



ID Card Lookup

Basics

See the [SAR-Hub Basics](#) document for help on logging in, navigating to the Agency and Member detail pages, as well the common editing wizards found on many pages. This and other documents are available on the <https://www.sar-hub.com/about> page.

How it Works

SAR-Hub supports the lookup of member information by scanning a QR code on an ID Card. That QR code can be a general code for all of the members in an agency, or it can be specific to each ID Card. When a general code is used, SAR-Hub will prompt for the member number.

Here's an example from the Mountaineer Area Rescue Group.



On the front is an ID number, on the back there's general information and a QR code. There aren't any expiration dates or certification that would require the card to be regenerated if they would change.

Scanning the QR code in this case takes you to the www.wvmarg.org/id web page, which redirects to https://www.sar-hub.com/id_lookup/WV-MARG. The QR code could go directly to the second address, but we have the redirect in place to support cards printed previous to using SAR-Hub.

The https://www.sar-hub.com/id_lookup/WV-MARG doesn't require a sign-in, it has public access. It prompts for an ID:

Agency: Mountaineer Area Rescue Group

Id Card Lookup

Enter Member Id:

Entering the Member Id then displays the information for the individual. Which fields are displayed is customizable. Note that since this page has public access, it's important to not display any personal information. You can display the first 3 characters of the last name to help verify that the ID number belongs to the information that is displayed.

Id Card Information

Last Name 3: Lin

Member Id: 629

Member Category: SM3

Member Status: Active

Membership-Valid-Thru: 2021-10-31

Background-Check-Orig-Dt: 2014-08-14

ASRC Field Level: Field1

ASRC Field Exp Dt: 2021-12-31

ASRC SM Level: SM3

ASRC SM Exp Dt: 2021-12-31

SARTECH Level: SARTECH-II

SARTECH Exp Dt: 2020-08-20

IS-100: True

IS-200: True

IS-700: True

IS-800: True

ICS-300: True

ICS-400: True

Configuring ID Card Lookup

1. Enable the ID Card Lookup feature for the agency.

Once the date alerts are set and you are ready to allow the emails to be sent:

- Edit the agency on the Agency Detail page
- Change the “Enable id card lookup” setting to “Yes”.

Agency: Sample Agency

Description: This is a sample agency setup for the demonstra

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: No
Date Alert Emails Enabled: No
Created: 3 weeks, 2 days ago by Patty Lindsay
Updated: 6 days, 2 hours ago by wwmang1 Laptop

[Edit](#)

Enable id card lookup* Enable Id Lookup for this Agency?

Settings Security

- Member Status Codes
- Member Category Codes
- Custom Fields
- Date Alert Configuration
- Event Types
- Configure Id Card Report**

2. Configure the Id Card Report.

- From the Agency Detail page “Settings” menu dropdown, select “Configure Id Card Report”.
- Use the “Add” button to add additional fields
- You can also delete undesired fields, and use the up and down arrows to change the order (or edit the field and change the Field Order field).

Data Source: Sample Agency Roster

Report: Id Card Lookup

Report Definition Agency: Sample Agency
Source Agency: Sample Agency
Format: Id Card Lookup
Created: 3 weeks, 4 days ago
Updated: 3 weeks, 4 days ago

ID Card Lookup

This function is intended to allow the placement of a QR code on an ID card so that current data can be retrieved for the card holder. It is not recommended to put personal detail like full names and email addresses on this report, as anyone with the URL can look someone up. The “Last Name 3” field displays the first three characters of the last name so that it can be verified against the name on the ID card.

To preview this report, go to https://www.sar-hub.com/id_lookup/SAMPLE

Optionally, add a slash followed by a Member Id to skip the member id prompt.

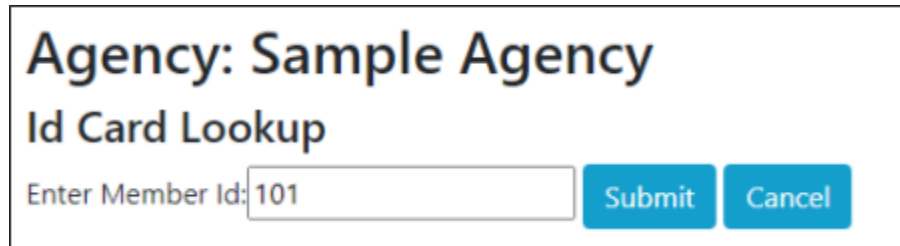
Print Fields

Select All

+ Add	Field Order	Name
<input type="checkbox"/> Edit Delete Down	10	Last Name 3
<input type="checkbox"/> Edit Delete Up Down	20	Member Status
<input type="checkbox"/> Edit Delete Up Down	30	Member Category
<input type="checkbox"/> Edit Delete Up	40	Member Id

3. **Test the URL and the report**

- a. The page will give you the URL for your agency's lookup page. In the sample above it's https://www.sar-hub.com/id_lookup/SAMPLE Click on the link and enter a Member Id to test the page.

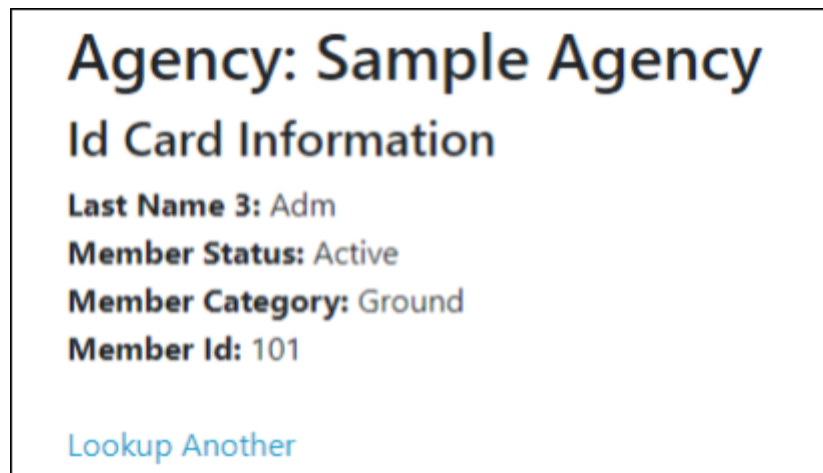


Agency: Sample Agency
Id Card Lookup
Enter Member Id: **Submit** **Cancel**

- b. Another option is to add the Member Id to the end of the URL, such as https://www.sar-hub.com/id_lookup/SAMPLE/101

4. **Implement the URL**

- a. Print the URL on the ID card. If you are using the general URL as in Step 3a above, be sure and also print the Member Id on the card.
- b. Optionally print a QR code that maps to the URL. Google "QR Code Generator". Many free ones are available. If you would like to add the Member Id to the end of the URL, you will need to generate a unique QR code for each Id card.



Agency: Sample Agency
Id Card Information
Last Name 3: Adm
Member Status: Active
Member Category: Ground
Member Id: 101
[Lookup Another](#)