

# NRT Technology Training Guide

## Introduction

This guide describes the information technology (IT) resources available and technology skills needed for NRT/NVT members. The vast majority of PDA disaster response information is located on the World Wide Web (Internet). These response and training resources assume all NRT/NVT have access to a desktop computer, laptop, or mobile device that can access the Internet. This training resource is a general guide to the basic technology skills and resources needed, but does not give specific instructions for individual devices. Please make use of local IT talent (i.e., teenagers) if you need instructions for your individual devices. Of course, the NRT IT Team stands ready to help as needed also.

## NRT Information Technology Team

The NRT IT Team is one of the NRT ministry teams with the following responsibilities:

- Evaluate technology options for sharing information
- Support technology initiatives from ministry teams
- Manage web page content (Quiet Pages)
- Recommend best practices for formatting electronic documents and presentations
- Conduct IT training.

Currently, team members are Dave Thalman (lead), Dave Doehnert, Nell Herring (staff – volunteer ministries), and Cameron Stephens (staff – constituent relations). Please feel free to contact either Dave or Nell for individual assistance as needed. Usually, the Team is available at the NRT/NVT annual conference for individual trouble-shooting/training sessions.

## Basic Technology Skills

### Connecting to the Internet

- Know how to connect your device to various local cellular and WiFi networks.
- Generally, WiFi connections are faster and do not use your cellular data quota.
- WiFi connections have limited range and some require passwords. Password-protected sites are more secure. Your device should remember the passwords and will automatically connect with WiFi sites where you have previously connected (may need to select an “auto-connect” preference).

## Internet Browsers and Bookmarks

- Know how to open your Internet browser application. Popular examples are Internet Explorer, Safari, and Google Chrome. In the top of the browser window there is a one-line address window for typing or pasting the unique address (URL) of the website where you want to go. All browsers provide a search feature in this window so you don't have to know the specific address of the website you want to find. Some browsers show an abbreviated address, and you can click in the window bar to see the full address. It is a good practice when navigating to multiple sites to frequently check this address to be sure you know whose site you have been directed to. The sites beginning with "https:" are more secure than "http:" sites.
- Know how to use the browser back arrow to re-visit previously viewed pages.
- Know how to create a bookmark to an Internet web page. Each browser has a different process for this function. Be able to designate bookmarks as a "favorite" so you can quickly find them without searching or re-typing the website address.

## PDA Website

- Navigate to the PDA website: <https://pda.pcusa.org> (If this direct link does not work, copy/paste or type the address into your browser address window.)
- Create a favorite bookmark for this site.
- Explore site:
  - Each page has the same top and bottom banner section.
  - There is good, basic PDA info in "About" and "FAQ" links at top right of top banner.
  - Just below the top banner on the left is a navigation string showing which page you are on, along with a link back to the Home page.
  - The bottom banner has a bar for signing-up for the PDA Rapid Information Network (RIN). Please do this if you haven't already. You will get timely emails about current responses.
  - Below the RIN bar is a group of Quicklinks with access to general PDA info and partners.
  - Explore the Give, Act, and Pray sections so you can easily direct anyone to disaster response information.
  - Find the map of volunteer host sites.
  - Find videos from the Resources drop-down menu in the top menu bar. Open one. To download a video to your computer click on the "Vimeo" link at the right end of the bottom menu bar. Notice in the browser address bar that you are now on the Vimeo website. Click the Download button below the video title. Having a video

downloaded on your laptop can be useful if you need to show a video in the field where there is no strong cellular or WiFi connection. Showing a video on a cellular network may be slow and may use a lot of your monthly data allocation. Most mobile devices will play a video, but not download it.

## NRT/NVT Resource Web Pages (Quiet Pages)

- There are three quiet pages (QPs) available to all NRT/NVT (see sections below).
- Quiet pages contain some restricted content that is best used by trained NRT/NVT. QPs cannot easily be found by others with online searches and there are no public links to them.
- QPs are a good way to share resources in the field. They are kept current by the IT Team and include content revisions from ministry teams (listed in the NRT General Resources section of the NRT QP).
- Access is dependent on a good Internet connection. Pre-load your hard drive or a flash drive with needed QP content if you suspect there will be limited Internet connections in the field.
- Rest assured that you cannot change or delete any original files on the quiet pages.

### NRT/NVT Quiet Page

- Navigate to NRT QP: <https://pda.pcusa.org/page/nrt-epda/> (If this direct link does not work, copy/paste or type the address into your browser address window.)
- Create a favorite bookmark for this site.
- The general purpose of this site is to provide easy access to current resources that will aid in deployments and limited, general trainings.
- **Note:** this website is restricted to NRT/NVT – **do not share the link.** (You may share individual files as needed in the field; however, it is preferred that you share files from the Mid Council QP described below.)
- The QPs are embedded in the PDA website and share the same top and bottom banners.
- Most files have “.pdf “ file types and can be opened directly in your browser but cannot be modified.
- Generally forms, spreadsheets, and PowerPoints are in their native file types and need to be downloaded to your computer to open. You can then re-save them to a new file to modify them for your needs. When you click on these file types, they may directly download to your desktop or downloads folder, depending on your browser functionality.

- Explore the following features:
  - **Table of Contents** is near the top of QP.
    - It has active links to the sections below.
    - Initial Response, NRT Deployment Tools, and NRT General Resources sections are on top; NRT ministry areas are organized alphabetically below.
    - You can also navigate to each section by scrolling down the page below the Table of Contents.
    - ***Take the time to explore each section and its files.***
  - **Initial Response section**
    - This section contains basic information useful for initial deployments as you interface with those affected.
    - The second item is a **link to the Mid Council QP**.
    - There is consolidated PDA Grant info. Applicants should get forms from Jim Kirk.
  - **NRT Deployment Tools**
    - This section contains resources to help NRT/NVT with deployment logistics and administration. Highlights are:
      - **Field Report Template** – download and re-save as a new file when writing a new report. This template is occasionally revised and the QP will always have the most current version.
      - **Travel Expense Form** – download and re-save as a new spreadsheet. You can print, sign, & scan (save as **.pdf**) with receipts (questions to Nell Herring); Re-save as a .xlsx file if having compatibility issues
      - **Availability Chart** – ***It is very important to keep this chart updated at least monthly for the next three months.*** You can edit it live and it auto-saves. Here's how it works:
        - A link to the Availability Chart can be found in the NRT Deployment Tools section of the NRT QP. You can bookmark it if you want to go there directly from your browser.
        - After navigating to this Google Drive Sheet webpage from the NRT QP, click on the month tab you want to edit at the bottom of the spreadsheet.
        - Scroll down to the row with your name. NVT are listed below NRT members. **There are white spacer-rows between names to help you “stay in your lane.” TIP: Scroll your name row to the top of the window with one whiter spacer line visible. TIP: Enlarge your browser window horizontally so you can see your name and the entire month.**

- **Click on a cell you want to color-fill (or click and drag horizontally to fill several cells with the same color). Note: when you select a cell in your name row, it will be highlighted in blue and the number of your name row at the far left of the window will be shaded.**
  - With a cell(s) selected choose the appropriate fill color from the format menu above (icon looks like a bucket being emptied). Click on the arrow to right of bucket to get a color selection grid.
  - Select the appropriate color: Green = Available for deployment; Yellow = Call me before deploying; Red = Unavailable for deployment. **Do not leave any cells white.** TIP: After you color a cell, you can click on the little blue box in the bottom right corner of a selected cell and drag the box horizontally to fill the same color across several dates – **Stay in your lane!**
  - If you make a mistake, click on the curved Undo arrow at the far left of the top menu bar of the NRT Availability chart. Do not confuse this with the back arrow of your browser.
  - Close the web page when finished – the Chart auto saves.
- **NRT General Resources**
    - This section contains information that is less specific, but good to know. Highlights are:
      - “PDA at a Glance” info flyer
      - NRT Ministry Team list
      - Online Resources for Disaster Training
      - **Word Template** – Standard format (fonts, header, footer); best practices for any PDA text documents.
      - **PowerPoint Template** – Standard format for developing PDA presentations.
  - **Ministry Sections**
    - These sections are listed alphabetically by ministry areas.
    - Content is developed and periodically revised by the ministry teams.

## Mid Council Quiet Page

- Navigate to Mid Council (presbytery) QP:  
<https://pda.pcusa.org/page/midcouncil-epda/> (If this direct link does not work, copy/paste or type the address into your browser address window.)
- Create a favorite bookmark for this site. (Note: you can get to this QP from the NRT QP Initial Response section.)

- The purpose of this site is to provide easy access to general, current resources that could aid in disaster response in presbyteries and communities.
- **Note:** this website link **can be shared** outside the NRT/NVT community and does not contain content related to specific NRT procedures or operations.
- Section layout is similar to the NRT QP.

### **PDA-Presbyterian Women (PW) Quiet Page**

- Navigate to PDA-PW QP. <https://pda.pcusa.org/page/pdapw-training/> (If this direct link does not work, copy/paste or type the address into your browser address window.)
- This page contains preparedness training materials including sample disaster plans, templates, and checklists.
- **Note:** this website is restricted to NRT/NVT and PDA-PW trainers – **do not share the link.** (You may share individual files as needed in the field; however, it is preferred that you share files from the Preparedness section of the Mid Council QP described above.)

### **PDA Instant Church Directory**

- This online directory provides contact information for all NRT/NVT and PDA staff.
- The app works on smart phones, tablets, and computers.
- This is one of two technology tools that is not directly accessible from the QPs.
- However, instructions for downloading the Instant Church Directory app are in a file called PDA Directory Instructions located in the General Resources section of the NRT QP.
- Download the Instant Church Directory application to your mobile device from your “app store” so you have it when deployed. Use your email as the login ID and create a password. Instant Church Directory should recognize your email as an authorized NRT/NVT member.
- When the app opens, you will see three blue selection buttons at the bottom. Click on Families to see all NRT/NVT and staff members listed alphabetically. There is a search window at the top that can find first or last names. Or you can scroll down to find someone. Click on a picture to open a window with specific contact and experience info.
- Check your own entry for accuracy.
- Contact Dave Doehnert with any installation or operation questions and with any revisions to your entries.

## Yapp Application

- This mobile device application (app) provides complete information for NRT/NVT annual conferences. In the future it may be loaded with Quiet Page files and short-term PDA information.
- Here are instructions for downloading the app.
  - Download the Yapp app onto your mobile device from your app store.
  - Click the green “+” button.
  - Add the conference code: NRT23. (Note: This code will change yearly.)
- Nell Herring is the Yapp administrator and can be contacted for details about loading content or any general questions (Nell.Herring@pcusa.org).

## General Reminders

- You may share the Mid Council QP link with disaster response leaders at home and in the field, but please do not share the links to the NRT QP or PDA-PW QP outside the NRT/NVT.
- You can be confident that the files and links on both quiet pages are current. (We have updated the Field Report Template several times without notice since the annual meeting.) Please always come back to the NRT QP for the latest version of any forms and instructions. Files you have on your computer may become obsolete.
- Download needed files to your laptop or mobile devices, or load on a flash drive before deployments where you suspect you may not have good access to the Internet.
- This document, as well as the Instant Church Directory installation procedures are on the NRT QP in the General Resources section.
- The IT Team usually has individual help sessions in the evenings during annual conferences.
- As always, please contact Dave Thalman with any specific quiet page questions or feedback, or any of the IT Team members with general IT issues and ideas.