



Entering KDA Exercises into KETS

If you and/or your county are participating in an exercise sponsored by the Kansas Department of Agriculture and would like to submit the exercise for EMPG credit, follow these directions for submitting your exercise data in the Kansas Exercise Tracking System (KETS).

KDEM Responsibilities

KDEM will add the KDA exercises into KETS. This will make an Administrator from KDEM the Point of Contact (POC) in KETS for the exercise. The POC will:

- Add the exercise into KETS.
- Assign counties to the exercise.
- Obtain the sign-in sheets from Sandy Johnson and upload them into KETS.
- Assign participants.

If you do not see your exercise added into KETS or you do not see yourself or county assigned to the exercise, contact Nathan Brown at nathan.s.brown14.nfg@mail.mil.


County Responsibilities

To receive county credit:

If you are submitting the exercise for county credit, begin at Step 4 of the KETS submission process. The steps are outlined in the [Step-by-Step Pocket Guide](#) and the [How-To Manual](#), which can be found on the Help page in KETS.

- You need to obtain a copy of the AAR and IP from KDA and/or the contractor and upload it into KETS. Sandy Johnson may be contacted at Sandy.Johnson@kda.ks.gov.
- Each county is responsible for submitting the AAR/IP individually. Another county or agency cannot submit an AAR/IP on behalf of your county.

If you accept the exercise as **County and Individual Credit**, it will appear under “Accepted Exercises” for the County. The exercise will remain incomplete as an “Accepted Exercise” on your County page until: (1) a county AAR/IP is uploaded; or (2) you switch the exercise to individual participation credit only.

- If you intended to accept the exercise for individual participation only, you may switch it by clicking on the Submit icon  for the exercise. Click on [Switch to Individual Credit Only](#) in the top right corner.

Home Exercises County Reports Help

Great Plains CEC (logout)

← Great Plains County's page

Assigned Admin
Cait Purinton

Exercise Coordinator: Great Plains CEC

Submission Progress

× Uploaded AAR × Uploaded IP

Switch to receive individual credit only

To receive individual participation credit only:

If you were an evaluator, controller, or in another exercise support role and would like to submit the exercise for individual participation credit only:

- When you log in to accept the exercise, select the **Individual Participation Only** option. (See Step 4 in the [How-To Manual](#) in KETS.)

The screenshot shows the KETS web application interface. The top navigation bar includes 'Home', 'Exercises', 'County' (selected), 'Reports', and 'Help'. The user is logged in as 'Great Plains CEC'. The main content area is titled 'Great Plains County' and features three sections:

- Available Exercises:** A table with columns 'Exercise', 'Location', and 'Type'. One row is visible: 'KDA Exercise' at 'Manhattan' location, 'Tabletop Exercise' type.
- Accepted Exercises:** A table with columns 'Exercise', 'Location', 'Type', 'Start Date', 'End Date', and 'Submit'. One row is visible: 'TEPW Test Exercise' at 'Crisis City' location, 'TEPW' type, '1-10-2015' start and end dates.
- Submitted Exercises:** A table with columns 'Exercise', 'Location', 'Type', 'Start Date', 'End Date', 'Status', and 'View'. It displays 'No Submitted Exercises'.

A modal window is open for accepting an exercise. It has a title 'Add note (optional)' and a text area. Below the text area is a dropdown menu labeled 'Accept for...' with 'Individual Participation Only' selected. A red arrow points to this dropdown. There is an 'Accept Exercise' button and a close button (X) in the top right of the modal.

At the bottom of the page, there is a footer: 'Kansas Exercise Tracking System - Copyright © 2014'.