



# SAR Command Assist

## Initial Setup

### Installation

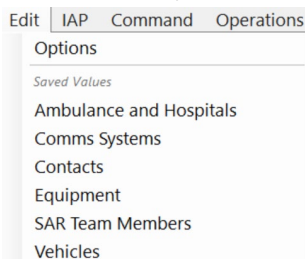
1. Download the most recent version of the software from <https://www.sarassist.ca/download>
2. Run the installer for the program, clicking through the various prompts.
3. By default the program will install at “c:\Program Files (x86)\Great Hat Web Design\SAR Command Assistant”
4. A file will be created in your documents folder at “Documents\SAR ICS Form Helper\mySARAssistOptions.xml”. This file contains all of your options, settings, templates, and saved members.
5. You should have a shortcut on your desktop for “SAR Command Assist”

### Configuration

#### Hint

These instructions are for setting up the software for your group the first time you use it. If some of your computers have already been configured, skip all this, and go to “Sharing Configuration” at the end.

1. Open SAR Command Assist.
2. First, lets download all of the pre-made templates. Go to Help > Check for Data Updates
3. Click on “Download Updates” to get all of the pre-made content (you can change it later)
4. Once that’s finished, go to Edit > Options to set the general settings.
  - a. General – set your SAR group, preferred position format, and other settings here. Note you’ll want to set Task Number format to allow all characters.
  - b. Comms / Admin – not much to do here yet, we’ll be back.
  - c. Print Options – As desired. My typical setting is 2 copies of page one, include the partial briefing, include the subject profile, and include colour assignment by type.
  - d. Networking – if you know this will usually be the computer starting and you will usually want local networking enabled, check “Always start up as a server”.
  - e. File Management – Auto save and auto backups are both strongly recommended. The backup tool will create a new copy of the incident file every so often and save it somewhere. It could be helpful to have this backup save to a cloud-synced folder like google drive, OneDrive, etc.
  - f. Save your changes when you’re done.
5. Go through the various Saved Values options on the main Edit menu. This allows you to enter hospitals, radio channels, etc. once and then re-use them on future tasks.





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## Shortcut Bar



On the main screen of the program, there is a bar with up to 6 configurable shortcut buttons. Click on any place on the pink bar where it says “Add Shortcut” and select the desired shortcut. Click the small pencil icon to the right of an existing shortcut to modify it, or the trashcan to delete that shortcut.

## Sharing Configuration

1. Once you have a single computer set up properly (all your options the way you like them, all members imported, etc.), go to Network > Local Network Sharing/Sync and set this computer to be a “server” as if you were collaborating on a task.
2. Install the SCA program on other computers on your local network.
3. On those computers, rather than the “Configuration” steps above, simply go to Network > Local Network Sharing/Sync and connect to the well configured computer’s server.
4. Once connected, click on “Request Options from Server”. This will copy everything set during the “Configuration” step above and put it on this computer.
5. Repeat for the other machines in your command post.

## Offline Sharing

You can also share the configuration without using the local network by sharing this one key file:

“Documents\SAR ICS Form Helper\mySARAssistOptions.xml”

1. On the well-configured computer, locate that file in Windows Explorer.
2. Copy it to a USB stick or email it as needed.
3. On the new computers, ensure SCA is not currently open.
4. Replace their local copy of that file with the one from the well-configured computer.