

Thank you for serving as your organization's Total Visibility (TV) system administrator!

TV is the web-based system for personnel (and equipment) records used for ID badges. There is a [NEW ADDRESS for TV](#), as it has been moved to new servers. Be sure to use the [NEW ADDRESS!](#)

**Access TV (Total Visibility)** at <https://ectf.countyofberks.com/tvrmsectf>

and **enter the full e-mail address and password** set as you indicated on your admin form.

At this main page, you could search for an individual (filed as last Name, first Name) or an organization name (note in which 'parent record' your personnel records are stored) or **choose from the links** visible on your screen **for individuals or your organization** (on the right).

*NOTE: pop-ups need to be allowed, browser settings can interfere - TV opens numerous windows, and you may need to close all windows, log off, and reconnect when it misbehaves.*

**When viewing an individual record**, you may change & save information, credentials, title within your organization, etc., but please **be sure that each person has a TITLE and ID Number** (near the bottom of the page) and you have recorded **identification info in the NOTES** box on the upper right. This is essential to finding people & printing ID badges!

***A person must have a record, be affiliated with an organization, have an ID number, & have an associated photo before you can request their ID badge. Only the EMA office can print IDs!***

**Each person needs to be uniquely identified by a number in the system**, and *we request that you NOT use social security numbers for this purpose*. Instead, organizations have used a set of numbers like C(2) O(6) L(5) B(2) W(9) K(5) 001-100, so one example: 2 6 5 2 6 5 0 0 3 . *An identifier that's "all numbers" is easier when someone belongs to more than one organization*. List that number in the "notes" section on their record **AND** in the ID number box across the bottom of their record to make it easier to remember which numbers you've assigned.

**When viewing an organization**, you'll see links to affiliated individuals (your members) and have options (across the top of the page) to **create a New Child Resource** (a new record for one of your people) and to **Request ID Badges** (this takes you to a checklist where you indicate how many ID badges you'd like for which people). When you request ID badges in the TV system, an e-mail message is automatically sent to Columbia County EMA from the system. Please also email Jessica Shoup at [jshoup@columbiapa.org](mailto:jshoup@columbiapa.org) to ensure the notification was received. We will print your photos and notify you when they are complete.

You may have people stop by the EMA office to have a photo taken, or see below for how you or your organization can prepare and submit your own ID badge photos.

## **IMPORTANT LINKS**

To connect to Total Visibility, which is a web-based system:

<https://ectf.countyofberks.com/tvrmsectf>

To view the [Total Visibility Submitting and Preparing Photos](#)

To view [Total Visibility User Manual](#) (about 7 MB PDF file)