

# LLAMA FINDER

## USERS MANUAL

Llama Finder is the Web's Premier Search and Rescue (SAR) Operations Aid. It has a minimal interface with robust functionality, designed primarily to help the average Joe organize and establish hierarchy and order to a SAR operation.

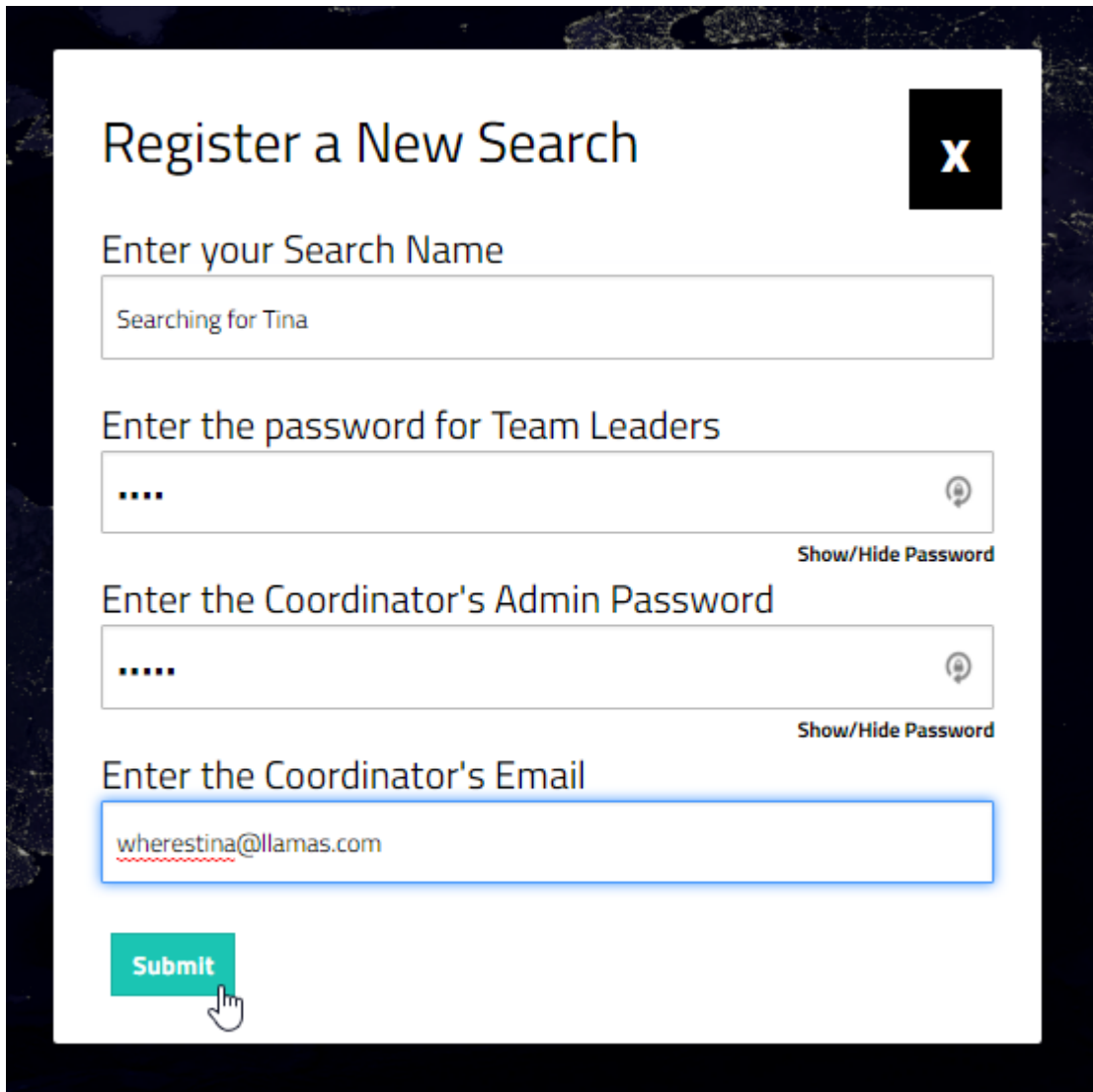
## LOGGING IN OR SETTING UP A NEW SEARCH

Upon navigating to <https://www.llamafinder.com> you will be greeted with a Login or Registration page:



To Login, choose the **Login** button and enter in the Search ID that you were provided. If you have a password to grant you elevated rights, enter that as well. If you were not given a password, do not fret! You can still access the map and see how what progress has been made!

To Register a new search, click on **Register** and it will bring you to a new page to create your SAR Operation tracker:

A screenshot of a web form titled "Register a New Search" with a close button (X) in the top right corner. The form contains four input fields: "Enter your Search Name" with the text "Searching for Tina"; "Enter the password for Team Leaders" with masked characters and a "Show/Hide Password" link; "Enter the Coordinator's Admin Password" with masked characters and a "Show/Hide Password" link; and "Enter the Coordinator's Email" with the text "wherestina@llamas.com". A green "Submit" button is at the bottom, with a hand cursor icon pointing to it.

## Register a New Search

Enter your Search Name

Enter the password for Team Leaders

Show/Hide Password

Enter the Coordinator's Admin Password

Show/Hide Password

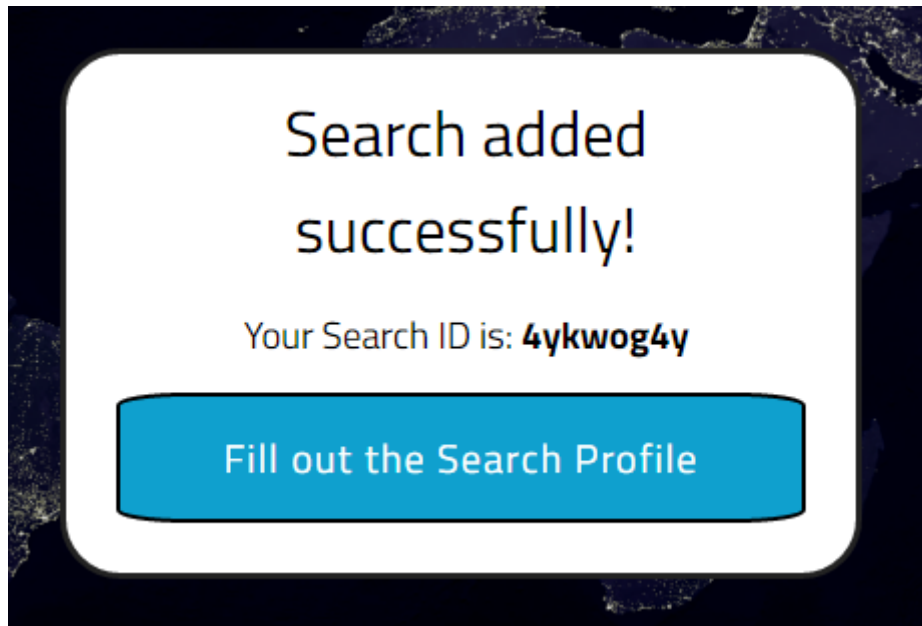
Enter the Coordinator's Email

Submit

Enter in the requested information and hit **Submit**. **NOTE: The Coordinator is the Search Owner/Admin. They have the ability to add/delete and edit. A Team Leader is a person who is out leading a group of Volunteers in searching a specific area designated by the Coordinator. Team Leaders have the ability to add information but cannot delete or edit anything. They will have to contact the Coordinator if they wish to remove or edit information.**

## CREATE THE SEARCH PROFILE

Once you have submitted the base information write down the Search ID and the passwords you entered on the previous page, as this is how you will log in. Next you will be asked to create the search profile:

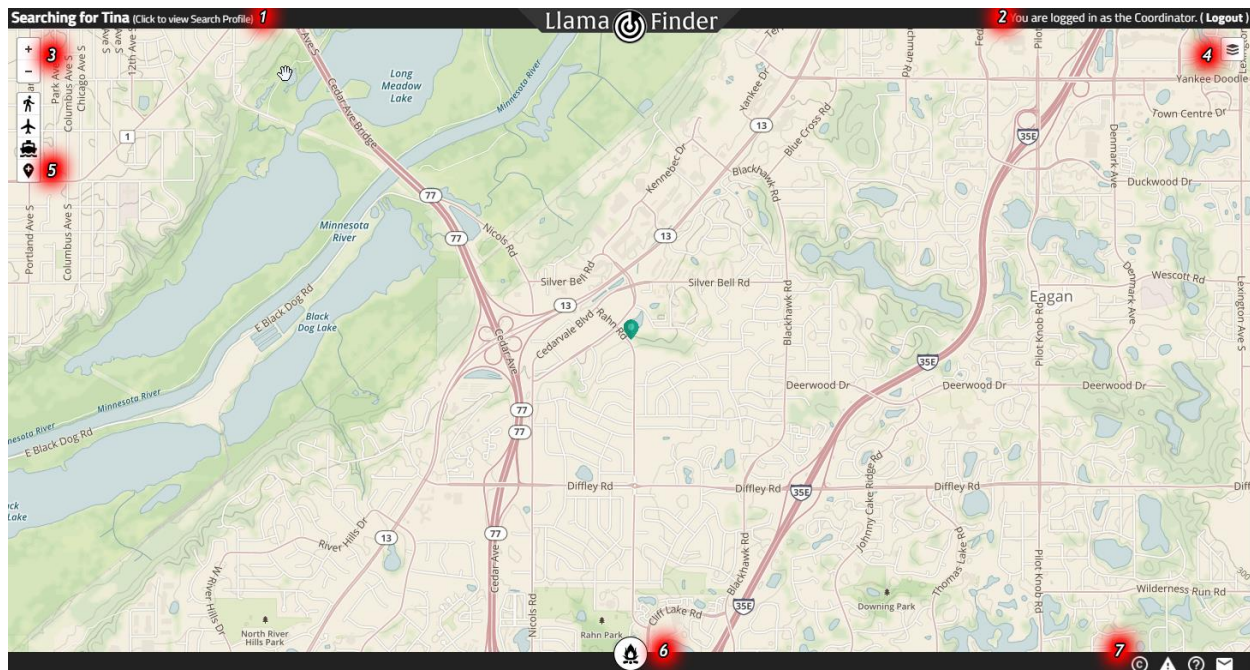


Click the button and fill out the necessary information as accurately as possible. The more exact and up-to-date information provided, the easier the SAR process becomes. After you have finished populating the search profile, you will be taken to the Coordinator view of the Map.

## THE MAP

This is the heart and soul of the application. From here you have full control as the coordinator. You can Add and Remove areas searched and Evidence markers. You can edit the profile, and label the Search as completed. You CANNOT delete the search. If you want your search deleted, please contact us at [deletemysearchdudes@llamafinder.com](mailto:deletemysearchdudes@llamafinder.com).

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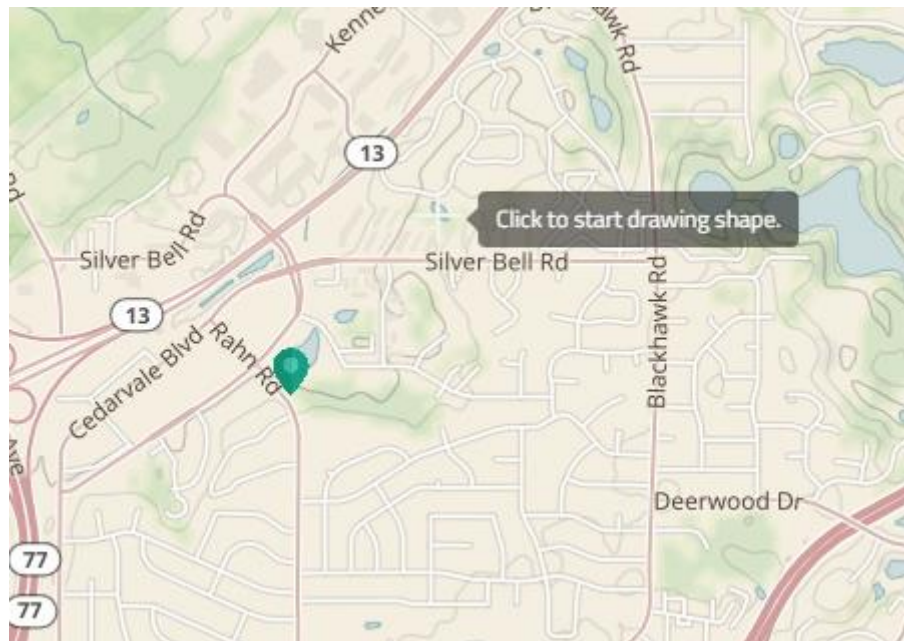
- 1) This is the Search Name, as well as a link to view the Profile.
  - a. COORDINATOR: Ability to Edit info and Add/Change Picture
- 2) This shows the Type of Permissions you have (Coordinator, Team Leader, Volunteer) as well as allows you to logout.
- 3) This lets you zoom in/out on the center of the map's position.
- 4) If you hover over this icon you will see a menu popup that allows you to change the map style from elevation-line based (default) to satellite, as well as Show/Hide different layers of the SAR Types (Ground, Air, Water, Evidence markers)
- 5) If you click on one of these icons you can then Draw a polygon or place a marker designating the selected form of Search. Walking Person: Ground, Airplane: Air, Boat: Water, and the + Marker designates you found *something* that you think is related to the Victim's Whereabouts.
  - a. VOLUNTEERS: You will not be able to see this control toolbar as you only have the ability to SEE what has been added. If you want something added, please see your Team Leader or the Coordinator.
- 6) This Campfire provides some very basic advice for those that want to go for a Search. We don't want anyone getting lost, injured, or go missing while looking for a missing person. Please be safe, communicate with others where you are going and when, and plan for the worst.
- 7) Report an Issue/Contact info as well as this Help Document.

## ADDING A SEARCHED AREA OR EVIDENCE

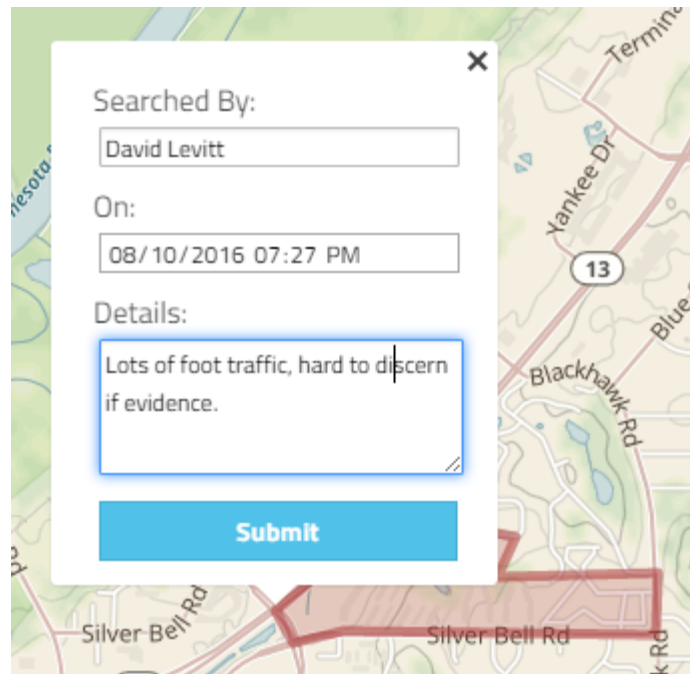
As a Coordinator or Team Leader you have the ability to add a searched area and pieces of evidence. To do so, simply click on the format of the search (Drone/Plane/Helicopter/etc = Air, Boat/Kayak/Canoe/etc = Water, Hike/Walk/Shoulder-to-Shoulder/ATV/Horse/etc = Ground) or piece of evidence (a shoe, hoodie, food wrapper, blood, etc). To Add this, click on the appropriate icon:



Next place the first location of the polygon and draw the whole area out, making sure to connect the final click with your first click:







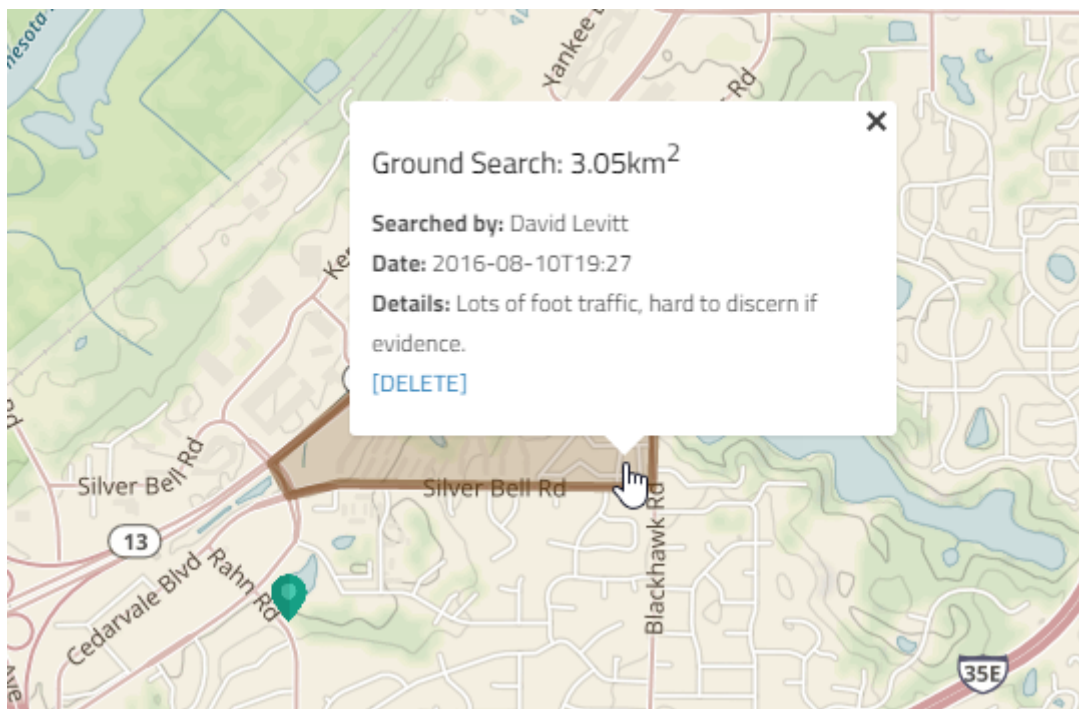
Searched By:  
David Levitt

On:  
08/10/2016 07:27 PM

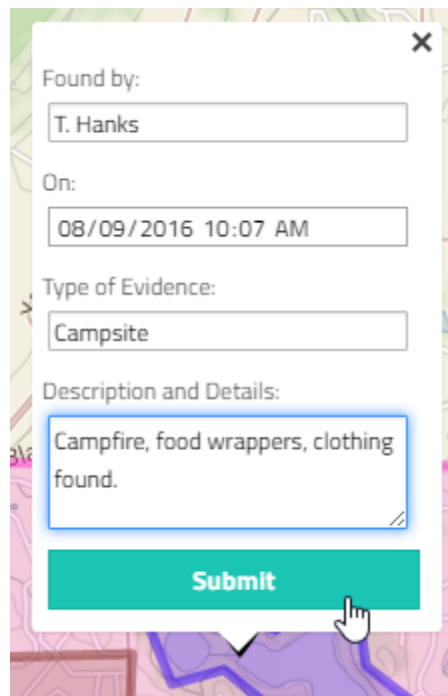
Details:  
Lots of foot traffic, hard to discern if evidence.

Submit

You will see a similar form. Fill it out with as much detail, if any, as possible and click Submit. It will be added to the Map with your notes visible. (NOTE: Finding no traces whatsoever is still a valuable detail, so include that.)

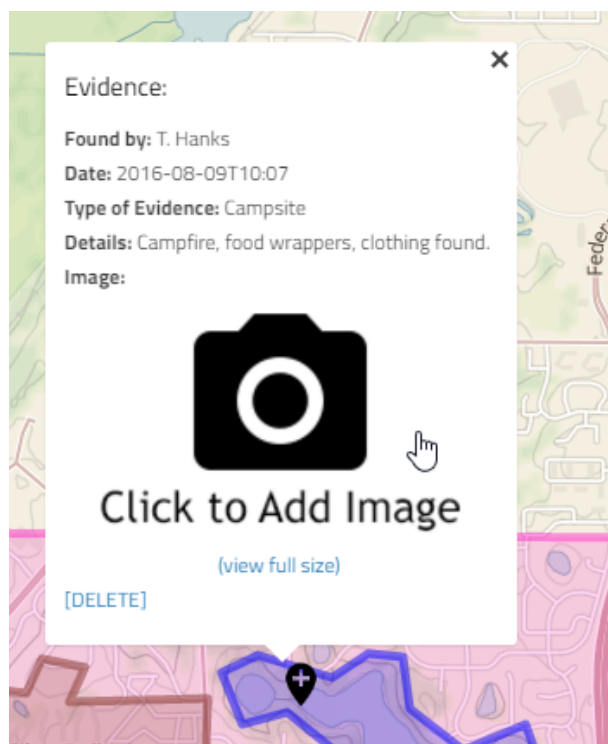


To add a piece of evidence, click on the Evidence marker and click on the map as exactly as possible:

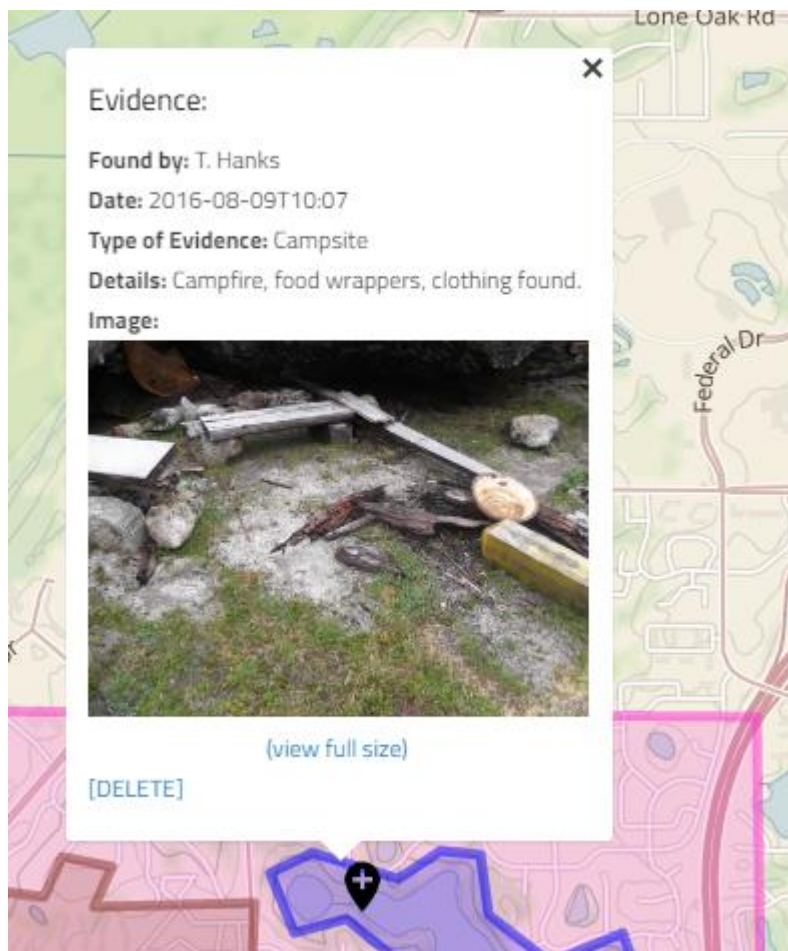
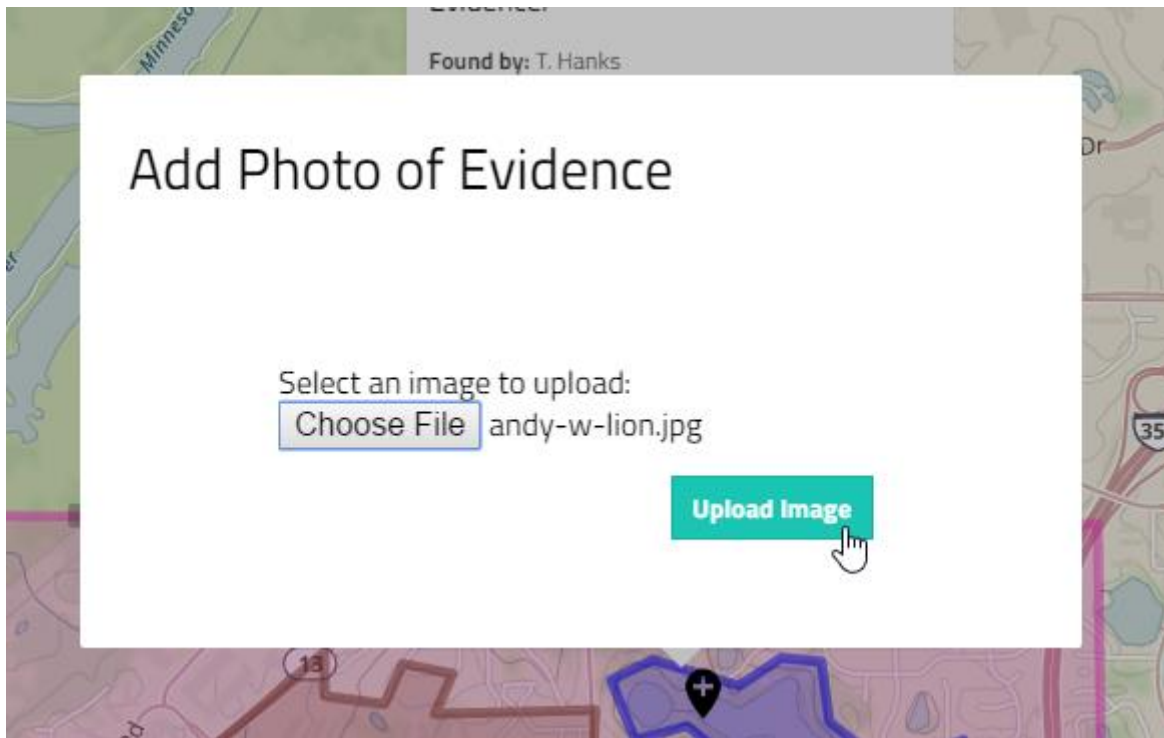


A screenshot of a web form for submitting evidence. The form is overlaid on a map. It contains the following fields: "Found by:" with the text "T. Hanks"; "On:" with the date and time "08/09/2016 10:07 AM"; "Type of Evidence:" with the text "Campsite"; and "Description and Details:" with the text "Campfire, food wrappers, clothing found." A blue rectangular highlight is around the description field. At the bottom of the form is a green "Submit" button. A mouse cursor is pointing at the button. The form has a close button (X) in the top right corner.

Once again, fill out with as much detail as possible. Take a picture if you have a mobile phone handy. You will be able to attach the image once you have submitted the initial descriptions:



A screenshot of a web page showing the details of a submitted piece of evidence. The page is titled "Evidence:" and contains the following information: "Found by: T. Hanks", "Date: 2016-08-09T10:07", "Type of Evidence: Campsite", and "Details: Campfire, food wrappers, clothing found." Below this information is a large black camera icon with a white circle in the center. A mouse cursor is pointing at the icon. Below the icon is the text "Click to Add Image" and a link "(view full size)". At the bottom left of the page is a link "[DELETE]". The page is overlaid on a map.





## DELETING EVIDENCE AND SEARCH AREAS

If you are the Coordinator you will see the links to [DELETE] items. If the evidence is deemed irrelevant to the search, or a search area was not thoroughly search or is too old and needs to be redone you may want to remove these items so you know that the area should be searched again and/or more thoroughly.

## Closing A SEARCH

If a search is to be closed simple edit the profile and at the bottom you will be given the opportunity to close it and explain why, if you like. This **WILL NOT** delete the information gained as it may be valuable for legal proceedings. We will, however, after 72 hours render it private and store away. If you need access to a previous search for any reason, and have the credentials to prove you have Coordinator rights, please contact [legal@llamafinder.com](mailto:legal@llamafinder.com).