SAR Command Assist

Backing Up

Warning	You should NEVER EVER have multiple work stations operating off the same copy of the file. Always save the file locally (see below) and use networks / clouds / etc. as BACKUP rather than primary operations.

Saving the file locally

1. In SAR Command Assist (SCA), go to File… Save as… to save the incident file locally on your computer. It will save as an XML file (e.g. Task 23-12345 Looking for a thing.xml).
2. You can easily access the file later by going to File… Browse to Task Folder while the incident is open in SCA. This opens the folder in Windows Explorer.
3. Always save the file locally in this way, ideally on every computer involved in the incident.

Save to a USB / External Hard Drive / Network Storage

1. To make a backup of the incident file, first, save it locally (see above)
2. Browse to the task folder (File … Browse to Task Folder) and locate the .xml file (there should only be 1)
3. Right click on this file, and select "Copy"
4. Navigate in Windows Explorer to your USB drive, external hard drive, or network storage location. Find the folder where you want to save a copy.
5. Right click and click on "Paste" to paste your copy of the .xml file into this location.

Remember, you're making a copy of the file as it is right now, if there are subsequent changes to the file (ie more task happens) you'll need to repeat this process. At the end of each Operational Period would be a good interval.

Save to Cloud Storage

As above (save to a USB…) but instead browse to your Google Drive, One Drive, Apple Drive, Dropbox, etc. folder and paste there instead.

Automatic Backup

1. In SAR Command Assist, go to Edit… Options, then click on the "File Management" tab.
2. Check the box next to "Yes, make regular automatic backups"
3. Select a location for the backups. This could be some sort of cloud storage, external hard drive, or server.
4. Select the desired frequency (30m to 4h)
5. Click Save to save your changes.

The system will now automatically make a time-stamped backup copy of the .xml file on the interval you specified and save it to that location. This is the easiest method of maintaining a good backup of the file during the task. The above methods (USB… / Cloud) are a good step to take at the end of the task for extra security.

Paper

You can (and should) use the print tools in SCA to generate PDF copies of documents and print them for your records. Especially useful is the IAP > Print Operational Period tool which creates a single PDF with all the forms you want to save from that op period. These PDFs (whether printed or not) make an excellent backup copy.