



RESOURCE MANAGEMENT USER GUIDE

REVISED 2026



RESOURCE MANAGEMENT USER GUIDE

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RESOURCE MANAGEMENT USER GUIDE

RESOURCE MANAGEMENT OVERVIEW

Resource Management is an application within the Florida Division of Emergency Management (FDEM) Division of Emergency Management Enterprise Solution (DEMES) Portal designed to enhance FDEM's capabilities by providing real-time snapshots of resources and equipment during activations. This system is required to receive mutual aid reimbursement from FDEM. Resource Management ensures the standardization of resource mobilization, demobilization, activities, operational reporting, equipment usage, and damage reporting across incidents and agencies. Resource Management integrates directly with the Mutual Aid Portal to support accurate documentation and efficient claim validation and processing.

WHO IS THE RESOURCE MANAGEMENT PORTAL IN DEMES FOR?

Any team member that will be mobilized to a mission should be registered within DEMES so they can be associated to their agency and any missions. Only users registered with DEMES can be mobilized and included in daily activity logs.

Resource Management User

- FDEM partner that mobilizes resources for missions
- Responsible for mobilization, demobilization, and managing associated expenses
- Primary Systems: Resource Management

Financial Point of Contact

- FDEM partner that enters their agency's Resource Support Agreement information into DEMES
- Responsible for creating and managing claims
- Primary Systems: Mutual Aid / Grants Portal

In short, FEMA defines mobilizing SMAA personnel and equipment on a mission as the authorized, rapid deployment of trained personnel and resources from an assisting jurisdiction to a requesting jurisdiction, following a formal mission request, to support emergency operations, with clear scope, timing, and reimbursement arrangements.

The Resource Management (RM) Portal will track personnel and equipment mobilization, equipment damages, mission-related purchases, and demobilization during SERT activations and/or mutual aid requests. Usage of the RM Portal is the required form of activity documentation for FDEM to reimburse any SMAA cost.

Additional support for Resource Management activities can be received by contacting the SERT Resource Management Unit at sertresourceunit@em.myflorida.com



RESOURCE MANAGEMENT USER GUIDE

ACCOUNT CREATION

Please find the below instructions on how to register as a user within the Resource Management Portal.

1. Follow the link: <https://www.fdemportal.com/grants/s/login/SelfRegister>
2. Fill in the fields of information and click "Sign Up"
3. Select "Resource Management" from the Access Type selection menu
4. Enter your Entity Name into the Account Search box to associate your profile with your agency
 - a. Select your agency from the drop-down menu
5. Enter additional contact information and type "deployable personnel" into the "Reason for Requesting Access" box

A screenshot of the FDEM account creation form. The form is overlaid on a satellite image of a hurricane. The FDEM logo is visible in the upper center of the form area. The form fields are as follows:

- First Name
- Last Name
- Agency
- Role
- Email
- Username
- Create Password
- Confirm Password
- Sign Up (button)
- Already have an account? (link)



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MOBILIZATION

The orderly activation, notification, assembly, and transportation of resources (personnel, teams, and equipment) to an incident or incident support location, in response to a request for assistance. Please find the below click-by-click steps to follow for the mobilization of personnel or equipment.

Click the **Mobilize** button to start the mobilization process.

The screenshot shows the top navigation bar with links for Home, Grants, Mutual Aid, Resource Management (underlined), and FAQ. On the right, there are notification and user profile icons. The main content area features the DEMES logo (a map of Florida with a star and the text 'DEMES') and a welcome message: 'Welcome to DEMES Resource Management'. Below this, it identifies the user as 'RM Trainer-Instructor Test User (rm.trainer@notanemail.com)'. A note states: 'To mobilize in Resource Management, you must have a state-issued WEBEOC mission number from the state EOC ESF or section that has requested your assistance. You can not mobilize without the appropriate state mission number and event'. At the bottom, there are two buttons: 'Mobilize' (with a person icon) and 'Past Missions' (with a download icon).

Review your personal information for accuracy and make any updates needed from the page.

Click the **Next** button.

The screenshot shows the same navigation bar as the previous page. The main content area contains the instruction: 'Before mobilizing, please utilize the box below to update your information before you proceed. Once done, continue to select the Mission'. Below this is a form with the following fields: Salutation (dropdown menu with '--None--' selected), First Name (text input with 'RM Trainer-Instructor'), Middle Name (text input with 'Middle Name'), Last Name (text input with 'Test User'), Suffix (text input with 'Suffix'), Email (text input with 'rm.trainer@notanemail.com'), Title (text input with 'Resource Management'), and Mobile (text input with '222333444'). A purple 'Next' button is located at the bottom right of the form.



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Type in the Mission Number assigned to your agency that matches the Mission Number in WebEOC.

The screenshot shows the top navigation bar with 'Home', 'Grants', 'Mutual Aid', 'Resource Management' (highlighted), and 'FAQ'. Below the navigation bar, a message reads: 'Please select the Mission you are mobilizing for using the search box below. Once complete, select save'. A search box labeled 'State Web EOC Mission Number' contains the text 'Search Missions...'. At the bottom right of the search area are 'Previous' and 'Save' buttons.

Confirm that you've selected the correct Incident Name.

Click on the **Mobilize New Mission** button.

Click **Next**.

The screenshot shows the 'Welcome to DEMES Resource Management' page. A purple button '+ Mobilize New Mission' is in the top right. Below the header, there are two bullet points: 'If a mission is listed below, your agency has resources mobilized to it. Please select which mission you would like to view/manage, and click Next to access the mission's main menu.' and 'If you are mobilizing to a new mission or do not see the mission you need, click Mobilize New Mission.' A note states: 'Note: If a mission your agency is no longer actively participating in is listed, it means there are still resources mobilized. Please demobilize any associated resources.' Below this is a table with columns: 'Mission Number', 'Incident Name', and 'Mobilization Time'. The table has one row: 'RM Training' with '2/20/2026, 06:00 AM'. Below the table is a 'Clear Selection' button and 'Previous' and 'Next' navigation buttons.

Confirm your assigned mission is correct.

If you're unsure, you can click the **X** at the far-right end of the Mission Number field to remove the mission and begin searching for it.

Click on the **Save** button in the bottom right corner of the page.

The screenshot shows the same search box as the previous image, but now it contains the text 'RM Training 7777'. The 'Save' button is highlighted in purple.



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If you're mobilizing yourself, click the **Myself** button at the far-left side of the page.

The screenshot shows the top navigation bar with 'Home', 'Grants', 'Mutual Aid', 'Resource Management' (underlined), and 'FAQ'. On the right are a notification bell and a user profile icon. The main content area is titled 'Mobilize Personnel' and contains the following text: 'Select Personnel to mobilize to the mission.' and 'Important: You must click Save after selecting resources to ensure the personnel is saved to the mission. Selecting Next before saving will remove the data, and you will have to add each team member again.' Below this are two buttons: 'Myself' (highlighted in purple) and 'Multiple Resources' (purple). Underneath is a dropdown menu labeled 'Personnel:' which is currently collapsed. At the bottom are 'Previous' and 'Save' buttons on the left, and a 'Next' button on the right.

A section will auto-populate with the mobilization date and time.

This screenshot is identical to the previous one, but the 'Myself' button is now greyed out, and the 'Multiple Resources' button is highlighted in purple. The 'Personnel:' dropdown menu is expanded, showing a single list item: '> Myself'. A trash icon is visible in the top right corner of this list item. The 'Previous', 'Save', and 'Next' buttons remain at the bottom.



RESOURCE MANAGEMENT USER GUIDE

EMERGENCY SUPPORT FUNCTION

Select your Emergency Support Function (ESF) by clicking into or typing into the search bar.

The screenshot shows the 'Mobilize Personnel' form. At the top, there is a navigation bar with links for Home, Grants, Mutual Aid, Resource Management (underlined), and FAQ. On the right of the navigation bar are notification and user icons. Below the navigation bar, the form title 'Mobilize Personnel' is centered. A bullet point reads: 'Select Personnel to mobilize to the mission.' An important note states: 'Important: You must click Save after selecting resources to ensure the personnel is saved to the mission. Selecting Next before saving will remove the data, and you will have to add each team member again.' Below this, there are two buttons: 'Myself' and 'Multiple Resources' (highlighted in purple). A dropdown menu shows 'Personnel: (1)'. Underneath, a box for 'Myself' contains the following fields: 'Mobilized Personnel' (text input with 'Myself'), 'Mobilization Date/Time' (Date: 'Feb 28, 2026', Time: '5:25 PM'), 'Emergency Support Function' (dropdown menu with 'Select Emergency Support Function'), and 'Demobilization Date/Time' (Date and Time inputs). At the bottom of the form are 'Previous', 'Save' (purple), and 'Next' buttons.

Review the information to confirm it is correct and click the **Save** button in the bottom right corner of the page.

If you are unsure, you may click **Previous** to go back to the previous step.

Click the **Next** button at the bottom right corner of the page.

This screenshot is identical to the one above, but the 'Emergency Support Function' dropdown menu is now set to 'ESF 4/9 - Firefighting/SAR'. All other elements, including the navigation bar, form fields, and buttons, remain the same.



RESOURCE MANAGEMENT USER GUIDE

MOBILIZING MULTIPLE PERSONNEL RESOURCES

If you are the team lead or mobilizing multiple personnel for your team, click on the **Multiple Resources** button.

The screenshot shows the 'Mobilize Personnel' page with a navigation bar at the top containing 'Home', 'Grants', 'Mutual Aid', 'Resource Management', and 'FAQ'. The main heading is 'Mobilize Personnel'. Below it, there is a bullet point: 'Select Personnel to mobilize to the mission.' An important note states: 'Important: You must click Save after selecting resources to ensure the personnel is saved to the mission. Selecting Next before saving will remove the data, and you will have to add each team member again.' There are two buttons: 'Myself' and 'Multiple Resources'. Below these is a 'Personnel:' section with a dropdown arrow. At the bottom, there are 'Previous' and 'Save' buttons on the left, and a 'Next' button on the right.

EMERGENCY SUPPORT FUNCTION

Select your Emergency Support Function (ESF) by clicking into the search bar.

This screenshot shows the 'Mobilize Personnel' page with the 'Select Resources to Mobilize' heading. It features a 'Mobilization Date/Time' section with 'Date' set to 'Feb 28, 2026' and 'Time' set to '5:39 PM'. Below this is an 'Emergency Support Function' dropdown menu. The dropdown is open, showing a list of ESF options: ESF 1 - Transportation, ESF 2 - Communications, ESF 3 - Public Works, ESF 4/9 - Firefighting/SAR (which is highlighted), ESF 5 - Information & Planning, ESF 6 - Mass Care, ESF 7 - Resource Management, ESF 8 - Health & Medical, ESF 10 - Environmental Protection, ESF 11 - Food & Water, and ESF 12 - Power.

AGENCY NAME

Click into the **Search Agency** search bar to select the agency.

This screenshot shows the 'Mobilize Personnel' page with the 'Select Resources to Mobilize' heading. It features the same 'Mobilization Date/Time' section as the previous screenshot, with 'Date' set to 'Feb 28, 2026' and 'Time' set to '5:47 PM'. Below this is the 'Emergency Support Function' dropdown, which is now set to 'ESF 4/9 - Firefighting/SAR'. There are two search bars: 'Search Agency' with the placeholder text 'Enter Agency Name' and 'Search Resource' with the placeholder text 'Enter Resource Name'. A message below the search bars says 'Please select an Agency first.' At the bottom right, there are 'Cancel' and 'Submit' buttons.

Confirm that you've selected the correct agency.



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Home Grants Mutual Aid Resource Management FAQ

Select Resources to Mobilize

Mobilization Date/Time
* Date: Feb 28, 2026
* Time: 5:47 PM

* Emergency Support Function
ESF 4/9 - Firefighting/SAR

Search Agency
RM

- Badner Farms CDD
- Clermont Fire Department
- Duke Farms SD
- Harmony on Lake Eloise CDD
- Ormond Beach Fire Department
- Ormond Station CDD
- RM Training Test Account 2
- the salvation army

Cancel Submit

SEARCH RESOURCE

Scroll down the page to select the **Search Resource** section.

Select each of the personnel you will be mobilizing.

Click on the **Submit** button on the bottom right corner of the page.

Home Grants Mutual Aid Resource Management FAQ

Select Resources to Mobilize

- Ormond Station CDD
- RM Training Test Account 2
- the salvation army

Search Resource
Enter Resource Name

- Select All
- Austin - RM Training Account - Albert Test User
- Bradley - RM Training Account - Bennett Test User
- Charlie - RM Training Account - Clark Test User
- Daniel - RM Training Account - Doyle Test User
- Ethan - RM Training Account - Edwards Test User
- Kelly - RM Training Account - King Test User
- Logan RM Training Account Test
- RM Trainer-Instructor Test User

Cancel Submit

Confirm you have selected the personnel you need to mobilize and click the **Save** button at the bottom left corner of the page.



RESOURCE MANAGEMENT USER GUIDE

Home Grants Mutual Aid Resource Management FAQ

Mobilize Personnel

- Select Personnel to mobilize to the mission.

Important: You must click **Save** after selecting resources to ensure the personnel is saved to the mission. Selecting Next before saving will remove the data, and you will have to add each team member again.

Myself **Multiple Resources**

Personnel: (5)

> Austin - RM Training Account - Albert Test User	
> Bradley - RM Training Account - Bennett Test User	
> Ethan - RM Training Account - Edwards Test User	
> Logan RM Training Account Test	
> RM Trainer-Instructor Test User	

Previous **Save** Next

Click on the arrow to the left of each of the mobilized personnel's name to expand the record.

Home Grants Mutual Aid Resource Management FAQ

Mobilize Personnel

- Select Personnel to mobilize to the mission.

Important: You must click **Save** after selecting resources to ensure the personnel is saved to the mission. Selecting Next before saving will remove the data, and you will have to add each team member again.

Myself **Multiple Resources**

Personnel: (4)

> Austin - RM Training Account - Albert Test User	
> Bradley - RM Training Account - Bennett Test User	
> RM Trainer-Instructor Test User	
> Ethan - RM Training Account - Edwards Test User	

Previous **Save** Next

Confirm the information has populated and is correct for each personnel.

Click on the **Save** button at the bottom left corner of the page.



RESOURCE MANAGEMENT USER GUIDE

Home Grants Mutual Aid **Resource Management** FAQ

Mobilize Personnel

- Select Personnel to mobilize to the mission.

Important: You must click **Save** after selecting resources to ensure the personnel is saved to the mission. Selecting **Next** before saving will remove the data, and you will have to add each team member again.

Myself **Multiple Resources**

Personnel: (4)

- Austin - RM Training Account - Albert Test User**
 - Mobilized Personnel: Austin - RM Training Account - Albert Test User
 - Mobilization Date/Time: Feb 28, 2026 5:55 PM
 - Emergency Support Function: ESF 4/9 - Firefighting/SAR
 - Demobilization Date/Time: [Empty]
- Bradley - RM Training Account - Bennett Test User
- RM Trainer-Instructor Test User
- Ethan - RM Training Account - Edwards Test User

Previous **Save** Next

MOBILIZATION CONFIRMATION

Confirm all mobilizing personnel are listed and the information is correct.

Click on the **Confirm** button in the bottom right corner of the page.

Bradley - RM Training Account - Bennett Test User

Mobilization Confirmation

Please Confirm That All Mobilization Items Are Correct

Personnel	Mission	Mobilization	Contact	ESF
RM Training 77777	RM Training 77777	Feb 28, 2026	Austin - RM Training Account - Albert Test ...	ESF 4/9 - Firefighting/SAR
RM Training 77777	RM Training 77777	Feb 28, 2026	Bradley - RM Training Account - Bennett T...	ESF 4/9 - Firefighting/SAR
RM Training 77777	RM Training 77777	Feb 28, 2026	RM Trainer-Instructor Test User	ESF 4/9 - Firefighting/SAR
RM Training 77777	RM Training 77777	Feb 28, 2026	Ethan - RM Training Account - Edwards Te...	ESF 4/9 - Firefighting/SAR

Cancel **Confirm**

Previous **Save** Next



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If successfully mobilized, you'll see a message stating "Success Mobilized" in a green banner at the top of the page. Click **Next** at the bottom right corner of the page to navigate to the next step.

The screenshot shows a web interface with a dark blue header. On the left, there are navigation links: Home, Grants, and Mutual Aid. On the right, there is a green notification box with a checkmark icon and the text "Success Mobilized!". To the right of the notification are a bell icon and a user profile icon.

Below the header, the main content area is titled "Mobilized Personnel". It contains the following text:

- Select Personnel to mobilize to the mission.

Important: You must click Save after selecting resources to ensure the personnel is saved to the mission. Selecting Next before saving will remove the data, and you will have to add each team member again.

Below this text are two buttons: "Myself" (with a person icon) and "Multiple Resources" (with a group icon).

Underneath is a dropdown menu labeled "Personnel: (4)". It is expanded to show a list of four items, each with a right-pointing chevron:

- > RM Trainer-Instructor Test User
- > Ethan - RM Training Account - Edwards Test User
- > Bradley - RM Training Account - Bennett Test User
- > Austin - RM Training Account - Albert Test User

At the bottom of the main content area, there are three buttons: "Previous" (with a left arrow), "Save" (with a floppy disk icon), and "Next" (with a right arrow).



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MOBILIZING EQUIPMENT

Click on the + sign on the right side of the page to add an equipment record.

A section will auto populate.

Click on the **arrow** to the left of the Equipment record to expand the record.

The date and time will be auto-populated.

Click into the **Mobilized Agencies** search bar to locate your agency's account name.



RESOURCE MANAGEMENT USER GUIDE

Home Grants Mutual Aid **Resource Management** FAQ

Mobilized Equipment

- Choose an Agency
- Choose Equipment to assign to the mission.
- Only Equipment from an Agency with mobilized personnel is available.
- To add new equipment, click Create New Equipment, then mobilize it.

Important: Click Save after selecting equipment to ensure it is added to the mission.

Equipment (1) + Create New Equipment

Equipment 1 🗑️

Mobilization Date/Time
Date: Feb 20, 2026 📅 Time: 6:00 AM 🕒

* Mobilized Agencies: Select Account
RM Training Test Account 2

* Available Equipment: Select Equipment
Equipment Description

Rental?

← Previous Save Return to Menu →

Click into the **Available Equipment** search bar to locate your agency's equipment you want to mobilize.

Home Grants Mutual Aid **Resource Management** FAQ

Mobilized Equipment

- Choose an Agency
- Choose Equipment to assign to the mission.
- Only Equipment from an Agency with mobilized personnel is available.
- To add new equipment, click Create New Equipment, then mobilize it.

Important: Click Save after selecting equipment to ensure it is added to the mission.

Equipment (1) + Create New Equipment

Equipment 1 🗑️

Mobilization Date/Time
Date: Feb 20, 2026 📅 Time: 6:00 AM 🕒

* Mobilized Agencies: RM Training Test Account 2

* Available Equipment: Select Equipment

Equipment Name

- RM Training Test Account 2 - Ford Explorer 1
- RM Training Test Account 2 - Ford Explorer 1
- RM Test Account 2 - Test Helicopter 1
- RM Test Account 2 - Test Helicopter 1
- RM Training Test Account 2 - Ford Explorer 2
- RM Training Test Account 2 - Ford Explorer 2
- RM Test Account 2 - Test Helicopter 2
- RM Test Account 2 - Test Helicopter 2
- RM Training Test Account 2 - Pickup Truck 1
- RM Training Test Account 2 - Pickup Truck 1

Rental?

← Previous Save →



RESOURCE MANAGEMENT USER GUIDE

Review the Mobilization Date / Time, your Agency, and the Available Equipment to mobilize the piece of equipment.

If you are unsure you may click on the **Previous** button to return to the previous Mobilized Personnel page.

You may also return to the main menu by clicking the **Return to Main Menu** button.

After confirming the information is correct, click the **Save** button.

Mobilized Equipment

- Choose an Agency
- Choose Equipment to assign to the mission.
- Only Equipment from an Agency with mobilized personnel is available.
- To add new equipment, click Create New Equipment, then mobilize it.

Important: Click Save after selecting equipment to ensure it is added to the mission.

Equipment (1) + Create New Equipment

RM Training Test Account 2 - Ford Explorer 1

Mobilization Date/Time
Date: Feb 20, 2026 📅 Time: 6:00 AM 🕒

Equipment/FEMA Code: RM Training Test Account 2 - Ford Explorer 1
Mobilized Agencies: RM Training Test Account 2

Equipment Name: RM Training Test Account 2 - Ford Explorer 1
Equipment Description: RM Training Test Account 2 - Ford Explorer 1

Rental?

← Previous Save Return to Menu →

Complete the mobilization of the equipment by clicking on **Confirm**.

After clicking on **Confirm** a message stating “Success - Mobilized” will appear at the top of the page.

Important: Click Save after selecting equipment to ensure it is added

✔ Success Mobilized!

Equipment (1) + Create New Equipment

RM Training Test Account 2 - Ford Explorer 1

Mobilization Date/Time
Date: Feb 20, 2026 📅 Time: 6:00 AM 🕒

Equipment/FEMA Code: RM Training Test Account 2 - Ford Explorer 1
Mobilized Agencies: RM Training Test Account 2

Equipment Name: RM Training Test Account 2 - Ford Explorer 1
Equipment Description: RM Training Test Account 2 - Ford Explorer 1

Rental?

← Previous Save Return to Menu →



RESOURCE MANAGEMENT USER GUIDE

You may click on the + plus sign to add additional equipment items that are related to your agency's account.

After adding all equipment, review to make sure it is correct and click the **Save** button in the left bottom corner of the page.

Repeat the steps for each equipment item you will be mobilizing.

The screenshot shows the 'Mobilized Equipment' page. At the top, there is a navigation bar with 'Home', 'Grants', 'Mutual Aid', 'Resource Management', and 'FAQ'. Below the navigation bar, the page title is 'Mobilized Equipment'. There are four bullet points: 'Choose an Agency', 'Choose Equipment to assign to the mission.', 'Only Equipment from an Agency with mobilized personnel is available.', and 'To add new equipment, click Create New Equipment, then mobilize it.' Below the bullet points is an 'Important' note: 'Click Save after selecting equipment to ensure it is added to the mission.' There is a 'Equipment (4)' section with a dropdown arrow and a 'Create New Equipment' button with a plus sign. The equipment list contains four items: 'RM Training Test Account 2 - Ford Explorer 1', 'RM Test Account 2 - Test Helicopter 1', 'RM Training Test Account 2 - Ford Explorer 2', and 'RM Training Test Account 2 - Pickup Truck 1'. At the bottom, there are 'Previous' and 'Save' buttons on the left, and a 'Return to Menu' button on the right.

NEW EQUIPMENT CREATION

If you don't see agency equipment that you will need to mobilize, click on the **Create New Equipment** button in the top right corner of the page to add it.

This screenshot is identical to the one above, showing the 'Mobilized Equipment' page with the same navigation bar, instructions, equipment list, and buttons.



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Home Grants Mutual Aid Resource Management FAQ

Mobilized Equipment

Choose an Agency

Create New Equipment

* Equipment ID

FEMA Equipment Title

* Equipment Name

Equipment Description

* Equipment Unit
 --None--

* Mobilized Agencies
 Select Account

FEMA Equipment Code
 Select a Rate from FEMA Equipment Title to see its FEMA Equipment Code

FEMA Equipment Rate
 Select a Rate from FEMA Equipment Title to see its FEMA Equipment Rate

Save Cancel

In the new equipment record, add the 'required' information which includes:

- **Equipment ID:** This should be a unique number associated with the equipment. (i.e. Agency ID, Tag #, Serial #)
- **FEMA Equipment Title:** Begin typing the equipment type into the search bar to locate an item that matches as closely as possible to the equipment you're mobilizing. Click on it to populate the field. This will add the FEMA Rate that will be used to calculate the reimbursement more accurately for the item. (This is not required for mobilization.)
- **Equipment Name:** Provide a name for the vehicle.
- **Equipment Unit:** Select the primary unit for reimbursement; Miles or Hours. (You may not be reimbursed for both.)
- **Equipment Description:** Give a detailed description of the equipment. (Make, model, color, unique agency number. Provide details that provide distinction.)

**Please take time to provide detailed identifiable information so that the equipment is distinguishable in the subsequent activity logs and claim records that will be created.*

Click on the **Save** button in the bottom right corner of the page to save the new equipment record. Click **Cancel** if you're unsure.



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Mobilized Equipment

- Choose an Agency
- Choose Equipment to assign to the mission.
- Only Equipment from an Agency with mobilized personnel is available.

Create New Equipment

* Equipment ID: RM Training Test Account 2 - Chainsaw 1

FEMA Equipment Title: Chainsaw, Bar Length = 20"

* Equipment Name: RM Training Test Account 2 - Chainsaw 1

Equipment Description: RM Training Test Account 2 - Chainsaw 1 Stihl MS 400 C-M 20 inch

* Mobilized Agencies: RM Training Test Account 2

FEMA Equipment Code: 8188

FEMA Equipment Rate: \$3.65

Save Cancel

MOBILIZING NEWLY ADDED EQUIPMENT

You will be returned to your **Mobilized Equipment** list.

Add the equipment you added in the previous step by clicking on the + sign in the top right corner of the page and repeat the steps to add the required equipment information.

Home Grants Mutual Aid Resource Management FAQ

Mobilized Equipment

- Choose an Agency
- Choose Equipment to assign to the mission.
- Only Equipment from an Agency with mobilized personnel is available.
- To add new equipment, click Create New Equipment, then mobilize it.

Important: Click Save after selecting equipment to ensure it is added to the mission.

Equipment (4) + Create New Equipment

- > RM Training Test Account 2 - Ford Explorer 1
- > RM Test Account 2 - Test Helicopter 1
- > RM Training Test Account 2 - Ford Explorer 2
- > RM Training Test Account 2 - Pickup Truck 1

Previous Save Return to Menu

The added equipment record will be added to the bottom of the list.



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Mobilized Equipment

- Choose an Agency
- Choose Equipment to assign to the mission.
- Only Equipment from an Agency with mobilized personnel is available.
- To add new equipment, click Create New Equipment, then mobilize it.

Important: Click Save after selecting equipment to ensure it is added to the mission.

Equipment (5) + Create New Equipment

- > RM Training Test Account 2 - Ford Explorer 1
- > RM Test Account 2 - Test Helicopter 1
- > RM Training Test Account 2 - Ford Explorer 2
- > RM Training Test Account 2 - Pickup Truck 1
- > Equipment 5

← Previous **Save** Return to Menu →

Click on the **arrow** to the left of the Equipment record title to expand the record.

Equipment (5) + Create New Equipment

- > RM Training Test Account 2 - Ford Explorer 1
- > RM Test Account 2 - Test Helicopter 1
- > RM Training Test Account 2 - Ford Explorer 2
- > RM Training Test Account 2 - Pickup Truck 1
- ▼ **Equipment 5** 🗑️

Mobilization Date/Time
Date: Feb 20, 2026 📅 Time: 6:00 AM 🕒

* Mobilized Agencies: Select Account * Available Equipment: Select Equipment

Equipment Name Equipment Description

Rental?

← Previous **Save** Return to Menu →

Click into the **Mobilized Agencies** search bar to locate your agency's account name.

Click into the **Available Equipment** field to find the equipment you just added.



RESOURCE MANAGEMENT USER GUIDE

Equipment (5) + Create New Equipment

- > RM Training Test Account 2 - Ford Explorer 1
- > RM Test Account 2 - Test Helicopter 1
- > RM Training Test Account 2 - Ford Explorer 2
- > RM Training Test Account 2 - Pickup Truck 1

Equipment 5 🗑️

Mobilization Date/Time
Date: Feb 20, 2026 Time: 6:00 AM

* Mobilized Agencies: RM Training Test Account 2

* Available Equipment: Select Equipment

Equipment Name:

Rental?

← Previous Save →

Contact Us Open Government FDEM Long Range Program Plan Employment
rights reserved.

- RM Training Test Account 2 - Ford Explorer 1
- RM Training Test Account 2 - Ford Explorer 1
- RM Test Account 2 - Test Helicopter 1
- RM Test Account 2 - Test Helicopter 1
- RM Training Test Account 2 - Ford Explorer 2
- RM Training Test Account 2 - Ford Explorer 2
- RM Test Account 2 - Test Helicopter 2
- RM Test Account 2 - Test Helicopter 2
- RM Training Test Account 2 - Pickup Truck 1
- RM Training Test Account 2 - Pickup Truck 1
- RM Training Test Account 2 - Pickup Truck 2
- RM Training Test Account 2 - Pickup Truck 2
- RM Training Test Account 2 - Chainsaw 1
- RM Training Test Account 2 - Chainsaw 1 Stihl MS 400 C-M 20 inch

Review the information in the record and make any necessary corrections.

Then click **Save** in the bottom left corner of the page.

If you're unsure, click the **Previous** button to return to the previous page and start over, or click the Return to Menu button in the bottom right corner of the page.

Review your list of equipment you're mobilizing and confirm that all descriptive information has been added for this mission and click **Confirm** in the bottom right corner of the page.

Success



RESOURCE MANAGEMENT USER GUIDE

Home Grants Mutual Aid **Success Mobilized!**

Mobilized Equipment

- Choose an Agency
- Choose Equipment to assign to the mission.
- Only Equipment from an Agency with mobilized personnel is available.
- To add new equipment, click Create New Equipment, then mobilize it.

Important: Click Save after selecting equipment to ensure it is added to the mission.

Equipment (5) + Create New Equipment

- > RM Training Test Account 2 - Ford Explorer 1
- > RM Test Account 2 - Test Helicopter 1
- > RM Training Test Account 2 - Ford Explorer 2
- > RM Training Test Account 2 - Pickup Truck 1
- ▼ RM Training Test Account 2 - Chainsaw 1

Mobilization Date/Time
Date: Feb 20, 2026 Time: 6:00 AM

Equipment/FEMA Code: RM Training Test Account 2 - Chainsaw 1
Mobilized Agencies: RM Training Test Account 2

Equipment Name: RM Training Test Account 2 - Chainsaw 1
Equipment Description: RM Training Test Account 2 - Chainsaw 1 Stihl MS 400 C-M 20 inch

Rental?

← Previous Save Return to Menu →

Click **Return to Main Menu** to navigate to add your Activity Logs.

Equipment (5) + Create New Equipment

- > RM Training Test Account 2 - Ford Explorer 1
- > RM Test Account 2 - Test Helicopter 1
- > RM Training Test Account 2 - Ford Explorer 2
- > RM Training Test Account 2 - Pickup Truck 1
- ▼ Equipment 5 🗑️

Mobilization Date/Time
Date: Feb 20, 2026 Time: 6:00 AM

*Mobilized Agencies: RM Training Test Account 2
*Available Equipment: RM Training Test Account 2 - Chainsaw 1

Equipment Name: RM Training Test Account 2 - Chainsaw 1
Equipment Description: RM Training Test Account 2 - Chainsaw 1 Stihl MS 400 C-M 20 inch

Rental?

← Previous Save Return to Menu →



RESOURCE MANAGEMENT USER GUIDE

ACTIVITY LOGS

Review and follow the steps below on how to create and submit an activity log.

The screenshot shows the DEMES Resource Management web application interface. At the top is a navigation bar with links for Home, Grants, Mutual Aid, Resource Management (which is highlighted), and FAQ. On the right side of the navigation bar are notification and user profile icons. The main content area features the DEMES logo, a welcome message, and user information. Below this is a vertical list of seven buttons, each with an icon and a label: Mission Resources (person icon), Past Missions (refresh icon), Daily Time/Activity (person with clock icon), Attachments (document icon), Damage Reports (wrench icon), Demobilize (truck icon), and Choose Different Mission (refresh icon).

Home Grants Mutual Aid **Resource Management** FAQ

DEMES

Welcome to DEMES Resource Management

RM Trainer-Instructor Test User (rm.trainer@notanemail.com)
State Web EOC Mission Number #:

- Mission Resources
- Past Missions
- Daily Time/Activity
- Attachments
- Damage Reports
- Demobilize
- Choose Different Mission

Click on **Daily Time/Activity** to add your daily activity logs.











RESOURCE MANAGEMENT USER GUIDE




Welcome to DEMES Resource Management

RM Trainer-Instructor Test User (rm.trainer@notanemail.com)

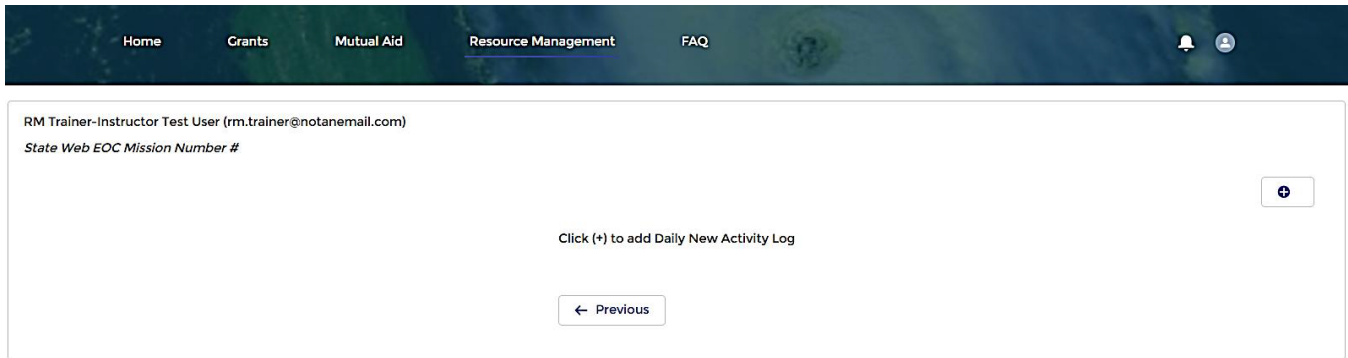
State Web EOC Mission Number #:

-  Mission Resources
-  Past Missions
-  Daily Time/Activity 
-  Attachments
-  Damage Reports
-  Demobilize
-  Choose Different Mission

Add a new Activity Log by clicking on the  at the top right corner of the page.



RESOURCE MANAGEMENT USER GUIDE



Your new Activity Log is pre-populated with today's date.

Click the arrow to the left of the Activity Log to expand the record.

You may delete the Activity Log by clicking on the Trash Can icon at the far-right side of the log.



Complete the required information in the Activity Log.

- **Department/Unit:** Add the Department/Unit (*Name of the Department/Unit for the Team Lead associated to the Activity Log*)
- **Start Date:** The Start date will pre-populate when the record is added but can be edited at any time.
- **End Date:** You will need to enter the end date. (If the shift is overnight, it will cross two dates.)
- **Start Time:** Add the Start time for the Daily Log.
- **End Time:** Enter the end of the day's shift. (if it crosses two dates, enter the exact time.)



RESOURCE MANAGEMENT USER GUIDE

ADDING AN ACTIVITY

Click the + to the right of the Activity section to add an activity record.

The screenshot shows the 'ADD ACTIVITY' form in the Resource Management section. At the top, there is a navigation bar with 'Home', 'Grants', 'Mutual Aid', 'Resource Management', and 'FAQ'. Below the navigation bar, the user is identified as 'RM Trainer-Instructor Test User (rm.trainer@notanemail.com)' with a 'State Web EOC Mission Number #' field. The main form area is titled 'Activity Log 02-28-2026' and includes a '+', a trash icon, and a print icon. The form contains several input fields: a text field for 'Department/Unit', date pickers for 'Start Date' (Feb 28, 2026) and 'End Date' (Feb 28, 2026), and time pickers for 'Start Time' (7:00 AM) and 'End Time' (7:00 PM). There are three expandable sections: 'Activity:', 'Equipment:', and 'Purchases:', each with a '+' button. At the bottom, there are three buttons: 'Previous', 'Save', and 'Return to Menu'.

A record will open with a list of all mobilized personnel. Select the personnel who were performing the activity. Complete the required information.

The screenshot shows the 'ACTIVITY RECORD' form. At the top, there is a navigation bar with 'Home', 'Grants', 'Mutual Aid', 'Resource Management', and 'FAQ'. Below the navigation bar, there is a table of mobilized personnel with columns for 'Mission Resource', 'Emergency Support Function', 'Mobilized Date', and 'Demobilized Date'. The table lists five personnel: 'RM Trainer-Instructor Test User', 'Ethan - RM Training Account - Edwards Test User', 'Bradley - RM Training Account - Bennett Test User', and 'Austin - RM Training Account - Albert Test User', all with 'ESF 4/9 - Firefighting/SAR' and 'Feb 20, 2026'. Below the table, there are several input fields: 'Start Time' (7:00 AM) and 'End Time' (7:00 PM), a checkbox for 'Shift is Overnight', a dropdown for 'Activity Performed', a text field for 'Description of Work Performed', a checkbox for 'No Street Address for Location?', and a section for 'Activity Location' with fields for 'Street Line 1', 'Street Line 2', 'City', 'State' (FL), 'Postal Code', 'Country' (US), and 'Activity Hours: 12'. At the bottom, there is a checkbox for 'Event Related?' and a 'Create Logs' button.



RESOURCE MANAGEMENT USER GUIDE

Add an activity performed and add the personnel who performed them, and the vehicle or equipment that was used during this activity.

The screenshot shows the 'Resource Management' section of the application. At the top, there is a navigation bar with 'Home', 'Grants', 'Mutual Aid', 'Resource Management', and 'FAQ'. Below this is a table with columns: 'Mission Resource', 'Emergency Support Function', 'Mobilized Date', and 'Demobilized Date'. The table contains five rows of test users, all with 'ESF 4/9 - Firefighting/SAR' as the function and 'Feb 20, 2026' as the mobilized date. Below the table is a form for adding an activity. The form includes fields for 'Start Time' (7:00 AM) and 'End Time' (7:00 PM), a 'Shift is Overnight' checkbox, a dropdown for 'Activity Performed' (set to 'Select Activity Performed'), a text area for 'Description of Work Performed' (set to 'Description'), a 'No Street Address for Location?' checkbox, and location fields for 'Street Line 1' and 'Street Line 2'. There are also search icons for the location fields.

Add the personnel who performed the activity during the times listed.

Verify the times are correct and aligning with your mobilization date and times. (This is important. If the dates or times are not aligned with the mobilization date and times, the record will not be saved.)

Click the **Create Logs** button at the bottom of the page to save.

This screenshot shows the same 'Resource Management' interface as the previous one, but with the activity form filled out. The 'Activity Performed' dropdown is now set to 'Search and Rescue'. The 'Description of Work Performed' text area contains the word 'Test'. The 'No Street Address for Location?' checkbox is now checked. The 'Please enter a General Location' text area contains 'Throughout test county'. Below this, the 'Activity Hours: 12' is displayed, and the 'Event Related?' checkbox is also checked. At the bottom center of the form, there is a blue button labeled 'Create Logs'.



RESOURCE MANAGEMENT USER GUIDE

Click on the **arrow** to expand the Activity record.

A record will be automatically created for each member who performed the task.

Home Grants Mutual Aid Resource Management FAQ

RM Trainer-Instructor Test User (rm.trainer@notanemail.com)
State Web EOC Mission Number #

Activity Log 02-28-2026

* Department/Unit

* Start Date * Start Time

* End Date * End Time

> **Activity:**

> **Equipment:**

> **Purchases:**

← Previous Save Return to Menu



RESOURCE MANAGEMENT USER GUIDE

RM Trainer-Instructor Test User (rm.trainer@notanemail.com)
State Web EOC Mission Number #

Activity Log 02-28-2026

* Department/Unit
Test

* Start Date: Feb 28, 2026 | * Start Time: 7:00 AM
* End Date: Feb 28, 2026 | * End Time: 7:00 PM

Activity: (4)

- > RM Trainer-Instructor Test User - Search and Rescue
- > Ethan - RM Training Account - Edwards Test User - Search and Rescue
- > Bradley - RM Training Account - Bennett Test User - Search and Rescue
- > Austin - RM Training Account - Albert Test User - Search and Rescue

Equipment: (1)

- > Equipment 1

Purchases:

← Previous | Save | Return to Menu

Click on the **arrow** to the left side of the record to expand the record.

Equipment: (1)

Equipment 1

* Mobilized Equipment
Select Mobilized Equipment

* Operator
Select an Operator

Purchases:

← Previous | Save | Return to Menu

Add the mobilized equipment that was used during the activity.



RESOURCE MANAGEMENT USER GUIDE

Equipment: (1) +

Equipment 1 🗑️ 📄

* Mobilized Equipment

Select Mobilized Equipment

RM Training Test Account 2 - Ford Explorer 1

RM Test Account 2 - Test Helicopter 1

RM Training Test Account 2 - Ford Explorer 2

RM Training Test Account 2 - Pickup Truck 1

RM Training Test Account 2 - Chainsaw 1

← Previous 💾 Save ▶ Return to Menu

Select the operator who was assigned to the equipment.

Equipment: (1) +

Equipment 1 🗑️ 📄

* Mobilized Equipment

RM Training Test Account 2 - Ford Explorer 1

* Operator

Select an Operator

RM Trainer-Instructor Test User

Ethan - RM Training Account - Edwards Test User

Bradley - RM Training Account - Bennett Test User

Austin - RM Training Account - Albert Test User

← Previous 💾 Save ▶ Return to Menu



RESOURCE MANAGEMENT USER GUIDE

UNIT OF MEASUREMENT

Select Miles or Hours. This will be used to calculate your reimbursement.

Equipment: (1) +

Equipment 1 🗑️ 📄

* Mobilized Equipment
RM Training Test Account 2 - Ford Explorer 1

* Operator
RM Trainer-Instructor Test User

* Unit of Measurement
Select Unit of Measurement

Hours

Miles

← Previous Save ▶ Return to Menu

Complete the remaining information for the equipment record.

Equipment: (1) +

Equipment 1 🗑️ 📄

* Mobilized Equipment
RM Training Test Account 2 - Ford Explorer 1

* Operator
RM Trainer-Instructor Test User

* Unit of Measurement
Miles

Personal Vehicle

* Start Mileage

* End Mileage

Total Miles: 0

Event Related?

Purchases: +

← Previous Save ▶ Return to Menu

Review the completed equipment activity record for accuracy.

Click **Save** at the bottom of the page to save the Activity Log and Daily Activity are saved.



RESOURCE MANAGEMENT USER GUIDE

▼ **Equipment: (1)** +

▼ **Equipment 1** 🗑️ 📄

* Mobilized Equipment
RM Training Test Account 2 - Ford Explorer 1

* Operator
RM Trainer-Instructor Test User

* Unit of Measurement
Miles

Personal Vehicle

* Start Mileage
100

* End Mileage
200

Total Miles: 100

Event Related?

> **Purchases:** +

[← Previous](#) [Save](#) [Return to Menu](#)

Review the Activity record to make sure it is complete and accurate.

Click **Confirm** at the bottom of the page to save the record.

SEOC Daily Activity Logs - Summary

2026-02-28

Personnel	Start Time	End Time	Activity	Location
RM Trainer-Instructor Test User	7:00 AM	7:00 PM	Search and Rescue	Throughout county.
Ethan - RM Training Account - Edwards Test User	7:00 AM	7:00 PM	Search and Rescue	Throughout county.
Bradley - RM Training Account - Bennett Test User	7:00 AM	7:00 PM	Search and Rescue	Throughout county.
Austin - RM Training Account - Albert Test User	7:00 AM	7:00 PM	Search and Rescue	Throughout county.

Equipment	Operator	Miles	Hours	Personal Vehicle
RM Training Test Account 2 - Ford Explorer 1	RM Trainer-Instructor Test User	100		

[Confirm](#)

[← Previous](#) [Save](#) [Return to Menu](#)

Expand the finalized activity log and make sure all team members and equipment were added to the record.



RESOURCE MANAGEMENT USER GUIDE

Home Grants Mutual Aid **Resource Management** FAQ

RM Trainer-Instructor Test User (rm.trainer@notanemail.com)
State Web EOC Mission Number #

> Activity Log 02-28-2026

← Previous Save Return to Menu

Home Grants Mutual Aid **Resource Management** FAQ

RM Trainer-Instructor Test User (rm.trainer@notanemail.com)
State Web EOC Mission Number #

Activity Log 02-28-2026

* Department/Unit
Test

* Start Date: Feb 28, 2026 * Start Time: 7:00 AM
* End Date: Feb 28, 2026 * End Time: 7:00 PM

Activity: (4)

- > RM Trainer-Instructor Test User - Search and Rescue
- > Ethan - RM Training Account - Edwards Test User - Search and Rescue
- > Bradley - RM Training Account - Bennett Test User - Search and Rescue
- > Austin - RM Training Account - Albert Test User - Search and Rescue

Equipment: (1)

- > RM Training Test Account 2 - Ford Explorer 1

Purchases:

← Previous Save Return to Menu

You may add additional equipment that was used during the activity performed by clicking the + to add the record. Repeat the previous steps and **Save** the updated Activity Log.



RESOURCE MANAGEMENT USER GUIDE

Home Grants Mutual Aid **Resource Management** FAQ 🔔 👤

RM Trainer-Instructor Test User (rm.trainer@notanemail.com)
State Web EOC Mission Number # +

Activity Log 02-28-2026 🗑️ 📄

* Department/Unit ⓘ
Test

* Start Date Feb 28, 2026 📅 * Start Time 7:00 AM 🕒
* End Date Feb 28, 2026 📅 * End Time 7:00 PM 🕒

Activity: (4) +

- > RM Trainer-Instructor Test User - Search and Rescue 🗑️ 📄
- > Ethan - RM Training Account - Edwards Test User - Search and Rescue 🗑️ 📄
- > Bradley - RM Training Account - Bennett Test User - Search and Rescue 🗑️ 📄
- > Austin - RM Training Account - Albert Test User - Search and Rescue 🗑️ 📄

Equipment: (2) +

- > RM Training Test Account 2 - Ford Explorer 1 🗑️ 📄
- > Equipment 2 🚫 🗑️ 📄

Purchases: +

← Previous Save ▶ Return to Menu



RESOURCE MANAGEMENT USER GUIDE

PURCHASES

Click the + at the right side of the Purchases section to add a Purchase record to the activity log.

Home Grants Mutual Aid **Resource Management** FAQ

RM Trainer-Instructor Test User (rm.trainer@notanemail.com)
State Web EOC Mission Number #

+

Activity Log 02-28-2026

Department/Unit

Start Date Start Time

End Date End Time

Activity: (4)

- > RM Trainer-Instructor Test User - Search and Rescue
- > Ethan - RM Training Account - Edwards Test User - Search and Rescue
- > Bradley - RM Training Account - Bennett Test User - Search and Rescue
- > Austin - RM Training Account - Albert Test User - Search and Rescue

Equipment: (2)

- > RM Training Test Account 2 - Ford Explorer 1
- > RM Test Account 2 - Test Helicopter 1

Purchases: (1)

- > Purchase 1

← Previous Save Return to Menu

Complete the required information.

Upload and related purchasing documentation and receipts.



RESOURCE MANAGEMENT USER GUIDE

▼ Purchases: (1)



▼ Purchase 1 🗑️ 📄

• Purchase Type
Materials/Other ▼

• Amount
\$100.00

• Purchase Description and Notes ⓘ
Test purchase.

• Mobilized Agencies
RM Training Test Account 2 ▼

Event Related?

Or drop files

← Previous

Save

Return to Menu

▼ Equipment: (2)

> RM Training Test Account 2 - Ford Explorer 1

SEOC Daily Activity Logs - Summary

2026-02-28

Personnel	Start Time	End Time	Activity	Location
Equipment	Operator	Miles	Hours	Personal Vehicle
Material	Type	Description	Amount	
Materials/Other		Test purchase.	100	

← Previous Save Return to Menu

Home

Grants

Mutual Aid

Success
Activity Log Successfully Created



RM Trainer-Instructor Test User (rm.trainer@notanemail.com)

State Web EOC Mission Number #



> Activity Log 02-28-2026



← Previous

Save

Return to Menu



RESOURCE MANAGEMENT USER GUIDE

Home Grants Mutual Aid Resource Management FAQ 🔔 👤

RM Trainer-Instructor Test User (rm.trainer@notanemail.com)
State Web EOC Mission Number #



▼ Activity Log 02-28-2026



* Department/Unit

Test

* Start Date

Feb 28, 2026

* Start Time

7:00 AM

* End Date

Feb 28, 2026

* End Time

7:00 PM





▼ Activity: (4)



- > RM Trainer-Instructor Test User - Search and Rescue  
- > Ethan - RM Training Account - Edwards Test User - Search and Rescue  
- > Bradley - RM Training Account - Bennett Test User - Search and Rescue  
- > Austin - RM Training Account - Albert Test User - Search and Rescue  



▼ Equipment: (2)



- > RM Training Test Account 2 - Ford Explorer 1  
- > RM Test Account 2 - Test Helicopter 1  

▼ Purchases: (2)



- > Materials/Other  
- > Materials/Other  

[← Previous](#) [Save](#) [Return to Menu](#)

Home Grants Mutual Aid Resource Management FAQ 🔔 👤

RM Trainer-Instructor Test User (rm.trainer@notanemail.com)
State Web EOC Mission Number #



> Activity Log 02-28-2026



[← Previous](#) [Save](#) [Return to Menu](#)

Add a new Activity by clicking the +.



RESOURCE MANAGEMENT USER GUIDE

Home Grants Mutual Aid **Resource Management** FAQ

RM Trainer-Instructor Test User (rm.trainer@notanemail.com)
State Web EOC Mission Number #

> Activity Log 02-28-2026

> Activity Log 03-01-2026

← Previous Save Return to Menu

Home Grants Mutual Aid **Resource Management** FAQ

RM Trainer-Instructor Test User (rm.trainer@notanemail.com)
State Web EOC Mission Number #

> Activity Log 02-28-2026

▼ Activity Log 03-01-2026

* Department/Unit
Test

* Start Date: Mar 1, 2026 * Start Time: 5:00 AM

* End Date: Mar 1, 2026 * End Time: 5:00 PM

> Activity: +

> Equipment: +

> Purchases: +

← Previous Save Return to Menu

When personnel are performing different activities during the daily activity log times, an activity record needs to be added for each activity performed, and the personnel performing those specific activities will need to be added.

Add the Activity record by clicking on the + to add the Activity.

Add the specific personnel who will be performing the activities.

The times and activities performed will need to be the same.

Add any equipment used by the personnel during this time and activity.



RESOURCE MANAGEMENT USER GUIDE

Home Grants Mutual Aid Resource Management FAQ

Mission Resource	Emergency Support Function	Mobilized Date	Demobilized Date
<input checked="" type="checkbox"/> RM Trainer-Instructor Test User	ESF 4/9 - Firefighting/SAR	Feb 20, 2026	
<input checked="" type="checkbox"/> Ethan - RM Training Account - Edwards Test User	ESF 4/9 - Firefighting/SAR	Feb 20, 2026	
<input type="checkbox"/> Bradley - RM Training Account - Bennett Test User	ESF 4/9 - Firefighting/SAR	Feb 20, 2026	
<input type="checkbox"/> Austin - RM Training Account - Albert Test User	ESF 4/9 - Firefighting/SAR	Feb 20, 2026	

* Start Time: 5:00 AM | * End Time: 5:00 PM

Shift is Overnight

* Activity Performed: Firefighting

* Description of Work Performed: Test

No Street Address for Location?

* Please enter a General Location: Southwest county.

Activity Hours: 12

Event Related?

[Create Logs](#)

Equipment: (2)

- > RM Training Test Account 2 - Fire Truck 1
- > RM Training Test Account 2 - Chainsaw 1

Purchases: (2)

- > Materials/Other
- > Materials/Other
 - * Purchase Type: Materials/Other
 - * Amount: \$50.00
 - * Purchase Description and Notes: Chainsaw chain.
 - * Mobilized Agencies: RM Training Test Account 2
 - Event Related?
 - [Upload Files](#) Or drop files

[← Previous](#) [Save](#) [Return to Menu](#)



RESOURCE MANAGEMENT USER GUIDE

> Activity Log 02-28-2026 🗑️ 📄

✓ Activity Log 03-01-2026 🗑️ 📄

* Department/Unit 🔍

Test

* Start Date 🗑️ * Start Time 🕒

Mar 1, 2026 🗑️ 5:00 AM 🕒

* End Date 🗑️ * End Time 🕒

Mar 1, 2026 🗑️ 5:00 PM 🕒

✓ Activity: (4) +

> RM Trainer-Instructor Test User - Firefighting 🗑️ 📄

> Ethan - RM Training Account - Edwards Test User - Firefighting 🗑️ 📄

> Bradley - RM Training Account - Bennett Test User - Search and Rescue 🗑️ 📄

> Austin - RM Training Account - Albert Test User - Search and Rescue 🗑️ 📄

✓ Equipment: (3) +

> RM Training Test Account 2 - Fire Truck 1 🗑️ 📄

> RM Training Test Account 2 - Chainsaw 1 🗑️ 📄

> RM Training Test Account 2 - Ford Explorer 1 🗑️ 📄

✓ Purchases: (3) +

> Materials/Other 🗑️ 📄

> Materials/Other 🗑️ 📄

> Materials/Other 🗑️ 📄

← Previous
Save
▶ Return to Menu

Home
Grants
Mutual Aid

✓ Success
 Activity Log Successfully Created

🔔
👤

RM Trainer-Instructor Test User (rm.trainer@notanemail.com)
 State Web EOC Mission Number #

+

> Activity Log 02-28-2026 🗑️ 📄

> Activity Log 03-01-2026 🗑️ 📄

← Previous
Save
▶ Return to Menu



RESOURCE MANAGEMENT USER GUIDE

OVERNIGHT SHIFTS

Creating Activity Logs that cross two calendar days.

Click the + to add the new Activity Log.

The screenshot shows the top navigation bar with 'Home', 'Grants', 'Mutual Aid', 'Resource Management' (selected), and 'FAQ'. Below the navigation bar, the user is identified as 'RM Trainer-Instructor Test User (rm.trainer@notanemail.com)'. A list of activity logs is displayed:

- > Activity Log 02-28-2026
- > Activity Log 03-01-2026
- > Activity Log 03-02-2026

Each log entry has a trash icon and a plus icon. At the bottom, there are buttons for 'Previous', 'Save', and 'Return to Menu'.

Today's date will auto populate. Edit it to the day the activity was performed.

The screenshot shows the same navigation bar. The activity log 'Activity Log 03-04-2026' is expanded, showing the following details:

- Department/Unit:** Test
- Start Date:** Mar 2, 2026
- Start Time:** 7:00 PM
- End Date:** Mar 3, 2026
- End Time:** 7:00 AM

Below the date and time fields, there are expandable sections for 'Activity:', 'Equipment:', and 'Purchases:', each with a plus icon. At the bottom, there are buttons for 'Previous', 'Save', and 'Return to Menu'.

Complete the Start Time and End Time, Activity Performed, a Description of Work Performed, and the General Location. Make sure the Event Related box is checked.



RESOURCE MANAGEMENT USER GUIDE

Home Grants Mutual Aid Resource Management FAQ

<input checked="" type="checkbox"/> Mission Resource	<input checked="" type="checkbox"/> Emergency Support Function	<input checked="" type="checkbox"/> Mobilized Date	<input checked="" type="checkbox"/> Demobilized Date
<input checked="" type="checkbox"/> RM Trainer-Instructor Test User	ESF 4/9 - Firefighting/SAR	Feb 20, 2026	
<input checked="" type="checkbox"/> Ethan - RM Training Account - Edwards Test User	ESF 4/9 - Firefighting/SAR	Feb 20, 2026	
<input checked="" type="checkbox"/> Bradley - RM Training Account - Bennett Test User	ESF 4/9 - Firefighting/SAR	Feb 20, 2026	
<input checked="" type="checkbox"/> Austin - RM Training Account - Albert Test User	ESF 4/9 - Firefighting/SAR	Feb 20, 2026	

* Start Time: 7:00 PM

* End Time: 7:00 AM

Shift Is Overnight

* Activity Performed: Search and Rescue

* Description of Work Performed: Test

No Street Address for Location?

* Please enter a General Location: County

Activity Hours: 12

Event Related?

[Create Logs](#)

← Previous Save Return to Menu

> Activity Log 02-28-2026



> Activity Log 03-01-2026



∨ Activity Log 03-04-2026



* Department/Unit: Test

* Start Date: Mar 2, 2026

* Start Time: 7:00 PM

* End Date: Mar 3, 2026

* End Time: 7:00 AM

∨ Activity: (4)



- > RM Trainer-Instructor Test User - Search and Rescue
- > Ethan - RM Training Account - Edwards Test User - Search and Rescue
- > Bradley - RM Training Account - Bennett Test User - Search and Rescue
- > Austin - RM Training Account - Albert Test User - Search and Rescue

> Equipment:



> Purchases:



← Previous Save Return to Menu



RESOURCE MANAGEMENT USER GUIDE

Click **Save** to save the new log.

Click **Confirm** to save the log.

The result is two Activity Logs were created.

The screenshot shows a web application interface. At the top, there is a navigation bar with links for 'Home', 'Grants', and 'Mutual Aid'. A green notification banner at the top right displays a checkmark icon and the text 'Success Activity Log Successfully Created'. Below the navigation bar, the user's identity is shown as 'RM Trainer-Instructor Test User (rm.trainer@notanemail.com)' with a 'State Web EOC Mission Number #' field. A list of activity logs is displayed, each with a right-pointing chevron and a plus sign icon. The logs are: 'Activity Log 02-28-2026', 'Activity Log 03-01-2026', 'Activity Log 03-02-2026', and 'Activity Log 03-03-2026'. Each log entry has a trash can icon and a document icon to its right. At the bottom of the list, there are three buttons: 'Previous' (with a left arrow), 'Save' (with a document icon), and 'Return to Menu' (with a right arrow).

Add the new Activity Log and expand the record to add the details. The **Start Time** for example might be 7:00 PM and the **End Time** might be 7:00 AM.

Make sure your **End Date** is the next day, for example the **Start Date** is March 3, 2026, then the End Date will need to be March 4, 2026.

Add the new Activity and open a new record.

Add your **Mobilized Personnel** who will be performing activities during this time.

Add the **Start Time** and **End Time**.

Check the **Shift is Overnight** box.

Complete the details and click **Create Logs**.

Click the + plus sign to add the **New Activity**.

Add the **Mobilized Personnel** who be performing the activities

Two new Activity Logs will be created for all personnel who worked on the Activity.



RESOURCE MANAGEMENT USER GUIDE

Activity Log 03-02-2026



* Department/Unit ⓘ

Test

* Start Date

Mar 2, 2026

* Start Time

7:00 PM

* End Date

Mar 2, 2026

* End Time

12:00 AM

Activity: (4)

> RM Trainer-Instructor Test User - Search and Rescue	
> Ethan - RM Training Account - Edwards Test User - Search and Rescue	
> Bradley - RM Training Account - Bennett Test User - Search and Rescue	
> Austin - RM Training Account - Albert Test User - Search and Rescue	

Equipment:

Purchases:

Activity Log 03-03-2026



* Department/Unit ⓘ

Test

* Start Date

Mar 3, 2026

* Start Time

12:00 AM

* End Date

Mar 3, 2026

* End Time

7:00 AM

Activity: (4)

> RM Trainer-Instructor Test User - Search and Rescue	
> Ethan - RM Training Account - Edwards Test User - Search and Rescue	
> Bradley - RM Training Account - Bennett Test User - Search and Rescue	
> Austin - RM Training Account - Albert Test User - Search and Rescue	



RESOURCE MANAGEMENT USER GUIDE

> Activity Log 03-01-2026 🗑️ 📄

▼ Activity Log 03-05-2026 🗑️ 📄

* Department/Unit 📌

* Start Date 📅 * Start Time 🕒

* End Date 📅 * End Time 🕒

▼ Activity: (4) +

> RM Trainer-Instructor Test User - Search and Rescue 🗑️ 📄

> Ethan - RM Training Account - Edwards Test User - Search and Rescue 🗑️ 📄

> Bradley - RM Training Account - Bennett Test User - Search and Rescue 🗑️ 📄

> Austin - RM Training Account - Albert Test User - Search and Rescue 🗑️ 📄

▼ Equipment: (4) +

> Equipment 1 🗑️ 📄

> Equipment 2 🗑️ 📄

> Equipment 3 🗑️ 📄

> Equipment 4 🗑️ 📄

> Purchases: +

[← Previous](#) [Save](#) [▶ Return to Menu](#)

Home Grants Mutual Aid 🔔 👤

✔ Success
Activity Log Successfully Created

RM Trainer-Instructor Test User (rm.trainer@notanemail.com)
State Web EOC Mission Number #

+

> Activity Log 02-28-2026 🗑️ 📄

> Activity Log 03-01-2026 🗑️ 📄

> Activity Log 03-02-2026 🗑️ 📄

> Activity Log 03-03-2026 🗑️ 📄

[← Previous](#) [Save](#) [▶ Return to Menu](#)



RESOURCE MANAGEMENT USER GUIDE

Activity Log 03-02-2026



* Department/Unit

Test

* Start Date

Mar 2, 2026

* Start Time

7:00 PM

* End Date

Mar 2, 2026

* End Time

12:00 AM

Activity: (4)



RM Trainer-Instructor Test User - Search and Rescue

* Mobilized Personnel
RM Trainer-Instructor Test User

* Start Time
7:00 PM

* End Time
12:00 AM

Shift is Overnight

* Activity Performed
Search and Rescue

* Description of Work Performed
Test

No Street Address for Location?

* Please enter a General Location
County

Activity Hours: 5
 Event Related?

> Ethan - RM Training Account - Edwards Test User - Search and Rescue

Activity Log 03-03-2026



* Department/Unit

Test

* Start Date

Mar 3, 2026

* Start Time

12:00 AM

* End Date

Mar 3, 2026

* End Time

7:00 AM

Activity: (4)



RM Trainer-Instructor Test User - Search and Rescue

* Mobilized Personnel
RM Trainer-Instructor Test User

* Start Time
12:00 AM

* End Time
7:00 AM

Shift is Overnight

* Activity Performed
Search and Rescue

* Description of Work Performed
Test

No Street Address for Location?

* Please enter a General Location
County

Activity Hours: 7
 Event Related?



RESOURCE MANAGEMENT USER GUIDE








ATTACHMENTS

Review and follow these steps to be able to attach photos, documents, and any necessary files to your mobilization.

Welcome to DEMES Resource Management

RM Trainer-Instructor Test User (rm.trainer@notanemail.com)

State Web EOC Mission Number #:

-  Mission Resources
-  Past Missions
-  Daily Time/Activity
-  Attachments
-  Damage Reports
-  Demobilize
-  Choose Different Mission



RESOURCE MANAGEMENT USER GUIDE

Home Grants Mutual Aid **Resource Management** FAQ

Attachments

2 items Upload Files Or drop files

<input type="checkbox"/>	Name	File Type	
1 <input type="checkbox"/>	RM Test Receipt Document to Upload		
2 <input type="checkbox"/>	RM Test Receipt Document to Upload		

All records are loaded

Previous



RESOURCE MANAGEMENT USER GUIDE

DAMAGE REPORTS








You may add damage reports for any equipment that was damaged during the mobilization.



Welcome to DEMES Resource Management

RM Trainer-Instructor Test User (rm.trainer@notanemail.com)

State Web EOC Mission Number #:

-  Mission Resources
-  Past Missions
-  Daily Time/Activity
-  Attachments
-  **Damage Reports**
-  Demobilize
-  Choose Different Mission



RESOURCE MANAGEMENT USER GUIDE

Select the equipment that was damaged from the list of mobilized equipment.

Click on **Create/Edit Damage Report**.

Home Grants Mutual Aid **Resource Management** FAQ

If there is damage to report on any Equipment associated with your mobilization, please select Equipment and then click **Create/Edit Damage Report**

Mobilization Time	Equipment Name	Agency Owner	Damage Description	Date Report Signed
<input type="checkbox"/> 2/20/2026, 06:00 AM EST	RM Training Test Account 2 - Ford Explorer 1	RM Training Test Account 2	Training test damage report and images.	2/23/2026, 02:04 PM
<input checked="" type="checkbox"/> 2/20/2026, 06:00 AM EST	RM Test Account 2 - Test Helicopter 1	RM Training Test Account 2		
<input type="checkbox"/> 2/20/2026, 06:00 AM EST	RM Training Test Account 2 - Ford Explorer 2	RM Training Test Account 2		
<input type="checkbox"/> 2/20/2026, 06:00 AM EST	RM Training Test Account 2 - Pickup Truck 1	RM Training Test Account 2		
<input type="checkbox"/> 2/20/2026, 06:00 AM EST	RM Training Test Account 2 - Chainsaw 1	RM Training Test Account 2		
<input type="checkbox"/> 2/20/2026, 06:00 AM EST	RM Training Test Account 2 - Fire Truck 1	RM Training Test Account 2		

By submitting this data, you are confirming that any damages that have been reported on Equipment associated with your agency's mobilization is accurate and correct.

[Previous](#) [Create/Edit Damage Report +](#)

Complete the Damage Report Summary

Home Grants Mutual Aid **Resource Management** FAQ

Please review this Equipment and describe the damage below. You must also submit supporting images (.png, .jpg, .jpeg)

Name: RM Test Account 2 - Test Helicopter 1
Agency/Owner: RM Training Test Account 2

Damage Report Summary

Upload Supporting Image(s)

[Upload Files](#) Or drop files

[Previous](#) [Save Damage](#)

Upload Files

Upload a PNG Image File by clicking on the button and uploading from your computer or dragging the file from your computer and dropping it while hovering over the Upload File button.

The uploaded file will be added to the list of files.



RESOURCE MANAGEMENT USER GUIDE

If there is damage to report on any Equipment associated with your mobilization, please select Equipment and then click [Create/Edit Damage Report](#)

<input type="checkbox"/> Mobilization Time	<input type="checkbox"/> Equipment Name	<input type="checkbox"/> Agency Owner	<input type="checkbox"/> Damage Description	<input type="checkbox"/> Date Report Signed
<input type="checkbox"/> 2/20/2026, 06:00 AM EST	RM Training Test Account 2 - Ford...	RM Training Test Account 2	Training test damage report and i...	2/23/2026, 02:04 PM EST
<input type="checkbox"/> 2/20/2026, 06:00 AM EST	RM Test Account 2 - Test Helicopt...	RM Training Test Account 2	Damaged door.	2/28/2026, 10:42 PM EST
<input type="checkbox"/> 2/20/2026, 06:00 AM EST	RM Training Test Account 2 - Ford...	RM Training Test Account 2		
<input type="checkbox"/> 2/20/2026, 06:00 AM EST	RM Training Test Account 2 - Pick...	RM Training Test Account 2		
<input type="checkbox"/> 2/20/2026, 06:00 AM EST	RM Training Test Account 2 - Chai...	RM Training Test Account 2		
<input type="checkbox"/> 2/20/2026, 06:00 AM EST	RM Training Test Account 2 - Fire ...	RM Training Test Account 2		

By submitting this data, you are confirming that any damages that have been reported on Equipment associated with your agency's mobilization is accurate and correct.

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RESOURCE MANAGEMENT USER GUIDE

DEMOBILIZING RESOURCES

Review and follow the below steps to demobilize your personnel and equipment resources.



Welcome to DEMES Resource Management

RM Trainer-Instructor Test User
(annette.nelson@em.myflorida.com)

State Web EOC Mission Number #:



Mission Resources



Past Missions



Daily Time/Activity



Attachments



Damage Reports



Demobilize



Choose Different Mission



RESOURCE MANAGEMENT USER GUIDE

DEMOBILIZE PERSONNEL

Select the personnel who will be demobilized.

Click **Confirm Personnel** to Save the record.

<input checked="" type="checkbox"/>	Resource Name	Home Agency	Mission	Mobilization Time
<input checked="" type="checkbox"/>	RM Trainer-Instructor Test User	RM Training Test Account 2	RM Training 77777	2/20/2026, 06:00 AM EST
<input checked="" type="checkbox"/>	Ethan - RM Training Account - Edward...	RM Training Test Account 2	RM Training 77777	2/20/2026, 06:00 AM EST
<input checked="" type="checkbox"/>	Bradley - RM Training Account - Benn...	RM Training Test Account 2	RM Training 77777	2/20/2026, 06:00 AM EST
<input checked="" type="checkbox"/>	Austin - RM Training Account - Albert ...	RM Training Test Account 2	RM Training 77777	2/20/2026, 06:00 AM EST

Confirm Demobilization

Check the box next to **Confirm**.

Click into the **Confirm button** at the bottom right corner of the page.

Review and confirm the total number of Activity Logs.



Confirm the Dates.

Confirm the Totals are correct.

Click **Continue** at the bottom right corner of the page.



RESOURCE MANAGEMENT USER GUIDE

Home Grants Mutual Aid **Resource Management** FAQ  

4 of 4 items

Activity Date	Total Event Labor Hours
Feb 28, 2026	48
Mar 1, 2026	48
Mar 2, 2026	20
Mar 3, 2026	28



[Previous](#) [Continue](#)

Click on "Resource Management" tab and then click on "Daily Time/Activity" button to modify/edit the Activity Logs.

DEMOBILIZE EQUIPMENT

Select the Equipment that will be demobilized.

Click the **Finalized** button at the bottom right corner of the page.

Home Grants Mutual Aid **Resource Management** FAQ  

Required equipment demobilization items based on selected users set for demobilization.



Please click on **Finalize** to complete the demobilization process

<input checked="" type="checkbox"/>	Mobilization Time	Equipment Name	Agency Owner	Damage Description	Date Report Signed
<input checked="" type="checkbox"/>	2/20/2026, 06:00 AM EST	RM Training Test Account 2 - Ford Explorer 1	RM Training Test Account 2	Training test damage report and images.	2/23/2026, 02:04 PM EST
<input checked="" type="checkbox"/>	2/20/2026, 06:00 AM EST	RM Test Account 2 - Test Helicopter 1	RM Training Test Account 2	Damaged door.	2/28/2026, 10:42 PM EST
<input checked="" type="checkbox"/>	2/20/2026, 06:00 AM EST	RM Training Test Account 2 - Ford Explorer 2	RM Training Test Account 2		
<input checked="" type="checkbox"/>	2/20/2026, 06:00 AM EST	RM Training Test Account 2 - Pickup Truck 1	RM Training Test Account 2		
<input checked="" type="checkbox"/>	2/20/2026, 06:00 AM EST	RM Training Test Account 2 - Chainsaw 1	RM Training Test Account 2		
<input checked="" type="checkbox"/>	2/20/2026, 06:00 AM EST	RM Training Test Account 2 - Fire Truck 1	RM Training Test Account 2		

[Previous](#) [Finalized](#)

Check the box next to **Confirm**.

Click into the **Confirm button** at the bottom right corner of the page.

Home Grants Mutual Aid **Resource Management** FAQ  

Confirm Demobilization

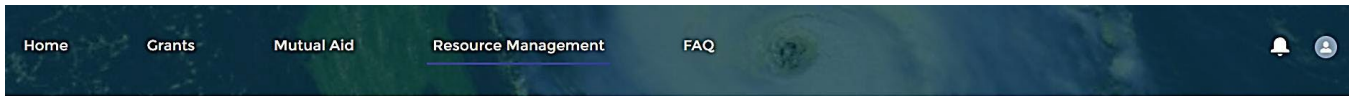
By submitting this data, you are confirming that your activity logs and receipts are accurate and correct.

Confirm

[Previous](#)



RESOURCE MANAGEMENT USER GUIDE



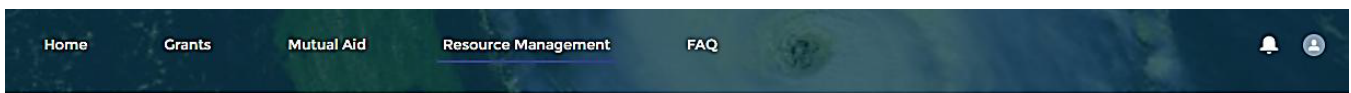
Confirm Demobilization

By submitting this data, you are confirming that your activity logs and receipts are accurate and correct.

Confirm

[< Previous](#) [Confirm >](#)

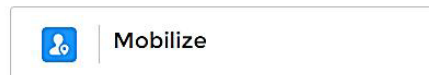
After Clicking the **Confirm** button in the lower right corner of the page, you will be navigated back to the main menu.



Welcome to DEMES Resource Management

RM Trainer-Instructor Test User
(annette.nelson@em.myflorida.com)

To mobilize in Resource Management, you must have a state-issued WEBEOC mission number from the state EOC ESF or section that has requested your assistance. You can not mobilize without the appropriate state mission number and event





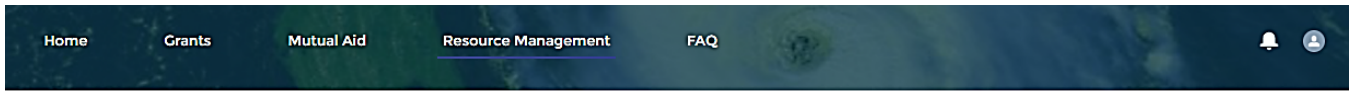
RESOURCE MANAGEMENT USER GUIDE

PAST MISSIONS

If you need to review or edit activity logs after you've demobilized, log into the Resource Management portal.

Navigate to the Resource Management tab at the top of the page.


Click on **Past Missions** in the menu




Welcome to DEMES Resource Management

RM Trainer-Instructor Test User
(annette.nelson@em.myflorida.com)

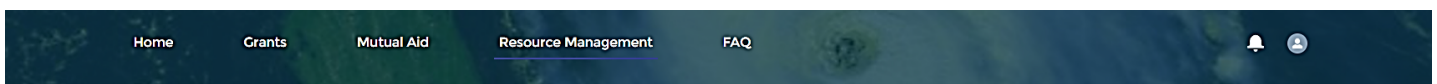
To mobilize in Resource Management, you must have a state-issued WEBEOC mission number from the state EOC ESF or section that has requested your assistance. You can not mobilize without the appropriate state mission number and event

 **Mobilize**

 **Past Missions**

Select the mission that has the Activity Logs you need to edit.

Click the **Next** button in the bottom right corner of the page



Please Only Select One Mission

- Historical Missions: Missions with Submitted Claims within the last 12 months
- Demobilized Missions: Missions that your Agency has been demobilized from but a Claim has not been Submitted

Historical Missions (Read Only)

0 of 0 items • 0 items selected

<input type="checkbox"/> Mission Number Name	Incident Name
No items to display.	

Demobilized Missions

4 of 4 items • 1 item selected

<input checked="" type="checkbox"/> Mission Number Name	Incident Name
<input checked="" type="checkbox"/> 00105	2025 Statewide Exercise

Previous **Next**



RESOURCE MANAGEMENT USER GUIDE

Review or make the necessary edits to the Activity Logs as required.

Click the **Save** button at the bottom of the page.

The screenshot shows the 'Resource Management' section of the application. At the top, there is a navigation bar with 'Home', 'Grants', 'Mutual Aid', 'Resource Management' (selected), and 'FAQ'. Below the navigation bar, the user's identity is shown as 'RM Trainer Instructor Test User 2 (annette.nelson@em.myflorida.com)' and the 'State Web EOC Mission Number #' is displayed. The main content area features a form for editing an activity log. The form includes a dropdown menu for 'Department/Unit' with 'test' selected. There are input fields for 'Start Date' (May 1, 2026), 'Start Time' (12:00 AM), 'End Date' (May 1, 2026), and 'End Time' (1:00 AM). Below these fields are sections for 'Activity:', 'Equipment:', and 'Purchases:', each with a plus icon to add entries. At the bottom of the form, there are three buttons: 'Previous', 'Save', and 'Return to Menu'.

Click the **Confirm** button at the bottom of the page.

The screenshot shows a confirmation dialog box titled 'SEOC Daily Activity Logs - Summary'. The dialog box contains the text: 'No New Logs Created. Any Updates to Existing Logs Will Be Saved Upon Confirmation'. At the bottom of the dialog box, there is a 'Confirm' button. The dialog box is overlaid on the same user interface as the previous screenshot, with the 'Previous', 'Save', and 'Return to Menu' buttons visible at the bottom.



RESOURCE MANAGEMENT USER GUIDE

Click the **Return to Menu** in the bottom right corner of the page.

The screenshot shows a navigation bar with 'Home', 'Grants', 'Mutual Aid', 'Resource Management', and 'FAQ'. Below the bar, the user is identified as 'RM Trainer Instructor Test User 2 (annette.nelson@em.myflorida.com)'. A 'State Web EOC Mission Number #' field is present. A list of activity logs is shown, with the first entry 'Activity Log 05-01-2026' selected. At the bottom, there are buttons for 'Previous', 'Save', and 'Return to Menu'.

This will return you to the *Welcome to DEMES Resource Management* screen.

The screenshot shows the 'Welcome to DEMES Resource Management' screen. It features the DEMES logo, the user's name 'RM Trainer Instructor Test User 2 (annette.nelson@em.myflorida.com)', and a message: 'To mobilize in Resource Management, you must have a state-issued WEBEOC mission number from the state EOC ESF or section that has requested your assistance. You can not mobilize without the appropriate state mission number and event'. Below this, there are two buttons: 'Mobilize' and 'Past Missions'.

Log out of your portal.