

WI-CAMS and SalamanderLive User Guide

July 11, 2018

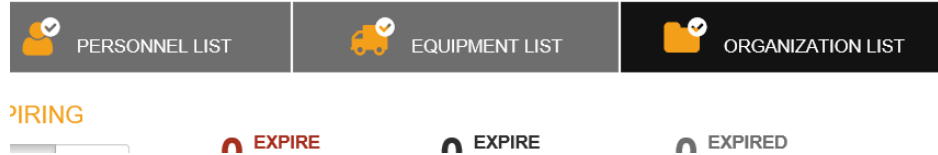


Table of Contents

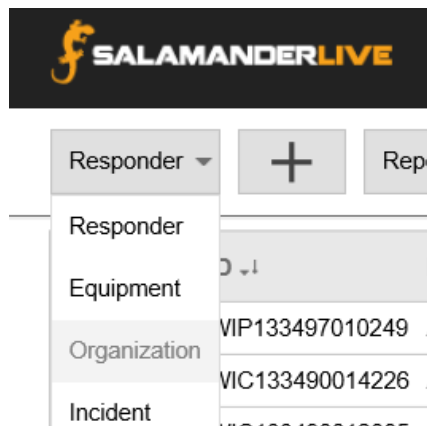
Adding a new organization in SalamanderLive.....	3
Adding a digital signature to an organization.....	8
Creating a new responder in SalamanderLive	9
Creating a new user in SalamanderLive	13
Resetting the password of an existing user’s account.....	19

Adding a new organization in SalamanderLive

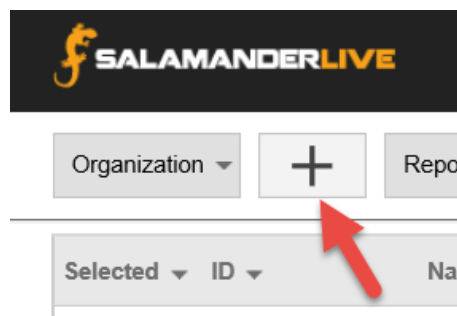
- a. From the SalamanderLive dashboard, select “Organization List”



- i. (Alternately, you can select “Organization” from the drop-down menu in the upper left-hand corner if already inside another selection screen.)



- b. From the organization selection screen, click the “+” button in the upper left-hand corner.



- c. Complete every field under the “Organization” tab – even those the software does not mark as “Required.”

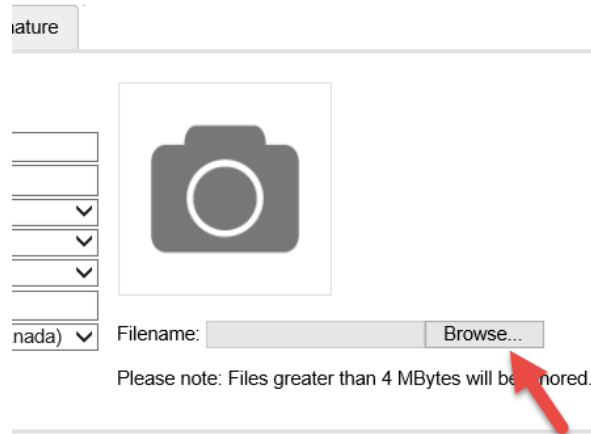
The screenshot shows the SALAMANDERLIVE software interface. At the top, there is a logo for SALAMANDERLIVE. Below the logo are two buttons: a back arrow and a save icon. The main interface has a tabbed menu with 'Organization', 'Address', 'Phone', 'Note', and 'Signature'. The 'Organization' tab is active, showing a form with the following fields:

Name	Acme County EM
Identity Code	WIE333ACME00000
Type	Emergency Management Agency
Country	United States
State	Wisconsin
Parent Organization	WI Emergency Management
Timezone	(UTC-06:00) Central Time (US & Canada)

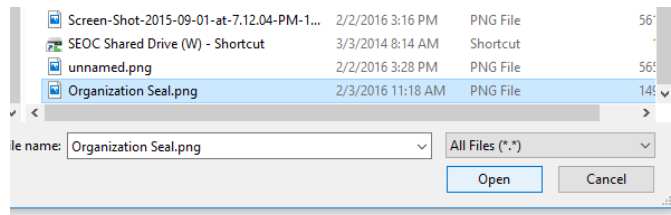
Below the form, there are two buttons: 'File' and 'Please'.

- i. Organization Names have a 50-character maximum.
- ii. Identity Codes should always follow the template as outlined in the WI-CAMS Policy. The software will alert the end user when an Identity Code exceeds 15 characters.
- iii. When creating new subordinate organizations, sponsoring agents should list their organization (not WI Emergency Management) as the parent.
- iv. “Timezone” must also be assigned as it determines how assets associated with this organization are time-stamped in the software.

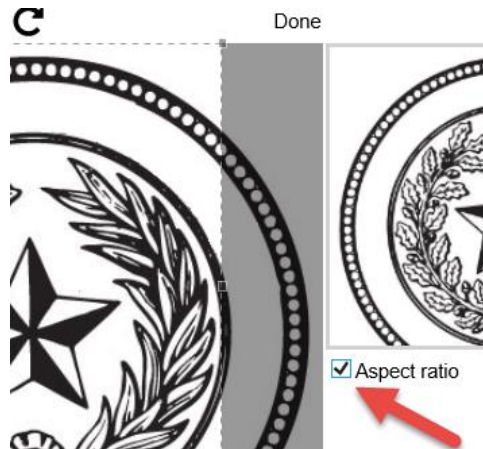
- d. To upload a seal for your organization, click the “Browse...” button on the “Organization” tab.



- e. Locate your desired image and select “Open.”



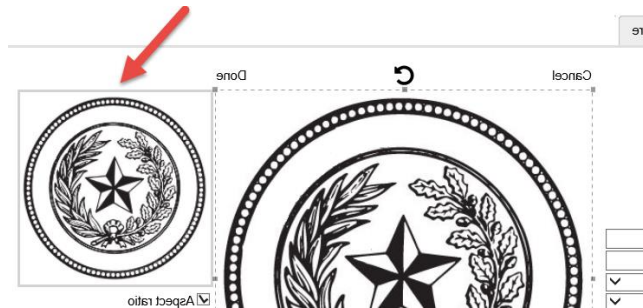
- f. Once SalamanderLive has uploaded the image, click “Edit” and select the “Aspect ratio” checkbox.



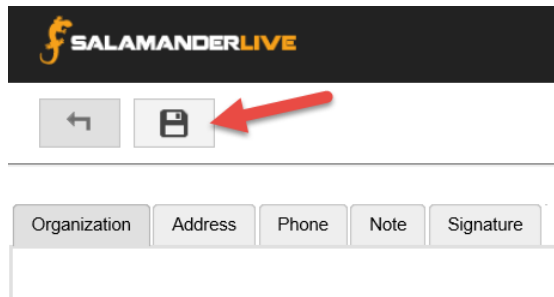
- g. Verify that your image will match the desired dimensions by dragging the bottom-right corner to the fullest extent of the editing space.



- i. Images may be rotated by clicking the circular arrow and any changes can be undone by clicking “Cancel” above the editing space. A preview window next to the software’s editing space displays how the final image will render during the print process.



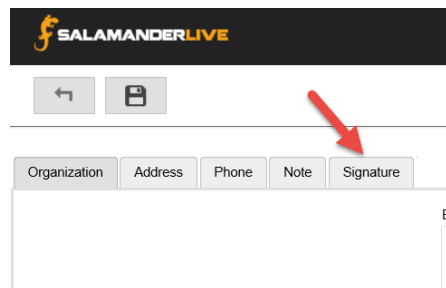
- h. When you are finished, select “Done” above the editing space and then click the save icon in the upper left-hand corner.



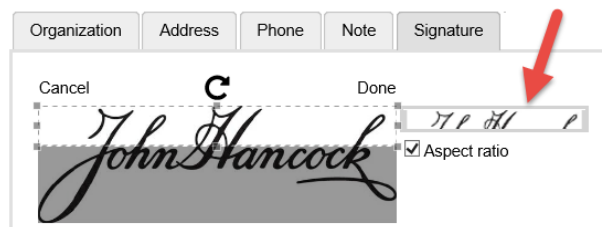
Adding a digital signature to an organization

If you are printing IDs with a digital signature, a particular file must be configured in your Design Files folder. Please contact wicams@wisconsin.gov at Wisconsin Emergency Management.

- a. Open your desired organization from the organization selection screen (See: 1.b) and select the “Signature” tab.



- i. A separate “Signature” tab exists inside each responder’s entry as well. Do not assign a signature to this field as it will not render during the print process.
- b. Repeat steps 1.d through 1.h to upload, edit, and save a digital signature to your organization.
 - i. “Aspect ratio” must also be checked as it ensures the scanned signature will fit correctly on a printed card. A preview window next to the software’s editing space displays how the final signature will render during the print process.



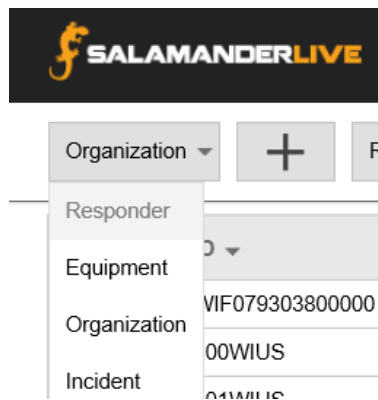
- ii. If your image does not match these dimensions, you will need to alter its aspect ratio. This can be accomplished with most rudimentary image editing or paint software.

Creating a new responder in SalamanderLive

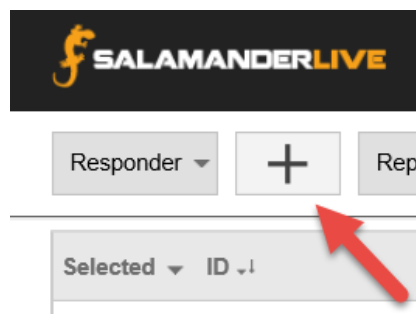
- a. From the SalamanderLive dashboard, select “Personnel List”



(Alternately, you can select “Responder” from the drop-down menu in the upper left-hand corner if already inside another selection screen.)



- b. From the responder selection screen, click the “+” button in the upper left-hand corner.



- c. Complete every “Required” field marked in red under the “Person” tab. Neither the image editing space nor the save icon will be available until you have assigned a pre-existing Organization to your new responder.

←

Person Private Medical Qualifications Note Signature

Prefix

Last Name

First Name

Middle Initial

Suffix

ID

Birth Date

Organization This field is required.

Title

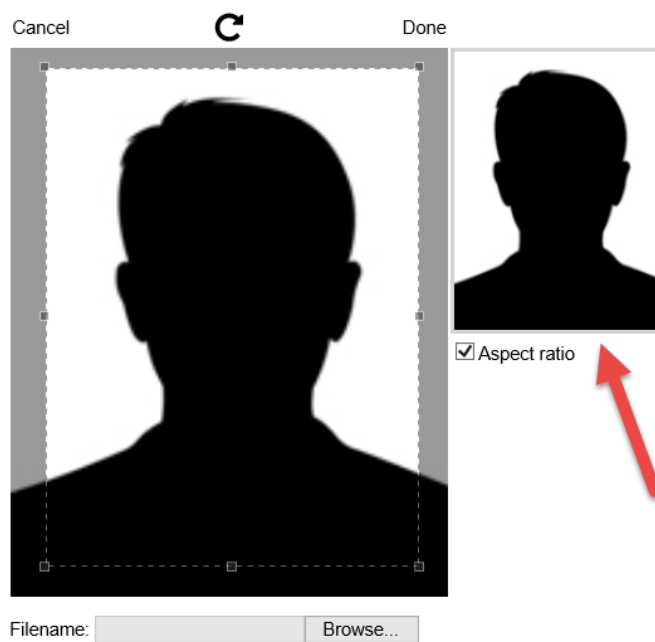
Status

- i. **The ID field will automatically populate with a generic ID number. This number is not WI-CAMS compliant and must be replaced with your organization’s specific identifier, which can be found under the Organizations tab in SalamanderLive. (See: “Adding a new organization.”)**
- ii. Beyond uploading a required photo, the degree to which you fill out optional fields will depend on the extent of your agency’s needs.

- d. If you wish to add a responder's height, click the "Medical" tab.
 - i. Select "inches" from the dropdown menu.
 - ii. Enter height as if you were listing it in feet + inches, just without spaces. (e.g. enter 6 ft as "60," 5 ft 11 as "511.")
 - iii. In the software, it will appear as if you are entering total inches, but the card will register the difference.

Person	Private	Medical	Qualifications	Note	Signature
Gender	Unknown				Physi
Blood Pressure	0 / 0				Physician PR
Resting Pulse	0				Insur
Respirations	0				Poli
BloodType	Unknown				Medicat
Organ Donor	<input type="checkbox"/>				Aller
Hair Color	Unknown		Unspecified		Emergency Cont
Eye Color	Unknown		Millimeters		
Height	511		Centimeters		
Weight	0		Meters		
			Inches		
			Feet		
			Unspecified		
Medical History					
Detailed History					
Religion					

- e. Repeat steps 1.d through 1.h to upload, edit, and save an image to your responder entry.
 - i. Please use common sense when selecting responder images. The subject should be facing forward with facial features clearly visible. Most state-issued driver license photos make for a sufficient reference.
 - ii. “Aspect ratio” must also be checked as it ensures the scanned image will fit correctly on a printed card. A preview window next to the software’s editing space displays how the final photo will render during the print process.

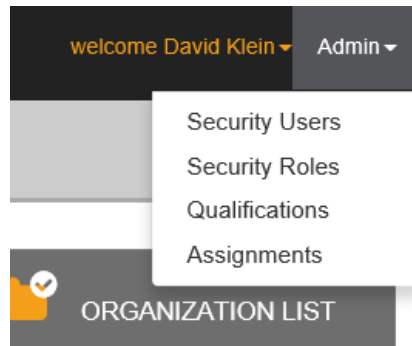


Please note: Files greater than 4 MBytes will be ignored.

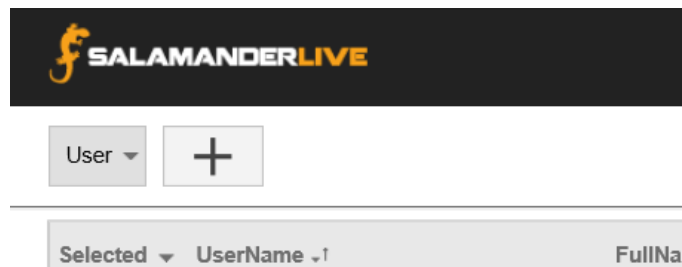
Creating a new user in SalamanderLive

The following capabilities are available only to local administrators in SalamanderLive.

- a. Click the “Admin” menu and select “Security Users”



- b. From the user selection screen, click the “+” button in the upper left-hand corner



- c. Complete every field in the “User Profile” section, making sure that the User Name and E-Mail Address fields are 1) identical and 2) belong to a single individual.
 - i. Passwords can be temporarily set to any combination of characters, however if they do not contain a letter, a number and a special character, that user will be prompted to change his/her password upon first logging in.
 - 1. End users also have the ability to reset their own passwords.
 - ii. Although it is possible, a User Profile does not need to be linked to an existing Responder Record in WI-CAMS.

USER PROFILE

***User Name**

New Password

***Password**

***Full Name**

***E-Mail Address**

***Organization**

Time Zone

Linked Responder Record
Jane Doe [1234]
Wisconsin DNR
[WIS550WDNR00000]

Disabled

- d. Select which system features you wish to be associated with this account under “Assigned Features.” (The “Assigned Features” section will not appear unless an account has already been associated with an Organization in its “User Profile.”)
 - i. Checking “Salamander Live” allows for access to the software’s web application for data entry.
 - 1. The assigned feature for SalamanderLive should always read “WI Emergency Management” as this is WEM’s subscription.

ASSIGNED FEATURES

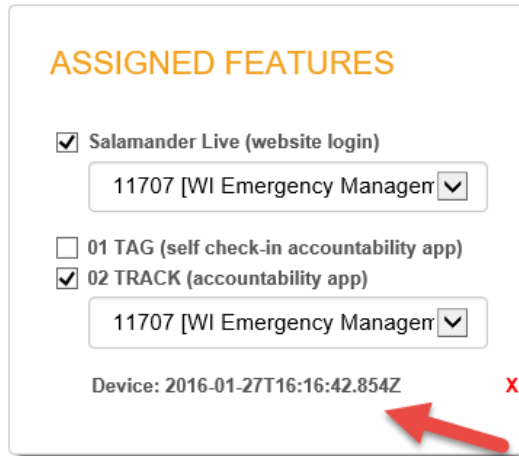
Salamander Live (website login)
11707 WI Emergency Manager

01 TAG (self check-in accountability app)
 02 TRACK (accountability app)

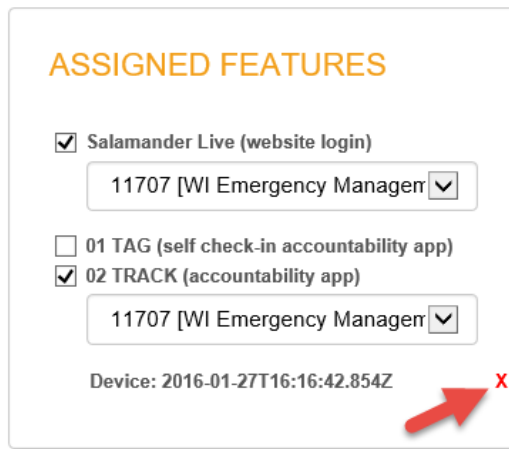
- ii. Checking “01 TAG” issues a token for the 01 TAG app to that user profile. Currently, WEM does not use this feature.

iii. Checking “02 TRACK” issues a token for the 02 TRACK app to that user profile. 02 TRACK reproduces scanning and accountability features for WI-CAMS on iOS and Android devices.

1. SalamanderLive will assign a time stamp and number next to the corresponding device that a user has logged into the TRACK app with.



2. To remove a device, click the red “x” next to that device number.

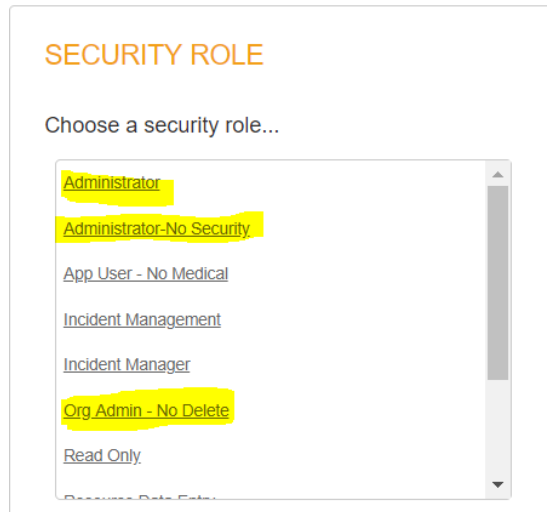


iv. WEM’s subscription allows for a limited number of users to concurrently use these features. In the event of an emergency incident or exercise, the 02 TRACK feature may be temporarily issued to a user’s account. You may not issue a WEM TRACK feature to your account without contacting a system administrator.

- e. Choose a security role/s for the end user’s access to the web application (See: d.i).

Note: By design, a user is not able to assign a new security role to their own account.

- i. You will likely either assign a user an “Administrator,” “Administrator-No Security,” or “Org Admin – No Delete” role.

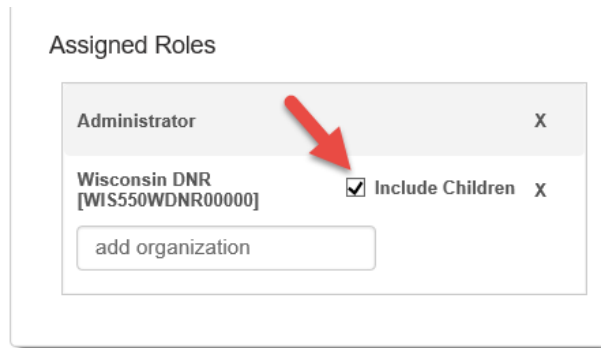


3. “Org Admin – No Delete” allows an end user to edit their respective organization(s) and create new responders associated with that organization(s).
4. “Administrator-No Security” allows an end user to create new organizations and responders associated with whichever organization you assign to that role.
5. In addition to creating new organizations and responders, the “Administrator” role allows an end user to create new user accounts relative to whichever organization you assign that role to.

(e.g. An Administrator with the WI Department of Natural Resources could create additional user accounts with access to the WI Department of Natural Resources.)

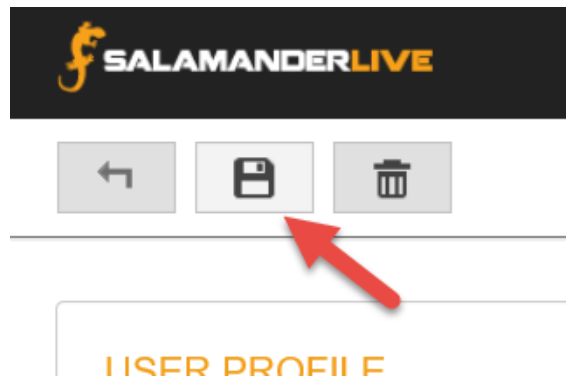
- ii. For each separate security role you identify, a separate space will appear for you to assign an organization/s.

- iii. You may also check the “Include Children” box.



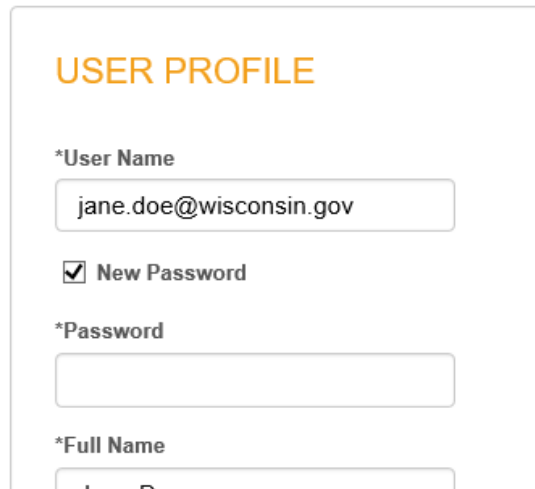
(e.g. Under this configuration, an Administrator with the WI Department of Natural Resources could create additional user accounts with access to the WI Department of Natural Resources and/or any subordinate organizations that may exist under WI Department of Natural Resources.)

- f. When finished, click the save icon in the upper left-hand corner.



Resetting the password of an existing user's account

- a. Select that account from the user selection screen (See: 1.b)
- b. Under the "User Name" field, check the "New Password" checkbox.



USER PROFILE

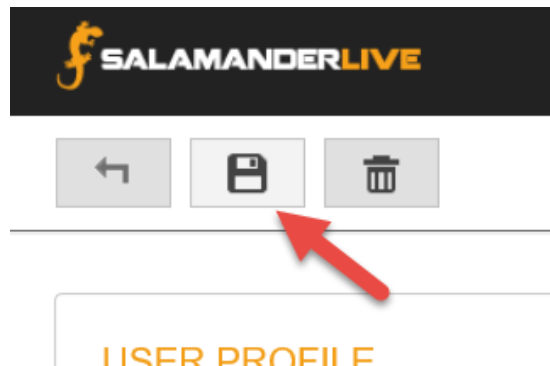
*User Name
jane.doe@wisconsin.gov

New Password

*Password
[Empty text box]

*Full Name
[Empty text box]

- c. Type in your new password and click the save icon in the upper left-hand corner.



SALAMANDERLIVE

[Back icon] [Save icon] [Delete icon]

USER PROFILE