

Adding New Personnel to the roster for ID purposes

1. Open up the SCM Menu and sign in to your user. Navigate to the roster module in the menu. In the Roster module go to the "Roster" tab.
2. On the top left there should be a drop-down menu, please make sure that "All Active Personnel" is selected.
3. Select or add the personnel.
 - a. Select the Personnel that you want to make edits to in the table on the left side, Personnel can be ordered by their badge number or their name by clicking on "Badge" or "Name" at the top of the table.
 - b. If the Personnel that you want to make edits to is not in the personnel list then you do not select any personnel and can create new personnel by entering their "Badge#" and name. Names are entered into the yellow fields in the middle. Also, in the drop down for "Status & Duration" set to "Active" so the personnel show with the other Active personnel. Then click on the "Add" Button on the right-side of the screen. Now the Personnel will also appear on the list.
4. Adding a Members Picture is done by right clicking on the image box located in the top right corner and navigating down the menu to "Import New Image". The image can be taken from anywhere on the computer. When selected a window will appear asking to either move or copy the image to the correct file location. The image file is moved to a folder called "Members", the following path to the folder is (C:\SCM\RSA\Images\Members). The Member images can also be placed directly in the "Member" folder so that you do not have to go through the copy or move process.
 - a. Images in the Member Folder should be saved as a '.bmp' format (24 bit is sufficient), to avoid any errors with formatting. You can change the file format by opening the picture in windows paint, then hit 'save as' and select .bmp.
 - b. If the Member Folder does not exist yet it will be created through the Copy or move process when selecting an image.

5. Next to the "Badge#" is "Date of Service" in this field enter the date that the Member joined.
6. On the right side there are text boxes to enter the personnel Height, Weight, blood type, Allergies and Driver's License.
7. Enter the Personnel Contacts info by Clicking on the box towards the bottom of the screen labeled "Contacts" in the popup menu enter the Emergency contact information. The only necessary information is the "Person Type", "Name", "Relation" and either their contacts Cell# or Phone# preferably you want to fill out as many contact numbers as you can so that they can be reached.
8. Personnel can be added to a company by clicking on the menu labeled "Companies". In the new popup menu, there is a drop-down list labeled company select the associated company for the member.
9. All other information on the roster page can be filled out as well but not necessary for the creation of an ID card.