Approve Contacts:

G

(H

Once contacts have self-registered, approval is required before they are added to the contact list.

- 1. Click Approve New Contacts under Contact Lists.
- 2. Select the checkbox next to the contacts to approve, then click **Approve**.

Review the new contact information entered and accept the approved contacts.							
Filters: Building All	Contact Gr	oup All					
Contact	Building Name	Tenant	Primary Email	Delete			
James Michael	Broadway Towers	First Mutual Bank	jmichael@fmbank.com	×			
Angela Johnson	Broadway Towers	First Mutual Bank	ajohnson@fmbank.com	×			

- 3. Select the contacts you wish to send an access account. (This will send a password to the contact and introduce them to GuideSafe[™]).
- 4. Click **Next**>. On the Contact Access Account screen, there will be a list of contacts who were sent an access account.

All approved contacts will appear in the main Manage Contact screen where you may view, edit or delete the record.

Manage Safety Procedures:

You may choose to populate all procedures with the default content or customize each default procedure as needed.

Add Default Safety Procedures:

- 1. Click **Manage Safety Procedures** under *Building Administration*.
- Select "Procedures. Add a new procedure, manage an existing procedure or view a procedure." Then select the building.
- 3. Select "**Restore Defaults**". When the pop up box appears, select "OK". *Each procedure will be populated with the default content.*

8 Procedures	
Add a new procedure or choose default procedures. Manage an existing procedure, or View each procedure. To p select the Restore Defaults button. You will have the option to customize each default procedure as needed.	copulate all procedures with the default content now, Restore Defaults Add Procedure
Procedure	
Bomb Threat	
Earthquake	
Fire	
First Aid	
Flood	

Add Custom Safety Procedures:

- 1. Click **Manage Safety Procedures** under *Building Administration*.
- 2. Select "**Procedures. Add a new procedure, manage an** existing procedure or view a procedure." Then select the building.
- 3. Click **Add Procedures**, then select the type of procedure to add.

* Indicate	es required field	
* Type		* Name
Fire	v	Discover Fire in Building
2 Call !		
Leave	by the nearest s	afe exit.

- 4. Select "**User-defined**" from the Name field; enter the procedure type name (optional), e.g. A fire procedure may have different types: "*Discover a Fire in Building*" and "*Fire Alarm Ringing*".
- 5. Enter the steps for the procedure.
- 6. Click **Save**. The record will be saved on the main Procedures screen where you may view, edit or delete the record.
- Add an Event:

You may select any or all buildings to send an event notification.

- Click Manage Events under Tenant Communication.
 > Add Event.
- Click on Add Building. > Select the checkbox next to the buildings for which the event is relevant. > Click Continue.



- 3. Enter the event name and description plus any optional information.
- 4. Select the first checkbox under *Options* if the event should be displayed only to GuideSafe[™] administrators.
- Select the second checkbox under Options to send a notification email (*To: and From: fields will appear*). Click on Add Contact. > Select recipients. > Click Continue.
- 6. Click **Send**. The new event will display in the main Events screen where you may view, edit or delete the record.



Send a Notification:

You may select any or all buildings to send a notification.

1. Click **Manage Notifications** under *Tenant Communication.* > **Add Message**.

- Click on Add Building. > Select the checkbox next to the buildings for which the notification is relevant. > Click Continue.
- Click on Add Contacts. > Select the checkbox next to the recipients for whom the event is relevant. > Click Continue.
- 4. Click **Send**. The new notification will display in the main Notifications screen where you may view, edit or delete the record.

🙆 New Notifica	tion
Enter a subject and a me address to send email.	ssage. To add documents: click Send, select the notification and Manage Documents. NOTE: You must have a tenant and a contact with an email
	* Indicates required field
* Building	Centennial Tower
* То	janedoe@ere.com johndoe@ps.com
From	admin@guidesafe.com 👻
* Subject	Parking Garage Closed for Repair
* Message	Parking Garage will be Closed for Repair on Monday 1/7/08.
	- Senter-

View Tenant Display:

Κ

L

After entering the Procedures, you may view how the safety procedures, events and notifications will be presented to your tenants.

- 1. Click **View Tenant Display** under *Tenant Communication*. > Select the building.
- 2. Click **View**. Another browser window will open and display the tenant view.

To view how safety procedur a building below and click Vie	es, events and notifications will be prese w.		nime Procedures	A PL	
Broadway Towers 💌		Romagen So Autorget Muk Sort annet utile for an 18 Nors	*	lg Weine Gaminge	- Ministra
	View		ten Aut	The Read	Power Outage
			R a this safe	Massad Own	- torvetor
			Protect	Heavy Weather	Servedada

View Procedure Viewing Statistics:

After setting up contact accounts and sending an email introducing contacts to GuideSafe[™], you may check the number of times each procedure has been viewed and when.

- Click Manage Safety Procedures under Building Administration. > Click on "View Statistics. Check the number of times each procedure has been viewed".
 > Select the building.
- 2. Click on the procedure to see additional details.

	Manage Safety Procedures			
			_	
Select t	ne procedure typ	e you would like to view:		
O Pr	ocedures. Add	a new procedure, manage an existing procedure or view a proce	dure	
⊙ Vi	ew Statistics.	Check the number of times each procedure has been viewed.		
Select t	ne building you v	vould like to view:		
Broa	dway Towers 🗸			
Sele				
	dway Towers			
	ennial Tower			



Enhancing Your Power to Respond



GuideSafe™ Quick Start Guide

The GuideSafe[™] Quick Start Guide will help you quickly be up and running in less than an hour:

- Add Buildings, Tenants, Contacts and Contact Groups.
- Send Request for Contact Information.
- Customize Safety Procedures.
- Send an Event or Building Notification.



www.preparedresponse.com

Customer Service 866.534.2634 service@guidesafe.com

Add Buildings:

Α

- Click Manage Building under Building Administration,
 > Add Building.
- 2. Enter building name and address.
- 3. Click **Save**. The record will be saved on the main Building screen where you may view, edit or delete the record.

Edit building information.	
	* Indicates required field
* Building Name	Centennial Tower
Primary Manager	Jane Doe
Secondary Manager	
* Address 1	901 Madison St.
Address 2	
* City	Seattle
* State	WASHINGTON *
* Zip Code	

B Add Tenants:

- 1. Click Manage Tenants under *Contact Lists* > Add Tenant.
- 2. Select the building name under the Building dropdown. Enter the company name and address plus any optional information.
- 3. Click **Save**. The record will be saved on the main Tenants screen where you may view, edit or delete the record.

Enter Ionant Information	. You will be able to add contact information for this tenant once you have successfully
	* indicates required field
* Building	Centennial Tower
Use Building Address	
* Company	Evergreen Real Estate
Address	901 Madison St.
Address 2	
Suite (main)	3200
Suite (other)	
Floor	Ceparate nutricle suites with commas
* City	Seath
* State	WASHINGTON Zip Code 98109
Main Phone	206 321 1234
Fax	

Add Contacts:

С

- 1. Click Manage Contacts under Contact Lists > Add Contact.
- 2. Select building name then select tenant name.
- 3. Enter contact name, email and any optional information.
- 4. Select the contact groups.
- Select "Send this contact a GuideSafe™ access account" to automatically send the contact a unique username and password and introduction about GuideSafe™.
- 6. Click **Save**. The record will be saved in the main Contacts screen where you may view, edit or delete the record.





Add Contact Groups:

You may choose to add contact groups to filter contacts when sending notifications.

- 1. Click **Manage Contact Settings** under *Building Administration*.
- 2. Click "here" under Contact Groups > Add Group.
- 3. Filter the contacts by building name (optional).
- 4. Enter a new contact group name.
- 5. Select the contacts for the group created.
- 6. Click **Continue**. The group will be saved on the main Contact Groups screen where you may view, edit or delete the record.

Filter by building then Add a new contact group name and Select the contacts for this group.								
Fi	Iters: Building A All	v	2nd Floor					
	Building Name	Company Name	Contact Name	Primary Email				
	Centennial Tower	Evergreen Real Estate	Jane Doe	janedoe@ere.com				
	Broadway Towers	ABC Daycare	Jenny Jones	jjones@abcd.com				
	Centennial Tower	Parker Staffing	John Doe	johndoe@ps.com				
	Broadway Towers	D&S Law Firm	Michael Miller	mm@ds.com				

Building Administration

Manage Building

Contact Lists

Manage Tenants

Manage Contacts

Manage Events

Manage Notifications

View Tenant Display

Manage Accounts

Edit Company Info

Edit Billing Contact Info

Manage Contact Accounts

Manage Administrator Accounts

Approve New Contacts

Tenant Communication •

Manage Contact Registration

Manage Contact Settings Manage Safety Procedures

Manage Contact Self-Registration:

E

To turn on contact self-registration:

- 1. Click **Manage Contact Settings** under *Build Administration*.
- 2. Select the checkbox under "Contact Registration".

Contact C	iroups
	ps enable administrators to collect specific information about tenant contacts and to when sending notifications. Click <u>here</u> to add custom groups.
C - 11 - 14 - 14 -	
Contact F	egistration
Allow ten	ant contacts to enter their information by self-registration.

To turn off contact self-registration:

- 1. Click **Manage Contact Settings** under *Build Administration*.
- 2. De-select the checkbox under "**Contact Registration**" and skip Step F and G.

NAVIGATION OVERVIEW

 Manage Building: To add a new building, view, edit or delete your company or billing contact information.

 Manage Contact Settings: To add, view and edit contact

Manage Contact Settings: To add, view and edit contact groups. Or to turn contact self-registration on or off.

Manage Safety Procedures: To set default procedures or add a custom procedure. Or to check the number of times a procedure has been viewed.

Manage Tenants: To add a new tenant or view a list of all entered tenant information.

Manage Contacts: To add a new contact or view a list of all entered contact information.

Approve New Contacts: To review new contact information entered and approve contacts.

Manage Contact Registration: To send an email to contacts requesting their contact information or request contact information from others in their company.

Manage Events: To add a new training, drill or general event; and manage existing events.

Manage Notifications: To add a message and notify your tenant about an event or manage an existing message.

View Tenant Display: To view how safety procedures, events and notifications will be presented to your tenants.

Manage Contact Accounts: To send a GuideSafe™ access account to selected contacts.

Manage Administrator Accounts: To search for administrators by name or company, add new administrator users, manage existing users, or assign buildings to manage.

Edit Company Info: To edit company name, address and phone number.

Edit Billing Contact Info: To edit billing contact name and contact information.



Send a Request for Contact Information:

If the contact self-registration is turned on, then you may send email to request their contact and the contact information of others in their company.



Send Request for Contact Information:

If the contact is your primary contact or designated as the tenant administrator.

- 1. Click **Manage Contact Registration** under *Tenant Communication*, then click "**here**" under "*Send Request for Contact Information*".
- 2. Select the building name and contact group (optional).
- 3. Select the contacts to whom you wish to send an email. Click **Next**>.
- 4. View the email, and if you wish to have tenants see your name on the email, click "**here**" in the *From* field.
- 5. Click Send.

Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Second Function Image: Secon	ts belo
Auge of a set of	

Send Request to Other Contacts' Information:

If the contacts are not known you may choose to send an email to the primary contact to forward a request for contact information to others in their company.

- 1. Click **Manage Contact Registration** under *Tenant Communication*, then click "**here**" under "*Send Request for Other Contacts' Information*".
- 2. Select the building name and contact group (optional).
- Select the contacts to whom you wish to send an email. Click Next>.
- 4. View the email, and if you wish to have tenants see your name on the email, click "**here**" in the *From* field.
- 5. Click Send.