

## ImageTrend Elite website training

Elite website: <https://iowa.imagetrendelite.com/elite/organizationiowa/>

The screenshot shows a web browser window with the following elements:

- Browser menu: File, Edit, View, History, Bookmarks, Tools, Help
- Address bar: <https://www.imagetrendelite.com/Elite/Organizationiowa/>
- Navigation icons: Back, Forward, Refresh, Home
- Page tabs: Sign in
- Page icons: DPS Main Menu, PowerDMS, Payroll Link, Welcome - State of Io..., Iowa FireBridge, NFIRS/ELITE
- ImageTrend ELITE logo
- Sign In form with fields for Username (kblake) and Password (masked with dots)
- Sign In button
- [Forgot your password?](#) link

The web address MUST be exactly shown as above. If there is an error message asking for an Organization ID, the correct web address is not being used. Simply putting "ImageTrend Elite" into Google will NOT give the desired results.

## Home Menu

The department's information is listed under Agency Information. Users is a list of users associated with a department is located.

The screenshot displays the NFIRS/ELITE web application interface. At the top, there is a browser window with the address bar showing the URL: <https://www.imagetrendelite.com/Elite/Organizationiowa/Agencysaylortwpf/Dashboard>. The browser's address bar also shows several tabs: "DPS Main Menu", "PowerDMS", "Payroll Link", "Welcome - State of Io...", "Iowa FireBridge", and "NFIRS/ELITE".

The application's navigation menu is located at the top of the page, featuring the "IMAGE TREND ELITE" logo on the left and a user profile "Kathryn Blake" on the right. The main navigation menu includes: "Saylor Township Fir...", "Incidents", "Resources", "Tools", and "Community".

The main content area is divided into two columns. The left column contains the following links and buttons:

- System Level
- [State of Iowa](#)
- Recently Viewed Agencies
  - [Saint Ansgar Fire Department \(66007\)](#)
  - [Sioux Rapids Fire Department \(11008\)](#)
  - [Janesville Fire Department \(09003\)](#)
- [View Agency List](#)

The right column contains the following links:

- Saylor Township Fire... (2771600) Administration
  - [Agency Information](#) (indicated by a red arrow)
  - [Configuration](#)
  - [Data Exchange](#)
  - [Finish Incident Settings](#)
  - [Migration Wizard](#)
  - [Users](#) (circled in red)

At the bottom of the page, there is a footer area with the text: "Posted: 03/26/2018 by ImageTrend".

## Users Menu

Everyone that is listed under the department can be found here. To access the account of someone specific, click on their name. 4 unselectable names are from ImageTrend and cannot be deleted or disabled. They are just there but do not access any accounts.

**New User:** Created by clicking the “+ New” button on the Users homepage. Fill out any/all information in the fields on all pages.

**Permission Group:** Must have Fire Department Administrator or EMS/Fire Administrator rights in order to change usernames and passwords.

**Show in Run Form:** This option shows whether or not this person can be selected to be added to a fire or EMS run.

**Agency Status:** Shows this person as active or inactive for the department.

**Login Status:** Shows whether or not this person has the ability to log on to Elite website or if they are locked out.

**System Status:** Shows whether or not this person is active on the Elite website.

**Last Login:** When this person last access the website.

The screenshot shows the 'Users' menu interface. At the top, there is a search bar for 'Search Last Name or First Name' with a 'Go' button. Below the search bar, there are filter options for 'Permission Group' (a dropdown menu), 'Agency Status' (with buttons for 'Active', 'Inactive', and 'Both'), and 'Show in EMS Run Form' (with buttons for 'Yes', 'No', and 'Both'). A '+ New' button is located on the left side. The main content is a table with 10 columns: Last Name, First Name, Position, Staff Member, Permission Group, Show In Run Form, Agency Status, Login Access, System Status, and Last Login. The table contains 10 rows of user data. At the bottom right, there is a pagination control showing '1 - 10 of 10' with navigation arrows.

Last Name ^	First Name	Position	Staff Member	Permission Group	Show In Run Form	Agency Status	Login Access	System Status	Last Login
Christensen	Clark		Yes	System Administrator	No	Active	Yes	Active	10/10/2018 07:43
<a href="#">Delaney</a>	<a href="#">Ryan</a>		Yes	Fire Department Administrator	No	Active	Yes	Active	05/10/2018 11:55
<a href="#">Gunsaulus</a>	<a href="#">Teri</a>		Yes	EMS Service Admin/Director	No	Active	No	Active	
Martinez	Michael		Yes	System Administrator	No	Active	Yes	Active	10/18/2018 15:49
Mercer	Steve		Yes	System Administrator	No	Active	Yes	Active	11/02/2016 16:02
<a href="#">Morgan</a>	<a href="#">James</a>		Yes	EMS 3rd party Vendor	No	Active	No	Active	
<a href="#">Repp</a>	<a href="#">Andy</a>		Yes	Fire Department Administrator	No	Active	Yes	Active	10/15/2018 17:27
Smith	Terry		Yes	System Administrator	No	Active	Yes	Active	10/24/2018 11:02
<a href="#">Walker</a>	<a href="#">Justin</a>		Yes	Fire Department Read Only	EMS	Active	No	Active	
<a href="#">Zeis</a>	<a href="#">Robert</a>		Yes	EMS Service Admin/Director	EMS	Active	Yes	Active	

## User Information - Demographics

After clicking on a user, the page will land here on demographics; this is where personal information about the user is updated. On this page there are a few things the NFIRS coordinators would like filled out besides the name, which is phone and email with notifications. Always hit save on each screen.

Demographics | Certifications | Employment | Account Details | Permission Objects | Records | Emergency Contacts | Documents (0)

First Name	<input type="text" value="Andy"/>	City	<input type="text"/>
Middle Name / Initial	<input type="text"/>	State	<input type="text"/>
Last Name	<input type="text" value="Repp"/>	Country	<input type="text" value="United States"/>
Date of Birth	<input type="text" value="mm / dd / yyyy"/>	Citizenship	<input type="text" value="United States"/>
Gender	<input type="text"/>	SSN	<input type="text" value=" - -"/>
Race	<input type="text" value="American Indian or Alaska Native&lt;br/&gt;Asian&lt;br/&gt;Black or African American&lt;br/&gt;Hispanic or Latino&lt;br/&gt;Native Hawaiian or Other Pacific Islander&lt;br/&gt;White"/>	Driver's License #	<input type="text"/>
Address	<input type="text"/>	Driver's License Expiration Date	<input type="text" value="mm / dd / yyyy"/>
Address 2	<input type="text"/>	Motor Vehicle License Type	<input type="text" value="All-Terrain Vehicle (ATV)&lt;br/&gt;Commercial Class A&lt;br/&gt;Commercial Class B&lt;br/&gt;Commercial Class C&lt;br/&gt;Motorcycle-Class M&lt;br/&gt;None"/>
Postal Code	<input type="text"/>	Foreign Language Ability	<input type="text" value="Amharic&lt;br/&gt;Arabic&lt;br/&gt;Armenian&lt;br/&gt;Bengali&lt;br/&gt;Cajun (Creole and Pidgins)&lt;br/&gt;Chinese"/>

Profile Picture

**Phone Numbers** 1-0 of 0 < >

Is Primary	Phone Number	Type	Status
<input type="button" value="+ Add Entry"/>	<input type="button" value="x Delete"/>		

1-0 of 0 < >

**Email Addresses** 1-0 of 0 < >

Is Primary	Email Address	Type	Notifications	Status
<input type="button" value="+ Add Entry"/>	<input type="button" value="x Delete"/>			

## User Information – Employment

This screen is where a Personnel ID is entered in order to make someone show up in a run form. This field is required in order to be able to select a person for apparatus or to add to a run. The “Show in Fire Run Form” must also be set to active for each individual. Make sure to hit save!

The screenshot displays a web-based form for user information, specifically the 'Employment' tab. The form is organized into several sections:

- Demographics:** Agency ID #, Payroll ID, Badge #, Trainer/Instructor ID, Personnel ID (highlighted with a red arrow), Hire Date, Rank, Rank Start Date, Rank End Date, Position, Position Start Date, Position End Date.
- Employment:** Employment Status, Employment Status Date, Employment End Date, Pay Rate, Total Length of Service, Date Length of Service Documented, Primary Job Role, Other Job Responsibilities (list includes Administrator/Manager, Driver/Pilot, Educator/Preceptor, Fire Suppression, First-Line Supervisor, Law Enforcement).
- Other Duties as Assigned:** Show in EMS Run Form (Active/Inactive), Show in Fire Run Form (Active/Inactive).
- Contact Information:** Contact Type, Contact Web Address, Primary Contact (Active/Inactive).

## User Information – Account Details

This screen is where the User ID for an individual can be created/found. This screen also allows an administrator to be designated OR change/designate a user's permission group. This is also where a user's password can be updated. The Agency Status, System Status, and Login Access are also all changed here. Everything done on this page MUST be saved!

This page is also where a merge of user accounts would happen if a user had more than 1 account created under their name.

Group or community logins are strongly discouraged. I want every individual to have their own individual logins with permissions set by the Chief or their designees. I will not put someone into the Fire Department Administrator group without a phone call or email from a Chief.

Demographics | Certifications | Employment | Account Details | Permission Objects | Records | Emergency Contacts | Documents (0)

User ID: Andy repp

Password Requirements: Minimum password length of 5 characters. Must have a numeric character. Cannot match any of the last 2 password(s) you have used. Password cannot be the same as the username.

Password: [masked] Verify: [masked] Cancel

Require Reset:

Permission Group: Fire Department Administrator

Email Notification of All Login Access Inactivations: Active Inactive

Agency Status: Active Inactive

System Status: Active Inactive

Login Access: Yes

Last Login: User Agencies

Merge Other Users Into This User: Merge Users

## Creating New Fire Incident

Click on Incidents on the top menu and a short drop down appears. In the middle there is a link to Create a New Fire Form called Deploy Fire Form

The screenshot shows the iMAGE TREND ELITE web application interface. The top navigation bar includes 'Incidents', 'Resources', 'Tools', and 'Community'. The 'Incidents' dropdown menu is open, and the 'Deploy Fire Form' option is highlighted with a yellow star. Below the navigation, the 'Create New Fire' section is visible, with 'Deploy Fire Form' also highlighted. The form below contains the following fields:

! Last Name	<input type="text"/>	Country	United States
Date of Birth	<input type="text" value="mm / dd / yyyy"/>	Citizenship	United States
Gender	<input type="text"/>	SSN	<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/>
Race	American Indian or Alaska Native Asian Black or African American Hispanic or Latino Native Hawaiian or Other Pacific Islander White	Driver's License #	<input type="text"/>
Address	<input type="text"/>	Driver's License Expiration Date	<input type="text" value="mm / dd / yyyy"/>
Address 2	<input type="text"/>	Motor Vehicle License Type	All-Terrain Vehicle (ATV) Commercial Class A Commercial Class B Commercial Class C Motorcycle-Class M None
Postal Code	<input type="text"/>	Foreign Language Ability	Amharic Arabic Armenian Bengali Cajun (Creole and Pidgins) Chinese

Buttons: Lookup, Set From Postal Code

## New Fire Incident - Details

Anything with a red exclamation point is required by the US Fire Administration. Everything else is not mandatory, but highly encouraged.

The screenshot shows a web-based form for entering fire incident details. The form is titled 'Details' and has a sidebar on the left with navigation options: Basic, Details, Location, Times, Property, Summary, and Authorization. The main form area contains several fields and sections:

- Incident Number:** A text input field containing '18002'. A callout box explains: 'Incident Number is designated by FD NFIRS Compliant Number is assigned and cannot be changed'.
- NFIRS Compliant Number:** A text input field containing '18002'.
- Exposure:** A text input field containing '0'. A callout box explains: 'Exposure indicates how many other structures, vehicles, etc. were involved. Ex. A garage fire catches the neighboring house on fire.'
- Incident Date:** A date picker field with a red exclamation point icon.
- Incident Type:** A dropdown menu with a red exclamation point icon.
- Primary Station:** A dropdown menu with the text 'No values available'.
- Secondary Stations:** A dropdown menu with the text 'No values available'.
- Primary Action Taken:** A dropdown menu with a red exclamation point icon. A callout box explains: 'Primary Action Taken: Why the call really happened versus what the initial page for the incident was for. Ex. Page was for fire alarm but the call was due to a broken pipe that caused the alarm to go off.'
- Additional Actions Taken:** A search field with the text 'Find a Value...'.
- Aid Given or Received:** A grid of buttons for selecting aid types: 1-Mutual aid received, 2-Automatic aid received, 3-Mutual aid given, 4-Automatic aid given, and 5-Other aid given. A callout box explains: 'Make selection from list or choose the 'do not enter' button to indication none'.
- Aid Received Department(s):** A search field with the text 'Find a Value...'.
- Fire Service Deaths:** A text input field containing '0'.
- Civilian Deaths:** A text input field containing '0'.
- Validation:** A large orange circle around the number '86' with a callout box explaining: 'Validation should be as close to 100 as possible but is not required. The more information and details entered, the higher the number will be. In order to see any missing information, click on this number and a list of required entries not completed will be provided. Click on each section and it will take you to each and every required field needing entered.'
- Status:** A dropdown menu with the text 'In Progress'. A callout box explains: 'Status must be updated from In Progress to Completed manually or else the data will not be uploaded to the US Fire Administration.'
- Apparatus:** A red button with a fire icon and the text 'Apparatus'. A callout box explains: 'Click on Apparatus to assign people to apparatus or a call.'



## New Fire Incident – Location

Location details are entered on this page. Drop down menu versus list view is provided. (List view shown in example)

Current Field (SingleSelect) ✕

**Location Type**

Search values...

Alpha Ascend Alpha Descend

Select an Item

- Street address
- Intersection
- In front of
- Rear of
- Adjacent to
- Directions
- US National Grid

**Save** **Print** **PDF** **CAD** **(0) Messages** **Close**

### Location

Location Type:  ! ▼ ☰

Wildland Location:

Census Tract:

Street Number:

Street Prefix:  ▼ ☰

Street Name:  !

Street Type:  ▼ ☰

Street Suffix:  ▼ ☰

Apt./Suite/Room:

Cross Street:

Incident Address Favorite Postal Codes: No values available

Postal Code:  !

City:  !

County:

State:  !

**86** Validation ☰ Menu **Status:** In Progress ▼

## New Fire Incident – Times

Alarm and call times are entered here. Clicking in the actual box will bring up a manual entry mode (shown in example). Clicking clock enters computer time.

Find field...

Save Print PDF CAD Messages (0) Close

### Arrival Date Time

Current Alarm Arrival On Scene Unit Cleared

-	07 Hour	+	
-	59 Minute	+	
-	50 Second	+	
-15 minutes	-5 minutes	+5 minutes	+15 minutes

-	25 Thursday	+
-	10 October	+
-	2018 Year	+

Clear

### Times

PSAP Date Time:   ⌚

Alarm Date Time:   ⌚

Arrival Date Time:   ⌚

Controlled Date Time:   ⌚

Last Unit Cleared Date Time:   ⌚

In Service Date Time:   ⌚

→ Next

87 Validation Menu

Status: In Progress

Apparatus

## New Fire Incident – Property

Specific property information is entered on this screen. More details the better. Property Use should never be not entered.

Current Field (SingleSelect) ✕

**Property Use**

Search values...

Categories    Asc    Desc

Select a Category

- 1 Assembly →
- 2 Educational →
- 3 Health Care, Detention & Correction →
- 4 Residential →
- 5 Mercantile, Business →
- 6 Industrial, Utility, Defense, Agriculture, Mining →
- 7 Manufacturing, Processing →
- 8 Storage →
- 9 Outside or Special Property →
- 10 Common Values →

**Property**

Property Use:  ⌵ ☰ ⊖

Mixed Use Property:  ⌵ ☰

Detector:   ⊖

Hazardous Materials Release:  ⌵ ☰ ⊖

LOSSES: Required for all fires if known. Optional for non-fires.

Property Losses:  ⊖

Content Losses:  ⊖

PRE-INCIDENT VALUE: Optional

Property Pre-Incident Value:  ⊖

Contents Pre-Incident Value:  ⊖

**Person/Entity Involved/Owner**

→ Next

87 Validation ☰ Menu Status: In Progress ⌵

## New Fire Incident – Summary

Narrative should have as much call information as possible and SHOULD NOT be left blank!

The screenshot shows a web application interface for a "New Fire Incident – Summary". At the top, there is a search bar labeled "Find field...". To its right is a toolbar with icons for "Save", "Print", "PDF", "CAD", "Messages (0)", and "Close".

The main content area is titled "Summary" and contains a "Primary Narrative:" section with a large text input field containing the placeholder text "Start typing here...". Below this are two sections: "Additional Narratives" with a "+ Add" button, and "Apparatus Narratives" with the text "There are no Apparatus Narratives for this incident.".


On the right side of the main content area, there is a "Next" button with a right-pointing arrow. In the bottom right corner of the main content area, there is a small red icon of a fire truck labeled "Apparatus".

The left sidebar contains a navigation menu with the following items: "Basic" (highlighted in red), "Details", "Location", "Times", "Property", "Summary" (highlighted in blue), and "Authorization".

The bottom status bar includes a user profile icon, a "Validation" indicator showing "87", a "Menu" icon, and a "Status:" dropdown menu currently set to "In Progress".

## New Fire Incident – Apparatus

Apparatus are assigned on this page. On each apparatus is where the personnel are assigned. If specific personnel are not listed to be added to the apparatus, go back and check each person has been activated on the User Details page under employment.



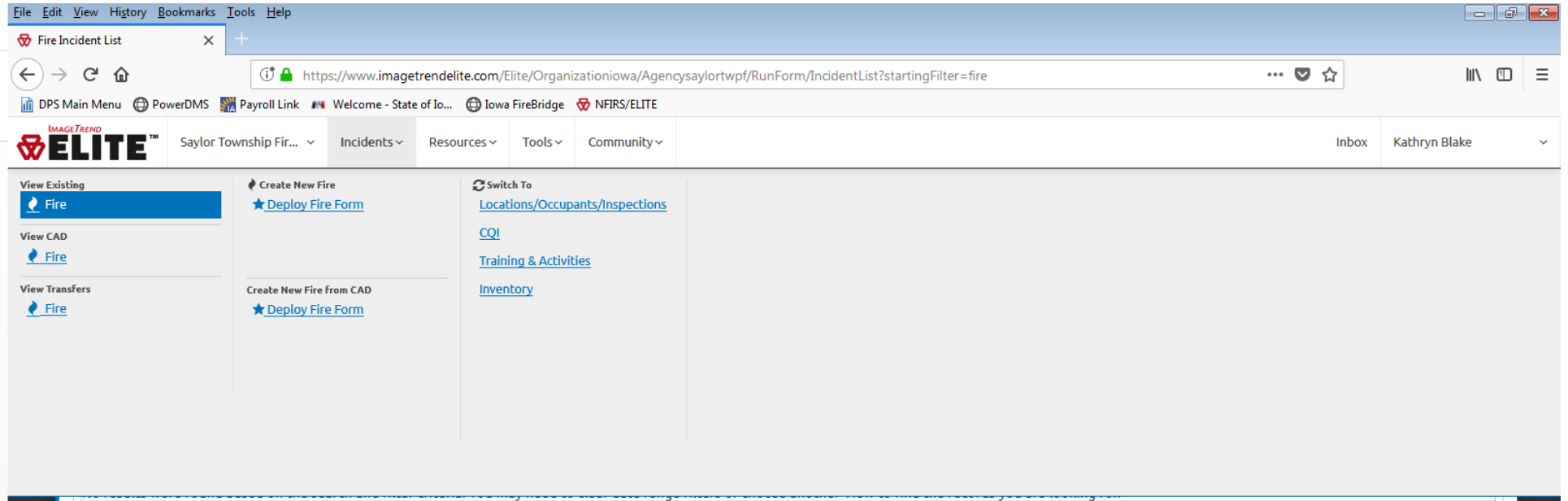
**+ Add New**   **🕒 Overwrite All Apparatuses With Incident Times**   **✅ OK**

<b>rboat</b> 51-Fire boat with pump	<b>Dispatch</b> 10/20/2018 08:39:05	<b>Enroute</b> 10/20/2018 08:43:22	<b>Arrival</b> 10/20/2018 09:15:50	<b>Clear</b> 10/20/2018 09:51:09	<b>In Service</b> 10/20/2018 09:51:09
Personnel	Rank	Role	Time In	Time Out	
<i>No Personnel have been added to this Apparatus</i>					
Edit Apparatus	Edit Personnel	Delete			

<b>S-2</b> 60-Support apparatus, other	<b>Dispatch</b> 10/20/2018 08:39:05	<b>Enroute</b> 10/20/2018 08:43:22	<b>Arrival</b> 10/20/2018 09:15:50	<b>Clear</b> 10/20/2018 09:51:09	<b>In Service</b> 10/20/2018 09:51:09
Personnel	Rank	Role	Time In	Time Out	
<i>No Personnel have been added to this Apparatus</i>					
Edit Apparatus	Edit Personnel	Delete			

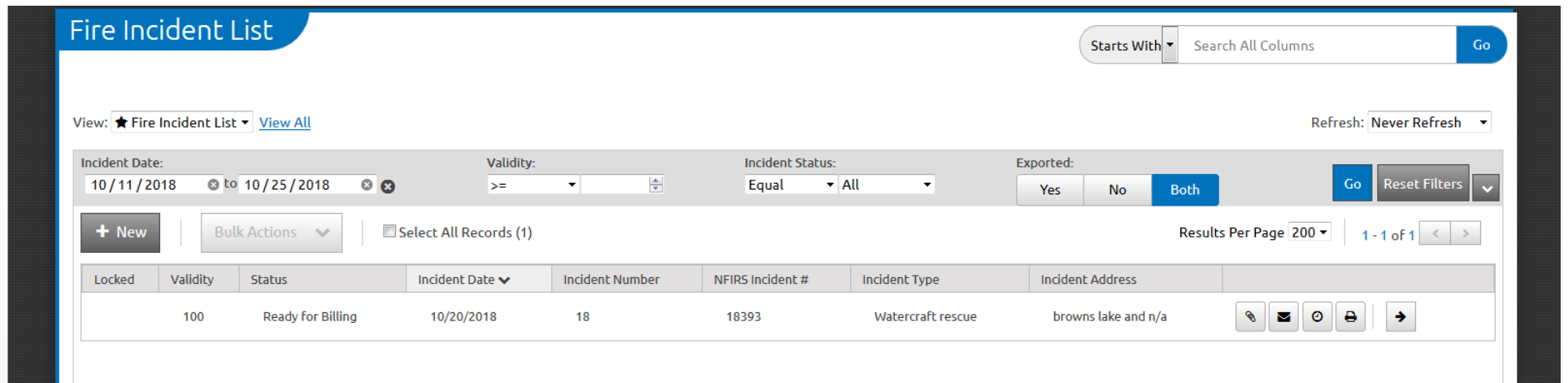
## Finding Fire Incident Reports

Click on Incidents on the top menu and a short drop down appears. On the far left there is a link to View Existing Fire, click this to search for archived reports.



## Fire Incident List

The landing page allows users to search for archived records or see any current records.



## Searching for archived records

To see a certain date range, change the incident date range and click Go. To see all records, delete the incident date range and click go.

### Fire Incident List

Starts With Search All Columns Go






View: ★ Fire Incident List View All

Refresh: Never Refresh

**Specific Date Range**  
10/11/2018-10/25/2018

Incident Date: 10/11/2018 to 10/25/2018 Validity: >= Incident Status: Equal All Exported: Yes No Both Go Reset Filters

+ New Bulk Actions Select All Records (1) Results Per Page 200 1 - 1 of 1

Locked	Validity	Status	Incident Date	Incident Number	NFIRS Incident #	Incident Type	Incident Address	
	100	Ready for Billing	10/20/2018	18	18393	Watercraft rescue	browns lake and n/a	    

### Fire Incident List

Starts With Search All Columns Go

View: ★ Fire Incident List View All
















Refresh: Never Refresh

**No date range selected**  
Shows the First 200 of 386 records

Incident Date: mm/dd/yyyy to mm/dd/yyyy Validity: >= Incident Status: Equal All Exported: Yes No Both Go Reset Filters

+ New Bulk Actions Select All Records (386) Results Per Page 200 1 - 200 of 386

Order By: Incident Date Descending

Locked	Validity	Status	Incident Date	Incident Number	NFIRS Incident #	Incident Type	Incident Address	
	100	Ready for Billing	10/20/2018	18	18393	Watercraft rescue	browns lake and n/a	    
	99	In Progress	10/3/2018	17	18010	Watercraft rescue	browns lake, and n/a	    
	98	In Progress	9/26/2018	16	18009	Building fire	800 chicago ave.	    
	99	Do Not Bill	9/25/2018	15	18008	Dispatched and cancelled en route	1465 442 ave	