

EMRS Quick Start Guide for Property Management



Fleet and property at an incident are documented in EMRS:

- 1) Logistics creates fleet and property records in EMRS.
- 2) Logistics assigns fleet and/or property in EMRS to individuals at the incident and documents the return of assigned fleet and/or property in EMRS.
- 3) When an individual leaves the incident, EMRS verifies that all assigned fleet and property have been returned prior to check-out.

This guide covers managing property in EMRS. 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 assigned to in EMRS must have Logistics roles in EMRS.

Property

Property at an incident can be entered and tracked in EMRS. Logistics creates property in EMRS and tracks the assignment and return of property to individuals at the incident. Property can be reserved for a group (for example, Plans). Property can be removed and returned to service.

Property Tasks

- 1) Create Property (p. 1)
- 2) Assign Property (p. 4)
- 3) Return Assigned Property (p. 7)
- 4) Reserve Property for Incident Resource Group(p. 9)
- 5) Remove and Return to Service (p. 11)

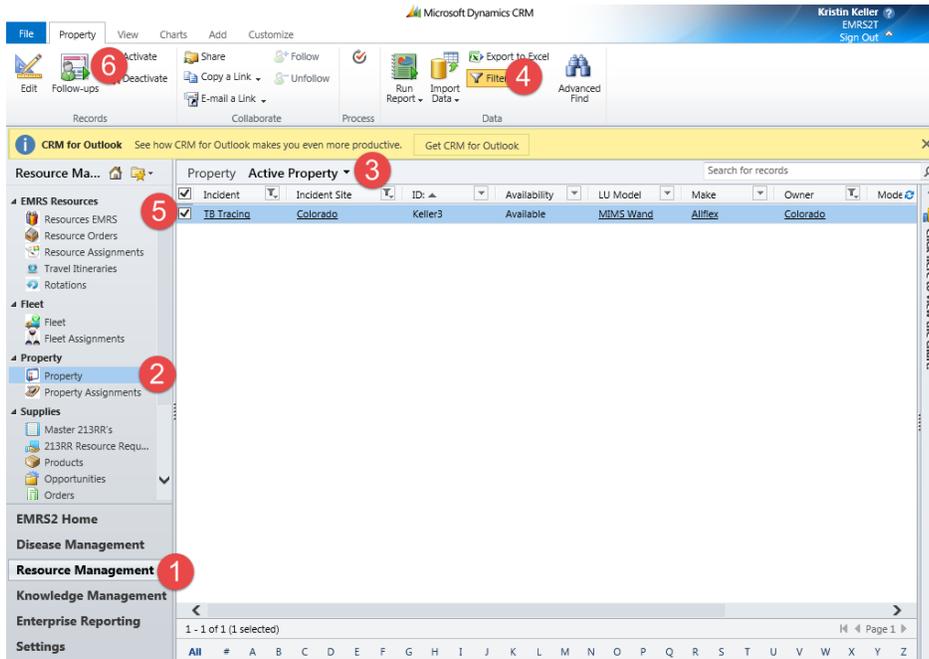
1. Create Property

Logistics creates new property records in EMRS.

To create new property, navigate to the Property entity.

- 1) Select Resource Management.
- 2) In the Property section, select Property.
- 3) Verify that the view is Active Property. Change the view to Active Property if necessary.
- 4) If property is displaying for more than one incident and/or site, filter to display only property for your incident and incident site. *Note: You can create a personal view to display property for your incident and incident site as a default.*
- 5) In the grid, find and highlight an existing property for your incident and incident site. You do not need to open the existing Fleet record.
- 6) Select the Follow-ups button in the ribbon.

Active Property



- 7) The Add Follow-ups to Property dialog will open. Confirm that the correct Incident and Site are displaying in the Tip; the new property will be created for this incident and site.
- 8) Select Create Property for the same incident, site, access. *Note: If you know that the property you are creating is the same type, make, model, and model # as the highlighted property, you can skip re-entering this information by selecting Copy Property except for ID's.*

Create Property

Add follow-ups to property.
Assign to?

Add Follow-ups to this property? [Keller3](#)

Action to take?

- Create Property for same incident, site, access. **8**
- Copy Property, except for ID's.
- Assign Property to Personnel or Premises
- Return Property
- Reserve for Incident Resource Group
- Remove from service
- Return to service

If assigning property to personnel or premises?
Personnel- most common

Tip **7**

Incident: [TB Tracing](#)
Site Managed: [Colorado](#)
Property: [Keller3](#)
Type: GPS Unit
Make: Allflex
Model: MIMS Wand
Availability: Available

Click to add comments

[Help](#) [Summary](#) [Next](#) [Cancel](#)

- 9) Enter property ID (a unique number you are using to identify this property at the incident).
- 10) Enter type of equipment.
- 11) Enter make.

Property ID

Add follow-ups to property.
ID, Make , Model

Enter Property ID:- will be created for the incident, site and access listed.
TBCOP1

Type of Equipment
GPS Unit

Make
Garmin

Tip

Incident: [TB Tracing](#)
Site: [Colorado](#)
Access: [Colorado](#)

Click to add comments

Help Summary
Next Cancel

- 12) Select model.
- 13) Enter phone number if phone.
- 14) Enter serial number.
- 15) Enter model number.

Model Description

Add follow-ups to property.
Select Model

Select Model for (GPS Unit, Garmin)
eTrex

Phone Number if Phone

Serial Number
SNG123

Model Number
MG123

Tip

Click to add comments

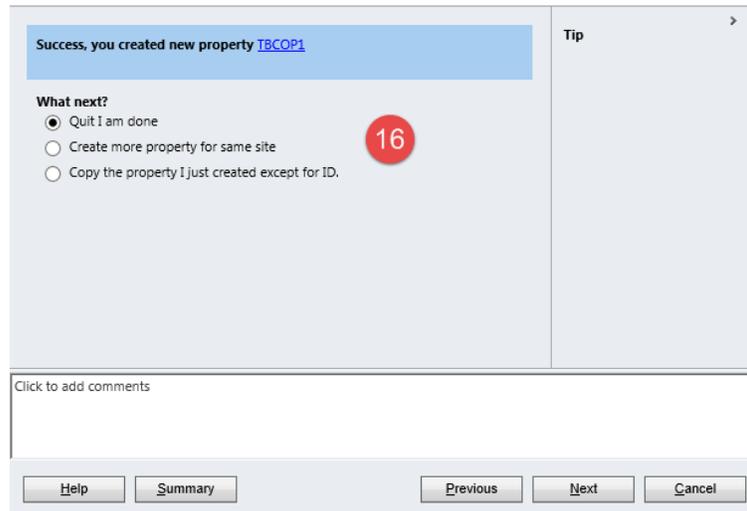
Help Summary
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16) New property is created. Dialog options:

- If you are done creating fleet, select: Quit I am done.
- If you need to create additional property with different characteristics, select: Create more property for same site.
- If you need to create additional property with the same type, make, model, and model #, select: Copy the property I just created except for ID.

Property Success

Add follow-ups to property.
Success



Property	Active Property	Search for records					
Incident	Incident Site	ID	Availability	LU Model	Make	Owner	Mode
<input type="checkbox"/>	TB Tracing	Colorado	Keller3	Available	MIMS Wand	Allflex	Colorado
<input checked="" type="checkbox"/>	TB Tracing	Colorado	TBCOP1	Available	eTrex	Garmin	Colorado
<input type="checkbox"/>	TB Tracing	Colorado	TBCOP2	Available	eTrex	Garmin	Colorado

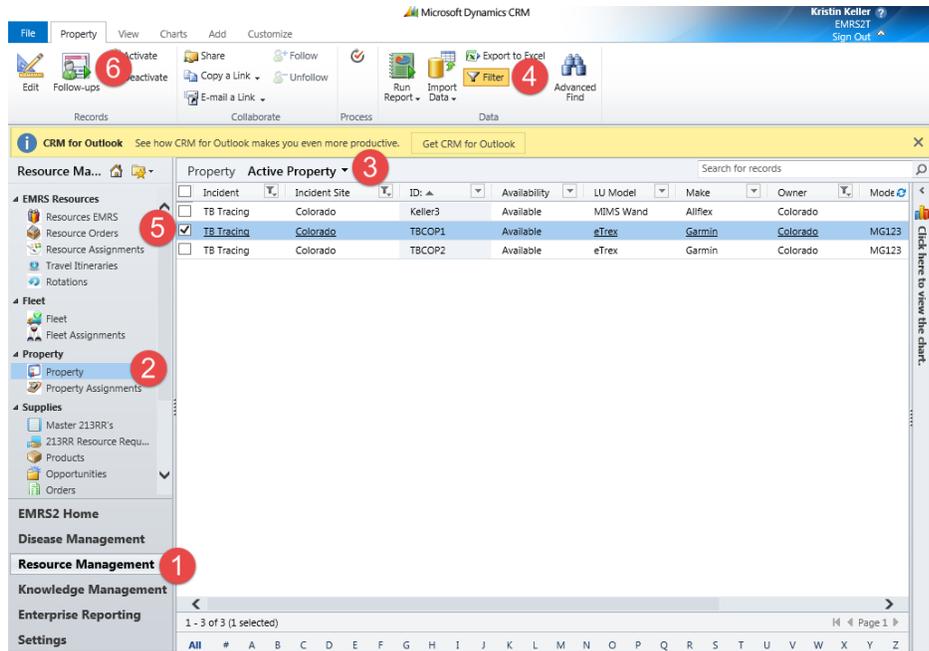
2. Assign Property

Logistics assigns property in EMRS. Property can be assigned to personnel or premises.

To assign property, navigate to the Property entity.

- 1) Select Resource Management.
- 2) In the Property section, select Property.
- 3) Verify that the view is Active Property. Change the view to Active Property if necessary.
- 4) If property is displaying for more than one incident and/or site, filter to display only property for your incident and incident site. *Note: You can create a personal view to display property for your incident and incident site as a default.*
- 5) In the grid, find and highlight the property you wish to assign. You do not need to open the property record.
- 6) Select the Follow-ups button in the ribbon.

Active Property



- 7) The Add Follow-ups to Property dialog will open. Verify that the correct property appears in the Tip.
- 8) Select Assign Property to Personnel or Premises.
- 9) Select Personnel. *Note: If the fleet will be assigned to a Premises rather than an individual, select Premises. This is uncommon.*

Property Actions

Add follow-ups to property.

Assign to?

Add Follow-ups to this property? [TBCOP1](#)

Action to take?

Create Property for same incident, site, access.
 Copy Property, except for ID's.
 Assign Property to Personnel or Premises
 Return Property
 Reserve for Incident Resource Group
 Remove from service
 Return to service

If assigning property to personnel or premises?

Personnel- most common

Click to add comments

Tip

Incident: [TB Tracing](#)
 Site Managed: [Colorado](#)
 Property: [TBCOP1](#)
 Type: GPS Unit
 Make: Garmin
 Model: eTrex
 Availability: Available

- 10) Individuals with active rotations on the incident will display in the drop-down. Select the person to whom you are assigning the property. *Note: If no rotation records display, this means there are no active rotations at the incident. Personnel must be checked in to the incident to have a rotation.*
- 11) Select property condition when assigned.
- 12) Enter additional comments.

Person Rotation

Add follow-ups to property.
Select Person Rotation

Select Rotation for Person

RO:1017:15:KRISTIN KELLER 11/19/2014 12:40 PM

Tip

10

Property condition when assigned?

Good 11

Dirty

Damaged

Additional comments

12

Click to add comments

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- 13) Property is assigned.

Property Assignment Success

Add follow-ups to property.
Success

Success: You have created a new property assignment [PA:1004:15](#) for TBCOP1; TBCOP1; Garmin; eTrex to KRISTIN KELLER at the incident TB Tracing and site Colorado. 13

Tip

Click next to end dialog.

Click to add comments

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Property Assignments								Open Property Assignments ▾	Search for records
<input type="checkbox"/>	Owner ▲	Incident (Pr...)	Incident Sit...	Property As...	Type (Prope...)	Make (Prop...)	LU Model (...)	Personnel (...)	
<input type="checkbox"/>	Colorado	TB Tracing	Colorado	TBCOP1	GPS Unit	Garmin	eTrex	KRISTIN KELLER	

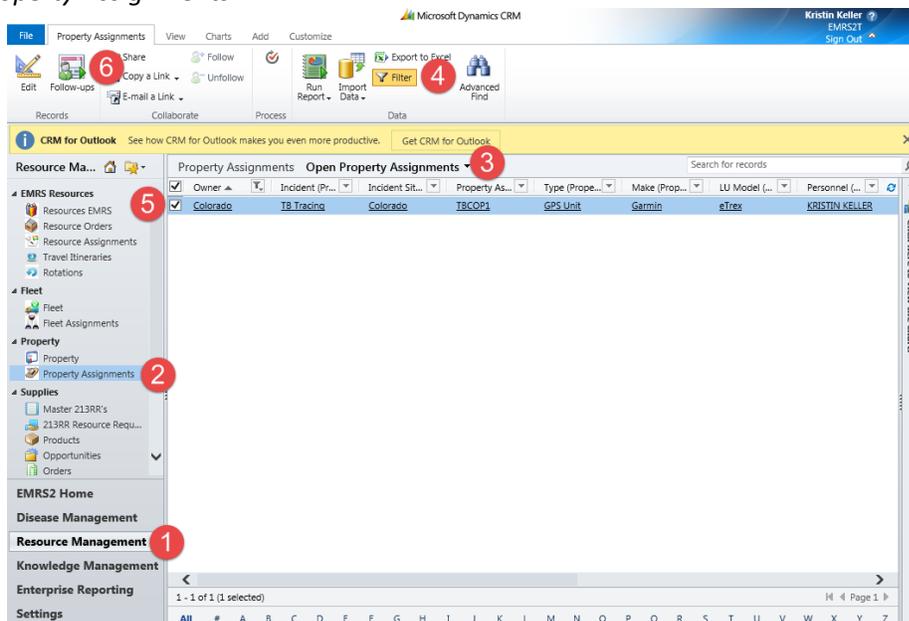
3. Return Assigned Property

Logistics documents the return of assigned property. An individual cannot be checked out of an incident in EMRS until all assigned fleet and property is returned.

To return assigned property, navigate to the Property Assignments entity.

- 1) Select Resource Management.
- 2) In the Property section, select Property Assignments.
- 3) Verify that the view is Open Property Assignments. Change the view to Open Property Assignments if necessary.
- 4) If property assignments are displaying for more than one incident and/or site, filter to display only property assignments for your incident and incident site. *Note: You can create a personal view to display property assignments for your incident and incident site as a default.*
- 5) In the grid, find and highlight the property assignment being returned. You do not need to open the property assignment record.
- 6) Select the Follow-ups button in the ribbon.

Open Property Assignments



- 7) The Return Assigned Property dialog opens. Select Return Assigned Property.

Return Assigned Property

Add Follow-ups-PA
What would you like to do?

- 8) Enter property return date and time.
- 9) Select returned condition.
- 10) Enter return comments.

Return Date

Add Follow-ups-PA
Enter Return Date, Condition and comments

Property Return Date

11/19/2014

Returned Condition

Good

Return Comments

Tip

Incident: TB Tracing
Site: Colorado
Property: [TBCOP1](#)
Type: GPS Unit
Make: Garmin
Model: eTrex

Click to add comments

- 11) The property is returned and now has a status of available so that it can be assigned to another individual.

Return Assigned Property Success

Add Follow-ups-PA
Success

You have entered a return date 11/19/2014 4:07 PM and returned condition Good for the property [TBCOP1](#) and changed it's status to Closed-Returned.

Tip

Click next to end.

Click to add comments

Property		Active Property		Search for records					
<input type="checkbox"/>	Incident	<input type="checkbox"/>	Incident Site	ID: ▲	Availability	LU Model	Make	Owner	Model#
<input type="checkbox"/>	TB Tracing	<input type="checkbox"/>	Colorado	Keller3	Available	MIMS Wand	Allflex	Colorado	
<input checked="" type="checkbox"/>	TB Tracing	<input type="checkbox"/>	Colorado	TBCOP1	Available	eTrex	Garmin	Colorado	MG123
<input type="checkbox"/>	TB Tracing	<input type="checkbox"/>	Colorado	TBCOP2	Available	eTrex	Garmin	Colorado	MG123

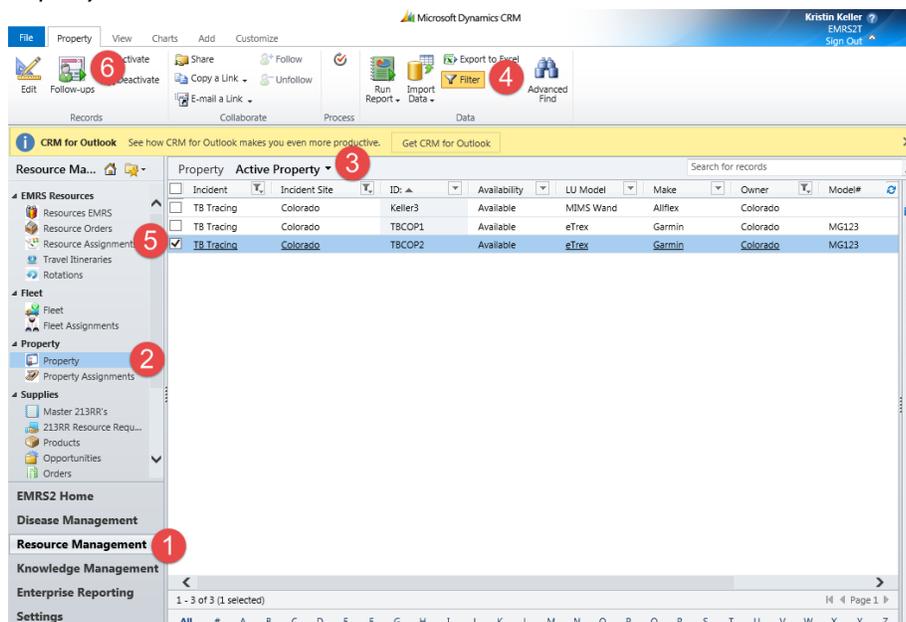
4. Reserve Property for Incident Resource Group

Property can be reserved for an incident resource group, for example, Plans or Operations.

To reserve property for an incident resource group, navigate to the Property entity.

- 1) Select Resource Management.
- 2) In the Property section, select Property.
- 3) Verify that the view is Active Property. Change the view to Active Property if necessary.
- 4) If property is displaying for more than one incident and/or site, filter to display only property for your incident and incident site. *Note: You can create a personal view to display property for your incident and incident site as a default.*
- 5) In the grid, find and highlight the property you want to reserve for an incident resource group. You do not need to open the property record.
- 6) Select the Follow-ups button in the ribbon.

Active Property



- 7) The add Follow-ups to property dialog opens. Select Reserve for Incident Resource Group.

Reserve for Incident Resource Group

Add follow-ups to property.

Assign to?

Add Follow-ups to this property? [TBCOP2](#)

Tip

Action to take?

- Create Property for same incident, site, access.
- Copy Property, except for ID's.
- Assign Property to Personnel or Premises
- Return Property
- Reserve for Incident Resource Group
- Remove from service
- Return to service

If assigning property to personnel or premises?

Personnel- most common

Click to add comments

Help Summary Next Cancel

8) Select the group for whom you are reserving the property.

Select Group for Reservation

Add follow-ups to property.
 Select group to Reserve Property

9) The property is reserved for the group.

Reserve for Group Success

Add follow-ups to property.
 Success-Reserved

Property		Active Property		Search for records					
<input type="checkbox"/>	Incident	Incident Site	ID:	Availability	LU Model	Make	Owner	Model#	
<input type="checkbox"/>	T8 Tracing	Colorado	Keller3	Available	MIMS Wand	Allflex	Colorado		
<input type="checkbox"/>	T8 Tracing	Colorado	TBCOP1	Available	eTrex	Garmin	Colorado	MG123	
<input checked="" type="checkbox"/>	T8 Tracing	Colorado	TBCOP2	Reserved	eTrex	Garmin	Colorado	MG123	

5. Remove Property from Service and Return Property to Service

The removal of property from service and return of property to service can be documented in EMRS. Property may be removed from service for repair or maintenance, or it may be permanently removed from service. Property that has been removed from service is not available for assignment to an individual in EMRS.

REMOVE PROPERTY FROM SERVICE

To remove property from service, navigate to the Property entity.

- 1) Select Resource Management.
- 2) In the Property section, select Property.
- 3) Verify that the view is Active Property. Change the view to Active Property if necessary.
- 4) If property are displaying for more than one incident and/or site, filter to display only property for your incident and incident site. *Note: You can create a personal view to display property for your incident and incident site as a default.*
- 5) In the grid, find and highlight the property you are removing from service. You do not need to open the existing property record.
- 6) Select the Follow-ups button in the ribbon.

Active Property

The screenshot displays the Microsoft Dynamics CRM interface for the 'Property' entity. The ribbon at the top includes buttons for 'Follow-ups' (6) and 'Filter' (4). The left-hand navigation pane shows the 'Property' entity selected (2), and the 'Resource Management' area is highlighted (1). The main grid shows a list of property records under the 'Active Property' view (3). The grid columns are Incident, Incident Site, ID, Availability, LU Model, Make, Owner, and Model#. The first record is selected (5).

Incident	Incident Site	ID	Availability	LU Model	Make	Owner	Model#	
<input checked="" type="checkbox"/>	TB Tracing	Colorado	TBCOP1	Available	eTrex	Garmin	Colorado	MG123
<input type="checkbox"/>	TB Tracing	Colorado	TBCOP2	Reserved	eTrex	Garmin	Colorado	MG123

7) The Add follow-ups to property dialog will open. Select Remove from service.

Remove from Service

Add follow-ups to property.

Assign to?

Add Follow-ups to this property? [TBCOP1](#)

Action to take?

- Create Property for same incident, site, access.
- Copy Property, except for ID's.
- Assign Property to Personnel or Premises
- Return Property
- Reserve for Incident Resource Group
- Remove from service **7**
- Return to service

If assigning property to personnel or premises?

Personnel- most common

Click to add comments

[Help](#) [Summary](#) [Next](#) [Cancel](#)

8) Enter reason for removing from service.

Removal Reason

Add follow-ups to property.

Remove from service reason

Indicate reasons property is being removed from service. **8**

Needs part - waiting for delivery.

Tip

Incident: [TB Tracing](#)
Site: [Colorado](#)
Type: GPS Unit
Make: Garmin
Model: eTrex

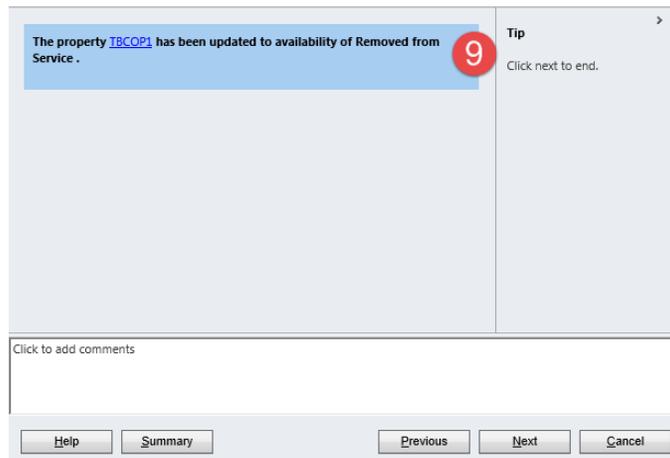
Click to add comments

[Help](#) [Summary](#) [Previous](#) [Next](#) [Cancel](#)

- 9) Property is removed from service. To view property that has been removed from service, change the property view to: Removed from service.

Remove from Service Success

Add follow-ups to property.
Success



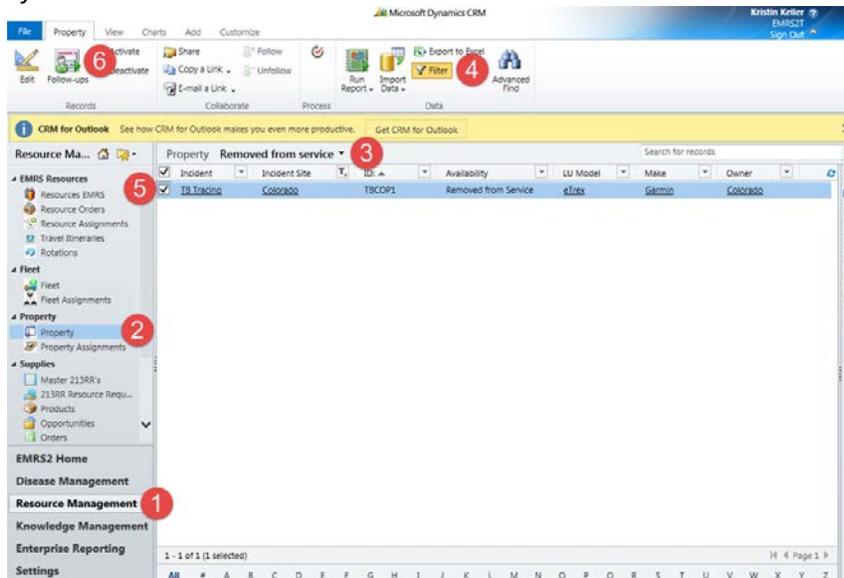
Property Removed from service							Search for records	
<input type="checkbox"/>	Incident	Incident Site	ID: ▲	Availability	LU Model	Make	Owner	↻
<input type="checkbox"/>	TB Tracing	Colorado	TBCOP1	Removed from Service	eTrex	Garmin	Colorado	

RETURN PROPERTY TO SERVICE

To return property to service, navigate to the Property entity.

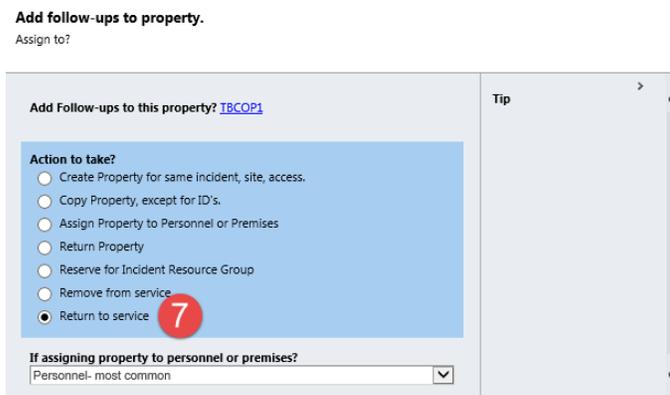
- 1) Select Resource Management.
- 2) In the Property section, select Property.
- 3) Change the view to: Removed from service.
- 4) If property are displaying for more than one incident and/or site, filter to display only property for your incident and incident site. *Note: You can create a personal view to display property for your incident and incident site as a default.*
- 5) In the grid, find and highlight the property you are returning to service. You do not need to open the existing property record.
- 6) Select the Follow-ups button in the ribbon.

Removed from Service



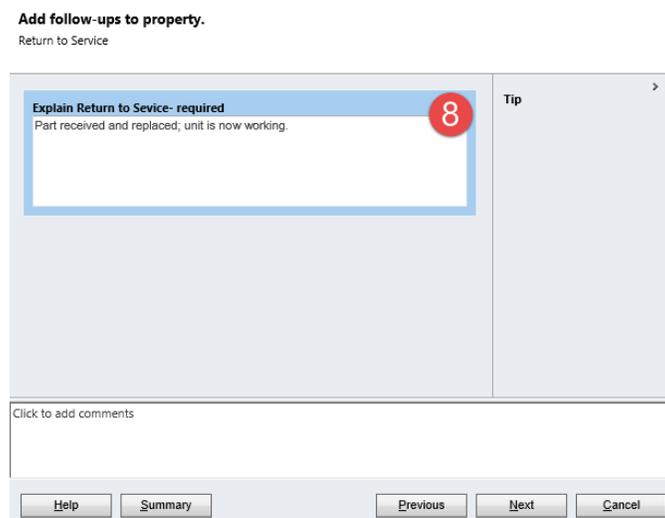
7) The Add follow-ups to property dialog will open. Select Return to Service.

Return to Service



8) Enter explanation for return to service.

Explanation



- 9) The property is returned to service and appears in Active Property with a status of available.
Return to Service Success

Add follow-ups to property.
 Success Return to Service

You have changed the status of the property [TBCOP1](#) to Available and Returned it to Service.

Tip >

Click to add comments

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Property		Active Property ▼		Search for records				
<input type="checkbox"/>	Incident ▼	Incident Site ▼	ID: ▲ ▼	Availability ▼	LU Model ▼	Make ▼	Owner ▼	Model#
<input type="checkbox"/>	TB Tracing	Colorado	Keller3	Available	MIMS Wand	Allflex	Colorado	
<input checked="" type="checkbox"/>	TB Tracing	Colorado	TBCOP1	Available	eTrex	Garmin	Colorado	MG123
<input type="checkbox"/>	TB Tracing	Colorado	TBCOP2	Reserved	eTrex	Garmin	Colorado	MG123