

TRACK APP v3.0 Installation and User Guide Version 4.1

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1 ABOUT THIS GUIDE

This user guide provides the information needed to install and utilize the Salamander TRACK APP v3.0 on iOS and Android mobile devices to enhance event accountability.

2 APPLICATION HARDWARE REQUIREMENTS

Requirements for all Salamander applications, including the TRACK 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 INTRODUCTION

The first of its kind, Salamander's TRACK APP is by far the most widely used and versatile Salamander product. With an array of features and functionality, it takes accountability to the next level.

This user guide will cover the following topics:

- Install the TRACK APP on an Android or iOS device
- Create a new event or join an in-progress event
- Scan personnel, equipment, collections and patients into an assignment
- Validate personnel with SALAMANDER IDENTITY VERIFICATION
- Download resources directly from the SalamanderLive[™] database
- Reassign resources and patients within an event
- Download, create or scan in assignments to an event
- View incident details for oversight, reporting, and accountability

5 INSTALL THE TRACK APP

5.1.1 Installing the TRACK APP on an iOS Device

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

5.1.2 Installing the TRACK APP on an Android Device

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

LOGIN TO THE TRACK APP 6

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

USING THE TRACK APP 7

Whether operating an Android or iOS device, the TRACK APP provides a user the same experience across both platforms. Because of this, instructions within this user guide are for both Android and iOS.

Join an In-Progress Event 7.1.1

When logged in to the TRACK APP, the application will open to the In Progress events list by default. The In Progress events list will display any events that were created locally on the device or downloaded from SalamanderLive™. The events will be listed in chronological order from the event's start date and will contain the following information: the event name, the number of resources and patients currently assigned, the date and time in which the event was started, how long the event has been active, and an option to either resume or join an event.

To join an event, simply click "Join" from within the event card.

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7.1.2 Create a New Event

The TRACK APP allows users to create a new event on the fly no matter their location. With an internet connection, any activity made from the application is instantly synced to SalamanderLive[™], enhancing situational awareness for the event.

To create a new event:

Step 1: From the In Progress Events view, tap the screen (see Figure 7.1.1).

NOTE: This floating button action will change functions depending on the screen. Outside of an event, the floating action button allows the user to quickly create a new event. Inside of an event, the floating action button allows the user to quickly trigger barcode scanning.

"Add" floating action button at the bottom left of the

- Step 2: The New Event screen will open. Type in the name of the event.
- Step 3: Tap "Create".
- Step 4: The event will open, allowing assignments and resources to be added.

7.1.3 Adding Assignments

With the TRACK APP, the Off Scene assignment is automatically added to all new events created on the device. To add assignments to an event, there are three methods. Users can scan an assignment barcode, manually create a new assignment by scanning a TAG or download assignments from SalamanderLive[™].

Scanning an Assignment Barcode

The process for scanning assignments have been streamlined. Users can scan an assignment in either the Event view, Assignment view, or during continuous scanning.

To scan an assignment barcode from the Event view:

Step 1: Tap the Scan button located at the bottom right of the screen (see Figure 7.1.3.1).

- **Step 2:** This will activate the camera. Center the camera over the assignment barcode and allow the camera to focus. For optimal scanning, place the barcode on a flat surface and ensure there is ample light.
- **Step 3:** With a successful scan, the camera will return a sound and a pop-up message will appear at the bottom of the screen confirming the assignment has been set as a scan target.
- Step 4: If there are no resources to scan in, tap the "Back" button to return to the Event view where the scanned assignment is now listed.

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To scan an assignment barcode from within an assignment:

- Step 1: Tap the Scan" button located at the bottom right of the screen (see Figure 7.1.3.2).
- Step 2: This will activate the camera. Scan the new assignment barcode.
- **Step 3:** After a successful scan, the camera will return a sound and a pop-up message will appear at the bottom of the screen confirming the new assignment has been set as a scan target.
- Step 4: Notice, the camera will continue to stay active.
- **Step 5:** If there are no additional assignments or resources to scan in, tap the "Back" button to return to the Event view where the scanned assignment is now listed.

After a successful scan, the camera will continue to stay active. This is also known as a 'scan session'. This allows users to continuously scan in assignments or resources to the event, minimizing the number of clicks it takes to do an action.

NOTE: A 'scan session' is the time after the user presses the scan button until the user exists back to the event. The TRACK APP will prompt the user to choose an assignment at the beginning of each scan session. To change assignments, the user would either scan an assignment barcode, or exit to the Event and re-enter scanning.

To continuously scan in assignment barcodes:

- **Step 1:** In a scan session, scan the new assignment barcode.
- **Step 2:** With a successful scan, the camera will return a sound and a pop-up message will appear at the bottom of the screen confirming the new assignment has been set as a scan target.
- Step 3: Again, the camera stays active. Continue to scan in additional assignment barcodes.

Step 4: If there are no resources to scan in, tap the "Back" button to return to the Event view where the scanned assignment is now listed.



Manually Create an Assignment

To manually create a new assignment:



"Scan" button located at the bottom right of the screen.

- Step 2: Instead of scanning an assignment barcode, scan a resource barcode.
- Step 3: With a successful scan, the Select Assignment screen will pop-up with the option to manually create a new

assignment or to select any assignment already in the event. To create a new assignment, simply tap in the empty field and enter in the new assignment name.

- **Step 4:** Once done, tap the check mark. Step 5: The application will read the
- person's TAG instantly and add them to the newly created assignment. Notice that the camera is still active. If there are other resources that need to be added to the new assignment, continue to scan them in.
- Step 6: To go back to the Event view, tap the "Back" button.

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Download Assignments from SalamanderLive™

With the TRACK APP, assignments can be created in advance in SalamanderLive[™] and then downloaded to the application by TRACK users. Not only does this allow a quicker and easier check-in process, it also ensures each TRACK user has a standardized set of assignment names. If the user's SalamanderLive account already has a list of assignments created, those will be immediately available for download in the TRACK APP. Adding or editing of the assignments list in SalamanderLive[™] can only be done by the agency's SalamanderLive[™] account administrator. Please review the SalamanderLive[™] TAG User Guide, Section 7: Assignments for details on this process.

To download assignments from SalamanderLive™:

- Step 1: On the Event view, tap the * "Add" button at the top right of the screen.
- Step 2: Select the "Assignments" option from the dropdown.
- Step 3: Any assignments recently scanned in or downloaded from SalamanderLive[™] will display under the Recent tab. To pull this list of assignments from SalamanderLive, tap "Assignments".
- **Step 4:** Scroll through to manually search for the assignment or use the Search function to type in the assignment name.
- Step 5: To download and add an assignment to the event, tap the image next to its name.
- **Step 6:** A teal box with a white checkmark will display indicating the selection. Select as many assignments as desired and ten tap the checkmark at the top right of the screen.
- Step 7: The Event view will open where the newly selected assignments are now listed.

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× Download		
RECENT ASSIGNMENTS	Search	
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Com Unit	Command Post	Comp Claim Unit
Cost Unit	D456 Vaccine	Demob Unit

Figure 7.1.3.5



Figure 7.1.3.6

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Filter Assignments

Depending on the scale of the event, the list of assignments can be extensive, which can make managing assignments challenging, especially when using a smaller screened device. With the TRACK APP, users can filter and hide assignments from view on their device. This does not affect any other user viewing the event.

To filter assignments:

- **Step 1:** On the Event view, tap the **Step 1:** "Filter" icon located at the top right of the screen.
- Step 2: All assignments that were added to the event will be listed. By default, they will all be checked, meaning, they are visible within the Event view. To hide an assignment from the Event view, simply tap to uncheck the assignment.

Step 3: Once finished, tap "Done".

Step 4: All deselected assignments are now hidden from view.

NOTE: To signify that a filter has been

applied, this icon will display. Any new assignment that comes through a sync will automatically be hidden from view.

To remove a filter:



Step 2: Tap the check box next to "All".

Step 3: Tap "Done".



Figure 7.1.3.7

7.1.4 Adding Personnel and Equipment

Once an event is created or joined, there are a few of methods to add a person or piece of equipment to an assignment. They are:

- Scan the person or equipment's TAG from either the Event view, Assignment view or Collection view.
- Search and download personnel or equipment from SalamanderLive™.
- Manually add personnel from the Event view or within an assignment or collection.

Scanning a Personnel or Equipment Barcode

If a person or equipment has a Salamander ID TAG or if their barcode is available within a Resource Book, they can be quickly scanned into an assignment. This can be done from either the Event view or within an assignment or collection. The steps for each are slightly different.

To scan a personnel or equipment barcode from the Event view:

- Scan" button located at the bottom right of the screen (see Figure 7.1.3.1). Step 1: Tap the
- Step 2: This will activate the camera. Center the camera over the barcode and allow the camera to focus. For optimal scanning, place the barcode on a flat surface and ensure there is ample light.
- Step 3: With a successful scan, the

Assignment select screen will pop-up. Select an assignment or collection from the list or create a new assignment or collection.

- Step 4: Once an assignment is selected, the person or equipment is added to the assignment as indicated by the notification at the bottom of the screen. **NOTE:** If Salamander Identity Verification (SIV) is active, either a valid, warning or offline verification status will appear for personnel barcode scans. If the status is other than "Valid," verify the person by tapping either "Block" or "Allow." If allowed, or if SIV is not active,
- **Step 5:** The camera will stay activated allowing the user to continuously scan in additional resources. All barcode scans after the first scan will be added to the chosen assignment during that scan session. Tapping the "Back" button will return to the Event view.

× Select assignment	
Assignment or collection name	~
ASSIGNMENTS	
Command Post	
Finance	
Logistics	
Medical Branch	
Off Scene	
Operations	

To scan a personnel or equipment barcode from within an assignment:

Figure 7.1.4.1

"Scan" button

Step 1: From the Assignment view, tap the "Scan" button at the bottom right of the screen.

Step 2: Scan the personnel or equipment barcode from the TAG or Resource Book.

The person or equipment is now assigned to that assignment as indicated. The camera will stay active allowing the user to continuously scan in additional resources. Tapping the "Back" button will return to the Assignment view.

To scan a personnel or equipment barcode to a collection:

Step 1: On the Assignment view, tap the collection.

- Step 2: This will open the Collection view and display its members (see Figure 7.1.4.2). Tap the located at the bottom right of the screen.
- Step 3: This will activate the camera. Center the camera over the barcode and allow the camera to focus. For optimal scanning, place the barcode on a flat surface and ensure there is ample light.
- Step 4: The person is now added to the collection as indicated by the notification.





Download Personnel and Equipment from SalamanderLive™

When dealing with a wide-scale event without a singular check-in point, downloading resources from SalamanderLive[™] may be the best way to go. Personnel and equipment can be download personnel from either the Event view or Assignment view.

To download personnel or equipment from SalamanderLive[™] from the Event view:

- Step 1: Tap the *** "Add" button at the top right of the screen.
- Step 2: Select the "Personnel" or the "Equipment" option from the dropdown.
- Step 3: Personnel or equipment downloaded from SalamanderLive[™] will be listed (see Figure 7.1.4.4 and Figure 7.1.4.5). Any personnel or equipment recently scanned in or downloaded from SalamanderLive[™] will display under the 'Recent' tab.
- **Step 4:** Scroll through to manually search for personnel or equipment or use the Search function to type in the person or equipment's name.





Figure 7.1.4.5

Step 5: To download and add a person or equipment to the event, tap the image next to their name.

Step 6: A teal box with a white checkmark will display indicating the selection. Select as many people or equipment as desired and then tap the checkmark at the top right of the screen.

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	Sommer, Art Fire Fighter Forestville FD	Assistant Chief Wolfvillage FD	Havock, Bill Paramedic Moosewood Fire Department



Step 7: The Select assignment screen will pop-up. Select the assignment or create a new assignment for which the downloaded personnel or equipment should be assigned to.

Step 8: The downloaded resources are added to the assignment as selected. Manually Add Personnel

When manually adding personnel to an assignment, this process can be done from the Event view or from within an assignment or collection.

To manually add personnel from the Event view:

Step 1: Tap the ****** "Add" button at the top right of the screen.

Step 2: Select "Personnel" from the drop-down.



Step 3: Tap the **Step 3** "Add" button in the lower right corner.

- **Step 4:** This will open the Create person form. Enter the first and last name as required. Optionally, enter a phone number if desired.
- Step 5: Tap "Save & New" or "Save".

NOTE: Selecting "Save & New" will add the person and then immediately allow the user to add another person to the same assignment. This option is used when multiple manual adds need to be assigned to the same assignment. Selecting "Save" will add the person and immediately return to the Assignment view.

First name *	
Jennifer	
Last name *	
Linney	
Phone number	
6514456930	

- **Step 6:** Select their assignment or create a new assignment.
- **Step 7:** Tap the checkmark.
- Step 8: If "Save & New" was selected, the Create person form will reopen. If "Save" was selected, the Assignment view will open.

To manually add personnel from within an Assignment:

- **Step 1:** On the Event view, select an assignment.
- Step 2: In the Assignment view, tap the *** "Add" button at the top right of the screen.
- **Step 3:** Select "Personnel" from the drop-down.

Step 4: Tap the **Step 4** "Add" button in the lower right corner.

- **Step 5:** This will open the Create person form (see Figure 7.1.4.4). Enter the first and last name as required. Optionally, enter a phone number if desired.
- Step 6: Tap "Save & New" or "Save".
- Step 7: Tap the checkmark.
- Step 8: If "Save & New" was selected, the Create person form will reopen. If "Save" was selected, the Assignment view will open.

To manually add personnel to a collection:

- **Step 1:** On the Event view, select the assignment containing the collection to add to.
- Step 2: In the Assignment view, tap the collection name.

Step 3: In the Collection view, tap the *** "Add" button at the top right of the screen.

Step 4: Select "Personnel" from the drop-down.



Step 5: Tap the **Step 5**: Ta

- Step 6: This will open the Create person form (see Figure 7.1.4.4. Enter the first and last name as required. Optionally, enter a phone number if desired.
- Step 7: Tap "Save & New" or "Save".
- Step 8: Tap the checkmark.
- Step 9: If "Save & New" was selected, the Create person form will reopen. If "Save" was selected, the Collection view will open.

7.1.5 Adding a Collection

Scan a Resource into a Collection

If a collection has a Salamander ID TAG, it can be quickly scanned into the TRACK APP from either the Event view or Assignment view.

To scan a collection barcode from the Event view:

Tap the "Scan" button located at the bottom right of the screen.

- **Step 1:** This will activate the camera. Center the camera over the barcode and allow the camera to focus.
- **Step 2:** With a successful scan, the Assignment select screen will pop-up. Select an assignment from the list or create a new assignment to assign the collection to.
- Step 3: This will open the scanned collection and its members. If the collection contains personnel and SALAMANDER IDENTITY VERIFICATION is active, either a valid, warning or offline verification status will appear for each person. If the status is other than "Valid", a caret to the right of their information will

display. To see the warning details, tap the "caret" icon.

- Step 4: Verify the person by tapping either "Block" or "Allow."
- **Step 5:** The Collection confirmation screen will reappear with the warning icon if allowed, or the blocked icon if blocked. Blocking will not add the person into the event. To accept the collection members, tap "Accept".
- **Step 6:** The collection is added to the assignment as

indicated by the notification at the bottom of the screen. The camera will stay active allowing the user to continuously scan in additional resources. Tapping the "Back" button will return to the main screen.



To scan a collection barcode from within an assignment:

- Step 1: From the Assignment view, tap the
- **Step 2:** Scan the collection barcode from the TAG or Resource Book.
- **Step 3:** The Collection confirmation screen will appear. If desired, verify the information for any personnel that display a warning result and select whether to add or block them from being assigned.
- Step 4: To accept the collection members, tap "Accept".
- **Step 5:** The collection is now assigned to the assignment as indicated. The camera will stay active allowing the user to continuously scan in additional resources. Tapping the "Back" button will return to the Assignment view.

Download a Resource into a Collection

To download personnel or equipment from SalamanderLive[™] into a collection:

Step 10: From the Event view, select the assignment containing the collection.

Step 11: Tap to open the collection.

Step 12: In the Collection view, tap the *** "Add" button at the top right of the screen.

Step 13: Select the "Personnel" or the "Equipment" option from the dropdown.

- Step 14: Any personnel or equipment recently scanned in or downloaded from SalamanderLive[™] will display under the Recent tab. To pull the list of personnel or equipment from SalamanderLive[™], tap the "Personnel" tab or "Equipment" tab (see Figure 7.1.4.3 and Figure 7.1.4.4).
- Step 15: Scroll through to manually search for personnel or equipment, or use the Search function to type in the person or equipment's name.

Step 16: Tap the image next to the resource name to select it.

Step 17: Tap the white checkmark at the top of the screen. The downloaded resource is now added to the collection.

7.1.6 Adding Patients/Evacuees

There are two ways to add a patient or evacuee to an event. Users can scan a general triage TAG and then enter in the patient's information or scan their patient barcode from their RAPID TAG EVAC ID TAG. Both methods can be completed either in the Event view or in the Assignment view.

To scan a triage barcode from the Event view:

- Step 1: Tap the "Scan" button located at the bottom right of the screen.
- **Step 2:** Center the camera over the triage barcode and allow the camera to focus.
- **Step 3:** With a successful scan, select the assignment from the list or create a new assignment.
- **Step 4:** After selecting the assignment, the Create Patient screen will appear (see Figure 7.1.6.1). Select the triage priority level this is the only mandatory field on the Patient screen.
- **Step 5:** Enter the patient's first and last name, age and gender (optional).

Step 6: When finished, tap "SAVE".

Step 7: The patient has now been added to the assignment. Notice that the camera stays active allowing for continuous scanning of additional patients or resources.

Patient AH9501	
TRIAGE LEVEL	
Deceased	
🖌 Immediate	
 Delayed 	
de Minor	
🖈 Uninjured	
OPTIONAL DETAILS	
First name	
Last name	
Age in years	
	CANCEL SAVE

To scan a triage barcode from within an assignment:

- **Step 1:** From the Assignment view, tap the at the bottom right of the screen.
- Step 2: Scan the triage barcode.
- **Step 3:** The Create Patient screen will appear (see Figure 7.1.6.1). Select the triage priority level as required and enter the patient's first and last name, age and gender, if desired.
- Step 4: When finished, tap "SAVE".
- **Step 5:** The patient has now been added to the assignment. Notice that the camera stays active allowing for continuous scanning of additional patients or resources.

To scan a patient barcode from the Event view or Assignment view:

Step 1: Tap the **Scan**" button at the bottom right of the screen.

- Step 2: Scan the patient barcode (see Figure 7.1.6.2)
- **Step 3:** If the barcode was scanned from the Event view, select or create the assignment. If scanned from the within an assignment, the patient will immediately be added to

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12/6/1995
Adult

Name:
Daniella Valentine
Image Level:
Imag

assignment. Notice that the camera stays active allowing for continuous scanning of additional patients or resources.

7.1.7 Reassigning Resources

In many instances during an event, resources and patients/evacuees may need to be moved from one assignment to

"Scan" button

another. Reassignment of resources can be done by selecting their record and moving them or by scanning their TAGs within the new assignment.

Manually Moving Resources

To manually move resources and patients/evacuees from within an assignment:

Step 1: From the Event view, select their current assignment.

Step 2: Tap the image next to the resource(s) to move. Selected resources will display a teal box with a white checkmark.NOTE: To deselect a single item, click that item's turquoise

box with white check mark.

NOTE: To move all resources in the current assignment to a new one, tap on the "Select All" icon.

- **Step 3:** When finished selecting resources, tap the "Move" button at the top right of the screen.
- **Step 4:** The Select assignment screen will appear. Select or create the new assignment.
- **Step 5:** The resource(s) are moved to the new assignment as indicated by the notification at the bottom of the screen.



Figure 7.1.7.1

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NOTE: When the "Move" action is complete, there is also the option to view the resources in the new assignment by tapping "View" to the right of the notification message.



Moving Resources by Scanning

A quick and easy way to move resources between assignments is by scanning their TAG:

Step 1: From the Event view, tap the

Scan" button at the bottom right of the screen.

- **Step 2:** Scan the TAG barcode.
- Step 3: The Select assignment screen will appear. Select the new assignment.
- **Step 4**: The resource has now been moved to the new assignment.
- **Step 5:** If there are other personnel that need to be moved to this assignment, simply continue scanning their TAG barcodes in.

7.1.8 Ending an Event in SalamanderLive[™]

To prevent any TRACK APP user from accidently ending an event while the event is still in progress, the function to end and event can only be performed through SalamanderLive by an account administrator or by the COMMAND software.

To end an event created in the TRACK APP:

- **Step 1:** Login to SalamanderLive[™] and navigate to the TRACK dashboard.
- **Step 2:** Under Recent Activity, click the event to end.
- Step 3: Click "View Incident Detail".
- Step 4: Verify that all personnel have been accounted for and moved to the Off Scene assignment. Once verified, click the "More" drop-down menu.
- **Step 5:** From the options, click "End Incident". The incident is now ended.



Figure 7.1.8.1

The capability to end an event is also available from the Incident list:

- **Step 1:** From the incident list, click the check box next to the event to end.
- Step 2: Then, click the "More" drop-down menu.
- Step 3: Click "End Incident'. The event is now ended.

SALAMANDERLIVE	
Incident 🔻 Join incidents	More 👻 Reports 👻
	Export Scans
Selected (1) 👻 Name 👻	Export Individual Summary
Alpine Evacuati	8, 4 Export Individual Summary By Day
Lake County	18,
Moosewood Tra	Export Patients/Evacuees 8, 1
Moosewood EM	Remove Incident 8, 1
Moosewood Cou	Resume Ended Incident 8, 1
Pie Factory	End Incident
North Peak	1/2//2015,

In COMMAND, end the incident as normal. Please see the COMMAND User Guide, Section 3.9.

Figure 7.1.8.2

8 CONTACT US

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9 APPENDIX A – SALAMANDER SOFTWARE INSTALLATION REQUIREMENTS

Salamander Mobile Applications

SYSTEM REQUIREMENTS	Apple TAG APP	Android TAG APP	Apple TRACK APP	Android 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	800×600	800x600
Other	Internet Information Services 7.5			Internet Explorer 9, Firefox, or Chrome