



**Help Desk**

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## Warehouses in Production

Special Teams (NDT/ERT in Erlanger) and Region 3, have successfully achieved the status of being in "Production". Being in "Production" is a term used by HQ IT to define when a regions warehouse is fully functional and operating via the internet.

Subsequent regions' migration will be determined by the Regions in conjunction with NDT-ERT and the HQ IT Team.

Three steps need to be accomplished in order for the Regions data to be in production.

- 1.The data is migrated into the system,
- 2.Users need to be trained to use Equipment Tracking,

3.The warehouse data has to be validated to ensure the systems accuracy.

Paul Zanter from Region 5 will work with warehouse managers and assist Joan Karrie, HQ IT in getting the data migrated. The first step entails a number of iterations to identify and correct any erroneous data transfers (wrong fields,

formats, etc.). Once all these data errors are addressed, then the final two steps can be initiated. Training and assistance will be provided by NDT. If you have any questions or suggestions please notify Ed Mullin or Jeanelle Martinez.



Ron Suter checking items in a GPS kit.

## Training and User Help

The EPA coordinator for equipment training schedule is **Jeanelle Martinez**. In addition, NDT now has **Ed Mullin** (Dynamac) to assist with the equipment training, and provide user support.

Equipment Tracking Training will be conducted for:

- Region 2 in November, and
- Regions 5 and 10 in December.

## Tip of the Month- Kits, Kits & More Kits

In **V4** of the Equipment Tracking Module you can build "kits" to group related equipment and parts & supplies (P&S) into one item. This allows you to check out of all the grouped equipment a one step. For example here's a kit for a GPS unit from the ERT warehouse. Garmin C430 GPS; 12-24 Volt Adapter Cable; Vehicle Suction Cup Mount; Dashboard Disk, 498; USB Interface Cable; QRG; USB Drivers CD.

In **V5** the kit functionality has been expanded to permit kits within kits within kits (3 levels). This will allow managers to create kits of other related equipment as well as P&S that belong to a piece of equipment. Once the kit has been built, it will also be possible to add/remove equipment from the kits without having to break apart or disable the kit. This function along with other topics will be discussed during the upcoming trainings.

## Emergency Management Portal Version Rollouts 2008

Version 4 was made available in production on May 1, 2008

Version 5 (In QA testing) - Will be available early November, 2008

Version 6 (After Jan 2009) - Upload and synchronization capability from local users to national database. Prioritized list of requirements not incorporated in V5 and others recommended from Equipment Tracking users.