

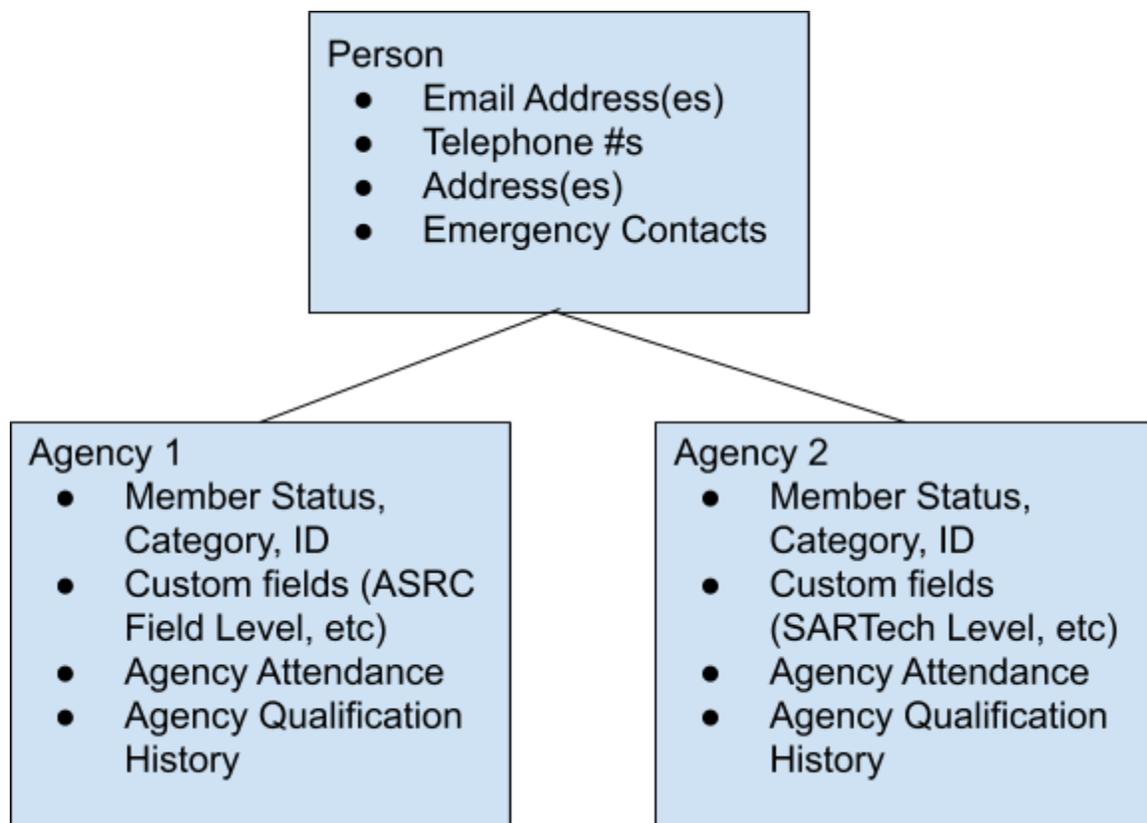


## What is SAR-Hub?

SAR-Hub is a not-for-profit web app to support SAR Agencies. In its initial inception, the primary function is the support of management of their members, as well as to share basic agency information among agencies. The long term vision is to support search missions, particularly the large inter-agency incident.

At this point there is no charge for the app, but small annual fees per agency may become necessary as the server load increases.

SAR-Hub is designed so that each person is represented once in the database, each person may be a member of multiple agencies. Each agency decides what member data to track for each of its members. Each person can choose whether members of other agencies can view that they exist in the database, and whether their contact information such as email and phone numbers can be viewed. The basic information about each agency is viewable to all members of SAR-Hub. You must be a member of a SAR Agency to be on SAR-Hub.



A list of the agencies on SAR-Hub, visible by all, but only editable by those in the agency.

## Agencies

My Agencies  All Agencies

	Nickname		Agency Name
	PA-CCSAR		Cumberland County Search & Rescue Team 400
	PA-FCSSAR		Fayette County Sheriff's Search and Rescue
	Global		Global Agency
	WV-MARG		Mountaineer Area Rescue Group
 	SAMPLE		Sample Agency

Agency detail visible by anyone on SAR-Hub. Includes basic information about the agency and how the agency can be called out when requesting mutual aid, and members that fill Agency positions along with contact information. The member makes the choice about who can see which email addresses and phone numbers.

### 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](mailto: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	<a href="mailto:contact@sar-hub.com">contact@sar-hub.com</a>	

#### Agency Positions

Position	Name	Email	Phone
President	Minnie Admin	<a href="mailto:wvmarg1@wvmarg.org">wvmarg1@wvmarg.org</a>	555-123-4689(m), 555-123-4567(w)
Chief	Jane Doe	<a href="mailto:wvmarg2@wvmarg.org">wvmarg2@wvmarg.org</a>	555-323-4689(m)

Member list of an agency as seen by the admin of the agency. Other members can see the list but can not edit, delete or add members.

### Agency: Sample Agency

#### Members

Select All  Active Members  All Members

<a href="#">+ Add</a>	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

Standard person data (email, telephone, address, and emergency contacts) plus standard member data (status, category, id).

### Agency: Sample Agency

#### Member

Name: Minnie Admin [Edit](#)

Created: 2 days, 4 hours ago by Patty Lindsay  
 Updated: 2 days, 3 hours ago by Patty Lindsay

#### Email Address(es)

<a href="#">+ Add</a>	Email	User Name	Receive Notifications	Viewable By	Last Login	Login Created
<input type="checkbox"/>	wvmarg1@wvmarg.org	wvmarg1	Yes	Member of Same Agency	8 minutes ago	2 weeks, 2 days ago

#### Telephone Number(s)

<a href="#">+ Add</a>	Type	Telephone #	Receive Notifications	Viewable By
<input type="checkbox"/>	Mobile	555-123-4689	Yes	Member of Same Agency
<input type="checkbox"/>	Work	555-123-4567	Yes	Member of Same Agency

#### Address(es)

<a href="#">+ Add</a>	Street	City	State	Zip	Viewable By
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#### Emergency Contact(s)

<a href="#">+ Add</a>	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	Ground
Member ID	101

Custom member data plus date alerts for expiration dates (which are custom configured).

## Member Data

[Edit](#)

Field	Value
Member Status	Active
Member Category	Ground
Member ID	101
Date Joined	2000-09-01
Membership Valid Thru Date	2020-12-31
Background Check Date	2010-08-01
Position(s) Held	
CPR AED Expiration Date	2022-06-01
First Aid Expiration Date	2022-06-01
Wilderness First Aid Expiration Date	
IS-100	True
IS-200	True
IS-700	True
IS-800	True
ICS-300	True
ICS-400	True
SARTECH Level	SARTECH-I
SARTECH Expiration Date	2020-11-01
Ham Call	K4AYW
Medications	Lisinopril, Whateverstatin

## Date Alerts

Field	Field Date	Alert Days	Alert Date	Email Admin?	Email Member?
CPR AED Expiration Date	2022-06-01	-90	2022-03-03	Yes	Yes
First Aid Expiration Date	2022-06-01	-90	2022-03-03	Yes	Yes
SARTECH Expiration Date	2020-11-01	-90	2020-08-03	Yes	Yes

## Reports

Admins can configure customized reports. Here's a report configured to show members who have reached SARTech-II or above.

**Data Source: Sample Agency Roster**  
**Report: Members who have SARTech-II**

Report Definition Agency: Sample Agency  
 Source Agency: Sample Agency  
 Format: List  
 Created: 6 minutes ago  
 Updated: 4 minutes ago by wvmarg1 Laptop

**Print Fields**

Select All

+ Add	Field Order	Name	Count?	Average?	Sum?	Viewable By
<input type="checkbox"/>	10	First Name	No	No	No	Member of any Agency on SAR-Hub
<input type="checkbox"/>	20	Last Name	No	No	No	Member of any Agency on SAR-Hub
<input type="checkbox"/>	40	Member Status	No	No	No	Member of any Agency on SAR-Hub
<input type="checkbox"/>	50	Member Category	No	No	No	Member of any Agency on SAR-Hub
<input type="checkbox"/>	60	Member Id	No	No	No	Member of any Agency on SAR-Hub
<input type="checkbox"/>	70	SARTECH Level	No	No	No	Active Member of this Agency
<input type="checkbox"/>	80	SARTECH Expiration Date	No	No	No	Active Member of this Agency

**Sort Fields**

+ Add	Sort Order	Name	Ascending?	Viewable By
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**Select Fields**

+ Add	Field	Condition	Operator	Value	Run Time	Viewable By
<input checked="" type="checkbox"/>	SARTECH Level	is	greater than or equal to	'SARTECH-II'	No	Active Member of this Agency

The report results are downloaded as a spreadsheet.

	A	B	C	D	E	F	G
	First Name	Last Name	Member Status	Member Category	Member Id	SARTECH Level	SARTECH Expiration Date
1	Minnie	Admin	Active	Ground	101	SARTECH-I	11/1/2020
2	Jane	Doe	Active	Canine Handler	102	SARTECH-II	3/1/2021
3	John	Smith	Inactive	Canine Handler	103	SARTECH-II	1/1/2021
4							
5							

T

There are a variety of customizable report types available for the admin.

Reports ▾ Settings ▾ Security

- Member Reports
- Qualification History Reports
- Address Reports
- Event Attendance Reports
- Attendance Summary Reports
- Date Alert Reports

## Member profile page

A member can update and add their own email addresses, telephone numbers, addresses and emergency contacts.

### My Profile

**Name:** Minnie Admin [Edit](#)

**Viewable By:** Member of Same Agency  
**Created:** 2 days, 4 hours ago by Patty Lindsay  
**Updated:** 2 days, 4 hours ago by Patty Lindsay

### Email Address(es)

<a href="#">+ Add</a>	Email	User Name	Receive Notifications	Viewable By	Last Login	Login Created	
<a href="#">✎</a>	Logged In	wvmarg1@wvmarg.org	wvmarg1	Yes	Member of Same Agency	12 minutes ago	2 weeks, 2 days ago

### Telephone Number(s)

<a href="#">+ Add</a>	Type	Telephone #	Receive Notifications	Viewable By
<a href="#">✎</a>	Mobile	555-123-4689	Yes	Member of Same Agency
<a href="#">✎</a>	Work	555-123-4567	Yes	Member of Same Agency

### Address(es)

<a href="#">+ Add</a>	Street	City	State	Zip	Viewable By
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### Emergency Contact(s)

<a href="#">+ Add</a>	Seq.	Name	Relation	Home Telephone	Mobile Telephone	Work Telephone	Email	Note	Viewable By
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### My Agencies

Nickname	History	Member Data	Name	Status	Category	ID
SAMPLE	<a href="#">Qualification</a>   <a href="#">Attendance</a>	<a href="#">Edit My Data</a>   <a href="#">View My Data</a>	Sample Agency	Active	SAMPLE: Ground	101

The member can update some custom member fields, based on settings set by admin.

## Agency: Sample Agency

### Member: Admin, Minnie

#### Member Data

Ham Call	K4AYW
Medications	Lisinopril, Whateverstatin

[Submit](#) [Cancel](#)

The qualification history keeps tracks of the various classes and certification the member has completed. These can be added by the admin or the member. If the member makes an entry, it's marked as "Not reviewed" until the admin marks it as "Reviewed" or "Accepted."

SAR Hub  

## Agency: Sample Agency

### Member Qualification History: Admin, Minnie

 Add	Logged By? *	Admin Reviewed? *	Date Logged *	Date Occurred *	Note *
	Import Process	Accepted	2020-12-08		Work Telephone: 555-123-4567
	Import Process	Accepted	2020-12-08		Mobile Telephone: 555-123-4689
	Import Process	Accepted	2020-12-08		IS-100
	Import Process	Accepted	2020-12-08		IS-200
	Import Process	Accepted	2020-12-08		IS-700
	Import Process	Accepted	2020-12-08		IS-800
	Import Process	Accepted	2020-12-08		ICS-300
	Import Process	Accepted	2020-12-08		ICS-400
	Import Process	Accepted	2020-12-08		SARTECH Level: SARTECH-I
	Import Process	Accepted	2020-12-08	2000-09-01	Date Joined
	Import Process	Accepted	2020-12-08	2010-08-01	Background Check Date
	Import Process	Accepted	2020-12-08	2012-06-01	SARTECH-II Date
	Import Process	Accepted	2020-12-08	2015-07-01	SARTECH-II Recert Date
	Import Process	Accepted	2020-12-08	2017-11-01	SARTECH-I Date
 	Member	Not reviewed	2020-12-11	2020-06-01	Basket-weaving class at Somewhere College
	Import Process	Accepted	2020-12-08	2020-11-01	SARTECH Expiration Date
	Admin	Accepted	2020-12-11	2020-12-03	Dispatch class



## ID Card Support



**Listed fields are  
customizable. No  
personal data listed.**

<b>Agency: Mountaineer</b>
<b>Id Card Information</b>
<b>Last Name 3:</b> Lin
<b>Member Id:</b> 629
<b>Member Category:</b> SM3
<b>Member Status:</b> Active
<b>Membership-Valid-Thru:</b> 2021-10-31
<b>Background-Check-Orig-Dt:</b> 2014-08-14
<b>ASRC Field Level:</b> Field1
<b>ASRC Field Exp Dt:</b> 2021-12-31
<b>ASRC SM Level:</b> SM3
<b>ASRC SM Exp Dt:</b> 2021-12-31
<b>SARTECH Level:</b> SARTECH-II
<b>SARTECH Exp Dt:</b> 2020-08-20
<b>IS-100:</b> True
<b>IS-200:</b> True
<b>IS-700:</b> True
<b>IS-800:</b> True
<b>ICS-300:</b> True
<b>ICS-400:</b> True

The Id Card lookup option supports using a QR code to look up current dates and qualifications reducing the need to reprint Id cards. QR code can prompt for the member Id or go directly to that individual's data.

## Getting Started

### **If your agency is already setup in SAR-Hub:**

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.

### **If your agency is not in SAR-Hub**

See <https://www.sar-hub.com/about> for information on how to request an agency.