

Informatix, Inc. ADPQ Vendor Pool Prototype B

Cal Notify User Manual

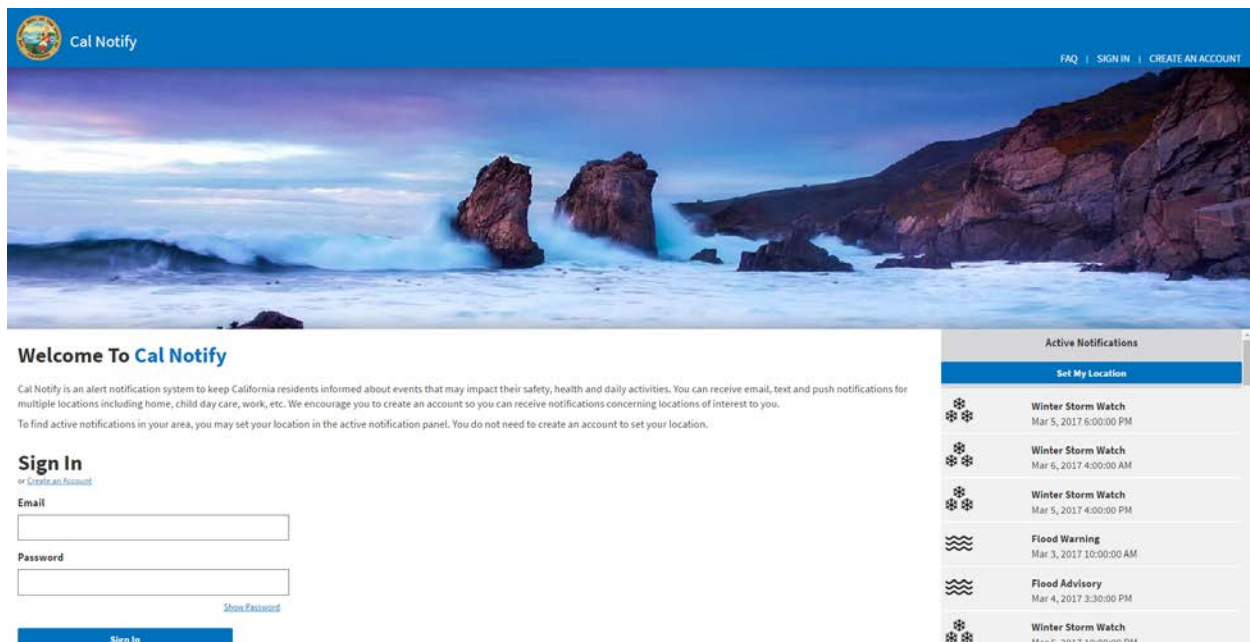
This Manual is intended to help first-time users through the registration process and provide an overview of the basic features for a normal user and an authorized administration user. The steps below refer to the desktop view and may differ slightly from the mobile view. In order to access the Header 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.



Welcome To Cal Notify

Cal Notify is an alert notification system to keep California residents informed about events that may impact their safety, health and daily activities. You can receive email, text and push notifications for multiple locations including home, child day care, work, etc. We encourage you to create an account so you can receive notifications concerning locations of interest to you.

To find active notifications in your area, you may set your location in the active notification panel. You do not need to create an account to set your location.

Sign In
or [Create An Account](#)

Email







Password

[Show Password](#)

Sign In

Active Notifications

Set My Location

	Winter Storm Watch Mar 5, 2017 6:00:00 PM
	Winter Storm Watch Mar 6, 2017 4:00:00 AM
	Winter Storm Watch Mar 5, 2017 4:00:00 PM
	Flood Warning Mar 3, 2017 10:00:00 AM
	Flood Advisory Mar 4, 2017 3:30:00 PM
	Winter Storm Watch Mar 5, 2017 10:00:00 PM

To sign in:

1. Enter your 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

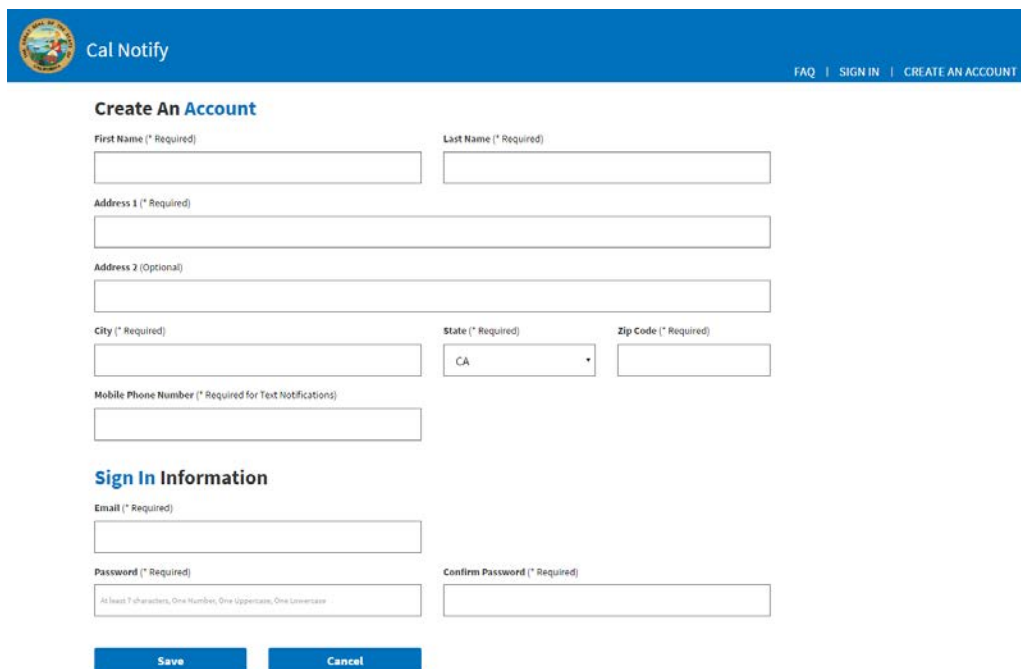
1. Click on any alert notification in the “**Active Notifications**” side menu

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> .



The screenshot shows the 'Create An Account' form on the Cal Notify website. The form is titled 'Create An Account' and includes the following fields:

- First Name (* Required)
- Last Name (* Required)
- Address 1 (* Required)
- Address 2 (Optional)
- City (* Required)
- State (* Required) (Dropdown menu showing 'CA')
- Zip Code (* Required)
- Mobile Phone Number (* Required for Text Notifications)
- Email (* Required)
- Password (* Required) (Note: At least 7 characters, One Number, One Uppercase, One Lowercase)
- Confirm Password (* Required)

At the bottom of the form are two buttons: 'Save' and 'Cancel'.


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 you notification at each location.

 Cal Notify

MY DASHBOARD | MANAGE NOTIFICATIONS | ACCOUNT | FAQ | SIGN OUT

Manage My Notifications

Manage My Notifications allows you to add your preferred alert methods on up to 10 locations including your geo location and account address. You can personalize each location with a nickname e.g. Jane's Day Care, Home, or Work to better identify each address.

Additional Location

Address Nickname (* Required)

Address (* Required)

City

State

Zip Code (* Required)

Add

My Locations And Preferences

Locations	Receive Text Message	Receive Email	Receive Push Notification
Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

** Please refer to FAQ to set up Geo Location Service

Save **Cancel**

Privacy Policy | Contact Us | FAQ | English | Spanish

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.

The screenshot shows the 'Cal Notify' dashboard. At the top is a blue header with the Cal Notify logo and navigation links: MY DASHBOARD, MANAGE NOTIFICATIONS, ACCOUNT, FAQ, and SIGN OUT. Below the header, the 'My Dashboard' title is followed by four main sections:

- Emergency Alerts:** A list of five flood warnings. Each entry includes a wavy line icon, the text 'Flood Warning', and a timestamp (e.g., 'Mar 3, 2017 12:00:00 PM').
- Non-Emergency Alerts:** A list of five admin notifications. Each entry includes an envelope icon, the text 'Admin Notification', and a timestamp (e.g., 'Feb 25, 2017 12:00:00 AM').
- Account Information:** A box with an 'Edit' button. It displays user details: Name (Joe Blake), Address (2615 Jimenez Way, Stockton, CA 95209), Email (luis.pelayo@informatix.com), and Mobile Phone Number (0000000000).
- Notifications:** A box with an 'Edit' button. It contains a table for notification preferences:

Locations	Text Message	Email	Push Notifications
Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Primary Location	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

 Cal Notify

MY DASHBOARD | MANAGE NOTIFICATIONS | ACCOUNT | FAQ | SIGN OUT

Manage My Account

First Name (* Required)

Joe

Last Name (* Required)

Blake

Address 1 (* Required)

2615 Jimenez Way

Address 2 (Optional)

City (* Required)

Stockton

State (* Required)

CA

Zip Code (* Required)

95209

Mobile Phone Number (* Required for Text Notifications)

0000000000

Sign In Information

Email (* Required)

jblake@test.com

Old Password

New Password

At least 7 characters, One Number, One Uppercase, One Lowercase

Confirm Password

Save

Cancel

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.

 Cal Notify

MY DASHBOARD | MANAGE NOTIFICATIONS | ACCOUNT | FAQ | SIGN OUT

Manage My Notifications

Manage My Notifications allows you to add your preferred alert methods on up to 10 locations including your geo location and account address. You can personalize each location with a nickname e.g. Jane's Day Care, Home, or Work to better identify each address.

Additional Location

Address Nickname (* Required)

Address (* Required)

City State Zip Code (* Required)

CA

Add

My Locations And Preferences

Locations	Receive Text Message	Receive Email	Receive Push Notification
Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

** Please refer to FAQ to set up Geo Location Service

Save

Cancel

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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.

 **Cal Notify**

NOTIFICATION MANAGEMENT | REPORTS | SIGN OUT

Notification Management

Non-Emergency Alerts Notifications

Notification Title (* Required)

Expiration Date (* Required)

Enter up to 80 characters only

mm/dd/yyyy

Notifications (* Required)

Send **Cancel**

Notification History

Notification Title	Expiration Date	Administrator Email	Edit/Resend Link
Storm Warning for the Central Valley	Feb 24, 2017	calnotifyadmin@informatixinc.com	Edit and Resend
Storm Warning for the Central Valley	Feb 24, 2017	calnotifyadmin@informatixinc.com	Edit and Resend
Storm Warning for the Central Valley	Feb 27, 2017	calnotifyadmin@informatixinc.com	Edit and Resend
Napa County's Department of Child Support Services is Closed	Mar 2, 2017	calnotifyadmin@informatixinc.com	Edit and Resend
Napa County's Department of Child Support Services is Closed	Mar 2, 2017	calnotifyadmin@informatixinc.com	Edit and Resend
Test for Laura	Feb 26, 2017	calnotifyadmin@informatixinc.com	Edit and Resend
Test for Laura - Edit and Resend	Feb 28, 2017	calnotifyadmin@informatixinc.com	Edit and Resend

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 Link 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.