

# SALAMANDER

# INSTALLATION AND USER GUIDE

## 02 TRACK APP

Version 2.5.4



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# 1 ABOUT THIS GUIDE

This user guide provides the information needed to install and utilize the Salamander O2 TRACK APP on iOS and Android mobile devices to enhance activity accountability.

## 2 APPLICATION HARDWARE REQUIREMENTS

Requirements for all Salamander applications, including the O2 TRACK APP, can be found in the appendix to this User Guide.

## 3 REQUIRED MATERIALS

- Android or iOS smartphone or tablet
- Google Play Store (Android) password or App Store (iOS) password  
**IMPORTANT:** 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 O2 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 enables users to do the following:

- Install the O2 TRACK APP on an Android or iOS device
- Create a new activity or join an existing incident
- Scan Salamander personnel accountability tags for on-scene identity verification (SIV)
- Manually create personnel records on the device
- Scan equipment and patients within an incident
- Download resources directly from the SalamanderLive™ database
- Track and move resources and patients within an incident
- Create or scan assignments within an incident
- Conduct PAR checks to verify personnel counts
- View incident details for oversight, reporting and accountability

## 5 INSTALL THE O2 TRACK APP

### 1.1 Installing the O2 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 "O2 TRACK" for the applicable device (iPhone or iPad).
- Step 4:** Tap on the "INSTALL" button.



### 1.2 Installing the O2 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 "O2 TRACK" for the applicable device (phone or tablet).
- Step 4:** Tap on the "INSTALL" button.



## 6 LOG INTO THE O2 TRACK APP

Once the O2 TRACK APP has been downloaded onto the device, tapping on the application icon will bring up the login screen. Login to the O2 TRACK APP using the SalamanderLive account user ID and password created for each user by the SalamanderLive account administrator.

Because there are operating system differences between iOS and Android, this user guide will describe the O2 TRACK APP functionality for each device in separate sections.

## 7 IOS O2 TRACK APP NAVIGATION

### 7.1 Local Incidents Screen

When logged in, the application will open to the Local Incidents screen. Being the first time logging in, the lists of incidents are empty. However, in time they will include any incidents which have been locally created, downloaded and joined from SalamanderLive, as well as ended incidents.

The Local Incidents screen enable the following actions:

-  Create an incident
-  Download incidents in progress from the SalamanderLive database
-  Manage the Custom Assignment List
-  Manage the Custom Responders List
-  Activate or deactivate SALAMANDER IDENTITY VERIFICATION (SIV) for each incident

#### 7.1.1 Create an Incident

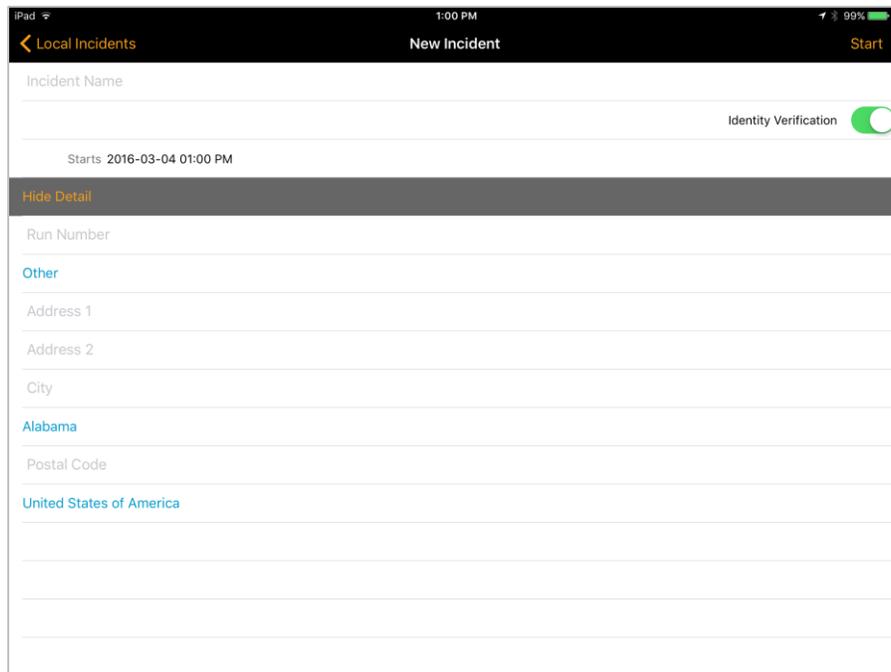


Figure 7.1.1

**Step 1:** From the Local Incidents screen, tap the Add  icon. The New Incident screen appears (see Figure 7.1.1).

**Step 2:** Tap on the “Incident Name” field to enter a name for the incident.

**Step 3:** If more detail is desired, tap on the “Add Detail” bar. The following optional details can be added to the incident:

- Run Number
- Incident Type
- Incident Address
- 

**Step 4:** Choose whether to activate or deactivate the SALAMANDER IDENTITY VERIFICATION (SIV) feature by turning the toggle switch on or off (see Section 7.1.2).

**Step 5:** Click “Start” to create the incident.

## 7.1.2 Overview of SALAMANDER IDENTITY VERIFICATION (SIV)

SALAMANDER IDENTITY VERIFICATION (SIV) provides peace of mind knowing that anyone’s credential can be quickly scanned to verify they are authorized and qualified to help at the scene. ANY SalamanderLive tag can be verified, including tags outside the SalamanderLive account. The verification status can be shared with any connected O2 TRACK components. Knowing exactly who is at the scene and what they are qualified to do can help limit exposure to risk and liability. The SIV feature for the O2 TRACK APP can be activated or deactivated, depending on user preference. When in use, SIV provides vital information when it’s needed most. For more information about SIV, please refer to the SALAMANDER IDENTITY VERIFICATION (SIV) User Guide.



## 7.1.3 Download Incidents In Progress from the SalamanderLive Database

**Step 1:** From the Local Incidents screen, tap the Download  icon. The Server Incidents screen appears.

**Step 2:** Tap on an incident in the left column to select it. Details for the incident appear to the right.

**Step 3:** Choose whether to activate or deactivate the SALAMANDER IDENTITY VERIFICATION (SIV) feature by turning the toggle switch on or off.

**Step 4:** Tap on the “Join” link to join the incident.

## 7.1.4 Manage the Custom Assignment List

From the Local Incidents screen, tap the Assignments  icon. The Assignment popup screen appears. In addition to the assignments “On Scene” and “Off Scene,” any assignments created on the device will appear in the list. These assignments can be selected within an incident.

### 7.1.4.1 Create a Custom Assignment

**Step 1:** Tap the Add  icon.

**Step 2:** Tap the “Type assignment name” field and enter the custom assignment name.

**Step 3:** Tap the “Other” link to choose the assignment level, if desired. An orange checkmark indicates which level is selected.

**Step 4:** Tap “Done” to create the assignment and add it to the custom list.

### 7.1.4.2 Delete a Custom Assignment

**Step 1:** On the assignment to be deleted, swipe to the left. A red “Delete” button will appear.

**Step 2:** Tap on the Delete button to remove the assignment. NOTE: This action will not delete the assignment from any incidents.

## 7.1.5 Manage the Custom Responders List

From the Local Incidents screen, tap the Personnel  icon. The Responders popup screen appears. Any personnel created on the device will appear in the list. These personnel can be selected within an incident.

### 7.1.5.1 Create Personnel

- Step 1:** Tap the Add  icon. The Add Responder popup screen will appear.
- Step 2:** Enter the first name and last name (these fields are required), and the phone number if desired (this field is optional).
- Step 3:** Tap “Done” to create the individual and add them to the custom list.

### 7.1.5.2 Delete Personnel

- Step 1:** On the individual to be deleted, swipe to the left. A red “Delete” button will appear.
- Step 2:** Tap on the Delete button to remove the individual. NOTE: This action will not delete the individual from any incidents.

## 7.1.6 Activate/Deactivate SALAMANDER IDENTITY VERIFICATION (SIV)

Activate SIV by swiping the toggle switch to “ON” either when creating an incident, or before joining the incident. Deactivate SIV by swiping the toggle switch to “OFF.”

## 7.2 Manage an Incident

Once an incident has been created (see 7.1.1) and “Start” has been selected, or when joining an in progress incident, the Incident screen will appear. This shows the incident summary as well as assignments. With a new incident, the screen is empty until assignments are chosen and personnel, equipment and patients are added to them. This allows for complete customization of each incident.

### 7.2.1 Manage Assignments Within an Incident

There are two ways to add assignments – by scanning assignment tags created and printed from the SalamanderLive website, or by creating custom assignments within the incident.

#### 7.2.1.4 Scan an Assignment Tag

- Step 1:** On the Incident screen, tap the Barcode  icon to activate the camera.
- Step 2:** Center the camera over the assignment barcode. The camera will read the barcode instantly and will create the assignment within the incident.

#### 7.2.1.1 Create a Custom Assignment

**Step 1:** From the Incident screen, tap the Assignment  icon. The Assignments popup screen will appear.

- Step 1:** Tap the Add  icon.
- Step 2:** Tap the “Type assignment name” field and enter the custom assignment name.
- Step 3:** Tap the “Other” link to choose the assignment level, if desired. An orange checkmark indicates which level is selected.
- Step 4:** Tap “Done” to create the assignment.
- Step 5:** An orange circle with a checkmark to the left of the assignment indicates it has been selected. Tap the Add  icon to add it into the incident.

#### 7.2.1.2 Add an Existing Custom Assignment

- Step 1:** From the Incident screen, tap the Assignment  icon. The Assignments popup screen will appear.
- Step 2:** Tap on the assignment to select it. An orange circle with a checkmark to the left of the assignment indicates it has been selected.
- Step 3:** Select “Done” to add it into the incident.

### 7.2.1.3 Delete a Custom Assignment

- Step 1:** From the Incident screen, tap on the Assignment  icon. The Assignments popup screen will appear.
- Step 2:** On the assignment to be deleted, swipe to the left. A red “Delete” button will appear.
- Step 3:** Tap the Delete button to remove the assignment from the list.

## 7.2.2 Adding Resources Within an Incident

Now that assignments have been created for the incident, personnel, equipment and patients can be added to assignments within the incident. Select the specific assignment and begin.

### 7.2.2.1 Add Personnel

Personnel can be added by three separate methods: by scanning an ID tag, downloading personnel directly from the SalamanderLive database, or manually adding personnel.

#### 7.2.2.1.1 Scan Personnel ID Tag

- Step 1:** From the Assignment Summary screen, tap the Barcode  icon to activate the camera.
- Step 2:** Center the camera over the personnel ID barcode. The camera will read the barcode instantly.
- Step 3:** If SALAMANDER IDENTITY VERIFICATION (SIV) is activated, the verification process will occur and a verification status will appear. If the status is other than “Valid,” choose to allow or block the individual.
- Step 4:** If SALAMANDER IDENTITY VERIFICATION (SIV) is not activated, scanning the personnel ID barcode will instantly add the individual into the assignment.

#### 7.2.2.1.2 Download Personnel

- Step 1:** From the Assignment Summary screen, tap the Download  icon. This will bring up the Download Resources popup screen. There are three tabs at the top – Recent, Personnel, and Equipment. The default view is “Recent,” where recently downloaded personnel and equipment are displayed.
- Step 2:** If the personnel appear on the Recent list, tap on the circle to the left of each individual to select. If the personnel are not on the Recent list, choose the Personnel tab, then tap the circle to the left of each individual to select. **NOTE:** Utilizing the search feature is an easy way to quickly find personnel. The search feature will return results found in first name, last name, qualification, or organization.
- Step 3:** When all selections are made, tap “Done” to add the personnel into the assignment.

#### 7.2.2.1.3 Manually Add Personnel

- Step 1:** From the Assignment Summary screen, tap the Personnel  icon. This will bring up the Responders popup screen. Any personnel that have been manually added previously, and who have not been added to the incident yet, will appear and can be selected.
- Step 2:** To create a new person to add, tap the Add  icon. The Add Responder popup screen will appear.
- Step 3:** Enter the first name and last name (these fields are required), and the phone number if desired (this field is optional).
- Step 4:** Tap “Done” to create the individual and add them to the assignment.

### 7.2.2.2 Add Equipment

Equipment can be added by two separate methods: by scanning an ID tag or downloading equipment directly from the SalamanderLive database.

#### 7.2.2.2.1 Scan Equipment ID Tag

- Step 1:** From the Assignment Summary screen, tap the Barcode  icon to activate the camera.

**Step 2:** Center the camera over the Equipment ID barcode. The camera will read the barcode instantly and will add the piece of equipment within the assignment.

#### 7.2.2.1.2 Download Equipment

**Step 1:** From the Assignment Summary screen, tap the Download  icon. This will bring up the Download Resources popup screen. There are three tabs at the top – Recent, Personnel, and Equipment. The default view is “Recent,” where recently downloaded personnel and equipment are displayed.

**Step 2:** If the equipment appears on the Recent list, tap the circle to the left of each piece of equipment to select. If the equipment is not on the Recent list, choose the Equipment tab, then tap the circle to the left of each piece of equipment to select. **NOTE:** Utilizing the search feature is an easy way to quickly find equipment. The search feature will return results found in equipment name, qualification, or organization.

**Step 3:** When all selections are made, tap “Done” to add equipment into the assignment.

#### 7.2.2.3 Add Collections

Collections – which is any group of people and/or equipment that work together - can be added by scanning the collection ID tag. Collection barcodes can be created in the following Salamander products: the 01 TAG APP, COMMAND, and RAPID TAG.

**Step 1:** From the Assignment Summary screen, tap the Barcode  icon to activate the camera.

**Step 2:** Center the camera over the collection ID barcode. The camera will read the barcode instantly and will add the patient within the assignment, along with the designated triage level.

#### 7.2.2.3 Add Patients

Patients and/or evacuees can be added by scanning the individual patient ID tag.

**Step 1:** From the Assignment Summary screen, tap the Barcode  icon to activate the camera.

**Step 2:** Center the camera over the patient ID tag’s barcode. The camera will read the barcode instantly and will add the patient within the assignment, along with the designated triage level.

### 7.2.3 Moving Resources Between Assignments

**Step 1:** From the Assignment Summary screen, tap the circle to the left of personnel, equipment, collections and/or patients to select them.

**Step 2:** Tap Move. The Assignment List popup screen will appear.

**Step 3:** Tap the new assignment. Once the new assignment is chosen, the resources are moved and a verification message is provided with the number of resources moved and assignment.

**HELPFUL HINT:** Resources may also be moved by scanning them directly into the new assignment (see Sections 7.2.2.1.1 and 7.2.2.2.1). For personnel, if the SALAMANDER IDENTITY VERIFICATION (SIV) is activated, the verification process will occur and a verification status will appear. If the status is other than “Valid,” choose to allow or block the individual.

### 7.2.4 Searching for Resources within the 02 TRACK APP

Searches can be done throughout the incident in the 02 TRACK APP. Depending on where the search is conducted, the results will display as follows:

- On the Incident Summary screen or the Assignment Summary screen, a search will return resources within the incident which match the entered criteria.
- On the Recent tab of the Download Resources screen, a search will return resources only within the Recent tab which match the entered criteria.
- On the Personnel tab of the Download Resources screen, a search will return personnel from the SalamanderLive database which match the entered criteria.
- On the Equipment tab of the Download Resources screen, a search will return equipment from the SalamanderLive database which match the entered criteria.

## 7.2.5 Ending an Incident

When the incident is done, it is best practice to move both personnel, equipment, collections and patients to Off Scene. Once all resources have been moved, tap Close at the top left corner of the Incident Summary screen. This action returns to the Local Incidents screen, where a list of all incidents reside. Notice that the incident is still listed as in progress. To permanently end an incident, tap the incident to select it, then tap End Incident. Doing this will close out and remove the incident or event from the Local Incidents list.

## 7.2.6 Deleting an Incident

On the Local Incidents screen, any ended incidents appear below the list of In Progress incidents in the left column. To delete an incident, swipe the incident to the left. The red Delete box will appear. Tap Delete to remove the incident. **IMPORTANT:** This action deletes the incident from the device only, and will still appear on the SalamanderLive database with all history intact.

# 8 ANDROID O2 TRACK APP NAVIGATION

## 8.1 O2 TRACK Main Screen

When logged in, the application will open to the O2 TRACK main screen. For a first-time user, there are two choices – New Incident, or Download Incident (see Figure 8.1.1.1). Since there are no previously joined incidents on the device, the application defaults to creating a new incident.

The O2 TRACK main screen enables the following actions:

- Create an incident
- Download incidents in progress located on the SalamanderLive database
- Manage the Custom Assignment List
- Manage the Custom Responders List

### 8.1.1 Create an Incident

- Step 1:** From the O2 TRACK main screen, tap New Incident. The New Incident screen appears.
- Step 2:** Tap the “Name” field to enter a name for the incident.
- Step 3:** Choose whether to activate or deactivate the SALAMANDER IDENTITY VERIFICATION (SIV) feature by swiping the toggle switch on or off.

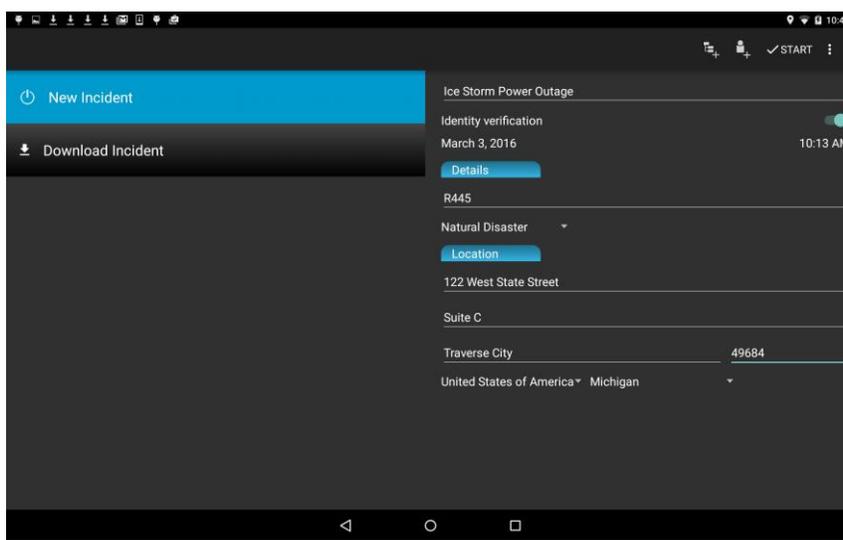


Figure 8.1.1.1

**Step 4:** Add optional details as desired. The following fields can be entered for an incident:

- Run Number
- Incident Type
- Incident Address

**Step 5:** Click “Start” to create the incident.

## 8.1.2 Overview of SALAMANDER IDENTITY VERIFICATION (SIV)

SALAMANDER IDENTITY VERIFICATION (SIV) provides peace of mind knowing that anyone’s credential can be quickly scanned to verify they are authorized and qualified to help at the scene. ANY SalamanderLive tag can be verified, including tags outside the SalamanderLive account. The verification status can be shared with any connected O2 TRACK components. Knowing exactly who is at the scene and what they are qualified to do can help limit exposure to risk and liability. The SIV feature for the O2 TRACK APP can be activated or deactivated, depending on user preference. When in use, SIV provides vital information when it’s needed most. For more information about SIV, please refer to the SALAMANDER IDENTITY VERIFICATION (SIV) User Guide.



## 8.1.3 Download Incidents In Progress from the SalamanderLive Database

**Step 1:** From the O2 TRACK main screen, tap Download Incident. All in progress incidents for the organization appear.

**Step 2:** Tap on an incident to select it. An incident summary screen appears with specific information about the incident.

**Step 3:** Choose whether to activate or deactivate the SALAMANDER IDENTITY VERIFICATION (SIV) feature by turning the toggle switch on or off.

**Step 4:** Tap on the “Join” link to join the incident.

## 8.1.4 Manage the Custom Assignment List

From the O2 TRACK main screen, tap on the Assignments  icon. The Assignment screen appears. In addition to the assignments “On Scene” and “Off Scene,” any assignments created on the device will appear in this list. These assignments can be selected within an incident.

### 8.1.4.1 Create a Custom Assignment

**Step 1:** Tap on the add  icon. The New Assignment screen will appear (see Figure 8.1.1).

**Step 2:** Tap on the “Type assignment name” field and enter the custom assignment name.

**Step 3:** Tap on the “Other” link to choose the assignment level, if desired.

**Step 4:** Tap on “OK” to create the assignment and add it to the custom list.

### 8.1.4.2 Delete a Custom Assignment

**Step 1:** Select the box to the left of the assignment to be deleted. A blue checkmark will show that it is selected.

**Step 2:** Tap the overflow menu  icon, then Delete to remove the assignment. **NOTE:** This action will not delete the assignment from any incidents.

## 8.1.5 Manage the Custom Responders List

From the O2 TRACK main screen, tap on the Personnel  icon. The Personnel screen appears. Any personnel created on the device will appear in this list. These personnel can be selected within an incident.

### 8.1.5.1 Create Personnel

- Step 1:** Tap on the “Type a new person”  icon. The New Responder popup screen will appear.
- Step 2:** Enter the first name and last name (these fields are required), and the phone number if desired (this field is optional).
- Step 3:** Tap “OK” to create the individual and add them to the custom list.

### 8.1.5.2 Delete Personnel

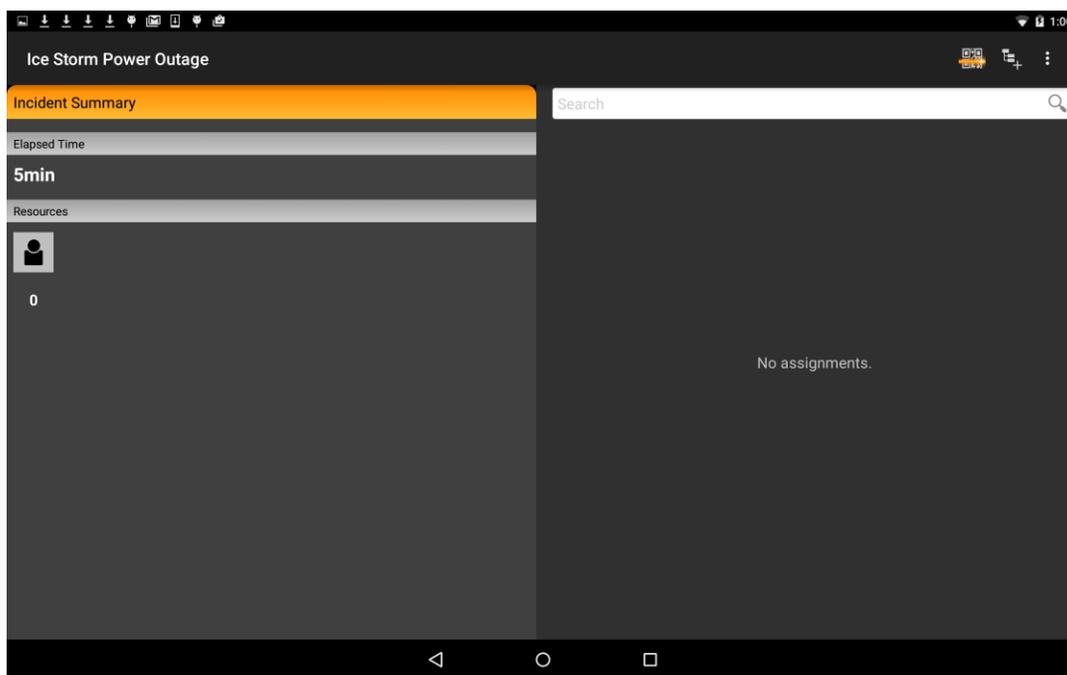
- Step 1:** Tap on the box to the left of the individual to be deleted. A blue checkmark will show that they are selected.
- Step 2:** Tap the overflow menu  icon, then Delete to remove the individual. **NOTE:** This action will not delete the individual from any incidents.

## 8.1.6 Activate/Deactivate SALAMANDER IDENTITY VERIFICATION (SIV)

Activate SIV by swiping the toggle switch to “ON”  either when creating an incident, or before joining the incident. Deactivate SIV by swiping the toggle switch to “OFF.” 

## 8.2 Manage an Incident

Once an incident has been created (see Figure 8.1.1) and “Start” has been selected, or when joining an in progress incident, the Incident screen will appear. This shows the incident summary as well as assignments. With a new incident, the screen is empty until assignments are chosen and personnel, equipment and patients are added to them (see Figure 8.1.4). This allows for complete customization of each incident.



Figure

### 8.2.1 Manage Assignments Within an Incident

There are two ways to add assignments – by scanning assignment tags created and printed from the SalamanderLive website, or by creating custom assignments within the incident.

#### 8.2.1.4 Scan an Assignment Tag

- Step 1:** From the Incident screen, tap on the Barcode  icon to activate the camera.

**Step 2:** Center the camera over the assignment barcode. The camera will read the barcode instantly and will create the assignment within the incident.

### 8.2.1.1 Create a Custom Assignment

**Step 1:** From the Incident screen, tap on the Assignment  icon. The Assignments screen will appear.

**Step 1:** Tap the Add  icon.

**Step 2:** Tap “Type assignment name” field and enter the custom assignment name.

**Step 3:** Tap “Other” to choose the assignment level, if desired.

**Step 4:** Tap on “OK” to create the assignment.

**Step 5:** A blue checkmark to the left of the assignment indicates that it is selected. Tap  to add it to the incident.

### 8.2.1.2 Add an Existing Custom Assignment

**Step 1:** From the Incident screen, tap on the Assignment  icon. The Assignments screen will appear.

**Step 2:** Tap on the assignment to select it. A blue checkmark to the left of the assignment indicates that it is selected.

**Step 3:** Tap  to add the assignment to the incident

### 8.2.1.3 Delete a Custom Assignment

**Step 1:** From the Incident screen, tap on the Assignment  icon. The Custom Assignments screen will appear.

**Step 2:** Tap on the box to the left of the assignment to be deleted. A blue checkmark will indicate it is selected.

**Step 3:** Tap the overflow menu  icon, then Delete to remove the assignment from the incident.

## 8.2.2 Adding Resources Within an Incident

Now that assignments have been created for the incident, personnel, equipment and patients can be added to assignments within the incident. Tap on the specific assignment and begin.

### 8.2.2.1 Add Personnel

Personnel can be added by three separate methods: by scanning an ID tag, downloading personnel directly from the SalamanderLive database, or manually adding personnel.

#### 8.2.2.1.1 Scan Personnel ID Tag

**Step 1:** From the Assignment Summary screen, tap the Barcode  icon to activate the camera.

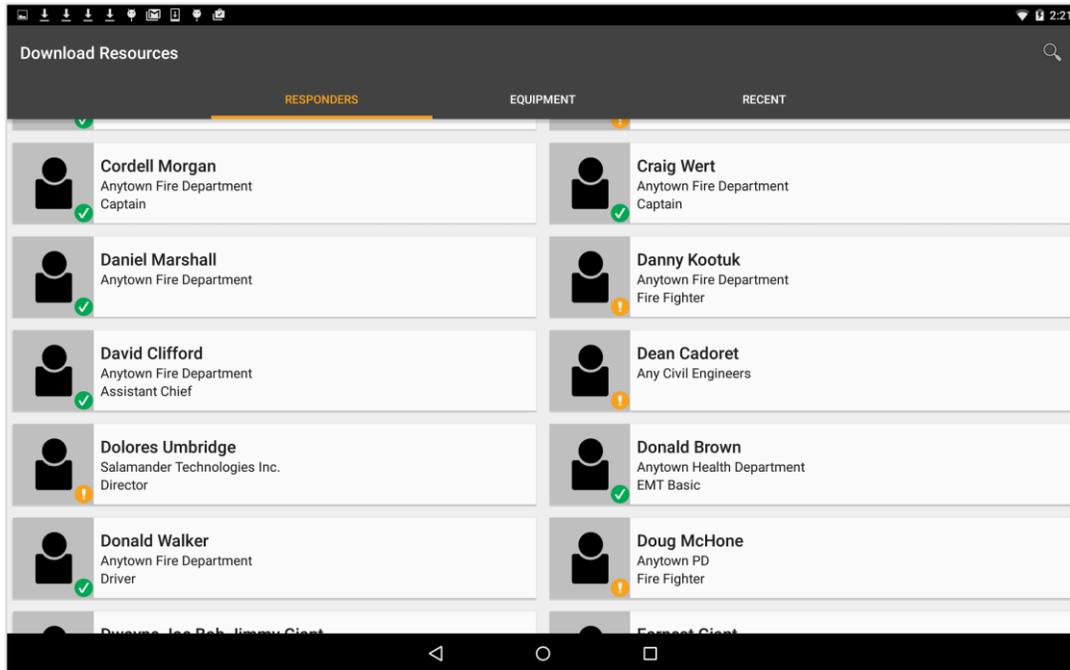
**Step 2:** Center the camera over the personnel ID barcode. The camera will read the barcode instantly.

**Step 3:** If SALAMANDER IDENTITY VERIFICATION (SIV) is activated, the verification process will occur and a verification status will appear. If the status is other than “Valid,” choose to allow or block the individual.

**Step 4:** If SALAMANDER IDENTITY VERIFICATION (SIV) is not activated, scanning the personnel ID barcode will instantly add the individual into the assignment.

#### 8.2.2.1.2 Download Personnel

**Step 1:** From the Assignment Summary screen, tap the Download  icon. This will bring up the Download Resources popup screen. There are three tabs at the top – Recent, Personnel, and Equipment. The default view is “Recent,” where recently downloaded personnel and equipment are shown.



Figure

**Step 2:** If the personnel appear on the Recent list, tap on the circle to the left of each individual to select. If the personnel do not appear on the Recent list, tap first on the Personnel tab, and tap on the circle to the left of each individual to select. **NOTE:** Utilizing the search feature is an easy way to quickly find and select personnel. The search feature will return results found in first name, last name, qualification, or organization.

**Step 3:** When all selections are made, tap “Done” to add the personnel into the assignment.

### 8.2.2.1.3 Manually Add Personnel

**Step 1:** From the Assignment Summary screen, tap on the Personnel  icon. This will bring up the Responders popup screen. Any personnel that have been manually added previously, and who have not been added to the incident yet, will appear and can be selected.

**Step 2:** To create a new person to add, tap on the Add  icon. The Add Responder popup screen will appear.

**Step 3:** Enter the first name and last name (these fields are required), and the phone number if desired (this field is optional).

**Step 4:** Tap “Done” to create the responder and add them to the assignment.

### 8.2.2.2 Add Equipment

Equipment can be added by two separate methods: by scanning an ID tag or downloading equipment directly from the SalamanderLive database.

#### 8.2.2.2.1 Scan Equipment ID Tag

**Step 1:** From the Assignment Summary screen, tap the Barcode  icon to activate the camera.

**Step 2:** Center the camera over the Equipment ID barcode. The camera will read the barcode instantly and will add the piece of equipment within the assignment.

#### 8.2.2.1.2 Download Equipment

**Step 1:** From the Assignment Summary screen, tap the Download  icon. This will bring up the Download Resources popup screen. There are three tabs at the top – Recent, Personnel, and Equipment. The default view is “Recent,” where recently downloaded personnel and equipment are shown.

**Step 2:** If the equipment appears on the Recent list, tap on the circle to the left of each piece of equipment to select. If the equipment is not on the Recent list, tap first on the Equipment tab, then tap on the circle to the left of each piece of equipment to select. **NOTE:** Utilizing the search feature is an easy way to quickly find and select equipment. The search feature will return results found in equipment name, qualification, or organization.

**Step 3:** When all selections are made, tap “Done” to add equipment into the assignment.

### 8.2.2.3 Add Collections

Collections – which is any group of people and/or equipment that work together - can be added by scanning the collection ID tag. Collection barcodes can be created in the following Salamander products: the O1 TAG APP, COMMAND, and RAPID TAG.

**Step 1:** From the Assignment Summary screen, tap the Barcode  icon to activate the camera.

**Step 2:** Center the camera over the collection ID barcode. The camera will read the barcode instantly and will add the patient within the assignment, along with the designated triage level.

### 8.2.2.3 Add Patients

Patients and/or evacuees can be added by scanning the individual patient ID tag.

**Step 1:** From the Assignment Summary screen, tap the Barcode  icon to activate the camera.

**Step 2:** Center the camera over the patient ID tag’s barcode. The camera will read the barcode instantly and will add the patient within the assignment, along with the designated triage level.

## 8.2.3 Moving Resources Between Assignments

**Step 1:** From the Assignment Summary screen, tap the square to the left of personnel, equipment, collections and/or patients to select them.

**Step 2:** Tap the Move  icon. The Assignments screen will appear.

**Step 3:** Tap the new assignment. Once the new assignment is chosen, the resources are moved and a verification message is displayed with the number of resources moved and assignment.

**HELPFUL HINT:** Resources may also be moved by scanning them directly into the new assignment (see Sections 8.2.2.1.1 and 8.2.2.2.1). For personnel, if the SALAMANDER IDENTITY VERIFICATION (SIV) is activated, the verification process will occur and a verification status will appear. If the status is other than “Valid,” choose to allow or block the individual.

## 8.2.4 Searching for Resources in the O2 TRACK APP

Searches can be done throughout the incident in the O2 TRACK APP. Depending on where the search is conducted, the results will display as follows:

- On the Incident Summary screen or the Assignment Summary screen, a search will return resources within the incident which match the entered criteria.
- On the Recent tab of the Download Resources screen, a search will return resources only within the Recent tab which match the entered criteria.
- On the Personnel tab of the Download Resources screen, a search will return personnel from the SalamanderLive database which match the entered criteria.
- On the Equipment tab of the Download Resources screen, a search will return equipment from the SalamanderLive database which match the entered criteria.

## 8.2.5 Ending an Incident

When the incident is finished, it is best practice to move both personnel, equipment, collections and patients to the Off Scene assignment.

**Step 1:** Once all resources have been moved, tap the left triangle at the bottom center of the Android device. This action will display a popup asking to leave the incident.

**Step 2:** Select “Yes.” This will return to the O2 TRACK main screen.

**Step 3:** Select the incident again to view the Incident Summary.

**Step 4:** Tap the overflow menu  icon and tap on “End.” This will end the incident.

## 8.2.5 Deleting an Incident

**Step 1:** On the O2 TRACK main screen, select the “Ended” incidents. All ended incidents which have been either created or joined on the device are listed. Click on the “X” within an incident to delete it from the device. **IMPORTANT:** This action deletes the incident from the device only, and will still appear on the SalamanderLive database with all history intact.

## 9 CONTACT US

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## 10 APPENDIX – SOFTWARE REQUIREMENTS

# 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