

***interTRAX*[™] Suite**
resource MGR[™]
and
resource MGR[™] express
Resource Management

User Guide
Version 3
2011



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5,573,278; 5,596,652; 5,793,882; 6,761,312; 7,191,934

Contents

Contents	2
Disclaimer	6
1 Introduction to <i>interTRAX</i> TM resource MGR TM and resource MGR TM express	
Software	7
Introduction	7
Overview	8
<i>interTRAX</i> TM Barcode & Smart Card Information	9
<i>interTRAX</i> TM Barcode & Smart Card Encoding – Personnel	9
<i>interTRAX</i> TM Barcode & Smart Card Encoding – Personnel Medical	10
<i>interTRAX</i> TM Barcode & Smart Card Encoding – Evacuee (rapidTAG evac) or Patient (Mobile EMS)	11
<i>interTRAX</i> TM Barcode & Smart Card Encoding – Equipment & Assignment	11
<i>interTRAX</i> TM Barcode & Smart Card Encoding – Company	13
Printing	14
2 resourceMGR TM and resourceMGR TM express	15
Introduction	15
Start resourceMGR TM or resourceMGR TM express	16
Initial Setup	17
Initial Organization Setup	17
Organization tab	17
Edit Dropdown Functionality	18
Organization Form	18
Organization Form Screen Functionality	19
Organization tab	19
Organization Information	19
Organization Image	20
Address tab	22
Notes tab	22
Initial Security Setup	23
User tab	24
Add User	24
User Screen – User tab	25
User Screen - Groups tab	25
3 Using resourceMGR TM	26
Tab Search Functionality	26
Search for	27
Filter Screen	27
Selections	28
Value	29
Filter	30
Resource Tabs	32
Person tab	32
Edit Dropdown Functionality	33

Person Form	33
Person Form Screen Functionality	34
Person tab	34
Private tab	36
Medical tab.....	37
Qualifications tab	37
Qualification Elements.....	38
Edit.....	38
Remove	38
Signature tab	39
Notes tab	40
Equipment tab	41
Edit Dropdown Functionality	41
Equipment Form	42
Equipment Form Screen Functionality	42
Equipment tab	43
Qualifications tab	45
Qualification tab.....	47
Disciplines.....	48
Groups.....	48
Add a New Group	49
Delete a New Group.....	51
Add a Group to a Discipline	51
Qualifications	52
Add a New Qualification	52
Delete a New Qualification.....	54
Add a Qualification to a Group or a Discipline	54
Delete a Qualification or a Group from a Discipline	55
Assignment tab.....	56
Edit Dropdown Functionality	57
Assignments Form	57
Assignments Form Screen Functionality	58
Add tab.....	58
Company tab	59
Edit Dropdown Functionality	60
Company Form	61
Company Form Screen Functionality	61
Company tab	62
Responders tab	63
Equipment tab	64
Qualifications tab	66
Notes tab	67
Organization tab.....	68
Edit Dropdown Functionality	68
Organization Form	69
Organization Form Screen Functionality	69

Organization tab.....	70
Address tab.....	72
Notes tab	73
Dropdown Functionality	74
File	74
Options.....	74
Printing.....	74
Assignments	75
Equipment.....	75
People.....	75
Company	75
IDCentre People.....	76
Images	76
Scanners	76
Scanners - Serial	77
Scanners – USB	79
SmartCard	81
Server	82
Web Options	82
Import.....	83
Export.....	83
Print.....	84
Exit.....	85
Edit.....	85
Add.....	85
Edit.....	85
Delete	86
Select All.....	86
Clear Selections	86
Select Columns	86
Person tab.....	87
Equipment tab	87
Assignment tab.....	87
Company tab	88
Organization tab.....	88
Security – User.....	88
Security – Security Group.....	89
View	89
Resources	89
Security	89
Initial Security Setup.....	89
User tab	90
Initial Admin Security Group setup	93
Security Group tab	93
Add.....	94
Queue Manager.....	95

	Show Check Boxes	95
	Refresh	95
	Reports	96
	Help.....	96
4	resourceMGR™ / Host Qualifications Comparison	97
	interTRAX™ resource MGR.....	97
	Organization Structure	97
	Disciplines.....	97
	Groups.....	97
	Qualifications.....	97
	interTRAX™ resource MGR and fireTRAX® Host 1.8.....	98
5	Security	118
	Forms	118
	Types of Permissions	119
	Application of Permissions	119
	Printing.....	121
	New Organizations.....	122
	Qualifications.....	122
	Moving Resources	122
	Queue Management	122
	Administrators.....	123
	System Administrator	123
	Secondary Administrators.....	123
	Working with User privileges.....	123

Disclaimer

Salamander Technologies, Inc. has made its best efforts to make the *interTRAX*® system reliable and defect-free; however, any computerized system is subject to malfunction including operator error, undetected system “bugs”, and power or communication outages. Salamander Technologies, Inc. cannot and does not warrant that the system will perform flawlessly at all times and under all conditions.

1 Introduction to *interTRAX*[™] resource MGR[™] and resource MGR[™] express Software

Introduction

The *interTRAX*[™] **resourceMGR**[™] software is used to:

- Manage organization, personnel, equipment and company records
- Manage Tier One and Tier Two qualifications
- Manage assignments
- Design tags, labels and hardcards using IDdesigner
- Print ID tags, labels and hardcards
- Smart Card encoding and decoding
- Resource Reporting
- Salamander Identity Verification (PIV Enabled)

The *interTRAX*[™] **resourceMGR**[™] **express** software has a few feature differences.

- Organization Entry is limited to 2
- Personnel Entry is limited to 250
- Equipment Entry is limited to 20
- IDCentre Card Design Printing is not available
- Resource Reporting is not available
- Identity Verification is not available
- Credential or Driver's License Reading is not available
- *interTRAX* Reports and ID Designer are not part of the **resourceMGR**[™] **express** software package

Overview

Welcome to the *interTRAX*[™] **resourceMGR**[™] and **resourceMGR**[™] **express** User Guide. Salamander Technologies, Inc. is setting the standard for resource accountability in the Emergency Services throughout the United States. The *interTRAX*[™] Suite was designed with three objectives in mind:

Simplicity – The *interTRAX*[™] Suite uses nationally recognized incident management procedures. Use of the Mobile Unit [MU] is self-explanatory and intuitive. Mobile Units, often referred to as Pocket Personnel Computers, set the standard for simplicity in the industry. Most important, the PDF417 ID tags used in *interTRAX*[™] carry the person's database – just aim and shoot the MU to capture and display this data (name, rank, personal ID number, department, qualifications, etc.) on the spot. Operators can be trained to use the system in a matter of minutes.

Survivability - There are three tiers of survivability in the Salamander Technologies, Inc. system so even a complete breakdown in electronic equipment does not inhibit accountability:

If communications to Central Dispatch are lost, incidents can be run from the Command Module.

If the Command Module is inoperable, basic accountability can be maintained via the MU's.

In the unlikely event that the MU's are down, ID tags and hardcards can be used as a traditional dog tag system to allow manual accountability.

PDF417 barcodes represent the ultimate in a distributed database – they survive even if the electronic equipment is destroyed or inoperable.

Scalability - The *interTRAX*[™] Suite was designed to scale across all of the emergency services so that it would be the right size for the needs and budgets of any organization. Small organizations can start with an *interTRAX*[™] Suite compatible manual ID system. Medium organizations can purchase a basic *interTRAX*[™] Suite system for only a few thousand dollars. Large organizations can deploy multi-MU systems as part of a Wireless LAN controlled by a Command Module. You can barcode only your organization or you can barcode all mutual aid organizations in the surrounding area. If the incident expands beyond mutual aid, you can use a label printer to barcode new responders at staging. Tell your mutual aid partners about the system: the *interTRAX*[™] Suite unites all of the emergency services, local, state & national responders with a common machine-readable format.

interTRAX™ Barcode & Smart Card Information

The *interTRAX™* barcode is a two dimensional, high capacity barcode that follows the PDF417 data format. The *interTRAX™* smart card is an ISO standard 14443 or ISO standard 15693 contactless RFID card. The use of the information contained within either medium is protected by United States of America and International patents.

Within the *interTRAX™* suite the contents of the Smart Card and the barcode are identical.

The first time a Smart Card is encoded it is setup to hold either company or non-company information. After the initial setup of a company Smart Card it may be encoded with company information and a non-company Smart Card may be encoded with assignments, personnel, equipment and victims.

interTRAX™ Barcode & Smart Card Encoding – Personnel

Personnel Container

The personnel container holds the following information. The items in bold print may be displayed in human-readable text. The human-readable text that appears is dependent on the type of ID tag, label or hardcard. The different types are listed below with the human-readable text that may appear if it is held in the container. The information available in the container and in human-readable text is dependent on the information that has been entered into the person's record.

1. Organization Country
2. Organization State
3. Organization Type
4. **Organization ID**
5. **Organization Name**
6. **Personnel ID**
7. **Last Name**
8. **First Name**
9. **Rank**
10. Date of Birth
11. **Qualifications**

Human-Readable Text

Velcro Tag Label

- First Name
- Last Name
- Personnel ID

Personnel Label

- First Name
- Last Name
- Organization ID

- Personnel ID
- Organization Name

CR-80 PVC Card

- Organization Name
- First Name
- Last Name
- Rank
- Organization ID
- Personnel ID
- Qualifications

Laminated Manual ID Tag

- Organization Name
- First Name
- Last Name
- Rank
- Organization ID
- Personnel ID
- Qualifications

Avery Label

- First Name
- Last Name
- Rank
- Organization ID
- Personnel ID
- Organization Name

interTRAX™ Barcode & Smart Card Encoding – Personnel Medical

Personnel Medical Container

The personnel medical container holds the following information. The items in bold print may be displayed in human-readable text. The information available in the container and in human-readable text is dependent on the information that has been entered into the person's record.

1. Organization Country
2. Organization State
3. Organization Type
4. Organization ID
5. Personnel ID
- 6. Physician Name**
- 7. Physician Phone**
- 8. Insurance Carrier**
- 9. Insurance Policy number**
- 10. Emergency Contact**
- 11. Emergency Contact Phone**
- 12. Organ Donor**
- 13. Resting Pulse**
- 14. Blood Pressure**

15. **Blood Type**
16. **Gender**
17. **Religion**
18. **Medications**
19. **Allergies**

NOTE: The data read from the medical container is not retained by the MU's.

Human Readable Text

Laminated Manual ID Tag

The human-readable medical information is printed on the inside of the tag and is protected inside a heat-sealed laminate pouch. It includes all of the highlighted information above.

interTRAX™ Barcode & Smart Card Encoding – Evacuee (rapidTAG evac) or Patient (Mobile EMS)

Evacuee/Patient Container

The evacuee/patient container holds the following information. The items in bold print may be displayed in human-readable text depending on the format of the ID Tag. The information available in the container and in human-readable text is dependent on the information that has been entered into the person's record.

1. **First Name**
2. **Last Name**
3. **ID**
4. **Date of Birth**
5. **Gender**
6. **Class (e.g., adult, caregiver)**
7. **Triage Priority**
8. Address
9. Special Needs
10. Parent
11. Triage Time

interTRAX™ Barcode & Smart Card Encoding – Equipment & Assignment

Equipment Container

The equipment container holds the following information. The items in bold print are displayed in human-readable text. The human-readable text that appears is dependent on the type of ID tag, label or hardcard. The different types are listed below with the human-readable text that may appear if it is held in the container. The information available in the container and in human-readable text is dependent on the information that has been entered in the record for the piece of equipment.

1. **Organization Country**
2. **Organization State**
3. **Organization Type**

- 4. Organization ID**
- 5. Organization Name**
- 6. Equipment ID**
- 7. Manufacturer Make**
- 8. Model**
- 9. Description**
- 10. Manufacture Date**
11. Equipment Type
12. Date in Service
13. Features (qualifications)

Equipment Label

- Description
- Organization ID
- Equipment ID
- Organization Name

CR-80 PVC Card

- Organization Name
- Equipment ID
- Description
- Manufacture Date
- Manufacturer Make
- Model

Avery Label

- Description
- Organization ID
- Equipment ID
- Organization Name

Assignment Container

The assignment container holds the following information. The item in bold print is displayed in human-readable text. The information available in the container and in human-readable text is dependent on the information that has been entered in the record for the assignment.

1. Organization Country
2. Organization State
3. Organization Type
4. Organization ID
- 5. Assignment**

Assignment Label

- Assignment

Avery Label

- Assignment

interTRAX™ Barcode & Smart Card Encoding – Company

Company Container

The company container holds the following information. The items in bold are required.

- 12. Organization Country**
- 13. Organization State**
- 14. Organization Type**
- 15. Organization ID**
- 16. Organization Name**
- 17. Company Name**
- 18. Company ID**
19. Kind
20. Designation
- 21. NIMS Type**
22. Qualifications
23. Leader Flag
24. Personnel Collection
25. Equipment Collection'
26. Crews (not in barcode)

Default Human-Readable text

- Company Name
- Company ID
- Organization
- NIMS Type
- Company Leader Name
- Qualifications

Printing

All Salamander Technologies, Inc. software is capable of printing to any MS-Windows compatible printer. *interTRAX*[™] resource MGR[™] software allows the user to print numerous styles of Accountability tags, labels and hardcards.

- clemensCLASSIC personnel accountability tags using a laser printer
- Laminated personnel accountability tags using a laser printer
- Assignment, personnel and equipment labels
 - page style using a laser printer
 - label style using the Zebra TLP-2844Z or TLP-3844Z
- Personnel and equipment hardcards using CR-80 style PVC card stock and a card printer

Laser Printers

When printing any material in a page style format, including an *interTRAX*[™] barcode, the use of a laser class printer is required. Barcodes printed from an Ink Jet type printer have proven unreliable in past tests.

Zebra TLP-2844Z or TLP-3844Z

The recommended equipment for printing label style barcodes are the Zebra TLP-2844Z or TLP-3844Z printers using PVC label stock and a resin type ribbon. This combination of hardware and supplies provides the best scan ability along with a long term, durable label. Currently the Zebra TLP-2844Z and TLP-3844Z are the only label printers supported by Salamander Technologies, Inc.

Fargo DTC 5000 series

These printers offer photo quality results and two-sided printing. They also offer secure over-laminates. Some of the DTC 5000 series can be configured to encode card stock that has a magnetic stripe. This family of printers requires a parallel port, can print on CR-80 style PVC card stock and print and encode smart cards.

For more information on printing issues or to purchase products please contact Salamander Technologies, Inc.

1-877-430-5171

info@salamandertechnologies.com

www.salamandertechnologies.com.

2 resourceMGR™ and resourceMGR™ express

Introduction

resourceMGR™ and **resourceMGR™ express** allow you to keep detailed records for Organizations, People, and Equipment and to create Companies - a collection of Responders, Equipment and Qualifications.

You may design and print or encode Organizations, People, Equipment and Companies. ID Tag designs are available in **resourceMGR™** and **resourceMGR™ express** or you may design your own ID tags using **IDdesigner**.

Qualifications are a vital part of the recordkeeping for both people and equipment. **resourceMGR™** and **resourceMGR™ express** provide qualifications which include National Emergency Responder Credentialing System Job Titles, NIMS Typed Resources, ICS Core Competencies and the qualifications that existed in *fireTRAX™* Host. A simple tree format allows you to add and manage your own qualifications. You may organize qualifications using the Emergency Services Functions or by location – Local, State, Regional or Other.

Another important function provided by **resourceMGR™** and **resourceMGR™ express** is the ability to store and print or encode Assignments that are used at events of all types. Assignments are locations or functions that resources are associated with during the course of an incident. **resourceMGR™** and **resourceMGR™ express** provide the Incident Command System assignments and allows you to add additional assignments according to your specific needs.

In order to have accurate and reliable information in the field and on post-incident reports it is critical that the initial information that you enter are accurate and complete. The Identification Numbers that you use for Organizations (OID), Equipment (EID) and Personnel (PID) must be unique numbers. Within a State two organizations may not have the same Organization ID and Type. All equipment in an organization must have a unique EID. All people within an organization must have a unique PID.

Start resourceMGR™ or resourceMGR™ express

Double click on



OR

Start → Programs → Salamander → resourceMGR™

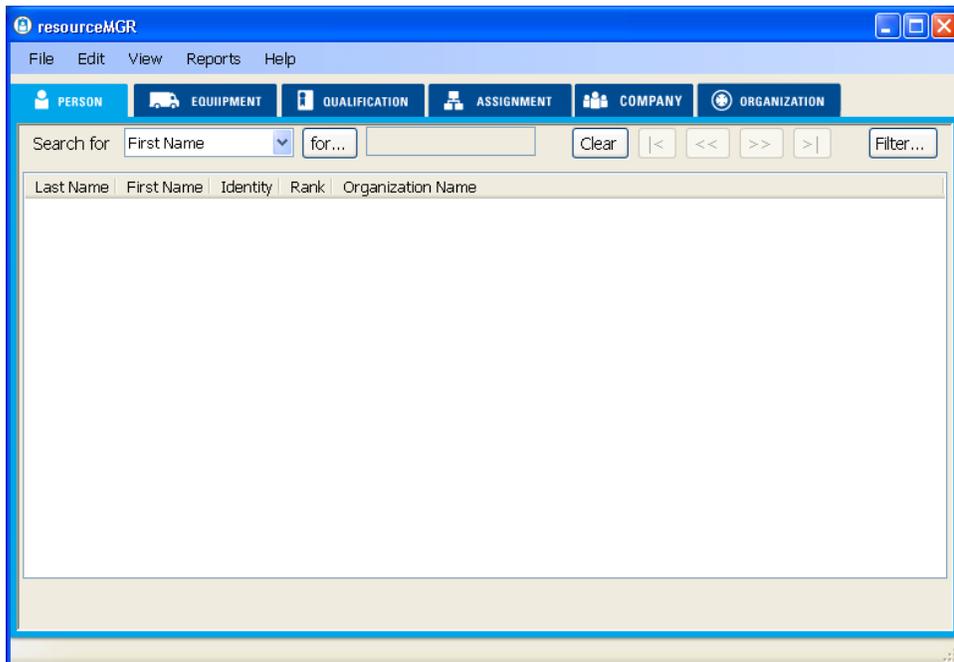
The **resourceMGR™** screen will appear



Initial Setup

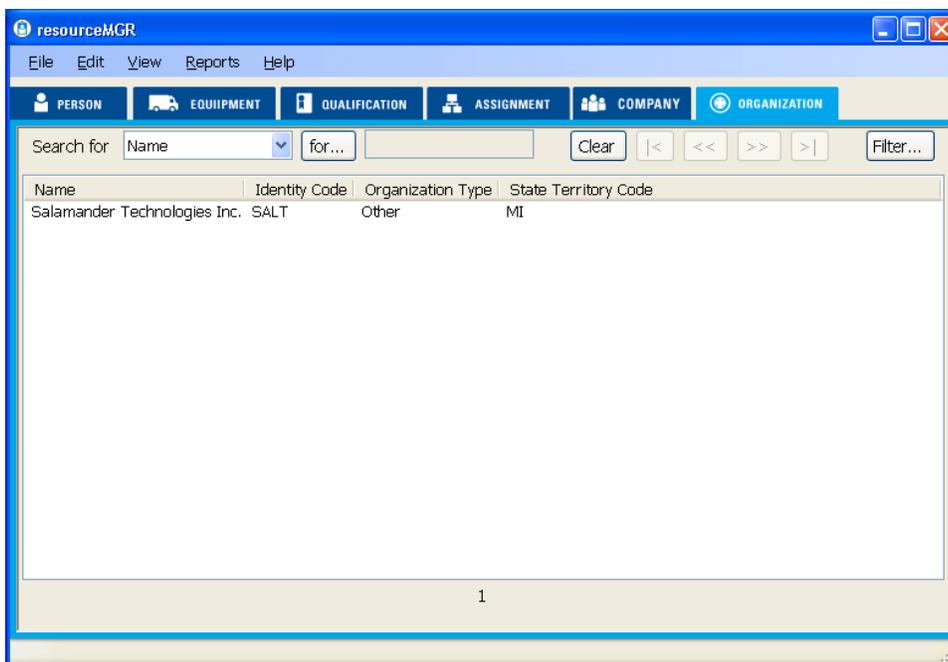
The **first time** that you use **resourceMGR™** you should setup an Organization using the **Organization** tab and setup Security using the View dropdown.

resourceMGR™ opens on the **Person** tab screen.

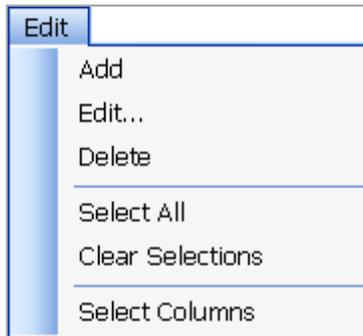


Initial Organization Setup

Organization tab



Edit Dropdown Functionality



NOTE: **Resource MGR express** is limited to 2 organizations

Add. To add an Organization, click on the Edit dropdown and choose Add. The Organization Form will appear.

Edit. To edit an Organization, double-click on an organization OR check the box for or highlight the organization, click on the Edit dropdown and choose Edit. The Organization Form will appear.

Delete. To delete an Organization, highlight an organization, click on the Edit dropdown and choose Delete. You may also delete an organization from the Organization Form that opens when you double-click on an organization.

Select All. To select all, click on the show checkboxes from the view dropdown and then click on Select All. All of the checkboxes will be checked.

Clear Selections. When the checkboxes are visible you may click on Clear Selections to clear all of the boxes.

Select Columns. To Select the Columns that will be displayed on the Organization screen, click on the Edit dropdown and choose Select Columns. For additional information see the Dropdown Functionality Edit→Select Columns section of this User Guide.

Organization Form

A screenshot of the "Organization Form" window. The window title is "-- ORGANIZATION --". The form has a header with "BACK", "SAVE", and "DELETE" buttons. Below the header are three tabs: "ORGANIZATION", "ADDRESS", and "NOTES". The "ORGANIZATION" tab is active. The form contains the following fields:

- Name: Text input field
- Organization ID: Text input field
- Type: Dropdown menu
- Country: Dropdown menu
- State: Dropdown menu

On the right side of the form is a large circular image placeholder containing a red Maltese cross. At the bottom right of the form are three icons: a camera, a document, and a trash can.

Organization Form Screen Functionality

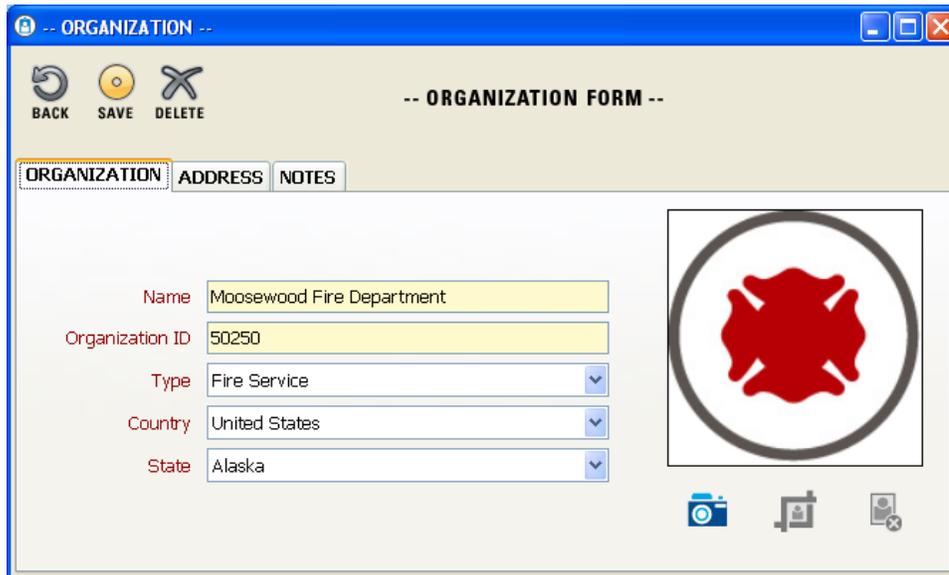
BACK. You may cancel any changes and return to the Organization screen. Using the Back button while on any of the tabs will cancel changes that have been made and not saved on all of the tabs.

SAVE. This will save the information on all three tabs. If you are working on the tabs concurrently make sure to save the information as you work to reduce the chance of data loss should you use the Back button.

DELETE. When you click on this icon the Delete Organization Record screen will appear. You may choose Yes, No or Cancel.



Organization tab

A screenshot of the "Organization Form" window. The title bar says "-- ORGANIZATION --". Below the title bar are three icons: a circular arrow labeled "BACK", a yellow circle with a checkmark labeled "SAVE", and a crossed-out circle labeled "DELETE". The main content area has three tabs: "ORGANIZATION" (selected), "ADDRESS", and "NOTES". Below the tabs are several input fields: "Name" (Moosewood Fire Department), "Organization ID" (50250), "Type" (Fire Service), "Country" (United States), and "State" (Alaska). To the right of these fields is a large circular area containing a red Maltese cross logo. At the bottom right of the form are three icons: a camera, a printer, and a document with a plus sign.

Organization Information

The areas in red are required.

Name. The Organization Name is limited to 50 characters. NOTE: You may have more than one organization with the same name however this may be confusing when you use the additional functionality of the software (e.g., Person records, Equipment records)

Organization ID. The Organization ID is limited to 15 characters and should be unique to identify this organization from others (e.g., NFIRS). Within a State two organizations may not have the same Organization ID and Type.

Type. Choose the Type from the dropdown

- Agriculture
- Education
- Emergency Management Agency
- Emergency Medical Services
- Energy
- Ext Affairs
- Fire Service
- Governmental Administrative
- Health Care
- Housing Human Services
- Hazmat
- Law Enforcement
- Logistics
- Other
- Public Health
- Public Safety Communications
- Public Works
- Recovery
- Search & Rescue
- Transportation
- Unknown
- Volunteer

Country. Choose the Country from the dropdown

State. Choose the State from the dropdown

Organization Image

Picture. Click on the camera icon 

Navigate to the picture/logo that you wish to import. Click on **Open**.

The **Image Edit** screen will appear.

BACK. The Organization Form screen will appear and you will lose any changes that you have made to the picture.

SAVE. This will Add the picture to the Organization tab. You must click SAVE again while on the Organization Form screen to save the picture to the record.

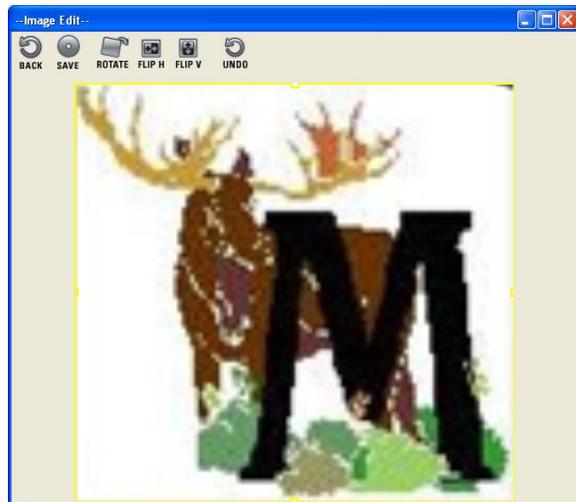
ROTATE. This allows you to rotate the picture 360 degrees.

FLIP H. This allows you to flip the picture horizontally.

FLIP V. This allows you to flip the picture vertically.

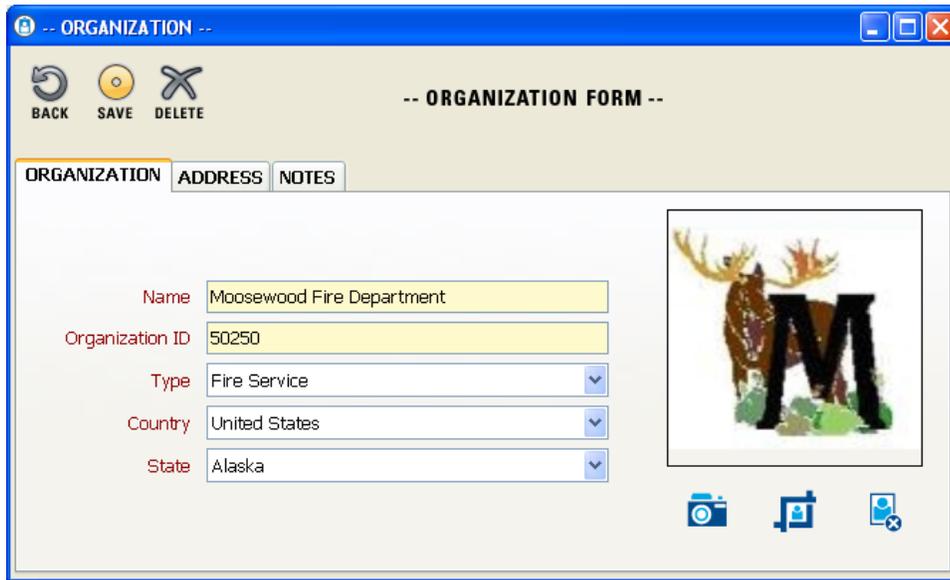
UNDO. This allows you to remove any changes that you have made to the picture.

Crop (Yellow Box). This allows you the crop the picture using the yellow line that outlines the picture.



Click on **Save** when complete.

The screen will appear with the picture/logo.



Right click in the image area and a dropdown will appear.

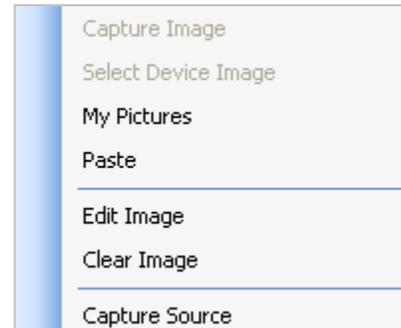
My Pictures. The **Open** screen will appear. Navigate to the picture that you wish to import.

Paste. An image that has been copied will be pasted.

Edit Image. The Image Edit screen will appear.

Clear Image. The image will be deleted.

Capture Source. The Capture Device screen will appear. See the Appendix for additional information.



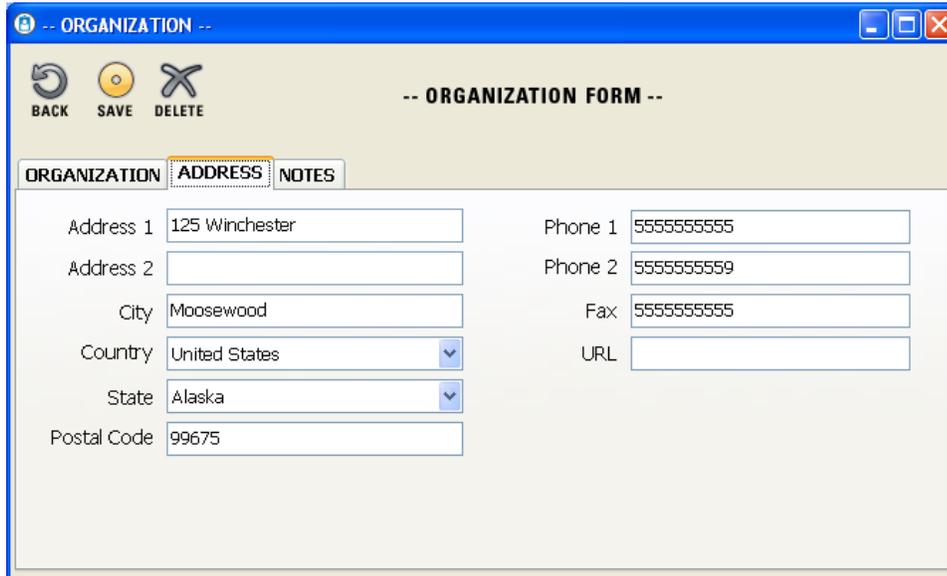
If you wish to edit the picture click on  and the Image Edit screen will appear.

If you wish to delete the picture click on  and the picture will be deleted.

When the record is complete click on **Save**.

Address tab

Click on the **Organization Form – Address** tab.



The screenshot shows a web browser window titled "-- ORGANIZATION --". At the top, there are three icons: a circular arrow for "BACK", a yellow circle for "SAVE", and a crossed-out 'X' for "DELETE". Below these icons is the text "-- ORGANIZATION FORM --". The form has three tabs: "ORGANIZATION", "ADDRESS", and "NOTES". The "ADDRESS" tab is selected. The form contains the following fields:

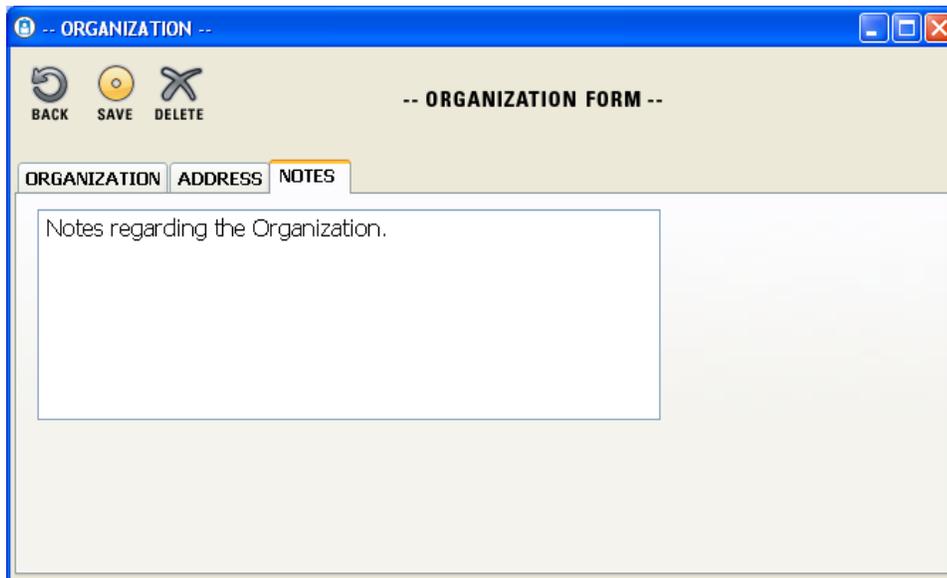
Address 1	125 Winchester	Phone 1	5555555555
Address 2		Phone 2	5555555559
City	Moosewood	Fax	5555555555
Country	United States	URL	
State	Alaska		
Postal Code	99675		

The Address Tab information is not required.

Click on **Save** when the information is complete.

Notes tab

Click on the **Organization Form – Notes** tab.

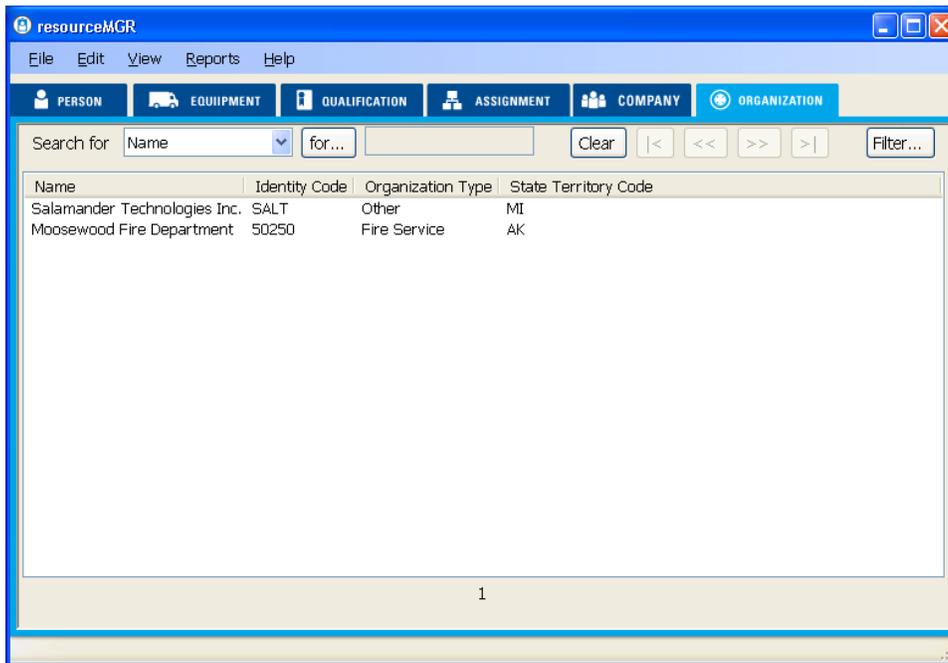


The screenshot shows the same web browser window as above, but with the "NOTES" tab selected. The form contains a single text area with the placeholder text "Notes regarding the Organization."

Placing information on the Notes Tab is not required.

Click on **Save** when the information is complete.

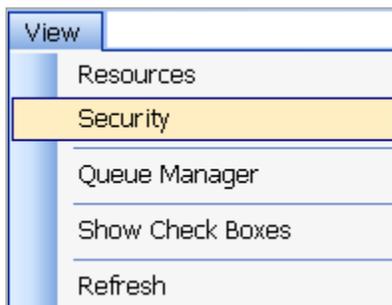
The Organization will appear on the Organization screen.



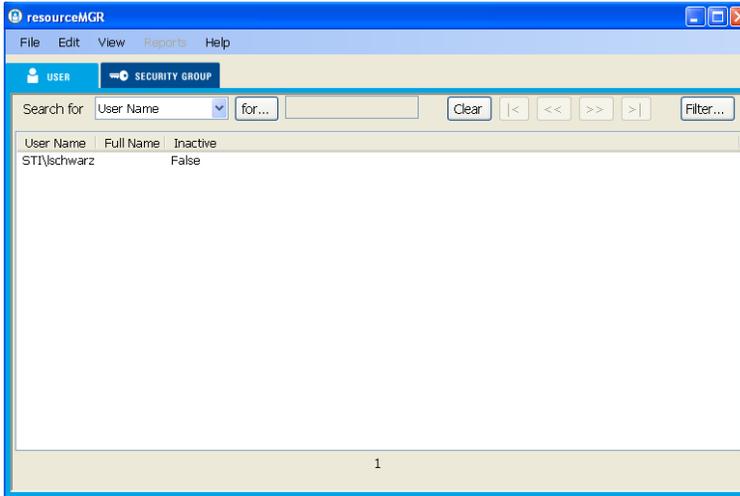
Initial Security Setup

resourceMGR™ allows multiple users varying degrees of access to the resourceMGR™ functions (e.g., add people, create qualifications) and information (e.g., personnel medical information). Groups are used to set the degree of access for a user or multiple users.

Click on the View dropdown and Security



The screen will appear with the **User** tab and the **Security Group** tab.



The User Name listed is the person logged into the computer during software installation. This user is given administrative security rights making all of the functionality available automatically.

If the software was installed under a user login (e.g., network administrator) other than the person who will be functioning as the resourceMGR™ software administrator add the resourceMGR™ software administrator.

Admin access should be limited to administrative personnel. **Note:** Once a record has been updated or deleted the original cannot be retrieved and there are no log files containing the changes.

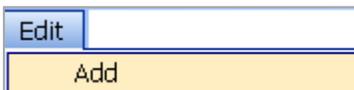
User tab

Click on the **User** tab to add the person who will be functioning as the resourceMGR™ software administrator.

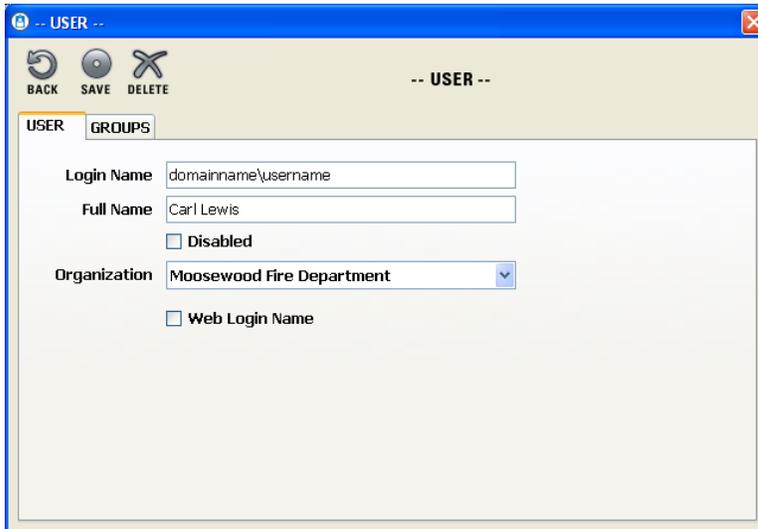
Add User

NOTE: Prior to adding a User, verify that the User is an Authorized User on the computer.

Edit → Add



User Screen – User tab



Login Name. Type in the login name. It must be the Domain Name of the computer \ and the User Name that you wish to use for resourceMGR™.

NOTE: If the user is not logged into the computer using this Domain Name and User Name resourceMGR™ will not recognize the rights.

Full Name. The full name is limited to 50 alpha and/or numeric characters.

Disabled checkbox. Check this box if you wish to disable the rights of this user.

Organization. Choose an organization from the dropdown.

Web Login Name checkbox. The Web Login Name is used for permission to access resourceMGR Web. In order for the Web Login Name checkbox to be functional the software must be licensed to allow a user access.

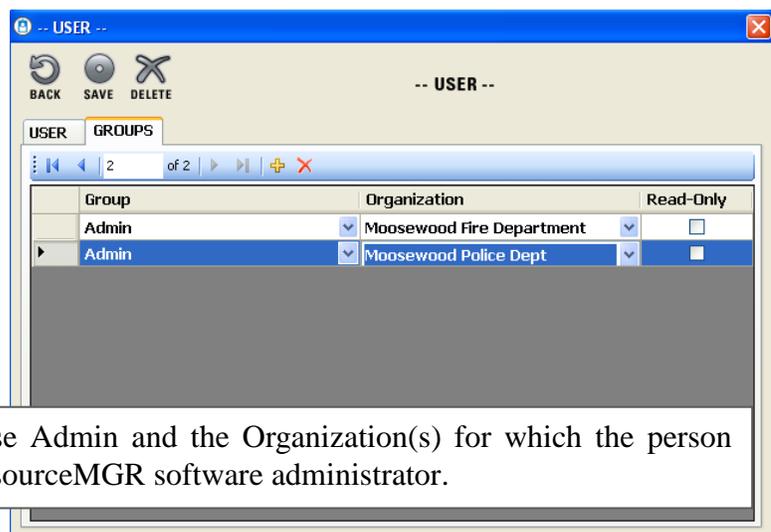
Click on **Save** when the information is complete. Once the user information is added the user is added to the Security Group or Security Groups that allows the appropriate access.

User Screen - Groups tab

Click on the **Groups** tab.

Add Group. Click on the Plus sign to view and add the available Groups and Organizations.

Remove Group. Highlight the Group and click on the X to remove a Group and Organization



Group	Organization	Read-Only
Admin	Moosewood Fire Department	<input type="checkbox"/>
Admin	Moosewood Police Dept	<input type="checkbox"/>

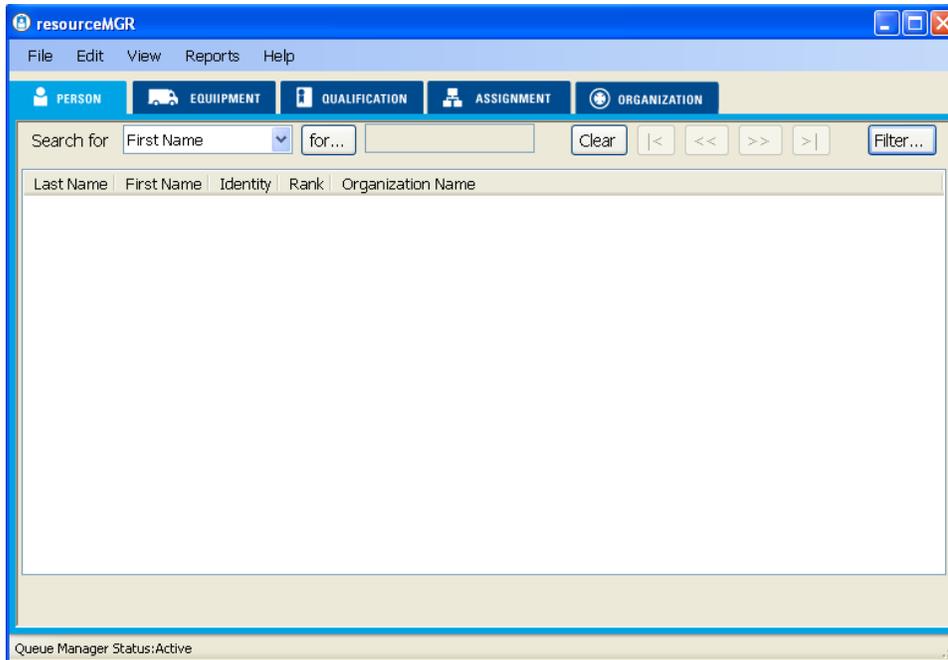
Using the dropdowns choose Admin and the Organization(s) for which the person will be functioning as the resourceMGR software administrator.

Click on **Save** when the information is complete.

3 Using resourceMGR™

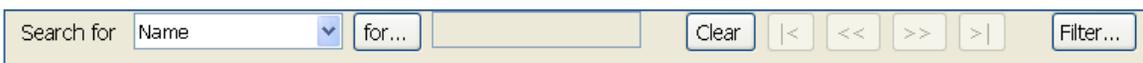
This section provides information on the full functionality found in **resourceMGR™** and is organized by the Resource Tabs and then Dropdown Functionality.

resourceMGR™ initially opens with the **resourceMGR** screen – **Person** tab.



Tab Search Functionality

The Search function is available directly below the Person, Equipment, Assignment and Organizations tabs on the main screen and directly below the User and Security Group tabs found at View → Security.



Search for

From the dropdown, highlight the information for which you would like to search

Click on the **for...** button and the **Filter** screen will appear.

Click on the **Clear** button to begin another search.

Last Name	First Name	Organization Type	Rank	Organization Name
Lewis		Fire Chief	Fire Chief	Moosewood Fire Department
DeRosa		Assistant Chief	Assistant Chief	Moosewood Fire Department
Lewis		Fire Chief	Fire Chief	Redrock FD
Thomas		Assistant Chief	Assistant Chief	Wolfvillage FD
Ferguson		Captain	Captain	Wolfvillage FD
Smith		Assistant Chief	Assistant Chief	Huskie Trail Village FD
Trana	Roger	06151949T	Fire Chief	Huskie Trail Village FD
Wert	Craig	01031978W	Captain	Huskie Trail Village FD
Hodge	Helen	550804	Captain	Moosewood Fire Department
Gunter	Richard	GUND50367	Fire Chief	Forestville FD
Smith	Vern	SMI050477	Assistant Chief	Forestville FD
Morgan	Cordell	MOR080572	Captain	Forestville FD
Clifford	Joseph	JDC08051945	Fire Chief	Wolfvillage FD
Clifford	David	DJC1970	Assistant Chief	Redrock FD
Walker	Brian	BMW1970	Captain	Redrock FD
Moore	April	PFDAMM60	Fire Chief	Pine FD
Bird	Sean	PFDShB75	Assistant Chief	Pine FD
Desch	Clinton	PFDGDS56	Captain	Pine FD

Filter Screen

Choose from the **Search for** dropdown and click on **For...** button and the **Filter** screen will appear. The **Filter** screen offers different options depending which tab (person, equipment, assignment or organization) is active and which search options are chosen from the **Search for** dropdown.

-- FILTER --

SAVE BACK

Value: LIKE

Selections: All selections inclusive

Last Name

- Austin
- Belote
- Bird
- Brown
- Carothers
- Chapman
- Clifford
- Collman
- DeRosa
- Desch
- Earley
- Eaton
- Elam
- Ferguson
- Gossard
- Guts

Selections

The **Filter** screen will appear with the **Selections** button active and the **All selections inclusive** box checked. When the **All selections inclusive** box is checked it will return the records that contain all of the search items that have been checked. The items from which you may choose are listed in alphabetical order with a box in front of them.

Check the box of the item(s) for which you wish to search.

Click on **Save**.

-- FILTER --

Value

Selections All selections inclusive

Qualifications

- AMTMAN
- AMTMEC
- AMTMED
- AMTPAR
- AMTPIL
- AMTRN
- ANSTTI
- ANSTTII
- AO
- AOBDC
- APLARSTTI
- APLASTTI
- APLASTTII
- APLASTTIII
- APLATTTI

A record matching your search will appear highlighted.

If there are numerous matches the arrow buttons will be active to allow you to scroll through all of the matches.

resourceMGR

File Edit View Reports Help

PERSON EQUIPMENT QUALIFICATION ASSIGNMENT ORGANIZATION

Search for Qualifications for... AO Clear << >> Filter...

Last Name	First Name	Identity	Rank	Organization Name
Hogg	Jean	820628	Fire Fighter	Moosewood Fire Department
Hunt	Tim	PFDTMH40	Driver	Pine FD
Hyatt	Mike	MMH09191982	Fire Fighter	Wolfvillage FD
Jasperniemi	John	JJJ1980	Deputy	Lake Cnty Sheriff's Dept
Kootuk	Danny	DJK08241985	Fire Fighter	Wolfvillage FD
Kowalski	Lena	LMK06071985	Fire Fighter	Wolfvillage FD
Kramer	Kathy	KKK02021960	Driver	Wolfvillage FD
Kugelmaki	Jonathon	JDK1982	Deputy	Lake Cnty Sheriff's Dept
Lewis	Carl	550704	Fire Chief	Moosewood Fire Department
Lewis	Larry	LWL1956	Fire Chief	Redrock FD
Lewis	Lyndon	02191960L	Fire Fighter	Huskie Trail Village FD
Lopez	Robert	RJL1978	Fire Fighter	Redrock FD
Lopez	Ann	AML1980	Fire Fighter	Redrock FD
McHone	Doug	PFDDDM79	Fire Fighter	Pine FD
Moore	April	PFDAMM60	Fire Chief	Pine FD
Morgan	Cordell	MOR080572	Captain	Forestville FD
Responder 01	Mutual Aid	MAFF0001	Fire Fighter	Mutual Aid Department
Responder 02	Mutual Aid	MAFF0002	Fire Fighter	Mutual Aid Department

1 2 3 4

Queue Manager Status:Active

Value

Click on the radio button for Value and type the information for which you would like to search.

Click on **Save**

--Search-- (Name)

SAVE BACK

-- FILTER --

Value LIKE Moose

Selections All selections inclusive

Name

- Alaska State Police
- Forestville FD
- Huskie Trail Village FD
- Lake Cnty Health Center
- Lake Cnty Sheriff's Dept
- Moosewood EMS
- Moosewood Fire Department
- Moosewood Police Dept
- Mutual Aid Department
- MyNewOrg2
- Pine FD
- Redrock EMS
- Redrock FD
- Salamander Technologies Inc.
- Wolfvillage FD

A record matching your search will appear highlighted.

resourceMGR

File Edit View Reports Help

PERSON EQUIPMENT QUALIFICATION ASSIGNMENT ORGANIZATION

Search for Name for... moose Clear |< << >> >| Filter...

Name	Identity Code	Organization Type	State	Territory Code
Salamander Technologies Inc.	SALT	Other	MI	
Mutual Aid Department	MAFF	Other	ZZ	
Moosewood Fire Department	50250	Fire Service	AK	
Wolfvillage FD	55850	Fire Service	AK	
Huskie Trail Village FD	51250	Fire Service	AK	
Forestville FD	54350	Fire Service	AK	
Redrock FD	53450	Fire Service	AK	
Pine FD	52250	Fire Service	AK	
Alaska State Police	LAWASP	Law Enforcement	AK	
Lake Cnty Sheriff's Dept	LAWLCS	Law Enforcement	AK	
Moosewood Police Dept	LAWMPD	Law Enforcement	AK	
Lake Cnty Health Center	EMSLCH	Emergency Medical Services	AK	
Moosewood EMS	EMSMEM	Emergency Medical Services	AK	
Redrock EMS	EMSREM	Emergency Medical Services	AK	

1

Queue Manager Status:Active

If there are numerous matches the arrow buttons will be active to allow you to scroll through all of the matches.

When you are searching Qualifications for Personnel or Equipment the following screen will appear. The Value search will not be available.

The screenshot shows a search filter interface with a light beige background. At the top left, there are two circular icons: a floppy disk labeled 'SAVE' and a circular arrow labeled 'BACK'. To the right of these icons is the text '-- FILTER --'. Below the icons, there are two radio buttons: 'Value' (which is unselected) and 'Selections' (which is selected). To the right of the 'Selections' radio button is a checked checkbox labeled 'All selections inclusive'. There are two empty text input fields on the right side of the interface.

When you are searching Identity for Personnel or Equipment or you search for All the following screen will appear. The Selections search will not be available.

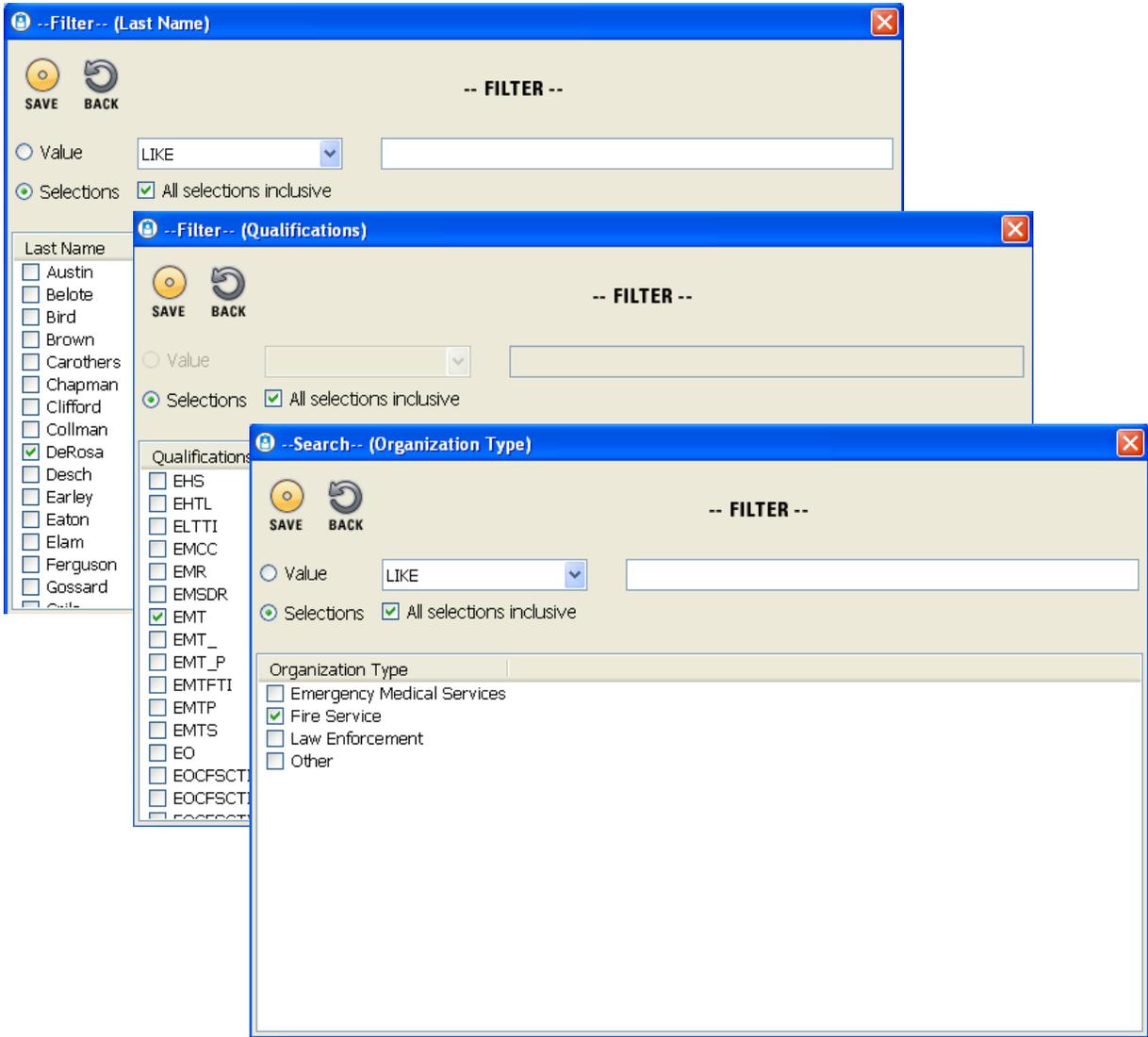
The screenshot shows a search filter interface with a light beige background. At the top left, there are two circular icons: a floppy disk labeled 'SAVE' and a circular arrow labeled 'BACK'. To the right of these icons is the text '-- FILTER --'. Below the icons, there are two radio buttons: 'Value' (which is selected) and 'Selections' (which is unselected). To the right of the 'Value' radio button is a dropdown menu with the word 'LIKE' selected. There are two empty text input fields on the right side of the interface.

Filter

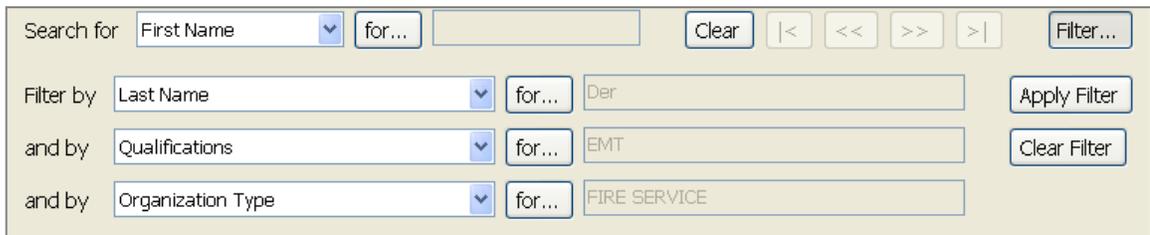
The **Filter** button can be used for an advanced Search. The expanded search menu will appear.

The screenshot shows an advanced search filter interface with a light beige background. At the top, there is a 'Search for' section with a dropdown menu set to 'Name', a 'for...' button, a text input field containing 'moose', a 'Clear' button, and four navigation buttons: '<', '<<', '>>', and '>|'. To the right of these buttons is a 'Filter...' button. Below this section, there are three rows for filtering. Each row starts with 'Filter by', 'and by', or 'and by' followed by a dropdown menu set to 'Name', a 'for...' button, and an empty text input field. To the right of these rows are two buttons: 'Apply Filter' and 'Clear Filter'.

Using the **Filter by** and the **and by** dropdown lists highlight the items for which you would like to search. Click on the **for...** button and the **Filter** screen will appear. Check the boxes appropriate to your search and click on **Save**.



Click on **Apply Filter**

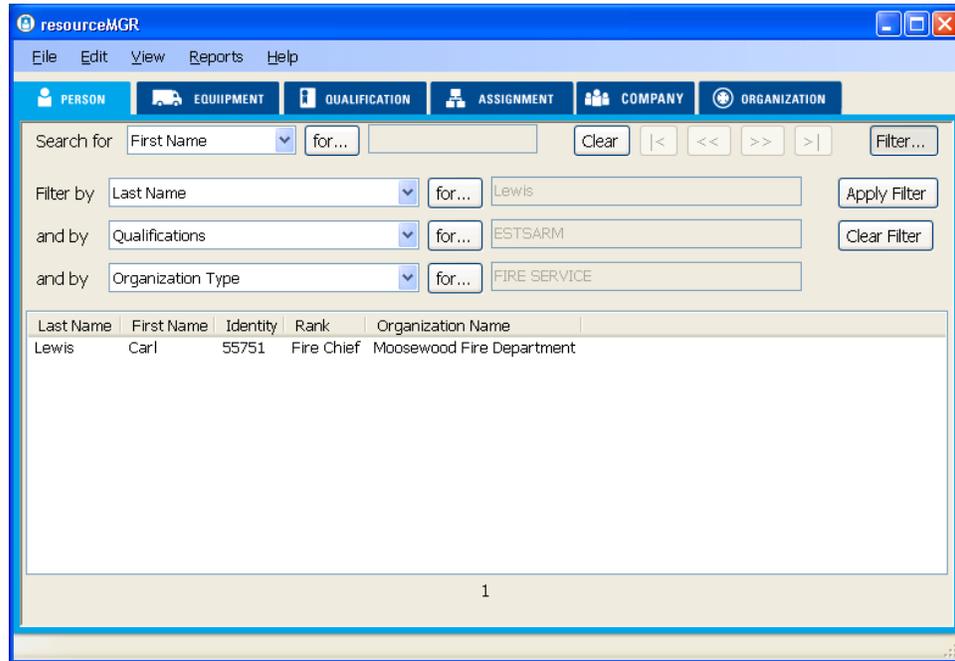


When you click on the **Apply Filter** button the information will be saved when you move between tabs and also when you exit the software.

The screen will appear with the search results.

Click on the **Filter...** button to end the search.

Click on the **Clear Filter** button to begin another search.

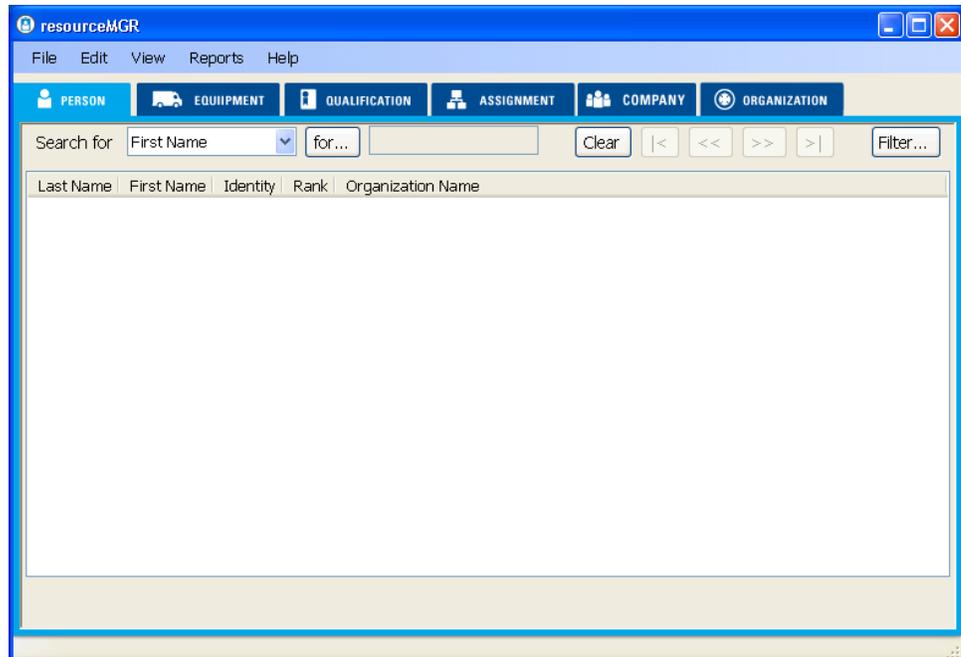


Resource Tabs

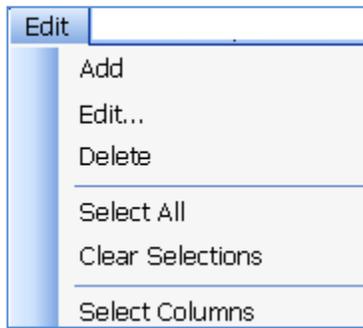
Person tab

resourceMGR™ is a Personnel Record which allows you to store Personal, Private, Medical, Qualifications, Signature and Notes information regarding personnel. There are several options in the status dropdown (e.g., inactive, retired, terminated) to address personnel that are no longer active. If you delete a person the identification number for that person will be available for future use. All of the records for the person being deleted will be removed from the database.

NOTE: It is important that you review the qualifications that currently exist in the database and add any that you will be using for Personnel.



Edit Dropdown Functionality



NOTE: Resource MGR express is limited to 250 personnel

Add. To Add a person, click on the Edit dropdown and choose Add. The Person Form will appear.

Edit. To Edit a person, double-click on the person OR check the box for or highlight the person, click on the Edit dropdown and choose Edit. The Person Form will appear.

Delete. To Delete a person, double-click on the person OR check the box for or highlight the person, click on the Edit dropdown and choose Delete. The Delete Personnel Record box will appear to verify that you wish to delete the person.

Select All. To select all, click on the show checkboxes from the view dropdown and then click on Select All. All of the checkboxes will be checked.

Clear Selections. When the checkboxes are visible you may click on Clear Selections to clear all of the boxes.

Select Columns. To Select the Columns that will be displayed on the **resourceMGR** screen, click on the Edit dropdown and choose Select Columns. For additional information see the Dropdown Functionality Edit→Select Columns section of this User Guide.

Person Form

A screenshot of the 'Person Form' interface. The window title is '-- PERSON --'. At the top, there are icons for BACK, SAVE, DELETE, and PRINT. Below these are tabs for PERSON, PRIVATE, MEDICAL, QUALIFICATIONS, SIGNATURE, and NOTES. The main form area contains several input fields: Title (dropdown), Last Name (text), First Name (text), Middle Initial (text), Suffix (dropdown), Person ID (text), Birth Date (checkbox and date), Organization (dropdown), Rank (dropdown), Status (dropdown, set to 'Active'), Hire Date (checkbox and date), Termination Date (checkbox and date), and a large image placeholder with a red fire helmet icon. There are also fields for Issue Date, Expiration Date, and Copies Printed (0).

Person Form Screen Functionality

BACK. You may cancel any changes and return to the resourceMGR screen. Using the Back button while on any of the tabs will cancel changes that have been made and not saved on all of the tabs.

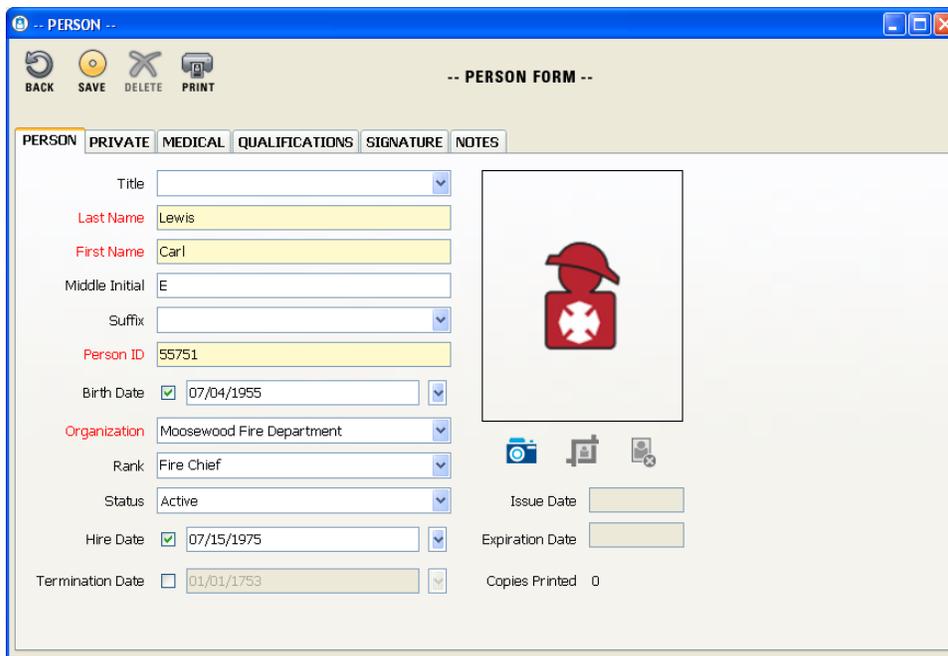
SAVE. This will save the information on all six tabs. If you are working on the tabs concurrently make sure to save the information as you work to reduce the chance of data loss should you use the Back button.

DELETE. To Delete a person click on the Delete icon. The Delete Personnel Record box will appear to verify that you wish to delete the person.

PRINT. You may print this record. Click on Save prior to printing to assure that any changes that you have made will be included in the print. Note: For additional information on printing see the Dropdown Functionality File → Print section of this User Guide.

Click on **Save** when complete.

Person tab



The screenshot shows a web application window titled "-- PERSON FORM --". At the top, there are four icons: BACK, SAVE, DELETE, and PRINT. Below the icons are several tabs: PERSON (selected), PRIVATE, MEDICAL, QUALIFICATIONS, SIGNATURE, and NOTES. The main form area contains the following fields:

- Title: A dropdown menu.
- Last Name: A text input field with "Lewis" entered. The label "Last Name" is in red.
- First Name: A text input field with "Carl" entered. The label "First Name" is in red.
- Middle Initial: A text input field with "E" entered.
- Suffix: A dropdown menu.
- Person ID: A text input field with "55751" entered. The label "Person ID" is in red.
- Birth Date: A checkbox checked, followed by a date input field with "07/04/1955" and a calendar icon.
- Organization: A dropdown menu with "Moosewood Fire Department" selected. The label "Organization" is in red.
- Rank: A dropdown menu with "Fire Chief" selected.
- Status: A dropdown menu with "Active" selected.
- Hire Date: A checkbox checked, followed by a date input field with "07/15/1975" and a calendar icon.
- Termination Date: A checkbox unchecked, followed by a date input field with "01/01/1753" and a calendar icon.
- Issue Date: An empty date input field.
- Expiration Date: An empty date input field.
- Copies Printed: A text input field with "0" entered.

On the right side of the form, there is a placeholder for a photo, currently showing a red fire helmet icon. Below the photo placeholder are three icons: a camera, a calendar, and a printer.

The areas in RED are required

Title. Choose a Title from the dropdown

Last Name. The Last Name is limited to 25 characters

First Name. The First Name is limited to 25 characters.

Middle Initial. The Middle Initial is limited to 25 characters.

Person ID. The Person ID is limited to 15 characters. Note: You may have only one person in an organization with this PID. This PID may be used in any other organization within the database.

Birth Date. Check the box. Type in a date or click the arrow and a calendar will appear.

Organization. Choose an Organization from the dropdown.

Rank. Choose a Rank from the dropdown.

Status. Choose a Status from the dropdown.

Hire Date. Check the box. Type in a date or click the arrow and a calendar will appear.

Termination Date. Check the box. Type in a date or click the arrow and a calendar will appear.

Issue Date. The issue date will be recorded when the record is printed

Expiration Date. The expiration date will be recorded when the record is printed if it was provided on the Print screen.

Copies Printed. This is the total number of ID tags that have been printed for this record.

Picture. Click on the camera icon 

Navigate to the picture that you wish to import. Click on **Open**.

The **Image Edit** screen will appear.

BACK. The Person Form screen will appear and you will lose any changes that you have made to the picture.

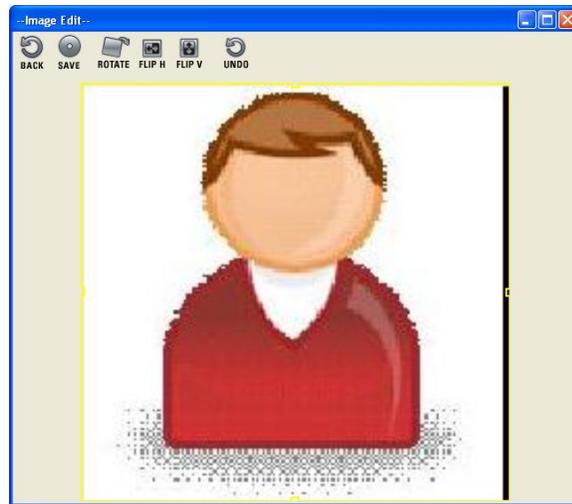
SAVE. This will Add the picture to the Person tab. You must click SAVE again while on the Person Form screen to save the picture to the record.

ROTATE. This allows you to rotate the picture 360 degrees.

FLIP H. This allows you to flip the picture horizontally.

FLIP V. This allows you to flip the picture vertically.

UNDO. This allows you to remove any changes that you have made to the picture.

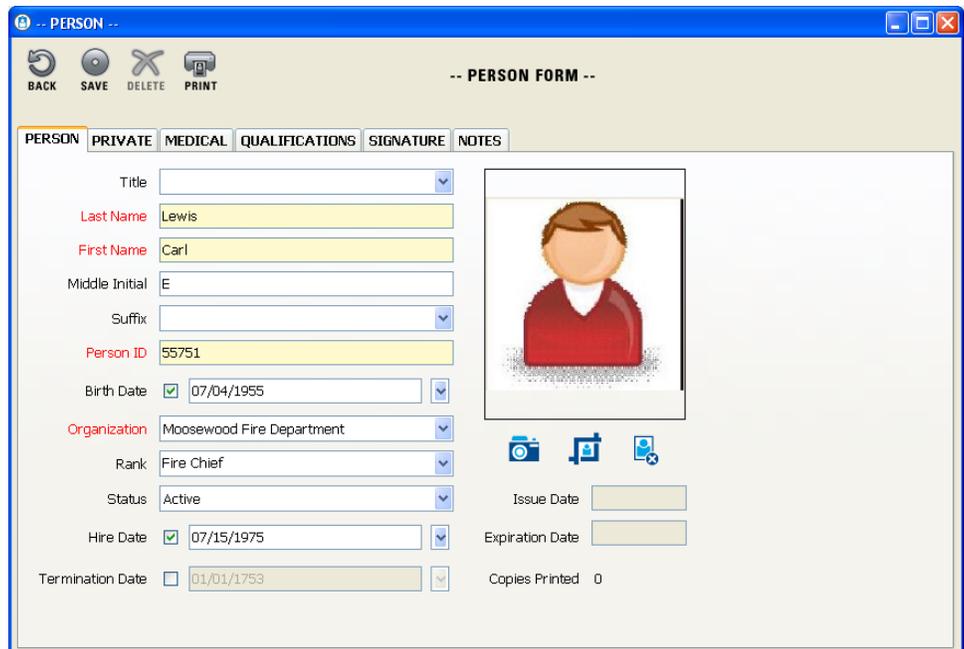


Crop (Yellow Box).

This allows you the crop the picture using the yellow line that outlines the picture.

Click on **Save** when complete.

The picture will appear.



PERSON FORM	
BACK	SAVE
DELETE	PRINT
PERSON	PRIVATE
MEDICAL	QUALIFICATIONS
SIGNATURE	NOTES
Title	[Dropdown]
Last Name	Lewis
First Name	Carl
Middle Initial	E
Suffix	[Dropdown]
Person ID	55751
Birth Date	<input checked="" type="checkbox"/> 07/04/1955
Organization	Moosewood Fire Department
Rank	Fire Chief
Status	Active
Hire Date	<input checked="" type="checkbox"/> 07/15/1975
Termination Date	<input type="checkbox"/> 01/01/1753
Issue Date	[Field]
Expiration Date	[Field]
Copies Printed	0

If you wish to edit the picture click on  and the **Image Edit** screen will appear.

If you wish to delete the picture click on  and the picture will be deleted.

When the record is complete click on **Save**.
Right click in the image area and a dropdown will appear.

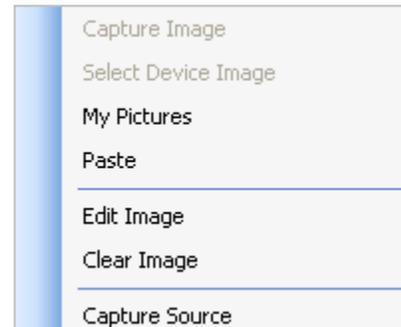
My Pictures. The **Open** screen will appear. Navigate to the picture that you wish to import.

Paste. An image that has been copied will be pasted.

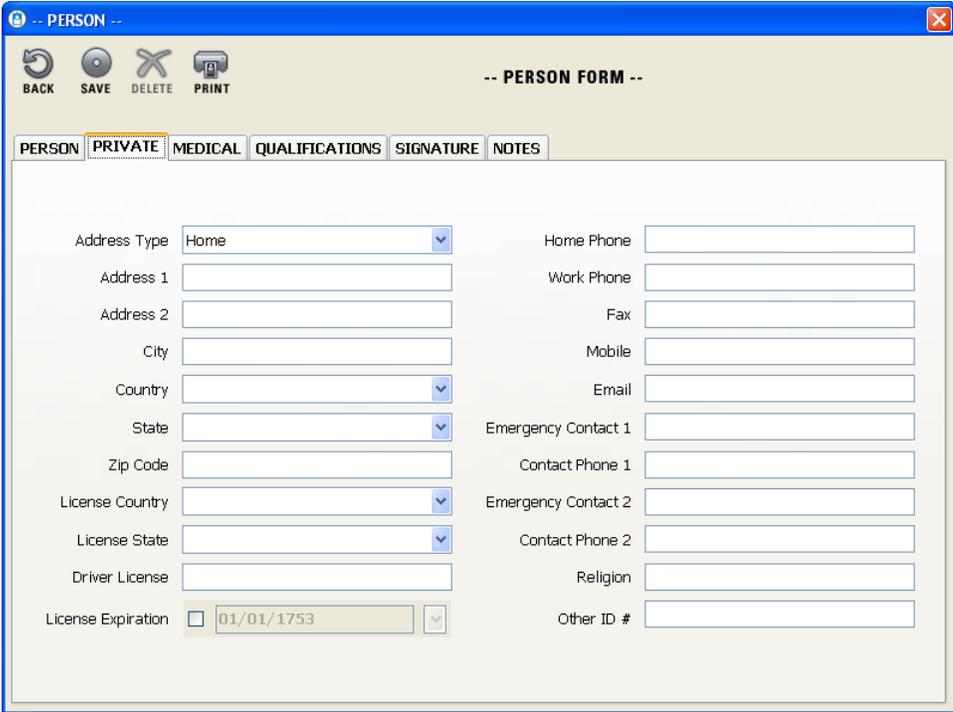
Edit Image. The **Image Edit** screen will appear.

Clear Image. The image will be deleted.

Capture Source. The **Capture Device** screen will appear. See the Appendix for additional information.



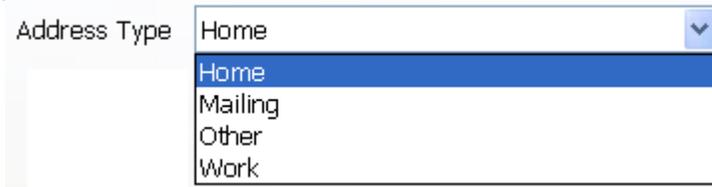
Private tab



A screenshot of a web application window titled "-- PERSON --". The window contains a form titled "-- PERSON FORM --" with several tabs: PERSON, PRIVATE (selected), MEDICAL, QUALIFICATIONS, SIGNATURE, and NOTES. The form has a toolbar with icons for BACK, SAVE, DELETE, and PRINT. The form fields are organized into two columns. The left column includes: Address Type (dropdown menu set to 'Home'), Address 1, Address 2, City, Country (dropdown menu), State (dropdown menu), Zip Code, License Country (dropdown menu), License State (dropdown menu), Driver License, and License Expiration (checkbox and date field set to '01/01/1753'). The right column includes: Home Phone, Work Phone, Fax, Mobile, Email, Emergency Contact 1, Contact Phone 1, Emergency Contact 2, Contact Phone 2, Religion, and Other ID #.

All of the fields on the Private tab are optional.

Address Type. You may add only one type of address. Choose the address type from the dropdown



A close-up of the 'Address Type' dropdown menu. The menu is open, showing a list of options: Home, Mailing, Other, and Work. The 'Home' option is currently selected and highlighted in blue.

Medical tab

The screenshot shows the 'PERSON FORM' window with the 'MEDICAL' tab selected. The form contains the following fields:

- Gender: Male (dropdown)
- Blood Pressure: 120/80
- Resting Pulse: 65
- Respirations: 12
- Blood Type: B+ (dropdown)
- Organ Donor:
- Allergy 1: Penicillin
- Allergy 2: (empty)
- Hair Color: Black (dropdown)
- Eye Color: Blue (dropdown)
- Medical History: (empty)
- Physician: Robb
- Physician Phone: 555-222-2345
- Insurance: BCBS
- Policy #: 56873490
- Medication 1: (empty)
- Medication 2: (empty)
- Height: Inches (dropdown), 72
- Weight: Pounds (dropdown), 200
- Detailed History: (empty text area)

All of the fields on the Medical tab are optional. See Personnel Medical Container section for additional information regarding the information that is stored in the container.

Qualifications tab

To choose a qualification click on the plus sign in front of the Discipline and the Groups (if they exist) within the Discipline will appear. Click on the plus sign in front of the Group to display the Qualifications. Note: When a Discipline does not include Groups the qualifications will be listed directly under the Discipline.

To add a qualification, highlight the qualification and click on the arrow in the center of the page.

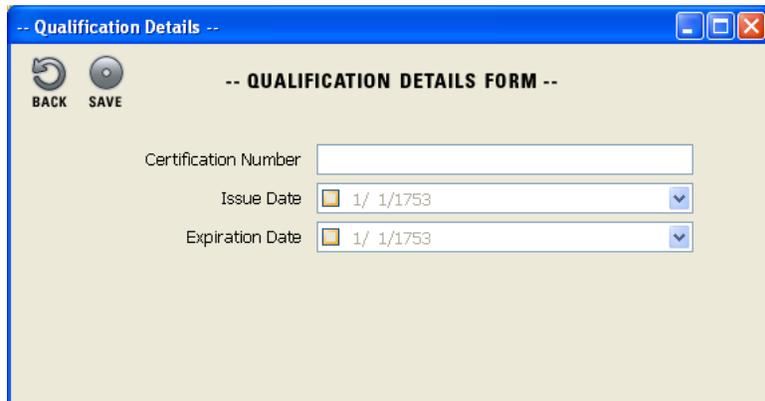
The screenshot shows the 'PERSON FORM' window with the 'QUALIFICATIONS' tab selected. The left pane displays a tree view of disciplines and groups:

- Communications (ESF #2)
- Emergency Management (ESF #5)
- Energy (ESF #12)
- External Affairs (ESF #15)
- Firefighting (ESF #4)
 - NERCS PHM
 - Airport Firefighter
 - Emergency Vehicle Technician
 - Fire Apparatus Driver/Operator
 - Fire Inspector I
 - Fire Inspector II
 - Fire Inspector III
 - Fire Officer I/II (Company/Unit)
 - Fire Officer III/IV (Command)
 - Firefighter I
 - Firefighter II
 - HazMat Officer
 - HazMat Safety Officer
 - HazMat Technician
 - Plans Examiner I/II
 - Public Safety Telecommunicator I/II
 - Wildland Fire Officer I

The right pane is empty, and there are 'Edit' and 'Remove' buttons at the bottom.

Qualification Elements

The Elements for a Qualification are added to the Qualification when it is initially added to the database. They may include Certification Number, Issue Date and Expiration Date. When you add a Qualification the Qualification Details Form will appear if the Qualification has any or all of the elements. Only the Elements that are attached to the Qualification will appear on the Qualification Details Form and are not required.



Certification Number. The Certification Number can be alpha and numeric and is limited to 25 characters.

Issue Date. Check the box. Type in a date or click the arrow and a calendar will appear.

Expiration Date. Check the box. Type in a date or click the arrow and a calendar will appear.

Click on **Save**.

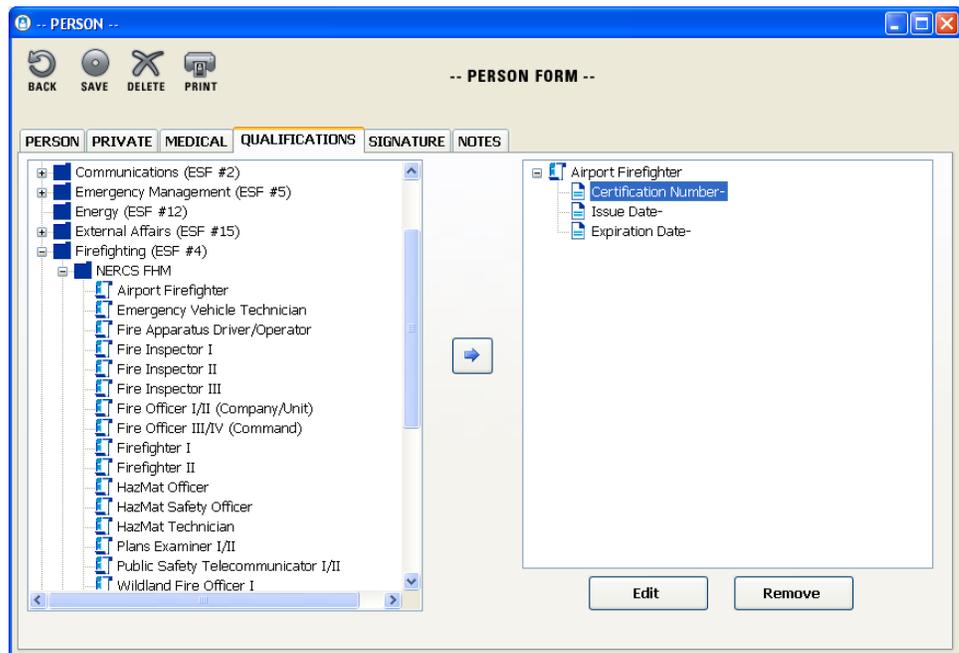
The Qualification will appear in the box on the right side of the screen. If there is a plus sign in front of the Qualification you may click on it to view the elements for that qualification.

Edit

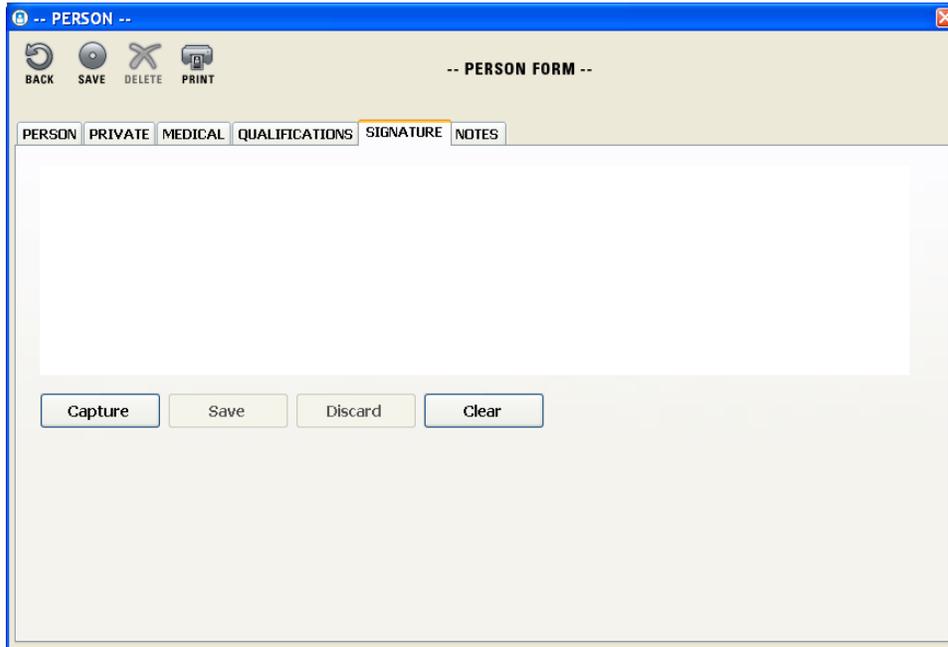
To Edit the Element information, double-click on the Element or highlight the Element and click on Edit.

Remove

To Remove a Qualification, highlight the Qualification or any of the Elements and click on the **Remove** button.



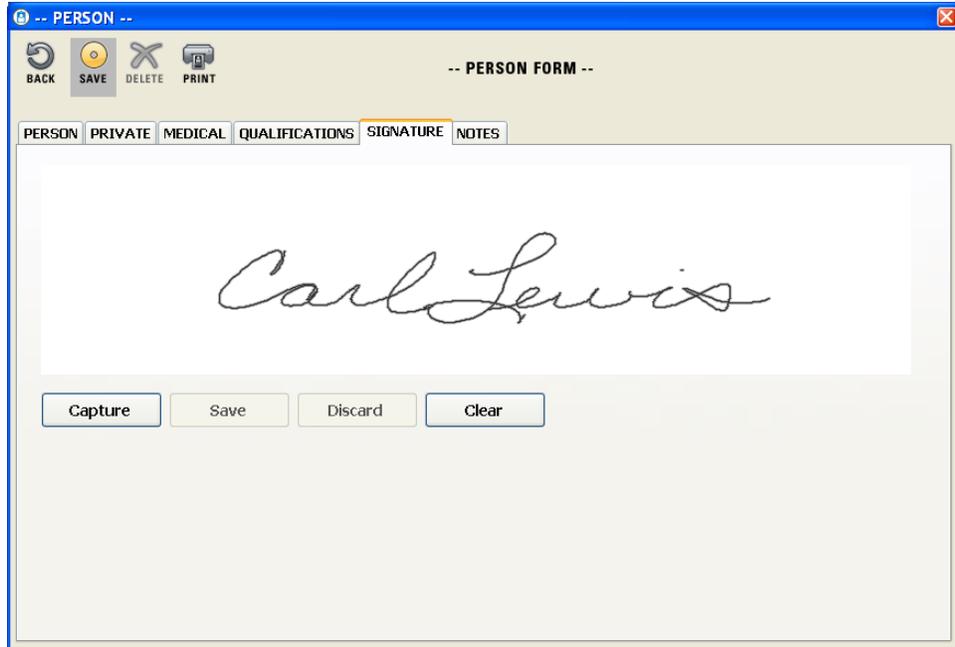
Signature tab



Attach the signature capture device to your computer and click on **Capture**

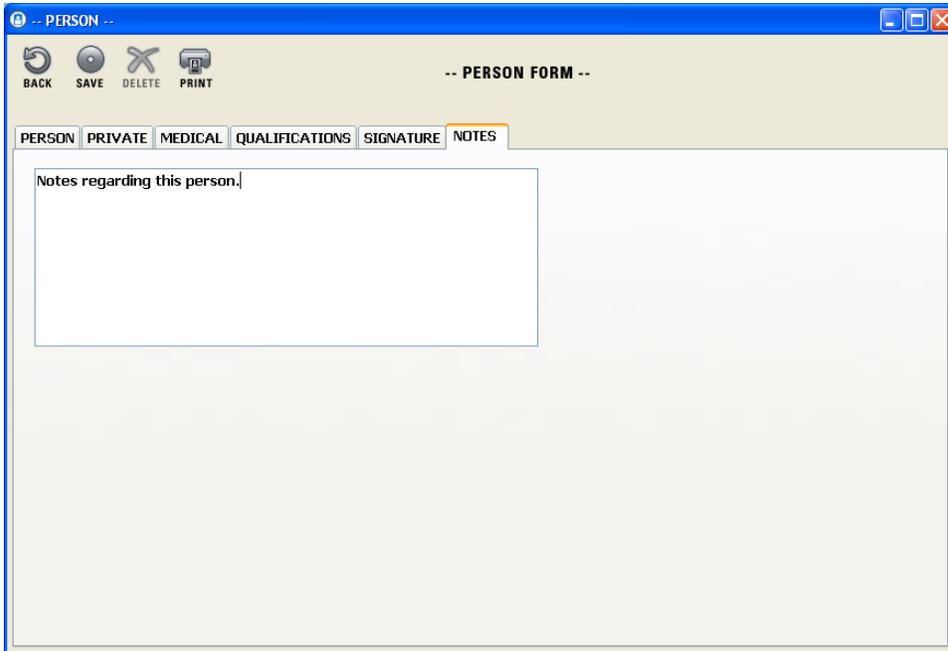


Once the signature is complete and appears on the screen click on **Save**.



Click on **Save** and the signature will be added to the record.

Notes tab

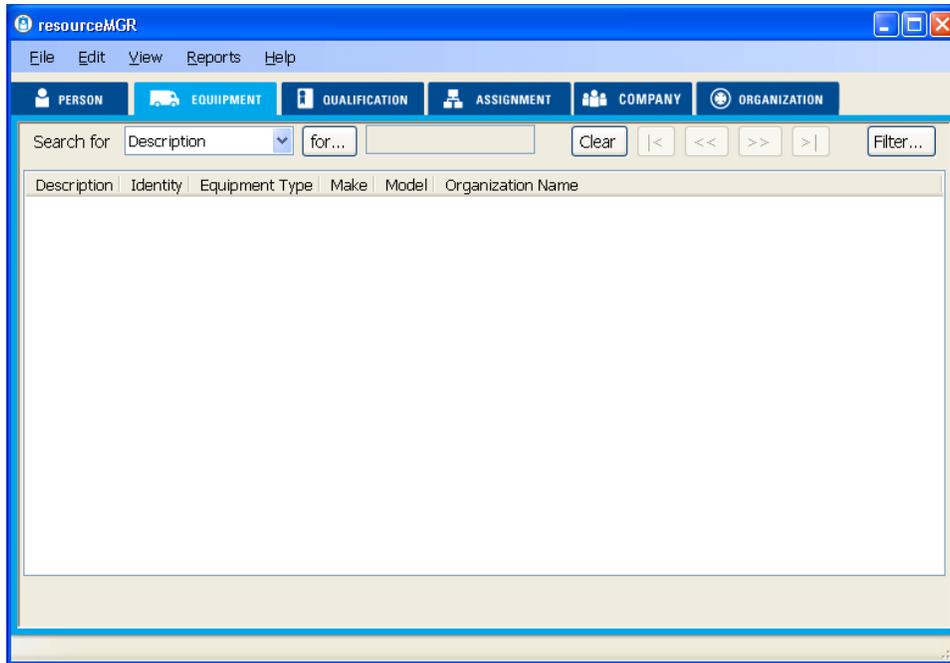


The Notes field is optional.

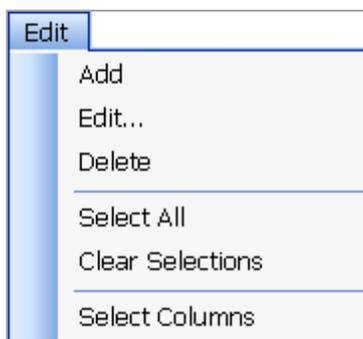
Equipment tab

resourceMGR™ allows you to add your organization's equipment. Once you have entered the equipment information (e.g., Equipment ID, Mfg. Make Mfg. year, In Service Date) you may sort the equipment using the columns or you may use the search function to easily access the equipment. Equipment qualifications are also included.

Note: It is important that you review the qualifications that currently exist in the database and add any that you will be using for Equipment.



Edit Dropdown Functionality



NOTE: Resource MGR express is limited to 20 pieces of equipment

Add. To Add a piece of equipment, click on the Edit dropdown and choose Add. The Equipment Form will appear.

Edit. To Edit a piece of equipment, double-click on the piece of equipment OR check the box for or highlight the equipment, click on the Edit dropdown and choose Edit. The Equipment Form will appear.

Delete. To Delete a piece of equipment, highlight the piece of equipment, click on the Edit dropdown and choose Delete. You may also delete a piece of equipment from the Equipment Form that opens when you double-click on a piece of equipment.

Select All. To select all, click on the show checkboxes from the view dropdown and then click on Select All. All of the checkboxes will be checked.

Clear Selections. When the checkboxes are visible you may click on Clear Selections to clear all of the boxes.

Select Columns. To Select the Columns that will be displayed on the Equipment screen, click on the Edit dropdown and choose Select Columns. For additional information see the Dropdown Functionality Edit→Select Columns section of this User Guide.

Equipment Form

The screenshot shows a software window titled "-- EQUIPMENT --". Inside the window, there is a toolbar with icons for BACK, SAVE, DELETE, and PRINT. Below the toolbar, there are two tabs: "EQUIPMENT" and "QUALIFICATIONS". The "EQUIPMENT" tab is active. The form contains several input fields: "Organization" (a dropdown menu), "Equipment ID" (a text field), "Description" (a text field), "Mfg Make" (a text field), "Model" (a text field), "Mfg Year" (a text field), "Type" (a dropdown menu), and "In Service Date" (a text field with the value "01/01/1753"). To the right of the form is a large empty box containing a red truck icon. At the bottom right of the form, there are three small icons: a camera, a printer, and a trash can.

Equipment Form Screen Functionality

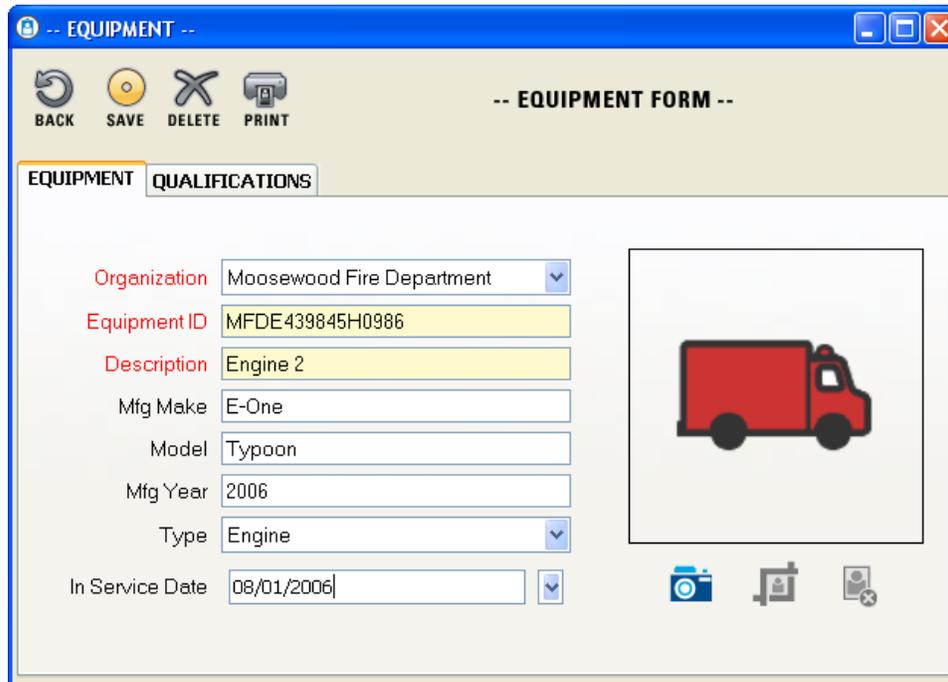
BACK. You may cancel any changes and return to the Equipment screen. Using the Back button while on any of the tabs will cancel changes that have been made and not saved on all of the tabs.

SAVE. This will save the information on both tabs. If you are working on the tabs concurrently make sure to save the information as you work to reduce the chance of data loss should you use the Back button.

DELETE. When you click on this icon the Delete Equipment screen will appear. You may choose Yes, No or Cancel.

PRINT. You may print this record. Click on **Save** prior to printing to assure that any changes that you have made will be included in the print. Note: For additional information on printing see the Dropdown Functionality File → Print section of this User Guide.

Equipment tab



The areas in RED are required

Organization. Use the dropdown menu and choose the organization that owns the equipment.

Equipment ID. This must be a unique ID number and is limited to 15 characters. Note: You may have only one piece of equipment in an organization with this EID. This EID may be used in any other organization within the database.

Description. This is limited to 25 characters.

Mfg. Make. This is limited to 25 characters.

Model. This is limited to 25 characters.

Mfg. Year. This is limited to 4 numeric characters.

Type. From the dropdown you may choose Aerial, Engine or Other. You may also leave it blank.

In Service Date. Type in the date or use the down arrow and a calendar will appear.

Picture. Click on the camera icon 



Navigate to the picture that you wish to import. Click on **Open**.

The **Image Edit** screen will appear.

BACK. The Equipment Form screen will appear and you will lose any changes that you have made to the picture.

SAVE. This will Add the picture to the Equipment tab. You must click SAVE again while on the Equipment Form screen to save the picture to the record.

ROTATE. This allows you to rotate the picture 360 degrees.

FLIP H. This allows you to flip the picture horizontally.

FLIP V. This allows you to flip the picture vertically.

UNDO. This allows you to remove any changes that you have made to the picture.

Crop (Yellow Box). This allows you the crop the picture using the yellow line that outlines the picture.

Click on **Save** when complete.

The picture will appear.



The screenshot shows a software window titled "-- EQUIPMENT FORM --". At the top, there are four icons: a circular arrow for "BACK", a yellow circle for "SAVE", a crossed-out square for "DELETE", and a printer for "PRINT". Below these are two tabs: "EQUIPMENT" (selected) and "QUALIFICATIONS". The form contains several input fields: "Organization" (Moosewood Fire Department), "Equipment ID" (MFDE439845H0986), "Description" (Engine 2), "Mfg Make" (E-One), "Model" (Typhoon), "Mfg Year" (2006), "Type" (Engine), and "In Service Date" (08/01/2006). To the right of the form is a large image of a red and white fire engine. Below the image are three icons: a camera, a person with a gear, and a person with a plus sign.

If you wish to edit the picture click on  and the **Image Edit** screen will appear.

If you wish to delete the picture click on  and the picture will be deleted.

When the record is complete click on **Save**.

Right click in the image area and a dropdown will appear.

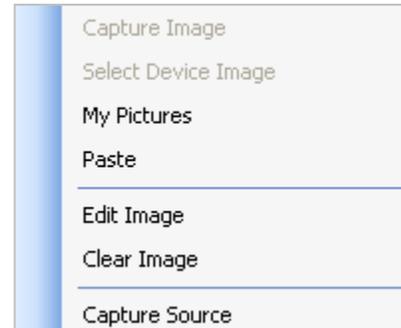
My Pictures. The **Open** screen will appear. Navigate to the picture that you wish to import.

Paste. An image that has been copied will be pasted.

Edit Image. The **Image Edit** screen will appear.

Clear Image. The image will be deleted.

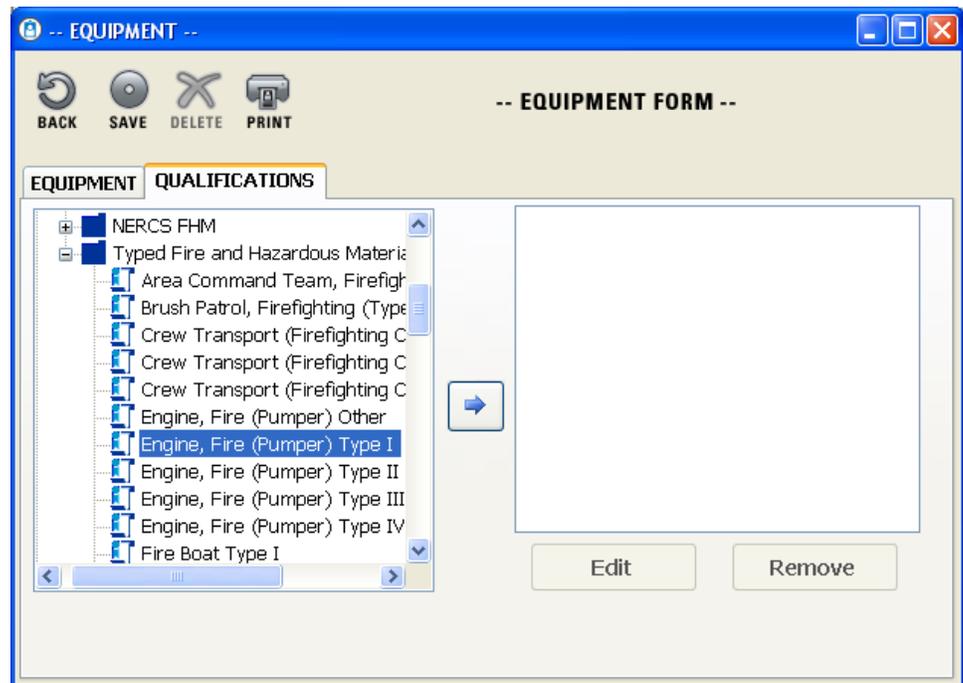
Capture Source. The **Capture Device** screen will appear. See the Appendix for additional information.



Qualifications tab

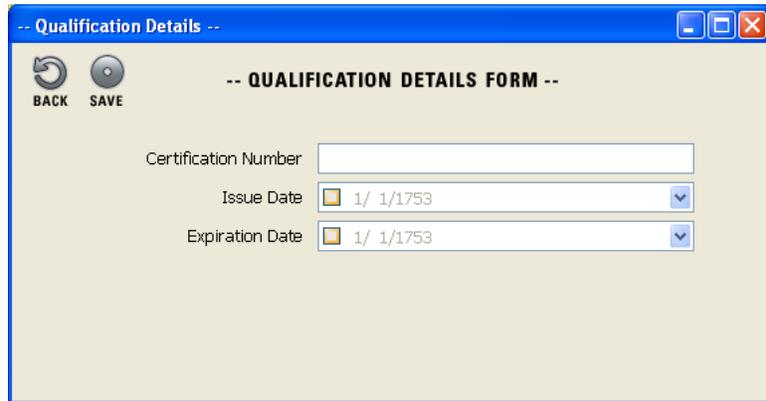
To choose a qualification click on the plus sign in front of the Discipline and the Groups (if they exist) within the Discipline will appear. Click on the plus sign in front of the Group to display the Qualifications. Note: When a Discipline does not include Groups the qualifications will be listed directly under the Discipline.

To add a qualification, highlight the qualification and click on the arrow in the center of the page.



Qualification Elements

The Elements for a Qualification are added to the Qualifications when there are added to the database. They include Certification Number, Issue Date and Expiration Date. When you add a Qualification the Qualification Details Form will appear if the Qualification has any or all of the elements. Only the Elements that are attached to the Qualification will appear on the Qualification Details Form and are not required.



Certification Number. The Certification Number can be alpha and numeric characters and is limited to 25 characters.

Issue Date. Check the box. Type in a date or click the arrow and a calendar will appear.

Expiration Date. Check the box. Type in a date or click the arrow and a calendar will appear.

Click on **Save**.

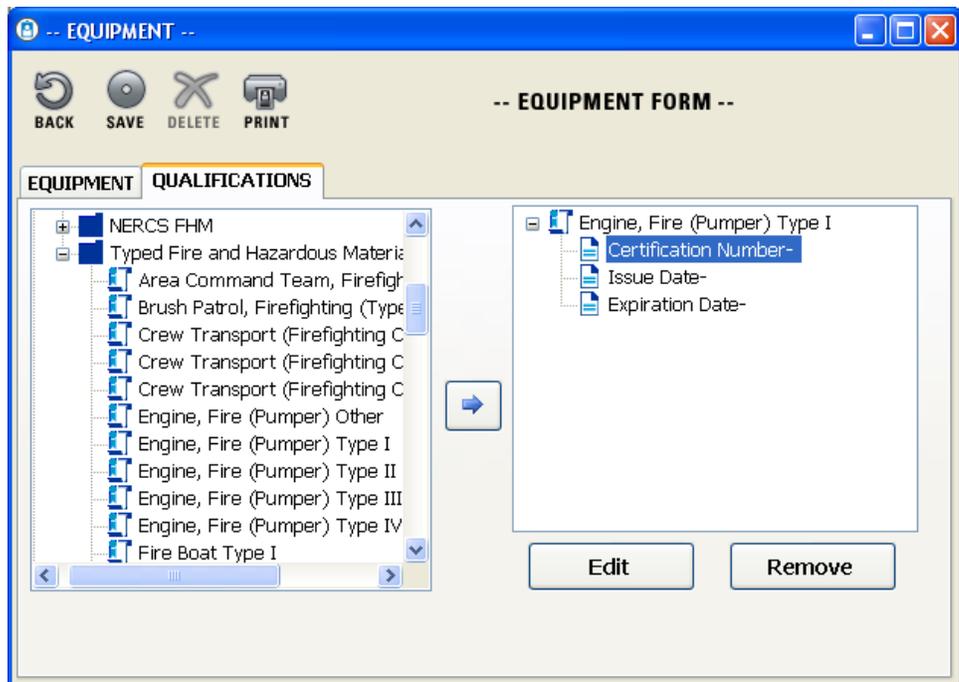
The Qualification will appear in the box on the right side of the screen. If there is a plus sign in front of the Qualification you may click on it to view the elements for that qualification.

Edit

To Edit the Element information, double-click on the Element or highlight the Element and click on **Edit**.

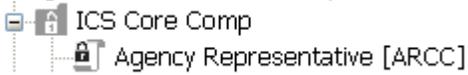
Remove

To Remove a Qualification, highlight the Qualification or any of the Elements and click on the **Remove** button.



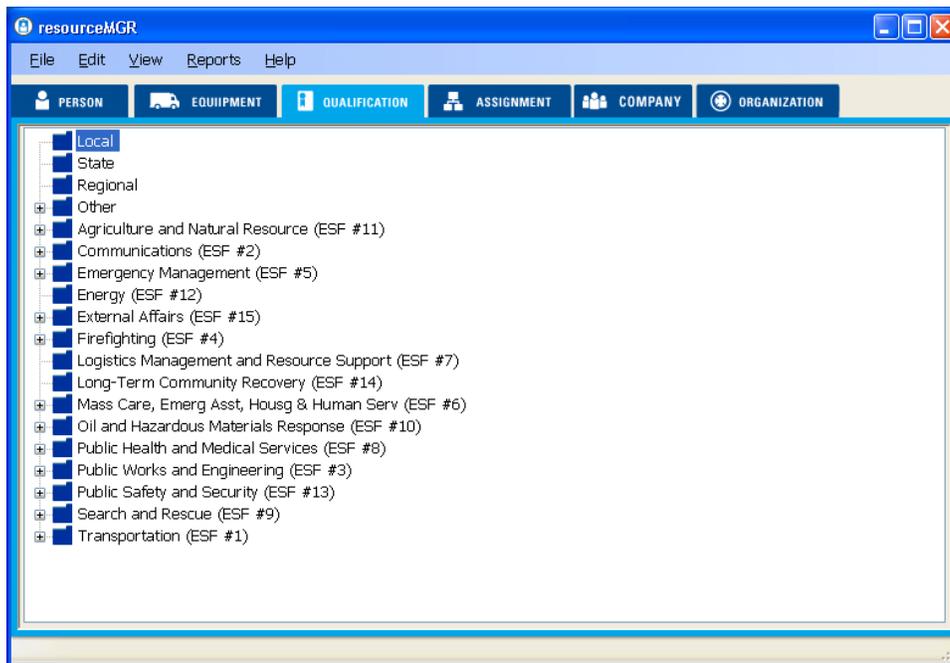
Qualification tab

resourceMGR™ contains qualifications that may not be edited or deleted. They are preceded by lock icons



They represent the following:

- Tier 1 NIMS National Resource Typing Definitions,
- Tier 1 NIMS National Emergency Responder Credentialing System (NERCS) Job Titles,
- FEMA Incident Management Systems Division's (IMSD) Incident Command System (ICS) Core Competencies
- Qualifications that were distributed with *fireTRAX*® Host 1.8



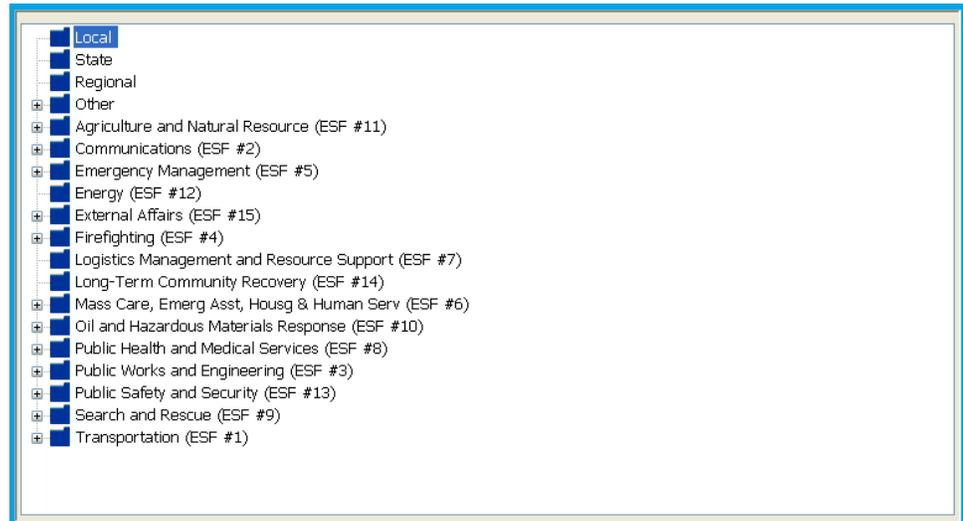
Disciplines

The Qualifications are in tree format. The initial screen, Qualification Disciplines, may not be edited.

The Disciplines include the 15 Emergency Support Functions (ESF) as defined by FEMA and Local, State, Regional, and Other.

Disciplines are used for organizational purposes only.

Disciplines are not qualifications.

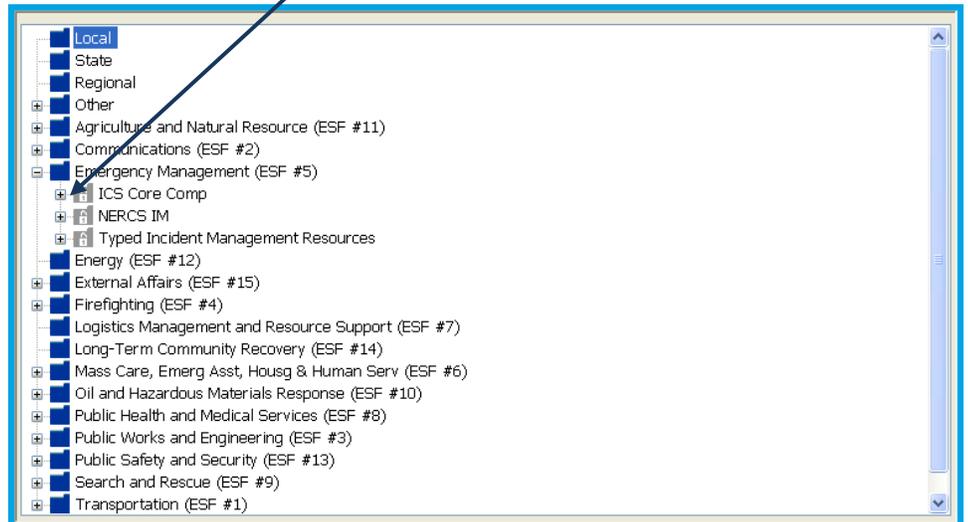


Groups

Each discipline can be further organized with Groups

Groups are not qualifications.

Groups may be added however they are not required.



The Groups used to organize the ESFs may not be edited or deleted and include:

- NERCS (National Emergency Responder Credentialing System) - FEMA
- Typed Resources - FEMA
- The ICS Core Competencies (located in ESF #5 Emergency Management) – FEMA Incident Management Systems Division (IMSD)

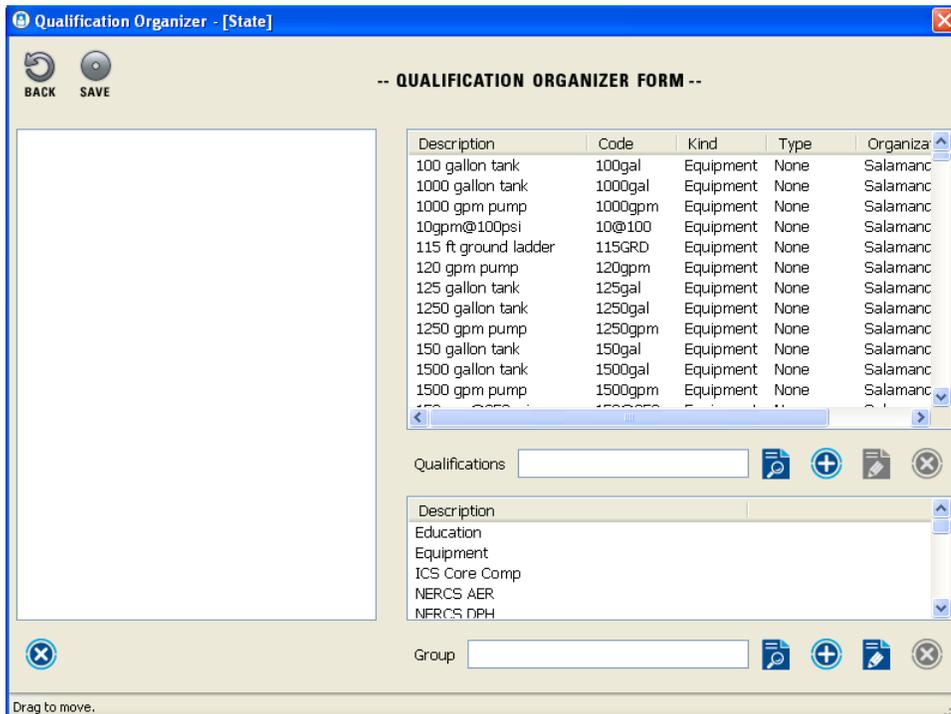
The Groups used to organize the Other Discipline may not be edited or deleted and include:

- Education
- Equipment
- Personnel

Note: The original qualifications from fireTRAX Host are in the Other Discipline.

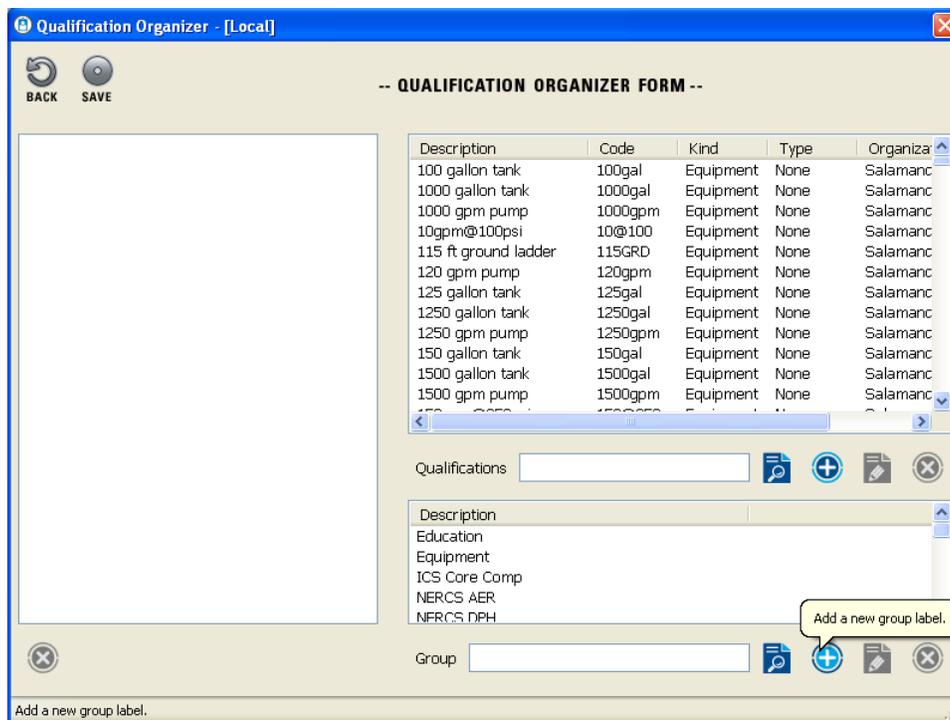
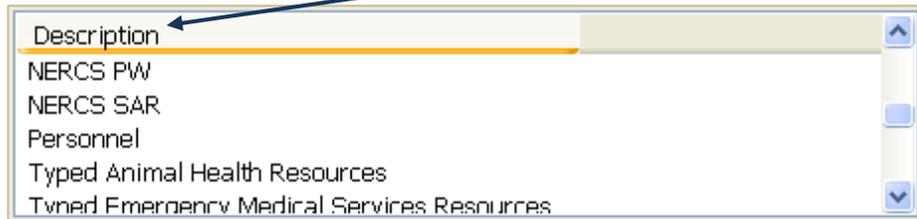
Add a New Group

To add a Group, double click on the Discipline in which you would like the Group to be placed and the Qualification Organizer Form will appear.



Prior to being added to a Discipline a Group must be added to the list found in the lower right corner of the Qualification Organizer Form.

Prior to adding a new Group, verify that the Group is not already on the list. Search the Group list by clicking on Description at the top of the Description Column to sort the column alphabetically.



Click on the **plus** icon

The Qualification Group Form will appear.

Type in the Group Name which is limited to 50 characters

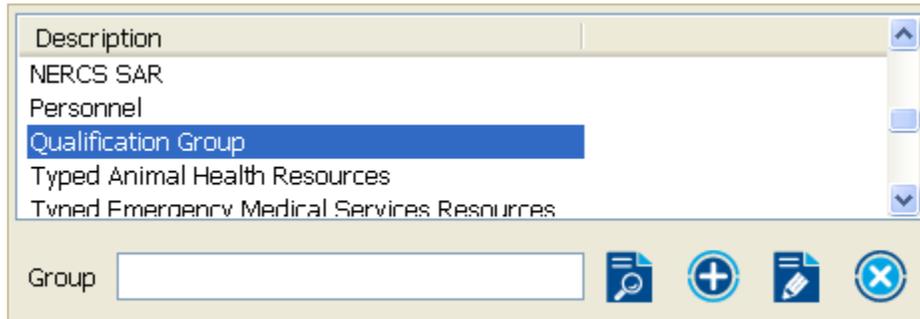
Click on **Save**.

The Group will appear in the list.



Delete a New Group

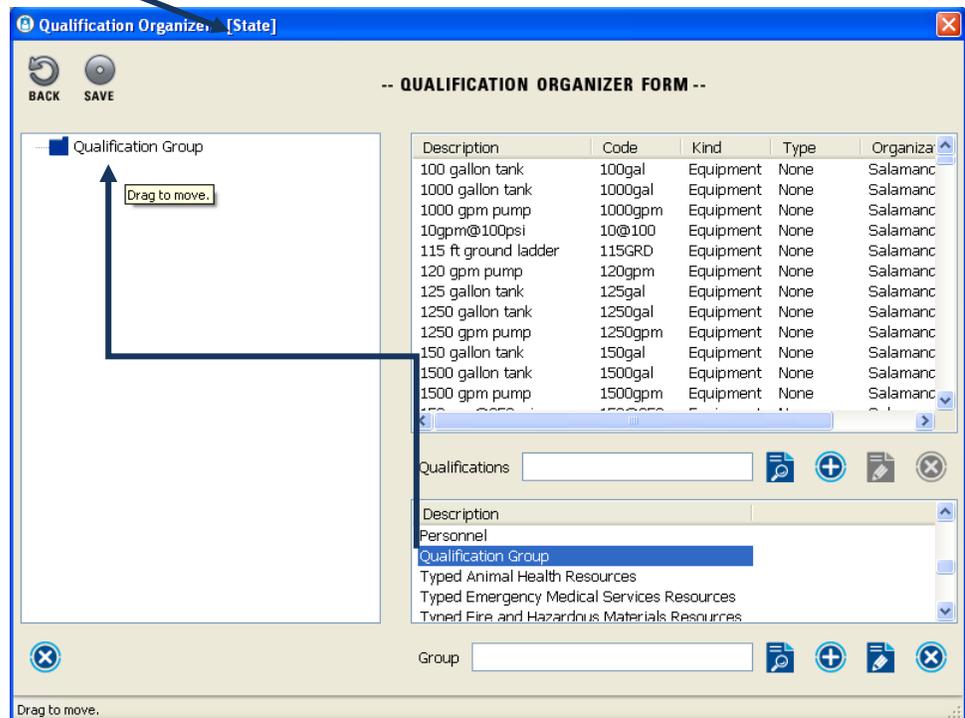
To Delete a Group highlight the Group



Click on the X icon

Add a Group to a Discipline

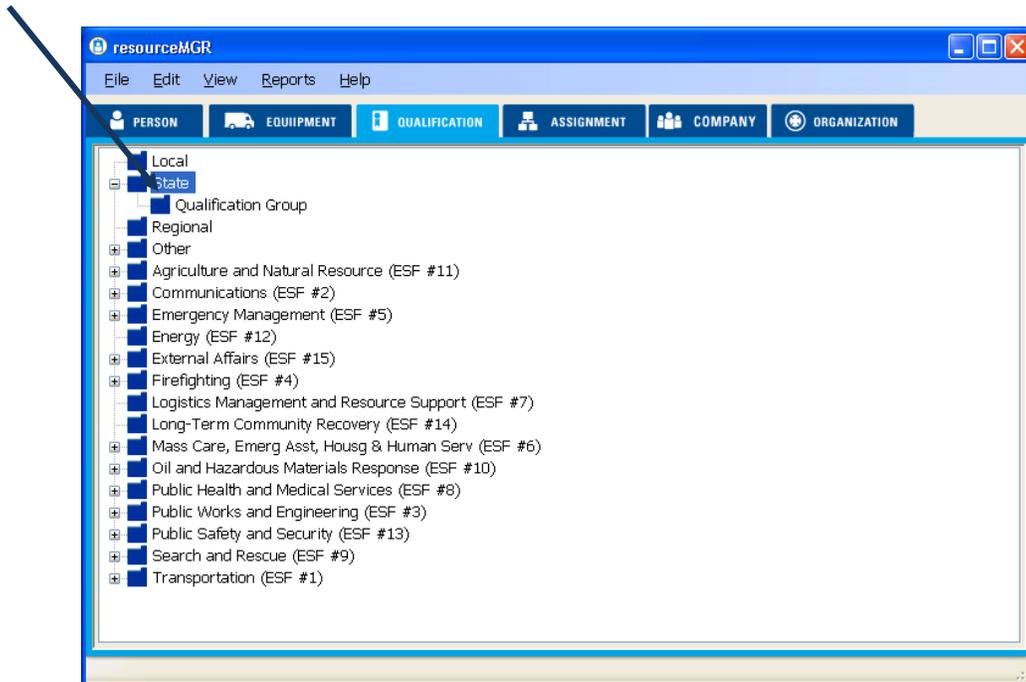
Verify that the Discipline in which you want to place the Group is active by checking the Discipline name at the top of the screen.



To add the Group, click on the Group and drag it to the box on the left side of the screen.

Click on Save

The Group will be attached to the Discipline.



Qualifications

Add a New Qualification

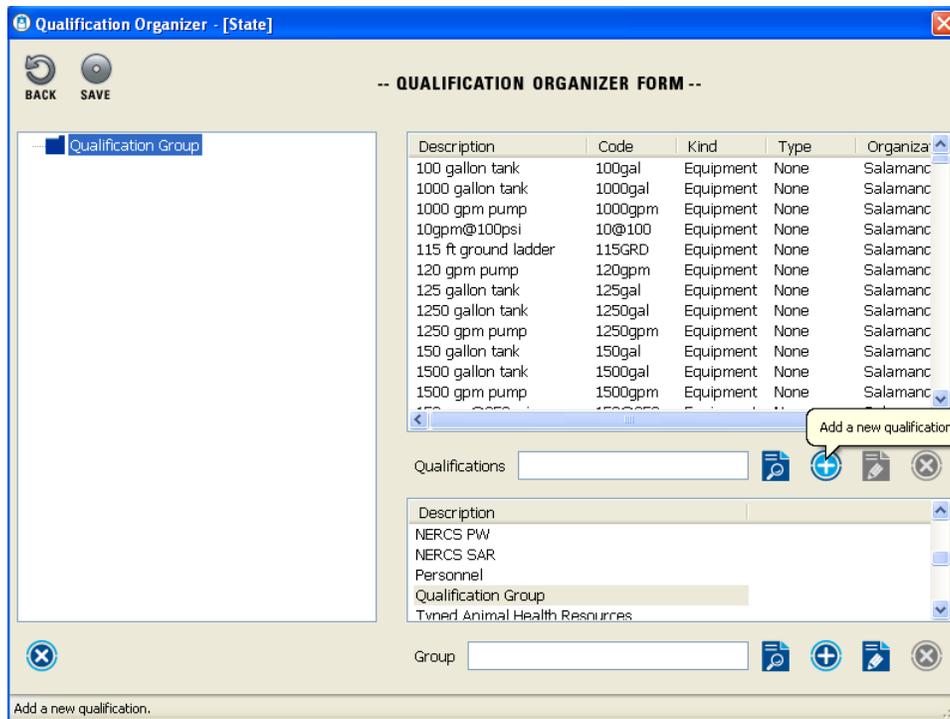
To add a Qualification, double click on the Group or the Discipline in which you would like the Qualification to be placed and the Qualification Organizer Form will appear.

A Qualification must be added to the list prior to being added to the Group or Discipline.

Prior to adding a new qualification verify that the code that you want to use is not in the database.

Search the Qualification list by clicking on Code at the top of the Code Column to sort the column alphabetically.

Description	Code	Kind	Type	Organizational
Collapse Search and R...	CLSR TTII	Team	Type II	Salamander
Collapse Search and R...	CLSR TTIII	Team	Type III	Salamander
Collapse Search and R...	CLSR TTIV	Team	Type IV	Salamander
Canine S&R Team-Av...	CSRTATI	Team	Type I	Salamander
Canine S&R Team-Av...	CSRTATII	Team	Type II	Salamander
Canine S&R Team-Dis...	CSRTDTI	Team	Type I	Salamander
Canine S&R Team-Dis...	CSRTDTII	Team	Type II	Salamander
Canine S&R Team-Dis...	CSRTDTIII	Team	Type III	Salamander
Canine S&R Team-Dis...	CSRTDTIV	Team	Type IV	Salamander
Canine S&R Team-Lan...	CSRTLO	Team	Other	Salamander
Canine S&R Team-Wil...	CSRTWAO	Team	Other	Salamander



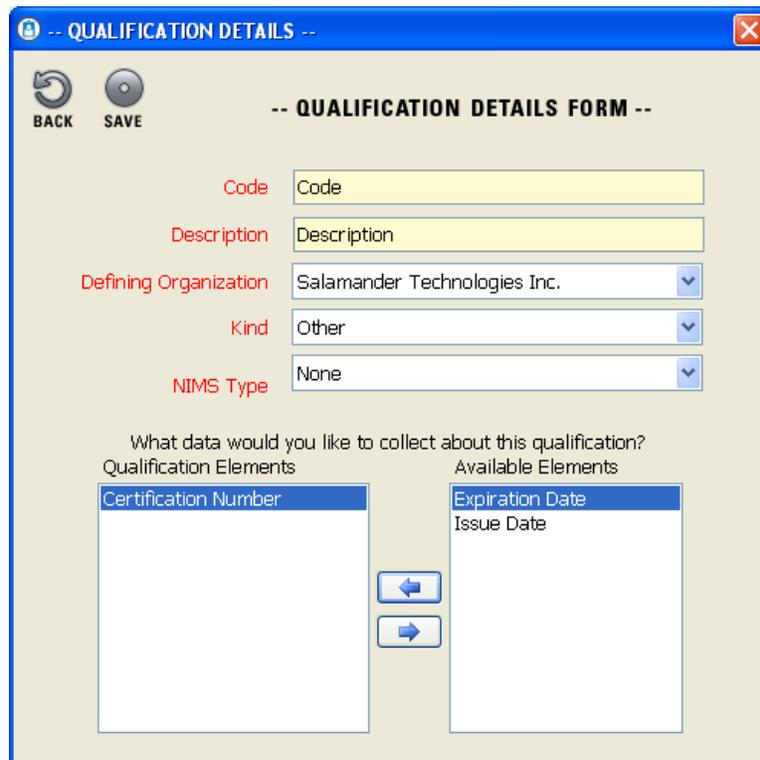
Click on the **plus** icon and the Qualification Group Form will appear.

Type in the Code which is limited to 10 characters and the Description which is limited to 50 characters.

Choose the Organization, Kind and NIMS Type from the dropdown.

Choose the Elements that you would like to include with this Qualification.

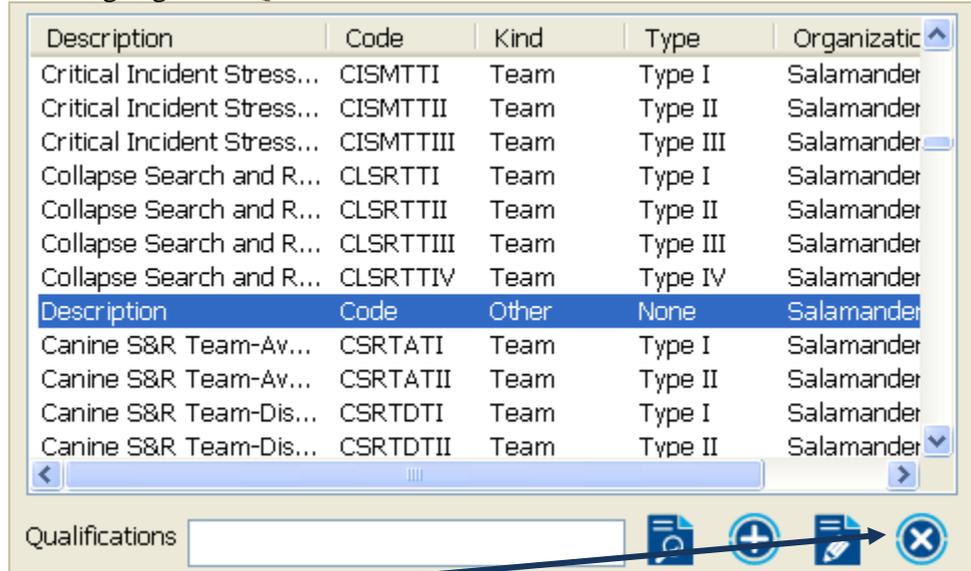
Click on **Save**.



The Qualification will appear on the Qualification list.

Delete a New Qualification

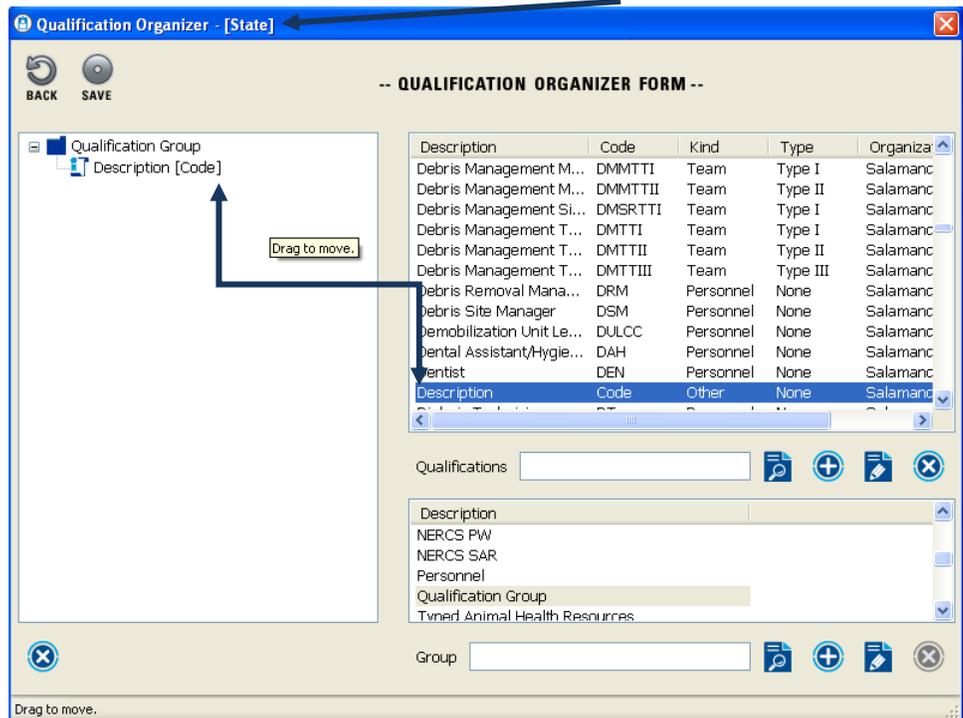
To Delete a Qualification highlight the Qualification



Click on the X icon

Add a Qualification to a Group or a Discipline

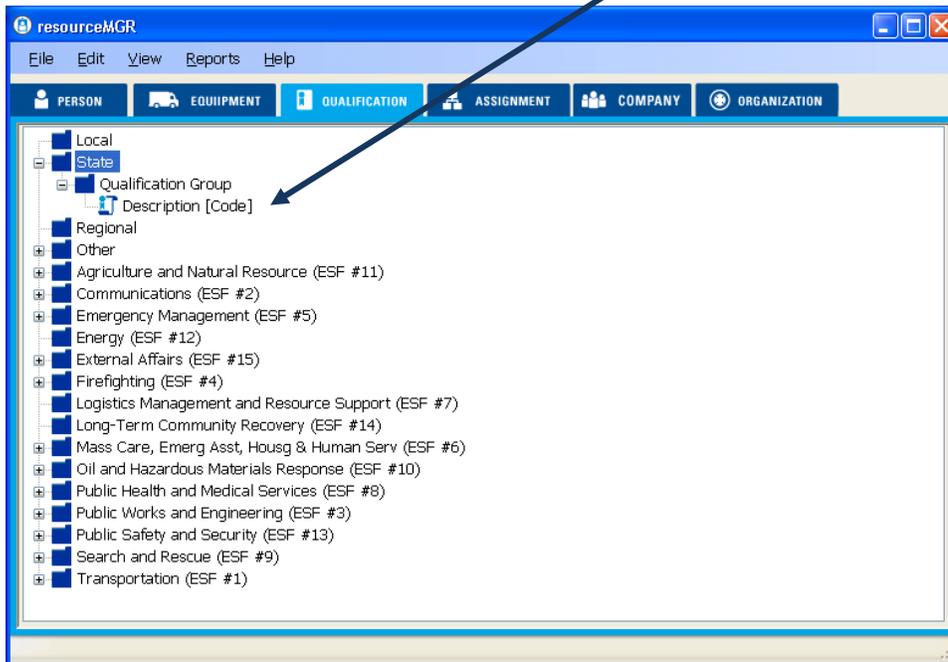
To add the qualification to verify that the Discipline in which you want to place the qualification is active by checking Discipline name at the top of the screen.



Click on the qualification and drag it to the box on the left side of the screen. It may be added to a Group or to the Discipline.

Click on Save.

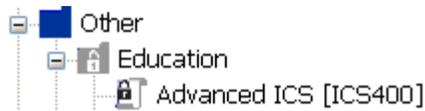
The Qualification will be attached to the Group (or Discipline).



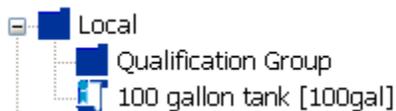
Delete a Qualification or a Group from a Discipline

The **Discipline** screen displays the Disciplines, Groups and Qualifications.

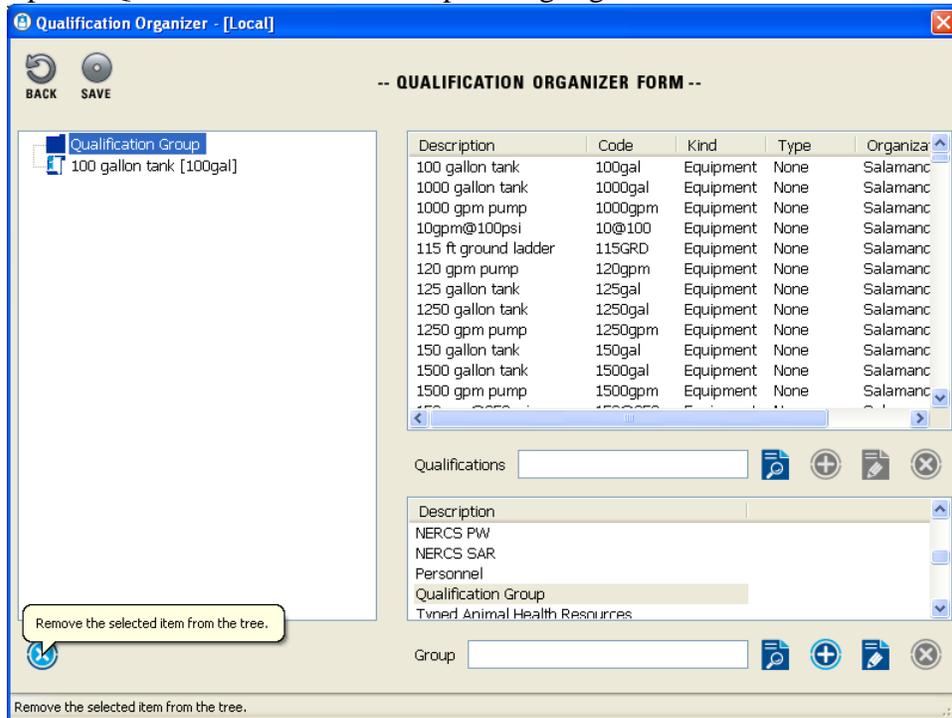
The Groups and Qualifications that cannot be edited or deleted are preceded by lock icons



The Groups and Qualifications that may be changed are preceded by a file folder and a certificate icon



To Delete a Group or a Qualification from a Discipline highlight it

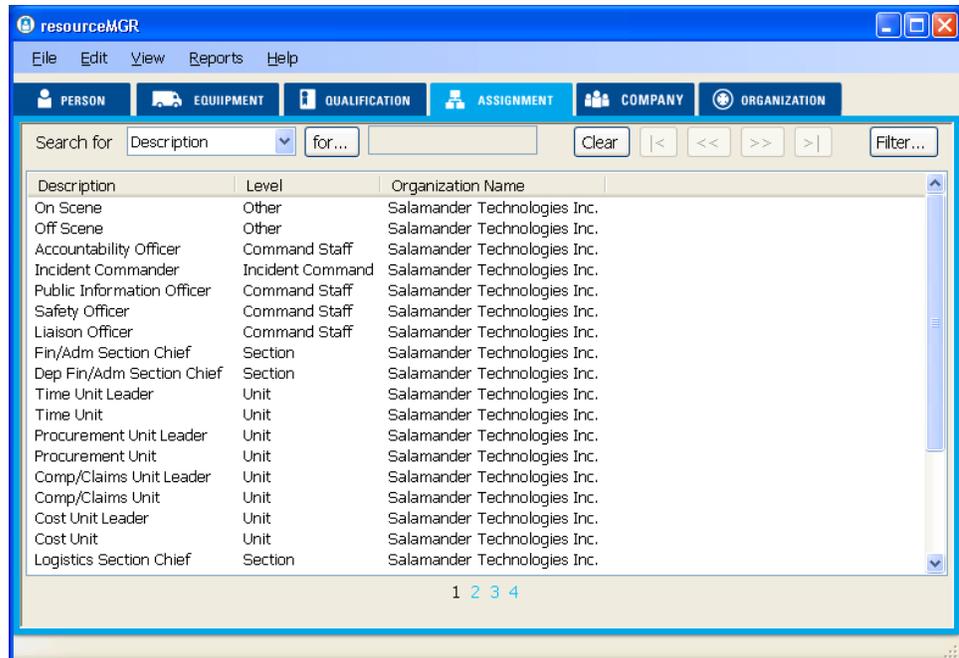


Click on the X icon

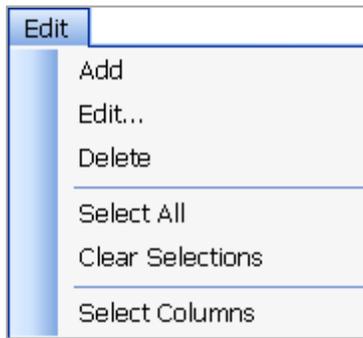
Assignment tab

resourceMGR™ is preloaded with assignments from the Incident Command System (ICS) an important component of the National Incident Management System (NIMS). These assignments are the functions that personnel will be given at an event.

You may add additional assignments according to your specific needs. Personnel and Equipment may also be used as assignments. This functionality is available when you print labels.



Edit Dropdown Functionality



Add. To Add an assignment, click on the Edit dropdown and choose Add. The Assignments Form will appear.

Edit. To Edit an assignment, double-click on the assignment OR check the box for or highlight the assignment, click on the Edit dropdown and choose Edit. The Assignments Form will appear.

Delete. To Delete an Assignment, highlight the Assignment, click on the Edit dropdown and choose Delete. You may also delete an assignment from the Assignment Form that opens when you double-click on an assignment.

Select All. To select all, click on the show checkboxes from the view dropdown and then click on Select All. All of the checkboxes will be checked.

Clear Selections. When the checkboxes are visible you may click on Clear Selections to clear all of the boxes.

Select Columns. To Select the Columns that will be displayed on the **Equipment** screen, click on the Edit dropdown and choose Select Columns. For additional information see the Dropdown Functionality Edit→Select Columns section of this User Guide.

Assignments Form

A screenshot of a software application window titled "-- ASSIGNMENT --". The window contains a toolbar with four icons: a circular arrow for "BACK", a floppy disk for "SAVE", a crossed-out square for "DELETE", and a printer for "PRINT". Below the toolbar is a section titled "-- ASSIGNMENTS FORM --" with a tab labeled "ADD". The form contains three input fields: "Organization" (a dropdown menu), "Name" (a text box), and "Level" (a dropdown menu).

Assignments Form Screen Functionality

BACK. You may cancel any changes and return to the Assignment screen. Using the Back button while on any of the tabs will cancel changes that have been made and not saved on all of the tabs.

SAVE. This will save the information on both tabs. If you are working on the tabs concurrently make sure to save the information as you work to reduce the chance of data loss should you use the Back button.

DELETE. When you click on this icon the Delete Assignments screen will appear. You may choose Yes, No or Cancel.

PRINT. You may print this record. Click on Save prior to printing to assure that any changes that you have made will be included in the print. Note: For additional information on printing see the Dropdown Functionality File → Print section of this User Guide.

Add tab

The screenshot shows a window titled "-- ASSIGNMENT --" with a sub-header "-- ASSIGNMENTS FORM --". Below the header are four icons: BACK, SAVE, DELETE, and PRINT. The main area is labeled "ADD" and contains three form fields:

- Organization:** A dropdown menu with "Salamander Technologies Inc." selected.
- Name:** A text input field containing "Incident Commander".
- Level:** A dropdown menu with "Incident Command" selected.

The areas in **RED** are required.

Organization. Choose from the dropdown.

Name. The limit is 50

Level. Choose from the Incident Command levels or choose Other.

The close-up shows the "Level" dropdown menu with the following options:

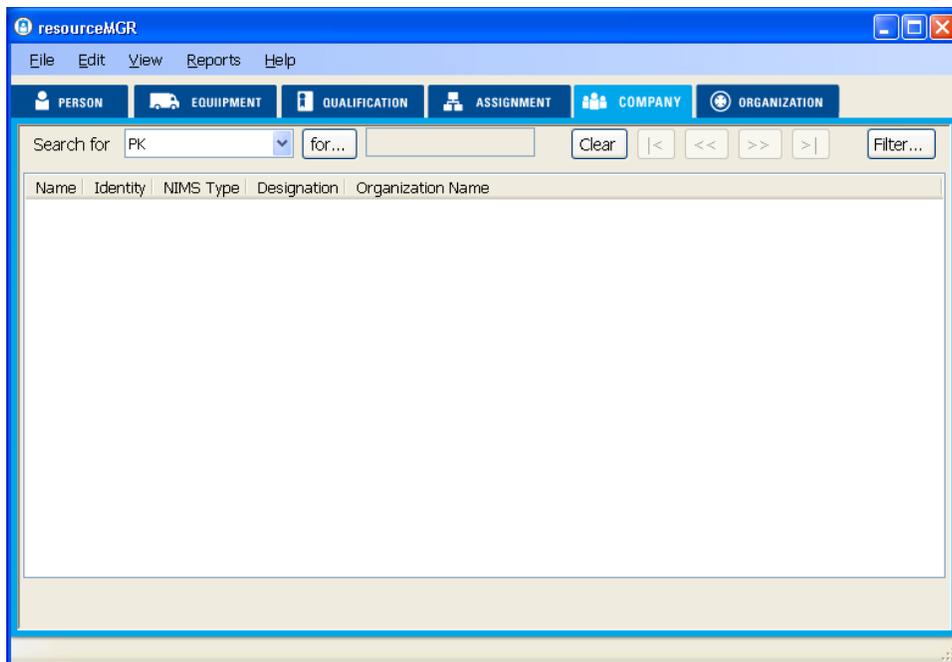
- Incident Command
- Command Staff
- Section
- Branch
- Division/Group
- Other

Company tab

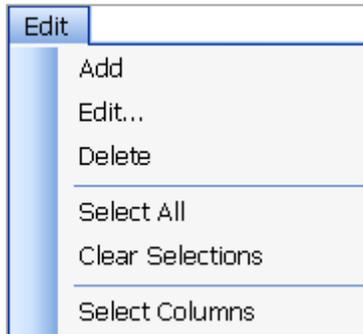
resourceMGR™ allows you to add Companies. A Company is a collection of responders, equipment and qualifications that may be tracked during an incident as a single resource. A Company can be printed to a barcode or encoded to a RFID smart card. A Company may be created and saved with permanent attributes (e.g., Name, ID, Organization, NIMS Type, Designation and Kind). Using a Company ID tag, you may add responders and equipment to the company during a response. When you use RFID smart cards the responder information can be programmed at any time.

Once you have entered the Company information (Name, ID, Organization, NIMS Type, Designation, Kind) you may sort the Companies using the columns or you may use the search function to easily access a Company. Once the Company is setup you may add responders, equipment and qualifications to the Company however you do not need to include any of this information. It may be added at any time.

Note: It is important that you review the responders, equipment and qualifications that currently exist in the database and add any that you will be using for a Company.



Edit Dropdown Functionality



Add. To Add a Company, click on the Edit dropdown and choose Add. The Company Form will appear.

Edit. To Edit a Company, double-click on the company OR check the box for or highlight the company, click on the Edit dropdown and choose Edit. The Company Form will appear.

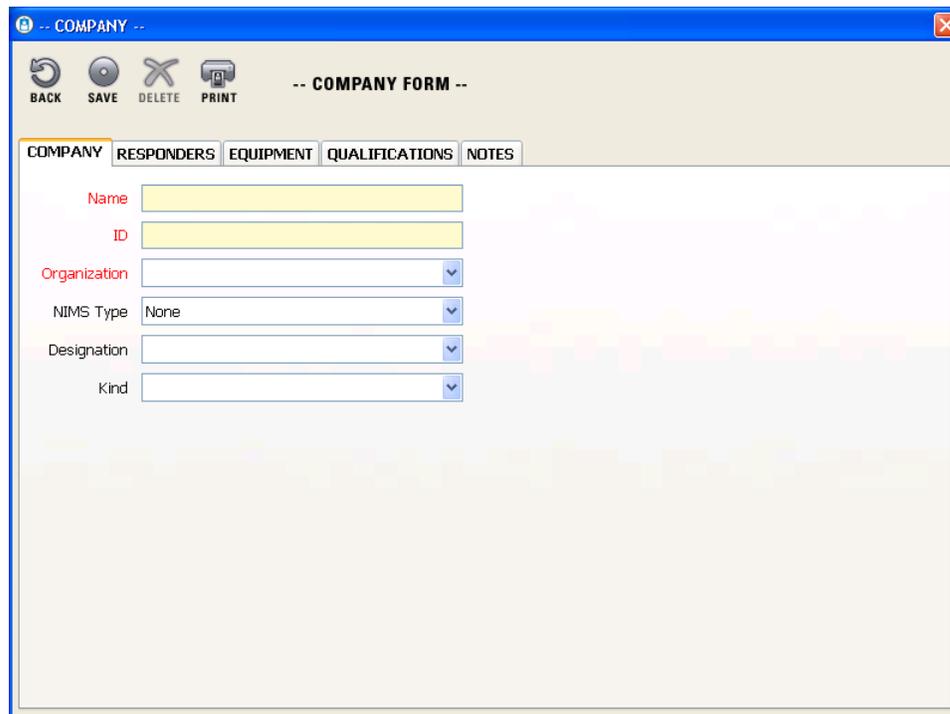
Delete. To Delete a Company, highlight the Company, click on the Edit dropdown and choose Delete. You may also delete a Company from the Company Form that opens when you double-click on a Company.

Select All. To select all, click on the show checkboxes from the view dropdown and then click on Select All. All of the checkboxes will be checked.

Clear Selections. When the checkboxes are visible you may click on Clear Selections to clear all of the boxes.

Select Columns. To Select the Columns that will be displayed on the Company screen, click on the Edit dropdown and choose Select Columns. For additional information see the Dropdown Functionality Edit→Select Columns section of this User Guide.

Company Form



The screenshot shows a web application window titled "-- COMPANY --". The window has a blue header bar with a close button (X) in the top right corner. Below the header, there are four icons: a circular arrow for "BACK", a floppy disk for "SAVE", a crossed-out square for "DELETE", and a printer for "PRINT". The main content area is titled "-- COMPANY FORM --" and contains a tabbed interface with five tabs: "COMPANY", "RESPONDERS", "EQUIPMENT", "QUALIFICATIONS", and "NOTES". The "COMPANY" tab is active and displays a form with the following fields:

- Name:
- ID:
- Organization:
- NIMS Type:
- Designation:
- Kind:

Company Form Screen Functionality

BACK. You may cancel any changes and return to the Company screen. Using the Back button while on any of the tabs will cancel changes that have been made and not saved on all of the tabs.

SAVE. This will save the information on both tabs. If you are working on the tabs concurrently make sure to save the information as you work to reduce the chance of data loss should you use the Back button.

DELETE. When you click on this icon the Delete Company screen will appear. You may choose Yes, No or Cancel.

PRINT. You may print this record. Click on Save prior to printing to assure that any changes that you have made will be included in the print. Note: For additional information on printing see the Dropdown Functionality File → Print section of this User Guide.

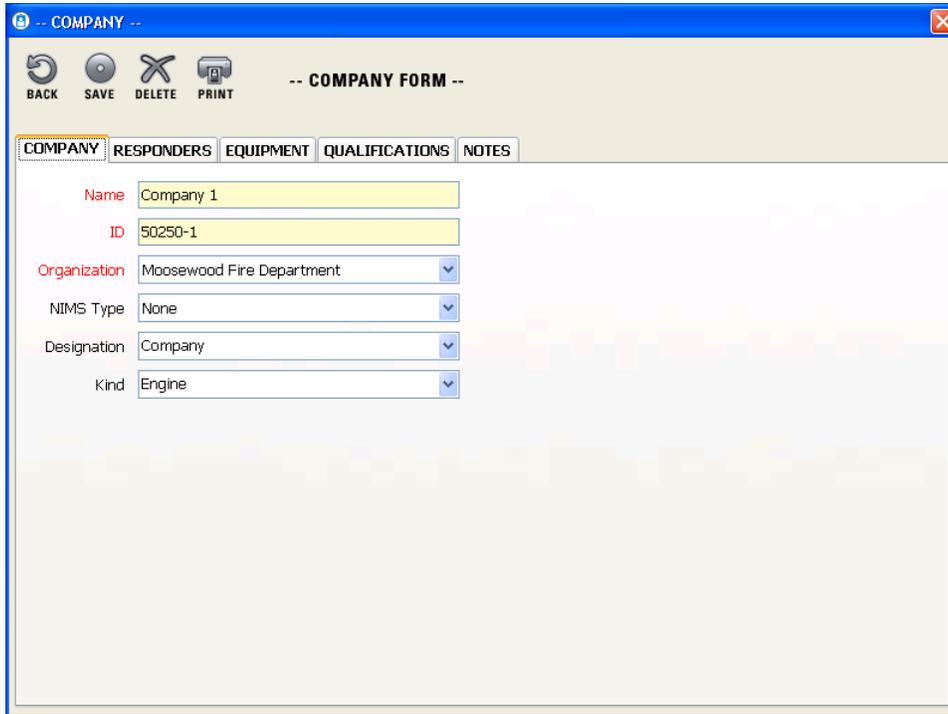
Company tab

The areas in RED are required

Name. The name is limited to 50 characters.

ID. This must be a unique ID number and is limited to 50 characters. Note: You may have only one company in an organization with this ID. This ID may be used in any other organization within the database.

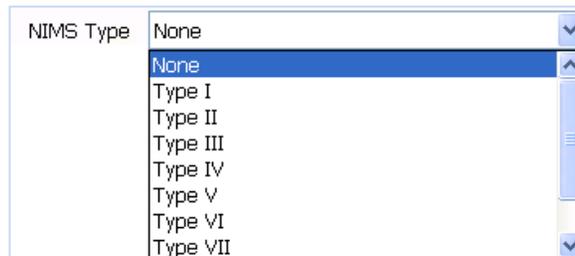
Organization. Choose from the dropdown which includes all of the organizations in the database.



The screenshot shows a software window titled "-- COMPANY --" with a standard Windows-style title bar. Below the title bar is a toolbar with icons for BACK, SAVE, DELETE, and PRINT. The main area of the window is titled "-- COMPANY FORM --" and contains a tabbed interface with tabs for COMPANY, RESPONDERS, EQUIPMENT, QUALIFICATIONS, and NOTES. The 'COMPANY' tab is active and displays the following fields:

- Name:** A text input field containing "Company 1".
- ID:** A text input field containing "50250-1".
- Organization:** A dropdown menu with "Moosewood Fire Department" selected.
- NIMS Type:** A dropdown menu with "None" selected.
- Designation:** A dropdown menu with "Company" selected.
- Kind:** A dropdown menu with "Engine" selected.

NIMS Type. Choose from the dropdown



This screenshot shows a dropdown menu for "NIMS Type". The menu is open, displaying the following options from top to bottom: None (highlighted), Type I, Type II, Type III, Type IV, Type V, Type VI, and Type VII.

Designation. Choose from the dropdown



This screenshot shows a dropdown menu for "Designation". The menu is open, displaying the following options from top to bottom: Company, Crew, Platoon, Squad, Strike Team, Task Force, Team, and Unit.

Kind. Choose from the dropdown

Kind

- Canine
- Communications
- Decontamination
- Deep Water
- Disposal
- Dive
- Engine
- Intervention

Responders tab

You may add up to four responders from the resourceMGR person database.

Click on the **Add Responders** button

COMPANY FORM --

BACK SAVE DELETE PRINT

COMPANY RESPONDERS EQUIPMENT QUALIFICATIONS NOTES

Add Responders Remove

Role

Seat #

Leader [None]

All of the people in the Person database in resourceMGR will appear. To include people in the company check the boxes for a maximum of 4 responders. Click on **Save**.

Select Company Members --

BACK SAVE

-- FILTER --

Search for First Name for... Clear < << >> > Filter...

Last Name	First Name	Identity	Rank	Organization Name	
<input checked="" type="checkbox"/>	Lewis	Carl	50250-55751	Fire Chief	Moosewood Fire Department
<input checked="" type="checkbox"/>	DeRosa	Nick	50250-50761	Assistant Chief	Moosewood Fire Department
<input checked="" type="checkbox"/>	Hodge	Howard	50250-70951	Firefighter	Moosewood Fire Department
<input checked="" type="checkbox"/>	Hodge	Helen	50250-55074	Captain	Moosewood Fire Department
<input type="checkbox"/>	Lewis	Larry	53450 LWL1956	Fire Chief	Redrock FD

1

The people that you have chosen will appear in the box.

Highlight a responder and you may remove the responder by clicking on the **Remove** button, type in a role for the responder and add the seat number for the responder.

To choose a Leader, use the dropdown which will include all of the responders from the list on the left.

COMPANY FORM --

BACK SAVE DELETE PRINT

COMPANY RESPONDERS EQUIPMENT QUALIFICATIONS NOTES

Add Responders

Lewis, Carl
DeRosa, Nick
Hodge, Howard
Hodge, Helen

Remove
Lewis, Carl

Role

Seat #

Leader Lewis, Carl

Equipment tab

You may add a piece of equipment from the resourceMGR equipment database.

Click on the **Add Equipment** button

COMPANY FORM --

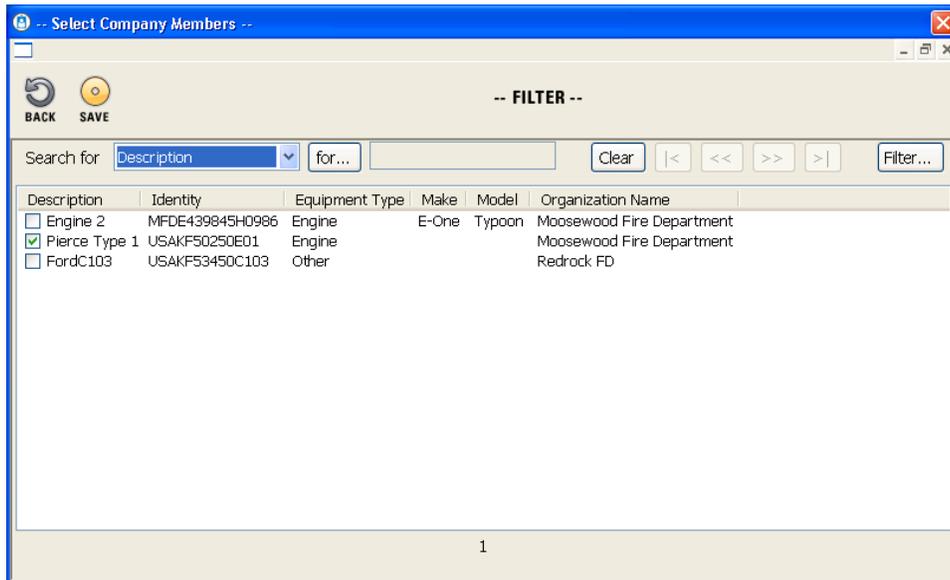
BACK SAVE DELETE PRINT

COMPANY RESPONDERS EQUIPMENT QUALIFICATIONS NOTES

Add Equipment

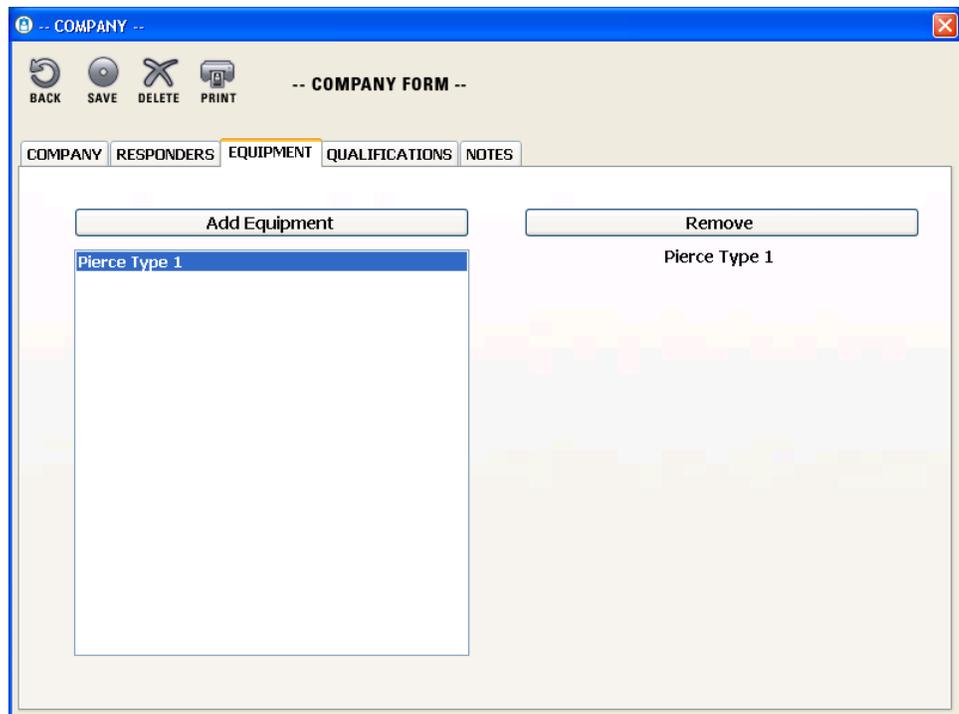
Remove

All of the equipment in the equipment database in resourceMGR will appear. To include a piece of equipment to the company check the box.



The piece of equipment you have chosen will appear in the box.

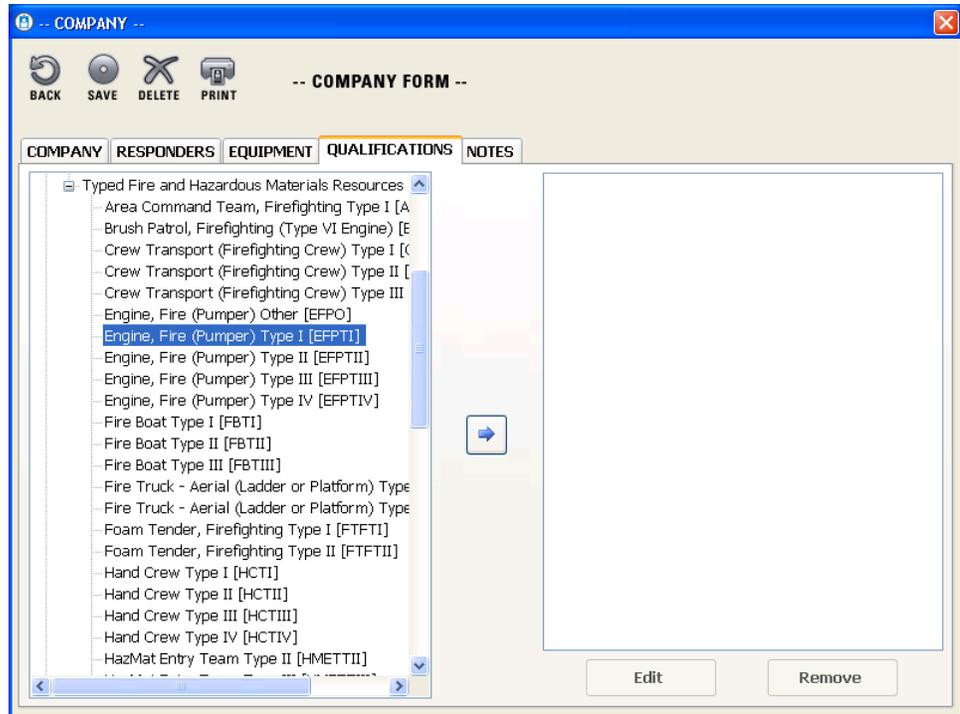
To remove the piece of equipment highlight it and click on the **Remove** button.



Qualifications tab

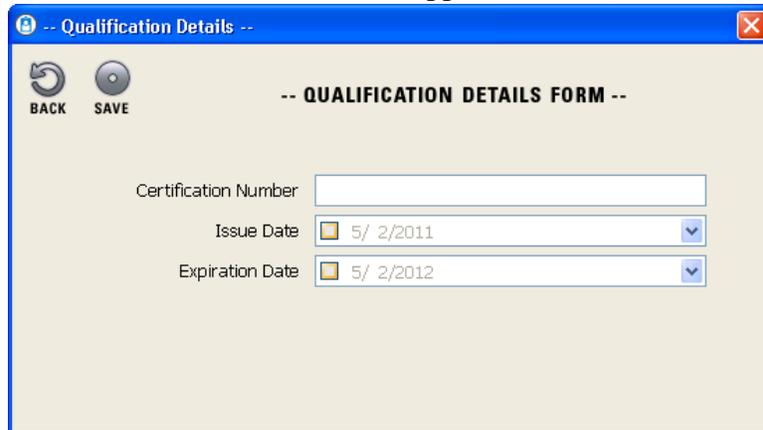
To choose a qualification click on the plus sign in front of the Discipline and the Groups (if they exist) within the Discipline will appear. Click on the plus sign in front of the Group to display the Qualifications. Note: When a Discipline does not include Groups the qualifications will be listed directly under the Discipline.

To add a qualification, highlight the qualification and click on the arrow in the center of the page.



Qualification Elements

The Elements for a Qualification are added to the Qualifications when there are added to the database. They include Certification Number, Issue Date and Expiration Date. When you add a Qualification the Qualification Details Form will appear if the Qualification has any or all of the elements. Only the Elements that are attached to the Qualification will appear on the Qualification Details Form and are not required.



Certification Number. The Certification Number can be alpha and numeric characters and is limited to 25 characters.

Issue Date. Check the box. Type in a date or click the arrow and a calendar will appear.

Expiration Date. Check the box. Type in a date or click the arrow and a calendar will appear.

Click on **Save**.

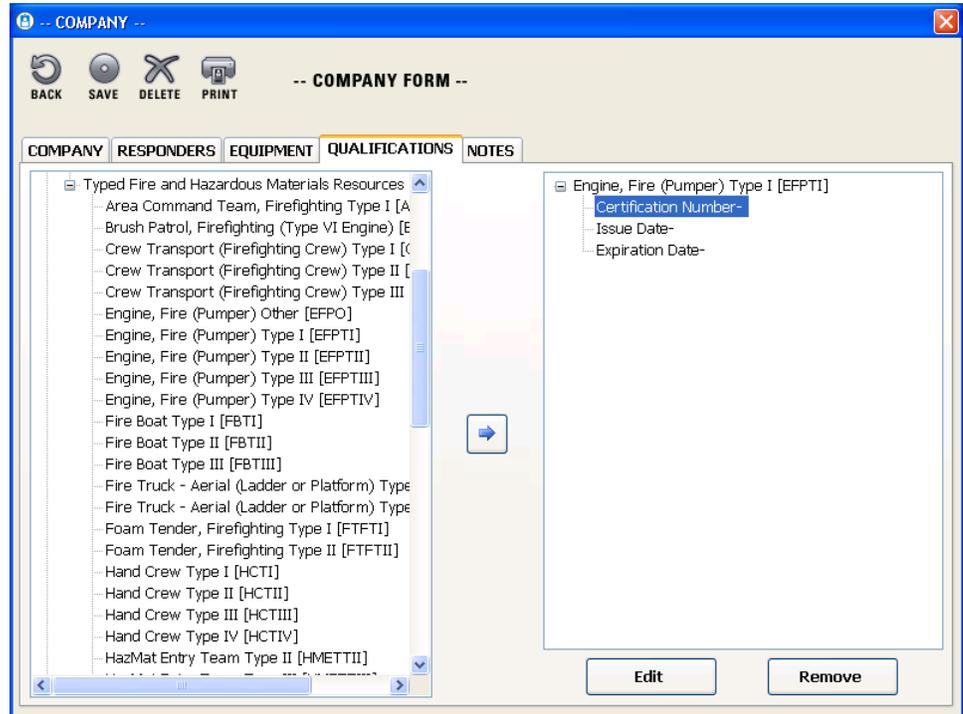
The Qualification will appear in the box on the right side of the screen. If there is a plus sign in front of the Qualification you may click on it to view the elements for that qualification.

Edit

To Edit the Element information, double-click on the Element or highlight the Element and click on **Edit**.

Remove

To Remove a Qualification, highlight the Qualification or any of the Elements and click on the **Remove** button.

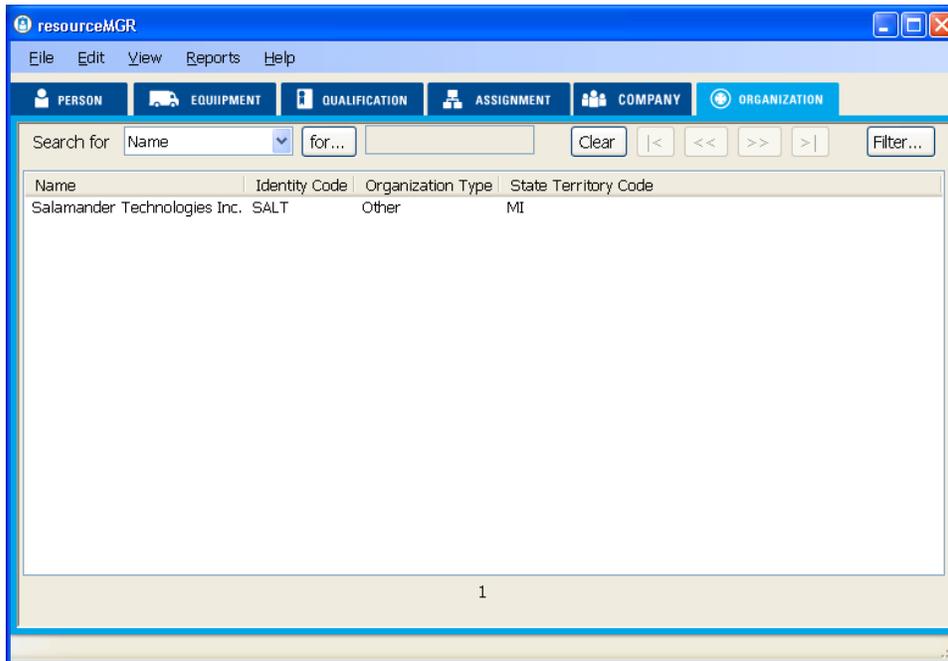


Notes tab

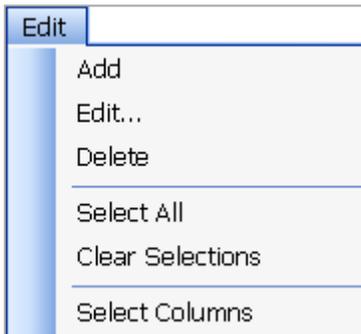
Placing information on the Notes Tab is not required.



Organization tab



Edit Dropdown Functionality



NOTE: Resource MGR express
is limited to 2 organizations

Add. To Add an Organization, click on the Edit dropdown and choose Add. The Organization Form will appear.

Edit. To Edit an Organization, double-click on an organization OR check the box for or highlight the organization, click on the Edit dropdown and choose Edit. The Organization Form will appear.

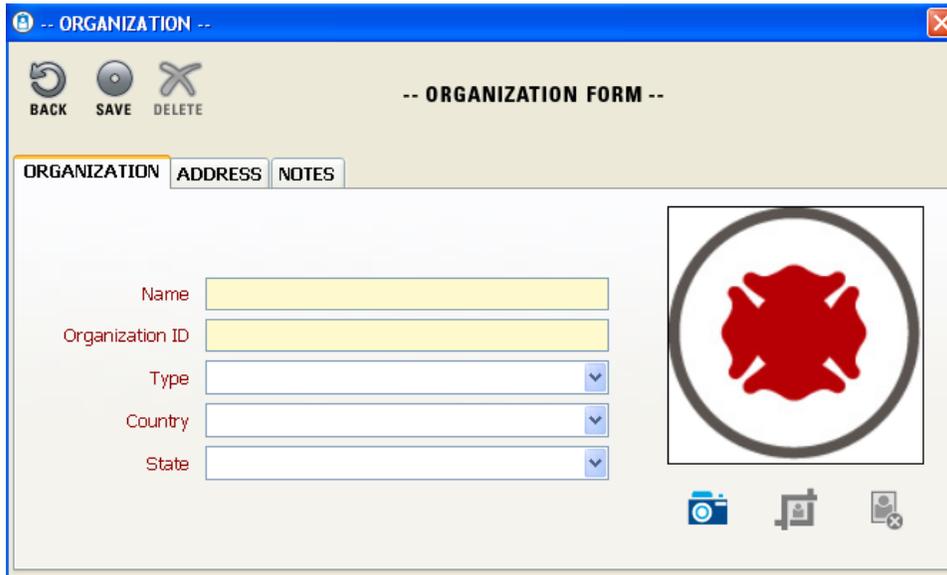
Delete. To Delete an Organization, highlight an organization, click on the Edit dropdown and choose Delete. You may also delete an organization from the Organization Form that opens when you double-click on an organization.

Select All. To select all, click on the show checkboxes from the view dropdown and then click on Select All. All of the checkboxes will be checked.

Clear Selections. When the checkboxes are visible you may click on Clear Selections to clear all of the boxes.

Select Columns. To Select the Columns that will be displayed on the Organization screen, click on the Edit dropdown and choose Select Columns. For additional information see the Dropdown Functionality Edit→Select Columns section of this User Guide.

Organization Form



Organization Form Screen Functionality

BACK. You may cancel any changes and return to the Organization screen. Using the Back button while on any of the tabs will cancel changes that have been made and not saved on all of the tabs.

SAVE. This will save the information on all three tabs. If you are working on the tabs concurrently make sure to save the information as you work to reduce the chance of data loss should you use the Back button.

DELETE. When you click on this icon the Delete Organization Record screen will appear. You may choose Yes, No or Cancel.

Organization tab

BACK SAVE DELETE

-- ORGANIZATION FORM --

ORGANIZATION ADDRESS NOTES

Name: Moosewood Fire Department

Organization ID: 50250

Type: Fire Service

Country: United States

State: Alaska

The areas in red are required.

Name. The Organization Name is limited to 50 characters. NOTE: You may have more than one organization with the same name however this may be confusing when you use the additional functionality of the software (e.g., Person records, Equipment records)

Organization ID. The Organization ID is limited to 15 characters and should be unique to identify this organization from others (e.g., NFIRS). Within a State two organizations may not have the same Organization ID and Type.

Type. Choose the Type from the dropdown

Agriculture
Education
Emergency Management Agency
Emergency Medical Services
Energy
Ext Affairs
Fire Service
Governmental Administrative
Health Care
Housing Human Services
Hazmat
Law Enforcement
Logistics
Other
Public Health
Public Safety Communications
Public Works
Recovery
Search & Rescue
Transportation
Unknown
Volunteer

Country. Choose the Country from the dropdown

State. Choose the State from the dropdown

Picture. Click on the camera icon



Navigate to the picture/logo that you wish to import. Click on **Open**.

The **Image Edit** screen will appear.

BACK. The Organization Form screen will appear and you will lose any changes that you have made to the picture.

SAVE. This will Add the picture to the Organization tab. You must click SAVE again while on the Organization Form screen to save the picture to the record.

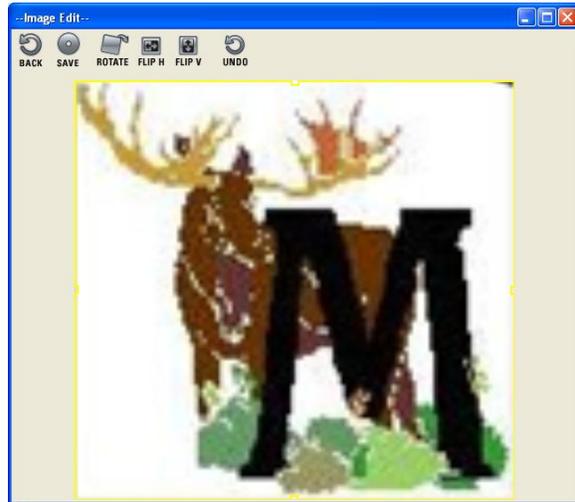
ROTATE. This allows you to rotate the picture 360 degrees.

FLIP H. This allows you to flip the picture horizontally.

FLIP V. This allows you to flip the picture vertically.

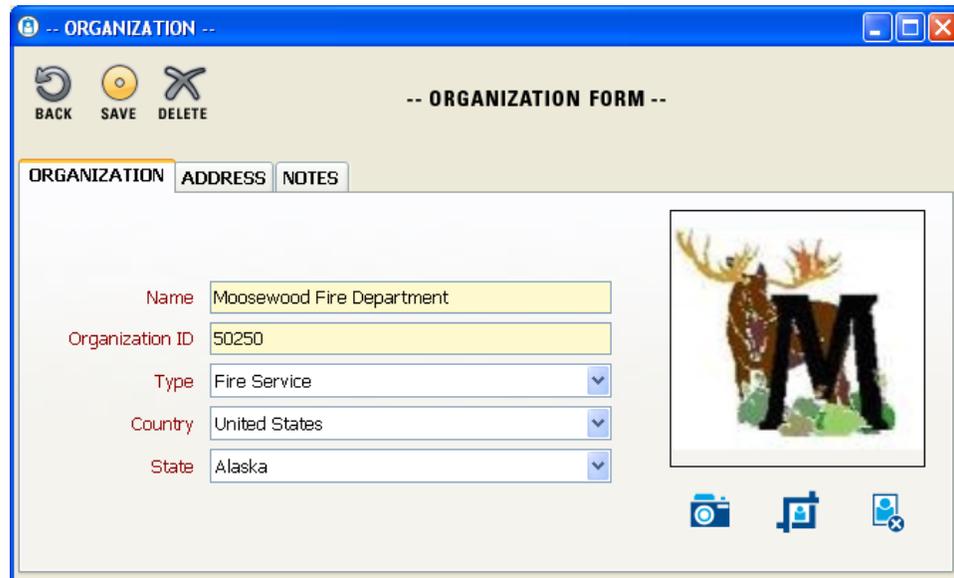
UNDO. This allows you to remove any changes that you have made to the picture.

Crop (Yellow Box). This allows you the crop the picture using the yellow line that outlines the picture.



Click on **Save** when complete.

The **Organization Form – Organization tab** screen will appear with the picture/logo.



Right click in the image area and a dropdown will appear.

My Pictures. The **Open** screen will appear. Navigate to the picture that you wish to import.

Paste. An image that has been copied will be pasted.

Edit Image. The Image Edit screen will appear.

Clear Image. The image will be deleted.

Capture Source. The Capture Device screen will appear. See the Appendix for additional information.



If you wish to edit the picture click on  and the Image Edit screen will appear.

If you wish to delete the picture click on  and the picture will be deleted.

When the record is complete click on **Save**.

Address tab

Click on the **Organization Form – Address** tab.

A screenshot of a web application window titled "-- ORGANIZATION --". The window has a blue title bar and standard window controls. Below the title bar are three icons: a circular arrow labeled "BACK", a yellow circle with a checkmark labeled "SAVE", and a crossed-out circle labeled "DELETE". The main content area is titled "-- ORGANIZATION FORM --" and has three tabs: "ORGANIZATION", "ADDRESS", and "NOTES". The "ADDRESS" tab is selected. The form contains the following fields:

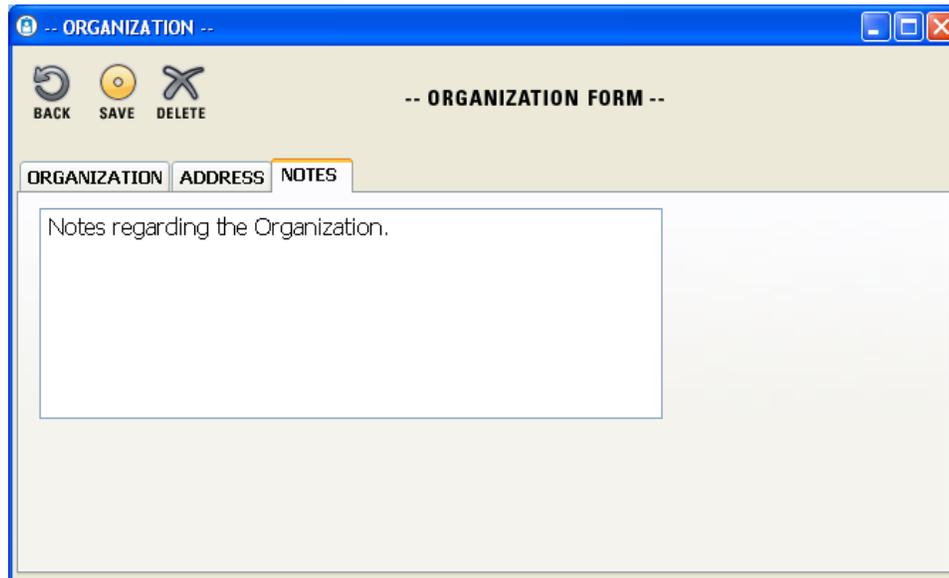
Address 1	125 Winchester	Phone 1	5555555555
Address 2		Phone 2	5555555559
City	Moosewood	Fax	5555555555
Country	United States	URL	
State	Alaska		
Postal Code	99675		

The Address Tab information is not required.

Click on **Save** when the information is complete.

Notes tab

Click on the **Organization Form – Notes tab**.

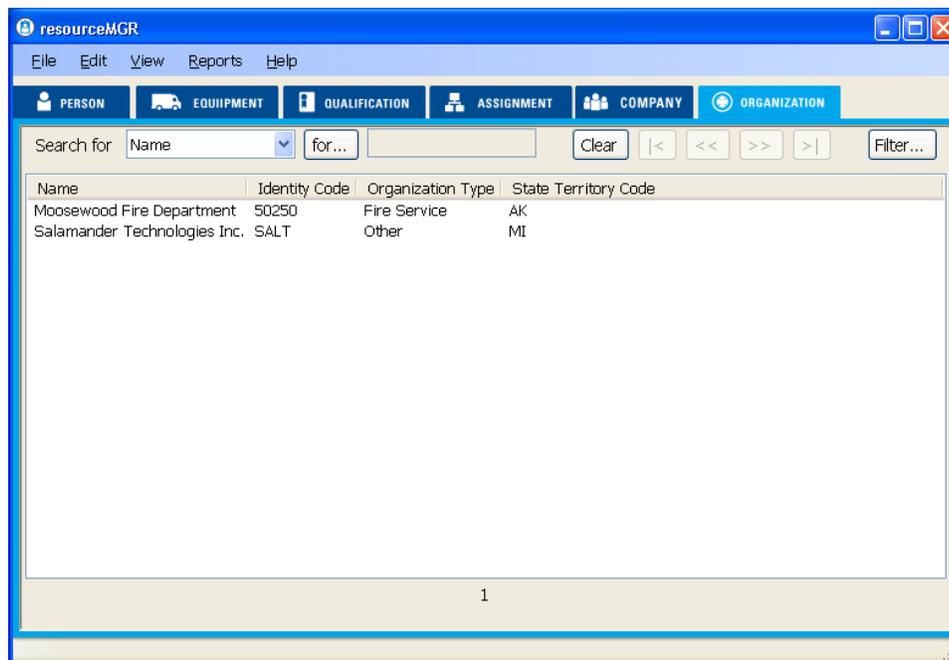


The screenshot shows a web application window titled "-- ORGANIZATION FORM --". At the top, there are three icons: a circular arrow for "BACK", a yellow circle for "SAVE", and a crossed-out circle for "DELETE". Below these icons are three tabs: "ORGANIZATION", "ADDRESS", and "NOTES". The "NOTES" tab is selected and highlighted. The main content area of the "NOTES" tab contains a text input field with the placeholder text "Notes regarding the Organization."

Placing information on the Notes Tab is not required.

Click on **Save** when the information is complete.

The Organization will appear on the Organization screen.



The screenshot shows the "resourceMGR" application window. The menu bar includes "File", "Edit", "View", "Reports", and "Help". The navigation bar has tabs for "PERSON", "EQUIPMENT", "QUALIFICATION", "ASSIGNMENT", "COMPANY", and "ORGANIZATION". The "ORGANIZATION" tab is active. Below the navigation bar is a search area with a dropdown menu set to "Name", a "for..." field, a "Clear" button, and navigation arrows. Below the search area is a table with the following data:

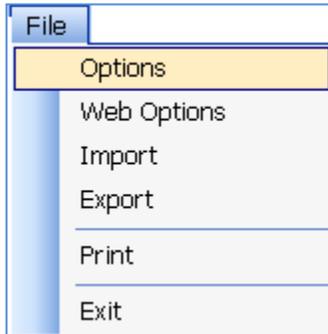
Name	Identity Code	Organization Type	State Territory Code
Moosewood Fire Department	50250	Fire Service	AK
Salamander Technologies Inc.	SALT	Other	MI

At the bottom of the table area, the number "1" is displayed, indicating the current page or record count.

Dropdown Functionality

File

Options



File→Options

This opens the Settings/Options Form screen where Printing, Images and Scanners tabs are available.

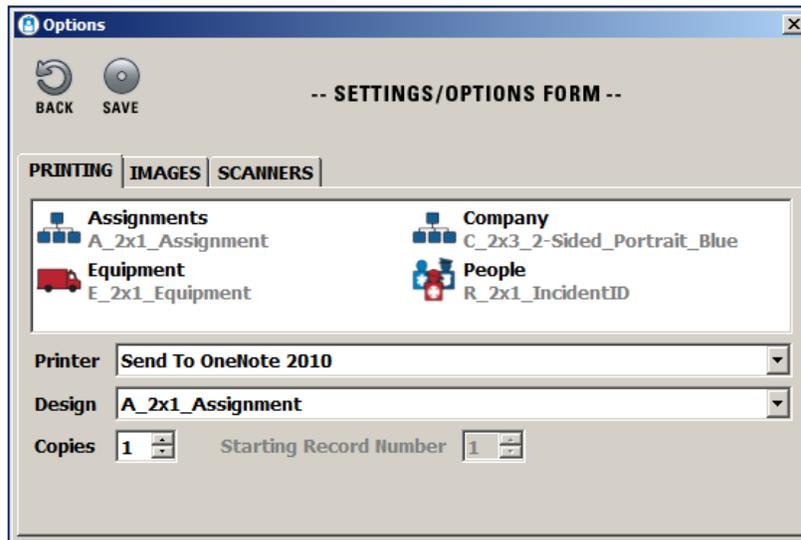
Printing

There are designs in resourceMGR™ that may be used for Assignments, Equipment Companies and People. You may also choose to use IDdesigner to create your own designs. IDdesigner is a separate piece of software that is included with resourceMGR™ and must be installed separately. Designs that you create in IDdesigner will appear in resourceMGR™. Prior to printing you may choose to setup a Printer and Design for Assignments, People, Companies and Equipment or you may wait until you print.

Note: If interTRAX™ COMMAND and/or rapidTAG are installed on the computer, designs from that software will appear in the Design dropdown. They are not intended for use with resourceMGR™.

NOTE: ID Centre and ID Designer functionality are not available in **Resource MGR express**.

Designs should not be printed using an Inkjet printer. The barcode integrity will be diminished.



Printer. Choose a printer from the dropdown.

Design. Choose a design from the dropdown. **Note: Do not use the CommandID or rapidTAG (IncidentID) designs. These designs are not intended for use with resourceMGR™.**

Copies. You may choose to print up to 5 copies.

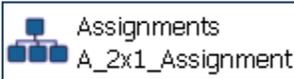
Starting Record Number. This allows you to choose the start location if the print design allows more than one ID tag per page.

Assignments

Choose a **Printer** and a **Design** from the dropdown menus



Click on **Apply** and the resource will display the design choice

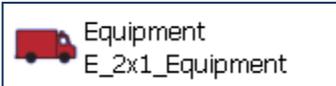


Equipment

Choose a **Printer** and a **Design** from the dropdown menus



Click on **Apply** and the resource will display the design choice

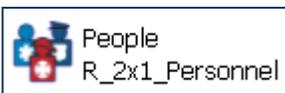


People

Choose a **Printer** and a **Design** from the dropdown menus



Click on **Apply** and the resource will display the design choice



Company

Choose a **Printer** and a **Design** from the dropdown menus



Click on **Apply** and the resource will display the design choice



IDCentre People

Choose a **Printer** and **Design** from the dropdown menus. Note: IDCentre is a separate product, not a component of resourceMGR™. It must be installed on the computer in order for it to appear.

Images

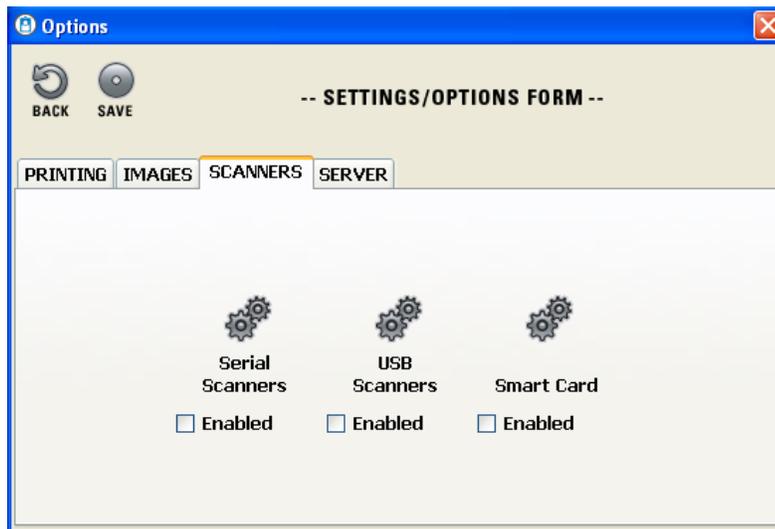


The Images settings are standard settings and may be changed. To change the settings first click on People, Equipment or Organization and then change the settings. When complete click on **Save**.

Note: An Image Quality setting less than 75 will mean that the image may be degraded.

Scanners

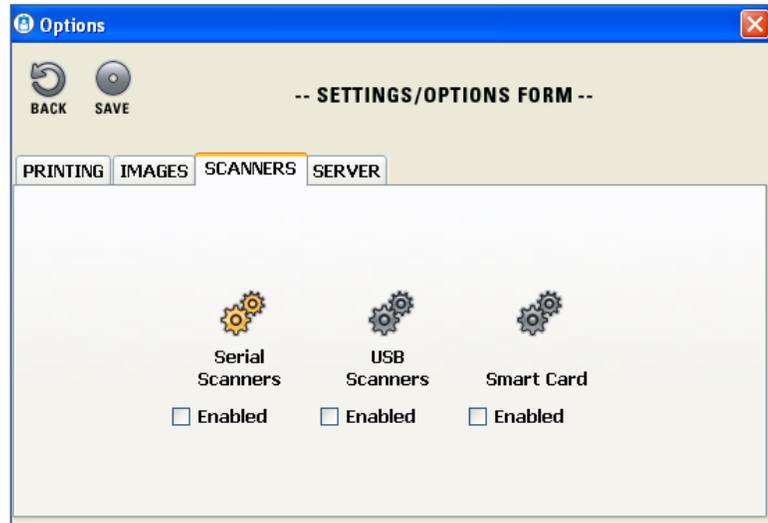
NOTE: The scanning function is not available in **Resource MGR express**.



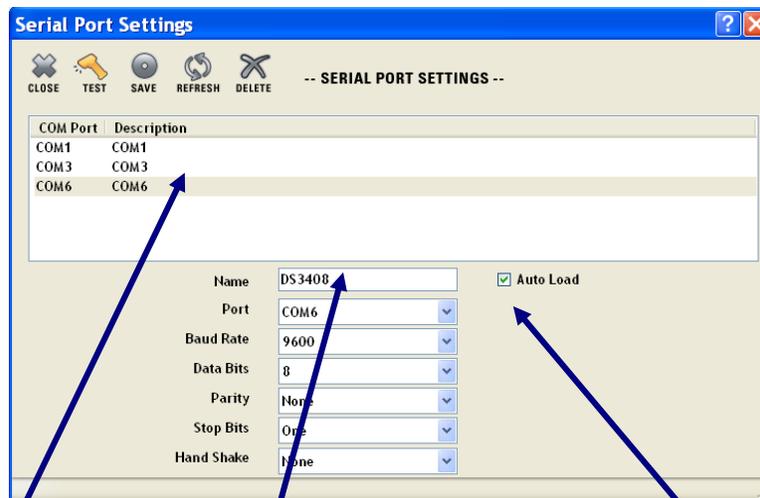
Scanners - Serial

Click on **Serial Scanners**

Plug in a Symbol DS3408 tethered scanner or ESEEK Model 250.



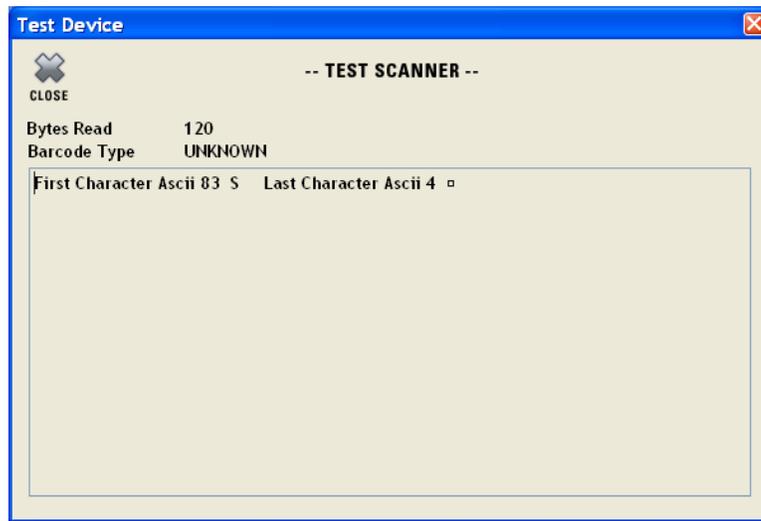
The **Serial Port Settings** screen will appear



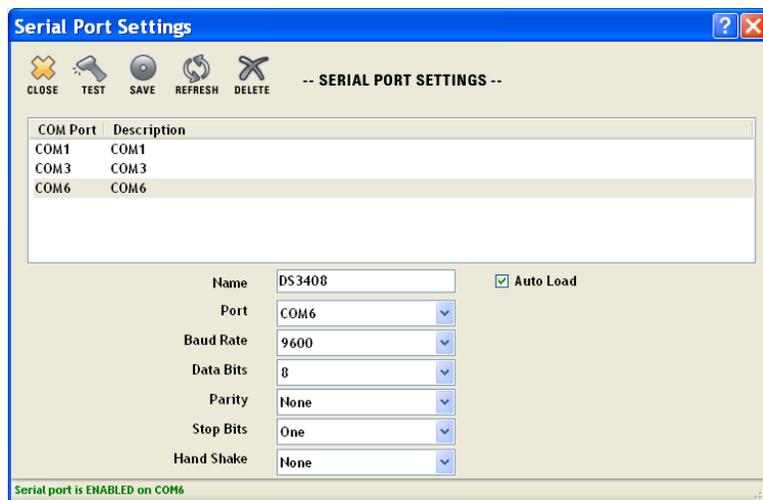
Highlight the COM Port. Type in the **Name** of device and check **Auto Load**
Click on **Test**

The Test Device screen will appear

Scan an *interTRAX*TM barcode and this information will appear



Click on **Close**

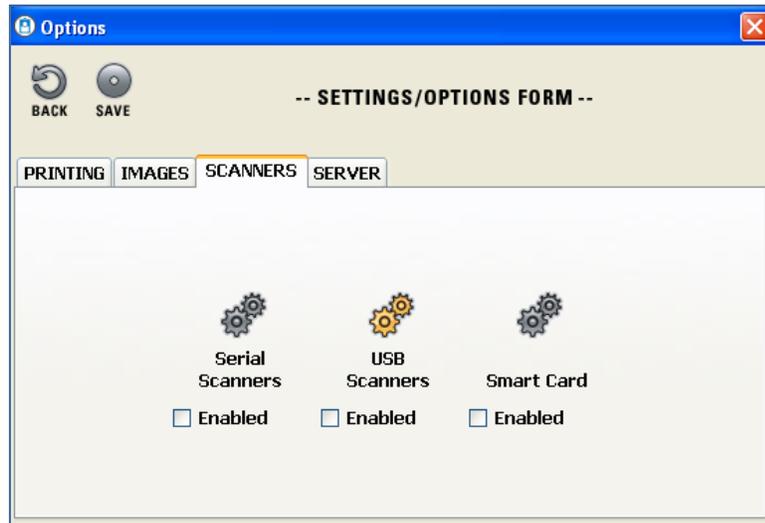


Click on **Save**
Click on **Close**

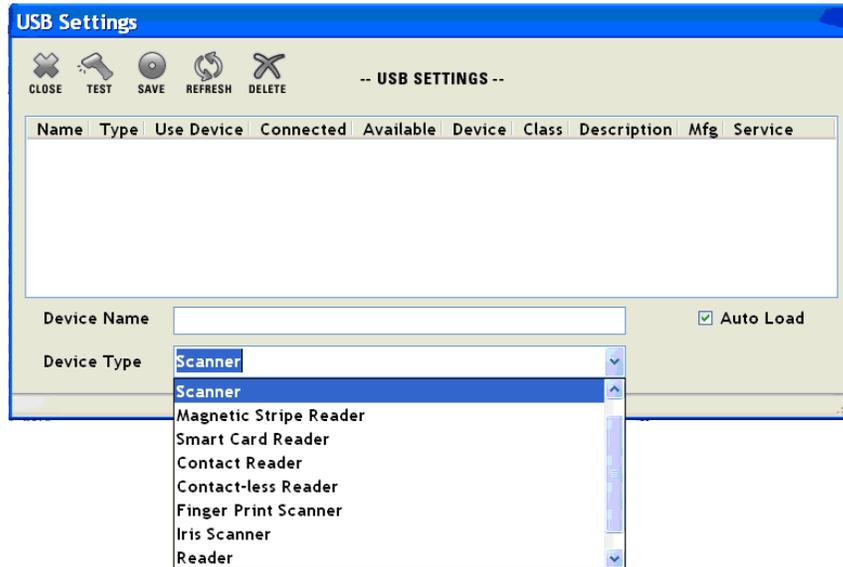
(Note: Once you click on Close you will no longer be able to test the device.)

Scanners – USB

Click on **USB Scanners**



The **USB Settings** screen will appear.



Choose the **Device Type**

Plug in the DS 3478 Cordless Bluetooth scanner or the DS6707 tethered scanner



Type a **Device Name**

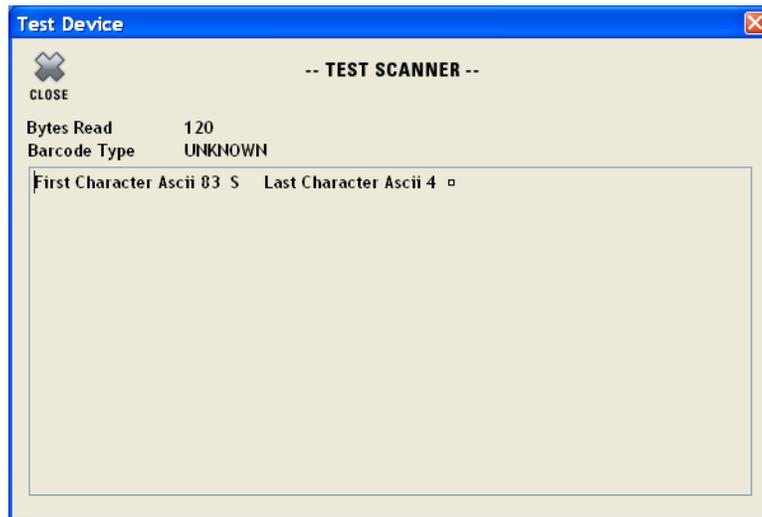
Click on **Save**

Click on **Test**

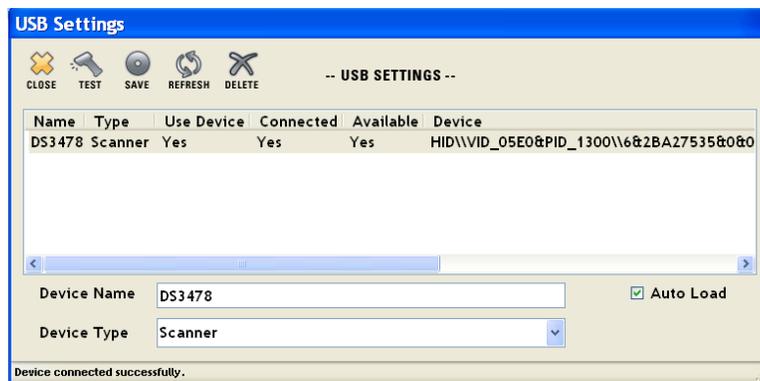


The **Test Device** screen will appear

Scan an *interTRAX*TM barcode and this information will appear



Click on **Close**

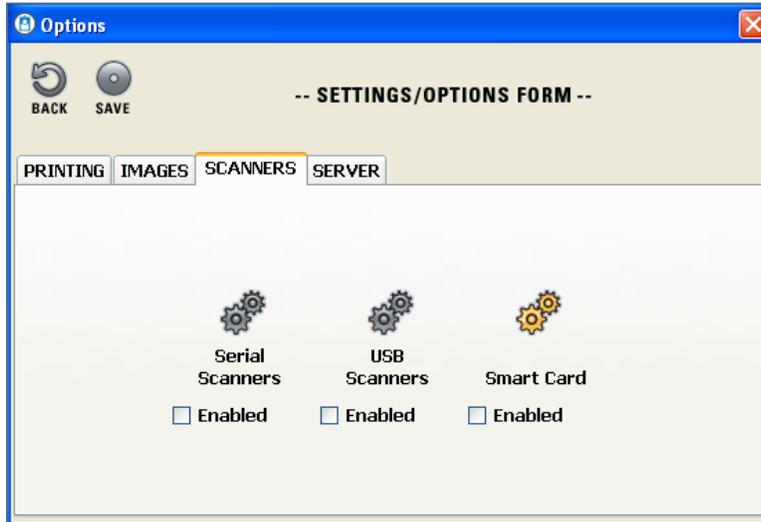


Click on **Save**

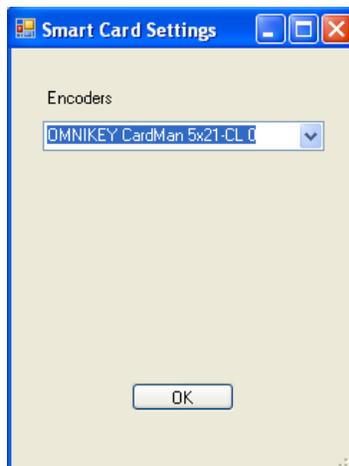
Click on **Close**

SmartCard

Attach the HID OMNIKEY Device



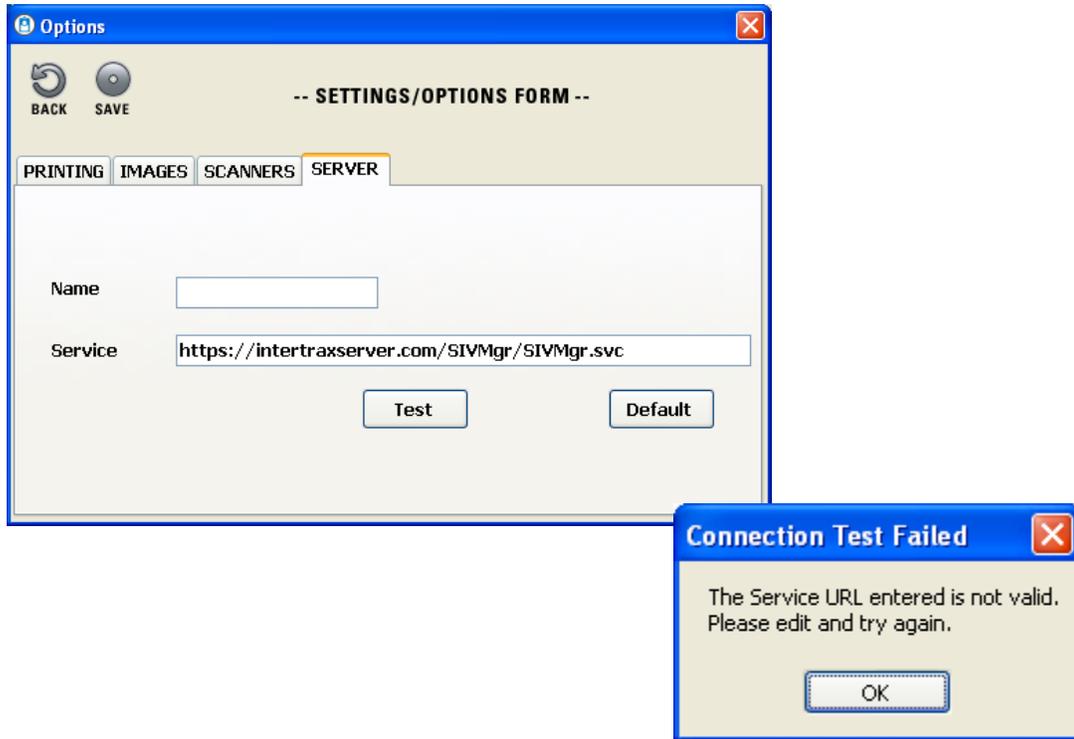
Click on the **SmartCard** icon



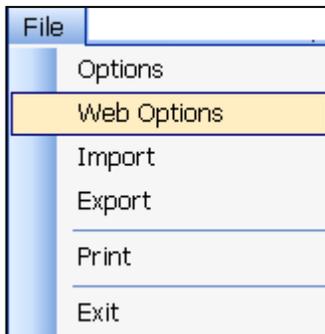
Click on **OK**

Server

The Server is only available with resourceMGR SIV.



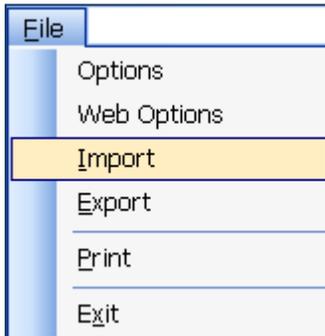
Web Options



File→Web Options

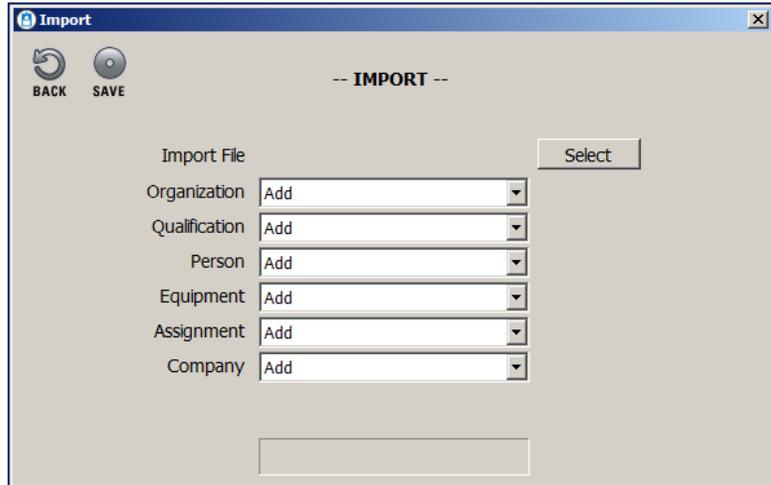
This allows you to use resourceMGR web which is additional functionality not available in the basic resourceMGR module.

Import

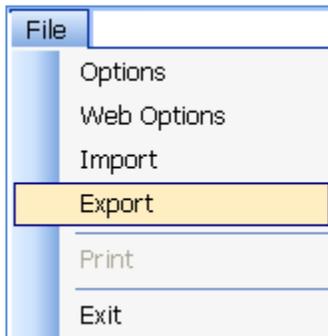


File→Import

This allows you to import data. You may choose to Add or Add/Update Organizations, Add or Add/Update or Skip People and Equipment and Add or Skip Assignments.



Export

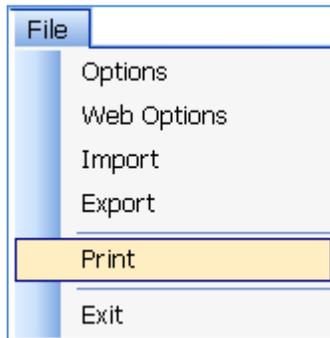


File→Export

This allows you to export data. You may choose to Export Organizations and Qualifications and Export or Skip People, Equipment and Assignments



Print



File→Print

From the Person, Equipment, Company or Assignment page, highlight the person, piece of equipment, company or assignment OR check the box(s) if the Show Check Boxes is active. Click on Print.

The Print screen will appear. The printer and design that you chose in File→Options→Printing tab will appear. You may make changes if you wish.

To encode a smart card click on the SmartCard icon and choose the design.

Click on the Print icon to print or encode.

Printer. If a printer was chosen using File →Options it will appear. You may change the printer using the dropdown.

Design. If a design was chosen using File →Options it will appear. You may change the design using the dropdown.

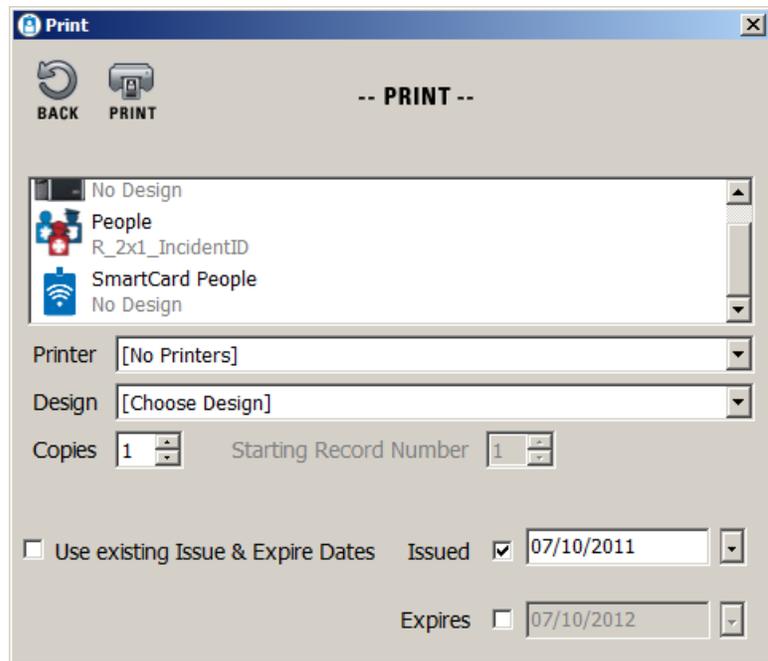
Copies. You may choose to print up to 5 copies.

Starting Record Number. This allows you to choose the start location if the print design allows more than one ID tag per page.

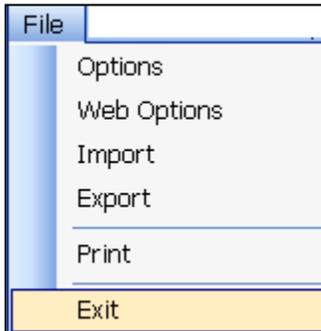
Use existing Issue & Expire Dates. Click on the box.

Issued. Check the box and using the down arrow choose a date. This date is not required. When the ID tag is printed it will automatically use the current date which will appear on the person's record.

Expires. Check the box and using the down arrow choose a date. This date is not required. If it is used it will appear on the person's record.



Exit

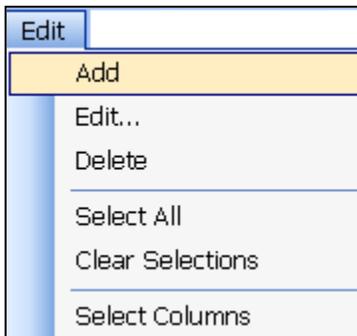


File→Exit

This directly exits the software.

Edit

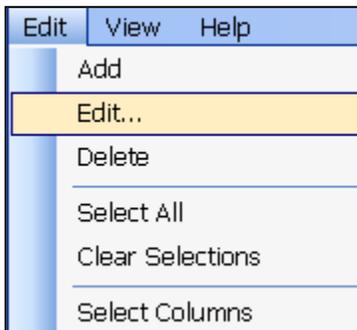
Add



Edit→Add

When the Person, Equipment, Assignment, Organization, Authorized Users or Security Groups screen is active, choose the Edit dropdown and click on Add.

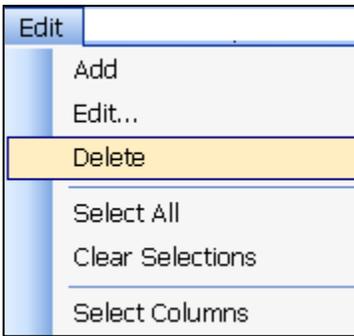
Edit



Edit→Edit

When the Person, Equipment, Qualification Disciplines, Assignment, Organization, Authorized Users or Security Groups screen is active, highlight the item that you wish to edit, choose the Edit dropdown and click on Edit.

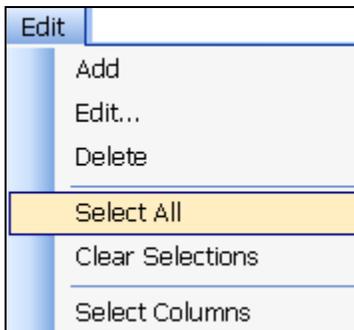
Delete



Edit→Delete

When the Person, Equipment, Assignment, Organization, Authorized Users or Security Groups screen is active, highlight the item that you wish to delete, choose the Edit dropdown and click on Delete. If the Show Check Boxes function is active you may check the box in front of the item(s) that you wish to delete, choose the Edit dropdown and click on Delete. A Delete verification screen will appear and you will be asked to click on Yes, No or Cancel.

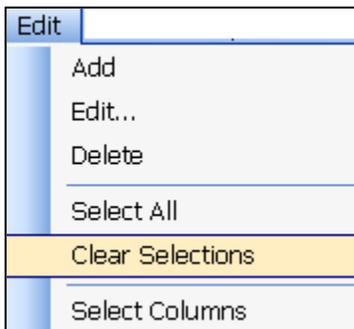
Select All



Edit→Select All

When the Person, Equipment, Assignment, Organization, Authorized Users or Security Groups screen is active and the Show Check Boxes function is active, choose the Edit dropdown and click on Select All. All of the boxes will be checked.

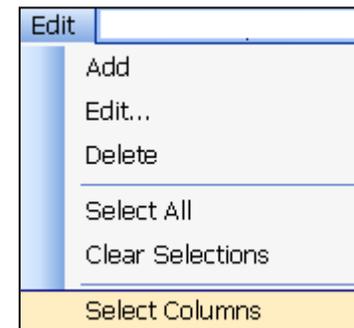
Clear Selections



Edit→Clear Selections

When the Person, Equipment, Assignment, Organization, Authorized Users or Security Groups screen is active and the Show Check Boxes function is checked, choose the Edit dropdown and click on Clear Selections. All of the checks will be removed from the boxes.

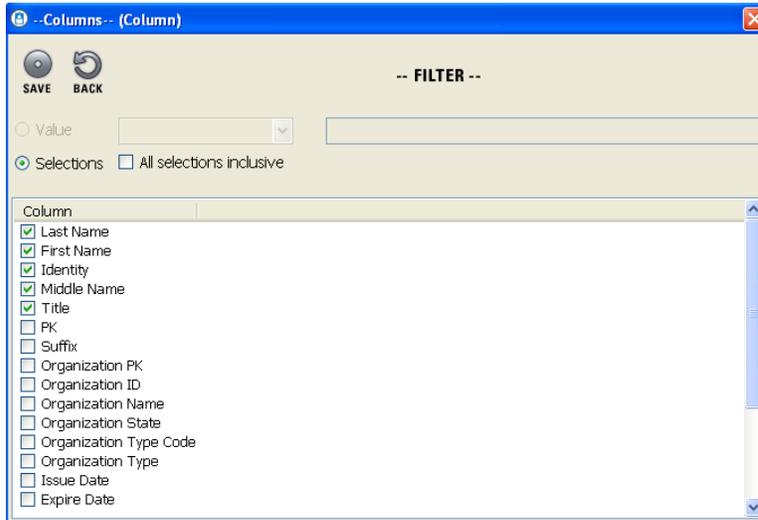
Select Columns



Edit→Select Columns

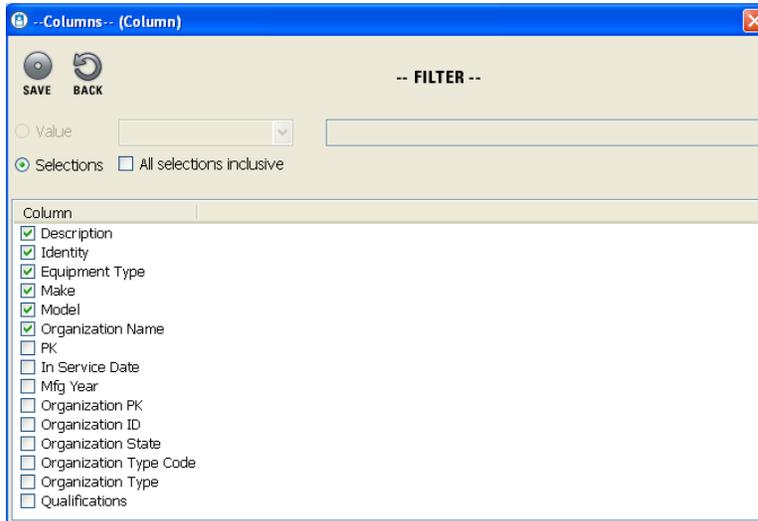
This allows you to choose the information that appears on the main screen. The columns will be saved when you exit the software. The Filter screens with the column headers from which you may choose are displayed below.

Person tab



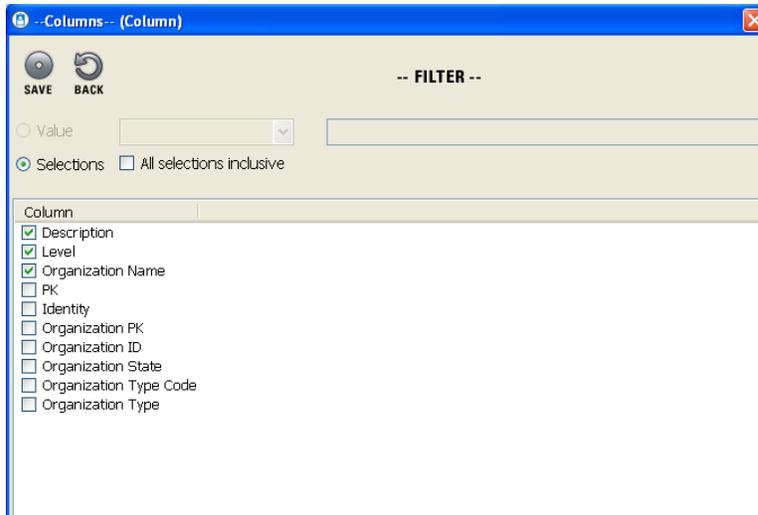
Person tab configuration window. The window title is "--Columns-- (Column)". It features a "SAVE" button and a "BACK" button. A "-- FILTER --" label is present. Below the buttons, there are two input fields: "Value" and "All selections inclusive". The "Value" field is currently empty. The "All selections inclusive" checkbox is unchecked. A list of columns is displayed below, with the following items checked: Last Name, First Name, Identity, Middle Name, and Title. The following items are unchecked: PK, Suffix, Organization PK, Organization ID, Organization Name, Organization State, Organization Type Code, Organization Type, Issue Date, and Expire Date.

Equipment tab



Equipment tab configuration window. The window title is "--Columns-- (Column)". It features a "SAVE" button and a "BACK" button. A "-- FILTER --" label is present. Below the buttons, there are two input fields: "Value" and "All selections inclusive". The "Value" field is currently empty. The "All selections inclusive" checkbox is unchecked. A list of columns is displayed below, with the following items checked: Description, Identity, Equipment Type, Make, Model, and Organization Name. The following items are unchecked: PK, In Service Date, Mfg Year, Organization PK, Organization ID, Organization State, Organization Type Code, Organization Type, and Qualifications.

Assignment tab



Assignment tab configuration window. The window title is "--Columns-- (Column)". It features a "SAVE" button and a "BACK" button. A "-- FILTER --" label is present. Below the buttons, there are two input fields: "Value" and "All selections inclusive". The "Value" field is currently empty. The "All selections inclusive" checkbox is unchecked. A list of columns is displayed below, with the following items checked: Description, Level, and Organization Name. The following items are unchecked: PK, Identity, Organization PK, Organization ID, Organization State, Organization Type Code, and Organization Type.

Company tab

Column

- Organization PK
- Organization ID
- Organization Name
- Organization State
- Organization Type Code
- Organization Type
- Issue Date
- Expire Date
- Print Copies
- Hire Date
- Termination Date
- Rank
- Status
- Qualifications
- Resource State

Organization tab

Column

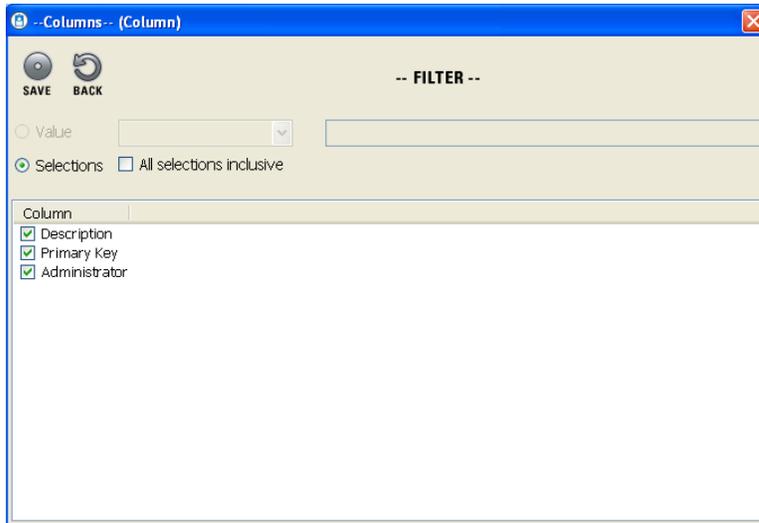
- Name
- Identity Code
- Organization Type
- State Territory Code
- Primary Key
- Parent Organization PK
- Organization Type Code
- Resource State

Security – User

Column

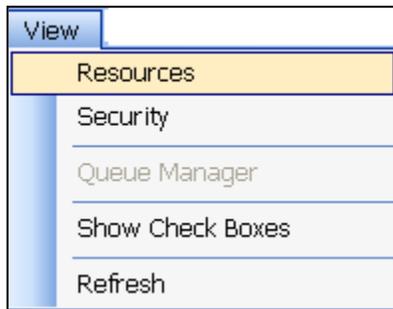
- User Name
- Full Name
- Inactive
- Primary Key
- Organization PK
- Organization Name
- System Administrator

Security – Security Group



View

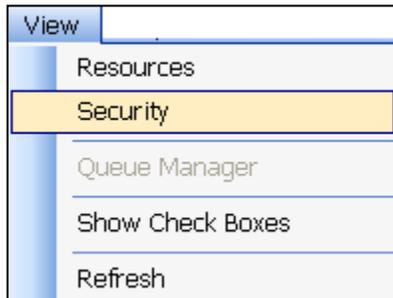
Resources



View→Resources

This opens the main page that contains the Person, Equipment, Qualification, Assignment and Organization tabs.

Security



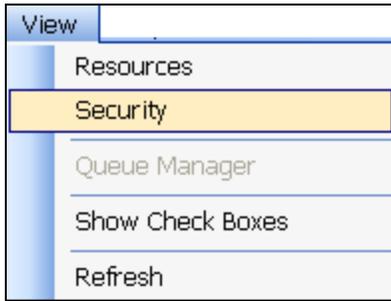
View→Security

The Initial Security Setup is covered in the Initial Setup section of the User Guide. It is repeated here along with additional information and examples to assist you in expanding security. For additional information see the last section at the end of the User Guide.

Initial Security Setup

resourceMGR™ allows multiple users varying degrees of access to the resourceMGR™ functions (e.g., add people, create qualifications) and information (e.g., personnel medical information). Groups are used to set the degree of access for a user or multiple users.

Click on the View dropdown and Security



The screen will appear with the User and the Security Group tabs.

The User Name listed is the person logged into the computer during software installation. This user is given administrative security rights automatically.

If the software was installed under a user login (e.g., network administrator) other than the person who will be functioning as the resourceMGR™ software administrator add the resourceMGR™ software administrator.

Admin access should be limited to administrative personnel. **Note:** Once a record has been updated or deleted the original cannot be retrieved and there are no log files containing the changes.

User tab

Click on the **User** tab to add the person who will be functioning as the resourceMGR™ software administrator.

Add User

NOTE: Prior to adding a User, verify that the User is an Authorized User on the computer.

Edit → Add



User Screen – User tab

Login Name. Type in the login name. It must be the Domain Name of the computer \ and the User Name that you wish to use for resourceMGR™.

NOTE: If the user is not logged into the computer using this Domain Name and User Name resourceMGR™ will not recognize the rights.

Full Name. The full name is limited to 50 alpha and/or numeric characters.

Disabled checkbox. Check this box if you wish to disable the rights of this user.

Organization. Choose an organization from the dropdown.

Web Login Name checkbox. The Web Login Name is used for permission to access resourceMGR Web. In order for the Web Login Name checkbox to be functional the software must be licensed to allow a user access.

Click on **Save** when the information is complete.

Once the user information is added the user is added to the Security Group or Security Groups that allows the appropriate access.

User Screen - Groups tab

Click on the **Groups** tab.

Add Group. Click on the **Plus sign** to view and add the available Groups and Organizations.

Remove Group. Highlight the Group and click on the **X** to remove a Group and Organization

Using the dropdowns choose Admin and the Organization(s) for which the person will be functioning as the resourceMGR software administrator.

Group	Organization	Read-Only
Admin	Moosewood Fire Department	<input type="checkbox"/>
Admin	Moosewood Police Dept	<input type="checkbox"/>

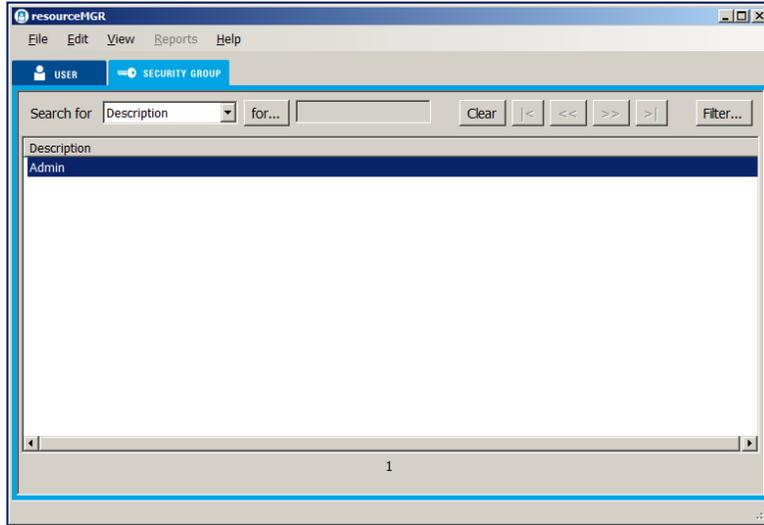
Click on **Save** when the information is complete.

Initial Admin Security Group setup

The permissions given the Admin group must be updated prior to assigning users to the Admin group if you want to allow the user to have full administrative functionality.

Security Group tab

Click on the **Security Group** tab

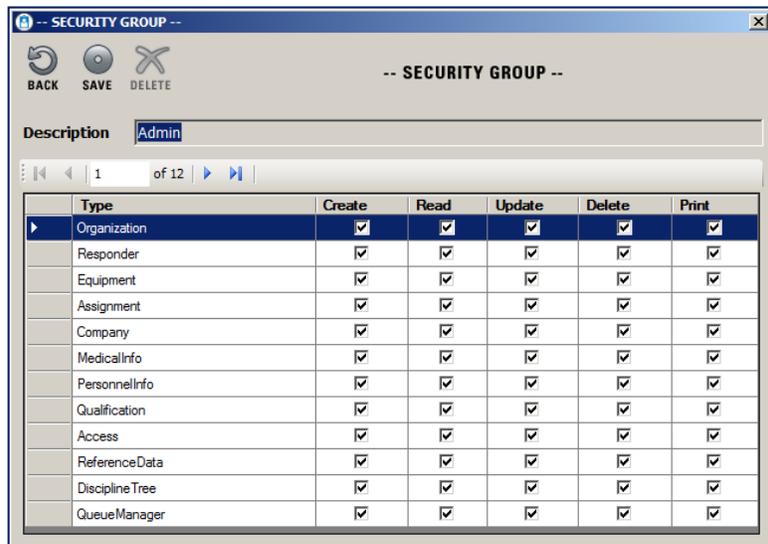


Edit

Double click on Admin or highlight Admin or choose Edit from the Edit dropdown.

The Security Group screen will appear with the Admin privileges.

The Administrator has full functionality.



Add

Choose Add from the Edit dropdown

The Security Group screen will appear.

Description

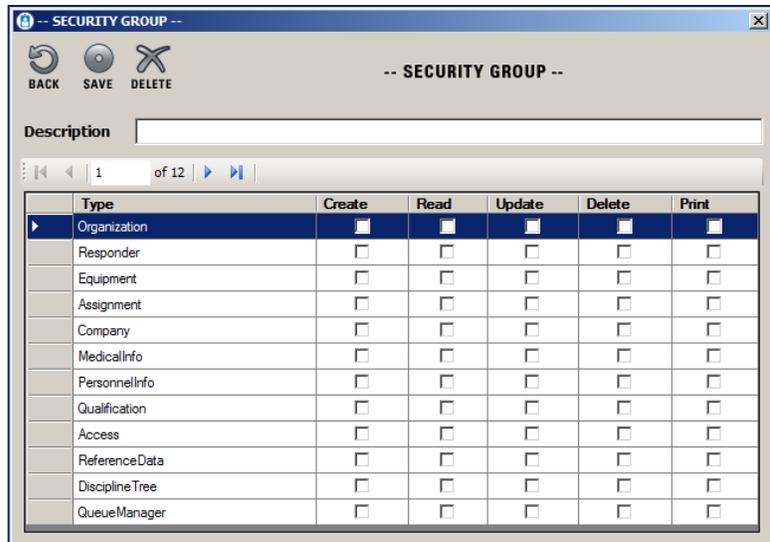
Enter the description which is limited to 25 characters.

Privileges

Check the boxes that represent the privileges that you would like to assign to the group.

To check or uncheck all of the boxes for a privilege, click on the privilege name at the top of the column.

Create. **Add** records.
Read. **Search for** and **Read** records. (NOT PRINT)
Update. **Edit** records.
Delete. **Delete** records.
Print. **Print** records.



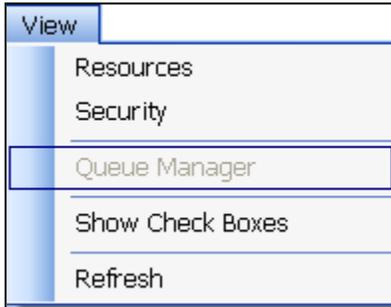
The screenshot shows a web application window titled "-- SECURITY GROUP --". At the top, there are three icons: a circular arrow for "BACK", a floppy disk for "SAVE", and a crossed-out trash can for "DELETE". Below the icons is a "Description" text input field. Underneath the input field is a pagination control showing "1 of 12" with navigation arrows. The main part of the screen is a table with columns for "Type", "Create", "Read", "Update", "Delete", and "Print". Each row represents a different type of record, and each cell in the privilege columns contains a checkbox.

Type	Create	Read	Update	Delete	Print
Organization	<input type="checkbox"/>				
Responder	<input type="checkbox"/>				
Equipment	<input type="checkbox"/>				
Assignment	<input type="checkbox"/>				
Company	<input type="checkbox"/>				
MedicalInfo	<input type="checkbox"/>				
PersonnelInfo	<input type="checkbox"/>				
Qualification	<input type="checkbox"/>				
Access	<input type="checkbox"/>				
ReferenceData	<input type="checkbox"/>				
DisciplineTree	<input type="checkbox"/>				
QueueManager	<input type="checkbox"/>				

Click on **Save**.

NOTE: For additional information see the **Security** section of this User Guide.

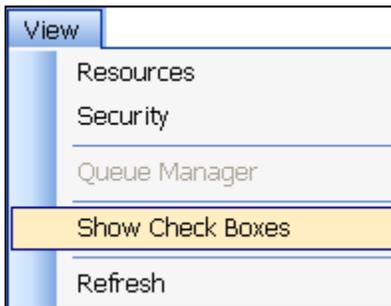
Queue Manager



View→Queue Manager

The Queue Manager is only available with resourceMGR SIV.

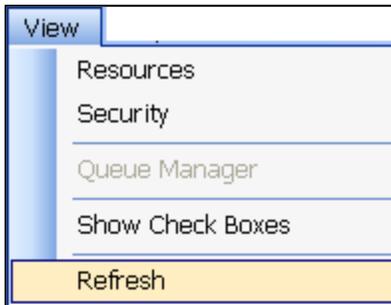
Show Check Boxes



View→Show Check Boxes

This will place check boxes in front of resources. You may check one or more boxes to print or delete the resource(s).

Refresh



View→Refresh

This refreshes the screen.

Reports

NOTE: The reporting function is not available in **Resource MGR express**.

Reports
Personnel
Personnel Rank
Personnel Status
Personnel Hire Date
Personnel Issue Date
Personnel Expire Date
Personnel Copies Printed
Personnel Zip Code
Personnel Driver License Expiration Date
Personnel Qualification
Personnel Qualification by NIMS Type
Personnel Qualification by Expiration
Personnel Contact Detail

Reports

Reports are available for Person, Equipment, Qualification, Assignment, Company and Organization.

Reports
Qualifications Discipline
Qualifications Description
Qualifications Code
Qualifications NIMS Type

Reports
Assignment
Assignment Level
Assignment Organization

Reports
Equipment
Equipment Mfg Make
Equipment Model
Equipment Mfg Year
Equipment In Service Date
Equipment Qualification
Equipment Qualification by NIMS TYPE
Equipment Qualification by Expiration

Reports
Company
Company by NIMS Type
Company by Qualification by Expiration
Company Members

Reports
Organization
Organization Type

Help

Help
About

View→About



4 **resourceMGR™ / Host Qualifications Comparison**

interTRAX™ resource MGR

interTRAX™ resourceMGR contains the qualifications that were distributed with *fireTRAX®* Host 1.8 and additional qualifications that represent the Tier 1 NIMS National Resource Typing Definitions, the Tier 1 NIMS National Emergency Responder Credentialing System (NERCS) Job Titles and the FEMA Incident Management Systems Division's (IMSD) Incident Command System (ICS) Core Competencies.

The qualifications in *fireTRAX®* Host 1.8 included some of the National Emergency Responder Credentialing System Job Titles. There were also a few pieces of equipment that included "Typed" in the definition. These were put in place as an interim solution until the NIMS Resource Typing Definitions could be added. If you are currently using the "Typed" resource definitions from *fireTRAX®* Host 1.8 for pieces of equipment and those pieces of equipment meet the National NIMS definitions you should add the new Typed Equipment qualification(s) from *interTRAX™* resourceMGR to the piece of equipment.

Organization Structure

interTRAX™ resourceMGR provides a tree organizational structure for qualifications that uses Disciplines, Groups and Qualifications.

Disciplines

Qualification Disciplines may not be edited. The disciplines include the 15 Emergency Support Functions (ESF) as defined by FEMA. In addition there are four other disciplines; Local, State, Regional, and Other.

Groups

Each Discipline can be further organized with Groups.

The Groups used to organize the ESFs include

- NERCS (National Emergency Responder Credentialing System) - FEMA
- Typed Resources - FEMA
- ICS Core Competencies (located in ESF #5 Emergency Management) - FEMA

The Groups used to organize the Other discipline include

- Education
- Equipment
- Personnel
- Note: The original qualifications from *fireTRAX®* Host 1.8 are in the Other discipline.

Qualifications

Qualifications must be added to *interTRAX™* resourceMGR prior to adding them to the organizational tree. The qualification code is a unique identifier. Prior to adding a qualification it is necessary to verify that the code that you want to use is not in the database.

interTRAX™ resource MGR and fireTRAX® Host 1.8

The following tables are exported from *fireTRAX®* Host to Microsoft® Excel. The table has been sorted by Qualification Group ID. Under each *fireTRAX®* Host qualification group there is information on where the qualification may be found in the *interTRAX™* resourceMGR tree. The qualifications are also listed on the qualification list so that you can organize them in a different Discipline and/or Group if you choose.

Host 1.8 (legacy qualifications)

The following qualifications are located in the **Other Discipline** → **Personnel Group** - INVEST, VEHX, MAFF, INST, DRS, None, Personnel

The following qualifications are located in the **Other Discipline** → **Equipment Group** - BFOAM, MT, 500gpm, AFOAM, LDH, HAZK

Qual	QualificationGroupID	Qualification	Description
15		INVEST	Arson Investigator
23		VEHX	Vehicle Extrication
34		BFOAM	Class B Foam
41		MAFF	Mutual Aid Responder
40		MT	Medical Transport
14		INST	Fire Service Instructor
27		DRS	Dive Rescue Specialist
38		500gpm	500 gpm pump
33		AFOAM	Class A Foam
18		None	Unknown Qualifications
37		LDH	Large Diameter Hose
36		HAZK	Haz Cat Kit
Qual	QualificationGroupID	Qualification	Description
219	Education	0 ICS400	Advanced ICS
216	Education	0 S700	FEMA NIMS An Introduction
218	Education	0 ICS300	Intermediate ICS
217	Education	0 S800	FEMA National Response Plan (NRP) An Introduction
214	Education	0 ICS100	Introduction to ICS
215	Education	0 ICS200	Basic ICS

EMS

These qualifications are located in the **Public Health and Medical Services Discipline** → **NERCS EMS Group**

QualificationID	QualificationGroupID	Qualification	Description
158	EMS	0 ETRAUL	EMS Transportation Unit Leader
151	EMS	0 AMTPIL	Air Medical Transport Pilot
200	EMS	0 EMT_P	Paramedic
147	EMS	0 AMTMAN	Air Medical Transport Manager
148	EMS	0 AMTMEC	Air Medical Transport Mechanic
150	EMS	0 AMTPAR	Air Medical Transport Paramedic
199	EMS	0 EMT_	Emergency Medical Technician (EMT)
152	EMS	0 AMTRN	Air Medical Transport Registered Nurse
153	EMS	0 EMR	Emergency Medical Responder
154	EMS	0 EVO	Emergency Vehicle Operator
155	EMS	0 EVOH	Emergency Vehicle Operator - Heavy
156	EMS	0 EMSDR	EMS Physician
157	EMS	0 ETRAGS	EMS Transportation Group Supervisor
160	EMS	0 ETRIUL	EMS Triage Unit Leader
161	EMS	0 MBD	Medical Branch Director
162	EMS	0 MGS	Medical Group Supervisor
163	EMS	0 MSC	Medical Supply Coordinator
149	EMS	0 AMTMED	Air Medical Transport Medical Director
159	EMS	0 ETREUL	EMS Treatment Unit Leader

EMT

These qualifications are found in the **Other Discipline → Personnel Group**

Qual	QualificationGroupID	Qualification	Description
2 EMT		3 EMTS	EMT Specialist
1 EMT		2 EMT	Basic EMT
3 EMT		4 EMTP	Paramedic
17 EMT		1 MFR	Medical First Responder

Equipment

These qualifications can be found in the **Other Discipline → Equipment Group**

QualificationID	QualificationGroupID	Quantity	Qualification	Description
164	Equipment	0	1750gpm	1750 gpm pump
165	Equipment	0	1500gpm	1500 gpm pump
166	Equipment	0	1000gpm	1000 gpm pump
167	Equipment	0	300gpm	300 gpm pump
168	Equipment	0	120gpm	120 gpm pump
169	Equipment	0	70gpm	70 gpm pump
170	Equipment	0	50gpm	50 gpm pump
171	Equipment	0	1750gal	1750 gallon tank
172	Equipment	0	1500gal	1500 gallon tank
173	Equipment	0	1250gal	1250 gallon tank
174	Equipment	0	1000gal	1000 gallon tank
175	Equipment	0	750gal	750 gallon tank
176	Equipment	0	450gal	450 gallon tank
177	Equipment	0	400gal	400 gallon tank
178	Equipment	0	350gal	350 gallon tank
179	Equipment	0	250gal	250 gallon tank
180	Equipment	0	200gal	200 gallon tank
181	Equipment	0	150gal	150 gallon tank
182	Equipment	0	125gal	125 gallon tank
183	Equipment	0	100gal	100 gallon tank
184	Equipment	0	50gal	50 gallon tank
185	Equipment	0	150@250	150gpm@250psi
186	Equipment	0	50@100	50gpm@100psi
187	Equipment	0	30@100	30gpm@100psi
188	Equipment	0	10@100	10gpm@100psi
189	Equipment	0	50FT	50 ft aerial
190	Equipment	0	75FT	75 ft aerial
191	Equipment	0	500ES	500 gpm elevated stream
192	Equipment	0	115GRD	115 ft ground ladder

Fire HazMat

These qualifications can be found in the **Firefighting Discipline →NERCS FHM Group**

Qual	QualificationGroupID	Qua	Qualification	Description
103	Fire HazMat	0	PSTI_II	Public Safety Telecommunicator I/II
102	Fire HazMat	0	PEI_II	Plans Examiner I/II
101	Fire HazMat	0	FINSIII	Fire Inspector III
100	Fire HazMat	0	FINSII	Fire Inspector II
99	Fire HazMat	0	FINSI	Fire Inspector I
98	Fire HazMat	0	FADO	Fire Apparatus Driver/Operator
104	Fire HazMat	0	WFFI	Wildland Firefighter I
97	Fire HazMat	0	EVT	Emergency Vehicle Technician
96	Fire HazMat	0	ARFF	Airport Firefighter
106	Fire HazMat	0	WUIPS	Wildland/Urban Interface Protection Specialist
193	Fire HazMat	0	FF_I	Firefighter I
194	Fire HazMat	0	FF_II	Firefighter II
195	Fire HazMat	0	FO_I_II	Fire Officer I & II (Company Unit)
196	Fire HazMat	0	FO_III_IV	Fire Officer III & IV (Command)
197	Fire HazMat	0	WFO_I	Wildland Fire Officer I
198	Fire HazMat	0	WFO_II	Wildland Fire Officer II
105	Fire HazMat	0	WFFII	Wildland Firefighter II
228	Fire HazMat	0	HAZT	HazMat Technician
226	Fire HazMat	0	HAZO	HazMat Officer
227	Fire HazMat	0	HAZSO	HazMat Safety Officer

Fire Officer

These qualifications can be found in the **Other Discipline→ Personnel Group**

Qual	QualificationGroupID	Qua	Qualification	Description
7	Fire Officer	1	FOI	Fire Officer 1
9	Fire Officer	3	FOIII	Fire Officer 3
8	Fire Officer	2	FOII	Fire Officer 2

Firefighter

These qualifications can be found in the **Other Discipline → Personnel Group**

Qual	QualificationGroupID	Qua	Qualification	Description
6	Firefighter	3	FFIII	Firefighter 3
5	Firefighter	2	FFII	Firefighter 2
4	Firefighter	1	FFI	Firefighter 1

Hazmat

These qualifications can be found in the **Other Discipline → Personnel Group**

Qual	QualificationGroupID	Qua	Qualification	Description
11	Hazmat	2	HMO	Haz-Mat Operations
10	Hazmat	1	HMA	Haz-Mat Awareness
12	Hazmat	3	HMT	Haz-Mat Technician

ICS

These qualifications can be found in the **Other Discipline → Personnel Group**

Qual	QualificationGroupID	Qua	Qualification	Description
21	ICS		STL	Strike Team Leader
20	ICS		RIT	Rapid Intervention Team
19	ICS		PIO	Public Information Officer
16	ICS		LOG	Logistics Officer
13	ICS		IC	Incident Commander Qualified
22	ICS		TFL	Task Force Leader

Public Works

These qualifications can be found in the **Public Works and Engineering Discipline** → **NERCS PW Group**

QualificationID	QualificationGroupID	Qu	Qualification	Description
53	Public Works	0	SE	Structural Engineer
54	Public Works	0	USRM	Utility Systems Reconstruction Manager
55	Public Works	0	WWCM	Wastewater Collection Manager
56	Public Works	0	WWSM	Wastewater System Manager
52	Public Works	0	QAP	Quality Assurance Personnel
58	Public Works	0	WDM	Water Distribution Manager
46	Public Works	0	DRM	Debris Removal Manager
60	Public Works	0	WTM	Water Treatment Manager
57	Public Works	0	WWTM	Wastewater Treatment Manager
51	Public Works	0	PWD	Public Works Director
50	Public Works	0	EO	Equipment Operator
49	Public Works	0	EDM	Engineering Division Manager
47	Public Works	0	DSM	Debris Site Manager
45	Public Works	0	DCS	Debris Collection Supervisor
44	Public Works	0	CFE	Civil/Field Engineer
43	Public Works	0	APWDO	Assistant Public Works Director Operations
42	Public Works	0	APWDL	Assistant Public Works Director Logistics
59	Public Works	0	WSM	Water System Manager
48	Public Works	0	EBM	Engineering Branch Manager

Search & Rescue

These qualifications can be found in the **Search and Rescue Discipline** → **NERCS SAR Group**

QualificationID	QualificationGroupID	Qu	Qualification	Description
88	Search & Rescue	0	WCSM	Water Canine Search Manager
80	Search & Rescue	0	SCST	Structural Collapse Search Technician
81	Search & Rescue	0	SFRM	Swiftwater/Flood Rescue Manager
82	Search & Rescue	0	SFRT	Swiftwater/Flood Rescue Technician
83	Search & Rescue	0	SFRTBB	Swiftwater/Flood Rescue Technician Boat Bowman
84	Search & Rescue	0	SFRTBO	Swiftwater/Flood Rescue Technician Boat Operator
85	Search & Rescue	0	SFRTS	Swiftwater/Flood Rescue Tech Specialist (ADR)
79	Search & Rescue	0	SCSM	Structural Collapse Search Manager
87	Search & Rescue	0	SFRUL	Swiftwater/Flood Rescue Unit Leader
89	Search & Rescue	0	WCST	Water Canine Search Technician
61	Search & Rescue	0	DCSCSM	Disaster Collapsed Structure Canine Search Manager
90	Search & Rescue	0	WASCSCM	Wilderness Air Scent Canine Search Manager
94	Search & Rescue	0	WSRT	Wilderness Search and/or Rescue Technician
92	Search & Rescue	0	WSRM	Wilderness Search and/or Rescue Manager
93	Search & Rescue	0	WSRTS	Wilderness Search and/or Rescue Tech Spec (ADR))
95	Search & Rescue	0	WSRUL	Wilderness Search and/or Rescue Unit Leader
86	Search & Rescue	0	SFRTAR	Swiftwater/Flood Rescue Tech Animal Rescue
64	Search & Rescue	0	HSRSCC	Helicopter Search and/or Rescue Crew Chief
91	Search & Rescue	0	WASCST	Wilderness Air Scent Canine Search Technician
78	Search & Rescue	0	SCRT	Structural Collapse Rescue Technician
62	Search & Rescue	0	DCSCSTS	Disaster Collap Struct Canine Srch Tech Spec (ADR)
63	Search & Rescue	0	DCSCST	Disaster Collapsed Structure Canine Search Tech
65	Search & Rescue	0	HSRP	Helicopter Search and/or Rescue Pilot
66	Search & Rescue	0	HSRT	Helicopter Search and/or Rescue Technician
67	Search & Rescue	0	HRCSM	Human Remains Canine Search Manager
68	Search & Rescue	0	HRCSTS	Human Remains Canine Srch Tech Specialist (ADR)
76	Search & Rescue	0	MSRT	Medical Search and/or Rescue Technician
70	Search & Rescue	0	MSRM	Mountain Search and/or Rescue Manager
71	Search & Rescue	0	MSRTS	Mountain Search and/or Rescue Tech Spec (ADR)
72	Search & Rescue	0	MSRUL	Mountain Search and/or Rescue Unit Leader
73	Search & Rescue	0	ESTSARM	Emergency Services Technical SAR Manager
74	Search & Rescue	0	ESTSART	Emergency Services Technical SAR Technician
75	Search & Rescue	0	LSRT	Logistics Search and/or Rescue Technician
69	Search & Rescue	0	HRCST	Human Remains Canine Search Technician
77	Search & Rescue	0	SCRSM	Structural Collapse Rescue Manager

Typed Fire HazMat Equipment

These qualifications can be found in the **Other Discipline → Equipment Group**

QualificationID	QualificationGroupID	Qu	Qualification	Description
205	Typed Fire HazMat Equipment	0	ET5	Engine Type 5
204	Typed Fire HazMat Equipment	0	ET4	Engine Type 4
203	Typed Fire HazMat Equipment	0	ET3	Engine Type 3
202	Typed Fire HazMat Equipment	0	ET2	Engine Type 2
201	Typed Fire HazMat Equipment	0	ET1	Engine Type 1
211	Typed Fire HazMat Equipment	0	TT2	Tender Type 2
212	Typed Fire HazMat Equipment	0	TT3	Tender Type 3
209	Typed Fire HazMat Equipment	0	AT2	Aerial Type 2
210	Typed Fire HazMat Equipment	0	TT1	Tender Type 1
208	Typed Fire HazMat Equipment	0	AT1	Aerial Type 1
206	Typed Fire HazMat Equipment	0	ET6	Engine Type 6
207	Typed Fire HazMat Equipment	0	ET7	Engine Type 7

Typed Incident Management Personnel

These qualifications can be found in the **Emergency Management Discipline → NERCS IM Group**

QualificationID	QualificationGroupID	Qu	Qualification	Description
129	Typed Incident Management Personnel	0	OPSSCT3	Operations Section Chief (Type 3)
139	Typed Incident Management Personnel	0	PIOT3	Public Information Officer (Type 3)
144	Typed Incident Management Personnel	0	SOT3	Safety Officer Type 3
134	Typed Incident Management Personnel	0	PLANSCT3	Planning Section Chief (Type 3)
124	Typed Incident Management Personnel	0	LOGSCT3	Logistics Section Chief (Type 3)
119	Typed Incident Management Personnel	0	LNOT3	Liaison Officer (Type 3)
109	Typed Incident Management Personnel	0	FINSCT3	Finance/Administration Section Chief (Type 3)
114	Typed Incident Management Personnel	0	ICT3	Incident Commander (IC) (Type 3)

Typed Wildland Fire Officer

These qualifications can be found in the **Other Discipline → Personnel Group**

Qual	QualificationGroupID	Qu	Qualification	Description
24	Wildland Fire Officer	1	WFOI	Wildfire Officer 1
25	Wildland Fire Officer	2	WFOII	Wildfire Officer 2
26	Wildland Fire Officer	3	WFOIII	Wildfire Officer 3

*interTRAX*TM resourceMGR Qualification List Organized by Code

10@100	10gpm@100psi	Tier 2	Equipment
1000gal	1000 gallon tank	Tier 2	Equipment
1000gpm	1000 gpm pump	Tier 2	Equipment
100gal	100 gallon tank	Tier 2	Equipment
115GRD	115 ft ground ladder	Tier 2	Equipment
120gpm	120 gpm pump	Tier 2	Equipment
1250gal	1250 gallon tank	Tier 2	Equipment
1250gpm	1250 gpm pump	Tier 2	Equipment
125gal	125 gallon tank	Tier 2	Equipment
150@250	150gpm@250psi	Tier 2	Equipment
1500gal	1500 gallon tank	Tier 2	Equipment
1500gpm	1500 gpm pump	Tier 2	Equipment
150gal	150 gallon tank	Tier 2	Equipment
1750gal	1750 gallon tank	Tier 2	Equipment
1750gpm	1750 gpm pump	Tier 2	Equipment
2000gal	2000 gallon tank	Tier 2	Equipment
200gal	200 gallon tank	Tier 2	Equipment
250@150	250gpm@150psi	Tier 2	Equipment
250gal	250 gallon tank	Tier 2	Equipment
30@100	30gpm@100psi	Tier 2	Equipment
300gal	300 gallon tank	Tier 2	Equipment
300gpm	300 gpm pump	Tier 2	Equipment
350gal	350 gallon tank	Tier 2	Equipment
400gal	400 gallon tank	Tier 2	Equipment
450gal	450 gallon tank	Tier 2	Equipment
50@100	50gpm@100psi	Tier 2	Equipment
500ES	500 gpm elevated stream	Tier 2	Equipment
500gal	500 gallon tank	Tier 2	Equipment
500gpm	500 gpm pump	Tier 2	Equipment
500gpmes	500 gpm elevated stream	Tier 2	Equipment
50FT	50 ft aerial	Tier 2	Equipment
50FT A	50 FT Aerial Ladder	Tier 2	Equipment
50gal	50 gallon tank	Tier 2	Equipment
50gpm	50 gpm pump	Tier 2	Equipment
70gpm	70 gpm pump	Tier 2	Equipment
750gal	750 gallon tank	Tier 2	Equipment
750gpm	750 gpm pump	Tier 2	Equipment
75FT	75 ft aerial	Tier 2	Equipment
75FT A	75 Foot Aerial Ladder	Tier 2	Equipment
95FT	95 foot ladder	Tier 2	Equipment
AACLCC	Assistant Area Commander Logistics	Tier 1	
AACPCC	Assistant Area Commander, Planning	Tier 1	
AAFWTI	Air Ambulance (Fixed-Wing) Type I	Tier 1	
AAFWTII	Air Ambulance (Fixed-Wing) Type II	Tier 1	
AAFWTIII	Air Ambulance (Fixed-Wing) Type III	Tier 1	
AAFWTIV	Air Ambulance (Fixed-Wing) Type IV	Tier 1	

AARWTI	Air Ambulance (Rotary-Wing) Type I	Tier 1
AARWTII	Air Ambulance (Rotary-Wing) Type II	Tier 1
AARWTIII	Air Ambulance (Rotary-Wing) Type III	Tier 1
AARWTIV	Air Ambulance (Rotary-Wing) Type IV	Tier 1
ACACCC	Area Command Aviation Coordinator	Tier 1
ACBFBTI	Air Curtain Burners(Fire Box-Abv Grd, RW)Type I	Tier 1
ACBFBTII	Air Curtain Burners(Fire Box-Abv Grd, RW)Type II	Tier 1
ACBFBTIII	Air Curtain Burners(Fire Box-Abv Grd, RW)Type III	Tier 1
ACBFBTIV	Air Curtain Burners(Fire Box-Abv Grd, RW)Type IV	Tier 1
ACBFBTV	Air Curtain Burners(Fire Box-Abv Grd, RW)Type V	Tier 1
ACBFBTVI	Air Curtain Burners(Fire Box-Abv Grd, RW)Type VI	Tier 1
ACCC	Area Commander	Tier 1
ACHTI	Air Conditioner/Heater Type I	Tier 1
ACHTII	Air Conditioner/Heater Type II	Tier 1
ACHTIII	Air Conditioner/Heater Type III	Tier 1
ACHTIV	Air Conditioner/Heater Type IV	Tier 1
ACM	Animal Case Manager	Tier 1
ACRFTWI	Airborne Comms Relay (Fixed-Wing) (CAP) Type I	Tier 1
ACRFTWII	Airborne Comms Relay (Fixed-Wing) (CAP) Type II	Tier 1
ACRFTWIII	Airborne Comms Relay (Fixed-Wing) (CAP) Type III	Tier 1
ACRFTWIV	Airborne Comms Relay (Fixed-Wing) (CAP) Type IV	Tier 1
ACRTFWTI	Airborne Comms Relay Team (Fixed-Wing) Type I	Tier 1
ACRTFWTII	Airborne Comms Relay Team (Fixed-Wing) Type II	Tier 1
ACRTFWTIII	Airborne Comms Relay Team (Fixed-Wing) Type III	Tier 1
ACRTFWTIV	Airborne Comms Relay Team (Fixed-Wing) Type IV	Tier 1
ACRTTI	Air Curtain Burners(Trch Burner, In-Grd) Type I	Tier 1
ACRTTII	Air Curtain Burners(Trch Burner, In-Grd) Type II	Tier 1
ACRTTIII	Air Curtain Burners(Trch Burner, In-Grd) Type III	Tier 1
ACS	Animal Control Specialist	Tier 1
ACTFTI	Area Command Team, Firefighting Type I	Tier 1
ADE	Animal Disease Epidemiologist	Tier 1
AFOAM	Class A Foam	Tier 2 Equipment
AGO	Ambulances (Ground) Other	Tier 1
AGTI	Ambulances (Ground) Type I	Tier 1
AGTII	Ambulances (Ground) Type II	Tier 1
AGTIII	Ambulances (Ground) Type III	Tier 1
AGTIV	Ambulances (Ground) Type IV	Tier 1
AHS	Animal Handling Specialist	Tier 1
AIS	Animal Industry Specialist	Tier 1
AMTMAN	Air Medical Transport Manager	Tier 1
AMTMEC	Air Medical Transport Mechanic	Tier 1
AMTMED	Air Medical Transport Medical Director	Tier 1
AMTPAR	Air Medical Transport Paramedic	Tier 1
AMTPIL	Air Medical Transport Pilot	Tier 1
AMTRN	Air Medical Transport Registered Nurse	Tier 1
ANSTTI	Ancillary Sup Team (Lab, Phar, Rad Serv) Type I	Tier 1
ANSTTII	Ancillary Sup Team (Lab, Phar, Rad Serv) Type II	Tier 1

AO	Accountability Officer	Tier 2	Personnel
AOBDCC	Air Operations Branch Director	Tier 1	
APLARSTTI	Animal Protection Lg Animal Res Strike Team Type I	Tier 1	
APLASTTI	Animal Protection Lg Animal Shelterg Team Type I	Tier 1	
APLASTTII	Animal Protection Lg Animal Shelterg Team Type II	Tier 1	
APLASTTIII	Animal Protection Lg Animal Shelterg Team Type III	Tier 1	
APLATTTI	Animal Protection Lg Animal Transport Team Type I	Tier 1	
APRN	Advanced Practice Registered Nurse	Tier 1	
APSARSTTI	Animal Protection Sm Animal Res Strike Team Type I	Tier 1	
APSASTTI	Animal Protection Sm Animal Shelterg Team Type I	Tier 1	
APSASTTII	Animal Protection Sm Animal Shelterg Team Type II	Tier 1	
APSASTTIII	Animal Protection Sm Animal Shelterg Team Type III	Tier 1	
APSATTTI	Animal Protection Sm Animal Transport Team Type I	Tier 1	
APSM	Animal Premises Site Manager	Tier 1	
APWDL	Assistant Public Works Director - Logistics	Tier 1	
APWDO	Assistant Public Works Director - Operations	Tier 1	
ARCC	Agency Representative	Tier 1	
ARFF	Airport Firefighter	Tier 1	
ARFWTI	Airborne Reconnaissance (Fixed-Wing) Type I	Tier 1	
ARFWTII	Airborne Reconnaissance (Fixed-Wing) Type II	Tier 1	
ARFWTIII	Airborne Reconnaissance (Fixed-Wing) Type III	Tier 1	
ARFWTIV	Airborne Reconnaissance (Fixed-Wing) Type IV	Tier 1	
ArsonT	Arson Team	Tier 2	Personnel
ASGSCC	Air Support Group Supervisor	Tier 1	
ASM	Animal Shelter Manager	Tier 1	
ASTFWTI	Air Search Team (Fixed-Wing) Type I	Tier 1	
ASTFWTII	Air Search Team (Fixed-Wing) Type II	Tier 1	
ASTFWTIII	Air Search Team (Fixed-Wing) Type III	Tier 1	
ASTFWTIV	Air Search Team (Fixed-Wing) Type IV	Tier 1	
ASTTI	Ambulance Strike Team Type I	Tier 1	
ASTTII	Ambulance Strike Team Type II	Tier 1	
ASTTIII	Ambulance Strike Team Type III	Tier 1	
ASTTIV	Ambulance Strike Team Type IV	Tier 1	
AT	Animal Technician	Tier 1	
AT1	Aerial Type 1	Tier 2	Equipment
AT2	Aerial Type 2	Tier 2	Equipment
ATCTI	All Terrain Cranes Type I	Tier 1	
ATCTII	All Terrain Cranes Type II	Tier 1	
ATCTIII	All Terrain Cranes Type III	Tier 1	
ATCTIV	All Terrain Cranes Type IV	Tier 1	
ATFTI	Ambulance Task Force Type I	Tier 1	
ATFWCCC	Air Tanker/Fixed Wing Coordinator	Tier 1	
ATGSCC	Air Tactical Group Supervisor	Tier 1	
ATL	Assessment Team Leader	Tier 1	
ATTFWTI	Airborne Transport Team (Fixed-Wing) Type I	Tier 1	
ATTFWTII	Airborne Transport Team (Fixed-Wing) Type II	Tier 1	

ATTFWTIII	Airborne Transport Team (Fixed-Wing) Type III	Tier 1	
ATTFWTIV	Airborne Transport Team (Fixed-Wing) Type IV	Tier 1	
BCMCC	Base/Camp Manager	Tier 1	
BFOAM	Class B Foam	Tier 2	Equipment
BHSL	Behavioral Health Specialist, Licensed	Tier 1	
BHSU	Behavioral Health Specialist, Unlicensed	Tier 1	
BLTI	Backhoe Loader Type I	Tier 1	
BLTII	Backhoe Loader Type II	Tier 1	
BLTIII	Backhoe Loader Type III	Tier 1	
BLTIV	Backhoe Loader Type IV	Tier 1	
BPFTVI	Brush Patrol, Firefighting (Type VI Engine)	Tier 1	
BSETTI	Bomb Squad/Explosives Team Type I	Tier 1	
BSETTII	Bomb Squad/Explosives Team Type II	Tier 1	
BSETTIII	Bomb Squad/Explosives Team Type III	Tier 1	
CAHTI	Chillers&Air Handlers (500 Ton to 50 Ton) Type I	Tier 1	
CAHTII	Chillers&Air Handlers (500 Ton to 50 Ton) Type II	Tier 1	
CAHTIII	Chillers&Air Handlers (500 Ton to 50 Ton) Type III	Tier 1	
CAHTIV	Chillers&Air Handlers (500 Ton to 50 Ton) Type IV	Tier 1	
CAHTV	Chillers&Air Handlers (500 Ton to 50 Ton) Type V	Tier 1	
CCMPTI	Concrete Cutter/Multi/Process Hydr Excav Type I	Tier 1	
CCMPTII	Concrete Cutter/Multi/Process Hydr Excav Type II	Tier 1	
CCMPTIII	Concrete Cutter/Multi/Process Hydr Excav Type III	Tier 1	
CCMPTIV	Concrete Cutter/Multi/Process Hydr Excav Type IV	Tier 1	
CCTI	Crawler Cranes Type I	Tier 1	
CCTII	Crawler Cranes Type II	Tier 1	
CCTIII	Crawler Cranes Type III	Tier 1	
CCULCC	Compensations/Claims Unit Leader	Tier 1	
CFE	Civil/Field Engineer	Tier 1	
CISMTTI	Critical Incident Stress Management Team Type I	Tier 1	
CISMTTII	Critical Incident Stress Management Team Type II	Tier 1	
CISMTTIII	Critical Incident Stress Management Team Type III	Tier 1	
CLSRTTI	Collapse Search and Rescue Teams Type I	Tier 1	
CLSRTTII	Collapse Search and Rescue Teams Type II	Tier 1	
CLSRTTIII	Collapse Search and Rescue Teams Type III	Tier 1	
CLSRTTIV	Collapse Search and Rescue Teams Type IV	Tier 1	
CSRTATI	Canine S&R Team-Avalanche Snow Air Scent Type I	Tier 1	
CSRTATII	Canine S&R Team-Avalanche Snow Air Scent Type II	Tier 1	
CSRTDTI	Canine S&R Team-Disaster Response Type I	Tier 1	
CSRTDTII	Canine S&R Team-Disaster Response Type II	Tier 1	
CSRTDTIII	Canine S&R Team-Disaster Response Type III	Tier 1	
CSRTDTIV	Canine S&R Team-Disaster Response Type IV	Tier 1	
CSRTLO	Canine S&R Team-Land Cadaver Air Scent Other	Tier 1	
CSRTWAO	Canine S&R Team-Wilderness Air Scent Other	Tier 1	
CSRTWATI	Canine S&R Team-Wilderness Air Scent Type I	Tier 1	
CSRTWATII	Canine S&R Team-Wilderness Air Scent Type II	Tier 1	
CSRTWATIII	Canine S&R Team-Wilderness Air Scent Type III	Tier 1	
CSRTWATIV	Canine S&R Team-Wilderness Air Scent Type IV	Tier 1	

CSRTWTI	Canine S&R Team-Wilderness Track/Trail Type I	Tier 1
CSRTWTII	Canine S&R Team-Wilderness Track/Trail Type II	Tier 1
CSRTWTIII	Canine S&R Team-Wilderness Track/Trail Type III	Tier 1
CSRTWTIV	Canine S&R Team-Wilderness Track/Trail Type IV	Tier 1
CSRTWTO	Canine S&R Team-Wilderness Track/Trail Other	Tier 1
CSTTI	Communications Support Team (CAP) Type I	Tier 1
CSTTII	Communications Support Team (CAP) Type II	Tier 1
CSTTIII	Communications Support Team (CAP) Type III	Tier 1
CSTTIV	Communications Support Team (CAP) Type IV	Tier 1
CTFCTI	Crew Transport (Firefighting Crew) Type I	Tier 1
CTFCTII	Crew Transport (Firefighting Crew) Type II	Tier 1
CTFCTIII	Crew Transport (Firefighting Crew) Type III	Tier 1
CULCC	Communications Unit Leader	Tier 1
CVSRTTI	Cave Search and Rescue Team Type I	Tier 1
CVSRTTII	Cave Search and Rescue Team Type II	Tier 1
CVSRTTIII	Cave Search and Rescue Team Type III	Tier 1
CVSRTTIV	Cave Search and Rescue Team Type IV	Tier 1
DAH	Dental Assistant/Hygienist	Tier 1
DATTI	Disaster Assessment Team Type I	Tier 1
DATTII	Disaster Assessment Team Type II	Tier 1
DATTIII	Disaster Assessment Team Type III	Tier 1
DCS	Debris Collection Supervisor	Tier 1
DCSCSM	Disaster Collapsed Struct Canine Srch Manager	Tier 1
DCSCST	Disaster Collapsed Struct Canine Srch Technician	Tier 1
DCSCSTS	Disaster Collapsed Struct Canine Srch Tec Spec Adv	Tier 1
DCTI	Donations Coordinator Type I	Tier 1
DCTII	Donations Coordinator Type II	Tier 1
DCTIII	Donations Coordinator Type III	Tier 1
DCTIV	Donations Coordinator Type IV	Tier 1
DEN	Dentist	Tier 1
DGSCC	Division/Group Supervisor	Tier 1
DiveTeam	Dive Team	Tier 1
DMATBSTI	DMAT - Burn Specialty Type I	Tier 1
DMATBSTII	DMAT - Burn Specialty Type II	Tier 1
DMATBSTIII	DMAT - Burn Specialty Type III	Tier 1
DMATBSTIV	DMAT - Burn Specialty Type IV	Tier 1
DMATBTI	DMAT - Basic Type I	Tier 1
DMATBTII	DMAT - Basic Type II	Tier 1
DMATBTIII	DMAT - Basic Type III	Tier 1
DMATBTIV	DMAT - Basic Type IV	Tier 1
DMATCITI	DMAT - Crush Injury Specialty Type I	Tier 1
DMATCITII	DMAT - Crush Injury Specialty Type II	Tier 1
DMATCITIII	DMAT - Crush Injury Specialty Type III	Tier 1
DMATMHTI	DMAT - Mental Health Specialty Type I	Tier 1
DMATMHTII	DMAT - Mental Health Specialty Type II	Tier 1
DMATMHTIII	DMAT - Mental Health Specialty Type III	Tier 1
DMATPTI	DMAT - Pediatric Specialty Type I	Tier 1

DMATPTII	DMAT - Pediatric Specialty Type II	Tier 1	
DMATPTIII	DMAT - Pediatric Specialty Type III	Tier 1	
DMMTTI	Debris Management Monitoring Team Type I	Tier 1	
DMMTTII	Debris Management Monitoring Team Type II	Tier 1	
DMORTTI	Disaster Mortuary Op Response Team (DMORT) Type I	Tier 1	
DMPTTI	Donations Management Personnel/Team Type I	Tier 1	
DMPTTII	Donations Management Personnel/Team Type II	Tier 1	
DMSRTTI	Debris Management Site Reduction Team Type I	Tier 1	
DMTTI	Debris Management Team Type I	Tier 1	
DMTTII	Debris Management Team Type II	Tier 1	
DMTTIII	Debris Management Team Type III	Tier 1	
DN	Dietician/Nutritionist	Tier 1	
DRM	Debris Removal Manager	Tier 1	
DRS	Dive Rescue Specialist	Tier 2	Personnel
DRTTI	Disaster Recovery Team Type I	Tier 1	
DRTTII	Disaster Recovery Team Type II	Tier 1	
DRTTIII	Disaster Recovery Team Type III	Tier 1	
DRTTIV	Disaster Recovery Team Type IV	Tier 1	
DSM	Debris Site Manager	Tier 1	
DT	Dialysis Technician	Tier 1	
DTOFRTI	Dump Truck-Off Road Type I	Tier 1	
DTOFRTII	Dump Truck-Off Road Type II	Tier 1	
DTORTI	Dump Truck-On Road Type I	Tier 1	
DTORTII	Dump Truck-On Road Type II	Tier 1	
DTORTIII	Dump Truck-On Road Type III	Tier 1	
DTTI	Dump Trailer (one type/example only) Type I	Tier 1	
DULCC	Demobilization Unit Leader	Tier 1	
EBM	Engineering Branch Manager	Tier 1	
ECCTTI	Emergency /Critical Care Team Type I	Tier 1	
ECCTTII	Emergency /Critical Care Team Type II	Tier 1	
ECTTI	Evacuation Coordination Team Type I	Tier 1	
ECTTII	Evacuation Coordination Team Type II	Tier 1	
ECTTIII	Evacuation Coordination Team Type III	Tier 1	
EDM	Engineering Division Manager	Tier 1	
EFPO	Engine, Fire (Pumper) Other	Tier 1	
EFPTI	Engine, Fire (Pumper) Type I	Tier 1	
EFPTII	Engine, Fire (Pumper) Type II	Tier 1	
EFPTIII	Engine, Fire (Pumper) Type III	Tier 1	
EFPTIV	Engine, Fire (Pumper) Type IV	Tier 1	
EHG	Environmental Health Generalist	Tier 1	
EHS	Environmental Health Specialist	Tier 1	
EHTL	Environmental Health Team Leader	Tier 1	
ELTTI	Evacuation Liaison Team (ELT) Type I	Tier 1	
EMCC	Equipment Manager	Tier 1	
EMR	Emergency Medical Responder	Tier 1	
EMSDR	EMS Physician	Tier 1	

EMT	Basic EMT	Tier 2	Personnel
EMT_	Emergency Medical Technician (EMT)	Tier 1	
EMT_P	Paramedic	Tier 1	
EMTFTI	Emergency Medical Task Force Type I	Tier 1	
EMTP	Paramedic	Tier 2	Personnel
EMTS	EMT Specialist	Tier 2	Personnel
EO	Equipment Operator	Tier 1	
EOCFSCTI	EOC Finance/Admin Section Chief/Coord Type I	Tier 1	
EOCFSCTII	EOC Finance/Admin Section Chief/Coord Type II	Tier 1	
EOCFSCTIII	EOC Finance/Admin Section Chief/Coord Type III	Tier 1	
EOCMSTTI	EOC Management Support Team Type I	Tier 1	
EOCMSTTII	EOC Management Support Team Type II	Tier 1	
EOCMSTTIII	EOC Management Support Team Type III	Tier 1	
EOCMSTTIV	EOC Management Support Team Type IV	Tier 1	
EOCOSCTI	EOC Operations Section Chief Type I	Tier 1	
EOCOSCTII	EOC Operations Section Chief Type II	Tier 1	
EOCOSCTIII	EOC Operations Section Chief Type III	Tier 1	
EOCPSCTI	EOC Planning Section Chief Type I	Tier 1	
EOCPSCTII	EOC Planning Section Chief Type II	Tier 1	
EOCPSCTIII	EOC Planning Section Chief Type III	Tier 1	
EP	Epidemiologist	Tier 1	
EPI	Epidemiology Interviewer	Tier 1	
EPRTTI	Electrical Power Restoration Team (Example) Type I	Tier 1	
EPTL	Epidemiology Team Leader	Tier 1	
ESTI	Engineering Services Type I	Tier 1	
ESTSARM	Emergency Services Technical SAR Manager	Tier 1	
ESTSART	Emergency Services Technical SAR Technician	Tier 1	
ET1	Engine Type 1	Tier 2	Equipment
ET2	Engine Type 2	Tier 2	Equipment
ET3	Engine Type 3	Tier 2	Equipment
ET4	Engine Type 4	Tier 2	Equipment
ET5	Engine Type 5	Tier 2	Equipment
ET6	Engine Type 6	Tier 2	Equipment
ET7	Engine Type 7	Tier 2	Equipment
ETRAGS	EMS Transportation Group Supervisor	Tier 1	
ETRAUL	EMS Transportation Unit Leader	Tier 1	
ETREUL	EMS Treatment Unit Leader	Tier 1	
ETRIUL	EMS Triage Unit Leader	Tier 1	
Evidence	Evidence Technician	Tier 2	Personnel
EVO	Emergency Vehicle Operator	Tier 1	
EVOH	Emergency Vehicle Operator - Heavy	Tier 1	
EVT	Emergency Vehicle Technician	Tier 1	
FADO	Fire Apparatus Driver/Operator	Tier 1	
FBTI	Fire Boat Type I	Tier 1	
FBTII	Fire Boat Type II	Tier 1	
FBTIII	Fire Boat Type III	Tier 1	

FBTTTI	Flat Bed Trailer Truck Type I	Tier 1	
FDULCC	Food Unit Leader	Tier 1	
FF_I	Firefighter I	Tier 1	
FF_II	Firefighter II	Tier 1	
FFI	Firefighter 1	Tier 2	Personnel
FFII	Firefighter 2	Tier 2	Personnel
FFIII	Firefighter 3	Tier 2	Personnel
FINSCT1	Finance/Administration Section Chief (Type 1)	Tier 1	
FINSCT2	Finance/Administration Section Chief (Type 2)	Tier 1	
FINSCT3	Finance/Administration Section Chief (Type 3)	Tier 1	
FINSCT4	Finance/Administration Section Chief (Type 4)	Tier 1	
FINSCT5	Finance/Administration Section Chief (Type 5)	Tier 1	
FINSI	Fire Inspector I	Tier 1	
FINSII	Fire Inspector II	Tier 1	
FINSIII	Fire Inspector III	Tier 1	
FO I_II	Fire Officer I/II (Company/Unit)	Tier 1	
FO III_IV	Fire Officer III/IV (Command)	Tier 1	
FOI	Fire Officer 1	Tier 2	Personnel
FOII	Fire Officer 2	Tier 2	Personnel
FOIII	Fire Officer 3	Tier 2	Personnel
FSC1/2CC	Finance/Administration Section Chief Type 1 & 2	Tier 1	
FTATI	Fire Truck - Aerial (Ladder or Platform) Type I	Tier 1	
FTATII	Fire Truck - Aerial (Ladder or Platform) Type II	Tier 1	
FTFTI	Foam Tender, Firefighting Type I	Tier 1	
FTFTII	Foam Tender, Firefighting Type II	Tier 1	
FTTI	Fuel Tender (Gas, Dsl, AvGas, aka Gas Tnd) Type I	Tier 1	
FTTII	Fuel Tender (Gas, Dsl, AvGas, aka Gas Tnd) Type II	Tier 1	
FULCC	Facilities Unit Leader	Tier 1	
GENTI	Generators Type I	Tier 1	
GENTII	Generators Type II	Tier 1	
GENTIII	Generators Type III	Tier 1	
GENTIV	Generators Type IV	Tier 1	
GENTV	Generators Type V	Tier 1	
GSULCC	Ground Support Unit Leader	Tier 1	
HAZK	Haz Cat Kit	Tier 2	Equipment
HazMatT	Hazardous Materials Team	Tier 2	Personnel
HAZO	HazMat Officer	Tier 1	
HAZSO	HazMat Safety Officer	Tier 1	
HAZT	HazMat Technician	Tier 1	
HCCC	Helicopter Coordinator	Tier 1	
HCTI	Hand Crew Type I	Tier 1	
HCTII	Hand Crew Type II	Tier 1	
HCTIII	Hand Crew Type III	Tier 1	
HCTIV	Hand Crew Type IV	Tier 1	
HELFTI	Helicopters, Firefighting Type I	Tier 1	
HELFTII	Helicopters, Firefighting Type II	Tier 1	

HELFTIII	Helicopters, Firefighting Type III	Tier 1	
HELFTIV	Helicopters, Firefighting Type IV	Tier 1	
HELT	Helitanker (firefighting helicopter)	Tier 1	
HM1/2CC	Helibase Manager Type 1 & 2	Tier 1	
HMA	Haz-Mat Awareness	Tier 2	Personnel
HMETTI	HazMat Entry Team Type I	Tier 1	
HMETTII	HazMat Entry Team Type II	Tier 1	
HMETTIII	HazMat Entry Team Type III	Tier 1	
HMO	Haz-Mat Operations	Tier 2	Personnel
HMT	Haz-Mat Technician	Tier 2	Personnel
HRCSM	Human Remains Canine Search Manager	Tier 1	
HRCST	Human Remains Canine Search Technician	Tier 1	
HRCSTS	Human Remains Canine Search Tec Spec Adv	Tier 1	
HSRP	Helicopter Search and/or Rescue Pilot Disaster	Tier 1	
HSRSCC	Helicopter Search and/or Rescue Crew Chief Disastr	Tier 1	
HSRT	Helicopter Search and/or Rescue Technician Disastr	Tier 1	
HTCTI	Hydraulic Truck Cranes Type I	Tier 1	
HTCTII	Hydraulic Truck Cranes Type II	Tier 1	
HTCTIII	Hydraulic Truck Cranes Type III	Tier 1	
HYDXLGTI	Hydraulic Excav(Lg 13 cy to 3 cy bucket)Type I	Tier 1	
HYDXLGTII	Hydraulic Excav(Lg 13 cy to 3 cy bucket)Type II	Tier 1	
HYDXLGTIII	Hydraulic Excav(Lg 13 cy to 3 cy bucket)Type III	Tier 1	
HYDXMDTI	Hydraulic Excav(Md 4 cy to 1.75 cy bucket)Type I	Tier 1	
HYDXMDTII	Hydraulic Excav(Md 4 cy to 1.75 cy bucket)Type II	Tier 1	
HYDXMDTIII	Hydraulic Excav(Md 4 cy to 1.75 cy bucket)Type III	Tier 1	
HYDXMDTIV	Hydraulic Excav(Md 4 cy to 1.75 cy buckets)Type IV	Tier 1	
IADATLTI	Individual Assist Disast Assess Team Lead Type I	Tier 1	
IADATLTII	Individual Assist Disast Assess Team Lead Type II	Tier 1	
IADATLTIII	Individual Assist Disast Assess Team Lead Type III	Tier 1	
IADATLTIV	Individual Assist Disast Assess Team Lead Type IV	Tier 1	
IADATTI	Individual Assist Disaster Assess Team Type I	Tier 1	
IBTFTI	Interagency Buying Team, Firefighting Type I	Tier 1	
IC	Incident Commander Qualified	Tier 2	Personnel
ICCMCC	Incident Communications Center Manager	Tier 1	
ICS100	Introduction to ICS	Tier 2	Education
ICS200	Basic ICS	Tier 2	Education
ICS300	Intermediate ICS	Tier 2	Education
ICS400	Advanced ICS	Tier 2	Education
ICT1	Incident Commander (IC) (Type 1)	Tier 1	
ICT1/2CC	Incident Commander Type 1 & 2	Tier 1	
ICT2	Incident Commander (IC) (Type 2)	Tier 1	
ICT3	Incident Commander (IC) (Type 3)	Tier 1	
ICT3CC	Incident Commander Type 3	Tier 1	
ICT4	Incident Commander (IC) (Type 4)	Tier 1	
ICT4CC	Incident Commander Type 4	Tier 1	
ICT5	Incident Commander (IC) (Type 5)	Tier 1	

IMSURTTI	International Med Surg Resp Team (IMSuRT) Type I	Tier 1	
IMSURTTII	International Med Surg Resp Team (IMSuRT) Type II	Tier 1	
IMTAPTI	Incident Management Team Animal Protection Type I	Tier 1	
IMTFO	Incident Management Team, Firefighting Other	Tier 1	
IMTFTI	Incident Management Team, Firefighting Type I	Tier 1	
IMTFTII	Incident Management Team, Firefighting Type II	Tier 1	
IMTFTIII	Incident Management Team, Firefighting Type III	Tier 1	
IMTFTIV	Incident Management Team, Firefighting Type IV	Tier 1	
IMTTI	Incident Management Team Type I	Tier 1	
IMTTII	Incident Management Team Type II	Tier 1	
IMTTIII	Incident Management Team Type III	Tier 1	
IMTTIV	Incident Management Team Type IV	Tier 1	
INST	Fire Service Instructor	Tier 2	Personnel
INVEST	Arson Investigator	Tier 2	Personnel
IS700	FEMA NIMS An Introduction	Tier 2	Education
IS800	FEMA National Response Plan (NRP) An Introduction	Tier 2	Education
LAE	Livestock Agriculture Economist	Tier 1	
LDH	Large Diameter Hose	Tier 2	Equipment
LEAHPSTI	Law Enforce Aviation-Heli-Patrol-Surveil Type I	Tier 1	
LEAHPSTII	Law Enforce Aviation-Heli-Patrol-Surveil Type II	Tier 1	
LEAHPSTIII	Law Enforce Aviation-Heli-Patrol-Surveil Type III	Tier 1	
LEAHPSTIV	Law Enforce Aviation-Heli-Patrol-Surveil Type IV	Tier 1	
LEOAFWTI	Law Enforce Observ Aircraft (Fixed-Wing) Type I	Tier 1	
LEOAFWTII	Law Enforce Observ Aircraft (Fixed-Wing) Type II	Tier 1	
LEOAFWTIII	Law Enforce Observ Aircraft (Fixed-Wing) Type III	Tier 1	
LEOAFWTIV	Law Enforce Observ Aircraft (Fixed-Wing) Type IV	Tier 1	
LNOT1	Liaison Officer (Type 1)	Tier 1	
LNOT2	Liaison Officer (Type 2)	Tier 1	
LNOT3	Liaison Officer (Type 3)	Tier 1	
LNOT4	Liaison Officer (Type 4)	Tier 1	
LNOT5	Liaison Officer (Type 5)	Tier 1	
LOCC	Liaison Officer	Tier 1	
LOG	Logistics Officer	Tier 2	Personnel
LOGSCT1	Logistics Section Chief (Type 1)	Tier 1	
LOGSCT2	Logistics Section Chief (Type 2)	Tier 1	
LOGSCT3	Logistics Section Chief (Type 3)	Tier 1	
LOGSCT4	Logistics Section Chief (Type 4)	Tier 1	
LOGSCT5	Logistics Section Chief (Type 5)	Tier 1	
LSC1/2CC	Logistics Section Chief Type 1 & 2	Tier 1	
LSRT	Logistics Search and/or Rescue Technician Disastr	Tier 1	
LTCTI	Lattice Truck Cranes Type I	Tier 1	
LTT	Laboratory Technologist/Technician	Tier 1	
MAFF	Mutual Aid Responder	Tier 2	Personnel
MBD	Medical Branch Director	Tier 1	
MCULFTI	Mobile Communications Unit (Law/Fire) Type I	Tier 1	
MCULFTII	Mobile Communications Unit (Law/Fire) Type II	Tier 1	

MDC	Mass Dispensing, Consultant	Tier 1	
MDD	Mass Dispensing, Dispenser	Tier 1	
MDOTC	Mass Dispensing, Operations Team Consultant	Tier 1	
MDPFL	Mass Dispensing, Patient Intake/Line Flow Consult	Tier 1	
MDPIC	Mass Dispensing, Public Information Consultant	Tier 1	
MDTL	Mass Dispensing Team Leader	Tier 1	
MDV	Mass Dispensing, Vaccinator	Tier 1	
MEOCTI	Mobile Communications Center (Mobile EOC) Type I	Tier 1	
MEOCTII	Mobile Communications Center (Mobile EOC) Type II	Tier 1	
MEOCTIII	Mobile Communications Center (Mobile EOC) Type III	Tier 1	
MEOCTIV	Mobile Communications Center (Mobile EOC) Type IV	Tier 1	
MFFLETI	Mobl Field Frc Law Enforce (Crwd Ctrl Tm) Type I	Tier 1	
MFFLETII	Mobl Field Frc Law Enforce (Crwd Ctrl Tm) Type II	Tier 1	
MFFLETIII	Mobl Field Frc Law Enforce (Crwd Ctrl Tm) Type III	Tier 1	
MFKTI	Mobile Feeding Kitchen (Mob Field Kitch) Type I	Tier 1	
MFKTII	Mobile Feeding Kitchen (Mob Field Kitch) Type II	Tier 1	
MFKTIII	Mobile Feeding Kitchen (Mob Field Kitch) Type III	Tier 1	
MFKTIV	Mobile Feeding Kitchen (Mob Field Kitch) Type IV	Tier 1	
MFMTTI	Mobile Field Medical Team Type I	Tier 1	
MFMTTII	Mobile Field Medical Team Type II	Tier 1	
MFR	Medical First Responder	Tier 2	Personnel
MGS	Medical Group Supervisor	Tier 1	
MPHSATTI	Medical/Public Health System Assess Team Type I	Tier 1	
MSC	Medical Supply Coordinator	Tier 1	
MSRM	Mountain Search and/or Rescue Manager	Tier 1	
MSRT	Medical Search and/or Rescue Technician Disastr	Tier 1	
MSRTS	Mountain Search and/or Rescue Tec Spec Adv	Tier 1	
MSRTTI	Mountain Search and Rescue Team Type I	Tier 1	
MSRTTII	Mountain Search and Rescue Team Type II	Tier 1	
MSRTTIII	Mountain Search and Rescue Team Type III	Tier 1	
MSRTTIV	Mountain Search and Rescue Team Type IV	Tier 1	
MSRUL	Mountain Search and/or Rescue Unit Leader	Tier 1	
MT	Medical Transport	Tier 2	Equipment
MTSRRTI	Mine and Tunnel Search and Rescue Team Type I	Tier 1	
MTSRRTII	Mine and Tunnel Search and Rescue Team Type II	Tier 1	
MULCC	Medical Unit Leader	Tier 1	
MUTL	Medical Unit Team Leader	Tier 1	
NDMSMSTTI	NDMS Management Support Team (MST) Type I	Tier 1	
NDMSMSTTII	NDMS Management Support Team (MST) Type II	Tier 1	
None	Unknown Qualifications	Tier 2	Personnel
OBDCC	Operations Branch Director	Tier 1	
OPSSCT1	Operations Section Chief (Type 1)	Tier 1	
OPSSCT2	Operations Section Chief (Type 2)	Tier 1	
OPSSCT3	Operations Section Chief (Type 3)	Tier 1	
OPSSCT4	Operations Section Chief (Type 4)	Tier 1	
OPSSCT5	Operations Section Chief (Type 5)	Tier 1	

OSC1/2CC	Operations Section Chief Type 1 & 2	Tier 1	
PA	Physician Assistant	Tier 1	
PACTI	Public Assistance Coordinator Type I	Tier 1	
PACTII	Public Assistance Coordinator Type II	Tier 1	
PACTIII	Public Assistance Coordinator Type III	Tier 1	
PACTIV	Public Assistance Coordinator Type IV	Tier 1	
PCHTTI	Palliative Care/Hospice Team Type I	Tier 1	
PCHTTII	Palliative Care/Hospice Team Type II	Tier 1	
PCT	Patient Care Technician	Tier 1	
PEI_II	Plans Examiner I/II	Tier 1	
PHA	Pharmacist	Tier 1	
PHDA	Public Health Disaster Assessor	Tier 1	
PHDES	Public Health Data Entry Staff	Tier 1	
PHEHTI	Public Health: Environmental Health Type I	Tier 1	
PHEHTII	Public Health: Environmental Health Type II	Tier 1	
PHEHTI	Public Health: Epidem (Surveil & Invest) Type I	Tier 1	
PHEHTII	Public Health: Epidem (Surveil & Invest) Type II	Tier 1	
PHIQTI	Public Health: Isolation and Quarantine Type I	Tier 1	
PHIQTII	Public Health: Isolation and Quarantine Type II	Tier 1	
PHITS	Public Health Information Technology Specialist	Tier 1	
PHMDCTTI	Public Health: Mass Disp Consult Team Type I	Tier 1	
PHMDCTTII	Public Health: Mass Dispens Consult Team Type II	Tier 1	
PHMS	Public Health and Med Support Team Leader/Shelter	Tier 1	
PHMTSTI	Public Health and Medical Team in a Shelter Type I	Tier 1	
PHRSSTFTI	Public Health: Rec,Stag,Sto(RSS)Task Force Type I	Tier 1	
PHY	Physician	Tier 1	
PIO	Public Information Officer	Tier 2	Personnel
PIO1/2CC	Public Information Officer Type 1 & 2	Tier 1	
PIOCC	Public Information Officer	Tier 1	
PIOT1	Public Information Officer (Type 1)	Tier 1	
PIOT2	Public Information Officer (Type 2)	Tier 1	
PIOT3	Public Information Officer (Type 3)	Tier 1	
PIOT4	Public Information Officer (Type 4)	Tier 1	
PIOT5	Public Information Officer (Type 5)	Tier 1	
PL	Phlebotomist	Tier 1	
PLANSCT1	Planning Section Chief (Type 1)	Tier 1	
PLANSCT2	Planning Section Chief (Type 2)	Tier 1	
PLANSCT3	Planning Section Chief (Type 3)	Tier 1	
PLANSCT4	Planning Section Chief (Type 4)	Tier 1	
PLANSCT5	Planning Section Chief (Type 5)	Tier 1	
PPTI	Portable Pump Type I	Tier 1	
PPTII	Portable Pump Type II	Tier 1	
PPTIII	Portable Pump Type III	Tier 1	
PS	Permit Specialist	Tier 1	
PSC1/2CC	Planning Section Chief Type 1 & 2	Tier 1	
PSDTTI	Public Safety Dive Team Type I	Tier 1	

PSDTTII	Public Safety Dive Team Type II	Tier 1	
PSDTTIII	Public Safety Dive Team Type III	Tier 1	
PSDTTIV	Public Safety Dive Team Type IV	Tier 1	
PSTI_II	Public Safety Telecommunicator I/II	Tier 1	
PT	Pharmacy Technician	Tier 1	
PULCC	Procurement Unit Leader	Tier 1	
PWD	Public Works Director	Tier 1	
QAP	Quality Assurance Personnel	Tier 1	
RAS	Risk Assessment Specialist	Tier 1	
RAT	Radiologic Technician	Tier 1	
RDFTTI	Radio Direction Finding Team Type I	Tier 1	
RDFTTII	Radio Direction Finding Team Type II	Tier 1	
RDFTTIII	Radio Direction Finding Team Type III	Tier 1	
RDMCC	Receiving/Distribution Manager	Tier 1	
RIT	Rapid Intervention Team	Tier 2	Personnel
RN	Registered Nurse	Tier 1	
RNATTI	Rapid Needs Assessment Team Type I	Tier 1	
Rope	Rope Rescue	Tier 2	Personnel
RSSD	RSS Distribution Leader	Tier 1	
RSSFA	RSS Finance and Administrative Team Lead	Tier 1	
RSSL	RSS Logistics Team Lead	Tier 1	
RSSO	RSS Operations Team Lead	Tier 1	
RSSTC	RSS Tactical Communications Leader	Tier 1	
RST	Respiratory Therapist	Tier 1	
RULCC	Resources Unit Leader	Tier 1	
SAMCC	Staging Area Manager	Tier 1	
SBDCC	Service Branch Director	Tier 1	
SCRCC	Status/Check-In Recorder	Tier 1	
SCRM	Structural Collapse Rescue Manager	Tier 1	
SCRT	Structural Collapse Rescue Technician	Tier 1	
SCRTTI	Canine S&R Team-Land Cadaver Air Scent Type I	Tier 1	
SCRTTII	Canine S&R Team-Land Cadaver Air Scent Type II	Tier 1	
SCRTTIII	Canine S&R Team-Land Cadaver Air Scent Type III	Tier 1	
SCRTTIV	Canine S&R Team-Land Cadaver Air Scent Type IV	Tier 1	
SCR TWO	Canine S&R Team-Water Air Scent Other	Tier 1	
SCR TWI	Canine S&R Team-Water Air Scent Type I	Tier 1	
SCR TWII	Canine S&R Team-Water Air Scent Type II	Tier 1	
SCR TWIII	Canine S&R Team-Water Air Scent Type III	Tier 1	
SCR TWIV	Canine S&R Team-Water Air Scent Type IV	Tier 1	
SCSM	Structural Collapse Search Manager	Tier 1	
SCST	Structural Collapse Search Technician	Tier 1	
SE	Structural Engineer	Tier 1	
SFRM	Swiftwater/Flood Rescue Manager	Tier 1	
SFRT	Swiftwater/Flood Rescue Technician	Tier 1	
SFRTAR	Swiftwater/Flood Rescue Technician - Animal Rescue	Tier 1	
SFRTBB	Swiftwater/Flood Rescue Technician - Boat Bowman	Tier 1	

SFRTBO	Swiftwater/Flood Rescue Technician - Boat Operator	Tier 1	
SFRTS	Swiftwater/Flood Rescue Tec Spec Adv	Tier 1	
SFRUL	Swiftwater/Flood Rescue Unit Leader	Tier 1	
SFSRTTI	Swiftwater/Flood Search and Rescue Team Type I	Tier 1	
SFSRTTII	Swiftwater/Flood Search and Rescue Team Type II	Tier 1	
SFSRTTIII	Swiftwater/Flood Search and Rescue Team Type III	Tier 1	
SMCC	Security Manager	Tier 1	
SMTTI	Shelter Management Team Type I	Tier 1	
SMTTII	Shelter Management Team Type II	Tier 1	
SMTTIII	Shelter Management Team Type III	Tier 1	
SO	Safety Officer	Tier 2	Personnel
SO1/2CC	Safety Officer Type 1 & 2	Tier 1	
SOLCC	Safety Officer, Line	Tier 1	
SOT1	Safety Officer (Type 1)	Tier 1	
SOT2	Safety Officer (Type 2)	Tier 1	
SOT3	Safety Officer (Type 3)	Tier 1	
SOT4	Safety Officer (Type 4)	Tier 1	
SOT5	Safety Officer (Type 5)	Tier 1	
SS	Species Specialist	Tier 1	
SSTTI	Specialty Services Team Type I	Tier 1	
SSTTII	Specialty Services Team Type II	Tier 1	
ST	Surgical Technician	Tier 1	
STEFTI	Strike Team, Engine (Fire) Type I	Tier 1	
STEFTII	Strike Team, Engine (Fire) Type II	Tier 1	
STEFTIII	Strike Team, Engine (Fire) Type III	Tier 1	
STEFTIV	Strike Team, Engine (Fire) Type IV	Tier 1	
STEFTO	Strike Team, Engine (Fire) Type Other	Tier 1	
STL	Strike Team Leader	Tier 2	Personnel
SULCC	Situation Unit Leader	Tier 1	
SUPLCC	Supply Unit Leader	Tier 1	
SW	Social Worker	Tier 1	
SWATTTTI	SWAT/Tactical Teams Type I	Tier 1	
SWATTTTII	SWAT/Tactical Teams Type II	Tier 1	
SWATTTTIII	SWAT/Tactical Teams Type III	Tier 1	
SWATTTTIV	SWAT/Tactical Teams Type IV	Tier 1	
TAR	Traffic Accident Reconstruction	Tier 2	Personnel
TBTI	Tug Boat Type I	Tier 1	
TBTII	Tug Boat Type II	Tier 1	
TBTIII	Tug Boat Type III	Tier 1	
TDOZO	Track Dozer Other	Tier 1	
TDOZTI	Track Dozer Type I	Tier 1	
TDOZTII	Track Dozer Type II	Tier 1	
TDOZTIII	Track Dozer Type III	Tier 1	
TFL	Task Force Leader	Tier 2	Personnel
TFLSTLCC	Task Force Leader/Strike Team Leader	Tier 1	
TGTI	Tub Grinder Type I	Tier 1	

TGTII	Tub Grinder Type II	Tier 1	
TGTIII	Tub Grinder Type III	Tier 1	
TGTIV	Tub Grinder Type IV	Tier 1	
TSSTF	RSS Task Force Leader	Tier 1	
TT1	Tender Type 1	Tier 2	Equipment
TT2	Tender Type 2	Tier 2	Equipment
TT3	Tender Type 3	Tier 2	Equipment
TTTI	Tractor Trailer (Example Only) Type I	Tier 1	
TTTII	Tractor Trailer (Example Only) Type II	Tier 1	
TULCC	Time Unit Leader	Tier 1	
USCGNSFO	U.S. Coast Guard National Strike Force Other	Tier 1	
USRISTTI	US&R Incident Support Team Type I	Tier 1	
USRISTTII	US&R Incident Support Team Type II	Tier 1	
USRM	Utility Systems Reconstruction Manager	Tier 1	
USRTFTI	US&R Task Forces Type I	Tier 1	
USRTFTII	US&R Task Forces Type II	Tier 1	
VALTI	Volunteer Agency Liaison Type I	Tier 1	
VALTII	Volunteer Agency Liaison Type II	Tier 1	
VALTIII	Volunteer Agency Liaison Type III	Tier 1	
VALTIV	Volunteer Agency Liaison Type IV	Tier 1	
VCS	Vector Control Specialist	Tier 1	
VEHX	Vehicle Extrication	Tier 2	Personnel
VET	Veterinarian	Tier 1	
VMATTI	Veterinary Medical Assistance Team (VMAT) Type I	Tier 1	
VMATTII	Veterinary Medical Assistance Team (VMAT) Type II	Tier 1	
WASCSCM	Wilderness Air Scent Canine Search Manager	Tier 1	
WASCST	Wilderness Air Scent Canine Search Technician	Tier 1	
WCS	Wildlife Control Specialist	Tier 1	
WCSM	Water Canine Search Manager	Tier 1	
WCST	Water Canine Search Technician	Tier 1	
WDM	Water Distribution Manager	Tier 1	
WDOZTI	Wheel Dozer Type I	Tier 1	
WDOZTII	Wheel Dozer Type II	Tier 1	
WFFI	Wildland Firefighter I	Tier 1	
WFFII	Wildland Firefighter II	Tier 1	
WFO_I	Wildland Fire Officer I	Tier 1	
WFO_II	Wildland Fire Officer II	Tier 1	
WFOI	Wildland Fire Officer 1	Tier 2	Personnel
WFOII	Wildland Fire Officer 2	Tier 2	Personnel
WFOIII	Wildland Fire Officer 3	Tier 2	Personnel
WLLGTI	Wheel Loaders (Large 41 cy to 8 cy) Type I	Tier 1	
WLLGTII	Wheel Loaders (Large 41 cy to 8 cy) Type II	Tier 1	
WLLGTIII	Wheel Loaders (Large 41 cy to 8 cy) Type III	Tier 1	
WLLGTIV	Wheel Loaders (Large 41 cy to 8 cy) Type IV	Tier 1	
WLMDTI	Wheel Loaders (Medium 7 cy to 2 cy) Type I	Tier 1	
WLMDTII	Wheel Loaders (Medium 7 cy to 2 cy) Type II	Tier 1	

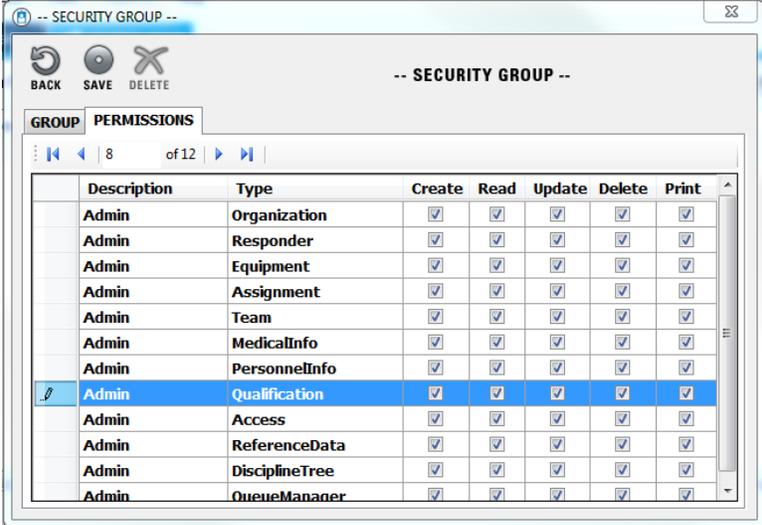
5 Security

Forms

User security is managed by applying group permissions in an Organization context.

The 'Admin' group is predefined and the name can't be changed.

Any number of Groups can be defined with any combination of permissions.



The screenshot shows a web application window titled "-- SECURITY GROUP --". It has a navigation bar with "BACK", "SAVE", and "DELETE" buttons. Below the navigation bar, there are two tabs: "GROUP" and "PERMISSIONS". The "PERMISSIONS" tab is active, showing a table with 8 rows and 7 columns. The columns are "Description", "Type", "Create", "Read", "Update", "Delete", and "Print". Each row represents a permission for the "Admin" group, with various types and checked boxes in the action columns.

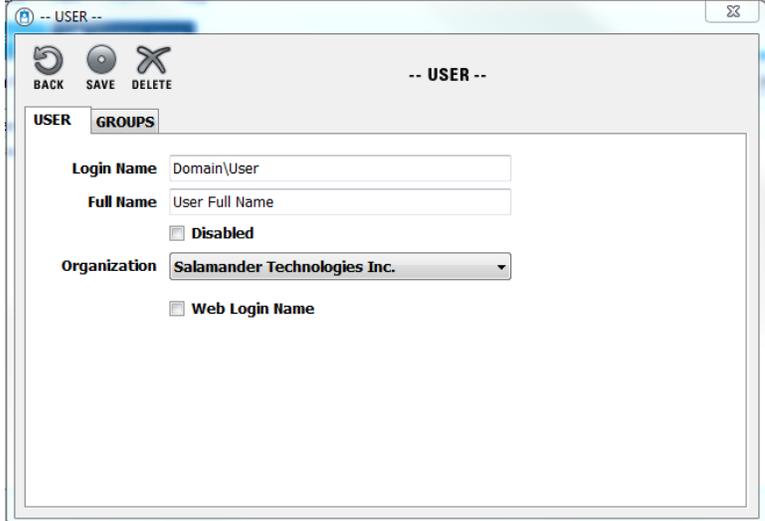
Description	Type	Create	Read	Update	Delete	Print
Admin	Organization	<input checked="" type="checkbox"/>				
Admin	Responder	<input checked="" type="checkbox"/>				
Admin	Equipment	<input checked="" type="checkbox"/>				
Admin	Assignment	<input checked="" type="checkbox"/>				
Admin	Team	<input checked="" type="checkbox"/>				
Admin	MedicalInfo	<input checked="" type="checkbox"/>				
Admin	PersonnelInfo	<input checked="" type="checkbox"/>				
Admin	Qualification	<input checked="" type="checkbox"/>				
Admin	Access	<input checked="" type="checkbox"/>				
Admin	ReferenceData	<input checked="" type="checkbox"/>				
Admin	DisciplineTree	<input checked="" type="checkbox"/>				
Admin	QueueManager	<input checked="" type="checkbox"/>				

The Type column lists the type of permission. The check boxes in the Create, Read, Update, Delete and Print columns are for indicating the type of action permitted for the individual permission.

Users are defined by their Login Name. (Windows User Name)

They have an Organization context that is used for select security permissions. (situations where there is no security context for the action)

The 'Group' tab assigns the user permissions to organizations.

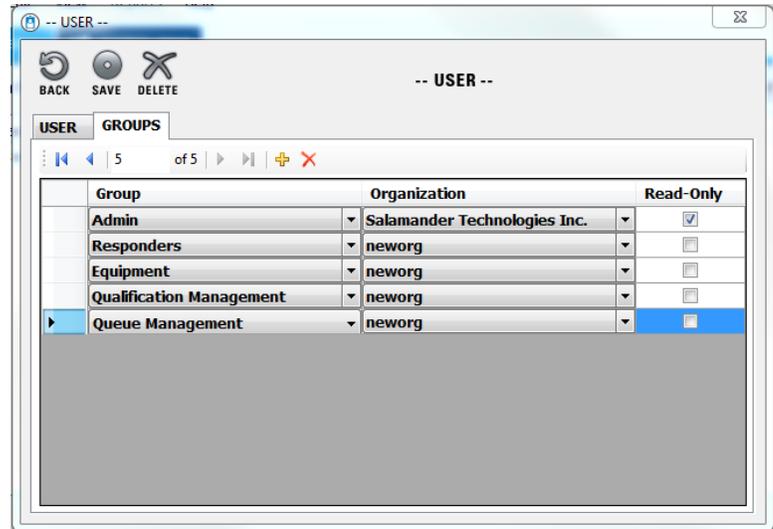


The screenshot shows a web application window titled "-- USER --". It has a navigation bar with "BACK", "SAVE", and "DELETE" buttons. Below the navigation bar, there are two tabs: "USER" and "GROUPS". The "USER" tab is active, showing a form with the following fields:

- Login Name: Domain\User
- Full Name: User Full Name
- Disabled:
- Organization: Salamander Technologies Inc. (dropdown menu)
- Web Login Name:

Multiple group definitions can be linked to an organization to define a users permissions in that organization.

The Read only flag limits the permissions for that Group/Organization to read only.



Types of Permissions

Organization – management of organization definitions

Responder - management of people general information

Equipment - management of equipment

Assignment - management of assignments

MedicalInfo - management of people medical information

PersonalInfo - management of people personal information

Qualification - management of qualifications

Access – security management

ReferenceData - management external reference data (Rank)

DisciplineTree - management of the discipline tree

QueueManager - management of the identity verification queue

Application of Permissions

Most permissions are checked against the Organization the resource being edited belongs to.

If a user has Create, Update, Delete or Print Privileges; they will have Read privileges.

Organizations

The Create permission is checked against the Current Users Primary Organization. The user will be able to create organizations, if the Group permissions assigned to the users Primary Organization permit the Creation of Organizations; and that Group/Organization definition is not marked Read-Only.

The Read, Update and Delete permission checks are made against the organization being edited. The user will be able to perform the action based on the Group privileges allowed in that organization context.

Responders

All permission checks are made against the organization that the record belongs to. The user will be able to perform the action based on the Group privileges allowed in that organization context.

By default if the user has any Responder privileges, the user will have Discipline Tree and Qualification Read permissions for any Organization.

Equipment

All permission checks are made against the organization that the record belongs to. The user will be able to perform the action based on the Group privileges allowed in that organization context.

By default if the user has any Equipment privileges, the user will have Discipline Tree and Qualification Read permissions for any Organization.

Assignments

All permission checks are made against the organization that the record belongs to. The user will be able to perform the action based on the Group privileges allowed in that organization context.

MedicalInfo

All permission checks are made against the organization that the record belongs to. The user will be able to perform the action based on the Group privileges allowed in that organization context.

By default if the user has MedicalInfo privileges, the user will have Responder Read permissions in the same Organization.

PersonalInfo

All permission checks are made against the organization that the record belongs to. The user will be able to perform the action based on the Group privileges allowed in that organization context.

By default if the user has PersonalInfo privileges, the user will have Responder Read permissions in the same Organization.

Qualifications

All permission checks are made against the organization that the record belongs to. The user will be able to perform the action based on the Group privileges allowed in that organization context.

By default if the user has any Responder or Equipment privileges, the user will have DisciplineTree and Qualification Read permissions for any Organization.

Access

Permission checks for editing a user's security are made against the Primary Organization that the user being edited belongs to. The current user will be able to perform the action based on the Group privileges allowed in the Primary Organization of the user being edited.

ReferenceData

Rank entries are stored by organization.

All permission checks are made against the organization that the Rank record belongs to. The user will be able to perform the action based on the Group privileges allowed in that organization context.

When a new Rank text is entered; if the user has ReferenceData Create privileges in the person's organization; the Rank text will be saved as Reference Data. The Rank will be available for future selection, in that organization context.

DisciplineTree - management of the discipline tree

The Discipline Tree doesn't have an Organization context.

All permission checks are made against the users Primary Organization. The user will be able to perform the action based on the Group privileges allowed in the user's Primary Organization.

By default if the user has any Responder, Equipment or Qualification privileges, the user will have DisciplineTree Read permissions.

QueueManager - management of the identity verification queue

The Identity Verification Queue doesn't have an Organization context.

All permission checks are made against the users Primary Organization. The user will be able to perform the action based on the Group privileges allowed in the user's Primary Organization.

The permissions supported are Read and Delete.

Printing

Printing permissions apply to People, Equipment and Assignments.

When printing designs that include Personal or Medical information; the user must have Read permissions to that information or it will not be included in the output.

New Organizations

When a user creates an organization they get 'Admin' group rights to that organization.

Then any one that can manage them is also granted 'Admin' group rights to that organization. This propagation of 'Admin' group rights to the new organization continues up to the system administrator.

Qualifications

Qualifications are defined with an organization context. They are presented in a Discipline Tree. The Discipline Tree doesn't have an organization context. Any qualification can be applied to a person or equipment regardless of organization context. This is why Users will always have Read permissions to Qualifications and the Discipline Tree if they have any access to Responders or Equipment.

The defining of Qualifications is dependent on the Qualification permissions applied to the qualification's organization.

The management of the Discipline Tree is dependent on the DisciplineTree permissions applied to the Primary Organization of the current user.

Moving Resources

When moving a resource from one organization to another the user must have Delete privileges to that resource in its current organization and Create privileges to the resource in the destination organization.

Queue Management

The Identity Verification Queue processes registration messages with the intertraxserver site.

The processing of these messages is dependent on Issuer Certificates. Each workstation has its own certificate. Each workstation must manage its own queued messages. The reason for this is that each workstation certificate is checked for a revocation state when the message is processed. Should an individual workstation certificate be revoked; its messages would not be processed.

Users with Queue Read privileges will be able to view the message queue.

Users with Queue Delete privileges will be able to remove messages that failed to process.

A message must be in an error state before it can be removed. Unprocessed message can't be removed. A message can only be removed by a user with permissions to the resource referenced in the message. If the message is a failed new organization message; removing the failed message will delete the organization.

For new organizations; the organization must be successfully registered before any resources can be created for the organization.

Administrators

System Administrator

The system administrator is the first person that logs into resourceMgr. The first account will have full access to everything.

Administrators are users that have Access: Create, Update and/or Delete capabilities to any organization. While it is possible to assign these privileges individually, usually an administrator would have all.

Administrators can share their privileges. That is, an administrator can create a user and assign identical privileges to that user.

Administrators can't modify their own privileges.

Secondary Administrators

Secondary Administrators are administrators that have fewer privileges than the System Administrator.

Fewer privileges may be in the form of limited Organizations or limited privileges to information.

Example: If a client policy limits the definition of qualifications to State and County personnel. Local administrators could have permissions for managing their users but not have Qualification Create, Update or Delete privileges.

Working with User privileges

Most installations will have a single administrator. In those cases managing security is easy and will never encounter a permission conflict.

Secondary administrators, with limited access to resources, can encounter permission conflicts.

Conflicts could occur by changing existing group permissions. The group may be in use by a user and/or organization the current user doesn't have permissions to. So updating the permissions in the Group would cause a conflict.

Another conflict could occur by selecting a Group/Organization context that creates a permission the current user doesn't have.

When a conflict occurs; the Organization and permission activity will be noted in the message. In the case of Group updates the User will be noted as well.