



# USER GUIDE

01 TAG APP

User Guide

Version 3.0

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## 1 ABOUT THIS GUIDE

This user guide provides the information needed to install and utilize the Salamander 01TAG APP on iOS and Android mobile devices to enhance responder accountability.

## 2 APPLICATION HARDWARE REQUIREMENTS

Requirements for all Salamander applications, including the 01 TAG APP, can be found in Appendix A of this User Guide.

## 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 INSTALLING THE 01 TAG APP

### 4.1 Installing to iOS

To install 01 TAG APP to an iOS device you will need to be connected to the internet and open the App Store. Once in the store simply search for 01 TAG APP. If your search does not return any results, change the search filter from "iPad Only" to "iPhone Only." This is located in the upper left corner of the screen

From the store screen, you can view the reviews, version, release date, and version history for the app. Tap the install link, and agree to the permissions warning to install 01 TAG APP.

### 4.2 Installing to Android

To install 01 TAG APP to an android device you will need to be connected to the internet and open the Play Store. Once in the store simply search for 01 TAG APP.

From the store screen you can view the reviews, version, release date, and version history for the app. Tap the install link and agree to the permissions warning to install 01 TAG APP.

## 5 LOGGING INTO THE 01 TAG APP

Tap the 01 TAG icon on the screen of your tablet or phone. On the initial screen you will be prompted to login or register. If you click Register, you will create a login that only works on the mobile device you are using and none of your sessions will communicate with SalamanderLive. You will want to type in your SalamanderLive username and password provided by your SalamanderLive account administrator.

Once logged in, you will stay logged in until you physically log out of the app. When logged in for the first time, by default, the application will open to your Server Incidents list, which is signified by the orange Incident icon at the bottom of the screen. There are three additional icons:

- Identity (Section 3)
- Collection (Section 4)
- History (Section 5)

## 6 IDENTITY TAB

Tap the Identity icon on your screen to open the Identity section. The identity section of the 01 TAG APP represents your personnel record downloaded from SalamanderLive. It will display your photo, certifications and/or qualifications, affiliated organization, and contact information. If you find any inconsistencies with your information, contact your SalamanderLive account administrator so that they can update your personnel record.

### 6.1 Identity Barcode

In addition to displaying your personnel record, the 01 TAG APP can convert your record into a QR code, which can be scanned by any Salamander software. To do this, tap on the square, QR Code, icon at the top of the screen. The QR code displayed will contain all the information from your personnel record. By scanning this QR code at an incident or event, it begins the accountability tracking process.

### 6.2 Viewing Medical Information

Another thing you can do on the Identity screen is view your medical record. Having this information readily available can be extremely beneficial in the case you get injured or have a medical emergency during an incident or event. To view your medical record, tap the heart icon top right of your screen next to the barcode icon.

You'll notice a screen to re-enter your password. To view medical records, you must have the appropriate medical viewing permissions set up in SalamanderLive for your user account. We take the protection of your medical record very seriously and so have set up a second line of defense to protect your information. If you have the appropriate permissions, re-enter your password and tap Done. After re-entering your password, any medical information that has been recorded in your personnel record in SalamanderLive will be displayed. Again, if there are any inconsistencies with your information, contact your SalamanderLive account administrator.

## 7 COLLECTIONS TAB

Moving on, let's take a look at creating Collections. The Collections section of the 01 TAG APP allows you to create a team or a company of people and equipment that can be tracked as a single resource within the SalamanderLive accountability products. A huge benefit of this is that you can do this on the fly. You can download resources directly from your SalamanderLive account to your phone. You don't have to worry about having access to a laptop or computer.

### 7.1 Creating a Collection

To begin, tap the Collection icon to the left of the Identity icon. You'll notice, by default, a team or company has been created using your last name. To change the team or company name, tap the area over your last name. Using your keypad, type in a new team name and when you're done, tap the check mark to save your changes. Your responder record is already added into this collection.

### 7.2 Adding Resources to a Collection

Adding people or equipment to a collection can be done in one of two ways. The fastest method is by scanning their accountability tags. To do this, click on the collection icon and tap the Barcode Scanner icon. This will activate your device camera. Center the camera over the barcode of the tag and within seconds, it will read into your collection as a responder or piece of equipment.

#### 7.2.1 iOS

The second way to add people or equipment to a collection is by downloading them from your SalamanderLive account. Tap the overflow menu and tap on Download Resources. The Download Resources section contains three

tabs you can download from: Recent, Personnel, and Equipment. The Recent tab lists any personnel or equipment you have recently added or downloaded to a collection. The Personnel and Equipment tab downloads all personnel and equipment records you have permissions to on SalamanderLive. Tap on the Personnel tab and select an individual from the list then tap Done. Notice the individual you selected has been added to the collection. This same process can be done for adding equipment. Again, tap the overflow menu, tap Download Resources, tap Equipment, and tap Done.

### 7.3 Collection Barcode

Now that you have created your collection, you can convert your team records into one QR code, allowing you to track the team as a single resource. To do that, tap the square icon at the top right of your screen next to Collection. The QR code displayed contains all the information about the members or equipment you have added to the collection.

### 7.4 View Collection Member Details

Another function you can do within the Collection screen is view the details on any of the members you have added to the collection. To view member details, simply tap on their record. Any additional information about that member will be displayed.

### 7.5 View Collection Member Medical Information

#### 7.5.1 iOS

In the event of a medical emergency or injury to a member of your team, swipe left on their record and tap Medical. As mentioned earlier, your SalamanderLive user account must have the appropriate security settings to view medical records. Re-enter your password, and the member's medical record will display.

#### 7.5.2 Android

In the event of a medical emergency or injury to a member of your team, tap on their record and tap the Medical icon in the upper right hand corner. As mentioned earlier, your SalamanderLive user account must have the appropriate security settings to view medical records. Re-enter your password, and the team member's medical record will display.

## 8 REMOTE CHECK-IN

Remote Check-in, a feature made specifically for the 01 TAG APP, gives you the ability to check-in to an in-progress incident and receive assignment updates right on your smartphone.

### 8.1 Joining an Incident

To find the incident you would like to join, tap on the Download icon. Doing this will download all recent incidents currently running on your SalamanderLive account.

From the server list, tap the incident you want to join, which will open up the Details screen for the particular incident. To join this incident, simply tap "Join" at the top right of your screen. From here, you will be asked if you want to join the incident as yourself, an individual or as part of a team. Select whichever is appropriate. Joining an in-progress incident syncs your record to all of the accountability operations at this incident or event.

You will be taken to a screen showing two tabs: My Activity and Incident. You will land, by default, on the My Activity screen, showing your current assignment.

Once you arrive at the scene and are assigned a task, your My Activity will begin to update. The 01 TAG APP will continue to report your current assignment as you are moved throughout the scene. Additionally, if you have the GIS Incident Mapping add-on feature, your GPS location will be transmitted to SalamanderLive and COMMAND, and will be visible as you move throughout the scene.

At any time, you can toggle to the Incident tab to view the current status of the incident or event.

## 8.2 Leaving an Incident

### 8.2.1 iOS

To leave an incident or event, tap on Leave at the top right of your screen.

### 8.2.2 Android

To leave an incident or event, tap on back arrow icon at the top left of your screen. Confirm that you want to leave the incident by tapping on Yes.

When you leave an incident, GPS location will stop and you will no longer be counted in the incident or event personnel accountability report (PAR).

## 9 INCIDENT HISTORY TAB

Within your 01 TAG APP, tap the History icon located at the bottom of the screen, which will display a list of all incidents or events you have been a part of within the last 90 days. This data is pulled from your SalamanderLive account so it includes all incidents you joined whether through your 01 TAG APP or not. To view your history within any of the incidents or events you participated in, simply tap on the incident name. This will bring you to your activity history during that incident or event, including the total time you spent at that event, when you joined the event, where you were assigned, and when you went off scene.

## 10 CONTACT US

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# 11 APPENDIX A – SALAMANDER SOFTWARE INSTALLATION REQUIREMENTS

## Salamander Mobile Applications

SYSTEM REQUIREMENTS	Apple 01 TAG APP	Android 01 TAG APP	Apple 02 TRACK APP	Android 02 TRACK APP
Operating System	iOS 8	Android 4.0.3	iOS 8	Android 4.0.3
System Free Space	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
Camera	3 Mega Pixel	3 Mega Pixel	3 Mega Pixel	3 Mega Pixel
Install Method	Apple Store	Google Play	Apple Store	Google Play

## Salamander PC-Based Software

SYSTEM REQUIREMENTS	COMMAND	RAPID TAG / RAPID TAG EVAC	ID DESIGNER	PRINT CONTROL
Operating System	Windows 7 Premium SP 1	Windows XP Pro SP 3	Windows XP Pro SP 3	Windows XP Pro SP 3
RAM (Memory)	2 GB	2 GB	2 GB	2 GB
Processor	1.4 GHz Intel Compatible	1 GHz Intel Compatible	1 GHz Intel Compatible	1 GHz Intel Compatible
Hard Disk Free Space	8 GB	2 GB	1 GB	2 GB
Screen Resolution	800x600	800x600	800x600	800x600
Other	Internet Information Services 7.5			Internet Explorer 9, Firefox, or Chrome