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**TR1-EEMS-Asset-User Training 7\_6 rev2 User Training  
 AGENDA**

**Welcome and introduction**  
**Overview of EEMS (Emergency Event Management System)**


**Personnel:**
**User Training**

## Notes

- Startup and User Login
- Personnel Enrollment
  - Eseek Id Scanner
  - Manual Entry
- Preview / Print ID Card
- Available fields for expanded data collection

**Hands on >>> A: Personnel Section**

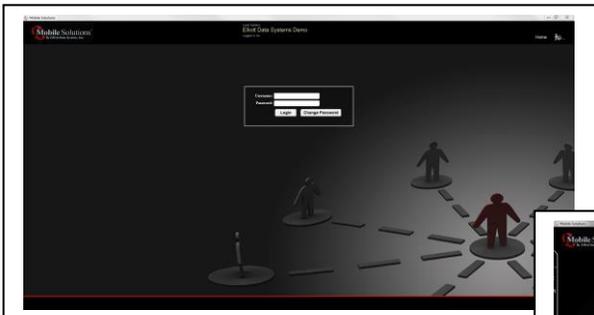
- Searching / Filtering
- Editing / Viewing
- Adding more detail to the personnel record
  - Second Id, Dates, Contact information
  - Skills / Quals, Obtainable Assets
  - Attaching Files

**Hands on >>> B: Searching and Edit Personnel**

- Badging
- Check in and print

**Hands on >>> C: FasTrack Printing Section**

- Reports

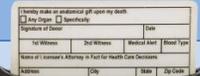
**Hands on >>> D: Report Section**


**Issue Positive  
 IDs &  
 Enrollment**

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## Personnel – Hands on Exercises



### Preface - Program start and User Login

#### EEMS (Emergency Event Management System)

1. Double Click the EEMS Icon  from the Desktop to start Application.
2. Enter User name and password (default User: admin PW: admin).

**Note:** You must complete **Person 1** column then complete **Person 2** column

#### A: Personnel - Create new person in personnel using SmartReg

Select a partner: (Bring Drivers License) *Note: Alternative method to SmartReg is to manually type in required data.*

Person 1	Person 2
<p><b>1.</b> If you have a license scanner insert driver's license in scanner with picture facing rear of scanner and remove. If you do not have a scanner type in your partners First and/ or Last Name. Review information and click the <b>"Add/Search"</b> button.</p> <p><i>Note: The system will validate if the person scanned or typed in is an active record in the database. If not it will prompt you to add a new record. If there is a similar name it will present a list to choose from.</i></p> <p><b>2.</b> Create a personnel record for Person 2.</p> <p><b>3.</b> Fill in the Expiration Date field to the current date and change the year to <b>2015</b>.</p> <p><b>4.</b> Select the 2<sup>nd</sup> id field and scan the barcode of your id badge if available or type in last 4 digits of person 2's phone number.</p> <p><i>Note: 2<sup>nd</sup> id will validate if the information is unique.</i></p> <p><b>5.</b> Card Type selection: Select the 1st card type from the dropdown</p> <p><b>6.</b> Click <b>"Take Photo"</b> button to activate camera and press the Space Bar to capture image.</p> <p><i>Note: If Badging is not included skip steps 7-9</i></p> <p><b>7.</b> If image captured is acceptable Click OK otherwise click Retake, Cancel, Manual Crop or Adjust to correct image.</p> <p><b>8.</b> Click <b>"Badging"</b> button.</p> <p><b>9.</b> Select Show back to preview back of card.</p> <p><b>10.</b> Click <b>"Print"</b> button to print card.</p> <p><i>Note: a message regarding Datacard licensing may pop up. Click continue to print.</i></p> <p><b>11.</b> Click <b>"Save and Back"</b> Button to return to the Enrollment lookup screen.</p> <p><b>12.</b> Person 1 is complete. Switch partners and precede to Person 2 column step #13.</p>	<p><b>13.</b> If you have a license scanner insert driver's license in scanner with picture facing rear of scanner and remove. If you do not have a scanner type in your partners First and/ or Last Name. Review information and click the <b>"Add/Search"</b> button.</p> <p><i>Note: The system will validate if the person scanned or typed in is an active record in the database. If not it will prompt you to add a new record. If there is a similar name it will present a list to choose from.</i></p> <p><b>14.</b> Create a personnel record for Person 1.</p> <p><b>15.</b> Fill in the Expiration Date field to the current date and change the year to <b>2012</b>.</p> <p><b>16.</b> Select the 2<sup>nd</sup> id field and scan the barcode of your id badge if available or type in last 4 digits of person 1's phone number.</p> <p><i>Note: 2<sup>nd</sup> id will validate if the information is unique.</i></p> <p><b>17.</b> Card Type selection: Select the 2<sup>nd</sup> card type from the dropdown.</p> <p><b>18.</b> Click <b>"Take Photo"</b> button to activate camera and press the Space Bar to capture image.</p> <p><i>Note: If Badging is not included skip steps 7-9</i></p> <p><b>19.</b> If image captured is acceptable Click OK otherwise click Retake, Cancel, Manual Crop or Adjust to correct image.</p> <p><b>20.</b> Click <b>"Badging"</b> button.</p> <p><b>21.</b> Select Show back to preview back of card.</p> <p><b>22.</b> Click <b>"Print"</b> button to print card.</p> <p><i>Note: a message regarding Datacard licensing may pop up. Click continue to print.</i></p> <p><b>23.</b> Click <b>"Save and Back"</b> Button to return to the Enrollment lookup screen.</p> <p><b>24.</b> When person 2 is complete wait for instructions from the instructor.</p>

**Result** –Two new personnel created, one with expired Credential.

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**B: Searching and Editing Personnel**

**Method 1:** From the enrollment lookup screen scan Drivers License and click “**Add Search**” button. Add details and click the “**Save and Back**” button to return to the enrollment screen.

**Method 2:** From the enrollment lookup screen type in Person last name and/or first name and then select “**Add/Search**” button. Add details and click the “**Save and Back**” button to return to the enrollment screen.

**Method 3:** From the enrollment lookup screen leave all fields blank and select “**Add/Search**” button. This will bring up a list of names to select. Use the filter bar at the top of the screen to filter the list. Add details and click the “**Save and Back**” button to return to the enrollment screen.

Note: If the system finds a match to your data it will open that person’s record. If there more than one matches then the system will display a grid with the records available.

Person 1	Person 2
<ol style="list-style-type: none"> <li>1. Using one of the methods above locate your record selected to modify some of the information.</li> <li>2. Click “<b>Personal Assets</b>”.</li> <li>3. Click on the “<b>New Asset</b>” button.</li> <li>4. From the “<b>Personal Asset</b>” screen, select “<b>Scuba Gear</b>” from the drop down list then click “<b>Save</b>” button to add to the personnel record.</li> </ol> <p>Note: You can add multiple personal assets to record or edit and remove from the list.</p> <ol style="list-style-type: none"> <li>5. Click “<b>Skills/Quals</b>” to open section.</li> <li>6. From the “<b>Skills/Quals</b>” section click “<b>New Skill/Qual</b>” button.</li> <li>7. Select “<b>Scuba Instructor</b>” from the drop down list and set the expiration date to <b>04/01/2022</b>.</li> <li>8. Click “<b>Save</b>” button to add to the personnel record.</li> </ol> <p>Note: You can add multiple skill/quals to record or edit and remove from the list.</p> <ol style="list-style-type: none"> <li>9. Click files to attach a file to the record.</li> <li>10. Click the “<b>browse</b>” button and Browse to <u>C:\EEMS\EEMSDemoDocs\RedCrossSampleCPRcert.jpg</u></li> <li>11. Highlight file and click the “<b>open</b>” button to attach file.</li> <li>12. Click <b>View</b> button to view attachment and click done to close view.</li> <li>13. Click “<b>Save and Back</b>” button to save and close record and return to “<b>Enrollment Screen</b>”.</li> <li>14. Person 1 is complete. Now proceed to person 2 column Step #15.</li> </ol>	<ol style="list-style-type: none"> <li>15. Using one of the methods above locate your record selected to modify some of the information.</li> <li>16. Click “<b>Personal Assets</b>”.</li> <li>17. Click on the “<b>New Asset</b>” button.</li> <li>18. From the “<b>Personal Asset</b>” screen.</li> <li>19. Select “<b>Climbing Gear</b>” from the drop down list then click “<b>Save</b>” button to add to the personnel record. If it is not in the drop down list click the green “” button to add a new Asset to the list.</li> <li>20. Type in new name and click the “<b>Save</b>” button to add to the list.</li> <li>21. Click “<b>Skills/Quals</b>” to open section and click “<b>New Skill/Qual</b>” button.</li> <li>22. Select “<b>Climbing Instructor</b>” from the drop down list then click “<b>Save</b>” button to add to the personnel record. If it is not in the drop down list click the green “” button to add to the list. Set the expiration date to 09/21/2013.</li> <li>23. Click Save to save and return to record.</li> <li>24. Click files to attach a file to the record.</li> <li>25. Click the “<b>browse</b>” button and Browse to <u>C:\EEMS\EEMSDemoDocs\RedCrossSampleCPRcert.jpg</u></li> <li>26. Highlight file and click the “<b>open</b>” button to attach file..</li> <li>27. Click <b>view</b> to view attachment and click done to close view.</li> <li>28. Click “<b>Save and Back</b>” button to save and close record and return to “<b>Enrollment Screen</b>”.</li> <li>29. When person 2 column is complete wait for instructions from the instructor.</li> </ol>

**Result:** Located your record and added a Personal Asset, Specialty and Attached a file to a record.

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**C: “Check-In and Print” Card Printing (Print ID and incident check-in combined)**

(Note: If Badging is not included skip FasTrack Section).

Person 1	Person 2
<ol style="list-style-type: none"> <li>1. From the enrollment lookup screen type in the last name <b>“Smith”</b> and first name <b>“Tom”</b>.</li> <li>2. Click <b>“Add/Search”</b> button.  <i>Note: If the system finds a match to your data it will go to that record. If no match you will be prompted to add record.</i></li> <li>3. Click <b>Add Person</b> button</li> <li>4. Click the <b>“Badging”</b> button and select a card type of <b>“FasTrack”</b></li> <li>5. Select the <b>“Check-In and Print”</b> button.</li> <li>6. From the <b>“Check-In and Print”</b> screen select the following:               <ol style="list-style-type: none"> <li>a. Incident: <b>“Flu Clinic”</b></li> <li>b. Select Division: <b>“Staging”</b></li> <li>c. Select Assignment <b>“Dispense”</b></li> </ol> </li> <li>7. Select <b>“Check in”</b> button</li> <li>8. Click <b>“Save and Back”</b> button to return to the Enrollment Screen.</li> <li>9. Person 1 complete. Now proceed to Person 2 column step #11.</li> </ol>	<ol style="list-style-type: none"> <li>10. From the enrollment lookup screen type in the following:</li> <li>11. Leave all fields blank and select <b>“Add/Search”</b> button.</li> <li>12. Locate Person 1’s name in the grid and click select button.</li> <li>13. Click the <b>“Badging”</b> button and select a card type of <b>“FasTrack”</b></li> <li>14. Select the <b>“Check-In and Print”</b> button.</li> <li>15. From the <b>“Check-In and Print”</b> screen select the following:               <ol style="list-style-type: none"> <li>a. Incident: <b>“Flu Clinic”</b></li> <li>b. Select Division: <b>“Staging”</b></li> <li>c. Select Assignment <b>“Dispense”</b></li> </ol> </li> <li>16. Select <b>“Check in”</b> button   <i>FasTrack Note: Notice that these selections were preselected. The system will remember the last used selections to make the next use of FasTrack quicker.</i></li> <li>17. Click <b>“Save and Back”</b> button to return to the Enrollment Screen.</li> <li>18. Click Red <b>“X”</b> in upper right corner to close the personnel window and return to the EEMS screen.</li> <li>19. When person 2 column is complete wait for instructions from the instructor.</li> </ol>
<p><b>Check In Note:</b> If a person’s record is expired the system will alert and you will see the expire note created in their personnel record.            Result – Printed FasTrack ID card and they are checked in to the incident.</p>	

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 D: Reports	
Person 1	Person 2
<ol style="list-style-type: none"> <li>1. Click the  icon in the program bar to reopen EEMS.</li> <li>2. From EEMS Main Menu click the <b>“Report Viewer”</b> button.</li> <li>3. Select Report Type - <b>Personnel</b></li> <li>4. Select Report: <b>“400- Personnel Detailed w/photos, w/Barcode”</b></li> <li>5. Select responsible Department-<b>“Elliott Data Systems”</b></li> <li>6. Click <b>View Report</b> button.</li> <li>7. Click <b>Back</b> button to close report.</li> <li>8. <i>Select exit button to exit report</i></li> <li>9. <i>Select Report “403-Questionnaire – Blank”</i></li> <li>10. Select responsible Department-<b>“Elliott Data Systems”</b></li> <li>11. Click <b>View Report</b> button.</li> <li>12. Click <b>Back</b> button to close report.</li> <li>13. Person 1 complete. Now proceed to Person 2 column step #13</li> </ol>	<ol style="list-style-type: none"> <li>14. From EEMS Main Menu click the <b>“Report Viewer”</b> button.</li> <li>15. Select Report Type - <b>Personnel</b></li> <li>16. Select Report: <b>“404-Questionnaire –All Personnel”</b> or <b>“405 Questionnaire –Individual”</b></li> <li>17. Select responsible Department-<b>“Elliott Data Systems”</b></li> <li>18. Click <b>View Report</b> button.</li> <li>19. Click <b>Back</b> button to close report.</li> <li>20. Select Report: <b>“401-All Specialties”</b></li> <li>21. Select responsible Department-<b>“Elliott Data Systems”</b></li> <li>22. Click <b>View Report</b> button.</li> <li>23. Click <b>Exit</b> to Close the report writer and return to the EMMS Menu.</li> <li>24. When person 2 column is complete wait for instructions from the instructor.</li> </ol>

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## Sample Assets and Personnel

<p>Trailer Elliott Data Systems</p>  <p>999250018</p> 	 <p>Duct tape Elliott Data Systems</p>  <p>999250003</p>	<p>Generator Elliott Data Systems</p>  <p>999250030</p> 
<p>Air Compressor Elliott Data Systems</p>  <p>999250014</p> 	 <p>Latex Gloves Elliott Data Systems</p>  <p>999250005</p>	<p>Defibrillator Elliott Data Systems</p>  <p>999250011</p> 
<p>Sample UPC Code #1</p>  <p>036000123197</p>	<p>Place Asset Tag or Write Asset # Here</p>	<p>Sample UPC Code #2</p>  <p>036000123199</p>

**State or Dept Name**



Affiliation  
**Officer**  
Agency/Department  
**Agency 1**  
Issued  
**08/30/2013**  
Expires  
**01/01/2014**

**Bonzo**  
**Debbie**

**Rank: Officer**



999000327

**Emergency Response Official**

**State or Dept Name**



Affiliation  
**Deputy**  
Agency/Department  
**County Sheriffs Dept.**  
Issued  
**08/30/2013**  
Expires  
**01/01/2014**

**Cruz**  
**Jose**

**Rank: Deputy**



999000325

**Emergency Response Official**

**State or Dept Name**



Affiliation  
**Screenner**  
Agency/Department  
**Agency 3**  
Issued  
**08/30/2013**  
Expires  
**01/01/2020**

**Test**  
**Dummy 999**

**Rank: Screenner**



999000000

**Emergency Response Official**