



MN Fire Marshal's Quick Reference Guide



RFID Vehicle Inventory Software

Overview

This Quick Reference Guide provides an Overview of the upgraded **MN Fire Marshal RFID Vehicle Inventory System**. This documentation includes details for use and installation of the software.

This upgraded solution pairs a single web interface with a mobile application to be used on RFID tag readers in order to track and manage vehicle inventory across different fire stations. It includes necessary upgrades, features, and fixes to address issues that existed in the older version of this software.



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Web Application

Accounts

Users

Users are people who can log into the website. They can only be added, edited, or removed by Admins.

User Name	Display Name	Email	Roles
AirvanAdmin	Airvan Admin	NA	Airvan Admin
AirvanMobileUser	Airvan Mobile User	NA	Airvan Mobile User
HPUser	HP User	NA	HP User
AirvanFulfillment	Airvan Fulfillment	NA	Airvan Fulfillment
AirvanReceiving	Airvan Receiving	NA	Airvan Receiving
AirvanReporting	Airvan Reporting	NA	Airvan Reporting
AirvanAll	Fulfillment	NA	Airvan Reporting, Airvan Admin, Airvan Fulfillment, HP User, Airvan Receiving, Airvan Mobile User

Reset Password

Allows users to change their own password. Available to all users.



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Maintenance

Truck Detail

The Truck Detail page can be viewed by MN Fire Marshal Admins. This page consists of three different layers of tables. The outermost table shows all the trucks for this fire station...

- When clicking the dropdown arrow on one of these rows, an inner table opens that shows each compartment inside of that truck...
- When clicking a dropdown arrow on one of the compartments, a final table opens showing each asset inside of that compartment. Assets can be moved to a different location by 1) selecting them in the table and 2) clicking the Move Asset button.

ID Tag #	Description	Serial Number	Model Number	EPC	Calibration Date	Expiration Date
1	LCD 3.3 Chemical Warfare Agent (CWA) & Toxic Industrial Chemical (TIC) Detector	SN1	MN1	E2801170000020F61CA52E7	03-01-2025	12-01-2025
10	GEMINI - Chemical Identification FTIR (Fourier-Transform Infrared) & Raman	SN10	MN10	1511160705000005405475	03-10-2025	12-10-2025
11	Test Pump Set - (Hard Case Pump Tube Cutter 1 Meter Extension Hose Set)	SN11	MN11	151116061641000005405334	12-15-2024	03-15-2025
12	Digital Radiological Survey Meter	SN12	MN12	E2801170000020F61CA52D7	12-15-2024	03-15-2025
13	FLIR E60 Thermal Imaging Camera	SN13	MN13	151116060853000005405309	12-15-2024	03-15-2025
2	Quick Test - RAID 8 Biothreat Detection Multi-Agent Test Kit	SN2	MN2	5761646534393900	03-02-2025	12-02-2025
3	Laptop for RAE Guardian software	SN3	MN3	E2801170000020F61CA52C7	03-03-2025	12-03-2025
4	Rad Eye GN Personal Radiation Detector	SN4	MN4	64534900000002E886CF835	03-04-2025	12-04-2025
5	Rad Eye GN Personal Radiation Detector	SN5	MN5	E20000193019002815107B26	03-05-2025	12-05-2025
6	Rad Eye GN Personal Radiation Detector	SN6	MN6	47313232333336303139	03-06-2025	12-06-2025
7	Rad Eye GN Personal Radiation Detector	SN7	MN7	303828F1	03-07-2025	12-07-2025
8	Rad Eye SPRD-GN Personal Radiation Detector	SN8	MN8	47313232333330343000	03-08-2025	12-08-2025
9	Temp Gun	SN9	MN9	E2801170000020F61CA52F7	03-09-2025	12-09-2025

Asset

The Asset page can be viewed by MN Fire Marshal Admins. It shows all of the available assets for your specific fire station and allows users to create new assets or edit/delete existing ones. Assets can also be imported from an Excel or CSV file using the Import button at the top of the page (see [Importing Assets](#) for more information).

Images can be uploaded to the website for each asset. These will also be available to view on the mobile application when searching for an Asset via the Geiger Counter feature (see [Find Asset](#) for more information).

The Expiration Date column is color-coded for each Asset to show if or how close it is to expiring.

- Green=valid; over 90 days until expiration
- Yellow=within 90 days of expiration



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- Red=item has expired

Assets can also be duplicated via the “Duplicate Asset” button above the table. Selecting an asset then clicking this button will auto-create a new asset with copied over fields from the original asset.

Note: The duplicate Asset should be re-named after it's created to ensure it remains unique from the other assets and identifiable when searching for it via the mobile application.

Station	Name	Description	TEPC	Asset Image	Status	Compartment	Truck	Expiration Date
Duluth	RAELink 3 2	RAE Link 3	15111607050000005405475		Reordered	Assign	Assign	12-30-2028
Duluth	Misc Ropes	Misc ropes	47313232333336303139		None	Assign	Assign	12-30-2028
Duluth	Spillyter Strips	Spillyter strips	47313232333330343000		None	Assign	Assign	12-30-2028
Duluth	SCBA Mask MSA G1 4	SCBA Mask MSA G1	30382BF1		None	L1	HMRT	12-30-2028
North Metro	35-Gal Salvage Drum	35 Gallon Salvage Drum	[Not Commissioned]		Reordered	Assign	Assign	07-01-2025
Duluth	RFID Handheld System	RFID Handheld System	5761646534939900		Reordered	Assign	Assign	07-01-2025
North Metro	Soda Ash (from Duluth)	Soda Ash	[Not Commissioned]		Reordered	Assign	Assign	12-30-2028
North Metro	Chlorine A Kit	Chlorine A Kit	[Not Commissioned]		None	Assign	Assign	04-22-2025
Duluth	Lufr MSA 60-Min Bottle 3	Luxfer MSA 60 min bottle	151116060853000005405309		None	Assign	Assign	12-31-9999
Duluth	AR2 Ext MultiRae 2	AutoRae2 Extension MultiRae	64534900000002EBB6CF835	No File	None	Assign	Assign	12-31-9999

Inventory Session

The Inventory Session page can be viewed by MN Fire Marshal Admins. It shows all of the available inventory sessions for your specific fire station and allows users to create new sessions or edit/delete existing ones. Inventory sessions are set with an Active status by default, but users can manually change their statuses to Complete or Archived if they're finished or no longer using a specific session.

Note: Only inventory sessions that are set to Active status will be usable on the mobile application.



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The screenshot shows the 'Inventory Session' page for Duluth Fire Station. The left sidebar contains navigation options: Home, Accounts, Maintenance, Truck Detail, Asset, Inventory Session (highlighted), Reports, Setup, and Downloads. The main content area displays a table with columns for Name, Status, and Created Date. A search bar and 'Advanced Search' option are visible at the top right. The table shows one record for 'Duluth Inv Session 1' with status 'Active' and a creation date of '12-10-2024 3:48 PM'. Below the table, it indicates 'Showing 1 to 1 of 1 matching records. There are 7 total records.' and includes pagination controls (First, Previous, 1, Next, Last).

Reports

Asset Reads

The Asset Reads page can be viewed by MN Fire Marshal Admins and Users. It shows all of the current asset reads submitted by mobile users for specific inventory sessions.

The screenshot shows the 'Asset Reads' page for Duluth Fire Station. The left sidebar is similar to the previous page, with 'Asset Reads' highlighted. The main content area displays a table with columns for Inventory Session, Asset, Location, Read Date Time, and Scanning User. A search bar and 'Advanced Search' option are visible at the top right. The table lists 13 records, all for 'Duluth Inv Session 1' at 'Duluth-CAB' location, with 'Read Date Time' ranging from 12-10-2024 4:51 PM to 12-10-2024 4:50 PM, and 'Scanning User' as 'Duluth Mobile User'. Below the table, it indicates 'Showing 1 to 13 of 13 matching records. There are 15 total records.' and includes pagination controls (First, Previous, 1, Next, Last).



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Inventory Sessions

The Inventory Sessions page can be viewed by MN Fire Marshal Admins and Users. It shows all of the current inventory sessions with expandable dropdown tables to view the assets read for each one.

Inventory Sessions

Welcome Duluth Fire Station User [Logout](#)

Search All Columns Advanced Search

Name		Created Date	
Duluth Inv Session 1		12-10-2024 3:48 PM	
Asset	Location	Read Date Time	Scanning User
5	Duluth-CAB	12-10-2024 4:51 PM	Duluth Mobile User
1	Duluth-CAB	12-10-2024 4:51 PM	Duluth Mobile User
3	Duluth-CAB	12-10-2024 4:51 PM	Duluth Mobile User
12	Duluth-CAB	12-10-2024 4:51 PM	Duluth Mobile User
9	Duluth-CAB	12-10-2024 4:51 PM	Duluth Mobile User
11	Duluth-CAB	12-10-2024 4:50 PM	Duluth Mobile User
13	Duluth-CAB	12-10-2024 4:50 PM	Duluth Mobile User
8	Duluth-CAB	12-10-2024 4:50 PM	Duluth Mobile User
10	Duluth-CAB	12-10-2024 4:50 PM	Duluth Mobile User
7	Duluth-CAB	12-10-2024 4:50 PM	Duluth Mobile User
6	Duluth-CAB	12-10-2024 4:50 PM	Duluth Mobile User
2	Duluth-CAB	12-10-2024 4:50 PM	Duluth Mobile User
4	Duluth-CAB	12-10-2024 4:50 PM	Duluth Mobile User

Show 25 entries

Showing 1 to 1 of 1 matching records. There are 7 total records. 1 row selected

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Discrepancy

The Discrepancy page can be viewed by MN Fire Marshal Admins and Users. It allows users to view discrepancy reports of different inventory sessions for their fire station. In order to view a report, the user must select a session from the dropdown list at the top of the page. Once selected, the page will automatically update and show a list of the assets that were read in the selected session. The reports will include data on the different types of assets that were read and their corresponding statuses during that session. An asset's status will be one of the following: Expected (green), Missing (red), Extra (blue).



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The screenshot displays the 'Discrepancy' report for 'Duluth Inv Session 1'. The table contains 13 rows of data, all with a status of 'Expected'. The columns are: Asset, Serial Number, Status, Scan Time, Read Facility, Read Location, Expected Facility, and Expected Location. Below the table, there is a pagination control showing 'Showing 1 to 13 of 13 matching records. There are 18 total records.' and navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

Asset	Serial Number	Status	Scan Time	Read Facility	Read Location	Expected Facility	Expected Location
4	SN4	Expected	12-10-2024 16:50:42	Duluth	Duluth-CAB	Duluth	Duluth-CAB
2	SN2	Expected	12-10-2024 16:50:42	Duluth	Duluth-CAB	Duluth	Duluth-CAB
6	SN6	Expected	12-10-2024 16:50:42	Duluth	Duluth-CAB	Duluth	Duluth-CAB
7	SN7	Expected	12-10-2024 16:50:43	Duluth	Duluth-CAB	Duluth	Duluth-CAB
10	SN10	Expected	12-10-2024 16:50:43	Duluth	Duluth-CAB	Duluth	Duluth-CAB
8	SN8	Expected	12-10-2024 16:50:43	Duluth	Duluth-CAB	Duluth	Duluth-CAB
13	SN13	Expected	12-10-2024 16:50:43	Duluth	Duluth-CAB	Duluth	Duluth-CAB
11	SN11	Expected	12-10-2024 16:50:43	Duluth	Duluth-CAB	Duluth	Duluth-CAB
9	SN9	Expected	12-10-2024 16:51:02	Duluth	Duluth-CAB	Duluth	Duluth-CAB
12	SN12	Expected	12-10-2024 16:51:02	Duluth	Duluth-CAB	Duluth	Duluth-CAB
3	SN3	Expected	12-10-2024 16:51:03	Duluth	Duluth-CAB	Duluth	Duluth-CAB
1	SN1	Expected	12-10-2024 16:51:03	Duluth	Duluth-CAB	Duluth	Duluth-CAB
5	SN5	Expected	12-10-2024 16:51:27	Duluth	Duluth-CAB	Duluth	Duluth-CAB

Setup

Truck

The Truck page can be viewed by MN Fire Marshal Admins. It shows all of the current trucks/vehicles for the active user's fire station and allows the user to create new trucks or edit/delete existing ones. Trucks may have one or more compartments linked to them.



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Setup **Truck** Welcome Duluth Fire Station User [Logout](#)

Search All Columns Advanced Search

Name	Description
Duluth	Automatically created during asset import

Show 25 entries
Showing 1 to 1 of 1

First Previous 1 Next Last

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Compartment

The Compartment page can be viewed by MN Fire Marshal Admins. It shows all of the current compartments for the active user's fire station and allows the user to create new compartments or edit/delete existing ones. Each compartment is linked to a specific truck.

Setup **Compartment** Welcome Duluth Fire Station User [Logout](#)

Search All Columns Advanced Search

Name	Description	Truck
Duluth-CAB	Automatically created during asset import	Duluth

Show 25 entries
Showing 1 to 1 of 1

First Previous 1 Next Last

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Mobile

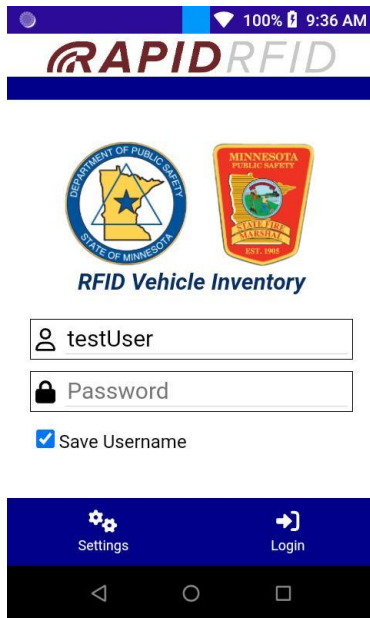


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Login

The Login page is the first page you will see when opening the mobile application. Here, you will need to enter the username and password for your account.

Click “Save Username” to preserve your username entered on the login page. This allows users to only re-enter their password each time they login (provided their Station Quick ID entered in the Settings page is still hasn't been changed).



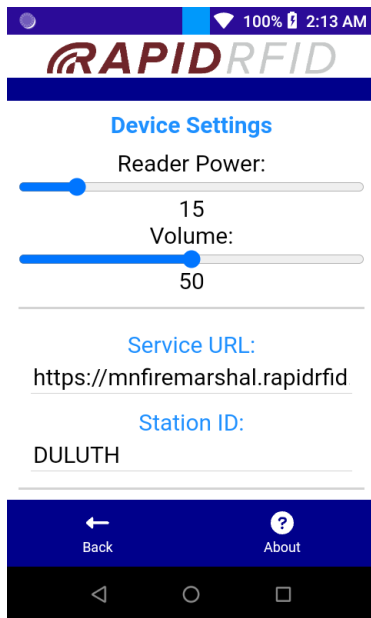
Note: If this is your very first time opening the app, then you will also need to set a Station ID in the Settings page before logging in. This ID must match the Quick ID of the fire station that is linked to your user account on the web. Once this is set, you should be able to successfully log in after re-entering your credentials on the Login page.

Settings

The Settings page is where mobile users can configure their settings for the mobile application. Here, they can change the device's reader/antenna power and volume. They can additionally enter their fire station's Quick ID in the Station ID field in order to properly validate their login credentials and ensure that only the assets and data specific to their station will be synced and available for use on the device.

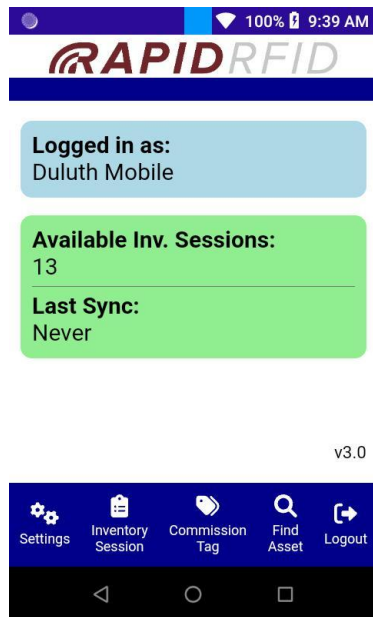


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Home

The Home page shows the active user's display name and the available inventory sessions that are currently synced to the device. This will be the first page you see after logging into the mobile application. The buttons on the bottom of the page are used to access all of the different mobile operations.



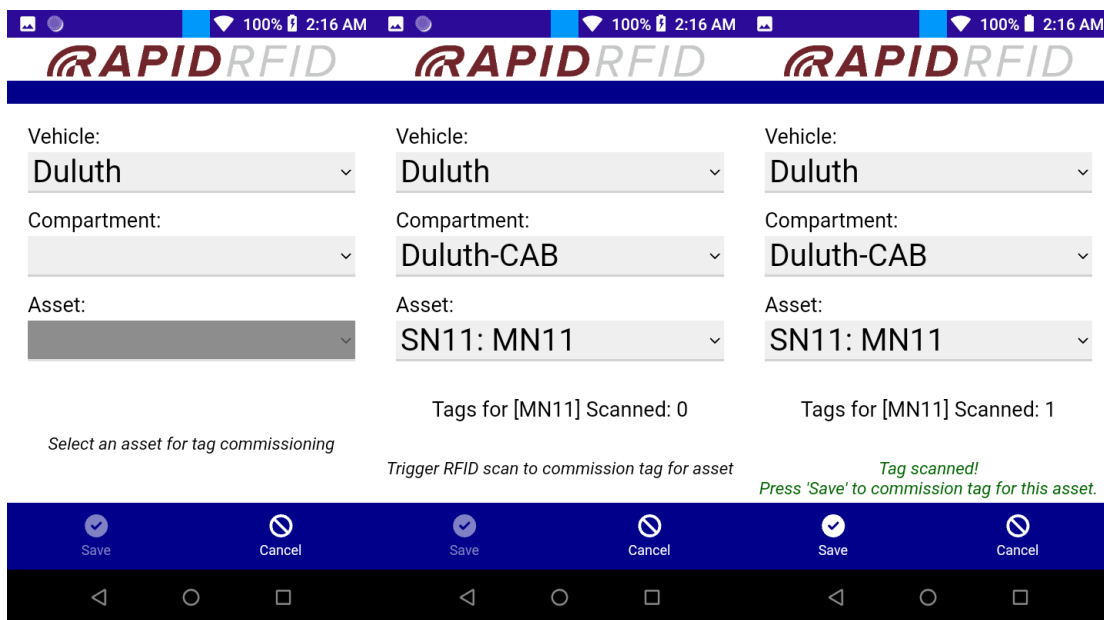


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Tag Commissioning

The Tag Commissioning page is used by MN Fire Marshal Users to commission RFID tags to specific assets. When a user opens this page, a set of dropdown lists will be given for them to select the specific vehicle and compartment where the asset they want to commission is located. Once they're selected, the user can choose their desired asset from the Asset dropdown list and begin scanning to commission a tag for it. Once a single RFID tag is detected by the scanner, a block of text will appear at the bottom of the page telling the user that they are now able to save and commission their scanned tag to the selected asset.

Note: If no assets exist in a selected compartment, the asset dropdown list will be disabled and appear as dark gray.



Inventory Session

The Inventory Session page is where MN Fire Marshal Users can begin or continue inventory collections. When a user opens this page, a set of dropdown lists will be given for them to select a specific inventory session and a vehicle/compartment to scan the expected assets for.

Note: If no Inventory Session is selected when "Begin Collection" is pressed, then a new session will be automatically generated with the name ("New Session for [MMDDYY]") indicating today's date to be used for this collection. This new session can be viewed and managed/renamed from the website.



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Once the selections are made, the user can press Begin Collection to see the expected assets in this location along with a legend up top containing the different warning icons that will be visible on any expiring assets (red warning icon = less than one month until calibration/expiration date, yellow warning icon = less than two months until calibration/expiration date).

The user can begin scanning for the expected assets on this page, and their corresponding rows will change from white to green when read to show that they were successfully found. The Hide Found button at the bottom of this page can additionally be toggled on to hide all of the found assets from the list.

Note: The Hide Found button will only hide the found assets that aren't within two months of their calibration/expiration dates, so any expected assets with a warning icon will always be visible whether Hide Found is toggled on or off.

When the user is finished scanning, they can press the Done button at the bottom of the page to see an overview of their expected, found, and unexpected assets in this session. From here you can press Scan More to go back to the expected assets scanning page or press Confirm & Save to submit your session asset reads and save them on the website.

Note: After you confirm and save your asset reads for a session, the data gathered from that session can be viewed through the Reports pages on the web.

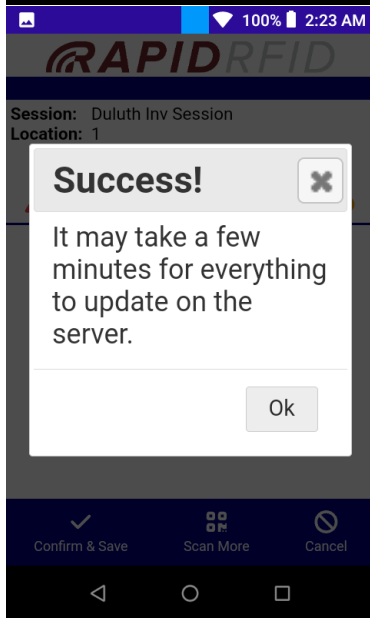
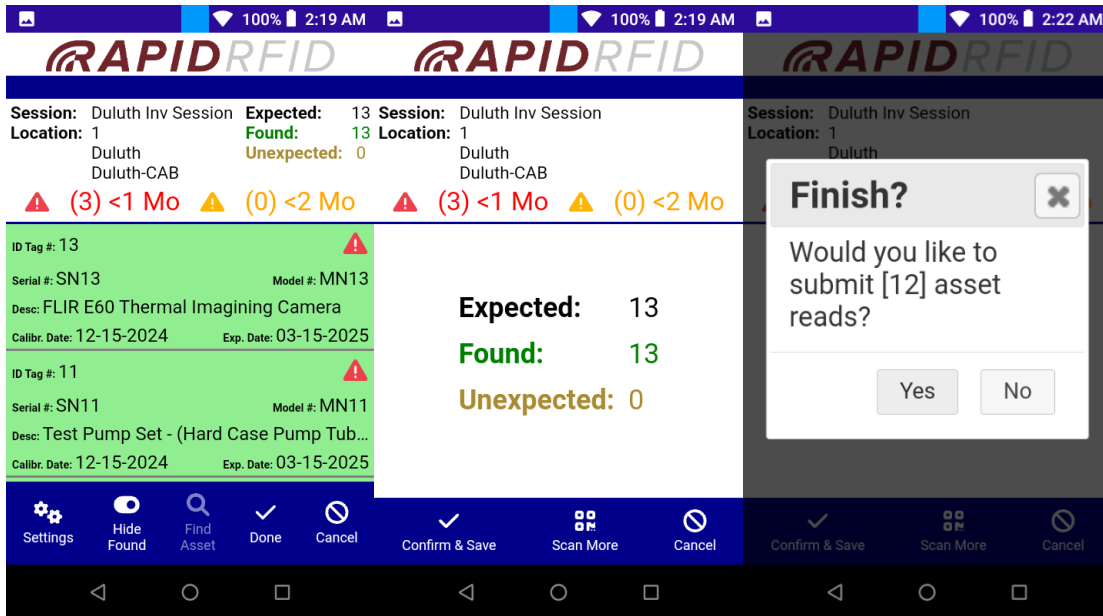
The screenshot displays the RAPID RFID mobile application interface. At the top, there are three status bars showing 100% battery and times of 9:44 AM, 2:21 AM, and 2:19 AM. The main header features the 'RAPID RFID' logo. Below this, session details are shown for 'Duluth Inv Session' at 'Location: 1' (Duluth, Duluth-CAB). Summary statistics indicate 13 Expected, 0 Found, and 0 Unexpected assets. A warning bar shows 3 red triangles (<1 Mo) and 0 yellow triangles (<2 Mo). The asset list includes:

- ID Tag #: 2, Serial #: SN2, Model #: MN2, Desc: Quick Test - RAID 8 Biothreat Detectio..., Calibr. Date: 03-02-2025, Exp. Date: 12-02-2025
- ID Tag #: 4, Serial #: SN4, Model #: MN4, Desc: Rad Eye GN Personal Radiation Detect..., Calibr. Date: 03-04-2025, Exp. Date: 12-04-2025
- ID Tag #: 13 (partially visible)

On the left side, there are dropdown menus for 'Inventory Session' (set to '[New Session]'), 'Vehicle' (set to 'HMRT'), and 'Compartment' (set to 'L1'). At the bottom, a navigation bar contains buttons for 'Begin Collection', 'Cancel', 'Settings', 'Hide Found', 'Find Asset', 'Done', and 'Cancel'.



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Find Asset

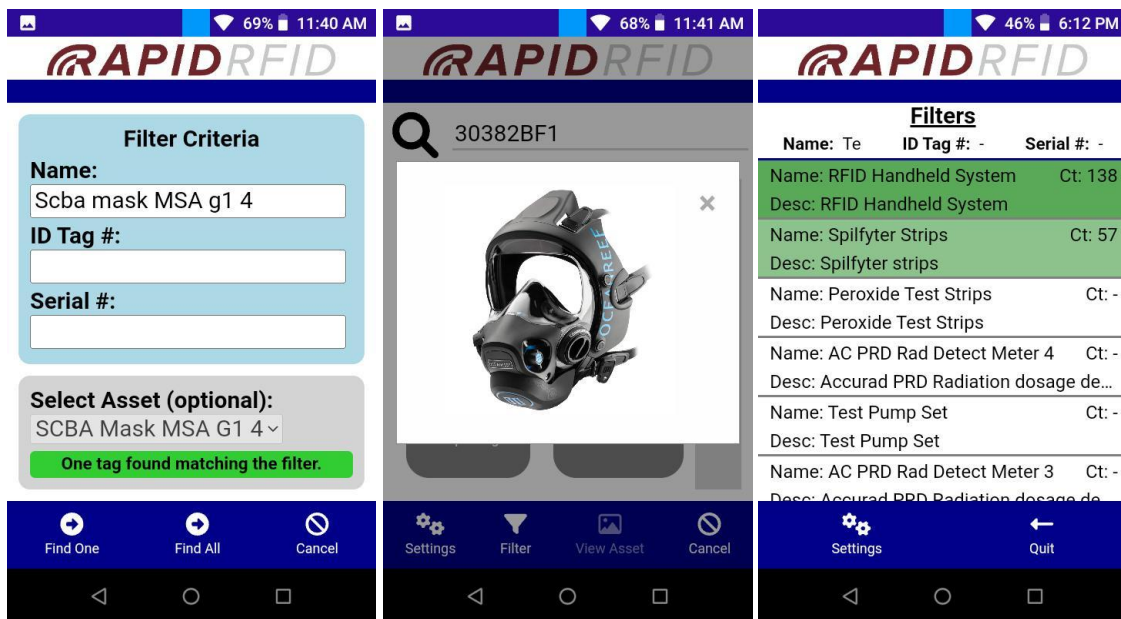
The Find Asset page is where MN Fire Mobile Users can search for assets by specific criteria such as the Asset's Name, ID Tag #, and Serial Number. As filter options are entered by the user, the resulting filtered assets will appear in the selection dropdown box at the bottom of the page.



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Clicking “Find One” will open the Geiger Counter page on the specific asset that was selected from the filtered assets list. On this page, the user can scan for the asset’s RFID tag and additionally click on “View Image” to pull up the image of the asset (if one exists) that was uploaded to the web.

Clicking “Find All” will open a page with a list of all of the filtered assets and will allow you to scan for multiple assets at a time. As you scan, the assets will turn different shades of green (darker = closer/more reads, lighter = further/fewer reads).



Operations

Asset Importing

Fire Station Configuration

Fire Stations are created and configured by VSI for each of the MN Fire Marshal teams. Initial accounts will be set up for each station so that every team will have their own Admin account to start out with. Each of these accounts can also be used to create additional admin and user accounts for their designated stations as needed.



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The fire station that your account is linked may cause some of the visible elements on the page to change once you log in. Each station has a *Station Title* field that is used for setting the website title located in the top left-hand corner of the screen underneath the app's logo:

Note: Station titles can be changed by the VSI team for any station upon request.

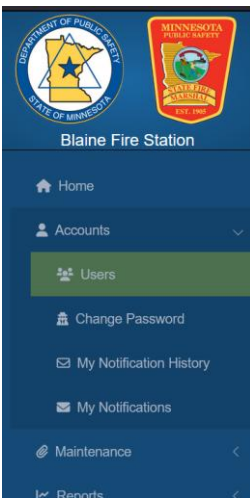


To view asset data across all of the different fire stations, users can also log in as a Global Fire Station Admin.

User Management

Create a New User

1. Go to the Users tab



This page is only visible to MN Fire Marshal Admins.

The page will look like this:



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Accounts **Users** Welcome Blaine Fire Station User [Logout](#)

Blaine Fire Station

Home Accounts Users Change Password My Notification History My Notifications Maintenance Reports Setup Downloads

Users Show 25 entries Showing 1 to 2 of 2 matching records. There are 9 total records. 1 row selected

User Name	Display Name	Email	Roles	Fire Station
BlaineFireStationUser	Blaine Fire Station User	NA	MN Fire Marshal Admin	Blaine
BlaineMobile	Blaine Mobile User	NA	MN Fire Marshal User	Blaine

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2. Click the "+" (Add) button

AIRVAN Moving

Airvan Fulfillment

Home Accounts Users Change Password Configuration Maintenance

Users Show 25 entries Showing 1 to 7 of 7 matching records. Then

User Name	Display Name
AirvanAdmin	
AirvanMobileUser	
HpUser	
AirvanFulfillment	
AirvanReceiving	
AirvanReporting	
AirvanAll	

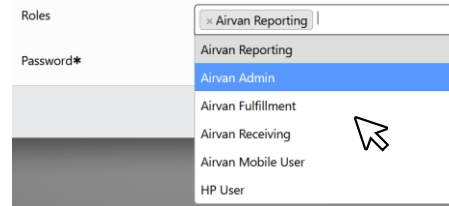


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3. Fill in the user's information

User Name*
 Display Name*
 Email
 Roles
 Password*

A user can have zero or more roles.



Roles:

- GlobalFireStationAdmin – Users with this role have access to all maintenance pages and the ability to view all asset data across each of the fire stations.
- MnFireMarshalAdmin – Users with this role have access to all maintenance pages and the ability to create/modify users for their station.
- MnFireMarshalUser – Users with this role have access to the mobile app operations and can view the system reports on the web.

4. Click the create button

Create User
 User Name*
 Display Name*
 Email
 Roles
 Password*

The new user will appear in the list.

Accounts **Users** Welcome Fulfillment [Logout](#)

[Roles Info](#) Advanced Search

User Name	Display Name	Email	Roles
AirvanAdmin	Airvan Admin	NA	Airvan Admin
ballen	Brennan Allen	NA	Airvan Reporting
AirvanMobileUser	Airvan Mobile User	NA	Airvan Mobile User
HpUser	HP User	NA	HP User
AirvanFulfillment	Airvan Fulfillment	NA	Airvan Fulfillment
AirvanReceiving	Airvan Receiving	NA	Airvan Receiving
AirvanReporting	Airvan Reporting	NA	Airvan Reporting
AirvanAll	Fulfillment	NA	Airvan Reporting,Airvan Admin,Airvan Fulfillment,HP User,Airvan Receiving,Airvan Mobile User

Show 25 entries
Showing 1 to 8 of 8 matching records. There are 9 total records. 1 row selected

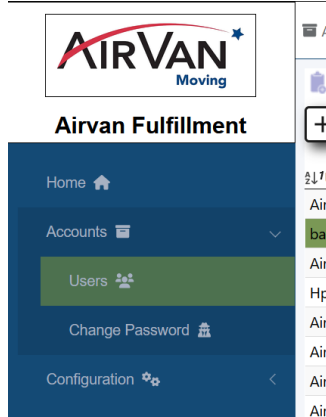
First Previous 1 Next Last

Edit an Existing User



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1. Go to the Users tab



This page is only visible to Admins.

The page will look like this:

Accounts **Users** Welcome Fulfillment [Logout](#)

[+](#) [🔍](#) [🔄](#) [📄](#) **Roles Info** Advanced Search

User Name	Display Name	Email	Roles
AirvanAdmin	Airvan Admin	NA	Airvan Admin
ballen	Brennan Allen	NA	Airvan Reporting
AirvanMobileUser	Airvan Mobile User	NA	Airvan Mobile User
HplUser	HP User	NA	HP User
AirvanFulfillment	Airvan Fulfillment	NA	Airvan Fulfillment
AirvanReceiving	Airvan Receiving	NA	Airvan Receiving
AirvanReporting	Airvan Reporting	NA	Airvan Reporting
AirvanAll	Fulfillment	NA	Airvan Reporting,Airvan Admin,Airvan Fulfillment,HP User,Airvan Receiving,Airvan Mobile User

Show: 25 entries
Showing 1 to 8 of 8 matching records. There are 9 total records. 1 row selected

First Previous **1** Next Last

2. Select the user you want to edit

[+](#) [🔍](#) [🔄](#) **Roles Info** Advanced Search

User Name	Display Name	Email	Roles
AirvanAdmin	Airvan Admin	NA	Airvan Admin
ballen	Brennan Allen	NA	Airvan Reporting
AirvanMobileUser	Airvan Mobile User	NA	Airvan Mobile User

3. Click the pencil (Edit) icon

[+](#) [🔍](#) [🔄](#) Advanced Search

User Name	Display Name	Email	Roles
AirvanAdmin	Airvan Admin	NA	Airvan Admin
ballen	Brennan Allen	NA	Airvan Reporting
AirvanMobileUser	Airvan Mobile User	NA	Airvan Mobile User



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4. Make any necessary changes to the user and click "Update"

The screenshot shows a web-based 'Edit User' form. The form has a title bar 'Edit User' and a close button 'x'. It contains the following fields and controls:

- Active/Inactive:** A dropdown menu currently set to 'Active'.
- Display Name*:** A text input field containing 'Brennan Allen'.
- Email:** An empty text input field.
- Roles:** A multi-select dropdown menu with 'Airvan Reporting' selected.
- Password*:** A password input field with masked characters (dots).
- Update:** A button at the bottom right of the form.

A large blue arrow is overlaid on the right side of the form, pointing downwards towards the 'Update' button.