



Logging into TxSNETS

- Go to www.EvacCenter.com/ETS
- Log into system with username and password
- Select event and location from pull down menu
- Click “Select”



TxSNETS Enrollment

Used for enrolling an evacuee, pet, or medical asset into the system

- Click on the Enrollment tab at the top of the page
- Select “Enroll new evacuee with members”
- Scan evacuee/group leader wristband
- Fill in information under Evacuee/group leader section
- If other evacuees/assets/pets, click on button/dot next to each number to specify evacuee, asset, or pet
- Scan evacuee/asset/pet wristband
- Fill in information
- Enter only one evacuee/asset/pet per line
- Click “OK” at the bottom of the page



TxSNETS Add Member to Evacuee

Used for adding members to an existing evacuee

- Place cursor on the Enrollment tab at the top of the page until a drop-down menu appears
- Select “Add members to existing evacuee”
- Enter tag ID, first or last name, or description of the group leader
- Click “Search”
- Click “Add members” on the right side of the page and on the same row as the corresponding evacuee
- Click on the button/dot next to each number to specify evacuee, asset, or pet
- Scan evacuee/asset/pet wristband
- Fill in information
- Enter only one evacuee/asset/pet per line
- Click “OK” at the bottom of the page



TxSNETS Stage Transportation

Used to enter a vehicle (bus, airplane, etc.) into the system for the first time

- Place cursor on the Transportation Staging tab at the top of the page until a drop-down menu appears
- Select “Transportation Staging”
- Place barcode sticker with transportation ID on the vehicle
- Scan transportation ID
- Fill in information
- Click “Stage”
- Repeat for next vehicle



TxSNETS Load Transportation

Used to load evacuees, pets, and medical assets onto a vehicle (updates destination of vehicle)

- Place cursor on the Transportation Loading/Unloading tab at the top of the page until a drop-down menu appears
- Select “Transportation loading”
- Scan Transportation ID or select Transportation ID from the pull down menu
- Click “Select”
- Verify transportation information is correct
- Scan or enter evacuee/pet/asset tag
- If entering tag manually, click “Enter” after each tag
- Click “Done” when bus is loaded
- Repeat for next vehicle

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5



TxSNETS Load Transportation via RFID Portal

Used to load evacuees, pets, and medical assets onto a vehicle via portal (updates destination of vehicle)

- Place cursor on the Transportation Loading/Unloading tab at the top of the page until a drop-down menu appears
- Select “Transportation Loading via Portal”
- Enter or scan Transportation ID
- Enter or scan portal barcode
- Click “Done”
- As transportation is loaded, confirm that evacuees, pets, and medical assets are moved through the RFID portal. The portal automatically updates location.
- Log into SNETS system (see card #1)
- Place cursor on the Manifests tab at the top of the page until a drop-down menu appears
- Select which manifest you would like to view
- Confirm that manifest updates as evacuees, pets, and medical assets progress through portal
- Repeat for next vehicle

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6



TxSNETS Depart Transportation

Used at Embarkation Centers when evacuees are finished loading

- Place cursor on the Transportation Loading/Unloading tab at the top of the page until a drop-down menu appears
- Select “Transportation Departure”
- Scan transportation ID
- Confirm information and choose destination from pull-down menu
- Click “OK”
- Repeat for next vehicle

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7



TxSNETS Receive Transportation

Used at Reception Centers when arrival is being logged but evacuees are not unloading

- Place cursor on the Transportation Loading/Unloading tab at the top of the page until a drop-down menu appears
- Select “Transportation receiving”
- Scan transportation ID
- Click “Done”
- Repeat for next vehicle

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8



TxSNETS Unload Transportation With Handheld Device

Used to unload evacuees, pets, or medical assets from a vehicle (updates their location)

- Place cursor on the Transportation Loading/Unloading tab at the top of the page until a drop-down menu appears
- Select “Transportation unloading”
- Scan transportation ID
- Click “Select”
- Scan or enter evacuee/pet/asset tags
- If entering tag manually, click “Enter” after each tag
- Click “Done”
- Repeat for next vehicle



TxSNETS Unload Transportation via RFID Portal

Used to unload evacuees, pets, or medical assets from a vehicle (updates their location)

- Associate portal with transportation (see card #6)
- As transportation is unloaded; Confirm that evacuees, pets, and medical assets are moved through the RFID portal. The portal will automatically update their location.
- Log into SNETS system (see card #1)
- Place cursor on the Manifests tab at the top of the page until a drop-down menu appears
- Select which manifest you would like to view
- Confirm that manifest updates as evacuees, pets, and medical assets progress through portal
- Repeat for next vehicle



TxSNETS Wristband Replacement

Used to replace the wristband of a single evacuee, pet, or medical asset

- Place cursor on the Maintenance tab at the top of the page until a drop-down menu appears
- Select “Wristband Replacement”
- Enter current Tag ID, name, or description of the evacuee/pet/asset being re-banded
- Click “Search”
- Find the corresponding evacuee/pet/asset in the list and click “Change Tag ID” located on the right
- Place cursor in New Wristband ID field
- Scan or enter new Wristband or Tag ID
- Click “Change”



TxSNETS Manifests

Used to view and print lists of evacuees/pets/assets by location

- Place cursor on the Manifests tab at the top of the page until a drop-down menu appears
- Select which manifest you would like to view:
 - Digital Manifest – Evacuees
 - Digital Manifest – Pets and Medical Assets
 - Manifest Transportation (shows evacuees located on transportation right now)
 - Digital Manifest – Everyone seen
- Select event and location
- To print the list, click “Print” to the right of the Location field



TxSNETS Find an evacuee/pet/asset

Used to search for a single evacuee, pet, or asset

- Place cursor on the Manifests tab at the top of the page until a drop-down menu appears
- Select “Search”
- Enter Tag ID, First Name, Last Name, or Description
- Click “Search”
- To view evacuee/pet/asset history, click “History” to the right of the Tag ID of the corresponding evacuee/pet/asset
- Click “Back” when finished



TxSNETS Reporting – Evacuation Status

Used to view overall event evacuation status

- Place cursor on the Reporting tab at the top of the page until a drop-down menu appears
- Select “Evacuation Status”
- The Event Status Dashboard shows evacuation progress by phase:
 - At enrollment
 - En route
 - At shelter



TxSNETS Reporting – Evacuation Map

Used to show evacuation status on map

- Place cursor on the Reporting tab at the top of the page until a drop-down menu appears
- Select “Evacuation map”
 - Shows map of enrollment and shelter locations
- Placing the cursor over an icon of the map will provide information on that particular location
- Clicking an icon will provide even more details on that location



TxSNETS Reporting – Comprehensive Reporting

Used to select specific status/location reports

- Place cursor on the Reporting tab at the top of the page until a drop-down menu appears
- Select one of the following reports to view:
 - Evacuation Status
 - Search
 - Transportation Status
 - Evacuees Enrolled By Site – Detail
 - Comprehensive Evacuee Report
 - Transportation Enroute To Specific Destination
 - MSN Transportation Summary
 - Evacuees By Zip Code
 - Transportation History
 - Evacuation Map
 - Transportation Statewide Overview
 - Transportation By Destination
 - Evacuees By Embark Location Report
 - Evacuees Per Shelter Location
 - Evacuees Per Shelter Summary
 - Transportation Enroute To Destination - Summary