SALAMANDER™

INSTALLATION AND USER GUIDE

INVENTORY APP
Installation and User Guide

Version 1.1

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1   ABOUT THIS GUIDE

This user guide provides the information needed to install and utilize the Salamander INVENTORY APP on iOS and Android mobile devices to enhance event accountability.

2   APPLICATION HARDWARE REQUIREMENTS

Requirements for all Salamander applications are as follows:

SYSTEM REQUIREMENTS	Apple TAG APP	Android TAG APP	Apple TRACK APP	Android TRACK APP	Apple INVENTORY APP	Android INVENTORY APP
Operating System	iOS 8	Android 4.0.3	iOS 8	Android 4.0.3	iOS 8	Android 4.0.3
System Free Space	3 MB	4 MB	3 MB	4 MB	3 MB	4 MB
Data Communications	Cellular or Wi-Fi	Cellular or Wi-Fi	Cellular or Wi-Fi	Cellular or Wi-Fi	Cellular or Wi-Fi	Cellular or Wi-Fi
Camera	3 Mega Pixel	3 Mega Pixel	3 Mega Pixel	3 Mega Pixel	3 Mega Pixel	3 Mega Pixel
Install Method	Apple Store	Google Play	Apple Store	Google Play	Apple Store	Google Play

3   REQUIRED MATERIALS

- Android or iOS smartphone or tablet
- Google Play Store (Android) password or App Store (iOS) password
  NOTE: If the device is on an enterprise business account, the account administrator may be needed to provide the Google Play or App Store password.
- SalamanderLive™ account user ID and password

4   INTRODUCTION

INVENTORY MANAGEMENT is an important aspect to maintaining situational awareness during events. TRACK inventory that is issued, turned in, and consumed during incidents and events with Salamander's interoperable INVENTORY APP. Assure that your inventory is properly maintained and reported on from within the INVENTORY MANAGEMENT inventory database.

This user guide will cover the following topics:
- Installing the INVENTORY APP on an Android or iOS device
- Logging into the INVENTORY APP
- Issuing Inventory
- Returning Inventory
- Adjusting Inventory

5   INSTALL THE INVENTORY APP

5.1.1   Installing the INVENTORY APP on an iOS Device

Step 1: Make sure the device is connected to the internet.
Step 2: Tap on the App Store icon.
Step 3: Search "INVENTORY APP" for the applicable device (iPhone or iPad).
Step 4: Tap on the "INSTALL" button.

5.1.2   Installing the INVENTORY APP on an Android Device

Step 1: Make sure the device is connected to the internet.
Step 2: Tap on the Play Store icon.
Step 3: Search "INVENTORY APP" for the applicable device (phone or tablet).
Step 4: Tap on the "INSTALL" button.

6   LOGIN TO THE INVENTORY APP

Once the INVENTORY APP has been installed onto the device, tap on the application icon to bring up the login screen. Log in using the SalamanderLive account user ID and password provided by your SalamanderLive account administrator.
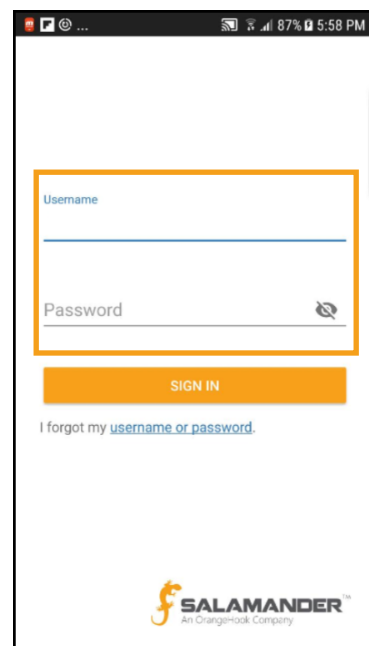

Figure 6.1

7   USING THE INVENTORY APP

Whether operating an Android or iOS device, the INVENTORY APP provides a user the same experience across both platforms. Because of this, instructions within this user guide are for both Android and iOS. It is important to note that the INVENTORY APP only works COMMS IN, meaning the mobile device must be connected to the internet for the APP to work.

7.1   Issuing Inventory

Once logged in, you will automatically be directed to the Issue screen. If you were previously in the APP and on a different screen, simply tap the menu icon in the upper left corner and select "Issue Inventory" (see Figure 7.1.1).

On the Issue screen, the first 50 pieces of inventory from your SalamanderLive database are downloaded and listed.
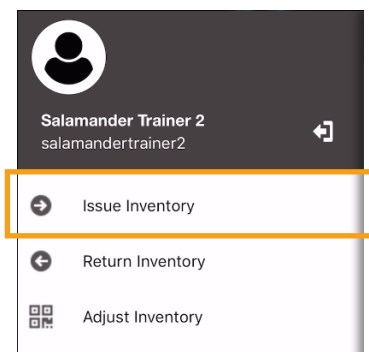

Figure 7.1.1

7.1.1   Building a Cart

In order to assign items to a person, you will need to first build the cart. To do so, you'll need to select the desired personnel and select or scan the desired item(s). These tasks are interchangeable and do not need to be completed in any particular order.

Adding a Person to the Cart

To set who the inventory will be issued to, you can download a person from your SalamanderLive database. To do so:

Step 1:   Tap the "Add Person" icon in the lower left corner.

Step 2:   Use the Search function to quickly find the person.

Step 3:   Tap the image icon to the left of the person's name – a green box with a white checkmark will appear (see Figure 7.1.1.1).

NOTE: To clear the selection, tap the white "X" in the upper left corner (see Figure 7.1.1.1). This will redirect you back to the Issue screen.

Step 4:   To confirm and finalize the selection, tap the white checkmark at the top right corner. You will be returned to the Issue screen where the "Add Person" icon is now replaced with the personnel's image icon (if available) and name in the lower left corner of the screen.

NOTE: You can select only one person per cart. Also, when using the Search function, it will search all fields including first name, last name, title, rank, and organization.
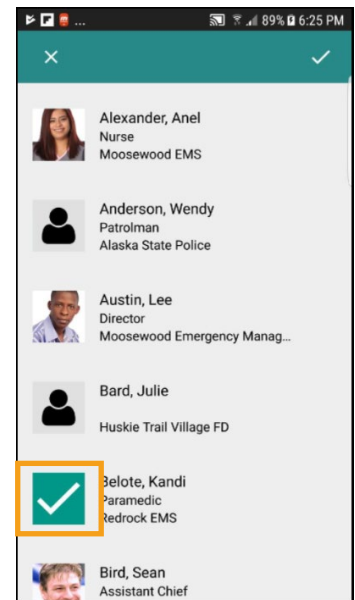

Figure 7.1.1.1

In addition to downloading, you can scan a Salamander personnel TAG. Any Salamander tagged person that exists anywhere in SalamanderLive may be set to receive inventory, even if the person does not belong to your organization. The TAG can be a pre-credentialed one that was printed from SalamanderLive or an event specific TAG such as one printed from RAPID TAG.

To scan a Salamander personnel TAG:

Step 1:   Tap the "Scan" icon (see Figure 7.1.1.2). This will activate the camera.

Step 2:   Center the camera over the TAG barcode and allow the camera to focus. For optimal scanning, place the barcode on a flat surface and ensure there is ample light. With a successful scan, the camera will return a sound and a pop-up message will appear at the bottom of the screen confirming the person has been added to the cart (see Figure 7.1.1.3).

Step 3:   If a person was already set when you started the scan, a "Replace?" message will appear asking if you want to replace the individual in the cart. To accept, tap "ADD TO CART".

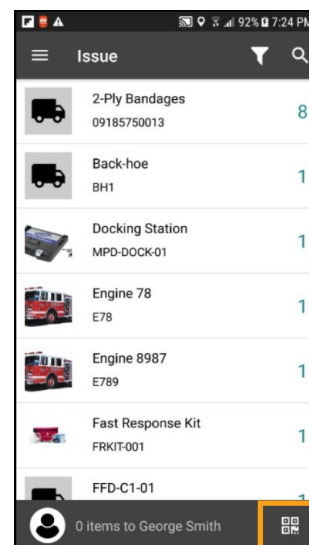**Step 4:**   The camera will stay active. Tap the "Back" button on your device to return to the Issue screen.
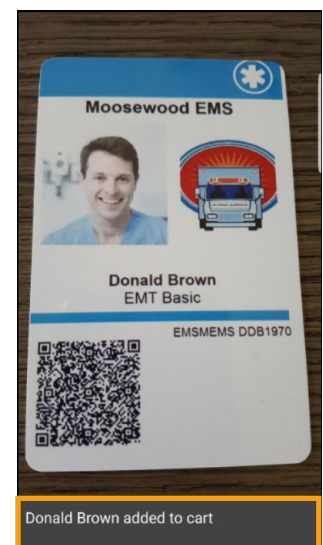

Figure 7.1.1.2

Figure 7.1.1.3

Adding Inventory to the Cart

To add inventory to the cart:

Step 1: Locate the items by scrolling through the list or using the filter and search functions available at the top of the screen.

- To search for inventory (see Figure 7.1.1.4):
    - o Tap the "Search" icon.
    - o Type the name of the item in the search field.
    - o Tap the search icon in the lower right corner.

    NOTE: You can only search by the item's name. The search function does not support inventory ID, organization, etc.
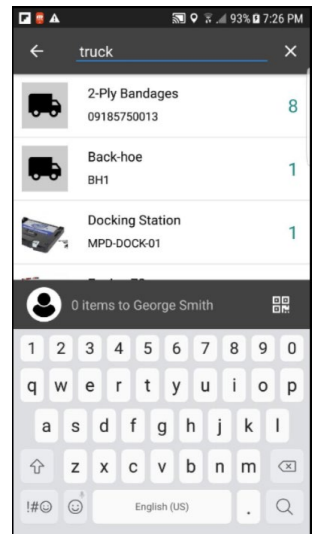

Figure 7.1.1.4

- To filter (see Figure 7.1.1.5):
    - o Tap the "Filter" icon.
    - o This will bring you to the Filter window where you can select to filter the inventory by category, organization, and / or parent.
    - o To set a filter, simply type in the Category, Organization, or Parent field and the field will display matching results pulled from your SalamanderLive database.
    - o Select the value and then tap "APPLY" at the top of the screen.
    - o This will refresh your Issue screen to only show the items related to the applied filter. Notice the filter icon now contains an 'x' to indicate a filter has been set.
    - o To clear the filter, tap the "Filter" icon, select "CLEAR", and then tap "APPLY" again.

    IMPORTANT NOTE: Filtering by Parent will allow you to see all the items that are linked to the parent (child inventory). An example is to use the filter to issue items that are just from Engine 201. Once you select Engine 201 and tap "Apply", the APP will download all items from SalamanderLive that is a child inventory to that engine and list it on the Issue screen. In order to filter by Parent, you must have parent / child relationships set up with your inventory beforehand in SalamanderLive.
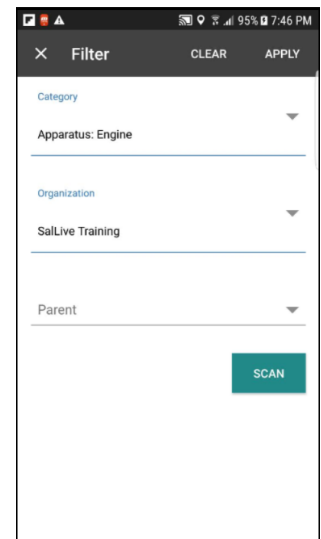
Figure 7.1.1.5

Step 2: Whether using the filter, search option, or scrolling through the list manually, adding items to the cart is the same. Tap on the desired item.

Step 3: The number to the right of the item will decrement by one as many times as tapped if the item is consumable, noting that the number cannot go lower than zero. As items are selected, the number at the bottom next to either the Personnel's image icon or the "Add Personnel" icon will increment by one for each item selected.

If the inventory TAG is available, item can be scanned:

Step 1: Tap the QR Code icon in the lower right corner of the screen (see Figure 7.1.1.6).
**Step 2:** This will activate the device's camera where you can scan the item's TAG or linear barcode – barcodes supported are Code 309 and 128.
NOTE: In order to scan linear barcodes, make sure its information has been entered in SalamanderLive. The linear barcode number should be entered in the ID field on the item's record.
Step 3: If the item is a fixed asset, it is automatically added to the cart and will increase the number at the bottom of the screen. If the item is a consumable, you can select the number you want to add of that inventory to the cart.
IMPORTANT NOTE: The inventory must exist in your SalamanderLive account to be scanned and issued out. For example, if you try to scan and issue items that do not exist in your database, you will receive a pop-up message that states the item was not found. Also, any items marked "Missing" or "Out of Service" in SalamanderLive can be brought back in service by scanning the item to a person, which will automatically change the inventory's status to "Assigned" in SalamanderLive or by logging into SalamanderLive and navigating to the items record to update the status.

Figure 7.1.1.6
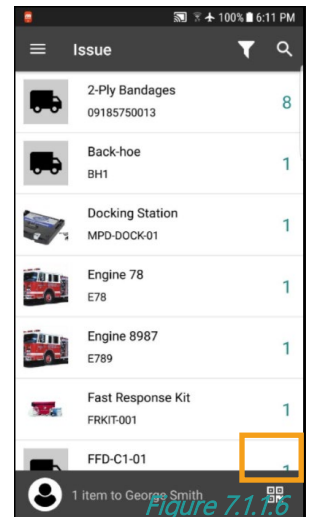
7.1.2   Completing the Issuance of Inventory

Once all items have been added to the cart and a person has been assigned, complete the issuance of inventory by finalizing and issuing your cart:

Step 1: Tap the text in the bottom gray line that states "# item(s) to Name of Personnel" or swipe from the bottom up.
Step 2: This will bring you to the cart which will be populated with the personnel information and selected items.
Step 3: Once in the cart, if desired, connect this issuance to an in-progress event. This will allow you to pull an Event History Report later to show what items were issued during the event. To add an event to this issuance (see Figure 7.1.2.1):
   • Tap "Add Event".
   • Select the event from the list downloaded from SalamanderLive.
   To delete a selected event to this issuance, simply swipe from right to left on the event and tap "Delete".
Step 4: You can remove individual inventory from the cart by swiping right to left and tapping "Delete." If you'd like to start completely over, tap "CLEAR CART." This will clear the Personnel, Inventory, and Event added (see Figure 7.1.2.2).
Step 5: To edit the quantity of an item in the cart, tap the item number and select the new quantity.
Step 6: Once all desired information has been added, tap the "ISSUE" button. An "Issue success!" pop-up message will display.
Step 7: To continue issuing inventory, tap "Return to cart." This will bring you back to an empty cart where you can now issue someone else inventory.
Step 8: To return to the Issue screen to download inventory, tap the text in the top, gray line that states "# item(s) to Name of Personnel."
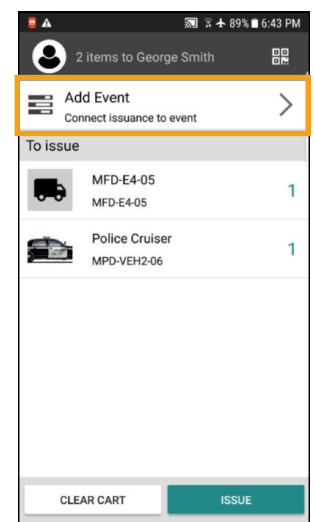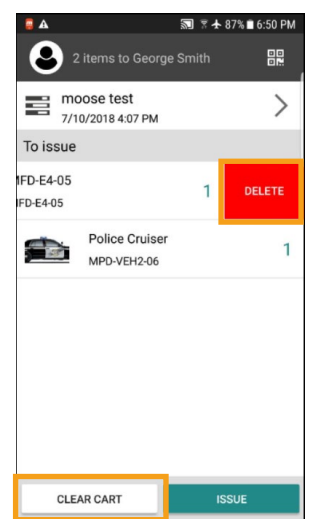

Figure 7.1.2.1

Figure 7.1.2.2

7.2 Returning Inventory

Once you have logged in to the INVENTORY APP, you will first need to navigate to the Return screen. To do so, tap the Menu icon in the upper left corner of the screen and select "Return Inventory" (see Figure 7.2.1). This will bring you to the Return screen which will list all 'fixed' items that has been issued and to whom it was issued. Consumables that are issued out will not appear in the Return list as they are meant to be used up.
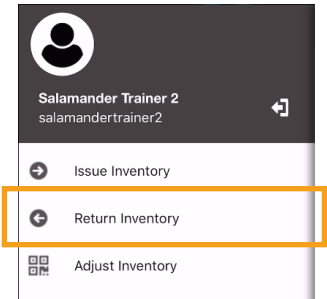

Figure 7.2.1

7.2.1 Filling the Return Cart

In order to return inventory, you will need to first fill the return cart. To do so, tap the image icon to the left of the item's name or to return all inventory that has been issued to a person, tap the person's name. As items are selected, the cart number at the bottom of the screen will increase (see Figure 7.2.1.1).
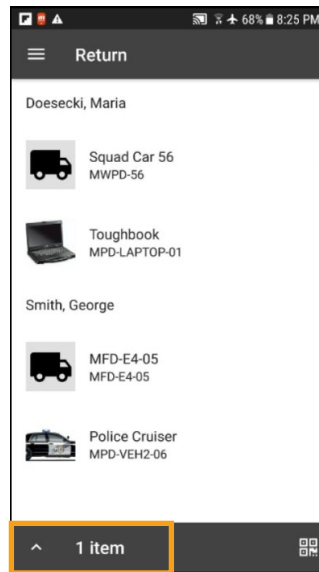
If the inventory TAG is available, the item can be scanned by tapping the QR Code icon in the lower right corner of the screen. This will activate the device's camera where you can scan the inventory TAG. Scanning the TAG will automatically add it to the return cart and increase the count at the bottom of the screen. Notice in the message box at the bottom (see Figure 7.2.1.2), you also have the option to mark the scanned item as damaged —you will also be able to do this within the return cart. When "DAMAGED" is tapped, tap "YES" to mark the item as out of service or tap "NO" to cancel the action. Once your selection is made, tap the "Back" button on your device to return to the Return screen.
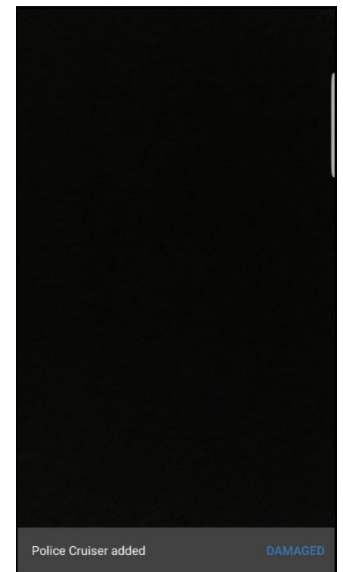
Figure 7.2.1.1

Figure 7.2.1.2

7.2.2 Completing the Returning of Inventory

Once all items have been selected, complete the process of returning inventory by following these steps:

Step 1: Tap the up arrow next to the text in the bottom, gray line that states "# item(s)" or swipe up. This will bring you to the return cart which will be populated with the return inventory information (see Figure 7.2.2.1).

Step 2: Once item(s) are returned, it will automatically be marked as available, which it can then be issued to someone else, if needed. If you need to mark a returned item as out of service or missing, tap the "Overflow" icon next to the item's name (see Figure 7.2.2.2).

Step 3: From the menu, select "Missing" or "Out of service".

Figure 7.2.2.1

Figure 7.2.2.2

Step 4: The item will be placed under 'Missing' or 'Out of service' per your selection. The status of the

item will be updated in SalamanderLive once returned.

Step 5: If an item is not yet ready to be returned was accidently added, it can be removed from the return cart by swiping right to left and tapping "Delete." To start over, tap "CLEAR CART" to clear all the items from the return cart (see Figure 7.2.2.3).
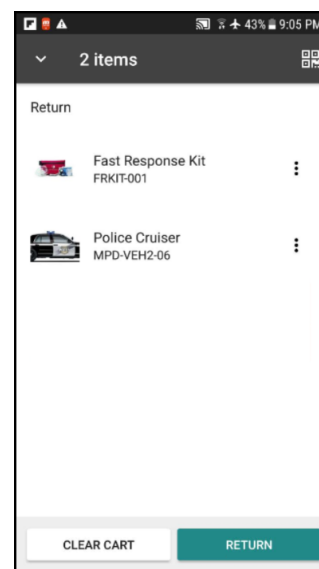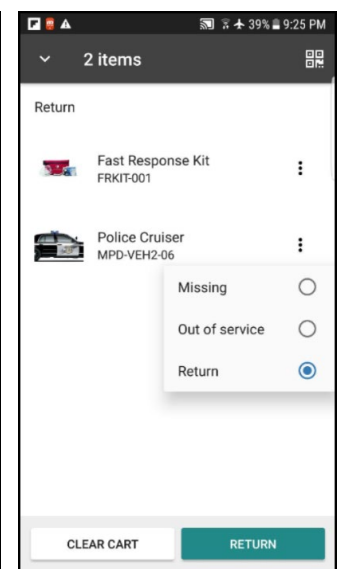
Step 6: If more items need to be returned, either tap the "Scan" icon at the top right or tap the down arrow in the upper left corner or swipe down to go back to the Return screen to select additional items.

Step 7: Fill the cart as needed.

Step 8: Navigate back to the cart.

Step 9: Once all items for return is selected, tap the "RETURN" button.

Step 10: An "All equipment returned successfully" pop-up message will appear briefly before returning to the empty return cart.

Figure 7.2.2.3

7.2.3   Marking Inventory From Out of Service to In Service

If a piece of inventory was marked as "out of service" using the INVENTORY APP and you want to mark it back to in service, you can do so by issuing the item again within the INVENTORY APP by scanning its barcode or by logging into SalamanderLive and navigating to the items record to update the status..

Step 1: On the Issue screen, tap the "Scan" icon and scan the inventory barcode.

Step 2: A message will appear asking if you would to change the status and add it to the cart. Tap "ADD TO CART" (see image 7.2.3.1).

Step 3: Assign the cart to a person and then tap "Issue".

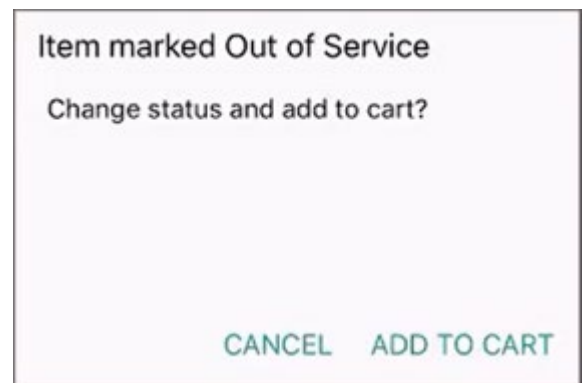**Step 4:** The item's status is now back in service.

Figure 7.23.1

7.3   Adjust Inventory

Adjust Inventory is a feature that allows you to change the status and quantity on tagged inventory one at a time.

7.3.1   Scan Inventory

To access the feature, tap the Menu icon in the upper left corner of the screen or swipe left to right on the app screen and select "Adjust Inventory". On the Scan Item screen, a Scan button will be displayed.

Step 1: To start, tap the "Scan" button. This will activate your mobile device camera and put it into continuous scan mode.

Step 2: Scan the barcode, either the linear or QR Code, of an item to open its details. It is important to note that the item being scanned must already exist in your SalamanderLive database. If not, you will receive a pop-up message that states the item was not found.
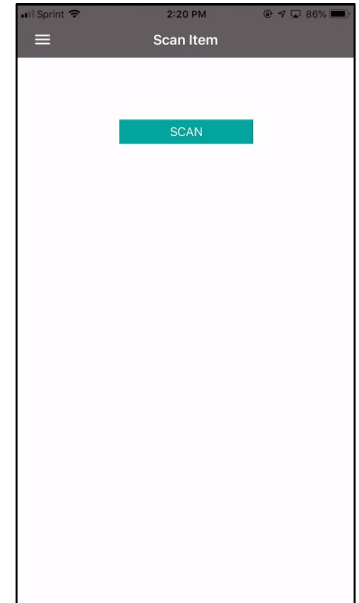

Figure 7.3.1

Step 3: On the item's details screen, there are a few things you can do depending on whether the item is a fixed asset or consumable:

- Add a photo:
    - o A photo of the item can be added or updated by tapping the photo circle. This will prompt you to choose between taking a photo or selecting a photo from the device gallery. Once a photo is taken or selected, the photo will immediately be uploaded to the record in SalamanderLive.
- Add comments:
    - o Any comments about the item being inventoried can be added by tapping the "Comment" field. Comments entered here can be viewed in the Physical Count (history) report in SalamanderLive.
- Change status:
    - o If the item is a fixed asset, its status can be changed. To set a different status, tap "Status" at the top right of the screen. From the Set Status menu, select either "Available", "Out of Service", or "Missing".
- Adjust the quantity on hand:
    - o If the item is a consumable, the quantity on hand can be adjusted. To do so, tap the number under Inventory. Scroll up or down to select the current count on hand and then tap "OK". Depending on the adjustment made, the inventory's status may change to "Available" or "Out of Stock" once saved.
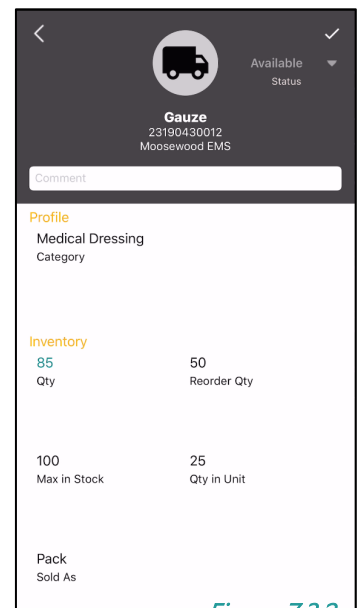   - o NOTE: The adjusting of quantity is not available for fixed assets.

Figure 7.3.2

Step 4: Once all updates are made, tap the check mark at the top right of the screen to save your changes. The camera will automatically activate following a save to allow you to scan the next inventory to be inventoried. Also, at the bottom of the screen, a pop-up message will appear stating the inventory has been updated.

7.3.2 Physical Count Report

In SalamanderLive, a Physical Count report can be pulled to view inventoried and not inventoried items. To access the report, go to your Equipment list, click on the "Report" icon, and then select "Physical Count (history)". In the Physical Count window, select "Counted" or "Not Counted", enter the date range, and then click "RUN REPORT".

Counted Report: Displays details such as which user made the changes, what changes were made, any comments that were added, etc. in the specified date range.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Activity Date	User	Action	Comment	ID	Item Name	Status	Mfg Make	Model	Mfg Year	In Service Date	VIN/Seria	Size	Category
2	7/17/2019 15:02	salamandertrainer2	Add Quantity	These were found in an old kit.	1.90702E+14	2-Ply Bandages	Available			0				Medical
3	7/29/2019 13:32	salamandertrainer3	Physical		15194310059	Fire Extinguisher 2	Available		S-9873	0			5 lbs	
4	7/29/2019 13:32	salamandertrainer3	Add Quantity		23190430012	Gauze	Out of Stock			0				Medical Dressin
5	7/30/2019 9:51	salamandertrainer2	Add Quantity		23190430012	Gauze	Out of Stock			0				Medical Dressin
6	7/17/2019 14:49	salamandertrainer2	Add Quantity		23190430012	Gauze	Out of Stock			0				Medical Dressin
7	7/29/2019 13:03	salamandertrainer2	Subtract Quantity		23190430012	Gauze	Out of Stock			0				Medical Dressin
8	7/30/2019 10:14	salamandertrainer2	Subtract Quantity		23190430012	Gauze	Out of Stock			0				Medical Dressin
9	7/23/2019 16:36	salamandertrainer2	Subtract Quantity		23190430012	Gauze	Out of Stock			0				Medical Dressin
10	7/24/2019 9:09	salamandertrainer3	Subtract Quantity		23190430012	Gauze	Out of Stock			0				Medical Dressin
11	7/24/2019 9:13	salamandertrainer3	Subtract Quantity	inventory completed	23190430012	Gauze	Out of Stock			0				Medical Dressin
12	7/24/2019 9:20	salamandertrainer3	Subtract Quantity	test	23190430012	Gauze	Out of Stock			0				Medical Dressin
13	7/24/2019 9:08	salamandertrainer3	Check In	missing item	MFD-AMB1-99	MFD-AMB1-99	Missing			1999	12/1/1999			
14	7/24/2019 9:08	salamandertrainer3	Missing	missing item	MFD-AMB1-99	MFD-AMB1-99	Missing			1999	12/1/1999			
15	7/29/2019 12:57	salamandertrainer2	Out of Service	test	23163312155	Water Extinguisher	Out of Service			0				
16	7/30/2019 9:53	salamandertrainer2	Available		23163312155	Water Extinguisher	Out of Service			0				
17	7/30/2019 10:10	salamandertrainer2	Out of Service	test	23163312155	Water Extinguisher	Out of Service			0				

Figure 7.3.2.1

Not Counted Report: Lists inventory that have not been adjusted. Fields for Activity Date, User, Action, and Comment will be empty.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Activity D	User	Action	Comment	ID	Item Name	Status	Mfg Make	Model	Mfg Year	In Service	VIN/Seria	Size	Category	Deployable	NIMS Type	Latitude	Longitude
2					1.90613E+14	2-Ply Bandages	Available			0				Medical D	FALSE	None	0	0
3					454	4545	Missing			0					FALSE	None	0	0
4					454544	5454	Assigned			0					FALSE	None	0	0
5					18163241082	Aerial Engine	Available			0					TRUE	None	0	0
6					4097EN	AFD Engine1	Available	Rosenbau	6500	2016				Trucks	TRUE	Type I	44.792369	-93.18587
7					1.90329E+14	AFD Engine1	Available	Rosenbau	6500	2016				Trucks	TRUE	Type I	44.792369	-93.18587
8					1.90329E+14	AFD Engine1	Available	Rosenbau	6500	2016				Trucks	TRUE	Type I	44.792369	-93.18587
9					1.90329E+14	AFD Engine1	Assigned	Rosenbau	6500	2016				Trucks	TRUE	Type I	44.792369	-93.18587
10					1.90329E+14	AFD Engine1	Available	Rosenbau	6500	2016				Trucks	TRUE	Type I	44.792369	-93.18587
11					1.90329E+14	AFD Engine1	Available	Rosenbau	6500	2016				Trucks	TRUE	Type I	44.792369	-93.18587
12					3175645866	Ambulance	Available			0					FALSE	None	0	0
13					AMB-1	Ambulance	Assigned	Ford	DD-121	2012	########				TRUE	None	0	0
14					A403B	APR Cartridges - Combinat	Available			0					FALSE		0	0
15					A403C	APR Cartridges - P100	Available			0					FALSE		0	0
16					ASP-VEH1-04	ASP-VEH1-04	Out of Service	Kawasaki	Brute Forc	2005					TRUE	None	0	0
17					93749745	Bandaids	Available			0					FALSE		0	0
18					A401	Breathing Air Hose	Missing			0					FALSE		0	0
19					A305	Chest-waders	Missing			0					FALSE		0	0
20					123	child consum alert reorde	Out of Stock			0					FALSE		0	0

Figure 7.3.2.2

8 CONTACT US

877.430.5171

training@salamanderlive.com
www.salamanderlive.com