

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.

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

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.



- 1 Enter **Assignments** (riding positions) first as these are needed to set up Units.
- 2 Enter **Units** information to enable linking Assignments to a Unit.
- 3 Enter **Personnel** information. This permits linking a member to an Assignment and Unit.
- 4 Enter **Assets** (radios). APAA uses radio IDs to determine who the radio is assigned to.

1 Add Assignments

The first step is to add Department assignments (e.g., Officer, Driver).

Navigate to your EasyStaff Department site, log-in, and click the **Admin** tab.

To begin, click the **Edit Assignments** tab and click the **Create New Assignment** button.

Then, follow the steps below.

Editing: New Assignment

Name: x

Units:

Sort Order:

- Officer
- Chief
- Captain
- Off/Front Seat
- Aide
- Driver
- Nozzle
- Hydrant
- New Assignment**

1. Type Assignment name

2. Use buttons to move your New Assignment up and down in the list

3. Click when you're done

EasyStaff Data

- ◇ Assignment
- ◇ Unit
- ◇ Personnel
- ◇ Radio ID

How It Works

- You enter your Department data into EasyStaff
- APAA is configured to download the data from EasyStaff
- At incidents, APAA associates radio ID to Department Unit, Assignment, and Personnel

Incident PTT Traffic

Fireground PC

Radio Assignment	Name	Transmit Time	Status
LADDER 170 Officer	Whitfield, Kevin	13:49:40	
ENGINE 259 Nozzle	Faris, Stephen	13:49:38	
LADDER 146 Outside Vent	Domingo, Luis	13:49:36	
ENGINE 325 Back-Up	Vanhorn, Doug	13:49:34	!

APX Personnel Accountability Application (APAA)

Find additional information resources, including a detailed EasyStaff user guide, at:

www.firegroundaccountability.com/EasyStaff

Contact us at:

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2 Add Units

Add Department Units in top-down order (e.g., Battalion before Engines and Ladders).

To begin, click the **Edit Units** tab and click the **Create New Unit** button.

Then, follow the steps below.

Editing: New Unit

Unit Description: Engine 001 **1. Type Unit name.**

Unit Code: ENG001 **2. Type Unit Code. This must be unique, and may be shown in situations where descriptions cannot fit.**

Roster Required?

Parent Unit: Chief of Department - ... **3. Use dropdowns to select parent Units.**

Workgroup: Select a workgroup...
 Deputy Chief 2302
 Support Services Chief - 2303
 Training Officer - 2305
 OEM/EMS Coordinator - 2306

Assignments:

Add Assignments **3. Click 'Add Assignments'.**

Sort Order:
 Deputy Chief 2302
 Engine 21

Assignments

Officer

Driver

Add Assignments

Sort Order:
 Deputy Chief 2302
 Engine 21
 Engine 22
 Engine 23

Assignments dialog box: Please drag desired assignments into place.
 Nozzle
 Hydrant
 Off/Front Seat
 Jump Seat 1
 Jump Seat 2
 Lieutenant

4. Click and drag Assignments on the right into the box on the left one by one.

5. Click the 'X' when you are done.

Station Guide - Guide 2
 New Unit

Save **Cancel**

6. Click when you're done

3 Add Personnel

Add Department personnel.

To begin, click the **Edit Personnel** tab.

Click the **Add New Person** button.

Then, follow the steps shown.

Editing Person: New Person

First Name: John **1. Enter name**

Last Name: Smith

Middle Name: Cassidy

Rank: Officer **2. Enter rank**

Ref Num: 31415 **3. Enter reference number**

Workgroup: Select a workgroup...
4. Click when you're done

Save **Cancel**

4 Add Assets

The final step is to add Department radios.

To begin, click the **Assets** tab.

Click the **Add Asset** button.

Then, follow the steps shown.

Note: If entering many radios, you may want to refer to the EasyStaff user guide to learn how to upload multiple radios at once using a spreadsheet file.

Add New Asset?

Please make any desired changes to the asset and click save.

Asset Type: RADIO **1. Enter Asset Type. Currently only RADIOS are downloaded into APAA.**

Asset Number: 2300555 **2. Enter Asset Number. Should match asset's electronic ID which is transmitted at an incident.**

Alias: SPARE555 **3. Enter Asset Alias. This is the default text shown with this asset in EasyStaff™ APAA.**

Asset Status: Loan **4. Select Asset Status.**

Chief of Department - Training Officer - 2305

Extra Rider

GRAY, BYRON

5. Use dropdowns to select Unit & Assignment (if relevant)

6. Use dropdown to select Personnel (if relevant)

Submit **Cancel** **7. Click "Submit" when you're done**

✓ Finishing Up

You have now prepared your Department to use the APX Personnel Accountability Application. Please refer to the APAA configuration instructions to download your Department data to the PC running APAA.