

## 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 Teams. Members will simply click on the link and complete the form.

**Step 2:** Once the email has been distributed, all Ride-Out Team Leads, Deputy Leads and members will check-in by filling out the form.

The form contains the following fields and controls:

- First Name \***: Text input field.
- Last Name \***: Text input field.
- Activation**: Dropdown menu with "Ride-Out" selected.
- Department \***: Dropdown menu with "select an option" selected. *Annotation: Drop down to select your department*
- Function \***: Dropdown menu with "select an option" selected. *Annotation: Drop down to select your Ride-Out Function*
- Email \***: Text input field.
- Cell Number \***: Text input field.
- Ride Out / Responding Location \***: Text input field. *Annotation: Type the location you are going to be responding from*
- Status \***: Radio buttons for "Check-In" and "Check-Out". *Annotation: 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*
- Check-In Time \***: Date and time pickers. Date: 2020-04-21, Time: 08:58 am.
- Buttons**: "Submit Entry", "Save as Draft", "Reset", "Cancel". *Annotation: Click "Submit Entry" to Submit*

**Step 3:** All Responses can be viewed on the Dashboard on the Ride-Out Team Check-Ins box.

Ride Out Team Check-Ins				Filter Form Entries...
First Name	Last Name	Department	Function	
☐ Office of Emergency Management (2 items)				
Ginger	Walker	Office of Emergency Mana...	Supervisor	
Brian	Hall	Office of Emergency Mana...	Deputy Team Lead	