
**EAST CENTRAL PENNSYLVANIA
COUNTER TERRORISM TASK FORCE**

TOTAL VISIBILITY

**RESOURCE MANAGEMENT SYSTEM
STUDENT TRAINING GUIDE**



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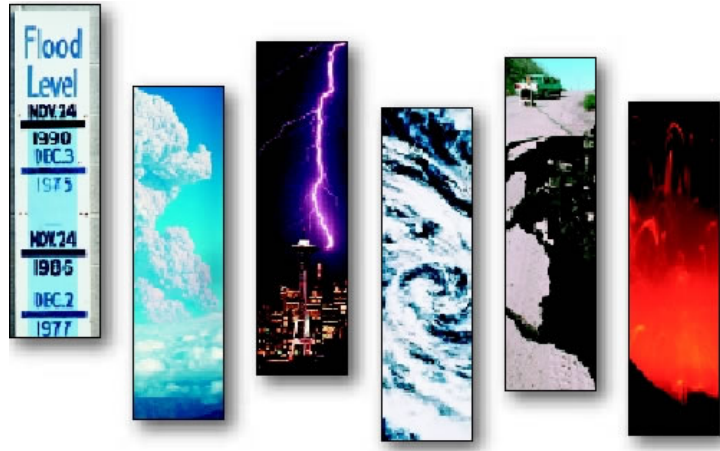


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Lesson One

Overview of
Total Visibility RMS



Objectives:

- How Does It Work?
- Overview of System Components
- What Is Your Role?





Notes:

How Does It Work?

The Total Visibility Resource Management System (RMS) provides an efficient method of collecting, cataloging, and querying resources that may be needed during a disaster or other emergency. With Total Visibility, emergency management personnel have a secure, centralized system where key resources are categorized and accessed to support an emergency response. Total Visibility gives emergency management staff the ability to tag resources with multiple attributes, and provides powerful searching to quickly locate resources. The system enables emergency managers to maintain and print personnel and equipment identification (ID) cards.

Total Visibility also provides notification to other users to review and update their information on a quarterly basis to ensure that information is always accurate. And in the event of a power or Internet outage, the information can be accessed from a portable version of the system, so you're never without the critical resource information you need.

Total Visibility incorporates the use of icons to help simplify functions. The icons and their corresponding functions used in this system include:

	Link to the help portion of the application
	Cancel the current operation
	Accept/Save the current operation
	Edit the information on the respective line
	Delete the information on the respective line
	Add a new resource
	Date selector – pops up a floating calendar to select a date
	Expand/Show – allows users to view a “hidden” section
	Collapse/Hide – allows users to “hide” a visible section

Internet Access

Total Visibility RMS is a web-based application that allows users access to the resource information from any computer that has an Internet connection. This application has been designed to be used by Microsoft Internet Explorer 6.0 or higher. Using other browsers such as Netscape Navigator or Mozilla Firefox may yield unpredictable results.

Special Note: *Pop-up blockers must be disabled to use this application. Also, using the 'Back' and 'Refresh' buttons on your web browser will produce unpredictable results. Use the appropriate navigation buttons designed within the application.*



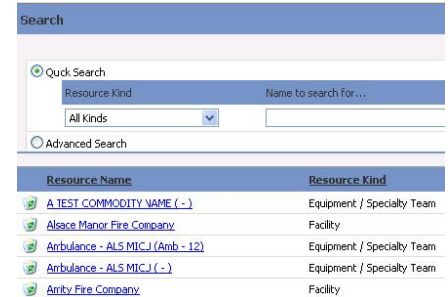
System Components



Notes:

Total Visibility RMS is divided into four (4) different functional areas for you to view and manage data. These include: List View, Resource Cards, Total Visibility GIS, and Administration. Depending on your assigned permissions, you may not have access to all areas.

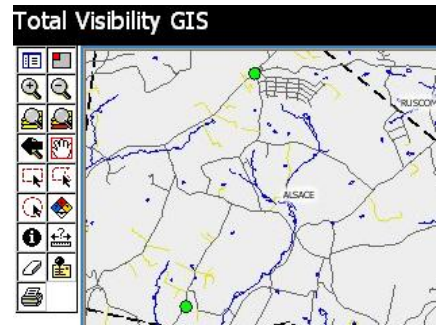
List View is the primary application window. This area of the application allows you to search for resources, use system features, and access administrative functions. By default, all resources for which you have permission are listed in this view upon logging into the system. The resource list is then narrowed, based on your search criteria.



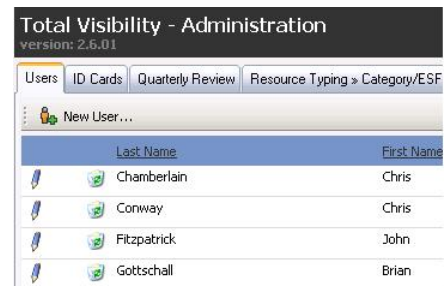
Resource Cards are used for viewing and maintaining information on resources. There are four (4) kinds of resources, including: Organization, Facility, Equipment/Specialty Team, and Personnel.



Total Visibility GIS is a tool designed to allow emergency professionals to visually locate and identify resources in defined proximity to on-going emergencies. The GIS tool provides a means to easily display resource contact information and print reports for emergency operations.



Administrative Functions are used to manage Users, set up Quarterly Reviews, administer ID Cards, provide report functionality, and enable other maintenance features.



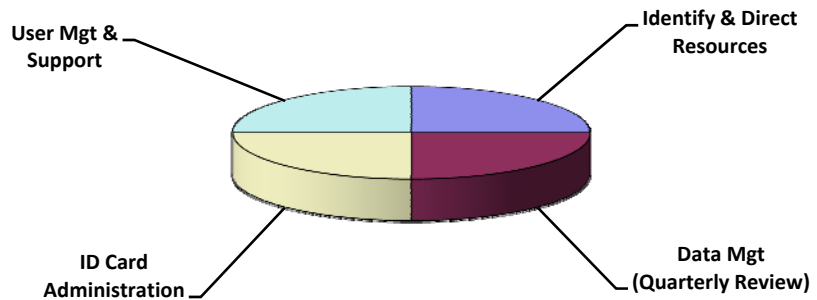


Notes:

Total Visibility RMS Role

County emergency management agencies (EMAs) have four (4) primary roles. These include identifying and directing resources, user management, data management through the quarterly review process, and ID card administration.

Resource owners have two (2) primary roles. These roles are administering organizational users and updating/managing their organization’s resources. County emergency management agencies will usually also be resource owners of the persons, equipment, and facilities assigned to their agencies.



Identify and Direct Resources

You will use Total Visibility to quickly locate and identify the appropriate resources needed to respond to a public emergency. Your selection may be based on several decision criteria, including resource Location, Type, Category, Qualifications and more. When you have identified the resources needed, your role will be to request them for deployment to the emergency.

User Management and Support

There will be many users in Total Visibility within each county who are not part of the county EMA staff. These users are often called "resource owners," and will generally be in charge of updating Total Visibility with information on resources that are under their control. The county EMA will be in charge of adding new resource owners to the system, and then setting them up with the correct privileges. After new users have been added, they then will be able to log in and work with the system.

It will also be your responsibility to make sure resource owners are comfortable using the system and understand their role in the big picture.





Notes:

Total Visibility RMS Role *(Continued)*

Data Management (Quarterly Reviews)

Quarterly Reviews are a way of keeping the resource records up to date. It is important to have the most accurate information when deciding which resources to call during an incident. Even though the resource owners will input their Resources' information when they are first set up, it is important that this information is kept up to date.

Identification (ID) Card Administration

Using ID Cards is a way for an incident commander to keep track of personnel and equipment resources that are under his/her control during an incident. Each Personnel Resource in the system will carry three (3) ID Cards. The Total Visibility RMS has built-in capabilities for requesting and producing these ID Cards. Local resource owners can request cards for their personnel and equipment. The EMA can approve requests for cards, print new cards, and invoice the appropriate agency when applicable.



Lesson Two

Getting to Know
Total Visibility RMS



Objectives:

- Logging In
- The List View Application Window
- Overview of Resources
- Working with Resources in List View





Notes:

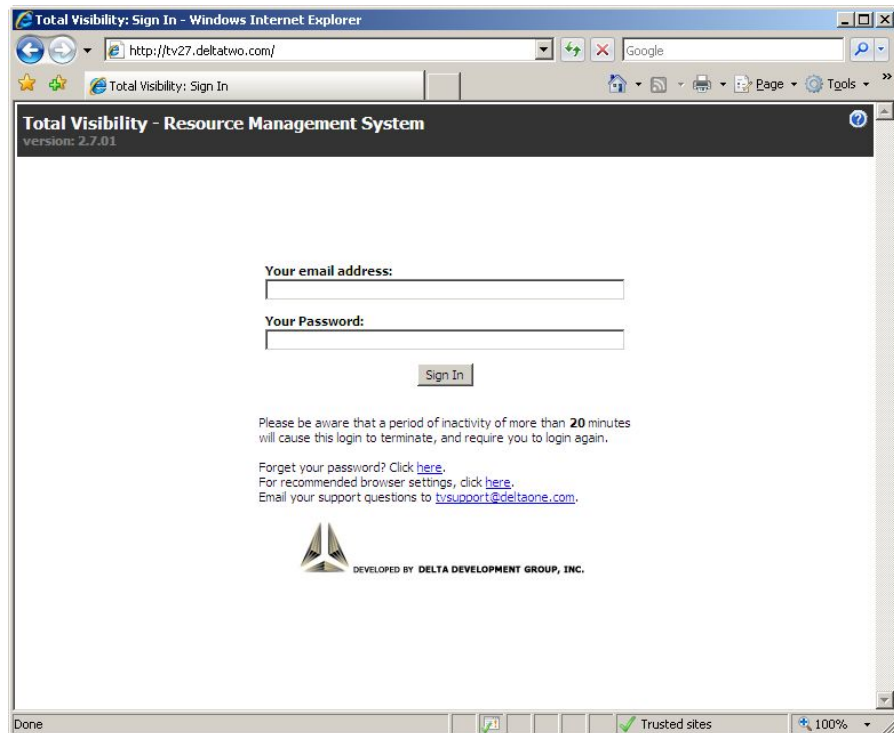
- ➔ Your log in name is usually the same as your email address.

Logging In

Log In Steps

In order to access the Total Visibility RMS:

1. **Enter** the website address into the *Address Bar*.
2. **Enter** a valid “Log in Name” and a “Password” in the spaces provided to sign into Total Visibility.
3. Upon successful log in, you will arrive at the List View page.



Exercise

1. **Click** on the Internet Explorer icon to start your browser.
2. **Type** the web address provided by your instructor into the address bar.
3. Use the **Log in Name** and **Password** provided to you to log in to the Resource Management System.



Recommended Browser Settings




Notes:

The login page contains a link for viewing the recommended browser settings. This page will tell you what your current settings are as well as what the recommended settings are. The following table specifies browser recommendations for Total Visibility:

Browser Setting	Recommendation
Internet Browser	Microsoft Internet Explorer version 6.0 or greater
Popup Blocker	Disabled
JavaScript	Enabled
ActiveX Controls	Enabled (Only for users that will be utilizing the Photo Capture and Print features)
Monitor Resolution	1024 x 768 or greater
Connection Speed	Broadband or faster



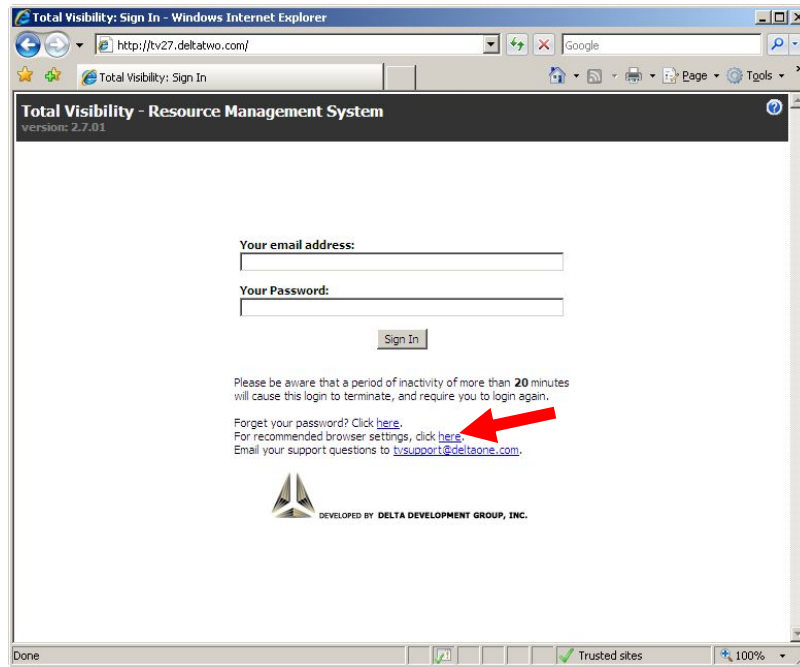
Recommended Browser Settings (Continued)



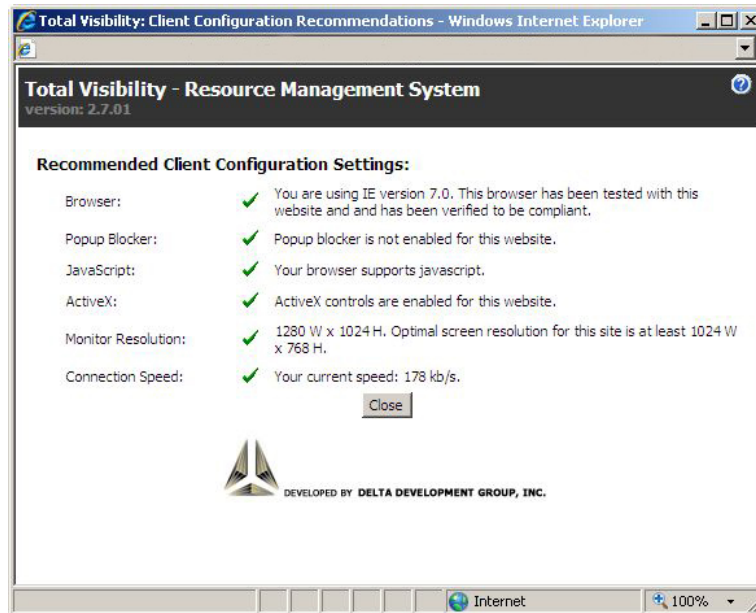
Notes:

View Browser Settings

1. Open the Login Page.




2. Click on the *link* for Recommended Browser Settings.
3. View your settings and recommendations.



The List View Application Window

List View is the main application window in Total Visibility RMS. It provides access to the primary features you will use in the program, including:

- The Resource List
- Searching Functions
- Toolbar Features
- Administrative Features
- Help



Notes:

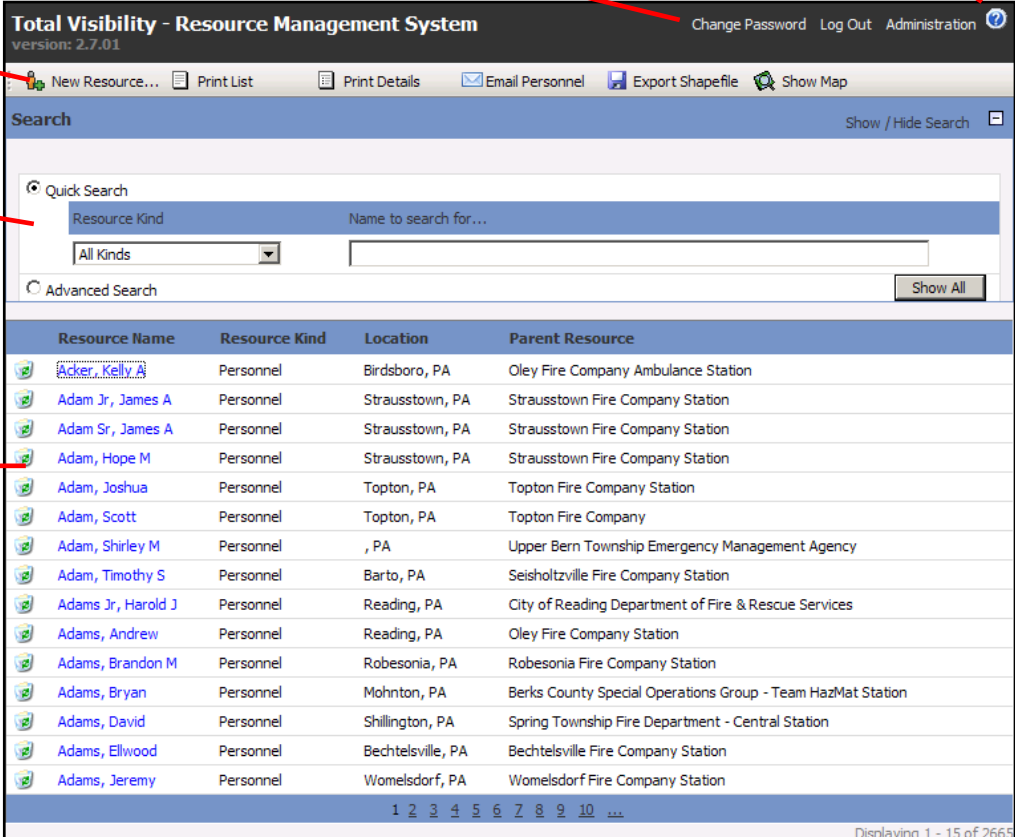
Admin Features & Log out

RMS Tool Bar

Searching

The Resource List

The Help Function



Resource Name	Resource Kind	Location	Parent Resource
Acker, Kelly A	Personnel	Birdsboro, PA	Oley Fire Company Ambulance Station
Adam Jr, James A	Personnel	Strausstown, PA	Strausstown Fire Company Station
Adam Sr, James A	Personnel	Strausstown, PA	Strausstown Fire Company Station
Adam, Hope M	Personnel	Strausstown, PA	Strausstown Fire Company Station
Adam, Joshua	Personnel	Topton, PA	Topton Fire Company Station
Adam, Scott	Personnel	Topton, PA	Topton Fire Company
Adam, Shirley M	Personnel	, PA	Upper Bern Township Emergency Management Agency
Adam, Timothy S	Personnel	Barco, PA	Seisholtzville Fire Company Station
Adams Jr, Harold J	Personnel	Reading, PA	City of Reading Department of Fire & Rescue Services
Adams, Andrew	Personnel	Reading, PA	Oley Fire Company Station
Adams, Brandon M	Personnel	Robesonia, PA	Robesonia Fire Company Station
Adams, Bryan	Personnel	Mohnton, PA	Berks County Special Operations Group - Team HazMat Station
Adams, David	Personnel	Shillington, PA	Spring Township Fire Department - Central Station
Adams, Ellwood	Personnel	Bechtelsville, PA	Bechtelsville Fire Company Station
Adams, Jeremy	Personnel	Womelsdorf, PA	Womelsdorf Fire Company Station

List View provides access to all of the resources in the database for which the viewer has permission. Features include ‘**Change Password**,’ ‘**Log Out**,’ and the ‘**Review**’ and ‘**Administration**’ tools. Only County EMA Users assigned with administrative rights will have access to the Review and Administration tools.

Users can print several different reports and add/delete resources. A ‘**Quick Search**’ and ‘**Advanced Search**’ functionality is also built into the system and can be utilized from the main resource management listing page. Users have the ability to map resources and perform special searches.



Overview of Resources



Notes:

The Four Kinds of Resources

Total Visibility manages four (4) **Resource Kinds** – Organization, Facilities, Personnel, and Equipment/Specialty Team. Each Resource that is entered into Total Visibility can be further described through NIMS Typing, Associations, and other attributes that provide clarification on its intended use. The four (4) Resource Kinds are:

Organizations – agencies and entities owning resources in the system.

Facilities – Buildings owned by organizations, such as fire stations, convention centers, schools, and other such structures that house resources (i.e., equipment) that may be used in an emergency.

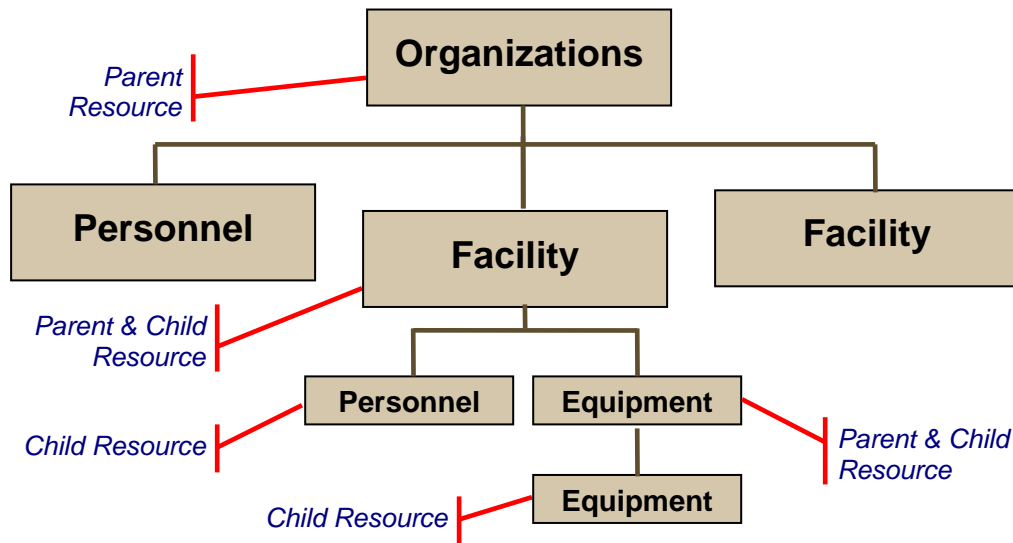
Personnel – First responders, volunteers and other personnel that may be assigned to assist in an emergency event.

Equipment/Specialty Team – This resource category includes trucks, supplies, tools, and other equipment. It also includes strike teams and other specialty groups that may be requested during an emergency.




Overview of Resources (Continued)

How are Resources Related?



Parent and child relationships define associated resources. The parent resource “owns” other child resources. For example, ABC Fire Company (an Organization/Parent Resource) may have a Fire Station #1/Child Resource. Fire Station #1 may have a pumper engine (child resource) that has a 105’ aluminum ladder (child resource).

Resources can have a Parent and/or a Child Association. Resources can have several associated resources identified within its record.



Notes:



Overview of Resources (Continued)



Notes:

Opening a Resource in List View

By default, the Resources listed are in alphabetical order across several listing pages. There are 15 Resources listed per page. You can see in the illustration below that there are five (5) pages of Resources and a total of 71 Resources in the database. One way of opening a Resource is by selecting the page with the Resource you want and the selecting the Resource you want to view.

Steps

1. Click on the appropriate number in the *Page Navigator* to find your Resource.
2. Click on the [blue resource link](#) to open its Resource Card.

Resource Name	Resource Kind	Location	Parent Resource
Alsace Manor Fire Company	Facility	Temple, PA	Berks County
Ambulance - ALS MICU (Amb - 12)	Equipment / Specialty Team	, PA	Bethel Ambulance Station #1
Ambulance - ALS MICU (-)	Equipment / Specialty Team	, PA	East Central PA Counter Terrorism Task Force
Ambulance - ALS MICU (-)	Equipment / Specialty Team	Sinking Spring, PA	Fritztown Fire Company
Amity Fire Company	Facility	Douglassville, PA	Berks County
Bally Ambulance	Facility	, PA	Berks County
Bally Goodwill Fire Company	Facility	Bally, PA	Berks County
Barto Fire Company	Facility	Barto, PA	Berks County
Bechtelsville Fire Company	Facility	Bechtelsville, PA	Berks County
Berks County	Organization		East Central PA Counter Terrorism Task Force
Berks County Communications Center	Organization		Berks County
Berks County Emergency Management	Organization		Berks County
Berks County Special Operations Group - Team HazMat	Organization		Berks County
Berks Emergency Strike Team	Facility	Reading, PA	Berks County
Bernville Fire Company	Facility	Bernville, PA	Berks County

Resource Link

Page Navigator

Status Bar

Displaying 1 - 15 of 71



Overview of Resources (Continued)

Understanding the Resource Card Layout

Every Resource in Total Visibility has a Resource Card containing information to describe it. The illustration below depicts the upper section of the card that provides identification, status, and contact information, while the bottom of the Resource Card has a tabbed Information Catalog to facilitate Resource selection and profiling.

Resource Cards appear very similar; however, each of the four (4) kinds of resources has a unique set of information requirements.

Total Visibility - Resource Management System
version: 2.7.01

Save New Child Resource Print Details Request ID Cards Close

Resource Kind: **Organization**

Name: Notes:

First Name:

Last Name:

Address 1:

Address 2: Geocode

City: State: Zip:

Primary Phone: 24 hour Phone:

Mobile:

Fax:

Web:

Status:

New Association Switch Parent Refresh

Resource Name	Resource Kind	Relation
East Central PA Counter Terrorism Task Force	Organization	Parent
Albany Township	Organization	Child
Alsace Manor Fire Company	Organization	Child
Alsace Township	Organization	Child
American Red Cross - Berks County	Organization	Child

Associated Resources Resource Typing Usage & Situations Attachments History Misc. Security

Notes:

Identification and Contact Information

A description of all Resource card fields is located in the Glossary of this guidebook.

Information Catalog

Information Catalog Items

Notice the tabbed sections across the bottom of the Information Catalog. The *Associated Resources* tab is selected. Each tabbed section contains information describing the resource in greater detail.

Associated Resources – The *Associated Resources* tab lists the associations that have been made to the resource.

NIMS Resource Typing – Resources can be “typed” using the NIMS resource typing definitions. The user can search the management system for the Resource based upon its type.



Overview of Resources *(Continued)*



Notes:

Understanding the Resource Card Layout *(Continued)*

Usage and Situations – A Resource can be associated with the type of usage or situation that fulfills the nature of the circumstances. This tab will simply contain a checkbox list of all of the defined Usage and Situations, and the user will have the ability to designate which ones apply to the given Resource. The Usage and Situation will also be searchable in the search sections of the site. For example, any resources categorized with a situation of “flood” would be listed when searching for “flood.”

Attachments – Documents and file images may be included in the resource’s information. Users may select and attach files by browsing their file storage systems. Due to the potential storage space that this feature could consume, use will be dependant on local policies.

History – When a Resource Card is modified, the History tab is populated with the date, time, and user name. This information is automatically updated and may not be edited.

Misc. – This tab will normally be populated automatically by the geocoding function of the system. If the geocoder is unable to discern the location based on the address provided, users may enter the latitude and longitude in the Miscellaneous tab.


Other Information Catalog Items Specific to Personnel Resource Cards

Qualifications – The Qualifications information tab is used to track Personnel qualification and training. Since Qualifications are standardized, it is possible to use the Advanced Search tool to look for individuals with particular skill sets.

Medical Info – The ability to maintain basic Medical information is also available for Personnel Resources. Once the medical information has been entered, the user may review the information by clicking on the Medical Report at the top of the Resource Card.



Overview of Resources (Continued)



Notes:

Locating Resources through Associations

One of the more progressive features of Total Visibility RMS is the ability to locate and find resources through their associations. This can be useful when you are looking for people or equipment that may be located at a certain facility or organization.

Steps

1. With a Resource Card open, **select** the *Associated Resources* tab, if it is not done so already.

Special Note: You will notice a list of associated parent and/or child relationships in the display area.

2. **Select** the [resource link](#) that you are looking for, or one that you feel will bring you closer to your goal.

Resource Name	Resource Kind	Relation
East Central PA Counter Terrorism Task Force	Organization	Parent
Albany Township	Organization	Child
Alsace Manor Fire Company	Organization	Child
Alsace Township	Organization	Child
American Red Cross - Berks County	Organization	Child

Associated Resources | Resource Typing | Usage & Situations | Attachments | History | Misc. | Security

Exercise

Challenge: Use the card assigned by the instructor to locate an associated child resource.



Working with Resources in List View



Notes:

➔ The Location column cannot be sorted.

Column Headings

Sorting in List View

The List View resource area listing page contains four (4) column headings:

- Resource Name
- Resource Kind
- Location
- Parent Resource

Steps

1. **Click** on the 'Resource Name' header to sort alphabetically by name, in ascending or descending order.
2. **Click** on the 'Resource Kind' header to organize the listing by resource.

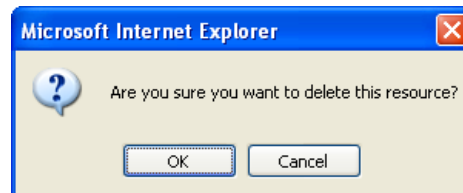
Resource Name	Resource Kind	Location	Parent Resource
Alsace Manor Fire Company	Facility	Temple, PA	Berks County
Ambulance - ALS MICU (Amb - 12)	Equipment / Specialty Team	, PA	Bethel Ambulance Station #1
Ambulance - ALS MICU (-)	Equipment / Specialty Team	, PA	East Central PA Counter Terrorism Task Force
Ambulance - ALS MICU (-)	Equipment / Specialty Team	Sinking Spring, PA	Fritztown Fire Company
Amity Fire Company	Facility	Douglassville, PA	Berks County

Deleting a Resource

Resources can be easily deleted by using the *recycle bin* as seen in the above screen capture.

Steps

1. **Find** the Resource you wish to delete.
2. **Click** on the *recycle bin* next to its *Resource Name*.
3. You will be presented with a confirmation question.



4. **Click** the *OK* button to finish deleting the resource.



Working with Resources in List View *(Continued)*



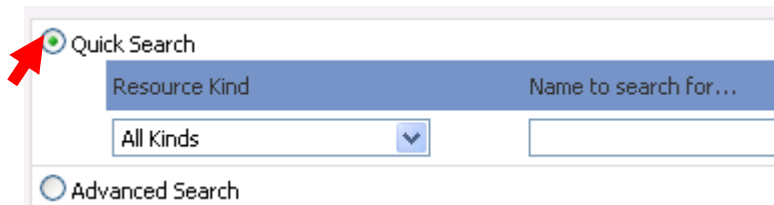
Notes:

Using Quick Search

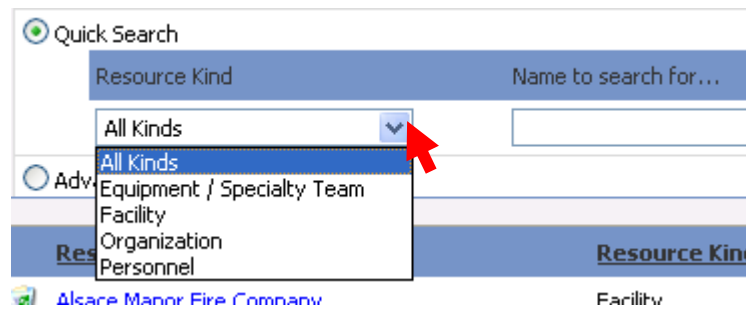
Quick Search is best used when you know the name of the Resource you are searching for. Once you begin typing its name in the Search field, Quick Search will begin to present you with resources based on your input. The more you type, the narrower your list will become.

Steps

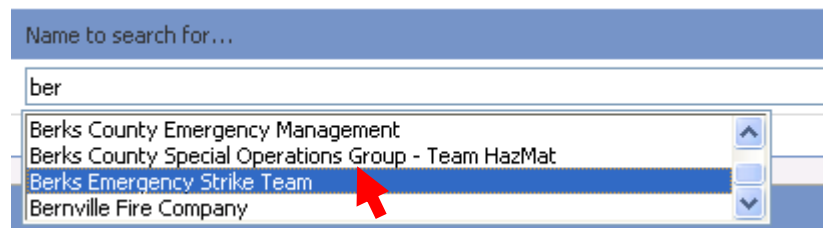
1. **Verify** that the quick search option is selected.



2. **Choose** the Resource Kind from the drop list (optional).



3. Begin **typing** the name of the resource you are searching for.



4. When you have located the correct resource, **double-click** it to open its Resource Card.

Exercise

Use Quick Search to find a Facility Resource provided by your instructor.



Working with Resources in List View *(Continued)*



Notes:

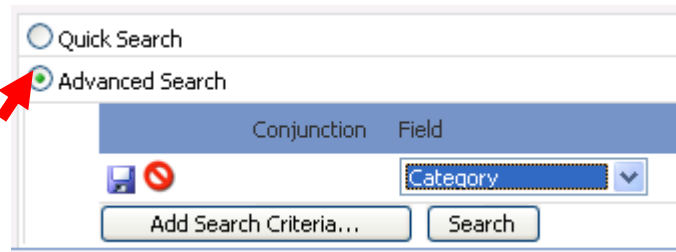
Using Advanced Search

Advanced Searches consist of a query builder, which allows you to specify the fields you would like to search. Fields are taken from the Resource Card and its Information Catalog. Once you specify the Field, the Conditions and Criteria will change to match the type of field you are searching on.

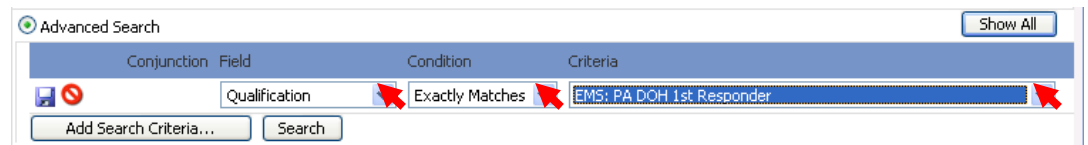
After you have put in one field's criteria, you can add more field equations to narrow your results further.

Steps

1. To begin, **click** on the Advance Search option.

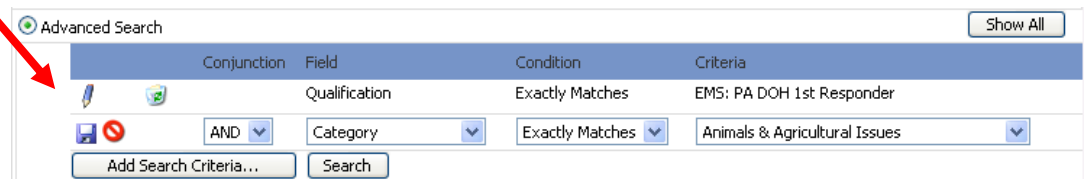



2. **Choose** the Field, Condition, and Criteria from their corresponding drop down lists.




Compare

3. **Click** the Add Search Criteria button to accept the search statement and to start a new one. *(Compare the image above with the one below.)*



4. Once you have finished adding search statements, **click** the Save  icon to finish building your search (optional step on last criteria selection).

5. To remove a search statement you have already created, **click** the Cancel  icon.



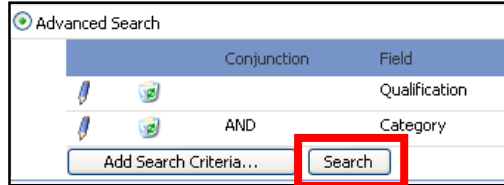
Working with Resources in List View *(Continued)*



Notes:

Using Advanced Search *(Continued)*

6. Finally, click the *Search* button to display your results in the List View area.

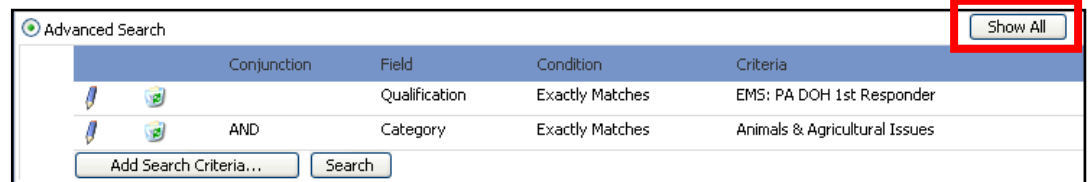


Special Note: In some cases, a search statement may display no results. In such cases, you will see the following statement:



Show All

The *Show All* button restores your List View area to its default listing of all resources for which the viewer has permission to view.



Steps

1. Click *Show All* to restore the List View Area to its default listing.



Working with Resources in List View (Continued)



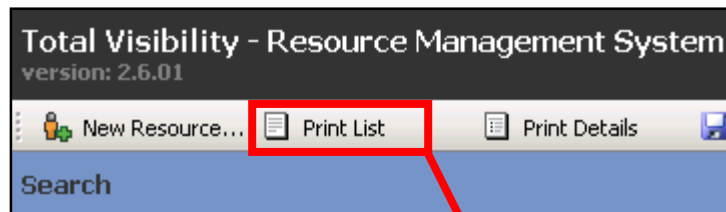
Notes:

Using Print Tools to Display Results

In the main tool bar in List View, you will notice two (2) print buttons. These buttons create instant reports that include the Resources you have displayed in your list area. The **Print List** option creates a report that matches the information in your list area. The **Print Detail** report displays all the information that has been recorded in the Resource Card for every resource in your listing.

To print the Resource Data to a report:

1. **Click** on the *Print List* or the *Print Detail* button in List View. Depending on which button you choose, the corresponding report will be display on your screen.
2. To print the report, **click** on the *Print...* button.
3. **Select** the printer of your choice and **click OK**.
4. **Click** on the *Print* button to print the document; or
5. **Click** on *Cancel* to cancel the printer options.




http://tv26ecpcttf.deltatwo.com - Total Visibility: Resource Listing - Microsoft Internet Explorer

Total Visibility: Resource Listing 12/6/2006 5:13:25 PM Print...

Resource Name	Resource Kind	Location	Parent Resource
Alsace Manor Fire Company	Facility	Temple, PA	Berks County
Ambulance - ALS MICU	Equipment / Specialty Team	, PA	Bethel Ambulance Station #1
Ambulance - ALS MICU	Equipment / Specialty Team	, PA	East Central PA Counter Terrorism Task Force
Ambulance - ALS MICU	Equipment / Specialty Team	Sinking Spring, PA	Fritztown Fire Company
Amity Fire Company	Facility	Douglassville, PA	Berks County
Bally Ambulance	Facility	, PA	Berks County
Bally Goodwill Fire Company	Facility	Bally, PA	Berks County
Barto Fire Company	Facility	Barto, PA	Berks County

Done Internet

6. **Click** on the *Close*  button in the report window to close the list.



Working with Resources in List View *(Continued)*



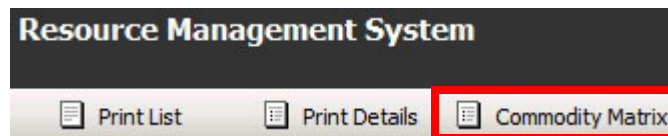
Notes:

Commodity Matrix Report

In the main toolbar in List View, you will also find a Commodity Matrix button. This button will open a report that displays all equipment resources from the Resource Listing selection, all questions associated to the selected equipment and any applicable answers in a matrix format. Each of the equipment resources has a link to the Resource Card itself as well as a link to its parent resource. The report can also be exported to Microsoft Excel for further analysis.

To open and print the Commodity Matrix Report:

1. **Click** on the *Commodity Matrix* button in List View.

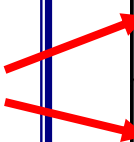


Export to Excel

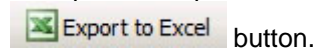
	Is this unit all wheel drive?	Is this unit equipped with a snow plow?
Car (C23 - 419) Friendship Fire Company	No	No
Car (C34 - 833) Friendship Fire Company	Yes	No

*N/A - Question is not applicable for this commodity

Hyperlinks to Resource Cards

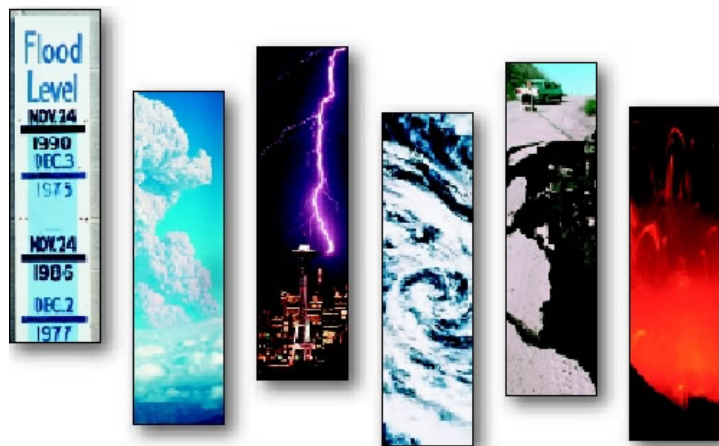


2. To export the report to Microsoft Excel, **click** on the *Export to Excel*



Lesson Three

Managing Resources



Objectives:

- Adding a Resource from List View
- Organization Resources
- Facility Resources
- Equipment/Specialty Team Resources
- Personnel Resources





Notes:

➔ For more information on entering and editing Resource Cards, turn to the next section on "Navigating and Editing the Resource Card."

The Copy Parent Feature



Adding a Resource from List View

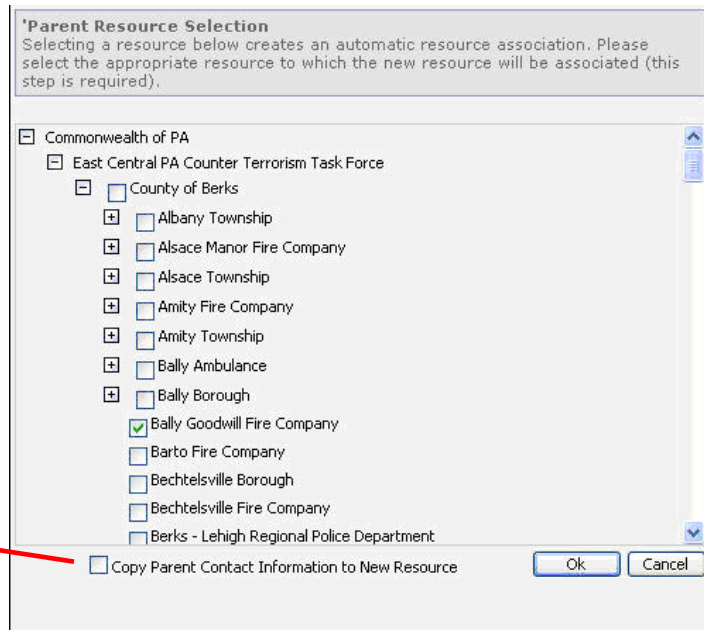
There are two (2) places you can add resources in Total Visibility including List View and the Resource Card. In this section we will look at adding a Resource from the List View window.

Choosing the Parent Organization

The first step in creating a new resource is to properly assign the resource to a Parent Resource. The software will automatically create a [link](#) within the Association Tab of the Resource Card. The link allows users to easily navigate to other associated resources in Total Visibility through their common Parent relationship.

Steps

1. To add a new resource, **click** the *New Resource* button, from the tool bar in List View. (This will display the 'Parent Resource Selection' window.)
2. **Use** the *Expand*  button to locate the Parent Resource.
3. **Click** in the check box  next to the Parent Resource indicating your selection.
4. If the Parent Resource has the same address and contact information as the new resource you are creating, **select** the *Copy Parent Contact Information to New Resource* to automatically fill in the address information in the new Resource Card.



5. **Click** *OK* to create a new Resource Card.





Notes:

Adding a Resource from List View *(Continued)*

Selecting the Resource Kind

Once a parent organization has been identified, Total Visibility will then require you to specify the Resource Kind.

Steps

1. To select a Resource Kind, **select** the drop down arrow to expand the list of available Resource Kinds.

Naming the New Resource


Resources are named differently, depending on their Resource Kind. Personnel Resources are specified by both First and Last Name fields. Organization and Facility Resources only require one Name field. Equipment Resources are automatically given their name by specifying their Discipline and Commodity Types.

Steps

1. For non-Equipment Resources, **type** the resource's name and social security number in the appropriate fields.

2. For Equipment Resources only, you will be required to select from a list of pre-identified disciplines, commodity types, and commodity names.





Notes:

Adding a Resource from List View *(Continued)*

Equipment/Specialty Team Resources:

1. Select the appropriate *Discipline* from the drop-down list.

Equipment / Specialty Team

Discipline: [Select Discipline] ▼

Type: [Select Discipline]
Discipline - Multiple

Commodity: EMS/Medical
Fire-Rescue
Hazardous Materials
Law Enforcement

2. The Discipline you choose will determine the list of Types that can be subsequently used to better categorize your resources. **Select** the commodity “type” to continue naming the Resource.

Equipment / Specialty Team

Discipline: Fire-Rescue ▼

Type: [Select Commodity Type] ▼

Commodity: [Select Commodity Type]
Apparatus/Vehicles
Collapse Rescue Resources
Confined Space Rescue Resources

3. As the final step in naming Equipment Resources, select the commodity name from the *Commodity* drop-down list.

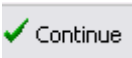
Equipment / Specialty Team

Discipline: Fire-Rescue ▼

Type: Apparatus/Vehicles ▼

Commodity: [Select Commodity Type] ▼

[Select Commodity Type]
Air
Airport Crash
Attack
ATV
Brush

4. Choose the  button to complete the naming process and start a new Resource Card.



Entering/Editing Organization Resources



Notes:

Example of TAB Order

Navigating and Editing the Resource Card

After selecting the Resource Kind and naming the new Resource, Total Visibility will present a blank Resource Card. The upper portion of the form is used to maintain contact information, notes, and the resource's 'Status.' The lower tabbed area of the Resource Card is for maintaining additional profile information related to the Resource. Organization Resources are unique in that they can only be added by System Administrators (usually county EMAs). Additionally, Organization Resources do not show up in the GIS Mapping module.

Total Visibility - Resource Management System
version: 2.7.01

Save New Child Resource Print Details Request ID Cards Close

Resource Kind: **Organization**

Name: Notes:

First Name: ①

Last Name: ②

Address 1: ③

Address 2: ④ Geocode Status: Available

City: ⑤ State: ⑥ PA Zip: ⑦

Primary Phone: ⑧ 24 hour Phone: ⑨

Mobile: ⑩

Fax:

Web:

New Association Switch Parent Refresh

Resource Name	Resource Kind	Relation
County of Berks	Organization	Parent
Mount Penn Fire Company Station	Facility	Child

Associated Resources Resource Typing Usage & Situations Attachments History Misc. Security

Steps

1. **Use your mouse or tab** to the field you would like to edit. This will place the insertion point in the cell and activate it for editing. You may now begin typing.
2. **Move to another cell** by using your mouse as explained in Step 1, or by using the TAB key to progress through the TAB order.



Entering/Editing Organization Resources (Cont.)



Notes:

Using Resource Profile Information

The History Tab

Earlier in this course, we learned that there are many different kinds of information about each Resource. The Profile Information located in the bottom half of the Resource Card is broken into several tabbed sections to allow you to quickly access the information you need. The *History* tab keeps an audit trail of any updates or changes made to the Resource. This is how system administrators will track user activities to ensure that data is being managed responsibly.

Review the column headers to become familiar with the information maintained in the Resource history.

Column Headers

Date/Time	Activity	User	Note
5/3/2007 9:32:10 AM	Removed Association	John Fitzpatrick	Engine
5/1/2007 2:41:42 PM	Removed Association	Chris Conway	Fick, Leonard
5/1/2007 2:41:29 PM	Removed Association	Chris Conway	Waldman, Anthony
5/1/2007 2:41:27 PM	Removed Association	Chris Conway	Waldman, Steven
5/1/2007 2:41:25 PM	Removed Association	Chris Conway	Warner, Christopher
5/1/2007 2:41:22 PM	Removed Association	Chris Conway	Wertz, Jeffrey
5/1/2007 2:41:20 PM	Removed Association	Chris Conway	Wertz, Michael
5/1/2007 2:41:18 PM	Removed Association	Chris Conway	Wertz, Michael

Associated Resources	Resource Typing	Usage & Situations	Attachments	History	Misc.	Security
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Entering/Editing Organization Resources (Cont.)



Notes:

➔ ID Card Information can only be established by a System Administrator.

➔ Each 'Organization Name' field allows for up to 18 characters. Some names will have to be divided between Name 1 and Name 2 in order to print properly on the ID Card.

Using Resource Profile Information (continued)

The Misc. Tab

In the Misc. tab, organizations have an 'ID Card Information' sub-form that Facility Resources do not. This sub-form is where system administrators define the card type printed for the organization. It is also where the organization's name will be displayed on the personnel and equipment ID cards.

The Card Type field specifies the primary discipline of the organization. ID Cards are color-coded according to discipline. The following chart is a color matrix that depicts the card color for each discipline and will be printed on the ID card.

EMA	Tan	
EMS-Medical	Light Blue	
Fire	Red	
HAZMAT	Lime Green	
Other	White	
Police	Grey	
Public Works	Orange	

Steps

1. **Select** the Card Type from the drop-down list.

2. **Type** in the Organization Name(s) and Identifier information.





Notes:

Entering/Editing Organization Resources *(Cont.)*

Using Resource Profile Information *(continued)*

The Security Tab

The *Security* tab provides a view of users who have access to the active Resource Card. It also displays the permission levels for each user. Administrative users can update or modify permissions for users under their authority. Information on updating user permissions is covered in the User Administration section of the training guide.

User Name	Access Level	Reviewer	Administrator	Qualification	Med Info	Inherit Permissions
Conway, Chris	Read/Write		✓	✓	✓	✓
Conway2, Chris	View Only					✓
Fitzpatrick, John	Read/Write		✓	✓	✓	✓
Gottschall, Brian	Read/Write		✓	✓	✓	✓
Kehl, Barbara	Read/Write					✓

Associated Resources | Resource Typing | Usage & Situations | Attachments | History | Mis | **Security**

Exercise

Special Note: Exercise to be completed only during system administrator training.

Create a new fire company (Organization) Resource. Use the *Miscellaneous* tab to specify the ID Card type and Organization Name.





Notes:

Entering/Editing Facility Resources

Navigating and Editing the Resource Card

The Total Visibility Resource Card for Facility Resources is very similar to Organizations. The Facility Resource card presents two (2) additional fields not found with Organizations. These include *Municipality* and *Capacity*.

Please view the illustration below for the location of the additional fields.

Total Visibility - Resource Management System
Version: 2.7.0.1

Save New Child Resource Print Details Request ID Cards Close

Resource Kind: **Facility**

Name: Notes:

First Name:

Last Name:

Address 1:

Address 2: Geocode

City: State: Zip:

Primary Phone: 24 hour Phone:

Mobile:

Fax:

Web:

Municipality: ...

Status:

Capacity:

New Association Switch Parent Refresh

Resource Name	Resource Kind	Relation
Mount Penn Fire Company	Organization	Parent
Arndt, Megan	Personnel	Child
Arndt, Nathan	Personnel	Child
Belschwinder, Timothy	Personnel	Child
Chamberlain, Christopher	Personnel	Child

Associated Resources Resource Typing Usage & Situations Attachments History Misc. Security

Municipality Steps

1. To choose a Municipality, **click** on the *Find* button to display the *Location Selection* window.
2. From the *Location Selection* window, **drill down** to the Municipality by using the *Expand List* icon.
3. **Scroll** through the list of Municipalities and **click** on the correct one to select it.



Entering/Editing Facility Resources *(Continued)*



Notes:

Navigating and Editing the Resource Card *(continued)*

Capacity

This field is used only by Red Cross organization managers designating information about mass care shelters. It designates the maximum sleeping capacity for the facility.

Special Note

The Address 1 and Municipality fields are particularly important on the facility type Resource Card as these fields are used by the geocoder to establish the latitude and longitude of the facility for the mapping portion of the system. Users should be particularly careful to ensure accuracy when entering data in these fields on this card type.

Additionally, users should be certain to enter a true physical street address (as would be assigned on a county street centerline reference file) in the Address 1 field. Suite numbers, apartment numbers, PO Boxes, lot numbers, etc. should only be put in the Address 2 field.

Following these procedures will increase the likelihood of an accurate latitude and longitude being returned for the facility.



Entering/Editing Facility Resources (Continued)

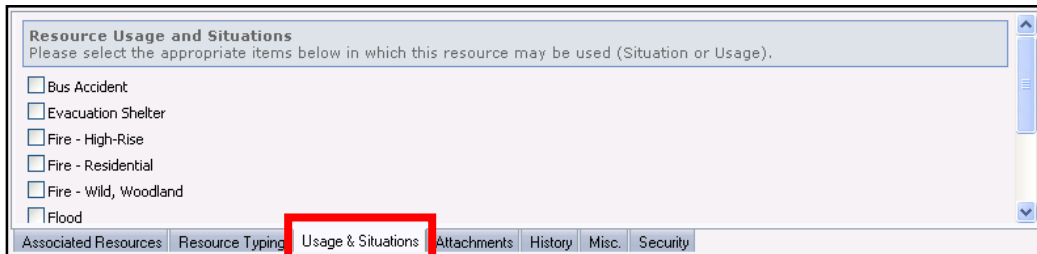


Notes:

Using Resource Profile Information

The Usage & Situations Tab

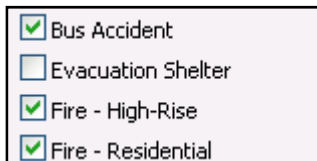
The Usage & Situations tab is used as another way to categorize Resources over and above the NIMS typing system. In this section, more than one usage and situation



can be selected for a given Resource.

Steps

1. Click on one or more check boxes to mark the Usage & Situation(s) for the active resource.





Notes:

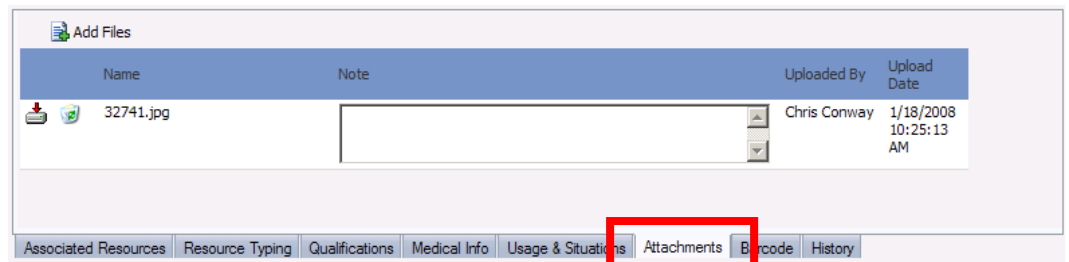
Entering/Editing Facility Resources (Continued)

Using Resource Profile Information (continued)

The Uploading Attachments Tab

Special Note: Due to the potential for consuming large amounts of storage space, attachments should only be uploaded when directed by system administrators.

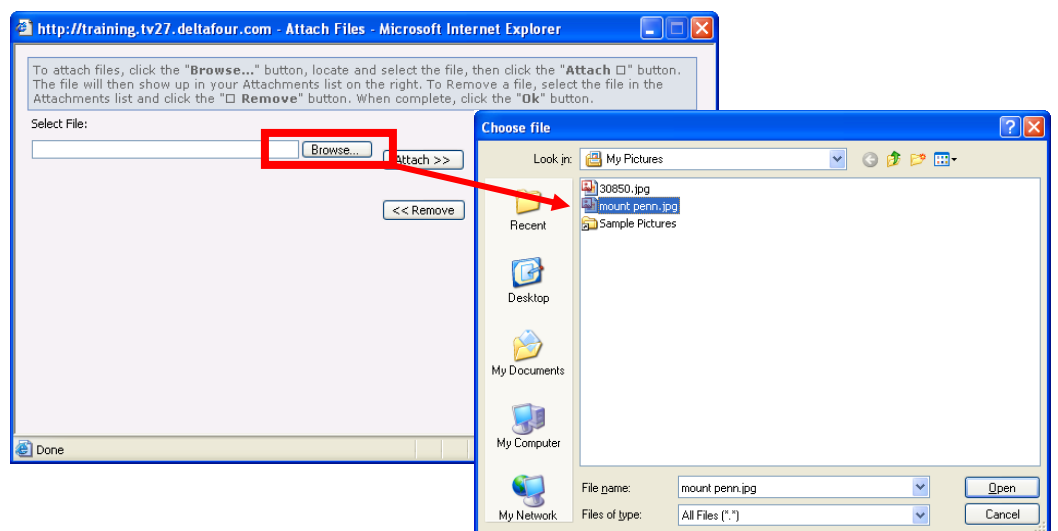
All Resource Kinds have a tab section for uploading attachments. This area allows users to maintain electronic documents, pictures, and other files directly within the Resource Card. Once attachments are uploaded to the Resource Card, they can then be opened or saved to a local PC workstation.



Uploading an Attachment

Steps

1. Choose **Add Files...** from the Attachments tab to launch the *Attach Files* window.
2. From the *Attach Files* window, choose the *Browse* button to launch the *Choose File* window.


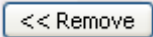



Entering/Editing Facility Resources (Continued)



Notes:

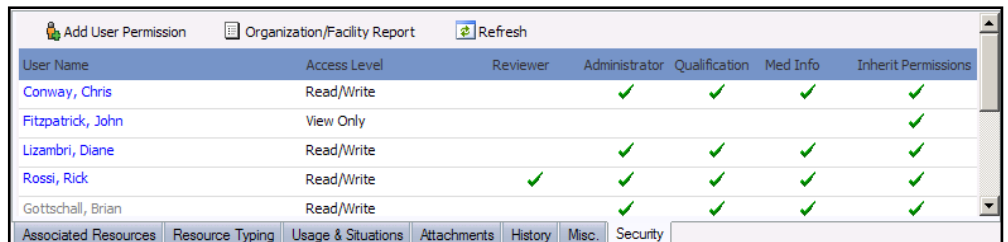
Uploading an Attachment (continued)

3. **Select** the file that you wish to upload and **click** *Open* to return its address to Total Visibility's *Attach Files* window.
4. **Click** the  button to add the file to the *Attachments* list. For additional attachments, repeat steps 2 – 4. If you change your mind about a specific file, **use** the  button to remove it from the list.
5. When all file selections have been made, **click**  to add the file(s) to the Resource Card.

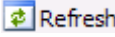
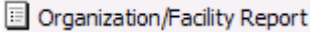

Using the Security Tab

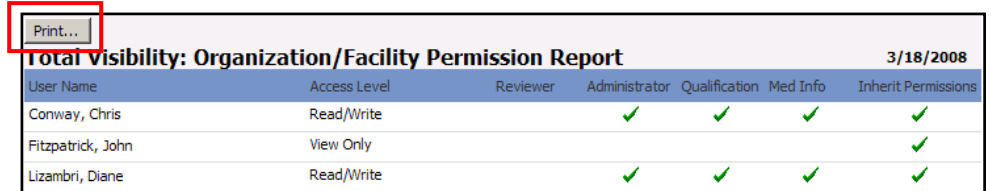
Steps

1. The *Security* tab provides a quick method for viewing the users who have been granted access to the resource. The Access Level (Read/Write, View Only, etc.) as well as specific security rights such as Administrator access are displayed. The tab allows for three functions to be performed.



User Name	Access Level	Reviewer	Administrator	Qualification	Med Info	Inherit Permissions
Conway, Chris	Read/Write		✓	✓	✓	✓
Fitzpatrick, John	View Only					✓
Lizambri, Diane	Read/Write		✓	✓	✓	✓
Rossi, Rick	Read/Write	✓	✓	✓	✓	✓
Gottschall, Brian	Read/Write		✓	✓	✓	✓

2. **Click** the  **Refresh** button to force the tab to check for any changes that may have occurred to the security of the resource.
3. **Clicking** the  **Organization/Facility Report** button opens a new window that displays a printable version of the *Security* tab information. To print the report, **click** the  button in the upper left corner of the report.



Total Visibility: Organization/Facility Permission Report 3/18/2008

User Name	Access Level	Reviewer	Administrator	Qualification	Med Info	Inherit Permissions
Conway, Chris	Read/Write		✓	✓	✓	✓
Fitzpatrick, John	View Only					✓
Lizambri, Diane	Read/Write		✓	✓	✓	✓



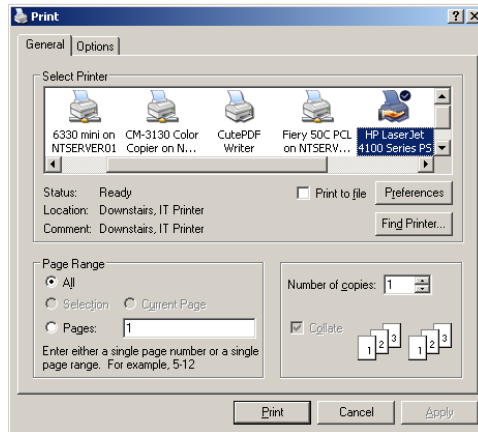


Notes:

Entering/Editing Facility Resources (Continued)

Using the Security Tab (continued)

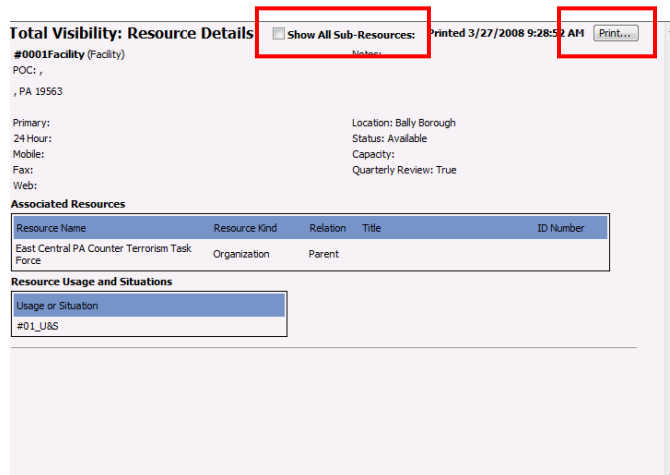
- A Print Dialog box will open. This dialog box is controlled by the web browser, not the Total Visibility application. **Adjust the settings** as necessary and **click the Print...** button.



Summary Report

Steps

- At the top of the Resource card, **click the Summary Report** button.
- A new window will open displaying the Resource Details report. There are two controls.
- Checking the Show All Sub-Resources:** checkbox will re-generate the report adding all of the resource's dependents, the children of those dependents, their children, etc.



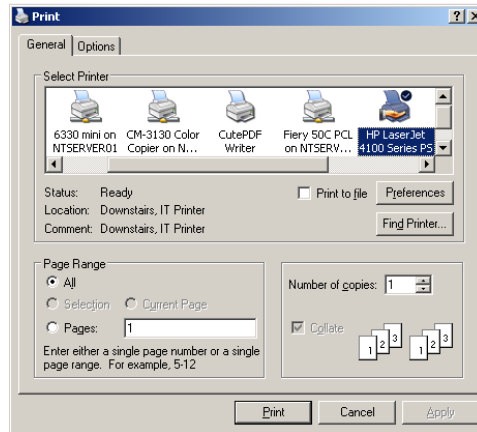
Entering/Editing Facility Resources (Continued)



Notes:

Summary Report (continued)

4. Un-checking the **Show All Sub-Resources:** checkbox will also regenerate the report, this time only displaying the resources that directly belong to the resource viewed.
5. To print the report, **click** the **Print...** button in the upper left corner of the report.
6. A Print Dialog box will open. This dialog box is controlled by the web browser, not the Total Visibility application. **Adjust the settings** as necessary and click the **Print...** button.





Notes:

Equipment Resources will inherit the Lat/Long address from its Parent Resource and will be identified with an orange dot in the GIS Module.

FEMA Cost Codes & Inventory are unique to Equipment

Unit ID and Unit # provide differentiation among Equipment Resources

Entering/Editing Equipment/Specialty Team Resources

Navigating and Editing the Resource Card

Address and contact information are not maintained on Equipment/Specialty Team Resources. Since Equipment remains at a facility location until it is deployed, it is recommended that Equipment Resources are set up as *Children* of Facility Resources. This makes it easy to find the location of a piece of equipment by clicking on the Parent Resources [link](#) in the equipment's *Associated Resource* tab and viewing the parent's contact information.

Total Visibility - Resource Management System
version: 2.7.01

Save New Child Resource Print Details Close

Resource Kind: **Equipment / Specialty Team**

Discipline: Fire-Rescue
 Type: Apparatus/Vehicles
 Commodity: Engine

Geocode

Unit ID: E Unit #: 85-3

Notes:

Status: Available
 Cost Code:
 Inventory:
 Emergency Charge: Depends on Circumstances

New Association Switch Parent Refresh

Resource Name	Resource Kind	Relation
Spring Township Fire Department - Central Station	Facility	Parent

Associated Resources Resource Typing Usage & Situations Attachments Barcode History





Notes:

Entering/Editing Equipment/Specialty Team Resources (Continued)

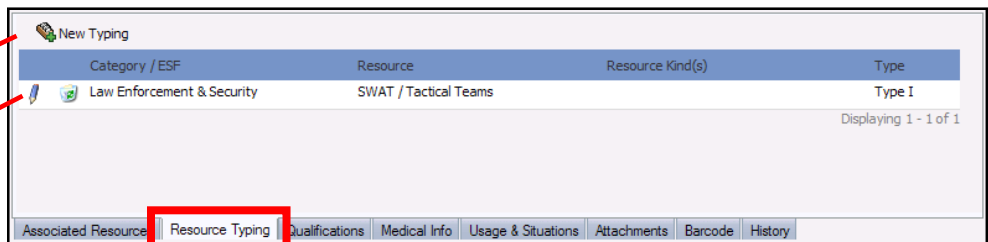
Using Resource Profile Information

NIMS Typing Resources

Total Visibility allows Resource Owners to categorize their Equipment, Specialty Teams, and Personnel Resources according to the standards of the National Incident Management System (NIMS). Tagging resources with NIMS typing enhances planning and deployment capabilities by providing additional criteria for look-up and identification.

Information Headers

Edit and Delete Tools



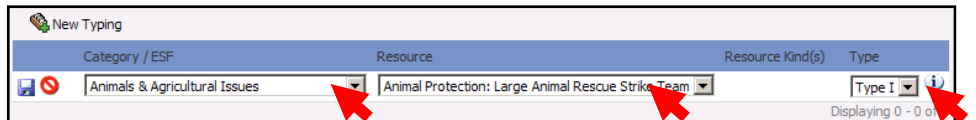
Adding a NIMS Resource Type

Steps

- To add a NIMS Category to a Resource, **select** the button from the *Resource Typing* tab.

Special Note: A new NIMS record is added in the Category listing for editing.

- Next, **use** the drop-down lists to specify the *Category/ESF*, the *NIMS Resource Kind*, and *NIMS Type* for the current Resource.



- Click** on the Save button to accept your selections and add to NIMS Category to the Resource Card.
- Repeat this process for additional NIMS Categories that may apply.
- Click** on the tool. This tool provides a description for each Resource Type to help the resource owner to ensure that his/her personnel/equipment meet the federally defined standard.

Select Type	Name	Description
<input checked="" type="radio"/>	Type I	Class B Foam, 500 gal
<input type="radio"/>	Type II	Class B Foam, 250 gal







Notes:

Entering/Editing Equipment/Specialty Team Resources *(Continued)*


Using Resource Profile Information *(continued)*

Editing a NIMS Resource Type


Steps

1. To edit a Resource Type, **click** the *Edit*  tool to activate the Category drop-down lists.
2. Make the appropriate changes to one or more of the Typing fields.
3. **Select** the *Save*  button to accept all changes.

Deleting a NIMS Resource Type

1. To delete a Resource Type, **click** the *Delete*  tool to remove the NIMS Category from the list.



 Notes:

Entering/Editing Equipment/Specialty Team Resources *(Continued)*

Using Resource Profile Information *(continued)*

The Bar Code Tab

The *Bar Code Tab* is used to provide resource owners with the ability to manage how much information is stored on the ID Card used for on-scene management. When an ID Card's bar code is scanned into a personal data assistant (PDA), information pertaining to the Resource and its associated child resources are updated into the PDA for credentialing and searching.

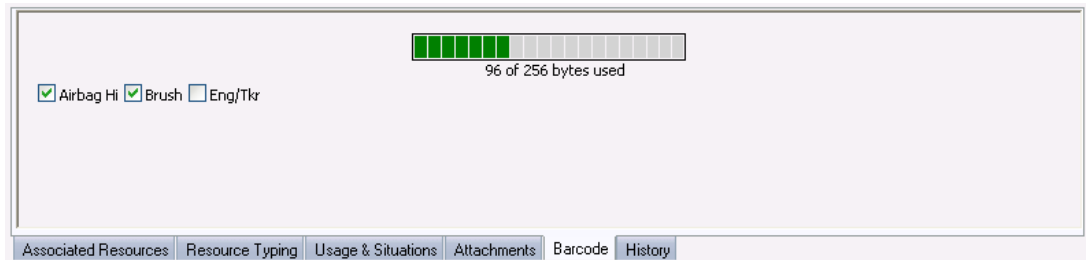
Each bar code holds up to 256 bytes of information. When new child resources are added to an equipment resource, they will consume additional bytes in their parent resource's bar code. To assist in prioritizing the information, resource owners can be selective about which child resource will be recorded in the parent resource's bar code.

Managing Bar Code Information

Steps

1. **Select** the *Bar Code Tab* to display the child resources that will be embedded in the parent resource's bar code.

Special Note: *In the figure below, the information indicator is reporting 96 bytes used of the 256 bytes available.*



2. **Uncheck** the box to the left of the Resource you wish to remove from the bar code. The information indicator will now display fewer bytes used.
3. To add the Resource back to the bar code data, **reselect** the check box to the left of the Resource.

Special Note: *Unless the bar code capacity would be exceeded, all children should remain checked.*





Notes:

Entering/Editing Equipment/Specialty Team Resources *(Continued)*

Exercise

From the Facility Resource Card you created in the previous exercise, **add a new rescue vehicle** using the *New Child Resource* button on the toolbar. Be sure to **complete the cost code and emergency charge fields**.

Select the Resource Typing tab for your new equipment and **add a NIMS Category** which best describes it.

Select the bar code tab and notice how many bytes are used in the bar code allowance.



Entering/Editing Personnel Resources

Navigating and Editing the Resource Card

Personnel Resource Cards include the same contact information as Facility and Organization Resources with some additional fields to enhance communication and accessibility such as *E-mail*, *Pager*, and *Nextel* number fields. Additionally, Personnel Resources have fields for *Social Security Number*, *Date of Birth*, and *Gender*. In the Information Catalog Area, Personnel Resource Cards include two (2) extra tabs. These are the *Qualifications* and *Medical Information Tabs*. Qualifications can be used as another criteria for finding people in the Advanced Search feature.

It is important to fill out all personnel fields accurately, since much of the Resource Card information is used for ID Cards and bar code data for on-scene incident management.



Notes:

Key fields for the card accountability system include:

- Name
- Title
- Organization
- Qualifications
- Medical Info
- County
- Parent Organization

Unique Reporting for Personnel Resources

Enhanced Contact Info

Total Visibility - Resource Management System
version: 2.7.01

Save New Child Resource Print Details Medical Report Close

Resource Kind: **Personnel**

Name: **Conway, Chris**

First Name: Middle:

Last Name: Suffix:

Address 1:

Address 2:

City: State: Zip:

Primary Phone: 24 hour Phone:

Mobile: Pager:

Fax: Nextel:

Email:

Notes:

SSN:


Date Of Birth:

Gender: Male Female

Status:

Emergency Charge:

[Capture Image](#)



Switch Parent Refresh

Resource Name	Resource Kind	Relation	Title	ID Number
Berks County Emergency Management Offices	Facility	Parent	<input type="text" value="Coroner"/>	<input type="text"/>

Associated Resources [Resource Typing](#) [Qualifications](#) [Medical Info](#) [Usage & Situations](#) [Attachments](#) [Barcode](#) [History](#)



Entering/Editing Personnel Resources (Continued)

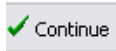


Notes:

Entering Personnel that Already Exist

Since personnel are able to be a part of multiple organizations and facilities, it is possible that you may inadvertently attempt to enter a person as a resource when he/she already exists in the system. When entering a new Personnel Resource, you may be prompted to verify if this is a new resource or if it is a match to an existing resource with a similar name.

Steps

1. **Follow** the steps from *Adding a Resource from List View* to begin creating a Personnel Resource.
2. After you enter the person's name, **click** the  button.

3. If a match is found, an intermediate window will appear allowing you to determine if this is a new resource or if it is a duplicate.

Resource Name	City, State	Resource Kind	Phone	Last 4 SSN
<input type="radio"/> Personnel Resource is not Listed				
<input type="radio"/> Tormey, Matt	Reading PA	Personnel	610-779-1234	6789

To unlock the personnel resource, enter their social security number:

Ok Cancel



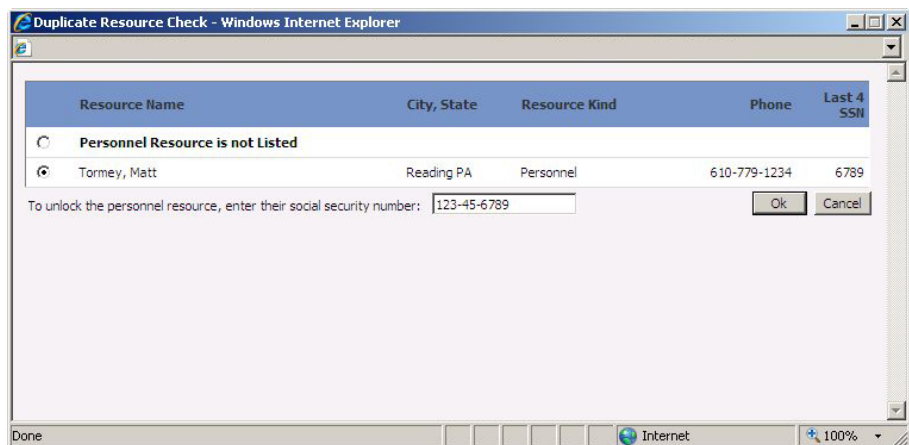
Entering/Editing Personnel Resources *(Continued)*



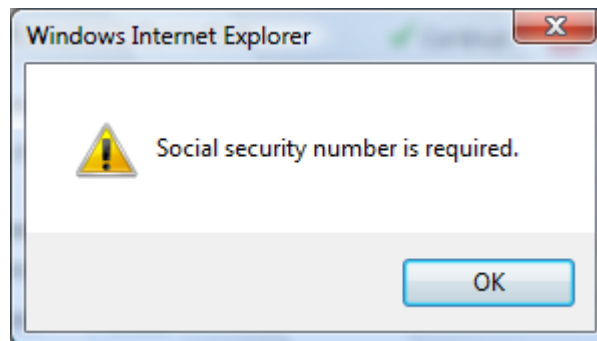
Notes:

Entering Personnel that Already Exist *(continued)*

4. If the person you are entering **does not** match any of the names listed, **click** the **checkbox** next to "Personnel Resource is not Listed."
5. If the person you are entering **does** match one of the names listed, **click** the **checkbox** next the appropriate name.
6. In order to unlock this resource, you must **enter** the full social security number in the **textbox** at the bottom of the screen.



7. **Click** the **OK** button to accept your selection and display either the one you selected or the new resource.
8. Social security numbers are required. **Click OK** at the prompt. Enter the person's social security number in the fields provided.





Notes:

➔ Additional Qualification types can be added by the Total Visibility Application Administrator.

Edit and Delete Tools

Entering/Editing Personnel Resources *(Continued)*

Using Resource Profile Information

The Qualifications Tab


Pre-existing qualification types are available in Total Visibility for you to assign to your Personnel Resources. Qualifications are divided among several main *Qualification Groups*, including *Fire*, *HAZMAT*, *Law Enforcement*, *EMS*, and *Radiological*.

Qualification Type/Group	Qualification	Qualification #	State	Date	Expires
Fire/Fire	NFPA Certified Firefighter I	11913	PA	10/20/2007	N/A
Fire/PA State Rescue Certifications	PA Vehicle Rescue Technician	177347	PA	12/3/2007	N/A
Haz-Mat/Hazmat	HazMat Operations		PA	10/20/2007	N/A

Displaying 1 - 3 of 3

Adding Qualifications


Steps

1. To add Qualifications to a Resource, **select** the  button from the Resource Typing tab.

Special Note: A new qualification record is added in the qualification listing for editing.

2. **Use** the drop-down lists to specify the *Qualification Type/Group* and the *Qualification Kind* for the current Resource and fill out the remaining fields in the record.

Special Note: If the qualification has been designated as expiring, the system will suggest an expiration date based of the stored certification period and the certification date entered. If the user does not agree with the system suggested expiration date, it may be overwritten.

3. **Click** on the Save  button to accept your selections and add the Qualification to the Resource Card.
4. Repeat this process for additional Qualifications that may apply.



Entering/Editing Personnel Resources *(Continued)*



Notes:

The Bar Code Tab

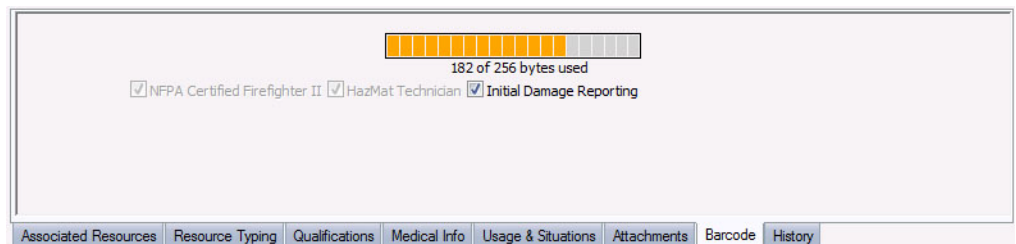
The *Bar Code Tab* is used to provide resource owners with the ability to manage how much information is stored on the ID Card used for on-scene management. When an ID Card's bar code is scanned into a personal data assistant (PDA), information pertaining to the Resource and its associated child resources are updated into the PDA for credentialing and searching.

Each bar code holds up to 256 bytes of information. When new child resources are added to an equipment resource, they will consume additional bytes in their parent resource's bar code. To assist in prioritizing the information, resource owners can be selective about which child resource will be recorded in the parent resource's bar code.

Managing Bar Code Information

Steps

1. **Select** the *Bar Code Tab* to display the child resources that will be embedded in the parent resource's bar code.



Special Note: In the figure below, the information indicator is reporting 182 bytes used of the 256 bytes available.

Also: Any qualification that generates a stripe on the ID card is automatically added to the barcode and cannot be deselected as shown by the first two qualifications in the image above.

2. **Uncheck** the box to the left of the Resource you wish to remove from the bar code. The information indicator will now display fewer bytes used.
3. To add the Resource back to the bar code data, **reselect** the check box to the left of the Resource.





Notes:

Entering/Editing Personnel Resources *(Continued)*

Using Resource Profile Information *(continued)*

The Medical Information Tab



The *Medical Info Tab* is where you can enter vital information necessary for medical attention. The information is optional for Personnel Resources, but can be useful if a person requires medical attention.

Personnel Medical Information	
Please enter vital information necessary for medical attention for this person. Minor medical issues which are not critical to treatment are optional.	
Family Physician:	Trappe Family Practice Iron Bridge Dr Ste 150 Collegeville, PA 19426 610-489-9374
Preferred Hospital:	Reading Hospital & Medical Center 601 Spruce St, West Reading, 19611 (610) 988-8201
Drug Allergies (and reaction):	Penicillin
Medications:	Lexipro

Associated Resources | Resource Typing | Qualifications | **Medical Info** | Usage & Situations | Attachments | History

Updating Medical Information

Steps

1. To update *Medical Information*, **click** the *Edit*  tool to activate the information field.
2. **Type** in the relevant medical information.
3. **Select** the *Save*  button to accept updates or changes.



Entering/Editing Personnel Resources *(Continued)*



Notes:

Exercise

From the Facility Resource Card you created in the previous exercise, **add a new Personnel Resource** using the 'New Child Resource' button on the toolbar. Be sure to **complete:**

Last Name

First Name

Middle Initial

Suffix (Jr, Sr, III, etc.) (if applicable)

Social Security Number

Organization Rank/Title

From the Qualifications tab, **input one Fire**, and **one EMS Qualification Type**.

Select the Medical tab and **update the Family Physician** and **Preferred Hospital Fields**.



Lesson Four

Working with Other
Resource Properties



Objectives:

- Associating Resources
- Switching Parent Resources
- Requesting ID Cards





Notes:

Associating Resources

Total Visibility RMS has the ability to associate Resources. By associating Resources, you can define the context in which the Resource exists. For example, it would be helpful to list all of the firefighters associated to a volunteer fire company. Associating Resources will allow you to relate any Personnel Resource to the current Resource.

Resource Associations are created when the Resource is created and then are maintained on the Resource's *Associated Resources* tab. Functionality on the tab allows users to add Personnel Resources as Associated Child Resources. A Resource can have an unlimited number of Child Resources associated with it.

The ability to maintain Resource Associations is not available when viewing a Personnel Resource. If you need to associate a Personnel Resource as a child to another Resource, it should be performed from the Resource Card of the Parent Resource.

To Create a New Resource Association:

1. From the parent Resource Card, **click** the *New Association* button on the *Associated Resources* tab. A new page will be displayed.

Resource Name	Resource Kind	Relation
East Central PA Counter Terrorism Task Force	Organization	Parent
Albany Township	Organization	Child
Alsace Manor Fire Company	Organization	Child
Alsace Township	Organization	Child
American Red Cross - Berks County	Organization	Child

Associated Resources | Resource Typing | Usage & Situations | Attachments | History | Misc. | Security





Notes:

Associating Resources (Continued)

- Using the *Quick Search* or the *Advanced Search*, **locate** the Personnel Resource that you want to associate as a Child Resource.

Choose Resource	Resource Name	Primary Resource Kind	Location	Phone	Last 4 SSN
<input type="radio"/>	Adams Jr, Harold J	Personnel		610-37	
<input type="radio"/>	Adams, Andrew	Personnel		610939	
<input type="radio"/>	Adams, Brandon M	Personnel		4846381	
<input type="radio"/>	Adams, Bryan	Personnel		610-796-8	
<input type="radio"/>	Adams, David	Personnel		484-824-4	
<input type="radio"/>	Adams, Ellwood	Personnel		610-369-8	
<input type="radio"/>	Adams, Jeremy	Personnel		4843581	
<input type="radio"/>	Adams, Lance N	Personnel		610-562-7	
<input type="radio"/>	Adams, Robin L	Personnel		48479436	
<input type="radio"/>	Adams, Ronald B.	Personnel		610-921-8	

Page: 1 2 3 4 5 6 7 8 9 10 ...

To unlock the personnel resource, enter their social security number:

- Select** the radio button beside the Resource.

<input type="radio"/>	Tormey, Matt	Personnel
-----------------------	--------------	-----------

- In order to associate the personnel resource, you must **enter** the person’s social security number in the box provided unless you already have administrative access to the personnel resource card.
- Click** the *OK* button to create the Association and close the page, or **click** the *Cancel* button to cancel the creation of the Association and close the page.

Exercise

- Using the *New Association* tool, create a new Child Association between the facility you created earlier and Matt Tormey.

Special Note: *Associating users is primarily done by system administrators. Associating a resource as described above does automatically grant permission for the user to view or edit the personnel that was associated. If the user wishes to view or edit a new association, they must use the New Child Resource button to access the social security number challenge to unlock it. System Administrators do not need this extra step as they already have access to each of the resources.*





Notes:

Switching Parent Resources

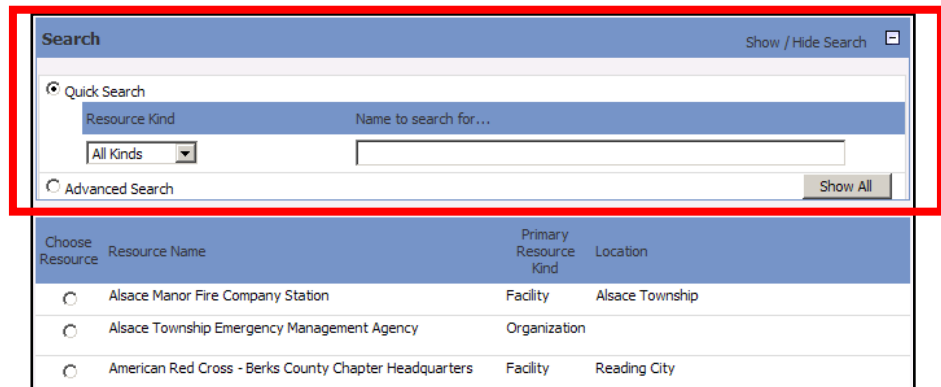
Users can also switch the Parent Resource that the Resource is associated to. Resources may only have one Resource defined as a Parent Association. When switching the Parent Resource, the association to the current Parent Resource will be removed and will be replaced by the association to the newly selected Resource.

To Switch the Parent Association for a Resource:

1. **Click** the *Switch Parent* button on the *Associated Resources* tab. A new page will be displayed.



2. Using the *Quick Search* or the *Advanced Search*, **locate** the resource that you would like to be the Parent of this Resource.



3. **Select** the radio button beside the Resource.



4. **Click** the *OK* button to create the association and close the page or **click** the *Cancel* button to cancel the creation of the association and close the page.



Switching Parent Resources (Continued)



Notes:

- If a resource has multiple parents, the *Select New Parent* screen will have an additional option at the top of the screen.

Tormey, Matt currently has 3 parent resources. Please select which resource you would like to switch FROM.

- Berks County Emergency Management Offices
- Berks County Fire Training Center - Facility
- Berks County Sheriff's Department Offices

Search Show / Hide Search

Quick Search

Resource Kind: Name to search for...

All Kinds

Advanced Search Show All

Choose Resource	Resource Name	Primary Resource Kind	Location
<input type="radio"/>	Albany Township	Organization	Berks County
<input type="radio"/>	Alsace Manor Fire Company	Organization	Berks County

- Select** the parent resource that you would like it to be changed from and then repeat steps 2-4.

Exercise

Using the *Switch Parent* tool, **change** the Parent Association from the Equipment Resource you created earlier to a resource name provided by your Instructor.





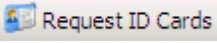
Notes:

Requesting ID Cards

In addition to providing resource management, Total Visibility provides an accountability solution for Personnel and Equipment. Requesting ID Cards for your facility or organization is the first step in this process.

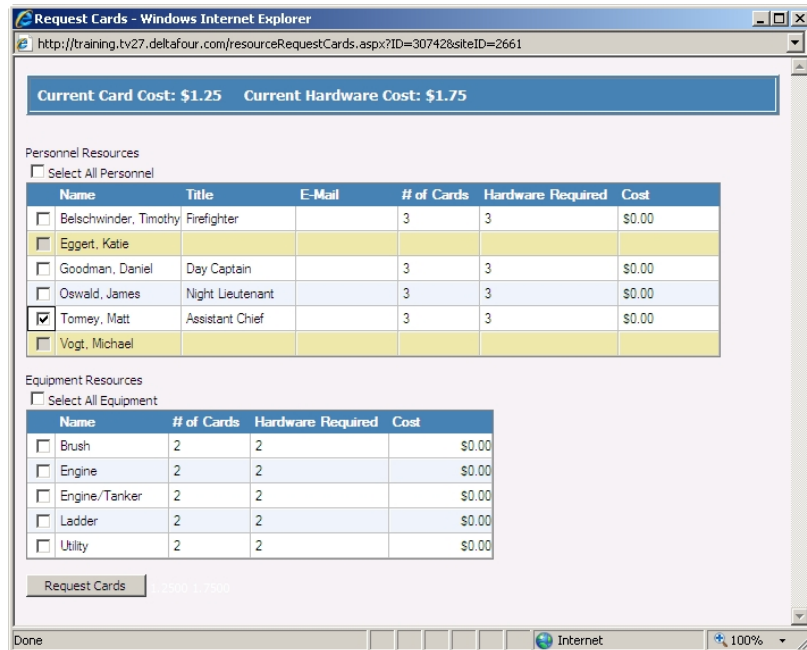
Steps

1. From the *List View*, **click** the [Resource link](#) for the Facility or Organization for which you want to request ID Cards.

2. With the Resource Card open, **click** on the *Request ID Cards*  button.

Special Note: *If this button is not visible, you do not have sufficient permission to request ID cards for this Resource. If the button is disabled (grayed out), the organization does not have the ID Card Information section completed in the Miscellaneous tab.*

3. You have the option of selecting which specific Personnel Resources you want to request ID cards for or selecting all. The same logic applies to Equipment Resources.



Special Note: *Personnel records that have a gold background cannot be selected for requesting ID Cards because they require a primary image and a title for the Organization/Facility for which you are requesting ID Cards. Hovering the mouse over the row will tell you the missing information that is required.*

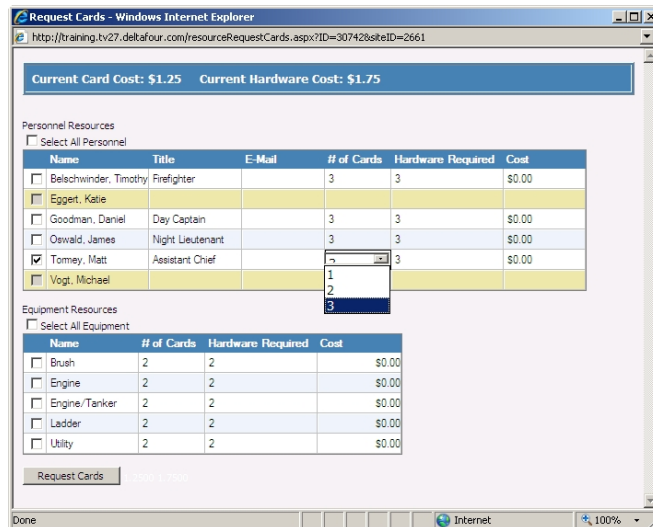




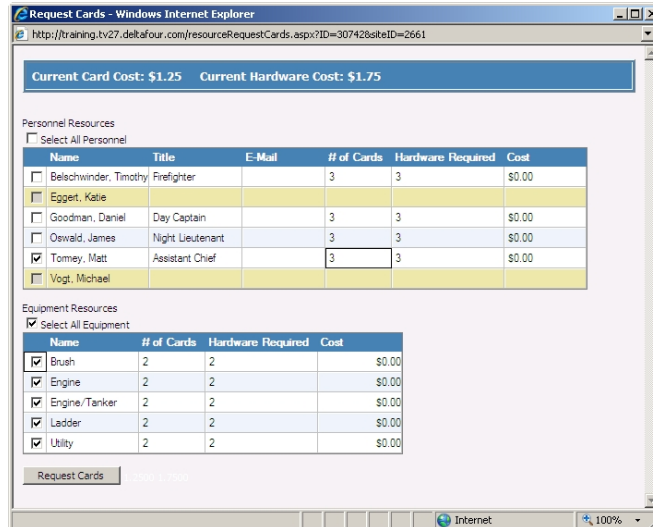
Notes:

Requesting ID Cards *(Continued)*

- To modify either the number of cards and/or the number of pieces of hardware required, **double click** the appropriate cell and **select** the required number from the drop-down list. Request only the number of cards or hardware actually needed to decrease costs. (The initial issue should be 3 cards and hardware sets for personnel and 2 cards and hardware sets for apparatus/vehicles).



- Once you have selected which Resources you want to request ID Cards for, **click** on the *Request Cards* button.



Exercise

Use the Facility you created in Lesson Three to request ID Cards for your Personnel Resources.



Lesson Five

GIS Mapping Tools and Layers



Objectives:

- Overview of the Legends and Layers
- Zooming Features
- Selection Tools



GIS Mapping Tools and Techniques




Notes:

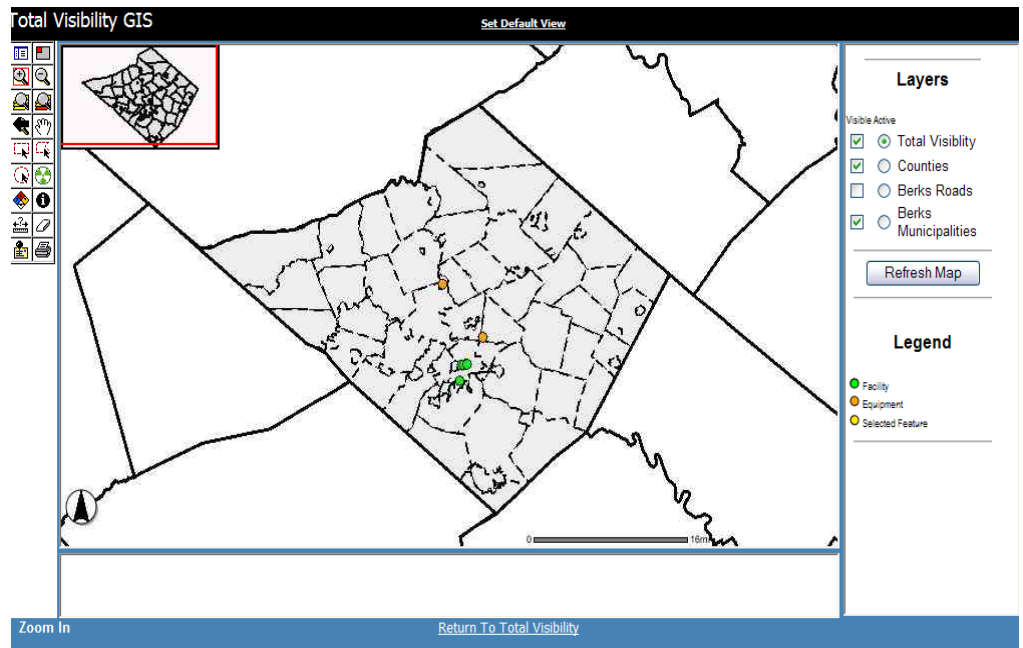
- ➔ By using the *Advanced Search* feature in *List View*, you can specify which *Resources* you would like to see on the map.

Accessing the Map


The GIS module allows users to spatially search the RMS database. The system then generates a report of the Resources found within the user-specified location on the map. The GIS component utilizes an ArcIMS platform with shapefile data. The components of the GIS module include map display, selection by geometry, and reporting.

Show on Map

The *Show Map*  *Show Map* button will display a map populated with points, depicting the Resources from the List View screen. This window will also display a list of active layers built into the mapping functionality, as well as furnish more baseline information about streams, roads, railroads, parcels, municipalities, and counties.



Steps

1. Using the *Advanced Search* feature in List View, **find** the resources that you wish to map.
2. **Click** on the *Show Map*  *Show Map* button.





















GIS Mapping Tools and Techniques (Continued)



Notes:

Overview of the Resource Legend

The resource management GIS Map has incorporated a set of tools designed to allow a user to interact with the map and its incorporated data. Each tool's unique function is described in the table below. The left pane of the map contains numerous buttons which activate map tools. The table below lists a brief description of those buttons.

	Toggles between legend and layer lists		Turns map over-view show/hide
	Zoom in		Zoom out
	Zoom to full extent – Zooms to show the entire map		Zoom to active layer – Zooms to show the highest level at which the layer selected as “Active” is visible
	Back to last extent – Zooms to the last map view that was generated		Pan – Grabs and moves the map in any direction
	Select by rectangle – Drags pointer across an area and displays information about those points selected		Select by polygon – Allows you to select points on a map to complete a polygon and retrieves detailed information for the active layer
	Select by circle – Selects an area on the map based upon the number of miles entered into the Radius field		Nuclear power plant EPZ – Selects the area of the map designated as a nuclear power plant emergency planning zone
	HAZMAT – Defines areas affected by hazard materials accidents by isolation distance, hazardous area distance, and wind direction		Identify – Retrieves detailed information for active layer features
	Measure – Measures distance between multiple points		Clear selection – Clears the current selection points
	Locate address – Pinpoints a location on the map based on street address		Print – Creates an HTML map view output of the current map for printing



GIS Mapping Tools and Techniques (Continued)



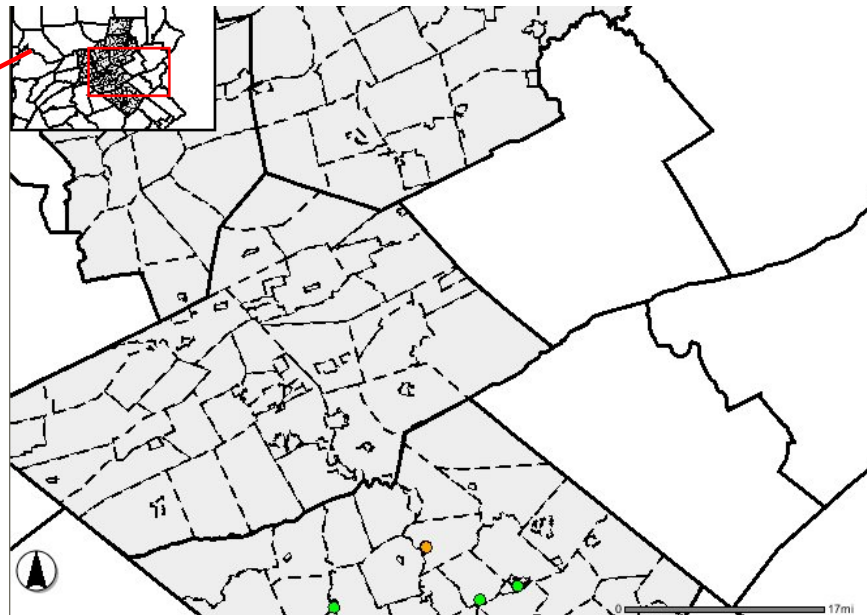
Notes:

- *The Overview Map helps the user to visualize the area that they are currently viewing in comparison to entire available mapping area.*


Overview Map Window

Toggle Overview Map

Occasionally a user can lose his or her bearings while navigating through the main map. The *Overview Map* 'Show/Hide' button on the top right hand corner of the Resource Legend turns on the *Overview Map* feature. The overview map is a high-level depiction of the entire map with a red border around the visible Extent. The red border can be moved within the overview map to change your focus. By using *Overview Map* in this manner, the user avoids having to zoom to a larger extent, re-center the map, and zoom back to a localized area.



Showing and Hiding the Overview Map

1. **Click** on the *Overview Map*  'Show/Hide' button to turn on the *Overview Map* pane.
2. **Click** on the 'Show/Hide' button again to remove the *Overview Map* pane from your view.

Resetting the Map Focus

Steps

1. **Click** on the *Overview Map* in the location where you wish the map to be center.

Special Note: Notice that the rectangle re-centers over the location you selected and that the larger map view now corresponds with the rectangle.



GIS Mapping Tools and Techniques (Continued)



Notes:

➔ *Displaying layers with large amounts of data can increase the amount of time required to draw and render that map*

Overview of the Legend and Layers

In the frame to the right of the main map is a box containing the map layers – a listing of all the map layers that are displayed on the current map. Some of the layers can only be displayed at a certain zoom level on the map so the list may change as the user zooms in and out.

There are two (2) functions in using map layers: a checkbox to specify for making layer(s) “Visible”, and an “Active” radio button for identifying which layer you would like to work with.

Layer Settings

Steps

1. Using you mouse, **click** the check box on the Layer that you want to see in the *Visible* column.
2. Next, **select** the appropriate Layer in the *Active* column to indicate which layer you would like to work with.

Special Note: *The Active radio button controls the feature that will be reported on using the selection tools. One and only one layer can be selected at a time. To report on Total Visibility resources, make sure the active radio button for Total Visibility is selected.*

3. **Click** the Refresh Map button tool to redisplay the map with your selected data layers.


Layers	
Visible	Active
<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Total Visibility
<input checked="" type="checkbox"/>	<input type="radio"/> Counties
<input type="checkbox"/>	<input type="radio"/> Berks Roads
<input checked="" type="checkbox"/>	<input type="radio"/> Berks Municipalities
<input checked="" type="checkbox"/>	<input type="radio"/> Columbia Municipalities
<input checked="" type="checkbox"/>	<input type="radio"/> Luzerne Municipalities
<input type="checkbox"/>	<input type="radio"/> Montour Buildings
<input checked="" type="checkbox"/>	<input type="radio"/> Montour Municipalities
<input checked="" type="checkbox"/>	<input type="radio"/> Northumberland Municipalities
<input checked="" type="checkbox"/>	<input type="radio"/> Schuylkill Municipalities
<input checked="" type="checkbox"/>	<input type="radio"/> Wyoming Municipalities

Refresh Map

Toggleing between Legend and Layers

Follow the steps below to determine what the symbols on the map may depict in comparison to the selected layers:

Steps

1. **Click** on the *Legend-Layer Toggle*  button in the left navigation area to change your view from Layers to Legend and then back.

Legend	
Total Visibility	
	Facility
	Equipment
	Counties
	Berks Municipalities
	Columbia Municipalities
	Luzerne Municipalities
	Montour Municipalities
	Northumberland Municipalities
	Schuylkill Municipalities
	Wyoming Municipalities

GIS Mapping Tools and Techniques (Continued)




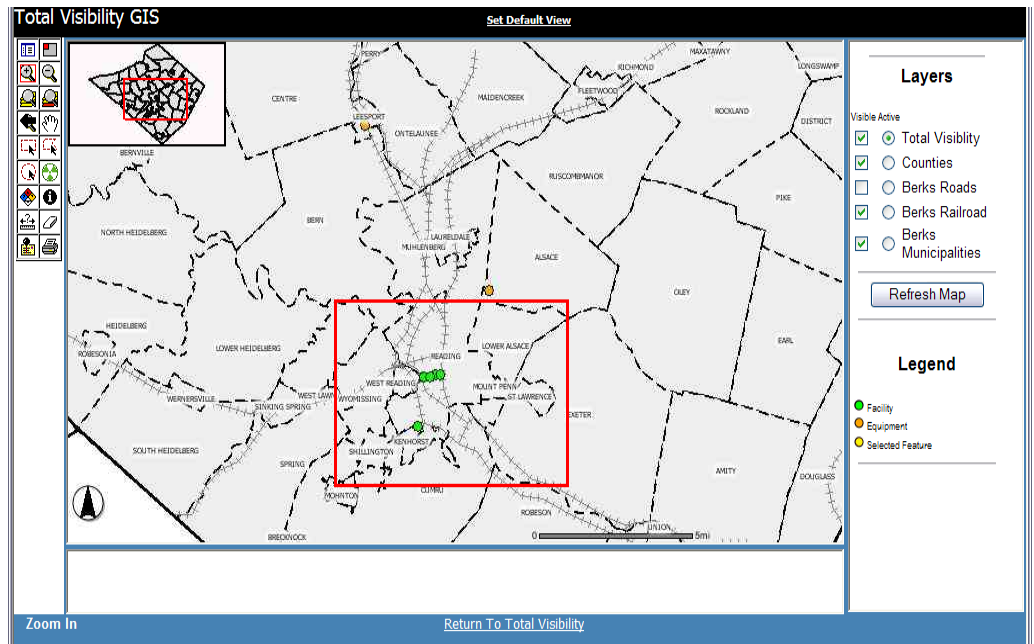
Notes:

➔ *Zooming in will automatically activate additional layers. Each layer provides more detail about the area you are viewing.*

Zooming Features

Zoom In

For convenience, the *Zoom In*  feature is already active when the map tool opens. This allows users to quickly and easily access their view preference. The *Zoom In* tool magnifies a selected area to reveal more detail about its attributes.



Steps

1. **Select** the *Zoom-in* tool.
2. **Click** on the map and hold down the mouse button.
3. **Drag** the pointer to draw a red rectangle on the map to include the entire area you would like to see within your new viewing range.
4. **Release** the button to zoom to the selected area.

Special Note: *The map will redraw to incorporate the selected area.*



GIS Mapping Tools and Techniques *(Continued)*




Notes:

- Drawing a small rectangle will move you further away from your origin and show you a larger map view.
- Drawing a large rectangle will only widen your view slightly.

Zooming Features *(continued)*

Zoom Out


The *Zoom Out*  feature allows you to widen your view of the map to include a wider geographic area. In this way, it works opposite to zooming in. When the Zoom Out feature is activated and used, the map is usually redrawn with fewer layers and less detail about the geographic features of the area.

Steps

1. **Select** the *Zoom-out* tool.
2. **Click** on the map and hold down the mouse button.
3. **Drag** the pointer to draw a red rectangle on the map.
4. **Release** the button to zoom out.

Special Note: *The map will redraw and widen your view to include a larger geographic area.*


Zoom to Full Extent

The *Zoom to Full Extent*  tool allows you to go directly from the mapping area you are currently viewing back to the full extent view of the map area.

Steps

1. **Click** on the *Zoom to Full Extent* tool.

Zoom to Active Layer

The *Zoom to Active Layer*  tool allows you to zoom to the full extent of the “Active Layer” with one click. Remember, the active layer must be selected in the layers list located in the legend frame.

Steps

1. **Click** on the *Zoom to Active Layer* tool.

Layers

Visible		Active	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Total Visibility
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Counties
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Berks Roads
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Berks Municipalities




GIS Mapping Tools and Techniques *(Continued)*



Notes:


Back to Last Extent

The *Back to Last Extent*  tool returns you to the previously displayed map. The *Back to Last Extent* tool only maintains one prior map extent.

Steps

1. **Click** on the *Back to Last Extent* tool.

Pan Tool

The *Pan*  tool is used for panning the map image. Panning allows the user to click a spot on the map and drag it so that a different portion of the map can be displayed. During the dragging operation, portions of the map will be re-painted when the user releases the mouse button.

Steps

1. **Select** the *Pan* tool from the toolbar.
2. **Click** on the map and hold down the mouse button.
3. **Drag** the pointer to the location where you wish the original clicked point to be located after re-centering of the map.
4. **Release** the mouse button.



GIS Mapping Tools and Techniques (Continued)



Notes:

Identification Tools Overview

You can access a wealth of information from the map with a variety of identification tools in the tool bar. In the tool bar area, you will see *Select by rectangle*, *Select by Polygon*, and *Select by Circle* tools. The information reported in the feature list depends on the layer that is set as *Active*, while using any selection or identification tool. To see the Resources that are stored within Total Visibility, you must have the Total Visibility layer set to *Active*. Total Visibility Resources are easily identifiable by green or orange dots that are displayed on the map.

Select by Rectangle

Steps

1. Set the map area to the size and features you desire.
2. Click on the *Select by Rectangle* button.
3. Use your mouse pointer to **click** and **drag** around the map feature(s) you would like to identify, and then release.

Special Note: A new window will open displaying a list of the selected feature(s) within the rectangle. For resource listings, users can map directly back to the Resource Card.

Resource Name	Resource Kind	Location	Parent Resource
Albany Township Building	Facility	Reading, PA	Albany Township
Berks County 911/Communications Center	Facility	Reading, PA	Berks County Communications
Berks County Sheriff's Department Offices	Facility	Reading, PA	Berks County Sheriff's Department
City of Reading Department of Fire and Rescue Services 5th and Laurel Station	Facility	Reading, PA	City of Reading Department of Fire & Rescue Services
City of Reading Department of Fire and Rescue Services 8th and Court Station	Facility	Reading, PA	City of Reading Department of Fire & Rescue Services
Goodwill Fire Company - Station #1	Facility	Reading, PA	Goodwill F. C. - Hyde Park
Goodwill Fire Company - Station #2	Facility	Reading, PA	Goodwill F. C. - Hyde Park



GIS Mapping Tools and Techniques (Continued)



Notes:

➔ The tool will only function with one polygon. In other words, none of the line segments drawn with the tool can cross before completing the polygon.

Select by Polygon

With the *Select by Polygon* button, you can create a customized shape for the area you wish to view resources.

Steps

1. **Set the map area** to the size and features you desire.
2. **Select** the polygon tool from the mapping toolbar.
3. **Select** an initial starting point for the shape you wish to draw.
4. **Select** another point on the map to draw the first side of your polygon.
5. After two or more sides are drawn, **select** the *Complete Polygon & Select* button to bring up your listings.

Special Note: A new window will open to display a feature report with information for the selected feature(s) that appear within the polygon and allows for a user to map directly back to the source information.

Resource Name	Resource Kind	Location	Parent Resource
Albany Township Building	Facility	Reading, PA	Albany Township
Berks County 911/Communications Center	Facility	Reading, PA	Berks County Communications
Berks County Sheriff's Department Offices	Facility	Reading, PA	Berks County Sheriff's Department
City of Reading Department of Fire and Rescue Services 5th and Laurel Station	Facility	Reading, PA	City of Reading Department of Fire & Rescue Services
City of Reading Department of Fire and Rescue Services 8th and Court Station	Facility	Reading, PA	City of Reading Department of Fire & Rescue Services
Goodwill Fire Company - Station #1	Facility	Reading, PA	Goodwill F. C. - Hyde Park
Goodwill Fire Company - Station #2	Facility	Reading, PA	Goodwill F. C. - Hyde Park




GIS Mapping Tools and Techniques (Continued)




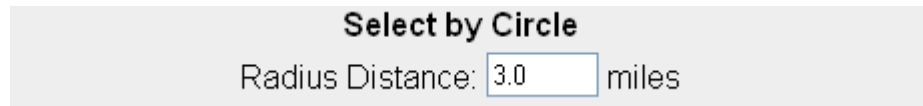
Notes:

Select by Circle

Sometimes it is necessary to identify map features within a certain distance from an epicenter. In such cases, the *Select by Circle*  feature will be the appropriate tool for you to use by providing you all resources or map features within the measured radius of the location you choose.

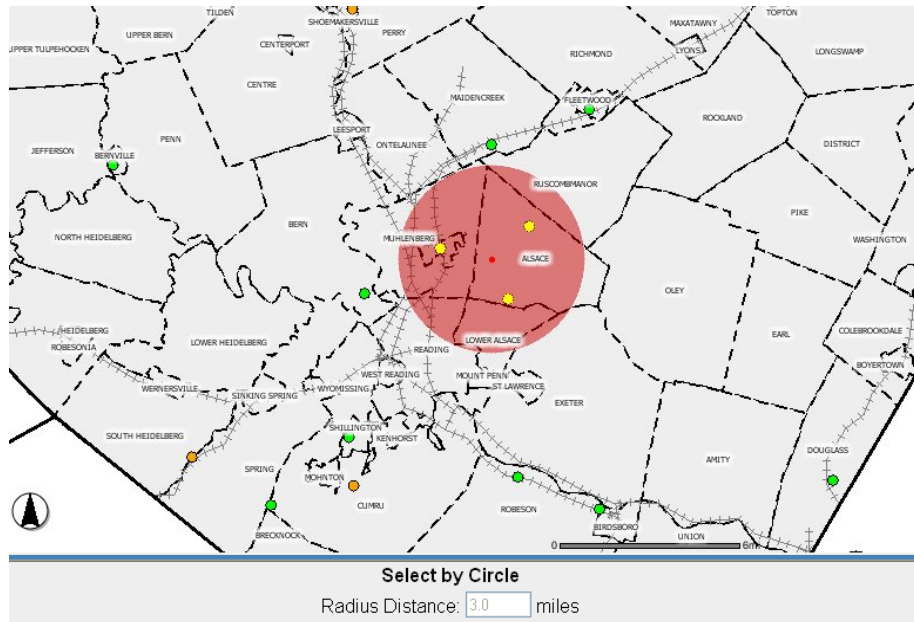
Steps

1. **Set the map area** to the size and features you desire.
2. **Click** on the *Select by Circle*  button.



3. At the bottom of the map, **enter** a measurement for the radius of the circle.
4. **Click** on the map where you want the selection circle to be centered.

Special Note: A red shaded circle area will be drawn on the map based upon the radius that you initially requested.



Special Note: Like the Rectangle and Polygon tools, a new window will open to display a list of the selected feature(s) within the rectangle.




GIS Mapping Tools and Techniques (Continued)



Notes:

Single Point Identify

The Identify Tool  allows users to view the information for a single feature or Total Visibility Resource that is displayed on the map.


Active Layer

Identification Tool

The screenshot shows a web-based GIS application. The main map area displays a street grid with a red stream feature highlighted. On the right side, there is a 'Layers' panel with a list of map layers. The 'Berks Streams' layer is checked and highlighted in green. Below the map, a 'Query/Selection Results' window is open, displaying a table with the following data:

Berks Streams	
Rec	NAME
1	"SCHUYLKILL RIVER"

Steps

1. **Select** the “Active” layer in the Layers list on the right of the map.
2. **Click** on the Identify  tool in the left navigation area.
3. **Select** the specific Resource or feature that you wish to obtain more information about.

Special Note: A new window will open to display baseline information about the resources in question. Remember, this is a single select tool and will only display one specific item, unless multiple items are located at the same point on the map. For multiply selection features see *Select by Rectangle*, *Select by Polygon*, and the *Select by Circle* features.




GIS Mapping Tools and Techniques *(Continued)***Notes:**


- ➔ The Hazmat tool is derived from the National Response Guide standards.

- ➔ You can use the drop-down lists to calculate your measurements by:
 - Feet
 - Meters
 - Miles
 - Kilometers

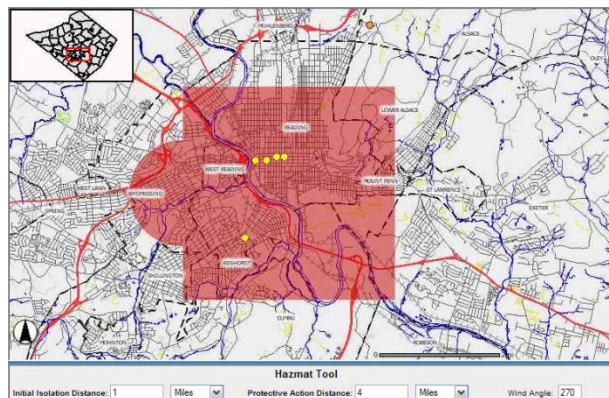
HAZMAT Tool

The HAZMAT tool  allows for an individual to conduct basic plume analyzes and down-wind hazard vulnerability assessment. The HAZMAT tool within Total Visibility allows for users to readily identify resources that will be impacted during emergency conditions and to quickly assess response capabilities by inputting isolation distances, protective action distance, and wind direction.

Steps

1. **Set the map area** to the size and features you desire.
 2. From the mapping toolbar, **click** on the HAZMAT  button. *(Notice that a sub-form opens, displaying fields for you to enter additional information.)*
- Hazmat Tool**

Initial Isolation Distance: Feet ▼ Protective Action Distance: Feet ▼ Wind Angle:
3. **Enter** the initial isolation distance around the incident location. This will be a 360 degree circle around the epicenter of the location.
 4. **Enter** the protective action distance. *(This figure will calculate the down-wind plume based upon the wind angle that will be entered.)*
 5. Next **enter** the *Wind Angle*, which is based on the direction the wind is coming from.
 6. Lastly, **click** on the map as at the epicenter of the incident location. A red shaded circle will be drawn on the map along with a basic plume based upon the wind direction you entered.



Special Note: A new window will open to display a feature report with information for the selected feature(s) that appear within the circle and allows for a user to map directly back to the source information.




GIS Mapping Tools and Techniques *(Continued)*



Notes:

➔ The municipality / zip code search functionality fields are interchangeable depending on the active layer.


Erase Tool

The *Erase* tool  will erase any plotted information, distance measure tools, plume modeling information, or other selected areas. Any other tool selected at the time remains selected. Selected data appears in yellow on the map. Using the *Erase* tool will return all features to their original color.

Steps

1. **Click** on the *Erase* tool to undo current selections.

Locate Address Tool

The *Locate*  tool is a feature that a user can utilize when specific attributes about an address, municipality or street intersection are known. This tool will allow a user to quickly enter the information and generate a map for a specific area.

Steps

1. A user must first narrow down the geographical area in which they are going to search. To do so, **select** a County street layer from the drop down list.

Layer <input type="text" value="Berks Roads"/>	<input type="button" value="Locate"/>
Street: street number, street name and type <i>(required)</i>	<input type="text"/>
Municipality: municipality name <i>(optional)</i>	<input type="text"/>
Cross street: cross street name and type <i>(optional)</i>	<input type="text"/>

Special Note: The street address, municipality, and cross streets all accept free-form text describing the location that you are attempting to find. An entry in the street field is mandatory. Municipality & Cross Street fields are optional but will greatly improve the chances of the geocoder returning an accurate response.

2. Once you have entered your information, **click** the *Locate* button in the upper right hand corner.

Layer <input type="text" value="Berks Roads"/>	<input type="button" value="Locate"/>
Street: street number, street name and type <i>(required)</i>	<input type="text" value="7 Pauley Lane"/>
Municipality: municipality name <i>(optional)</i>	<input type="text"/>
Cross street: cross street name and type <i>(optional)</i>	<input type="text"/>



GIS Mapping Tools and Techniques (Continued)

Locate Address Tool (continued)



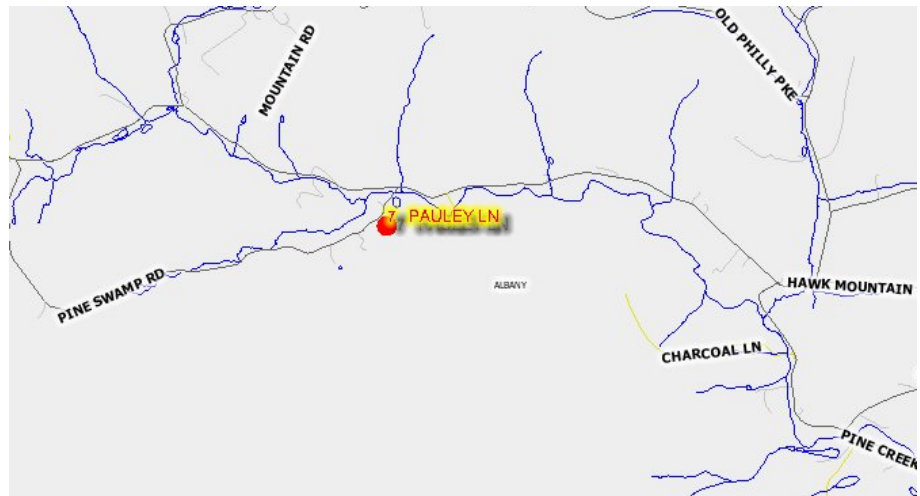
Notes:

Choose link to accept

3. Select the [link](#) in the # column to confirm your choice, or click the *Locate Another Address* button if the results were not sufficient.



Special Note: Based upon your search criteria, the system will generate a list of potential results with a score of accuracy. Clicking the hyper-linked number next to the address will confirm your choice and redraw the map displaying the specific location.




GIS Mapping Tools and Techniques (Continued)



Notes:

Printing

At any time, you may use the *Print*  feature to print out your current view of the map.

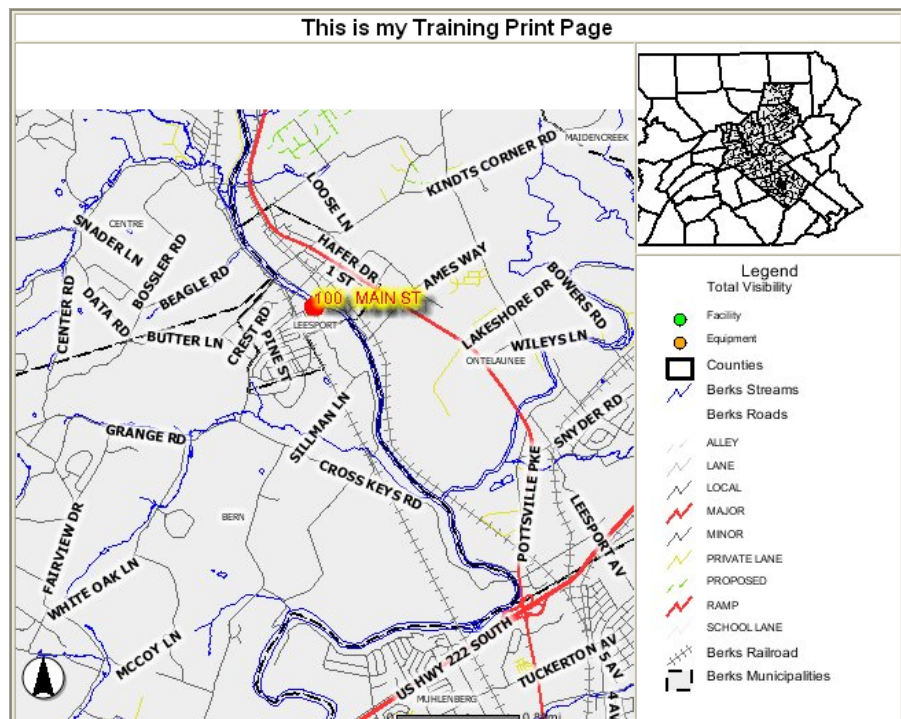
1. **Generate** a map of the area you want to view.
2. **Click the Print**  button.
3. At the bottom of the map a **Print Selection** window will open.

Print Map

Title to display on Map:

Click on "Create Print Page" to open a new Browser window with the Map Image, Overview Map Image, and Legend displayed. You can then use the File/Print menu item to send the display to your printer.

4. **Scroll** down through this window. You can select to name your map by typing in the free-form text field. This will add a title directly to your map.
5. Once you have created your title, **click the Create Print Page**.



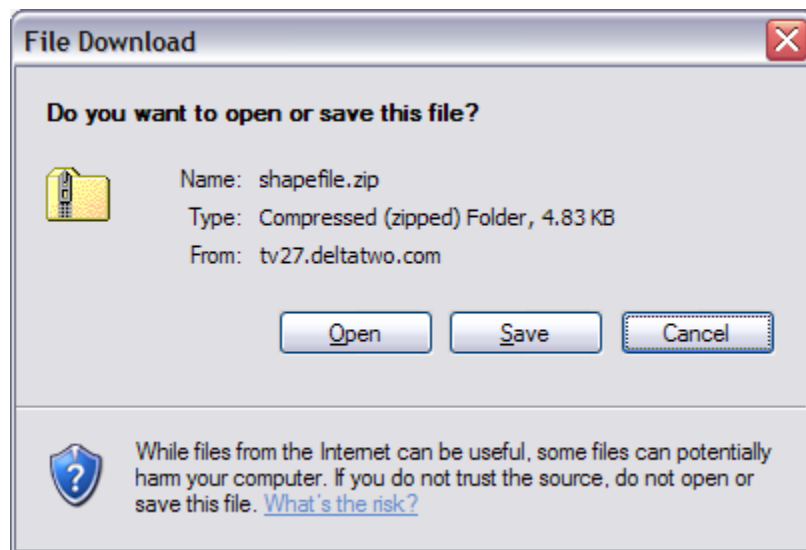
GIS Mapping Tools and Techniques *(Continued)*Notes:**Exporting Data to Shapefile**

The **Export Shapefile** button allows the user to download a shapefile that is created, based on the current information that appears on the *Listing Page*.

Exported shapefiles are standard GIS files. Shapefiles that have been exported from the *Listing Page* can be imported into existing client GIS systems.

Steps

1. **Click** on the *Export Shapefile* button in list view.



2. **Click** on the Save button.
3. **Select** a folder location and **choose** Save.
4. **Close** the download window.



Lesson Six

Total Visibility Administration



Objectives:

- User Administration
- ID Cards
- Quarterly Review





Notes:

Total Visibility Administration

The Administration feature of the Total Visibility RMS provides access to all of the management components necessary to maintain:

- User accounts and access
- ID cards
- Quarterly review periods
- Resource typing by category – NIMS category/Emergency Support Functions (ESF)
- Resource typing by resources
- Usage and situations
- Qualifications
- Cost codes
- Commodity typing

Each of these components can be found by **clicking** on the [Administration](#) link on the main resource management listing page. Each component is represented by a 'tab' at the top of the page. Information about the Resources in the management system can be reviewed, added, edited or deleted by navigating from one tab to another.

The only tab that will be visible/available to resource owners is the "Users" tab. All other tabs contain functionality only available to system administrators.





Notes:

User Administration Tab

Total Visibility incorporates a user-based security model. There are three basic types of users within Total Visibility: System Administrators, ID Card Administrators, and Users. These roles are described below:

Type	Description
System Administrator	Depending on your installation, System Administrators have the ability to administer Quarterly Reviews, NIMS Typing, Usage and Situations, Qualifications, Cost Codes and Commodity Typing. Additionally, System Administrators are the only ones able to create organization resources and modify the ID Card information found in the miscellaneous tab for organizations.
ID Card Administrator	Users of this role have access to the ID Card tab in the Administration Page. See the <i>ID Cards</i> section for further explanation.
User	Permissions for users under this category are defined by the level of access to which they are assigned.

Users can have three different levels of access for any given resource as described in the following table:

Type	Description
None	User cannot access the resource.
View Only	User has the ability to view information for a given resource.
Read/Write	User can view, modify and delete a given resource.





Notes:

User Administration Tab *(Continued)*

In addition to the access level, users can be set up with any combination of the following privileges:

Type	Description
Reviewer	User will be notified when a quarterly review is due and will be able to complete review process. See Quarterly Review section. Must have Read/Write access level.
Administrator	User is able to create new users and assign permissions to resources to which he/she has permission, request ID Cards and modify barcode settings for personnel and/or equipment. Must have Read/Write access level.
Medical Access	User is able to access the Medical Info tab for Personnel Resources. View-Only access provides view access to tab, Read/Write access provides edit access to tab.
Qualification Access	User is able to access the Qualification tab for Personnel Resources. View-Only access provides view access to tab, Read/Write access provides edit access to tab.

Special Note: *It is critical that the permissions and privileges for users be set up appropriately to ensure data integrity and validity. If you are unsure as to what permissions to assign a user, start by giving a level as restricted as possible until that user can justify needed additional access.*





Notes:

Special Note: Any user can change their password at any time by clicking on the [Change Password](#) link on the main page of the system.

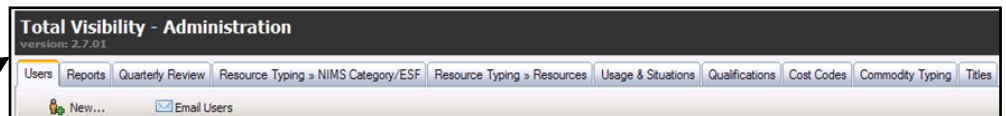
User Administration Tab (Continued)

Add a User

Security levels must be assigned to users that have access to the Total Visibility system. Only users who have administrative privileges in the system are allowed to define security levels for other users. Users can be assigned access level under the *Users* tab.

Steps

1. **Click** on *New...* from the *Users* tab to add a new user.



2. **Complete** the *User's Information* details.
3. **Enter** the first name, last name, and email address in the *User's Information* details page.
4. To make a user a System Administrator, **click** on the *User is an Administrator* check box. Users that are assigned administrative rights are not restricted from any of the features of the system.

Special Note: Can only be assigned by system administrators.

5. You must also assign a password for the user. **Enter** the password in the *Confirm Password* field to verify the password.
6. **Click** **Save** to confirm and save the information.





Notes:

User Administration Tab (Continued)

Card Request Permission Settings

1. **Click** on *User can approve card requests* to apply permissions to allow a user of the system to approve card requests for one or multiple counties in the Task Force.

Special Note: *This privilege can only be granted by system administrators.*

2. **Click** on the county or counties to apply card approval request permissions for the user.

3. **Click** on **Save** to apply the changes.

Quick Search

1. *Quick Search* allows for the rapid location of a specific organization or facility.
2. In the Quick Search box, **type** the name of an organization or facility. With each letter typed, a list of possible matches will be displayed immediately below the Quick Search box.

Type text to locate

Select from this list

3. **Select** an item either by using the mouse to click on it or the up and down arrows to find it and the *enter* key to select it. The User Rights Administration window will be displayed.



User Administration Tab *(Continued)*

Setting Resource Level Permissions *(continued)*

3. **Select** an *Access Level* from the drop-down list under the *Permission* option. The default user's resource access is *None*, but can be changed to *View Only* or *Read/Write*.

The screenshot shows a web browser window titled "User Rights Administration - Windows ...". The address bar displays the URL: <http://training.tv27.deltafour.com/adminUserRights.aspx?reso>. The main content area is titled "Albany Township" and contains the following elements:

- Permission** section: A text input field for "Permission" and a dropdown menu for "Access Level" currently set to "None".
- Roles** section: A list of roles with checkboxes:

Reviewer	<input type="checkbox"/>
Administrator	<input type="checkbox"/>
Qualification Access	<input type="checkbox"/>
Medical Info Access	<input type="checkbox"/>
- Permission Inheritance** section: A checked checkbox for "Apply these permissions to future children resources" and a dropdown menu for "Apply these permissions to" set to "This Resource and Children".
- Buttons: "Save" and "Cancel" buttons at the bottom.

User Access Roles





Notes:

User Administration Tab *(Continued)*

Setting Resource Level Permissions *(continued)*


4. **Select Read/Write.** Resources with read/write permissions can be assigned with the following access roles:
 - a. Reviewer – A user who has been assigned the Reviewer role will receive periodic e-mails sent by the system administrators reminding him or her to review and verify or update the accuracy of the information in the system (see ‘Quarterly Review’ process for more information.)
 - b. Administrator – An administrator has the ability to assign managers to the organization/facility.
 - c. Qualifications Access – Allows the user to edit the qualifications of Personnel Resources assigned to the organization/facility.
 - d. Medical Information Access – Allows the user to view/edit the medical information of Personnel Resources assigned to the organization/facility.

5. The permissions being assigned can be inherited by FUTURE child resources of the organization/facility. To apply permissions to future child resources under the organization/facility, **click** the checkbox.

Special Note: *This box will ALMOST ALWAYS be checked.*

6. The permissions being assigned can be inherited by CURRENT child resources of the organization/facility. From the drop down list, **select** *This Resource Only* or *This Resource and Children Resources* as desired.

Special Note: *This dropdown will ALMOST ALWAYS be set to “This Resource and Children Resources.”*

7. **Click Save** to apply the permissions to the user account. The system will return to the *User’s Information* details form.
8. To continue adding users into the system without exiting the User’s Information details page, **click** on the *New User...* option at the top of the page.
9. **Click Close**  to discard the changes and to close the *User’s Information* details page without saving your changes.





Notes:

User Administration Tab *(Continued)*

Exercise

1. Add a new user to the system.
2. Drill down to any municipality/township.
3. Set the permission level to *View Only*.
4. Log into the system as the user you just created.



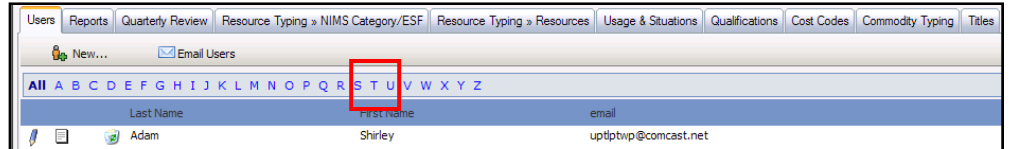


Notes:

User Administration Tab (Continued)

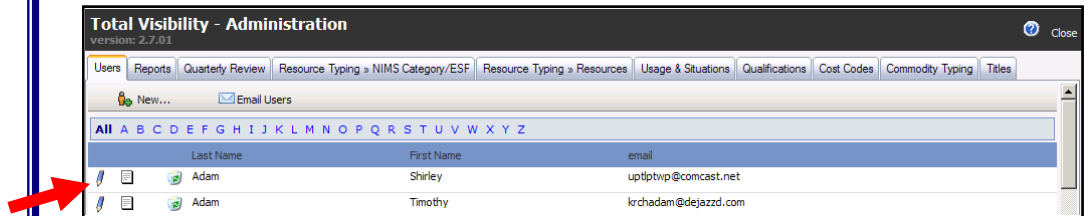
Edit a User


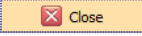
When editing a user, his or her information can be easily found by clicking any letter from the alphabet paging at the top of the Users tab.

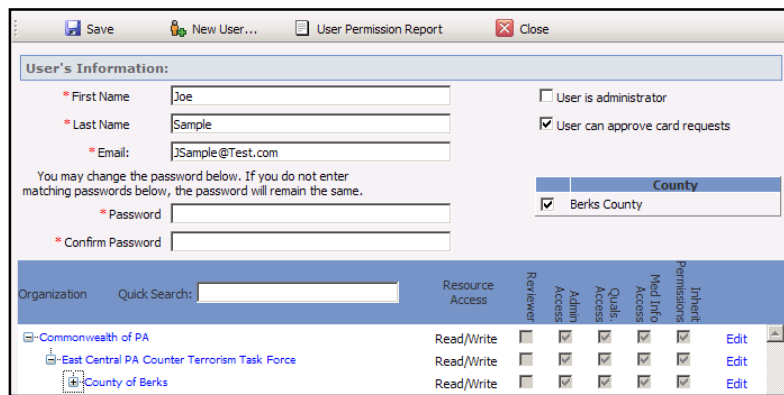


Steps

1. Click  to edit a user from the Users tab.



2. Make changes as needed on the *User's Information* page and click  to save the information.
3. When finished, click on **Close**  to close the *User's Information* page.





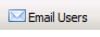
Notes:

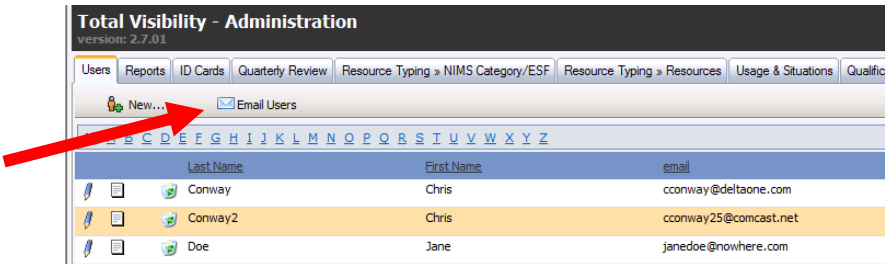
User Administration Tab *(Continued)*

Email Users

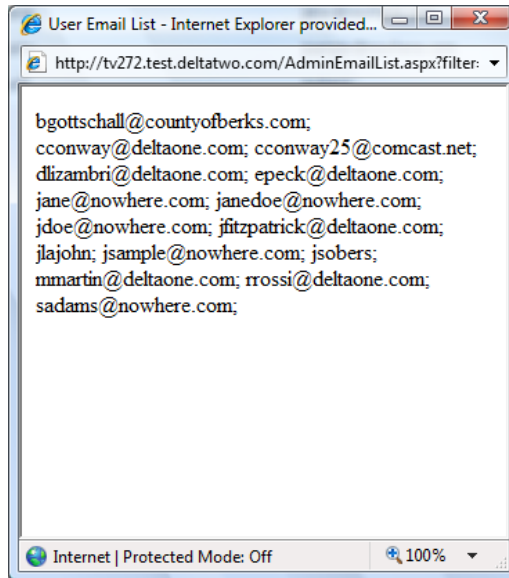
A feature that is included on the User tab in the administration section is the *Email Users* feature. It allows the administrator to conveniently send emails to users in the Total Visibility system to notify them of changes.

Steps

1. **Click** *Email Users*  on the User tab in the administration section.



2. **Select** the email addresses from the *user email list* illustrated below and paste into an email.




User Administration Tab *(Continued)*

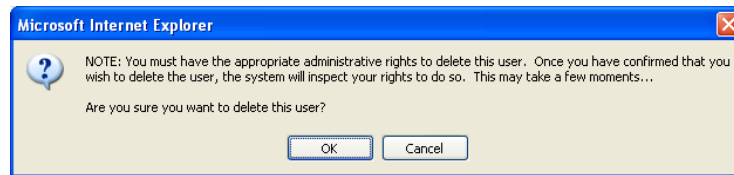


Notes:

Delete Users

Steps

1. **Click**  to delete users from the *Users* tab. The system will notify the user that the appropriate permissions must be verified before the user is deleted from the system.
2. **Click** *OK* to delete the selected user from the *Users* tab; or



3. **Click** *Cancel* to keep the user's information.





Notes:

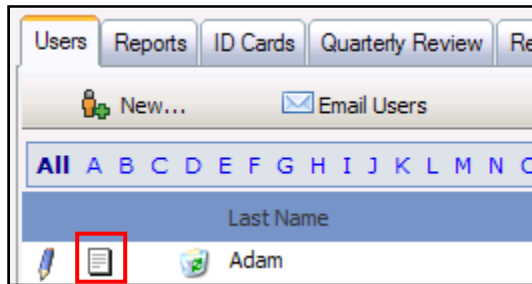
User Administration Tab (Continued)

Admin User Permission Report

The User Permission Report provides a summary of a user's permissions to all organizations and facilities.

Steps

1. Locate a user in the User Administration tab. Click on the user permission report icon to the left of the user's name.



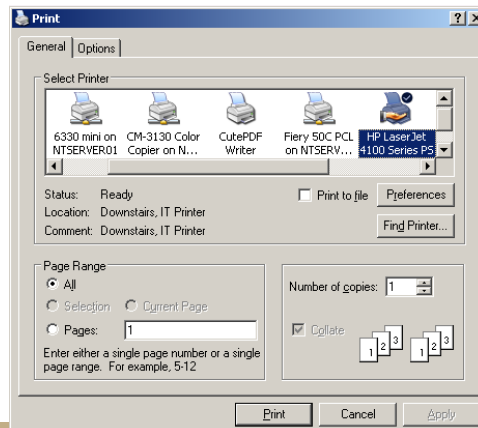
2. The report will open in a new window.

Print...

Total Visibility: Admin User Permission Report 3/17/2008

Resource	Access Level	Reviewer	Administrator	Qualification	Med Info	Inherit Permissions
Albany Township	Read/Write		✓	✓	✓	✓
Alsace Manor Fire Company	Read/Write		✓	✓	✓	✓
Alsace Manor Fire Company Station	Read/Write		✓	✓	✓	✓
Alsace Township	Read/Write		✓	✓	✓	✓
Alsace Township Emergency Management Agency	Read/Write		✓	✓	✓	✓
American Red Cross - Berks County Chapter	Read/Write		✓	✓	✓	✓

3. To print the report, click the Print... button in the upper left corner of the report.
4. A print dialog box will open. This dialog box is controlled by the web browser, not the Total Visibility application. Adjust the settings as necessary and click the Print button.

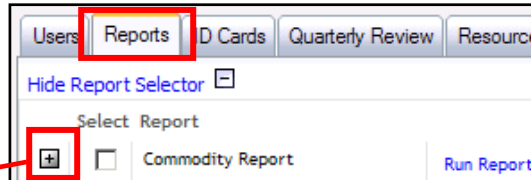


Reports Tab

Commodity Report

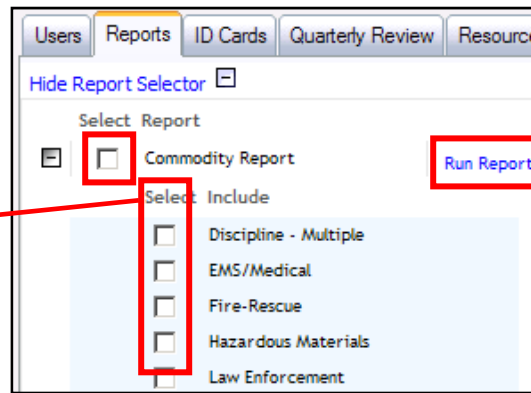
Steps

1. Click the *Reports* tab from the Administration section. A list of available reports will display.



Expand commodity type list


2. Click to expand the *Commodity Report* options that are available in the report.



Commodity type selectors

3. Select the commodity types to include in the report.

Special Note: By default, all reports will be displayed. This allows a full report to be selected without having to expand the commodity type list. Check all the boxes shown for Commodity Report to display all commodity types.



Notes:





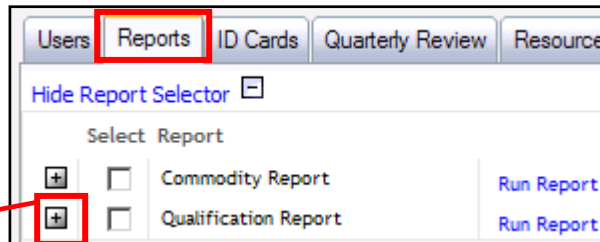
Notes:

Reports Tab

Qualification Report

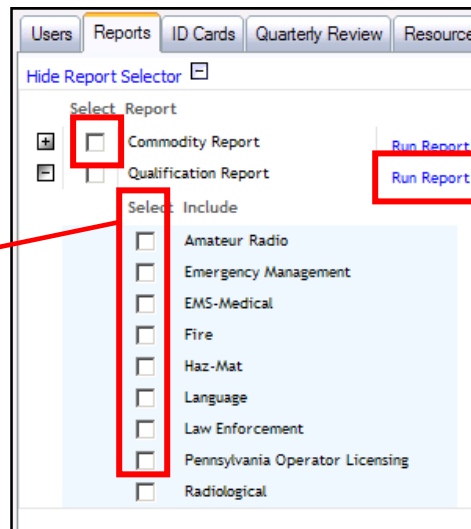
Steps

1. Click the *Reports* tab from the Administration section. A list of available reports will display.



Expand qualification type list

2. Click to expand the *Qualification Report* options available in the report.



Qualification type selectors



Reports Tab (Continued)



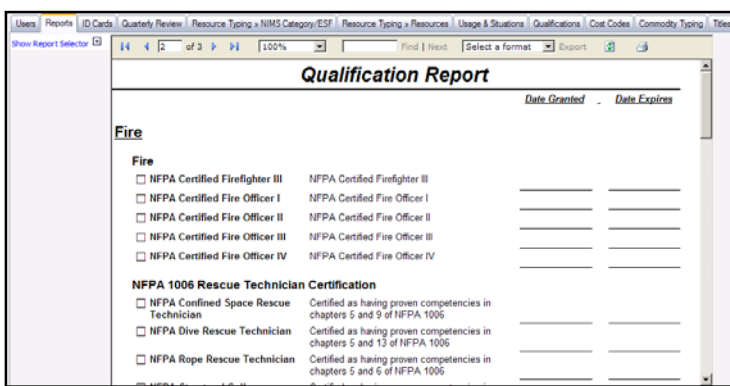
Notes:

Qualification Report (continued)

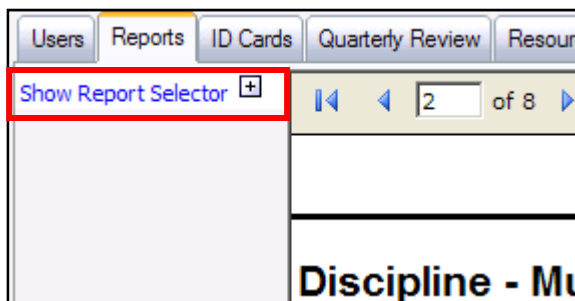
3. Select the Qualification types to include in the report.

Special Note: By default, all reports will be displayed. This allows a full report to be selected without having to expand the qualification type list. Check all the boxes shown for Qualification Report to display all qualification types.

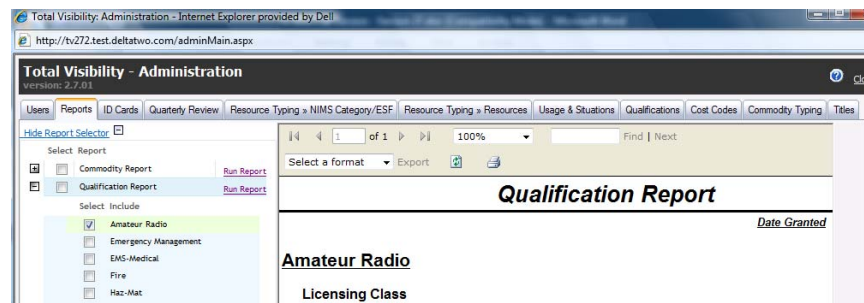
4. Choose the qualification types desired. Click **Run Reports**. The report will be displayed in the area to the right. When the report displays, the **Report Selector** is collapsed to allow more room for the report.



5. Click **+** to expand the **Show Report Selector** and to display the list of qualification types. Once the **Select Report** option is displayed, the selected qualification types can be changed.



6. Click on **Run Report** to run a new report listing the selected qualification types.





Notes:

ID Cards

This tab is only visible/selectable by users who have been assigned the “User can approve card requests” privilege by a system administrator.

The ID Cards tab in the Administration window contains four (4) sub-tabs:

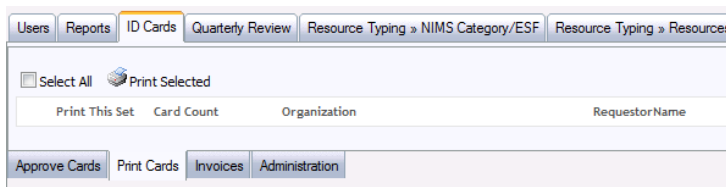
- Approve Cards
- Print Cards
- Invoices
- Administration

Approve Cards

ID Card Requests can easily be reviewed, updated, and approved via this tab.

Steps

1. From the *List View*, **click** on the [Administration](#) link.
2. In the Administration window, **click** on the ID Cards tab.



3. To review the ID Card Request details, **click** on the *Expand* button for the appropriate organization.

Approve All	Card Count	Organization	RequestorName	Cost Total	
	<input type="checkbox"/>	6	Mount Penn Fire Company	Chris Conway	\$ 0.00

4. To edit the associated cost for a specific request, **double click** the Card Cost or Hardware Cost cell and enter the correct amount.
5. You can approve a specific ID Card Request by **clicking** the *Approve* checkbox.

Approve	Deny	Personnel Name	Title	E-Mail	Approved	Card Cost	Hardware
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tormey, Matt	Assistant Chief		<input checked="" type="checkbox"/>	\$ 0.00	\$ 0.00

6. You can deny a specific ID Card Request by **clicking** the *Deny* checkbox.

Approve	Deny	Personnel Name	Title	E-Mail	Approved	Card Cost	Hardware
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tormey, Matt	Assistant Chief		<input type="checkbox"/>	\$ 0.00	\$ 0.00



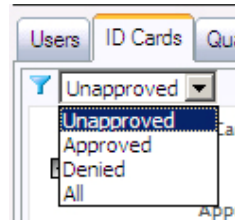


Notes:

ID Cards (Continued)

Approve Cards (continued)

- To view historical ID Card Requests, **select** *Approved*, *Denied* or *All* from the Filter Cards drop-down menu.



Exercise

- View the ID Card Request you created in Lesson Four of this guide.
- Modify the cost associated to the ID Cards to \$1.50.
- Approve the ID Card Request.

Print Cards

Special Note: This function can only be completed from the Total Visibility desktop workstation.

Once ID Card Requests have been approved, users can then print the cards for distribution.

Steps


- From the ID Cards tab, **click** on the Print Cards sub-tab.



- Select** the individual ID Card Requests you want to print by **clicking** the *Print* checkbox. Alternatively, you may **click** the *Select All* checkbox to print all pending ID Card Requests.

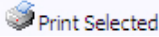
Print	Personnel Name	Title	E-Mail	Printed	Card Cost	Hardware
<input checked="" type="checkbox"/>	Tormey, Matt	Assistant Chief		<input type="checkbox"/>	\$ 0.00	\$ 0.00



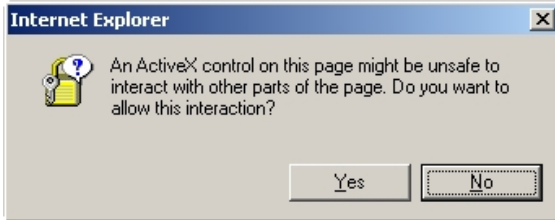
 Notes:

ID Cards (Continued)

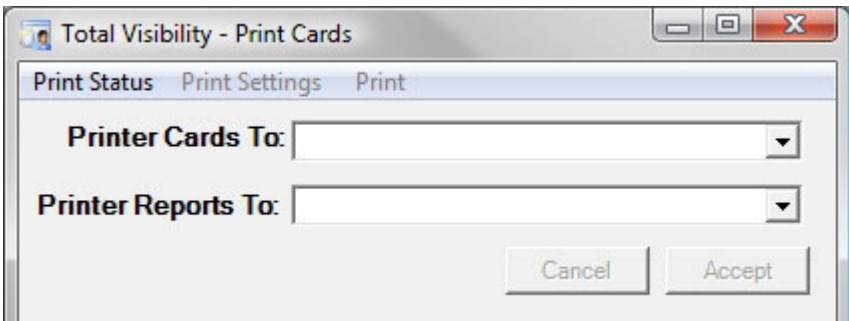
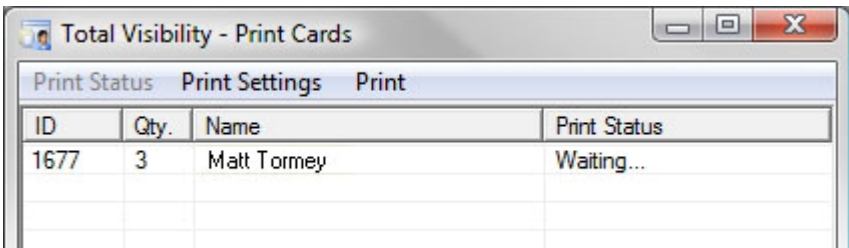
Print Cards (continued)

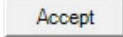
- Once you have selected which ID Card Requests to print, **click** the *Print Selected*  button.

Special Note: You may be prompted to allow an ActiveX control to run. If this happens, click “Yes” to continue.



- After the ID Card Print application opens, **click** on the *Print Settings* button to set the default printers.



- Once you have selected a default printer for both the Printer Cards and Printer Reports, **click** the *Accept*  button and then the *Print Status* button.

Special Note: The *Printer Cards* selection should be the *ID Card Printer*. The *Printer Reports* selection should be the *report printer*.



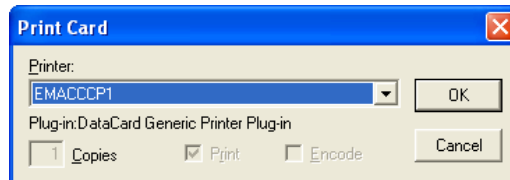


Notes:

ID Cards *(Continued)*

Print Cards *(continued)*

- A printer selection window will appear. **Select** the appropriate ID Card Printer from the list and **click OK**. This will automatically default to the card printer you selected in Step 4.



Total Visibility - Print Cards			
Print Status		Print Settings	Print
ID	Qty.	Name	Print Status
55	1	Matt Tormey	Print (1) Cards Completed!

- Once the cards have completed printing, a print job summary report will print detailing all of the ID cards that were sent to the printer for reconciliation purposes.





Notes:

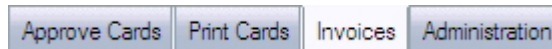
ID Cards (Continued)

Invoices

Invoices are generated automatically for any and all card requests that have an associated cost. The *Invoices* sub-tab section allows users to view and re-send these generated invoices.

Steps

1. From the ID Cards tab, **click** on the *Invoices* sub-tab.



2. A view of all current outstanding invoices will appear.

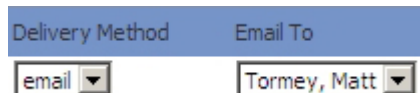
Invoice Date	Due Date	From Organization	To Organization
5/2/2007	5/6/2007	Berks County Emergency Management	Mount Penn Fire Company

Delivery Method	Email To	Invoice Paid	Paid Date	Cost Total	Resend?
print		<input type="checkbox"/>		\$2.75	<input type="checkbox"/>

3. To mark an invoice as paid, **click** in the *Invoice Paid* box. The Paid Date field will automatically default to today's date.



4. The invoice administration section allows users to e-mail the invoice to a selected individual after it has been generated. To accomplish this, **click** the *Edit Item* icon and change the *Delivery Method* from *print* to *e-mail* and select an individual from the *E-mail To* drop-down. This list is prepopulated with all Personnel Resources that have an e-mail address. If you select *print*, it will be scheduled to print that evening as part of a batch process. If you select *e-mail*, it will be e-mailed immediately.



5. **Click** the Save button to accept your changes. **Click** the Cancel button to cancel your changes.
6. To void the invoice completely, **click** the Void button.

Warning: This step cannot be undone. Please click the Void button only if you are sure you want to completely void the entire invoice.






Notes:

ID Cards *(Continued)*

Invoices *(continued)*

- To view the report, **click** on the *View Report*  button. This will open the report in a new window and you can then view and/or print to any local printer.

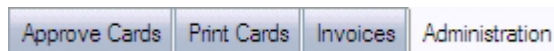
Administration

The *Administration* section allows administrators to modify system settings related to the ID Card process. These settings include card and hardware cost, invoice due length, invoice addresses, and invoice printers.

Card and Hardware Cost Administration

Steps

- From the *ID Cards* tab, **click** on the *Administration* sub-tab.



- To update the price per card and/or the price per hardware, **edit** the Card Price field and Hardware Price field and **click** Save.

Card Administration

Card Price: Hardware Price:

Card Administration

Saved Successfully at 5/2/2007 11:17:54 AM

Card Price: Hardware Price:





Notes:

ID Cards *(Continued)*

Administration *(continued)*

Invoice Due Length Administration

Steps

1. To update the default invoice due date, **scroll down** to the *Invoice Administration* section.

Invoice Administration

Default Invoice Due Length:

County Name	Address Name	Address 1	Address 2	City	State	Zip	Show On Envelope	NotificationEmail
Berks County	Berks County Emergency Management	1238 County Welfare Rd	Suite 10	Leesport	PA	19533	<input checked="" type="checkbox"/>	tv@countyofberks.com

2. **Update** the *Invoice Due Length* to change the number of days an invoice is due once it has been generated and **click** Save.

Invoice Administration

Saved Successfully at 5/2/2007 11:18:00 AM

Default Invoice Due Length:

Invoice Return Address Administration

Steps

1. **Click** on *Edit Item* to edit the invoice return address.

County Name	Address Name	Address 1
Berks County	<input type="text" value="Berks County Emergency"/>	<input type="text" value="1238 County Welfare Rd"/>

2. To add the return address to an envelope that gets printed with the invoice, **check** the box entitled *Show on Envelope*.

Show On Envelope	NotificationEmail
<input checked="" type="checkbox"/>	<input type="text" value="tv@countyofberks.com"/>

3. **Click** the Save button to accept your changes. **Click** the *Cancel* button to cancel your changes.





Notes:

ID Cards (Continued)

Invoice Printer Administration

Steps

1. To update the invoice printer information, **navigate** to the *Printer Administration* section.

Printer Administration			
New Printer			
Organization	Printer Name	Description	Printer Type
County of Berks	EMACCP1a	Envelope printer for Berks County	Envelope
County of Berks	EMACCP1	Invoice printer for Berks County	Invoice

2. **Click** *Edit Item* to update the invoice printer.
3. **Select** the appropriate county from the drop-down menu.

Printer Administration			
New Printer			
Organization	Printer Name	Description	Printer Type
County of Berks	<input type="text" value="EMACCP1a"/>	<input type="text" value="Envelope printer for Berk"/>	<input type="text" value="Envelope"/>

4. **Enter** the printer name and description in the space provided.
5. From the *Printer Type* drop-down menu, **select** envelope or invoice printer.
6. When you are finished making changes to the invoice printer, **click** the *Save* button to save your changes or **click** the *Cancel* button to cancel your changes.
7. To delete an invoice printer, **click** the *Delete* button next to the appropriate invoice printer.

Exercise

1. View the *Administration* tab to become familiar with its functionality.





Notes:

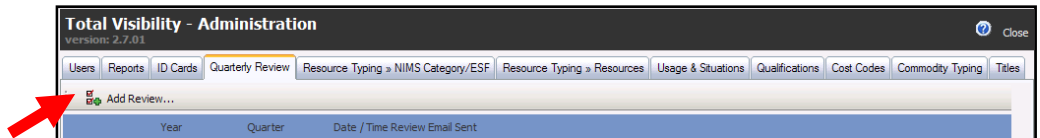
Quarterly Review Tab

The *Quarterly Review* tab is a section of the Administration feature where users add review periods for the Resources.

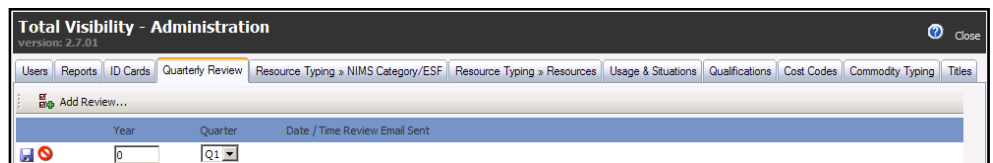
Add Review Periods

Steps


1. **Click** on *Add Review...* from the *Quarterly Review* tab to add review dates to the system.

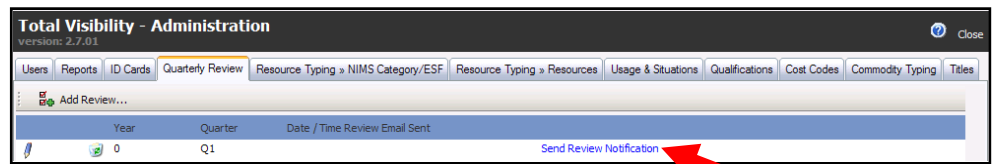


2. In the space provided, **enter** the year that the records will need to be posted for



review.

3. **Select** the quarter for that year from the drop-down list.
4. Once you have specified the review year and quarter, **click** the **Save**  button to save the dates. When the review date has been saved, the system will automatically create a **Send Review Notification** link.



5. **Click** on this link to send the notification to the personnel assigned with the authority to review those resource records.
6. Once you have finished adding or editing data in Administration, **click** on the [Close](#) link to close the Administration window. This will place you back on the main resource management listing page.






Notes:

Quarterly Review Tab *(Continued)*


Edit Review Periods

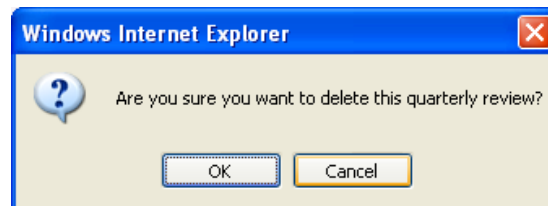
Steps

1. Click *Edit*  to edit a review period from the *Quarterly Review* tab.
2. Make changes as necessary and **save** the changes.

Delete Review Periods

Steps

1. Click *Delete*  to delete a review period.
2. Click *OK* to confirm the deletion of the review period and remove it from the *Quarterly Review* tab.



3. Click *Cancel* to abort the deletion.

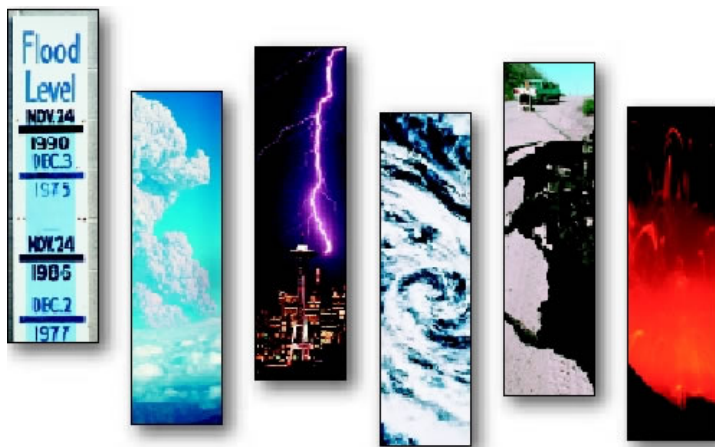
Exercise

1. Add a quarterly review period.



Lesson Seven

Total Visibility Photo Features



Objectives:

- Connected Mode
- Satellite Photo Studio





Notes:

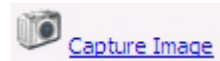
Connected Mode

There are two (2) main methods to capture personnel photos for the accountability solution Total Visibility provides: Connected Mode and Satellite Photo Studio (disconnected mode). The Connected Mode requires an active Internet connection and you must be logged into Total Visibility to access this feature.

Steps

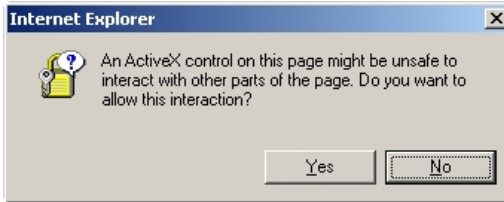
1. From the List View, **click** the [resource link](#) for the personnel for which you want to take a picture.

2. With the Resource Card open, **click** on the Capture Image button.

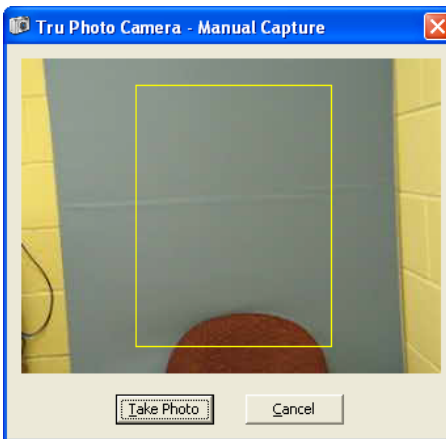
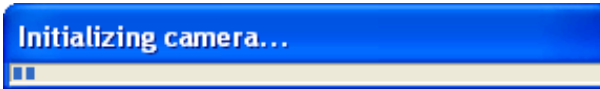


Special Note: If this button is not visible, you do not have sufficient permission to take pictures for this Resource.

Special Note: You may be prompted to allow an ActiveX control to run. If this happens, click Yes to continue.



3. The Connected Mode application will automatically initialize the camera and take you to the Manual Capture screen.

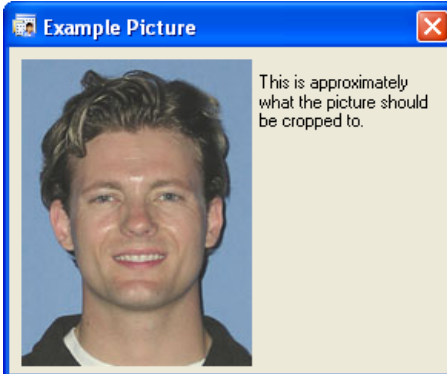


Connected Mode (Continued)



Notes:

- An example picture window will pop-up that displays what the image should look like.



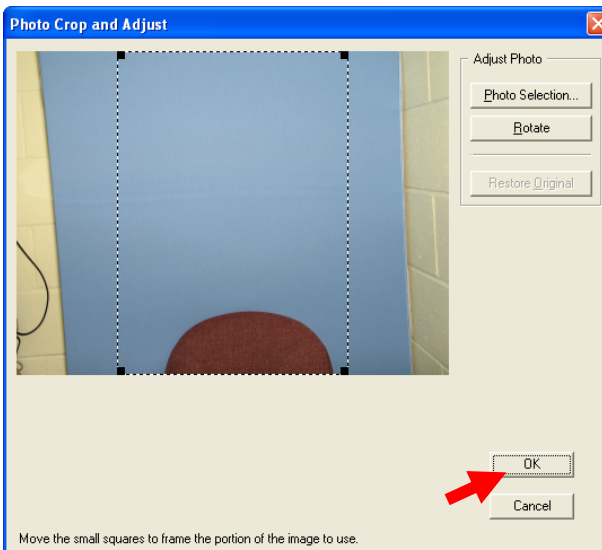
- Once the person is situated and centered, **click** the *Take Photo* button.



- A message that the photo is transferring appears.



- You are now presented with a form for cropping and adjusting the photo. From this window, you can zoom in to get a closer shot of the personnel.


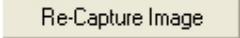


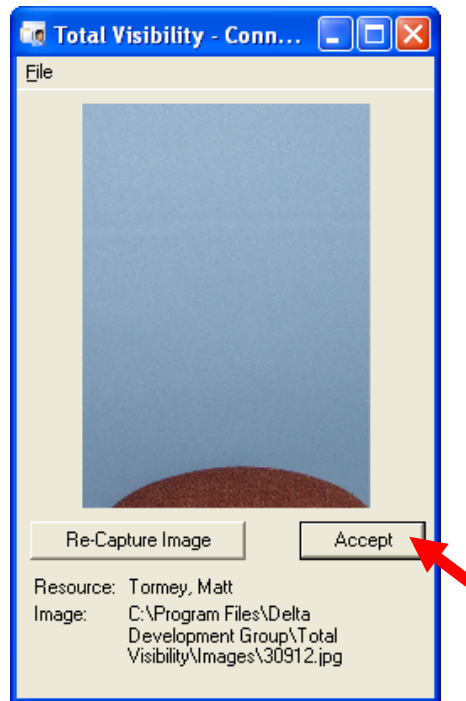
- When you are satisfied with the selection, **click** the *OK* button.
- The image is then transferred to the *Connected Mode* application.



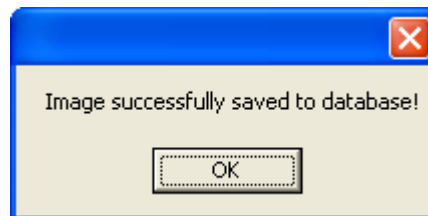
Notes:

Connected Mode (Continued)

10. If you are satisfied with the picture, **click** the *Accept*  button to save the image to the Total Visibility database. Otherwise, **click** the *Re-Capture Image*  button to take another picture.



11. Once you accept the image, a message will appear that the save was successful and the application will store itself to your Windows taskbar for re-use.






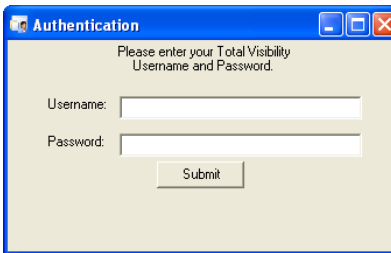
Notes:

Satellite Photo Studio (Continued)

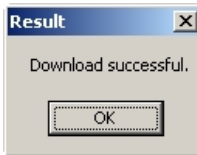
Downloading Resources

Steps

1. Before you can use this application effectively, you should **download** the resources to which you have permission. **Click** on the *Download Resources* button or **click** the *TV Online* menu link and select *Download Resources*. 
2. You will be prompted to enter your Total Visibility log in credentials.



3. **Enter** your *username* and *password* and **click** *Submit*. Upon successful authentication, you will be notified that the resources have been downloaded.



4. **Click** *OK*. You are now ready to use the Satellite Photo Studio remotely.

Selecting Organizations and Resources

Steps

1. To begin using the Satellite Photo Studio, **select** the appropriate Organization or Facility from the *Select an Organization* drop-down.



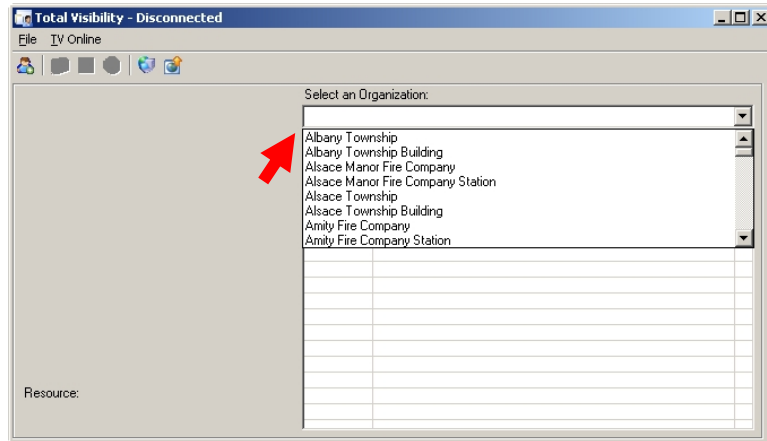


Notes:

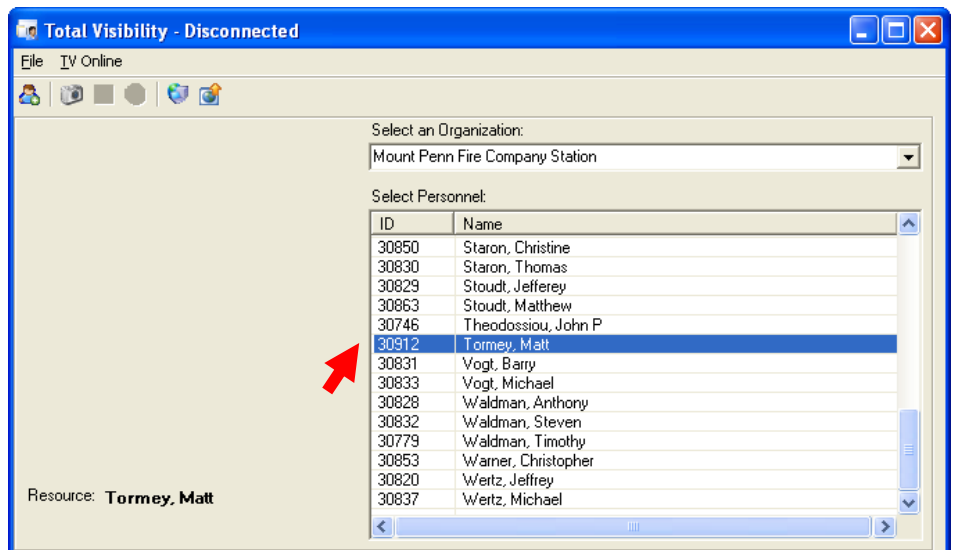
Satellite Photo Studio (Continued)

Selecting Organizations and Resources (continued)

- Once you have selected the appropriate Organization or Facility, the Personnel resources will be populated in the grid below.



- Select the Personnel you would like to take a picture of by clicking on the appropriate row. The *Capture Image*  button now becomes enabled.







Notes:

Satellite Photo Studio (Continued)

Capturing and Editing Images

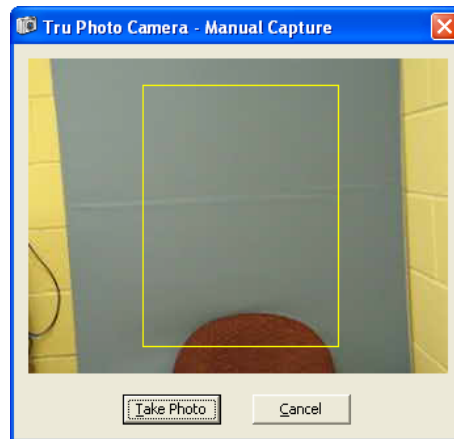
Steps

1. Click on the *Capture Image*  button to take the picture.
2. The Satellite Photo Studio application will automatically initialize the camera and take you to the Manual Capture screen.



Initializing camera...

3. An example picture window will pop-up that displays what the image should look like.



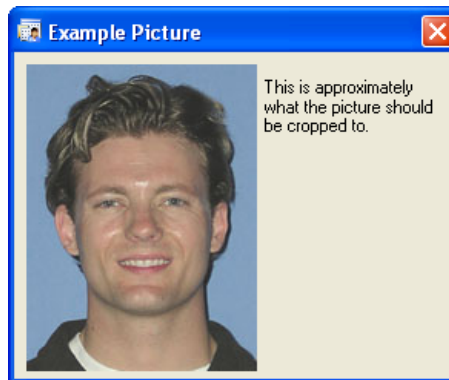


Notes:

Satellite Photo Studio (Continued)

Capturing and Editing Images (continued)

- Once the person is situated and centered, **click** the *Take Photo* button.



- A message that the photo is transferring appears.



- You are now presented a form for cropping and adjusting the photo. From this window, you can zoom in to get a closer shot of the personnel.



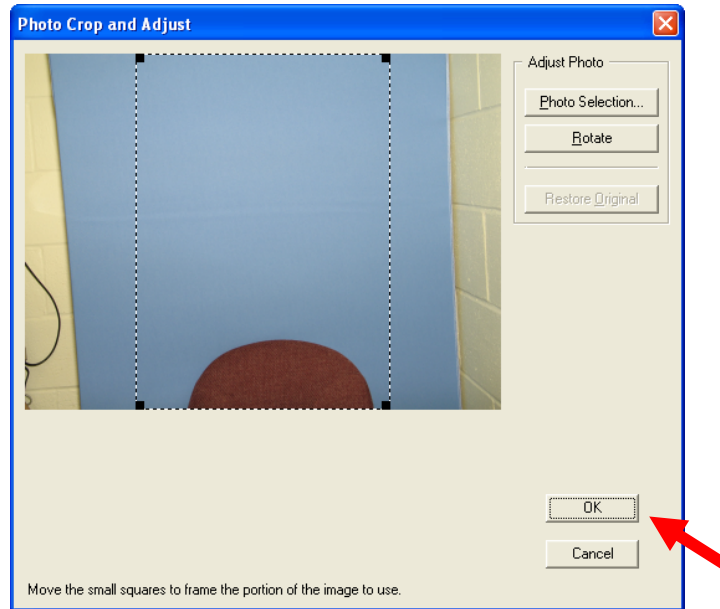


Notes:

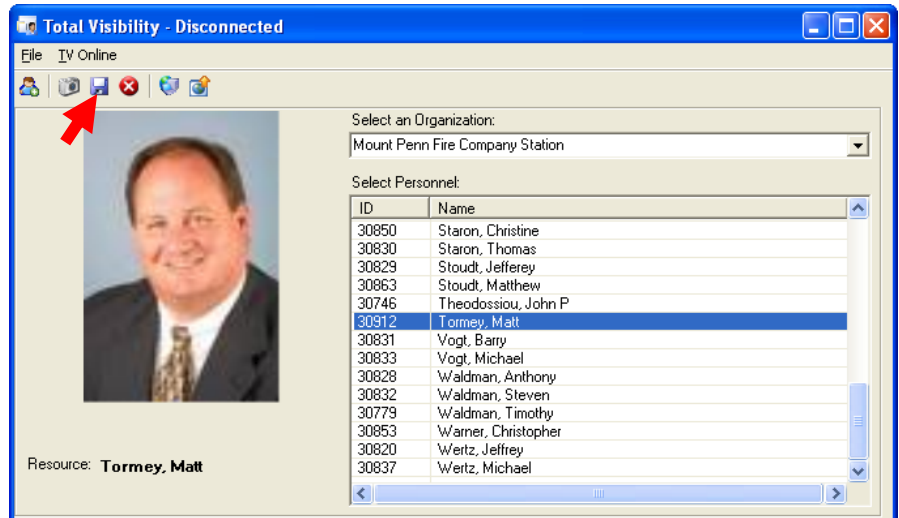
Satellite Photo Studio (Continued)




Capturing and Editing Images (continued)

- When you are satisfied with the selection, **click** the **OK** button.



- The image will be transferred back to the Satellite Photo Studio application for further review.



- If you are satisfied with the picture, **click** on the **Save**  button to save the image. **Click** the **Delete**  button to delete the image. **Click** the **Capture Image**  button to re-take the picture.



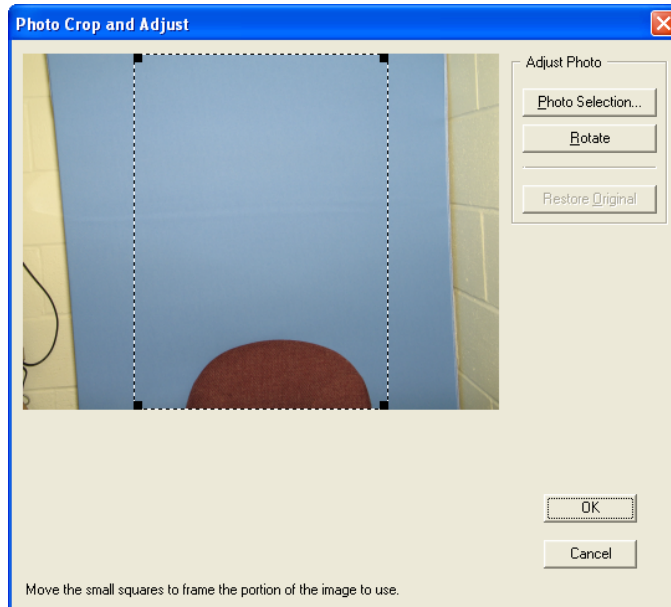
Satellite Photo Studio (Continued)




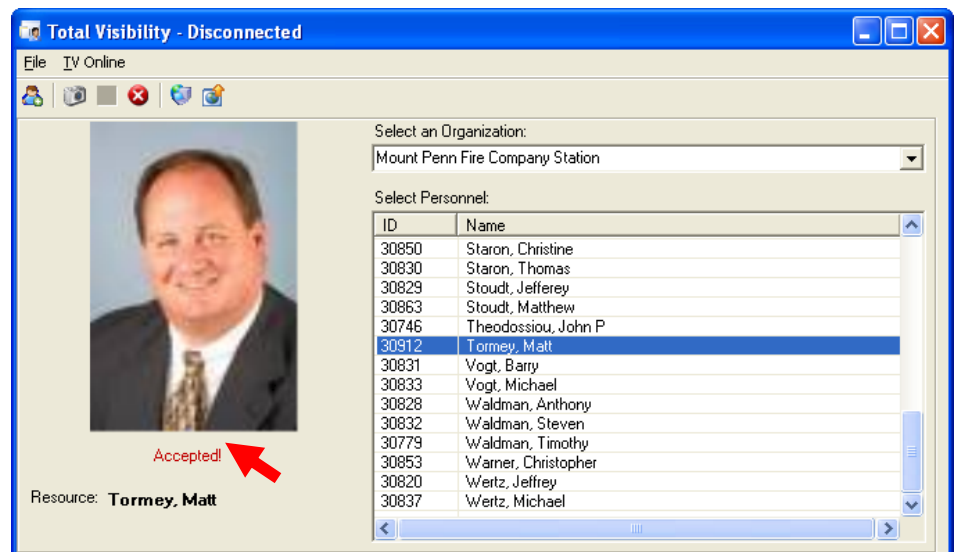
Notes:

Capturing and Editing Images (continued)

Special Note: You must save the image for it to be uploaded to the Total Visibility database. Pictures that are not saved are stored in a temporary folder until it is either deleted later or saved.



10. Once the picture is saved, a message will appear indicating the picture is accepted and the Save  button disappears.





Notes:

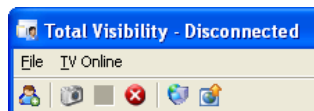
Satellite Photo Studio (Continued)

Creating a New Resource

The Satellite Photo Studio allows users to create new resources in the event that the resource does not exist yet.

Steps

1. **Click** on the *New Resource*  button.



2. A blank form will open.

The screenshot shows a window titled "New Resource" with a "File" menu and several icons. The form contains the following fields:

- Select an Organization: (with a dropdown arrow, highlighted by a red arrow)
- First Name Middle Initial
- Last Name
- Title
- SSN

3. **Select** the Organization or Facility to which the new resource belongs.
4. **Fill out** all of the fields on the form.








Notes:

Satellite Photo Studio (Continued)

Creating a New Resource (continued)

5. Click the Save  button to save the New Resource and return to the main application. Click the Save and Add  button to save the New Resource and add another. Click the Exit  button to exit without saving.




The screenshot shows a window titled "New Resource" with a "File" menu. The menu contains three buttons: "Save", "Save and Add", and "Exit". A red arrow points to the "Save" button. Below the menu, there is a dropdown menu for "Select an Organization" with "Mount Penn Fire Company Station" selected. There are input fields for "First Name" (Robert), "Middle Initial" (M.), "Last Name" (Conner), "Title" (Chief Logistics), and "SSN" (321, 54, 9876).

Uploading the Photos

When you are finished taking pictures remotely with Satellite Photo Studio, it is necessary to upload all the photos to the Total Visibility database for use with the ID Cards.

Steps

1. From the main application window, **click** the *Upload Photos*  button.
2. An *Authentication* window will open.



The screenshot shows a window titled "Authentication" with the text "Please enter your Total Visibility Username and Password." There are input fields for "Username:" and "Password:". Below the fields is a "Submit" button. A red arrow points to the "Submit" button.

3. **Enter** your Total Visibility username and password and **click** the *Submit* button.

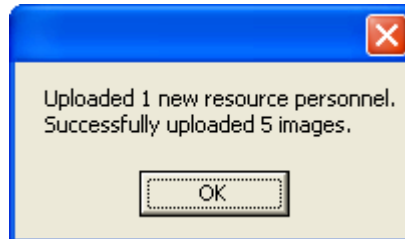


Satellite Photo Studio *(Continued)*

Notes:

Creating a New Resource *(continued)*

4. Upon a successful authentication, a confirmation window will open notifying you of how many images and resources were uploaded.



Lesson Eight

Total Visibility
Emergency Workstation



Objectives:

- Standalone Capabilities
- Downloading Data



Stand-Alone Capabilities



Notes:

The Emergency Workstation or stand-alone version of Total Visibility is designed to be used only during an emergency when the power and/or the Internet access have been severed. This version is downloaded to a laptop as a read-only version of the application to be used as a way to locate resources as needed. There are several limitations to the stand-alone version:

- It is read-only. Data can be manipulated; however it cannot be synchronized back to the server and will be overwritten the next time the data is downloaded.
- There is not a mapping component to this version.
- There is not a photo capture component for ID Card production.





Notes:


Downloading Data

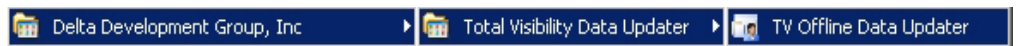
There are two steps to begin using the Emergency Workstation. The first is to install the base installation of the Total Visibility software. The second is to download the latest data from your Total Visibility database.

Prerequisites for Emergency Workstation

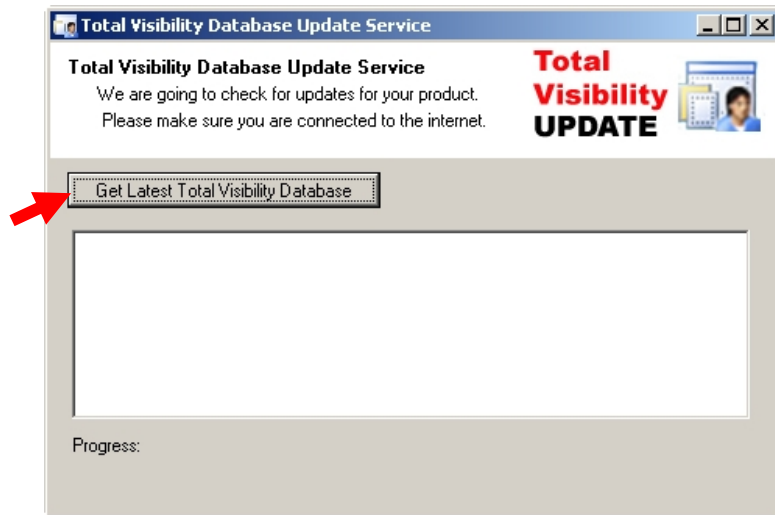
Operating System	Windows 2000 Professional
	Windows 2000 Server
	Windows XP Professional
	Windows Server 2003
RAM	512 MB
Hard Drive	1 GB of free space

Steps

1. **Install** the stand-alone version of Total Visibility by running the setup file. This will install Microsoft Internet Information Services (IIS) (if not already present), SQL Server 2005 Express, and the Total Visibility site.
2. **Install** the Total Visibility Data Updater Service program.
3. **Click** on your *Windows Start*  button.
4. **Navigate** to Programs -> Delta Development Group -> Total Visibility Data Updater and **click** on *TV Offline Data Updater*.



5. A window will open allowing you to download the latest data from Total Visibility online.



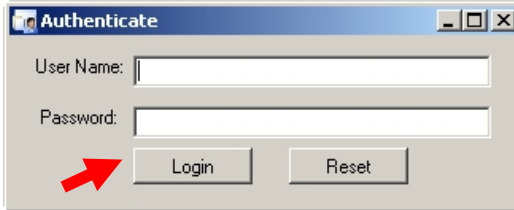


Notes:

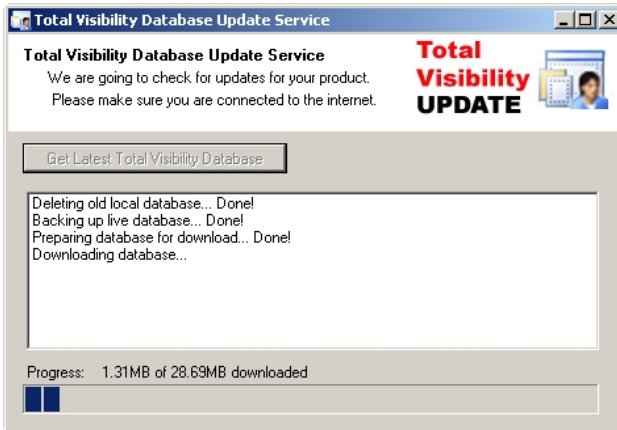
Downloading Data (Continued)

Prerequisites for Emergency Workstation (continued)

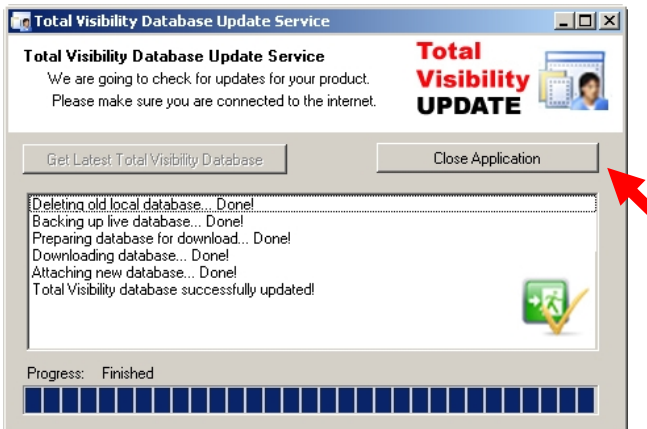
6. Click on *Get Latest Total Visibility Database*.
7. You will be prompted to enter your Total Visibility *Username* and *Password*.
8. Enter your credentials and click the *Login* button.



9. Upon successful authentication, the services will begin the process of downloading the live database and updating the local database.



10. Once the process has completed, simply click the *Close Application* button to exit the application.



Glossary

24 hour phone – This is critical as a means of reaching first responders in the event of an emergency.

Active X Control – ActiveX is a component object model (COM) developed by Microsoft for Windows platforms. Software based on ActiveX technology is prevalent in the form of Internet Explorer plugins and, more commonly, in *ActiveX controls*, ActiveX based applications launched from web pages.

Address 1 – This is the street address of the resource. It is important to enter the correct information in this field. This field should not include a suite number, apartment number, etc., because it is used for geo-coding and mapping. Inaccurate information will cause it to geo-code improperly.

Address 2 – This field is used for suite number, apartment number and other such unique address identifiers.

Advanced Search – Advanced searches consist of a query builder, which allows a user to specify search criteria for the fields on which you would like to search. The informational fields that are specified in the search are taken from the Resource Card and its information catalog.

Associated Resources – The Associated Resources tab lists the associations that have been made to the Resource. These items can be listed as a Parent Resource or a Child Resource.

Associations – Associations are the means by which items are grouped by common dependency upon one another (e.g. fire department, fire truck, fire fighter, fire hose, and fire nozzle).

Attachments – These are documents and file images that may be associated to a Resource Card.

Bar Code Tab – This is located on a Resource Card and tracks the amount of space available if a bar code needs to be generated for an ID Card.

Broadband – This is a term that refers to a signaling method that includes or handles a relatively wide range of frequencies, which may be divided into channels or *frequency bins*. The wider the bandwidth, the greater the information-carrying capacity.

Capacity – The capacity field is only visible on a Facility Resource Card. Capacity is meant to refer to the number of people who can be sheltered at the facility in the event of an emergency.

Card Type – The field can be only be viewed and updated by system administrators. This field is used to identify the discipline of the organization. Specifying the discipline in the Card Type determines the ID Card background color.

Child Resource – A resource in the system that has been created as a child of a parent resource.

City – This is the city that the resource resides in.

Commodity – A commodity is a specific piece of equipment. Commodity Typing is a means of grouping and organizing resources that have not been NIMS typed, but have similarities that allow them to be organized in a standard format.



Connected Mode – Connected Mode is the daily operational mode by which the system is designed to work. The Disconnected Mode is used during a power outage or when an Internet connection is unavailable.

Cost Code - Cost Codes are available and used for classifying resources based upon the currently established FEMA reimbursement amounts.

Discipline – the Discipline Functionality is the overarching grouping when adding and organizing commodities.

Emergency Charge – The Emergency Charge functionality is for Equipment / Specialty Teams and Personnel. This field is used to track those resources that may or may not charge their normal prices during times of an emergency.

Emergency Management Agency (EMA) – The county emergency managing agency that directs the resources to be deployed during the event of an emergency.

Emergency Workstation – An emergency work station is a means to operate the system in a disconnected mode. This allows a user to operate the system with a snapshot of the most current data loaded onto a computer that doesn't require Internet connective.

Equipment/Specialty Team – This is a Resource Category used to capture specific information about a piece of equipment or team.

Exporting Shapefile – A user can export GIS data into a standard ESRI shapefile format, allowing the spatial data to be used in an external GIS platform for enhanced manipulation.

Facility Resources – This is a Resource Kind used to capture specific information about a physical location.

Geographical Information Systems (GIS) – a system for capturing, storing, analyzing and managing data and associated attributes which are spatially referenced to Earth.

HAZMAT Tool -The HAZMAT tool allows an individual to conduct some basic plume analyses and down-wind hazard vulnerability assessment for chemical releases, toxic fires, or transportation emergencies. The HAZMAT tool allows a user to quickly input initial isolation distances and protective action distance in feet, meters, or miles, as well define the down-wind direction. The tool helps readily identify those Resources that will be impacted during emergency conditions and to quickly assess an organization's response capability. The HAZMAT tool is also helpful during preplanning initiatives to prepare for mitigation efforts should a disaster occur.

History Tab - The History Tab is populated with the date and time a Resource record was modified and saved. This information is automatically updated and may not be edited.

Identification (ID) Cards – ID Cards are part of the accountability solution Total Visibility provides. Using ID Cards is a way for an Incident Commander to track personnel and equipment resources under his/her control during an emergency.

Identification (ID) Number (Associations Tab) – This is the employee ID number for the person, which is utilized at the associated resource.



Identification Tool - The Identity tool in the map toolbox allows a user to capture information on a single feature displayed on the map.

Inventory – This is used to specify the average number of resource-units that are available at any given time.

Latitude & Longitude – These fields are used for the mapping function in the program. Latitude & Longitude will be automatically updated if the address information is entered properly in the Resource Card, and if the address is available in the geocoder database. These fields can also be manually updated if the correct coordinates are known.

Layers – Layers are the pre-identified list of data that has been loaded into the system and can be displayed on the map. The Layers List is dynamic in nature and allows a user to make layers visible and/or active.

Legend – This is a reference area on a map that lists and explains the colors, symbols, line patterns, shadings, and annotation used on the map. The legend often includes the scale, origin, orientation, and other map information.

List View – This is the primary application window. This area of the application allows users to search for resources, use system features, and access administrative functions. By default, all Resources are listed in this view upon logging into the system. The Resource List can be filtered based on search criteria.

Locate Address Tool – This is a tool used when a set of specific attributes about an address, municipality or street intersection are known. This tool will allow a user to quickly enter the information and generate a localized map for a specific address location.

Location – This specifies the city and state of the facility or piece of equipment.

Login – the process by which individual access to a computer system is controlled by identification of the user in order to obtain credentials to permit access. It is an integral part of computer security. A user can log in to a system to obtain access, and then log out when the access is no longer needed.

Measure Tool - The Measure tool in the map toolbox allows a user to draw a straight line on the map and determine the distance between the start and end points of the line.

Medical Tab – This is an area of the Personnel Resources Card used to maintain basic medical information that is available for an individual. This area is used to store certain medical information that may preclude someone from participating in a particular assignment.

Misc. Tab – This is an area to maintain latitude and longitude, if that information is known.

Mobile – This is used for cell phone numbers.

Municipality – The Municipality field is only available on the Facility Resource Card. This is the borough, city or township where the facility is located. The municipality field is required for proper geocoding of Facility Resources.

Name (First) – For Personnel Resource Cards, this is the first name of the person. For Organization Resource Cards, this is the first name of the primary point of contact for the organization.



Name (Last) – For Personnel Resource Cards, this is the last name of the person. For Organization Resource Cards, this is the last name of the primary point of contact for the organization.

Nextel - The field provides an alternate means for contact and communications and is intended to capture a person's Nextel phone number if available.

NIMS Category – This is an administrative function that allows a user to establish or maintain NIMS Category/ESF as they apply to the National Incident Management System (NIMS) Resource Typing management list.

NIMS Typing – This is an administrative function that allows a user to establish or maintain NIMS Resources/ESF types as they apply to the National Incident Management System (NIMS) resource management list.

Notes – This is a freeform text field that can be used for relevant information pertaining to the resource.

Nuclear Planning Tool – The Nuclear tool highlights a predefined area covered by the Emergency Planning Zone (EPZ) and returns a report on all facilities or equipment located within the impacted area.

Organization Identifier – This is a custom-description field.

Organization Name 1 – This field is automatically updated with the organization name provided when it is created. This field can only be viewed and updated by system administrators. The contents of this field will be printed on ID cards.

Organization Name 2 – This field is automatically updated with the organization name provided when it is created. This field can only be viewed and updated by system administrators. The contents of this field will be printed on ID cards.

Organization Resources – An organization is a Resource Kind that captures the organizational entity to which the related resources belong.

Pager – The field provides an alternate means for contact and communications and is intended to capture a person's pager number if available.

Parent Resource – A Resource Parent is the highest level within a resource tree and will have Child Resources associated.

Permissions – Method of administering security settings on systems to specific users or groups to control access to those systems or applications.

Pop-up Blocker – A tool used by many browsers to block unwanted advertisements from opening while viewing a website.

Primary Phone – This is the main phone number for the resource.

Print Detail - The Print Details report displays an in-depth report on all information that has been retrieved and displayed in your search area listing.

Print List – The Print List option creates a report that matches the information within the search area listing.



Qualifications Tab - The qualifications information area can be used to keep track of specific types of training and/or certifications a Personnel Resource may possess.

Quarterly Review - This is a process by which records are kept current through administrative review on a quarterly basis.

Quick Search – The quick search is a tool that allows a user to rapidly locate a resource that is known by name or type. The Quick Search quickly narrows down the list of potential resource matches.

Resource Cards – These are used for viewing and maintaining information on resources. There are four kinds of resources: Organization, Facility, Equipment/Specialty Team, and Personnel.

Resource Management System – A system that allows emergency managers to gain greater control over the complex and time-consuming process of selecting, acquiring, and managing Resources that could be brought to bear in times of a disaster.

Resource Typing – Resources can be “typed” by category or emergency support functions (ESF). The Resource can be defined as one or several different types based upon the levels predefined within the NIMS resource typing manual.

Satellite Photo Studio – This tool allows users to capture images for personnel on a laptop not connected to the Internet and to synchronize with the database at a later date and time.

Select by Circle – This is a tool that is available within the mapping area and allows a user to select a circular area of the map and display the points and pertinent information within the selected area.

Select by Polygon – This is a tool that allows a user to select a series of points that do not follow standard geometric shapes. A user can create various segments that make turns or are not straight-line distances. The resulting shape will display the points and pertinent information within the selected area.

Select by Rectangle – This is a tool that allows a user to select an area by dragging the pointer across a map in a rectangular shape, displaying relevant information about those points within the selected area.

SSN – The social security number field is used to ensure that personnel records are not mistakenly duplicated, and a means of unlocking personnel records that you may not inherently have permissions to view or edit.

State – This is the state where the resource is located.

Status – The Status field on the Resource Card is a field that shows the current status of an Equipment/Specialty Team, Facility, Organization, or Personnel as available, deployed or out of service.

Switching Parent Resources –The ability to switch Parent Resources can be done for a Resource Card. This will allow a Resource to be reassigned and all of the Resource’s associated Resources will also follow the Parent Resource Assignment.

Title (Associations Tab) – The Title field represents the position the person holds at the associated resource.



Toolbar – In a graphical user interface on a computer monitor a **toolbar** is a panel on which onscreen buttons, icons, menus or other input or output elements are placed.

Type – Equipment/Specialty Team – This is a Resource Category that is used to capture specific information about an individual piece of Equipment or a Specialty Team.

Unit ID & Unit Number – These fields are used by the Resource Manager as a means to uniquely identify apparatus vehicles, and other equipment. The information placed in these fields is unique to the resource owner and is at their discretion.

Unit ID and Unit # - This serves two purposes. First, it allows users to uniquely identify a specific piece of equipment (e.g., Engine 32). Second, these fields are printed on the ID Card for apparatus/vehicles. Unit ID may be specified by county policy.

Usage and Situations Tab – The Usage and Situation tab allows Resources to be categorized by an overarching circumstance (e.g., flood, mass causality incident, building collapse).

Web: - This is the website address for the resource.

Zip - The Zip code field is required for proper geocoding of Facility Resources.

Zoom In - The magnifying glass with the “+” inside it is the Zoom-In tool and is selected by default when the map opens. While this is selected, clicking anywhere on the map will zoom in on the map, re-centering on the area selected. Alternatively, with the Zoom-In control selected you can define a rectangle and the map will be redrawn to show the area selected.

Zoom Out - The magnifying glass with the “-” inside will zoom out, giving the user a wider view of the mapping area. While this is selected, clicking anywhere on the map will zoom out on the map, re-centering on the area selected. Alternatively, with the zoom-out control selected, users can define a rectangle and the map will be redrawn to show the area selected. If an area is selected that is larger than the full map extent, the map will default to its normal size and scale.

Zoom to Active Layer – The Zoom to Active Layer tool in the map toolbox zooms the map to the full extent of the active layer. Remember, the active layer must be selected in the layers list located in the right hand navigation area.

Zoom to Full Extent - The Zoom to Full Extent tool in the map toolbox will allow a user directly go from the mapping area they are currently working on back to the full extent view of the map.

