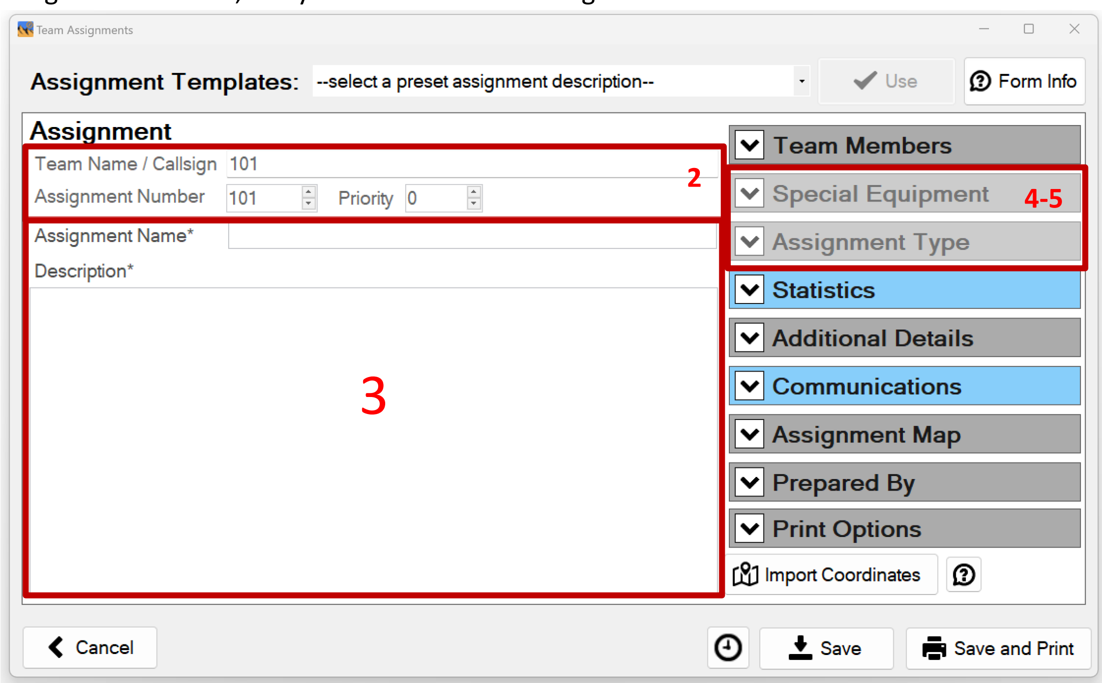
Creating a team assignment

To access the team assignments, open the Operations or Planning group on the main screen of the program, and click on “Team Assignments”. This will bring up the full list of team assignments, and the various tools you can use with them.

Hint	In the “Shortcuts” section of the main screen, you can choose to add shortcuts for Team Assignments (the whole list) or New Assignment to make things a bit faster

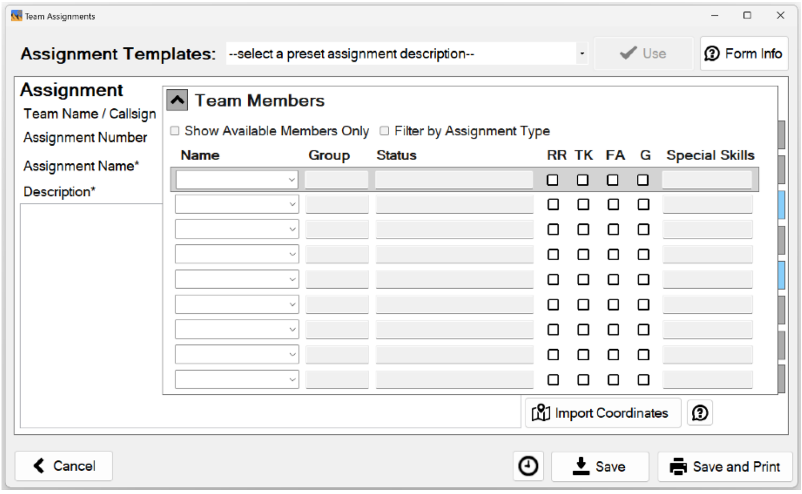
Enter basic information

1. On the team assignments screen, click on the “New” button to create a new assignment.
2. Enter the team name/callsign, Assignment number, and priority.
   Note that Assignment Number will automatically count up for you, and Team Name will start as the assignment number, but you’re welcome to change it.

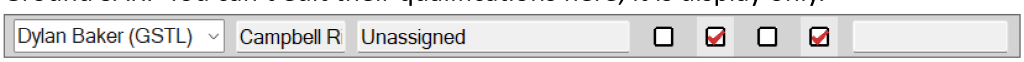


3. Enter an assignment name, and assignment description. The description should include the key information the team leader will need, such as a verbal description of what is to be done, any relevant coordinates, as well as notes about search or rescue tactics to be used as appropriate.
4. Enter any Special Equipment needed for the assignment.
5. Select the correct Assignment Type from the list of options
6. Save the assignment using the “Save” button

Adding team members to the assignment

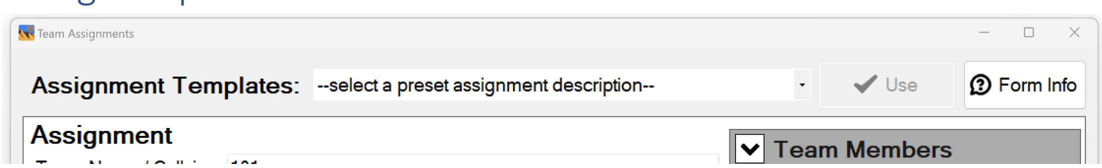


1. While editing the assignment, click on the “Team Members” area on the right-hand side to open the team members panel.
2. Either click on the dropdown arrow, or start typing a member’s name. Note that the first row (highlighted grey) is intended for the team leader. You’ll find members with the GSARTL qualification are sorted to the top of that list automatically.
3. When you click on the next team member’s dropdown, the member’s info will populate automatically on the row. The “RR” column indicates they have rope rescue, “TK” is tracking, “FA” is first aid, and “G” is Ground SAR. You can’t edit their qualifications here, it is display only.



4. If you entered the name of someone not already in your system, you should be prompted to add them.

Using Templates



When creating a new assignment, you can select a pre-written team assignment template to save some time. Click on the dropdown arrow at the top, and select the template you’d like to use, then click the “Use” button to apply it.

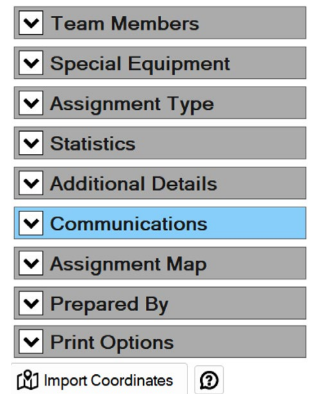
Templates will provide an assignment name, description, type, and special equipment automatically for you.

You can edit your own assignment templates by going to Edit > Team Assignment Templates on the main screen of the program.

A wide range of templates have been provided for you. If you don’t see them, go to Help > Check for Data Updates on the main screen of the program to download the templates from the server.

All the options

This is a quick rundown of the various options available to you. All of these are optional.



- Team Members – you can define which team members are on this assignment. This allows you to track the status of those members and document what they did.
- Special Equipment – print a list of equipment on the 204 team assignment form as needed.
- Assignment Type – select an assignment type from the checkboxes. These are used in a few ways:
    - You can do some minor statistics based on assignment type
    - Assignments with a grid search type will get a few extra questions when debriefing in the software
    - You can optionally have a coloured stripe on assignments based on type print printed to make them easier to find at a glance
    - When adding team members, you can filter for people with relevant qualifications based on assignment type. E.g. if you select a swiftwater assignment type, and filter members by qualification, you will only see those with swiftwater qualifications in the list.
- Statistics – you can specify some stats here to help with other statistical analysis later on down the road. This includes the movement speed, spacing, and range of detection. This is obviously only relevant for search type assignments.
- Additional Details – some additional items to be printed on the team assignment for for the TL. Note a radems entered here will simply be added to the description automatically.
- Communications – enter the comms channels to be used in the assignment. These should be set automatically from your comms plan if you've entered one, but you can use custom values here as well.
- Assignment Map – You can add a PDF map from your computer, or the URL of a pdf map. If you do, when the assignment is printed that map will be added automatically to the package.
- Prepared By – This should automatically fill with the Planning Section Chief or Incident Commander if they've been entered into the organization chart.
- Print options – if you're using the "Save and Print" button, you can set some print options here.
- Import Coordinates – this button lets you browse to a GPX file with a track for the assignment. You can grab that track and automatically add some coordinates into the description.

Print Package

When printing assignments in SAR Assist, you can chose to include a number of additional pages:

- Two copies of page 1 of the ICS 204 team assignment form. In many command posts, the operations staff keep a copy of this for physical status boards or other purposes.
- SMEAC Briefing – you can include a copy of the Situation, Admin/Logistics, and Command/Communications portions of the briefing to save everyone frantically taking notes while you talk.
- A copy of all subject profiles can be automatically added to the team assignment package as well.