SALAMANDER™

USER GUIDE

SalamanderLive™
User Guide

Version 5.0

TABLE OF CONTENTS

1 ABOUT THIS GUIDE

This comprehensive user guide provides all the information necessary to help SalamanderLive™ account users navigate and operate the many features in SalamanderLive, Salamander's premier web-based INTELLIGENT ACCOUNTABILITY tool.

2 SYSTEM REQUIREMENTS

Although SalamanderLive can be viewed in any browser and on any platform, printing functions must be done on a *Microsoft Windows* operating system. Mac-based systems are not supported at this time.

3 REQUIRED MATERIALS

An email containing important information regarding the organization's SalamanderLive account and the Salamander License Keys document are required to begin setting up SalamanderLive.

4 INTRODUCTION

SalamanderLive is a web-based solution that acts as a central hub to managing resources and event accountability. This is the tool that you will use to create your tags, manage qualifications, run reports, view mapping information and more. It is also the administration tool for creating and editing app users, as well as serving as a situational awareness tool during an event.

To access SalamanderLive, go to https://app.salamanderlive.com/v2.

5 NAVIGATION AND CUSTOMIZATION

5.1 Overview of the Home Page

Figure 5.1.1

The numbers shown on Figure 5.1.1 above are as follows:
1. Dashboard
2. Menu Bar
3. Full Screen Icon

5.1.1   Home Dashboard

When first logging in to SalamanderLive, the Home Dashboard will display. By default, the Dashboard will auto-populate with all tile options available in the system. The tiles include Event List, Personnel List, Tags, and Quals. They are intended to provide a shortcut to commonly used processes.

- **Recent Events** – Provides a list of the most recent events. This tile contains:
  - o A search field that allows users to search for an event within that list
  - o The ability to click and view the details of an event listed
  - o The ability to navigate immediately to that list view by clicking the "card" icon
- **Recent Personnel** – Provides a shortcut to the most recent edited personnel records. This tile contains:
  - o A search field that allows users to search for a record within that list
  - o The ability to click and view the details of a record listed
  - o The ability to navigate immediately to that list view by clicking the "card" icon
- **Tags** – Displays the ID TAGs that are expiring in the last 30 days, the next 7 days, and the next 30 days. To download a CSV file of the report for that list, click the "download" icon.
- **Quals** – Displays the qualifications or certifications that are expiring in the last 30 days, the next 7 days, and the next 30 days. To download a CSV file of the report for that list by clicking the "download" icon.

IMPORTANT NOTE: The Recent Personnel and Recent Events tile displays the most recent edits or events on top. The lists displayed are unfiltered and are disconnected from their main lists. This means they contain a fixed set of columns and records which are unaffected by changes to its main list (i.e. column, filter, and sort changes).

5.1.2   Menu Bar

At the top directly above the Welcome message is a grey box with three horizontal bars. Clicking this will collapse or expand the Menu Bar (Figure 5.1.2.1). This Menu Bar, unless collapsed, will appear on all pages and views within SalamanderLive.

5.1.3   Extended Feature

In the upper right corner of any page in SalamanderLive is the Full-Page icon [icon]. Clicking this will bring the SalamanderLive view to full-page view. Click the **esc** button on the keyboard to toggle out of the view.

5.2   Customizing the Dashboard Layout

On any dashboard of SalamanderLive, such as the Home or Events dashboard, there are a variety of tiles that will appear by default. Each tile will contain a snapshot of specific data, pinned to the dashboard. For example, on the Home Dashboard, the Tags tile will show a list of personnel with expiring TAGs. Tiles can be resized, moved, and reorganized into a layout that makes the most sense for the user. Because dashboard customization is done at the user level, any modifications made to the layout will not affect another user's layout. Any changes will stay in effect until the user modifies them again at some other time.

5.2.1   Resizing a Tile

To resize a tile, hover over the bottom right window of the tile. Doing this will cause the pointer to change into an up-down arrow and a gray triangle to appear. Click the "gray triangle" and drag it up, down, left, or right to resize the tile. Simply releasing the mouse will complete the resizing process.

5.2.2   Moving a Tile

To move a tile, hover over the tile name – a four-arrowed mouse will appear. Simply click, drag, and drop the tile to the desired location on the dashboard. Releasing the mouse will complete the movement process. Notice that dragging and dropping a tile partially or wholly on top of any other tile will move the other tile out of the way, making room for the tile you're attempting to place.

5.2.3   Removing a Tile

By default, all tiles available for the Home and Event dashboards will display. Depending on your role and what you're doing at the moment, you may not need all of the tiles. To remove a tile from your dashboard, hover your mouse over the tile name and click the white **x** that appears in the right corner of the tile.

5.2.4   Re-adding a Tile

If a tile was removed and you want to re-add it, click the Tile Menu icon ▦▾ at the top right of the page. From the drop-down, select the tile to add. The tile will be added to your dashboard, allowing you to resize and move it to the desired location.

5.3   Editing Columns

There are six list views in SalamanderLive™: Personnel, Equipment, Organizations, Assignments, Events, and Plans. Please note, the Plans feature is still currently being developed. Each list view has a set of columns that can be set as visible or hidden to display or hide specific record information. The process for editing the columns are the same for all list views.

To add or hide columns:

Step 1:   From the left menu bar, click the **Edit Columns** icon.

Step 2:   This will bring down the Add Column window. The columns are split into two categories: Visible and Hidden. To unhide a column, click the green **+** icon on any item in the Hidden column. Doing this will add the column to the bottom of the Visible list. To hide a column from the list, click the red **x** icon.

Step 3:   Within the Visible list, you can re-organize the order of columns by clicking the drag handle bar and dropping the box into the order desired.

Step 4:   Once your changes are completed, click the "DONE" button, which will refresh your list view, now reflecting your changes.
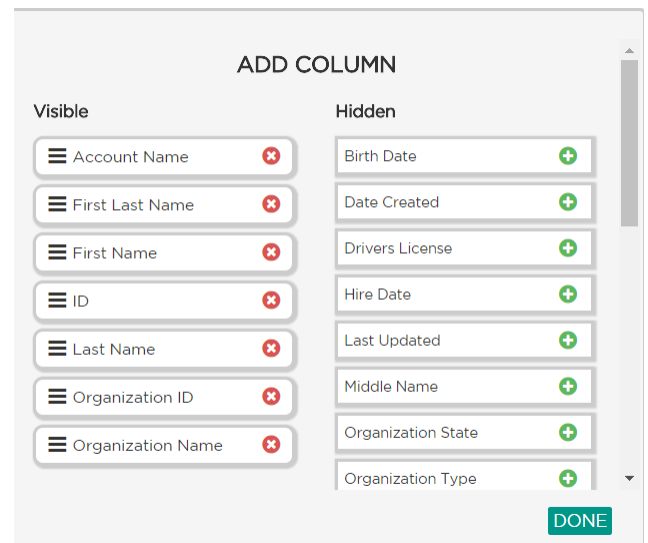
Figure 5.3.1

5.4   Sort and Filter

Within each list view, you can sort or filter the list view by clicking on any of the column headings. This will prompt the Sort & Filter window to appear (see Figure 5.4.1).
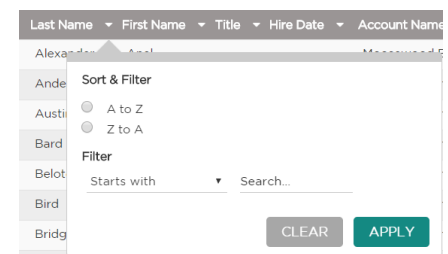
Figure 5.4.1

5.4.1   Sorting Data

Data can be sorted in alphabetical or reverse alphabetical order. Simply select "A to Z" for alphabetical order or "Z to A" for reverse alphabetical. This will automatically refresh the page, sorting the information as desired based on the column selected. For example, if "Last Name" is the column selected, and "A to Z" was chosen for the sort setting, the information will now fall in alphabetical order based on the Last Name column.

5.4.2   Filtering Data
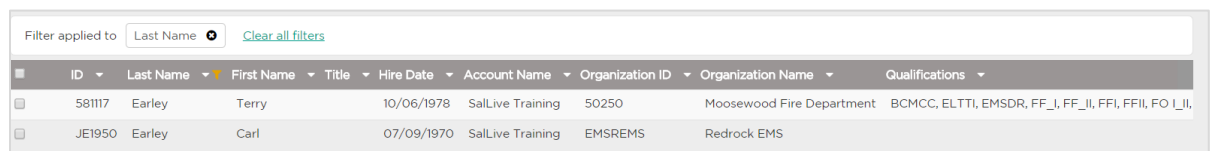
Data can also be filtered using the Advanced Filter options. If you have selected a column of text (ex. First or Last Name), you will see the following options for advanced filtering:
- **Contains:** The text contains the value typed in, appearing anywhere in the field. You may apply only one "Contains" filter per column.
- **Starts With:** The text starts with the value typed in the filter field. You may apply only one "Starts With" filter per column.
- **Equals:** This text matches exactly to what you have entered or selected. You can apply multiple "Equals" filters in a single column.
- **Does Not Equal:** This text excludes the exact value typed into the filter field. You may apply multiple "Does Not Equal" filters in a single column.

If you have selected a numerical column (ex. Hire Date), you will see the following options for advanced filtering:
- **Equals:** The date is an exact match to the date entered in the field.
- **Greater Than:** The date is greater than the date entered in the field.
- **Greater Than or Equal To:** The date is equal to or greater than the date entered in the field.
- **Less Than:** The date is less than the date entered in the field.
- **Less Than or Equal To:** The date is less than or equal to the date entered in the field.
- **Starts With:** The date begins with the portion of the date that was entered in the field.

Once you have selected the desired Advanced Filter, simply input information into the filter field and then click "APPLY". This will refresh your page, now showing the results(s) that match your desired filter. You can easily tell that a filter has been set by the orange filter icon that appears next to the filtered column header (see Figure 5.4.2.1)

Figure 5.4.2.1

5.4.3   Clearing Sort and Filter Settings

Once you have set filter and sort settings, a shortcut bar will appear above the header row, displaying active selections, sorts, and filters *see Figure 5.3.4.1)
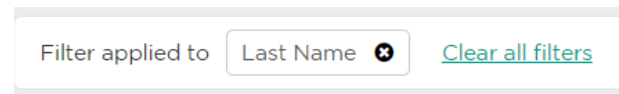
Figure 5.4.3.1

If you would like to clear sort and filter settings, you can do so by either deselecting them individually or by clearing all settings at once. To deselect individually, simply click the black X next to the filter or sort setting. Your page will automatically refresh based on the new filter and sort settings.

To clear all filter and sort settings, simply click the "Clear sort" and / or "Clear all filters" buttons in the shortcut bar. This will automatically refresh your page.

5.5　Search a List View

There is a Search bar located at the top of each category's list view page (see Figure 5.5.1). You can quickly locate a specific record or a group of records within that list view by typing in a specific term in the Search field. Enter in the desired information and then either hit "Enter" on your keyboard or click the "Search" icon. To remove the search settings, simply delete the information form the Search field.
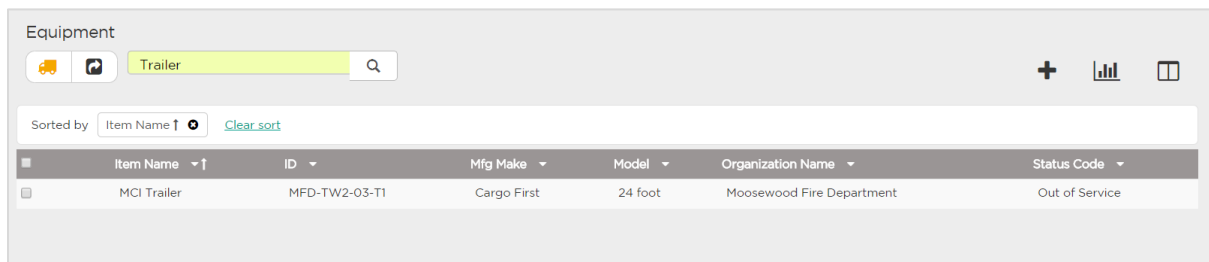
Figure 5.5.1

6　ACCOUNT SETUP

6.1　Creating Security Users

Account administrators have the power to create security users and give these users access to any product or features that have been purchased by the account.

6.1.1　Security Roles

Account permissions are set through security roles. These roles can be changed for any user by the account administrator at any time. If a security user is given permission to create other users, they can only assign a security role at the same level or lower than their own. Multiple security roles can be created for a user. This is particularly important when there are multiple organizations within an account. Users can only access data for the organizations chosen in the Security Roles section.

Please keep in mind that the security role assigned to a SalamanderLive user will dictate what they can see and do in the SalamanderLive database. It is important to make sure each user has the appropriate role for each organization they can access, particularly when it comes to viewing medical information.

The following roles exist:
- **Administrator**: Allows a user to create, update, and delete records within the organization's SalamanderLive account, create and update SalamanderLive user logins, and grant users access to optional features in SalamanderLive. Users with this security role are generally the account administrator and are responsible for managing permissions for other SalamanderLive users.
- **Administrator–No Security**: Allows a user to create, update, and delete records and manage qualifications. However, users cannot create new security user logins or grant users access to optional features in SalamanderLive.
- **Org Admin–No Delete**: Allows a user to create and update records as well as print ID TAGs. However, users cannot delete any records, such as the TAG APP, TRACK APP, and / or GIS MAPPING.
- **Incident Medical Ref**: This role is only available to accounts who have purchased RAPID TAG EVAC and will automatically be assigned to the main SalamanderLive account administrator. This role allows users to add and edit medical reference data needed to operate the RAPID TAG EVAC solution.
- **APP User–No Medical**: This is the recommended security role for those who are granted access to the TAG APP. This role gives a user permission to view personnel, equipment, qualification, and incident records. However, the user cannot view medical information captured in personnel records.

- **Incident Management**: Allows users to create, update, and delete incidents. Users can also create and update SalamanderLive account logins and grant access to optional products and features in SalamanderLive. However, users cannot view personnel or equipment records or print ID TAGs.
- **Read Only**: Allows a user to only view records, including any medical information captured in personnel records.
- **Resources Data Entry**: Allows a user to create, update, and delete records. The user will not be able to print ID TAGs or manage qualifications.
- **Resources Print Only**: Allows a user to only view and print ID TAGs. The user will not be able to create, update, or delete any records.
- **Resources Qual MGMT**: Allows a user to create and update qualifications and manage the qualification tree for an organization. The user cannot view personnel or equipment records or print ID TAGs.
- **Resource View Only**: Allows a user to only view records, excluding medical information captured in personnel records.

6.1.2   Creating a New Security User

To create a new Security User:

Step 5: From the left menu bar, click **Security Users**.

Step 6: Select the **+** icon in the upper right corner of the User list view.
NOTE: As a short cut, you can also click the **Quick Add** option and select **Security User** from the options.

Step 7: The "Create New Security User" window will appear. Enter the required information for the new user into this form. If a personnel record exists for this security user, when entering a name in the Full Name field, possible matches will be listed. Selecting a name will link the personnel record to this user account.

Step 8: Once the required information is completed, click the **Save** button.

Step 9: This will bring you to the user's Profile page where you can now assign products, features, and roles to the user.

Figure 6.1.2.1

6.1.3   Linking Records

In order to assign the user access to the TAG APP, the user must also have a personnel record created. On the far right of the User profile, you can quickly create a new personnel record from the user data and link it to the user's account by clicking the **Click here** link. A pop-up message will appear, asking if you want to create a linked personnel record. If you would like to do so, click **Ok**.

This will create a personnel record for the user and link it to their profile. A linked record means the user will have the ability to generate an electronic ID TAG in the TAG APP if assigned.

Figure 6.1.3.1

6.1.4   Assigning Products and Features

Under the Product section, you will see a list of all available products for your specific user account. The form has been simplified to group dependent features together. Clicking the **>** button next to a product name will pull a dropdown of the available features for that product. To give the user access to a feature, click the checkbox next to that feature. The feature will immediately be assigned if only one parent organization is tied to the account. If there are multiple parent organizations, click the dropdown to select the organization.

NOTE: If you've purchased a feature and it is not listed, it usually means you've maxed out your number of purchased licenses for that feature. In this case, please contact your local sales representative for additional purchase options.

6.1.5   Assigning the Role

Once the products and features have been selected, the last step is to select the user's security role under the Role section. It is important to note that you can only assign permissions that are at the same level or below your permissions.

To assign a role:

Step 1: Click the dropdown to select the role.

Step 2: Once a role is selected, the Info icon 🛈 will appear next to the field. Click the 🛈 icon to open the Role Detail chart – this details the permissions applicable to the selected role.

Step 3: Enter the organization to which the user should have access.

Step 4: Select whether the user should have access to any "children" of the entered organization. Children organizations that are, hierarchically speaking, below the parent organization.

Step 5: Click the **Apply** button.

Step 6: The selected role will appear. Note that a user may have multiple roles assigned. Simply follow the same process and ensure the correct organization is selected.

6.1.6   Creating a Salamander University-Only Access User

SalamanderLive account administrators can give their mobile APP and PC-based solution users strict access to Salamander University, the online library of training resources. This allows users of all products and features to utilize the available tools and resources to become proficient in the solution they are using.

To create a Salamander University-only access user:

Step 1: Create a new security user as you normally do by clicking the **+** icon in the User list view or by clicking **Security user** under the Quick add option.

Step 2: The "Create New Security User" pop-up window will open. Enter in the required information for the new user and click **Save**.

Step 3: The user's Profile page will open. Unless the user is a mobile APP user, it's important you do NOT assign any features or security roles to the user. This setup creates a basic profile, which will not negatively impact your total number of SalamanderLive licenses.

Step 4: Send the user their login information and the directions for accessing Salamander University.

6.1.7   User Role Detail Report

The User Role Detail report provides a CSV report of each security user's details, including all role level permissions and assigned products and features.

To run this report:

Step 1: Click **Security Roles** from the left menu.

Step 2: On the Users page, click the **Report** icon and select **User Role Detail**.

Step 3: The report will download. Open it using Excel to view all security user role information.

6.2   Managing the Qualifications and Training Qualifications List

The SalamanderLive database houses a master list of qualifications and training-related qualifications that can be managed and added to personnel and equipment records. This list comes pre-loaded with over 700 qualifications from national standards set by the fire and emergency sectors.

6.2.1   Qualification and Training Qualification Defined

Qualification:
In SalamanderLive, the term "qualification" is used to represent a characteristic of a person or thing.

Examples:
- A person with a CPR certification would have a qualification assigned to their record indicating that they are qualified to do CPR.
- A piece of equipment, like a generator, might be able to generate 8,000 watts of electricity. In this instance, a qualification of 8,000 watts would be assigned to the generator record. In most cases, a qualification is confirmed by an external review or certification.

Training Qualification:
To help distinguish qualifications from training qualifications, any qualification with a type of education will be separated into its own Training Qualifications list. This allows users to review and assign training separate from qualifications to a record. By default, training qualifications are not included in the printed TAG.

6.2.2   View, Add, and Edit Qualifications

Since the qualifications and training qualifications database is only available at the account level, you must be set as an Administrator, Administrator-No Security, or Resource Qual Mgmt role at the account level. If you are set up as an administrator for a child organization, you will not be able to manage the qualifications list.

To access the Qualifications & Training Qualifications master list, click **Qualifications & Training** from the left menu bar. This will bring you to the "Manage Qualifications" page by default. You can toggle between qualifications and training qualifications by clicking the **Sunburst** and **Hat** icons (see Figure 6.2.2.1).
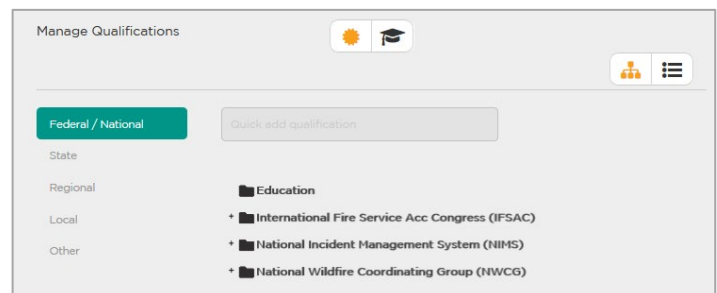
Figure 6.2.2.1

The process for managing your qualifications and training qualifications are the same. Under the qualifications and training qualifications sections, qualifications are separated into five different tiers or disciplines: Federal / National, State, Regional, Local, and Other.

6.2.3   Creating Folders

Under each discipline, except Federal / National, you can add qualifications and create folders to organize the qualifications you frequently use into easier-to-find groups. The Federal / National discipline contains standard federal or national qualifications and are managed by Salamander.
Clicking the **+** icon next to a folder will expand it.

To add a new folder under a discipline:
Step 1: Select the discipline.
Step 2: Click the **Create Folder** link.
Step 3: The "New Folder" window will open. Enter a name for the folder and click **SAVE**.
Step 4: The folder is now added under the discipline. Once the folder is created, you can start adding qualifications. To do so, click the folder to make it the active folder.
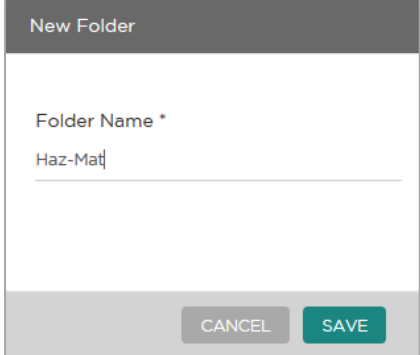
Figure 6.2.3.1

6.2.4   Quick Add Qualifications

With a folder selected, the "Quick add qualification" field will activate, allowing you to search for qualifications within your master list. To add a qualification, simply select one from the list. Add as many qualifications as needed/desired.
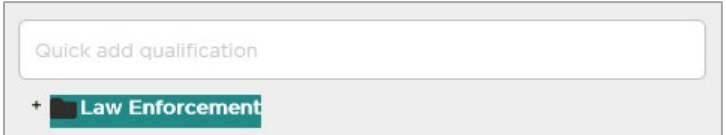
Figure 6.2.4.1

6.2.5   Organizing Folders

Once a folder has been created, additional functions are available. Right-click the folder to open a menu of options. Within the menu, you can:
- Add a new qualification to your master list
- Edit the folder name
- Delete the folder
- Add a new folder
- Move a folder to the top
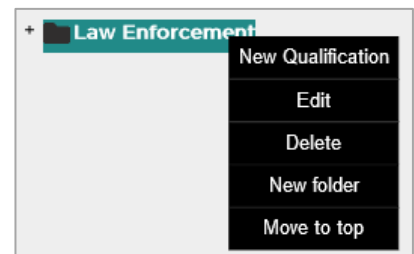
Figure 6.2.5.1

Qualifications that have been added to folders can also be moved from folder to folder. To do this, simply click the qualification and drag and drop it on top of the folder name once it turns orange.

To add a folder:
Step 1: Select a discipline.
Step 2: Right-click the folder.
Step 3: Select **New Folder**.
Step 4: Type in a name and click **Save**. The folder will be added as a subfolder.
NOTE: You can also add a new folder by right-clicking the grey area beneath the folders.

To make a subfolder be a main folder:
Step 1: Right-click the desired folder.
Step 2: Select **Move to top**. This will make the selected folder a main folder.

To add qualifications:

Step 1: Click the desired folder.

Step 2: Enter the qualification name or code in the Quick Add qualification field.

Step 3: Select the qualification from the list of matches.

Step 4: To move a qualification from one folder to another, click, drag, and drop it on top of the folder name.

6.2.6   Adding a New Qualification

To add a new qualification to the master list:

Step 1: Click the **List View** icon or right-click a folder and select **New Qualification** from the options.

Step 2: Your master list of qualifications will show. Click the **+** icon.

Step 3: The "Create Qualification" window will open. Any fields marked with an asterisk are required:

- Code: Enter a code for the qualification with a maximum of 10 characters.
- Description: Enter a brief description of the qualifications, up to 100 characters.
- Kind: Select the kind of qualification from the dropdown menu.
- NIMS Type: Select the NIMS type, if any.

Figure 6.2.6.1

Step 4: Once done, click **SAVE**.

Step 5: This will redirect you to the General view of the qualification you just created. To edit, click the **General** header. This will reopen the "Create Qualification" window and allow you to edit the information.

6.2.7   Qualification Verification

In SalamanderLive, you now have the ability to add prerequisites, special criteria, and detail descriptions to your qualifications in SalamanderLive. With the Qualification Verification feature* turned on, it performs a check as qualifications are assigned to ensure the record has all the prerequisite trainings. If the record has not completed the training(s), SalamanderLive prevents the qualification from being assigned. The Qualification Verification feature does require your SalamanderLive account to be on the current price list. For pricing inquiries, please contact your local sales representative.

Prerequisites can only be added to qualifications that are created by your organization. Any qualifications that are managed by Salamander Technologies cannot be edited (see Figure 6.2.7.1).

	Description ▾	Code ▾	Kind ▾	NIMS Type ▾	Organization ↓ ▾
☐	Test Qual	456TST	Other	None	SalLive Training
☐	Veterinary Physician	VETPHYS	Personnel	None	SalLive Training
☐	Fire Fighter I	MW_FF_1	Personnel	None	SalLive Training
☐	Fire Fighter II	MW_FF_II	Personnel	None	SalLive Training
☐	Fire Fighter III	MW_FF_III	Personnel	None	SalLive Training
☐	115 ft ground ladder	115GRD	Equipment	None	Salamander Technologies Inc.
☐	1250 gallon tank	1250gal	Equipment	None	Salamander Technologies Inc.

Figure 6.2.7.1

To add a prerequisite to a qualification using the Filter or Search function:

Step 1: Click **Qualifications & Training** from the menu.

Step 2: From the Manage Qualifications page, click to toggle to your qualifications list.

Step 3: Once in your qualifications list, find the qualification you would like to add prerequisites to.

NOTE: The best way to search for a qualification is to filter your list. Click the down arrow either in the Description column, Code column, or you can sort by Organization.

Step 4: Once your list is filtered or sorted, select the qualification.

Step 5: This will open the General page for the selected qualification. This is where you can add any training prerequisites, special criteria, and detail descriptions for the qualification. To add prerequisites, click either the **Training** or **Qualifications** tab (see Figure 6.2.4.2).

Step 6: Enter the qualification name in the Search field or click the **Filter** icon to add a filter.

Step 7: Whether using the Search function or Filter function, the results will be listed in the area below. To add a prerequisite, simply click the qualification.
NOTE: To load more results, click the **Load more** link.

Step 8: The training is now assigned as a prerequisite for this qualification.
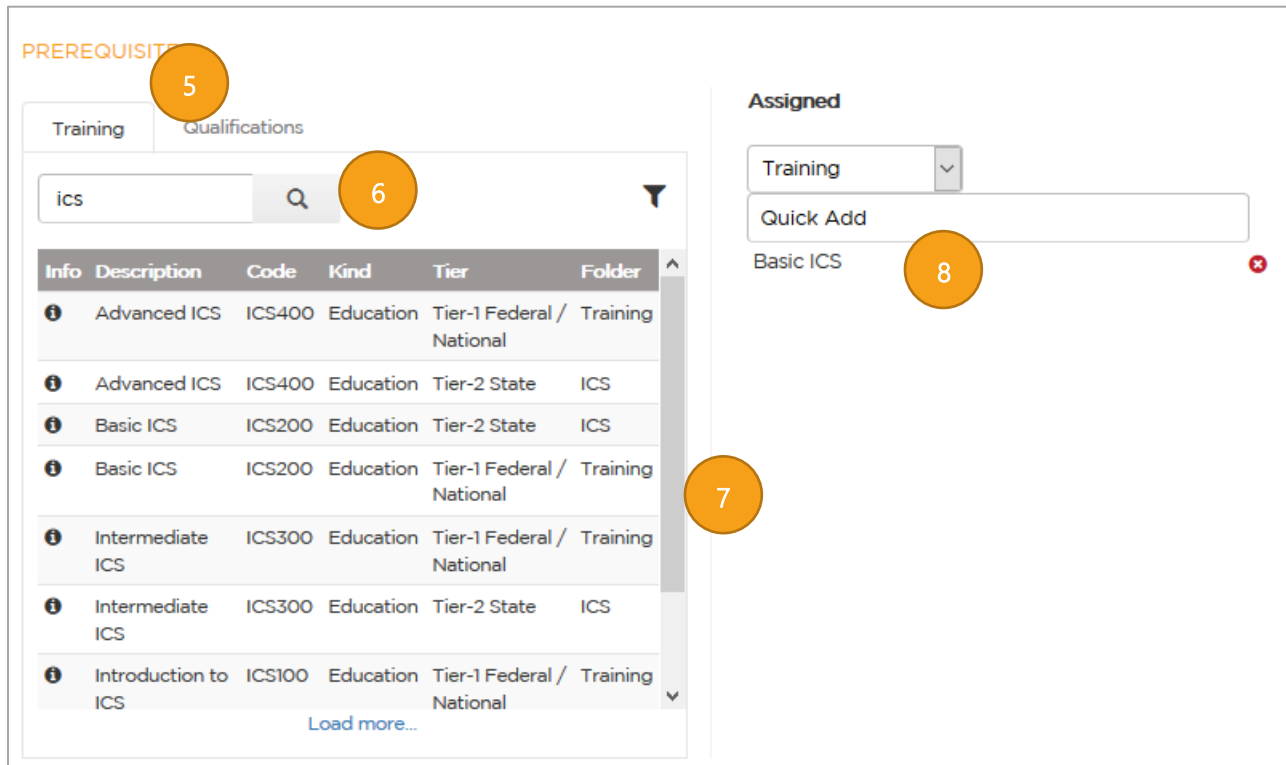
Figure 6.2.7.2

To add a prerequisite to a qualification using the Quick Add function:

Step 1: Click the drop-down to select **Training** or **Qualification** and then enter the qualification name or code in the Quick Add field (see Figure 6.2.4.2).

Step 2: Any matches will be listed in a drop-down. Select the prerequisite to add.

Step 3: The prerequisite is now assigned to the qualification.

Step 4: In addition to adding prerequisites, you can also add any special criteria and detail description for the qualification—both are open text. Some qualifications have special recommendations such as educational degrees, specific coursework or training, or licensure that may or may not necessarily be required. This information can be added in the Special Criteria section (see Figure 6.2.4.3).

Step 5: Under the Detail Description section, you can add any additional details on the qualification.
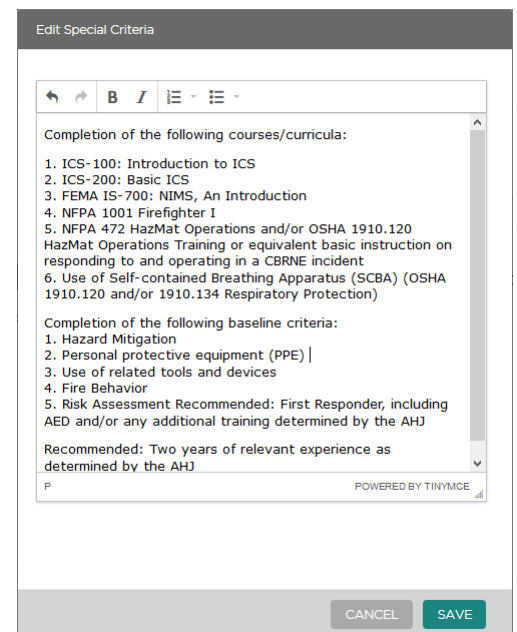
Figure 6.2.7.3

6.2.8 Qualification Verification Statuses

When an account has qualification prerequisites and when adding qualifications to a personnel record, each qualification selected will be checked to ensure the record has all prerequisites before allowing the qualification to be assigned. It works similarly to SALAMANDER IDENTITY VERIFICATION (SIV) feature for the TRACK APP.

Qualification Verification has three states:
1. Red: Qualification cannot be assigned because the record does not have all prerequisites
2. Yellow: Qualification special criteria must be reviewed for compliance before being assigned
3. Green: Verified, qualification passed all checks and can be assigned

For the next three examples for qualification verification statuses, please see Figure 6.2.8.1.

In example 1, there are no prerequisites or special criteria assigned to the qualification. Because it passes all checks, it can be assigned. To assign this qualification, click the **Assign** button.

In example 2, the prerequisites have been met, however, there are some special criteria that needs additional consideration. It is up to the user/organization to decide if the person is in compliance with the special criteria. If yes, click the **Assign** button—this will add the qualification to the record.

In example 3, the qualification cannot be assigned because the record does not have all the prerequisites. It is missing ICS100 and ICS300 trainings. There are also some special criteria that would need additional consideration. If the person has completed these trainings, simply add the trainings to the record and then re-add the qualification.

Figure 6.2.8.1

6.2.9 Viewing Qualification Details

In the Qualifications & Training section, you can click the ⓘ icon to view and print the details of a qualification. This function serves as a resource to help the personnel know what trainings they need in order for a specific qualification to be added to their record.

Detail

Code	Description	Kind
ADE	Animal Disease Epidemiologist	Personnel

NIMS Type
None

Prerequisites
o Introduction to ICS
o Basic ICS
o Intermediate ICS
o Advanced ICS

Special Criteria
Additional Training: G 300 –
o Intermediate Incident Command System;
o G 400 – Advanced Incident Command System;
o County Animal Response Team course provided by SUNY;
o ARC Animal First Aid course or equivalent;
o ARC First Aid course or equivalent;
o Psychological First Aid online course provided by NCTSN or ARC equivalent;
o Emergency Animal Sheltering course.;

Prerequisites: No previous convictions of animal cruelty; Experience: Experience coordinating with representatives from various agencies and organizations; Demonstrates strong organizational, written and verbal skills; Has the ability to learn and convey the history and concepts of animal response teams, both state and local; Physical: No specific requirement; License: No specific requirement; Additional Requirement: Must maintain a "go bag" for ART deployment

Details
A Animal Disease Epidemiologist:

PRINT   CLOSE

Figure 6.2.9.1

Qualifications & Training ▲

Qualifications | Training

animal

Info	Description	Code	Kind
ⓘ	Animal Case Manager	ACM	Personnel
ⓘ	Animal Control Specialist	ACS	Personnel
ⓘ	Animal Disease Epidemiologist	ADE	Personnel
ⓘ	Animal Disease Epidemiologist	ADE	Personnel
ⓘ	Animal Disease Epidemiologist	ADE	Personnel
ⓘ	Animal Handling Specialist	AHS	Personnel
ⓘ	Animal Industry Specialist	AIS	Personnel
ⓘ	Animal Premises Site Manager	APSM	Personnel
ⓘ	Animal Protection Lg Animal Res Strike Team Type I	APLARSTTI	Team
ⓘ	Animal Protection Lg Animal Shelterg Team Type I	APLASTTI	Team

Load more...

6.3 Creating an Assignment

In SalamanderLive, you can create an assignment list, which can then be downloaded and added to an event using the TRACK APP or be printed into a Resource Book for easy access, if needed. This allows for a quicker and easier check-in process and ensures each of your TRACK APP users have a standardized set of assignment names.

To create a new assignment:

Step 1: From the left navigational menu, click **Assignments**.

Step 2: Click the **+** icon in the upper right corner or click the **Quick Add** option and select **Assignment**.

Step 3: The "Assignment record" pop-up window will open. Enter the required information: the organization it should go under, the name of the assignment, and its level.

Step 4: Once done, click **SAVE**.

Step 5: The new assignment is now added to your Assignment list. To edit, click the Assignment, which will re-open the Assignment record window.

Assignment record

Organization*

Name*

Assignment Level*

CANCEL   SAVE

Figure 6.3.1

6.4 Configuring Account Settings

As an administrator level account user, you can configure setting such as default image sizes, auto-generated ID toggle, default rates for cost reports, and password security settings for your SalamanderLive account. If you have the proper permissions, a "Settings" option will be available in the left menu panel. To configure your account, click **Settings** and then click **Account**.

6.4.1 Default Image Sizes

Under the Default Image Size section, you can change the default image size for each type of record. This setting allows you to define the image sizes that works best for your organization.

To change the default image sizes:

Step 1: Click the heading **Default Image Size**.
Step 2: In the Image Settings window, change the pixel width and height for personnel, equipment, organization, and signature images.
Step 3: Click **SAVE** to apply your changes.

6.4.2 Auto-Generated ID's

By default, when creating a new record, an ID will be auto-generated for the record. Under the Auto-Generated ID's section, you can toggle that function on or off by clicking the appropriate option.

6.4.3 Default Rates – Event Cost Reports

Please see section 9.2.6 for details and instruction.

6.4.4 Password Security

Under the Password Security section, you can enable the site to force a password change and force the number of times the password change needs to be unique for all your SalamanderLive account users.

To do this:

Step 4: Click the heading **Password Security**.
Step 5: Enter or select the number of days for each option.
Step 6: Click **SAVE** to apply your changes.

7   RECORDS MANAGEMENT

7.1   Creating a New Organization Record

In SalamanderLive, you can have all your organizations and agencies contained within one database. This creates data consistency and allows for them to work seamlessly together during events. Organizations are generally added to the database before personnel and equipment. The main purpose is so personnel and equipment records can be linked to the correct organization when being created.

7.1.1   Creating the Record

An organization record can be manually created by click the **Quick Add** option from the navigational menu or the **+** icon in the upper right corner of the Organization list view.

Step 1: This will bring you to the "Create New Organization" pop-up window where you will need to fill in information regarding the new organization. Any required fields are marked with an asterisk:

- The system will auto-generate a unique ID for each new record created; however, this can be changed if a different ID is desired.
- The Parent Organization field establishes the parent-child relationship for the two organizations. If you want to choose another organization to designate as the parent, you can easily this by selecting the new parent.

Figure 7.1.1.1

Step 2: After all required and any desired optional information is filled in, click **Save**.

Step 3: This will bring you to the "Profile" page where more information for the newly created organization can be captured. Any headings with the pencil icon directly to the right can have information added or edited by clicking on the heading.
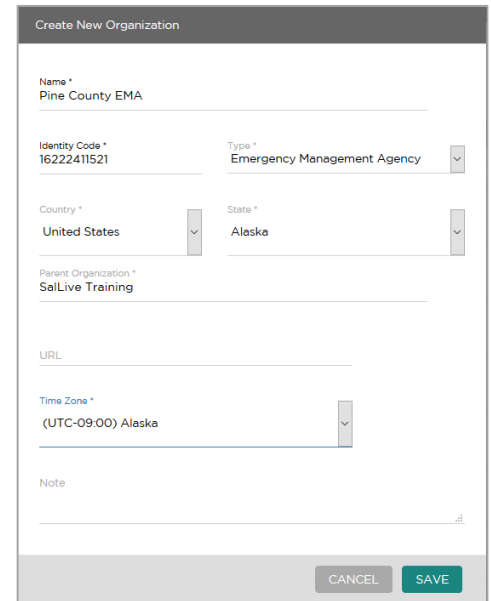
7.1.2   Adding a Photo

For each organization record, you have the option of adding their logo, which can then be printed on the resource's TAG. To add a logo, place your mouse cursor over the default picture icon and click either the Web-cam icon to take a picture or the Picture icon to upload an existing logo image.
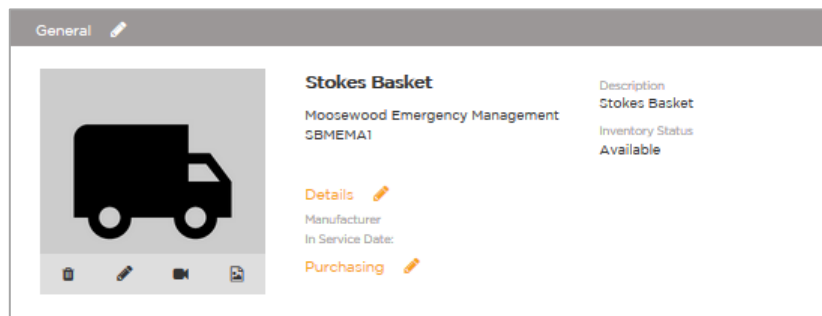
Figure 7.1.2.1

7.1.3 Web-cam Option

Selecting the web-cam option will open the "Direct Capture" window where you can utilize either a built-in web-cam or external camera that is plugged into the computer. Your browser may prompt you to grant access to your web-cam, click "Yes" to continue or "No" to cancel the process.

You should see a live feed from your web-cam on the pop-up window. Select **Take Picture** to capture the image. Once the image is captured, you can select to retake the picture by clicking **Retake Picture** or click **Save** to use the captured image.

Figure 7.1.3.1

7.1.4 Upload Photo Option

In most cases, an organization or agency will have their logo pre-designed. Selecting the Picture icon will enable you to select a logo from your computer and upload it on the record. Keep in mind that the image file size is limited to 4MB. Select the desired image file and click **Open**.

The "Edit Profile" window will open. Use the tool bar to edit your photo as needed. Once editing is complete, you must click the green checkmark to apply the active crop. Once done, click **Save**.
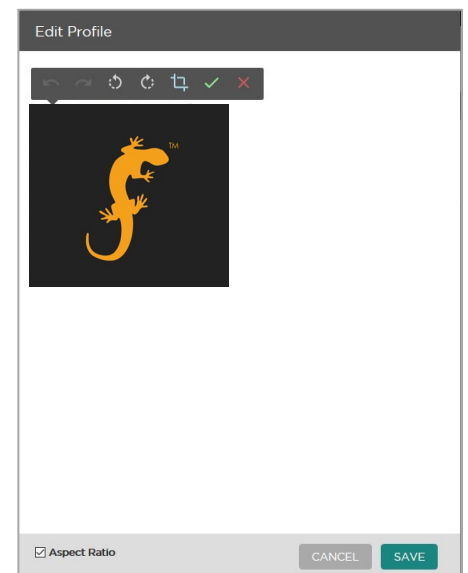
Figure 7.1.4.1

7.1.5 Signature Upload

You also have the option to upload a signature, which can then be printed on ID TAGs. For example, some agencies often put the head of department or other governing authority's signature along with some legal text on their TAGs as a sign of authenticity. To upload a signature image, hover your mouse cursor over the Upload Signature box and click the **Picture** icon to select an image from your computer.

Figure 7.1.5.1

7.1.6 Organization Hierarchy Chart

Once your organizations are added, you can view your organization list as a hierarchy by clicking the "Organization Chart" icon at the top next to the Search field (see Figure 7.1.6.1). This feature allows you to expand and collapse folders to see how your organizations are grouped. At the top, you will see your parent organization listed. To expand or collapse the chart to see children organizations, click the +/- icon next to the organization folder.
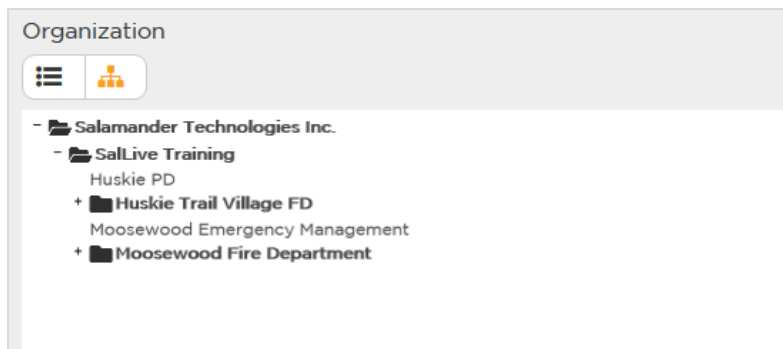
7.2   Creating a New Personnel Record

Once organizations are added, the next step is to add resources, both people and equipment, and tie them to their respective organizations.

7.2.1   Creating the Record

Step 1: A personnel record can be manually created by clicking the **Quick Add** option from the navigational menu or by clicking the **+** icon in the upper right corner of the Personnel List view.

Step 2: This will bring you to the "Create New Personnel" pop-up window where you will can fill in information regarding the new record in the four tabs available: Profile, Employment, Location & Contact, and Medical (see sections 7.2.2 for details).
NOTE: The tabs allow you to page through each text entry section of the personnel form in one view. Any required fields are marked with an asterisks (*); all others are optional. As you switch tabs, information is automatically saved. To speed enter data, you can press the Tab key to travel through each field. Once the next tab is highlighted in orange, pressing the Enter key will trigger the form to open the highlighted tab.

Step 3: Once all required and desired optional information is filled in, click the **Save** button. This will bring you to the "Profile" page where additional information for the newly created record can be captured. Any of the orange headings with the pencil icon directly to the right can have information added and edited for the record by clicking on the heading.

7.2.2   Profile Information

Under the Profile tab, there are four fields that require information: ID, Organization, First Name, and Last Name. If turned on in the Account settings, the system will auto-generate a unique ID for each new record created. The auto-generated ID can be changed if a different ID, such as an employee ID, is desired for this field. For the Organization field, enter the name of the organization the person belongs to and select it from the pick list. If the organization name is not listed in the pick list, this means the organization does not exist and you must go back and add the organization first. Once all required and desired optional information is filled in, click the Employment tab.

7.2.3   Employment Information

Though not required, employment information is helpful, important, and most organizations will require some level of employment information entered for their personnel. To add employment information, click the Employment heading, which will open a pop-up window. Enter the information as needed and then click the **Save** button. Under the "Location & Contact" section, you can add where the organization is located. The address field uses geolocation, so entering an address in the **Address Line 1** field will pull up possible matches. Selecting an address will auto-fill the remaining address fields, including latitude and longitude.

SalamanderLive User Guide v5.0

7.2.4   Location & Contact Information

For Location & Contact information, home, work, mobile, and fax numbers can be added in their corresponding fields. To add an address, click the **Add address** icon. The address fields will expand. Click the drop-down to select the Address type. Then input the remaining address information into the fields. You can add additional addresses, if desired, by clicking the **Add address** icon and inputting in the new address's information. Add as many addresses as desired. Once you have completed the form, click the **Save** button.

7.2.5   Adding Medical Information

For the Medical drop-down, complete the optional information on Height (Feet), Inches, and Weight fields and add applicable Medications and Allergies information. To add allergy, medication, and emergency contact information, click the **+** icon to expand those fields. Add multiples for each of these fields by clicking the **+** icon as many times as desired. Once these fields have been expanded, the entry line for the information becomes a mandatory field - if no information is needed in these fields, click the red **x** icon. Once all fields are completed, click the **Save** button.

7.2.6   Uploading a Photo and Signature

For each personnel record, you have the option of adding their picture and signature, which can then be printed on their TAG. For steps on how to take a photo or upload a photo, please see sections 7.1.2.1.2 and 7.1.2.1.3.

7.2.7   Uploading Documents

In SalamanderLive, one of our newest features is the ability to upload documents to a personnel or equipment record. These can include a copy of a driver's license, vehicle insurance points, medical release forms, qualification and training certifications, and more. There is a max file size of 5MB per upload, but there is no limit to the number of documents you can upload to a record. The following file types are allowed:

- PDF
- Excel
- Word
- CSV
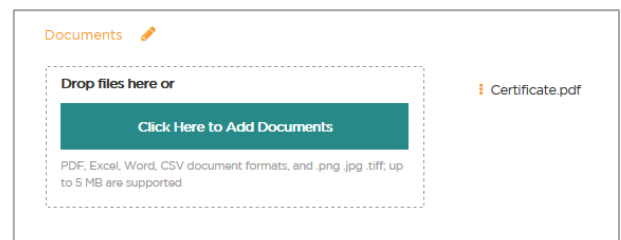
Figure 7.2.7.1

To upload a document:

Step 1: Access the record of the person or equipment.

Step 2: On the Profile page, click the **Documents** heading.

Step 3: To upload a document, you can either drag and drop a file directly onto the Documents box or select **Click Here to Add Documents** to search for a document to add.

Step 4: Once uploaded, the document will be listed next to the "Documents" box. Click the **Overflow** icon next to the document name to pull down a list of menu options.

Step 5: From the menu, choose to download and save the document to your computer or deleted the document from the record.

7.2.8   Adding Qualifications to a Record

It is not only important to know who the individual is but also what they are qualified to do and what training they have completed. The Qualifications & Training sections on the Person form allows you to capture this information, which can then be printed and encoded on the person's Salamander ID TAG. To help distinguish qualifications from training, any qualifications with a type of 'education' will be separated out into the

'Training' tab. This allows you to review and assign training separate from qualifications to a record. Please note, it is by default that training is not included in the printed TAG.

There are drop downs for each of the disciplines: Local, State, Regional, Other, and Federal / National. Local, State, and Regional qualifications are customizable and can be added in by a SalamanderLive account administrator. Other and Federal / National qualifications are preloaded.
Qualifications under Other are from Salamander's previous software products and are still being used today by customers. The Federal qualifications are from the National Incident Management System (NIMS) qualifications, which are the same across the United States and may not be edited.

There are two ways in which you can add a qualification or training to a personnel record:

Option 1: Selecting the qualifications or trainings from the tiered folders
Option 2: Using the 'Quick Add' function

Add Qualifications & Trainings from the Tier Folders:

To add a qualification or training:
Step 1: First select the appropriate tab.
Step 2: Click the tier folder in which you are wanting to add a qualification / training from. A list of qualifications / trainings or sub-folders will appear.
Step 3: To add a qualification or training, simply click on it. This will immediately add it to the 'Assigned' column on the right of the page where you can add a certification number, issue date, and expire date for the qualification or training. Recording this information is a great way for your organization to monitor and ensure your staff's qualifications and training are up-to-date. By default, the encode box for each qualification assigned be checked. If you do not want a qualification encoded in the barcode of the person's TAG, just simply uncheck the box next to the qualification. As a reminder, training qualifications cannot be encoded on the printed TAG.
NOTE: If your account has Qualification Verification feature turned on, a pop-up window will open with the verification results, allowing you to assign or not assign the qualification. Please see the Qualification Verification tutorial for details.

Figure 7.2.8.1

Using the Quick Add Function:

As the name implies, you can quickly type and search for the qualification or training you want to add. To perform a quick add, click in the "Quick Add" field and type in the qualification or training name or code. As you type, a list will display possible matches. Select the qualification or training you would like to add from the list. Once a qualification or training is added to the Assigned column, click the **+** button next to its name to add issue and expiration information.

Figure 7.2.8.3

7.2.9 Editing Multiple Records

If you have more than one record that needs the same edits, you can update them all at once instead of individually. The ability to edit multiple records is available only within the Personnel and Equipment list views. There is no limit to the number of records you can edit at once. To edit multiple records:

Step 4: Click the check boxes next to the records and then click the **Edit Multiple** icon.

Step 5: The record form will open with empty fields. Enter in the new terms or values in the field(s) that need updating.

Step 6: Once done, click the **Apply Update** button at the bottom right corner. This will return you to your list view.

Figure 7.2.9.1

7.2.10 Copying a Record

When in a person's record, you have the ability to duplicate their record. This essentially creates a copy of their record and auto assigns each copied record with a unique ID, saving you data entry time. This becomes extremely useful when you have an individual who works in multiple departments or agencies. To copy a record:

Step 1: Open the personnel record and then click the **Copy** icon, which is pictured as a square layered on top of another square.

Step 2: A window will appear, allowing you to enter the number of copies. Notice, there is a maximum of 20 copies that can be made at a time. Enter the desired number in the box and then click **Copy**.

Step 3: A confirmation window will appear stating the Copy was successful. Click the **Ok** button.

Step 4: Multiple records with the same information will now show in the Personnel List. Edit the copied records as needed.

7.3   Creating a New Equipment Record

Once organizations are added in SalamanderLive, the next step is to add resources, both people and equipment, and tie them to their respective organizations.

7.3.1   Creating the Record

Step 1: An equipment record can be manually created by clicking the **Quick Add** button from the navigational menu or by clicking the **+** icon in the upper right corner of the Equipment list view.
This will bring you to the Create New Equipment pop-up window where you will can fill in information regarding the new record in the four tabs available: Profile, Employment, Location & Contact, and Medical (see sections 7.3.2 for details).
NOTE: The tabs allow you to page through each text entry section of the personnel form in one view. Any required fields are marked with an asterisks (*); all others are optional. As you switch tabs, information is automatically saved. To speed enter data, you can press the Tab key to travel through each field. Once the next tab is highlighted in orange, pressing the "Enter" key will trigger the form to open the highlighted tab.

Step 2: After all required and desired optional information is filled in, click the **Save** button. This will bring you to the "Profile" page where more information for the newly created record can be captured. Any of the orange headings with the pencil icon directly to the right can have information added and edited for the record by clicking on the heading.

7.3.2   General Information

Under the General tab, there are three fields that require information: ID, Name, and Organization. If turned on in the Account settings, the system will auto-generate a unique ID for each new record created. The auto-generated ID can be changed if a different ID is desired for this field. For the Organization field, enter the name of the organization the equipment belongs to and select it from the pick list. If the organization name is not listed in the pick list, this means the organization does not exist and you must go back and add the organization first.

7.3.3   Equipment Details Information

Though not required information, under the Details section, you can add information about the item including:
- Manufacturing Make, Model, and Year
- In-service Date
- VIN
- Serial #
- Size
- NIMS Type

7.3.4   Purchasing Information

Under the Purchasing section, you can add purchase and reimbursement details:
- Cost
- Cost Code - clicking the **FEMA link** will redirect you to FEMA's Schedule of Equipment Rates
- Rate
- Purchase Order #
- Funding Source
- Vendor
- Purchase Date
- Receipt Date

7.3.5   Location & Contact Information

Under the Location & Contact section, you can add where the item is located and who the contact person is for the item. The address field uses geolocation so entering in an address in the Address Line 1 field will pull up possible matches. Selecting an address will auto-fill the address fields, including latitude and longitude. To add a contact, click the **Add a contact** link. If there are more than one contact, simply click the **Add a contact** link again, which will add additional fields below the first contact.

7.3.6   Uploading a Photo

For each equipment record, you have the option of adding a picture to help identify it. For steps on how to take a photo or upload a photo, please see section 7.1.2.1.

7.3.7   Uploading Documents

There is an option to upload documents to an equipment's record. This is an additional paid feature. For details on how to upload documents, please see section 7.2.1.1.4.

7.3.8   Adding Qualifications to an Equipment Record

The Qualifications section allows you to assign any specific qualification information to the equipment, which can then be printed and encoded on its Salamander ID TAG. The process to add qualifications to an equipment record is same as adding qualifications to a personnel record. Please see section 6.2.2.4.

7.3.9   Editing and Copying Multiple Equipment Records

Please see sections 7.2.1.2 and 7.2.1.3.

7.4   Deployable Equipment List

The Deployable equipment list in SalamanderLive gives the logged in user visibility to any piece of equipment within their account marked as 'deployable' regardless of the user's security settings. The list allows users to find and request needed equipment for an event / incident that is available outside the logged in user's jurisdiction.

7.4.1   Accessing the Deployable List

Step 1: To get to the Deployable equipment list, click **Equipment** from the left menu to access the Equipment list.
Step 2: At the top, there are two toggles: My Equipment and All Deployable. Click **ALL DEPLOYABLE**.
Step 3: Any equipment marked as "deployable" will be listed here. From this list, you can set up unique columns, filters, and sort preferences; however, you cannot edit or print equipment barcodes as the list is read-only.

7.4.2   Marking Equipment as Deployable

Step 1: To mark an item as deployable, go to **MY EQUIPMENT**.
Step 2: From the Equipment list, select the equipment you want to be deployable.
Step 3: In the General summary page, click the **General** heading (see Figure 7.4.2.1).
Step 4: In the General window, click the checkbox next to "Deployable" and then click **SAVE**.
Step 5: The item is now marked as deployable and will be listed in the Deployable equipment list.
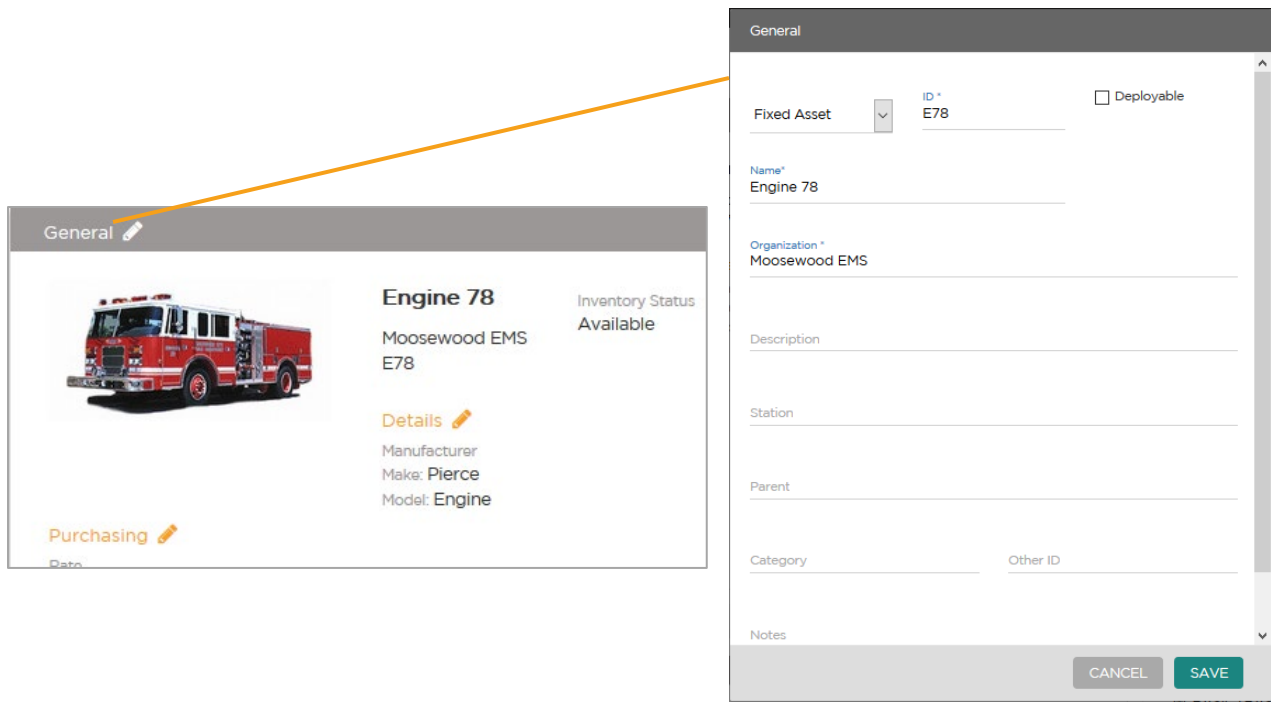
Figure 7.4.2.1

7.5 Establishing Equipment Parent / Child Relationships

Parent/child relationships can be set up to link individual pieces of equipment allowing you to better track and manage your equipment. When creating parent/child relationships between individual items, it is important to first identify the specific parent item. Once identified, it is a matter of selecting it from a dropdown list of items that exists within your database from the child record. You can select additional child records, create as many levels as needed for parent/child relationships.

To create a parent/child relationship for a piece of equipment:

Step 1: Go to the record of the child equipment.

Step 2: Within the record, click the **General** heading.

Step 3: This will bring you to the "General" pop-up window. In the Parent field, enter the name or ID of the parent equipment.

Step 4: A dropdown list will populate with existing items from your database that match your entry. Select the parent item from the list. As there may be multiple items with the same name, take note of the item's unique ID and use that as the identifier for selecting the correct item as the parent.
NOTE: If the child equipment record does not yet exist, create the record as normal and then complete the Parent field as described above.

Step 5: Once a selection has been made, click **SAVE**.

Step 6: This will bring you back to the record where two items are now linked as parent and child. To see the established links between items in your Equipment list view, the Parent Description and Parent ID columns should be set to visible. Please see the Edit, Filter, Sort, and Search List Views tutorial for instructions on this process.

Figure 7.5.1

8   PRINTING TAGS

In SalamanderLive, Print Control is the proprietary printing software used to print personnel equipment and assignment TAGs, including the ability to encode radio-frequency identification (RFID) smart cards. For optimum print results, ensure the most updated Print Control software is installed on the computer you have designated to print ID TAGs.

Whether printing TAGs for personnel, equipment, or assignment, the starting process is the same. The difference between each are the types of designs that are available. To print a TAG:

Figure 8.1

Step 1:   Click to access either the Personnel, Equipment, or Assignment list from the navigational menu.

Step 2:   From the list view selected, click the checkbox next to the personnel/equipment/assignment for which you want to print an ID TAG. To print multiple ID TAGs in a single batch, select multiple records. Notice that when you select a record, additional icons will appear at the top right corner.

Step 3:   Click the **Print** icon.

Step 4:   One of two things will occur:

- If the computer DOES NOT have the latest Print Control software installed, a page will display with instructions on how to download and install the latest version of Print Control. Complete this process and proceed to Step 5 below.
- If the computer DOES have the latest Print Control software installed, the program will run and display the Print screen with various printing options to select from. Proceed to Step 5 below.

Step 5:   In the Print window, there are four types of print output options available for printing personnel, equipment, or assignment TAGs. Select your print output type.

- Datacard Encoding People/Equipment/Assignment: Used for datacard printers that have the ability to print and encode Smartcards. Select this option when you want to print the surface of the card and encode the chip within the card at the same time.
- Fargo Encoding People/Equipment/Assignment: Used for Fargo printers that have the ability to print and encode Smartcards. Select this option when you want to print the surface of the card and encode the chip within the card at the same time, using a Fargo printer.
- People/Equipment/Assignment: These are the default Salamander TAG designs that can be used with any printer as long as a design file exists and is compatible with the printing media size and layout (ex. Avery labels, hard cards, etc.). Select this option when using Salamander's default TAG templates.
- Smartcard People/Equipment/Assignment: Used to encode data to a Smartcard. Select this option when wanting to update the data on a smartcard and not print or reprint the surface of the card.

Step 6:   Select the printer to send the job to. When choosing the Datacard or Fargo encoding options, the printer selection will be limited to supported printers installed on the computer. Choosing the smartcard option will limit the selection to supported smartcard encoders.

Step 7:   Select the Design template to use from the dropdown menu. The templates listed will be limited to compatible templates for the record type printed (Personnel, Equipment, or Assignment). When printing batch ID TAGs, a single badge design will be applied to all records based on your design selection.
NOTE: A detailed list of design templates can be found in the Default Printing Designs Resource Guide.

Step 8:   Select the number of copies to print – a minimum of 1 and a maximum of 5.

Step 9:   Select to use existing or custom issue and expire dates. When a resource's SalamanderLive TAG is expired or about to expire, their record will appear on the TAGs tile, reminding you to update the TAG information.

- If this print job is a reprint of TAGs that had an issue and expire date set, you can use those same dates by selecting the "Use existing Issue & Expire Dates" option.
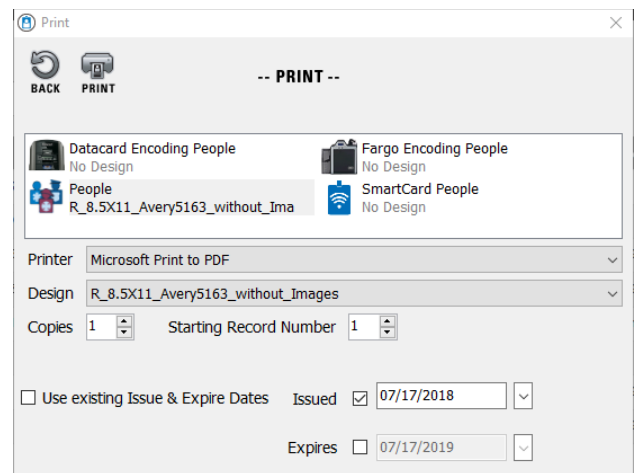
- If you want to set new parameters, enter the new dates. When printing batch ID TAGs, a single issue date and expire date will be applied to all records based on the dates entered.

Step 10: Once all selections have been made, click the **Print** icon.

8.1   Managing Expired TAGs and Qualifications

On the Home dashboard, depending on the user's displayed tiles, the Quals and Tags tiles may or may not be available to view. If not, see section 5.2 for directions on adding and making these tiles visible on the
dashboard.

1. The large numbers at the top of the tile are the Quals/Tags that are expiring or have already expired. The number that is shown in orange is the selected data that is showing in the preview below
2. This is a preview of the expiring or expired Quals/Tags. If the list is longer, toggle through the preview using the "First", "Previous", "Numbered", "Next", and "Last" buttons.
3. Click this icon to download a full Excel report of all expiring
and expired Quals/Tags.
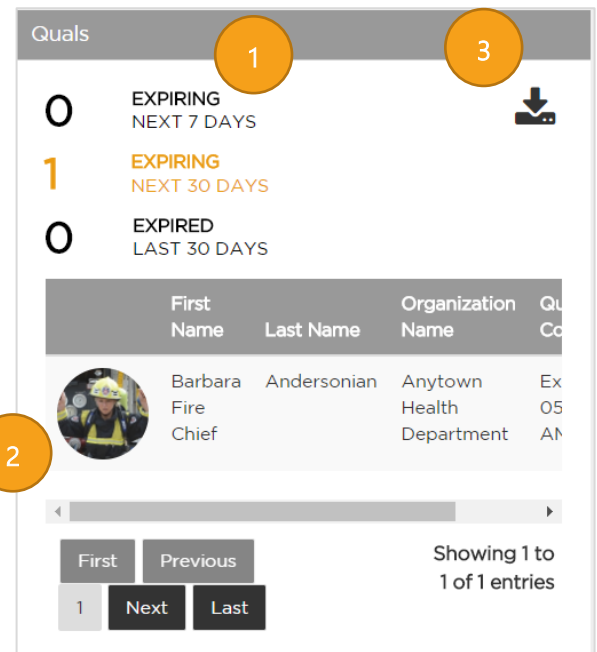
Figure 8.1.1

9   EVENTS MANAGEMENT

9.1   Events List

SalamanderLive stores data for all in-progress events and for events that have ended. The Events list provides a list of all events that were created by your organization.

9.1.1   Merging Events

For each event created, you have the ability to merge them together. This allows for your organization to work seamlessly with other organizations within your SalamanderLive account that are responding to the same event, creating one common operating picture of the event situation.

There are five business rules or constraints imposed when merging events in SalamanderLive:

1. Two incidents started from Plans cannot be joined (for SalamanderLive Plans subscription only).
2. Two COMMAND incidents started from the same PC cannot be joined (circular references).
3. If the join includes one COMMAND, the COMMAND event will be set as the parent.
4. If the join includes two COMMANDs, the first selected COMMAND will be set as the parent.
5. If the join includes no COMMAND, the first selected incident will be set as the parent.

Figure 9.1.1.1

To merge more than one event together:

Step 1: Go to your **Events** list.

Step 2: Click the checkboxes next to the events you want to join, keeping in mind the business rules for merging events.

Step 3: Click the **Merge** icon that appears at the top right of the page.

Step 4: The "Join Incidents" confirmation window will open (see image 9.1.1.1). Click **Join** to join the selected events or click **Cancel** to cancel the action

Step 5: If you clicked "Join", the Events list will reload. You will notice that your events are now joined into one as indicated by the "Yes" under the "Joined" column.

9.2   Events Dashboard

The Event dashboard provides:

- A method for sharing incident data via the Web.
- Data synchronization and situational awareness.
- A view of personnel, equipment, patient, and evacuee activity in real-time from any location where internet connectivity is available.
- Access to personnel qualifications, equipment qualifications, and event specific reports.
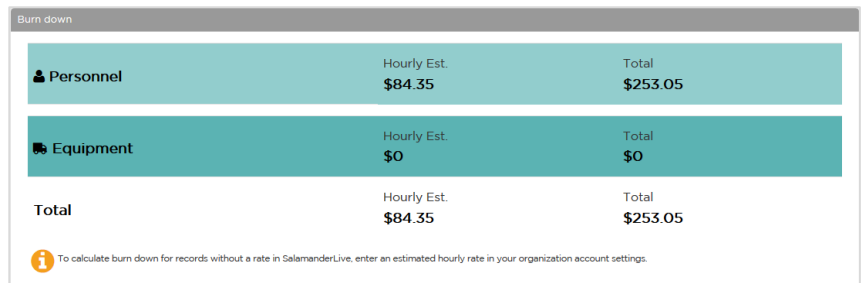
To view an Event dashboard, go to the Events list and click an event. By default, the Event dashboard will auto-populate with all tile options available in the system. The tiles include Summary, Weather, Map, Chart, Burn Down, and Resource Timer.

9.2.1   Burn Down Tile

Users can account for resource costs during and after an event. The total costs are calculated using assigned time and the standard rate entered for the resource in SalamanderLive. This data is then displayed in the Burn Down tile. The Burn Down tile looks at the following:

1. Does the record have a rate on the event side?
2. If no, does the record have a standard rate on the resource side (in the personnel / equipment record)?
3. If no, does the account have a default rate set up?
4. If no for all, the Burn Down tile will show zeros. If any of the above has a rate, it will be used for the calculation.

Figure 9.2.1.1

NOTE: Due to how data is collected and rounded, the dollar amount shown in Incident Summary Cost report may be a few pennies different than the Burn Down tile.

9.2.2   Adding a Cost Rate to at the Resource Level

When resources have different cost rates, it's best to set them up individually.

9.2.3   Personnel

To add a cost rate to a person's record, access their record in SalamanderLive and click the **Employment** heading. In the Employment window, there are multiple rate fields. The only field that will report on the Burn Down tile and cost reports is the **Standard Rate**. Enter the person's standard rate and click **Save**.

9.2.4 Equipment

Access the equipment record and then select the **Purchasing** heading. In the Purchasing window, enter the cost code, rate, and unit of measure. Once done, click **Save**. To verify the costs are correct for reimbursement, click the **FEMA link** to view FEMA's Schedule of Equipment Rates.
NOTE: The only unit of cost that will report on the Burn Down tile and cost reports is "Hour".

9.2.5 Multiple Records

If multiple personnel or equipment have the same cost rate, quickly edit their records simultaneously by selecting all desired records and then selecting the **Edit Multiple** feature. The record form will open with empty fields. Scroll down and enter in the cost information per the form type and then click the **Apply Update** button.

9.2.6 Adding a Cost Rate to at the Account Level

When setting resource cost rates, you have the option to set a default rate for the entire SalamanderLive account. Cost reports are calculated using the rate set on the resource record first. However, if a rate is not set on the record, it will look at the account. If a rate is not set on the account, the report will not calculate any cost data for that assigned resource.

To add a cost rate to your account:
Step 1: Click on **Settings** from the left menu and then click **Account**.
Step 2: Click the heading **Default Rates – Event Cost Reports**.
Step 3: The Default Rates window opens. Enter the default rate for personnel and equipment and then click **SAVE** to apply the changes.
Step 4: Account level cost rates for personnel and equipment are now set for the account.

9.2.7 Viewing Cost Reports

To view the detailed cost reports:
Step 5: Select the desired event.
Step 6: Click the **Reports** icon.
Step 7: The list of reports available for download will display in a dropdown. There are three cost report options available:
- Personnel Activity Report
- Equipment Activity Report
- Incident Summary Report

9.2.8 Personnel Activity Report

The Personnel Activity Report displays the information by organization and includes the following:
- Individual's name
- Assignment
- Time in and out for each assignment
- Amount of time assigned in each assignment
- Elapsed time
- Rate

Figure 9.2.8.1

- Whether a standard or account rate is used for the calculations
- Total cost for the individual
- Total time and cost for organization

9.2.9 Equipment Activity Report

Similar to the Personnel Activity Report, however the only difference is that the rate used will display as Billing Rate or Account Rate.

Equipment Activity Report

Assignment	Time In	Time Out	Assigned Time	Elapsed Time	Rate	Total
Moosewood Fire Department (50250)						
09203705801, Fire Truck - Billing Rate						
Fire Attack	7/23/2018 12:37:05 PM	7/23/2018 12:37:05 PM		0:00:00	68.00	0.00
09203749394, Fire Truck - Billing Rate						
Fire Attack	7/23/2018 12:37:05 PM	7/23/2018 12:37:05 PM		0:00:00	68.00	0.00
10194428601, Fire Truck - Billing Rate						
Fire Attack	7/23/2018 12:37:05 PM	7/23/2018 12:37:05 PM		0:00:00	68.00	0.00
12174938196, Fire Truck - Billing Rate						
Fire Attack	7/23/2018 12:37:05 PM	7/23/2018 12:37:05 PM		0:00:00	68.00	0.00
		Moosewood Fire Department Total Time		00:00:00		0.00
						0.00

Figure 9.2.9.1

9.2.10 Incident Summary Report

This report provides a summary of all resource cost data for the events.

Incident Summary Report

Organization	SalLive Training
Incident Name / Run Number	Forestville FD Drill /
Start Date	7/23/2018 5:16:37 AM

End Date

Resource Count	Count	Resource Hours	Duration	Cost
Alaska State Police (LAWASP)				
Number of Responders	1	Hours for Responders	7:19:20	212.34
Forestville FD (54350)				
Number of Responders	1	Hours for Responders	7:20:04	91.67
Moosewood Fire Department (50250)				
Number of Equipment	4	Hours for Equipment	0:03:32	4.00
Redrock FD (53450-001)				
Number of Responders	1	Hours for Responders	7:19:20	91.52
Wolfvillage FD (55850)				
Number of Responders	2	Hours for Responders	14:35:15	221.21

Incident Summary				
Total Number of Organizations	5			Total Cost
Total Number of Responders	5	Total Hours for Responders	36:33:59	616.74
Total Number of Equipment	4	Total Hours for Equipment	0:3:32	4.00
				620.74

Figure 9.2.10.1

9.3   GIS MAPPING

When you are looking at a map and can see where your event is and where your responders are physically located, you have a complete picture to help guide your decision-making. With the GIS MAPPING feature, you can use SalamanderLive, together with the TAG APP and the TRACK APP, to harness the power of situational awareness.

9.3.1 GPS and GIS Defined

To understand how the GIS MAPPING feature works, it's important to first distinguish the difference between GPS and GIS:
- GPS: Stands for global positioning system. This term refers to your personal location.
- GIS: Stands for geographic information system. This is a method of gathering GPS locations and seeing where they are located on one map.

9.3.2   What is the GIS MAPPING Feature?

This is an add-on feature that allows the user to see a real-time view of where your resources are located during an event. It utilizes the GPS function of smartphones and tablets via the TAG APP and plots their location and information on a map in SalamanderLive.

9.3.3   GIS Pins

There are three color-coded GIS map icons used in SalamanderLive:
- Yellow Pin: The TRACK APP device's location when joining an in-progress incident.
- Blue Pin: The TAG APP device's location when the responder checks into an incident remotely.
- Red Pin: The TRACK APP device's location when starting an incident OR when the primary incident location is set using SalamanderLive.
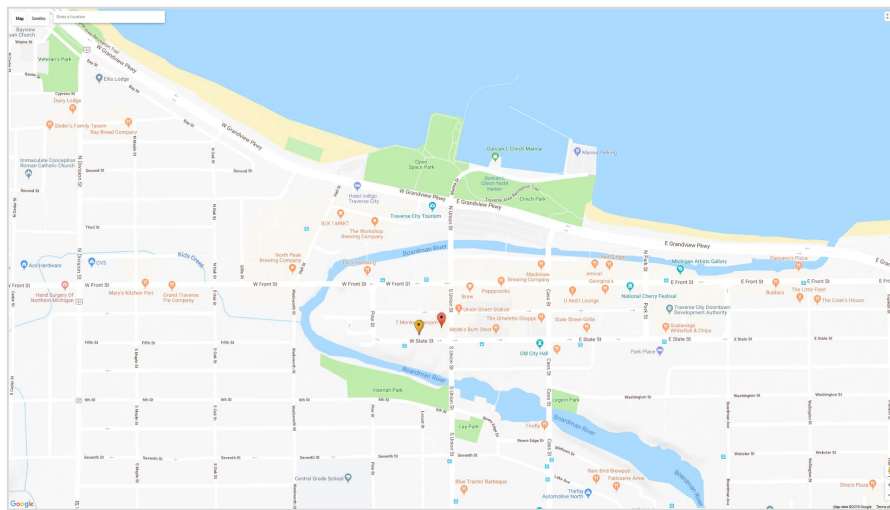

Figure 9.3.3.1

9.3.4   Accessing the GIS Map

To access the GIS map, you must first select an event from your Events list. From here, locate the Map tile. Move and resize the map if needed for a larger view. Please see the Customizing the Dashboard Layout tutorial for details on how to work with tiles.

IMPORTANT NOTE: In order to see the Map tile, your account must have purchased the GIS MAPPING feature.

9.3.5   Event Location

If a new event session was started in the TRACK APP, the GPS location of the tablet or smartphone will signal the event location to SalamanderLive. This also occurs when you join an existing event directly from a tablet or smartphone. SalamanderLive will automatically display the event location using a fixed, yellow pin on a map.

To adjust the location, you can either click anywhere on the map or use the following process:
Step 1: Type in an address in the **Enter a Location** field.
Step 2: A pull down will appear with possible matches based on the user's location. Select the desired address.
Step 3: A box will display with the address and a link to set the location. To establish the primary location of the event, click the **Set Location** link.
Step 4: The true location of the event is now set as indicated by a red pin. Clicking on the pin will show the event name as well as the US National Grid (USNG) coordinates.

9.3.6   Responder Location

When a responder remotely checks in to an event using the TAG APP, their GPS location is set in SalamanderLive as a blue pin on the GIS map. Every time the device moves more than 50 meters, SalamanderLive will update its location on the map, providing you real-time data on the responder's whereabouts.

If your mouse has a scrolling dial, you can move that to zoom in and out on your map. You can also use the zoom in/out tool bar at the bottom right of the tile or click the Full Screen icon to view the map full screen.

Each responders pin can give you additional information such as the responder's name, position, organization, contact information, and USNG coordinates. Click the pin to see responder details. Click the **X** to close the detail box.

9.4   Event Chart

The Event Chart is a new feature in SalamanderLive that provides a detailed list view of the resources and assignments that are part of the selected event. This data is pulled from any connected Salamander solution.

To access the Event Chart:

Step 1:   Select an event from the Event list.

Step 2:   On the Event Dashboard, locate the Chart tile. All assignments will display in a row. Use the scroll bar to view all assignments for the event.
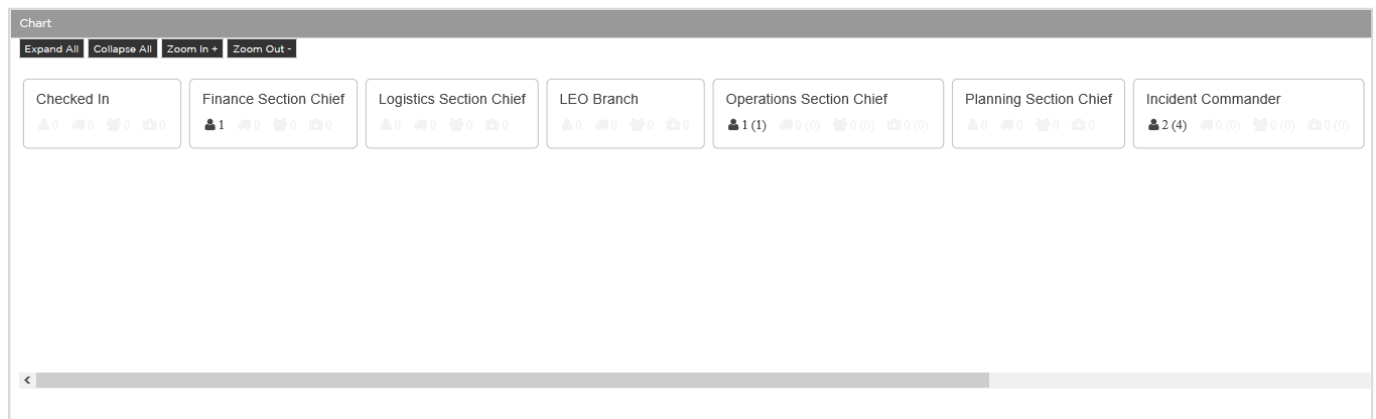
<div align="right">Figure 9.4.1</div>

Step 3:   Click, drag, and drop to move assignments around for a better viewing of all assignments.

Step 4:   To view the details for the resources assigned to an assignment, click on the resource count.

Step 5:   A pop-out window will open and display the resources assigned to the selected assignment.

Step 6:   To view a detailed report for a resource, click the resource's name.

Step 7:   Save the report to your computer.

Step 8:   Find the report and open it to review the details.

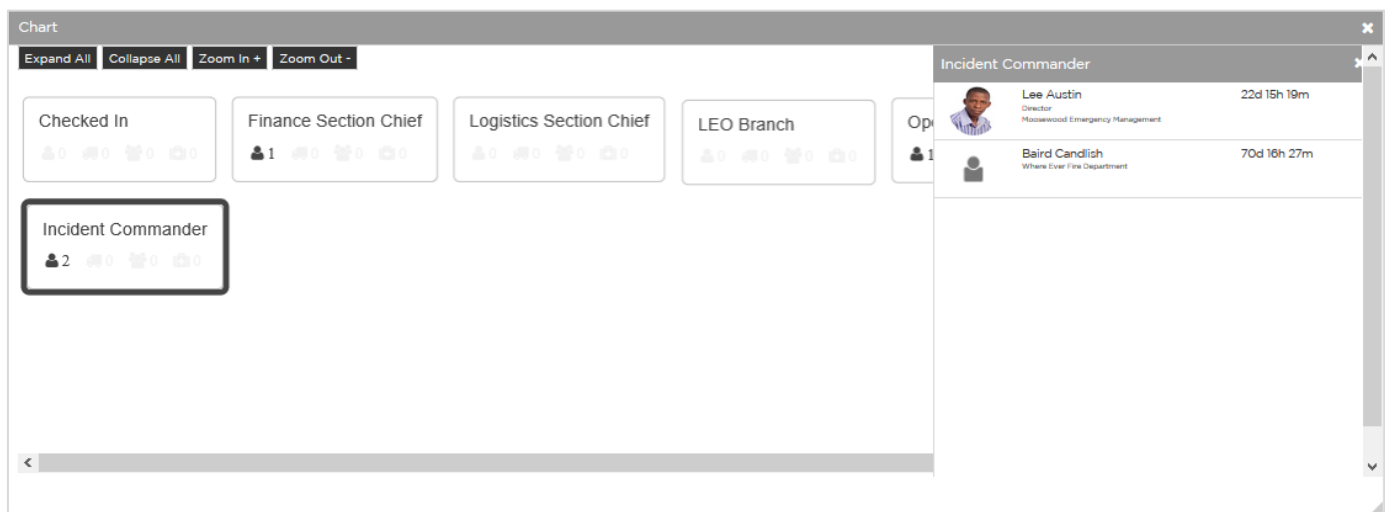**Step 9:** Click **X** to close the pop-out window.

Figure 9.4.2

9.4.1 Extended Feature

If you purchased the extended version of the Chart, you will also have the ability to reposition the assignments into an ICS Chart. For pricing, please contact your sales representative.

To create a hierarchy chart, click, drag, and drop an assignment on top of another assignment. The assignment now appears underneath the assignment you dragged it on top of. A line will connect these assignments, showing their reporting relationship within the chart.

With a chart created, you can collapse or expand part of the chart by clicking the collapse / expand button next to the assignment name. You can also use the Chart tool bar to expand all, collapse all, zoom in, or zoom out of the chart.

If you want to remove the reporting relationship between two assignments, right-click the assignment you want detached and select **Detach**.

If you want to move all resources in an assignment and its children assignments, right-click the assignment and select **Move all Off Scene**. A confirmation box will appear. Click "OK" to confirm the action.
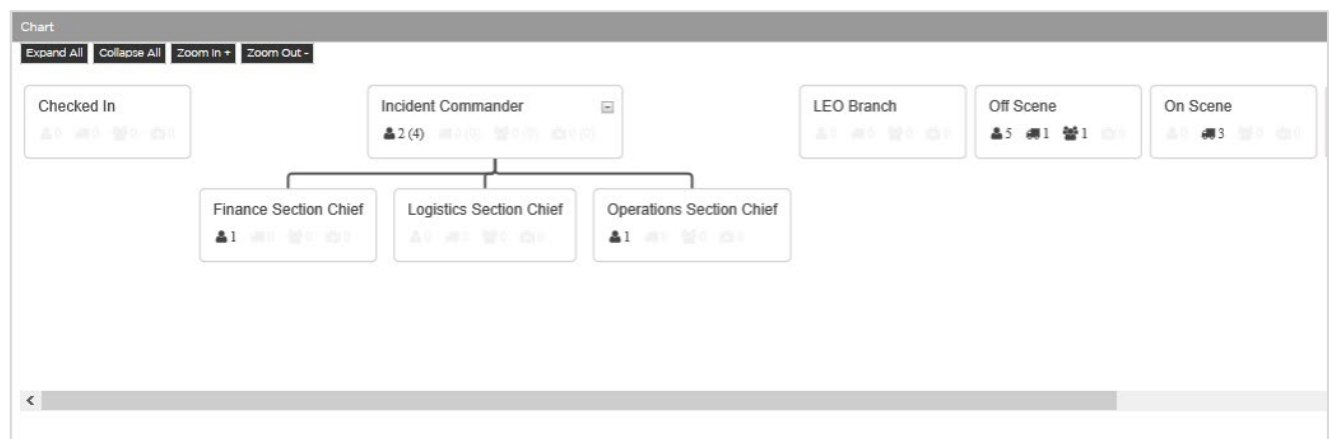

Figure 9.4.1.1

9.5 Ending an Event

To end an event in SalamanderLive, follow these steps:

Step 1:   Click **Events** from the left navigational menu.

Step 2:   From the Events list, click the checkbox next to the event you would like to end. You can only select one event at a time.

IMPORTANT NOTE: Always verify that all personnel have been accounted for and moved to "Off Scene" before ending an event.

Step 3:   Once an event is selected, the End Event icon will appear at the top right – click the **End Event** icon.

Step 4:   An end event confirmation box will appear. Click **Ok** to end the event. A time and date stamp will appear in the End Date column of the event you ended.

9.6   Resuming an Ended Event

To resume an ended event in SalamanderLive, follow these steps:

Step 1:   Click **Events** from the left navigational menu.

Step 2:   From the Events list, click the checkbox next to the ended event you would like to resume.

Step 3:   Click the **Resume** icon at the top of the page.

Step 4:   The end date is removed allowing you to resume the event.

9.7   Deleting an Event

To delete an event in SalamanderLive, follow these steps:

Step 1:   Click **Events** from the left navigational menu.

Step 2:   From the Events list, click the checkbox next to the event you would like to delete. You can select up to 10 events to delete at one time.

Step 3:   Click the **Delete** icon at the top of the page.

Step 4:   A confirmation message will display. Click **Ok** to permanently delete the selected event(s).

9.8   Event reports

There are a variety of reports available within SalamanderLive to help manage events. To access reports for a specific event:

Step 1:   Click **Events** from the left menu bar.

Step 2:   From the Events list, click the checkbox next to the event you would like to view reports for.

Step 3:   Click the **Reports** icon at the top right of the page.

Step 4:   There are 14 reports available for download. Select a report to download it.
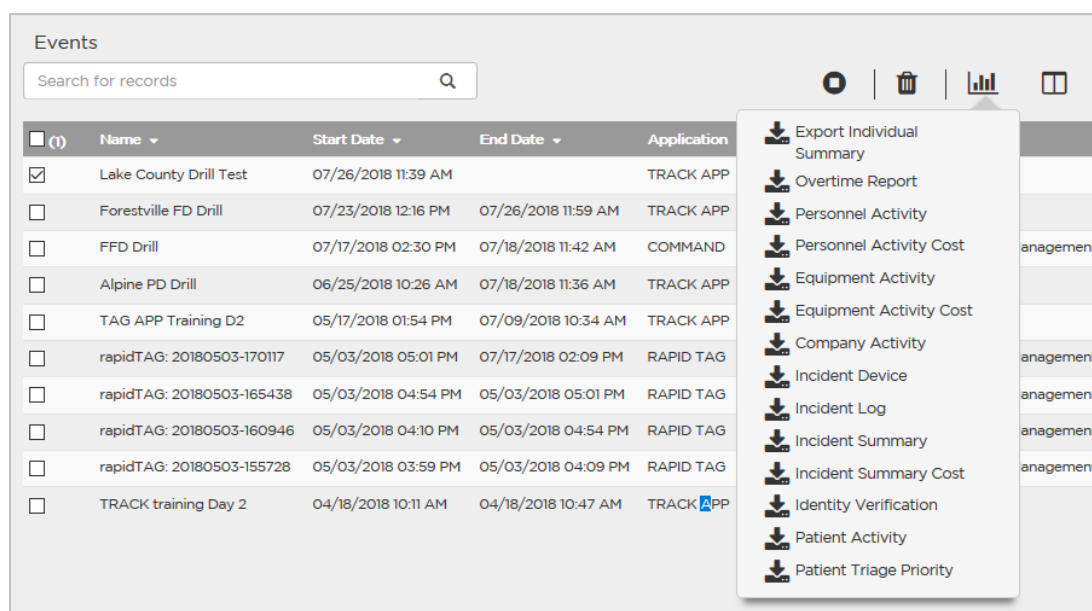

Figure 9.8.1

10 CONTACT US

877.430.5171

training@salamanderlive.com
www.salamanderlive.com