Digital Tactical Worksheets Training Guide

Instructor and Candidate Instructions

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This guide explains how to prepare, share, and run a DTW training exercise; connect candidate devices; build visual scenarios and optional branches; control candidate dispatch audio and resource status; document worksheet activity; and save exercise reports.

The instructor creates the scenario and controls the exercise. A candidate uses a connected station to work the tactical worksheet. The same room and devices can be reused as candidates rotate through the exercise.

Essential habit: Use **Save & Next Candidate** whenever you need to keep an exercise. **End Exercise**, **Change Scenario**, disconnecting a station, or deleting a room can clear unsaved candidate work.

Find what you need

Training workspace: https://www.digitaltacticalworksheets.com/training/

Digital Tactical Solutions, LLC

START HERE

Quick start for your first exercise

Use this sequence for one instructor computer and one candidate tablet or computer. Begin with a dispatch-only exercise, then add visuals, audio, and branching after the room workflow is familiar.

1. **Sign in.** Open the Instructor Workspace and sign in to an instructor account with active access.
2. **Create Scenario.** Enter a name, address, call type, CAD information, call mode, units by alarm, and instructor guide.
3. **Attach a presentation if needed.** Open DTW Scenario Studio, build or open saved visuals, save them, then select that presentation in the scenario editor.
4. **Create Room.** Give the room a recognizable name and select the saved scenario.
5. **Connect the candidate device.** Open the station link or enter the six-character room code at Connect a Station. Name the device and connect it.
6. **Ready the candidate.** The candidate enters a name and taps Begin. Confirm Ready in Training Stations.
7. **Dispatch.** Use Dispatch Initial Assignment for tones and spoken dispatch on candidate stations, or Start Exercise for a silent start.
8. **Run the exercise.** Send CAD updates, dispatch later alarms, update unit status, control visual scenes or branches, and observe the candidate.
9. **Save.** Select Save & Next Candidate and wait for the stations to return to name entry.
10. **Review.** Open Saved exercises and export the candidate's PDF report.

Understand the major parts

Part	Purpose
Instructor account	Saved scenarios, visuals, rooms, preferences, sharing invitations, and reports
Training scenario	Incident details, worksheet mode, roster, dispatch sequence, and private instructor guide
DTW Scenario Studio	Saved photo or text slides, effects, optional branches, and presentation controls
Training room	The live connection among instructor, candidate stations, and presentation displays
Candidate station	A connected browser/device with an independent candidate worksheet

Before the next candidate: Confirm the previous report is saved, the room is ready, and every candidate device displays **Enter your name**.

Instructor accounts, access, and navigation

Create and activate an account

1. Open the training workspace and expand **Create your instructor account**.
2. Enter your name, email address, and a password with at least 12 characters.
3. Review and accept the displayed terms, safety information, and privacy notice.
4. Select **Create Account & Continue**. Registration does not require the old instructor passcode.
5. Start the 14-day DTW Instructor trial for immediate access without a credit card. The Guide is the starting point for trial onboarding.
6. After the trial, choose monthly or annual billing, enter an owner-issued complimentary access code, or contact DTW for department purchasing.
7. If access does not unlock after payment, use **Refresh Subscription Status** before attempting checkout again.

Navigate the workspace

Area	Use it for
Scenarios menu	Create Scenario, Saved Scenarios, DTW Scenario Studio, and Sharing
Notifications	Review incoming account-to-account invitations and accept or decline them
Training rooms	Open, rename, reuse, or delete live rooms
Saved exercises	Open candidate records and export PDF reports
Profile & preferences	Instructor name, default call mode, station name, and password changes
Plans & Billing	Subscription status, checkout, complimentary access, and billing management

Use a station name such as Command 1 or Tablet 2 for the device. Each candidate enters a separate personal name at the start of an exercise. Candidate stations do not need instructor accounts.

Forgot your password? opens the recovery page. Follow its Contact DTW instructions, use the reset link, and return to sign in. The demo instructor-code route remains separate from personal accounts.

Create, edit, and organize training scenarios

From the Scenarios menu, select **Create Scenario**. Saved Scenarios now has its own page so a growing scenario library does not crowd the workspace.

Field	What to enter
Scenario name	A reusable title such as Residential Fire 01
Incident address	The address shown to candidates at dispatch
Call type	A short description such as Reported structure fire
Dispatch / CAD information	Information available to the candidate at dispatch
Call mode	Generic, Residential, Apartment, High-Rise, Commercial, or MCI
DTW Scenario Studio	A saved presentation, or No visuals
Instructor guide	Objectives, injects, radio lines, and coaching notes hidden from candidates

Keep candidate information separate from instructor-only material. Put a caller report in Dispatch / CAD information. Put the planned timing, release conditions, teaching points, and role-player lines in the instructor guide.

Choose the call mode

Mode	Use
Generic	Simple outline when the candidate should build the command structure
Residential	Residential structure worksheet
Apartment	Apartment layout with location-based primary-search tracking
High-Rise	High-rise layout with floor/location tracking
Commercial	Commercial structure worksheet
MCI	Mass-casualty worksheet

Use **Edit** to revise an existing scenario and **Duplicate** to create a variation. A room keeps the version loaded into that room; editing the saved source does not silently change an active exercise.

SCENARIO PREPARATION

Build the private instructor scenario guide

The scenario editor includes an instructor guide area. The structured guide editor is available where enabled; every instructor can still use the full guide text field. Candidates cannot see this content.

Recommended guide sections

Section	Suggested content
Briefing / building	Construction, occupancy, known hazards, and starting information
Learning objectives	One observable objective per line
Initial conditions	What exists at dispatch and arrival
Timeline	Suggested event sequence and decision points
SOP expectations / references	Verified department expectations and source sections
Instructor notes	Coaching points, grading reminders, and setup details

Add role-player radio traffic

Select **Add transmission** and complete the speaker, recipient, suggested minute, release condition, optional dispatch hold, and the radio line to read aloud. Reorder or remove transmissions as needed.

> **Important:** Suggested times do not automatically release transmissions. The instructor or role-player reads each line when its stated conditions are met. Leave candidate command decisions open rather than scripting the expected answer.

When duplicating a scenario or changing its roster, review every unit name and any Hold until dispatched instruction. Use **Edit full guide text** for complete free-form editing or when repeated custom sections cannot be represented by the structured fields.

The live room displays the saved Scenario plan separately from the dispatch and CAD sections. Use the **Scenario** shortcut to return to it during the exercise.

Organize units, alarms, and dispatch steps

Enter each unit once under its alarm and unit type. The scenario editor supports Alarms 1 through 5 and creates the roster automatically. A separate master-unit list is not required.

Alarm	Type	Example
1	Engines	E1, E2
1	Trucks / Ladders / Towers	T1
1	Chiefs	BC1
2	Engines	E3, E4
2	Rescues	R1
2	Specialty / RIT	RIT1, HAZ1

Automatic alarm dispatch

- Leave **Dispatch by alarm automatically** checked for the standard workflow.
- Start Exercise or Dispatch Initial Assignment releases Alarm 1.
- Dispatch Next Step releases the next populated later alarm.
- Dispatch Selected and Dispatch Alarm remain available for manual releases.

Custom sequence

Uncheck the automatic option to show Custom initial units & dispatch steps. Enter starting units, then one named step per line, such as First reinforcement: E3, R1. Custom steps reference units already entered in the alarm roster.

Specialty / RIT creates the specialty tile type. Use Other units only when none of the listed categories fits. Keep labels consistent throughout the scenario, instructor guide, CAD messages, and visuals.

SCENARIO STUDIO

Use DTW Scenario Studio

Open **DTW Scenario Studio** from the Scenarios menu. The editor is organized around the central canvas, slide timeline, Effects and Slide tabs, and library dialogs.

Create the visual draft

1. Select **New** for a new visual or open **My Visuals** to continue an existing saved item.
2. Enter a scenario name and select a slide in the timeline.
3. Use **Add Photo Slide** for building or incident imagery. Use **Add Blank Slide** for briefing text, updates, or discussion prompts.
4. Use **Background** to choose a shared picture, a personal saved photo, or a one-time upload for the selected slide.
5. Use the Effects tab for smoke, fire, masks, wind, and presets. Use the Slide tab for title, timing, candidate description, blank-slide text, and text over a photo.

The redesigned interface keeps canvas tools close to the image and groups advanced controls so the page remains usable on desktop and tablet screens. Use Hide Editing Handles to check the candidate-facing result.

Slide actions

Action	Result
Duplicate Slide	Copies the slide, photo, effects, mask, and text into the same timeline
Move Up / Move Down	Exchanges content with the adjacent timeline position
Swap	Exchanges any two slides while scheduled times stay in order
Delete Slide	Removes the selected slide from the unsaved draft
Preview Scenario	Runs the current unsaved draft without dispatching a room
Presentation Mode	Shows the current draft full-page without needing a live room

Choose background pictures and manage photos

The shared catalog is labeled **Background Pictures** and is grouped by incident setting.

Category	Examples
Single Family Residential	Ranch, Craftsman, Cape Cod, Colonial, Queen Anne, mansion, cottage, and small wood-frame homes
Multi-Family Residential	Garden apartments, interior-hall apartments, townhomes, row homes, and mixed-use apartments
Commercial	Strip malls, offices, repair shops, storage buildings, restaurants, and other commercial occupancies
High Rise	Full-building, entrance, and rear/service angles for multiple towers
ARFF	Aircraft with gear down, runway excursions, belly landings, and damaged fuselage conditions

My Saved Photos

Signed-in instructors can upload a PNG, JPEG, or WebP image up to 8 MB, name it, and select **Upload to My Photos**. A saved personal photo can be reused in later visuals. Removing it from the personal library does not break visuals that already use their own saved copy.

One-time uploads

Uploading a photo directly for the selected slide uses it in that draft. Saving the visual preserves the referenced image. A personal-library upload does not replace the active slide until you select it.

Owner-managed shared backgrounds

The verified owner can open **Manage Shared Backgrounds** to upload a named picture to a category, rename catalog labels, or remove a shared catalog item. Catalog removal preserves images already copied into saved visuals and live room snapshots.

Use fictional or authorized imagery: Confirm you have permission to use uploaded photos. Remove personal information, patient information, addresses, or other sensitive content before saving or sharing.

Build fire, smoke, text, and masks

Add and place effects

Use **+ Smoke**, **+ Fire**, or **+ Window Fire**. Drag the numbered handle to position the effect. Select it to edit size, density or intensity, opacity, shape, motion, position, and wind. Duplicate Effect copies the selected effect; Remove Effect deletes it.

Window Fire

- Drag the four corner handles to fit the opening in perspective; the numbered handle moves the entire fitted window.
- Adjust flame reach, window smoke density, smoke plume height, opening darkness, and firelight.
- Use **Fire knocked down (smoke only)** to retain the dark opening while smoke forms from the base and rises from the window.
- The current Window Fire combines the fitted opening, rolling exterior flame, and connected smoke. The older Fire in Smoke authoring option has been removed.

Animated fire spread

Enable **Animate fire spread**, place the effect at its final coverage, then set starting coverage, delay, duration, and direction. Use Restart Spread Preview while editing.

Text over a photo

Use **+ Text**, then enter a label, update, or instruction. Adjust size, box width, position, color, background, and alignment. Drag the T handle for direct placement.

Masks and wind

Under Hide Behind Building, select Draw / Edit Mask and outline the foreground area with at least three points. The mask hides animation pixels behind the roofline or wall. Shared slide wind can move all effects together; turn it off when individual effect direction is needed.

> **Training model:** DTW Scenario Studio is a controlled visual aid, not a predictive fire or smoke model. Instructors remain responsible for realistic conditions and exercise objectives.

Set timelines, preview, and present

Main timeline

The first main slide begins at 0 seconds. Later main slides use scheduled times measured from initial dispatch. Branch slides use their own zero-based timeline beginning when the instructor selects that branch.

Preview the draft

1. Select **Preview Scenario**.
2. Use Play to test timed changes or Previous Slide, Next Slide, and the time slider to inspect a point.
3. Test each optional branch and its return path.
4. Use Restart to return to the beginning, then Close Preview to continue editing.

Preview shows the current unsaved draft. It does not save the visual or dispatch a live room. Every photo slide needs a valid image.

Standalone Presentation Mode

Select **Presentation Mode** to show the current draft in a full-viewport viewer without creating a room. Editing panels, descriptions, handles, and mask outlines are hidden. Previous, Next, Play/Pause, Restart, Full Screen, and Exit Presentation remain available in a compact control bar.

Live room presentation

In a room, use **Create Presentation Link**, then Open Presentation or Copy Presentation Link. The read-only display follows the room's released visual scene, holds, and optional branches. It does not join as a candidate or mark anyone on scene.

> **Timing note:** Pausing or holding visuals does not pause the incident timer. Use visual controls for instruction and discussion with that difference in mind.

Create instructor-selected optional branches

Branches let the instructor select a different visual route while the main timeline remains the default path. A branch may rejoin a later main slide or hold on its last slide.

Build a branch

1. Create the main slides, including any later slide where a branch may rejoin.
2. Select **Add Branch**, name it, choose its starting main slide, set its duration, and choose a later rejoin slide or Hold at end of branch.
3. Use the timeline selector to edit branch slides. Branch time starts at zero when the branch begins.
4. Open **Branch Map** to review main slides, optional routes, and return connections. Select a map item to edit that path.
5. Preview every route, then select Save Visuals.

Run a branch

A branch becomes available while its mapped starting main slide is showing. Select it and choose **Start Branch**. At the configured duration, the route rejoins the selected main slide automatically. Use **Rejoin Main Now** to return early.

A branch with no rejoin point holds its last slide. Use the existing scene controls to choose a main slide when you want to return. Restarting the exercise always returns to the main timeline.

Limits and editing rules

- Up to 12 optional branches and 40 total slides across the complete visual.
- Branches cannot nest inside other branches.
- A branch cannot rejoin an earlier main slide.
- A referenced main slide cannot be deleted until its branch connection is changed or removed.

Save, manage, and attach Scenario Studio presentations

Save behavior

The first **Save Visuals** creates a saved item. Later saves update the same opened item. Use New to start a separate item. Stale saves from another tab are rejected while the local draft remains available for review.

Open My Visuals to refresh the list, select an item, and Open it. Use Delete only for a visual you own. A visual attached to a saved training scenario must be detached from that scenario before deletion. Deleting the source does not remove copies or room snapshots already created.

Attach to a saved scenario

1. Open the training scenario in Saved Scenarios.
2. Choose the saved presentation under DTW Scenario Studio.
3. Save Scenario.
4. Load or reload that scenario into the intended room before dispatch.

Attach to a waiting room

Open DTW Scenario Studio, select the saved presentation, and use **Attach Before Dispatch**. Confirm the title and ready status on the room before beginning. Saving later edits does not replace the version already copied into a room.

Control during the exercise

Control	Result
Pause Visuals	Holds the current scene; incident timer continues
Resume Timed Scenes	Continues the main or active branch timeline
Show Scene & Hold	Jumps to the chosen scene and holds it
Start Branch	Begins an available optional route
Rejoin Main Now	Returns early to the configured main slide

Share scenarios and visuals with instructor accounts

Direct account sharing replaces the need to create and manually send a new link for normal sharing. Open **Sharing** from the Scenarios menu or use Share from a saved item.

Choose what to share

Scope	Recipient receives
Scenario Only	Incident setup and instructor guide without the attached visual
Visuals Only	The selected saved visual without the training scenario
Scenario + Visuals	The scenario and its currently attached saved visual

Choose how to share

Mode	Behavior
Send a Copy	The recipient accepts an independent copy. Later edits are separate.
Collaborate	The recipient works on the same saved item after acceptance. This is shared-version editing, not live keystroke syncing or automatic merging.

Invitation workflow

1. Enter the email for an existing personal DTW instructor account.
2. The invitation appears in the recipient's header notification dropdown and on the Sharing page. DTW does not send an invitation email.
3. The recipient reviews and accepts or declines. Active training access is required to accept.
4. The owner may review sent invitations and revoke collaboration. A recipient may leave collaboration or duplicate a shared scenario into an independent copy.

Only the owner can delete the original shared item. Collaborators cannot browse the owner's other scenarios, photos, reports, or rooms. Rooms use a snapshot, so later edits or revocation do not interrupt an exercise already created from accepted content.

Before sharing: Confirm you have permission to distribute every photo and remove sensitive material from CAD information, instructor notes, visual text, and uploaded images.

Create a room and connect candidate stations

Create the room

1. Save at least one training scenario.
2. Select Create Room, enter a recognizable room name, choose the saved scenario, and create it.
3. Note the room code shown at the top of the dispatch board.
4. A room is reusable. Return through Training rooms and Open Room.

Connect each candidate device

1. Use Room & Exercise to copy the station link, or open https://www.digitaltacticalworksheets.com/training/station/ on the device.
2. Enter the six-character room code shown by the instructor.
3. Give the device a distinct station name and select Connect Station.
4. Leave the browser at Enter your name until the candidate is ready.
5. Confirm the station appears under Training Stations.

The browser remembers its room connection using site storage. Use the same browser and keep site storage enabled. Each candidate enters only a name and taps Begin.

Check readiness

Verify station name, candidate name, connection status, and readiness. A waiting station has no active candidate. A ready station has a candidate name. Active and on-scene states show exercise progress. Backgrounded browsers may briefly appear offline until they resume.

Multiple stations in one room receive the same dispatch, CAD, visual, and unit-status updates while maintaining independent worksheets. Use separate rooms when scenarios or timing must remain independent.

> **Do not disconnect casually:** Disconnecting a station clears its current unsaved exercise. Save the report first when the work must be retained.

Use candidate dispatch audio and resource status

Dispatch Initial Assignment

In Dispatch Units, review Initial Assignment and select **Dispatch Initial Assignment**. The connected candidate stations, not the instructor computer, play the tones and announcement.

- The candidate's Begin tap enables speech and Web Audio on that device.
- By default, DTW plays tones, announces the address, call type, and initial units, pauses, and repeats the announcement once.
- Candidate CAD units are released at the beginning of the sequence. Stopping audio does not remove those units.
- Use the audio settings to disable speech, tones, or repeat for the next dispatch.
- Use Stop Audio to cancel current playback. The instructor board shows station playback feedback.

If a station blocks audio after a reload, the candidate uses **Enable Audio**. Enabling does not replay an old dispatch; the instructor must dispatch again. Start Exercise remains available when the exercise should begin without spoken audio.

Mark resources On Scene

Under Dispatch Units, use Unit Status for released resources. Select one or more units and choose **Mark Selected On Scene**, or return them to Dispatched when correcting status.

Candidate sidebars show On Scene above Dispatched. Updating a unit's status does not move or delete a tile already placed on the worksheet. The change is timestamped in CAD Updates and the Notes Log.

> **Two different arrivals:** A candidate selecting On Scene records the candidate's arrival into the worksheet. Marking E1 On Scene changes that resource's sidebar status. The two actions are independent.

Run the instructor dispatch board

The board provides shortcuts for Scenario, Dispatch, CAD, Visuals, Stations, and Room. Watch the connection indicator, last-sync information, incident timer, candidate status, and audio status.

Start and dispatch

Control	Result
Dispatch Initial Assignment	Starts/releases the saved initial units and sends candidate-station audio settings
Start Exercise	Starts silently and releases the saved initial units
Dispatch Next Step	Releases the next configured later alarm or custom step
Dispatch Selected	Releases checked roster resources
Dispatch Alarm	Releases all remaining resources in the selected alarm
Add Unit	Adds an unplanned resource for later dispatch

Send a CAD update

Choose a Quick CAD update or type a Dispatch message. Presets insert editable text; they do not send automatically. Review the message, select Send CAD Update, and confirm it appears in history. Candidates receive the update in CAD Updates and the Notes Log.

Control visuals and branches

Use the Visuals section for pause/resume, Show Scene & Hold, branch selection, early rejoin, and presentation status. Candidates use View Conditions; the button indicates when the scene changes.

Use the scenario plan

Select Scenario to review objectives, event timing, SOP context, and role-player lines. These notes remain instructor-only unless you manually send or read an item.

Before repeating an action after a connection warning, check the roster, CAD history, unit status, visual state, and candidate station feedback. The first action may have arrived even if its confirmation was lost.

CANDIDATE WORKFLOW

Use the candidate worksheet

Join and acknowledge dispatch

1. At Enter your name, enter the name to associate with the exercise and select Begin.
2. Wait for dispatch. Listen to the audio when enabled and read the address, call type, CAD information, and units.
3. Select On Scene to enter the worksheet.
4. Select the incident address in the CAD panel to reopen dispatch information, then Return to Worksheet.

Place and assign units

The CAD - TRAINING sidebar separates On Scene and Dispatched resources. Drag a unit onto the worksheet, then into the appropriate group/division, or tap a unit to create its tile. Move an existing tile when changing assignments to avoid duplicates.

Open a unit tile while PAR is inactive to enter a note, choose or type an assignment, and save it. DTW can create the named group/division or join an existing one. Dragging a unit into a group/division also records the assignment change.

Record crew entry and exit

1. Open the unit details and enter the actual crew count.
2. Select an entry side and add an optional floor.
3. Select Record Entry. DTW timestamps the action and logs it.
4. When the crew exits, reopen the same unit and select Record Exit before starting another entry.

Expand CAD Updates for new information. Select View Conditions when available and Return to Worksheet afterward. Keep the browser open and tell the instructor if dispatch, audio, unit status, or conditions stop updating.

Record PAR, primary searches, benchmarks, and snapshots

Conduct a PAR

1. Select PAR. Unit tiles receive pending red outlines and the control changes to End PAR.
2. Double-click or double-tap each reporting unit tile. Confirmed units turn green.
3. Target the unit tile inside a group/division, not the group heading.
4. Review any remaining pending units before selecting End PAR.

During PAR, the unit-note dialog is suppressed so double-click or double-tap confirms accountability. Ending PAR clears the highlighting; it does not prove every unit reported.

Track primary search

1. Open Primary Search and select + Search Completion.
2. Enter the room/area and reporting unit.
3. Mark Fire Apartment or Fire Area only for the identified fire location.
4. Use Entire Building only for a report covering the whole building.
5. Edit an existing entry to correct its location, unit, designation, or time.

Notes and benchmarks

Use the relevant benchmark controls when events occur. Review the Notes tab for CAD updates, unit notes, assignments, entries/exits, and resource-status changes. The newest notes appear first in current worksheet versions.

Snapshots

Training stations capture scheduled checkpoints approximately every two minutes while active, event-triggered checkpoints, and a final capture during saving. Use More > Capture Snapshot Now for an important moment. Snapshots record worksheet state, not continuous video.

Save exercises and export PDF reports

Save before clearing

1. Finish the exercise and ask candidates to complete their notes.
2. Confirm every needed station is connected and open.
3. In Room & Exercise, select Save & Next Candidate.
4. Wait while devices send worksheet and snapshot information.
5. Confirm the devices return to Enter your name and the saved entries appear under Saved exercises.

An offline station may hold the room at Saving reports. Keep its existing browser open and restore the connection. Do not use End Exercise while you still need its unsaved work.

Export the saved report

1. Open Saved exercises and locate the candidate/date.
2. Select Export PDF Report and wait for the report-ready message.
3. Select Print / Save as PDF and use a descriptive filename.
4. Open the saved file and verify candidate, scenario, board images, snapshots, assignments, benchmarks, and notes.

The report is an exercise record, not an automatic evaluation or certification. Use your organization's separate process for scoring, feedback, attendance, and signatures.

Direct candidate export

Before clearing the worksheet, a candidate may use More > Export Incident Report (PDF). This does not replace Save & Next Candidate when the exercise must also appear in the instructor workspace.

Rotate candidates and manage rooms

Repeat the same scenario

After Save & Next Candidate finishes, the room and device connections remain. Confirm each station shows Enter your name, have the next candidate tap Begin, and dispatch again.

Change scenario

1. Save every report you need.
2. Choose the new item under Selected scenario and select Change Scenario.
3. Review address, call mode, roster, instructor guide, and visual version.
4. Confirm stations returned to name entry, then ready the new candidates.

Choose the correct room action

Action	Effect
Save & Next Candidate	Collects active candidate reports and prepares the next rotation
End Exercise	Ends/resets the current exercise and can clear unsaved work
Change Scenario	Loads another scenario and clears current candidate worksheets
Disconnect station	Removes that station and clears its current unsaved exercise
Delete Room	Disconnects all stations and clears unsaved room work

Use Rename for clearer station or room labels. Reuse rooms for normal rotations. Delete a room only when it is no longer needed. Saved scenarios and completed exercise reports remain available after room deletion.

OWNER-ONLY

Owner tools and catalog management

The verified DTW owner account has additional controls. Profile settings, billing ownership, instructor passcodes, demo identities, and test profiles do not grant owner permission.

Owner Dashboard

The Owner Dashboard summarizes registered instructors and active paid billing accounts. It can search, filter, sort, and page through account rows showing registration, last sign-in, authenticated activity, sign-in count, organization, access status, term end, saved scenario count, room count, and report count.

The dashboard does not expose passwords, salts, session tokens, Stripe identifiers, candidate names, scenario content, or report content. Activity shows authenticated requests, not guaranteed human presence.

Shared Background Pictures

Manage Shared Backgrounds can upload a picture to a category, rename its display label, or delete it from the catalog. Deleting a catalog item preserves saved visuals and room snapshots already using it.

Public Scenario Studio Demo

In the Owner Dashboard, choose a saved presentation, confirm that its content may be viewed publicly, and select **Upload to Public Demo**. Uploading replaces the permanent public demo with a separate copy, including its photos and branches. Use **Open Public Demo** to verify the presentation as a logged-out visitor.

AI Scenario Builder pilot

Where enabled for the owner pilot, AI Scenario Builder creates a draft for review or duplicates a scenario with changed units. Review every field, instructor guide line, unit label, and visual attachment before saving. Only Save as new scenario persists a generated or duplicated copy.

Security: Do not place secrets, access codes, payment identifiers, or sensitive customer data in owner notes, shared visuals, screenshots, or support messages.

Troubleshoot common problems

Access is unavailable

Check Plans & Billing. The account may exist without active access. After payment or code redemption, use Refresh Subscription Status and verify the signed-in email before another checkout attempt.

A station will not connect or Begin is unavailable

Confirm the six-character room code, station link, internet connection, and site storage. Use the candidate station page, not the instructor workspace or presentation link. Wait for saving/resetting to finish.

Dispatch audio is silent

Confirm the candidate tapped Begin, device volume is on, and the instructor's audio setting is enabled. After a refresh, use Enable Audio on the candidate device, then dispatch again. The instructor computer should remain silent.

A unit is missing or in the wrong sidebar group

Confirm it was dispatched, not only added to the roster. Check alarm selection and candidate CAD. Resource arrival is instructor-controlled; use Unit Status to move a released resource between Dispatched and On Scene.

Visuals are old, held, or missing

Confirm the saved version was selected or attached before dispatch. Saving edits does not update the room snapshot. Check Pause Visuals, Show Scene & Hold, the active branch, and Resume Timed Scenes.

Sharing invitation is missing

Confirm the recipient already has a personal instructor account under the exact email. Open the notification dropdown or Sharing page and refresh. No email is sent. The recipient needs active access to accept.

The room remains at Saving reports

Keep the candidate tab open and restore its connection. Do not clear browser data or use End Exercise while the report is still needed.

A PDF does not open

Allow the report tab or pop-up, wait for loading, then use Print / Save as PDF. On a tablet, use the browser/device PDF or print-sharing options and inspect the file before clearing the room.

Practice exercise and instructor checklist

Create Residential Fire 01 at 1200 Oak Street with call type Reported structure fire and Residential mode. CAD information: Caller reports smoke from a second-floor window. Occupancy status is unknown.

Alarm 1: E1 and E2 under Engines, T1 under Trucks / Ladders / Towers, and BC1 under Chiefs. Alarm 2: E3 under Engines, R1 under Rescues, and RIT1 under Specialty / RIT.

Run a short practice

1. Create the room, connect one station, enter a candidate name, and tap Begin.
2. Use Dispatch Initial Assignment and confirm tones, speech, initial units, and the silent instructor computer.
3. Have the candidate select On Scene, place E1, assign it, and record crew entry.
4. Mark E1 On Scene from Unit Status and confirm the candidate sidebar and Notes Log update.
5. Send a CAD update and dispatch the next alarm.
6. Practice PAR, primary search, crew exit, and a manual snapshot.
7. Start an optional visual branch, rejoin the main timeline, and test the presentation display.
8. Select Save & Next Candidate, verify the saved exercise, and export its PDF.

Before each class

- Verify instructor access, device power, internet, site storage, and browser audio.
- Review the scenario, units, alarm assignments, call mode, and instructor guide.
- Preview the main visual timeline and every optional branch.
- Confirm the correct saved visual version is attached to the room.
- Run a test candidate, dispatch, unit-status change, report save, and PDF open.

Before each candidate rotation

- Finish notes and choose Save & Next Candidate.
- Wait for all needed reports and confirm the saved entries.
- Check that devices show name entry and the room is ready.
- Confirm the next scenario before candidates tap Begin.

HANDOUT

Candidate quick reference

The instructor connects the device and controls the exercise.

Begin

1. Enter your name and select Begin. This also enables dispatch audio on the device.
2. Wait for dispatch. Listen to the announcement and read the address, call information, and units.
3. Select On Scene to enter the worksheet.
4. If audio is blocked after a refresh, select Enable Audio and tell the instructor to dispatch again.

Work the incident

- **Resources:** Use units released in the CAD sidebar. On Scene resources appear above Dispatched.
- **Assignments:** Place units and drag them into groups/divisions, or enter an assignment from the tile.
- **Crew entry/exit:** Open the unit, record crew count and entry side, add a floor if needed, then record exit when the crew leaves.
- **CAD updates:** Expand CAD Updates for new information and select the address to review the original dispatch.
- **Visuals:** Select View Conditions when available and Return to Worksheet afterward.

Accountability and search

- **PAR:** Select PAR, then double-click or double-tap each reporting unit. Review pending units before End PAR.
- **Primary search:** Record the room or area and reporting unit. Use Entire Building only for a whole-building report.
- **Notes:** Review the Notes tab and add important information not already captured.

Finish

Keep the worksheet open while the instructor saves. Wait through the saving message until Enter your name returns. Do not close, reset, or clear browser data during saving.

Support: contact@digitaltacticalworksheets.com. Include the page, device/browser, approximate time, room code if relevant, and exact error message. Never send passwords or complimentary access codes.

Training only: Follow your instructor's scenario directions and your organization's procedures.