

Severe Weather Impacts Monitoring System

SWIMS Hub Admin Guide

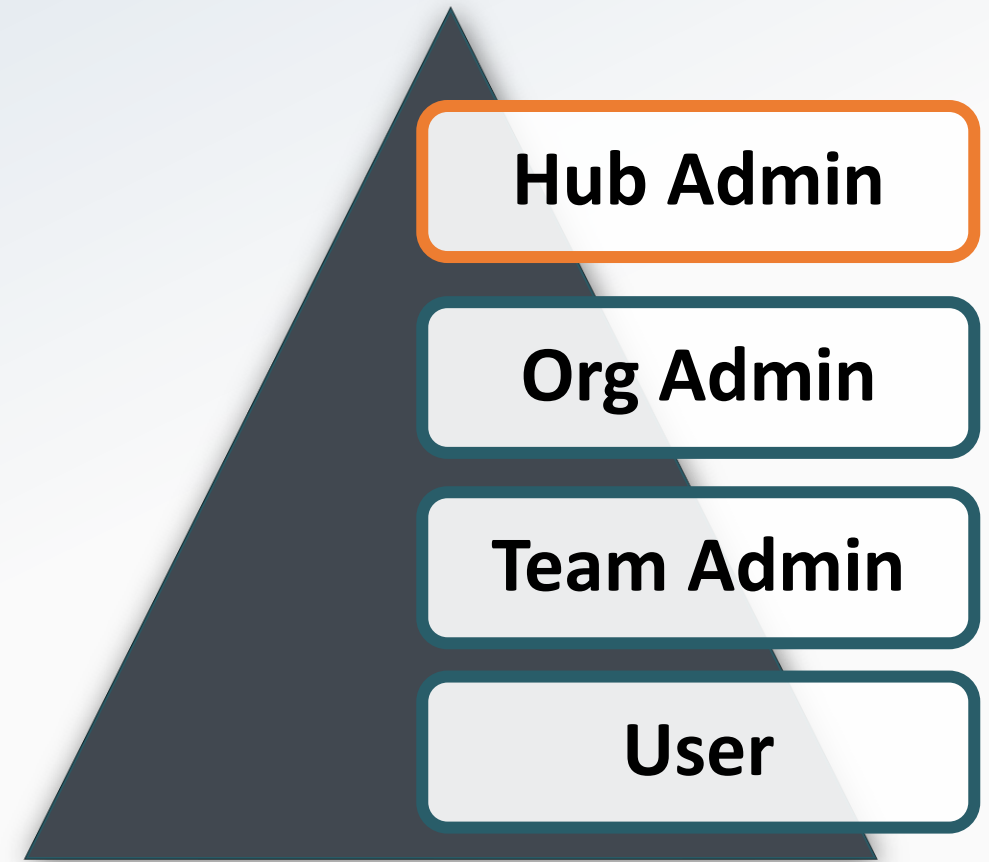
Interreg
North Sea Region
FRAMES
European Regional Development Fund



What is the user guide and who should use it?

This user guide has been produced for **Hub Admins** of SWIMS. It is supplementary guidance **covering additional functions that only Hub Admins can perform in SWIMS**, including:

- [Log an Event](#)
- [Approve a new User](#)
- [Re-send registration confirmation email to new User](#)
- [Change a User's role](#)
- [Create a new Organisation or Team](#)
- [Change a User's team or Organisation](#)
- [Add Key Impact and Key Response Indicators](#)
- [Hub Admin Widgets](#)



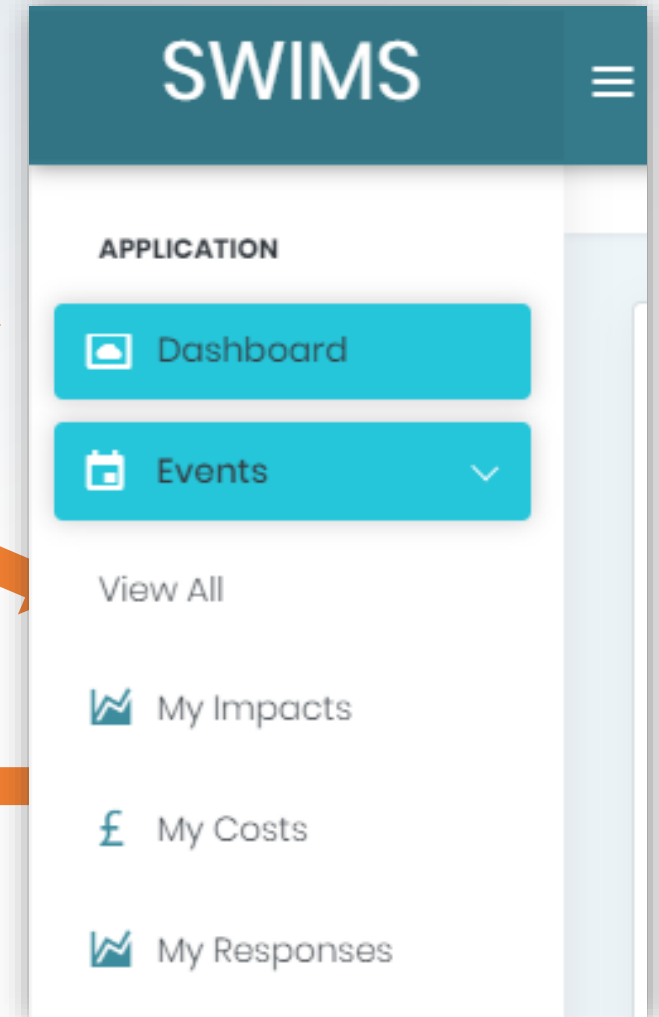
For information on all other functions in SWIMS please see the User Guide

Data you can view as Hub Admin

Hub Admins can see all the data entered by themselves, all teams and organisations in their hub on the **dashboard**.

Hub Admins can see the total cost per event for costs entered by all teams and organisations in their hub on the **View All** events page.

Hub Admins can see all the data entered by themselves, all teams and organisations in their hub on the **My Impacts, My Costs and My Responses** pages.



Contact Us

SWIMS is a multi regional application. Please contact the administration centre closest to you.



Email us on:

SWIMS@kent.gov.uk



Mailing Address

Sustainable Business & Communities
Kent County Council
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Log an Event

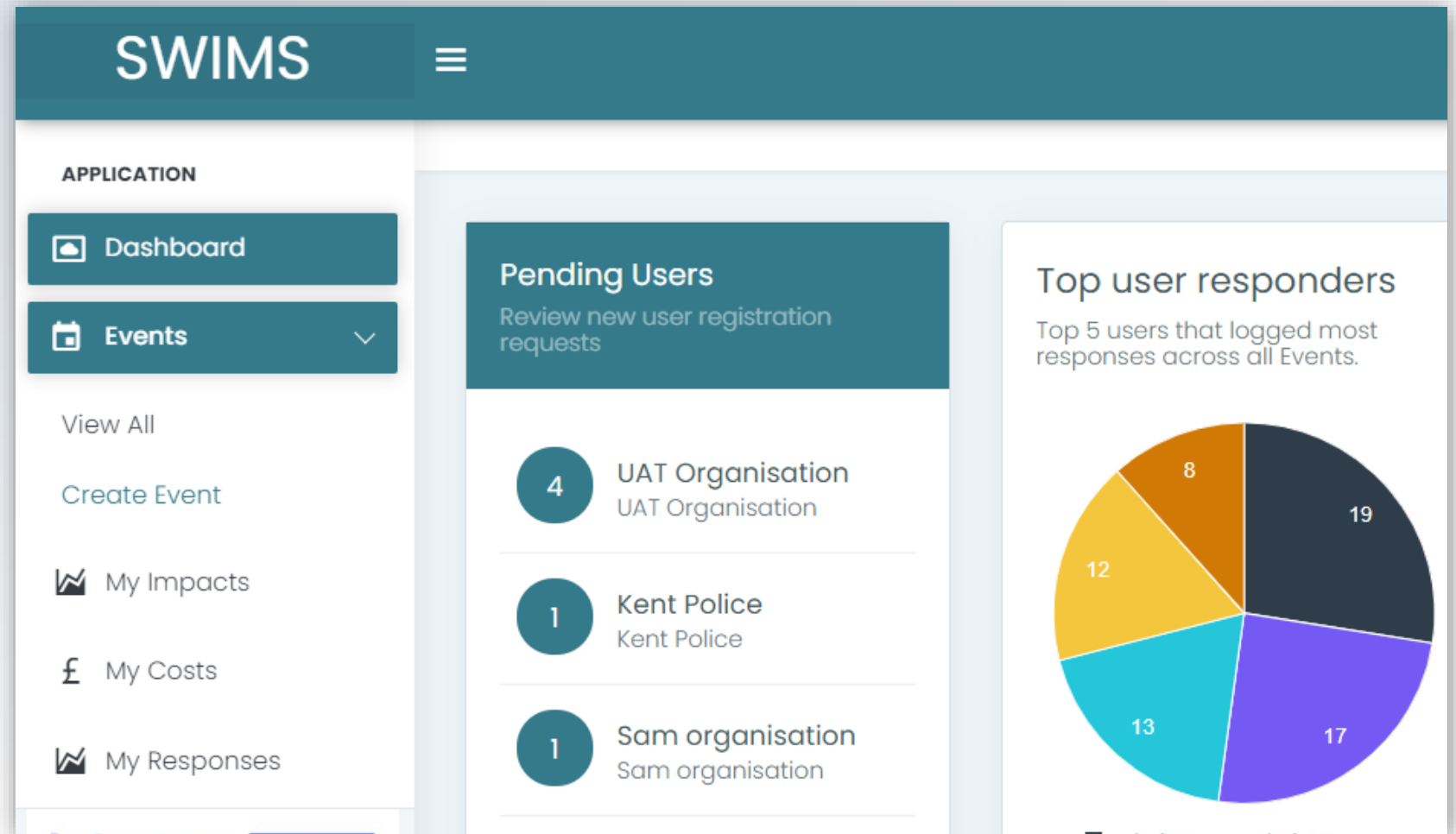
Hub Admins can log severe weather events onto SWIMS through the event creation tool.

1

In the menu, select
Events

2

Click **Create Event** to open
the event creation tool



Log an Event – Event Type

3

Click the tile that best describes the event

3a

If Flood is selected as the primary event category, you will be prompted to select a flood type

4

If the event has multiple severe weather types, you can select multiple secondary event types

5

Click Next

Top Tip

Only primary events types are required and reported in the Dashboard

The screenshot displays the SWIMS application interface. On the left is a sidebar menu with sections: APPLICATION (Dashboard, Events, View All, Create Event, My Impacts, My Costs, My Responses), ADMINISTRATION (Users, Roles, Tenants, Organisations, Teams), and MASTER DATA MANAGEMENT. The main content area has a top navigation bar with tabs: Details, Timeframe, Location, and Summary. Below this, the 'Details' tab is active, showing a form titled 'What is the main type of the Event?'. This form contains seven tiles: Gales, Drought, Storms, High temp., Rainfall, Low temp., and Flood. The 'Flood' tile is selected, indicated by a yellow border. Below this, another section titled 'What was the type of the flood? (can select multiple)' contains four tiles: Surface, Groundwater, Coastal or tidal, and Fluvial. A third section titled 'What additional types can be associated with the Event? (can select multiple)' contains the same seven tiles as the first section. At the bottom right of the form are 'Previous' and 'Next' buttons. The footer includes logos for Interreg North Sea Region FRAMES and the European Union.

Log an Event – Event Dates

6

Select the date the event started by typing it in to the available field, or using the calendar picker

7

To add an end date for the event uncheck the tick box 'Event is ongoing' and use the calendar picker to add an end date

8

Click Next

Top Tip

You must select a start date for the event in order to proceed in logging the event

Top Tip

SWIMS

APPLICATION

- Dashboard
- Events**
- View All
- Create Event
- My Impacts
- My Costs
- My Responses
- ADMINISTRATION
- Users
- Roles

Create a new event

Progress bar: Details (active), Timeframe, Location, Summary

The required format for manually entering date value to the filters is DD/MM/YYYY

When did the event start?
01/07/2020

When did the event end?
02/07/2020

Event is ongoing
☒ If your event has not yet ended, please select ongoing

Previous Next

Interreg North Sea Region FRAMES European Regional Development Fund EUROPEAN UNION

Log an Event – Event Location

The location of the event is set to Kent wide by default and cannot be changed.

The screenshot shows the SWIMS application interface. The left sidebar contains a menu with 'APPLICATION' (Dashboard, Events), 'Create Event', 'My Impacts', 'My Costs', 'My Responses', and 'ADMINISTRATION'. The main content area shows the breadcrumb 'Dashboard > Events > Create new event' and a progress bar with four steps: Details, Timeframe, Location (highlighted with a red box), and Summary. Below the progress bar, the 'Location' step is active, displaying the question 'Where did the event happen?' and a dropdown menu with 'UAT county' selected. At the bottom right, there are 'Previous' and 'Next' buttons.

SWIMS

Dashboard > Events > Create new event

Create a new event

Details Timeframe **Location** Summary

Where did the event happen?

UAT county

Previous Next

Log an Event – Event Summary

9

Check the event details you have entered are correct on the summary page and click **Submit** to create the event

Top Tip

Unique event reference codes are generated by
HUB-EVENT-YEAR-MONTH-DAY/FIRST LETTER OF EVENT TYPE

SWIMS

Interreg North Sea Region FRAMES

Dashboard > Events > Create new event

APPLICATION

- Dashboard
- Events
- View All
- Create Event
- My Impacts
- My Costs
- My Responses

ADMINISTRATION

- Users
- Roles

Create a new event

Details Timeframe Location Summary

Event summary

An event with code UAT-EV-20200507/G will be created

Began at 28/04/2020
Ended at 30/04/2020
The event is of type:
• Galos
Additional event types:
• Storms

Previous Submit

Top Tip

Upon clicking **Submit** all registered users of SWIMS will receive the event alert email and you will be redirected to the **View All Events** page where the event you created will appear in the table

SWIMS

Interreg North Sea Region FRAMES

Dashboard > Events Management > View All

APPLICATION

- Dashboard
- Events
- View All
- Create Event
- My Impacts
- My Costs
- My Responses

ADMINISTRATION

- Users
- Roles

View All Severe Weather Events

The required format for manually entering date value to the filters is: DD/MM/YYYY

Search Code From To Show deleted

Print CSV Excel

Event Code	Start Date	End Date	Impacts Recorded	Responses Recorded	Total Cost of Event (€)	Active
UAT-EV-20200507/F	07/05/2020		0	0	0	Active
UAT-EV-20200428/G	28/04/2020		1	0	0	Active
UAT-EV-20200507/G	28/04/2020	30/04/2020	0	0	0	Active

Log an Event - Modify Events

In the **View All** events page, you can delete and modify events that have been created.

1

To **delete** an event, click the **bin** icon

2

To **modify** an event, click the **pencil** icon

SWIMS

APPLICATION

- Dashboard
- Events**
- View All
- Create Event
- My Impacts
- My Costs
- My Responses

ADMINISTRATION

View All Severe Weather Events

The required format for manually entering date value to the filters is DD/MM/YYYY


Search Code From To Filter Clear ☐ Show deleted


Print CSV Excel Search:

Event Code	Start Date	End Date	Impacts Recorded	Responses Recorded	Total Cost of Event (£)	Status	Actions
UAT-EV-20200730/F	30/07/2020	30/07/2020	2	2	560.00	Active	

Edit event

Approve a New User for your Hub

Hub admins **can approve** registration requests for **all new users** from their Hub requesting an account. 

Hub Admins **MUST approve** registration requests for new **users in their hub who are part of a new organisation** that isn't already registered on SWIMS 

Top Tip

When requesting an account users can choose to add themselves to an already existing organisation or create a new one. You can tell if they have created a new organisation when registering because their team and organisation will have the same name when you approve them on the Edit User page

Top Tip

Team or Org Admins should approve new users for their teams/organisations. However, Hub Admins can also approve anyone in the system if needed.

Hub Admins may need to approve new users in teams or organisations if:

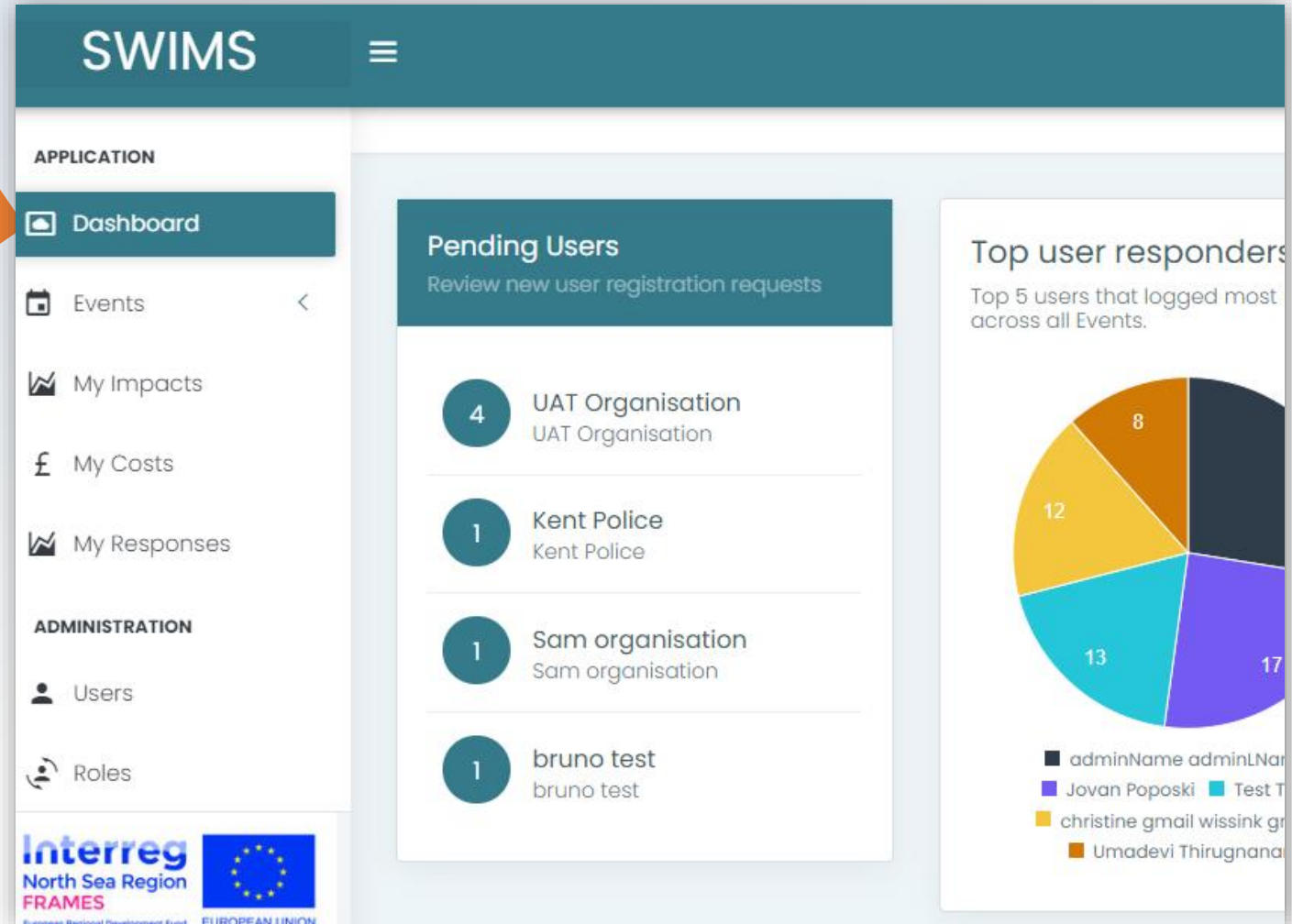
- The Org or Team Admins have not approved the user.
- The user has registered as part of new organisation on SWIMS

Approve a New User for your Hub (1)

You will receive a **notification email** when a new user registers to your Hub.

1

Click the link in the email you receive, log into SWIMS and go to the dashboard using the menu



Approve a New User for your Hub (2)

2

Click on an organisation in the pending user widget to navigate to the User Management page

Top Tip

New users are grouped by organisations in the pending users widget. In this example there are 4 registration requests from users in UAT Organisation



Top Tip

You can also see new registration requests by clicking on the notifications speech bubble icon at the top of the screen

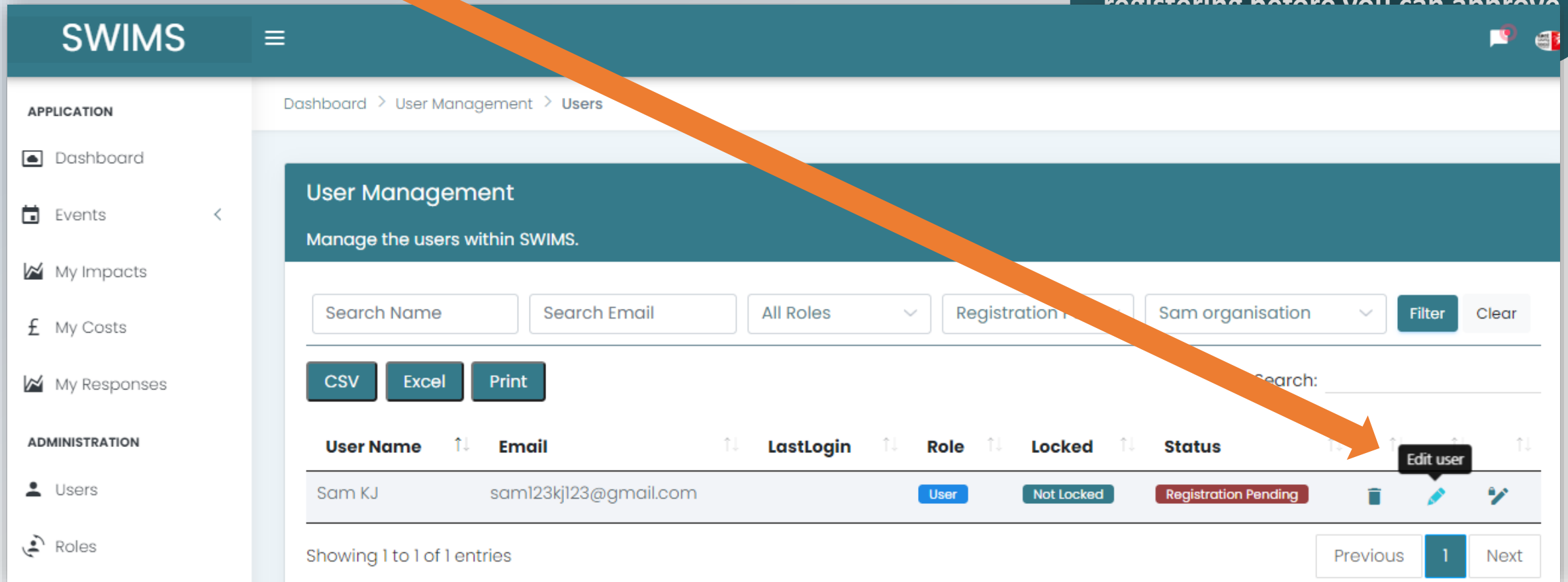
Approve a New User for your Hub (3)

3

Click on the pencil icon on right of page, for the new user you want approve, to navigate to the 'Edit User' page

Top Tip

New users must confirm their registration by clicking the link in the email they receive when registering before you can approve



The screenshot shows the SWIMS application interface. The top header is teal with the SWIMS logo and a menu icon. The left sidebar contains navigation links for APPLICATION (Dashboard, Events, My Impacts, My Costs, My Responses) and ADMINISTRATION (Users, Roles). The main content area is titled 'User Management' with the subtitle 'Manage the users within SWIMS.' It includes search filters for Name, Email, Roles, Registration, and Organisation, along with CSV, Excel, and Print buttons. A table lists users with columns for User Name, Email, LastLogin, Role, Locked, and Status. One user, 'Sam KJ', is shown with a 'Registration Pending' status. An orange arrow points from the instruction text to the pencil icon in the actions column for this user, which is labeled 'Edit user' in a tooltip. Pagination at the bottom shows 'Showing 1 to 1 of 1 entries' and navigation buttons for Previous, 1, and Next.

User Name	Email	LastLogin	Role	Locked	Status	Actions
Sam KJ	saml23kj123@gmail.com		User	Not Locked	Registration Pending	

Approve a New User for your Hub (4)

4

Click approve account request

Top Tip

You can tell if a user has registered as a new organisation upon registration (Hub Admins must approve request) because their Organisation and team will have the same name on the 'Edit User' page. A placeholder team with the same name as the new Organisation is created when users register as part of a new organisation

The screenshot shows the 'Edit User' page in the SWIMS application. The page has a sidebar on the left with navigation links under 'APPLICATION', 'ADMINISTRATION', and 'MASTER DATA MANAGEMENT'. The main content area is titled 'Edit User' and 'Manage the User account settings.' It contains several input fields: Email (test@gmail.com), First Name (Test), Last Name (ono), and Phone Number. There is also a 'User Role' dropdown menu set to 'User'. At the bottom, there are two buttons: 'Approve account request' (blue) and 'Reject request' (red). To the right of the main form, there are two sections: 'Organisation' and 'Teams', both showing 'Sam organisation'. Two orange arrows point from the 'Top Tip' text to these sections.

The user will now receive an email notifying them that they can log into SWIMS

Re-send a registration confirmation email to a new user

You cannot approve a user's registration request until the user has confirmed their email address by clicking the link in the email they received upon registering. **You can re-send the email to the user if its been lost or deleted.**

1

Select Users from menu to access the User Management page

The screenshot shows the SWIMS application interface. The left sidebar contains a menu with 'Users' selected under the 'ADMINISTRATION' section. The main content area is titled 'User Management' and displays a table of users. The table has columns for User Name, Email, LastLogin, Role, Locked, and Status. A user named 'Calin Lupoiu' is listed with the email 'lupoiu.calin@gmail.com', role 'User', and status 'Unconfirmed Email'. An orange arrow points from the 'Users' menu item to the 'Users' table. Another orange arrow points from the 'Unconfirmed Email' status to a 'Top Tip' box.

Top Tip
Users who have not confirmed their email address will show on the User Management page with the status 'Unconfirmed email'.

User Name	Email	LastLogin	Role	Locked	Status
Calin Lupoiu	lupoiu.calin@gmail.com		User	Not Locked	Unconfirmed Email

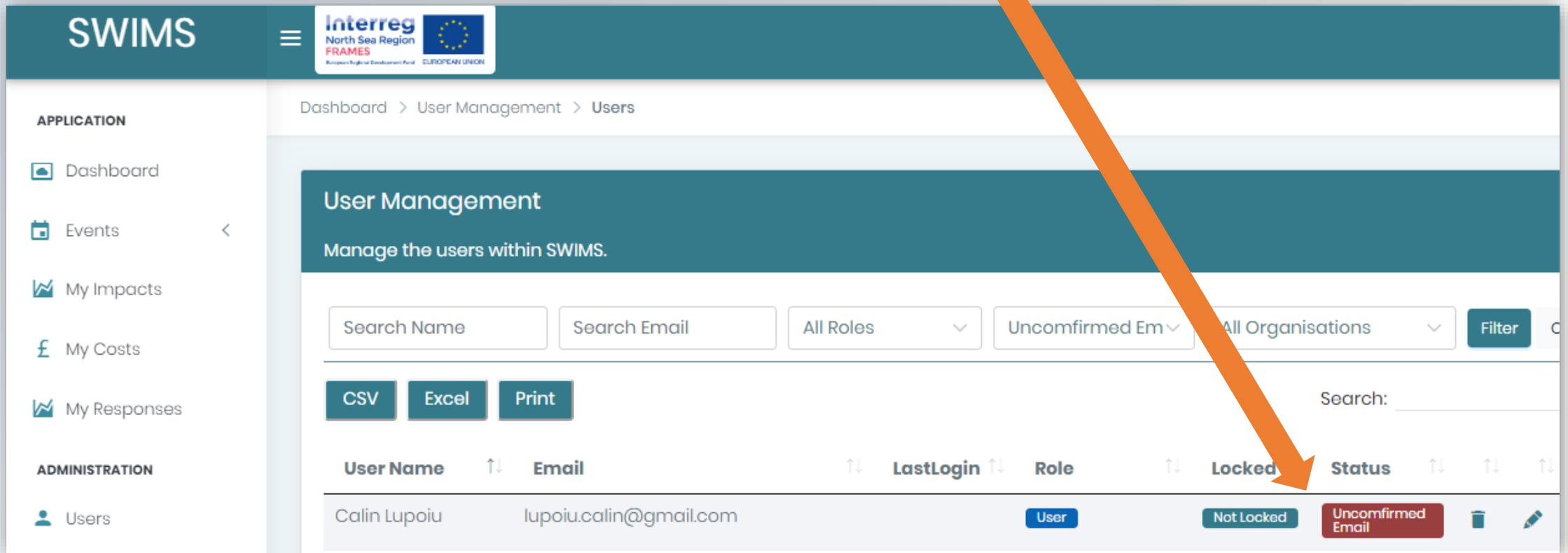
Re-send a registration confirmation email to a new user (1)

2

On the user management page, click on the pencil icon for the user you want to re send the email to, to access the edit user page

Top Tip

Check with users that their registration confirmation email is not in their junk mailbox



The screenshot shows the SWIMS application interface. The top header includes the SWIMS logo and the Interreg North Sea Region FRAMES logo. The left sidebar lists various application and administration options. The main content area is titled 'User Management' and contains a table of users. An orange arrow points from the 'Top Tip' box to the pencil icon in the user management table.

APPLICATION

- Dashboard
- Events
- My Impacts
- My Costs
- My Responses

ADMINISTRATION

- Users

User Management

Manage the users within SWIMS.

Search Name Search Email All Roles Unconfirmed Em All Organisations Filter

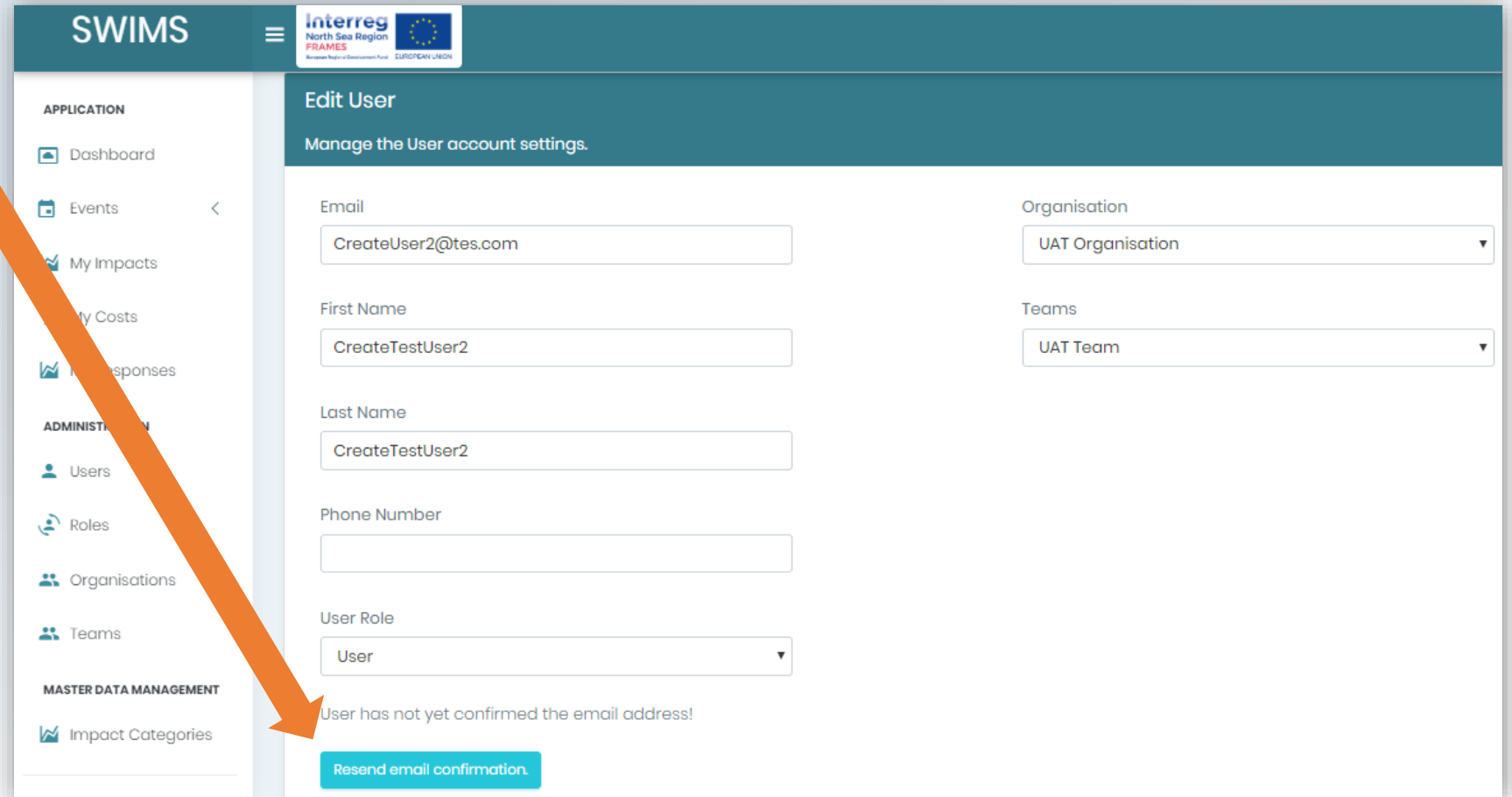
CSV Excel Print Search:

User Name	Email	LastLogin	Role	Locked	Status
Calin Lupoiu	lupoiu.calin@gmail.com		User	Not Locked	Unconfirmed Email

Re-send a registration confirmation email to a new user

3

On the edit user page
click resend email
confirmation



The screenshot shows the 'Edit User' interface in the SWIMS application. The left sidebar contains a menu with sections: APPLICATION (Dashboard, Events, My Impacts, My Costs, Responses), ADMINISTRATION (Users, Roles, Organisations, Teams), and MASTER DATA MANAGEMENT (Impact Categories). The main content area is titled 'Edit User' and 'Manage the User account settings.' It contains several form fields: Email (CreateUser2@tes.com), Organisation (UAT Organisation), First Name (CreateTestUser2), Last Name (CreateTestUser2), Phone Number (empty), and User Role (User). A message at the bottom states 'User has not yet confirmed the email address!' and a blue button labeled 'Resend email confirmation.' is positioned below it. An orange arrow originates from the text 'click resend email confirmation' and points directly to this button.

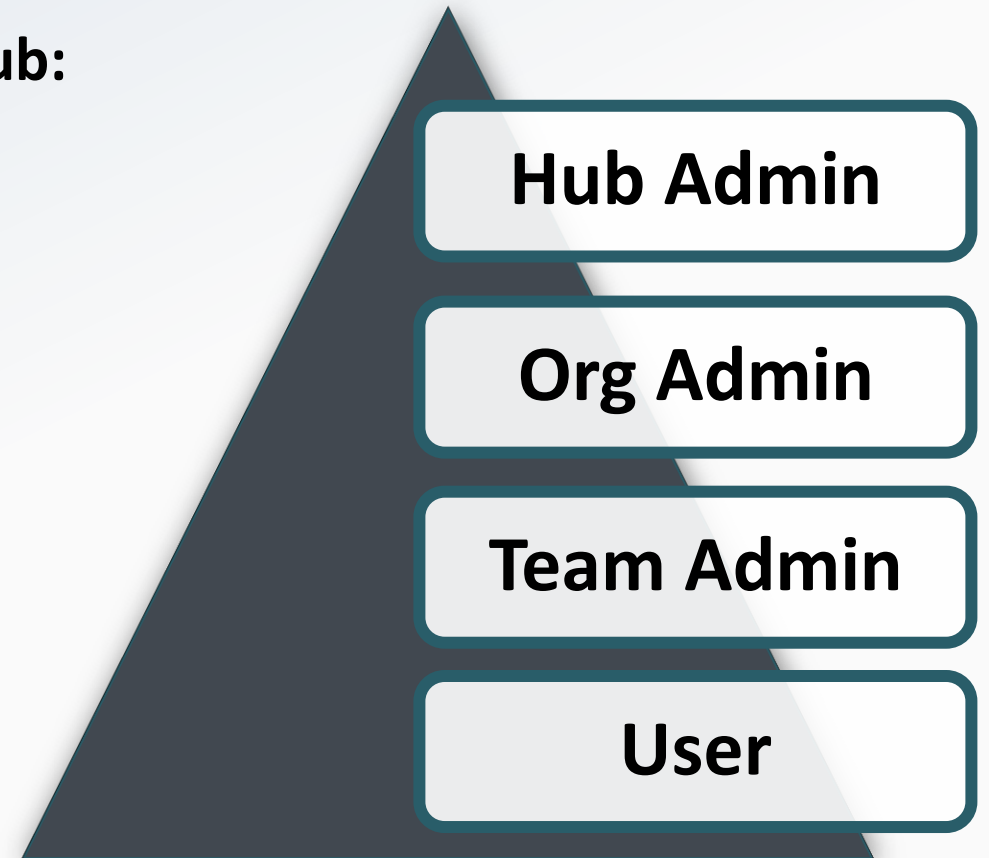
The user will now receive the registration confirmation email again. They can now confirm their email address and you can then [approve their registration](#).

Change a User's Role

All users are assigned the **User** role by default when registering on SWIMS. There may be occasions when you need to assign a user a different role, for example if an Org Admin has left an Organisation and you need to assign another user as Org Admin for that Organisation.

You can change the roles of users registered to your Hub:

- **Hub Admin Role**
- **Org Admin Role**
- **Team Admin Role**
- **User Role**



Change a User's Role (1)

1

Click on Users from the menu to see all users in your hub

2

Search for the user you want to assign a different role using the search function

3

Click on the pencil icon for the user you want to assign a new role to navigate to edit user page

SWIMS

Interreg North Sea Region FRAMES

Dashboard > User Management > Users

User Management

Manage the users within SWIMS.

Search Name Search Email All Roles All Statuses All Organisations Filter

CSV Excel Print

User Name	Email	LastLogin	Role	Locked	Status
adminName adminLNamo	dotnotdev@influentialsoftware.com	04/05/2020	Admin	Not Locked	Active
Bob Test	SWIMS@kont.gov.uk	18/05/2020	HubAdmin	Not Locked	Active
bruno kj	kontbrunotest@gmail.com		User	Pending	

Change a User's Role (2)

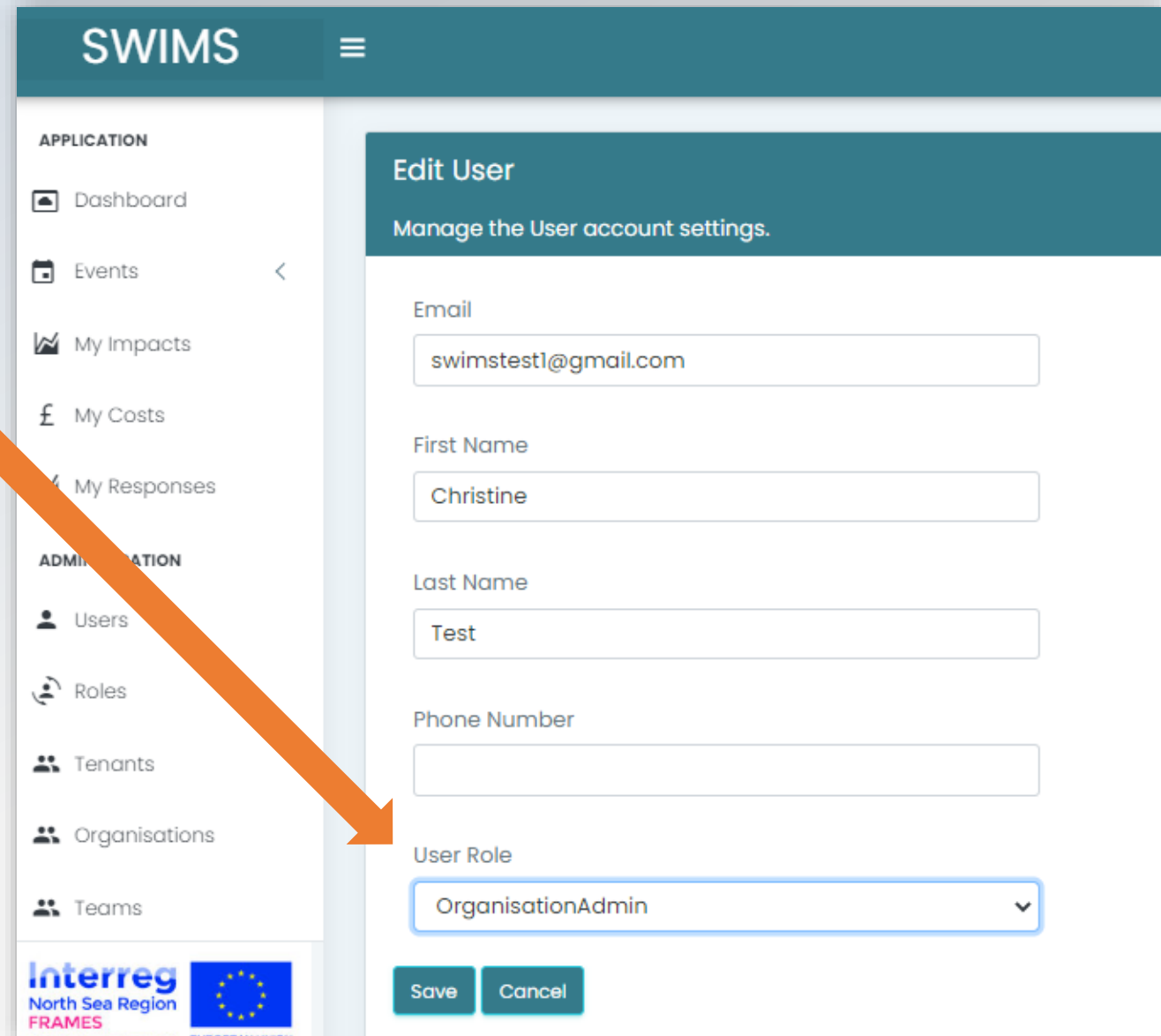
4

Select a new role for the user using the drop down list

5

Click save

The user will be assigned the new role when they log in



The screenshot shows the 'Edit User' interface in the SWIMS application. The left sidebar contains a menu with 'APPLICATION' items (Dashboard, Events, My Impacts, My Costs, My Responses) and 'ADMINISTRATION' items (Users, Roles, Tenants, Organisations, Teams). The main panel is titled 'Edit User' and includes the instruction 'Manage the User account settings.' Below this are input fields for Email (swimstest1@gmail.com), First Name (Christine), Last Name (Test), and Phone Number. The 'User Role' field is a dropdown menu currently showing 'OrganisationAdmin'. An orange arrow points from the instruction in step 4 to this dropdown. At the bottom are 'Save' and 'Cancel' buttons. Logos for Interreg North Sea Region FRAMES and the European Union are at the bottom left.

SWIMS

APPLICATION

- Dashboard
- Events
- My Impacts
- My Costs
- My Responses

ADMINISTRATION

- Users
- Roles
- Tenants
- Organisations
- Teams

Interreg North Sea Region FRAMES

EUROPEAN UNION

Edit User

Manage the User account settings.

Email

swimstest1@gmail.com

First Name

Christine

Last Name

Test

Phone Number

User Role

OrganisationAdmin

Save Cancel

Create a New Organisation or Team

As an Hub Admin **you are responsible for approving and creating new Organisations** for your Hub.

Hub Admins must **add new organisations** to their hub.

Top Tip

Hub Admins are only user role that can create new organisations for their hub

Top Tip

To avoid duplication, before creating new organisations make sure the organisation does not already exist in SWIMS by checking organisations page from menu

Hub Admins can also **add new teams** to organisations in their hub however **this function should be performed by Org Admins** in most circumstances.

Create a New Organisation

1

Click on **Organisations** in the menu

2

Scroll down and click on the **Create new Organisation** button at the bottom of the page

3

Name the Organisation and select a parent organisation if required

4

Click **Create**. Your new organisation will now be saved.

The screenshot shows the SWIMS application interface. On the left is a sidebar menu with the following items: 'ADMINISTRATION' (containing Users, Roles, Tenants, Organisations, and Teams), and 'MASTER DATA MANAGEMENT' (containing Impact Categories). The 'Organisations' item is highlighted. The main content area is titled 'Create New Organisation'. It contains three input fields: 'Organisation Name' (a text box), 'Parent organisation' (a dropdown menu with 'Select Organisation' as the placeholder), and 'Tenant' (a dropdown menu with 'UAT tenant' as the selected option). At the bottom of the form are two buttons: 'Create' and 'Go Back'.

Top Tip

Parent Organisations are for Organisations that are affiliated with each other e.g. an independent care home that has been commissioned by KCC to provide a service

Create a New Team

1

Click on **Teams** in the menu

2

Scroll down and click on the **Create New Team** button at the bottom of the page

3

Name the team and select the organisation its from and **assign users to the team** from current users in your hub using the dropdown list or leave the team without users until a new user registers to the team when requesting an account

4

Click **Create**. The new team will now be saved

The screenshot shows the 'Create New Team' form in the SWIMS application. The left sidebar contains a menu with categories: APPLICATION (Dashboard, Events, My Impacts, My Costs, My Responses), ADMINISTRATION (Users, Roles, Teams), and MASTER DATA MANAGEMENT (Impact Categories, Key Impact Indicators, Key Response Indicators). The 'Teams' option is highlighted. The main content area has a breadcrumb trail: Dashboard > Team Management > Create New Team. The form itself has a title 'Create New Team' and three main sections: 'Name' with a text input field, 'Organisation' with a dropdown menu showing 'UAT Organisation', and 'Assigned users' with a 'Select user' dropdown and an 'Assigned users' list. The 'Select user' dropdown is open, showing a list of users: Freya Org test, Freya Kingsland-Jay, team admintest, Freya Org admin test, Name3, Surname3, and Mark Gray-Smith. At the bottom of the form are two buttons: 'Create' and 'Go Back'.

Top Tip

If you are creating a new team for a user requesting an account, remember to inform them that you have created their teams so they can complete registration

Change a User's Team or Organisation

Users select their team when registering but may need to change team or organisation at a later date. **You can assign users registered to your hub to different teams and organisations.**

Top Tip

Use the bin and person icons to delete and

1

Click on **Users** in the menu

2

Search for the user you want to assign a different team/org using the search function

3

Click on the pencil icon for the user

The screenshot shows the SWIMS User Management interface. The top header includes the SWIMS logo and navigation links for Interreg North Sea Region FRAMES and the European Union. The left sidebar contains a menu with options like Dashboard, Events, My Impacts, My Costs, My Responses, Users (highlighted), and Roles. The main content area is titled 'User Management' and includes a search bar with fields for 'Search Name', 'Search Email', and dropdowns for 'All Roles', 'All Statuses', and 'All Organisations'. Below the search bar are buttons for 'CSV', 'Excel', and 'Print'. A table lists users with columns for 'User Name', 'Email', 'LastLogin', 'Role', 'Locked', and 'Status'. Two users are visible: 'adminName' and 'Bob Test'. Each user row has a bin icon and a pencil icon for editing. An orange arrow points from the 'Users' menu item to the search bar, and another orange arrow points from the pencil icon for 'Bob Test' to the right.

User Name	Email	LastLogin	Role	Locked	Status
adminName adminLName	dotnetdev@influentialsoftware.com	04/05/2020	Admin	Not Locked	Active
Bob Test	SWIMS@kent.gov.uk	18/05/2020	HubAdmin	Not Locked	Active

Change a User's Team or Organisation (1)

4



Choose a new team or org for the user using the drop down list

5

Click save

Top Tip

You can also use this page to edit user details e.g. change an email address

SWIMS  

APPLICATION

- Dashboard
- Events
- My Impacts
- My Costs
- My Responses

ADMINISTRATION

- Users
- Roles
- Organisations
- Teams

MASTER DATA MANAGEMENT

- Impact Categories

Edit User
Manage the User account settings.

Email:

First Name:

Last Name:

Phone Number:

User Role:

Organisation:

Teams:

[own](#)



The user will now be **assigned to the new team or organisation** when they log in

Add a Key Impact Indicator (KII) for your Hub

KII's are numerical indicators that are associated with impacts from severe weather events that you want to record. SWIMS has an inbuilt list of popular Key Impact Indicators however **you can add new Key Impact Indicators for your Hub**

Top Tip

To avoid duplicating Key Impact Indicators you can check the inbuilt list by accessing Step 1 Basic Details of the Impacts Wizard

SWIMS  

APPLICATION

- Dashboard
- Events
- My Impacts
- My Costs
- My Responses

ADMINISTRATION

- Users
- Roles
- Teams

MASTER DATA MANAGEMENT

- Categories
- Key Impact Indicators
- Key Response Indicators

Basic Details | Response Details | Cost Details | Locality Details | Summary

Maintain Basic Impact Details

Have you been impacted by this event? ☒

How was your service affected by this Impact?

Personnel

Customers

Transport

Equipment

Property/ Buildings

Economic

Land

Service Delivery

Natural Environment

Please add a short description on how you were affected:

Additional numeric information

Potholes reported by service users

Value

Add a Key Impact Indicator (KII) for your Hub (1)

Users from your hub will send you an email with name of Key Impact Indicator to be added.

1

Click on Key Impact Indicators from menu

2

Click Create

Top Tip

You can also edit Key Impact Indicators you have created on this page using the pencil icon.

Do not delete any KII's from this page because they will be deleted for all users in your Hub

The screenshot shows the SWIMS application interface. The top header includes the SWIMS logo, a hamburger menu, and logos for Interreg North Sea Region FRAMES and the European Union. The left sidebar contains a menu with sections: APPLICATION (Dashboard, Events, My Impacts, My Costs, My Responses), ADMINISTRATION (Users, Roles, Teams), and MASTER DATA MANAGEMENT (Impact Categories, Key Impact Indicators). The main content area is titled 'Key Impact Indicators Management' and includes the subtitle 'Manage the key impact indicators within SWIMS.' Below this, there is a 'Show 10 entries' dropdown and a table with columns: Name, Status, and Actions. The table lists two entries: 'KeyImpactIndicator1' and 'Test', both with a status of 'Active'. Each entry has a trash can icon and a pencil icon in the Actions column. At the bottom of the table, it says 'Showing 1 to 2 of 2 entries'. A 'Create' button is located at the bottom left of the main content area.

Name	Status	Actions
KeyImpactIndicator1	Active	
Test	Active	

Add a Key Impact Indicator (KII) for your Hub (2)

3

Add name of new KII

4

Click Create

Top Tip

Key Impact Indicators you add will be added to the inbuilt dropdown list in Step 1 Basic Details of the Impacts Wizard for all users in your Hub

The screenshot shows the SWIMS (North Sea Region FRAMES) interface. The top navigation bar includes the SWIMS logo, a hamburger menu, and logos for Interreg North Sea Region FRAMES and the European Union. The breadcrumb trail reads: Dashboard > Key Impact Indicators Management > Create New Key Impact Indicator. On the left, a sidebar menu lists 'APPLICATION' items: Dashboard, Events, My Impacts, My Costs, and My Responses, followed by an 'ADMINISTRATION' section. The main content area is titled 'Create New Key Impact Indicator' and features a 'Name' label above a text input field. At the bottom of the form are two buttons: 'Create' and 'Go Back'.

New KII will now be populated in the drop down list for **Step 1 Basic Details of Impact Wizard**

Add a Key Response Indicator (KRI) for your Hub

KRI's are numerical indicators that are associated with responses to each impact from severe weather that you want to record. SWIMS has an inbuilt list of popular Key Response Indicators however **you can add new Key Response Indicators for your Hub**

Top Tip

To avoid duplicating Key Response Indicators you can check the inbuilt dropdown list by accessing Step 2 Response Details of the Impacts Wizard

The screenshot shows the SWIMS application interface. The left sidebar contains a menu with sections: APPLICATION (Dashboard, Events, My Impacts, My Costs, My Responses), ADMINISTRATION (Users, Roles, Teams), and IMPACT MANAGEMENT (Impact Categories, Key Impact Indicators, Key Response Indicators). The main content area is titled 'Maintain Response Details' and includes tabs for Basic Details, Response Details, Cost Details, Locality Details, and Summary. Below the tabs is a placeholder for a response image. A text field prompts the user to 'Please add a short description on how you responded.' At the bottom, there is a section for adding a key response indicator, featuring a dropdown menu labeled 'Add key response indicator' with the selected value 'Gritters dispatched', a 'Value' input field containing the number '4', and buttons for 'Reset' and 'Add Response!'.

Add a Key Response Indicator (KRI) for your Hub (1)

Users from your Hub will send you an email with name of Key Response Indicator to be added.

1

Click on Key Response Indicators from menu

2

Click Create

The screenshot shows the SWIMS application interface. The top header includes the SWIMS logo and the Interreg North Sea Region FRAMES logo. The left sidebar menu is open, showing categories: APPLICATION, ADMINISTRATION, and MASTER DATA MANAGEMENT. Under APPLICATION, 'Key Response Indicators' is highlighted. Under ADMINISTRATION, 'Users' and 'Roles' are listed. Under MASTER DATA MANAGEMENT, 'Impact Categories', 'Key Impact Indicators', and 'Key Response Indicators' are listed. The main content area is titled 'Key Response Indicators Management' and includes a subtitle 'Manage the key response indicators within SWIMS.' Below this, there is a 'Show 10 entries' dropdown and a table. The table has columns for 'Name', 'Status', and 'Actions'. It contains one entry: 'Test Key Response Indicator' with status 'Active'. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom left of the main content area, there is a 'Create' button. An orange arrow points from the 'Click Create' instruction to this button. A 'Top Tip' callout box at the bottom right states: 'You can also edit Key Response Indicators you have created on this page using the pencil icon. Do not delete any KRI's from this page because they will be deleted for all users in your Hub'.

SWIMS



Interreg North Sea Region FRAMES

Dashboard > Key Response Indicator Management > Key Response Indicators

Key Response Indicators Management

Manage the key response indicators within SWIMS.

Show 10 entries

Name	Status	Actions
Test Key Response Indicator	Active	 

Showing 1 to 1 of 1 entries

Create

Top Tip

You can also edit Key Response Indicators you have created on this page using the pencil icon. Do not delete any KRI's from this page because they will be deleted for all users in your Hub

Add a Key Response Indicator (KRI) for your Hub (2)

3

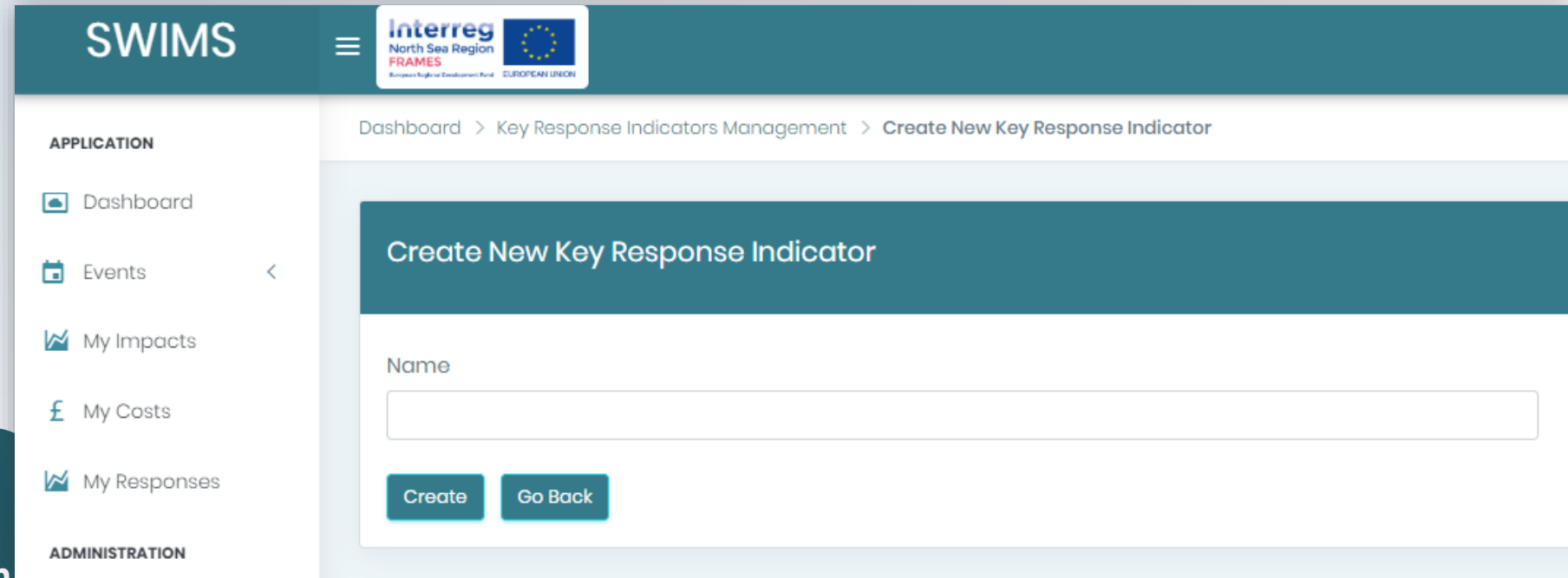
Add name of new KRI

4

Click Create

Top Tip

Key Response Indicators you add will be added to base list in impact wizard for all users in your hub

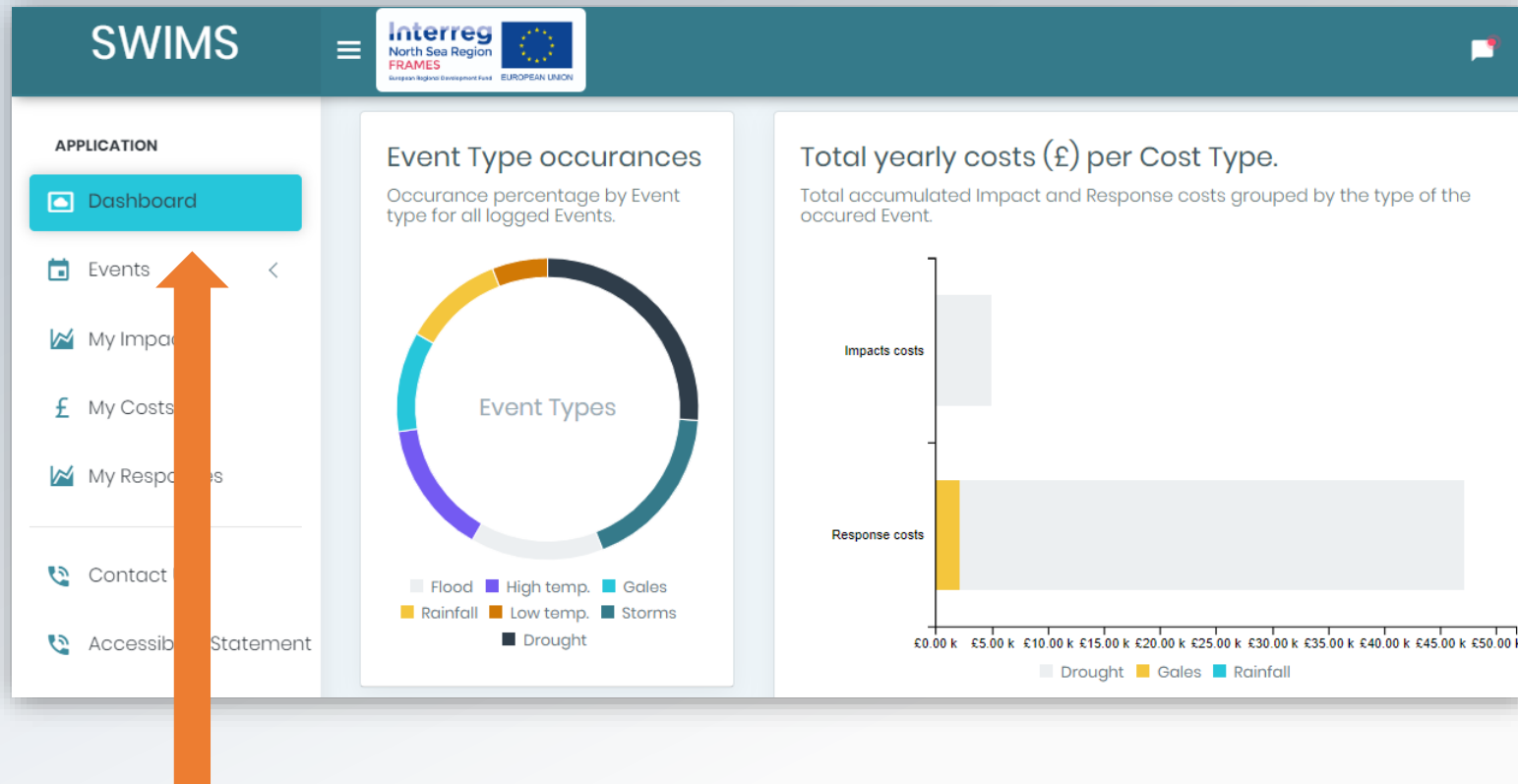


The screenshot shows the SWIMS application interface. The top header includes the SWIMS logo, a hamburger menu, and logos for Interreg North Sea Region FRAMES and the European Union. The breadcrumb trail reads: Dashboard > Key Response Indicators Management > Create New Key Response Indicator. The left sidebar lists navigation options under 'APPLICATION' (Dashboard, Events, My Impacts, My Costs, My Responses) and 'ADMINISTRATION'. The main content area is titled 'Create New Key Response Indicator' and features a 'Name' label above a text input field. At the bottom of the form are two buttons: 'Create' and 'Go Back'.

New KRI will now be populated in the drop down list for **Step 2 Response Details of Impact Wizard**

Overview of the Dashboard

The Dashboard is a **quick and easy** way to **view key data** recorded in SWIMS.



Top Tip
Inbuilt analysis
allows you to
view your data in
real time, gather
information on
impacts, costs and
responses and
observe patterns
and trends

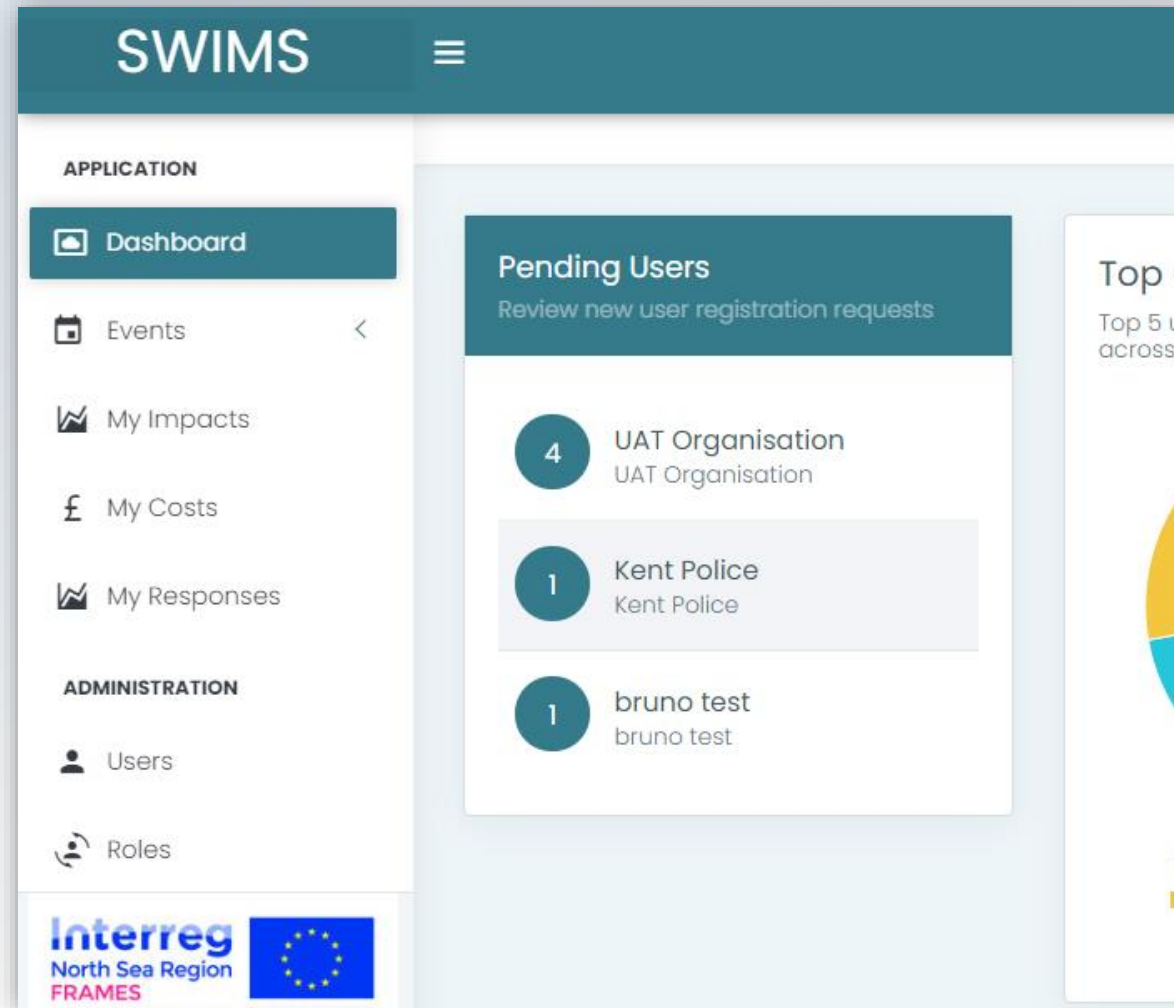
Data is displayed in different **widgets** on the dashboard which can be accessed from the menu.

As a Hub Admin there are **two widgets** that you can access that the **User Role** cannot.

Pending User Registration Widget

This widget shows the user **total pending user registration requests**

Hub admins can see pending requests for their hub, Org Admins can see pending requests for their organisation and Team Admins can see pending request for their team



Tip:
This widget is only visible on the dashboards of Org Admins and Hub Admins

For more information on **approving registrations** please visit the [Approve New Users for your Hub](#) Page

Top User Responder Widget

This widget demonstrates the **top 5 users from your Hub** that have logged the most responses across all events

Top Tip:
This widget is only visible on the dashboards of Team, Org and Hub Admins

Top Tip:
By hovering over the widget with a mouse, you can see the % response rate of the top 5 user responders. In this example the top responder has responded to events 19 times and makes up 30.2% of the top 5 responders

Hub admins can see the top responders for their Hub, Org Admins can see the top responders for their organisation and Team Admins can see the top responders in their team

