



"How To" Instructions for Users

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## Public User

PSAP Database is accessible to the general public via the “Public Access” tab on the homepage of the PSAP Database website.

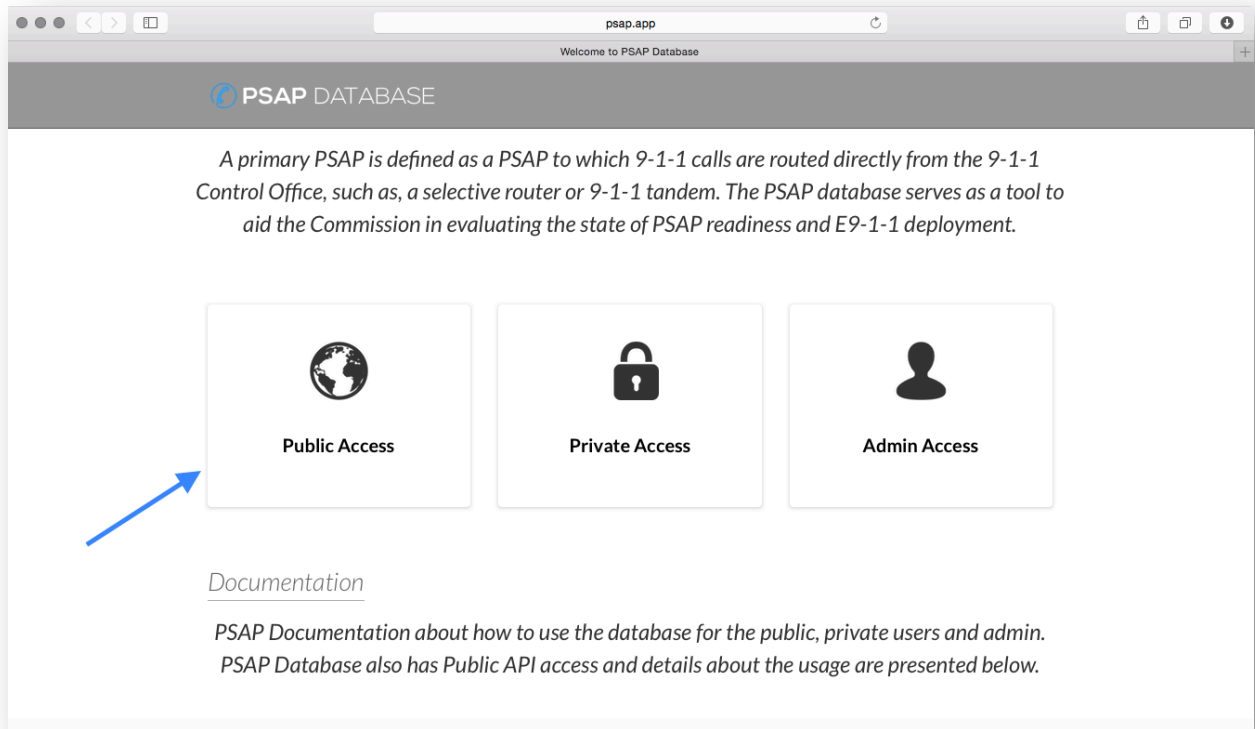


Figure 1: PSAP Database Home Page

Once a public user clicks on the “Public Access” tab, the user is redirected to the PSAP Database, where all PSAP Entries are populated.

A public user can perform the following tasks:

- Filter PSAP Entries by PSAP ID, PSAP Name, State, County or City using the search box on the upper right hand of webpage. (Refer to Figure 2)
- Sort PSAP Entries by PSAP ID, PSAP Name, State, County or City using the up/down arrows adjacent to each Column title. (Refer to Figure 3).

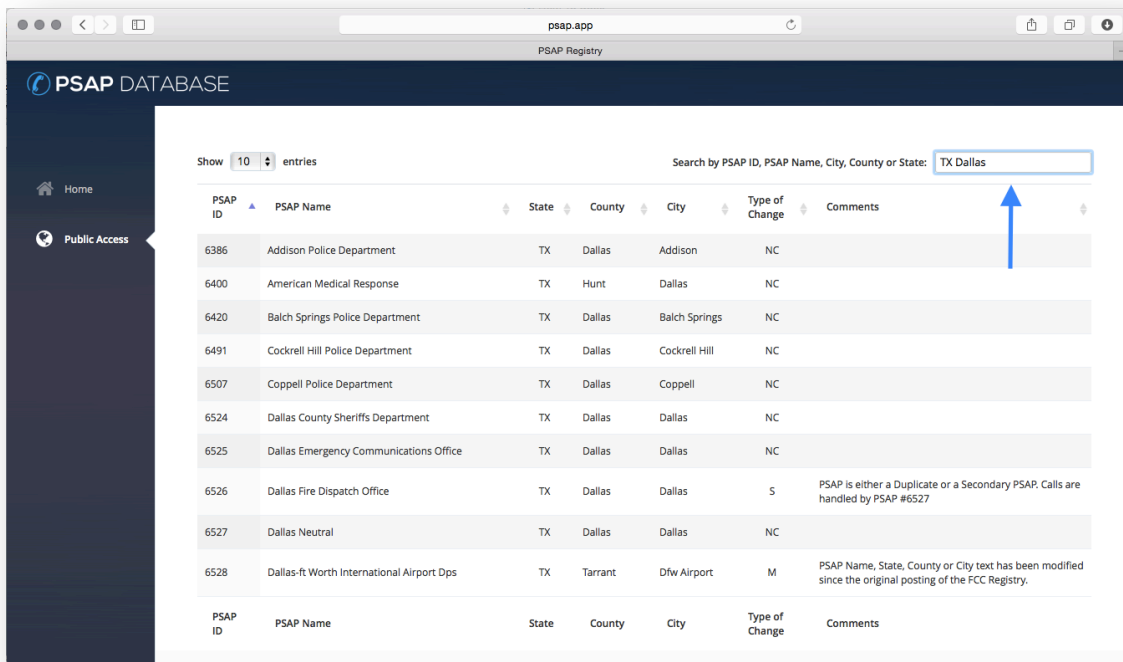


Figure 2: PSAP Filter by State and City

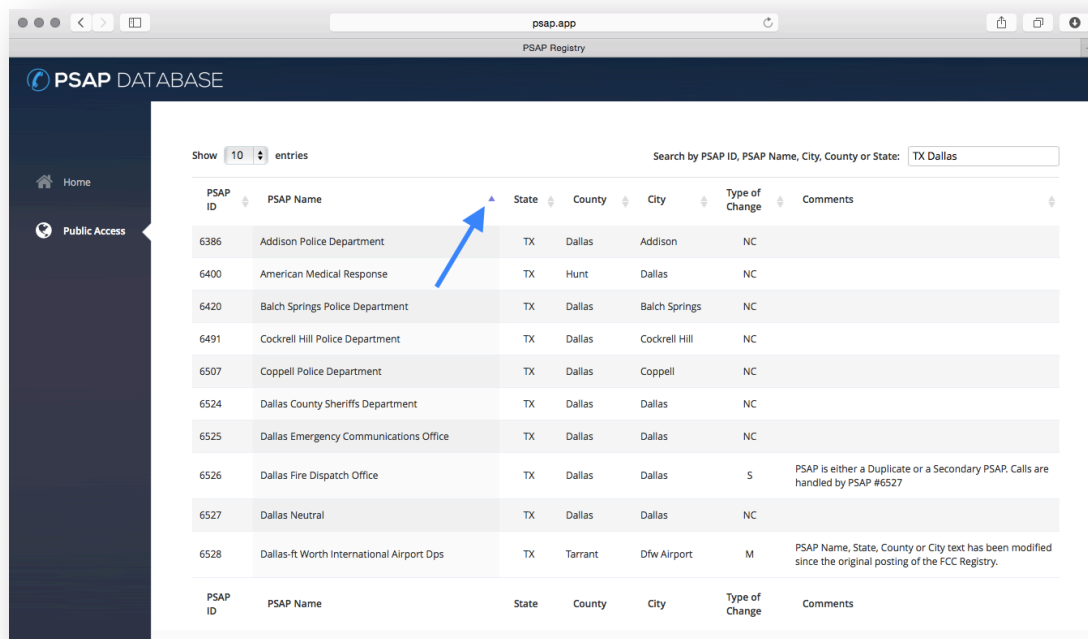


Figure 3: Sort by Column Title

## Admin User

PSAP Database is accessible to admins via the “Admin Access” tab on the home page of the PSAP Database website.

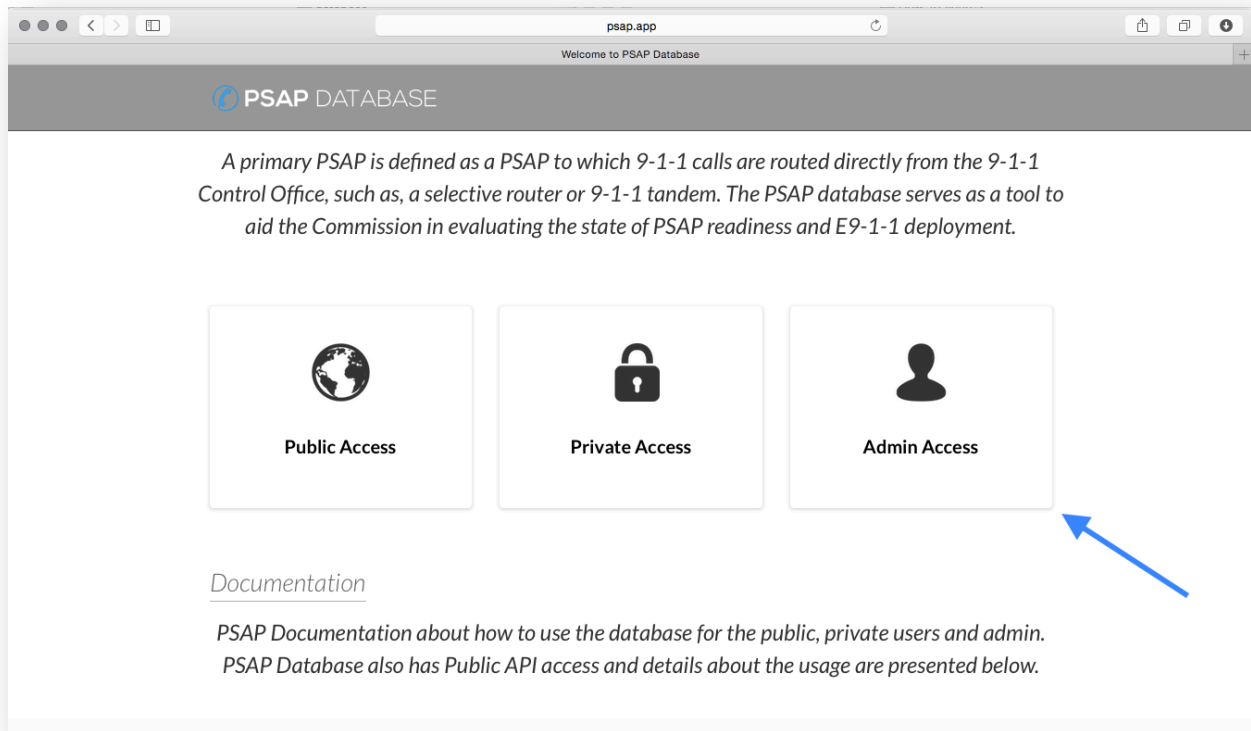


Figure 4: Admin Access to PSAP Database

Once an Admin user clicks on the “Admin Access” tab, the user is prompted to login to the website (Figure 5). Once the admin is authenticated, the user is redirected to the “Admin” portal where the user can perform the following tasks:

- Access the PSAP Database, Edit a PSAP entry, Add and Delete a PSAP entry
- Manage Admin/Private Access users
- Reset Password
- Edit Profile

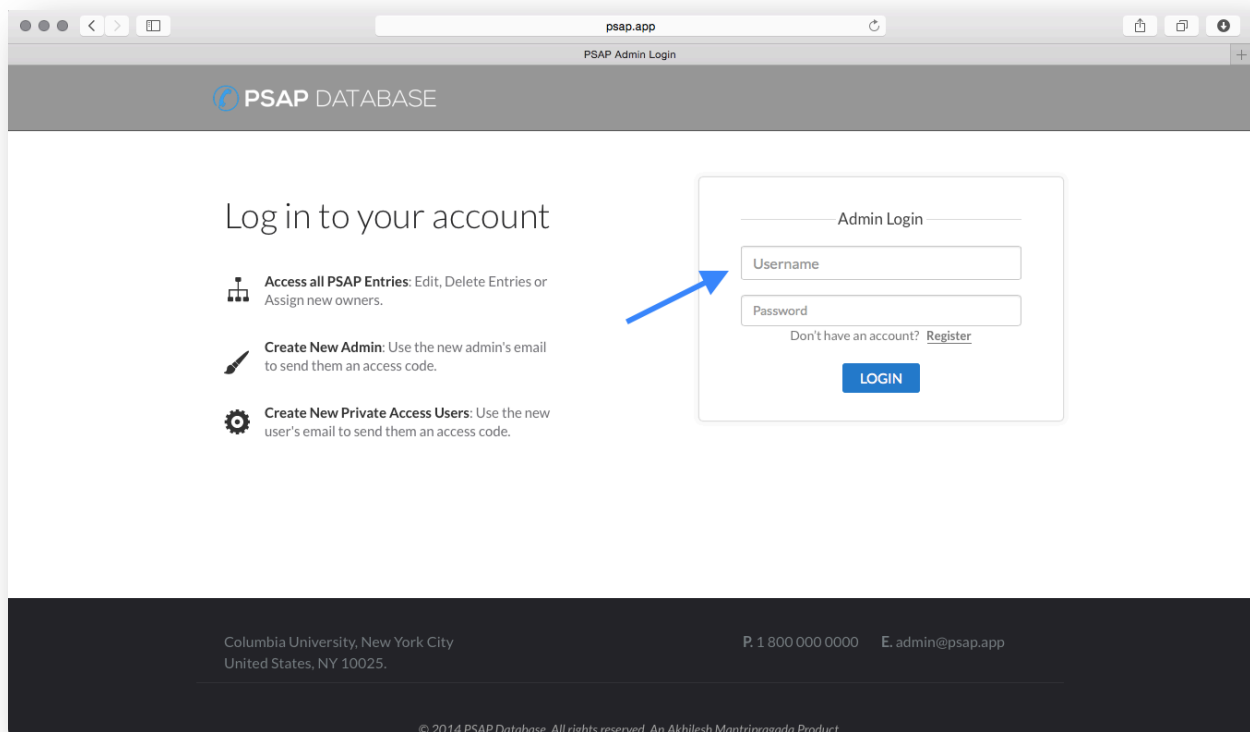


Figure 5: Admin Login Page

### [Access PSAP Database, Edit a PSAP Entry, Add and Delete PSAP Entry](#)

Admin User can search for PSAP entries using the search box on the upper right corner of the “admin” webpage. They can filter by PSAP ID, PSAP Name, State, City, or County. Admin can also delete a PSAP entry by clicking on the delete link on the PSAP entry row (Figure 6).

Additionally, Admin Users can edit a PSAP entry by clicking on the “edit” link on the PSAP entry row. The admin is redirect to edit PSAP entry webpage. The admin can update the entry or choose to cancel and return to admin page (Figure 7). Once an admin user updates the PSAP entry, the user can click on Submit to confirm.

Admin user can also add a new entry using the “Add Entry” button above the search box. The admin user is redirected to a “Create PSAP Entry” webpage where they can fill a form and click on Submit to confirm (Figure 8).

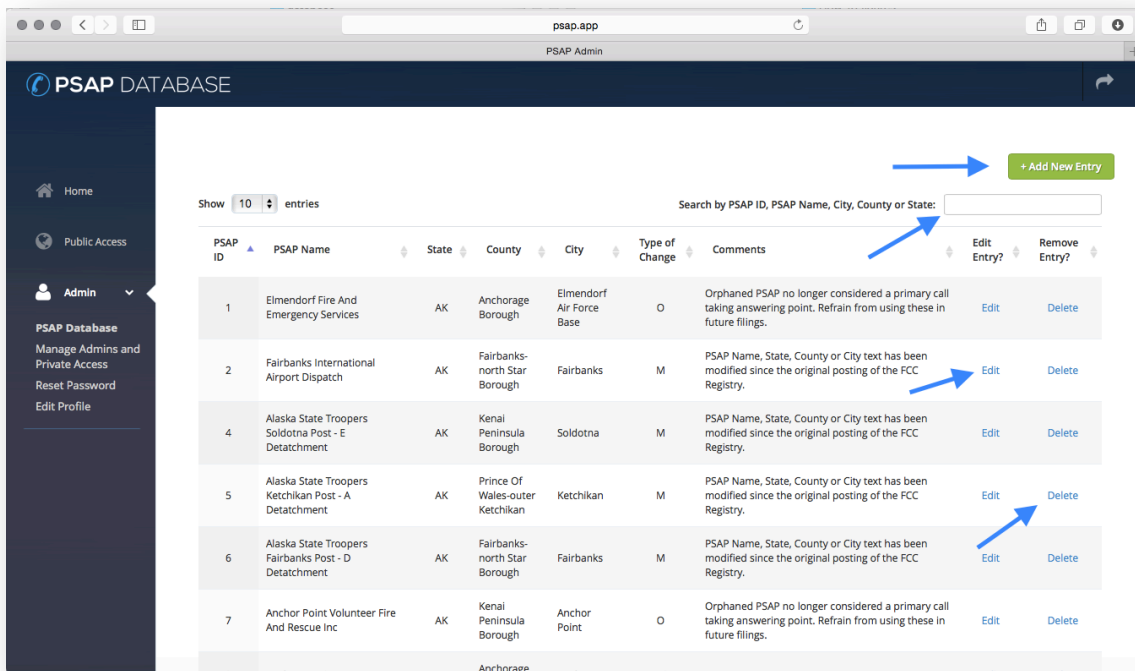


Figure 6: Admin Page

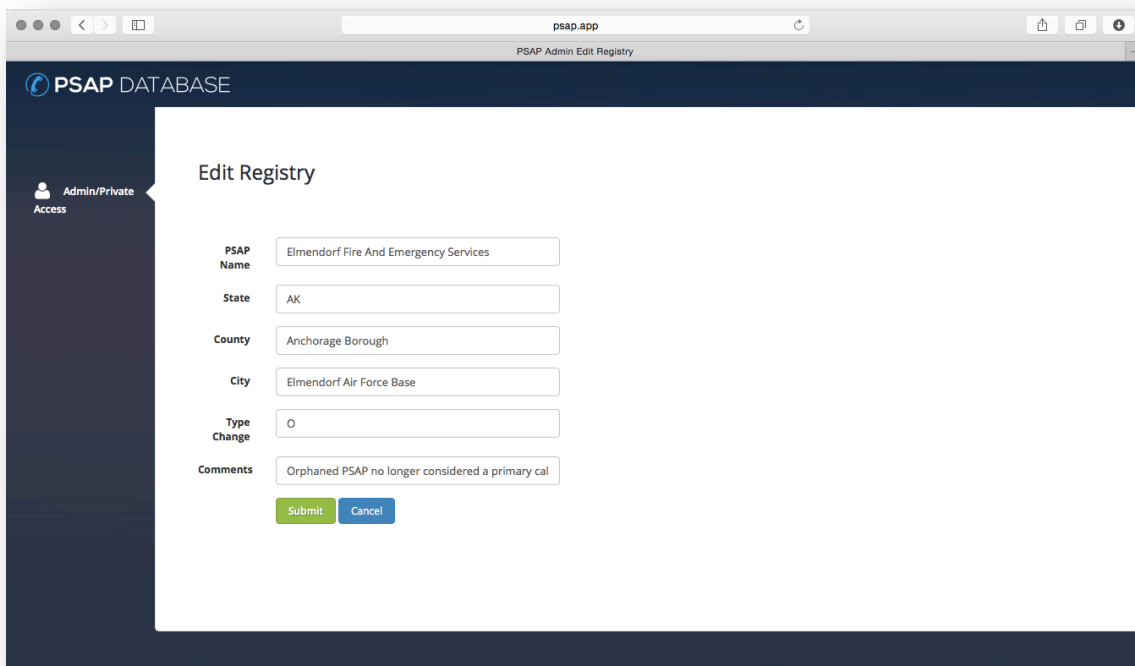


Figure 7: Edit Registry

The screenshot shows a web browser window with the address bar displaying 'psap.app'. The page title is 'PSAP Admin Edit Registry'. The main header is 'PSAP DATABASE'. On the left sidebar, there are two menu items: 'Home' and 'Admin/Private Access'. The 'Admin/Private Access' item is selected. The main content area is titled 'Create Registry Entry' and contains a form with the following fields: 'PSAP Name', 'State', 'County', 'City', 'Type Change', and 'Comments'. Each field has a corresponding text input box. At the bottom of the form, there are two buttons: 'Submit' (green) and 'Cancel' (blue).

Figure 8: Create New Registry Entry

### Manage Admin/Private Access users

An Admin User can add and remove admin users using the “Manage Admin/Private Access” on the sidebar (Figure 9).

“Manage Admin” webpage displays all registered admin with their verification status.

An Admin user can remove admin using the delete link (Figure 9).

An Admin user can also add new admin or private access user using the “Add Admin” button on the upper right corner of the “Manage Admin” webpage. The admin user are then is redirected to a “Create New Admin/Private Access User” form (Figure 10). The form consists of an email address of the new user and the user type (admin or private). Once the admin users fill the form, he/she is can click on “Submit” to confirm. The admin user can choose to click on “Cancel” if he/she would not like to add a new admin/private user and is redirected back to “Manage Admin” webpage.



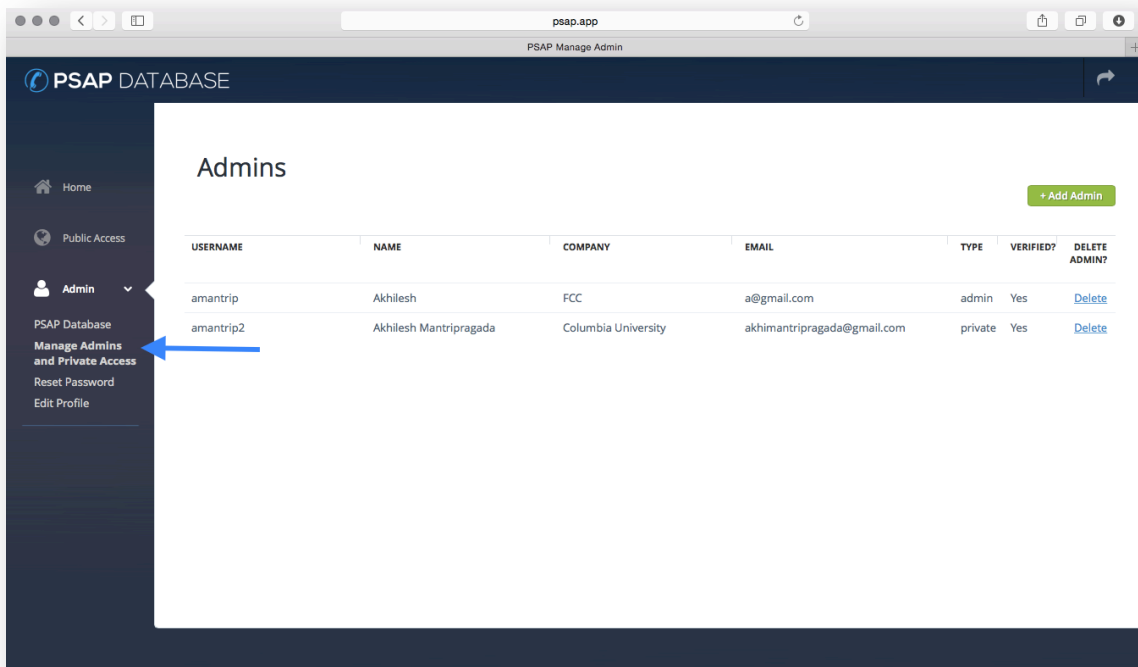


Figure 9: Manage Admin/Private Access Users

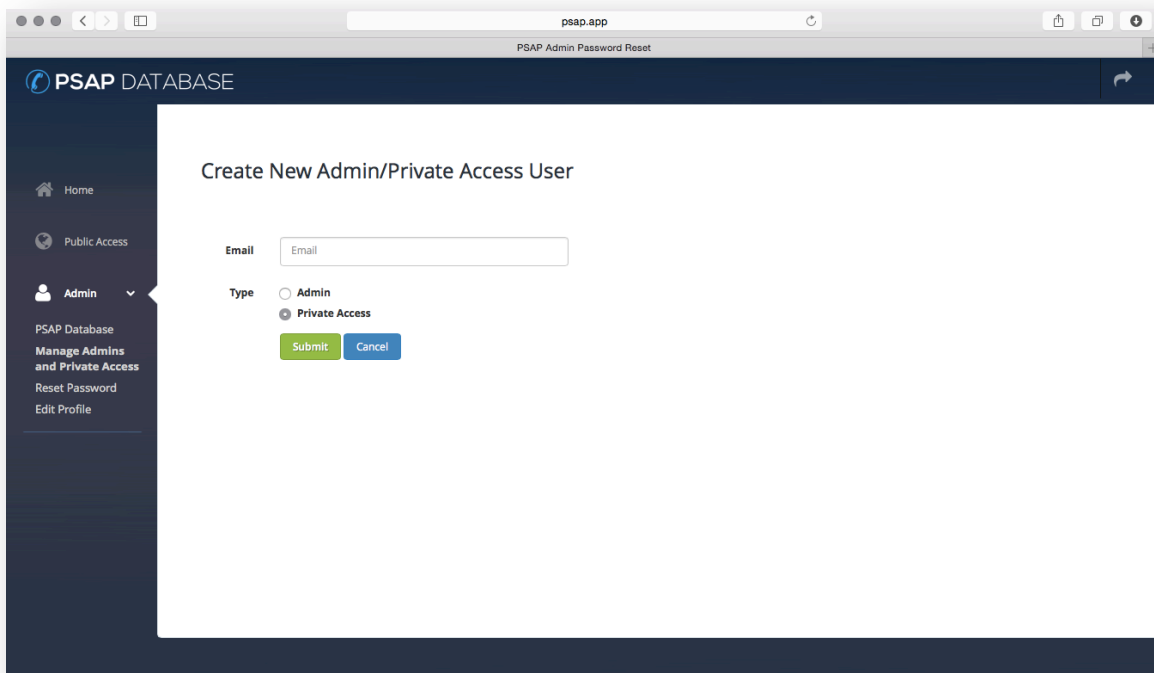


Figure 10: Create New Admin/Private Access user

## Reset Password

An Admin User can reset his/her password using the “Reset Password” link on the sidebar. The admin user is then redirected to “Reset Password” webpage, where the admin user is prompted to enter his/her new password twice and confirm (Figure 11).

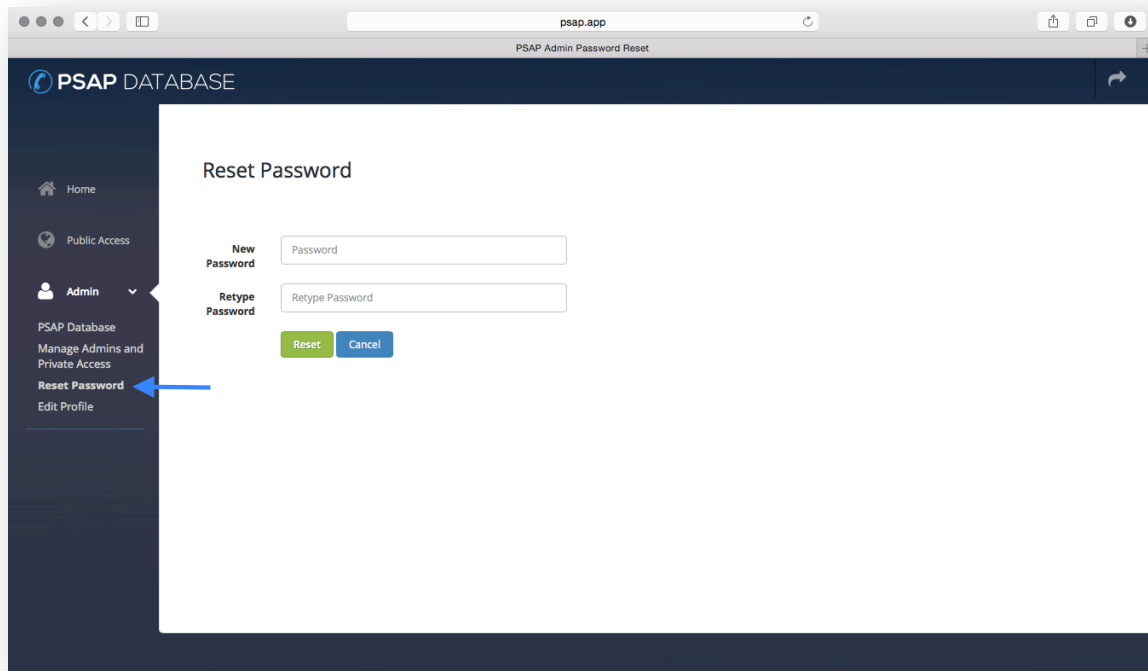
The image shows a web browser window with the address bar displaying 'psap.app'. The page title is 'PSAP Admin Password Reset'. The main content area is titled 'Reset Password' and contains two input fields: 'New Password' and 'Retype Password'. Below these fields are two buttons: a green 'Reset' button and a blue 'Cancel' button. On the left side, there is a dark blue sidebar with the 'PSAP DATABASE' logo at the top. The sidebar menu includes 'Home', 'Public Access', 'Admin' (with a dropdown arrow), 'PSAP Database', 'Manage Admins and Private Access', 'Reset Password' (highlighted with a blue arrow), and 'Edit Profile'.

Figure 11: Reset Password

## Edit Profile

An Admin user can edit his/her profile details by clicking on the “Edit Profile” link on the sidebar. Once an Admin user clicks on the link, he /she is redirected to the “Edit Profile” page which consists of a form (Figure 12). The admin user can only edit their Name, and Company. Email address and username cannot be edited.

Once the admin user finishes updating his/her profile, the admin user should click on “Submit” to confirm. The admin user could click on “Cancel” and is redirected to the “Admin Page”.

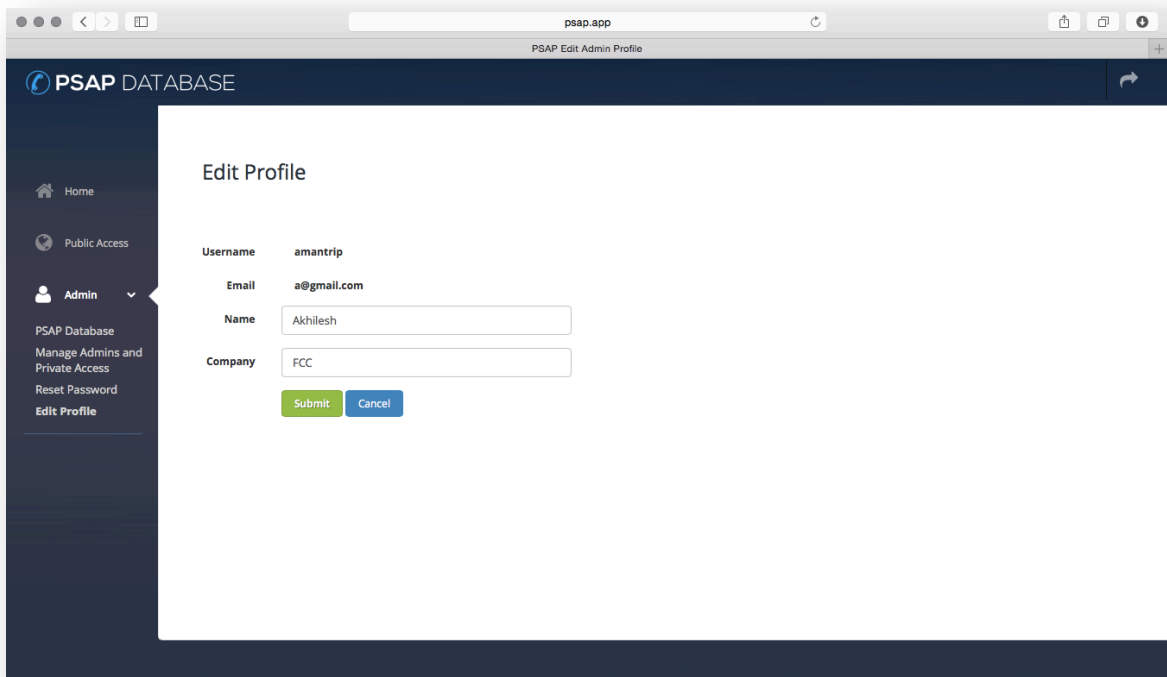


Figure 12: Edit Profile

## Logout

A user can logout of the website using the “Logout” button on the upper right corner of every webpage (Figure 13). Once the user logs out, he/she is un-authenticated and must enter his/her credentials to perform any of the above-mentioned tasks.

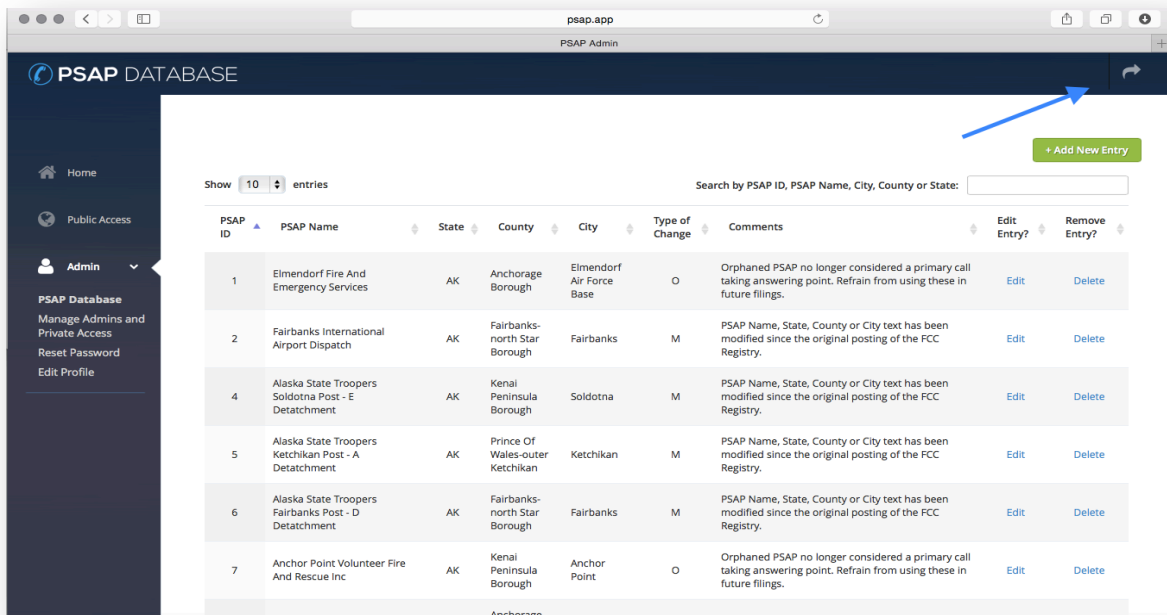


Figure 13: Logout

## Private User

PSAP Database is accessible to admins via the “Private Access” tab on the home page of the PSAP Database website.

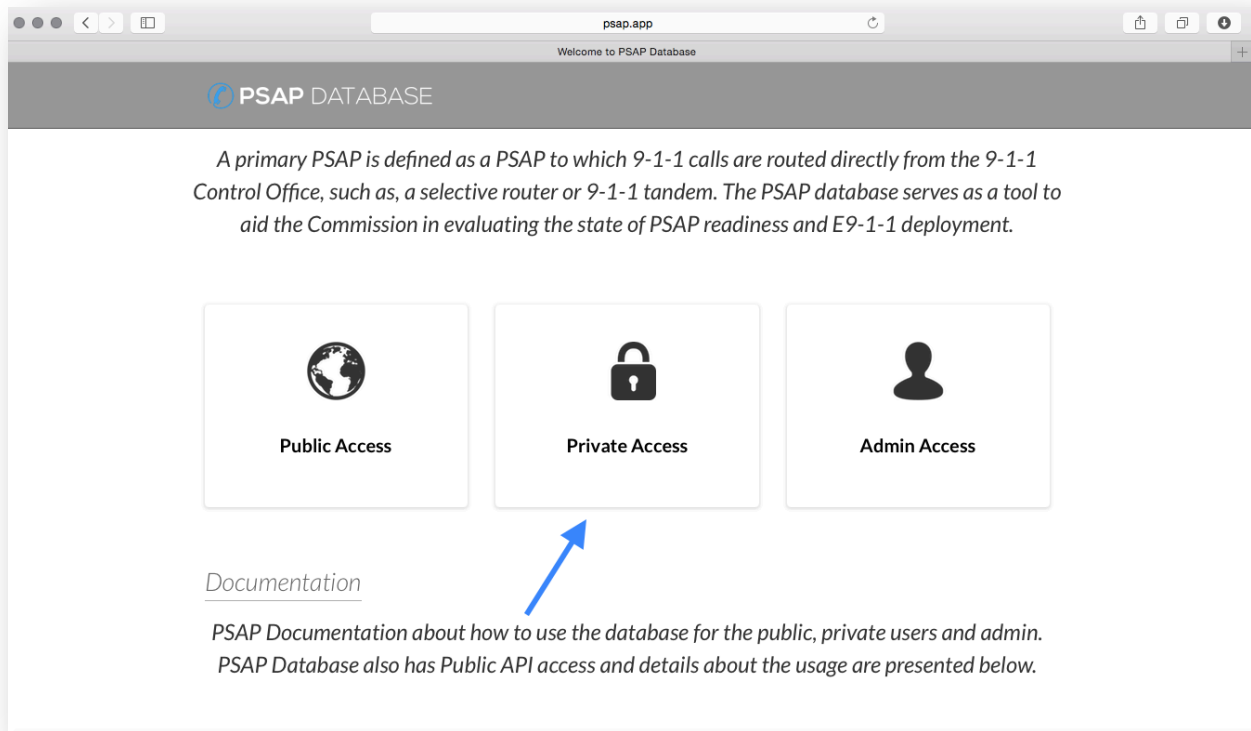


Figure 14: Private Access to PSAP Database

Once a Private user clicks on the “Private Access” tab, the user is prompted to login to the website (Figure 15). Once the user is authenticated, the user is redirected to the “Private Access” portal where the user can perform the following tasks:

- Access the PSAP Database, Edit a PSAP entry, Add and Delete a PSAP entry
- Reset Password
- Edit Profile

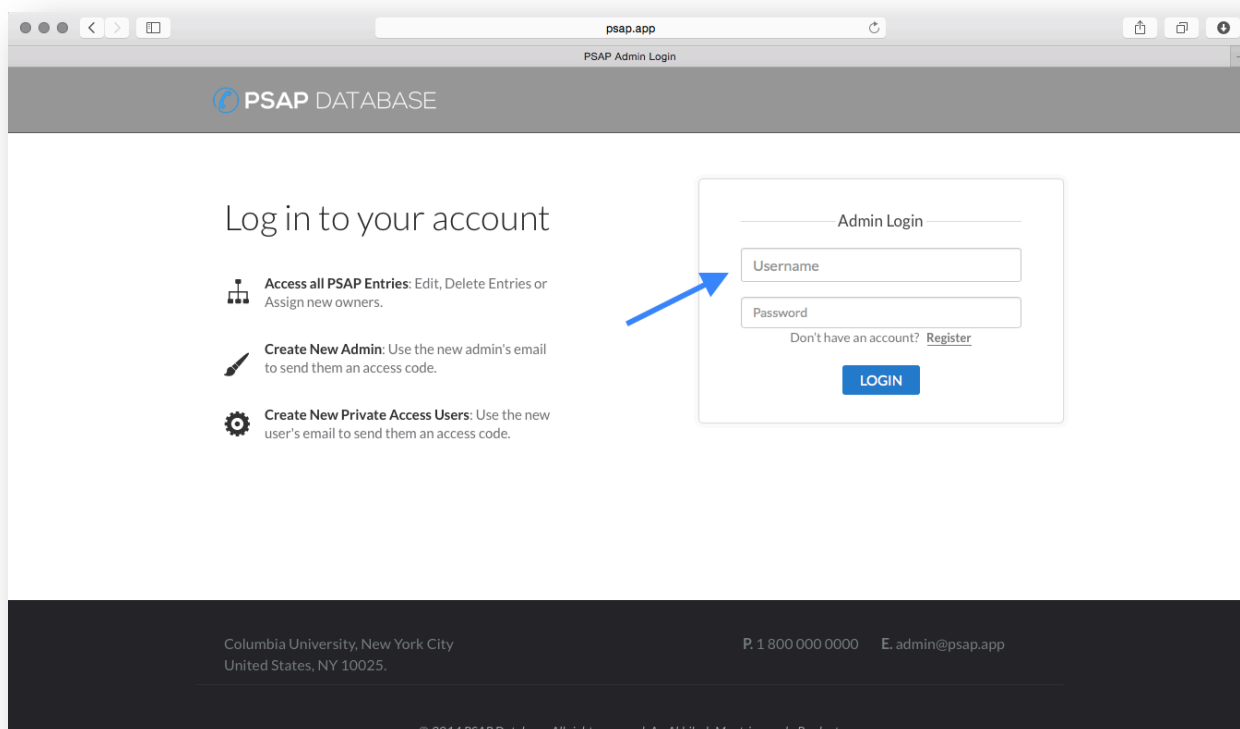


Figure 15: Admin Login Page

### [Access PSAP Database, Edit a PSAP Entry, Add and Delete PSAP Entry](#)

Private Access User can search for PSAP entries that belong to them using the search box on the upper right corner of the “private” webpage. They can filter by PSAP ID, PSAP Name, State, City, or County. Admin can also delete a PSAP entry by clicking on the delete link on the PSAP entry row (Figure 16).

Additionally, Private Access Users can edit a PSAP entry by clicking on the “edit” link on the PSAP entry row. The private access user is redirected to edit PSAP entry webpage. The private access user can update the entry or choose to cancel and return to private access page (Figure 17). Once a private access user updates the PSAP entry, the user can click on Submit to confirm.

Private Access user can also add a new entry using the “Add Entry” button above the search box. The private access user is redirected to a “Create PSAP Entry” webpage where they can fill a form and click on Submit to confirm (Figure 18).

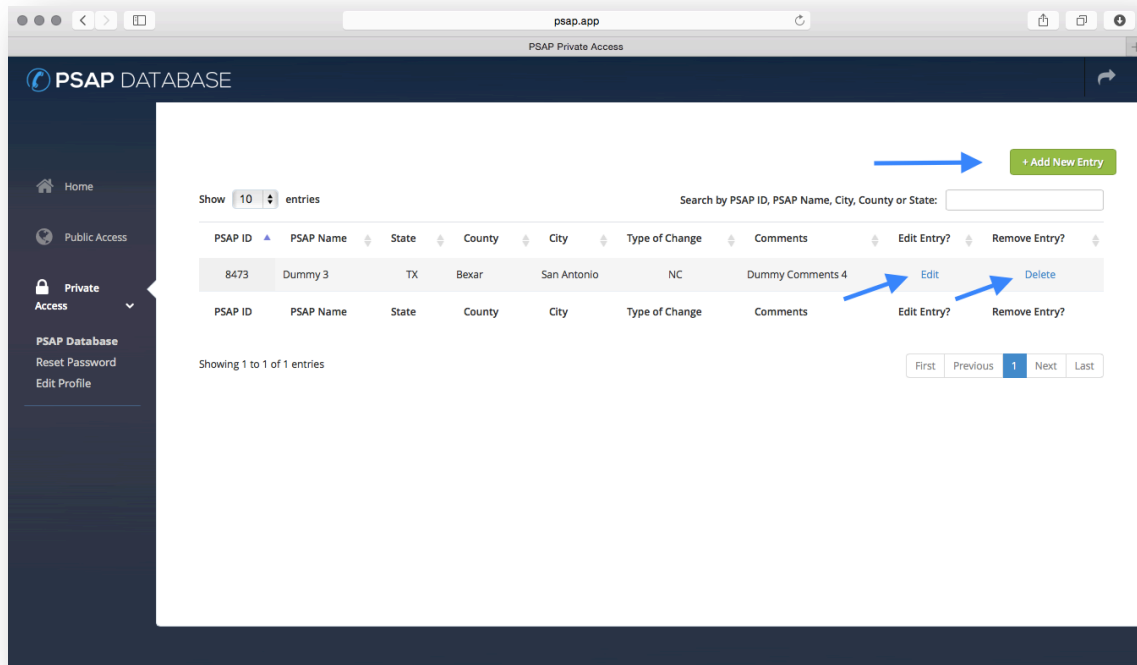


Figure 16: Private Page

The screenshot shows a web browser window with the address bar displaying 'psap.app'. The page title is 'PSAP Admin Edit Registry'. The application header includes the 'PSAP DATABASE' logo and a user profile icon with the text 'Admin/Private Access'. The main content area is titled 'Edit Registry' and contains a form with the following fields: 'PSAP Name' (Elmendorf Fire And Emergency Services), 'State' (AK), 'County' (Anchorage Borough), 'City' (Elmendorf Air Force Base), 'Type Change' (O), and 'Comments' (Orphaned PSAP no longer considered a primary cal). At the bottom of the form are 'Submit' and 'Cancel' buttons.

PSAP DATABASE

Admin/Private Access

### Edit Registry

PSAP Name: Elmendorf Fire And Emergency Services

State: AK

County: Anchorage Borough

City: Elmendorf Air Force Base

Type Change: O

Comments: Orphaned PSAP no longer considered a primary cal

Submit Cancel

Figure 17: Edit Registry

The screenshot shows a web browser window with the address bar displaying 'psap.app'. The page title is 'PSAP Admin Edit Registry'. The application header includes the 'PSAP DATABASE' logo and a user profile icon with the text 'Admin/Private Access'. The main content area is titled 'Create Registry Entry' and contains a form with the following fields: 'PSAP Name', 'State', 'County', 'City', 'Type Change', and 'Comments'. At the bottom of the form are 'Submit' and 'Cancel' buttons.

PSAP DATABASE

Home

Admin/Private Access

### Create Registry Entry

PSAP Name:

State:

County:

City:

Type Change:

Comments:

Submit Cancel

Figure 18: Create New Registry Entry



## Reset Password

A Private Access user can reset his/her password using the “Reset Password” link on the sidebar. The private access user is then redirected to “Reset Password” webpage, where the private access user is prompted to enter his/her new password twice and confirm (Figure 19).

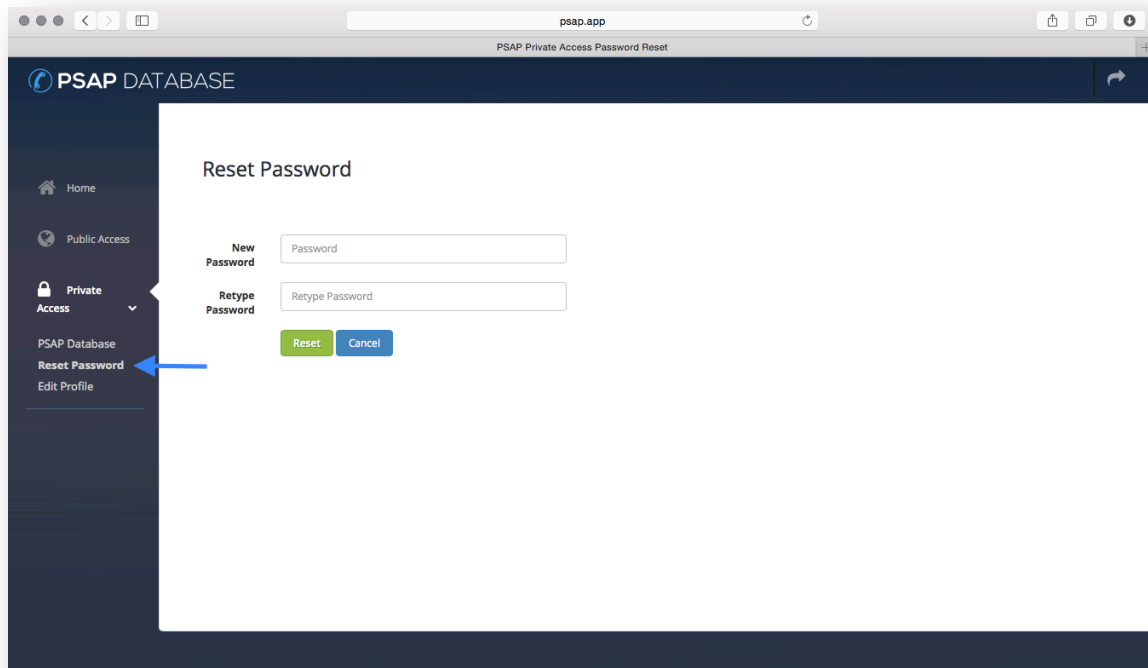
The image shows a web browser window with the address bar displaying 'psap.app'. The page title is 'PSAP Private Access Password Reset'. The main content area is titled 'Reset Password' and contains two input fields: 'New Password' and 'Retype Password'. Below these fields are two buttons: 'Reset' (green) and 'Cancel' (blue). On the left side, there is a dark blue sidebar with the 'PSAP DATABASE' logo at the top. The sidebar menu includes 'Home', 'Public Access', 'Private Access' (with a dropdown arrow), 'PSAP Database', 'Reset Password' (highlighted with a blue arrow), and 'Edit Profile'.

Figure 19: Reset Password

## Edit Profile

A Private Access user can edit his/her profile details by clicking on the “Edit Profile” link on the sidebar. Once a private access user clicks on the link, he /she is redirected to the “Edit Profile” page which consists of a form (Figure 20). The private access user can only edit their Name, and Company. Email address and username cannot be edited.

Once the private access user finishes updating his/her profile, the private access user should click on “Submit” to confirm. The admin user could click on “Cancel” and is redirected to the “Private Page”.

The screenshot shows a web browser window with the address bar displaying 'psap.app'. The page title is 'PSAP Edit Private Access User Profile'. The main content area is titled 'Edit Profile'. It contains a form with the following fields:

- Username: amantrip2
- Email: akhimantripragada@gmail.com
- Name: Akhilesh Mantripragada
- Company: Columbia University

At the bottom of the form are two buttons: 'Submit' (green) and 'Cancel' (blue). On the left sidebar, under the 'Private Access' dropdown, there are links for 'PSAP Database', 'Reset Password', and 'Edit Profile'. A blue arrow points to the 'Edit Profile' link.

Figure 20: Edit Profile

## Logout

A user can logout of the website using the “Logout” button on the upper right corner of every webpage (Figure 21). Once the user logs out, he/she is un-authenticated and must enter his/her credentials to perform any of the above-mentioned tasks.

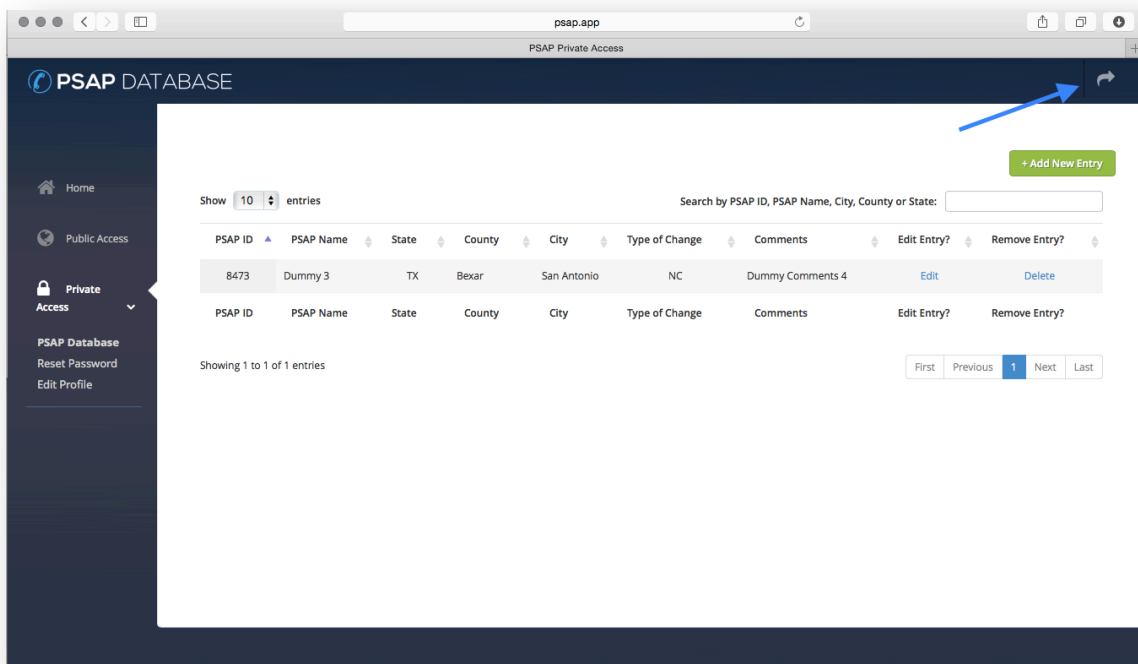


Figure 21: Logout

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Presentation

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Term Project

Fall 2014