



ReadyFiji

User Manual



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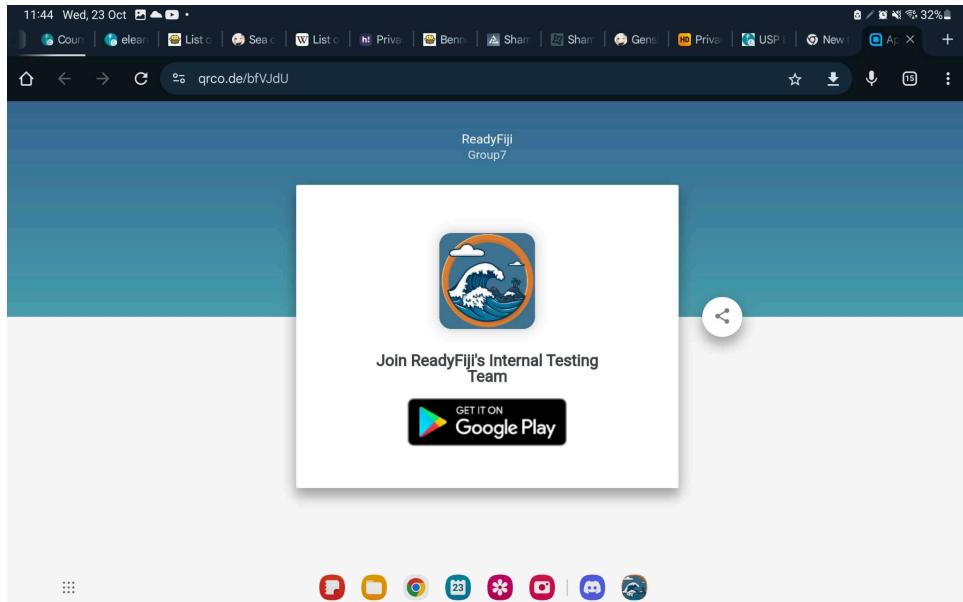
Installing ReadyFiji App

Option 1

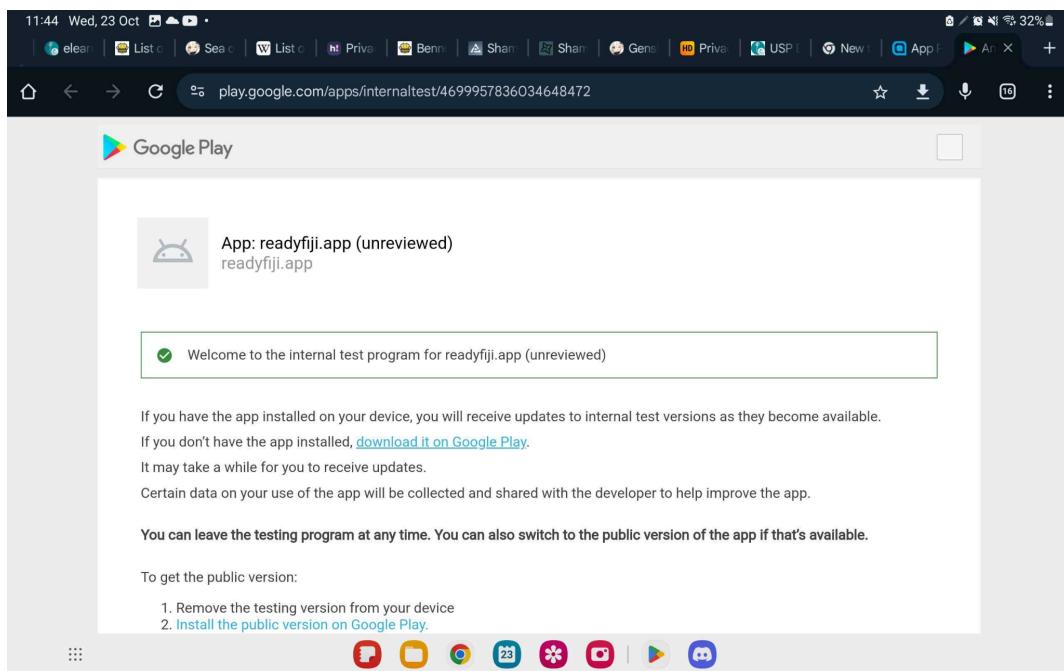
To install the ReadyFiji Disaster Preparedness App. Scan the QR Code Below.



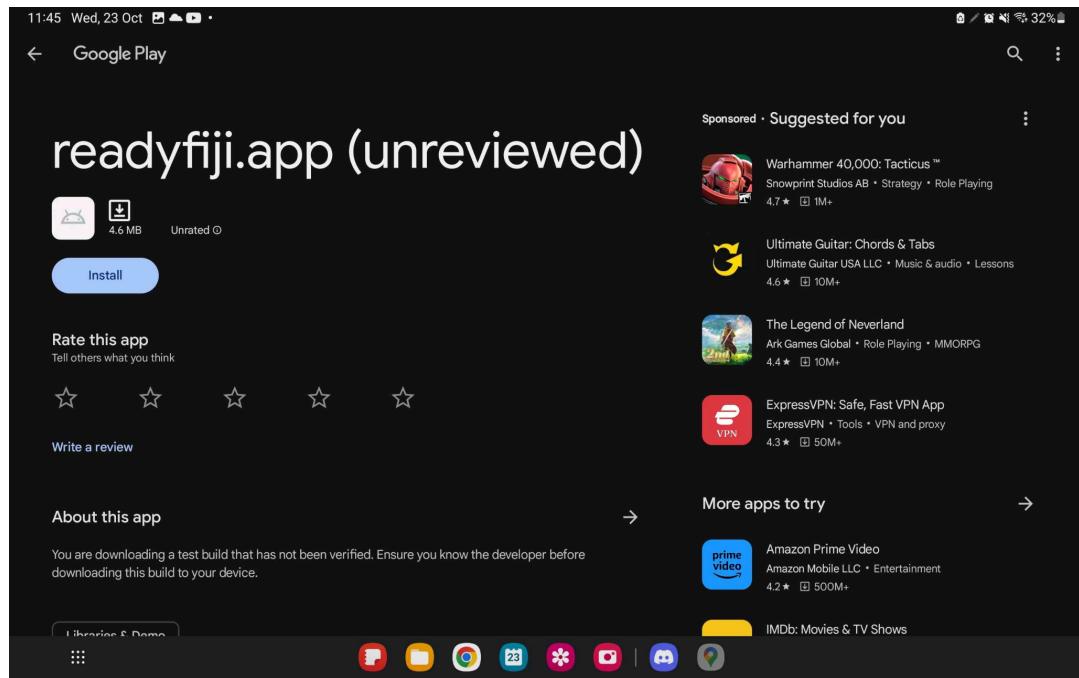
After scanning the QR Code, you will be presented with the following screen.



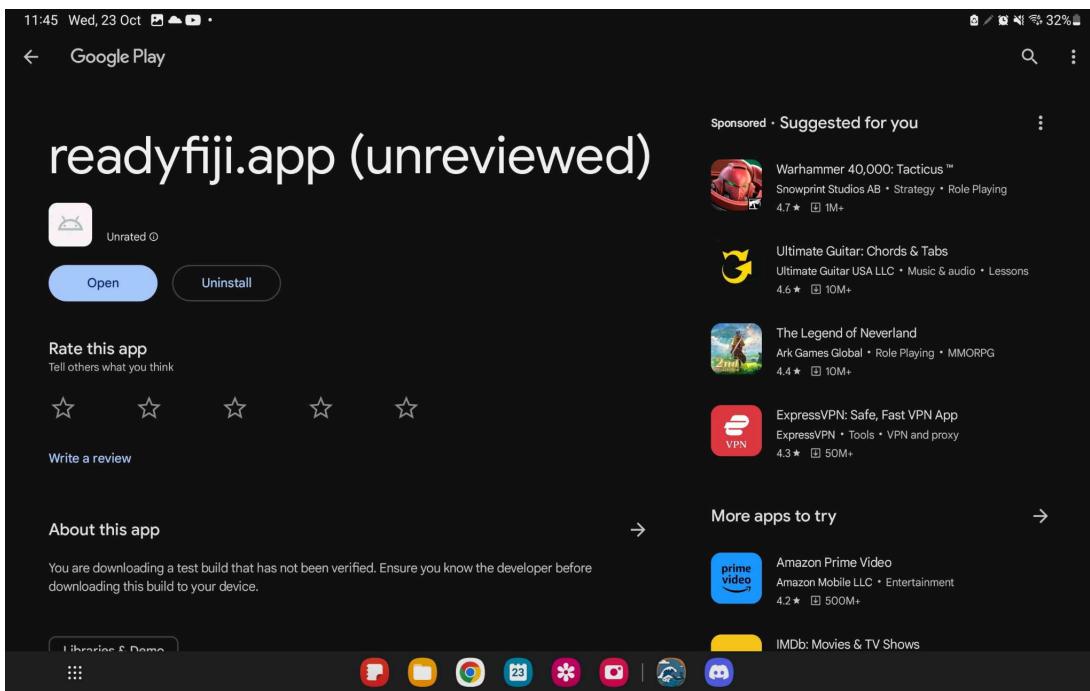
Press the “Get For Google Play” button to view the google play store on your browser and you will be redirected to the webpage below.



Press the “Download it on Google Play” button to open the Google Play store on your phone.



Press the Install Button to download the ReadFiji App.



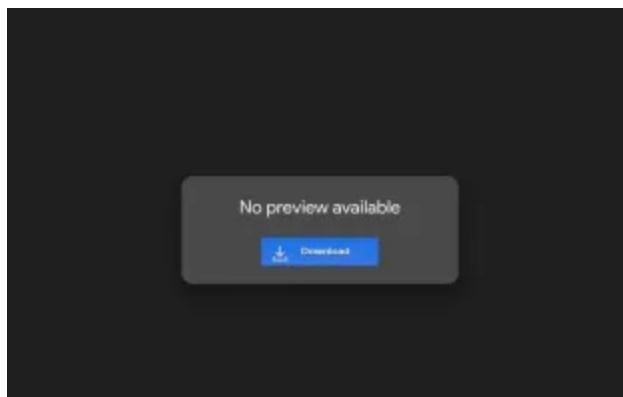
Once it's installed, press the Open button to launch the App.

Option 2

To install the ReadyFiji Disaster Preparedness App. Scan the QR Code Below.



Press the “Download” button.



Press the “Download Anyway” button.

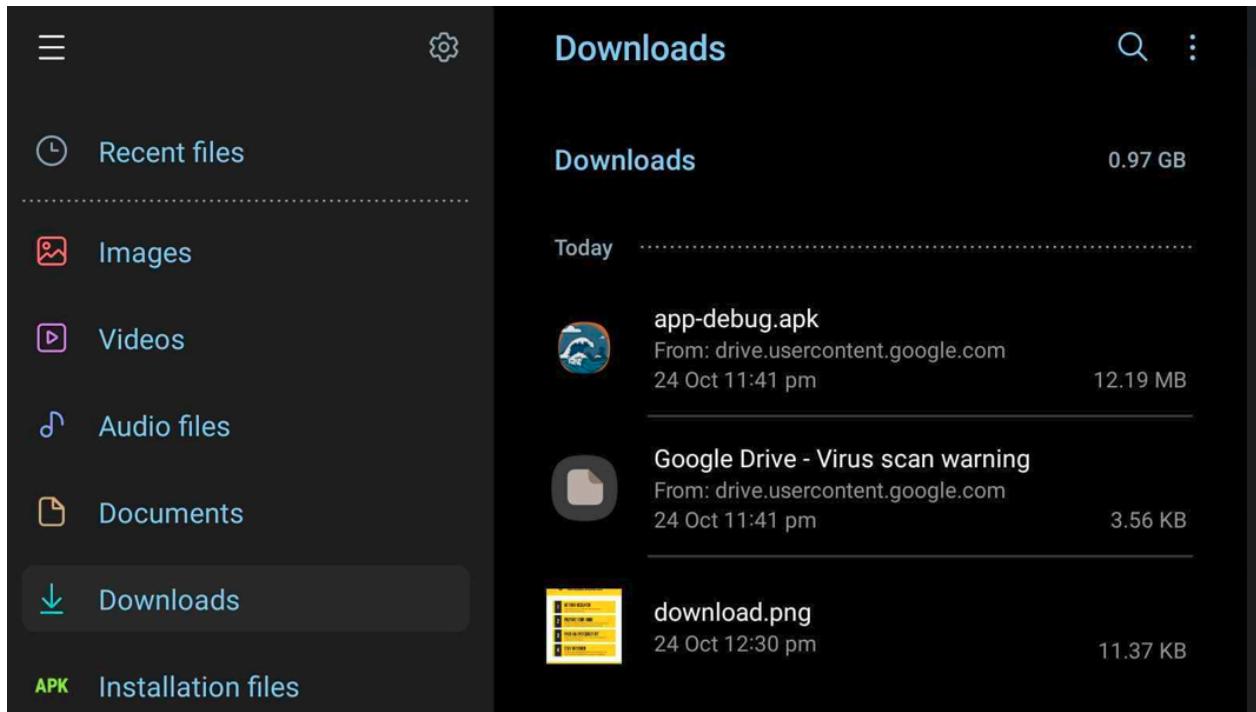
Google Drive can't scan this file for viruses.

This file is executable and may harm your computer.

[app-debug.apk \(12M\)](#)

[Download anyway](#)

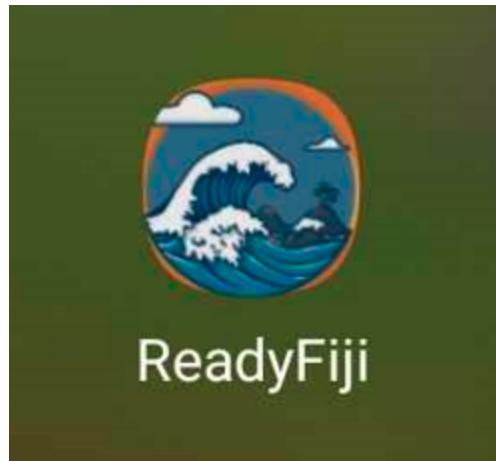
Locate the apk file in your files>>download.



Press the apk file and press install to download the program onto your device. Launch the program.

Launch ReadyFiji App

To launch the app, go to your screen with all of your mobile apps and look for that app that is named “ReadyFiji” and whose icon looks like the one below.



Once you have found the app that looks like that, press it to launch the ReadyFiji App.

1.0 End User

1.1 Login And Registration

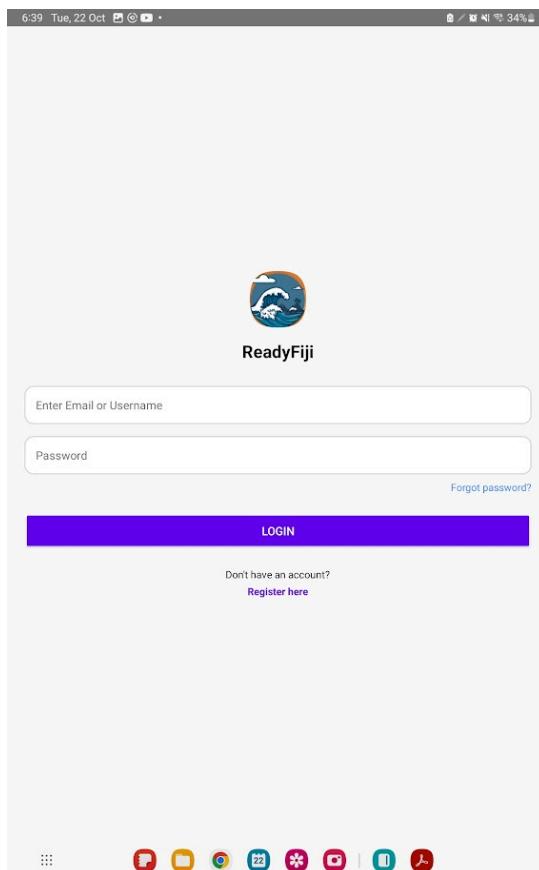


Figure 1: Login Screen

When first launching the application, you will be presented with the login screen. If you already have an account, then you can go ahead and enter your email/username and password in the textbox above based on the text written in the textbox and press “Login”.

If you do not have an account press the “Register here” link located below the login button. Once you press the Register here button/link you will be presented with the user registration screen below.

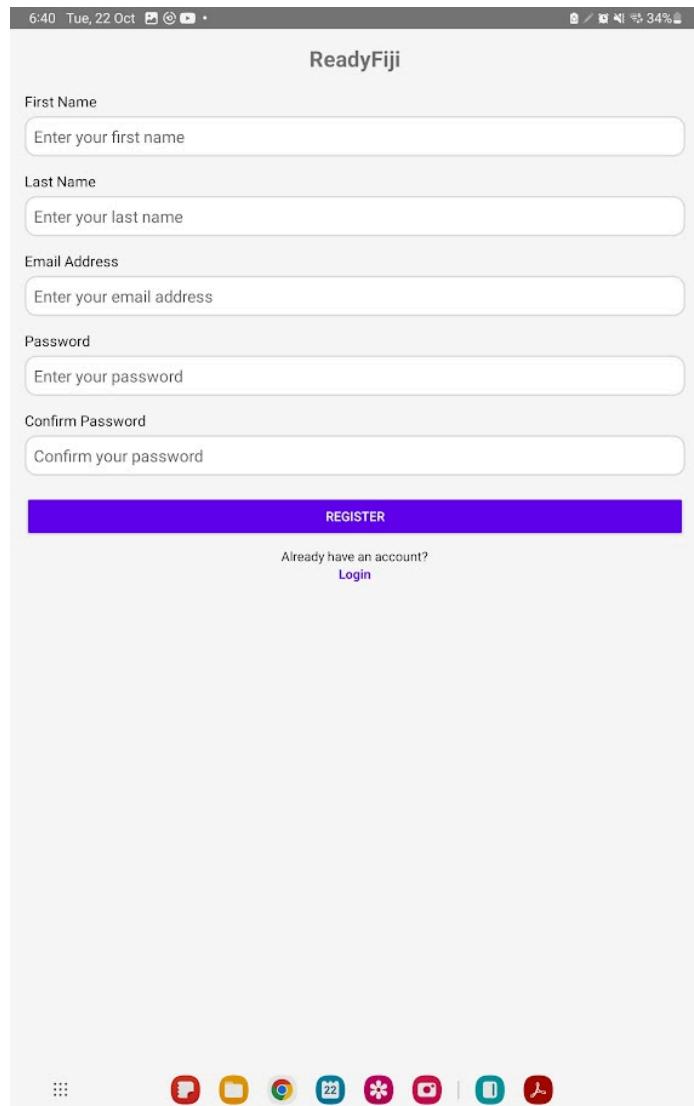


Figure 2: Registration Screen

Once the registration screen opens, enter your first name, last name, email address and then choose a password for your account that is strong and memorable in the text fields based on their labels. In the textbox below the password textbox re-enter the password that you have chosen for your account to confirm the accuracy. Once you have entered all the correct personal information in the correct textbox, press the “Register” button to save the account information. Once account details are saved you will be redirected to the login screen you originally saw when you launched the app. (Refer to the previous screen ([Figure 1](#)) for login instructions)

1.2 Forgot Password

If you have forgotten your password for your account then press the forgot password link on the login screen and you will be presented with the following screen and then follow the instruction below.

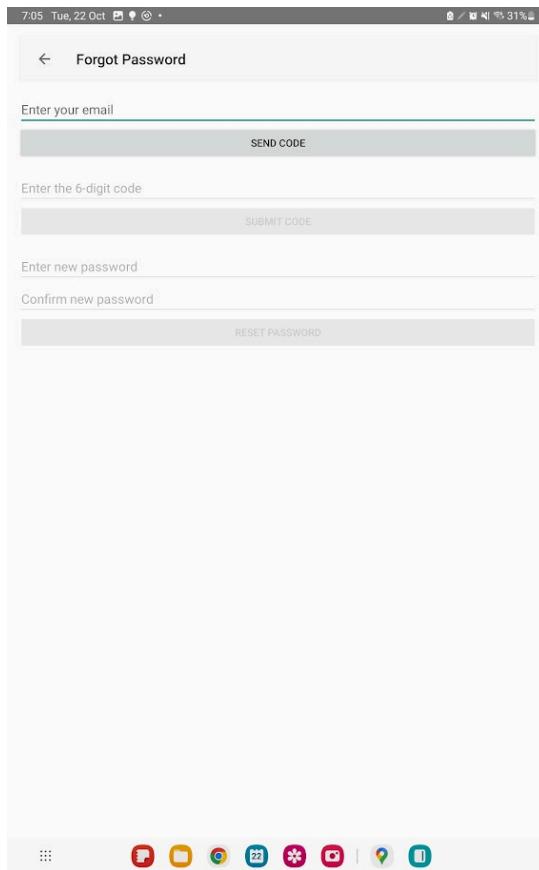
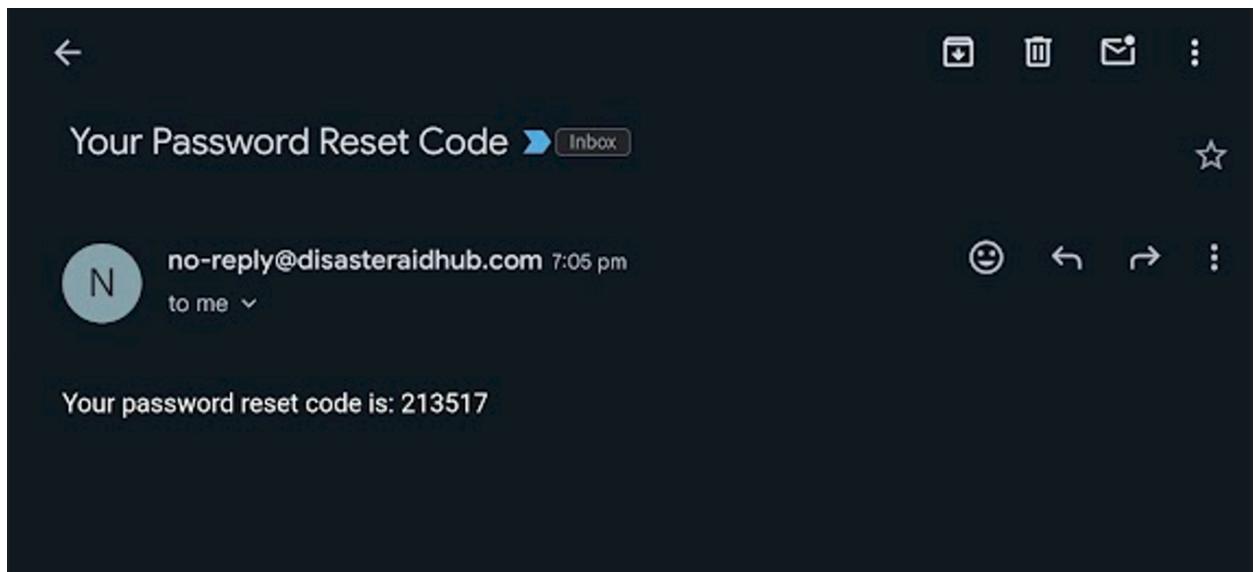


Figure 3: Forgot Password Screen

1. Enter your email address and into the first textbox and press the "Send Code" button.
2. Check your email inbox of the email address that you entered in the first textbox. You will find an email from "no-reply@disasteraidhub.com" that will contain the code

that will allow you to reset your password. The email will appear as so:



3. Figure 3.1: Reset Code Email
4. Copy and code the paste it or type it into the second textbox and press "submit code".

A screenshot of a web-based form for entering a password reset code. It features a text input field labeled "Enter the 6-digit code" and a grey "SUBMIT CODE" button below it.

5. Figure 3.2: Enter Reset Code
6. Now enter your new password and confirm it by re-entering it, after doing that, press "reset password".

A screenshot of a web-based form for entering a new password. It includes two text input fields: one for "Enter new password" and another for "Confirm new password", both underlined with a light blue border. Below them is a grey "RESET PASSWORD" button.

7. Figure 3.3: Enter new Password
8. After which you will be redirected to the login screen where you can enter your account email and new password that you just reset to. (refer to figure 1 for login)

1.3 Home Screen

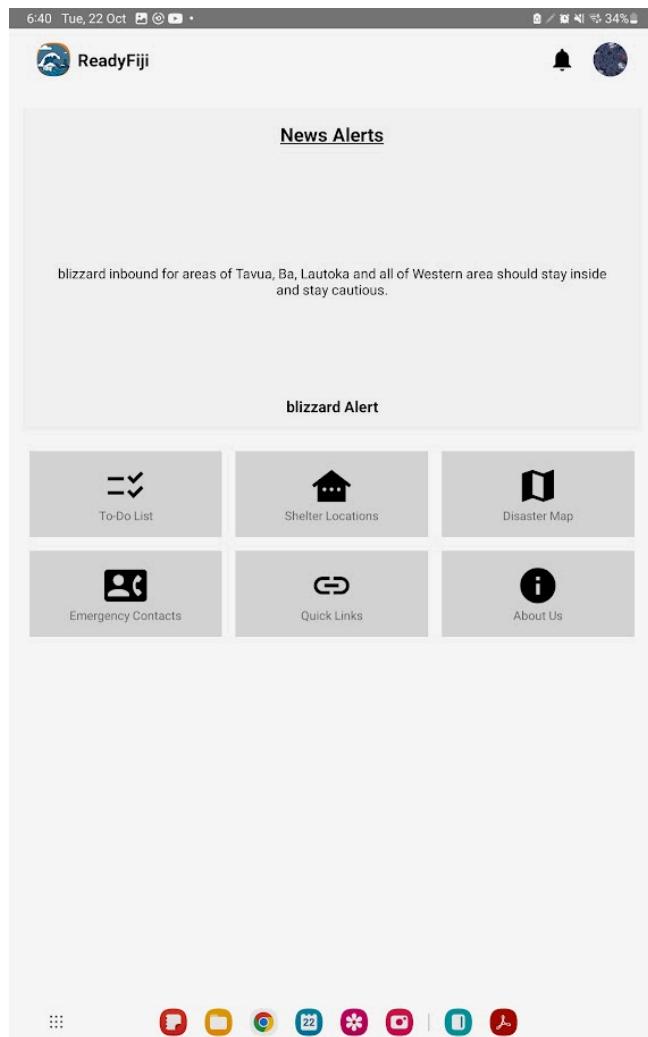


Figure 4: Home Screen

Once you have successfully logged in, you will be presented with the home screen where you will be able to access the multitude of the services the ReadyFiji App provides.

On the top right of the screen you will see the logo of the app. On the top left you will see 2 icons, the bell icon represents the notification button that when pressed will redirect to the notification screen (refer to [Figure 4](#)). The button beside the bell icon opens the sidebar of the app and allows users to access certain functionality that doesn't directly impact the services of the app, refer to [Figure 6](#).

Below the header of the app, you will find the Disaster Alert carousel or slideshow that shows any important information message or image that you should know to keep you and your community safe and informed.

Below the Alert carousel are 6 buttons that navigate to different screens that provide different service and functionality:

- To-Do List
 - Provides users with a list of activities to complete for each specific disaster, prepared by the team of admin lead by the NDMO and Fiji Meteorological Services. Users are also able to add custom tasks. (refer [Figure 5](#))
- Emergency contacts
 - Provided users with a list of emergency departments, their location on a map, contact and ability to navigate to the location. (refer [Figure 6](#))
- Shelter Location
 - Allows users to see nearby relief shelters, their location, related details, such as contacts, person in charge and capacity, as well as how to get to it.(refer [Figure 7](#)).
- Quick Links
 - Contains hyperlinks to over external sites that may be relevant. (refer [Figure 8](#)).
- Disaster Map
 - Allows tracking of disasters based on a disaster map. (refer [Figure 9](#)).
- About us
 - Describes the ReadyFiji's Vision, Missions and customer support contact. (refer [Figure 10](#)).

1.3.1 Disaster To-Do List

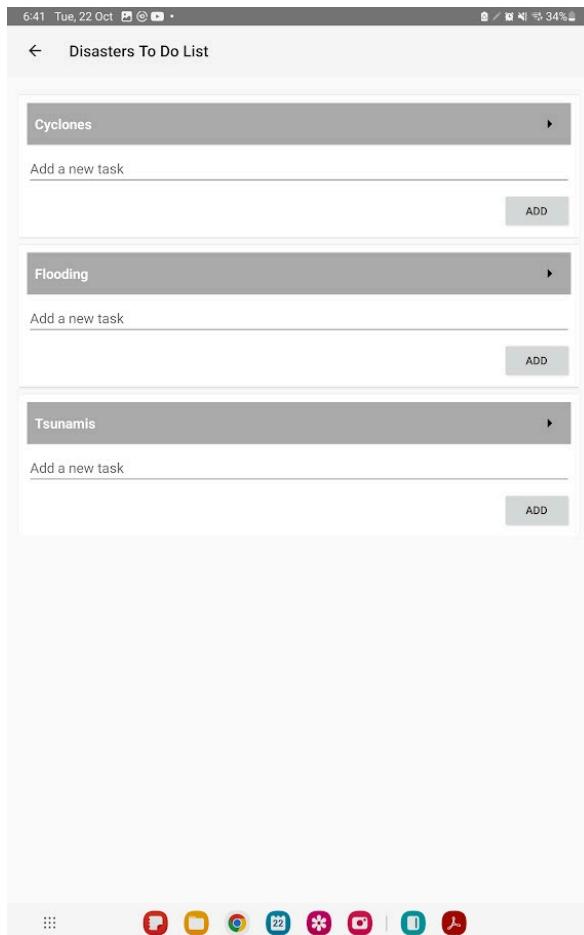


Figure 5: Disaster To-Do List

When first opening this screen by pressing the To-Do List button in the Home screen (refer [Figure 4](#)). You will be presented with a screen similar to the one above, where you will see many blocks, with each block representing 1 disaster type.

Each block has a drop down list, a text field and a button. When you press the arrow at the far right of the drop down list, you will be presented with a list of disaster tips or tasks for a particular disaster, the tips/tasks present in the drop down list will not only be the tips/tasks provided by the team at ReadyFiji, but also the custom ones that you can create using the text field below the drop down list.

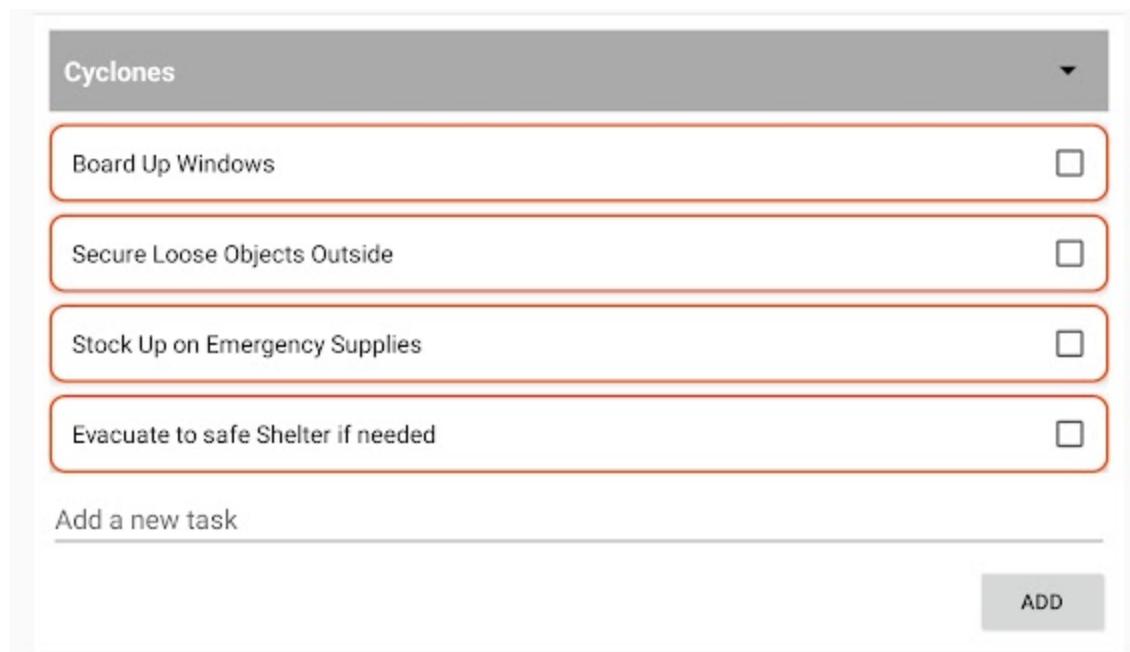


Figure 5.1: Disaster tips List

To create and enter your own custom disaster tips follow the instructions below:

1. Enter the custom tip or reminder in the text field.

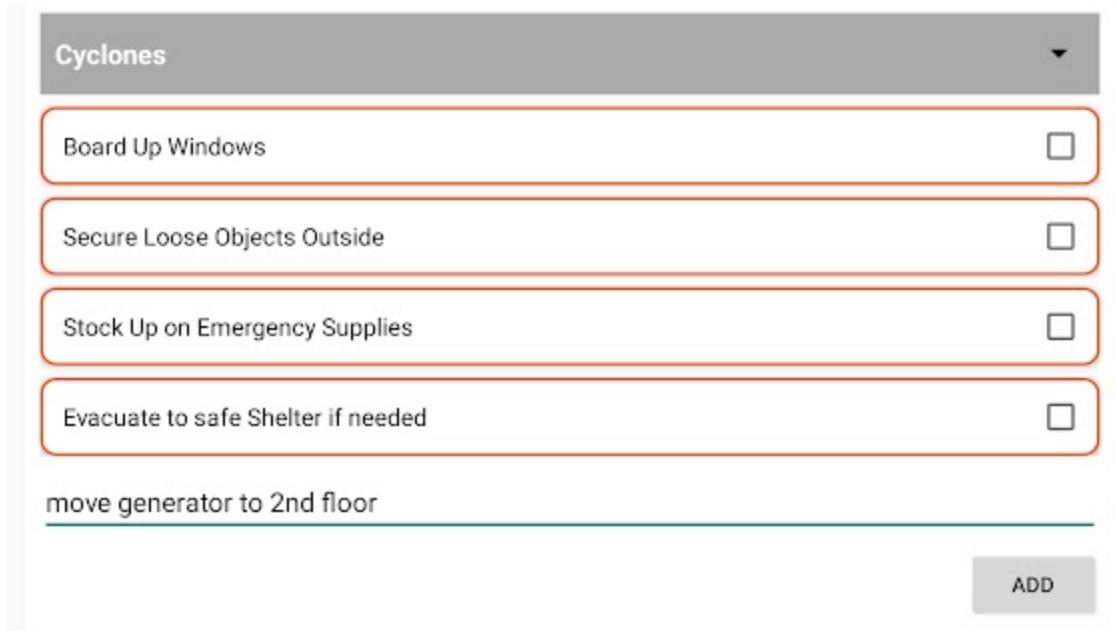


Figure 5.2: Custom Task

2. After typing out your custom task, press the “Add” button to save the task. It should appear as shown below.

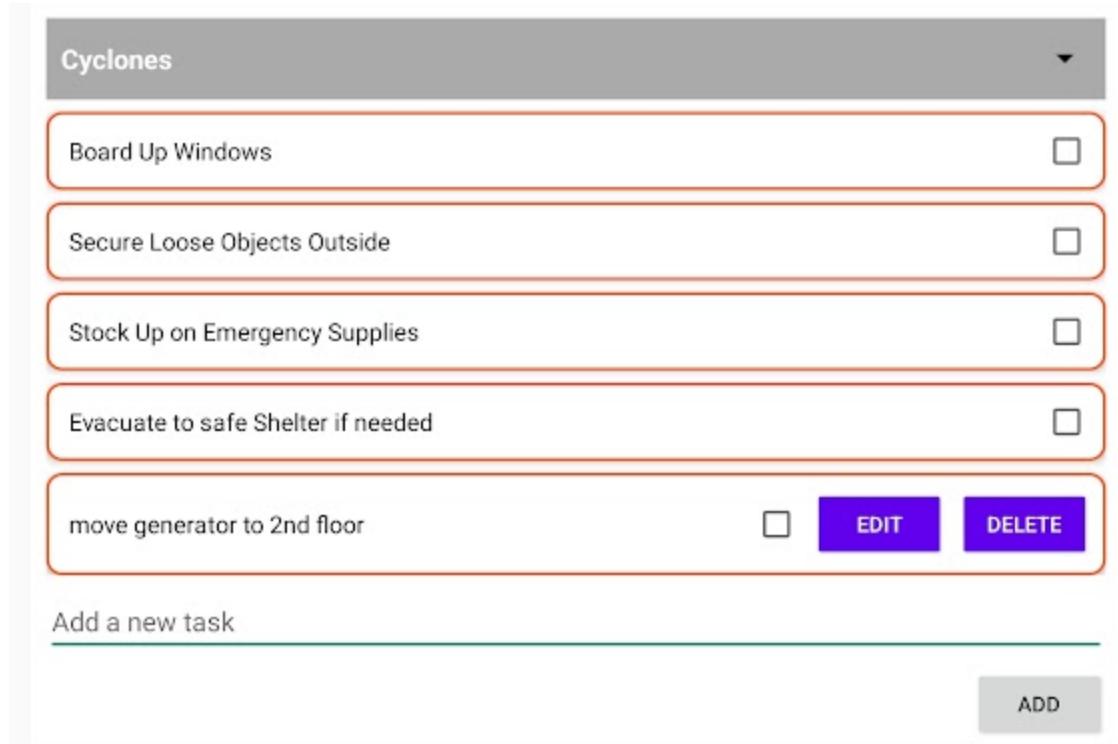


Figure 5.3: Added Custom Task

3. If you want to edit your custom task, press the “Edit” button on the task you want to edit and the screen should be like the one below.

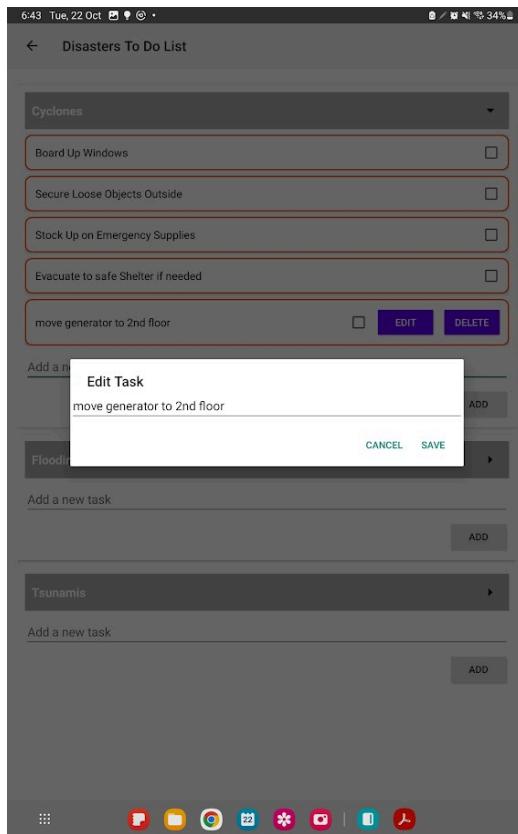


Figure 5.4: Edit Custom Task

4. Update the task.

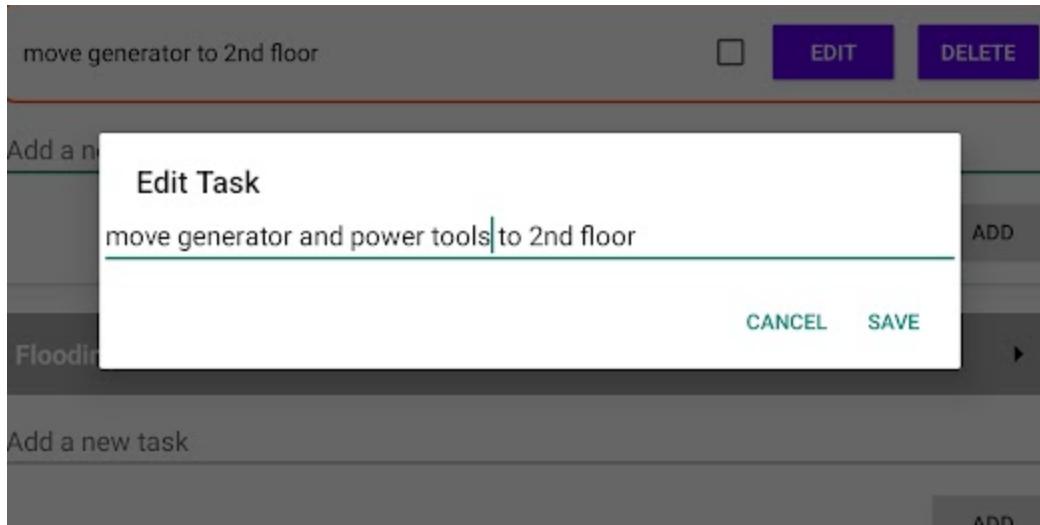


Figure 5.5: Edited Task

5. Press the "Save" button if you wish to save the newly edited task or press the "Cancel" button if you wish to ignore the changes you made to the task and keep the

unedited task. If you choose to save the edited task, it should look similar to the image below.

Cyclones

- Board Up Windows
- Secure Loose Objects Outside
- Stock Up on Emergency Supplies
- Evacuate to safe Shelter if needed
- move generator and power tools to 2nd floor

Add a new task

ADD

Figure 5.6: Edited Task

- If you want to Delete the custom task you have added, press the “Delete” button to remove the custom task from the drop down list.
- If you want to keep track of all the tasks you have accomplished, then you can press the square box at the right side of all the tasks and fill the box with a tick.

Cyclones

- move generator and power tools to 2nd floor
- Board Up Windows
- Secure Loose Objects Outside
- Stock Up on Emergency Supplies
- Evacuate to safe Shelter if needed

Add a new task

ADD

Figure 5.7: Ticked Tasks

1.3.2 Emergency contact

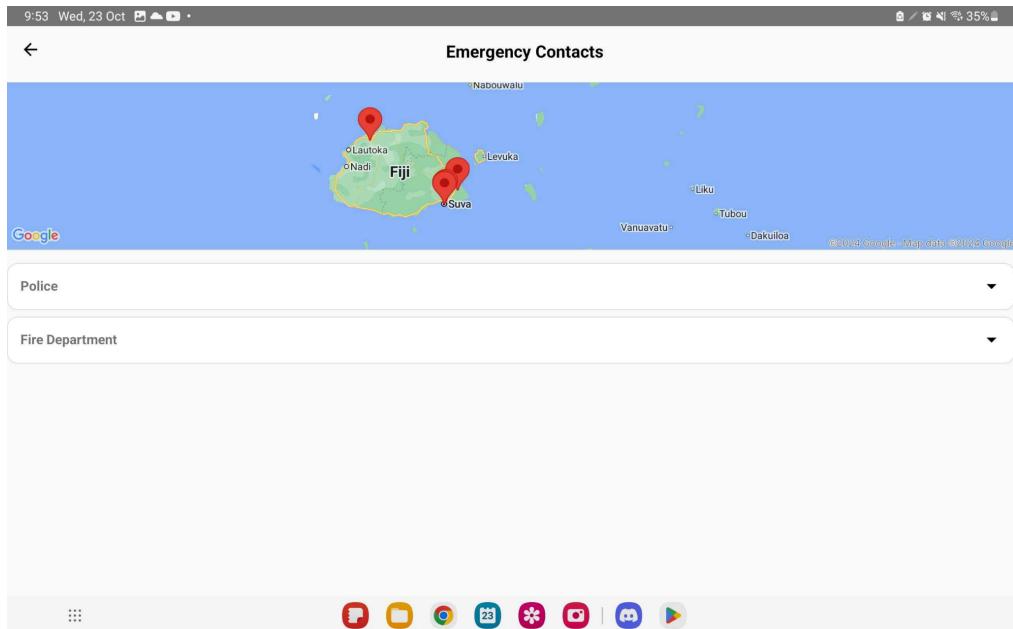


Figure 6: Emergency Contact Screen

When you press the “Emergency Contacts” button on the Home Screen, you will be presented with the screen similar to the one above.

On the top you will have a Google map that will show the location of the emergency department building. Below the Google Map, you will see the various emergency departments separated into multiple drop down lists.

When you press the arrow at the far right of the drop down list, it will open the drop down list and show the various buildings, stations or posts in a form of many more drop down lists.

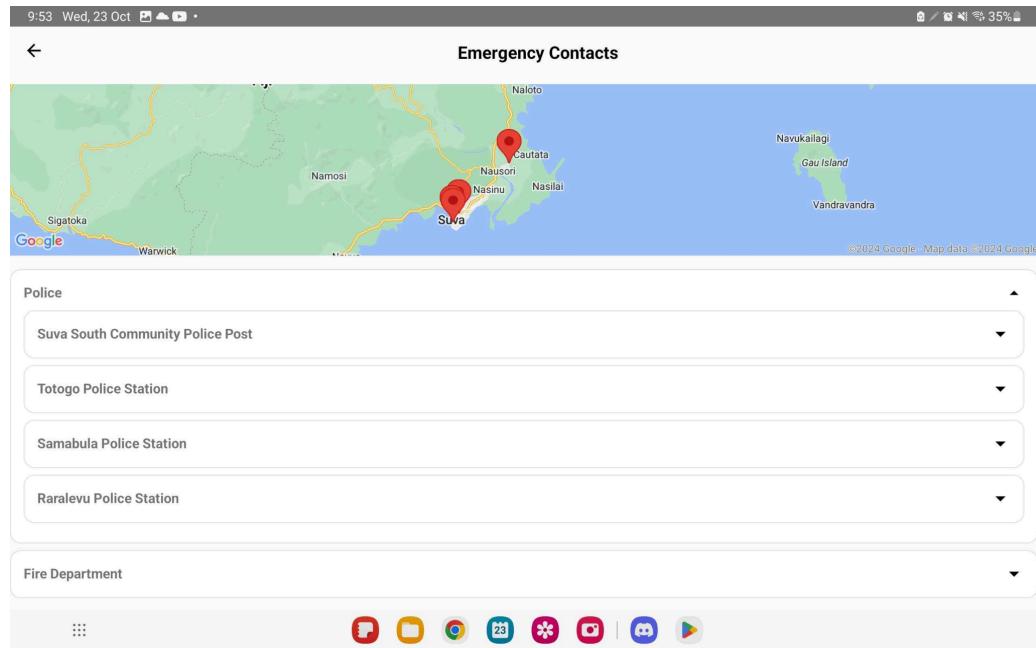


Figure 6.1: Emergency Department buildings

To view the details of a specific emergency department building, at the right end of the drop down list for that emergency department building, press the arrow to open the drop down list. This will reveal the details about the department building as shown below.

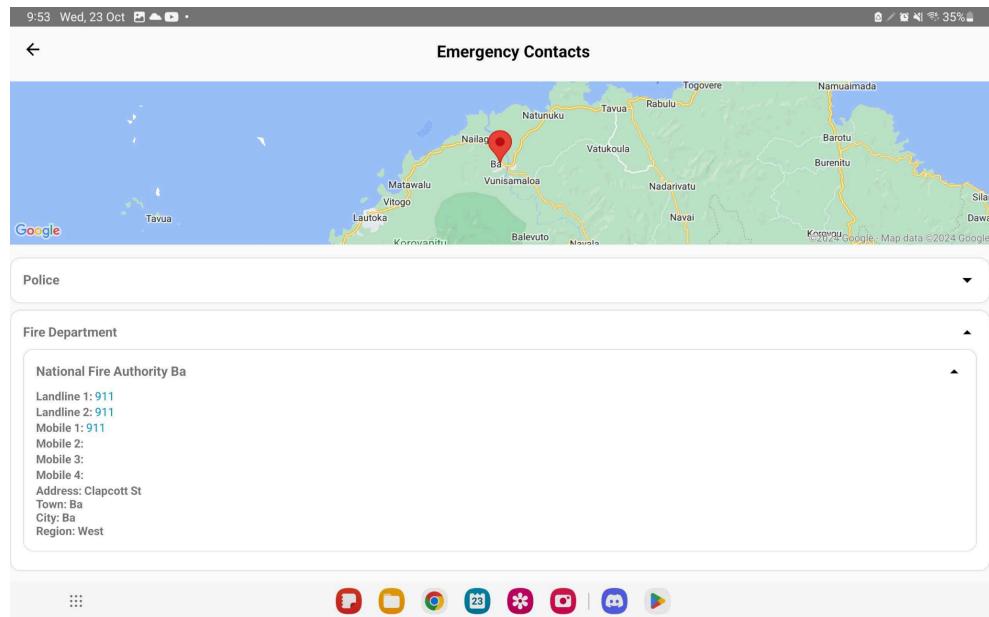


Figure 6.2: Department Building Details

If you press the red pin on the Google Maps of the department building, it will show the name of the pin and give you the option to view the location in the Google Map App or find the route to the department building from your current location to the building.



Figure 6.3: In App Google Map



Figure 6.4: Find Location on Google Map (Right) & Find Route(Left)

You can press the button on the right to open and view the location of the building in the GoogleMap App itself.(Note your Google Maps App must be installed and working for this feature to work)

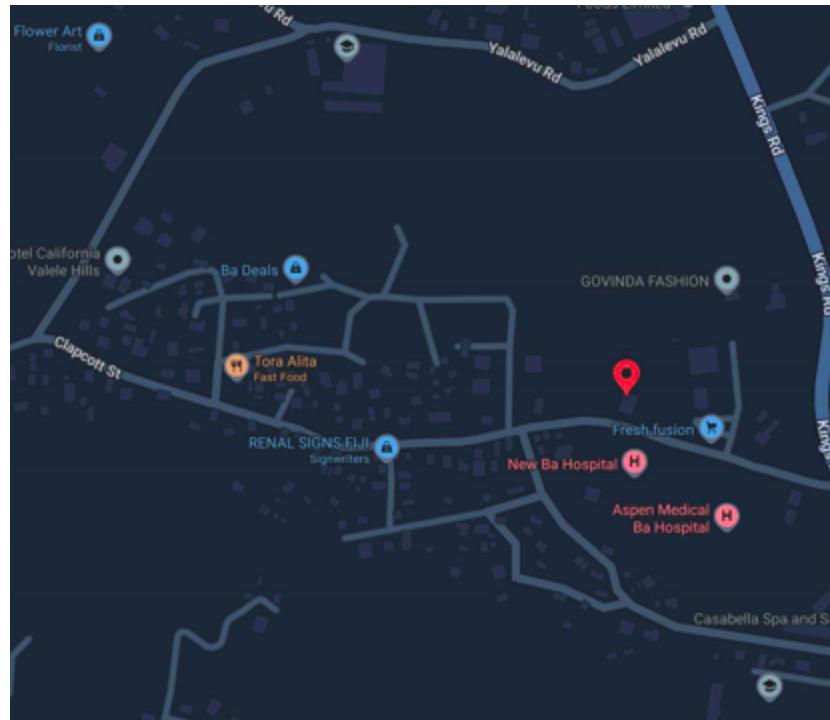


Figure 6.5: Location of Building in Google Map

Or you can press the left button to open the Google Map App and let it plot a route from your current location to the location of the building.

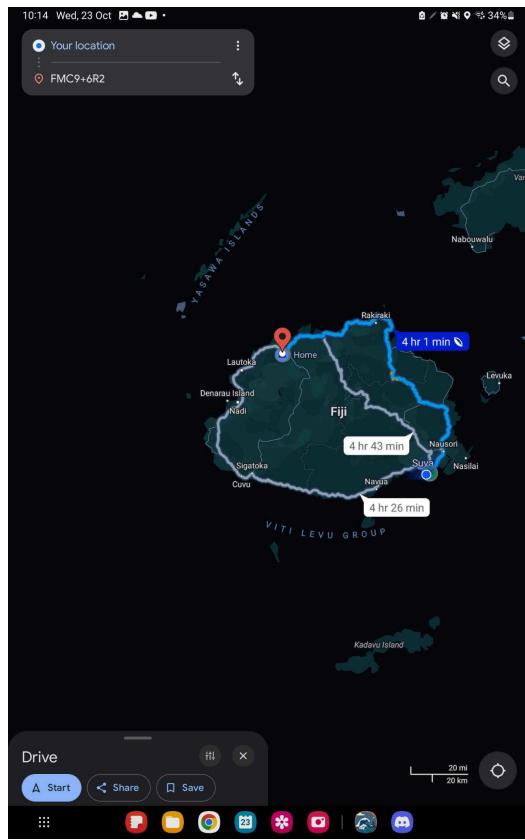


Figure 6.6: Route to building

1.3.3 Shelter Location

When pressing the “Shelter Location” button on the home screen, you will be presented with the screen below.

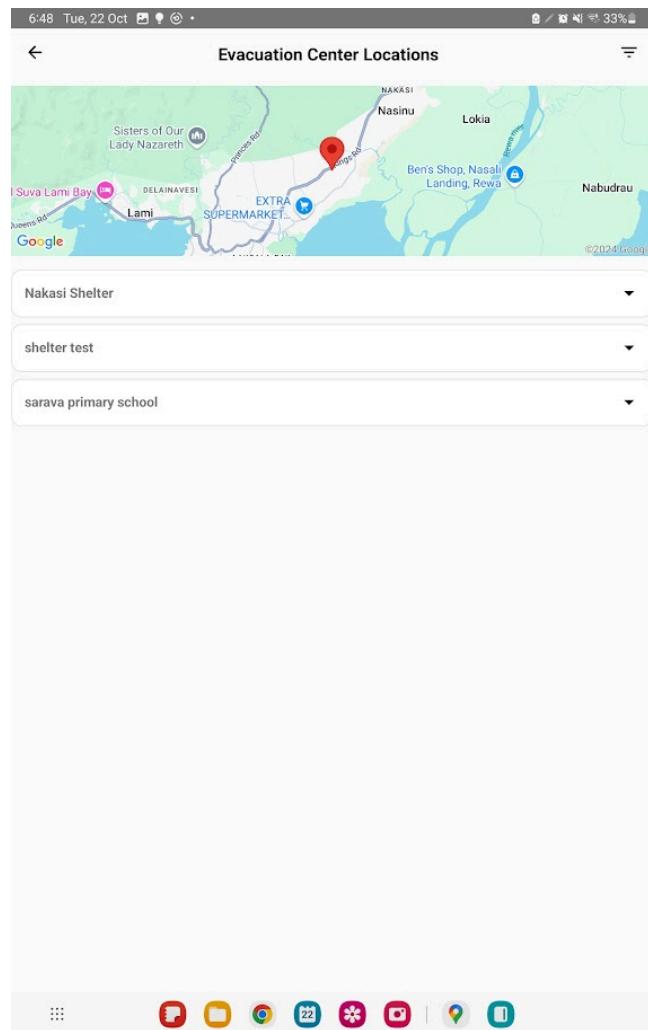


Figure 7: Relief Shelter Screen

Once present at the screen, you will be able to see the various drop down lists that will represent the various disaster relief centers. When you press the arrow on the right end of the drop down list, it will open the drop down list and show the details of the relief center.

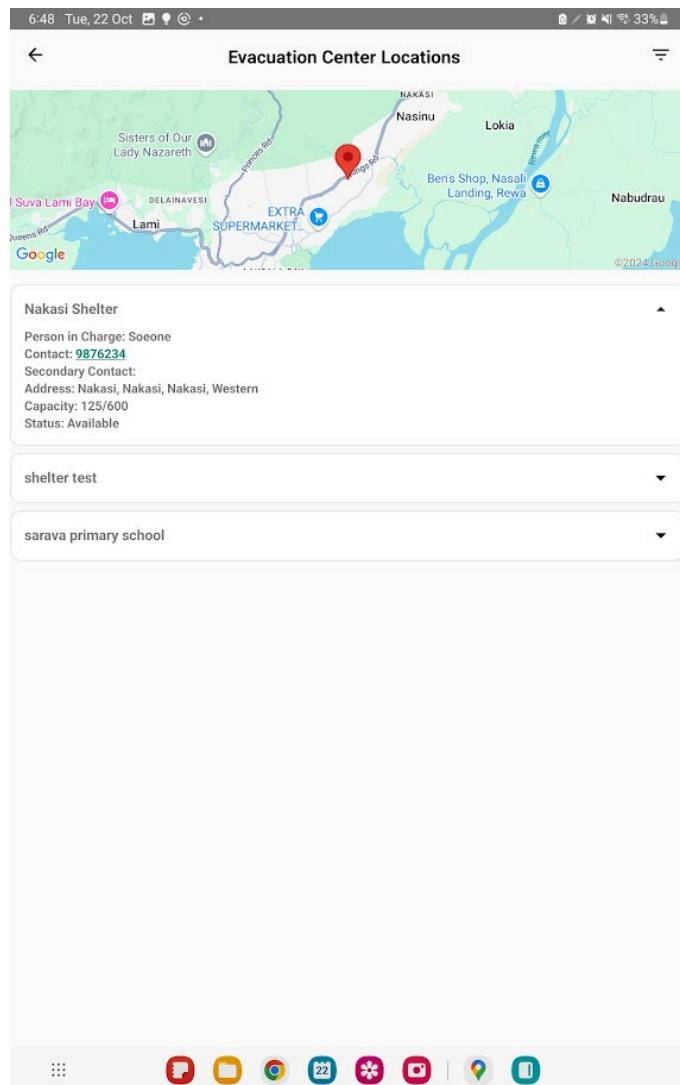


Figure 7.1: Relief Shelter details

On the top most right corner of the screen you will see a button, when you press that button it will show a list of towns or locations that you can filter the relief shelter by.



Figure 7.2: Filter Relief Shelters

Select a location to filter the relief shelters by that location by pressing on it.

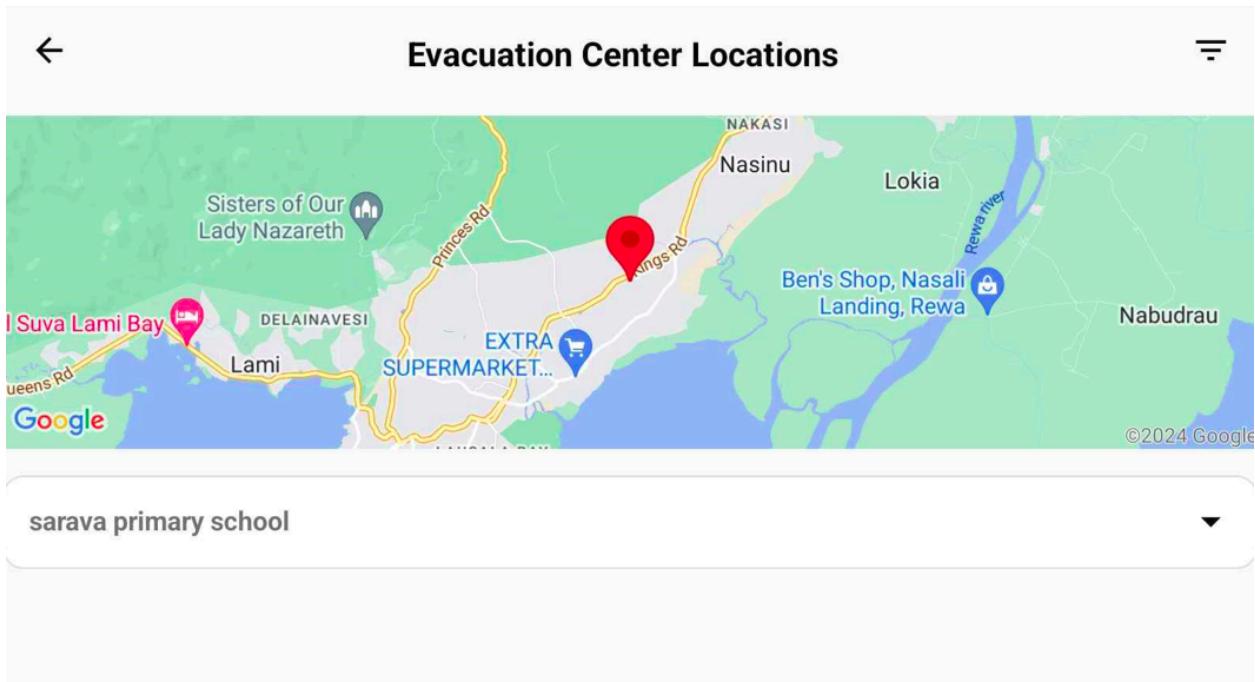


Figure 7.3: Filtered Relief Shelters

If you press the red pin on the Google Maps of the relief shelters, it will show the name of the pin and give you the option to view the location in the Google Map App or find the route to the relief shelters from your current location to the relief shelters.



Figure 7.4: In App Google Maps



Figure 7.5: Find Location on Google Map (Right) & Find Route(Left)

You can press the button on the right to open and view the location of the relief shelter in the GoogleMap App itself. (Note your Google Maps App must be installed and working for this feature to work)

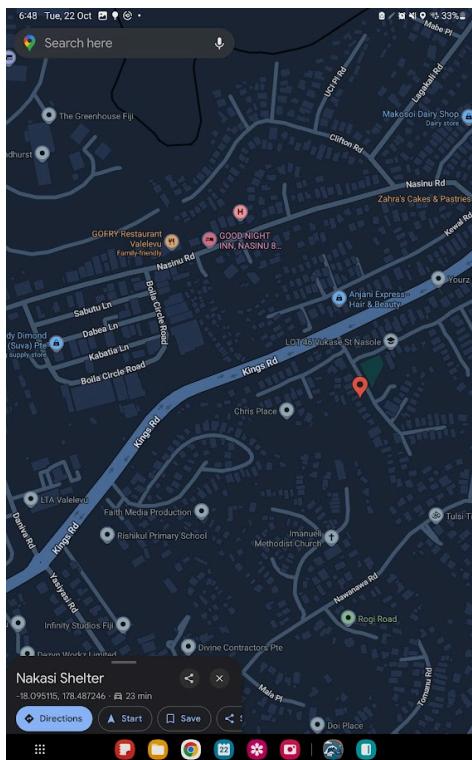


Figure 7.6: Location of relief shelter in Google Map

Or you can press the left button to open the Google Map App and let it plot a route from your current location to the location of the relief shelter.

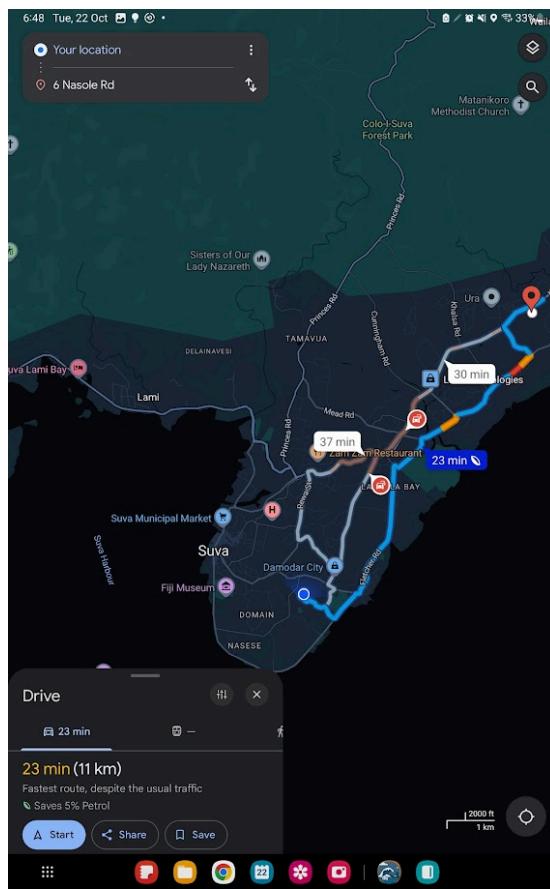


Figure 7.7: Route to relief shelter

1.3.4 Quick Links

When having pressed the “Quick Links” button on the home screen, you will be presented with the screen below.

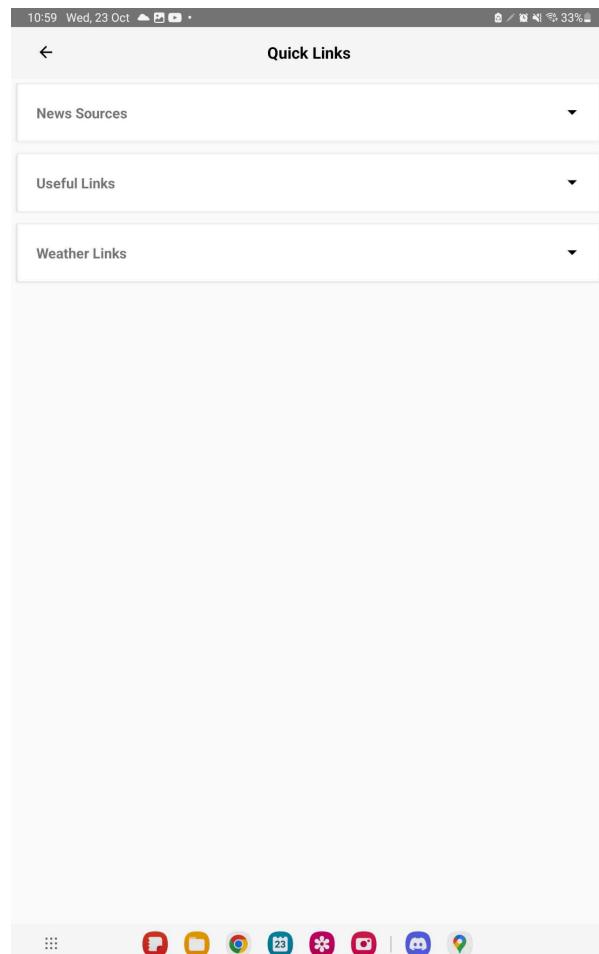


Figure 8: Quick Links Screen

There will be various hyperlinks in the various drop down lists, where each link will belong to one drop down list. To reveal the links in a drop down list, press the right most arrow at the end of the drop down list.

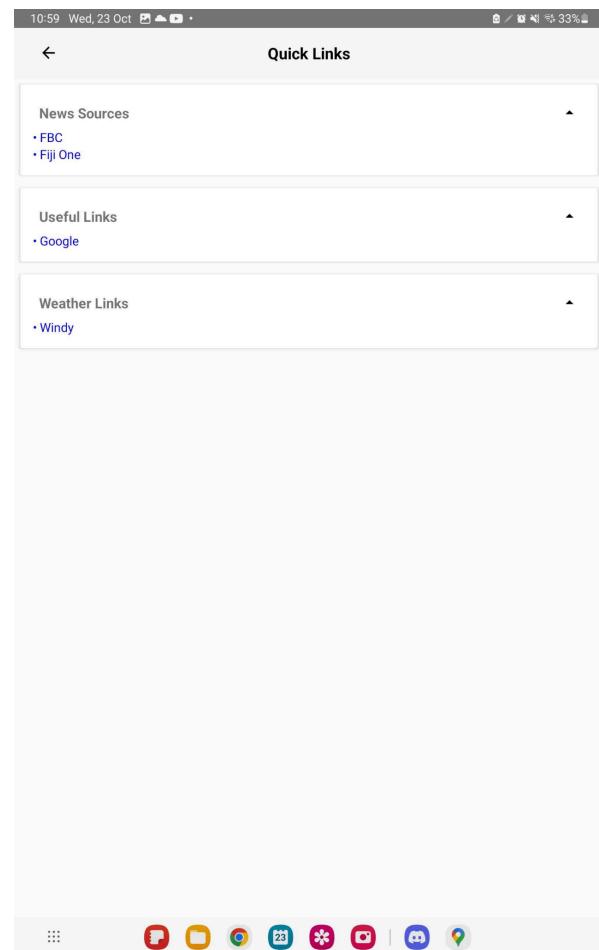


Figure 8.1: Links

Once you press one of the hyperlinks, your browser will open up and present the website that is associated with that hyperlink.

1.3.5 Disaster Map

When you have pressed the “Disaster Map” button on the Home Screen, you will be presented with the screen shown below.

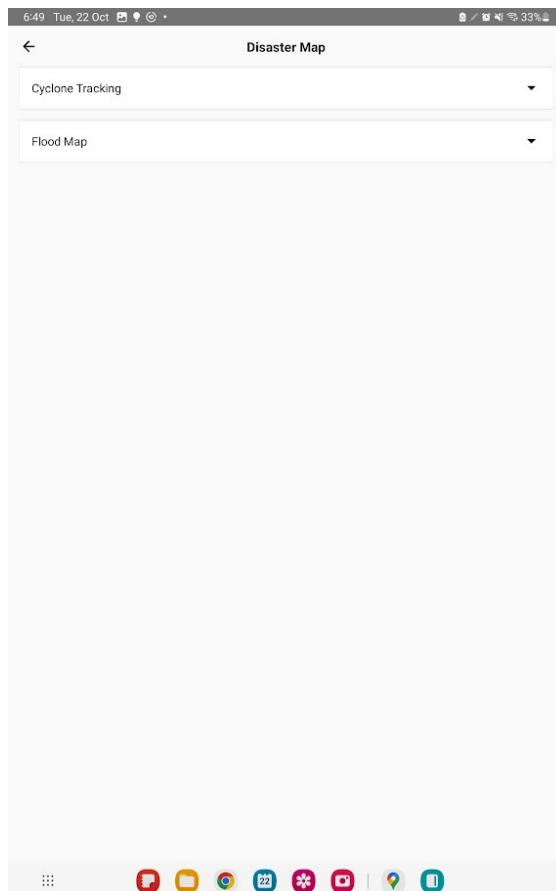


Figure 9: disaster Map Screen

There will be 2 drop down menus each one holding a disaster map that shows or reports on different types of disasters. The first drop down list holds a map that reports on cyclones, tsunamis and other related disasters. Whereas the second drop down list reports on the flooding in different areas. Press the arrow at the right most side of the drop down list to open and view the disaster map.

For the Flood map in the bottom most drop down list, you will have a drop down list below the map to filter through each flooding and view one flooded area at a time.

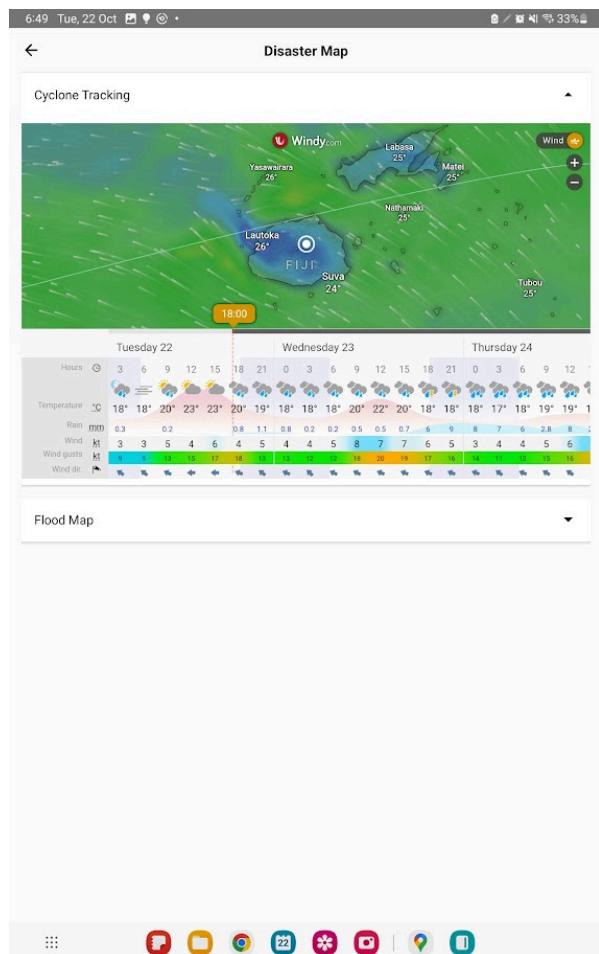


Figure 9.1: Weather Disaster Map

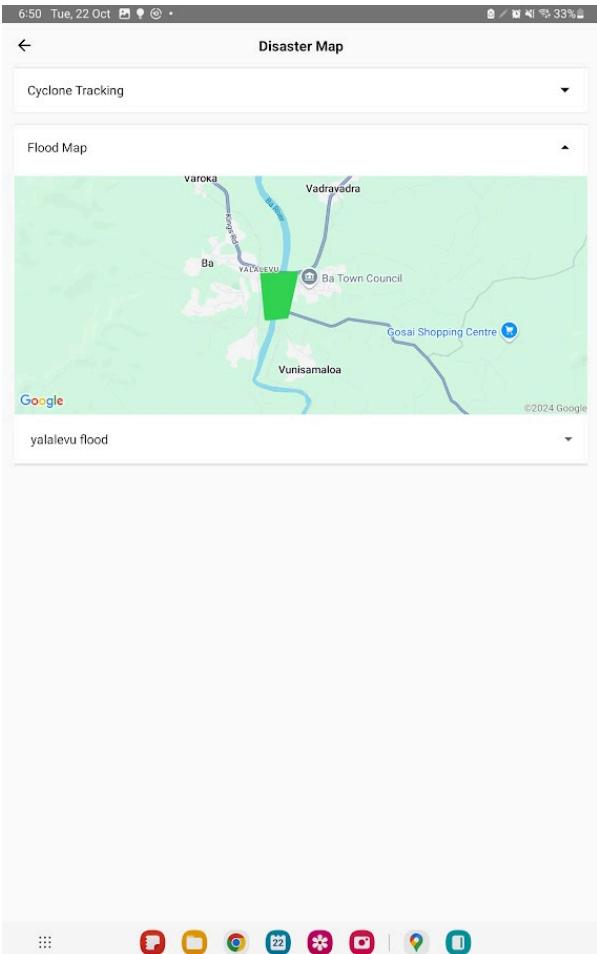


Figure 9.2: Flood Map

1.3.6 About Us

After pressing the “About Us” button on the Home Screen, you will be presented with the screen shown below.

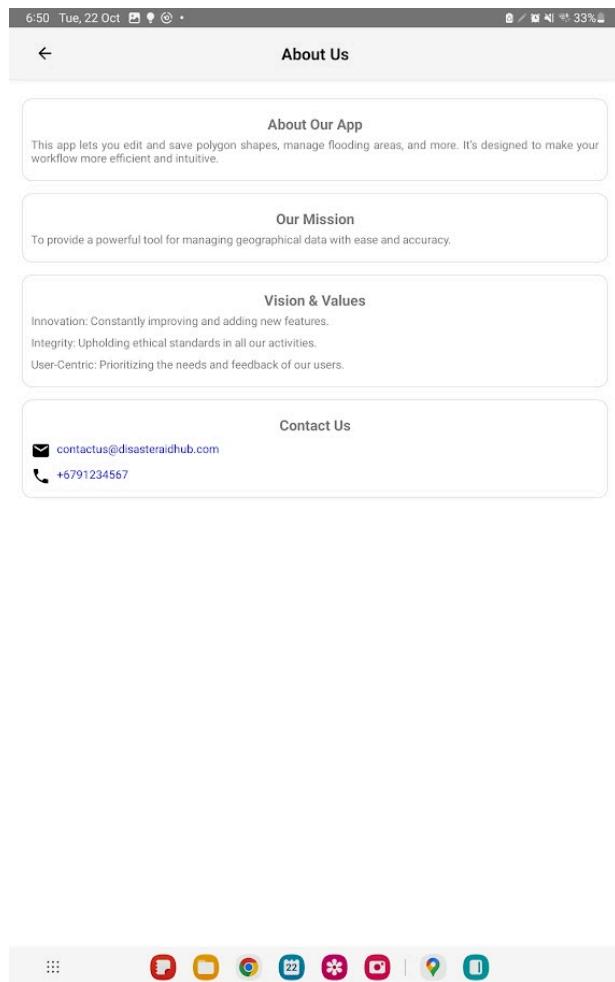


Figure 10: About Us Screen

This screen shows the mission, vision and customer support contact details. When pressing on the email address or the phone number the app will automatically open the correct app to send the email or to make the call.

1.4 Notification screen

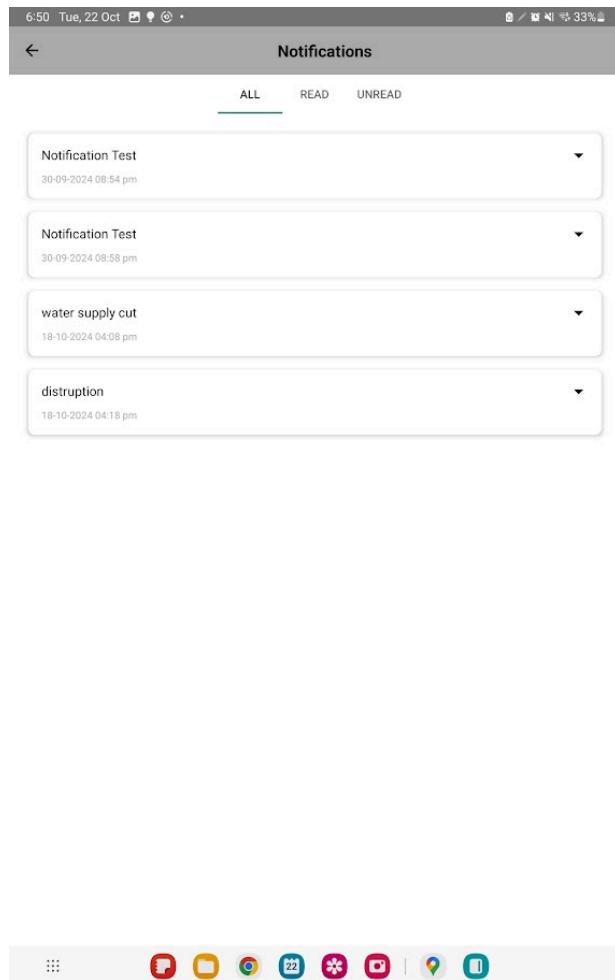


Figure 11: Notification Screen

The notification screen shows all the notifications that have been sent by the Admin Team and below the header, you will find 3 options that you can use to filter the notifications by all, read and unread to keep the list of notifications manageable and understandable.

Below the 3 options you will find the notification list, each with title and date & time it was sent. On the far right of the notification, you will find an arrow pointing down, press it to reveal the message of the notification.

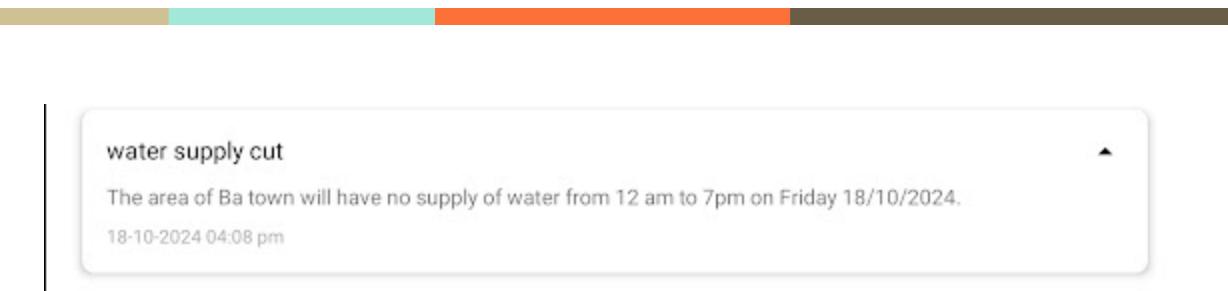


Figure 11.1: Open Notification

You can also press the arrow again to hide the message.

1.5 SideBar

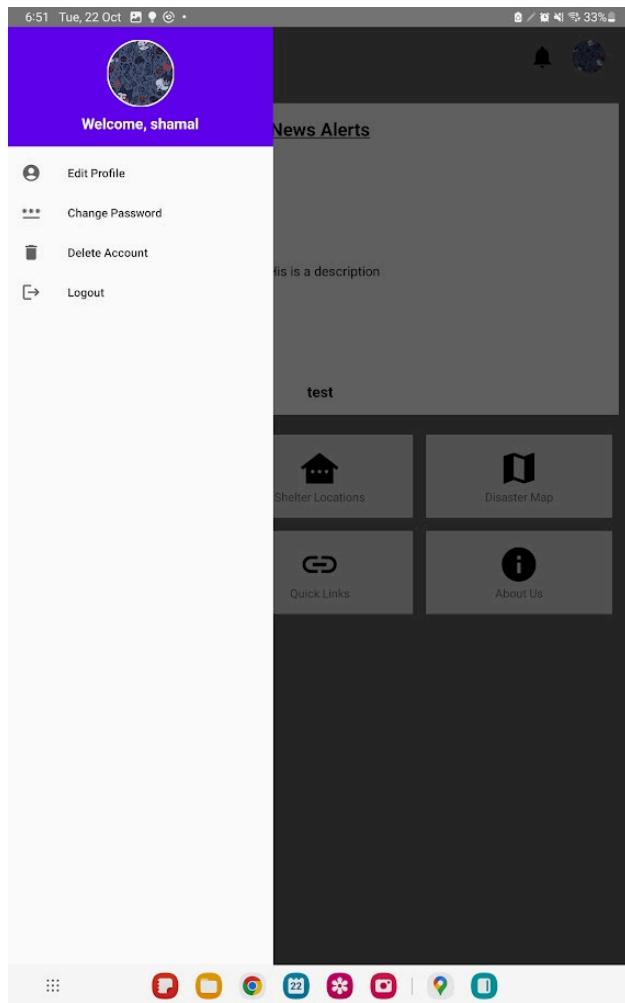


Figure 12: Sidebar

From the top of the sidebar, you will find your profile picture, if you have set one or a default picture. Below it a welcome message to the first name of yours. And further below 4 buttons that lead to other screens:

- Edit Profile
 - Pressing the edit profile button redirects you to your profile screen that contains your personal information and allows you to edit and change your personal information and add a profile picture.(refer [Figure 13](#))
- Change Password
 - This button allows you to change the password of your account to a different one.(refer [Figure 14](#))
- Delete Account
 - This button permanently deletes your account and your information.(refer [1.5.3 Delete Account](#))
- Logout
 - When you press this button, it will lock you out of your account and you will be taken back to the login screen where you will need to enter your email and password to log back into your account.(refer [1.5.4 Logout](#))

1.5.1 Edit Profile

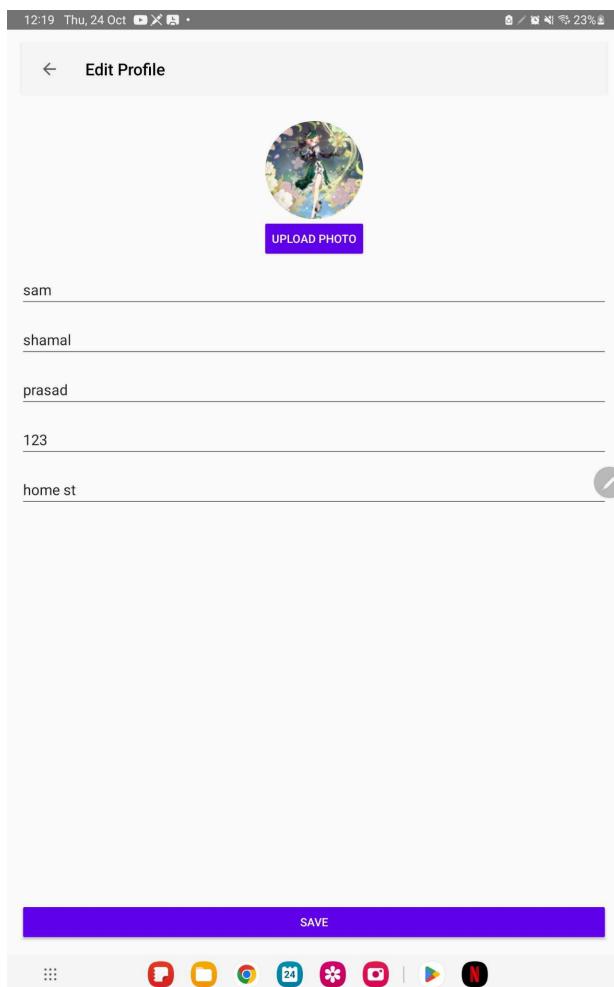


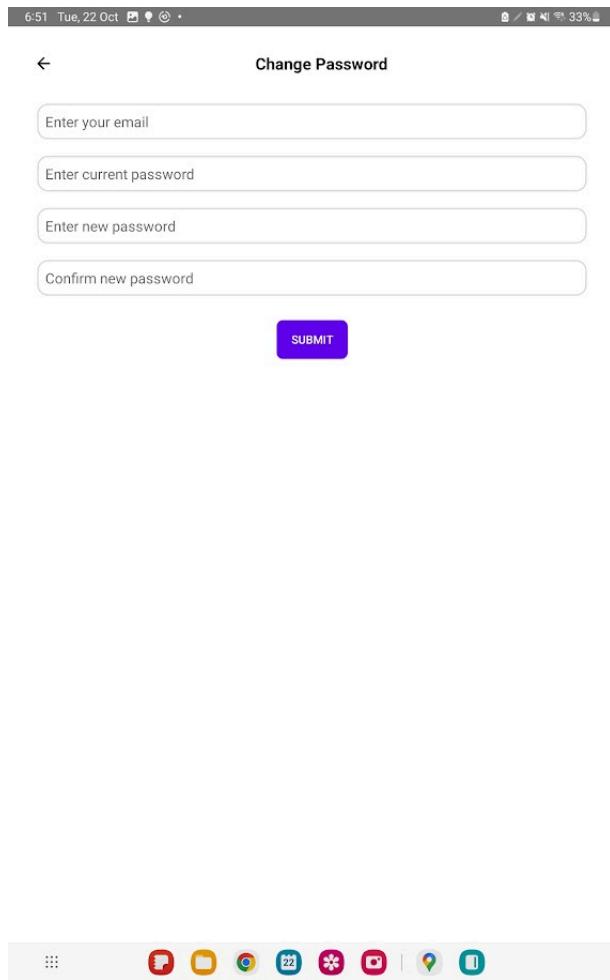


Figure 13: Edit Profile

In the edit profile screen you can upload a new profile picture for your account, set a username, phone contact, and address.

- To upload a new profile picture, press the “upload Photo” button and choose a picture from your gallery and submit the picture. Do note that you will need to give the app permission to access your gallery app.
- To change and set your personal information, enter the correct details in the right text fields as the app demands and press the “save” button.

1.5.2 Change Password



6:51 Tue, 22 Oct 33%

← Change Password

Enter your email

Enter current password

Enter new password

Confirm new password

SUBMIT

Figure 14: Change Password

Instructions

1. To change the current password of your account, enter the email address of your account in the first textbox.
2. Enter the current account password in the second textbox.

- 
3. After which in the third textbox enter your new password that you wish to set for your account.
 4. In the final textbox re-enter the new password that you wish to set for your account.
 5. After accomplishing the last five steps, press "Submit"

1.5.3 Delete Account

Pressing this button will permanently delete your account and you will be redirected to the login screen. To use the services of the app again, you will need to create a new account for yourself (refer [Figure 1](#)).

1.5.4 Logout

The logout button on the side bar locks your account and redirects you back to the login screen where you will need to re-enter your email and password for your account to gain access to your account. (refer to [Figure 1](#) for Login)

2.0 Admin User

2.1 Login

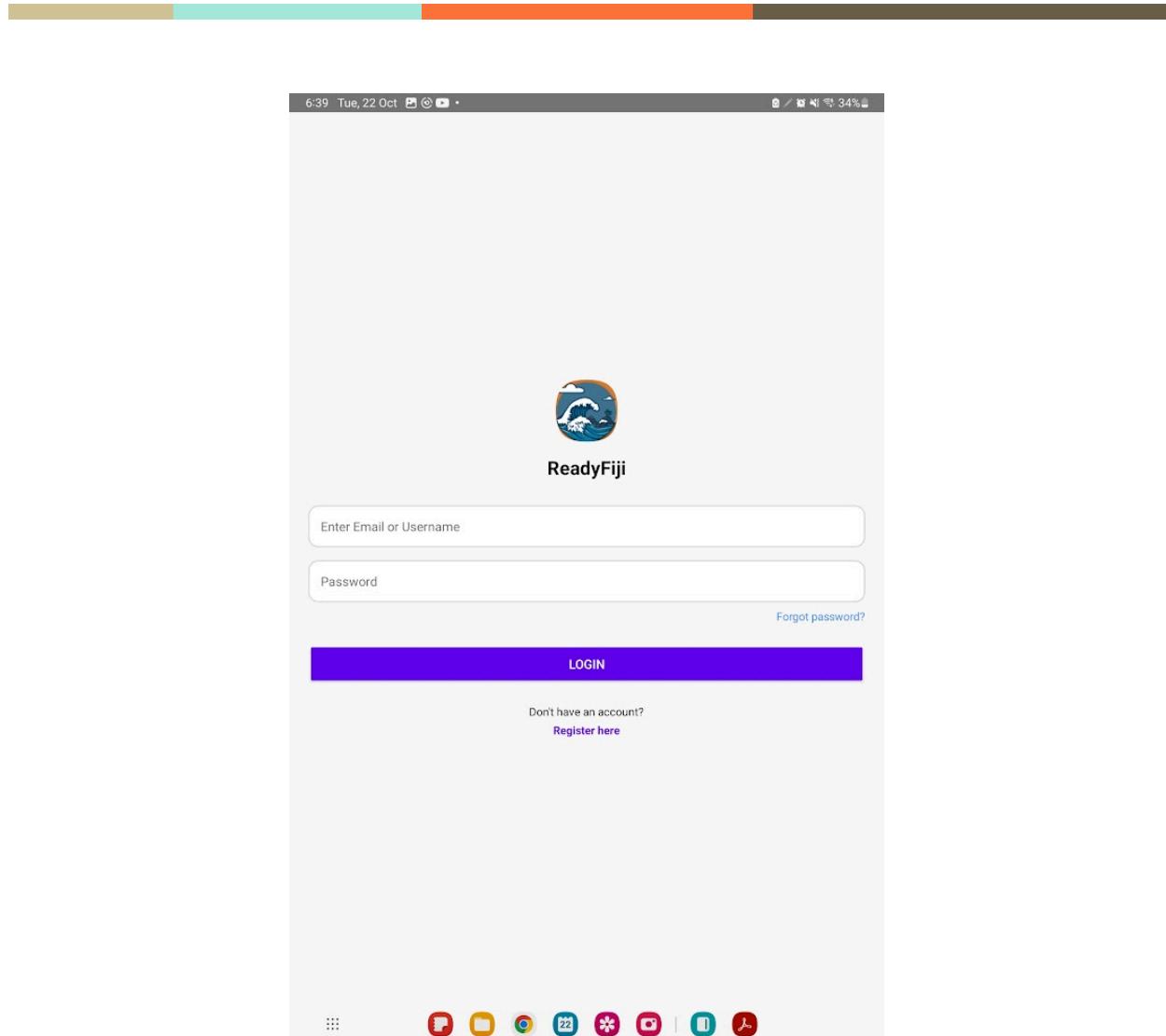


Figure 15: Login Screen

When launching the ReadyFiji App, you will be presented with the login screen, here you must enter your username and password provided by the Super Admin to login to your account. Enter username in the username textbox, enter the password in the password textbox and press the “Login” button to proceed to the Admin Dashboard.

2.2 Admin Dashboard

Once you have successfully logged in, you will be presented with the Admin Dashboard where you will be able to access the multitude of the services the ReadyFiji App provides to its user base.

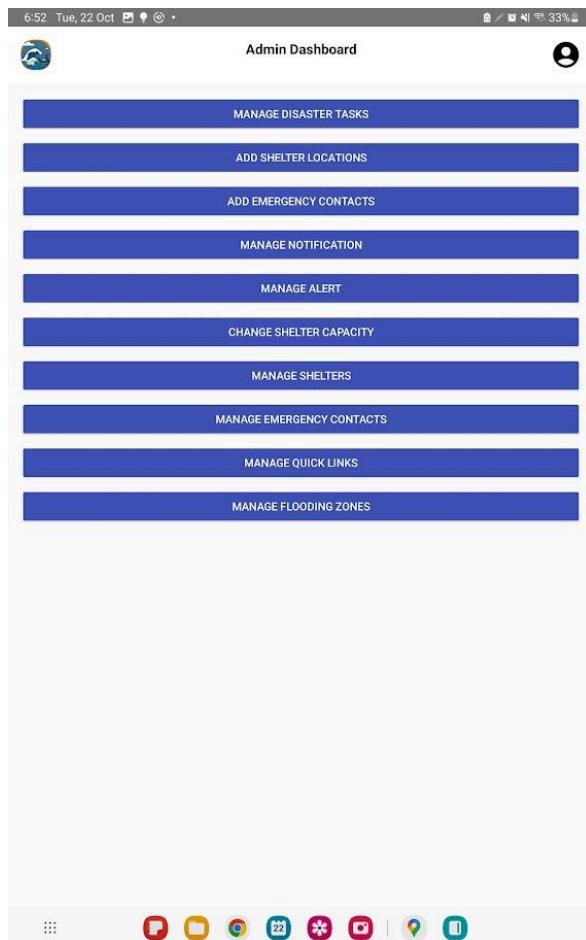


Figure 26: Admin Dashboard

On the top right corner you will find a button that looks like a profile picture. Once you press it, it will open the sidebar which will a welcome message but most importantly, it will have a logout button to lock your account and would require you to re-enter your username and password to access your account again.(refer to [Figure 15](#))

On the main screen you will find 10 buttons, each that lead to a different screen and allow you, the admin, to use the functionalities that are provided to you. When you press one of these buttons, they will lead to screen that will provide the following functionalities:

- Manage Disaster Task
 - Create, edit and delete disaster categories.
 - Create, edit and delete disaster tasks for a specific disaster category. (refer [Figure 16](#))
- Add Shelter Location
 - Create new relief shelters and define its relevant details.(refer [Figure 17](#))
- Add Emergency Contacts
 - Add Emergency departments
 - Add buildings,stations or posts for a particular department by defining the department it falls under, location on map and contact details.(refer [Figure 18](#))
- Manage Notification
 - Allow admin users to create new notifications by providing notification title and message body.
 - Delete previous old notifications that are irrelevant.(refer [Figure 19](#))
- Manage Alert
 - Create an alert that will have a title and either a message body or an image, once saved, it will be viewed by the end users through the Alert Carousel.
 - Delete existing alerts that may not be relevant. (refer [Figure 20](#))
- Change Shelter Capacity.
 - Change the number of occupants that are currently present at a particular relief shelter.(refer [Figure 21](#))
- Manage Shelters
 - Select a pre-existing relief shelter and change certain details about it.
 - Delete relief shelters(refer [Figure 22](#))
- Manage Emergency Contacts
 - Either edit the name of a department, or delete the department as a whole.
 - Edit details about a particular instance(buildings, stations,etc) of a department or delete that instance(buildings, stations,etc) of the department.(refer [Figure 23](#))
- Manage Quick Links
 - Create, update and delete Link categories.
 - Create and delete links under a specific category.(refer [Figure 24](#))
- Manage Flooding Zone
 - Create a new flood, set the flood location on map and delete the instance of the flood.(refer [Figure 25](#))

2.2.1 Manage Disaster Tasks

Once you have pressed the “Manage Disaster Tasks” on the main Admin Dashboard, you will be redirected to the screen that is shown below.

The screenshot displays a web-based administrative interface titled "Manage Disaster Tasks". The interface is organized into several sections:

- Add Disaster:** A form with a "Disaster Name" input field and a "SUBMIT DISASTER" button.
- Add Task:** A form with dropdowns for "Cyclones" and "Task Name", and a "SUBMIT TASK" button.
- Edit Disaster Name:** A form with dropdowns for "Cyclones" and "New Disaster Name", and a "EDIT DISASTER NAME" button.
- Edit Task Name:** A form with dropdowns for "Cyclones" and "Board Up Windows", and a "New Task Name" input field, followed by an "EDIT TASK NAME" button.
- Delete Disaster:** A form with a dropdown for "Cyclones" and a "DELETE DISASTER" button.
- Delete Task:** A form with dropdowns for "Cyclones" and "Board Up Windows", and a "DELETE TASK" button.
- Submit Disaster:** A large purple button at the top right labeled "SUBMIT DISASTER".

At the bottom of the interface, there is a toolbar with various icons and a set of navigation buttons.

Figure 16: Manage disaster Task Screen

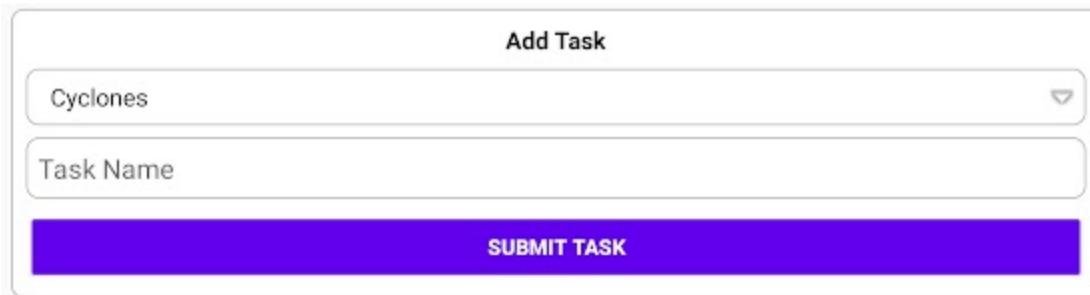
The following form allows you to create a new type of disaster by entering the disaster name in the correct text field and pressing the “Submit Disaster” button to save the disaster type.

This is a simplified view of the "Add Disaster" section from the main screen. It consists of a single form with the following components:

- A title "Add Disaster" centered above the form.
- An input field labeled "Disaster Name".
- A large purple "SUBMIT DISASTER" button at the bottom.

Figure 16.1: Add Disaster form

The following form allows you to create a task for a particular disaster type by choosing the disaster from the drop down list that can be expanded by pressing the arrow on the right of the drop down list. Enter a new task in the text field and once done, press the "Submit Task" button to save the task.



The image shows a user interface for adding a task. At the top center is a header labeled "Add Task". Below it is a dropdown menu containing the option "Cyclones". Underneath the dropdown is a text input field labeled "Task Name". At the bottom of the form is a large purple rectangular button with the text "SUBMIT TASK" in white capital letters.

Figure 16.2: Add Task to Disaster Form

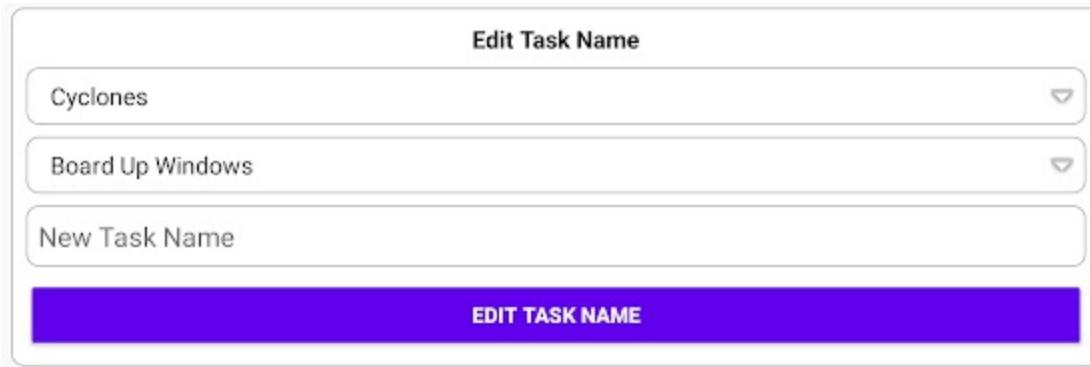
The following form allows you to edit a disaster type name by choosing one from the drop down list that can be expanded by dressing the arrow at the far right of the drop down list. Once the disaster type is chosen, enter the new name that you would like for it to be changed to and press the "Edit Disaster Name" button to save the new name for the disaster.



The image shows a user interface for editing a disaster name. At the top center is a header labeled "Edit Disaster Name". Below it is a dropdown menu containing the option "Cyclones". Underneath the dropdown is a text input field labeled "New Disaster Name". At the bottom of the form is a large purple rectangular button with the text "EDIT DISASTER NAME" in white capital letters.

Figure 16.3: Edit Disaster Name Form

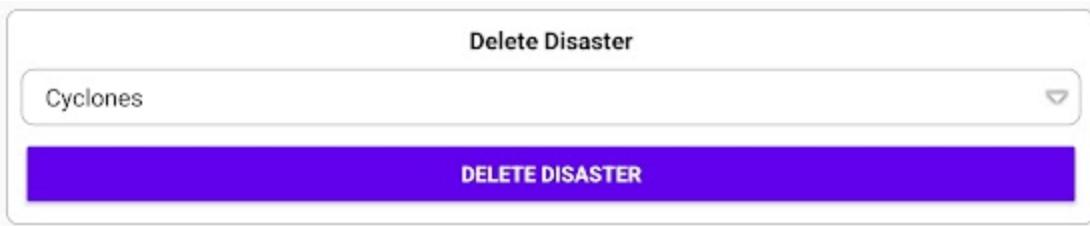
The following form allows you to edit the task for a particular disaster type. First select the disaster type of the task you want to edit by choosing the disaster type from the first drop down list that can be expanded by pressing the arrow at the right side of the drop down list. After that in the second drop down list, press the arrow button on the right side to expand the list and choose the task you wish to edit. After that enter the new task that you want to replace the old task with into the text field. Once done and satisfied, press the "Edit Task Name" button to save the changes.



The form is titled "Edit Task Name". It contains three dropdown menus. The first two dropdowns are populated with "Cyclones" and "Board Up Windows" respectively. The third dropdown is labeled "New Task Name". Below the dropdowns is a large purple button labeled "EDIT TASK NAME".

Figure 16.4: Edit Task Name form

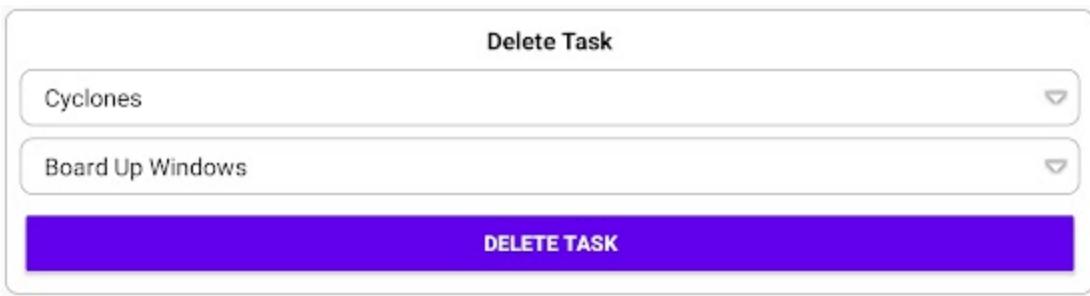
The following form allows you to delete a disaster type of your choice. First press the arrow button on the right side of the drop down list and select the disaster type that you wish to remove. Once chosen, press "Delete Disaster" to remove the disaster type.



The form is titled "Delete Disaster". It contains one dropdown menu populated with "Cyclones". Below the dropdown is a large purple button labeled "DELETE DISASTER".

Figure 16.5: Delete Disaster Form

The following form allows you to choose a task from a specific disaster type and delete it. First expand the first drop down list by pressing the arrow button on the right and select the disaster type. Second, choose the task from that particular disaster type that you have chosen previously, that you wish to delete from the drop down list that can be expanded by pressing the arrow on the right.



The form is titled "Delete Task". It contains two dropdown menus. The first dropdown is populated with "Cyclones". The second dropdown is populated with "Board Up Windows". Below the dropdowns is a large purple button labeled "DELETE TASK".

Figure 16.6: Delete Task from a Disaster

2.2.2 Add shelter location

When pressing the “Add Shelter Locations” button on the main Admin Dashboard, you will be presented with the screen below.

The screenshot shows a mobile application interface for adding a shelter location. At the top, there is a header bar with the time (6:54), date (Tue, 22 Oct), battery level (32%), and signal strength. Below the header is a back arrow and the title "Add Shelter Location". The main area contains eight text input fields: "Shelter Name", "Person in Charge", "Primary Contact", "Secondary Contact", "Street Address", "Town", "City", and "Region". Below these fields is a Google Map showing a specific location in a town. A red pin marks the "Selected Location" on the map. The map also displays street names like Bhikhahai Ba, Apartments, Fais Apartment-Ba, Shatriya Hall, and DAV College. At the bottom of the form is a "Capacity" field and a large blue "SUBMIT" button. At the very bottom of the screen, there is a navigation bar with several icons.

Figure 17: Add Shelter Location Screen

Enter the name of the shelter in the shelter name text field, add person in charge of the shelter in the person in charge text field, add primary contact of the shelter in the primary contact text field, add secondary contact in the secondary contact text fields, add street address to the street address text field, add town to the town text field, add city to the city text field, add region to the region text field, move the map around so that the red pin is on the exact location of the shelter, add the capacity of people the shelter can accommodate in the capacity text field. Once done press the “Submit” button to save the new relief shelter details and location.

2.2.3 Add Emergency Contacts

Once you have pressed the “Add Emergency Contact” button on the Admin Dashboard, you will be presented with the screen shown below.

Add Department

SUBMIT DEPARTMENT

Add Emergency Contact

Fire Department

Building Name

Landline Number 1

Landline Number 2 (Optional)

Mobile Number 1

Mobile Number 2 (Optional)

Mobile Number 3 (Optional)

Mobile Number 4 (Optional)

Street Address

Town

City

Region



SUBMIT CONTACT

SUBMIT DEPARTMENT

Add Emergency Contact

Fire Department

Building Name

Landline Number 1

Landline Number 2 (Optional)

Mobile Number 1

Mobile Number 2 (Optional)

Mobile Number 3 (Optional)

Mobile Number 4 (Optional)

Street Address

Town

City

Region



SUBMIT CONTACT

Figure 18: Add Emergency Contacts Screen

The first form allows you to create a new department. Enter the name of the department in the text field and press the “Submit Department” button to create a new department.

Add Department

SUBMIT DEPARTMENT

Figure 18.1: Create new Department Form

The second form allows you to create an emergency contact for these departments. Using the drop down list, press the arrow in the right and expand the list to choose a department for who you wish to add an emergency contact. Add the name of the building in the building name text field, add a landline number in the landline number text field, add mobile number in the mobile number text field, add a street address to the street address text field, add a town to the town text field, add a city to the city address field and add a region to the region text field. There are extra mobile and landline text fields provided in case you need to enter more. Place a red pin on the map provided at the location the building is located. Press the "Submit Contact" button to save the emergency contact of a department.

Add Emergency Contact

Fire Department
Building Name
Landline Number 1
Landline Number 2 (Optional)
Mobile Number 1
Mobile Number 2 (Optional)
Mobile Number 3 (Optional)
Mobile Number 4 (Optional)
Street Address
Town
City
Region



A map of Fiji showing various locations. The map includes labels for Balevuto, Navala, Lewa, Nasonggo, Korovou, Nayavu, Dawasari, Lutu, Sawanikula, Vunidawa, Naqali, Nakoro, Keiyasi, Korolevu, and Bukuya. The word "Fiji" is prominently displayed in the center of the map. A Google logo is visible in the bottom left corner of the map area.

SUBMIT CONTACT

Figure 18.2: emergency Contact Form

2.2.4 Manage Notification

When you press the “Manage Notification” button in the Admin Dashboard, you will find the screen shown below.

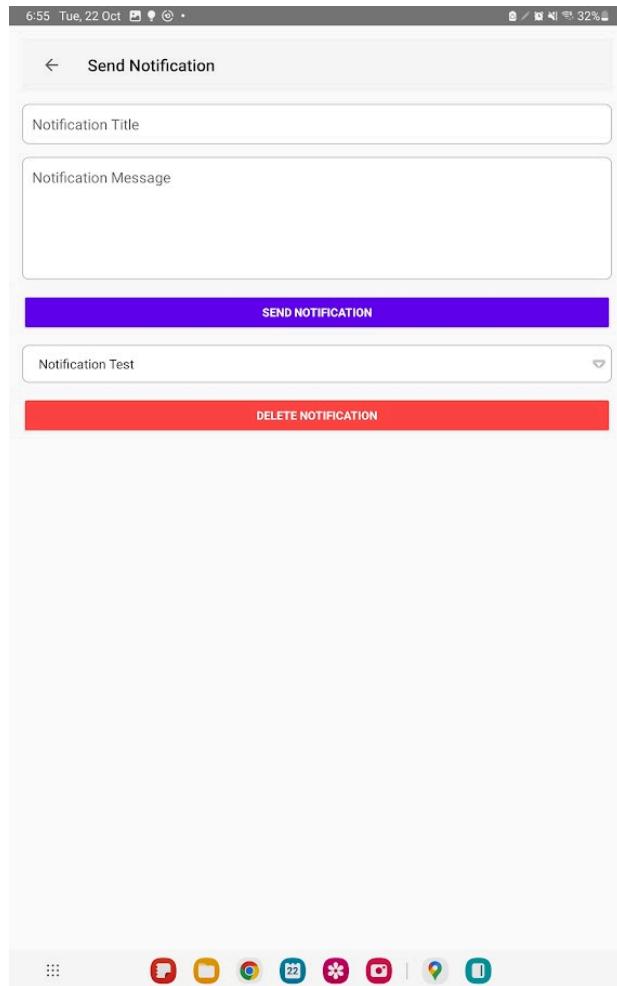


Figure 19: Manage Notification Screen

In the following form, you can enter the title of the notification in the notification text field, afterwards you can type in the notification message into the notification message text field. Once done, you can press the “Send Notification” button to save the notification and send it to the end user.

Moreover, below the notification creation form, you have a drop down list that contains all the notifications currently active that can delete. Press the arrow on the right side and expand the drop down list, select a notification and press the “Delete Notification” to delta the notification.

2.2.5 Manage Alert

When you press the “Manage Alert” button on the admin Dashboard, the following screen will be displayed.

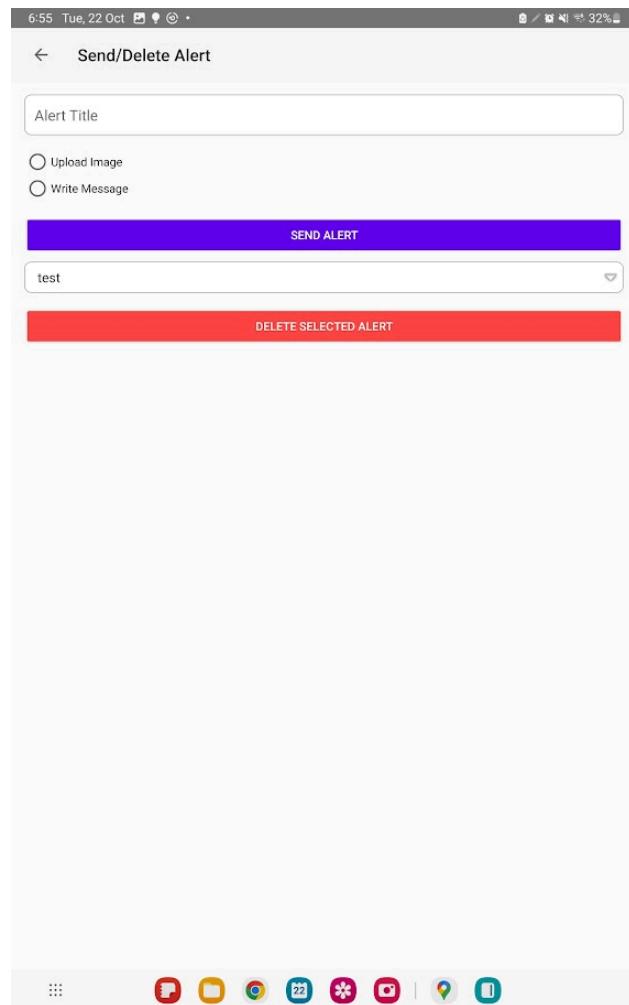


Figure 20: Manage Alert Screen

This screen has 2 parts, one to add alerts and another part to delete alerts. Firstly, to create an alert, enter the alert title in the alert title text field. If you wish to write an alert with text, press the “Write Message” radio button so that a text field can appear below it.

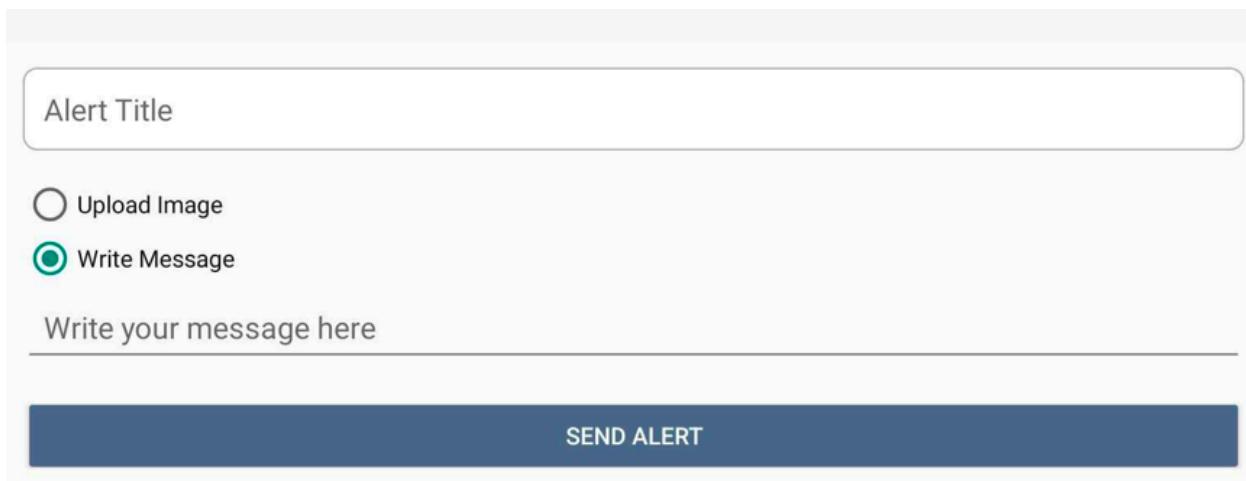


Figure 20.1: Text Alert

Write the text for the alert in the text field provided. Once ready, press the “Send Alert” button to send the alert to the users.

If you want to instead send an image based alert, press the “Upload Image” radio button and your gallery screen will appear, select an image and press upload, after which press the “Send Alert” button to send the alert to the users.

To delete the alert, press the arrow on the drop down list and select the alert you wish to delete. Once selected, press the “Delete Alert” button to remove the alert.

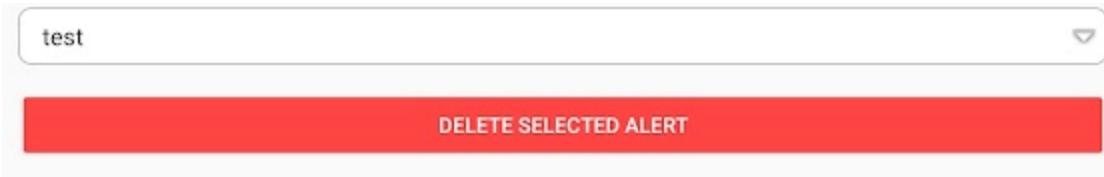


Figure 20.2: Delete Text

2.2.6 Change shelter Capacity

When you press the “Change Shelter Capacity” button on the Admin Dashboard, you will be presented with a screen similar to the one below.

The screenshot shows a mobile application interface titled "Shelter Capacity". At the top, there is a header bar with the time "6:55 Tue, 22 Oct" and battery level "32%". Below the header, the title "Shelter Capacity" is centered above a back arrow icon. The main form consists of three text input fields. The first field is labeled "Select Shelter" and contains the value "Nakasi Shelter" with a dropdown arrow icon. The second field is labeled "Current Capacity" and contains the value "125". The third field is labeled "Enter New Capacity" and has a placeholder "Enter New Capacity". A large purple "SUBMIT CHANGE" button is positioned at the bottom of the form. The bottom of the screen features a navigation bar with various icons, including a menu, browser controls, and system navigation buttons.

Figure 21: Change Shelter Capacity Screen

Using the first drop down list, select the shelter whose capacity you wish to change by pressing the arrow button on the right side to expand the list. The text field below the drop down list is a read only text field that shows the number of people currently occupying the shelter. The bottom most text field allows you to update the number of occupants of the shelter. Enter the number of occupants in the last text field and press the “Submit Change” button.

2.2.7 Manage Shelters

After pressing the “Manage Shelters” button on the Admin Dashboard, you will be redirected to the screen present below.

Figure 22: Manage Shelters Screen

First, using the drop down menu, press the arrow button on the straight side to expand the list and choose a shelter whose details need to be changed. After that change the information from the text field as you deem fit. Also update the location on the map if need be. Once done, press the “Submit” button to update the details of the relief shelter.

Below the “Submit” button is the “Delete” that allows you to delete relief shelter details. Choose from the drop down list a shelter you wish to delete and press “Delete” to remove the shelter details from the system.

2.2.8 Manage Emergency Contacts

After having pressed the “Manage Emergency Contacts” button on the admin Dashboard, you will be shown the following screen.

Edit Department

Police

Police

Submit **Delete**

Edit Emergency Contact

Fire Department

National Fire Authority Ba

National Fire Authority Ba

911

911

911

Mobile Number 2 (Optional)

Mobile Number 3 (Optional)

Mobile Number 4 (Optional)

Clapcott St

Ba

Ba

West

Submit **Delete**

Edit Emergency Contact

Fire Department

National Fire Authority Ba

National Fire Authority Ba

911

911

Mobile Number 2 (Optional)

Mobile Number 3 (Optional)

Mobile Number 4 (Optional)

Clapcott St

Ba

Ba

West

Submit **Delete**

Figure 23: Manage Emergency Contacts Screen

From the following screen there are 2 functions available that do different things. The first function allows you to delete or edit a department. Press the arrow button on the right of the drop down list and , if you want to edit the department name, enter the new name of the department in the textbox below the drop down list and then press “Submit” to save the changes. If you want to delete the department then select the department you want to delete from the drop down list and press “Delete”.

The screenshot shows a user interface titled "Edit Department". It consists of two stacked dropdown menus. The top dropdown menu has "Police" selected. The bottom dropdown menu also has "Police" selected. Below the dropdowns are two buttons: a purple "SUBMIT" button on the left and a red "DELETE" button on the right.

Figure 23.1: Edit or Delete Department

Below that the second function allows you to edit the emergency contacts for a particular department. In the first drop down list, select the department whose services you are trying to update or delete. In the seconds drop down list, select the name of the building, station, etc and all the current information of it will be filled up by the text fields below. After that you are free to enter the right details in the right text fields. Once complete press "submit" to save the updated emergency contact.

If you wish to delete an emergency contact of a department, then select the department in the first drop down list and in the second one the emergency contact that you want to delete. After that, press the "Delete" button to delete the emergency contact for that department.

Edit Emergency Contact

Fire Department
National Fire Authority Ba
National Fire Authority Ba
911
911
911
Mobile Number 2 (Optional)
Mobile Number 3 (Optional)
Mobile Number 4 (Optional)
Clapcott St
Ba
Ba
West

Google PTE Ltd ©2024 Google

SUBMIT **DELETE**

Figure 23.2: Edit or Delete Emergency Contact

2.2.9 Manage Quick Links

If you have pressed the “Manage Quick Links” button on the Admin Dashboard, you will be presented with the screen below.

The screenshot shows a web-based administration interface titled "Manage Quick Links". The top navigation bar includes a back arrow, the title, and a battery icon showing 32% charge. Below the title is a section for adding a new category with a text input field labeled "Enter Category" and a purple "SUBMIT CATEGORY" button. There is also a dropdown menu set to "Useful Links". Another section allows editing a category with a dropdown menu set to "Edit Category" and a purple "UPDATE CATEGORY" button. A black "DELETE CATEGORY" button is also present. Further down, there's a section for adding a new quick link with dropdown menus for "Useful Links" and "Google", and a purple "SUBMIT LINK" button. A "Delete Quick Link" section with similar dropdowns and a "DELETE LINK" button follows. At the bottom of the page is a standard browser toolbar with icons for navigating between tabs and performing various functions.

Figure 24: Manage Quick Links

The following form allows you to set a new category for links. In the text field, enter the new category name and press the “Submit Category” button to save the new category.

This is a simplified version of the "Add New Category" form shown in Figure 24. It features a single input field labeled "Enter Category" and a prominent purple "SUBMIT CATEGORY" button. The background is white, and the overall design is clean and minimalist.

Figure 24.1: Create New Link Category

The following form allows you to edit or delete a link category. Select from the dropdown list the category that you wish to edit or delete. In the text field below the drop list , enter the new link category name and press “Update Category” to change category name. To

delete a link category, choose the category from the drop down list and press the “Delete Category” button.

The form consists of a dropdown menu labeled "Useful Links", a text input field labeled "Edit Category", and two buttons at the bottom: a purple "UPDATE CATEGORY" button and a black "DELETE CATEGORY" button.

Figure 24.2: Edit and Delete Category

In the following form, you can add links to the link categories. Using the dropdown list, pick your link category and in the text field below that, enter your link title, followed by the URL in the text field below that. Once done, press the “Submit Link” button to save a link in the link category that you chose.

The form consists of a dropdown menu labeled "Useful Links", two text input fields labeled "Enter Link Title" and "Enter Link URL", and a purple "SUBMIT LINK" button.

Figure 24.3 Add new links

In the following form, you are able to delete links from a category. Using the fist drop down list, select your link category and with the second drop down list, the link that you wish to delete from that category. Once ready, press the “Delete Link” button to delete the link from the chosen category.

The form consists of two dropdown menus: one labeled "Useful Links" and another labeled "Google", and a black "DELETE LINK" button.

Figure 24.4: Delete links

2.2.10 Manage Flooding Zone

Once you have pressed the “Manage Flooding Zone” button in the Admin Dashboard, you will be presented with the following screen.

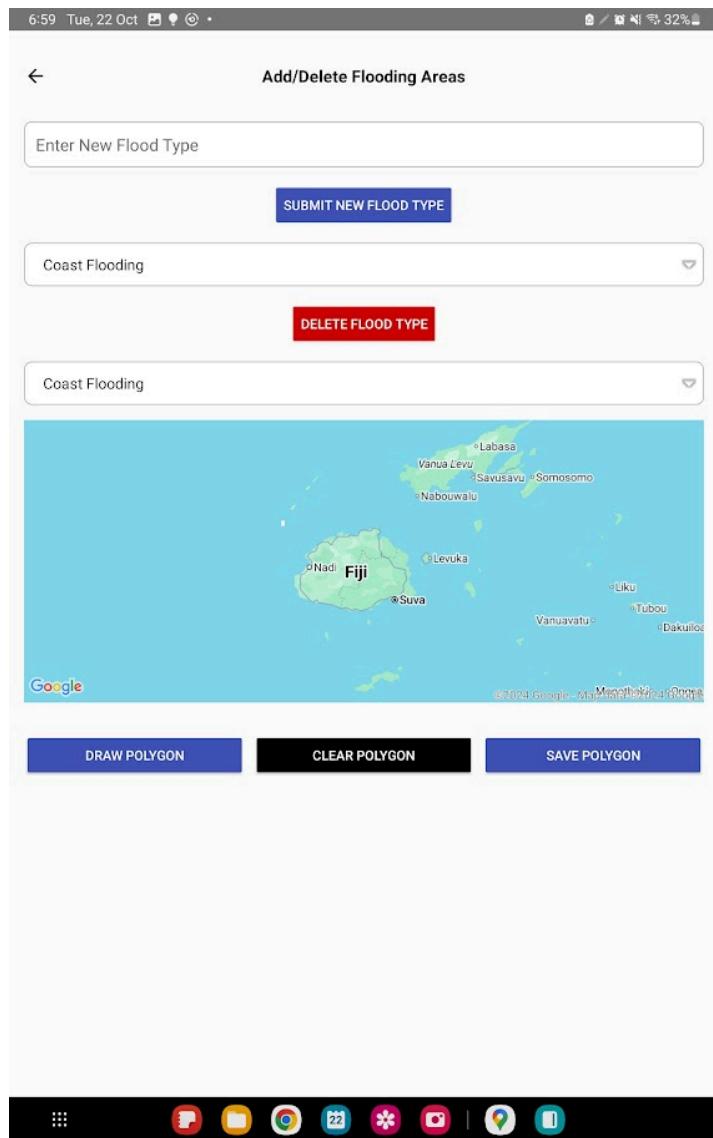


Figure 25: Manage Flooding Zone Screen

In the first form, you are able to create a new flooding, in the text field about entering a new flooding type, enter the location that has been flooded and press the “Submit New Flood Type” to save the flooding name.

The screenshot shows a simple web form. At the top, there is a text input field with the placeholder "Enter New Flood Type". Below the input field is a solid blue rectangular button with the white text "SUBMIT NEW FLOOD TYPE". The entire form is contained within a light gray rectangular border.

Figure 25.1: Enter New Flooding Type

In the following form, you can delete a type of flooding from the system. Use the drop down list to choose a flooding type and press the “Delete Flood Type” button to delete flooding type.

The screenshot shows a dropdown menu with the text "Coast Flooding" selected. Below the dropdown is a solid red rectangular button with the white text "DELETE FLOOD TYPE". The entire form is contained within a light gray rectangular border.

Figure 25.2: Delete Flooding type

In the following form, you can add and update the flooded region in the map by drawing a triangle or rectangles. Select the flood type you want to set from the drop down list. On the Google Map, zoom in to the area you want to plot the flooding. Press the “Draw Polygon” button to start drawing on the map. Draw the polygon by plotting the corners of the polygon in a circular motion. If there was an error in the polygon, press the “Clear Polygon” button to remove the polygon that is currently drawn on the map. Once finished. Press the “Save Polygon” button to save the flooding of an area.

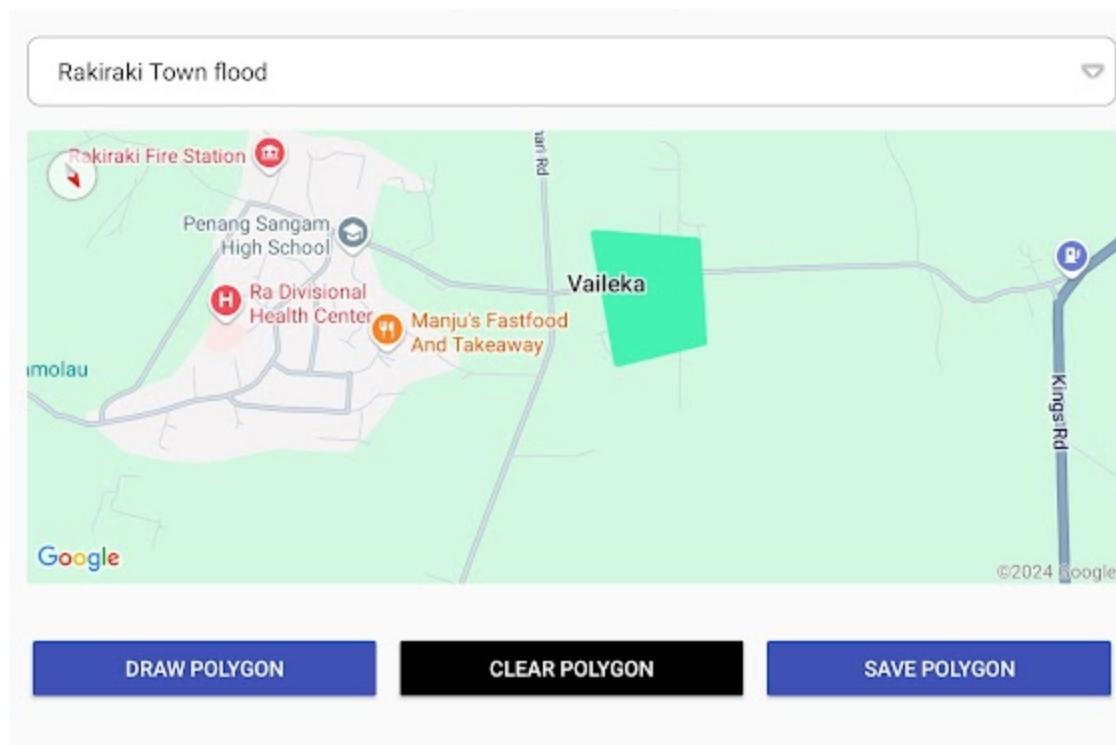


Figure 25.3: Draw Polygon

2.3 Sidebar and Logout

On the Admin Dashboard screen (refer [Figure 26](#)), on the top right corner, you will see a button that looks like a profile picture, when you press that button a sidebar will appear which will contain the logout button.

The logout button on the side bar locks your account and redirects you back to the login screen where you will need to re-enter your email and password for your account to gain access to your account.

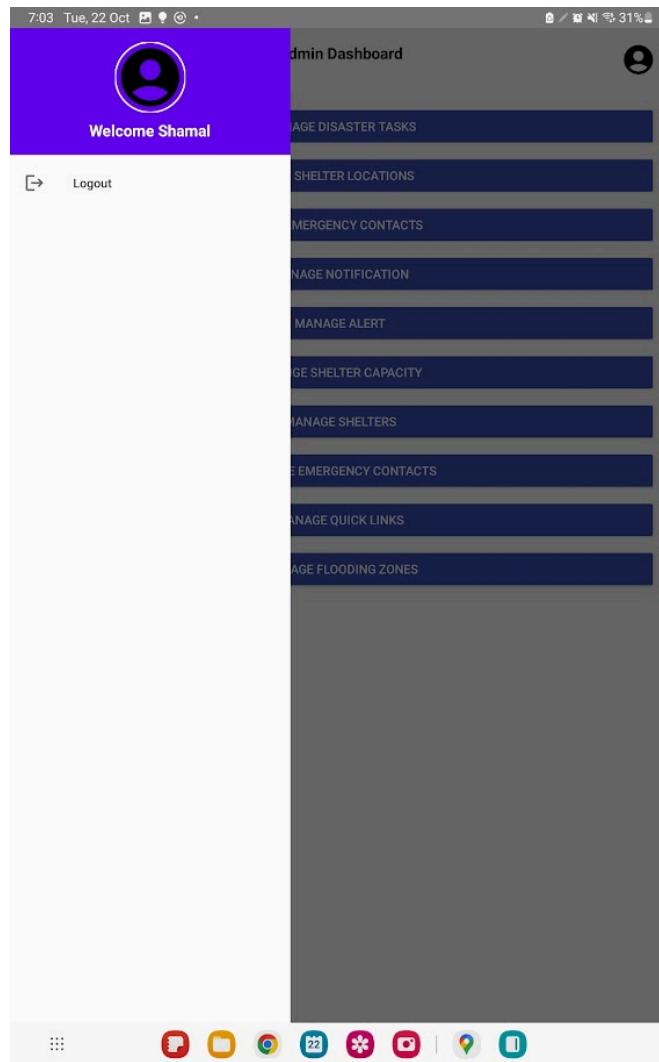


Figure 27: SideBar and Logout

3.0 Super Admin User

3.1 Login

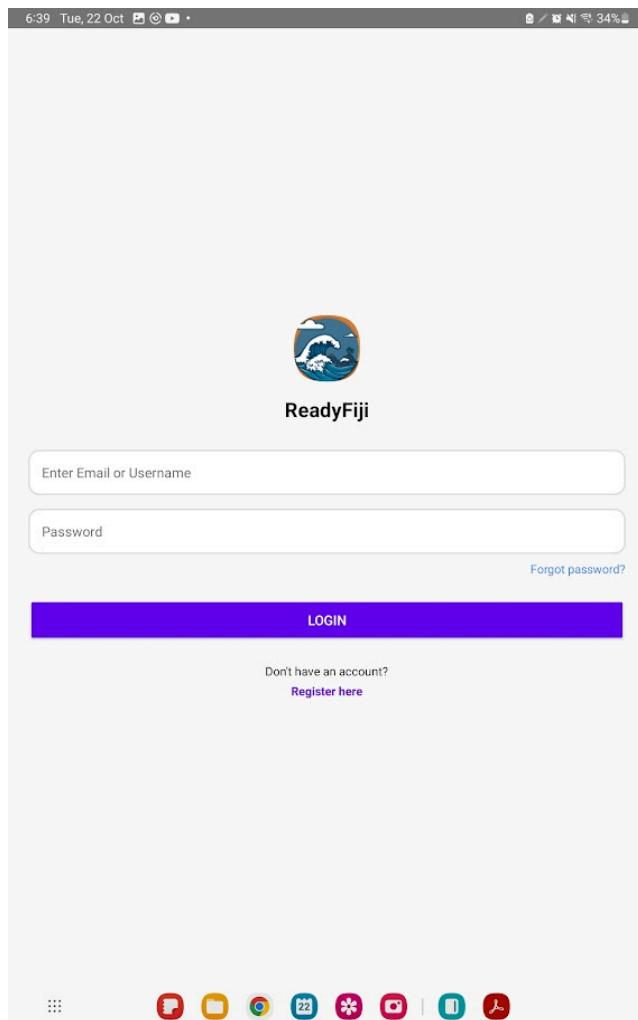


Figure 28: Login Screen

When launching the ReadyFiji App, you will be presented with the login screen, here you must enter your username and password of that of a Super Admin to login to your account. Enter username in the username textbox, enter the password in the password textbox and press the “Login” button to proceed to the Super Admin Dashboard.

3.2 Super Admin Dashboard

Once you have successfully logged in, you will be presented with the Super Admin Dashboard where you will be able to see the number of user accounts that exist, as well as the number of admin accounts that exist.

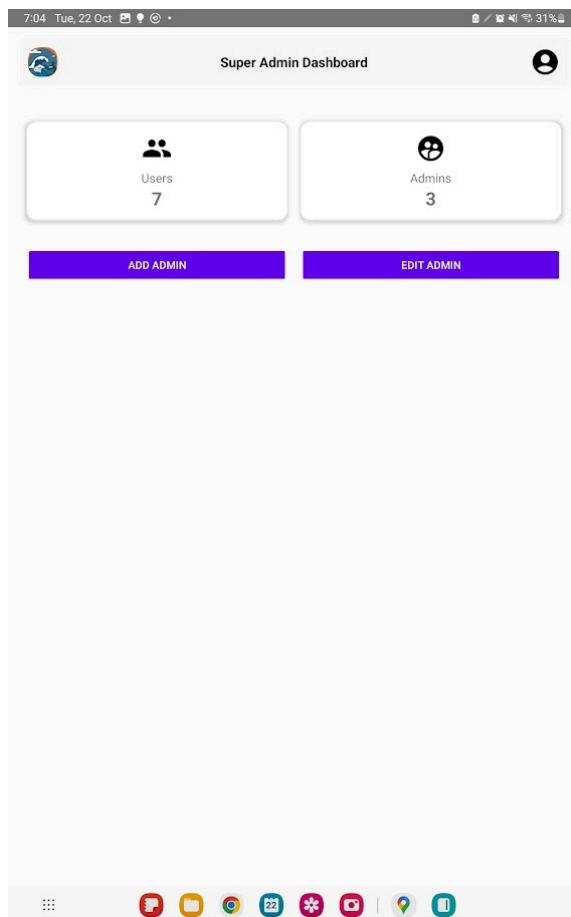


Figure 29: Super Admin Dashboard

The 2 rectangle boxes show the number of user accounts that exist in the system. The rectangle on the left shows the number of end user accounts while the one on the right shows the number of admin users.

Pressing the “Add Admin” button opens the screen where you can create new admin accounts. (refer [Figure 30](#))

Pressing the “Edit Admin” button opens the screen where you can edit admin details or change the password of the account. (refer [Figure 31](#))

3.2.1 Add Admin

After pressing the "Add Admin" button on the Super Admin Dashboard. You will be presented with the screen shown below.

The screenshot shows a mobile application interface titled "Add Admin". At the top, there is a navigation bar with a back arrow and the title "Add Admin". Below the title are five input fields: "First Name", "Last Name", "Username", "Password", and "Confirm Password". A large blue "SUBMIT" button is positioned at the bottom of the form. The background of the app is white, and the overall design is clean and modern. The device's status bar at the very top shows the time as 7:04, the date as Tue, 22 Oct, and battery level at 31%.

Figure 30: Add Admin

Add the Admin's first and last name in the appropriate text fields. Add username and password for the account in the correct text field and in the last text field re-enter the password to ensure it is correct. Press the "Submit" button to save the new admin account.

3.2.2 Edit Admin

After pressing the "Edit Admin" button on the Super Admin Dashboard. You will be presented with the screen shown below.

The screenshot shows a web-based application interface titled "Edit Admin". At the top, there is a dropdown menu showing "Admin1". Below it are three text input fields containing "Nikhil", "Kumar", and "Admin1" respectively. A large purple "SUBMIT CHANGES" button is centered below these fields. Below this section, there is a heading "Change Admin Password" followed by three more text input fields: "Admin1" (dropdown), "New Password", and "Confirm New Password". A second purple "CHANGE PASSWORD" button is located at the bottom of this password section. The browser's address bar and various icons are visible at the very bottom of the screen.

Figure 31: Edit Admin

In the following form, the drop down list at the top allows you to choose which admin accounts user details you wish to change. Select an account from the drop down list and in the next 3 text fields, you can edit the first name, last name and username. Once edited, press "Submit changes" to save the changes made.

The screenshot shows a user interface for managing admin accounts. At the top, there is a horizontal bar divided into four colored segments: gold, teal, orange, and dark brown. Below this is a list of four admin accounts, each in its own row:

- Admin1
- Nikhil
- Kumar
- Admin1

Each account name is followed by a small downward arrow icon, indicating a dropdown menu. At the bottom of the list is a large purple rectangular button with the text "SUBMIT CHANGES" in white capital letters.

Figure 31.1: Edit Admin Account Details

In the following form, you can use the drop down list and select an admin account whose password needs to be changed. Expand the drop down list and select the account, enter a new password in the new password text field, enter the same password in the text field below the one you just entered in. Once ready, press the “Change Password” button to save the new password.

The screenshot shows a user interface for changing an admin password. At the top, it says "Change Admin Password". Below this is a list of three fields:

- Admin1
- New Password
- Confirm New Password

Each field is enclosed in a light gray box. At the bottom is a large purple rectangular button with the text "CHANGE PASSWORD" in white capital letters.

Figure 31.2: change Admin Password