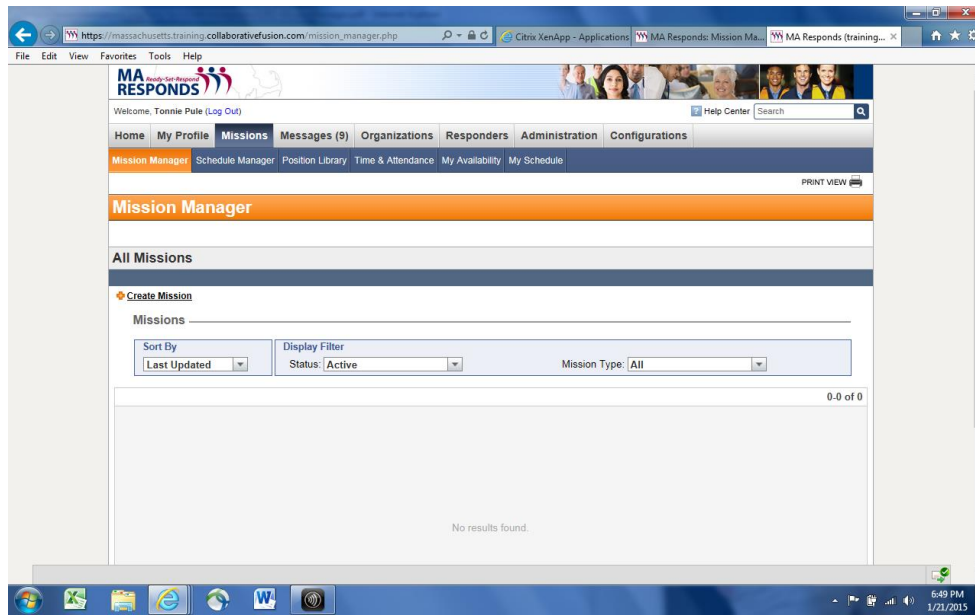


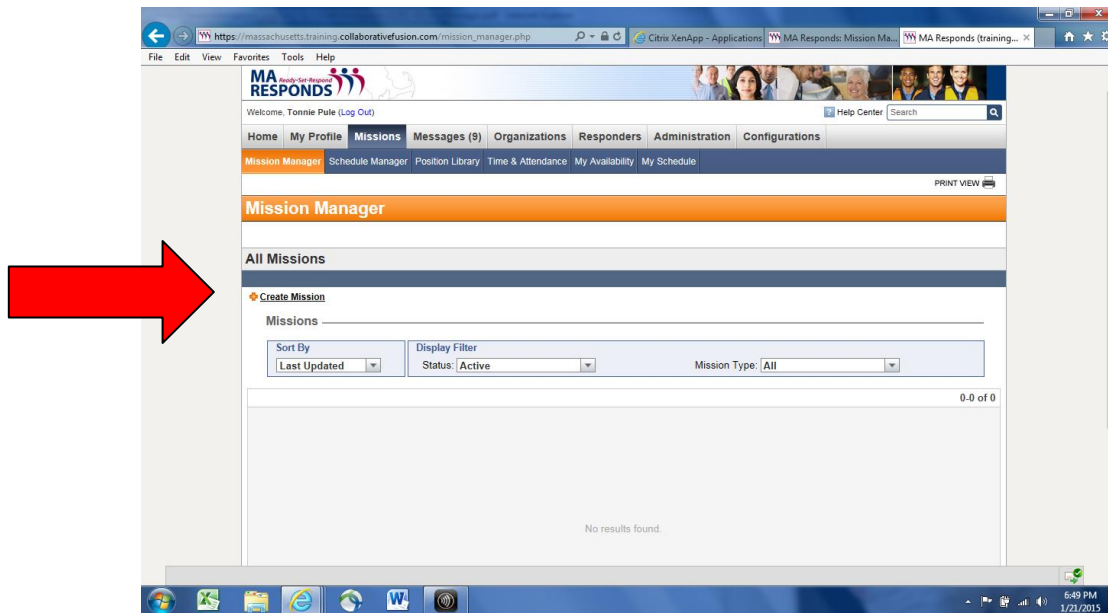
Creating a Mission

1. To create a new mission in MA Responds click on the “Missions” tab.



MA Responds Mission Manager Home Screen

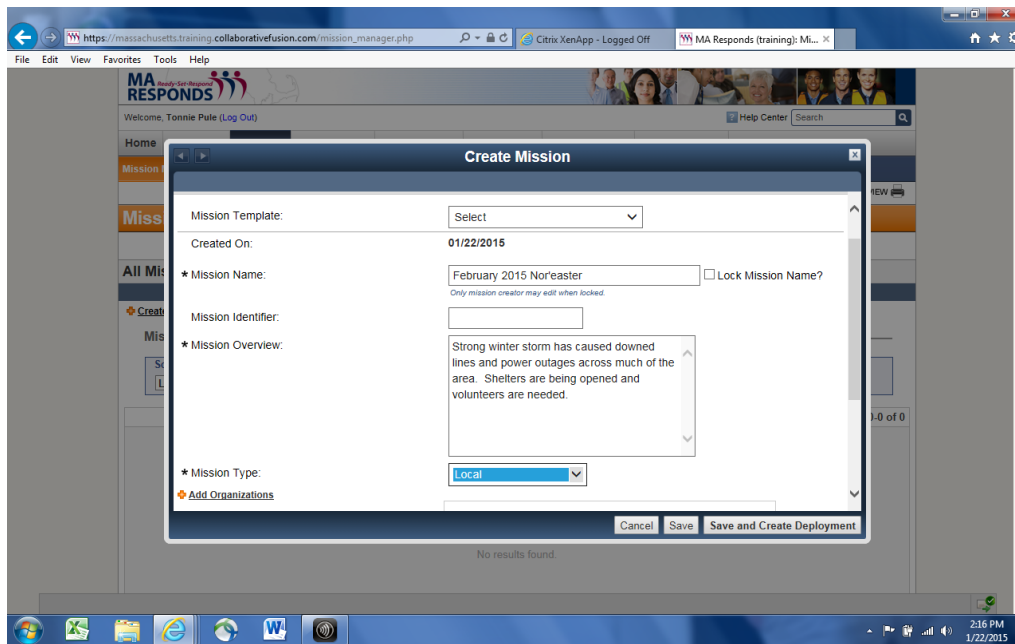
2. Click on the “Create Mission” Link to create a mission.



MA Responds Mission Manager Home Screen

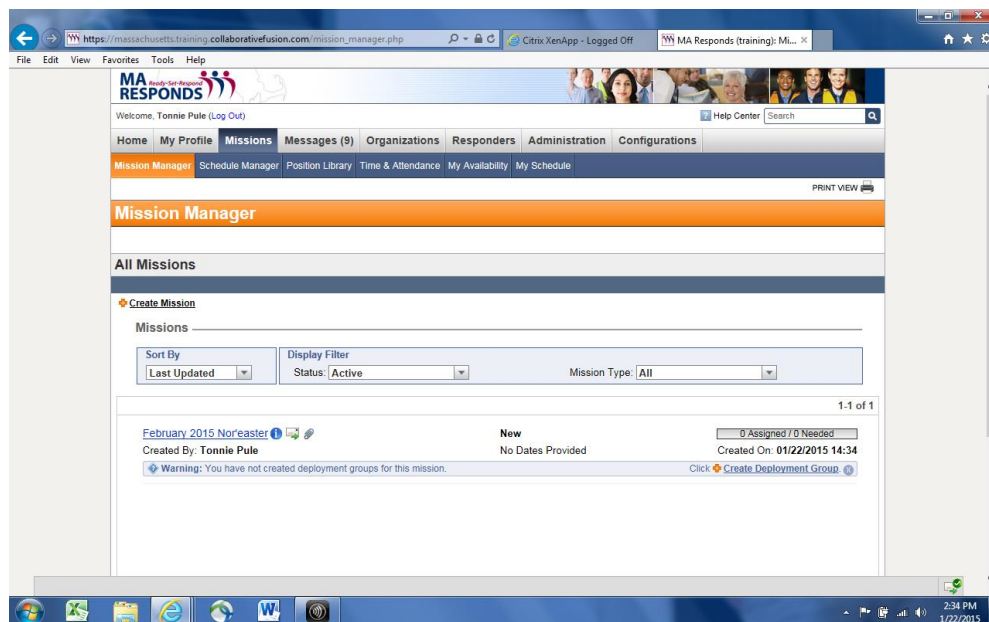
Mission Manager Training – Learning Exercise 5

3. Enter Mission details into the appropriate fields. Note that “Required Fields” are marked with an asterisk.



MA Responds Create Mission Pop-up Screen

4. Once Mission details are complete, save Mission by clicking on the “Save” button.
5. Locate the Mission you created on the Mission Manager Home Screen.



MA Responds Mission Manager Home Screen