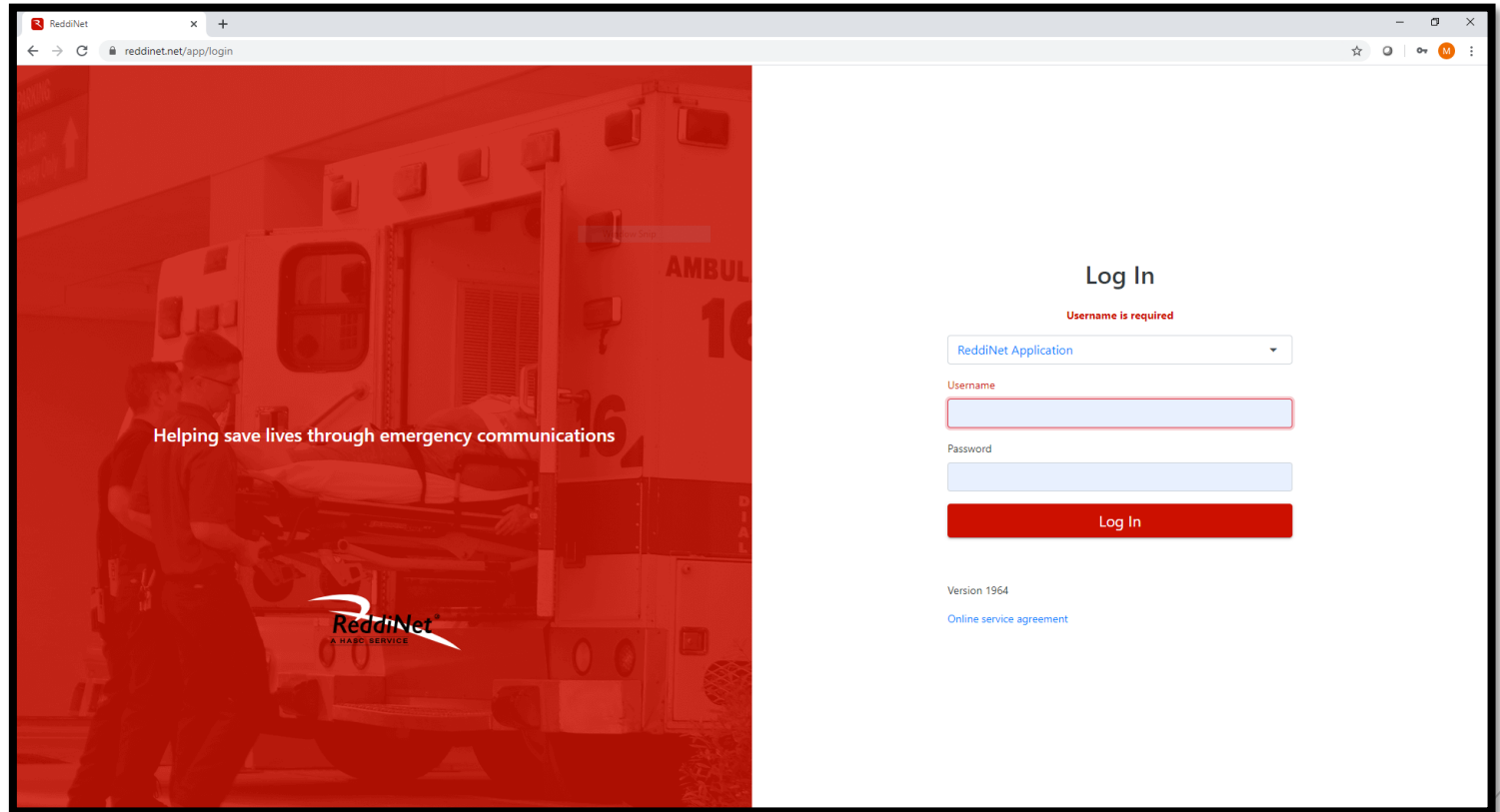


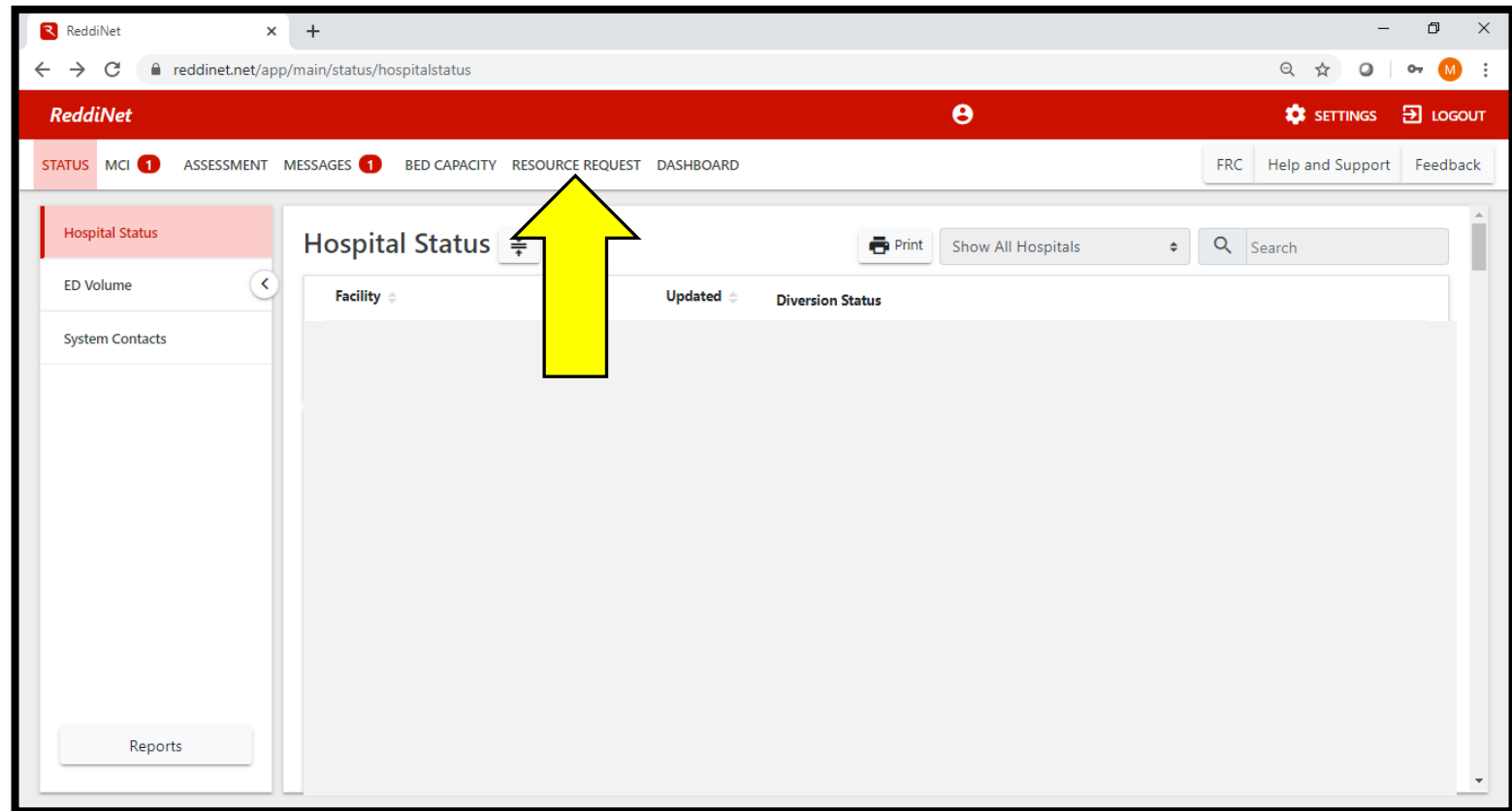
# ReddiNet Resource Request

Step by Step guide for Dental Facilities

Log into  
ReddiNet



Click Resource Request tab



**IMPORTANT:** Please do not click other tabs in ReddiNet, as it may send out County/Region wide alerts to many, many people

After you are in  
"Resource  
Requests", ensure  
you are in  
"COVID-19 tab"

The screenshot displays the ReddiNet web application interface. The browser address bar shows the URL: `reddinet.net/app/main/resource-tracker/incidents/23/resource-requests/477/detail`. The application header includes the ReddiNet logo, a user profile icon, and navigation links for SETTINGS and LOGOUT. A secondary navigation bar contains tabs for STATUS, MCI (with a notification icon), ASSESSMENT, MESSAGES (with a notification icon), BED CAPACITY, RESOURCE REQUEST (highlighted in red), and DASHBOARD. On the right side of this bar are links for FRC, Help and Support, and Feedback.

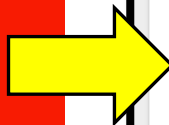
The main content area is divided into three columns:

- Left Column:** Features a "New Resource Request" button, an "Incidents" section with "Open" and "Closed" filters, and a "General Incident" section showing a "COVID-19" incident from 3/6/2020 12:08. A "Reports" button is located at the bottom.
- Middle Column:** Titled "Resource Requests", it includes a "Sort By: Date" dropdown, a "No filter" dropdown, and a search box. Below these are tabs for "Active", "Closed", and "Canceled". The content area is mostly obscured by a large black redaction box.
- Right Column:** Titled "COVID-19", it contains a "Cancel Request" button and a "Print" icon. It features several data entry fields: "Requesting agency", "Date & Time", and "Tracking #". Below these are sections for "Requestor details" (Requestor Name, Position, Phone, Email) and "Describe Mission / Tasks". At the bottom, there are radio buttons for "Order Type" (SUPPLIES, PERSONNEL, EQUIPMENT, OTHER) and "Order- Medical & health request details" (Paid, Non Paid). A table with columns "Item #", "Priority", "Detailed Description", "Qty (Quantity)", and "Expected Duration of Use (days)" is partially visible at the bottom.

Click New  
Resource  
Request

The screenshot displays the ReddiNet web application interface. The browser address bar shows the URL: reddinet.net/.../resource-tracker/incidents/23/resource-requests/477/detail. The application header is red and contains the ReddiNet logo, a user profile icon, and links for SETTINGS and LOGOUT. Below the header is a navigation menu with tabs for STATUS, MCI (1), AS, MESSAGES (1), BED CAPACITY, RESOURCE REQUEST (highlighted), and DASHBOARD. On the right side of the navigation menu are links for FRC, Help and Support, and Feedback. The main content area is divided into three columns. The left column has a 'New Resource Request' button at the top, followed by an 'Incidents' section with 'Open' and 'Closed' radio buttons, and a 'General Incident' section showing '0' incidents. A 'COVID-19' incident is listed with the date '3/6/2020 12:08'. A 'Reports' button is at the bottom of this column. The middle column is titled 'Resource Requests' and includes a 'Sort By: Date' dropdown, a 'No filter' dropdown, and a search box. Below these is a large black rectangular area. The right column is titled 'COVID-19' and contains a 'Cancel Request' button and a 'Print' button. The main content area is mostly greyed out.

You are now directed into the Resource Request form. Ensure you are in "COVID-19" under incident name

A screenshot of the ReddiNet Resource Request form. The browser address bar shows 'reddinet.net/app/main/resource-tracker/new-resource-request'. The page has a red header with 'ReddiNet' and navigation links for 'STATUS', 'MCI', 'ASSESSMENT', 'MESSAGES', 'BED CAPACITY', 'RESOURCE REQUEST', and 'DASHBOARD'. The 'RESOURCE REQUEST' tab is active. The form title is 'Resource Request' with a note: 'Note: A SitRep is a required prerequisite to any resource request'. The 'Incident Name' dropdown is set to 'COVID-19' and the 'Date & Time' is '4/3/2020 09:32'. The 'Facility Name' is 'Test Health Facility'. The 'Requestor details' section includes 'Requestor Name' (Test Name), 'Position' (Director of Testing Resource Request), 'Phone Required' ((000)000-0000), and 'Email' (testemail@test.org). There is a 'Describe Mission / Tasks' text area. The 'Order Type' section has radio buttons for 'SUPPLIES', 'PERSONNEL', 'EQUIPMENT', and 'OTHER' (Required). A confirmation section asks if three requirements are met: 'Is the resource(s) being requested exhausted or nearly exhausted?', 'Facility is unable to obtain resources within a reasonable time frame', and 'Facility is unable to obtain resource from other non-traditional sources?'. The 'Command/management review and verification' section has three required fields: 'Name Required', 'Position Required', and 'Command Review Required'. 'Cancel' and 'Submit' buttons are at the bottom right.

ReddiNet

reddinet.net/app/main/resource-tracker/new-resource-request

ReddiNet

SETTINGS LOGOUT

STATUS MCI 1 ASSESSMENT MESSAGES BED CAPACITY RESOURCE REQUEST DASHBOARD

FRC Help and Support Feedback

### Resource Request

Note: A SitRep is a required prerequisite to any resource request

Incident Name: COVID-19 Date & Time: 4/3/2020 09:32

Facility Name: Test Health Facility

Requestor details

Requestor Name: Test Name	Position: Director of Testing Resource Request	Phone Required: (000)000-0000	Email: testemail@test.org
---------------------------	--	-------------------------------	---------------------------

Input fields.

- Please ensure this information is correct, as we may need this information to follow up with your request
- Phone number should be **direct cell number**, not desk line

## Questions

1. Amount of item on hand.

2. Two-week item burn rate.

3. Number of appointments scheduled for next two weeks.

4. Number of staff involved in performing patient procedures.

5. Does your facility perform any procedures that carry a risk of aerosolization of the virus? If so, what types?

6. Describe your current ration protocol.

7. Has EMS received proof of inability to obtain this item (i.e. purchase order with notice of delay or inability to fill)?

\*Please note we will not process your request until proof has been given.

**Please address these questions in “Describe Mission/Tasks”**

- Please ensure this information is correct, as we may need this information to follow up with your request.
- See the example on next page for guidance on formatting



Describe Mission / Tasks

168/500

1. 50 N95 masks; 2. 10 N95 masks/week; 3. 10 appointments in next 2 weeks; 4. No; 5. 1 N95 mask per staff, surgical mask over N95 to extend usage; 6. Yes, emailed Amazon invoice

Order Type:  SUPPLIES  PERSONNEL  EQUIPMENT  OTHER **Required**

## Example: “Describe Mission/Tasks”

- Please ensure this information is correct, as we may need this information to follow up with your request.
- Be as concise as possible, as there is a **500 character count limit** and please include a semi-colon after each question “;” **because ReddiNet will format this information into a single line**
- If we need any clarification on this information we will follow up

## Resource Request

Note: A SitRep is a required prerequisite to any resource request

Incident Name

COVID-19

Date & Time

4/3/2020 09:32

Facility Name

Test Health Facility

### Requestor details

Requestor Name

Test Name

Position

Director of Testing Resource Request

Phone **Required**

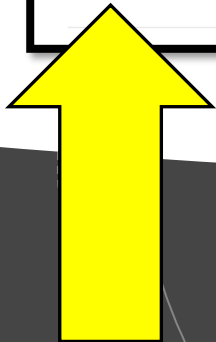
(000)000-0000

Email

testemail@test.org

Describe Mission / Tasks

Order Type:  SUPPLIES  PERSONNEL  EQUIPMENT  OTHER **Required**



Select the appropriate "Order Type".

- Please ensure this information is correct, as we may need this information to follow up with your request.

1. N95 masks for patient and staff PPE
2. 15 staff members
3. 0 COVID-19 positive cases; 3 PUIs

Order Type:  SUPPLIES  PERSONNEL  EQUIPMENT  OTHER

## Order - Medical &amp; health request details

Priority

Urgent

Detailed Description

N95 1860 universal fit

Quantity

50

▼ Add Deliver/Report to Address

## Confirm that these 3 requirements have been met prior to submission of request

- Is the resource(s) being requested exhausted or nearly exhausted?
- Facility is unable to obtain resources within a reasonable time frame (based upon priority level below) from vendors, contractors, MOU/MOA's or corporate office?
- Facility is unable to obtain resource from other non-traditional sources?

# Priority

- Sustainment: Low priority
- Emergent: < 12 hours
- Urgent: > 12 hours

Describe Mission / Tasks 97/500

1. [N95](#) masks for patient and staff [PPE](#)  
2. 15 staff members  
3. 0 [COVID-19](#) positive cases; 3 [PUIs](#)

Order Type:  SUPPLIES  PERSONNEL  EQUIPMENT  OTHER

**Order - Medical & health request details**

Priority	Detailed Description	Quantity
<input type="text" value="Urgent"/>	<a href="#">N95</a> 1860 universal fit	<input type="text" value="50"/>

Add Deliver/Report to Address

**Confirm that these 3 requirements have been met prior to submission of request**

- Is the resource(s) being requested exhausted or nearly exhausted?
- Facility is unable to obtain resources within a reasonable time frame (based upon priority level below) from vendors, contractors, MOU/MOA's or corporate office?
- Facility is unable to obtain resource from other non-traditional sources?

## Detailed Description

- Describe item being requested as concisely as possible while including as much detail as you can.
- If possible, include link to webpage or supporting documentation that describes the exact resource you need

1. N95 masks for patient and staff PPE
2. 15 staff members
3. 0 COVID-19 positive cases; 3 PUIs

Order Type:  SUPPLIES  PERSONNEL  EQUIPMENT  OTHER

#### Order - Medical & health request details

Priority

Detailed Description

Quantity

Urgent

N95 1860 universal fit

50

▼ Add Deliver/Report to Address

#### Confirm that these 3 requirements have been met prior to submission of request

- Is the resource(s) being requested exhausted or nearly exhausted?
- Facility is unable to obtain resources within a reasonable time frame (based upon priority level below) from vendors, contractors, MOU/MOA's or corporate office?
- Facility is unable to obtain resource from other non-traditional sources?

## Quantity

- **IMPORTANT:** Please note this quantity in individual units (eaches); we will cancel requests in units of boxes, cartons, etc
- This quantity should equal the amount you need for a one-week timeframe only

Order - Medical & health request details

Priority	Detailed Description	Quantity
Urgent	N95 1860 universal fit	50

▼ Add Deliver/Report to Address

**Confirm that these 3 requirements have been met prior to submission of request**

- Is the resource(s) being requested exhausted or nearly exhausted?
- Facility is unable to obtain resources within a reasonable time frame (based upon priority level below) from vendors, contractors, MOU/MOA's or corporate office?
- Facility is unable to obtain resource from other non-traditional sources?

**Command/management review and verification**

Name	Position	Command Review
Commander Name	Incident Commander	Complete

Cancel Submit

## Command/Management Review

- Complete checklist of 3 requirements
- Name: Incident Commander first and last name
- Position: "Incident Commander"
- Command review: "Complete"
  - \*This verifies that Incident Command has authorized this resource request

Order - Medical & health request details

Priority	Detailed Description	Quantity
<input type="text" value="Urgent"/>	<input type="text" value="N95 1860 universal fit"/>	<input type="text" value="50"/>

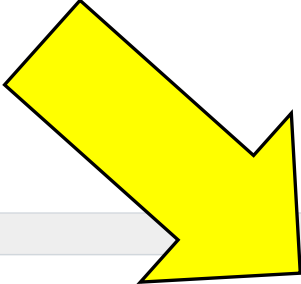
Add Deliver/Report to Address

**Confirm that these 3 requirements have been met prior to submission of request**

- Is the resource(s) being requested exhausted or nearly exhausted?
- Facility is unable to obtain resources within a reasonable time frame (based upon priority level below) from vendors, contractors, MOU/MOA's or corporate office?
- Facility is unable to obtain resource from other non-traditional sources?

**Command/management review and verification**

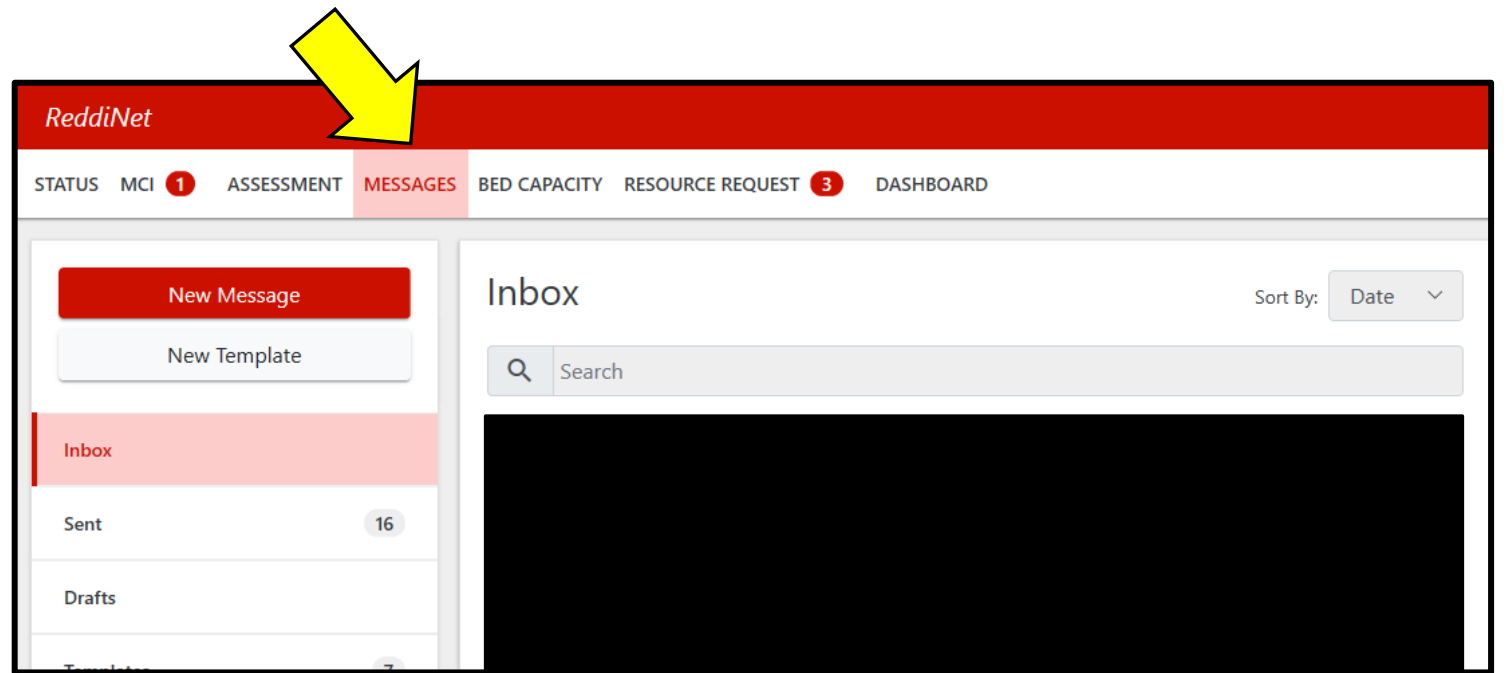
Name	Position	Command Review
<input type="text" value="Commander Name"/>	<input type="text" value="Incident Commander"/>	<input type="text" value="Complete"/>



Form is complete

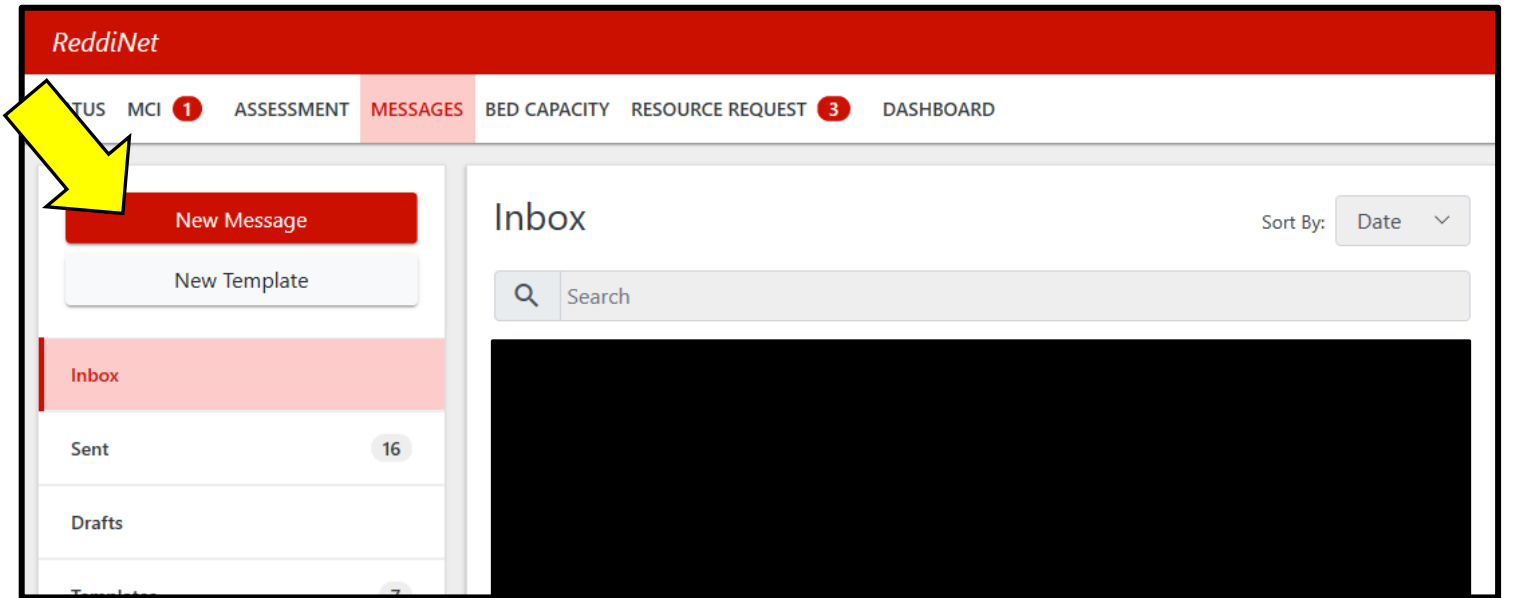
- You are ready to Submit! Press the Submit button in the lower right corner.

Select  
Messages Tab





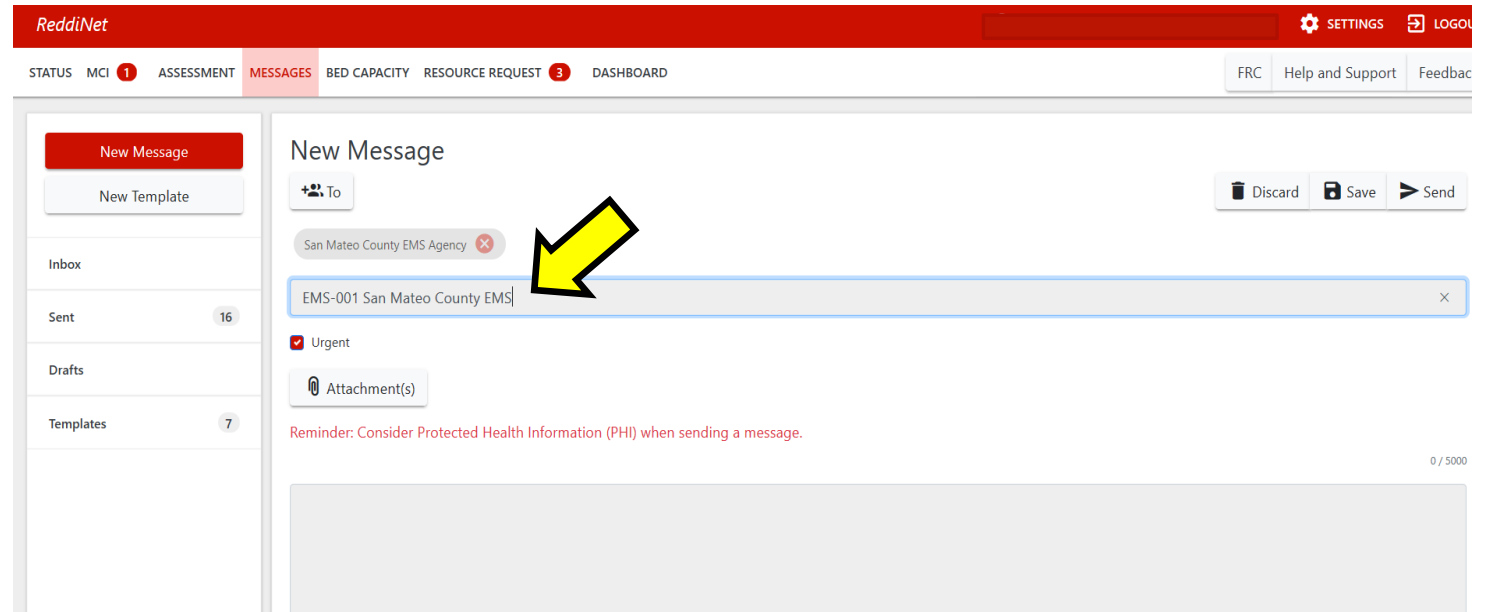
Select New Message



To choose message recipients, select “To” and highlight San Mateo County EMS Agency

The screenshot shows the ReddiNet interface for creating a new message. The top navigation bar includes 'ReddiNet', 'SETTINGS', and 'LOGOUT'. Below this, a secondary navigation bar contains 'STATUS', 'MCI 1', 'ASSESSMENT', 'MESSAGES', 'BED CAPACITY', 'RESOURCE REQUEST 3', and 'DASHBOARD'. On the right side of this bar are 'FRC', 'Help and Support', and 'Feedback' links. The main content area is titled 'New Message' and features a left sidebar with 'New Message' (highlighted in red) and 'New Template' buttons. Below these are sections for 'Inbox', 'Sent' (16), 'Drafts', and 'Templates' (7). The main form area includes a '+ To' button, a recipient list with 'San Mateo County EMS Agency' selected, a 'Subject' field, an 'Urgent' checkbox, and an 'Attachment(s)' button. At the bottom right of the form are 'Discard', 'Save', and 'Send' buttons. A reminder text at the bottom reads 'Reminder: Consider Protected Health Information (PHI) when sending a message.' and a character count '0 / 5000' is visible.

In the messaging title, list your Resource Request number and agency. Mark message as urgent.



The screenshot displays the ReddiNet messaging interface. At the top, a red navigation bar contains the 'ReddiNet' logo, a search bar, and links for 'SETTINGS' and 'LOGOUT'. Below this, a secondary navigation bar includes 'STATUS', 'MCI 1', 'ASSESSMENT', 'MESSAGES', 'BED CAPACITY', 'RESOURCE REQUEST 3', and 'DASHBOARD'. On the right side of this bar are links for 'FRC', 'Help and Support', and 'Feedback'. The main content area is titled 'New Message' and features a left sidebar with navigation options: 'New Message', 'New Template', 'Inbox', 'Sent 16', 'Drafts', and 'Templates 7'. The 'New Message' form includes a 'To' field with 'San Mateo County EMS Agency' selected, a subject line containing 'EMS-001 San Mateo County EMS' (highlighted by a yellow arrow), an 'Urgent' checkbox which is checked, and an 'Attachment(s)' field. At the bottom right of the form are 'Discard', 'Save', and 'Send' buttons. A red reminder text reads: 'Reminder: Consider Protected Health Information (PHI) when sending a message.' The character count '0 / 5000' is visible at the bottom right of the form area.

Click on Attachments and attach proof you were unable to obtain PPE (ie purchase order showing delay/cancellation in receiving items)

ReddiNet

SETTINGS LOGOUT

STATUS MCI 1 ASSESSMENT MESSAGES BED CAPACITY RESOURCE REQUEST 3 DASHBOARD FRC Help and Support Feedback

New Message

New Template

Inbox

Sent 16

Drafts

Templates 7

New Message

To

San Mateo County EMS Agency

EMS-001 San Mateo County EMS

Urgent

Attachment(s)

Discard Save Send

Reminder: Consider Protected Health Information (PHI) when sending a message.

0 / 5000

Click on Attachments and attach proof you were unable to obtain PPE (ie purchase order showing delay/cancellation in receiving items)

ReddiNet

SETTINGS LOGOUT

STATUS MCI ASSESSMENT MESSAGES BED CAPACITY RESOURCE REQUEST DASHBOARD

FRC Help and Support Feedback

New Message

New Template

Inbox

Sent 16

Drafts 1

Templates 7

New Message

To Required

Discard Save Send

EMS-001 San Mateo County EMS

Urgent

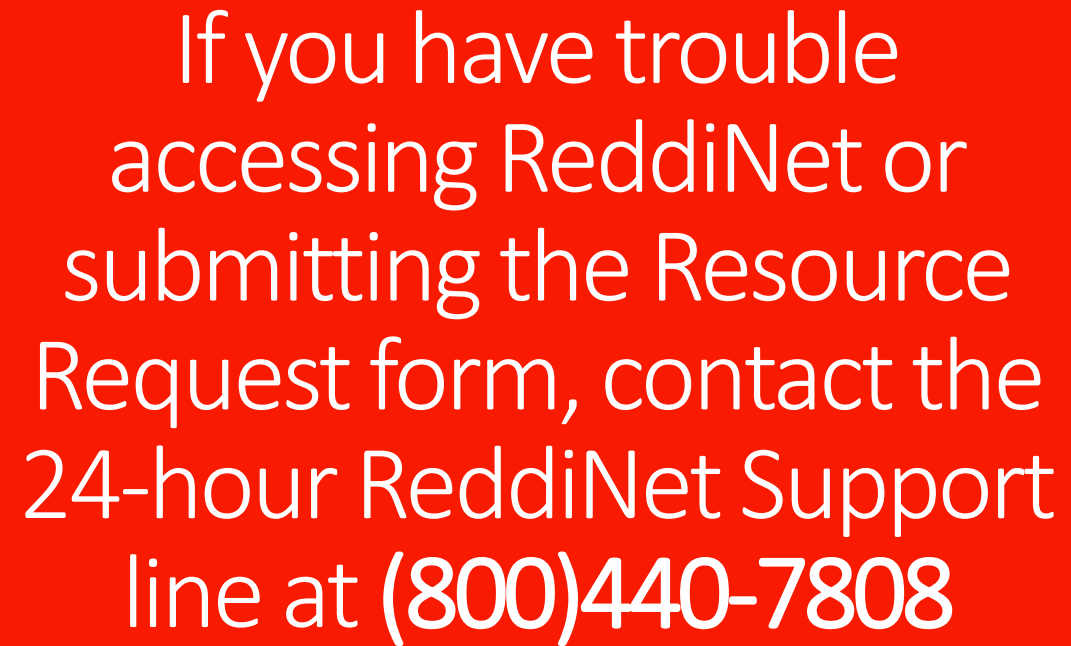
Attachment(s)

EMS Delayed Amazon Glove Order.docx

Reminder: Consider Protected Health Information (PHI) when sending a message.

Please see attached.

21 / 5000

A red callout box with a white text area and a red pointer at the bottom. The background of the slide features a pattern of concentric circles and arcs in light gray and white.

If you have trouble  
accessing ReddiNet or  
submitting the Resource  
Request form, contact the  
24-hour ReddiNet Support  
line at **(800)440-7808**