

S.I.R.T Website User Guide

This guide has been prepared to help you navigate through the new website and take advantage of its many features. The 'boxed' notes on each page will give you some direction as to how to use the various forms and features incorporated into the site. Other unique features will be added as deemed necessary.

The address (URL) for this site is sirt.scopespokane.gov. It is not necessary to enter the "www" before the address.

Password needs to be at least 8 characters in length and have at least one capital letter, one lower case letter, one number and one symbol.

When you login for the first time, you will need to click the "Forgot Password" box. Instructions for setting/resetting your password will be sent to your email address. Your email client may not recognize this new email address and as a result, it is possible that these instructions may end up in your SPAM folder.

Note there are 5 items on the navigation menu on the top of the website. Each one, except Home, has drop down menus that will be described in the following pages. It is suggested that you place this guide in your SIRT Procedure Manual for future use.

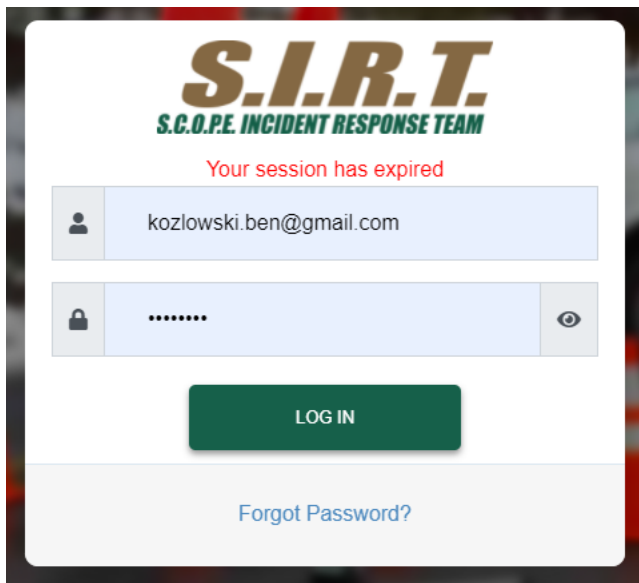
I appreciate any comments, suggestions, or changes you think would improve the website or this User Guide.

Lee Chessman
SIRT Coordinator
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Sign In



Use the url <https://sirt.scopespokanewa.org/signin> for logging onto the website.

First Sign In / Reset Password

If this is your first time signing in or you need to reset your password, click on the “Forgot Password” link at the bottom of the sign-in box. This will redirect you to the “Password Reset Request” page.

Enter your email into the “Username” box and click the “Reset Password”. For security reasons, it will always show that an email has been sent even if it’s an invalid email address.

You should receive an email with instructions and a link for resetting your password. If you do not receive an email, check your SPAM folder as your email client may not recognize the sender address. If you still have not received the email, check that you entered your email correctly and also check with a system administrator to see that your email has been entered correctly into the system.

Note: Password must be at least 8 characters long, include at least one capital letter, lower case letter and a number.

Dashboard / Home

The dashboard provides a summary of your SIRT activities, including the following:

My Hours

My Hours	
This Month:	0.00
This Year:	0.00

My Hours shows your accrued hours showing for both the current month and for the current year.

Upcoming Events

Upcoming Events	
New SIRT Web site roll out.	01-07-2022 1700 → 1900
New SIRT Web site roll out.	01-08-2022 0900 → 1100
SCOPE BANQUET	03-23-2022 1700 → 2100

This shows a list of upcoming planned special events. To signup for a special event click on the event that you want to sign up for. For more information see “Event Signup” under the “Event Schedule” section of this guide.

On Duty Support

On Duty Support
Pat Martin

This view shows all SIRT members that are currently on duty according to the On-Duty Schedule.

Pending Incident Reports

Pending Incident Reports
No Pending Reports

This view shows any pending Incident Reports. Clicking on an Incident Report will redirect you to the “Incident Report” page. For more information on pending Incident Reports, see the “Incident Reports” section of this guide.

Schedule

Worked Hours

This calendar shows confirmed worked hours. As with all calendars, you can hover over a block to see more information about that time block. Incident Report On-Duty and Special Event times (once your report has been completed) are shown here. You can also manually add a time block by clicking on the “Add New” button above each day block.

Schedule Event Details
✕

User
Ben Kozlowski

Title

Start
12-30-2021 0800

End
12-30-2021 1200

Function
On Duty

Vehicle
-Select Vehicle-

Addition Information

Close Save

When adding a new time block, you will be presented with the above popup box. Fill in the pertinent information then click save to add your entry to the “Worked Hours” calendar.

On Duty Schedule

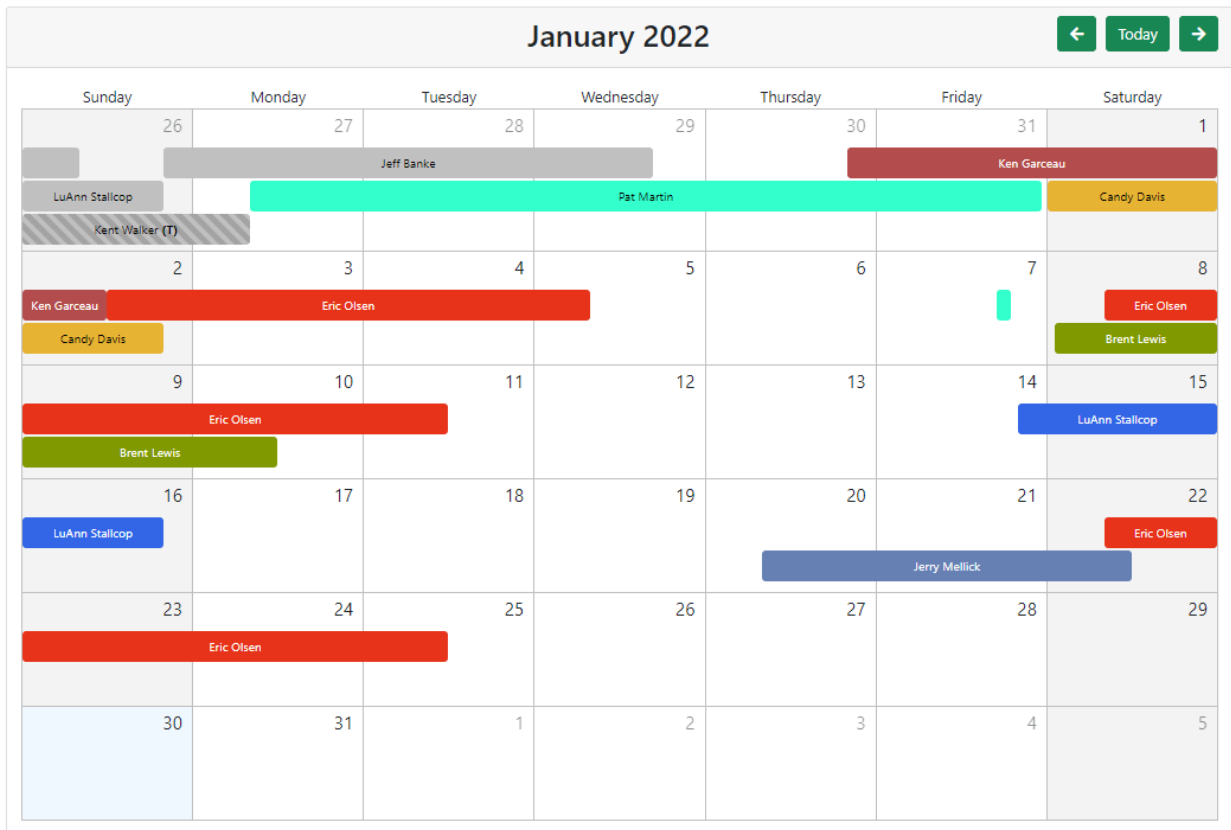
This calendar shows the time blocks that members are On Duty, Roaming, Training, and Possibility as well as any Special Event signups or various other scheduling information. Similar to the “Worked

by clicking the “Add New” button on the day that you want to add a time block.

Hours” schedule, you can manually add a time block by clicking the “Add New” button on the day that you want to add a time block.

On Duty Schedule

View All Members Print



By using the “View All Members” drop down above the calendar, you can select which member schedule you would like to view. Any time blocks that are gray, are past schedule events.

To print out the schedule, just click the “Print” button above the calendar.

Note: If there is a time block that is striped this means that they are not On Duty but rather one of the other options. For example, if there is a (T) in the block it means that they are signed up as “Training” for that time block.

Events

This calendar shows only Special Events. To see information about the Special Event, hover over the Special Event time block.

Event Details

For more information on the event, click the time block and you will be presented with the following popup.

The screenshot shows a modal window titled "Event Details" with a close button (X) in the top right corner. The event information includes:
Title: Test
Date/Time: 12-03-2021 0800 → 12-03-2021 1200
Location:
Comments:
Support:

The support section contains three rows of time slots. Slot 1 is a solid green bar. Slot 2 and Slot 3 are tables with four columns representing time intervals: 0800, 0900, 1000, and 1100. In Slot 2, the 0800 and 0900 columns are green, while 1000 and 1100 are white. In Slot 3, all four columns are white. Below the grid, the name "Lee Chessman" is followed by a green bar. At the bottom right of the modal are three buttons: "Close" (grey), "Edit" (yellow), and "Sign Up" (green).

Other than showing the basic Special Event Information such as time, location, and any comments about the event, you can see what time blocks are still open and what other members will be working that event and what time they are signed up.

Event Signup

In the example above, the section under support shows three “slots”. These slots are the amount of required members for the Special Event. Once a time slot has been taken by a member, it will turn green to show that it is no longer available. White slots are open slots and available to be signed up. For example, if you want to only sign up for 2 hours for the event above, you can click on the 0800 & 0900 blocks on either slot then click the “Sign Up” button to confirm those time blocks.

If you want to work for the entire duration of the event, you can just click on the “Sign Up” button and it will default to confirming your time for the entire event.

Schedule Event Details ✎ ✕

User
Ben Kozlowski ▼

Title
Test

Start
12-03-2021 0800

End
12-03-2021 1200

Function
On Duty ▼

Vehicle
-Select Vehicle- ▼

Addition Information

Close Save

Upon clicking on the "Sign Up" button you will be presented with the above popup. Everything should auto populate except for "Vehicle" which can be ignored if you are not using an assigned vehicle.

Incidents

Incident Information

Incidents

ID	Date/Time	Type	Location	On Site Support	Requested	Active Hours	Add
20211230-130535	December 29th 2021, 2159	Crime Scene	10629 E. Sprague Ave Spokane Valley, WA	Lee Chessman Pat Martin Ken Garceau	2	3:56	Edit
20211223-120505	December 17th 2021, 0629	Fire - Structure	14104 E Mission Spokane Valley, WA	Ken Garceau Harold Hepner	2	7:19	Edit
20211223-120647	December 13th 2021, 1117	Traffic Control (Non-MVA)	Mission & Bessie Spokane Valley, WA	Pat Martin Ken Garceau Monte MacConnell Eric Olsen Jeff Banke	2	18:26	Edit
20211223-120222	December 13th 2021, 0949	Fire - Structure	10410 E Mission Spokane Valley, WA	Eric Olsen	2	0:50	Edit

This page will show a list of recent incidents. You can view more information about the Incident by clicking on the Incident row.

Incident: 20211230-130535 ✕

Date/Time: December 29th 2021, 2159
Type: Crime Scene
Location: 10629 E. Sprague Ave Spokane Valley, WA

Comments:

Support:

Lee Chessman

Pat Martin

Ken Garceau

Location: Mission & Bessie Spokane Valley, WA

Status: Complete

Log On/Off: 12/30/2021 0804 → 12/30/2021 1200
On Scene: 12/30/2021 0804 → 12/30/2021 1200

Comments:
 This is a Test entry only

Close
Print

Under support, you can see a tabbed list of members that have been assigned to that incident. If the names are bordered in red, this means that the Incident Report has not been completed by the individual. You can also see who has pending Incident Reports on the Incident list, with any name that is in red.

You can print out the Incident along with any individual reports by clicking on the print button in the information popup.

Incident Reports

This page you can see all your reports for any incidents. Any reports that are red are still pending and should be completed as soon as possible.

Clicking on any of the reports you will be presented with the following popup.

Report Details
✕

ID
20211230-130535/0

Incident
20211230-130535 - Crime Scene - 10629 E. Sprague Ave

Resource Vehicle
None

Log On
Select Date...

Log Off
Select Date...

On Scene
Select Date...

Clear Scene
Select Date...

Location
10629 E. Sprague Ave

City
Spokane Valley

State
WA

Comments

Close
Save

Incident – This will be the incident that this report is attached. You can change this if the report that you are working on is for a different Incident that what is shown.

Resource Vehicle – Select the vehicle that you used while on-duty for this incident.

Log On / Log Off – Log On and Log Off times

On Scene / Clear Scene – Time that you were on scene of the incident.

Location – Your location while on scene of the Incident.

Comments – This is where you will write your written report for the Incident.

Resources

Members

A list of all current SIRT & Non-SIRT members. You can filter the list using the “Search” functions towards the top of the page.

Stations

This page is not yet utilized.

Account

My Profile

This page you can view and edit most information regarding your contact information. Please double check upon first login to make sure that all your contact information is up to date.

My Profile Save

First Name <input type="text" value="Ben"/>	Last Name <input type="text" value="Kozlowski"/>	Victor ID <input type="text"/>	Active Duty Date <input type="text"/>
Street Address <input type="text" value="726 N McDonald Apt 121"/>			
City <input type="text" value="Spokane Valley"/>	State <input type="text" value="WA"/> ▼	Zip Code <input type="text" value="99216"/>	
Email <input type="text" value="kozlowski.ben@gmail.com"/>	Phone <input type="text" value="509-929-9071"/>		

Sign Out

Clicking this will log you out of the site and will require you to login again to access the rest of the site.