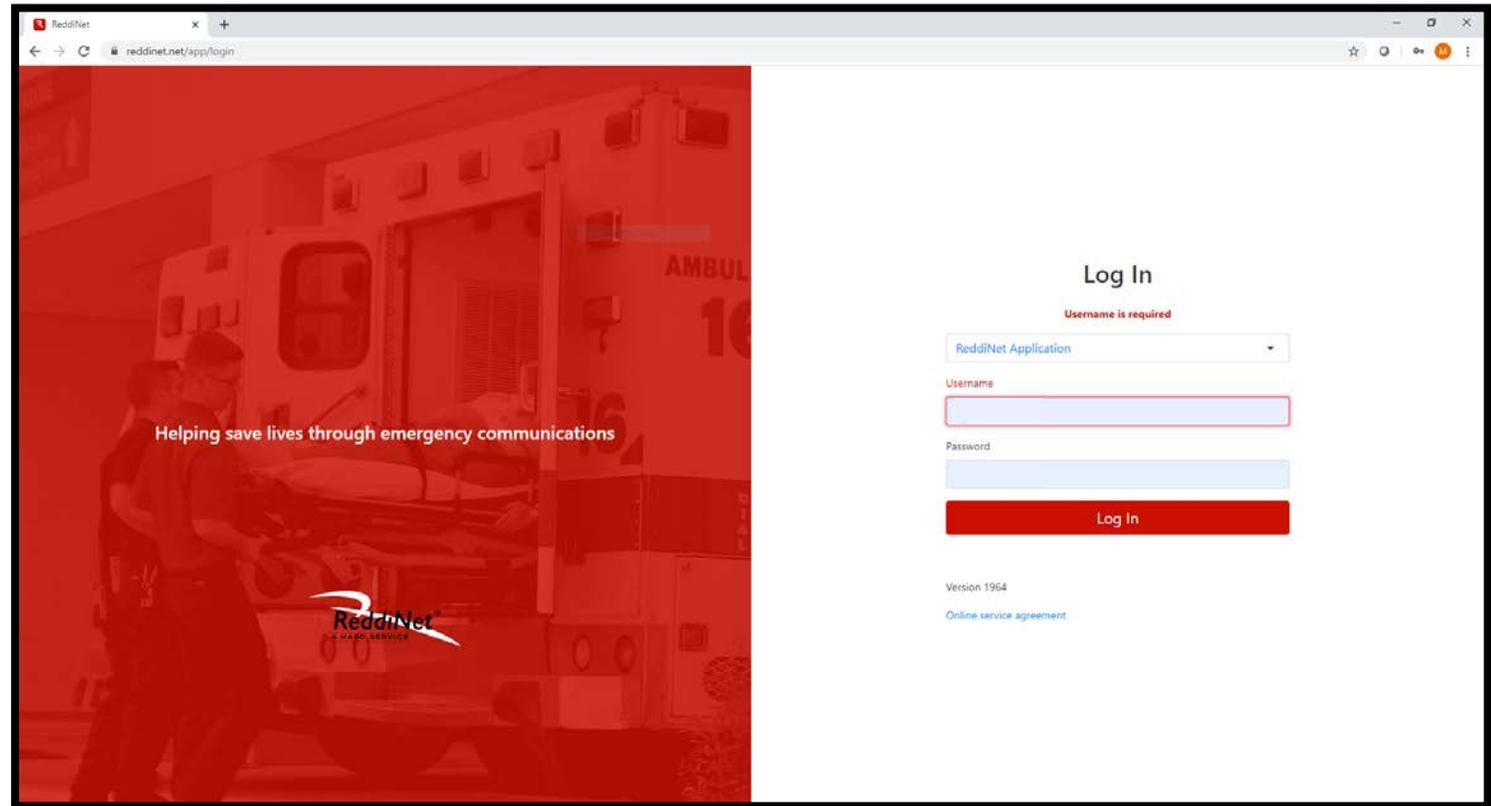


ReddiNet Resource Request

Step by Step guide for Primary Care Providers (PCP)/Clinics/Urgent Care
Facilities

Log into
ReddiNet



The screenshot shows a web browser window with the address bar displaying "reddinet.net/app/login". The page is split into two main sections. On the left, there is a large red-tinted image of an ambulance with the text "Helping save lives through emergency communications" and the ReddiNet logo. On the right, the login form is displayed. It includes a "Log In" heading, a "Username is required" error message, a dropdown menu for "ReddiNet Application", and input fields for "Username" and "Password". A red "Log In" button is positioned below the password field. At the bottom of the form, it shows "Version 1964" and a link for "Online service agreement".

ReddiNet
Helping save lives through emergency communications

Log In

Username is required

ReddiNet Application

Username

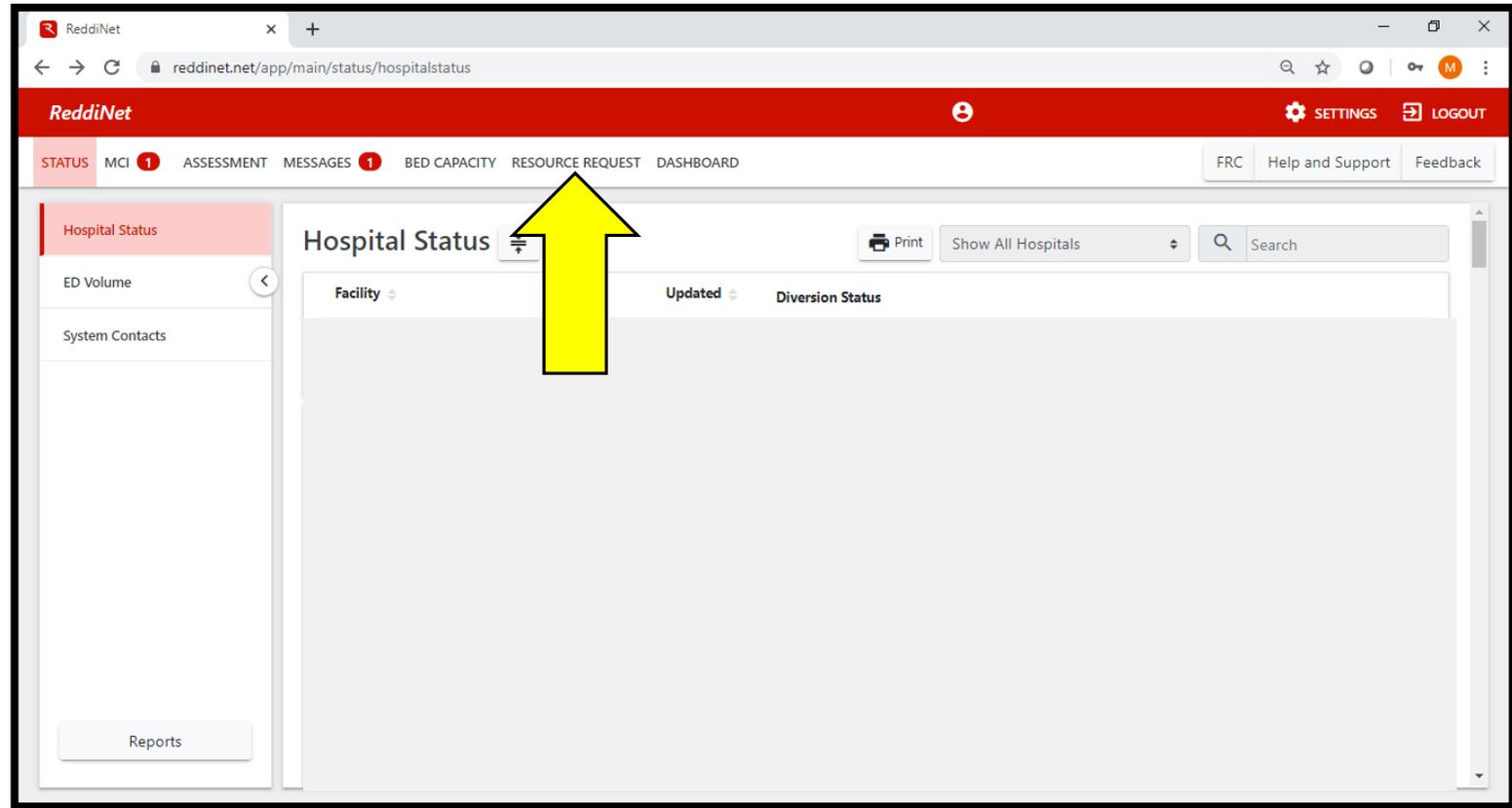
Password

Log In

Version 1964

[Online service agreement](#)

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 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 links for SETTINGS and LOGOUT. The main 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 the navigation bar, there are links for FRC, Help and Support, and Feedback.

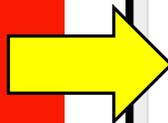
The main content area is divided into three columns:

- Left Column:** Features a "New Resource Request" button, an "Incidents" section with "Open" and "Closed" radio buttons, and a "General Incident" section with a count of 0. A red tab labeled "COVID-19" is selected, showing a timestamp of "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 sections with redacted information:
 - Requesting agency:** A table with columns "Requesting agency", "Date & Time", and "Tracking #".
 - Requestor details:** A table with columns "Requestor Name", "Position", "Phone", and "Email".
 - Describe Mission / Tasks:** A section with radio buttons for "Order Type": SUPPLIES, PERSONNEL (selected), EQUIPMENT, and OTHER.
 - Order- Medical & health request details:** Radio buttons for "Paid" and "Non Paid".
 - Table:** A table with columns "Item #", "Priority", "Detailed Description", "Qty (Quantity)", and "Expected Duration of Use (days)".

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 panels. The left panel, titled 'Incidents', has a 'New Resource Request' button at the top. Below it are radio buttons for 'Open' and 'Closed', and a 'General Incident' section with a count of 0. A list item for 'COVID-19' is shown with a timestamp of '3/6/2020 12:08'. A 'Reports' button is at the bottom of this panel. The middle panel, titled 'Resource Requests', has a 'Sort By: Date' dropdown, a 'No filter' dropdown, and a search box. The main content area of this panel is a large black rectangle. The right panel, titled 'COVID-19', has a 'Cancel Request' button and a 'Print' button. The main content area of this panel is a large grey rectangle.

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



The screenshot shows the ReddiNet 'Resource Request' form. The browser address bar is '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 includes the following fields and sections:

- Incident Name:** A dropdown menu with 'COVID-19' selected.
- Date & Time:** A text input field with '4/3/2020 09:32'.
- Facility Name:** A text input field with 'Test Health Facility'.
- Requestor details:**
 - Requestor Name:** A text input field with 'Test Name'.
 - Position:** A text input field with 'Director of Testing Resource Request'.
 - Phone Required:** A text input field with '(000)000-0000'.
 - Email:** A text input field with 'testemail@test.org'.
- Describe Mission / Tasks:** A large text area.
- Order Type:** Radio buttons for 'SUPPLIES', 'PERSONNEL', 'EQUIPMENT', and 'OTHER'. 'OTHER' is selected and marked as 'Required'.
- Confirm that these 3 requirements have been met prior to submission of request:**
 - Is the resource(s) being requested exhausted or nearly exhausted? *Required*
 - 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? *Required*
 - Facility is unable to obtain resource from other non-traditional sources? *Required*
- Command/management review and verification:**
 - Name Required:** A text input field.
 - Position Required:** A text input field.
 - Command Review Required:** A text input field.

At the bottom right, there are 'Cancel' and 'Submit' buttons.

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

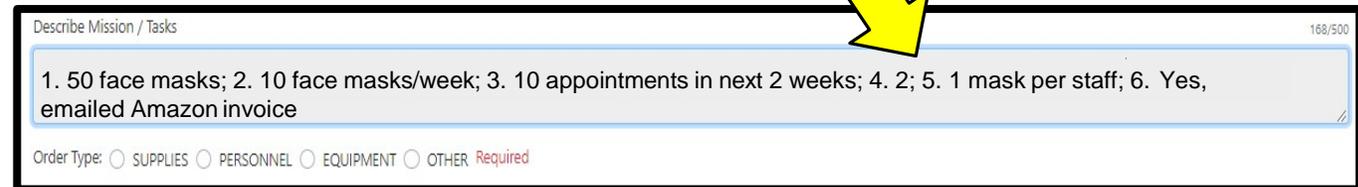
Requestor Name: Test Name	Position: Director of Testing Resource Request	Phone Required: (000)000-0000	Email: testemail@test.org
---------------------------	--	-------------------------------	---------------------------

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. Describe your current ration protocol.
 6. 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.



Describe Mission / Tasks 168/500

1. 50 face masks; 2. 10 face masks/week; 3. 10 appointments in next 2 weeks; 4. 2; 5. 1 mask per staff; 6. Yes, emailed Amazon invoice

Order Type: SUPPLIES PERSONNEL EQUIPMENT OTHER Required

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 face masks; 2. 10 face masks/week; 3. 10 appointments in next 2 weeks; 4. 2; 5. 1 mask per staff; 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

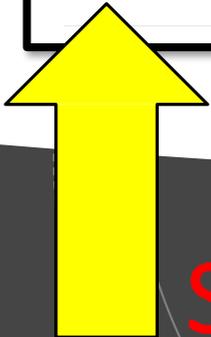
Email

testemail@test.org

Describe Mission / Tasks

1. 50 face masks; 2. 10 face masks/week; 3. 10 appointments in next 2 weeks; 4. 2; 5. 1 mask per staff; 6. Yes, emailed Amazon invoice

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. 50 face masks; 2. 10 face masks/week; 3. 10 appointments in next 2 weeks; 4. 2; 5. 1 mask per staff; 6. Yes, emailed Amazon invoice

Order Type: SUPPLIES PERSONNEL EQUIPMENT OTHER

Order - Medical & health request details

Priority

Urgent

Detailed Description

Face masks

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

1. 50 face masks; 2. 10 face masks/week; 3. 10 appointments in next 2 weeks; 4. 2; 5. 1 mask per staff; 6. Yes, emailed Amazon invoice

Order Type: SUPPLIES PERSONNEL EQUIPMENT OTHER

Order - Medical & health request details

Priority

Urgent

Detailed Description

Face mask

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?

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. 50 face masks; 2. 10 face masks/week; 3. 10 appointments in next 2 weeks; 4. 2; 5. 1 mask per staff; 6. Yes, emailed Amazon invoice

Order Type: SUPPLIES PERSONNEL EQUIPMENT OTHER

Order - Medical & health request details

Priority	Detailed Description	Quantity
<input type="text" value="Urgent"/>	<input type="text" value="Face mask"/>	<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?

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	Face mask	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
Medical Director, Facilities Manager, Clinic Manager, or Designee	Incident Commander	Complete

Cancel Submit

Command/ Management Review

- Complete checklist of 3 requirements
- Name: Medical Director, Facilities Manager, Clinic Manager, or Designee 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
Urgent	Face mask	50

▼ Add Deliver/Report to Address

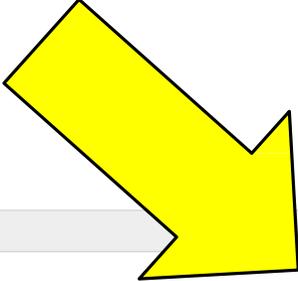
Confirm that these 3 requirements have been met prior to submission of request

- 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

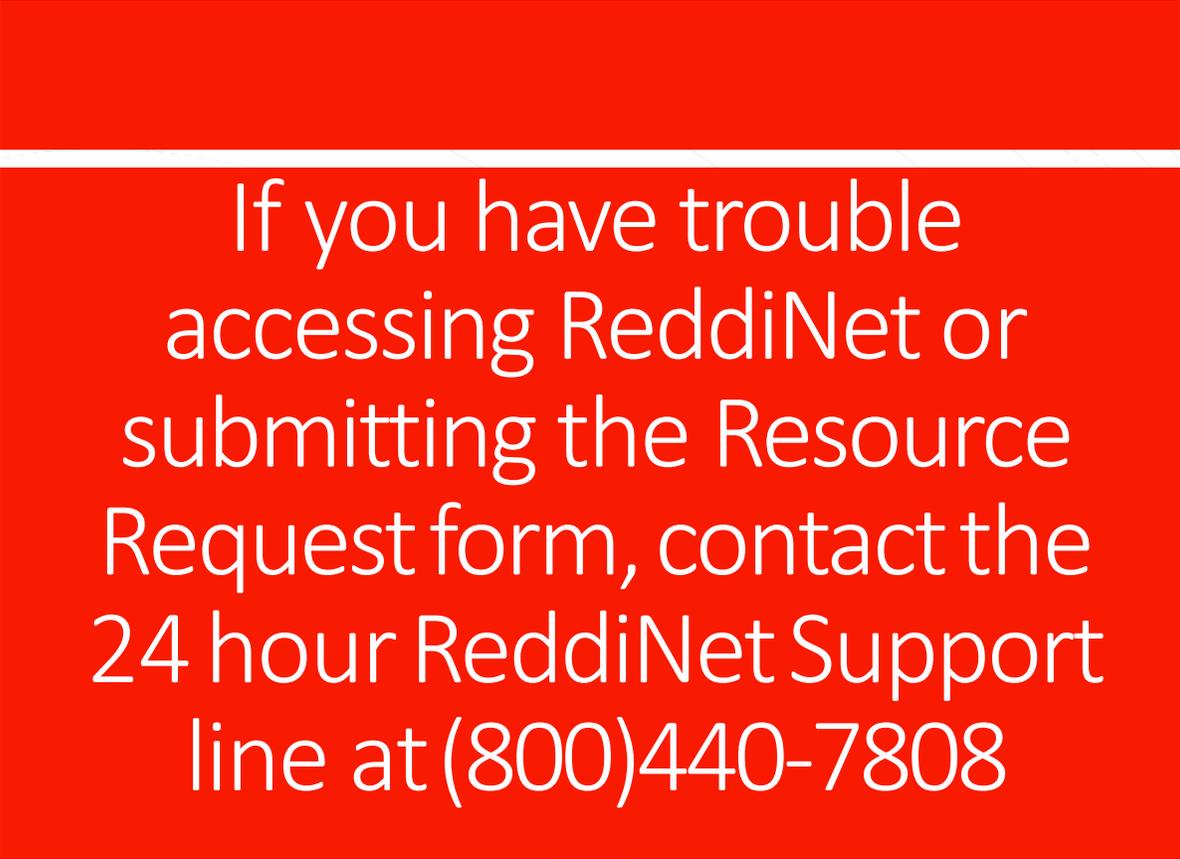
Name	Position	Command Review
Medical Director, Facilities Manager, Clinic Manager, or Designee	Incident Commander	Complete

Cancel Submit



Form is
complete

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

A red callout box with a white border and a downward-pointing arrow at the bottom center. The text inside is white and centered.

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