

# UPDATING EVENT STATUSES IN EMRESOURCE

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This instruction sheet covers updating Event Statuses in EMResource. Some of the example images included below depict the ongoing daily health care bed availability poll, however, the steps involved in updating Event Statuses are the same for any Event.

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1. After logging in to EMResource, click the Event Title for the poll or survey you wish to update in the banner at the top of the page. This will open the **Event Status** page showing all fields in that poll or survey, and all facilities participating in it.

 **NEW COVID-19 Daily Health Care Bed Availability Poll** |  **COVID-19 Weekly Staffing Survey (Week Ending 4/10/20)** |  **COVID-19 Weekly PPE Survey (Week Ending 4/10/20)**

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2. Find your facility in the list and click the icon beside it that looks like a set of keys. This will open the **Update Status** page where you can update all of the statuses for the poll or survey you chose in Step 1.



3. On the **Update Status** page, click the [Select All](#) link at the top of the page beneath the red event banner. This will place a check beside each of the statuses for the poll or survey you chose, as well as expand them so that you can enter your current resource numbers and any clarifying comments you'd like to make. Even if a number hasn't changed from the day or week prior, it is important to leave the check in place because **only those statuses that have a check beside them will have their Last Update date and time updated when you click the Save button at the bottom of the page.**



4. Click the **Save** button to complete your update.

