

# Informatix, Inc. ADPQ Vendor Pool Prototype B

## Cal Notify User Manual

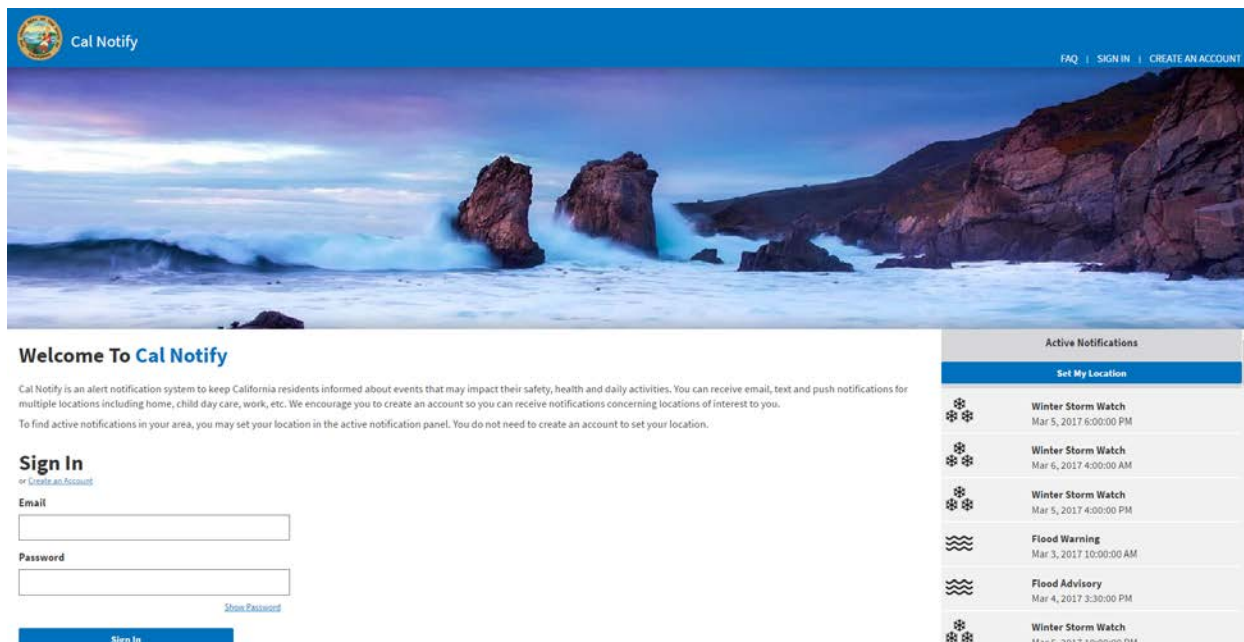
This Manual is intended to help first-time users through the registration process and provide an overview of the basic features for a normal user and an authorized administration user. The steps below refer to the desktop view and may differ slightly from the mobile view. In order to access the Header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

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

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

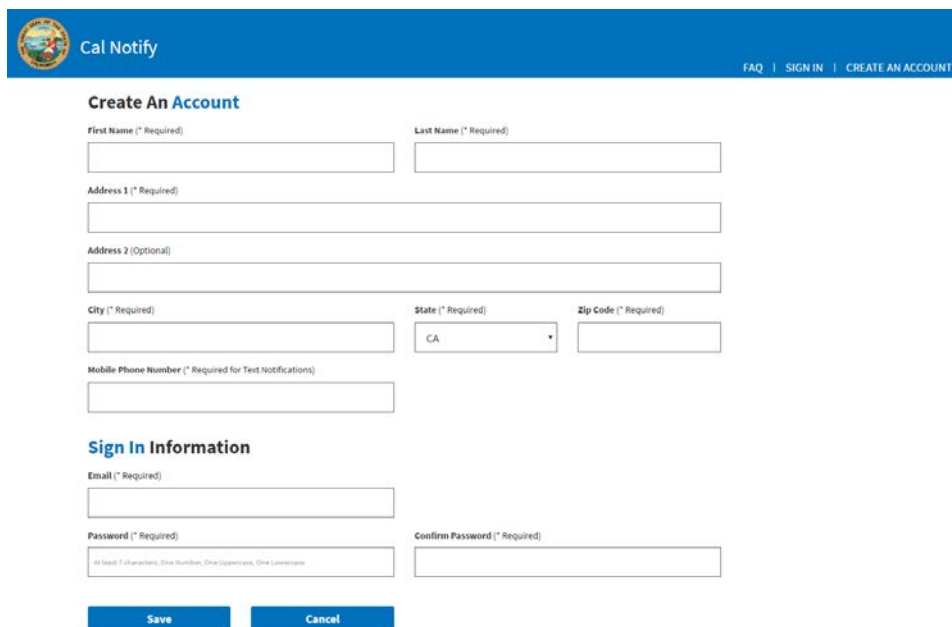
1. Click on any alert notification in the “**Active Notifications**” side menu

### 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> .



The screenshot shows the 'Create An Account' page of the Cal Notify application. The page has a blue header with the Cal Notify logo and navigation links: FAQ, SIGN IN, and CREATE AN ACCOUNT. The main form is titled 'Create An Account' and contains several input fields. The 'First Name' and 'Last Name' fields are required, marked with an asterisk. The 'Address 1' field is also required, while 'Address 2' is optional. The 'City' field is required, and the 'State' is a dropdown menu currently set to 'CA'. The 'Zip Code' field is required. There is a 'Mobile Phone Number' field, which is required for text notifications. Below these fields is a 'Sign In Information' section with 'Email' and 'Password' fields, both required. The 'Password' field has a small note: 'All fields: 7 characters, One Number, One Uppercase, One Lowercase'. A 'Confirm Password' field is also required. At the bottom of the form are 'Save' and 'Cancel' buttons.

### 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

**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 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.

**Cal Notify** MY DASHBOARD | MANAGE NOTIFICATIONS | ACCOUNT | FAQ | SIGN OUT

### My Dashboard

#### Emergency Alerts

- Flood Warning Mar 3, 2017 12:00:00 PM
- Flood Warning Mar 2, 2017 7:00:00 PM
- Flood Warning Mar 2, 2017 7:00:00 PM
- Flood Warning Mar 3, 2017 12:00:00 PM
- Flood Warning Mar 2, 2017 7:00:00 PM

#### Non-Emergency Alerts

- Admin Notification Feb 28, 2017 12:00:00 AM
- Admin Notification Mar 2, 2017 12:00:00 AM
- Admin Notification Mar 1, 2017 12:00:00 AM
- Admin Notification Mar 3, 2017 12:00:00 AM
- Admin Notification Mar 1, 2017 12:00:00 AM

#### Account Information

**Edit**

**Name:**  
Joe Blake

**Address:**  
2615 Jimenez Way  
Stockton, CA 95209

**Email:**  
luis.pelayo@informatix.com

**Mobile Phone Number:**  
0000000000

#### Notifications

**Edit**

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.

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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

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#### 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	<a href="#">Edit and Resend</a>
Storm Warning for the Central Valley	Feb 24, 2017	calnotifyadmin@informatixinc.com	<a href="#">Edit and Resend</a>
Storm Warning for the Central Valley	Feb 27, 2017	calnotifyadmin@informatixinc.com	<a href="#">Edit and Resend</a>
Napa County's Department of Child Support Services is Closed	Mar 2, 2017	calnotifyadmin@informatixinc.com	<a href="#">Edit and Resend</a>
Napa County's Department of Child Support Services is Closed	Mar 2, 2017	calnotifyadmin@informatixinc.com	<a href="#">Edit and Resend</a>
Test for Laura	Feb 26, 2017	calnotifyadmin@informatixinc.com	<a href="#">Edit and Resend</a>
Test for Laura - Edit and Resend	Feb 28, 2017	calnotifyadmin@informatixinc.com	<a href="#">Edit and Resend</a>

### 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.