

Getting Started

The **eFINDS Application Administrator** or **eFIND Reporting Administrator** role has permissions to add or inactivate an operation in eFINDS Evacuation or eFINDS Practice/Training.

To verify your role assignment, go to the **My Content**, on the Health Commerce System (HCS) menu bar. Verify your eFINDS role by clicking on the **See what roles I hold** link. If you are not in the proper eFINDS role, please contact your facility's HCS Coordinator.

Click **My Content** > **Change my contact information** to update or verify your business and Emergency contact info.

Update Operation

1. Click **Admin** from the menu bar
2. Click **Manage Operations**
3. **Search By Operation Name:** Enter Operation Name
4. Click **Operation Name** from list
5. Edit as needed
6. Click **Save Operation**

Email confirmation of update will be sent.

Please remember to **Inactivate** your operation when event is over. You will receive a reminder email every 90 days. If you choose to keep your operative active, please click the **Extend Operation** check box and click **Save Operation**

Remember: ONLY active operations can be reported on!

Add a Facility Evacuation Operation

Operations, such as Coastal Storms, that effect multiple facilities and facility types will be created by NYS.

1. Log on to the HCS (<https://commerce.health.state.ny.us>) If you cannot remember your user id or password, please call Commerce Accounts Management Unit at **1-866-529-1890**
2. Click **eFINDS** from **My Applications** in left side panel
3. Select either **Evacuate** or **Practice Only**
4. Verify or Select Location > **Set Location**
5. Click **Admin** from the eFINDS menu bar
6. Click **Manage Operations**
7. ALWAYS search Name list first to be sure you are not creating a duplicate operation
8. Select Begin Date > Event Type

If you select Blizzard, Hurricane, Ice Storm or Snow Storm, then enter the Storm Name.
If you select Other, then enter Other Description.

9. Enter location, e.g., your facility, town/city/village
10. Verify **Active** Status
11. Click **Add Operation**

Note: You may need to click **Add Operation** twice.

12. **Verify** Operation YYYY-MM-DD EVENT TYPE LOCATION was created.

Operations created in eFINDS Training Demo do NOT appear in the eFINDS PROD evacuation list or vice versa.

Email confirmation is sent to all **eFINDS Application Administrators**: EFinds Operation has been added.



Export list of Operations to Excel or PDF.

Manage Operation

Name: YYYY-MM-DD EVENT TYPE LOCATION

Begin Date: mm/dd/yyyy

Event Type: Blizzard, Cold Snap, Environmental, etc.

Location: City/Town/Area/County/Region/NYS

Status: Active or Inactive

Extend Operation:

Will only display when active operation is 90 or more days old

Select One

- Blizzard
- Cold Snap
- Environment Contamination
- Facility Closure
- Fire
- Flood (Flash Flood)
- Heat Wave
- Hurricane
- Ice Storm
- Landslide Contamination
- Mud Slide
- Power Outage
- Sink Hole
- Snow Storm
- Tornado
- Water Damage
- Wildfire
- Other

Exclude Inactive Operations

Operations (22 total record(s))											
Name	Status	Type	Storm Name	Location	Begin Date	End Date	Extend Date	Agency	Created By	Updated By	Update Time
2016-11-03 HURRICANE MARY LOWER HALF OF NY	Active	Hurricane	Mary	Lower Half Of NY	11/03/2016			NYS OPWDD	Jeremy W Redmond (jwr03)	SYSTEM	12/02/2016 05:30:03
2016-11-16 BLIZZARD NORTHEAST	Active	Blizzard		Northeast	11/16/2016			NYS	Joseph Willey (jow29)	SYSTEM	12/02/2016 05:30:03
2016-11-15 HURRICANE ALLIE NY	Active	Hurricane	Allie	NY	11/15/2016			NYS	Joseph Willey (jow29)	SYSTEM	12/02/2016 05:30:03