


# HOW TO MAKE SURE THAT USERS APPEAR IN THE CREW DROP-DOWN LIST

## User Information



**Ricky Resque**

Demographics **Certifications** Employment Account Details Pe

First Name

Click  
**Certifications**  
tab

## Ricky Resque

Demographics Certifications **Employment** Account Details Permission Objects Elite Viewer Records Emergency Contacts Documents (0)

National Registry Certification Level

National Registry Certification Number

National Registry Certification Date

National Registry Expiration Date

**State Licensure Group**

State of Licensure

State Licensure ID

State Licensure Level

State's Licensure Certification Date

State's Licensure Expiration Date

**Agency Licensure Group**

Agency Licensure Level/Practice Level

Agency's Licensure Certification Date

Agency's Licensure Expiration Date


Crew Member Response Role

Highest Educational Degree

Degree Subject/Field of Study

Make sure that there is an ID number, level (EMT-B), and an expiration date. If not, add the information and then click **Same as State**

## User Information



**Ricky Resque**

Demographics Certifications Employment **Account Details** Pe

First Name

Click  
**Account Details**  
tab

# Ricky Resque

Demographics | Certifications | Employment | Account Details

User ID: RResque

Password Requirements: Minimum password length of 6 characters. Password cannot be the same as the username.

Password: ..... Verify [

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: 01/18/2017 15:58

User Agencies: User Agencies

Click **User Agencies**  
(and wait for the next  
screen to appear)

## Ricky Resque

+ New | x Delete | 1 - 1 of 1 < >

Parent	Name	Agency Status		Show In EMS Run Form		Permission Group
		Active	Inactive	Yes	No	
Demo Region	Demo Agency (DA)	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Provider

Select YES for  
**Show in EMS Run Form**  
Click **OK** and then **SAVE**