Shelterly: Setting up for an Incident

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Set up in an area where you can read the computer screen, ideally in area that will stay shaded.

You will need a large table, chairs, access to the internet, power, computers, printers, laptop or camera.

Internet can be Satellite, individual phone hot spot, hot spots/Mifi .

Power can be from building, battery generator, diesel generator or car battery.

General supplies: Printer paper, stapler and staples, extra printer ink, writing paper and pens for notes. Paperweight to keep papers from blowing.

Connect computer to printer. Connect computer to internet. Connect computer and printer to power.

Entry will be easier with a keyboard and mouse. Make your sitting arrangement as ergonomic as possible.

Browser: Shelterly works best in Chrome.

Have your username and password ready.

- If you forgot your password, from the log on screen click "Forgot Password". You will need to remember the email that we used to set up your password.
- If you don't have a password and have been authorized to be a user, contact an Administrator to set up a password for you. Administrators are: _____

Adobe Acrobat Files

- Pages/files print as Acrobat PDF files.
- Understand how your computer will print PDFs. Usually they download first, then you print from the download.
- Set up a folder for the downloads. Make sure you can find the PDFs when they are downloaded.
- Do a test print.

Check print settings for fastest print.

- Check quality of print – often there is a lower-quality/faster print option.
- Check your computer settings for Printers. Uncheck "let windows manage my default printer." Layout should be Portrait. Set to Print to Printable Area. You will be printing Adobe PDF documents.

Set your computer to your current location. Shelterly uses Google Maps and it will be faster to find local addresses if the computer is set to the local location.

Computer tips

If you accidentally close the Shelterly tab by mistake: Reopen it by holding "Ctrl" and "Shift," then pressing "T" on your PC (on a Mac it's Command-Shift-T). Whatever tab you just closed will reappear.