

EMRS Quick Start Guide for Check-in and Check-out

Personnel at an incident are documented in EMRS:

- 1) Logistics creates a Resource Order in EMRS for the number and types of personnel needed.
- 2) Dispatch fills the resource order in EMRS, creating a Resource Assignment for a specific individual.
- 3) When an individual arrives at the incident, Plans checks the individual in to the incident in EMRS.
- 4) Logistics assigns fleet and/or property to the individual in EMRS. Logistics documents the return of assigned fleet and property in EMRS.
- 5) When an individual leaves the incident, Plans checks the individual out of the incident in EMRS.

This guide covers Check-in and Check-out. There are additional guides for the other Resource Management functions in EMRS. The ability to perform the tasks described is dependent on user roles. The user or one of the teams he/she is part of must have the Plans Check-In/Out role to check personnel in and out in EMRS.

Check-in and Check-out

Check-in and check-out of personnel on an incident is conducted by the Plans section. In order for an individual to be checked in to an incident, a Resource Order must have been created and filled in EMRS. When a resource order is filled in EMRS, a Resource Assignment is created for the specific individual.

Check-in and Check-out Tasks

- 1) Check personnel into an incident (p. 1)
- 2) Check personnel out of an incident (p. 4)

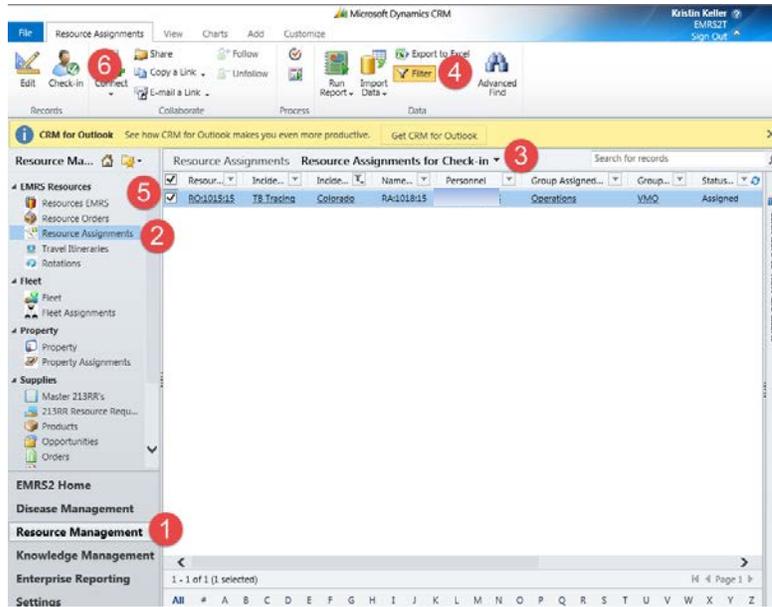
1. Check-in

In order for an individual to be checked in to an incident, a Resource Order must have been filled in EMRS, creating a Resource Assignment in EMRS for the specific individual.

To check an individual into an incident, navigate to the Resource Assignments entity.

- 1) Select Resource Management.
- 2) In the EMRS Resources section, select Resource Assignments.
- 3) Change the view to Resource Assignments for Check-in.
- 4) If resource assignments are displaying for more than one incident and/or site, filter to display only resource assignments for your incident and incident site.
- 5) In the grid, find and highlight the individual you are checking out. *Note: You can filter the Personnel column by the specific individual to narrow the list.* You do not need to open the resource assignment form for the individual.
- 6) Select the Check-in button in the ribbon.

Resource Assignments for Check-in



- 7) The Check-in dialog will open. Confirm that you have the correct person and that the information about the assignment has not changed. Only enter data if the assignment has changed, otherwise leave the fields blank and the rotation will be created as shown.

Check-in Review

Check-in
Check-in Review

Please confirm that you have the correct person ([redacted], Iowa) and that the information below has not changed. Only enter data if the assignment has changed otherwise leave blank and the rotation will be created as shown. **Tip** 7

Actual Report Date and Time:
10/13/2014 12:00 PM

Group assigned to: (Operations)

Group Position: (VMO)

Projected Release Date and Time: (10/27/2014 12:00 PM)

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- 8) Indicate if the personnel will be assigned work in EMRS. If yes is selected, the individual's name will appear in the lookups in EMRS for things such as herd exams, herd tests, and appraisals. If the individual will only be working in the office and will not be assigned work, select no.
- 9) Indicate if the personnel will need to enter or view data in EMRS. If the individual was hired for a position that does not require EMRS access, select no.

If yes is selected, you will be prompted to create and attach a 513 request for EMRS access if one is not already on file for the individual.

If the individual already has access to EMRS, you will be prompted to request access for the position being filled, so that the individual has the access they will need to fulfill their incident-based duties.

- 10) Enter the personnel duty station issued cell phone. Do not use this field for cell phones issued at the incident.

EMRS Access

11) Check-in is complete.

Check-in Success



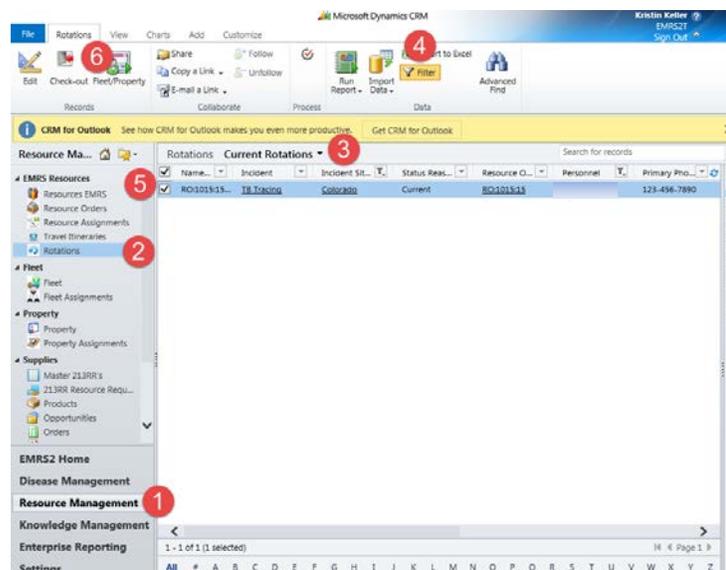
2. Check-out

When an individual leaves an incident, they must be check out of the incident in EMRS. For successful check-out, the individual must return any assigned fleet or property.

To check an individual out of an incident, navigate to the Rotations entity.

- 1) Select Resource Management.
- 2) In the EMRS Resources section, select Rotations.
- 3) Verify that the view is Current Rotations. Change the view to Current Rotations if necessary.
- 4) If rotations are displaying for more than one incident and/or site, filter to display only rotations for your incident and incident site.
- 5) Find and highlight the individual you are checking out in the grid. *Note: You can filter the Personnel column by the specific individual to narrow the list.* You do not need to open the rotation form for the individual.
- 6) Select the Check-out button in the ribbon.

Current Rotations



- 7) Verify or enter the actual check out date and time.
- 8) Enter any checkout comments. *Note: If the individual has open fleet or property assignments, a notification will display. You will not be able to check the individual out of the incident until all fleet and property have been returned. Direct the individual to Logistics to return outstanding fleet or property. When all fleet and property have been returned, re-start the Check-out dialog and complete the check out.*

Check-out

Check-out
Check-out

<p>Actual Check out date/time: >Original Scheduled Release (10/27/2014 12:00 PM)</p> <p>10/27/2014 12:00 PM</p>	<p>Tip</p> <p>Incident: TB Tracing</p> <p>Site: Colorado</p> <p>Rotation: RO:1015:15</p> <p>Personnel: [redacted]</p> <p>No open fleet or property assignments were found.</p>
<p>Checkout comments</p> <p>None</p>	

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- 9) Verify that the correct individual is being checked out. This will deactivate the individual on the incident and the individual will no longer be available to be assigned work on the incident.

Resource to deactivate

Check-out
Resource to deactivate

<p>The following resource associated with this rotation will be deactivated.</p> <p>[redacted] 11/17/2014 4:11 PM Active</p>	<p>Tip</p>
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10) Check-out is complete.

Check-out success

Check-out
Success

You have completed the Check-out of the personnel [redacted] on the rotation [RO:1015:15](#) for the Incident TB Tracing at the site Colorado that began on 10/13/2014 12:00 PM and was completed on 10/27/2014 12:00 PM for the resource group Operations and position VMO.

A comments note was created with any comments entered and you can click here [Checkout comments](#) to attach any documents.

Tip
Click next to end.

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