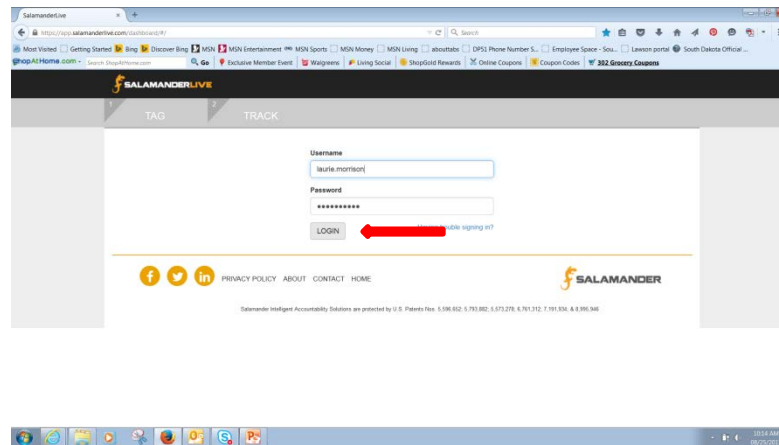
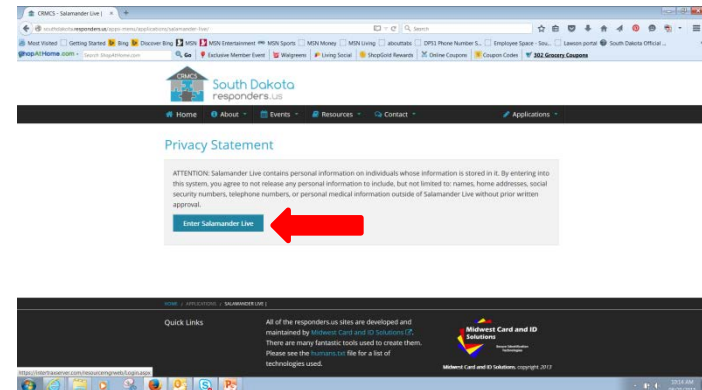
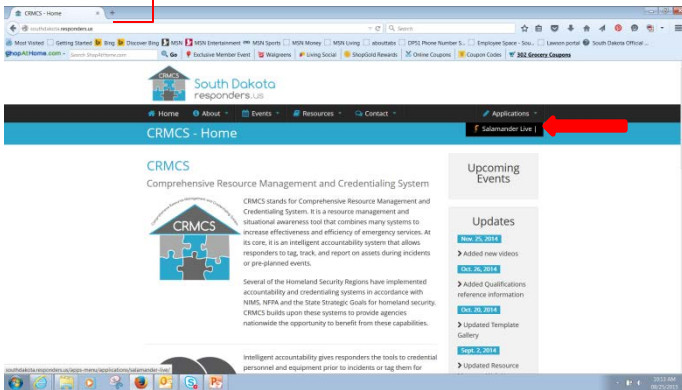


# How to add personnel



# Log into CRMCS

www.southdakota.responders.com



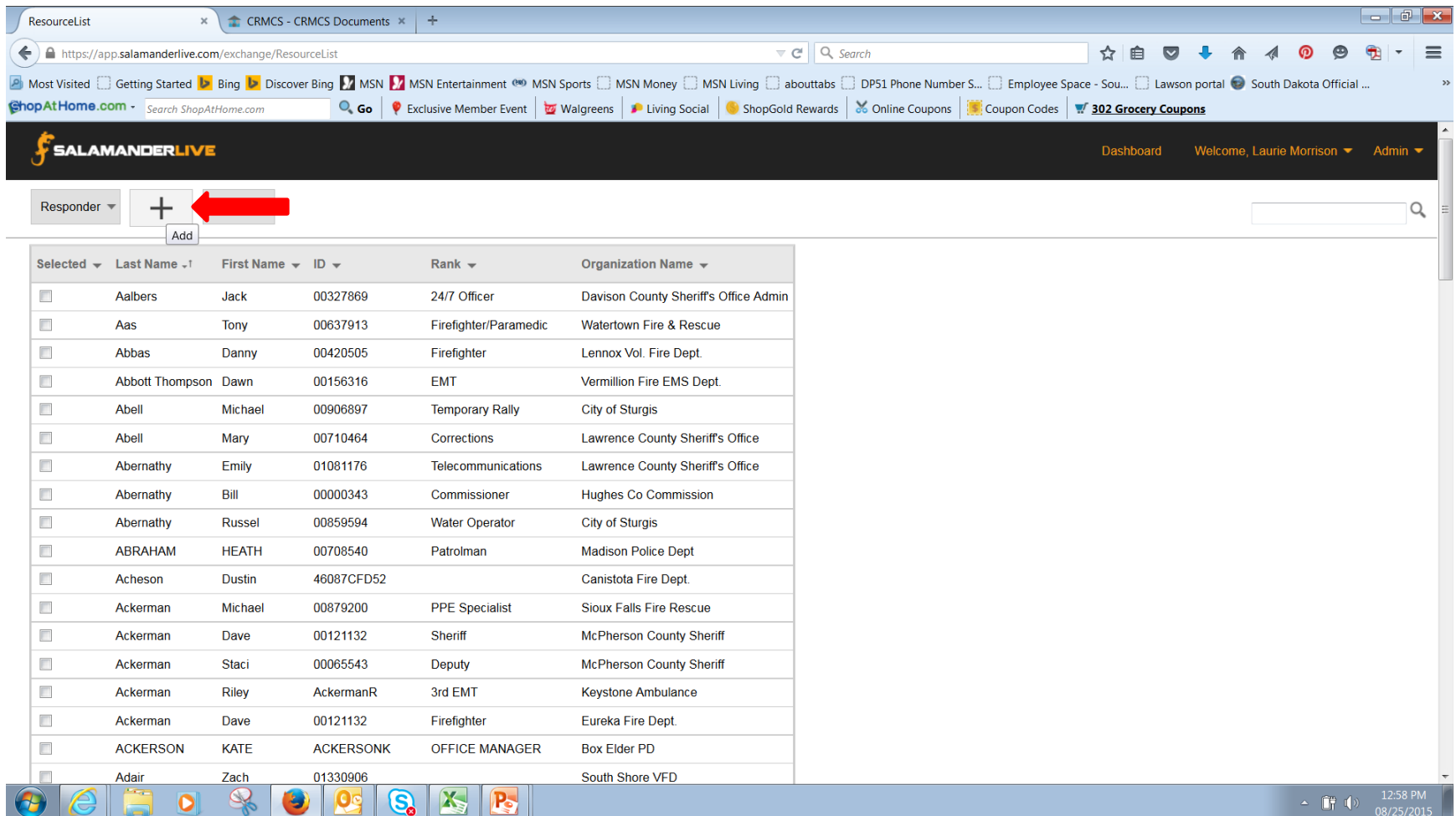
# Click on Personnel List

The screenshot shows a web browser window with the URL <https://app.salamanderlive.com/dashboard/#/tag>. The page features a navigation bar with the SalamanderLive logo and a user profile for Laurie Morrison. Below the navigation bar, there are two tabs: 'TAG' (selected) and 'TRACK'. The main content area is divided into several sections:

- RECENT ACTIVITY**: A list of personnel including Curtis Mincks - Captain, Scott Martinson - Firefighter, Brady London - Firefighter, Tony Klunder - EMS Captain, and Cody Jansen - Lieutenant. A 'View All Personnel' link is also present.
- PERSONNEL LIST**: A prominent button with a checkmark icon, indicating the current view.
- EQUIPMENT LIST**: A button with a checkmark icon.
- ORGANIZATION LIST**: A button with a checkmark icon.
- EXPIRING**: A summary section with 'BADGES' and 'QUALS' tabs. It displays '0 EXPIRE THIS WEEK', '0 EXPIRE THIS MONTH', and '1 EXPIRED LAST MONTH'. A 'Download This List' button is located below this summary.
- Personnel Card**: A card for TAYLOR HYDE, INTERN, at SOUTH DAKOTA OEM, with an expiration date of 08/17/2015.
- Pagination**: A simple pagination control showing '1'.
- Footer**: A section with three columns: 'VIDEO TRAINING' (with a video player thumbnail), 'BEST PRACTICES EBOOK' (with a document thumbnail), and 'HAVE A QUESTION?' (with contact information: CALL MAIN: (877) 430-5171, SUPPORT: (877) 430-5577, LOCAL: (231) 932-4397).

The Windows taskbar at the bottom shows the system clock as 12:40 PM on 08/25/2015, along with various application icons.

# Click the 'Add' button



The screenshot shows a web browser window displaying a resource list. The browser's address bar shows the URL <https://app.salamanderlive.com/exchange/ResourceList>. The page header includes the SalamanderLive logo and navigation links for Dashboard, Welcome, Laurie Morrison, and Admin. Below the header, there is a search bar and a list of responders. A red arrow points to the 'Add' button, which is represented by a plus sign (+) in a small box.

Selected	Last Name -1	First Name	ID	Rank	Organization Name
<input type="checkbox"/>	Aalbers	Jack	00327869	24/7 Officer	Davison County Sheriff's Office Admin
<input type="checkbox"/>	Aas	Tony	00637913	Firefighter/Paramedic	Watertown Fire & Rescue
<input type="checkbox"/>	Abbas	Danny	00420505	Firefighter	Lennox Vol. Fire Dept.
<input type="checkbox"/>	Abbott Thompson	Dawn	00156316	EMT	Vermillion Fire EMS Dept.
<input type="checkbox"/>	Abell	Michael	00906897	Temporary Rally	City of Sturgis
<input type="checkbox"/>	Abell	Mary	00710464	Corrections	Lawrence County Sheriff's Office
<input type="checkbox"/>	Abernathy	Emily	01081176	Telecommunications	Lawrence County Sheriff's Office
<input type="checkbox"/>	Abernathy	Bill	00000343	Commissioner	Hughes Co Commission
<input type="checkbox"/>	Abernathy	Russel	00859594	Water Operator	City of Sturgis
<input type="checkbox"/>	ABRAHAM	HEATH	00708540	Patrolman	Madison Police Dept
<input type="checkbox"/>	Acheson	Dustin	46087CFD52		Canistota Fire Dept.
<input type="checkbox"/>	Ackerman	Michael	00879200	PPE Specialist	Sioux Falls Fire Rescue
<input type="checkbox"/>	Ackerman	Dave	00121132	Sheriff	McPherson County Sheriff
<input type="checkbox"/>	Ackerman	Staci	00065543	Deputy	McPherson County Sheriff
<input type="checkbox"/>	Ackerman	Riley	AckermanR	3rd EMT	Keystone Ambulance
<input type="checkbox"/>	Ackerman	Dave	00121132	Firefighter	Eureka Fire Dept.
<input type="checkbox"/>	ACKERSON	KATE	ACKERSONK	OFFICE MANAGER	Box Elder PD
<input type="checkbox"/>	Adair	Zach	01330906		South Shore VFD

# Enter in personnel data (fields in RED are required)

Person | Private | Medical | Qualifications | Note | Signature

Prefix

Last Name:  (Red)

First Name:  (Red)

Middle Initial:

Suffix:

Birth Date:

Organization:  (Red)

Title:  (Red)

Status:  (Red)

Hire Date:

Termination Date:

Issue Date:

Expire Date:

Copies Printed:

Filename:  No file selected.  
 Please note: Files greater than 4 MBfiles will be ignored.

No credential will be printed without a photo! Please see the CRMCS policy about specific photo guidelines. Photos must be head and shoulder cropped without caps/sunglasses, etc with a solid colored background.

Person | Private | Medical | Qualifications | Note | Signature

GPS Location: Enter address to auto-complete form

Title: Please select... Home Phone:

Address Line 1:  Work Phone:

Address Line 2:  Fax:

City:  Mobile:

Country: Please select... Email:

State: Please select... Postal Code:

Longitude:

Latitude:

Drives License:

License Country: Please select... License State: Please select... OtherID:

License Expiration:

Person | Private | Medical | Qualifications | Note | Signature

Gender:  (Red)

Blood Pressure:  /  (Red)

Respiration:  (Red)

BloodType:  (Red)

Organ Donor:  (Red)

Hair Color:  (Red)

Eye Color:  (Red)

Height:   (Red)

Weight:   (Red)

Medical History:

Detailed History:

Region:

Physician:

Physician Phone:

Insurance:

Policy #:

Medications:  (Red)

Allergies:  (Red)

Emergency Contacts:  (Red)

Please include at least ONE emergency contact

Person | Private | Medical | Qualifications | Note | Signature

Disciplines:  (Red)

Local:

Regional:

Other:

Federal:

If there is a qualification that you are unable to find, please contact us. We can help you find it, or if it's not in the system, we can look into adding it as another state/local qualification.

# Click 'SAVE'

The screenshot shows a web browser window with the URL <https://app.salamanderlive.com/exchange/Person>. The browser's address bar and search bar are visible. Below the browser, the SalamanderLive logo is displayed on the left, and navigation links for 'Dashboard', 'Welcome, Laurie Morrison', and 'Admin' are on the right. A red arrow points to a 'Save' button, which is represented by a floppy disk icon. Below the button, there are tabs for 'Person', 'Private', 'Medical', 'Qualifications', 'Note', and 'Signature'. The 'Person' tab is active, showing a form with the following fields: Prefix, Last Name (Luck), First Name (Andrew), Middle Initial, Suffix, ID (12ColtsRock), Birth Date, Organization (South Dakota OEM), Title (Captain), Status (Active), Hire Date, Termination Date, Issue Date, Expire Date, and Copies Printed (0). To the right of the form, there is a camera icon, a 'Browse...' button, and the text 'No file selected.' Below this, a note states 'Please note: Files greater than 4 MBytes will be ignored.' and a 'Delete Image' button is present. The Windows taskbar at the bottom shows various application icons and the system clock indicating 1:17 PM on 08/25/2015.