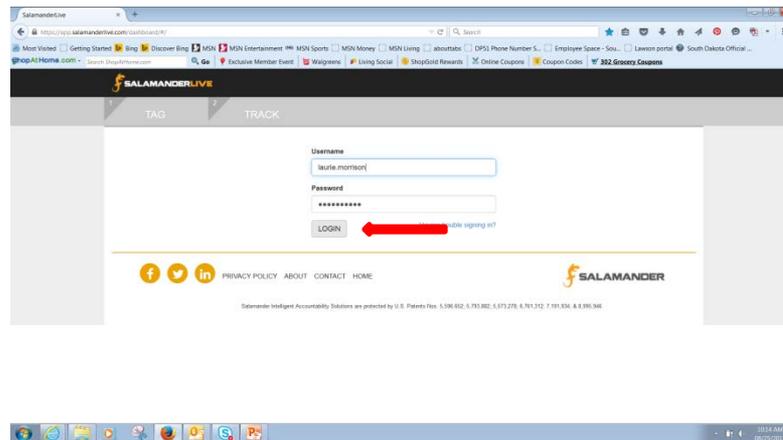
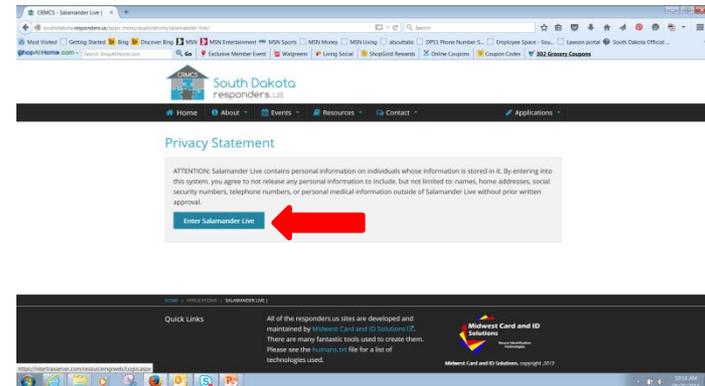
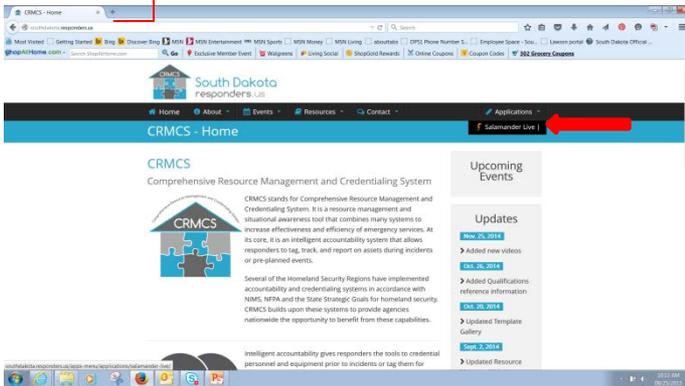


How to create an Organization



Log into CRMCS

www.southdakota.responders.com



Click on Organization List

The screenshot shows the SalamanderLive dashboard interface. At the top, there is a navigation bar with the SalamanderLive logo and a user profile for Laurie Morrison. Below this, there are two main tabs: 'TAG' and 'TRACK'. The 'TAG' tab is active, and it contains a sidebar with 'RECENT ACTIVITY' and a list of personnel and equipment. The 'TRACK' tab is also visible and contains three main sections: 'PERSONNEL LIST', 'EQUIPMENT LIST', and 'ORGANIZATION LIST'. The 'ORGANIZATION LIST' button is highlighted with a red arrow. Below this, there is an 'EXPIRING' section with a 'BADGES' and 'QUALS' filter, and a 'Download This List' button. A table below shows a record for 'TAYLOR HYDE INTERN' from 'SOUTH DAKOTA OEM' with an expiration date of '08/17/2015'. At the bottom, there are sections for 'VIDEO TRAINING', 'BEST PRACTICES EBOOK', and 'HAVE A QUESTION?' with contact information.

SalamanderLive
welcome Laurie Morrison Admin

1 TAG 2 TRACK

RECENT ACTIVITY

- Personnel
 - [Tyler Stark - Firefighter](#)
 - [Michael Kerrigan - Firefighter](#)
 - [Dave Kramp - Firefighter](#)
 - [Brad Henjum - Firefighter](#)
 - [Ron Worlie - Fire Chief](#)
 - [View All Personnel](#)
- Equipment
 - [Trash Pump](#)
 - [Water Pump](#)
 - [Trash Pump](#)
 - [Portable Welder](#)
 - [SS Sander](#)

PERSONNEL LIST EQUIPMENT LIST ORGANIZATION LIST

EXPIRING

BADGES QUALS 0 EXPIRE THIS WEEK 0 EXPIRE THIS MONTH 1 EXPIRED LAST MONTH

Download This List

	TAYLOR HYDE INTERN	SOUTH DAKOTA OEM	Expires 08/17/2015
--	-----------------------	------------------	--------------------

« 1 »

VIDEO TRAINING BEST PRACTICES EBOOK HAVE A QUESTION?

CALL MAIN: (877) 430-5171
SUPPORT: (877) 430-5577
LOCAL: (231) 932-4397

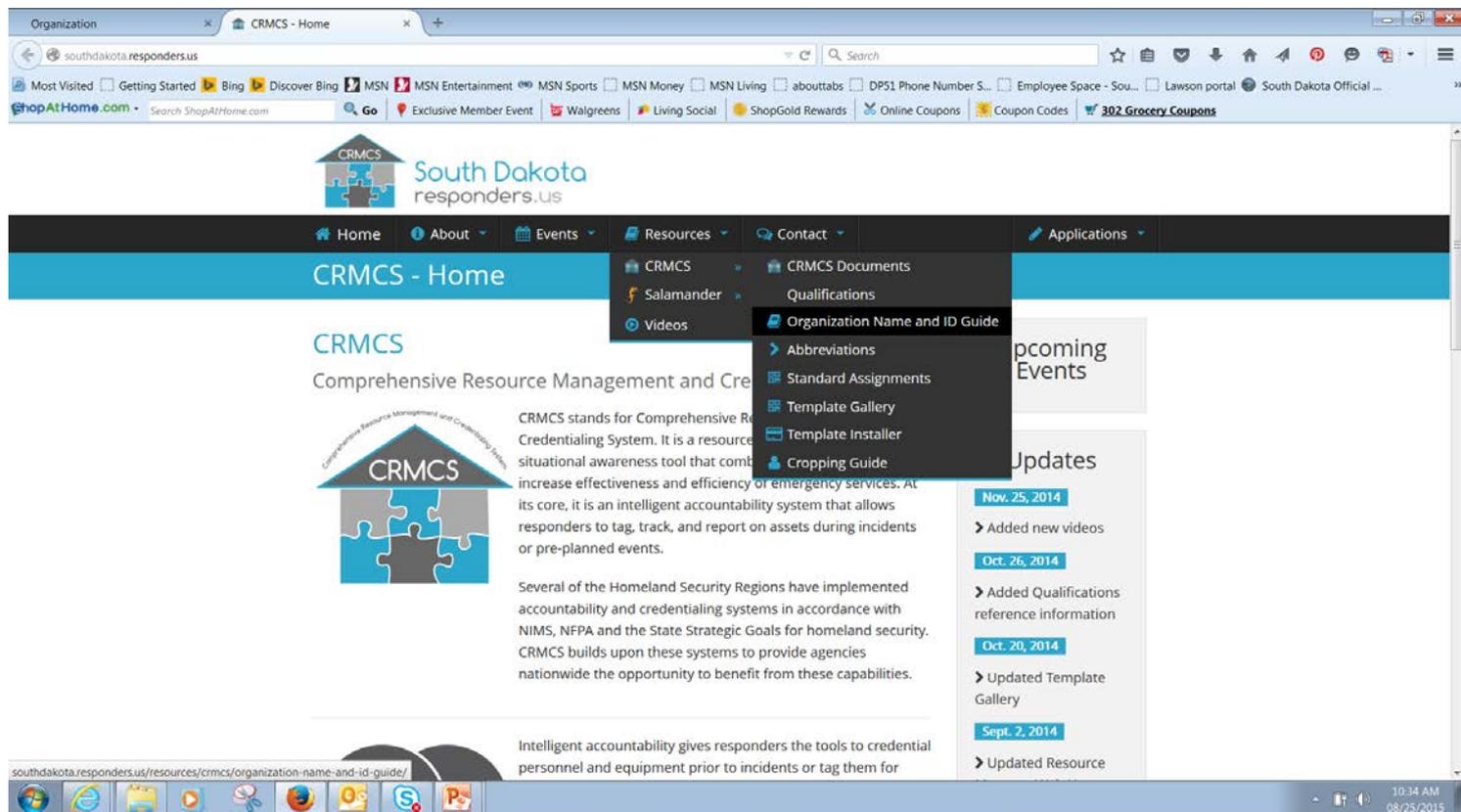
10:30 AM 08/25/2015

Click the 'Add' button

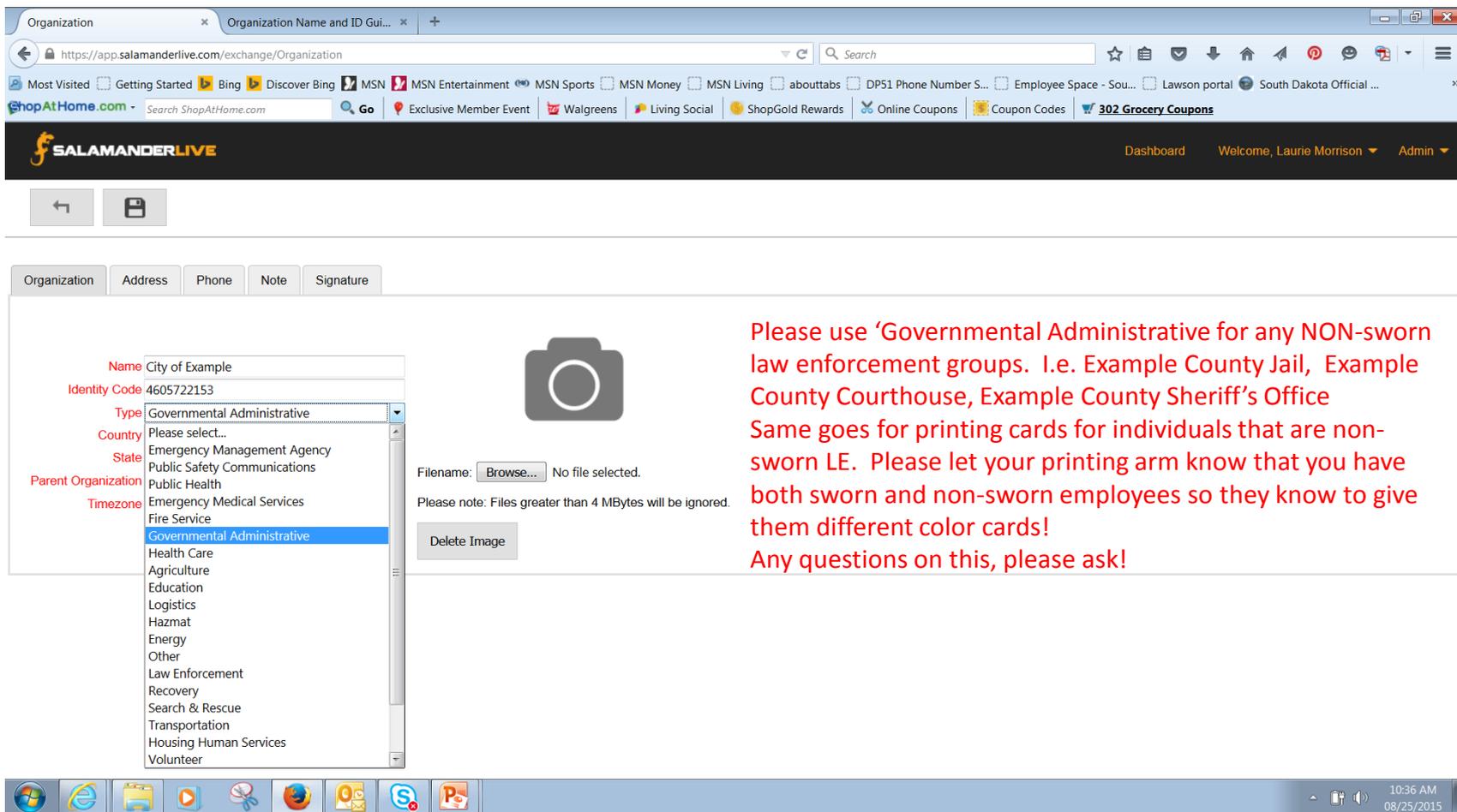
The screenshot shows a web browser window with the URL <https://app.salamanderlive.com/exchange/ResourceList>. The page header includes the SalamanderLive logo and navigation links for 'Dashboard', 'Welcome, Laurie Morrison', and 'Admin'. Below the header, there is a search bar and a dropdown menu labeled 'Organization'. A red arrow points to a plus sign button located to the right of the 'Organization' dropdown. Below this, there is a table with columns for 'Selected', 'Name', 'ID', 'Organization Type', and 'State Territory Code'. The table contains a list of organizations, including '114 FW/CEX Emergency Management', 'Aberdeen Ambulance', 'Aberdeen Fire & Rescue', 'Aberdeen Police Department', 'Aberdeen Public Works', 'Aberdeen Rural Fire Dept.', 'Academy FD', 'Agar Fire Dept.', 'Akaska Fire Dept.', 'Akron Fire Dept.', 'Alcester Ambulance', 'Alcester Fire Dept.', 'Alcester Police Dept.', 'Alcester Public Works', 'Alexandria Fire Dept.', 'allPOINTS Health Services', 'Alpena Fire Dept.', and 'American Medical Response'.

Selected	Name	ID	Organization Type	State Territory Code
<input type="checkbox"/>	114 FW/CEX Emergency Management	46AIRNG	Emergency Management Agency	SD
<input type="checkbox"/>	Aberdeen Ambulance	4601300100SVCNM	Emergency Medical Services	SD
<input type="checkbox"/>	Aberdeen Fire & Rescue	460130010003101	Fire Service	SD
<input type="checkbox"/>	Aberdeen Police Department	4601300100601	Law Enforcement	SD
<input type="checkbox"/>	Aberdeen Public Works	4601300100PW	Public Works	SD
<input type="checkbox"/>	Aberdeen Rural Fire Dept.	460130010003001	Fire Service	SD
<input type="checkbox"/>	Academy FD	46023ACADM17002	Fire Service	SD
<input type="checkbox"/>	Agar Fire Dept.	461190046059001	Fire Service	SD
<input type="checkbox"/>	Akaska Fire Dept.	461290054063004	Fire Service	SD
<input type="checkbox"/>	Akron Fire Dept.	46127AKRN62006	Fire Service	SD
<input type="checkbox"/>	Alcester Ambulance	4612700700EMS	Emergency Medical Services	SD
<input type="checkbox"/>	Alcester Fire Dept.	461270070062004	Fire Service	SD
<input type="checkbox"/>	Alcester Police Dept.	4612700700PD	Law Enforcement	SD
<input type="checkbox"/>	Alcester Public Works	4612700700PW	Public Works	SD
<input type="checkbox"/>	Alexandria Fire Dept.	460610082034001	Fire Service	SD
<input type="checkbox"/>	allPOINTS Health Services	4612718620HD	Health Care	SD
<input type="checkbox"/>	Alpena Fire Dept.	460730102040002	Fire Service	SD
<input type="checkbox"/>	American Medical Response	4606549600AMR	Emergency Medical Services	SD

- Refer to the [Organization Name and ID Guide](#) on the proper way to create an organization's ID Code.



Chose the organization 'type'



Organization Name and ID Gui...

Organization

Address Phone Note Signature

Name City of Example

Identity Code 4605722153

Type Governmental Administrative

Country Please select...

State Emergency Management Agency

Parent Organization Public Safety Communications

Timezone Public Health

Emergency Medical Services

Fire Service

Governmental Administrative

Health Care

Agriculture

Education

Logistics

Hazmat

Energy

Other

Law Enforcement

Recovery

Search & Rescue

Transportation

Housing Human Services

Volunteer

Filename: No file selected.

Please note: Files greater than 4 MBytes will be ignored.

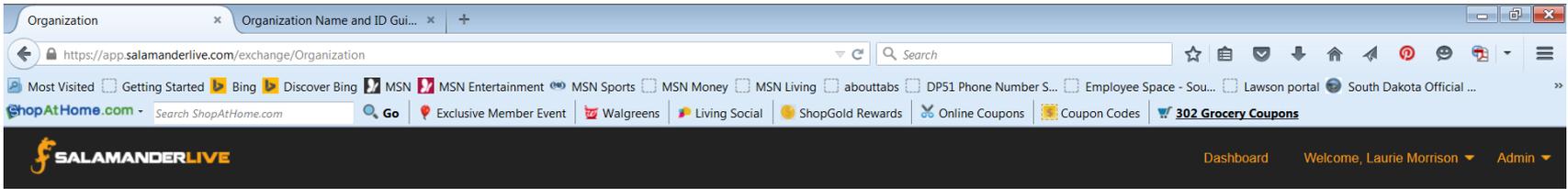
Please use 'Governmental Administrative' for any NON-sworn law enforcement groups. I.e. Example County Jail, Example County Courthouse, Example County Sheriff's Office

Same goes for printing cards for individuals that are non-sworn LE. Please let your printing arm know that you have both sworn and non-sworn employees so they know to give them different color cards!

Any questions on this, please ask!

10:36 AM
08/25/2015

Enter in 'Parent Organization'



Organization Address Phone Note Signature

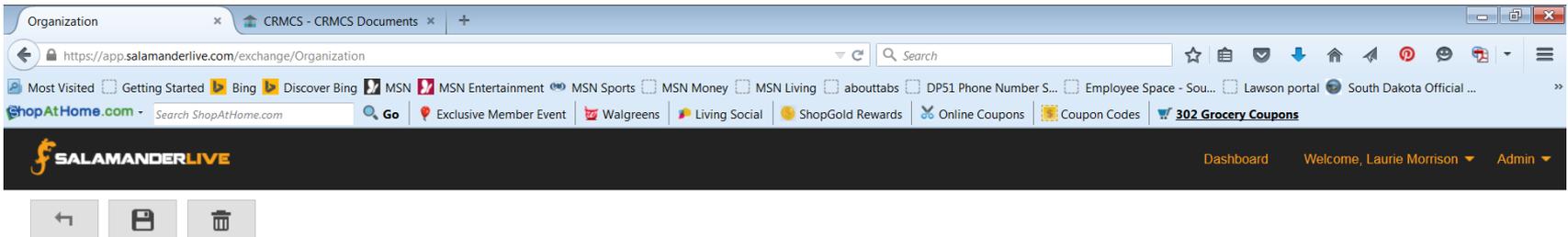
Name	City of Example
Identity Code	4605722153
Type	Governmental Administrative
Country	United States
State	South Dakota
Parent Organization	South Dakota OEM
Timezone	Please select...

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

This is very important from a 'permissions' stand point. The best way to think about who the 'parent' will be is who the organization 'reports' to. They should NOT all be children of your County Emergency Management organization!! Take the time to set up your counties/cities correctly now, so there's less confusion down the road!



Put in Organization Address

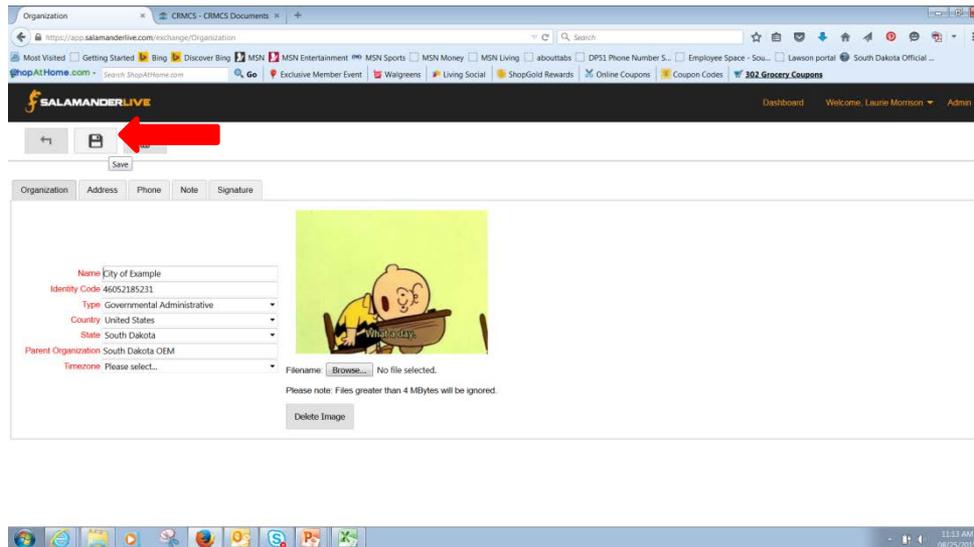
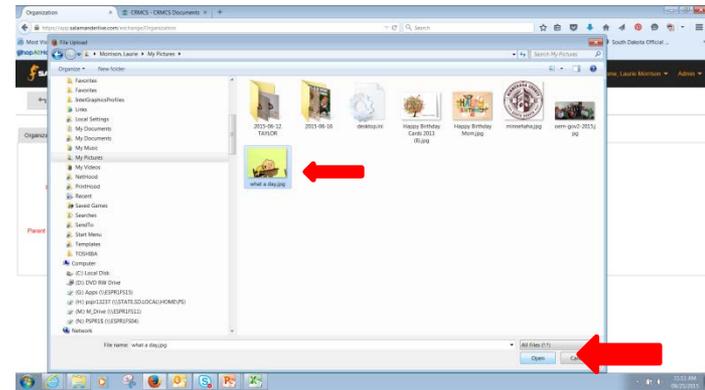
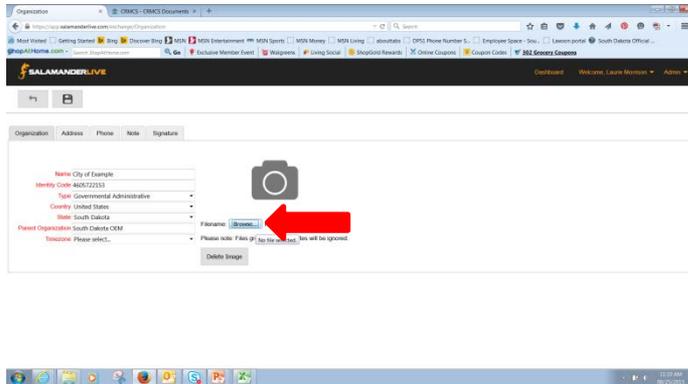


Organization	Address	Phone	Note	Signature
GPS Location	118 w capi			
Address Line 1	118 W Capitol Ave Pierre, SD, United States			
Address Line 2	118 W Capitol Dr Milwaukee, WI, United St...			
City	118 Capital Avenue Southwest Battle C...			
Country	118 W Capitol Ave Little Rock, AR, United ...			
State	118 W Capitol St Jackson, MS, United States			
Postal Code	powered by Google			
Longitude				
Latitude 0				

This is the address that will print on the back of the credential for lost cards to be returned to if found. Put whatever address you want those cards to be sent to, so it doesn't have to be the actual address of the organization. For example, if you want all cards to go to the County EM office if they're lost and found, put that address.



Insert an Organization Logo



If you have questions:

- Laurie Morrison, SDOEM
 - Laurie.Morrison@state.sd.us
- Teresa Tople, SDOEM
 - Teresa.Tople@state.sd.us
- 605-773-3231