

NEED eFINDS Supplies?

For Training the user in the eFINDS Reporting Administrator role can provision/generate additional barcodes for training.

To do so the eFINDS Admin. at your facility will follow these steps:

1. Open **eFINDS**
2. Click **Practice Only**
3. Select Location (if necessary)
4. Click **Manage Barcodes > Generate Barcodes**
5. Verify your facility type and facility name
6. View # of existing barcodes for this location
7. Enter quantity needed and click **Generate Barcodes.**

Generally speaking, eFINDS Training wristbands are not printed or shipped, as the facility can utilize the PDF logs for training and exercises.

For “Real” Evacuation Supplies the user in the eFINDS Reporting Administrator role can request supplies by following these steps:

1. Open **eFINDS**
2. Click **Evacuation**
3. Select Location (if necessary)
4. Click **Supply Requests** on the main menu.
5. Choose **Create a New Supply Request ***
6. Fill in the form and click Submit New Supply Request.

You will receive email notifications regarding the status of your request.

*Each facility was provided with one scanner during the initial roll-out of eFINDS and facilities are responsible for purchasing additional or replacement scanners (see attached for information on recommended scanner models).

TIP: The eFINDS mobile app can also be downloaded to a smart phone or tablet to scan barcodes. eFINDS Mobile is available for Android and iOS devices on both Google Play and the App Store.