



Resource Manager Web User Guide 2014

Contents

Disclaimer	4
Introduction	5
Overview	5
Resource Manager Web	6
Salamander Barcode & Smart Card Information	6
Personnel Container	7
Personnel Medical Container	7
Equipment Container	8
Assignment Container	8
Company Container	8
Printing	9
Login	10
*New - Change Password	10
Reset Password	10
List Sections	11
List Column Headings	11
Selected Column – Extra Options	12
Search	15
Add, Edit or Delete a Record	15
Personnel Record	15
Person tab	15
Private Tab	16
Medical Tab	16
*Updated - Qualifications Tab	17
*New - Note Tab	18
Equipment Record	18
Equipment tab	18
*Updated - Qualifications Tab	19
Location Tab	19
*New - Notes Tab	20
Assignment Record	20

Assignment tab	20
Organization Record	20
Organization tab	20
Address tab.....	21
Phone tab	21
Notes tab	21
Print	21
*New - More > Batch Update – Personnel or Equipment.....	23
Run a Report.....	24
*New - Download CSV	24
Security	24
Roles	25
Add, Edit or Delete Roles.....	25
*Updated – Users	26
Add, Edit or Delete User	26
Batch User Management	29
Quals Button	30
*Updated – Qualifications Management View	30
Discipline Tree	30
Add a New Qualification.....	32
Delete a Qualification.....	32

Disclaimer

Salamander Technologies, Inc. has made its best efforts to make the Salamander system reliable and defect-free; however, any computerized system is subject to malfunction including operator error, undetected system “bugs”, and power or communication outages. Salamander cannot and does not warrant that the system will perform flawlessly at all times and under all conditions.

Introduction

Overview

The *Resource Manager* software is an important part of the *Salamander Suite* of software which is setting the standard for resource accountability throughout the United States. The *Salamander Suite* was designed with three objectives in mind.

- **Simplicity** – The *Salamander Suite* uses nationally recognized incident management procedures. The *Salamander* barcode is a two dimensional, high capacity barcode and the *Salamander* smart card is a contactless RFID card. Both are used to carry a person's database and they allow users to capture and display the data. The barcode contains personal information as well as qualifications. Operators may be trained to use the system in a matter of minutes.
- **Survivability** - There are three tiers of survivability in the *Salamander System* assuring that even a complete breakdown in electronic equipment does not inhibit accountability.

If external communications are lost, incidents may be run from the COMMAND™ Module.

If the COMMAND™ Module is inoperable, basic accountability may be maintained via the app software.

If electronic devices are not available or inoperable, ID cards can be used for manual accountability.

The *Salamander* two dimensional, high capacity barcode and the *Salamander* smart card represent the ultimate in a distributed database – they survive even if the host system is destroyed or inoperable.

- **Scalability** - The *Salamander Suite* was designed to scale so that it is the right size for the needs and budgets of any organization. Small organizations can start with a *Salamander Suite* compatible manual accountability system. Medium organizations can purchase a basic *Salamander Suite* electronic system for only a few thousand dollars. Large departments can deploy multiple handheld systems as part of a WAN controlled by a COMMAND™ Module. Organization members as well as all mutual aid organization members and other support organization members may be provided with a barcode or a smart code to assure inoperability when you need it most.

All *Salamander* applications have the option of synchronizing data over an internet connection (Cellular or WIFI). 2-way synchronization allows all resource data to be shared between applications. *Salamander* offers the ability to join applications together at the web level creating a master incident.

The *Salamander Suite* unites response organizations, mutual aid, and state & national responders with a common machine-readable format and resource data sharing.

Resource Manager Web

The Resource Manager software is used to:

- Manage personnel, equipment, assignment and organization records
- Manage security settings
- Print ID tags, labels and hard cards
- Encode Smart Cards

Resource Manager Web allows you to keep detailed records of Organizations, People and Equipment and design and print ID tags, labels, hard cards and to encode smart cards. The printed/encoded media contains personal or equipment information, organization information and qualifications. Resource Manager Web allows for batch security management and provides for Organization parent-child relationships.

Qualifications are a vital part of the recordkeeping for both people and equipment. Resource Manager Web provide qualifications which include National Emergency Responder Credentialing System Job Titles, NIMS Typed Resources, ICS Core Competencies and the qualifications that existed in *fireTRAX*[™] Host. Resource Manager Web provides a simple tree format which allows you to add and manage your own qualifications. You may organize qualifications using the Emergency Services Functions or by location – Local, State, or Regional.

Another important function provided by Resource Manager Web is the ability to store and print Assignments that are used at events of all types. Assignments are locations or functions that resources are associated with during the course of an incident. Resource Manager Web provides the Incident Command System assignments and allows you to add additional assignments according to your specific needs.

In order to have accurate and reliable information in the field and on post-incident reports it is critical that the initial information that you enter and the information containers that you use are accurate and complete. The Identification Numbers that you use for Organizations (OID), Equipment (EID) and Personnel (PID) must be unique numbers. Within a State two organizations may not have the same Organization ID and Type. All equipment in an organization must have a unique EID. All people within an organization must have a unique PID.

Salamander Barcode & Smart Card Information

The *Salamander* barcode is a two dimensional, high capacity barcode. The *Salamander* smart card is an ISO standard 14443 or ISO standard 15693 contactless RFID card. The use of the information contained within either medium is protected by United States of America and International patents.

Within the *Salamander* suite the contents of the Smart Card and the barcode are identical.

The first time a Smart Card is encoded it is setup to hold either company or non-company information. After the initial setup of a company Smart Card it may be encoded with company

information and a non-company Smart Card may be encoded with assignments, personnel, equipment and victims.

Personnel Container

The personnel container holds the following information. The items in bold print may be displayed in human-readable text. The human-readable text that appears is dependent on the type of ID tag, label or hard card. The different types are listed below with the human-readable text that may appear if it is held in the container. The information available in the container and in human-readable text is dependent on the information that has been entered into the person's record.

1. Organization Country
2. Organization State
3. Organization Type
- 4. Organization ID**
- 5. Organization Name**
- 6. Personnel ID**
- 7. Last Name**
- 8. First Name**
- 9. Rank**
10. Date of Birth
11. Phone Number
- 12. Qualifications**
13. Qualifications - Expiration Date

Personnel Medical Container

The personnel medical container holds the following information.

1. Organization Country
2. Organization State
3. Organization Type
4. Organization ID
5. Personnel ID
6. Physician Name
7. Physician Phone
8. Insurance Carrier
9. Insurance Policy number
10. Emergency Contact
11. Emergency Contact Phone
12. Organ Donor
13. Resting Pulse
14. Blood Pressure
15. Respirations
16. Blood Type

17. Gender
18. Religion
19. Medications
20. Allergies

NOTE: The data read from the medical container is not retained.

Equipment Container

The equipment container holds the following information. The items in bold print are displayed in human-readable text. The human-readable text that appears is dependent on the type of ID tag, label or hard card. The different types are listed below with the human-readable text that may appear if it is held in the container. The information available in the container and in human-readable text is dependent on the information that has been entered in the record for the piece of equipment.

1. Organization Country
2. Organization State
3. Organization Type
- 4. Organization ID**
- 5. Organization Name**
- 6. Equipment ID**
- 7. Manufacturer Make**
- 8. Model**
- 9. Description**
- 10. Manufacture Date**
11. Date in Service
12. Features (qualifications)

Assignment Container

The assignment container holds the following information. The item in bold print is displayed in human-readable text. The information available in the container and in human-readable text is dependent on the information that has been entered in the record for the assignment.

1. Organization Country
2. Organization State
3. Organization Type
4. Organization ID
- 5. Assignment**

Company Container

The company container holds the following information. The items in bold are required.

- 1. Organization Country**
- 2. Organization State**
- 3. Organization Type**

4. **Organization ID**
5. **Organization Name**
6. **Company Name**
7. **Company ID**
8. Kind
9. Designation
10. **NIMS Type**
11. Qualifications
12. Leader Flag
13. Personnel Collection
14. Equipment Collection'
15. Crews (not in barcode)

Printing

All Salamander Technologies, Inc. software is capable of printing to any MS-Windows compatible printer. *Resource Manager* software allows the user to print numerous styles of Accountability tags, labels, CR80 and to encode smart cards.

For more information on printing issues or to purchase products please contact Salamander.

1-877-430-5171

info@salamanderlive.com

www.salamanderlive.com.

Login

- Open a web browser and navigate to <https://intertraxserver.com/resourcemgrweb/user>
- Enter your **User Name** and **Password**



resourceMGR web.

Welcome! Please Login.

USER NAME

PASSWORD

<< SUBMIT >>

- Click on **Submit**

**New - Change Password*

- Press: >>Password<< in the upper right hand corner. Enter the current password, and then type in a new password. **Resource manager now requires a strong password with a minimum of eight characters including one upper case, lower case, number and special character.** Press submit when complete.

CURRENT PASSWORD

NEW PASSWORD

CONFIRM PASSWORD

Reset Password

If the user's password is forgotten and needs to be reset, another user of equal authority or the website administrator must login to the website and edit the user's security account.

- Login as website administrator
- Press the Security button in the upper left corner

- Use the column filter to find the specific user account
- Edit the user account
- In the user detail screen, press the New Password check box
- Enter a new password and save the update

List Sections

-- RESOURCE LIST --

resourceMGR web

>> Issuer << >> Password << >> Logout <<

Responder + [Print] [Trash] -- Reports -- [Search]

Selected	First Name	Last Name	ID	Rank	Issue Date	Organization Name	Hire Date
<input checked="" type="checkbox"/>	Gerald	Bridge	89564	Firefighter		Moosewood Fire Department	
<input checked="" type="checkbox"/>	Gerald	Bridges	568945			Moosewood Fire Department	
<input type="checkbox"/>		rley	581117	Fire Fighter	2013-05-31	Moosewood Fire Department	1978-10-06

Responder

- Responders
- Equipment
- Assignments
- Organizations

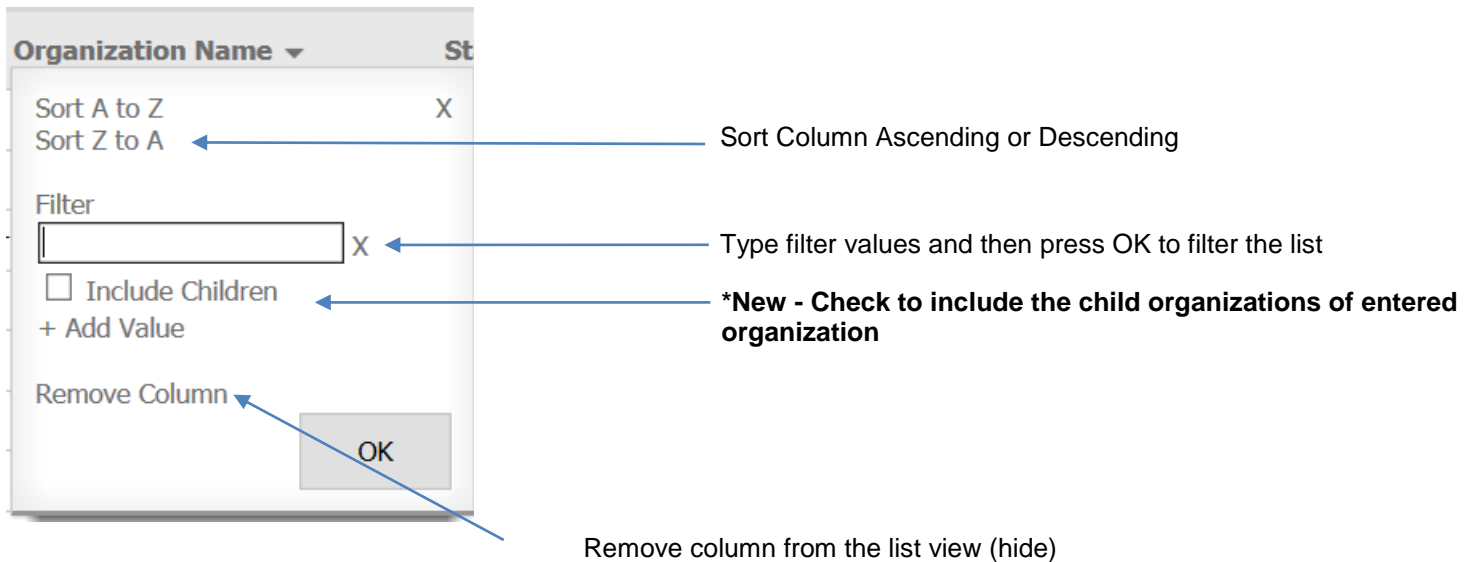
Resource Manager Web opens to the responder list. The responder drop down button provides the ability to switch between viewing people, equipment, assignments or organizations.

List Column Headings

Responder + -- Reports --

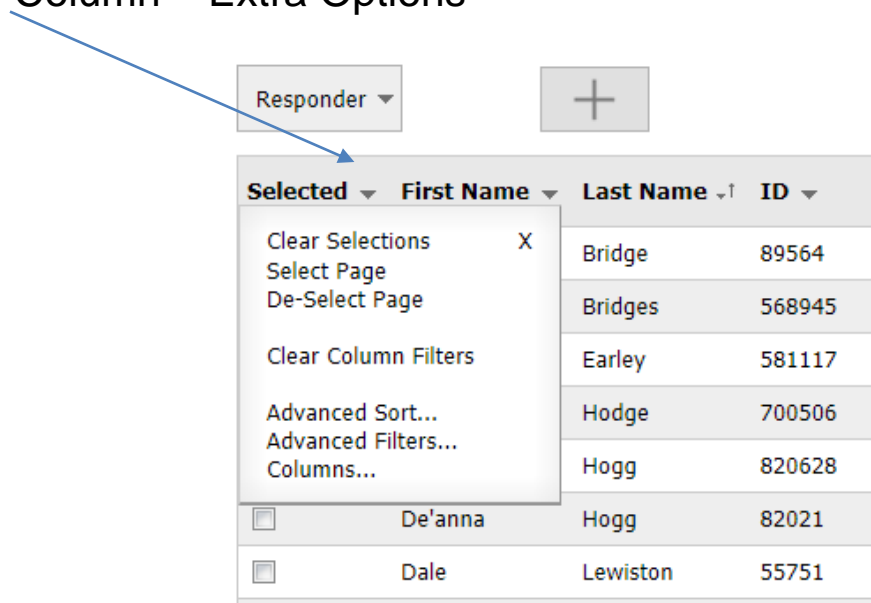
Selected	First Name	Last Name	ID	Rank	Issue Date	Organization Name	Hire Date
<input type="checkbox"/>	Gerald	Bridge	89564	Firefighter		Moosewood Fire Department	
<input type="checkbox"/>	Gerald	Bridges	568945			Moosewood Fire Department	

In each section, the column heading drop down provides sort and filter capability. The sorting and filtering applied to a column will remain in effect until cleared.



The 'selected' column drop down provides advanced options for selection, sorting, filtering, and visible columns.

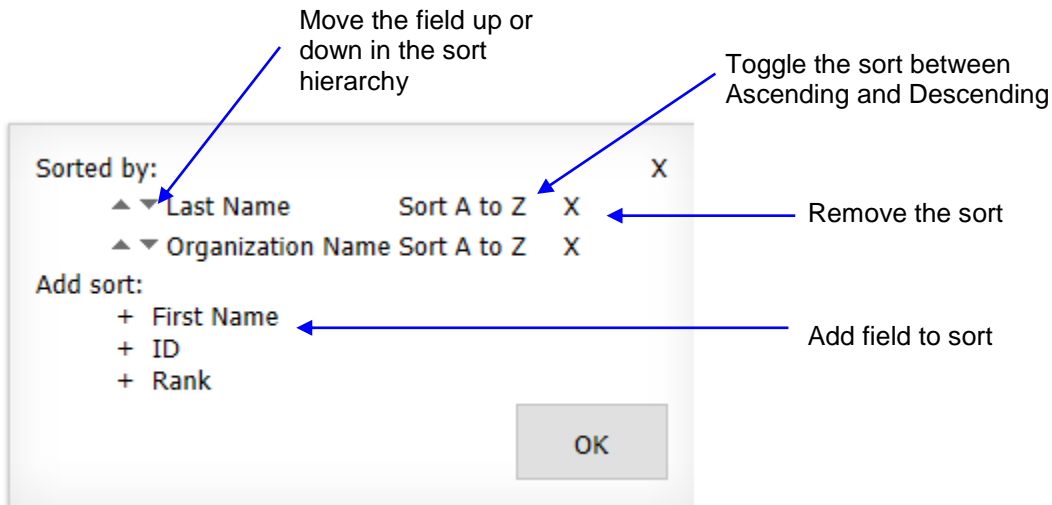
Selected Column – Extra Options



- Clear Selections – de-selects all selected records across multiple pages.
- Select Page – Selects all records on the currently visible page.
- De-select Page – de-selects records on the current page only.

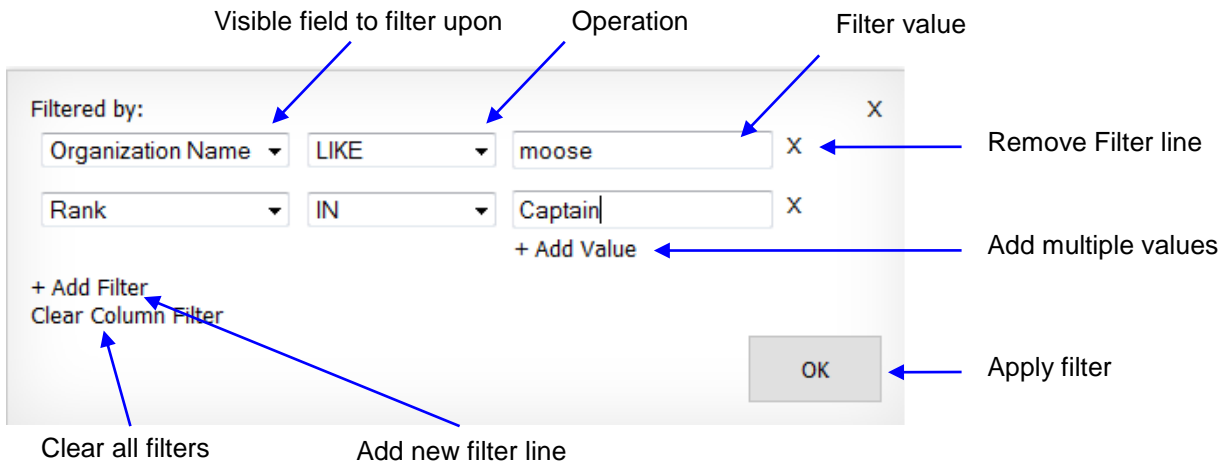
Advanced Sorting

Press **Advanced Sort...** from the selected drop down to bring up sort options for the visible columns. Click to add, re-order, or remove sorting.



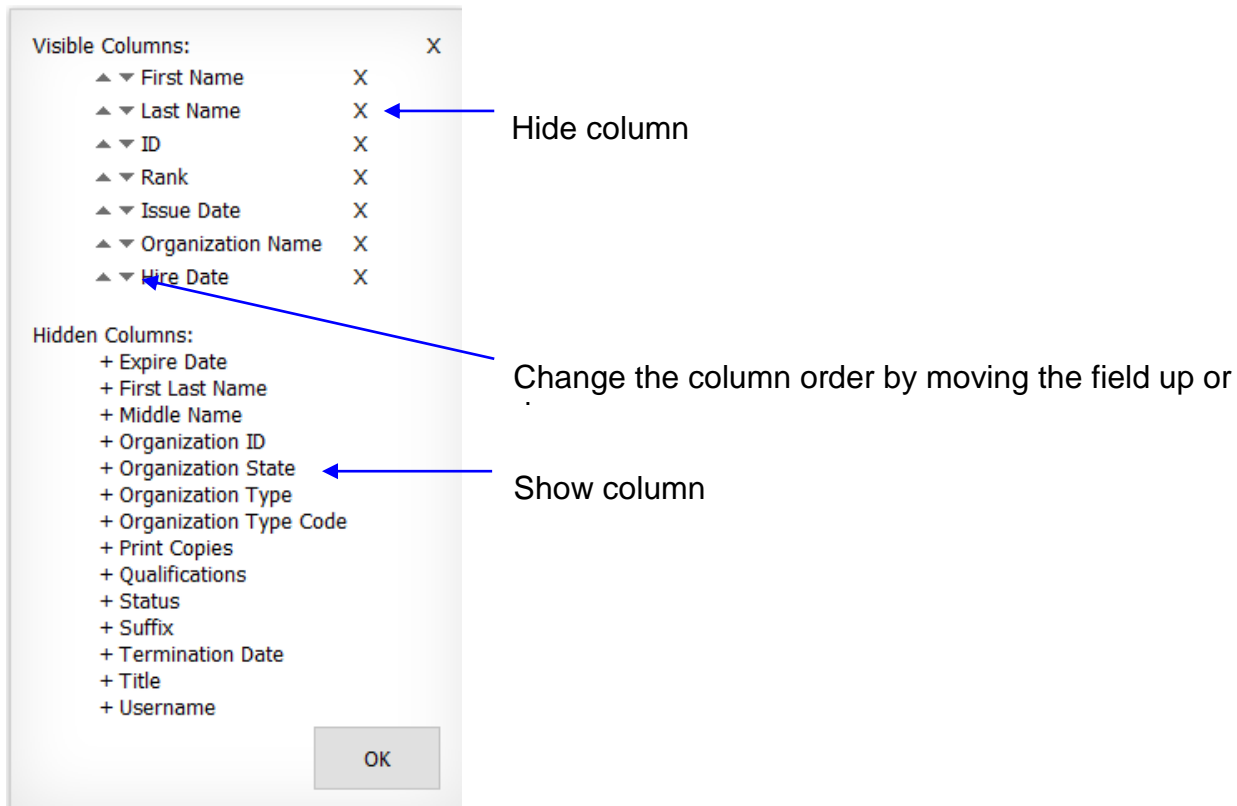
Advanced Filtering

- Press **Advanced Filters...** from the selected drop down to bring up the filter options for the visible columns. Click to add, modify, or remove filters.
- + Add Filter – Adds another line for filtering on multiple fields.
- + Add Value – Adds another line to find multiple values in a single field.
- Like - Displays records matching any characters that you have entered.
- Start with - Displays records that start with the characters that you have entered.
- In – Allows drop down selection from values existing in the database.
- Exclude - Displays records that do not contain the characters that you have entered.
- EQ - Displays records that are an exact match to the characters that you have entered.
- GT, GTE, LT, LTE – Greater than, greater than or equal to, less than, or less than or equal to.



Hide / Show Columns

Press **Columns...** from the selected drop down to bring up the column options for the visible resource type. Click to hide, show, or re-order the columns.



Search

The search feature will look across all visible columns to find matches. The matches will be displayed in the list view.

Type the search criteria into the active box and press enter key or the magnifying glass icon.

To Clear the search, delete all text from the box and press enter or the magnifying glass.



Add, Edit or Delete a Record

You may choose to add, edit or delete a person, piece of equipment, assignment or organization if you have the appropriate permissions.

Add. Click on the **Add** icon to add a new person, piece of equipment, assignment or organization

Edit. Click any field in the list view to edit the person, piece of equipment, assignment or organization.

Delete. After selecting record(s), click on the **Delete** icon to delete all of the selected resources. Resources may also be deleted from within the detail record.

A message will appear to ask you to affirm that you would to complete the deletion process.



Note: Organizations may not be deleted until all associated personnel, equipment, assignments, qualifications, and user accounts have been removed or re-assigned.

Personnel Record

Resource Manager Web has a Personnel Record which allows you to store Personal, Private, Medical, Qualifications, and Notes. There are several options in the status dropdown (e.g., inactive, retired, terminated) to address personnel that are no longer active.

Person tab

The areas in **RED** are required

- Title. Choose a Title from the dropdown or click on Add and type in a Title.
- Last Name. The Last Name is limited to 25 characters.

- First Name. The First Name is limited to 25 characters.
- Middle Initial. The Middle Initial is limited to 25 characters.
- Suffix. Choose a Suffix from the dropdown or click on Add and type in a Suffix.
- Person ID. The Person ID is limited to 15 characters. Note: You may have only one person in an organization with this PID. This PID may be used in any other organization within the database.
- Birth Date. Type in a date.
- Organization. Choose an Organization from the dropdown. As you type in the Organization name the autofill functionality will display possible matches.
- Rank. As you type in the Rank, the autofill functionality will display possible matches. If a match is not found the new Rank will be added to the list.
- Status. Choose a Status from the dropdown.
- Hire Date. Type in a date.
- Termination Date. Type in a date.
- Picture. Click *Browse...* and choose a file from your file system. Once selected, a file path will appear in the Filename field. Press *Upload File*.
 - *New - To remove a picture, click *Delete Image*
- Issue Date. The issue date will be recorded when the record is printed.
- Expiration Date. The expiration date will be recorded when the record is printed if it was provided on the print screen.
- Copies Printed. The number of times the record has been printed.

Private Tab

All of the fields on the Private tab are optional.

Medical Tab

All of the fields on the Medical tab are optional.

***Updated – Click to add allergies, medications, or ER contacts**

To add an allergy, medication, or emergency contact to a record, press *Add +* next to the appropriate heading. Pressing add opens a field for typing. You may add two allergies, two medications or two emergency contacts.

Note: the first phone number listed under the emergency contact is the value stored within the personnel's medical barcode or RFID chip on the tag.

*Updated - Qualifications Tab

Qualifications are organized in a hierarchy with the topmost level being: local, state, regional and federal.

Click one of the titles to drill into the contents. As you drill deeper into a category or section, a quick link navigation bar begins to build above the qualification list. Click on any of the headings to jump back through the hierarchy.

Quick Link Navigation

The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Person', 'Private', 'Medical', 'Qualifications', and 'Note'. Below the tabs is a breadcrumb trail: 'Disciplines > Federal > Firefighting (ESF #4) > NERCS FHM'. A list of qualifications is shown on the left, including 'Airport Firefighter [ARFF]', 'Emergency Vehicle Technician [EVT]', 'Fire Apparatus Driver/Operator [FADO]', 'Fire Inspector I [FINSI]', 'Fire Inspector II [FINSII]', 'Fire Inspector III [FINSIII]', 'Fire Officer I/II (Company/Unit) [FO I_II]', 'Fire Officer III/IV (Command) [FO III_IV]', and 'Firefighter I [FF_I]'. The 'Fire Inspector I [FINSI]' qualification is selected, and its details are shown on the right. The details include a table with columns 'Description' and 'Code', and a form with fields for 'Certification Number', 'Issue Date', and 'Expiration Date'. A red 'X' is visible next to the 'Fire Inspector I' entry in the table, and another red 'X' is visible next to the 'Certification Number' field.

Description	Code	
▶ Fire Officer I/II (Company/Unit)	FO I_II	X
▶ Fire Inspector I	FINSI	X

Certification Number:

Issue Date:

Expiration Date:

Click qualification to assign it to a record

Click title to expand / collapse metrics for editing

Click Red X to remove Qualification

Add a Qualification

To add a qualification to a record, simply click on the **Qualification** from the left list.

The qualification will be added to the right as assigned. The **Qualification Details** will display. You may enter a Certification Number, Issue Date, and/or the Expiration Date depending on the options for that qualification.

Qualifications of the kind: Education, other, personnel, services, and team will be available to assign to a person.

Edit a qualification

Click on the Qualification name to hide/ show details for editing. Save the record when finished to apply the changes.

Remove a qualification

Press the red **X** next to the assigned qualification record to remove it from the assigned list.

KDEM Verification

Based on security settings, Resource Manager Web allows a search of K-SERV system for personnel qualification verification.

Search

Click on the Search K-SERV icon and the K-SERV database will be contacted.

NOTE: The personnel record must contain at a minimum a driver license number. If the driver license number is not found in the database a search will be performed for the last name and the first name.

When the record is located the results of the search will be displayed. The results may include the driver license number, first name, last name, address and any licenses, with certification and expiration attributes, that are included with the personnel record.

Additional search functionality is available from the Search screen. You may uncheck Driver License to search for the First and Last Name only or you may uncheck the Last Name and the First Name and search for the Driver License only.

If the record is not found the search screen will appear with the message 'No Record Found'.

K-SERV Verified

When a record is found and you return to the Qualifications tab the K-SERV Verified box will be available and you may place a check in the box. Note: The verification does not automatically check the K-SERV Verified box.

***New - Note Tab**

Holds up to 512 characters of free text.

Equipment Record

Resource Manager Web has an Equipment Record which allows you to store vital Equipment Information and Qualifications.

Equipment tab

The areas in **RED** are required

- Organization. Choose the organization that owns the equipment. As you type in the Organization name the autofill functionality will display possible matches.
- Equipment ID. This must be a unique ID number and is limited to 15 characters. Note: You may have only one piece of equipment in an organization with this EID. This EID may be used in any other organization within the database.
- Description. This is limited to 25 characters.
- Mfg Make. This is limited to 25 characters.
- Model. This is limited to 25 characters.
- Mfg Year. This is limited to 4 numeric characters.
- Type. From the dropdown you may choose Aerial, Engine or Other. You may also leave it blank.
- In Service Date. Type in the date.
- Picture. Click *Browse...* and choose a file from your file system. Once selected, a file path will appear in the Filename field. Press *Upload File*.
 - *New - To remove a picture, click *Delete Image*

*Updated - Qualifications Tab

See the Personnel Record - Qualifications Tab section for functionality information.

Qualifications of the kind: Aerial, equipment, team, services, other, and vehicles will be displayed and available for assigning to equipment.

Location Tab

The information on the location tab is not required.

- Longitude. This field is in decimal degree format and has a maximum of 8 decimal fields. (e.g., -77.008889 for the United States Capitol)
- Latitude. This field is in decimal degree format and has a maximum of 8 decimal fields. (e.g., 38.889722 for the United States Capitol)
- NIMS Type. Choose a NIMS Type from the dropdown is applicable.
- Status. Choose the Status from the dropdown if applicable.
- Deployable. Check the box if you wish to make the equipment available to the web service that shares information with other systems.
- Cost Code. The cost code is a 4 digit number that is assigned to a piece of equipment

- FEMA. This icon is a link to the FEMA Cost Code website.
- Rate. The rate is in dollars and cents format with a minimum of \$0 and a maximum of \$9,999,999.00.
- Unit of Measure. Choose the Unit of Measure from the dropdown.

*New - Notes Tab

Holds up to 512 characters of free text.

Assignment Record

Resource Manager Web is preloaded with assignments from the Incident Command System (ICS) an important component of the National Incident Management System (NIMS). These assignments are the functions that personnel will be given at an event.

You may add additional assignments according to your specific needs.

Assignment tab

The areas in **RED** are required.

- **Organization**. Choose from the dropdown. As you type in the Organization name the autofill functionality will display possible matches.
- **Name**. The limit is 50 characters
- **Level**. Choose the level from the dropdown.

Organization Record

Resource Manager Web has an Organization Record which allows you to store Organization information as well as notes and a logo.

Organization tab

The areas in **red** are required.

- **Name**. The Organization Name is limited to 50 characters. NOTE: You may have more than one organization with the same name however it is best to avoid this practice. It causes confusion when using the additional functionality of the software (e.g., Person records, Equipment records)
- **Identity Code**. The Identity Code is limited to 15 characters and should be unique to identify this organization from others (e.g., NFIRS). Within a State two organizations may not have the same Organization ID and Type.

- Type. Choose the Type from the dropdown
- Country. Choose the Country from the dropdown
- State. Choose the State from the dropdown
- **Parent Organization**. As you type in the Parent Organization name the autofill functionality will display possible matches. When complete this will provide the parent-child relationship for the two organizations.
- Picture. Click *Browse...* and choose a file from your file system. Once selected, a file path will appear in the Filename field. Press *Upload File*.
 - To remove a picture, click *Delete Image*

Address tab

The Address information is not required.

Phone tab

The Phone information is not required.

Notes tab

Notes are not required.

Print

The print control, which is a separate piece of software, loads local designs which are visible in Resource Manager Web when printing People, Equipment and Assignments. You may also choose to create your own design with ID designer. ID designer is a separate piece of software that must be installed separately.

If ID Designer is installed on the same machine as the Print Control, designs that you create in ID designer will automatically appear in Resource Manager Web. If installed to separate machines, designs must be manually moved to the printing machine.

Loading the Print Control

The print control is a separate piece of software that works in conjunction with Resource Manager Web to allow a variety of printed formats.

To load the print control:

- Obtain the software from Salamander or authorized Salamander dealer
- Run the **setup.exe** on the client computer attached to the printer.

- After install completes, login to Resource Manager Web through an **Internet Explorer (IE)** browser. (note: The print control utilizes an Active X control which is only supported on IE)
- In IE under the **Tools** menu open **Internet Options**
- From Internet Options open the **Security tab**
- Highlight '**Trusted Sites**' and press the **Sites** button
- The Resource Manager Web URL will be listed in the 'Add this website to the zone:'. Press **Add** and then press **Close**.
- Press **OK** to exit Internet Options
- If required, re-login to Resource Manager Web
- Select a resource (person, equipment, or assignment) and press **Print**
- Enter the software license key (provided by Salamander or authorized dealer) and press **Activate**. Print control setup complete.

The Print Control product must be installed on the computer viewing Resource Manager Web in order to print.

To print one or many personnel, equipment, or assignments records, use the selected checkbox to choose records, and then press the print icon at the top of the screen.

Print screen

You may choose to print personnel, equipment or assignments.

- Type. Choose a type of output.
 - Datacard Encoding People and Fargo Encoding People print & encode RFID smart cards
 - IDCentre People prints IDCentre CR-80 designs
 - People prints Salamander default non-RFID designs (CR-80, laminated, and other)
 - SmartCard updates & re-encodes existing RFID smart cards using an RFID read/write device.
- Printer. Choose a printer from the dropdown.
- Design. Choose a design from the dropdown.
- Copies. You may choose to print up to 5 copies.
- Starting Record Number. This allows you to choose the start location if the print design allows more than one ID tag per page.

- Use existing issue & expire dates. Pulls issue and expire date from the database record and applies it to the current print.
- Issued. Check the box and using the down arrow choose a date. This date is not required. When the ID tag is printed it will automatically use the current date which will appear on the person's record.
- Expires. Check the box and using the down arrow choose a date. This date is not required. If it is used it will appear on the person's record.

Click on the **Print** icon to print the record(s).

*New - More > Batch Update – Personnel or Equipment

The application will allow a user to apply changes to a large batch of records all at once. The following batch updating is supported: personnel qualifications, equipment qualifications, equipment address, equipment contacts, and equipment cost.

To initiate the batch update process, select two or more records from the personnel or equipment list. Once selected, a *More* button will appear above the list view. From the *More* drop down, select *Batch Update*.

The batch update process will open the first record in the selection for editing.

The options for Personnel are:

- Merge – add missing qualifications only. Select this option if you wish to add the qualifications assigned to the open record to the batch. Existing qualifications already assigned to records within the batch will not be removed or replaced.
- Replace – overwrite existing qualifications. Select this option if you wish to replace all qualifications in the batch with the qualifications listed in the open record.



- Merge - add missing qualifications only
- Replace - overwrite existing qualifications

Qualifications

▶ Disciplines ▶ Federal ▶ Firefighting (ESF #4) ▶ NERCS FHM

Airport Firefighter [ARFF]
 Emergency Vehicle Technician [EVT]
 Fire Apparatus Driver/Operator [FADO]
 Fire Inspector I [FINSI]
 Fire Inspector II [FINSII]

Description	Code	
▶ Fire Officer I/II (Company/Unit)	FO I_II	X
▶ Fire Inspector I	FINSI	X

The options for Equipment are:

- Merge – copy no overwrite. Select this option if you wish the data from the open record to be copied to the batch without replacing existing data.

- Replace – overwrite existing data. Select this option if you wish to replace data in the batch with the information in the open record.
- Qualifications. Select this checkbox if you wish qualifications to be included in the batch update.
- Address. Select this checkbox if you wish address information to be included in the batch update.
- Contacts. Select this checkbox if you wish contact one and two to be included in the batch update.
- Cost. Select this checkbox if you wish cost information to be included in the batch update.

←
📁
🗑️

Merge - copy no overwrite
 Qualifications
 Address
 Contacts
 Cost

Replace - overwrite existing data

Qualifications

Location

▶ Disciplines ▶ Federal ▶ Firefighting (ESF #4) ▶ Typed Fire and Hazardous Materials Resources

	Description	Code
Area Command Team, Firefighting Type I [ACTFTI]	▶ Portable Pump Type I	PPTI X
Brush Patrol, Firefighting (Type VI Engine) [BPFTVI]	▶ Engine, Fire (Pumper) Other EFPO	EFPO X
Crew Transport (Firefighting Crew) Type I [CTFCTI]		
Crew Transport (Firefighting Crew) Type II [CTFCTII]		
Crew Transport (Firefighting Crew) Type III [CTFCTIII]		
Engine, Fire (Pumper) Other [EFPO]		
Engine, Fire (Pumper) Type I [EFPTI]		

After selecting the items to copy to the batch, press **Save** to activate the update. The application will prompt with an ‘Are you sure?’ message before updates are applied.

Run a Report

To run a report, simply select a report from the report drop down. If you have records selected, or an active filter / search / sort, the report will include only the information that is visible / selected. You may View, Search. Export (Excel, PDF, or Word) and Print a report.

**New - Download CSV*

The download CSV option is an ad-hoc reporting tool which exports the visible data for responders, equipment, assignments, or organizations.

For best use of the report, adjust the visible columns and column order. Apply any search / filters / or sorting to the list, and then choose Download CSV which exports the visible data exactly as it shown on the screen to a CSV file.

Security

SaaS security - what a user can see and do - is determined at login by the user's permissions. When a customer purchases SaaS, they are given a single user account with administrator level permissions to the purchasing agencies organization.

Administrators within that agency may then create additional organizations and users. Users are assigned roles within specific organizations. The system administrator may only grant permissions to other users that are equal to or less than what they themselves have permission to.

To access the Security function click on the **Security** icon in the upper left hand corner of the page.

Security opens to the user list. The User drop down button provides the ability to switch between viewing Users and Roles.

Roles

A Role is a collection of permissions such as the ability to Add, Edit, and Delete each of the different types of entities in the SaaS system (organizations, personnel, equipment, assignments, and security users). The system contains a variety of default Roles: Read Only, Data Entry, and Resource Admin.

The Roles list provides information on all of the Roles (permissions) that are currently available. With permission, you may add additional Roles and edit current Roles. You may delete a Role when you are in edit mode.

Add, Edit or Delete Roles

Add. Click on the **Add** icon to add a new Role

Edit. Click on any field in the role list to open role details for editing.

Type in the **Description** and check the boxes that represent the security status that you wish this Role to possess.

- Organization. The ability to manage organizations.
- Responder: Basic Info. The ability to manage responder person tab (name, rank, organization).
- Responder: Medical Info. The ability to manage responder medical details (allergies, medications ect..)
- Responder: Personnel Info. The ability to manage personal and emergency contact information
- Equipment. The ability to manage equipment
- Assignment. The ability to manage assignments
- Company. N/A Does not apply to Resource Manager Web
- Qualification. The ability to manage the master assignment selection lists.

- Qualification Tree. The ability to organization existing qualifications into groups.
- Security: User Access. The ability to manage system users.
- Security: Role Definition. The ability to manage permission groupings.
- Reference Data. The ability to save new rank, title or suffix values into the database for future use.
- Id Verification Queue. N/A Does not apply to Resource Manager Web
- Issuer Management. The ability to manage smart phone issuers, print options, and accounts (reserved for SaaS admin).
- Incident Management. The ability to manage incidents.
- Incident Reference. The ability to manage patient reference data for incident applications.
- Incident PIV. The ability to manage Personal Identity Verification configuration properties.

Submit. Click on the **Submit** icon to save the Role

Delete. Click on the **Delete** icon to delete the Role

**Updated – Users*

The User list provides information on all of the users that are currently setup in the database. You may **Add** a new user or **Edit** a current user. You may also **Delete** a user when you are in Edit mode.

Note: You may not edit the user you are logged in as.

Add, Edit or Delete User

Add. Click on the **Add** icon to add a new User

Edit. Click on any field in the user list to open a user for editing.

User screen

Full Name
Responder Terry Earley [581117] Moosewood Fire Department [50250]
Organization
User Name
 New Password
 Disabled
 Tag Application
 Track

Clients

2014-07-15T19:42:17.169Z X
 2014-07-25T13:57:25.038Z X

<u>Add Role</u>	<u>Remove All</u>
Read Only	X
Moosewood Fire Department <input checked="" type="checkbox"/> Include All Children	X
<input type="text"/>	
ITX User	X
Moosewood Fire Department <input type="checkbox"/> Include All Children	X
<input type="text"/>	

- Full Name. As you type in the Full Name, the autofill functionality will display possible matches. This field is required and will link an existing personnel record (if found) to this user account. This link to a personnel record is necessary when using the Salamander 01 TAG App.
- Responder. If the Full Name matches an existing personnel record, the Responder information will autofill. If it does not match a record the Responder information will remain blank.
- Organization. If the Full Name matches an existing personnel record, the Organization will autofill. If it does not match a record you may type in an Organization name. As you type in the Organization name the autofill functionality will display possible matches.
- User Name. Type in the User Name.
- New Password. When editing a user, check the New Password checkbox if you wish to change the password.

- Password. When creating a new record, type in a strong password. Strong password must be 8 characters in length with an upper case, lower case, number, and special character.
- TAG / TRACK – If LivePass licenses have been purchased the TAG and TRACK check boxes will be enabled. Checking the appropriate box grants the user permission to login to the Salamander 01 TAG or 02 TRACK on tablet / phone applications.
 - Note: If LivePass licenses are available, the licenses will be automatically assigned to users logging in from 01 TAG or 02 TRACK.

For example: If John Doe is an active SaaS user, and his organization has purchased LivePass licenses, one of the licenses will be automatically assigned to his user account when he logs in from 01 TAG or 02 TRACK.
- Disabled. Check to disable the user's security access.
- *New - Clients. As the user logs into a 01 TAG or 02 TRACK application, the device is registered with the server. The server limits the number of devices a user may register to two.
 - If a user switches to a new device and needs to clear the registered clients, simply edit the user record and press the Red X next to ALL client tokens. Active devices will re-register with the server.

Add Role

You may select the Roles (permissions) the user may have. You may select multiple roles.

- Click on Add Role and a list of available Roles will appear.
- Click on a Role and the Role will appear with a blank box immediately below it in which you should type an Organization name.
 - Once a Role has been assigned to a new user, the administrator may add one or more organizations that the user will have visibility to. The administrator may only assign organizations that they themselves have permission to. A user may only see organizational data for those organizations they have been given permission to.
- As you type in the Organization name the autofill functionality will display possible matches.

Once you have entered the appropriate Organization, the **Include All Children** option will appear. Check the box if you wish the user to have access to all child organizations of the listed organization. This will be true for all current and future child organizations.

X. This allows you to remove the role and the organization

Remove All. This allows you to clear all of the user's security Roles.

Submit. Click on the **Submit** icon to save the user

Delete. Click on the **Delete** icon to delete the user

A wide variety of user configurations are available, but it's important to remember that a user may only see organization data for the organizations listed under the Add Role section of the user account definition.

Batch User Management

From the main user list, check the boxes representing the users whom you would like to manage security access, and click on the **More > Batch Update** icon.

From the batch management screen select the action to apply.

Send Invitations. Create a unique security token, and send an email invite to the responder attached to the user account allowing the user to connect to their personnel record from a smart phone.

Remove Invitation. Removes the unique security token from the user account.

Enable Accounts. Enables or re-activates a disabled user account.

Disable Accounts. Disables or de-activates an enabled user account.

The screen will display if an action can be performed on the record using either a Red X, or a green checkmark.

Red X = action cannot be performed on the record

Green checkmark = action can be performed

Press the **Apply** button to perform the batch process.

Quals Button

Resource Manager web allows users with permission to manage the list of available qualifications that appear when editing a personnel or equipment record. Custom qualifications defined at the local, regional, or state level may be added to the system to augment the Salamander maintained federal List.

The federal qualifications have a locked status of 'True' and represent the following:

- Tier 1 NIMS National Resource Typing Definitions,
- Tier 1 NIMS National Emergency Responder Credentialing System (NERCS) Job Titles,
- FEMA Incident Management Systems Division's (IMSD) Incident Command System (ICS) Core Competencies
- National Wildfire Coordination Group (NWCG) Job Titles
- Qualifications that were distributed with *fireTRAX*® Host 1.8
- Qualification that are common between multiple accounts

**Updated – Qualifications Management View*

The qualification management view has been updated to display the discipline tree on the left and the master qualification list on the right. The master qualification list utilizes the same search, filter, and sort column header capability as the main personnel list.

▶ Disciplines

Disciplines	+						Qualification List
▶ Local							
▶ State							
▶ Regional							
Selected	Description	Code	Kind	NIMS Type	Organization		
<input type="checkbox"/>	10gpm@100psi	10@100	Equipment	None	Salamander Technologies Inc.		
<input type="checkbox"/>	1000 gallon tank	1000gal	Equipment	None	Salamander Technologies Inc.		
<input type="checkbox"/>	1000 gpm pump	1000gpm	Equipment	None	Salamander Technologies Inc.		
<input type="checkbox"/>	100 gallon tank	100gal	Equipment	None	Salamander Technologies Inc.		

Discipline Tree

To manage the discipline tree, the user you are logged in as must have qualification > update privileges to the main account holder's organization.

To create a custom qualification group:

1. Click on appropriate level: local, state, or regional.

2. Once open, click the link to *(add folder here)*
3. Type in a folder name and press *(Add)*
4. The folder is opened automatically
5. You may create as many folder groupings as needed.

To add qualifications to the new folder grouping:

1. Begin typing the qualification description into the *quick add* text box. As you type, the auto fill feature suggests matching qualifications. Select a match, and the qualification is added.
- OR
2. Select qualifications from the master qualification list on the right using the selected column.
 - a. As qualifications are selected, the link *(Add selected quals here)* appears. Press the link to add the selected qualifications to the folder grouping.

Quick navigation link – click to jump to a section

Quick Add – type a qual description to add to folder

Disciplines > Local > Personnel Quals

Personnel Quals + -

Quick Add

(Rename Personnel Quals)
 (Delete Personnel Quals)
 (Add Folder Here)
 (Add Selected Qvals Here)

<input type="checkbox"/>	Animal Case Manager [ACM]	X
<input type="checkbox"/>	Animal Control Specialist [ACS]	X
<input type="checkbox"/>	Animal Disease Epidemiologist [ADE]	X
<input type="checkbox"/>	Area Command Aviation Coordinator [ACACCC]	X
<input type="checkbox"/>	Assistant Area Commander Logistics [AACLCC]	X
<input type="checkbox"/>	Assistant Area Commander, Planning [AACPCC]	X

Selected (3) ▾	Description ▾	Code ▾	Kind ▾	NIMS Type ▾	Organi
<input type="checkbox"/>	Assistant Area Commander Logistics	AACLCC	Personnel	None	Salama
<input type="checkbox"/>	Assistant Area Commander, Planning	AACPCC	Personnel	None	Salama
<input type="checkbox"/>	Area Command Aviation Coordinator	ACACCC	Personnel	None	Salama
<input type="checkbox"/>	Area Commander	ACCC	Personnel	None	Salama
<input checked="" type="checkbox"/>	Animal Case Manager	ACM	Personnel	None	Salama
<input checked="" type="checkbox"/>	Animal Control Specialist	ACS	Personnel	None	Salama
<input checked="" type="checkbox"/>	Animal Disease Epidemiologist	ADE	Personnel	None	Salama
<input type="checkbox"/>	Animal Handling Specialist	AHS	Personnel	None	Salama

Add quals from the list to the folder grouping

- Quick Add – Type a qualification description into the text box to quickly add to a folder
- Rename [folder] – Link that allows you to rename the folder
- Delete [folder] – Link that allows you to Delete the folder plus all child qualifications and folders
- Add Folder Here – Link that allows you to create a new folder grouping

- [Add Selected Quals Here](#) – Link that appears when records are selected and allows you to add a batch of qualifications to the folder grouping.

Add a New Qualification

Above the master qualification list on the left, click on the + button to add a new qualification.

The Add Qualification screen will appear. All of the information is required.

- Code. The Code is limited to 10 characters.
- Description. The Description is limited to 100 characters.
- Organization. As you begin to type a dropdown of the available organizations will appear.
 - Note: To make the qualification visible to all organizations within your account, assign the qualification to the main account holder's organization. Otherwise the qualification will only be visible to the listed organization.
- Kind. Choose from the dropdown
- NIMS Type. Choose from the dropdown
- Qualification Metrics. Check the boxes for those metrics that you would like to collect when assigning the qualification.

Click on (**Save**).

The Qualification will appear in the Qualification list.

Note: If you receive a duplicate qualification error when saving the record, please contact Salamander. Qualifications common between agencies may be elevated to the 'Salamander Technologies, Inc.' organization allowing it to be shared across multiple agencies.

Delete a Qualification

With the appropriate permissions, a user may delete local, regional, or state level qualifications from the system. To delete, select the qualification(s) from the master list using the selected column and press the delete icon above the master qualification list. A notification bar will appear confirming the delete action. Press Yes and qualifications will be permanently removed.