



2.3 View Service Rosters & Permissions

Purpose

This guide will assist Service Leaders with viewing their service roster as well as RespondNH Positions and TEMSIS Elite Permission settings. Updates to RespondNH permissions that have corresponding permission settings in TEMSIS Elite will sync automatically.

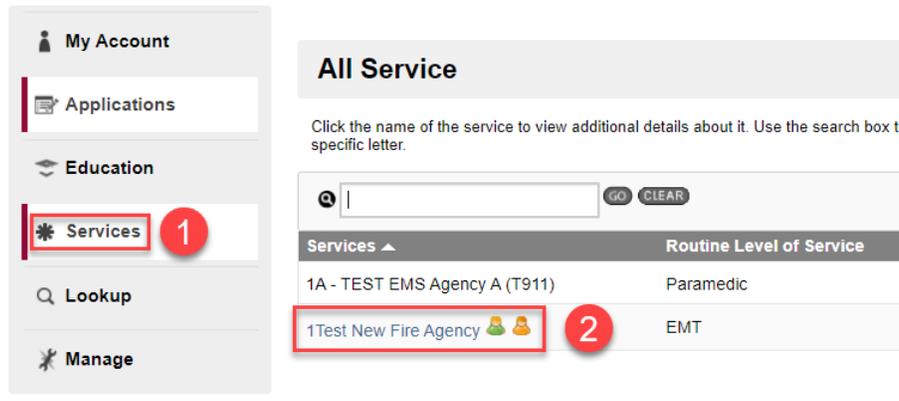
For a list of the available Positions/Permissions, please see [2.5 Service Position & Permission Definitions](#).

This guide will cover instructions for:

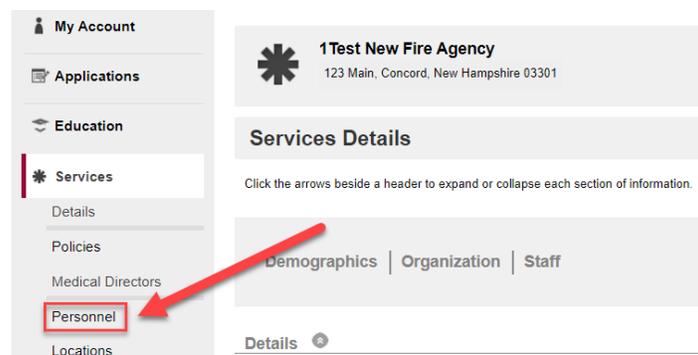
1. [Accessing Service Personnel Rosters](#)
2. [Viewing Personnel Education Transcripts](#)
3. [Position and Permission Changes](#)
4. [Service Affiliation Changes](#)

Accessing Service Personnel Rosters

1. Login to your RespondNH account. Please see [Claiming your RespondNH Account](#) if you have never logged in before. We recommend using Google Chrome web browser.
2. To View your Service Roster, click Services, then the service you would like to view affiliations for:



3. Choose Personnel:



4. View your service roster for any changes you would like change permissions for:

Personnel

Use the *Position* drop down menu and the search box to search for personnel with specific positions or names. To view all personnel again, click *Clear*.

Click the arrow to the right of each person's name to view additional details about them. To view a list of documents submitted for that person, click the icon in the *Documents* column.

Name	Positions	Personnel ID	Number	Level	Issued	Expiration	Status	Docs	Education Report
1TestAccountB3 Jr, NB Test Middle (35696)			35696	Emergency Medical Technician	05/26/2019	05/25/2022	Current		
1TestAccountA, ACB T1 (35696A)			35696A	Emergency Medical Technician	06/11/2021	12/11/2021	Current		
1TestAccountB, 1ADD 1 (NELP-181128)			NELP-181128						

5. Please take note of the Position and Permission icons. For more information about the details of each, please reference the appendix to this guide:

[2.5 Permission and Position Descriptions](#)

6. Under this Personnel Screen you are able to view your staff's EMS license numbers, levels, status, issue and expiration dates:

Personnel

Use the *Position* drop down menu and the search box to search for personnel with specific positions or names. To view all personnel again, click *Clear*.

Click the arrow to the right of each person's name to view additional details about them. To view a list of documents submitted for that person, click the icon in the *Documents* column.

Name	Positions	Personnel ID	Number	Level	Issued	Expiration	Status	Docs	Education Report
1TestAccountB3 Jr, NB Test Middle (35696)			35696	Emergency Medical Technician	05/26/2019	05/25/2022	Current		
1Kildare Dr, David D (NELP-098780)		83-C2	NELP-098780						

7. An "NELP-" # indicates that the individual has never held a NH EMS License there are a "Non-EMS Licensed Provider"

Personnel

Use the *Position* drop down menu and the search box to search for personnel with specific positions or names. To view all personnel again, click *Clear*.

Click the arrow to the right of each person's name to view additional details about them. To view a list of documents submitted for that person, click the icon in the *Documents* column.

Name	Positions	Personnel ID	Number	Level	Issued	Expiration	Status	Docs	Education Report
1TestAccountB3 Jr, NB Test Middle (35696)			35696	Emergency Medical Technician	05/26/2019	05/25/2022	Current		
1Kildare Dr, David D (NELP-098780)		83-C2	NELP-098780						

8. Contact Information for your staff can be viewed quickly by choosing the carrot next to their name:

<input type="checkbox"/>	<input checked="" type="checkbox"/>	1TEST, Instructor (test 7862455)	test 7862455	Emergency Medical Technician	Current		
Profile	Positions	Email	Home	Cell	Work	Address	
Default				603-223-4200		300 Academy Way Greenfield, NH 03047 Hillsborough County	
Employment Type		Start Date		End Date			
Full-Time							

9. Lastly, by keeping up your RespondNH roster, you are able to download a csv file (commonly opened in Microsoft Excel), to use for any other up-to-date roster needs.

- a. To download your roster, first make sure the full roster is viewable in one page. Scroll to the bottom of the page and choose "200":

1TEST, Medical Director

Fire Investigator NFPA 1033 - NH Equivalent 12/08/2021 Certified

Select I Want To Records 1-5 of 5 | First | Previous | Next | Last Per Page 10

- = Leave of Absence
- = UCDC
- = Medical Director
- = Director or Chief
- = Elite (Service Admin) permission
- = Billing Staff - Internal Service Staff
- = Deputy or Assistant Director or Chief
- = Elite (Service Resource Staff) permission
- = Billing Staff - Outside Agency
- = Authorized Representative and EMS License Signer
- = Elite (Service CQI and/or NFIRS Reporting) Permission
- = Hospital Coordinator - Secondary Services
- = Training Officer
- = Hospital Coordinator

- b. Choose the "Select all" box at the top of the page (or check and uncheck those individuals you would like to have included in the downloaded roster):

Personnel

Use the Position drop down menu and the search box to search for personnel with specific positions or names. To view all personnel again, click Clear.

Click the arrow to the right of each person's name to view additional details about them. To view a list of documents submitted for that person, click the icon in the Documents column.

- Position -

<input checked="" type="checkbox"/>	Name	Positions	Personnel ID	Number	Level	Issued	Expiration	Status	Docs	Education Report
<input checked="" type="checkbox"/>	1TestAccountB3 Jr, NB Test Middle (35696)			35696	Emergency Medical Technician	05/26/2019	05/25/2022	Current		
<input checked="" type="checkbox"/>	1Kildare Dr, David D (NELP-098780)		83-C2	NELP-098780						
<input checked="" type="checkbox"/>	1TestAccountA, ACB T1 (35696A)			35696A	Emergency Medical Technician	06/11/2021	12/11/2021	Expired		
<input checked="" type="checkbox"/>	1TEST, Instructor (test 7862455)			test 7862455	Emergency Medical Technician			Current		
<input type="checkbox"/>	1TEST, Medical Director				Fire Investigator NFPA 1033 - NH Equivalent	12/08/2021		Certified		

c. And choose “Download roster to CSV”:

d. Choose your location and save

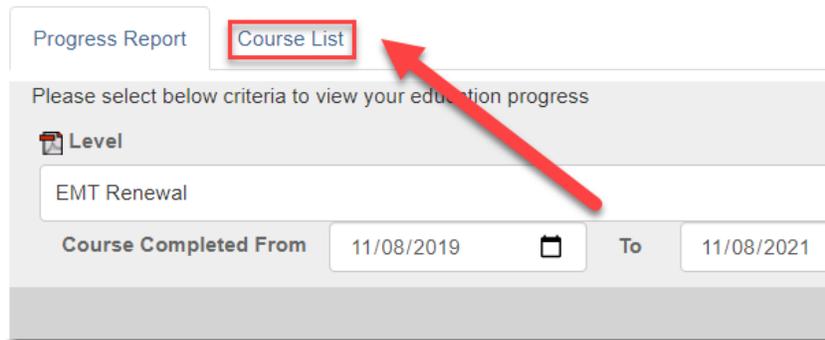
Viewing Personnel Education Transcripts

1. To view a user’s transcript (or “Education Report”), choose  the icon next to the individual whose report you would like to view:

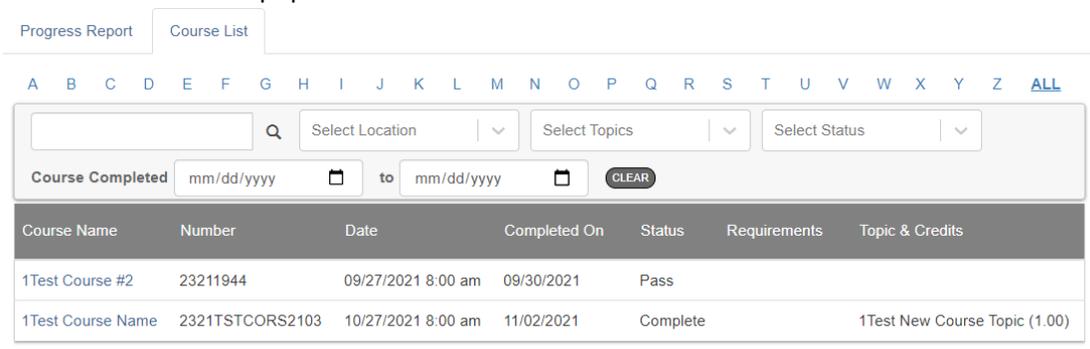
Name	Positions	Personnel ID	Number	Level	Issued	Expiration	Status	Docs	Education Report
1TestAccountB3 Jr, NB Test Middle (35696)			35696	Emergency Medical Technician	05/26/2019	05/25/2022	Current		
1TestAccountA, ACB T1 (35696A)			35696A	Emergency Medical Technician	06/11/2021	12/11/2021	Current		
1TestAccountB, 1ADD 1 (NELP-181128)			NELP-181128						

2. RespondNH will “tunnel” you, as a service leader, into the individual’s Education screen. You will land on the “Progress Report” Page, which will indicate if the individual has completed the required continuing education for their current EMS license level (if applicable):

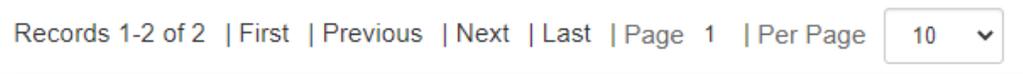
3. To view the individual’s transcript choose “Course List”:



4. The course roster will populate:

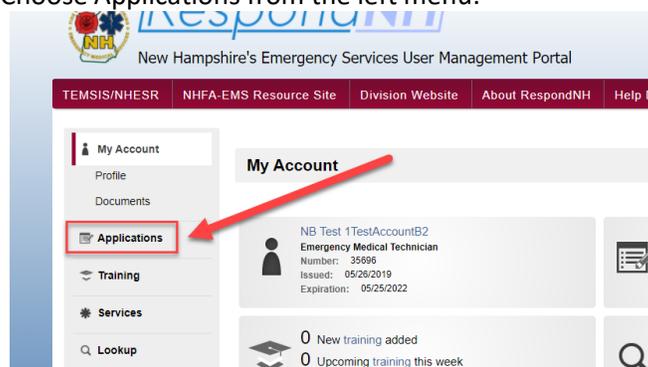


5. You may search by course name, locations, topics, statuses, or dates. Please note that you may need to adjust the number of records per page, or navigate to another page to locate the course you are looking for. You will find this bar at the bottom of the page:



Roster and Permission Changes

1. To make changes to an individual’s positions or permissions, please navigate to your service applications page. Choose Applications from the left menu:



2. Under Available Applications, choose “View Services Applications” next to the correct service:

Welcome, NB Test 1TestAccountB2 | Logout

Available Applications

Click "View My Applications" to view your personnel applications, or click one of the "View Service Applications" buttons to view the service licenses you can apply to for that service.

- 1TestAccountB2 Jr, NB Test Middle (35696)**
 Emergency Medical Technician
 Issue Date: 05/26/2019
 Expiration Date: 05/25/2022
[View My Applications](#)
- 1F - TEST Fire Agency (NHEV-2020-9800)**
 911 Firehouse Road, Concord Heights, New Hampshire 03301
 -- Issued: 09/15/2019
[View Services Applications](#)
- 1Test New Fire Agency**
 123 Main, Concord, New Hampshire 03301
[View Services Applications](#)

3. Scroll to the bottom of the page, and under Applications, click “Apply Now” next to “Service – Update Service Personnel Staff Positions / Permissions”:

1Test New Fire Agency
123 Main, Concord, New Hampshire 03301

Applications	Action
EMS Unit License Applications for services to apply for an initial EMS Unit License or Renew and extend license	Apply Now
Update Service Personnel Staff Positions / Permissions Use this application to update service roster positions (such as Chiefs and Authorized Representatives, etc.) and permission levels for TEMSIS/NHESR.	Apply Now
Update Service Demographics, Stations and Coverage Areas	Apply Now

4. Your staff roster will populate with brief instructions at the top of the application form:

Update to Service Personnel Position Changes - Public Portal

▼ Service Leader - Service Personnel Position Changes

Please follow these instructions carefully to update your roster:

To update user(s) positions:

- Choose the blue square icon with the pen next to the user whose position or permission level you would like to change: The user will populate at the bottom of the form below.
- Make the necessary selections and provide updates to the user service affiliation information. You may choose to populate as much or as little information on this form as you would like. There are no required fields on this form.
- A "Done" button will appear. Choose this button to confirm the changes to the selected user. You may then select another user to update.
- When you are satisfied with the selections, continue to the Signature and Confirmation section, enter your password and choose "Submit." Your service roster will be automatically updated.

User	Service Position(s) and Elite Permissions	Employment Status	Employment Start Date	Employment End Date	Primary Job Role	Additional Responsibilities
<input checked="" type="checkbox"/> Paramedic 1Test (35786)						
<input checked="" type="checkbox"/> NB Test 1TestAccountB2 (35696)	Authorized Representative and EMS License Signer, Director or Chief					
<input checked="" type="checkbox"/> ACB T1 1TestAccountA	Authorized Representative and EMS License Signer, Deputy or Assistant					

5. View Guide [2.4 Managing Service Personnel Lists](#) for further instructions on updating Service Roster Permissions & Positions.

Service Affiliation Changes

Service Affiliations are managed in a few ways:

1. All new service affiliation requests MUST be initiated by the new staff member. Please see User Guide [1.6 User Affiliation Request](#) for Specific Instructions. After the user has requested the affiliation, service leaders can approve or deny the request.
2. To remove affiliations, please use the “Remove Personnel Service Affiliations Application.” See Guide [2.2 Service Affiliations - Remove Users](#) for more information.