

** June 2025



DEMES: Resource Management Enhancements

Learning Guide



Agenda



LEARNING OBJECTIVES

After this course, you will be able to...

1. Identify the key changes of the Resource Management Enhancements
2. Understand the new Resource Management enhancements for internal users
3. Understand the new Resource Management Enhancements for external users

- Introductions
- Agenda & Objectives
- Resource Management Enhancements Overview
- Enhancements for External Users
- Enhancements for Internal Users
- Knowledge Check
- Q&A



Resource Management | Overview

Purpose of Resource Management

The Resource Management system provides real-time data views of agency resources and equipment during activations.

This system ensures the standardization of mobilization, demobilization, and damage reporting processes across different agencies and incidents, and integrates with the Mutual Aid system for efficient claims processing.

Key Benefits

- **Real-Time Activity Logging:** Digitizes activity logs in real-time as personnel are deployed, which accelerates claim completion and reduces administrative burdens.
- **Accurate Tracking:** Maintains detailed records of equipment usage and operator details for better operational and cost management.
- **Streamlined Claims Processing:** Integrates with Mutual Aid to reduce errors and improve efficiency, ensuring smoother and quicker handling of claims.
- **Efficient Reimbursement:** Facilitates the submission of proofs of purchase for supplies used during events, ensuring timely reimbursements.
- **Detailed Damage Documentation:** Allows for comprehensive documentation of equipment damage, aiding in maintenance, repairs, and cost recovery.
- **Automated Documentation:** Automatically generates FROC forms required for claim validation, tailored to specific recovery needs.
- **Minimized Errors:** Automatically populates mission RSA/Claim records from activity logs, reducing the need for manual data entry.

Process Flow





Resource Management Enhancements

Since launching Resource Management in Spring 2024, we have been dedicated to enhancing the user experience for both our internal FDEM personnel and our external partners.

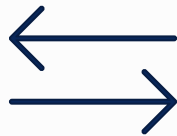
What's new?

The newest enhancements will provide greater visibility into critical mission data during activations and enable our external partners to collaborate more effectively within DEMES.



Enhanced Mission Data Visibility

Gain better access to ongoing and historical mission data, including damage reports, and ensure that critical information is easily accessible.



Streamlined Mobilization

Efficiently mobilize resources from multiple agencies, reducing administrative tasks, and enabling prompt action in the field.



Optimized Activity Logs

Streamline the process of adding resources to daily activity logs and improved functionality for more accurate recording of shift times.



Independent Demobilization

Enable users to independently demobilize team members without impacting access to activity logs and ensure seamless transitions.





Users | Resource Management

Who should use the Resource Management portal in DEMES?

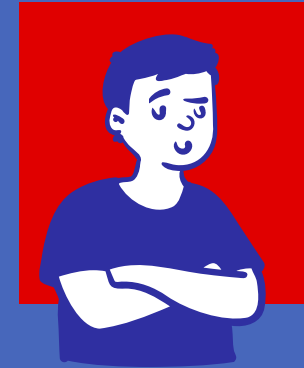
Any team member that will be mobilized to a mission should be registered with DEMES so they can be associated to their agency and any missions.

Only users registered with DEMES can be mobilized and included in daily activity logs.



Financial Point of Contact

- FDEM partner that enters their agency's Resource Support Agreement information into DEMES
- Responsible for creating and managing claims
- Primary Systems: Mutual Aid / Grants Portal



Resource Management User

- FDEM partner that mobilizes resources for missions
- Responsible for mobilization, demobilization, and managing associated expenses
- Primary Systems: Resource Management





Resource Management | Process Flow



Mobilize to a Mission

Begin each mission by mobilizing the necessary personnel and equipment.

Log Daily Time & Activity

Systematically log all activities, time spent by personnel, and equipment usage to maintain accurate records.

Upload Receipts & Other Attachments

Promptly submit receipts related to mission expenditures for financial tracking and reimbursement.

Submit a Damage Report

Demobilize personnel and equipment at the mission's conclusion, submitting detailed damage reports, if necessary.

Demobilize from a Mission

Follow mandatory mobilization and demobilization procedures to comply with operational protocols.





External Resource Management Enhancements – RM User

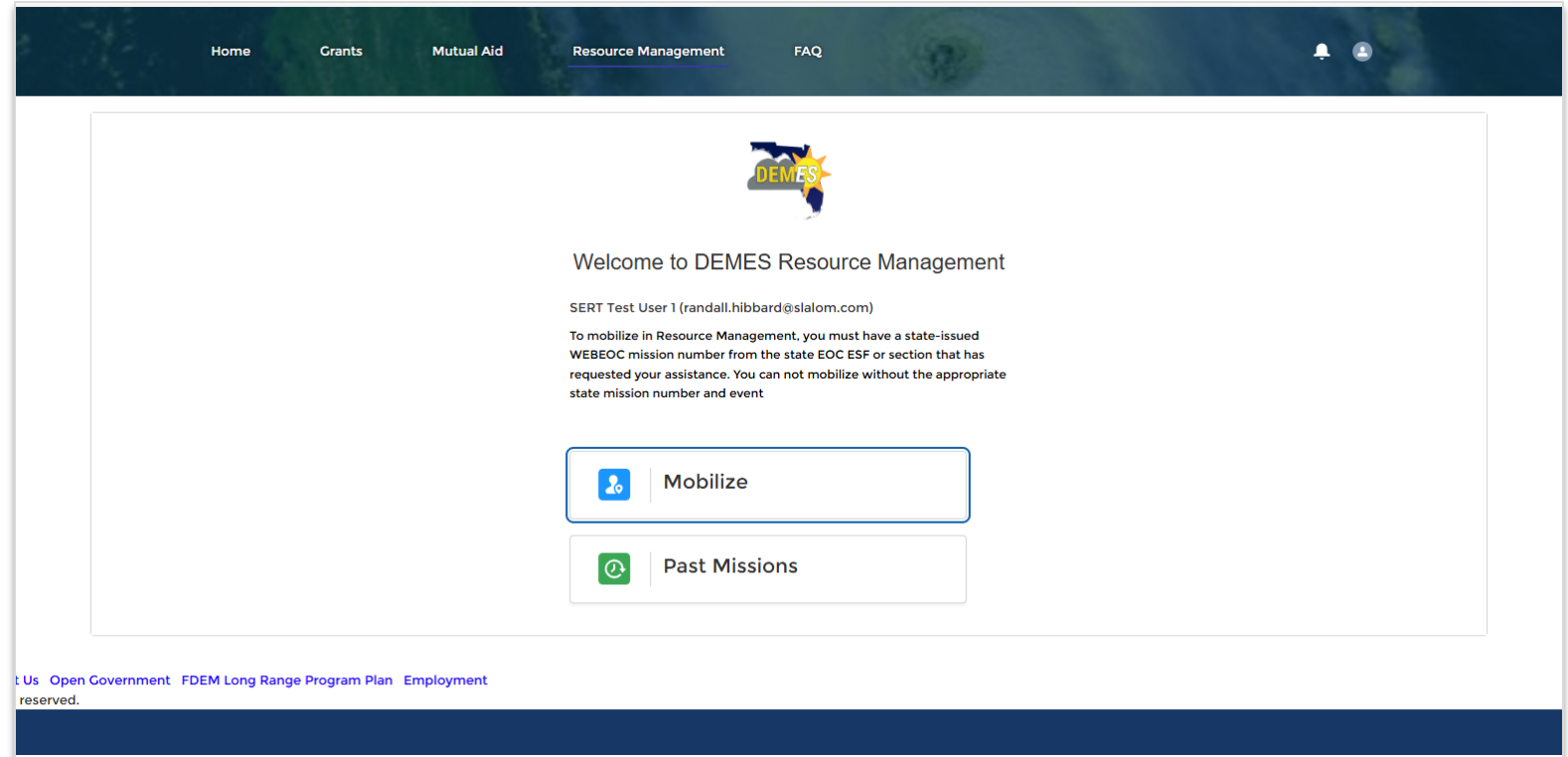


Resource Management Enhancements | External

Enhancements to Resource Management improve the user experience by creating improved ease of access to key components, streamlined user experiences when entering in data, and more robust data sharing among agencies

A few highlights of the RM enhancements include:

- **User Interface** – Improvements to visibility of mission data (historic and ongoing) and better organization and access for key components such as damage reports and activity logs
- **Mobilization** – Users will now be able to more efficiently mobilize multiple resources
- **Activity Logs** – Ability to add multiple agency resources to activity logs for a single mission
- **Demobilization** – Users can now independently demobilize team members without impact to activity log access



Streamlined Resource Management Portal Access

Users are now given options of which Access Type to request

STEPS

1. From the DEMES login page, select **Register**
2. Enter in **your user details**
3. Select **Sign Up**
4. Select **Resource Management** in Choose Access Type
5. Select **Next**
6. Search for and select **your entity's account**
 - a. If you cannot find an account for your entity, select **Account Not Found**
7. Select **Next**
8. Type your Agency's **Business Phone** number
9. Type the **Reason for Requesting Access**
10. Select **Next**

The user will receive an email confirming the request has been received.

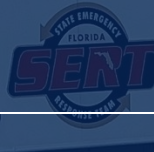
This screenshot shows the DEMES login page. At the top is the FDEM logo. Below it are fields for Username and Password. A blue button labeled 'Sign In' is present, and a red box highlights a 'Register' button. A yellow callout '1' points to the 'Register' button. To the right, a separate form is shown with fields for First Name, Last Name, Agency, Role, Email, Username, Create Password, and Confirm Password. A red box surrounds this entire form, and a yellow callout '2' points to the 'First Name' field. At the bottom of this form is a blue 'Sign Up' button, with a yellow callout '3' pointing to it.

This screenshot shows the 'Choose Access Type' screen. It has three radio button options: 'Grants Management', 'Mutual Aid', and 'Resource Management'. The 'Resource Management' option is selected and highlighted with a red box. A yellow callout '4' points to this option. At the bottom right is a blue 'Next' button, with a yellow callout '5' pointing to it. Below this is a search section with a text box and a yellow callout '6' pointing to it. The text box contains 'Florida Division of Emergency Management'. A yellow callout '7' points to the search results area. At the bottom right of the search section are 'Previous', 'Next', and 'Account Not Found' buttons, with a yellow callout '8' pointing to the 'Next' button.

This screenshot shows the user information and reason for access screen. It has two columns of fields. The left column includes fields for Name (First Name, Last Name), User, Department, and Title. The right column includes fields for Email, Business Phone, Phone Extension, and Mobile Phone. A red box highlights the 'Business Phone' field, with a yellow callout '8' pointing to it. Below these fields is a large text area for 'Reason for Requesting Access', with a yellow callout '9' pointing to it. At the bottom right are 'Previous' and 'Next' buttons, with a yellow callout '10' pointing to the 'Next' button.

Resource Management Portal

FLORIDA DIVISION OF
EMERGENCY MANAGEMENT





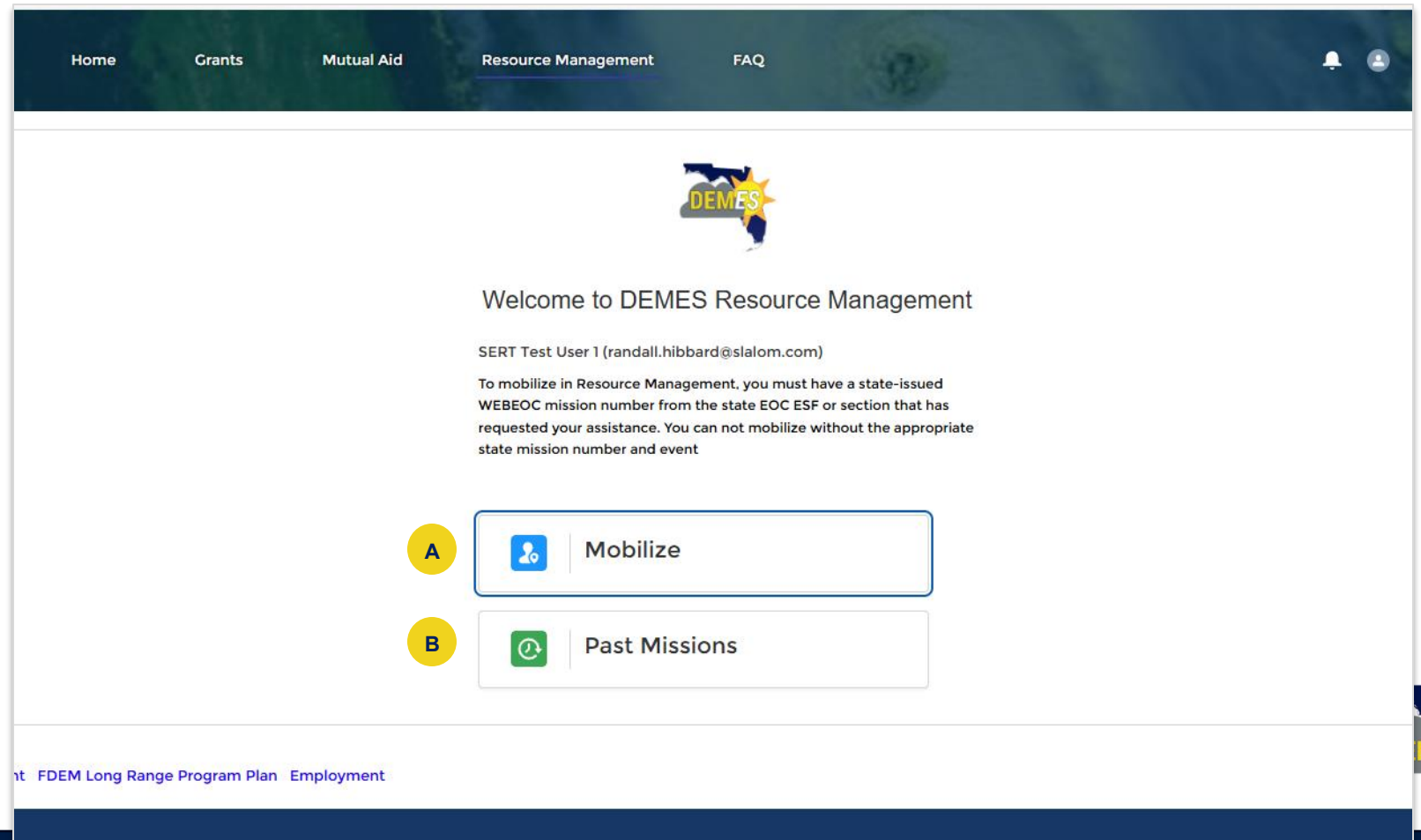
Resource Management | Main Menu – Pre-Mobilization View

Prior to mobilization, users see a simplified main menu within Resource Management

Components

A. Mobilize – Mobilize to a mission

B. Past Missions – Access a read-only view of historic missions and manage ongoing missions



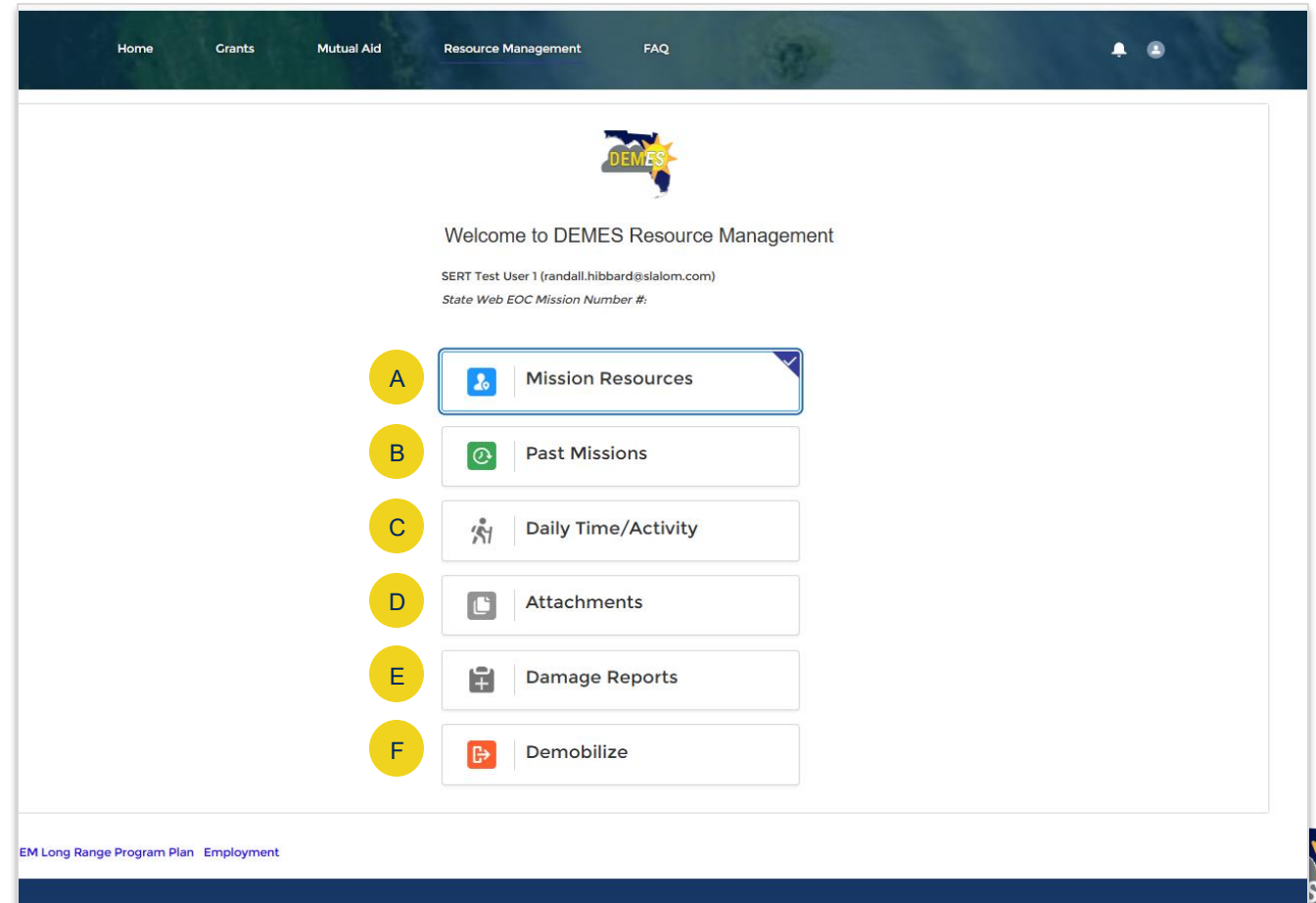


Resource Management | Main Menu - Mobilized View

Once mobilized, users see an expanded main menu within RM

Components

- A. **Mission Resources** – View and manage mobilized Personnel and Equipment
- B. **Past Missions** – View Historic and Ongoing Missions; Access and manage activity logs for ongoing missions
- C. **Daily Time/ Activity** – View and manage activity logs
- D. **Attachments** – View and manage receipts submitted for claims
- E. **Damage Reports** – Create and edit damage reports for equipment used on a mission
- F. **Demobilize** – Demobilize mission resources

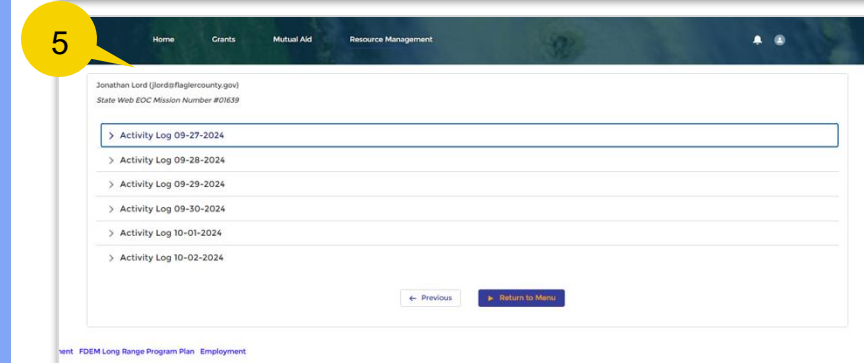
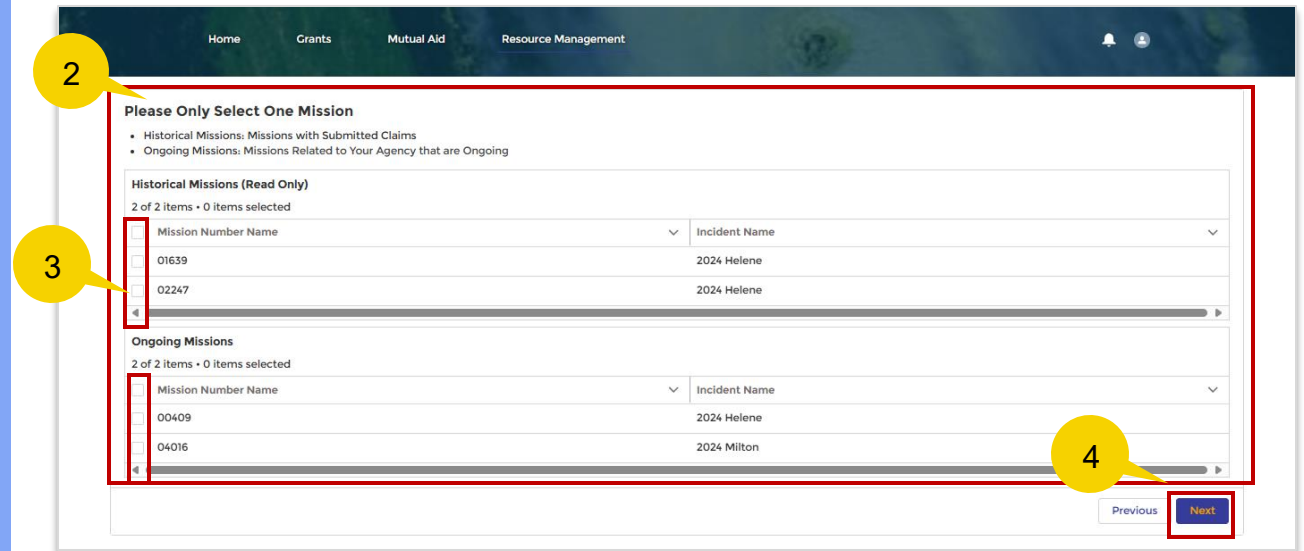
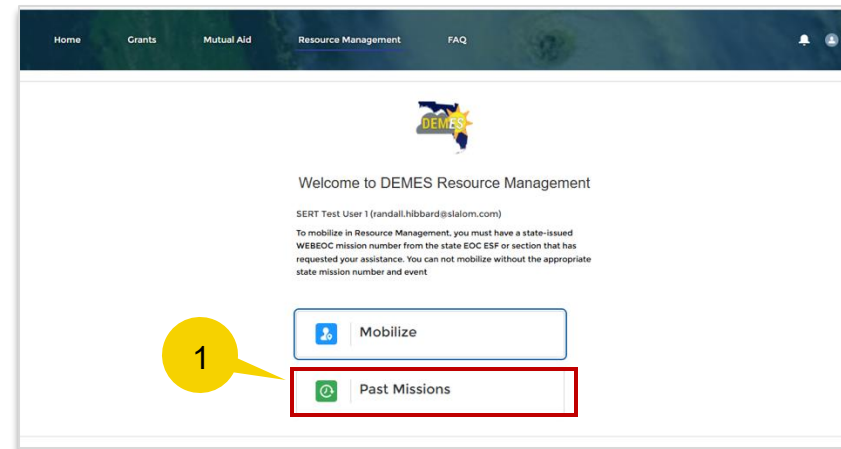


View Historic and Ongoing Missions

Users can see Activity Logs for both completed and ongoing missions that are related to their home agency

STEPS

1. From the Resource Management portal in DEMES, select **Past Missions**
2. A table view of both **Historical Missions** and **Ongoing Missions** will appear
3. Select the **checkbox** next to the Mission number
4. Select **Next**
5. Activity log data will appear. Historic Mission views will be read-only while Ongoing Mission information will be editable.



Mobilization

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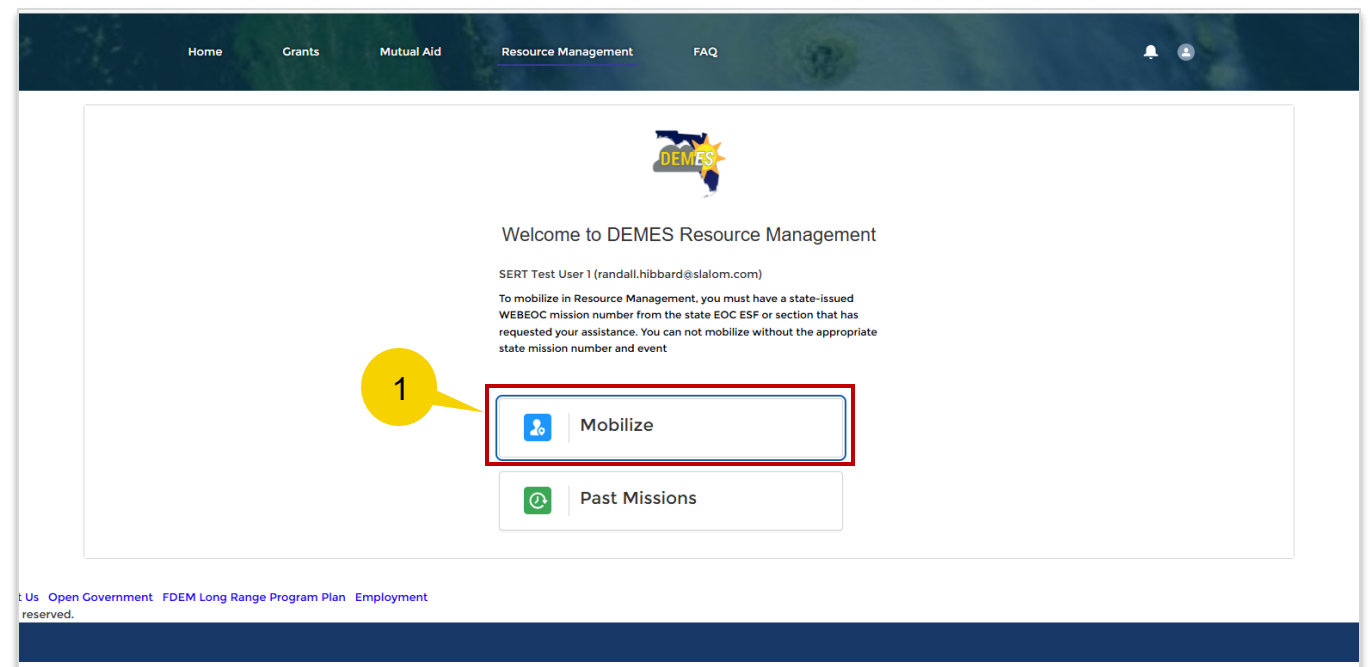


Initiating Mobilization for a Mission 1/2

Follow this process to mobilize resources for a mission

STEPS

1. From the Resource Management portal in DEMES, select **Mobilize**
2. User contact information will appear and can be edited as needed within each field. Any edits will be automatically saved
3. Select **Next** to update the contact details and continue to mobilization



The screenshot shows the user information form in the DEMES Resource Management portal. The form is titled 'Before mobilizing, please utilize the box below to update your information before you proceed.' and 'Once done, continue to select the Mission'. The form fields are organized into two columns. The left column contains fields for Name (Salutation, First Name, Middle Name, Last Name), User, and Suffix. The right column contains fields for Email, Title, and Mobile. A red box highlights the entire form area, and a yellow callout '2' points to the form. A 'Next' button is highlighted with a red box and a yellow callout '3'.

Initiating Mobilization for a Mission 2/2

Follow this process to mobilize resources for a mission

STEPS cont.

3. After confirming user contact details, select the mission you are mobilizing for by entering the Web EOC mission number
4. Select a mission from the list that populates below
5. Once selected, click **Save**
6. Mission selection is now complete, and you will be taken to the **Mobilize Personnel and Equipment** page to add resources

3 Please select the Mission you are mobilizing for using the search box below. Once complete, select save

State Web EOC Mission Number

Search Missions...

4

State Web EOC Mission Number

Search Missions...

Recent Missions

Test Mission RSA Creation Test
2022 Jan

TEST Mission

5

State Web EOC Mission Number

TEST Mission

Previous Save

6 Mobilize Personnel and Equipments

Myself Multiple Resources

Personnel:

Equipment

Previous Save

If the mission already has personnel mobilized, the user will be taken to the main menu and will need to select Mission Resources to mobilize personnel and equipment

Mobilizing Personnel – Self-Mobilization

Personnel can be mobilized upon initial mobilization or from the Mission Resources section of the main menu

STEPS

1. From the **Mobilize Personnel and Equipment** page, select **Myself**
2. Myself will be listed under Personnel and the Myself button above will be greyed out
 - Once fully mobilized, the user's name will appear
3. Select the **Emergency Support Function** from the list
4. Select **Save**

The screenshots illustrate the process of mobilizing personnel through a web application. The interface includes a top navigation bar with links for Home, Grants, Mutual Aid, and Resource Management. The main content area is titled 'Mobilize Personnel and Equipments' and contains a 'Myself' button, a 'Multiple Resources' button, and a 'Personnel' section with a 'Previous' button and a 'Save' button. A 'Create New Equipment' button is also present. The second screenshot shows the 'Mobilized Personnel and Equipments' page, where the 'Myself' button is greyed out and the 'Personnel' section shows 'Myself' under 'Mobilized Personnel'. The third screenshot shows the 'Emergency Support Function' dropdown menu, which lists various functions such as ESF 1 - Transportation, ESF 2 - Communications, ESF 3 - Public Works, ESF 4/9 - Firefighting/SAR, ESF 5 - Information & Planning, ESF 6 - Mass Care, ESF 7 - Resource Management, ESF 8 - Health & Medical, ESF 10 - Environmental Protection, ESF 11 - Food & Water, ESF 12 - Power, and ESF 13 - Military Support. The fourth screenshot shows the 'Previous' and 'Save' buttons, with the 'Save' button highlighted.

Mobilizing Personnel – Multiple Resources 1/2

Follow this process to mobilize both individual resources and multiple personnel resources

STEPS

1. Select **Multiple Resources**
2. The “Select Resources to Mobilize” pop-up will appear
3. Select the **Emergency Support Function** from the drop-down list
4. Next, select the Agency by entering it in in **Search Agency**. Selection options will auto-populate with Agency names based on the user’s input
5. Select the Agency from which resources will be mobilized

cont. on next page

Mobilize Personnel and Equipments

1. Select **Multiple Resources**

2. The “Select Resources to Mobilize” pop-up will appear

3. Select the **Emergency Support Function** from the drop-down list

4. Next, select the Agency by entering it in in **Search Agency**. Selection options will auto-populate with Agency names based on the user’s input

5. Select the Agency from which resources will be mobilized

Enhancement: Personnel from multiple agencies can be mobilized on a single mission log

Mobilizing Personnel – Multiple Resources 2/2

Follow this process to mobilize both individual resources and multiple personnel resources

STEPS cont.

6. Once the ESF and Agency have been selected, begin typing in the personnel's name and select from the available options
7. Once all required personnel are added, select **Submit**
8. The Mobilization Confirmation screen will appear where you can review and confirm all mobilized personnel
9. Select **Confirm** if all Personnel are correct
10. After confirmation, you will be taken back to the Mobilized Personnel and Equipment page where you can see the full list of Personnel selected for the mission
 - Repeat this process for each agency you need to add personnel from

Select Resources to Mobilize

Mobilization Date/Time
* Date: Apr 11, 2025 * Time: 3:40 PM

* Emergency Support Function
ESF 5 - Information & Planning

Search Agency
Florida Division

Florida Division of Emergency Management
Florida Division of Emergency Management (DBA) Department of Community Affairs

Search Resource
Jane

☐ Select All
☒ Jane Doe

Cancel Submit

Mobilize Personnel and Equipments

Mobilization Confirmation

Please Confirm That All Mobilization Items Are Correct

Personnel	Mission	Mobilization	Contact	ESF
10001		Apr 11, 2025	Chasity Brown	ESF 5 - Information & Planning
10001		Apr 11, 2025	Joseph Helton	ESF 5 - Information & Planning
10001		Apr 11, 2025	Annette Nelson	ESF 5 - Information & Planning
10001		Apr 11, 2025	Porschica Griffith	ESF 5 - Information & Planning
10001		Apr 11, 2025	Jane Doe	ESF 5 - Information & Planning

Equipment

Mission	Mobilization	Name	Description	Rental?
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Cancel Confirm

Mobilized Personnel and Equipments

Myself Multiple Resources

Personnel: (5)

- Chasity Brown
- Joseph Helton
- Annette Nelson
- Porschica Griffith
- Jane Doe

Equipment

Previous Save Create New Equipment

To add resources from multiple agencies, you must add and confirm resources from the same agency before adding from other agencies.

Mobilizing Equipment | Creating New Equipment

Users can either mobilize existing equipment or mobilize new equipment by adding it to the system

STEPS

1. Select **Create New Equipment**
2. Enter in a unique **Equipment ID**
3. Search for and select the **FEMA Equipment Title***
4. Enter in the **Equipment Name**
5. Enter in the **Equipment Description**
6. Select **Save**. The user will return back to the Equipment log line in the Activity Log and can add the new equipment.

Notes

- *If no FEMA code exists, leave blank and the FPOC will complete.

The image displays three sequential screenshots of a web application's 'Create New Equipment' form, with numbered callouts indicating the steps:

- Step 1:** The user is on the 'Equipment' page and clicks the 'Create New Equipment' button (highlighted with a red box and callout 1).
- Step 2:** The user enters a unique 'Equipment ID' (2025-01) in the first field (highlighted with a red box and callout 2).
- Step 3:** The user searches for the 'FEMA Equipment Title' by typing 'Truck' in the search bar. A dropdown menu shows results, and 'Truck, Pickup' is selected (highlighted with a red box and callout 3).
- Step 4:** The user enters the 'Equipment Name' as 'Chevy Truck' (highlighted with a red box and callout 4).
- Step 5:** The user enters the 'Equipment Description' as 'White 4WD' (highlighted with a red box and callout 5).
- Step 6:** The user clicks the 'Save' button (highlighted with a red box and callout 6) to complete the process.

Best Practice: Keep an offline list of your agency's equipment for easy reference

Mobilizing Equipment | Existing Equipment

Users can either mobilize existing equipment or mobilize new equipment by adding it to the system

STEPS

1. Select the + button
2. A new Equipment line item will automatically be added, select the arrow to expand the line item and show details

Equipment details include:

- Mobilization Date and Time
- Equipment ID
- Equipment Name and Description
- Checkbox to indicate if the item is a rental

3. Search the **Equipment ID** or select from Recent Equipment if shown below
4. Once selected, the **Equipment Name** and **Description** will be auto-populated from the saved information
5. Select **Save**
6. The Mobilization Confirmation page will appear, review the equipment and select **Confirm**. User will be taken back to the main menu

Mobilized Personnel and Equipments

Myself Multiple Resources

Personnel: (5)

- > Chasity Brown
- > Joseph Helton
- > Annette Nelson
- > Porschica Griffith
- > Jane Doe

Equipment

Previous Save

+ Create New Equipment

2

Equipment (1)

+ Create New Equipment

> Equipment 1

Previous Save

3

Equipment (1)

Equipment 1

Mobilization Date/Time

Date: Apr 11, 2025 Time: 3:56 PM

* Equipment Id: Search Equipment... Equipment Name: Equipment Description: Rental?

Previous Save

4

Equipment (1)

Equipment 1

Mobilization Date/Time

Date: Apr 11, 2025 Time: 3:56 PM

* Equipment Id: 2025-01 Equipment Name: Chevy Truck Equipment Description: White Rental?

Previous Save

5

Mobilization Confirmation

Please Confirm That All Mobilization Items Are Correct

Personnel	Mobilization	Contact	ESF
Mission	Jan 16, 2025	SERT Test User 1	ESF 2 - Communications

Equipment	Mobilization	Name	Description	Rental?
Mission	Jan 16, 2025	Chevy Truck	White 4WD	false

Cancel Confirm

If multiple agencies are mobilized together, each agency will need to have a user from their agency mobilize the equipment.

The background image shows a demolition site. A yellow excavator is in the center, lifting a large pile of debris. Two workers in safety gear are visible: one on the left in a yellow shirt and one in the foreground on the right in a red shirt. The scene is set in a residential area with palm trees and a white picket fence. The entire image is covered with a semi-transparent blue overlay.

Activity Logs















Resource Management | Activity Logs


Users record daily activities from the Mission in the Activity Logs


- Daily logs are named by date and ordered sequentially
- Activities performed by personnel are recorded within each daily log
- Agencies are able to create and edit logs for personnel of other agencies that are mobilized on a joint mission


State Web EOC Mission Number #00714


> Activity Log 04-22-2025		
> Activity Log 04-23-2025		
> Activity Log 04-24-2025		
> Activity Log 04-28-2025		
> Activity Log 04-30-2025		
▼ Activity Log 05-01-2025		


* Department/Unit ⓘ
Test

* Start Date
May 1, 2025 

* End Date
May 1, 2025 

* Start Time
12:00 AM 

* End Time
6:15 AM 

▼ Activity: (1) 



Creating Daily Activity Logs 1/3

Daily activity logs serve as the broader grouping for each activity completed

STEPS

1. Click the **+** button to create a new daily activity log

The log is created and will automatically be labeled with the current date

2. Expand the log to add the following details:

- Department/Unit
- Start Time
- End Date
- End Time

Cont. on next page

Note:

Activity logs for a single shift can span across two calendar dates, but the start and end time must be within a 24-hour period

The screenshot shows the 'Resource Management' page. At the top, there is a navigation bar with links: Home, Grants, Mutual Aid, Resource Management, and FAQ. Below the navigation bar, the user information is displayed: 'SERT Test User 1 (andrew.sisson@slalom.com)' and 'State Web EOC Mission Number #'. A yellow callout with the number '1' points to a small square button with a plus sign (+) in the top right corner. Below this button, the text 'Click (+) to add Daily New Activity Log' is visible. At the bottom left, there is a 'Previous' button.

The screenshot shows the 'Activity Log' form. At the top, the user information is displayed: 'SERT Test User 1 (maryclaire.foster@slalom.com)' and 'State Web EOC Mission Number #10001'. A yellow callout with the number '2' points to the 'Activity Log 04-18-2025' section. This section is highlighted with a red box and contains the following fields: 'Department/Unit' (with a dropdown menu showing 'Test Department'), 'Start Date' (with a date picker showing 'Apr 18, 2025'), 'Start Time' (with a time picker showing '6:00 PM'), 'End Date' (with a date picker showing 'Apr 19, 2025'), and 'End Time' (with a time picker showing '6:00 AM'). Below these fields, there are three expandable sections: 'Activity:', 'Equipment:', and 'Purchases:'. At the bottom right, there are three buttons: 'Previous', 'Save', and 'Return to Menu'.

Creating Daily Activity Logs 2/3

Users will add individual activity log lines under each daily activity log

STEPS cont.

3. Select the **+** button to create an activity log line
4. Select **Mission Resources** participating in the activity
5. Enter the **Start Time** and **End Time** for the activity
 - a. If the shift is overnight, select **Shift is Overnight***
6. Select the **Activity Performed** from the drop-down list**
7. Enter a short **Description of Work Performed**
 - a. If there is no street address for the location, select the checkbox
8. Fill out the **Activity Location** details
9. Select **Create Logs** once complete

Cont. on next page

Notes:

*User **MUST** select "Shift is Overnight" even if end time extends past midnight

**Options for Activity Performed will differ depending on what ESF is selected for the Resource

The screenshot shows a web form for creating daily activity logs. It is divided into two main sections. The top section contains three expandable categories: 'Activity:', 'Equipment:', and 'Purchases:'. A yellow circle with the number '3' points to a '+' button in the 'Activity:' section. Below these categories are three buttons: 'Previous', 'Save', and 'Return to Menu'. The bottom section is a detailed form for a single activity log line. A yellow circle with the number '4' points to the 'Mission Resource' dropdown menu. A table lists resources with checkboxes, ESF (Emergency Support Function) codes, and mobilized dates. A yellow circle with the number '5' points to the 'Start Time' field, and a yellow circle with '5a' points to the 'Shift is Overnight' checkbox. A yellow circle with the number '6' points to the 'Activity Performed' dropdown menu. A yellow circle with the number '7' points to the 'Description of Work Performed' text area. A yellow circle with '7a' points to the 'No Street Address for Location?' checkbox. A yellow circle with the number '8' points to the 'Activity Location' section, which includes fields for Street Line 1, Street Line 2, City, State, Postal Code, and Country. A yellow circle with the number '9' points to the 'Create Logs' button at the bottom right of the form.

Mission Resource	Emergency Support Function	Mobilized Date
<input type="checkbox"/> Amelia Allen	ESF 4/9 - Firefighting/SAR	Mar 25, 2025
<input checked="" type="checkbox"/> MA/RM Tester	ESF 4/9 - Firefighting/SAR	Apr 1, 2025
<input type="checkbox"/> RM test Tested	ESF 4/9 - Firefighting/SAR	Apr 16, 2025
<input type="checkbox"/> Michael Jordan	ESF 4/9 - Firefighting/SAR	Apr 18, 2025

*Start Time: 6:00 PM *End Time: 8:00 AM
*Shift is Overnight: ☒
*Activity Performed: Firefighting
*Description of Work Performed: Firefighting
☐ No Street Address for Location?
*Activity Location:
*Street Line 1: 520 Flagler Avenue
*Street Line 2:
*City: New Smyrna Beach *State: FL
*Postal Code: 32169 *Country: United States
*Activity Hours: 14
☒ Event Related?
Create Logs

Creating Daily Activity Logs 3/3

Users will add individual activity log lines per personnel under each daily activity log

STEPS cont.

- 10. The completed logs will now appear within the daily activity log
- 11. Select **Save**
- 12. Select **Confirm** on the Summary Page

10

Activity: (3)

> Chasity Brown - Travel (Mobilization, Demobilization, Location Reassignment)

> Joseph Helton - Travel (Mobilization, Demobilization, Location Reassignment)

> SERT Test User 1 - Travel (Mobilization, Demobilization, Location Reassignment)

> Activity Log 04-18-2025

> Activity Log 04-19-2025

*Department/Unit

Test Department

*Start Date

Apr 19, 2025

*Start Time

12:00 AM

*End Date

Apr 19, 2025

*End Time

5:00 AM

> Activity: (6)

> Equipment:

> Purchases:

< Previous

Save

> Return to Menu

Equipment: (1)

Equipment 1

SEOC Daily Activity Logs - Summary

2025-04-16

Personnel	Start Time	End Time	Activity	Location
SERT Test User 1	8:00 AM	7:00 AM	Safety Inspections	518 Flagler Avenue New Smyrna Beach, FL 32169

Equipment	Operator	Miles	Hours	Personal Vehicle
8918	SERT Test User 1		6	

Material	Type	Description	Amount
		Needed to buy this	1

Confirm

Recording an Overnight Shift in Daily Activity Logs

Users can record shifts that span over two days

STEPS

1. Select the + button to create an activity log line
2. Enter in the **Department Unit**
3. Enter a **Start Date and Time for day one** and enter the **End Date and Time for the following day**
4. Select the + to create an activity within the daily log
5. Select **Shift is Overnight***
6. Select the **Activity Performed** from the drop-down list*
7. Enter a short **Description of Work Performed**
 - a. If there is no street address for the location, select the checkbox and enter in a general location
8. Fill out the **Activity Location** details
9. Select **Create Logs** once complete
10. Select Confirm
11. There will now be two daily logs visible with the shift split for the time spent each day

Notes:

*User **MUST** select "Shift is Overnight" even if end time extends past midnight

CHRISTEL L. BURGOS (cburgos@coj.net.invalid)
State Web EOC Mission Number #00714

> Activity Log 04-22-2025
> Activity Log 04-23-2025
> Activity Log 04-24-2025
> Activity Log 04-28-2025

< Previous Save Return to Menu

> Activity Log 04-28-2025
> Activity Log 05-02-2025

Department/Unit
Test
Start Date: Apr 30, 2025
End Date: May 1, 2025
Start Time: 6:00 PM
End Time: 6:15 AM

> Activity:
> Activity Log 04-30-2025

Barry Lee ESF 16 - Law Enforcement Apr 28, 2025
CHRISTEL L. BURGOS FSE 1 - Public Works Apr 29, 2025

* Start Time: 6:00 PM
* End Time: 6:15 AM
☒ Shift is Overnight
* Activity Performed: Distribution of Supplies/Commodities
* Description of Work Performed: Distributed supplies
☒ No Street Address for Location?
* Please enter a General Location: Off of Eileby Road
Activity Hours: 12.25
☒ Event Related?

Create Logs

SEOC Daily Activity Logs - Summary
2025-04-30

Personnel	Start Time	End Time	Activity	Location
CHRISTEL L. BURGOS	6:00 PM	6:15 AM	Distribution of Supplies/Commodities	Off of Eileby Road

Equipment	Operator	Miles	Hours	Personal Vehicle
-----------	----------	-------	-------	------------------

Material	Type	Description	Amount
----------	------	-------------	--------

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> Activity Log 04-30-2025

Test
Start Date: Apr 30, 2025
End Date: Apr 30, 2025
Start Time: 6:00 AM
End Time: 12:00 AM

> Activity (1):
CHRISTEL L. BURGOS - Distribution of Supplies/Commodities

> Equipment:
> Purchase:

> Activity Log 05-01-2025

Test
Start Date: May 1, 2025
End Date: May 1, 2025
Start Time: 6:00 AM
End Time: 6:15 AM

> Activity (1):
CHRISTEL L. BURGOS - Distribution of Supplies/Commodities

Confirm

Daily Activity Logs | Equipment

Users can add information about Equipment used to complete the activity

STEPS

1. Select the **+** button for Equipment
2. Expand **the record** for the newly added Equipment
3. Select the **Mobilized Equipment***
4. Search for and select the **Operator**
5. Complete the **additional quantifiable information**. The quantity information required will be dependent on equipment type selection, e.g., miles for a vehicle or hours for a drone

Note:

**Equipment must be mobilized to add to an activity log*

The image displays three sequential screenshots of a web application form for adding equipment to a daily activity log, with numbered callouts indicating the steps:

- Step 1:** A yellow circle with the number '1' points to a '+' button in the top right corner of the 'Equipment: (1)' header.
- Step 2:** A yellow circle with the number '2' points to the 'Equipment 1' record, which is expanded to show a dropdown menu for 'Mobilized Equipment'.
- Step 3:** A yellow circle with the number '3' points to the 'Mobilized Equipment' dropdown menu, which now shows a list of dates (2025-01, 2025-02).
- Step 4:** A yellow circle with the number '4' points to the 'Operator' search field, which is highlighted by a red box. Below the search field is a list of 'Recent Contacts' including 'SERT Test User 1' and 'Prachi L Pathak'.
- Step 5:** A yellow circle with the number '5' points to the 'Start Mileage' field, which is highlighted by a red box. Below it are fields for 'End Mileage' and 'Total Miles: 1000'.

A blue circular callout on the right side of the third screenshot contains the text: "Users can only create and/or mobilize equipment related to their agency".

Daily Activity Logs | Purchases

If purchases were made for a mission, enter them within the daily log

STEPS

1. Select the **+** button to create a purchase log
2. Expand the **Purchase log**
3. Select the **Purchase Type**
4. Enter the dollar **Amount**
5. Enter in the **Purchase Description and Notes**
6. Upload proof of purchase via **Upload Files Or drop files**
7. Select **Save**

The image displays three sequential screenshots of a web application's 'Purchases' form, illustrating the steps to add a new purchase log entry. The form is titled 'Purchases: (1)' and contains a section for 'Purchase 1'.

Step 1: The first screenshot shows the top of the form with a yellow circle and a red box highlighting a '+' button in the top right corner, used to create a new purchase log.

Step 2: The second screenshot shows the 'Purchase 1' section expanded. A yellow circle and a red box highlight the 'Purchase Type' dropdown menu, which is currently set to '--None--'.

Step 3: The third screenshot shows the 'Purchase Type' dropdown menu open, with a red box highlighting the 'Equipment' option, which is selected.

Step 4: The fourth screenshot shows the 'Amount' field, which is highlighted with a red box and contains the value '\$35.00'.

Step 5: The fifth screenshot shows the 'Purchase Description and Notes' field, which is highlighted with a red box and contains the text 'Limb trimmer'.

Step 6: The sixth screenshot shows the 'Upload Files Or drop files' button, which is highlighted with a red box.

Step 7: The seventh screenshot shows the bottom of the form with a yellow circle and a red box highlighting the 'Save' button, which is used to save the purchase log entry.

An aerial photograph of a residential neighborhood that has been completely inundated with floodwater. The water is a dark, murky blue-grey color, covering the streets and yards. Several houses are visible, some with their roofs and upper floors above water. Palm trees and other tropical vegetation are scattered throughout the scene. A few cars are partially submerged in the water. The overall atmosphere is somber and highlights the impact of flooding on a community.

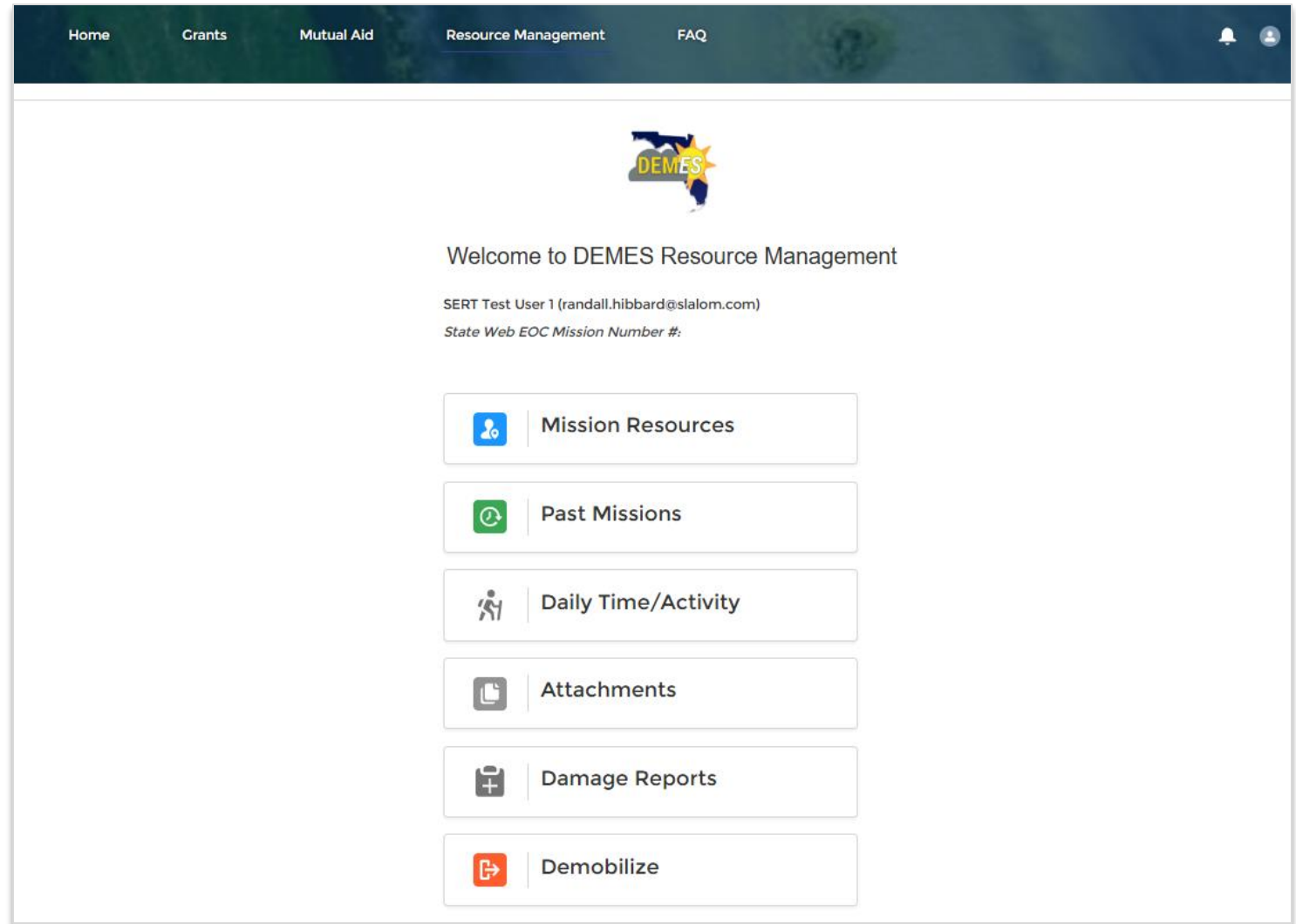
Demobilization



Resource Management | Demobilizing

Once a team member's work on a mission is complete, they are demobilized from the mission

- Any user mobilized on a mission is able to demobilize users
- Individual personnel mobilized on a mission can be demobilized apart from remaining team members
- Summary logs for demobilized team members will be created upon demobilization
- Activity logs for demobilized users can be edited prior to mission claim submission



Demobilizing Resources

Users can demobilize either some or all resources from a Mission

STEPS

1. From the Resource Management main menu, select **Demobilize**

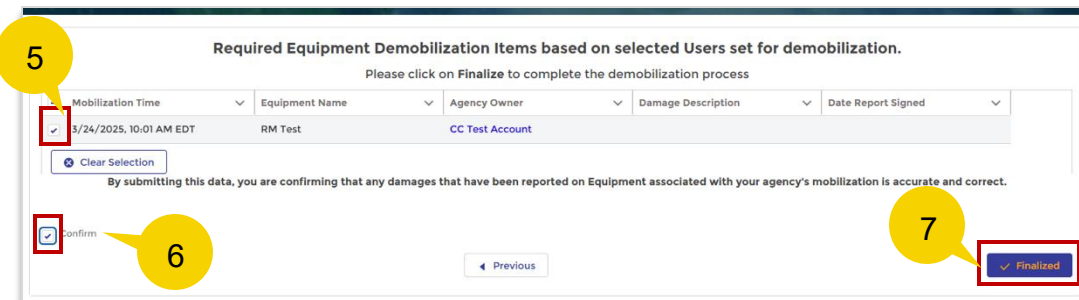
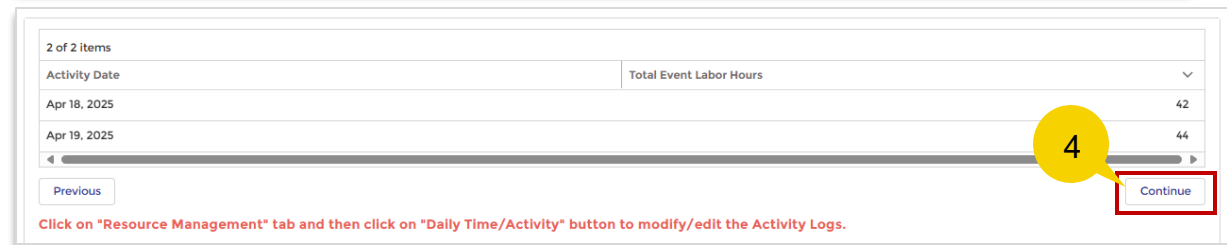
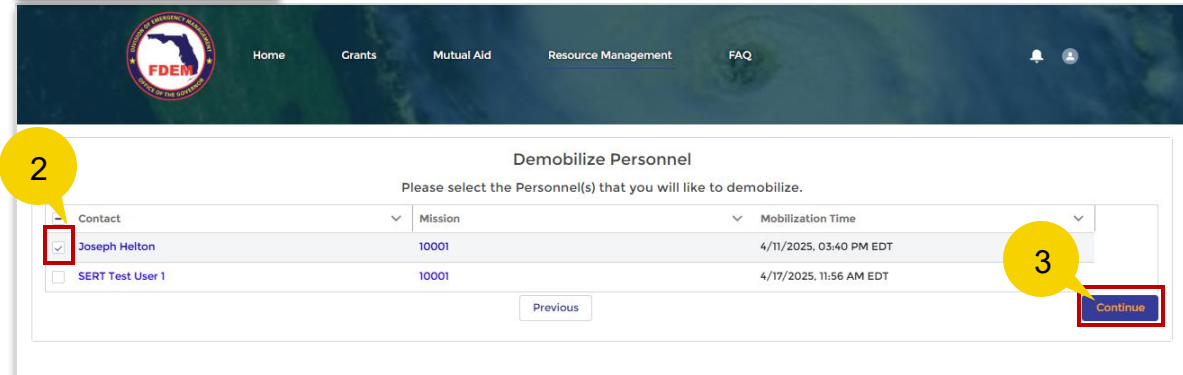
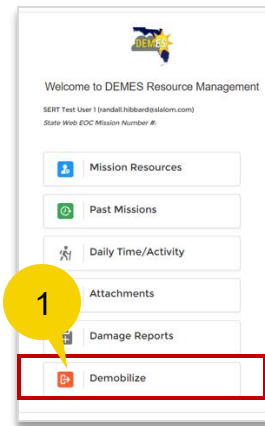
The Demobilize Personnel screen will appear with a list of currently mobilized personnel

2. Select **personnel to demobilize**
3. Select **Continue**

4. A summary screen of Activity Date and Total Event Labor Hours will appear. Select **Continue**

If equipment was mobilized by the person being demobilized, it will require the equipment to also be demobilized

5. Check the box next to the piece of equipment
6. Check the box to **Confirm**
7. Select **Finalized**



Editing Activity Logs after Demobilization

Users can amend Activity Logs after demobilization if a claim has not yet been submitted

STEPS

1. From the Activity Log screen, expand a **daily activity log**
2. Expand the **Activity view** within the daily log
3. Find the **team member** whose logs need to be edited, and **expand the log**
4. Edit **fields that need to be updated**
5. Select **Save**
6. A screen confirming updates were made but no new logs were created will appear - select **Confirm**

The screenshot shows the 'Activity Log' interface for 'SERT Test User 1 (maryclaire.foster@slalom.com)' with 'State Web EOC Mission Number #10001'. It displays a list of activity logs for '04-18-2025' and '04-19-2025'. The '04-19-2025' log is expanded, showing a list of activities. The activity for 'Porschica Griffith - Public Dissemination of Information' is selected and expanded, showing details such as 'Mobilized Personnel', 'Start Time', 'End Time', 'Activity Performed', 'Description of Work Performed', 'Activity Location', and 'City'. The 'Save' button is highlighted with a red box and a yellow callout number 5.

The screenshot shows a confirmation screen titled 'SEOC Daily Activity Logs - Summary'. It displays the message: 'No New Logs Created. Any Updates to Existing Logs Will Be Saved Upon Confirmation'. The 'Confirm' button is highlighted with a red box and a yellow callout number 6.

Note:
Activity logs
will not show
an indication
of edit after
this screen.

The background image shows a demolition site. A large hydraulic excavator with a long boom is positioned on a dark-colored dump truck. The excavator's boom is extended upwards. A worker in a high-visibility vest is visible on the truck. In the background, there are residential houses, some with palm trees, and a clear sky. The entire image is overlaid with a semi-transparent blue filter.

External Enhancements: FPOC

View Auto-Generated RSA from Mission Mobilization

If an agency mobilizes to a mission prior to an RSA being created, the system will automatically generate one

STEPS

- 1. Navigate to the **Mutual Aid** tab
- 2. Navigate to the **RSAs** tab
- 3. The newly created RSA for the mobilized Mission will be visible and identifiable by the Mission number. Select **the card** to open the RSA
- 4. The **RSA record will appear**

Notes:

Resources mobilized after submission of the RSA will not be added

The screenshot shows the FDEM (Florida Department of Emergency Management) web application. The interface includes a top navigation bar with the FDEM logo and links for Home, Mutual Aid, Mission Ready Packages, RSAs, Resource Management, Claims, and More. A yellow circle with the number 1 highlights the 'Mutual Aid' tab. Below this, another navigation bar shows the 'RSAs' tab highlighted with a yellow circle and the number 2. The main content area displays 'Resource Support Agreements' with a 'Recently Viewed' section. A yellow circle with the number 3 highlights a card for 'RSA-01640' with the mission number '10001'. Below this, a detailed view of the 'Resource Support Agreement (RSA)' for 'RSA-01640' is shown, with a yellow circle and the number 4 highlighting the 'Mission Information' section. This section includes fields for Mission Number Name (10001), Mission Type (Primary), Mission Initial Date (4/1/2020, 10:13 AM), Mission Outage Date (4/1/2020, 10:13 AM), Date Available, Return Date, Street (3100 SW College Rd), City (Florida), Mission Description (N95 Masks), Resource Capabilities Requested, and Resource Capabilities Available.

Regardless of who mobilizes resources, the FPOC of the agency associated to the resources will own the RSA

Creating a New Activity on a Claim

Mutual Aid users can now add an activity to an existing Claim from the Claim Record

STEPS

1. From the Mutual Aid portal, expand the More tab and select **Claims**
2. Navigate to the **Claims** status pages, and select a Claim
3. From the Claim record, locate the **Resource** whose activity log needs to be updated
4. Expand the drop-down menu, and select **Create New Activity**

Cont. on next page

The screenshot shows the Mutual Aid portal interface. At the top, the 'More' dropdown menu is expanded, with 'Claims' selected. Below, the 'Claims By Status' page is shown, with the 'New' tab selected. A claim record for 'C-00000339' is highlighted. The 'Details' tab is selected, and the 'Personnel' sub-tab is active. A table lists resources and their activity logs. The 'Create New Activity' button is highlighted in the dropdown menu for the first resource, JOSHUA J ALLEN.

Claims By Status

Status	Count	Total Amount
New (4)	4	\$32,402
Submitted (0)	0	
Approved (0)	0	
Returned (1)	1	\$60,668
Paid (0)	0	

Claim C-00000339

Resource Provider: [Florida Division of Emergency Management](#)

Status: New

Mission/Agreement Number:

Assigned Location: Tallahassee/Statewide

Period of Service Start Time:

Details Summary Related

Personnel Travel Equipment Rental Materials & Other

Backfill	Resource	Activity Date	Duration	RT	OT	VTI	VT	RT Total	OT Total	VTI Total	VT2 Total	Total Cost
	JOSHUA J ALLEN	Aug 6, 2024	8					\$0.00	\$1,100.04	\$0.00	\$0.00	\$1,100.04
	JOSHUA J ALLEN	Aug 5, 2024	16					\$0.00	\$1,100.04	\$0.00	\$0.00	\$1,100.04
	CAROLINE E PLEQUI							\$0.00	\$437.41	\$0.00	\$0.00	\$437.41
	BRADLEY S JUDAH							\$1,250.02	\$3,533.99	\$0.00	\$0.00	\$4,784.01
	THOMAS L ROONEY							\$0.00	\$1,180.63	\$0.00	\$0.00	\$1,180.63

Creating a New Activity on a Claim

Users can now add an activity to an existing Claim from the Claim Record

STEPS cont.

- 5. Select the Mission Resource on the **Add Work Log** modal I appear
- 6. Select the **Activities Performed** from the list of **Available** options
- 7. Enter in **Description of Work Performed**
- 8. Enter in the **Work Location Address**
- 9. Select **Save**
- 10. A **Success** banner confirming creation will appear
- 11. The newly added log will appear

Step 5: Add Work Log modal. Mission Resource: JOSHUA J ALLEN. Start Time: 1:00 AM. End Time: 9:00 AM. Event Related: ☒. Activities Performed: Distribution of Supplies/Commodit... (selected). Description of Work Performed: [empty].

Step 6: Activities Performed list. Available options: Distribution of Supplies/Commodit..., Emergency Communications Resto..., Emergency Road Access Team (ER...), Environmental Inspections. Chosen: Demolition of Structures.

Step 7: Add Work Log modal. Description of Work Performed: Tore down collapsing shed.

Step 8: Add Work Log modal. Work Location Address: 123 South Flagler Drive. City: West Palm Beach. State: FL. Postal Code: 33401. Country: US.

Step 9: Add Work Log modal. Save button highlighted.

Step 10: Success banner: Work Log added successfully.

Step 11: Table showing the newly added log.

Activity	Resource	Start Time	End Time	Duration	Cost	Notes
Tore down collapsing shed.	JOSHUA J ALLEN	Aug 6, 2024 1:00 AM	Aug 6, 2024 9:00 AM	8	\$1,100.04	

FPOC's can view Mission Resources from the Mission Record page

1. Navigate to the **Mutual Aid** tab
2. Navigate to the **Missions** tab
3. Select a **Mission**
4. On the Mission Record page, select **Related**
5. Scroll down to view **Mission Resources**

The screenshots illustrate the navigation path to view mission resources:

- Screenshot 1:** The top navigation bar. A red box highlights the **Mutual Aid** link, with a yellow callout '1' pointing to it.
- Screenshot 2:** The 'Mutual Aid' sub-navigation bar. A red box highlights the **Missions** link, with a yellow callout '2' pointing to it.
- Screenshot 3:** The 'Missions' page. A red box highlights the 'Available Missions' section, with a yellow callout '3' pointing to it. Below this, a table lists missions. The first mission, '2022 Chipola Wildfire Compl...', is selected.
- Screenshot 4:** The 'Mission Details' page for the selected mission. A red box highlights the **Related** tab, with a yellow callout '4' pointing to it.
- Screenshot 5:** The 'Related' tab content. A red box highlights the **Mission Resources (1)** section, with a yellow callout '5' pointing to it. Below this, a table lists resources. The first resource, 'PRACHI PATHAK', is selected.

M	Incident Name	Mission Description	Mission Initial ...	Mission ...	Created Date	
1	00001	2022 Chipola Wildfire Compl...	Requesting Jacksonville FR Portable Drone Detection System for 7 days to include two (...)	3/5/2022, 3:20 AM	Complete	3/5/2022, 8:30 AM
2	00001	2024 EMAC RNC	20 law enforcement officers from Bradenton, Florida Police Department which has, duri...	Complete	4/23/2024, 3:02 PM	

Resource Name	Owner Name	Owner's Agency	Incident Name
PRACHI PATHAK	PRACHI PATHAK	CC Test Account	2022 Chipola Wildfire Complex

Error Message For Mobilized Resources on Claim Creation

All personnel must be demobilized before creating a claim

STEPS

1. From the Mutual Aid portal, select **RSAs**
2. Click **the hyperlink on an RSA** in the approved column
3. On the RSA page, select **Create Claim**
4. Input the **Mission Timeline** information
5. Select the **Reimbursement Point of Contact**
6. Select **Create**
7. The error message will appear listing resources who are still **Mobilized**

HomeMutual AidMission Ready PackagesRSAsResource ManagementClaimsMore

Resource Support AgreementsAll Applications by Status

Refresh this list to view the latest data

New (20)\$1,000,000,227,640

Amended (0)

Submitted (1)\$60

Approved (41)\$10,372,813

Rejected (0)

Returned (0)

RSA-01482Staffing for Pinellas County ...2024 Milton

RSA-0148310 Person IMT to Support L...2024 Milton

RSA-01518

RSA-01533ESF 4/9 Staffing2024 SEOC Exercise

AA-00036COVID-19 Public Health ...

AA-00037COVID-19 Public Health ...

AA-00038COVID-19 Public Health ...

Resource Support AgreementAA-00036

DETAILSCOST ESTIMATE

Resource Support Agreement NameAA-00036

Application StatusApproved

Start Date4/11/2020, 6:53 AM

End Date4/13/2020, 4:00 AM

Approval StatusApproved

Date Submitted5/25/2021

Date Approved5/25/2021

Create ClaimAmend RSA

Create Claim

Resource ProviderJacksonville Fire and Rescue Department

FEIN #596000344

Agreement #Mission

Incident Name2025 Quigley

Mission Timeline Start* Period of Service StartApr 1, 20252:14 PM

Mission Timeline End* Period of Service EndApr 30, 20252:14 PM

Mission Description

Reimbursement Point of ContactCHRISTEL L BURCOS

Emailyou@example.com

Phone

Create

Resource Support Agreement (RSA)

Create Claim

The following Resources are still Mobilized:
ADAM S ROLAND;
Please Demobilize them before continuing.

Finish



Resource Management Enhancements - Internal



Resource Management Enhancements | Internal

FDEM has made several improvements to the DEMES experience for internal Resource Management users

- Resource Management Portal Request – Simplified process to approve RM specific portal access requests
- New permission set for internal RM users to have the ability to edit the activity logs, which broadens access from only sys admins and bureau admins
- Improved filtering on missions – Personnel mobilized on missions can now be filtered by ESF

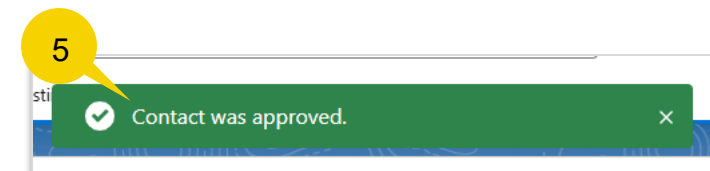
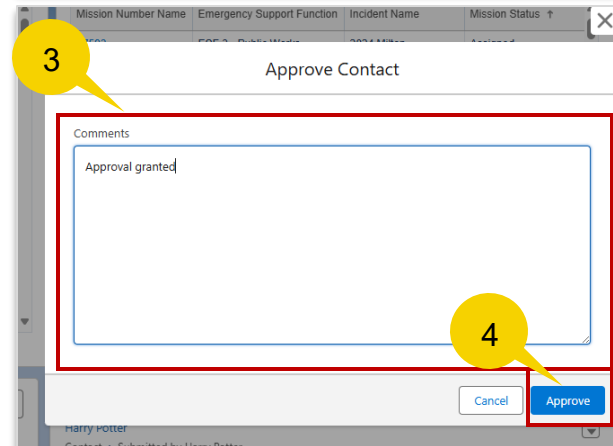
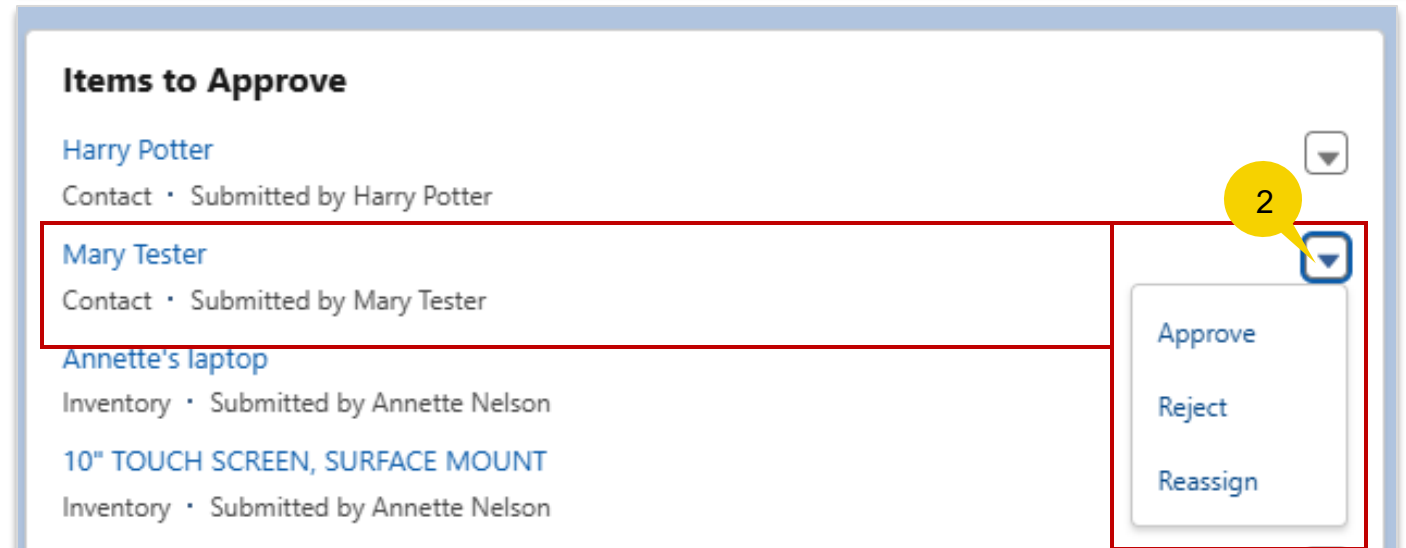
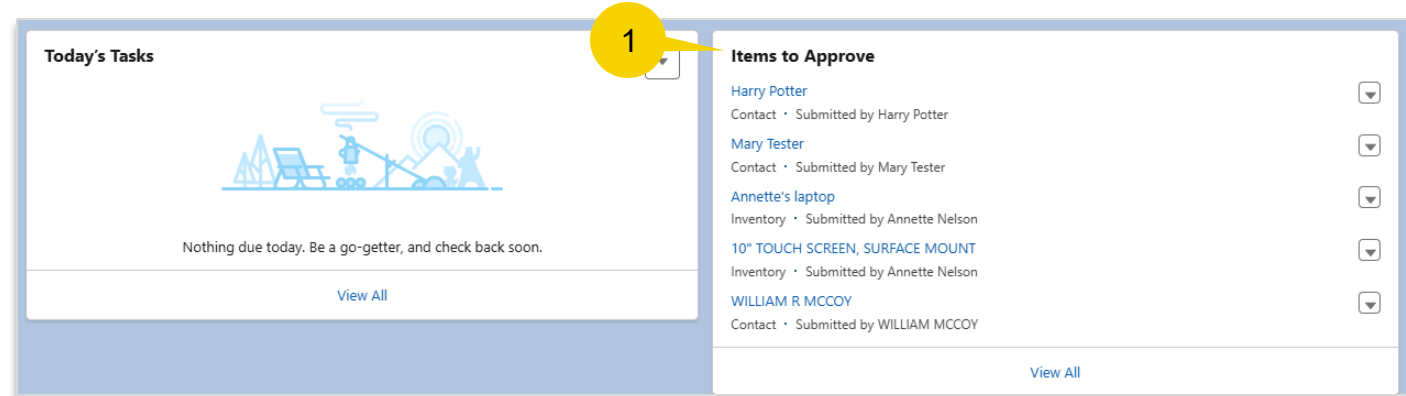


Resource Management Portal Access Requests

Access requests for the Resource Management portal are now separated into their own queue

STEPS

1. Navigate to **Items to Approve** on the Resource Management homepage
2. Expand the **drop-down menu** for the user request you want to action on
3. Enter in **any comments**
4. Select **Approve**
5. A **confirmation banner** will appear

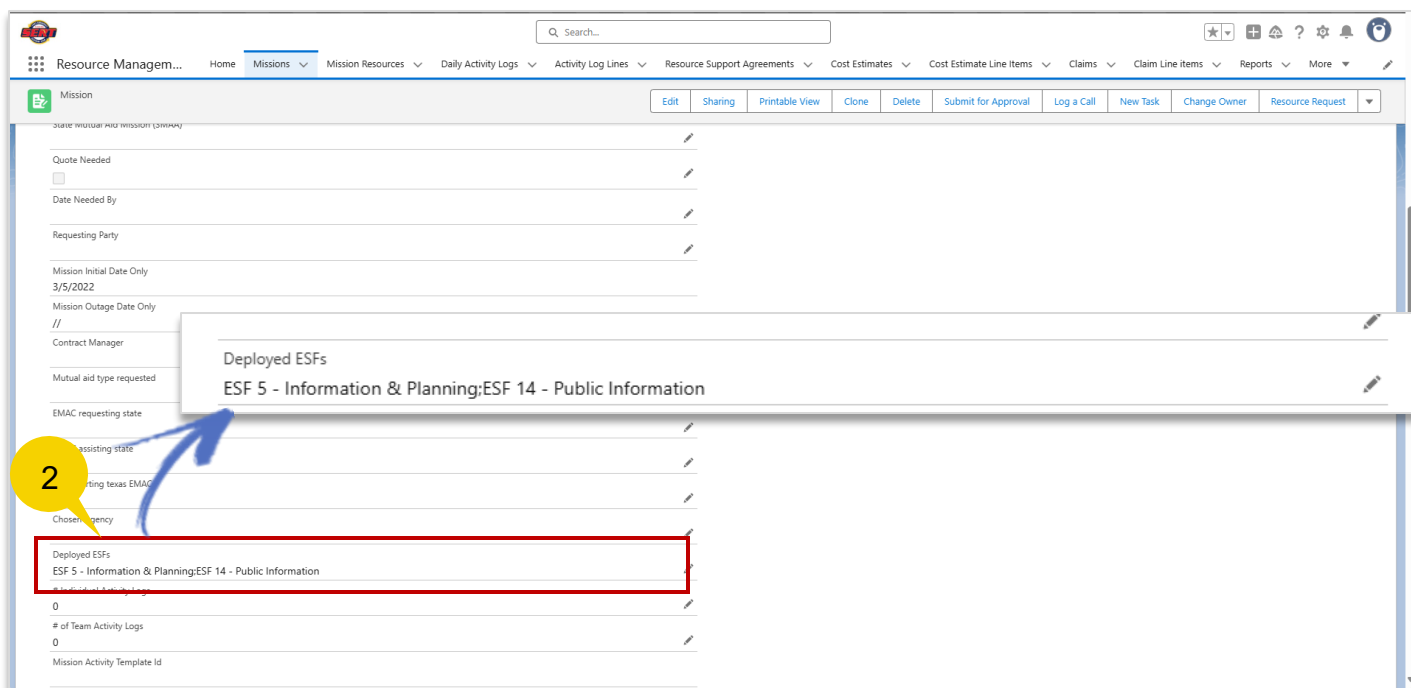
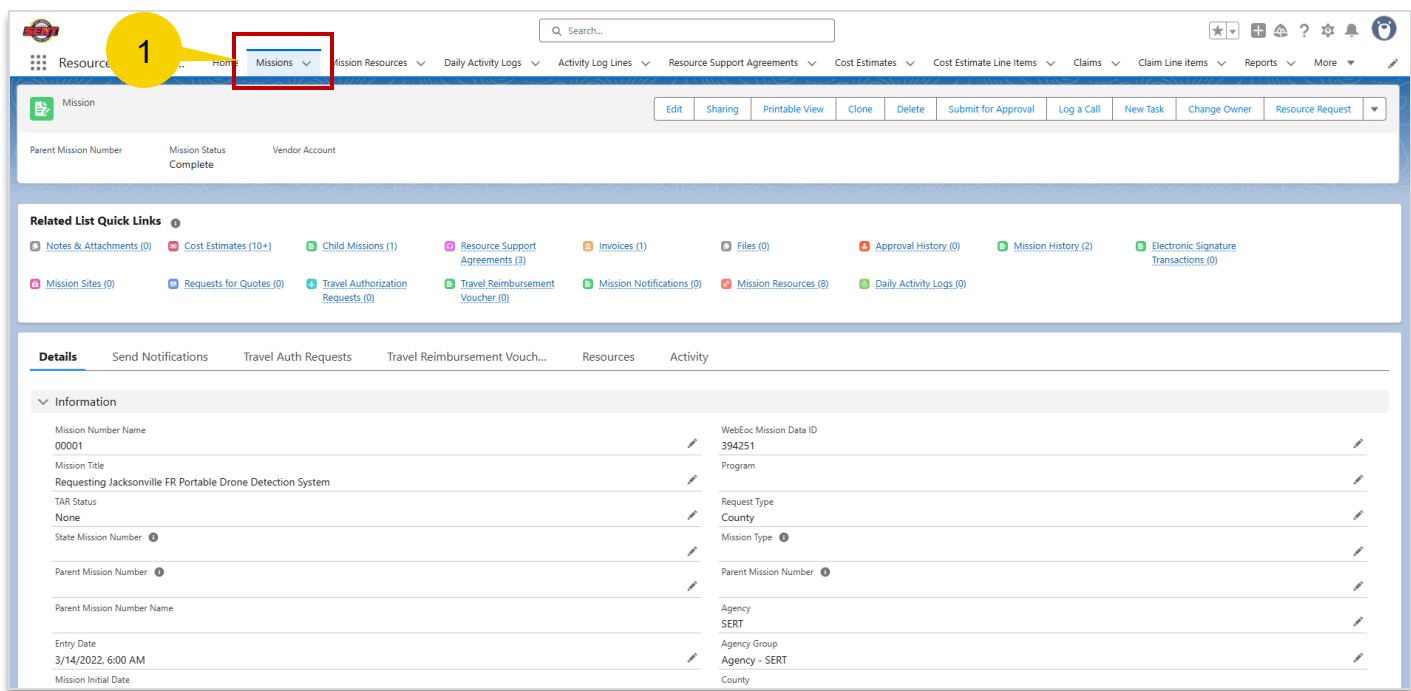


Emergency Support Function Filtering

The Deployed ESFs field on the internal RM portal updates depending on who is currently mobilized

STEPS

- 1. Navigate to the **Missions** tab
- 2. Scroll down until you see **Deployed ESFs**



Thank You



Version Control

#	Changes	Name	Date
1.0	New Course Creation	Slalom	7.11.25

