

# Activate 2.0 – Online Portal and Mobile App

Release Notes – May and June 2018





## Activate Portal 2.0 – Release Summary

- Site Admin Dashboard
- Zone Management
- Training Module
- Reporting Module
- Evacuation Diagram Module
- Contact Groups (June Release)

Release Date: 10<sup>th</sup> May 2018



# Site Dashboard

The new Site Dashboard provides access to all areas of Activate for each of your sites.

Revised layout for all site menu options for easier navigation

View site specific messages

You can jump between sites without logging in again

The screenshot shows the RiskLogic Site Dashboard for 'Testville Site 1: 1 Testville rd'. The interface includes a top navigation bar with the RiskLogic logo and a user profile section. A left sidebar contains a menu with options: Home, Site Details, Teams and Contacts, Activate Administrators, Emergency Response Plan, Evacuation Diagram, Training, and Reports. The main content area features a 'Welcome RiskLogic Admin to Activate.' message, a 'What would you like to do?' section with icons for Site Information, Warden Team Details, Emergency Contacts, Emergency Diagrams/Signs, Reports, and Emergency Response Procedures. A 'Site Compliance' gauge shows 56% completion towards a target. Below this, a 'Messages' section displays two alerts: 'You have 1 sessions requiring confirmation. Click here' and 'Your evacuation diagrams are overdue. Click here'. An 'Upcoming Training' table lists a session on 10/05/2018. A 'Support' link is visible on the right side of the dashboard.

Start/Finish Time	Date	Session Type	Duration (Min)	Trainer
09:00 - 10:00	10/05/2018	Stand alone	60	Test7/7/2015/1 Rai

The compliance gauge on the dashboard gives you an overview of your site's overall compliance

View your upcoming training sessions

# Addition of Zone Management

Create zones that contain work areas, providing greater visibility and control across multiple buildings or larger areas.

Zone Management allows you to allocate Area Wardens to Zones (i.e. buildings) and Wardens to Work Areas (i.e. levels) and the ability to track progress at a Work Area or Zone level. Zones and Work Areas can be labelled to match your terminology.

RiskLogic

A Resilient Future

Welcome RiskLogic Admin

Profile

Activate

Home

Site Details

Site Information

Building Systems

Risk Assessment

Zones and Work Areas

Emergency Control Point

Assembly Areas

Teams and Contacts

Testville Site 1: 1 Testville rd

Zones And Work Areas

Edit Zones

Add New

Zone	Work Area	Description	Status	Action
zone 3	wa6	wa6	Unoccupied	
zone 3	wa5	wa5	Occupied	
zone 2	wa4	wa4	Unoccupied	
zone4	wa7	wa7	Occupied	
zone1	wa1	wa1	Occupied	
zone1	wa2	wa2	Unoccupied	

Support

# Training Module

The new Training Module allows you to review, confirm and schedule your team training for each site.

- Confirm scheduled training and send automated confirmation emails via the portal
- Access detailed training session details
- Access all training reports
- Access any training session documents or notes

The screenshot displays the RiskLogic Training Module interface. The sidebar menu on the left includes options like Home, Site Details, Teams and Contacts, Activate Administrators, Emergency Response Plan, Evacuation Diagram, Training (highlighted), and Reports. The main content area shows the 'Testville Site 1: 1 Testville rd' profile with an 'Activate' button. Below this, there are three sections: 'Scheduled Training', 'Unscheduled Training', and 'Completed Training'. Each section has filters for Date, Type, Duration, and Trainer, followed by a table of training sessions. The 'Scheduled Training' table shows a session on 10/05/2018, 09:00 - 10:00, Stand alone, 60 minutes, by Test7/7/2015/1 Rai, with a status of 'Scheduled'. The 'Unscheduled Training' table shows a session on 11/05/2018, 09:00 - 09:40, Stand alone, 40 minutes, by Test7/7/2015/1 Rai, with a status of 'Awaiting Confirmation' and a 'CONFIRM' button. The 'Completed Training' table shows a session on 08/05/2018, 09:00 - 09:30, Group, 30 minutes, by Test7/7/2015/1 Rai, with a status of 'Completed'. A detailed view of a training session is shown in the bottom left, including client information, session type, duration, start/end times, and a section for reports, documents, and notes.

**Training Session Details** Status: **Scheduled**

Client: Adam Activate 2.0 Tot Site: Testville Site 1 - 1 Testville rd

Session Type: Stand alone Frequency: Quarterly

Duration: 60 min(s) Test Chief Warden Training Session Training Date: 10/05/2018

Start time: 09:00 Trainer: Test7/7/2015/1 Rai

End time: 10:00

**Reports** **DOCUMENTS** Add +

Report Name	Time/Date	Download	Document Name	Time/Date	Download
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**NOTES**

Close

# Reporting Module

Profile

Activate

Home

Site Details

Teams and Contacts

Activate Administrators

Emergency Response Plan

Evacuation Diagram

Training

Reports

Testville Site 1: 1 Testville rd

Reports

FILTERS: Report Name Session Type Date Trainer

Report Name	Date	Training Session	Trainer	Notes	Download
Training Report	24/05/2018	Test warden training group	Test7/7/2015/1 Rai		
Feedback Forms	24/05/2018	Test warden training group	Test7/7/2015/1 Rai		
EPC Mfg	24/05/2018	Test warden training group	Test7/7/2015/1 Rai		
EPC Mfg	24/05/2018	Test warden training group	Test7/7/2015/1 Rai		
Attendance Register	06/06/2018	Test warden training group	Test7/7/2015/1 Rai		
Attendance Register	11/05/2018	Test Warden Training Session	Test7/7/2015/1 Rai		
Attendance Register	24/05/2018	Test warden training group	Test7/7/2015/1 Rai		

Show 10 entries

Previous 1 Next

The new Reporting Module enables you to quickly and easily access all your training reports in one area as soon as they are available.

Filter reports by Report Name, Session Type, Date and Trainer for each site

Download reports to attach to emails or for easy printing



# Evacuation Diagrams

The new Evacuation Diagram Module allows you to upload, view and download your evacuation diagrams for each site and automatically manage the review compliance cycle.

Profile

Activate

Home

Site Details

Teams and Contacts

Activate Administrators

Emergency Response Plan

Evacuation Diagram

Testville Site 1: 1 Testville rd

Site Evacuation Diagrams

Add +

Diagram	Name	Site	Issue Date	Review Date	Action
	CQ_pwreset_titlescreen.PNG	Testville Site 1	08/05/2018	08/05/2018	
	MailHelper.SendUsingSMTP.PNG	Testville Site 1	23/05/2018	18/07/2018	

Show 10 entries

Previous 1 Next

Testville Site 1: 1 Testville rd

Add Evacuation Diagram

Issue Date\*: 08/05/2018

Review Date\*: 08/05/2018

Add +

Name	File(S)	Remove
	<div>Drop file or click here to upload</div>	

Save Cancel

EVACUATION DIAGRAM / SIGN

LEGEND: Assembly Area, Emergency Exit Sign, Evacuation Route, Dry Chemical Extinguisher, CO2 Extinguisher, Fire Hydrant, Fire Hose Reel, Fire Blanket, Manual Call Point, Mobile Intercom Phone

BUILDING NAME

Client Address

STAY (Lockdown)

GO (Evacuation)

SITE MAP

CLIENT LOGO




















FirstAction

# Contact Groups - Available June 2018

The new Contact Group functionality will enable you to establish predefined custom communication groups to be used through the app to communicate via sms, email or in-app messaging.

## Contact Groups ?

Add New +

Group Code	Group Name	Edit	Delete	Open Group	Import Contacts from excel	Export Contacts to excel
DEFAULT	LIVE STAFF			<a href="#">Open Group</a>	<a href="#">Import Contacts </a>	<a href="#">Export Contacts </a>
CUSTOM	import me contact group			<a href="#">Open Group</a>	<a href="#">Import Contacts </a>	<a href="#">Export Contacts </a>
CUSTOM	contact group test export me			<a href="#">Open Group</a>	<a href="#">Import Contacts </a>	<a href="#">Export Contacts </a>
CUSTOM	IT DR team			<a href="#">Open Group</a>	<a href="#">Import Contacts </a>	<a href="#">Export Contacts </a>
CMT	Crisis Team			<a href="#">Open Group</a>	<a href="#">Import Contacts </a>	<a href="#">Export Contacts </a>

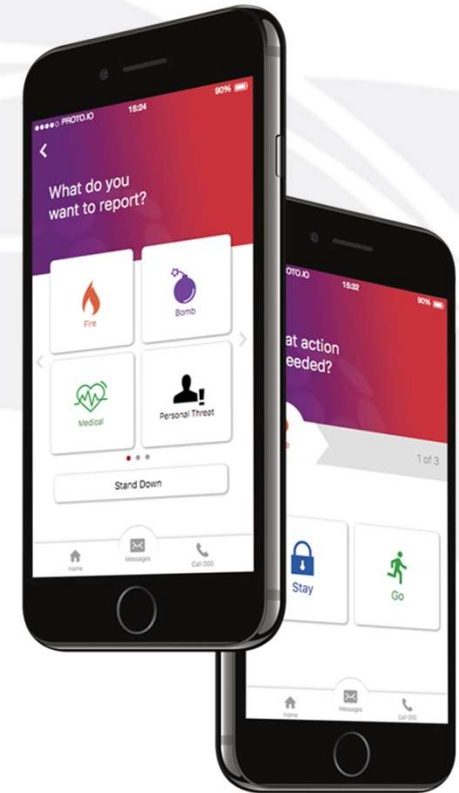




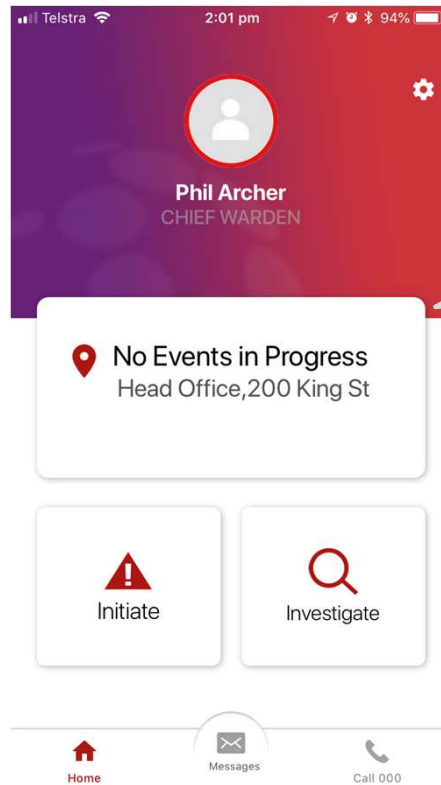
## Activate Mobile App 2.0 - Release Summary

- New Homepage and Profile Settings
- New Emergency Activation Process
- Zone and Work Area Management
- Track Activities and Tasks
- Assembly Area Maps and Directions
- In-app and SMS Messaging (June Release)

Release Date: 17<sup>th</sup> May 2018

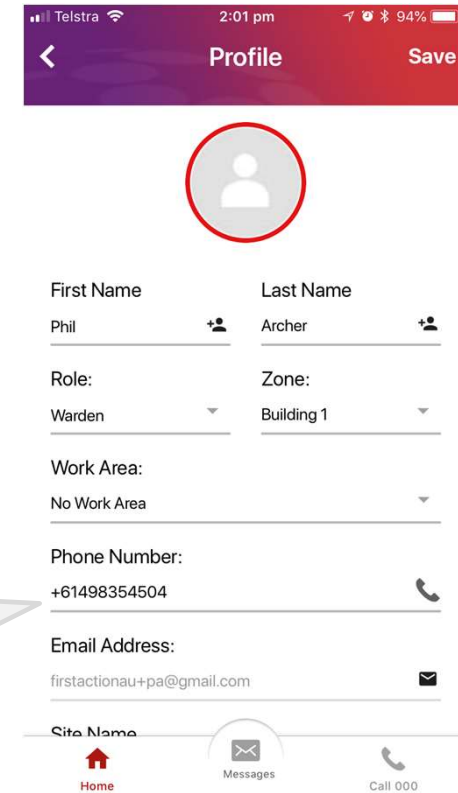


# New Homepage and Profile Settings



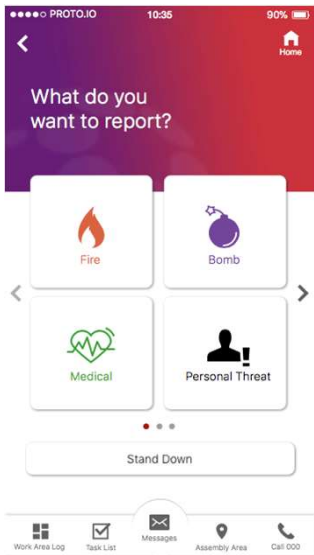
Select from existing events, combine existing events into one, initiate a new event or simply investigate a potential event

Edit your profile details and easily change your role, work area or contact information at any time



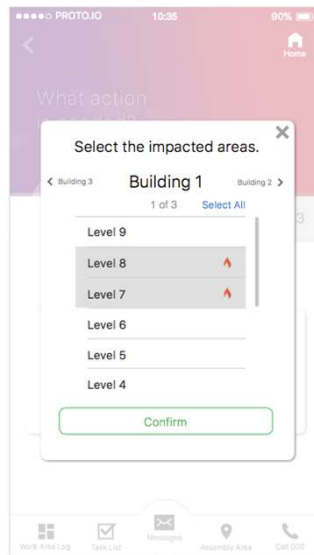
# New Emergency Activation Process

1



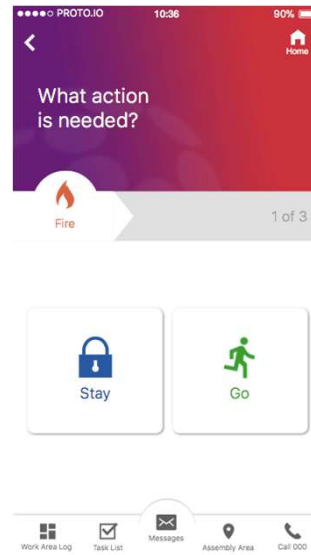
Select Event Type

2



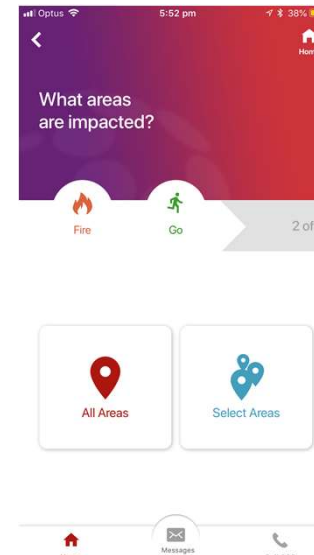
Select Location

3



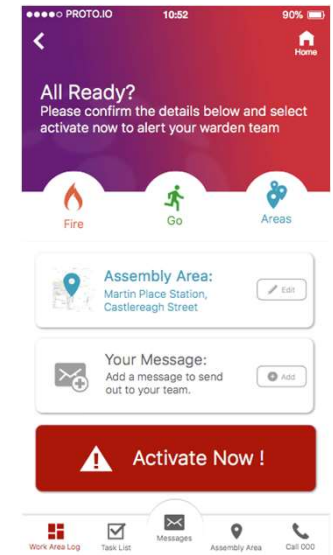
Do you Stay or Go?

4



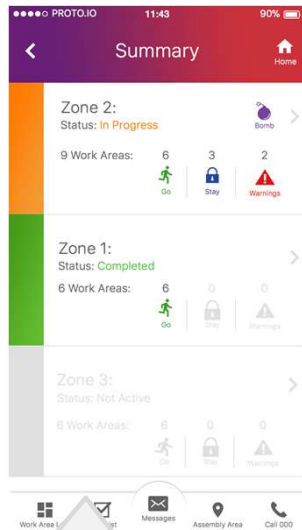
Select Areas

5



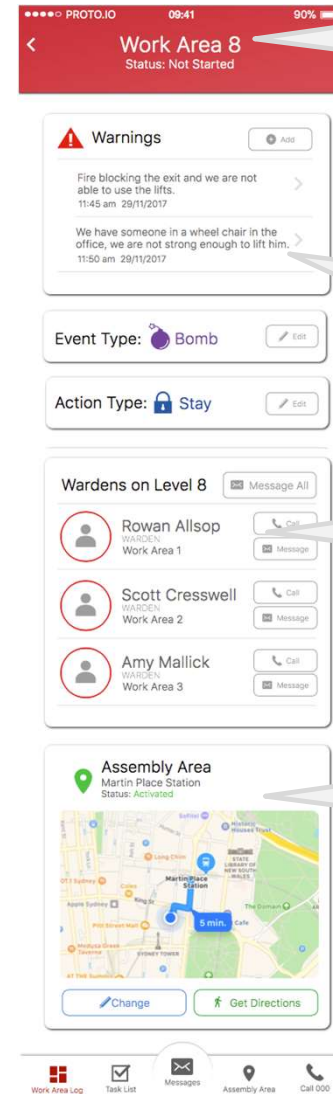
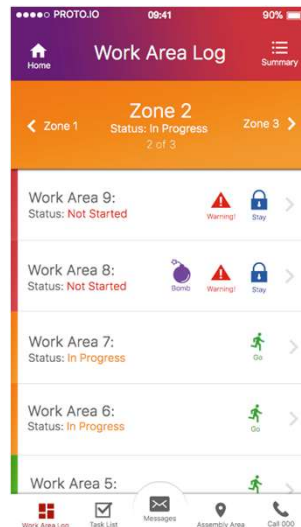
Activate Your Team

# Zone and Work Area Management



Manage your work areas, track progress and view any warnings or alerts

Manage your Zones, see where the event has originated, view the number and status of work areas and be alerted to any warnings



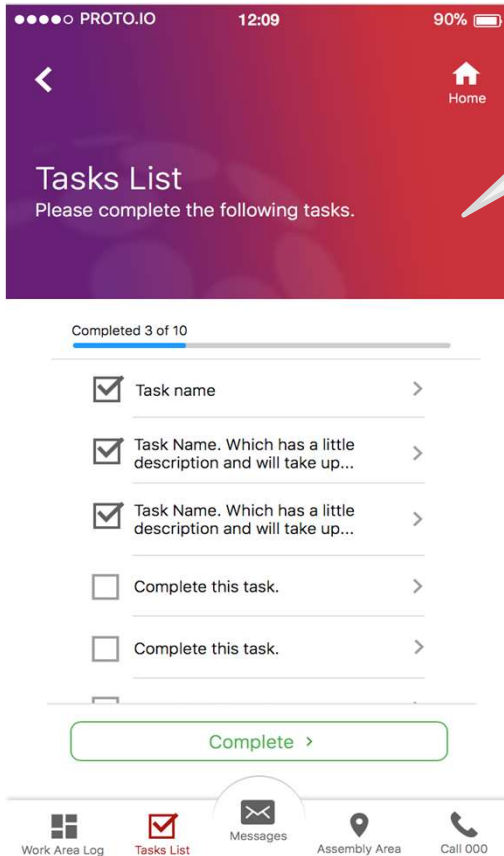
Delve deeper into each work area for more details

Manage your warnings and create quick access alerts

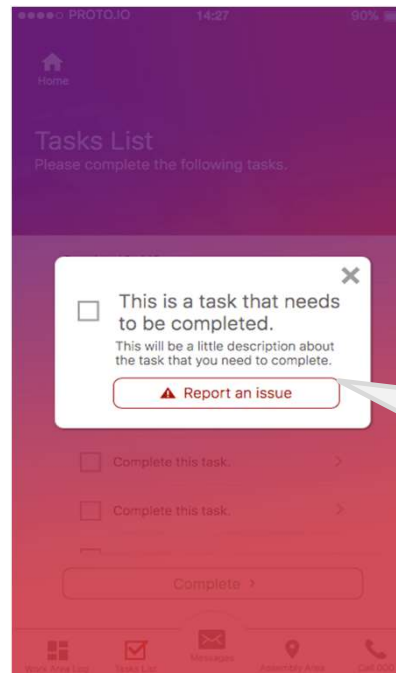
View and contact allocated wardens

Access, edit and get directions to your Assembly Areas

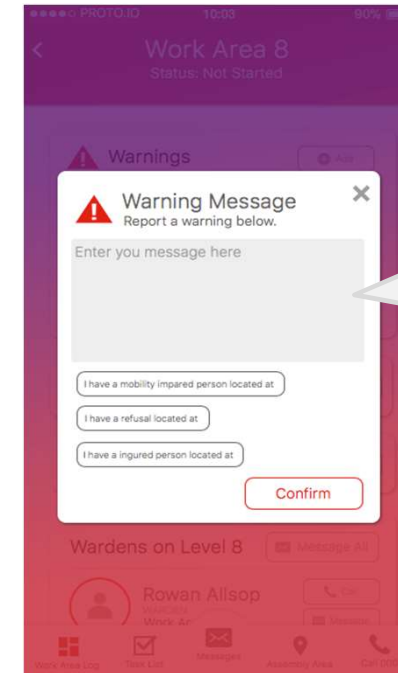
# Task Lists



Create simple task list for each role, event type and response action for your team members

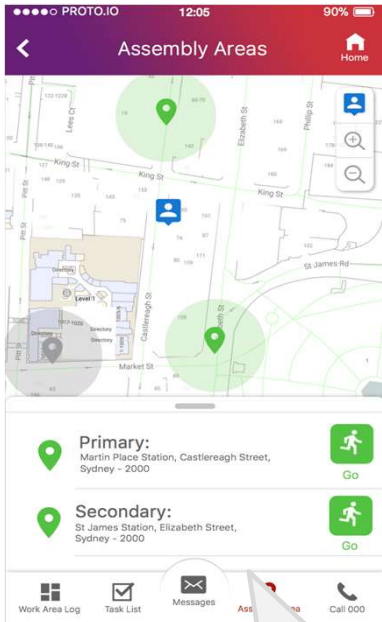


Click on a task to access more detail or create warnings



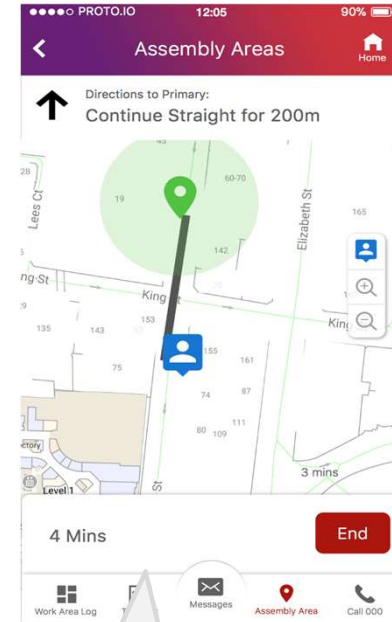
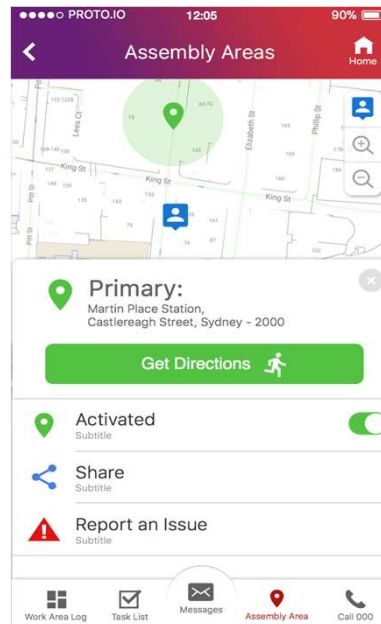
Create warnings or report issues with free text or pre-scripted text

# Assembly Area Module



Access and activate pre-established Assembly Areas

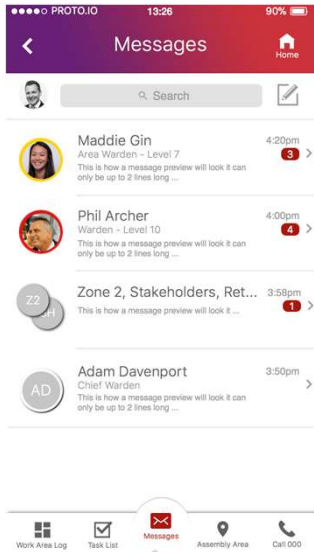
Create new assembly areas on the fly, share the location or report an issue



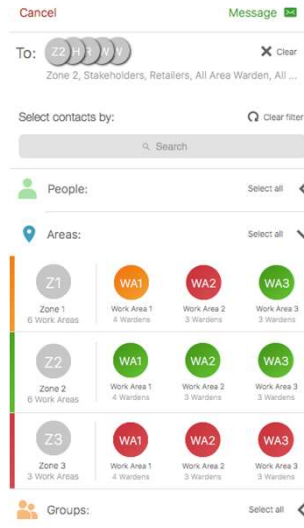
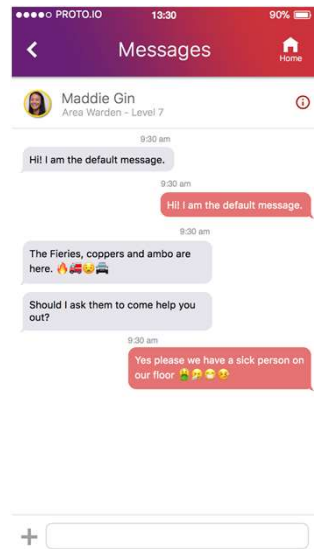
Get step by step directions to your designated assembly area



# Messaging - Available in June 2018

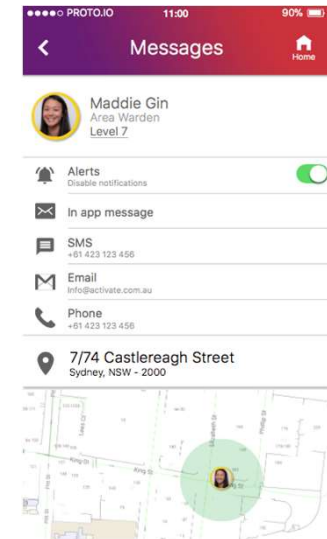


Various messaging options available including In-App messages, SMS and email



Advanced filtering for group messaging – sort by people, areas, groups or status

Tailored options for each contact





## Need a helping hand?

If you have any questions or wish to discuss your Activate package, please do not hesitate to contact us via the details below:

### **Technical Support**

Tel: 1300 096 190

Email: [support@activatenow.com.au](mailto:support@activatenow.com.au)

### **Sales Support/Enquiries**

Tel: 1300 994 707

Email: [info@firstaction.com.au](mailto:info@firstaction.com.au)