

IRIS VERSION 1.1 USER GUIDE

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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), Incident Management Systems Division has released the build one - beta version of the NIMS Incident Resource Inventory System (NIMS-IRIS) tool to the emergency response community. This version provides emergency responders with a database management tool to enter a community's 120 typed resources into a common database.

NIMS-IRIS build one - beta is a browser-based database management tool available to Federal, Tribal, State, and local officials, at no-cost or licensure fees. The tool will assist communities with inventorying and typing resources in accordance with NIMS protocols and will facilitate quick identification of resources to support emergency response operations. Additional features include the ability to insert user-defined resource types, kinds, and categories (e.g. typing of Tier 2 assets), and to extract resource reports from the system.

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
- » 10 GB Disk Space
- » SVGA 1024 or higher with at least 256 colors
- » Adobe Flash viewer is required to view tutorial
(http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash)

Note: System test was performed with Internet Explorer 7.0 and Mozilla Firefox 2.0.0.4

3.0 Installation of IRIS

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

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 CD-ROM drive containing the IRIS CD
- c. Double click "setup.exe"



3.2 Downloading from the website

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

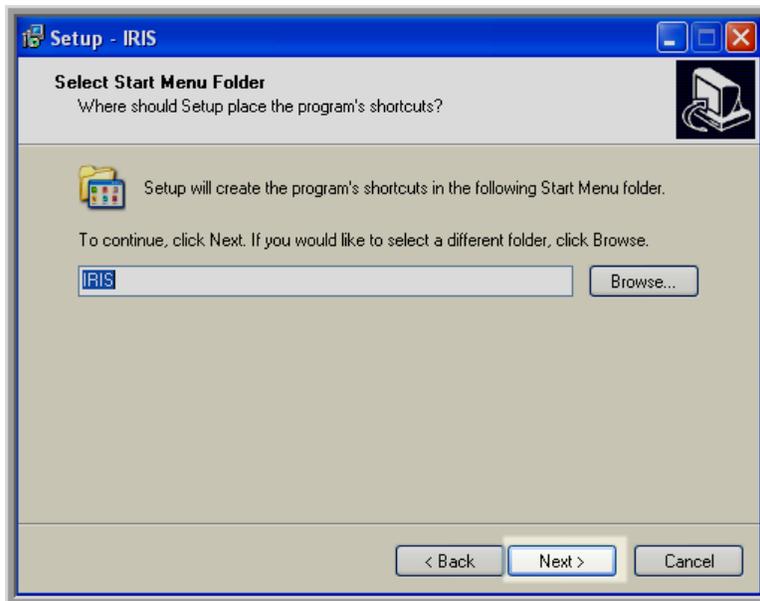
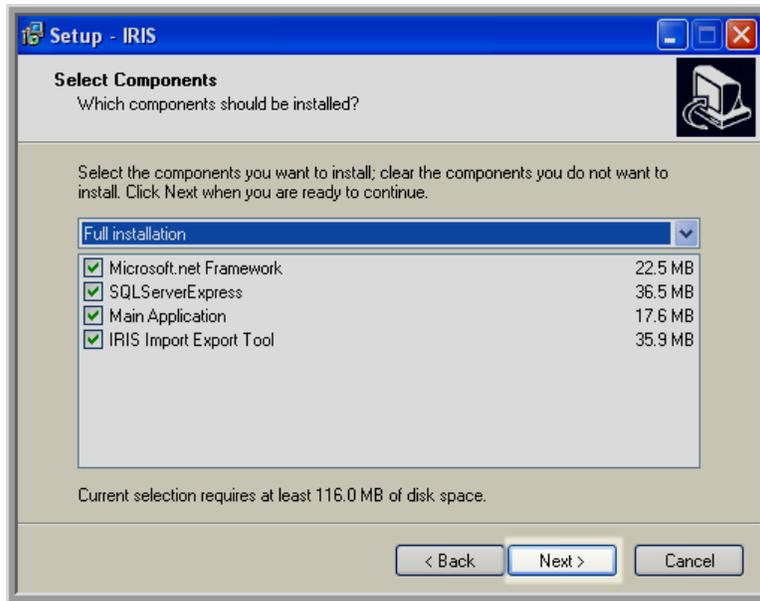
NOTE: In order to install IRIS, select "Save" the file rather than "Open" the file, then unzip the saved file and continue to the Installation Procedures below.

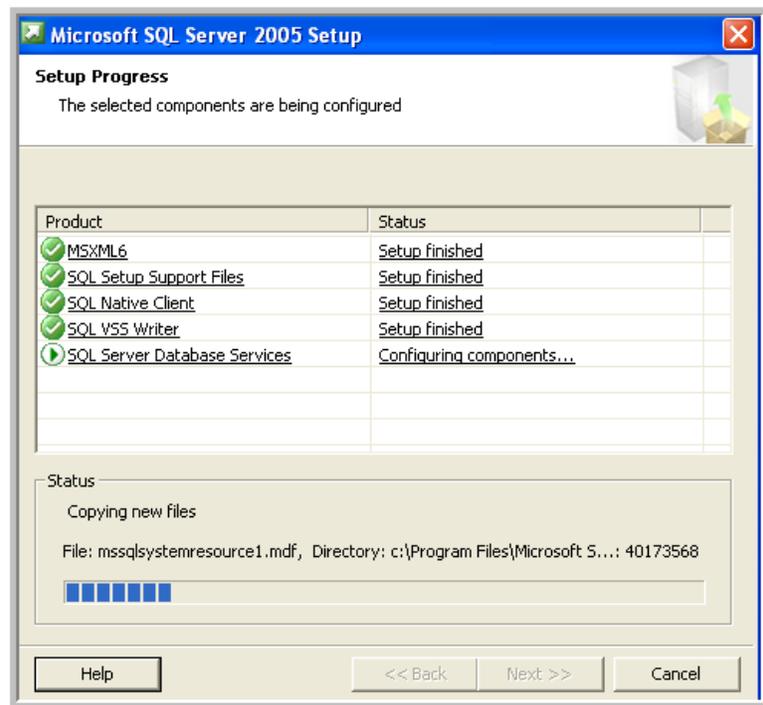
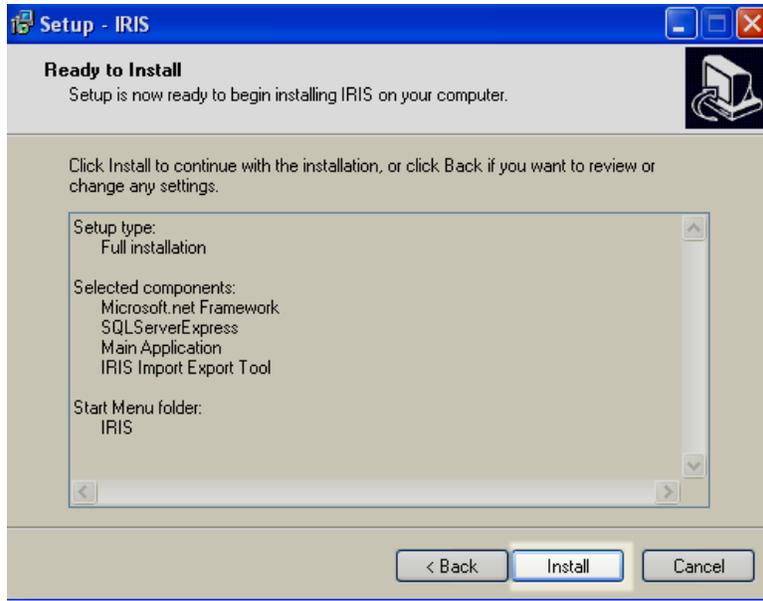
3.3 Installation Procedures

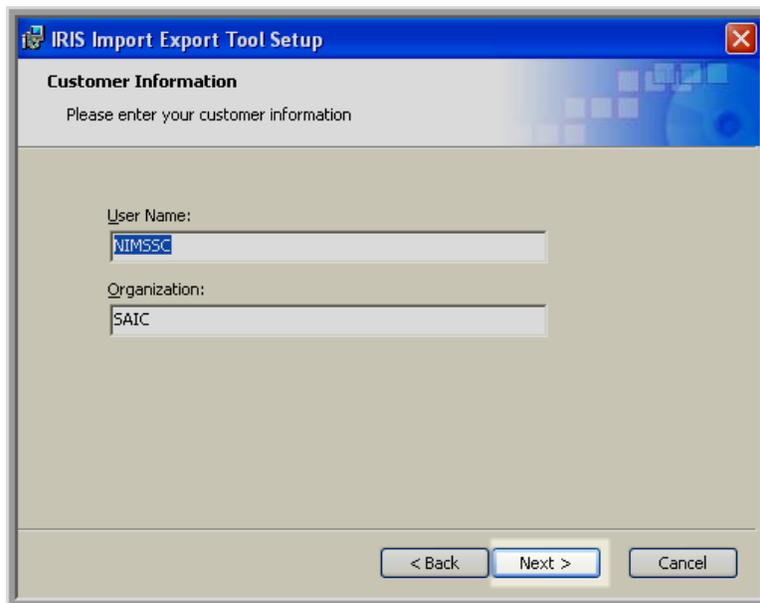
The IRIS setup screen entitled "Welcome to the IRIS Setup Wizard" will appear. Continue through the following screens until installation is complete.

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.



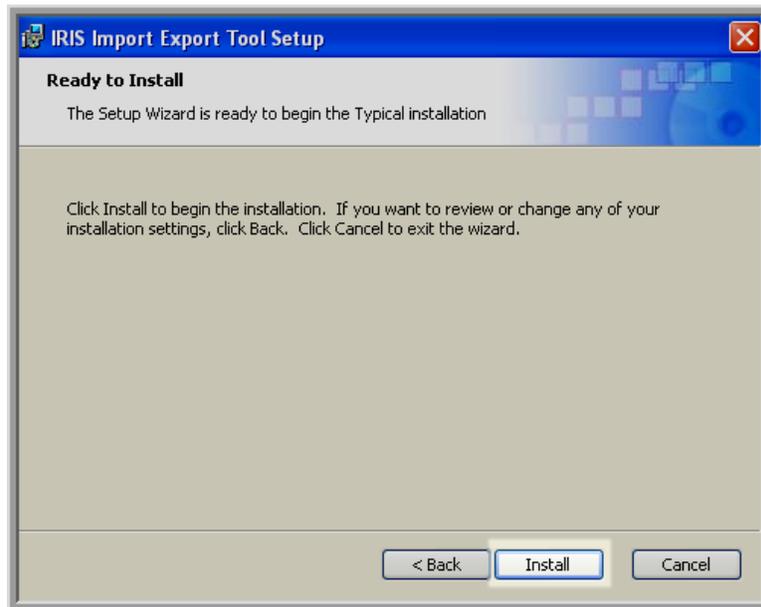


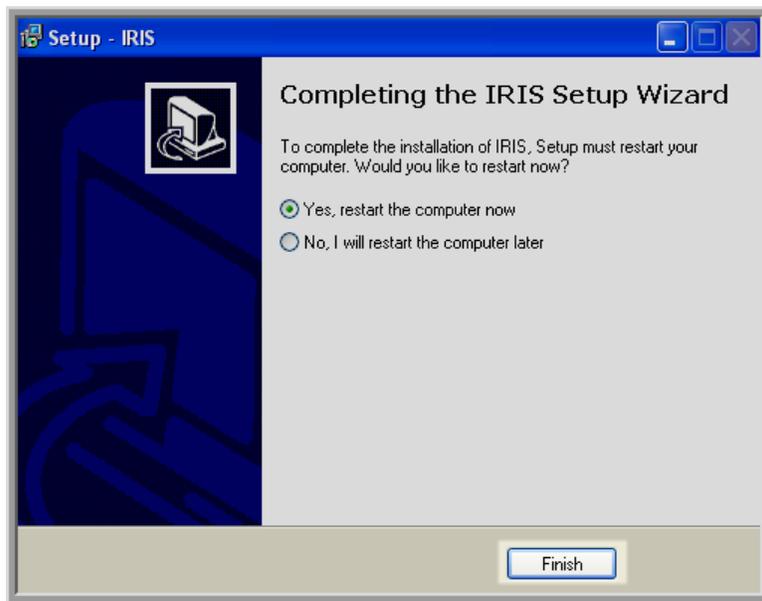
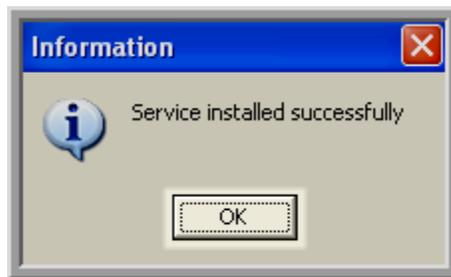






NOTE: Select Typical when choosing the setup type.





NOTE: Make sure to restart the computer before running IRIS.

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



The IRIS 1.1 icon is used to launch the IRIS application. The IRIS Import Export Tool icon is used to facilitate import/export of information to and from the IRIS database.

4.0 Initial IRIS Configuration

Double select the IRIS 1.1 icon to launch the application and perform the actions requested in the following screens until set up is complete.

A screenshot of the NIMS IRIS configuration window. On the left is the FEMA logo (U.S. Department of Homeland Security). In the center, the text reads 'NATIONAL INCIDENT MANAGEMENT SYSTEM', 'NIMS IRIS', and 'INCIDENT RESOURCE INVENTORY SYSTEM'. On the right is a large eye graphic. Below the title, a legend indicates '* Denotes Required Field'. A form field is labeled '* Instance Name:' followed by an empty text box. Below the form field, a paragraph explains that the instance name will be used for data sharing and should be descriptive, containing 15 or fewer characters with no special characters. Below this, it provides examples: 'FireHouse1, RegionA, Smith Co.'. At the bottom center is a 'CONTINUE >>' button.

NOTE: The Instance Name is a name that identifies the installation of IRIS; it is usually an organization or department name.

1. Once the Instance Name is populated, select "CONTINUE"

2. Next, complete the following screen:

 NATIONAL INCIDENT MANAGEMENT SYSTEM
NIMS IRIS
INCIDENT RESOURCE INVENTORY SYSTEM 

* Denotes Required Field

* User Name: *Use name you will use to log into IRIS*

* Full Name: *Enter the full name of the person associated with this user account*

* Password: *This is a temporary password, you will be prompted to change it on first login.*

* Verify Password:

Phone Number:

Email:

3. After clicking on “Complete,” the following screen will appear



5.0 Logging into IRIS

After double clicking on the IRIS icon, the Login screen appears.



1. Type in the Username and Password

a. Select “privacy statement” to read the Privacy Statement.

The below screen will appear:



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

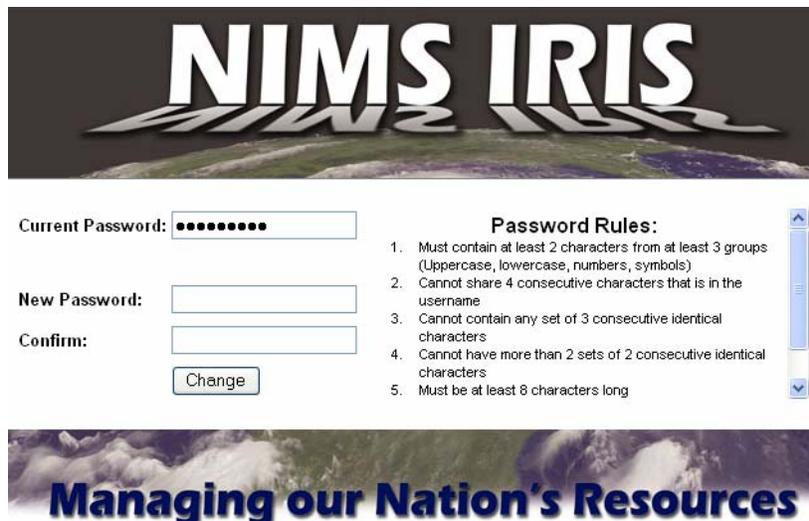


2. Click in the Check box to agree to the Privacy Statement.

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

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

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



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

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

NOTE: The root level username and password cannot be retrieved if lost. It is recommended that users preserve it. If the username or password is entered incorrectly three consecutive times, the account will be locked out.



The account will be automatically reset after 20 minutes. If the password can not be recalled, contact your IRIS administrator (e.g. the individual who installed IRIS).

Once the information is successfully entered, the following screen will appear:



- c. Click "IRIS Homepage" to continue to the Home screen of IRIS.

6.0 IRIS Home Screen

After logging in, 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:

- CONTRACT
- 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, perform the following steps:

1. Select "ADMINISTRATION"

The following 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

The ADMINISTRATIVE feature allows for the management of users, user roles, locations, certifications, contracts, manufacturers, point-of-contacts (POCs), resource owners, definitions, resources, and data sharing.

7.1.1 Manage Users

7.1.1.1 Adding Users

There may not be Users created when first receiving IRIS. To create Users, follow the steps below:

1. Select “Manage Users”



2. The feature “Add New User” appears. Select this



The following screen will then appear:

HOME SEARCH RESOURCE INPUT ADMINISTRATION CONTRACT MESSAGES OPEN REQUESTS STATUS 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](#)

USER PROFILE

- [Change Password](#)

* Denotes required field

* Username:

* Full Name:

* Password:

Phone:

Email:

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

4. Select ADD

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.

HOME SEARCH RESOURCE INPUT ADMINISTRATION CONTRACT MESSAGES OPEN REQUESTS STATUS 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](#)

USER PROFILE

- [Change Password](#)

User Name	Full Name	Phone	Email	Roles
DoeJ	John Doe	555-111-2222	John.doe@doe.com	
IRIS	NIMS IRIS			IRIS Admin Resource Manager

To edit a User's information, select the User Name (such as DoeJ shown above). The following screen appears:

HOME	SEARCH	RESOURCE INPUT	ADMINISTRATION	CONTRACT	MESSAGES	OPEN REQUESTS	STATUS	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	Username: IRIS Full Name: <input type="text" value="John Doe"/> Phone: <input type="text"/> Email: <input type="text"/> <input type="button" value="UPDATE"/>	Available User Roles <input type="text"/> <input type="button" value="ADD"/> Assigned Roles IRIS Admin <input type="checkbox"/> Resource Manager <input type="checkbox"/>
--	--	---

Leave blank unless password change is needed.

USER PROFILE Change Password	New Password: <input type="text"/> Confirm: <input type="text"/> <input type="button" value="CHANGE"/>
--	--

From this screen, the User's personal information can be updated, the User's password can be changed, or the User's role can be added or deleted.

To add a User Role to the User:

- a. Select the blue arrow to the right of the "Available User Roles" field
- b. Select the User Role to be assigned to the User
- c. Select ADD

To delete a User Role for the user:

- a. Select the "X" next to the User Role to be deleted

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 Admin may unlock the account by selecting "Unlock", see figure below:

HOME SEARCH RESOURCE INPUT ADMINISTRATION CONTRACT MESSAGES OPEN REQUESTS STATUS 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	Username: RICK Full Name: <input type="text" value="rick patterson"/> Phone: <input type="text"/> Email: <input type="text"/> <input type="button" value="UPDATE"/>	Available User Roles <input type="text"/> <input type="button" value="ADD"/>
	Leave blank unless password change is needed. New Password: <input type="text"/> Confirm: <input type="text"/> <input type="button" value="CHANGE"/>	Assigned Roles IRIS Admin <input type="button" value="X"/>
		ACCOUNT LOCKED  This account is currently locked due to excessive incorrect logins. UNLOCK NOW
	USER PROFILE Change Password	

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.

After going to the ADMINISTRATION screen, to manage user roles:

1. Select "Manage User Roles"

HOME SEARCH RESOURCE INPUT ADMINISTRATION CONTRACT 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 DATA SHARING		
USER PROFILE Change Password		

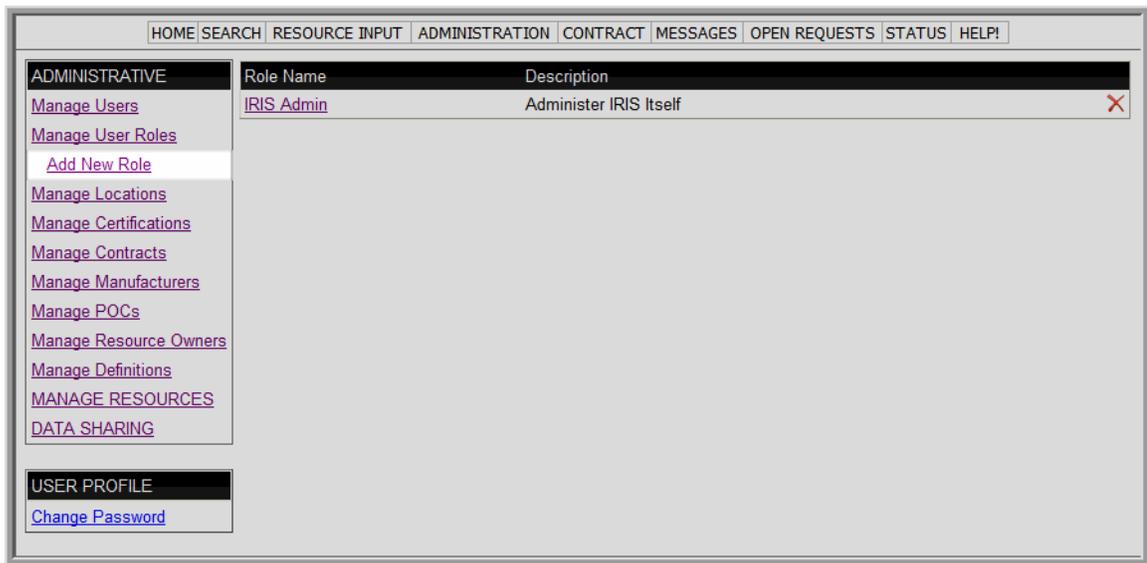
The following screen appears; showing the available Role Names and Descriptions for those Roles (this area will be blank until a role is created). The feature Add New Role appears in the ADMINISTRATIVE box.



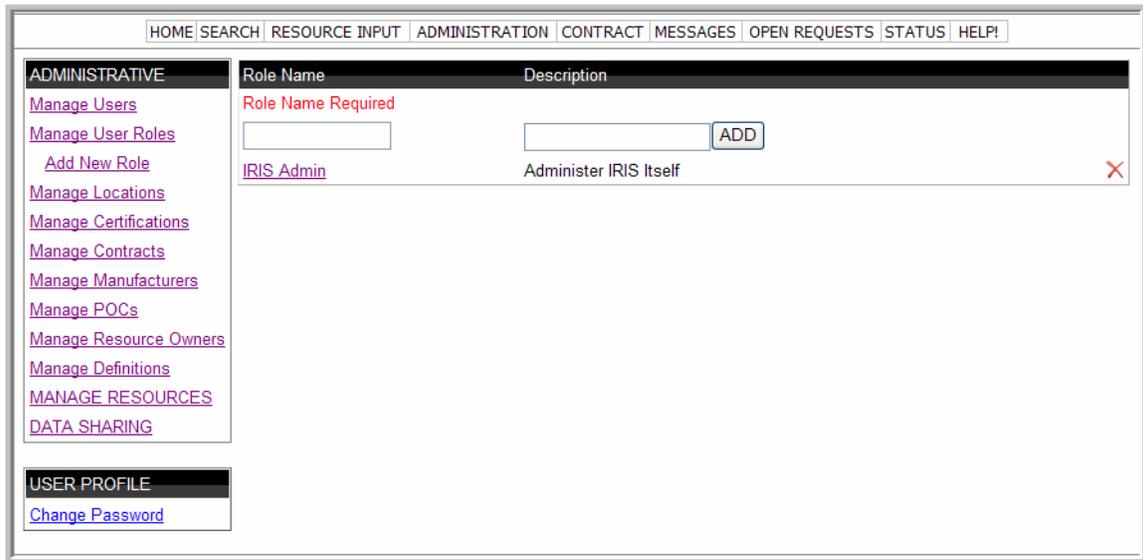
7.1.2.1 Adding Roles

To add a new User Role, after going to the ADMINISTRATION screen and selecting Manage User Roles:

1. Select "Add New Role" from the left side of the ADMINISTRATION screen.



The following screen appears:



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

The following screen appears, 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.
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.

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

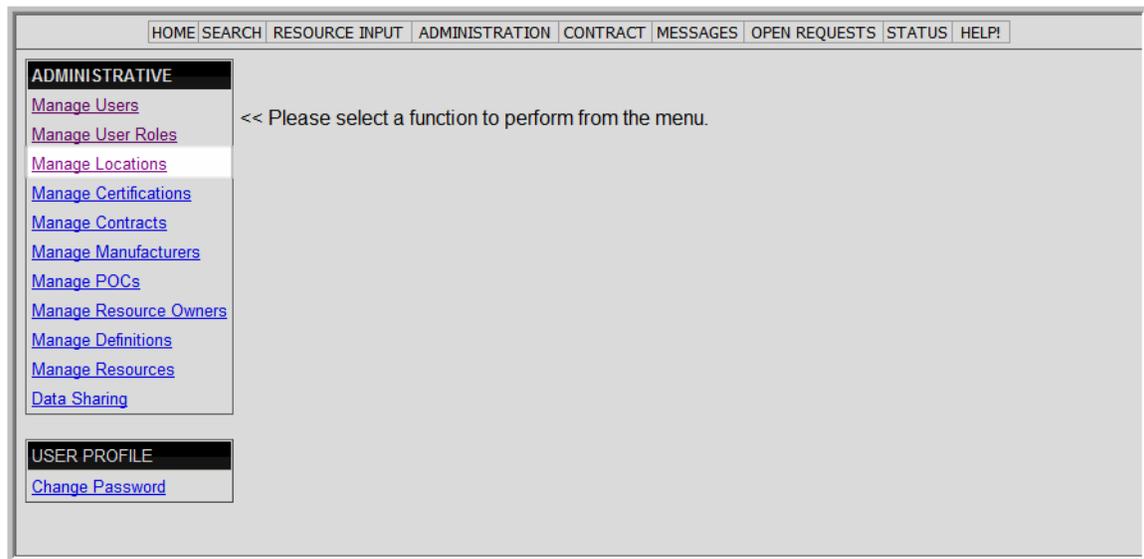
To delete a Role:

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.

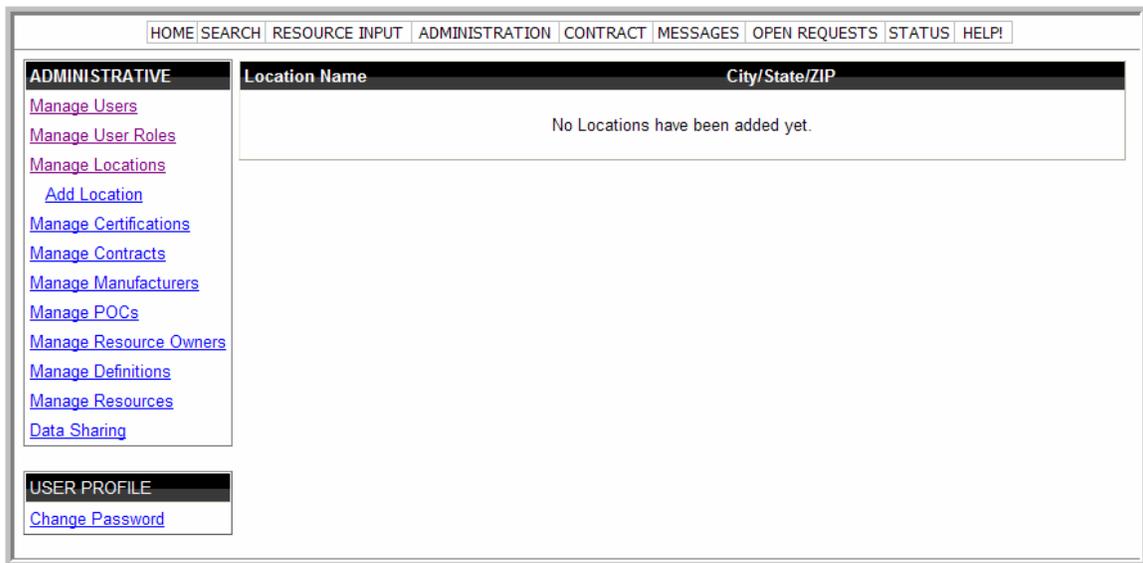
7.1.3 Manage Locations

There will not be any Locations created when first receiving IRIS; therefore, prior to entering resources into IRIS, create new Locations. 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.



The following 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. The following screen appears:

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

ADMINISTRATIVE

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

USER PROFILE

- [Change Password](#)

* Denotes required field

* Location Name:

Description: (Limited to 50 characters)

* Address:

* City:

* State: (e.g., AK)

ZIP:

County:

Latitude: (e.g., 37.016944)

Longitude: (e.g., -84.695)

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. The following table provides examples of coordinates for states and territories.

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
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

The following screen appears, showing the Location's Information.

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

ADMINISTRATIVE

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

USER PROFILE

- [Change Password](#)

* Denotes required field

* Location Name:

Description: (Limited to 50 characters)

* Address:

* City:

* State: (e.g., AK)

ZIP:

County:

Latitude: (e.g., 37.016944)

Longitude: (e.g., -84.695)

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”.

HOME SEARCH RESOURCE INPUT ADMINISTRATION CONTRACT 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](#)
- [Data Sharing](#)

USER PROFILE

- [Change Password](#)

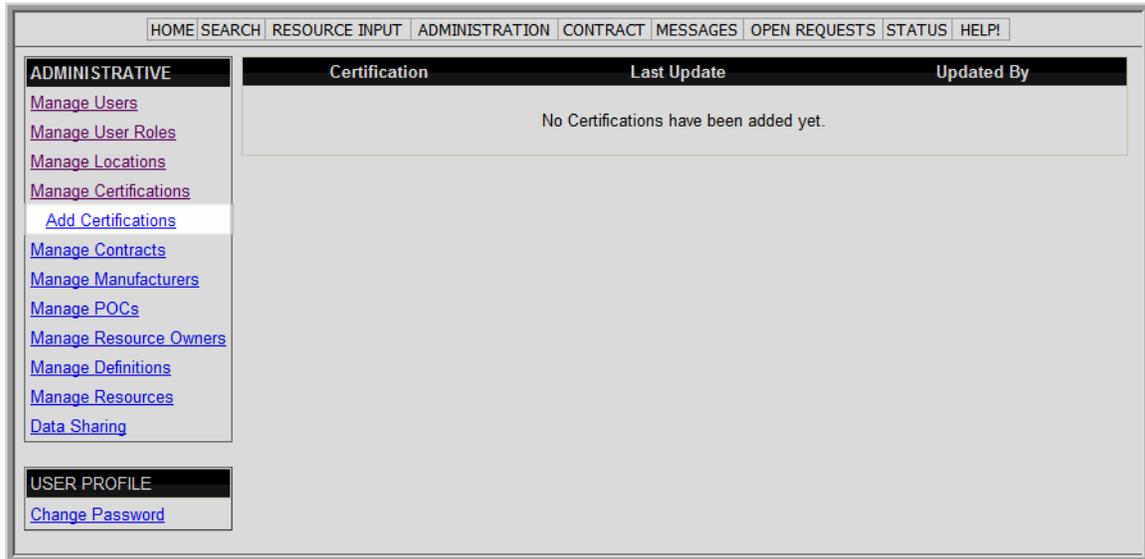
<< Please select a function to perform from the menu.

A screen will appear 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.

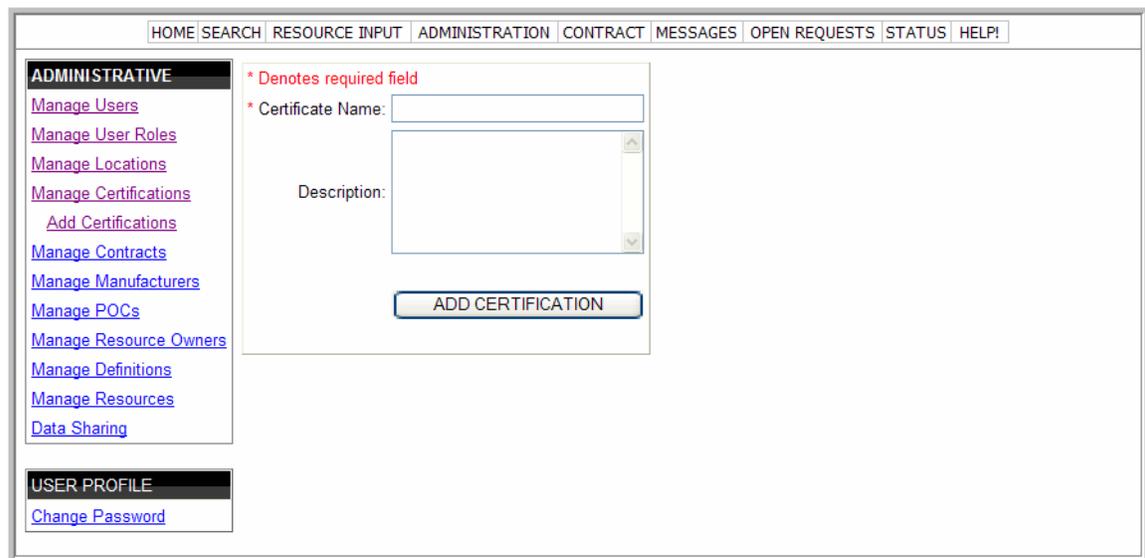
7.1.4.1 Adding Certifications

To add a New Certification, perform the following steps:



1. Select "Add Certifications"

The following screen appears:



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

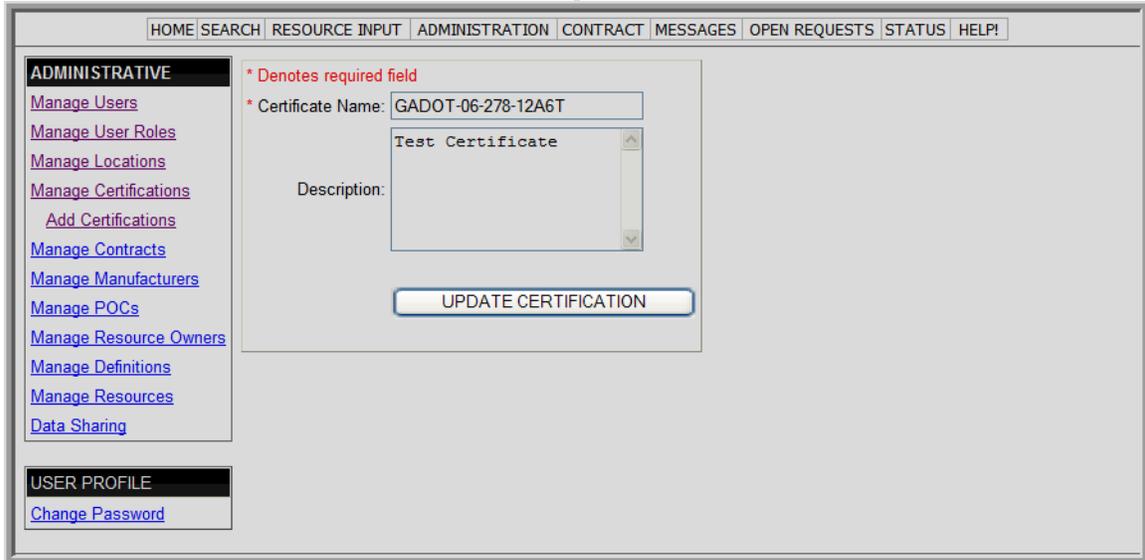
To edit a Certification, perform the following steps:

1. Select a Certification Name

The following screen appears:

The screenshot shows a web application interface for adding a certification. At the top, there is a navigation bar with links: HOME, SEARCH, RESOURCE INPUT, ADMINISTRATION, CONTRACT, MESSAGES, OPEN REQUESTS, STATUS, and HELP!. On the left side, there is a sidebar menu with two main sections: 'ADMINISTRATIVE' and 'USER PROFILE'. Under 'ADMINISTRATIVE', there are 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, and Data Sharing. Under 'USER PROFILE', there is a link for Change Password. The main content area contains a form for adding a certification. It starts with a legend: '* Denotes required field'. Below this, there is a text input field for '* Certificate Name:' and a text area for 'Description:'. At the bottom of the form is a button labeled 'ADD CERTIFICATION'.

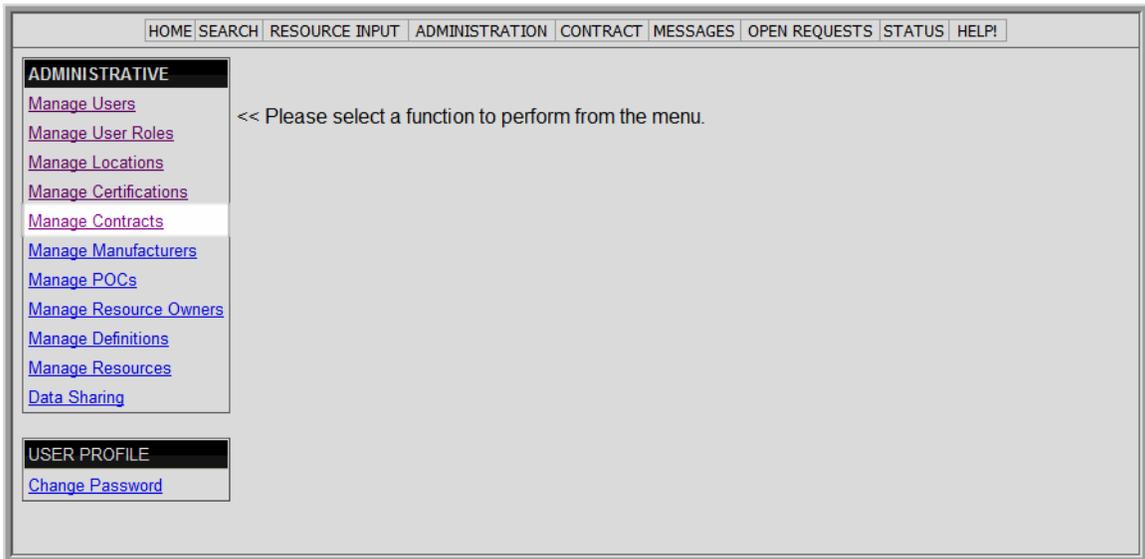
2. Type in the updated information
3. Select UPDATE CERTIFICATION



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”.



The following 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.

ADMINISTRATIVE	Contract	Last Update	Updated By		
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	AV-106-457-a6-12c	2007-06-11 13:28:48.130	IRISUSER	VIEW	REMOVE

USER PROFILE
Change Password

7.1.5.1 Adding Contracts

To add a new contract, perform the following steps:

ADMINISTRATIVE	Contract	Last Update	Updated By		
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	AV-106-457-a6-12c	2007-06-11 13:28:48.130	IRISUSER	VIEW	REMOVE

USER PROFILE
Change Password

1. Select "Add Contract". The following screen appears:

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 Contract Documentation

After creating a New Contract, the feature to UPLOAD a Contract is created.

Contract	Last Update	Updated By
AV-106-457-a6-12c	2007-06-11 13:34:13.767	IRISUSER

To upload a Contract:

1. Select UPLOAD

The following screen appears:

HOME | SEARCH | RESOURCE INPUT | ADMINISTRATION | CONTRACT | 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](#)

USER PROFILE

- [Change Password](#)

Please select a file to upload and attach to a contract

File:

2. Select Browse

3. Locate the Contract that is to be added and double click it.

The Contract's location and name will appear in the field next to Browse.

4. Select Upload

The below screen will appear once the Contract is uploaded.

HOME | SEARCH | RESOURCE INPUT | ADMINISTRATION | CONTRACT | 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](#)

USER PROFILE

- [Change Password](#)

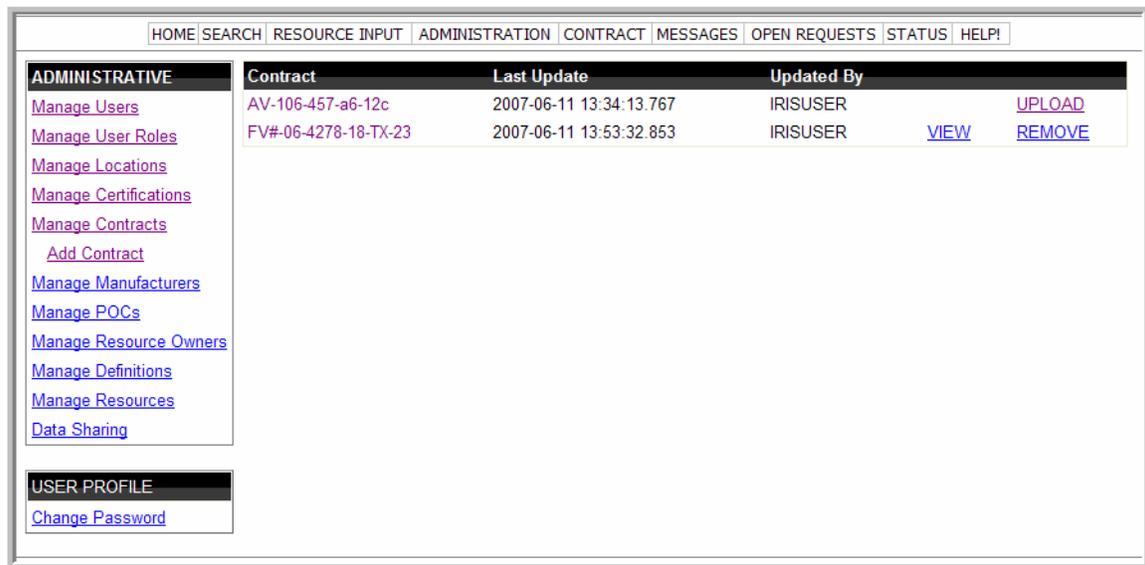
Uploaded file: untitled-23.jpg
untitled-23.jpg has been successfully saved!

<< [Return to Contract List](#)

PDF Files are not supported at this time.

5. Select Manage Contracts or Return to Contract List

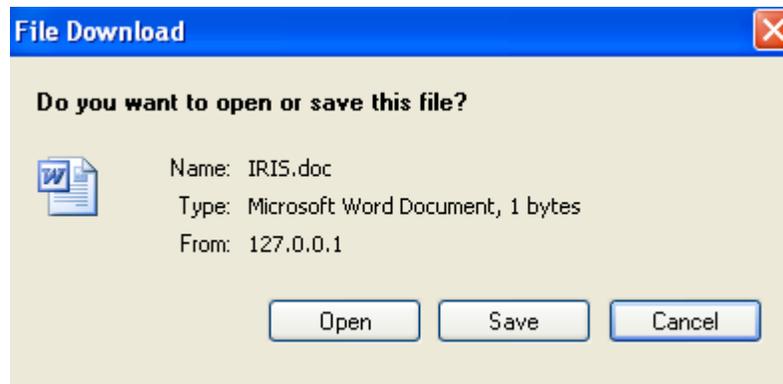
After a Contract is uploaded, the Manage Contracts screen will have the option to UPDATE, REMOVE, or VIEW the Contract.



To view the Contract:

- a. Select VIEW

The following screen appears:



- i. Select Open, to only read the Contract;
- ii. Select Save, to Save the Contract; or
- iii. Select Cancel to return to the Manage Contracts screen

To remove a Contract:

- a. Select REMOVE

Note: Selecting REMOVE will permanently delete the uploaded Contract.

7.1.5.3 Edit Contracts

To edit a Contract, perform the following steps:

1. Select a Contract name

The following screen appears:

HOME SEARCH RESOURCE INPUT ADMINISTRATION CONTRACT 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](#)

USER PROFILE

- [Change Password](#)

* Denotes required field

* Contract Name:

Description:

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

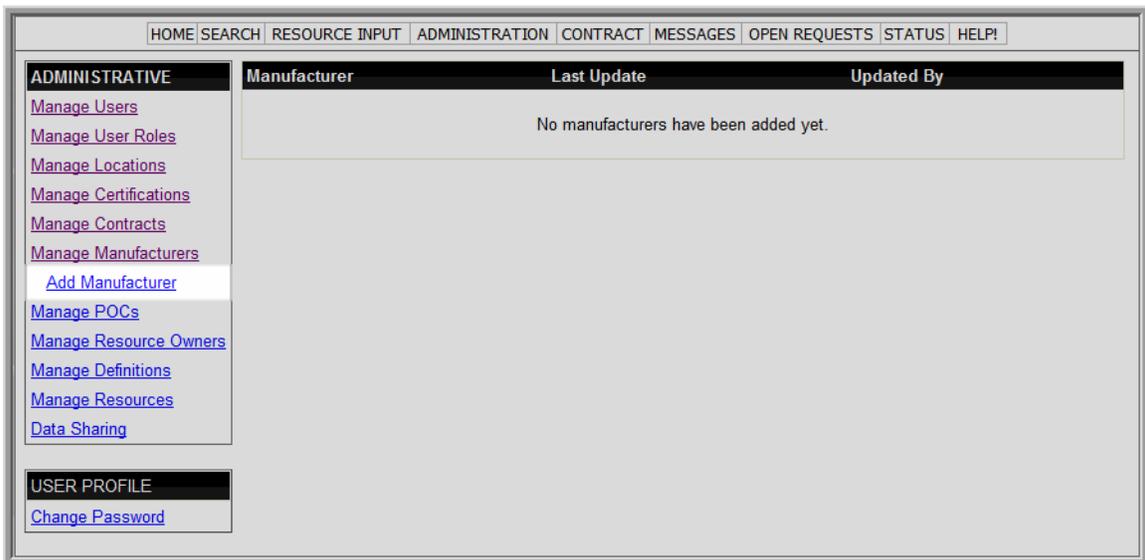
7.1.6 Manage Manufactures

Prior to entering resources into IRIS, Manufacturers must be loaded to properly associate the resource with its appropriate manufacturer. 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 manufactures, select "Manage Manufactures".



The following 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 Manufactures

To add a new manufacture, perform the following steps:

1. Select “Add Manufactures”

The following screen appears:

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

ADMINISTRATIVE

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

USER PROFILE

- [Change Password](#)

* Denotes required field

* Manufacturer Name:

Description:

ADD MANUFACTURER

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 Manufactures

To edit a Manufacturer, perform the following steps:

1. Select a Manufacturer name

The following screen appears:

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

ADMINISTRATIVE

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

USER PROFILE

- [Change Password](#)

* Denotes required field

* Manufacturer Name: Caterpillar

Description: Test Caterpillar

UPDATE MANUFACTURER

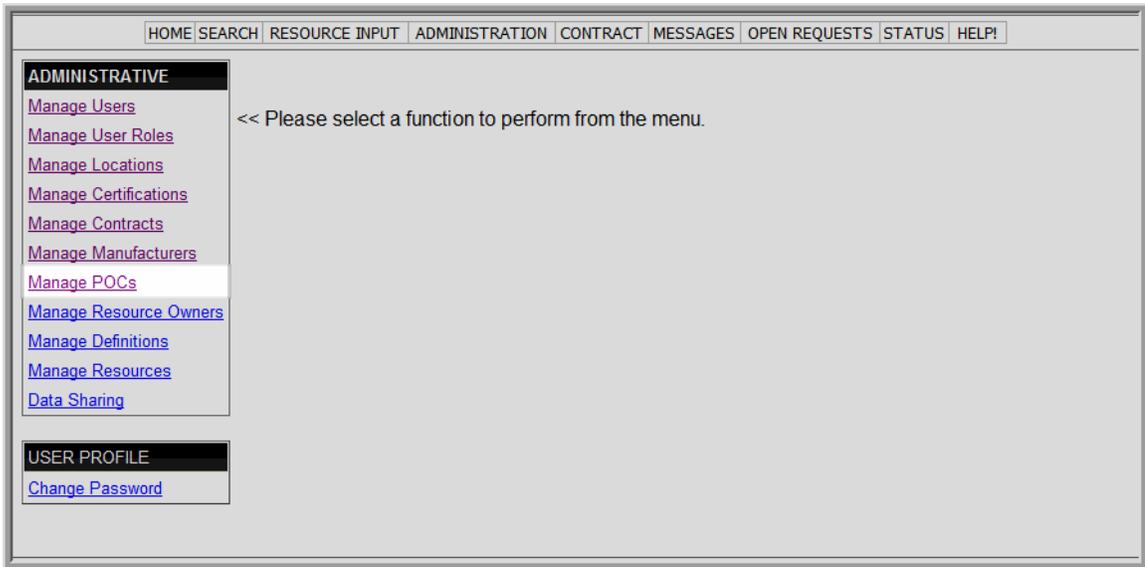
2. Type in the updated information

3. Select UPDATE MANUFACTURER

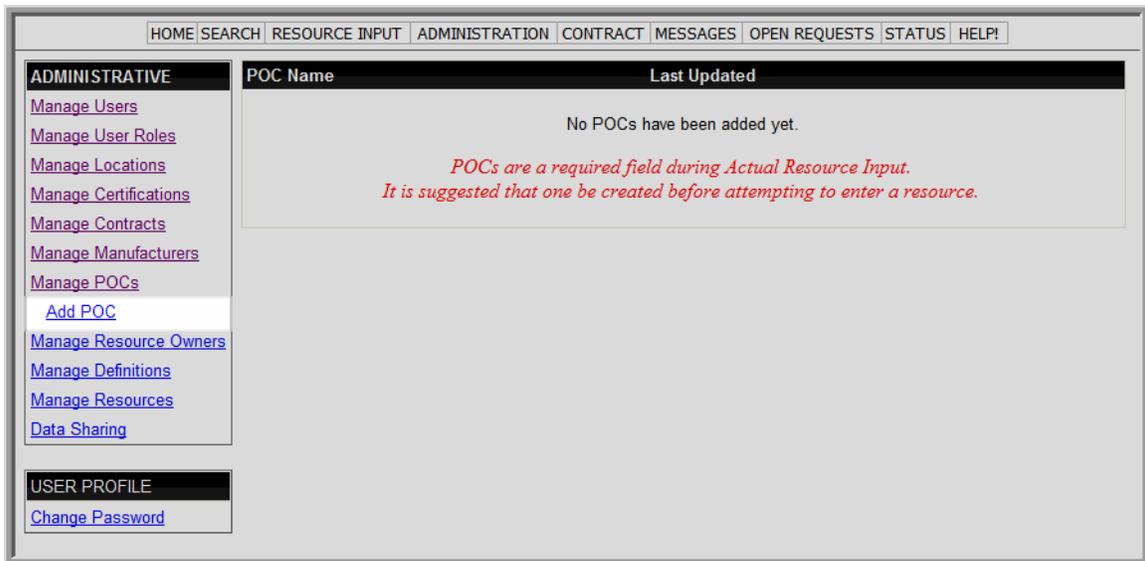
7.1.7 Manage POCs

Prior to entering resources into IRIS, create new POCs associated with a resource. The POC for a resource is the contact person for inquiries.

To manage POCs, select “Manage POCs”.



The following screen appears showing POCs Names and the time the POCs 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”

The following screen appears:

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

ADMINISTRATIVE

- [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](#)

USER PROFILE

- [Change Password](#)

* Denotes required field

* POC Name:

Daytime Phone:

Afterhours phone:

Fax:

Email:

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

The following screen appears:

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

ADMINISTRATIVE

- [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](#)

USER PROFILE

- [Change Password](#)

* Denotes required field

* POC Name:

Daytime Phone:

Afterhours phone:

Fax:

Email:

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

7.1.8 Manage Resource Owners

Prior to entering resources into IRIS, create new Resource Owners. An example could be the name of a hospital, fire station, etc.

To manage resource owners, select “Manage Resource Owners”.

HOME SEARCH RESOURCE INPUT ADMINISTRATION CONTRACT 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](#)
- [Data Sharing](#)

USER PROFILE

- [Change Password](#)

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

HOME SEARCH RESOURCE INPUT ADMINISTRATION CONTRACT MESSAGES OPEN REQUESTS STATUS 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	Resource Owner	Last Update	Updated By
	Liberty Rescue Unit	06/13/2007 2:35 PM	IRIS
	USER PROFILE		
	Change Password		

7.1.8.1 Adding Resource Owners

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

1. Select "Add Resource Owner"

The following screen appears:

HOME SEARCH RESOURCE INPUT ADMINISTRATION CONTRACT MESSAGES OPEN REQUESTS STATUS 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	<p>* Denotes required field</p> <p>* Resource Owner: <input type="text"/> (Team Name)</p> <p>Description: <input type="text"/></p> <p><input type="button" value="ADD Resource Owner"/></p>	
	USER PROFILE	
	Change Password	

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 Name

The following screen appears:

HOME SEARCH RESOURCE INPUT ADMINISTRATION CONTRACT MESSAGES OPEN REQUESTS STATUS 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

USER PROFILE

- Change Password

* Denotes required field

* Resource Owner: (Team Name) Liberty County

Description: This is a test description.

UPDATE Resource Owner

4. Type in the updated information
5. 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.

NOTE: All information must be added at one time; user will not have the option to edit/add to this resource definition later. This capability will be available in a future release.

2. Select “Manage Definitions”

The following screen appears:

HOME | SEARCH | RESOURCE INPUT | ADMINISTRATION | CONTRACT | 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](#)
- [Data Sharing](#)

USER PROFILE

- [Change Password](#)

Identify the new typed resource definition

Discipline:

Category:

Kind:

Resource:

Comment:

3. Fill in the fields with existing data or click the “New” button to add new data
4. Type in any Comments
5. Select Next

The following screen appears:

HOME | SEARCH | RESOURCE INPUT | ADMINISTRATION | CONTRACT | 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](#)
- [Data Sharing](#)

USER PROFILE

- [Change Password](#)

Discipline: Emergency Management
 Category: Firefighting (ESF #4)
 Kind: Equipment, Personnel, Vehicle
 Resource: Airborne Communications Relay (Fixed-Wing) (CAP)
 Comment: test

Type: 1

(Please enter at least one Component, Metric and Attribute)

Component	Metric	Attribute
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Fill in the fields for Component, Metric, and Attribute with the corresponding information
 - 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.

NOTE: Be sure to add all Components, Metrics, and Attributes for each Type prior to clicking on the “New” button which will move on to the subsequent type. (e.g. Type 1 will change to Type 2, Type 2 will change to Type 3, etc).

If more Components, Metrics, and Attributes need to be added:

7. Select Add

If a new Type is needed, select the “New” button. Type 2 will be created. The Components, Metrics, and Attributes created for Type 1 will remain on the screen and the Attribute can be modified to the appropriate quantitative value for that Component/Metric.

If fewer Components, Metrics, and Attributes are needed:

- 8. Remove the appropriate Component, Metric, and Attribute combination from the corresponding field**

If more Components, Metrics, and Attributes are needed:

- 9. Select Add**
- 10. Repeat steps as needed (the maximum number of Types that can be created is seven)**
- 11. Select Done when all information is added**

The New Definition will be added to the Manage Definitions 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 for supporting information, but it does not allow the user to edit the definition (Discipline, Category, Kind, Typed Resource, or Type).

NOTE: A resource can not be deleted once it is created.

To manage resources perform the following steps:

- 1. Select “Manage Resources”**

The following screen appears, showing the Resource Name, Availability, and Location.



2. Select a Resource Name that is to be edited.

A new window will open such as shown below:

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

Resource Information

Discipline: **Emergency Medical**
 Category: **Health and Medical (ESF #8)**
 Kind: **Team**
 Typed Resource: **Emergency Medical Task Force**
 Type: **Type**

Resource Name:

Alias Name(s):

Availability:

Home Location: New Location

Present Location: New Location

Processing Instructions

Reimbursement Process

Release and Return

Sustainability

0-0-0

Certifications	Certification #	Expiration Date
<input checked="" type="checkbox"/> Certificate 1	<input type="text" value="1233"/>	<input type="text" value="10/22/2003"/>
<input type="checkbox"/> Test Certicaiton - JRH	<input type="text"/>	<input type="text"/>

Contracts

	Cost/Day
<input type="checkbox"/> Contract Tim	<input type="text"/>
<input type="checkbox"/> test 2	<input type="text"/>
<input type="checkbox"/> JRH test contract	<input type="text"/>
<input type="checkbox"/> test Tim	<input type="text"/>

Resource Qualifications

Min Lead Time (Days):

Resource Restrictions:

Max Deployment Duration (Days):

Resource Requesting Information

Resource POC:

Resource Owner:

How to request:

Manufacturer Information

Manufacturer:

Model Name/Number:

Serial Number/VIN:

Length (feet):

Width (feet):

Height (feet):

Weight (pounds):

Resource Comments

MODIFY RESOURCE

RESET TO DEFAULT

3. Edit the fields

NOTE: The Certification and Contracts fields need to exist or to be added.

4. Select MODIFY RESOURCE

The screen updates with the new changes, and provides the option to print the page or return to the previous page.

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

<< [PREVIOUS PAGE](#)

Resource Information

Discipline: **Emergency Medical**
 Category: **Health and Medical (ESF #8)**
 Kind: **Team**
 Typed Resource: **Emergency Medical Task Force**
 Type: **Type 1**
 Resource Name: **MEDICAL Task Force**
 Unique ID: **PULASKI-PC-20070530-2768**
 Alias Name(s):
 Availability:

Processing Instructions

No Instructions have been entered.

- i. Select "Print this page" to print a hard copy of this resource
- ii. Select "PREVIOUS PAGE" to return back to the window to modify the resource

NOTE: The RESET TO DEFAULT button will cancel any edits done in previous steps.

5. Close the window to return back to the Manage Definitions screen

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 any of 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.

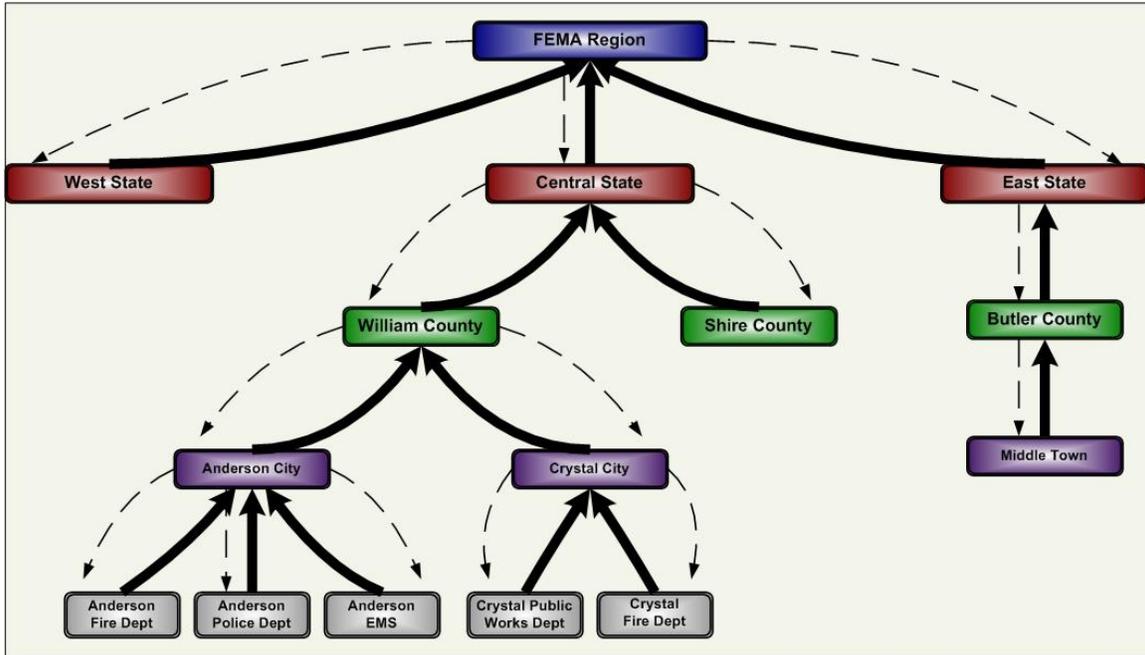


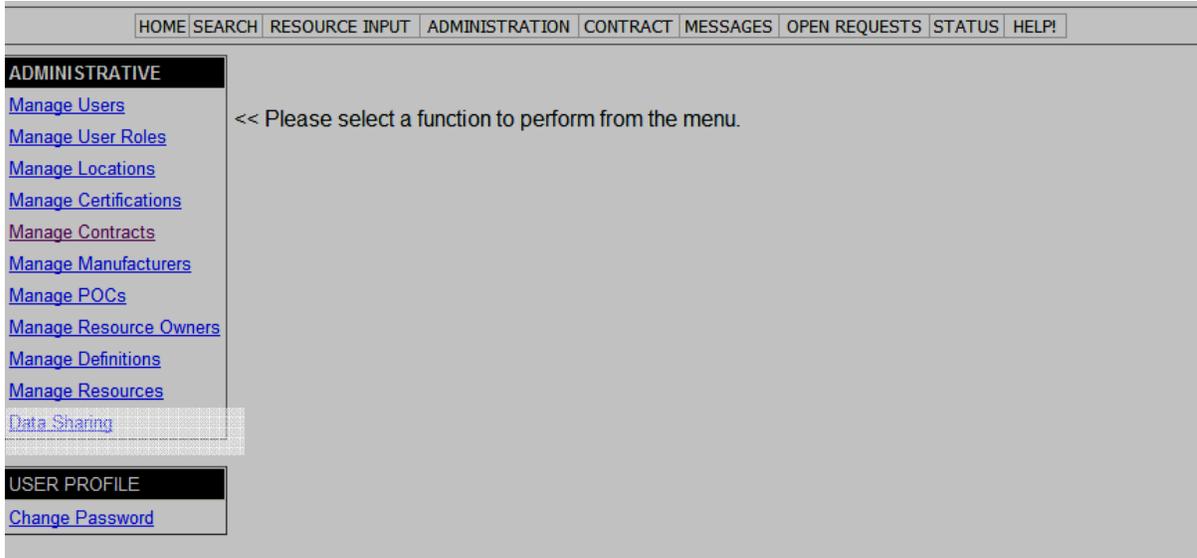
Figure 1: Parent and Child Data Sharing/Aggregation

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 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 its 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

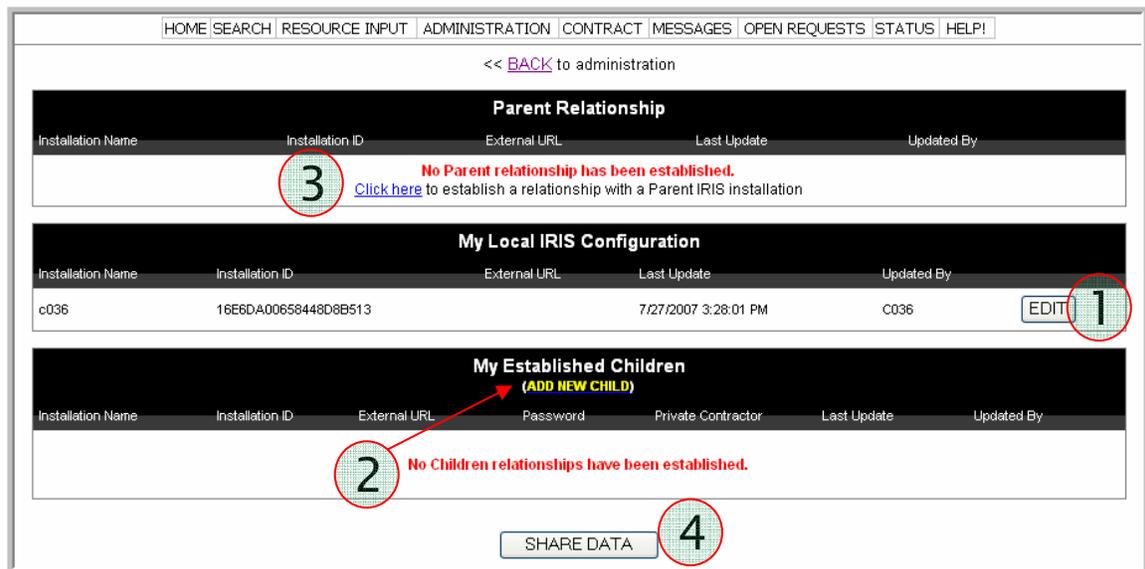
To access the data sharing feature select "Data Sharing" from the Administration tab as illustrated below.



The following screen will be displayed. The numerical references refer to the following sequential steps:

- Step 1: Enter your local External URL
- Step 2: Add child configurations
- Step 3: Add a parent configuration
- Step 4: Share Data

Each of the steps above is explained in further detail below including subsequent entry and confirmation screens.



1. Step 1 Details (Entering your external URL)

- Obtain your static IP address (see Section 7. 1.11.2 Obtaining your External URL for instructions on how to retrieve your IP address)

- b. Click Edit the following screen will be displayed

My Local IRIS Configuration				
Installation Name	Installation ID	External URL	Last Update	Updated By
c036	16E6DA00658448D8B513	<input type="text" value="http://67.82.123.158:8000"/>	7/27/2007 3:28:01 PM	C036

- c. Type your External URL in the format described in Section 7.1.11.2
d. Click Update

2. Step 2 Details (Add child configurations)

- a. Obtain your child's External URL and define a password for use when sharing data (see Section 7. 1.11.2 Obtaining your External URL for instructions on how to retrieve your IP address)
b. Click Add New Child, the following screen will be displayed

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

WARNING: This feature requires that the Child IRIS installation has upgraded to Version 1.1. Please have the Child IRIS Point of Contact verify the version at the bottom of their screen is Version 1.1.

Child URL:

Password:

Private Contractor: Yes No

<< [BACK](#)

- c. Enter the External URL and user defined password for the child you wish to connect to
d. Check Yes or No to indicate if the child is a private contractor (note: a private contractor will not receive any of your data and can only send you data)
e. Click submit the following screen will be displayed indicating a connection for the entered child's information is pending

WARNING: This feature requires that the Child IRIS installation has upgraded to Version 1.1. Please have the Child IRIS Point of Contact verify the version at the bottom of their screen is Version 1.1.

URLs of Pending Connections

http://c010.nimssc.lan:8000 ✕

CHILD CONNECTION WAS SUCCESSFULLY ADDED!

Child URL:

Password:

Private Contractor: Yes No

<< [BACK](#)

- f. Repeat steps as necessary for additional children
- g. Click Back when complete
- h. The children you have established pending connections with are now ready to add you as their parent

3. Step 3: Add a parent configuration

Once your parent has pre-established a connection (see Step 2) you are now ready to add that instance as your parent. From the main aggregation screen:

- a. Click Add Parent, the following screen is displayed:

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

WARNING: This feature requires that the Parent IRIS installation has upgraded to Version 1.1. Please have the Parent IRIS Point of Contact verify the version at the bottom of their screen is Version 1.1.

Parent URL:

Password:

Data to send to Parent

Resource Owners

POC Entities

Manufacturers

Locations

Instructions

Contract

Certifications

- b. Enter the External URL and user defined password for the parent instance
- c. Select the data fields you wish to share. For example checking only "Resource Owners" will only share the Resource Owner fields for your resources to the parent.
- d. Click submit
- e. The following screen will be displayed on your instance of IRIS

[HOME](#) | [SEARCH](#) | [RESOURCE INPUT](#) | [ADMINISTRATION](#) | [CONTRACT](#) | [MESSAGES](#) | [OPEN REQUESTS](#) | [STATUS](#) | [HELP!](#)

<< [BACK](#) to administration

Parent Relationship					
Installation Name	Installation ID	External URL	Last Update	Updated By	
Parent relationship has been successfully established.					
C019	72633B631A434768BDDC	http://c019.nimssc.lan:8000	7/31/2007 10:58:48 AM	C020	EDIT

My Local IRIS Configuration					
Installation Name	Installation ID	External URL	Last Update	Updated By	
C020	5997AE774D354087B68F	http://c020.nimssc.lan:8000	7/31/2007 10:40:01 AM	C020	EDIT

My Established Children (ADD NEW CHILD)						
Installation Name	Installation ID	External URL	Password	Private Contractor	Last Update	Updated By
No Children relationships have been established.						

[SHARE DATA](#)

[HOME](#) | [SEARCH](#) | [RESOURCE INPUT](#) | [ADMINISTRATION](#) | [CONTRACT](#) | [MESSAGES](#) | [OPEN REQUESTS](#) | [STATUS](#) | [HELP!](#)

<< [BACK](#) to administration

Parent Relationship					
Installation Name	Installation ID	External URL	Last Update	Updated By	
C019	72633B631A434768BDDC	http://c019.nimssc.lan:8000	7/31/2007 10:58:48 AM	C020	EDIT

My Local IRIS Configuration					
Installation Name	Installation ID	External URL	Last Update	Updated By	
C020	5997AE774D354087B68F	http://c020.nimssc.lan:8000	7/31/2007 10:40:01 AM	C020	EDIT

My Established Children (ADD NEW CHILD)						
Installation Name	Installation ID	External URL	Password	Private Contractor	Last Update	Updated By
No Children relationships have been established.						

[SHARE DATA](#)

- f. The following screen will be displayed on the parent's instance of IRIS indicating a child connection with you has been established

<< [BACK](#) to administration

Parent Relationship				
Installation Name	Installation ID	External URL	Last Update	Updated By
ESF12	6784DE7501AE4858A5CA	http://c017.nimssc.lan:8000	7/30/2007 5:45:48 PM	c019

[EDIT](#)

My Local IRIS Configuration				
Installation Name	Installation ID	External URL	Last Update	Updated By
C019	72633B631A434768BDDC	http://c019.nimssc.lan:8000	7/30/2007 3:27:49 PM	C019

[EDIT](#)

My Established Children (ADD NEW CHILD)						
Installation Name	Installation ID	External URL	Password	Private Contractor	Last Update	Updated By
C020	5997AE774D354087B68F	http://c020.nimssc.lan:8000	test	NO	7/31/2007 10:58:47 AM	C019

[EDIT](#)

[SHARE DATA](#)

4. Step 4: Share Data

Once Steps 1 -3 are completed data can be shared

- a. Click on the Share Data button from the main Aggregation screen

The following screen will be displayed showing the data that will be sent to the respective IRIS instances:

HOME SEARCH RESOURCE INPUT ADMINISTRATION CONTRACT MESSAGES OPEN REQUESTS STATUS HELP!				
<< BACK				
Outbound Data Sharing				
Sending Installation	Receiving Installation	Relationship	Data Being Sent	
<p>SEND SHARED DATA</p>				

- b. Click Send Shared Data and wait until the following screen is displayed.

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

HOME SEARCH RESOURCE INPUT ADMINISTRATION CONTRACT MESSAGES OPEN REQUESTS STATUS HELP!				
<< BACK				
Outbound Data Sharing				
Sending Installation	Receiving Installation	Relationship	Data Being Sent	
<p>Requested Outgoing Data Sharing Work has completed</p> <p>SEND SHARED DATA</p>				

To send new or updated resources simply repeat step 4. Steps 1 -3 do not need to be repeated after the parent/child configurations are established.

It should be noted that the Data Sharing process executes a batch file that transmits any data in the sending que 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 inadvertently stop the transmission process.

7.1.11.2.1 Obtaining your External URL

An external URL that contains a Static IP Address 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`

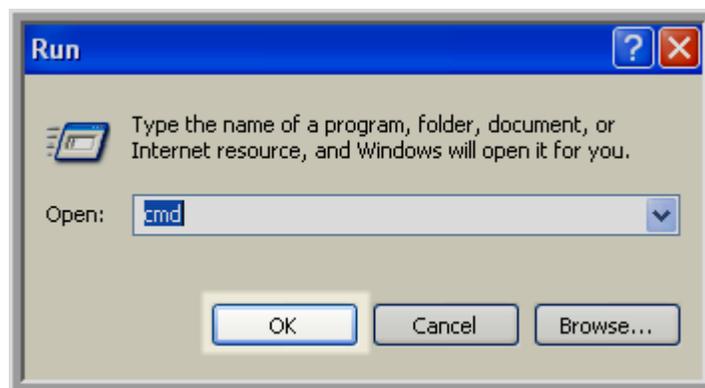
Or

`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



3. Enter "cmd" (as noted above) and click OK to access the command prompt
4. At the prompt, type: `ipconfig -all` and hit Enter

```
C:\WINDOWS\system32\cmd.exe
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.

M:\>ipconfig -all
```

5. Scroll through 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.

```
C:\WINDOWS\system32\cmd.exe
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.

M:\>ipconfig -all

Windows IP Configuration

    Host Name . . . . . : C025
    Primary Dns Suffix . . . . . : nimssc.lan
    Node Type . . . . . : Hybrid
    IP Routing Enabled. . . . . : No
    WINS Proxy Enabled. . . . . : No
    DNS Suffix Search List. . . . . : nimssc.lan
                                     nimssc.lan
```

7.2 User Profile

The User Profile feature provides the capability to change a password.

To change a password:



1. Select Change Password

The following screen appears:

HOME SEARCH RESOURCE INPUT ADMINISTRATION CONTRACT 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](#)
- [Data Sharing](#)

USER PROFILE

- [Change Password](#)

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

2. Type in the Current Password, the New Password, and the New Password again in the "Confirm" field
3. Select Change

8.0 Adding Resources

As previously mentioned in the ADMINISTRATION section, it is suggested to add elements such as Users, User Roles, Locations, Certifications, Manufacturers, POCs, Resource Owners, and Definitions 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 three FEMA provided Non-Typed resource definitions, a new definition may be added for the resource.

Once resources are ready to be added, complete the following:

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

1. Select RESOURCE INPUT from the Navigation Menu

The following screen appears:

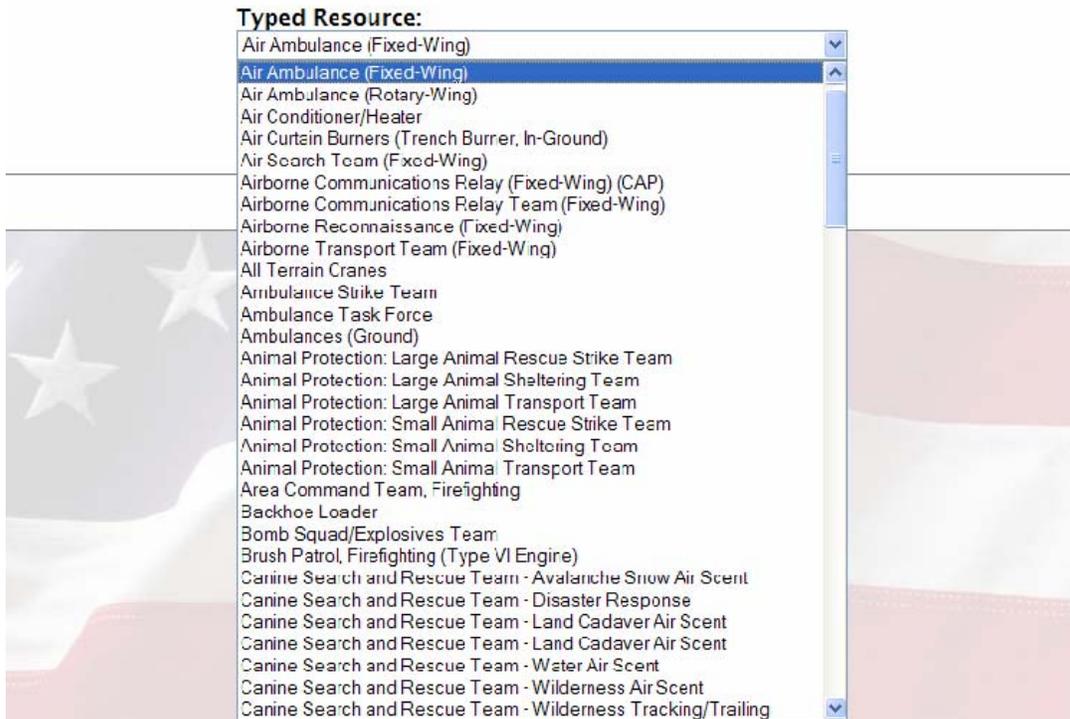
HOME SEARCH **RESOURCE INPUT** ADMINISTRATION CONTRACT MESSAGES OPEN REQUESTS STATUS HELP!

Typed Resource:

-Select-

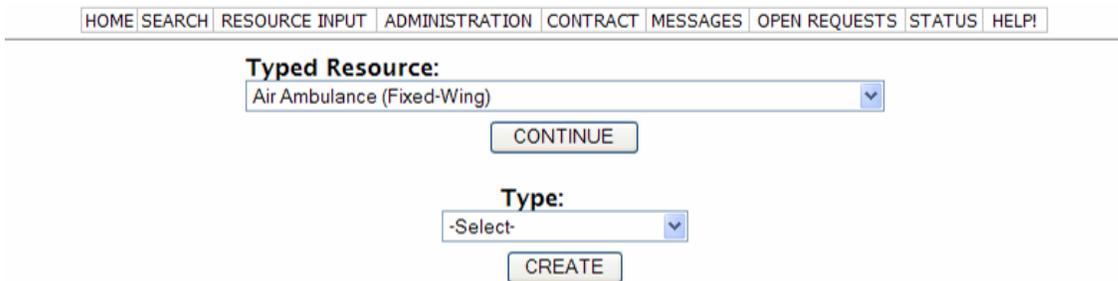
CONTINUE

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 following screen appears:



5. Select the drop down menu on the right side of the Type field, and scroll down the list of Types

Typed Resource:

Air Ambulance (Fixed-Wing) ▼

CONTINUE

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 following 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

Certifications

	Certification #	Expiration Date
<input type="checkbox"/> Certification #1	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> test	<input type="text"/>	<input type="text"/>

Contracts

You have not entered any Contracts yet.

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

ADD RESOURCE

The above form has check boxes that will allow the user to add further information. If check boxes are not available New Locations, Resource POC, Resource Owner or Manufacturer during the setup in the ADMINISTRATION section, more information may be added at this time if that privilege is available to the User.

NOTE: Fields for adding New Certifications and Contracts that were not previously created in the ADMINISTRATION section are not available on this form.

8. Fill out the fields with as much information as possible

9. Verify the information in each field

NOTE: This resource can not be deleted once it is added.

10. Select ADD RESOURCE

The following screen appears:

The screenshot shows the NIMS IRIS (National Incident Management System Incident Resource Inventory System) interface. At the top left is the FEMA logo. The main header reads "NATIONAL INCIDENT MANAGEMENT SYSTEM" and "NIMS IRIS INCIDENT RESOURCE INVENTORY SYSTEM" next to a stylized eye icon. A navigation bar contains links: HOME | SEARCH | RESOURCE INPUT | ADMINISTRATION | CONTRACT | MESSAGES | OPEN REQUESTS | STATUS | HELP!. The main content area displays a success message: "Your Resource has been added to IRIS. Please choose from the following options." Below this are three blue buttons: "ADD ANOTHER NEW RESOURCE", "CLONE LAST ENTERED RESOURCE", and "VIEW PREVIOUSLY ENTERED RESOURCE". At the bottom, there are links for "<< MAIN MENU" and "LOGOFF".

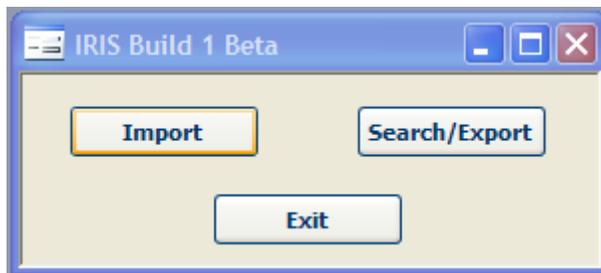
11. Choose from the displayed options as shown in the figure above

9.0 Importing and Exporting Resources

From the desktop click the “IRIS IMPORT EXPORT Tool” icon.



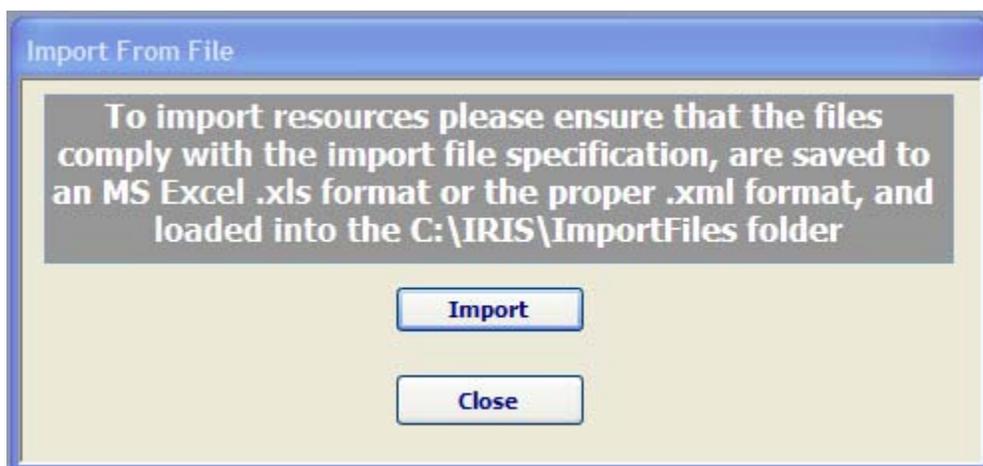
The following screen will appear:



These features are described below.

9.1 Import

Select “Import” to load data into IRIS. The following screen will appear:



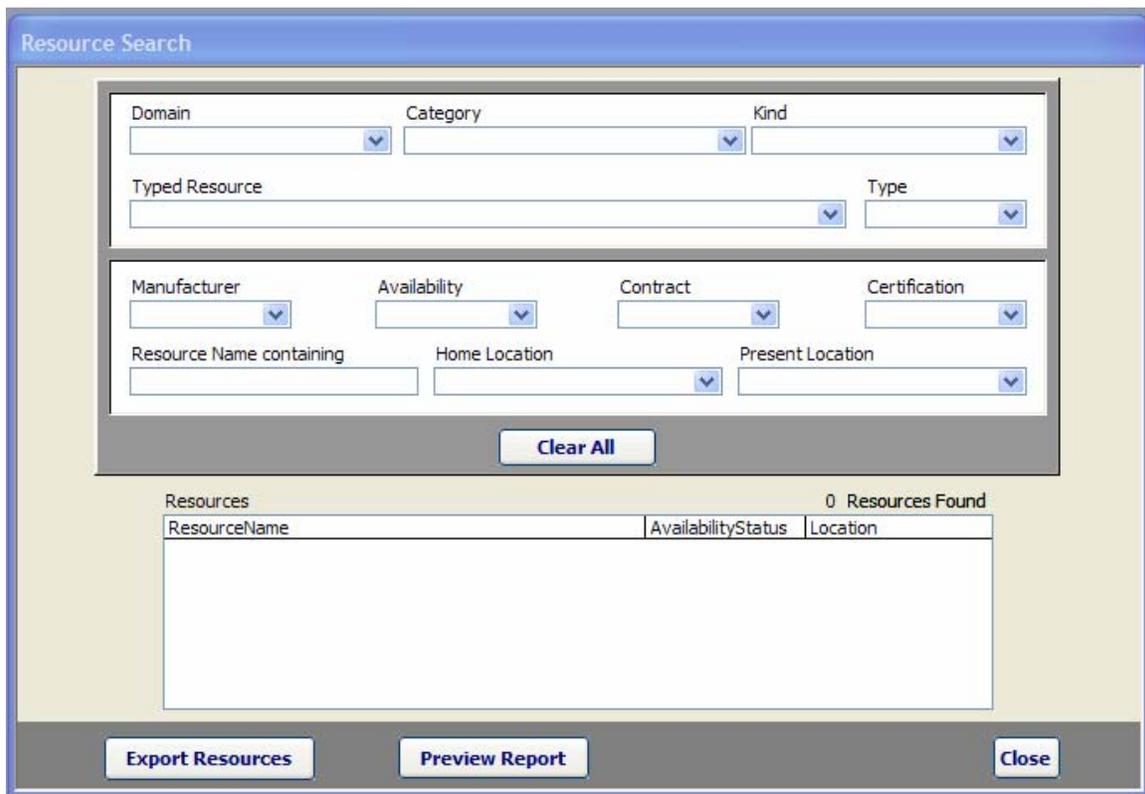
NOTE: Import File Specifications can be seen in *Appendix A*.

Once you are sure that your file is compliant and in correct location (C:\IRIS\ImportFiles\), click “Import” and the data will be imported into the IRIS database.

If you encounter errors, error logs will be created in the C:\IRIS\ImportErrors folder. Refer to those to see how to correct any issues.

9.2 Export

Select “Search/Export” to export data from IRIS. The following screen will appear:



The screenshot shows a dialog box titled "Resource Search". It contains several search criteria sections:

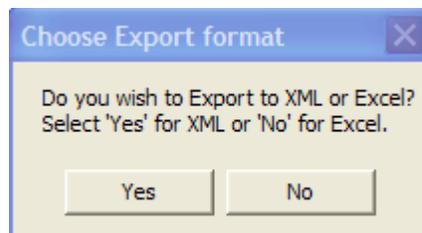
- Domain**, **Category**, and **Kind**: Each has a text input field and a dropdown arrow.
- Typed Resource** and **Type**: Each has a text input field and a dropdown arrow.
- Manufacturer**, **Availability**, **Contract**, and **Certification**: Each has a text input field and a dropdown arrow.
- Resource Name containing**, **Home Location**, and **Present Location**: Each has a text input field and a dropdown arrow.

Below these sections is a **Clear All** button. At the bottom of the search area is a table with the following structure:

Resources		0 Resources Found
ResourceName	AvailabilityStatus	Location

At the bottom of the dialog box are three buttons: **Export Resources**, **Preview Report**, and **Close**.

Using the drop-down menus, select the resource(s) for export. Select the Export Resource button. The following screen will appear:

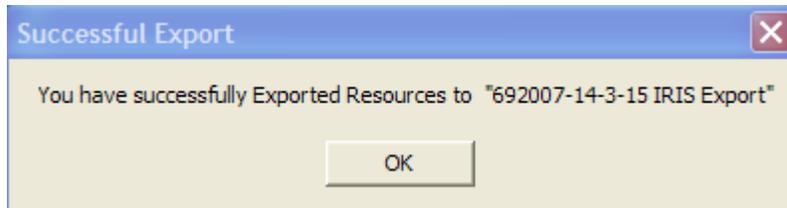


The screenshot shows a dialog box titled "Choose Export format". It contains the following text:

Do you wish to Export to XML or Excel?
Select 'Yes' for XML or 'No' for Excel.

Below the text are two buttons: **Yes** and **No**.

Select "Yes" to export to XML format or "No" for Microsoft Excel. The following message will appear. All export files created by IRIS either in XML or Excel are stored in the "C:\IRIS\ExportFiles" folder.



10.0 Finding Resources

10.1 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 (as seen above)

As mentioned in *Manage Definitions*, IRIS uses a "drill down" hierarchical structure to locate resources. *Figure 4* illustrates the "drill down" structure is shown below:

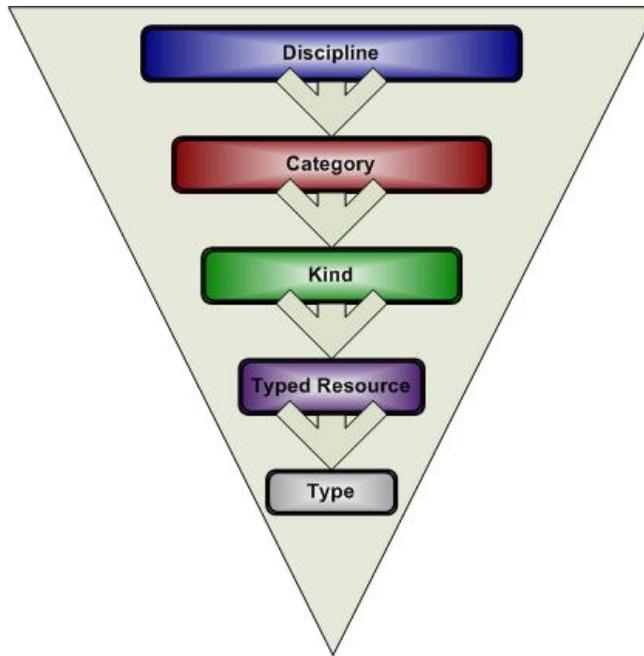
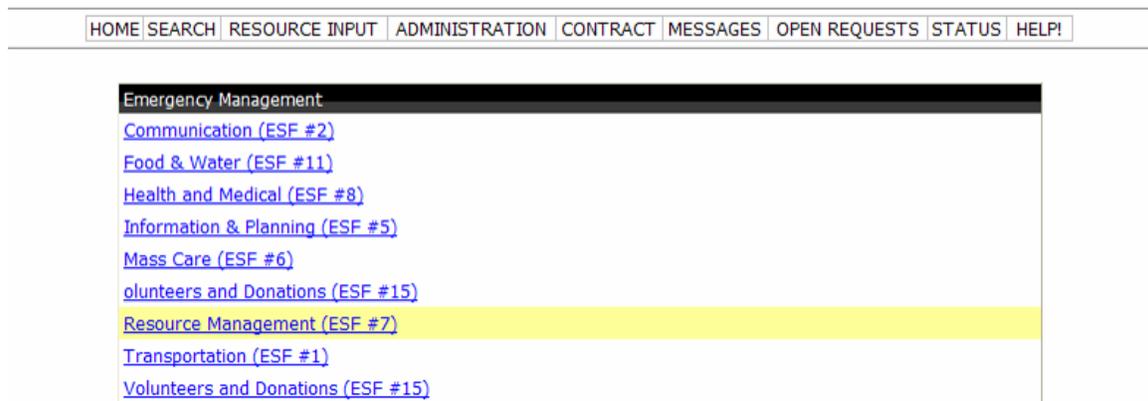


Figure 2: IRIS Hierarchical Drill-Down Structure

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.

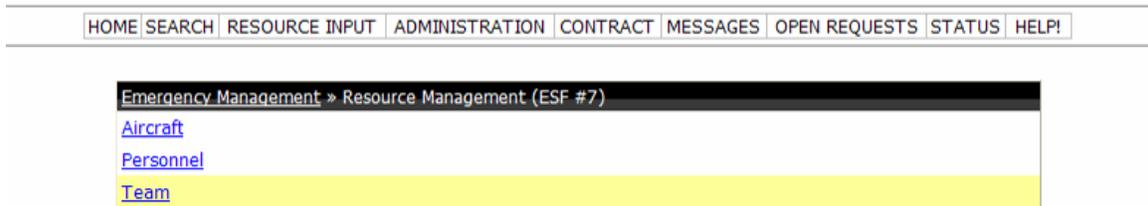
After selecting a Discipline, the "Category" screen appears.



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.

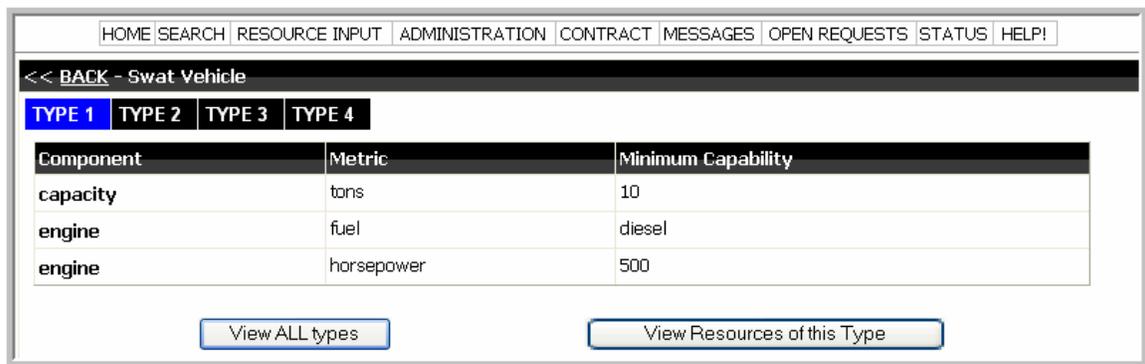
After selecting a Kind, the “Typed Resources” screen appears.



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.

To maneuver between the Types, select a Type.

On the bottom of the screen, there are two buttons: "View Resources of this Type" (this feature displays actual resources) and "View ALL types" (this feature displays definition information about the actual resources).

To view all types, select "View ALL types"; detailed information will appear.

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

If resources are not available, the following screen appears:



If resources are available they will appear as shown in the below example:

The screenshot shows a navigation bar at the top with the following items: HOME, SEARCH, RESOURCE INPUT, ADMINISTRATION, CONTRACT, MESSAGES, OPEN REQUESTS, STATUS, and HELP!. Below the navigation bar, the breadcrumb "Emergency Medical » Air Ambulance (Fixed-Wing) » Type 1" is displayed. Below the breadcrumb is a table with the following data:

Availability	Resource Name	Location	City	State
Available	Air Rescue #1	NIMS SC	Somerset	KY
Committed	Air Rescue #2	NIMS SC	Somerset	KY

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: "Air Rescue #1", was selected, and the following screen appears:

10.2 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 following screen appears:

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

- Open Text: []
- Discipline: []
- Category: []
- Kind: []
- Typed Resource: []
- Type: []
- Manufacturer: []
- Availability: []
- Contract: []
- Certification: []
- Home Location City/State/County: [] [] []
- Present City/State/County: [] [] []

Buttons: submit, Reset

12 Man Team	Available	Bayport	CL
250 gpm pump on trailer	Available	Central City	CL
4 yd	Available	Central City	CL
4 yd Selt loading Dump	Available	Central City	CL
4 yd w/ compressor	Available	Central City	CL
4yd self loading Dump	Available	Central City	CL
8 Yd	Available	Central City	CL

Searching can be done by selecting various criteria which includes: Open Text, Discipline, Category, Kind, Typed Resource, Type, Manufacturer, Availability, Contract, Certification, and Home and Present Location by City and State.

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.

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.

For this example, the resource: “Air Rescue 1” was selected, and the following screen appeared:

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.

11.0 Logoff

The LOGOFF button is used to close the IRIS application.



To log off of IRIS, select LOGOFF.

12.0 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

NOTE: The above process does not remove the Import and Export tool. In order to remove the tool, complete the following process:

6. Select Start
7. Select Control Panel
8. Select Add and Remove Programs
9. Select the IRIS Import and Export tool.
10. Select Remove, and continue the steps as provided within the uninstall process

13.0 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.

14.0 Appendix A: Import File Specifications

Column Name	Required/Optional	Column Type
ResourceDefinitionName	Required	RDName
ResourceDefinitionType	Required	Retype
ActualResourceName	Required	String
AliasNames	Optional	String
AvailabilityStatus	Optional	ARAvailability
ResourceOwnerTeamName	Required	String
HowToRequest	Optional	Text
POCEntityName	Required	String
HomeLocationDescription	Required	String
HomeLocationAddress	Required	String
HomeLocationCity	Required	String
HomeLocationState	Required	String
HomeLocationPostalCode	Optional	String
HomeLocationLatitude	Optional	LongLat
HomeLocationLongitude	Optional	LongLat
PresentLocationDescription	Optional	String
PresentLocationAddress	Optional	String
PresentLocationCity	Optional	String
PresentLocationState	Optional	String
PresentLocationPostalCode	Optional	String
PresentLocationLatitude	Optional	LongLat
PresentLocationLongitude	Optional	LongLat
ContractType	Optional	ARContractType
DollarsPerDay	Optional	Float
MinLeadTimeDays	Optional	Integer
MaxDeploymentDurationDays	Optional	Integer
Certification1Description	Optional	String
Certification1Identifier	Optional	String
Certification1Expiration	Optional	Date
Certification2Description	Optional	String
Certification2Identifier	Optional	String

Column Name	Required/Optional	Column Type
Certification2Expiration	Optional	Date
Certification3Description	Optional	String
Certification3Identifier	Optional	String
Certification3Expiration	Optional	Date
Certification4Description	Optional	String
Certification4Identifier	Optional	String
Certification4Expiration	Optional	Date
Certification5Description	Optional	String
Certification5Identifier	Optional	String
Certification5Expiration	Optional	Date
Length	Optional	Float
Width	Optional	Float
Height	Optional	Float
Weight	Optional	Float
ResourceRestrictions	Optional	String
Comments	Optional	Text
ResourceManufacturer	Optional	String
ModelNameOrNumber	Optional	String
SerialNumberOrVIN	Optional	String

15.0 Appendix B. 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

- Select "Tools" from the browser
- Select Express
- 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.

- Select Control Panel
- Select Add Remove Programs
- Select IRIS
- Select Import Export Tool

4. Validate that your computer has the latest SQL Server 2005 ODBC driver installed.

- Select Control Panel
- Select Administrative Tools
- Select Data Sources (ODBC)
- Select the Drivers tab
- Locate "SQL Server"
- 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 10 GB of Hard Disk space. Is this an error or does it really need 10 GB?
- A. NIMS-IRIS needs approximately 1GB to install. The 10GB 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 10 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-ROM 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:
- I. Validate that your computer has the latest Microsoft updates.
Two options:
 - a) Microsoft
<http://windowsupdate.microsoft.com/>
 - b) Browser
 - Select "Tools" from the browser
 - Select Express
 - 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.
 - Select Control Panel
 - Select Add Remove Programs
 - Select IRIS 1.0
 - Select Import Export Tool
- 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:
- I. Please verify that you have system administrative privileges.

2. Click on the IRIS icon on your desktop.
3. Change URL in browser from <http://iris:8000/IRIS/> to <http://localhost:8000/IRIS/>

If the above URL does not work then enter the following:

4. 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

- Select "Tools" from the browser
- Select Express
- 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.

- Select Control Panel
- Select Add Remove Programs
- Select IRIS
- 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. The system is designed with the highest level of security in mind. Unless you have set up another user and assigned the "IRIS Admin" role, there is no way to reset your password. You will need to uninstall the IRIS software and reinstall. A user with the IRIS Admin role can unlock another user's account.

Q. How do I start the tutorial?

A. Please follow these steps:

Two Options:

a) From the FEMA website:

1. <http://www.fema.gov/emergency/nims/rm/iris.shtm>

Select IRIS tutorial

b) From CD:

1. Locate within the IRIS directory created upon installation
2. Click the "Flash Tutorial Final" folder
3. Click the "IRIS-Tutorial.html" icon
4. Click 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