 Is the fire in Malibu contained?	
DisasterGPT: 2024-12-12 13:58 As of the latest updates, the Franklin Fire in Malibu has burned over 4,000 acres and is currently 7% contained. The fire has led to evacuation orders and warnings in the area. Despite red flag warnings ending, efforts to contain the fire are ongoing. For detailed updates and developments, you can refer to sources such as <u>NBC News</u> , <u>USA Today</u> , an <u>CAL FIRE</u> .	nd

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 <u>here</u> for stepby-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 <u>Basemap</u> 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 <u>Geolocations</u> 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 <u>Events</u> link for step-by-step instructions.



Weather

Access live weather condition updates that might impact your AOR. Click the <u>Weather</u> link for step-by-step instructions.



Impact Models

See localized climate impacts in the U.S. using the Energy Reliability Index (ERI). Click the <u>Impact</u> <u>Models</u> link for step-by-step instructions.



Incident Report

Visualize pre-created incident reports on the map. Click the <u>Incident Report</u> 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 **<u>Recipient List</u>** and choose recipients from the menu.
- 3. Manage the **Checklist**.
 - Create a <u>Site Checklist</u>.
 - Create a Team Checklist.



The More You Know

Explore additional functionalities:

- <u>Manage Custom Field</u>: 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 <u>edited</u> 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.

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.

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Follow these steps to start using the Incident Workspace feature:

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

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Incident Settings		New Incident Edit Operational Period
INCIDENT CONFIGURATION	Incident Seat Roster	Assign Incident Seat
Currently Selected Incident	Log Non-member Time View Log View Schedule	
Bush Fire		
Medical ×	> email@email.com Incident Commander	
	email@email.com Incident Commander	
Severity	email@email.com Medical Unit Leader	
Medium 👻		
Edit Archive	Organization Chart	Print Organization Chart
SPONSOR ORGANIZATION ** You must have the proper permissions for the incident and sponsor organization to make changes	Incident Commander Medical Unit Leader	
Help Guides		
Thep dates		
Save		

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.

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1	Settings						

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<u>incident objectives</u> and more.

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.



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	Members			
	Time Zones			
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	Organizations			?
	Platform			
	ESF/Organization Type			
	City/Town/Service/Department			
	Jurisdiction/Service/Department Types			
	State/County/Chapter/Command/			
	Strategic Priorities			
	Inject Methods			
	Inject Owners			
	Status Labels			
	Assessment Reasons			
	Objective Priority			
	Exercise Type			
	From To		Scroll for more settings	
	Position		Scholl for more settings.	
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The More You Know

In addition to configuring your workspace settings, you can:

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

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.

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< Back Exercise Management			
Exercise Management Dashboard		+ Create ~ ?	
Exercise Details		Calendar	New Inject New Participant
DOD Demo-Field Training Exercise (FTX) 04 Sep 23- 15 Sep 23		October 2023	New Objective
8 - Exercise Objectives 9 - Participants with 16 Platforms 15 - Objectives 10 - Srenarius		<u>October 2, 2023</u> 09:00 - 00:00 ■ IPC	<u>Monday</u>
22 - MSEL Injects		<u>October 3, 2023</u>	<u>Tuesday</u>
MSEL List	÷	all-day ■ IPC <u>October 4, 2023</u>	<u>Wednesday</u>
Q Search		all-day IPC October 5, 2023	<u>Thursday</u>
#3 Complete Funding for Separatist meeting denied 05 Jun 23		all-day ■ IPC	
#7 Injected HVI 7 (AMCIT) arrested 06 Jun 23		<u>October 5, 2023</u> 00:00 - 09:00 ■ IPC	<u>Friday</u>
#9 Scheduled Chem precursor supplies to PRK 06 jun 23		<u>October 23, 2023</u> 08:00 - 00:00 ■ MPC	<u>Monday</u>
		<u>October 24, 2023</u>	<u>Tuesday</u>
#10 Injected Tyndall Radar calls out approaching Red Air 25 Jun 23		all-day 🔳 MPC	

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.

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

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

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< Back Exercise Management Exercise Management Dashboard			:	2 →	+ Create ~ ?
Exercise Details			Calendar		New Inject New Participant
	No exercise details found. Start planning by entering them now. Enter Details	· 1			New Objective
MSEL List					
Q Search	No MSEL Injects found. Start planning by entering them now. Create MSEL Inject			No events to display	

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 **<u>New Objective</u>**.

The More You Know

Explore additional Plan functionalities:

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

Design

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



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.

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	ak Exercise Management Conduct						
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MS	EL Injects	Objectives (Requested vs	Planned)		Ca		
	•	Total: 75			•		
	MSEL Injects out 17					E Reported	
				22		Parted	
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Start Date & Time		End Date & Time					
MM/DD/YYYY	00:00	MM/DD/YYYY	00:00	•		16 MSEL Injects	All Scenarios
	Jun 6th 2023 🔵	Complete					
		#3 - Funding fo 05 Jun 2023 @	r Separatist meeting denied 1906	J2 Weapons Cache	`	#3 - TACREP	
	Jun 7th 2023 💿	Injected					
		#7 - HVI 7 (AMC 06 Jun 2023 @		J2 Weapons Cache	`	#7 - Include report in INSUM	
	•	Scheduled #9 - Chem pred	ursor supplies to PRK	J2		#9 - RFIs supporting 3rd country invol	vement & feasibility /
		06 jun 2023 (#) Past Due	2206	Downed UAS	`		
	Jun 26th 2023 🔘	Injected			1		
		etto - Tyndall R Red Air 25 Jun 2023 @	adar calls out approaching	Al of PN Aircraft	•	#10 - Acknowledge call. Begin visual a	nd electronic scans,
	•	Complete #12 Control or	ation confirmed via			#12 . DEIx and planning initiation	
		HUMINT 26 Jun 2023 @	D806	J2 WPNS Cache (TAC Planning)	>	26 jun 2023 @ 0606	

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.

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< Back Exercise Management Assess Assessment List											
Create Assessment											
20 /	Assessment							10 per page 🕞			
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200	13-05-25 - 09:25 am (CDT)	2023-08-14 - 11:16 pm (CDT)	20th SOS	CV-22 : Tilt-rotor	No	Untrained	Operations				
20	23-07-05 - 02:42 pm (CDT)	2023-08-14 - 11:17 pm (CDT)	20th 505	CV-22 : Tilt-rotor	No	Untrained	OPFOR				
203	23-07-10 - 11:41 am (CDT)	2023-07-10 - 11:41 am (CDT)	SOTG	j2 : Intel	Yes	Untrained					
20	23-06-28 - 11:06 am (CDT)	2023-08-21 - 06:12 pm (CDT)	20th SOS	CV-22 : Tilt-rotor	Yes	Untrained	Scenario deficiency				
20	23-07-16 - 10:10 pm (CDT)	2023-07-16 - 10:33 pm (CDT)	1st Information Operations Command	Combat Camera : Information Operations	Yes	Partially Trained	Operations				
20	23-08-14 - 11:09 pm (CDT)	2024-01-04 - 11:22 am (CDT)	1st Information Operations Command	PSYOP : Information Operations	Yes	Trained					
203	13-08-25 - 01:33 pm (CDT)	2023-08-25 - 01:37 pm (CDT)	95th Fighter Squadron	Raptor : F-22	Yes	Partially Trained	Weather				
201	23-08-25 - 01:37 pm (CDT)	2023-08-25 - 01:37 pm (CDT)	20th SOS	CV-22 : Tilt-rotor	Yes	Untrained					
200	23-08-14 - 10:48 pm (CDT)	2023-08-14 - 10:50 pm (CDT)	SOTG	J2 : Intel	Yes	Partially Trained	Intel				
20	23-08-21 - 06:00 pm (CDT)	2023-08-24 - 09:21 am (CDT)	FBI - HRT	HRT : Intel	Yes	Untrained					
								< 1 2			

Analysis

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

