

EMRS Quick Start Guide for Resource Orders

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. When check-in is completed in EMRS, a Rotation is created for the individual.
- 4) Logistics assigns fleet and/or property to the individual in EMRS and 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 creating and filling Resource Orders. 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 Logistics roles in EMRS.

Resource Orders

Resource Orders specify the number and types of personnel needed at an incident. Resource orders are created in EMRS by Logistics. Dispatch fills the Resource Order with specific individuals. When a resource order is filled in EMRS, a Resource Assignment is created for the specific individual. When the individual checks in at the incident, a Rotation is created in EMRS.

Resource Ordering Tasks

- 1) Create a Resource Order (p. 1)
- 2) Fill a Resource Order (p. 4)

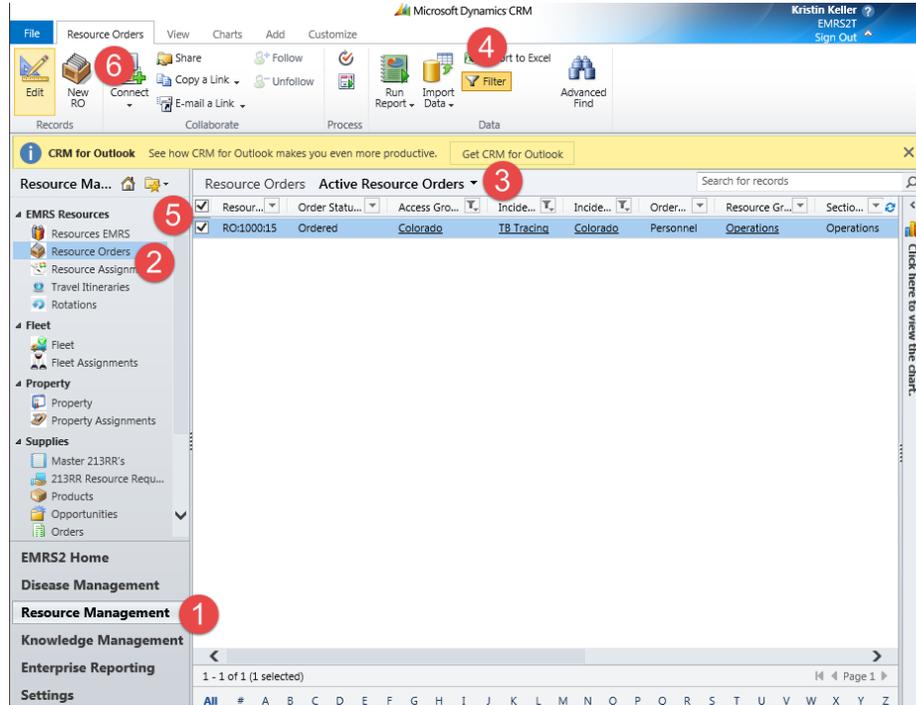
1. Create a Resource Order

Resource Orders specify the number and types of personnel needed at an incident. Resource orders are created in EMRS by Logistics.

To create a new Resource Order, navigate to the Resource Orders entity.

- 1) Select Resource Management.
- 2) In the EMRS Resources section, select Resource Orders.
- 3) Verify that the view is Active Resource Orders. Change the view to Active Resource Orders if necessary.
- 4) If resource orders are displaying for more than one incident and/or site, filter to display only resource orders for your incident and incident site. *Note: You can create a personal view to display resource orders for your incident and incident site as a default.*
- 5) In the grid, find and highlight an existing Resource Order for your incident and incident site. **Do not open the existing Resource Order.**
- 6) Select the New RO button in the ribbon.

Active Resource Orders



- 7) The Create Resource Order dialog will open. Confirm that the correct Incident, Site, and Access group are displaying in the Tip; the new Resource Order will be created for this incident and site.
- 8) Select the type of order. Typically, this will be for Personnel.
- 9) Select the section.

Order For

Create Resource Order-same site_incident

Order for:

<p>Type of Order: <input type="text" value="Personnel"/></p> <p>Section <input type="text" value="Planning"/></p>	<p>Tip Incident: TB Tracing Site: Colorado Access: Colorado</p>
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Click to add comments

- 10) Verify the resource group being ordered for.
- 11) Select the position being ordered.
- 12) Enter the number ordered.
- 13) Select the report date and time.
- 14) Select the release date and time.

Position

Create Resource Order-same site_incident
Position

Select Resource Group Ordering for below:
 10

Position
 11

Ordered
 12

Report Date and Time
 13

Release Date
 14

Click to add comments

Help Summary Previous Next Cancel

- 15) Resource Order is created.

Resource Order Success

Create Resource Order-same site_incident
Success

You created a resource order **RO:1017:15** at the same incident **TB Tracing** and site **Colorado** for (3, AHT) for group (Planning) reporting on (12/1/2014 8:00 AM) and scheduled for release at (12/19/2014 5:00 PM). 15

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Help Summary Previous Next Cancel

Resource Orders Active Resource Orders ▼								Search for records
<input type="checkbox"/>	Resour...	Order Statu...	Access Gro...	Incide...	Incide...	Order...	Resource Gr...	Sectio...
<input type="checkbox"/>	RO:1000:15	Ordered	Colorado	TB Tracing	Colorado	Personnel	Operations	Operations
<input checked="" type="checkbox"/>	RO:1017:15	Ordered	Colorado	TB Tracing	Colorado	Personnel	Planning	Planning

2. Fill a Resource Order

Dispatch fills a Resource Order with specific individuals. When a resource order is filled in EMRS, a Resource Assignment is created for the specific individual. When the individual checks in at the incident, a Rotation is created.

To fill a Resource Order, navigate to the Resource Orders entity.

- 1) Select Resource Management.
- 2) In the EMRS Resources section, select Resource Orders.
- 3) Verify that the view is Active Resource Orders. Change the view to Active Resource Orders if necessary.
- 4) If resource orders are displaying for more than one incident and/or site, filter to display only resource orders for the appropriate incident and incident site. *Note: You can create a personal view to display resource orders for a specific incident and incident site.*
- 5) In the grid, find and highlight the Resource Order you are filling.
- 6) Open the Resource Order by selecting the Resource Order Number in the grid or by selecting Edit in the ribbon.

Active Resource Orders

Microsoft Dynamics CRM interface showing the Active Resource Orders view. The ribbon includes options like Edit, New RO, Connect, Share, Copy a Link, E-mail a Link, Follow, Unfollow, Run Report, Import Data, Filter, and Advanced Find. The left navigation pane shows Resource Management (1), Resources (2), and Resource Orders (5). The main grid displays one record: RO:1017:15 (6), Ordered, Colorado, TB Tracing, Colorado, Personnel, Planning, Planning. A Filter button (4) is visible in the ribbon.

- 7) The Resource Order form will open. You can review all the specifics of the order. Select Fill Order in the ribbon.

Resource Order

Microsoft Dynamics CRM interface showing the Resource Order form. The ribbon includes options like Save, Save & Close, Fill Order (7), Connect, Copy a Link, E-mail a Link, Run Report, and Data. The form displays details for Resource Order RO:1017:15, including ID, Order Status (Ordered), and Access Group (Colorado).

- 8) The Create Resource Order Assignments dialog will open. Use the lookup to select an individual to assign to this order.
- 9) If appropriate, select the specific position assigned. Leave as a group member unless you are assigning a specific position. For example, if 3 AHT's are ordered for Plans, leave as an AHT, the Plans Chief will decide what specific position to assign upon arrival. *Note: Order basics display in the Tip.*

Query and Select Personnel

Create Resource Order Assignments
Query & Select Personnel

LU Personnel to assign to this order [RO:1017:15](#) 1

KRISTIN KELLER

Specific Position Assigned- leave as Group member unless assigning a specific position.

AHT 2

Tip

Incident: [TB Tracing](#)
Incident Site: [Colorado](#)
Group: Planning # Ordered(3)
Position (AHT)
Special Req:

Click to add comments

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- 10) Review the resource assignment. Make corrections from the original order if needed.

Review Resource Assignment

Create Resource Order Assignments
Show Personnel Selected to assign to order

Make corrections from the original order if needed and click next to create a resource assignment for KRISTIN KELLER:position ordered (AHT) for the Resource Group (Planning) at the incident site (Colorado) on the incident (TB Tracing) and filled with the position (AHT) reporting as shown to the location below. 10

Location to report (from order):
Colorado TB Incident Command, Fort Collins, CO

Report @:
12/1/2014 US 8:00 AM

Release @:
12/19/2014 US 5:00 PM

Travel On:
11/30/2014 US

Travel from Incident:
12/20/2014 US

Tip

Corrections can be entered for a filled order if the person will report late or leave early, etc.

Click to add comments

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11) The Resource Assignment has been made. If the order you are filling is for more than one individual, you can continue the dialog to make more assignments. *Note: If you are not ready to make more assignments, you can quit now and re-run the dialog later to continue making assignments.*

Resource Assignment Success

Create Resource Order Assignments
Success

You have created a new resource assignment (RA:1020:15) for the resource order (RO:1017:15) for the Incident (TB Tracing) , Incident Site(Colorado) reporting (12/1/2014 8:00 AM) and releasing (12/19/2014 5:00 PM)

What next?

- Continue Filling assignments for resource order. **11**
- Quit, I am done for now.

Click to add comments

Help Summary Next Cancel

12) Continue making assignments. The dialog will notify you when you have completed the order. Select Change Status to Filled.

Resource Order Completed

Create Resource Order Assignments
Resource Order Completed

The resource order RO:1017:15 requested (3) positions for the group (Planning) and it now has (3) resource assignments shown below. Click next to Complete the order.

RA:1020:15 12/1/2014 8:00 AM 12/19/2014 5:00 PM KRISTIN KELLER

What next?

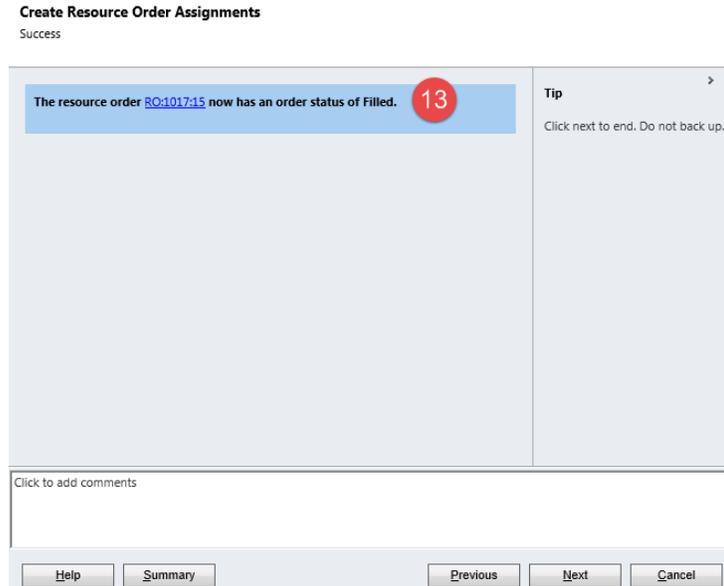
- Change Status to Filled **12**
- Quit, I need to make remove some filled orders.

Click to add comments

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13) The resource order now has an order status of filled

Resource Order Assignments Success



To view the Resource Assignments you just made, navigate to the Resource Assignments entity.

- 1) Select Resource Management.
- 2) In the EMRS Resources section, select Assignments.
- 3) Change the view to Resource Assignments for Check-in.
- 4) If resource orders are displaying for more than one incident and/or site, filter to display only resource orders for the appropriate incident and incident site. *Note: You can create a personal view to display resource assignments for a specific incident and incident site.*
- 5) All resource assignments for individuals who have not yet checked in to the incident will display in the grid.

Resource Assignments for Check-in

