Using EasyStaff® To Set-Up The APX Personnel Accountability Application

Getting **Started**

Use the EasyStaff web application to enter Department radio ID data. This data is downloaded to the APX Personnel Accountability Application (APAA) to ensure accurate member identification at incidents.

When using EasyStaff for the first time, follow the steps below as described in more detail on the following pages. It may be useful to have a Department organization chart and list of radios on hand.

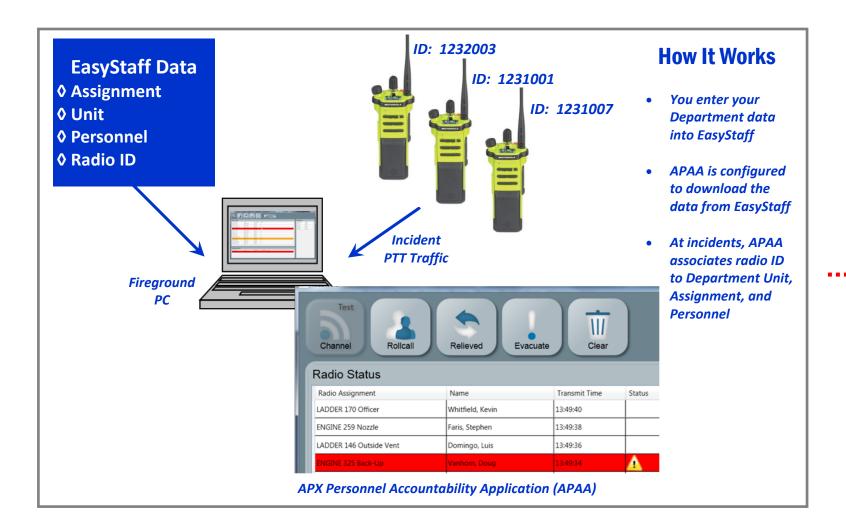
Your EasyStaff account information is supplied in the APAA access email you received.

Enter Assignments (riding positions) first as these are needed to set up Units.

Enter **Units** information to enable linking Assignments to a Unit.

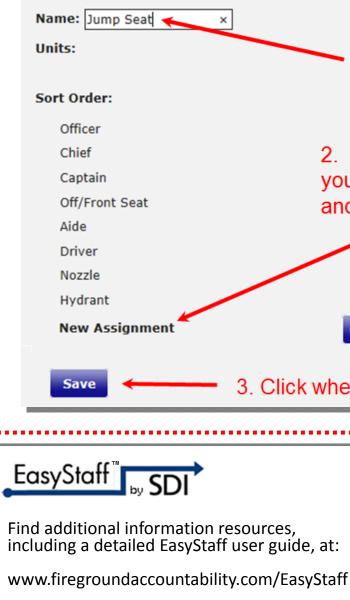
Enter **Personnel** information. This permits linking a member to an Assignment and Unit.

Enter **Assets** (radios). APAA uses radio IDs to determine who the radio is assigned to.



Add Assignments The first step is to add Department assignme Navigate to your EasyStaff Department site, To begin, click the **Edit Assignments** tab and Then, follow the steps below.

Editing: New Assignment 1. Type Assignment name 2. Use buttons to move your New Assignment up and down in the list 00 3. Click when you're done Contact us at: Systems Definition, Inc. 5904 Richmond Highway Suite 330 Alexandria, VA 22303 703-717-0222 x117 info@systemsdefinition.com



ents (e.g., Officer, Driver).			
log-in, and click the Admin		tab.	
click the	Create New Assignment		button

