

interTRAX[™] Suite **Command**

User Guide
Version 3
2011



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5,573,278; 5,596,652; 5,793,882; 6,761,312; 7,191,934

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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 Technologies, Inc. cannot and does not warrant that the system will perform flawlessly at all times and under all conditions.

1 Introduction to COMMAND Software

Introduction

The COMMAND software is used to:

- Manage Resources (Responders, Patients, Equipment and Companies)
- Functionally operate an Electronic Incident Command Board
- Forward information off scene for remote viewing
- Consolidate incident information synchronized from all interTRAX incident applications
- Display and operate real-time tactical diagrams of all assignments and resources
- Smart Card enabled for encoding and decoding Responders, Patients, Equipment and Companies

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 barcodes that you print are accurate and complete.

Overview

Welcome to the *interTRAX*[™] COMMAND User Guide, which is setting the standard for resource accountability in the Emergency Services through the United States.

The *interTRAX*[™] Suite was designed with three objectives in mind:

Simplicity - Command uses nationally recognized incident management procedures.

Use of the Mobile Unit [MU] is self-explanatory and intuitive. Mobile Units, often referred to as Pocket Personnel Computers, set the standard for simplicity in the industry. Most importantly, the PDF417 ID tags used carry the person's database – just aim and shoot the MU to capture and display this data (name, rank, personal ID number, department, qualifications, etc.) on the spot. Operators can be trained to use the system in a matter of minutes.

Survivability - There are three tiers of survivability in Salamander System so that even a complete breakdown in electronic equipment does not inhibit accountability:

If communications to Central Dispatch or the Internet are lost, incidents can be run from the Command Module.

If the Command Module is inoperable, basic accountability can be maintained via the MU's.

In the unlikely event that the MU's are down too, ID cards can be used as a traditional dog tag system to allow manual accountability.

PDF417 barcodes represent the ultimate in a distributed database – they survive even if the Host system is destroyed or inoperable.

Scalability - The *interTRAX*[™] Suite was designed to scale across the entire fire service so that it would be the right size for the needs and budgets of any department. Small departments can start with an *interTRAX*[™] Suite compatible dog tag system. Medium departments can purchase a basic *interTRAX*[™] Suite system for only a few thousand dollars. Large departments can deploy multi-MU systems as part of a Wireless LAN controlled by a Command Module. You can barcode only your department or you can barcode all mutual aid departments in the surrounding area. If the incident expands beyond mutual aid, you can use a label printer to barcode new responders at staging. Tell your mutual aid partners about the system: The *interTRAX*[™] Suite unites response organizations, mutual aid, and state & national responders with a common machine-readable format.

interTRAX™ Barcode & Smart Card Information

The *interTRAX™* barcode is a two dimensional, high capacity barcode that follows the PDF417 data format. The *interTRAX™* 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 *interTRAX™* 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.

interTRAX™ Barcode & Smart Card Encoding – Personnel

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 hardcard. 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. **Qualifications**

Human-Readable Text

Velcro Tag Label

- First Name
- Last Name
- Personnel ID

Personnel Label

- First Name
- Last Name

- Organization ID
- Personnel ID
- Organization Name

CR-80 PVC Card

- Organization Name
- First Name
- Last Name
- Rank
- Organization ID
- Personnel ID
- Qualifications

Laminated Manual ID Tag

- Organization Name
- First Name
- Last Name
- Rank
- Organization ID
- Personnel ID
- Qualifications

Avery Label

- First Name
- Last Name
- Rank
- Organization ID
- Personnel ID
- Organization Name

interTRAX™ Barcode & Smart Card Encoding – Personnel Medical

Personnel Medical Container

The personnel medical container holds the following information. The items in bold print may be 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 into the person's record.

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. Blood Type
16. Gender
17. Religion
18. Medications
19. Allergies

NOTE: The data read from the medical container is not retained by the MU's.

Human Readable Text

Laminated Manual ID Tag

The human-readable medical information is printed on the inside of the tag and is protected inside a heat-sealed laminate pouch. It includes all of the highlighted information above.

interTRAX™ Barcode & Smart Card Encoding – Evacuee (rapidTAG evac) or Patient (Mobile EMS)

Evacuee/Patient Container

The evacuee/patient container holds the following information. The items in bold print may be displayed in human-readable text depending on the format of the ID Tag. 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. **First Name**
2. **Last Name**
3. **ID**
4. **Date of Birth**
5. **Gender**
6. **Class (e.g., adult, caregiver)**
7. **Triage Priority**
8. Address
9. Special Needs
10. Parent
11. Triage Time

interTRAX™ Barcode & Smart Card Encoding – Equipment & Assignment

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 hardcard. 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. Equipment Type
12. Date in Service
13. Features (qualifications)

Equipment Label

- Description
- Organization ID
- Equipment ID
- Organization Name

CR-80 PVC Card

- Organization Name
- Equipment ID
- Description
- Manufacture Date
- Manufacturer Make
- Model

Avery Label

- Description
- Organization ID
- Equipment ID
- Organization Name

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**

Assignment Label

- Assignment

Avery Label

- Assignment

interTRAX™ Barcode & Smart Card Encoding – Company

Company Container

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

- 12. Organization Country**
- 13. Organization State**
- 14. Organization Type**
- 15. Organization ID**
- 16. Organization Name**
- 17. Company Name**
- 18. Company ID**
19. Kind
20. Designation
- 21. NIMS Type**
22. Qualifications
23. Leader Flag
24. Personnel Collection
25. Equipment Collection'
26. Crews (not in barcode)

Default Human-Readable text

- Company Name
- Company ID
- Organization
- NIMS Type
- Company Leader Name
- Qualifications

Printing

All Salamander Technologies, Inc. software is capable of printing to any MS-Windows compatible printer. *interTRAX*[™] resource MGR[™] software allows the user to print numerous styles of Accountability tags, labels and hardcards.

- clemensCLASSIC personnel accountability tags using a laser printer
- Laminated personnel accountability tags using a laser printer
- Assignment, personnel and equipment labels
 - page style using a laser printer
 - label style using the Zebra TLP-2844Z or TLP-3844Z
- Personnel and equipment hardcards using CR-80 style PVC card stock and a card printer

Laser Printers

When printing any material in a page style format, including an *interTRAX*[™] barcode, the use of a laser class printer is required. Barcodes printed from an Ink Jet type printer have proven unreliable in past tests.

Zebra TLP-2844Z or TLP-3844Z

The recommended equipment for printing label style barcodes are the Zebra TLP-2844Z or TLP-3844Z printers using PVC label stock and a resin type ribbon. This combination of hardware and supplies provides the best scan ability along with a long term, durable label. Currently the Zebra TLP-2844Z and TLP-3844Z are the only label printers supported by Salamander Technologies, Inc.

Fargo DTC 5000 series

These printers offer photo quality results and two-sided printing. They also offer secure over-laminates. Some of the DTC 5000 series can be configured to encode card stock that has a magnetic stripe. This family of printers requires a parallel port, can print on CR-80 style PVC card stock and print and encode smart cards.

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

1-877-430-5171

info@salamandertechnologies.com

www.salamandertechnologies.com.

2 Command

The **Command** section of the User Guide provides you with a brief overview of the initial startup, beginning and ending an incident and template functionality. The **Using interTRAX™ Command** section provides information on the full functionality of Command.

Double click on



OR

Start→All Programs→Salamander→Command

The interTRAX suite Command screen will appear while Command loads.

Start Command



Initial Startup – Organization

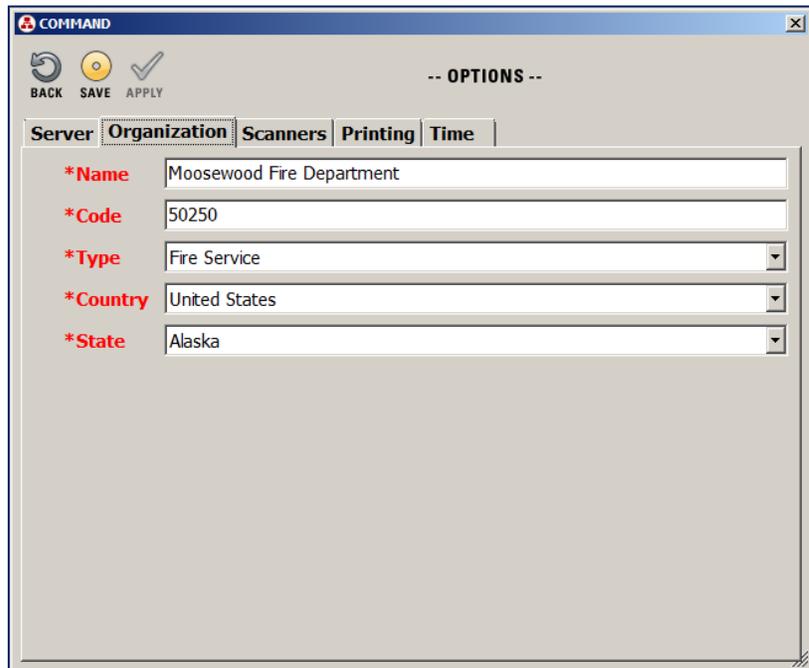
Following the installation of COMMAND an Organization must be entered.

Command → File → Options → Organization

Organization Name. Type in the name that will become a permanent part of the database.

Organization Code. The Code is a unique identifier and must be specifically defined when uploading or downloading information from interTRAX Exchange. When using interTRAX Exchange, contact STI Tech Support to obtain the code 1-877-430-5171.

Organization Type, Country and State. Select from the dropdowns

A screenshot of the COMMAND Options dialog box. The title bar says "COMMAND". There are three buttons: "BACK", "SAVE", and "APPLY". The "Organization" tab is selected. The form contains the following fields:

*Name	Moosewood Fire Department
*Code	50250
*Type	Fire Service
*Country	United States
*State	Alaska

Click on **APPLY** and **SAVE**

The software is now functional.

Start a New Incident

When the Organization has been entered and each time the software is started after the Organization entry the **Start Incident** screen will appear.

New tab

All of the information may be changed once the incident begins except the Organization and Template.

Run Number. Type in an Incident Number or leave it blank.

Organization. The organization represents the information that appears in File → Options. NOTE: If the Organization is not correct click on the **Back** button, go to File → Options, add the Organization and go to File → New Incident.

Name. Type in an incident Name or leave it blank. The incident name will appear at the top of the screen next to the word Command.

Start Date and Time. The Date and Time reflect the information from the current settings on the Command computer. To enter a Start Date, click in the box and type the information or click on the down arrow and use the calendar. Enter the time in military format.

Training. Check this box for a training session.

Location. Click on the button and the **Add Location** box will appear.

Name. Enter the Name that will be used as a reference for the incident.

(Required)

Address. Enter the Address of the incident.

City. Enter the City of the incident.

State. Use the dropdown to select the State. The dropdown includes the United States, Canada and Armed Forces. **(Required)**

Zip. Enter the Zip code of the incident.

Latitude and Longitude. Enter the information and the location of the incident will be available on the Map tab.

SAVE. This will save the information and the Start Incident screen will appear.

BACK. The Start Incident screen will appear.

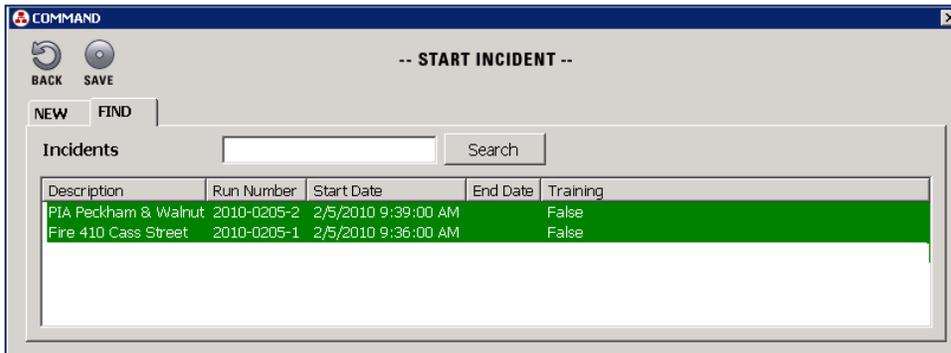
Type. Choose an incident type from the dropdown.



Template. Click on the **Template** button and the **Open Template** screen will appear. Choose the appropriate template, click on **Open** button and it will appear in the new incident

Find tab

You may choose to open an incident from the Start Incident screen by clicking on the **Find** tab.



Double click on the incident that you wish to open or highlight the incident and click on the Save button.

If you do not see the incident in the list type the information you wish to search for in the box, click on the Search button, and the incident will be highlighted. Double click on the incident to open it.

SAVE. Click on Save and the highlighted incident will open.

BACK. The Command screen will appear.

Templates

Command offers the opportunity to design templates that can be saved, used and shared.

Design and Save a Template

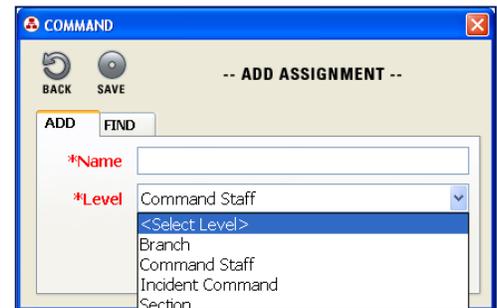
Open an incident. This can be an incident that you are going to use or an incident that will be used to design a template.

To design a template scan an assignment or left click on the **Assignment** icon in the lower left corner, drag and drop it on the Command layout area.

The **Add Assignment** screen will appear.

Type in the assignment Name and choose the Level from the dropdown or click on the Find tab and choose an assignment from the list.

Click on **Save**.

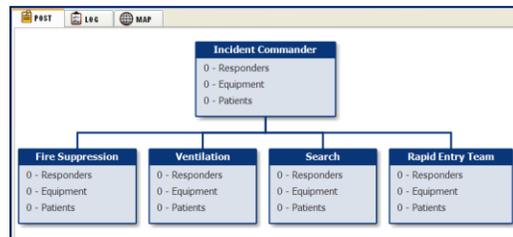


Template tab location

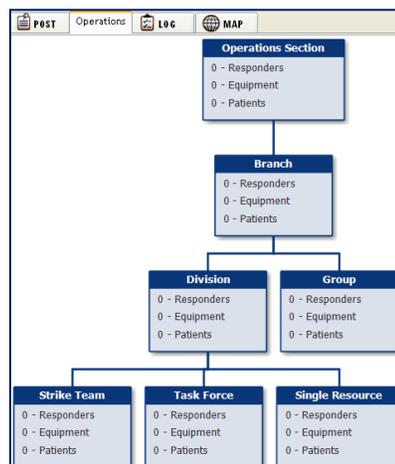
A template may be setup on the POST tab or on a user defined tab. Go to Incident → Add Tab.

When a template is used in an incident the template will appear on the tab on which it was designed and saved.

Post tab

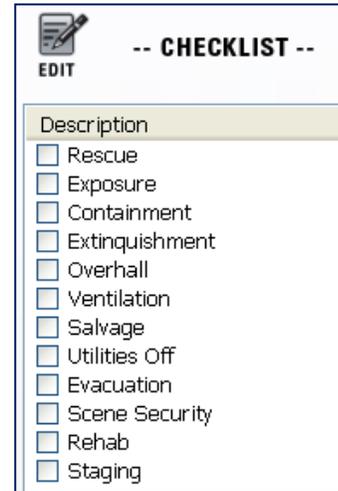


User defined tab



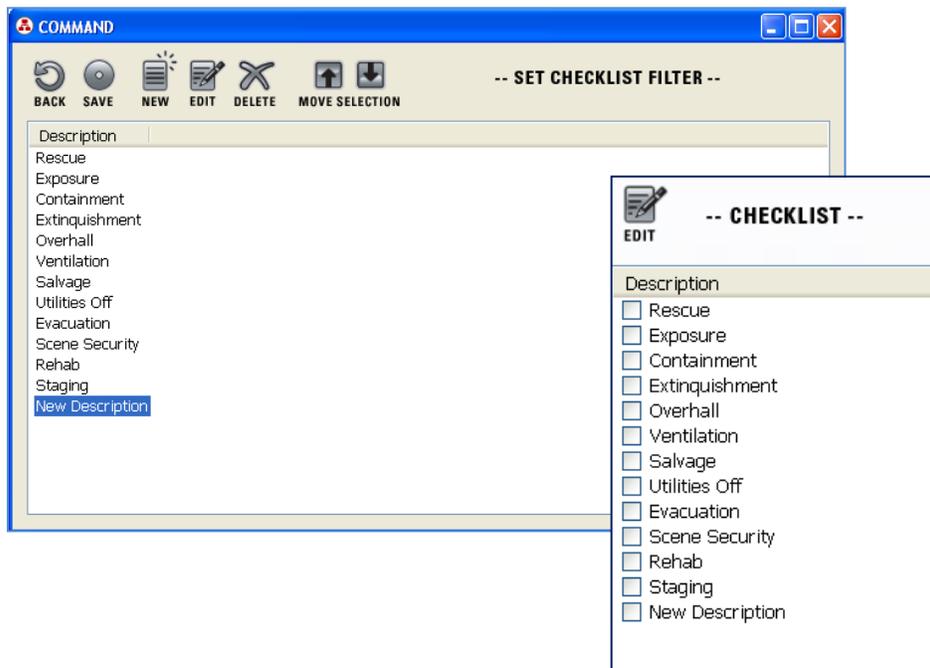
Design the Checklist

An additional function of the Template Design is the ability to design the Checklist found on the Log tab. Click on **Edit**



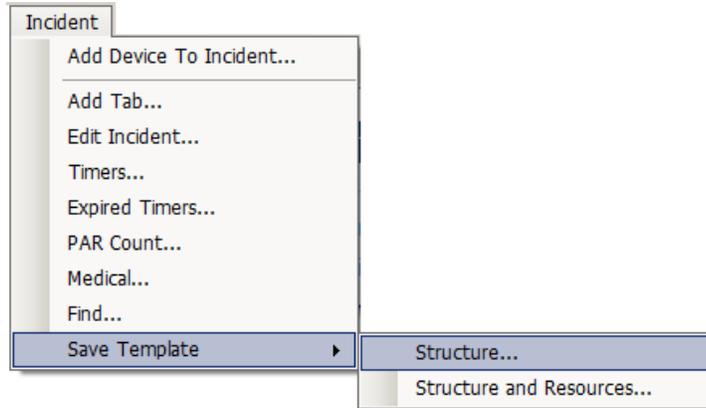
Add, Edit, Delete and Move the checklist entries. Click on **Save**.

The changes will be saved as part of the Template Design.

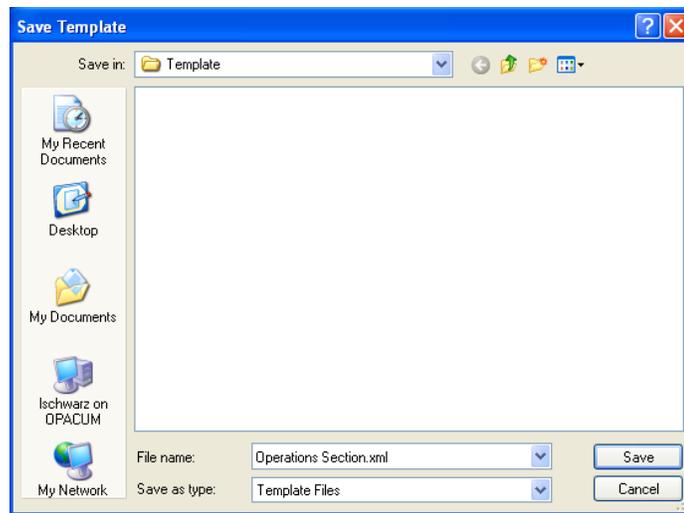


Save the Template

When the template is complete, click on the Incident dropdown and choose **Save Template**. You may save the structure or the structure and the resources.

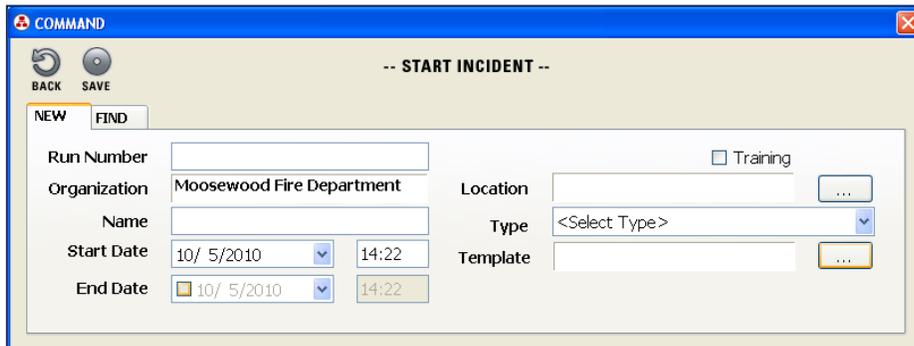


The **Save Template** screen will appear. Name the template and click on **Save**.

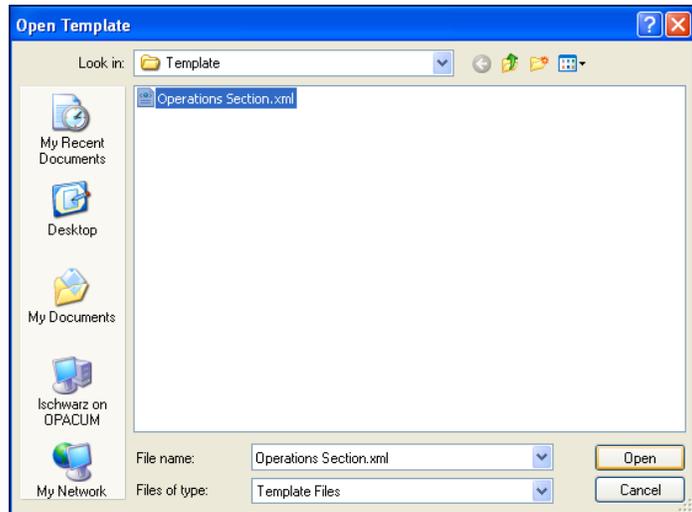


Use a Template

To use a template, click on the **Template** button.



The Open Template screen will appear. Click on the template and click on **Open**. The template will open in the new incident.

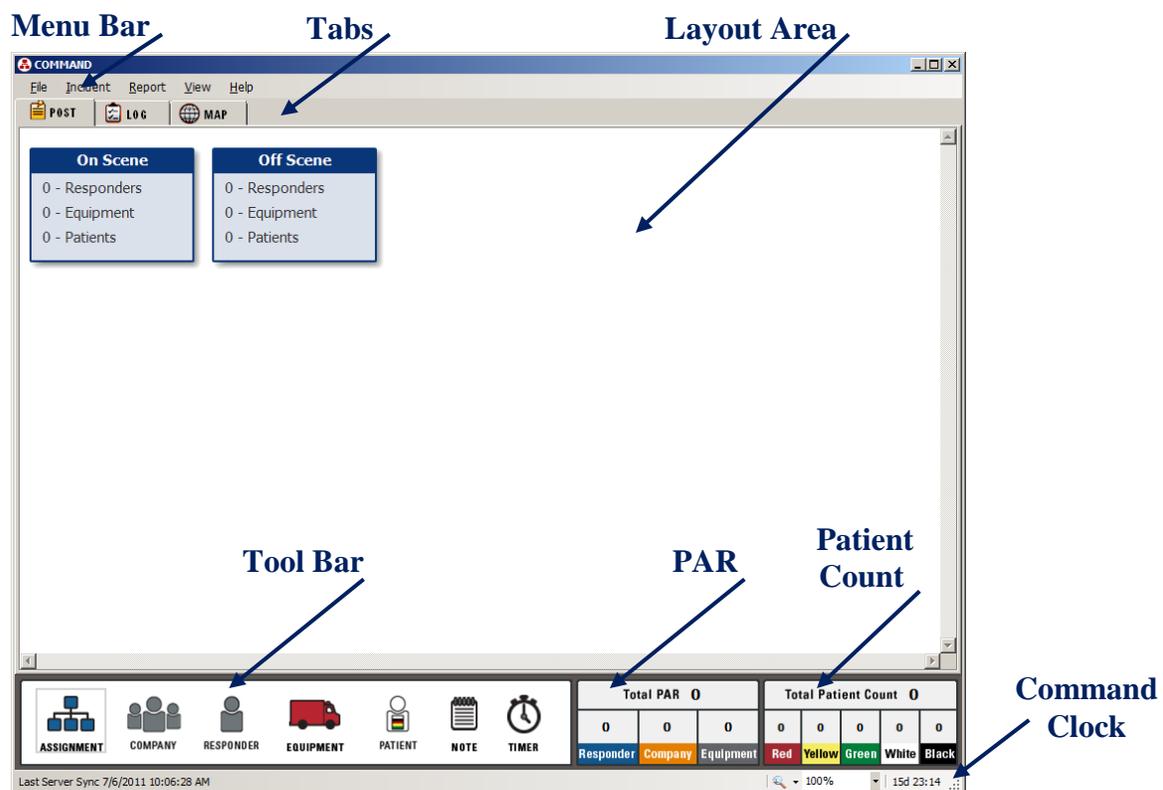


Share a Template

You may share a template with any computer that has Command software.

Main Screen Layout

This is the main screen in Command and has 8 functional areas.



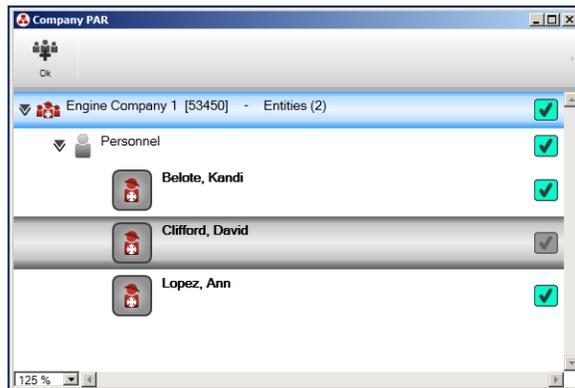
The **Using interTRAX™ Command** section that follows describes the screen functionality.

Entering Resources and Assignments

You may scan resources and assignments into an incident from barcodes and smart cards or you may manually enter the information using the Tool Bar functionality (covered later in this User Guide).

In order to scan a resource an assignment must be active.

When a company is scanned into an incident the Company PAR screen will appear. You may expand the company to review the personnel and equipment and to uncheck any resources that are not part of the company



End an Incident

File → End Incident

This screen is used end the incident



Type a Comment. (Required)

SAVE. Click on **Save** to end the incident.

3 Using *interTRAX*™ COMMAND

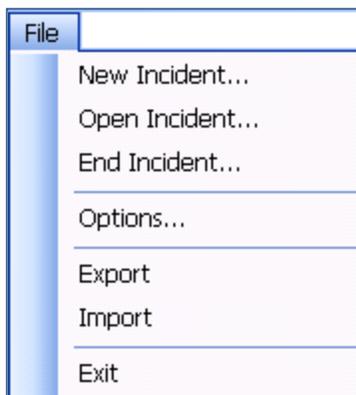
This section provides information on the full functionality of Command which may be easily accessed using the Menu Bar, the Tool Bar and the Layout Functionality.

Menu Bar



The Menu Bar contains 5 dropdown menus. Each of the Menu Bar functions is explained below.

File



New Incident

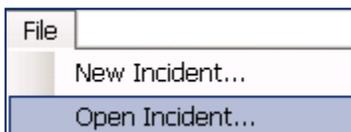


File → New Incident

This screen is used to start a new incident

This is covered above in **Command → Start a New Incident → New tab**

Open Incident

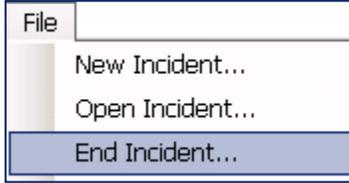


File → Open Incident

This screen is used to open an Incident. The incident may be Ended or it may have been left In Progress.

This is covered above in **Command → Select a New Incident → Find tab**

End Incident

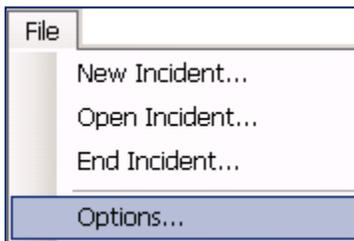


File → End Incident

This screen is used end the incident

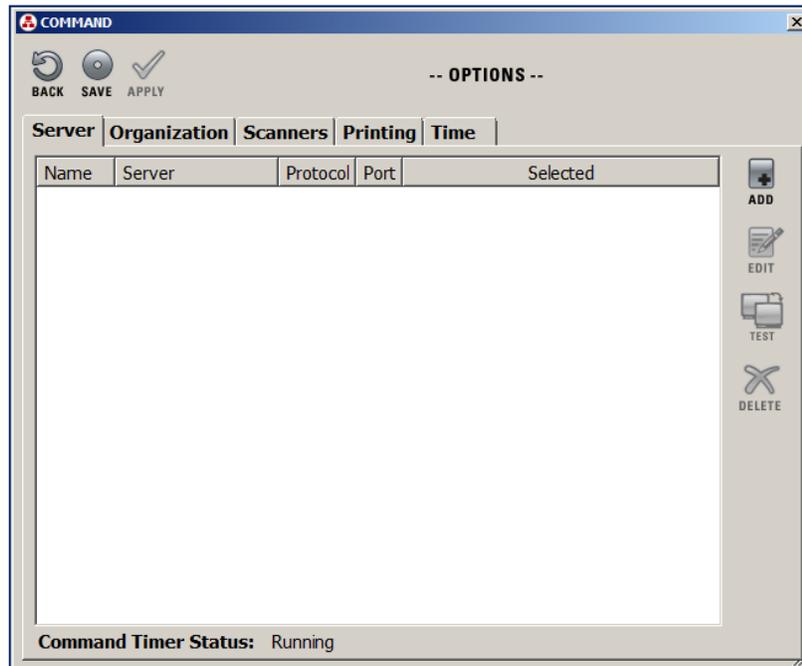
This is covered above in **Command** → **End Incident**

Options



File → Options

This screen is used to setup Servers, Organizations, Scanners, Printing, and Time.



Server tab

If you wish to send information to interTRAX Exchange a server must be identified. You may add multiple servers however only one server may be selected during an incident.

Click on **Add** and the **New Server** screen will appear.

***Name:** interTRAX
***Server:** IP Address of interTRAX Exchange
***Path:** interTraxServer
Specify Port: Check the box and input number when necessary
Use HTTPS: Select for use with secure communication

COMMAND -- OPTIONS --

Server | Organization | Scanners | Printing | Time

New Server Details

BACK SAVE

-- NEW SERVER --

*Name

*Server

*Path

Specify Port

Use HTTPS

ADD
EDIT
TEST
DELETE

Command Timer Status: Running

Test Server

Highlight the server
Click on **Test**

COMMAND -- OPTIONS --

Server | Organization | Scanners | Printing | Time

Name	Server	Protocol	Port	Selected
intertrax	intertraxserver.net	http	-	

ADD
EDIT
TEST
DELETE

Command Timer Status: Running

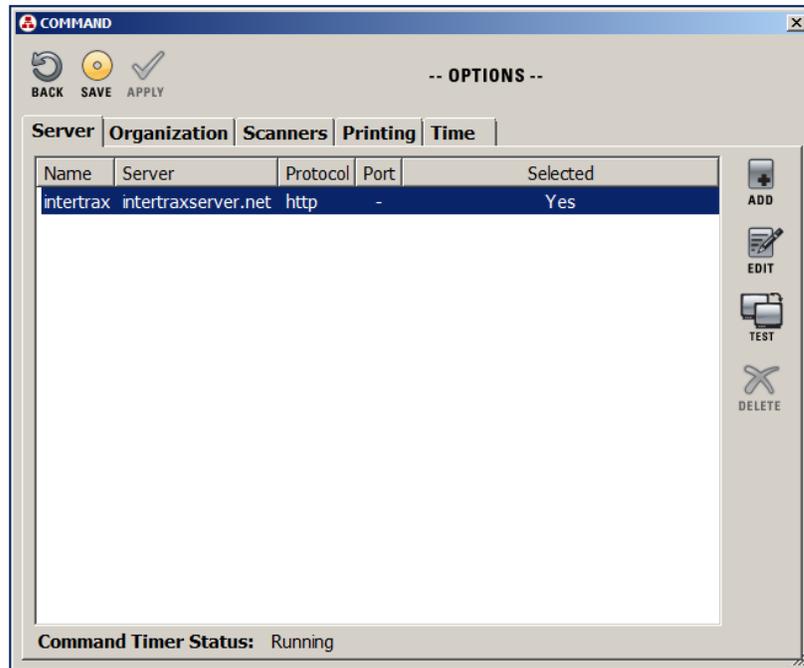
COMMAND -- TEST SERVER --

BACK

Successfully contacted interTRAX!

When the test is complete the **Successfully contacted interTRAX** screen will appear.
If the test is not successful check the settings.
Select Server (Active)

To Select the Server that you wish to make active double click on the server and **Yes** will appear in the Selected column



Organization tab

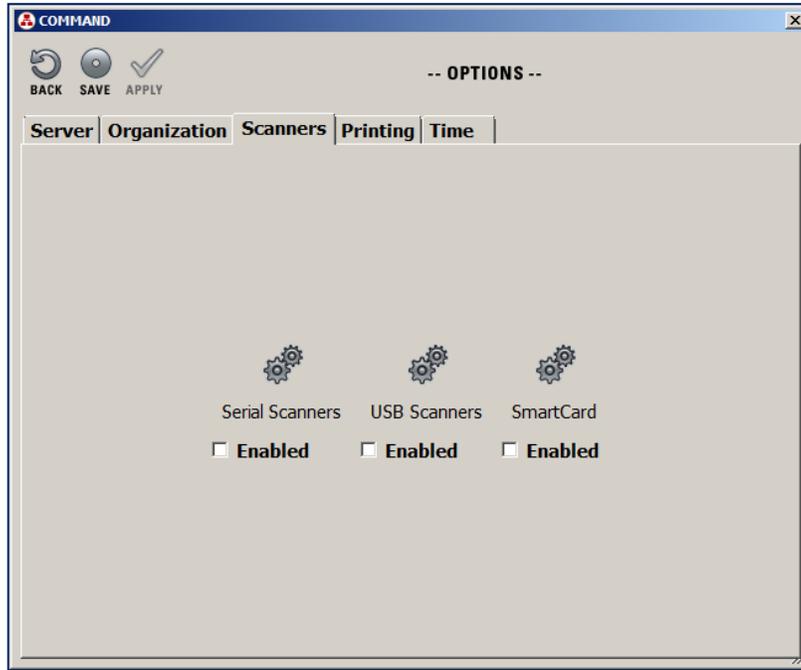
An organization must be entered prior to starting an incident. All incidents must be closed prior to entering an organization. The code is unique to each organization.

This is covered above in **Command** → **Initial Startup - Organization**

Scanners tab

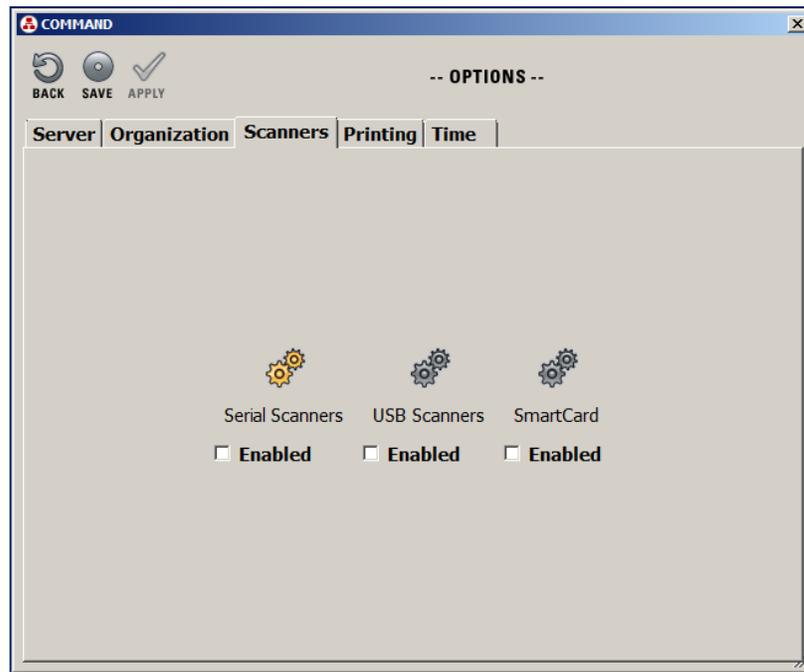
Install the appropriate device drivers for the scanners and smartcard readers.

Click on the **Scanners** tab



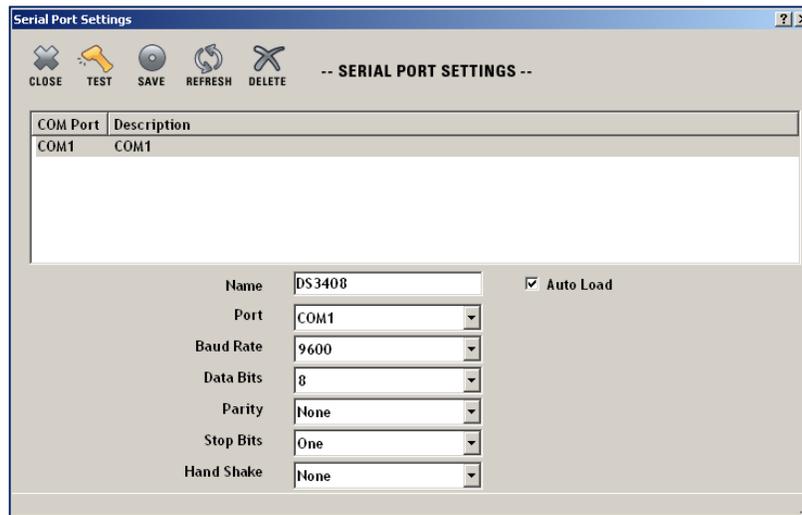
Scanners – Serial

Click on **Serial Scanners**



Plug in a Symbol DS3408 tethered scanner.

The **Serial Port Settings** screen will appear

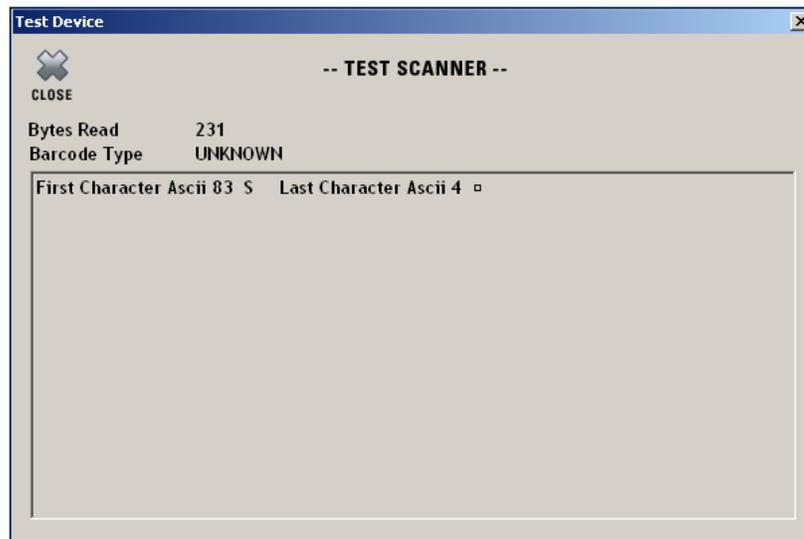


Highlight the **COM Port**. Type in the **Name** of the device. Check **Auto Load**.

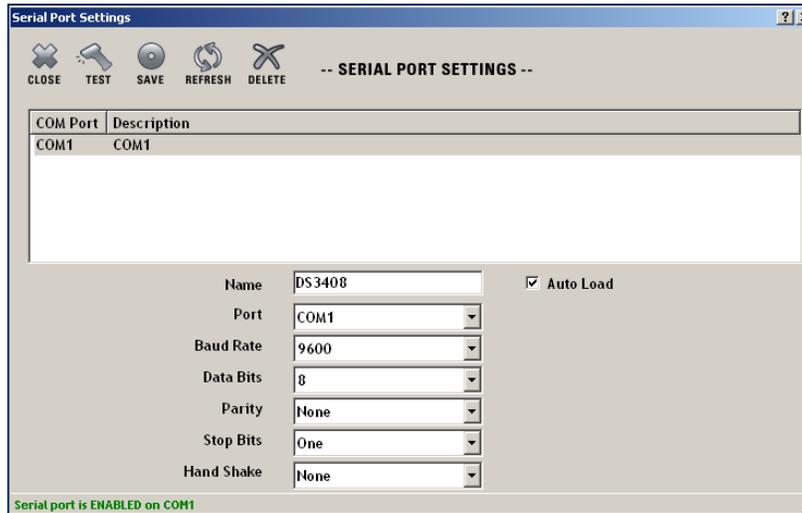
Click on **Test**

The **Test Device** screen will appear

Scan a Salamander barcode and the information will appear. If the information does not appear check the settings. Click on **Close**.



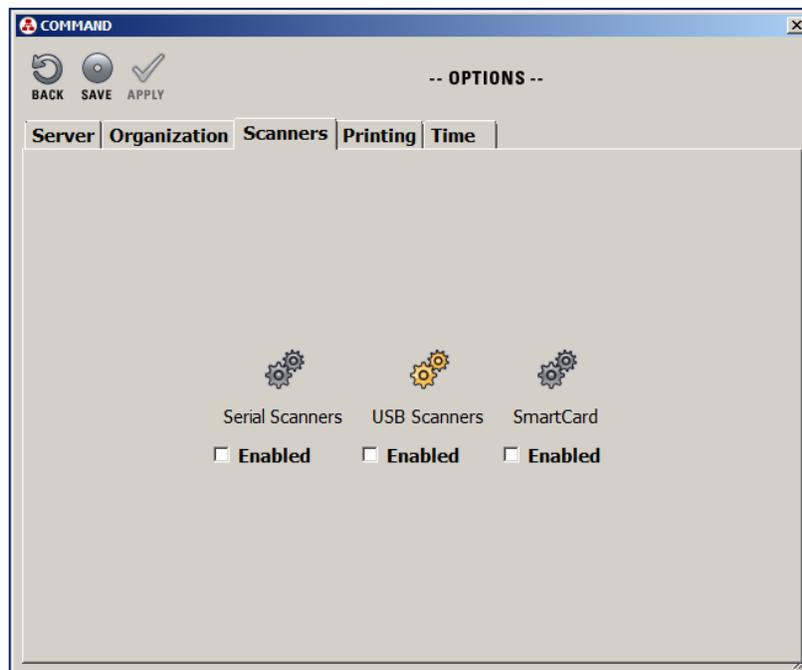
The **Serial Port Settings** screen will appear. Click on **Save** and click on **Close**.



(Note: Once you click on Close you will no longer be able to test the device.)

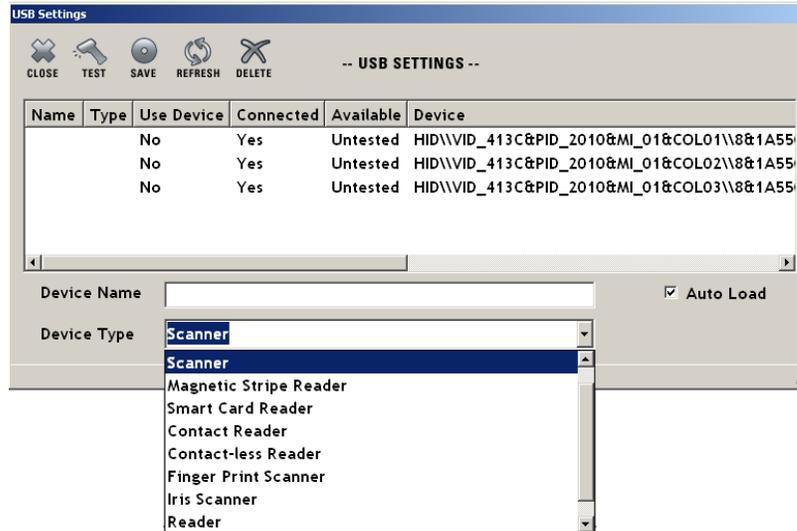
Scanners - USB

Click on **USB Scanners**



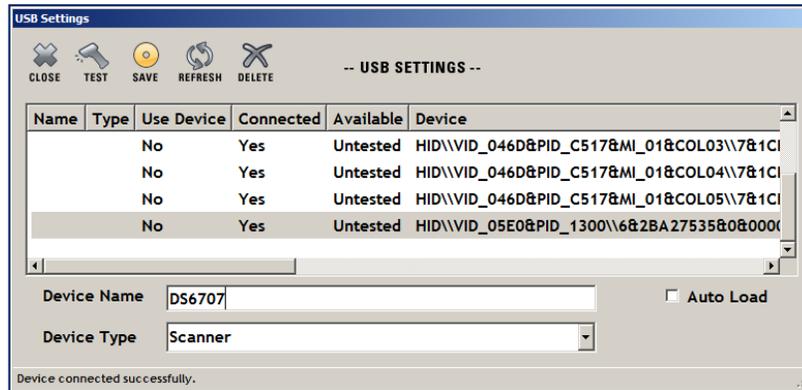
Plug in the DS 3478 Cordless Bluetooth scanner or the DS6707 tethered scanner

The **USB Settings** screen will appear.

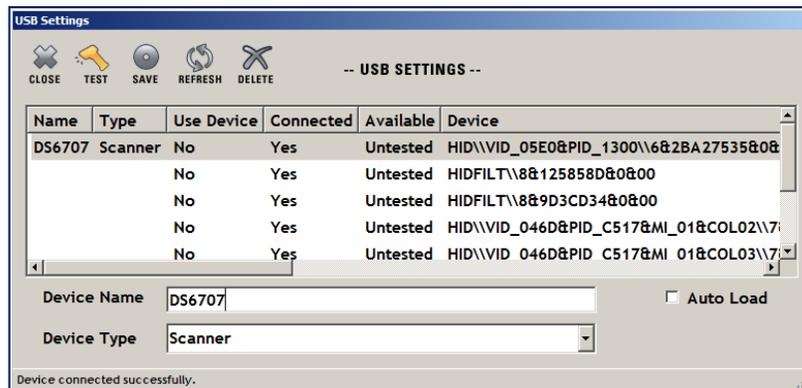


Choose the **Device Type**

Highlight the **Device**. Type a **Device Name**. Click on **Save**

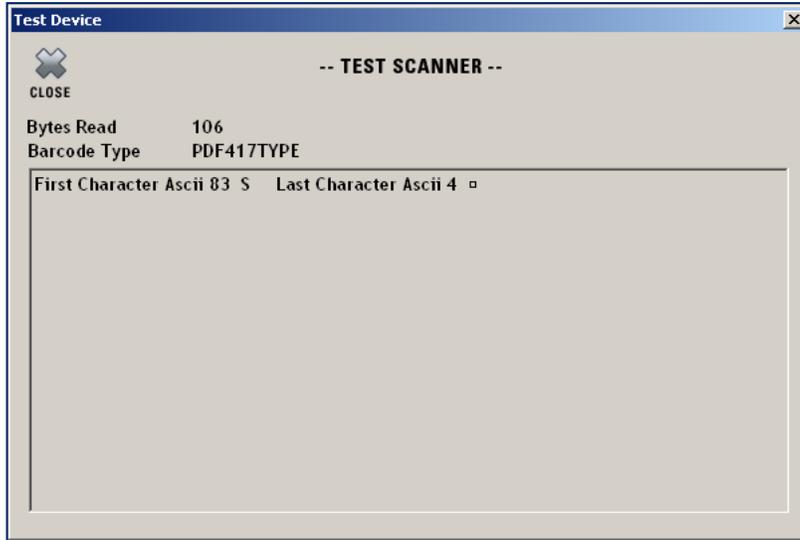


The Device will move to the top of the list. Click on **Test**.

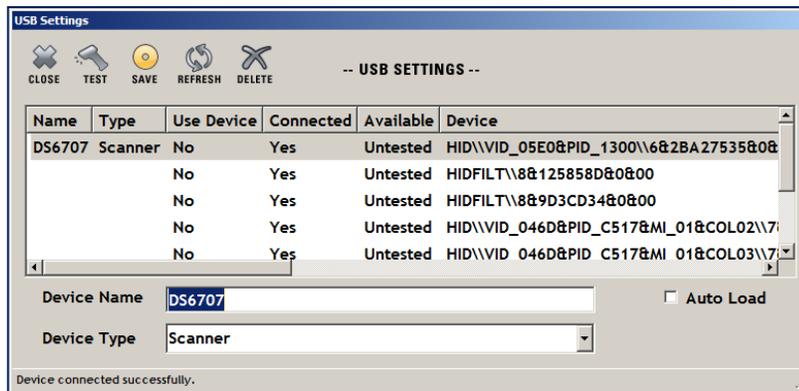


The **Test Device** screen will appear

Scan a Salamander barcode and the information will appear. If the information does not appear check the settings. Click on **Close**.



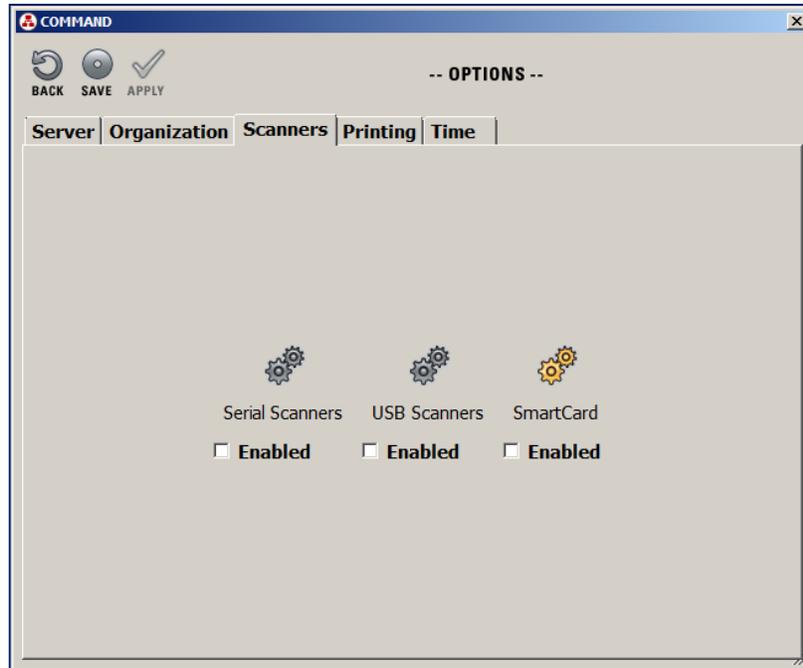
The **USB Settings** screen will appear. Click on **Save** and click on **Close**.



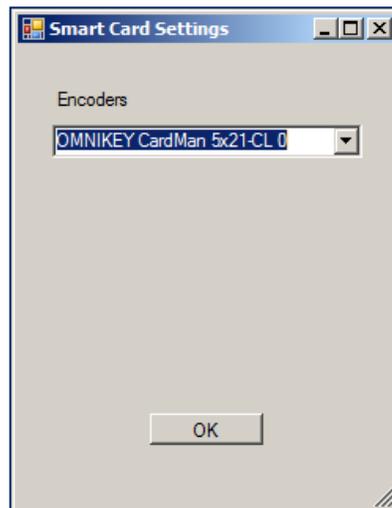
Smart Card

Attach the HID OMNIKEY Device

Click on SmartCard



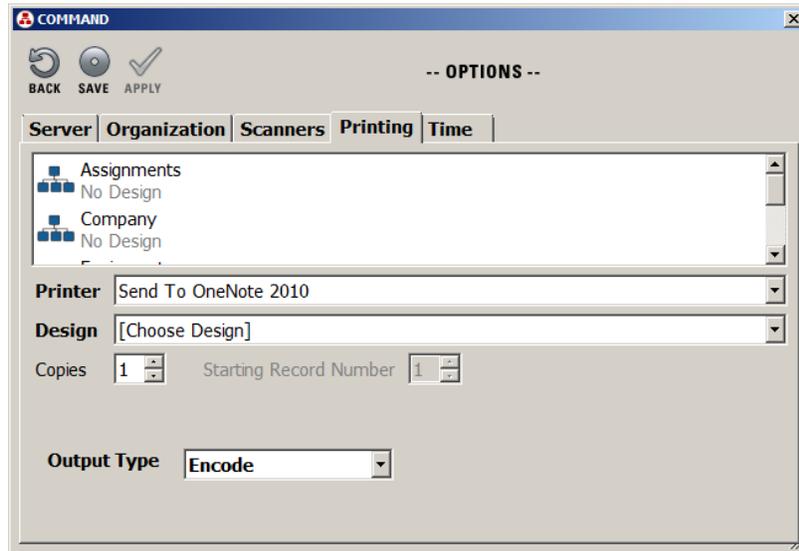
The **Smart Card Settings** screen will appear. Choose the device from the dropdown.
Click on **OK**.



Printing tab

You may print ID tags, labels or wristbands and you may encode Smartcards.

Click on each of the icons for Assignments, Company, Patients, Equipment, and Responders and setup the Printer, Design, Copies and Output type for each. The options that you choose may be changed during the incident when the Print screen appears.



Choose a **Printer** and a **Design** from the dropdown menus

Note: The printers listed are the printers installed on the Command computer

Click on **Apply** and the resource will display the design choice



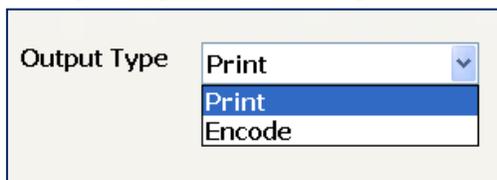
Copies and Starting Record Number

Choose the number of copies that will print. The Starting Record Number is 1.

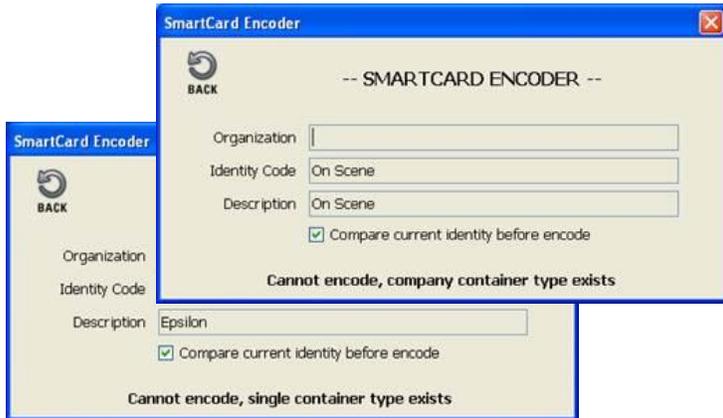


Output Type

Choose the Output Type from the dropdown



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. If you attempt to scan the card and it is not encoded appropriately a message will appear that the bottom. 'Cannot encode, company container type exists' or 'Cannot encode, single container type exists'.



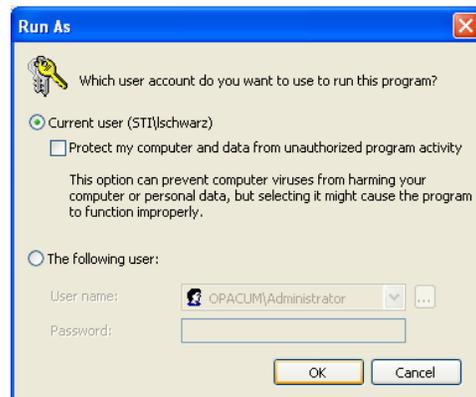
Time tab

The Time tab controls how often the Command laptop goes out to the internet for the current time. If the Command laptop is attached to the internet the Time tab also controls a service that allows devices to connect and download time.

You may receive either of the following screens. They are specific to the computer operating system.

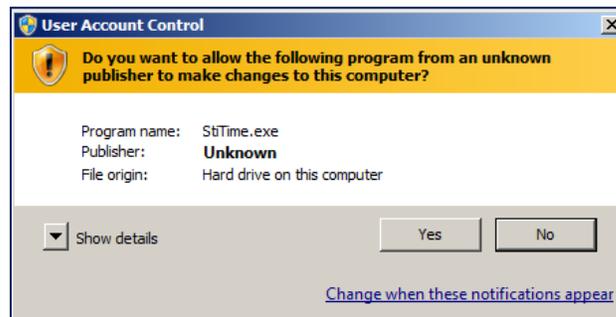
Run As

Uncheck the Protect my computer and data from unauthorized program activity. Click on **OK**



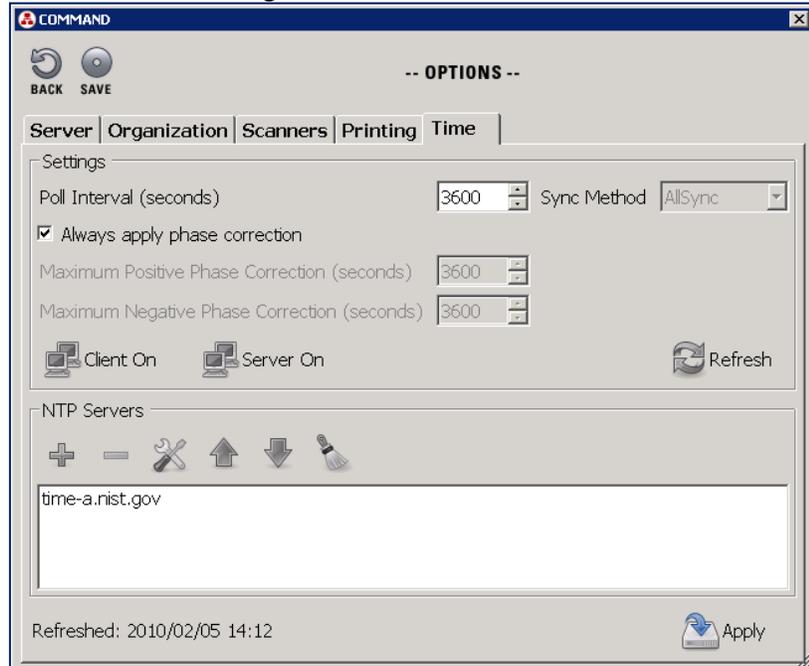
User Account Control

Click on **Yes**.



The Settings screen will appear. To allow the Mobile Units to synchronize the time with the Command computer the Poll Interval setting should be set at **3600** and the **Client** and **Server** should be **On**.

Click on **Apply**.



Export



File → Export

This screen is used to export a copy of the incident data to removable media.

Highlight the incident that you wish to Export or type incident information into the Incident box and click on **Search**.

Click on the browse button to the right of **Export Path**



The **Select Export File** screen will appear. Type the **name** that you would like to assign to the file. Click on **Save**.

The Export Incident screen will appear with the path information. Click on **Save**.

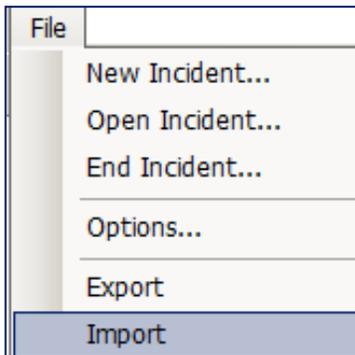


The Export Complete screen will appear.



Click on **Back**.

Import



File → Import

This screen is used to import a copy of the incident data

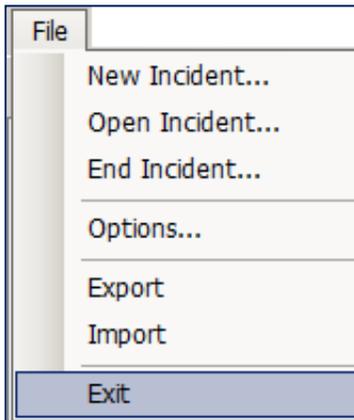
Click on the browse button to the right of **Import From**



The **Select File to Import** screen will appear. Highlight the file and click on **Open**. The Import Incident screen will appear. Click on **Save**.



Exit

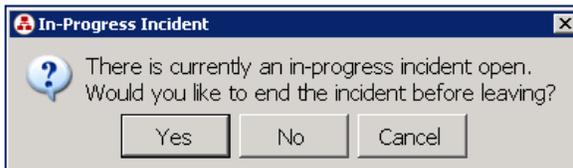


File → Exit

This screen is used to exit the software.

To Exit the software you may also click on the X in the upper right had corner.

The In-Progress Incident screen will appear if there is an open incident.

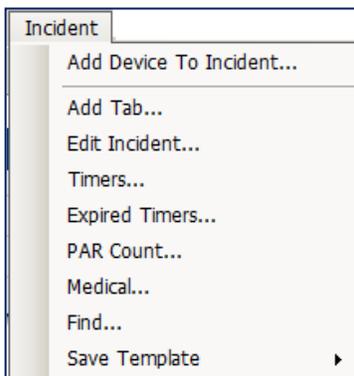


YES. The incident will be closed prior to exiting Command.

NO. The incident will remain in-progress and Command will close.

CANCEL. You will return to the incident.

Incident



Add Device Incident



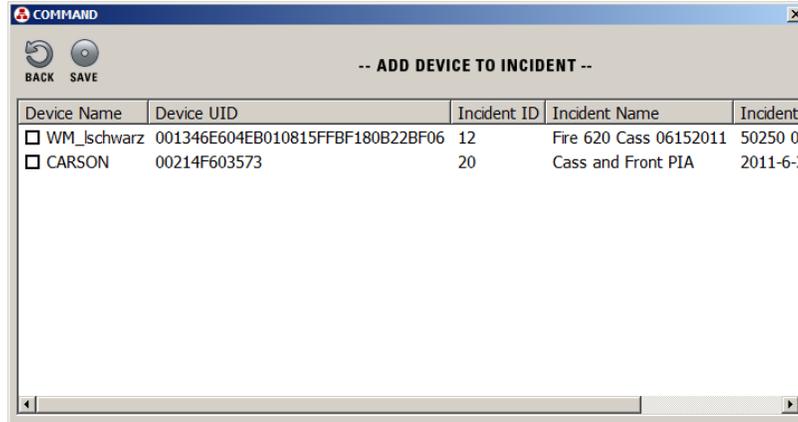
Incident → Add Device incident

This screen is used to add information from other incident software products (e.g., MOBILE). NOTE: The first time an incident software product or Mobile Unit is synced to Command the Add Device Incidents screen will appear.

NOTE: Accept only the instances that are involved in the current incident and from which you would like to receive information.

Check the box or boxes to attach to the information source

Click on **Save**



Add Tab



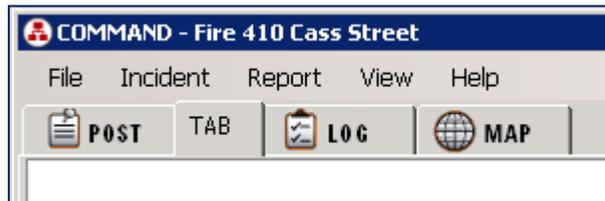
Incident → Add Tab

This screen is used to add a Tab to the Incident. The Tab will appear to the right of the Post tab. Tabs are added when there is not sufficient room for the incident details or the IC wants to segment different functions of the incident.

Type in the tab **Name**. Click on **Save**.



The new tab will appear



Delete Tab

A tab may be deleted if it does not contain any information.

Right click on the tab and click on **Remove Tab**



Edit Incident

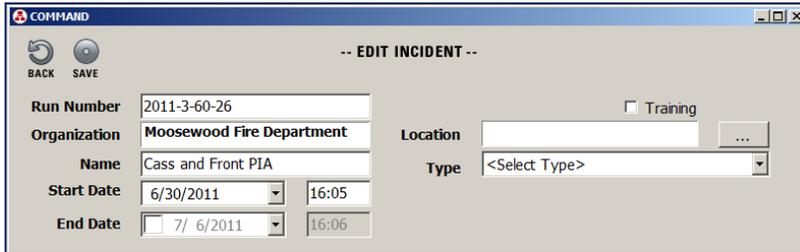


Incident

- Add Device Incident...
- Add Tab...
- Edit Incident...

Incident → Edit Incident

This screen is used to edit the open incident. See the Start a New Incident Section for additional information. NOTE: The Organization may not be changed.



COMMAND -- EDIT INCIDENT --

BACK SAVE

Run Number: 2011-3-60-26

Organization: Moosewood Fire Department

Name: Cass and Front PIA

Start Date: 6/30/2011 16:05

End Date: 7/ 6/2011 16:06

Location: [] Training

Type: <Select Type>

Timers



Incident

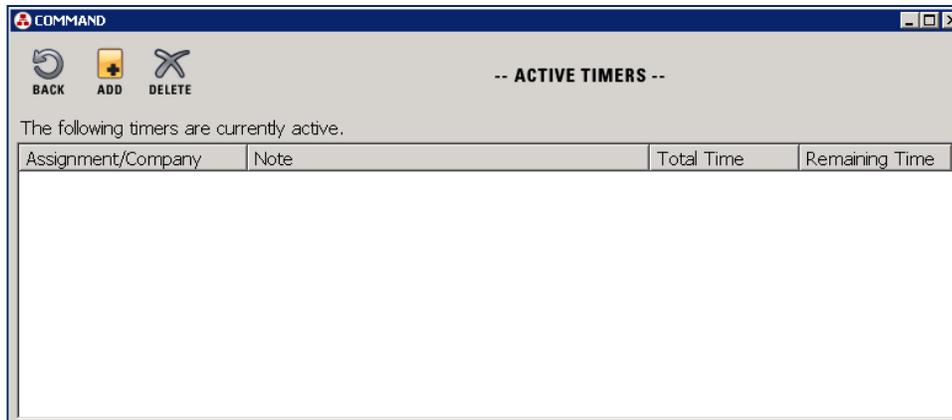
- Add Device Incident...
- Add Tab...
- Edit Incident...
- Timers...

Incident → Timers...

This screen is used to view active Timers.

Add Master Timer

Click on ADD



COMMAND -- ACTIVE TIMERS --

BACK ADD DELETE

The following timers are currently active.

Assignment/Company	Note	Total Time	Remaining Time
--------------------	------	------------	----------------

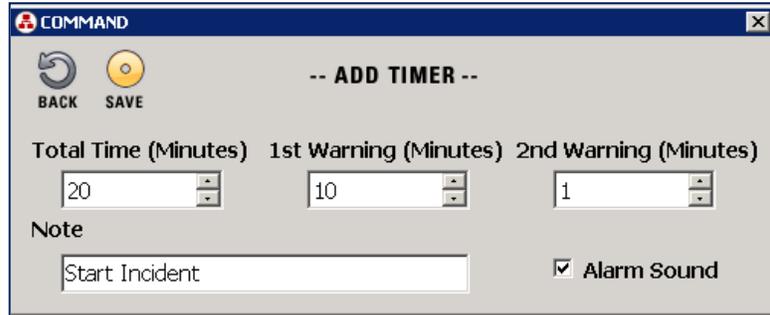
The **ADD TIMER** Screen will appear. The Master timer is the only timer that may be added from this screen. Other timers may be added using the Timer Icon in the tool tray at the bottom of the screen.

The default values are

- Total – 20 minutes
- 1st Warning – 10 minutes
- 2nd Warning – 1 minute

The maximum number of minutes that may be used in each box is 100.

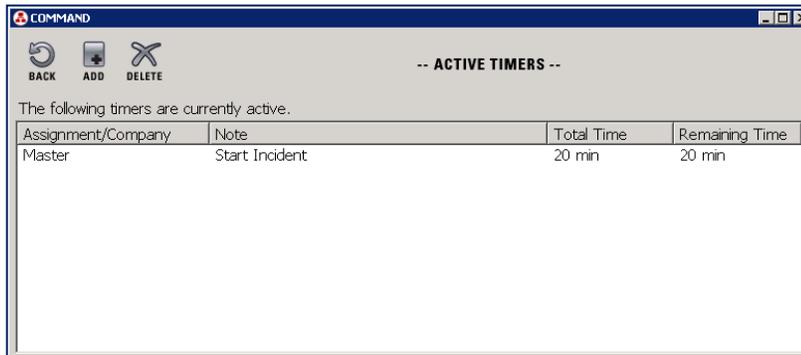
If you wish to change the default values type in the boxes or use the up and down arrows.



Check the box for **Alarm Sound** if you would like an audible at the time that you are notified that the timer has expired.

Click on **Save**.

The **ACTIVE TIMERS** screen will appear with the Master timer listed.

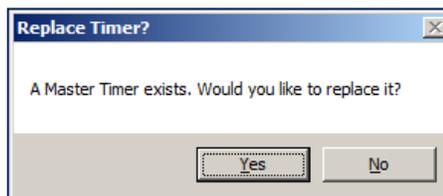


Delete Timer

Highlight the timer and click on Delete

Replace Timer

Click on **Add** and the **Replace Timer** screen will appear. Click on **Yes** and the **Add Timer** screen will appear.



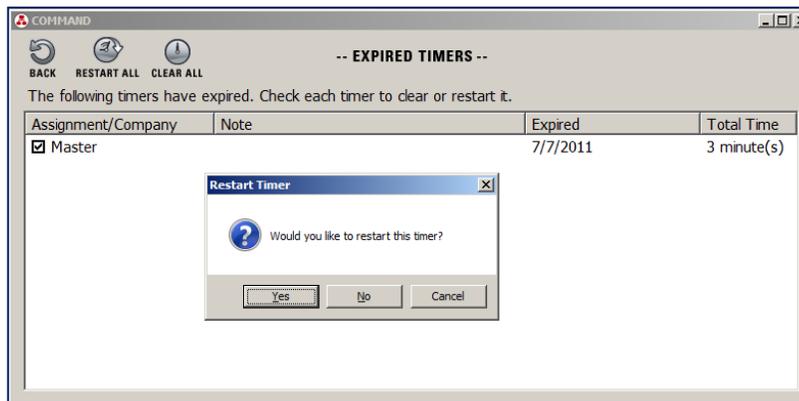
Expired Timers



Incident → Expired Timers...

This screen is used to Restart or Clear Timers that have expired.

To Restart a Timer, check the box. The **Restart Timer** box will appear. Click on **Yes**.

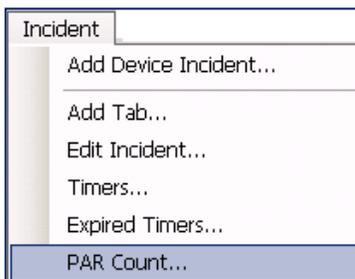


BACK. The Command screen will appear.

RESTART ALL. Click to restart all of the Timers on the list.

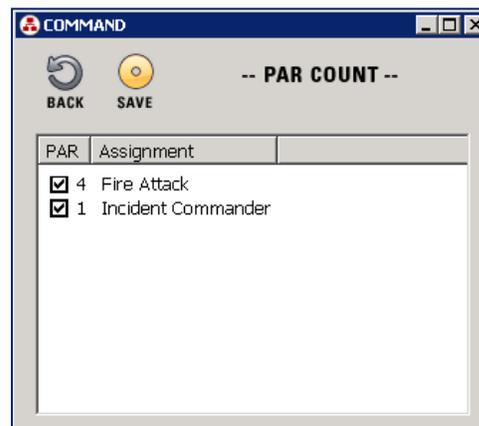
CLEAR ALL. Clear all of the Timers on the list.

PAR Count



Incident → PAR Count

This screen is used to call for PAR. The information is added to the log.



Check the box when PAR is validated by field personnel and click on Save.

Medical

Incident

- Add Device Incident...
- Add Tab...
- Edit Incident...
- Timers...
- Expired Timers...
- PAR Count...
- Medical...**

Incident → Medical...

This screen is used to read medical information. An authorization box will appear. The User should click on Yes only if authorized to view responder medical information. Following a scan, the medical information will appear.

COMMAND

BACK

Gender Physician

Resting Pulse Physician Phone

Blood Pressure Insurance

Blood Type Policy #

Organ Donor

Allergy 1 Emergency Contact 1

Allergy 2 Contact Phone 1

Medication 1 Religion

Medication 2

Find

Incident

- Add Device Incident...
- Add Tab...
- Edit Incident...
- Timers...
- Expired Timers...
- PAR Count...
- Medical...
- Find...**

Incident → Find

This screen is used to locate resources – Responders, Equipment or Companies

Type in the name of the Responder, Equipment or Company for which you are searching.

Click on **Find** and all of the matches will appear
Double click on the resource that you are looking for.

COMMAND

BACK

-- FIND ENTITY --

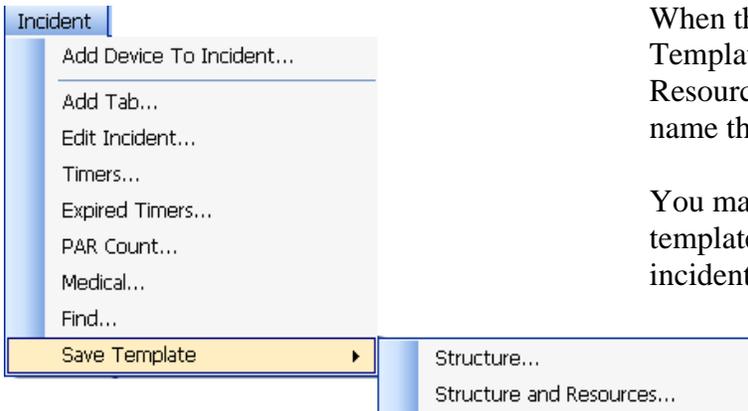
Find:

Name	Type	Assignment	Chart
Lewis, Carl 100209141654...	Responder	Incident Commander	POST
Lewis, Larry 10020914274...	Responder	E1 Company	POST

The Command screen will appear with the resource highlighted.



Save Template

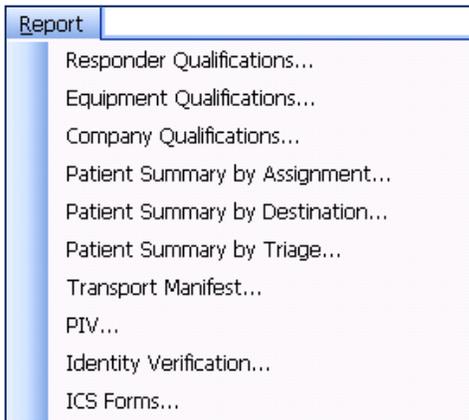


Incident → Save Template...

This screen is used to save a template. When the template is complete choose Save Template Structure or Structure and Resources and you will receive a prompt to name the template.

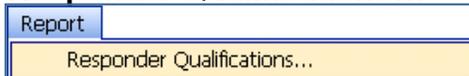
You may choose to use one of the saved templates at the time that you start a new incident.

Report



Additional reporting functionality is available using STI interTRAX reports™.

Responder Qualifications...



Report → Responder Qualifications...

A screenshot of the 'COMMAND' application window displaying a report. The window title is 'COMMAND'. The report content is as follows:

Description	Qualifications	Assignment
Redrock EMS (EMSREMS), AK, E		
Belote, Kandi (KMB1955)	EMT, EMT_, EMT_P, EMTP, HAZT, HMA, HMO, HMT, MFR	Epsilon
Earley, James (JE1950)	EMT, EMT_, EMT_P, EMTP, HAZT, HMA, HMO, HMT, MFR	Epsilon

1 of 1 7/7/2011 1:51:31 PM

Equipment Qualifications...

Report

- Responder Qualifications...
- Equipment Qualifications...

Report → Equipment Qualifications...

The screenshot shows a window titled "COMMAND" with a standard toolbar. The main content area displays a report titled "-- REPORT --" with the COMMAND logo. Below the title is a table with three columns: "Description", "Qualifications", and "Assignment".

Description	Qualifications	Assignment
Moosewood Fire Department (12345), AK, F		
Engine 1 (100407184904093)	ESF4FF	On Scene

At the bottom of the report, it indicates "1 of 1" and the date/time "4/7/2010 2:49:19 PM".

Company Qualifications...

Report

- Responder Qualifications...
- Equipment Qualifications...
- Company Qualifications...

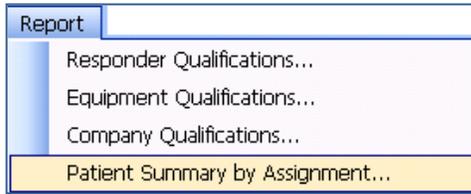
Report → Company Qualifications...

The screenshot shows a window titled "COMMAND" with a standard toolbar. The main content area displays a report titled "-- REPORT --" with the COMMAND logo. Below the title is a table with three columns: "Description", "Qualifications", and "Assignment".

Description	Qualifications	Assignment
	AGO, ASTTI, ATFTI, ATTFWTIII, EMTFTI, FTTI	On Scene

At the bottom of the report, it indicates "1 of 1" and the date/time "7/7/2011 1:32:00 PM".

Patient Summary by Assignment...



Report → Patient Summary by Assignment...

COMMAND

1 of 1 100% Find / Next

-- REPORT --

Priority	ID#	Name	Complaint	Destination	Transport	Activity Date	Assignment
On Scene							
Deceased	100407185100122	.			/	4/7/2010 2:51:03 PM	On Scene
Immediate	100407185034513	.			/	4/7/2010 2:50:39 PM	On Scene
Delayed	100407185042216	.			/	4/7/2010 2:50:46 PM	On Scene
Minor	100407185048357	.			/	4/7/2010 2:50:52 PM	On Scene
Evacuee	100407185054216	.			/	4/7/2010 2:50:58 PM	On Scene

1 of 1 4/7/2010 2:51:03 PM

Patient Summary by Destination...



Report → Patient Summary by Destination...

COMMAND

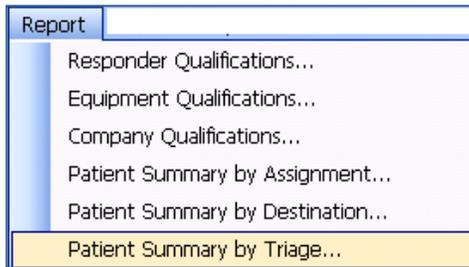
1 of 1 100% Find / Next

-- REPORT --

Priority	ID#	Name	Complaint	Destination	Transport	Activity Date	Assignment
Deceased	100407185100122	.			/	4/7/2010 2:51:03 PM	On Scene
Immediate	100407185034513	.			/	4/7/2010 2:50:39 PM	On Scene
Delayed	100407185042216	.			/	4/7/2010 2:50:46 PM	On Scene
Minor	100407185048357	.			/	4/7/2010 2:50:52 PM	On Scene
Evacuee	100407185054216	.			/	4/7/2010 2:50:58 PM	On Scene

1 of 1 4/7/2010 2:54:20 PM

Patient Summary by Triage...



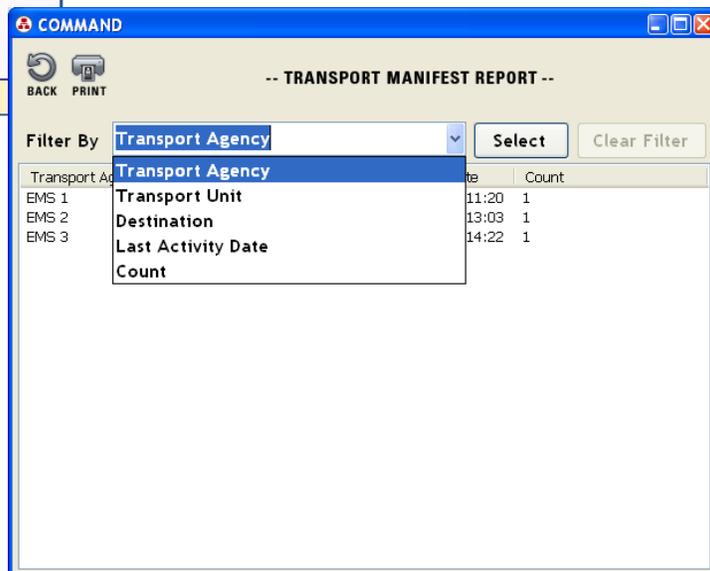
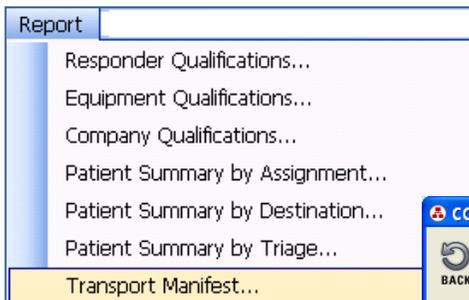
Report → Patient Summary by Triage...

A screenshot of the 'COMMAND' application window displaying a report. The window title is 'COMMAND'. The report is titled '-- REPORT --'. It contains a table with the following columns: Priority, ID#, Name, Complaint, Destination, Transport, Activity Date, and Assignment. The table has five rows of data, each with a different priority level highlighted in a color: Deceased (black), Immediate (red), Delayed (yellow), and Minor (green). The fifth row is empty.

Priority	ID#	Name	Complaint	Destination	Transport	Activity Date	Assignment
0 Deceased	100407185100122	.			/	4/7/2010 2:51:03 PM	On Scene
1 Immediate	100407185034513	.			/	4/7/2010 2:50:39 PM	On Scene
2 Delayed	100407185042216	.			/	4/7/2010 2:50:46 PM	On Scene
3 Minor	100407185048357	.			/	4/7/2010 2:50:52 PM	On Scene
4							

Patient Summary by Transport Manifest

Report → Transport Manifest...



Filter By

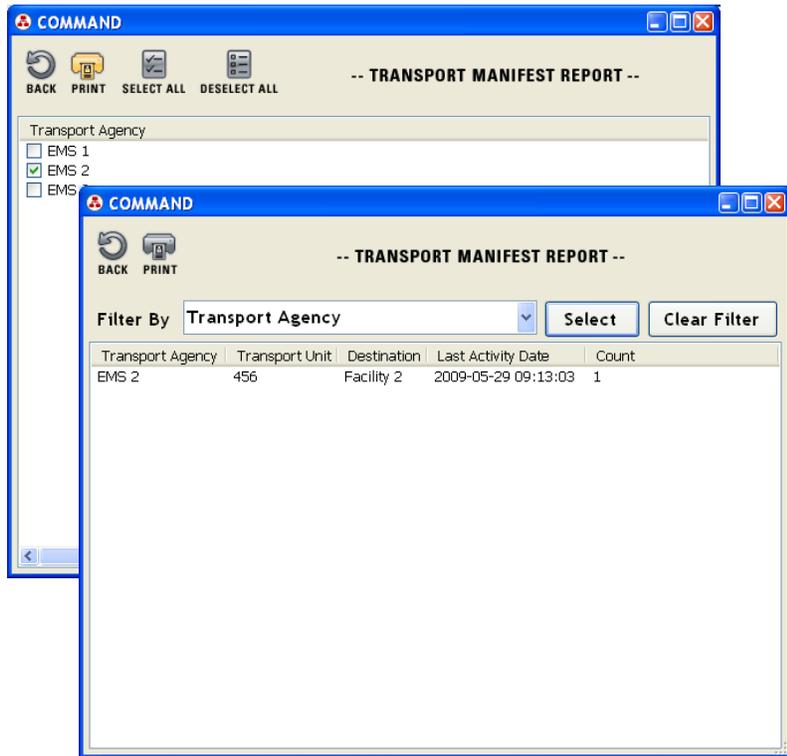
Highlight the type of information from the dropdown and click on the Select button

Check a box or boxes OR click on **SELECT ALL**

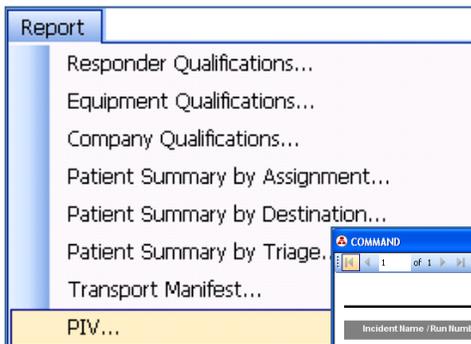
Click on **Print**

The report will appear.

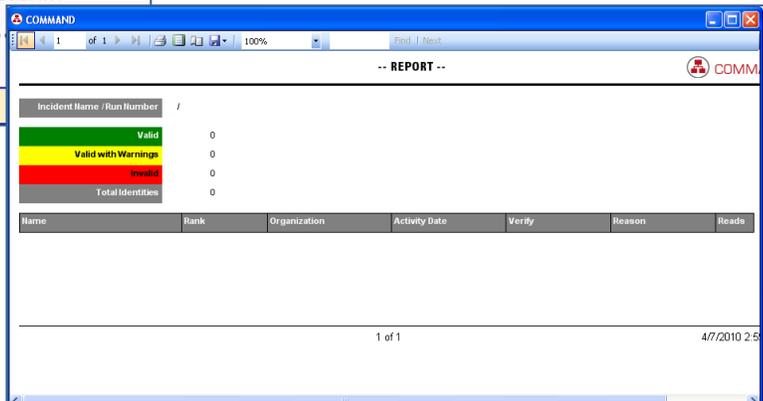
Click on **Print**



PIV...



Report → PIV...



Identity Verification...



Report → Identity Verification...

COMMAND

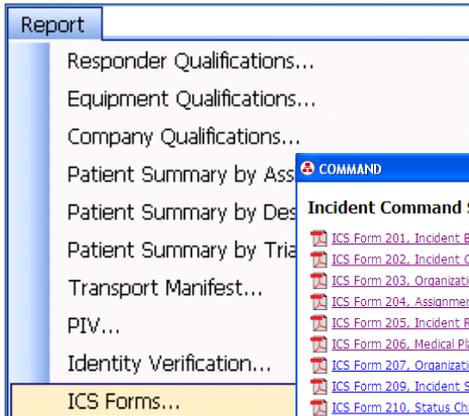
-- REPORT --

Incident Name / Run Number	
Valid	0
Valid with Warnings	0
Invalid	0
Total Identities	0

Name	Rank	Organization	Activity Date	Verify	Reason	Reads
1 of 1						

4/7/2010 2:5

ICS Forms...



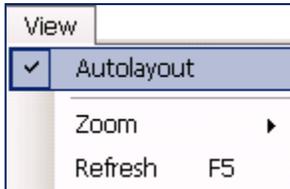
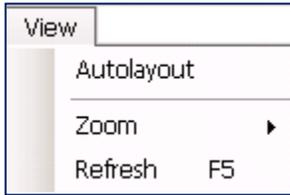
Report → ICS Forms...
FEMA

COMMAND

Incident Command System (ICS) Forms

- ICS Form 201, Incident Briefing
- ICS Form 202, Incident Objectives
- ICS Form 203, Organization Assignment List
- ICS Form 204, Assignment List
- ICS Form 205, Incident Radio Communications Plan
- ICS Form 206, Medical Plan
- ICS Form 207, Organizational Chart
- ICS Form 209, Incident Status Summary
- ICS Form 210, Status Change Card
- ICS Form 211, Check-In List
- ICS Form 213, General Message
- ICS Form 214, Unit Log
- ICS Form 215, Operational Planning Worksheet
- ICS Form 215a, Incident Action Plan Safety Analysis
- ICS Form 216, Radio Requirements Worksheet
- ICS Form 217, Radio Frequency Assignment Worksheet
- ICS Form 218, Support Vehicle Inventory
- ICS Form 220, Air Operations Summary
- ICS Form 221, Demobilization Plan
- ICS Form 226, Individual Personnel Rating

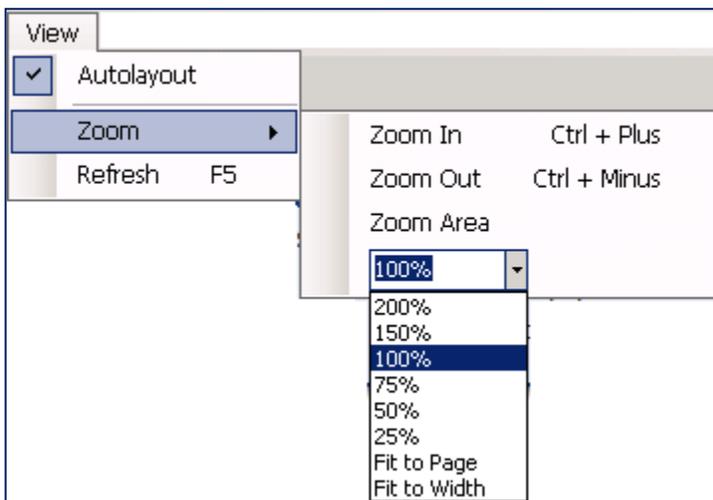
View



View → Autolayout

The screen will be formatted automatically.

Zoom



View → Zoom

This screen is used to Zoom In, Zoom Out or Zoom in on an area of the layout section

Note: **Fit to Page** may also be accessed using the F12 key.

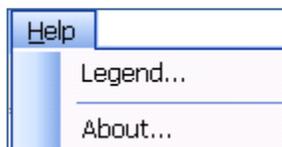
Refresh



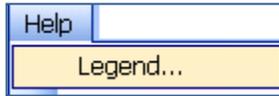
View → Refresh

This screen is used to refresh the screen.

Help



Legend



Help → Legend

This provides information Icon representations used for Responders.

-- LEGEND of RESPONDERS --

 Fire Service (F)	 Law Enforcement (P)	 Emergency Medical Services (E) Health Care (H) Public Health (D)	 Emergency Management Agency (A)	 Public Works (W)	 Search and Rescue (S)
 Governmental Administrative (G)	 Public Safety Communications (C)	 Volunteer (V)	 Hazmat (M)	 Education (K)	 Other (O) Unknown (Z) Transportation (T) Housing Human Services (U) Logistics (L) Agriculture (I) Energy (N) Recovery (R) Ext Affairs (X)
 ID Valid		 PIV - ID Secure			

About



Tool Bar

Tools



The tools section allows you to add the functionality with using a click, drag and drop. A note appears “User Add” in the log when you add any of the information except the Timer.

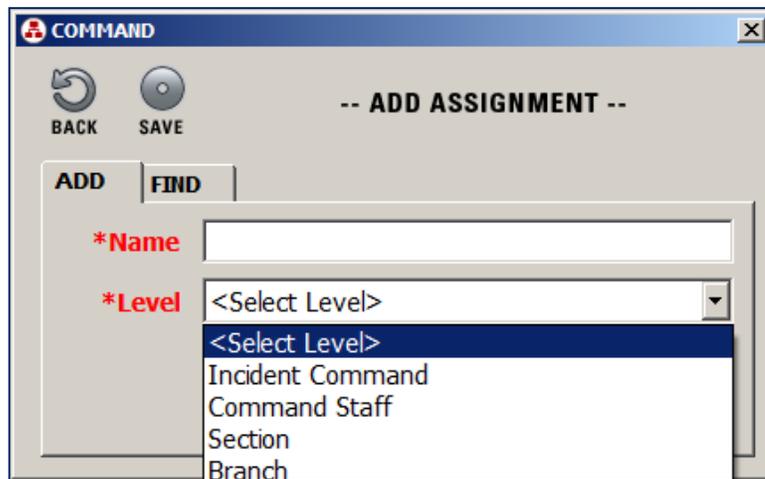
Assignment



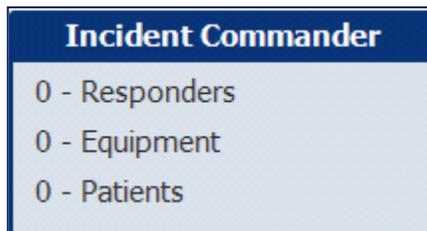
Click, drag and drop the Assignment icon to the layout area and the **ADD ASSIGNMENT** screen will appear.

Type in the **Name** and choose a **Level** from the dropdown.

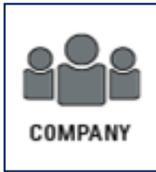
Click on **Save**.



An Assignment box will appear on the Command Screen

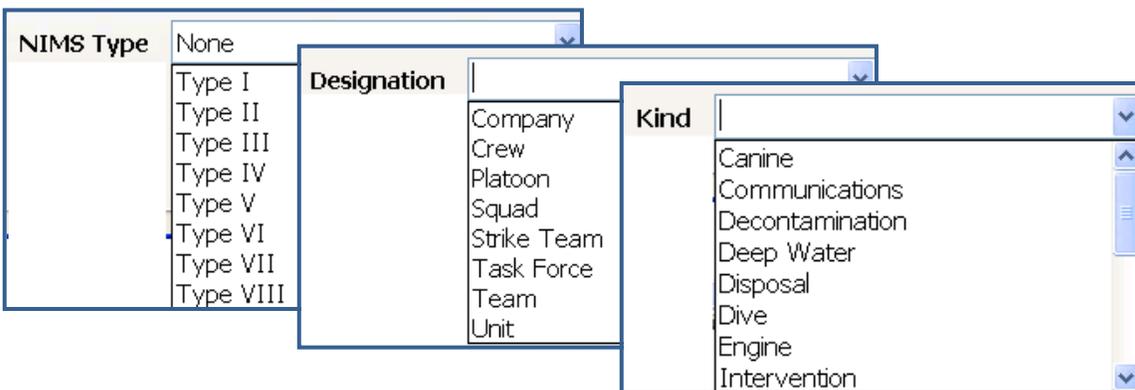


Company

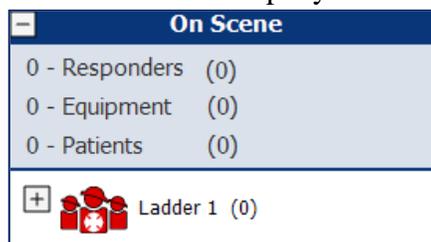


Click, drag and drop the Company icon on an Assignment. The **ADD COMPANY** screen will appear.

Choose the **Organization** from the dropdown and type in the **ID** and the **Name**. Choose the NIMS Type, Designation and Kind from the dropdowns.



A Company will appear on the Command Screen. The company icon will represent the type of organization from which the Company comes.



Responder



Click, drag and drop the **Responder** icon on an Assignment or Company and the **ADD RESPONDER** screen will appear.

Click on **Save** and the Responder will appear in the Assignment or Company where it was dropped. The responder icon will represent the type of organization from which it comes.

Add Tab

COMMAND

BACK SAVE

-- ADD RESPONDER --

ADD FIND

*ID: 100209141654608 *Organization: Moosewood Fire Department

*Last Name: Lewis *First Name: Carl

Rank: Fire Chief Birth Date: 7/ 4/ 1955

Qualifications

Code	Description
ESF11Ag	Agriculture and Natural Resource
ESF2Comms	Communications
ESF14Recov	Community Recovery
ESF5EmMgt	Emergency Management
ESF12Ener	Energy
ESF15ExtAf	External Affairs
ESF10HazM	Hazardous Materials
ESF8Health	Health and Medical

Selected Qualifications

Code	Description
ESF4FF	Firefighting

Incident Commander

- 1 - Responders (1)
- 0 - Equipment (0)
- 0 - Patients (0)

Lewis, Carl

Find Tab

Click on the **Find** tab to access the responders that are in the database. Scroll or search for a responder.

Click on **Save** and the Responder will appear in the Assignment or Company where it was dropped.

ADD FIND

Responder

Last Name	First Name	ID	Rank	Class
LEE	JANICE	K01-98-8186	CLERK II	
LEHMAN	STEPHEN	K01-55-9316	HVYEQOPER1	
Lewis	Carl	550704	Fire Chief	
Lewis	Carl	55751	Fire Chief	
Lewis	Larry	LWL1956	Fire Chief	
LINES	DEBBIE	K00-88-2582	UTILITY CLERK	
LIPPERT	ROGER	K01-86-3423	COMMAND STAFF	
LLOYD	MARK	K01-08-8126	JD OFFICER I	
Log	istics	48773	Inspector	
Lopez	Ann	AML1980	Fire Fighter	
Lopez	Robert	RJL1978	Fire Fighter	
M5	c	C00914142605793		
MACY	CLINTON	K01-78-4303	Fire Fighter	
MARSH	BRYAN	K01-35-9501	Fire Fighter	
MASSEY	SHERRY	K00-75-4320	COMMAND STAFF	
MAY	BRENDA	K01-40-5789	MV CLERK II	
McBREARETY	CHARLES	263-98-6623	Fire Fighter	

Equipment



Click, drag and drop the **Equipment** icon on an Assignment or Company and the **ADD EQUIPMENT** screen will appear.

Click on **Save** and the Equipment will appear in the Assignment or Company where it was dropped.

COMMAND -- ADD EQUIPMENT --

BACK SAVE

ADD FIND

*ID: 100209143834172 *Organization: Moosewood Fire Department

*Description: Engine 1 Type: <Select Type>

Mfg Make: Model:

Mfg Year: 2010 In Service Date: 2/ 9/2010

Qualifications		Selected Qualifications	
Code	Description	Code	Description
ESF2Comms	Communications	ESF4FF	Firefighting
ESF14Recov	Community Recovery		
ESF5EmMgt	Emergency Management		
ESF12Energ	Energy		
ESF15ExtAf	External Affairs		
ESF10HazM	Hazardous Materials		
ESF8Health	Health and Medical		

>>> <<<

Fire Attack

4 - Responders (4)

1 - Equipment (1)

0 - Patients (0)

- Belote, Frank
- Clifford, Dave
- DeRosa, Nick
- Lopez, Robert
- Engine 1 [100209143834172]

Find Tab

Click on the **Find** tab to access the equipment that is in the database. Scroll or search for equipment.

Click on **Save** and the Equipment will appear in the Assignment or Company where it was dropped.

ADD FIND

Equipment Search

Description	Mfg Make	Mfg Model	Type	ID
RFD-C1-03			0	RFD-C1-03
RFD WT2	Rosenbauer	Type 1	0	WT2-97
RFD WE1	Ford	Type 4 - NWCG	0	WE1-99
RFD C1 Excursion	Ford	Type	0	C1-03
REMS-AMB3-05-T1			0	REMS-AMB3-05-T1
MPD-VEH2-06			0	MPD-VEH2-06
MFD-WE1-01-T3NW			0	MFD-WE1-01-T3NW
MFD-TW2-03-T1			0	MFD-TW2-03-T1
MFD-E1-01-T1			2	MFD-E1-01-T1
MFD-C1-06	Chevrolet	Suburban	Other	MFD-C1-06
MFD-A1-90			Aerial	MFD-A1-90
MFD WT2	Pierce	Type 1	0	WT2-03
MFD WE1	Internatio	Type 3 - NWCG	0	WE1-01
MFD E1	Pierce	Type 1	2	E1-01
MEMS-AMB2-04-T3			0	MEMS-AMB2-04-T3
ASP-VEH1-04			0	ASP-VEH1-04

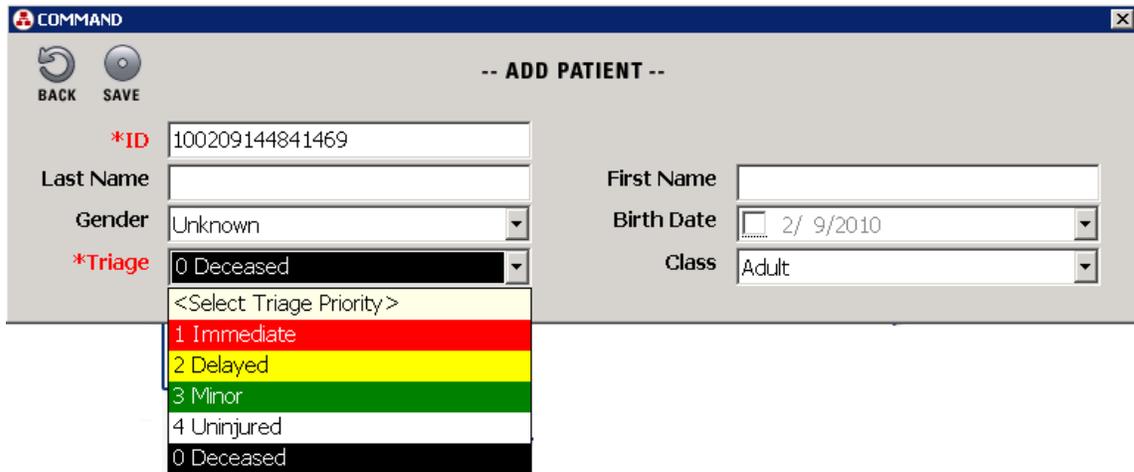
Patient



Click, drag and drop the **Patient** icon on an Assignment. The **ADD PATIENT** screen will appear.

The ID and Triage are required.

Click on **Save**



COMMAND

BACK SAVE

-- ADD PATIENT --

*ID 100209144841469

Last Name

First Name

Gender Unknown

Birth Date 2/ 9/2010

*Triage 0 Deceased

Class Adult

<Select Triage Priority>

- 1 Immediate
- 2 Delayed
- 3 Minor
- 4 Uninjured
- 0 Deceased

The Patient will appear in the Assignment where it was dropped.

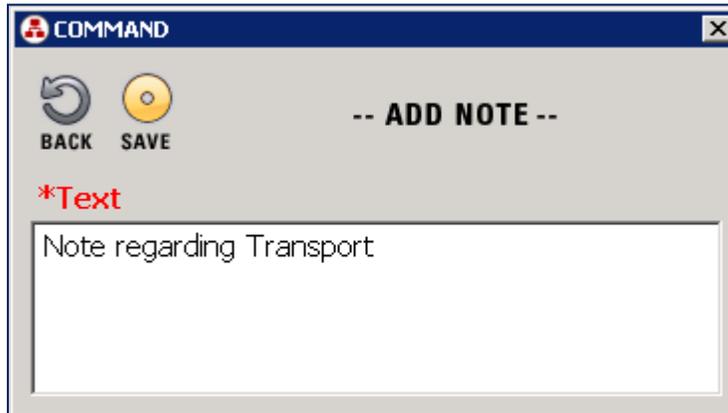
Medical Transport	
0 - Responders	(0)
0 - Equipment	(0)
5 - Patients	(5)
+ [Icon: 0] Black	(1)
+ [Icon: 1] Red	(1)
+ [Icon: 2] Yellow	(1)
+ [Icon: 3] Green	(1)
+ [Icon: Other/Uninjured]	(1)

Note



Click, drag and drop the Notes icon on an Assignment or Company. The ADD NOTE screen will appear.

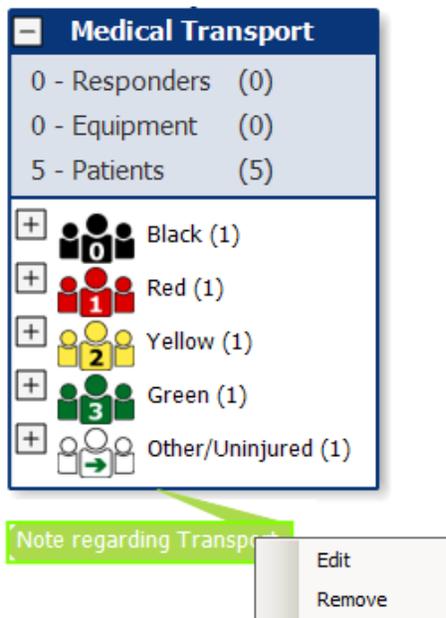
Type in Note and click on Save



The Note appears as an attachment to the Assignment or Company

The Note will appear in the incident Log

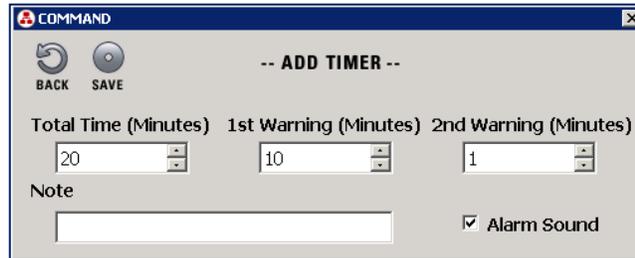
Right click on the Note to Edit or Remove



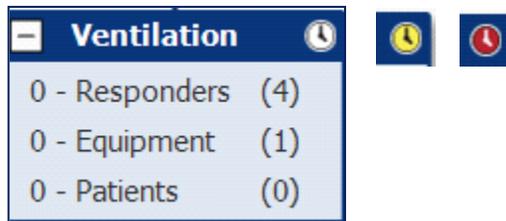
Timer



Click, drag and drop the **Timer** icon on an Assignment or Company. The **ADD TIMER** screen will appear. Use the preset values or enter time in minutes. You may type in a Note. Check the box for Alarm Sound for an audible alarm.

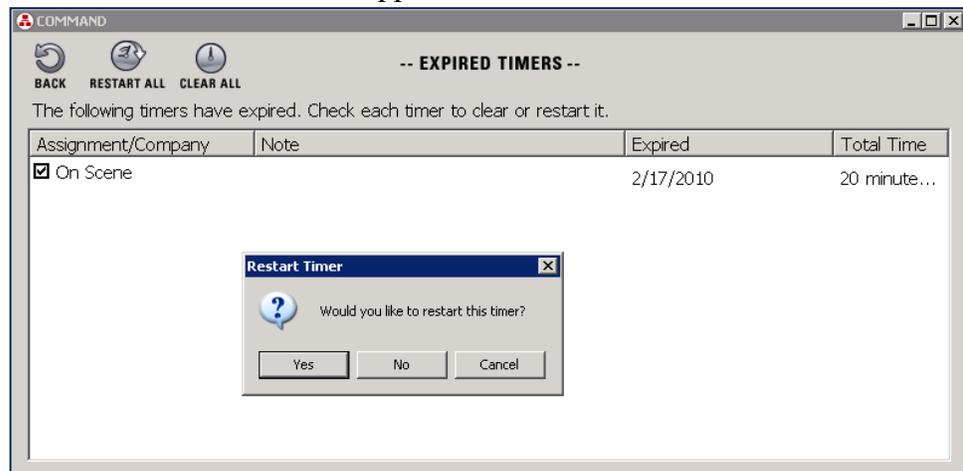


The Timer appears on an Assignment in the upper right hand corner

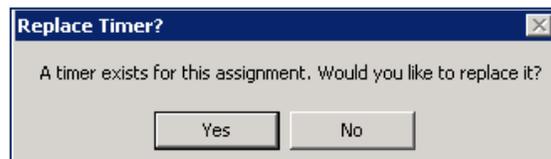


A timer icon will appear in the header of an assignment to represent indicate that a timer has been set. The first warning is represented by a change to yellow and the second warning is represented by a change to red. **NOTE:** This timer icon is not available for the Master Timer or when a timer is set for a Company.

When the timer has expired the **Expired Timer** screen will appear. To Restart a Timer, check the box. The **Restart Timer** box will appear. Click on **Yes**.



If you attempt to add a timer to an assignment or company and an active or expired timer already exists, the Replace Timer? screen will appear.



PAR

Total PAR 5		
5	0	1
Responder	Company	Equipment

The Total PAR represents the total number of Responders on scene.

Patient Count

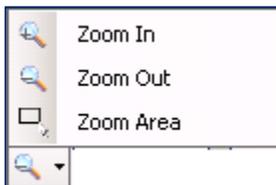
Total Patient Count 5				
1	1	1	1	1
Red	Yellow	Green	White	Black

The Total Patient Count represents all of the Patients on Scene.

Zoom & Command Clock

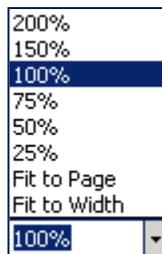


The Command Clock reflects the amount of time the open incident has been in progress.



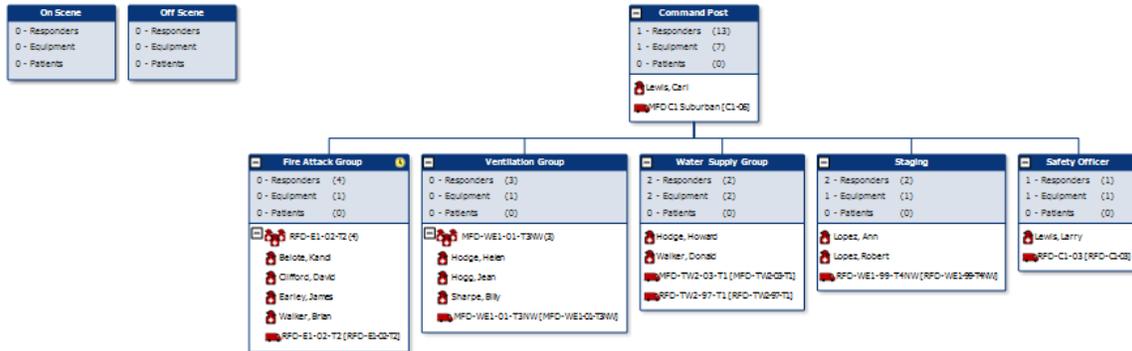
The Command Chart may be resized using the dropdown.

NOTE: **Fit to Page** may also be accessed using the F12 key.



Layout Area

This area is the Electronic Incident Command board which allows you to track all of the assignments and resources.



The Resources not assigned to Companies will appear in assignment boxes. Resources that are part of Companies will appear in assignment boxes as part of a Company.

The connection is illustrated by a flowchart connector depicting the management structure. The total number of Responders, Equipment and Patients appear in () on the Command Post assignment.

An assignment is made subordinate to another (the parent) by clicking, dragging and dropping it on the assignment, e.g. Staging was placed on top of the Command Post.

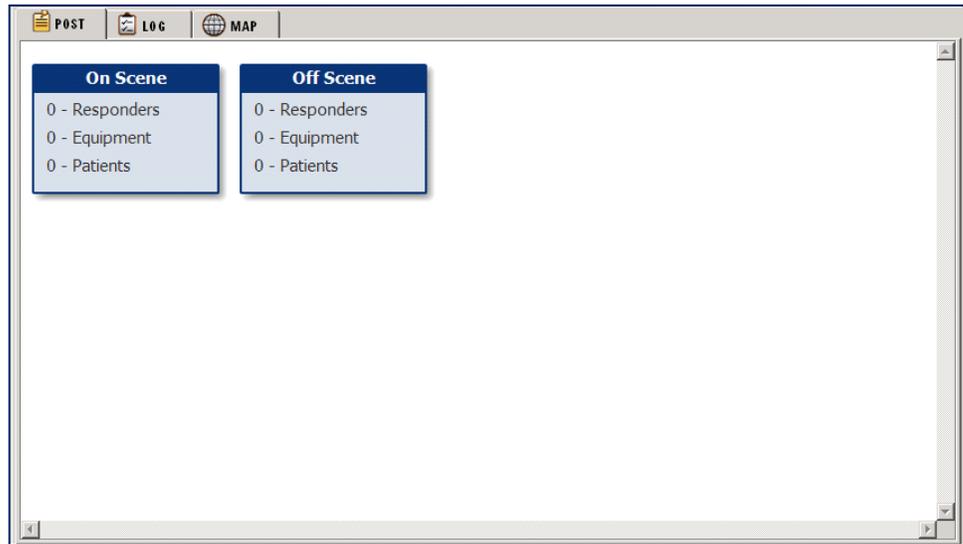
In this example the (20) next to Responders in the Command Post assignment represents all of those personnel that are subordinate to Command.

Tabs

The Layout Area provides a Post, Log and Map tab across the top

Post Tab

The Post Tab is the main Tab. It is where the IC will layout the incident.



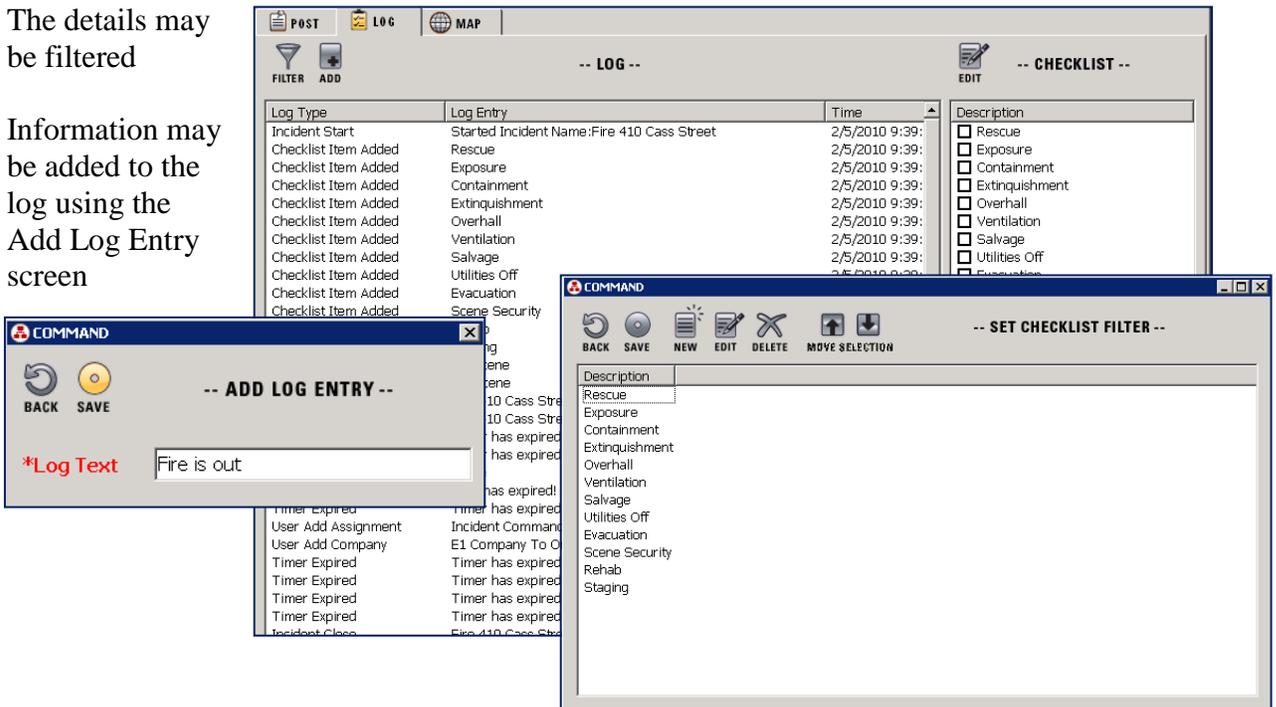
Log Tab

The Log Tab provides incident details

To modify the Checklist click on EDIT
The Set Checklist Filter screen
will appear.

The details may
be filtered

Information may
be added to the
log using the
Add Log Entry
screen



Map Tab

The Map Tab will appear only if a license has been purchased for the service.

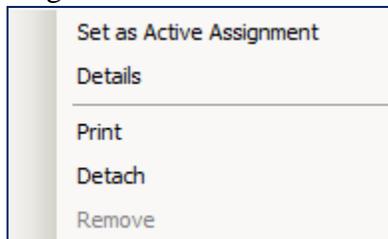
The Map Tab provides information on the location of the incident that is entered on the Start Incident or Edit Incident screens.



The computer must be connected to the Internet or the mapping function will not work.

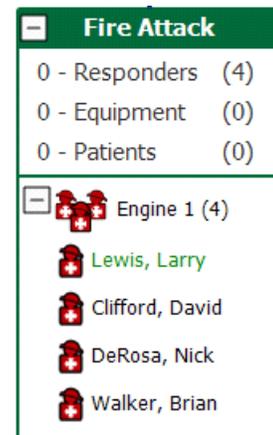
Assignment Popup Menu

Right click on the assignment, it will be outlined in green and a box will appear that allows you to set the assignment as active, see the details, print and detach the assignment.



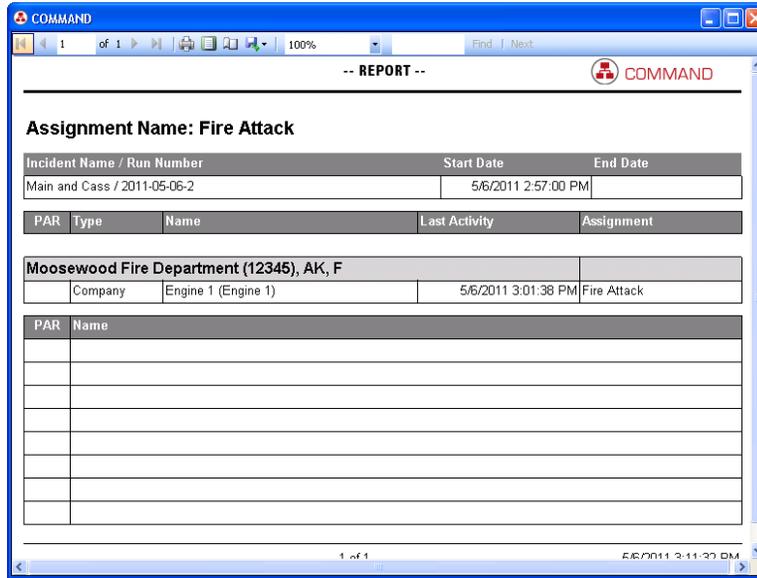
Set as Active Assignment

The 'Set as Active Assignment' will turn the assignment box green. *NOTE: When using a scanner that is attached to the Command computer the **assignment** or the **company** must be active in order to place resources in the assignment or the company.*



Details

The Assignment Details for the incident will appear in report format and may be printed from the File dropdown. You may also double click in the assignment box to access this report.



The screenshot shows a web browser window titled "COMMAND" displaying a report. The report header includes "Assignment Name: Fire Attack". Below this, there are two tables. The first table lists incident information:

Incident Name / Run Number	Start Date	End Date
Main and Cass / 2011-05-06-2	5/6/2011 2:57:00 PM	

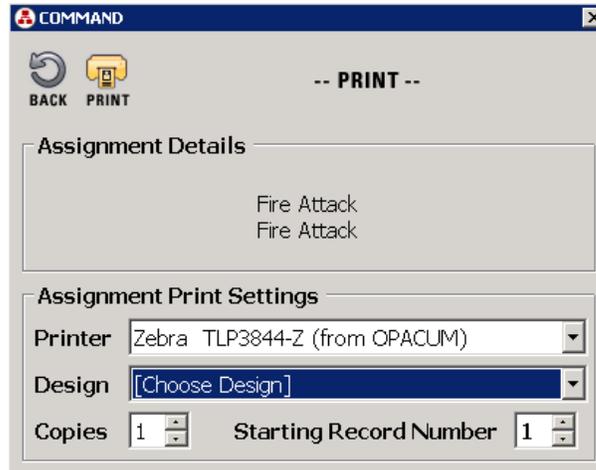
The second table lists assignment details:

PAR	Type	Name	Last Activity	Assignment
	Company	Engine 1 (Engine 1)	5/6/2011 3:01:38 PM	Fire Attack

Below these tables is a section for "Moosewood Fire Department (12345), AK, F" followed by a table with columns "PAR" and "Name" containing several empty rows. The browser's status bar at the bottom shows "1 of 1" and the time "5/6/2011 3:11:37 PM".

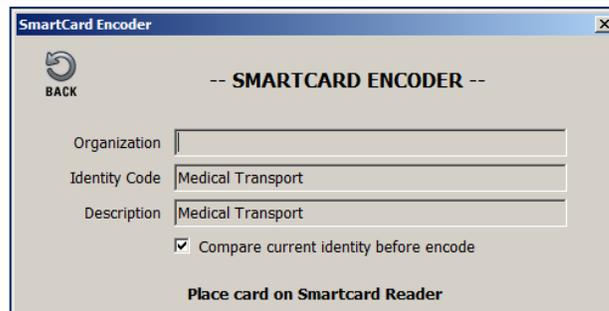
Print or Encode

The Assignment barcode may be printed from the Print screen. Choose a printer and a design from the dropdowns.



The screenshot shows a "COMMAND" window titled "-- PRINT --". It features a "BACK" button with a circular arrow icon and a "PRINT" button with a printer icon. The "Assignment Details" section displays "Fire Attack" and "Fire Attack". The "Assignment Print Settings" section includes a "Printer" dropdown menu set to "Zebra TLP3844-Z (from OPACUM)", a "Design" dropdown menu set to "[Choose Design]", and "Copies" and "Starting Record Number" both set to "1".

If the output type has been set to encode, the Smart Card Encoder box will appear.



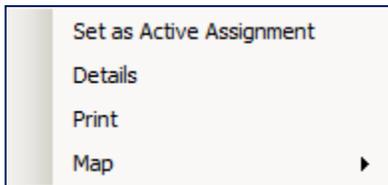
The screenshot shows a "SmartCard Encoder" dialog box with a "BACK" button. It contains three text input fields: "Organization", "Identity Code" (with "Medical Transport" entered), and "Description" (with "Medical Transport" entered). There is a checked checkbox labeled "Compare current identity before encode". At the bottom, it says "Place card on Smartcard Reader".

Detach

You may detach the assignment removing the subordinate connection and the flowchart connectors. The assignment will be placed in the upper right hand corner of the Post tab.

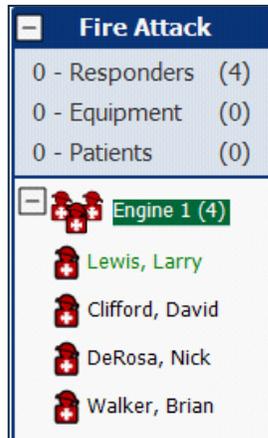
Company Popup Menu

Right click on the company, it will be outlined in green and a box will appear that allows you to set the company as active, see the details, print and view the company using the map function.



Set as Active Assignment

The 'Set as Active Assignment' will turn the company name green. *NOTE: When using a scanner that is attached to the Command computer the assignment or the company must be active in order to place resources in the assignment or the company.*



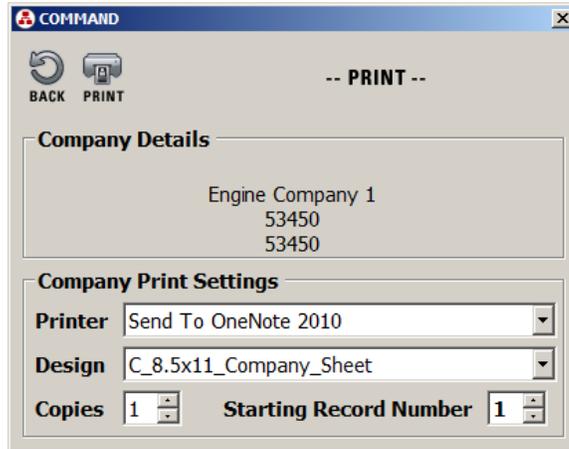
Details

The Company Details for the incident will appear in report format and may be printed from the File dropdown. You may also double click in the assignment box to access this report.

COMMAND					
-- REPORT --					
Description	Engine 1 (Engine 1)				
Organization	Moosewood Fire Department (12345)				
State	AK				
Type	F				
Kind	Engine				
NIMS Type	None				
Designation	Company				
Leader	Type	Name	Organization	State	Type
Y	Responder	Lewis, Larry (110506185911569)	Moosewood Fire Department (12345)	AK	F
N	Responder	Clifford, David (110506185946053)	Moosewood Fire Department (12345)	AK	F
N	Responder	DeRosa, Nick (110506185822334)	Moosewood Fire Department (12345)	AK	F
N	Responder	Walker, Brian (110506185829943)	Moosewood Fire Department (12345)	AK	F
Incident Name / Run Number			Start Date	End Date	
Main and Cass / 2011-05-06-2			5/6/2011 2:57:00 PM		
Activity Date	Device Name	Type	Assignment	Assigned Time	Elapsed Time
5/6/2011 3:00:21 PM	BLACKBEARD	Manual	On Scene	00:01:17	00:01:17
5/6/2011 3:01:38 PM	BLACKBEARD	Manual	Fire Attack	00:23:08	00:24:25
1 of 1			5/6/2011 3:24:47 PM		

Print or Encode

The company barcode may be printed from the Print screen. Choose a printer and a design from the dropdowns.

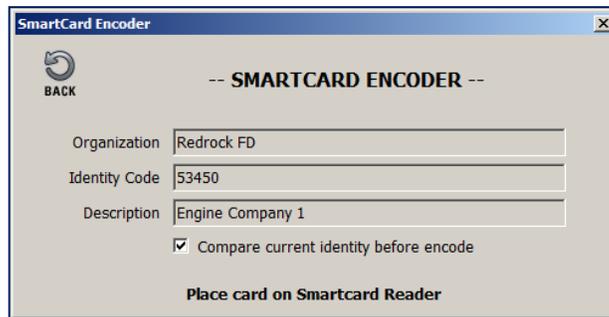


The screenshot shows a window titled "COMMAND" with a sub-header "-- PRINT --". It features a "BACK" button and a "PRINT" button. The main content is divided into two sections: "Company Details" and "Company Print Settings".

Company Details	
Engine Company 1	
53450	
53450	

Company Print Settings	
Printer	Send To OneNote 2010
Design	C_8.5x11_Company_Sheet
Copies	1
Starting Record Number	1

If the output type has been set to encode, the Smart Card Encoder box will appear.



The screenshot shows a window titled "SmartCard Encoder" with a sub-header "-- SMARTCARD ENCODER --". It features a "BACK" button and several input fields.

Organization	Redrock FD
Identity Code	53450
Description	Engine Company 1

Compare current identity before encode

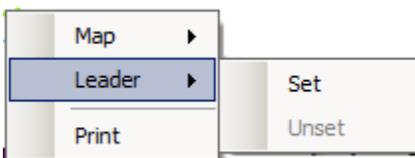
Place card on Smartcard Reader

If the card identity does not match the Command record the Card Validation screen will appear. You may choose to overwrite the card, replace the card or cancel the encoding process.

Map

Right click on a Company and a box will appear that allows you to use the map functionality.

Responder and Equipment Popup Menu



Map

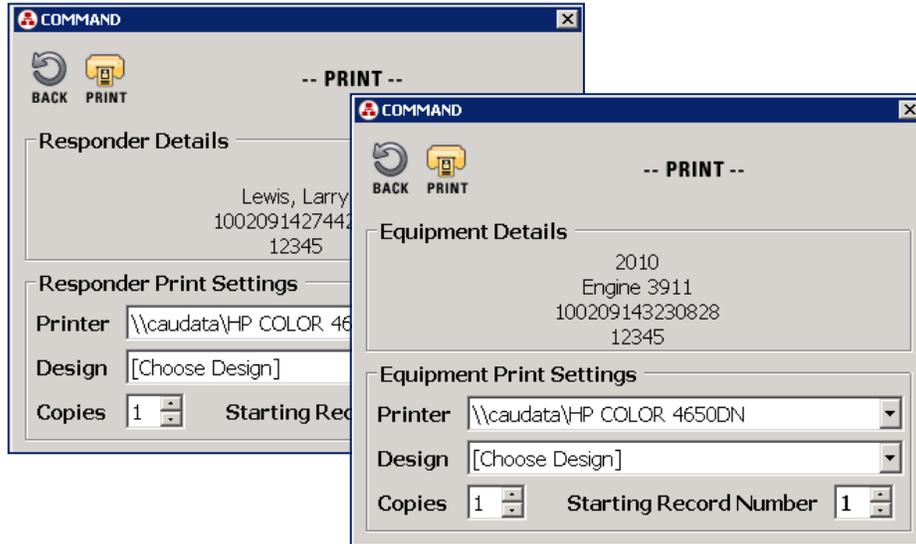
Right click on a Responder or a piece of equipment and a box will appear that allows you to use the map functionality.

Leader

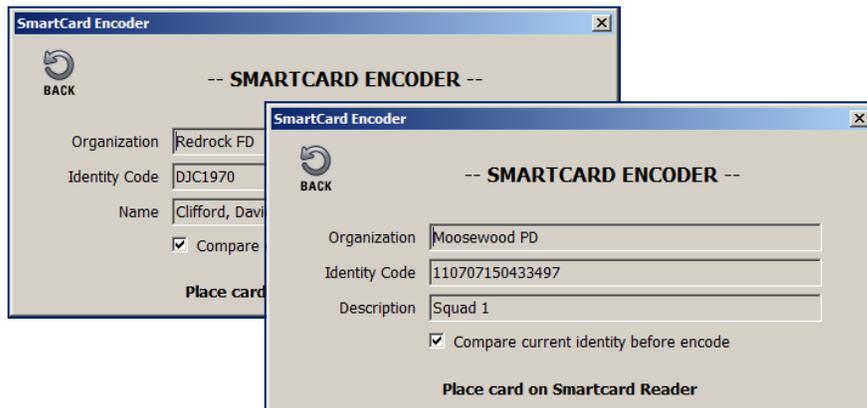
When a responder is a member of a company Leader will be available on the popup menu. You may choose to set a responder as the Leader.

Print or Encode

The Responder or Equipment barcode may be printed from the Print screen. Choose a printer and a design from the dropdowns.



If the output type has been set to encode, the Smart Card Encoder box will appear.



If the card identity does not match the Command record the Card Validation screen will appear. You may choose to overwrite the card, replace the card or cancel the encoding process.