

NATIONAL INCIDENT MANAGEMENT SYSTEM

NIMS IRIS

INCIDENT RESOURCE INVENTORY SYSTEM



USER GUIDE

VERSION 2.2
OCTOBER 2008

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1.0 INTRODUCTION

As part of our Nation's efforts to strengthen resource management in line with the National Incident Management System (NIMS), the Federal Emergency Management Agency (FEMA)'s National Preparedness Directorate's (NPD) office, Incident Management Systems Integration Division developed the NIMS Incident Resource Inventory System (NIMS-IRIS) tool to assist emergency responders with inventorying resources. The software allows emergency responders to enter resources based on FEMA typed and user defined types. Users can select specific resources for mutual aid purposes based on mission requirements, the capability of resources, and response time.

2.0 IRIS SYSTEM REQUIREMENTS

Minimum Recommended System Requirements:

- » Pentium III 600MHz processor or greater
- » Windows XP Operating System with Windows Installer 3.1 and Service Pack 2
- » 512MB RAM
- » 14 GB Disk Space Recommended (Max storage capacity of IRIS database)
- » SVGA 1024 or higher with at least 256 colors
- » Windows Media for viewing tutorial:
<http://www.microsoft.com/windows/windowsmedia/download/alldownloads.aspxAdobe>
- » Reader for viewing the user guide:
<http://www.adobe.com/products/acrobat/readstep2.html>

NOTE: System test was performed with Internet Explorer 7.0 and Mozilla Firefox 3.0.1.

3.0 INSTALLATION OF IRIS

To ensure proper installation of IRIS, it is necessary to have an individual with local administrative privileges perform the following procedures.

NOTE: See **Appendix A** for steps on installing the Patch for IRIS.

3.1 Installing IRIS from a CD

Insert the IRIS CD and follow the instructions on the screen. Detailed instructions with supporting screen shots are included in the Installation Procedures.

If setup does not run automatically:

- a. Open My Computer.
- b. Navigate to the drive containing the IRIS CD.
- c. Double click the IRIS 2.2.exe icon.



3.2 Downloading from the Website

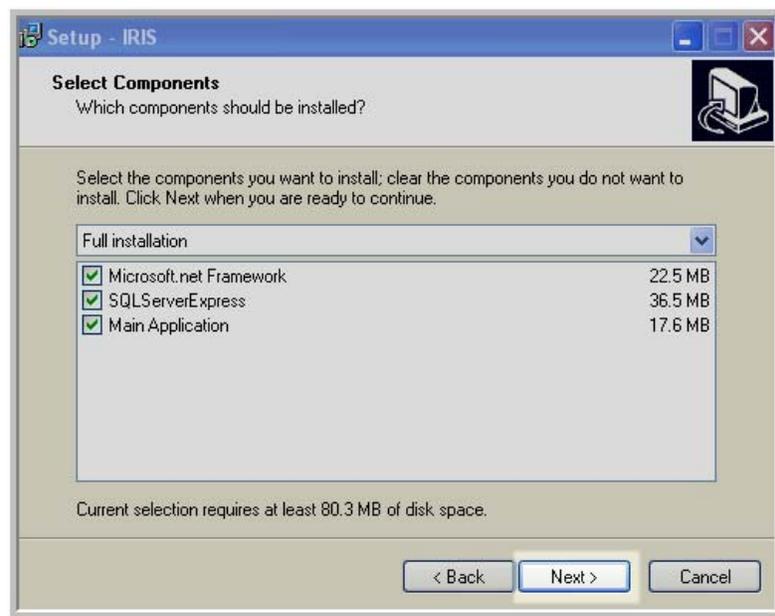
Navigate to IRIS webpage <http://www.fema.gov/emergency/nims/rm/iris.shtm> and download the IRIS setup tool.

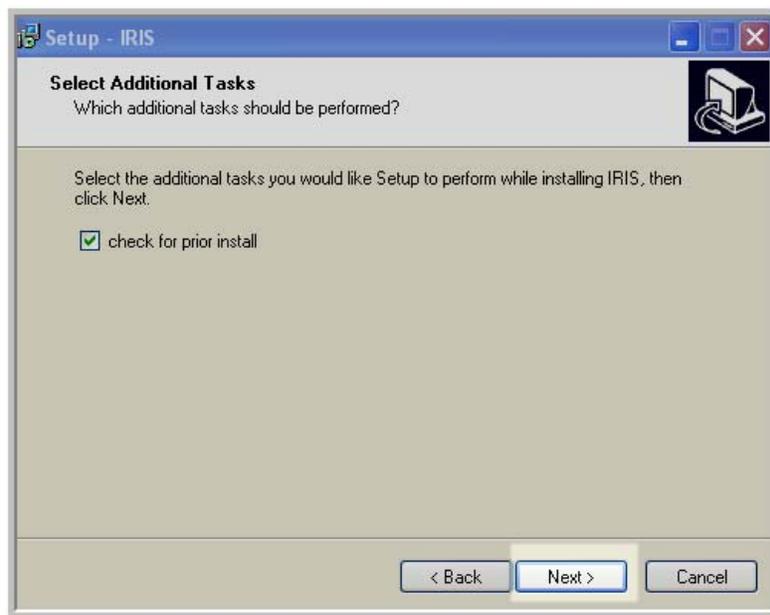
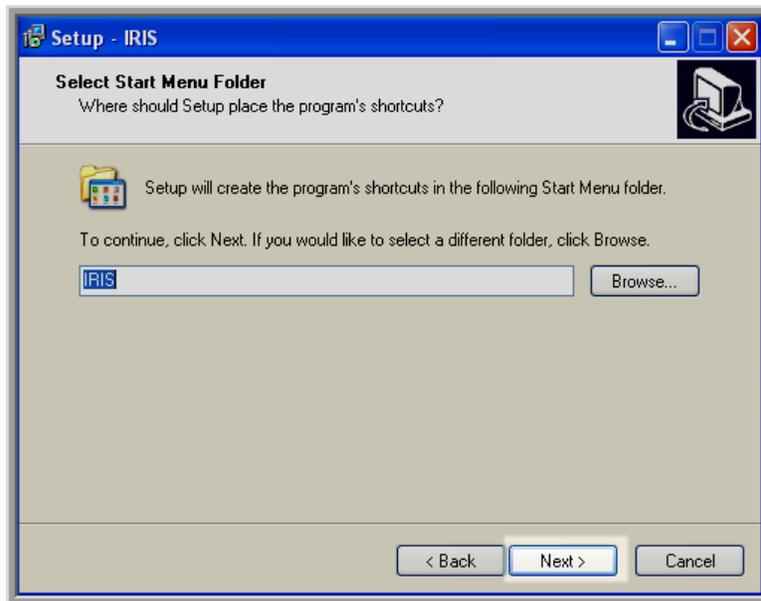
NOTE: In order to install IRIS, select “Save” the file rather than “Open” the file, then unzip the saved file and continue to the Installation Procedures below.

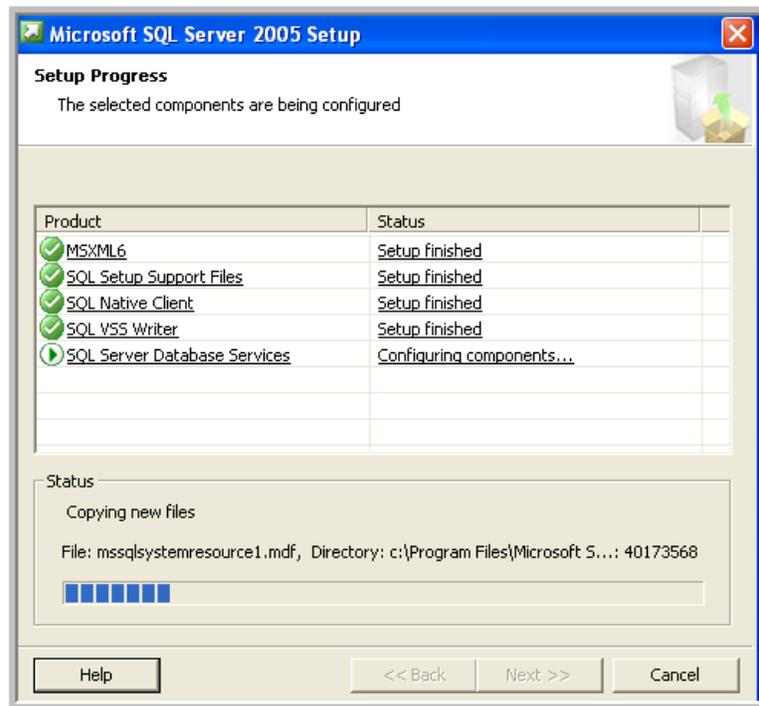
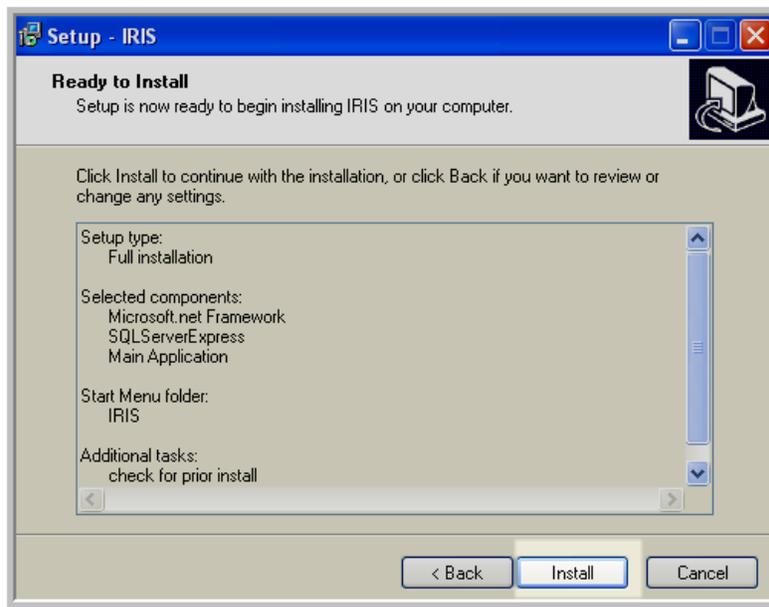
3.3 Installation Procedures

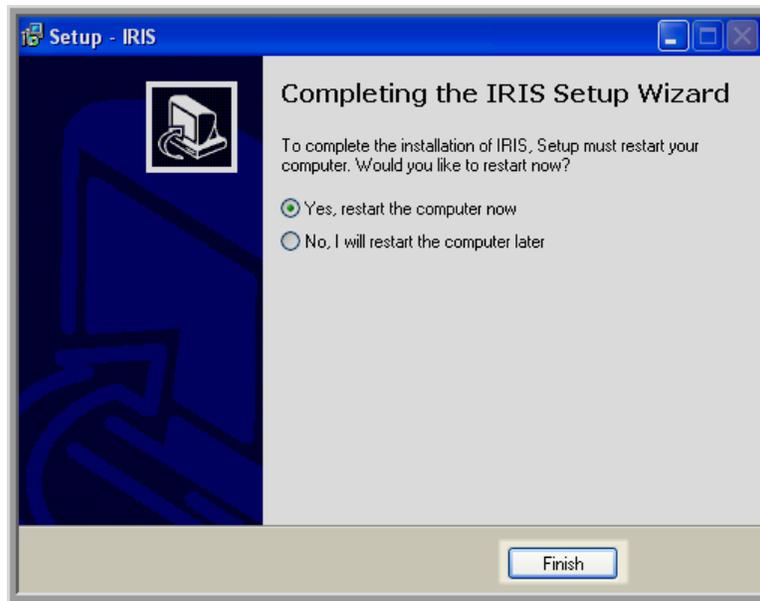
The IRIS setup screen entitled, “Welcome to the IRIS Setup Wizard” will appear. Continue through the following screens until installation is complete.

NOTE: On the IRIS Setup screens the use of the BACK button or Cancel button are available. The Back button can be used to correct any previously entered information from prior screens, and the Cancel button will close the IRIS Setup application.









NOTE: Restart the computer before running IRIS.

After installation, you will see the IRIS icon on your Desktop.



The IRIS icon is used to launch the IRIS application.

4.0 INITIAL IRIS CONFIGURATION

1. Double click the IRIS 2.2 icon to launch the application.

The Instance Name screen appears:

U.S. DEPARTMENT OF
HOMELAND SECURITY
FEMA

NATIONAL INCIDENT MANAGEMENT SYSTEM
NIMS IRIS
INCIDENT RESOURCE INVENTORY SYSTEM

1 2 3

* Denotes Required Field

* Instance Name:

The instance name entered above will be used as a reference for data sharing/aggregation from this installation of IRIS. The instance name should be descriptive and contain 50 or fewer numbers, letters, spaces, and commas, with no special characters. Once entered you will not have the ability to modify or edit the instance name.

Examples of instance names are "FireHouse 1, Pulaski County, KY" and "Pulaski, KY, Public Works."

CONTINUE >>

2. Type in an Instance Name.

The instance name entered will be used as a reference for data sharing/aggregation from this installation of IRIS. The instance name should be descriptive and contain 50 or fewer numbers. Once entered the user will not have the ability to modify or edit the instance name.

Examples of instance names are FireHouse1, RegionA, Smith Co., etc.

3. Once the Instance Name is populated, Select CONTINUE.

The Instance's User Information screen appears as shown below:



The image shows a registration form for the NIMS IRIS system. At the top left is the FEMA logo (U.S. Department of Homeland Security). The title is "NATIONAL INCIDENT MANAGEMENT SYSTEM NIMS IRIS INCIDENT RESOURCE INVENTORY SYSTEM". To the right is a graphic of a blue eye. Below the title are three numbered steps (1, 2, 3), with step 2 highlighted. A legend indicates that a red asterisk denotes a required field. The form fields are: * User Name (with a note: "Username you will use to log into IRIS"), * Full Name (with a note: "Enter the full name of the person associated with this user account"), * Password (with a note: "This is a temporary password, you will be prompted to change it on first login."), * Verify Password, Phone Number, and Email. A "CONTINUE >>" button is at the bottom.

4. Type in the required fields denoted by a red asterisk.

5. Select CONTINUE.

The Instance's Password Reset Questions screen appears as shown below:

U.S. DEPARTMENT OF
HOMELAND SECURITY
FEMA

NATIONAL INCIDENT MANAGEMENT SYSTEM
NIMS IRIS
INCIDENT RESOURCE INVENTORY SYSTEM

1 2 3

Please choose three questions and enter your answers. You can use these answers as an alternate means of authentication in the event that you forget your password.

Question #1:
Answer

Question #2:
Answer

Question #3:
Answer

Complete questions at a later time

6. Select the drop down menu and select a question.
7. Answer the question.
8. Continue steps 6 and 7 until all three questions and answer fields are filled out.
9. Select COMPLETE.

The Initial IRIS Configuration screen will appear, as shown below:

Initial IRIS Configuration

You have successfully configured IRIS.

You will automatically be taken to the [Login Page](#) in 3 seconds

5.0 LOGGING INTO IRIS

After initial configuration is complete, double clicking on the IRIS icon will bring up the Login screen.

privacy statement'. A 'LOGIN' button is located below the checkbox. To the right of the button is a link that says 'Forget your password?'. At the bottom of the screen, the slogan 'Managing our Nation's Resources' is written in a bold, blue, sans-serif font." data-bbox="145 176 849 530"/>

NIMS IRIS

Username:

Password:

I've read and agree to the [privacy statement](#)

[Forget your password?](#)

Managing our Nation's Resources

1. Type in the Username and Password
 - a. Select privacy statement to read the Privacy Statement.

The Privacy Statement screen will appear as shown below:



- b. After reading the Privacy Statement select LOGIN SCREEN to go back to the LOGIN SCREEN as shown in the screen below:



2. Select the Check box to agree to the Privacy Statement.

The Privacy Statement must be agreed to every time prior to proceeding into the IRIS application.

3. Re-enter password.
4. Select LOGIN.

The Login Password screen appears for the first use of a username and password.

NIMS IRIS

Current Password:

New Password:

Confirm:

Password Rules:

1. Must contain at least 2 characters from at least 3 groups (Uppercase, lowercase, numbers, symbols)
2. Cannot share 4 consecutive characters that is in the username
3. Cannot contain any set of 3 consecutive identical characters
4. Cannot have more than 2 sets of 2 consecutive identical characters
5. Must be at least 8 characters long
6. Cannot be the same as your current password
7. Cannot be a password you have used in the last year

Managing our Nation's Resources

Password Rules:

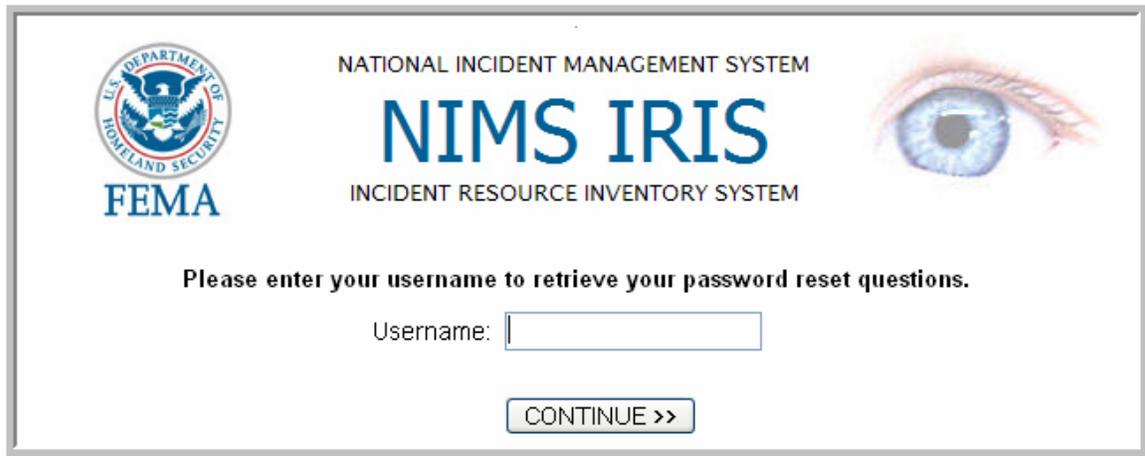
- Must contain at least 2 characters from at least 3 groups (Uppercase, lowercase, numbers, symbols).
- Cannot share 4 consecutive characters that is in the username.
- Cannot contain any set of 3 consecutive identical characters.
- Cannot have more than 2 sets of 2 consecutive identical characters.
- Must be at least 8 characters long.
- Cannot be the same as your current password.
- Cannot be a password you have used in the last year.

- a. Type in the Current Password, a New Password, and the New Password again in the field next to Confirm.
- b. Select Change.

If a user forgets his/her password,

1. Select Forget your password? from the login screen.

The Password Reset Username screen appears as shown below:



The screenshot shows the NIMS IRIS Password Reset Username screen. On the left is the FEMA logo. In the center, it says "NATIONAL INCIDENT MANAGEMENT SYSTEM" and "INCIDENT RESOURCE INVENTORY SYSTEM" above the large "NIMS IRIS" text. To the right is a graphic of a human eye. Below the title, it prompts the user: "Please enter your username to retrieve your password reset questions." There is a text input field for the username and a "CONTINUE >>" button.

2. Type in the Username.
3. Select Continue.

NOTE: This feature is available to users who have previously signed into IRIS and answered password reset questions. If a Username is entered here, and does not have password reset questions established, the message “You have not created your password reset questions. Contact your Iris Administrator.” (e.g. the individual who installed IRIS) displays on the screen.

If questions and answers have been established, the Password Question and Answer screen appears as shown below:

 NATIONAL INCIDENT MANAGEMENT SYSTEM
NIMS IRIS
INCIDENT RESOURCE INVENTORY SYSTEM 

Please answer the following questions to reset your password.

Answers are not case-sensitive but need to be exact in content as the you originally entered into IRIS.

Question #1: **What is the name of your high school?**
Answer

Question #2: **What was the name of your elementary school?**
Answer

Question #3: **What was the color of your first car?**
Answer

4. Answer all three questions.

5. Select Verify Me.

If a question was answered wrong, a message will inform the user that one of the questions was answered wrong, and asks the user to try again.

If answered correctly the user is given the capability to change their password.

NOTE: If the username or password is entered incorrectly three consecutive times, the account will be locked out as shown on the Login screen below.



The account will be automatically reset after 20 minutes. If the password cannot be recalled click the Forget your password link, if that does not work, contact your IRIS administrator.

6.0 IRIS HOME SCREEN

After logging in correctly, the IRIS Home screen appears as shown below:



6.1 Navigation Menu

The top of the Home screen displays a Navigation Menu; this menu is available throughout all screens of the IRIS application, and is shown below.



The Navigation Menu contains the following active buttons for:

- HOME — Returns to the HOME screen.
- SEARCH — Provides features to search for resources.
- RESOURCE INPUT — Gives the ability to type new data into IRIS.
- ADMINISTRATION — Provides features to enter, modify, and delete users from a specific IRIS installation, and access Data Administration features.
- HELP — Displays this User Guide.

Currently the remaining sections on the Navigation Menu are inactive buttons for IRIS:

- CONTRACTS
- MESSAGES
- OPEN REQUESTS
- STATUS

To utilize the Navigation Menu, on any screen:

Select the feature (HOME, SEARCH, RESOURCE INPUT, ADMINISTRATION, or HELP).

6.2 Main Disciplines

On the IRIS Home screen, eight main Disciplines are shown on colored buttons. These Disciplines are a consolidated version of FEMA's 15 Emergency Support Functions.

The OTHER DISCIPLINES button encompasses other resources which do not fall under one of the main eight Disciplines and are typically locally defined (e.g. external affairs, administrative support, etc.).

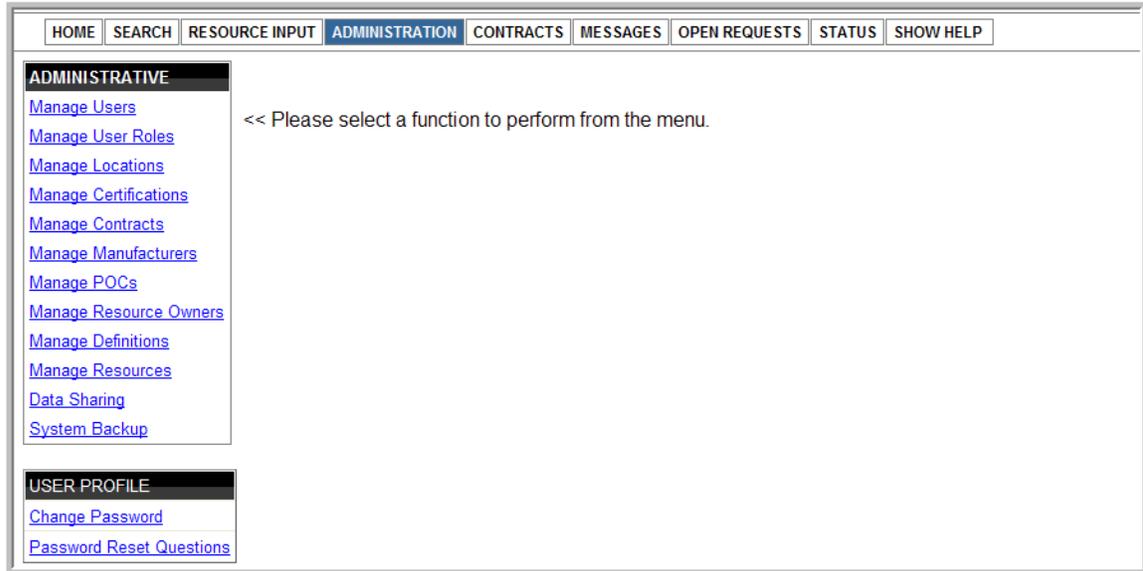
7.0 IRIS ADMINISTRATION

IRIS Administration allows for the overall management of users and other IRIS functions. User administration is typically done by system administrators or other designated personnel. The remaining functions are typically managed by IRIS resource management personnel.

To access the ADMINISTRATION section from the Navigation Menu, Select ADMINISTRATION.



The ADMINISTRATION screen appears:



The ADMINISTRATION screen provides ADMINISTRATIVE and USER PROFILE features. Access to view or utilize these features depends upon privileges and may or may not be available.

7.1 Administrative Feature

The ADMINISTRATIVE feature allows for the management of users, user roles, locations, certifications, contracts, manufacturers, points-of-contact (POCs), resource owners, definitions, resources, data sharing, and system backup. Many screens accessed via the ADMINISTRATIVE feature contain a history of changes (When [date and time], Who [username that made the change], What [item{s} that changed]) at the bottom of the screen, for example:

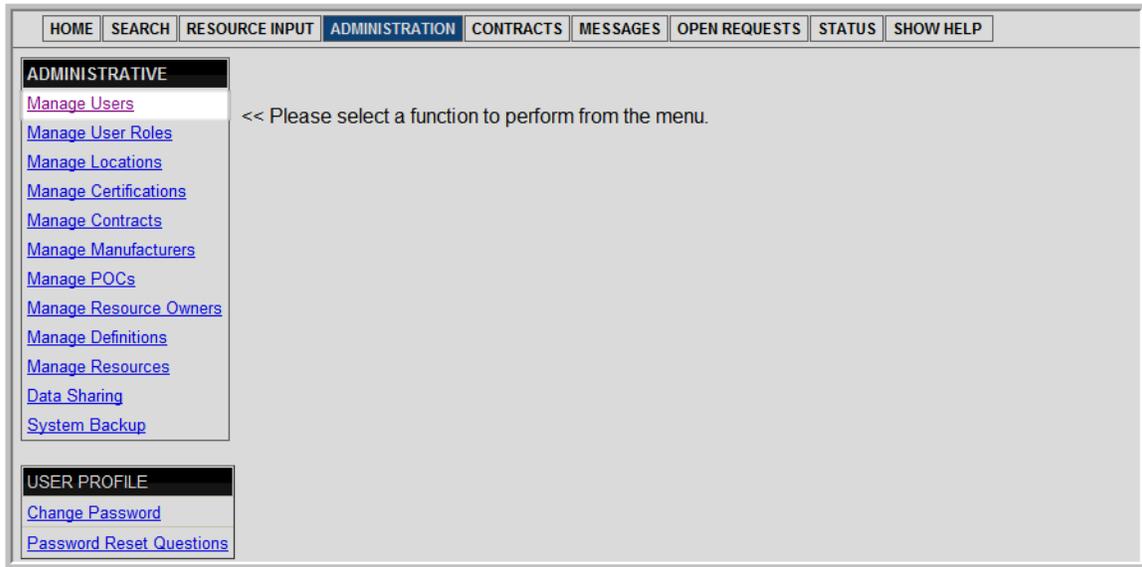
When	Who	What
9/18/2008 12:45:02 PM	hobsonk	Initial Creation
9/22/2008 10:14:48 AM	hobsonk	Name: Location 2
9/23/2008 2:19:35 PM	hobsonk	Address: Local Street Address City: A City StateOrProvince: A State PostalCode: 44444

7.1.1 Manage Users

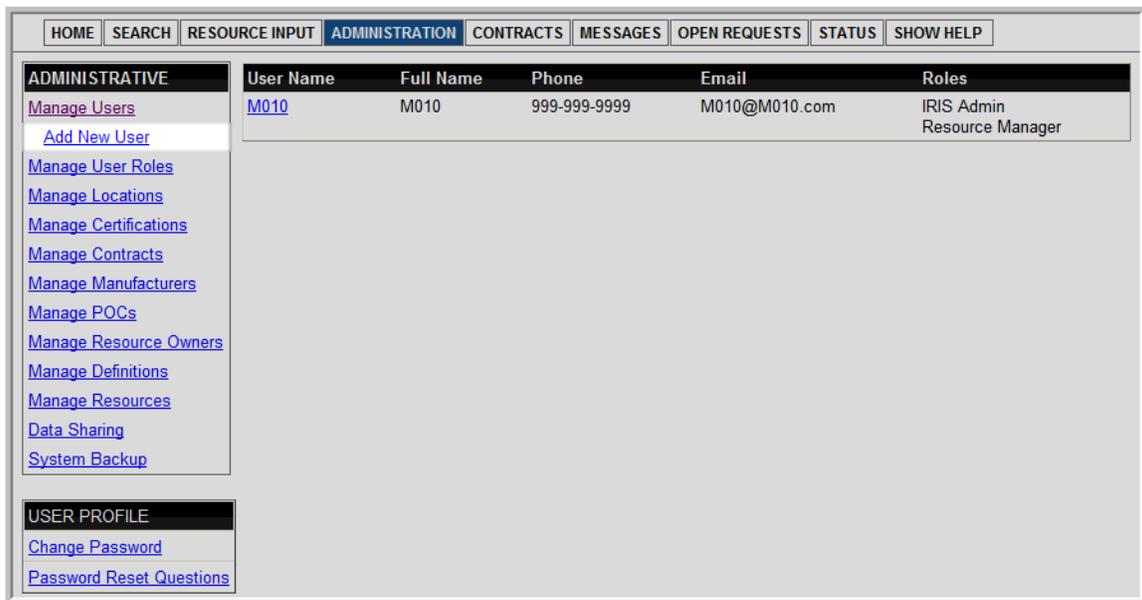
7.1.1.1 Adding Users

To create Users, follow the steps below:

1. Select Manage Users from the ADMINISTRATIVE box on the ADMINISTRATION screen shown below:



2. Select Add New User from the ADMINISTRATIVE box on the Manage Users screen as shown below:



The Add New User screen will appear as shown below:

The screenshot shows a web application interface with a top navigation bar containing tabs: HOME, SEARCH, RESOURCE INPUT, ADMINISTRATION (selected), CONTRACTS, MESSAGES, OPEN REQUESTS, STATUS, and SHOW HELP. Below the navigation bar is a left-hand menu with two sections: 'ADMINISTRATIVE' and 'USER PROFILE'. The 'ADMINISTRATIVE' section includes links for Manage Users, Add New User, Manage User Roles, Manage Locations, Manage Certifications, Manage Contracts, Manage Manufacturers, Manage POCs, Manage Resource Owners, Manage Definitions, Manage Resources, Data Sharing, and System Backup. The 'USER PROFILE' section includes Change Password and Password Reset Questions. The main content area displays the 'Add New User' form, which has a red asterisk legend indicating required fields. The form fields are: Username (required), Full Name (required), Password (required), Phone, and Email. Each field has an information icon to its right. An 'Add New User' button is located below the form fields.

3. Type User's information into the available fields (the fields with a red asterisk are required).
4. Select Add New User.

The Manage Users screen will appear, showing the New User.

7.1.1.2 Edit Users

After adding a New User, be sure to edit the New User in order to assign a User Role which will denote the privileges.

1. To edit a User's information, select the User Name (such as User1 shown below in the Manage Users screen).

To add a User Role to the User:

- a. Select the drop down menu to the right of the Available User Roles field.
- b. Select the User Role to be assigned to the User.
- c. Select ADD.

Once a User Role is added, the field Assigned Roles appears as shown below:



To delete a User Role for the user:

- a. Select the red **X** next to the User Role to be deleted.
 - i. Select OK to permanently remove the role from the User, or
 - ii. Select Cancel.

To update the User's personal information:

- a. Type in the updated information.
- b. Select UPDATE.

To change the User's password:

- a. Type in the new password in New Password, and type in the new password again in Confirm (see Password Rules above).
- b. Select CHANGE.

To Delete the User from IRIS:

- a. Select DELETE.

NOTE: If a user account becomes locked due to repeated password entry failure the IRIS Administrator may unlock the account by selecting "UNLOCK NOW" from the Edit Users screen shown below:

HOME	SEARCH	RESOURCE INPUT	ADMINISTRATION	CONTRACTS	MESSAGES	OPEN REQUESTS	STATUS	SHOW HELP
----------------------	------------------------	--------------------------------	-----------------------	---------------------------	--------------------------	-------------------------------	------------------------	---------------------------

ADMINISTRATIVE

- [Manage Users](#)
- [Add New User](#)
- [Manage User Roles](#)
- [Manage Locations](#)
- [Manage Certifications](#)
- [Manage Contracts](#)
- [Manage Manufacturers](#)
- [Manage POCs](#)
- [Manage Resource Owners](#)
- [Manage Definitions](#)
- [Manage Resources](#)
- [Data Sharing](#)
- [System Backup](#)

USER PROFILE

- [Change Password](#)
- [Password Reset Questions](#)

Username: **USER1**

Full Name:

Phone:

Email:

Leave blank unless password change is needed.

New Password:

Confirm:

Available User Roles

Assigned Roles

IRIS Admin	✗
Resource Entry	✗

ACCOUNT LOCKED

⚠ This account is currently locked due to excessive incorrect logins.

[UNLOCK NOW](#)

7.1.2 Manage User Roles

There will be three default user roles defined in IRIS. Those are: IRIS Admin, Resource Entry, and Resource Manager. Privileges may be added to these roles and other roles and privileges can be created through Manage User Roles.

To manage user roles:

1. Select Manage User Roles from the ADMINISTRATIVE box on the ADMINISTRATION screen shown below:

HOME	SEARCH	RESOURCE INPUT	ADMINISTRATION	CONTRACTS	MESSAGES	OPEN REQUESTS	STATUS	SHOW HELP
----------------------	------------------------	--------------------------------	-----------------------	---------------------------	--------------------------	-------------------------------	------------------------	---------------------------

ADMINISTRATIVE

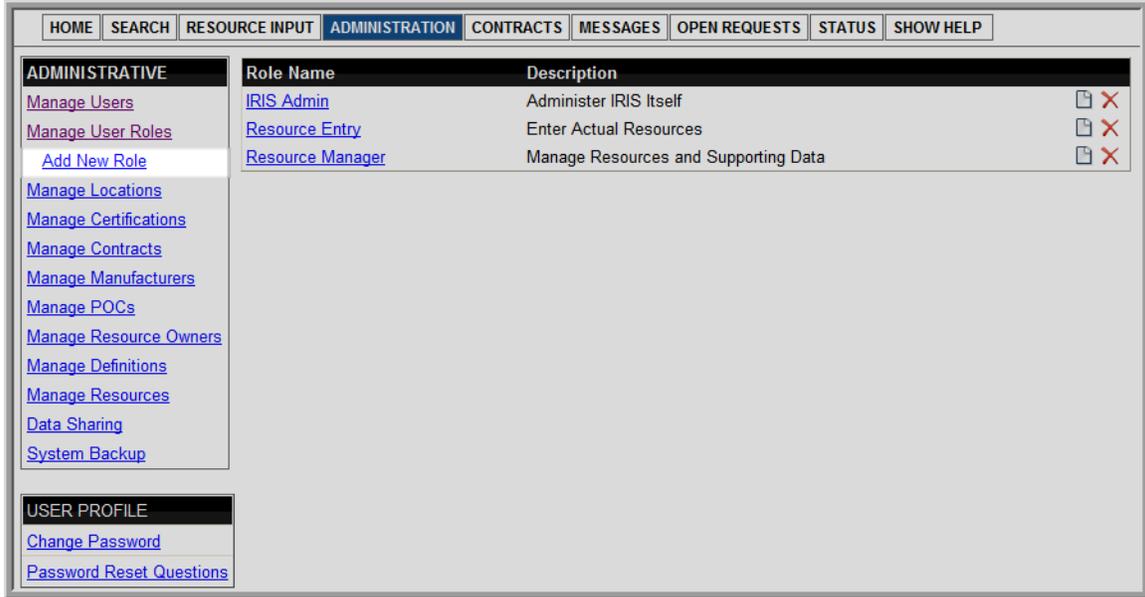
- [Manage Users](#)
- [Manage User Roles](#)
- [Manage Locations](#)
- [Manage Certifications](#)
- [Manage Contracts](#)
- [Manage Manufacturers](#)
- [Manage POCs](#)
- [Manage Resource Owners](#)
- [Manage Definitions](#)
- [Manage Resources](#)
- [Data Sharing](#)
- [System Backup](#)

USER PROFILE

- [Change Password](#)
- [Password Reset Questions](#)

<< Please select a function to perform from the menu.

The Manage User Roles screen appears; showing the available Role Names and Descriptions for those Roles. The feature Add New Role appears in the ADMINISTRATIVE box.

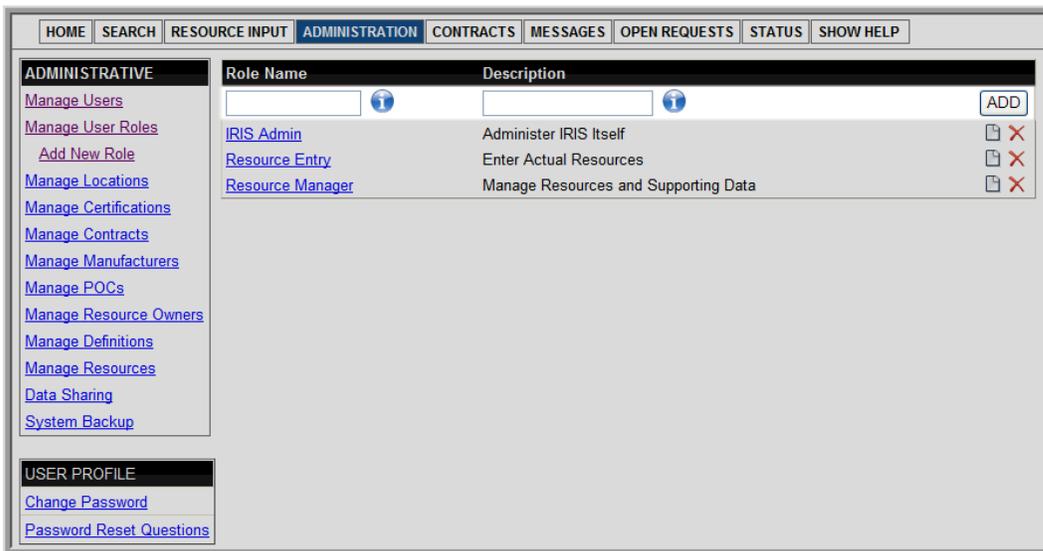


7.1.2.1 Adding Roles

To add a new User Role:

1. Select Add New Role from the ADMINISTRATIVE box on the Manage User Roles screen.

The Add New Role screen appears as shown below:



2. Type in the new Role Name and Description.
3. Select ADD.

If added, the Manage User Roles screen will appear, showing the New Role.

7.1.2.2 Edit Roles

After adding a New Role, be sure to edit the New Role in order to set the privileges for it.

1. Select a Role Name from the Manage User Roles screen.

The Edit User Roles screen appears as shown below, showing the privileges for the Role that was selected. The items with a red circle and minus sign show that the selected Role does not have that privilege. The items that have a green circle with a check mark show that the Role does have that privilege.

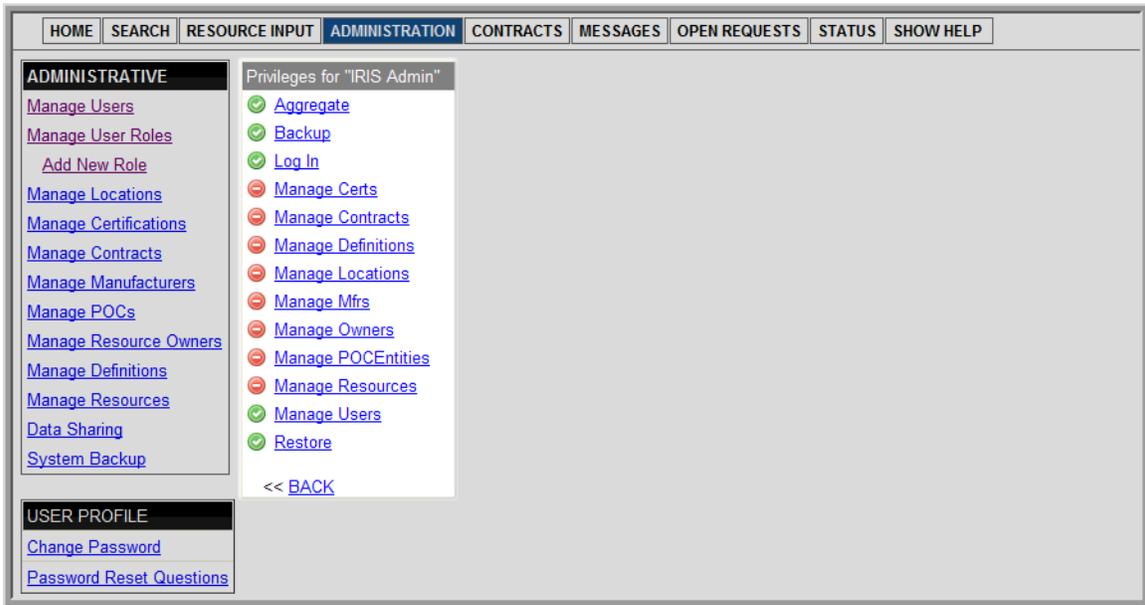


Table 1 below describes each of these privileges:

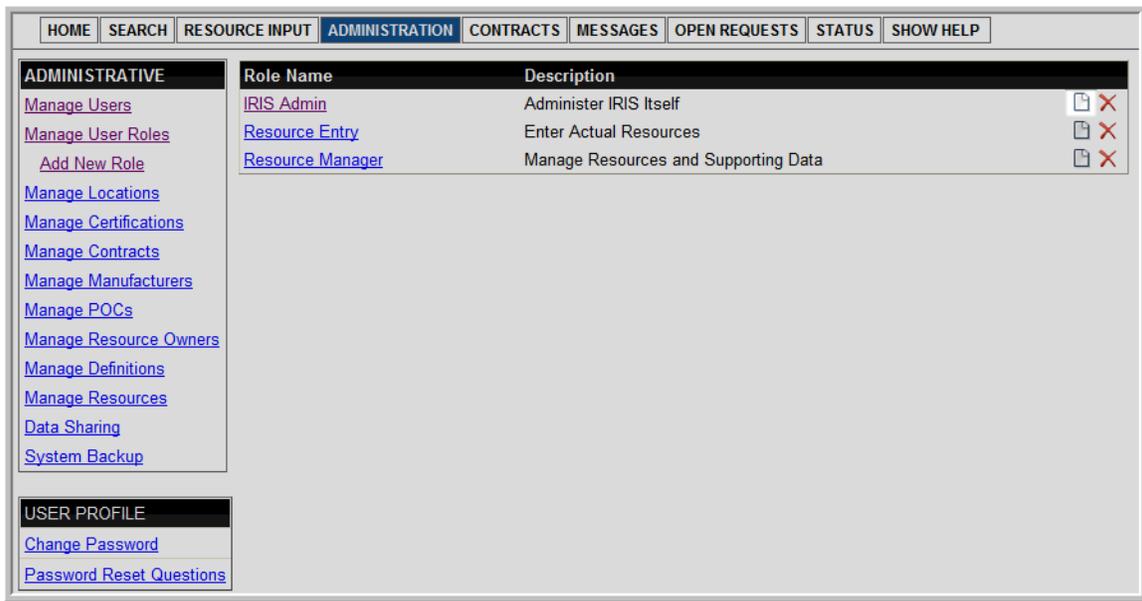
Table 1: User Role Privileges

Privilege Name	User Privileges
Aggregate	Gives user the privilege to use the Data Sharing function; to include: view existing aggregate relationships and instances; add a configuration; edit, add, and queue Inbound and Outbound aggregation relationships; and process or remove Inbound and Outbound Data in the queue.
Backup	Gives user the privilege to make a copy of their data.
Log In	Gives user the privileges to search and view resources, and to change their password.
Manage Certs (Manage Certifications)	Gives user the privilege to use Manage Certifications; to include: view and edit existing Certifications, and to add a Certification.
Manage Contracts	Gives user the privilege to Manage Contracts; to include: view and edit existing Contracts, and to add a Contract.
Manage Definitions	Gives user the privilege to Manage Definitions; to include: adding a new typed resource definition.
Manage Locations	Gives user the privilege to Manage Locations; to include: view and edit existing Locations, and to add a Location and accompanying location information.
Manage Mfrs (Manage Manufacturers)	Gives user the privilege to Manage Manufacturers; to include: view and edit existing Manufacturers, and to add a Manufacturer.
Manage Owners (Manage Resource Owners)	Gives user the privilege to Manage Resource Owners; to include: view and edit existing Resource Owners, and to add a Resource Owner.
Manage POC Entities (Manage POCs)	Gives user the privilege to Manage POCs; to include: view and edit existing POCs, and to add a POC and accompanying location information.
Manage Resources	Gives user the privilege to Manage Resources; to include: view and edit existing Resources.
Manage Users	Gives user the privilege to Manage Users; to include: view Users; edit existing Users including general information, user role, and password changes; and to add a User. Additionally this gives user the privilege to Manage User Roles; to include: view User Roles, edit User role, and add a User Role.
Restore	Gives user the privilege to return data back to the state it was within a particular backup.

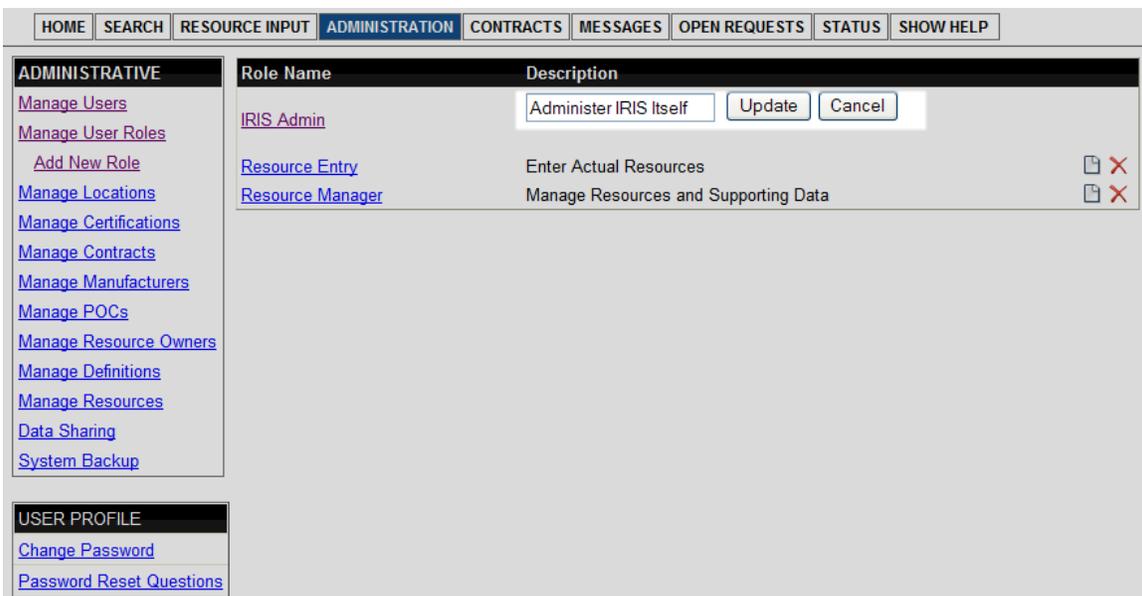
2. Select the privilege name next to the red minus sign to add a privilege, or Select the privilege name next to the green check mark to take away a privilege.
3. Select Back to return to the Manage User Role screen.

To edit a description of a Role:

1. From the Manage User Role screen, select the document icon next to the role name and description.



The Edit Role Description screen appears.



2. Type the new description in the Description text box.
3. Select Update or Cancel.

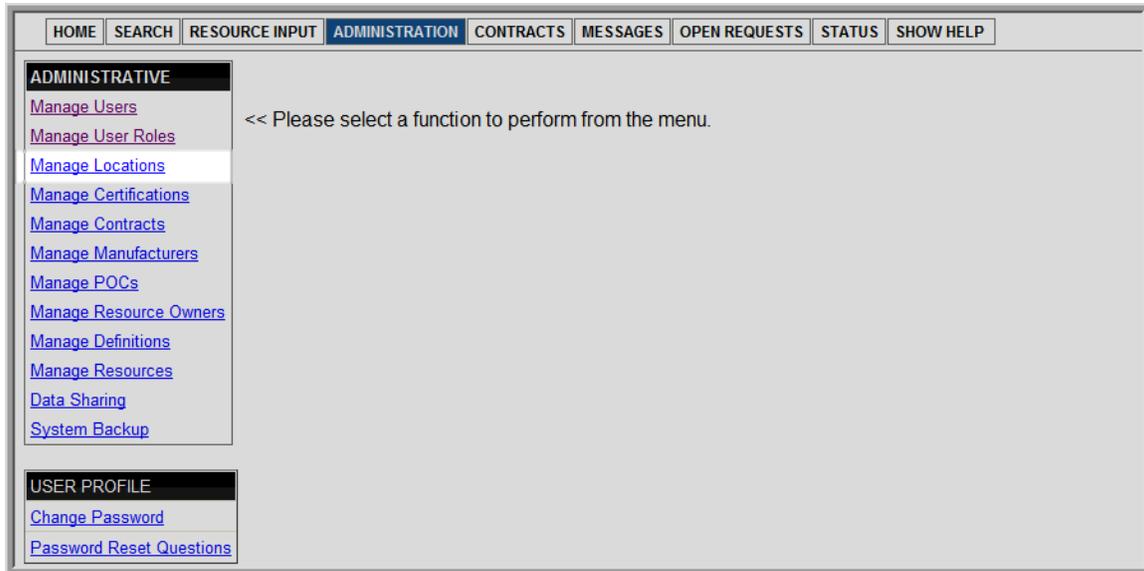
To delete a Role:

From the Manage User Role screen select the red **X** next to the Role Name and Description. The Role and all associated privileges are removed from any user that is holding that Role.

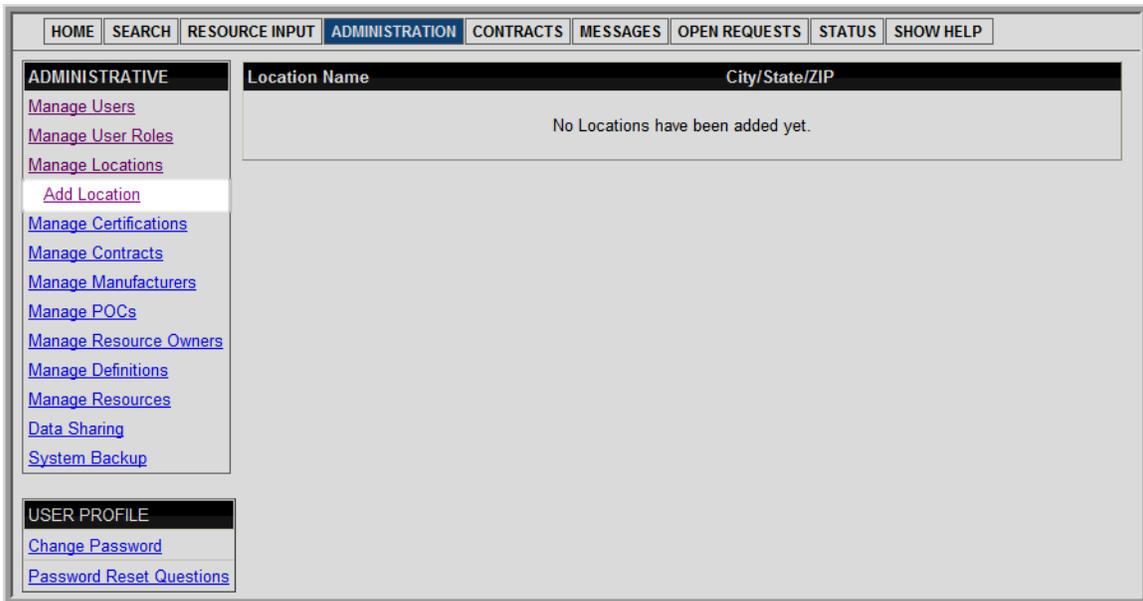
7.1.3 Manage Locations

Locations can be added prior to entering resources or added at the same time a resource is entered. This is the area to enter the designated location in which a resource normally resides (Home Location), or where the resource is currently located (Present Location).

To manage locations, select Manage Locations from the ADMINISTRATIVE box on the ADMINISTRATION screen shown below:



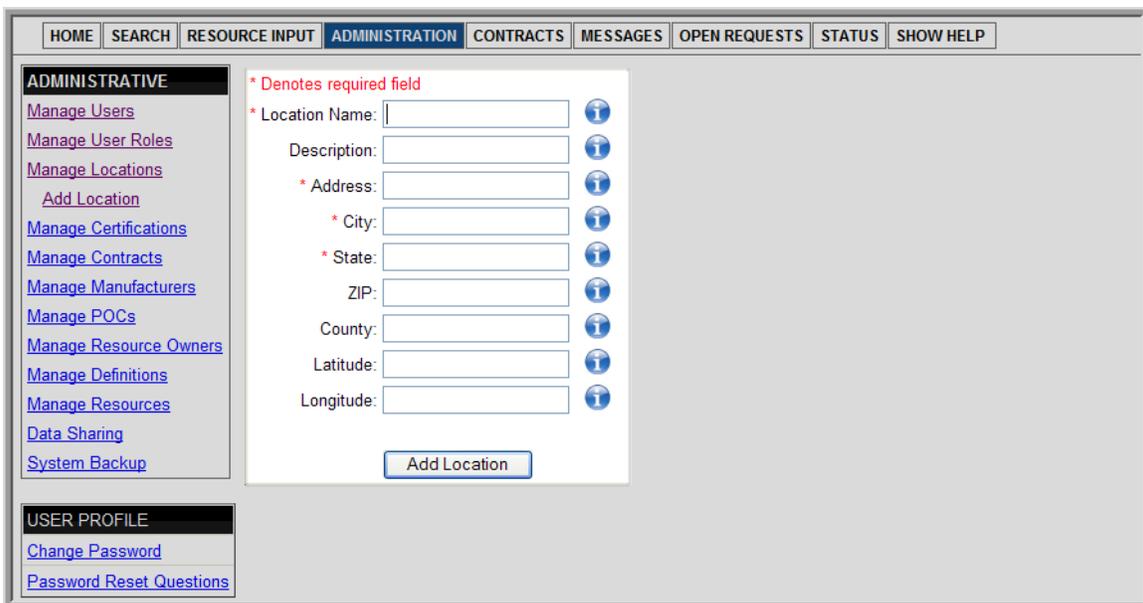
The Manage Location screen appears, showing the Location's Names, and City, State, and Zip Code (this area will at first be blank until a Location is created). The feature Add Location appears in the ADMINISTRATIVE box.



7.1.3.1 Adding Locations

To add a Location, select Add Location from the ADMINISTRATIVE box from the Manage Locations screen.

The Add Location screen appears as shown below:



Perform the following steps:

1. Type in the Location's information (the fields with a red asterisk are required).

NOTE: See below for more information on latitude and longitude.

Latitude and Longitude:

Latitude is a geographical coordinate which runs from north to south, and longitude is a geographical coordinate which runs from east to west. Coordinates are often written in degrees, minutes, and seconds or in decimal format. An example of a location shown using degrees, minutes, and seconds is as follows: Latitude: 39°47'53"N; longitude: 98°09'10"W. This same location can also be expressed in decimal format: Latitude: 39.798056; longitude: -98.152778. This example shows that if the degrees, minutes, and seconds format is utilized, it uses north (N), south (S), east (E), or west (W) points to specify the location. If the decimal format is utilized, positive or negative signs in front of the number specify the location; north and east are positive and south and west are negative.

Most states and territories in the U.S. have coordinates that are similar to the above example where the latitude is north or positive, and the longitude is west or negative. **IRIS utilizes the decimal format.** If needed, the following link provides access to the Federal Communications Commissions (FCC) latitude and longitude converter: <http://www.fcc.gov/mb/audio/bickel/DDDMSS-decimal.html>. To enter a negative latitude or longitude into IRIS, add the minus sign in front of the number; it is not necessary to add a plus sign if the coordinate is positive. **Table 2** below provides examples of coordinates for states and territories.

Table 2: Example Longitude and Latitude Coordinates

State/Territory	Example Degree, Minute, Second Coordinate	Example Decimal Coordinate (IRIS Format)
US Continent (48 States)	Latitude: 39°47'53"N	Latitude: 39.798056
	Longitude: 98°09'10"W	Longitude: -98.152778
Alaska	Latitude: 65°18'26"N	Latitude: 65.307222
	Longitude: 152°44'28"W	Longitude: -152.741111
Hawaii	Latitude: 19°25'34"N	Latitude: 19.426111
	Longitude: 155°24'16"W	Longitude: -155.404444
Guam	Latitude: 13°25'56"N	Latitude: 13.432222
	Longitude: 144°42'50"E	Longitude: 144.713889
Northern Mariana Islands	Latitude: 15°11'14"N	Latitude: 15.187222
	Longitude: 145°45'39"E	Longitude: 145.760833
Federated States of Micronesia	Latitude: 7°25'39"N	Latitude: 7.425556
	Longitude: 151°52'30"E	Longitude: 150.550278
Virgin Islands	Latitude: 18°20'37"N	Latitude: 18.343611
	Longitude: 64°56'07"W	Longitude: -64.935278

State/Territory	Example Degree, Minute, Second Coordinate	Example Decimal Coordinate (IRIS Format)
American Samoa	Latitude: 14°16'26"S	Latitude: -14.273889
	Longitude: 170°43'02"W	Longitude: -170.717222
Republic of Marshall Islands	Latitude: 7°08'57"N	Latitude: 7.113611
	Longitude: 171°12'01"E	Longitude: 171.067222
Puerto Rico	Latitude: 18°13'24"N	Latitude: 18.223333
	Longitude: 66°25'42"W	Longitude: -66.428333

2. Select ADD Location

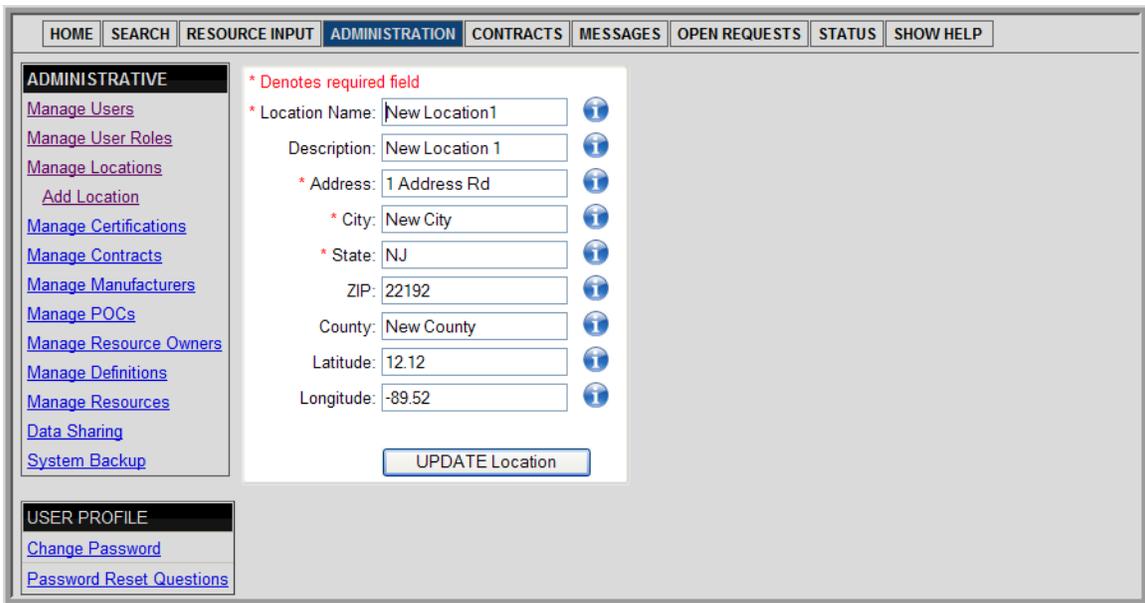
Once added, the Manage Locations screen will appear, showing the New Location.

7.1.3.2 Edit Locations

To edit a location:

1. Select a Location Name from the Manage Locations screen.

The Edit Locations screen appears, showing the Location's Information.



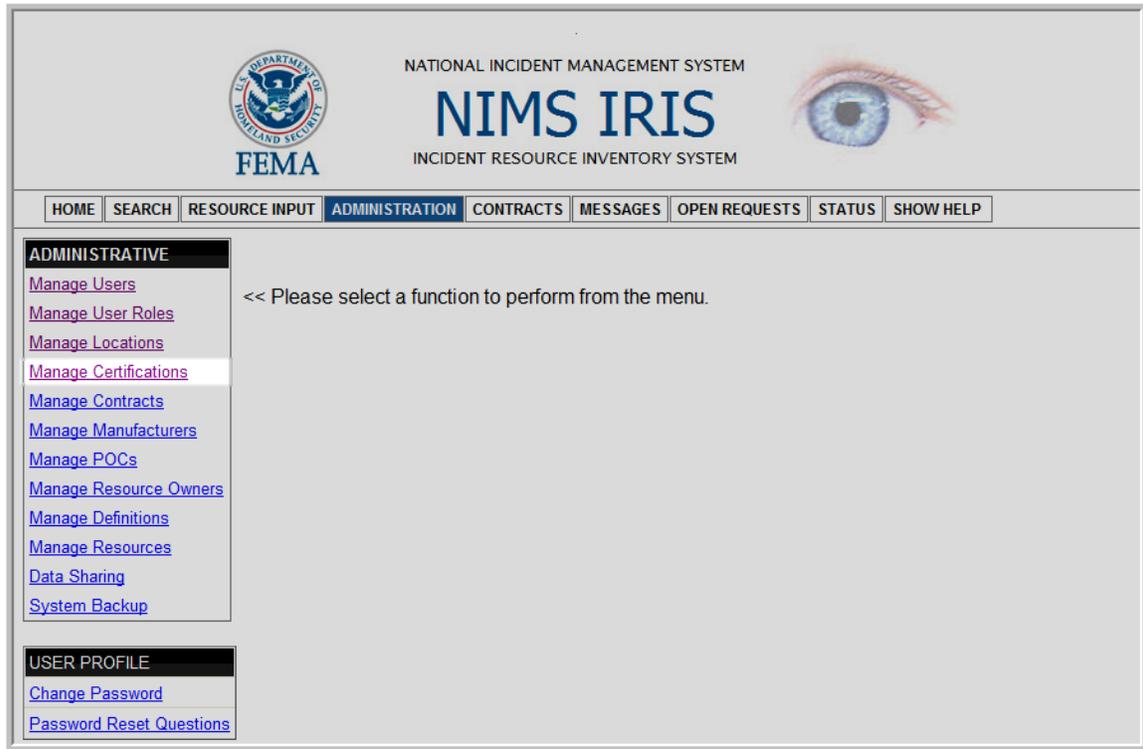
2. Type in the updating information.

3. Select UPDATE Location.

7.1.4 Manage Certifications

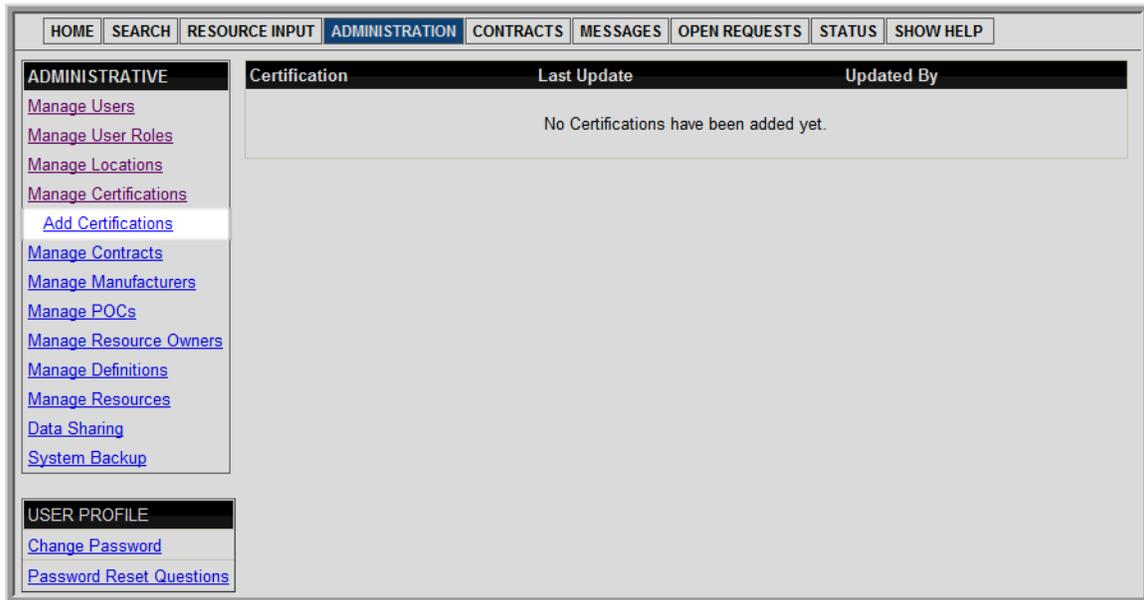
Prior to entering resources into IRIS, create new Certifications that resources may require. For example, a personnel resource may have a certification in CPR; this certification should be added under Manage Certifications.

To manage certifications, select Manage Certifications from the ADMINISTRATIVE box on the ADMINISTRATION screen as shown below:



The screenshot displays the NIMS IRIS web application interface. At the top, the FEMA logo is on the left, the text "NATIONAL INCIDENT MANAGEMENT SYSTEM" and "NIMS IRIS INCIDENT RESOURCE INVENTORY SYSTEM" is in the center, and a stylized eye graphic is on the right. Below this is a navigation bar with buttons for HOME, SEARCH, RESOURCE INPUT, ADMINISTRATION (which is highlighted), CONTRACTS, MESSAGES, OPEN REQUESTS, STATUS, and SHOW HELP. The main content area is divided into two sections: "ADMINISTRATIVE" and "USER PROFILE". The "ADMINISTRATIVE" section contains a list of links: Manage Users, Manage User Roles, Manage Locations, Manage Certifications (highlighted), Manage Contracts, Manage Manufacturers, Manage POCs, Manage Resource Owners, Manage Definitions, Manage Resources, Data Sharing, and System Backup. The "USER PROFILE" section contains links for Change Password and Password Reset Questions. A message in the center of the main area reads: "<< Please select a function to perform from the menu."

The Manage Certifications screen appears as shown below, showing the certification name, the last time the certification was updated, and the name of the user who performed the update (this area will be blank until a Certification is created). The feature Add Certifications appears in the ADMINISTRATIVE box.



7.1.4.1 Adding Certifications

To add a New Certification, perform the following steps:

1. Select Add Certifications from the ADMINISTRATIVE box on the Manage Certifications screen.

The Add Certifications screen appears as shown below:

The screenshot shows a web application interface with a top navigation bar containing buttons for HOME, SEARCH, RESOURCE INPUT, ADMINISTRATION (highlighted), CONTRACTS, MESSAGES, OPEN REQUESTS, STATUS, and SHOW HELP. On the left, there is a sidebar menu with two sections: 'ADMINISTRATIVE' and 'USER PROFILE'. The 'ADMINISTRATIVE' section lists links for Manage Users, Manage User Roles, Manage Locations, Manage Certifications, Add Certifications, Manage Contracts, Manage Manufacturers, Manage POCs, Manage Resource Owners, Manage Definitions, Manage Resources, Data Sharing, and System Backup. The 'USER PROFILE' section lists Change Password and Password Reset Questions. The main content area displays a form for adding a certification. At the top of the form, it says '* Denotes required field'. Below this, there are two fields: '* Certificate Name:' and 'Description: (50 char limit)'. Both fields are empty. At the bottom of the form is a button labeled 'ADD CERTIFICATION'.

2. Type in the Certificate Name and Description (the field with a red asterisk is required).

3. Select ADD CERTIFICATION.

Once added, the Manage Certifications screen will appear, showing the New Certification.

7.1.4.2 Edit Certifications

To edit a Certification, perform the following steps:

1. Select a Certification Name from the Manage Certifications screen.

The Edit Certifications screen appears as shown below:

HOME SEARCH RESOURCE INPUT **ADMINISTRATION** CONTRACTS MESSAGES OPEN REQUESTS STATUS SHOW HELP

ADMINISTRATIVE

[Manage Users](#)
[Manage User Roles](#)
[Manage Locations](#)
[Manage Certifications](#)
[Add Certifications](#)
[Manage Contracts](#)
[Manage Manufacturers](#)
[Manage POCs](#)
[Manage Resource Owners](#)
[Manage Definitions](#)
[Manage Resources](#)
[Data Sharing](#)
[System Backup](#)

USER PROFILE

[Change Password](#)
[Password Reset Questions](#)

* Denotes required field

* Certificate Name: Certification 1

Description: Certification 1
(50 char limit)

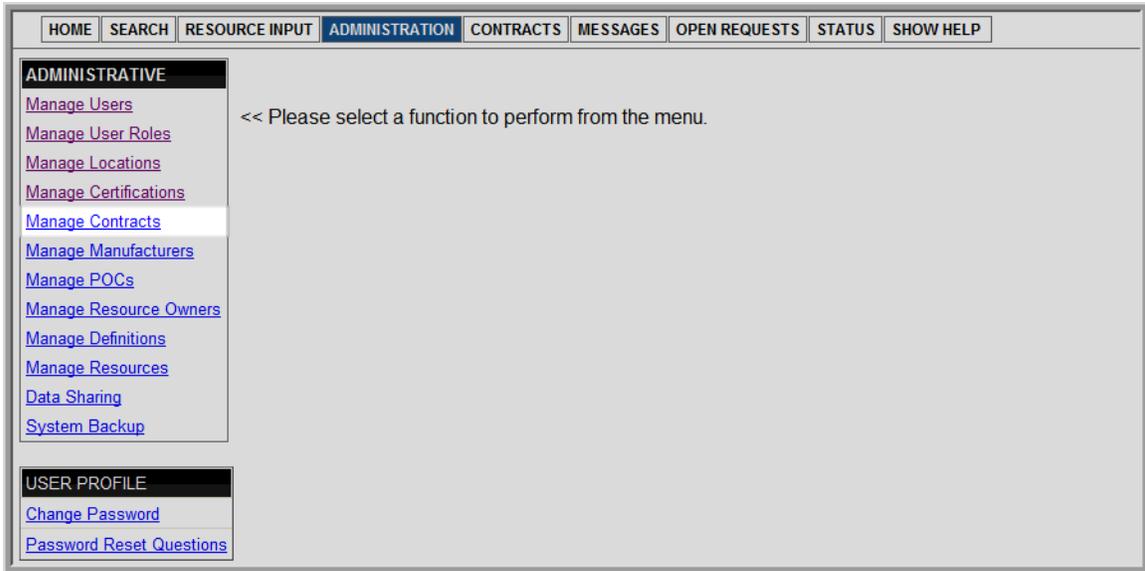
UPDATE CERTIFICATION

2. Type in the updated information.
3. Select UPDATE CERTIFICATION.

7.1.5 Manage Contracts

Prior to entering resources into IRIS, Contracts associated with the event must be loaded so that resources can be associated to them as needed. For example, an institution may have an existing contract for the use of a resource such as personnel or equipment. These Contracts should be listed within the Manage Contracts section, and can be uploaded for quick reference for a resource.

To manage contracts, select Manage Contracts from the ADMINISTRATIVE box on the ADMINISTRATION screen shown below:



The Manage Contracts screen appears showing the names of the contracts, the last time the contract was updated, and the name of the user who performed the update. The feature Add Contract appears in the ADMINISTRATIVE box.



7.1.5.1 Adding Contracts

To add a new contract, perform the following steps:

1. Select Add Contract from the ADMINISTRATIVE box on the Manage Contracts screen.

The Add Contract screen appears as shown below:

HOME SEARCH RESOURCE INPUT **ADMINISTRATION** CONTRACTS MESSAGES OPEN REQUESTS STATUS SHOW HELP

ADMINISTRATIVE

- [Manage Users](#)
- [Manage User Roles](#)
- [Manage Locations](#)
- [Manage Certifications](#)
- [Manage Contracts](#)
- [Add Contract](#)
- [Manage Manufacturers](#)
- [Manage POCs](#)
- [Manage Resource Owners](#)
- [Manage Definitions](#)
- [Manage Resources](#)
- [Data Sharing](#)
- [System Backup](#)

USER PROFILE

- [Change Password](#)
- [Password Reset Questions](#)

* Denotes required field

* Contract Name:

Description:
(50 char limit)

ADD CONTRACT

2. Type in the Contract Name and Description (the field with a red asterisk is required).
3. Select ADD CONTRACT.

If added, the Manage Contracts screen will appear, showing the New Contract.

7.1.5.2 Adding Contract Documentation

After creating a new contract, the user can add one or multiple files to it.

NOTE: Prior to uploading a contract, ensure the file name does not have a space in it.

To upload a contract:

1. Select a Contract Name from the Manage Contracts screen.

HOME	SEARCH	RESOURCE INPUT	ADMINISTRATION	CONTRACTS	MESSAGES	OPEN REQUESTS	STATUS	HELP!
----------------------	------------------------	--------------------------------	-----------------------	---------------------------	--------------------------	-------------------------------	------------------------	-----------------------

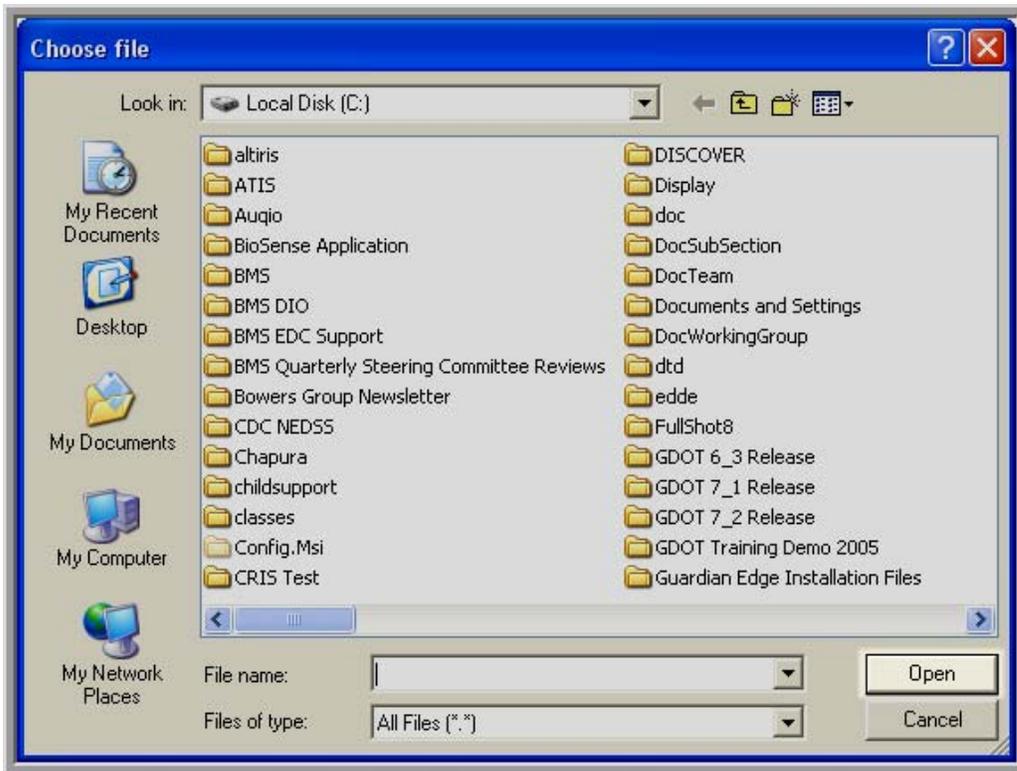
ADMINISTRATIVE Manage Users Manage User Roles Manage Locations Manage Certifications Manage Contracts Add Contract Manage Manufacturers Manage POCs Manage Resource Owners Manage Definitions Manage Resources Data Sharing System Backup	<table border="1"> <thead> <tr> <th>Contract</th> <th>Last Update</th> <th>Updated By</th> </tr> </thead> <tbody> <tr> <td>Mutual Aid</td> <td>2008-09-18 14:22:20.753</td> <td>hobsonk</td> </tr> </tbody> </table>	Contract	Last Update	Updated By	Mutual Aid	2008-09-18 14:22:20.753	hobsonk
	Contract	Last Update	Updated By				
	Mutual Aid	2008-09-18 14:22:20.753	hobsonk				
	USER PROFILE Change Password Password Reset Questions						

2. Select Browse from the Edit Contracts screen.

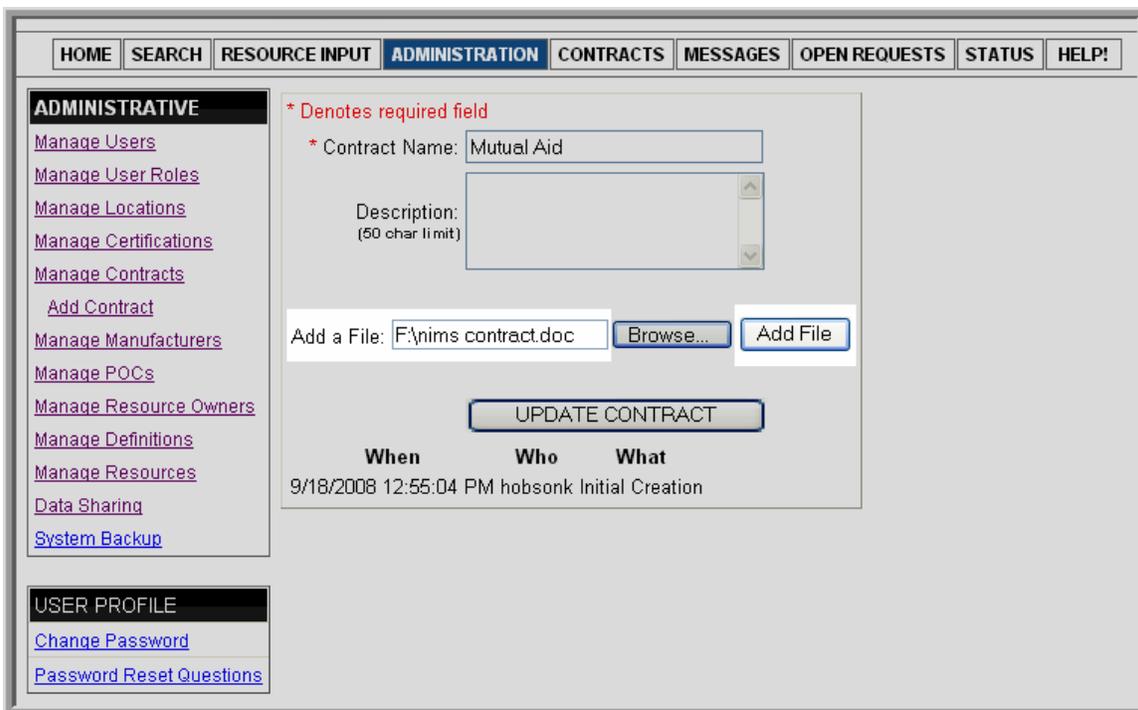
HOME	SEARCH	RESOURCE INPUT	ADMINISTRATION	CONTRACTS	MESSAGES	OPEN REQUESTS	STATUS	HELP!
----------------------	------------------------	--------------------------------	-----------------------	---------------------------	--------------------------	-------------------------------	------------------------	-----------------------

ADMINISTRATIVE Manage Users Manage User Roles Manage Locations Manage Certifications Manage Contracts Add Contract Manage Manufacturers Manage POCs Manage Resource Owners Manage Definitions Manage Resources Data Sharing System Backup	<p>* Denotes required field</p> <p>* Contract Name: <input type="text" value="Mutual Aid"/></p> <p>Description: (50 char limit) <input type="text"/></p> <p>Add a File: <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Add File"/></p> <p><input type="button" value="UPDATE CONTRACT"/></p> <p>When Who What</p> <p>9/18/2008 12:55:04 PM hobsonk Initial Creation</p>
	USER PROFILE Change Password Password Reset Questions

3. Locate the file to be added, then click Open.



The selected file appears in the Add a File text box.



4. Select Add File.

The filename appears on the screen as does an adjacent Delete File button.

HOME SEARCH RESOURCE INPUT **ADMINISTRATION** CONTRACTS MESSAGES OPEN REQUESTS STATUS HELP!

ADMINISTRATIVE

- Manage Users
- Manage User Roles
- Manage Locations
- Manage Certifications
- Manage Contracts
- Add Contract
- Manage Manufacturers
- Manage POCs
- Manage Resource Owners
- Manage Definitions
- Manage Resources
- Data Sharing
- System Backup

USER PROFILE

- Change Password
- Password Reset Questions

* Denotes required field

* Contract Name: Mutual Aid

Description: (50 char limit)

nims.contract.doc **Delete File**

Add a File:

When	Who	What
9/18/2008 12:55:04 PM	hobsonk	Initial Creation

7.1.5.3 Removing Contract Documentation

1. Select a Contract Name from the Manage Contracts screen.

HOME SEARCH RESOURCE INPUT **ADMINISTRATION** CONTRACTS MESSAGES OPEN REQUESTS STATUS HELP!

Contract	Last Update	Updated By
Mutual Aid	2008-09-18 14:22:20.753	hobsonk

ADMINISTRATIVE

- Manage Users
- Manage User Roles
- Manage Locations
- Manage Certifications
- Manage Contracts
- Add Contract
- Manage Manufacturers
- Manage POCs
- Manage Resource Owners
- Manage Definitions
- Manage Resources
- Data Sharing
- System Backup

USER PROFILE

- Change Password
- Password Reset Questions

2. To remove a contract, select Delete File adjacent to the file to be deleted.

HOME SEARCH RESOURCE INPUT **ADMINISTRATION** CONTRACTS MESSAGES OPEN REQUESTS STATUS HELP!

ADMINISTRATIVE

- Manage Users
- Manage User Roles
- Manage Locations
- Manage Certifications
- Manage Contracts
- Add Contract
- Manage Manufacturers
- Manage POCs
- Manage Resource Owners
- Manage Definitions
- Manage Resources
- Data Sharing
- System Backup

USER PROFILE

- Change Password
- Password Reset Questions

* Denotes required field

* Contract Name: Mutual Aid

Description: (50 char limit)

nims contract.doc

Add a File:

When Who What

9/18/2008 12:55:04 PM hobsonk Initial Creation

3. At the confirmation message, to permanently delete the file, click OK. NOTE: When adding a contract in IRIS, the system makes a copy of the file; therefore, selecting delete will not permanently remove the file from a User's PC; it will delete the file located in IRIS. (To exit without deleting the file, click Cancel.)

7.1.5.4 Edit Contracts

To edit a Contract, perform the following steps:

1. Select a Contract name from the Manage Contracts screen.

The Edit Contract screen appears:

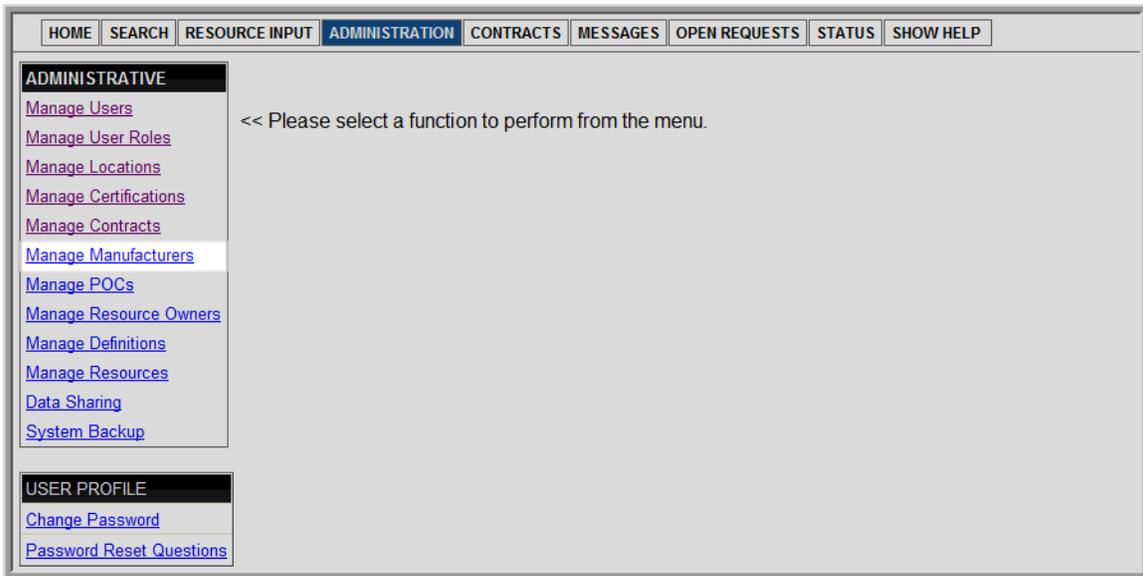
The screenshot shows a web application interface with a top navigation bar containing tabs: HOME, SEARCH, RESOURCE INPUT, ADMINISTRATION (selected), CONTRACTS, MESSAGES, OPEN REQUESTS, STATUS, and SHOW HELP. On the left, there is a sidebar menu with two sections: 'ADMINISTRATIVE' and 'USER PROFILE'. Under 'ADMINISTRATIVE', there are links for Manage Users, Manage User Roles, Manage Locations, Manage Certifications, Manage Contracts, Add Contract, Manage Manufacturers, Manage POCs, Manage Resource Owners, Manage Definitions, Manage Resources, Data Sharing, and System Backup. Under 'USER PROFILE', there are links for Change Password and Password Reset Questions. The main content area displays a form for updating a contract. At the top of the form, it says '* Denotes required field'. Below this, there is a text input field for '* Contract Name:' containing 'Contract 1'. Underneath is a text area for 'Description:' containing 'Contract 1' with a '(50 char limit)' note. At the bottom of the form is a button labeled 'UPDATE CONTRACT'.

2. Type in the updated information.
3. Select UPDATE CONTRACT.

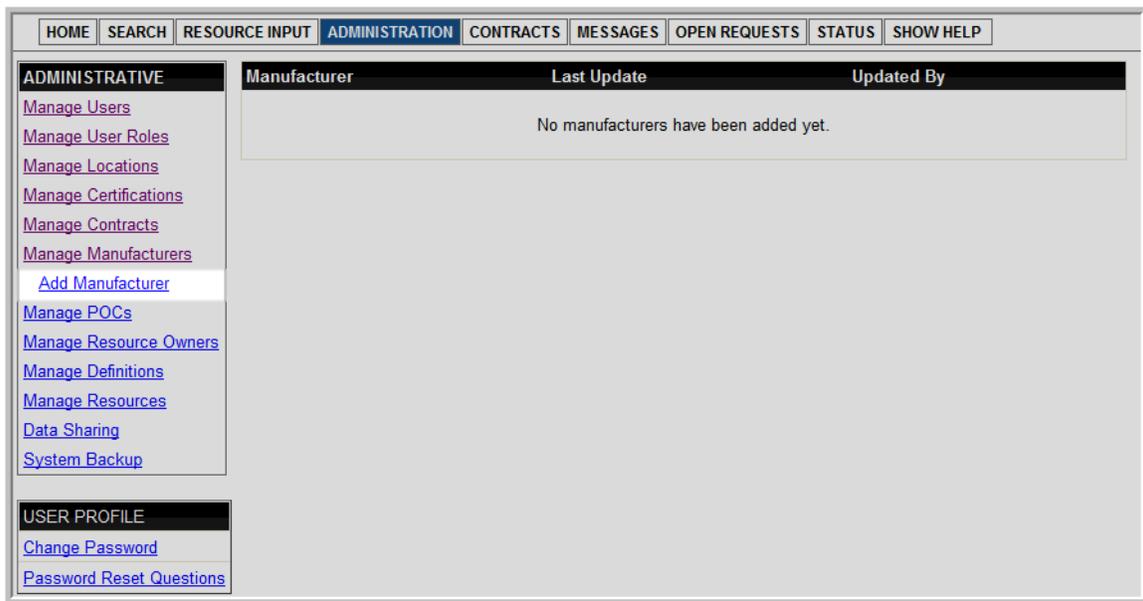
7.1.6 Manage Manufacturers

Manufacturers can be added prior to entering resources or added at the same time a resource is entered. For example, a resource such as equipment should have a producer; i.e. a vehicle's Manufacturer may be Ford, or a computer's Manufacturer may be Dell, etc.

To manage manufacturers, select Manage Manufacturers from the ADMINISTRATIVE box on the ADMINISTRATION screen shown below:



The Manage Manufacturers screen appears showing the manufacturer names, the time the manufacture was last updated, and the name of the user performing the update. The feature Add Manufacture appears in the ADMINISTRATIVE box.

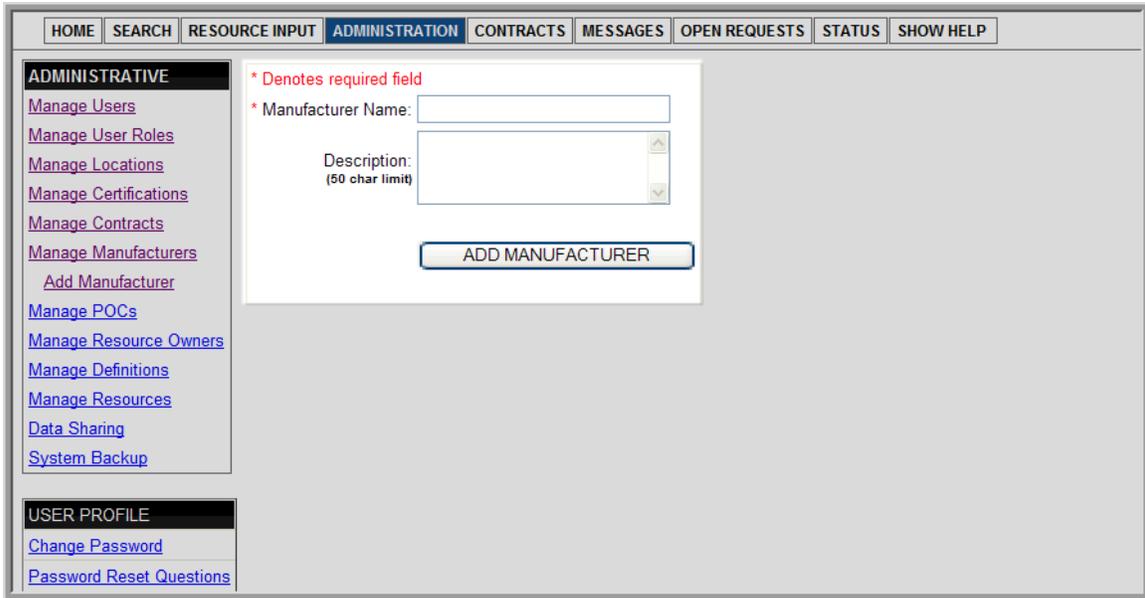


7.1.6.1 Adding Manufacturers

To add a new manufacturer, perform the following steps:

1. Select Add Manufacturer from the ADMINISTRATIVE box on the Manage Manufacturers screen.

The Add Manufacturers screen appears:



2. Type in the Manufacturer information (the field with a red asterisk is required).
3. Select ADD MANUFACTURER.

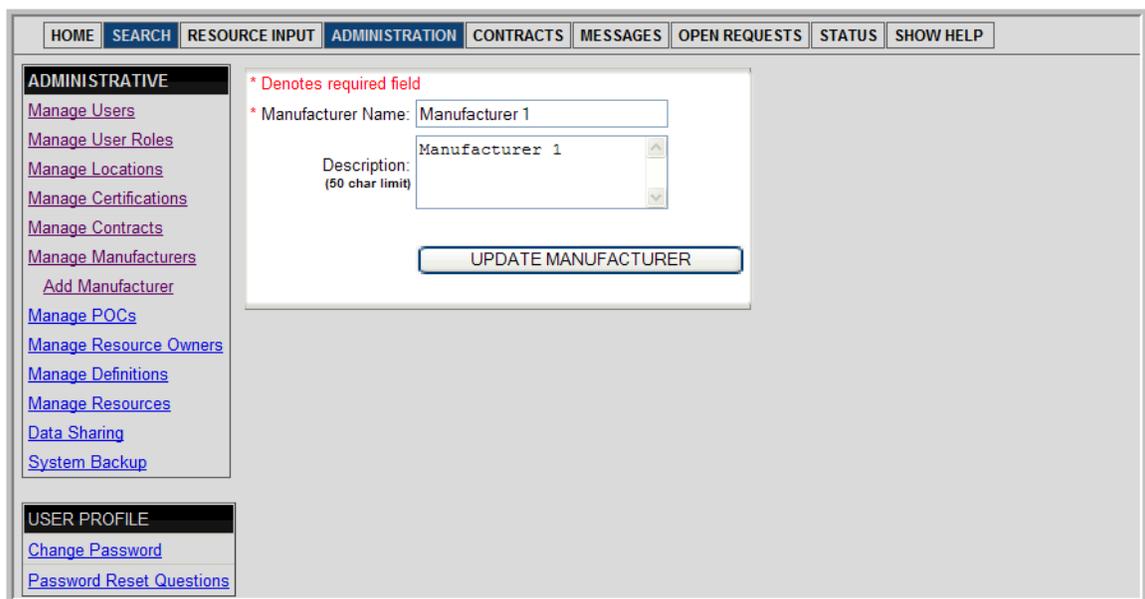
If added, the Manage Manufacturers screen will appear, showing the New Manufacturer.

7.1.6.2 Edit Manufacturers

To edit a Manufacturer, perform the following steps:

1. Select a Manufacturer name from the Manage Manufacturers screen.

The Edit Manufacturer screen appears:

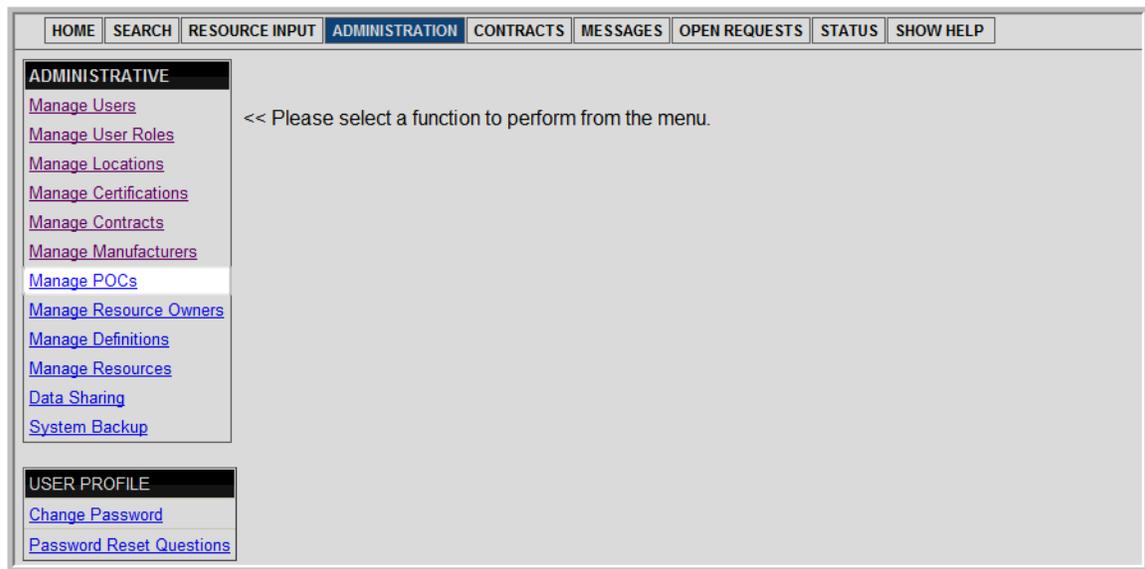


2. Type in the updated information.
3. Select UPDATE MANUFACTURER.

7.1.7 Manage POCs

POCs can be added prior to entering resources or added at the same time a resource is entered. The POC for a resource is the contact person for inquires.

To manage POCs, select Manage POCs from the ADMINISTRATIVE box on the ADMINISTRATION screen as shown below:



The Manage POCs screen appears showing POC's Names and the time a POC was last updated. The feature Add POC appears in the ADMINISTRATIVE box.

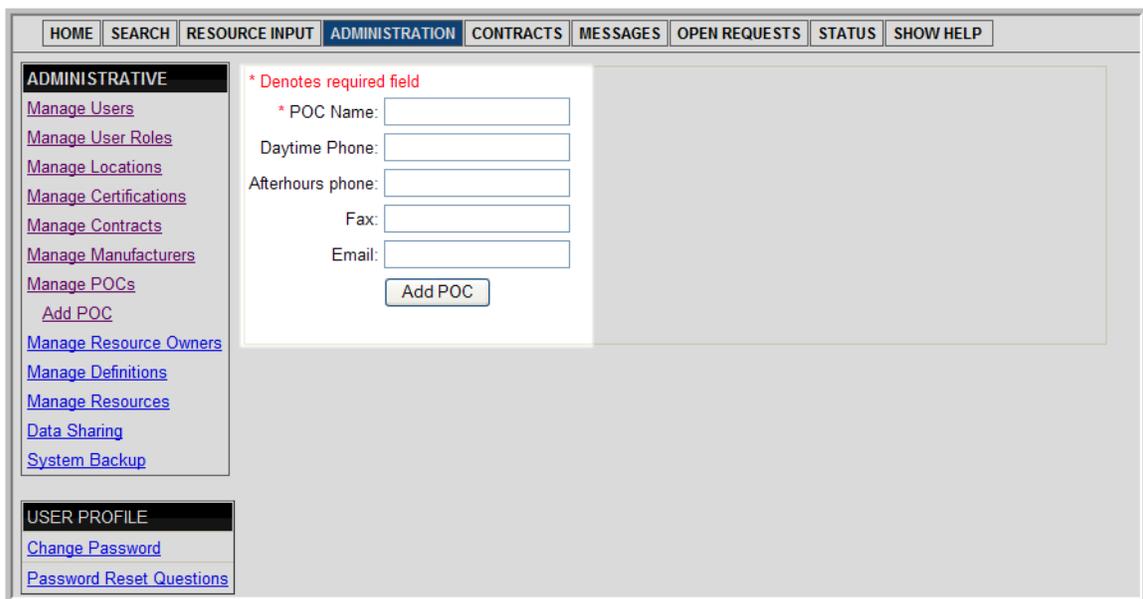


7.1.7.1 Adding POCs

To add a new POC, perform the following steps:

1. Select Add POC from the ADMINISTRATIVE box on the Manage POCs screen.

The Add POC screen appears as shown below:



2. Type in the POC information (the field with a red asterisk is required).
3. Select Add POC.

Once added, the Manage POCs screen will appear, showing the New POC.

7.1.7.2 Edit POCs

To edit a POC, perform the following steps:

1. Select a POC name from the Manage POCs screen.

The Edit POC screen appears:

The screenshot displays the 'ADMINISTRATIVE' section of the IRIS system. The navigation menu on the left includes links for 'Manage Users', 'Manage User Roles', 'Manage Locations', 'Manage Certifications', 'Manage Contracts', 'Manage Manufacturers', 'Manage POCs', 'Add POC', 'Manage Resource Owners', 'Manage Definitions', 'Manage Resources', 'Data Sharing', and 'System Backup'. The 'ADMINISTRATIVE' section is currently active, showing a form for editing a POC. The form includes the following fields and buttons:

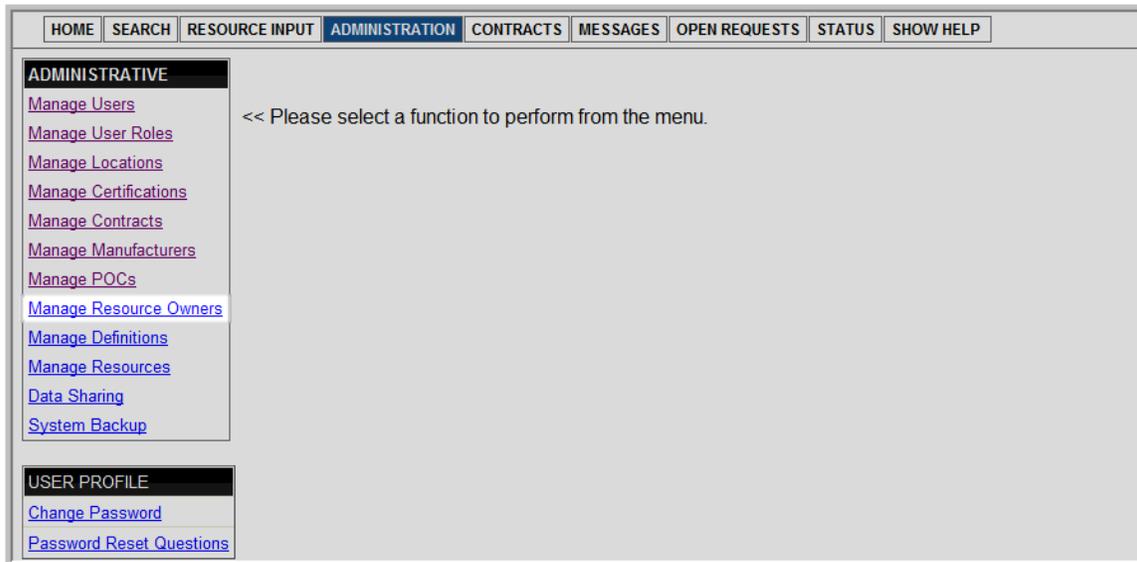
- * Denotes required field**
- * POC Name:** POC1
- Daytime Phone:** 999-999-9999
- Afterhours phone:** 999-999-9999
- Fax:** 999-999-9999
- Email:** POC1@POC1.com
- Update POC** button

2. Type in the updated information.
3. Select UPDATE POC.

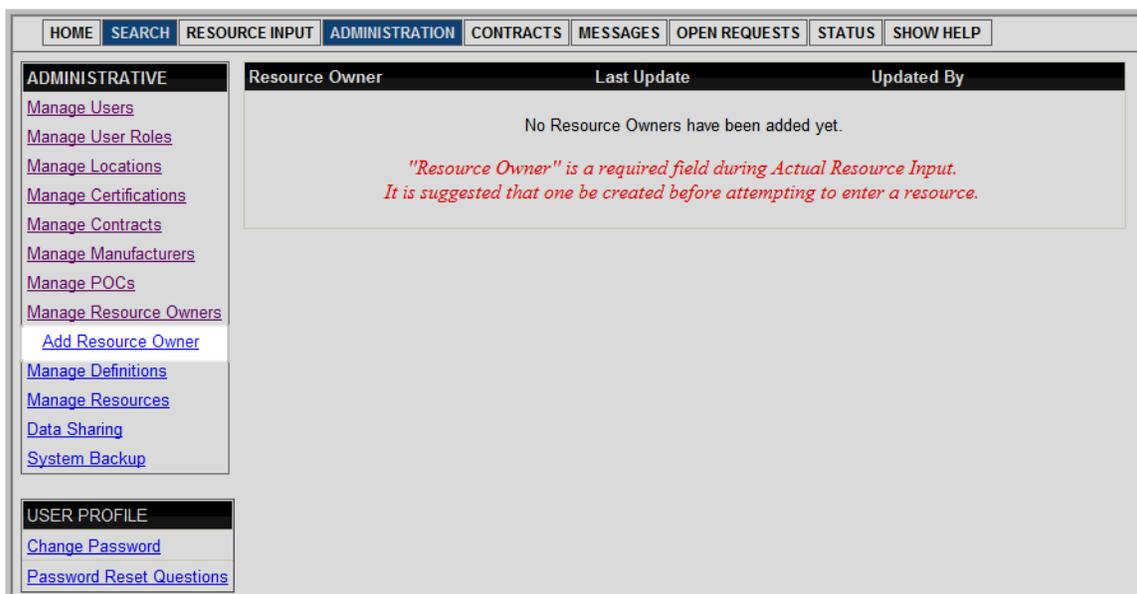
7.1.8 Manage Resource Owners

Resource Owners can be added prior to entering resources or added at the same time a resource is entered. An example could be the name of a hospital, fire station, etc.

To manage resource owners, select Manage Resource Owners from the ADMINISTRATIVE box on the ADMINISTRATION screen shown below:



The Manage Resource Owner screen appears showing the resource owner, last update, and by whom it was updated. The feature Add Resource Owner appears in the ADMINISTRATIVE box.



7.1.8.1 Adding Resource Owners

To add a new resource owner, perform the following steps:

1. Select Add Resource Owner from the ADMINISTRATIVE box on the Manage Resource Owners screen.

The Add Resource Owner screen appears:

2. Type in the Resource Owner and Description (the field with a red asterisk is required).
3. Select ADD Resource Owner.

Once added, the Manage Resource Owner screen will appear, showing the New Resource Owner.

7.1.8.2 Edit Resource Owners

To edit a Resource Owner, perform the following steps:

1. Select a Resource Owner Name from the Manage Resource Owners screen.

The Edit Resource Owner screen appears:

HOME SEARCH RESOURCE INPUT **ADMINISTRATION** CONTRACTS MESSAGES OPEN REQUESTS STATUS SHOW HELP

ADMINISTRATIVE

- Manage Users
- Manage User Roles
- Manage Locations
- Manage Certifications
- Manage Contracts
- Manage Manufacturers
- Manage POCs
- Manage Resource Owners
 - Add Resource Owner
- Manage Definitions
- Manage Resources
- Data Sharing
- System Backup

USER PROFILE

- Change Password
- Password Reset Questions

* Denotes required field

* Resource Owner:
(Team Name)

Description:
(50 char limit)

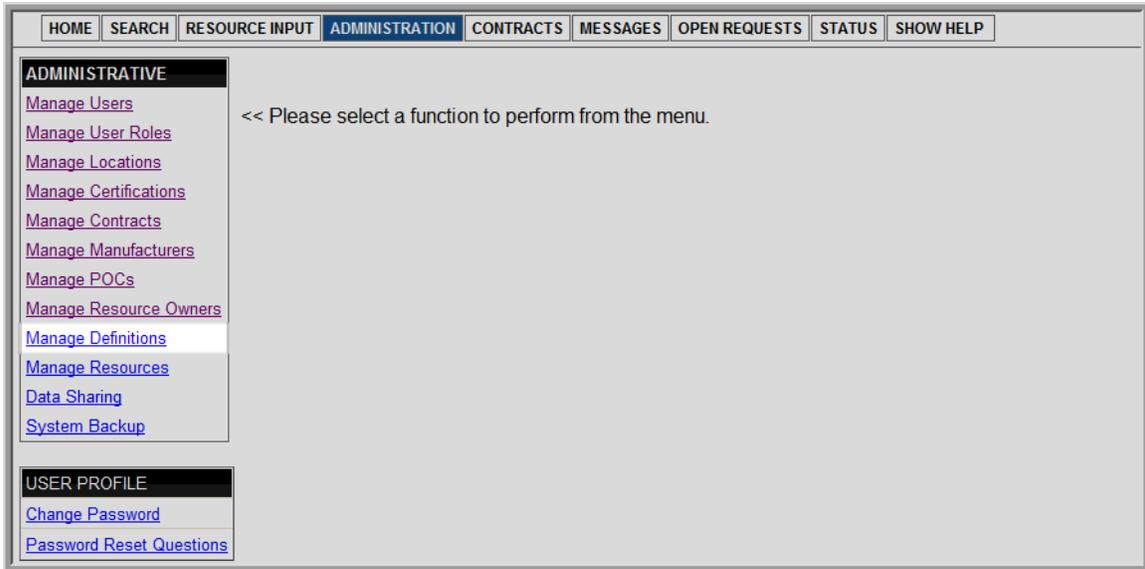
2. Type in the updated information.
3. Select UPDATE Resource Owner.

7.1.9 Manage Definitions

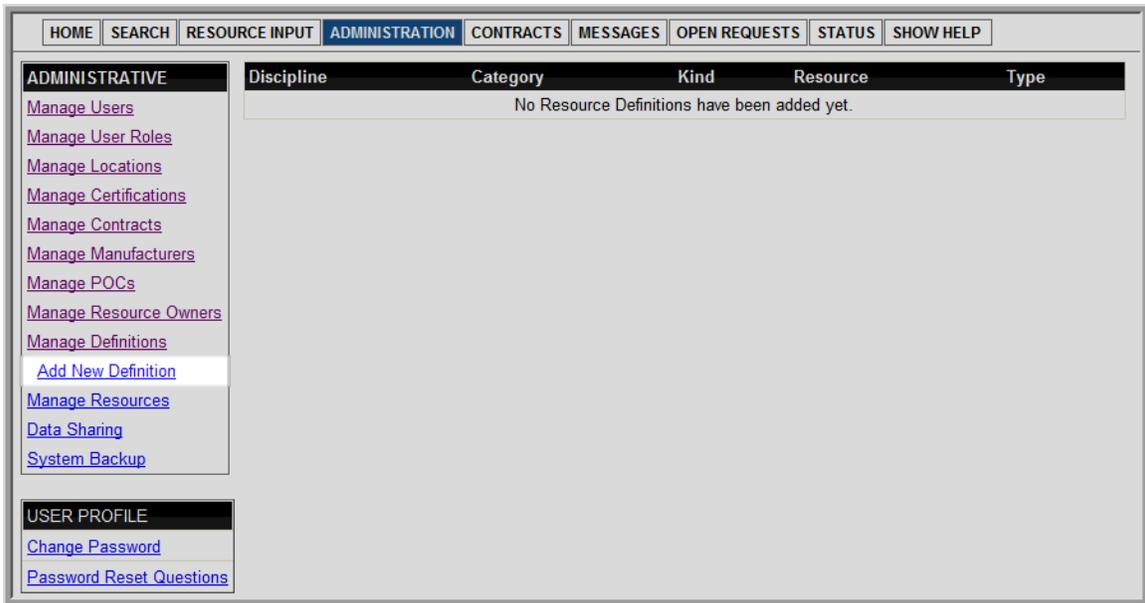
If a definition does not exist for a resource, that definition must be added.

To manage definitions, perform the following steps:

1. Collect all information needed to create a resource definition. This includes Discipline, Category, Kind, Resource, Type(s), and the Component(s), Metric(s), and Attribute(s) for each Type. Reminder: Type 1 has the maximum capability for any given resource. Refer to the following link as a guide to the process of creating a new resource definition:
http://www.fema.gov/pdf/nims/NIMS_basic_resource_typing_system.pdf.
2. Select Manage Definitions from the ADMINISTRATIVE box on the ADMINISTRATION screen as shown below:



The Manage Definitions screen appears showing a Resource Definition and the feature Add New Definition appears in the ADMINISTRATIVE box.



7.1.9.1 Adding a Definition

1. Select Add New Definition.

The Add New Typed Resource Definition screen appears as shown below:

HOME SEARCH RESOURCE INPUT ADMINISTRATION CONTRACTS MESSAGES OPEN REQUESTS STATUS SHOW HELP

ADMINISTRATIVE
Manage Users
Manage User Roles
Manage Locations
Manage Certifications
Manage Contracts
Manage Manufacturers
Manage POCs
Manage Resource Owners
Manage Definitions
Add New Definition
Manage Resources
Data Sharing
System Backup

USER PROFILE
Change Password
Password Reset Questions

Add New Typed Resource Definition

* Denotes required field

* Discipline: [dropdown] [New]
* Category: [dropdown] [New]
* Kind: [dropdown] [New]
* Resource: [dropdown] [New]

Comment: [text area]

Next

2. Fill in the fields with existing data or select the New button to add new data.
3. Type in any Comments.
4. Select Next.

The Definition screen appears as shown below:

HOME SEARCH RESOURCE INPUT ADMINISTRATION CONTRACTS MESSAGES OPEN REQUESTS STATUS HELP!

ADMINISTRATIVE
Manage Users
Manage User Roles
Manage Locations
Manage Certifications
Manage Contracts
Manage Manufacturers
Manage POCs
Manage Resource Owners
Manage Definitions
Add New Definition
Manage Resources
Data Sharing
System Backup

USER PROFILE
Change Password
Password Reset Questions

Discipline: **Emergency Management** [Edit Definition]
Category: **Resource Management (ESF #7)**
Kind: **Personnel**
Resource: **Debris Management Team** [Show / Hide Existing Definitions]

Pending Capabilities:

Component	Metric	Type	Attribute
No Type Resources are defined yet			

Add New Capability
View Pending Capabilities
Save Pending Resource Definition
Delete all Currently Entered Information

- a. To change previously entered information, select Edit Definition

The Edit Definitions screen appears as shown below:

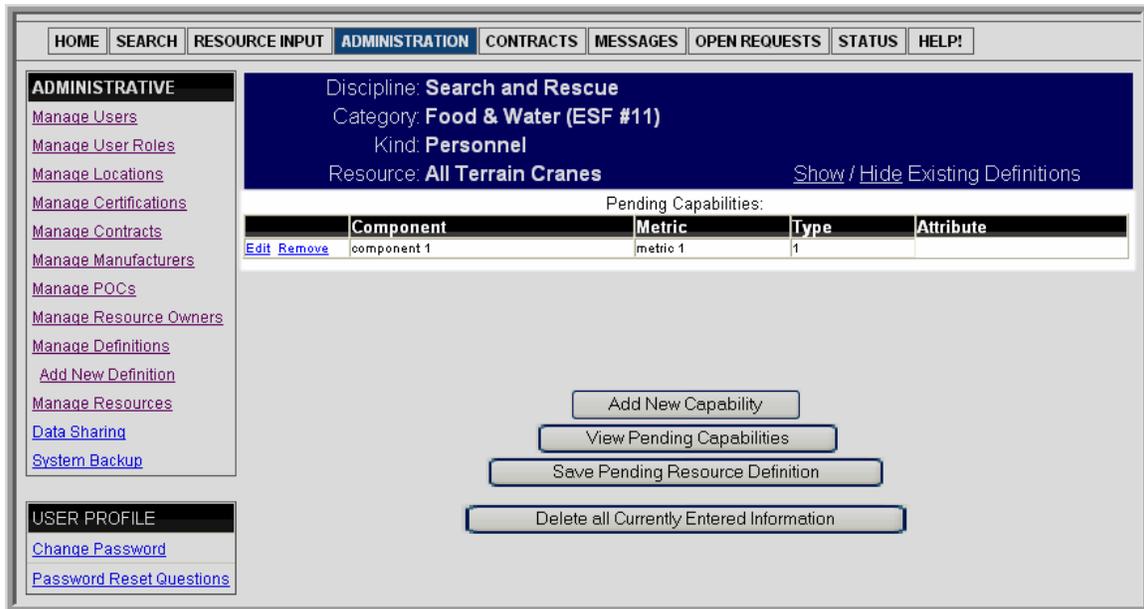
- i. Edit the fields.
- ii. Select Update; or
- iii. Select Cancel.

5. Select Add New Capability.

The Add New Typed Resource screen appears as shown below:

6. Select a Type, and fill in the fields for Component, Metric, and Attribute with the corresponding information.

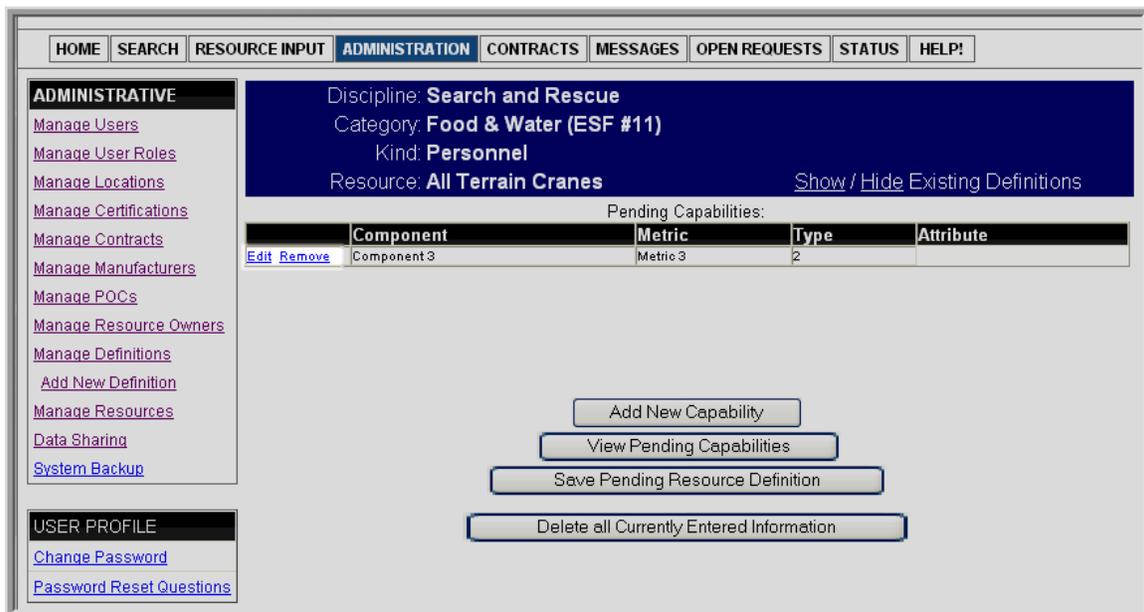
- **Type:** The type is the level for the resource. Select the Type from Type 1 to Type 7, or select Other.
 - **Component:** A component is an element or part of a resource. An example is the “capacity” for a vehicle.
 - **Metric:** A metric is a measurement standard that identifies capability of a component. An example is “passengers” for a vehicle.
 - **Attribute:** An attribute is the quantitative value of the component and metric to define the minimum capability of a Type. An example is “4” for a vehicle. (From the example above for the Component, Metric, and Attribute, the vehicle would have the capacity to hold four passengers.)
7. To add more information to the definition and clear the fields for Type, Component, Metric, and Attribute, select Update and Add Another. NOTE: After the first time of selecting Update and Add Another, the Component and Metric can be selected from the drop down menu or a new Component and Metric can be typed in. Repeat Step 6 as needed; or
 8. To add the information to the definition and return to the Definition screen as shown below, select Update and Exit; or
 9. To return to the Add New Typed Resource screen, select Cancel.



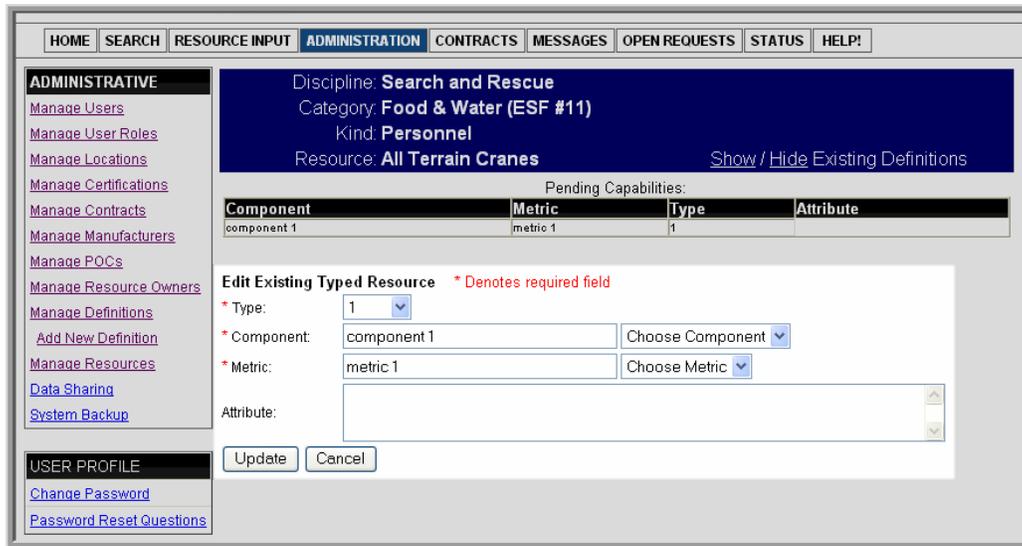
7.1.9.2 Edit/Remove Pending Capabilities

Prior to saving pending resource definitions, a Component/Metric/Type/Attribute combination can be edited or deleted.

1. To change information, select Edit next to the component whose information will be changed; or to delete information, skip to step 2.



- a. Change the information as needed and select Update; or
- b. Select Cancel.



2. To remove a combination, select Remove next to the component whose information will be deleted.

The Remove Typed Resource screen appears as shown below:



- a. Select OK, or
- b. Select Cancel.

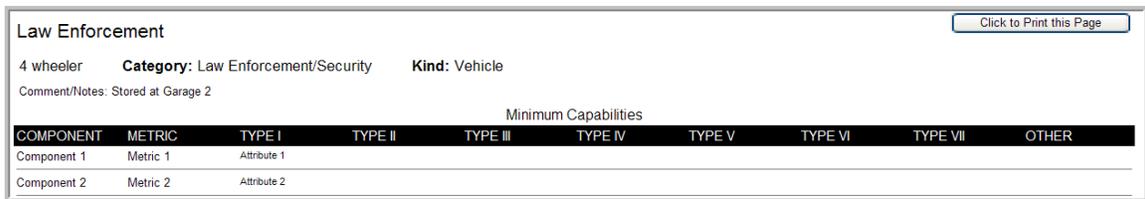
7.1.9.3 View/Save/Delete Pending Capabilities/Resource Definitions

To view pending capabilities:



1. Select View Pending Capabilities, from the Definition screen.

The View Pending Capabilities screen appears in a new browser window as shown below:

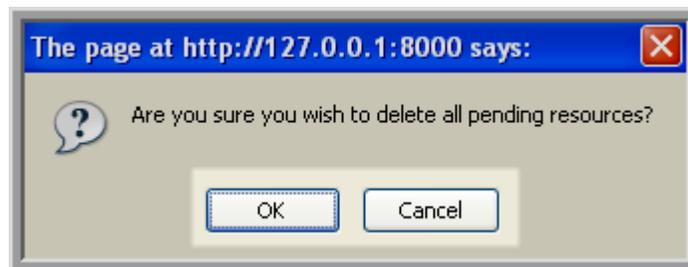


- a. Select Click to Print this Page for a hard copy of this view; or
- b. Close the window to return to the Definition screen.

To delete pending definition(s):

1. Select Delete all Currently Entered Information, from the Definition screen.

The Delete Pending Typed Resources screen appears as shown below:

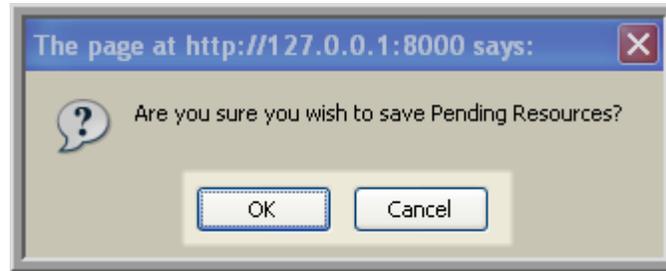


- a. Select OK to continue deleting the definition; or
- b. Select Cancel.

To save a definition:

1. Select Save Pending Resource Definition, from the Definition screen.

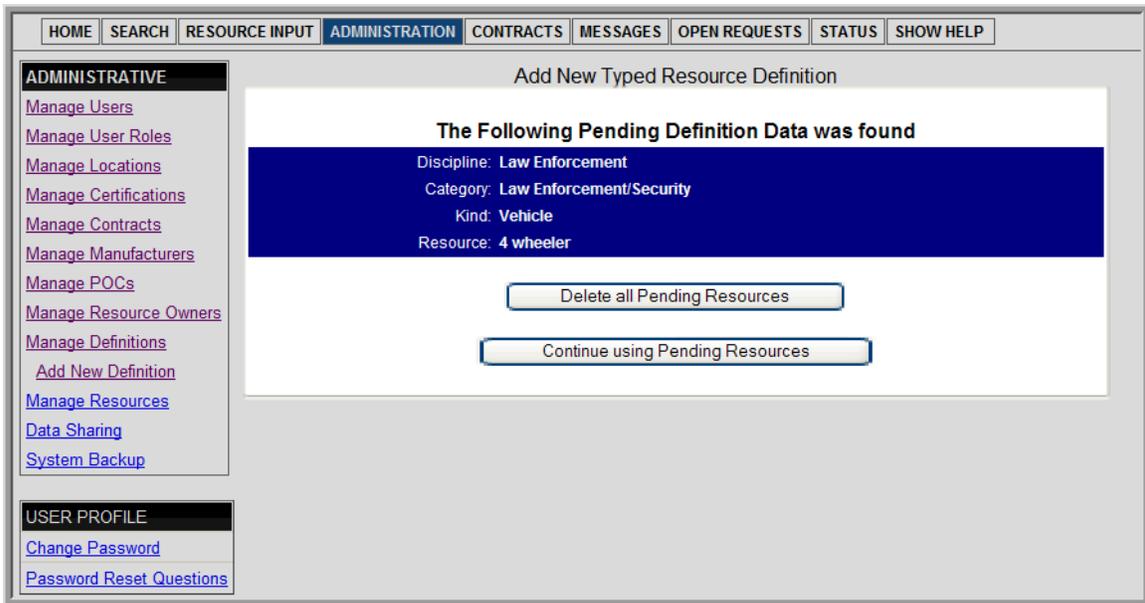
The Save Pending Resources screen appears as shown below:



- a. Select OK to continue saving the definition; or
- b. Select Cancel.

Once the definition is saved, a message will display stating that the pending resource definitions were successfully saved. The New Definition will be added to the Resource Input Typed Resource selections.

NOTE: If a user exits the Definition screen without deleting or saving a pending resource, and at a later time comes back to add new definitions, the Pending Definitions Data screen appears:



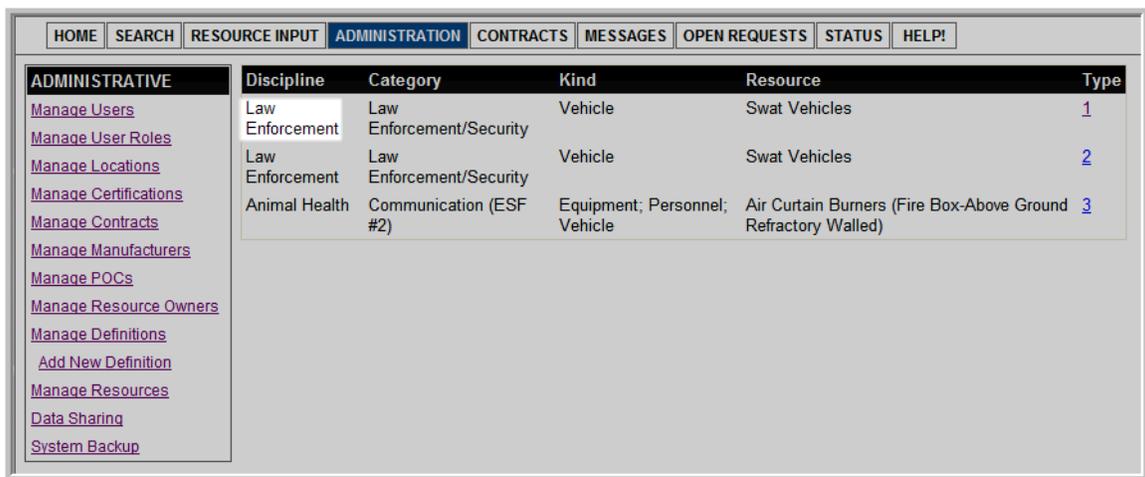
1. Select Delete All Pending Resources; or
 - a. Select OK to cancel
2. To return to the Definition screen, select Continue using Pending Resources.

7.1.9.4 Adding Capabilities to Saved Definitions

After a definition is saved, new capabilities can be added to that definition.

To add a new capability to a saved definition,

1. Select the Discipline name from the Manage Definitions screen.



The Definition screen appears:

2. Select Show from the Show/Hide Existing Definition feature.

The related Existing Definitions appear on the Definition screen.

Discipline	Category	Kind	Type	Origin
Law Enforcement	Law Enforcement/Security	Vehicle	1	C036
Law Enforcement	Law Enforcement/Security	Vehicle	2	C036

Component	Metric	Type	Attribute
Edit Remove test	test	1	12
Edit Remove weight	pounds	1	14
Edit Remove weight	pounds	2	12

NOTE: The previously saved capabilities will appear under the Pending Capabilities box on the Definition screen. DO NOT use the Edit or Remove features on saved capabilities.

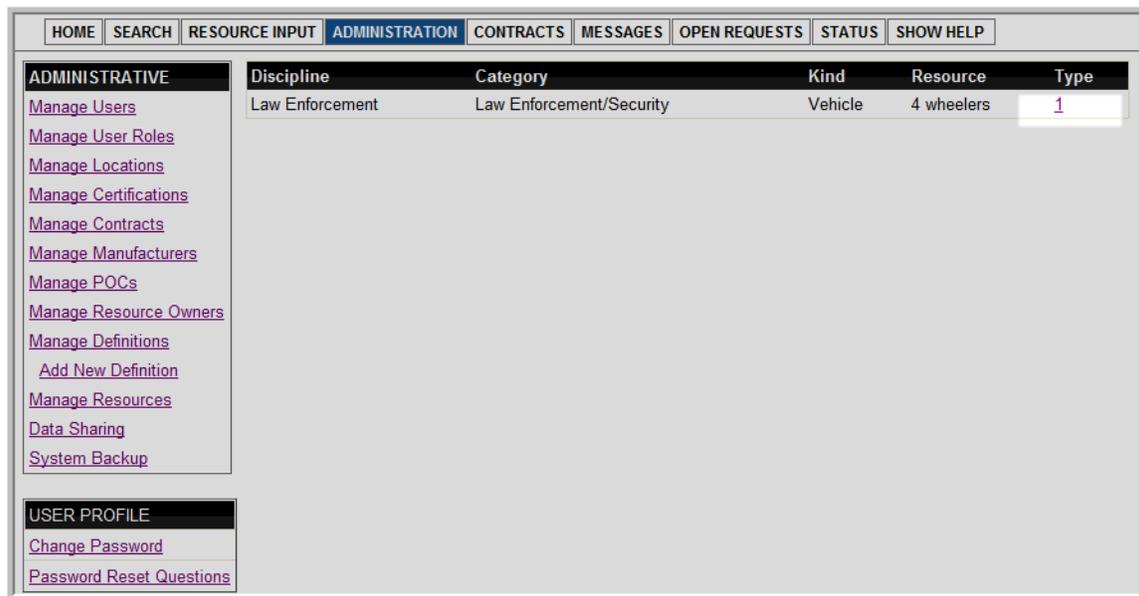
To add a new capability, select Add New Capability. For more information on adding a new capability, refer to the section Adding a Definition. NOTE: Once a new capability is

added to a previously saved definition, the newly added capabilities will appear within the Pending Capabilities box on the Definition screen along with the saved capabilities. Unlike the saved capabilities, the pending capabilities can be edited or removed until the Save Pending Resource Definition button is selected.

7.1.9.5 View Types for a Definition

The option to view a definition Type is available after a definition is saved.

From the Manage Definition screen:



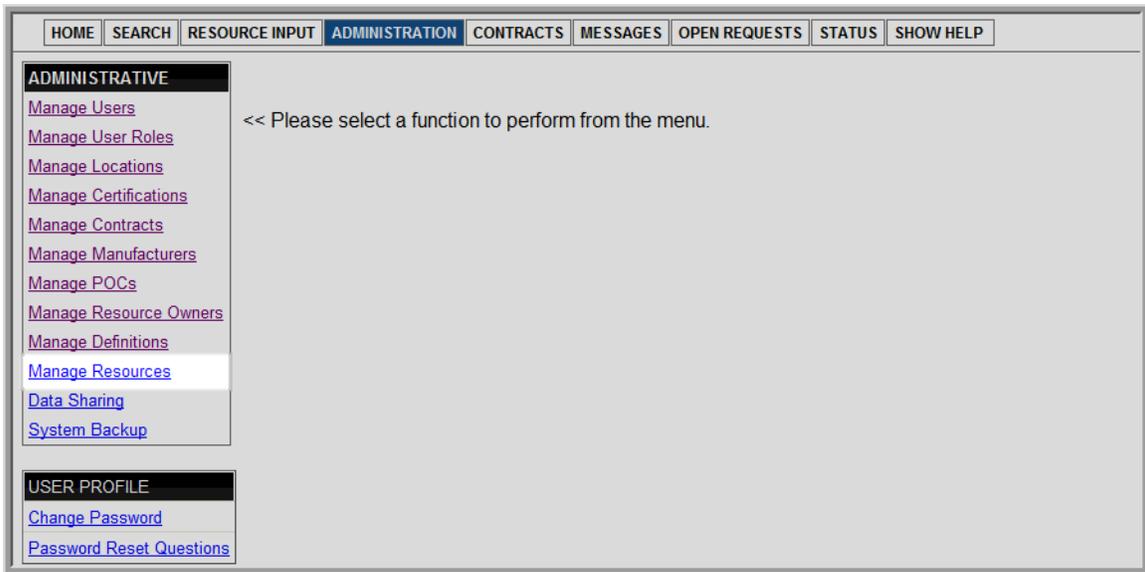
Select the number under Type, and the Type screen will appear. Refer to the section Finding Resources for further information on how to use the Type screen.

7.1.10 Manage Resources

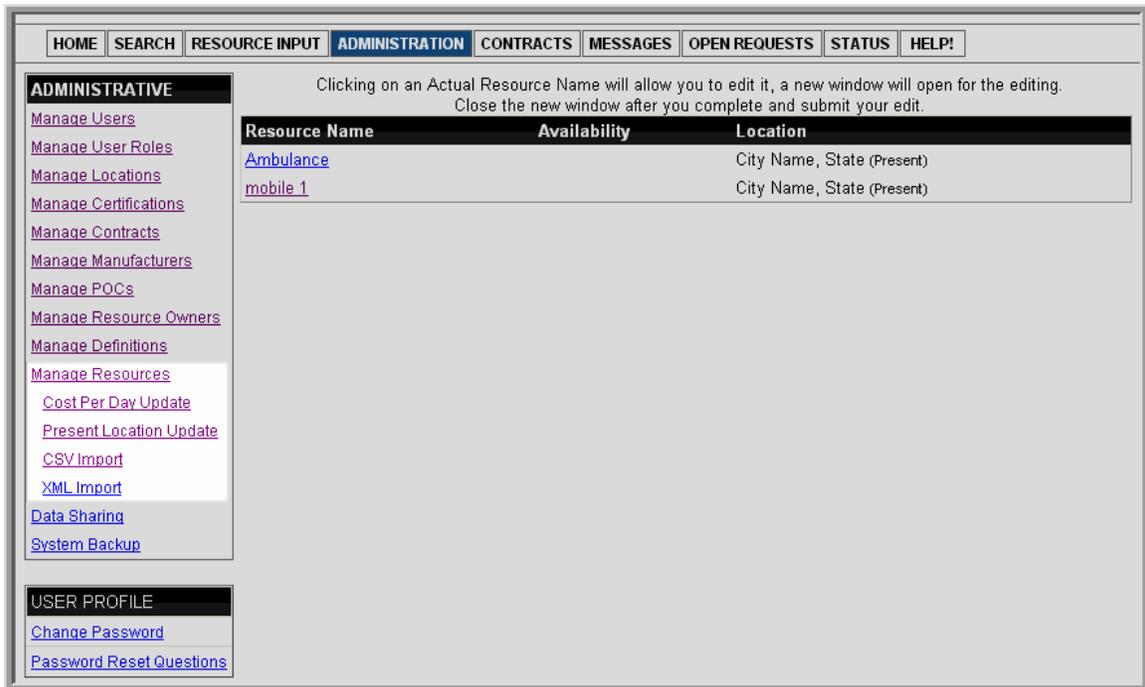
Once a resource has been added into IRIS, the Manage Resources menu option may be used. This menu option has the functionality to edit a Resource.

NOTE: A resource cannot be deleted once it is created. If a User no longer has the resource, edit the availability status located on the Edit Resource screen to “Decommissioned”. See the section Edit a Resource for more information.

To manage resources, select Manage Resources from the ADMINISTRATIVE box on the ADMINISTRATION screen as shown below:



The following screen appears, showing the Resource Name, Availability, and Location. The features Cost Per Day Update, Present Location Update, CSV Import, and XML Import appear in the ADMINISTRATIVE box (see the section Import Resources for information on CSV Import and XML Import).



7.1.10.1 Edit a Resource

To edit a resource, complete the following steps:

1. Select a Resource Name from the Manage Resources screen.

The Edit Resource screen appears in a new window as shown below:

HOME
SEARCH
RESOURCE INPUT
ADMINISTRATION
CONTRACTS
MESSAGES
OPEN REQUESTS
STATUS
HELP!

Resource Information

Discipline: Emergency Medical
Category: Health and Medical (ESF #8)
Kind: Team
Typed Resource: Ambulance Strike Team
Type: Type 1
[Modify Resource Definition](#)

* **Resource Name:**

Alias Name(s):

Availability:

* **Home Location:**

* **Present Location:**

Processing Instructions

Reimbursement Process

Release and Return

Sustainability

File:

Certifications

Certification #	Expiration Date (MM/DD/YYYY)
Show All certifications	

Contracts

Cost/Day (Enter Number Only, such as 400.25)
Show all contracts
<input checked="" type="checkbox"/> Mutual Aid <input type="text"/>

Resource Qualifications

Min Lead Time (Hours):

Resource Restrictions:

Max Deployment Duration (Days):

Resource Requesting Information

* **Resource Owner:**

* **Resource POC:**

How to request:

Manufacturer Information

Manufacturer:

Model Name Number:

Serial Number/VIN:

Length (feet):

Width (feet):

Height (feet):

Weight (pounds):

Resource Comments

History

When	Who	What
9/22/2008 9:42:03 AM	hobsonk	Initial Creation
9/22/2008 9:42:04 AM	hobsonk	Linked to: Mutual Aid CostPerDay: 0
9/22/2008 9:49:02 AM	hobsonk	Changed parameters of: Mutual Aid CostPerDay: 4000
9/22/2008 9:59:15 AM	hobsonk	Changed parameters of: Mutual Aid CostPerDay: 5000
9/22/2008 10:23:09 AM	hobsonk	PresentLocation: Location 1
9/22/2008 1:20:35 PM	hobsonk	Changed parameters of: Mutual Aid CostPerDay: 6000
9/22/2008 1:28:14 PM	hobsonk	PresentLocation: Location 2
9/23/2008 1:45:31 PM	hobsonk	Linked to: PMP Number: [blank] ExpirationDate: 1900-01-01T00:00:00
9/22/2008 1:20:35 PM	hobsonk	Unlinked from: Mutual Aid

2. Edit the fields.

NOTES: (1) The Location, Certification, Contract, Resource Owner, POC, and Manufacturer fields need to exist to be added in the Modify Resource section. (2) The RESET TO DEFAULT button will cancel any edits done prior to selecting Modify Resource. (3) A history of the changes to the resource appear in the History section at the bottom of the screen.

3. To view/change additional certification or contractual information, select Show All in front of certifications or contracts.

- a. To add/remove certification or contractual information, check/uncheck the associated checkbox.

4. Select MODIFY RESOURCE.

The Resource screen appears as shown below, and provides the option to print the page or manage locations, certifications, contracts, resource owners, POCs and manufacturers.

Print this page

Resource Information

Discipline: Emergency Medical
Category: Health and Medical (ESF #8)
Kind: Aircraft
Typed Resource: Air Ambulance (Fixed-Wing)
Type: Type 4

Resource Name: Resource Name 1
Unique ID: F03097D45BC3479FB88F-20080109-7
Alias Name(s):
Availability:

Home Location	Present Location
Name: New Location1	Name: New Location1
Description: New Location 1	Description: New Location 1
Address: 1 Address Rd	Address: 1 Address Rd
City: New City	City: New City
State/Province: NJ	State/Province: NJ
Postal Code: 22192	Postal Code: 22192
County: New County	County: New County
Latitude: 12.12	Latitude: 12.12
Longitude: -89.52	Longitude: -89.52

[Click here](#) to manage Locations.

Processing Instructions

No Instructions have been entered.

Certifications

This resource has no Certifications assigned to it.

[Click here](#) to manage Certificates.

Contracts

This resource has no Contracts assigned to it.

[Click here](#) to manage Contracts.

Resource Qualifications

Min Lead Time (Hours): 0
Resource Restrictions:
Max Deployment Duration (Days): 0

Resource Requesting Information

Resource Owner: Resource Owner 1
[Click here](#) to manage Resource Owners.

Resource POC: POC1
Daytime Phone: 999-999-9999 **Fax:** 999-999-9999
After Hours Phone: 999-999-9999 **Email:** POC1@POC1.com

How to request:

[Click here](#) to manage POCs.

Manufacturer Information

Manufacturer:
Description:
Model Name/Number:
Serial Number/VIN:
Length (feet): 0
Width (feet): 0
Height (feet): 0
Weight (pounds): 0

[Click here](#) to manage Manufacturers.

Resource Comments

- a. Select Print this page to print a hard copy of this resource.
 - b. Select Click Here in front of locations, certifications, contracts, resource owners, POCs, and manufacturers to edit these features.
5. Close the window to return back to the Manage Resources screen.

A Resource Definition can also be changed from the Edit Resource screen.

1. Select Modify Resource Definition. The Resource Definition Picker screen appears in a new window as shown below:

Disciplines	Category
<input type="checkbox"/> Animal Health	<input type="checkbox"/> Animals and Agriculture Issues
<input type="checkbox"/> Emergency Management	<input type="checkbox"/> Communication (ESF #2)
<input type="checkbox"/> Emergency Medical	<input type="checkbox"/> Firefighting (ESF #4)
<input type="checkbox"/> Fire and HazMat	<input type="checkbox"/> Food & Water (ESF #11)
<input type="checkbox"/> Health and Medical	<input type="checkbox"/> Hazardous Materials Response (ESF #10)
<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Health and Medical (ESF #8)
<input type="checkbox"/> Other	<input type="checkbox"/> Information & Planning (ESF #5)
<input type="checkbox"/> Public Works	<input type="checkbox"/> Law Enforcement/Security
<input type="checkbox"/> Search and Rescue	<input type="checkbox"/> Mass Care (ESF #6)
Kind	<input type="checkbox"/> Other
<input type="checkbox"/> Aircraft	<input type="checkbox"/> Public Works and Engineering (ESF #3)
<input type="checkbox"/> Equipment	<input type="checkbox"/> Resource Management (ESF #7)
<input type="checkbox"/> Equipment; Personnel; Vehicle	<input type="checkbox"/> Search & Rescue (ESF #9)
<input type="checkbox"/> Other - Crew	<input type="checkbox"/> Transportation (ESF #1)
<input type="checkbox"/> Personnel	<input type="checkbox"/> Volunteers and Donations (ESF #15)
<input type="checkbox"/> Services	FEMA/Non-FEMA
<input type="checkbox"/> Team	<input type="radio"/> FEMA Only
<input type="checkbox"/> Team; Personnel	
<input type="checkbox"/> Vehicle	
Resource Name: <input style="width: 200px;" type="text"/>	
<div style="border: 1px solid black; padding: 5px;"> Wheel Dozer (Type 1) Wheel Dozer (Type 2) Tug Boat (Type 1) Tug Boat (Type 2) Tug Boat (Type 3) </div>	
<input type="button" value="UPDATE"/> <input type="button" value="CHOOSE"/>	

From this screen, a user can change a resource's Discipline, Category, Kind, Typed Resource, Type, and/or Resource Name.

NOTE: By default all definition Types within IRIS are initially displayed at the bottom of the Resource Definition Picker screen. Use the check boxes/radio buttons and the Resource Name field to filter for a definition Type.

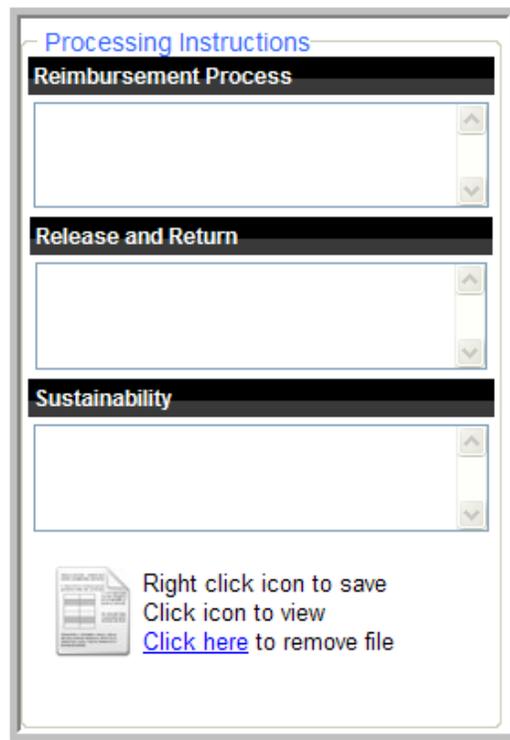
2. Check the boxes for the new definition, and/or type in a key word into the Resource Name.
3. Select UPDATE.
4. Select the Type, and
5. Select CHOOSE.

The Edit Resource screen appears and shows the updated changes.

To add a Processing Instructions document to a resource:

1. From the Edit Resource screen, select Browse and find and select the file to be attached.
2. Select Upload.

The Processing Instructions image appears:



- a. To save Processing Instructions to a file, right click on the icon.
- b. To view the Processing Instructions, select the icon
- c. To delete the Processing Instructions from IRIS, select Click Here next to Remove File.
 - i. A message appears: “Are you sure you want to permanently remove this file?” Select OK or Cancel.

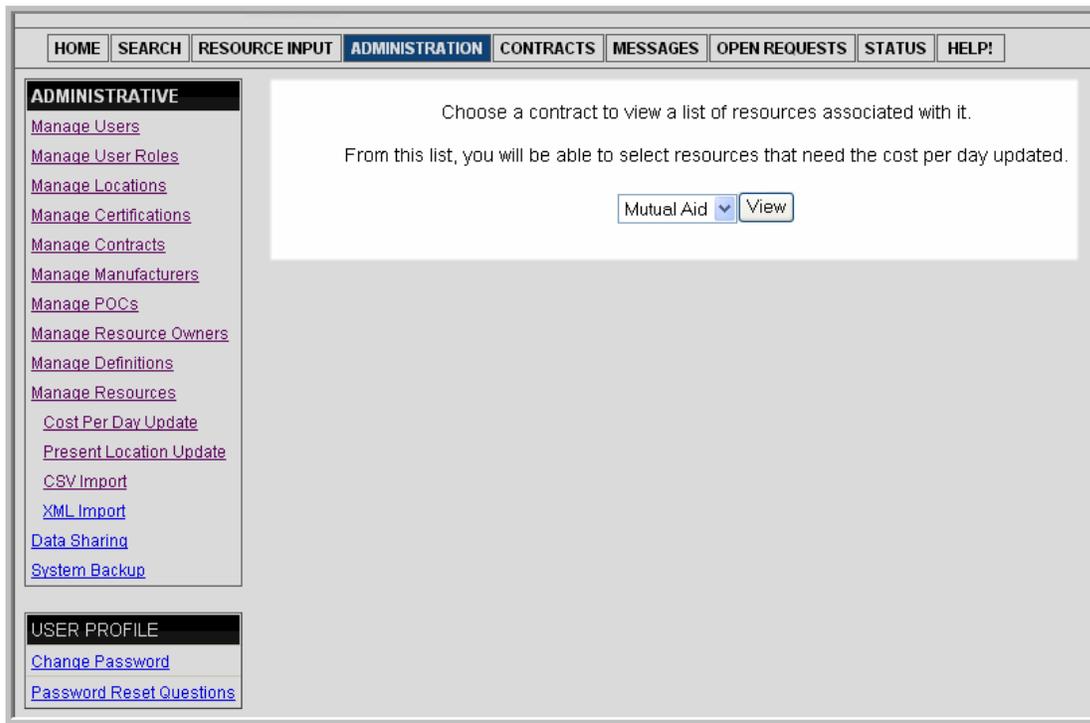
7.1.10.2 Update Cost Per Day

Contracts that have at least one resource associated with it appear on the Cost Per Day Update screen. For more information, see the section Manage Contracts and/or the section Manage Resources.

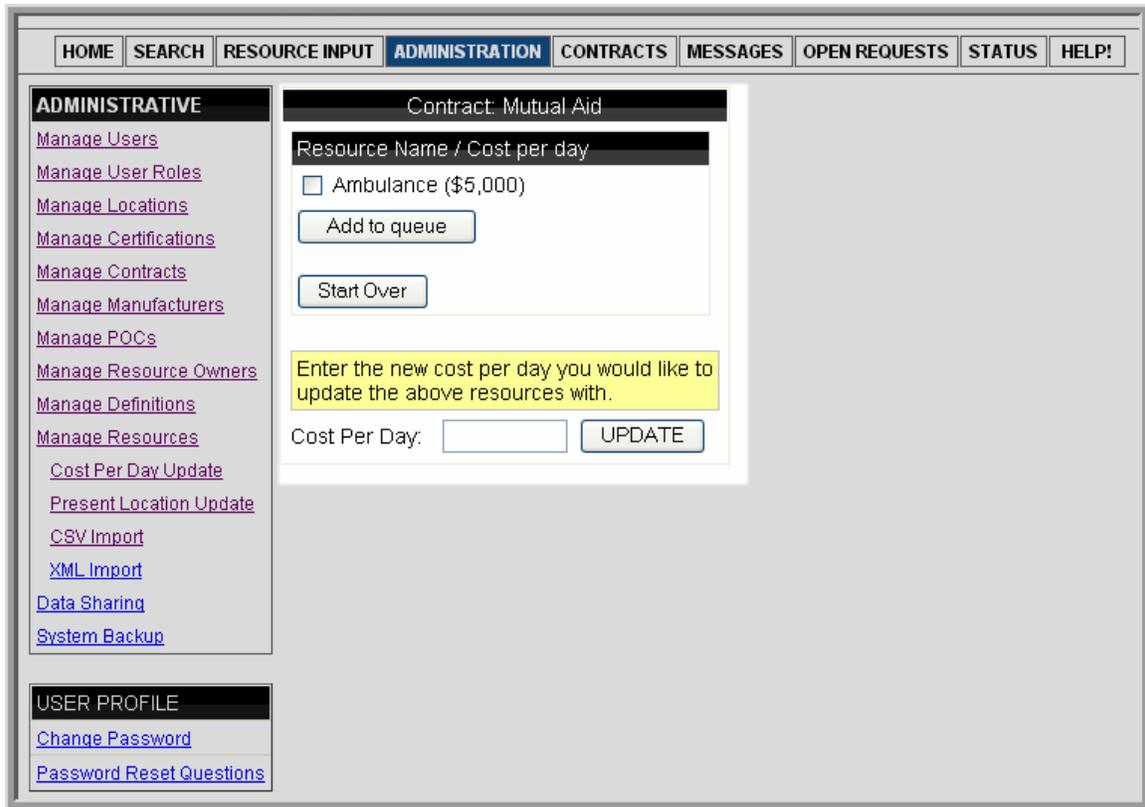
1. Select Cost Per Day Update from the ADMINISTRATIVE box on the Manage Resources screen.



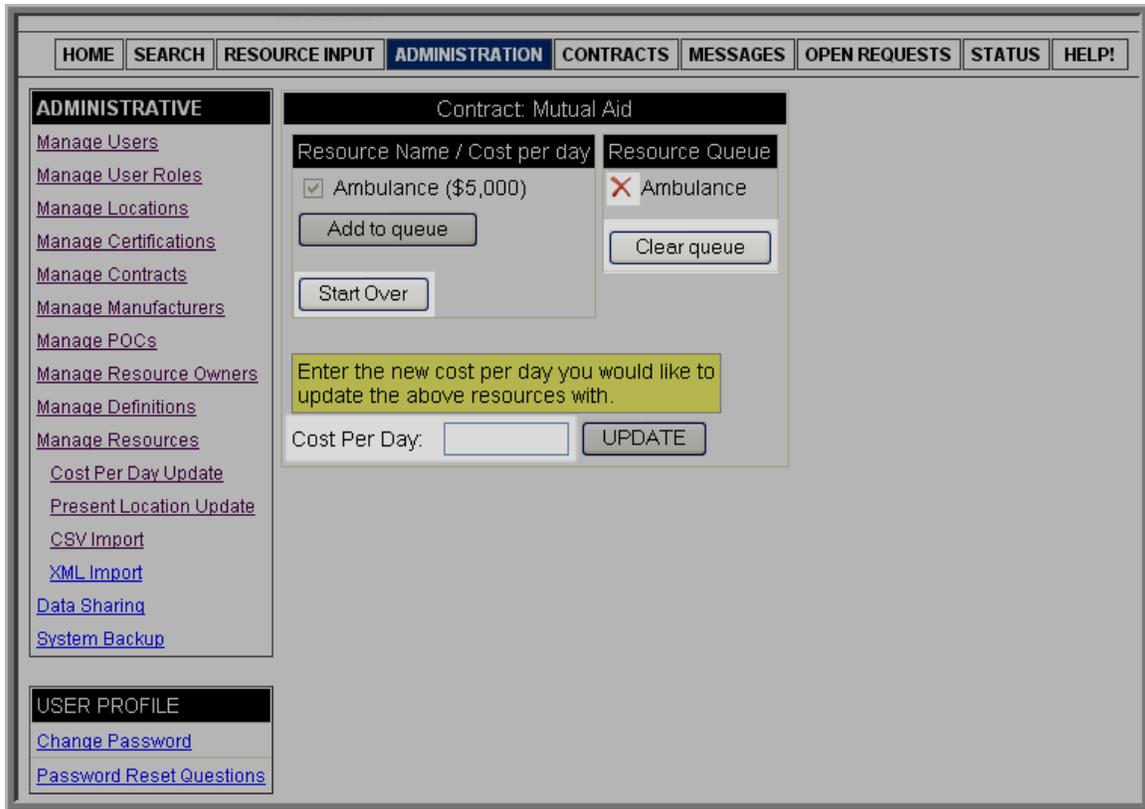
2. Select the contract whose cost-per-day resource information will be updated on the Contract Selection screen.



3. Select View, the Contract Cost Per Day Edit screen appears.

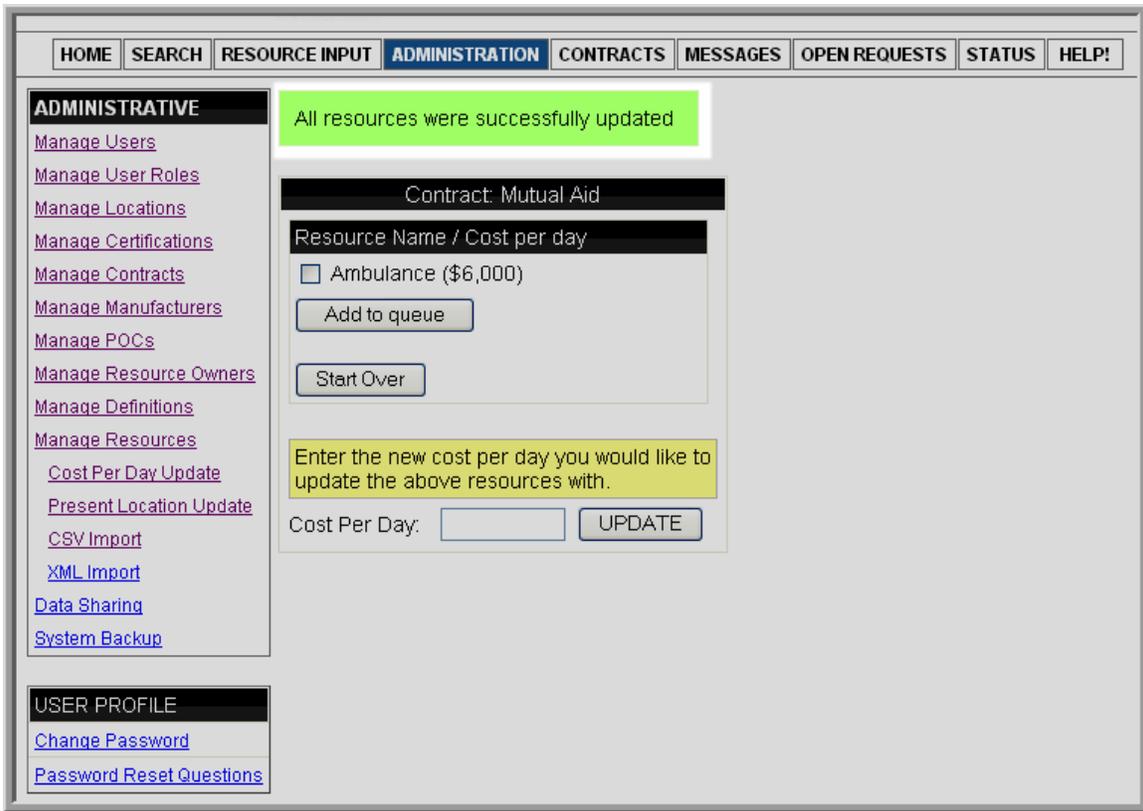


4. Select the checkbox beside the Resource Name to be updated.
5. Select Add to queue.



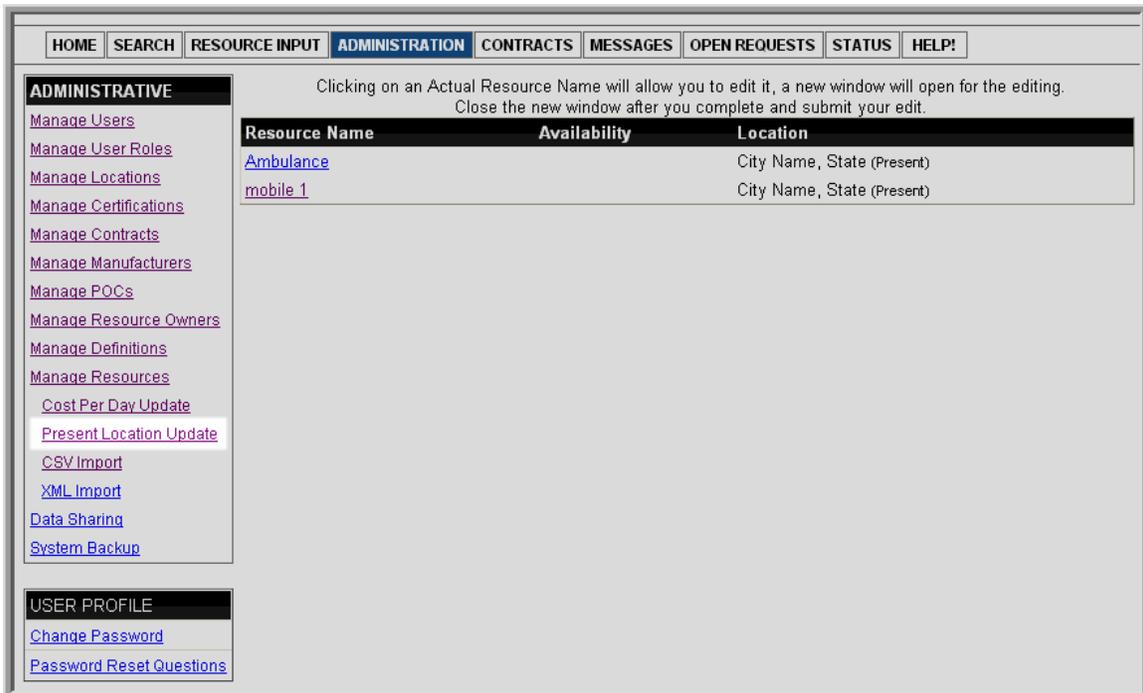
- a. Enter a Cost Per Day. Go to step 6; or
 - b. To return to the Contract Selection screen, click Start Over; or
 - c. To delete the resource from the queue, select the red **X** next to the resource name to be deleted; or
 - i. At the confirmation message, to delete the resource, select OK. (To exit without deleting the resource, select Cancel.)
 - d. To remove items from the queue, select Clear queue.
6. Select UPDATE.

The screen refreshes with a message indicating the resources were successfully updated.



7.1.10.3 Update Present Location

1. Select Present Location Update from the ADMINISTRATIVE box on the Manage Resources screen.



2. From the Present Location Update screen, select the checkbox beside the Resource Name(s) to be updated.

HOME SEARCH RESOURCE INPUT **ADMINISTRATION** CONTRACTS MESSAGES OPEN REQUESTS STATUS HELP!

ADMINISTRATIVE

- [Manage Users](#)
- [Manage User Roles](#)
- [Manage Locations](#)
- [Manage Certifications](#)
- [Manage Contracts](#)
- [Manage Manufacturers](#)
- [Manage POCs](#)
- [Manage Resource Owners](#)
- [Manage Definitions](#)
- [Manage Resources](#)
- [Cost Per Day Update](#)
- [Present Location Update](#)
- [CSV Import](#)
- [XML Import](#)
- [Data Sharing](#)
- [System Backup](#)

USER PROFILE

- [Change Password](#)
- [Password Reset Questions](#)

Resource Name/Current Present Location

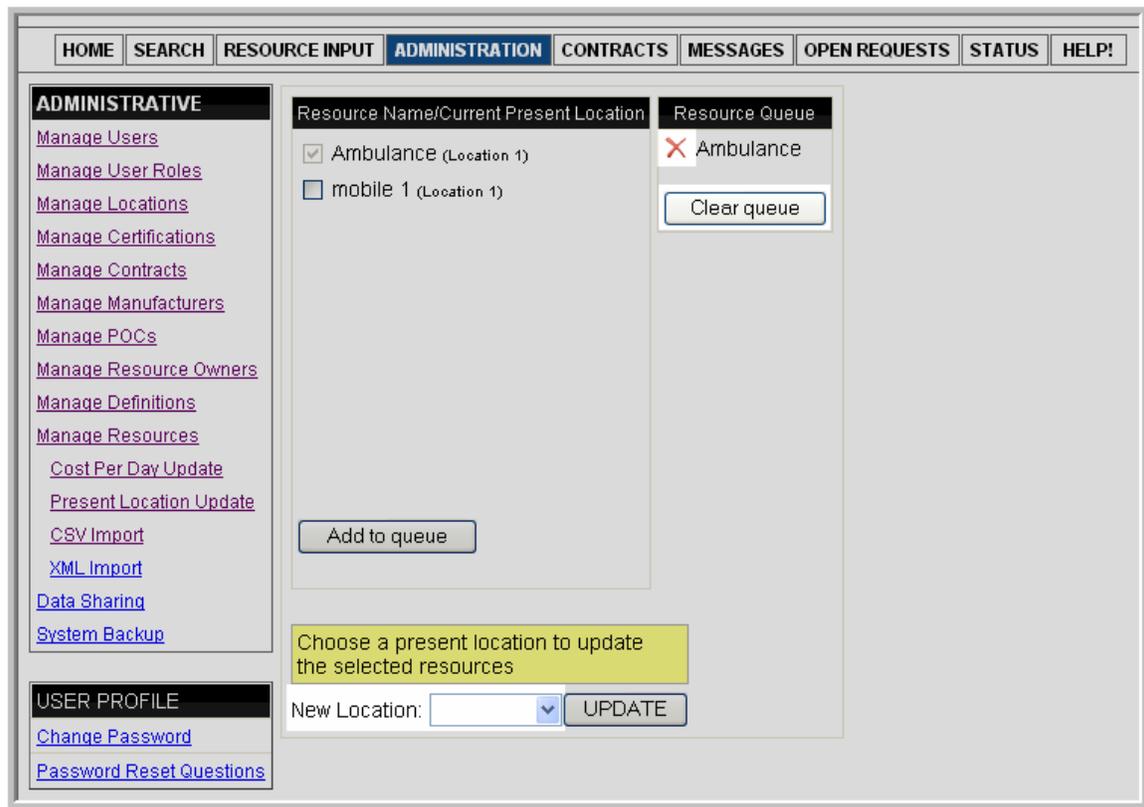
- Ambulance (Location 1)
- mobile 1 (Location 1)

Add to queue

Choose a present location to update the selected resources

New Location:

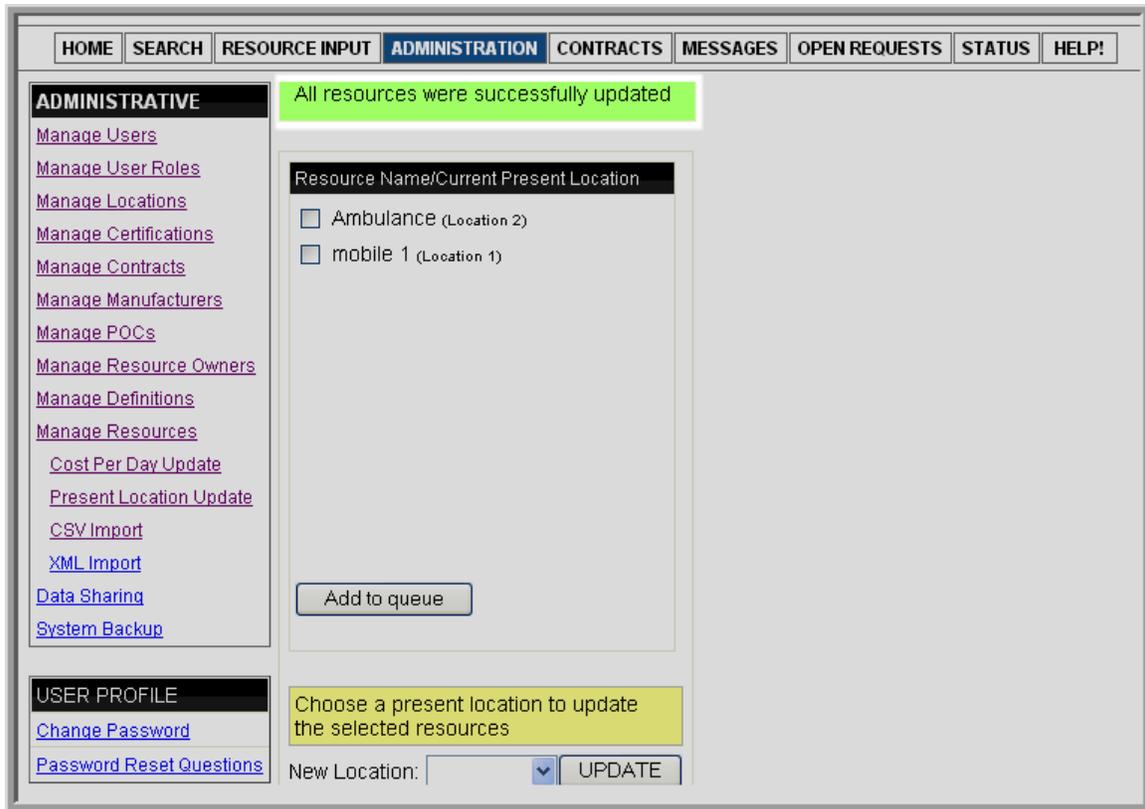
3. Select Add to queue.



- a. Select a New Location. Go to step 4; or
- b. To delete the resource from the queue, select the red **X** next to the resource name to be deleted; or
 - i. At the confirmation message, to delete the resource, select OK. (To exit without deleting the resource, select Cancel.)
- c. To remove items from the queue, select Clear queue.

4. Select UPDATE.

The screen refreshes with a message indicating the resources were successfully updated.



7.1.10.4 Import Resources

Resources can be added to IRIS in bulk by importing them from a CSV (comma separated value) or XML (extensible markup language) file. Either of these import options is a “shortcut” for adding data to IRIS, either by removing the need to manually add the data or by moving it from another tool into IRIS.

For more information on importing and exporting resources, review **Appendix B**.

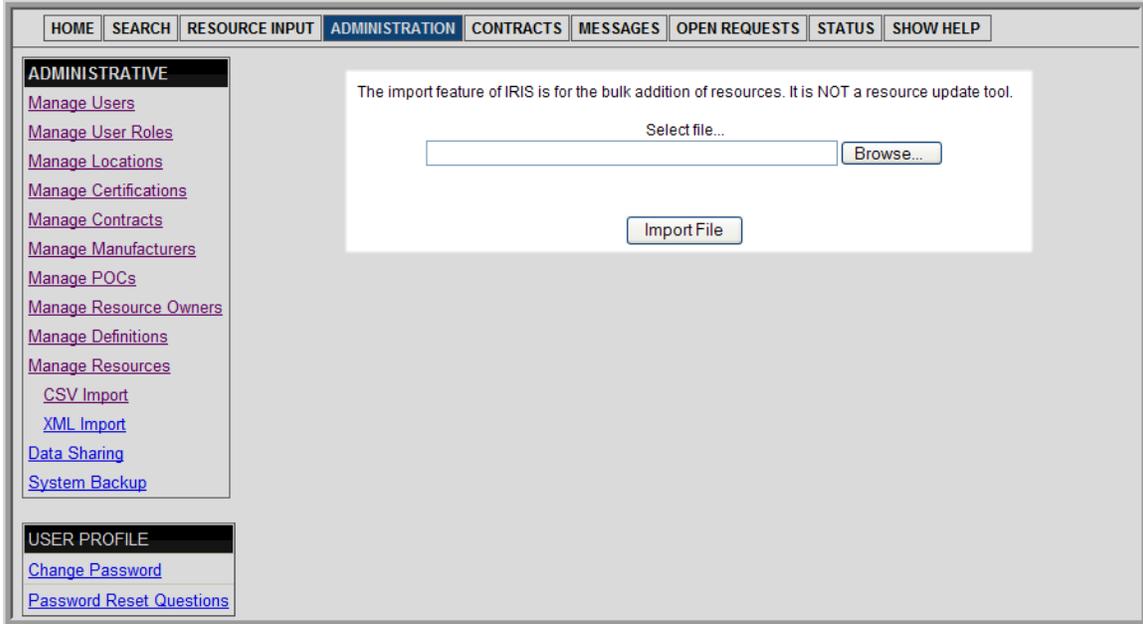
7.1.10.4.1 CSV Import

NOTE: A comma separated values (comma delimited) (CSV) file differs from a Microsoft® Excel file (i.e., XLS). Prior to importing a CSV file, ensure that it has been saved as a CSV file with the extension .csv. For more information about saving a CSV file from Excel, see the Microsoft Office Excel Help available within the Excel application.

To import resources using a CSV file:

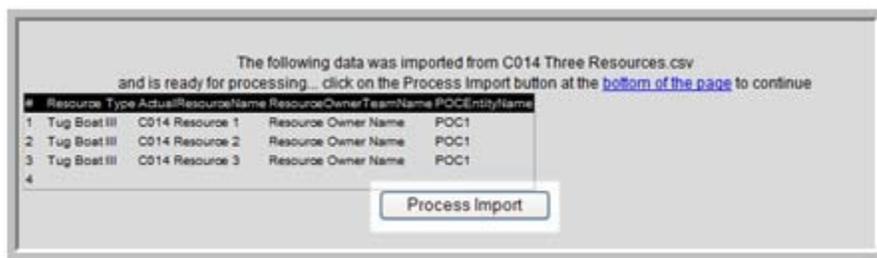
1. Select CSV Import from the ADMINISTRATIVE box on the Manage Resources screen.

The CSV Import screen appears as shown below:



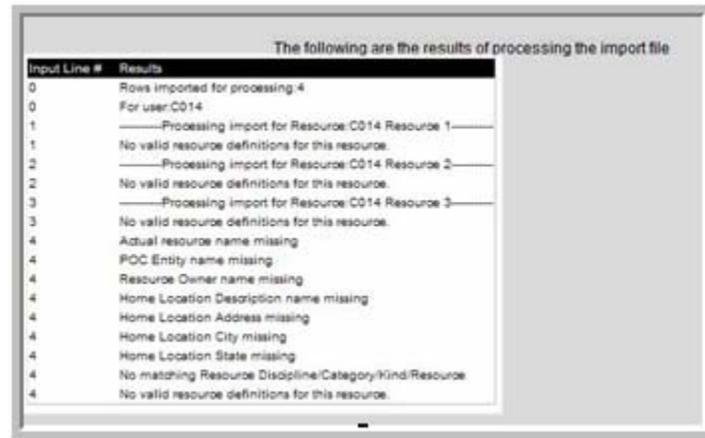
2. Select Browse, and locate the CSV file that is to be imported.
3. Select Import File.

If successful, the Process Import screen appears as shown below. The screen displays all resources that are to be imported.



4. Select Process Import to import the data.

NOTE: After selecting a file to import, if some resources are not in the correct format, the following Import Results screen appears as below:



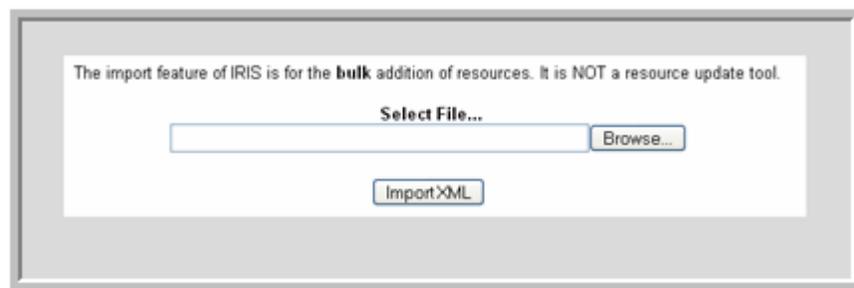
The Import Results screen explains the Input line for the resource, and the results for why a resource did not import (e.g. Resource Owner name missing). Refer to the Import/Export Appendix for more information on templates and formatting.

7.1.10.4.2 XML Import

To import resources using an XML file:

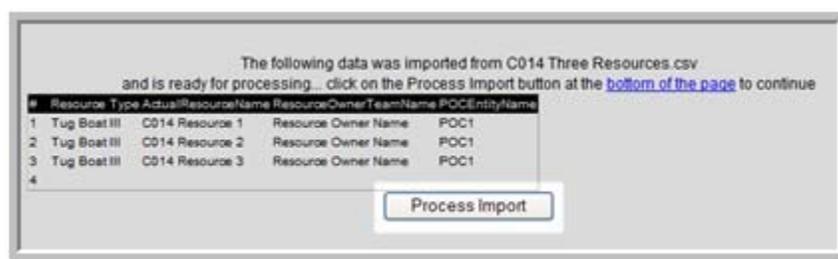
1. Select XML Import from the ADMINISTRATIVE box on the Manage Resources screen.

The XML Import screen appears as shown below:



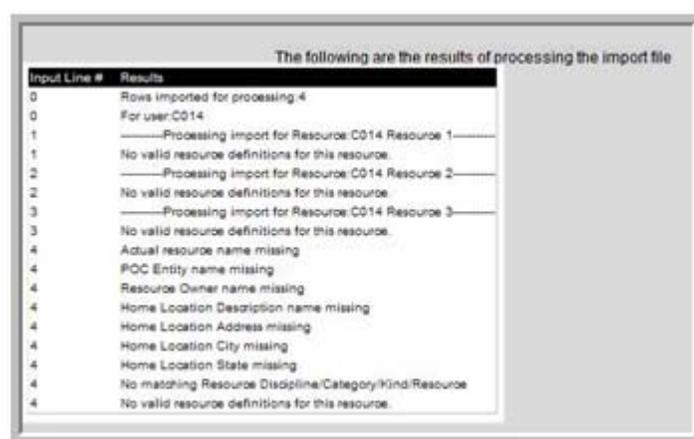
2. Select Browse, and locate the XML file that is to be imported.
3. Select Import XML.

If successful, the Process Import screen appears as shown below. The screen displays all resources that are to be imported.



4. Select Process Import to import the data.

NOTE: After selecting a file to import, if some resources are not in the correct format, the following Import Results screen appears as below:



The Import Results screen explains the Input line for the resource, and the results for why a resource did not import (e.g. Resource Owner name missing). Refer to the Import/Export Appendix for more information on templates and formatting.

7.1.11 Data Sharing

7.1.11.1 Sharing Overview

IRIS provides features to facilitate aggregation of a user's resources with other installations or "instances" of IRIS. By definition, aggregation refers to several units or parts combined together to form a whole. Aggregation for IRIS means that institutions; whether federal, state/territorial, local/tribal, or public, are capable to share their resource data with other institutions. For ease of understanding, aggregation will also be referred to as "Data Sharing" within this user guide and the IRIS application.

Before using the IRIS ADMINISTRATIVE feature Data Sharing, it is important to understand the hierarchal structure that is to be used when setting up the Data Sharing process. It is recommended that the top level entity of the Data Sharing hierarchy coordinate with all lower level entities to layout how the data will be shared.

By design IRIS data sharing is built off of a peer-to-peer structure. Data is shared across the network of connected instances of IRIS by passing the data from one instance or “node” to another. All shared data is stored locally when a node receives it.

At a minimum two nodes must exist to share data. For nomenclature purposes one node is designated as the “child” and the other as the “parent.” The child or parent status of the node determines the actions it can perform when sharing data. Any given node may possess multiple children but only possess a single parent. Using these defined parent/child relationships, Data Sharing can occur based on the following:

- A child choosing to share its resources with its parent.
- A parent may have several children who decide to share resources with the parent.
- The parent can decide to share its own resources with its children.
- The parent can choose to share its own resources including its children’s resources with its parent.

To further illustrate this concept **Figure 1** below provides a basic example of several parent/child relationships sharing resources within IRIS. In **Figure 1** all represented agencies/entities are fictitious. Therefore, the parent/child structure is flexible for parents or children to be other than what is shown, such as territories, tribes, parishes, organizations, etc. Starting from the bottom up, the grey boxes represent emergency response departments; the purple boxes represent cities/towns at the jurisdictional level; the green boxes represent counties at the local level; the red boxes represent the state level, and the blue box represent the Federal level.

Furthermore, from this example, all agencies/entities have elected to share and receive resources (illustrated by the upward and downward arrows) with its parent.

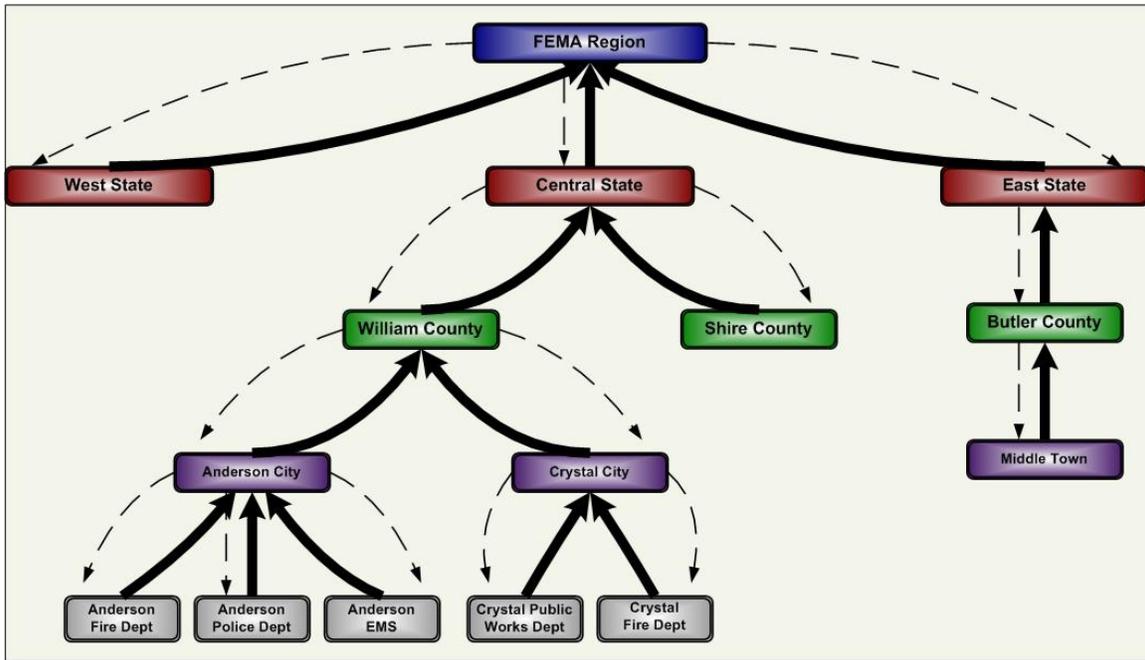


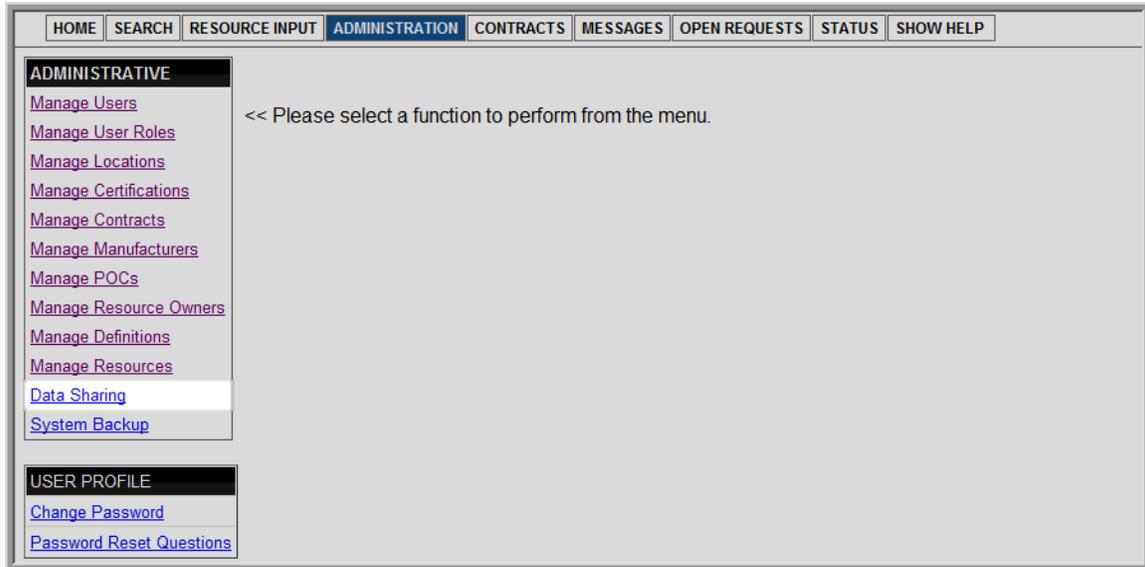
Figure 1: Parent and Child Data Sharing/Aggregation

Figure 1 also shows how a child may receive data from another child’s resources if shared by the parent. For example, Crystal Fire Department is sharing resources with Crystal City; Crystal City is sharing resources with William County, William County is then sharing resources with Anderson City, and Anderson City is sharing resources with Anderson Fire Department. Therefore Anderson Fire Department can view Crystal Fire Department’s resource data due to the Data Sharing that was set up in IRIS. Moreover, West State does not have any children to receive resources from, but can only share its resources with its parent, the FEMA Region.

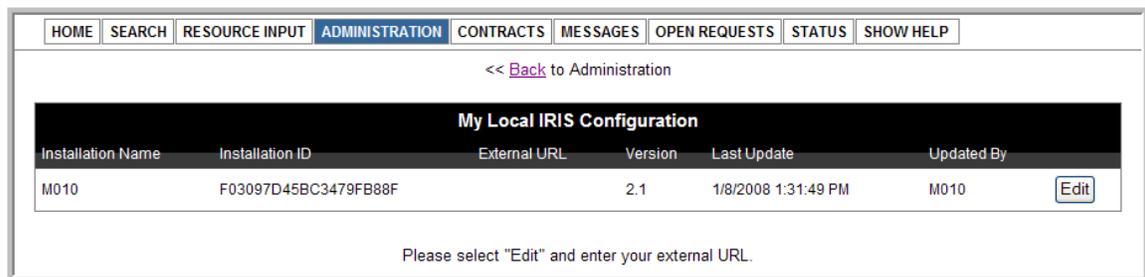
It is important to note that the resource definition an actual resource is tied to will effect how the resource is shared. If the resource is one of FEMA’s 120 Typed Resources, then it will be transmitted both up and down the hierarchical structure, however if the resource is considered as a “Non-Typed Resource” (e.g. attached to a user defined resource definition) then the resource and it’s respective definition are only transmitted down the hierarchy from parent to child. A Child node does not have the ability to share non-typed resources with its parent.

7.1.11.2 Utilize Data Sharing Functions

To access the data sharing feature select Data Sharing from the ADMINISTRATIVE box on the ADMINISTRATION screen shown below:



The Local IRIS Configuration screen will be displayed as shown below:



1. Obtain your static External URL address (see **Section 7.1.11.2.1** Obtaining your External URL for instructions on how to retrieve your External URL).
2. Select Edit, the External URL screen will be displayed as shown below:



3. Type your External URL in the format described in **Section 7.1.11.2.1**.
4. Select UPDATE.

The Data Sharing screen will be displayed as shown below:

The screenshot shows a web application interface with a navigation menu at the top: HOME, SEARCH, RESOURCE INPUT, ADMINISTRATION (selected), CONTRACTS, MESSAGES, OPEN REQUESTS, STATUS, SHOW HELP. Below the menu is a breadcrumb: << [Back](#) to Administration.

The main content area is divided into three sections:

- Parent Relationship:** A table with columns: Installation Name, Installation ID, External URL, Version, Last Update, Updated By. Below the table is a message: "No Parent relationship has been established. [Click here](#) to establish a relationship with a Parent IRIS installation."
- My Local IRIS Configuration:** A table with columns: Installation Name, Installation ID, External URL, Version, Last Update, Updated By. One row is visible: Installation Name: M010, Installation ID: F03097D45BC3479FB88F, External URL: M010.nimssc.lan:8000, Version: 2.1, Last Update: 1/9/2008 12:25:32 PM, Updated By: M010. An [Edit](#) button is next to the row.
- My Established Children:** A table with columns: Installation Name, Installation ID, External URL, Password, Private Contractor, Version, Last Update, Updated By. Below the table is a message: "No Child installations have established a relationship with this installation. [Click here](#) to allow a new child installation to establish a relationship with this installation."

To add child configurations:

1. Obtain your child's External URL and define a password for use when sharing data (see **Section 7. 1.11.2.1** Obtaining your External URL for instructions on how to retrieve your External URL).
2. Select Click Here within the My Established Children field; the Child screen will be displayed as shown below:

The screenshot shows a web application interface with a navigation menu at the top: HOME, SEARCH, RESOURCE INPUT, ADMINISTRATION (selected), CONTRACT, MESSAGES, OPEN REQUESTS, STATUS, HELP!.

A yellow warning box is displayed: "Warning: It is recommended that all IRIS systems upgrade to the latest Version prior to aggregating. At a minimum this feature requires that the Child IRIS installation have Version 1.1 or greater. Please have the Child IRIS Point of Contact verify the version number at the bottom of their screen."

Below the warning box are the following fields and controls:

- Child URL:
- Password:
- Private Contractor: Yes No
- [Submit](#) button
- << [BACK](#)

NOTE: It is recommended that all IRIS systems upgrade to the latest Version prior to aggregating. At a minimum this feature requires that the Child IRIS installation have Version 1.1 or greater. Please have the Child IRIS Point of Contact verify the version number at the bottom of their screen.

3. Enter the External URL and user defined password for the child you wish to connect to.
4. Check Yes or No to indicate if the child is a private contractor (note: a private contractor will not receive any data from its parent; it can only send data).
5. Select submit, the Child screen will be displayed indicating a connection for the entered child's information was successfully added and pending.

The screenshot shows a web application interface with a navigation bar at the top containing links: HOME, SEARCH, RESOURCE INPUT, ADMINISTRATION, CONTRACT, MESSAGES, OPEN REQUESTS, STATUS, and HELP!. Below the navigation bar is a yellow warning box with red text: "Warning: It is recommended that all IRIS systems upgrade to the latest Version prior to aggregating. At a minimum this feature requires that the Child IRIS installation have Version 1.1 or greater. Please have the Child IRIS Point of Contact verify the version number at the bottom of their screen." Below the warning is a black box titled "URLs of Pending Connections" containing a single entry: "http://C006.nimssc.lan:8000" with a red 'X' icon to its right. Below this is a green box with white text: "CHILD CONNECTION WAS SUCCESSFULLY ADDED!". Underneath is a form with three input fields: "Child URL:" containing "http://C006.nimssc.lan:8000", "Password:" (empty), and "Private Contractor:" (empty). Below the form are radio buttons for "Yes" and "No", with "No" selected. A "Submit" button is located below the radio buttons, and a "<< BACK" link is at the bottom.

6. Repeat steps as necessary for additional children.
7. Select Back when complete.

The children you have established pending connections with are now ready to add you as their parent.

To add a parent configuration:

Once a parent has pre-established a connection with a user, the user can then add that instance as the parent. From the Data Sharing screen:

1. Select Click Here within the Parent Relationship Field; the Parent screen is displayed as shown below:

NOTE: It is recommended that all IRIS systems upgrade to the latest version prior to aggregating. At a minimum, this feature requires that the Child IRIS installation have Version 1.1 or greater. Have the Child IRIS Point of Contact verify the version number at the bottom of their screen.

2. Enter the External URL and user defined password for the parent instance.
3. Select/unselect the data fields that are to be shared or not shared. For example checking only Manufacturers will only share the Manufacturers fields for your resources to the parent.

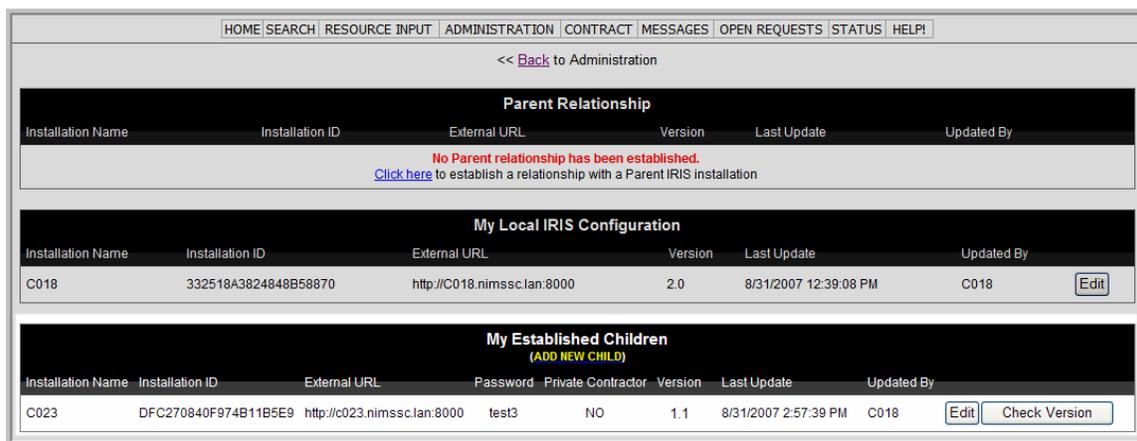
NOTE: It is not recommended that changes to the selected data fields be made after resources have been shared. Verify the selected fields indicate the data that is to be shared.

4. Select Submit.

The Instance's Data Sharing screen will be displayed on your instance of IRIS as shown in the screen below:



The Parent’s Data Sharing screen will be displayed on the parent’s instance of IRIS indicating a child connection with you has been established as shown below:



On the Instance’s Data Sharing screen if a child or parent is created, two buttons display on the right side of the screen:

- a. Select Edit to change the child’s or parent’s URL or Password. Additionally the parent can change the status of a child to Private Contractor if needed.
- b. Select Check Version.

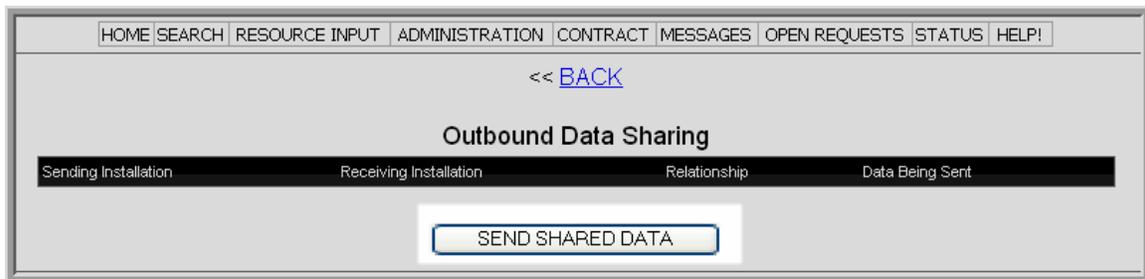
Selecting the Check Version button contacts the user's parent's or children's system(s) and exchanges version number information. This process provides the ability for software improvements once the user's system and their parent's or children's system(s) have upgraded their IRIS installations.

To share data:

After a Parent/Child configuration is created, data can be shared.

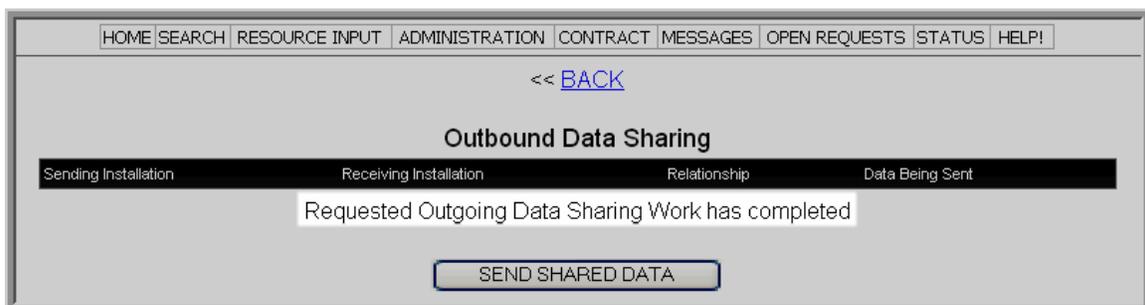
1. Select on the Share Data button from the Data Sharing screen.

The Outbound Data Sharing screen will be displayed showing the data that will be sent to the respective IRIS instances:



2. Select Send Shared Data and wait until the Outbound Data Sharing screen displays that requested sharing work has completed as shown below:

NOTE: It may take several seconds for the data to process do not select anything until the screen below is displayed.



To send new or updated resources simply complete the steps to share data again.

It should be noted that the Data Sharing process executes a batch file that transmits any data in the sending queue approximately every 5 minutes. During the sending process a MS DOS command window may appear on the Windows task bar. Do not close this window as it will stop the transmission process.

7.1.11.2.1 Obtaining your External URL

An External URL is needed for data sharing. If unsure whether the URL is externally accessible please contact the system administrator. For general IRIS data sharing support, send an email to IRIS-support@nimssc.net. The External URL of the receiving entity's system must be entered in the following format: *http://<Host Name>.<Primary DNS Suffix>:8000*

Or

http://<IP Address>:8000

An example of a completed External URL field is as follows:

http://C025.nimssc.lan:8000

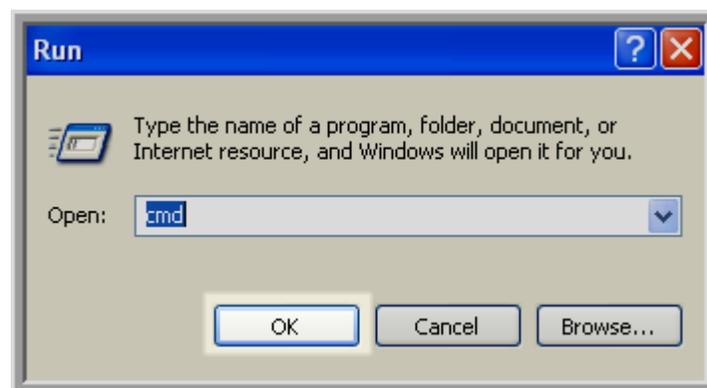
Or

http://72.153.119.23:8000.

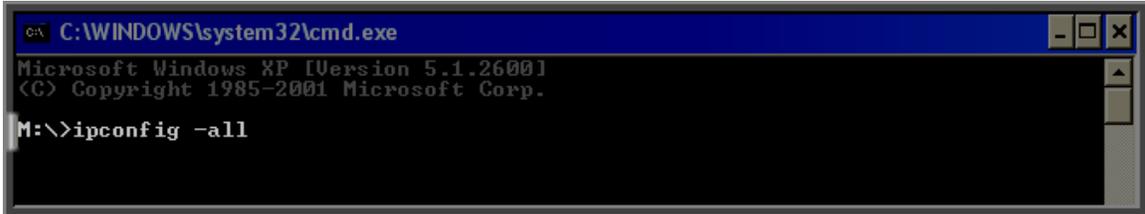
The receiving entity must provide their External URL.

To compile an external URL by following the steps below:

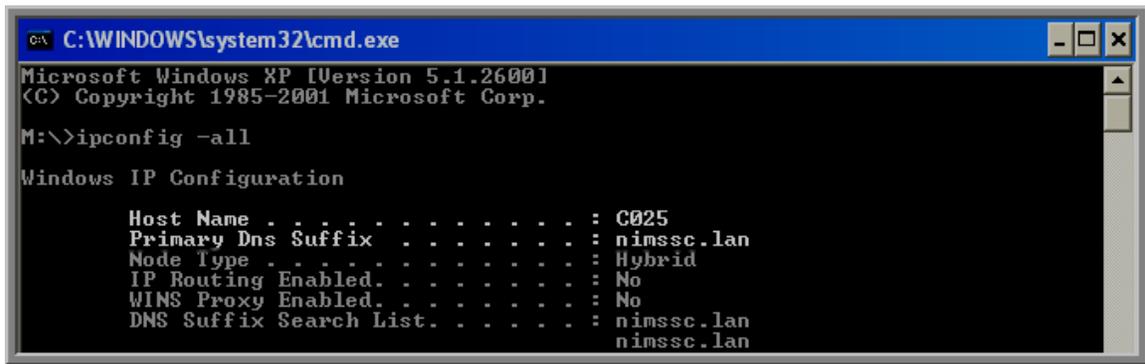
1. Go to the Windows Start Menu.
2. Select Run, the Run screen appears as shown below:



3. Enter “cmd” (as noted above) and select OK to access the command prompt; the command prompt screen appears.
4. At the prompt, type: ipconfig –all and hit Enter.

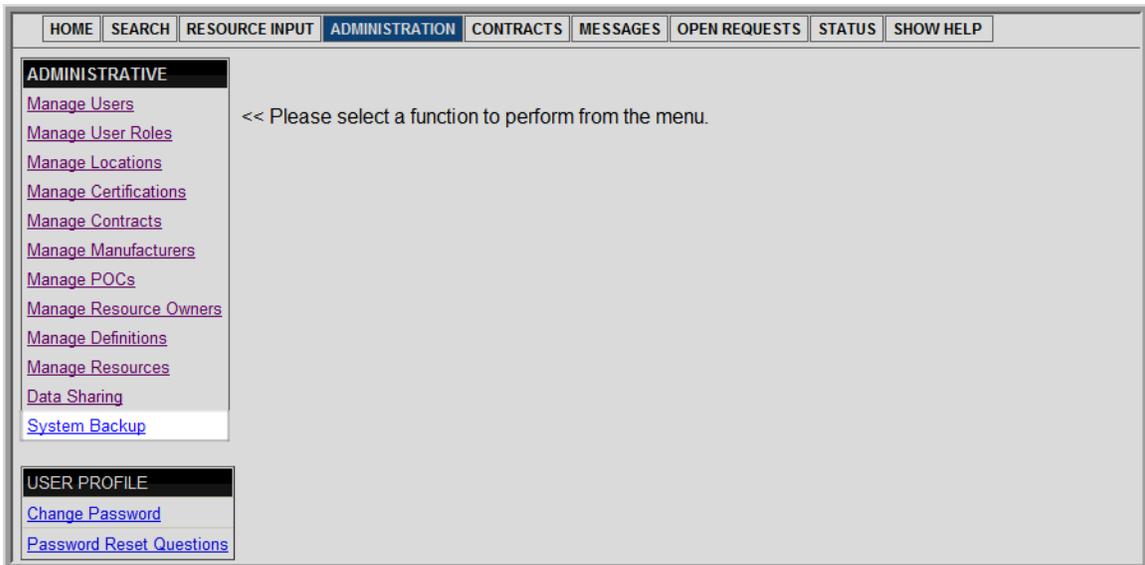


5. Scroll through the ipconfig –all screen and find the “Host Name” (i.e. C025) and the “Primary Dns Suffix” (i.e. nimssc.lan). Use this information to populate the External URL field.

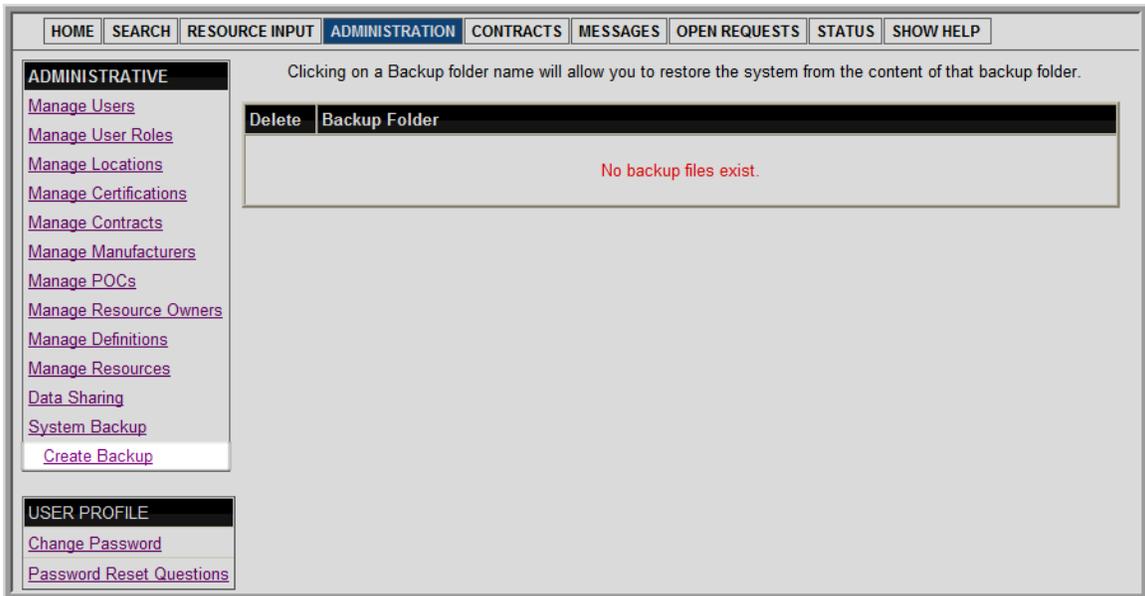


7.1.12 System Backup

To Backup the data from IRIS, select System Backup from the Administrative box on the ADMINISTRATION screen shown below:

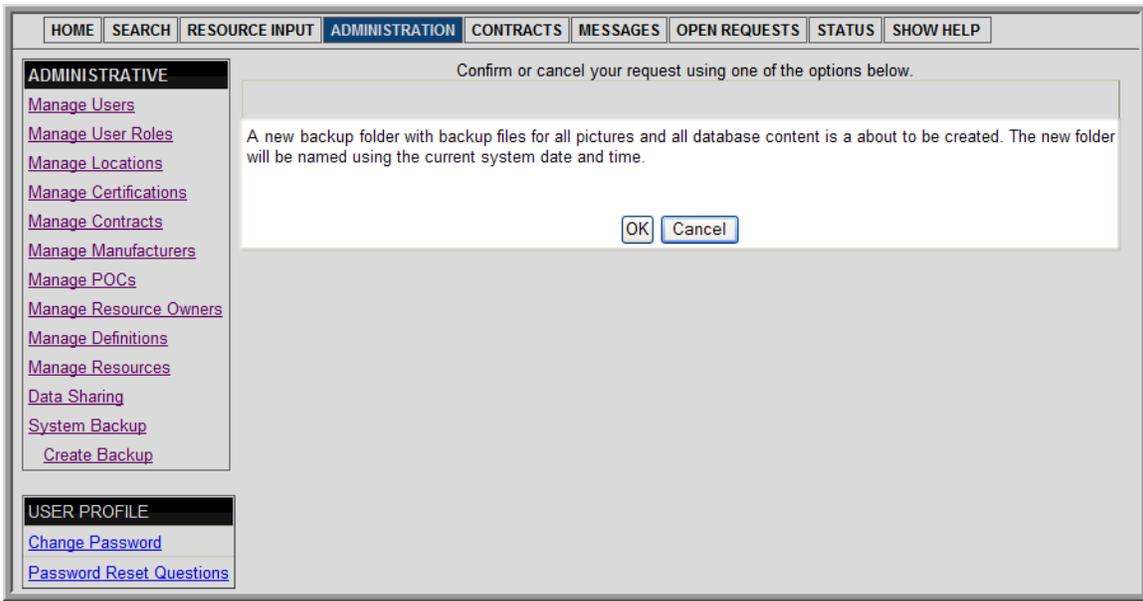


The feature to create a Backup is displayed on the System Backup screen as shown below:



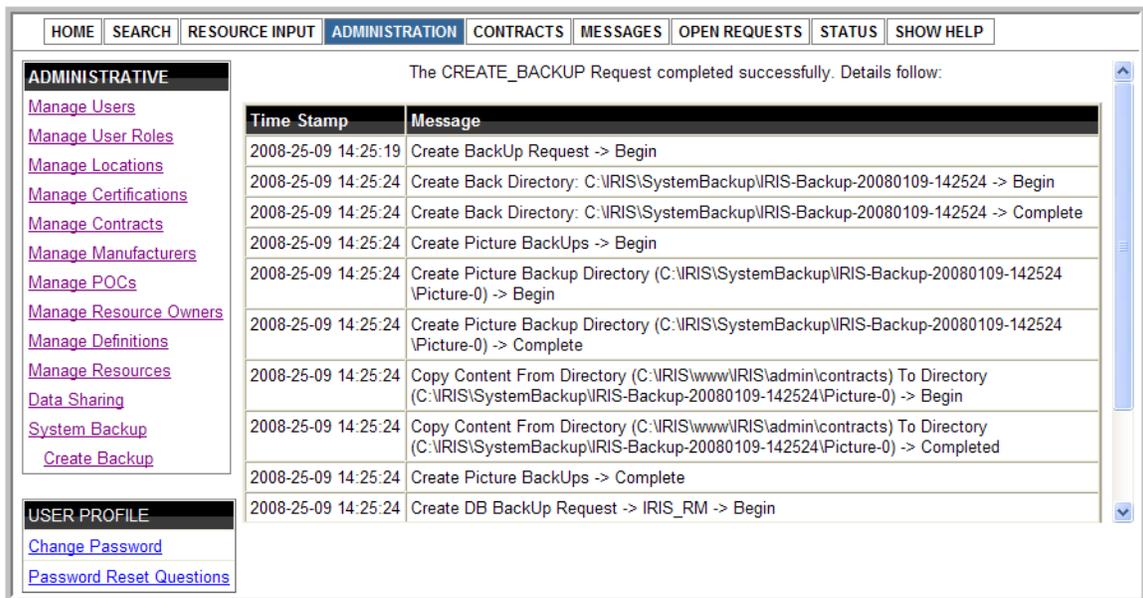
7.1.12.1 Adding a Backup

1. Select Create Backup from the ADMINISTRATIVE box. The Create Backup screen appears:



- a. Select OK to create a Backup, or
- b. Select Cancel.

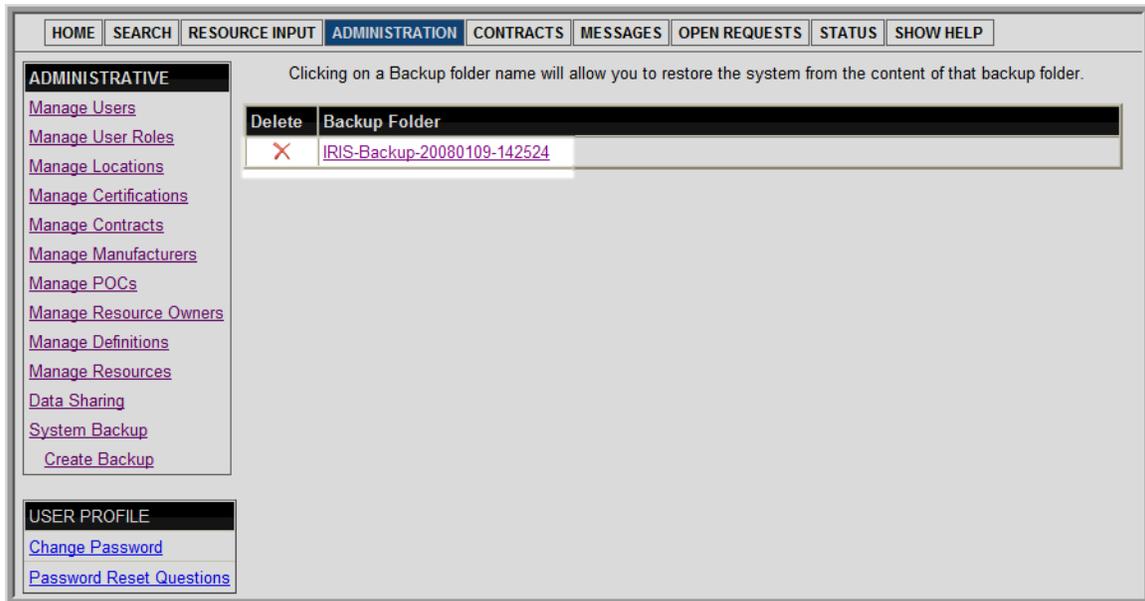
The Backup screen appears identifying the backup details as shown in the screen below:



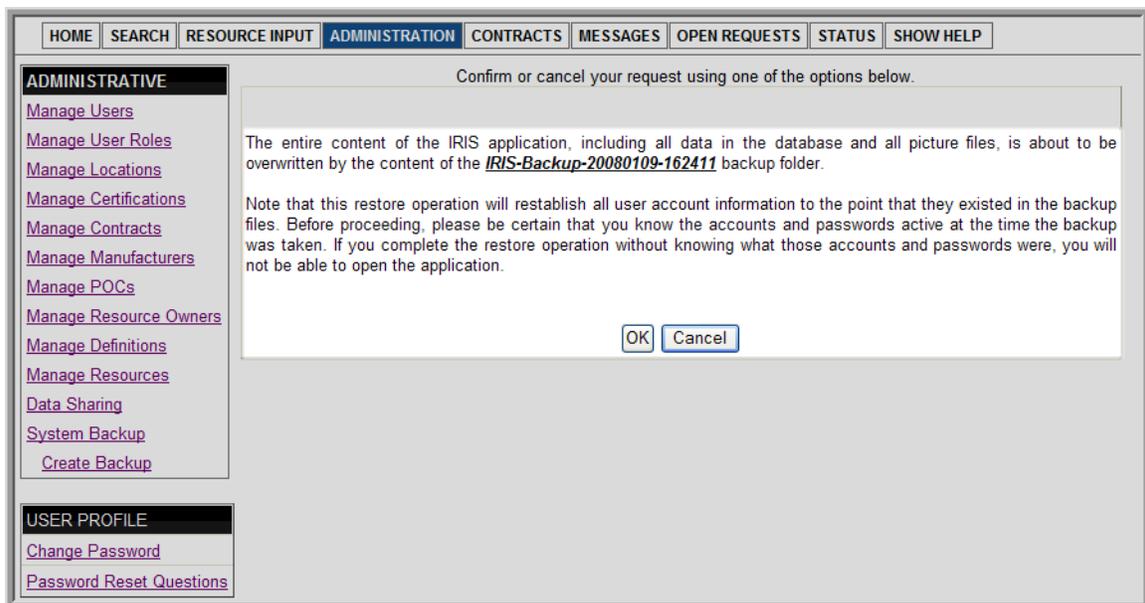
7.1.12.2 Restore Backups

To overwrite all content within a current installation of IRIS (which has a created system backup):

1. Select the Backup Folder name from the System Backup screen as shown below:



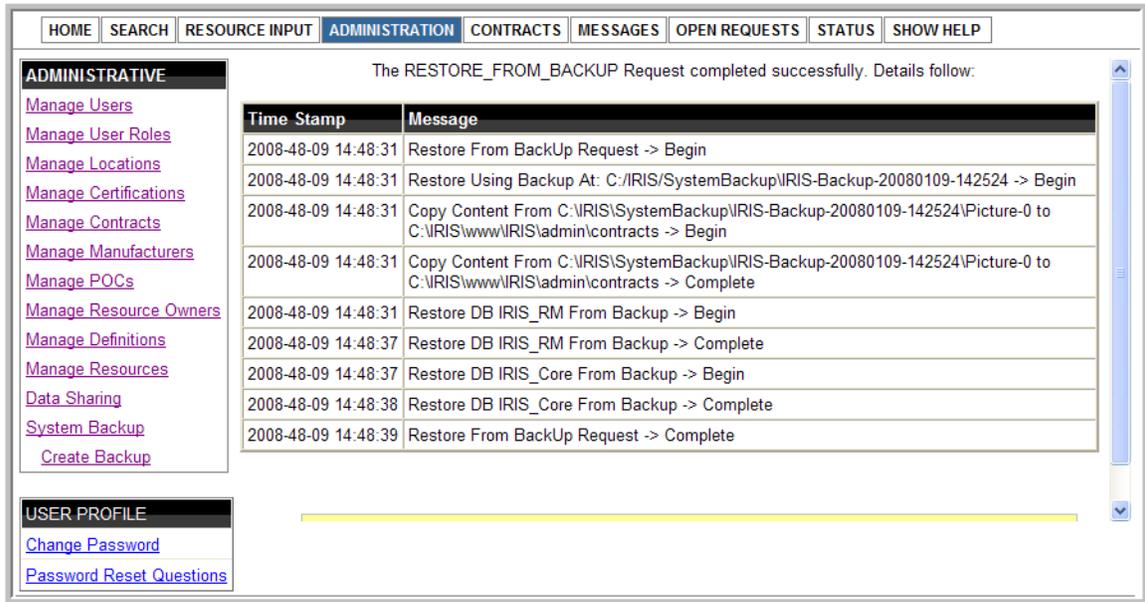
The Restore System Backup screen appears:



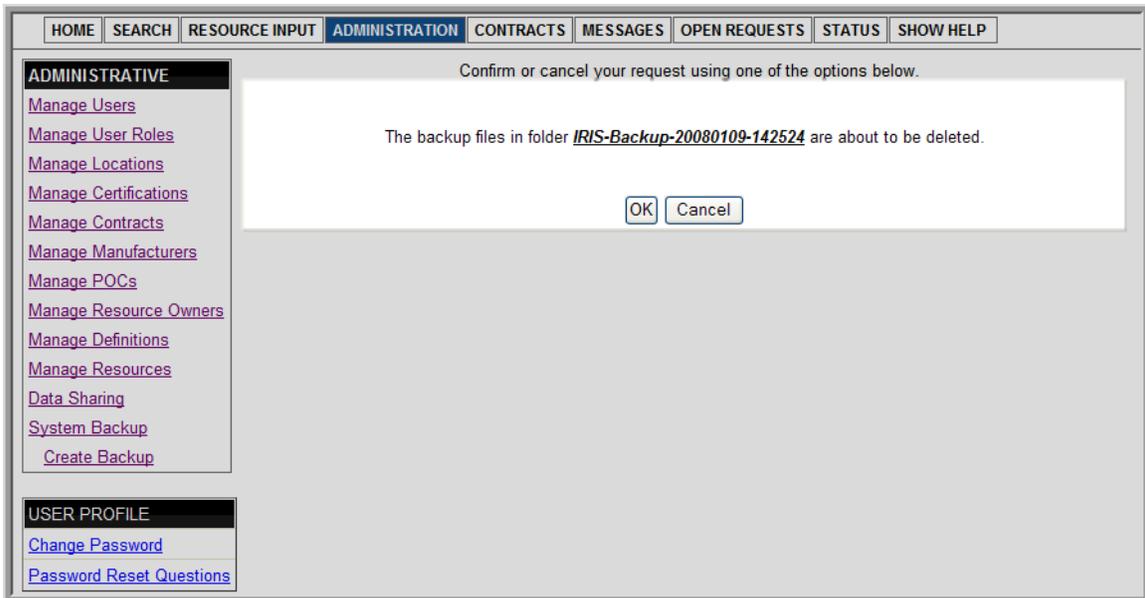
NOTE: This restore operation will reestablish all user account information to the point that it existed in the backup files. Before proceeding, be certain to know the account and password that were active at the time the backup was taken. The application will not open without this information.

- a. Select OK to restore IRIS with the selected backup folder, or
- b. Select Cancel.

The Restore from Backup screen appears identifying the restore details as shown in the screen below:

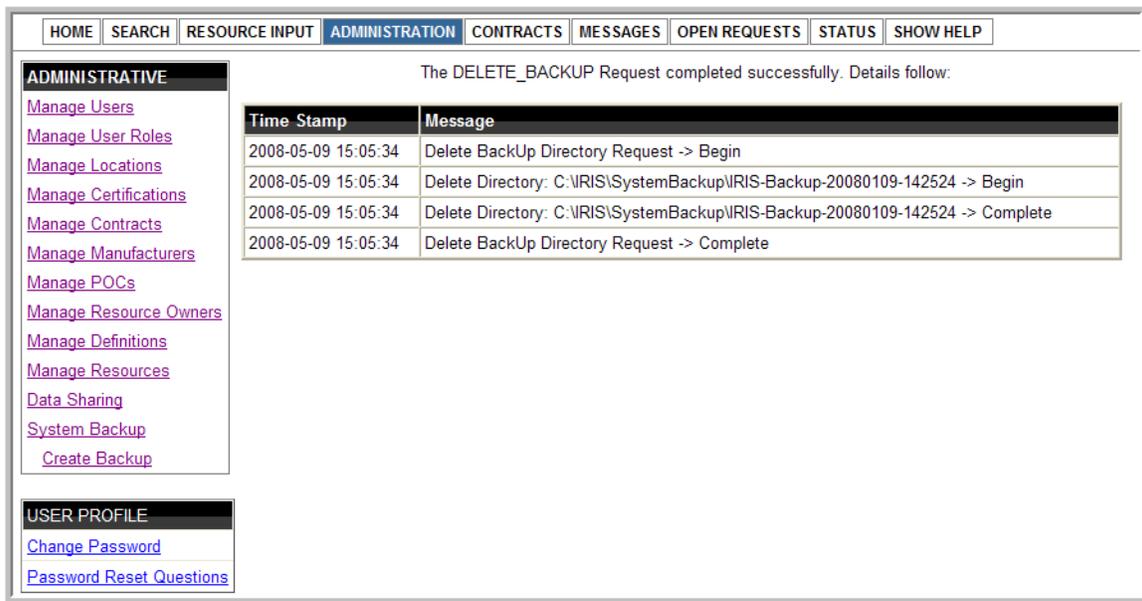


To delete a Backup Folder, select the red X next to the Backup Folder name. The Delete Backup Folder screen appears:



1. Select OK to permanently delete the Backup, or
2. Select Cancel.

If the Backup folder is deleted, the Delete Backup screen appears identifying the deleted details as shown in the screen below:

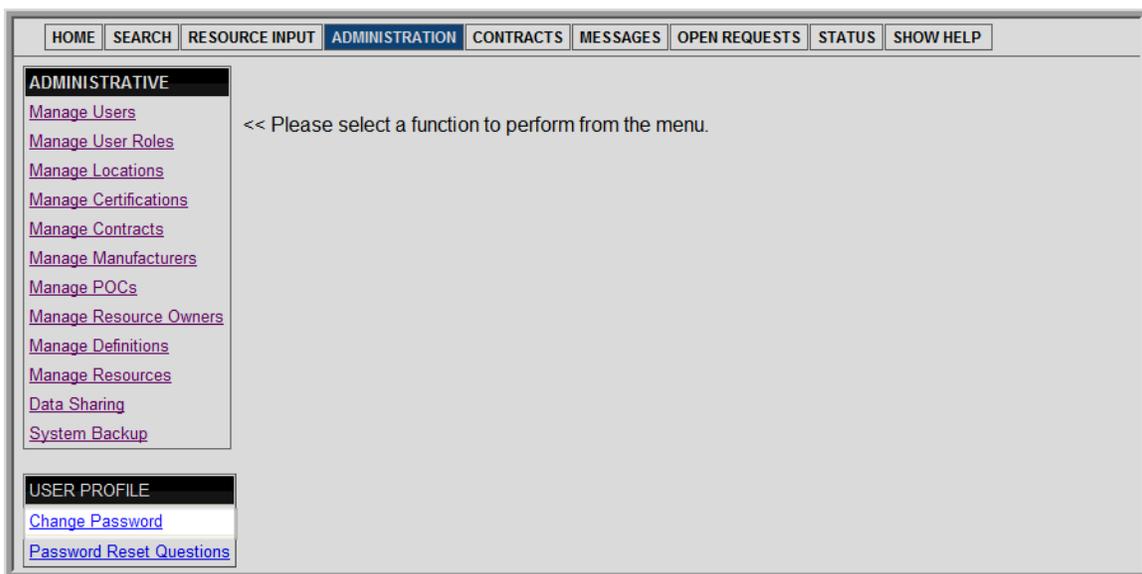


7.2 User Profile

The User Profile feature provides the capability to change a user's own password, and to select questions and create answers for resetting their password.

7.2.1 Change Password

1. To change a password, Select Change Password from the USER PROFILE box on the ADMINISTRATION screen as shown below:



The Change Password screen appears as shown below:

HOME SEARCH RESOURCE INPUT **ADMINISTRATION** CONTRACTS MESSAGES OPEN REQUESTS STATUS SHOW HELP

ADMINISTRATIVE

- [Manage Users](#)
- [Manage User Roles](#)
- [Manage Locations](#)
- [Manage Certifications](#)
- [Manage Contracts](#)
- [Manage Manufacturers](#)
- [Manage POCs](#)
- [Manage Resource Owners](#)
- [Manage Definitions](#)
- [Manage Resources](#)
- [Data Sharing](#)
- [System Backup](#)

USER PROFILE

- [Change Password](#)
- [Password Reset Questions](#)

Please Change your password.

Current Password:

New Password:

Confirm:

Password Rules:

1. Must contain at least 2 characters from at least 3 groups (Uppercase, lowercase, numbers, symbols)
2. Cannot share 4 consecutive characters that is in the username
3. Cannot contain any set of 3 consecutive identical characters
4. Cannot have more than 2 sets of 2 consecutive identical characters
5. Must be at least 8 characters long
6. Cannot be the same as your current password
7. Cannot be a password you have used in the last year

Valid passwords include "DS.62.truck" and "P4ssw0rd!" (with or without the quotes). Note that using one of our examples may

2. Type in the Current Password, the New Password, and the New Password again in the Confirm field.

3. Select Change.

7.2.2 Password Reset Questions

1. To create questions and answers to reset a password, Select Password Reset Questions from the USER PROFILE box on the ADMINISTRATION screen as shown below:

HOME SEARCH RESOURCE INPUT **ADMINISTRATION** CONTRACTS MESSAGES OPEN REQUESTS STATUS SHOW HELP

ADMINISTRATIVE

- [Manage Users](#)
- [Manage User Roles](#)
- [Manage Locations](#)
- [Manage Certifications](#)
- [Manage Contracts](#)
- [Manage Manufacturers](#)
- [Manage POCs](#)
- [Manage Resource Owners](#)
- [Manage Definitions](#)
- [Manage Resources](#)
- [Data Sharing](#)
- [System Backup](#)

USER PROFILE

- [Change Password](#)
- [Password Reset Questions](#)

<< Please select a function to perform from the menu.

The Password Reset Questions screen appears as shown below:

HOME SEARCH RESOURCE INPUT **ADMINISTRATION** CONTRACTS MESSAGES OPEN REQUESTS STATUS SHOW HELP

ADMINISTRATIVE

- [Manage Users](#)
- [Manage User Roles](#)
- [Manage Locations](#)
- [Manage Certifications](#)
- [Manage Contracts](#)
- [Manage Manufacturers](#)
- [Manage POCs](#)
- [Manage Resource Owners](#)
- [Manage Definitions](#)
- [Manage Resources](#)
- [Data Sharing](#)
- [System Backup](#)

USER PROFILE

- [Change Password](#)
- [Password Reset Questions](#)

Please choose three questions and enter your answers. You can use these answers as an alternate means of authentication in the event that you forget your password.

Question #1: What was the color of your first car?

Answer:

Question #2: What is the name of your high school?

Answer:

Question #3: What is your city of birth?

Answer:

2. Using the drop down field, Select a question.
3. Type in the Answer to that question.
4. Continue until all three questions are selected and answered.

NOTE: Each of the three questions must be different, and make answers as simple as possible. If these answers are used for forgetting a password, the answers must be typed in exactly the same way in which they are entered here.

5. Select Update Questions.

If entered successfully, a message appears informing the user that the password reset questions have been updated. If the message is not displayed, follow the dialogue boxes until the questions are updated.

8.0 ADDING RESOURCES

As previously mentioned in the ADMINISTRATION section, it is suggested to add elements such as Certifications and Contracts prior to adding resources.

To begin adding resources into the IRIS database, group the resources into:

Resources that fall under the 120 FEMA Typed Resources Definitions; and

Resources that need a Definition created for them (Non-Typed Resources).

Any of the resources that fall under one of the 120 FEMA Typed Resources can be added directly by using the RESOURCE INPUT feature located on the Navigation Menu; this process is discussed in the following paragraphs.

If a more descriptive Non-Typed resource field is needed than the FEMA-provided Non-Typed resource definitions, a new definition may be added for the resource.

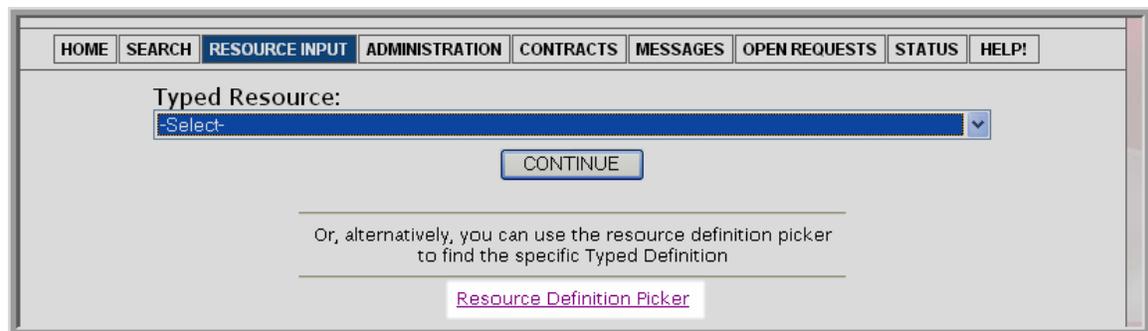
Once resources are ready to be added, do one of the following: (1) Use the Resource Definition Picker (see the section Using the Resource Definition Picker) or (2) Select a resource to add/modify from the pick list (see the section Selecting Resource Information to Add.)

8.1 Using the Resource Definition Picker

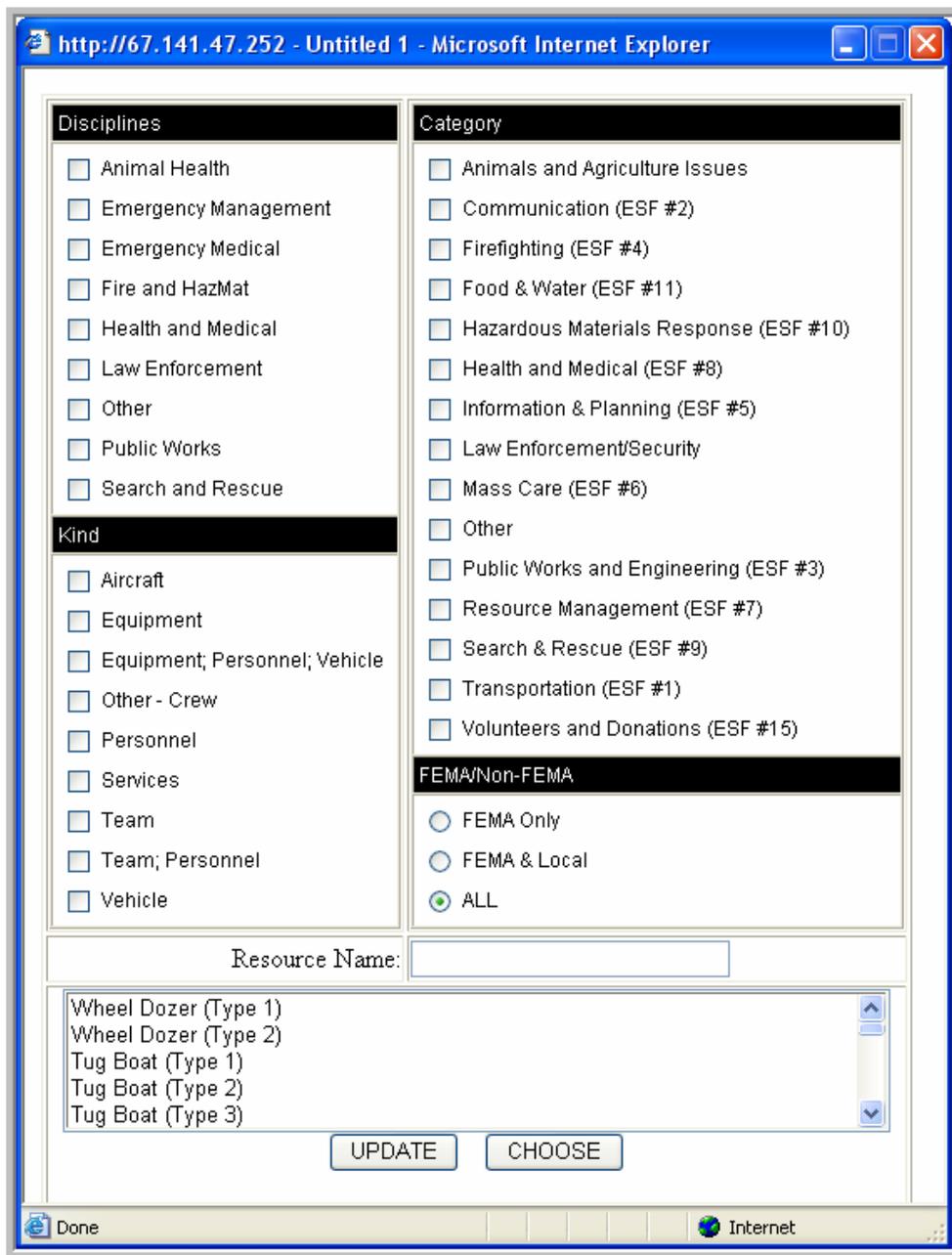
1. Select RESOURCE INPUT from the Navigation Menu.



The Resource Input-Typed Resource screen appears as shown below:



2. Select the Resource Definition Picker hyperlink.

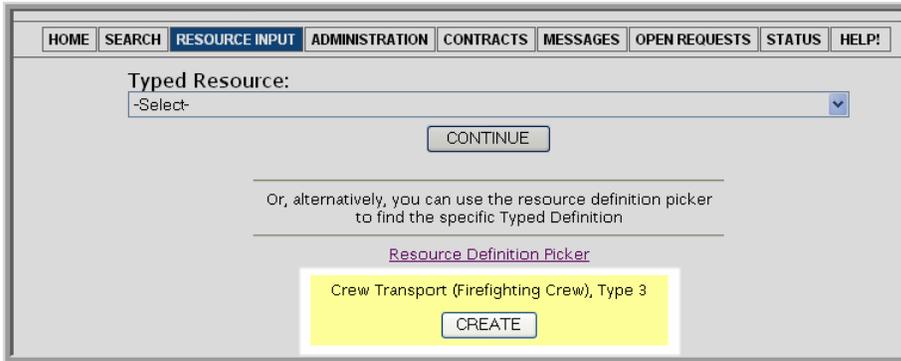


NOTE: By default all definition Types within IRIS are initially displayed at the bottom of the Resource Definition Picker screen. Use the check boxes/radio buttons and the Resource Name field to filter for a definition Type.

3. Check the appropriate boxes for the Typed Resource, and/or type in a key word into the Resource Name.
4. Select UPDATE.

5. Select the Type, and
6. Select CHOOSE.

The Resource Input-Typed Resource screen appears with the new Resource highlighted.



7. Select CREATE.

The Resource Input screen appears.

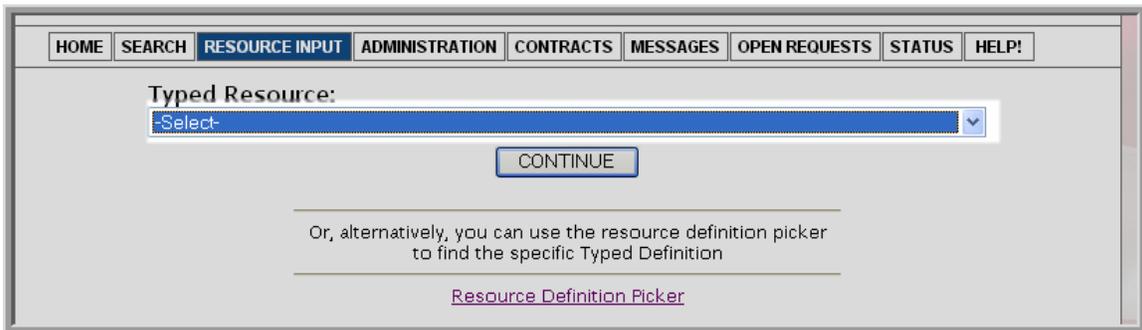
For information on resource input, go to the section Adding Specific Resource Information.

8.2 Selecting Resource Information to Add

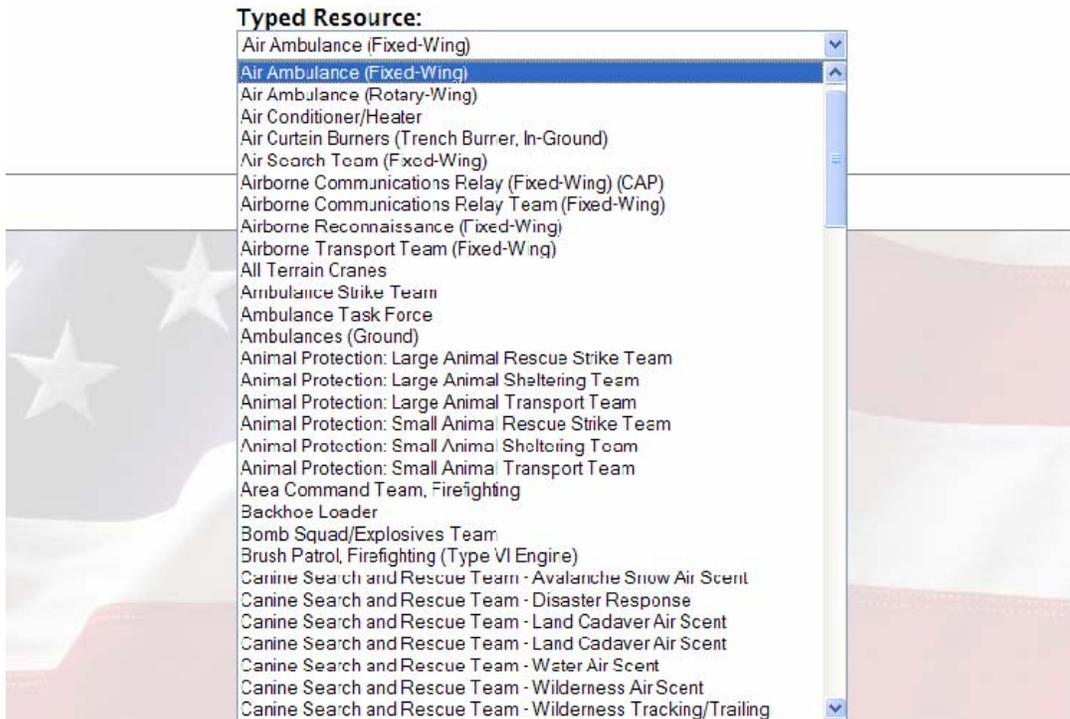
1. Select RESOURCE INPUT from the Navigation Menu.



The Resource Input-Typed Resource screen appears as shown below:



2. Select the drop down menu on the right side of the Typed Resource field, and scroll down the list of Typed Resources.



3. Select the Typed Resource that is to be added.
4. Select CONTINUE.

The Resource Input - Type screen appears as shown below:



5. Select the drop down menu on the right side of the Type field.

HOME SEARCH RESOURCE INPUT ADMINISTRATION CONTRACT MESSAGES OPEN REQUESTS STATUS HELP!

Typed Resource:
Air Ambulance (Fixed-Wing)

Type:
-Select-
-Select-
Type 1 (FEMA 508 STD)
Type 2 (FEMA 508 STD)
Type 3 (FEMA 508 STD)
Type 4 (FEMA 508 STD)

[LOGOUT](#)

6. Select the Type that is to be added.

7. Select CREATE.

The Resource Input screen appears.

For information on resource input, go to the section Adding Specific Resource Information.

8.3 Adding Specific Resource Information

After a user has either used the Resource Definition Picker or has selected resource information, the Resource Input screen appears.

Resource Information

Discipline: Emergency Medical
Category: Health and Medical (ESF #8)
Kind: Aircraft
Typed Resource: Air Ambulance (Fixed-Wing)
Type: Type 4

* Resource Name:

Alias Name(s):

Availability:

* Home Location: New Location

* Present Location: New Location
 Same as Home Location

Processing Instructions

Reimbursement Process (?)

Release and Return Instructions (?)

Sustainability Requirements (?)

[Certifications \(Show/Hide\)](#)

[Contracts \(Show/Hide\)](#)

Cost per Day (Enter number only, such as 400.25)	
<input type="checkbox"/> Contract 1	<input type="text"/>
<input type="checkbox"/> Contract 2	<input type="text"/>

Resource Qualifications

Min Lead Time (Hours): (Enter Number only, no text)

Resource Restrictions:

Max Deployment Duration (Days): (Enter Number only, no text)

Resource Requesting Information

* Resource POC: New POC

* Resource Owner: New Resource Owner

How to request:

Manufacturer Information

Manufacturer: NEW

Model Name/Number:

Serial Number/VIN:

Please enter ONLY numbers for the following fields.

Length (feet):

Width (feet):

Height (feet):

Weight (pounds):

Resource Comments

The above form has check boxes that will allow the user to add further information. This information consists of New Locations for Home or Present (Check the Same as Home Location if the present location of the resource is at the Home Location), New POC, New Resource Owner, and New Manufacturer. If the information was not added during the setup in the ADMINISTRATION section, it can only be added at this time if that privilege is available to the User.

By default, the Certification and Contract fields are hidden. To add a Certification or Contract, select the Show/Hide link located next to the Certification and Contract labels.
NOTE: Only the Certifications and Contracts that were previously added within the ADMINISTRATION section will be available to add to a resource.

1. Fill out the fields with as much information as possible.
2. Verify the information in each field.

NOTE: This resource can be edited; however, it cannot be deleted once it is added.

3. Select ADD RESOURCE.

The Resource Input - Options screen appears as shown below:



4. Select Add Another New Resource, to add a Resource with a different definition;
or
5. Select Clone Last Entered Resource, to add a Resource with the same definition;
or
6. Select View Previously Entered Resource to view the resource that was last entered; or
7. Click MAIN MENU to return to the IRIS Home screen.

9.0 FINDING RESOURCES

9.1 Identifying Resources by Definition

One way to view a resource in the IRIS application is to select one of the eight colored Discipline buttons or the OTHER DISCIPLINES button, all on the Home screen.

1. Select a Discipline or the OTHER DISCIPLINES button from the Home screen as shown below:



As mentioned in **Manage Definitions**, IRIS uses a "drill down" hierarchical structure to locate resources. **Figure 2** shown below illustrates the “drill down” structure starting with a Resource’s Discipline, and drills down to Category, down to Kind, down to Typed Resource, and down to the Type.

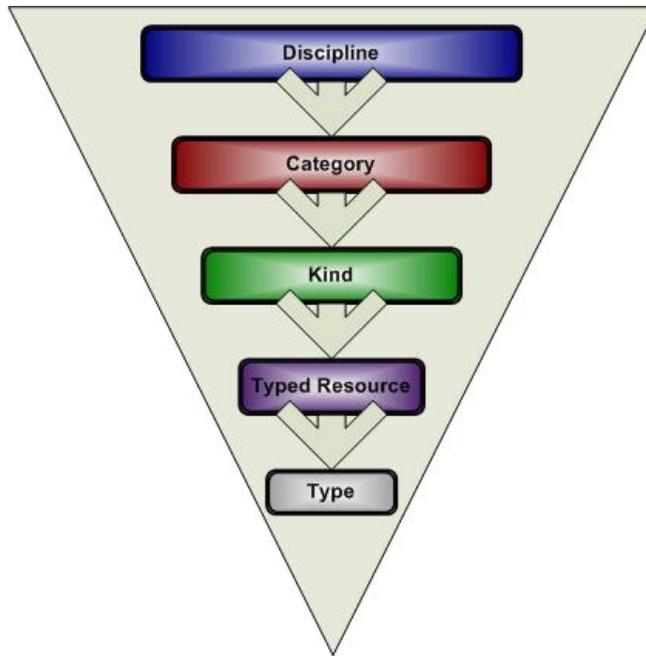


Figure 2: IRIS Hierarchical Drill-Down Structure

For an example of the drill down process, the Discipline Emergency Management was selected from one of the eight colored buttons on the Home screen.

After selecting a Discipline, the Category screen appears.



2. Select a Category.

The screen above shows an example of selecting the Resource Management (ESF #7) category.

After selecting a Category, the Kind screen appears.



3. Select a Kind.

The screen above shows an example of selecting the Team kind.

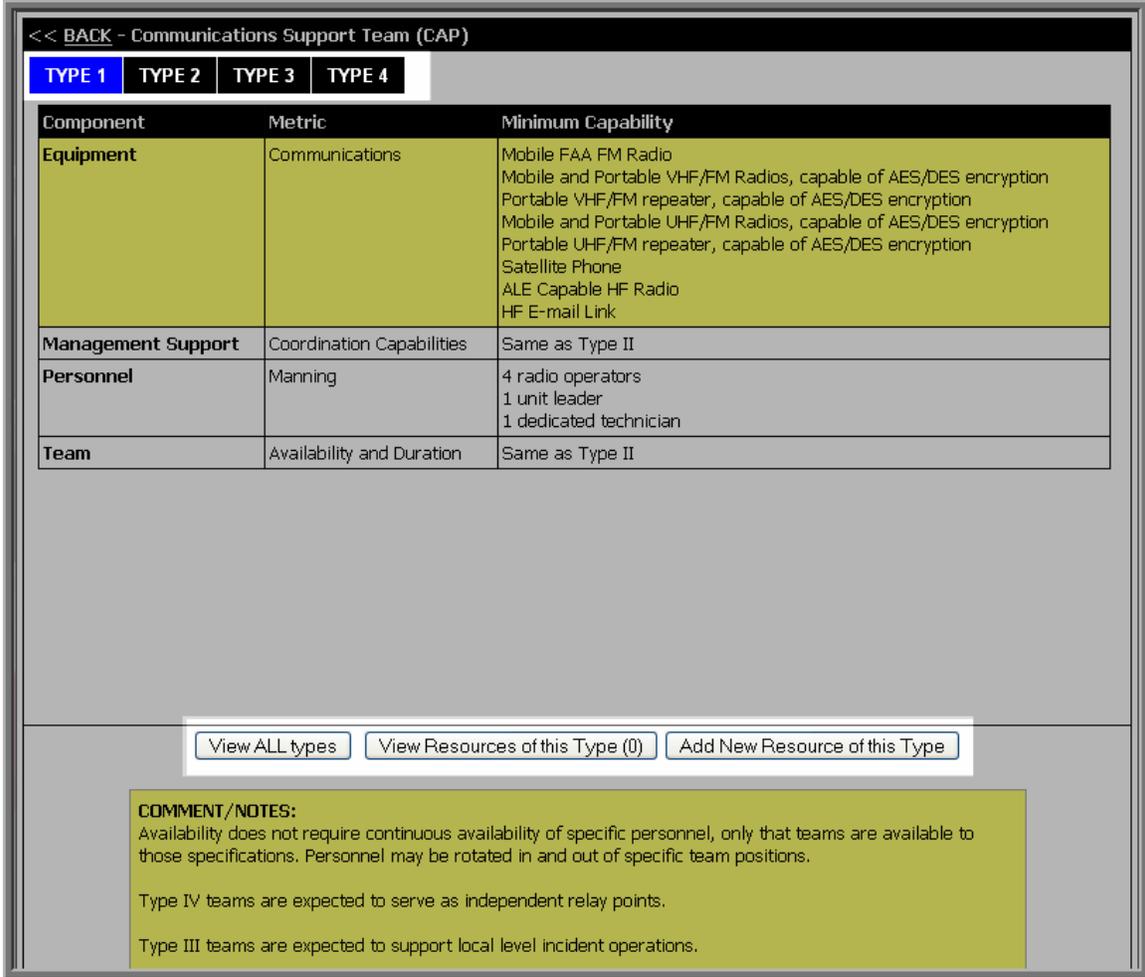
After selecting a Kind, the Typed Resources screen appears.



4. Select a Typed Resource.

The screen above shows an example of selecting the Communications Support Team (CAP) typed resource.

After selecting a Typed Resource, the Type screen appears.



The Type screen has selectable tabs that show information on the Types available for the Typed Resource that was selected.

The screen above provides as an example for the Typed Resource Communications Support Team (CAP). This example shows that there are four different Types (tabs) for this Typed Resource; these are: Type 1, Type 2, Type 3, and Type 4.

Each Type contains information for different categories: This example shows the categories as Component, Metric, and Minimum Capability.

5. To maneuver between the Types, select a Type.

On the bottom of the screen, there are three buttons:

- View ALL types: This feature displays definition information about the actual resources for all Types.
- View Resources of this Type: This feature displays actual resources for the Type selected.
- Add New Resource of this Type: This feature displays the resource input screen, providing a user to create a new resource for this Resource Type.

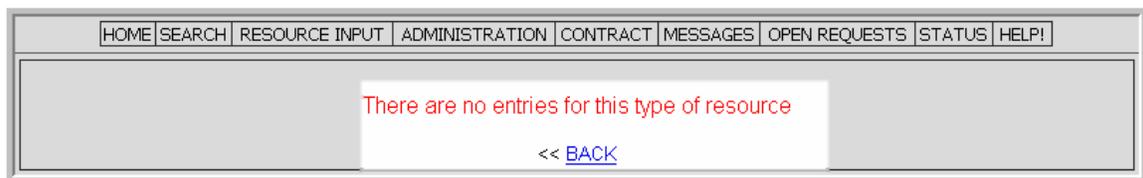
These buttons are discussed further below:

To View ALL types:

- a. Select View ALL types; detailed information will appear in a new window.
 - i. Select the button Print this Page for a hard copy of this view, or
 - ii. Close the window.

To View Resources of this Type, select View Resources of this Type.

If resources are not available, the View Resources of this Type – No Entries screen appears as shown below:



If resources are available they will appear as shown in the View Resources of this Type screen as shown below:

HOME SEARCH RESOURCE INPUT ADMINISTRATION CONTRACT MESSAGES OPEN REQUESTS STATUS HELP!				
Emergency Medical » Air Ambulance (Fixed-Wing) » Type 4				
Availability	Resource Name	Location	City	State
	Resource Name 1	New Location 1	New City 1	NJ

The screen View Resources of this Type shows all the resources available for the Type that was selected; including the Availability, Resource Name, Location, City, and State.

If further information is needed for a particular resource, select the Resource Name.

For this example, the resource: “Resource Name 1”, was selected, and the Resource Report screen appears:

HOME	SEARCH	RESOURCE INPUT	ADMINISTRATION	CONTRACTS	MESSAGES	OPEN REQUESTS	STATUS	SHOW HELP
----------------------	------------------------	--------------------------------	--------------------------------	---------------------------	--------------------------	-------------------------------	------------------------	---------------------------

[Print this page](#)

Resource Information

Discipline: Emergency Medical
Category: Health and Medical (ESF #8)
Kind: Aircraft
Typed Resource: Air Ambulance (Fixed-Wing)
Type: Type 4

Resource Name: Resource Name 1
Unique ID: F03097D45BC3479FB88F-20080109-7
Alias Name(s):
Availability:

Home Location	Present Location
Name: New Location1	Name: New Location1
Description: New Location 1	Description: New Location 1
Address: 1 Address Rd	Address: 1 Address Rd
City: New City	City: New City
State/Province: NJ	State/Province: NJ
Postal Code: 22192	Postal Code: 22192
County: New County	County: New County
Latitude: 12.12	Latitude: 12.12
Longitude: -89.52	Longitude: -89.52

[Click here](#) to manage Locations.

Processing Instructions

No Instructions have been entered.

Certifications

This resource has no Certifications assigned to it.

[Click here](#) to manage Certificates.

Contracts

This resource has no Contracts assigned to it.

[Click here](#) to manage Contracts.

Resource Qualifications

Min Lead Time (Hours): 0
Resource Restrictions:
Max Deployment Duration (Days): 0

Resource Requesting Information

Resource Owner: Resource Owner 1
[Click here](#) to manage Resource Owners.

Resource POC: POC1
Daytime Phone: 999-999-9999 **Fax:** 999-999-9999
After Hours Phone: 999-999-9999 **Email:** POC1@POC1.com

How to request:

[Click here](#) to manage POCs.

Manufacturer Information

Manufacturer:
Description:
Model Name/Number:
Serial Number/VIN:
Length (feet): 0
Width (feet): 0
Height (feet): 0
Weight (pounds): 0

[Click here](#) to manage Manufacturers.

Resource Comments

From the Resource Report screen, Locations, Certifications, Contracts, Resource Owners, POCs, and Manufacturers can be managed by selecting the Click here link in front of the administrative feature that is to be changed. Additionally this report can be printed out by selecting Print this Page.

NOTE: When using Internet Explorer 7.0, the Print this page button at the top of this report does not work. The page can be printed by going to the browser, and selecting File -> Print.

To add a new resource for a Type:

- a. Select Add New Resource of this Type.
- b. Complete the Resource Input Form.
- c. Select Add Resource.

For more information on completing the Resource Input Form, refer to the section Adding Resources.

9.2 Searching for Resources

Another way to look for resources is by using the SEARCH feature on the Navigation Menu.



To search for resources using this feature complete the following steps:

1. Select SEARCH.

The Search screen appears:

The screenshot shows a search interface with the following fields and options:

- Navigation menu: HOME, SEARCH, RESOURCE INPUT, ADMINISTRATION, CONTRACTS, MESSAGES, OPEN REQUESTS, STATUS, SHOW HELP
- Resource Name: Any Field (text input)
- Discipline: (dropdown)
- Category: (dropdown)
- Kind: (dropdown)
- Typed Resource: (dropdown)
- Type: (dropdown)
- Manufacturer: (dropdown)
- Availability: (dropdown)
- Contract: (dropdown)
- Certification: (dropdown)
- Home Location City/State/County: (dropdown)
- Present City/State/County: (dropdown)
- Sort By: (dropdown)
- Buttons: Submit, Reset, Export to CSV, Export to XML

Results table:

Type	Resource Name	Availability	Home City	State	Edit
FEMA	CAP Resource 1		New City	NJ	

Searching can be done by selecting various criteria which includes: Resource Name, Discipline, Category, Kind, Typed Resource, Type, Manufacturer, Availability, Contract, Certification, and Home and Present Location by City and State. Additionally, the feature to search any of these fields for key words is available by typing text into the Any Field.

NOTE: By default, All Actual Resources in the database are displayed in the results box (lower part of above screen). Those results are narrowed as more criteria are selected. The number of resources found within the results box will display at the bottom of the screen.

To filter for resources:

2. Type, or select the criteria from the available fields.

3. Select Submit.

NOTE: To restart or begin a new search, select the Reset button.

If further information is needed for a particular resource, select the Resource Name. The Resource Report screen will appear.

Select Previous Page to view the resources on the SEARCH screen, select Print this Page, or select click here to manage Locations, Certifications, Contracts, Resource Owners, POCs, and Manufacturers.

NOTE: When using Internet Explorer 7.0, the Print this page button does not work. The page can be printed by going to the browser, and selecting File -> Print.

To modify a resource from the SEARCH screen,

1. Select the icon under Edit next to a resource name.
2. Follow the steps listed under Edit a Resource.

9.2.1 Export Resources

It is recommended to occasionally export resources to a CSV or XML file to maintain a copy for record keeping. The export resources features are located on the Search screen. The resources displayed at the bottom of the Search screen will be exported if the CSV or XML Export button is selected. If only a select few resources are to be exported (i.e. all resources belonging to a certain city), select or type certain criteria on the Search screen until the resources that are to be exported display at the bottom of the search screen.

9.2.1.1 Export to CSV

To export resources to a CSV file, select the button Export to CSV located on the Search screen.

Depending on the browser used, select from the options provided such as Open or Save the file, or Cancel the transaction. If the file is selected to be saved or opened, the resources are transferred to a CSV file.

9.2.1.2 Export to XML

To export resources to an XML file, select the button Export to XML located on the Search screen.

Depending on the browser used, select from the options provided such as Open or Save the file, or Cancel the transaction. If the file is selected to be saved or opened, the resources are transferred to an XML file.

10.0 LOGOFF

The LOGOFF button is used to close the IRIS application.



To log off of IRIS, select LOGOFF.

11.0 UNINSTALLING IRIS

If IRIS needs to be removed from a system, complete the following steps:

1. Select Start.
2. Select Programs.
3. Select IRIS.
4. Select the Arrow to the right.
5. Select Uninstall.
6. Select Yes to completely remove IRIS and all of its components, or select No to cancel.

12.0 IRIS SUPPORT

Please send all questions and comments IRIS to iris-support@nimssc.net.

After sending the email, you should receive an automated response confirming the receipt of your message.

13.0 APPENDIX A: INSTALLATION OF IRIS PATCH

To ensure proper installation of IRIS, it is necessary to have an individual with local administrative privileges perform the following procedures.

13.1 Installing IRIS from a CD

Insert the IRIS CD and follow the instructions on the screen. Detailed instructions with supporting screen shots are included in the Installation Procedures.

If setup does not run automatically:

1. Open My Computer.
2. Navigate to the CD-ROM drive containing the IRIS CD.
3. Double click the Patch setup.exe icon.

13.2 Downloading from the Website

Navigate to IRIS webpage <http://www.fema.gov/emergency/nims/rm/iris.shtm> and download the IRIS Patch.

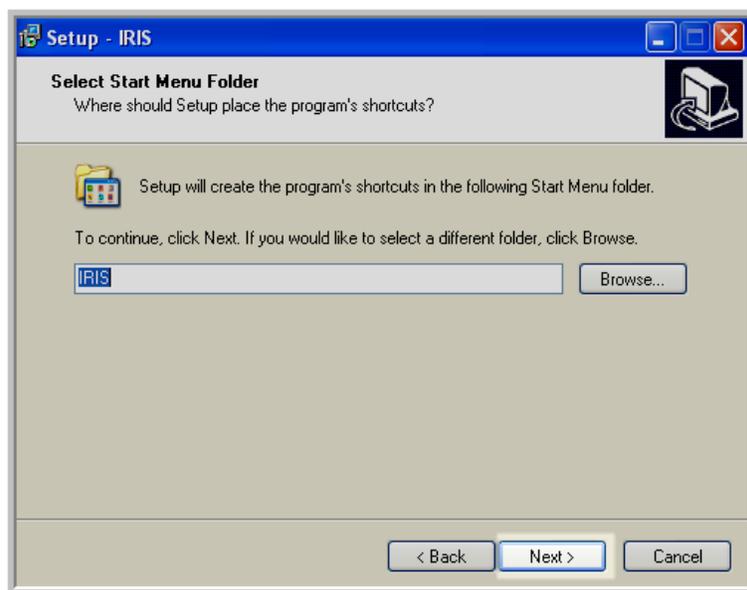
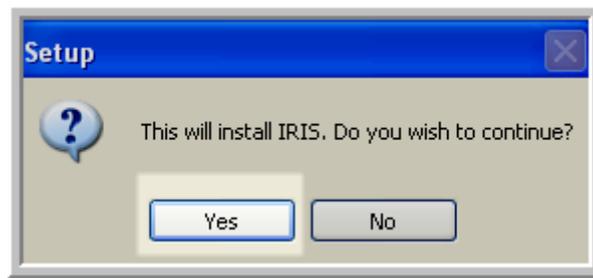
NOTE: In order to install IRIS, select Save the file rather than Open the file, then unzip the saved file and continue to the Installation Procedures below.

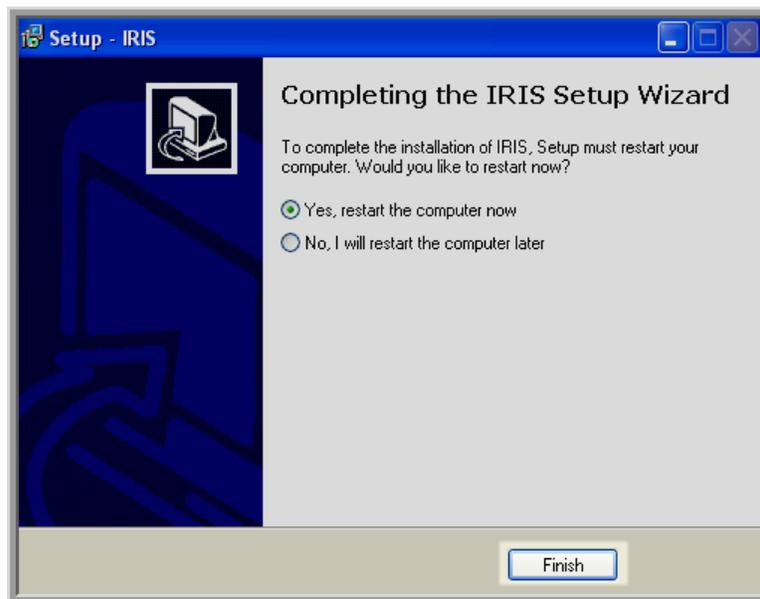
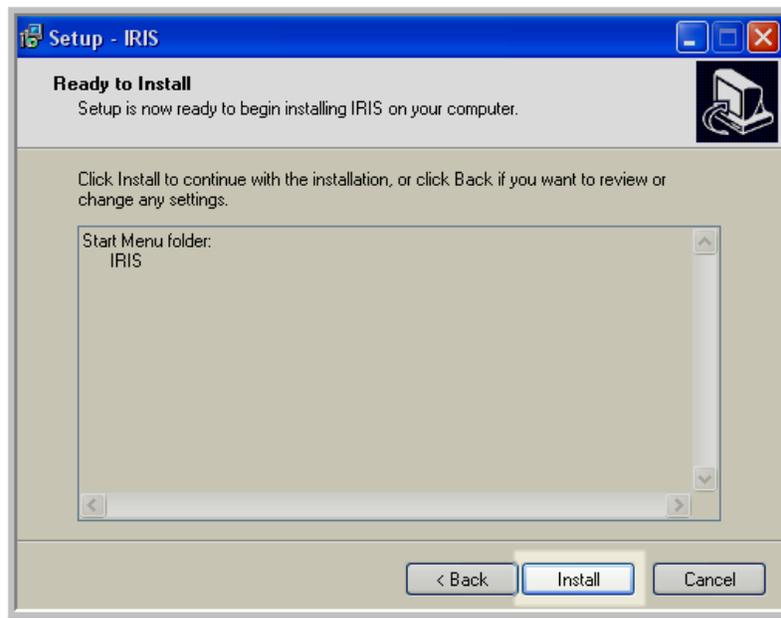
13.3 Installation Procedures

The IRIS setup screen entitled Setup will appear. Continue through the following screens until installation is complete.

NOTE: On the IRIS Setup screens the use of the BACK button or Cancel button are available. The Back button can be used to correct any previously entered information from prior screens, and the Cancel button will close the IRIS Setup application.

The IRIS Patch Installation screens are shown below:





After installing, the patch, and clicking on the IRIS Icon, login to IRIS utilizing the same Username and Password which was used for a previous version. Upon reaching the Home screen, the message “You have not yet completed your password reset questions & answers. Click here to complete them now!” will be displayed if these were not created in a previous version of IRIS.

U.S. DEPARTMENT OF HOMELAND SECURITY
FEMA

NATIONAL INCIDENT MANAGEMENT SYSTEM
NIMS IRIS
INCIDENT RESOURCE INVENTORY SYSTEM

HOME SEARCH RESOURCE INPUT ADMINISTRATION CONTRACT MESSAGES OPEN REQUESTS STATUS HELP

Animal Health
Emergency Management
Emergency Medical
Fire & HazMat
Health & Medical
Law Enforcement
Public Works
Search & Rescue

OTHER DISCIPLINES

You have not yet completed your password reset questions & answers.
[Click here](#) to complete them now!

User: C014 - LOGOFF

1. Select the Click here link.
2. Follow the steps as described in the section Initial IRIS Configuration.

14.0 APPENDIX B: IMPORT/EXPORT FILE SPECIFICATIONS

To facilitate bulk additions to the IRIS database, imports are facilitated through the import function located within the Administrative section of IRIS. Bulk extractions or exports can also be accomplished by using the export function from the Search screen. IRIS both imports and exports two file types (XML and CSV).

14.1 Import/Export

IRIS provides the capability for a user to import many resources at once instead of resources being typed in one-by-one. If resources are currently stored utilizing an Excel spreadsheet, the spreadsheet can be formatted as specified in the below section and saved as a CSV file. The same is true for resources currently saved in an XML format. Importing the XML file will assist a user to upload resources faster and eliminate duplicating work that is already on file.

Exporting files is a feature in IRIS that provides users with the capability of keeping a copy of their resources. It is advised for users to export resources often to keep a separate record. Export files to a CSV file or to an XML file so that if a new installation of IRIS should occur, these resources can easily be imported back into IRIS.

NOTE: IRIS' resources are stored as records in a MS SQL Server database. For each resource record a number of attributes or "fields" are associated with that record. Each data field has its' own formatting restriction (e.g. a numerical integer value, character string, etc.) The formatting for these records is listed in greater detail below.

14.1.1 CSV and XML Files

14.1.1.1 CSV File

A CSV file closely resembles the layout of a spreadsheet and arranges data in rows and columns. Each row contains information about a distinct resource with the columns specifying the values of the data fields associated with that resource or database record.

NOTE: A comma separated values (comma delimited) (CSV) file differs from a Microsoft® Excel file (i.e., XLS). Prior to importing a CSV file, ensure that it has been saved as a CSV file with the extension .csv. For more information about saving a CSV file from Excel, see the Microsoft Office Excel Help available within the Excel application.

Table 3 below provides the data fields names (e.g. column names), an indication on if the field is required for successful import, the format of the data field value, and specific format comments for the value.

For example row 1 of the CSV file

1. Corresponds to the actual name of the Resource Definition associated with the resource and is stored in the database as “ResourceDefinitionName”.
2. Is required for successful import.
3. Has a data type of RDName.
4. Must use one Typed Resource provided in the list below the table.

Table 3: CSV Import File Format

Column Name	Required/Optional	Column Type	Specific Format Comments
ResourceDefinitionName	Required	RDName	Enter one item from the Typed Resources shown below the table*
ResourceDefinitionType	Required	Integer	Enter one of the below: Type I Type II Type III Type IV Type V Type VI Type VII Other
ActualResourceName	Required	String	Cannot have Duplicates; suggest using numbers to identify additional resources (i.e. Tractor 1, Tractor 2, etc.)
AliasNames	Optional	String	
AvailabilityStatus	Optional	List	Enter one of the below: Available Committed In Use Out of Service Decommissioned
ResourceOwnerTeamName	Required	String	
HowToRequest	Optional	Text	
POCEntityName	Required	String	
HomeLocationDescription	Required	String	
HomeLocationAddress	Required	String	
HomeLocationCity	Required	String	
HomeLocationState	Required	String	
HomeLocationPostalCode	Optional	String	

Column Name	Required/Optional	Column Type	Specific Format Comments
HomeLocationLatitude	Optional	Float	Use a decimal format**
HomeLocationLongitude	Optional	Float	Use a decimal format**
PresentLocationDescription	Required	String	
PresentLocationAddress	Required	String	
PresentLocationCity	Required	String	
PresentLocationState	Required	String	
PresentLocationPostalCode	Optional	String	
PresentLocationLatitude	Optional	Float	Use a decimal format**
PresentLocationLongitude	Optional	Float	Use a decimal format**
ContractType	Optional	String	
DollarsPerDay	Optional	Float	Enter Numbers Only
MinLeadTimeDays	Optional	Integer	Enter Numbers Only, no Text
MaxDeploymentDurationDays	Optional	Integer	Enter Numbers Only, no Text
Certification1Description	Optional	String	
Certification1Identifier	Optional	String	
Certification1Expiration	Optional	Date	(MM/DD/YYYY)***
Certification2Description	Optional	String	
Certification2Identifier	Optional	String	
Certification2Expiration	Optional	Date	(MM/DD/YYYY)***
Certification3Description	Optional	String	
Certification3Identifier	Optional	String	
Certification3Expiration	Optional	Date	(MM/DD/YYYY)***
Certification4Description	Optional	String	
Certification4Identifier	Optional	String	
Certification4Expiration	Optional	Date	(MM/DD/YYYY)***
Certification5Description	Optional	String	
Certification5Identifier	Optional	String	
Certification5Expiration	Optional	Date	(MM/DD/YYYY)***
Length	Optional	Float	Enter Numbers Only, no Text (in feet)
Width	Optional	Float	Enter Numbers Only, no Text (in feet)
Height	Optional	Float	Enter Numbers Only, no Text (in feet)
Weight	Optional	Float	Enter Numbers Only, no Text (in pounds)
ResourceRestrictions	Optional	String	
Comments	Optional	Text	
ResourceManufacturer	Optional	String	
ModelNameOrNumber	Optional	String	
SerialNumberOrVIN	Optional	String	

* The Resource Definition Name must match one of the following Typed Resources exactly:

- Air Ambulance (Fixed-Wing)
- Air Ambulance (Rotary-Wing)
- Air Conditioner/Heater
- Air Curtain Burners (Fire box-Above Ground, Refractory Walled)
- Air Curtain Burners (Trench Burner, In-Ground)

Air Search Team (Fixed-Wing)
 Airborne Communications Relay (Fixed-Wing) (CAP)
 Airborne Communications Relay Team (Fixed-Wing)
 Airborne Reconnaissance (Fixed-Wing)
 Airborne Transport Team (Fixed-Wing)
 All Terrain Cranes
 Ambulance Strike Team
 Ambulance Task Force
 Ambulances (Ground)
 Animal Protection: Large Animal Rescue Strike Team
 Animal Protection: Large Animal Sheltering Team
 Animal Protection: Large Animal Transport Team
 Animal Protection: Small Animal Rescue Strike Team
 Animal Protection: Small Animal Sheltering Team
 Animal Protection: Small Animal Transport Team
 Area Command Team, Firefighting
 Backhoe Loader
 Bomb Squad/Explosives Team
 Brush Patrol, Firefighting (Type VI Engine)
 Canine Search and Rescue Team - Avalanche Snow Air Scent
 Canine Search and Rescue Team - Disaster Response
 Canine Search and Rescue Team - Land Cadaver Air Scent
 Canine Search and Rescue Team - Water Air Scent
 Canine Search and Rescue Team - Wilderness Air Scent
 Canine Search and Rescue Team - Wilderness Tracking/Trailing
 Cave Search and Rescue Team
 Chillers & Air Handlers (500 Ton to 50 Ton)
 Collapse Search and Rescue Teams
 Communications Support Team (CAP)
 Concrete Cutter/Multi-Processor for Hydraulic Excavator
 Crawler Cranes
 Crew Transport (Firefighting Crew)
 Critical Incident Stress Management Team
 Debris Management Monitoring Team
 Debris Management Site Reduction Team
 Debris Management Team
 Disaster Assessment Team
 Disaster Medical Assistance Team (DMAT)-Basic
 Disaster Medical Assistance Team (DMAT)-Burn Specialty
 Disaster Medical Assistance Team (DMAT)-Crush Injury Specialty
 Disaster Medical Assistance Team (DMAT)-Mental Health Specialty
 Disaster Medical Assistance Team (DMAT)-Pediatric Specialty
 Disaster Mortuary Operational Response Team (DMORT)
 Disaster Recovery Team
 Donations Coordinator
 Donations Management Personnel/Team
 Dump Trailer (one type/example only)
 Dump Truck-Off Road
 Dump Truck-On Road
 Electrical Power Restoration Team (Example)
 Emergency Medical Task Force
 Engine, Fire (Pumper)
 Engineering Services
 EOC Finance/Administration Section Chief/Coordinator
 EOC Management Support Team
 EOC Operations Section Chief

EOC Planning Section Chief
Evacuation Coordination Team
Evacuation Liaison Team (ELT)
Fire Boat
Fire Truck - Aerial (Ladder or Platform)
Flat Bed Trailer Truck (one type/example only)
Foam Tender, Firefighting
Fuel Tender (Gasoline, Diesel, AvGas, aka Gas Tanker)
Generators
Hand Crew
HazMat Entry Team
Helicopters, Firefighting
Helitanker (firefighting helicopter)
Hydraulic Excavator (Large Mass Excavation 13 cy to 3 cy buckets)
Hydraulic Excavator (Medium Mass Excavation 4 cy to 1.75 cy buckets)
Hydraulic Truck Cranes
Incident Management Team
Incident Management Team Animal Protection
Incident Management Team, Firefighting
Individual Assistance Disaster Assessment Team
Individual Assistance Disaster Assessment Team Leader
Interagency Buying Team, Firefighting
International Medical Surgical Response Team (IMSuRT)
Lattice Truck Cranes
Law Enforcement Aviation-Helicopters-Patrol & Surveillance
Law Enforcement Observation Aircraft (Fixed-Wing)
Mine and Tunnel Search and Rescue Team
Mobile Communications Center (Also referred to as "Mobile EOC")
Mobile Communications Unit (Law/Fire)
Mobile Feeding Kitchen (Mobile Field Kitchen)
Mobile Field Force Law Enforcement (Crowd Control Teams)
Mountain Search and Rescue Team
NDMS Management Support Team (MST)
Non-Typed Equipment
Non-Typed Team
Non-Typed Vehicle
Portable Pump
Public Assistance Coordinator
Public Safety Dive Team
Radio Direction Finding Team
Rapid Needs Assessment Team
Shelter Management Team
Strike Team, Engine (Fire)
SWAT/Tactical Teams
Swiftwater/Flood Search and Rescue Team
Track Dozer
Tractor Trailer (Example Only)
Tub Grinder
Tug Boat
U.S. Coast Guard National Strike Force
US&R Incident Support Team
US&R Task Forces
Veterinary Medical Assistance Team (VMAT)
Volunteer Agency Liaison
Water Purification Team (USACE Emergency Water Teams)
Water Tender, Firefighting (Tanker)

Water Truck (example only)
Wheel Dozer
Wheel Loaders (Large 41 cy to 8 cy)
Wheel Loaders (Medium 7 cy to 3 cy)
Wheel Loaders (Small 7 cy to 2 cy)
Wilderness Search and Rescue Team

**See the section Adding Locations for specification of latitude and longitude formats.

***Dates can be formatted as MM/DD/YYYY (e.g., 08/28/2007), YYYY-MM-DD (e.g., 2007-08-28), DD MMM YYYY (e.g., 28 AUG 2007), or MMM DD YYYY (e.g., Aug 28 2007).

14.1.1.2 XML File

An XML file is a structured text file with data labels for specifying field and record values.

IRIS produces XML data with the root of always being "<IRISResources>." IRISResources contains one or more <Resource> elements. Each <Resource> element describes one actual resource, and contains the following:

- Exactly one <Discipline> element (required), which contains the resource's Discipline (e.g., "Public Works").
- Exactly one <Category> element (required), which contains the resource's Category (e.g., "Public Works and Engineering (ESF #3)").
- Exactly one <Kind> element (required), which contains the resource's Kind (e.g., "Equipment").
- Exactly one <Resource> element (required), which contains the resource's Typed Resource (e.g., Air Conditioner/Heater).
- Exactly one <Type> element (required), which contains the resource's Type (e.g., "1"). Type "Other" is represented by an "8."
- Exactly one <Name> element (required), which contains the resource's Resource Name (e.g., "Air Conditioner Four").
- Exactly one <Aliases> element, which contains the resource's alias names (e.g., "The Big Chill").

- Exactly one <Availability> element, which contains the resource's availability status.
- Exactly one <MinLeadTime> element, which contains the resource's minimum lead time, in days.
- Exactly one <MaxDeployment> element, which contains the resource's maximum deployment time, in days.
- Exactly one <Restrictions> element, which contains the resource's restrictions.
- Exactly one <Comments> element, which contains the resource's comments.
- Exactly one <HowToRequest> element, which contains instructions on how to request the resource.
- Exactly one <ModelNameNumber> element, which contains the resource's model name or number.
- Exactly one <SerialNumberVIN> element, which contains the resource's serial number or VIN.
- Exactly one <Length> element, which contains the resource's length, in feet.
- Exactly one <Width> element, which contains the resource's width, in feet.
- Exactly one <Height> element, which contains the resource's height, in feet.
- Exactly one <Weight> element, which contains the resource's weight, in pounds.
- Exactly one <Reimbursement> element, which contains the resource's reimbursement instructions.
- Exactly one <Sustainability> element, which contains the resource's sustainability information.
- Exactly one <RandR> element, which contains the resource's return-and-release information.
- Exactly one <HomeLocation> element (required), which describes the resource's home location. This element is further described below.

- Exactly one <PresentLocation> element, which describes the resource's present location. This element is further described below.
- Exactly one <Manufacturer> element, which describes the resource's manufacturer. This element is further described below.
- Exactly one <PointOfContact> element (required), which describes the resource's point of contact.
- Exactly one <Owner> element (required), which describes the resource's owner.
- Exactly one <Contracts> element, which describes the contract(s) with which the resource is associated. This element contains one or more <Contract> elements, each of which describes one such contract. The <Contract> element is further described below.
- Exactly one <Certifications> element, which describes the certification(s) with which the resource is associated. This element contains one or more <Certification> elements, each of which describes one such certification. The <Certification> element is further described below.

<HomeLocation> and <PresentLocation> elements contain the following:

- Exactly one <Name> element (required), which is the name of the location.
- Exactly one <Description> element, which is a [longer] description of the location.
- Exactly one <Address> element (required), which is the street address of the location.
- Exactly one <City> element (required), which is the city of the location.
- Exactly one <State> element (required), which is the State (or Territory or Province) of the location.
- Exactly one <PostalCode> element, which is the postal code of the location.
- Exactly one <County> element, which is the county of the location.

- Exactly one <Latitude> element, which is the latitude of the location.
- Exactly one <Longitude> element, which is the longitude of the location.

<Manufacturer> elements contain the following:

- Exactly one <Name> element (required), which is the name of the manufacturer.
- Exactly one <Description> element, which is a [longer] description of the manufacturer.

<PointOfContact> elements contain the following:

- Exactly one <Name> element (required), which is the name of the point of contact.
- Exactly one <DayTimePhoneNumber> element, which is the daytime telephone number of the point of contact.
- Exactly one <AfterHoursPhoneNumber> element, which is the after-hours telephone number of the point of contact.
- Exactly one <FAX> element, which is the fax number of the point of contact.
- Exactly one <EMail> element, which is the email address of the point of contact.

<Owner> elements contain the following:

- Exactly one <Name> element (required), which is the name of the resource owner.
- Exactly one <Description> element, which is a [longer] description of the resource owner.

<Contract> elements contain the following:

- Exactly one <Name> element (required), which is the name of the contract.
- Exactly one <Description> element, which is a [longer] description of the contract.

- Exactly one <CostPerDay> element, which is the cost of the resource, as specified in the contract, in dollars per day.

<Certification> elements contain the following:

- Exactly one <Name> element (required), which is the name of the certification.
- Exactly one <Description> element, which is a [longer] description of the certification.
- Exactly one <Number> element, which is the specific, presumably unique, certificate identifier assigned to the resource.
- Exactly one <Expiration> element, which is the date on which the resource's certification expires.

All elements are optional, except as noted. All data is as it appears on screen; IRIS does not verify or correct grammar, spelling, units of measurement, nor other conventional formatting rules, such as those for telephone numbers.

14.1.2 Template Examples

14.1.2.1 CSV File Example

Table 4 below is a partial table template from a Microsoft Excel CSV file.

Table 4: Partial CSV File Template

ResourceDefinitionName	ResourceDefinitionType	ActualResourceName	AliasNames
SWAT/Tactical Teams	II	Columbia State Police Department	Team Red

The table below shows an example of content that would go into the fields.

Table 5: Example of a CSV Template's Content

Column Name	Content
ResourceDefinitionName	SWAT/Tactical Teams
ResourceDefinitionType	II
ActualResourceName	Columbia State Police Department
AliasNames	Team Red
AvailabilityStatus	In Use
ResourceOwnerTeamName	SCPD SWAT
HowToRequest	Contact Captain L. Smith at 451-259-9999
POCEntityName	Captain L. Smith
HomeLocationDescription	Columbia State Police Department
HomeLocationAddress	405 Central Ave
HomeLocationCity	Carlisle

Column Name	Content
HomeLocationState	CO
HomeLocationPostalCode	87256
HomeLocationLatitude*	146.25
HomeLocationLongitude*	-78.53
PresentLocationDescription	Columbia State Police Department
PresentLocationAddress	405 Central Ave
PresentLocationCity	Carlisle
PresentLocationState	CO
PresentLocationPostalCode	87256
PresentLocationLatitude*	146.25
PresentLocationLongitude*	-78.53
ContractType	Mutual Aid Agreement 45-101925
DollarsPerDay	1500
MinLeadTimeDays	1
MaxDeploymentDurationDays	3
Certification1Description	Annual training.
Certification1Identifier	98725
Certification1Expiration	12/12/2008
Certification2Description	
Certification2Identifier	
Certification2Expiration	
Certification3Description	
Certification3Identifier	
Certification3Expiration	
Certification4Description	
Certification4Identifier	
Certification4Expiration	
Certification5Description	
Certification5Identifier	
Certification5Expiration	
ResourceRestrictions	Max 12 hr duty
Comments	Example for file import and export.
ResourceManufacturer	New Manufacturer 1
ModelNameOrNumber	Manufacturer1
SerialNumberOrVIN	MANUFACTURER1
Length	0
Width	0
Height	0
Weight	0

14.1.2.2 XML File Example

The following code shows an example of Content in an XML template.

```

<IRISResources>
<Resource>
<Discipline>Law Enforcement</Discipline>
<Category>Law Enforcement/Security</Category>
<Kind>Team</Kind>

```

```

<Resource>SWAT/Tactical Teams</Resource>
<Type>2</Type>
<Name>Columbia State Police Department</Name>
<Aliases>Team Red</Aliases>
<Availability>In Use</Availability>
<MinLeadTime>1</MinLeadTime>
<MaxDeployment>3</MaxDeployment>
<Restrictions>Max 12 hr duty</Restrictions>
<Comments>Example for file import and export.</Comments>
<HowToRequest>Contact Captain L. Smith at 451-259-9999</HowToRequest>
<ModelNameNumber>Manufacturer1</ModelNameNumber>
<SerialNumberVIN>MANUFACTURER1</SerialNumberVIN>
<Length>0.0000000000000000e+000</Length>
<Width>0.0000000000000000e+000</Width>
<Height>0.0000000000000000e+000</Height>
<Weight>0.0000000000000000e+000</Weight>
<HomeLocation>
  <Name>Columbia State PD</Name>
  <Description>Columbia State Police Department</Description>
  <Address>405 Central Ave</Address>
  <City>Carlisle</City>
  <State>CO</State>
  <PostalCode>87256</PostalCode>
  <County>Wayne</County>
  <Latitude>1.4625000000000000e+002</Latitude>
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  <Description>Columbia State Police Department</Description>
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  <State>CO</State>
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<FAX>451-259-9990</FAX>
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 </PointOfContact>
 <Owner>
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 <Reimbursement>Contact Finance and Administration at 451-259-9988</Reimbursement>
 <Sustainability>Max 12 hr duty.</Sustainability>
 <RandR>Contact Captain L. Smith at 451-259-9999</RandR>
 </Resource>
 </IRISResources>

15.0 APPENDIX C. FREQUENTLY ASKED QUESTIONS

Q. After downloading and installing IRIS from the website, I get the following error message when I click on the IRIS icon on my desktop.

Description:

[Microsoft][ODBC SQL Server Driver][SQL Server]Login

ASP Description:

[Microsoft][ODBC SQL Server Driver][SQL Server]Login failed for user 'irisuser'

What should I do?

A. IRIS may not have installed successfully on your computer or your ODBC driver may not be up to date or you may not have system administrative privileges on your computer.

Please follow these steps to resolve:

1. Verify that you have system administrative privileges on your computer.
2. Validate that your computer has the latest Microsoft updates. Two options:
 - a. Microsoft: <http://windowsupdate.microsoft.com/>
 - b. Browser:
 - i. Select Tools from the browser.
 - ii. Select Express.
 - iii. Select Download and Install Now.
3. Uninstall IRIS and reinstall. When uninstalling IRIS deletes all data entered. If data is to be saved please use the Export feature before uninstalling.
 - a. Select Start.
 - b. Select Programs.
 - c. Select IRIS.
 - d. Select Uninstall IRIS.

4. Validate that your computer has the latest SQL Server 2005 ODBC driver installed.
 - a. Select Control Panel.
 - b. Select Administrative Tools.
 - c. Select Data Sources (ODBC).
 - d. Select the Drivers tab
 - e. Locate “SQL Server”.
 - f. Verify the version number is 2000.85.1117.00 or higher.

Q. I was checking the system requirements to install IRIS and I see that it requires a minimum of 14 GB of Hard Disk space. Is this an error or does it really need 14 GB?

A. NIMS-IRIS needs approximately 1GB to install. The 14GB recommendation is to ensure that an installation has sufficient space available to input their resource and related documents and to be able to accept resource data in the future from other IRIS users. IRIS uses a Microsoft SQL Express database which is restricted to 14 GB in size.

Q. When installing IRIS from the website I get the following error message:

Error 1316: Setup cannot read from file C:\IRISExport\Files\36211.msi. Check your connection to the network, or CD drive. How do I resolve?

A. IRIS may not have installed successfully on your computer or you may not have system administrative privileges on your computer. Please follow these steps to resolve:

1. Validate that your computer has the latest Microsoft updates. Two options:
 - a. Microsoft: <http://windowsupdate.microsoft.com/>
 - b. Browser:
 - i. Select Tools from the browser.
 - ii. Select Express.
 - iii. Select Download and Install Now.

2. Uninstall IRIS and reinstall. When uninstalling IRIS deletes all data entered. If data is to be saved please use the Export feature before uninstalling.
 - a. Select Start.
 - b. Select Programs.
 - c. Select IRIS.
 - d. Select Uninstall IRIS.

Q. I installed the IRIS software on my computer but when I go to use it I get the following error: The requested URL could not be retrieved. Do I need to reinstall IRIS?

A. No. The installed IRIS URL may not be mapped correctly or you may not have system administrative privileges to install IRIS. Please follow these steps to resolve:

1. Please verify that you have system administrative privileges.
2. Select the IRIS icon on your desktop.
3. Change URL in browser from <http://iris:8000/IRIS/> to <http://localhost:8000/IRIS/>
 - a. If this URL does not work then enter the following: Change URL in browser from <http://iris:8000/IRIS/> to <http://127.0.0.1:8000/IRIS/>

Q. After installing IRIS I get the following error message displayed on my screen:

An installation for the product Microsoft SQL Server Native Client cannot be found. Try the installation again using a valid copy of the installation package 'sqlncli.msi'.

Did IRIS successfully install?

A. No. Please follow these steps to resolve:

1. Validate that your computer has the latest Microsoft updates. Two options:
 - a. Microsoft: <http://windowsupdate.microsoft.com/>
 - b. Browser:
 - i. Select Tools from the browser.
 - ii. Select Express.
 - iii. Select Download and Install Now.

2. Uninstall IRIS and reinstall. When uninstalling IRIS deletes all data entered. If data is to be saved please export before uninstalling.
 - a. Select Control Panel.
 - b. Select Add Remove Programs.
 - c. Select IRIS.
 - d. Select Import Export Tool.

Q. Where/how do I get a user name and password?

A. The IRIS user name and password is user defined. There are no default user names or passwords.

Q. I cannot get a password to work. The system then locked me out. Can I unlock the system?

A. No. The system is designed to lock out a user after 3 unsuccessful logins. The system will automatically unlock after 20 minutes to allow for you to enter the correct user name and password.

Q. I do not remember my user login or password. Can I retrieve it?

A. If a user made password reset questions, the user can change their password; however, they must remember their user name. Also if there is another user assigned with the IRIS Admin role, that user can unlock another user's account and can change their password.

Q. How do I start the tutorial?

A. Please follow these steps (Two Options):

1. From the FEMA website: <http://www.fema.gov/emergency/nims/rm/iris.shtm>
 - a. Select IRIS tutorial.
 - b. Select View/Download/Print
 - c. Select Save.
 - d. Locate an area to place the tutorial (e.g. My Documents), and select Save
 - e. After the file saved, locate the tutorial. The tutorial will be zipped up. Extract the files.
 - f. Double click on the file IRIS tutorial.html, and select the movie icon located to the left of the tutorial name.

2. From CD:
 - a. Locate within the IRIS directory created upon installation.
 - b. Select the “Flash Tutorial Final” folder.
 - c. Select the “IRIS-Tutorial.html” icon.
 - d. Select each video icon on the left of each section to view the video.

Q. What is the email address for IRIS support?

A: IRIS-support@nimssc.net

16.0 APPENDIX D: ACCESSIBILITY

The IRIS system is accessed via a user's web browser. Functional tests were performed using manual inspection, JAWS, and AccVerify to ensure navigation with a keyboard and/or assistive technology such as JAWS. Below are common keyboard commands that can be used to navigate, submit data within form fields, and toggle selections in IRIS.

- TAB Move forward through items on page
- SHIFT+TAB Move backward through items on a page
- SPACEBAR Check and Uncheck "checkboxes"
- ENTER Equivalent to clicking the selected button
- ESC Equivalent to clicking the Cancel button
- Up/Down Arrows Opens and navigates drop down lists