

KETS Dashboard Manual for Regional Coordinators




Version Date: September 2023

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Introduction

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



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Sunflower CEC (logout)

Regional Dashboard

Regional Overview
Progress Report

Jan. 1, 2023 – Dec. 31, 2023

IPPW	TTX	Full-Scale	Functional	Drill	Game	Seminar	Workshop	Total	IPP
1	1	0	0	1	0	1	0	4	50%

Create Exercise

Incomplete Exercises

September 2023

today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
Exercise at County-Level Geary				Seminar Clark County		IPPW Clark County
3	4	5	6	7	8	9
IPPW Clark County		Tabletop Morton County		2023 SE Disaster Reco	Sunflower Co Active Sh	
			2023-9-6 Barber Coun			
10	11	12	13	14	15	16
Drill testing Steps 1-7		2023-9-5&6 Elk County Game		Full-Scale Riley	Sunflower County Acta	
			Sunflower County Acta		IPPW Riley	
			Tabletop Riley			
17	18	19	20	21	22	23
			2023-9-20 Phillips Cou			
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Region Color Legend

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

Jump To: September 2023


Regional Overview

All exercises that have been requested (or entered) into the system and approved at the exercise-level are shown here. You can see how many exercises have been approved for each type of exercise, the total number of exercises, and the percent of approved exercises that count towards the TEP.

Regional Overview		Progress Report								
TEPW	TTX	Full-Scale	Functional	Drill	Game	Seminar	Workshop	Total	TEP	
201	353	109	79	24	4	29	24	823	83.6%	

Progress Report

The number and percentage of counties that have completed their TEPW is shown here. The number and percentage of counties that have completed Exercises 1 and 2, and the number and percentage of counties that have finished EMPG exercise requirements are displayed here as well.

Statewide Overview		Progress Report			
TEPW	Exercise 1	Exercise 2	Finished	Progress Report	
0 (NaN%)	0 (NaN%)	0 (NaN%)	0 (NaN%)		

Clicking on the green arrow will take you to the full Progress Report. This report tracks each county's yearly progress in the exercise program and includes all exercises that have been opened. Each county needs to complete a TEPW and two exercises (EX1 and EX2) annually to meet the requirements of the exercise program.

- The report filters at the top allow you to change the county, region (if you can view more than one region), and dates displayed by changing the corresponding parameter.
- The exercises displayed can be organized by County or Region by clicking the column headings.
- Clicking on the county name will take you to the County page. See page 8 of the KETS Admin Manual for more information on this.
- The Progress Report can be printed or exported as a CSV file or PDF.

Progress Report

Period: Jan 1, 2023 - Dec 31, 2023

This report tracks each county's yearly progress in the exercise program. Each county needs to complete a IPPW and two exercises (EX1 and EX2) annually to meet the requirements of the exercise program.

Report Filters

County: Start Date: End Date:

[Print Report](#) | [CSV Export](#) | [PDF Export](#)

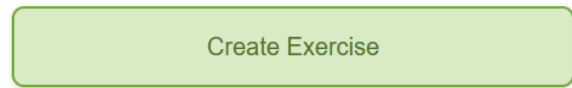
Sort table by clicking on sortable column headers

		2023		
County	Region	IPPW	EX 1	EX 2
Anderson	Northeast	Missing Step 1, Step 2, Step 3, Calendar, Core Capabilities, and Participants	Missing Objectives, IP, and Participants	No Exercise
Brown	Northeast			
Chase	Northeast	No Exercise	Missing Objectives, IP, Participants, and Participants	Missing Objectives, IP, Participants, Sign-in Sheet, and Participants
Coffey	Northeast	No Exercise	✓	No Exercise
Geary	Northeast	No Exercise	Awaiting Submission	No Exercise
Jackson	Northeast	No Exercise	No Exercise	No Exercise

Create Exercise

This button takes you through the exercise request process. You will be prompted to go through the following steps to request 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 second note below).
6. **Improvement Plan:** Fill out the Improvement Plan (not necessary to submit exercise but is required to accept exercise—see second 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 and Submit:** Review the exercise information and submit.



Add New Exercise
✕

Step 1: Exercise Date

* Indicates required field

Exercise Name *

Start Date *

End Date *

Exercise Type *

Point of Contact *

Host County *

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 an 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.

No participants yet

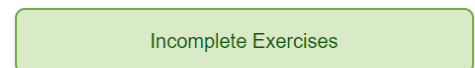
Counties
✓ Add Counties
Hide ▾

Riley	<input checked="" type="checkbox"/> Exercise Objectives <input checked="" type="checkbox"/> Improvement Plan	Show ▾
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Comments
Hide ▾

Incomplete Exercises

This button takes you to a list of all incomplete county exercises.



- The report filters at the top allow you to search all incomplete exercises by Name, Region (if you can view more than one region), County, Type and Date.
- The list of incomplete exercises can be printed or exported as a CSV file or PDF.

Exercises in Progress

Period: Jan 1, 2023 - Dec 31, 2023

Report Filters

Name

County

Type

Start date

End date

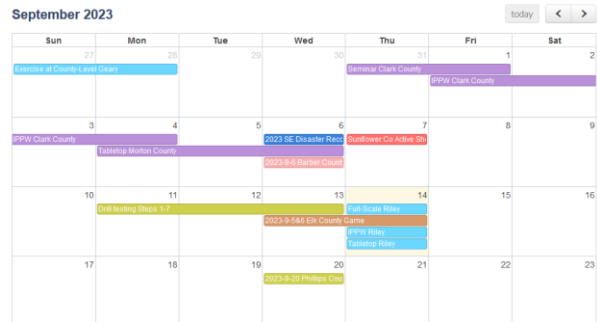
Sort table by clicking on sortable column headers

Name	County	Exercise Type	Date	Missing
IPPW	Lyon	IPPW	Jul 18, 2023	Step 2, Step 3, and Calendar
New Test Exercise	Chase	Full-Scale	Jul 20 - 22, 2023	Objectives, IP, and Participants

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: