



DEMES Resource Management Job Aid

Updated June 20, 2024



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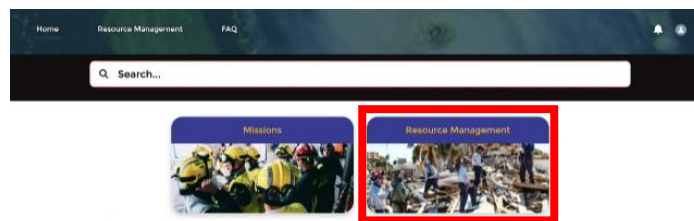


Registration and Login Process

Registering: Navigate to the registration URL provided. Fill in your details such as name, agency affiliation, and email, then create and confirm your password.

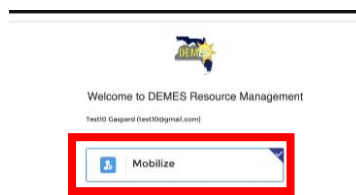
Logging In: Use your credentials to log in. If it's your first login post-registration, you'll be prompted to associate with your agency by searching and selecting it from a list.

1. Complete the form by entering your personal details: first name, last name, agency affiliation, work email, and choose a username.
2. Set and confirm your password.
3. Click 'SIGN UP' to complete the registration.
4. Once logged in, you'll be prompted to associate with your agency. Enter the name of your agency in the provided field and select it from the dropdown list.



Mobilizing to Missions

Initial Mobilization: Upon successful login, if not yet associated with a mission, you'll see the 'Mobilize' button. Click this to start the process of adding yourself and any required resources (personnel and equipment) to a mission.



1. Upon login, locate and click the 'Mobilize' button on the Welcome Screen. This is your primary action point for beginning mission association.
2. If you are not currently associated with any mission, the 'Mobilize' button will be your only visible option.



Mobilize Personnel and Equipments

Personnel: (1)

Owner

Mobilized Personnel

TestIO Caspard

Mobilization Date/Time

Date: May 14, 2024 Time: 2:48 PM

Emergency Support Function

Select Emergency Support Function

Equipment

Previous Save

Adding Resources to a Mission:

3. After selecting the 'Mobilize' button, search and select the relevant mission using keywords or mission numbers.
4. To mobilize yourself or other personnel, use the '+' button to add each person, specifying their roles and the dates they are mobilized.
5. To add equipment, click the '+' next to the equipment section, enter required details like Equipment ID, and select the equipment from available options.

Equipment: (1)

Equipment 1

Mobilization Date/Time

Date: May 14, 2024 Time: 2:48 PM

Equipment Type/FEMA Code

Search Rates...

Not Found?

Equipment Name/ID

Equipment Description

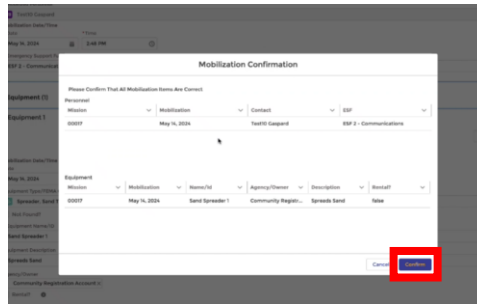
Agency/Owner

Search Accounts

Rental?

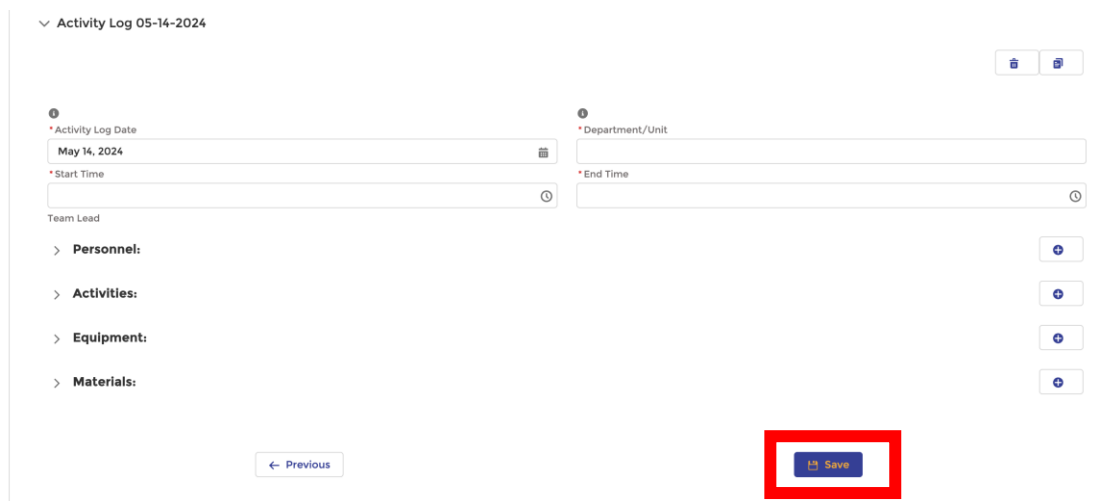
Previous Save

Multiple Missions: If applicable, you can be mobilized to multiple missions simultaneously, especially in scenarios where specific equipment is needed across various locations.



Daily Operations and Activity Logging

Activity Logs: After mobilization, navigate to the Daily Time Activity Logs to document daily activities. Be specific about the personnel involved, tasks completed, and equipment used.



Logging Activities:

1. Navigate to the 'Daily Time Activity Logs' from the main menu.
2. Select the date for which you want to log activities.
3. Enter detailed logs for each activity, including the personnel involved, the equipment used, and the exact duration of each task.

Detailed Logs: For each entry, specify the exact time spent on activities, the role of each individual, and any equipment utilized, ensuring accountability and accurate record-keeping.



Personnel: (1)

Resource 1

* Mobilized Personnel
Select Mobilized Personnel

* Start Time: 12:00 AM
* End Time: 12:00 PM
Labor Hours: 12

Personal Vehicle Mileage

Event Related?

Specific Log Entries:

1. For each activity log, detail the start and end times to calculate labor hours accurately.
2. Specify each piece of equipment used and its operational timeframe (either in hours or miles, not both).

Special Cases and Edge Cases

Equipment Mobilization: If mobilizing equipment, it must be demobilized with the personnel unless specifically required for ongoing missions. This ensures accountability for resources used during operations.

Mission Switching: If needed, you can switch between missions. This functionality allows for flexibility in resource management and operational demands.

1. If you need to be mobilized to more than one mission, you can manage your participation through the 'Switch Mission' feature, allowing you to navigate between different mission engagements as required.

Demobilization and Resource Management

Demobilization Process: Begin by selecting the resources to demobilize. If equipment was mobilized, it must also be demobilized unless it is being transferred to another ongoing mission.

1. Start the demobilization from the 'Demobilize' button on the main menu.
2. Select the personnel and/or equipment to be demobilized, ensuring that all resources are accounted for and properly logged before demobilization.\



Home Resource Management FAQ

Search...

Additional Equipment Available for Demobilization

If there is damage to report on any Equipment associated with your mobilization, please select Equipment and then click **Create/ Edit Damage Report**

Otherwise, if there is no damage to claim, please click on **Finalize** to complete the demobilization process

Mobilization Time	Equipment ID#	Agency Owner	Damage Description	Date Report Signed
<input type="checkbox"/> 5/14/2024, 02:48 PM EDT	A Portable	Community Registration Account		

By submitting this data, you are confirming that any damages that have been reported on Equipment associated with your agency's mobilization is accurate and correct.

Confirm

Previous

Resource Accountability: Ensure all logs and documentation are completed before demobilization to maintain a clear record of resource utilization and operational timelines.

Home Resource Management FAQ

Search...

Additional Equipment Available for Demobilization

If there is damage to report on any Equipment associated with your mobilization, please select Equipment and then click **Create/ Edit Damage Report**

Otherwise, if there is no damage to claim, please click on **Finalize** to complete the demobilization process

Mobilization Time	Equipment ID#	Agency Owner	Damage Description	Date Report Signed
<input checked="" type="checkbox"/> 5/14/2024, 02:48 PM EDT	A Portable	Community Registration Account		

By submitting this data, you are confirming that any damages that have been reported on Equipment associated with your agency's mobilization is accurate and correct.

Confirm

Previous

Enhanced Search and Selection: The equipment search functionality now includes an extensive list of predefined equipment types with associated FEMA codes. If equipment is not found in the predefined list, it must be manually added with details about the usage metrics (hours or miles).

Confirm Button: Click 'Confirm' to finalize the mobilization or demobilization processes. This feature ensures all additions or removals are reviewed and confirmed before submission.



Receipts and Documentation

Uploading Receipts: Maintain clear records of all expenditures by uploading receipts. This documentation is crucial for financial tracking and reimbursement processes.

1. Access the 'Receipts' section from the main menu.
2. Click on 'Upload Files' to select and upload images or files of receipts.
3. Ensure each receipt is properly titled and categorized for easier management and future reference.



Training and Support

Continuous Training: Regular updates and training sessions are essential to keep all personnel up-to-date with the system's functionalities and best practices. Please be sure to navigate to the DEMES website for the most up to date resources.

Support Access: Provide easy access to support and troubleshooting guides to address any issues encountered during the use of the resource management system.