

Severe Weather Impacts Monitoring System

SWIMS Hub Admin

Guide

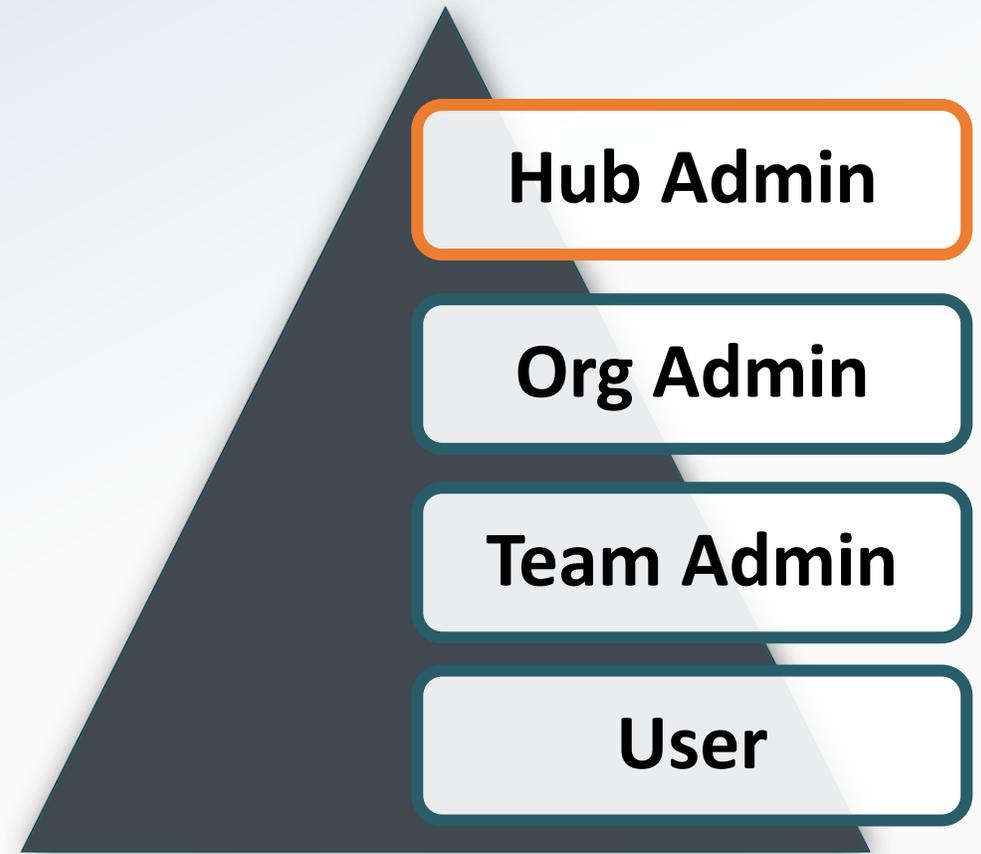
Interreg
North Sea Region
FRAMES
European Regional Development Fund



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](#)



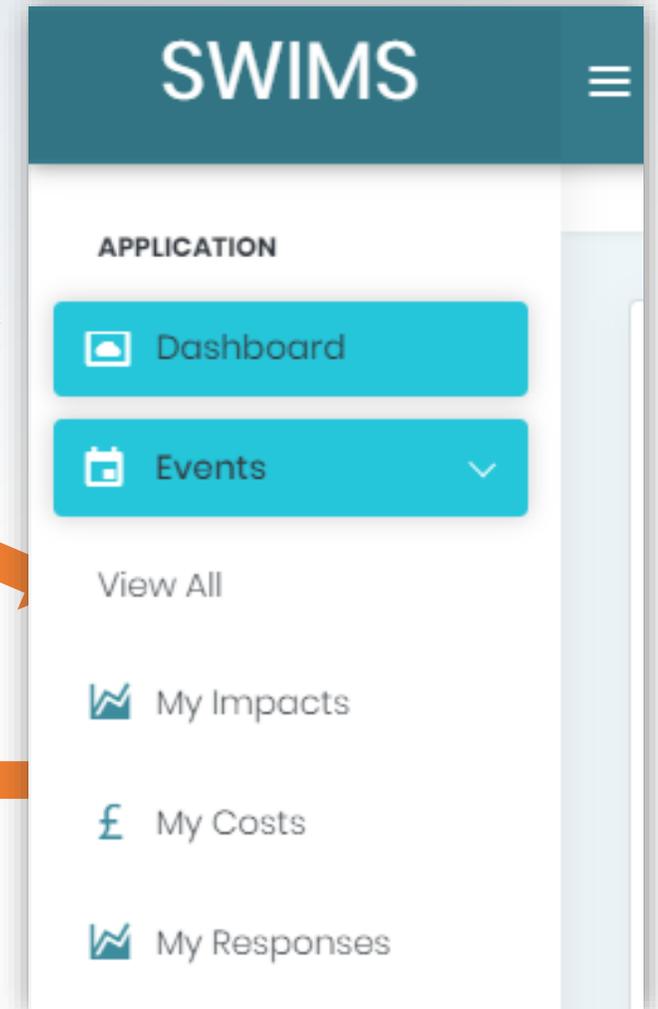
For information on all other functions in SWIMS please see the User Guide

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
Invicta House
County Hall
Maidstone
Kent
ME14 1XX

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

The screenshot shows the SWIMS application interface. The top navigation bar is teal with the 'SWIMS' logo and a hamburger menu icon. Below this, the 'APPLICATION' menu is visible on the left, with 'Events' highlighted in a teal bar. The main content area is divided into three columns. The first column contains 'View All', 'Create Event', 'My Impacts', 'My Costs', and 'My Responses'. The second column, titled 'Pending Users', lists three entries: 'UAT Organisation' (4), 'Kent Police' (1), and 'Sam organisation' (1). The third column, titled 'Top user responders', features a pie chart showing the top 5 users by response count: 19, 17, 13, 12, and 8.

Organization	Count
UAT Organisation	4
Kent Police	1
Sam organisation	1

User	Responses
User 1	19
User 2	17
User 3	13
User 4	12
User 5	8

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. The top navigation bar includes the SWIMS logo and a menu icon. The left sidebar contains navigation options under '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 features a progress bar with four steps: Details, Timeframe, Location, and Summary. The 'Details' step is active, showing a form titled 'What is the main type of the Event?' with seven selectable tiles: Gales, Drought, Storms, High temp., Rainfall, Low temp., and Flood. The 'Flood' tile is selected. Below this, a section titled 'What was the type of the flood? (can select multiple)' offers four options: Surface, Groundwater, Coastal or tidal, and Fluvial. A final section, 'What additional types can be associated with the Event? (can select multiple)', lists the same seven event types as the first section. At the bottom right, there 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

Interreg North Sea Region FRAMES European Regional Development Fund EUROPEAN UNION

Create a new event

Progress: 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

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 for creating a new event. The breadcrumb trail is Dashboard > Events > Create new event. The main content area is titled 'Create a new event' and features a progress bar with four steps: Details, Timeframe, Location, and Summary. The 'Location' step is currently active and highlighted with a blue box. Below the progress bar, the question 'Where did the event happen?' is followed by a dropdown menu showing 'UAT county'. At the bottom right, there are 'Previous' and 'Next' buttons, with 'Next' being highlighted in blue.

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

View All Severe Weather Events

The required format for manually entering date value to the filters is

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

The screenshot displays the SWIMS interface for viewing all severe weather events. The page includes a sidebar with navigation options like Dashboard, Events, View All, Create Event, My Impacts, My Costs, and My Responses. The main content area shows a table of events with the following data:

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	View, Edit event, Delete

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:

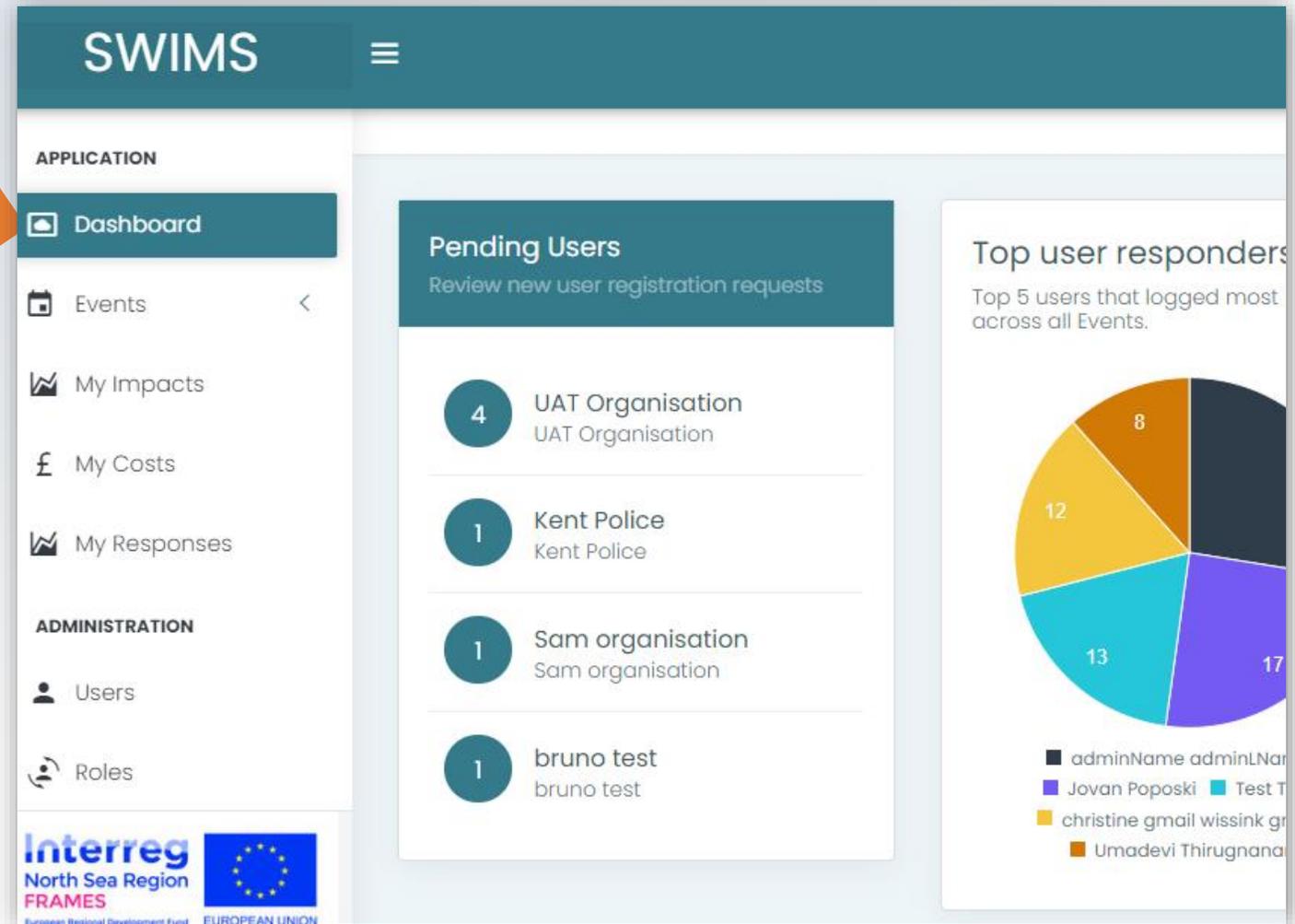
- The Org or Team Admins have not approved the user.
- The user has registered as part of new organisation on SWIMS

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



The screenshot displays the SWIMS dashboard interface. The top navigation bar includes the SWIMS logo and a menu icon. The left sidebar contains the following menu items:

- APPLICATION
 - Dashboard (highlighted with an orange arrow)
 - Events
 - My Impacts
 - My Costs
 - My Responses
- ADMINISTRATION
 - Users
 - Roles

The main content area is divided into two columns. The left column features a 'Pending Users' section with the subtitle 'Review new user registration requests'. It lists four pending users:

- 4 UAT Organisation (UAT Organisation)
- 1 Kent Police (Kent Police)
- 1 Sam organisation (Sam organisation)
- 1 bruno test (bruno test)

The right column features a 'Top user responders' section with the subtitle 'Top 5 users that logged most across all Events.' It includes a pie chart and a legend:

User	Count
adminName adminLNar	17
Jovan Poposki	13
Test T	12
christine gmail wissink gr	8
Umadevi Thirugnana	4

At the bottom of the dashboard, there are logos for Interreg North Sea Region FRAMES and the European Union.

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

The screenshot displays the SWIMS user management interface. On the left is a navigation menu with sections for 'APPLICATION' (Dashboard, Events, My Impacts, My Costs, My Responses) and 'ADMINISTRATION' (Users, Roles). The main content area is divided into three panels: 'Pending Users' (Review new user registration requests), 'Top user responders' (Top 5 users that logged most responses across all Events), and 'Notifications'. The 'Pending Users' panel lists four entries: 'UAT Organisation' (4), 'Kent Police' (1), 'Sam organisation' (1), and 'bruno test' (1). The 'Top user responders' panel features a pie chart with five segments: 'adminName adminLName' (19), 'Jovan Poposki' (17), 'Test Test' (13), 'christine gmail wissink gmail' (12), and '8' (8). The 'Notifications' panel shows three recent requests: 'New registration request Matt Tolliday (matthew.t... 11/05/2020 15:11)', 'New registration request bruno kj (kentbrunotest... 07/05/2020 11:54)', and a partially visible 'New S...'. A speech bubble icon is located at the top right of the interface.

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 User Management interface. The breadcrumb trail is Dashboard > User Management > Users. The main heading is 'User Management' with the subtext 'Manage the users within SWIMS.' Below this are search filters for Name, Email, Roles, Registration, and Organisation. There are buttons for CSV, Excel, and Print. 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 'Edit user' button is visible next to the user's name, highlighted by an orange arrow. The page also shows pagination controls at the bottom.

User Name	Email	LastLogin	Role	Locked	Status
Sam KJ	sam123kj123@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 title is 'Edit User' and the subtitle is 'Manage the User account settings.' The form contains the following fields:

- Email: test@gmail.com
- First Name: Test
- Last Name: ono
- Phone Number: (empty)
- User Role: User (dropdown menu)

On the right side of the form, there are two dropdown menus:

- Organisation: Sam organisation
- Teams: Sam organisation

At the bottom of the form, there are four buttons: 'Approve account request' (blue), 'Reject request' (red), 'Save' (blue), and 'Cancel' (blue). The 'Organisation' and 'Teams' dropdowns are highlighted by orange arrows from the 'Top Tip' callout.

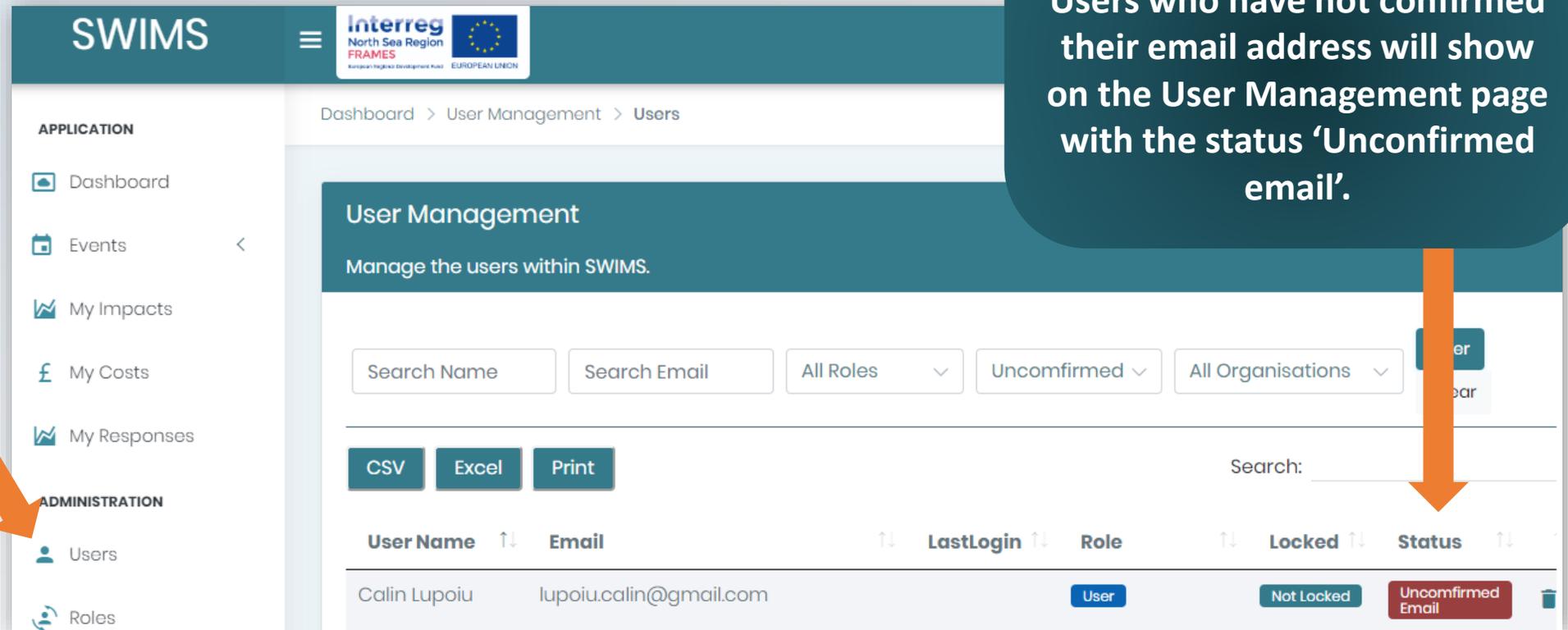
The user will now receive an email notifying them that they can log into SWIMS

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 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 > User Management > Users'. The left sidebar contains a menu with 'Users' selected under the 'ADMINISTRATION' section. The main content area is titled 'User Management' and contains search filters for Name, Email, Roles, and Status (set to 'Unconfirmed'). Below the filters are buttons for 'CSV', 'Excel', and 'Print'. A table lists users, with one user, Calin Lupoiu, having a status of 'Unconfirmed Email'. An orange arrow points from the 'Users' menu item to the 'Unconfirmed Email' status in the table.

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

Top Tip

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

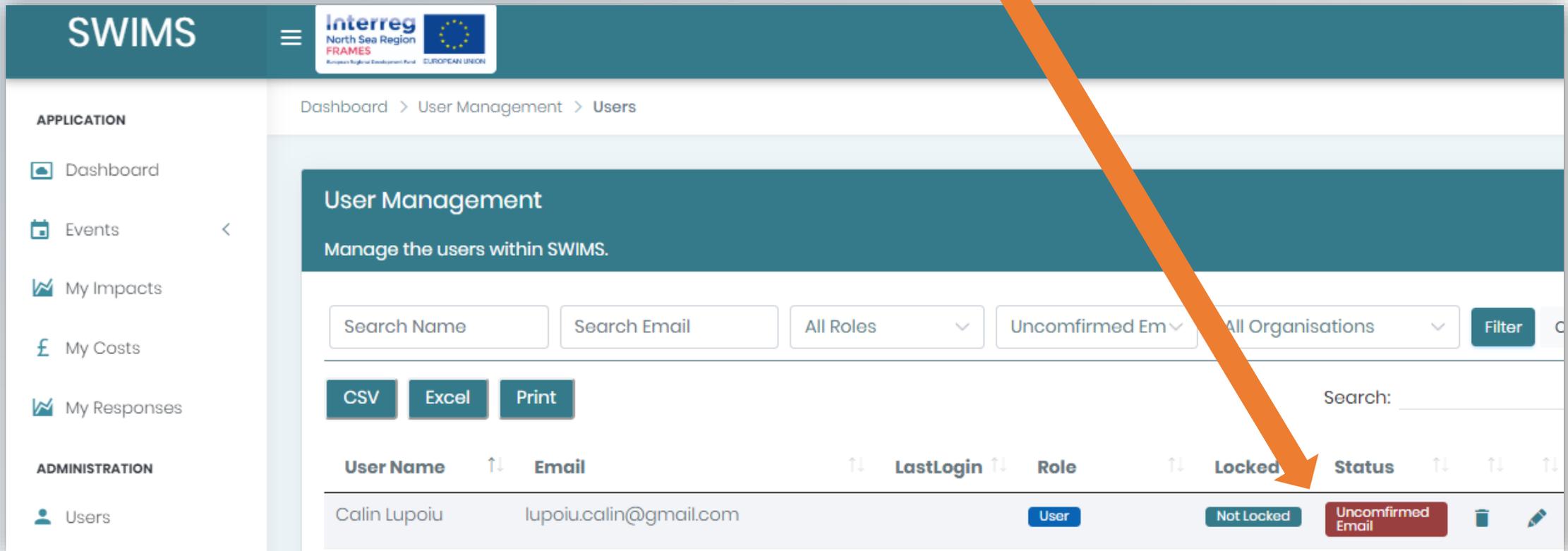
Re-send a registration confirmation email to a new user (1)

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



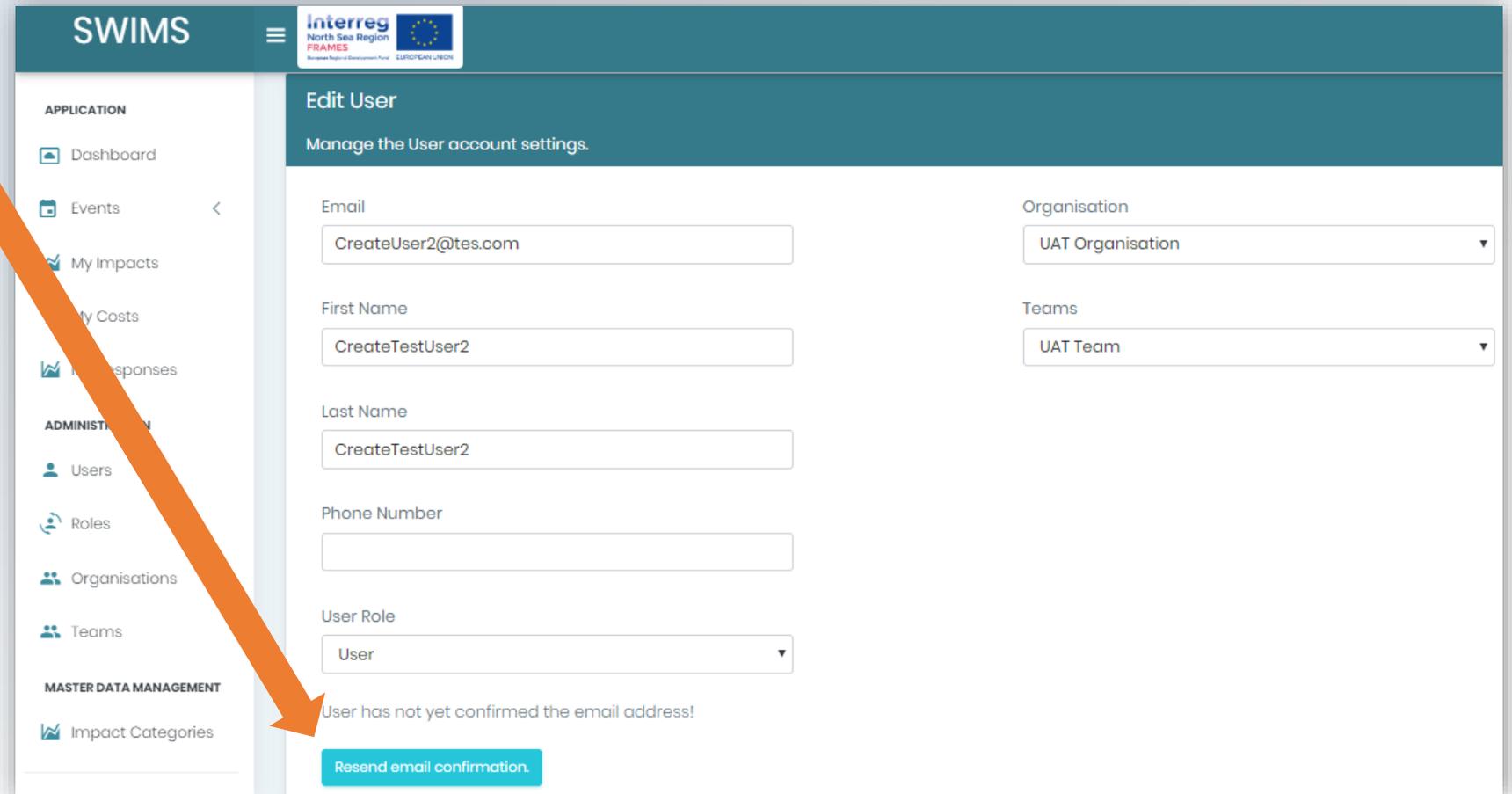
The screenshot displays the SWIMS application interface. The top navigation bar includes the SWIMS logo and the Interreg North Sea Region FRAMES logo. The breadcrumb trail shows 'Dashboard > User Management > Users'. The main content area is titled 'User Management' and includes a sub-header 'Manage the users within SWIMS.'. Below this, there are search and filter options: 'Search Name', 'Search Email', 'All Roles' (dropdown), 'Unconfirmed Em' (dropdown), 'All Organisations' (dropdown), and a 'Filter' button. There are also buttons for 'CSV', 'Excel', and 'Print'. A table lists users with columns for 'User Name', 'Email', 'LastLogin', 'Role', 'Locked', and 'Status'. The first user listed is 'Calin Lupoiu' with email 'lupoiu.calin@gmail.com', role 'User', and status 'Not Locked' and 'Unconfirmed Email'. A pencil icon is visible next to the user entry, which is highlighted by an orange arrow pointing from the 'Top Tip' box.

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' page in the SWIMS application. The page title is 'Edit User' and the subtitle is 'Manage the User account settings.' The page 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 visible. An orange arrow points from the text on the left to this button.

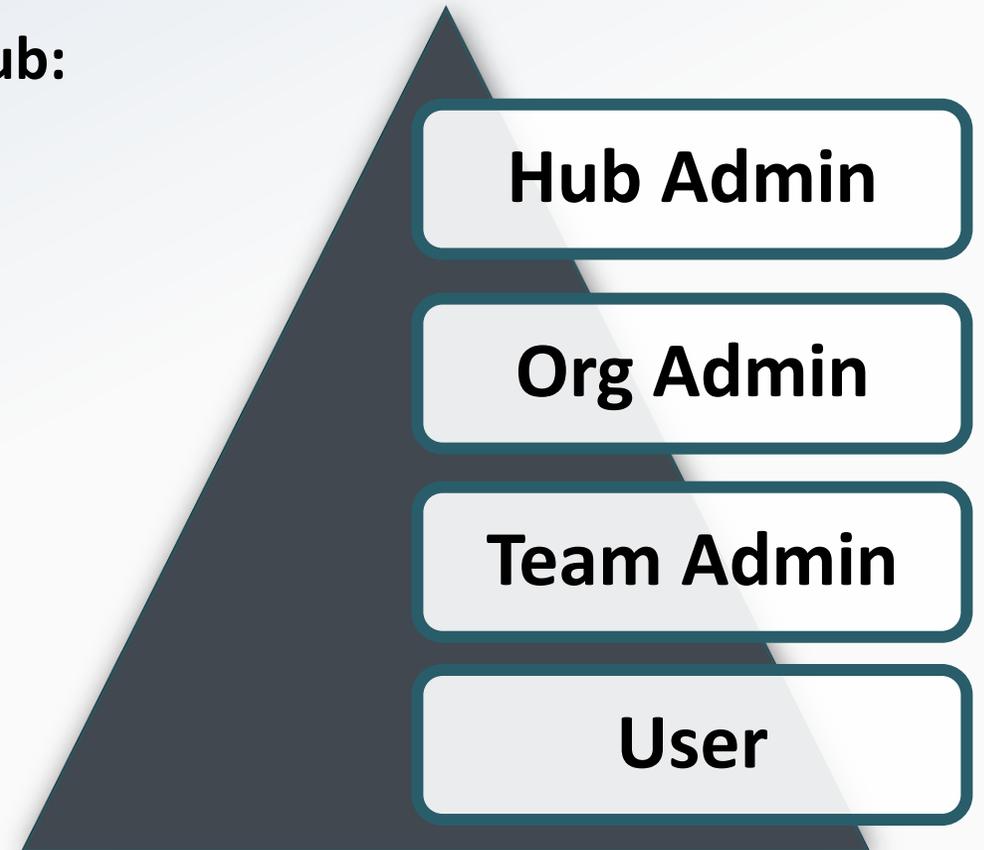
The user will now receive the registration confirmation email again. They can now confirm their email address and you can then [approve their registration](#).

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 European Regional Development Fund EUROPEAN UNION

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	Not Locked	Pending

Change a User's Role (2)

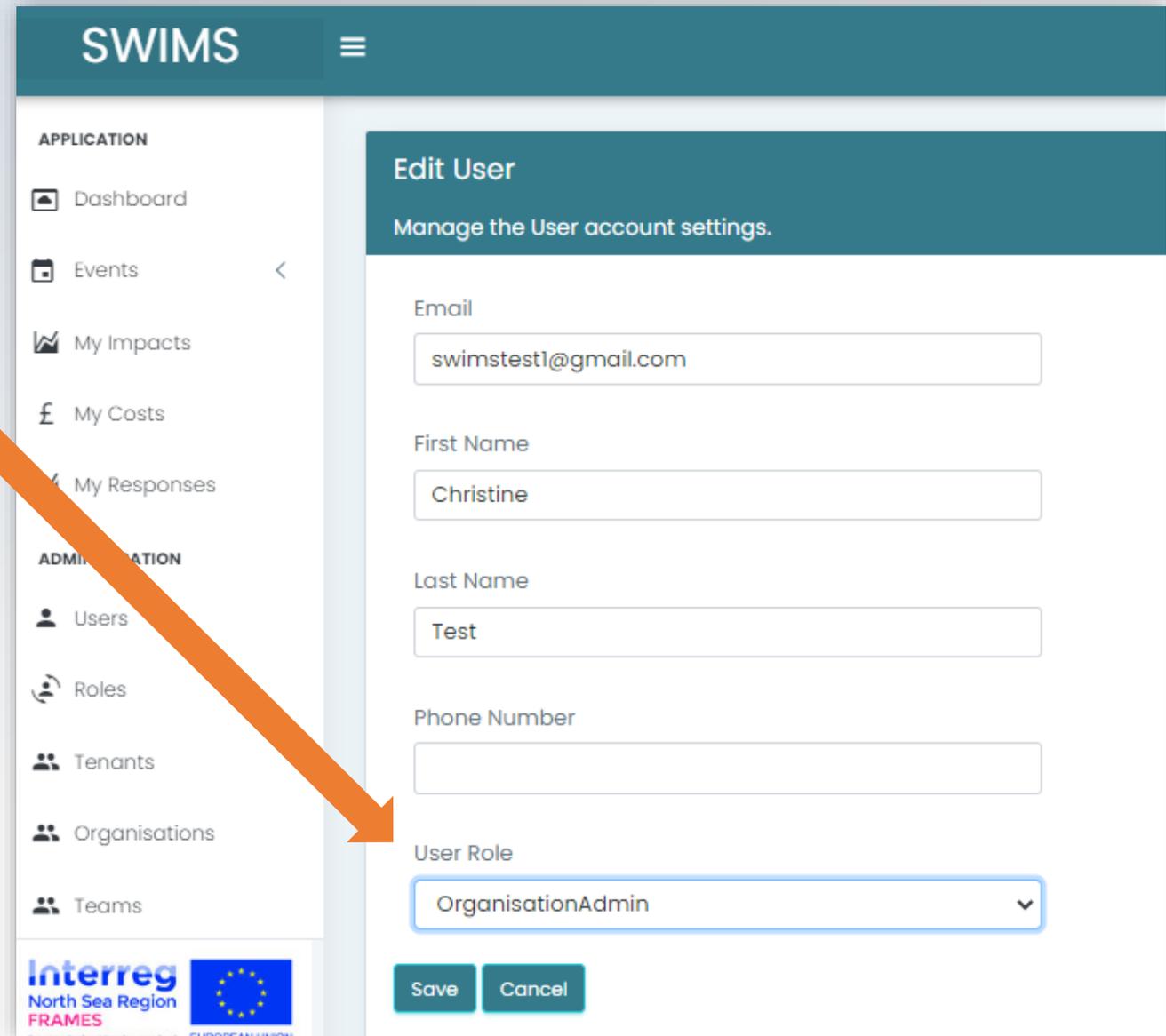
4

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 SWIMS application interface. On the left is a navigation menu with sections for 'APPLICATION' (Dashboard, Events, My Impacts, My Costs, My Responses) and 'ADMINISTRATION' (Users, Roles, Tenants, Organisations, Teams). The 'Users' section is active. The main content area is titled 'Edit User' and contains a form with 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'. At the bottom of the form are 'Save' and 'Cancel' buttons. An orange arrow points from the text 'Select a new role for the user using the drop down list' to the 'User Role' dropdown menu.

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. The top navigation bar is teal with the 'SWIMS' logo and a hamburger menu icon. A left sidebar menu is titled 'ADMINISTRATION' and includes 'Users', 'Roles', 'Tenants', 'Organisations', and 'Teams'. Below this is a section for 'MASTER DATA MANAGEMENT' with 'Impact Categories'. The main content area is titled 'Create New Organisation' and contains three input fields: 'Organisation Name' (a text box), 'Parent organisation' (a dropdown menu with 'Select Organisation' as the selected option), and 'Tenant' (a dropdown menu with 'UAT tenant' as the selected option). At the bottom of the form are two teal 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' interface in the SWIMS application. 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 is 'Dashboard > Team Management > Create New Team'. The left sidebar menu is titled 'APPLICATION' and includes 'Dashboard', 'Events', 'My Impacts', 'My Costs', 'My Responses', 'ADMINISTRATION' (with 'Users' and 'Roles'), and 'Teams' (which is highlighted). Below 'Teams' is 'MASTER DATA MANAGEMENT' with 'Impact Categories', 'Key Impact Indicators', and 'Key Response Indicators'. The main content area has a teal header 'Create New Team'. Below it are input fields for 'Name' and 'Organisation' (currently set to 'UAT Organisation'). The 'Assigned users' section features a 'Select user' dropdown menu with a list of users: 'Freya Org test' (highlighted), 'Freya Kingsland-Joy', 'team admintest', 'Freya Org admin test', 'Name3', 'Surname3', and 'Mark Gray-Smith'. An arrow points from the dropdown to an empty 'Assigned users' box. At the bottom are 'Create' and 'Go Back' buttons.

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 edit

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 application interface. The top navigation bar includes the SWIMS logo and logos for Interreg North Sea Region FRAMES and the European Union. The breadcrumb trail reads 'Dashboard > User Management > Users'. The left sidebar contains a menu with 'Users' highlighted under the 'ADMINISTRATION' section. The main content area is titled 'User Management' and includes search filters for Name, Email, Roles, Statuses, and Organisations. A table lists users with columns for User Name, Email, LastLogin, Role, Locked, and Status. The user 'Bob Test' is highlighted, and an orange arrow points to the pencil icon in the action column. Another orange arrow points to the 'Users' menu item, and a third points to the search filters.

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

The screenshot shows the 'Edit User' interface in the SWIMS application. The header includes the SWIMS logo and logos for Interreg North Sea Region FRAMES and the European Union. The left sidebar lists navigation options under 'APPLICATION' (Dashboard, Events, My Impacts, My Costs, My Responses), 'ADMINISTRATION' (Users, Roles, Organisations, Teams), and 'MASTER DATA MANAGEMENT' (Impact Categories). The main content area is titled 'Edit User' and contains the following fields: Email (dotnetdev@influentialsoftware.com), Organisation (UAT Organisation), First Name (adminName), Last Name (adminLName), Phone Number (empty), and User Role (Admin). The 'Teams' dropdown menu is highlighted with a blue border and shows 'UAT Team' selected. At the bottom, there are 'Save' and 'Cancel' buttons.

[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

Interreg North Sea Region FRAMES EUROPEAN UNION

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 displays the SWIMS application 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 left sidebar lists various application and administration options. The main content area shows the 'Key Impact Indicators Management' page, which includes a breadcrumb trail, a title bar, a description, a 'Show 10 entries' dropdown, a table of indicators, and a 'Create' button.

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 displays the SWIMS application 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. The left sidebar lists navigation options: Dashboard, Events, My Impacts, My Costs, My Responses, and ADMINISTRATION. The main content area features a teal header for 'Create New Key Impact Indicator', a 'Name' label, an empty text input field, and 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 displays the SWIMS application interface. The header includes the SWIMS logo and the Interreg North Sea Region FRAMES logo. The sidebar on the left lists navigation options under 'APPLICATION' (Dashboard, Events, My Impacts, My Costs, My Responses) and 'ADMINISTRATION' (Users, Roles, Teams). The main content area shows the 'Maintain Response Details' form, which is divided into tabs: 'Basic Details', 'Response Details', 'Cost Details', 'Locality Details', and 'Summary'. The 'Response Details' tab is active, showing a 'Maintain Response Details' section with a description field and a table for adding key response indicators. The table has two columns: 'Add key response indicator' and 'Value'. An orange arrow points from the 'Top Tip' text to the 'Add key response indicator' dropdown menu, which currently shows 'Gritters dispatched' and a value of '4'. There are 'Reset' and 'Add Response!' buttons at the bottom of the form.

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

SWIMS

Interreg North Sea Region FRAMES

Dashboard > Key Response Indicator Management > Key Response Indicators

APPLICATION

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

ADMINISTRATION

- Users
- Roles

MASTER DATA MANAGEMENT

- Impact Categories
- Key Impact Indicators
- 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

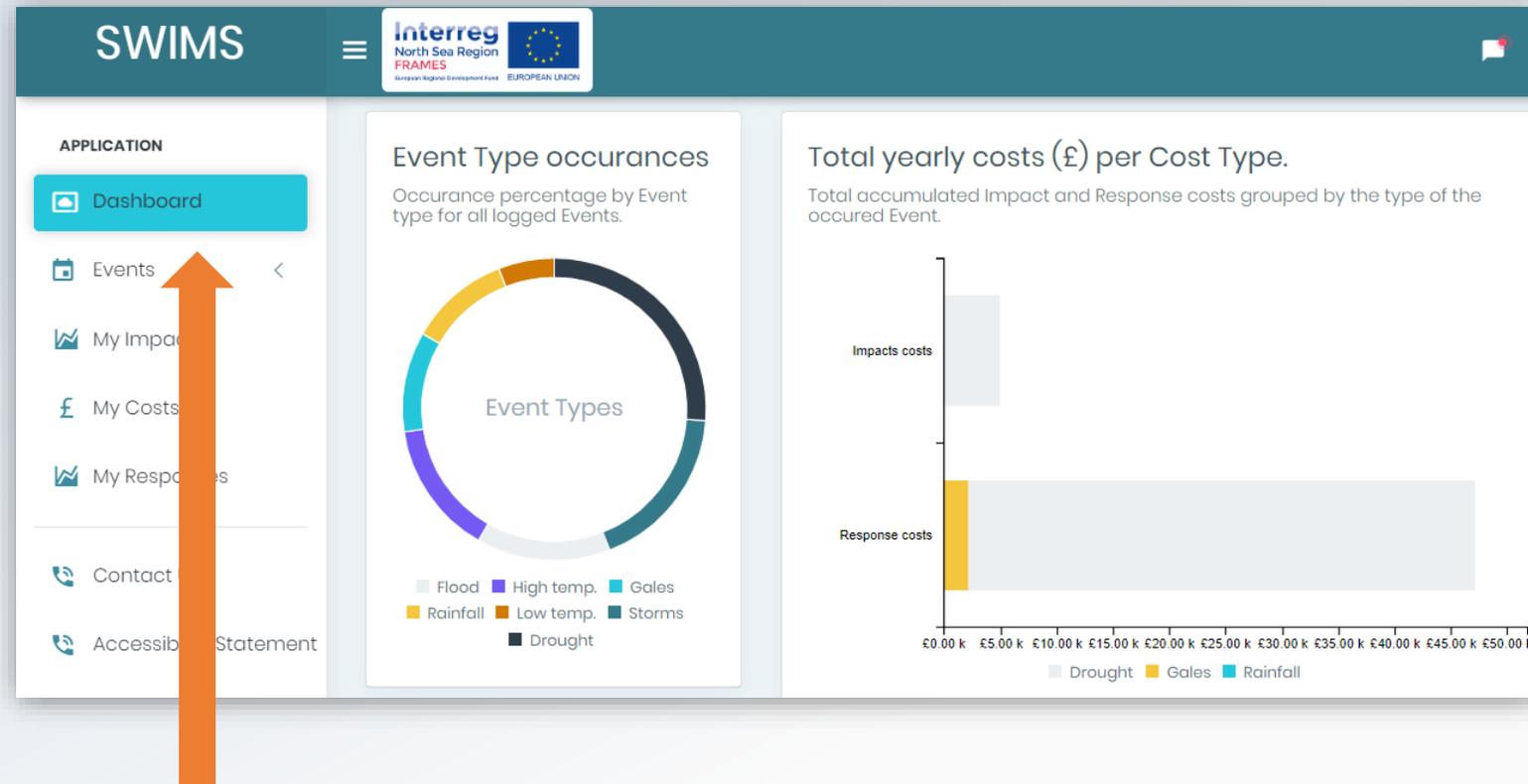
Key Response Indicators you add will be added to base list in impact wizard for all users in your hub

The screenshot displays the SWIMS web application 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 Response Indicators Management > Create New Key Response Indicator. On the left, a sidebar menu lists 'APPLICATION' items: Dashboard, Events, My Impacts, My Costs, and My Responses, and an 'ADMINISTRATION' section. The main content area features a form titled 'Create New Key Response Indicator' with a 'Name' label and an empty text input field. Below the input field 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

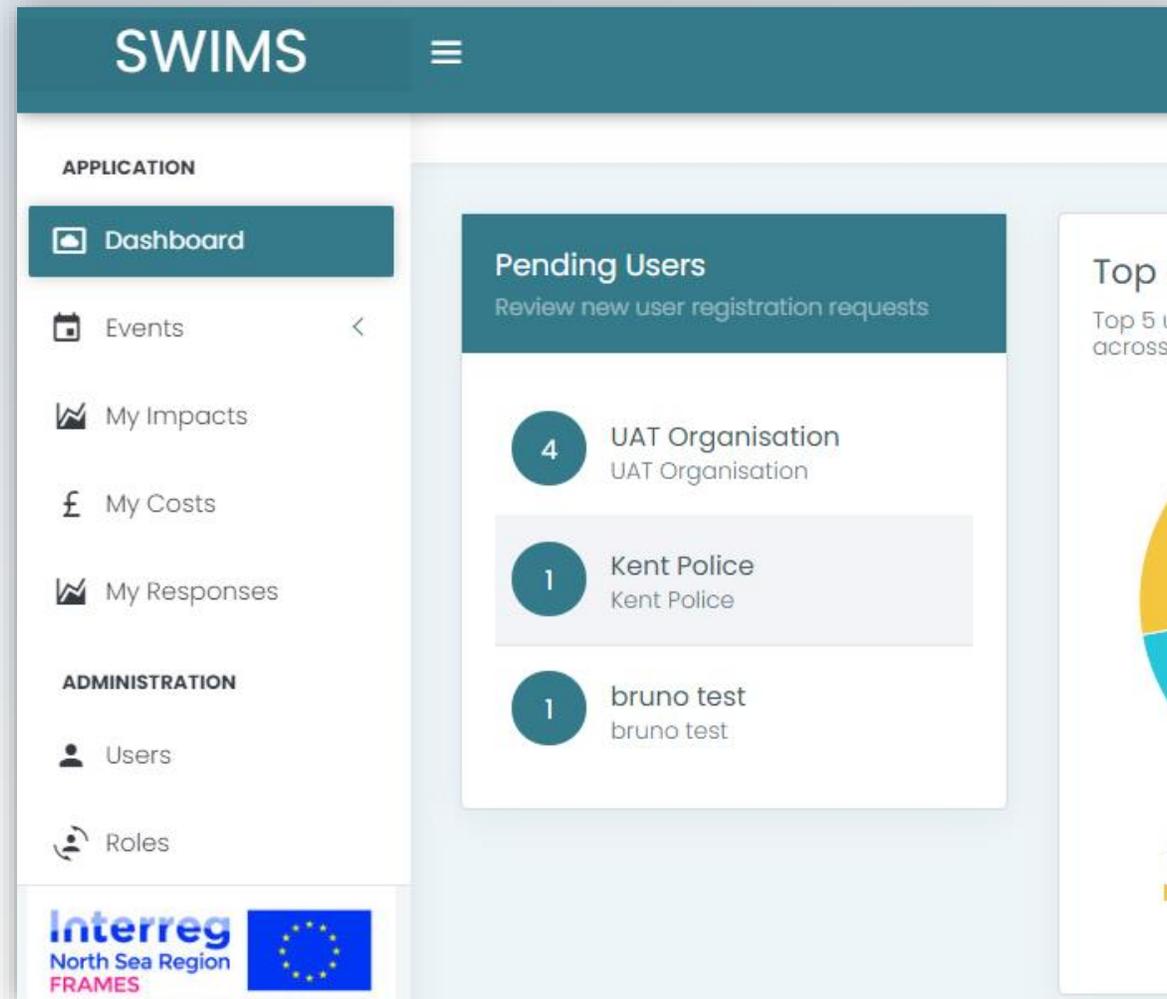
Data is displayed in different **widgets** on the dashboard which can be accessed from the menu.

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



The screenshot shows the SWIMS dashboard interface. The top navigation bar is teal with the SWIMS logo and a menu icon. The left sidebar contains navigation options under 'APPLICATION' (Dashboard, Events, My Impacts, My Costs, My Responses) and 'ADMINISTRATION' (Users, Roles). The main content area features a 'Pending Users' widget with the subtitle 'Review new user registration requests'. The widget displays a list of pending users:

Count	Organisation	User Name
4	UAT Organisation	UAT Organisation
1	Kent Police	Kent Police
1	bruno test	bruno test

At the bottom of the sidebar, there is a logo for 'Interreg North Sea Region FRAMES' and the European Union flag.

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

