Environment of Care
User Instructions for Editing Emergency Information Management System Console
Instructional Overview

1. Write a rough draft of your message
2. Log into the Emergency Information Management System
   https://eapps.musc.edu/greencard
3. The Department Code Manager page will be displayed
4. Click on "edit" button
5. Proofread your message
6. Listen to your message
7. Message is correct, click “Sign out” at top right of page
1. Write a rough draft of your message

Template:

Your Name, Time and Date
Nature of the weather emergency or other issue
Status for members of this group
Date and time of anticipated update to this topic

For Example:

This is Your Manager, it is 10:00 a.m. on Tuesday, June 16, 2015. At this time, no weather emergency has been declared. All staff should report to work at their regularly scheduled time. We will update this topic whenever weather conditions warrant such action.

Abbreviations should NOT be used!
2. Log into the Emergency Information Management System

https://eapps.musc.edu/greencard
3. The Department Code Manager page will be displayed
4. Click the “edit” next to left of the code you wish to update; enter your message, then click on “Update” button
4. Click the “edit” next to left of the code you wish to update; **enter your message**, then click on “Update” button
4. Click the “edit” next to left of the code you wish to update; enter your message, then click on “Update” button
5. Proofread your message for accuracy and re-enter/edit if necessary

Click “Update” if edits changes/were made
6. Listen to your message

Call:

• 843-805-5010 or 1-866-398-1586
• Enter your departmental code, when prompted
7. Message correct, click "Sign out" at top right of page

Click "Sign out"