Informatix, Inc. ADPQ Vendor Pool Prototype B

Cal Notify User Manual

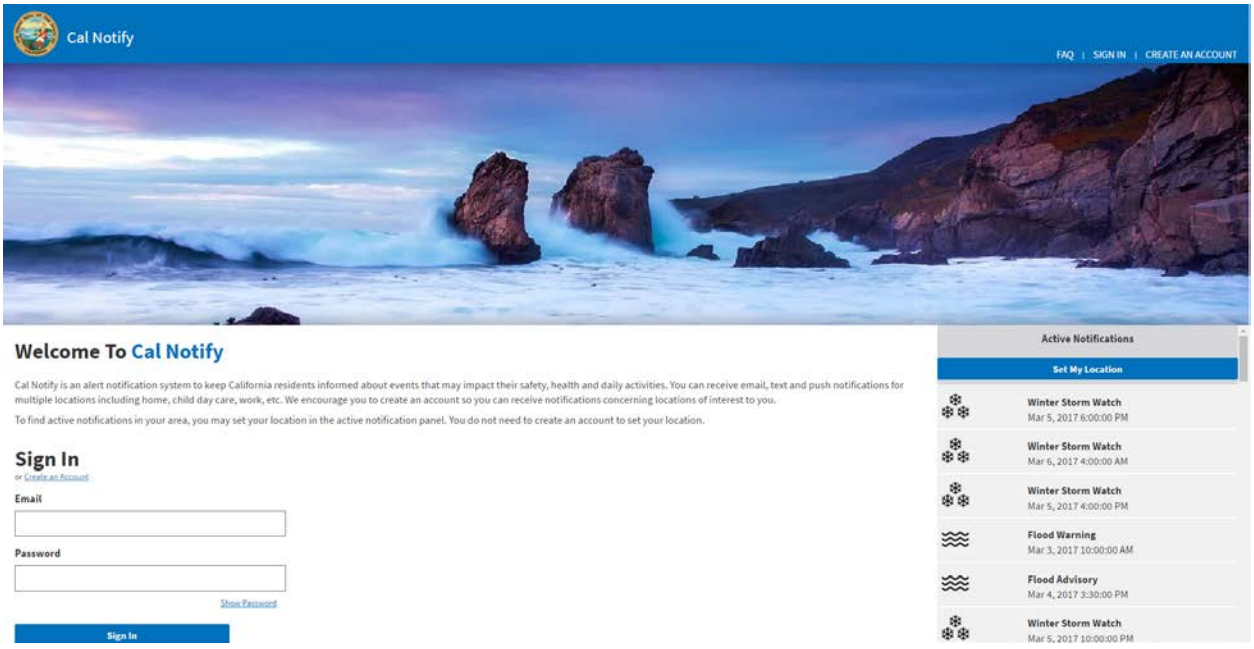
This Manual is intended to help first-time users through the registration process and provide an overview of the basic features for a normal user and an authorized administration user. The steps below refer to the desktop view and may differ slightly from the mobile view. In order to access the Header Menu options on mobile click the ☰ icon located in the upper right-hand side of the screen.

URL

https://calnotify.informatixinc.biz

Sign In Page

Active Emergency and Non-Emergency notifications will display on the "**Sign In**" page for all of California. You have the option to **Set My Location** that will filter the notifications without being signed-on or without creating an account. If you have an existing account you may sign in; if you don't have an account you may create an account. You can also reset your password from here.



To sign in:

1. Enter you email address and password
2. Click on the **Sign In** button

To reset your password

1. Click on the "**Forgot Password**?" Link
2. Enter your email address you used to register
3. Click on the **Send Password Reset Instructions** button

IMPORTANT NOTE: For this prototype, this feature was not fully implemented.

To set a location

1. Click on the **Set my Location** button
2. Enter the address information
3. Click on the **Set Location** button

To view an active notification

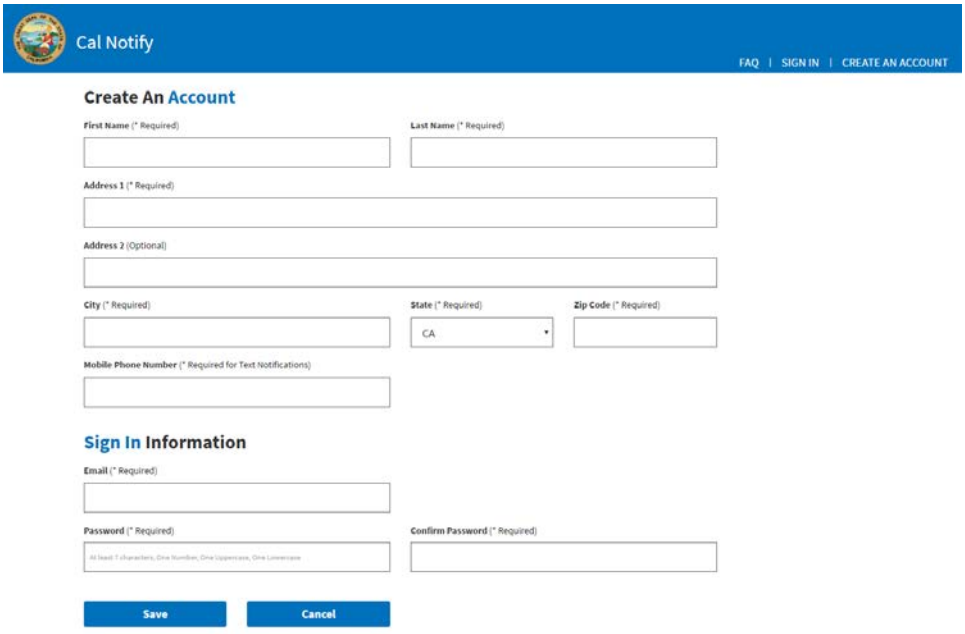
1. Click on any alert notification in the "**Active Notifications**" side menu

To create an account

1. Click on the "**Create an Account**" link under "Sign In" Or by clicking on "**Create An Account"** in the header menu

Create an Account

In order to personalize how you receive notifications, you must first "**Create An Account**". The "**Create An Account**" page URL is: https://calnotify.informatixinc.biz/signup .



Create an Account:

1. Enter all required information, marked by an asterisk
2. Click on the **Save** button

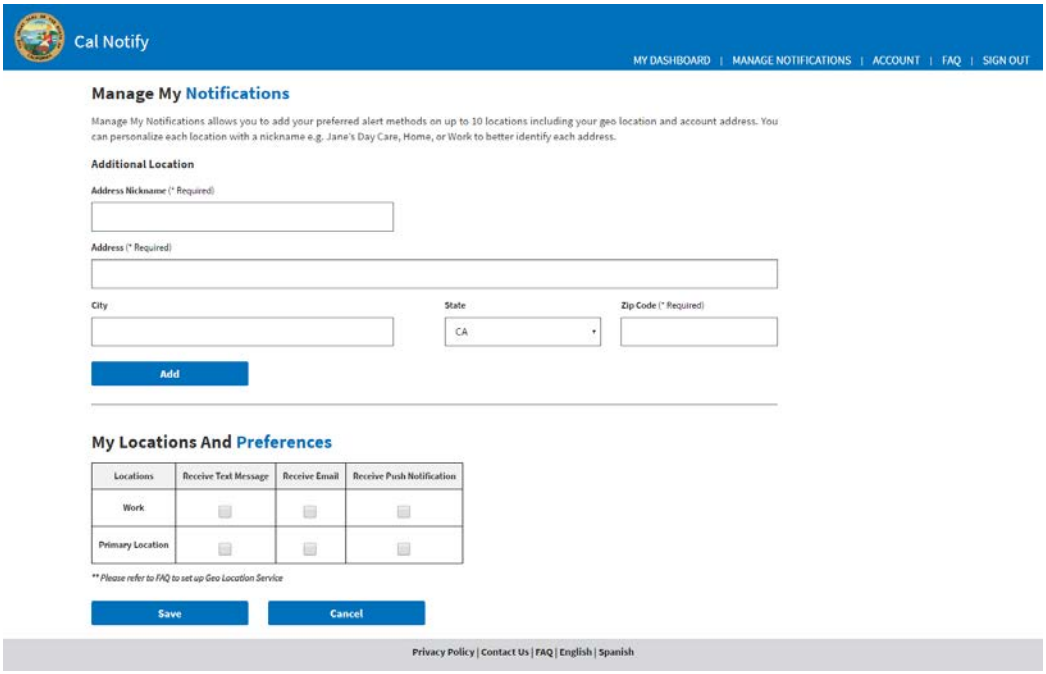
IMPORTANT NOTE: For this prototype, we are requiring a mobile phone number. Save confirmation message was not implemented. Page navigates to "**Manage My Notifications"** upon completion.

Signing In

Once registered, you will be automatically signed in and taken to the "**Manage My Notifications**" page where you can add multiple locations. This allows you to receive personalized notifications for multiple locations. You will also select how you wish to receive your notification for each location including push notifications.

IMPORTANT NOTE ABOUT PUSH NOTIFICATIONS: Cal Notify sends push notifications to web browsers using Google's Firebase Cloud Message platform. Firebase can push notifications to web browsers that support what is called "service workers." Below is list of browsers that support this feature. Support will grow as browsers modernize.

- Chrome v5.5 and later
- Firefox v 4.4 and later
- Opera Mobile v3.7 and later



To add a location:

1. Enter the address you want to add
2. Click the **Add** button

To personalize your notifications:

1. Click on the desired **Checkboxes** next to a location
2. Click the **Save** button
3. You will be taken to the "**My Dashboard**" page

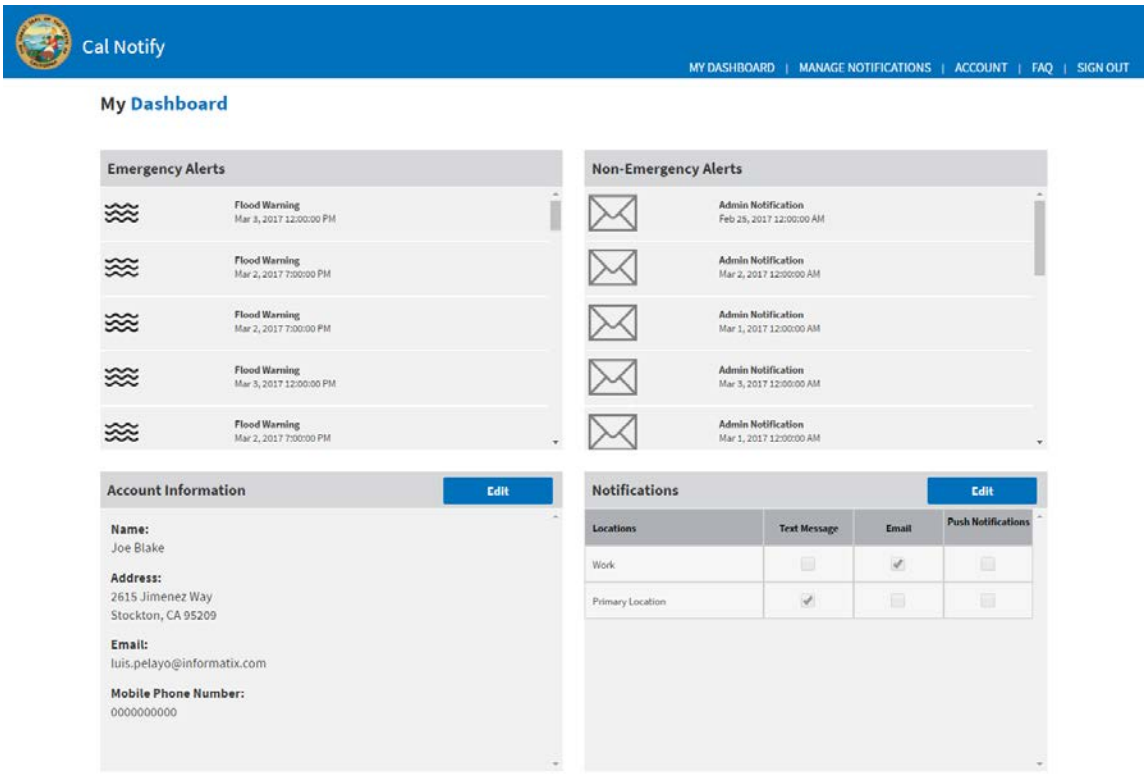
IMPORTANT NOTE: For the prototype, save confirmation message was not implemented. Page navigates to **My Dashboard** upon completion.

To sign in after registration:

1. Enter your email address and password in the "**Sign In**" page
2. Click on the **Sign In** button

My Dashboard

After setting up your notifications, you will be taken to the "**My Dashboard**" page. Here you will see four separate boxes with an overview of Emergency Alerts, Non-Emergency Alerts, your Account Information, and your Notification preferences.



To view or edit your Account Information:

1. Click on **ACCOUNT** in the top title bar Or click on the **Edit** button located in the "Account Information" box

To view or edit your Notifications:

1. Click on **NOTIFICATIONS** in the top title bar Or click on the **Edit** button located in the "Notifications" box

To view an Emergency Alert:

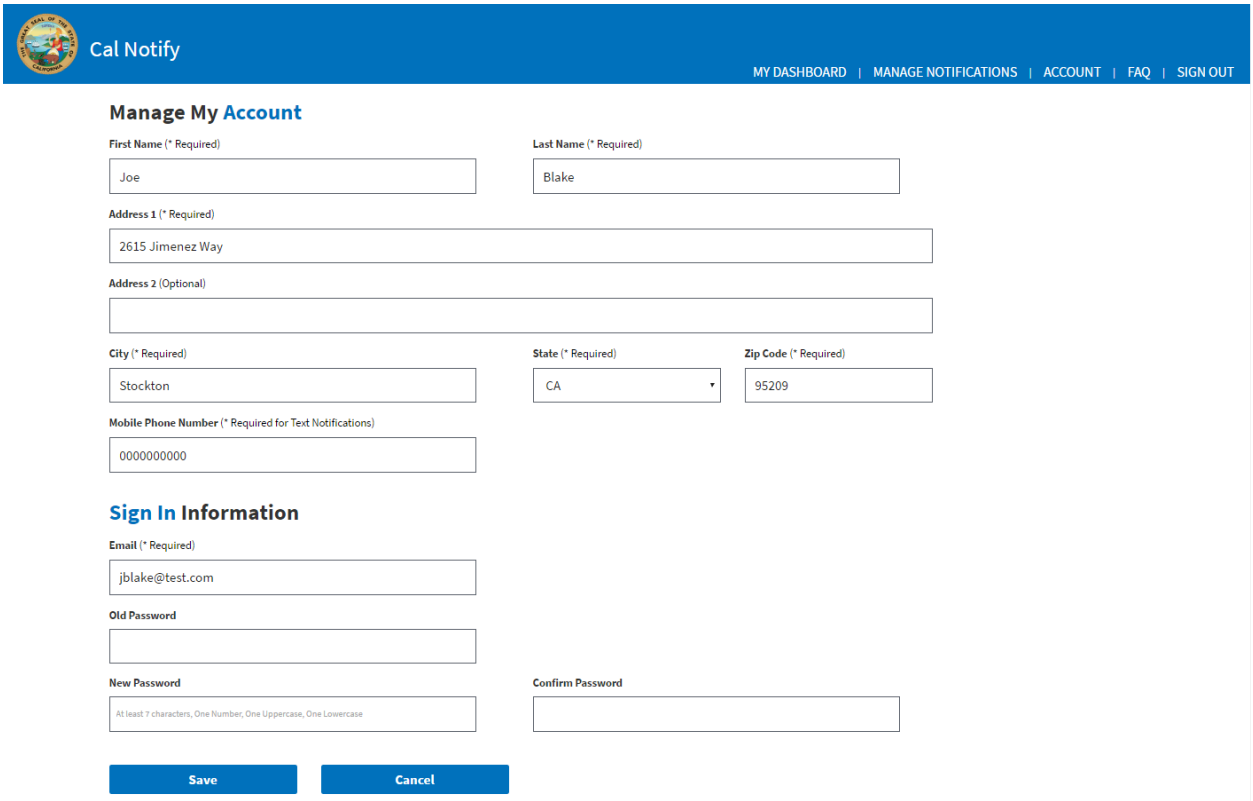
1. Click on any alert notification under the "Emergency Alerts" box

To view a Non-Emergency Alert:

1. Click on any alert notification under the "Non-Emergency Alerts" box

Manage My Account

This page allows you to manage your account information. Here you can view or edit your account information, reset your password, and delete your account if desired.



To edit your account information:

1. Enter in all the required information, marked by an asterisk, which you wish to edit.
2. Click on the **Save** button

To edit your sign in Information:

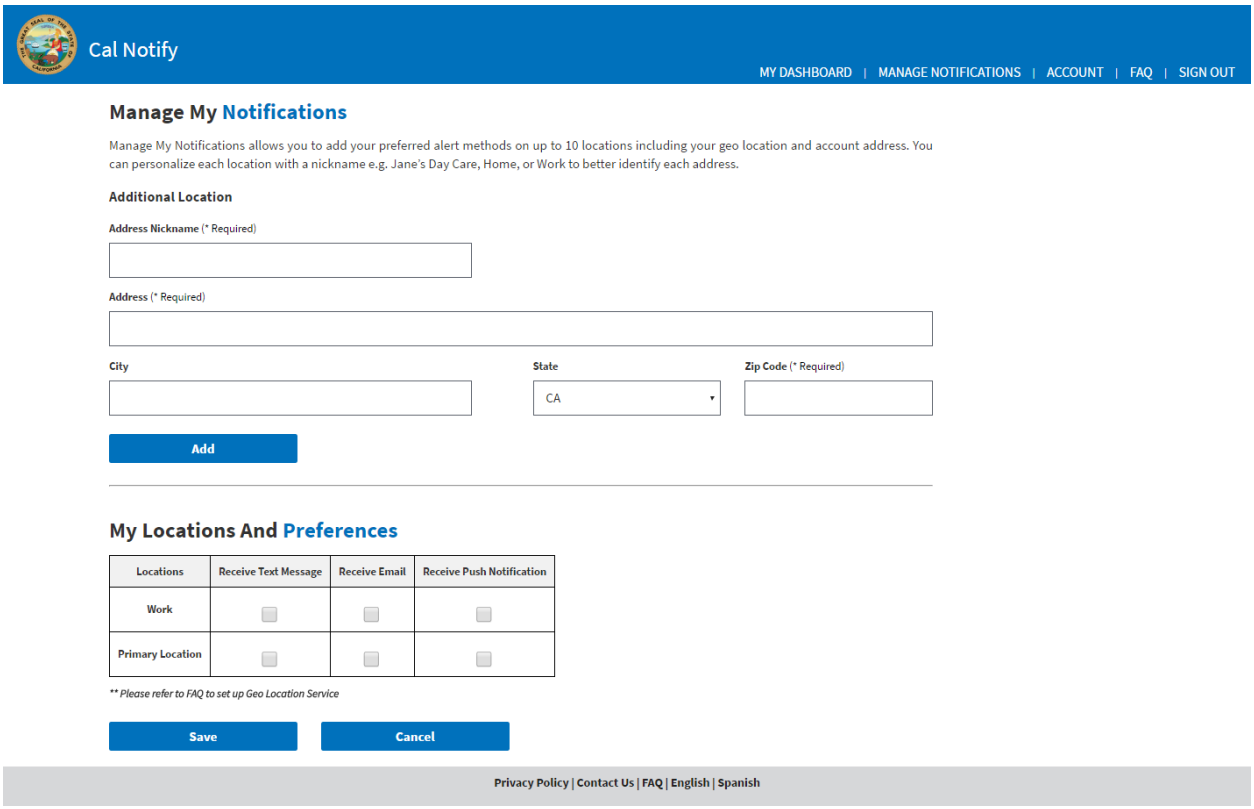
1. Enter in all the required information, marked by an asterisk, which you wish to edit.
2. Click on the **Save** button

IMPORTANT NOTE: For the prototype, save confirmation message was not implemented. Page navigates to "**My Dashboard"** upon completion.

You can cancel any unwanted changes at any time by clicking on the **Cancel** button, which will redirect you back to the "**My Dashboard**" page.

Manage My Notifications

Here you have the option of receiving personalized notifications for up to ten (10) locations. You will give each location a unique nickname such as, your child's school name, daycare, work, etc. You can also change how you would like to receive notifications for each location by clicking on the checkboxes under the desired method.



To add a location:

1. Enter the required address information, marked by an asterisk, you want to add
2. Click the **Add** button

To personalize your notifications:

1. Click on the **Checkboxes** under the desired method for each a location
2. To no longer receive notification for a specific location remove all checkboxes

To save any changes:

1. Click on the **Save** button

IMPORTANT NOTE: For the prototype, save confirmation message was not implemented. Page navigates to **"My Dashboard"** upon completion.

You can cancel any unwanted changes at any time by clicking on the **Cancel** button, which will take you back to the **"My Dashboard"**page.

IMPORTANT NOTE: For the prototype, the functionality to delete locations was not implemented.

Authorized Administration User Reports

As an authorized administration user, you can view multiple reports that display information regarding notifications sent compared to the month before, the number of new accounts, the number of active accounts, etc. You also have the option to export the data.

To view a report:

1. Click on the date of a report

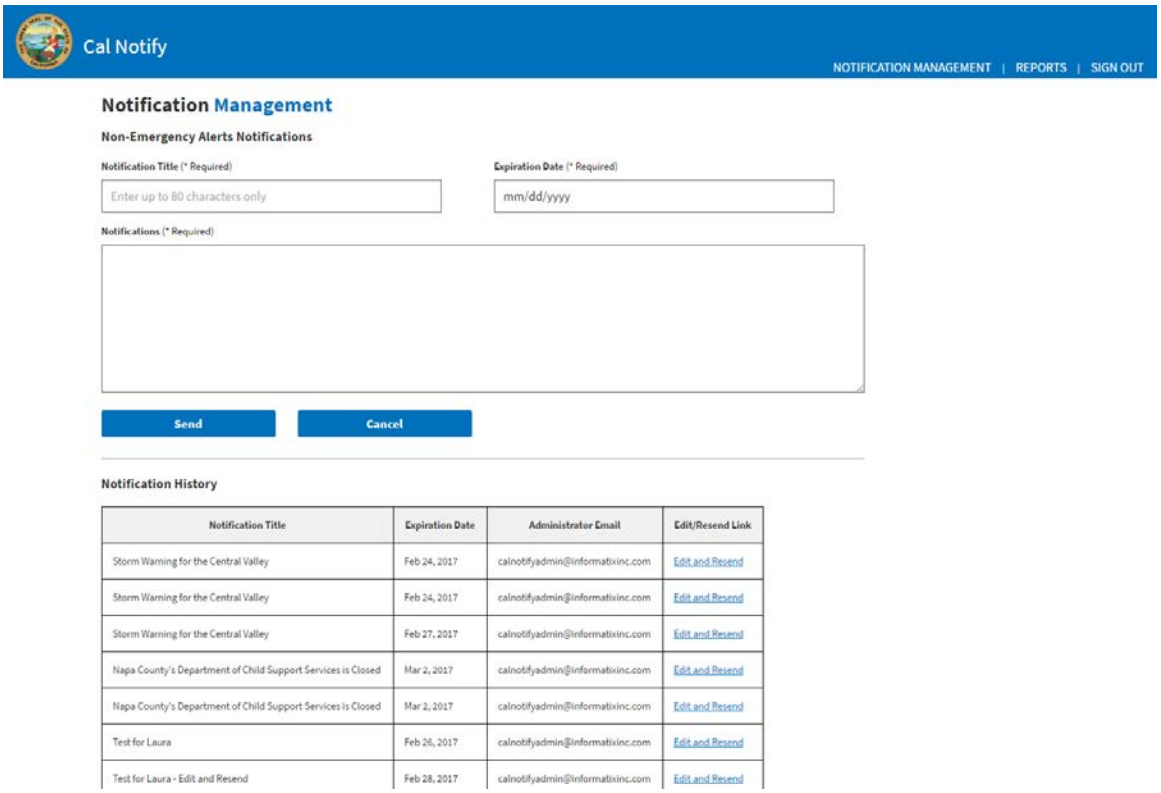
To export:

1. Click on the "**Export**" link next to the date that you want

IMPORTANT NOTE: For the prototype, only preliminary reports were created.

Authorized Administration User Notification Management

An authorized administration user you can send out Non-Emergency Notifications. You can also view notifications sent out in the past as well as see their expiration date, status, and the administration user who sent them. You also have the option to edit and resend past notifications.



To send a Non-Emergency Notification:

1. Enter in the notification information
2. Click the **Send Notification** button
3. Click "Yes" in the confirmation message

IMPORTANT NOTE: For the prototype, a confirmation message was not implemented.

To view notification history:

1. Click on the title of a notification in the Notification History table

To Edit and Resend a past notification:

1. Click on the "Edit and Resend" link next to the desired notification
2. Update any necessary information
3. Click the **Send Notification** button

You can cancel any unwanted changes at any time by clicking on the **Cancel** button, which will take you back to the "Reports" page.

Sign Out

To sign out, click on "**Sign Out"** in the top header menu from any page. You will be signed out and taken to the **Sign In** page.

FAQ

To access the "Frequently Asked Questions" page, you can click on **FAQ** link in the top header menu or in the footer.

Contact Us

To access the "Contact Us" page, you can click on the **Contact Us** link in the footer.

Spanish

To change the language to Spanish click on the **Spanish** link in the footer.