

IAMRESPONDING

"Cheat Sheet"

To log in:

1. Go to www.iamresponding.com and click SUBSCRIBER LOGIN in the upper right corner of the page
2. Fill in the fields (see example). The PHVFC must be in all capital letters. Username and password are case-sensitive. Check the box underneath the password field so you won't have to login multiple times when you go to different modules in iamresponding.
3. Click LOGIN

Based on individual permissions, some of the following features may be unavailable to you.

To change your profile/account information (all users):

1. Click on ADMINISTRATIVE FUNCTIONS
2. Click on MANAGE MEMBERS
3. Click on EDIT A MEMBER
4. Select yourself and then click EDIT MEMBER
5. Proceed to update your information. You will not be able to change System Permissions

To send a text message:

1. Click on ADMINISTRATIVE FUNCTIONS
2. Click on SEND TEXT/EMAIL MESSAGES
3. Type the message you want in the box. It is a good idea to keep the text 113 characters or less. That seems to be the max number of characters most providers can handle per/text.
4. Click on the TEXT MESSAGE box
5. Select the group(s) and/or individual(s) you want to send a text message to.
6. Click the SEND button at the bottom of the page.

Note: you can send emails the same way without restriction on number of characters. Just note that this email list contains mostly active responders, so an email to go out to the entire membership should be done outside of iamresponding.com.

To change your schedule (vacations, etc.)

1. Make sure you are on the HOME screen. If you are not, click the HOME button at the top of the page.
2. Click on SCHEDULE, and then SCHEDULING.
3. You will see the current schedule on the left and your schedule commitments on the right. You can easily modify or delete existing schedule items by clicking either icon to the right of each schedule.
4. To add a schedule item(s), click ON DUTY FOR LOCATION and members will probably be choosing OOS for out of service. On the right click the reason. You can see the choices that the officers.
5. Make sure you click ENTER for input the schedule item into the system.

To change the status of the apparatus:

1. Make sure you are on the HOME screen. If you are not, click the HOME button at the top of the page.
2. Click on ADMINISTRATIVE FUNCTIONS
3. Click on APPARATUS STATUS
4. All apparatus are listed. Choose the OOS radio button to put a truck out-of-service.
5. Click update and members will be notified via text message.
6. Make sure you put the apparatus back in service when appropriate as per the chief or his delegate.

Apparatus status

Apparatus	Abbreviation	Currently	Change status to
Engine 31	E31	In service	<input checked="" type="radio"/> In service <input type="radio"/> OOS
Engine 31-1	E31-1	In service	<input checked="" type="radio"/> In service <input type="radio"/> OOS
Light Plant 31	LP31	In service	<input checked="" type="radio"/> In service <input type="radio"/> OOS
Squrt 31	SQ31	In service	<input checked="" type="radio"/> In service <input type="radio"/> OOS
Tower 31	T31	In service	<input checked="" type="radio"/> In service <input type="radio"/> OOS

UPDATE

CANCEL

To sign out of iamresponding

1. No matter what page you are on in iamresponding, you can click the words LOG OUT in the upper right of each screen.

There are additional features that you may have access to in iamresponding as well. Feel free to investigate. If you note that you have permissions that may not be correct or if you need permissions changed so that you can access a particular item/module in iamresponding, please contact Doug Brower or Mike Narducci.