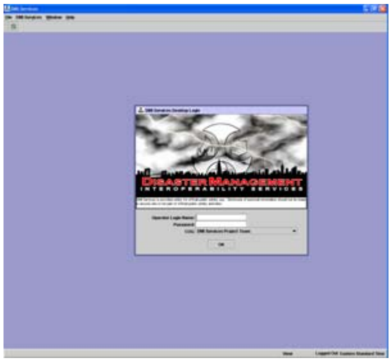
Quick Reference Guide



LOGGING IN

1. Double-click the **DMI-Services** icon.

The **Login** screen displays.

2. Enter an Operator name in the **Operator** name field.
3. Enter a password in the **Password** field.
4. Select the appropriate COG. (This option applies when DMIS is set up for more than one COG)
5. Click the **Login** button or press **Enter**.

The Login screen closes and the DMI-Services Desktop becomes active.

USING THE QUICK START SCREEN

Upon the Operator's initial successful login into DMI-Services, the Quick Start screen is displayed. The Quick Start screen is optional. The Operator may turn off the Quick Start screen by checking the checkbox next to the phrase: "Do not display this dialog in the future."

Or turn off Quick Star by selecting Administration --> Settings from the DMI-Services drop-down menu. In the DMI-Services Desktop Settings box, click on the Start-up tab and clear the checkbox next to the phrase "Automatically Launch Quick Start on Start Up."

- Click on the New Incident button to begin a new incident.
- Click on the New Alert button to create a new Alert.
- Click on the Operator Profile button to display the Operator Profile screen.
- Click on the Instant Message button to start a new DMIS Messenger session.

RETRIEVING THE INCIDENT LIST

1. Select **Tactical Information Exchange** from the **DMI-Services** menu.
2. Select **Incident List** from the **TIE** menu.

The **Incident List** is displayed.

From the **Incident List**, access Incidents created by or posted to your COG. Depending on user permissions, you can add, view, modify, and post Incidents. To open an Incident, double-click on the Incident.

The top pane has drop-down lists that allow you to filter the list to display only the Incidents that match the selected criteria.

CREATING A NEW INCIDENT RECORD

1. After you retrieve the **Incident List**, select **New** from the **File** menu or click on the **New** button on the toolbar.

The Incident Information panel displays.

2. Enter all required information, as indicated by the asterisk, and any additional information as appropriate.
3. Save the **Incident Information** panel.
4. Proceed through each form as appropriate to the incident.

MODIFYING INCIDENT INFORMATION

1. Retrieve the **Incident List**.
2. **Double-click** on the incident you wish to update or highlight the incident and select **Open** from the **File** menu.
3. **Click** on the **Edit Data** button.
4. Modify information as appropriate.
5. **Save** the updated incident.

POSTING AN INCIDENT

1. Retrieve the **Incident List**.
2. **Open** the incident that you wish to Post.
3. Click on the **Post** button.
4. **Select the COG(s)** to which the Incident will be Posted.

POSTING CAP ALERTS

1. Select **Disaster Management Tools** from the **DMI-Services** menu.
2. Select **Alerts List**.

The Alerts List is displayed.

3. Select **New Alert** from the **File** menu or click the **New Alert** button on the toolbar.
4. Enter all required information, as indicated by the asterisk, and any additional information as appropriate.
5. On the optional **Alert Details** screen, enter any **Additional Alert Info** as desired being sure to enter all required information.
6. If desired, enter **Area Details** outlining exact location of the incident.
7. If desired, enter additional **Resource Information**.
8. **Attach files**, as appropriate, to the Alert.
9. Select **Save** to save the Alert.
10. Click on the **Post** button.
11. **Select the COG(s)** to which you wish to **Post** the Alert.

A CAP Alert can also be created by clicking on the Alerts toolbar button on the Incident Information panel.