



Resource Management App User Guide

This guide offers a concise overview on mobilizing resources, logging activities, demobilizing, and handling receipts within the Resource Management App, facilitating efficient mission management and resource allocation as of 06/21.

Mobilizing to a Mission

The Change: The Resource Management App now allows users to directly mobilize to missions, view their mobilization status, and add resources seamlessly through a centralized system, replacing manual processes. Enhanced transparency and accountability are now integral to the mobilization process.

The Impact: This new mobilization process streamlines mission assignments, resource allocation, and team coordination, enhancing overall efficiency and responsiveness during critical missions. It ensures that all stakeholders are updated in real-time about mission developments and resource deployment.



People Impact

- **Team Leaders and Personnel:** Greater autonomy in mobilization decisions; leaders have real-time visibility into team status, enhancing decision-making capabilities.
- **Administrative Staff:** Significantly reduced manual entry, real-time updates, and easier tracking of resource deployment across missions simplify administrative processes and increase accuracy.



Process Impact

- **Mobilization Visibility:** Full transparency in mobilization statuses enhances operational security and readiness. Team leaders can mobilize or demobilize resources with a few clicks.
- **Resource Addition:** New functionalities allow for the real-time addition of personnel and equipment to missions, ensuring that all resources are fully utilized and promptly accounted for.



Technology

- **Enhanced User Interface:** Intuitive controls and streamlined processes, including a redesigned 'new mission' button and immediate status updates.
- **Data Integrity:** Ensures accuracy in the tracking of resources with improved input fields for equipment IDs and personnel data.
- **Adaptability:** The system now supports rapid adjustments to mission needs without the need for backend updates, adaptable to changing operational requirements.

Steps

1. **Begin/Continue Mobilization:** Upon logging in, users are brought to the mobilization interface, where they can immediately start or continue mobilizing to their assigned missions.
2. **View Current Missions:** Users will see a list of missions they are currently mobilized to, acknowledging their involvement in multiple missions and providing a clear picture of their assignments.
3. **Add Resources:** Users have the option to add personnel or equipment to any missions they are currently involved in by using the '+' button within each mission's details.
4. **Manage Mobilization Status:** Users should check their mobilization status. If a team leader has mobilized a user, the status might not be directly visible, but you can still adjust your participation as needed.

Logging Daily Activities

The Change: The process for logging daily activities on missions has been significantly enhanced. The Resource Management App now supports real-time activity logging with integrated tools for documenting associated personnel, equipment, and materials, streamlining documentation and ensuring data integrity.

Impact: This enhancement ensures a detailed, real-time, and auditable trail of daily mission-related activities. It improves the accuracy of resource tracking and enhances accountability across all levels of operation, supporting more informed decision-making and operational analysis.



People Impact

- **Frontline Users:** Now have access to intuitive logging tools that allow for immediate recording of activities, ensuring no details are missed and all efforts are documented in real time.
- **Managers and Team Leads:** Gain enhanced capabilities to monitor their teams' activities as they happen, facilitating more effective management and immediate feedback.
- **Administrative Personnel:** Experience improved data flow, which reduces the time between activity occurrence and reporting, enhancing administrative efficiency and reducing opportunities for errors.



Process Impact

- **Activity Logging:** Users benefit from an improved, uniform approach to logging, ensuring that data entry is consistent across all missions and user levels.
- **Material and Receipt Tracking:** Direct integration of materials and receipts into the activity logs provides a seamless audit trail from the activity to financial documentation.



Technology

- **Real-Time Data Capture:** The updated system supports the instant capture of detailed activity data, improving the speed and accuracy of data entry.
- **Enhanced Data Integrity:** With advanced validation checks and the ability to link materials directly to specific activities and personnel, data integrity is significantly bolstered.
- **Ease of Use:** The interface has been refined to ensure it is intuitive for all users, with simplified steps for entering and reviewing data.

Steps

1. **Access Daily Time Activity:** Navigate to the daily time activity section to start logging activities for the selected mission.
2. **Add Logs:** Press the '+' button to add a new log entry for the current date. Fill in the required fields such as department, team lead, and the emergency support function you're performing.
3. **Detail Activities, Personnel, and Equipment:** Within the log, add specific activities performed, personnel involved, and any equipment used. Specify the duration of work and location for each.
4. **Separate Receipts Upload:** After logging activities, navigate to the dedicated receipts section to upload any associated receipts. This step is distinct and separate from logging daily activities.

Demobilizing from a Mission

The Change: The new demobilization feature in the Resource Management App provides a structured and transparent process for safely and effectively disengaging personnel and equipment from missions, ensuring all resources are properly accounted for and restored to readiness.

Impact: Enhanced demobilization processes lead to quicker readiness for future missions, reduce potential errors, and ensure thorough documentation of the state of resources post-mission, including any damages.



People Impact

- **Field Personnel:** Empowered to manage their own demobilization seamlessly, enhancing their autonomy and accountability.
- **Team Leaders:** Better oversight on resource status and recovery post-mission, facilitating smoother transitions and planning for subsequent operations.
- **Administrative Staff:** Streamlined processes and integrated systems reduce administrative load and improve the accuracy of demobilization records.



Process Impact

- **Standardized Check-out:** The app introduces a uniform demobilization checklist, ensuring all steps are completed and documented to maintain operational integrity.
- **Damage Accountability:** Enhanced features for reporting and documenting equipment damage directly within the app, improving response times and accountability for maintenance.



Technology

- **Integrated Damage Reporting:** Direct integration with the app's database allows for the immediate and organized documentation of any damages, with options to upload photographic evidence and detailed descriptions.
- **Automated Status Updates:** As resources are demobilized, the system automatically updates their status and integrates these changes into the overall resource management logs.
- **Data Consistency:** The system ensures that all demobilization data is consistent and fully integrated with other mission management functions, aiding in comprehensive post-mission analyses.

Steps

1. **Initiate Demobilization:** Choose the mission you are ending. Start the demobilization process for yourself and for any equipment or personnel that you mobilized.
2. **Demobilize Your Resources:** Specifically select and demobilize resources that you own and have added to the mission. This includes both equipment and personnel that were mobilized under your authorization.
3. **Report Equipment Damage (if applicable):** If any equipment you own is damaged, mark the damage and create a detailed report by summarizing the issue and uploading any relevant supporting documentation.
4. **Complete Demobilization:** Confirm the completion of your demobilization, verifying that all logs and statuses for your mobilized resources are updated to reflect their new, non-active status.

Switching Between Missions

The Change: The new feature enhances the flexibility of the Resource Management App by allowing users to switch between multiple missions seamlessly. This capability ensures continuity of equipment deployment and operational readiness without the need for repeated demobilization and remobilization of resources.

Impact: This feature significantly enhances operational agility, allowing for the dynamic reallocation of resources as mission priorities shift, thus ensuring uninterrupted mission coverage and optimized resource use.



People Impact

- **Field Operators:** Greater flexibility in task management across multiple missions without losing time due to administrative procedures, maximizing their operational impact.
- **Team Leaders:** Enhanced control over resource allocation, enabling quick adjustments to team deployments based on changing mission demands.



Process Impact

- **Resource Management:** Streamlined transitions between missions reduce administrative overhead and downtime, enhancing responsiveness to changing operational needs.
- **Operational Efficiency:** Continuous operational capability is maintained, allowing for the strategic reallocation of personnel and equipment without interruption.



Technology

- **User Experience:** Improved interface design makes managing transitions between missions straightforward and efficient.
- **Resource Tracking:** Advanced tracking features ensure that all resources are accounted for across missions, providing leaders with a comprehensive overview of resource deployment.
- **Data Integrity:** Maintains accurate and current data on resource allocation and usage, essential for operational planning and accountability.

Steps

1. **Switch Missions:** If you need to switch to another mission while leaving equipment mobilized for ongoing use, select the mission switch option.
2. **Ensure Equipment Continuity:** Leave equipment mobilized if still needed by the team, and switch to your new mission. Demobilize equipment when no longer needed.