

## PRODUCT ANNOUNCEMENT

# Resource Request and Deployment Module

Version 1.1

This document highlights important release changes to your system. With questions about changes not covered in this document, please contact your Client Services Manager. Further information can be found in the Resource Request and Deployment Module Guide.

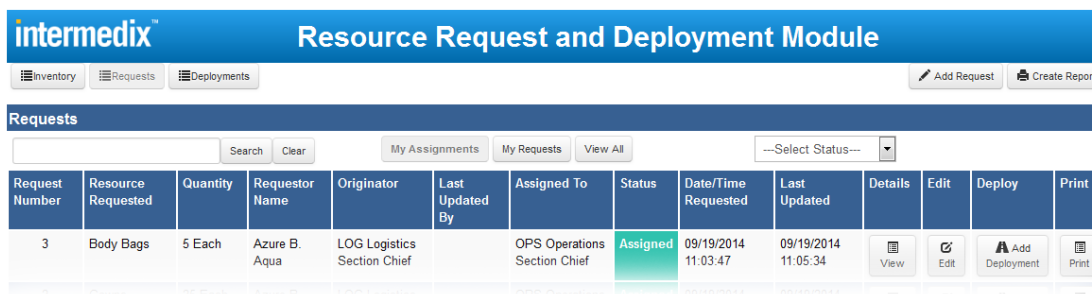
## Installing and Importing 1.1

The Resource Request and Deployment Module is not designed so that you can run the 1.0 and 1.1 versions of the board at the same time. After you run the 1.1 installer files, you need to import the 1.1 board to replace the 1.0 version. See the *Resource Request and Deployment Module Guide* for information and instructions.

## Views and Details

### Enhanced Request Content

Details have been added to the *Requests* view and organized to present a logical flow of information.



The screenshot shows the Intermedix Resource Request and Deployment Module interface. At the top, there is a blue header with the Intermedix logo and the title "Resource Request and Deployment Module". Below the header, there are navigation tabs for "Inventory", "Requests", and "Deployments". To the right of the tabs are buttons for "Add Request" and "Create Report". Below the navigation is a "Requests" section with a search bar and filters for "My Assignments", "My Requests", and "View All". A dropdown menu for "Select Status" is also present. The main content is a table with the following columns: Request Number, Resource Requested, Quantity, Requestor Name, Originator, Last Updated By, Assigned To, Status, Date/Time Requested, Last Updated, Details, Edit, Deploy, and Print. The first row of data shows a request for "Body Bags" with a quantity of "5 Each", requested by "Azure B. Aqua", originated by "LOG Logistics Section Chief", assigned to "OPS Operations Section Chief", and has a status of "Assigned". The date/time requested is "09/19/2014 11:03:47" and the last updated time is "09/19/2014 11:05:34".

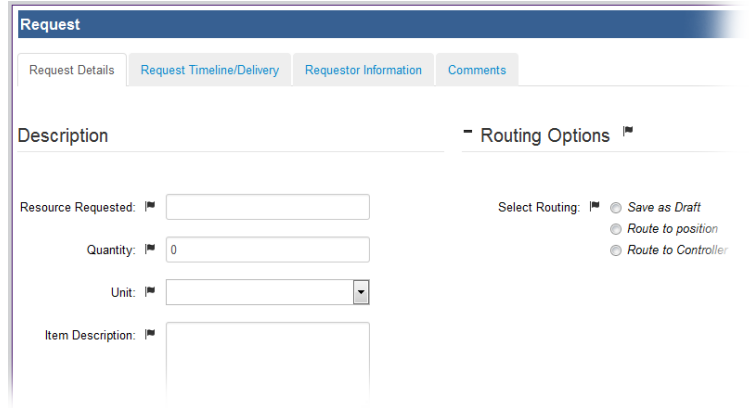
Request Number	Resource Requested	Quantity	Requestor Name	Originator	Last Updated By	Assigned To	Status	Date/Time Requested	Last Updated	Details	Edit	Deploy	Print
3	Body Bags	5 Each	Azure B. Aqua	LOG Logistics Section Chief		OPS Operations Section Chief	Assigned	09/19/2014 11:03:47	09/19/2014 11:05:34	View	Edit	Add Deployment	Print

These changes have also been applied to the windows you use to add, edit, and view a request, where appropriate.

The first tab of the request record is now *Request Details*, which contains the details of the item requested and the party the request is assigned to.

The next tab, *Request Timeline/Delivery*, indicates when you need the item, where it should be delivered, and the point of contact for this request.

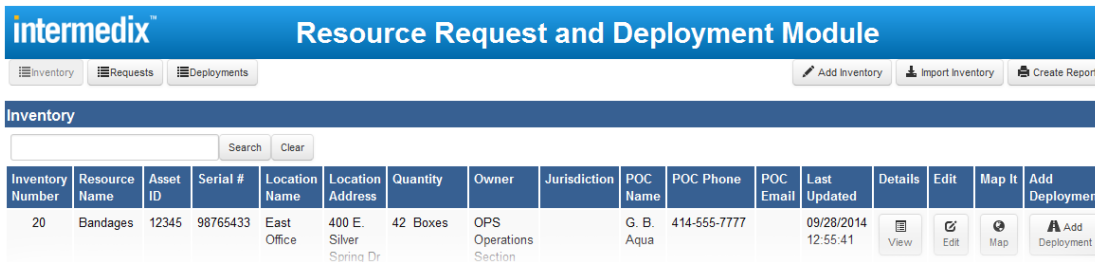
Information about the requestor resides in the *Requestor Information* tab. This is also where the responsible party signs off on the request.



In addition, if a deployment has been made from this request, the details view includes the *Deployment History* tab.

## Enhanced Inventory Content

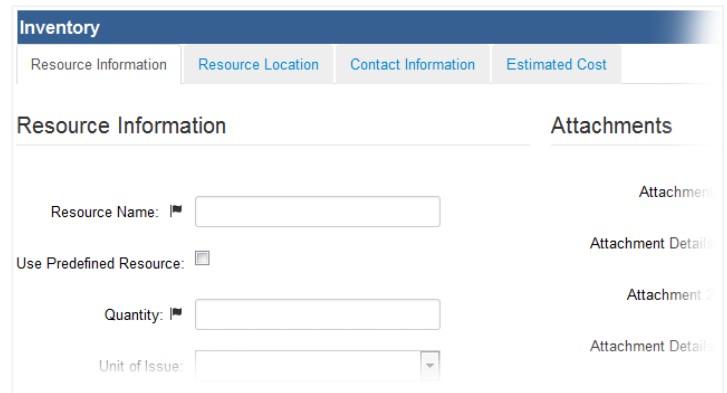
Details have been added to the *Inventory* view and organized to present a logical flow of information.



These changes have also been applied to the windows you use to add, edit, and view inventory, where appropriate.

The first tab of the inventory record is now *Resource Information*, which contains the resource’s name and identification information, such as its serial number, asset ID, and description.

The *Resource Location* tab stores the item’s location.



The record now also includes the *Contact Information* tab containing the point of contact (POC) for the item and the contact’s phone number and email. The **Resource Owner** and **Resource Jurisdiction** fields also appear in this tab.



The last tab, *Estimated Cost*, is where you specify cost-related details for this inventory, as well as any details about reimbursement.

## Enhanced Deployments Content

Details have been added to the *Deployments* view and organized to present a logical flow of information.

Deployment Number	Resource Deployed	Quantity Deployed	Quantity Returned	Status	Deployed By	Deploy From Location	Deploy To Location	Date/Time Deployed	Last Updated	Details	Edit	Print
14	Body Bags	3 Each	0 Each	--Please Select--	OPS Operations Section Chief		400 E. Silver Spring Dr Whitefish Bay, WI	9/29/2014 09:14:49	09/30/2014 14:09:59	View	Edit	Print

Where appropriate, these changes have also been applied to the windows you use to add, edit, and view deployments.

Several changes have also been made to the window you use when you deploy from a request or from inventory.

The sections in this window are now *Request Details*, *Deploy Resource*, *Deploy From Location*, and *Deploy To Location*.

Deployments Input	
Request Details	Deploy From Location
Request Number: <input type="text" value="3"/>	From Location: <input type="text" value="User Location"/>
Incident: <input type="text"/>	
Resource Requested: <input type="text" value="Body Bags"/>	Deploy To Location:
Quantity Requested: <input type="text" value="5"/>	Name: <input type="text" value="Other Office"/>
Unit of Issue: <input type="text" value="Each"/>	Address: <input type="text" value="400 E. Silver Spring Dr Whitefish Ba"/>

When you choose to deploy directly from your inventory, clicking **Select From Inventory** opens a section that shows your available inventory.

Inventory Number	Resource Name	Asset ID	Serial #	POC Name
15	Gowns, surgical	1234	234754	G. B. Aqua

To aid you in correctly choosing the inventory item to deploy, the **Asset ID** has been added to this section.

## New Sorting Feature

You can now sort information in the *Inventory*, *Requests*, and *Deployments* views by most table headers, except for those that are dates or times.

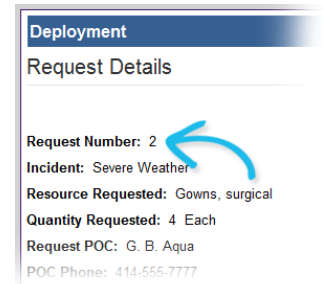
By default, the system sorts the *Requests* and *Deployments* views by the **Last Updated** date and time in descending order. The default sort order is applied to the view each time you return to it.

Request Number	Resource Requested	Quantity	Requestor Name	Originator
3	Body Bags	5 Each	Azure B. Aqua	LOG Logistics Section Chief
1	Gloves	25 Boxes	Azure B. Aqua	LOG Logistics Section Chief
2	Gowns, surgical	25 Each	Azure B. Aqua	LOG Logistics Section Chief

## Added Record Identifier

An item identifier has been added to all views and their associated reports. The **Inventory Number**, **Request Number**, and **Deployment Number** fields are now included in their corresponding views. If you deploy an item from the *Requests* view, the request's number is automatically added to the deployment record. You can retain or change this default value. Keep in mind that, if changed, the number in the request will not match the number in the deployment record.

This item identifier is the system-generated **DataID**. The system automatically assigns sequential numbers to records. Note that you may see gaps in the sequence due to record updates.



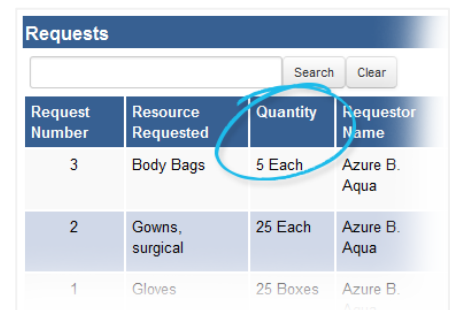
**Deployment**  
Request Details

Request Number: 2  
Incident: Severe Weather  
Resource Requested: Gowns, surgical  
Quantity Requested: 4 Each  
Request POC: G. B. Aqua  
POC Phone: 414-555-7777

## Included Units in Views

The **Quantity** column in the *Requests*, *Inventory*, and *Deployments* views now includes the unit of measure if it was specified in the record details.

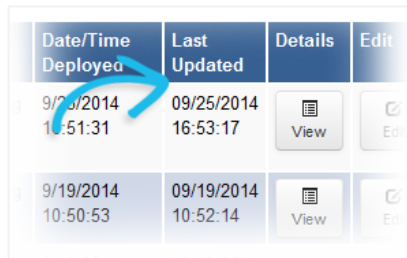
The unit is required for all requests, so it always appears in the *Requests* view. The unit appears in the *Inventory* and *Deployment* views when it has been specified in the associated record.



Request Number	Resource Requested	Quantity	Requestor Name
3	Body Bags	5 Each	Azure B. Aqua
2	Gowns, surgical	25 Each	Azure B. Aqua
1	Gloves	25 Boxes	Azure B. Aqua

## Added Update Field

The *Requests*, *Inventory*, and *Deployments* views now include the **Last Updated** date and time for each record that is included in the view.

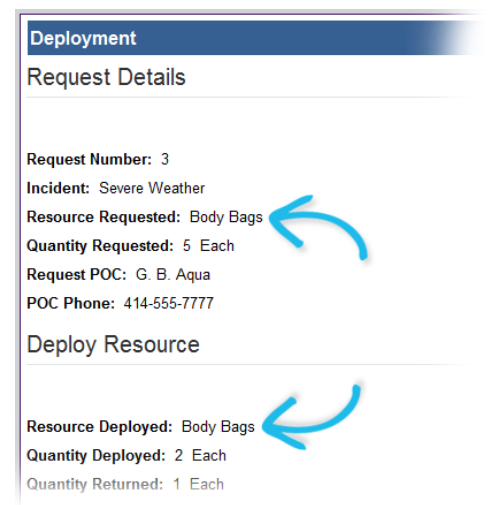


Date/Time Deployed	Last Updated	Details	Edit
9/23/2014 10:51:31	09/25/2014 16:53:17	View	Edit
9/19/2014 10:50:53	09/19/2014 10:52:14	View	Edit

## Changed Resource Field Labels

The **Resource Name**, **Resource Requested**, and **Resource Deployed** fields are now consistent within and across views.

Likewise, these labels are applied appropriately within each type of record. For example, in a deployment record the resource's label is **Resource Requested** in the *Request Details* section and **Resource Deployed** in the *Deploy Resource* section.



**Deployment**  
Request Details

Request Number: 3  
Incident: Severe Weather  
Resource Requested: Body Bags  
Quantity Requested: 5 Each  
Request POC: G. B. Aqua  
POC Phone: 414-555-7777

Deploy Resource

Resource Deployed: Body Bags  
Quantity Deployed: 2 Each  
Quantity Returned: 1 Each

## Aligned Search Controls

On the *Requests*, *Inventory*, and *Deployments* views, the search controls are now aligned properly. This includes the text box, **Search** button, and **Clear** button.

Request Number	Resource Requested	Quantity	Requestor Name	Origin
3	Body Bags	5 Each	Azure B.	LOG U

## Inventory

### New Inventory Attachments Feature

You now have the ability to attach up to three files to an inventory record. You can also provide a brief description of the image or file.

Each attachment can be downloaded from the inventory record.

### Prevented Manually Duplicating Asset IDs

The Resource Request and Deployment Module prevents you from assigning an asset ID to an inventory record when that ID is already in use. This is true now for records you create manually as well as those you import.

## Requests

### Added Date/Time Field to Requests

The date and time of the request now appears in the *Request Timeline/Delivery* tab of the request record.

### Enhanced Request Details

When you deploy from a request, several more fields in the deployment record are now populated with details from the request.

Details include the **Request Number**, **Incident**, **Resource Requested**, **Quantity Requested**, **Unit of Issue**, **POC Phone**, and **Deploy to Location Phone**.

## Deployments

### Added Deployment Date/Time

The **Date/Time Deployed** field has been added to the *Deploy Resource* section of the deployment record. This field is populated with the current date and time for a new deployment.

You cannot change this information when adding or editing a record.

Unit of Issue: Each

Status: ---Please Select---

Deployed By: LOG Logistics Section Chief

**Date/Time Deployed**: 9/29/2014 08:37:16

Last Updated By: LOG Logistics Section Chief

Source: *Deployment not from inventory.*

### Added Point of Contact Information

Information about the point of contact has been added to the *Deploy To Location* section of the *Deployment* record. Details include the point of contact's name, address, and phone.

In addition, when you deploy inventory from the *Requests* view, the deployment information now includes the **Coordinates** of the inventory's current location if they were present in the request record.

**Deploy To Location:**

Name: G. B. Aqua

Address: 400 E. Silver Spring Dr Whitefish Bay, WI

Phone: 414-555-7777

Coordinates: 9.968851 , -4.636230

### New Partial Return of Deployed Items

You can now quickly indicate inventory has been returned, even when the quantity returned is less than that which was originally deployed.

When you click **Return to Inventory** in the deployment record, a window opens where you can specify the exact quantity returned.

Status: ---Please Select---

Deployed By: OPS Operations

Date/Time Deployed: 10/2/2014 14:50

Last Updated By: OPS Operations

Source:

How many items do you want to return?

### Changed Delivery Information Field Labels

The *Request Timeline/Delivery* tab of the add request, edit request, and view request details windows now show consistent labeling for the delivery location fields.

### Changed Deployment Source Field

The deployment record's **Source** field now clearly indicates when the item was not deployed from inventory.

**Delivery Location**

Location Name:

Address:

Phone:

Map Label:

Coordinates:  ,

Last Updated By: LOG Logistics Section Chief

Source: *Deployment not from inventory.*

# Searching and Reporting

## Enhanced Search Criteria

The search feature in the *Requests*, *Inventory*, and *Deployments* views now allows you to search by any field in that view.

For example, you can now search on **Requestor Name** in *Requests* and **Owner** in *Inventory*.

Request Number	Resource Requested	Quantity	Requestor Name	Originator
3	Body Bags	5 Each	Azure B. Aqua	LOG Logistics Section Chief
2	Gowns, surgical	25 Each	Azure B. Aqua	LOG Logistics Section Chief

## Enhanced Report Filtering

The **Owner** filter option has been added to the *Inventory Report* window.

In addition, the *Requests Report* window now includes **Originator**, **Assigned To**, and **Status** as search and filter options.

Request Information

Request Number:  Resource Requested:  Quantity:

Unit:  Requestor Name:  Originator:

Last Updated By:  Assigned To:  Status:

Note that the **Requested Position** search option in the *Requests Report* window was not needed and has been removed.

## New Printable Views

You can generate a printer-friendly report for each individual record in any view. This action is available in the **Print** column of each list. The report includes all details in the request, inventory, or deployment record.

Related *Deployments* appear at the bottom of the generated inventory item or request report. The details are the same as those that appear in the inventory or request *Deployment History* tab.

	Details	Edit	Print
14	View	Edit	Print
14	View	Edit	Print
14	View	Edit	Print

# Administration

## Expanded Administrator View Access

RRDM views that administrators have access to include all inventory, requests, and deployments added by users. This includes data from each view's list, whether regular, city, county, or custom.

The screenshot shows the Intermedix Resource Request and Deployment Module interface. At the top, there is a blue header with the Intermedix logo and the title "Resource Request and Deployment Module". Below the header, there are navigation tabs for "Inventory", "Requests", and "Deployments". To the right of these tabs are buttons for "Add Request" and "Create Report".

The main content area is titled "Requests" and contains a search bar with "Search" and "Clear" buttons, and a dropdown menu for "Select Status". Below this is a table with the following columns: Request Number, Resource Requested, Quantity, Requestor Name, Originator, Last Updated By, Assigned To, Status, Date/Time Requested, Last Updated, Details, Edit, Deploy, and Print.

Request Number	Resource Requested	Quantity	Requestor Name	Originator	Last Updated By	Assigned To	Status	Date/Time Requested	Last Updated	Details	Edit	Deploy	Print
3	Body Bags	5 Each	Azure B. Aqua	LOG Logistics Section Chief		OPS Operations Section Chief	Assigned	09/19/2014 11:03:47	09/19/2014 11:05:34	View	Edit	Add Deployment	Print
2	Gowns, surgical	25 Each	Azure B. Aqua	LOG Logistics Section Chief		OPS Operations Section Chief	Assigned	09/19/2014 10:54:42	09/19/2014 10:57:45	View	Edit	Add Deployment	Print
1	Gloves	25 Boxes	Azure B.	LOG Logistics		OPS Operations	Assigned	09/18/2014	09/18/2014	View	Edit	Add Deployment	Print

The administrator's *Inventory* view also shows items that have been removed from inventory. Only an administrator can add items back into inventory that have been removed. Note that the administrator's **Create Report** feature in the *Inventory* view excludes items that have been removed from inventory.

## Removed Unnecessary Filters

Several filters were removed from the **Request Dashboard** display view for the *Resource Request and Deployment Module* board as they were not relevant to the board or the display view.

**View Filters**

Name
Assigned
Cancelled
Completed
Denied
In Progress
My Assignments
My Requests
Received
View All