



Admin User Guide

Version 1.0

DASHBOARD

Important Notes:

- You should add Materials first before Sign Types
- You cannot delete Materials or Sign Types once they have been added. You can, however, edit their name, quantity and unit price.

Materials

In this section you add the types of materials you will be using for sign stands. Common materials include rebars and wood stands. It is important that you add materials first before adding sign types since you will be selecting the type of material used when adding sign types.

Sign Types

In this section you add the types of signs you will be using. For each sign type you add, you will have the option to also select the material that will be used and the quantity for each sign.

Notifications

If you would like to be notified when inventory for a materials or sign types drops below a certain threshold, click the notifications on/off switch so that "On" is highlighted in blue. As signs are placed, replaced, and fixed, the inventory levels will diminish and once below the threshold, an email will be sent to the address specified. If the inventory level rises back above the threshold (either by adding inventory or recovering signs) and then back down below it again, a new notification will be sent.

Timeline

Make sure the election date is entered correctly. After the date of the election, all signs with a status of "OK" or "Fix Sign" will automatically become "Recover." This is, however, reversible. If you were to change the date to a future date thereafter, the sign statuses will revert back to their last status.

SIGN LOCATIONS

Important Notes:

- If you are not seeing the correct region for your campaign, chances are you may have misspelled the city or county or you selected the wrong state. Please contact support for any changes you may need: (520) 240-8430.
- You are limited to the number of sign locations based on the package you purchased. When attempting to add a sign after the limit has been reached, you will receive an error message. When deleting or recovering signs, those locations will be added back in to the number of locations you have remaining.
- The account administrator cannot assign herself to a sign location. If the account administrator will be placing and updating sign locations, she must add herself as a team member using a different email address.

Adding Sign Locations

Click the button “Add Sign Locations” on the top right of the screen to get started with this 3-step process. Once you have zoomed to the desired region and selected the sign type and team member, you will be able to start clicking the map where you want your sign locations. If you need to reposition any markers, you can do so by dragging the marker where you want it.

Editing Sign Locations

In either the map view or the list view, you can edit a sign by clicking the marker or edit icon respectively. The list of status options will change depending on the current status of the sign. The Quantity values entered for Material Used and Sign Used will update inventory levels seen on the Dashboard view.

Deleting Sign Locations

In either the map view or the list view, you can delete a sign by clicking the marker or edit icon respectively. When you delete a sign location, your inventory for sign and materials will not change. Any items at that location will be considered unrecoverable. If this is not the case, edit the sign and select “Sign Recovered” instead and enter the items recovered.

Assigning Tasks

Click the button “Assign Tasks” on the top right of the screen to get started with this 2-step process. Once you’ve selected the Team Member you want to assign tasks to, you can start clicking sign location markers you want to assign or reassign (if already assigned to someone else). To deselect a sign click it a second time. Any sign locations with a status of “Place,” “Replace,” “Fix,” or “Recover “ will appear in the Team Member’s to-do list on the mobile app. Signs with a status of “OK” will not appear in the Team Member’s to-do list.

LOGS

This view shows all sign activity performed by Team Members or by the account administrator. The distance column displays the distance the Team Member is from the sign location when adding or updating. This can be used to validate that the Team Member is indeed at the location in question when the update is made. When the distance from a sign location is greater than .2 miles, it will be flagged with a red bubble. A second form of validation can be found in the Image column. Account administrators might request from Team Members that they capture an image at the sign location using the mobile app. Capturing an image is not required within the mobile app either way.

TEAM

Important Notes:

- If the account administrator will also be placing and updating sign locations, he must add himself as a team member using a different email address.
- If a Team Member does not receive the welcome email or cannot access it, the user can install the app and tap the “Forgot Password” button to have a new email sent.

Here you will add volunteers and personnel that will be using the mobile app to place and update signs. Make sure the email address is correct as an email will be sent with login credentials and links to download the app. The mobile app is only available for iOS and Android devices.