

# Quick Reference Guide: Situational Reporting with Sahana-Eden and Freedom Fone

## Purpose

This quick reference guide is intended for standard daily users and not super users. Therefore, it does not provide instructions and operating procedures on setting up templates or other implementation aspects. A user can create a new Situational Report (SITREP) using an existing template or update an already created SITREP. Main intent of this document is for Sarvodaya Hazard Information Hub Operators (HIHOs) to receive Field Observation Reports through Freedom Fone (FF) and the transfer that voice content to Eden-SitRep module as categorical information. This Eden-SitRep application complies with the Emergency Data Exchange Language - Situational Reporting (EDXL-SITREP) messaging data standard.

## Objectives

- 1) Receive voice-based incident reports from the field
- 2) Transcribe the audio information to categorical text data
- 3) Document the complete categorical data to determine the response resources

## Operating Procedures

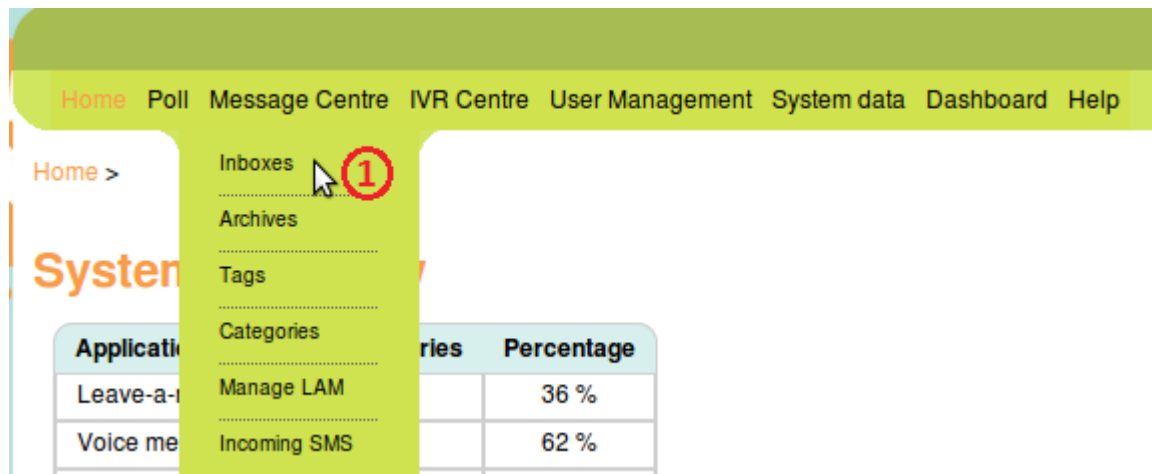
- 1) Extract voice FOR from Freedom Fone
- 2) Create new text FOR in Sahana-Eden
- 3) Complete SitInfo in Sahana-Eden
- 4) Derive 3R in Sahana-Eden

Note - We have not discussed the Casualty-Illness, 3R and Management reports in this reference guide. This quick guide is mainly for the Hazard Information Hub Operators to extract FOR from FF and transcribe that information in to Eden-SITREP to complete the FOR and SitInfo only.

## About the Software

- Sahana Eden is a Sahana product built on Python and Web2Py technology: <http://eden.sahanafoundation.org/>
- Freedom Fone is an interactive voice response system: <http://www.freedomfone.org/>

## 1) Extract voice FOR from Freedom Fone









**Figure 1: Freedom Fone Interface dashboard**

1. Access the Freedomfone application through URL (<http://202.69.197.117/freedomfone/>), Click on the **Message Center** Menu Item (Figure 1); It will pop up the available sub-menu items. Then select the **Inboxes** sub-menu item.
2. Click on the **Edit** icon (Figure 2) and it will open up the message editing menu (Figure 3).

### Audio Messages

Check All Uncheck All Refresh

Message: 1 - 3 of 3

	New	Service	Title	Caller	Rate	Category	Date	Length		Listen
<input type="checkbox"/>	★	2102	No title	0112655705	N/A		11/09/28 16:38	57 sec		
<input type="checkbox"/>	★	2102	No title	0112655705	N/A		11/09/28 16:19	1 min 29 sec		
<input type="checkbox"/>		2101	Survey	0115555495		Survey	11/09/06 11:01	47 sec		

Perform action on selected:

**Figure 2: Messages Inbox Interface**

## Edit Message

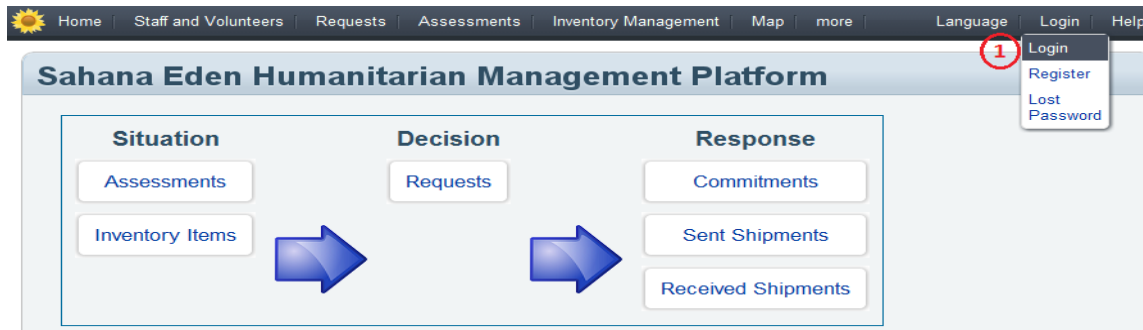
[« Older message](#)

The screenshot shows the 'Edit Message' interface. On the left, there are several input fields: 'Title' (text box with 'No title'), 'Status' (dropdown menu with 'Active'), 'Rate' (dropdown menu with '--- No rate ---'), 'Category' (dropdown menu with '--- No category ---'), 'Comment' (text area), and 'Tag' (dropdown menu with options: '--- No tag ---', 'Ratnapura', 'Nuwara-Eliya', 'Matara', 'Colombo'). A 'Save' button is at the bottom left. On the right, there is a metadata section with fields: 'Created' (2011-09-29 08:42:42), 'Modified' (Never), 'Length' (3 sec), 'Caller' (hansise), 'Quick hangup' (Yes), 'Download' (audio icon), and 'Listen' (play button). Red circles with numbers 3 through 10 highlight these specific elements.

**Figure 3: Edit Message Interface**

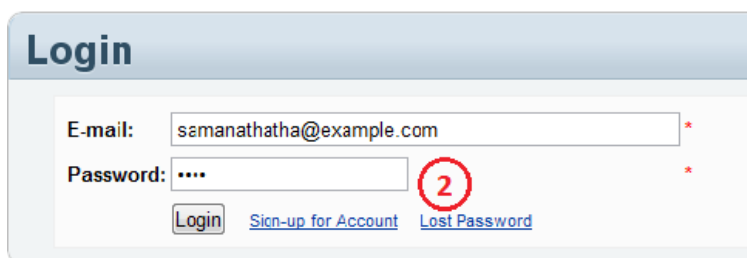
3. Play and listen to the Situational Report voice message in the **Listen** Section (Figure 3)  
Note- If the audio control doesn't show on the web page, click on download icon to download the audio file and play on the local machine to listen.
4. Note down the date and the time of the message as in the **Created** attribute (Figure 3)  
(This is to be use as the Message ID in the situational Report)  
*Example: 2011-09-28T16:38:49*
5. Give a suitable **Title** according to the listened voice message  
*Example: Broken bridge on A4 road in Sangaman Junction*
6. Select the **Status** as **Archive** from the drop down list. (System will automatically move the message in to archived section)
7. Select a the **Category** : **SITREP-FOR**.
8. Write a short description of the message in the **Comment** box.  
*Example: Sangaman Jnct. bridge damaged ... flood water. 1 boat, 10 Sarvodaya volunteers, and 2 lorries needed ... transport goods across water ... deliver to Rufus Kulum IDP camp*
9. Select a **Tag** from the list to label the district.  
*Example: Nuwara-eliya*
10. Click the button to **Save** the modifications done.

## 2) Create New text FOR in Sahana-Eden



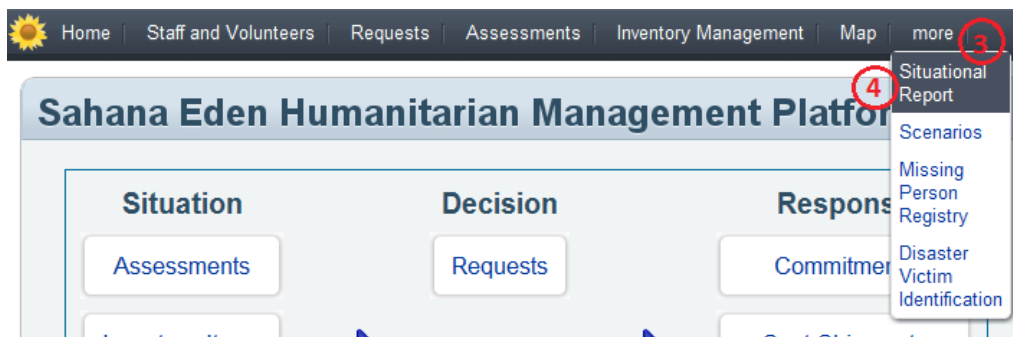
**Figure 4: Home Page of Sahana Eden**

1. After accessing the Sahana Eden web application through the URL (<http://www.samana-thetha.lk/eden>) you will be presented the Eden home page (Figure 4). Click on the **Login** menu item and goto **Login** Sub menu item top right corner. It will open up the Login Window (Figure 5).



**Figure 5: Sahana Eden Login menu**

2. complete the login process with the supplied, **E-mail** and **Password**, you will be presented with the Main Interface (Figure 6).



**Figure 6: Main interface of Sahana Eden**

3. Click on the **more** menu item; the menu will expand to show the set of sub menus.
4. Click on the **Situational Reporting** menu, and it will direct to the Situational Reporting module.

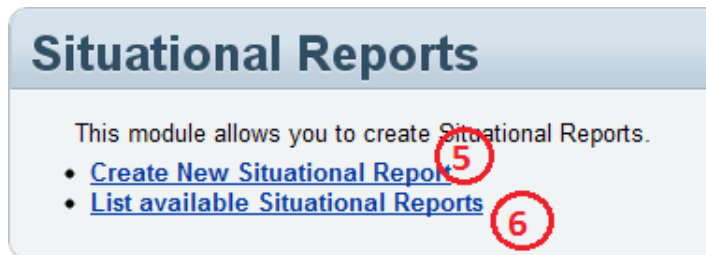


Figure 7: Situational Reports Module Interface

5. Click “**Create new Situational Report**” (Figure 7) to create a new Situational Report
6. Click “**List available Situational Reports**” (Figure 7) to view the list of all previously created Situational Reports

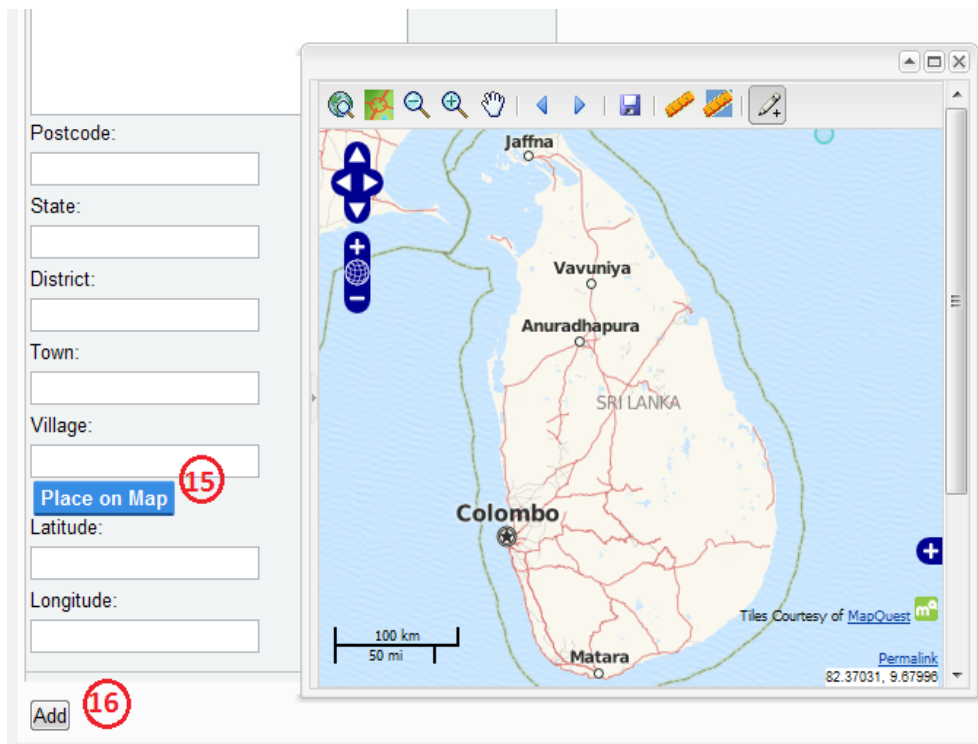
## 3) Complete SitInfo in Sahana-Eden

### Create Field Observation Report (FOR)

Figure 8: Create New situational Report

Figure 7: Information Tab

11. Fill the fields of Situational Report (Figure 8), using the listened voice message information described in section 1.
12. Write (or copy and paste) the date and time from the **Created** attribute, in the Freedom Fone Edit Message screen, in to the Originating **Message ID** field by adding the “**hihff**” prefix to the Date Time. eg-(**hihff-2011-09-28 16:38:49**)
13. After filling the relevant fields press **Save** button to save the changes; then it will be directed to complete the remaining fields
14. Click on the **Information** tab (Figure 7) and fill the **Severity** and **Urgency** according to voice message.
15. Select the **Country** as Sri Lanka.



**Figure 8: Place the Location on the Map**

16. Click the **Place on Map** tab (Figure 8), and it will pop up a map. Mark the relevant location, as indicated in voice message on the map
17. Click the **Add** button to Save the information

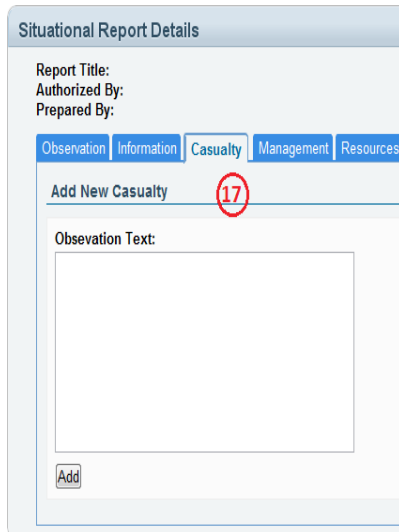


Figure 9: Casualty Tab

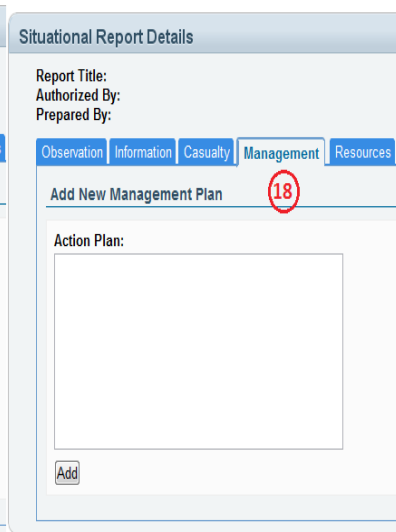


Figure 10: Management Tab

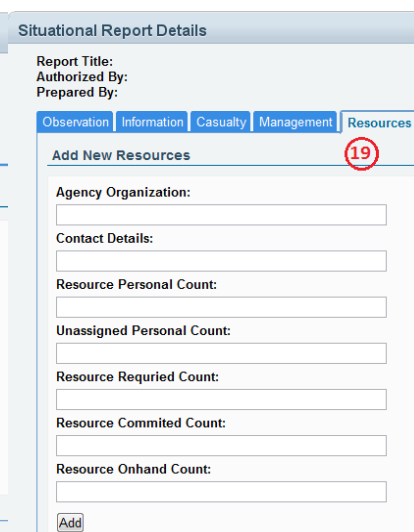


Figure 11: Resource Tab

18. Click the **Casualty** tab (Figure 9) and Fill the relevant field according to the voice message and save the information. Click the **Add** button to Save the information
19. Click the **Management** tab (Figure 10) and Fill the relevant field according to the voice message and save the information. Click the **Add** button to Save the information
20. Click the **Resources** tab (Figure 11) and Fill the relevant field according to the voice message and save the information. Click the **Add** button to Save the information

### 3. View available Situational Reports

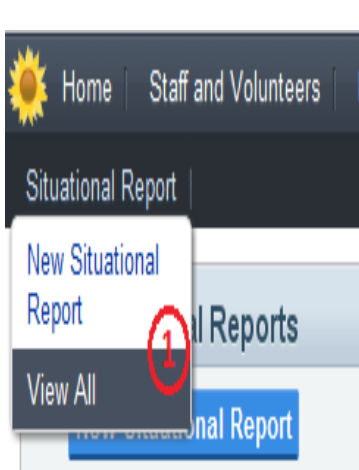


Figure 12: View Reports Menu

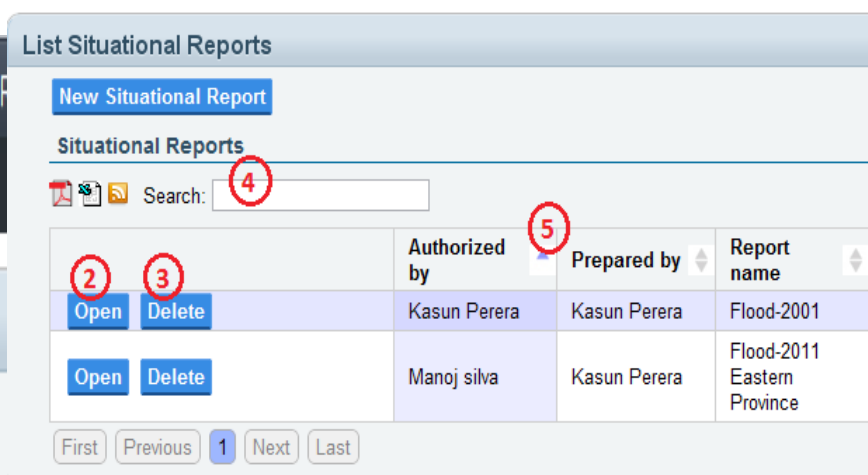


Figure 13: List of Existing Reports

1. Go to **Situational Report** Tab at top left and click on the **View all** sub menu (Figure 12). It will list the available situational reports.
2. To open a Situational Report click on **Open** tab (Figure 13); it will show the Situational Report in divided in to respective tabs. To delete a situational Report click on **Delete** tab: It will ask for a conformation to delete the report.
3. Situational reports can be search through the **Search** space giving respective keyword.
4. Situational reports can be sorted ascending and descending order according to relevant field by clicking the arrow head on top of each attribute.

## 4. Edit Situational Reports

**Edit Situational Report**

Report Title: foold-kandy  
Authorized By: manoj Silva  
Prepared By: Kasun Perera

Observation Information Casualty Management Resources

Delete Situational Report

\* Required Fields

Authorized by:  
manoj Silva

Prepared by:  
Kasun Perera

Report name:  
foold-kandy

Message ID:  
11/09/28 16:38

Immediate Needs:  
digy boad, rope

Details:

Location: \*

**Figure 14: Edit Situational Reports**

1. After clicking the **Open** button (Section 3- Step 2) it will open up an **Edit Situational Reports** interface (Figure 14). Modify relevant fields as needed and **Save** the changes.
2. Navigate to the relevant tabs to edit the relevant fields and **Save** the changes



## Summary of FOR-SitRep Elements

<b>No</b>	<b>Element</b>
1	<b>Prepared By</b> ( <i>you Name, Title, Organization?</i> )
2	<b>Authorized by</b> ( <i>Name, Title, Organization?</i> )
3	<b>Report Purpose</b> ( <i>why are you reporting?</i> )
4	<b>Reporting Location</b> ( <i>where are you reporting from?</i> )
5	<b>Observation Location</b> ( <i>where did the incident happen?</i> )
6.	<b>Incident Onset</b> ( <i>when did the incident happen?</i> )
7	<b>Observation text</b> ( <i>give full description of the incident: what is the cause? who are affected? what is the impact?</i> )
8	<b>Action Plan</b> ( <i>what should be done?</i> )
9	<b>Immediate Needs</b> ( <i>what do you need?</i> )