

# CAD I/Mobile Tasks List

- Situation #2:** The addition of resources currently dispatched by State Radio.
- Understanding:** Any resources that are currently dispatched by State Radio at the time of addition into the CAD system, shall receive I/Mobile to be used to run queries through NCIC via CAD to the State Message Switch, receive Events from State Radio Dispatch, and view mapping of your respective coverage area.
- NCIC Testing** **\*\*NOTE\*\*:** Any user coming onto the State Radio I/Mobile system is required to have completed NCIC testing through State Radio, before they are allowed access to I/Mobile. We are required by law to test everyone on NCIC policies before they are granted access to any application that is authorized to run NCIC queries.
- For testing, please contact Jennie Curtis with State Radio @ **701-328-8151**.
- 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/Mobile software; ORI License; NetMotion VPN Account, Software & Static IP address.
- All users that will be using I/Mobile 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/Mobile must also have a login and password account created for them to be used with NetMotion.
- NOTE:** The login and password for I/Mobile 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/Mobile system to run queries.
- A list of all Unit ID's along with their associated name.

A list of any Vehicle ID's. If a vehicle is associated with one specific person, please note that. If you do not have Vehicle ID's, State Radio will create them for you. (NOTE: POLICE, SHERIFF, or any other plate name for a vehicle does not qualify as a Vehicle ID, unless it is specific to a person's Unit ID... I.E. HP205.)

A list of all PC's that will be used to host the I/Mobile software. The list must contain the PC NAME of each PC.

A list of all PC's IP addresses provided by ITD when getting your NetMotion accounts. (NOTE: You may have to request ITD to tell you what your static IP addresses are.)

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/Mobile to the State Message Switch.

*Obtain NetMotion accounts along with Username & Password accounts for NetMotion, as well as Static IP addresses, 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/Mobile.*

**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](mailto:jcurtis@nd.gov)**

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

*Obtain Username and Passwords for the I/Mobile software.*

**End user will provide list of all users (First name, Last name, and NetMotion login name, Static IP address for each PC, Unit ID's and maybe Vehicle ID's) needing access to I/Mobile.**

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

**Email: [jcurtis@nd.gov](mailto:jcurtis@nd.gov)**

*Obtain I/Mobile 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](mailto:rdahlin@nd.gov)**

**Installation:**

Installation of NetMotion software will be supported by ITD.

Installation of I/Mobile software will be supported by Sarah Keney @ the HP.

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

**Training:**

Training of I/Mobile software and proper procedures for running queries will be provided by the HP on a regional basis.

Please contact your nearest regional office to submit a training request.

- NW Region: Minot Regional Office **701-857-6937**;  
Williston **701-774-4360**
- NE Region: Grand Forks Regional Office **701-795-3832**  
Devils Lake **701-662-2527**
- SW Region: Bismarck Regional Office **701-328-5590**  
Dickinson **701-227-6565**
- SE Region: Fargo Regional Office **701-239-8960**  
Jamestown **701-251-6229**

**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/Mobile @ **701-328-9921**.

Physical software issues with I/Mobile can be dealt with 8-5PM M-F via Sarah Keney at the Highway Patrol IT Department @ **701-328-5585**.

### 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/Mobile.

This list must include the First name, Last name, NetMotion (NDGOV) login, NetMotion Static IP addresses, Unit ID's, and Vehicle ID's.

\_\_\_\_\_ 04. Provide List of Users, Units, Vehicles, IP Addresses & PC Names to Jennie Curtis.

\_\_\_\_\_ 05. Download the I/Mobile software package and install.

\_\_\_\_\_ 06. Receive I/Mobile login names from Rusty Dahlin.

\_\_\_\_\_ 07. Contact Rusty Dahlin to run through a one-user, one-mobile test to ensure connection and logins are working correctly.