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 Temp. Location

1. Click **Admin** from the menu bar
2. Click **Manage Locations**
3. Search for the location by sorting column headings by Name, Description, Address, County, Phone Created by, Agency or Updated by
4. Click Location Name from list
5. Edit as needed
6. Click **Save Location**

Please remember to **Inactivate** your temporary location when event, drill or exercise is over.

Remember: ONLY active TMP Locations can be reported on!

Add a Temporary Location

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 Locations**
7. ALWAYS search Name list first to be sure you are not creating a duplicate temporary location
8. Enter Location Name (e.g. Public School# 304), Description (e.g. HS), town or city (e.g. Albany)
9. Enter Description, Address, City, State, Zip, Phone
10. Click **Add Location**
11. **Verify** Location Name Description Location was created.

If you create the location in Practice Only, it will not appear in the real evacuation site or vice versa.

Export the list of TMP Locations, by clicking on export icon

Manage Location

Name *
Description *
Status * [Active]
Address 1 *
Address 2
City *
State * [New York]
Zip *
Phone *
County * [Select One]

[Clear] [Add Location]