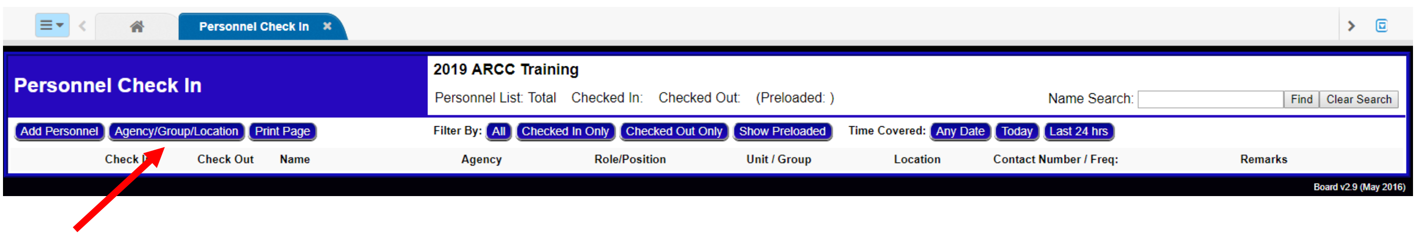
Personnel Check-In

This board serves as a simple sign-in list for all personnel participating in the response to an incident or event. Once populated it also becomes a directory of responding personnel sortable by Agency, Position, and Location.



1. Ensure that your Agency and Group are listed by clicking on the button labeled 'Agency/Group/Location. Once in the Control Menu choose click the corresponding button on the 'View' row.

2. If you need to add an entry to the Agency, Group, or Locations list click the corresponding 'New' button. When finished click the button labelled 'Back to Personnel List'.

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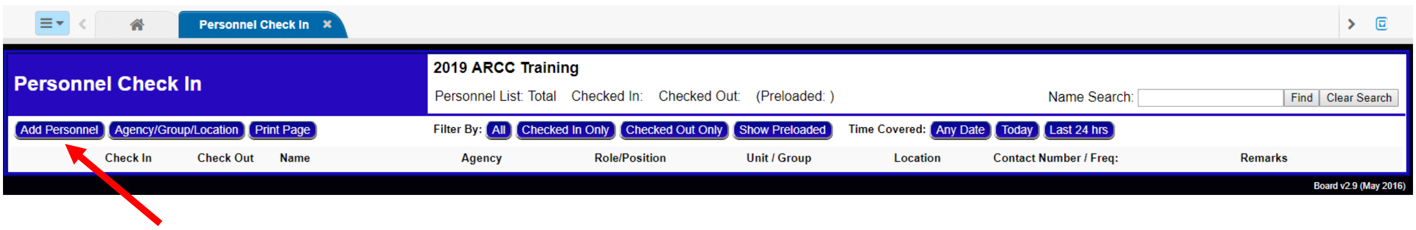
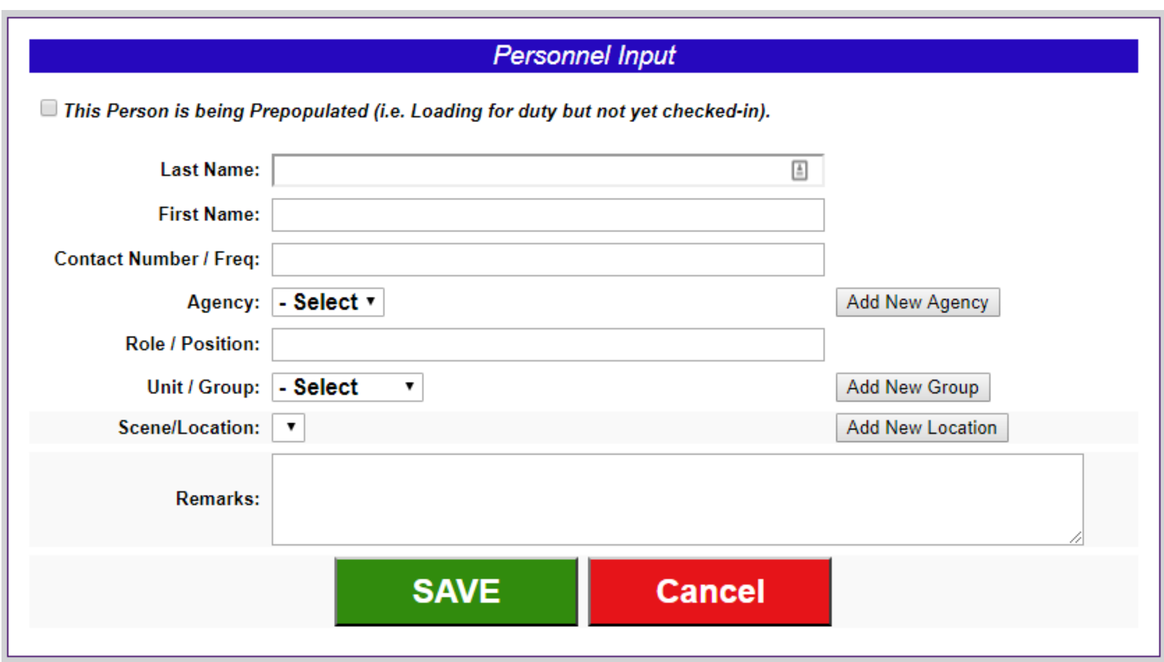


3. Once you have established that your Agency and Group (optional) are on the list, you can create your personnel record. Click on the 'Add Personnel' button.



4. If you are preparing for a scheduled event, check the box in the upper left. Otherwise, go on to the name fields. As you complete the form you will see the dropdowns for Agency, Group, and Location. If you do not see your option, click 'Add New' which will bring you back to the previous steps covered in this guide. Once the form is filled click the 'SAVE' button.

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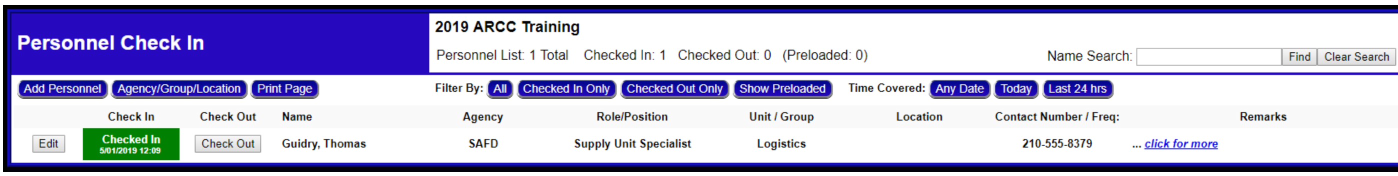

With your record entered into the board you are done. Entries are sorted first by Status (in or out) then by Last Name. Once your shift is over simply click the 'Check Out' button. Begin your next shift by clicking 'Check In'.
There are several filter options as well as a search bar that facilitates locating personnel by Status, Location, Name, etc.

Click the blue link titled '...click for more' will open the record details section where you can find additional remarks and a status history.