

Chapter 5

Creating and Managing Profiles

Objectives

- Learning the parts of the “Profile Manager” screen
- Creating and customizing a profile.
- Editing profile settings
- Editing resource tabs
- Editing the profile description
- Copying a profile
- Deleting a profile

Chapter Overview

StatusBoard 2.0 empowers its administrators to determine what resources their users have access to and what that access will be.

Users are assigned to a “profile.” The administrator can decide

- *what tabs will be viewed on that profile*
- *what resources will be listed on those tabs*
- *how often the user will be advised of update,*
- *how they will be advised*

In Chapter 5, you will learn how to set up a new profile with your users in mind. It may seem backwards to start with the profile, but once you have a profile, you can then move on to managing resources, and finally, adding new users to the system.

About profiles:

- Objects in StatusBoard 2.0 are organized into “profiles.” These objects include users and resources.
- Generally, profiles will correspond either to an agency or a specific level of interoperable communications.
 - For example, each agency will generally have its own profile.
 - Also, each region of interoperability talkgroups will have its own profile.
- Profiles are used both by users AND by resources. E.g., the same “Ramsey” profile categorizes Ramsey County users *and* Ramsey County-owned resources.
- All users and resources will be assigned to a profile. Before you create users or resources, you have to create profiles that users and resources will fit into.
- The table below illustrates relationships between profiles, users, and resources:

Profile Name:	Ramsey Co Users Resources Assigned to this Profile:
Hennepin	John Galt
	Duncan Idaho
	Andrew Wiggin
	Ramsey Co Resources Assigned to this Profile:
	HPool1
	HPool2
	HPool3
Profile Name:	Ramsey Co Users Resources Assigned to this Profile:
Ramsey	Jack Builder
	Frank Murphy
	Toni Ware
	Ramsey Co Resources Assigned to this Profile:
	RPool1
	RPool2
	RPool3
Profile Name:	Ramsey Co Users Resources Assigned to this Profile:
Metro	ATAC1
	ATAC2
	PTAC1
	PTAC2
Profile Name	Statewide Resources Assigned to this Profile:
MN	STAC1
	STAC2
	STAC3

	STAC4
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To create a new profile:

- From the StatusBoard screen, hover the arrow over the “Admin” menu option and select “Manage Profiles.”
- “Manage Profiles” should be darkened when you are in that screen.



The Manage Profile screen includes:



- A list of all existing profiles
- Profile names
- Profile description – This can include which users this profile is for and its primary characteristics.
- Profile owner – The creator of the profile
- A “View Profile” icon (on the left), which allows you to view the profile without making edits
- Corresponding icons (on the right) for managing your profile

Take a look at the icons. These are universal throughout the administrative screens, and can also be identified by hovering your arrow over them.

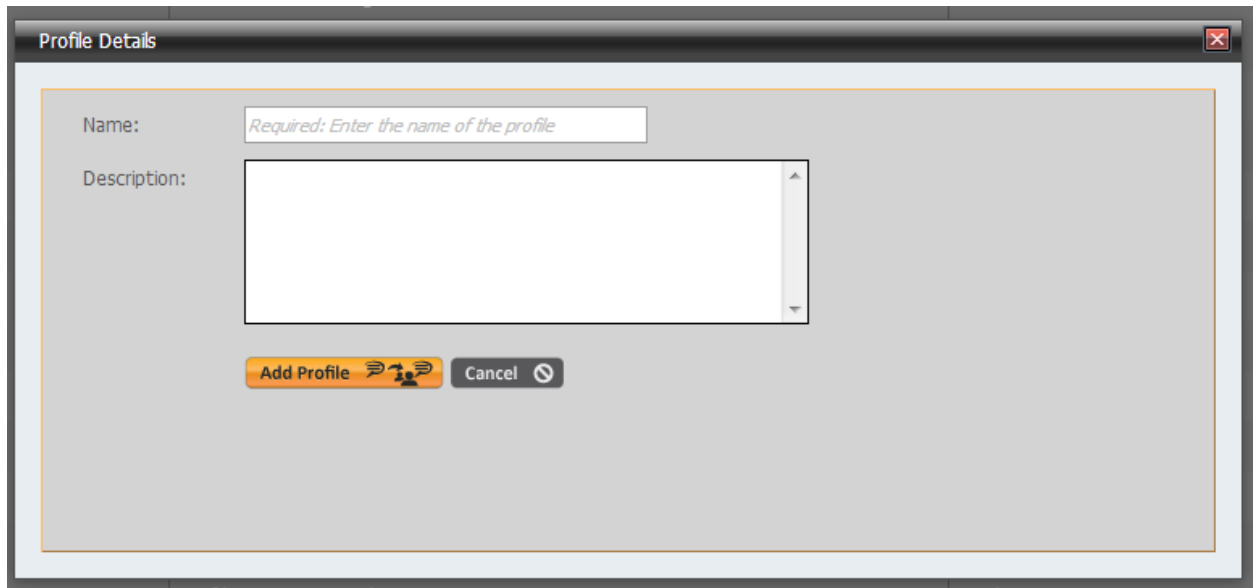


From left to right, these are:

Edit profile settings	This allows you to choose how frequently you want system updates on the profile, whether you want a “flash” alert on the screen after new updates, and how long you want that alert to show.
Edit resource tabs	This allows you to select or unselect the tabs you will want to be visible on the profile.
Edit this profile	This allows you to edit the notes on the profile.
Delete this profile	This will delete the profile for good.
Copy this profile	This can be used to copy an existing profile. It is useful if you see another profile on the system and want to save time by copying it and make your own changes to it under a new profile name.
Create new profile	Select any “Create New Profile” icon to start a brand new profile. The icon is displayed on each row, but does not correspond specifically to any existing profile.

Creating a new profile:

- Select a “Create new profile” icon from any line on the Manage Profiles screen.



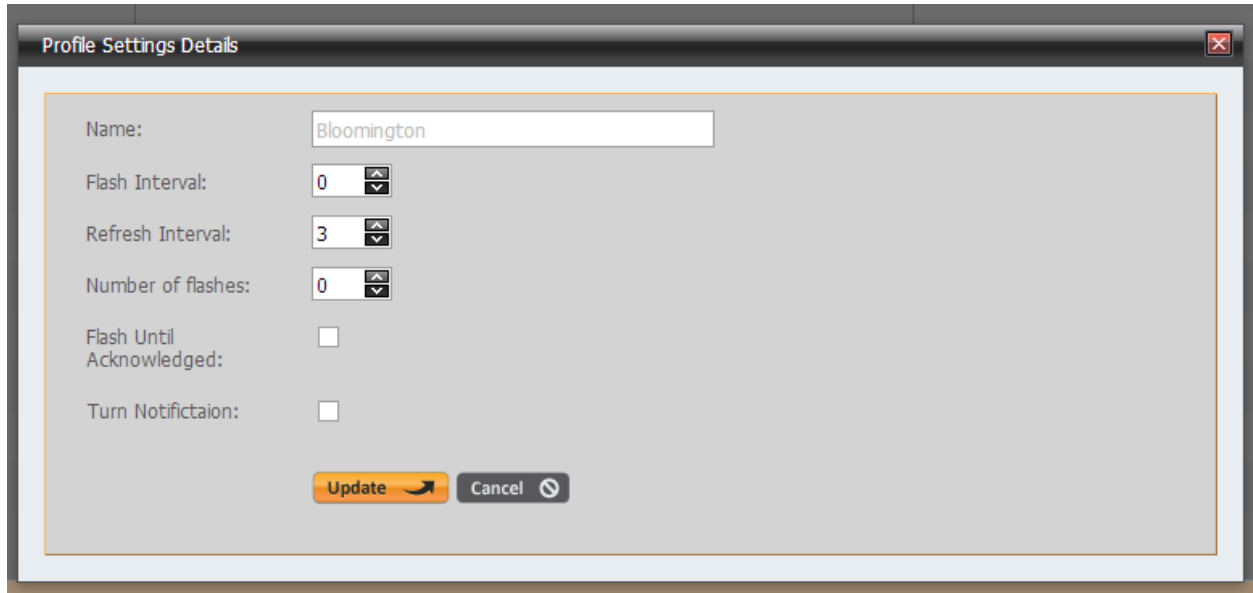
The screenshot shows a 'Profile Details' dialog box with a title bar containing a close button. Inside the dialog, there are two input fields: 'Name:' with a text box containing the placeholder text 'Required: Enter the name of the profile', and 'Description:' with a larger text area. At the bottom of the dialog, there are two buttons: 'Add Profile' (orange with a plus icon) and 'Cancel' (grey with a minus icon).

- Enter your profile name -- preferably something specific to the profile purpose or who will be using it.
- Enter a description of the profile, its users, its purpose, or anything else that will be helpful to you and other administrators.
- Select “Add profile.”
- You will see a message confirming that the profile was successfully created. (If you get an error message, trying logging out, returning, and creating the profile again.)
- Your new profile is now listed among the existing profiles in alphabetical order.

Editing Profile Settings:

Now that you have created a new profile, you can begin to customize it.

- Select the “Edit profile” icon that corresponds to your new profile.



The screenshot shows a window titled "Profile Settings Details". It contains the following fields and controls:

- Name:** A text input field containing the text "Bloomington".
- Flash Interval:** A numeric spinner control set to 0.
- Refresh Interval:** A numeric spinner control set to 3.
- Number of flashes:** A numeric spinner control set to 0.
- Flash Until Acknowledged:** A checkbox that is currently unchecked.
- Turn Notifictaion:** A checkbox that is currently unchecked.
- Buttons:** At the bottom, there are two buttons: "Update" (highlighted in orange) and "Cancel".

- The profile name should appear in the top field, but cannot be changed.
- This window lets you determine how often you want the system to refresh for this profile and how you want the user to be notified of updates.
- “Refresh Interval” sets the number of seconds before the Status Board application retrieves new data and updates your window with new reservations. By default, this is set to 30 seconds.
- If you want a flash to remain on until the user acknowledges it, select “Flash Until Acknowledged.”
- If you want the flash to only appear at certain intervals and for a limited amount of time, enter values in the “Flash Interval” and “Number of Flashes” fields.
- (Disregard the “Turn Notification” option for the purposes of this training.)
- Select “Update” when you are finished entering your preferences.

- You will see a message telling you your profile has been successfully updated. Select "OK."

Adding resource tabs to your profile:

- This feature allows you to adjust which tabs users of the selected profile will see on their Status Board screen.
- Select the “Edit resource tabs” icon for the profile you wish to add tabs to.

The screenshot shows a window titled "Profile Tab Resources Details". On the left, under "Selected values:", a list contains "Allina", "MN", and "Metro Region". Below this list, it says "Selected count: 3". On the right, there is a table with columns "#", "Name", and "Description". The table lists various resource tabs, some of which are selected with checkboxes.

#	Name	Description
<input type="checkbox"/>	Super	Super User Profile
<input type="checkbox"/>	Edina	Profile For Edina Region
<input checked="" type="checkbox"/>	Allina	Profile For Allina Region
<input type="checkbox"/>	Eden Prairie	Profile For Eden Prairie Region
<input type="checkbox"/>	Bloomington	Profile For Bloomington
<input type="checkbox"/>	Saint Paul	Profile For Saint Paul
<input type="checkbox"/>	North Ambulance	
<input checked="" type="checkbox"/>	MN	
<input type="checkbox"/>	CM	
<input checked="" type="checkbox"/>	Metro Region	

At the bottom of the table, it says "Page 1 of 2 (18 items)". Below the table, there are "Update" and "Cancel" buttons.

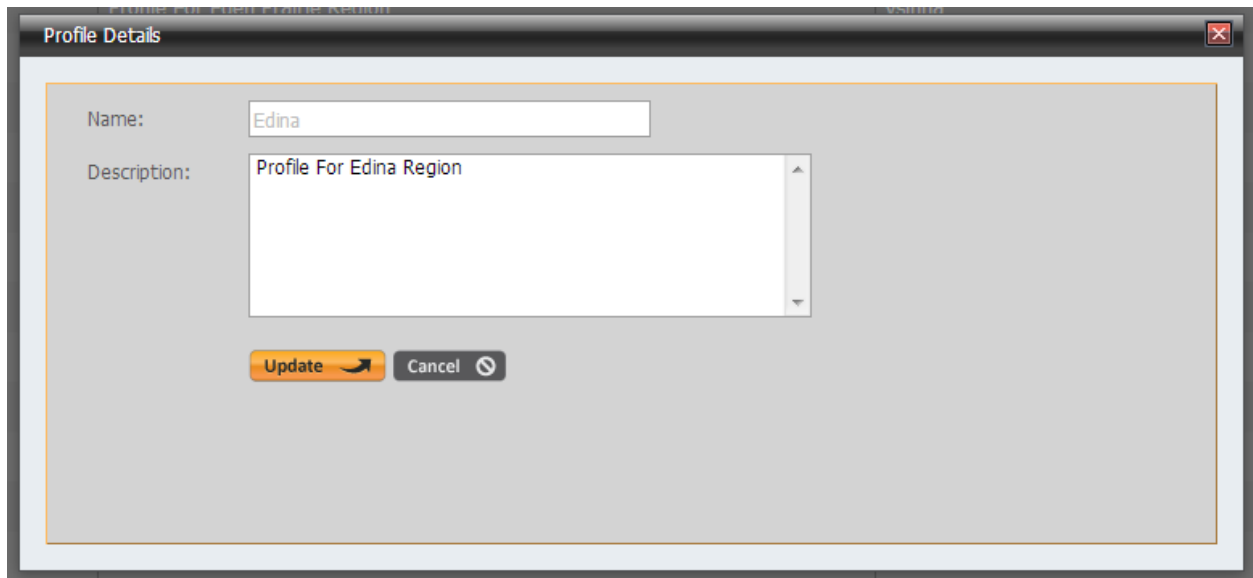
- Note that the resource tabs are the same as the profiles that users and profiles are assigned to (This is covered in greater detail in Chapters 6 and 7 of this training).
 - In the example above, the admin is updating tabs for the “Allina” profile. The tabs selected are “Allina”, “MN” and “Metro Region”.
 - This means that all users who are assigned to the profile “Allina” will see resource tabs on their main StatusBoard screen for Allina, statewide mutual aid (“MN” zone), and metro-area region-wide mutual aid.
 - Profile assignments for users and resources are covered in greater detail in Chapters 6 and 7 of this training).
- The profile name will appear in the left field.
- Available resource tabs will appear on the right.
- “Check” any tabs you wish to be visible on this profile.

- Select “Update” to add the selected resource tabs to the profile.
- Select “OK” to the confirmation message.

Note: StatusBoard 2.0 will automatically create a tab with the name of your new profile, which you can add any resources to that you will need. If you don't wish to have this custom tab, it is also an option not to use it. Just unselect it while still in the above screen.

Editing your profile:

- Select the “Edit this profile” icon.

A screenshot of a software window titled "Profile Details". The window has a light gray background and a dark gray border. Inside, there are two input fields: "Name:" with the text "Edina" and "Description:" with the text "Profile For Edina Region". Below these fields are two buttons: "Update" (orange with a right-pointing arrow) and "Cancel" (gray with a circle and slash icon). The window also has a standard OS title bar with a close button (red X) in the top right corner.

Profile Details

Name: Edina

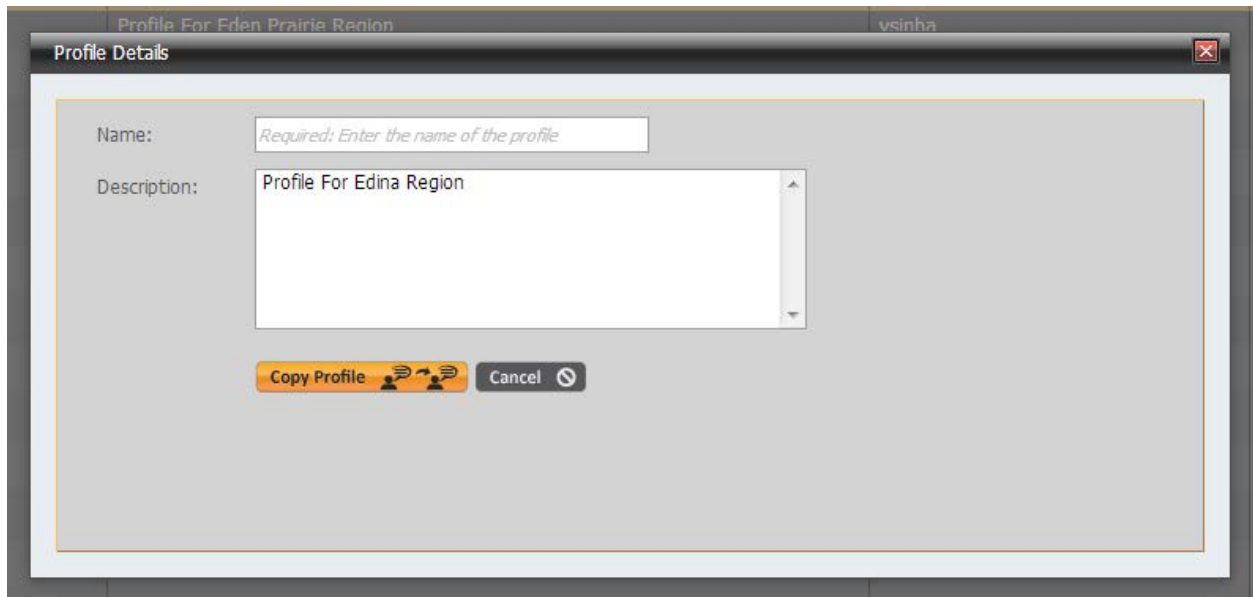
Description: Profile For Edina Region

Update Cancel

- Edit the description of your profile as needed.
- Select “Update” when you are satisfied with the changes.
- Select “OK” to confirm the update.

Copying a profile:

- Copying of profiles is provided to streamline data entry in cases where you might have multiple profiles that will have similar, but not identical, settings. This feature allows you to create a duplicate of a profile with a single mouse click.
- Select the “Copy profile” icon that corresponds with the profile you wish to copy.

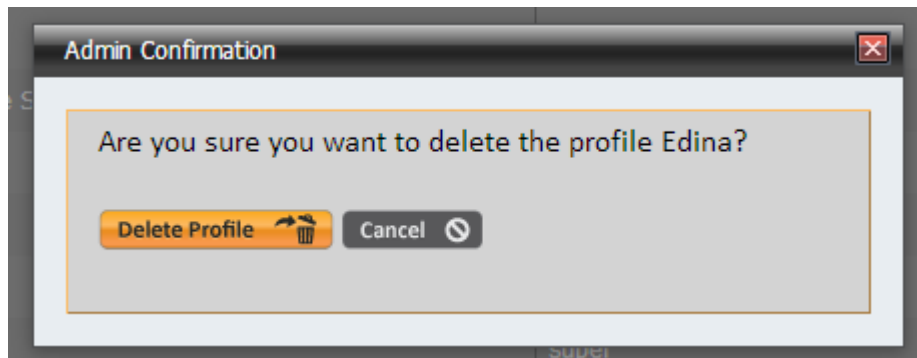


The screenshot shows a 'Profile Details' dialog box. The title bar indicates the profile is 'Profile For Eden Prairie Region' and the user is 'vsinha'. The dialog contains two input fields: 'Name:' with a placeholder text 'Required: Enter the name of the profile' and 'Description:' with the text 'Profile For Edina Region'. At the bottom, there are two buttons: 'Copy Profile' (orange with a copy icon) and 'Cancel' (grey with a close icon).

- See that the description is identical to the profile you are copying, but the name field is left open for you to name the new profile.
- Provide a new name.
- Select “Copy Profile.”
- Select “OK” to the confirmation screen.
- The new profile is now listed among the other profiles in alphabetical order and ready for you to make any edits you wish to make.

Deleting a profile:

- Select the “Delete Profile” icon.



- Select “Delete Profile” to confirm you wish to delete the profile.
- A message will appear advising that the profile is deleted. Select “OK.”

Note: If you receive an error message after performing any of the above functions, try signing out and logging back in.

Chapter Summary

- **As an administrator, you can create profiles, add resource tabs to them, edit settings, copy and delete them as needed.**
- **Once you have created a profile, you can add users to it and determine what kinds of access they have.**