User Guide T-card Operation 2/13/2019

The functions provided by the Tcard system include:

1. Entry of team members to a search
2. Disposition of members to Overhead positions or Team
3. Setting of team type and location
4. Creation of Groups based on type of searcher
5. Movement of searchers between teams and back to unassigned
6. Movement of an intact team to unassigned
7. Combining teams together
8. Changing attributes of a team
9. Finding/highlighting a searcher or all searcher from an agency or all searchers with a given resource or searchers with a string in their name
10. Removing a searcher from the search
11. Displaying details of a searcher
12. Redundant saving of the state of the system after each change
13. Outputting of Team lists that can be used to populate Team assignment forms

The T card screen has seven areas where information is placed.

1. The leftmost column is for Overhead searcher entry
2. The right most column is for the creation of special groups, eg K9, Snowmobile
3. The rest of the left side of the screen contains the teams that are being deployed
4. The rest of the right side of the screen is for the Unassigned searchers, specifically ground pounders
5. In the lower left portion of the screen are the UNDO – places the T-card state back to the previous setting; READMEMBs – readin of the member files containing Nevada County members (MEMBERS2.csv, including sheriff deputies) and OTHERS.csv, which contains members from other agencies, note, If the first 4 letters in the Info field are “json”, pushing READMEMB will reload the previously saved state (for recovery); ADD – adds the member whose ID and optionally agency is entered (the on screen keyboard can be used to enter the ID and agency); REMOVE – used to remove a searcher from the panel (searcher must be in the unassigned area); LIST TEAMS – creates the file teams.txt which contains a list of each team and its members.
6. In the middle bottom is the current date and time
7. In the right bottom is an information area where important notes can be placed.

To start, either members information is in the MEMBERS2.csv file for NCSSAR or in the OTHERS.csv file for other agencies. The OTHERS.csv file is re-read each time the READMEMBs button is pushed in case more members are being added to the file. This is the internal method to add searchers.

To ADD a member as a searcher, the ID (12 or 1S9) and optionally a space and the agency pneumonic (eg YB for Yuba County) eg 17 YB, is placed in the entry field. Then the ADD button is pushed. If there is an error (member does not exist or has already been checked-in) a beep is heard. Searchers will be displayed with their name, agency, and leader (red dot) and/or medical (blue dot) as warranted. The added member entry blinks for 5 seconds signaling the operator.

To REMOVE a searcher, the ID and optional agency is entered as above and the REMOVE button pushed. The searcher must be in the Unassigned area, or a beep will be heard. If the previously entered searcher is to be removed, only the REMOVE button need be pushed (used to quickly fix a mistake).

Detailed information for a searcher is displayed by using RMB on the field that has the searcher’s name. The information displayed is the full name, ID number, cell phone number, and resources at this search. In addition, a searcher, in the unassigned area can be removed by setting the field to “Y” and then clicking on “Ok”.

To go back to the previous state of the Tcard system use the UNDO button. The UNDO queue is 5 changes deep.

In the background, in the same execution thread, a copy of the entire state of the T-card system is regularly output rotating through DATA\saveA to DATA\saveE. The format for the save files is json. Also, as a separate thread, a background copy saves the latest file set to another directory, potentially on another system. This provides redundancy and robustness in the case of a system failure.

Groups, such as K9, can be created in the rightmost column by using the RMB (right mouse button) and choosing the group name from the dialog list that appears. In addition to the programmed group names, there is a <choice> field that allows the operator to create a group name. It is activated by clicking Ok in the dialog.

Searchers can be moved to a Team header (eg. Planning or Team 4) or to an existing searcher in a team. The position in a team can be changed by moving a searcher onto the desired position; moving to the team header puts the searcher at the first position. To give a searcher a group type other than ground, move that searcher to the Group header or a searcher under that header. Then when that searcher is moved to a team, that team takes on that type.

Pressing the LIST button creates a report, teams.txt, which lists each team with its members along with a date/time stamp. This report can be opened and the searchers from a team can be copied to the Team assignment form.

To create a new team, move a searcher to a blank spot in the Assigned portion of the screen. If a searcher is designated as a leader that person is automatically moved to the first location in the team, if a leader is not already in place.

Teams can be moved by moving the team header.

Teams can be combined by moving a team header to another team header or a searcher of that team. The combined team takes on the type of the team being moved to.

Teams can be moved, intact, to the Unassigned area for later deployment.

A searcher can be moved to another team or to the Unassigned area by themselves.

Team information, name, type, location can be changed by using the RMB on the team header. The dialog pops-up with the current information, any of which can be changed and then either saved (Ok) or canceled.

To find a searcher or all searchers from an Agency or having a given resource or string in their name, RMB off the main gridded area. In the dialog set the searcher ID and optionally Agency, default is NC to highlight a searcher. Or, set just the Agency to highlight all searchers from that agency. Other options are to set the resource type or a string that is part of a searcher’s name.

It is possible to recover of the state of the system if there is a malfunction. This is done by restarting the program and as the first entry, setting the first four letters of the Information field to “json”. Then push the READMEMB button and the state will be restored.

Format of MEMBERS2 CSV file … This is the NCSSAR membership and coordinator roster:

SAR\_ID,Name,Home,Cell,Phone,Email,Qualifications,Type,DOE,DOB,Medical,

Leader,,,

Format of OTHERS CSV file … This is a file to include searchers and coordinators from other agencies:

Name,ID,Agency,Leader,Medical,CheckedIn

Futures

1. Starting to add the capability for a remote sign-in program. This will require syncing of the input messages and any feedback from the Tcard program, like searcher assigned, cannot remove.
2. Compress teams/expand teams – used when there are too many searchers to fit on the screen. This will be another option for the RMB.
3. Display details of a searcher – RMB on a searcher entry to see more detail
4. Other