

KETS Dashboard Manual for County Exercise Coordinators



Version Date: September 2023

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Introduction

This manual is intended to help County Exercise Coordinators in the Kansas Exercise Tracking System (KETS) navigate and understand the Home dashboard. Upon logging in, the County Exercise Coordinator will be taken to this page located on the Home page.

2023 EMPG County Progress
Sunflower County

IPPW ✓ EX1 ✓ EX2 ✓

Individual Participation | View County Exercises | Create Exercise

To-Do List

Name	Start Date	Type	Status
Sunflower Co Active Shooter T...	Feb 9, 2024	Tabletop	Scheduled Feb 9, 2024
Wicked Winter 2025	Mar 31, 2025	Functional	Scheduled Mar 31, 2025

Most-Exercised Capabilities

- 1 Economic Recovery
- 1 Cybersecurity
- 1 Critical Transportation
- 1 Community Resilience
- 1 Access Control and Identity Verification

February 2024 | today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9 Sunflower Co Active Sh	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	5	6	7	8	9

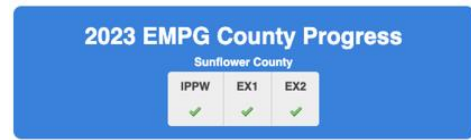
Region Color Legend

- KG Metro
- KDEM
- North Central
- Northeast
- Northwest
- South Central
- Southeast
- Southwest

Jump To: **September** | **2023**

County Progress

The EMPG County Progress for the calendar year is displayed at the top of the dashboard. It will display the status of the IPPW, EX1 and EX2 for each county you coordinate. The name of each exercise can be displayed by hovering over the status of each exercise.



Individual Participation

This button takes you to a report that includes all EMPG-funded individuals. Archived individuals will also appear, unless they were archived before the selected date range.



- The Report Filters at the top allow you to display participants for a specific date range.
- You can sort the table by clicking on the sortable column headers.
- The list of participants can be printed or exported as a CSV file.

Individual Participation Overview Period: Jan 1, 2023 - Dec 31, 2023

This report includes all EMPG-funded individuals. Archived individuals will also appear, unless they were archived before the selected date range.
At least 37: Indicates if the individual has participated in at least three exercises.

Report Filters
Start Date: Jan 1, 2023 End Date: Dec 31, 2023 Search

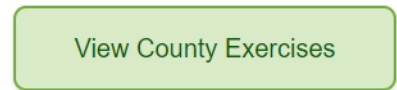
Print Report | CSV Export | PDF Export Sort table by clicking on sortable column headers

Name	County	IPPW	TTX	Full-Scale	Functional	Drill	Game	Seminar	Workshop	Total	At Least 37
Sunflower	Sunflower	1	0	0	0	0	0	0	0	1	No
Sunflower	Sunflower	0	0	0	0	0	0	0	0	0	No
Sunflower	Sunflower	0	1	0	0	1	0	0	0	2	No
Totals		0	1	0	0	1	0	0	0	3	

* - Assigned to multiple counties (may be on the report more than once).

View County Exercises

This button takes you to a page that displays the status of all exercises your county has submitted.



Create Exercise

This button takes you through the exercise creation process. You will be prompted to go through the following steps to create an exercise.



1. **Exercise Date:** Enter the date, name exercise type, and host county for the exercise.
2. **Search for Existing Exercises:** A list of any exercises occurring on this date will be displayed.
3. **Enter Remaining Exercise Info:** Fill in remaining details for the exercise.
4. **Scope and Scenario:** Enter the scope and scenario.
5. **Objectives/After Action Report:** Fill out After Action Report (not necessary to submit exercise but is required to accept exercise – see note below).
6. **Improvement Plan:** Fill out the Improvement Plan (not necessary to submit exercise but is required to accept exercise – see note below).
7. **Submit Host County Exercise:** Answer submission questions (not necessary to submit exercise but is required to accept exercise – see second note below).
8. **Review & Submit:** Review the exercise information and submit.

Add New Exercise

Step 3: Enter Remaining Exercise Info

* Indicates required field

Location *
 City Out-of-State

County Exercise *
 Multi-County Individual

City *

Participating Counties

[Add Participating County](#)

Primary Core Capability *

[Add Additional Capabilities](#)

Note

500 characters remaining

[Previous](#) [Next](#)

Note: Steps 5 through 8 will not show unless the exercise is in the past.

Note: To accept a non-IPPW Exercise (see note below for IPPW exercises), you are required to submit either steps 5 through 8 when you create and exercise or fill out a dropdown asking for equivalent information below your county

Note: IPPW Exercises fill out neither steps 4 through 8 nor the dropdown asking for equivalent information under your county. This exercise type has a different dropdown under your county that is required for accepting an exercise.

To-Do List

This table lists all exercises for the counties you coordinate that are Awaiting Submission or Missing information.

- Clicking on the name of an exercise will take you to its exercise page where you can see detailed information on it. You can also edit the exercise from there.

To-Do List			
Name	Start Date	Type	Status
Sunflower Co Active Shooter T...	Feb 9, 2024	Tabletop	Scheduled Feb 9, 2024
Wicked Winter 2025	Mar 31, 2025	Functional	Scheduled Mar 31, 2025

Most-Exercised Capabilities

A current count of the most-exercised capabilities in the last three years for the counties you coordinate is listed on the dashboard for your reference.

Most-Exercised Capabilities
1 Economic Recovery
1 Cybersecurity
1 Critical Transportation
1 Community Resilience
1 Access Control and Identity Verification

Calendar

A calendar displaying all exercises for the given month can be found at the bottom of the Home dashboard.

- The month can be changed by using the arrows in the upper right of the calendar.
- You can also use the “Jump To” dropdown at the bottom of the calendar to change the month and year quickly.
- The Color Legend at the bottom can be used to easily identify the Region of an exercise.



Region Color Legend							
KC Metro	KDEM	North Central	Northeast	Northwest	South Central	Southeast	Southwest

Jump To: