



**Attendant**Solutions™



Early Warning **Attendant**™

**User Guide 7.3**

**BTi**

collect . manage . deliver :data

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# Preface

Welcome to the Early Warning Attendant™ 7.3 User Guide. This guide describes the features of the Early Warning Attendant™ application.

## Intended Audience

This guide has been written for System Administrators, Meteorologists, and Master Control Operators to help in learning the functionality available in Early Warning Attendant™.

## BTi Technical Support

Technical support is available to answer questions and to help with any problems encountered using the Attendant Solutions suite of products. BTi Technical Support may be contacted in several ways:

Method of Contact	Information
Website	<a href="http://www.bti.tv">www.bti.tv</a>
Email	<a href="mailto:support@bti.tv">support@bti.tv</a>
Voice U.S.	615 591 1900 x 1

## We Value Your Input

We are interested in hearing your comments about this book, particularly if it fell short of your needs or expectations. Please send your comments to [support@bti.tv](mailto:support@bti.tv)

# 1

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## Introduction

Early Warning Attendant™ continuously monitors the station’s weather alert receiver for locally relevant alarms. It automatically extracts pertinent emergency weather information from the alert text and displays the warning on-air, online, and on mobile devices in a user-defined format via the station's existing graphics infrastructure. Early Warning Attendant™ interfaces with a wide variety of satellite and wire service receiving systems.

Early Warning Attendant™ monitors, captures, and automatically broadcasts hazardous weather alerts in English, Spanish, and other languages. It provides designated users with alerts by email, transmission, or internal alarm (contact closure) based on Alert Severity Code, enabling those users to edit and approve alerts prior to airing.

With Early Warning Attendant™, station-defined maps, graphics, header, and footer promotional information are easily integrated into the transmission data stream. Branded or promotional header and trailer statements can be featured. Live Doppler video is also supported in a transmission, depending on CG capabilities.

### About This Book

BTi developed this user guide to describe the features of the Early Warning Attendant™ . It consists of the following sections:

Section	Description
2 – Accessing Early Warning Attendant™	Describes how to start Attendant Solutions™ and access the Early Warning Attendant™
3 – Configuring Early Warning Attendant™	Describes the EW Options screen that enables customization of the Early Warning Attendant™ for the particular station
4 – Maintaining Regions	Describes how to use the Maintain Regions screen to set up and maintain the regions, counties, and zones for which alerts are monitored

<b>Section</b>	<b>Description</b>
5 – Maintaining Weather Categories	Describes how to use the Maintain Weather Categories screen to set up weather categories which best represent the weather events of interest to the station's viewers
6 – Reviewing Alerts	Describes how to create, view, and edit alerts for transmissions using the Review Alerts screen
7 – Viewing Alert Status	Describes how to view and send alerts that are ready for air using the View Status of Alerts to be Aired screen
8 – Transmitting Weather Warnings	Describes how to view active alerts, create new alerts, activate alerts, edit existing alerts, and delete alerts using the Transmission Status screen
9 – Reports	Describes how to use the Reports screen to view and print reports generated by Early Warning Attendant™

# 2

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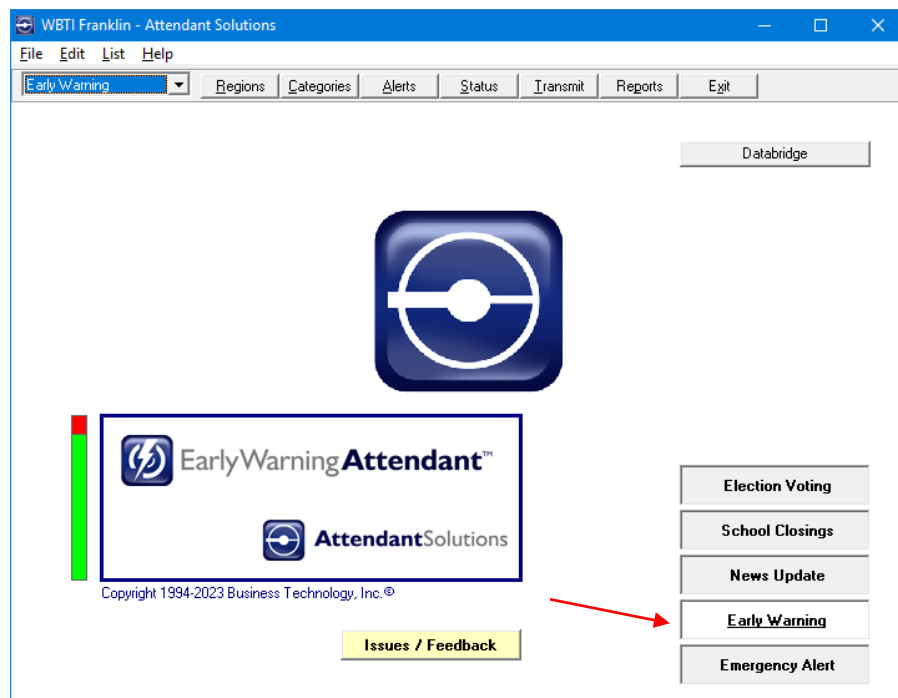
## Accessing Early Warning Attendant™

To start Attendant Solutions™ and access Early Warning Attendant™, double click the Attendant Solutions icon found on the computer desktop to open the Login screen.

Enter your User ID and password and then click [Login].

*Note: Contact your system administrator if you do not have an assigned User ID or password.*

The Main Menu screen displays.



*Note: The applications displayed on the right of the screen will vary depending upon which applications the station has purchased.*

Click the [Early Warning] button to open the application.

The menu bar at the top changes to show Early Warning in the dropdown list and displays buttons associated with the Early Warning Attendant™ application.

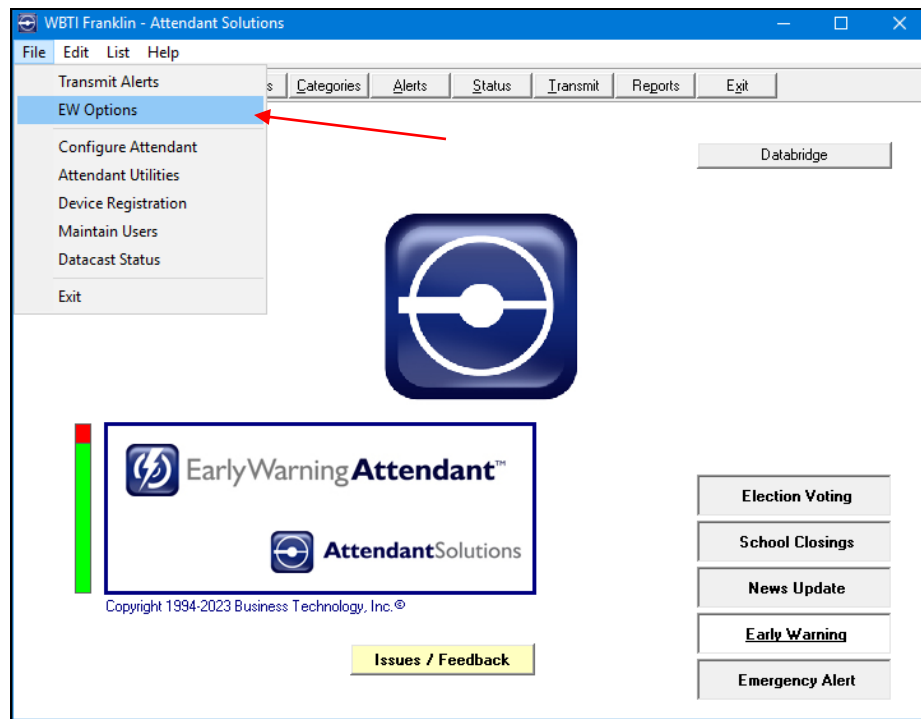


# 3

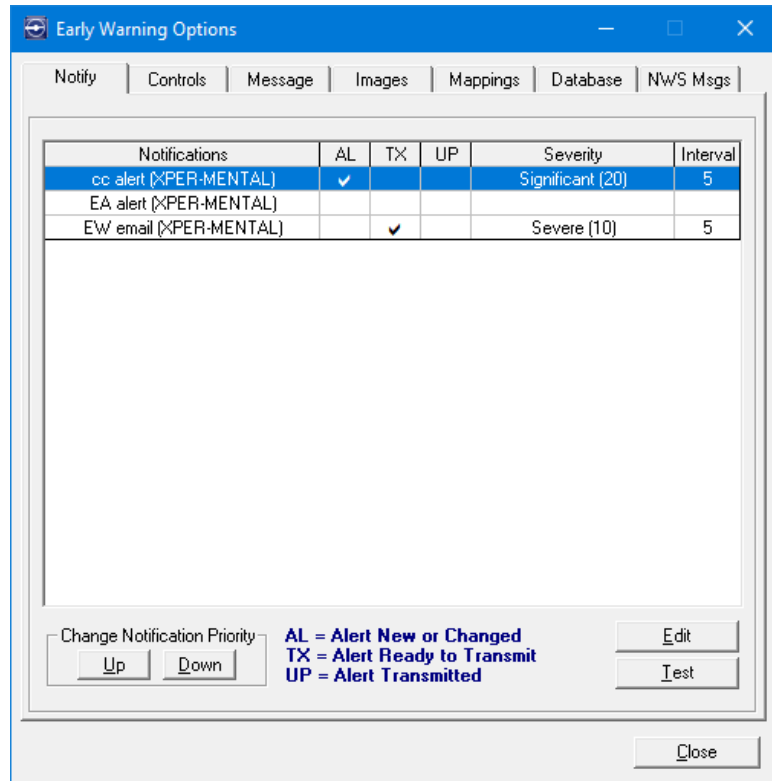
## Configuring Early Warning Attendant™

This section describes the Early Warning Options screen which is used to customize how the Early Warning Attendant™ works.

To access the Early Warning Options screen, select File > EW Options on the Main Menu screen.



The Early Warning Options screen displays with the 'Notify' tab open.



## 'Notify' Tab

The 'Notify' tab is used to edit and prioritize the notifications which are triggered on the system. Notifications may be customized to activate only when user-defined criteria are met.

To prioritize notifications, click the notification to be prioritized and then click the [Up] or [Down] button to move the notification to the desired level. Notifications are executed in order, top to bottom.

*Note: The initial setup of all notifications for all applications is done using the 'Notify' tab on the Configure Attendant screen, not on the EW Options screen. Select File > Configure Attendant to access the Configure Attendant screen. See the Attendant Solutions User Guide, page 23, for more details.*

To edit notifications, click [Edit].

The screen enters the edit mode. The parameters of any of the notifications can be edited while in this mode.

A notification can fire when an alert is received or changed (AL), when an alert is ready to transmit (TX), or when a new alert is transmitted (UP). Click the appropriate cell to choose.

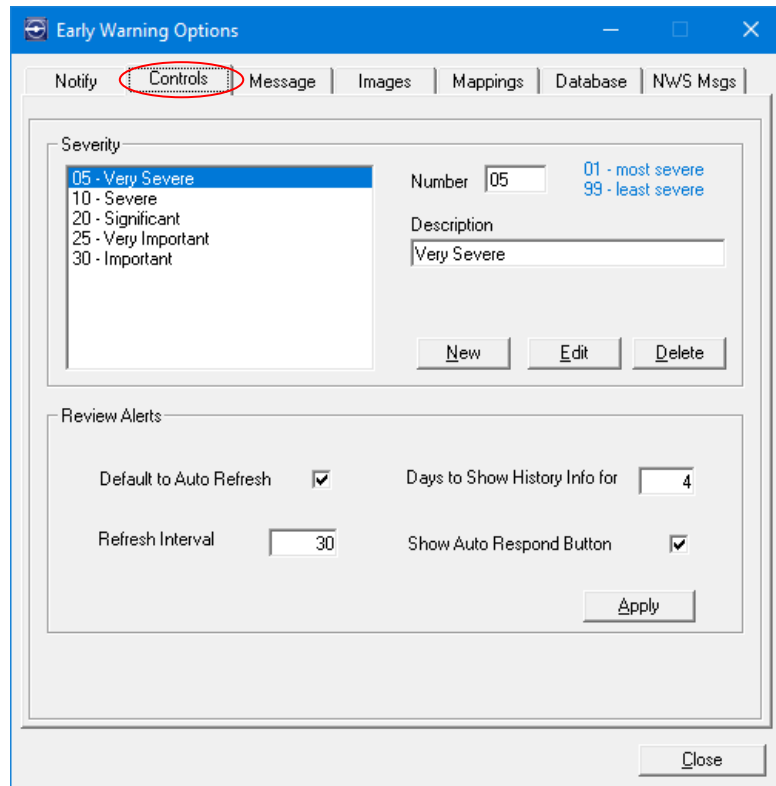
Click the 'Severity' cell and use the dropdown arrow to choose the severity level of an alert needed to fire the notification.

Click the 'Interval' cell to enter the number of minutes to wait between alerts before a notification fires.

Click [Save] to save any changes and exit the edit mode.

## 'Controls' Tab

The 'Controls' tab provides the ability to add, edit, and delete severity levels which are assigned to categories, and to use the Review Alerts section to set other parameters.



Use the Severity group box to add new severity levels, and to edit and delete severity levels. Level 01 is the most severe and level 99 is the least severe. The severity levels, when defined, are assigned to individual event types to tell the Early Warning Attendant™ how to manage the alerts. For example, if both a Severity 10 and a Severity 30 alert are assigned to the same county, the map reflects the most severe. Severity levels also define how notifications are used and the order in which text is transmitted.

To create a new severity level, click [New].  
Enter the severity level number and a description.  
Click [Save].

To edit severity levels, select the severity level to edit and click [Edit].  
After making changes, click [Save].

To delete severity levels, select the severity level to be deleted and click [Delete]. When asked to confirm, click [Yes].

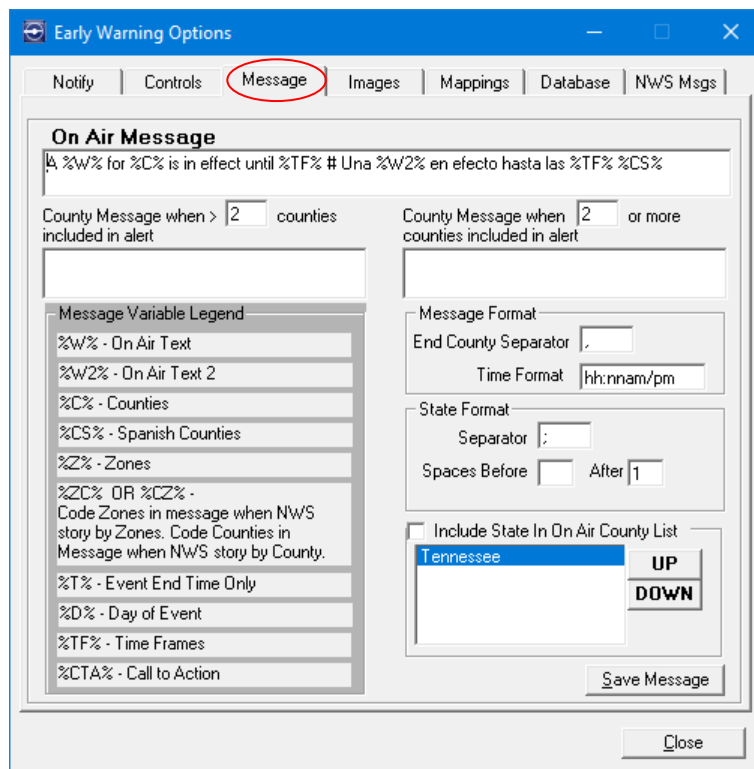
Use the Review Alerts group box to configure how the Review Alerts screen (accessed from the Main Menu screen) displays information.

- Clicking the “Default to Auto Refresh” check box enables automatic refreshing of the alerts grid.
- The number entered in the "Refresh Interval" field (in seconds) determines how often the Early Warning Attendant™ looks for new alerts and refreshes the Review Alerts screen when the "Auto Refresh" box on that screen is checked.
- Enter the number of days to show history information when choosing alerts received in the "Days to Show History Info for" box.
- Clicking the “Show Auto Response Button” check box enables the Auto Response button on the Review Alerts screen, which can be used to toggle the automatic mode of the application.

Click [Apply] when changes have been made.

## 'Message' Tab

The 'Message' tab is for customizing the on-air message.



The "On Air Message" text box displays the customizable codes used to generate the on-air message.

***Caution:** The message text may be altered but the variable codes between the percentage signs should never be altered!*

- %W% is replaced by the list of alerts
- %C% is replaced by the list of counties
- %T% is replaced by the end time of the alert
- Other codes are shown in the "Message Variable Legend" table

The "County Message when..." text boxes allow formatting additional messages for airing when a specified number of counties or more than a specified number of counties are included in an alert. A custom message may also be used when all monitored counties are included in an alert or when fewer counties are included. This allows for a shorter and more viewer friendly message instead of a long list of counties.

The "Include State In On Air County List" check box gives the option of including the state with the list of counties to be aired. This is useful when the station's coverage extends over state lines. The state at the top of the list appears first in the list. To change the order of the states, click the [UP] and [DOWN] buttons.

Use the Message Format group box to enter the text to be used to separate the counties (usually a comma or semicolon) and the time format to be used for the expiration time.

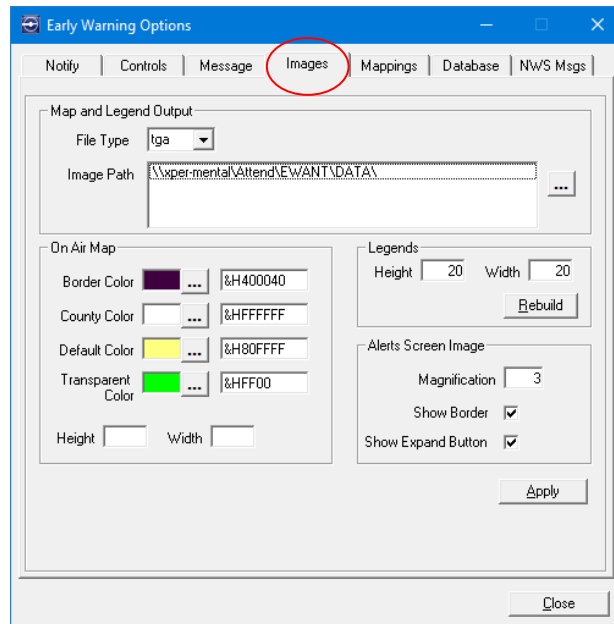
Use the State Format group box to enter the text to be used to separate the states and the number of spaces to display before and after the separator.

Be sure to click the [Save Message] button after the on-air appearance of the message has been customized.

## 'Images' Tab

The 'Images' tab displays information about the Alert Map and Legend.

***Warning:** Nothing should be changed on this screen without input from BTi.*



In the Map and Legend Output group box, "File Type" and "Image Path" reveal the image type and where the map is located on the server, respectively.

The On Air Map group box shows the default colors, along with the height and width of the alerts map.

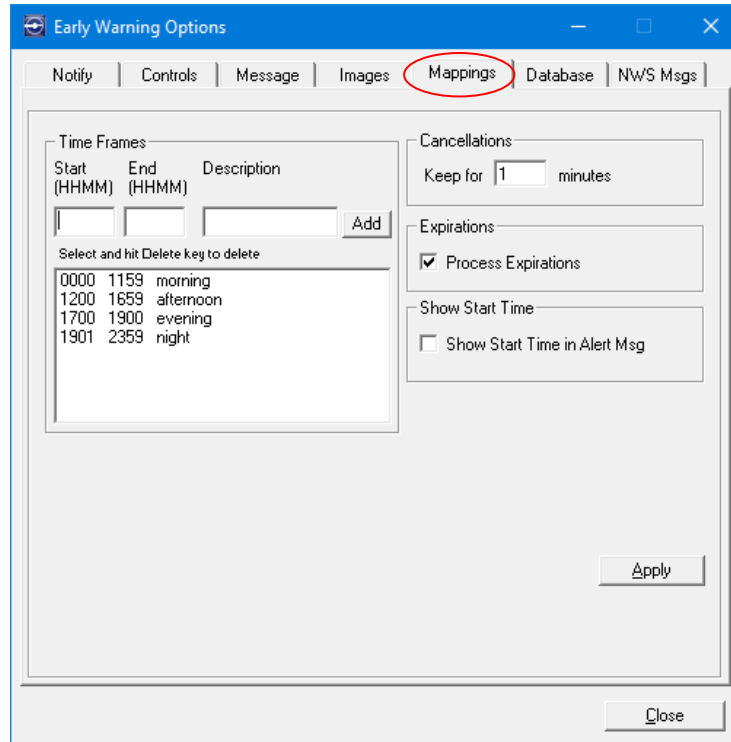
- Border Color is the color of the border for the on-air map.
- County Color determines the color of the counties when no alerts are present.
- Default Color is the color to use if the alert is the same color as a border or county
- Transparent Color specifies the color outside the map border which will appear transparent on-air.

The Legends group box shows the height and width in pixels of the legends.

The Alerts Screen Image group box shows "Magnification" of the image so counties can be clicked in the Review Alerts screen. Options include "Show Border" and "Show Expand Button".

## 'Mappings' Tab

The 'Mappings' tab is used for setting options for mapping keyword times in the alerts from NWS stories.



The Time Frames group box is used for setting times and descriptions for keyword mappings. Note that the times are not allowed to overlap.

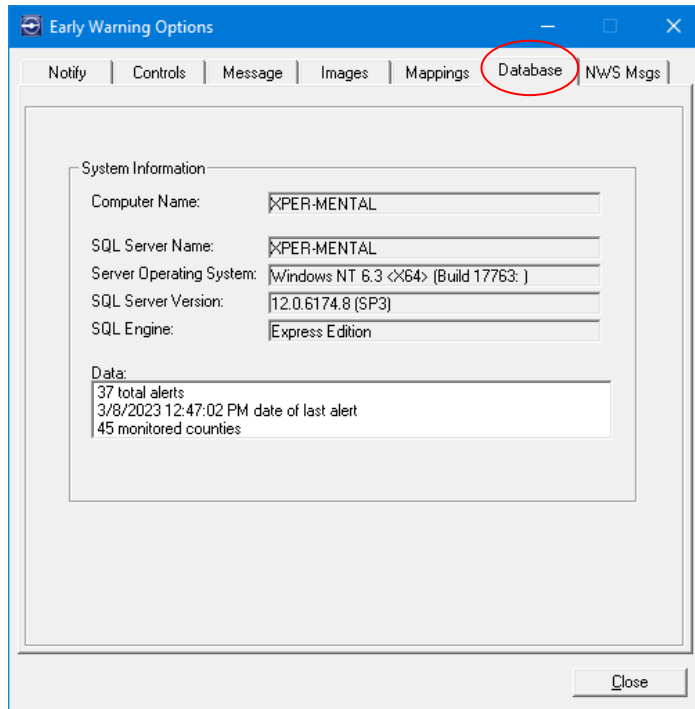
The Cancellations group box allows for specifying a time in minutes to keep cancellations.

The Expirations group box contains the option to "Process Expirations". When this box is checked, the notice of expiration goes to air.

The Show Start Time group box gives the option to show the start time in the alert message.

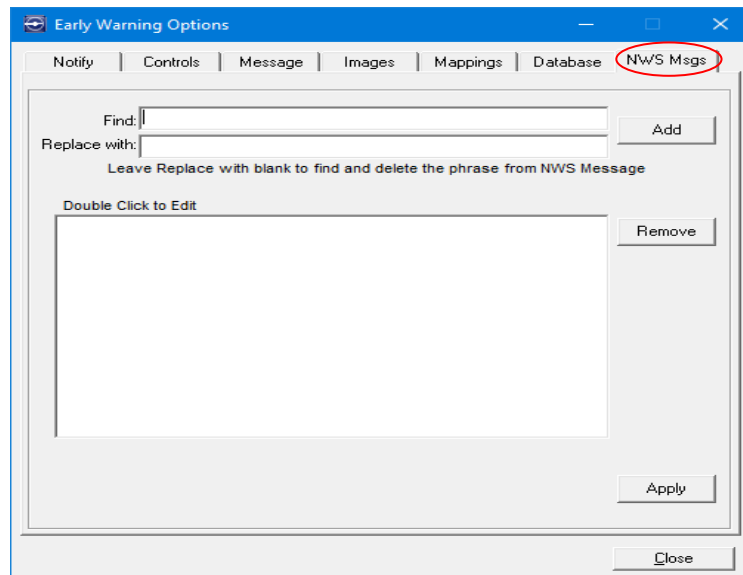
## 'Database' Tab

The 'Database' tab displays workstation information and current SQL data on the number of total alerts, date and time of last alert, and number of monitored counties that have been set up on the database.



## 'NWS Msgs' Tab

The 'NWS Msgs' tab is used to edit the messages received by the National Weather Service by finding and replacing or deleting specified words or phrases.



For example, the word "areal" could be replaced with the phrase "widespread area".



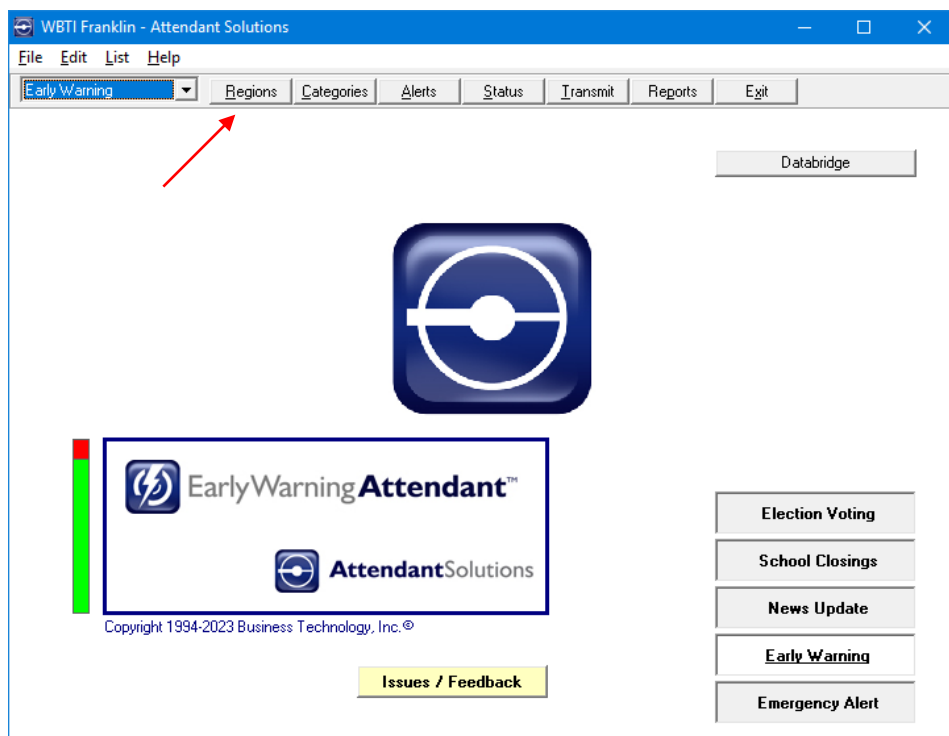
# 4

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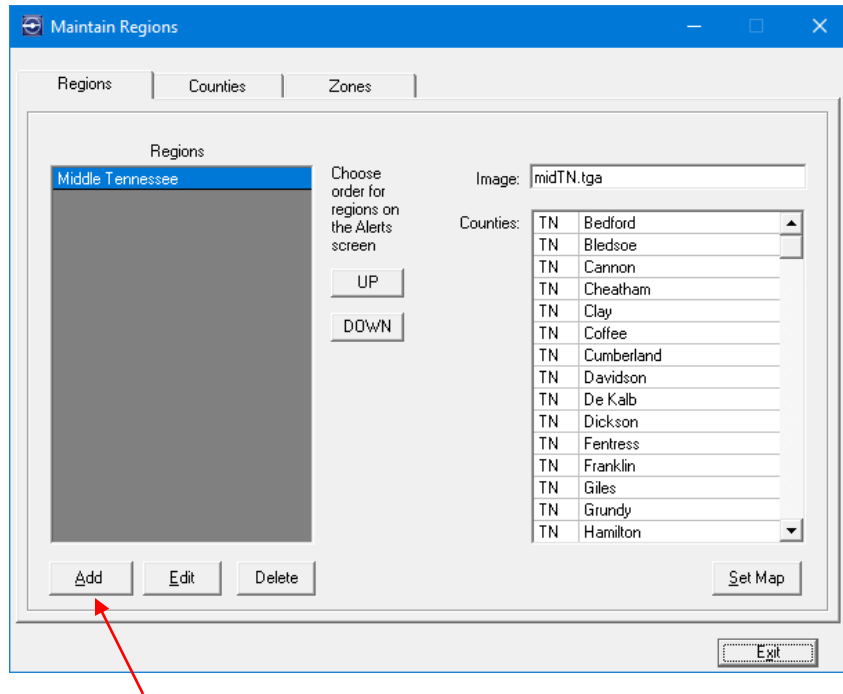
## Maintaining Regions

This section describes how to set up and maintain the regions, counties, and zones for which alerts are monitored. Regions are set up to best represent the areas of interest to the station's viewers. Each region consists of a list of counties and a region map. When an alert is received, it is assigned to all the regions which contain a zone or county included in that alert.

To access the Maintain Regions screen, click [Regions] or select Edit > Maintain Regions on the Main Menu.



The Maintain Regions screen displays with the 'Regions' tab open.

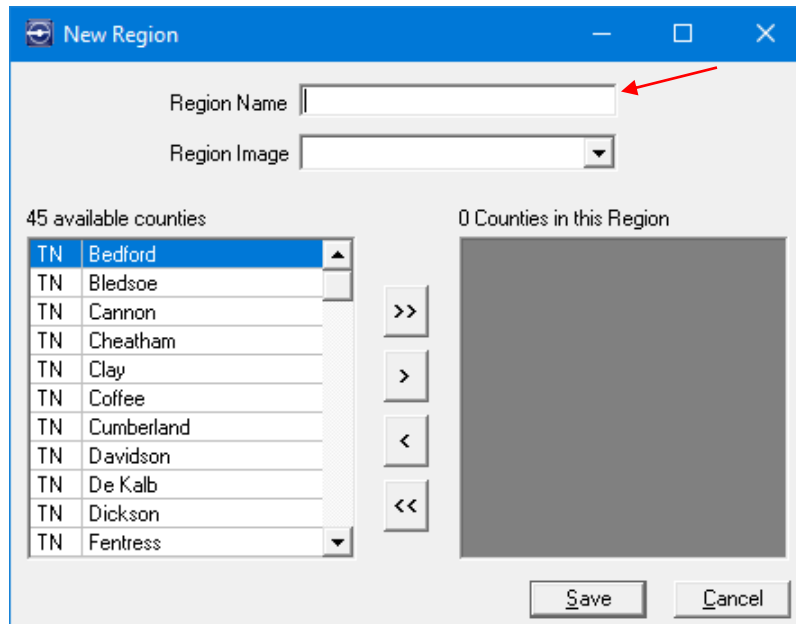


## Adding Regions

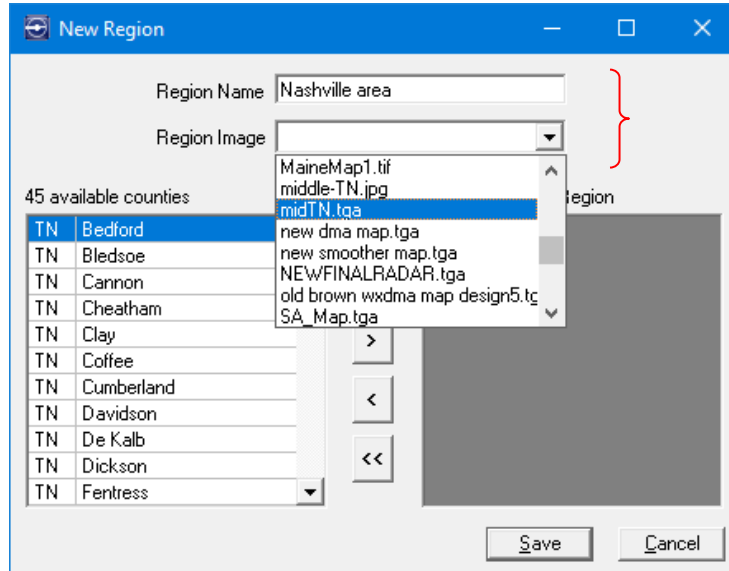
To add new regions, click [Add] at the bottom left of the screen.

The New Region screen displays.

Enter a unique name for the region in the "Region Name" field.



In the "Region Image" field, choose an image to assign to the region using the drop-down list.



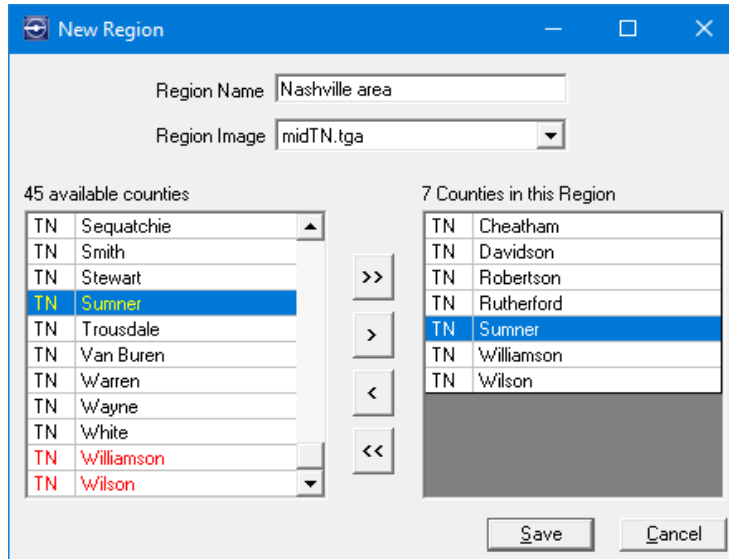
Choose counties from the available counties list and assign the counties to this region.

Click [>>] to move all available counties to the region.

Click [>] to move selected counties to the region.

Click [<<] to remove all counties from the region.

Click [<] to remove selected counties from the region.



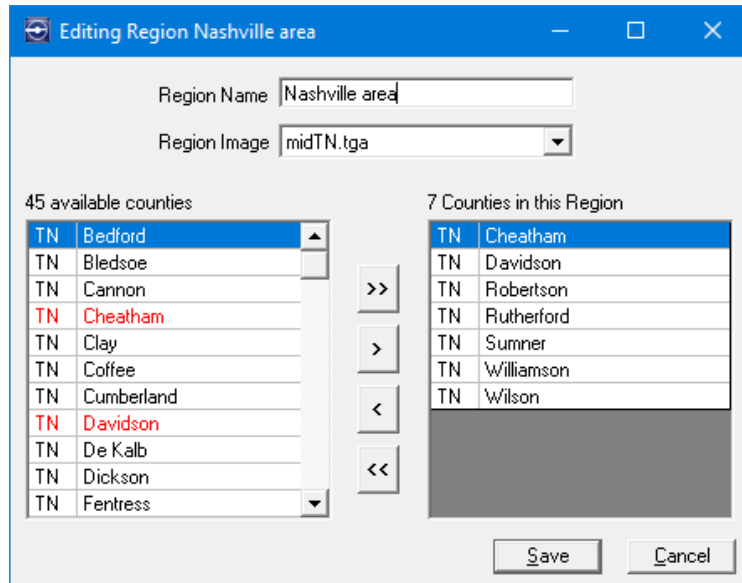
*Note: Counties in red are already assigned to the current region.*

Click [Save] when done.

## Editing Regions

To edit existing regions, select the region to be edited from the Regions list and then click the [Edit] button below the list.

The Editing Region screen displays.



A region may be renamed, have a new map assigned to it, or include more counties.

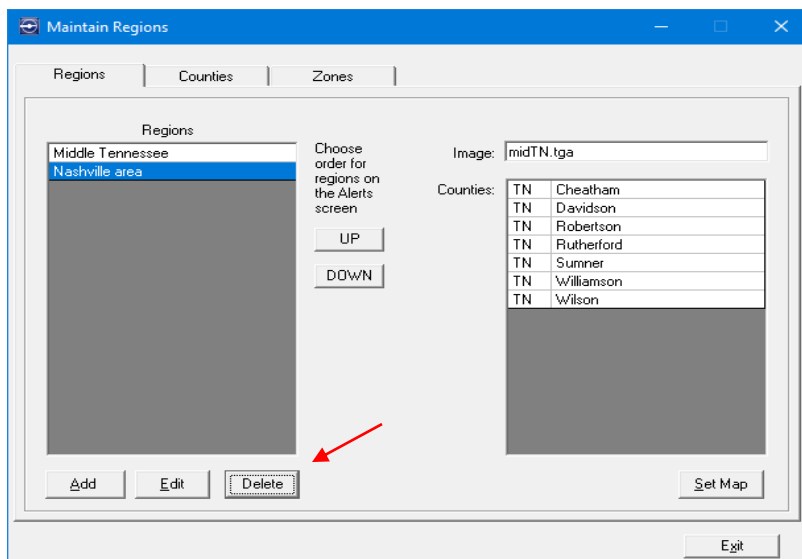
*Note: Counties in red are already assigned to the current region.*

After making changes, click [Save].

## Deleting Regions

To delete a region, select the region to delete from the Regions list and then click the [Delete] button below the list.

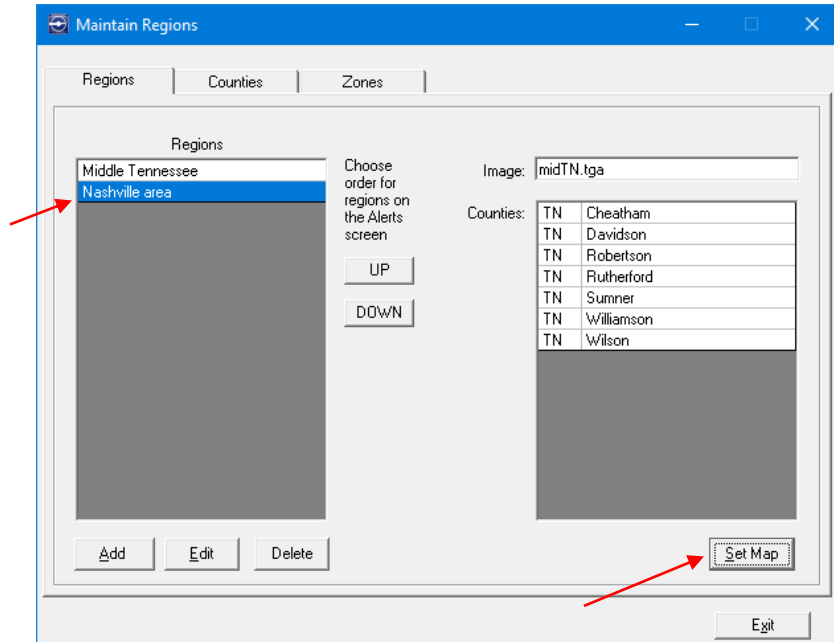
When asked to confirm, click [Yes].



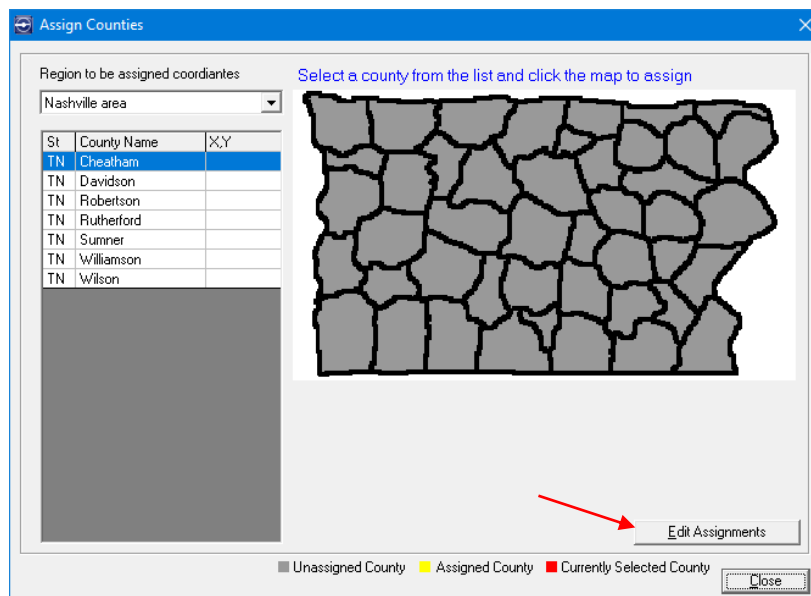
## Assigning Counties to Region Maps

Counties are associated with Region maps using the 'Regions' tab. This enables Early Warning Attendant™ to highlight the areas of the map that are affected by current alerts.

To graphically assign the counties of a region to the map for the region, first choose the region from the list on the left, then click the [Set Map] button in the lower right-hand corner of the Maintain Regions screen.

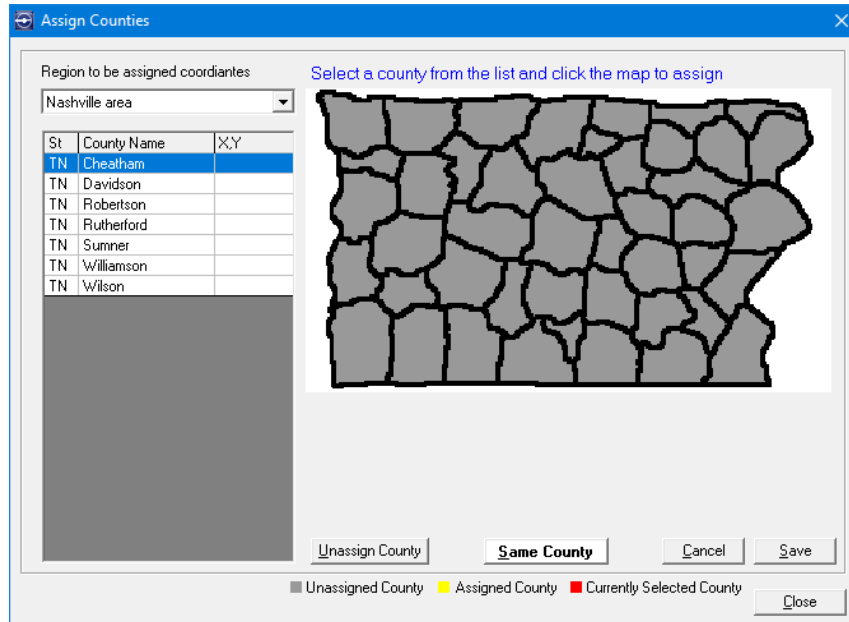


The Assign Counties screen displays.

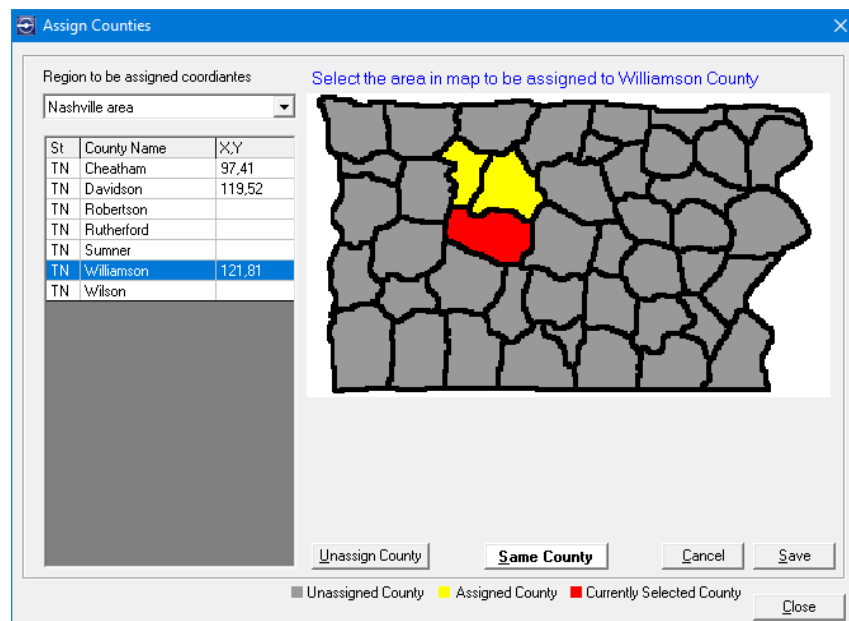


Click the [Edit Assignments] button in the lower right-hand corner of the screen.

The Assign Counties screen changes to Edit Assignments mode showing additional buttons on the bottom of the screen.



Click the county to be assigned, and then click on the area of the map where the county is to be assigned. The map is color coded for ease of use. When a county is selected, it turns red until another county is selected from the column on the left. Once assigned, the assigned county turns yellow. An unassigned county displays as gray.



To assign the county to multiple areas of the map, click the [Same County] button, then click the areas to which the county should be assigned.

To unassign counties, select the area to which the county is assigned and click the [Unassign County] button.

When finished setting up all counties, click [Save].

*Note: Be sure the counties are assigned to the correct region of the map; otherwise, the on-air display of weather information will not be correct.*

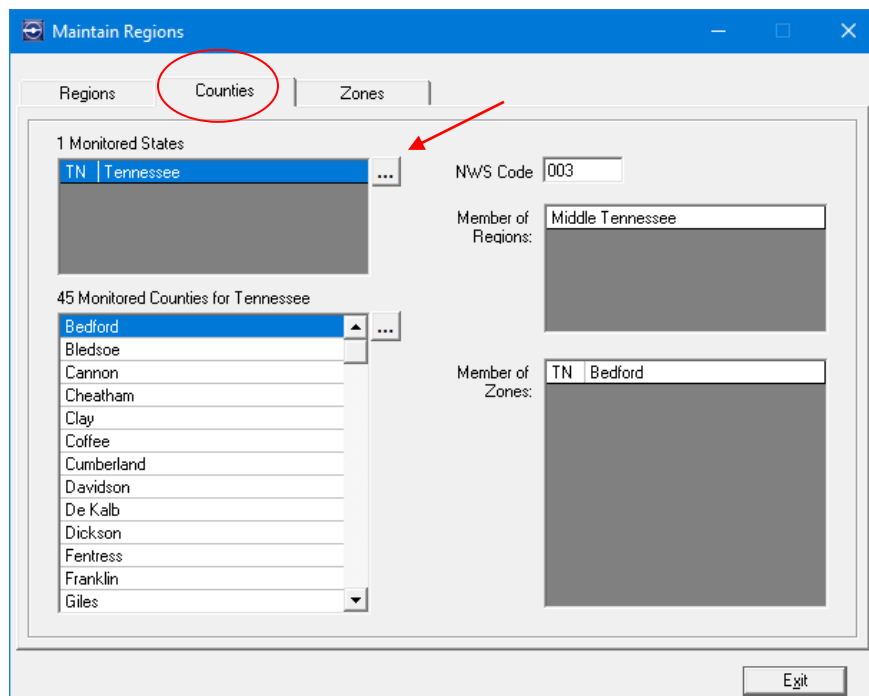
## Viewing / Editing Monitored States and Counties

Use the 'Counties' tab to view:

- Monitored states and counties
- NWS code
- Member regions and zones to which a county belongs

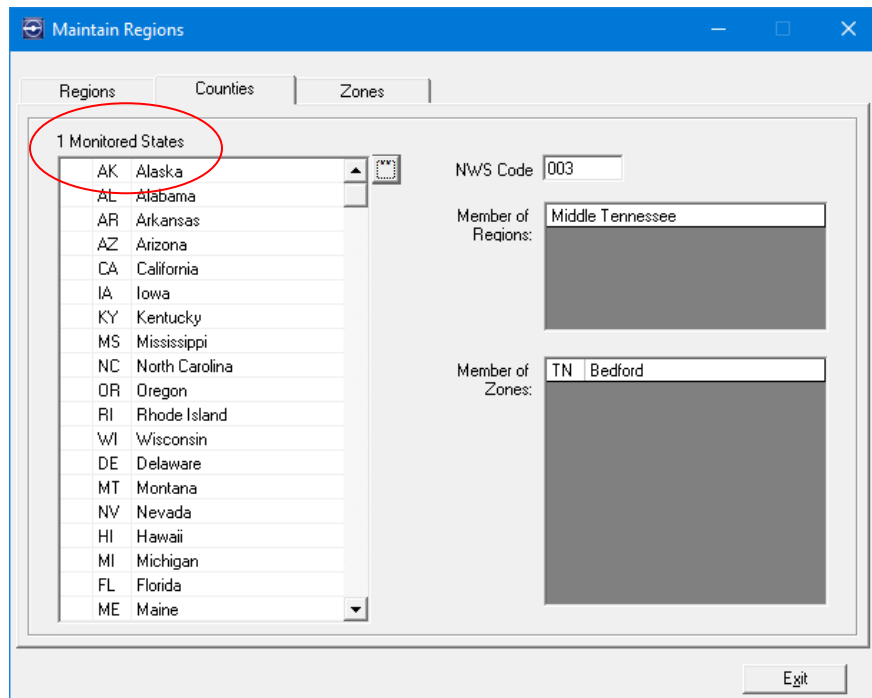
Monitored states and counties can be edited by clicking the ellipsis [...] button next to the lists of states and counties.

To view or edit monitored counties, click the 'Counties' tab on the Maintain Regions screen.

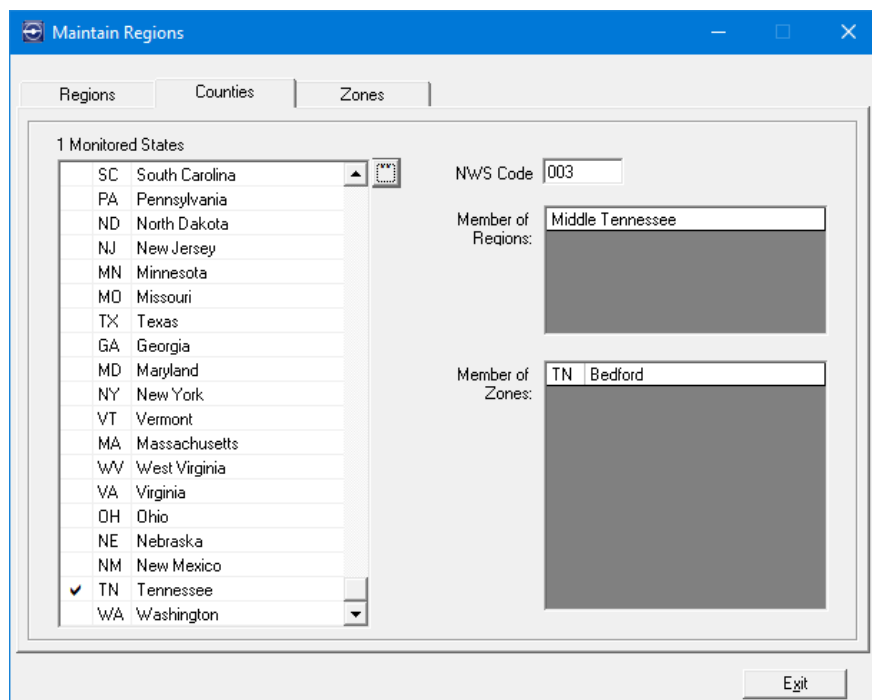


To edit the list of monitored states, click the ellipsis button next to the list of monitored states.

The screen will enter the Edit mode and a list of states will display, showing how many are being monitored.



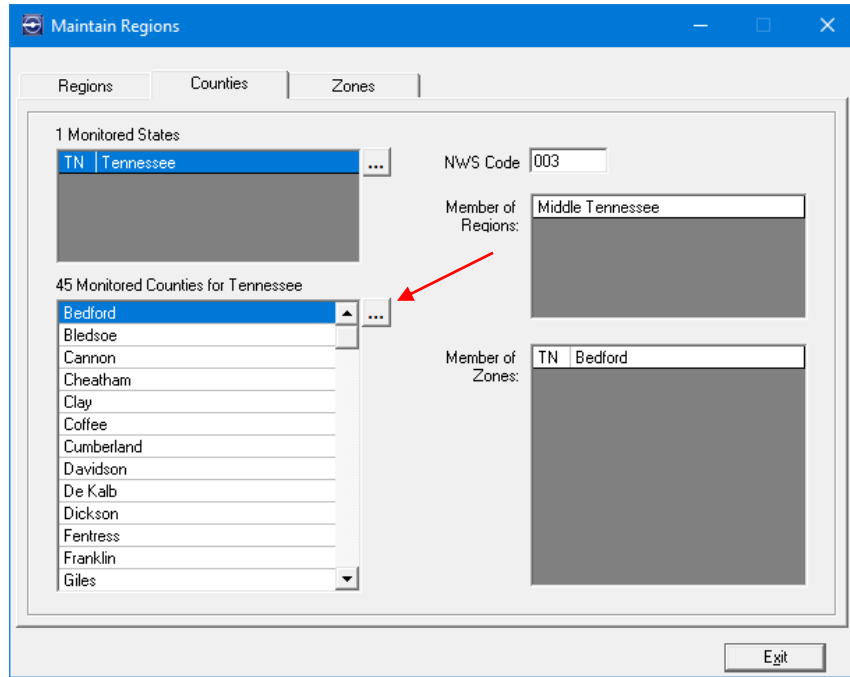
Clicking a state will set or remove a check mark in the left column. Check the states to be monitored.





Click the ellipsis button again to exit Monitored States Edit mode.

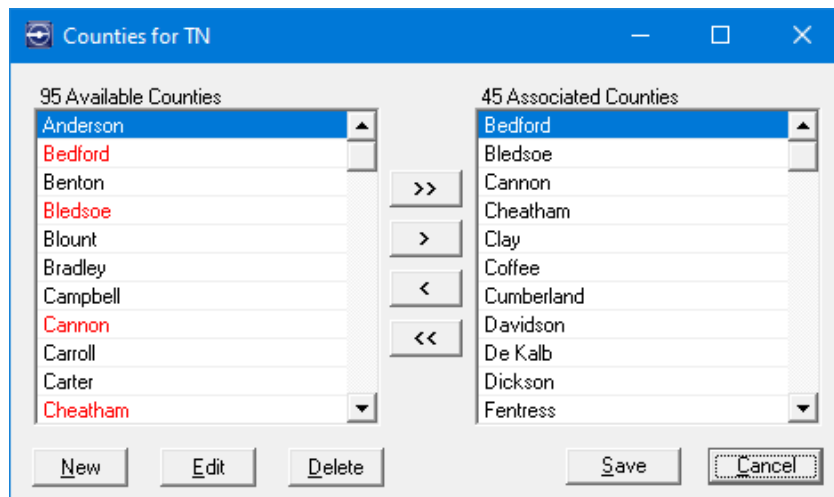
To edit the list of monitored counties, click the ellipsis button next to the county list.



The counties for the selected monitored state will display.

The Available Counties list on the left contains a list of all counties for the current state.

*Note: Counties in red are already associated to the current state.*



The Associated Counties list on the right contains a list of all the counties for the current state that are being monitored for alerts.

Click [ > > ] to move ALL available counties to the Associated Counties list for monitoring.

Click [ > ] to move the selected available counties to the Associated Counties list for monitoring.

Click [ < < ] to move ALL associated counties to the Available Counties list to stop monitoring all counties.

Click [ < ] to move selected associated counties to the Available Counties list to stop monitoring those counties.

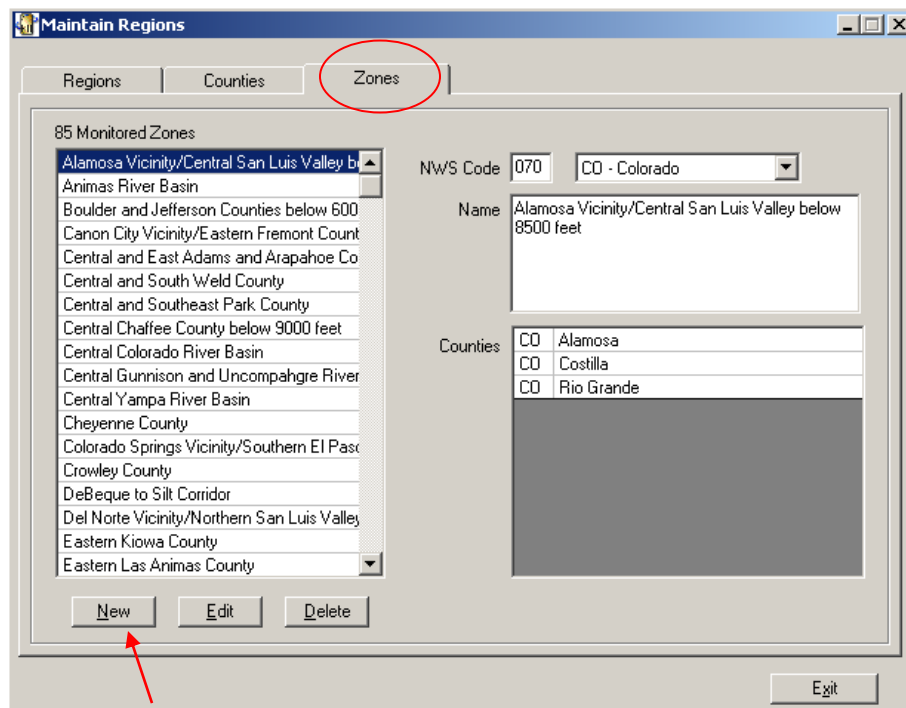
Click [ Save ] to save the list of counties being monitored.

## Viewing / Adding / Editing Monitored Zones

Use the 'Zones' tab to view, add, edit, and delete monitored zones and see coverage information.

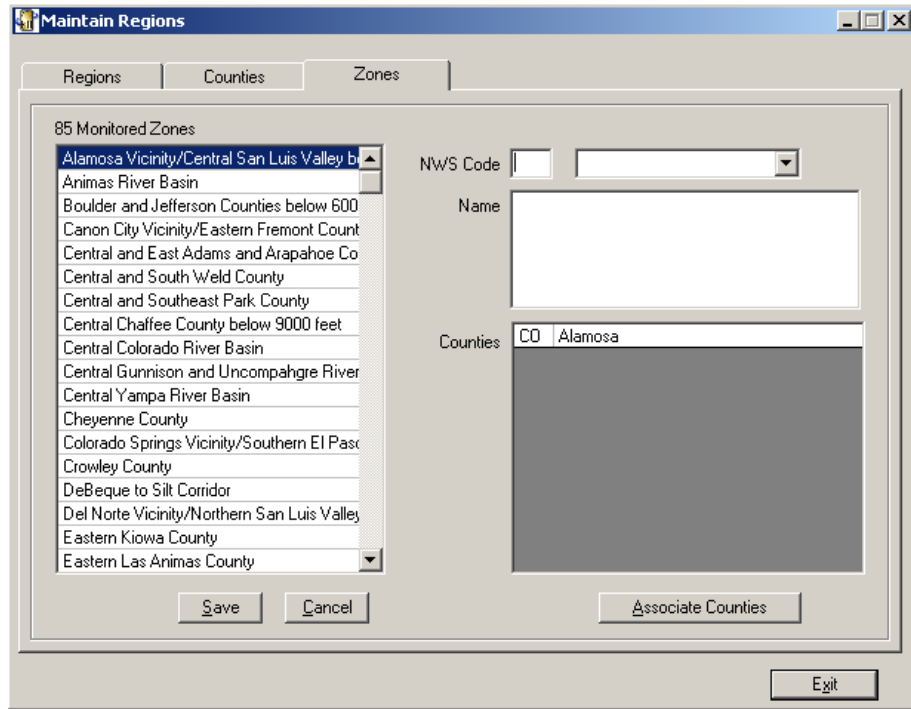
*Note: Zones and NWS Code numbers are set by the National Weather Service and do not change often.*

To work with monitored zones, click the 'Zones' tab.



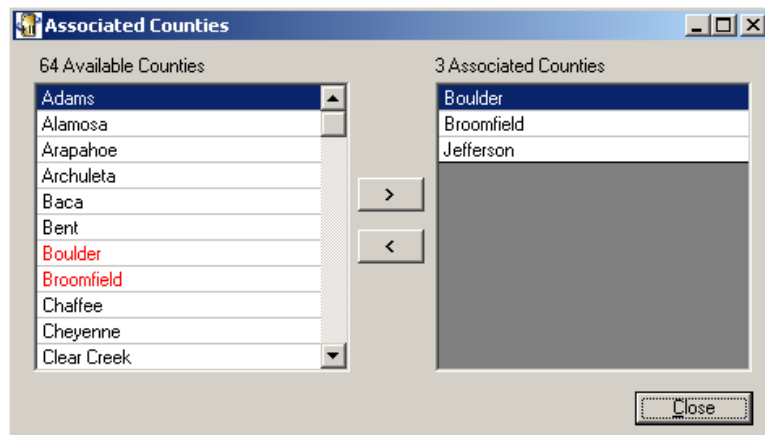
If the National Weather Service adds a new zone, then the new zone can be added by clicking the [New] button.

The screen will enter the Add mode.



Enter the NWS code number and name assigned by the National Weather Service, along with the list of counties contained in this zone.

To associate counties to this zone, click [Associate Counties].  
The Associated Counties screen will display.



The Available Counties list on the left contains a list of all counties for the current zone. Counties in red have already been associated.

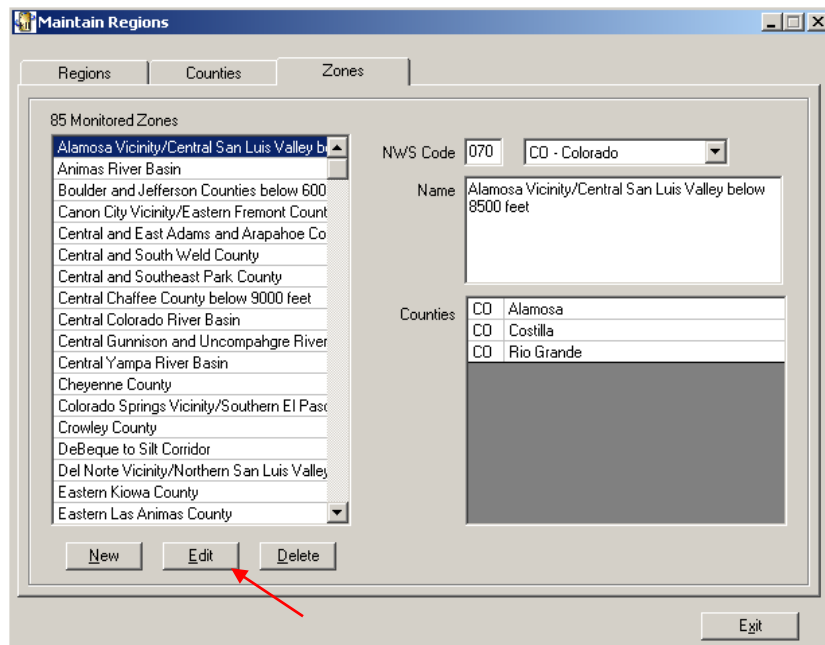
The Associated Counties list on the right contains a list of all the counties for the current zone which are being monitored for alerts.

Click [>] to move the selected available counties to the Associated Counties list for monitoring.

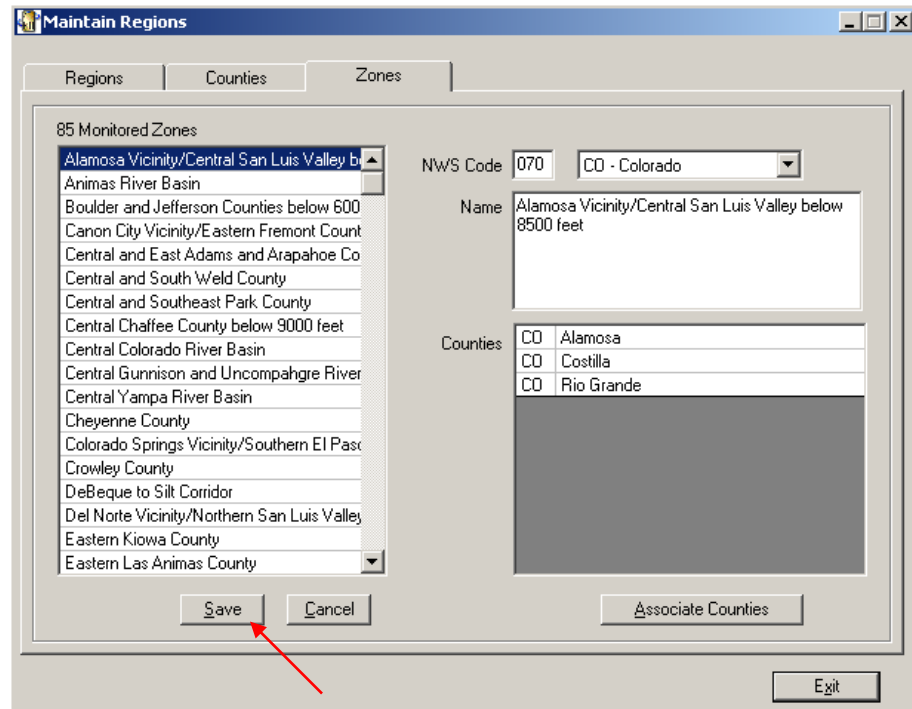
Click [<] to move selected associated counties to the Available Counties list to no longer monitor those counties.

Click [Close], then click [Save] to save the new zone.

If the National Weather Service changes the coverage area for a zone or assigns a new Code to the zone, click the [Edit] button to update this information.



Selecting a monitored zone on the left will show its associated information on the right.



Make the needed changes and click [Save].

To delete a zone, click the [Delete] button.  
When asked to confirm, click [Yes].

Click [Exit] to close the screen.

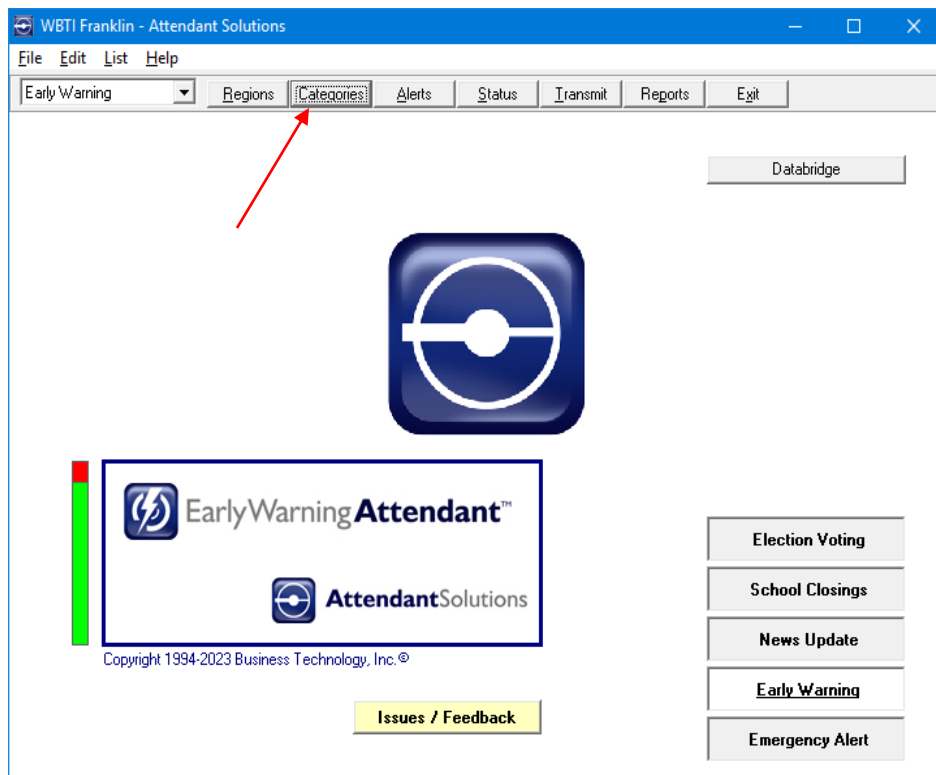
# 5

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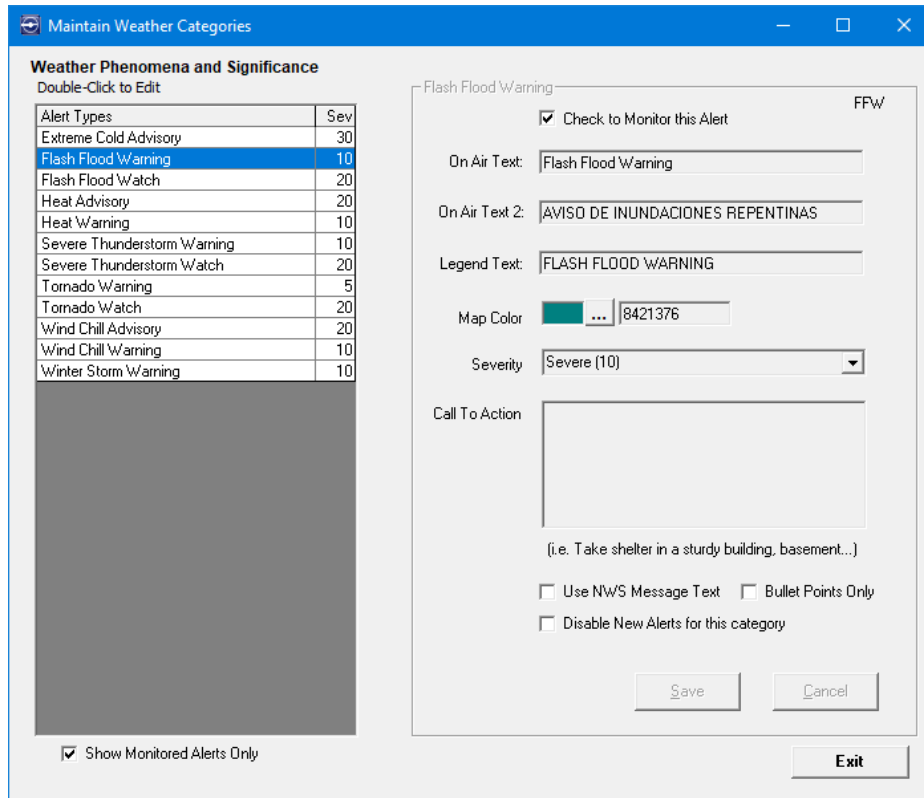
## Maintaining Weather Categories

This section describes how to use the Maintain Weather Categories screen to set up weather categories which best represent the weather events of interest to the station's viewers. Each weather category consists of parameters that permit customization of the on-air display of weather events.

To access the Maintain Weather Categories screen from the Main Menu, click [Categories] or select Edit > Setup Categories.



The Maintain Weather Categories screen displays.



The following table describes the Maintain Weather Categories screen elements:

Phenomena and Significance	List of National Weather Service alert types that are assigned to the category. The names of the alert types consist of a Phenomenon (e.g., "Flash Flood") and a Significance ("Warning", "Watch", etc.). Click the column heading to rearrange the list order.
Option to Monitor	Check whether to monitor this alert or not. (Note the NWS 3-letter code for the selected phenomenon is shown at the upper right of the screen.)
On Air Text	The text which is shown on air to identify the category
On Air Text 2	Supplemental text which is shown on air to identify the category

Legend Text	On-air text to be shown for the category legend. For example, the on-air text may be "Severe Thunderstorm Warning" but because of space limitations, the legend text may need to be "Severe TStorm Warning."
Map Color	Color of a county on the region map when this weather category applies to that county. Each color has an associated number.
Severity	Severity of the weather category. Alerts are transmitted on air in the order of severity of their weather category. Alerts with a severity of 10 will appear before alerts with a severity of 20. Alerts with a severity of 0 are not monitored.
Call to Action	Instructions for possible individual action to be taken.
Option to "Use NWS Message Text"	When chosen, the exact message from the NWS will be inserted into the on-air crawl.
Option for "Bullet Points Only"	When chosen, only the bullet points from the NWS message will be displayed in the crawl, rather than the entire message.
"Disable New Alerts" Option	Choosing this option prevents the same alert from retriggering every time it is received. Any category that is a long-duration weather event, such as flooding, should be marked as "Disable New Alerts".

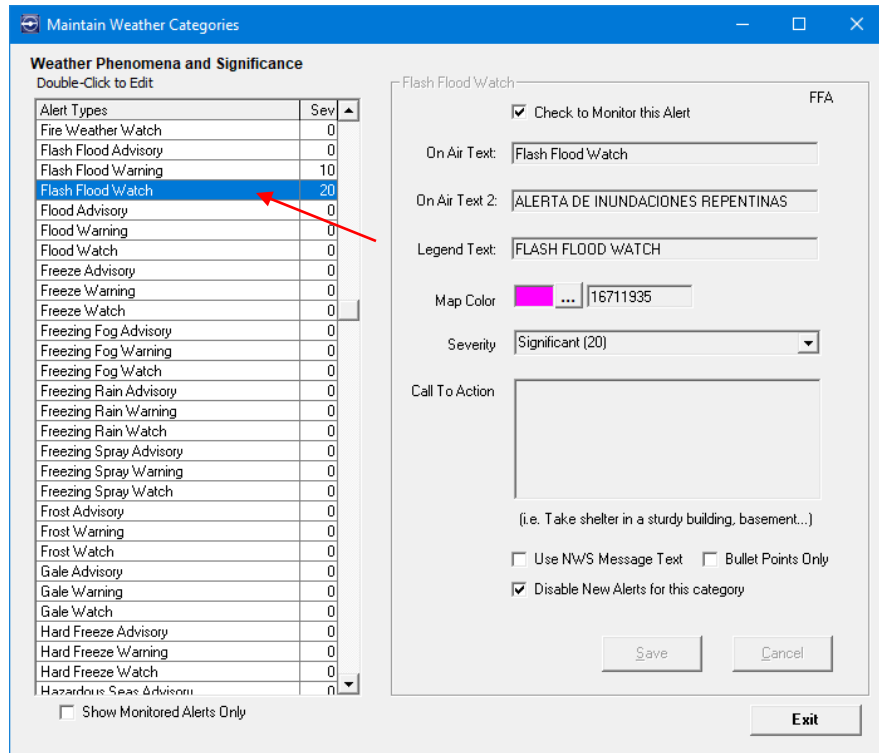
## Editing Categories

To edit a category, start in the Maintain Weather Categories screen.

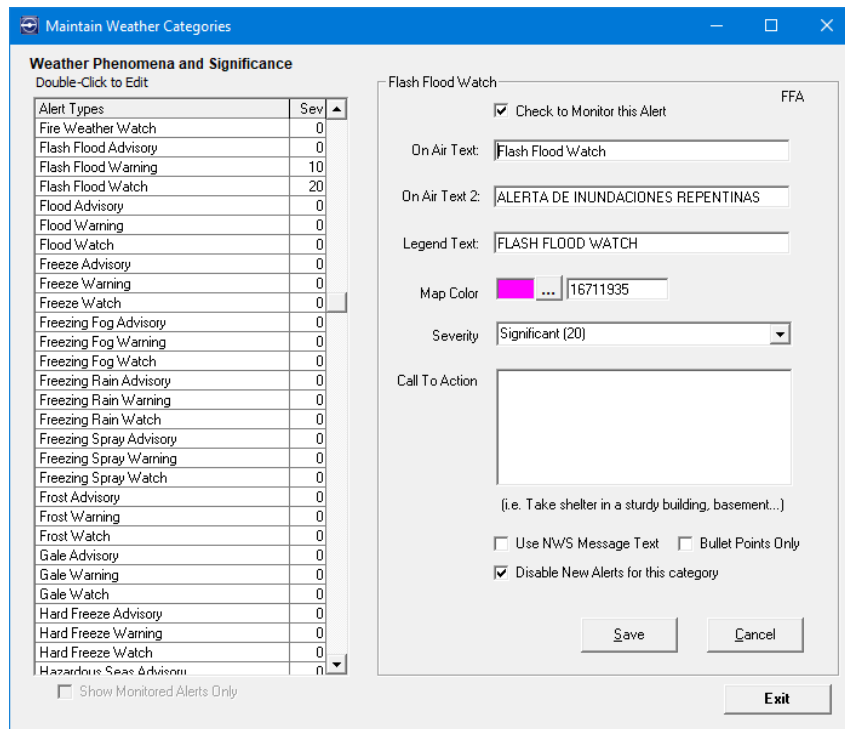
To see all categories, uncheck the "Show Monitored Alerts Only" box at the bottom of the list.

Double-click the category to be edited.





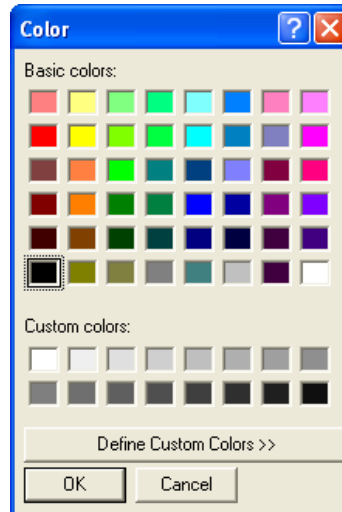
The screen changes to the edit mode, which allows changes to be made in the fields and checkboxes displayed on the right-hand side.



By default, the chosen category will be monitored. Uncheck this box if the category will not be monitored at this time.

Make any necessary text changes within the boxes.

To choose another map color, click the ellipsis [...] to the right of Map Color to display the Color screen.



Select the preferred color or define a custom color by clicking on the [Define Custom Colors] button.

After selecting a map color, click [OK].

The "Call to Action" box may be filled in on a per-alert basis and will follow the on-air text. In order for the text in this box to be aired, %CTA% should be added to the On Air Message in EW Options > Message tab. Refer to Chapter 3, ['Message' tab](#).

Click [Save] when editing has been completed.

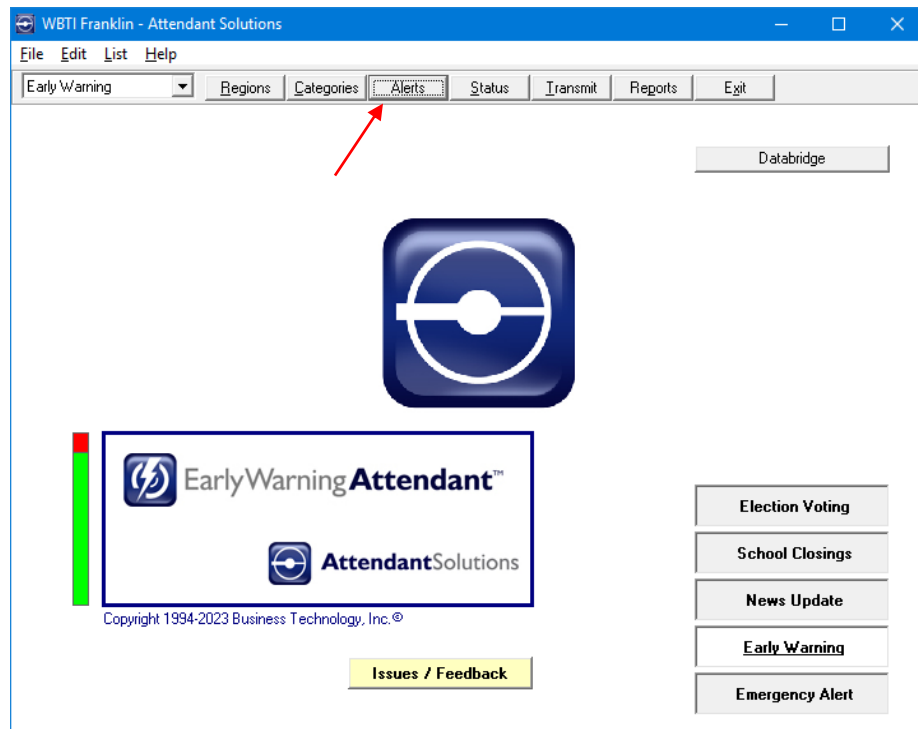
# 6

## Reviewing Alerts

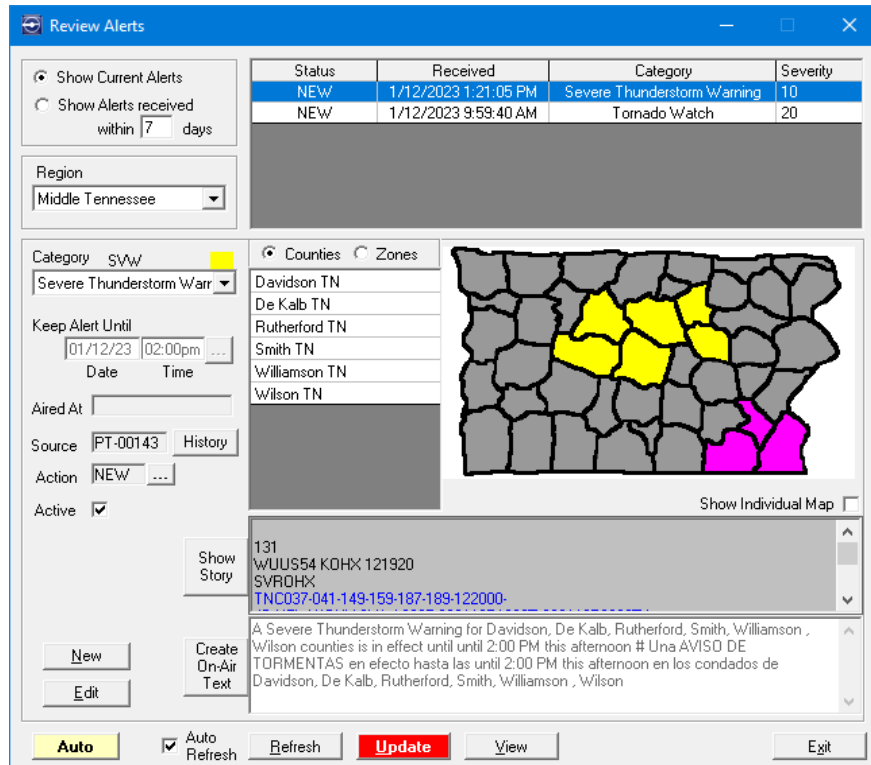
Alerts for transmission may be created, viewed, and edited using the Review Alerts screen. Previous alerts can be reviewed and re-aired.

The Review Alerts screen is targeted at the station's weather department. They edit the weather alerts and decide which alerts to send to air. This screen shows all of the alerts being captured from the National Weather Service, including long-duration and disabled alerts, as well as alerts that need to be modified before being sent to air. When the alerts have been edited and configured for on-air display, then the Update process confirms these alerts for air.

To access the Review Alerts screen, start from the Main Menu and click [Alerts] or select List > Review Alerts.



The Review Alerts screen displays.



At the upper left of the screen, the options are to “Show Current Alerts” or “Show Alerts received”. If the latter option is chosen, specify the range of days to show the history of alerts.

*Note: To review alerts for a different region, click the [Regions] button on the main menu or select Edit > Maintain Regions. Under the Regions tab, move the region for which to view alerts to the top of the list using the [Up] and [Down] buttons.*

If an individual map is preferred for transmission, select the “Show Individual Map” checkbox before clicking [Update]. The individual map only shows the map for the currently selected alert.

If the consolidated map is preferred instead, uncheck the “Show Individual Map” checkbox before clicking [Update]. If a county is included in more than one alert, the color assigned to the county is for the most severe of those alerts.

The following table describes the Review Alerts screen elements:

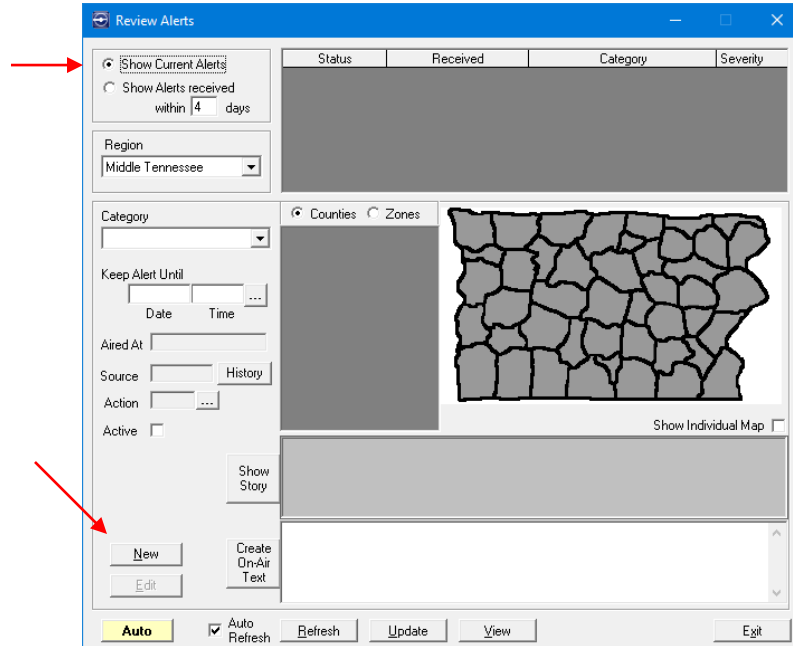
Show Current Alerts	Displays current alerts
Show Alerts received	Displays all alerts received within a defined number of days

Region	Displays all alerts for the specified region. The region specified is the region that is displayed on air when the [Update] button is clicked.
Status column (Alerts grid)	State of the alert. Options are: NEW – Alert has just been received and no action has been taken yet READY – Alert is ready to air AIRED – Alert has been aired by a transmission DISABLED – Alert has been marked as inactive
Received column (Alerts grid)	Date and time the alert was received
Category column (Alerts grid)	Category with which the alert is associated. (This is also shown in a dropdown box on the left.)
Severity column (Alerts grid)	Level of severity of the alert. Lower numbers are more severe.
Keep Alert Until	Date and time the alert expires
Aired At	Date and time the alert was first aired
Source	Story from which the alert was extracted. If the alert was manually entered, EWA appears as the source.
History	Displays a history of updates (both manual and data source) to the currently selected alert
Action	Displays a list of alert actions to choose from
Counties panel	List of counties included in the alert
Show Story	Story from the National Weather Service that contains the alert information. Toggles between showing story, details, and map.
On-Air Text	Text that is sent to air for the alert. ("Create..." is not available unless editing.)

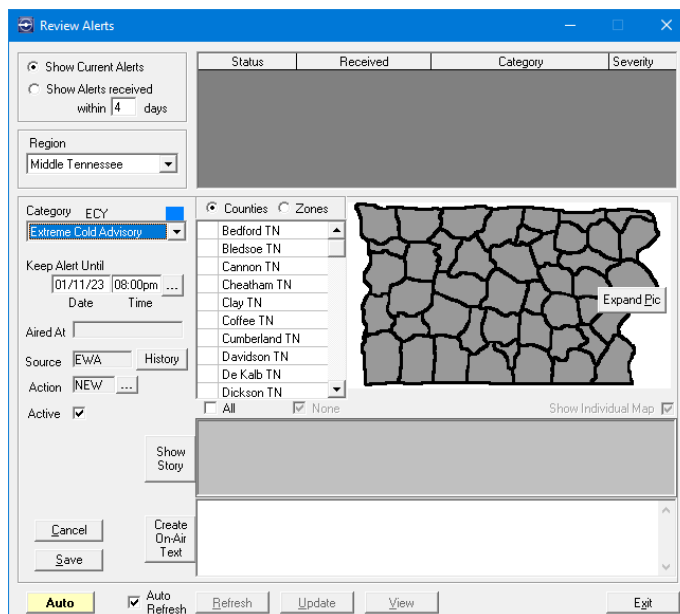
## Adding Alerts to Regions

To manually create a new alert for a region, start at the Review Alerts screen; the “Show Current Alerts” option should already be chosen.

Click the [New] button.

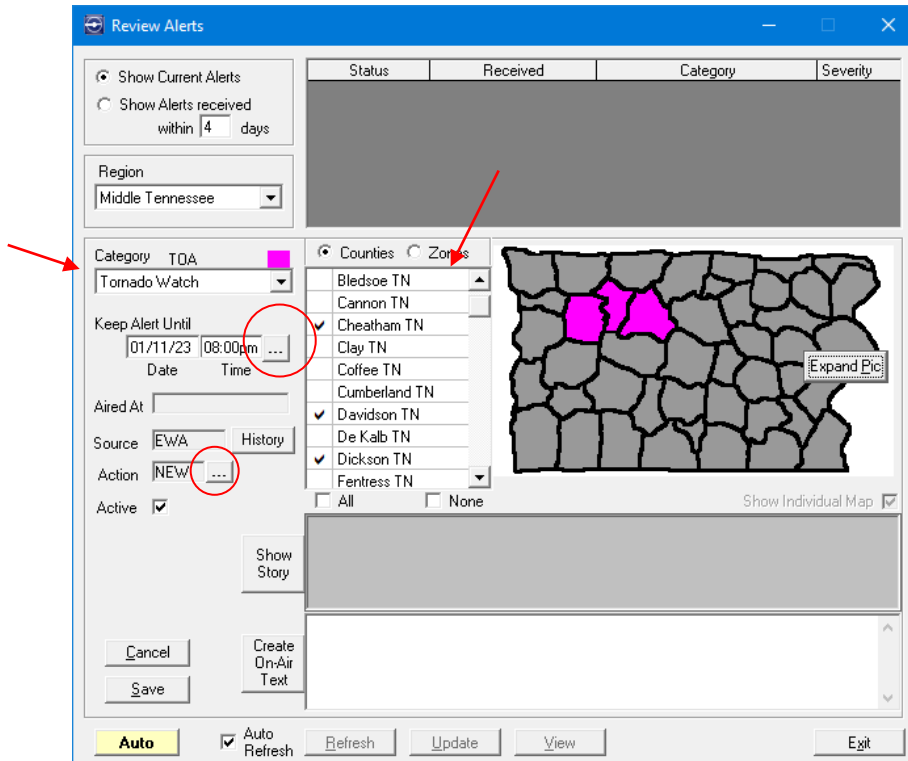


The screen will show a list of counties to the left of the associated region map and will populate the fields at the left of the screen.

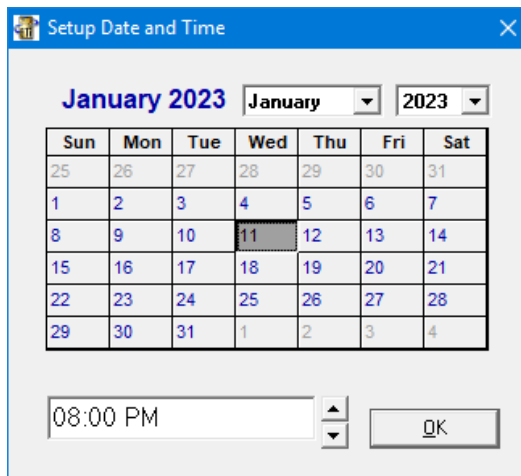


Choose a weather category from the dropdown box.

Select the affected counties by clicking the name of the county or clicking the county on the map. De-select a county by clicking again.



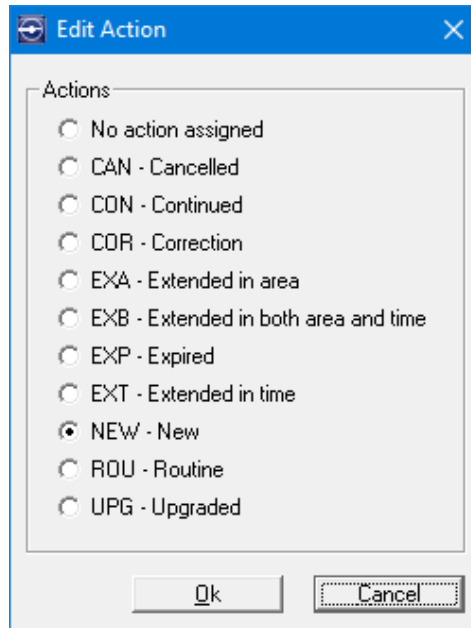
Click the ellipsis button [...] to the right of the "Keep Alert Until" fields to set the alert expiration date and time and then click [OK].



When alerts are created manually, they are automatically assigned to EWA as their source.

Click the ellipsis to the right of the "Action" field to assign an action to the alert.

The Edit Action dialog box displays.



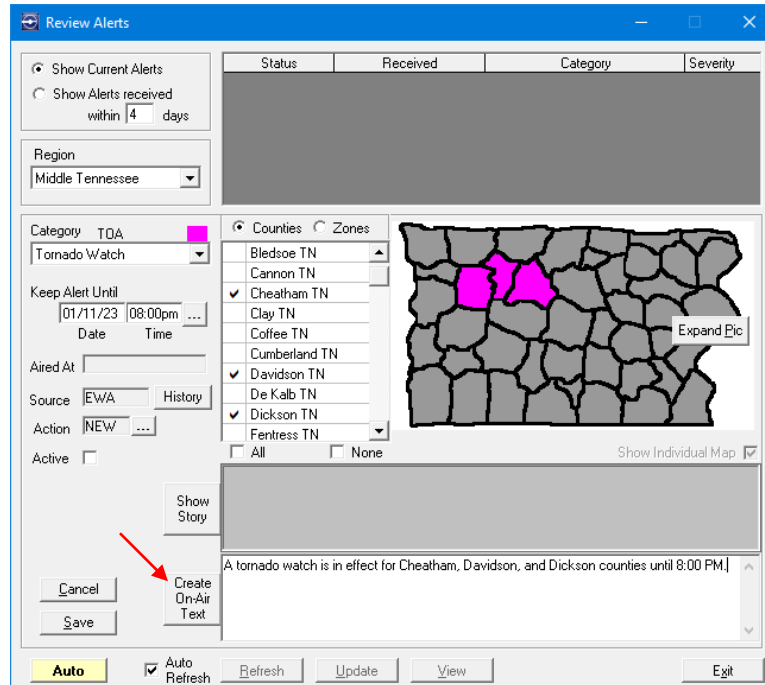
Click the appropriate option and then click [Ok].

*Note: The "Create On-Air Text" and display picture will change to reflect the action chosen.*

Click the "Active" check box to send alert information to air. If the "Active" check box is not checked, the alert status changes to DISABLED and the alert does not appear on air.

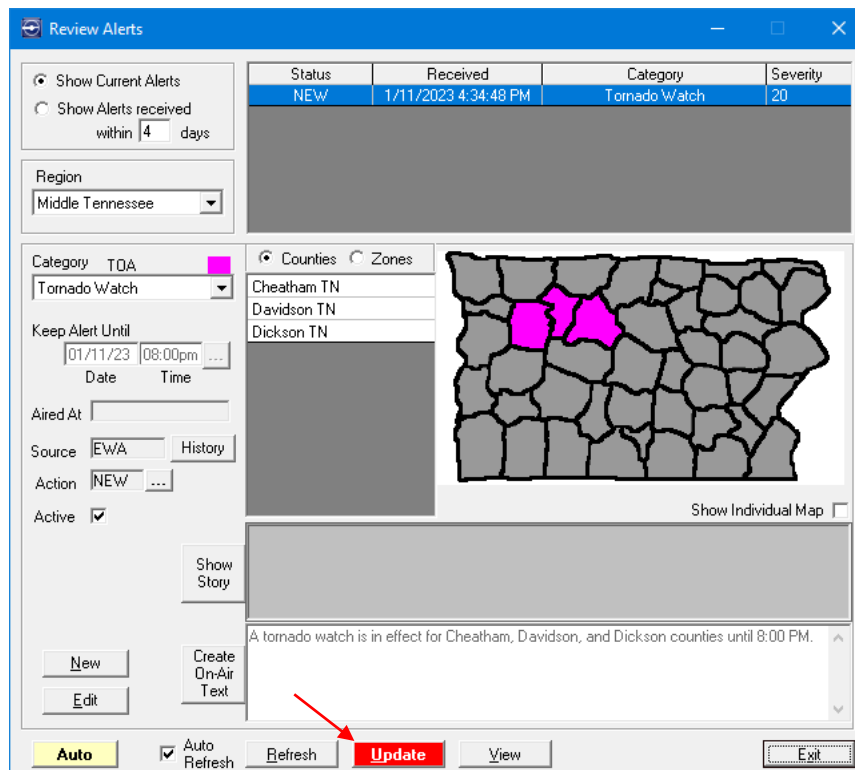
Click the [Create On-Air Text] button to create, view and edit on-air text.





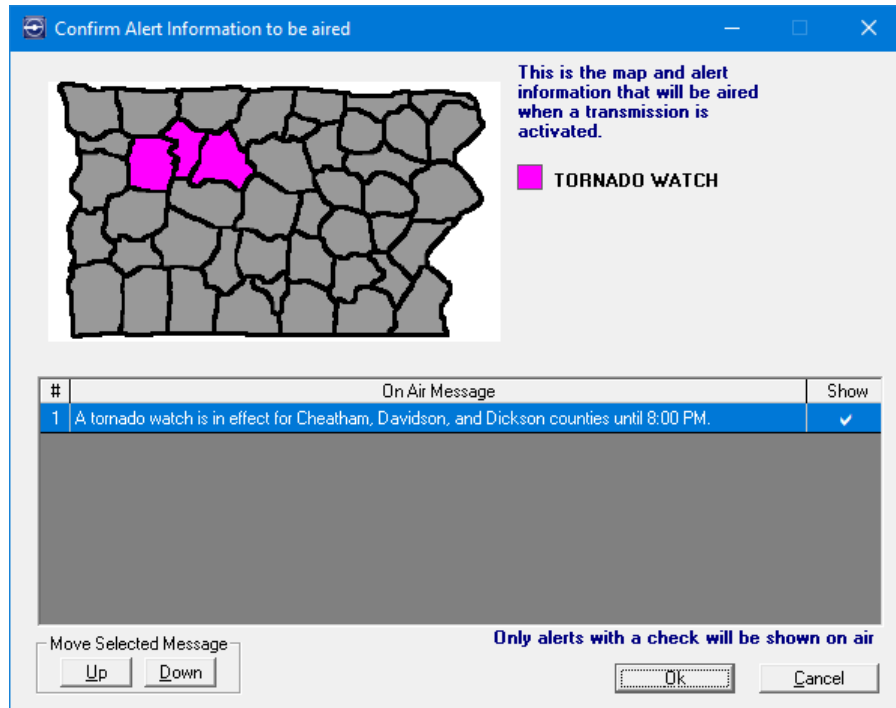
Click [Save].

The alert displays in the Current Alerts grid at the top of the screen.



Click [Update].

The Confirm Alert Information screen shows exactly what is sent to the transmission.



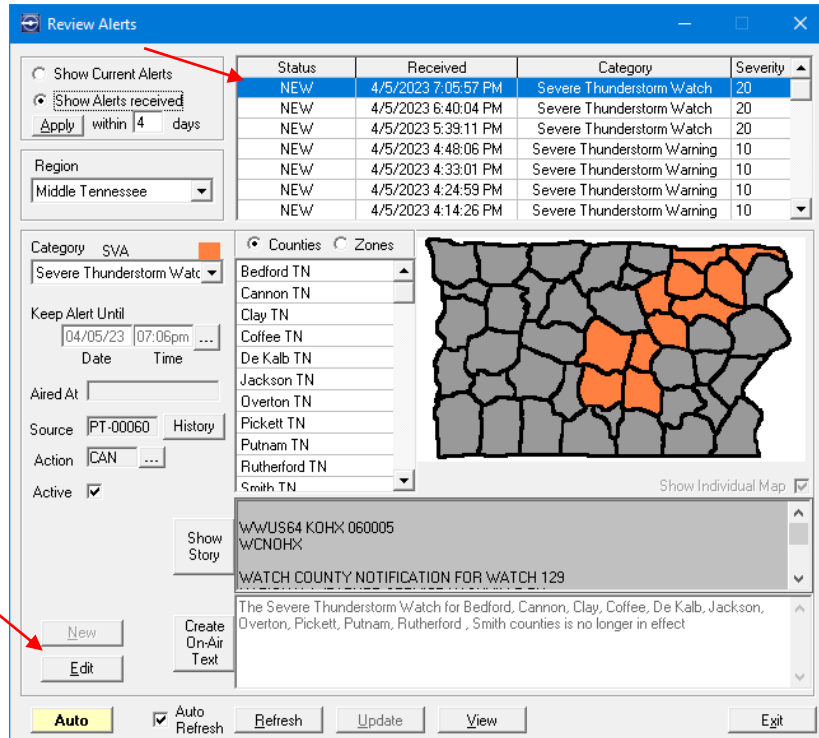
The map is displayed, along with the On Air Message. Only the alerts with check marks in the 'Show' column go on air. Messages can also be sorted using the [Up] and [Down] buttons.

Click [Ok].

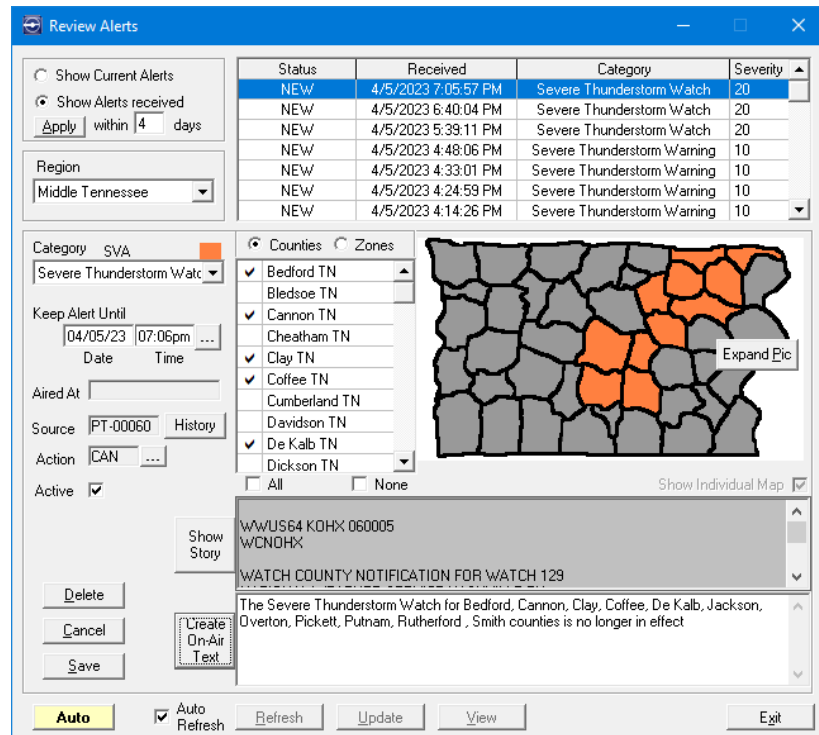
If the transmission is already running, this alert now goes on air. If the transmission is not running, it should be started manually whenever the alert is to go on air.

## Editing Alerts

To edit an existing alert, select the alert to be edited and click [Edit].



The screen will enter the Edit mode.



Note the addition of the [Delete], [Cancel], and [Save] buttons on the lower left. Make any needed changes.

- Changing the weather category changes the on-air text and color of the counties. Click [Create On-Air Text] if the category of the alert has been changed.
- Changing the region displays the associated map and list of counties for that region.
- When the “Active” check box is unchecked, the Alert status is changed to DISABLED. This excludes alerts from both the map and the transmission text.
- Change the time directly by entering a date and time or by clicking the ellipsis button and choosing the date and time from a calendar.

Note that all counties are now shown. Clicking on a county without a check mark next to it adds the county to the current alert. Clicking on a county with a check mark next to it removes the county from the current alert. Counties can also be included or removed by clicking on their position on the map. County positions on the map are filled with the alert color when included.

Click [Save]. The [Update] button turns red indicating the transmission needs updating.

*Note: If the updated alert information is to be sent to the transmission, click the [Update] button after saving the alert.*

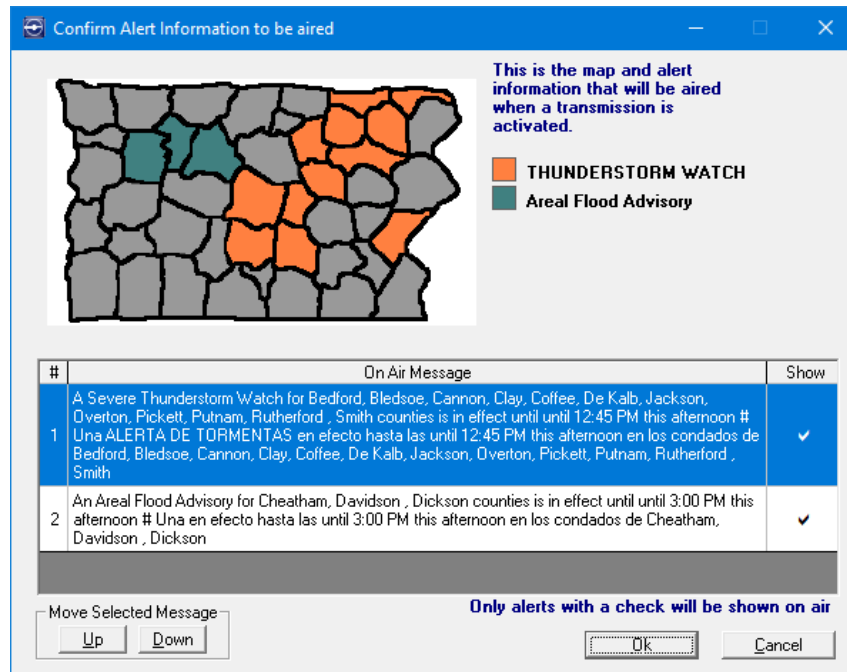
Click [Delete] to remove an alert. The alert will no longer appear in current or historical alerts.

*Note: If there is a chance that the alert may be aired later, deactivate the alert instead of deleting it. To deactivate the alert, click the “Active” check box to remove the check mark and click [Save].*

## Creating On-Air Text for Transmission

The on-air text for transmission can easily be created by clicking the [Create On-Air Text] button. If the automatically generated text does not meet requirements, click the [Show Story] button to view the entire original NWS story. Simply right click to copy and paste parts of the story into the On-Air text box or manually enter phrases from the original story to customize the transmission. The [Show Story] button toggles between the story, details, and the map.

Click [Save]. A confirmation screen will display:



Click [Ok] if the changes are satisfactory.

## Alert Status Buttons

The alert status buttons appear at the bottom of the Review Alerts screen. They include: "Auto Refresh", [Refresh], [Update], and [View].

Auto Refresh	Option to automatically add an incoming alert to the alerts grid.
Refresh	Adds an incoming alert to the alerts grid when clicked. The [Refresh] button turns red when a new alert is detected. <i>Note: It is not necessary to use [Refresh] if the "Auto Refresh" check box is marked.</i>
Update	Sends the current alert information to the transmission.
View	Displays the Current Transmission Information screen to view the alerts that are currently running on air or are set to run on air.

# 7

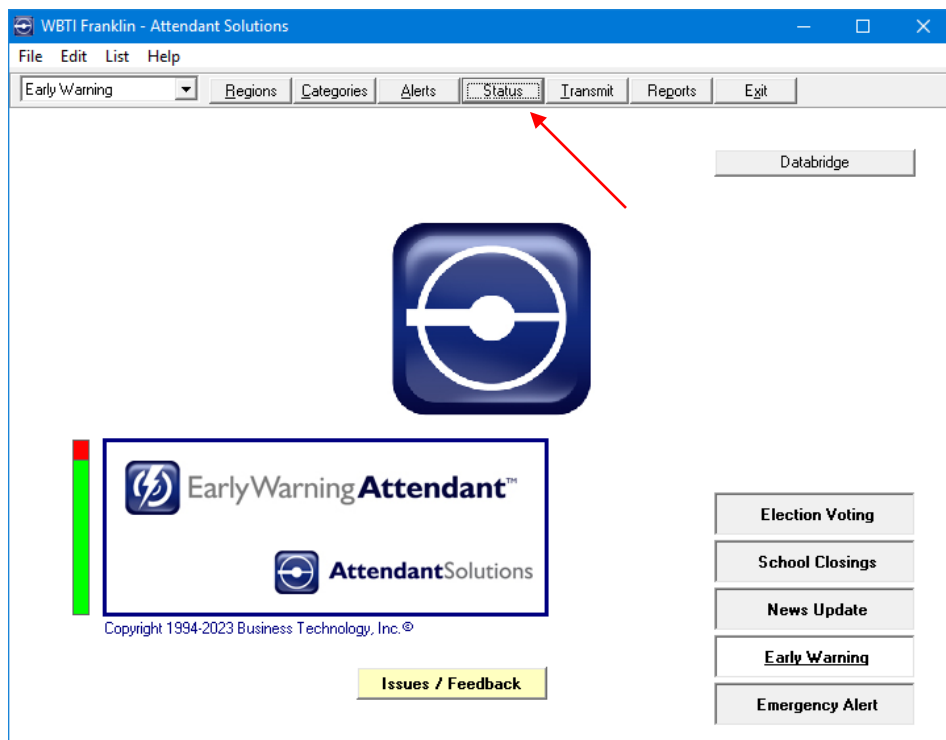
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## Viewing Alert Status

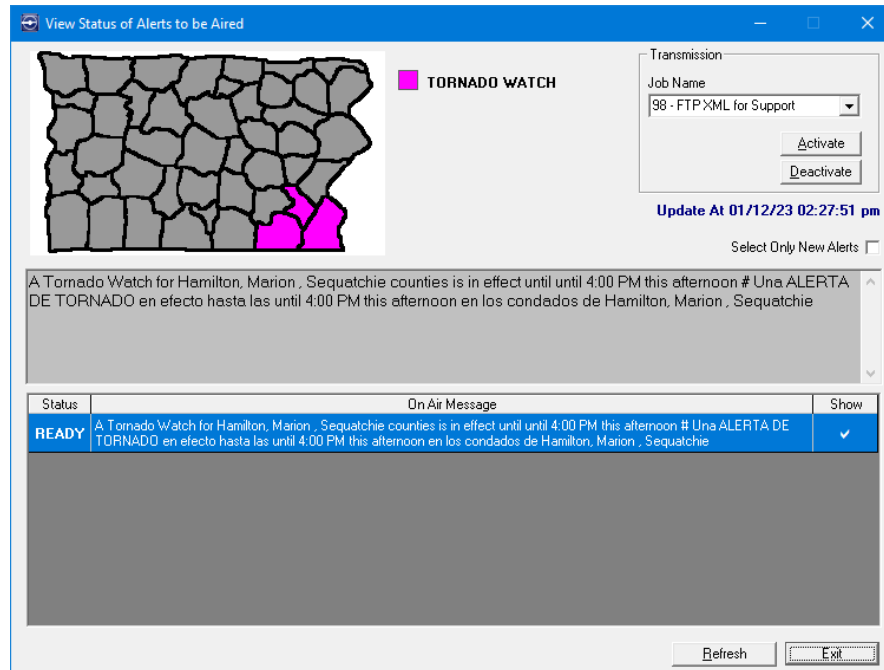
The View Status of Alerts to be Aired screen is used to view and send alerts that are ready for air, as well as to manually start a transmission. The alert text can be included or excluded from the on-air transmission.

*Note: The View Status of Alerts screen only shows alerts that have been confirmed for on air display. This screen is targeted at operators who only need to see that there is an alert to send to air and are not responsible for editing or configuring the alerts.*

To access the View Status of Alerts to be Aired screen, start from the Main Menu and click [Status] or select List >View Status.



The View Status of Alerts to be Aired screen displays.



The map shown in the upper left corner of the View Status of Alerts screen is the map that is currently being displayed on air. This map changes as new alerts are confirmed for air or old alerts expire. The legends next to the map are the legends being displayed on air. These legends are displayed in the same order as the corresponding alerts.

The following table describes the View Status of Alerts screen elements:

Job Name	On air transmission job that can be aired from this screen
Activate/Deactivate	Used to change status of the selected job
Select Only New Alerts	Option that allows only those alerts with a status of READY to be quickly selected. This allows only the text for the new alerts to be shown instead of all the currently active alerts.
Status	State of the alert
On Air Message	Text that will be sent to air for the alert
Show	Toggle to display or not display the alert text on air

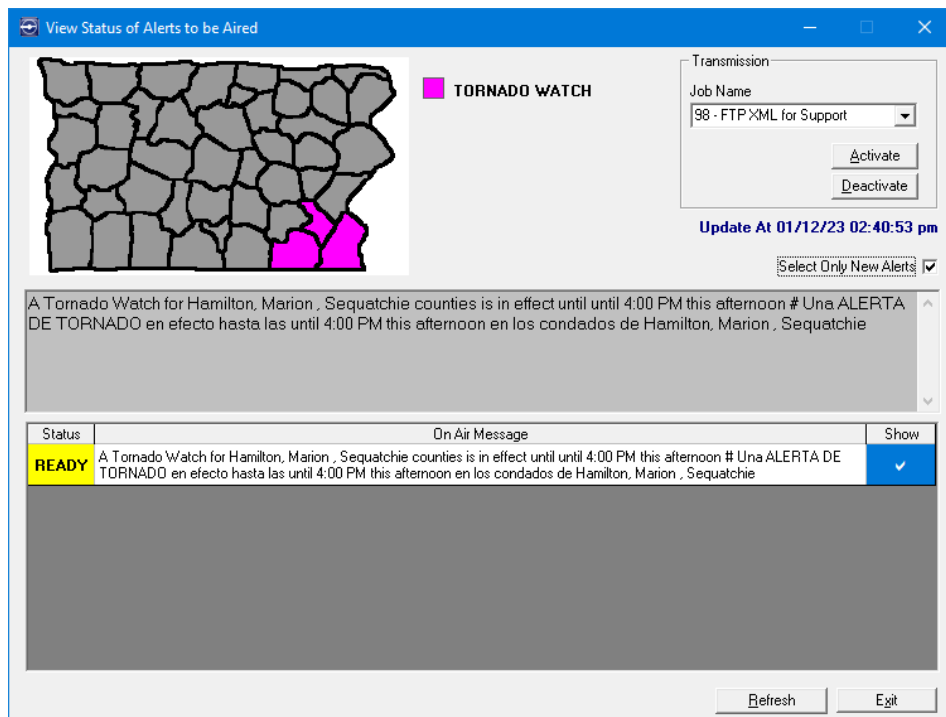
## View Status of Alerts vs. Review Alerts Screens

The Review Alerts screen is targeted at the weather department who edits the weather alerts and decides which alerts to send to air. This screen shows all of the alerts that are being captured from the NWS including long-duration and disabled, as well as alerts that need to be modified before being sent to air. When the alerts have been edited and configured for on-air display, then the Update process confirms these alerts for air.

The View Status of Alerts screen only shows alerts that have been confirmed for on-air display. View Status is targeted at operators who only need to see that there is an alert to send to air and are not responsible for editing or configuring the alerts.

## Choosing Alert Text to Send to Air

The exact text that is displayed on air appears in the center of the screen. This text is the combined text from the alerts along with the beginning and ending messages.



All the alerts that have been confirmed for air appear in the On-Air Message grid at the bottom of the screen. A READY status means the alert has never been transmitted and is ready to be sent to air. An AIRED status means that the alert has already been transmitted on air.

- To remove the text of an alert from the On Air Message grid, uncheck the 'Show' column.
- To only show the text of the alerts that have not yet been aired, click the "Select Only New Alerts" checkbox.



- After making changes, click the [Refresh] button to send the updated alert information to the transmission.

## Starting Transmissions Manually

The transmission that displays the on-air weather information can be started manually from the View Status of Alerts to be Aired screen if the user's profile permits.

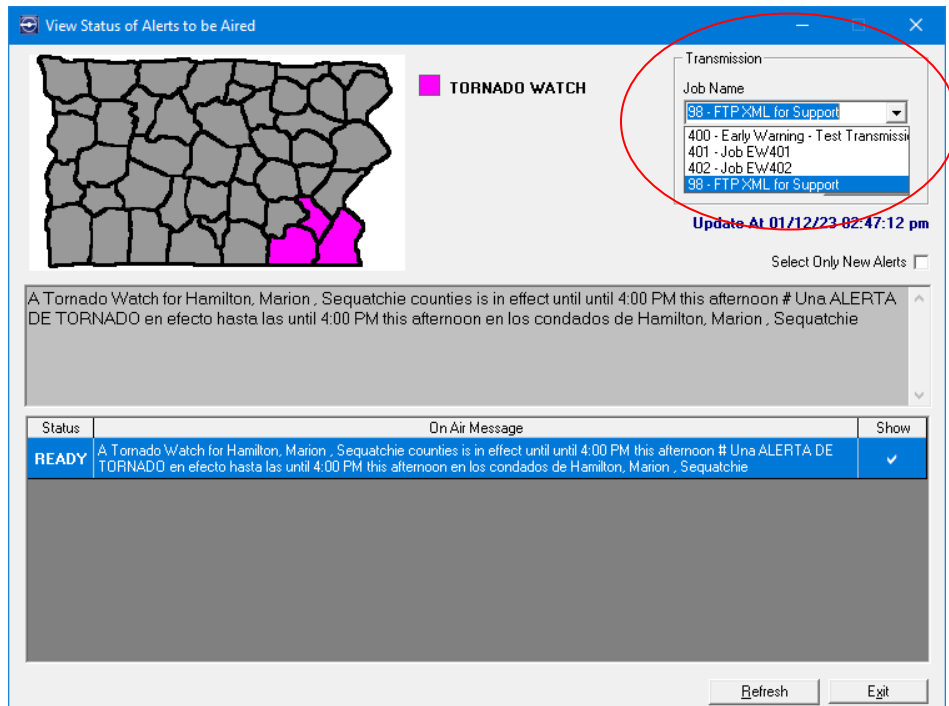
*Note: If the user's profile does not permit starting a transmission, the Transmission group box will not appear on the screen.*

To start a transmission manually:

In the Transmission group box, choose the appropriate transmission job to start from the "Job Name" dropdown box.

Click [Activate] to start the transmission. If the job is already running, a message will appear indicating that the job is active.

Click [Deactivate] to stop the job.



# 8

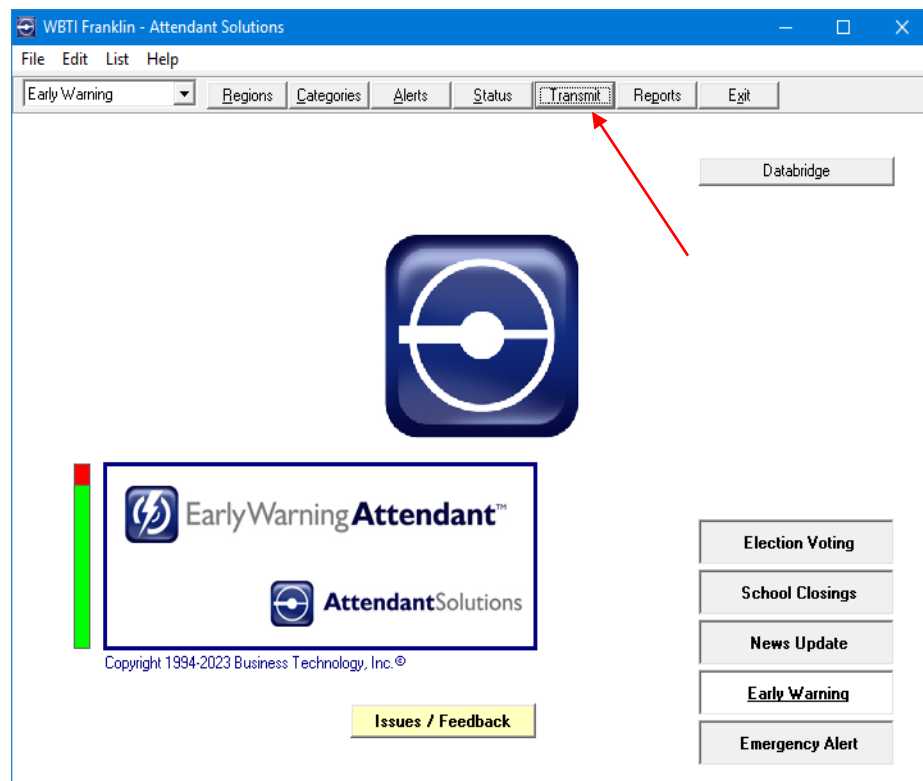
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## Transmitting Weather Warnings

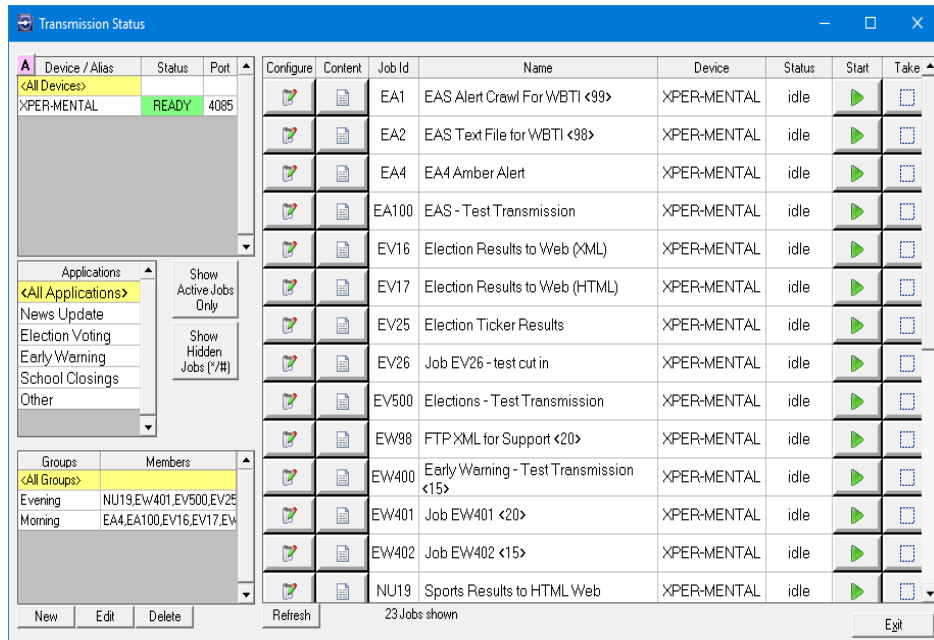
The Transmission Status screen is used to:

- Start, pause, and stop transmissions
- View the status of transmissions
- Create new transmissions based on existing transmissions
- Edit and delete existing transmissions

To access the Transmission Status screen, start from the Main Menu and click [Transmit] or select File>Transmit Alerts.



The Transmission Status screen displays.



The display shows a list of transmission jobs in the main part of the screen, according to the selections made on the left-hand side.

*Note: In this application, the terms "job" and "transmission" are synonymous.*

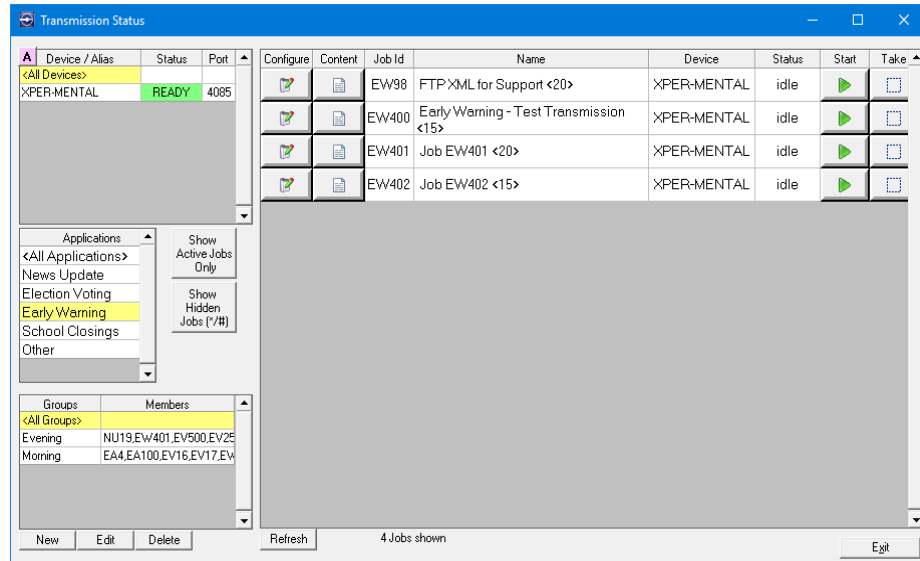
## Devices List

The list of Devices at the top left of the screen shows devices for which jobs are available, as well as the status of the device and the port on which it is connected. Select a specific device to limit the job list display to that device only. (In this example, there is only one device, which is XPER-MENTAL.)

## Applications List

The list of Applications on the left of the screen shows applications that have been installed on the server. Select a specific application to limit the display to that application.

In the following example, the Early Warning application was chosen, which limits the job list to show only those jobs which pertain to the application.



At the right of the Applications list are two additional buttons:

[Show Active Jobs Only]	Limits the display to active jobs.
[Show Hidden (*/#) Jobs]	Shows jobs that have been marked as hidden. This option is only available to administrators.

## Groups List

In the lower left section of the screen, custom Groups can be set up that contain a specific list of jobs for a particular user function. A group might be set up for each shift, for example. Groups may also be used to limit access to certain jobs. These groups can be managed with the [New], [Edit], and [Delete] buttons.

## Jobs List

The main part of the screen consists of the Jobs list, which shows information about all the jobs which are currently available, their job ID, the devices associated with them, and their status.

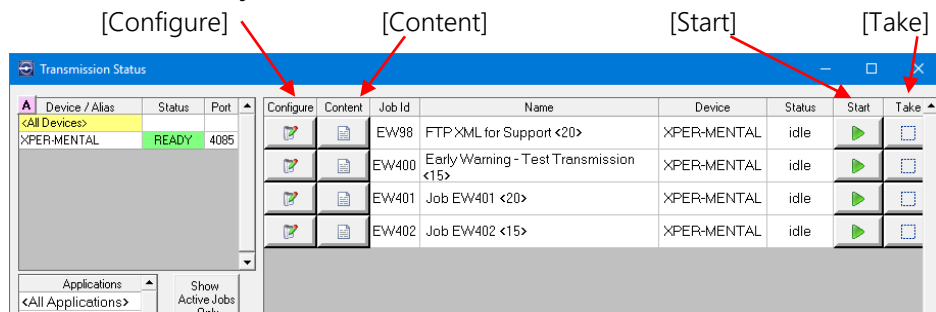
There are four columns which describe each job:

Job ID	A unique number generated by the application which represents a specific transmission or job that has been saved
Job Name	Name of the transmission job as created or edited by the user. The job name usually indicates or describes the type of transmission job. For example, "PM School Closings".

Device	The graphic device which will generate the output for the job. A job can only use one device.
Status	Indicates status of the transmission, either Active, Paused, or idle. A job's status will show as n/a (not available) if its associated device is not running.

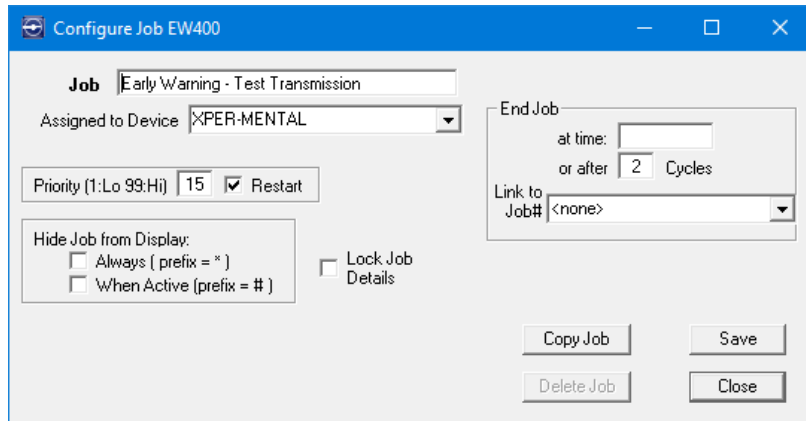
With the appropriate user permissions, these jobs can be edited and copied. Jobs which have been previously duplicated from an original can also be deleted if the user has permissions, but original jobs cannot be deleted.

Associated with each job in the list are buttons labeled as follows:



## Configuring a Job

When the [Configure] button is clicked for a particular job, its Configure Job screen will display:



From this screen, job details can be changed or edited, conditions can be set for the automatic termination of the job, the job can be hidden, and the job can be copied or deleted.

- A job must be assigned to a specific device (PC, server, or CG) on which the transmission is activated. Choose a device from the "Assigned to Device" drop down list.

- End Job group box -
  - If needed, enter the time to stop this transmission or the number of cycles for this job to run. If these fields are left blank, the transmission runs continually until it is manually interrupted.
  - When a job ends normally, it can link to another job. If this is to happen, choose a transmission job to be activated when this one ends.
- Optionally, enter a priority value between 1 and 99, where 1 is the lowest priority and 99 is the highest priority. This value is used to prioritize jobs. The highest priority is often used for the most severe weather alerts. If the priority value is blank or set to zero, the job is not included in processing of priorities. When a priority is assigned, the number will show within brackets following the name in the jobs list.

*A note about priorities:*

*When a job with a priority is started, it executes in the same manner as normal, but it also registers itself to the system. It is not until a second job with a priority starts that any changes are apparent.*

*For example, if Job 1's priority is higher – Job 2 recognizes it should not be running and terminates itself. If both jobs have the same priority – Job 2 terminates. If Job 2's priority is higher – Job 2 instructs Job 1 to terminate and then Job 2 continues. When Job 2 is complete, it has the option to "Restart" the job it terminated, namely Job 1. This happens if the Job 2 "Restart" check box is set.*

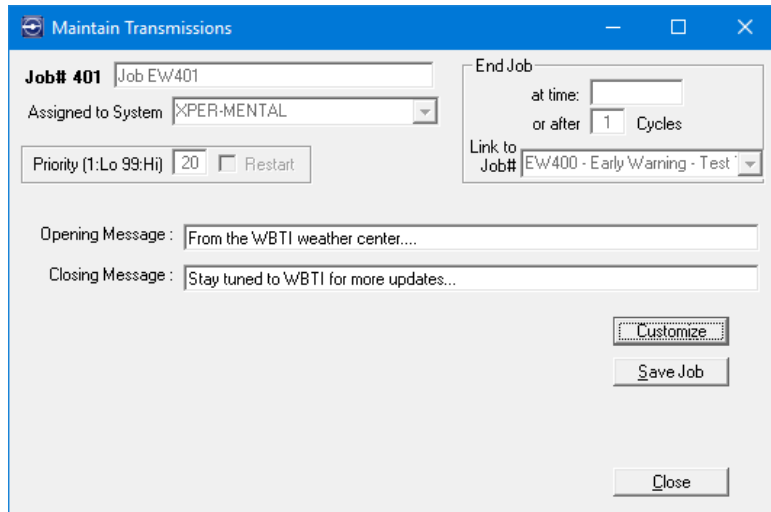
*Early Warning Attendant™ is capable of handling multiple job streams of priorities, as the case would be if the system is driving two character generators simultaneously. Jobs with priorities for one CG, should not affect a job with a priority on another CG. By default, the name of the CG is used to control job streams, but other options are available if needed.*

- The job may be hidden from display all the time (name prefixed by \*) or hidden only when active (prefixed by #). These options are often used for a job which should never be stopped.
- Job details can be locked to prevent other users from making changes.
- The job can be copied by using the [Copy Job] button. This would be useful if a job is needed to run on second device or at another time. To create a new job, an existing job with a similar function must be copied and modified to the user's requirements. See the [section below](#) for the procedure on creating a new job based upon an existing job.
- To delete a job, click the [Delete Job] button. When asked to confirm, click [Yes].

## Editing A Job

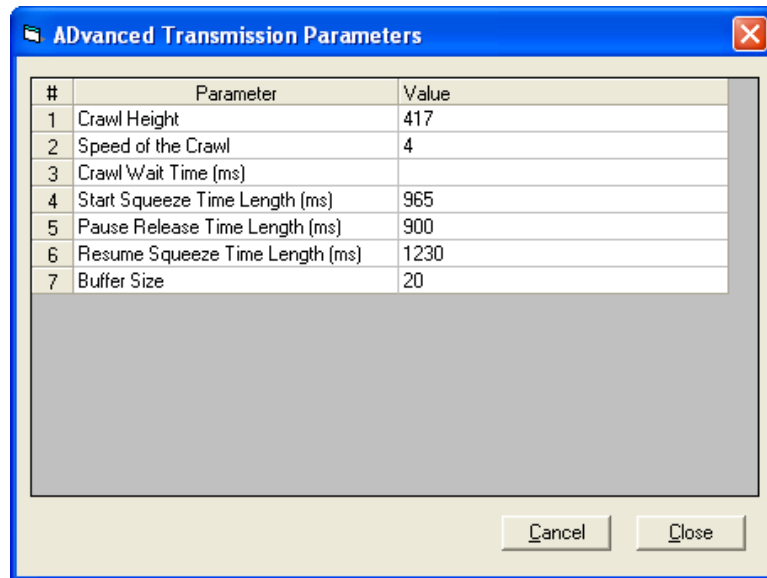
By using the [Configure] button, a job's attributes can be edited as described above, such as the job name, its assigned device, etc.

The [Content] button is used to further edit a job which was recently created or to edit the content of any other transmission job. Clicking the [Content] button for a job displays the Maintain Transmissions screen for that job:



In this example, the Opening Message and Closing Message may be added or edited.

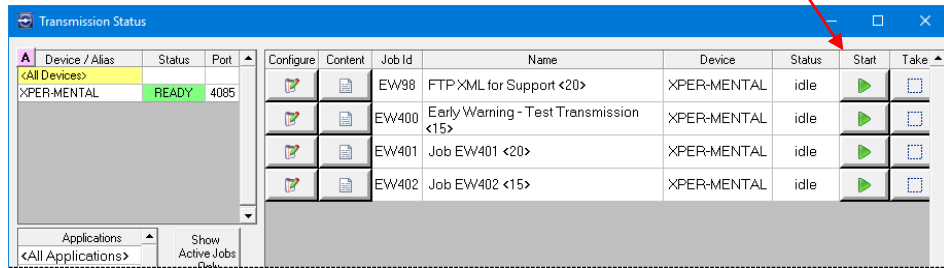
Some transmissions have customizable fields that can be accessed by clicking the [Customize] button. When clicked, the Advanced Transmission Parameters screen displays, where more edits can be made.



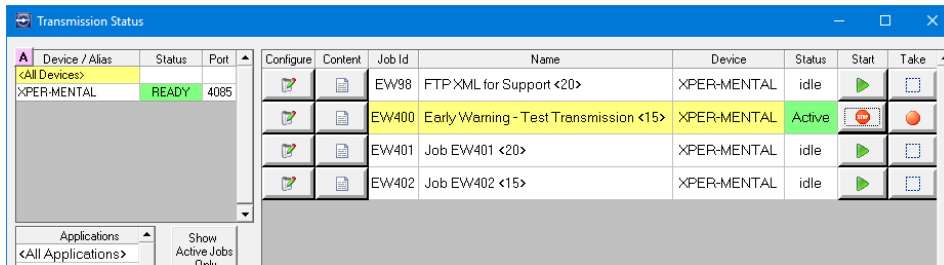
The Parameters in this screen will vary depending on the type of transmission. Modify the transmission parameters if necessary and click [Close].

## Starting / Stopping a Job

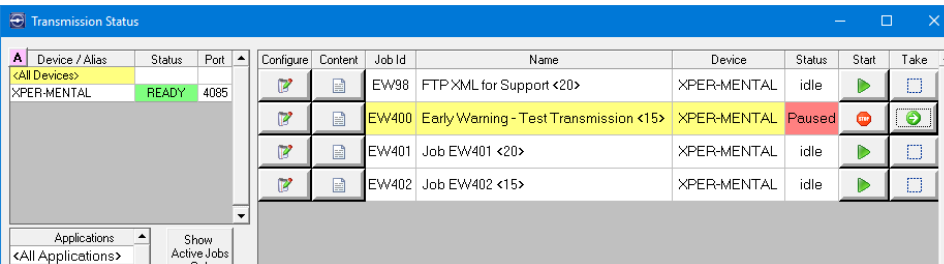
On the Transmission Status screen, a job is started by clicking the [Start] button to the right of the job.



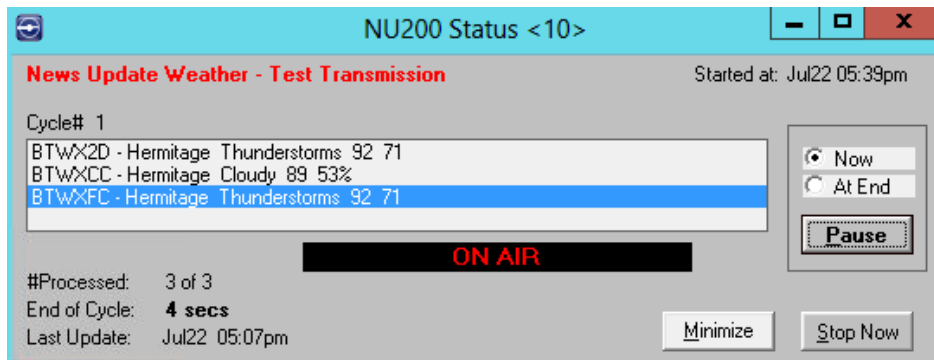
When the job is started, the status shows as Active and the button icons change to show new functions - Stop and Pause.



If the transmission is paused (by clicking the [Take] button), the transmission is taken off air, the Status changes and the [Take] button will change to allow resuming the transmission.



When a job is started, the job's Status screen is displayed:





*Note: This screen only appears on the device to which the job is assigned. Also, it may not be visible due to being hidden behind other open screens.*

The job Status window displays the following transmission information:

Job Name	Name of the job. It is displayed in red
Started at:	Transmission start date and time
# Processed:	Number of records processed for the current cycle
End of Cycle:	Time remaining until the end of a cycle
Last Update:	Time the transmission was last updated

To pause an active transmission job, click the "Now" option to pause now, or click the "At End" option to pause the job at the end of the cycle, and then click [Pause].

Click [Resume] to restart the job at the point where it paused, or [Reset] to cause the job to start again at the beginning.

To stop the transmission, click [Stop Now].

Clicking [Minimize] will minimize the Status window; the job will continue to run in the background.

To close the Status window, click the [X] in the upper right-hand corner of the window.

## Creating A Job

A new transmission job cannot be created from scratch; it can only be created by copying an existing job and modifying it to suit the needs of the user.

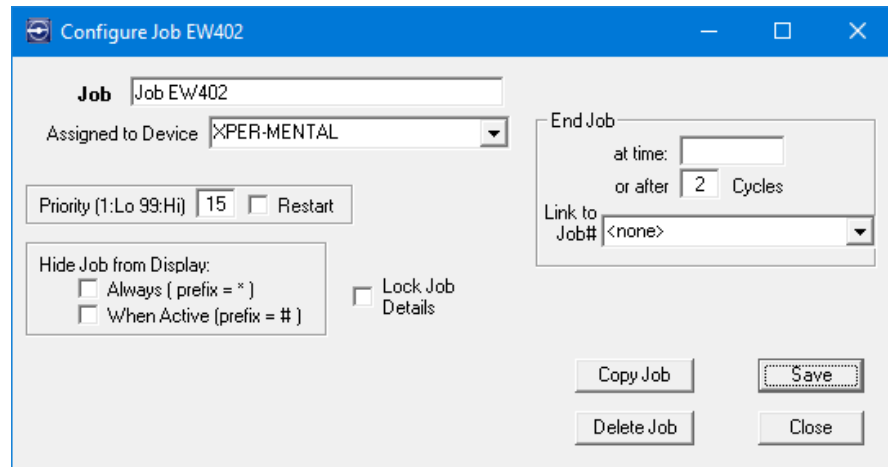
To create a new transmission job based on an existing job:

Select an existing transmission job that is the same type (manual, automatic, crawl, web page, etc.) as what the new job should be.

Click the [Configure] button for that job.

Click [Copy Job]. When asked to confirm, click [Yes].

The Configure Job screen displays for the new job.



A new job name and ID number is automatically generated.

Enter a new job name, if desired.

To complete the job creation process, see the [above section](#) on configuring a job.

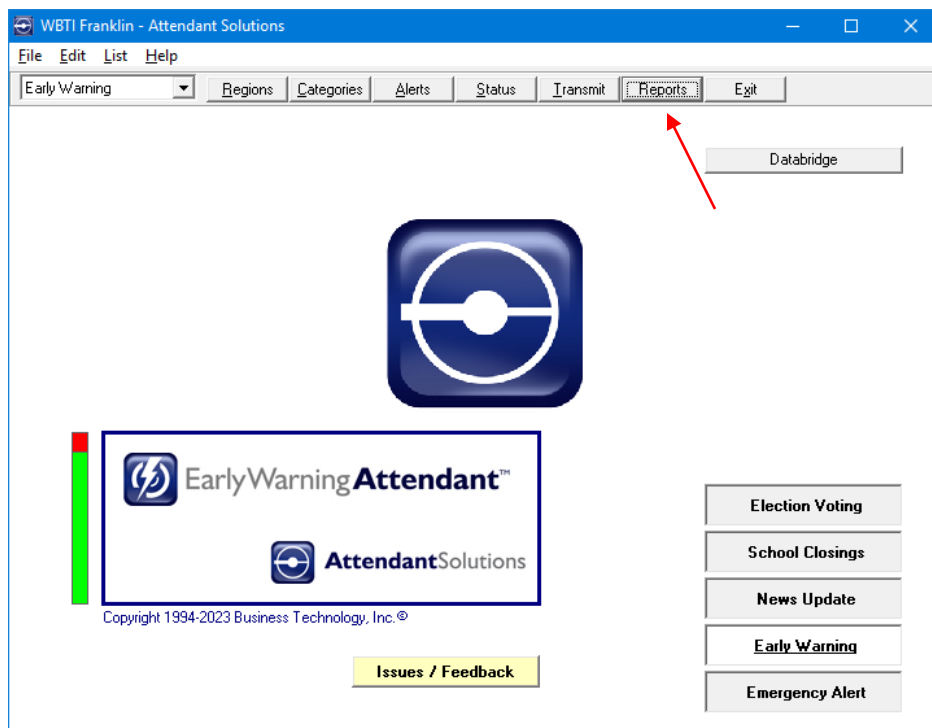
Click [Save] when done and close the screen. The new job will display in the Transmission Status screen.

# 9

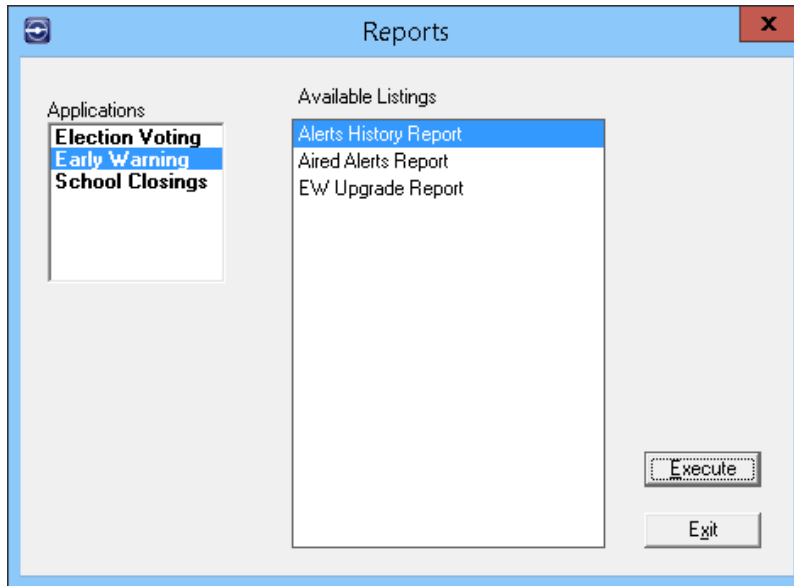
## Reports

Reports generated by Early Warning Attendant™ can be viewed and printed using the Reports screen.

To access the Reports screen, start from the Main Menu and click [Reports] or select List > Reports.



The Reports screen displays.



A report may be viewed, sent to a printer for a hard copy, or saved (exported) to a file.

Select Early Warning from the Applications list on the left.

## Types of Reports

The following table describes reports that are generated by Early Warning Attendant™.

Report	Description
Alerts History Report	Listing of alerts since a specified date. The history is sorted by alert time / source / severity and also contains information about alert description / text / counties, stop alert date and time, and air alert date and time.
Aired Alerts Report	Listing of alerts that aired over a specified period. The report is sorted by air time and includes text of the crawl.
EW Upgrade Report	Listing of alerts which have been converted from the old alert code to the new code, along with the on-air text, severity, and color codes of the alerts.

## Viewing Reports

To view a report, select the report to view and click [Execute].

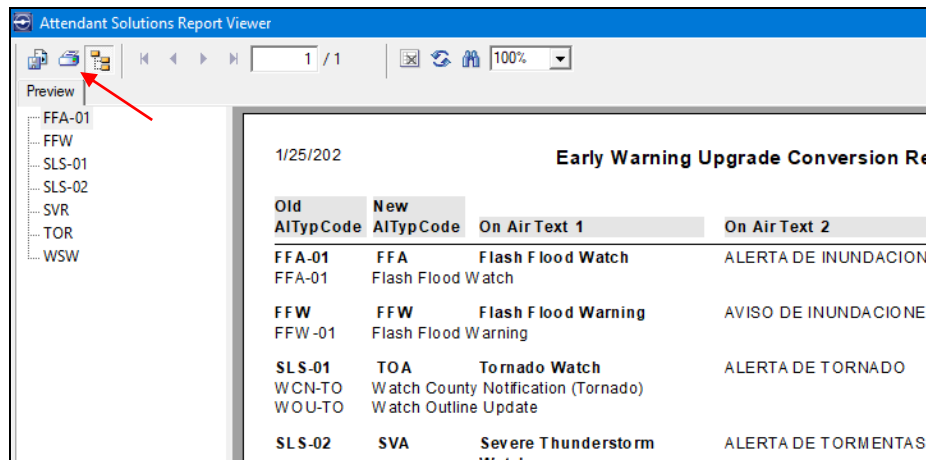
The report opens in the Report Viewer window.

The screenshot shows the 'Attendant Solutions Report Viewer' window. On the left is a 'Preview' pane with a tree view containing the following items: FFA-01, FFW, SLS-01, SLS-02, SVR, TOR, and WSW. The main area displays a report titled 'Early Warning Upgrade Conversion Report' dated 1/25/2022. The report contains a table with the following columns: Old AITypCode, New AITypCode, On Air Text 1, On Air Text 2, Severity, and Color. The data rows are as follows:

Old AITypCode	New AITypCode	On Air Text 1	On Air Text 2	Severity	Color
FFA-01	FFA	Flash Flood Watch	ALERTA DE INUNDACIONE	20 Significant	8454142
FFA-01	FFA	Flash Flood Watch			
FFW	FFW	Flash Flood Warning	AVISO DE INUNDACIONES	10 Severe	4227327
FFW-01	FFW	Flash Flood Warning			
SLS-01	TOA	Tornado Watch	ALERTA DE TORNADO	20 Significant	252
WCN-TO	TOA	Watch County Notification (Tornado)			
WOU-TO	TOA	Watch Outline Update			
SLS-02	SVA	Severe Thunderstorm Watch	ALERTA DE TORMENTAS	20 Significant	16777082
WCN-SV	SVA	Watch County Notification (Severe TStorm)			
WOU-SV	SVA	Watch Outline Update			
SVR	SVW	Severe Thunderstorm Warning	AVISO DE TORMENTAS	10 Severe	16711680
SVR-SV	SVW	Severe Thunderstorm Warning			
SVS-SV	SVW	Severe Weather Statement (Severe TStorm)			
TOR	TOW	Tornado Warning	AVISO DE TORNADO	10 Severe	33022
TOR-01	TOW	Tornado Warning			
SVS-TO	TOW	Severe Weather Statement (Tornado)			
WSW	WSW	Winter Storm Warning	Alerta de Tempestad de Invi	10 Severe	8453882
WSW-01	WSW	Winter Storm Warning			

## Printing Reports

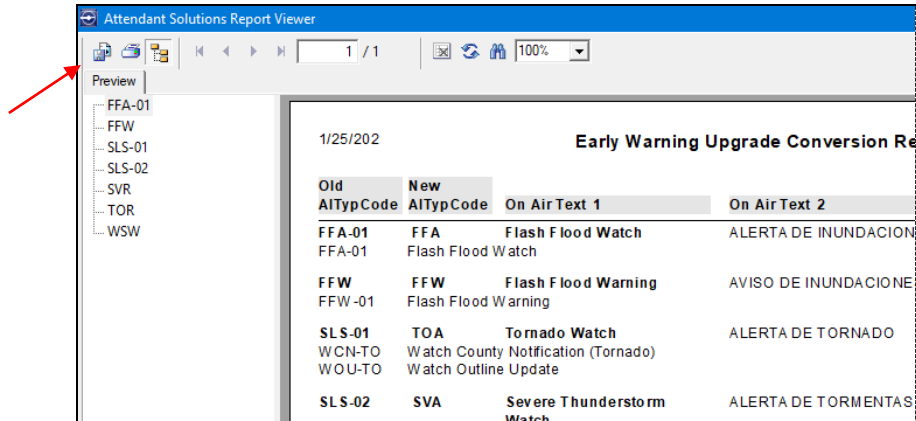
To print the selected report, click the printer icon at the top left of the Report Viewer screen.



The standard Windows print dialogue box will open from which a printer may be chosen, as well as other options such as page range and orientation.

## Saving Reports to a File

To save the selected report to a file, click the Export icon at the upper left of the Report Viewer screen.



An Export dialog box opens and provides a number of export formats in a drop-down list. Select the format to be exported.

Select a destination from the drop-down list and click [OK].

Select a Page Range or all of the report and click [OK].

Enter a file name and click [Save].