

# CQCommand v5.1

Release Notes - June 2018



# Overview

CQCommand Version 5.1

- Documents Module
- Active Teams Module
- Briefings Module

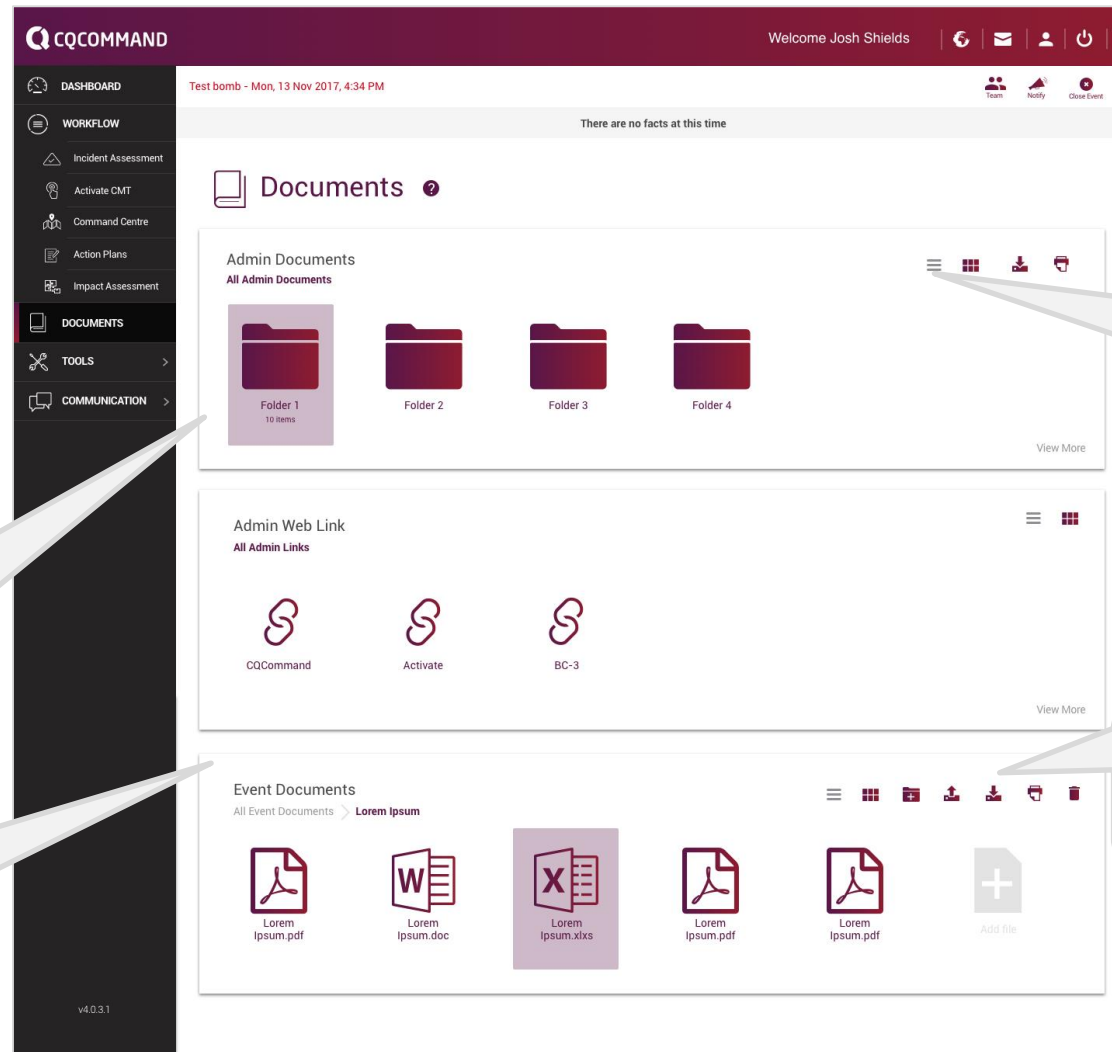
Release Date: 11<sup>th</sup> June 2018

# Documents Module

The updated documents module has a new user interface and now allows you to store documents into folders.

Administrators can now create folders for different document types and set permissions for user access

Access common web links and event specific documents



View documents in folder or list view

Download, print and delete your files

## Active Teams

The updated Active Team module has a new interface and allows for greater management of team members and roles.

All team members will now appear within their allocated team showing their active status

Default team roles will display but these can be changed (including primary or secondary) as required, impacting user permission levels and actions

Team status will display, including time lapsed since activation

Team member location will display and link to related action plans

Team member status will display – Not Active, Available, Not Available, Active/Logged In (incl. time)

The screenshot displays the 'Active Team Members' interface. At the top, there's a header with 'Active Team Members' and a help icon. Below this, two team sections are visible. The first section is for the 'Incident Management Team', which is currently 'Not Active'. It features a table with four members: Josh Shields, Anita Grover, James Hutcheon, and Adam Davenport. Each member row includes their name, role (Primary or Secondary), location (Sydney HQ or Melbourne), an action plan link (Stakeholder Management, Team Leadership, Operational Recovery, or Communication), and a status indicator (Active/Logged In, Available, Not Available, or Not Responded) along with a time elapsed since activation. The second section is for the 'Crisis Management Team', which is 'Active for 2hrs 35mins'. It shows a similar table with three members: Josh Shields, Anita Grover, and a third member whose name is partially obscured. The interface also includes buttons for 'Activate Team' and 'Stand Down Team'.

User	Role	Location:	Action Plan:	Status:
Josh Shields	Role Name [edit] Primary [edit]	Sydney HQ	[icon] <a href="#">Stakeholder Management</a>	Active / Logged In 4hrs 20 mins
Anita Grover	Role Name [edit] Secondary [edit]	Sydney HQ	[icon] <a href="#">Team Leadership</a>	Available -
James Hutcheon	Role Name [edit] Primary [edit]	Sydney HQ	[icon] <a href="#">Operational Recovery</a>	Not Available -
Adam Davenport	Role Name [edit] Primary [edit]	Melbourne	[icon] <a href="#">Communication</a>	Not Responded -

User	Role	Location:	Action Plan:	Status:
Josh Shields	Role Name [edit] Primary [edit]	Sydney HQ	[icon] <a href="#">Stakeholder Management</a>	Active / Logged In 4hrs 20 mins
Anita Grover	Role Name [edit] Secondary [edit]	Sydney HQ	[icon] <a href="#">Team Leadership</a>	Available -
[Name]	Role Name [edit] Primary [edit]	Sydney HQ	[icon] <a href="#">Operational Recovery</a>	Not Available -

# Briefings

The updated Briefings Module has a new interface, enhanced Briefing Templates and new Situation Reports.

- Admin can create pre-filled templates that can be used to create new briefings
- Entirely configurable briefing and situation reports, including editable headings and content
- Ability to print or email completed templates

The screenshot displays the CQCOMMAND interface. The top navigation bar includes the CQCOMMAND logo, a welcome message for Josh Shields, and icons for team, notifications, and event closure. The left sidebar menu contains sections for Dashboard, Workflow (Incident Assessment, Activate CMT, Command Centre, Action Plans, Impact Assessment), Documents, Tools (Fact & Assumptions..., Issues Board, Task Board, Briefings), Meeting Agenda, and Communication. The main content area shows a status message 'There are no facts at this time' and two sections: 'Briefing Templates' and 'Situation Reports'. Each section features a table with columns for Criticality, Ref. no., Title, Author, Role, Created Date/Time, and Action. The 'Briefing Templates' section has an 'Add +' button. The 'Situation Reports' section also has an 'Add +' button.

**Briefing Templates**

Criticality	Ref. no.	Briefing Template Title	Author	Role	Created: Date/Time	Action
High	1	Briefing Template Title 1	Josh Shields	Role Name	Tue, 14 May 2018, 9:55AM	View Print Edit Delete
Medium	2	Briefing Template Title 2	Russell Johns	Role Name	Tue, 14 May 2018, 9:55AM	View Print Edit Delete
Low	3	Briefing Template Title 3	James Hutcheon	Role Name	Tue, 14 May 2018, 9:55AM	View Print Edit Delete

**Situation Reports**

Criticality	Ref. no.	Situation Report Title	Author	Role	Created: Date/Time	Action
High	1	Situation Report Title 1	Josh Shields	Role Name	Tue, 14 May 2018, 9:55AM	View Print Edit Delete
Medium	2	Situation Report Title 2	Russell Johns	Role Name	Tue, 14 May 2018, 9:55AM	View Print Edit Delete
Low	3	Situation Report Title 3	James Hutcheon	Role Name	Tue, 14 May 2018, 9:55AM	View Print Edit Delete

# Briefings

Review summary information and select from a pre-scripted template or create a new template.

Ability to add unlimited new sections, edit headings and enter text.

Add attachments.

Add recipients to receive completed briefing via email.

### New Situation Report ?

Author: Josh Shields, Role Name  
Date: Tue, 14 May 2018  
Time: 9:55AM  
Ref No: 1

Set a Criticality: High Select Template: No template selected

Situation Report Title: Default Template Title

Editable Heading 1:  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iniree dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duiis dolore te feugait nulla facilisi.

Editable Heading 2:  
Enter your description here.

New Section Heading:  
Enter information of your situation here.

Add Attachment:  
Upload No File Chosen

Add Section +

Send to the following recipients:  
Add Contact Groups + or enter recipients and separate with a comma ,

Download and Save Save Save & Send

View or edit existing briefings

### Situation Report ? Edit

Author: Josh Shields, Role Name  
Date: Tue, 14 May 2018  
Time: 9:55AM  
Ref No: 1

Criticality: High Template Selected: Default Situation Report

Situation Report Title:  
Situation Report Title

Heading 1:  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iniree dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duiis dolore te feugait nulla facilisi.

Heading 2:  
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Heading 3:  
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Attachment:  
File Name of the attachment.pdf

Recipients:  
recipient1@cqcommand.com, recipient2@cqcommand.com, recipient3@cqc.com, recipient4@cqcommand.com, recipient1@cqcommand.com, recipient2@cqcommand.com, recipient3@cqcommand.com, recipient3@cqc.com, recipient4@cqcommand.com, recipient4@cqcommand.com, recipient3@cqc.com, recipient4@cqcommand.com

Duplicate + Download and Save



## Need a helping hand?

If you have any questions or wish to discuss your CQCommand package, please do not hesitate to contact us via the details below:

### **Technical Support**

Tel: 1300 731 138

Email: [support@cqcommand.com](mailto:support@cqcommand.com).

### **Sales Support/Enquiries**

Tel: 1300 731 138

Email: [info@cqcommand.com](mailto:info@cqcommand.com)