



# SAR Command Assist

## Barcode Check-In

### Requirements

- A computer running SCA version 6.0 or higher (6.14.33 or better is preferred)
- A mobile device running the “My SAR Assist” app, or a pre-printed barcode for the member.
- A means of scanning QR (or 2D) barcodes on the computer. This could be a physical barcode scanner, or an app that uses a connected smartphone as a barcode scanner

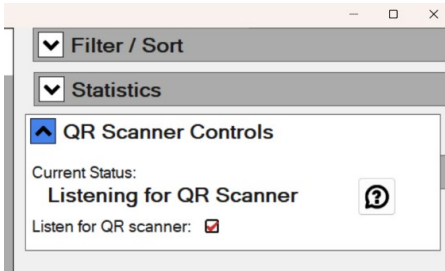


### On the Mobile App

1. From the main screen of My SAR Assist, tap on “Sign In or Out of a Task”
2. If you haven’t already entered your info, follow the prompts. Be thorough, the system will use this name, emergency contact, and these qualifications elsewhere.
3. When your information is entered, tap the “Check In” button.
4. Select your check in time (reminder, it should be the time you were alerted to the incident and began mobilizing)
5. Present your barcode to the scanner and listen for the beep.
6. A screen will display on the PC confirming the information read from the barcode.

### On the Computer

1. Start the incident in SAR Command Assistant. Enter the task name and number.
2. Open the Team Member Status screen. Depending on your version this can be found:
  - On the main screen, open the Operation or Logistics panel and click "Member Status".
  - Under Operations > Team Member Status on the top menu
  - On the tabs along the bottom of the main window, go to the Members on Task tab, and click "View in new window".
3. On the right-hand side there is a section for "QR Scanner Controls", open that up and make sure "Listen for QR Scanner" is checked, and the text reads "Listening for QR Scanner".



4. Leave this window open and on top (i.e. don't click on another window or work on anything else)
5. Scan barcodes using your QR scanner. You should see members appear in the list within a few seconds.
6. On version 6.14.29 or higher, a screen will display after each sign in confirming the details.