



The Southwest Louisiana Mutual Aid Association steering committee has approved collecting data from all their members to comply with the SWLAMA bylaws through a software application called Quickbase. The software will allow members to add and update their data via a webpage. Once all the members have entered all their agency's data, 911 will be able to access the total equipment and utilize this data in the dispatch of requested equipment in time of an emergency event.

Please follow the following steps to begin the process of obtaining the mutual aid equipment that you can send during an emergency event.

If you have any questions do not hesitate to contact me at the following:

Robert Daughdril

SWLAMA Webmaster

337-540-4157

[webmaster@swlama.com](mailto:webmaster@swlama.com)






## Step by Step Guide

### Sample Email

☰ ☆ ➤ webmaster@swlama..

Quickbase invite to the "SWLAMA Database" app - Robert Daughdril invites you to join SWLAMA Database The Southwest Louisiana Mutual ...

  
  
**Robert Daughdril invites you to join SWLAMA Database**  

The Southwest Louisiana Mutual Aid Association wants to share the Quickbase "SWLAMA Database" app with you. Please complete the login and password. Once completed, you will be granted "agency" status to complete your data in the Southwest Louisiana Mutual Aid database. Attached is a brief instructional information pdf to assist you with the data entry package.

[GO TO THIS APP IN QUICKBASE](#)

This was sent by Quickbase. If you have trouble using the link(s) above, copy and paste the following link(s) into your browser's address bar: <https://swlama.quickbase.com/db/bum4qgdcb>

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Step by Step  
Log In Page

Enter your email or  
what you would like  
as you log on



Enter the password  
that you like to use.

Email address or username

Password

**Sign in**

Keep me signed in on this computer

[I forgot my password](#)

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0:00 / 2:03

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Your initial log in page

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quickbase

Quickbase > My Apps in SWLAMA

Your last sign-in was  
December 25, 2024 at 3:10:22 PM

Quickbase Admin

My apps

Search apps

Adv. search

App	Last visit	Category	Manager
SWLAMA Database	Today	Search and select	webmaster@swlama.com

Press SWLAMA  
Database

Try Quickbase with a sample app

Get an app from Exchange to see examples of what a Quickbase app can do to help create better ways to work.

[Explore sample apps](#)

Learning and help

- Community**  
Discussion forums for asking questions, getting answers, and learning from fellow builders.
- Help**  
Guides for getting started, using apps, building apps, or administering Quickbase at your organization.
- University**  
Self-paced learning covering all of Quickbase, from orientation to app building, plus certification.
- Builder resources**  
Hub page for learning, training, help, and app building tips.

Your Home Page.

Press the "pencil" icon to edit data

As you add items they will show here.

quickbase SWLAMA Database

App home < SWLAMA Database > Agency Dashboard

Tables

- A. Agency
- B. Emergency Contact
- C. Locations
- D. Asset Fire Fighting Vehicles
- E. Asset Fire Fighting Equipment
- F. Asset Hazmat
- G. Asset Other Response Vehicle...
- H. Asset Specialty Teams
- I. Asset Other

My Agency

Agency Name	Agency Phone	Emergency 24hr Contact Phone Number	Agency Physical Address: Street 1	Agency Physical Address: City	Agency Physical Address: State
General Member (1 agency)					
1 New Agency	(555) 123-4567	(337) 263-3532	123 Somewhere	Anytown	Louisiana

Equipment Database

This chart is empty  
There aren't any Asset Fire Fighting Vehicle yet.  
Add some here

This chart is empty  
There aren't any Asset Other Response Equipment yet.  
Add some here

This chart is empty  
There aren't any Asset Other yet.  
Add some here

This chart is empty  
There aren't any Asset Fire Fighting Equipment yet.  
Add some here

This chart is empty  
There aren't any Asset Hazmat yet.  
Add some here

This chart is empty  
There aren't any Asset Specialty Team yet.  
Add some here

My Agency

Agency Name	Add Emergency Contact	Add Asset Fire Fighting Vehicle	Add Asset Fire Fighting Equipment	Add Asset Other Response Equipment	Add Asset Hazmat	Add Asset Specialty Team
1 New Agency	Add Emergency Co...	Add Asset Fire Fighting Ve...	Add Asset Fire Fighting Equip...	Add Asset Other Response Equip...	Add Asset Ha...	Add Asset Specialty T...

You can add new items using these tabs

Enter your Agencies data here

quickbase SWLAMA Database

App home < A. Agency > Edit Agency #132

Agency Name: 1 New Agency

Agency Type: Other

SWLAMA Equip Database Manager: Daughdril, Hel...

Agency Membership Status: General Member

Agency Description

Physical Address

Agency Physical Address: Search

Street address 1: 123 Somewhere

Street address 2

City: Anytown Region: Louisiana

Postal code: 70663 Country: United States

Agency Phone: (555) 123-4567 ext. 1234

Mailing Address (if different than Physical Address)

Agency Mailing Address: Search

Street address 1

Street address 2

City: Region:

Postal code: Country:

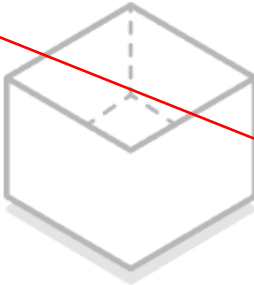
Emergency 24hr Contact Phone Number: (337) 263-3532 ext. 1234

Emergency Contact details

New Emergency Contact

Enter your agencies emergency contact here.  
We would like the following  
Plant Manager  
Fire Chief  
EHS Manager  
Safety Manager  
Security Manager

Emergency Contact details

First Name	Last Name	Title
 <p>No records found</p>		

Your agencies emergency contacts will be displayed here.

Add Emergency Contact

Add Emergency Contact

Add Emergency Contact



Agency Name  
1 New Agency

Emerg Contact Title  
Select one

Mutual Aid Contact  
Select one

First Name

Last Name

Title

Phone Office  
+1 (201) 555-0123 ext. 1234

Phone Cellular

New Emergency Contact

Enter your agencies emergency contact here.  
We would like the following  
Plant Manager  
Fire Chief  
EHS Manager  
Safety Manager  
Security Manager

Cancel Save & close

Press here to add new data.

Once you enter your data it will display here

Southwest Louisiana Mutual Aid	
Fire Fighting Equipment	
	Dry Chemical--Foam--Hose/Adapters
	Ladders--Port Cascade Air System--Portable Water Monitors
	SCBA Spare Bottles

Agency Name: \_\_\_\_\_ Status:  In-Service  Out-of-Service Agency - SWLAMA Equip Database Manager

Asset Category: Fire Fighting Equipment Asset Type: Select one Asset Location (Parish): Select one Asset Location (Community): Select one

Purpose: \_\_\_\_\_ Description: \_\_\_\_\_ Type: \_\_\_\_\_ Manufacturer: \_\_\_\_\_

Unit #: \_\_\_\_\_ Quantity: \_\_\_\_\_

Fire Fighting Capability: Select one Fuel type: Select one Number of Personnel: \_\_\_\_\_ Operator Supplied: Select one

Transported by: Select one Four Wheeled Drive: Select one

Keep on adding all your equipment via the tabs.

Southwest Louisiana Mutual Aid

Fire Fighting Vehicles	
	Aerials--Brush Truck/ATV--Fire Engine--Hazmat
	Heavy Rescue--Rehab Truck--Service Truck
	Water Tenders

Agency Name: \_\_\_\_\_ Status:  In-Service  Out-of-Service Agency - SWLAMA Equip Database Manager

Asset Category: Fire Fighting Vehicles Asset Type: Select one Asset Location (Parish): Select one Asset Location (Community): Select one

Purpose: \_\_\_\_\_ Description: \_\_\_\_\_ Type: \_\_\_\_\_ Manufacturer: \_\_\_\_\_

Unit #: \_\_\_\_\_ Quantity: \_\_\_\_\_

Fire Fighting Capability: Select one Fuel type: Select one Number of Personnel: \_\_\_\_\_ Operator Supplied: Select one

Four Wheeled Drive: Select one Transported by: Select one Trailer Hitches: Select one