
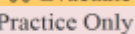


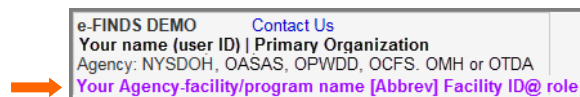
## eFINDS Access

Only users in **eFINDS Data Reporter** OR **eFINDS Reporting Administrator** roles can register and update evacuees.


## Open eFINDS

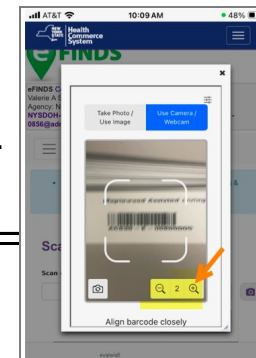
1. Log on to the HCS (<https://commerce.health.state.ny.us>)  
If you cannot remember your user id or password, please use the *Forgot your password or User ID* features on the sign-in page.
2. Click **eFINDS** from **My Applications** in left side panel.
3. Select  **Evacuate** when facility has a real evacuation OR  **Practice Only** when doing a drill or exercise.
4. Select your facility > Click **Set Location**

**Always VERIFY your location, if affiliated with more than one**



## Mobile Device Camera

1. Upon selecting your location, Allow Access to the devices camera.
2. Press Camera .
3. Select **Take Photo**/Use Image or **Use Camera**/Webcam  
If **No barcode detected**, then try again.  
If Use Camera, then click zoom in or zoom out as needed.
4. When barcode is accepted, update evacuee's record.



## Quick Search

1. Click **Quick Search** from eFINDS menu bar.
2. Type search criteria in the Quick Search box, e.g., partial first, last name, barcode or contents of Note field.
3. Click **Search**
4. Verify: **Found # person for the keyword(s): 'search criteria'** Please select one to view details.
5. Locate the record to be viewed or updated.
6. Click the [Barcode link](#).
7. View record or Add/change necessary information.
8. Click appropriate action button.


## No Scanner—No Problem

A scanner is not required to register or update evacuees. Either the eFINDS Reporting Administrator or the eFINDS Data Report can register and update evacuees without a scanner. Options are:

- Type barcode into Quick Search
- Take picture with mobile device
- Manage People > Multi Person Update
- Upload eFINDS Spreadsheet
- Register People > List Available Barcodes

Once a persons is registered in eFINDS, they can easily be located using Quick Search. Search by name, partial name, type barcode number or Locate People.

## Sending Facility: Registers Person without Wristband or Scanner

1. Click **Register People > List Available Barcodes**.
2. Select facility, if necessary.
3. Click **List**.
4. Click [Barcode](#) link.
5. Enter \*First Name, \*Last Name, \*DOB (mm/dd/yyyy) & Gender.
6. Select or Verify Evacuation Operation (Click  to fresh list, if needed).
7. Select the Intended Destination from dropdown list, if known.
8. Click **Register** or **Evacuate** > Confirm is correct.

## Sending Facility: Register People with a Wristband/Barcode

1. Click **Register People > Type Barcode**.
2. Confirm: **Status: Available**
3. Enter evacuee's demographic info > Select Operation > Click the **Register** or **Evacuate**, if Intended Destination is known
9. Confirm message: [Register or Evacuate is completed](#).

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**Sending Facility: Registers Multiple People without Scanner  
or without Wristbands**

**eFINDS Reporting Administrator Role Only**

1. Click on **Register People > Multi Person Input**.
2. Select Evacuation Operation > Sending Location Org. Type > Location.
3. Enter number of People/Barcodes needed.
4. Click **Generate Fillable Grid**.
5. Enter known information, such as name, DOB and gender.
6. Click **Register**.
7. Verify message: **Registered # people** and note barcode #s assigned.

**Sending Facility: Generates Uploadable Spreadsheet (excel)**

**eFINDS Reporting Administrator Role Only**

1. Click **Manage Barcodes > Download Barcode Documents**.
2. Select Organization Type and Location, if necessary.
3. Start & End Barcode Number (optional—Enter last 5 digits or leave blank).
4. Select **Barcode Assignment: Uploadable Spreadsheet** (excel).
5. Check box to Exclude used barcodes OR to facility name (optional).
6. Click **Download Document**.
7. Open or Save eFINDS document.

**Note:** Barcode Assignment: Scannable Log and Avery Label PDF files cannot be uploaded, but could be sent with transport or faxed to receiving facility as an evacuee list. The Avery Label is for the person's belongings.



**View Evacuee Status and Location**

1. **Select Reports > Facility Report**
2. **Select I am an evacuating facility OR I am a receiving facility**
3. Click **Manage People > List People**.
2. Select facility, if necessary, and Click **List**.

**Evacuee/Person Statuses**



- Registered
- Evacuated
- Received
- Repatriation Initiated
- Repatriated
- Will Not Repatriate
- SIP (Shelter in Place)

**Sending Facility: Uploads eFINDS Spreadsheet**

1. Click **Register People > File Upload**.
2. Select Evacuation Operation (Click  to fresh list, if operation does not appear in dropdown).
3. Click **Browse**.
4. Locate Excel file with saved evacuee information
5. Click **Open** to add file.
6. Click  **Upload**
7. Verify evacuee info is correct, and edit as necessary.
8. Click **Register**.
9. Verify message: **Registered # people**.

**Note:** If Excel file has no person info, then the file cannot be uploaded.

**Receive Multiple People without Scanner**

1. Click **Manage People > Multi Person Update**.
2. Select Operation (Click  to fresh list).
3. Select receiving location  Org. type and Location (your facility).
4. Select Action: **Receive > Click List**.
5. Select single check boxes OR all by checking box in column heading.
6. Click **Receive Selected** & Verify **Receive completed for # people**.

**Receiving Facility Initiates Repatriation**

***Evacuees Must Be Received First***

1. Click **Manage People > Multi Person Update**
2. Select Operation, receiving Location Org. type and Location.
3. Select Action: **Initiate Repatriation > Click List**.
4. Select single check boxes OR all by checking box in column heading.
5. Click **Initiate Repatriation of Selected**.
6. Verify **Initiate Repatriation completed for # people**.

**Note:** When people arrive back to Original Location, facility will follow same steps above, but Action is **Repatriate**.

If evacuees are not returning to original facility, then their status is **Will Not Repatriate &** Intended Destination is blank.

