



Demo Agency (DA) ▾

In

After signing in, click small down arrow next to agency name



Demo Agency (DA) ▾

Incidents ▾

Resources ▾

Tools ▾

Community ▾

System Level

[Marin County EMS](#)

Recently Viewed Agencies

[San Rafael Fire Department \(S21-50836\)](#)

[Southern Marin Emergency Medic... \(S21-50928\)](#)

[Novato Fire Protection Distric... \(S21-50684\)](#)

[View Agency List](#)

Demo Agency (DA) Administration

[Agency Information](#)

[Configuration](#)

[Data Exchange](#)

[Elite Field Configuration](#)

[Finish Incident Settings](#)

[Migration Wizard](#)

[Users](#)

Click users



Demo Agency (DA) ▾

In

User Information



Bob Smith

Demographics

Certifications

Employment

Account Details

Elite Viewer

First Name

Bob

Middle Name / Initial

Last Name

Smith

Add first and last names

Users

Click New

Permission Group

Permission Grou...

+ New

Last Name ^

First Name

Positio

Email Addresses

1-1 of 1 < >

Is Primary	Email Address	Type	Notifications	Status	
<input checked="" type="checkbox"/>	<input type="text" value="bsmith@email.com"/>	Work	<input checked="" type="checkbox"/> Notifications	<input checked="" type="checkbox"/> Active	<input checked="" type="button" value="OK"/> <input checked="" type="button" value="Cancel"/>

1-1 of 1 < >

Click **add entry** and add email address and click **OK**

Bob Smith

- Demographics
- Certifications**
- Employment
- Account Details
- Elite Viewer
- Records
- Emergency Contacts

National Registry Certification Level

Nati Cert ber

Nati Cert

National Registry Expiration Date

Click **cert tab**

Agency Licensure Group

Agency Licensure Level/Practice Level

Agency's Licensure Certification Date

Agency's Licensure Expiration Date

State Licensure Group

State of Licensure

State Licensure ID

State Licensure Level

State's Licensure Certification Date

State's Licensure Expiration Date

Initial State's Licensure Issue Date

Add ID number, select level (EMT-B) and enter expiration date. Then click **Same As State**

Crew Member Response Role

- Primary Patient Caregiver-Transport
- Driver-Transport
- Primary Patient Caregiver-At Scene
- Other Patient Caregiver-At Scene
- Other Patient Caregiver-Transport
- Other
- Agriculture and Natural Resources
- Architecture and Related Services
- Area, Ethnic, Cultural, and Gender Studies
- Biological and Biomedical Sciences
- Business
- Communication, Journalism, and Related Pr

Bob Smith

Demographics	Certifications	Employment	Acco
Agency ID #			
Payroll ID			
Badge #			
Trainer/Instructor ID			
Personnel ID		CAD ID #	
Hire Date		mm/dd/yyyy	

OPTIONAL:
On Employment tab, If known, add CAD ID in **Personnel ID**

User Information

← Back | Save



Bob Smith

Demographics	Certifications	Employment	Account Details	Elite Viewer	Records	Emergency Contacts
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User ID	bsmith
Password Requirements	Minimum password length of 6 characters. Password cannot be the same as the username.
Password Verify Cancel
Password	Require Reset <input checked="" type="checkbox"/>
Permission Group	Provider
Email Notification of All Login Access Inactivations	Active Inactive
Agency Status	Active Inactive
System Status	Active Inactive

Under Account Details, add user name (usually first initial, last name).
Enter password of: welcome
Select **Provider** in Permission Group

Click **SAVE**

To add additional agencies:

User Information



Ricky Resque

Click Account Details tab

Demographics	Certifications	Employment	Account Details	Permission Objects	Elite Viewer	Records	Em
First Name		Ricky			City		
Middle Name / Initial					State		
Last Name		Resque			Country	U	
Date of Birth		mm/dd/yyyy			Citizenship	U	
Gender					SSN		

Ricky Resque

Demographics | Certifications | Employment | Account Data

User ID: RResque

Password Requirements: Minimum password length of 6 character
Password cannot be the same as the user

Password:

Password: Require Reset

Permission Group: Provider

Email Notification of All Login Access Inactivations: Active Inactive

Agency Status: Active Inactive

System Status: Active Inactive

Login Access: Yes

Last Login

User Agencies: User Agencies

Merge Other Users Into This User: Merge Users

Click User Agencies

User Agencies

Ricky Resque

+ New | x Delete

Parent	Name
Demo Region	Demo Agency (DA)

Click New

Ricky Resque

+ New

× Delete

Click add
single
agency

Add Single Agency

Add All Agencies

Select agency

Click Yes for **Show in EMS Run Form**

Select **Provider** in Permission Group

Click **OK** and then **SAVE**

Add an Agency for Ricky Resque

Select an Agency and then define the Permissions

[Permissions Explanation](#)

Agency

Parent

Agency Status Active Inactive

Show in EMS Run Form Yes No

Personnel ID

Show in Fire Run Form Yes No

Permission Group

OK Cancel