IRIS USER GUIDE

January 2008

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1.0 INTRODUCTION

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

2.0 IRIS SYSTEM REQUIREMENTS

Minimum Recommended System Requirements:

 » Pentium III 600MHz processor or greater

 » Windows XP Operating System with Windows Installer 3.1 and Service Pack 2

 » 512MB RAM

 » 10 GB Disk Space Recommended (Max storage capacity of embedded MS SQL Express database is 4 GB)

 » SVGA 1024 or higher with at least 256 colors

 » Adobe Flash Viewer for viewing 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 ensure proper installation of IRIS, it is necessary to have an individual with local administrative privileges perform the following procedures.

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

3.1 Installing IRIS from a CD

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

If setup does not run automatically:

      a. Open My Computer.

      b. Navigate to the drive containing the IRIS CD.

      c. Double click the setupv2.1.exe icon.

3.2 Downloading from the website
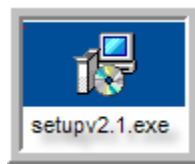
Navigate to IRIS webpage http://www.fema.gov/emergency/nims/rm/iris.shtm and download the IRIS setup tool.

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

3.3 Installation Procedures

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

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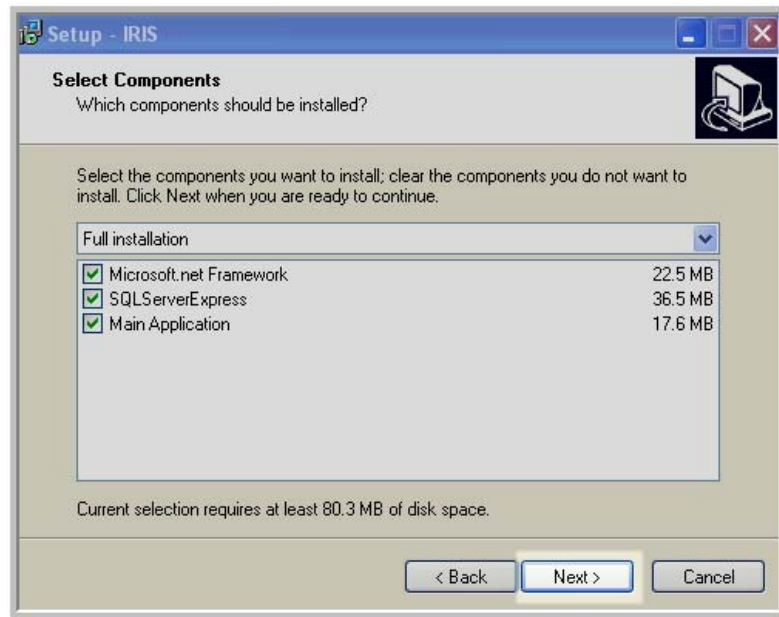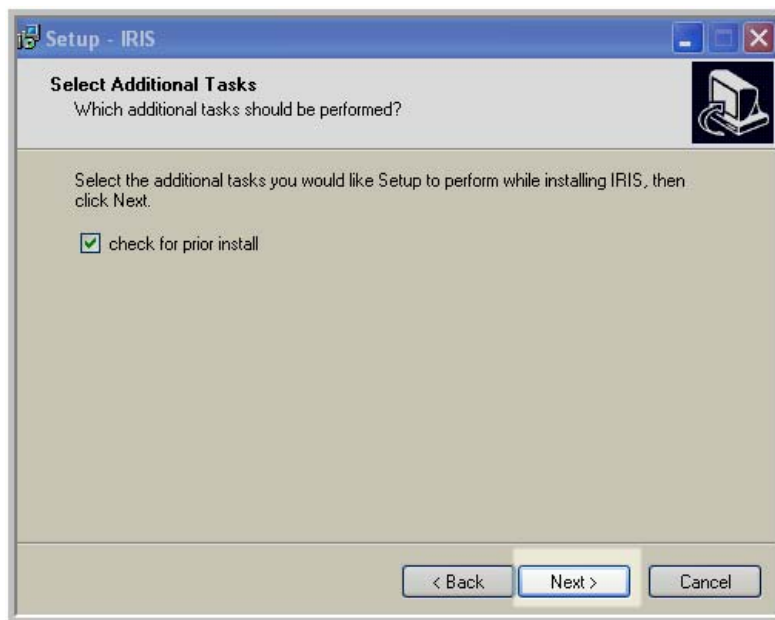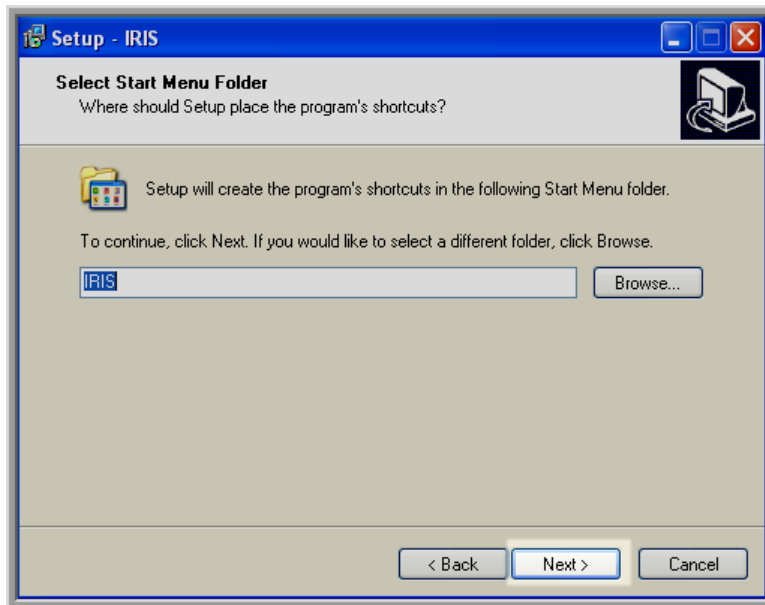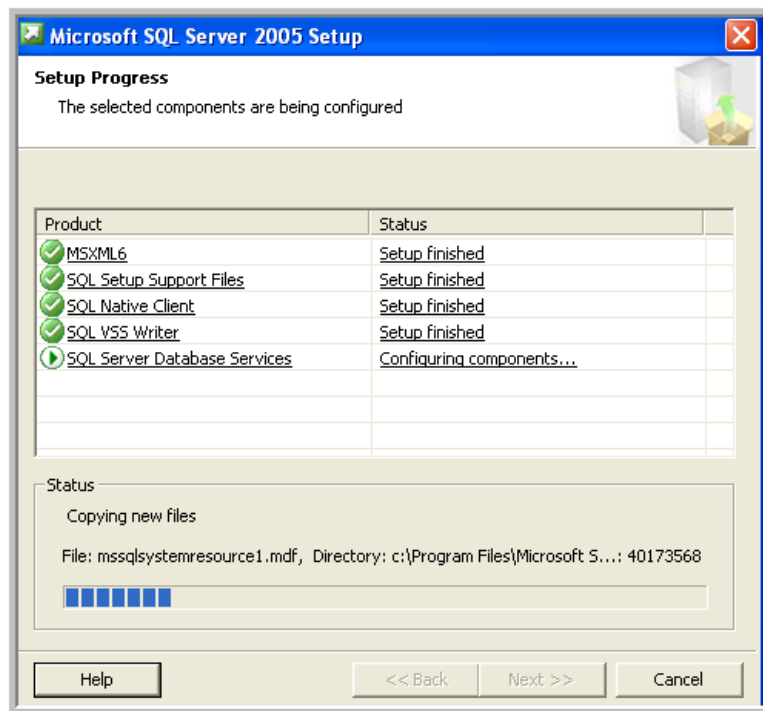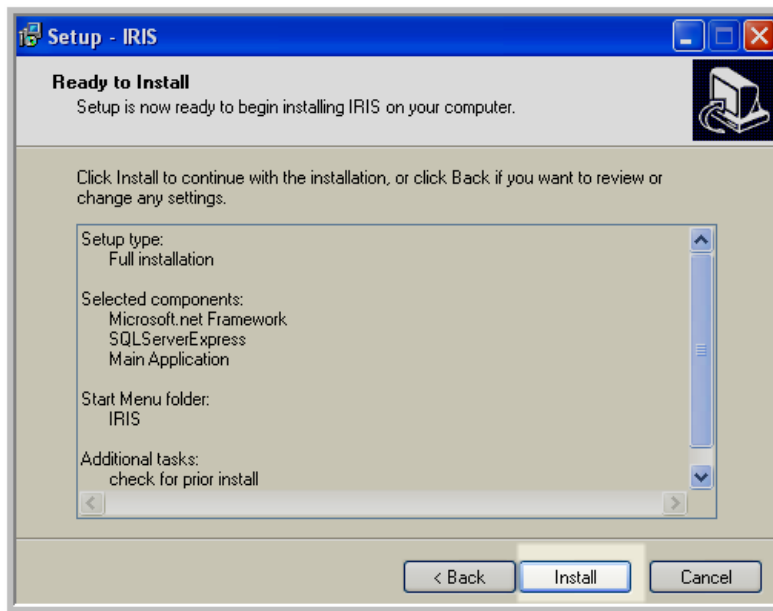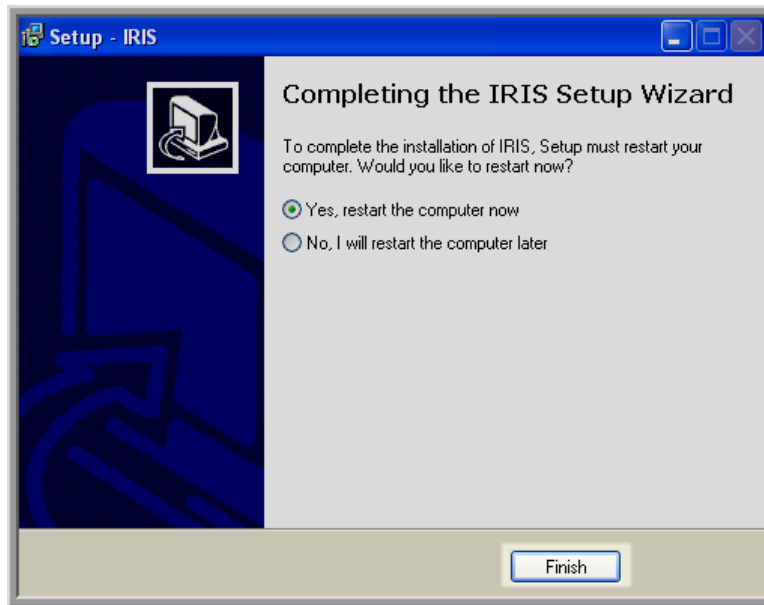
NOTE: Restart the computer before running IRIS.

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

The IRIS icon is used to launch the IRIS application.

4.0 INITIAL IRIS CONFIGURATION

1. Double click the IRIS 2.1 icon to launch the application.

The Instance Name screen appears:

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2. Type in an Instance Name.

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

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

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

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

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

5. Select CONTINUE.

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

6. Select the drop down menu and select a question.

7. Answer the question.

8. Continue steps 5 and 6 until all three questions and answer fields are filled out.

9. Select COMPLETE.

NOTE: There is a check box at the bottom of the screen that states "Complete questions at a later time". When this check box is selected, the password reset questions can be answered at a later time. However, it is recommended to answer them on this screen for the initial set up of IRIS.

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

Initial IRIS Configuration

You have successfully configured IRIS.

You will automatically be taken to the Login Page in 3 seconds

5.0 LOGGING INTO IRIS

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

1. Type in the Username and Password

   a. Select privacy statement to read the Privacy Statement.

The Privacy Statement screen will appear as shown below:

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

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

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

3. Re-enter password.

4. Select LOGIN.

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

Password Rules:

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

a. Type in the Current Password, a New Password, and the New Password again in the field next to Confirm.

b. Select Change.

If a user forgets his/her password,

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

The Password Reset Username screen appears as shown below:

2. Type in the Username.

3. Select Continue.

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

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

NATIONAL INCIDENT MANAGEMENT SYSTEM

NIMS IRIS

INCIDENT RESOURCE INVENTORY SYSTEM

Please answer the following questions to reset your password.

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

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

Answer

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

Answer

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

Answer

Verify Me

4. Answer all three questions.

5. Select Verify Me.

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

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

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

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

6.0 IRIS HOME SCREEN

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

6.1 Navigation Menu

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

The Navigation Menu contains the following active buttons for:

- HOME — Returns to the HOME screen.

- SEARCH — Provides features to search for resources.

- RESOURCE INPUT — Gives the ability to type new data into IRIS.

- ADMINISTRATION — Provides features to enter, modify, and delete users from a specific IRIS installation, and access Data Administration features.

- HELP — Displays this User Guide.

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

- 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, Select ADMINISTRATION.

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

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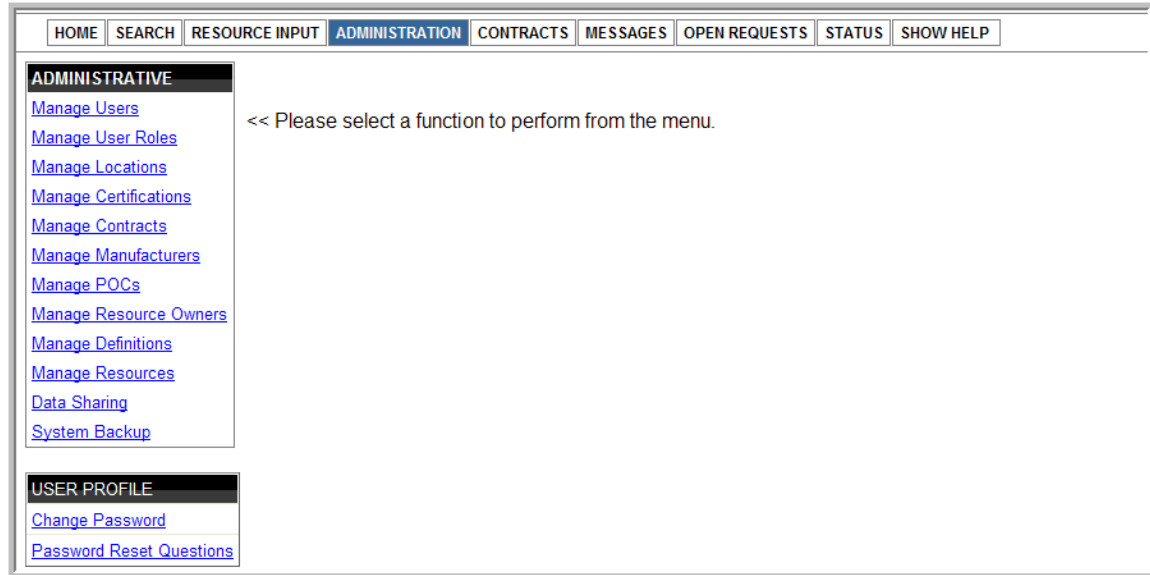
The ADMINISTRATION screen provides ADMINISTRATIVE and USER PROFILE features. Access to view or utilize these features depends upon privileges and may or may not be available.

7.1 Administrative

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

To create Users, follow the steps below:

1. Select Manage Users from the ADMINISTRATIVE box on the ADMINISTRATION screen shown below:
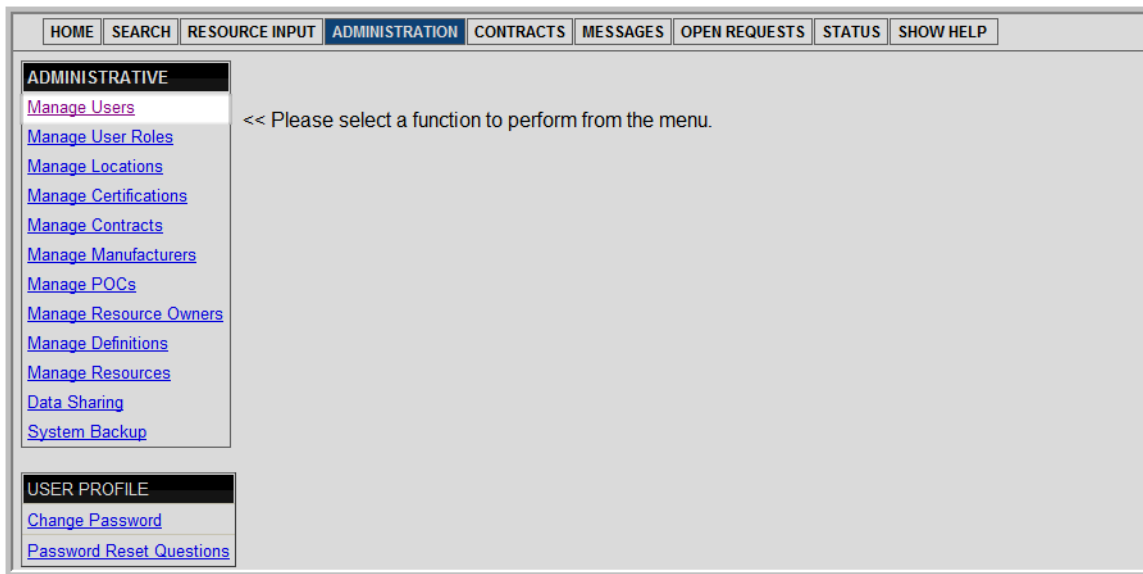
2. Select Add New User from the ADMINISTRATIVE box on the Manage Users screen as shown below:
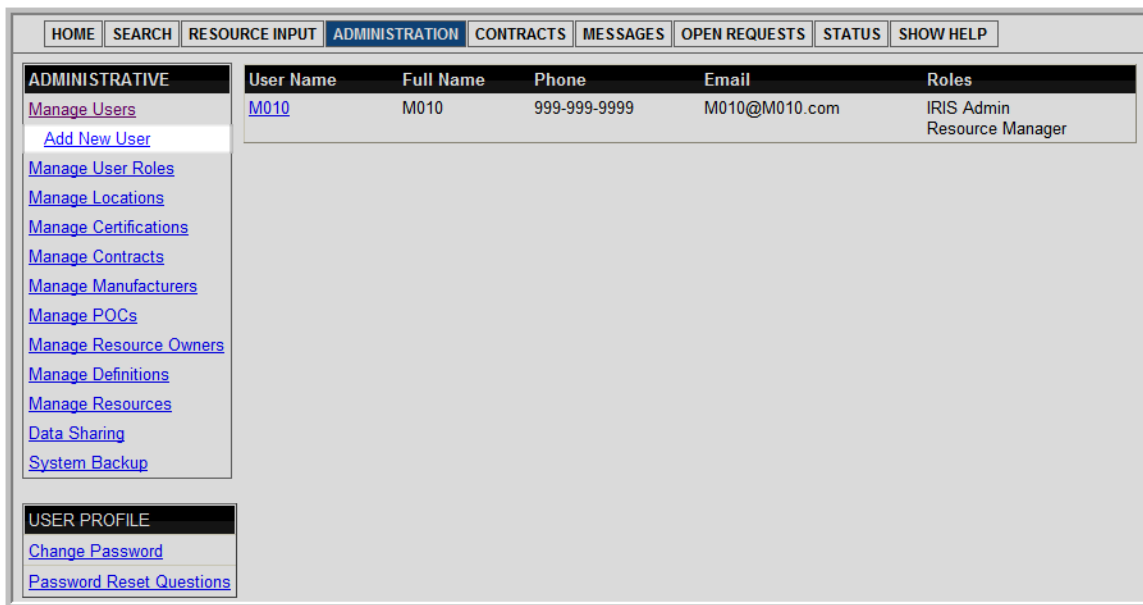
The Add New User screen will appear as shown below:

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

4. Select Add New User.

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

7.1.1.2 Edit Users

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

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

The Edit Users screen appears:

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 drop down menu to the right of the Available User Roles field.

b. Select the User Role to be assigned to the User.

    c. Select ADD.

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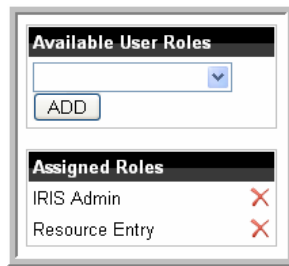
To delete a User Role for the user:

    a. Select the red X next to the User Role to be deleted.

To update the User's personal information:

    a. Type in the updated information.

    b. Select UPDATE.

To change the User's password:

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

    b. Select CHANGE.

To Delete the User from IRIS:

    a. Select DELETE.

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

7.1.2 Manage User Roles

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

To manage user roles:

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

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

7.1.2.1 Adding Roles

To add a new User Role:

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

The Add New Role screen appears as shown below:

2. Type in the new Role Name and Description.

3. Select ADD.

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

7.1.2.2 Edit Roles

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

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

The Edit User Roles screen appears as shown below, showing the privileges for the Role that was selected. The items with a red circle and minus sign show that the selected Role does not have that privilege. The items that have a green circle with a check mark show that the Role does have that privilege.
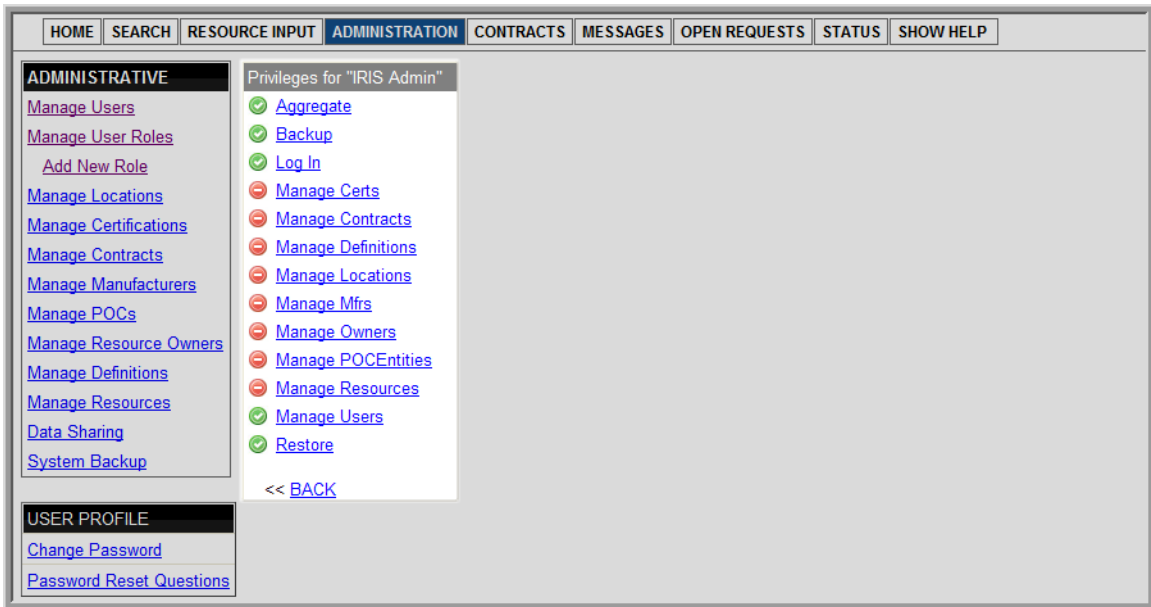
Table 1 below describes each of these privileges:

Table 1: User Role Privileges

Privilege Name	User Privileges
Aggregate	Gives user the privilege to use the Data Sharing function; to include: view existing aggregate relationships and instances; add a configuration; edit, add, and queue Inbound and Outbound aggregation relationships; and process or remove Inbound and Outbound Data in the queue.
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 edit a description of a Role:

1. From the Manage User Role screen, select the document icon next to the role name and description.
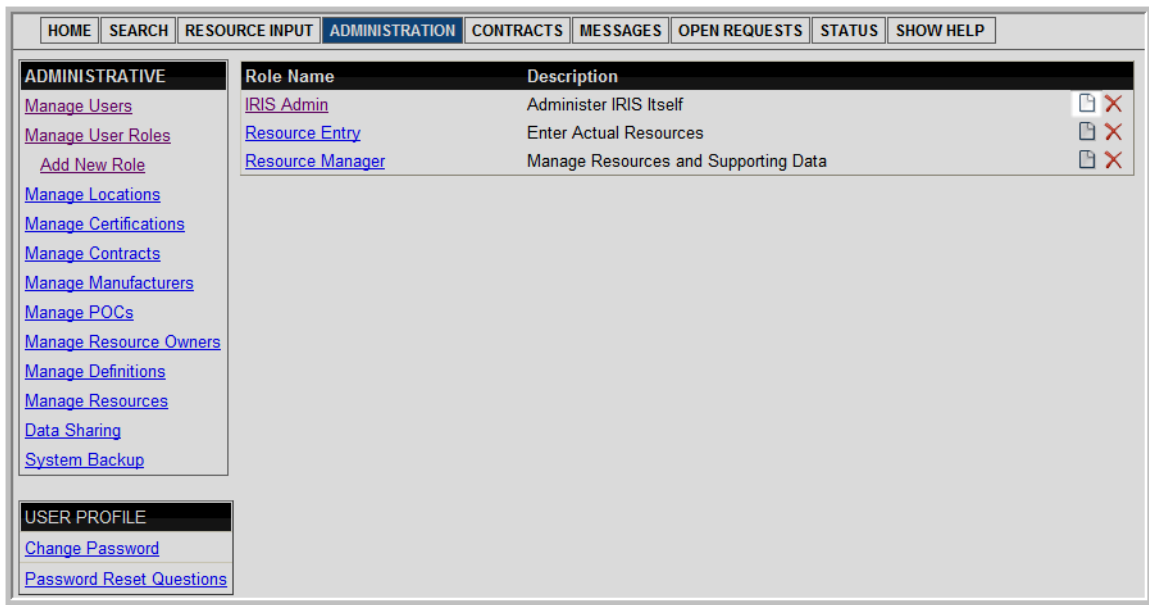
The Edit Role Description screen appears.
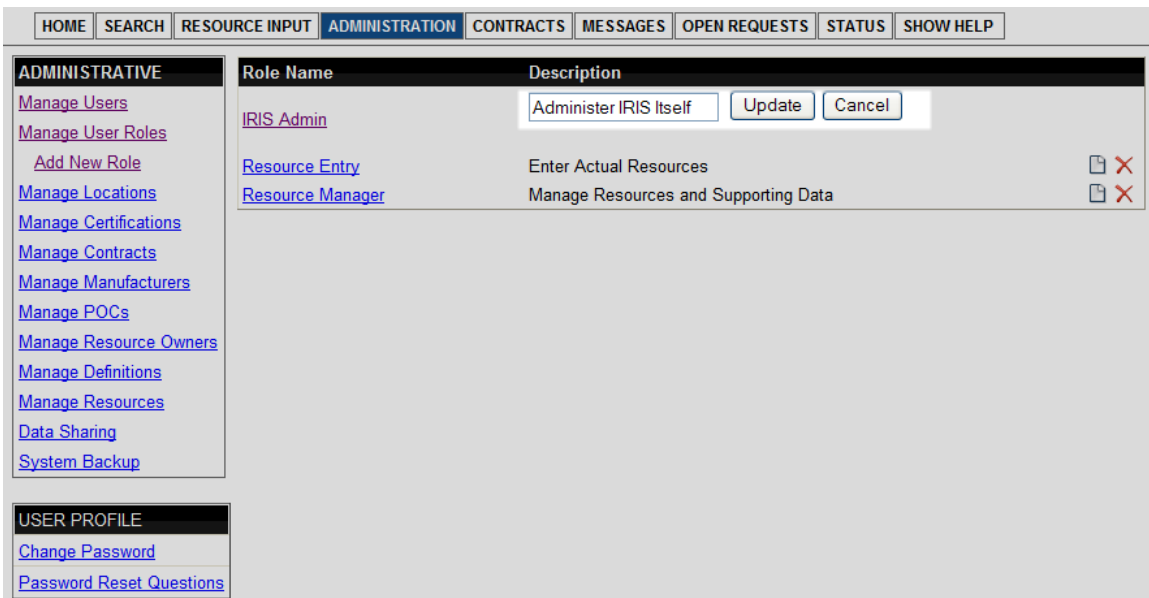
2. Type the new description in the Description text box.

3. Select Update or Cancel.

To delete a Role:

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

7.1.3 Manage Locations

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

To manage locations, select Manage Locations from the ADMINISTRATIVE box on the ADMINISTRATION screen shown below:
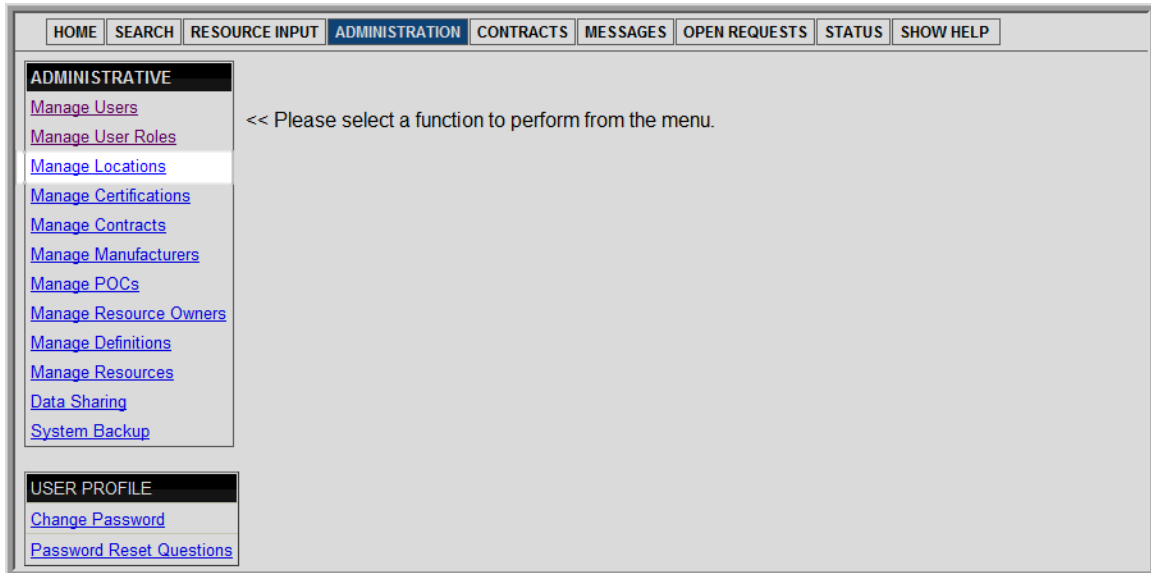
The Manage Location screen appears, showing the Location's Names, and City, State, and Zip Code (this area will at first be blank until a Location is created). The feature Add Location appears in the ADMINISTRATIVE box.
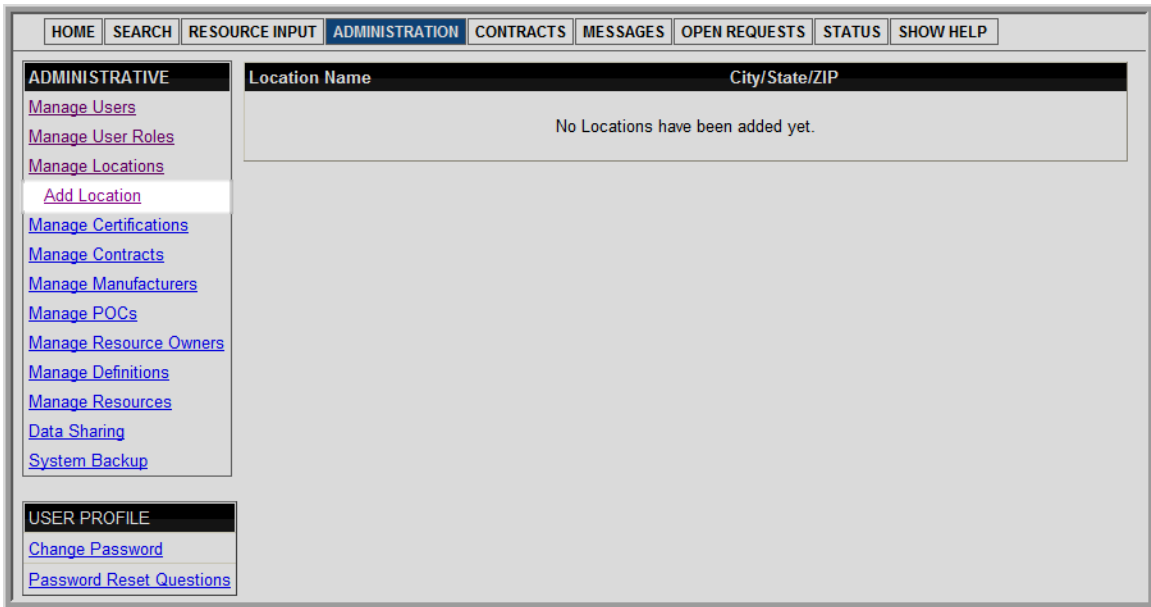
7.1.3.1 Adding Locations

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

The Add Location screen appears as shown below:
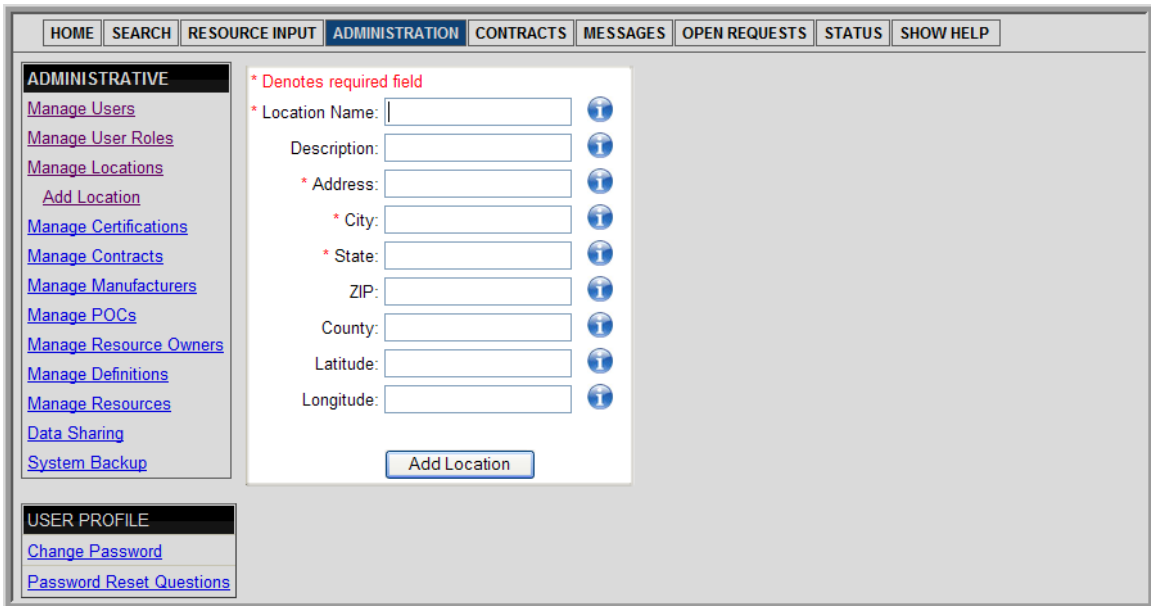
Perform the following steps:

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

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

Latitude and Longitude:

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

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

Table 2: Example Longitude and Latitude Coordinates

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

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

2. Select ADD Location

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

7.1.3.2 Edit Locations

To edit a location:

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

The Edit Locations screen appears, showing the Location's Information.
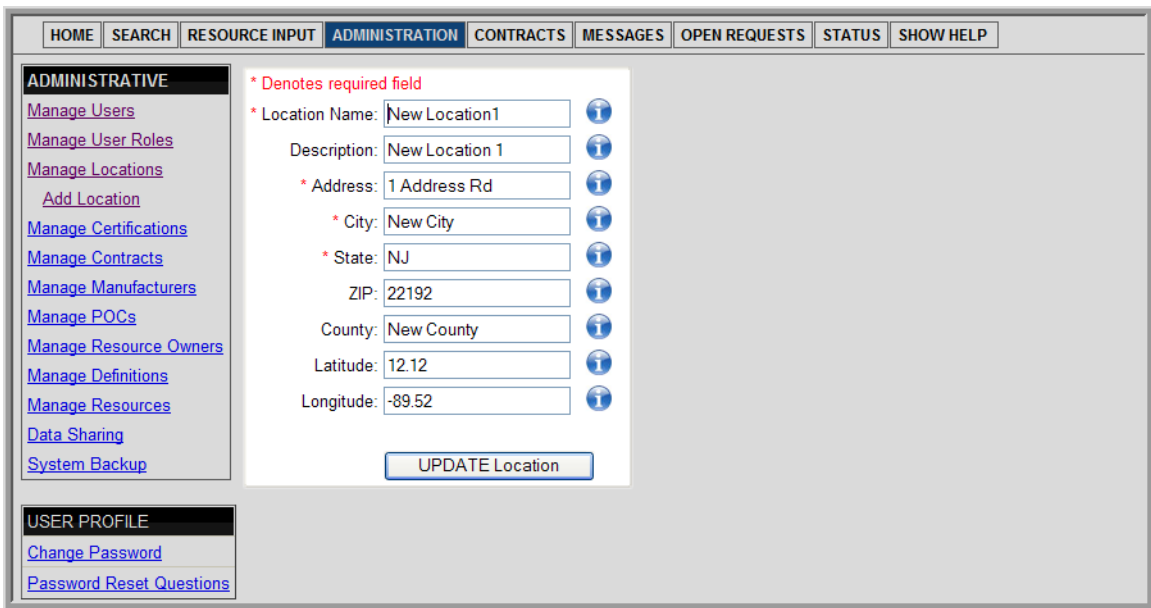
2. Type in the updating information.

3. Select UPDATE Location.

7.1.4 Manage Certifications

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

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

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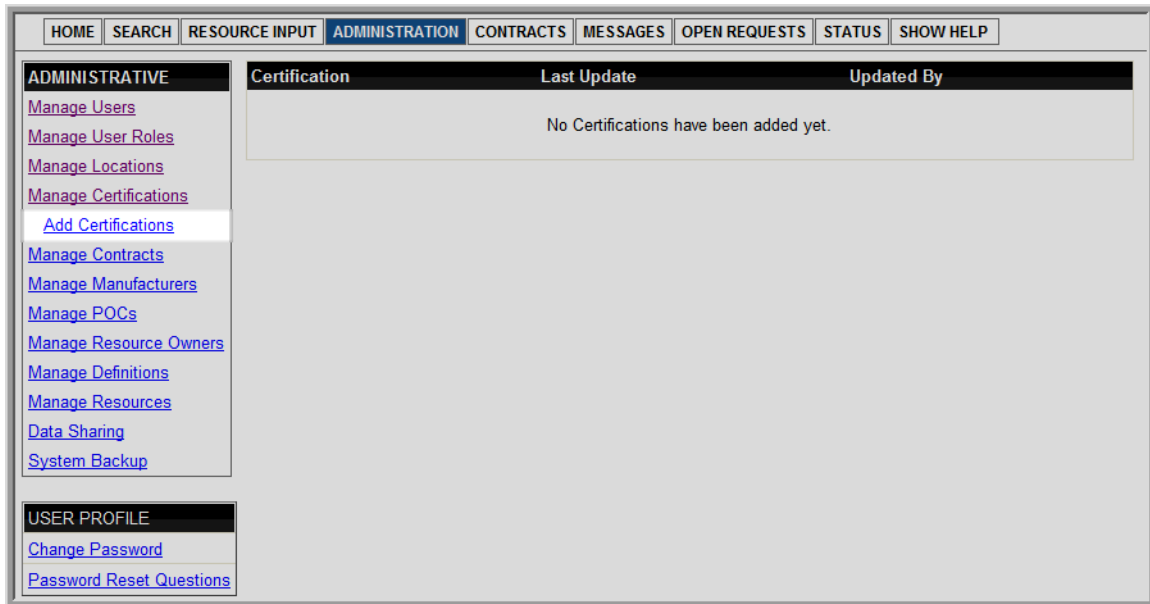
7.1.4.1 Adding Certifications

To add a New Certification, perform the following steps:

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

The Add Certifications screen appears as shown below:

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

3. Select ADD CERTIFICATION.

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

7.1.4.2 Edit Certifications

To edit a Certification, perform the following steps:

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

The Edit Certifications screen appears as shown below:

2. Type in the updated information.

3. Select UPDATE CERTIFICATION.

7.1.5 Manage Contracts

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

To manage contracts, select Manage Contracts from the ADMINISTRATIVE box on the ADMINISTRATION screen shown below:
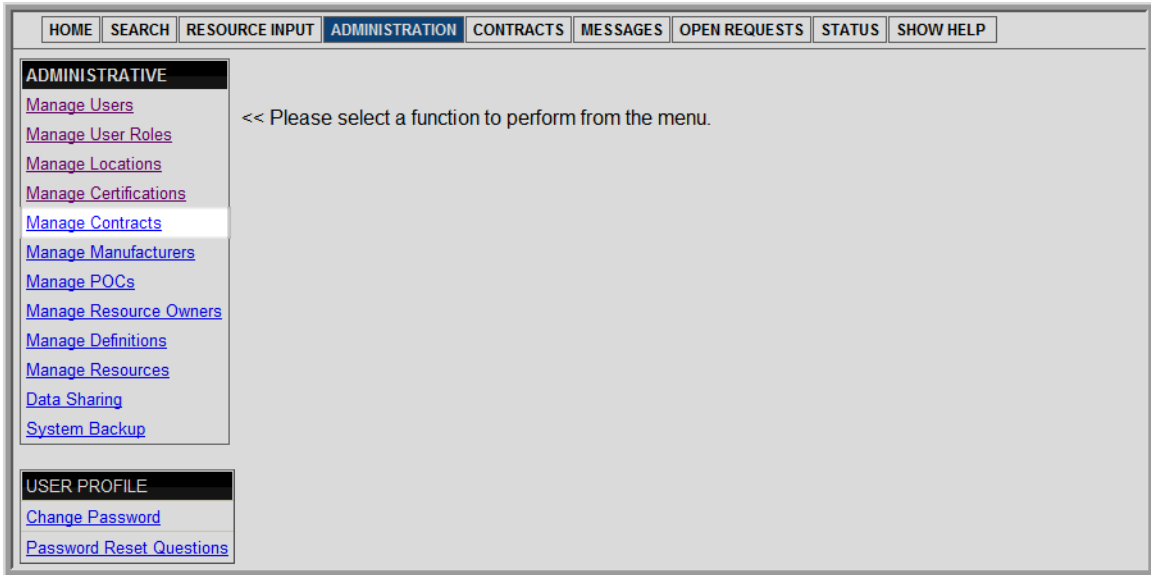
The Manage Contracts screen appears showing the names of the contracts, the last time the contract was updated, and the name of the user who performed the update. The feature Add Contract appears in the ADMINISTRATIVE box.

7.1.5.1 Adding Contracts

To add a new contract, perform the following steps:

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

The Add Contract screen appears as shown below:

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

ADMINISTRATIVE

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

USER PROFILE

Change Password
Password Reset Questions

* Denotes required field

* Contract Name: [   ]

Description:
(50 char limit) [   ]

[ADD CONTRACT]

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

3. Select ADD CONTRACT.

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

7.1.5.2 Contract Documentation

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

To upload a Contract:

1. Select UPLOAD from the Manage Contracts screen.

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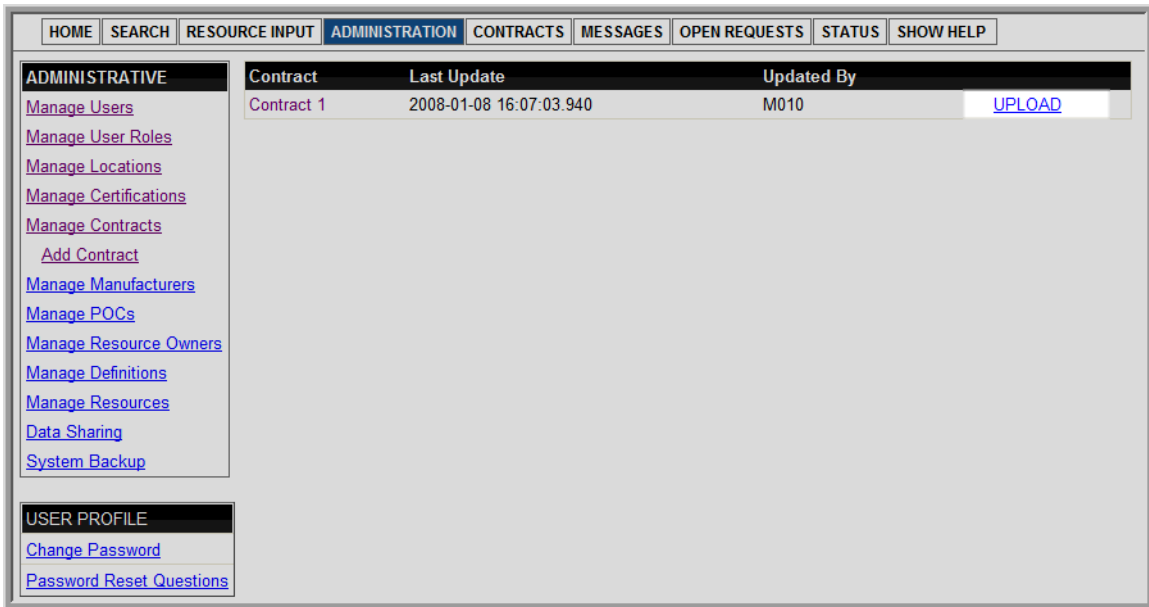
The Upload Contract screen appears:
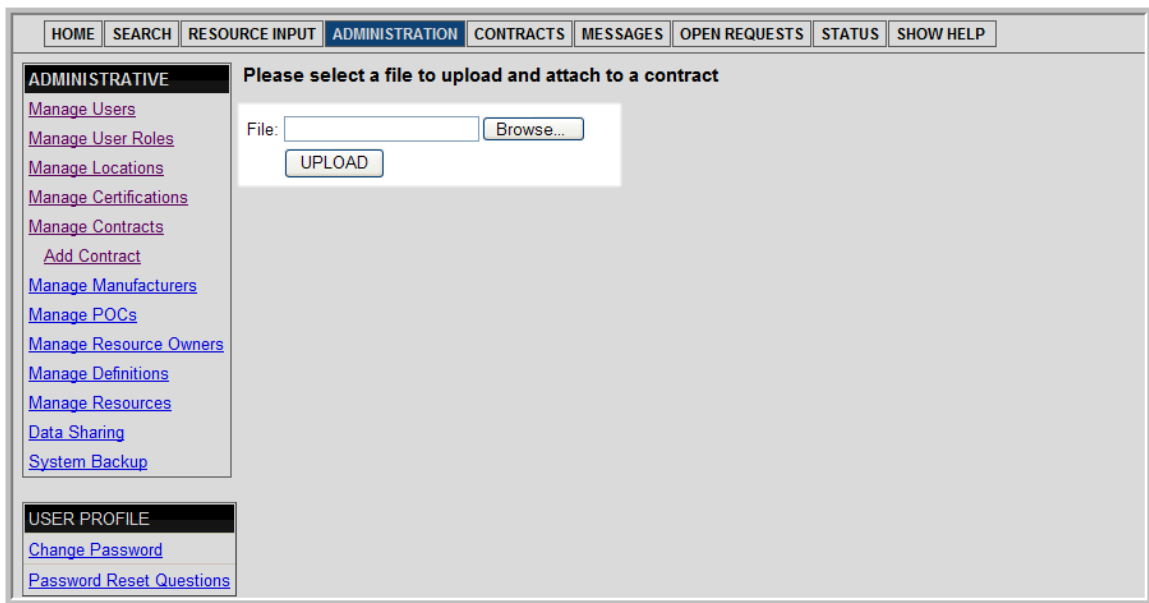
2. Select Browse.

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 Successful Contract Upload screen will appear once the Contract is uploaded.
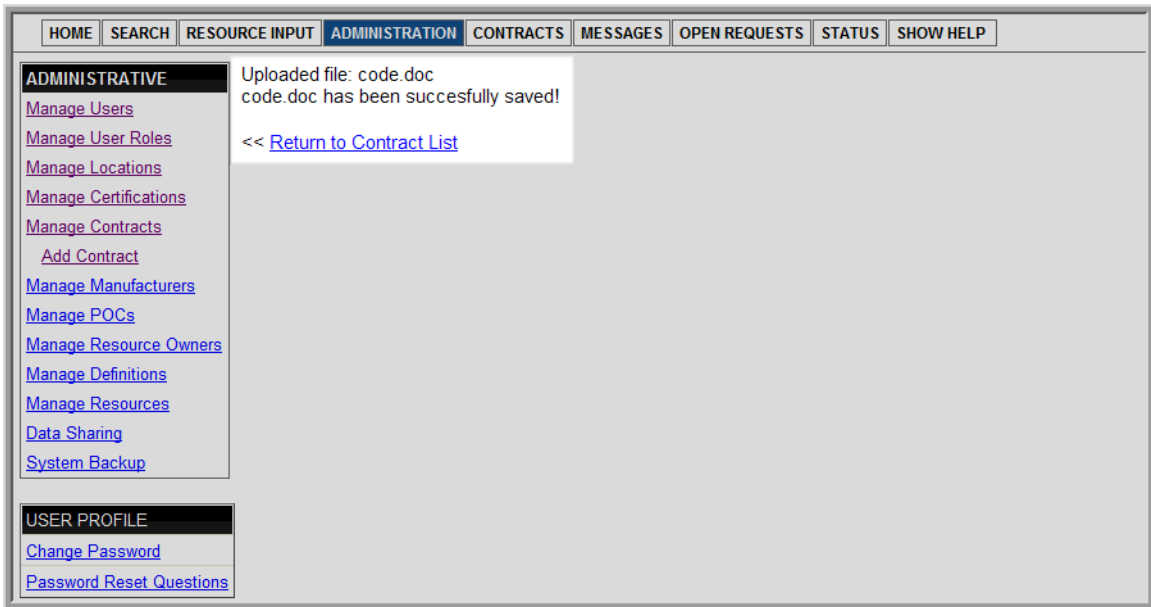
5. Select Manage Contracts or Return to Contract List.

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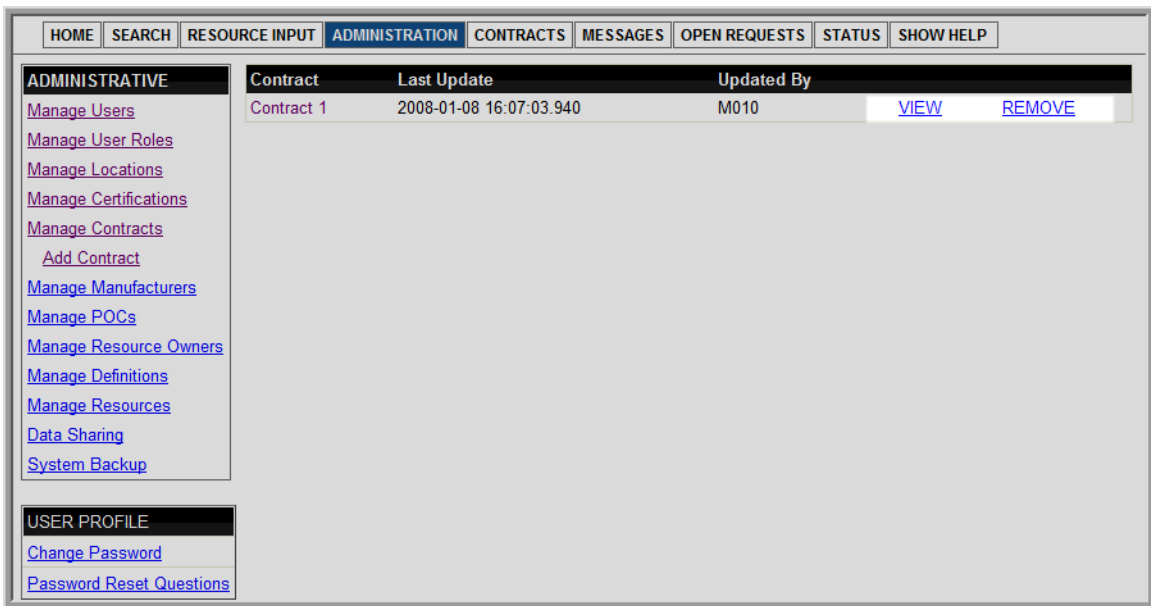
To view the Contract, select VIEW.

Depending on the browser used, select from the options provided such as Open or Save the file, or Cancel.

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 from the Manage Contracts screen.

The Edit Contract screen appears:

2. Type in the updated information.

3. Select UPDATE CONTRACT.

7.1.6 Manage Manufacturers

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

To manage manufacturers, select Manage Manufacturers from the ADMINISTRATIVE box on the ADMINISTRATION screen shown below:
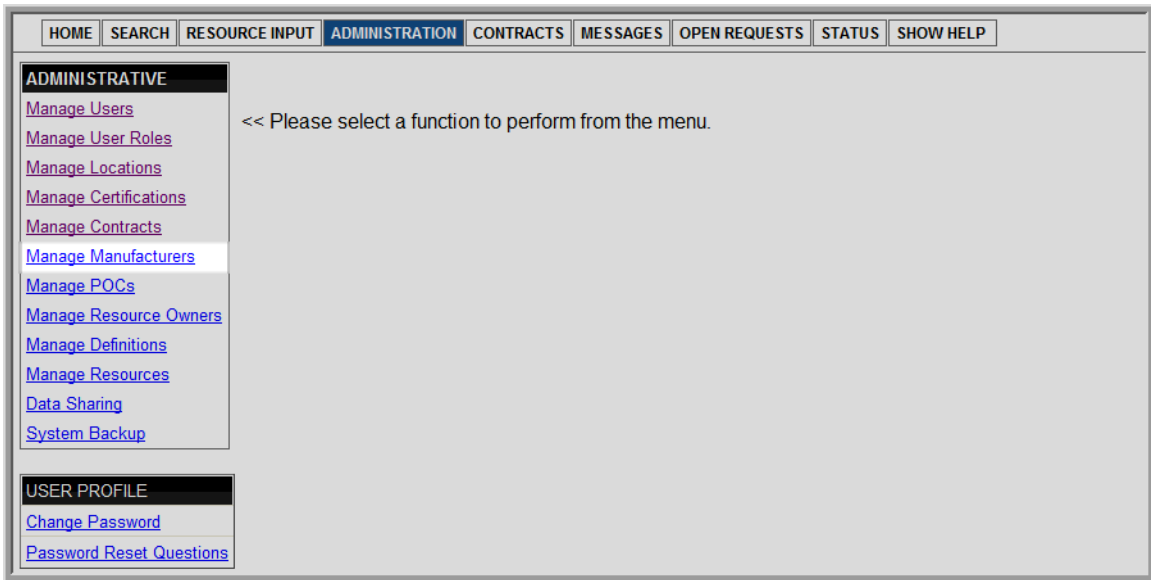
The Manage Manufacturers screen appears showing the manufacturer names, the time the manufacture was last updated, and the name of the user performing the update. The feature Add Manufacture appears in the ADMINISTRATIVE box.
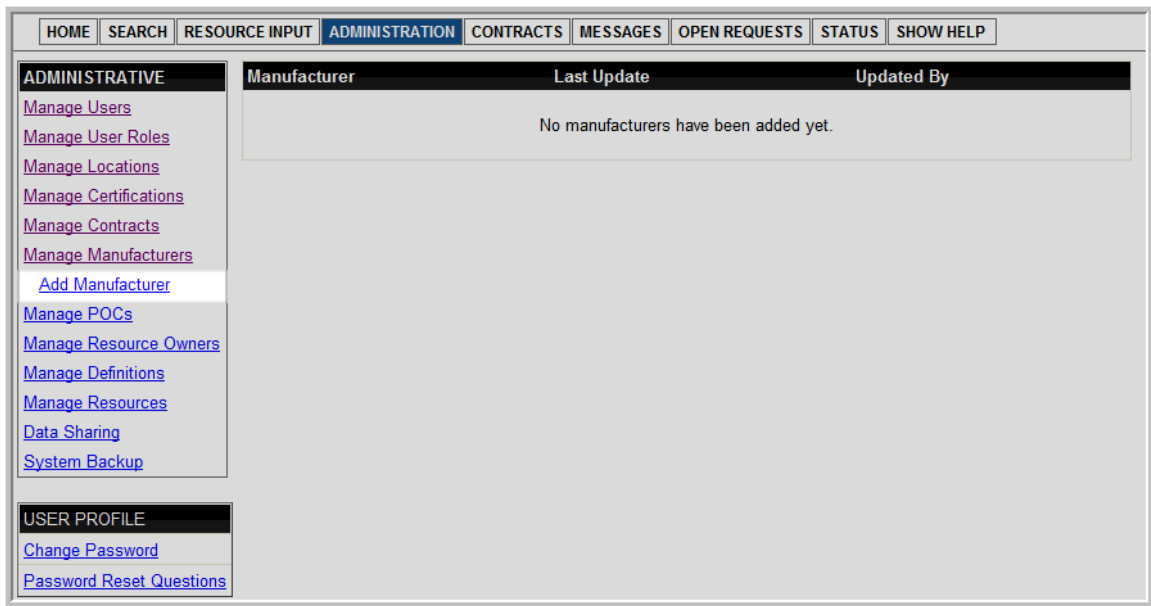
7.1.6.1 Adding Manufacturers

To add a new manufacturer, perform the following steps:

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

The Add Manufacturers screen appears:
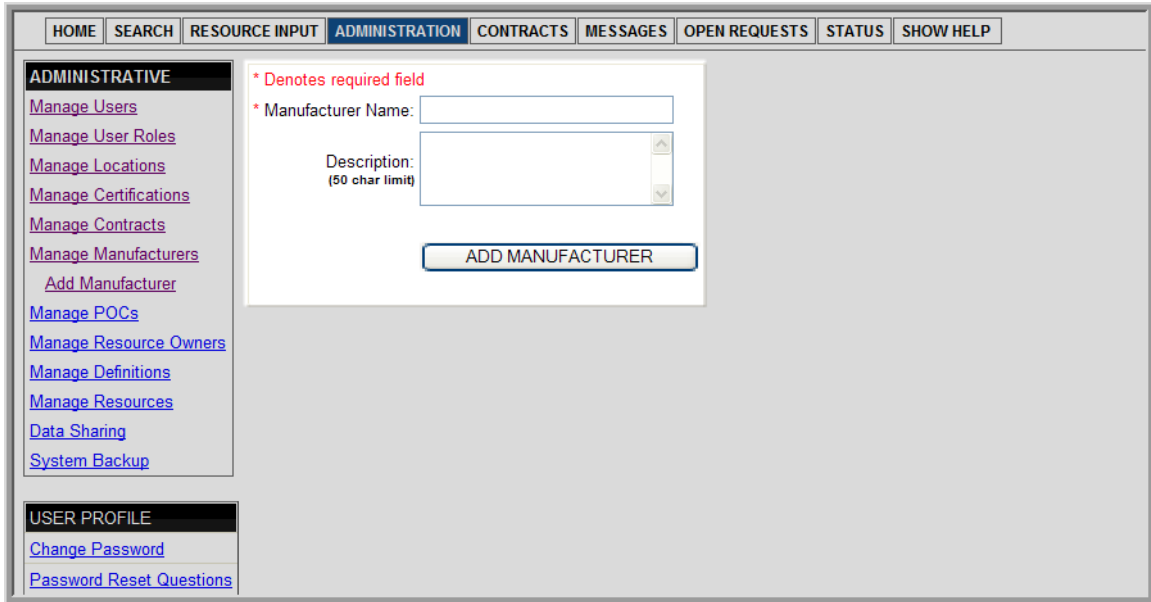
2. Type in the Manufacturer information (the field with a red asterisk is required).

3. Select ADD MANUFACTURER.

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

7.1.6.2 Edit Manufacturers

To edit a Manufacturer, perform the following steps:

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

The Edit Manufacturer screen appears:
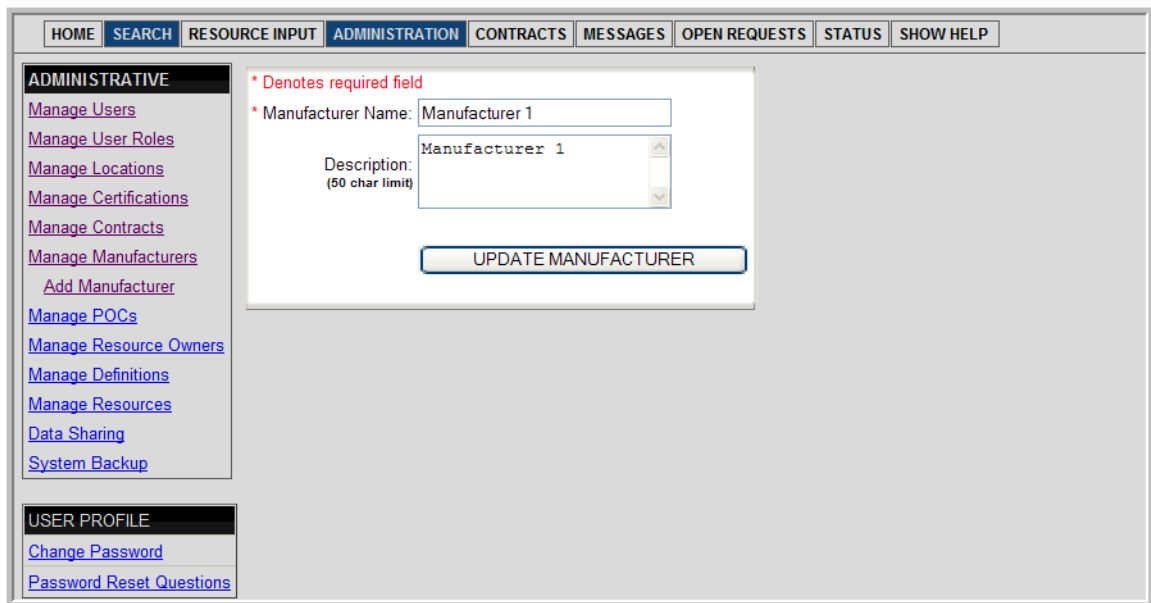
2. Type in the updated information.

3. Select UPDATE MANUFACTURER.

7.1.7 Manage POCs

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

To manage POCs, select Manage POCs from the ADMINISTRATIVE box on the ADMINISTRATION screen as shown below:
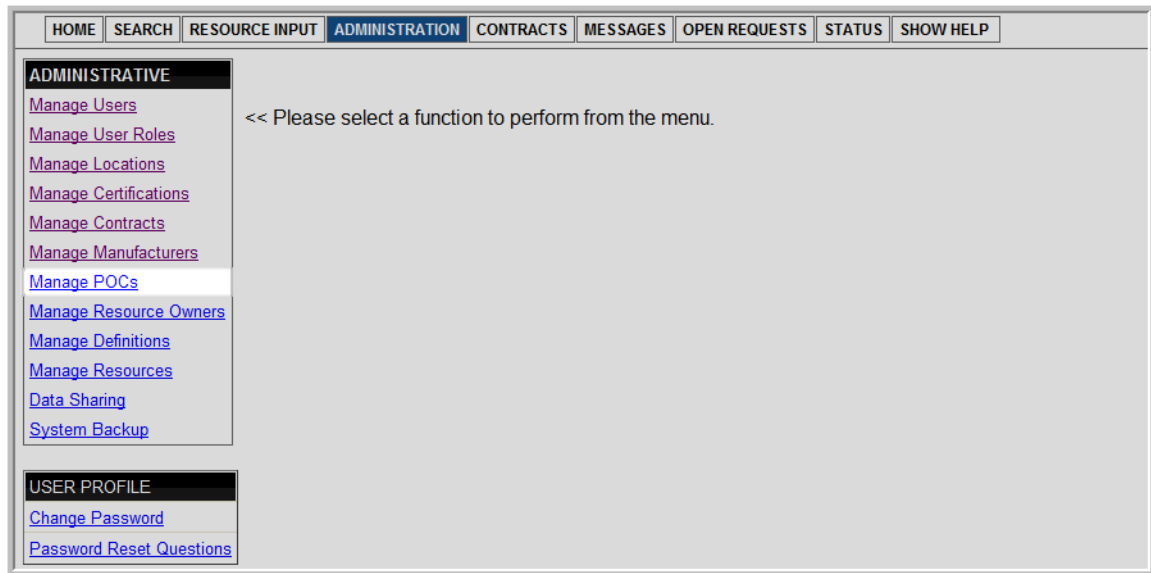
The Manage POCs screen appears showing POC's Names and the time a POC was last updated. The feature Add POC appears in the ADMINISTRATIVE box.

7.1.7.1 Adding POCs

To add a new POC, perform the following steps:

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

The Add POC screen appears as shown below:
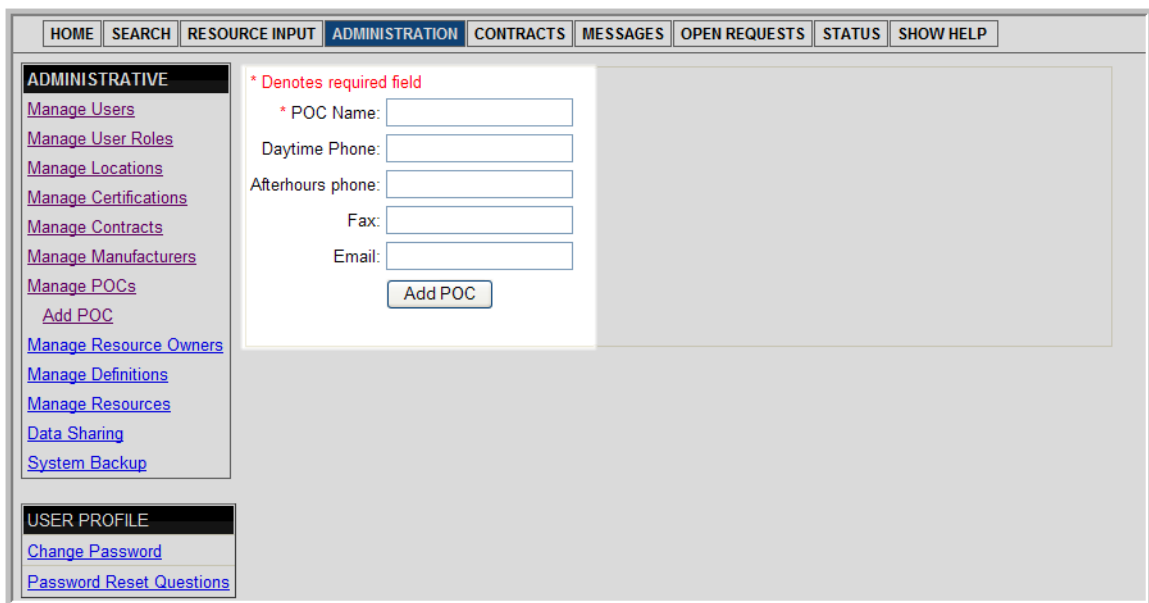
2. Type in the POC information (the field with a red asterisk is required).

3. Select Add POC.

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

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7.1.7.2 Edit POCs

To edit a POC, perform the following steps:

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

The Edit POC screen appears:

2. Type in the updated information.

3. Select UPDATE POC.

7.1.8 Manage Resource Owners

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

To manage resource owners, select Manage Resource Owners from the ADMINISTRATIVE box on the ADMINISTRATION screen shown below:
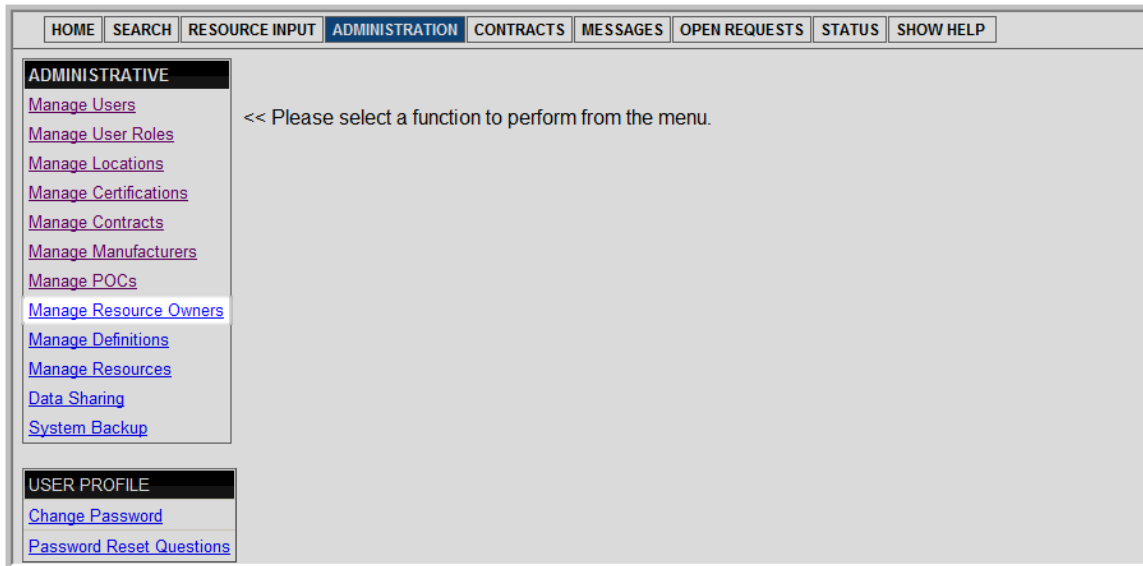
The Manage Resource Owner screen appears showing the resource owner, last update, and by whom it was updated. The feature Add Resource Owner appears in the ADMINISTRATIVE box.
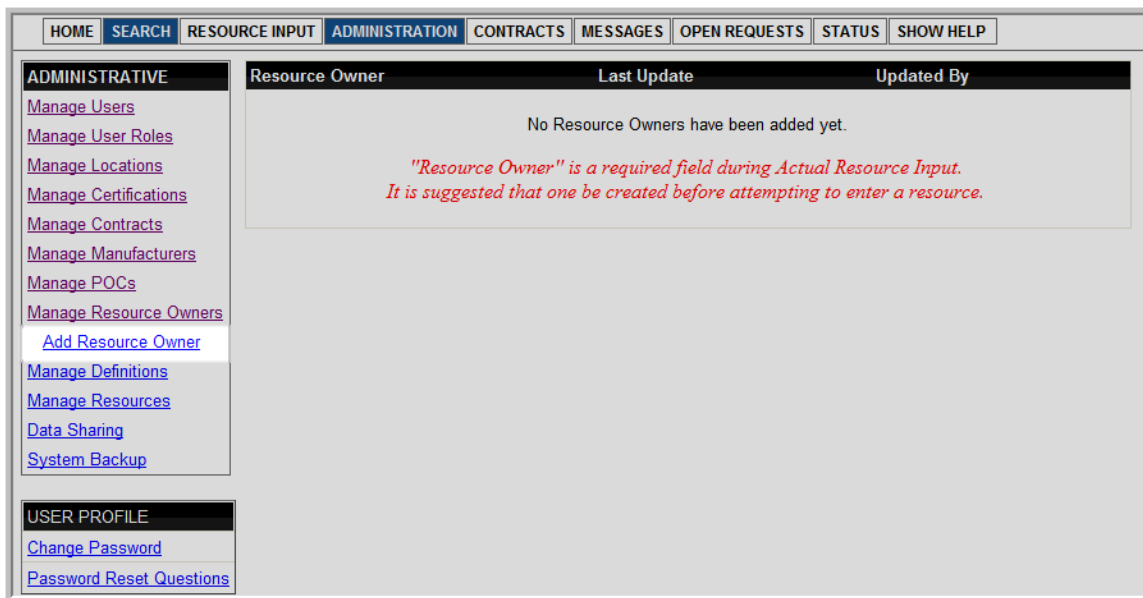
7.1.8.1 Adding Resource Owners

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

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

The Add Resource Owner screen appears:

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

3. Select ADD Resource Owner.

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

7.1.8.2 Edit Resource Owners

To edit a Resource Owner, perform the following steps:

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

The Edit Resource Owner screen appears:

1. Type in the updated information.

2. 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 may be available in a future release.

2. Select Manage Definitions from the ADMINISTRATIVE box on the ADMINISTRATION screen as shown below:

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

7.1.9.1 Adding a Definition

To add a new definition,

1. Select Add New Definition

The Add New Definition screen appears as shown below:

2. Fill in the fields with existing data or select the New button to add new data.

3. Type in any Comments.

4. Select Next.

The Definition screen appears as shown below:

IF any of the information from the above steps need to be fixed:

     a. Select Edit Definition.

The Edit Definitions screen appears as shown below:

     b. Edit the fields

        i.   Select Update, or

       ii.   Select Cancel.

5. Select Add New Typed Resource

The Add New Typed Resource screen appears as shown below:

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

- Type: The type is the level for the resource, in some instances it is referred to as Tier. Select the Type from Type one to Type 7, or Select Other.

- Component: A component is an element or part of a resource. An example is the "capacity" for a vehicle.

- Metric: A metric is a measurement standard that identifies capability of a component. An example is "passengers" for a vehicle.

- Attribute: An attribute is the quantitative value of the component and metric to define the minimum capability of a Type. An example is "4" for a vehicle.

- From the example above for the Component, Metric, and Attribute, the vehicle would have the capacity to hold four passengers.

    a. Select Cancel;

        i. Select Cancel to return to the Add New Typed Resource Screen.

    b. Select Update and Add Another;

i. Selecting to Update and Add Another will add the information to the definition, and will provide clear fields for Type, Component, Metric, and Attribute. Repeat Step 7 as needed.

c. Select Update and Exit; or

i. Selecting Update and Exit will add the information to the definition and will return the user to the Definition screen as shown below:
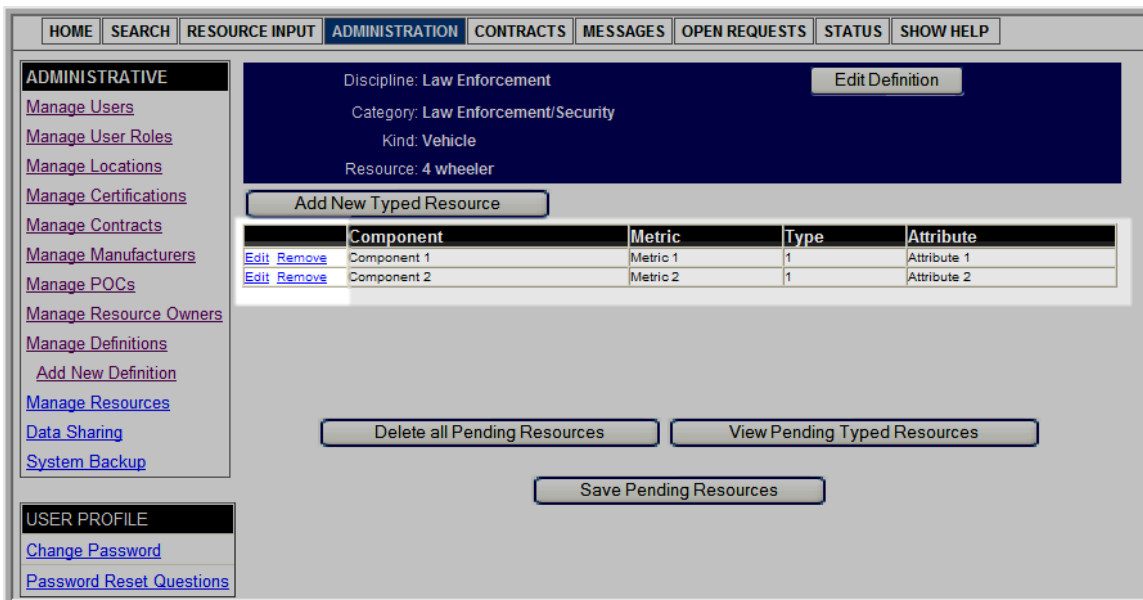
To Edit a Component/Metric/Type/Attribute combination:

a. Select Edit.

The Edit Typed Resource screen appears as shown below:
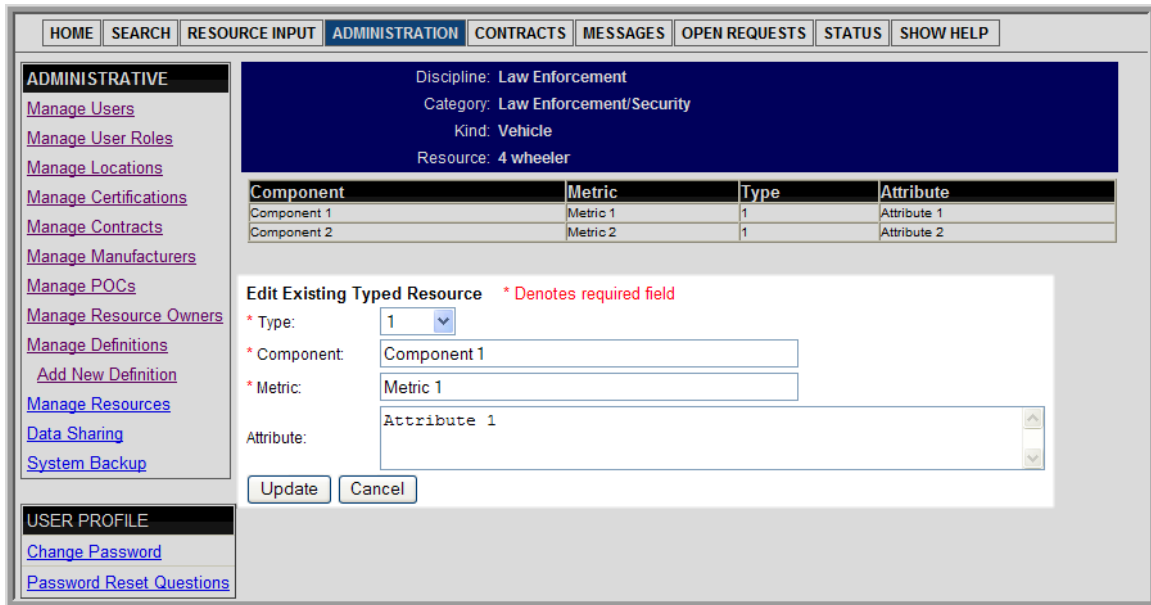
  i. Change the information as needed and Select Update, or

  ii. Select Cancel.

To Remove a Combination:

  a. Select Remove.

The Remove Typed Resource screen appears as shown below:

  i. Select OK, or

  ii. Select Cancel.

To view the pending typed resources,

  a. Select Pending Typed Resources.

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

Law Enforcement   Click to Print this Page

4 wheeler   **Category:** Law Enforcement/Security   **Kind:** Vehicle

Comment/Notes: Stored at Garage 2

Minimum Capabilities

COMPONENT	METRIC	TYPE I	TYPE II	TYPE III	TYPE IV	TYPE V	TYPE VI	TYPE VII	OTHER
Component 1	Metric 1	Attribute 1							
Component 2	Metric 2	Attribute 2							

     i.   Select Print this Page for a hard copy of this view, or

     ii.   Close the window browser to return to the IRIS screen.

To delete this definition:

     a.   Select Delete all Pending Typed Resources.

The Delete Pending Typed Resources screen appears as shown below:
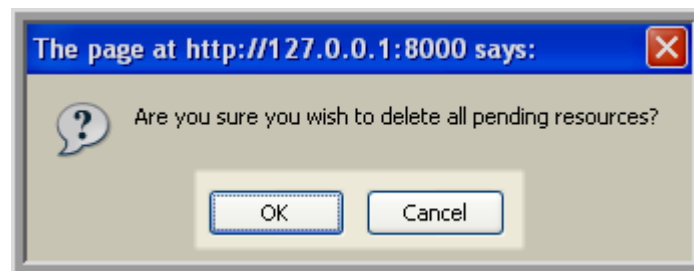
     i.   Select OK to continue deleting the definition, or

     ii.   Select Cancel.

To save this definition:

     a.   Select Save Pending Resources

The Save Pending Resources screen appears as shown below:
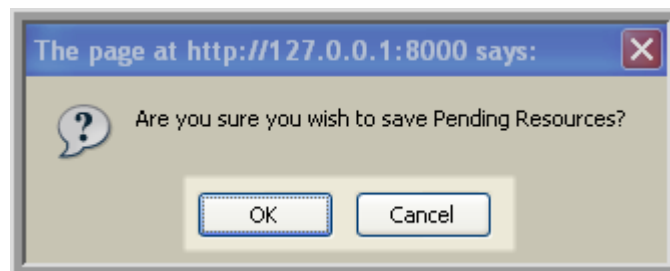
     i.   Select OK to continue saving the definition, or

     ii.   Select Cancel.

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Once the definition was saved, a message will display stating that the pending resource definitions were successfully saved.

The New Definition will be added to the Resource Input Typed Resource selections.

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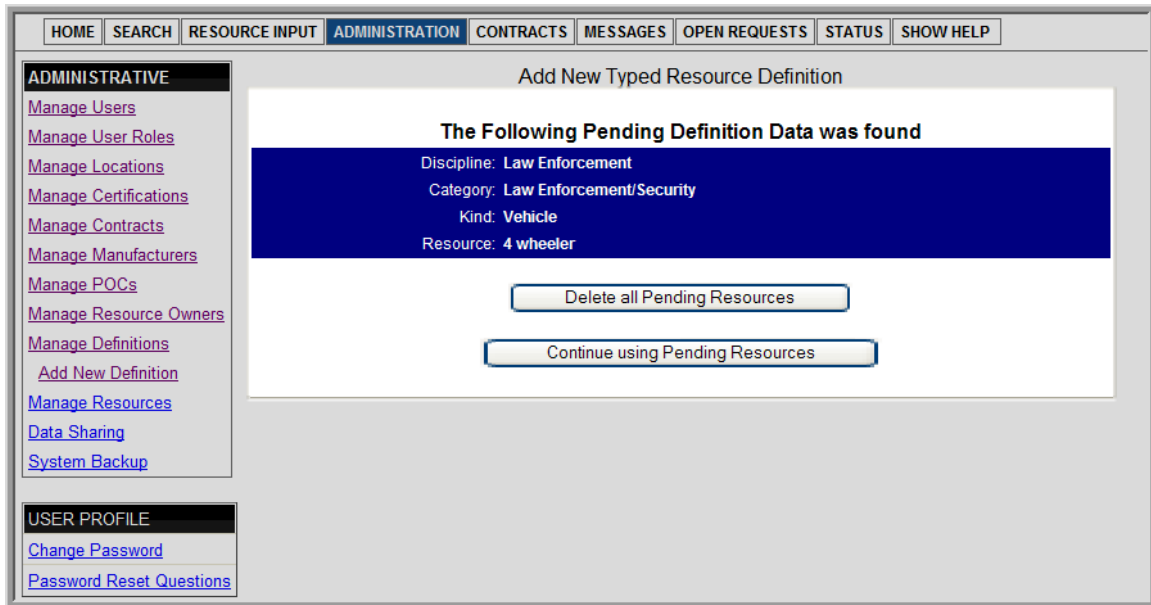
a. Select Delete All Pending Resources.

    i. Select OK to cancel.

b. Select Continue using Pending Resources. This will take the user back to the Definition screen.

After a definition is saved, the option to view the types for the definition are available as well as viewing resources that are categorized under this definition, and the option to add a new resource under the definition are available.

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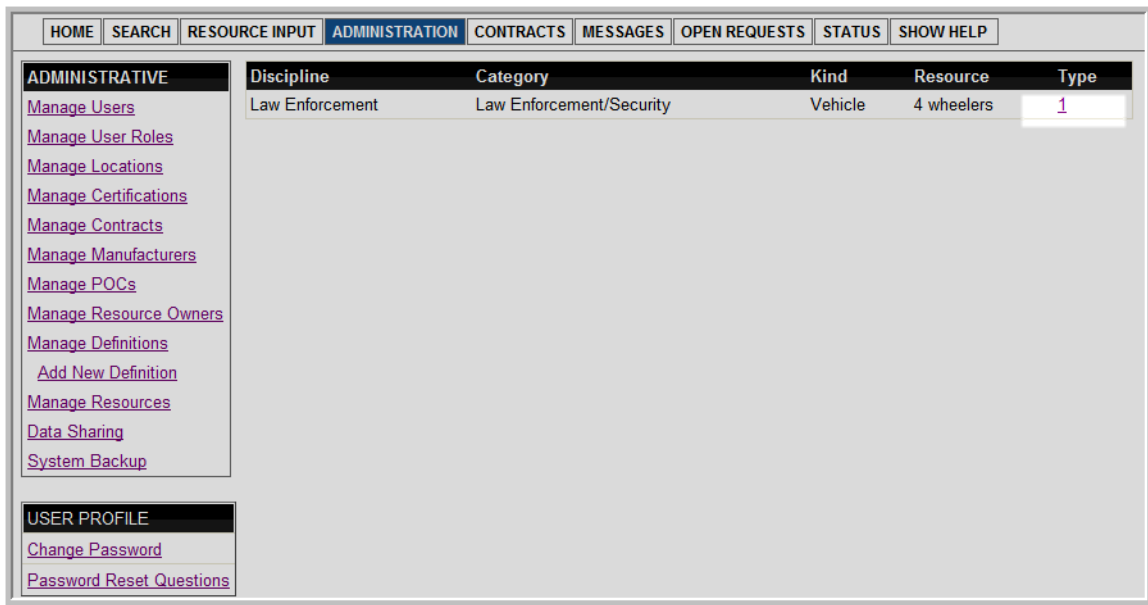
Select the number under Type, and the Type screen will appear. Refer to the section Finding Resources for further information on how to use the Type screen.

7.1.10 Manage Resources

Once a resource has been added into IRIS, the Manage Resources menu option may be used. This menu option has the functionality to edit a Resource 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, select Manage Resources from the ADMINISTRATIVE box on the ADMINISTRATION screen as shown below:
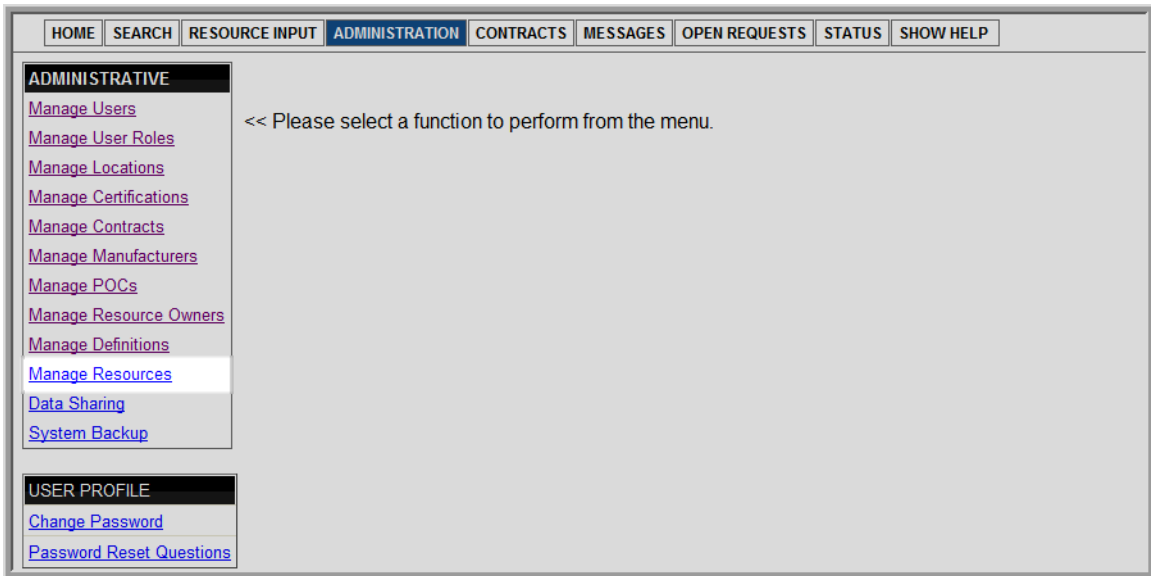
The following screen appears, showing the Resource Name, Availability, and Location. The features CSV Import and XML Import appear in the ADMINISTRATIVE box (see the section Import Resources).
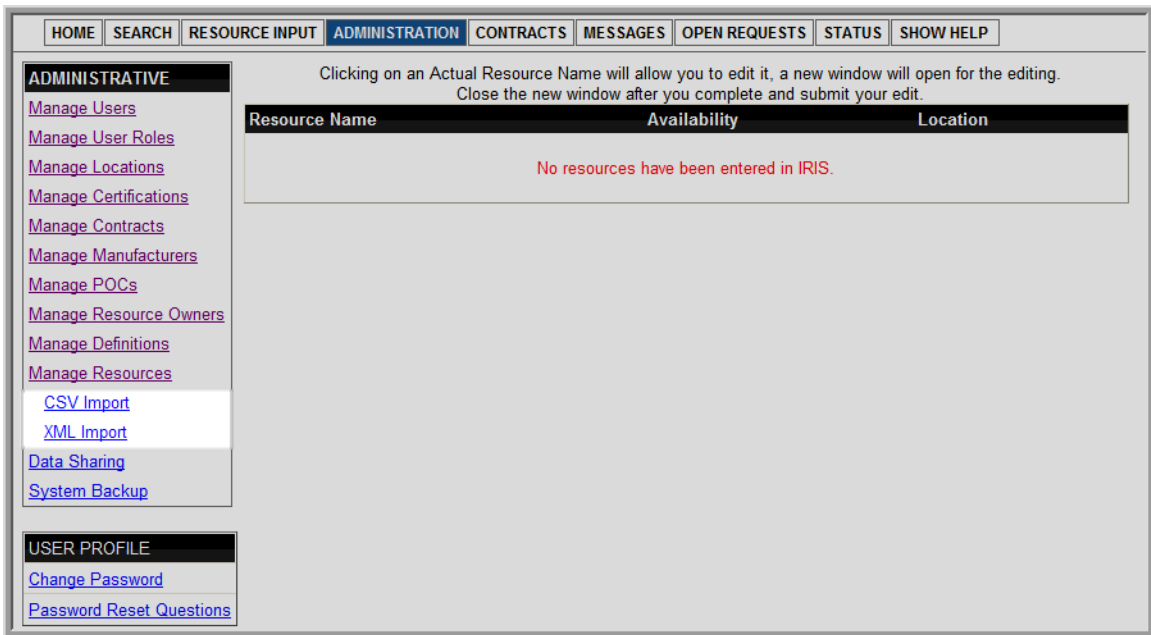
7.1.10.1 Edit a Resource

To edit a resource, complete the following steps:

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

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

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

Resource Information

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

Modify Resource Definition

* **Resource Name:** Resource Name 1
Alias Name(s):
Availability:
* **Home Location:** New Location1
* **Present Location:** New Location1

Processing Instructions

Reimbursement Process

Release and Return

Sustainability

File: [   ] Browse...
UPLOAD

Certifications

	Certification #	**Expiration Date** (MM/DD/YYYY)
☐ **Certification 1**		

Contracts

	Cost/Day (Enter Number Only, such as 400.25)
☐ **Contract 1**	

Resource Qualifications

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

Resource Requesting Information
* **Resource Owner:** Resource Owner 1
* **Resource POC:** POC1

How to request:

Manufacturer Information

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

Resource Comments

MODIFY RESOURCE

RESET TO DEFAULT

2. Edit the fields.

NOTE: The Location, Certification, Contract, Resource Owner, POC, and Manufacture fields need to exist to be added in the Modify Resource section.

3. Select MODIFY RESOURCE.

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

i. Select Print this page to print a hard copy of this resource.

ii. Select Click Here in from of locations, certifications, contracts, resource owners, POCs and manufacturers.

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

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

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

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

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

2. Select a Discipline, Category, Kind and/or FEMA Type.

3. Select Update at the bottom of the screen.

The Typed Resources and Types will filter to the selections made. NOTE: If none exist for the selection, this field remains blank.

4. To change a Typed Resource and Type, select a Typed Resource and Type name.

5. To change a Resource Name, type the name in the Resource Name Field.

6. Once all selections and modifications have been made, select CHOOSE.

The Edit Resource screen appears and shows the updated changes.

To add a Processing Instructions document to a resource:

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

2. Select Update.

The Processing Instructions image appears:

a. To save Processing Instructions to a file, right click on the icon.

b. To view the Processing Instructions, select the icon

c. To delete the Processing Instructions from IRIS, select Click Here next to Remove File.

   i. A message appears: "Are you sure you want to permanently remove this file?" Select OK or Cancel.

7.1.10.2 Import Resources

Resources can be added to IRIS in bulk by importing resources from a CSV (comma separated value) or XML (exchange markup language) file. For more information on importing and exporting resources, review **Appendix B**.

7.1.10.2.1 CSV Import

To import resources using a CSV file:

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

The CSV Import screen appears as shown below:

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

3. Select Import File.

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

The following data was imported from C014 Three Resources.csv
and is ready for processing... click on the Process Import button at the bottom of the page to continue

#	Resource Type	ActualResourceName	ResourceOwnerTeamName	POCEntityName
1	Tug Boat III	C014 Resource 1	Resource Owner Name	POC1
2	Tug Boat III	C014 Resource 2	Resource Owner Name	POC1
3	Tug Boat III	C014 Resource 3	Resource Owner Name	POC1
4				

Process Import

4. Select Process Import to import the data.

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

The following are the results of processing the import file

Input Line #	Results
0	Rows imported for processing:4
0	For user:C014
1	————Processing import for Resource:C014 Resource 1————
1	No valid resource definitions for this resource.
2	————Processing import for Resource:C014 Resource 2————
2	No valid resource definitions for this resource.
3	————Processing import for Resource:C014 Resource 3————
3	No valid resource definitions for this resource.
4	Actual resource name missing
4	POC Entity name missing
4	Resource Owner name missing
4	Home Location Description name missing
4	Home Location Address missing
4	Home Location City missing
4	Home Location State missing
4	No matching Resource Discipline/Category/Kind/Resource
4	No valid resource definitions for this resource.

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

7.1.10.2.2 XML Import

To import resources using an XML file:

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

The XML Import screen appears as shown below:
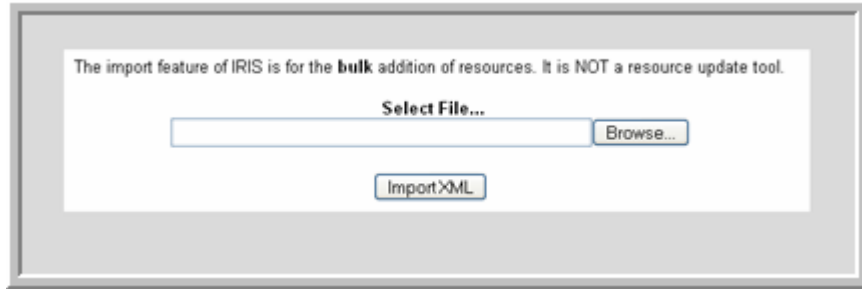
2. Select Browse, and locate the XML file that is to be imported.

3. Select Import XML.

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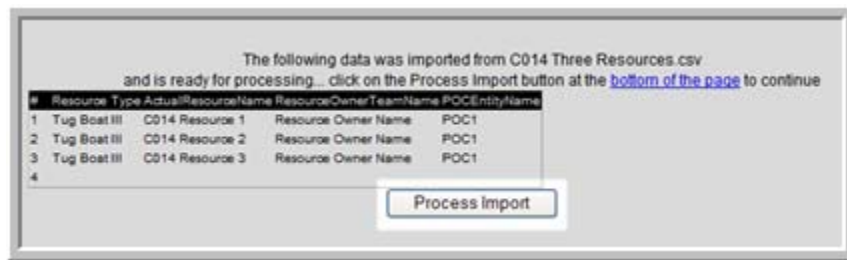
4. Select Process Import to import the data.

NOTE: After selecting a file to import, if some resources are not in the correct format, the following Import Results screen appears as below:
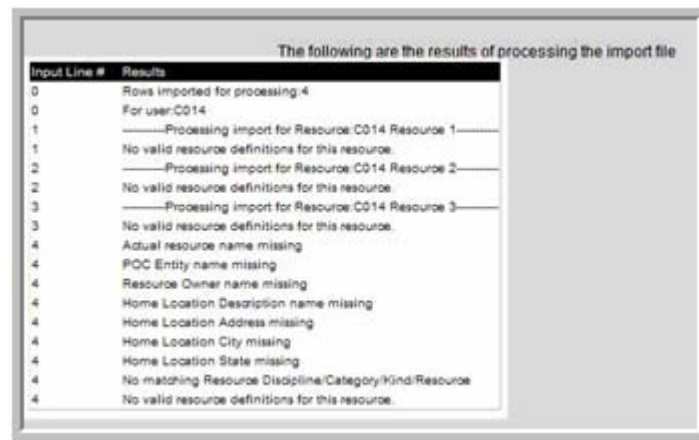
The Import Results screen explains the Input line for the resource, and the results for why a resource did not import (e.g. Resource Owner name missing).   Refer to the Import/Export Appendix for more information on templates and formatting.

7.1.11 Data Sharing

7.1.11.1 Sharing Overview

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

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

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

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

- A child choosing to share its resources with its parent.

- A parent may have several children who decide to share resources with the parent.

- The parent can decide to share its own resources with its children.

- The parent can choose to share its own resources including its children's resources with its parent.

To further illustrate this concept **Figure 1** below provides a basic example of several parent/child relationships sharing resources within IRIS. In **Figure 1** all represented agencies/entities are fictitious. Therefore, the parent/child structure is flexible for parents or children to be other than what is shown, such as territories, tribes, parishes,

organizations, etc. Starting from the bottom up, the grey boxes represent emergency response departments; the purple boxes represent cities/towns at the jurisdictional level; the green boxes represent counties at the local level; the red boxes represent the state level, and the blue box represent the Federal level.

Furthermore, from this example, all agencies/entities have elected to share and receive resources (illustrated by the upward and downward arrows) with its parent.
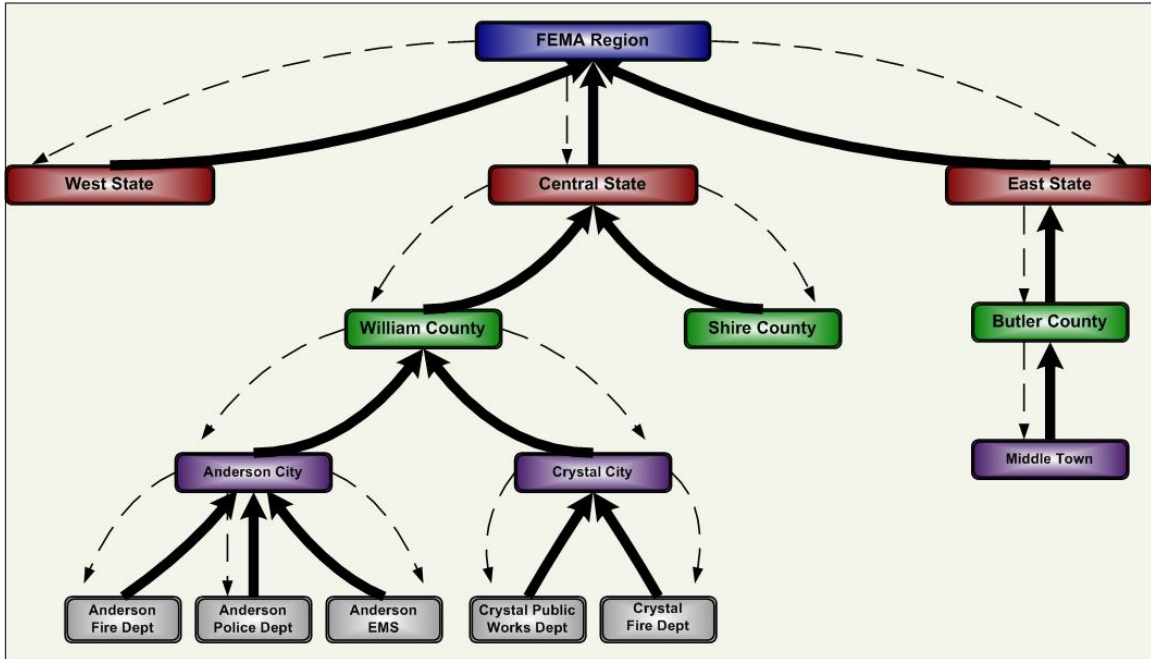
Figure 1: Parent and Child Data Sharing/Aggregation

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

It is important to note that the resource definition an actual resource is tied to will effect how the resource is shared. If the resource is one of FEMA's 120 Typed Resources, then

it will be transmitted both up and down the hierarchical structure, however if the resource is considered as a "Non-Typed Resource" (e.g. attached to a user defined resource definition) then the resource and it's respective definition are only transmitted down the hierarchy from parent to child. A Child node does not have the ability to share non-typed resources with its parent.

7.1.11.2 Utilize Data Sharing Functions

To access the data sharing feature select Data Sharing from the ADMINISTRATIVE box on the ADMINISTRATION screen shown below:
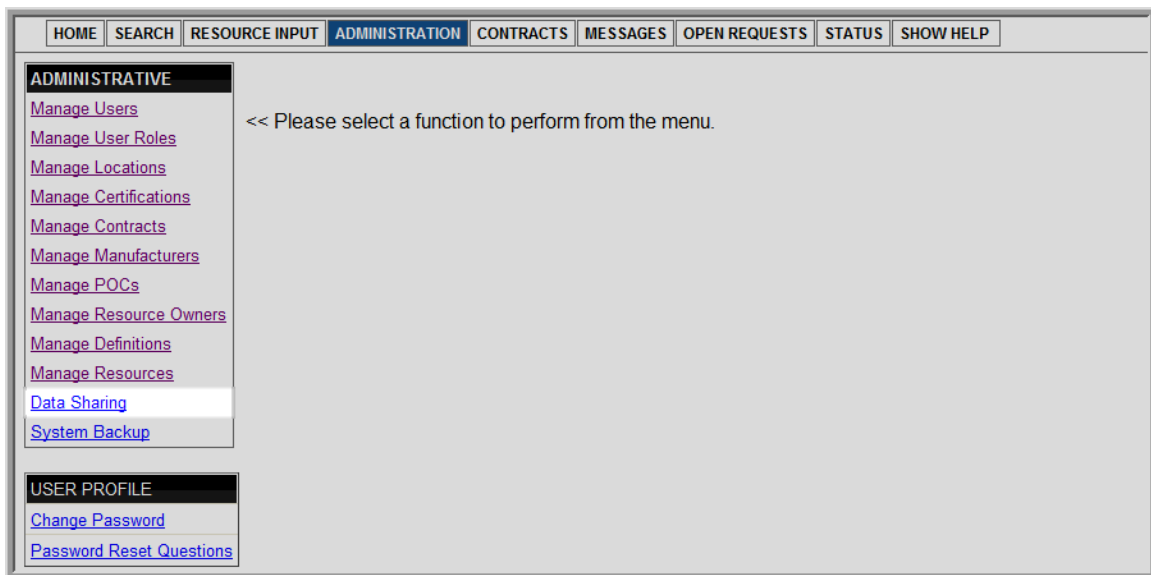
The Local IRIS Configuration screen will be displayed as shown below:
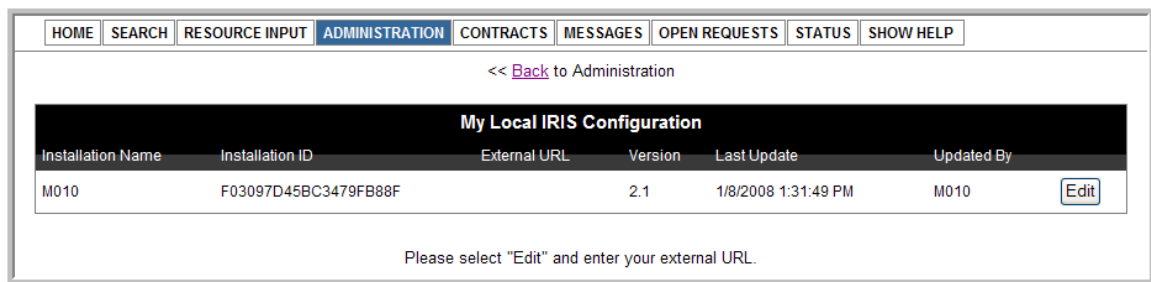
1. Obtain your static IP address (see **Section 7. 1.11.2.1** Obtaining your External URL for instructions on how to retrieve your IP address).

2. Select Edit, the External URL screen will be displayed as shown below:

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

4. Select UPDATE.

The Data Sharing screen will be displayed as shown below:

To add child configurations:

1. Obtain your child's External URL and define a password for use when sharing data (see **Section 7. 1.11.2.1** Obtaining your External URL for instructions on how to retrieve your IP address).

2. Select Click Here within the My Established Children field; the Child screen will be displayed as shown below:

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

3. Enter the External URL and user defined password for the child you wish to connect to.

4. Check Yes or No to indicate if the child is a private contractor (note: a private contractor will not receive any data from it's parent; it can only send data).

5. Select submit, the Child screen will be displayed indicating a connection for the entered child's information was successfully added and pending.

6. Repeat steps as necessary for additional children.

7. Select Back when complete.

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

To add a parent configuration:

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

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

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

2. Enter the External URL and user defined password for the parent instance.

3. Select/unselect the data fields that are to be shared or not shared. For example checking only Resource Owners will only share the Resource Owner fields for your resources to the parent.

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

4. Select Submit.

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

The Parent's Data Sharing screen will be displayed on the parent's instance of IRIS indicating a child connection with you has been established as shown below:
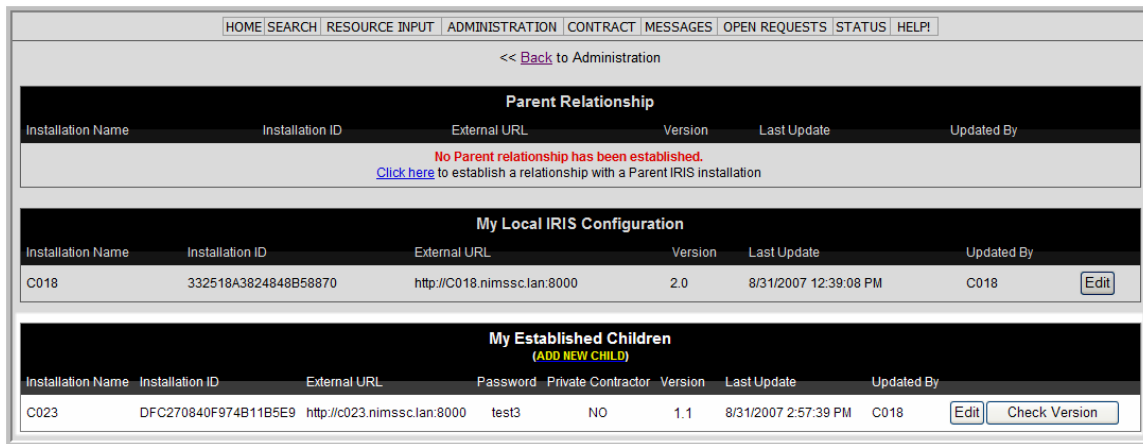
On the Instance's Data Sharing screen if a child or parent is created, two buttons display on the right side of the screen:

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

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

To share data:

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

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

The Outbound Data Sharing screen will be displayed showing the data that will be sent to the respective IRIS instances:
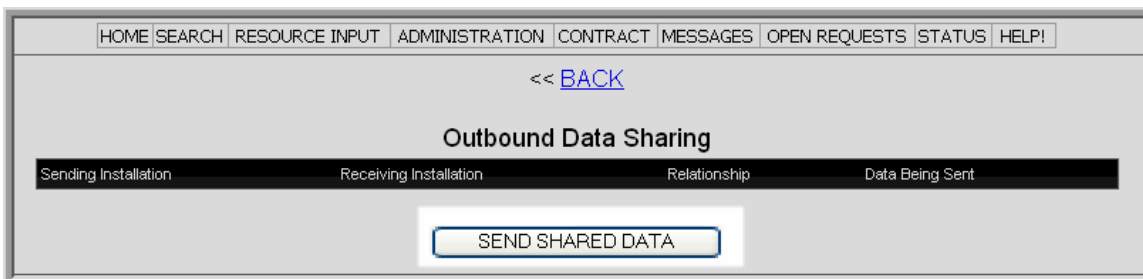
2. Select Send Shared Data and wait until the Outbound Data Sharing screen displays that requested sharing work has completed as shown below:

NOTE: It may take several seconds for the data to process do not select anything until the screen below is displayed.
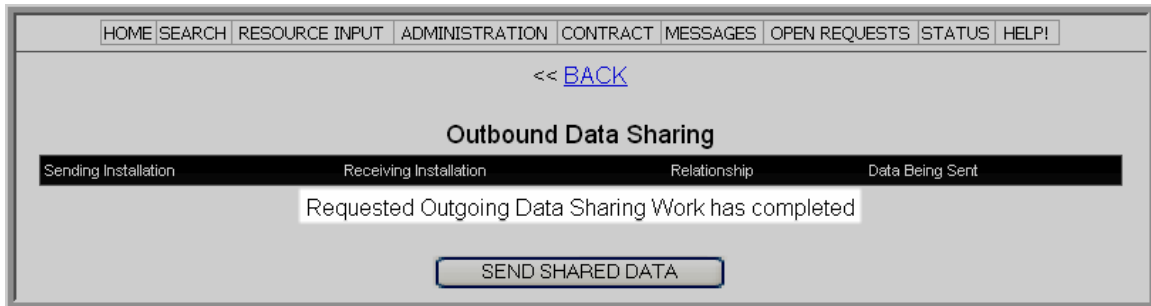
To send new or updated resources simply complete the steps to share data again.

It should be noted that the Data Sharing process executes a batch file that transmits any data in the sending 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 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, the Run screen appears as shown below:
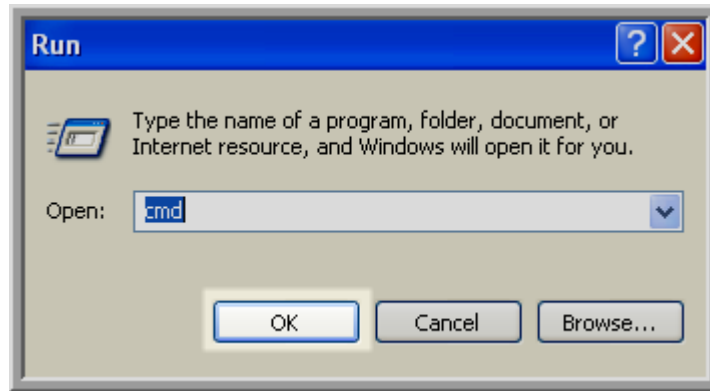
3. Enter "cmd" (as noted above) and select OK to access the command prompt; the command prompt screen appears.

4. At the prompt, type: ipconfig –all and hit Enter.
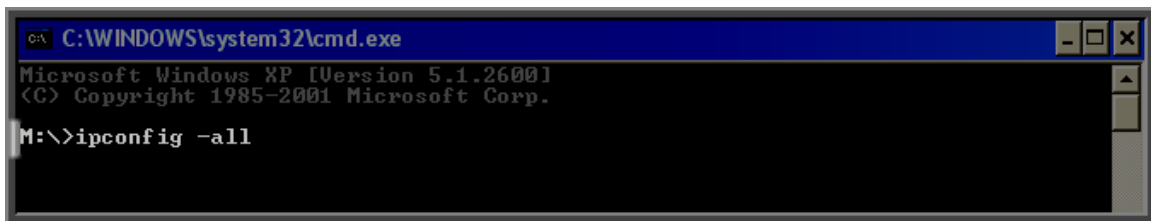
5. Scroll through the ipconfig –all screen and find the "Host Name" (i.e. C025) and the "Primary Dns Suffix" (i.e. nimssc.lan). Use this information to populate the External URL field.
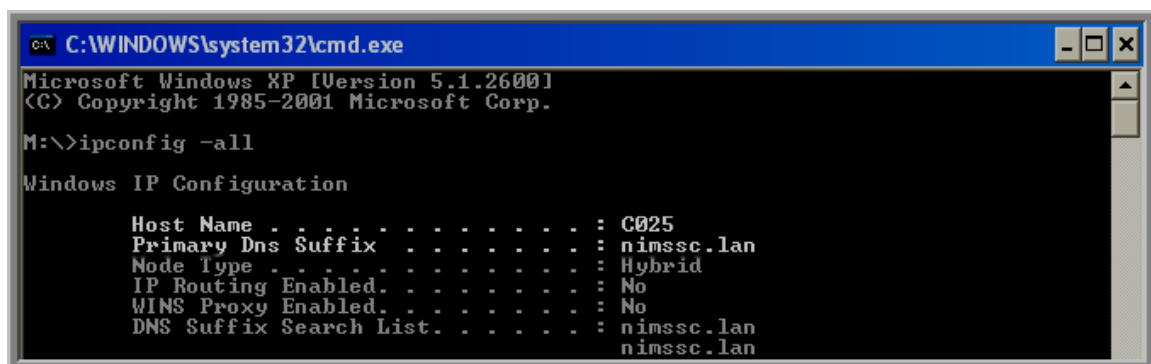
7.1.12 System Backup

To Backup the data from IRIS, select System Backup from the Administrative box on the ADMINISTRATION screen shown below:
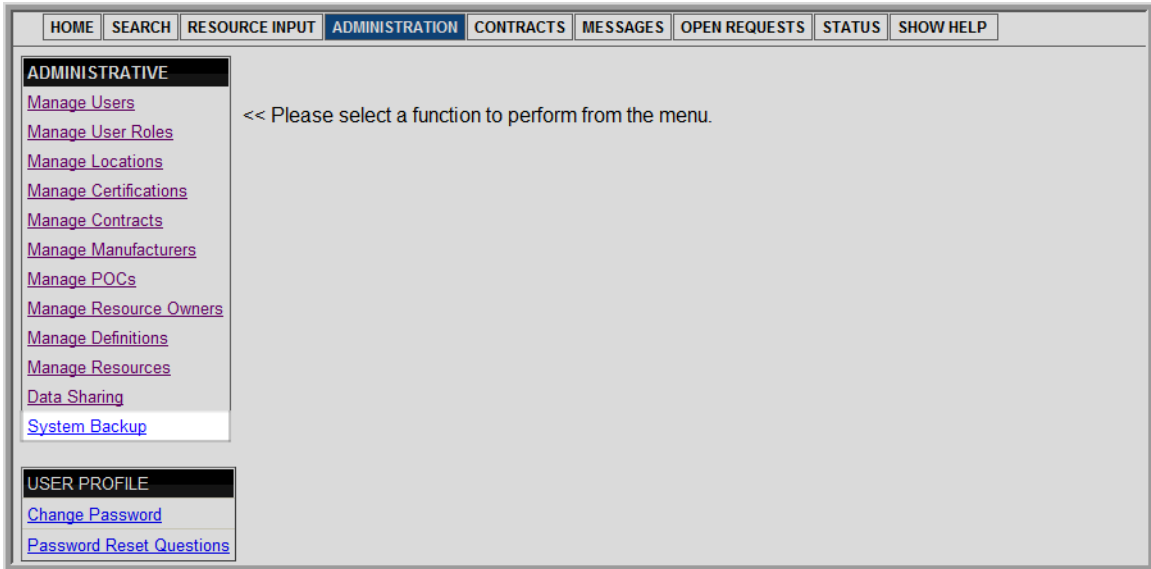
The feature to create a Backup is displayed on the System Backup screen as shown below:
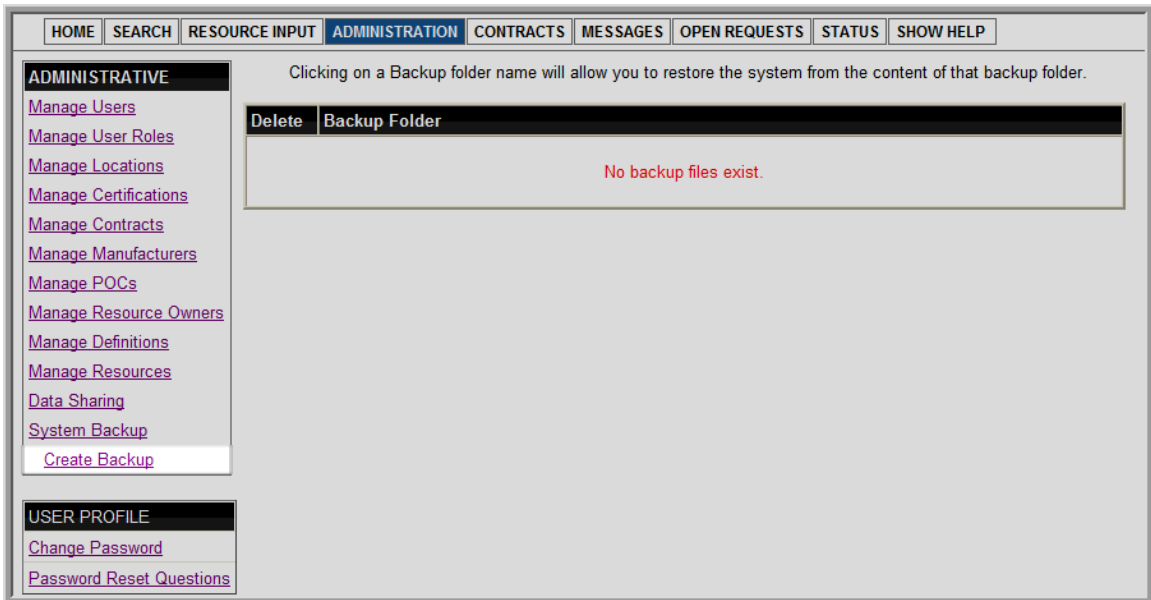
7.1.12.1 Adding a Backup

1. Select Create Backup from the ADMINISTRATIVE box. The Create Backup screen appears:
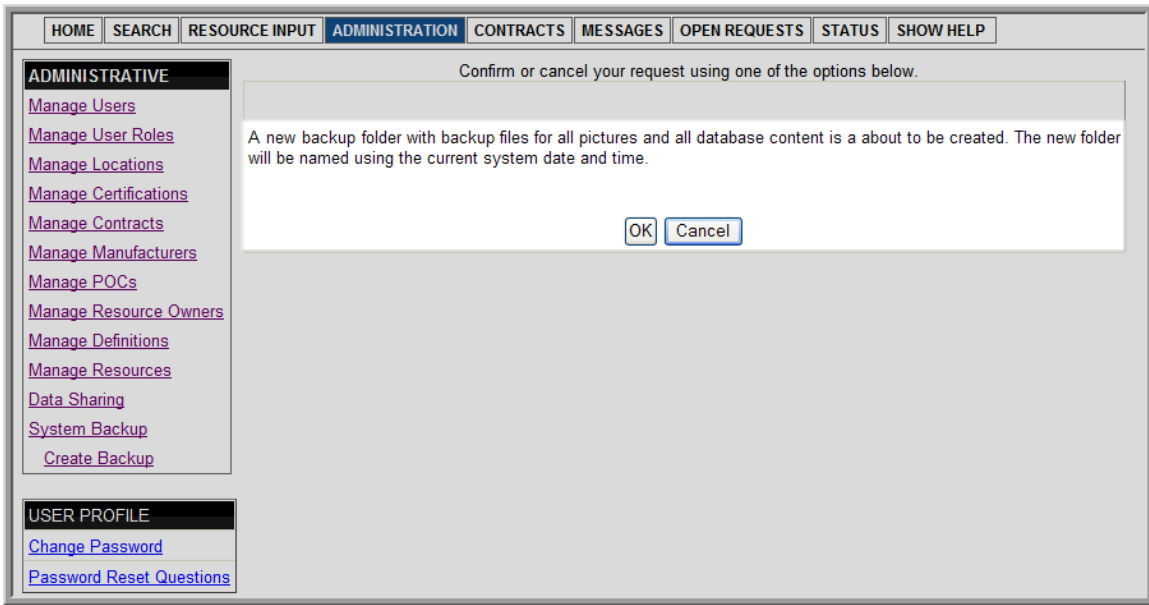
a. Select OK to create a Backup, or

b. Select Cancel.

The Backup Screen appears identifying the backup details as shown in the screen below:
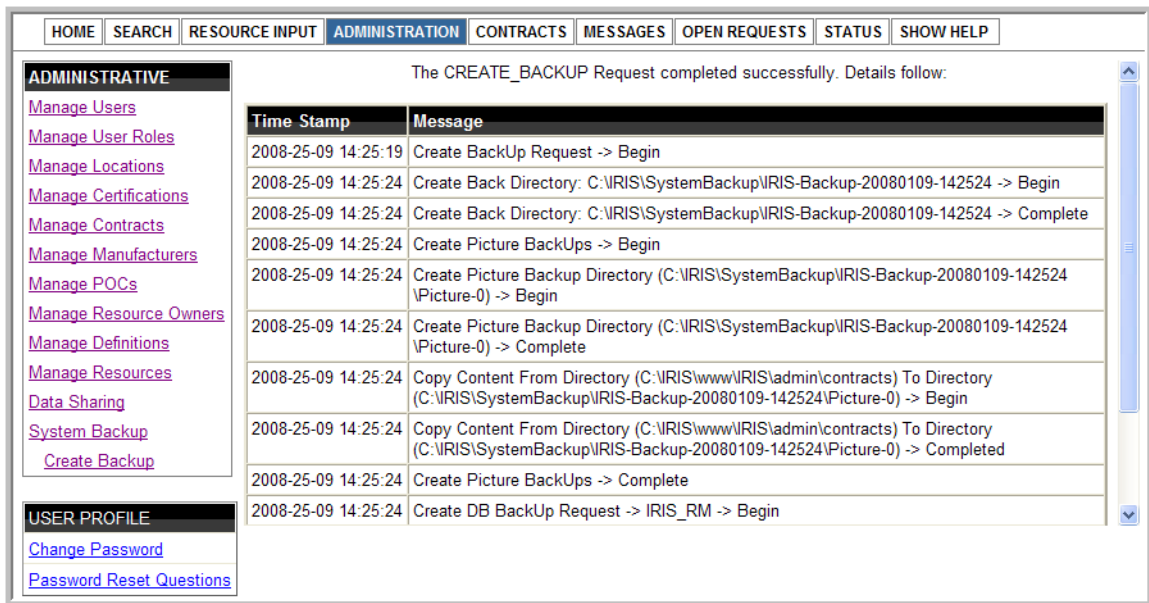
7.1.12.2 Edit Backups

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

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

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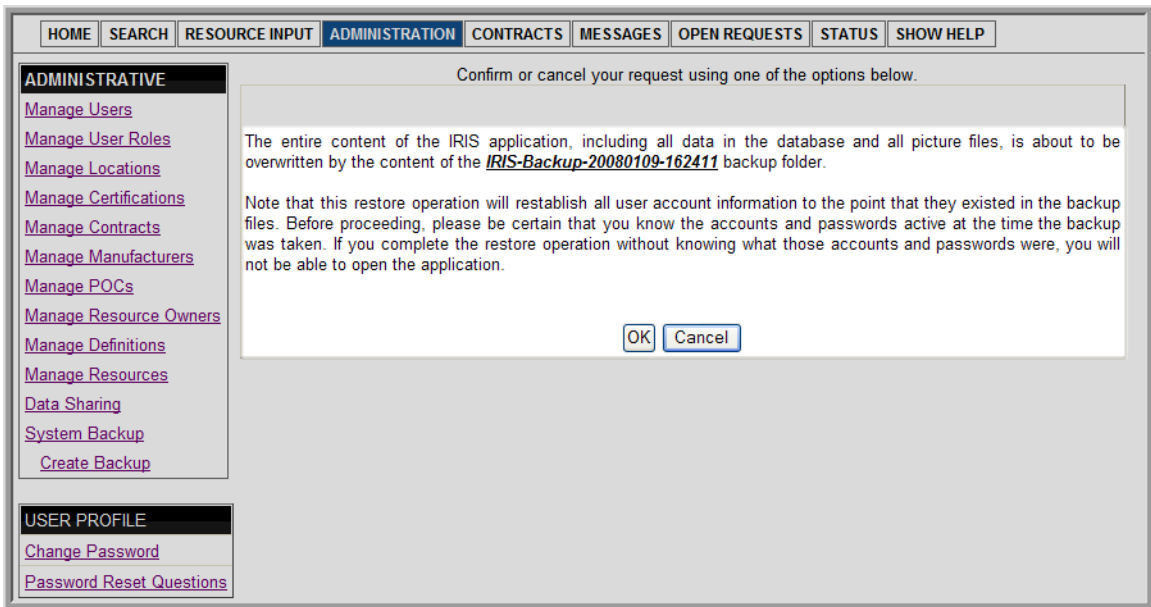
NOTE: This restore operation will reestablish all user account information to the point that it existed in the backup files. Before proceeding, be certain to know the account and password that were active at the time the backup was taken. The application will not open without this information.

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

b. Select Cancel.

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

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

1. Select OK to permanently delete the Backup, or

2. Select cancel.

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

7.2 User Profile

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

7.2.1 Change Password

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

The Change Password screen appears as shown below:

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

3. Select Change.

7.2.2 Password Reset Questions

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

The Password Reset Questions screen appears as shown below:

2. Using the drop down field, Select a question.

3. Type in the Answer to that question.

4. Continue until all three questions are selected and answered.

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

5. Select Update Questions.

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

8.0 ADDING RESOURCES

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

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

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

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

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

If a more descriptive Non-Typed resource field is needed than the 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:

1. Select RESOURCE INPUT from the Navigation Menu.

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

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

HOME | SEARCH | RESOURCE INPUT | ADMINISTRATION | CONTRACT | MESSAGES | OPEN REQUESTS | STATUS | HELP!
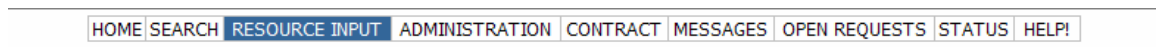
Typed Resource:
-Select-
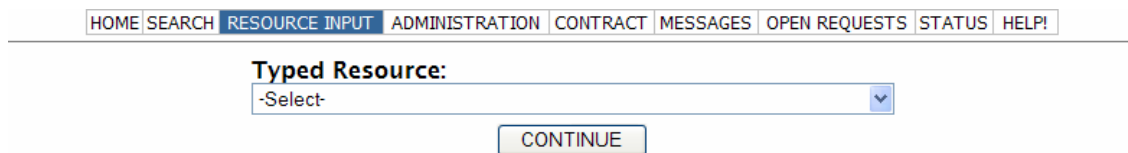
CONTINUE

2. Select the drop down menu on the right side of the Typed Resource field, and scroll down the list of Typed Resources.
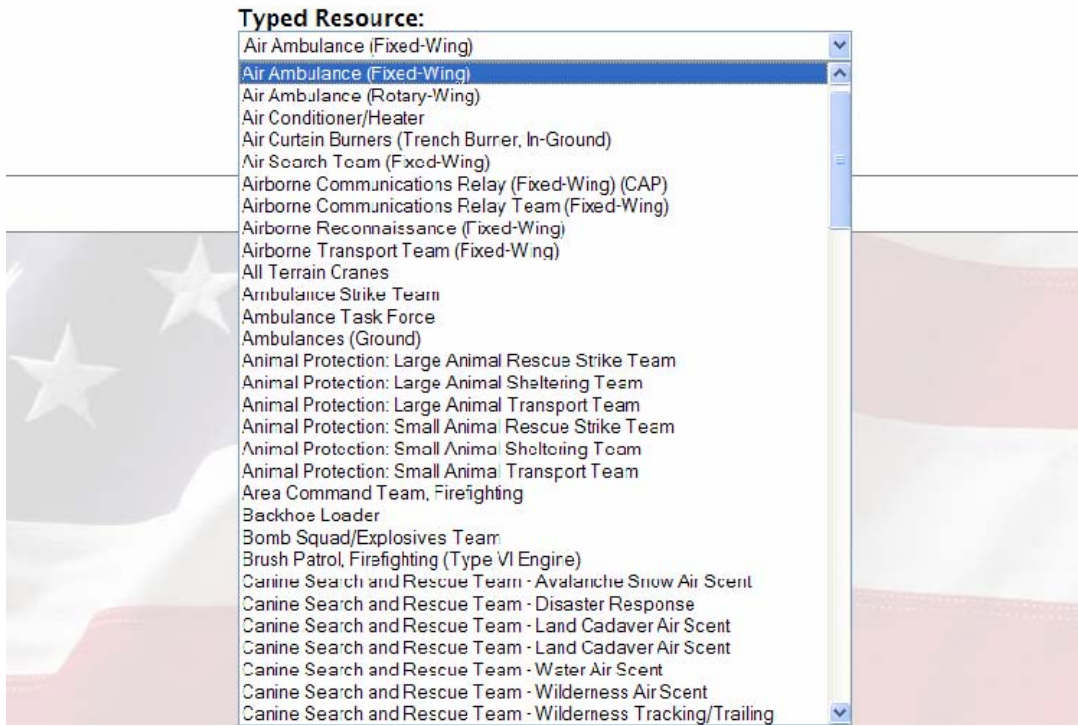
3. Select the Typed Resource that is to be added.

4. Select CONTINUE.

The Resource Input - Type screen appears as shown below:
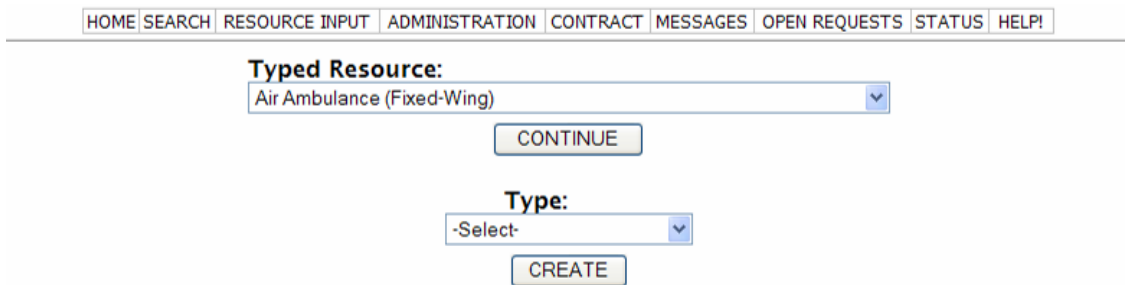
5. Select the drop down menu on the right side of the Type field, and scroll down the list of Types.

6. Select the Type that is to be added.

7. Select CREATE.

The Resource Input screen appears as shown below:

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

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 be edited; however, it can not be deleted once it is added.

10. Select ADD RESOURCE.

The Resource Input - Options screen appears as shown below:

11. Choose from the displayed options

   a. Select Add Another New Resource, to add a Resource with a different definition.

   b. Select Clone Last Entered Resource, to add a Resource with the same definition.

   c. Select View Previously Entered Resource to view the resource that was last entered.

9.0 FINDING RESOURCES

9.1 Identifying Resources by Definition

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

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

As mentioned in **Manage Definitions,** IRIS uses a "drill down" hierarchical structure to locate resources. **Figure 2** shown below illustrates the "drill down" structure starting with a Resource's Discipline, and drills down to Category, down to Kind, down to Typed Resource, and down to the Type.
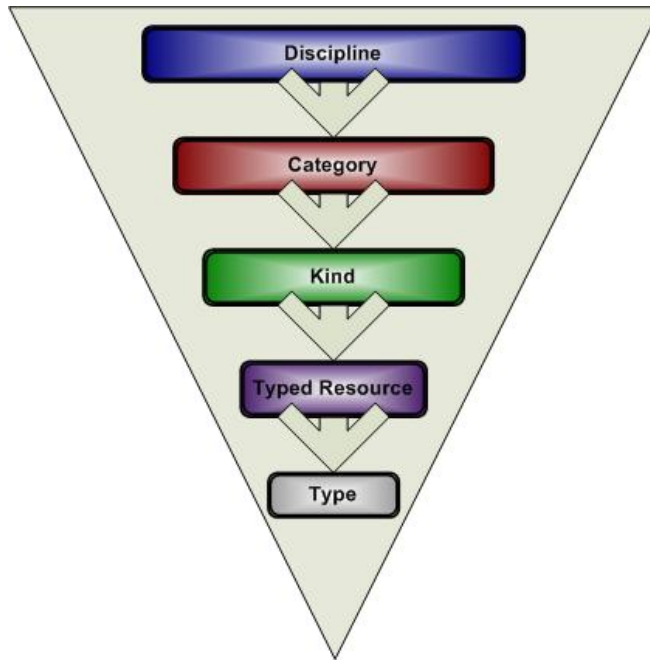
Figure 2: IRIS Hierarchical Drill-Down Structure

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

After selecting a Discipline, the Category screen appears.

Emergency Management
Communication (ESF #2)
Food & Water (ESF #11)
Hazardous Materials Response (ESF #10)
Health and Medical (ESF #8)
Information & Planning (ESF #5)
Mass Care (ESF #6)
Resource Management (ESF #7)
Transportation (ESF #1)
Volunteers and Donations (ESF #15)
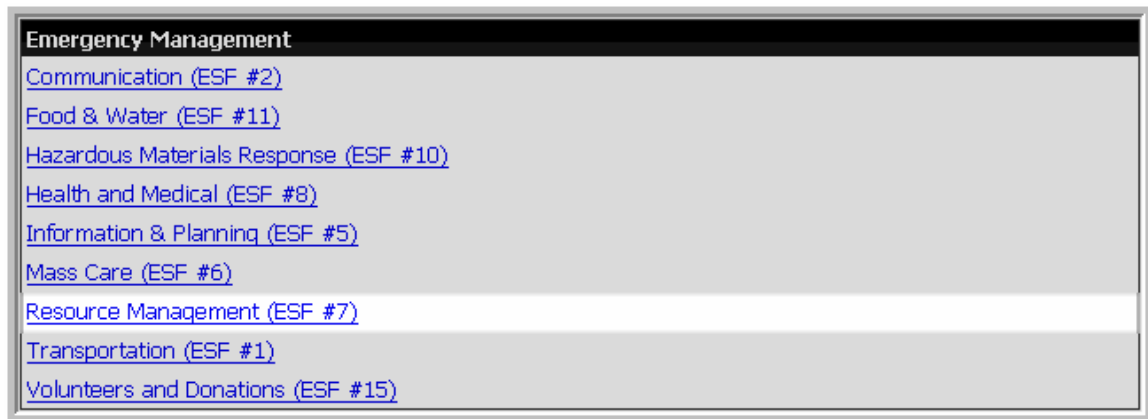
2. Select a Category.

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

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After selecting a Category, the Kind screen appears.

3. Select a Kind.

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

After selecting a Kind, the Typed Resources screen appears.

4. Select a Typed Resource.

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

After selecting a Typed Resource, the Type screen appears.
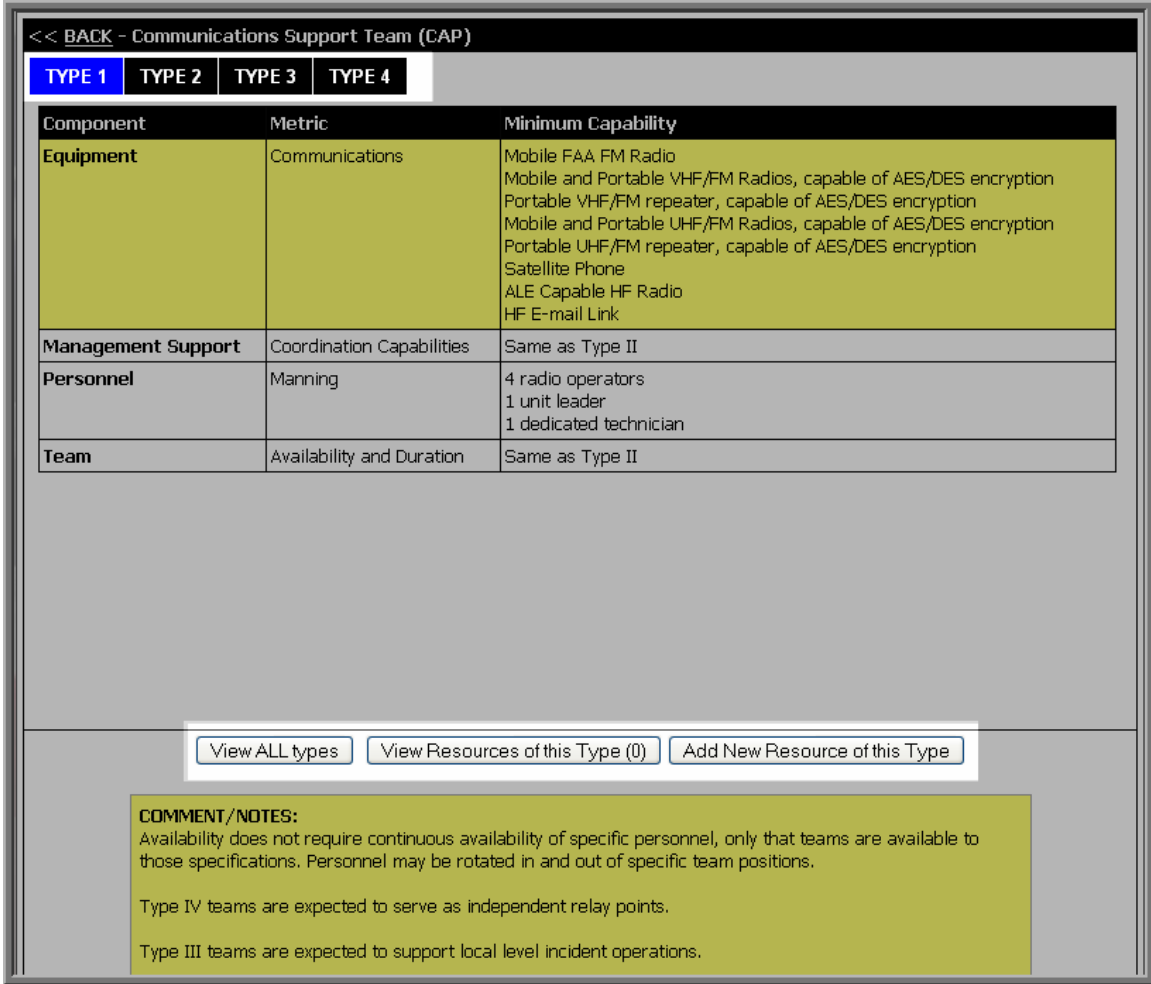
The Type screen has selectable tabs that show information on the Types available for the Typed Resource that was selected.

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

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

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

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

- View ALL types: This feature displays definition information about the actual resources for all Types.

- View Resources of this Type: This feature displays actual resources for the Type selected.

- Add New Resource of this Type: This feature displays the resource input screen, providing a user to create a new resource for this Resource Type.

These buttons are discussed further below:

To View ALL types:

a. Select View ALL types; detailed information will appear in a new window.

  i. Select the button Print this Page for a hard copy of this view, or

  ii. Close the window.

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

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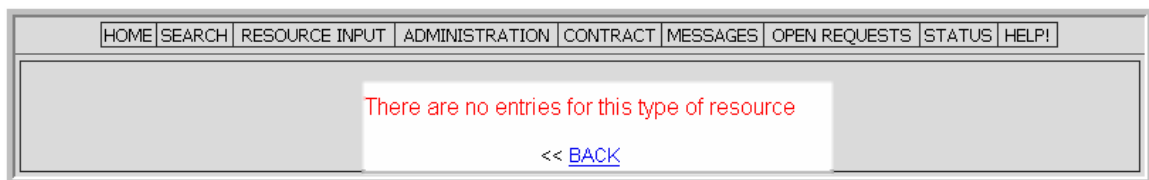
If resources are available they will appear as shown in the View Resources of this Type screen as shown below:

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

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

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

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

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

To add a new resource for a Type:

- a. Select Add New Resource of this Type.

- b. Complete the Resource Input Form.

- c. Select Add Resource.

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

9.2 Searching for Resources

Another way to look for resources is by using the SEARCH feature on the Navigation Menu.
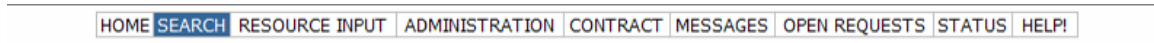
To search for resources using this feature complete the following steps:

1. Select SEARCH.

The Search screen appears:

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

NOTE: By default, All Actual Resources in the database are displayed in the results box (lower part of above screen). Those results are narrowed as more criteria are selected.

To filter for resources:

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

3. Select Submit.

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

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

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

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

To modify a resource from the SEARCH screen,

1. Select the icon under Edit next to a resource name.

2. Follow the steps listed under Edit a Resource.

9.2.1 Export Resources

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

9.2.1.1 Export to CSV

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

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

9.2.1.2 Export to XML

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

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

10.0 LOGOFF

The LOGOFF button is used to close the IRIS application.

To log off of IRIS, select LOGOFF.

11.0 UNINSTALLING IRIS

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

1. Select Start.

2. Select Programs.

3. Select IRIS.

4. Select the Arrow to the right.

5. Select Uninstall.

6. Select Yes to completely remove IRIS and all of its components, or select No to cancel.

NOTE: The above process does not remove the Import and Export tool used in IRIS version 1.0 and 1.1. In order to remove the tool, complete the following process:

7. Select Start.

8. Select Control Panel.

9. Select Add and Remove Programs.

10. Select the IRIS Import and Export tool.

11. Select Remove, and continue the steps as provided within the uninstall process.

12.0 IRIS SUPPORT

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

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

13.0 APPENDIX A: INSTALLATION OF IRIS PATCH

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

13.1 Installing IRIS from a CD

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

If setup does not run automatically:

1. Open My Computer.

2. Navigate to the CD-ROM drive containing the IRIS CD.

3. Double click the Patch setup.exe icon.

13.2 Downloading from the website

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

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

13.3 Installation Procedures

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

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

The IRIS Patch Installation screens are shown below:

Setup

This will install IRIS. Do you wish to continue?

Yes   No

Setup - IRIS

Welcome to the IRIS Setup Wizard

This will install IRIS 2.1 Patch on your computer.

It is recommended that you close all other applications before continuing.

Click Next to continue, or Cancel to exit Setup.

Next >   Cancel

Setup - IRIS

Select Start Menu Folder
Where should Setup place the program's shortcuts?

Setup will create the program's shortcuts in the following Start Menu folder.

To continue, click Next. If you would like to select a different folder, click Browse.

IRIS   Browse...

< Back   Next >   Cancel

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Setup - IRIS

Ready to Install
Setup is now ready to begin installing IRIS on your computer.

Click Install to continue with the installation, or click Back if you want to review or change any settings.

Start Menu folder:
   IRIS

[< Back] [Install] [Cancel]

Setup

?   Current Installed Version of IRIS is: 2.0, is this correct?

[Yes] [No]

Setup - IRIS

Completing the IRIS Setup Wizard

To complete the installation of IRIS, Setup must restart your computer. Would you like to restart now?

⦿ Yes, restart the computer now
○ No, I will restart the computer later

[Finish]

After installing, the patch, and clicking on the IRIS Icon, login to IRIS utilizing the same Username and Password which was used for a previous version. Upon reaching the Home screen, the message "You have not yet completed your password reset questions & answers. Click here to complete them now!" will be displayed if patching IRIS from a 1.0 or 1.1 version.

1. Select the Click here link.

2. Follow the steps as described in the section Initial IRIS Configuration.

14.0 APPENDIX B: IMPORT/EXPORT FILE SPECIFICATIONS

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

14.1 Import/Export

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

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

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

14.1.1 CSV and XML files

14.1.1.1 CSV file

A CSV file closely resembles the layout of a spreadsheet and arranges data in rows and columns. Each row contains information about a distinct resource with the columns specifying the values of the data fields associated with that resource or database record. **Table 3** below provides the data fields names (e.g. column names), an indication on if the field is required for successful import, the format of the data field value, and specific format comments for the value.

For example row 1 of the CSV file

1. Corresponds to the actual name of the Resource Definition associated with the resource and is stored in the database as "ResourceDefinitionName".

2. Is required for successful import.

3. Has a data type of RDName.

4. Must use one Typed Resource provided in the list below the table.

Table 3: CSV Import File Format

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

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

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

exactly:

Air Ambulance (Fixed-Wing)
Air Ambulance (Rotary-Wing)
Air Conditioner/Heater
Air Curtain Burners (Fire box-Above Ground, Refractory Walled)
Air Curtain Burners (Trench Burner, In-Ground)
Air Search Team (Fixed-Wing)
Airborne Communications Relay (Fixed-Wing) (CAP)
Airborne Communications Relay Team (Fixed-Wing)
Airborne Reconnaissance (Fixed-Wing)
Airborne Transport Team (Fixed-Wing)
All Terrain Cranes
Ambulance Strike Team

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

Fuel Tender (Gasoline, Diesel, AvGas, aka Gas Tanker)
Generators
Hand Crew
HazMat Entry Team
Helicopters, Firefighting
Helitanker (firefighting helicopter)
Hydraulic Excavator (Large Mass Excavation 13 cy to 3 cy buckets)
Hydraulic Excavator (Medium Mass Excavation 4 cy to 1.75 cy buckets)
Hydraulic Truck Cranes
Incident Management Team
Incident Management Team Animal Protection
Incident Management Team, Firefighting
Individual Assistance Disaster Assessment Team
Individual Assistance Disaster Assessment Team Leader
Interagency Buying Team, Firefighting
International Medical Surgical Response Team (IMSuRT)
Lattice Truck Cranes
Law Enforcement Aviation-Helicopters-Patrol & Surveillance
Law Enforcement Observation Aircraft (Fixed-Wing)
Mine and Tunnel Search and Rescue Team
Mobile Communications Center (Also referred to as "Mobile EOC")
Mobile Communications Unit (Law/Fire)
Mobile Feeding Kitchen (Mobile Field Kitchen)
Mobile Field Force Law Enforcement (Crowd Control Teams)
Mountain Search and Rescue Team
NDMS Management Support Team (MST)
Non-Typed Equipment
Non-Typed Team
Non-Typed Vehicle
Portable Pump
Public Assistance Coordinator
Public Safety Dive Team
Radio Direction Finding Team
Rapid Needs Assessment Team
Shelter Management Team
Strike Team, Engine (Fire)
SWAT/Tactical Teams
Swiftwater/Flood Search and Rescue Team
Track Dozer
Tractor Trailer (Example Only)
Tub Grinder
Tug Boat
U.S. Coast Guard National Strike Force
US&R Incident Support Team
US&R Task Forces
Veterinary Medical Assistance Team (VMAT)
Volunteer Agency Liaison
Water Purification Team (USACE Emergency Water Teams)
Water Tender, Firefighting (Tanker)
Water Truck (example only)
Wheel Dozer
Wheel Loaders (Large 41 cy to 8 cy)
Wheel Loaders (Medium 7 cy to 3 cy)
Wheel Loaders (Small 7 cy to 2 cy)
Wilderness Search and Rescue Team

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

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

14.1.1.2 XML File

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

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

- Exactly one <Discipline> element (required), which contains the resource's Discipline (e.g., "Public Works").

- Exactly one <Category> element (required), which contains the resource's Category (e.g., "Public Works and Engineering (ESF #3)").

- Exactly one <Kind> element (required), which contains the resource's Kind (e.g., "Equipment").

- Exactly one <Resource> element (required), which contains the resource's Typed Resource (e.g., Air Conditioner/Heater).

- Exactly one <Type> element (required), which contains the resource's Type (e.g., "1"). Type "Other" is represented by an "8."

- Exactly one <Name> element (required), which contains the resource's Resource Name (e.g., "Air Conditioner Four").

- Exactly one <Aliases> element, which contains the resource's alias names (e.g., "The Big Chill").

- Exactly one <Availability> element, which contains the resource's availability status.

- Exactly one <MinLeadTime> element, which contains the resource's minimum lead time, in days.

- Exactly one <MaxDeployment> element, which contains the resource's maximum deployment time, in days.

- Exactly one <Restrictions> element, which contains the resource's restrictions.

- Exactly one <Comments> element, which contains the resource's comments.

- Exactly one <HowToRequest> element, which contains instructions on how to request the resource.

- Exactly one <ModelNameNumber> element, which contains the resource's model name or number.

- Exactly one <SerialNumberVIN> element, which contains the resource's serial number or VIN.

- Exactly one <Length> element, which contains the resource's length, in feet.

- Exactly one <Width> element, which contains the resource's width, in feet.

- Exactly one <Height> element, which contains the resource's height, in feet.

- Exactly one <Weight> element, which contains the resource's weight, in pounds.

- Exactly one <Reimbursement> element, which contains the resource's reimbursement instructions.

- Exactly one <Sustainability> element, which contains the resource's sustainability information.

- Exactly one <RandR> element, which contains the resource's return-and-release information.

- Exactly one <HomeLocation> element (required), which describes the resource's home location. This element is further described below.

- Exactly one <PresentLocation> element, which describes the resource's present location. This element is further described below.

- Exactly one <Manufacturer> element, which describes the resource's manufacturer. This element is further described below.

- Exactly one <PointOfContact> element (required), which describes the resource's point of contact.

- Exactly one <Owner> element (required), which describes the resource's owner.

- Exactly one <Contracts> element, which describes the contract(s) with which the resource is associated. This element contains one or more <Contract> elements, each of which describes one such contract. The <Contract> element is further described below.

- Exactly one <Certifications> element, which describes the certification(s) with which the resource is associated. This element contains one or more <Certification> elements, each of which describes one such certification. The <Certification> element is further described below.

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

- Exactly one <Name> element (required), which is the name of the location.

- Exactly one <Description> element, which is a [longer] description of the location.

- Exactly one <Address> element (required), which is the street address of the location.

- Exactly one <City> element (required), which is the city of the location.

- Exactly one <State> element (required), which is the State (or Territory or Province) of the location.

- Exactly one <PostalCode> element, which is the postal code of the location.

- Exactly one <County> element, which is the county of the location.

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

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

<Manufacturer> elements contain the following:

- Exactly one <Name> element (required), which is the name of the manufacturer.

- Exactly one <Description> element, which is a [longer] description of the manufacturer.

<PointOfContact> elements contain the following:

- Exactly one <Name> element (required), which is the name of the point of contact.

- Exactly one <DayTimePhoneNumber> element, which is the daytime telephone number of the point of contact.

- Exactly one <AfterHoursPhoneNumber> element, which is the after-hours telephone number of the point of contact.

- Exactly one <FAX> element, which is the fax number of the point of contact.

- Exactly one <EMail> element, which is the email address of the point of contact.

<Owner> elements contain the following:

- Exactly one <Name> element (required), which is the name of the resource owner.

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

<Contract> elements contain the following:

- Exactly one <Name> element (required), which is the name of the contract.

- Exactly one <Description> element, which is a [longer] description of the contract.

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

<Certification> elements contain the following:

- Exactly one <Name> element (required), which is the name of the certification.

- Exactly one <Description> element, which is a [longer] description of the certification.

- Exactly one <Number> element, which is the specific, presumably unique, certificate identifier assigned to the resource.

- Exactly one <Expiration> element, which is the date on which the resource's certification expires.

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

14.1.2 Template Examples

14.1.2.1 CSV File Example

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

Table 4: Partial CSV file template

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

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

Table 5: Example of a CSV template's content

Column Name	Content
ResourceDefinitionName	SWAT/Tactical Teams
ResourceDefinitionType	II
ActualResourceName	Columbia State Police Department
AliasNames	Team Red
AvailabilityStatus	In Use
ResourceOwnerTeamName	SCPD SWAT
HowToRequest	Contact Captain L. Smith at 451-259-9999
POCEntityName	Captain L. Smith
HomeLocationDescription	Columbia State Police Department
HomeLocationAddress	405 Central Ave
HomeLocationCity	Carlisle
HomeLocationState	CO
HomeLocationPostalCode	87256
HomeLocationLatitude*	146.25
HomeLocationLongitude*	-78.53
PresentLocationDescription	Columbia State Police Department
PresentLocationAddress	405 Central Ave

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

14.1.2.2 XML File Example

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

```xml
<IRISResources>
<Resource>
<Discipline>Law Enforcement</Discipline>
<Category>Law Enforcement/Security</Category>
<Kind>Team</Kind>
<Resource>SWAT/Tactical Teams</Resource>
<Type>2</Type>
<Name>Columbia State Police Department</Name>
<Aliases>Team Red</Aliases>
<Availability>In Use</Availability>
```

```xml
<MinLeadTime>1</MinLeadTime>
<MaxDeployment>3</MaxDeployment>
<Restrictions>Max 12 hr duty</Restrictions>
<Comments>Example for file import and export.</Comments>
<HowToRequest>Contact Captain L. Smith at 451-259-9999</HowToRequest>
<ModelNameNumber>Manufacturer1</ModelNameNumber>
<SerialNumberVIN>MANUFACTURER1</SerialNumberVIN>
<Length>0.000000000000000e+000</Length>
<Width>0.000000000000000e+000</Width>
<Height>0.000000000000000e+000</Height>
<Weight>0.000000000000000e+000</Weight>
<HomeLocation>
 <Name>Columbia State PD</Name>
 <Description>Columbia State Police Department</Description>
 <Address>405 Central Ave</Address>
 <City>Carlisle</City>
 <State>CO</State>
 <PostalCode>87256</PostalCode>
 <County>Wayne</County>
 <Latitude>1.462500000000000e+002</Latitude>
 <Longitude>-7.853000000000000e+001</Longitude>
    </HomeLocation>
<PresentLocation>
 <Name>Columbia State PD</Name>
 <Description>Columbia State Police Department</Description>
 <Address>405 Central Ave</Address>
 <City>Carlisle</City>
 <State>CO</State>
 <PostalCode>87256</PostalCode>
 <County>Wayne</County>
 <Latitude>1.462500000000000e+002</Latitude>
 <Longitude>-7.853000000000000e+001</Longitude>
    </PresentLocation>
<Manufacturer>
 <Name>New Manufacturer 1</Name>
 <Description>Example for Manufacture</Description>
    </Manufacturer>
<PointOfContact>
 <Name>Captain L. Smith</Name>
 <DayTimePhoneNumber>451-259-9999</DayTimePhoneNumber>
 <AfterHoursPhoneNumber>451-259-9999</AfterHoursPhoneNumber>
 <FAX>451-259-9990</FAX>
 <EMail>SmithL@CSPD.gov</EMail>
    </PointOfContact>
<Owner>
 <Name>CSPD SWAT</Name>
```

```
 <Description>Columbia State Police Department SWAT</Description>
    </Owner>
<Certifications>
<Certification>
 <Name>CPR</Name>
 <Description>Annual training.</Description>
 <Number>98725</Number>
 <Expiration>2008-12-12T00:00:00</Expiration>
    </Certification>
    </Certifications>
<Contracts>
<Contract>
 <Name>Mutual Aid Agreement 45-101925</Name>
 <Description>State Police Mutual Aid</Description>
 <CostPerDay>1.50000000000000e+003</CostPerDay>
    </Contract>
    </Contracts>
     <Reimbursement>Contact    Finance    and    Administration    at    451-259-
     9988</Reimbursement>
 <Sustainability>Max 12 hr duty.</Sustainability>
 <RandR>Contact Captain L. Smith at 451-259-9999</RandR>
    </Resource>
    </IRISResources>
```

14.2 Import/Export Tool from IRIS 1.0 or IRIS 1.1

If a user should have IRIS 1.0 or IRIS 1.1 on their machine, and the IRIS Patch is installed on their machine, the IRIS Import Export Tool remains on the users desktop until it is removed from their machine.

This tool can still be utilized to import and export resources. To use the IRIS Import Export Tool complete the steps in the following sections:

From the desktop select the IRIS IMPORT EXPORT Tool icon. (NOTE: If the icon is not on the desktop, utilize the import and export features built into IRIS.)

The Import/Export screen will appear as shown below:
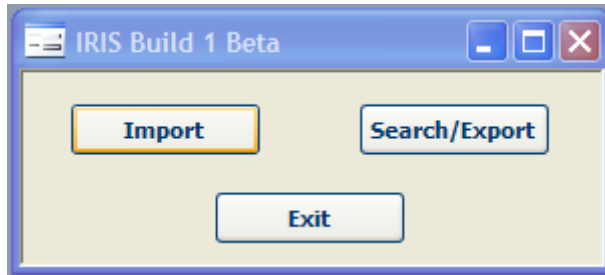
These features are described below.

14.2.1 Import from Import/Export Tool

Select Import to load data into IRIS. The Import screen will appear as shown below:
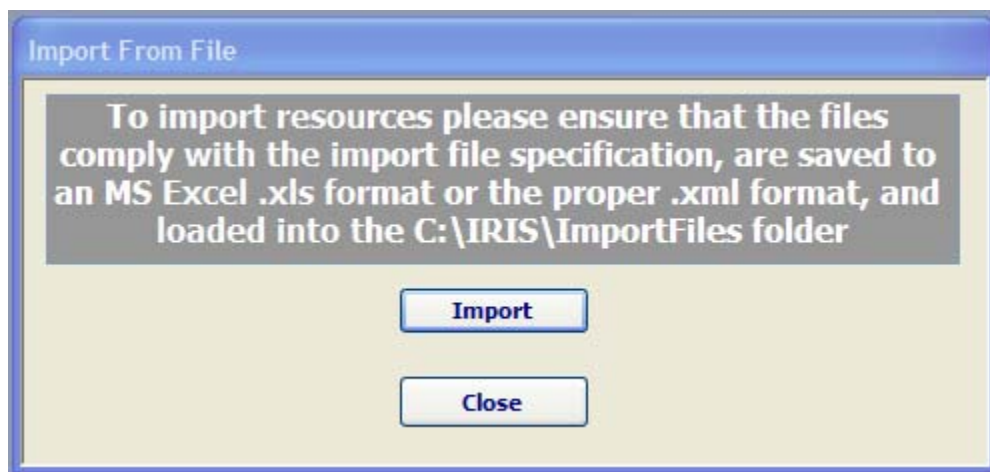
Once you are sure that your file is compliant (use templates provided in the above section [NOTE the CSV template would need to be saved as an XLS file]) and in correct location (C:\IRIS\ImportFiles\), select Import and the data will be imported into the IRIS database.

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.

14.2.2 Export from Import/Export Tool

Select Search/Export to export data from IRIS. The Export Search screen will appear as shown below:

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

Select "Yes" to export to XML format or "No" for Microsoft Excel. If the export is successful a message will display stating that the resources were exported successfully and provides a file name. This message is displayed in the Successful Export screen shown below:
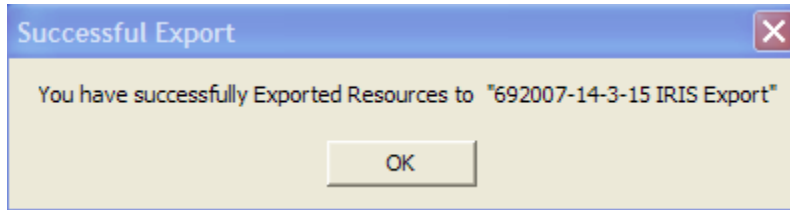
All export files created by IRIS either in XML or Excel are stored in the C:\IRIS\ExportFiles folder.

15.0 APPENDIX C. FREQUENTLY ASKED QUESTIONS

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

Description:

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

ASP Description:

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

What should I do?

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

1. Verify that you have system administrative privileges on your computer.

2. Validate that your computer has the latest Microsoft updates. Two options:

    a. Microsoft: http://windowsupdate.microsoft.com/

    b. Browser:

        i. Select Tools from the browser.

        ii. Select Express.

        iii. Select Download and Install Now.

3. Uninstall IRIS and reinstall. When uninstalling IRIS deletes all data entered. If data is to be saved please use the Export feature before uninstalling.

    a. Select Control Panel.

    b. Select Add Remove Programs.

    c. Select IRIS.

    d. Select Import Export Tool.

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

   a. Select Control Panel.

   b. Select Administrative Tools.

   c. Select Data Sources (ODBC).

   d. Select the Drivers tab

   e. Locate "SQL Server".

   f. Verify the version number is 2000.85.1117.00 or higher.

Q. I was checking the system requirements to install IRIS and I see that it requires a minimum of 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 drive. How do I resolve?

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

1. Validate that your computer has the latest Microsoft updates. Two options:

   a. Microsoft: http://windowsupdate.microsoft.com/

   b. Browser:

      i. Select Tools from the browser.

      ii. Select Express.

      iii. Select Download and Install Now.

2. Uninstall IRIS and reinstall. When uninstalling IRIS deletes all data entered. If data is to be saved please use the Export feature before uninstalling.

   a. Select Control Panel.

   b. Select Add Remove Programs.

   c. Select IRIS 1.0.

   d. 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:

1. Please verify that you have system administrative privileges.

2. Select the IRIS icon on your desktop.

3. Change URL in browser from http://iris:8000/IRIS/ to http://localhost:8000/IRIS/

   a. If this URL does not work then enter the following: Change URL in browser from http://iris:8000/IRIS/ to http://127.0.0.1:8000/IRIS/

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

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

Did IRIS successfully install?

A. No. Please follow these steps to resolve:

1. Validate that your computer has the latest Microsoft updates. Two options:

   a. Microsoft: http://windowsupdate.microsoft.com/

   b. Browser:

      i. Select Tools from the browser.

      ii. Select Express.

      iii. Select Download and Install Now.

C-3

2. Uninstall IRIS and reinstall. When uninstalling IRIS deletes all data entered. If data is to be saved please export before uninstalling.

   a. Select Control Panel.

   b. Select Add Remove Programs.

   c. Select IRIS.

   d. Select Import Export Tool.

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

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

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

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

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

A. 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):

   1. From the FEMA website: http://www.fema.gov/emergency/nims/rm/iris.shtm

     a.   Select IRIS tutorial.

   2. From CD:

     a.   Locate within the IRIS directory created upon installation.

     b.   Select the "Flash Tutorial Final" folder.

     c.   Select the "IRIS-Tutorial.html" icon.

     d.   Select each video icon on the left of each section to view the video.

Q. What is the email address for IRIS support?

A: IRIS-support@nimssc.net

16.0 APPENDIX D: ACCESSIBILITY

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

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