

QUICK START GUIDE FOR RAPID TAG v5.0

LOGIN

Login to RAPID TAG

1. Click to open RAPID TAG.
2. A login screen will appear. Use the login provided by your SalamanderLive™ administrator.
3. Once logged in, you will land on the RAPID TAG main screen.

START A NEW EVENT

Start a New Event

1. Enter the event name (required).
2. Click Start.

CHECK-IN RESOURCES

Scan an ID or Personnel TAG

1. On the RAPID TAG screen, click the Personnel tab.
2. With the tethered scanner, scan the ID or TAG barcode.
3. Information stored in the barcode will auto-populate in matching fields.
4. Ensure the required fields are completed: ID, Organization, and First / Last Name.
5. To print a TAG, check "Print when finished" (only for ID holders) and click Finish.
6. The person is now checked in and a TAG will be printed, if selected.

Scan an Equipment TAG

1. On the RAPID TAG screen, click the Equipment tab.
2. With the tethered scanner, scan the TAG barcode.
3. Information stored in the barcode will auto-populate in matching fields.
4. Ensure the required fields are completed: ID, Organization, and Description.
5. Uncheck "Print when finished", if checked and click Finish.
6. The equipment is now checked in.

Scan a Collection TAG

1. On the RAPID TAG screen, click the Collection tab.
2. With the tethered scanner, scan the TAG barcode.
3. Information stored in the barcode will auto-populate in matching fields.
4. Ensure the required fields are completed: ID, Organization, and Name.
5. Uncheck "Print when finished", if checked and click Finish.
6. The collection is now checked in.

Manually Add Personnel or Equipment

1. On the RAPID TAG screen, click the Personnel or Equipment tab.
2. Click Add.
3. Enter the required information for the resource.
4. Check "Print when finished" and click Finish.
5. The personnel or equipment is now checked in and a TAG will print.

MOVING RESOURCES

Moving Resources

1. On the RAPID TAG screen, click the Personnel, Equipment, or Collection tab.
2. Double-click the resource's name.
3. In the Assignment field, select the new assignment.
4. Ensure "Print when finished" is unchecked and click Finish.

SYNC DATA TO & FROM SALAMANDERLIVE

Manually Sync Data

1. On the RAPID TAG screen, click Sync.
2. All data will be synced to and from SalamanderLive

Auto Sync Data

1. On the RAPID TAG screen, click File and select Options.
2. On the Server tab, click the drop-down next to Auto Sync content to Server.
3. Select the sync interval.
4. Data will be auto synced to and from SalamanderLive per the interval selected.

CHECK OUT RESOURCES

Scanning a TAG (Rsp., Equip., Co.)

1. On the RAPID TAG screen, rescan the resource TAG or ID.
2. The resource will be immediately moved to the Off Scene assignment.

Manual Check-Out (Rsp., Equip., Co.)

1. On the RAPID TAG screen, find the resource's name by clicking on the Personnel, Equipment, or Collection tab.
2. Double-click the resource's name.
3. In the Assignment field, select Off Scene.
4. Ensure "Print when finished" is unchecked and click Finish.

END AN EVENT

End an Event

1. On the RAPID TAG screen, click Sync to send / receive any data to / from SalamanderLive.
2. Verify all resources are in the Off Scene assignment.
3. Click End.