

## 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 options:

- 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.
- Department** REQUIRED: Dropdown menu with "Select an Option" selected. *Annotation: Drop down to select your department*
- Function** REQUIRED: Dropdown menu with "Select an Option" selected. *Annotation: Drop down to select your Ride-Out Function*
- 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...". *Annotation: Type the location you are going to be responding from*
- Status** REQUIRED: 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** REQUIRED: Time picker showing "2021-03-23 08:57 AM". *Annotation: Click "Submit" on the bottom right 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	