

interTRAX[™] Suite
rapidTAG evac[™]

Family Reunification

User Guide
Version 3
2011



Copyright © 2003 - 2011 by Salamander Technologies, Inc.
Protected by US Patents
5,573,278; 5,596,652; 5,793,882; 6,761,312; 7,191,934

Contents

Contents	2
Disclaimer	4
<i>interTRAX™</i> Barcode & Smart Card Information.....	5
<i>interTRAX™</i> Barcode & Smart Card Encoding – Personnel.....	5
<i>interTRAX™</i> Barcode & Smart Card Encoding – Personnel Medical.....	6
<i>interTRAX™</i> Barcode & Smart Card Encoding – Evacuee (rapidTAG evac) or Patient (Mobile EMS)	7
<i>interTRAX™</i> Barcode & Smart Card Encoding – Equipment & Assignment.....	7
1 Introduction to <i>rapidTAG evac™</i> Software.....	9
Introduction.....	9
2 <i>rapidTAG evac™</i>	10
Start <i>rapidTAG evac™</i>	10
Initial Setup.....	11
Options.....	11
Organization Tab	12
Servers tab.....	13
Get External Data.....	15
Scanners Tab.....	16
Printers Tab.....	23
Time Tab.....	26
Get External Data.....	27
Start an Incident	28
Edit Incident Information.....	28
3 Using <i>rapidTAG evac™</i>	30
Registration – Manual Entry or Scanner Entry.....	30
Manual Entry	30
Scanner – ESEEK or Handheld Scanner	31
Scanner – Handheld Scanner and Triage Tag.....	32
Evacuee Registration Information (New)	33
Evacuee Registration Information (New) – <i>Evacuee Tab</i>	34
Evacuee Registration Information (New) – <i>Track Tab</i>	35
Evacuee Registration Information (New) – <i>Miscellaneous Tab</i>	36
Evacuee Registration Information (New) – <i>Family Tab</i>	37
Main Screen Functionality	39
Print.....	40
Print from the Family Tab.....	40
Print from the Main Screen.....	40
Encode.....	42
Encode from the Family Tab	42
Encode from the Main Screen.....	43
Miscellaneous	44
File	44
Option	44

Exit.....	44
Actions	44
End Incident	45
Register Evacuee.....	45
Edit Evacuee	45
Print Badge.....	45
Test Server	46
Send to Server	46
Get External Data.....	46
Refresh Display.....	46
Help.....	47

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.

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.

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

1 Introduction to *rapidTAG evac*[™] Software

Introduction

The *rapidTAG evac*[™] software is used for:

- Incident Specific Badging
- SmartCard enabled for decoding
- Assists with Family and Pet Reunification
- Sending data to interTRAX reports[™].

2 *rapidTAG evac*[™]

Start *rapidTAG evac*[™]

Double click on



OR

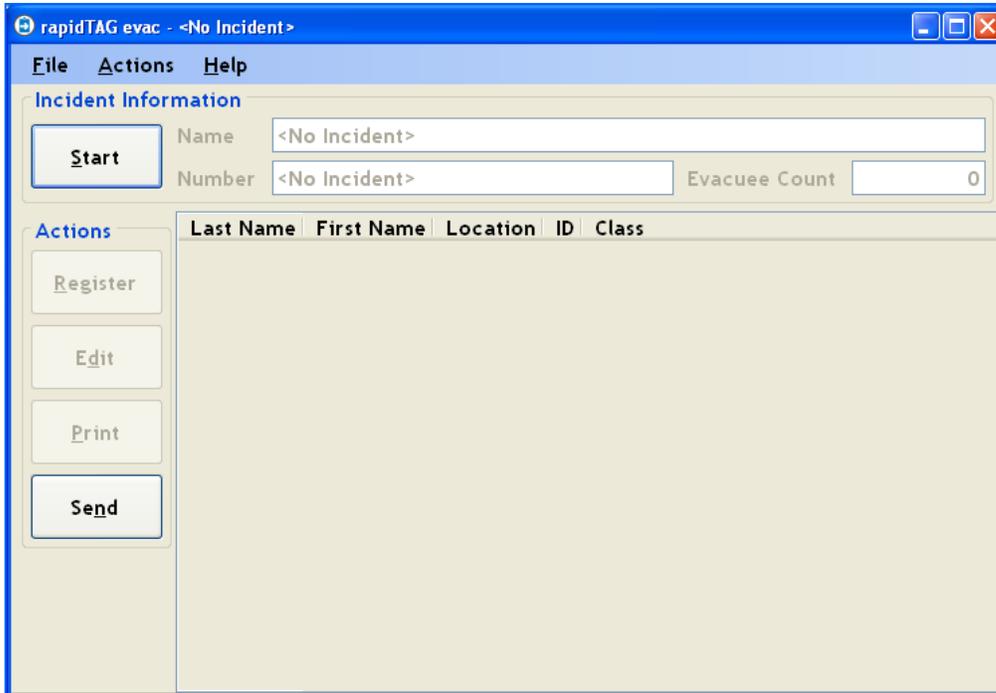
Start → Programs → Salamander → rapidTAG evac

The rapidTAG evac[™] screen will appear



Initial Setup

The *rapidTAG evac*™ Main Screen will appear



NOTE: If you click on the Start button prior to setting up an organization the following screen will appear. Click on OK and go to Edit → Options → Organization.



Options

Setup the Options prior to using the software



Organization Tab

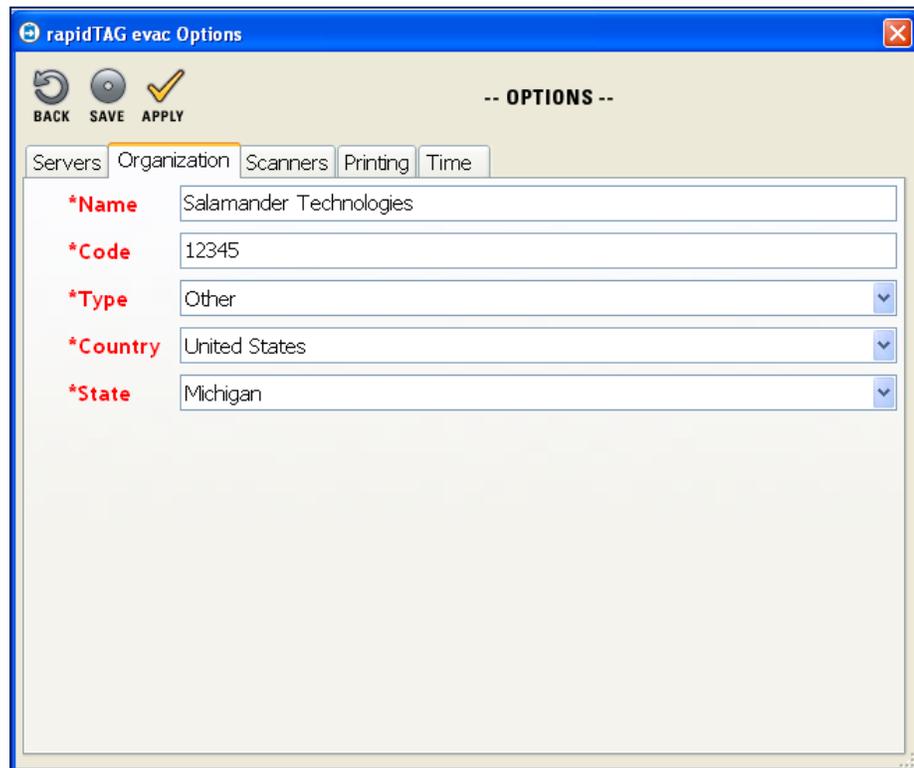
rapidTAG evac Options – Organization tab

This (initial) Organization becomes a permanent part of the database.

Enter the **Organization Name**

Enter the **Organization Code**, as assigned

Note: The Code is a unique identifier and must be entered correctly. Contact STI Tech Support to obtain the code 1-877-430-5171.



The screenshot shows a web application window titled "rapidTAG evac Options". The window has a blue header bar with a close button (X) in the top right corner. Below the header, there are three icons: a circular arrow for "BACK", a floppy disk for "SAVE", and a checkmark for "APPLY". To the right of these icons is the text "-- OPTIONS --". Below this is a tabbed interface with five tabs: "Servers", "Organization" (which is selected and highlighted in orange), "Scanners", "Printing", and "Time". The "Organization" tab contains a form with the following fields:

- *Name: Salamander Technologies
- *Code: 12345
- *Type: Other (dropdown menu)
- *Country: United States (dropdown menu)
- *State: Michigan (dropdown menu)

Enter the **Organization Type** from the dropdown

Enter the **Country** from the dropdown

Enter the **State** from the dropdown

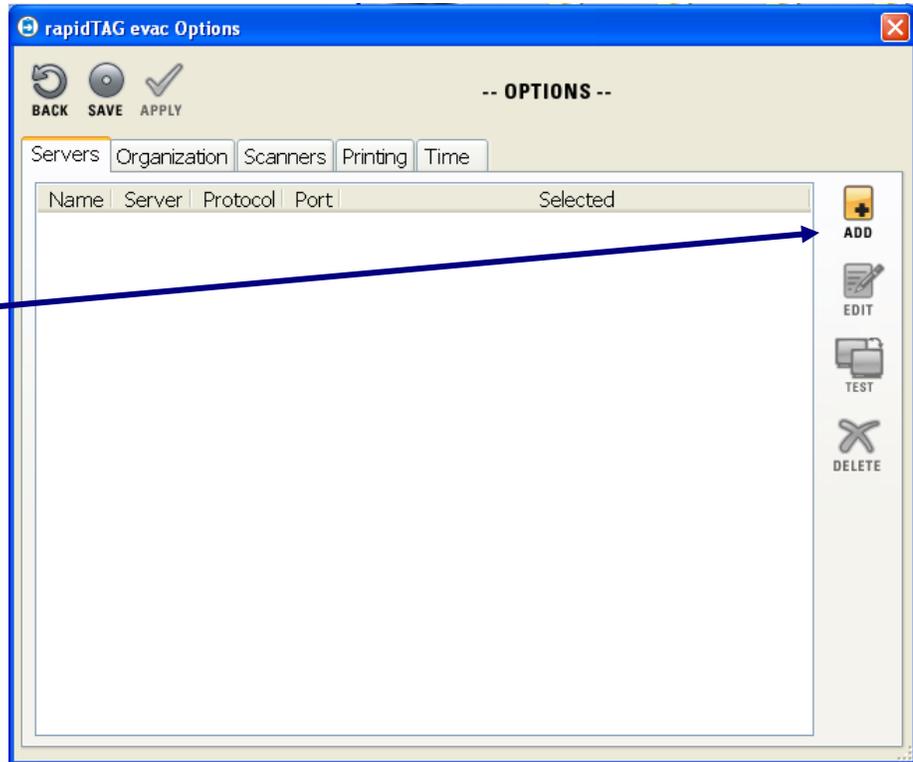
Click on APPLY and SAVE

Servers tab

rapidTAG evac Options – Servers tab

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

If the Server does not appear click on the Add button



Add Server

The New Server screen will appear

This is an example of the settings necessary to send data to a Salamander Command laptop. NOTE: Contact STI Tech Support for interTRAX settings 1-877-430-5171

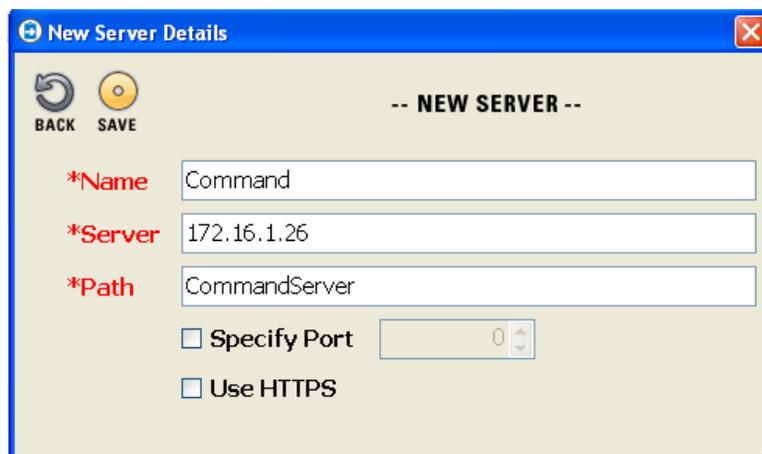
***Name:** Common Name

***Server:** IP Address

***Path:** Server Name

Specify Port: Check box and input number when necessary

Use HTTPS: Select for use with secure communications



Click on SAVE

This is an example of the settings necessary to send data to interTRAX reports™.

***Name:** interTRAX reports

***Server:** IP Address

***Path:** Server Name

Specify Port: Check box and input number when necessary

Use HTTPS: Select for use with secure

Click on **SAVE**

New Server Details

BACK SAVE

-- NEW SERVER --

***Name** interTRAX reports

***Server** XXXXX.XXX.XXX

***Path** CommandServer

Specify Port 0

Use HTTPS

Test Server

Highlight the server and click on the Test button

Server

Name	Server	Protocol	Port	Selected
Command	172.16.1.26	http	-	

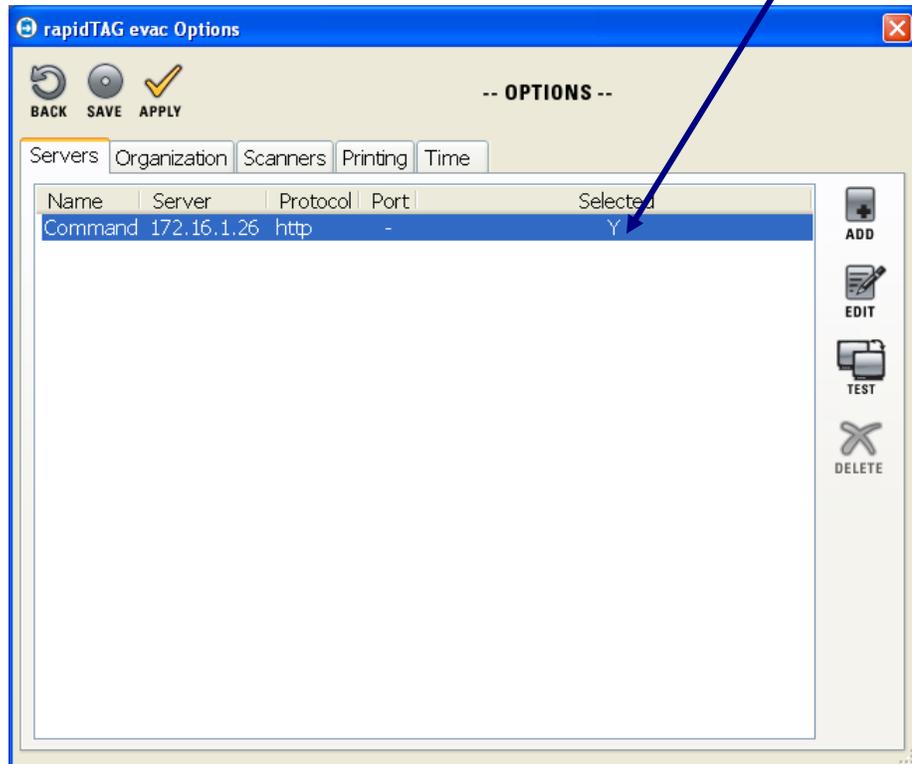
ADD
EDIT
TEST
DELETE

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 a **Y** will appear in the Selected column

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



Get External Data

YOU MUST GET EXTERNAL DATA PRIOR TO USING rapidTAG evac in order for the software to be fully functional.

Click on **Get External Data** prior to starting the incident to pre-populate user established data fields. NOTE: This requires an interTRAX account. Contact STI Technical Support.

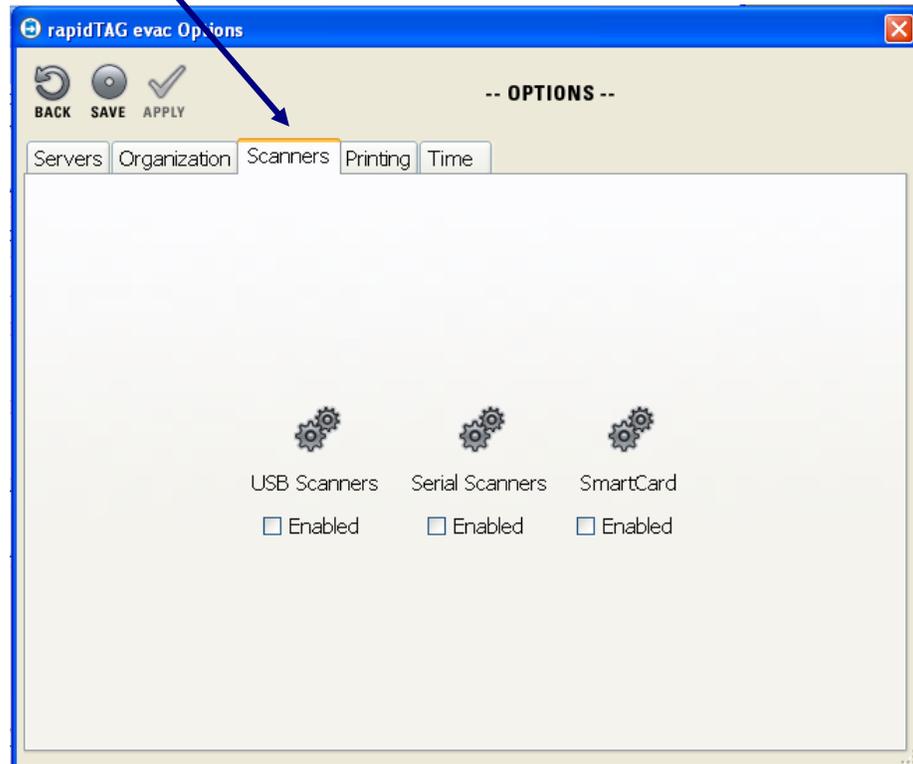
Actions	
Start Incident	F2
Register Evacuee...	F3
Edit Evacuee...	F4
Print Badge...	F5
Test Server	F7
Send to Server	F8
Get External Data	F9
Refresh Display	F10

Scanners Tab

rapidTAG evac Options – Scanners tab

Install the appropriate device drivers.

Click on the **Scanners** tab



Information may be captured and used to populate the person form

A driver license (using an ESEEK Model 250)

Information from a Driver License might include the First Name, Middle Name, Last Name, Street Address, City, State, Zip Code, Country, Date of Birth, Gender, Drive License Number, Driver License Issue Date, Driver License Expiration Date and Driver License State if they are included in the Driver License barcode.

interTRAX™ ID tag barcode (using a Symbol DS3408, DS3478 or DS6707 scanner).

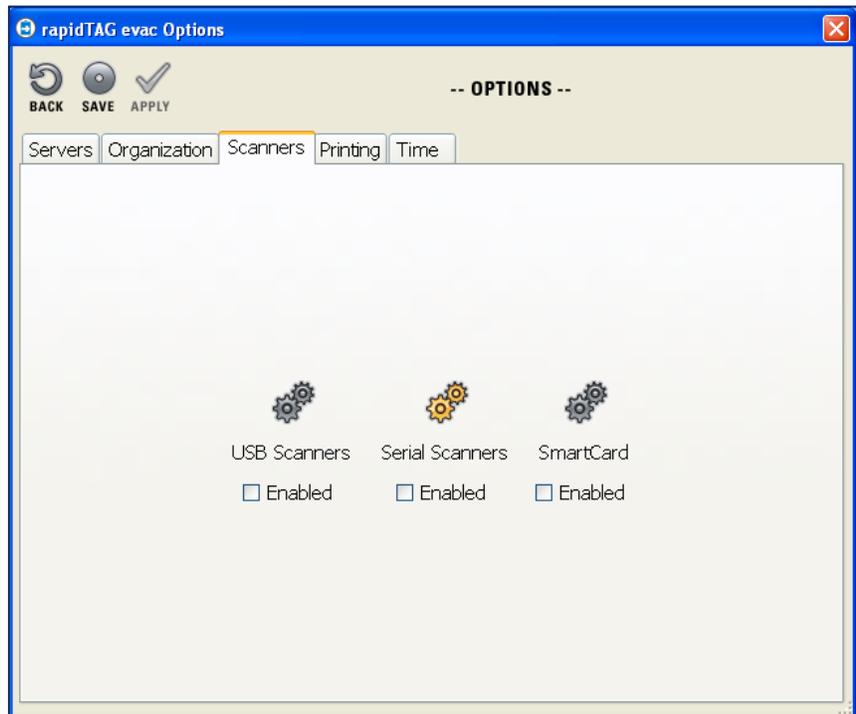
Information from an STI barcode will include at a minimum the First Name, Last Name, and Date of Birth.

A Smart Card (using a Smart Card reader)

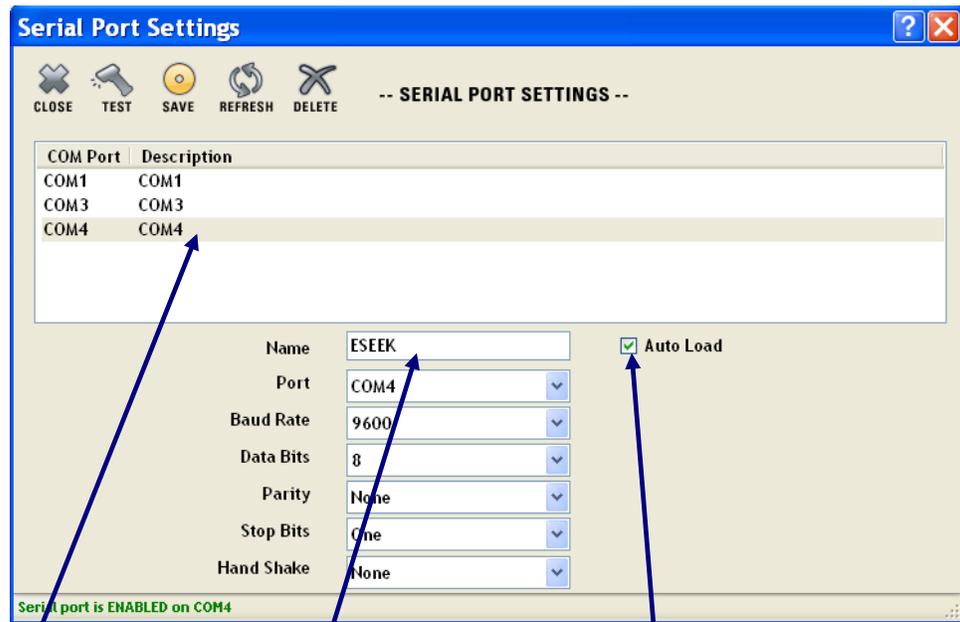
Information from a Smart Card will include at a minimum the First Name, Last Name, and Date of Birth.

Scanners – Serial

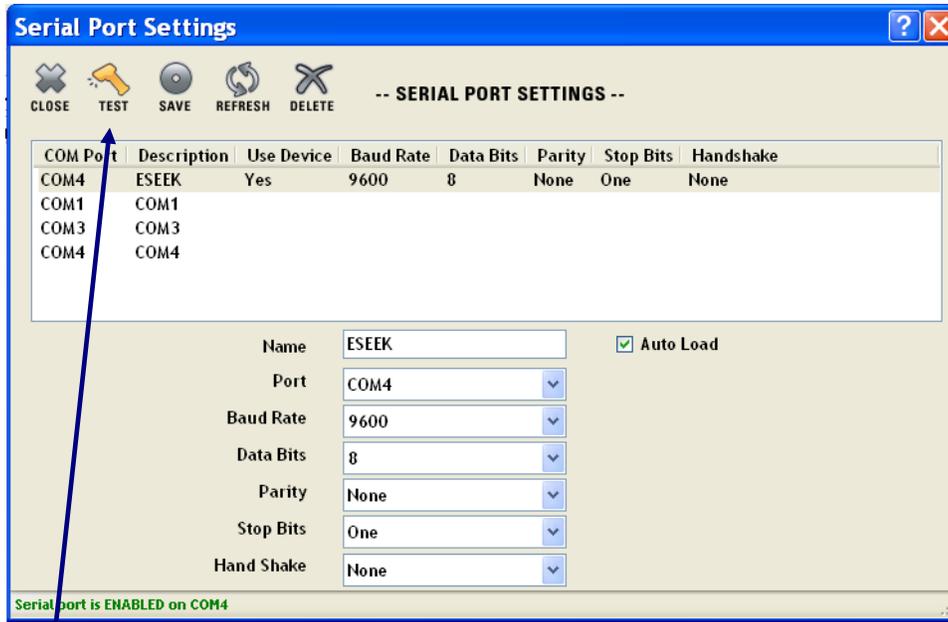
Plug in a Symbol 3408 tethered scanner or ESEEK Model 250.
Click on the **Serial** button.



The Serial Port Settings screen will appear
(NOTE: Each time an ESEEK is used you must verify the port settings.)



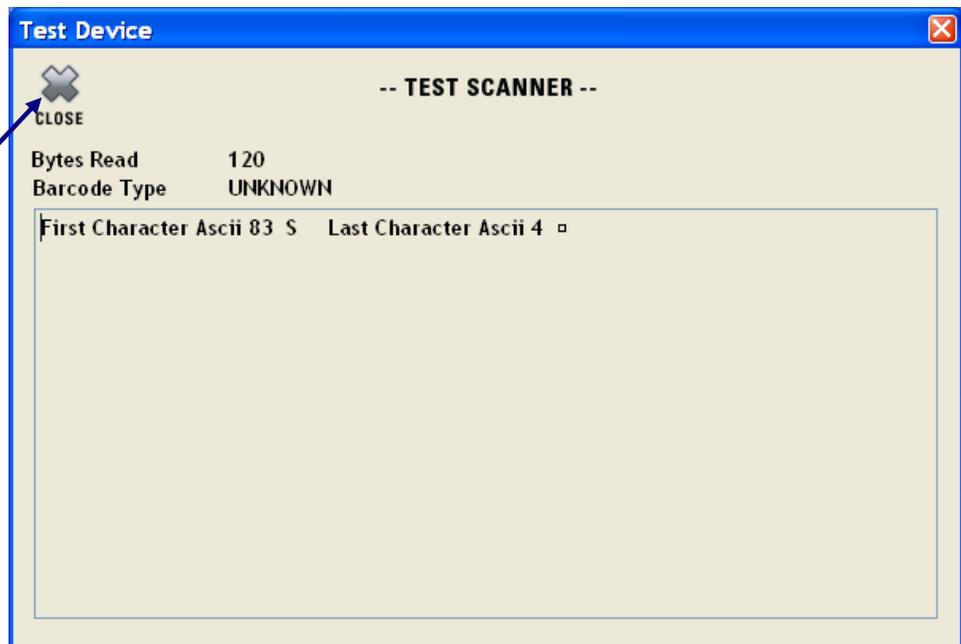
Highlight the COM Port. Type in the Name of device and check Auto Load.
Click on SAVE



Click on **TEST**

The Test Device screen will appear

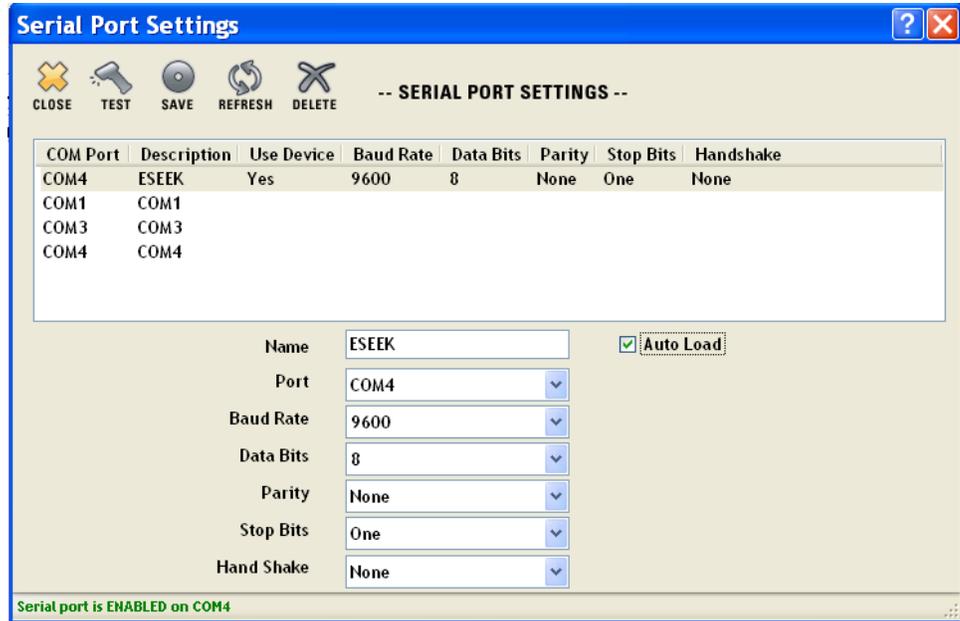
Scan a Salamander barcode and the information will appear



Click on **Close**

Click on Save

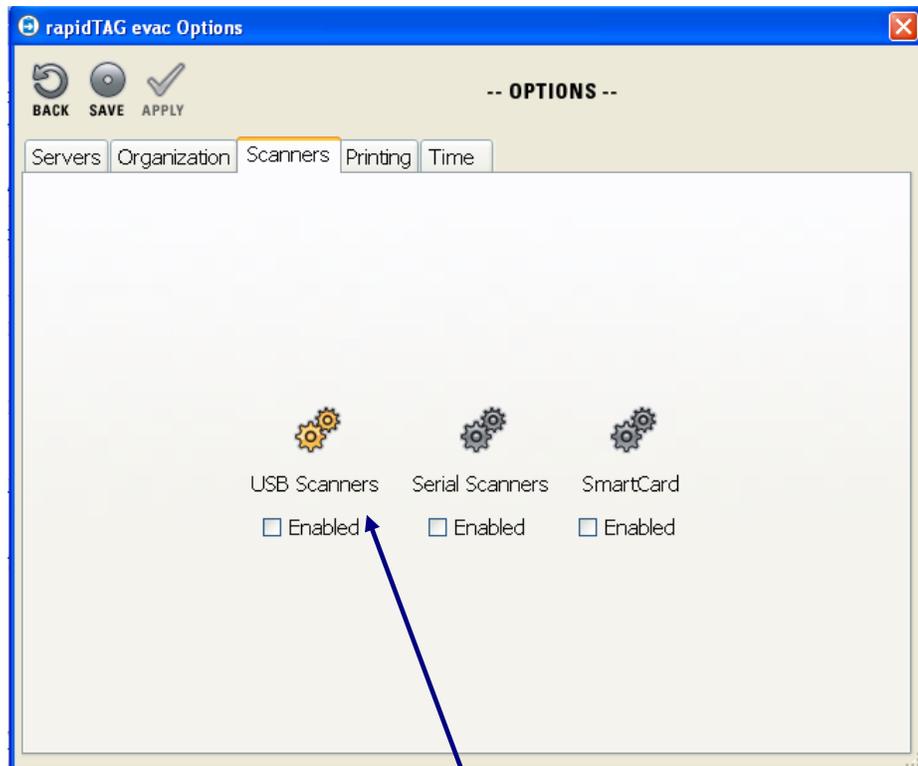
Click on Close



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

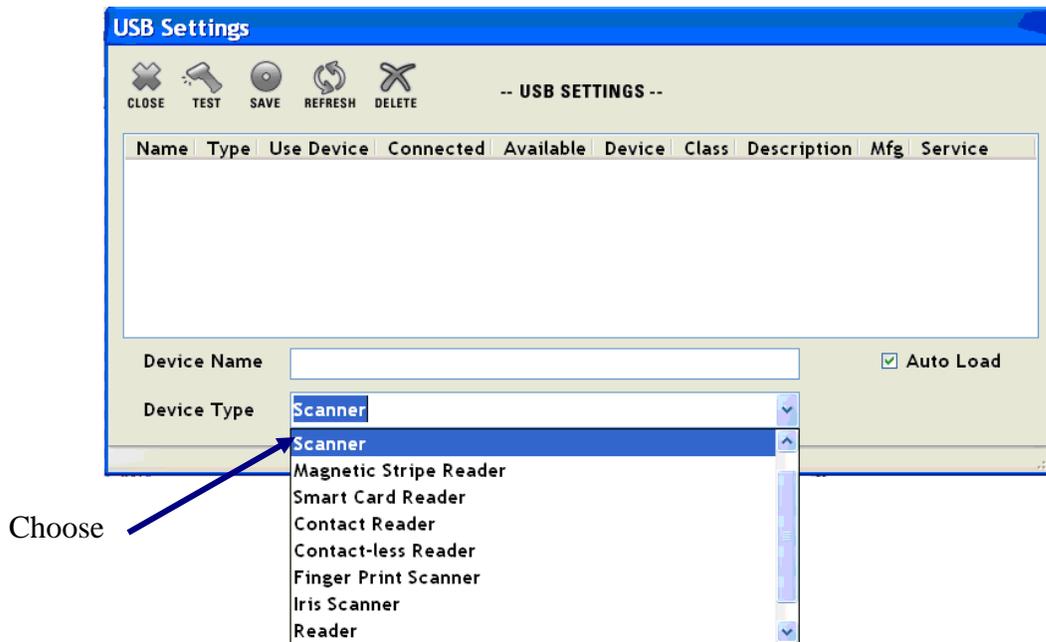
Scanners – USB

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

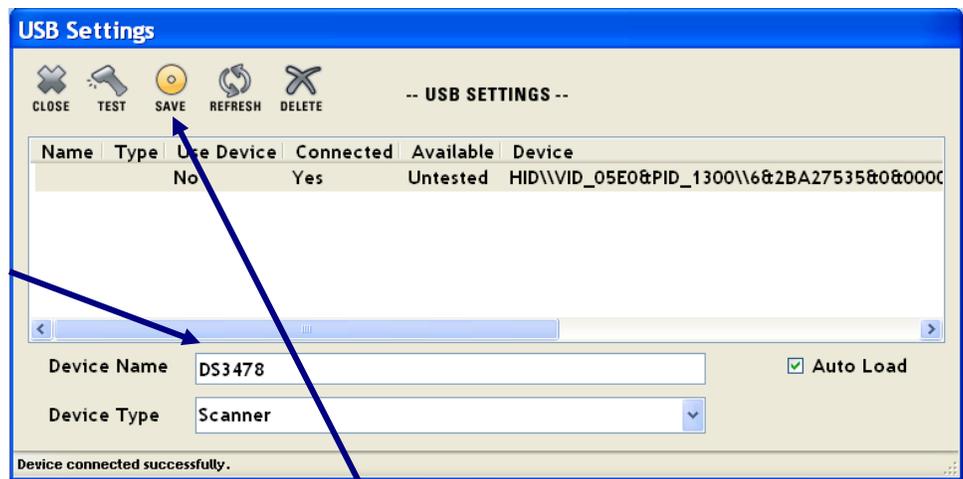


To setup a tethered USB device click on the USB button

The USB Settings screen will appear.



Type a Device Name



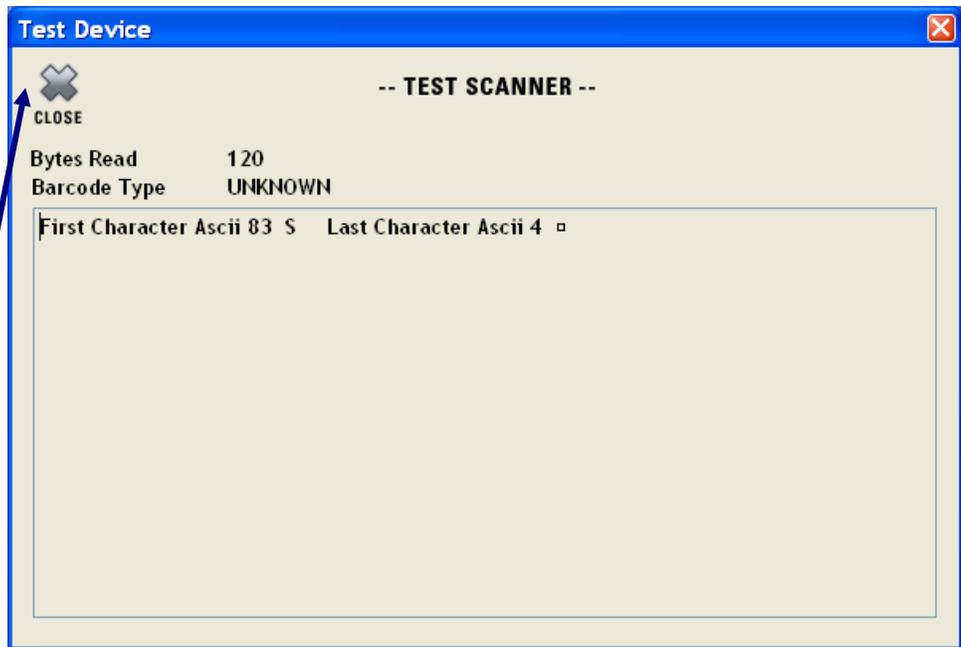
Click on **Save**



Click on Test

The Test Device screen will appear

Scan a Salamander barcode and the information will appear



Click on Close

Click on Save

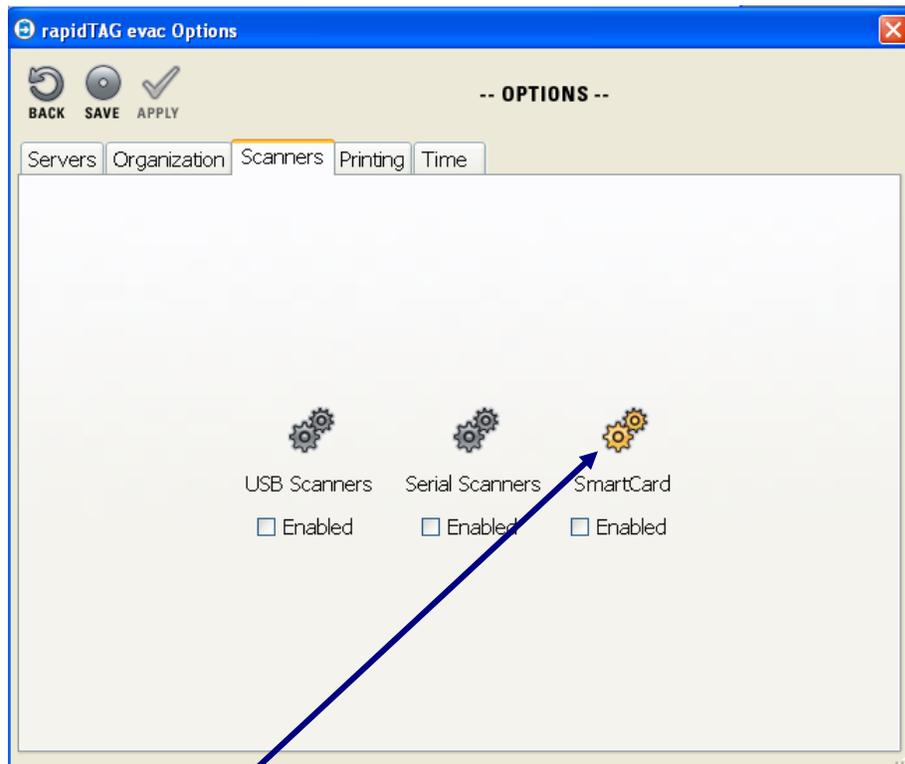
Click on Close



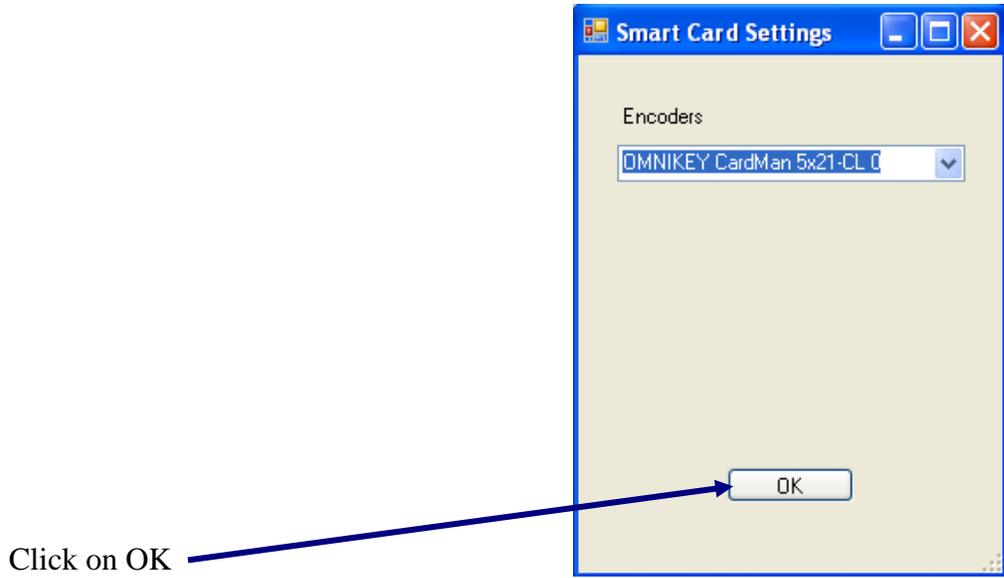
SmartCard

Install OMNIKEY driver

Attach the HID OMNIKEY Device

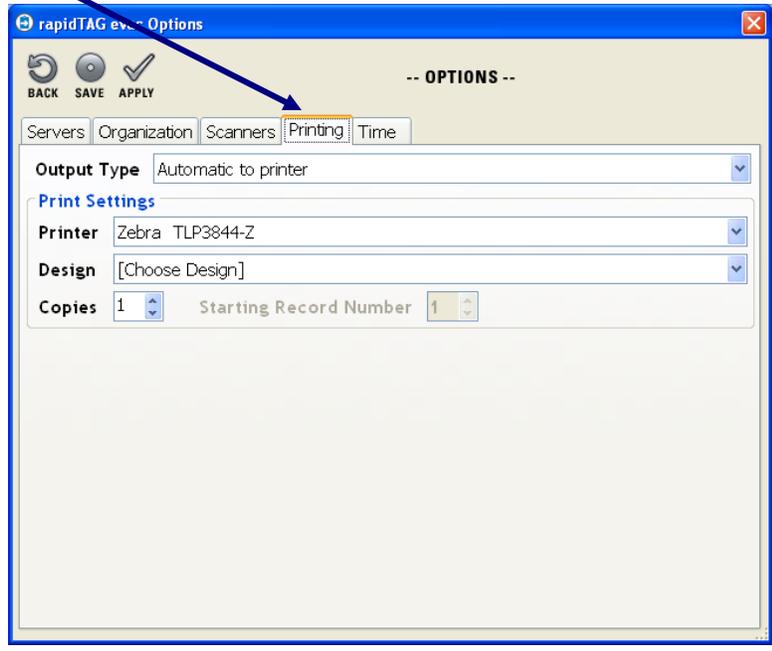


Click on the SmartCard icon



Printers Tab
rapidTAG evac Options – Printing tab

Click on the **Printing** tab



Printer

Choose **Zebra TLP3844-Z** to print wrist bands and PatientID labels

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



The image shows a 'Print Settings' dialog box. It has two dropdown menus. The 'Printer' dropdown is set to 'Zebra TLP3844-Z'. The 'Design' dropdown is open, showing a list of options: 'Zebra TLP3844-Z' (highlighted in blue), 'Microsoft XPS Document Writer', 'Microsoft Office Document Image Writer', and 'HP LaserJet 1020'.

Design



The image shows a 'Design' dropdown menu. The current selection is 'P_1x11_WristBand'. The dropdown is open, showing a list of options: '[Choose Design]', 'P_1x11_WristBand' (highlighted in blue), 'P_2x1_PatientID', and 'P_3x5_PatientID'.

Choose the appropriate design

Label printed using a Zebra printer

P_1X11_Wristband

- Wristband with an interTRAX™ barcode

P_2x1_PatientID

- Label with an interTRAX™ barcode

P_3x5_PatientID

- Label with an interTRAX™ barcode

Copies, Starting Record Number, Enable badge printing



The image shows two input fields. The first is labeled 'Copies' and has a value of '1'. The second is labeled 'Starting Record Number' and has a value of '1'. Both fields have up and down arrows next to them, indicating they are spinners.

Choose the number of copies.

The Starting Record Number is 1.

Output Type



The image shows an 'Output Type' dropdown menu. The current selection is 'Automatic to printer'. The dropdown is open, showing a list of options: 'Automatic to printer' (highlighted in blue), 'Manual to printer', 'Automatic to smart card', and 'Manual to smart card'.

Print

Manual to printer. To activate the print function for a resource you must use the Print button.

Automatic to printer. The box for **Print when finished** on the main screen will be checked. When a resource is entered the printing process will begin automatically.
NOTE: When editing a record the Automatic to printer function will not be active and the **Print when finished** box will not be checked

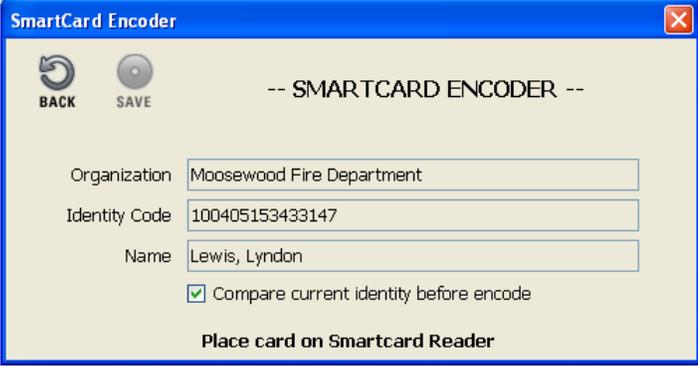
Encode

Manual to smart card. To activate the encode function for a resource you must use the Print button.

Automatic to smart card. The box for **Print when finished** on the main screen will be checked. When a resource is entered the encoding process will begin automatically.
NOTE: When editing a record the Automatic to smart card function will not be active and the **Print when finished** box will not be checked

NOTE: If you choose to encode all of the family members they will be processed one at a time. The SmartCard Encoder screen will appear and you will be prompted to place a card of the Omni Key reader. When a card has been encoded it will be saved and you will receive the SmartCard Encoder box for the next person.

The encoding process begins when the SMARTCARD ENCODER screen appears.



SmartCard Encoder

BACK SAVE

-- SMARTCARD ENCODER --

Organization: Moosewood Fire Department

Identity Code: 100405153433147

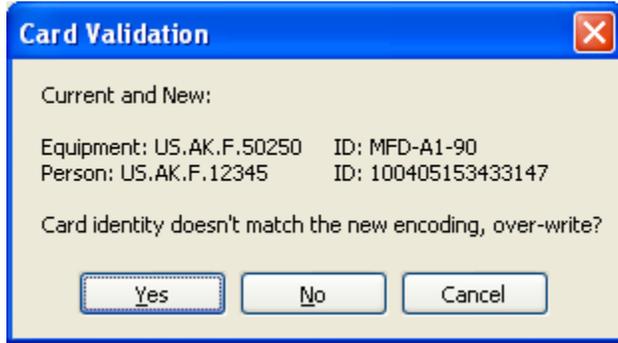
Name: Lewis, Lyndon

Compare current identity before encode

Place card on Smartcard Reader

The software will verify the current identity on the card matches the responder information and encode the card.

If the card identity does not match the rapidTAG record the Card Validation screen will appear.



Yes. Over-write the card.

No. Replace the card and continue the encoding process.

Cancel. Cancel the encoding process.

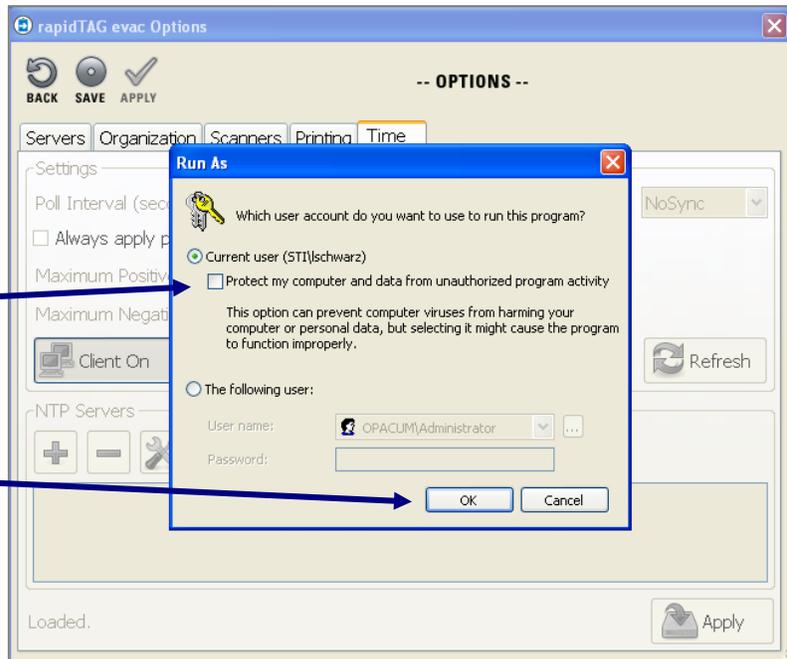
Time Tab

rapidTAG evac Options – Time tab

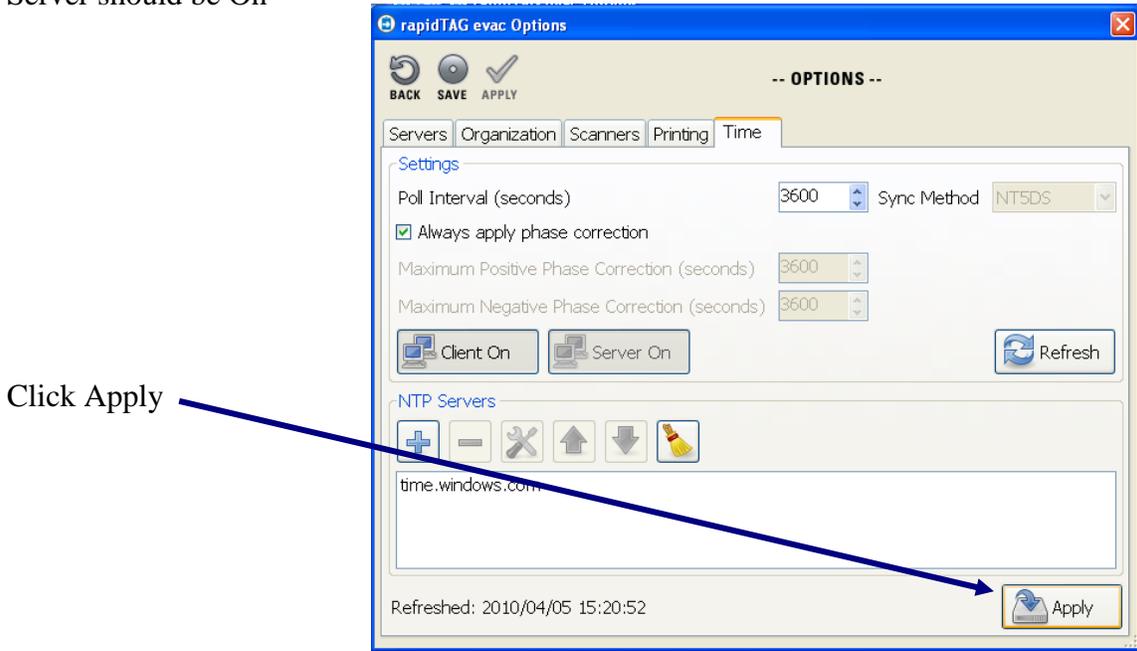
The Time tab controls how often the *rapidTAG™ evac* laptop goes out to the internet for the current time. If the *rapidTAG™ evac* laptop is attached to the internet the Time tab also controls a service that allows devices to connect and download time.

Uncheck the Protect my computer and data from unauthorized program activity

Click on OK



The Settings screen will appear. The setting should be set at 3600 and the Client and Server should be On



Get External Data

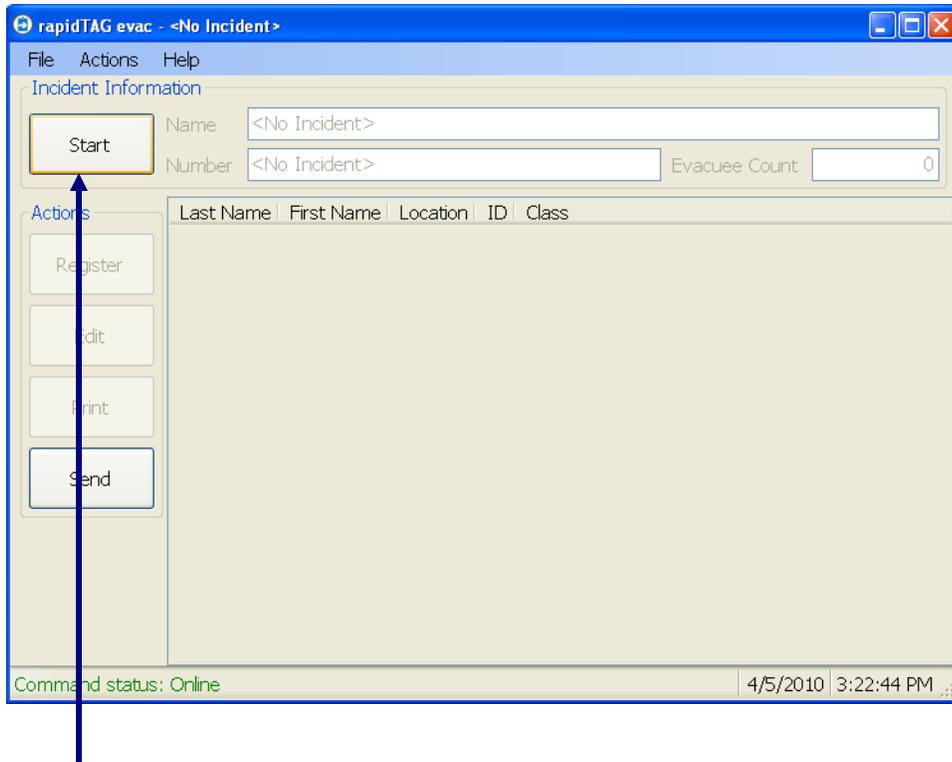
YOU MUST GET EXTERNAL DATA PRIOR TO USING rapidTAG evac in order for the software to be fully functional.

Click on **Get External Data** prior to starting the incident to pre-populate user established data fields. NOTE: This requires an interTRAX account. Contact STI Technical Support 1-877-430-5171.

Actions	Help
Start Incident	F2
Register Evacuee...	F3
Edit Evacuee...	F4
Print Badge...	F5
Test Server	F7
Send to Server	F8
Get External Data	F9
Refresh Display	F10

Start an Incident

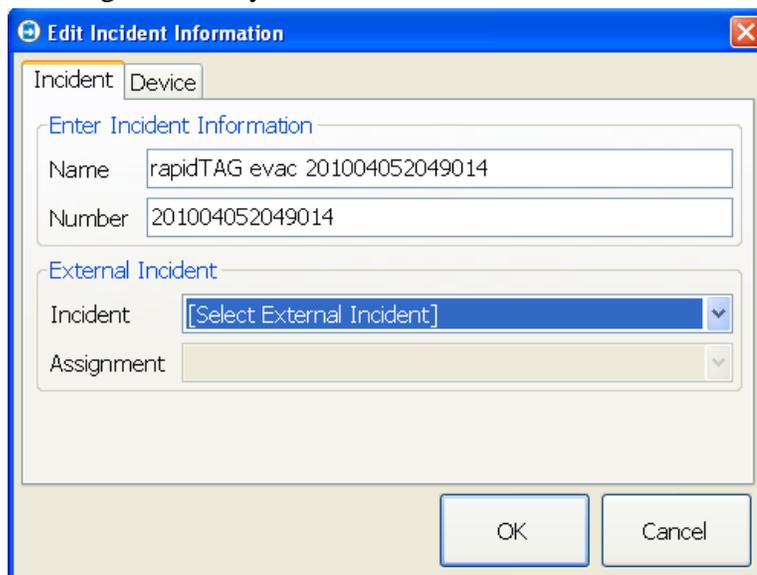
The **rapidTAG evac** main screen will appear



Click on the **Start** button

Edit Incident Information

The Edit Incident Information allows you to attach to an External Incident and to specify and External Incident Assignment. If you do not wish to attach to an External Incident, click on OK.



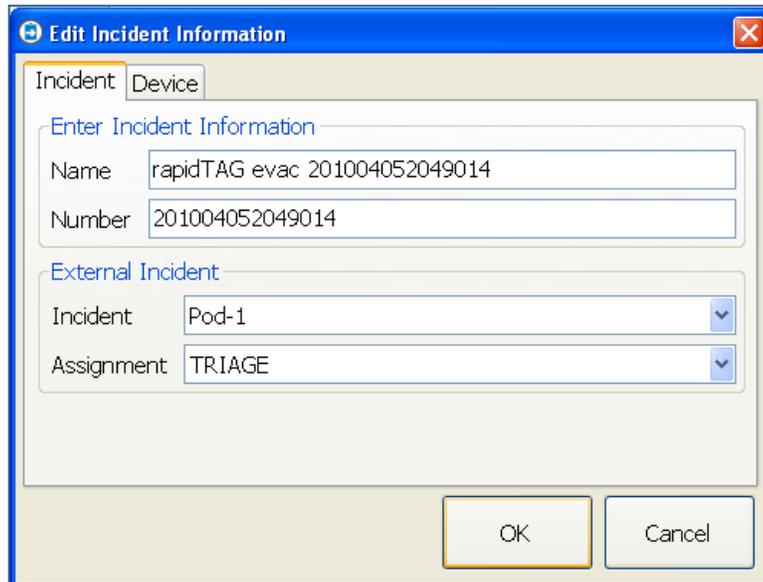
Incident Tab

Enter Incident Information

rapidTAG evac will assign and Incident Name and an Incident Number. You may change the information if you choose.

External Incident

Choose an External Incident from the dropdown if you choose. Choose an assignment from the dropdown if you choose. This will set the assignment as the default assignment. If you do not, you will be required to choose the assignment when you enter a person.



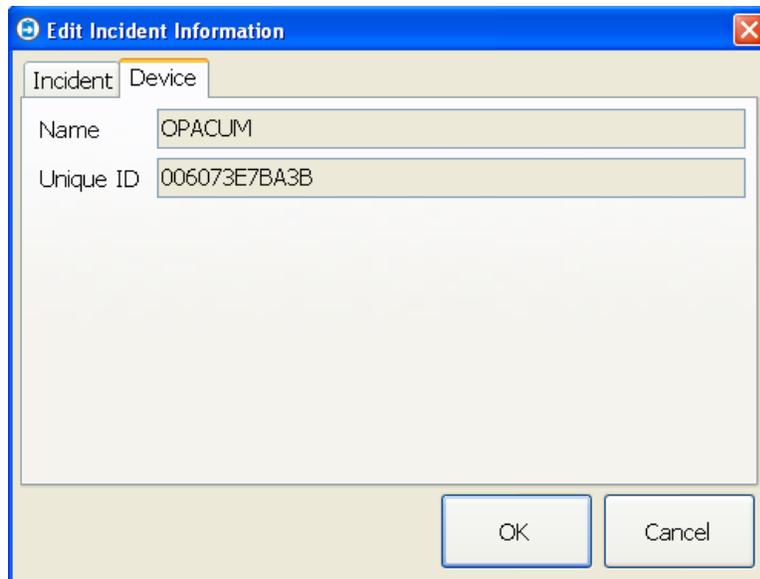
The screenshot shows a dialog box titled "Edit Incident Information" with two tabs: "Incident" (selected) and "Device". The "Incident" tab contains the following fields:

- Enter Incident Information** (Section Header)
- Name**: rapidTAG evac 201004052049014
- Number**: 201004052049014
- External Incident** (Section Header)
- Incident**: Pod-1 (dropdown menu)
- Assignment**: TRIAGE (dropdown menu)

At the bottom right, there are "OK" and "Cancel" buttons.

Device tab

The Name and Unique ID is information drawn from the computer on which it is currently being used.



The screenshot shows the same "Edit Incident Information" dialog box, but with the "Device" tab selected. The "Incident" tab is now disabled. The "Device" tab contains the following fields:

- Name**: OPACUM
- Unique ID**: 006073E7BA3B

At the bottom right, there are "OK" and "Cancel" buttons.

3 Using *rapidTAG evac*TM

Registration – Manual Entry or Scanner Entry

Click on the **Register** button

The screenshot shows the 'rapidTAG evac' application window. The 'Incident Information' section contains fields for Name (rapidTAG evac 200805101903246), Number (200805101903246), and Evacuee Count (0). The 'Actions' section on the left includes buttons for Register, Edit, Print, and Send. A table with columns Last Name, First Name, Location, ID, and Class is visible below the buttons. A blue arrow points from the text 'Click on the Register button' to the Register button.

Manual Entry

*rapidTAG evac*TM will assign an ID number

The screenshot shows the 'Evacuee Registration Information (New)' dialog box. The 'Evacuee Summary' section displays Name, Gender, and DOB on the left, and Type (Head of family), Role (Evacuee), and ID (200805101907526) on the right. Below this are tabs for Evacuee, Track, Miscellaneous, and Family. The 'Personal Information' section includes fields for First Name, Middle Name, Last Name, Class, Gender, and Date of Birth. The 'Address' section includes fields for Line 1, Line 2, City, State, Country, and Zip Code. At the bottom, there is a checkbox for 'Print when finished' and buttons for '< Previous', 'Next >', 'Finish', and 'Cancel'. A blue arrow points from the text 'rapidTAG evac™ will assign an ID number' to the ID field.

Complete the information as described in the Evacuee Registration Information (New) Section.

Scanner – ESEEK or Handheld Scanner

Scan a driver license or *interTRAX* barcode using an ESEEK or Handheld Scanner. See the E-SEEK Model 250 Card Reader Driver Installation document if the E-SEEK has not been setup.



The information that is contained in the barcode will be parsed and placed in the appropriate areas on the Evacuee Summary and Registration Tabs.



Evacuee Registration Information (New)

Evacuee Summary

Name: Lawrence, Hodge Type: Head of family
Gender: Male Role: Evacuee
DOB: 5/10/1950 ID: 200805101907526

Evacuee Track Miscellaneous Family

Personal Information

*First Name: Hodge Class: Adult
Middle Name: Gender: Male
*Last Name: Lawrence Date of Birth: 5/10/1950

Address

Line 1: 600 Angola Road
Line 2: City: Moosewood Country: United States
State: Alaska Zip Code: 99675

Print when finished < Previous Next > Finish Cancel

NOTE: The information available on a driver license varies throughout the United States.

Complete the information as described in the Evacuee Registration Information (New) Section.

Scanner – Handheld Scanner and Triage Tag

Scan a Triage Tag using a handheld scanner



The Triage tag number will appear as the ID

Evacuee Registration Information (New)

Evacuee Summary

Name:	Type:	Head of family
Gender:	Role:	Evacuee
DOB:	ID:	5798AA

Evacuee | Track | Miscellaneous | Family

Personal Information

*First Name	Class	[Choose Class]
Middle Name	Gender	Unknown
*Last Name	Date of Birth	7/22/2008

Address

Line 1	Country	United States
Line 2	State	[None]
City	Zip Code	

Print when finished

< Previous Next > Finish Cancel

Complete the information as described in the Evacuee Registration Information (New) Section.

Evacuee Registration Information (New)

Evacuee Registration Information (New)

Evacuee Summary
Name: Hodge, Lawrence Type: Head of family
Gender: Male Role: Evacuee
DOB: 5/10/1950 ID: 5798AA

Evacuee Track Miscellaneous Family

Personal Information
*First Name: Lawrence Class: Adult
Middle Name: Gender: Male
*Last Name: Hodge Date of Birth: 5/10/1950

Address
Line 1: 600 Angola Road
Line 2: City: Moosewood Country: United States
State: Alaska Zip Code: 99675

Print when finished < Previous Next > Finish Cancel

The **Evacuee Summary** remains at the top of the input screen while information is added on the four tabs.

Evacuee Summary
Name: Lawrence, Hodge Type: Head of family
Gender: Male Role: Evacuee
DOB: 5/10/1950 ID: 200805101907526

Name: Located on the Evacuee tab and may be changed

Gender: Located on the Evacuee tab and may be changed

DOB: Located on the Evacuee tab and may be changed

Type: Assigned as Head of family for each person that is scanned. Family members may be added on the Family tab and will be Type: Family member

Role: Assigned by the software

ID: Assigned by the software or the triage tag number

Evacuee Registration Information (New) – Evacuee Tab

Evacuee	Track	Miscellaneous	Family
Personal Information			
*First Name	Hodge	Class	Adult
Middle Name		Gender	Male
*Last Name	Lawrence	Date of Birth	<input checked="" type="checkbox"/> 5/10/1950
Address			
Line 1	600 Angola Road		
Line 2			
City	Moosewood	Country	United States
State	Alaska	Zip Code	99675

This is an example of the information that might be parsed from a driver license.

Type in Personal Information and the Address and may appear if an interTRAX™ barcode is scanned. The **First Name** and **Last Name** are required and will appear if an interTRAX™ barcode is scanned.

Gender - choose from the dropdown list

Gender	Male
	Unknown
	Female
	Male

Country – Choose from the dropdown list

Country	United States
	Canada
	United States
	Unknown

Class - choose from the dropdown list

Class	Adult
	[Choose Class]
	Adult
	Caregiver
	Child
	Infant
	Pet

State – Choose from the dropdown list

State	[None]
	[None]
	Alabama
	Alaska
	American Samoa
	Arizona
	Arkansas
	Armed Forces Americas (not Car
	Armed Forces Canada, Europe, /

Date of Birth - may be typed in using the arrow keys or you may click on the dropdown area and a calendar will appear

*Date of Birth	7/ 4/1955																																																															
	<table border="1"> <tr> <td colspan="7">July, 1955</td> </tr> <tr> <td>Sun</td> <td>Mon</td> <td>Tue</td> <td>Wed</td> <td>Thu</td> <td>Fri</td> <td>Sat</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>31</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td colspan="7">Today: 12/10/2007</td> </tr> </table>	July, 1955							Sun	Mon	Tue	Wed	Thu	Fri	Sat	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	Today: 12/10/2007						
July, 1955																																																																
Sun	Mon	Tue	Wed	Thu	Fri	Sat																																																										
26	27	28	29	30	1	2																																																										
3	4	5	6	7	8	9																																																										
10	11	12	13	14	15	16																																																										
17	18	19	20	21	22	23																																																										
24	25	26	27	28	29	30																																																										
31	1	2	3	4	5	6																																																										
Today: 12/10/2007																																																																

Click on the **Next>** button when complete

Evacuee Registration Information (New) – Track Tab

Driver Licenses do not include any of the information on this tab.

The **ID** is required. The **ID** is assigned by the software or taken from the interTRAX™ barcode if scanned and it may be changed. Note: Once an ID number is used by the software it may not be reused

Priority – Choose from the dropdown list (Customer configured)

Destination - Choose from the dropdown list (customer configured)

Special Needs – Choose from the dropdown list

***Assignment** – Choose from the dropdown list (customer configured)

Click on the **Next>** button to open the Miscellaneous tab

OR

Click on the **Finish** button to complete the input process

Evacuee Registration Information (New) – Miscellaneous Tab

Evacuee | Track | **Miscellaneous** | Family

Miscellaneous Information

SSN: _____ Mother's Maiden Name: _____

Driver's License (State or Military ID)

Number: AK123321123321 Issued On: 10/12/2007

State: Alaska Expires On: 10/28/2008

Print when finished

< Previous Next > **Finish** Cancel

This is an example of the information that might be parsed from a driver license.

Type in the Miscellaneous Information and the Driver License information. This information may also appear in an interTRAX™ barcode is scanned.

State – Choose from the dropdown list

State: [None]

- [None]
- Alabama
- Alaska**
- American Samoa
- Arizona
- Arkansas
- Armed Forces Americas (not Car
- Armed Forces Canada, Europe, A

Issued on and Expires On - may be typed in using the arrow keys or you may click on the dropdown area and a calendar will appear

Click on the **Next>** button

OR

7/ 4/1955

< July, 1955 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: 12/10/2007

Click on the **Finish** button to complete the input process

Evacuee Registration Information (New) – Family Tab

Last Name	First Name	Location	Identity Code	Class
Head of Family				
Hodge	Lawrence	Northwest Medical	5798AA	Adult

Print when finished

< Previous Next > Finish Cancel

To add a new family member and attach the person to the Head of Family record either scan a triage tag from this screen or click on the Add New button.

NOTE: Click on **Finish** for the **Head of Family** prior to adding additional family members. If you do not click on **Finish** for the **Head of Family** prior to proceeding and find it necessary to cancel at any time while entering additional family members the family member and the **Head of Family** information will be lost.

Add New. Add a family member. Click and then scan the driver license for the family member or manually enter the information.

Search. Find a person in the database

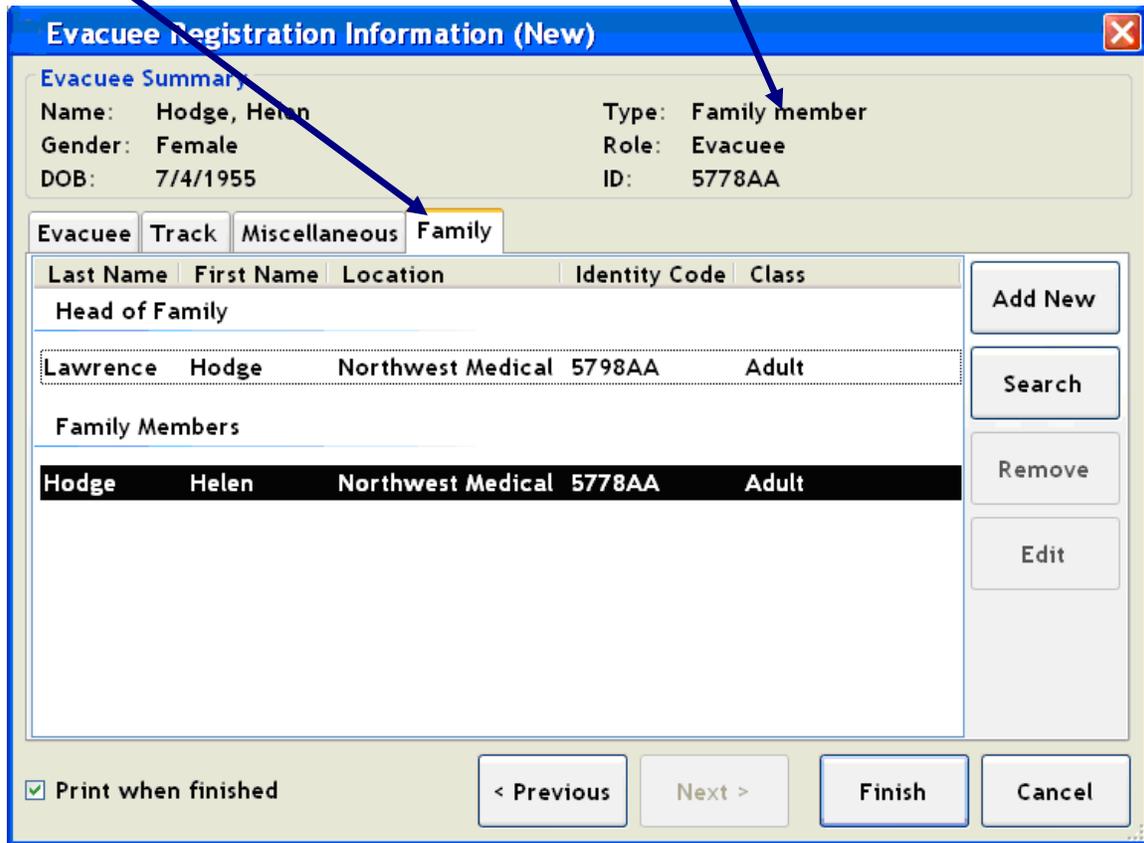
Remove. Delete the person that is highlighted

Edit. Change the information for the person that is highlighted

Finish. Complete the input process and print if the **Print when finished** box is checked

Add Family Member

When the family member information is complete their name will appear on the Family tab. The Evacuee Summary Type: is Family member



The screenshot shows a software window titled "Evacuee Registration Information (New)". At the top, there is a summary section with the following details:

- Name: Hodge, Helen
- Gender: Female
- DOB: 7/4/1955
- Type: Family member
- Role: Evacuee
- ID: 5778AA

Below the summary, there are four tabs: "Evacuee", "Track", "Miscellaneous", and "Family". The "Family" tab is selected and highlighted. It contains a table with the following columns: "Last Name", "First Name", "Location", "Identity Code", and "Class".

Last Name	First Name	Location	Identity Code	Class
Head of Family				
Lawrence	Hodge	Northwest Medical	5798AA	Adult
Family Members				
Hodge	Helen	Northwest Medical	5778AA	Adult

At the bottom of the window, there is a "Print when finished" checkbox which is checked. To the right of this checkbox are four buttons: "< Previous", "Next >", "Finish", and "Cancel". On the right side of the table, there are four buttons: "Add New", "Search", "Remove", and "Edit".

Print

The Print function is available only if the box is checked to enable badge printing in File → Options → Printing

Print from the Family Tab

To print from the Family tab, highlight the person and click the **Finish** button with the **Print when finished** box checked

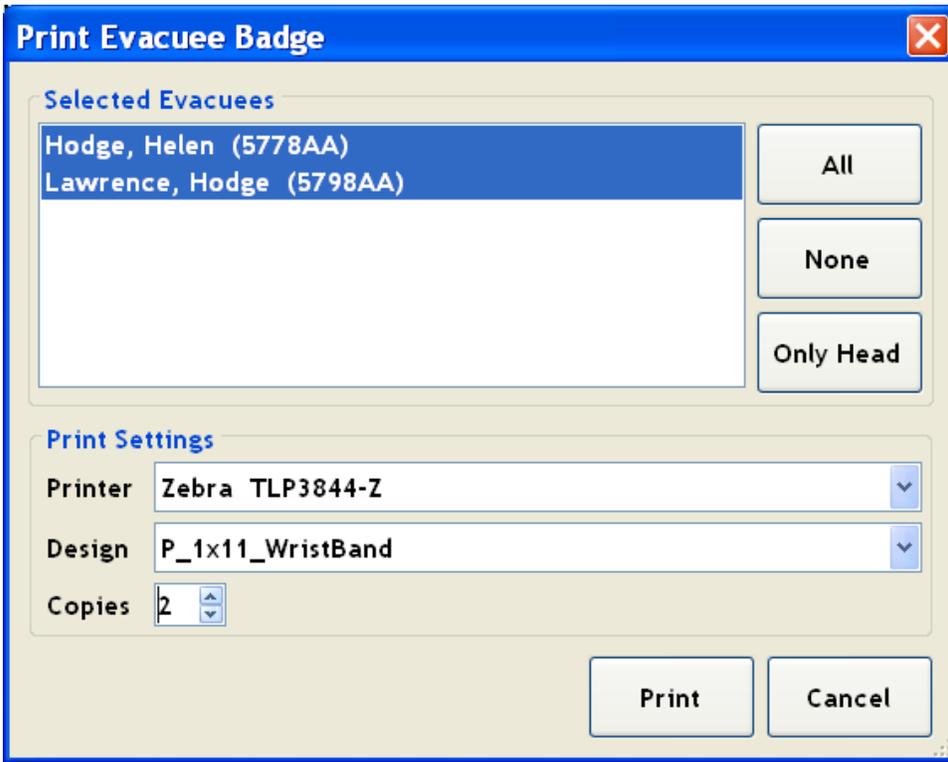
The screenshot shows the 'Evacuee Registration Information (New)' window. The 'Evacuee Summary' section displays: Name: Hodge, Helen; Gender: Female; DOB: 7/4/1955; Type: Family member; Role: Evacuee; ID: 5778AA. The 'Family' tab is active, showing a table with columns: Last Name, First Name, Location, Identity Code, and Class. The table contains two rows: 'Head of Family' (Lawrence Hodge) and 'Family Members' (Hodge Helen). The 'Hodge Helen' row is highlighted. At the bottom, the 'Print when finished' checkbox is checked, and the 'Finish' button is highlighted. Other buttons include 'Add New', 'Search', 'Remove', 'Edit', '< Previous', 'Next >', and 'Cancel'.

Print from the Main Screen

From the Main Screen, highlight a person and click on the **Print** button

The screenshot shows the 'evacTRAX - evacTRAX - 200805101903246' main screen. The 'Incident Information' section shows: Name: evacTRAX - 200805101903246; Number: 200805101903246; Evacuee Count: 4. The 'Actions' panel on the left contains buttons for 'End', 'Register', 'Edit', 'Print', and 'Send'. The 'Print' button is highlighted. The main table displays columns: Last Name, First Name, Location, ID, and Class. The table contains two rows: 'Hodge Helen' and 'Lawrence Hodge'.

The **Print Evacuee Badge** screen will appear



All. All Evacuees will be highlighted and selected to print

None. No Evacuees will be highlighted and selected to print

Only Head. Only the Head of the family will be highlighted and selected to print

Print. Evacuees that are highlighted will be printed

Cancel. The Main Screen will appear

Examples

2 x 1 badge



3 x 5 badge



Wristband



Encode

Encode from the Family Tab

To encode from the Family tab, highlight the person and click the **Finish** button with the **Encode when finished** box checked

The screenshot shows the 'Evacuee Registration Information (Edit)' window. The 'Evacuee Summary' section displays: Name: Lewis, Lyndon; Gender: ; DOB: 2/19/1960; Type: Head of family; Role: Evacuee; ID: 110107201024166. The 'Family' tab is active, showing a table with columns: Last Name, First Name, Location, Identity Code, and Class. The 'Head of Family' section lists 'Lewis, Lyndon' with Location 'Facility 1' and Identity Code '110107201024166'. The 'Family Members' section lists 'Lewis, Kellerman' and 'Lewis, Mathison' with Location 'Facility 1' and Identity Codes '110211201821293' and '110211201845568' respectively. The 'Encode when finished' checkbox is checked. The 'Finish' button is highlighted.

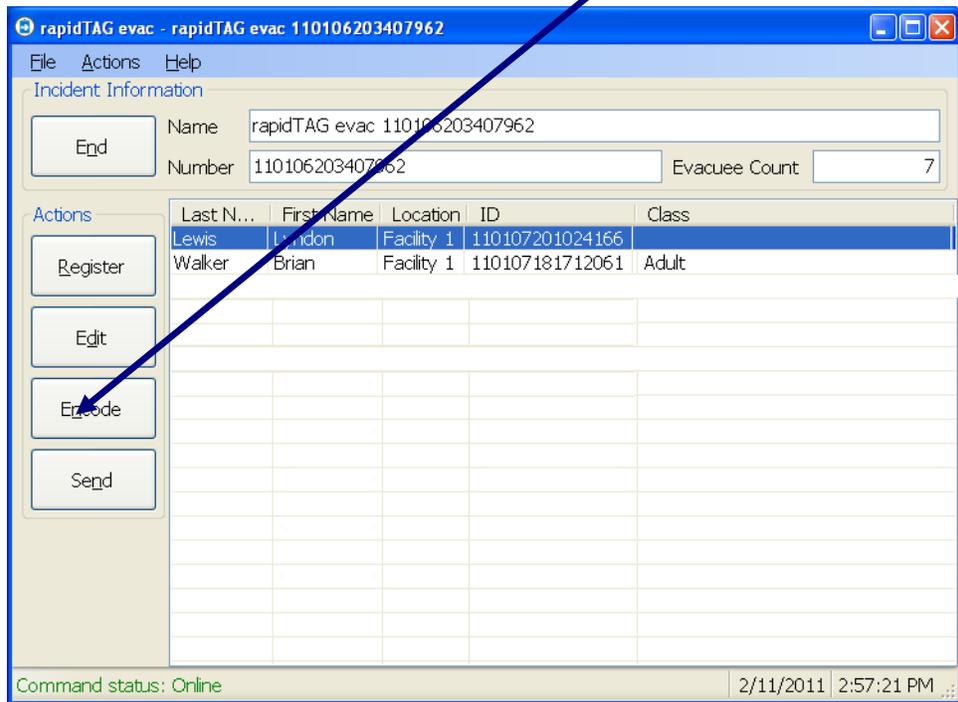
The **Print Evacuee Badge** screen will appear.

The screenshot shows the 'Print Evacuee Badge' window. The 'Selected Evacuees' list includes: 'Lewis, Kellerman (110211201821293)', 'Lewis, Lyndon (110107201024166)', and 'Lewis, Mathison (110211201845568)'. The 'Print Settings' section shows: Printer: HP LaserJet 1020; Design: P_1x11_WristBand; Copies: 1; Starting Record Number: 1. The 'Encode' button is highlighted.

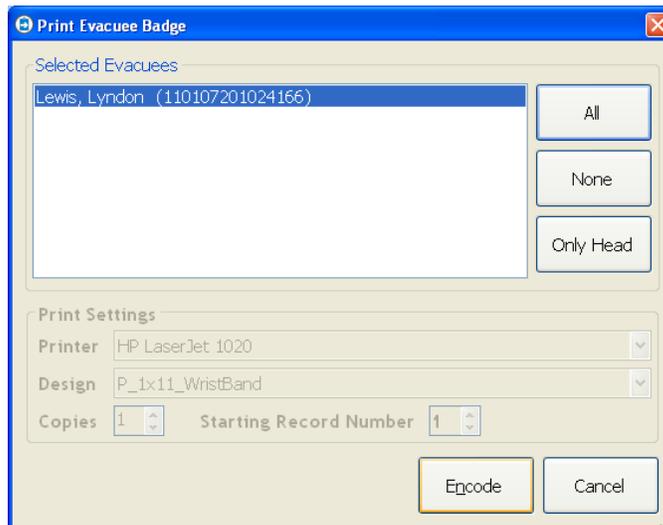
If you choose to encode all of the family members they will be processed one at a time. The SmartCard Encoder screen will appear and you will be prompted to place a card of the Omni Key reader. When a card has been encoded it will be saved and you will receive the SmartCard Encoder box for the next person.

Encode from the Main Screen

From the Main Screen, highlight a person and click on the **Encode** button



The **Print Evacuee Badge** screen will appear

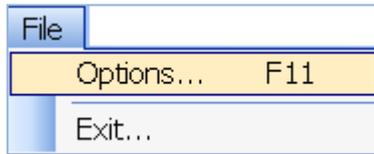


Click on Encode and the SmartCard Encoder screen will appear. You will be prompted to place a card on the Omni Key reader.

Miscellaneous

File

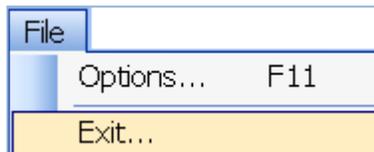
Option



File → Options

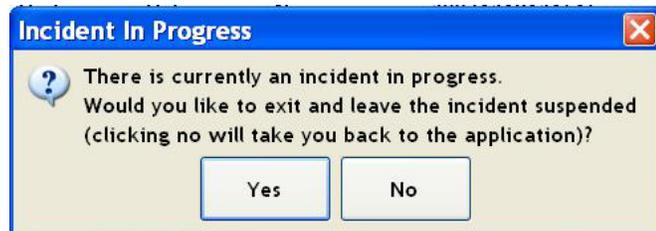
The Options screen will appear with tabs for Organization, Scanners, Servers, Printing and Time

Exit



File → Exit

The Incident Progress screen will appear. Click on Yes to Exit with the Incident in Progress. Click on No to return to rapidTAG evac



Actions

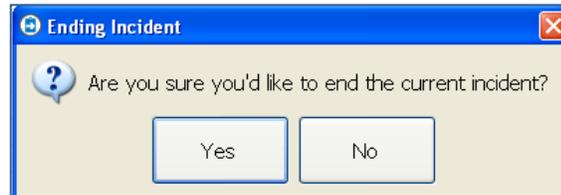
Actions	
End Incident	F2
Register Evacuee...	F3
Edit Evacuee...	F4
Print Badge...	F5
Test Server	F7
Send to Server	F8
Get External Data	F9
Refresh Display	F10

End Incident

Actions		Help
End Incident	F2	

Actions → End Incident

The Ending Incident screen will appear.



Register Evacuee

Actions	
End Incident	F2
Register Evacuee...	F3

Action → Register Evacuee

The Evacuee registration screen will appear.

Edit Evacuee

Actions	
End Incident	F2
Register Evacuee...	F3
Edit Evacuee...	F4

Actions → Edit Evacuee

The Evacuee registration screen will appear when an evacuee record is highlighted on the main screen. You may also Edit an evacuee record from the main screen by clicking on the Edit button.

Print Badge

Actions	
End Incident	F2
Register Evacuee...	F3
Edit Evacuee...	F4
Print Badge...	F5

Actions → Print Badge

The Print Evacuee Badge screen will appear when an evacuee record is highlighted on the main screen. You may also Print a Badge from the main screen by clicking on the Print button.

Test Server

Actions	
End Incident	F2
Register Evacuee...	F3
Edit Evacuee...	F4
Print Badge...	F5
Test Server	F7

Actions → Test Server

This will test the server.

Send to Server

Actions	
End Incident	F2
Register Evacuee...	F3
Edit Evacuee...	F4
Print Badge...	F5
Test Server	F7
Send to Server	F8

Actions → Send to Server

The will send information to the server

Get External Data

Actions	
End Incident	F2
Register Evacuee...	F3
Edit Evacuee...	F4
Print Badge...	F5
Test Server	F7
Send to Server	F8
Get External Data	F9

Actions → Get External Data

The will get external information.

Refresh Display

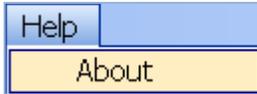
Actions	
End Incident	F2
Register Evacuee...	F3
Edit Evacuee...	F4
Print Badge...	F5
Test Server	F7
Send to Server	F8
Get External Data	F9
Refresh Display	F10

Actions → Refresh Display

This will refresh the display

Help

About



The ID Parser Status must be Registered
The ID Parser Key must be present

