



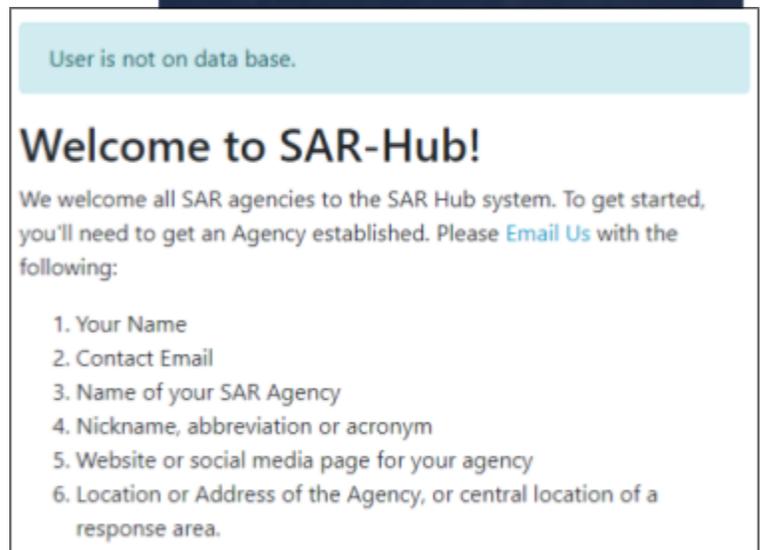
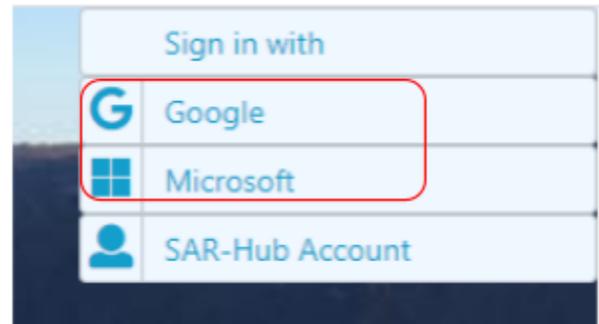
SAR-Hub Basics

Logging in:

Login to SAR-Hub at <https://www.sar-hub.com/>

1. Click on Google or Microsoft. (We're working to get Facebook logins working, but Facebook has put a hold on verification of individual Facebook developers during COVID19.)
2. Login to a Google or Microsoft account using one of the email addresses associated with your profile on SAR-Hub. If the email is not associated with your profile, you will get this message:

If you get this message, contact your agency admin. Let them know which email address was associated with the account and they can add it to your profile.



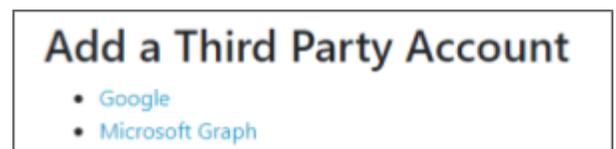
Adding a Second External Login

If you've already successfully logged in with say Google, and tried to login with Microsoft as well (or vice versa), you may have gotten a message similar to "**An account already exists with this e-mail address. Please sign in to that account first, then connect your Microsoft Graph account.**"

To link both accounts, login to SAR-Hub using the account you have established, then click on "3rd Party Accts" in the left menu bar on the My Profile page.



Next select the desired external authentication source and complete the sign-in. You'll now be able to login with either external source.



Accessing the Agency Detail Page:

Either of these will work:

1. Click on "My Profile" in the left menu bar, then click on the Agency nickname under profile:
2. Click on "Agencies" in the left menu bar, and then click on the Agency nickname in the list. To filter the list, you can click on "My Agencies" at the top, or type part of the agency name in the Search box.

My Agencies	
Nickname	History
SAMPLE	Qualification

Agencies		
	<input checked="" type="radio"/> My Agencies	<input type="radio"/> All Agencies
	<input type="text" value="Search.."/>	<input type="button" value="Search"/> <input type="button" value="Refresh"/>
	Nickname	Agency Name
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	SAMPLE	Sample Agency

Sample Agency Detail page

Agency: Sample Agency

Description: This is a sample agency setup for the demonstration of the capabilities of SAR-Hub.

Business Contact Phone: 937-304-1234
Contact Email: contact@sar-hub.com
Web Site: <https://www.sar-hub.com>
Mailing Address: 123 Main St, Somewhere, WV
General Location: 39.40252070,-82.07711020
Membership Year Start Month: January
ID Card Lookup Enabled: Yes
Date Alert Emails Enabled: No
Created: 1 month ago by Patty Lindsay
Updated: 1 week ago by wvmarg1 Laptop
[Edit](#)

Callout Contacts

Unless noted or special circumstances apply, please contact in the listed order.

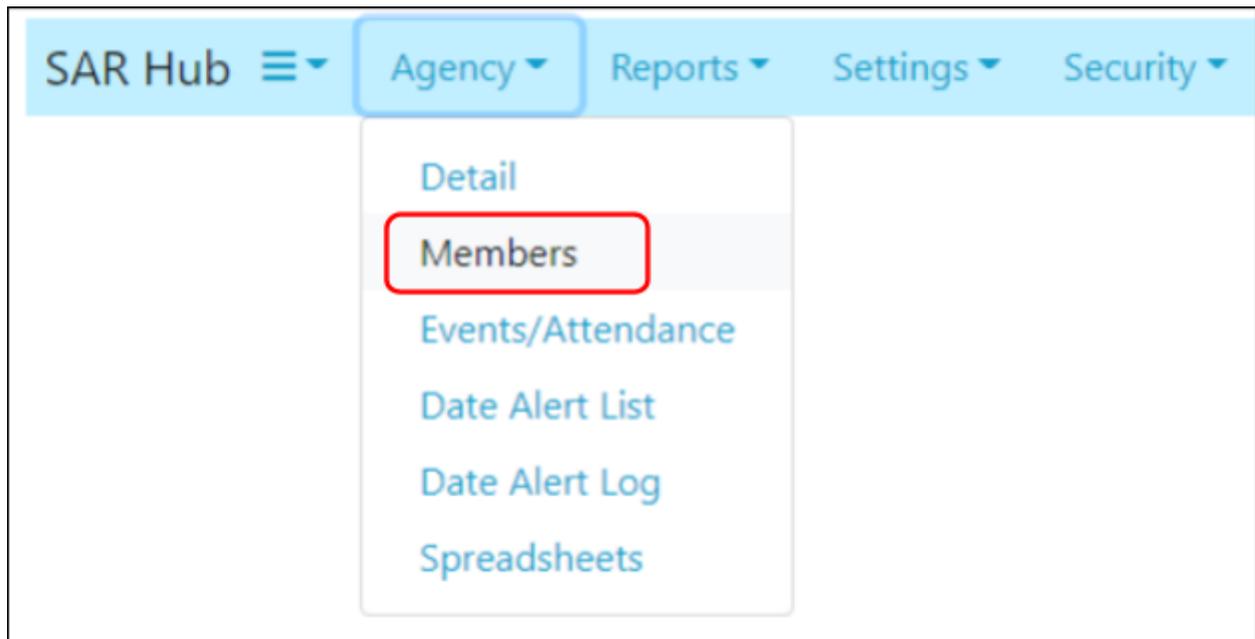
Name	Telephone	Email	Note
Somewhere County 911 Center	555-555-5555		
Sample Agency OpsOfficer	555-555-5555	contact@sar-hub.com	

Agency Roles

Position	Name	Email	Phone
President	Minnie Admin	wvmarg1@wvmarg.org	555-123-4689(m), 555-123-4567(w)
Chief	Jane Doe	wvmarg2@wvmarg.org	555-323-4689(m)

Accessing the Member Detail Page:

From the Agency Detail dropdown menu, select “Agency”, then “Members”



From the member list, click the member’s last name to open the Member Detail page.

Members

Click to just see Active members

Select All Active Members All Members Search..

+ Add	Last Name	First Name	Status	Category	ID
<input type="checkbox"/>	Admin	Minnie	Active	Ground	101
<input type="checkbox"/>	Doe	Jane	Active	Canine Handler	102
<input type="checkbox"/>	Johnson	Bob	Prospective	Trainee	None

Members displayed: 3

Click the member name to open the member detail

Detailed description: This screenshot shows the 'Members' page in the SAR Hub. At the top, there are radio buttons for 'Active Members' (selected) and 'All Members'. Below this is a table with columns for 'Add', 'Last Name', 'First Name', 'Status', 'Category', and 'ID'. The 'Last Name' column contains 'Admin', 'Doe', and 'Johnson'. The 'Doe' entry is highlighted with a red box, and a red arrow points to it with the text 'Click the member name to open the member detail'. Another red arrow points to the 'Active Members' radio button with the text 'Click to just see Active members'. At the bottom left, it says 'Members displayed: 3'.

Sample Member Detail page

Agency: Sample Agency

Member

Name: Jane Doe [Edit](#)

Created: 1 week, 3 days ago

Updated: 1 week, 3 days ago

Email Address(es)

+ Add	Email	User Name	Receive Notifications	Viewable By	Last Login	Login Created
✖ 📧	wmarg2@wmarg.org	wmarg2	Yes	Member of Same Agency	2 days, 23 hours ago	4 days, 21 hours ago

Telephone Number(s)

+ Add	Type	Telephone #	Receive Notifications	Viewable By
✖ 📞	Mobile	555-323-4689	Yes	Member of Same Agency

Address(es)

+ Add	Street	City	State	Zip	Viewable By
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Emergency Contact(s)

+ Add	Seq.	Name	Relation	Home Telephone	Mobile Telephone	Work Telephone	Email	Note	Viewable By
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Member Data

[Edit](#)

Field	Value
Member Status	Active
Member Category	Canine Handler
Member ID	102
Date Joined	2015-10-01
Membership Valid Thru Date	2020-12-31
Background Check Date	2015-09-01
Position(s) Held	
CPR AED Expiration Date	2021-01-02
First Aid Expiration Date	2021-01-02
Wilderness First Aid Expiration Date	
IS-100	True
IS-200	True
IS-700	True
IS-800	True
ICS-300	
ICS-400	
SARTECH Level	SARTECH-II
SARTECH Expiration Date	2021-03-01

Date Alerts

Field	Field Date	Alert Days	Alert Date	Email Admin?	Email Member?
CPR AED Expiration Date	2021-01-02	-90	2020-10-04	Yes	Yes
First Aid Expiration Date	2021-01-02	-90	2020-10-04	Yes	Yes
SARTECH Expiration Date	2021-03-01	-90	2020-12-01	Yes	Yes

SAR-Hub Editing Widgets

Using the Custom Fields page as example, here are some of the widgets you may see on a SAR-Hub page.

The screenshot shows the SAR-Hub interface for 'Sample Agency' with 'Sample Agency Roster' as the data source. The page includes a navigation menu on the left, a search box at the top right, and a table of custom fields. Red annotations highlight various features: 'Navigation Aids' points to the left sidebar; 'Additional Actions' points to 'Import Fields', 'Copy', and 'Templates'; 'Field Bulk Ops' points to 'Bulk Delete', 'Bulk Edit', and 'Renumber'; 'Add a Row' points to the '+ Add' button; 'Click to edit, delete rows' points to the edit and delete icons in the table; 'Use these triangles to sort the columns' points to the sort triangles in the table headers; and 'Search box' points to the search input field.

Navigation Aids

Additional Actions

Field Bulk Ops:

- Bulk Delete
- Bulk Edit
- Renumber

Add Custom Fields:

- Import Fields
- Copy
- Templates

Fields

Select All

+ Add	Field No	Name	Data Type	Viewable By	Editable By
<input type="checkbox"/>	130	Address	Text	Active Member of this Agency	None
<input type="checkbox"/>	170	Background Check Date	Date	Active Member of this Agency	Admin
<input type="checkbox"/>	190	CPR AED Expiration Date	Date	Active Member of this Agency	Admin
<input type="checkbox"/>	150	Date Joined	Date	Active Member of this Agency	Admin
<input type="checkbox"/>	30	Email Address	Text	Member of any Agency on SAR-Hub	None
<input type="checkbox"/>	140	Emergency Contact	Text	Active Member of this Agency	None
<input type="checkbox"/>	200	First Aid Expiration Date	Date	Active Member of this Agency	Admin
<input type="checkbox"/>	10	First Name	Text	Member of any Agency on SAR-Hub	None
<input type="checkbox"/>	300	Ham Call	Text	Active Member of this Agency	Member and Admin
<input type="checkbox"/>	100	Home Telephone	Text	Active Member of this Agency	None
<input type="checkbox"/>	260	ICS-300	True or False	Active Member of this Agency	Admin
<input type="checkbox"/>	270	ICS-400	True or False	Active Member of this Agency	Admin

Select check boxes to Bulk Edit, Delete

Search box