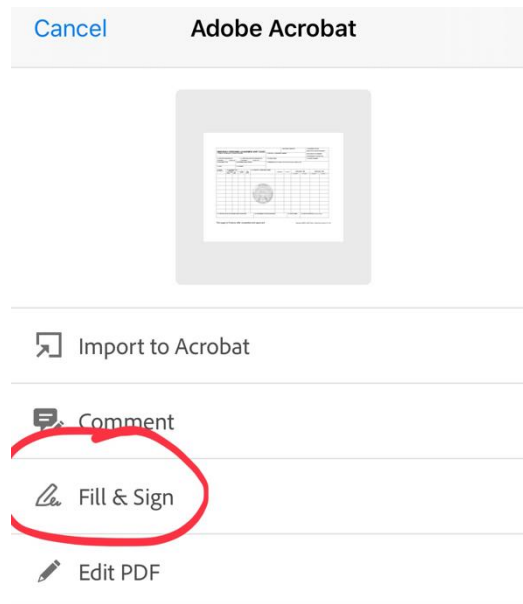


## Montana DNRC Combined Emergency Personnel & Equipment Fillable Shift Ticket instructions for Apple or Android Devices

Filling out the combined shift with the Adobe Acrobat App.

Download the shift ticket and open it in the Adobe Acrobat App using the fill & Sign button.



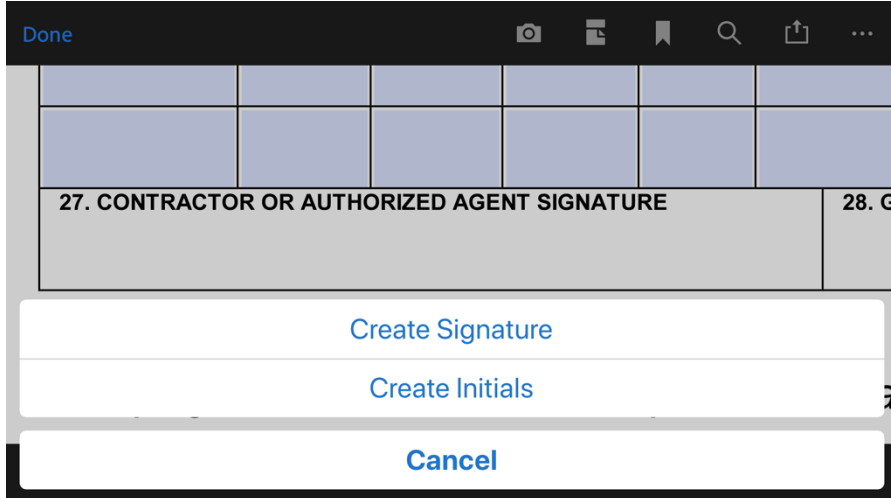
Form will open, fill in the appropriate information for Equipment and Personnel time.

The screenshot shows the Adobe Acrobat app interface with the 'EMERGENCY PERSONNEL & EQUIPMENT SHIFT TICKET' form open. The form is divided into several sections:

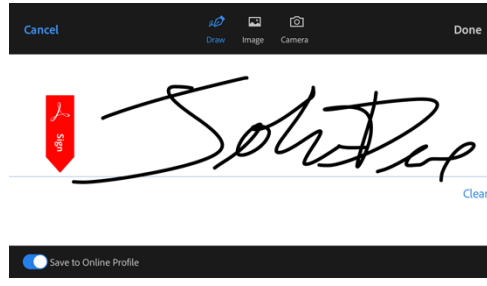
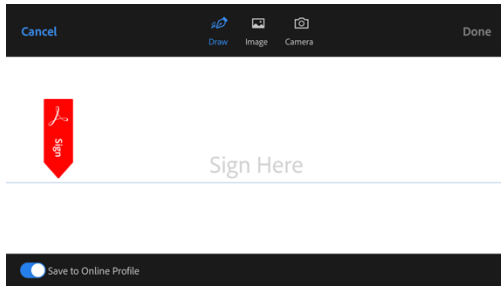
- 1. RESOURCE ORDER NO.**
- 2. EQUIPMENT STATUS:** INSPECTED & UNDER AGREEMENT , RELEASED BY GOVERNMENT , WITHDRAWN BY CONTRACTOR
- 3. OWNER / COOPERATOR / CONTRACTOR NAME:**
- 4. CONTRACT / AGREEMENT NUMBER:**
- 5. OPERATOR FURNISHED BY:** GOVERNMENT  CONTRACTOR
- 6. OPERATING SUPPLIES FURNISHED BY:** GOVERNMENT  CONTRACTOR
- 7. INCIDENT NAME:**
- 8. INCIDENT NUMBER:**
- 9. EQUIPMENT TYPE:**
- 10. EQUIPMENT MAKE / MODEL:**
- 11. REMARKS (travel, released, down time and cause, problems, etc)**
- 12. VIN #:**
- 13. LICENSE #:**
- 14. DATE MO / DAY / YR**
- 15. EQUIPMENT USE:** 15a. HOUR, 15b. MILES, 15c. DATE, 15d. STOP
- 16. TOTAL HOURS**
- 17. TOTAL MILES**
- 18. OPERATOR / PERSONNEL NAMES**
- 19. REMARKS**
- 20. POS'N**
- PERSONNEL TIME:** 23. START, 24. STOP, 25. START, 26. STOP

The form is displayed on a black background with a 'Done' button at the top left and various app icons at the top right. The Adobe Acrobat logo is visible at the bottom center.

Zoom to signature block and create signature.



Create the signature



Place your signature in the appropriate signature block and change ink color to BLUE if possible.



You can now export (Box with up arrow on Apple) and share a copy with your Supervisor for their approval. Copy can be emailed to your supervisor for their signature. Can be airdropped between Apple devices or may be shared between Android devices.

Email will have to be used for a mix of types of devices.

