

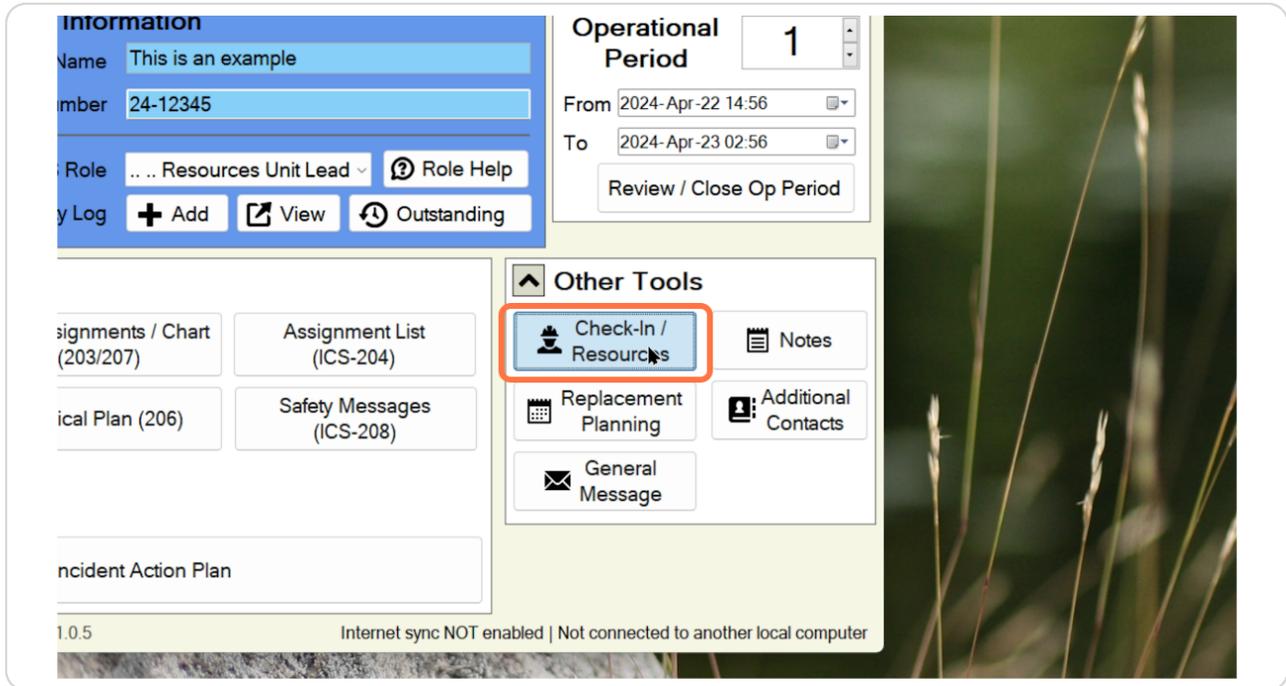
Check in an Individual Person in CIAPP

9 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
Emmanuel Diaz	Apr 22, 2024	Apr 22, 2024

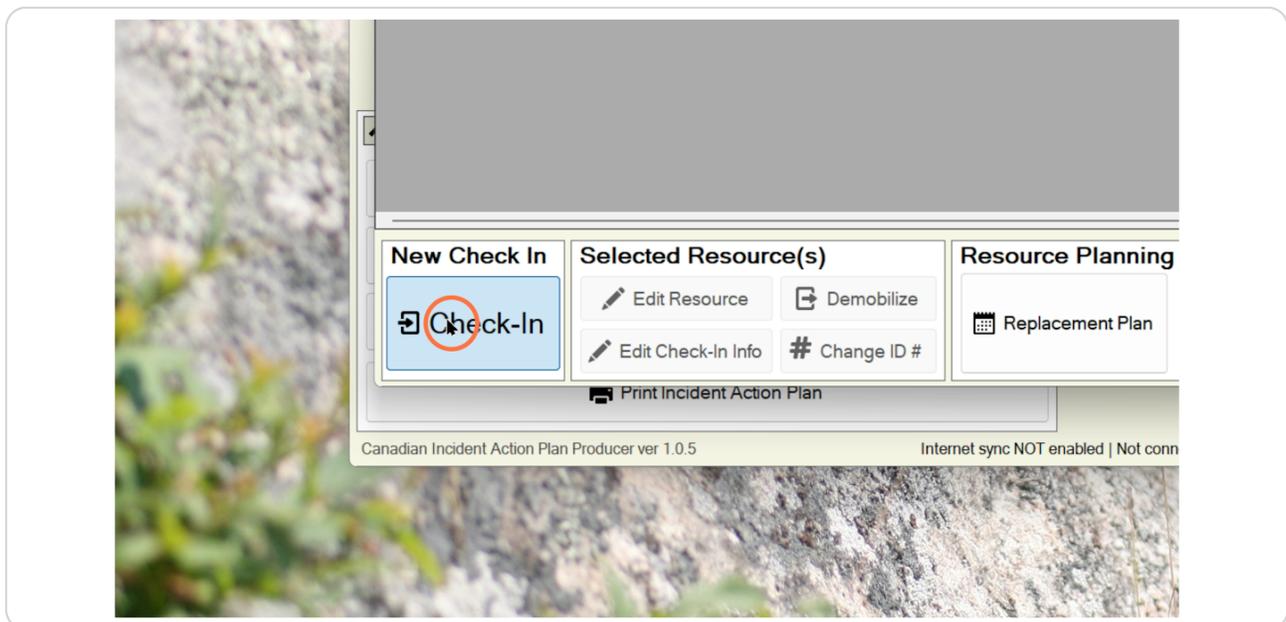
STEP 1

Click on "Check-In / Resources" on the main screen of the program



STEP 2

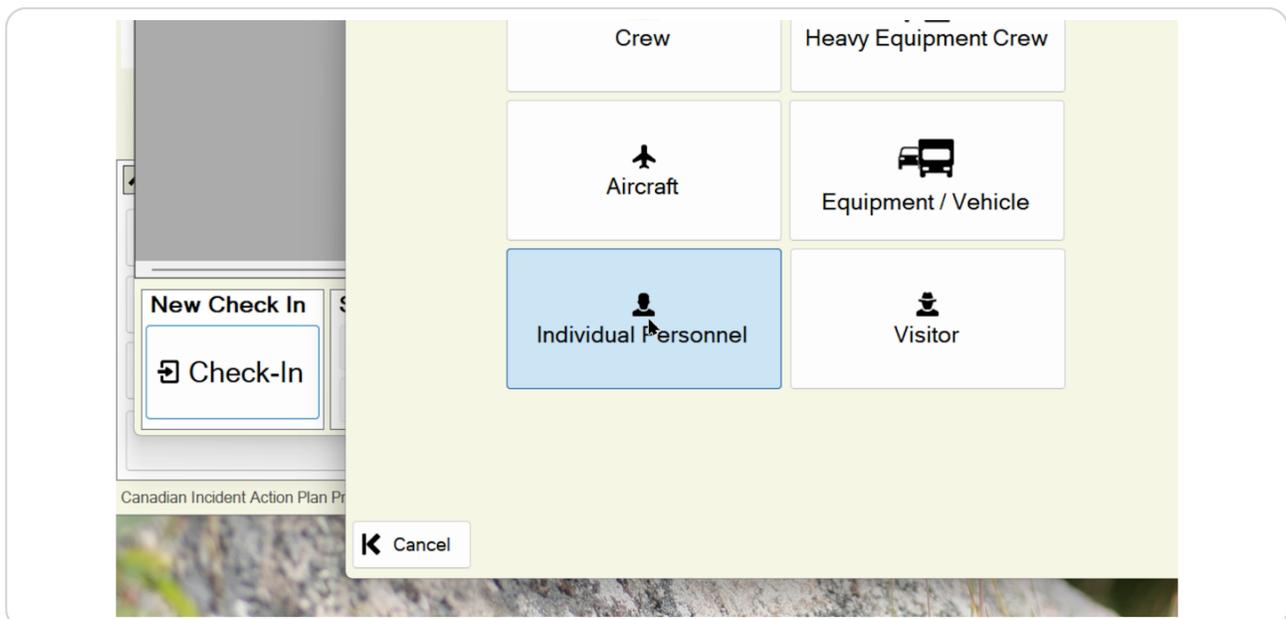
Click the "Check-In" box in the lower left of the screen.



STEP 3

Click on the desired resource type

In this example, Individual Personnel. This is the option you'd select to check in a member of the IMT for example.



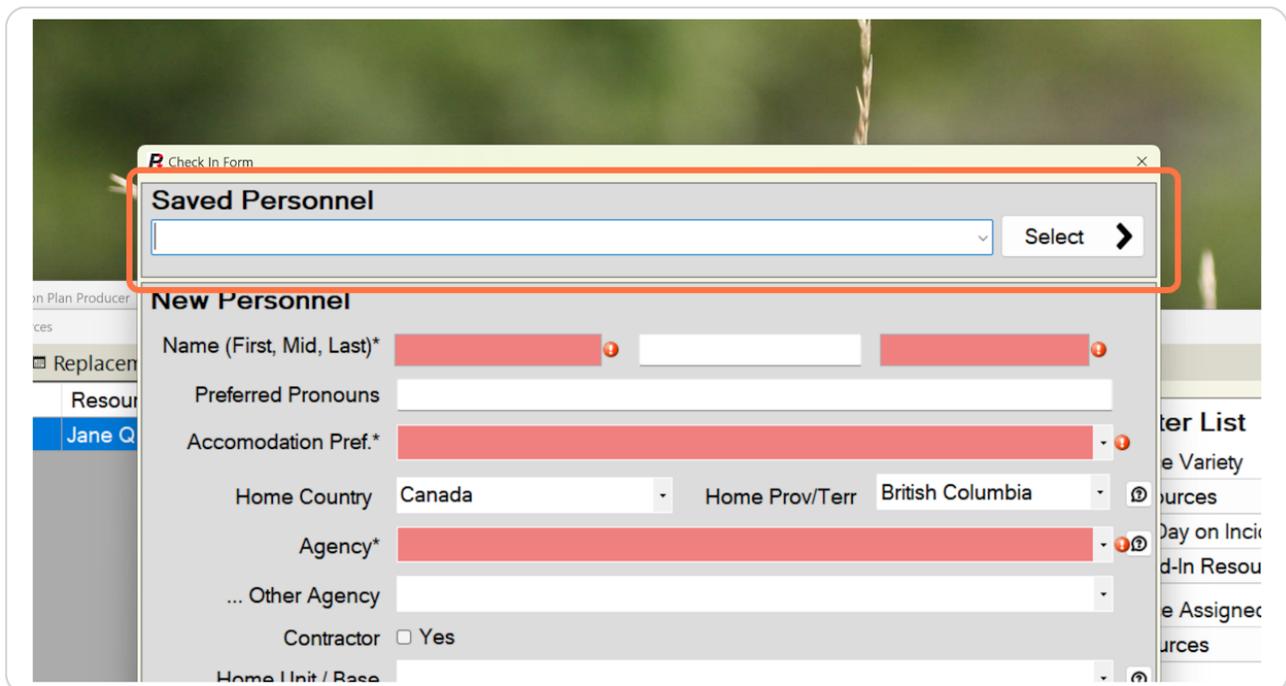
Check In a Saved Person

1 Step

Saved personnel can be managed using the Edit > Personnel menu on the main screen of the program. These saved individuals persist from incident to incident so you can easily recall their information without having to re-enter it.

STEP 4

Select their name from the list under "Saved Personnel" and click "Select".



The screenshot shows a software interface for checking in personnel. A dialog box titled "Check In Form" is open. At the top, there is a "Saved Personnel" section with a dropdown menu and a "Select" button with a right-pointing arrow. This section is highlighted with an orange border. Below this is the "New Personnel" section, which contains several input fields: "Name (First, Mid, Last)*" with red error bars, "Preferred Pronouns", "Accommodation Pref.*" with a red error bar, "Home Country" (set to "Canada") and "Home Prov/Terr" (set to "British Columbia"), "Agency*" with a red error bar, "... Other Agency", "Contractor" (with a "Yes" checkbox), and "Home Unit / Base".

Check In a New Person

5 Steps

STEP 5

Enter the individual's information

New Personnel

Name (First, Mid, Last)* Jane Q Smithington

Preferred Pronouns She/her

Accommodation Pref.* Female-Only

Home Country Canada Home Prov/Terr British Columbia

Agency* MB

... Other Agency

Contractor Yes

Home Unit / Base A very tall tree

Resource Kind IMT - Command/General S Resource Type Type 2

Cellphone 555-555-555 Email

Dietary Restrictions Yes, dietary restrictions Allergies Yes, allergies

Employer emergency contact information

Print new list
Export to

STEP 6

Click "Select" to move to the next screen and capture check-in information for this incident.

IMT - Command/General S Resource Type Type 2

555-555-555 Email

Yes, dietary restrictions Allergies Yes, allergies

Select >

STEP 7

Enter the individual's check-in information

All this information is related to their current check-in, and must be entered even if they have previously been saved in your system, or have previously been deployed to this incident.

Check-In Information

Resource Personnel

Unique ID* Be sure to scroll the area below

Incident Role Assign if possible

Last Day of Rest*

First day on incident

Check-In at Incident* 0 days

Last Day at Incident* 14 days since rest / 14 days since check in

Individual's weight Kg Lbs

Resource Order Number

Check-In Location*

Accommodation Location

Breakfast Yes

Lunch Yes

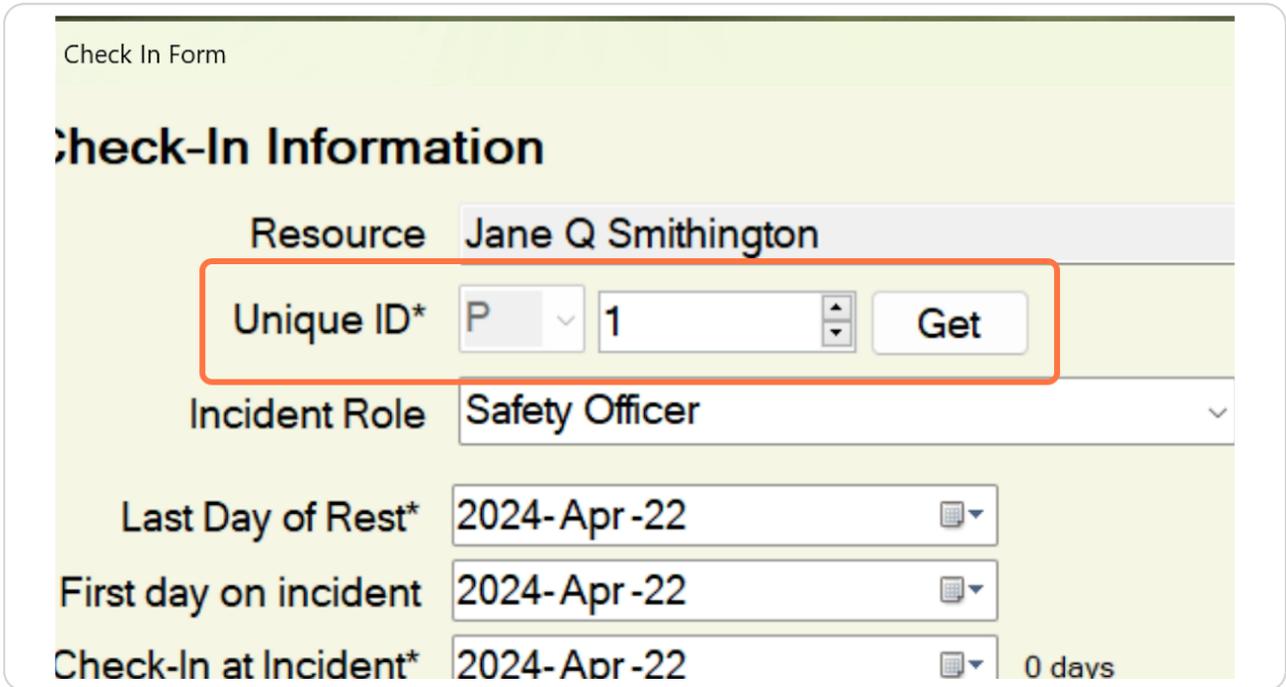
Dinner Yes

STEP 8

Confirm unique ID#

Note the unique ID# is automatically assigned to the next available number for this variety of resource (i.e. P for personnel, C for crew, E for equipment, A for aircraft). You can override this automatic assignment as needed.

Pressing "Get" will retrieve the next available number on this incident.



Check In Form

Check-In Information

Resource Jane Q Smithington

Unique ID* P 1 Get

Incident Role Safety Officer

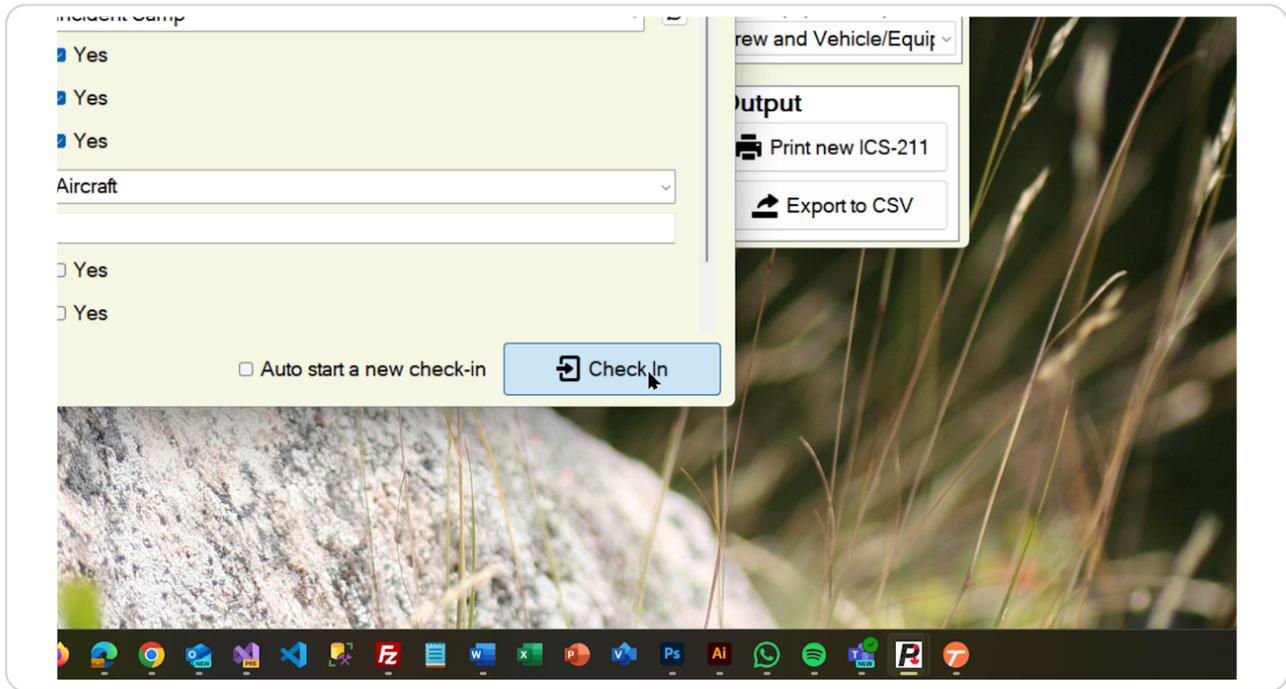
Last Day of Rest* 2024-Apr-22

First day on incident 2024-Apr-22

Check-In at Incident* 2024-Apr-22 0 days

STEP 9

When the check-in information is correct, click "Check-In" to complete the process.



Hint: if you're checking in multiple individuals in sequence, click the "Auto start a new check-in" box before clicking Check In.

