SAR Command Assist

Starting a new Task

1. Locate the "SAR Command Assist" shortcut on your desktop or start bar and run it
2. Set the Task Name and Task Number in the required fields at the top.

3. Confirm the Operational Period start and end dates and times are correct.
4. Select the role you're currently filling in the "Current ICS Role" box.
5. Save the task (File > Save As...)

Begin Collaboration

*Determine if you'll be collaborating by Internet or Local Network (or both)

Internet Sync

1. On the top menu go to Network > Internet Sync
2. Select "Start a new Sync" to generate a unique encryption key for this incident.
3. Copy the sharing info and transmit it to others by some secure means.
4. Click OK.

If you are joining an existing sync instead

1. On the top menu go to Network > Internet Sync
2. Select "Join an Ongoing Sync" and enter the unique encryption key into the box provided.
3. Click OK. Depending on the complexity of the incident to this point, it may take a minute or two for all of the data to download to your device.

Network Sync

1. On the top menu go to Network > Local Network Sharing/Sync
2. Select "This computer will be the server"
3. Note the information provided (IP address and port number)
   a. Note if you have more than one network connection you may be asked to select the ip address. It is best to figure out which one you commonly use and make note of it.
4. Click "Save" to open the connection.

If you are joining an ongoing network sync

1. On the top menu go to Network > Local Network Sharing/Sync
2. Select "This computer will connect to another computer"
3. Enter the server ip and port number you were given.
4. Click "Save". If this is your first time connecting to this server, they may need to click a confirmation button on their screen to share the incident details with you.