	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Directive	D2019-004
		Effective: 6/18/2019
	MFR Technology Upgrades	Rescinds: na
		From: C Poole

Over the past few months, Manchaca has been working on several projects to upgrade our information technology systems and to better organize the information we use to conduct the business needs of the organization. The first step in this process was the installation of a new server that increased our capabilities. Once installed, several other systems were brought online. Also, in conjunction with this project, we have increased the functionality of some of our cloud-based services and brought another system online – PS Trax. Below is a description and some operating expectations of each of these new systems.

E-Mail

In the past, we have set up email accounts using the tcesd5.org domain for a limited number of members that had specific business needs. Other members had a tcesd5.org “alias” created so that if someone was to email them at their tcesd5.org email address, the system would automatically forward that email to their personal email account. This was a holdover from the VFD days when there was a desire to only check one email account and to limit the administrative upkeep of the email server. Now, each member of ESD5 has a full-fledged tcesd5.org account and that account is no longer forwarded to the member’s personal email account. Moving forward, members are expected to monitor their tcesd5.org email account for department communications and to conduct department business via their tcesd5.org account. Typically, department communications will be sent to the members tcesd5.org account.

Active Directory

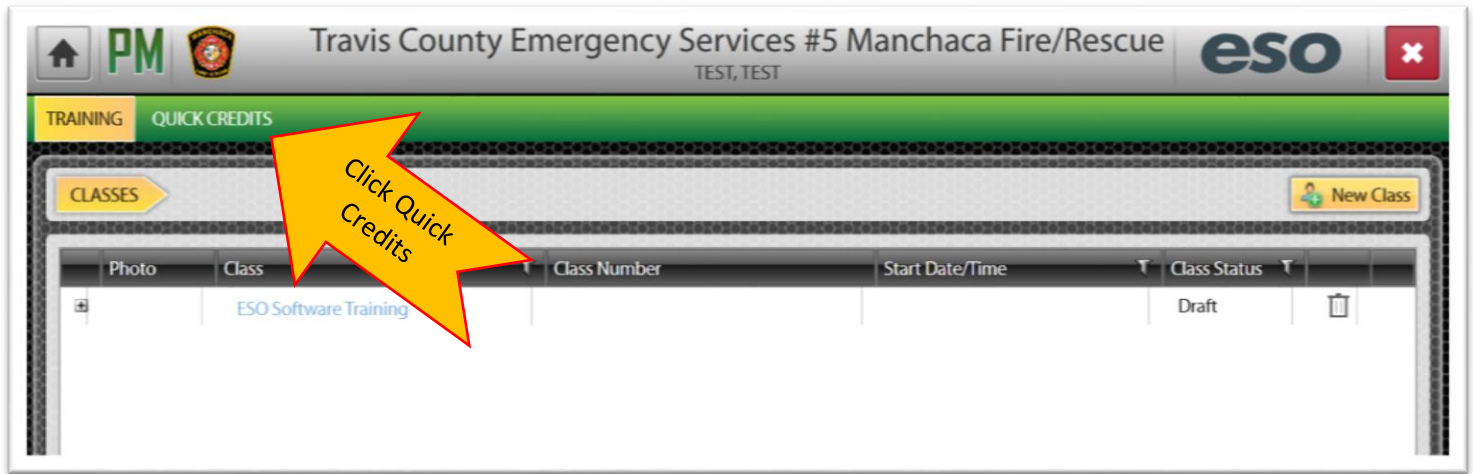
With the installation of the new server, we have utilized a system called active directory to allow for better organization of department files and access to those files. With active directory, each member will have to login to a department computer with their tcesd5.org email address and password. Once logged in, the member will have access to the service drive (S drive) and will be able to access the folders that they have system permissions to access (i.e. Officers can access the “Officer” folder, but Firefighters cannot). There is a folder called “MFR_Shared” to which all members have access. This folder is intended to be a place to temporarily place files so that other members with different permission levels can access them. We are continuing to work on the reorganization of the server folders, so you may see some folders move or change names over the next few weeks. Since each member now has their own login into our computers it is important to not share login/password information with others. Also, when a member is done at a computer, they must sign off from that computer so others do not have access to your login. If a member attempts to use a computer and finds that another member is still signed in, they can use the “switch user” feature on the computer to log in with their account. One practice to avoid is leaving files open on one’s profile when the sign out. Doing so will prevent the file from being accessed or edited by other members until the files is accessed again at the computer on which it was left open, and in that user’s account, and properly closed. Moving forward, member’s should save department files and documents in the appropriate folder on the S drive and not on the local computer’s C drive. The S drive is accessible from any computer on the department network and is regularly backed up. If a local computer crashes or is replaced, the C drive data could be lost. Data on the S drive is not affected by the failure or replacement of an individual computer.

ESO Training Module

We have enabled the ESOs training module so that training hours can now be tracked electronically for department members. Officers and Drivers have access to ESOs training module which is a part of the personnel management module (PM). Moving forward, all training events should be recorded and tracked in the ESO training module. This will include formal training classes, external courses, company drills, and CE hours. The goal is for this module to be the tracking

mechanism for all training for our members. Personnel that receive a certificate for a class should turn in a copy of the certificate to the training coordinator (electronically preferred) so it can be files and the credit entered in ESO. Do not turn in original paper certificates. We will be scanning paper copies and not retaining the paper documents.

Training hours can be entered through the Quick Credits feature:



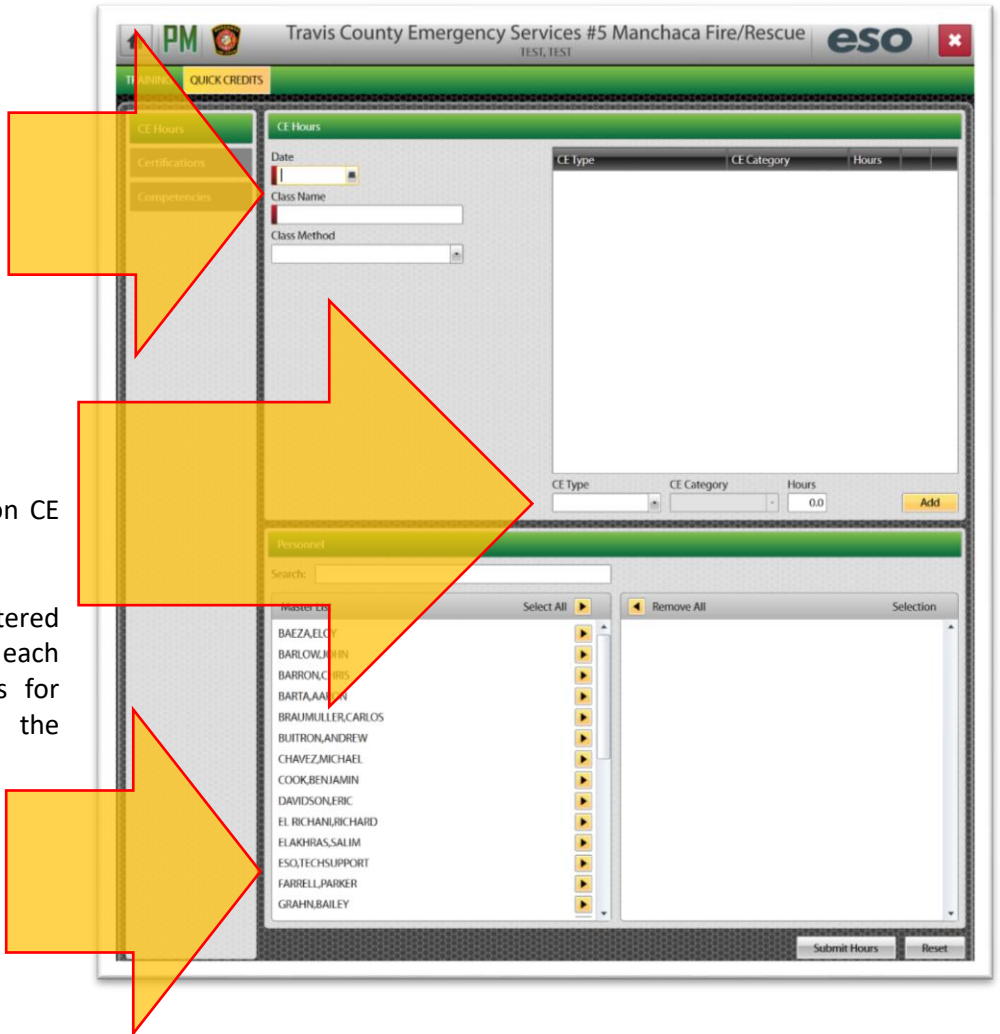
Enter the date or training
Enter Class Name

Enter Class Method for drop down list

Enter CE Type from drop down list
Enter CE Category from drop down list
Category choices will depend on CE Type chosen

Enter hours for that CE Category
Multiple categories can be entered for one class and hours for each category assigned (total hours for categories should not exceed the hours for the class)

Select attendees
Submit hours



ESO Member Information

Another feature we will be utilizing in ESO is the member demographics in the personnel manager. Members will be receiving a demographics information form to confirm information such as address, phone number, and emergency contact information. These forms should be turned in directly to Jennifer or Chief Poole. If neither is available, the forms can be placed under Chief Poole's office door.

PS Trax

Another program that is coming online effective today is PS Trax. This is an online program that manages the standardization and documentation of equipment checks, station and apparatus checks. It also tracks inventory and assignments of PPE and SCBA equipment. The program also has a journal feature and the ability to set alerts for maintenance and supply needs.

PS Trax is web based and can be used on the station computers, the tablet computers, or via smartphone through the website at <https://app.pstrax.com/>. Daily and weekly apparatus checks, SCBA checks, station chores, cylinder fills, alerts for service needs, and shift journal entries will now be managed through PS Trax.

Training videos have been linked to the training page of our member's only site on the use of PS Trax's various modules. All members have an initial login of their email address as their user name and **manchaca** as their temporary password. Once logged in for the first time, members will be required to change their password. The system will then go to the dashboard where it will show any checks that are currently due.

PS TRAX **PS Trax.com**
Powered by **Station Automation**

Sign in

User name

Password

Sign In

[I forgot my User Name or Password](#)

New to PS Trax? [Learn more](#) or [schedule a demo](#)

Be a PS Trax expert

Check out our [Help Desk](#) for the latest updates, resources, and training tools to help you make the most of PS Trax.

PS TRAX **PS Trax.com**
Powered by **Station Automation**

Go to Help Desk

The screenshot displays the Manchaca Fire Rescue software interface. On the left is a navigation sidebar with the logo and menu items: VEHICLE & STATION, PPE, SCBA, SETTINGS, and HELP. The main content area is divided into three panels: SCHEDULE, ALERTS, and JOURNAL.

SCHEDULE Panel: Shows a list of checks that are currently due for various units. Each unit has a table with 'Items due', 'SCBA items due', and 'alerts'.

Unit	Items due	SCBA items due	alerts
Station 501	23	0	0
Engine 501 - ENG501	66	19	1
Engine 511 - ENG511	157	18	0
Tender 501 - TEN501	145	8	0
Brush Truck 501 - BT501	115	0	0
Battalion 501 - BAT501	86	2	0
Command 501 - CM501	79	2	0
PPE: Calvin Poole	0		As-Needed or Post-Call Check

ALERTS Panel: Shows an alert for 'Engine 501 - ENG501 | Vehicle Maintenance' set on June 10, 2019, at 03:09 PM. The alert text reads: 'ENGINE COMPARTMENT - Look for leaks in the engine compartment or on the ground below - small oil leak'. It includes options for 'Details', 'Add Comment', and 'Edit'.

JOURNAL Panel: Shows a 'General Info' post from June 15, 2019, at 06:42 PM, created by Calvin Poole. The post text is: 'General post for illustration purposes'. It includes options for 'Edit', 'Add Comment', and 'Archive'.

Annotations: Three yellow arrows point to specific elements: one points to the 'Alerts' panel with the text 'Alerts set by users from checks or ad hoc'; another points to the 'Journal' panel with the text 'Company journal entries for pass-on, etc.'; and a third, larger arrow points to the 'SCHEDULE' panel with the text 'Checks Due (Apparatus, Station, and SCBA)'.