QUICK START GUIDE FOR RAPID TAG EVAC

START A NEW EVENT

Start a New Event

1. On the RAPID TAG EVAC screen, click Start.
2. Enter the event name and run number (optional).
3. Click OK.

GET EXTERNAL DATA FROM SALAMANDERLIVE™

Get External Data

1. On the RAPID TAG EVAC screen, click Actions and select Get External Data.
2. All medical reference data will be synced to your RAPID TAG EVAC computer.

REGISTER EVACUEES

Scan an ID or TAG

1. On the RAPID TAG EVAC screen, with the tethered scanner, scan the evacuee's ID / TAG.
2. On the Evacuee tab, information stored in the barcode will auto-populate in matching fields.
3. Enter any additional information then click Next >.
4. On the Track tab, enter the ID and select the Assignment; all other information is optional.
5. Click Next >.
6. On the Miscellaneous tab, enter the optional information.
7. Click Next >.
8. On the Family tab, check "Print when finished" and then click Finish.
9. The evacuee is now registered and a TAG will be printed.

Manually Add Patient / Evacuee

1. On the RAPID TAG EVAC screen, click Register.
2. On the Evacuee tab, enter the first and last name; all other information is optional.
3. Click Next >.
4. On the Track tab, enter the ID and select the Assignment; all other information is optional.
5. Click Next >.
6. On the Miscellaneous tab, enter the optional information.
7. Click Next >.
8. On the Family tab, check "Print when finished" and then click Finish.
9. The evacuee is now registered and a TAG will be printed.

Add a Family Member (Add New)

1. On the RAPID TAG EVAC screen, click on the evacuee's registered family member.
2. Click Edit.
3. Click the Family tab.
4. Click Add New.
5. On the Evacuee tab, either scan an ID or enter the first and last name; all other information is optional.
6. Click Next >.
7. On the Track tab, enter the ID and select the Assignment; all other information is optional.
8. Click Next >.
9. On the Miscellaneous tab, enter the optional information.
10. Click Next >.
11. On the Family tab, the evacuee is now added as a family member.
12. Check Print when finished and then click Finish.
13. On the Print Evacuee Badge window, click the person to print a TAG for.
14. Click Ok.
15. The evacuee is now registered as a family member and a TAG will be printed.

Add a Family Member (Search)

1. On the RAPID TAG EVAC screen, click on the evacuee's registered family member.
2. Click Edit.
3. Click the Family tab.
4. Click Search.
5. Enter the evacuee's first name, last name, or ID.
6. Click Search.
7. Any matches found will be listed. If no matches are found, click Cancel and click Add New.
8. Click the match and click Add.
9. Uncheck "Print when finished" and then click Finish.
10. The Evacuee is now registered as a family member.

SEND DATA TO SALAMANDERLIVE

Manually Send Data

1. On the RAPID TAG EVAC screen, click Send (confirm connectivity).
2. All data will be sent to SalamanderLive.
3. The sending of data should be done multiple times during the event.

END AN EVENT

End an Event

1. Are you sure you want to end the event?
2. On the RAPID TAG EVAC screen, click Send to send any remaining data to SalamanderLive (confirm connectivity).
3. Click End.