

CAD I/Informer Tasks List

- Situation #1:** The addition of resources not currently dispatched by State Radio.
- Understanding:** Any resources that are not dispatched by State Radio at the time of addition into the CAD system, shall receive I/Informer to be used to run queries through NCIC via CAD to the State Message Switch.
- Required Resources:** All PC's being added into the system will be required to have these resources **PER PC**, wishing to be added into the State CAD system:
- I/Informer software; ORI License; NetMotion VPN Account & Software
- All users that will be using I/Informer must have a login and password created for them within the State CAD system as well as the State Message Switch.
- All users that will be using I/Informer must also have a login and password account created for them to be used with NetMotion.
- NOTE:** The login and password for I/Informer and NetMotion will not necessarily be the same. While we understand it is easier to try and make them the exact same login and password, the systems are separate from each other, and will not allow us to do so.
- Provided Materials:** The end-user (you) must provide certain materials to State Radio, and must also obtain certain materials before contacting State Radio. The Agency being added onto CAD must provide:
- A list of all users (First Name, Last Name, and their NetMotion [NDGOV] login name) that will be logging into the I/Informer system to run queries.
- A list of all PC's that will be used to host the I/Informer software. The list must contain the PC-NAME of each PC.
- Each of the items just listed in the *Provided Materials* section, will be mentioned in the next section. It will provide you with a contact person to give the materials to. Please prepare these materials before moving on to the next step.
- Procurement Steps:** The following steps can be used to procure all items necessary for the end-user to gain access to run queries through I/Informer to the State Message Switch.

Obtain NetMotion accounts along with Username & Password accounts for NetMotion, via the State ITD agency.

ITD will also provide the needed software that must be installed on each PC requiring access to the State Message Switch.

When making the request for accounts to ITD, you must request that the user accounts being created have access to the 10.8.73.X IP range.

ITD can be reached at 701-328-4470

Obtain ORI License for each PC running I/Informer.

End user will provide list of PC's with PC-NAME.

Primary: Jennie Curtis with State Radio at 701-328-8151

Email: jcurtis@nd.gov

Secondary: Jim Crow with State Radio at 701-328-8152

Obtain Username and Passwords for the I/Informer software.

End user will provide list of all users (First name, Last name, and NetMotion login name) needing access to I/Informer, along with their Unit information.

Contact Jennie Curtis in State Radio at 701-328-8151

Email: jcurtis@nd.gov

Obtain I/Informer software, along with installation instructions.

You may already have received this documentation, which led you to DES website and this document. If this is the case, please ignore this step.

Contact Rusty Dahlin with DES IT Dept at 701-328-8201

Email: rdahlin@nd.gov

Installation:

Installation of NetMotion software will be supported by ITD.

Installation of I/Informer software will be supported by Rusty Dahlin.

Installation instructions will be provided for I/Informer by Rusty Dahlin.

Training:

Training of I/Informer software and proper procedures for running queries will be provided by Jennie Curtis and/or Rusty Dahlin on a remote basis only.

Support Procedures:

ITD can be reached 24/7 for NetMotion software & login problems at the number listed above.

State Radio can be reached 24/7 for login problems only for I/Informer at **701-328-9921**.

Physical software issues with I/Informer can be dealt with 8-5PM M-F via Rusty Dahlin at the number listed above.

Action Items Checklist

_____ 01. Contact ITD to obtain NetMotion software & accounts.

_____ 02. Create List of PC/Mobile Computer Names

To obtain the Computer Name from each PC/Mobile unit: Right Click on the My Computer Icon, choose properties. Look for the Computer Name section.

_____ 03. Create list of all users that will need access to run queries via I/Informer.

This list must include the First name, Last name, and NetMotion (NDGOV) login that is provided to you by ITD.

_____ 04. Provide List of Users & PC Names to Jennie Curtis.

_____ 05. Download the I/Informer software package and install.

_____ 06. Receive I/Informer login names from Rusty Dahlin.

_____ 07. Call Rusty Dahlin to run through the first login and basic training of the software.