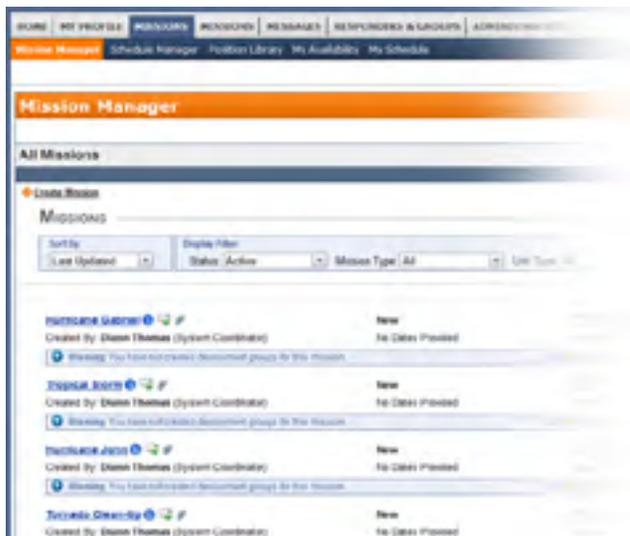


# Quick Reference Guide

## Mission Manager

Mission Manager allows you to manage missions, deployments, requests, and responders from pre-deployment through demobilization.

To access Mission Manager, go to **Missions: Mission Manager**.



With Mission Manager, you can set up and deploy missions in **5 easy steps**.

### Step 1: Create a Mission

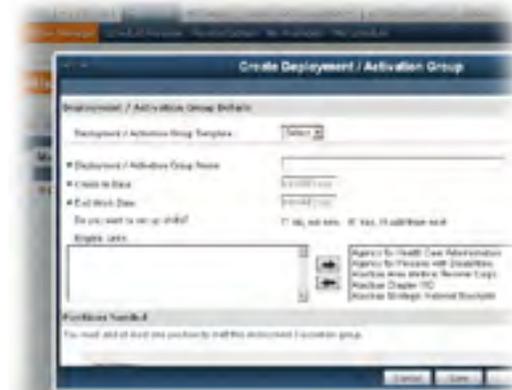
1. Go to **Missions: Mission Manager** and click the  link in the upper left corner. The following window opens.



2. Enter the mission information in the fields. Required fields are marked with an asterisk [\*].
3. Once finished, do one of the following:
  - Click **Save** to save the mission and return to the **All Missions** page.
  - Click **Save & Create Deployment** to save the mission and continue to creating a deployment group.

### Step 2: Create a Deployment Group

1. On the **All Missions** page, click the mission for which you want to create a deployment group. The **Deployment Groups** page opens. Click the  link in the left upper corner. The following window opens.



2. Enter the deployment group information in the fields.
3. Once finished, do one of the following:
  - Click **Save** to save the deployment group and return to the **Deployment Groups** page.
  - Click the **Save & Request Availability** button to send an availability request to qualified responders.

### Step 3: Request Availability

1. On the **Deployment Groups** page, open the Message Center by clicking the message icon . The following window opens.

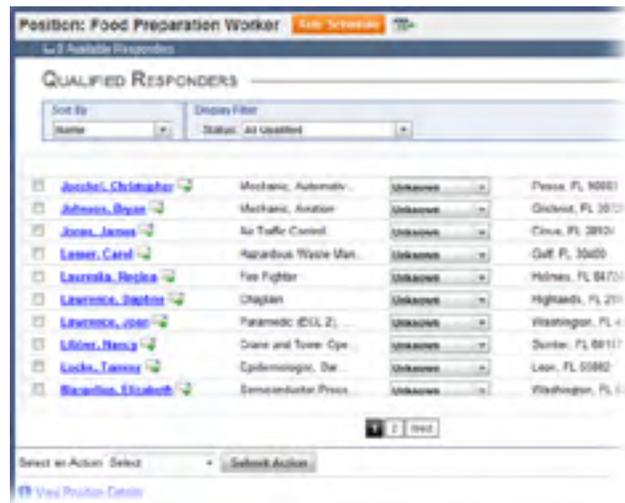


2. Select **Availability Request** from the **Message Type** drop-down list.
3. Specify a delivery method.
4. Specify recipients.
5. Specify the subject of the message and enter the message text.
6. Click **Send**.

### Step 4: Assign Responders

You can assign individual responders to a position by changing their status. Before assigning responders, be sure to request their availability.

1. Go to the **Qualified Responders** page of a selected mission.
2. Use the drop-down menu to change the status of the selected responders to Assigned.
3. The system will prompt you to notify responders whose status just changed.

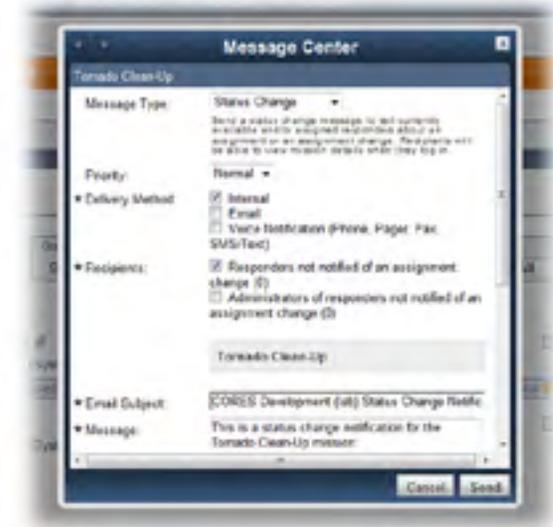


If you do not have a preference for specific responders, you can use the auto assign option to fill available positions.

### Step 5: Notify Responders

After you assign responders, notify them about the change of their status.

1. On the **Deployment Groups** page, click the the message icon  to open the Message Center.



2. Select **Status Change** from the **Message Type** drop-down list.
3. Specify a delivery method.
4. Specify recipients.
5. Specify the subject of the message and enter the message text.
6. Click **Send**.