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: 10th May 2018

Site Dashboard

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

You can jump between sites without logging in again

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

Revised layout for all site menu options for easier navigation

View site specific messages

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.

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

Reporting Module

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.

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 ❷

Add New +

Group Code	Group Name	Edit	Delete	Open Group	Import Contacts from excel	Export Contacts to excel
DEFAULT	LIVE STAFF	✏	🗑	Open Group	Import Contacts ⬆	Export Contacts ⬆
CUSTOM	import me contact group	✏	🗑	Open Group	Import Contacts ⬆	Export Contacts ⬆
CUSTOM	contact group test export me	✏	🗑	Open Group	Import Contacts ⬆	Export Contacts ⬆
CUSTOM	IT DR team	✏	🗑	Open Group	Import Contacts ⬆	Export Contacts ⬆
CMT	Crisis Team	✏		Open Group	Import Contacts ⬆	Export Contacts ⬆

FirstAction
Emergency Ready

Activate

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

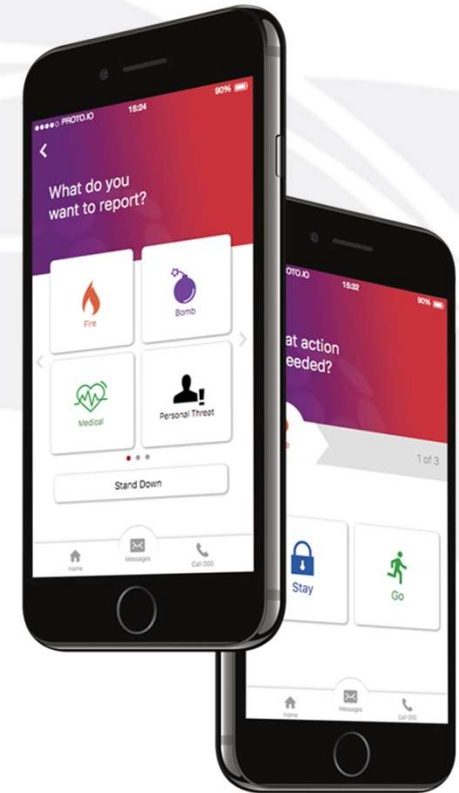- Assembly Area Maps and Directions

- In-app and SMS Messaging (June Release)

Release Date: 17th May 2018

New Homepage and Profile Settings
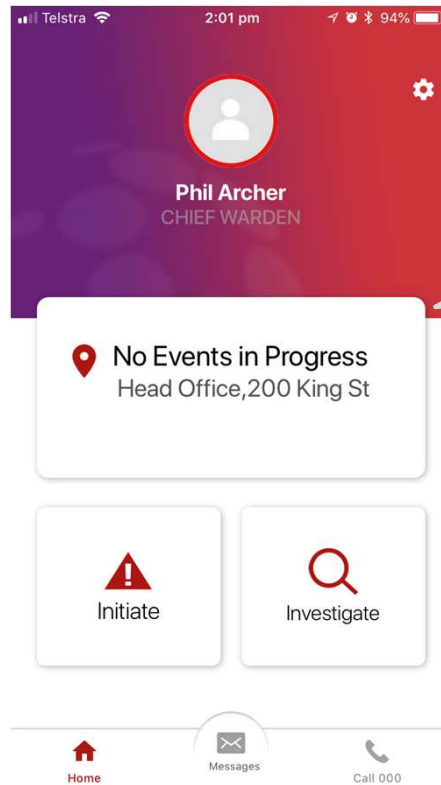
Select from existing events, combine existing events into one, initiate a new event or simply investigate a potential event

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

New Emergency Activation Process
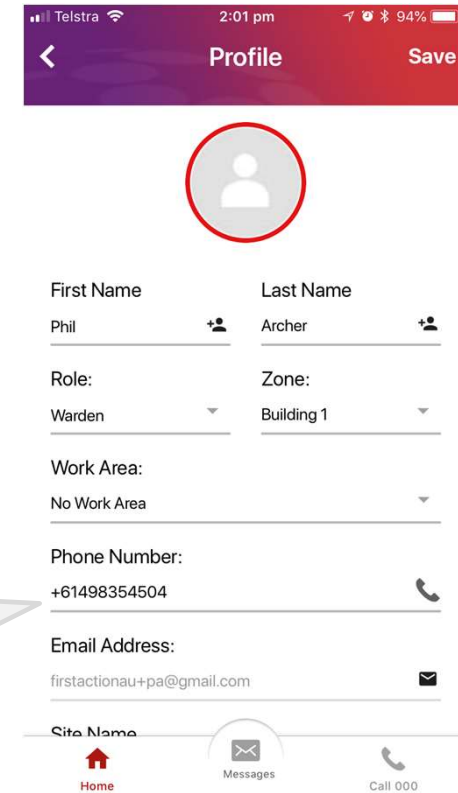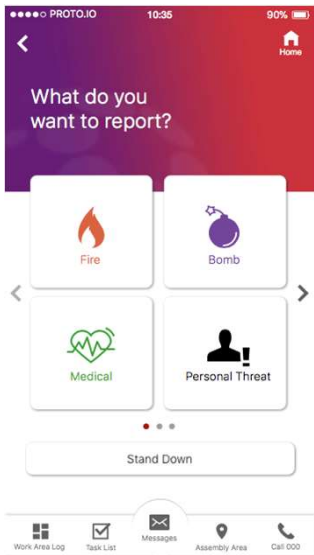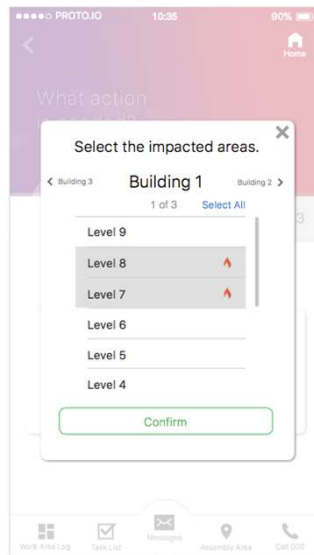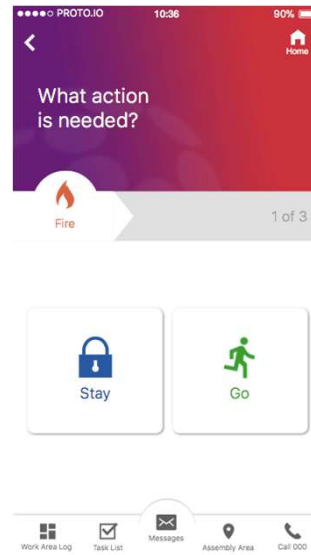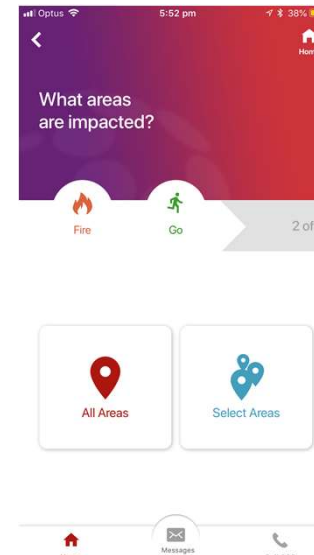

1

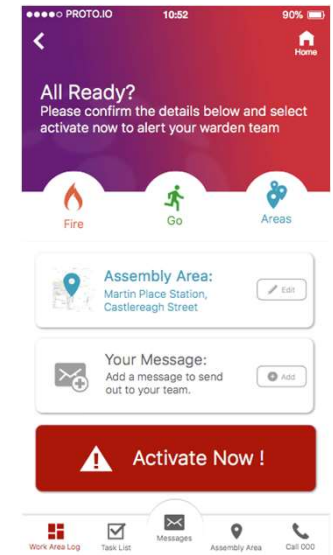Select Event Type

2

Select Location
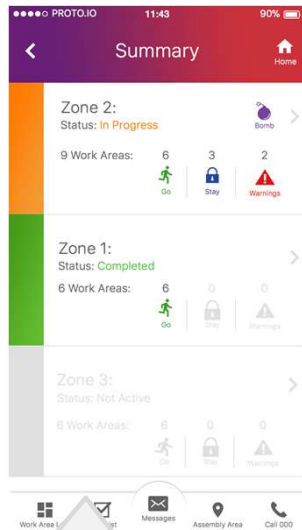
3

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
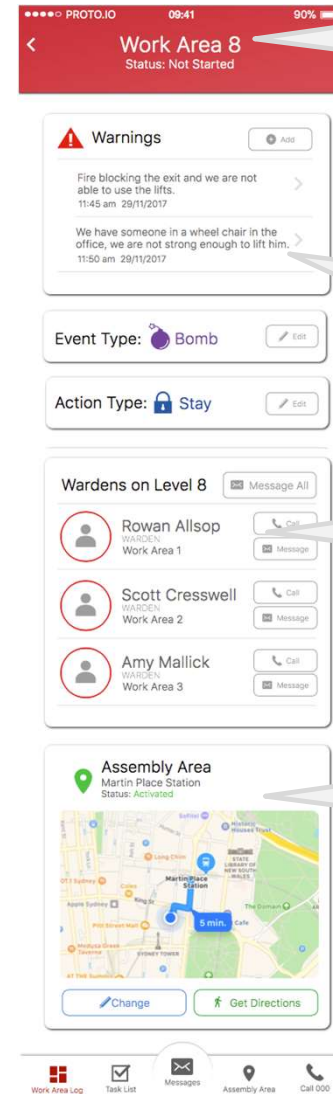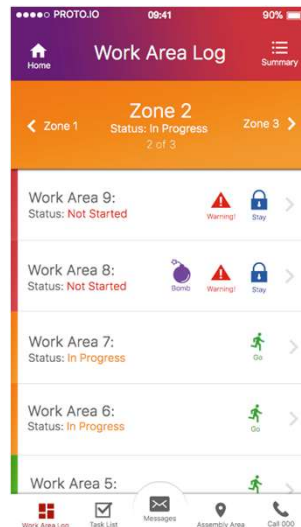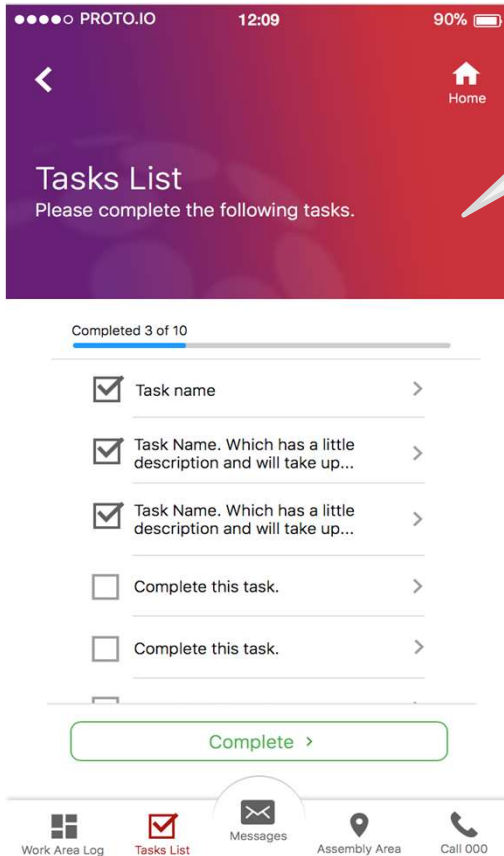
Delve deeper into each work area for more details

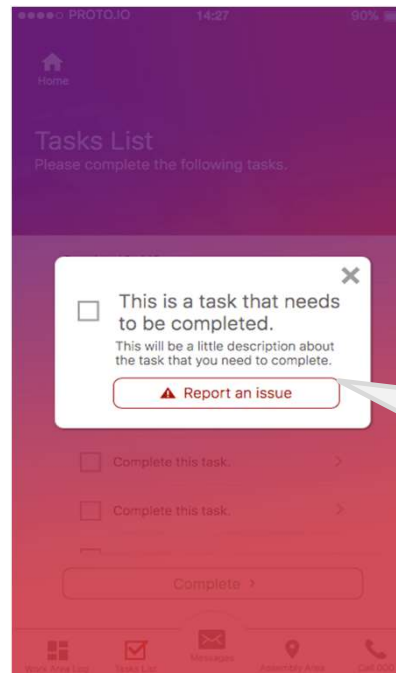Manage your warnings and create quick access alerts

View and contact allocated wardens

Access, edit and get directions to your Assembly Areas
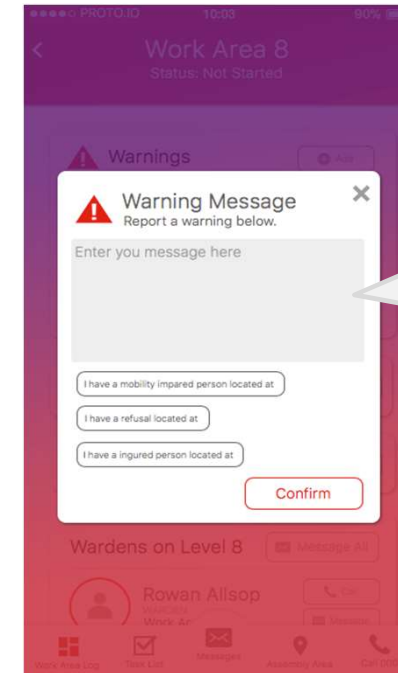
Task Lists

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

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

Click on a task to access more detail or create warnings

Assembly Area Module

Create new assembly areas on the fly, share the location or report an issue
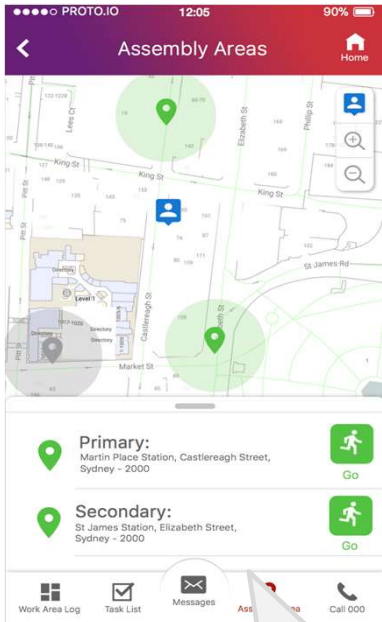
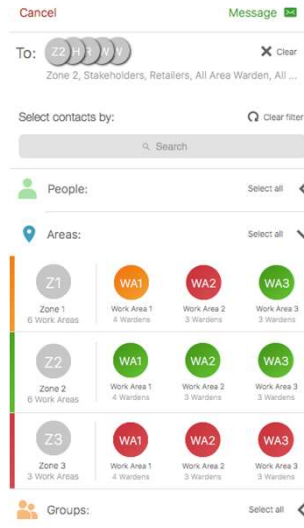Access and activate pre-established Assembly Areas
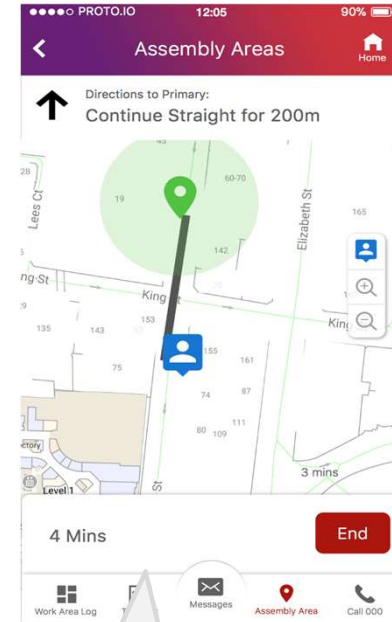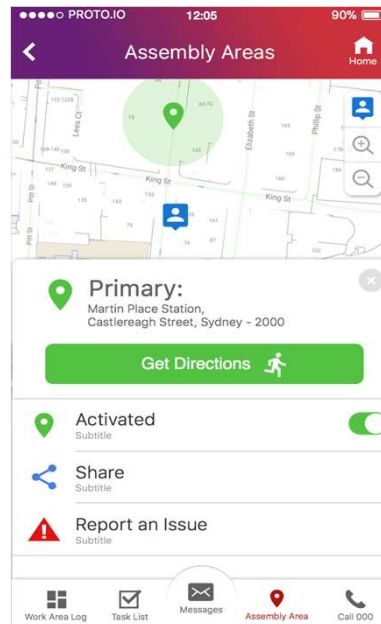
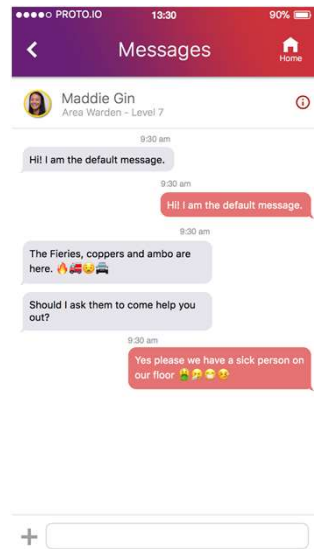Get step by step directions to your designated assembly area

Messaging – Available in June 2018
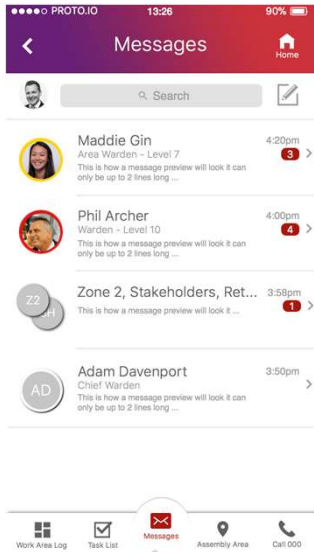
Various messaging options available including In-App messages, SMS and email

Create conversations with custom contact groups and send messages to any internal or external stakeholder

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

Tailored options for each contact
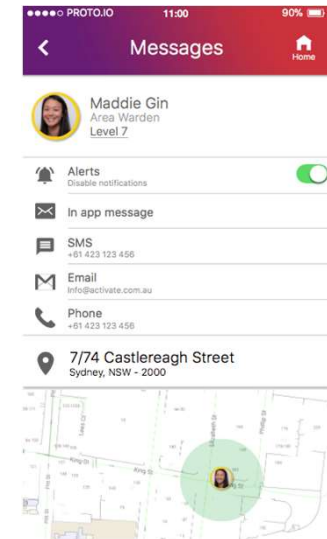
Need a helping hand?

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

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