

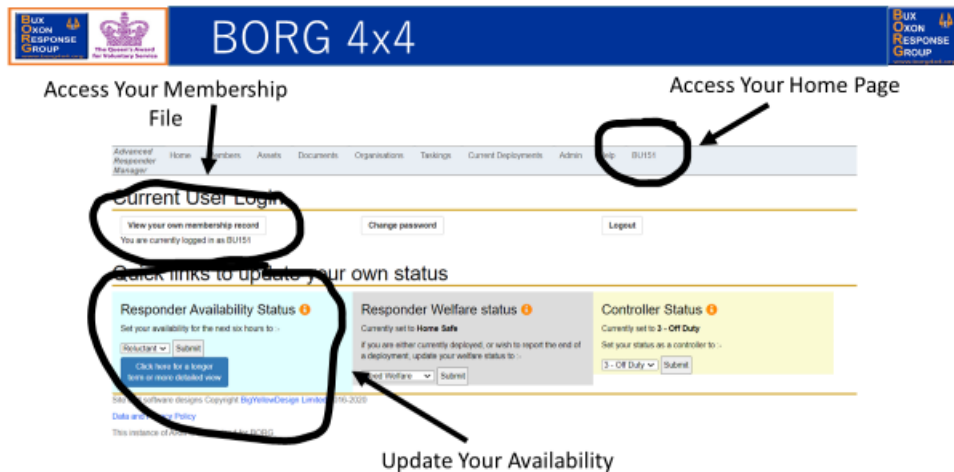
Members Guide to ARM

Login to ARM via the following address www.bigyellowdesign.com/borg

Your user name is your BU number for example BU123

Your password is either sent to you via text or email separately

You must update your user file as much as possible and keep it up to date including any agreements.



Once logged in you will receive your own page of which there is a number actions that can be done including:

- Updating more detailed availability
- Update user file
- Input welfare status
- Change password

You will also be able to see details of any tasking that is being assigned to you.

On top of the online method you are also able to update your welfare and availability via text

The number you can text is 07556995299 I would suggest you save this number in your phones as this will also be the number that send things out to you.

As I said you can update welfare and availability and below I have explained how

Availability –

We have 3 stages of availability and I am sure they are self-explanatory:

- Yes
- No
- Reluctant

When you send a text it will update the next 6 hours you can only do individual hours on the web page. With the web page you can update the next 7 days and every hour you may get asked to do this when we get put on standby ie we may ask for the next 5 days etc

Welfare –

With welfare we have a number of stages and they can all be updated by text they are:

- Need welfare
- Need rest
- En-route
- Waiting
- Working
- Home Safe
- Returning Home
- Arrived
- Self-Deployed
- Call Me

Welfare is done when something changes on the job you are on or every 60mins, when active not on standby, whatever is sooner. If you miss a required welfare update then ARM will send you a message asking for your update. While this is happening it will also notify the controller.

If you are ever in a situation that you need help you can text the ARM number above anything you want and it will get a controller to action the request asap.

That said the aim of this system is it to take a good deal of the logging and chasing out of our hands and make it automated so we would ask that you follow the below.

With both of these actions you MUST start you text message with an action word these are simple but key and must be spelt right otherwise the system will not understand what you are telling it to do. The 2 key words are

- Availability
- Welfare

Once you have put this you can then put what, for example “Availability yes” or “welfare on route”

Part 2

Upcoming Events

So once you have logged in you will see a number of headings across the top some of these will not have any information, this is due to permissions given to users. we may as time goes on add some bits in there so you can see things that you need to get done.

One of the big ones is current deployments. In here you will find all the upcoming events and any details of active response jobs for reference only.

When a new event is set up it will first go onto our website and Facebook page so you will be able to see all the details there. The event will then be added to ARM where a request will be sent out asking if you wish to attend to email: events@borg4x4.org and you will then be added to the event. ARM will then send you a detailed email with all location information and contact details of the event and the current team leader from BORG.

Live response jobs

When it comes to live response jobs we deal with most of this via SMS with emails to back up details.

Automated emails

You may have started to see that you have received an email from ARM telling you that you have appeared on a report and what you need to do to get off said report.

This is a key action of the system as we will put in lots of different reports in the background that will then send you reminders through out your membership. This will include when you need to pay subs when any current training is due to expire etc. how to stop these emails will be in the email so do read them and if you think something is wrong do let us know as soon as possible