



BLUE ALERT[®]
MNS

Mass Notification System

Configuration & Operation

User Guide



Code Blue[®]

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	Getting Started	7
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	MNS Administration	
	First Time Setup Wizard	8
	Getting to Know the Interface	9
	System Settings	10
	Time Zone	
	URL Prefixes	
	Alert Reply-to Email Address	
	SMS for Alerts Account	11
	RSS Feeds	
	Social Media Options	
	Custom Company Logo	12
	Desktop Alerts	
	Digital Signs	13
	Quick Launch Buttons	14
	Web Services	15

	Group Manager	
	Getting to Know the Interface	17
	Working with Groups	18
	Adding Groups	
	Adding Devices to Groups	
	Searching Groups & Devices	

	Member Administration	
	Getting to Know the Interface	19
	Adding & Editing a Member	20
	Required Information	
	Phone Number & Carrier	
	Member Roles	
	Group Assignment	
	Paging & Searching Members	21
	Paging Controls	
	Searching	
	Filtering by Group	
	Selecting & Deleting Members	22
	Select Page	
	Deselect Page vs Deselect All	
	Member List Import/Export	23
	Setting Admin Password	25
	Searching Tips & Tricks	25



Resource Manager

Getting to Know the Interface	26
Adding New Resources	27
Browser-Specific Features	
Valid File Types	
Uploading Multiple Files	
Resource Item Options	28
Renaming an Item	
Previewing an Image	
Other File Type Icons	
Viewing Modes & Options	29
Working with Collections	30
Creating New Collections	
Moving Files to a Collection	
Deleting a Collection	
Selecting, Deleting & Searching	31



Online Campus Manager

Getting to Know the Interface	32
Working with a Campus	33
Creating a New Campus	
Adding & Editing a “View”	34
Adding & Editing a Shape	35
Adding a Point	36
Working with Shapes & Points	37
Open an Existing Campus	38
Set a Default Campus	
Other Features	39



Offline Campus Manager

Getting to Know the Interface	40
Starting a New Campus	41
Offline Mapping Tools	42
Working with Polygons	43
Adding Rectangles & Ellipses	44
Adding Points & Images	45
Points (or Markers)	
Image Icons	
Toolbar & Properties Panel	46
Understanding Detail Layers	47
What is a Detail Layer?	
Creating a Detail Layer	48



Offline Campus Manager (cont)

Settings/Features/Functions	50
Mapping Settings	
Campus Properties	
Copy Place	51
Other Functions & Hotkeys	51
Delete Place	
Hide Place	
Reset Image	
Open/Close Polygon	
Convert to Polygon	
Highlighting Places	
Reordering Places	52
Loading a Detail Layer	
Changing the Canvas Size	
Zooming with the Mouse	
Terms & Keywords	



Event Manager

Getting to Know the Interface	53
Adding a New Collection	53
Creating a New Event	54
What is an Event?	
The Event Parts	
Linking Campuses (online version)	55
Linking Campuses (offline version)	56
Selecting Places in Detail Layers	57
Adding a New Category Icon	58
Adding an Event Image	
Adding Event Alerts	59
What is an Alert?	
TAB 1: General Information	59
TAB 2: Delivery Information	60
TAB 3: Scheduling	61
TAB 4: Resources	62
TAB 5: CAP Details	63



Alert Dispatch

Getting to Know the Interface	64
Quick Launch Buttons	65



Alert Dispatch (cont)

Alert Dispatch Parts	66
Alert Categories	
Campus Maps (online version)	67
Campus Maps (offline version)	68
Activating an Event	69
Category Event List	
Searching Events	
Selecting & Customizing	
Activating Quick Alerts	70
Setting Required Fields	
Adding Endpoints	
Active Events	71
Monitoring Active Events	
Canceling an Event	
Canceling Alerts in an Event	
Social Media Alerts	



MNS Interface Tips & Tricks

MNS Administration	73
Hover for Information	
Changing Background Pattern	
Event Manager	74
Switching Between Collections	
Renaming a Collection	
Campus Manager	75
Location Searching (online version)	
Map Controls	
Resource Manager	76
Browser-Specific Pros & Cons	
Creating & Saving Member Import File	77
Text File to CSV File	
Troubleshooting Imports	
Additional MNS Settings	78
Touch Screen Mode, Online/Offline Campus Mapping, more.	



Glossary of Terms



Getting Started

Recommended Steps

The following sequential steps are recommended for setting up Blue Alert MNS.



Sign In to MNS

At the MNS sign-in screen, use the default credentials:

User Name: `_administrator`

Password: `codeblue`

Notice: Once signed in to MNS using the default credentials, please change the password.

Follow steps on page 25 to change the `_administrator` password.



Know the Jargon (page 79)

Knowing the terms used in Blue Alert MNS will greatly improve your understanding of how things work and connect together overall.



MNS First Time Setup Wizard (page 8)

Complete the First Time Setup Wizard to provide MNS with the minimal system settings.



Add Groups in Group Manager* (page 17)

Add any groups you may need, such as administrators, dispatchers, students, etc.



Add Members in Member Administration* (page 19)

Add or import members into the directory. Members in Blue Alert MNS are considered possible endpoints for alerts.



Add Special Endpoints* (pages 11 - 13)

Set up the various special endpoints available in MNS. These include RSS Feeds (page 11), Desktop Alert entries (page 12) and Digital Sign entries (page 13). Some of these technologies are only available with specific Blue Alert MNS licenses.



Add Resources (page 26)

Resources can be added any time, even when they are needed during event or alert setup, but if you have prerecorded alert messages or images, like floor plans, they can be added beforehand.



Set Up Your Campus* (page 32 for online manager, page 40 for offline manager)

A campus contains reference points for an event. Setting up a campus needs to be done before any event that uses its references can be created, however, if a campus is created after an event has been added, the event can be edited and campus references can be included at that point.



Create Events (page 54)



Create Quick Launch Buttons (page 14)

Quick Launch Buttons require an event to be attached to them, so creating a Quick Launch Button must be done after at least one event has been added. Using the Quick Launch Buttons feature is optional and can be turned off from the administration page.



Run Dispatch (page 64)

*Not required but may be necessary when creating events or alerts (see page 54 for creating events).

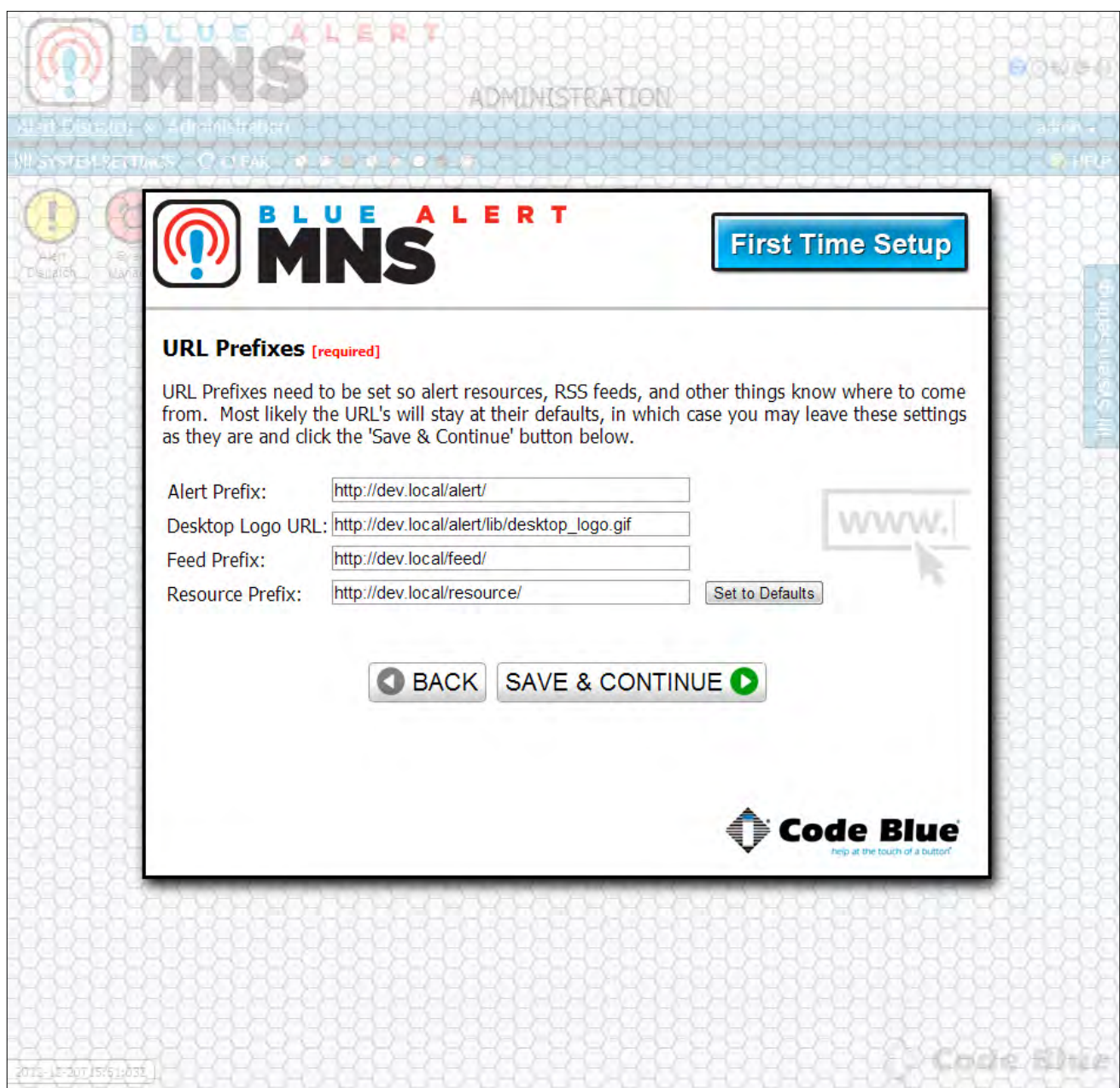


MNS Administration

First Time Setup Wizard

MNS First Time Setup Wizard

The First Time Setup Wizard is the first visible screen in a new MNS installation. The Wizard's main objective is to allow the administrator to set up key values before using Blue Alert MNS. All of the settings found during initial setup can be changed after the First Time Setup Wizard (see page 10). The First Time Setup Wizard can be restarted at any time from the Administration Settings panel.



The screenshot shows the 'First Time Setup' wizard for Blue Alert MNS. The interface has a light blue background with a hexagonal pattern. At the top, there's a header bar with the 'BLUE ALERT MNS' logo and the word 'ADMINISTRATION'. Below the header, there's a navigation bar with icons for 'SYSTEM SETTINGS', 'CLEAR', and 'HELP'. The main content area is titled 'First Time Setup' and contains the following text:

URL Prefixes [required]

URL Prefixes need to be set so alert resources, RSS feeds, and other things know where to come from. Most likely the URL's will stay at their defaults, in which case you may leave these settings as they are and click the 'Save & Continue' button below.

Alert Prefix:

Desktop Logo URL:

Feed Prefix:

Resource Prefix:

At the bottom of the form, there are two buttons: 'BACK' and 'SAVE & CONTINUE'. The 'SAVE & CONTINUE' button has a green play icon. The Code Blue logo is visible in the bottom right corner of the form area.



MNS Administration

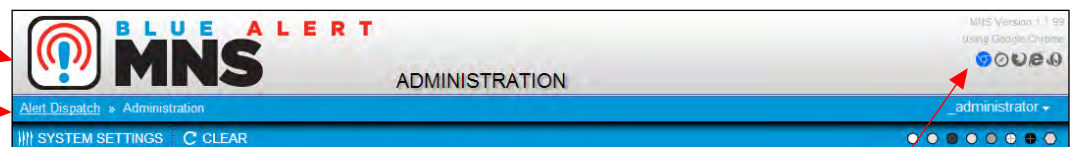
Getting to Know the Interface

MNS Administration

The MNS Admin is where all settings (default, required and optional) are set. It is also the landing area to access all of the features and functionality of this system.

Page Header
Page logo and title.

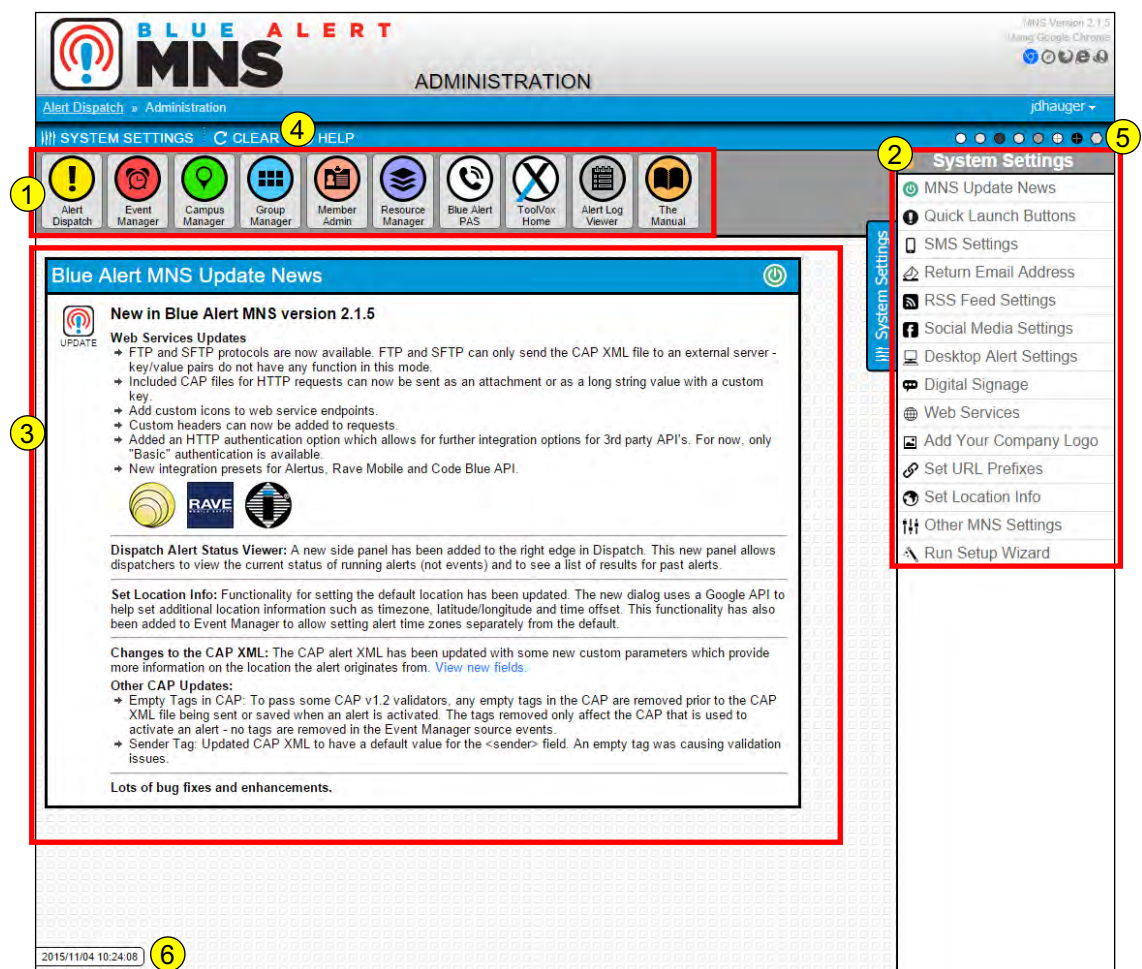
Breadcrumbs
Page links to help get around the MNS interface.



Page Option Buttons Area
Pages in Blue Alert MNS have buttons for various functions.

Page & Browser Info
Information on page version and/or browser compatibility.

1. Quick Links
2. System Settings Panel
3. Settings/Info Area
4. Clear Info Area
5. Basic theme preferences
6. Current Server Time



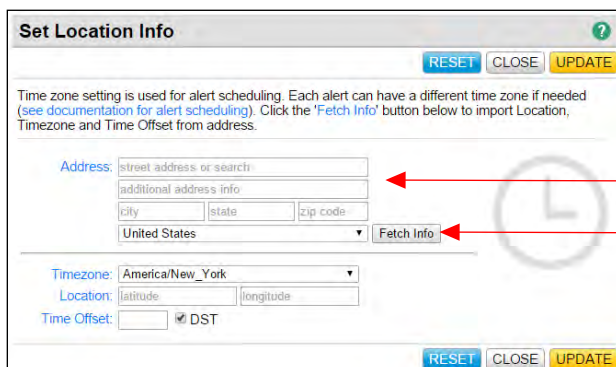


MNS Administration

System Settings

Location Information

The time zone can be changed if necessary. **Changing the time zone directly affects the timing for alerts!** One reason to change the time zone is if alerts are created for an area in a different time zone than the server that activates the alerts. The time zone can also be changed for a single alert (see page 61).



Set Location Info

Time zone setting is used for alert scheduling. Each alert can have a different time zone if needed (see documentation for alert scheduling). Click the 'Fetch Info' button below to import Location, Timezone and Time Offset from address.

Address: street address or search
 additional address info
 city state zip code
 United States

Timezone: America/New_York
 Location: latitude longitude
 Time Offset: ☒ DST

Default Address

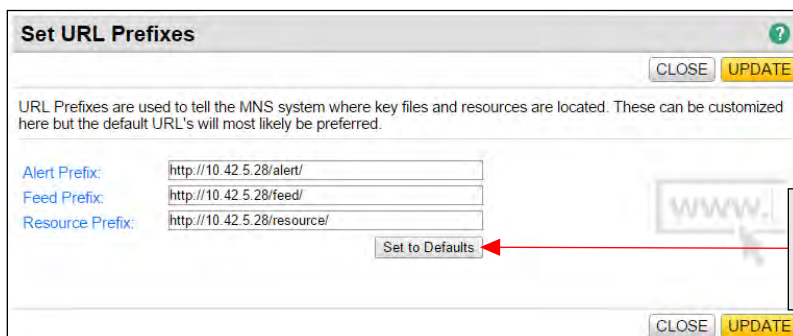
The default address can be added to help find the correct time zone, latitude and longitude and time offset if daylight savings time is currently enabled or not.

Fetch Info Button

After entering a basic address, click this button to lookup the extended location information if possible.

URL Prefixes

URL Prefixes must be set to allow proper functioning of Resource Manager (page 26), custom logos, RSS feeds and alerts. Most likely, the host names in these URLs will be the same as the server MNS is currently on.



Set URL Prefixes

URL Prefixes are used to tell the MNS system where key files and resources are located. These can be customized here but the default URL's will most likely be preferred.

Alert Prefix: http://10.42.5.28/alert/
 Feed Prefix: http://10.42.5.28/feed/
 Resource Prefix: http://10.42.5.28/resource/

Set Prefix URLs to Defaults

If the URL Prefixes need to be reset to their defaults, use this button. It will reset the host names to the current server and rebuild the paths.

Reply-to Email Address

The return (or reply-to) email address is used in alert emails and can be customized with this setting. The email address can be any validly structured email address, even a dummy address.



Return Email Address

The return email address is used for email alerts. This can be a valid email address or a dummy address such as "noreply@yourcompany.com".

Return Email Address: alerts@codeblue.com



MNS Administration

Endpoint Settings

SMS Settings

This settings panel allows an administrator to set up Blue Alert MNS to use SMS text messaging as a mode of communication for alerts.

SMS Settings

Setup MNS for use with SMS text messaging alerts here. This feature is not available for all licenses of MNS.

☒ Use SMS for Alerts

SMS Engine: 2SMS

Username: admin@yourcompany.com

Password: *****

CLOSE UPDATE

Activate SMS for Alerts
Turn on or off ability to send SMS alerts.

SMS Engine
Choice of what SMS engine to use.

Credentials
Username and Password required for SMS Service.

RSS Settings

RSS feeds can be created for specific alert notices.

RSS Feed Settings

RSS feeds can be created to receive alerts via web sites, smart phones & tablets, and other devices. Every feed needs an identifier and a short description. Once the ID and description are submitted two RSS feed URLs will be created: one for HTML and one for CAP (Common Alerting Protocol).

Feed ID:

Description: Create Feed URL

RSS Feed Entries:

feedme	A test feed	HTML: http://dev.pulsus.local/Feed/feedme.rss
		CAP: http://dev.pulsus.local/Feed/feedme.cap.rss

CLOSE

Feed ID & Description
The Feed ID is an alphanumeric name (letters, numbers, dashes and underscores only) that is used in the feed URL. The Description is not used in the feed URL and can be any short text string to describe the feed.

Available RSS Feeds
All previously created RSS feeds will be listed here. Once created, the feed entry will be available in the Devices list in Group Manager.

Social Media Settings

To allow alerts to post to social media, checking the services will enable them in Event Manager while creating an alert. Only one alert per event can be used with social media.

Social Media Settings

☒ Allow Facebook Alerts

☒ Allow Twitter Alerts

CLOSE UPDATE

Social Media Services Available
To activate or deactivate social media for alerts, check the available services here.

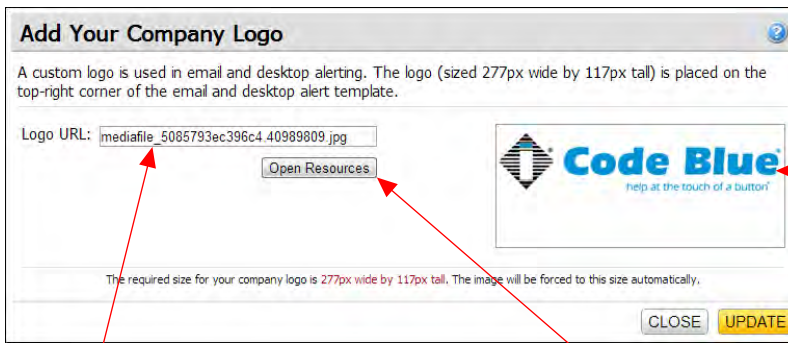


MNS Administration

Custom Logo & Desktop Alert

Adding a Custom Company Logo

This dialog allows a custom logo to be added for use in alert emails, desktop alerts and other alert forms. The logo should be sized 277 pixels wide by 177 pixels tall and will be forced to that size otherwise.



Add Your Company Logo

A custom logo is used in email and desktop alerting. The logo (sized 277px wide by 117px tall) is placed on the top-right corner of the email and desktop alert template.

Logo URL:

Logo Currently Used
This displays the logo at 277x117 pixels that is currently set.

Update Button
Once the logo is selected, click the "Update" button to save it.

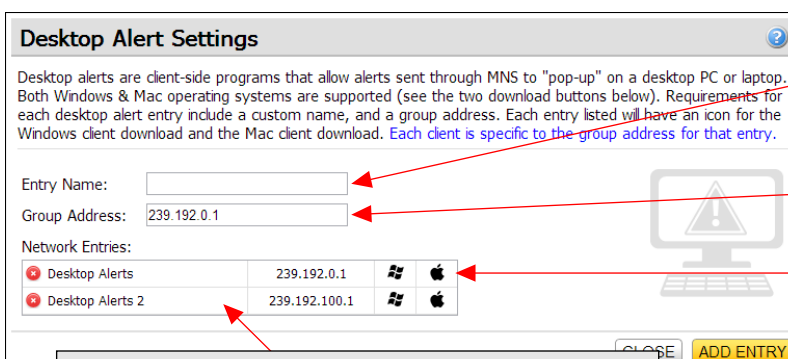
Logo URL
This setting can be either a full URL or a media file selected from Resource Manager.

Open Resources Dialog
This button opens the resource manager dialog to allow selection of a single image from the resource library.

The required size for your company logo is 277px wide by 117px tall. The image will be forced to this size automatically.

Desktop Alert Settings

Desktop alerts are activated by client applications for Windows and Macintosh PCs. These will trigger when an alert fires that is using desktop alerts. The clients can be downloaded from the administration settings shown below. The clients must be downloaded from the same Group Address that activates the alert, otherwise the client application will reject it.



Desktop Alert Settings

Desktop alerts are client-side programs that allow alerts sent through MNS to "pop-up" on a desktop PC or laptop. Both Windows & Mac operating systems are supported (see the two download buttons below). Requirements for each desktop alert entry include a custom name, and a group address. Each entry listed will have an icon for the Windows client download and the Mac client download. Each client is specific to the group address for that entry.

Entry Name:

Group Address:

Network Entries:

Desktop Alerts	239.192.0.1		
Desktop Alerts 2	239.192.100.1		

Name of the Network Entry
For the desktop alert to be recognizable in the devices list, give it a unique name here.

Multicast Group Address*
The desktop alert entry must have a specified network multicast group address.

Download Desktop Alert Clients
Two desktop alert client options are available here for Windows and MAC operating systems.

Desktop Alert Network Entries List
List of any previously defined desktop alert network entries.

*Multicasting is the sending of network traffic to a group of endpoints. Only those members in the group of endpoints that are listening for the multicast traffic (the multicast group) process the multicast traffic. All other nodes ignore the multicast traffic. For more information about multicast addresses: [http://technet.microsoft.com/en-us/library/cc772041\(v=ws.10\).aspx](http://technet.microsoft.com/en-us/library/cc772041(v=ws.10).aspx)



MNS Administration

Digital Signage

Digital Signs

Digital signs can be used as endpoints with the proper driver installed. Messages from the Headline section of an alert will be pushed out to the sign for display. Since there are so many different types of signs available, a custom API must be written for any manufacturer that is not already supported.

Manage Digital Signs

To manage digital signs simply add a custom sign name and its host name or IP address here. Signs defined will be listed below and can be managed using the various control buttons found in each item row.

Sign Name:

Host Name or IP:

Current Signs:

4u2see	10.42.64.34	⊕	↺	⌚
--------	-------------	---	---	---

CLOSE ADD SIGN

Sign Name

This should be a short description name to identify the sign.

Host Name or IP Address

The host name or IP address where the sign resides on the server.

Sign Entry List

List of previously created signs. Entries here will be displayed in the devices list in Group Manager and available for alerts.



Initialize Sign - this may take several seconds



Reset Sign - this function takes a few seconds



Sync Clock to Server's Time

Sign Support

Currently Available Sign Drivers for MNS:

- 4U2SEE by Electro-Matic Products, Inc.

Signs with other manufacturers will need to have a custom driver created by Code Blue for use with MNS.



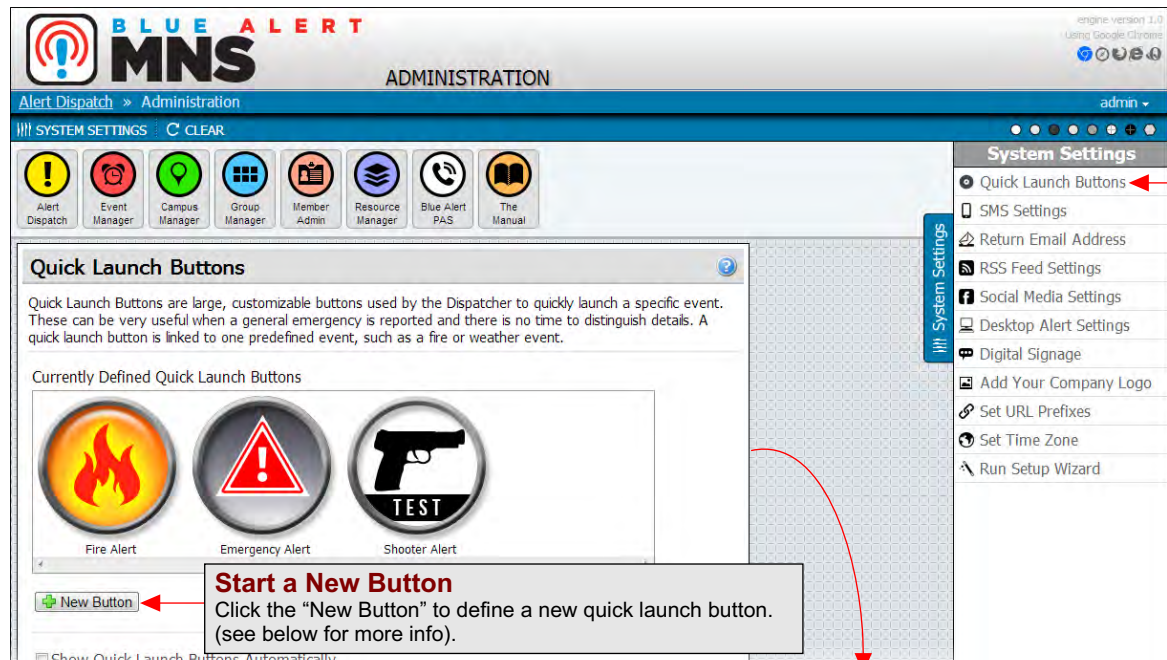


MNS Administration

Quick Launch Buttons

Quick Launch Buttons

Quick Launch Buttons are used for activating specific events quickly. Each button can have a customized look and link to any pre-defined event. See Dispatch (page 65) for a use-case example.

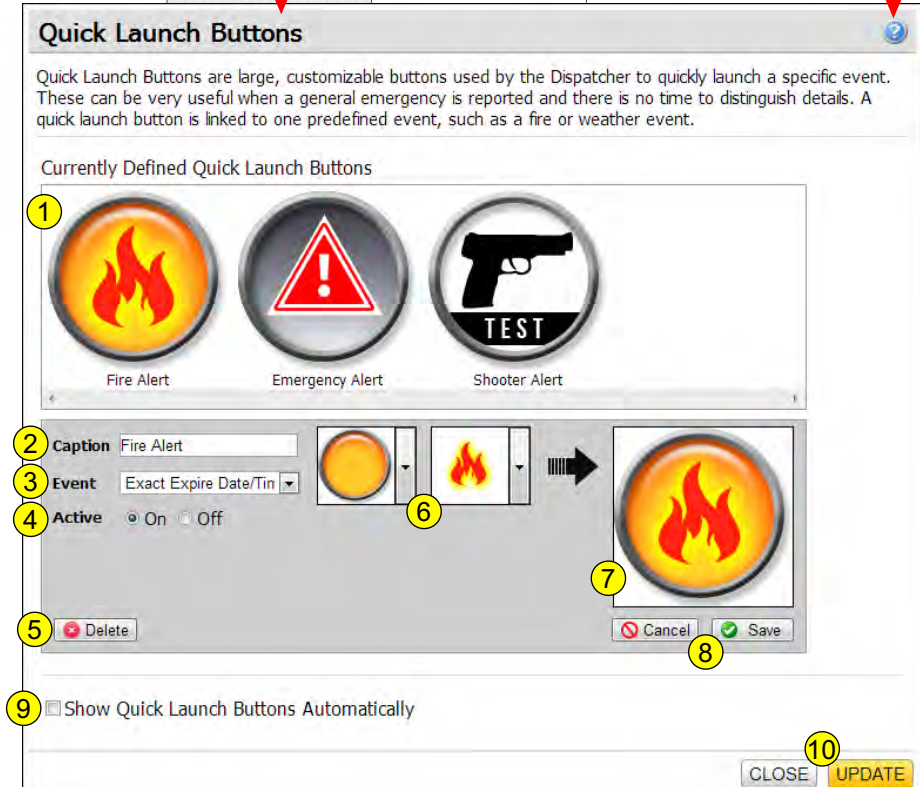


System Settings
Open the System Settings panel and click on the Quick Launch Buttons link.

Reference Guide
Click this button to open the reference guide for Quick Launch Buttons

Start a New Button
Click the "New Button" to define a new quick launch button. (see below for more info).

- Currently Defined Quick Launch Buttons** - Any saved buttons will show in this area.
- Button Caption** - Each button is required to have a short caption.
- Event Linking** - Each button is required to be linked to an event. The events need to be defined prior to making a Quick Launch Button.
- Active Toggle** - A button can be deactivated without being deleted. Inactive buttons will not be displayed on the Dispatch screen.
- Delete Button** - Any existing button can be deleted with the "Delete" button.
- Button/Icon Selector** - Select the button and icon graphic from these two selectors.
- Button Preview** - This shows a preview of any new or modified Quick Launch Button.
- Save/Cancel** - Save or discard changes to new or modified buttons.
- Show Quick Launch Buttons Automatically** - When at least one button is defined and active, it will be displayed automatically on the Dispatch screen unless this option is turned off.
- Update Settings** - Click "Update" to save all current general settings.



Quick Launch Buttons

Quick Launch Buttons are large, customizable buttons used by the Dispatcher to quickly launch a specific event. These can be very useful when a general emergency is reported and there is no time to distinguish details. A quick launch button is linked to one predefined event, such as a fire or weather event.

Currently Defined Quick Launch Buttons

1. Fire Alert

2. Caption: Fire Alert

3. Event: Exact Expire Date/Tin

4. Active: On

5. Delete

6. Button/Icon Selector

7. Button Preview

8. Save/Cancel

9. Show Quick Launch Buttons Automatically

10. UPDATE



MNS Administration

Manage Web Services

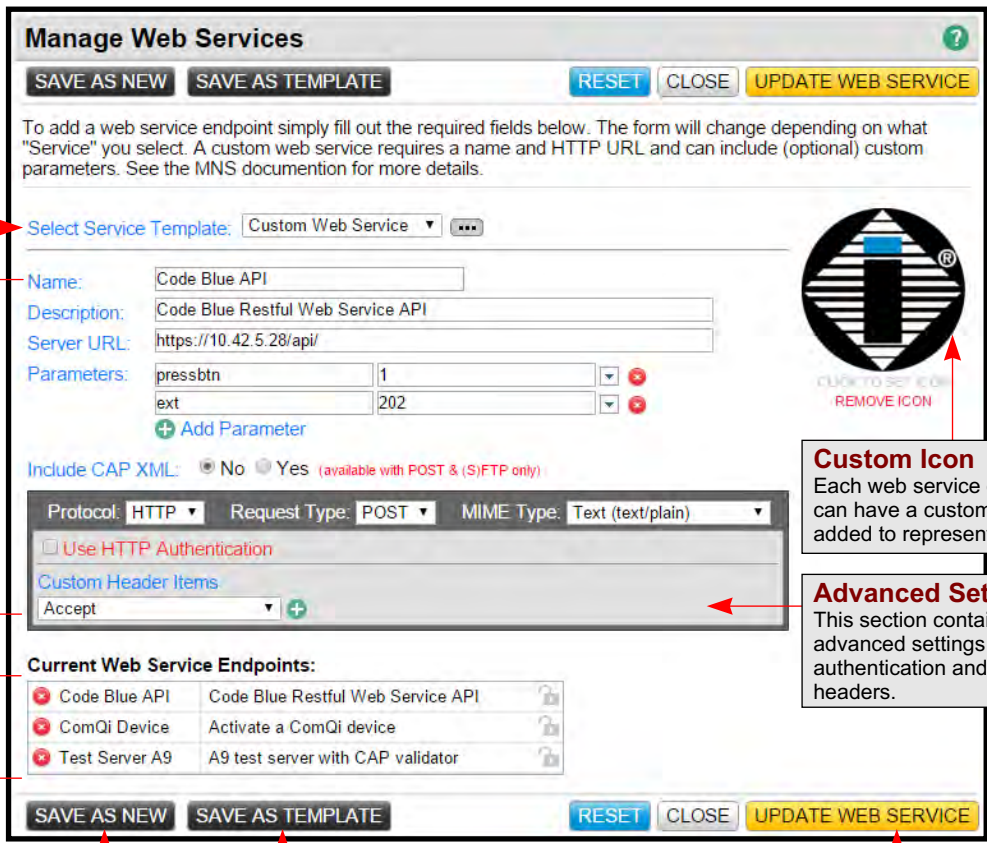
Web Services

MNS has a new endpoint option called “Web Services.” This endpoint allows a customer to add their own custom HTTP GET or POST call to an external server or API. Each HTTP endpoint can have an unlimited number of parameters (or key/value pairs) as well as the entire CAP XML file sent with the request. Advanced settings include selecting HTTP or FTP, GET or POST, and MIME Type.

A web service request (or HTTP request), when used as an alert endpoint, will send a request to the supplied URL along with the parameters included. MNS will then wait for a response of “true” from the remote server. Any response other than “true” will result in the assumption that the connection was unsuccessful and an error will be noted in the alert log viewer.

Templates and Presets are used to help quickly build web services with the same or similar fields. Templates are created and managed by the user. Presets are built-in and can be selected the same way a template is, but cannot be edited or removed by the user.

Presets & Templates
This drop-down is used to select a preset or user-defined template.



Custom Icon
Each web service endpoint can have a custom icon added to represent it.

Web Service Settings
Customize the web service and set required fields.

Presets and templates have locked fields initially for items that were included in the original scope.

Advanced Settings
This section contains more advanced settings like HTTP authentication and custom headers.

Available Web Services
This shows the web services previously created. Edit any item by clicking it, or delete it by clicking the delete button next to the item.

Copy Endpoint
When selecting an existing endpoint, use this button to save it as a new endpoint.

Create a Template
Use this button to save the current web service settings as a template.

Save/Update Endpoint
Click this button to save a new service or update an existing one.

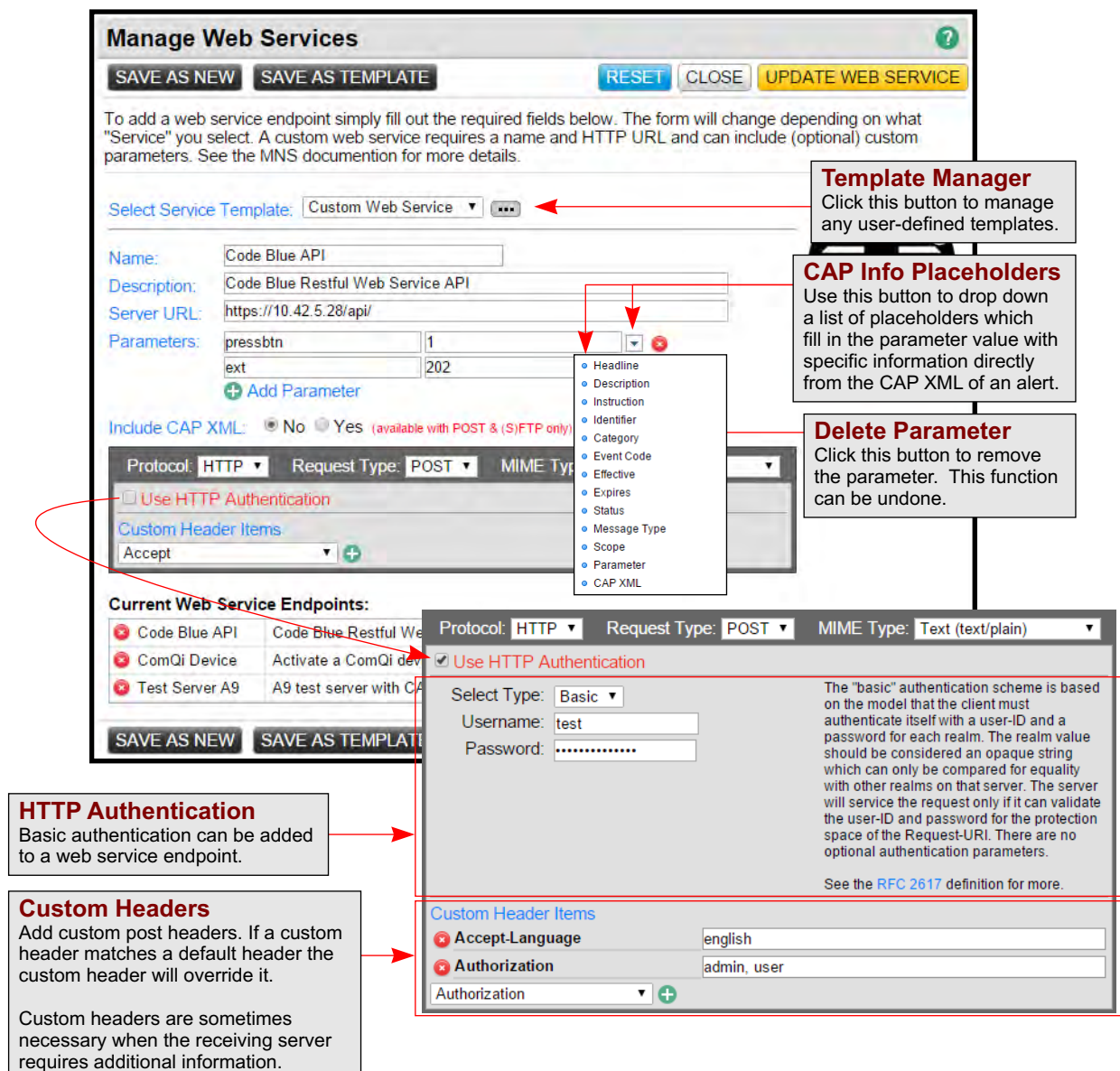


MNS Administration

Manage Web Services

Web Service Parameters & Advanced Options

Additional settings for a web service endpoint include custom parameters, HTTP authentication and custom headers.



Manage Web Services

SAVE AS NEW SAVE AS TEMPLATE RESET CLOSE UPDATE WEB SERVICE

To add a web service endpoint simply fill out the required fields below. The form will change depending on what "Service" you select. A custom web service requires a name and HTTP URL and can include (optional) custom parameters. See the MNS documentation for more details.

Select Service Template: Custom Web Service ...

Name: Code Blue API

Description: Code Blue Restful Web Service API

Server URL: https://10.42.5.28/api/

Parameters:

pressbtn	1
ext	202

+ Add Parameter

Include CAP XML: ☐ No ☐ Yes (available with POST & (S)FTP only)

Protocol: HTTP Request Type: POST MIME Type: Text (text/plain)

☐ Use HTTP Authentication

Custom Header Items

Accept

Template Manager
Click this button to manage any user-defined templates.

CAP Info Placeholders
Use this button to drop down a list of placeholders which fill in the parameter value with specific information directly from the CAP XML of an alert.

Delete Parameter
Click this button to remove the parameter. This function can be undone.

Current Web Service Endpoints:

Code Blue API	Code Blue Restful Web Service API
ComQi Device	Activate a ComQi device
Test Server A9	A9 test server with CAP XML

SAVE AS NEW SAVE AS TEMPLATE

HTTP Authentication
Basic authentication can be added to a web service endpoint.

Custom Headers
Add custom post headers. If a custom header matches a default header the custom header will override it.

Custom headers are sometimes necessary when the receiving server requires additional information.

Protocol: HTTP Request Type: POST MIME Type: Text (text/plain)

☒ Use HTTP Authentication

Select Type: Basic

Username: test

Password:

The "basic" authentication scheme is based on the model that the client must authenticate itself with a user-ID and a password for each realm. The realm value should be considered an opaque string which can only be compared for equality with other realms on that server. The server will service the request only if it can validate the user-ID and password for the protection space of the Request-URI. There are no optional authentication parameters.

See the RFC 2617 definition for more.

Custom Header Items

Accept-Language english

Authorization admin, user

Authorization



Group Manager

Getting to Know the Interface

Groups of Groups

The Group Manager lists the endpoints that have been defined through the ToolVox® administration. Custom groups can be added under the “Groups” collection (see below).

Some buttons, such as “New Group” and “Delete Groups,” are not available when Group Manager is being used in a select list dialog only. A select list dialog is used in Event Manager & Dispatch.

1. New Group Button

A custom group can be defined here by clicking the “New Group” button. The new group will appear under the “Groups” collection.

2. Select/Deselect Buttons

Selects or deselects all groups and devices.

3. Add Devices Button

This displays a list of devices available that can be assigned to the selected groups.

4. Delete Selected Button

When one or more items in the list are selected, use the “Delete Groups” button to remove them.

5. Find Things Button

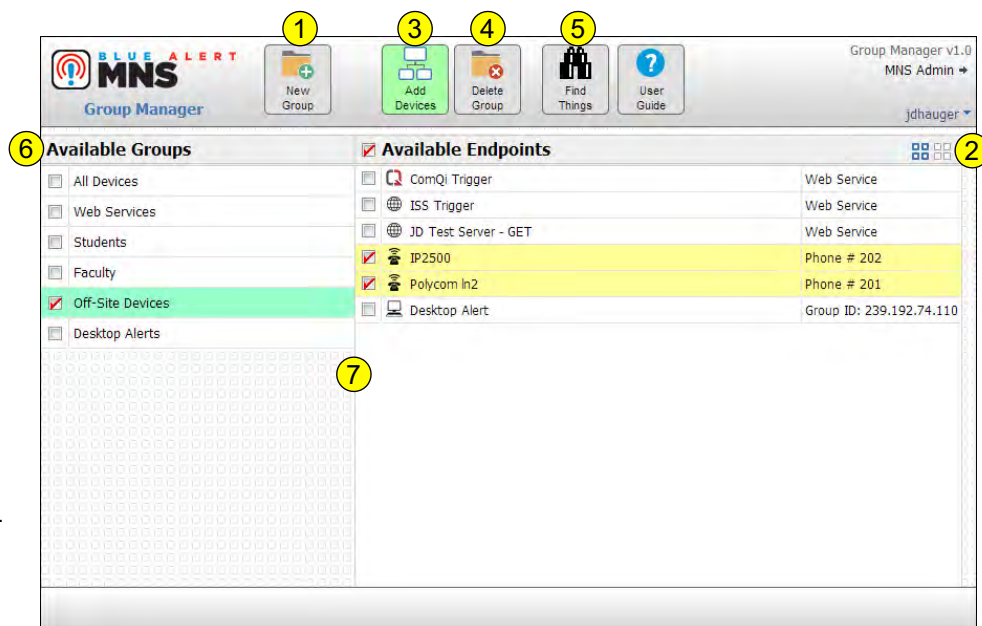
Use the “Find Things” button to search for items by their friendly name, member name or email address. See page 17 for more about searching.

6. Collection Name

This is the collection name of the groups or devices. This is set automatically by MNS.

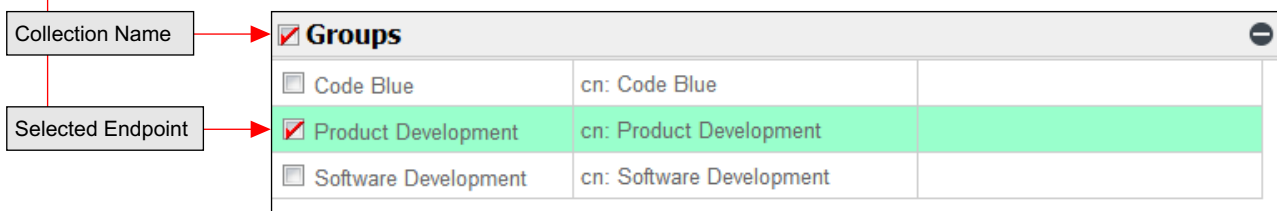
7. Groups & Devices List

This area shows the list of groups and devices.



Selections

When an endpoint in the list is selected, the collection name is also selected. By checking or unchecking the collection name, the items under the collection will be checked or unchecked.





Group Manager

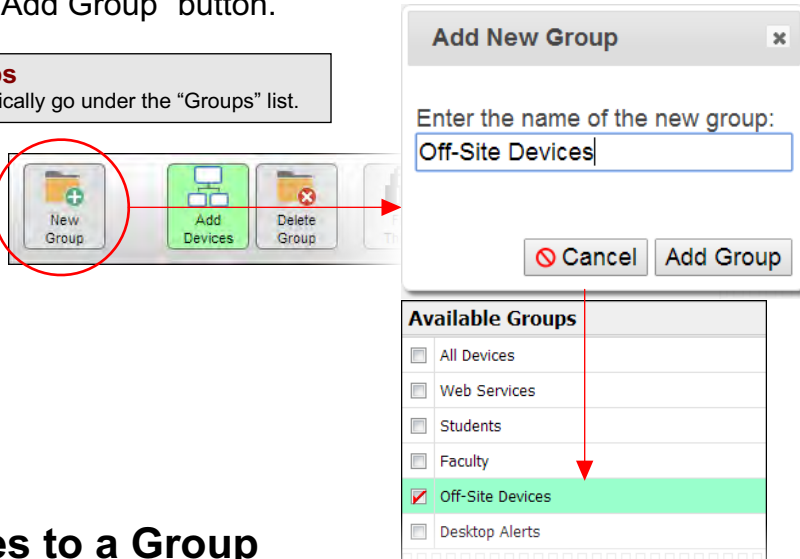
Working with Groups

Adding Groups

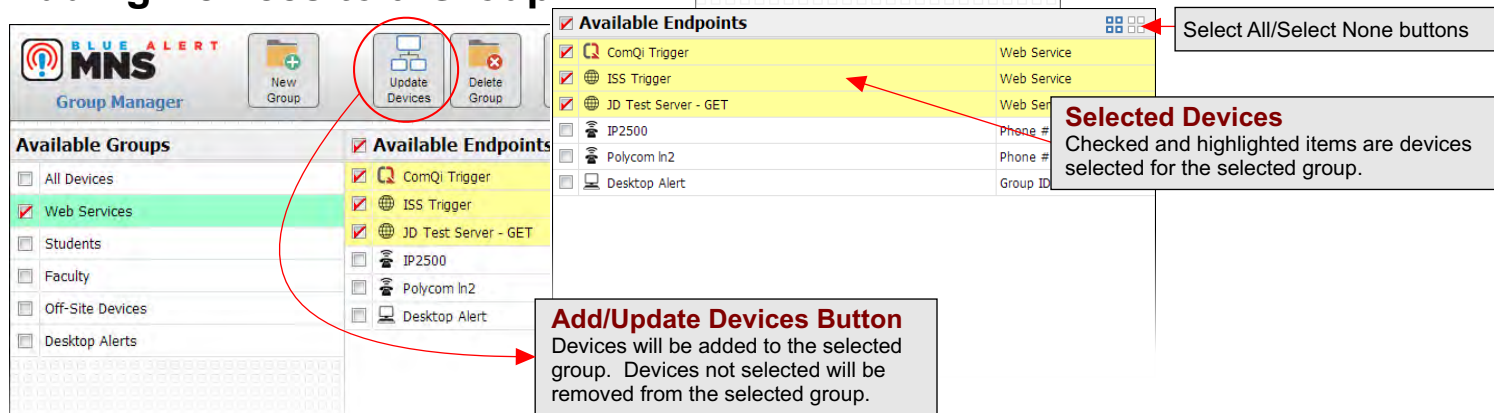
To add a group, click the “New Group” button to open the Add Group dialog box. Specify a short group name and click the “Add Group” button.

Adding New Groups

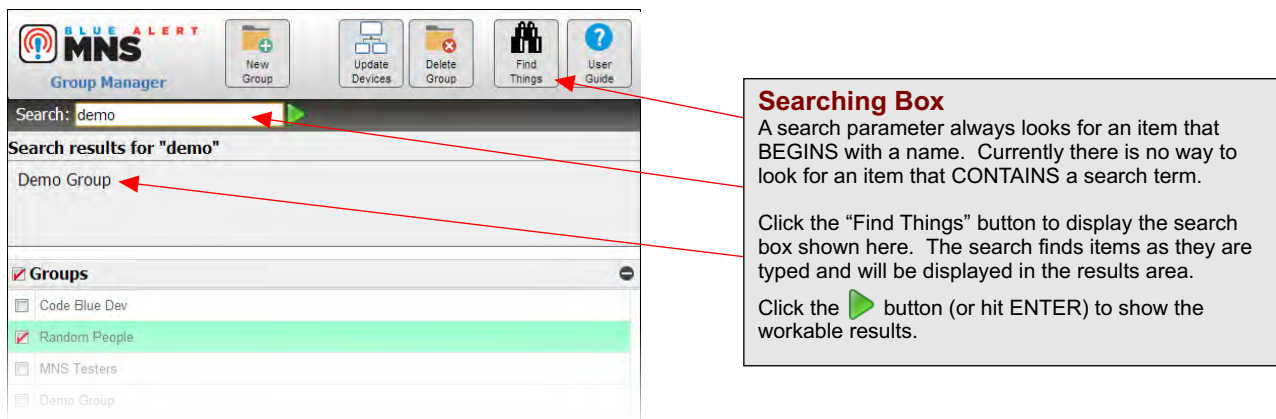
A new group will automatically go under the “Groups” list.



Adding Devices to a Group




Searching Groups & Devices



Searching Box

A search parameter always looks for an item that BEGINS with a name. Currently there is no way to look for an item that CONTAINS a search term.

Click the “Find Things” button to display the search box shown here. The search finds items as they are typed and will be displayed in the results area.

Click the  button (or hit ENTER) to show the workable results.

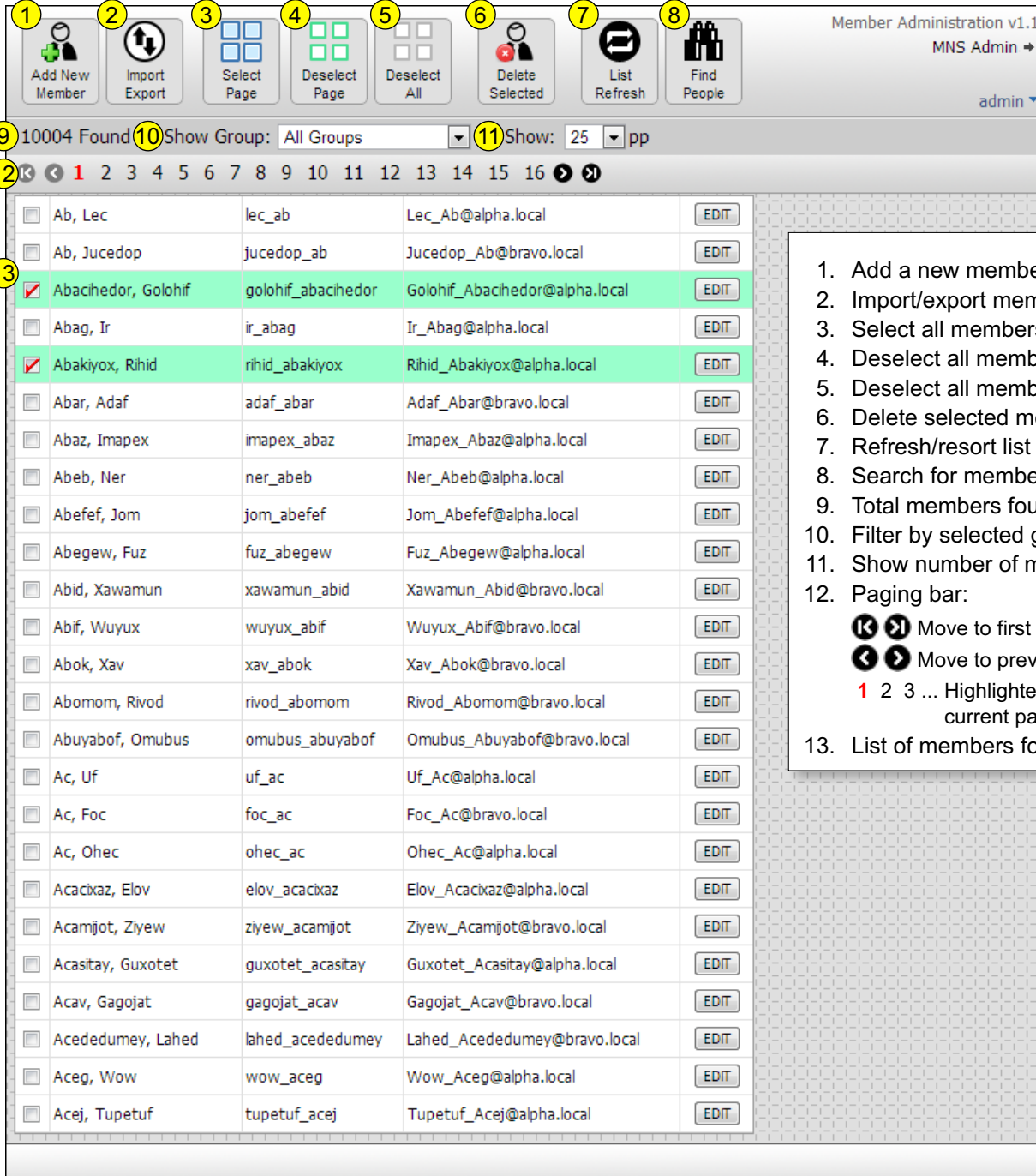


Member Administration

Getting to Know the Interface

What is Member Administration?

The Member Administration is primarily used for adding, managing and updating members for MNS control and alerting. Members can be given roles as Dispatcher or Administrator if needed and included into any predefined group. See below for definitions of the various interface parts for Member Admin.



Member Administration v1.1
MNS Admin →
admin ▾

1 Add New Member 2 Import Export 3 Select Page 4 Deselect Page 5 Deselect All 6 Delete Selected 7 List Refresh 8 Find People

9 10004 Found 10 Show Group: All Groups 11 Show: 25 pp

12 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

<input type="checkbox"/>	Ab, Lec	lec_ab	Lec_Ab@alpha.local	EDIT
<input type="checkbox"/>	Ab, Jucedop	jucedop_ab	Jucedop_Ab@bravo.local	EDIT
<input checked="" type="checkbox"/>	Abacihedor, Golohif	golohif_abacihedor	Golohif_Abacihedor@alpha.local	EDIT
<input type="checkbox"/>	Abag, Ir	ir_abag	Ir_Abag@alpha.local	EDIT
<input checked="" type="checkbox"/>	Abakiyox, Rihid	rihid_abakiyox	Rihid_Abakiyox@alpha.local	EDIT
<input type="checkbox"/>	Abar, Adaf	adaf_abar	Adaf_Abar@bravo.local	EDIT
<input type="checkbox"/>	Abaz, Imapex	imapex_abaz	Imapex_Abaz@alpha.local	EDIT
<input type="checkbox"/>	Abeb, Ner	ner_abebe	Ner_Abebe@alpha.local	EDIT
<input type="checkbox"/>	Abefef, Jom	jom_abefef	Jom_Abefef@alpha.local	EDIT
<input type="checkbox"/>	Abegew, Fuz	fuz_abegew	Fuz_Abegew@alpha.local	EDIT
<input type="checkbox"/>	Abid, Xawamun	xawamun_abid	Xawamun_Abid@bravo.local	EDIT
<input type="checkbox"/>	Abif, Wuyux	wuyux_abif	Wuyux_Abif@bravo.local	EDIT
<input type="checkbox"/>	Abok, Xav	xav_abok	Xav_Abok@bravo.local	EDIT
<input type="checkbox"/>	Abomom, Rivod	rivod_abomom	Rivod_Abomom@bravo.local	EDIT
<input type="checkbox"/>	Abuyabof, Omubus	omubus_abuyabof	Omubus_Abuyabof@bravo.local	EDIT
<input type="checkbox"/>	Ac, Uf	uf_ac	Uf_Ac@alpha.local	EDIT
<input type="checkbox"/>	Ac, Foc	foc_ac	Foc_Ac@bravo.local	EDIT
<input type="checkbox"/>	Ac, Ohec	ohec_ac	Ohec_Ac@alpha.local	EDIT
<input type="checkbox"/>	Acacixaz, Elov	elov_acacixaz	Elov_Acacixaz@alpha.local	EDIT
<input type="checkbox"/>	Acamjot, Ziyew	ziyew_acamjot	Ziyew_Acamjot@bravo.local	EDIT
<input type="checkbox"/>	Acasitay, Guxotet	guxotet_acasitay	Guxotet_Acasitay@alpha.local	EDIT
<input type="checkbox"/>	Acav, Gagojat	gagojat_acav	Gagojat_Acav@bravo.local	EDIT
<input type="checkbox"/>	Acededumey, Lahed	lahed_acededumey	Lahed_Acededumey@bravo.local	EDIT
<input type="checkbox"/>	Aceg, Wow	wow_aceg	Wow_Aceg@alpha.local	EDIT
<input type="checkbox"/>	Acej, Tupetuf	tupetuf_acej	Tupetuf_Acej@alpha.local	EDIT

13

- Add a new member
- Import/export member list
- Select all members on current page
- Deselect all members on current page
- Deselect all members on any page
- Delete selected members
- Refresh/resort list
- Search for members
- Total members found in the directory
- Filter by selected group
- Show number of members per page
- Paging bar:
 - ⏪ ⏩ Move to first or last page set
 - ⏴ ⏵ Move to previous/next page set
 - 1 2 3 ... Highlighted number indicates current page selected.
- List of members for current page

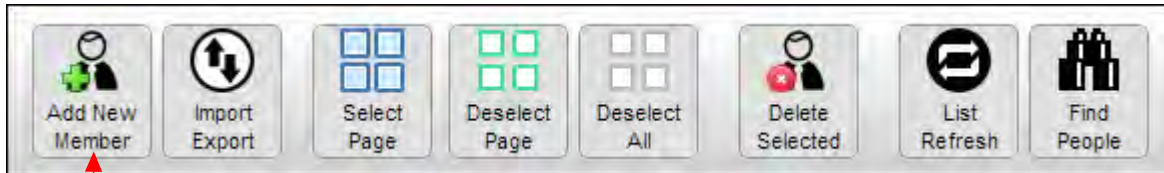


Member Administration

Adding & Editing a Member

Adding New Members

New members can be added by clicking “Add New Member.”



Add New Member Button

Click the “Add New Member” button to open the member editor dialog box.

1. Required fields:
First and last name, username and password
2. The user name can be automatically generated based on the first and last name, but is not limited to this.
3. The email address entered here is the same address used for alert endpoints, if selected in an alert.
4. Cell phone is an optional field, but necessary if the member wants to receive SMS Text messages from alerts. If a cell number is supplied, a valid carrier must be selected as well.
5. Member roles allow a member to be given rights as a Dispatcher or Administrator or both.

Add New Member Required field. X

First Name:

Last Name:

User Name:

Password:

Verify Password:

Email Address:

Verify Email:

Cell Phone Number:

Cell Phone Carrier:

Member Roles: ☐ Dispatcher ☐ Administrator

Available Groups X

- Code Blue Dev
- Random People
- MNS Testers
- Demo Group

CTRL + Click to select multiples.
SHIFT + Click to select a range.

Available Groups Dialog

To assign a member to groups, click the “Assign to Groups” button to open the Available Groups dialog.

Use CTRL+Click to select multiples.
Use SHIFT+Click to select a range of groups.



Member Administration

Paging & Searching Members

Paging Controls

As more and more members are added to the directory, paging controls become necessary. The image below shows the paging controls, as well as other viewing and informational items.

Total Members in Directory

Only a limited number of members will be shown per page, but shown here is the total number of members in the current directory.

Filter by Group

The current page can be filtered based on what group members are assigned to, if any. When a group filter is used, only those members will be displayed.

Per Page

This option changes the number of members displayed per page. The default is 25, but the range is 10 to 500. This value is saved in a browser cookie so it stays until its changed.

10032 Found Show Group: All Groups Show: 25 pp

« < 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 > »

Page Set Controls






A page set is the number of pages visible at a time. If there are enough members, the largest page set that will show at a time is 16 (see example above).

Pages

These are the individual pages of members. The number that gets displayed can be set with the Per Page (pp) value set above.

Searching Members

Searching members may become necessary as more and more members get added to the directory. The search utility can be very useful and there are some tricks to better searching.

Starts with GO ?

95 Found Show Group: All Groups Show: 25 pp

« < 1 2 3 4 > »

<input type="checkbox"/>	Rab, Porotod	porotod_rab	Porotod_Rab@alpha.local	EDIT
<input type="checkbox"/>	Rabecakob, Jadov	jadov_rabecakob	Jadov_Rabecakob@alpha.local	EDIT
<input type="checkbox"/>	Rabopawupow, Ucewun	ucewun_rabopawupow	Ucewun_Rabopawupow@alpha.local	EDIT
<input type="checkbox"/>	Rac, Buboten	buboten_rac	Buboten_Rac@alpha.local	EDIT
<input type="checkbox"/>	Rac, Sag			EDIT
<input type="checkbox"/>	Racefuv,			EDIT
<input type="checkbox"/>	Racejemib,	yio_racejemib	yio_racejemib@alpha.local	EDIT
<input type="checkbox"/>		vicj	Sosekuw_Racyicj@alpha.local	EDIT
<input type="checkbox"/>			Imecoy_Racop@alpha.local	EDIT
<input type="checkbox"/>	Radobug, Al	al_radobug	Al_Radobug@bravo.local	EDIT
<input type="checkbox"/>	Raduwahariw, Hoz	hoz_raduwahariw	Hoz_Raduwahariw@bravo.local	EDIT

Tips & Tricks

This button will open a dialog box with some tips and tricks for better searching results. See page 24 for more about searching a member list.

Close Search Box

Use this (or the search button) to close the search box and clear the search results.

Submit Search

Use this button to activate a search. The ENTER key can also activate a search from within the search box.

Search Box

Enter the search parameters here. See page 24 for more about searching a member list.

Total Results Found

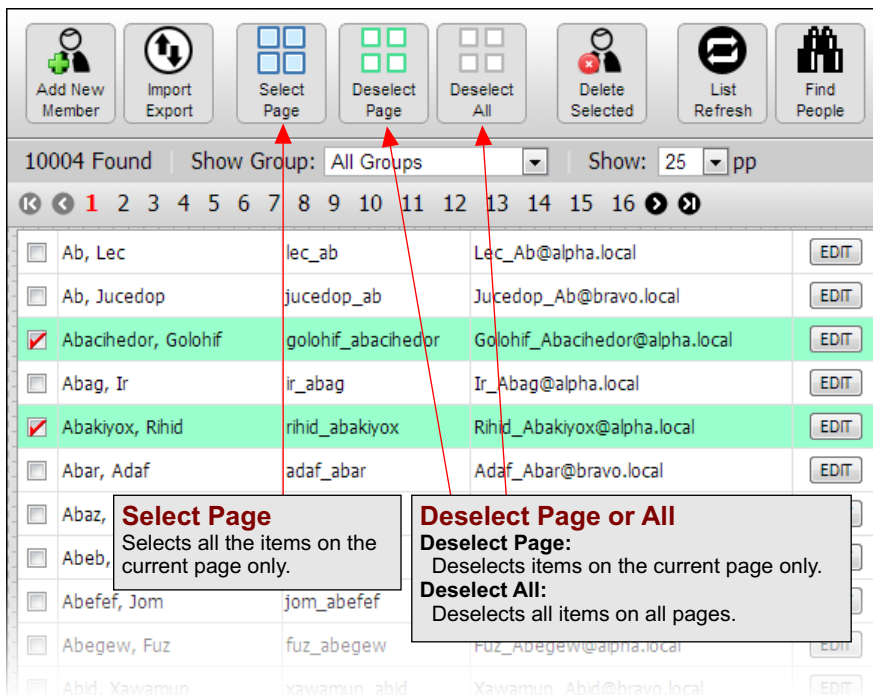
Shows the number of members found from a search.



Member Administration

Selecting & Deleting Members

Selecting & Deselecting



10004 Found Show Group: All Groups Show: 25 pp

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

	First Name	Last Name	Email	Action
<input type="checkbox"/>	Ab, Lec	lec_ab	Lec_Ab@alpha.local	EDIT
<input type="checkbox"/>	Ab, Jucedop	jucedop_ab	Jucedop_Ab@bravo.local	EDIT
<input checked="" type="checkbox"/>	Abacihedor, Golohif	golohif_abacihedor	Golohif_Abacihedor@alpha.local	EDIT
<input type="checkbox"/>	Abag, Ir	ir_abag	Ir_Abag@alpha.local	EDIT
<input checked="" type="checkbox"/>	Abakiyox, Rihid	rihid_abakiyox	Rihid_Abakiyox@alpha.local	EDIT
<input type="checkbox"/>	Abar, Adaf	adaf_abar	Adaf_Abar@bravo.local	EDIT
<input type="checkbox"/>	Abaz,			
<input type="checkbox"/>	Abeb,			
<input type="checkbox"/>	Abefef, Jom	jom_abefef		
<input type="checkbox"/>	Abegew, Fuz	fuz_abegew	Fuz_Abegew@alpha.local	EDIT
<input type="checkbox"/>	Abid, Xawamun	xawamun_abid	Xawamun_Abid@bravo.local	EDIT

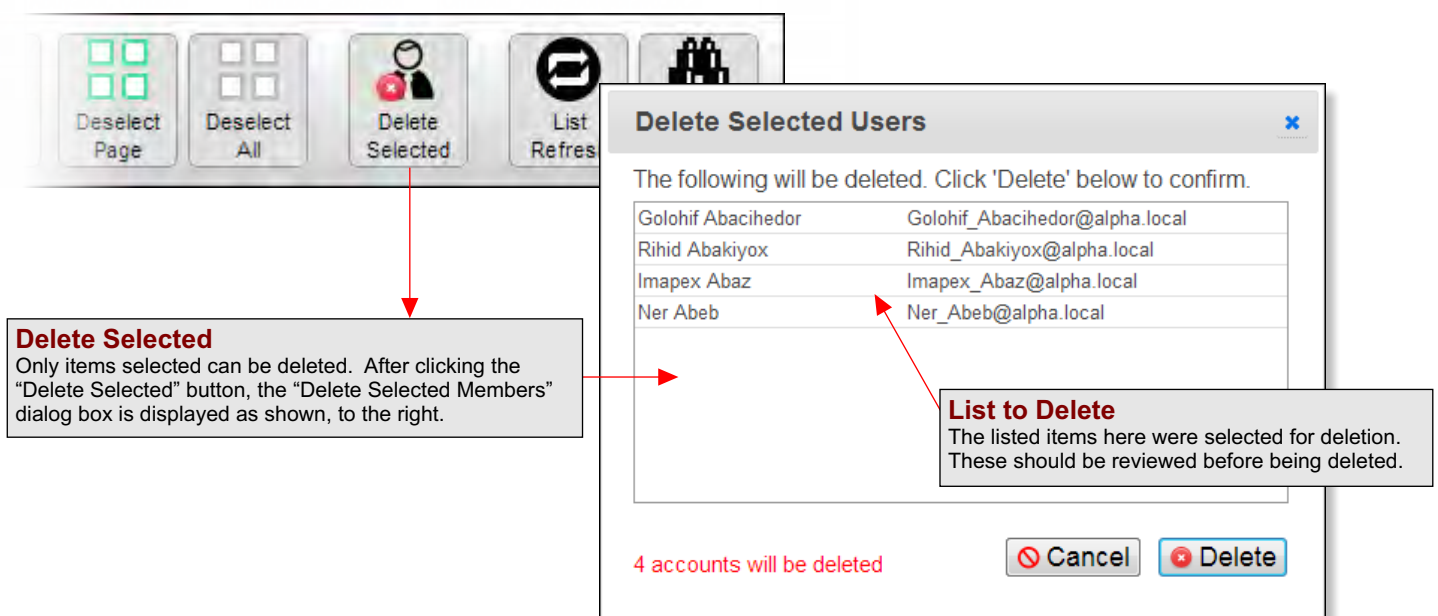
Select Page
Selects all the items on the current page only.

Deselect Page or All
Deselect Page:
Deselects items on the current page only.
Deselect All:
Deselects all items on all pages.

Selected Items
Selected items are highlighted here.

Deleting Members

Selected members can be deleted by clicking the “Delete Selected” button. Members that are selected on other pages will also be deleted.



Delete Selected
Only items selected can be deleted. After clicking the “Delete Selected” button, the “Delete Selected Members” dialog box is displayed as shown, to the right.

Delete Selected Users

The following will be deleted. Click 'Delete' below to confirm.

Golohif Abacihedor	Golohif_Abacihedor@alpha.local
Rihid Abakiyox	Rihid_Abakiyox@alpha.local
Imapex Abaz	Imapex_Abaz@alpha.local
Ner Abeb	Ner_Abeb@alpha.local

List to Delete
The listed items here were selected for deletion. These should be reviewed before being deleted.

4 accounts will be deleted

Cancel Delete

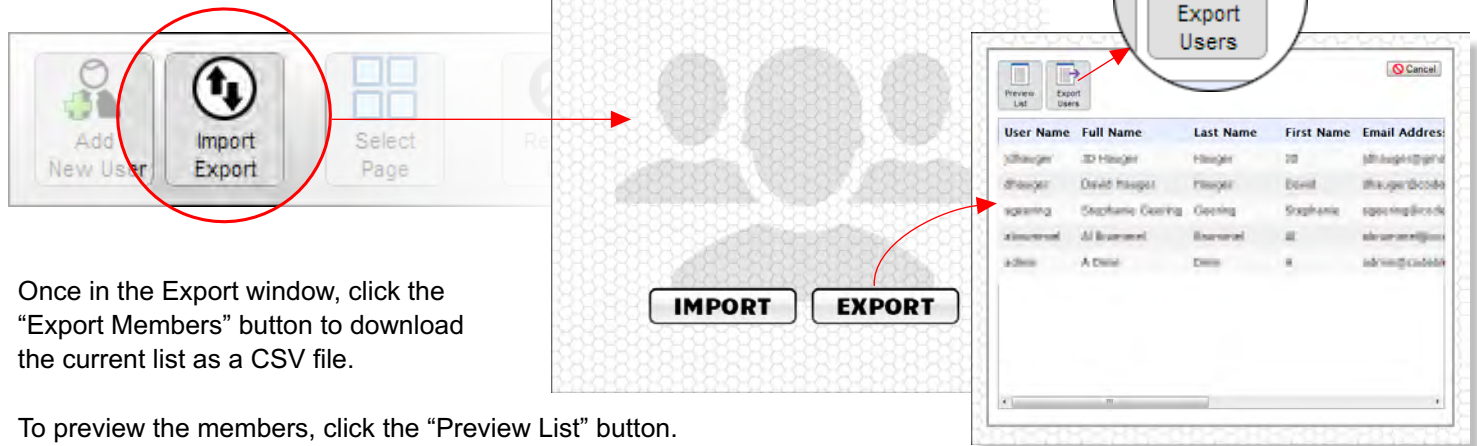


Member Administration

Member List Import / Export

EXPORTING a Member List

From the Member Administration page, click the “Import/Export” button to open the Import/Export window.

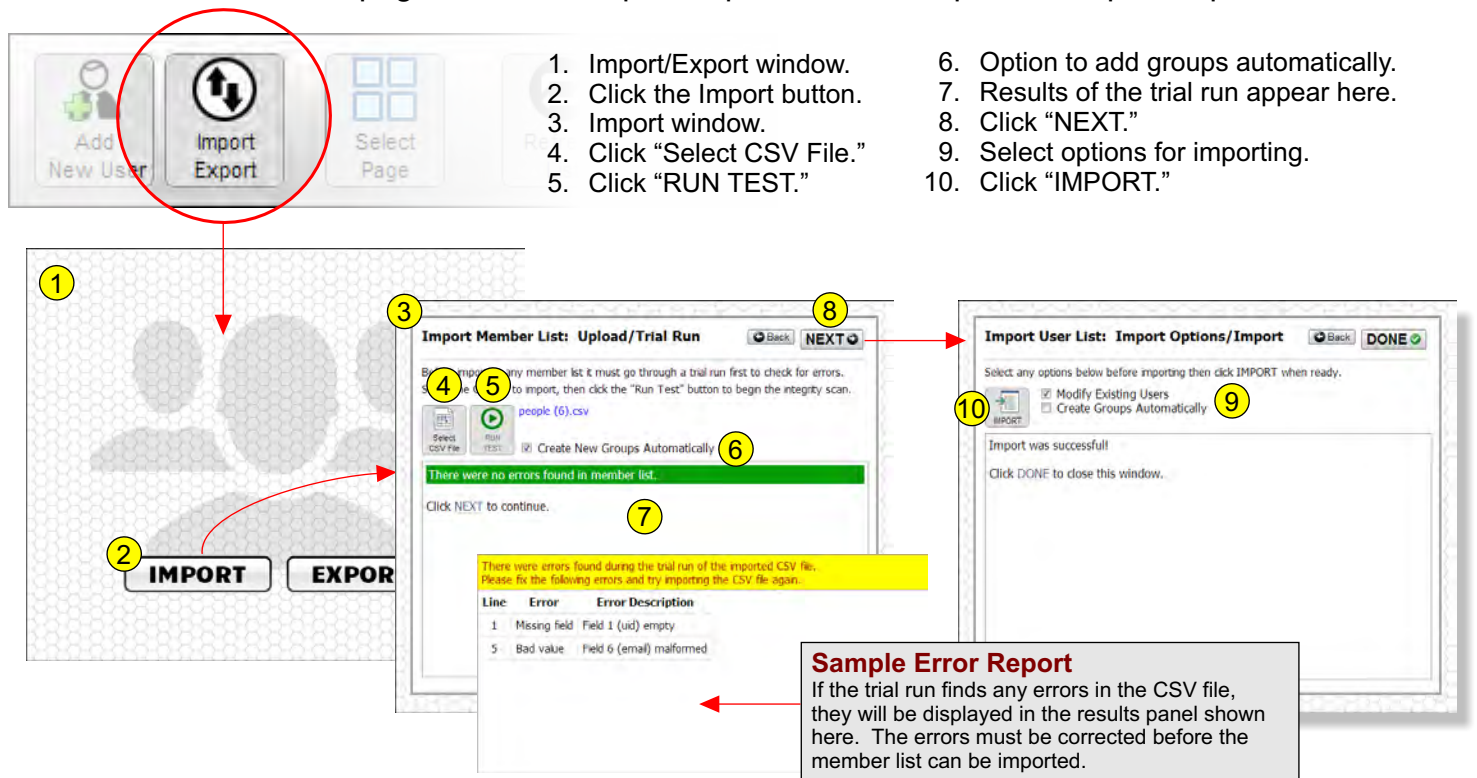


Once in the Export window, click the “Export Members” button to download the current list as a CSV file.

To preview the members, click the “Preview List” button.

IMPORTING a Member List

From the Member Admin page, click the “Import/Export” button to open the Import/Export window.



Member List Import/Export continued on next page.



Member Administration

Member List Import / Export

IMPORTING a Member List (cont.)

Using a program like Microsoft Excel, the import file can be created easily. This page shows an example of what the formatting for the import file will look like. The import file can also be created in a simple text editor using quotes and commas to separate the different fields.

The diagram below shows how to format the CSV file for import.

	User Name	Full Name	Last Name	Password	First Name	Email Address	Cell Number	Cell Carrier	Groups
	A	B	C	D	E	F	G	H	I
1	meduk_cipukitog	Meduk Cipukitog	Cipukitog		Meduk	Meduk_Cipukitog@bravo.com	1555555555	Spring PCS	Random People
2	pewujoy_nelic	Pewujoy Nelic	Nelic		Pewujoy	Pewujoy_Nelic@alpha.com	1555555555	Spring PCS	Random People
3	id_wohokic	Id Wohokic	Wohokic		Id	Id_Wohokic@bravo.com	1555555555	Spring PCS	Random People
4	bul_niv	Bul Niv	Niv		Bul	Bul_Niv@bravo.com	1555555555	Spring PCS	Random People
5	ocuc_buy	Ocuc Buy	Buy		Ocuc	Ocuc_Buy@bravo.com	1555555555	Spring PCS	Random People
6	vur_fadeg	Vur Fadeg	Fadeg		Vur	Vur_Fadeg@bravo.com	1555555555	Spring PCS	Random People
7	fus_emuxukul	Fus Emuxukul	Emuxukul		Fus	Fus_Emuxukul@alpha.com	1555555555	Spring PCS	Random People
8	vafek_enok	Vafek Enok	Enok		Vafek	Vafek_Enok@bravo.com	1555555555	Spring PCS	Random People
9	bufotez_fecad	Bufotez Fecad	Fecad		Bufotez	Bufotez_Fecad@alpha.com	1555555555	Spring PCS	Random People
10	ucej_urenokam	Ucej Urenokam	Urenokam		Ucej	Ucej_Urenokam@bravo.com	1555555555	Spring PCS	Random People
11	yul_sovowaj	Yul Sovowaj	Sovowaj		Yul	Yul_Sovowaj@bravo.com	1555555555	Spring PCS	Random People
12	arac_ec	Arac Ec	Ec		Arac	Arac_Ec@bravo.com	1555555555	Spring PCS	Random People
13	buteyec_fenapan	Buteyec Fenapan	Fenapan		Buteyec	Buteyec_Fenapan@alpha.com	1555555555	Spring PCS	Random People
14	jikasop_suviruvef	Jikasop Suviruvef	Suviruvef		Jikasop	Jikasop_Suviruvef@alpha.com	1555555555	Spring PCS	Random People
15	ciwufug_loborocad	Ciwufug Lobarocad	Lobarocad		Ciwufug	Ciwufug_Lobarocad@alpha.com	1555555555	Spring PCS	Random People
16	at_jepab	At Jepab	Jepab		At	At_Jepab@bravo.com	1555555555	Spring PCS	Random People
17	ir_gajexib	Ir Gajexib	Gajexib		Ir	Ir_Gajexib@alpha.com	1555555555	Spring PCS	Random People
18	jitugug_vuhix	Jitugug Vuhix	Vuhix		Jitugug	Jitugug_Vuhix@bravo.com	1555555555	Spring PCS	Random People
19	vox_ray	Vox Ray	Ray		Vox	Vox_Ray@bravo.com	1555555555	Spring PCS	Random People
20	lov_ced	Lov Ced	Ced		Lov	Lov_Ced@bravo.com	1555555555	Spring PCS	Random People
21	podogec_buramaz	Podogec Buramaz	Buramaz		Podogec	Podogec_Buramaz@bravo.com	1555555555	Spring PCS	Random People

User Name A single alpha-numeric word a member will use to sign into their MNS account.

Full Name The first and last name of the member.

Last Name The member's surname (last name).

Password This field should only be filled if the password for a member is to be set or reset, otherwise it should be left blank so the password does not change.

First Name The member's first name.

Email Address The member's email address. This can be used to send email alerts from MNS.

Cell Number The member's cell phone number. This can be used to send SMS text alerts from MNS.

Cell Carrier The member's cell phone carrier. This is needed to help MNS connect to the proper service when sending SMS text alerts.

Groups The groups the member is a part of. Members can be part of multiple groups. To add a member to multiple groups, separate group names with commas, such as "Random People, Students, SMS Alert Group."

NOTE: DO NOT add the header columns in the file!

Saving: Files created in Microsoft Excel save as a CSV file. This will remove any formatting that may have been added to the file. For files created in a text editor, make sure each field is wrapped in double quotes and separated by commas with a carriage return after each line. For more details on saving CSV files, see Tips & Tricks, page 77.

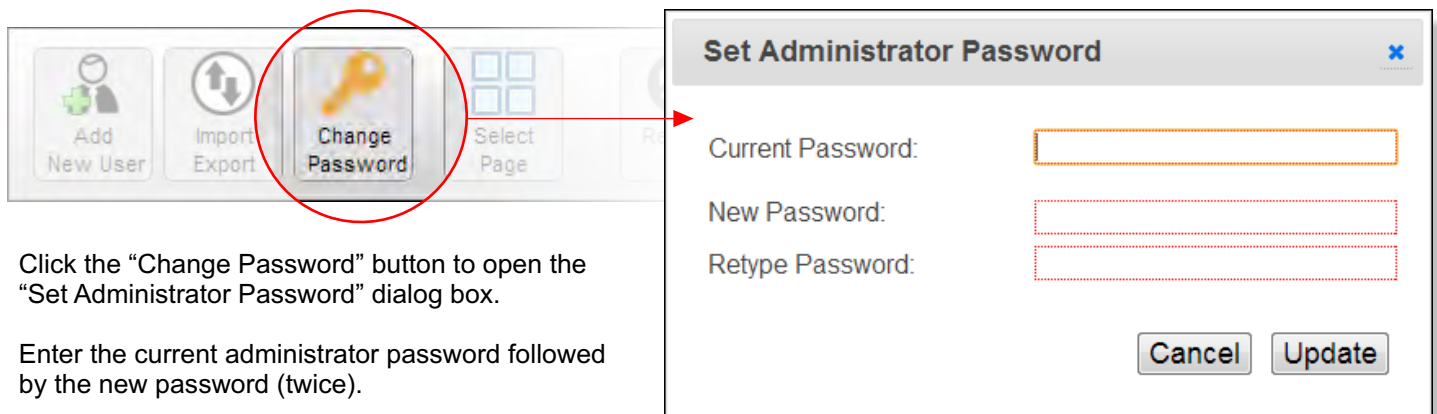


Member Administration

Setting the Administrator Password

Only the Administrator Can Set the Administrator Password!

The Administrator (user name “_administrator”) account is a special “super” account used for top-level administration of the MNS system. Only when the “super” Administrator account is logged in can the password be changed.



Click the “Change Password” button to open the “Set Administrator Password” dialog box.

Enter the current administrator password followed by the new password (twice).

When signing in to MNS for the first time, the default user name is “_administrator” and the password is “codeblue”. For security reasons, please refer to this section to change the default password immediately after signing in.

Member Searching Tips & Tricks



Search Tips
Click this icon to open the search tips help dialog.

Single Keyword Typing in a single keyword, whether it’s a name, email address or Member ID, sets the search engine to look for anything that begins with that keyword.

Name Searching There is a little trick to search only first and last names. A comma (“,”) between two keywords gets interpreted by the search engine to only look for names. The first keyword is the last name followed by the first name.

Examples:

- type “h,d” Look for last names that begin with “H” and first names that begin with “D”.
- type “b,” Look for last names that begin with “B”.
- type “,r” Look for first names that begin with “R”.

Email Searching To search for email addresses only, use the ‘@’ character at the end of your keyword.

Examples:

- type “jalan@” Look for any email addresses that begin with “jalan”. This will ignore the domain portion of the email address.
- type “greer@name.com” Searches for any email address with an exact match.



Resource Manager

Getting to Know the Interface

Resource (or Media) Manager

Resource Manager is used for storing images, audio and video clips, and other types of files for use as Alert attachments.

Viewing Options

These controls customize the view of the files and filter out media types. See page 29 for more on viewing options.

Media Type Header

This shows the beginning of the type of media being listed. The only media types available for Resource Manager are: Image, Audio, Video, Multipart and Other.

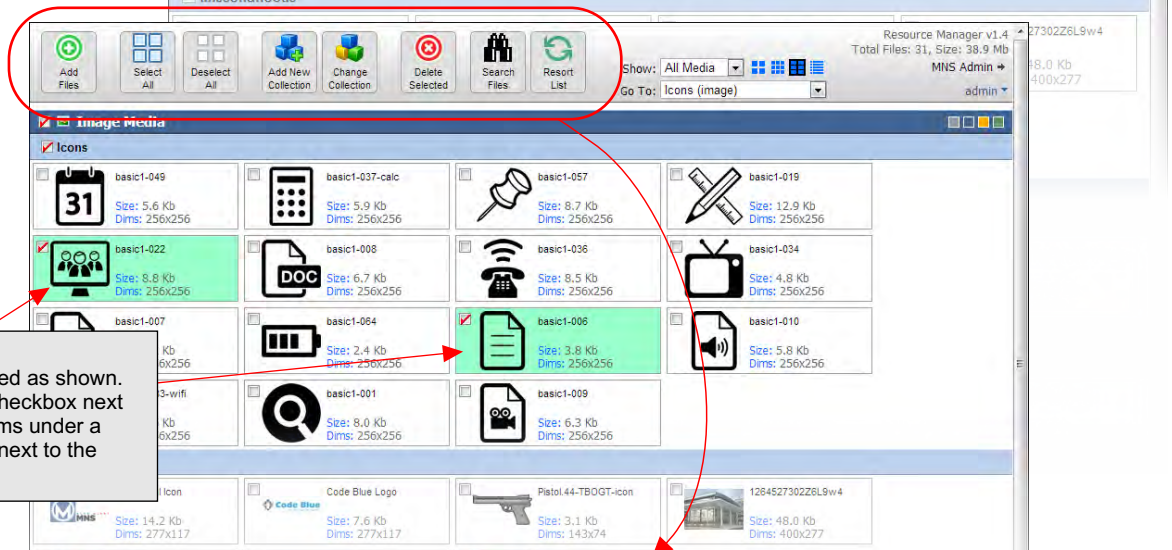
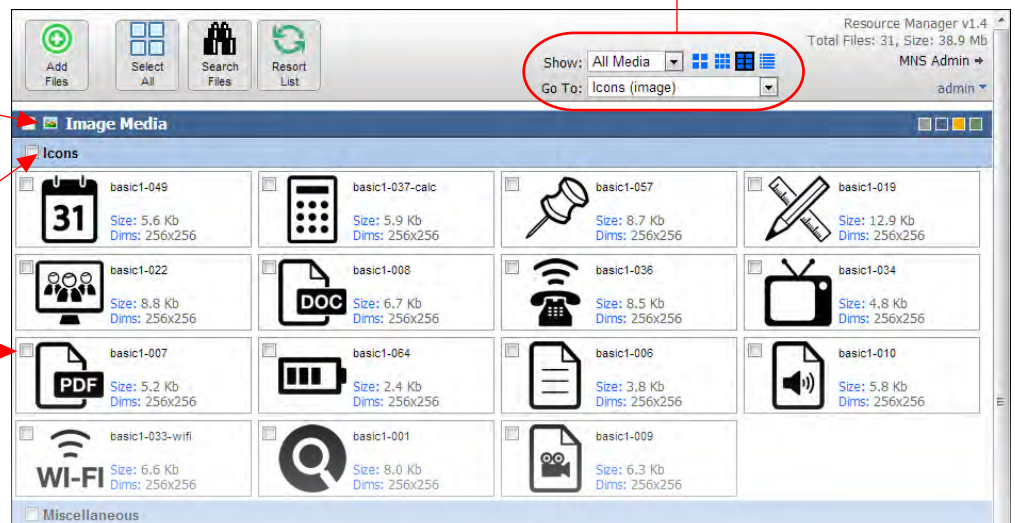
Collection Header Name

Collection names are set by the member. A collection name is for grouping similar items together of the same media type.

Media Item

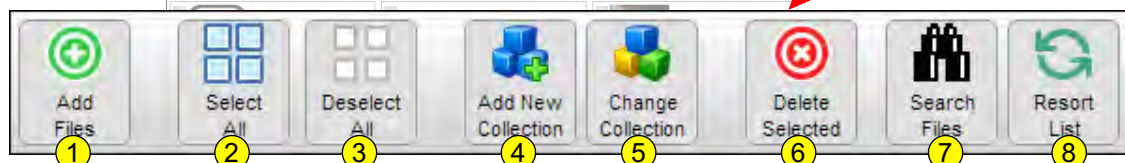
Media items are listed under a collection name. Media items can be renamed by clicking on the item's name text box.

Note: Renaming an item is automatically saved by hitting the ENTER button, or by clicking off of the name box.



Items Selected

A selected item will be highlighted as shown. To select an item, click on the checkbox next to the item. To select all the items under a media type, click the checkbox next to the media type name.



1. Open upload dialog to add additional resources.
2. Select all items in all media type groups.
3. Deselect all items.
4. Move selected items to a new collection.
5. Move selected items to a different collection.
6. Delete selected items.
7. Search for items.
8. Resort all items alphabetically by name.

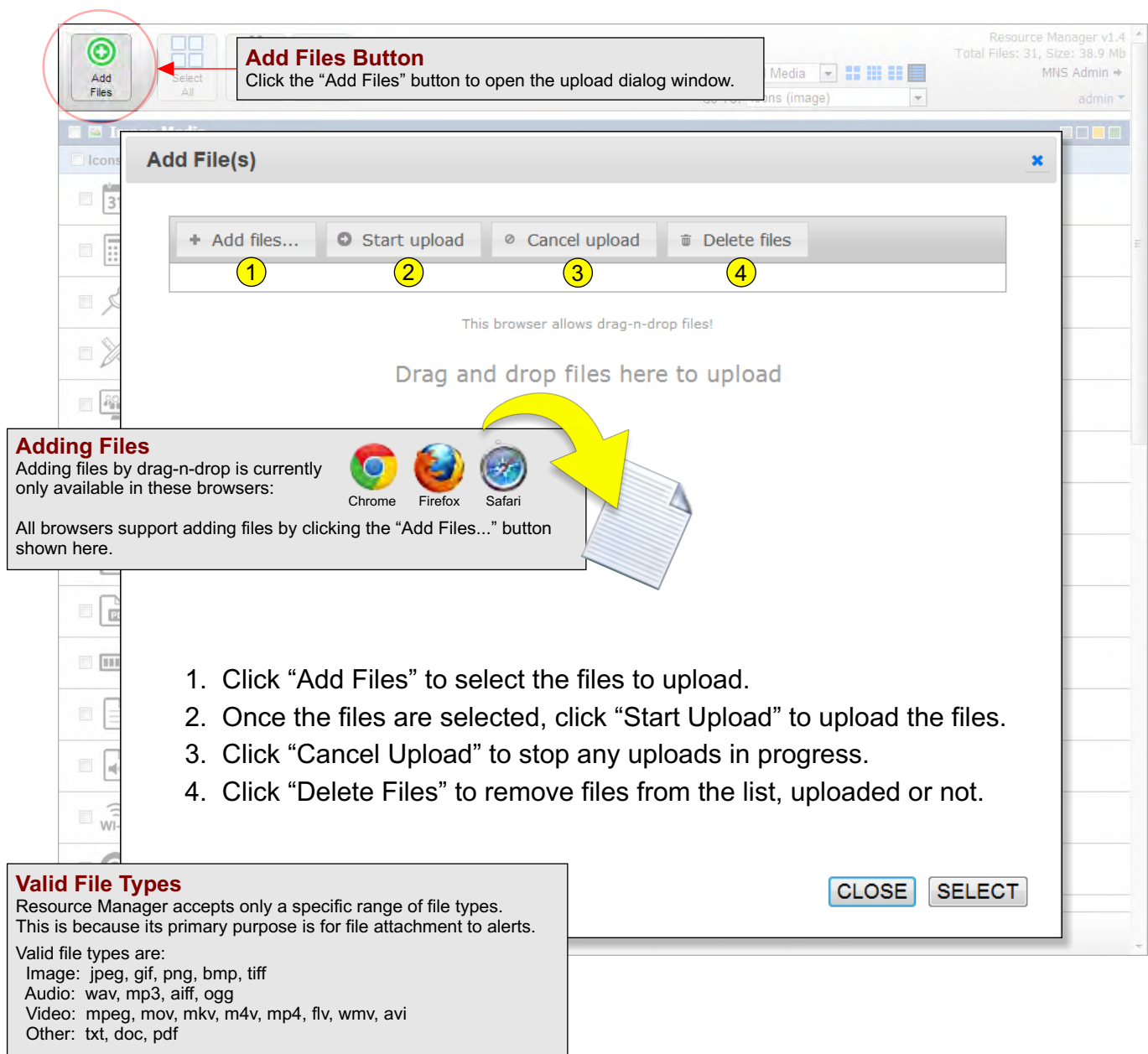


Resource Manager

Adding New Resources

Using the Upload Dialog Window

To open the upload dialog window, click the “Add Files” button. Once the dialog window is open, click “Add Files...” to select the files to upload. In browsers, Chrome, Firefox and Safari files can be dropped directly onto the dialog for upload.



Add Files Button
Click the “Add Files” button to open the upload dialog window.

Add File(s)

+ Add files... Start upload Cancel upload Delete files

1 2 3 4

This browser allows drag-n-drop files!

Drag and drop files here to upload

Adding Files
Adding files by drag-n-drop is currently only available in these browsers:

Chrome Firefox Safari

All browsers support adding files by clicking the “Add Files...” button shown here.

1. Click “Add Files” to select the files to upload.
2. Once the files are selected, click “Start Upload” to upload the files.
3. Click “Cancel Upload” to stop any uploads in progress.
4. Click “Delete Files” to remove files from the list, uploaded or not.

Valid File Types
Resource Manager accepts only a specific range of file types. This is because its primary purpose is for file attachment to alerts.

Valid file types are:

- Image: jpeg, gif, png, bmp, tiff
- Audio: wav, mp3, aiff, ogg
- Video: mpeg, mov, mkv, m4v, mp4, flv, wmv, avi
- Other: txt, doc, pdf

CLOSE SELECT






Resource Manager

Resource Item Options

Renaming & Previewing


Rename an Item

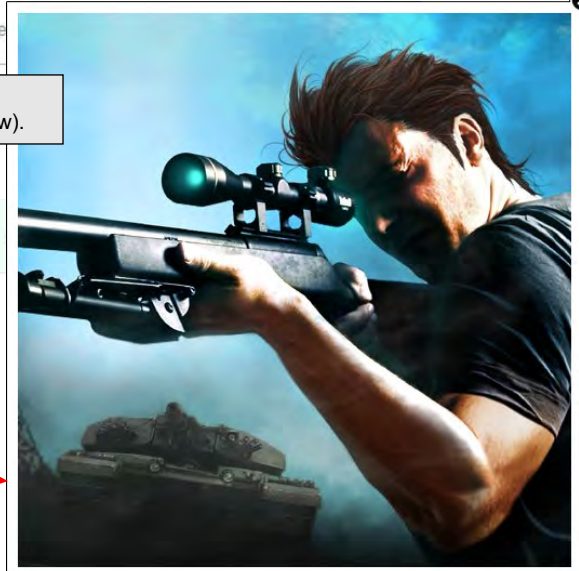
To rename an item, click on the text box to the right of the item's icon.

<input type="checkbox"/>		pangolin-soup	242.2 Kb	371x371	mediafile_4f90d1aa84d3_05510097.png
<input checked="" type="checkbox"/>		shooter	49.1 Kb	512x512	mediafile_4fc8b71ced33b3.87635201.jpg
<input type="checkbox"/>		spectrum_health_logo	11.0 Kb	251x251	me

Preview an Image

Click the icon of the image to open a preview window (shown below).

<input checked="" type="checkbox"/>		shooter	49.1 Kb
-------------------------------------	--	---------	---------



Other File Type Icons

Files other than images are represented by the specific icons shown below.



Video



Multimedia




Audio



Unknown

Sampling Audio

Audio files can be sampled by clicking on the  button next to the file name.



Play Audio Sample



Audio Currently Paused



Audio Currently Playing



Pause All Audio



Stop All Audio

Add Files

Select All

Search Files

Resort List

Show:

Audio

Go To:

Icons (image)

Resource Manager v1.4

Total Files: 33, Size: 45.2 Mb

MNS Admin

admin

Audio Media

Miscellaneous

<div> <div></div> <div></div> </div>	<div> </div>	Muppets: Forget You	473.4 Kb	n/a	mediafile_50983f035203b2.74169414.mp3
<div> <div></div> <div></div> </div>	<div> </div>	Muppets - Manamana	253.9 Kb	n/a	mediafile_50983f03524223.19560106.mp3
<div> <div></div> <div></div> </div>	<div> </div>	Benny Hill Theme Song	473.4 Kb	n/a	mediafile_50983f035265e0.70402521.mp3
<div> <div></div> <div></div> </div>	<div> </div>	Shaun The Sheep Theme	324.5 Kb	n/a	mediafile_50983f0352a403.36445686.mp3

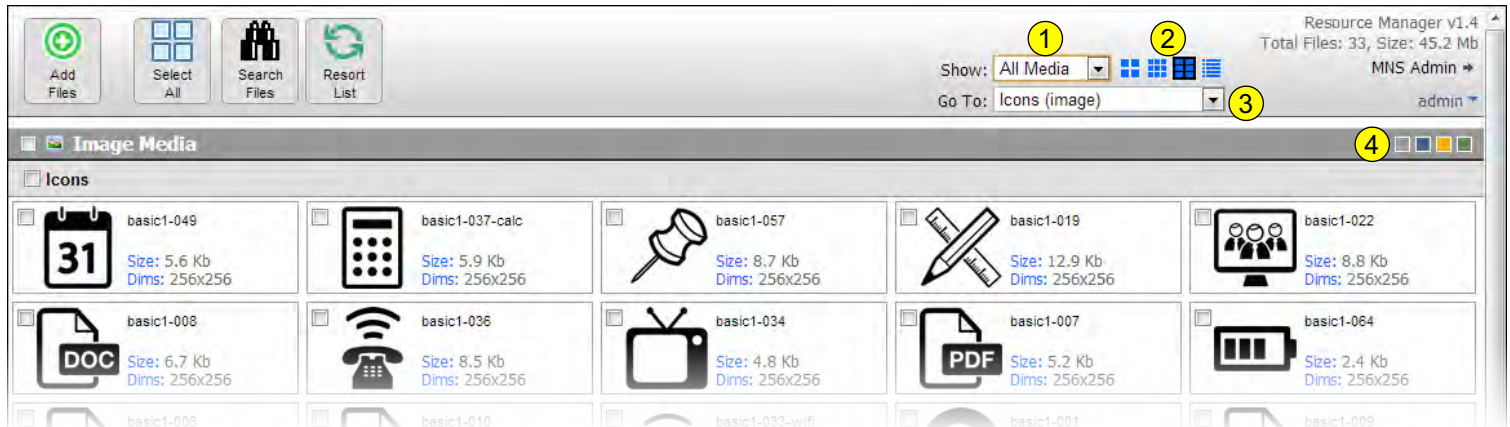


Resource Manager


Resource Item Options

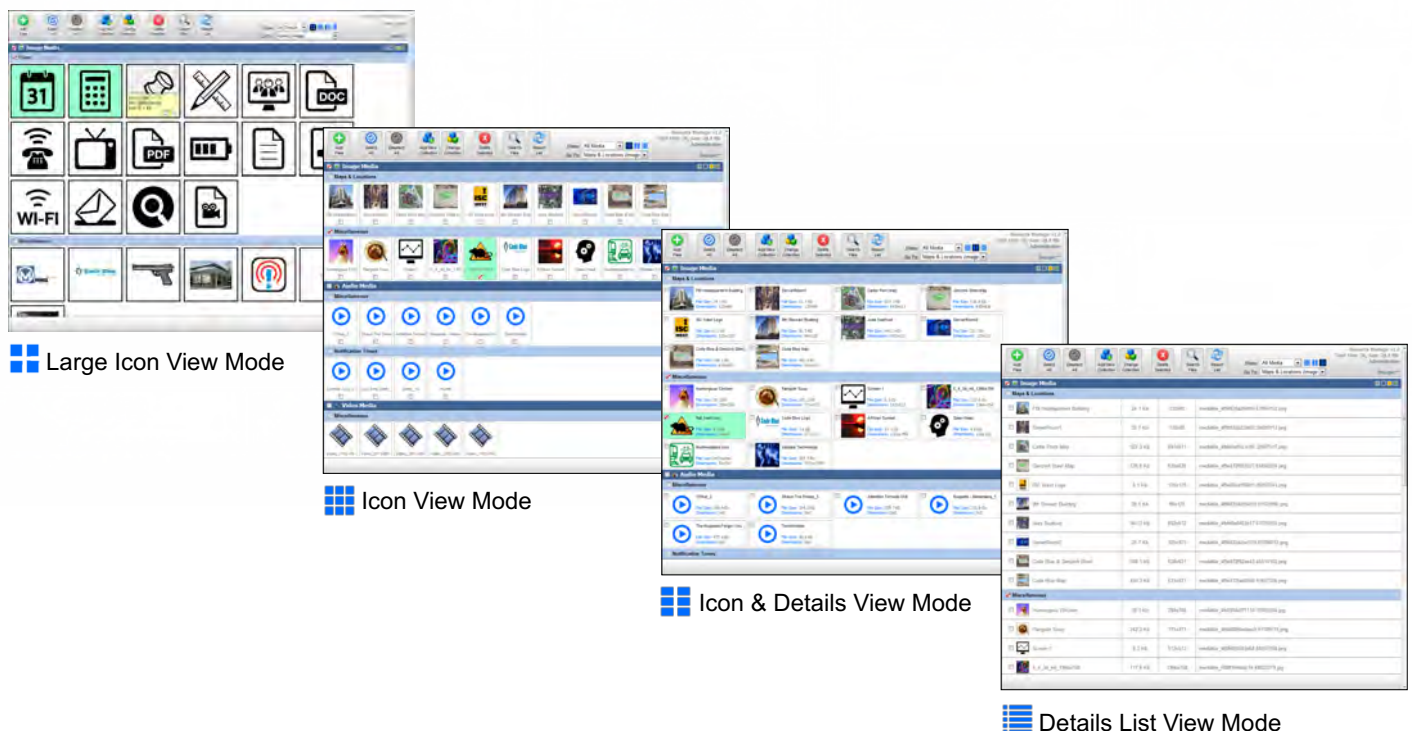
Viewing Modes, Themes & Filtering

As a helpful perk of Resource Manager, there are a few ways to customize the viewing of media files.



Customizing the View

1. Filter what media to show: Available types are Image, Audio, Video, Text, Multipart and Other.
2. List style preference (see below for options).
3. Collection name quick find. This allows jumping to a specific collection heading.
4. Theme color preference. Available colors are Gray, Slate Blue, Alert Yellow, Jade. 



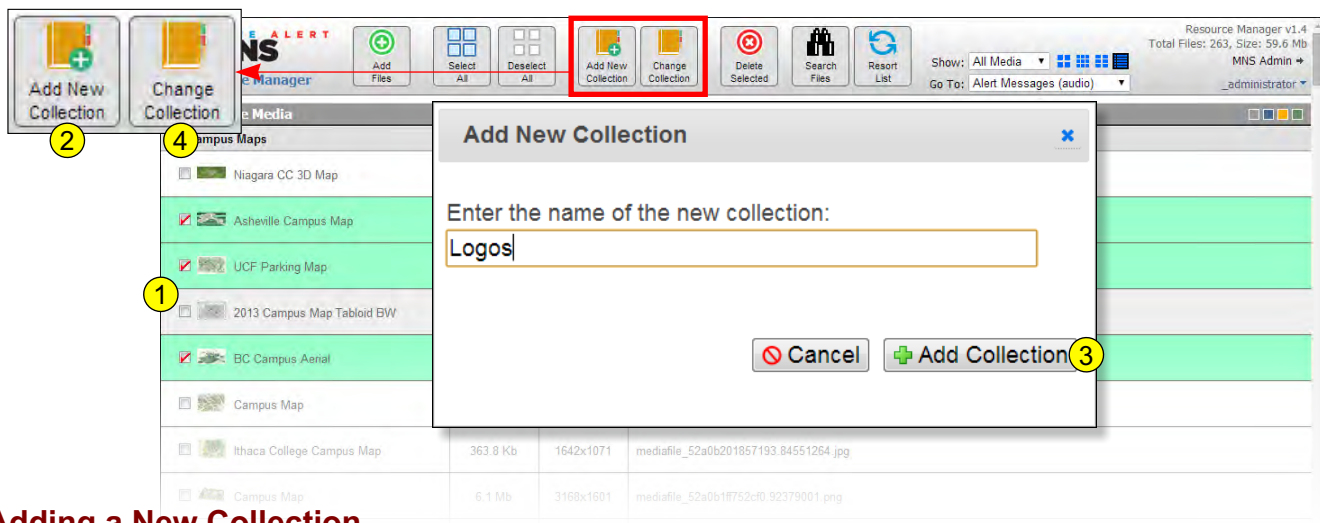


Resource Manager

Working with Collections

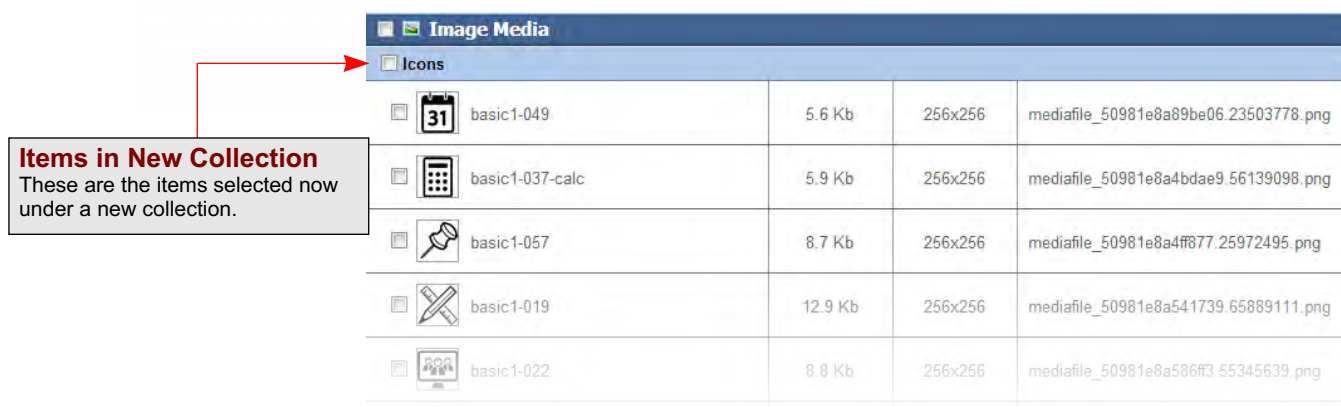
Working with Collections

Collections are simply groups of files of the same type with a customized label. To place a file in a new collection or in an existing collection, follow these steps:



Adding a New Collection

1. Select the media items from the list for the new collection.
2. Click the “Add New Collection” button on the toolbar to open the New Collection dialog box.
3. Enter the name of the new collection and click “Add Collection.”
4. To move items to another collection, click the “Change Collection” button in step 2.



Deleting a Collection

There is no direct way to delete a collection since a collection is only a tag attached to a resource. To delete a collection, select all of the resources and click the “Change Collection” button. Change the collection to “Miscellaneous” or another collection.

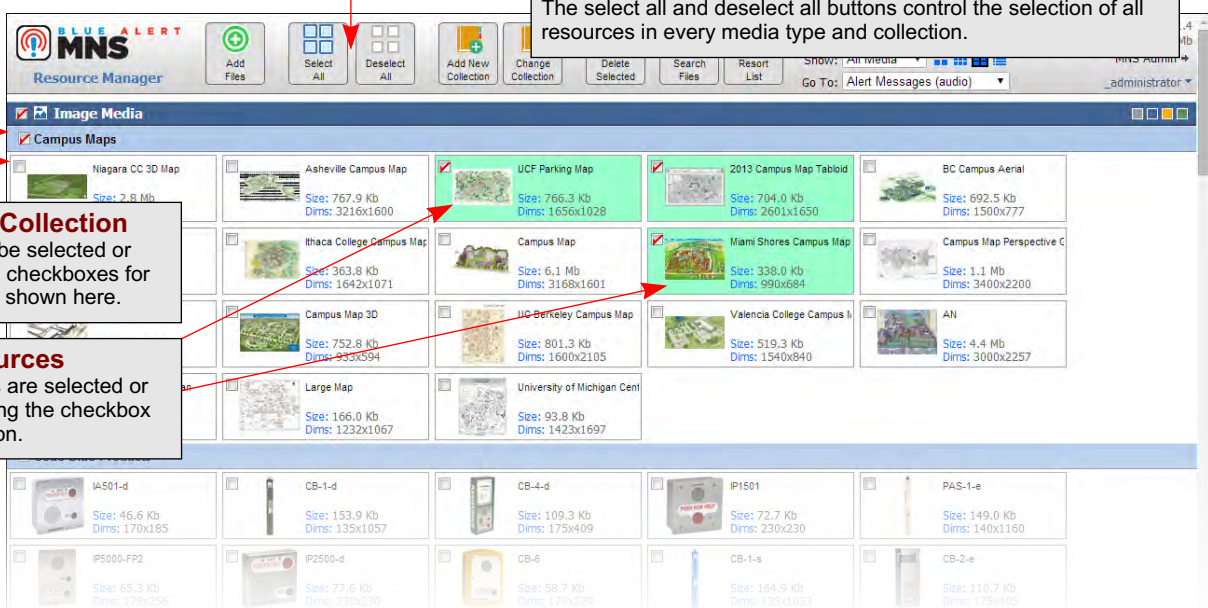


Resource Manager

Selecting, Deleting & Searching

Selecting Files

Files are selected by checking the checkbox next to an item, by checking the group or collection name, or by clicking the “Select All” button.



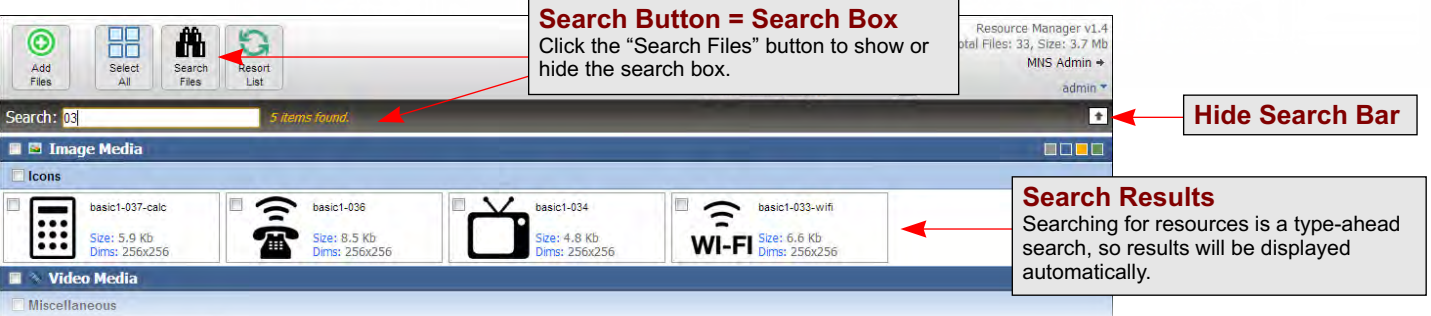
Select & Deselect All
The select all and deselect all buttons control the selection of all resources in every media type and collection.

Select by Media or Collection
Groups of resources can be selected or deselected by clicking the checkboxes for Media or Collection name shown here.

Selected Resources
Individual resources are selected or deselected by clicking the checkbox next to the item's icon.

Searching Resources

Searching for resources is a “contains” search, meaning if the search parameter is found within the title, original file name and other metadata, it will appear in the search results.



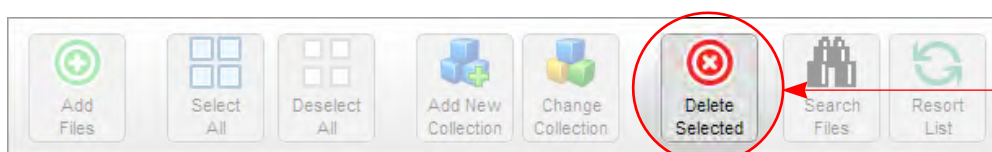
Search Button = Search Box
Click the “Search Files” button to show or hide the search box.

Hide Search Bar

Search Results
Searching for resources is a type-ahead search, so results will be displayed automatically.

Deleting Files

To delete a file or a group of files, first select the file(s), then click the “Delete Selected” button.





Online Campus Manager

Getting to Know the Interface

What is Campus Manager?

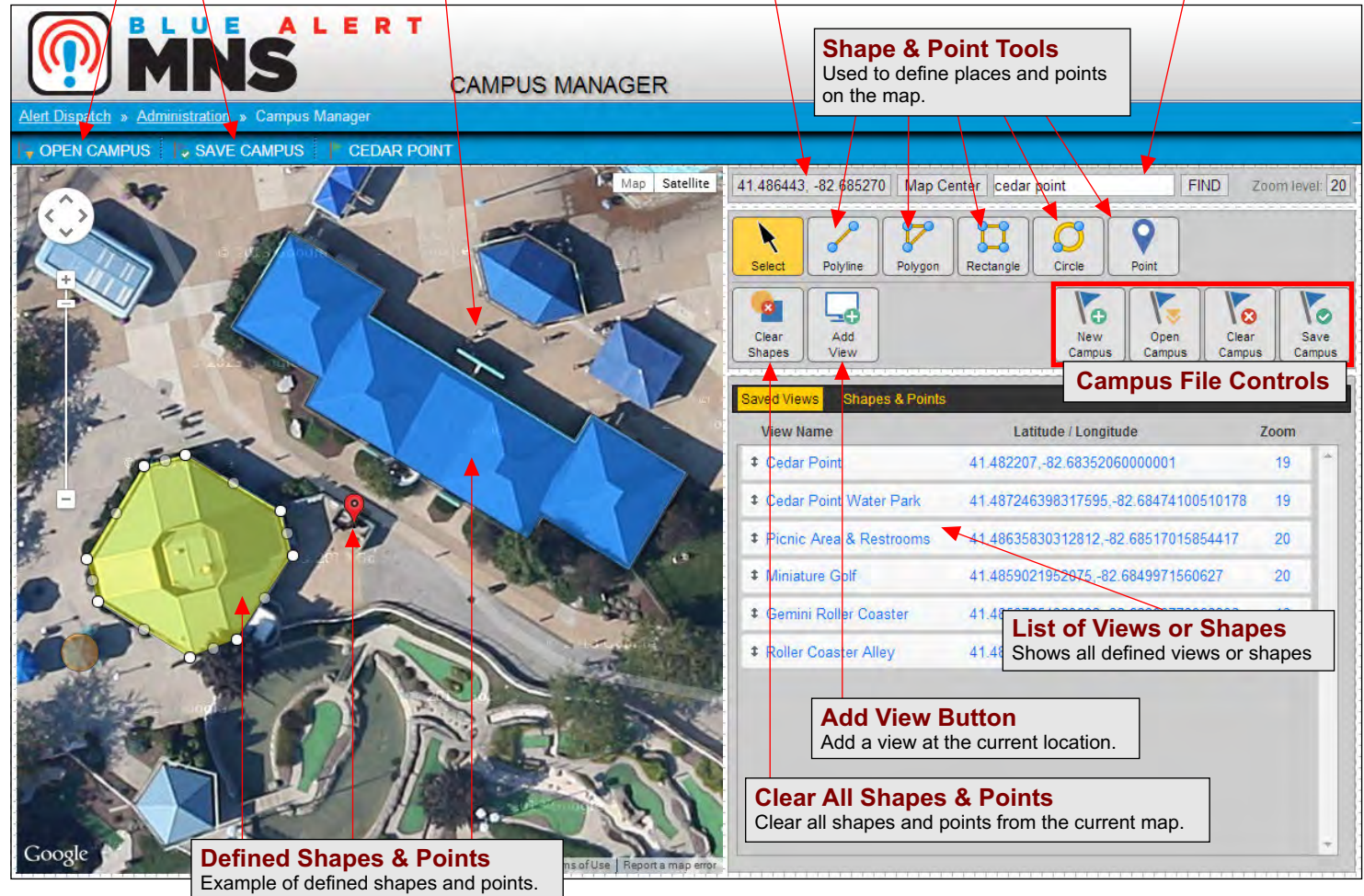
The Campus Manager tool allows an administrator to define one or more geographical areas for use in Events and Alerts. Each campus can have an unlimited number of defined shapes or points that indicate an important “place” on their campus. For instance, a building can be defined on the map by a drawn polygon (see the screenshot below for an example). This polygon becomes an object, which can have properties assigned to it. One of these properties by default is latitude/longitude coordinates. Each shape or point becomes a place that an Event or Alert can be linked to. See documentation for Event Manager and Dispatch for further information on the relationship between a Campus and an Event.

Open / Save Campus
Open a new campus or save an existing campus controls.

Campus Map
Google Maps is used to define a geographical campus.

Current Lat/Lng Coords
Shows the coordinates when the mouse is over the map.

Map Location Search
Search for lat/lng's addresses, or places.



Shape & Point Tools
Used to define places and points on the map.

Campus File Controls

List of Views or Shapes
Shows all defined views or shapes

Add View Button
Add a view at the current location.

Clear All Shapes & Points
Clear all shapes and points from the current map.

Defined Shapes & Points
Example of defined shapes and points.

View Name	Latitude / Longitude	Zoom
† Cedar Point	41.482207,-82.68352060000001	19
† Cedar Point Water Park	41.487246398317595,-82.68474100510178	19
† Picnic Area & Restrooms	41.48635830312812,-82.68517015854417	20
† Miniature Golf	41.4859021952075,-82.6849971560627	20
† Gemini Roller Coaster	41.4859021952075,-82.6849971560627	20
† Roller Coaster Alley	41.4859021952075,-82.6849971560627	20



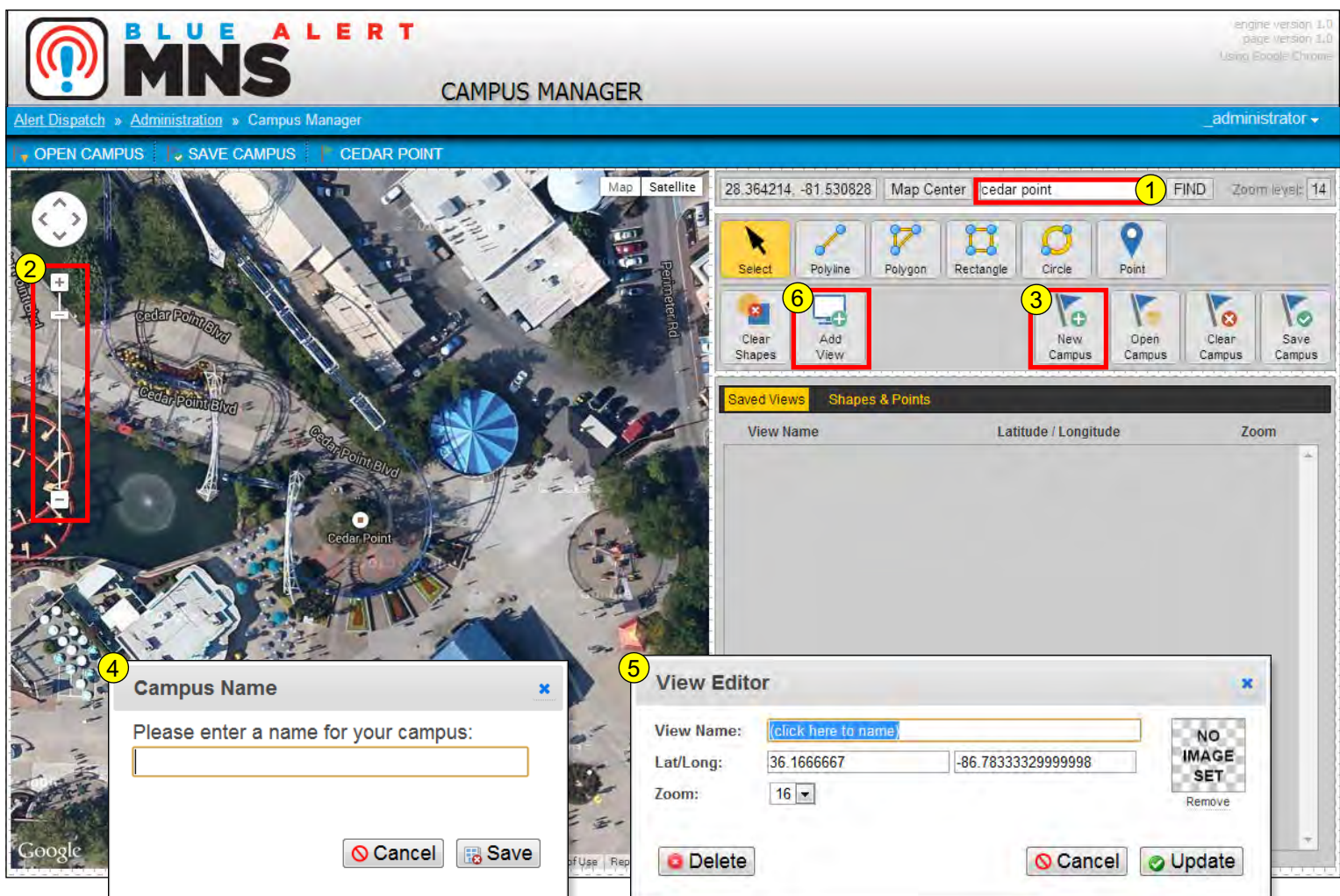
Online Campus Manager

Working with a Campus

Follow These Steps to Create a New Campus:

1. Search for the location of your campus, building, etc.
2. Use the map's zoom tool to set the desired zoom level for your location.
3. Click the "New Campus" button.
4. Enter a name for the new location or campus.
5. Add the current view. This sets the current location as the default view for the campus.
6. To add additional views, click the "Add View" button.

See pages 34-37 for adding shapes, points and views to your campus.



The screenshot displays the Blue Alert MNS Campus Manager interface. The top navigation bar includes links for Alert Dispatch, Administration, and Campus Manager. The main map area shows an aerial view of Cedar Point with a red box highlighting the zoom controls (labeled 2). The search bar at the top right contains the text "cedar point" (labeled 1) and a "FIND" button. The map toolbar on the right includes buttons for Select, Polyline, Polygon, Rectangle, Circle, Point, Clear Shapes, Add View (labeled 6), New Campus (labeled 3), Open Campus, Clear Campus, and Save Campus. Below the map, there are two pop-up windows: "Campus Name" (labeled 4) with a text input field and "Cancel/Save" buttons, and "View Editor" (labeled 5) with fields for View Name, Lat/Long, and Zoom, along with "Delete/Cancel/Update" buttons. The "View Editor" window also shows a "NO IMAGE SET" warning.



Online Campus Manager

Adding/Editing a View

What is a View?

A view in Campus Manager is similar to a bookmark in a browser. It is a reference point that holds the latitude/longitude coordinates and zoom level of a location on the map. When a new view is created, the “view” is what you see on the map.

Views are used mainly for the user to keep track of different areas on campus. The first view listed on a campus is considered the default view, or what the map is initially set to when a campus is opened.

Add View Button

Click to add a new view of the current map's location.

Views List

All views created show up in the list shown in this area.

Click a view name to open the dialog box below to customize further.

Move to a View Location

Click a view's coordinates to move the map's location to those coordinates.

View Name

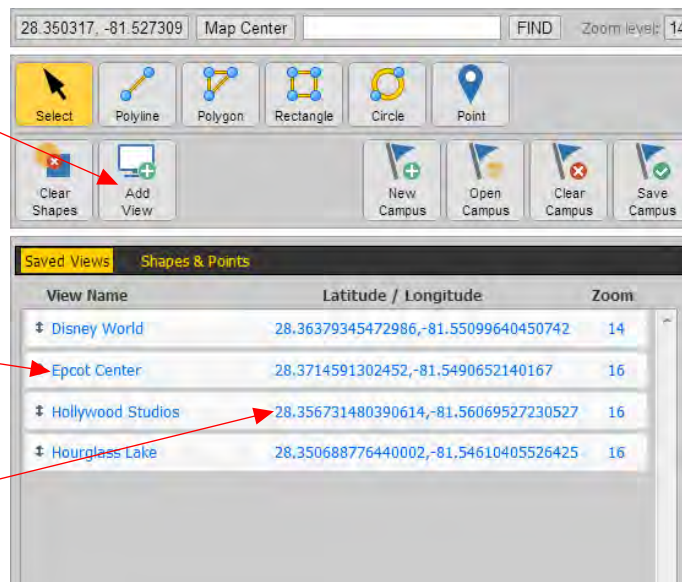
Enter a name for each view here.

Set Lat/Long & Zoom

The latitude/longitude and map zoom level can be set here.

Delete View Button

To remove a view, click the delete button shown here.



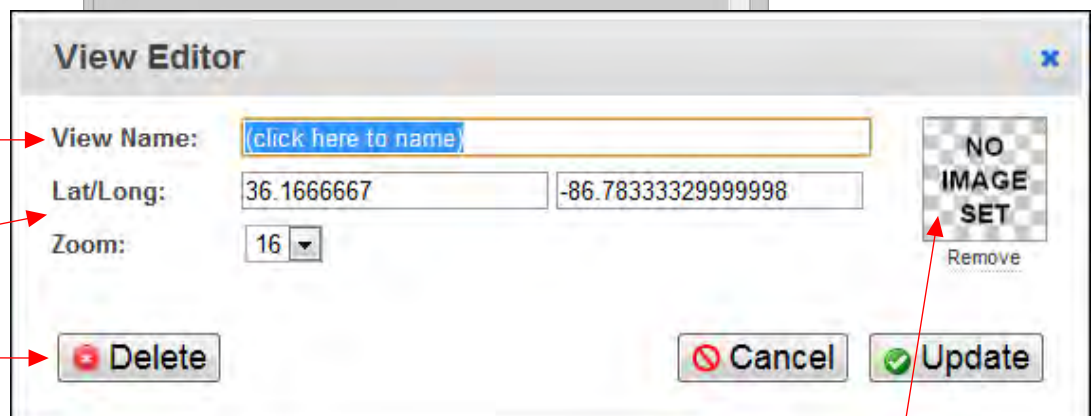
28.350317, -81.527309 Map Center FIND Zoom level: 14

Select Polyline Polygon Rectangle Circle Point

Clear Shapes Add View New Campus Open Campus Clear Campus Save Campus

Saved Views Shapes & Points

View Name	Latitude / Longitude	Zoom
Disney World	28.36379345472986,-81.55099640450742	14
Epcot Center	28.3714591302452,-81.5490652140167	16
Hollywood Studios	28.356731480390614,-81.56069527230527	16
Hourglass Lake	28.350688776440002,-81.54610405526425	16



View Editor

View Name:

Lat/Long:

Zoom:

Remove

Add a View Image

An image icon can be added to represent the view. This image is also used in the Dispatch map listing (see page 67).



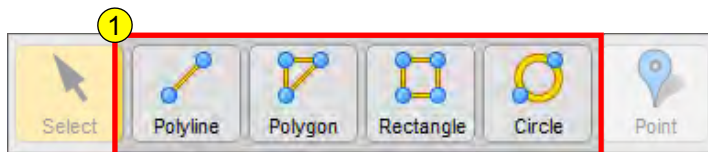
Online Campus Manager

Adding/Editing a Shape

Shapes on a Map

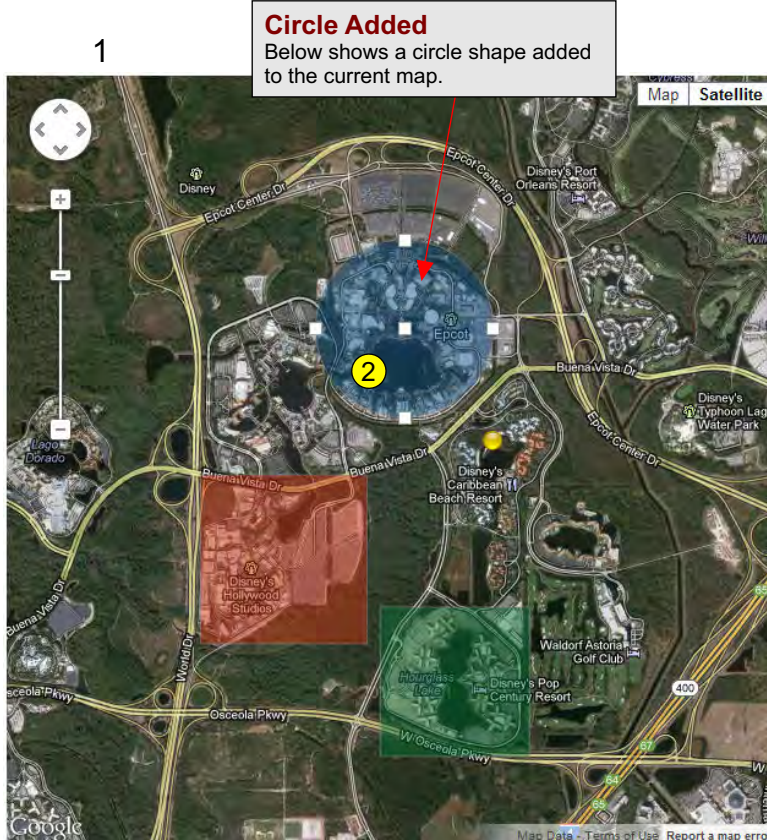
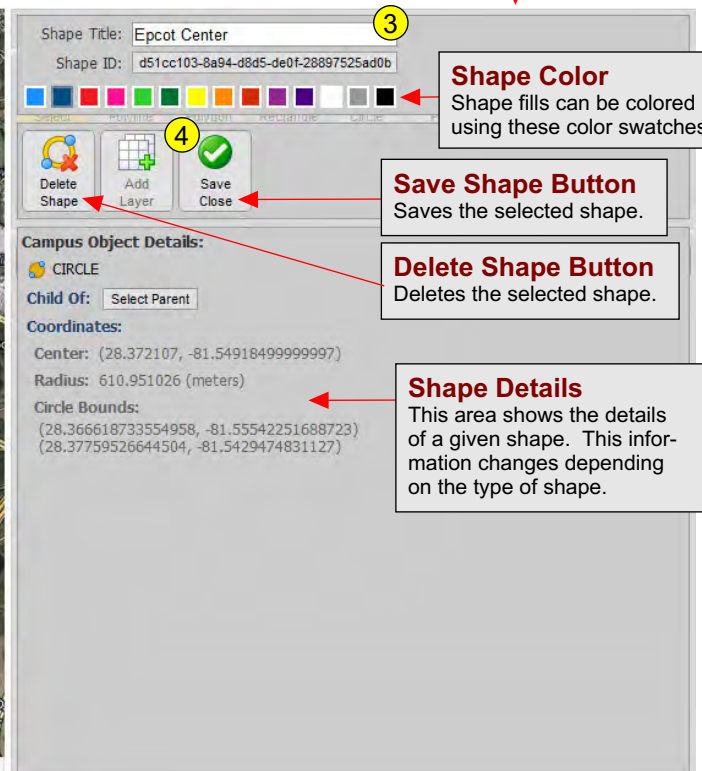
Shapes in Campus Manager are used to highlight specific areas on the map. These highlighted areas can be assigned names, colors and other properties. The purpose of shapes and points (see page 37) will become clearer in relation to creating events and alerts (see page 55).

1. Click on the desired shape button (shown below).
2. Using the mouse cursor, click or drag over the map to create the shape.
 - For Circles and Rectangles, click and hold over the map and drag the cursor.
 - For Polylines and Polygons, click and release over the map to set a node. Repeat until your shape is complete.
3. After your shape is drawn, click into the "Shape Title" box and give it a unique name.
4. Click the "Save/Close" button.



Shape/Point Editor Window

Below is the shape editor window. This window opens as soon as a shape or point has been added to the map.

Shape Title: Epcot Center
Shape ID: d51cc103-8a94-d8d5-de0f-28897525ad0b

Shape Color
Shape fills can be colored using these color swatches.

Save Shape Button
Saves the selected shape.

Delete Shape Button
Deletes the selected shape.

Shape Details
This area shows the details of a given shape. This information changes depending on the type of shape.

Campus Object Details:
 ○ CIRCLE
Child Of: Select Parent
Coordinates:
 Center: (28.372107, -81.549184999999997)
 Radius: 610.951026 (meters)
Circle Bounds:
 (28.366618733554958, -81.55542251688723)
 (28.37759526644504, -81.5429474831127)



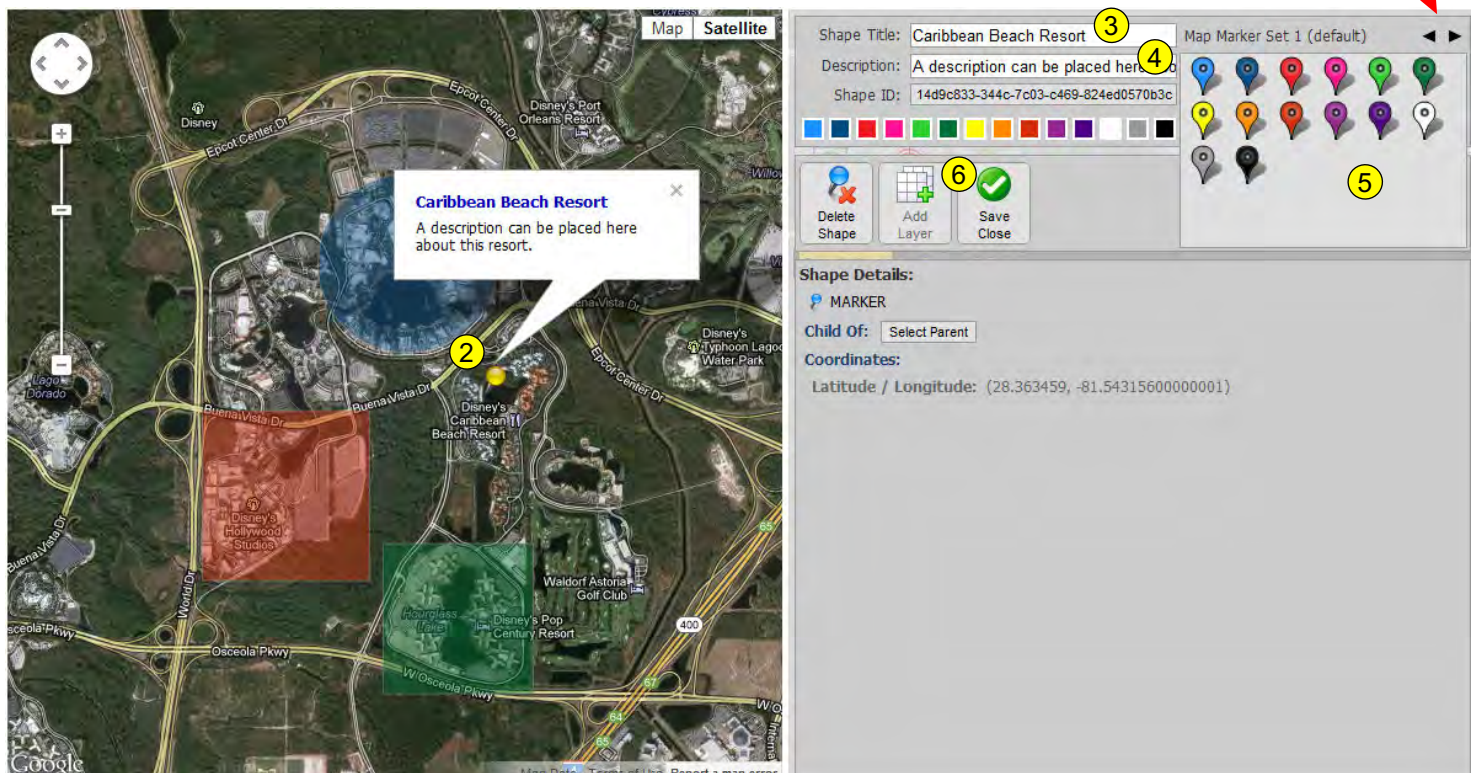
Online Campus Manager

Adding a Point

Map Points (or Markers)

Points are like pins on a paper map. They mark a specific location with only one longitude/latitude coordinate set. Points (also called Markers) are useful for defining a single object or location.

1. Click on the point button (shown below).
2. Click on the map where the point (or marker) should be placed.
3. After the point is placed, click the "Shape Title" box and give the point a unique name.
4. Optionally, click into the "Description" box to briefly describe the point.
5. Another option shown below is the point color/style box. Use the arrows to load other map marker set graphics in.
6. Click the "Save/Close" button.

The screenshot displays the Online Campus Manager interface. On the left, a satellite map shows a resort area with a yellow point labeled "Caribbean Beach Resort" placed on it. A yellow circle with the number 2 is around the point. On the right, the "Shape Details" panel is visible. It includes fields for "Shape Title" (Caribbean Beach Resort), "Description" (A description can be placed here about this resort.), "Shape ID" (14d9c833-344c-7c03-c469-824ed0570b3c), and "Coordinates" (Latitude / Longitude: (28.363459, -81.54315600000001)). There is also a "Map Marker Set 1 (default)" section with a grid of colored marker icons. A yellow circle with the number 5 is around the marker icons. At the bottom of the panel are buttons for "Delete Shape", "Add Layer", and "Save Close". A yellow circle with the number 6 is around the "Save Close" button. A red arrow points from the "Adding a Point" header to the "Shape Title" field.



Online Campus Manager

Working with Shapes & Points

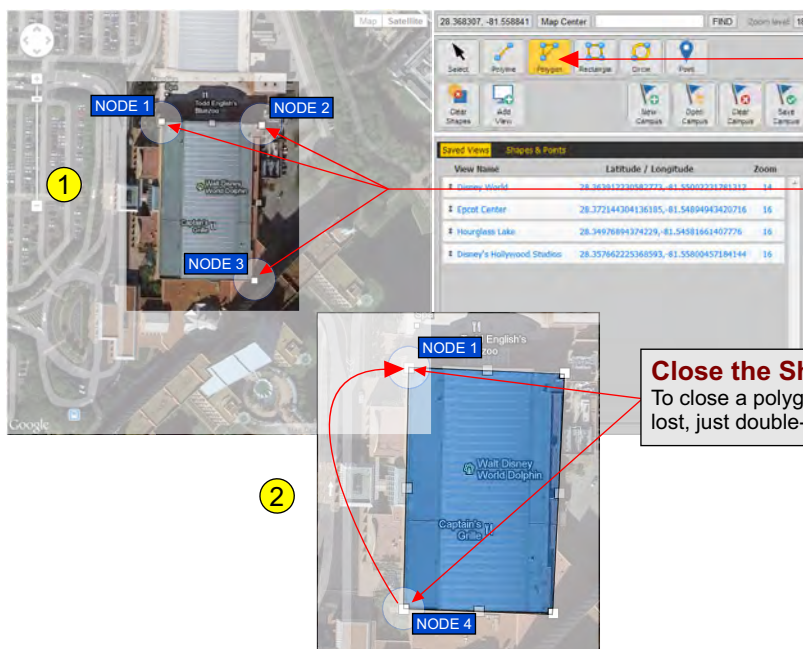
Drawing a Shape

After selecting the desired shape tool, click on the map to create a NODE¹.

For Polygons and Polylines, a series of nodes are required to complete a shape or line.

POLYGONS - Polygons are useful for drawing a unique shape around an object. Polygons need to be closed, meaning the last node needs to connect with the first (see below).

POLYLINES - Polylines only consist of connecting nodes. Polylines cannot be closed like a Polygon.



Selected Shape

The selected shape will be highlighted while creating a new shape.

Shape Nodes¹

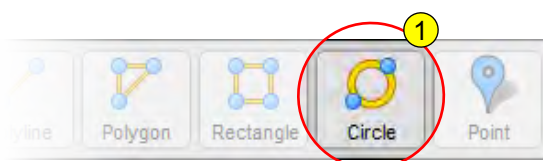
Nodes are placed by clicking on the map in the desired location.

Close the Shape

To close a polygon, click from the last node to the first. If the first node becomes lost, just double-click the last node and the shape will close automatically.

Drawing a Circle

Circles are slightly different when drawing them. When drawing a circle, click and drag the cursor from where the middle of the circle will be. If the circle is not quite where it needs to be, or if the circumference is off, a circle can be moved and resized after it has been created (see below).



1. Select the circle drawing tool.
2. On the map, click and drag from the center of the circle.
3. Stop dragging when the desired radius is found.

A circle can be adjusted after it's placed on the map. To move it, click and drag on the center node¹. To resize, click and drag on one of its side nodes.

¹A node is a square or round dot on the map that represents a single latitude/longitude coordinate.



Online Campus Manager

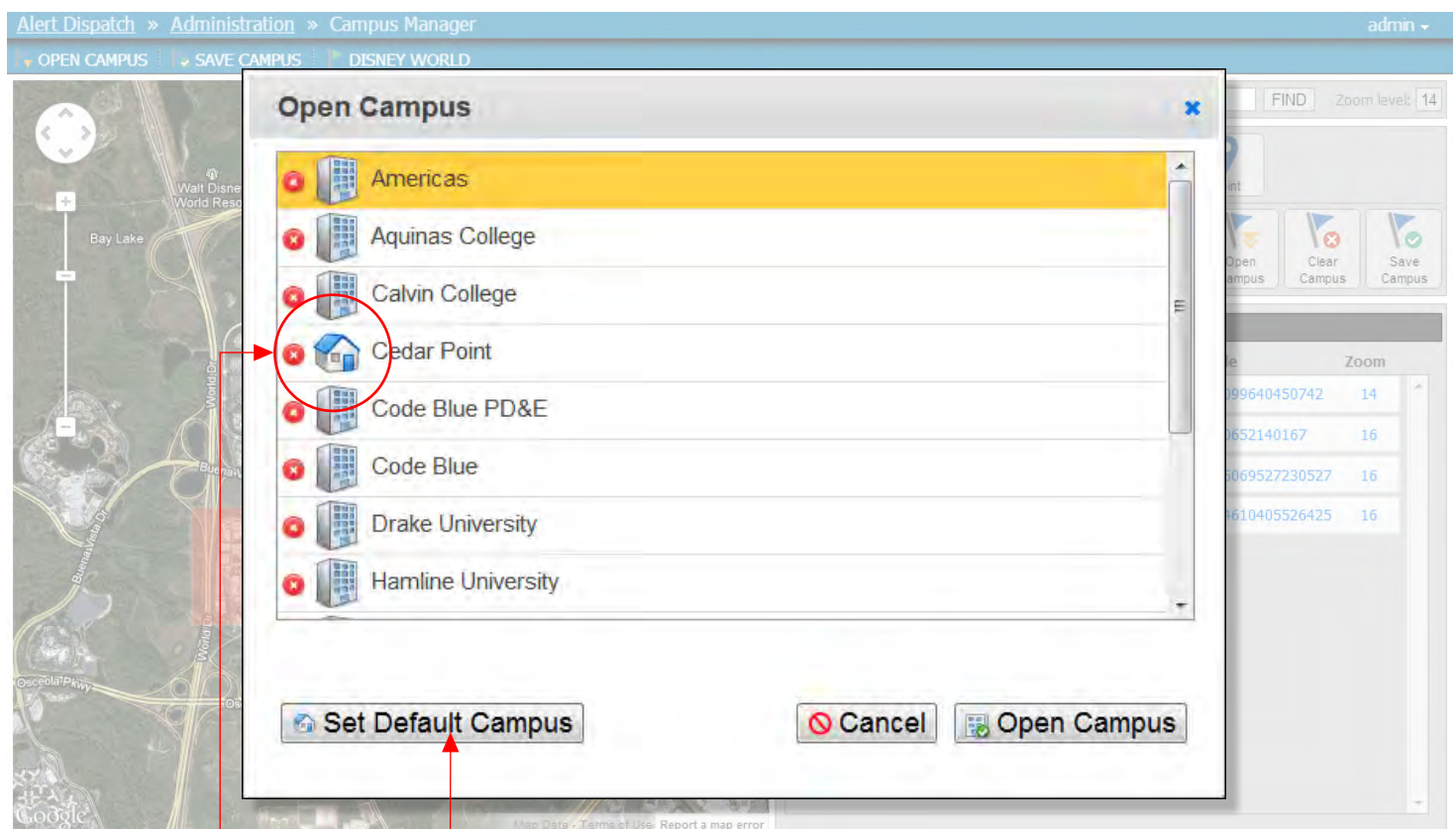
Open an Existing Campus

Steps to Open an Existing Campus:

1. Click the "Open Campus" button. This will open the dialog shown below.
2. Click on the Campus Name to open.
3. Click the "Open Campus" button.

Steps to Set the Default Campus:

1. Click the "Open Campus" button. This will open the dialog shown below.
2. In the dialog shown below, click on the Campus Name.
3. Click the "Set Default Campus" button. Notice the "Home" icon next to the Campus Name.



Set Default Campus

When a campus is selected in the list above, this button will set the selected canvas as the default. The default campus is shown first in Campus Manager and Dispatch.

Default Campus Indicator

The default campus will be shown with a "Home" icon next to it.



Online Campus Manager

Other Features

Reordering the Views List

Reordering in the views list is easy. Simply drag the view in the list to its new location.

See the illustration to the right.

NOTE: Make sure to save the campus after making any changes.

Saved Views		
View Name	Latitude / Longitude	Zoom
† Disney World	28.363912230582773,-81.55002231781312	14
† Epcot Center	28.372144304136185,-81.54894943420716	16
† Hourglass Lake	28.34976894374229,-81.54581661407776	16
† Captain's Grille	28.368202995398025,-81.56062240783997	18
† Disney's Hollywood Studios	28.357662225368593,-81.55800457184144	16
† Hertz Local Edition	28.354688151071542,-81.53429384414979	17

Shapes List

To view and edit the properties of shapes and points, click the "Shapes & Points" link located next to "Saved Views."

To edit the properties of a shape or point, click the shape's name field.

See the illustration to the right.

Saved Views

Shapes & Points

Shape Name	Coordinates	Shape
† Epcot Center	(c: (28.372107, -81.54918499999997)) (r: 100)	
† Hourglass Lake	(NE: (28.354924, -81.54040900000001))	
† Caribbean Beach Resort	(28.363459, -81.54315600000001)	
† Disney's Hollywood Studios	(NE: (28.363081, -81.55182500000001))	
† Captain's Grille	(28.36886854403387, -81.56097645942992)	
† Hertz		

Shape Details Editor

Name:

Caribbean Beach Resort

Description:

A description can be placed here about this resort.

Coordinates:

(28.363459, -81.54315600000001)

Delete

Cancel

Update

Set Name & Description

All shapes have a name and can optionally have a description.

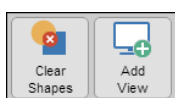
Shape Info

This field holds the shape's coordinates on the map.

Delete Shape

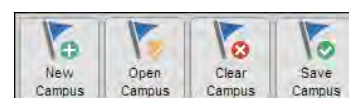
Another way to delete the selected shape.

Global Controls



Create a new view at the current map location.

Clear all shapes on the current campus.



Save the current campus.

Clear campus of all shapes and views.

Open an existing campus.

Start a new campus.

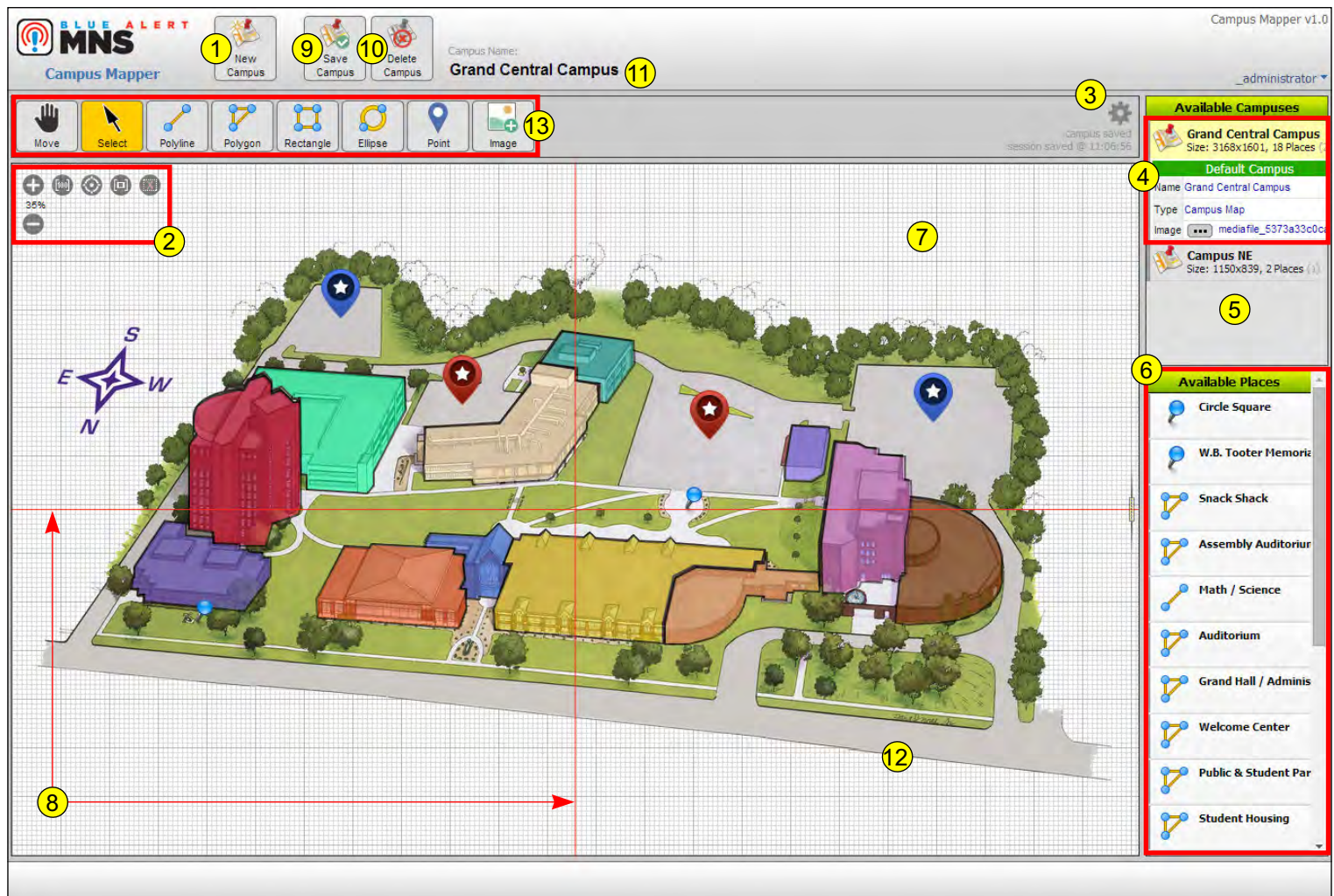


Offline Campus Manager

Getting to Know the Interface

Offline Campus Manager Introduction

Blue Alert MNS now has an alternative campus mapping tool called the “Offline” Campus Manager. The original “Online” Campus Manager uses Google Maps to build location information and is still the default tool for campus management. Offline Campus Manager was made to allow a backup campus structure and endpoint map when internet connectivity becomes unavailable.



1. Start a New Campus button

2. Map viewing controls:

-   Map Zoom
-  Zoom to 100%
-  Zoom toggle
-  Center map or object
-  Deselect objects

3. Application Settings

4. Currently loaded campus

5. Available campus maps

6. Map places list

7. Mapping canvas

8. Map center guides

9. Save campus changes

10. Delete current campus

11. Current campus name

12. Map image

13. Campus building tools



Move



Select



Polyline



Polygon



Rectangle



Oval



Marker



Image

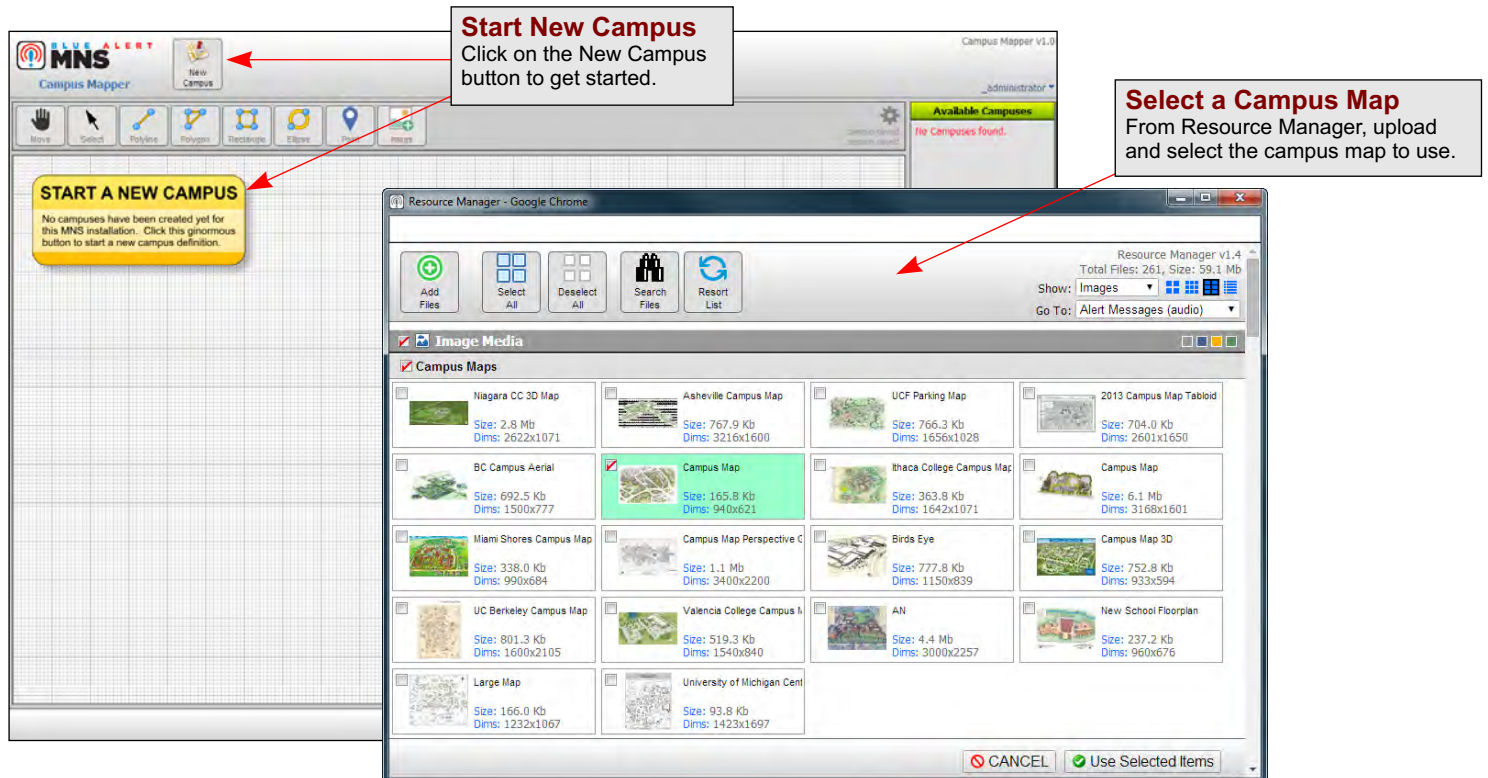


Offline Campus Manager

Starting a New Campus

Getting Started with a Campus Map

To start using Offline Campus Manager, find and upload a campus map, building floor plan or any image to use. A campus map can be a drawing of an aerial view of a location, a photographic street view or a similar type of map.



Start New Campus
Click on the New Campus button to get started.

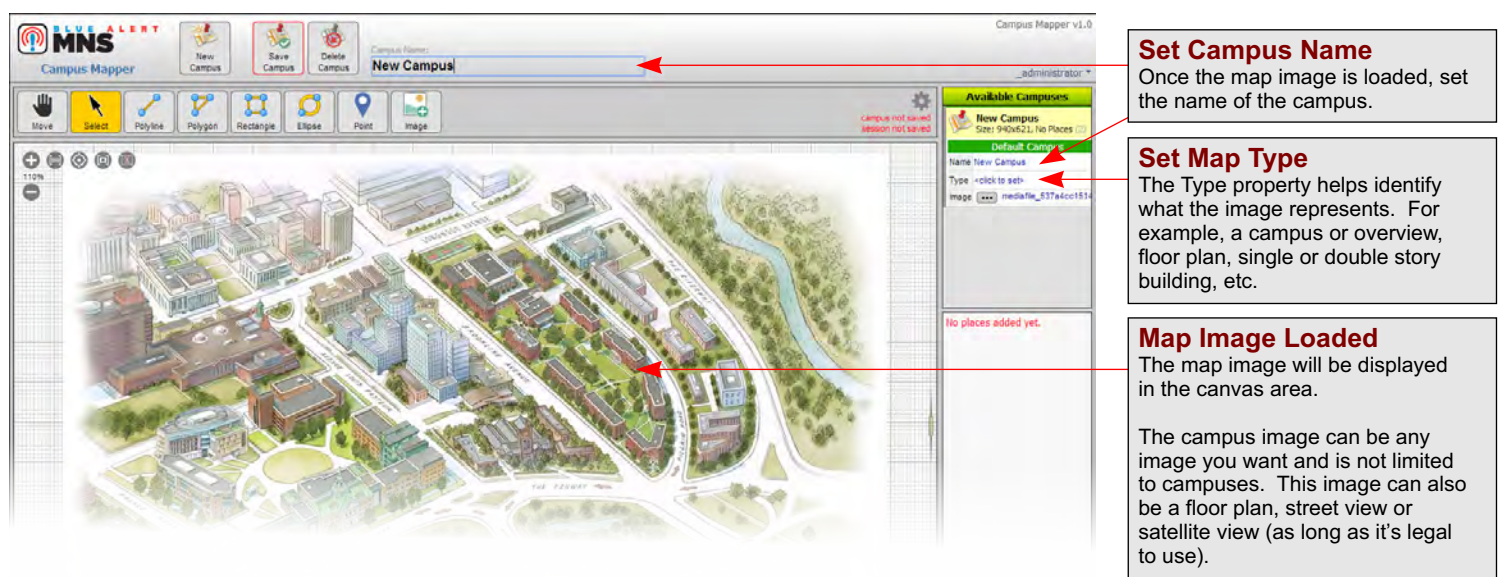
Select a Campus Map
From Resource Manager, upload and select the campus map to use.

START A NEW CAMPUS
No campuses have been created yet for this MNS installation. Click this ginormous button to start a new campus definition.

Resource Manager - Google Chrome
Resource Manager v1.4
Total Files: 261, Size: 59.1 Mb
Show: Images
Go To: Alert Messages (audio)

Image Media	Campus Maps
Niagara CC 3D Map Size: 2.8 Mb Dims: 2622x1071	Asheville Campus Map Size: 767.9 Kb Dims: 3216x1600
BC Campus Aerial Size: 692.5 Kb Dims: 1500x777	Campus Map Size: 165.8 Kb Dims: 940x621
Miami Shores Campus Map Size: 338.0 Kb Dims: 990x684	Campus Map Perspective C Size: 1.1 Mb Dims: 3400x2200
UC Berkeley Campus Map Size: 801.3 Kb Dims: 1600x2105	Valencia College Campus Map Size: 519.3 Kb Dims: 1540x840
Large Map Size: 166.0 Kb Dims: 1232x1067	University of Michigan Cent Size: 93.8 Kb Dims: 1423x1697
	UCF Parking Map Size: 766.3 Kb Dims: 1656x1028
	2013 Campus Map Tabloid Size: 704.0 Kb Dims: 2601x1650
	Ithaca College Campus Map Size: 363.8 Kb Dims: 1642x1071
	Campus Map Size: 6.1 Mb Dims: 3168x1601
	Birds Eye Size: 777.8 Kb Dims: 1150x839
	Campus Map 3D Size: 752.8 Kb Dims: 933x594
	AN Size: 4.4 Mb Dims: 3000x2257
	New School Floorplan Size: 237.2 Kb Dims: 960x676

CANCEL Use Selected Items



Set Campus Name
Once the map image is loaded, set the name of the campus.

Set Map Type
The Type property helps identify what the image represents. For example, a campus or overview, floor plan, single or double story building, etc.

Map Image Loaded
The map image will be displayed in the canvas area.

The campus image can be any image you want and is not limited to campuses. This image can also be a floor plan, street view or satellite view (as long as it's legal to use).

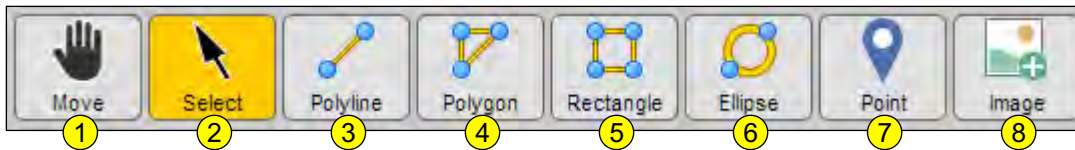


Offline Campus Manager

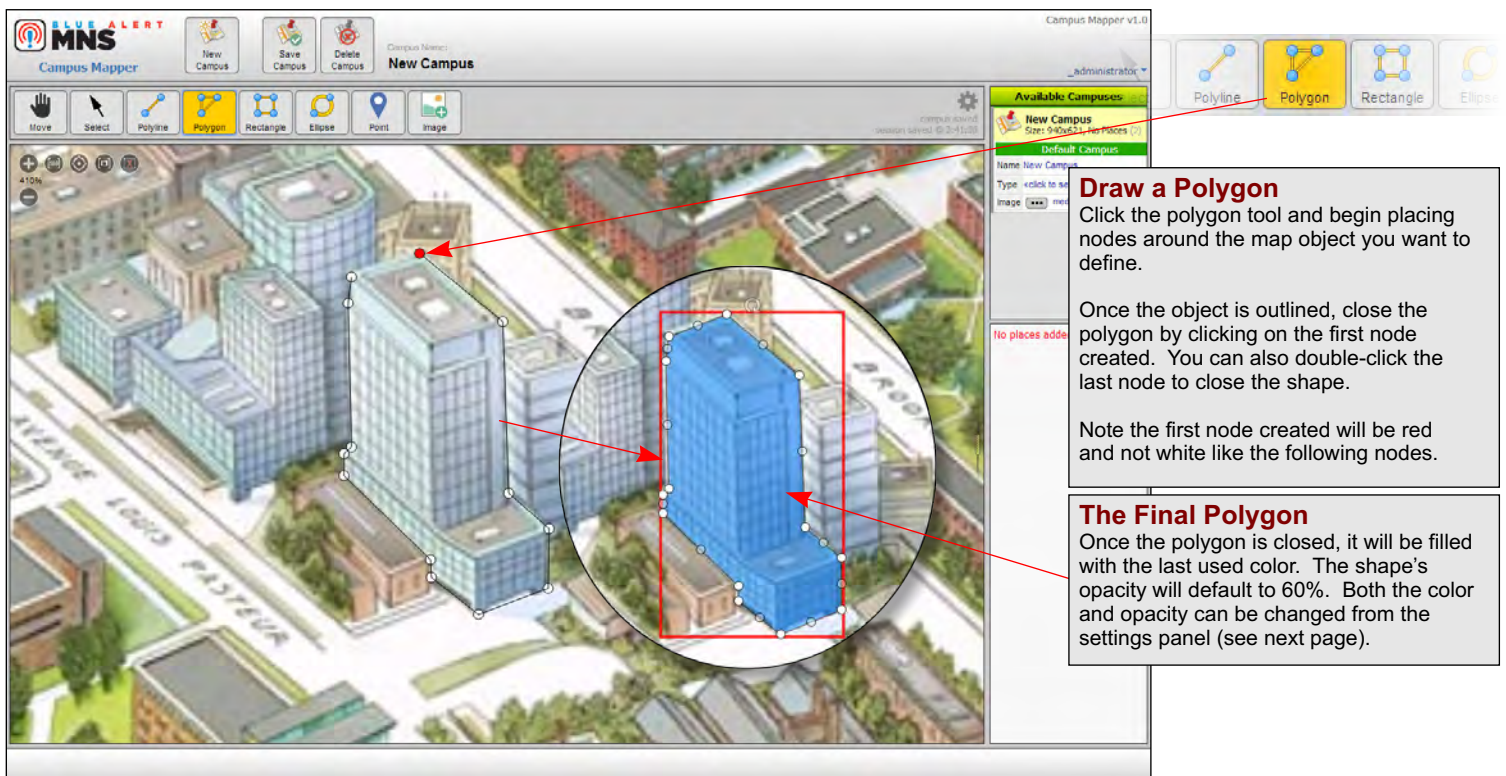
Offline Mapping Tools

Your Place Your Way

To define a place on the map, select one of the tools from the toolbar. Place tools include poly shapes, map markers, and images used like icons. This variety helps define many different types of shapes found in maps and floor plans. Below shows an example of adding a polygon around the shape of a building.



1. **Move Mode** Use the mouse cursor or your finger on touch screens to move the map around the campus
2. **Select Mode** Use the mouse cursor to select an object or move the map image
3. **Polyline** Draw an unclosed, node-based line on the map
4. **Polygon** Draw a closed, node-based shape on the map
5. **Rectangle** Draw a 4-point, closed shape on the map
6. **Ellipse** Draw an ellipse shape on the map
7. **Point** Place a point (marker/pin) on the map
8. **Image** Place a selected image on the map



Draw a Polygon

Click the polygon tool and begin placing nodes around the map object you want to define.

Once the object is outlined, close the polygon by clicking on the first node created. You can also double-click the last node to close the shape.

Note the first node created will be red and not white like the following nodes.

The Final Polygon

Once the polygon is closed, it will be filled with the last used color. The shape's opacity will default to 60%. Both the color and opacity can be changed from the settings panel (see next page).

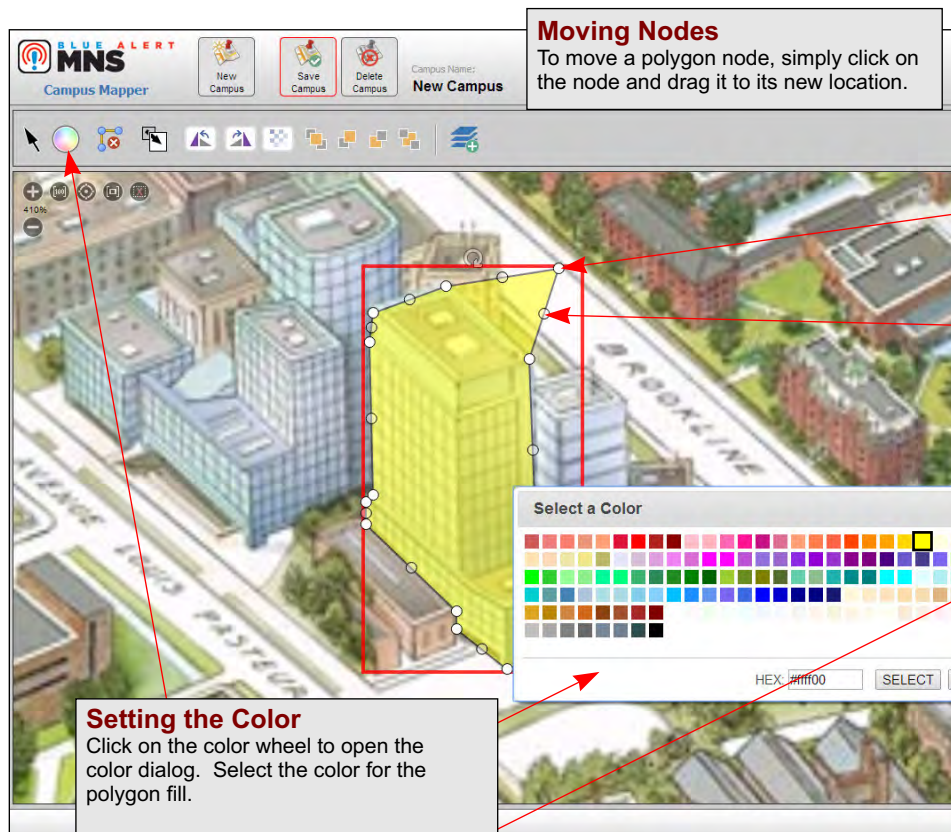


Offline Campus Manager


Working with Polygons

The Polygon and Its Nodes

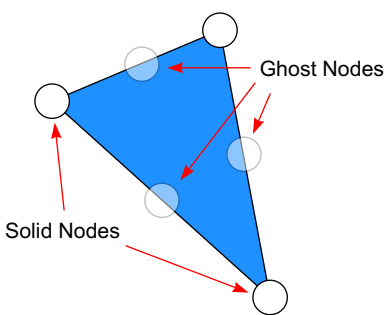
Polygons are the most flexible of the shapes available in Offline Campus Manager. Polygons are made up of a series of points, called Nodes, which are connected together by a single line. When three or more nodes are connected, you get a polygon. Polygons can be made into any shape, which makes them more versatile than rectangles and ovals.



Moving Nodes
 To move a polygon node, simply click on the node and drag it to its new location.

Adding New Nodes
 On a polygon, there are two types of nodes. There are white nodes called **solid** nodes and semi-transparent nodes called **ghost** nodes. Solid nodes are part of the polygon structure. Ghost nodes are found between solid nodes and are used to quickly add a new node at the midpoint of its surrounding nodes.

 Solid Node Ghost Node
 To add a new node, click and drag a ghost node to its new location. After doing that, the ghost node becomes a solid node and is now part of the polygon structure.

Setting the Color
 Click on the color wheel to open the color dialog. Select the color for the polygon fill.
 To set the outline color, click the Line Color property in the polygon properties.



Solid Nodes

Ghost Nodes

Solid Nodes - A series of permanent points that anchor the polygon and create its shape.

Ghost Nodes - Translucent points found between two Solid Nodes used to create new Solid Nodes.

Properties	
Name	new place
Description	<click to edit>
Phone Ext	
Type	<click to set>
Latitude	n/a
Longitude	n/a
Color	#007dfc
Line Color	#000000
Opacity	50%
Rotation	0°
Visible	ON OFF

* Optional - used for additional meta-data only

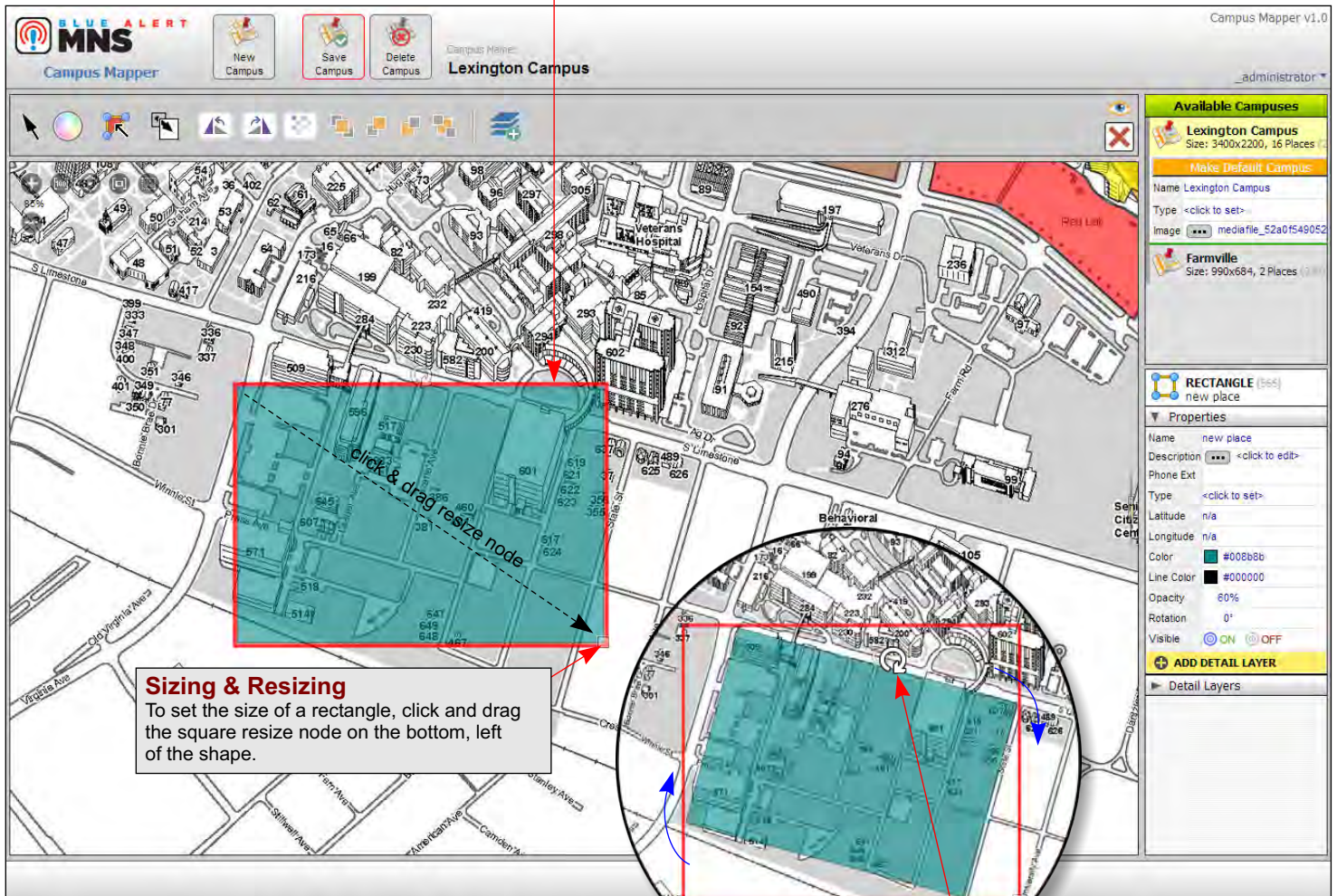


Offline Campus Manager

Working with Rectangles & Ellipses

The Other Shapes

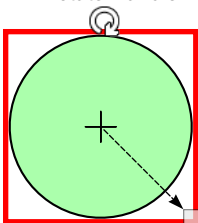
Rectangles and Ellipses are considered “quick shapes,” meaning unlike polygons and polylines it only takes a single stroke to create them. These two shape types are useful when defining large, general areas on the map or floor plan quickly.



Sizing & Resizing

To set the size of a rectangle, click and drag the square resize node on the bottom, left of the shape.

Rotate Handle



Drawing Ellipses

Drawing ellipses is similar to drawing rectangles. The main difference is to draw the ellipse from the center of where the shape will go.

Resize Handle

Rotating Shapes

Use the rotation handle to rotate the shape to the desired angle. The angle can also be set manually in the properties panel.



Offline Campus Manager

Adding Points & Images

Points (or Markers)

Two ways of adding icons to a map or floor plan is to use Points (also referred to as markers or pins) and images. Points are simply like map pins and are used to indicate a single area or location on the map or floor plan. Just as map pins on Google or Bing Maps, points do not resize while zooming.

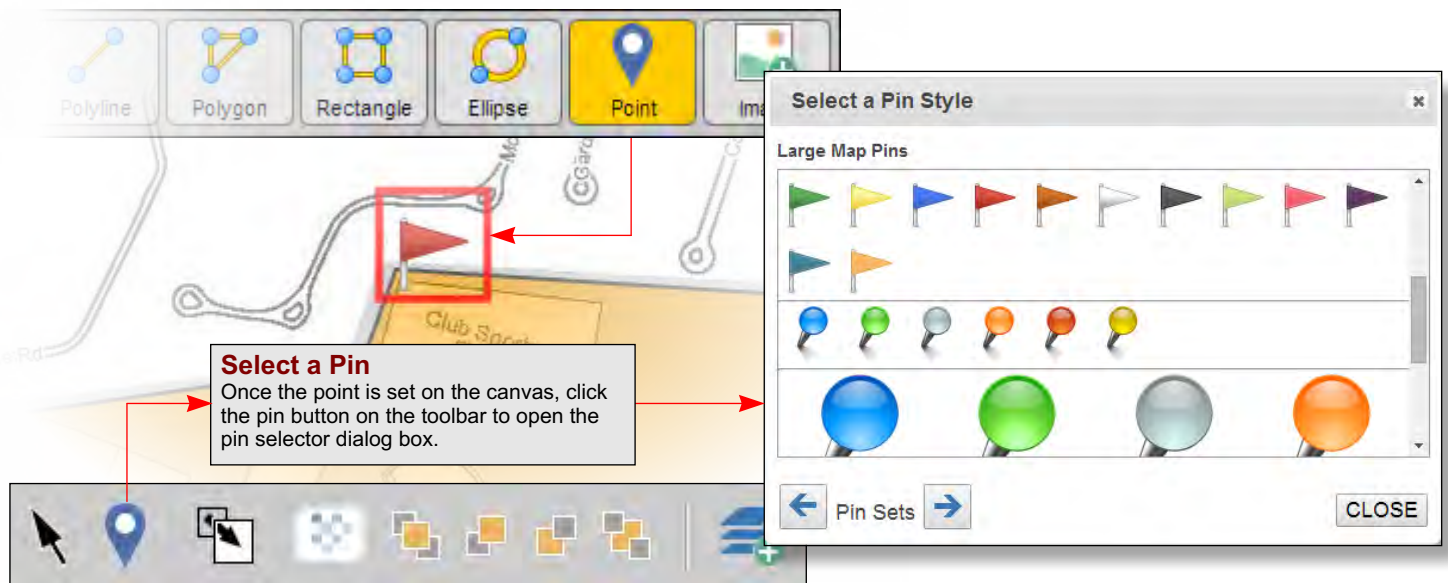
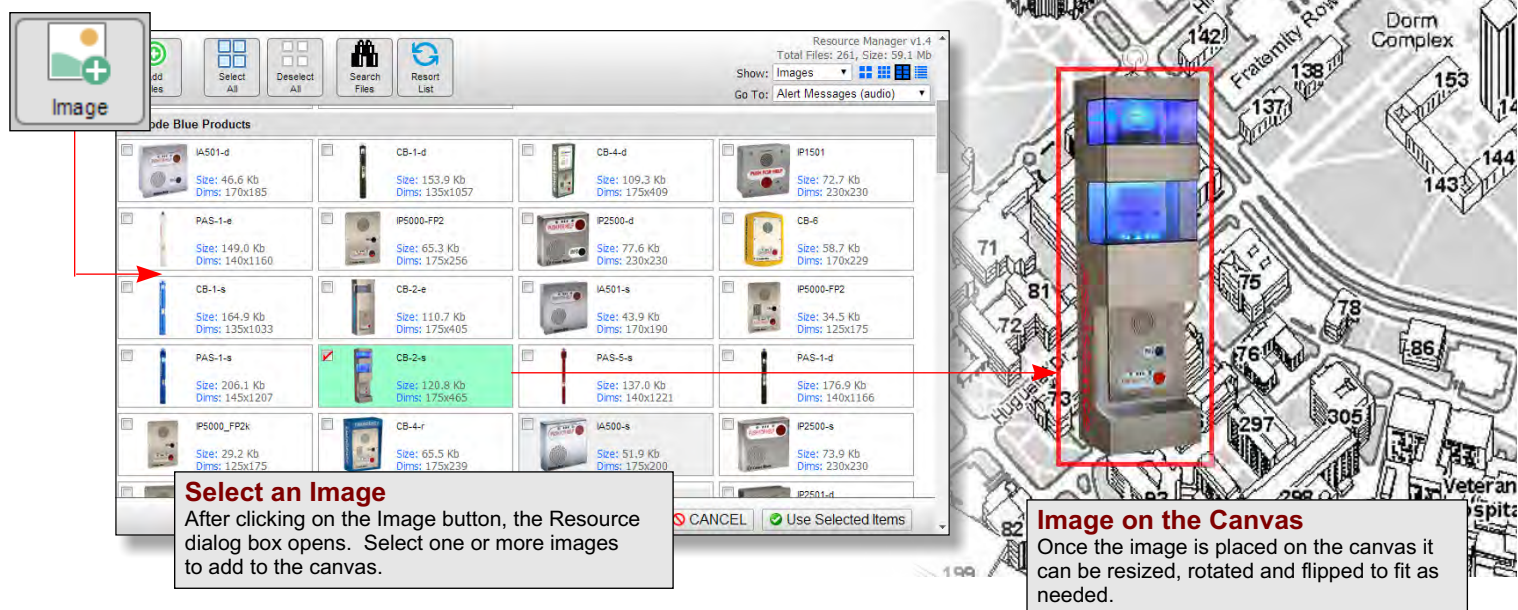


Image Icons

Images can be used as icons to represent a wide variety of things, such as a phone unit or a server. Unlike points, images resize while zooming.



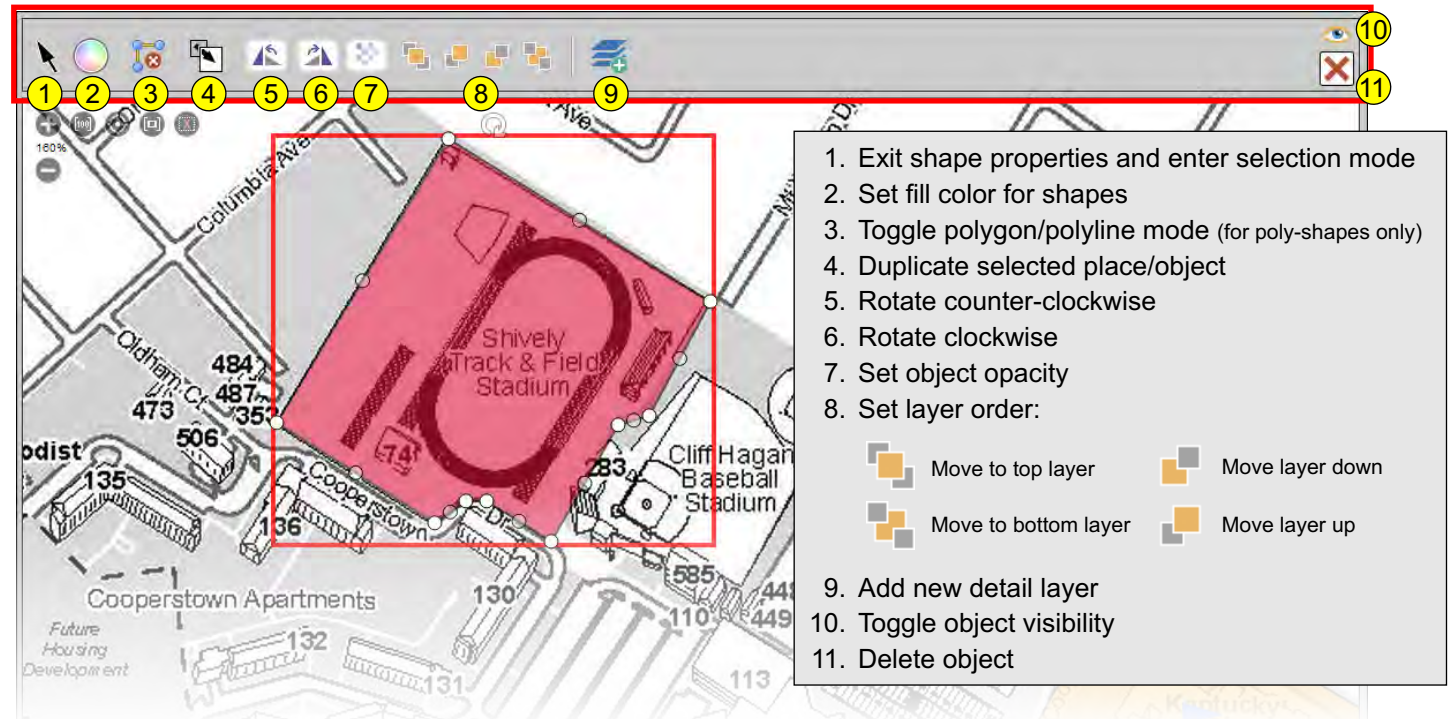


Offline Campus Manager

Toolbar & Properties Panel

The Toolbar

Each object, when selected, has a toolbar located just above the canvas (see below).



1. Exit shape properties and enter selection mode
2. Set fill color for shapes
3. Toggle polygon/polyline mode (for poly-shapes only)
4. Duplicate selected place/object
5. Rotate counter-clockwise
6. Rotate clockwise
7. Set object opacity
8. Set layer order:
 - Move to top layer
 - Move layer down
 - Move to bottom layer
 - Move layer up
9. Add new detail layer
10. Toggle object visibility
11. Delete object

POLYGON (546)
Shively Track & Field Stadium

▼ Properties

Name	Shively Track & Field Stadium
Description	... <click to edit>
Phone Ext	
Type	Stadium / Concert Hall / Theater
Latitude	n/a
Longitude	n/a
Color	#dc143c
Line Color	#000000
Opacity	60%
Rotation	0°
Visible	ON OFF

➕ ADD DETAIL LAYER

► Detail Layers

Shape type, ID, and name

Properties:

Name of object	[required]
Description of object	[optional] Used as extra metadata
Phone extension metadata	[optional] Used as extra metadata
Object structure type	[optional] Used as extra metadata
Latitude/longitude metadata	[optional] Used as extra metadata
Fill color for shapes	Opens a color selector dialog
Line color for shapes	Opens a color selector dialog
Object opacity	Sets the object's opacity between 0-100%
Rotation angle	Sets the object's angle between 0-359 degrees
Object visibility	Toggles visibility of the object
Add detail layer to object	See page 46 for more about detail layers
Detail layers attached	List of any predefined detail layers

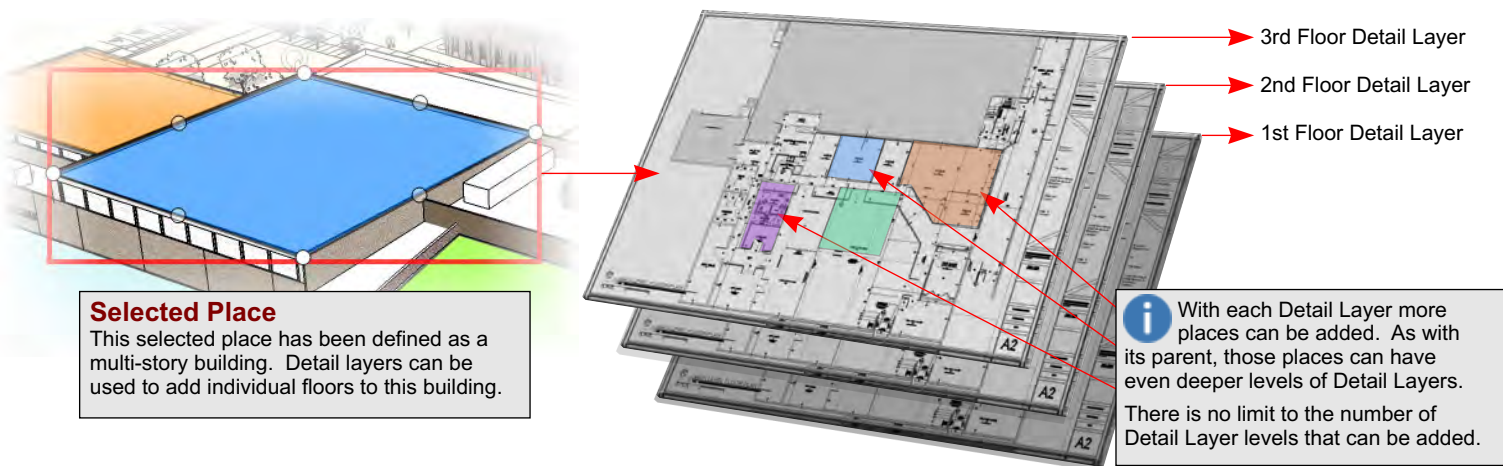


Offline Campus Manager

Understanding Detail Layers

What is a Detail Layer?

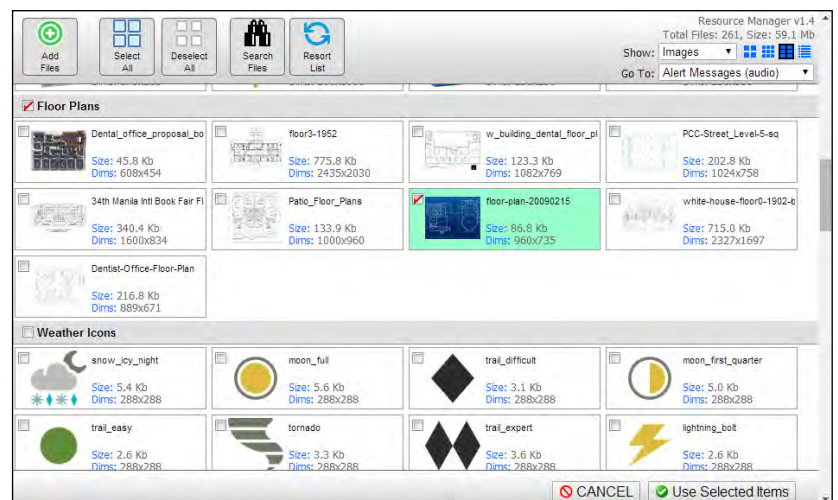
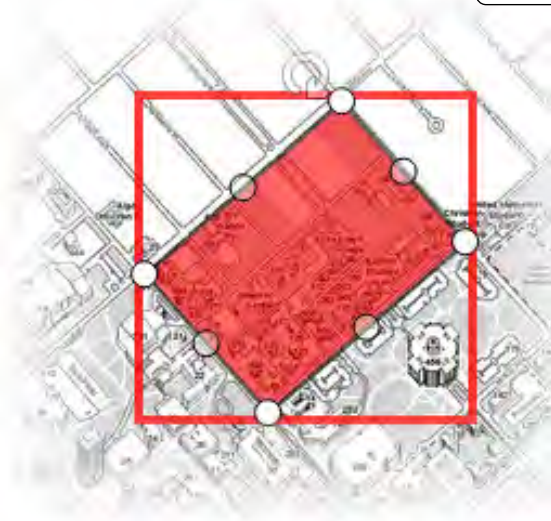
Adding structure layers or “Detail Layers” to a *place* defined on the canvas is only found in the Offline Campus Manager. A Detail Layer is used to give a place depth, such as a multi-story building with five floors with Detail Layers representing each floor. Another example might be a room on a floor plan with a Detail Layer showing several servers on a rack. See below for a diagram of what a Detail Layer is and how they work.



Creating a Detail Layer

Here are the steps for creating a detail layer:

- 1 Select the desired place and click the Add New Detail Layer button.
- 2 From the Resource Dialog, select the map, floor plan or other image.



Continued on next page →

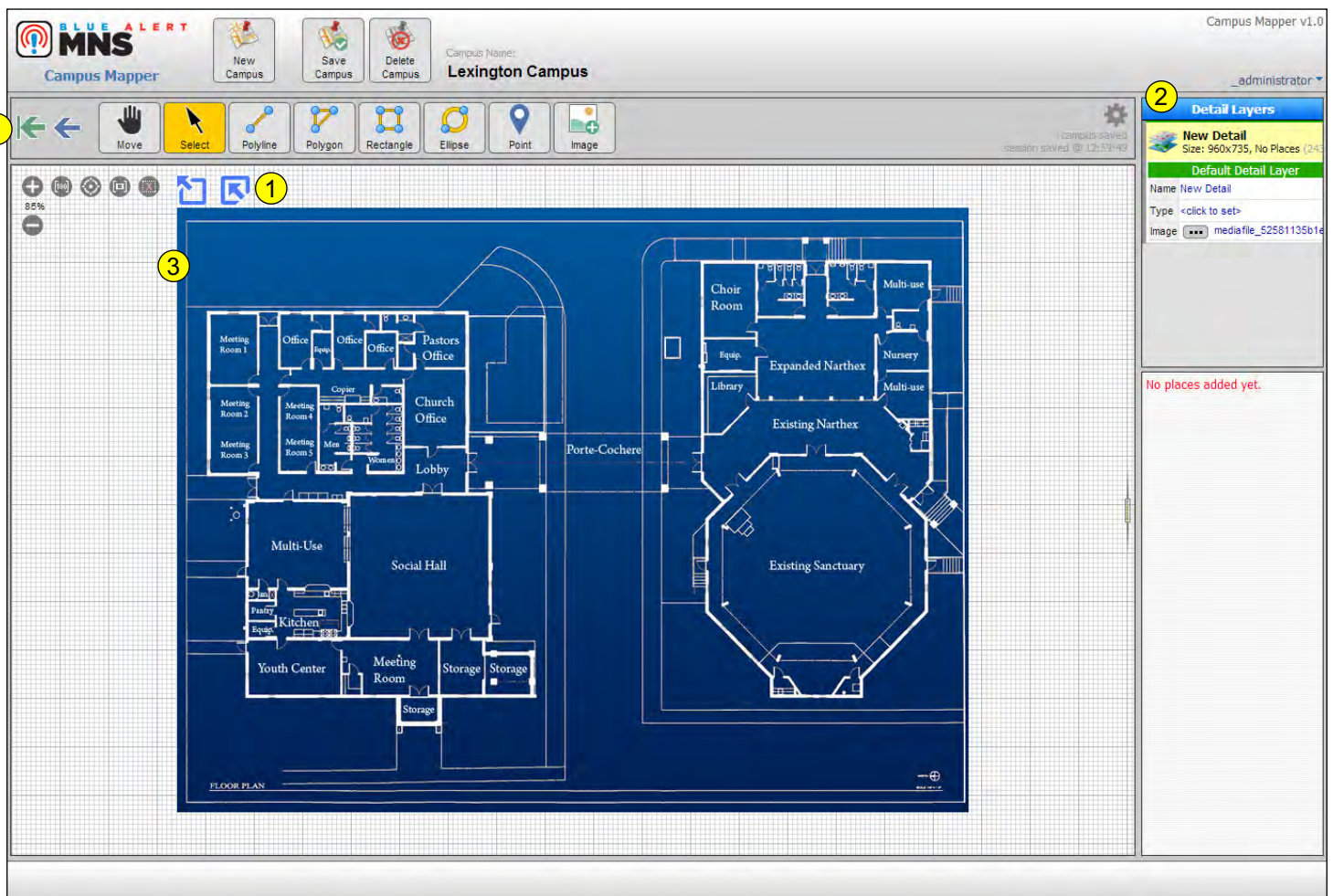


Offline Campus Manager

Creating Detail Layers

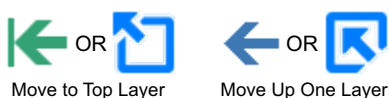
Creating a Detail Layer (continued)

- 3** The selected Detail Layer image will display in the canvas area ready to be edited. From here, new places can be added to define details of this layer.



1. Layer Navigation Buttons

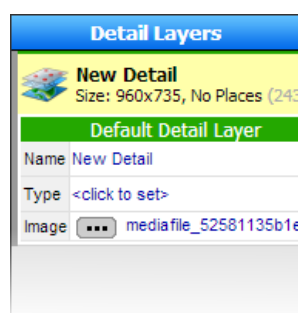
A Detail Layer is considered a “child” of the layer it was added to, or its “parent.” These layer navigation buttons allow you to move to its parent layers.



Move to Top Layer

Move Up One Layer

2. Detail Layer Properties



3. Detail Layer Image

The image selected for the Detail Layer should be different than its parent layer but related in some way.

In this example, the Detail Layer's image is a floor plan that represents one of the floors from its parent, which is a building.

Editing a Detail Layer is exactly the same as editing a top-level campus.

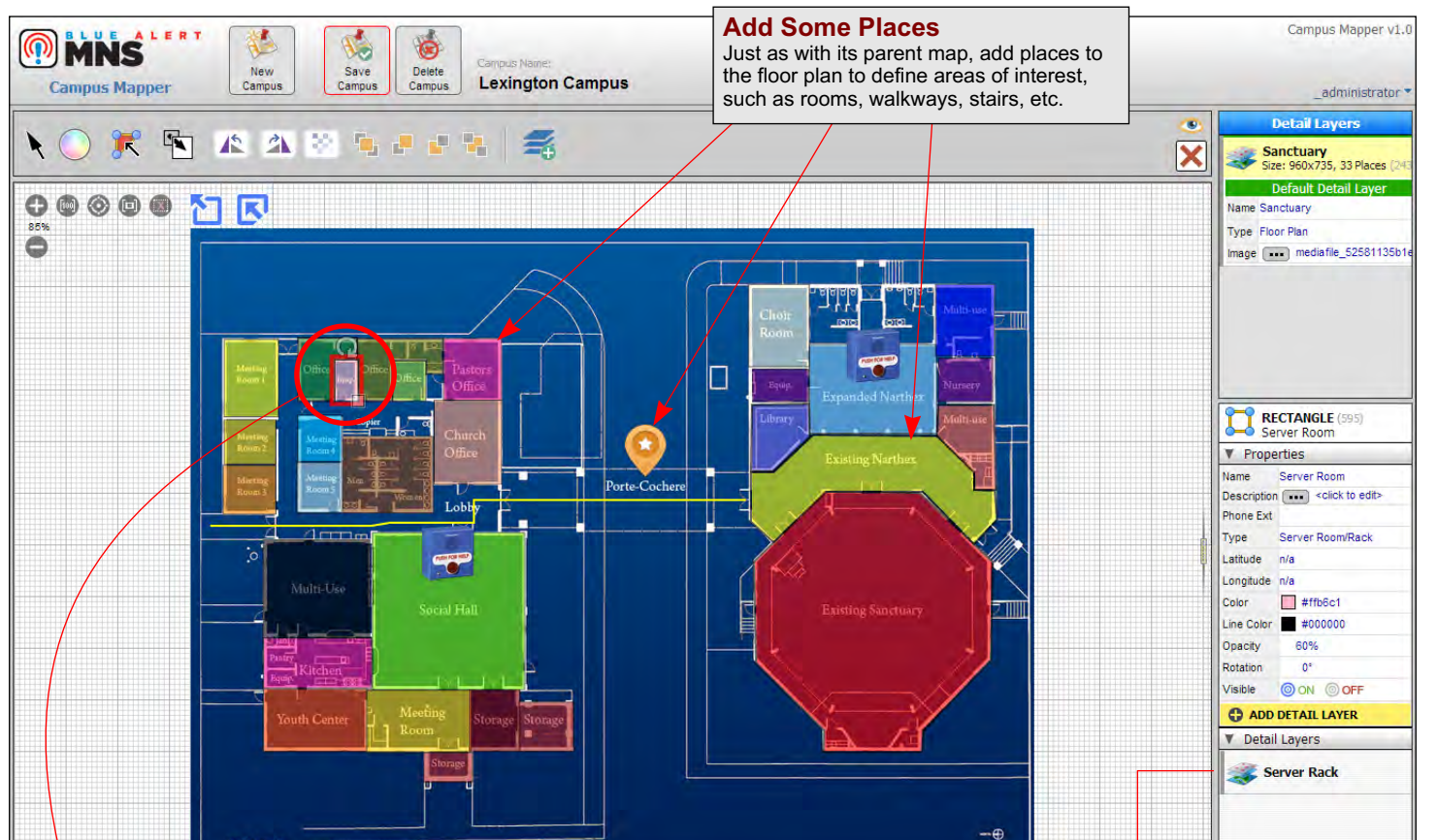


Offline Campus Manager

Final Notes on Detail Layers

Creating a Detail Layer (continued)

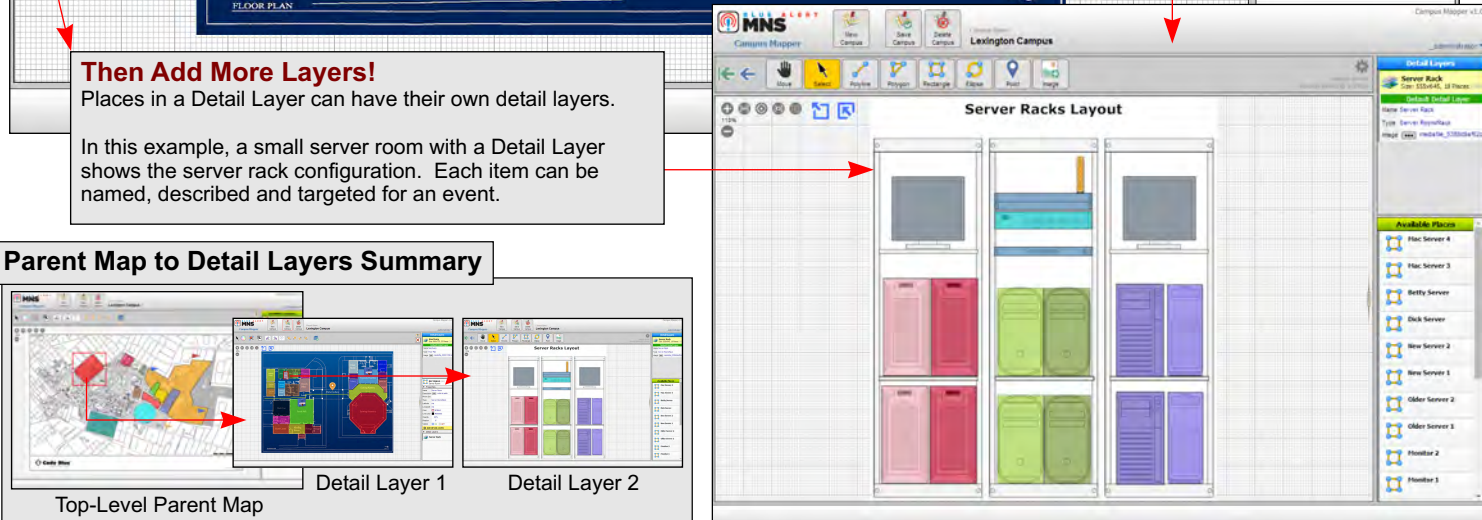
- 4** Add some places on the Detail Layer. These can have their own Detail Layers assigned to them in the same way this Detail Layer was created.



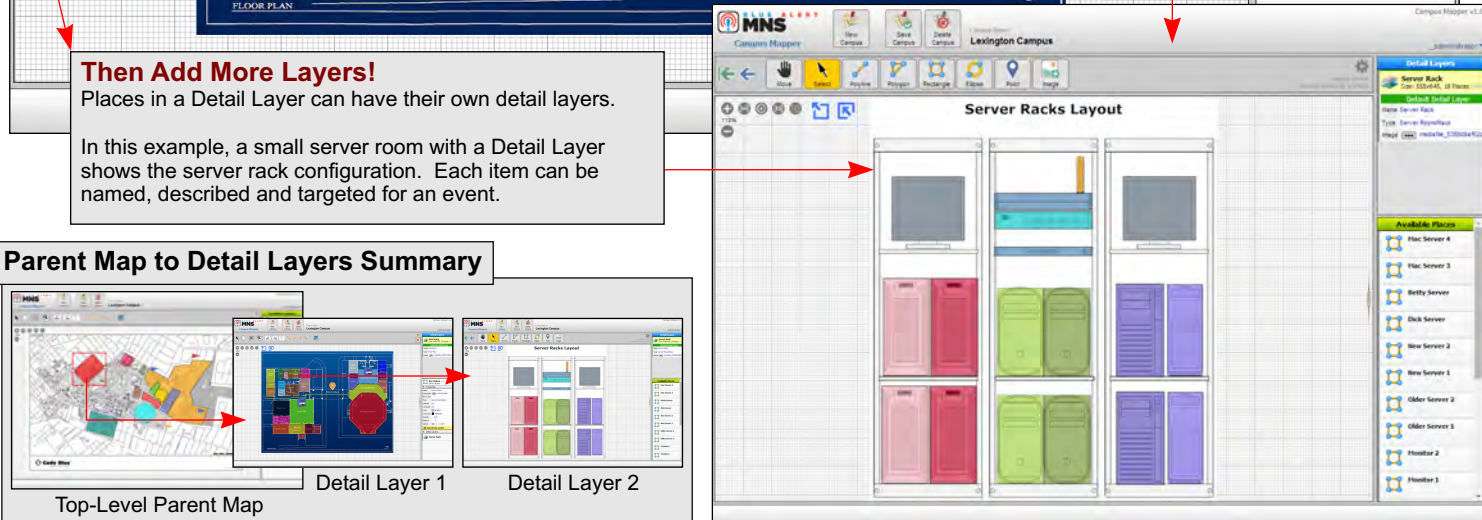
Add Some Places
Just as with its parent map, add places to the floor plan to define areas of interest, such as rooms, walkways, stairs, etc.

Then Add More Layers!
Places in a Detail Layer can have their own detail layers. In this example, a small server room with a Detail Layer shows the server rack configuration. Each item can be named, described and targeted for an event.

Parent Map to Detail Layers Summary



Top-Level Parent Map → Detail Layer 1 → Detail Layer 2






Offline Campus Manager

Settings/Features/Functions

Mapping Settings


There are a few global settings for Offline Campus Manager to help while working with campuses. To find these settings, click the  (gear icon) on the toolbar.

Campus Builder Settings

☐ Auto save campus every minutes

☐ Auto center on zoom

☐ Show Center Guides

 Settings saved.

CLOSE

Auto Save

This option will save map building progress every *nn* minutes. If the browser is closed or crashes and any work on the map was not saved, this will help recover those unsaved changes.

Auto Center on Zoom

This option will center the map graphic anytime it is zoomed. By default, this option is off.

Center Guides

Center guides are two red lines marking the center of the canvas.

Campus Properties

Campus properties for the currently loaded campus are shown in the column to the right of the canvas.

Available Campuses


Lexington Campus
 Size: 3400x2200, 17 Places (2)

Default Campus

Name

Type

Image mediafile_52a0f549052


Northwest Campus
 Size: 1150x839, 8 Places (2)


Farmville
 Size: 990x684, 2 Places (1)

1. The currently loaded campus will always be shown at the top. This area shows the size (in pixels) of the map image and how many places are defined.

Sets current campus as the default or shows the campus is the default.

2. Click into the name textbox to set the campus name.

3. Click into the type textbox to set the campus type.

4. Click the button to open Resource Manager to change the campus image.

5. Listed below the currently loaded map properties are the other campus maps defined. Click the campus name to load a different campus.

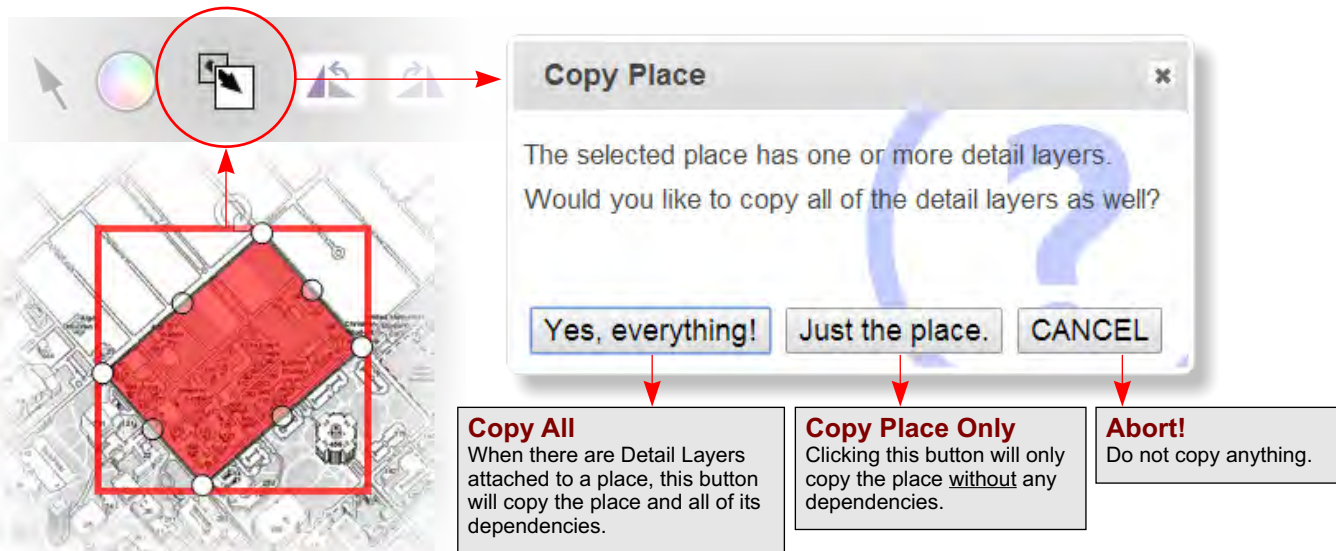


Offline Campus Manager


Settings/Features/Functions

Copy Place

Copying a place is pretty straight forward, however, when a place has one or more Detail Layers attached to it a decision has to be made whether to duplicate those layers as well or just the place object. You can use the hotkey CTRL+C to copy a selected place as well.



Other Functions & Hotkeys

Delete Place: Use the  button or the hotkey DELETE to delete a selected place.

Hide Place: Use the  button or the  ON  OFF switch to show or hide the place or object.

Reset Image: For image places, use the  button to reset an image to its original state.

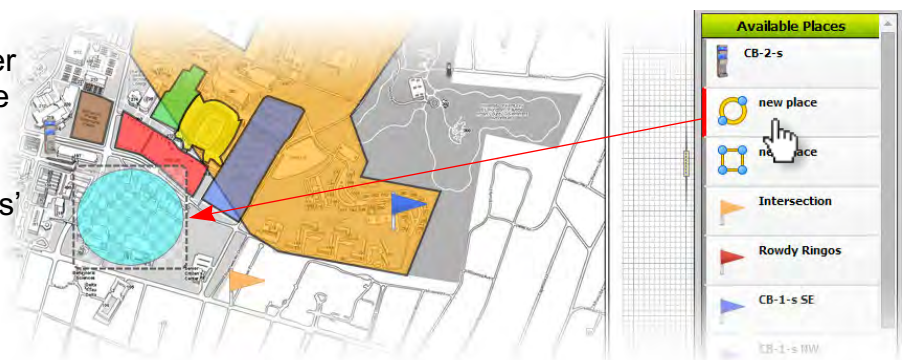
Open/Close Polygon: For polygons and polylines, use the  button to open or close.

Convert to Polygon: For rectangles only, use the  button to convert the shape into a polygon.

Highlighting Places:

In the Available Places list, mouse over each item to highlight that place on the canvas.

To select that place, click on the places' icon. This will select and zoom in on that place.



Other Functions & Hotkeys continued on next page.



Offline Campus Manager

Settings/Features/Functions

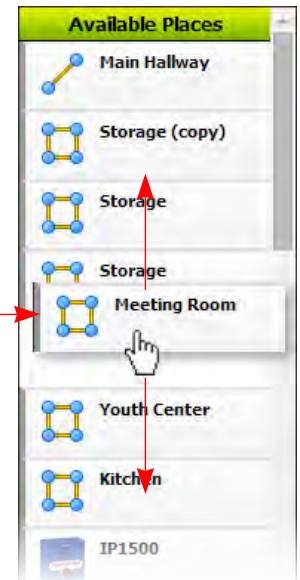
Other Functions & Hotkeys (continued)

Reordering Places:

Under the Available Places list, each item can be moved to a new location. To move an item, click and drag up or down to its new location.

Loading a Detail Layer:

To load a Detail Layer, simply click on the layer name from the list.



Changing the Canvas Size:

Click the vertical button located on the right side of the working area to toggle the size of the canvas and properties panels.



Zooming with the Mouse:

A quick way to zoom the map other than the **+** and **-** buttons is to use the mouse scroll wheel. To zoom, make sure the mouse cursor is over the canvas and scroll the middle wheel up or down. Zooming in or out increments at 5%.



Terms and Keywords

Some terms, phrases or keywords may be unknown so here's a shortlist of keywords and terms used in this guide for the Offline Campus Manager.

Map/Campus	A map, floor plan, diagram, icon or schematic that represents a place, thing or group of things.
Place/Object	A graphic representation of a point of interest on a map, floor plan, diagram, schematic, etc.
Detail Layer	A graphic representation of a specific area or region of a place or object.
Canvas	The large area of the window with a grid where mapping and map graphics are placed.
Shape	A graphic, bitmap or vector image that may represent a place.
Node	A single x,y grid point that is used among a series of other points to make a shape.
Polygon/Polyline	A vector-based series of nodes that make up a shape.

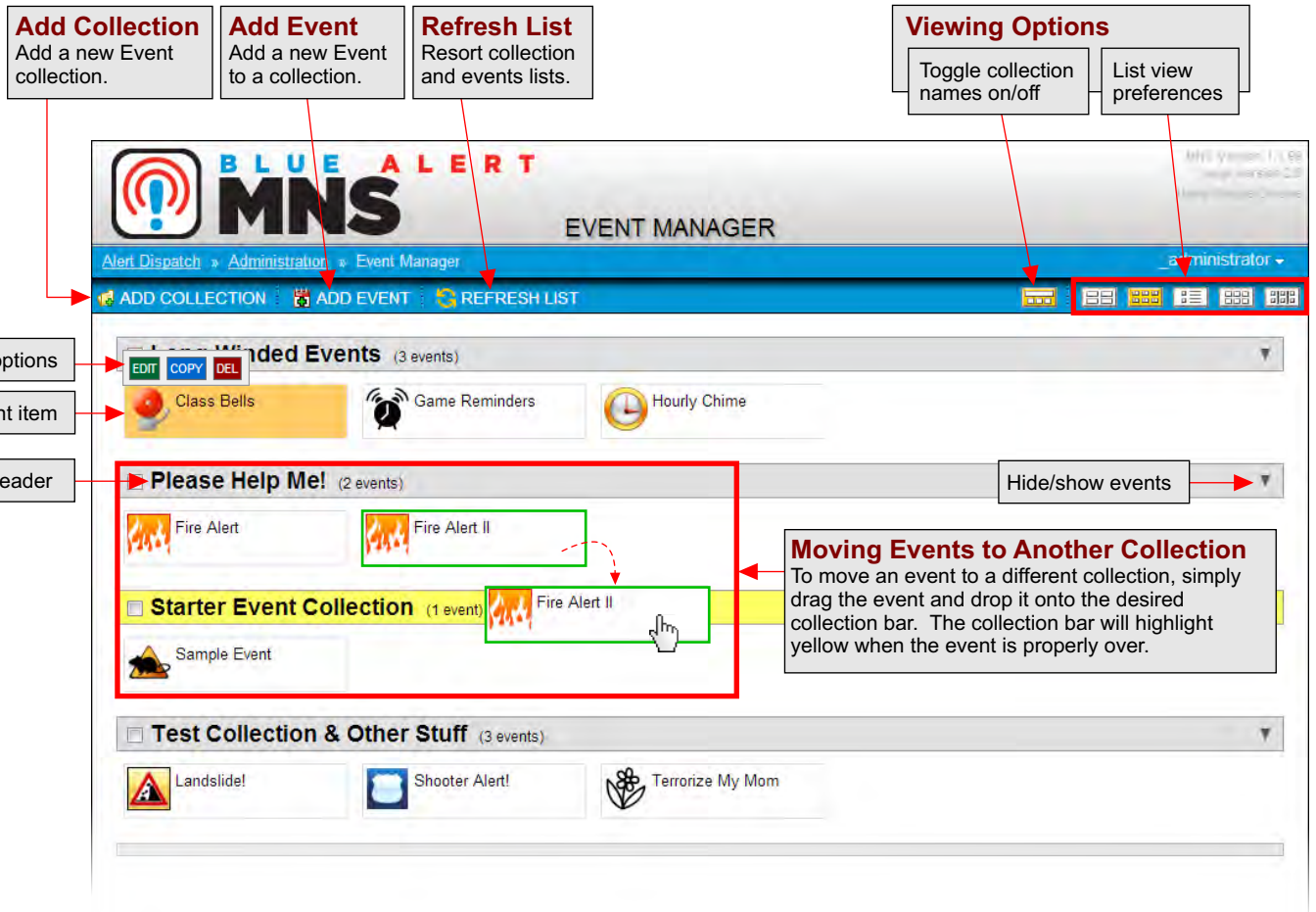


Event Manager

Getting to Know the Interface

Event Manager Parts

The Event Manager is a multipart interface that controls event collections, events and alerts.



Add Collection
Add a new Event collection.

Add Event
Add a new Event to a collection.

Refresh List
Resort collection and events lists.

Viewing Options
Toggle collection names on/off
List view preferences

Alert Dispatch » Administration » Event Manager

ADD COLLECTION ADD EVENT REFRESH LIST

Pop-up event options

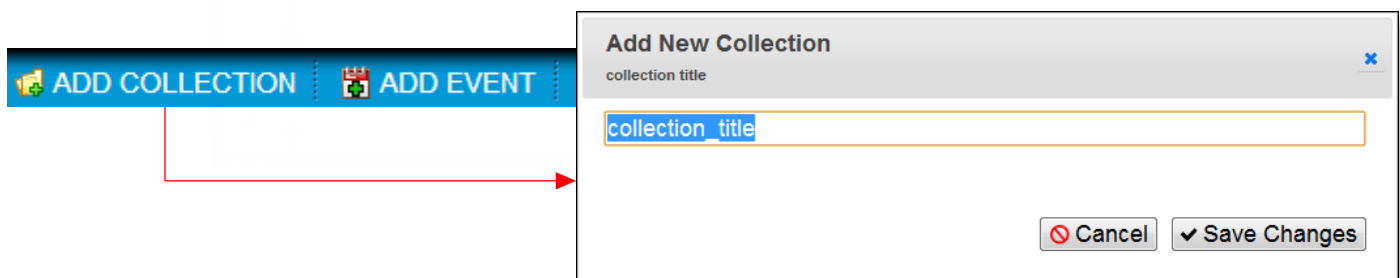
Selected event item

Collection header

Moving Events to Another Collection
To move an event to a different collection, simply drag the event and drop it onto the desired collection bar. The collection bar will highlight yellow when the event is properly over.

Adding a New Collection

Any event created has to be part of a collection, therefore at least one collection needs to exist before any events can be added. Click the “Add Collection” button (shown below) to create a new collection.



ADD COLLECTION **ADD EVENT**

Add New Collection

collection title

collection_title

Cancel Save Changes



Event Manager

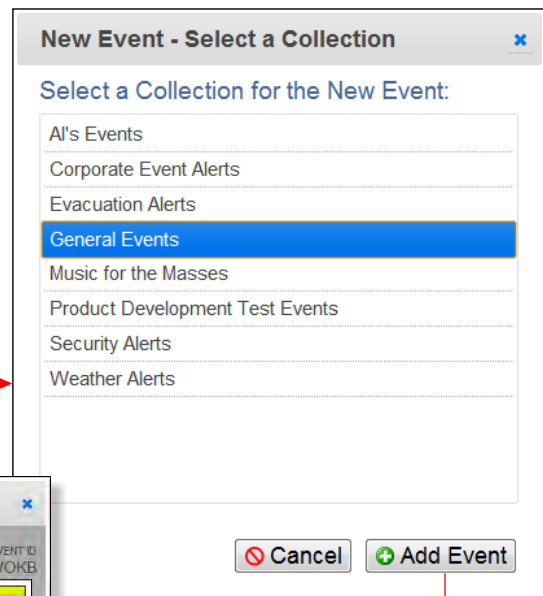
Creating a New Event

What is an Event?

An “event” in MNS is a container that can hold an unlimited number of single alerts. Typically, an event represents a single category of alerts, but this is not a rule. Events can contain alerts of any category. As a best practice, however, events should contain alerts of the same category.

Create an Event

When creating a new event, a collection needs to be selected first. Click the “Add Event” button to open the Collection List dialog. Select the collection the event will go under, then click “Add Event”. The selected collection can be changed later.



The Event Parts



1. Event Details tab
2. Event Alerts tab
3. Campus Linking tab
4. Event title
5. Event description¹
6. Event category
7. Custom category name¹
8. Category Icons
9. Event Icon
10. Event representation icon¹
11. Published/unpublished button
12. Delete event button
13. Duplicate event button
14. Close event button
15. Apply changes button
16. Save event button
17. Event ID

¹This field or item is optional.

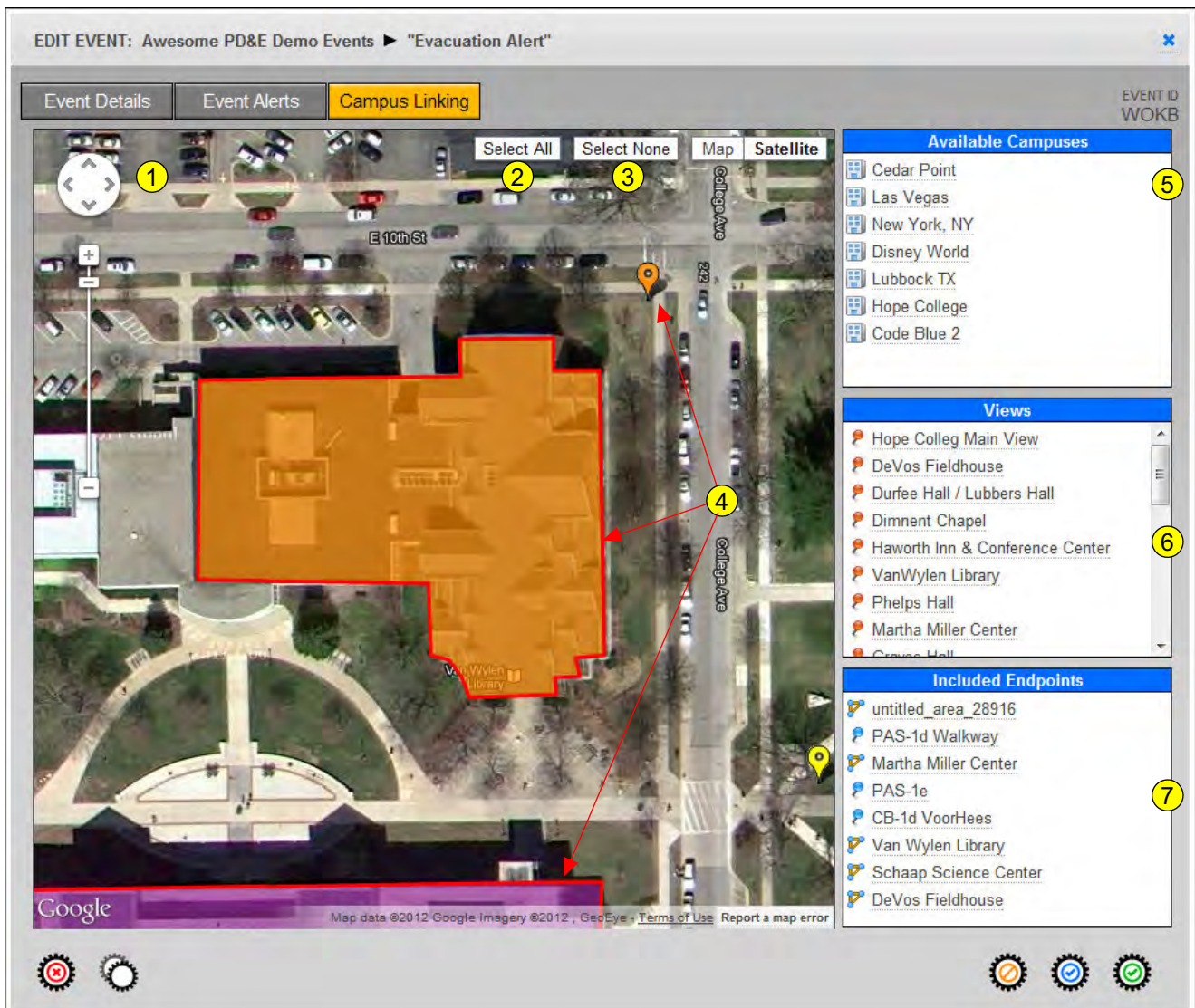


Event Manager

Creating a New Event

Linking Campuses to an Event (Online Version)

Event places allow an event to be “linked” or “associated” with different places or endpoints from any predefined campus (see Online Campus Manager, page 32). Attaching an event to campus endpoints allows better filtering for specific places on a campus in Dispatch (see Alert Dispatch, page 64).



1. Current map display
2. Select all places on the map
3. Deselect all places on the map
4. Defined places for the campus
5. Available (predefined) campuses
6. Views for the current campus
7. Endpoints included for the event

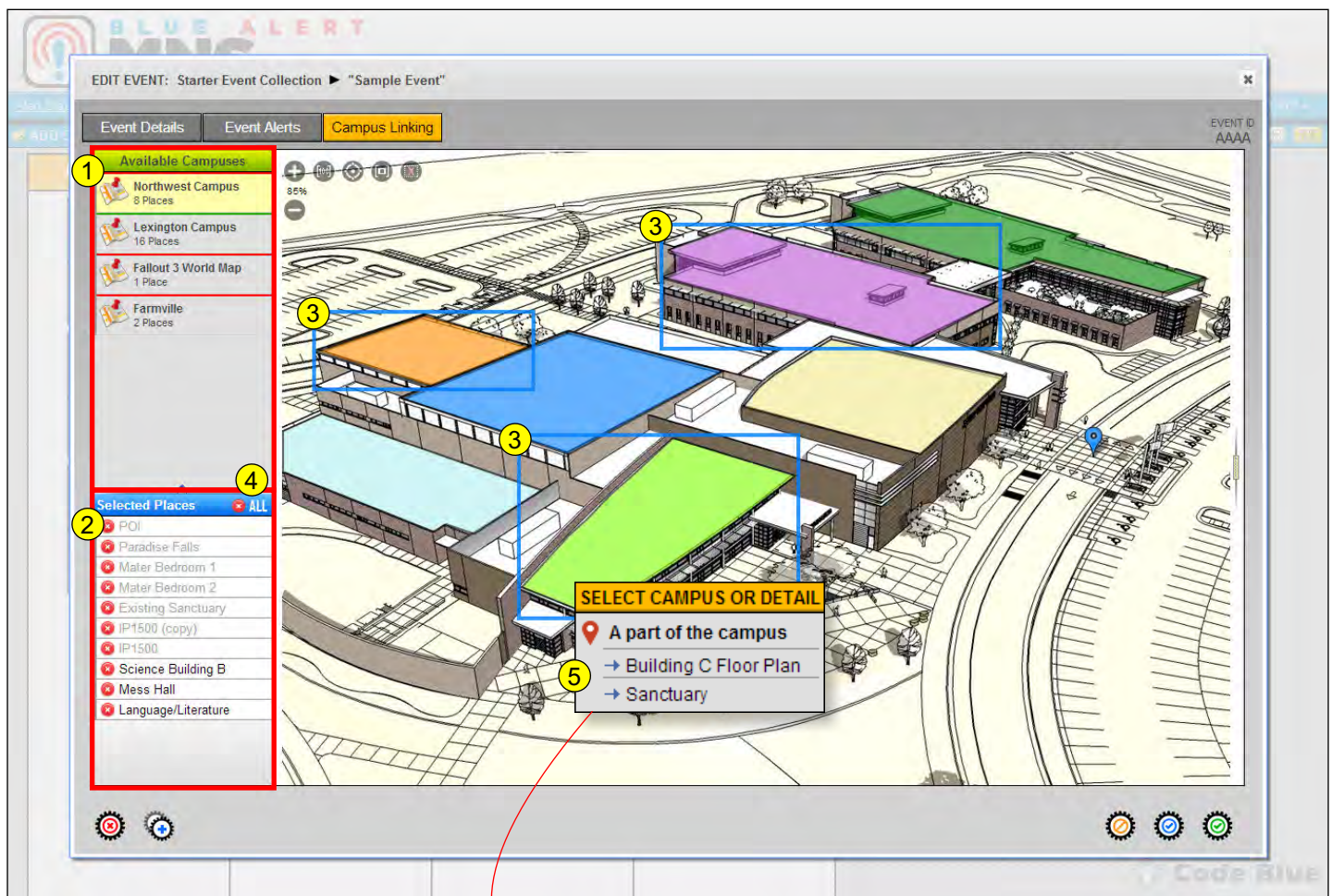


Event Manager

Creating a New Event

Linking Campuses to an Event (Offline Version)

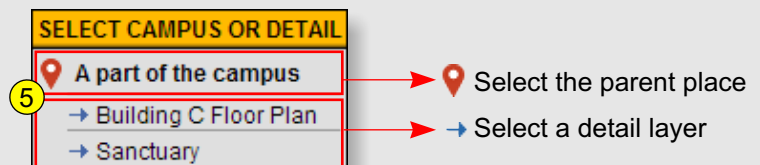
The Offline version for linking campuses to an event may look different than the Online version (page 55), however, it works pretty much the same way. Select the campus from the Available Campuses list, then select the place or places to associate with the event.



1. List of available campuses
2. List of selected places for event
3. Selected place for event
4. Delete all selected places button
5. Pop-down menu for Detail Layer

Places with Detail Layers:

If a selected place has detail layers attached to it a pop-down menu appears with some options.



Detail Layer selection continued on next page →

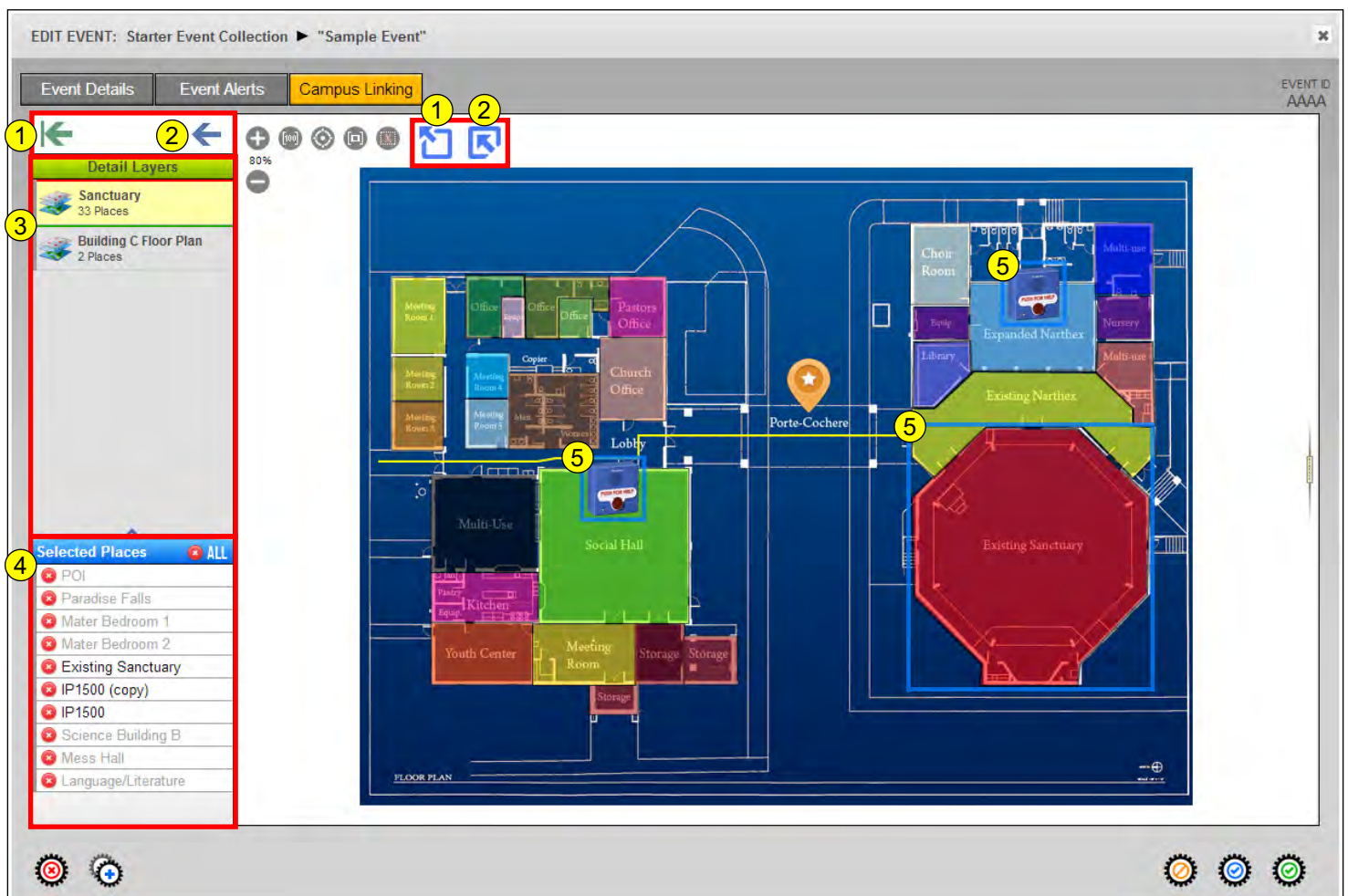


Event Manager

Creating a New Event

Selecting Places in Detail Layers

To select a place or places in a Detail Layer, click the parent place to see the pop-down menu appear. In the pop-down menu you can select the parent place, which is always the first item in the menu or one of the Detail Layers listed below it. Once you've selected a Detail Layer, the layer will load just as its parent did. Select the place or places you want to include in the event. To return to the parent place, click either the "one-up" button or the "top-level" button shown below.



EDIT EVENT: Starter Event Collection ▶ "Sample Event"

Event Details | Event Alerts | **Campus Linking**

1. Move to top-most campus layer

2. Move up one parent layer

3. Detail Layer map listing

4. List of selected places for event

5. Selected place for event

1. Move to top-most campus layer
2. Move up one parent layer
3. Detail Layer map listing
4. List of selected places for event
5. Selected place for event



Event Manager

Creating a New Event

Adding a New Category Icon

Category icons are used to represent the specifics of an event. Custom category icons can be added to further define what an event is created for. To add a custom icon, click the plus button to open the upload window, then select the image file for the icon. After the image is uploaded it is automatically resized to be used as a category icon.



The screenshot shows a row of category icons including fire, medical, police, and various warning symbols. A red arrow points from the plus button to the 'Edit Alert Icon Details' dialog box. The dialog box contains the following fields:

- Icon Name: Fire Icon
- Icon Description:
- Alert Category: Fire Alert

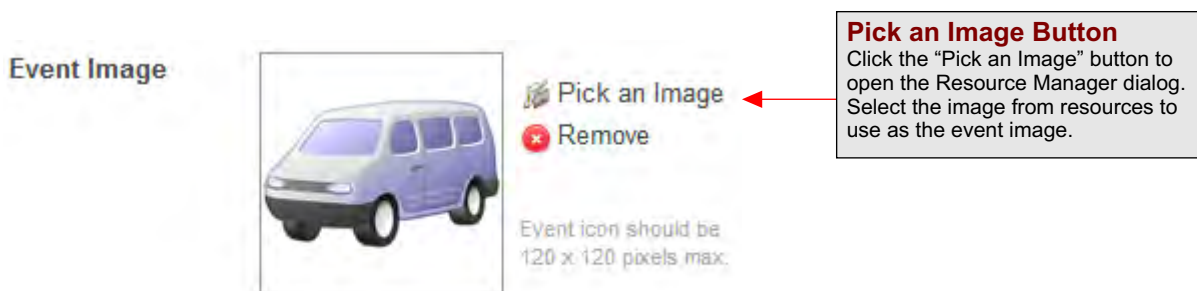
Buttons at the bottom of the dialog include 'Delete', 'Cancel', and 'Update Icon'. A red arrow points from the 'Delete' button to a text box explaining its function.

Custom Category Icons
Click the + button to open the upload dialog box. Select an image for the new icon and edit the details in the dialog shown here.

Delete Button
To delete a custom category icon, double-click the icon in the list which opens this dialog. Click the delete button to remove the icon.

Giving an Event an Image

One option is to assign an event a custom image. Doing this can help distinguish one event from another. One example is an image of the building the event represents.



The screenshot shows an event image of a blue van. To the right of the image is a 'Pick an Image' button and a 'Remove' button. A red arrow points from the 'Pick an Image' button to a text box explaining its function.

Pick an Image Button
Click the "Pick an Image" button to open the Resource Manager dialog. Select the image from resources to use as the event image.

Event icon should be 120 x 120 pixels max.



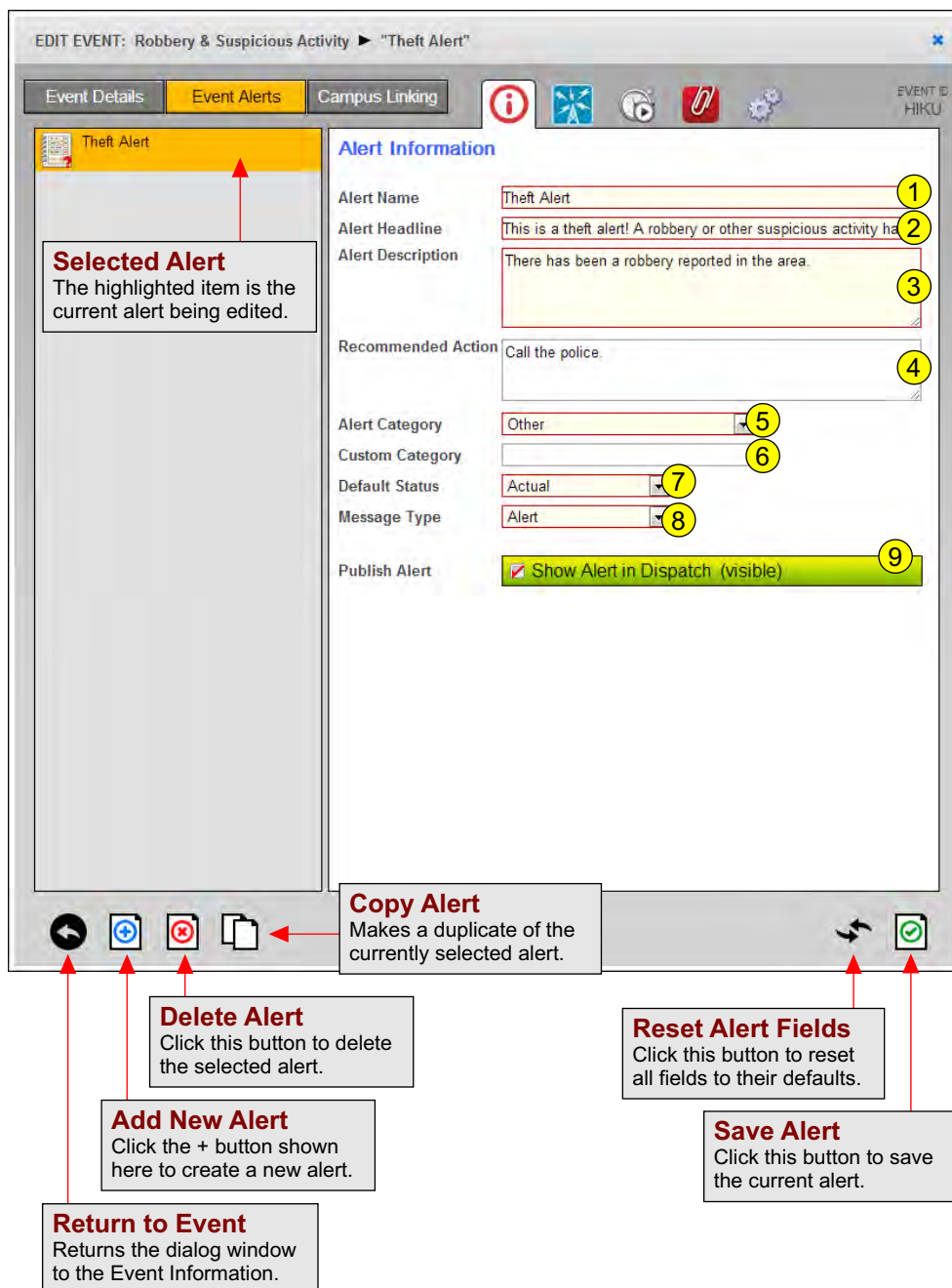
Event Manager

Adding Event Alerts

What is an Event Alert?

Event alerts are scheduled messages that get sent out through Dispatch (page 64). Alerts can be set up to send out text, text-to-speech, images, sound files and other forms.

TAB 1: General Information



EDIT EVENT: Robbery & Suspicious Activity ▶ "Theft Alert"

Event Details | **Event Alerts** | Campus Linking

Selected Alert
The highlighted item is the current alert being edited.

Alert Information

Alert Name: Theft Alert (1)

Alert Headline: This is a theft alert! A robbery or other suspicious activity has been reported in the area. (2)

Alert Description: There has been a robbery reported in the area. (3)

Recommended Action: Call the police. (4)

Alert Category: Other (5)

Custom Category: (6)

Default Status: Actual (7)

Message Type: Alert (8)

Publish Alert: ☒ Show Alert in Dispatch (visible) (9)

Copy Alert
Makes a duplicate of the currently selected alert.

Delete Alert
Click this button to delete the selected alert.

Add New Alert
Click the + button shown here to create a new alert.

Return to Event
Returns the dialog window to the Event Information.

Reset Alert Fields
Click this button to reset all fields to their defaults.

Save Alert
Click this button to save the current alert.

- Alert Name:** This is the name to identify the alert. It does not get published when the alert runs.
- Alert Headline¹:** The headline is the first line of text that will be seen when an alert fires. The text will be converted to audible speech if the alert is sent to a device with a speaker.
- Alert Description¹:** The description of the alert will be shown in email and desktop alerts only.
- Recommended Action:** The action field will be shown in email and desktop alerts only.
- Alert Category:** The alert category defaults as the parent Event's category, but can be set differently.
- Custom Alert Category:** Allows a custom name for the category.
- Default Status:** The alert's default status is "Actual," but can be set to one of several other types, such as "Test" or "Exercise".
- Message Type:** The default alert message type is "Alert," but can be set to one of several other types, such as "Update" or "Cancel".
- Published Button:** Toggles the alert's published status on/off. When an alert is not published, it gets ignored when the parent event is executed (see Dispatch, page 63).

¹This item is required and must have a value prior to saving the alert.

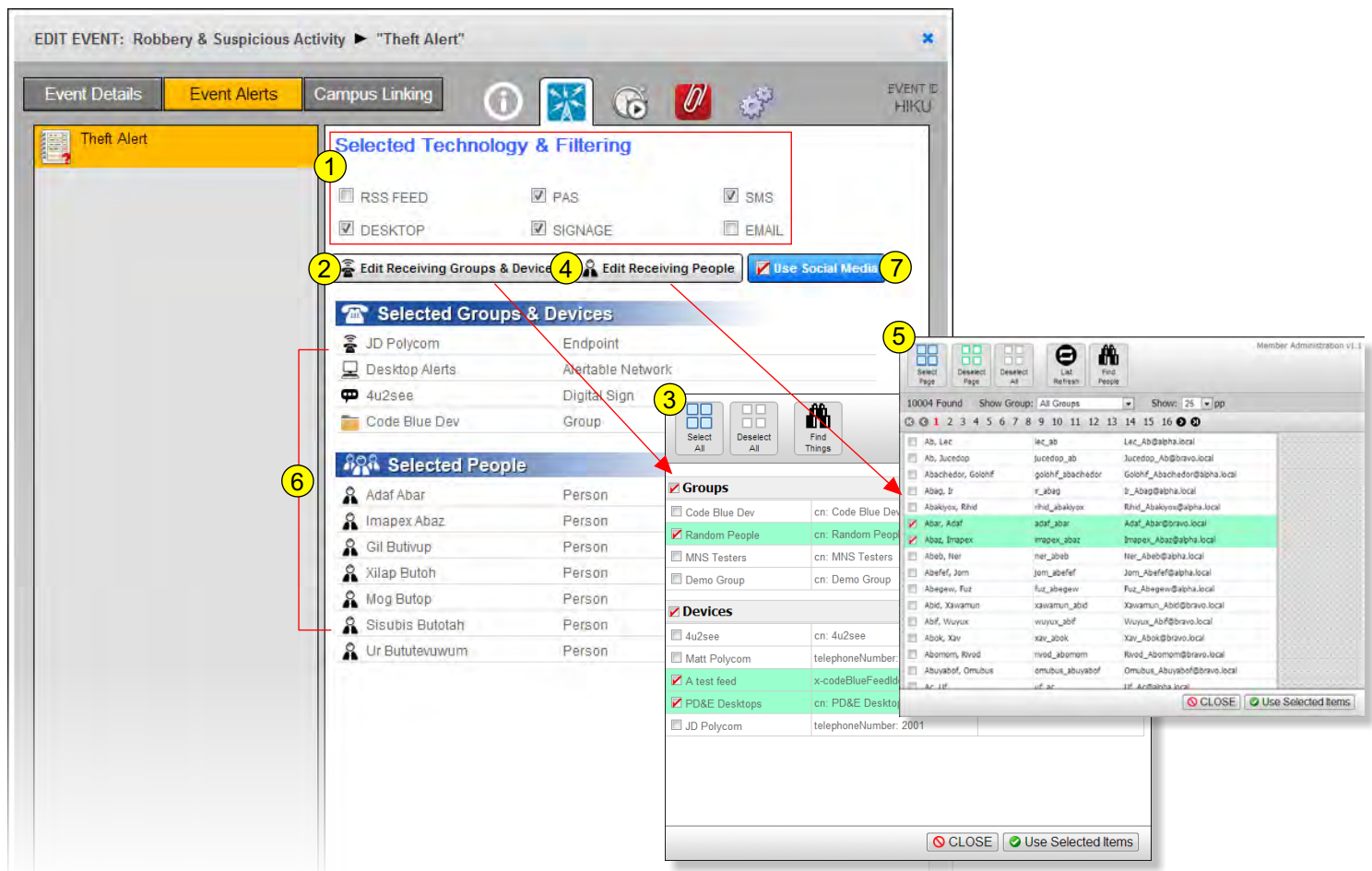


Event Manager

Adding Event Alerts

TAB 2: Delivery Options

Delivery options allow the selection of specific endpoints, as well as a top-level filter for delivery types. The endpoints can be people or groups (for emailing/texting), desktop alert applications, PAS units, signs, web feeds and many other technologies. Use delivery filters to engage specific technologies with the selected endpoints, while also preventing others from activating.



The screenshot displays the 'EDIT EVENT: Robbery & Suspicious Activity - "Theft Alert"' window. The 'Event Alerts' tab is active. The 'Selected Technology & Filtering' section shows checkboxes for RSS FEED, PAS, SMS, DESKTOP, SIGNAGE, and EMAIL. The 'Selected Groups & Devices' section lists endpoints like JD Polycom, Desktop Alerts, 4u2see, and Code Blue Dev. The 'Selected People' section lists individuals like Adaf Abar, Imapex Abaz, Gil Butivup, Xilap Butoh, Mog Butop, Sisubis Butotah, and Ur Bututevuwum. The 'Member Administration' dialog is open, showing a list of members with checkboxes for selection. Numbered callouts 1 through 7 point to specific UI elements: 1. Delivery Filters, 2. Adding Groups & Devices Button, 3. Group Manager Dialog, 4. Adding People Button, 5. Member Dialog, 6. Selected Endpoints List, and 7. Social Media Button.

- 1. Delivery Filters:** The delivery filters supersede all receiving groups and endpoints. Selecting an item in the delivery filters assures that type of delivery method or technology will be used.
- 2. Adding Groups & Devices Button:** This button opens the Group Manager dialog to allow selecting of alert endpoints.
- 3. Group Manager Dialog:** This dialog lists the available receiving groups and endpoints. Click the checkbox next to an item in the dialog to select it as an endpoint for the alert. Click the checkbox next to a group header to select all of the items under it (see Group Manager, page 17).
- 4. Adding People Button:** This button opens the member dialog window for selection of members as endpoints.
- 5. Member Dialog:** This dialog lists the members in the directory to be selected as endpoints.
- 6. Selected Endpoints List:** This list shows the endpoints that have already been selected for the alert. At least one endpoint must be selected for an alert to be of any use.
- 7. Social Media Button:** This button toggles the activation of the social media alert dialogs during an alert.

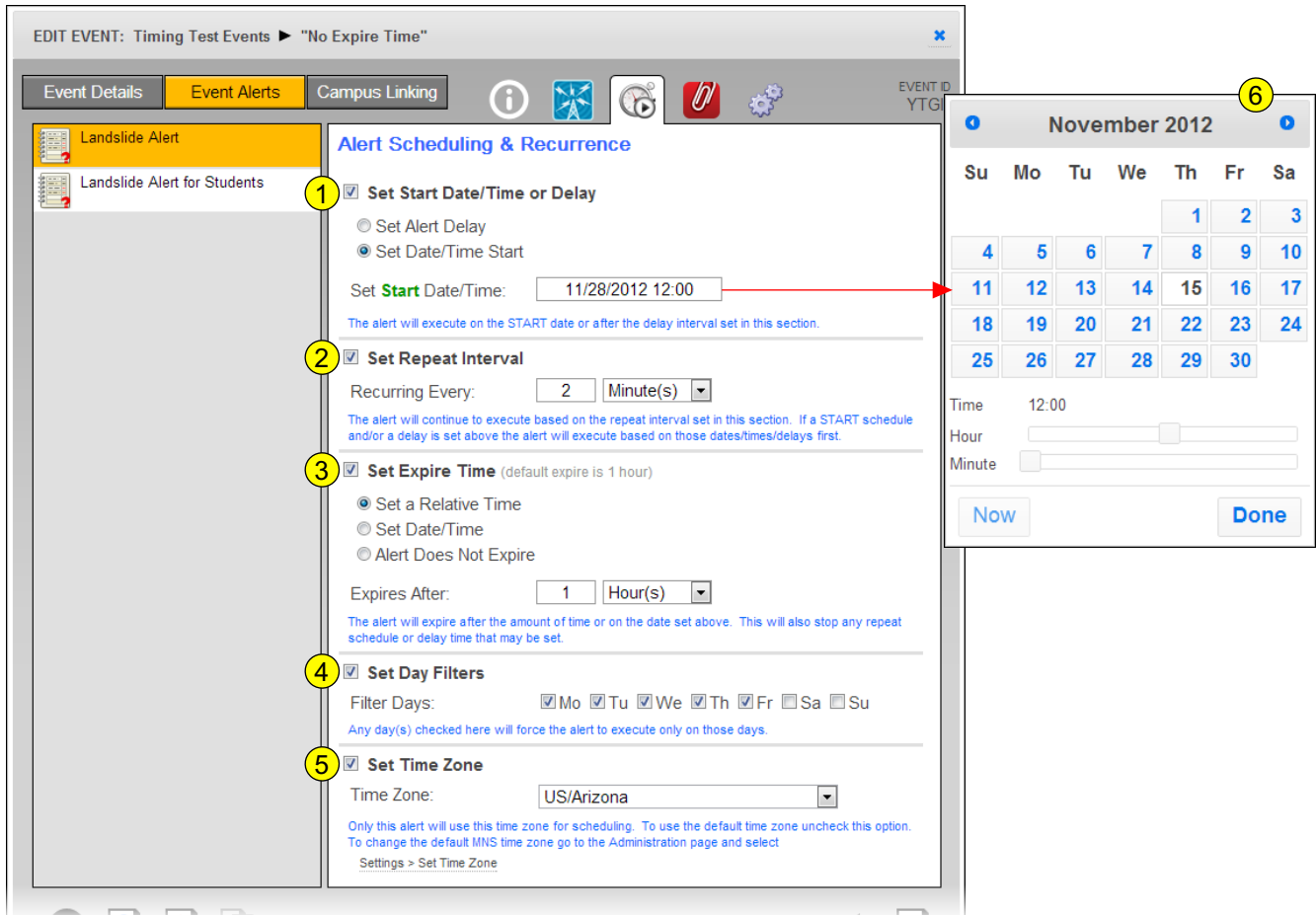


Event Manager

Adding Event Alerts

TAB 3: Scheduling

Scheduling allows the user to set alerts to fire at an offset time to the parent event's activation time. In addition, an alert can be scheduled to run at a particular date and time or recur at a specified interval.



EDIT EVENT: Timing Test Events ▶ "No Expire Time"

Event Details | **Event Alerts** | Campus Linking

Alert Scheduling & Recurrence

1 ☒ **Set Start Date/Time or Delay**

☐ Set Alert Delay

☒ Set Date/Time Start

Set **Start** Date/Time: 11/28/2012 12:00

The alert will execute on the START date or after the delay interval set in this section.

2 ☒ **Set Repeat Interval**

Recurring Every: 2 Minute(s)

The alert will continue to execute based on the repeat interval set in this section. If a START schedule and/or a delay is set above the alert will execute based on those dates/times/delays first.

3 ☒ **Set Expire Time** (default expire is 1 hour)

☒ Set a Relative Time

☐ Set Date/Time

☐ Alert Does Not Expire

Expires After: 1 Hour(s)

The alert will expire after the amount of time or on the date set above. This will also stop any repeat schedule or delay time that may be set.

4 ☒ **Set Day Filters**

Filter Days: ☒ Mo ☒ Tu ☒ We ☒ Th ☒ Fr ☐ Sa ☐ Su

Any day(s) checked here will force the alert to execute only on those days.

5 ☒ **Set Time Zone**

Time Zone: US/Arizona

Only this alert will use this time zone for scheduling. To use the default time zone uncheck this option. To change the default MNS time zone go to the Administration page and select

Settings > Set Time Zone

6 November 2012

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Time 12:00

Hour

Minute

Now Done

- 1. Start/Delay Schedule:** This allows the alert to either start on a specific date and time or delay by an interval of seconds, minutes, hours, days, weeks, months and years.
- 2. Repeat Interval:** An alert with recurrence will repeat the alert at a set interval. The alert will continue only until it expires. If no expire time is set, the alert will repeat indefinitely.
- 3. Expire Time:** Alerts can be set to expire in a relative interval, an exact date and time or run indefinitely. A relative interval can be set to expire in seconds, minutes, hours, days, weeks, months and years. The expire time for an alert is one hour by default.
- 4. Day Filters:** An alert can have day filters that cause the alert to run only on the days selected. If this option is not selected, the alert will run on any day it is activated.
- 5. Time Zone:** The default time zone can be changed for each individual alert with this setting.
- 6. Date / Time Calendar Pop-up:** To select a specific date and time, click the **Start** and **Stop** text fields to open the calendar pop-up.

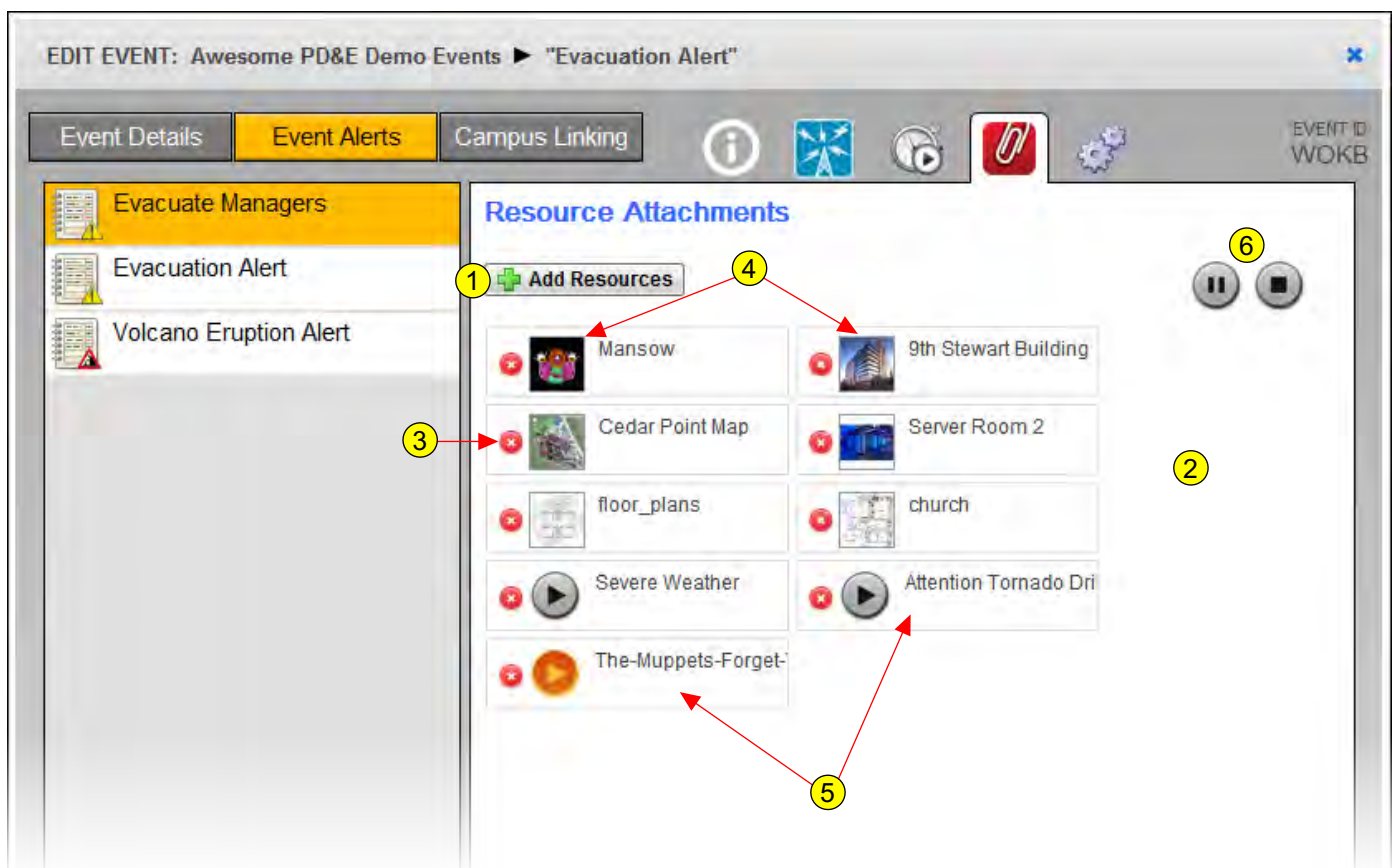




Event Manager

Adding Event Alerts

TAB 4: Resources

Resources allow an alert to send files to devices to play audio or add images for use in email or desktop alerts. Alert resources will only be used on specific devices or delivery methods.



1. **Add Resources Button:** To add resources, click this button to open the Resource Manager dialog.
2. **Selected Resources List:** The list of resources already selected for the alert will display here.
3. **Delete Resource Button:** Click this button to remove the resource. A yes/no confirmation pop-up will display to confirm the removal.
4. **Preview Resource Image:** Image file resources can be previewed by clicking the image thumbnail.
5. **Sample Audio File:** To sample an audio resource, click the  button. While playing an audio file, click the  button to pause playback.
6. **Global Pause/Stop Buttons:** These buttons will pause or stop all audio currently playing.

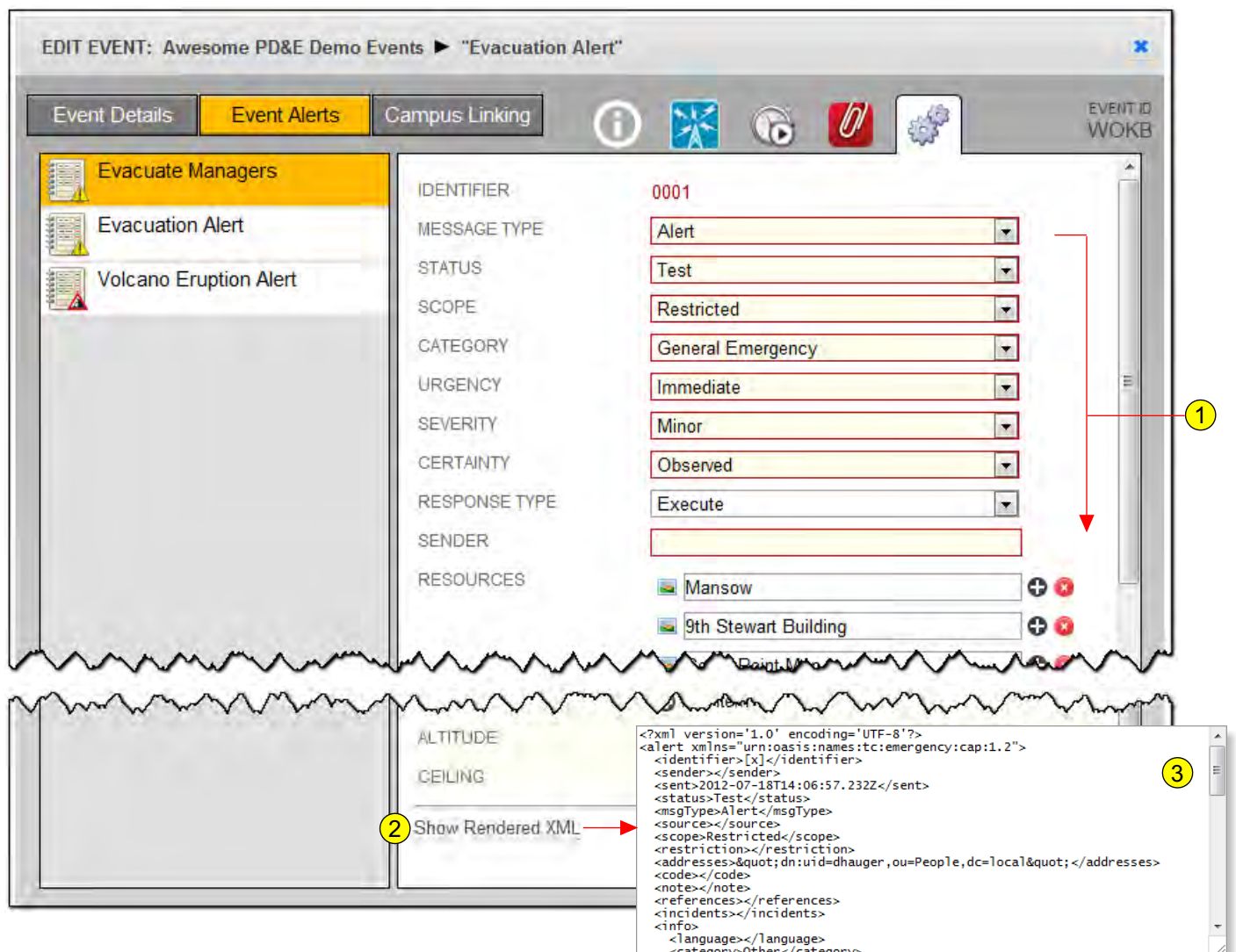


Event Manager

Adding Event Alerts

TAB 5: CAP Details

CAP (Common Alerting Protocol) details show the alert in a much more granular way. The alert is ultimately made up of all of these fields. Most field values displayed here can be modified.



EDIT EVENT: Awesome PD&E Demo Events ▶ "Evacuation Alert"

Event Details | **Event Alerts** | Campus Linking

Evacuate Managers

Evacuation Alert

Volcano Eruption Alert

IDENTIFIER: 0001

MESSAGE TYPE: Alert

STATUS: Test

SCOPE: Restricted

CATEGORY: General Emergency

URGENCY: Immediate

SEVERITY: Minor

CERTAINTY: Observed

RESPONSE TYPE: Execute

SENDER:

RESOURCES: Mansow, 9th Stewart Building

ALTITUDE:

CEILING:

2 Show Rendered XML

3

```
<?xml version='1.0' encoding='UTF-8'?>
<alert xmlns="urn:oasis:names:tc:emergency:cap:1.2">
  <identifier>[x]</identifier>
  <sender></sender>
  <sent>2012-07-18T14:06:57.232Z</sent>
  <status>Test</status>
  <msgType>Alert</msgType>
  <source></source>
  <scope>Restricted</scope>
  <restriction></restriction>
  <addresses>&quot;dn:uid=dhauger,ou=People,dc=local&quot;</addresses>
  <code></code>
  <note></note>
  <references></references>
  <incidents></incidents>
  <info>
    <language></language>
    <category>Other</category>
  </info>
</alert>
```

1. **CAP Fields:** Shown here are some of the CAP fields available.
2. **Show Rendered XML:** A CAP alert renders to an XML document. To see the rendered XML code, click this button.
3. **Rendered XML:** The rendered alert XML code box.

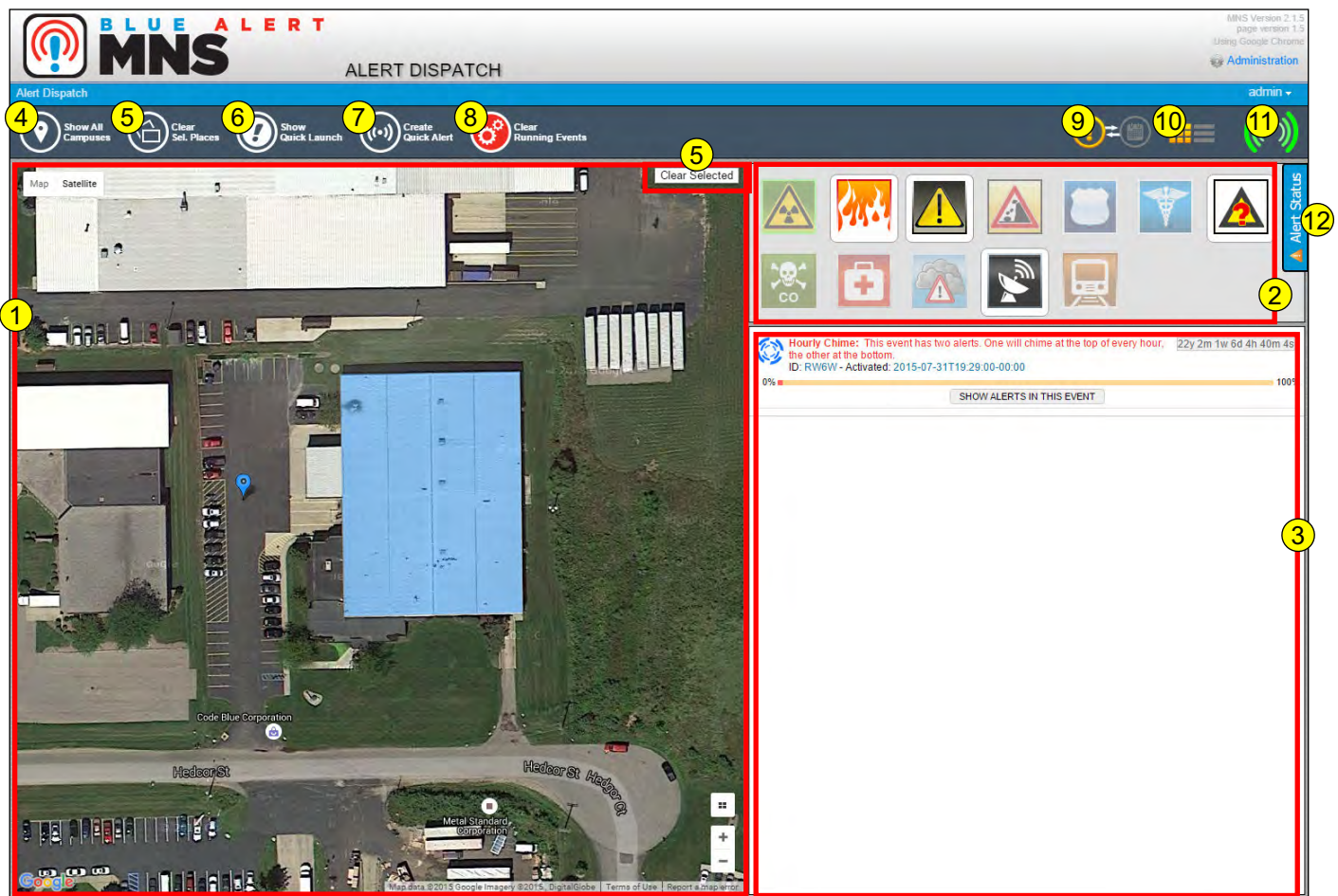


Alert Dispatch

Getting to Know the Interface

Dispatch Interface

The Dispatch Interface is comprised of three main areas: The campus map(s), the alert categories or events list and the currently running events status box.



- Campus Map** - The shapes and points previously defined in Online Campus Manager (page 32) will be displayed here. Clicking on a shape or point will highlight any alert categories in the alert categories box to the right, or show any linked events while in events view mode.
- Alert Categories** - This is a complete list of the default categories available for any alert. Items in this box that are grayed out indicate there are no events created for that category. Clicking on any shape or point on the map to the left will gray out any category that shape has no definitions for.
- Currently Running Events** - This area shows events currently running. It will also display errors caused by previous events.
- Campus Maps** - Shows the available maps pre-defined in Campus Manager.
- Show All Categories/Events** - Shows (or highlights) all available categories or events, no longer filtered by a specific place on the map.
- Quick Launch** - Open the Quick Launch screen to show any pre-defined buttons.
- Quick Alert** - Opens the Quick Alert dialog box to send a customized alert message.
- Clear Running Events** - This allows the dispatcher to force-close any selected running events
- Category/Event List View** - Toggles between category icons and a list (or buttons) of available events.
- Icon/List Views** - Toggles between an icon or list view for categories and events.
- Active Event Indicator** - When one or more events are active this icon will be animated.
- Alert Status Tab** - Clicking this tab opens a side panel showing currently running alerts and a past alert list.

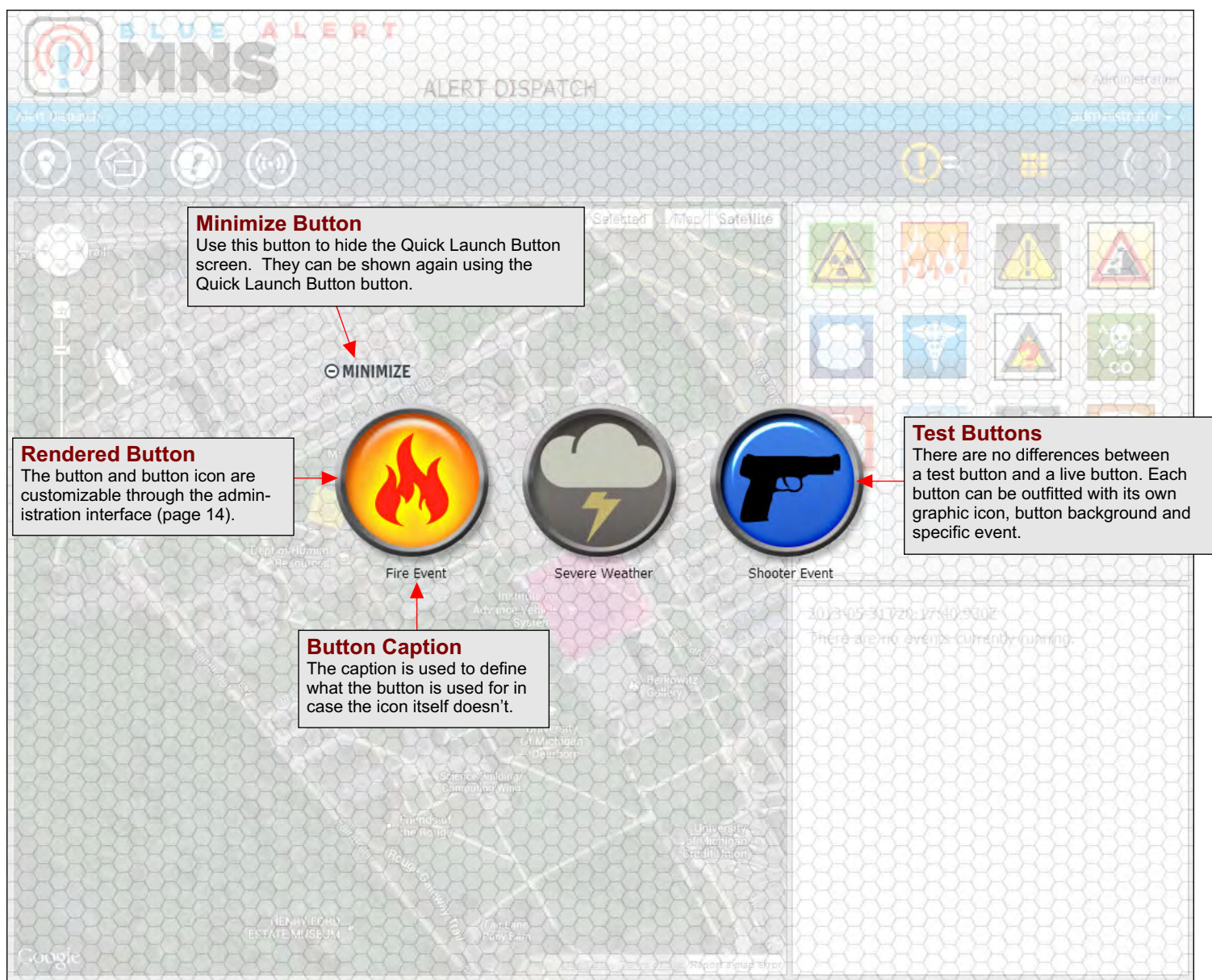


Alert Dispatch

Quick Launch Buttons

What are Quick Launch Buttons?

A Quick Launch Button is a quick way to activate an event. For a use-case example, a Quick Launch Button can activate a general fire event when there is no time to launch a more specific, customized event or alert. The Quick Launch Button screen will only be displayed (as shown below) when one or more are defined (see Administration, page 14).



See Administration, page 14 for information on defining custom quick launch buttons.

Alert Dispatch

Alert Dispatch Parts

Alert Categories

All events are required to be under one of the default alert categories. If there are no events created for a particular category, the category in Alert Dispatch will be grayed out.



The screenshot shows the Alert Dispatch interface. On the left, there is a grid of alert categories. The 'General Emergency Alert' category is highlighted with a yellow circle labeled '1'. Below the categories is a 'Create Quick Alert' button. On the right, a dialog box titled 'General Emergency Alert' is open, showing a list of events. The dialog box has a search bar and a 'GO' button. The list of events includes:

ID	Event Name
ZMSU	Shooter Alert Shooter Alert
FOY5	Intruder Alert Intruder Alert
XEQD	Email Only
CU5I	Social Media Test
7K7B	PAS Event
WJ4R	PAS Event Wave File

A yellow circle labeled '2' points to the dialog box title, and a yellow circle labeled '3' points to the first event in the list. The dialog box also has a 'CLOSE' button at the bottom right.

1. Select a category and click on it to open the list of events available.
2. This is the dialog box that lists the available events under the selected category.
3. Select an event from the list to run the alert. See page 68 for instructions on activating an event.



Alert Dispatch

Alert Dispatch Parts

Online Campus Maps

The map in Alert Dispatch will display any predefined shapes and points created in Campus Manager. This is useful for filtering out alert categories for a shape or point that does not have a definition.

For example, if a shape was created around a campus building, a fire event can be created for just that building. When the shape around that building is clicked in Alert Dispatch, the Fire category will highlight, indicating it found an event for that shape. See the diagram below to further explain this. Also, see page 54 for more about assigning an event to a shape or point.



The screenshot shows the Alert Dispatch interface. At the top, there is a toolbar with icons for 'Show Places', a home icon, an exclamation mark, and a signal icon. Below the toolbar, a grid of campus maps is displayed, each with a thumbnail image and a label. A red arrow points to the 'Show Places' icon in the toolbar. Another red arrow points to a specific map in the grid. Below the grid, a large map of a campus is shown with a red outline around a specific building. To the right of the map, there is a list of event categories, each with a corresponding icon. A red arrow points to one of the categories. Below the categories, there is a text box that says '2013-05-31T20:36:31.084Z' and 'There are no events currently running.' Below the categories, there is a text box that says 'Highlighted Categories' and 'Categories assigned to a shape or point will be highlighted (or not grayed out) in this area. Click a category to see the events that are assigned to the shape or point.'

Open Campus Views
Open the Campus Views window, which shows any pre-defined views as icons.

Select a Campus Map
Each map listed is based on a saved "view" for each campus.
(See page 33 for more information on campus views)

Highlighted Shape
When a predefined shape is highlighted, it will be outlined in bold red. A highlighted shape will turn on or off any categories in the categories box to the right that have not been assigned to that shape.
See page 55 to learn about assigning a shape to an event.

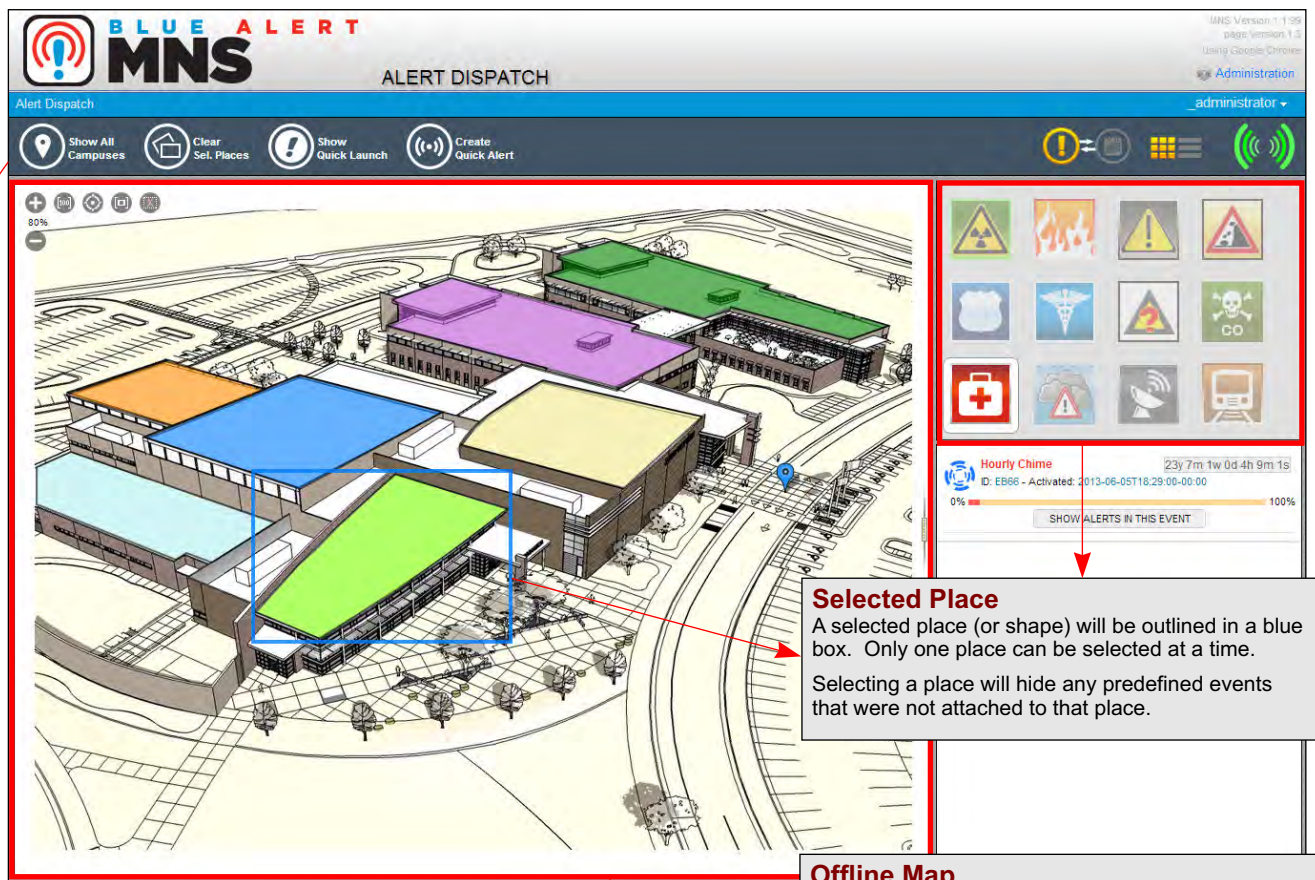
Highlighted Categories
Categories assigned to a shape or point will be highlighted (or not grayed out) in this area.
Click a category to see the events that are assigned to the shape or point.

Alert Dispatch

Alert Dispatch Parts

Offline Campus Maps

If Offline Campus Maps is set as the default, or if there is no internet connection, the offline version of maps will be used in Alert Dispatch. The filtering function for events is the same as the online version, however, there are some interface differences shown below.



The screenshot shows the Blue Alert MNS Alert Dispatch interface. The main map area displays an offline map of a campus with various buildings highlighted in different colors. A blue box outlines a specific building, indicating it is the selected place. To the right of the map is a panel with various alert icons (radioactive, fire, explosion, etc.) and a section for an active alert titled 'Hourly Chime'. Below the map, a 'Show All Campuses' button is visible, which leads to a list of predefined campuses.

Selected Place
 A selected place (or shape) will be outlined in a blue box. Only one place can be selected at a time.
 Selecting a place will hide any predefined events that were not attached to that place.

Offline Map
 The default offline map will be shown here. Click on any shape to filter out events not associated with it.

Campus Map Selector
 To load a different map, click the "Show All Campuses" button. This will show an overlay of available predefined campuses to choose from.
 To open a detail layer, go to the parent map and select the place that has the detail layers attached to it and select the desired layer.



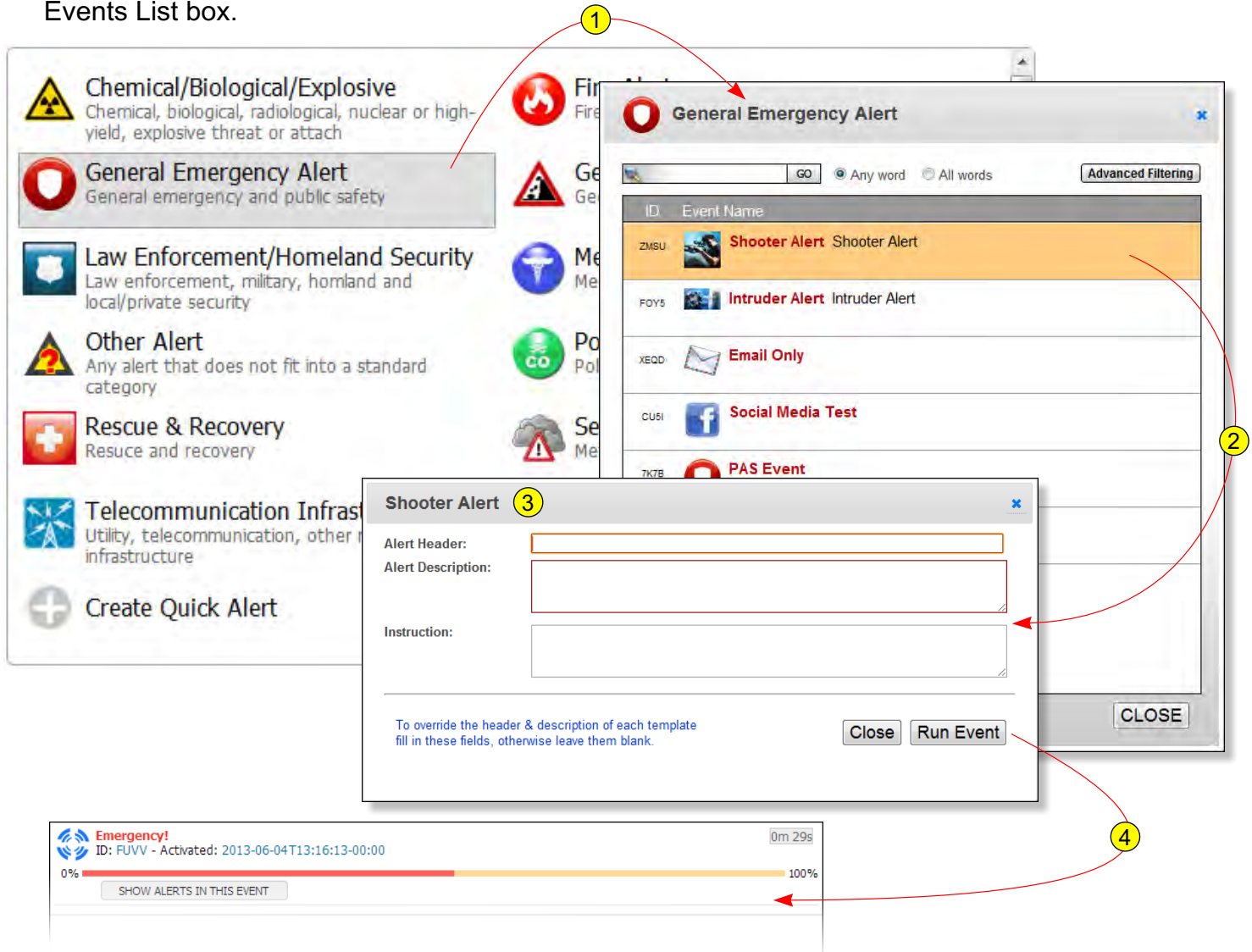
Alert Dispatch

Activating an Event

Event Activation

Follow these steps to activate an event:

1. Select a category from the category box. This opens a list of available events.
2. In the Events List dialog, select an event to activate. Note: this step will not activate the event. The selected event opens the custom event form.
3. In the custom event form there are three text boxes. Running an event while leaving these boxes empty forces the Headline, Description and Instructions supplied in the alerts to be used. If any of these fields are filled, that text will override the matching field in the alert.
4. Click "Run Event" to activate the event. Once the event is activated, its status will be listed in the Events List box.



The screenshot illustrates the event activation workflow in the Blue Alert MNS system. It shows the following components and steps:

- Category Selection:** On the left, a list of categories is shown, including 'Chemical/Biological/Explosive', 'General Emergency Alert', 'Law Enforcement/Homeland Security', 'Other Alert', 'Rescue & Recovery', 'Telecommunication Infrastructure', and 'Create Quick Alert'.
- Events List Dialog:** A dialog box titled 'General Emergency Alert' displays a list of events. The events listed are:

ID	Event Name
ZMSU	Shooter Alert Shooter Alert
FOY5	Intruder Alert Intruder Alert
XEOD	Email Only
CU5I	Social Media Test
TK7B	PAS Event
- Shooter Alert Custom Form:** A form titled 'Shooter Alert' is open, showing fields for 'Alert Header:', 'Alert Description:', and 'Instruction:'. Below these fields is a note: 'To override the header & description of each template fill in these fields, otherwise leave them blank.' At the bottom right of the form are 'Close' and 'Run Event' buttons.
- Emergency! Status Bar:** At the bottom, a status bar shows 'Emergency!' with a red progress bar at 0%, a timer at '0m 29s', and the text 'ID: FUVV - Activated: 2013-06-04T13:16:13-00:00'. A button labeled 'SHOW ALERTS IN THIS EVENT' is also present.

Red arrows and numbered circles (1-4) indicate the sequence of steps for activating an event:

1. Select a category from the category box.
2. In the Events List dialog, select an event to activate.
3. In the custom event form, fill in the text boxes (Header, Description, Instruction).
4. Click "Run Event" to activate the event.

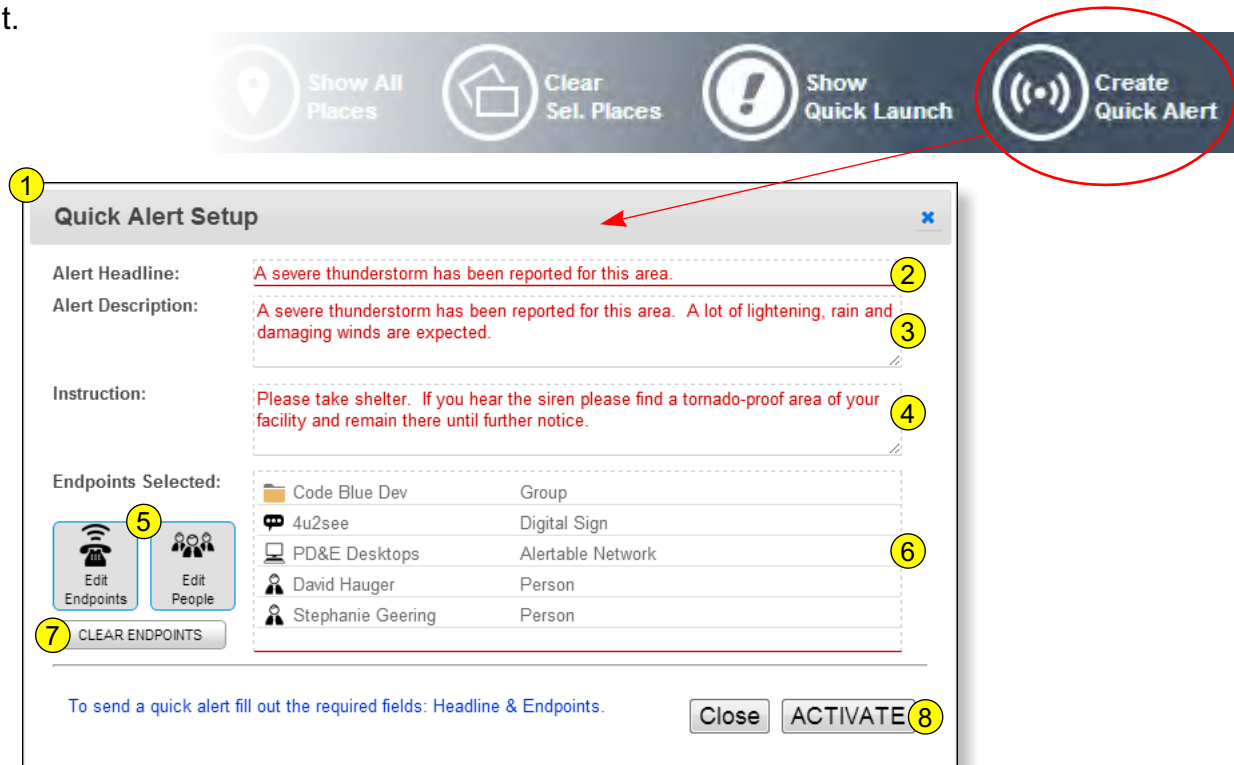


Alert Dispatch

Activating Quick Alerts

What is a Quick Alert?

A Quick Alert allows the dispatcher to send out a notification to selected endpoints with a custom, on-the-fly message. This can be useful for emergencies or notices that are not pre-scripted before an Event.



Quick Alert Setup

Alert Headline: A severe thunderstorm has been reported for this area.

Alert Description: A severe thunderstorm has been reported for this area. A lot of lightening, rain and damaging winds are expected.

Instruction: Please take shelter. If you hear the siren please find a tornado-proof area of your facility and remain there until further notice.

Endpoints Selected:

Endpoint	Group
Code Blue Dev	Group
4u2see	Digital Sign
PD&E Desktops	Alertable Network
David Hauger	Person
Stephanie Geering	Person

To send a quick alert fill out the required fields: Headline & Endpoints.

Close ACTIVATE

1. After clicking the Create Quick Alert button on the top toolbar, the Quick Alert Setup dialog box opens.
2. Type in the Headline for the alert. This text will be displayed on signs, in SMS text messages, emails, on desktop alerts, etc.
3. The Alert Description is not a required field, however, any further detail on the alert can be helpful.
4. The Instruction field is not required. This can be useful to determine a possible course of action.
5. Click these buttons to select the desired endpoints for the alert. There is no top-level filtering for endpoints as there is during an event construction. This simply means that for whatever endpoints are selected, the alerting engine will try to send to any and all available devices.
6. The endpoints for the alert will be displayed here.
7. Click this button to clear the endpoints selected.
8. When the alert is ready, click this button to activate it.

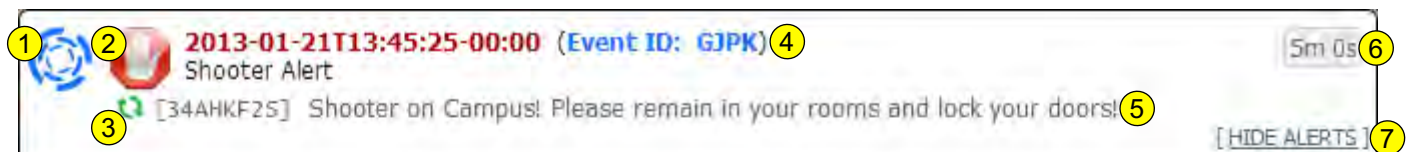


Alert Dispatch

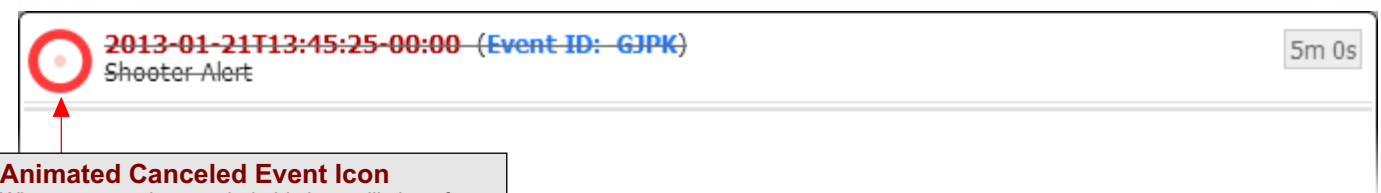
Active Events

Monitoring Active Events

Active events are displayed in the top-right panel on the Dispatch window. An active event will have a spinning icon to indicate it is running.



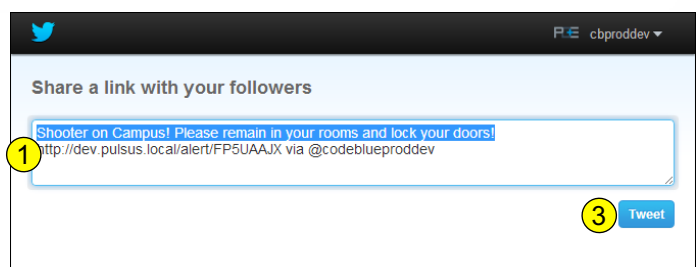
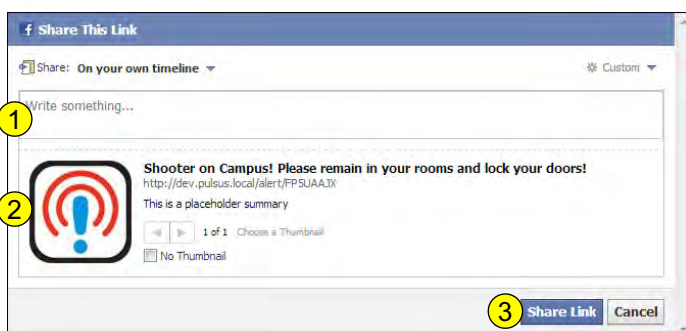
1. Spinning icon for an active event.
2. Stop Event button - clicking this button will cancel the event and all running alerts it contains.
3. Stop Alert button - clicking this button will cancel the specific alert under the event but keep the event active.
4. Shows information for the event running - ISO Date Stamp, Event ID and Event Title.
5. Shows information for a single alert under the event - Alert ID and Alert Headline.
6. Time until event expires.
7. Button to hide extra event details.



Animated Canceled Event Icon
When an event is canceled, this icon will show for up to 10 seconds.

Social Media Pop-Ups

When an alert is marked as a social media alert, two small windows will pop up to confirm sending the alert to the social media sites. Please note, if the browser is not logged into the social media sites beforehand, the pop-up windows will prompt the dispatcher to log in before anything can be posted.



1. Some dialogs have a way to customize the message before it gets posted.
2. Blue Alert MNS Icon and alert message for Facebook.
3. Button to post alert message on social media site.

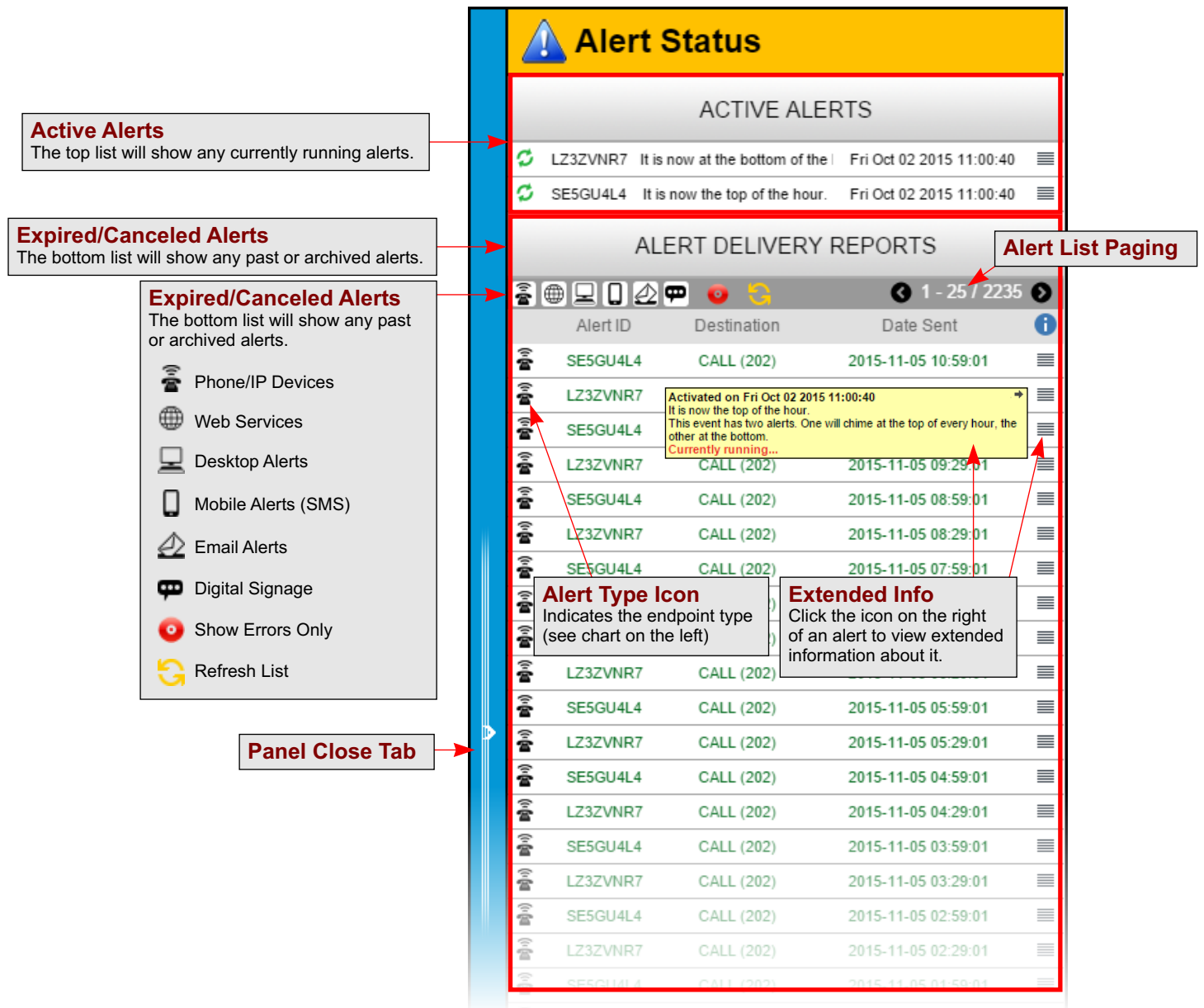


Alert Dispatch

Alert Status Panel

Alert Status Panel

As of Blue Alert MNS 2.1.5, the dispatcher can now view the status of current and past alerts. When the “Alert Status” tab on the right edge of the screen is clicked, a panel slides out showing lists of currently running alerts and past alerts.



Active Alerts
The top list will show any currently running alerts.

Expired/Canceled Alerts
The bottom list will show any past or archived alerts.

Expired/Canceled Alerts
The bottom list will show any past or archived alerts.

- Phone/IP Devices
- Web Services
- Desktop Alerts
- Mobile Alerts (SMS)
- Email Alerts
- Digital Signage
- Show Errors Only
- Refresh List

Alert Type Icon
Indicates the endpoint type (see chart on the left)

Extended Info
Click the icon on the right of an alert to view extended information about it.

Alert List Paging

Panel Close Tab

Alert Status

ACTIVE ALERTS

Alert ID	Destination	Date Sent
LZ3ZVNR7	CALL (202)	2015-11-05 11:00:40
SE5GU4L4	CALL (202)	2015-11-05 11:00:40

ALERT DELIVERY REPORTS

Alert ID	Destination	Date Sent
SE5GU4L4	CALL (202)	2015-11-05 10:59:01
LZ3ZVNR7	CALL (202)	2015-11-05 09:29:01
SE5GU4L4	CALL (202)	2015-11-05 08:59:01
LZ3ZVNR7	CALL (202)	2015-11-05 08:29:01
SE5GU4L4	CALL (202)	2015-11-05 07:59:01
LZ3ZVNR7	CALL (202)	2015-11-05 05:59:01
SE5GU4L4	CALL (202)	2015-11-05 05:29:01
LZ3ZVNR7	CALL (202)	2015-11-05 04:59:01
SE5GU4L4	CALL (202)	2015-11-05 04:29:01
LZ3ZVNR7	CALL (202)	2015-11-05 03:59:01
SE5GU4L4	CALL (202)	2015-11-05 03:29:01
LZ3ZVNR7	CALL (202)	2015-11-05 02:59:01
SE5GU4L4	CALL (202)	2015-11-05 02:29:01
LZ3ZVNR7	CALL (202)	2015-11-05 01:59:01
SE5GU4L4	CALL (202)	2015-11-05 01:29:01

Activated on Fri Oct 02 2015 11:00:40
It is now the top of the hour.
This event has two alerts. One will chime at the top of every hour, the other at the bottom.
Currently running...





MNS Interface Tips & Tricks


Interface Extras


MNS Administration


Hover for Info - By hovering over a section icon, additional information is displayed about that section.



Alert Dispatch



Event Manager



Campus Manager


Group Manager


User Admin


Resource Manager

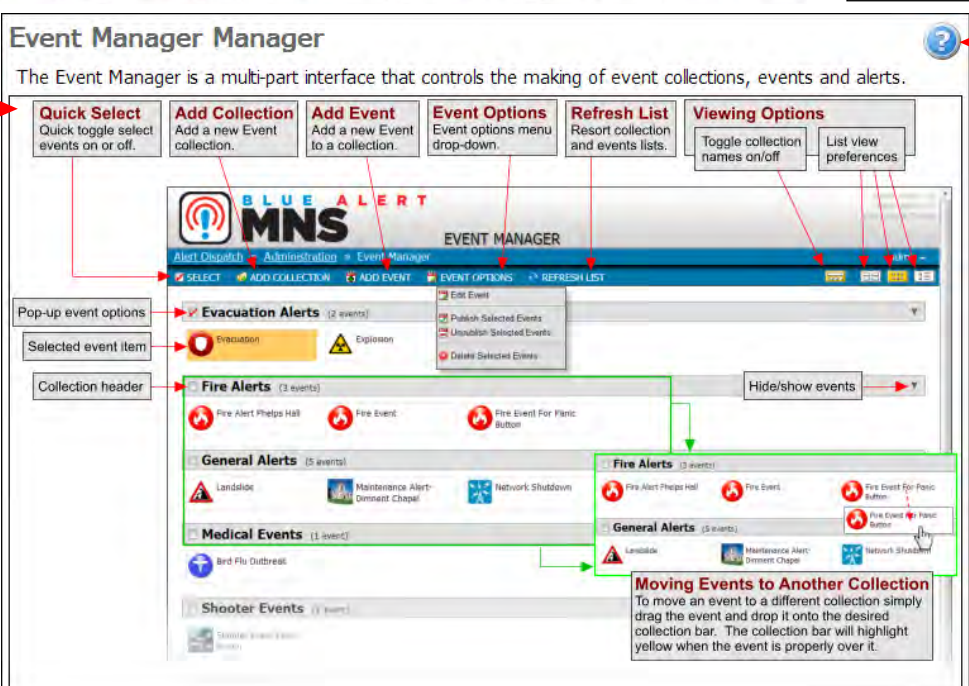

Blue Alert PAS


The Manual

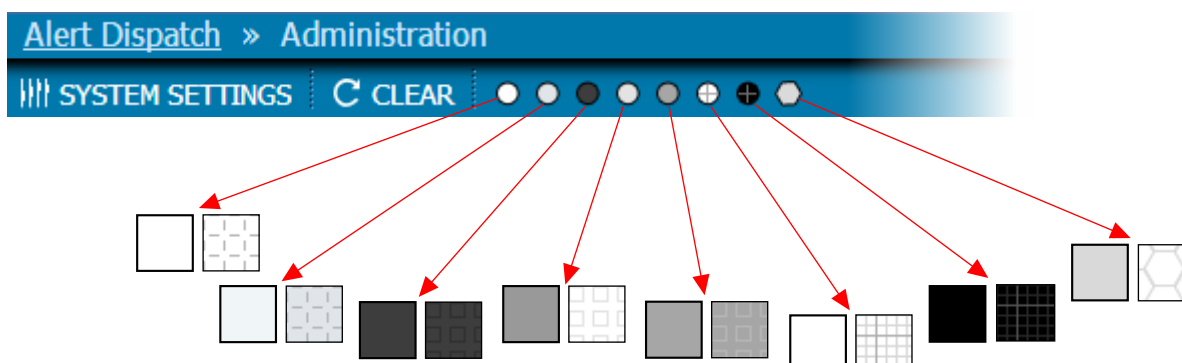
Guide Reference
Click this help icon to open the MNS Reference Guide for the current category.

Event Manager Manager

The Event Manager is a multi-part interface that controls the making of event collections, events and alerts.



Admin Home Themes - Clicking on one of these icons sets the background and link bar colors.



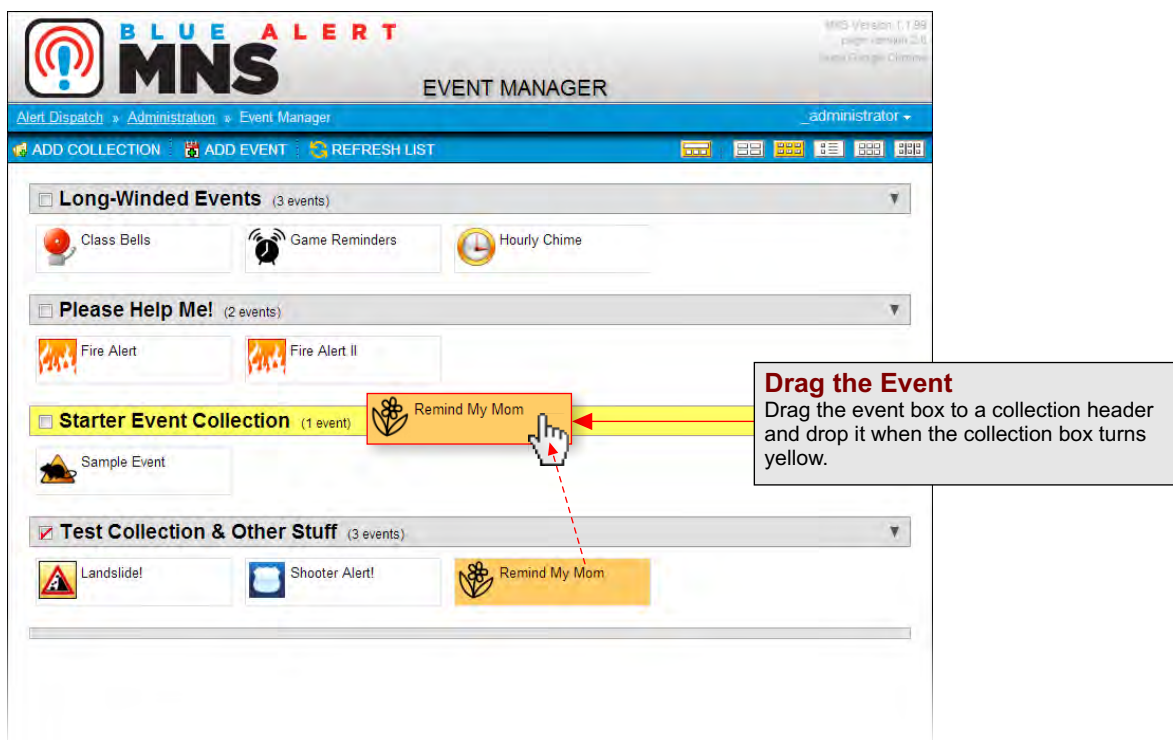


Tips & Tricks

Interface Extras

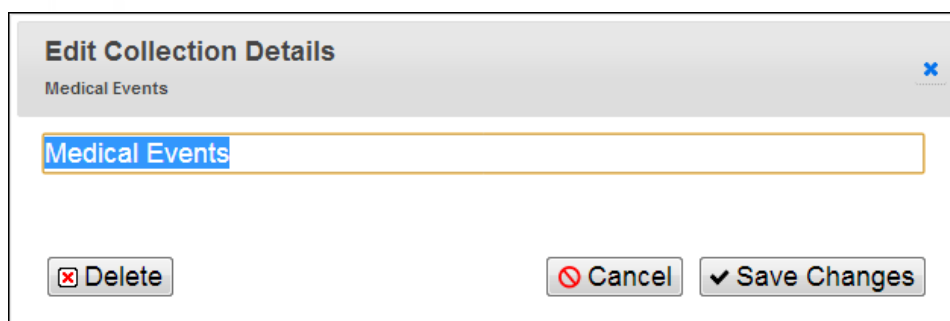
Event Manager

Drag/Drop Event to Collection - To move an event from one collection to another, use the drag/drop method. When an event is dragged over a collection box, it will highlight in yellow, indicating the event can be dropped onto the target collection.



The screenshot shows the 'EVENT MANAGER' interface with several collections: 'Long-Winded Events' (3 events), 'Please Help Me!' (2 events), 'Starter Event Collection' (1 event), and 'Test Collection & Other Stuff' (3 events). A 'Remind My Mom' event is being dragged from the 'Test Collection & Other Stuff' collection to the 'Starter Event Collection' header. A yellow highlight appears on the 'Starter Event Collection' header, indicating it is a valid drop target. A callout box with the title 'Drag the Event' contains the text: 'Drag the event box to a collection header and drop it when the collection box turns yellow.'

Renaming a Collection - To rename a collection, simply click on the name. This will open a dialog box to either rename the collection or delete it.



The 'Edit Collection Details' dialog box is shown. It has a title bar with a close button. Below the title bar, the text 'Medical Events' is displayed. A text input field contains the text 'Medical Events'. At the bottom of the dialog, there are three buttons: 'Delete' (with a red 'x' icon), 'Cancel' (with a red 'x' icon), and 'Save Changes' (with a green checkmark icon).

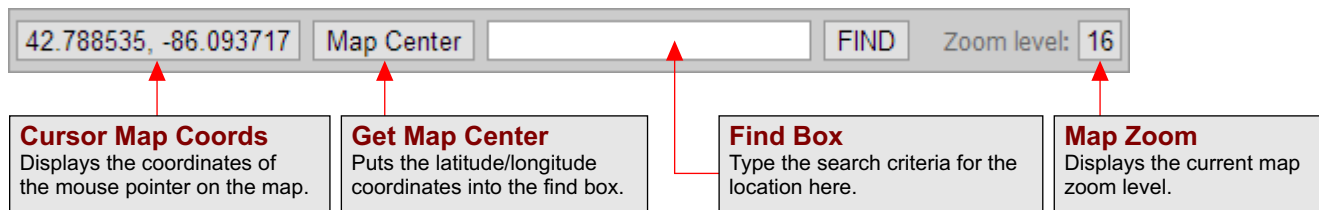


Tips & Tricks

Interface Extras

Online Campus Manager

Finding Locations - The “find” box in Campus Manager works like the map search on Google Maps since it runs on the same engine. Below are some tips for finding locations easily.



The diagram shows a search interface with the following components and callouts:

- Cursor Map Coords**: Displays the coordinates of the mouse pointer on the map. (Callout points to the coordinate text "42.788535, -86.093717")
- Get Map Center**: Puts the latitude/longitude coordinates into the find box. (Callout points to the "Map Center" button)
- Find Box**: Type the search criteria for the location here. (Callout points to the empty search input field)
- Map Zoom**: Displays the current map zoom level. (Callout points to the "Zoom level: 16" text)

Other visible elements include a "FIND" button and a "Map Center" button.

Location Searching Tips: (note: search text is not case-sensitive)

Raw Coordinates	Putting in the latitude and longitude coordinates will place the map at that exact location. Separate the coordinates with a comma (,), like “42.738977, -86.102455.”
Address	Using an exact (or even general) address will move the map as close as possible to that address. If any part of the address is wrong or missing, the map search engine will use what information it can to find the location.
Zip Code	To find a general area a zip code alone will work.
Named Location	Some locations can be found by simply typing their name, such as “Cedar Point” or “The Alamo”. This may not work with all popular locations, but should for most. One trick is to add a state or city name, like “caverns New Mexico.”
Using “Near”	Using the “near” keyword can help narrow the location of a specific address or place. Common uses in the real world are searches like “pizza near 49423” or “hospital near Holland, MI.”

Map Controls - The map used in Blue Alert MNS is provided by Google Maps. Most will be familiar with the hidden controls for the map, but below are the most popular ones.

Drag & Scroll	Within the map window, use the mouse cursor and left-click-and-hold to move the map location.
Scroll Wheel Zoom	Use the scroll wheel on the mouse to zoom the map in and out.



Tips & Tricks

Interface Extras

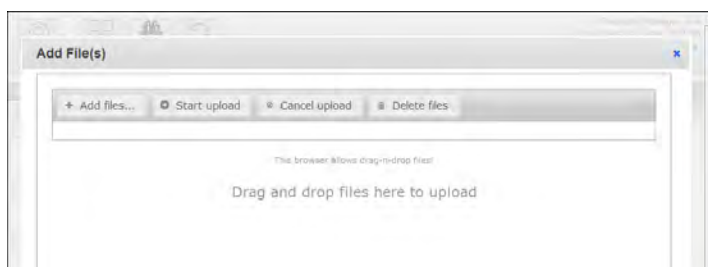
Browser Differences

Blue Alert MNS was built to be compatible with all major browsers. However, there are some minor differences beyond the look and feel of the interface.

One notable difference is with the file upload dialog. In most browsers, the upload dialog can accept dropped files (files that were taken directly from a desktop and dropped onto the dialog window). Two browsers that do not work with drag-and-drop files are Microsoft Internet Explorer and Opera. This does not mean the file upload dialog will not work with those browsers, it just means the “+Add Files” button will need to be used instead of a drag-and-drop method.



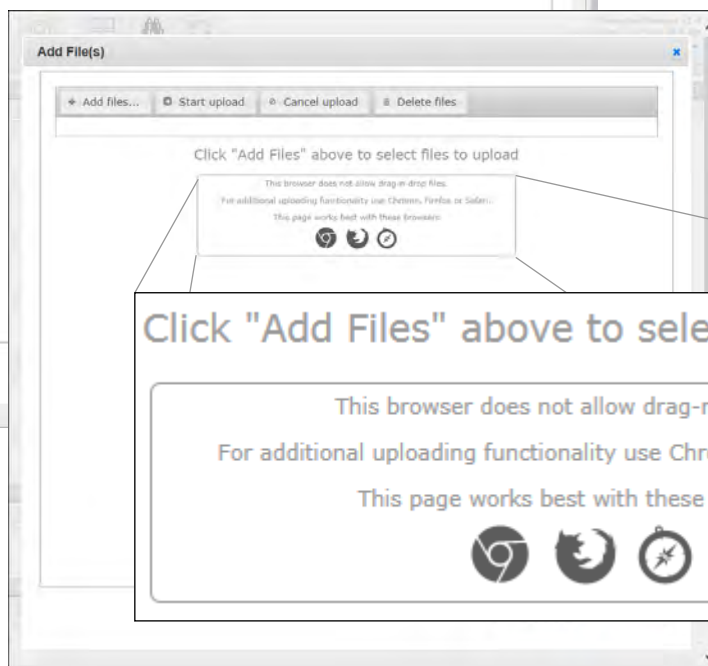
Blue Alert MNS works best with Google Chrome, Apple Safari and Firefox.



Advanced Features

Browsers supporting advanced features such as drag-and-drop files will indicate that shown here in this upload dialog.

Upload dialog box using Google Chrome.



Old School Methods

Older browsers and browsers that do not yet support some of the latest functionality will have an alternative method for accomplishing a function.

Upload dialog box using Internet Explorer.

Click "Add Files" above to select files to upload

This browser does not allow drag-n-drop files.

For additional uploading functionality use Chrome, Firefox or Safari.

This page works best with these browsers





Tips & Tricks

Creating & Saving Member Import File

Creating Import Files from Scratch

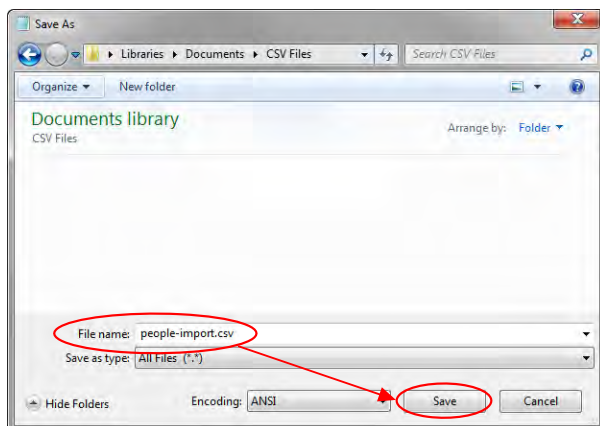
Here are a few tips on creating a member CSV file for import into the MNS system.

Text File to CSV File:

When creating a member import file with a text editor, the format should look something like this:

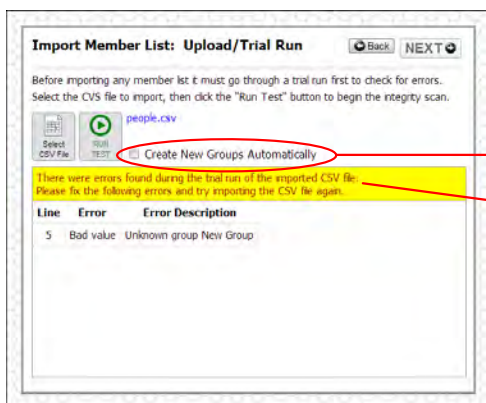
```
"janedoe", "Jane Doe", "Doe", "", "Jane", "jane.doe@email.com", "15555550000", "Sprint PCS", "Group2"
"jsmith", "John Smith", "Smith", "", "John", "jsmith@email.com", "15555555555", "Bravo Wireless", "Group1, Group2"
```

- Each field is surrounded with double quotes and separated by commas.
- Each entry should be on its own line in the text editor as shown.
- When saving the member file, set the file type (or extension) to “.csv”, such as “people.csv”.



Troubleshooting:

In the event that an import fails, take note of the error message given.



Line	Error	Error Description
12	Missing field	Field 1 (uid) empty

Missing User Name: A missing user name will cause an error message.

☒ **Create New Groups Automatically**

New Group: A group name found in the import file that does not already exist will cause an error unless the “Create New Groups Automatically” check box is ticked.

Other Possible Errors Messages:

CSV File is Badly Formatted: Check the data for missing or badly formatted entries.

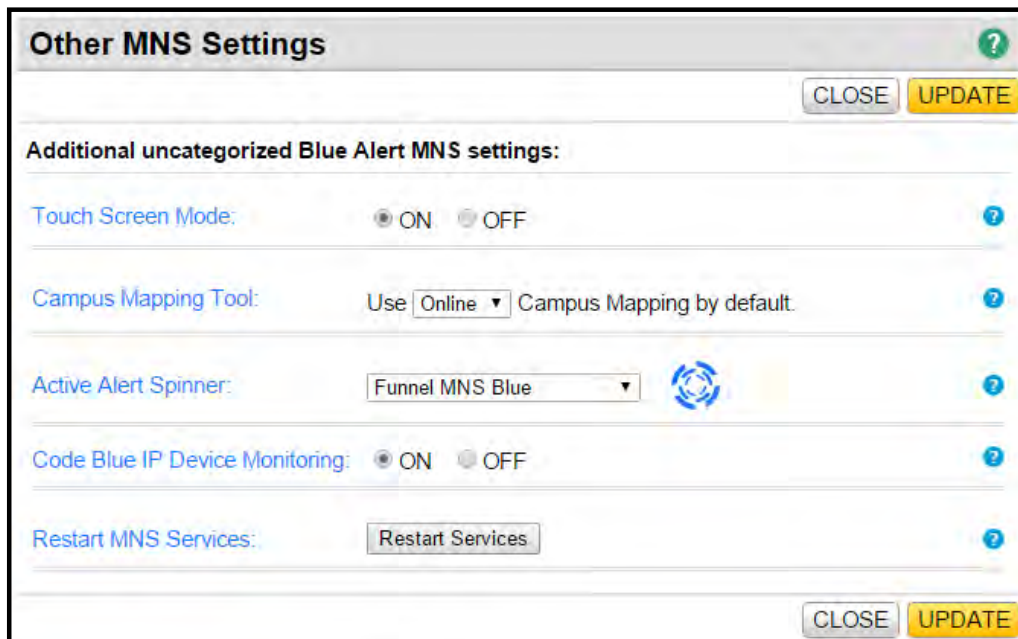
Need a Password: This error only appears if an existing item does not have a password already and no password was supplied in the import file. To fix this, simply add a password to the import file for that entry.



Additional MNS Settings

Tweaking, Customizing & Monitoring

There are a few additional MNS settings to know about. From the MNS Administration page, click the “Other MNS Settings” button from the right-side vertical menu to open the settings dialog box.



Touch Screen Mode:

When touch screen mode is turned on, there are a few areas throughout the MNS application that become more friendly to touch screen monitors and devices. This feature is off by default.

Campus Mapping Tool:

Since there are two campus manager tools available in MNS, this feature allows the user to use the offline version even when an internet connection is present.

Active Alert Spinner:

The alert spinner is the animated icon that displays while an event is active in Dispatch. This option allows the user to select a different one from the default.

Code Blue IP Device Monitoring:

This switch is used to turn on or off Code Blue device monitoring used in the Code Blue API. Turn this off only in the event an infinity loop occurs from badly formed “web service-to-device-to-web service” planning.

Restart MNS Service:

There may be a time when an MNS alert error gets stuck in the error queue. Use Restart Services to unclog the queue.



Glossary of Terms

Knowing the Jargon

Glossary

Alert

A pre-scripted message sent using one or more delivery methods, such as SMS, email or desktop alert, using CAP (Common Alerting Protocol).

Alert Icon

A small, square image that represents an alert category.

Campus/Map

The grounds of a school, hospital or other institution.

Canvas

The large area of the window with a grid where mapping and map graphics are placed.

Collection

A number of items that typically have at least one common denominator. Examples: Events in a single location or pre-recorded messages for weather.

Detail Layer

A graphic representation of a specific area or region of a place or object.

Endpoint

A person, place, device or group that is capable of receiving an alert message.

Event

A collection of pre-scripted alerts used for organized alerting to multiple endpoints.

Group

A number of members and/or endpoints being notified that are considered part of the same class. Examples: Students, faculty, staff, or public address units.

Location

A particular place or position on a map.

Multi-part

A file format that is not an image, video, or sound file.

Node

A single x,y grid point that is used among a series of other points to make a shape.

Quick Alert

A simple alert, created on the fly, that can be sent to one or more endpoints.

Quick Launch Button

A pre-defined button that is used in Dispatch for quick access to a specific event.

Place / Object

A graphic representation of a point of interest on a map, floor plan, diagram, schematic, etc.

Point

A map marker that resides on a specific latitude and longitude coordinate.

Polygon/Polyline

A vector-based series of nodes that make up a shape.

Resource

A file, such as an image or sound file, that is attached to an alert.

Shape

A vector graphic of various types, such as a circle, rectangle or polygon, used to represent a place or location on a map.

View

A bookmark of a specific latitude/longitude coordinate on a map that is used to find a location quickly.