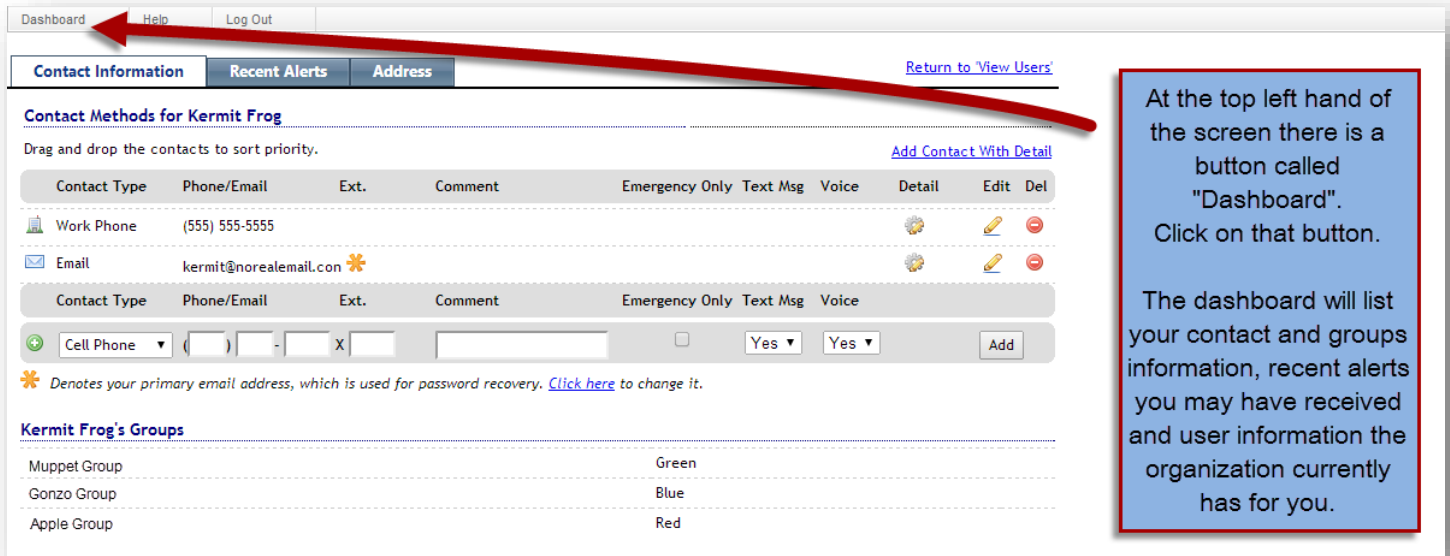


User Dashboard Guide

1. Locating your dashboard.

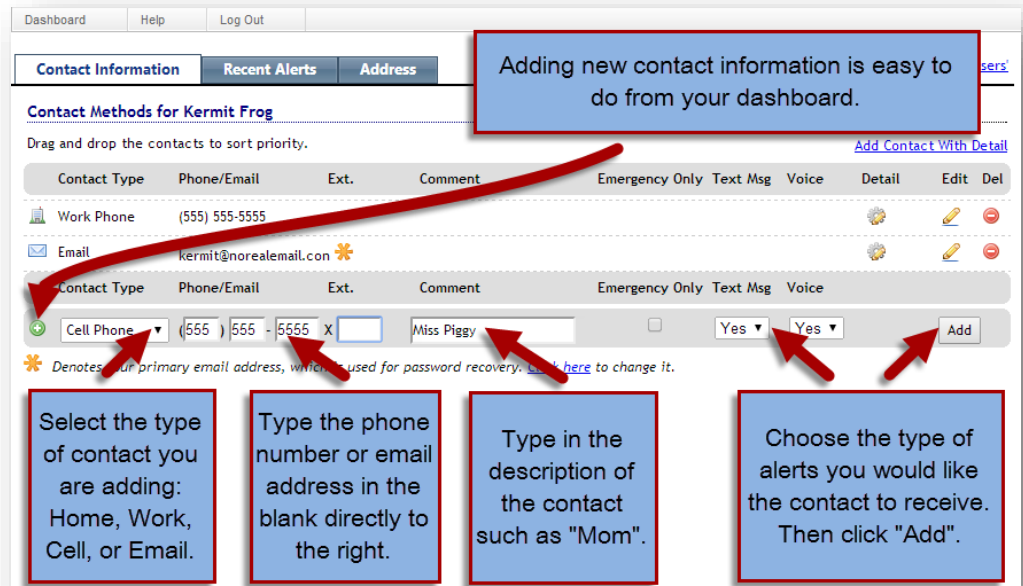


At the top left hand of the screen there is a button called "Dashboard". Click on that button.

The dashboard will list your contact and groups information, recent alerts you may have received and user information the organization currently has for you.

2. Some of my information is missing. How do I add it?

Most organizations do not keep numerous contacts for you on file. It is very important that you add your cell phone number to the list of contact information. Your cell number is the most reliable contact.



Adding new contact information is easy to do from your dashboard.

Select the type of contact you are adding: Home, Work, Cell, or Email.

Type the phone number or email address in the blank directly to the right.

Type in the description of the contact such as "Mom".

Choose the type of alerts you would like the contact to receive. Then click "Add".

3. How do I edit an existing contact?

Dashboard | Help | Log Out

Contact Information | Recent Alerts | Address

Return to View Users

Contact Methods for Kermit Frog

Drag and drop the contacts to sort priority.

Contact Type	Phone/Email	Ext.	Comment	Emergency Only	Text Msg	Voice	Detail	Edit	Del
Work Phone	(555) 555 - 5555	X							
Email	kermit@norea...ail.com *								
Cell Phone	(555) 555-5555		Miss Piggy	Yes	Yes				

Correct the incorrect information then click the computer disk icon.

Need to edit an existing contact? Click the pencil icon under the "Edit" Column.

If you wish to exit the edit field without changing information, click here.

Kermit Frog's Groups

4. How do I make sure that my cell phone is contacted first?

Dashboard | Help | Log Out

Contact Information | Recent Alerts | Address

Return to View Users

Contact Methods for Kermit Frog

Drag and drop the contacts to sort priority.

Add Contact With Detail

Contact Type	Phone/Email	Ext.	Comment	Emergency Only	Text Msg	Voice	Detail	Edit	Del
Cell Phone	() - X				Yes	Yes			
Work Phone	(555) 555 - 5555	X							
Email	kermit@norea...ail.com *								

* Denotes your primary email address, which is used for password recovery. [Click here](#) to change it.

Kermit Frog's Groups

Need to change the order of contacts? Simply click and hold on the icon, then drag the contact method to the top (or preferred order). The screen will automatically update and save the new order.

5. I have some contact methods that should only receive a message during an emergency. How do I make sure a number/email is only contacted in the event of an emergency?

Dashboard | Help | Log Out

Contact Information | Recent Alerts | Address

Contact Methods for Kermit Frog

Drag and drop the contacts to sort priority.

Contact Type	Phone/Email	Ext.	Comment	Emergency Only	Text Msg	Voice	Detail	Edit	Del
Work Phone	(555) 555 - 5555	X		<input type="checkbox"/>					
Email	kermit@norealemail.com	*							
Cell Phone	(555) 555-5555		Miss Piggy		Yes	Yes			
Cell Phone	(999) 999 - 9999	X	Gonzo	<input checked="" type="checkbox"/>	Yes	Yes			

* Denotes your primary email address, which is used for password recovery. [Click here](#) to change it.

Kermit Frog's Groups

You can designate contact methods to only receive alerts during an emergency event by clicking the "Emergency Only" box to the right of the comment section.

You can edit existing contact methods, by clicking the pencil icon.

6. I have some contact methods that I would like to restrict the type of messages they can receive (SMS Text or Voice). How do I control this?

Dashboard | Help | Log Out

Contact Information | Recent Alerts | Address

Contact Methods for Kermit Frog

Drag and drop the contacts to sort priority.

Contact Type	Phone/Email	Ext.	Comment	Emergency Only	Text Msg	Voice	Detail	Edit	Del
Work Phone	(555) 555-5555								
Email	kermit@norealemail.com	*							
Cell Phone	(555) 555 - 5555	X	Miss Piggy	<input type="checkbox"/>	Yes	Yes			
Cell Phone	(999) 999-9999		Gonzo	<input checked="" type="checkbox"/>	Yes	Yes			

* Denotes your primary email address, which is used for password recovery. [Click here](#) to change it.

Kermit Frog's Groups

You can designate alert types for each contact method.

Select "Yes" or "No" from the drop down menu to indicate your Text Message preferences for each cell phone number.

Select "Yes" or "No" from the drop down menu to indicate your Voice Alert preferences for each phone number.

7. I accidentally deleted a message/email from the organization. How do I go back and listen/read it now?

Dashboard Help Log Out

Contact Information **Recent Alerts** Address

Click on the tab labeled "Recent Alerts".

[Return to 'View Users'](#)

Recent Alerts for Kermit Frog

Click the icons to hear or read past alerts.

[Show All Alerts for this User](#)

Alert Name	Sent	To	Message
Leadership Team - Winter Weather Advisory issued February 13 at 2:51AM CST until February 13 at 6:00	2/13/2014 3:00:43 AM	2057890961	
Group:12/18/2013 - Winter Weather Advisory issued February 13 at 2:51AM CST until February 13 at 6:0	2/13/2014 3:00:39 AM	2057890961	
Leadership Team - Winter Storm Warning issued February 12 at 6:46PM CST until February 13 at 6:00AM	2/12/2014 6:50:46 PM	2057890961	
Group:12/18/2013 - Winter Storm Warning issued February 12 at 6:46PM CST until February 13 at 6:00AM	2/12/2014 6:50:41 PM	2057890961	
Group:12/18/2013 - Winter Storm Warning issued February 12:03PM CST until February 13 at 6:00A			
Leadership Team - Winter Storm Warning issued February 12:03PM CST until February 13 at 6:00AM			

All past alerts will be listed here. You can click on the icon under the Message Column to listen to or read the alert contents.