

Ride-Out Team Check-In Process

Step 1: The Emergency Operations Center (EOC) will provide a link for you to distribute to all the members of your Ride-Out Team. Members will simply click the link provided and complete the form.

Step 2: Once the email has been distributed, All Ride-Out Team Leads, Deputy Leads and Members will check-in via the form.

The image shows a web form for checking in. The form fields are as follows:

- First Name** REQUIRED: Text input field with placeholder "Enter Text..."
- Last Name** REQUIRED: Text input field with placeholder "Enter Text..."
- Activation**: Dropdown menu with "Ride-Out" selected and a close button (X).
- Department** REQUIRED: Dropdown menu with "Select an Option" and a close button (X).
- Function** REQUIRED: Dropdown menu with "Select an Option" and a close button (X).
- Email** REQUIRED: Text input field with placeholder "Enter Text..."
- Cell Number** REQUIRED: Text input field with placeholder "Enter Text..."
- Ride Out / Responding Location** REQUIRED: Text input field with placeholder "Enter Text..."
- Status** REQUIRED: Radio buttons for "Check-In" and "Check-Out".
- Check-In Time** REQUIRED: Time selection field showing "2021-03-23 08:57 AM" with a close button (X) and a clock icon.

Annotations with blue arrows point to the Department, Function, Ride Out / Responding Location, and Status fields, with the following text:

- Drop down to select your department
- Drop down to select your Ride-Out Function
- Type the location you are going to be responding from
- You'll select "Check-In" during that process. The time will default to current but you can change if needed. You'll also use this to check-out later

At the bottom right, it says: "Click 'Submit' on the bottom right to Submit".

Step 3: All responses can be viewed on the Dashboard of the Ride-Out Team Check-Ins Box.

The dashboard shows a table of check-in entries. The header is "Ride Out Team Check-Ins" with a "Filter Form Entries..." search box. The table has columns for First Name, Last Name, Department, and Function.

| First Name | Last Name | Department | Function |
|--|-----------|-----------------------------|------------|
| Office of Emergency Management (2 items) | | | |
| Ginger | Walker | Office of Emergency Mana... | Supervisor |