



Intrepid
RESPONSE

WEB USER GUIDE

1011 East Colonial Dr, Suite 501, Orlando, FL 32803

RESPONSE

Intrepid Web Portal

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Activate

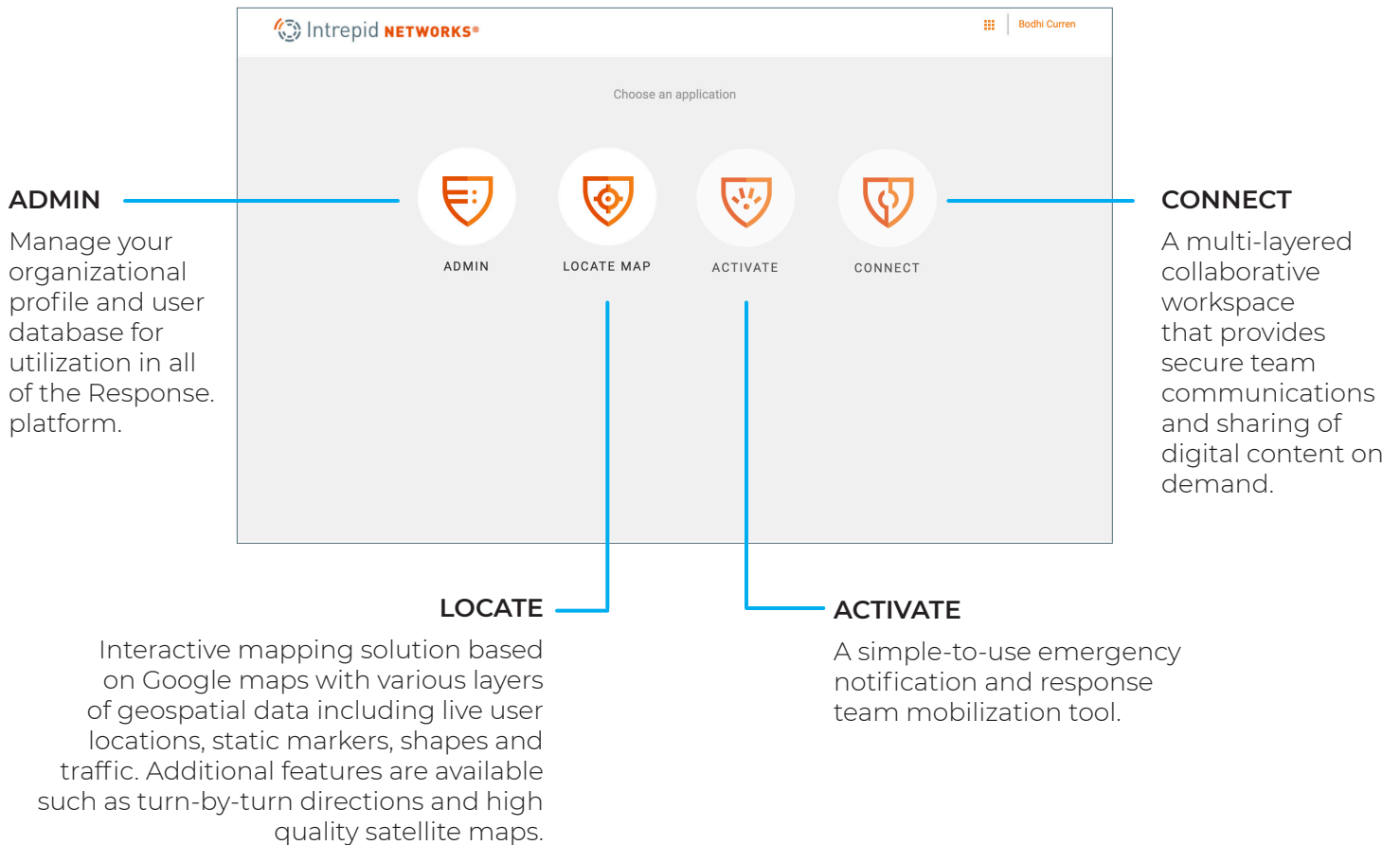
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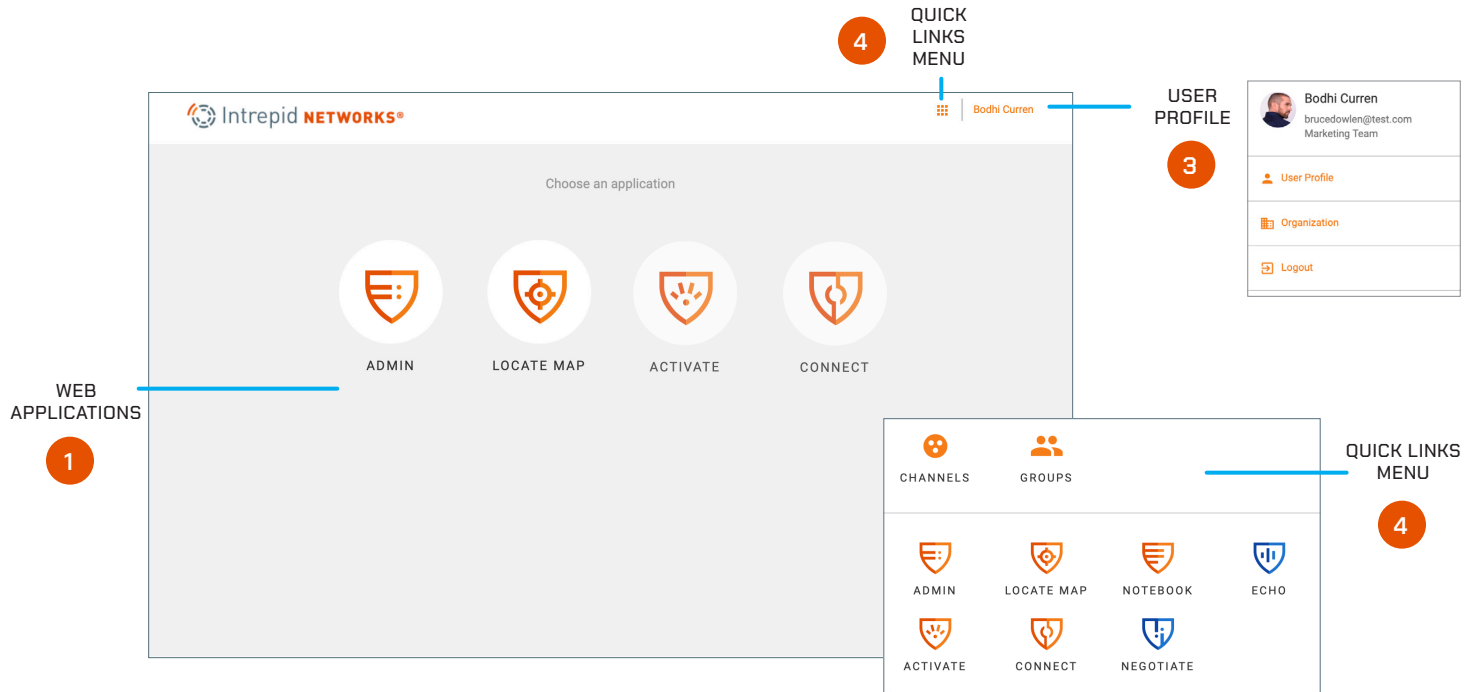
COMMUNICATE, COLLABORATE, COORDINATE

The Response for FirstNet platform is a low-cost simple-to-use web and mobile situational awareness platform for day-to-day and emergency operations.



The Locate, Connect and Activate modules can be purchased independently for your organization to maximize your budget and capability requirements.

WEB PORTAL: OVERVIEW



Intrepid Web Portal

Intrepid web applications can be accessed through this portal.

NOTE: If your Web Portal does not display all the applications that you expect, please contact your organization administrator to add the appropriate license permissions for your user account.

1. To access the portal go to <https://go.intrepidsuite.com> and log in with your user name and password credentials.

** Contact your Response Administrator if you do not have credentials.*

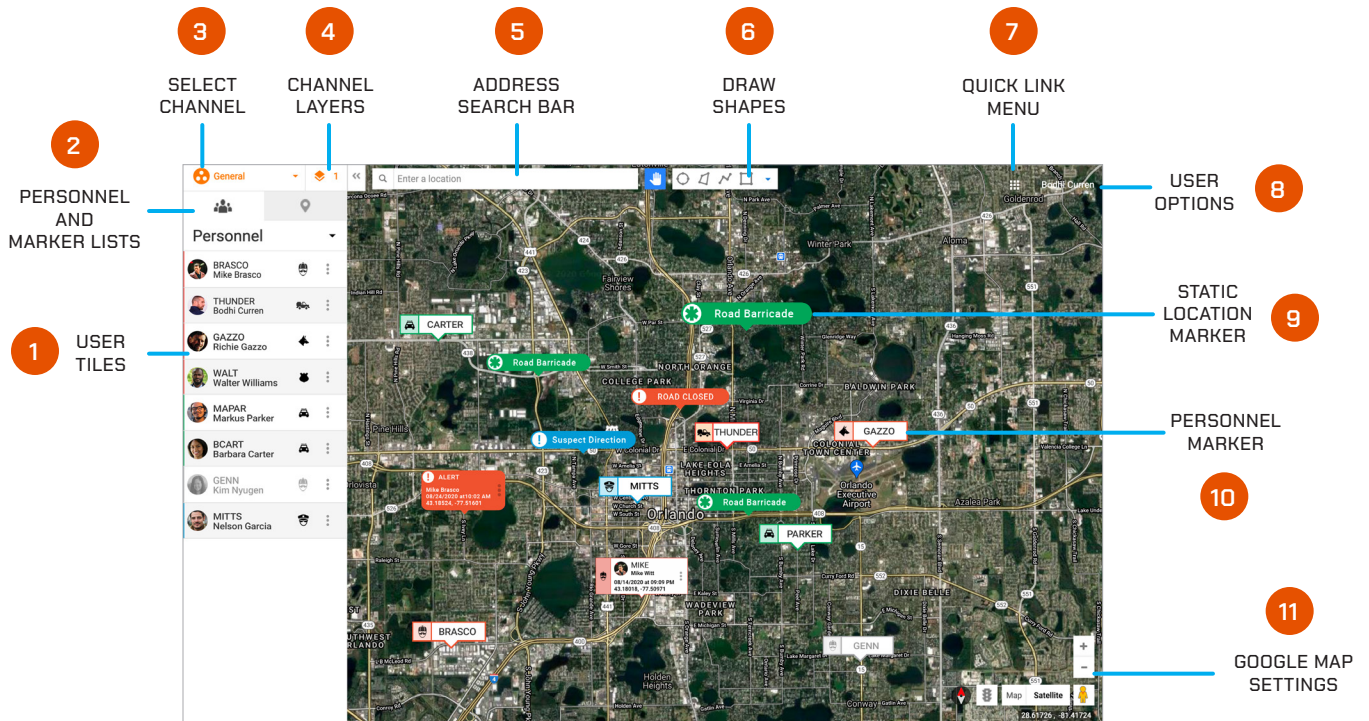
2. Choose from the list of applications to open.

3. Selecting your user name in the top-right hand of the browser screen displays quick links to your User Profile, Organization (Organization will only appear if you are a Response administrator) and the log out option.

4. Click on the Quick Links menu in the top-right hand of the screen to access short cuts to your applications as well as the Channels and Groups that you belong to. If you have administrator or supervisor permissions, then you may also create channels and groups from these shortcuts.

WEB LOCATE USER GUIDE

LOCATE WEB: DASHBOARD AT A GLANCE



1. Each user tile displays the team color (left-hand bar color), profile photo, call sign, full name and marker icon.

2. Access Personnel and Marker lists by selecting the appropriate tab.

3. Select Channel: Open the Channels list view and select the channel you want to become active.

4. Channel Layers: Overlay additional channels to the Locate map (Administrator and Supervisor only).

5. Address Search Bar: Search for specific addresses within the Google database to instantaneously center the map upon.

6. Draw Shapes: Shape drawing tools to define areas of interest on the map.

7. Quick Link Menu: access short cuts to your applications as well as the Channels and Groups that you belong to.

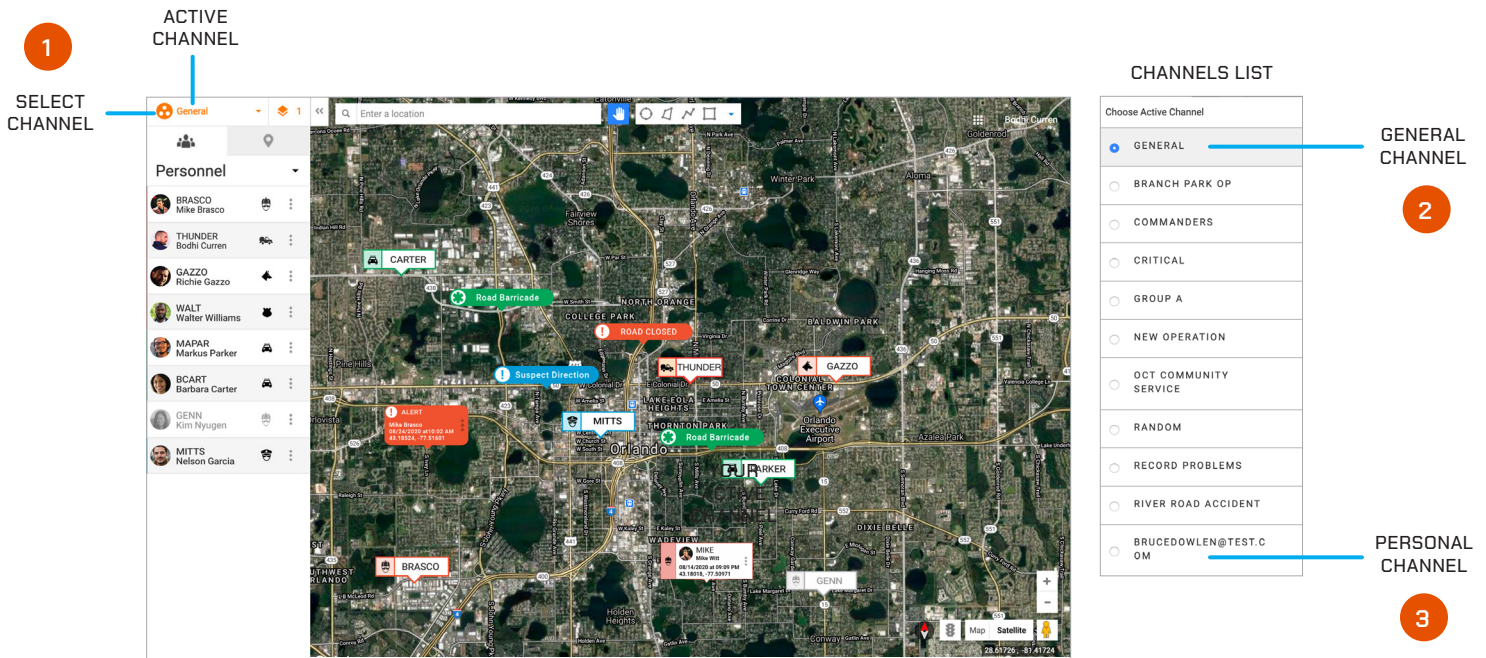
8. User Options: Access user profile and logout.

9. Static Location Marker: This is a location of interest that is stationary on the map. Choose from a large library of marker icons and colors.

10. Personnel Marker: Live and static locations of all users active within a channel.

11. Google Map Settings: Choose the appropriate setting on the bottom-right of the Locate browser window for map type, traffic and zoom level. Google street view is also available.

LOCATE WEB: SELECTING CHANNELS



The screenshot shows the Intrepid RESPONSE interface. On the left, a 'SELECT CHANNEL' pop-up is visible, showing a list of channels. The 'General' channel is selected, indicated by a blue dot. On the right, the 'CHANNELS LIST' is displayed, showing a list of channels. The 'General' channel is selected, indicated by a blue dot. The 'Personal' channel is also visible at the bottom of the list.

1 SELECT CHANNEL

ACTIVE CHANNEL

CHANNELS LIST

Choose Active Channel

- ☒ GENERAL
- ☐ BRANCH PARK OP
- ☐ COMMANDERS
- ☐ CRITICAL
- ☐ GROUP A
- ☐ NEW OPERATION
- ☐ OCT COMMUNITY SERVICE
- ☐ RANDOM
- ☐ RECORD PROBLEMS
- ☐ RIVER ROAD ACCIDENT
- ☐ BRUCEDOWLEN@TEST.COM

GENERAL CHANNEL

PERSONAL CHANNEL

Channels

Channels segregate information into operational containers and only allow invited users to share and view operational data within unique channels. Channels enable organizations to manage multiple operations, departments, sectors, groups or investigations simultaneously. Channels are created by your organization administrator.

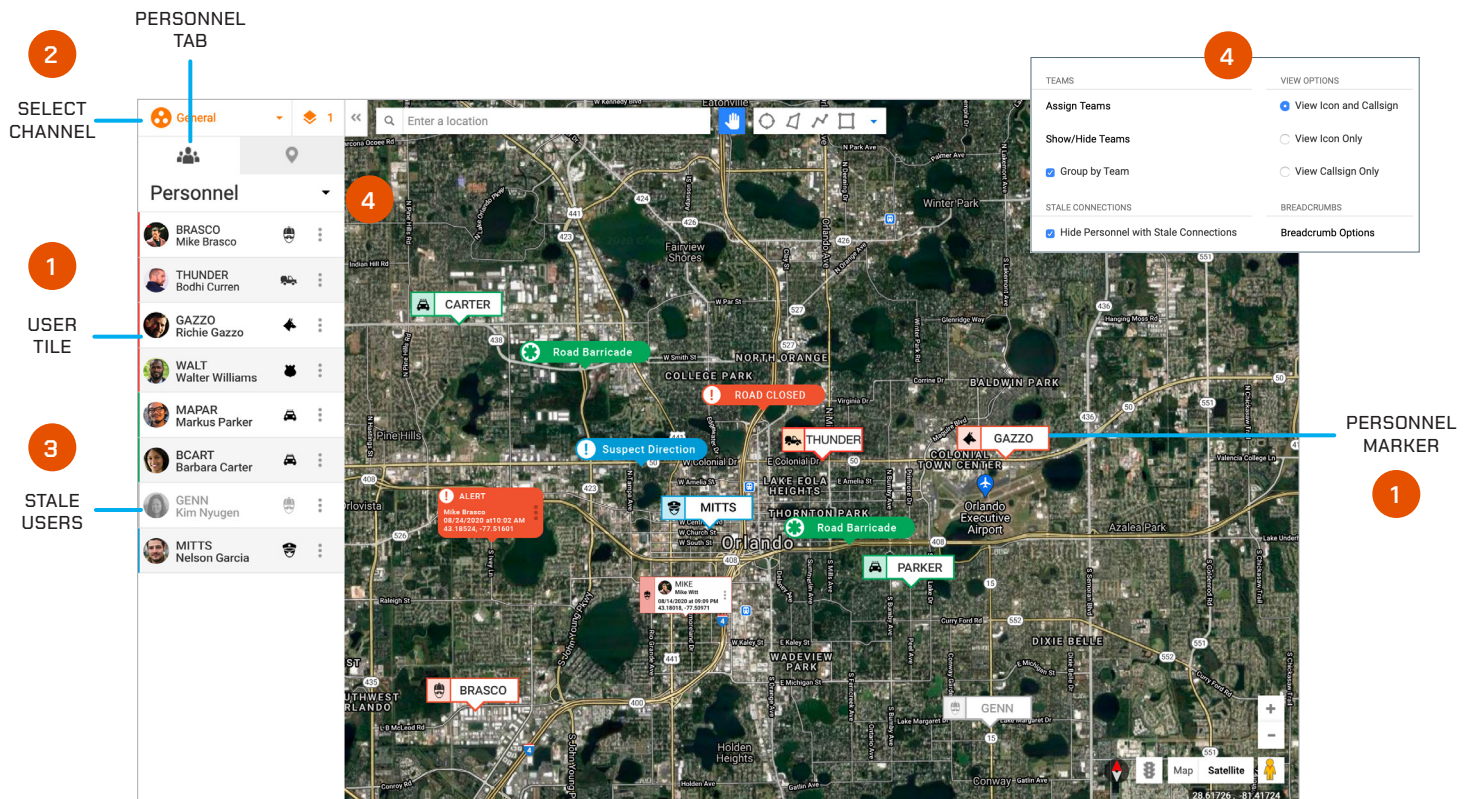
1. To change your active channel, tap the Select Channel icon at the top left of the screen. A pop-up will display a list of available channels to choose from.

NOTE: A blue dot to the left of the channel name denotes the active channel you are participating in.

2. The General channel includes everyone in your organization and is your default channel upon first time login.

3. At the bottom of the channels list view, a Personal channel is always available with your user ID as the channel name. This is your dedicated individual channel that only contains yourself as a member. Information within this channel is not shared with other users.

LOCATE WEB: PERSONNEL LIST

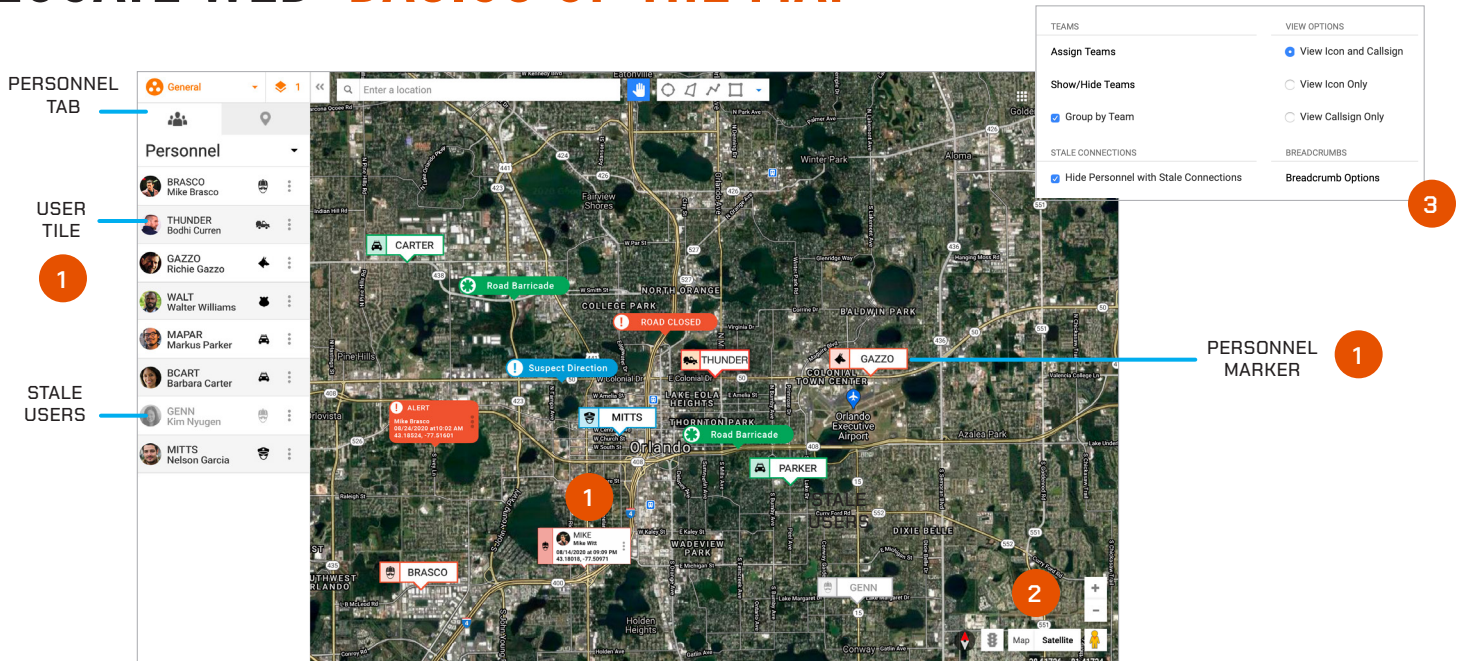


1. Each user tile displays the team color (left-hand bar color), profile photo, call sign, full name and marker icon. Select a user tile from the list to center that user's location on the map, and also get turn-by-turn directions to that user's location.
2. To change your active channel, tap the Select Channel icon at the top left of the screen. A pop-up will display a list of available channels to choose from.
3. Stale users will always appear grayed out on both the Personnel List and the Map.

NOTE: Stale is a specific Response user state that defines users who have lost connectivity or location for over three minutes but have not logged out of Response.

4. Select the small arrow icon to display Personnel view options. Additional selections are available here to manage the display of assets on the map as well as additional options for breadcrumbs.

LOCATE WEB: BASICS OF THE MAP

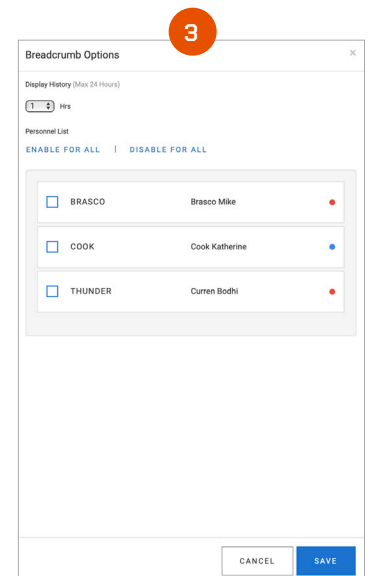


1. Personnel Marker: This icon indicates the live or static location of a user. Click to expand the marker for full name, time and date of last activity in channel, plus latitude and longitude. Click the Personnel tab near the top-left of the screen to access a list of active personnel. Choose the three dots inside the User Tile to get turn-by-turn directions to that user's position if Google can determine your laptop/PC location.

NOTE: You can toggle between the personnel and marker list views using the tabs on the left-hand side of the browser window.

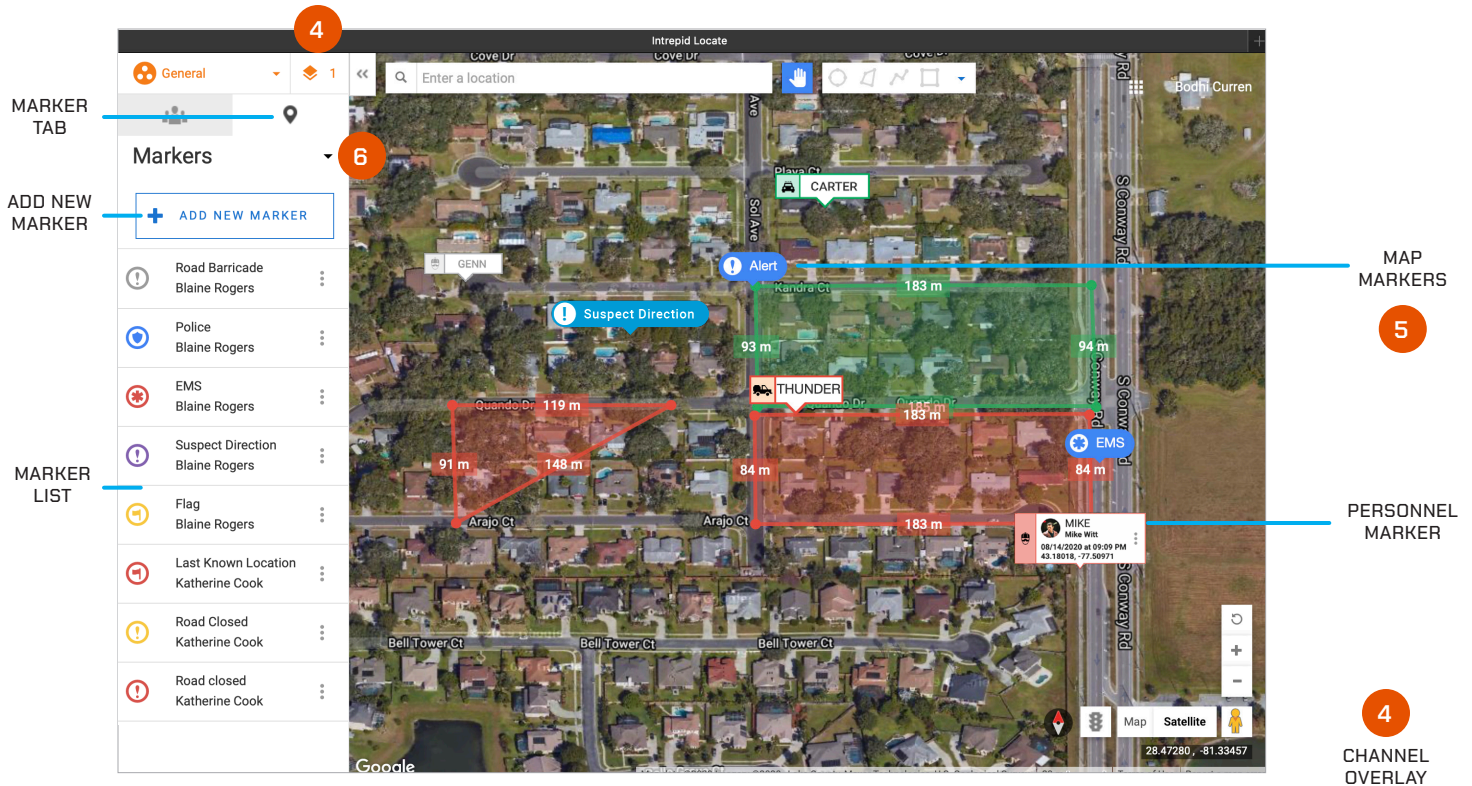
2. Choose the appropriate Google Maps settings on the bottom-right of the Locate browser window for map type, traffic and zoom level. Google street view is also available.

3. Additional User Display Options: Select the small arrow on the Personnel List tab. View breadcrumbs, change user icon colors (supervisor and administrators only) and hide stale connections from this menu. For the breadcrumb display in particular, choose Breadcrumb Options in the bottom right of the list. Select the users and the time box window to display the breadcrumb trails to your needs.



NOTE: Breadcrumbs are only available for users within the last 24 hrs.

LOCATE WEB: BASICS OF THE MAP CONTINUED

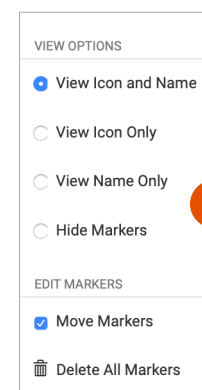
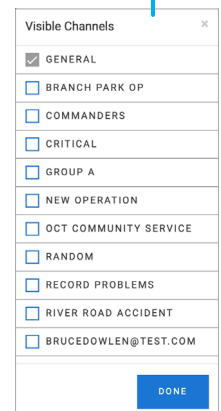


4. Channel Overlay: (Response administrators and supervisors only) Select the small stacked icon at the top-left of the browser window to display all the channels overlay options. Select all the desired channels for overlay on the map and click Done. The number next to the icon indicates the quality of layers currently visible at the same time.

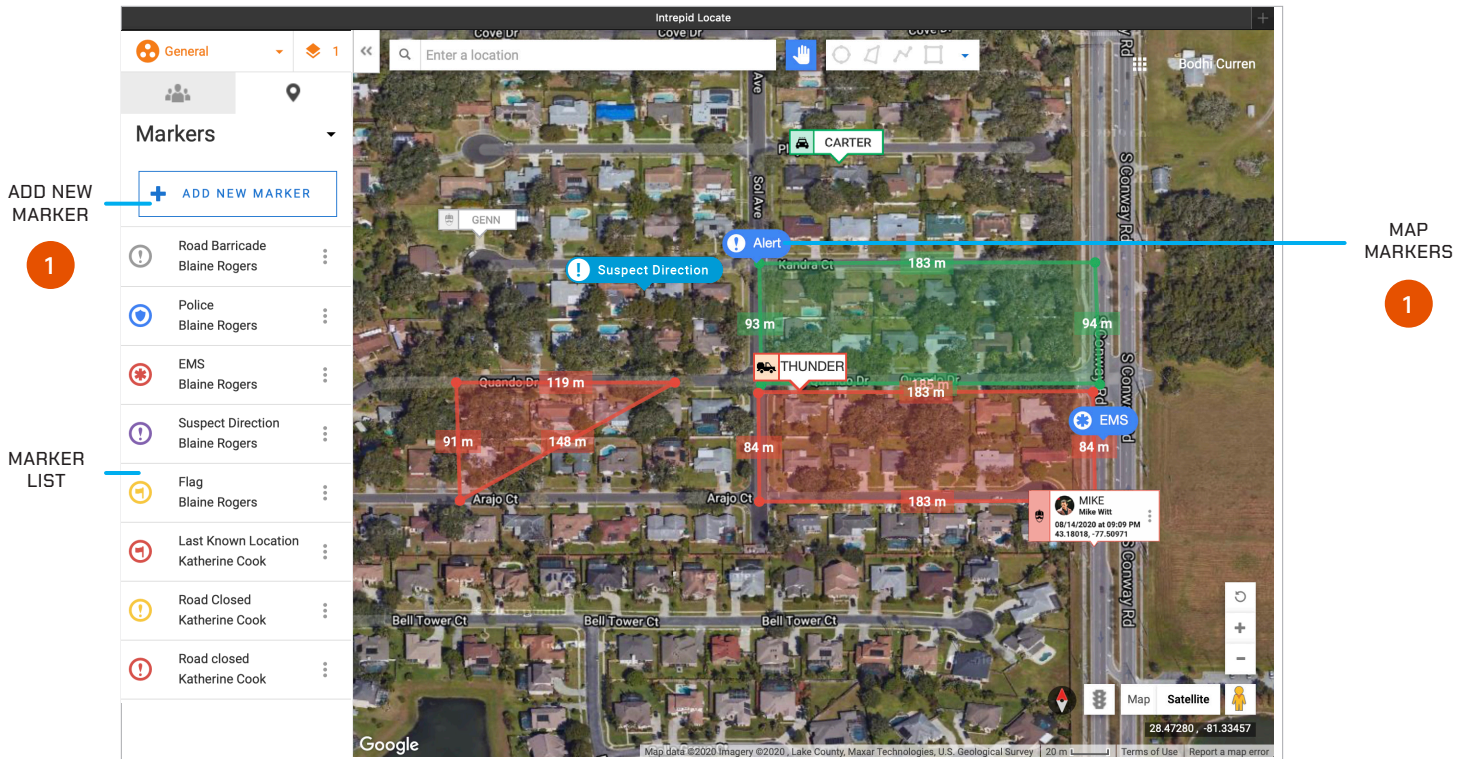
5. Map Markers: These icons can be created and placed anywhere on the map to mark locations of interest. Select from a wide array of icons and colors to differentiate the marker against others. Click to expand the marker for name, date and time created plus latitude and longitude. Tap the three gray dots on the right of the markers (in the markers list) to get turn-by-turn directions to that marker and also access Edit or Delete options.

NOTE: Users can only delete markers that they create.

6. Additional map marker view and edit options are available by clicking the small arrow at the top of the Marker tab.



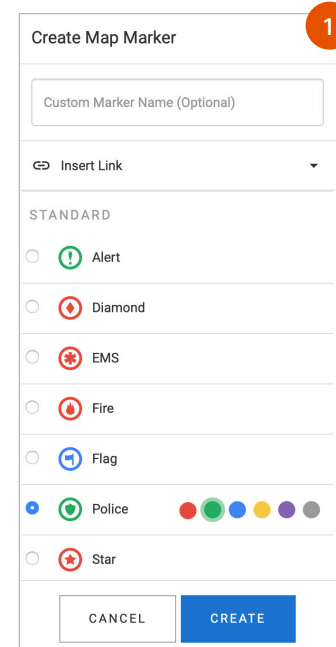
LOCATE WEB: CREATE MAP MARKERS



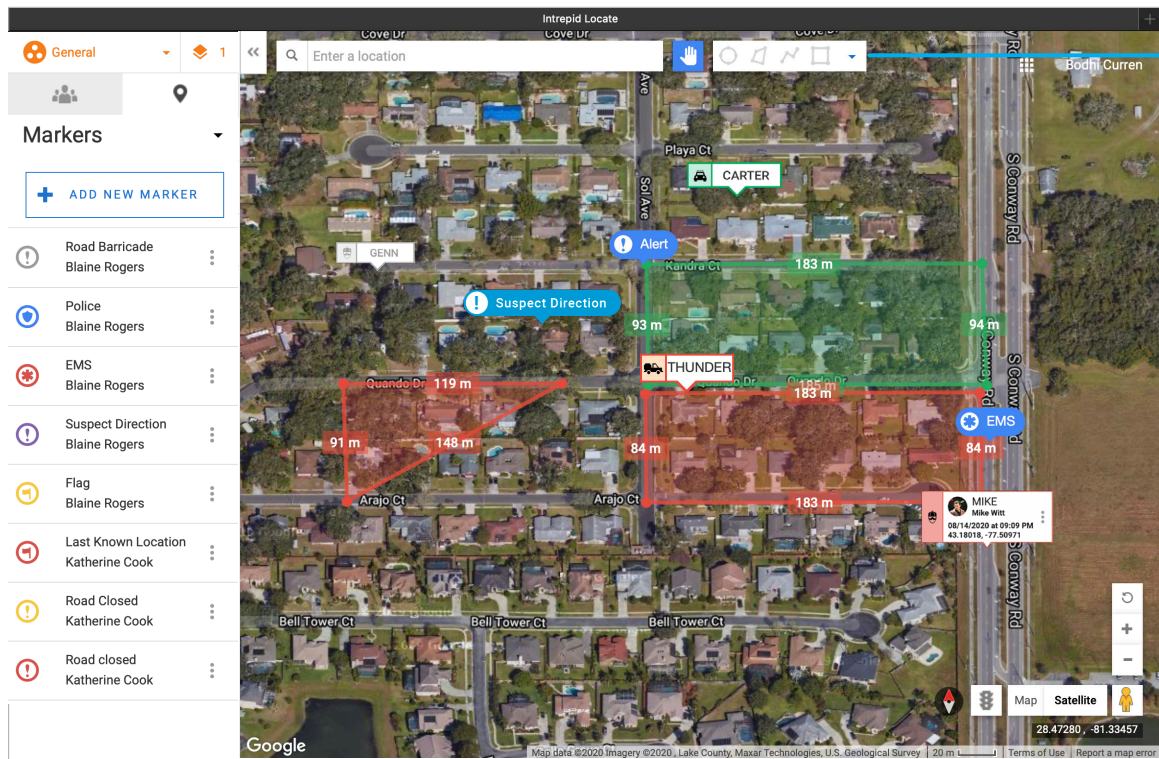
1. To place a new marker select the “+ Add New Marker” button at the top of the Markers tab in the top-left of the browser window.

Click the location on the map you would like to place the marker. A pop-out menu for marker options will open. Enter marker name (optional), insert a URL web link (optional), choose a marker type icon and color. When finished, click Create.

Your marker is now placed on the Locate map.

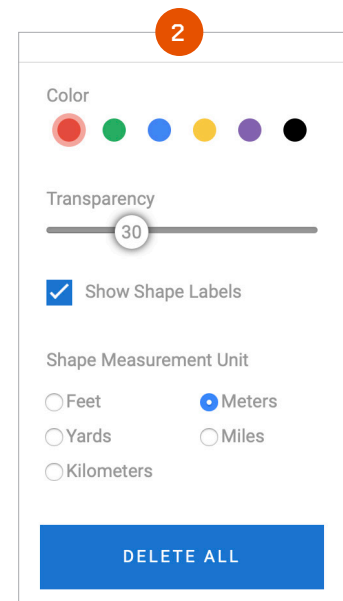


LOCATE WEB: CREATE MAP MARKERS CONTINUED



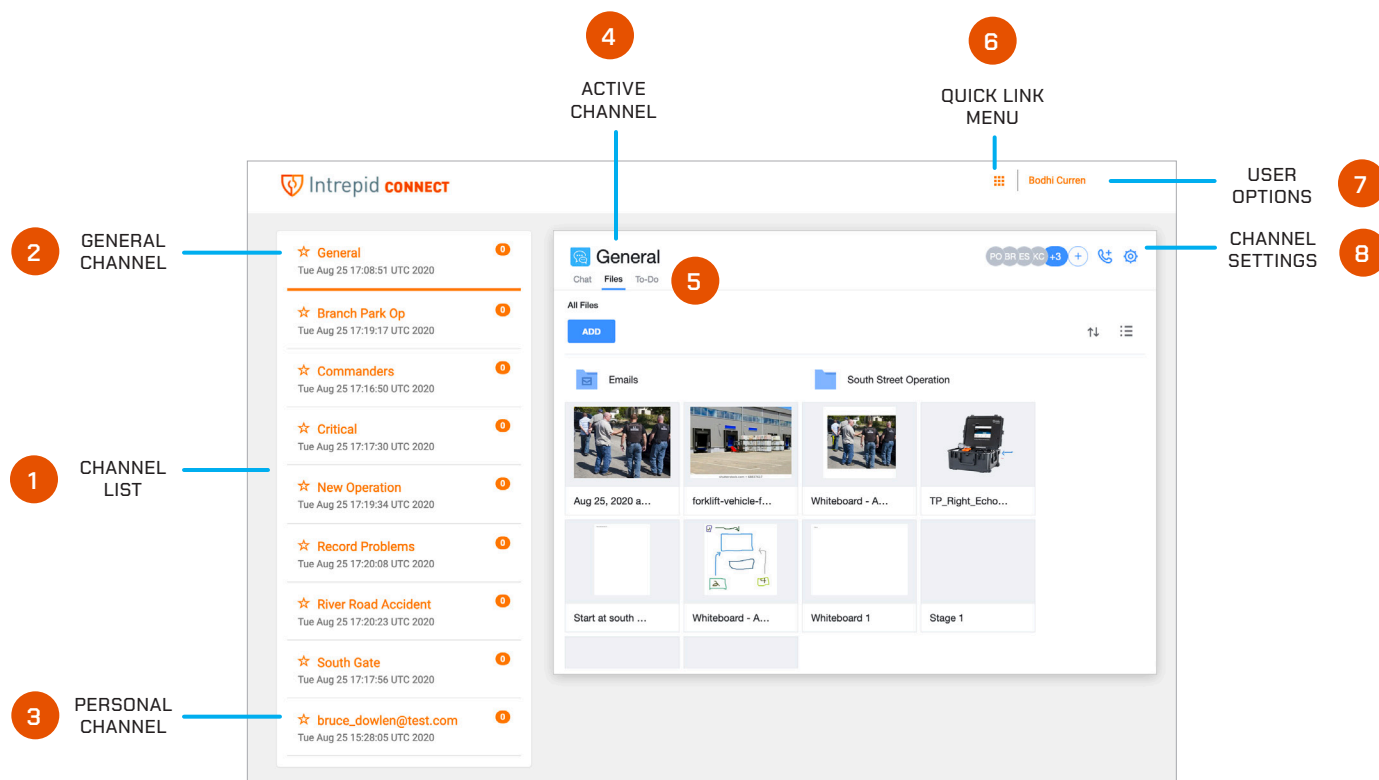
2. Drawing Shapes: Use the shape Tool Bar to define areas of interest on the map. Click the down arrow on the shape toolbar in the top-middle of the browser window. Choose color, transparency, display labels on/off and measurement units first (Supervisors and Administrators only: You also have the option to delete all shapes from the Locate map).

Select the polygon type you wish to place and click a starting point on the map for your shape. Continue adding vertices until the polygon is completed. Once the shape is finished, measurements of each line segment will display around the perimeter.



WEB CONNECT USER GUIDE

CONNECT WEB: DASHBOARD AT A GLANCE



1. Channel List: Select a channel from the channel list to become active. Once active, your channel will display a bold orange line at the bottom of the channel tile.

2. The General channel includes everyone in your organization and is your default channel upon first time login.

3. Personal Channel: At the bottom of the channel list, a Personal channel is always available with your user ID as the channel name. This is your dedicated individual channel that only contains yourself as a member. Information within this channel is not shared with other users.

4. Active Channel: The channel you are currently managing information within.

5. Connect Tab Bar: Toggle Tabs between Messages, Files and To-Do tasks.

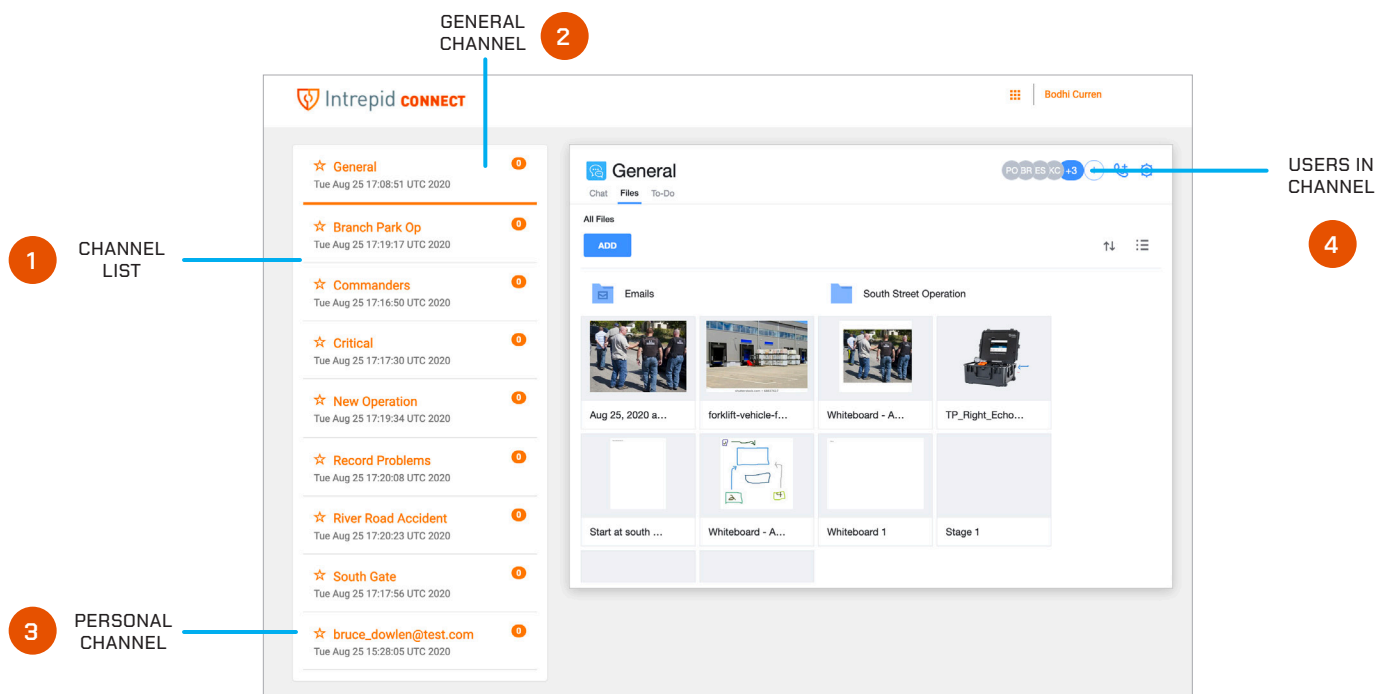
6. Quick Link Menu: Access short cuts to your other Response applications as well as the Channels and Groups that you belong to.

7. User Options: Access your user profile and logout of the entire Response platform.

8. Channel Settings: In the channel settings menu, choose the setting option to display the channel email address and the notification option. The email address is utilized to share Note, Photos and Files directly to the channel from any email client. Toggle notifications on or off for any new information added to the channel.

NOTE: Do not select the **leave** the channel option.

CONNECT WEB: SELECTING CHANNELS



Channels

Channels segregate information into operational containers and only allow invited users to share and view operational data within unique channels. Channels enable organizations to manage multiple operations, departments, sectors, groups, or investigations simultaneously. Channels are created by your organization administrator.

1. Channel List: Select a channel from the channel list to become active. Once active, your channel will display a bold orange line at the bottom of the channel tile. The active channel name will also be displayed at the top of the information window.

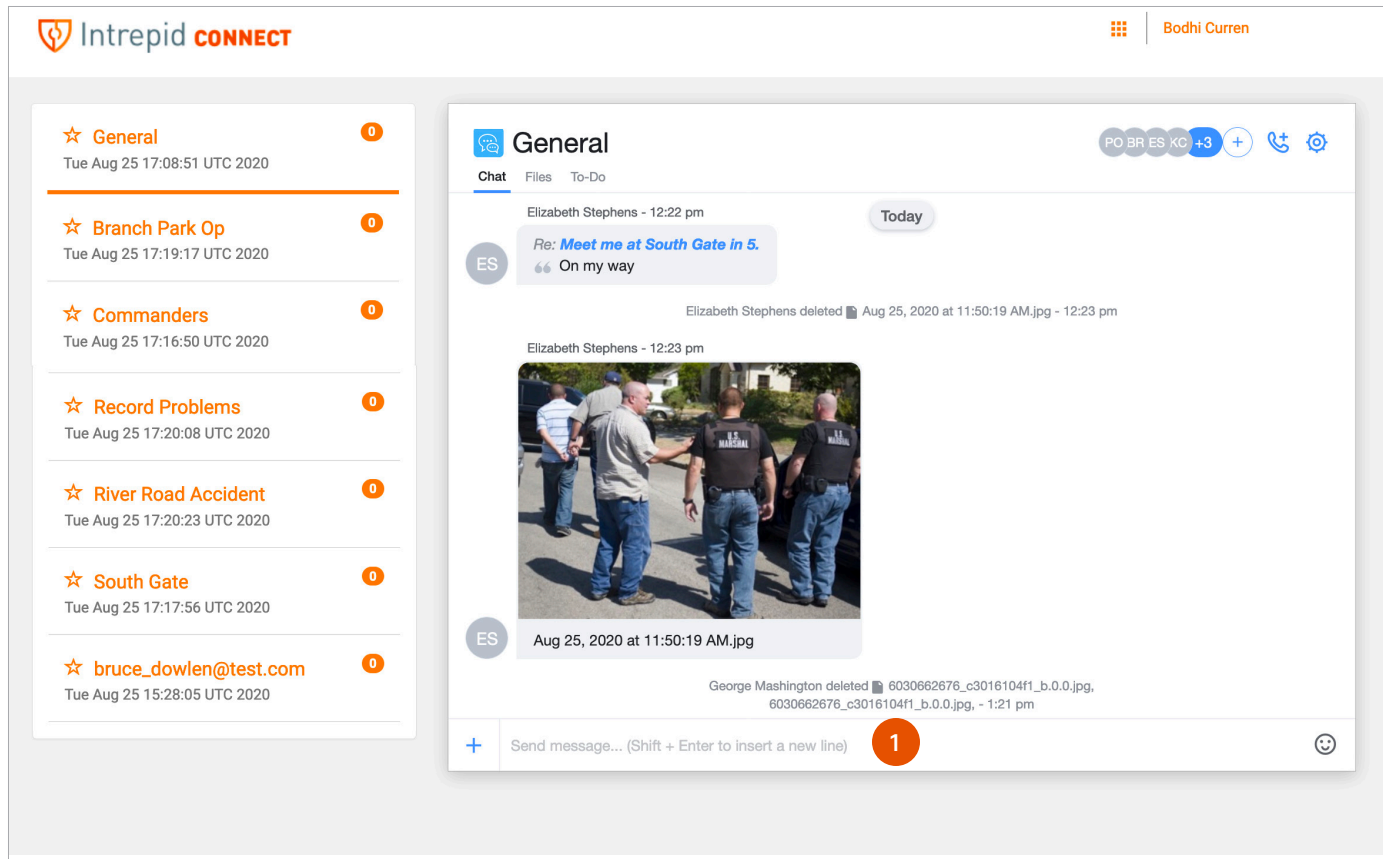
NOTE: The channel name denotes the active channel you are participating in.

2. The General channel includes everyone in your organization and is your default channel upon first time login.

3. Personal Channel: At the bottom of the channels list view, a Personal channel is always available with your user ID as the channel name. This is your dedicated individual channel that only contains yourself as a member. Information within this channel is not shared with other users.

4. Channel Members List: View all users who are members of the current active channel.

CONNECT: MESSAGES



The screenshot displays the Intrepid CONNECT interface. On the left, a sidebar lists several channels, each with a star icon and a notification badge: 'General' (0), 'Branch Park Op' (0), 'Commanders' (0), 'Record Problems' (0), 'River Road Accident' (0), 'South Gate' (0), and 'bruce_dowlen@test.com' (0). The main area shows the 'General' channel. At the top, it says 'Elizabeth Stephens - 12:22 pm' and 'Today'. Below this, a message from Elizabeth Stephens is shown with a quote: 'Re: Meet me at South Gate in 5. On my way'. This is followed by a deleted message from Elizabeth Stephens: 'Elizabeth Stephens deleted Aug 25, 2020 at 11:50:19 AM.jpg - 12:23 pm'. Then, a photo is shown with the caption 'Elizabeth Stephens - 12:23 pm'. Below the photo, a message from Elizabeth Stephens is shown: 'Aug 25, 2020 at 11:50:19 AM.jpg'. This is followed by a deleted message from George Mashington: 'George Mashington deleted 6030662676_c3016104f1_b.0.0.jpg, 6030662676_c3016104f1_b.0.0.jpg, - 1:21 pm'. At the bottom, there is a message input bar with a plus icon, the text 'Send message... (Shift + Enter to insert a new line)', a red circle with the number '1', and a smiley face icon.

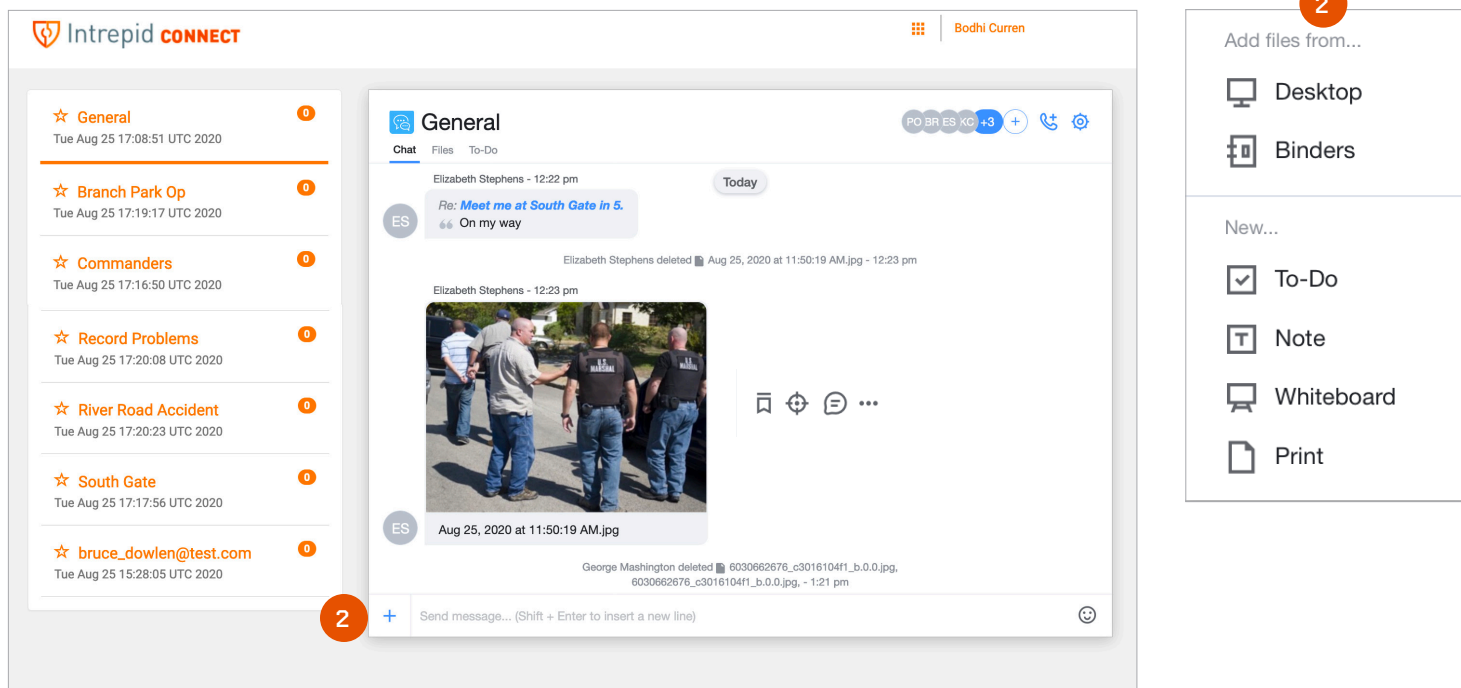
How to Use Connect Messages

In Messages, users have many formats to share information within the active channel. These include text messages, photos, short videos, documents, contacts, white boards and tasks. Users can also annotate drawings or embed multi-media on many of these individual message elements.

- 1. Text Messages:** To post a text message, tap the message bar that displays “Send message...” at the bottom of the screen to engage the text box. Type the desired text in the box and select return to share the text message in the active channel.

NOTE: Binders and Channels are interchangeable terms within Connect.

CONNECT: MESSAGES CONTINUED



The screenshot shows the Intrepid CONNECT interface. On the left is a sidebar with a list of channels: General, Branch Park Op, Commanders, Record Problems, River Road Accident, South Gate, and bruce_dowlen@test.com. Each channel has a star icon and a timestamp. A red circle with the number '2' is placed over the plus icon in the bottom left corner of the chat window. The main chat window is titled 'General' and shows a message from Elizabeth Stephens with a photo of three people. Below the photo is a timestamp 'Aug 25, 2020 at 11:50:19 AM.jpg'. On the right side of the chat window is a sidebar with options: 'Add files from...' (with a red circle '2' above it), 'Desktop', 'Binders', 'New...' (with a checkmark icon), 'To-Do', 'Note', 'Whiteboard', and 'Print'.

2. To share other kinds of multi-media messages and perform more complex message operations, choose the plus “+” icon in the bottom left corner.

Add Files from Desktop or other channels (Binders):

Desktop – Accesses your personal storage for multi-media files that can be shared to the active channel.

Binders – Share information from the active channels to other channels.

To add new multi-media information and print all messages in the active channel. Choose these options:

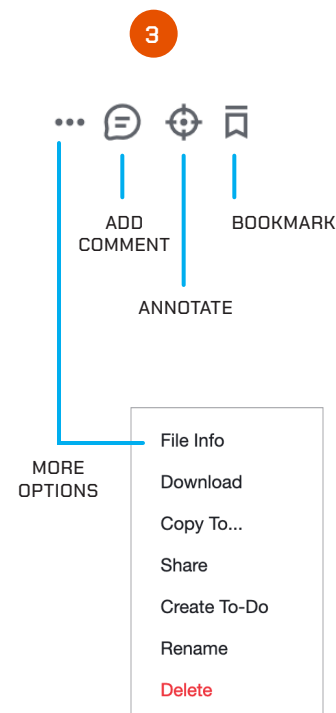
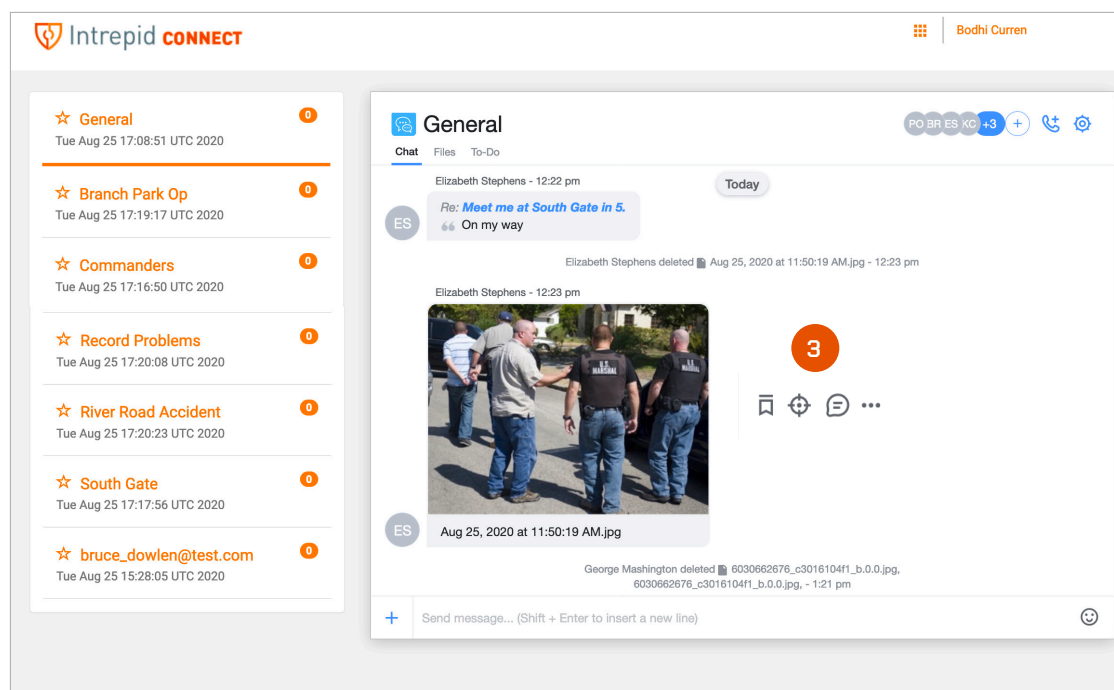
To-Do – Creates a task that can be shared within the active channel.

Note – Create notes or comments that are not text messages.

Whiteboard – An electronic version of a traditional physical whiteboard. Add a multi-media file for white board annotation such as a floor plan or external map.

Print – Print all activity in the past 30 days within the active channel.

CONNECT: MESSAGES CONTINUED



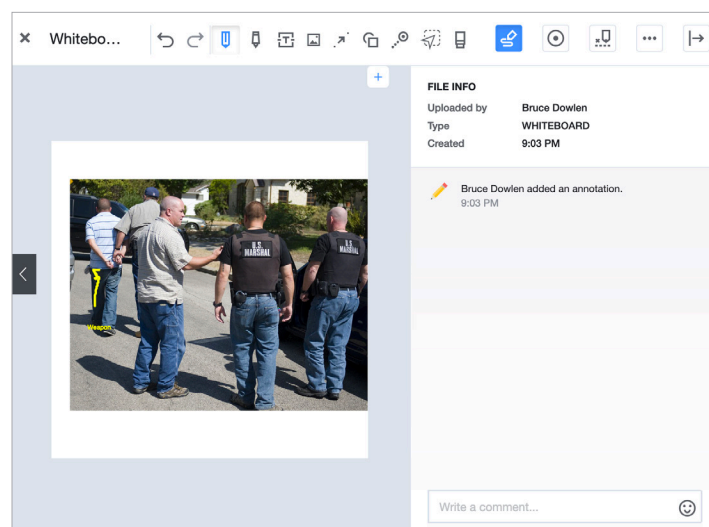
3. Modify Multi-Media: Hover over an item in the messages dialog window to access these options:

Add Comment – Add a written comment.

Annotate – A simple editing tool that allows users to annotate multi-media with additional information such as text, drawings, photos and shapes.

Bookmark – Flag an item for easy identification.

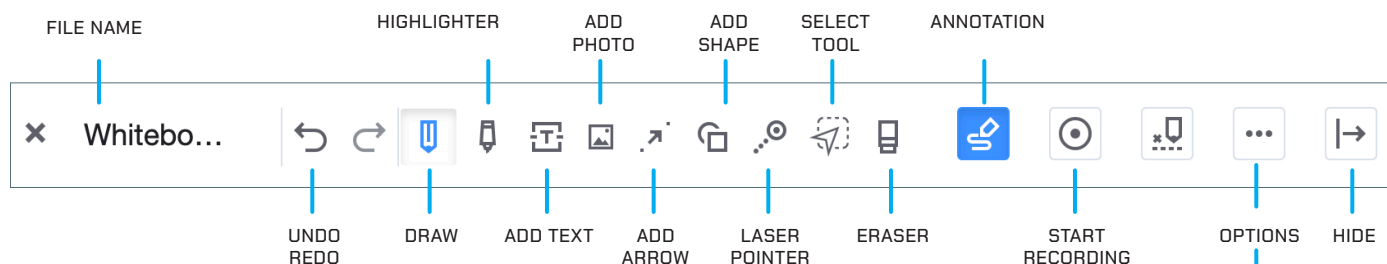
More Options – File Information, Download feature, Copy To another folder or location, Share to another group or channel, Create a To-Do task associated with this item, Rename and Delete options.



ANNOTATE POP-UP

CONNECT: ANNOTATE MULTI-MEDIA

Annotate files options:



Undo and Redo– Undo or Redo your last action.

Draw – Pencil draw directly on image.

Highlighter– Highlight draw directly on image.

Add Photo – Add photo.

Add Arrow – Add arrow.

Add Shape – Add various shapes to the image.

Laser Pointer – Laser pointer (red dot) applied to image at desired location.

Select Tool – Select a certain area to modify.

Eraser – Erase annotations and drawings.

Annotate– A simple editing tool that allows users to annotate multi-media with additional information such as text, drawings, photos and shapes.

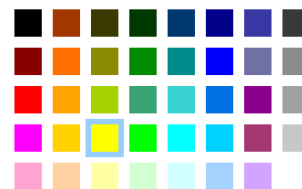
Start Recording – Step-by-step record of additions or modifications to an image

More Options – File Information, Download feature, Copy To another folder or location, Share to another group or channel, Rotate, Create a To-Do task associated with this item, Rename and Delete options.

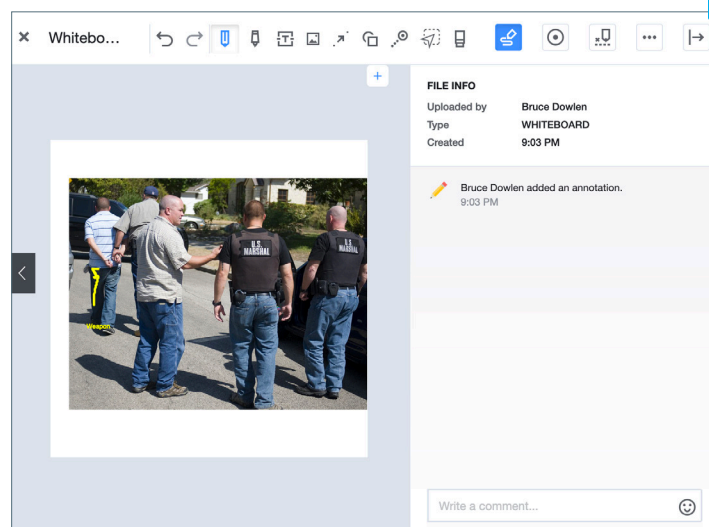
Hide window.

Color Palette– Change your color for drawings.

Color Line

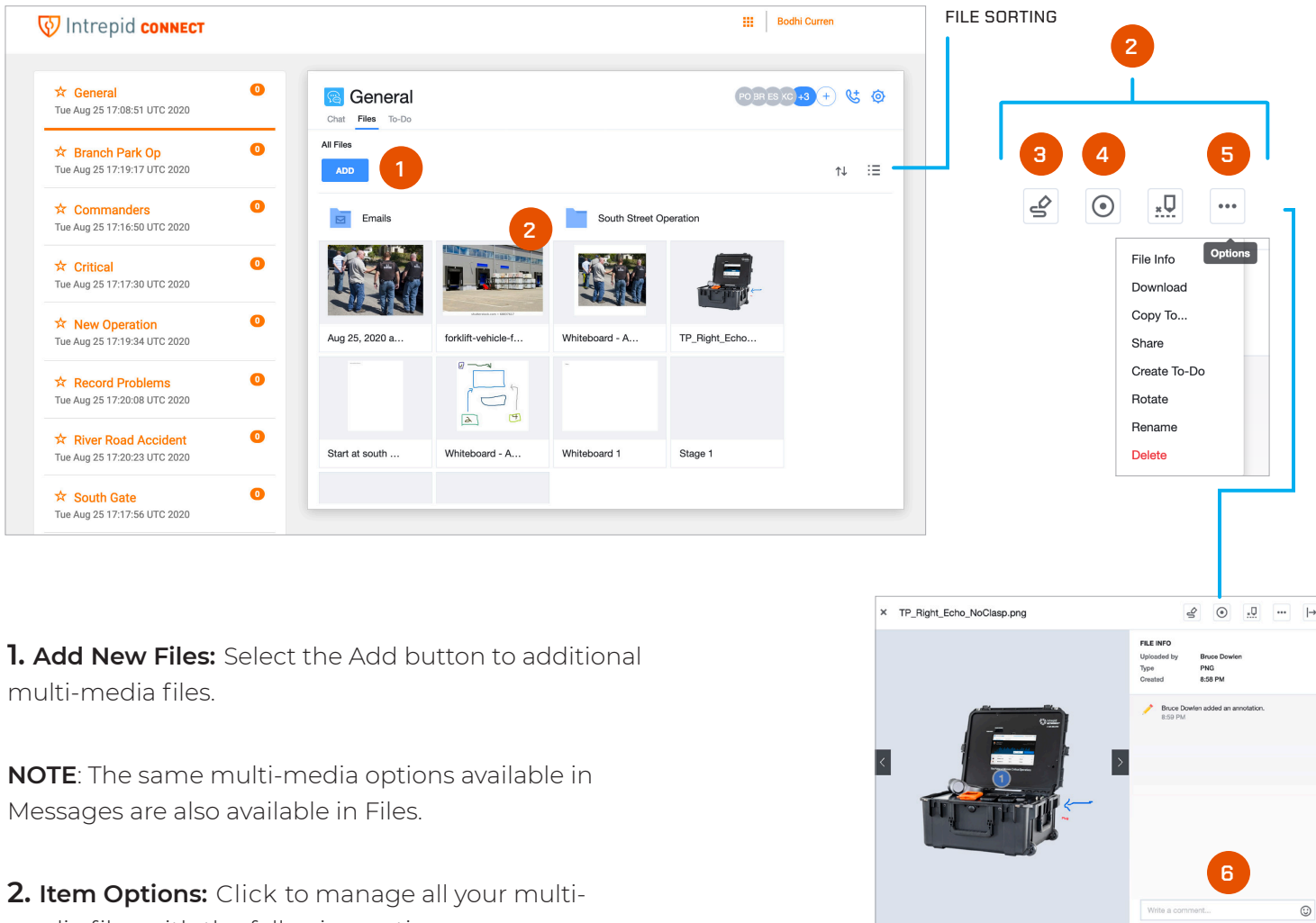


File Info
Download
Copy To...
Share
Create To-Do
Rotate
Rename



CONNECT: FILES

The Files capability accesses only the multi-media files available in the active channel for easier viewing, organization and management of this data.



1. Add New Files: Select the Add button to additional multi-media files.

NOTE: The same multi-media options available in Messages are also available in Files.

2. Item Options: Click to manage all your multi-media files with the following options:

3. Annotate – A simple editing tool that allows users to annotate photos or files with additional information.

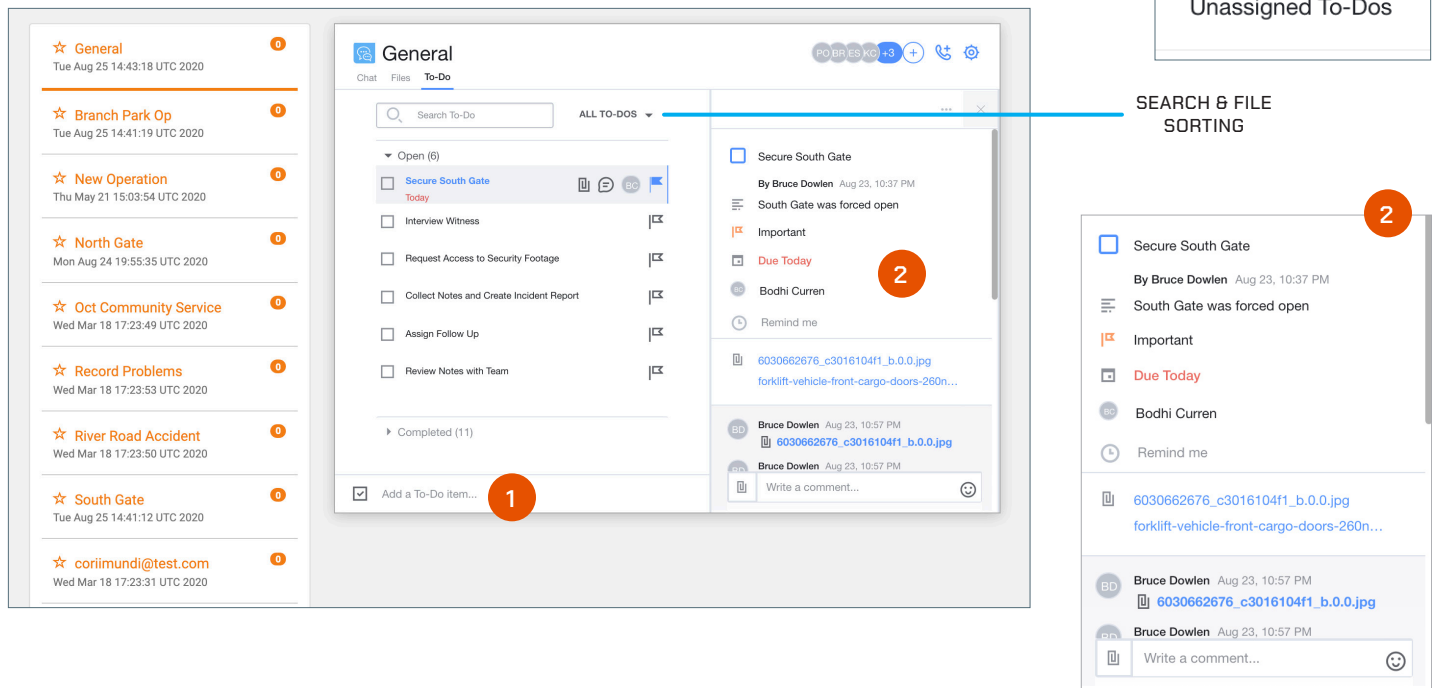
4. Start Recoding – Creates a series of images that breaks down your annotations step by step.

5. Other Options – File Information, Download feature, Copy To another folder or location, Share to another group or channel, Create a To-Do task, Rotate image, Rename and Delete options.

6. Comment – Enter a text message attached to this item.

CONNECT: TASKS

Tasks is a feature in Connect that provides a quick way to create a unique team task list for each channel in Response.



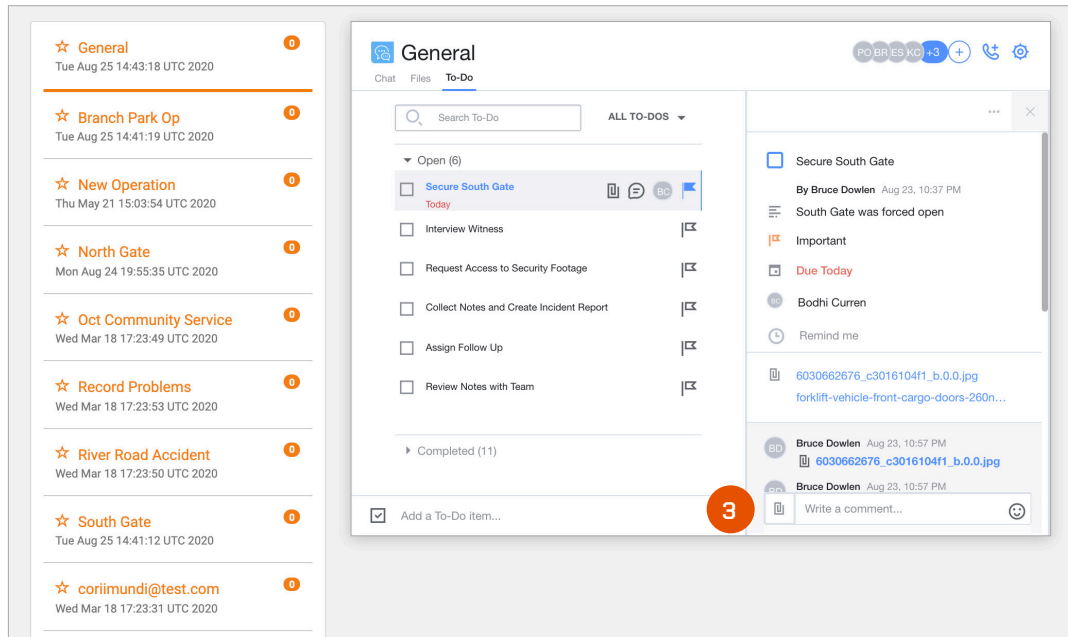
The screenshot displays the 'General' channel interface. On the left, a sidebar lists various channels including 'General', 'Branch Park Op', 'New Operation', 'North Gate', 'Oct Community Service', 'Record Problems', 'River Road Accident', 'South Gate', and 'coriimundi@test.com'. The main area shows the 'To-Do' task list for the 'General' channel. A search bar and a dropdown menu for 'ALL TO-DOS' are at the top. Below, a list of tasks is shown, including 'Secure South Gate' and 'Interview Witness'. A task titled 'Secure South Gate' is highlighted, showing details like 'By Bruce Dowlen', 'South Gate was forced open', 'Important', 'Due Today', and 'Bodhi Curren'. A callout box on the right lists 'All To-Dos', 'My To-Dos', and 'Unassigned To-Dos'. A search and file sorting bar is also visible. A red circle '1' highlights the 'Add a To-Do item...' button at the bottom of the task list. A red circle '2' highlights the task details view on the right.

How to use Tasks

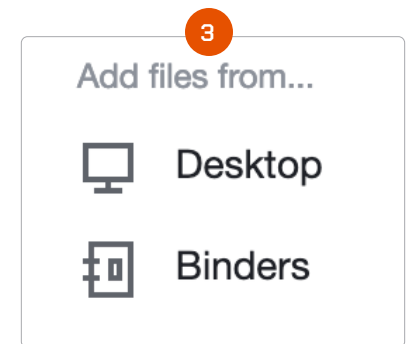
To add new tasks, select the text box (Add a To-do item) at the bottom of the Task window and enter the title or objective, select Return to complete the entry.

- 1. Add a To-Do Task:** To add new tasks, select the text box (Add a To-do item) at the bottom of the Task window and enter the title or objective of the Task, then select return.
- 2. Managing Tasks:** Response operators have multiple management options once a Task is created in Connect. Select a task from the Task list and the task management list pop-up becomes available. A user has the capability to modify and edit tasks with the following options: Description, Mark as Important, Set a due Date, User Assignment and Reminder Set Up.

CONNECT: TASKS CONTINUED



3. Managing Task Continued: Additional details can also be added to a task with the Comments function. Users can add in comments by selecting the text box at the bottom of the screen. Additionally, users can attach multi-media files by choosing the attachment icon in the same area. The user will be presented with two options for adding attachments to the tasks:



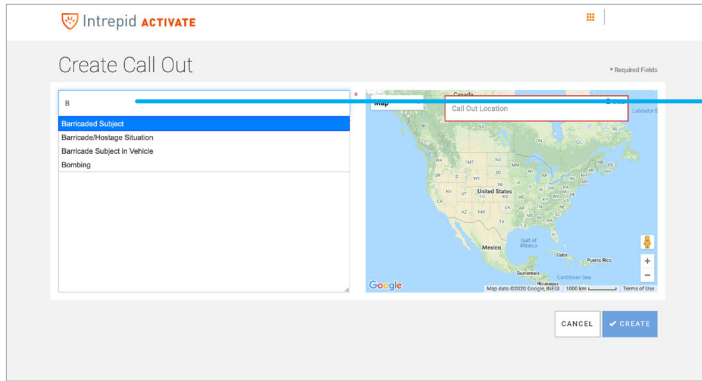
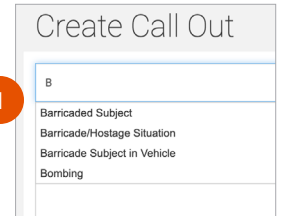
Desktop – Add file from your PC desktop.

Binders – Choose multi-media files from other channels (Binders) to attach to the selected Task.



WEB ACTIVATE USER GUIDE

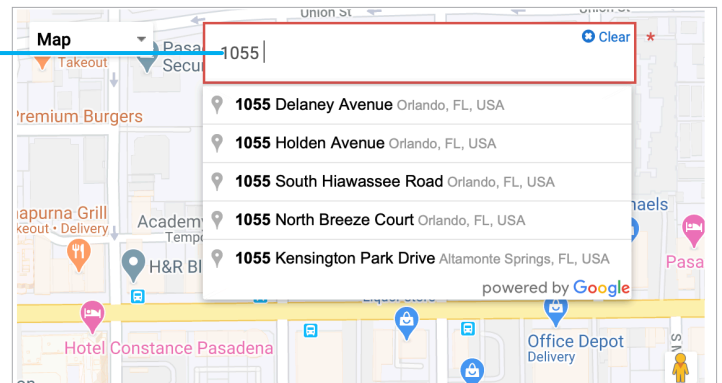
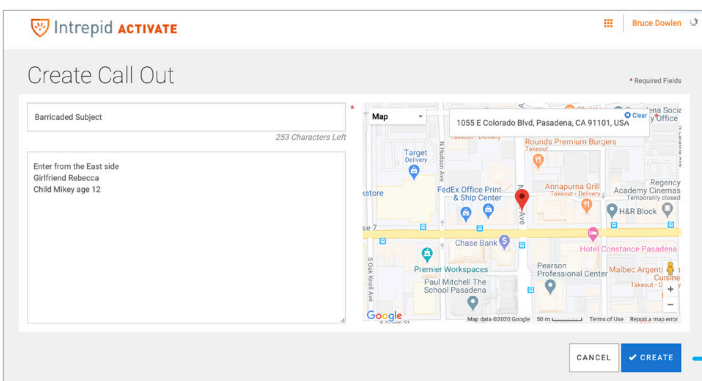
INTREPID ACTIVATE: CREATE CALL OUT

1. The Dispatcher enters the Call Out Nature to begin the Activation (required). Activate will auto populate preformatted common incidents; alternatively enter a custom name in the text box.

Place additional information about the incident in the Additional Details section if desired.

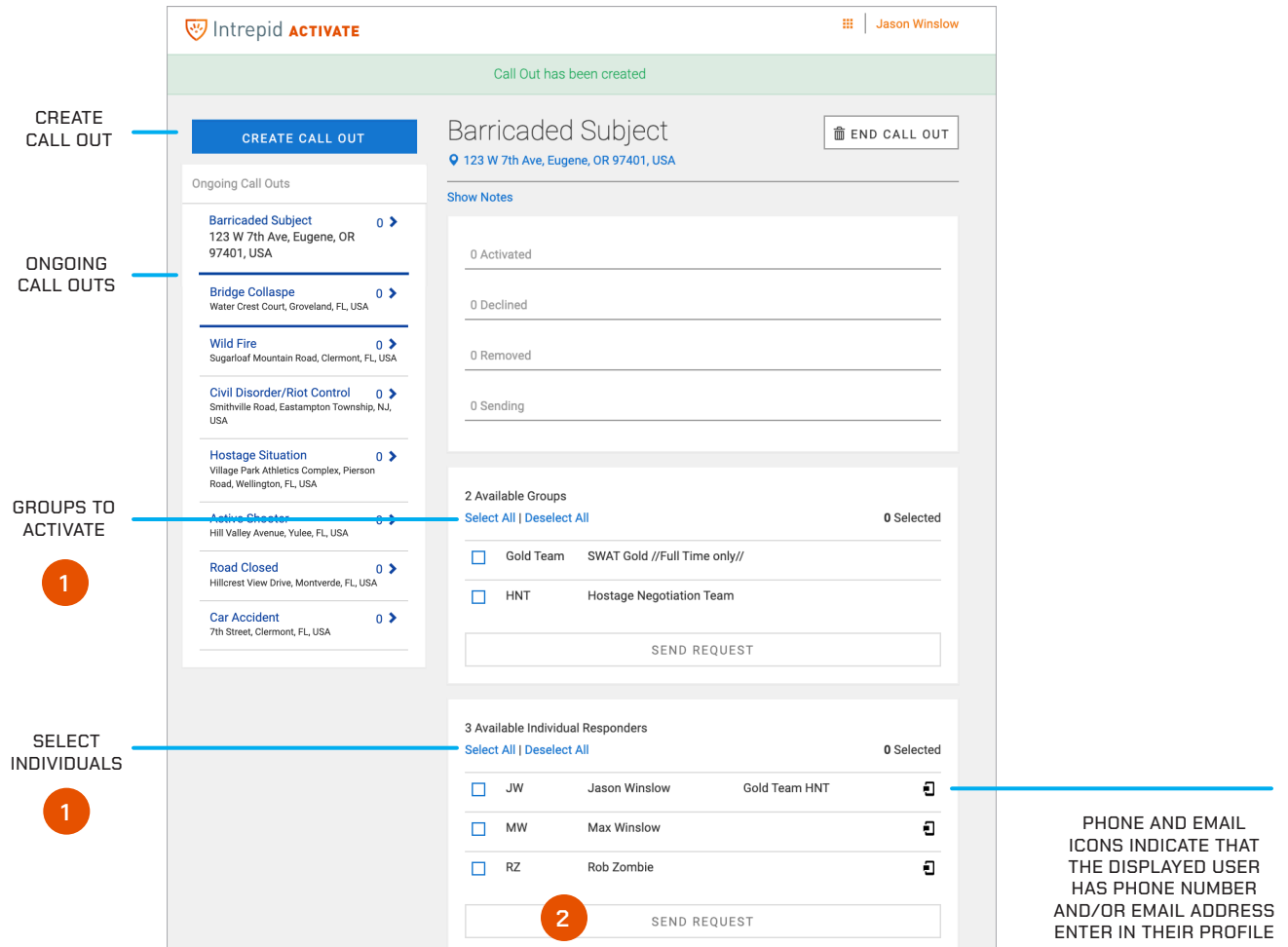
2. Enter the Address of incident location in the Call Out Location search bar. Optionally, you may click and drag the map icon to a more precise location.

3. Click Create when complete*.

** This only creates the Activation container and does not send notifications to users upon completion of this step.*

INTREPID ACTIVATE: SEND NOTIFICATIONS



CREATE CALL OUT

ONGOING CALL OUTS

GROUPS TO ACTIVATE

SELECT INDIVIDUALS

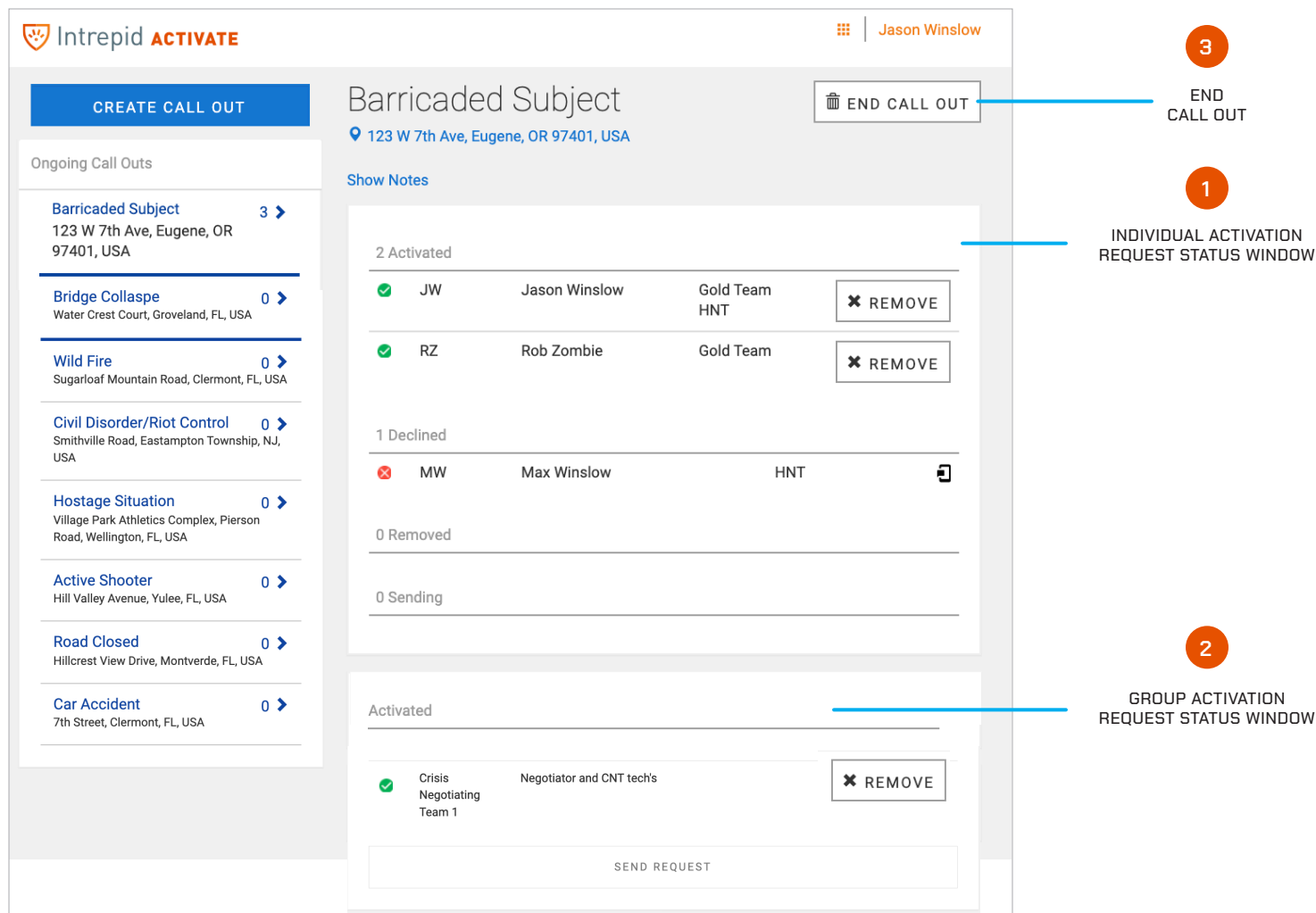
SEND REQUEST

PHONE AND EMAIL ICONS INDICATE THAT THE DISPLAYED USER HAS PHONE NUMBER AND/OR EMAIL ADDRESS ENTER IN THEIR PROFILE

1. Select one or more groups and/or individuals to send an activation request. Only users who have set their Activation Status to available on Response mobile will be eligible for activation.
2. When completed, click the Send Request button at the bottom of the window to initiate the activation. After initiation, all users will receive a loud audible alert and pop-up notification on their smartphone. Optionally if a phone number and/or email have been populated in the user(s) profile within Response Admin, the user(s) will receive SMS and Email alerts as well.

NOTE: The activation audible alert sound is specified in the Response Admin application. Choose from a variety of alert sounds for activation requests for your team.

INTREPID ACTIVATE: NOTIFICATION STATUS



Intrepid ACTIVATE Jason Winslow

CREATE CALL OUT

Ongoing Call Outs

- Barricaded Subject** 3 >
123 W 7th Ave, Eugene, OR 97401, USA
- Bridge Collapse** 0 >
Water Crest Court, Groveland, FL, USA
- Wild Fire** 0 >
Sugarloaf Mountain Road, Clermont, FL, USA
- Civil Disorder/Riot Control** 0 >
Smithville Road, Eastampton Township, NJ, USA
- Hostage Situation** 0 >
Village Park Athletics Complex, Pierson Road, Wellington, FL, USA
- Active Shooter** 0 >
Hill Valley Avenue, Yulee, FL, USA
- Road Closed** 0 >
Hillcrest View Drive, Montverde, FL, USA
- Car Accident** 0 >
7th Street, Clermont, FL, USA

Barricaded Subject
123 W 7th Ave, Eugene, OR 97401, USA

Show Notes

2 Activated

✓ JW	Jason Winslow	Gold Team HNT	✕ REMOVE
✓ RZ	Rob Zombie	Gold Team	✕ REMOVE

1 Declined

✗ MW	Max Winslow	HNT	📄
------	-------------	-----	---

0 Removed

0 Sending

Activated

✓ Crisis Negotiating Team 1	Negotiator and CNT tech's	✕ REMOVE
-----------------------------	---------------------------	----------

SEND REQUEST

END CALL OUT

1 INDIVIDUAL ACTIVATION REQUEST STATUS WINDOW

2 GROUP ACTIVATION REQUEST STATUS WINDOW

3 END CALL OUT

1. After activation initiation, the dispatcher can view who has accepted, declined or has not responded to the request in the activation request status window. The dispatcher can also deactivate users from the activation as needed using the Remove button.
2. **Groups:** Group activation status window. The dispatcher can also deactivate groups from the activation as needed using the Remove button.
- 3 The dispatcher can end the activation by selecting the End Call Out button in the top-right of the browser window. All activation requests will be canceled and a notification will be sent to all users that the incident has ended.

ADMIN WEB USER GUIDE

ADMIN WEB: DASHBOARD AT A GLANCE

Manage your organizational profile and user database for utilization in all of the Response platform.

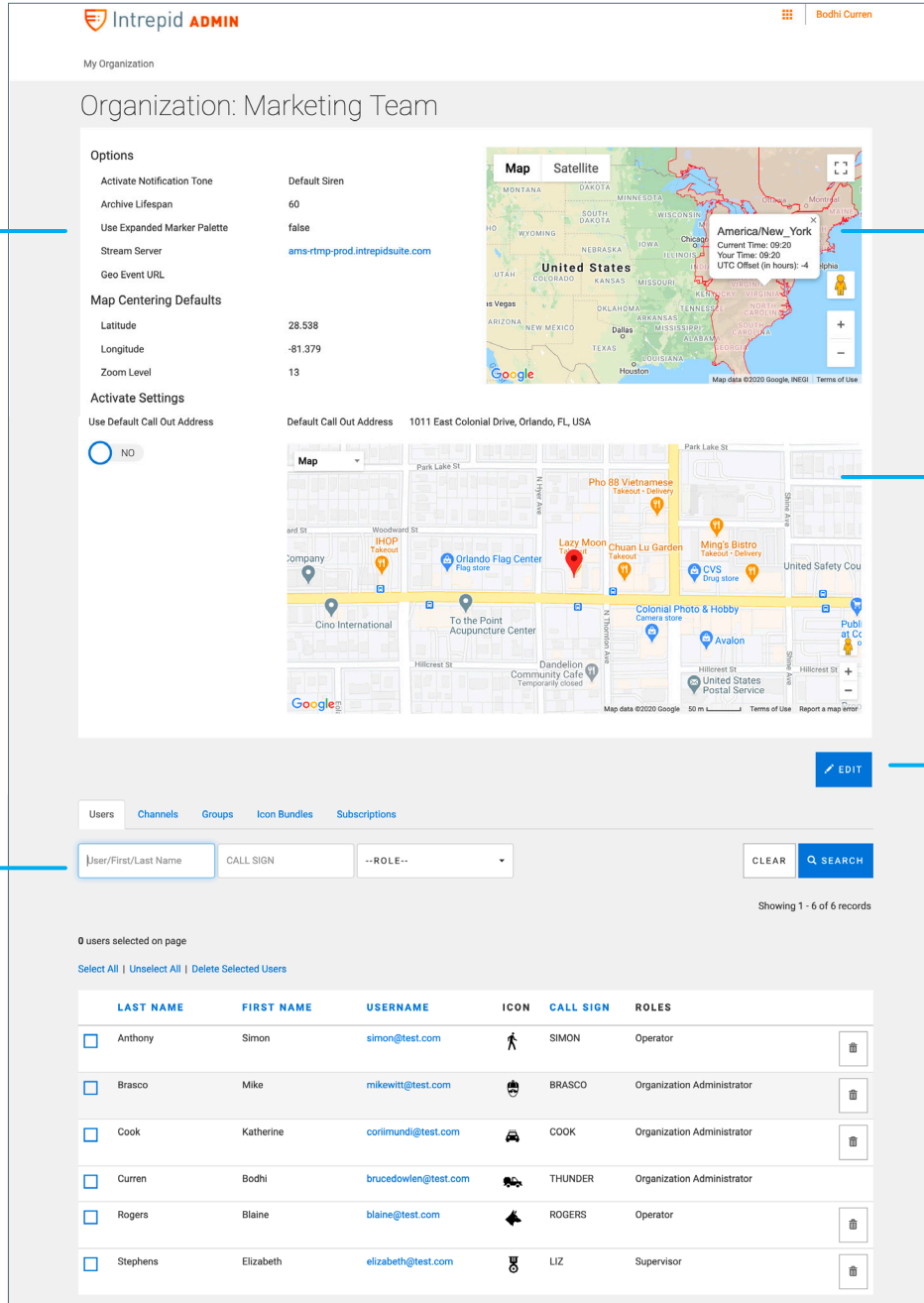
ORGANIZATION
OPTIONS AND
MAP DEFAULTS

TIME ZONE
DETAIL

DEFAULTS
CALL OUT
ADDRESS

EDIT
ORGANIZATION
PROFILE

USERS
CHANNELS
GROUPS
ICON BUNDLES
SUBSCRIPTIONS



Intrepid ADMIN

My Organization

Organization: Marketing Team

Options

- Activate Notification Tone: Default Siren
- Archive Lifespan: 60
- Use Expanded Marker Palette: false
- Stream Server: <ams-rtmp-prod.intrepidsuite.com>
- Geo Event URL

Map Centering Defaults

- Latitude: 28.538
- Longitude: -81.379
- Zoom Level: 13

Activate Settings

Use Default Call Out Address: ☐ NO

Default Call Out Address 1011 East Colonial Drive, Orlando, FL, USA

Map **Satellite**

Map

Users Channels Groups Icon Bundles Subscriptions

User/First/Last Name CALL SIGN --ROLE-- CLEAR SEARCH

Showing 1 - 6 of 6 records

0 users selected on page

Select All | Unselect All | Delete Selected Users

	LAST NAME	FIRST NAME	USERNAME	ICON	CALL SIGN	ROLES	
<input type="checkbox"/>	Anthony	Simon	simon@test.com		SIMON	Operator	
<input type="checkbox"/>	Brasco	Mike	mikewitt@test.com		BRASCO	Organization Administrator	
<input type="checkbox"/>	Cook	Katherine	corimundi@test.com		COOK	Organization Administrator	
<input type="checkbox"/>	Curren	Bodhi	brucedowlen@test.com		THUNDER	Organization Administrator	
<input type="checkbox"/>	Rogers	Blaine	blaine@test.com		ROGERS	Operator	
<input type="checkbox"/>	Stephens	Elizabeth	elizabeth@test.com		LIZ	Supervisor	

ADMIN USER GUIDE: ORGANIZATION CONTROLS

My Organization

Edit Organization

* Required Fields

* Name
Triton Test

Options

* Activate Notification Tone
EURO SIREN

0:00 / 0:10

* Archive Lifespan (in days)
60

Use Expanded Marker Palette
☐ NO

Map Centering Defaults

* Latitude
28.538335500000000

* Longitude
-81.379236499999900

* Zoom Level
13

Activate Settings

Use Default Call Out Address
☐ NO

Default Call Out Address
1011 East Colonial Drive, Orlando, FL, USA

1011 East Colonial Drive Orlando, FL, USA

powered by Google

Map data ©2020 Google

CANCEL SAVE

1. My Organization: Your organization profile is presented in this window. Your profile consists of the following: organization name, Archive life span, marker pallet selection, time zone, organization center coordinates and zoom level.

Additionally, If you have subscribers to our Activate Module, you will also have a default call-out address and activation notification ringtone as part of your profile.

At the bottom-right of the organization profile window, an Edit button enables the Response Administrator to change some of your profile details. These include Zoom level, Marker palette selection, Default Call Out address and activation notification ringtone.

To exit this menu, click Cancel or Save at the bottom-right of the menu.

ADMIN: USERS MANAGEMENT

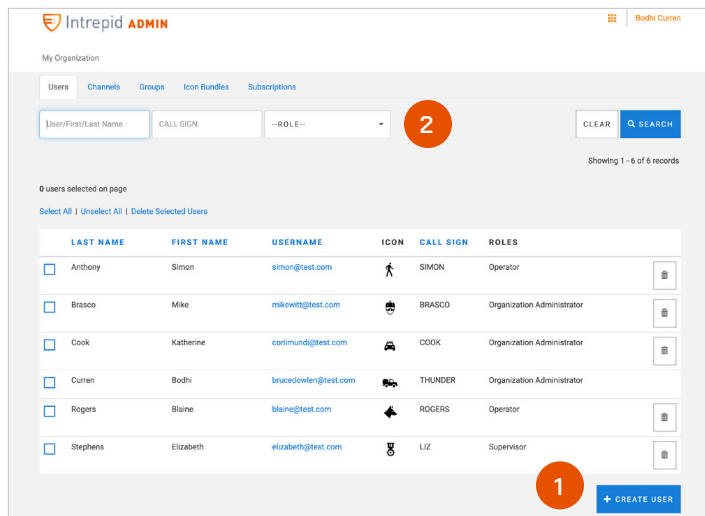
Selecting the Users tab in the middle of the Admin Web dashboard (shown on page 28) will display all currently provisioned users in the Response platform for your organization. Each profile contains username, password, badge/employee number, first/last name, user icon, phone number, call sign and Response permission role. Only some of these fields are shown in the main user details page. Select an individual user for additional profile details.

1. Create New Users: To create a new user in the organization, select the + Create User button located in the bottom right-hand side of the Dashboard. A user name must be in the form of an valid email address. Only * fields must be populated elsewhere in the Create User window

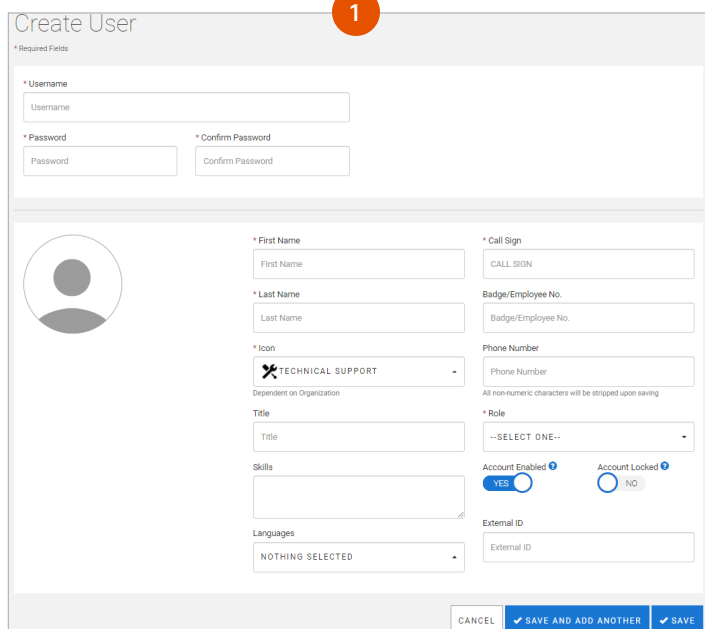
Password Requirements: Must be between 8 and 64 characters, may not be the same as your username, may not be identical to your previous 10 passwords, must contain both alphabetic and numeric characters.

NOTE: On this screen you also can suspend the user's account by changing the Account Enabled toggle to "off" located below the Role selection option. If the account locked toggle is on, the user has attempted too many incorrect password and their account is now locked from usage. This may be corrected by creating a new password for the user and deselecting this option.

2. Search Users: Select one of the three search boxes to search by username/first/last name, call sign, or Role. You can also select the username / email address to go directly to a specific user profile as well.



	LAST NAME	FIRST NAME	USERNAME	ICON	CALL SIGN	ROLES
<input type="checkbox"/>	Anthony	Simon	simon@test.com		SIMON	Operator
<input type="checkbox"/>	Brasco	Mike	mikewitt@test.com		BRASCO	Organization Administrator
<input type="checkbox"/>	Cook	Katherine	catimund@test.com		COOK	Organization Administrator
<input type="checkbox"/>	Curren	Bodhi	brucedowen@test.com		THUNDER	Organization Administrator
<input type="checkbox"/>	Rogers	Blaine	blaine@test.com		ROGERS	Operator
<input type="checkbox"/>	Stephens	Elizabeth	elizabeth@test.com		LIZ	Supervisor



Create User

* Required Fields

* Username
Username

* Password
Password

* Confirm Password
Confirm Password

* First Name
First Name

* Last Name
Last Name

* Icon
TECHNICAL SUPPORT
Dependent on Organization

Title
Title

Skills
[Empty field]

Languages
NOTHING SELECTED

* Call Sign
CALL SIGN

Badge/Employee No.
Badge/Employee No.

Phone Number
Phone Number
All non-numeric characters will be stripped upon saving

* Role
--SELECT ONE--

Account Enabled ☒ YES ☐ NO

Account Locked ☐ YES ☒ NO

External ID
External ID

CANCEL ☒ SAVE AND ADD ANOTHER ☒ SAVE

ADMIN: USERS MANAGEMENT CONTINUED

3. Edit User Profile: Click a user from the list to edit their profile. You can change all fields except for username, which is a unique identifier in the system. When complete, select Save to exit this window.

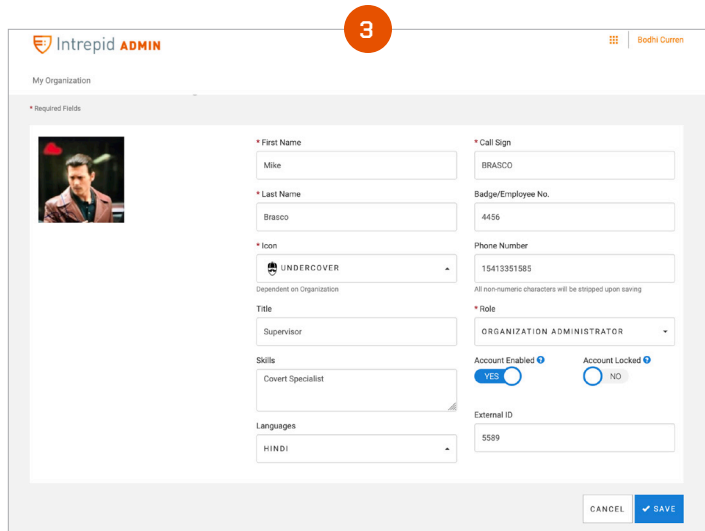
4. Edit, Delete, Change Password: Change Password: Select a user profile and choose Change password in the bottom-right of the window. Insert a new password and confirm a second time. Once complete select Save or Cancel.

Password Requirements:

Must be between 8 and 64 characters, may not be the same as your username, may not be identical to your previous 10 passwords, must contain both alphabetic and numeric characters.

Delete User: Select the Delete button to remove a user from your organization. A confirmation box will be displayed upon selecting this option.

NOTE: This will permanently remove the user and is not reversible.



Intrepid ADMIN

My Organization

* Required Fields

First Name: Mike

Last Name: Brasco

Icon: UNDERCOVER

Dependent on Organization

Title: Supervisor

Skills: Covert Specialist

Languages: HINDI

Call Sign: BRASCO

Badge/Employee No.: 4456

Phone Number: 15413351585

All non-numeric characters will be stripped upon saving

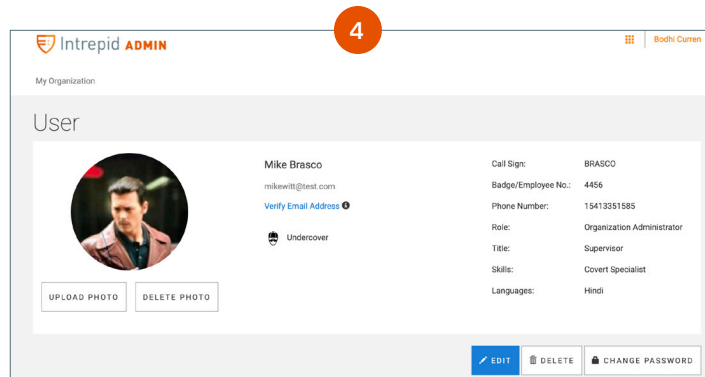
Role: ORGANIZATION ADMINISTRATOR

Account Enabled: YES

Account Locked: NO

External ID: 5589

CANCEL SAVE



Intrepid ADMIN

My Organization

User

Mike Brasco

mikewitt@test.com

Verify Email Address

Undercover

Call Sign: BRASCO

Badge/Employee No.: 4456

Phone Number: 15413351585

Role: Organization Administrator

Title: Supervisor

Skills: Covert Specialist

Languages: Hindi

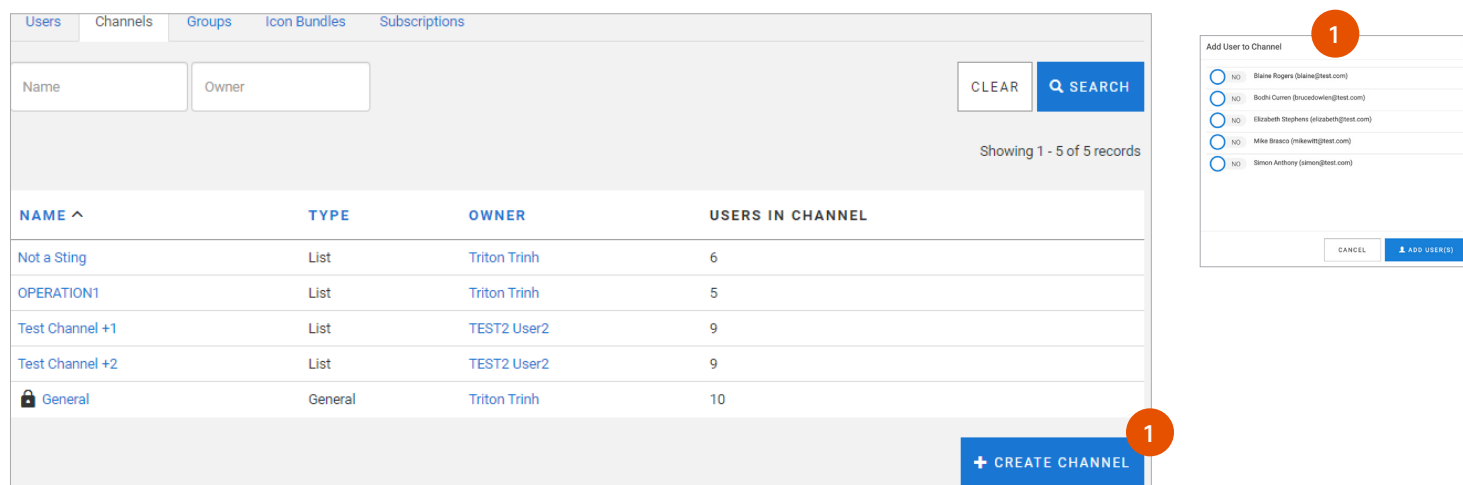
UPLOAD PHOTO DELETE PHOTO

EDIT DELETE CHANGE PASSWORD

ADMIN USER GUIDE: CHANNELS

1. Create Channels: To create a Channel, navigate to the Channels tab in the middle of the Admin Web dashboard. A list of all available channels in your organization is displayed in this window. On the bottom-right, click the + Create Channel button. Choose a unique name for the new Channel and assign an Owner.

NOTE: Owners must have the Response permission role of Administrator or Supervisor.





Adding Users or Groups to a Channel

Navigate to the channels list and select a channel to add users to the existing membership, click the 'Add User' button at the bottom right of the window. A toggle menu will open where you can select users from your organization to be added to the channel. Multiple users can be added at the same time.

The same steps can be applied to adding Groups, however, you must select the Groups function instead of Users at the top of the channel window, however, you must select the 'Groups' tab instead at the top of the window. To add a group, click the Add Group(s) button at the bottom right of the window. A toggle menu will open where you can select groups from your organization to be added to the channel. Multiple groups can be added at a time.

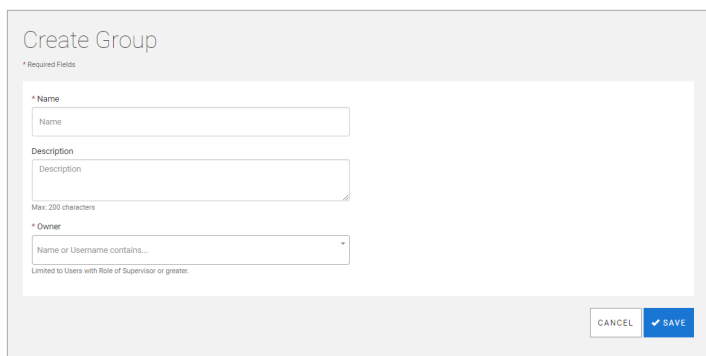
Removing Users or Groups from a Channel

From a selected Channel, you can navigate to any user and select Remove to the far right of the user. The same remove function can be applied to Groups, choose the Groups tab, and select Remove in the same location.

USER	ICON	CALL SIGN	ROLES	GROUPS	
<input type="checkbox"/> Blaine Rogers		ROGERS	Operator	SWAT TEAM 1 Crisis Negotiating Team 1	Remove
<input type="checkbox"/> Bodhi Curren		THUNDER	Organization Administrator	SWAT TEAM 1 Crisis Negotiating Team 1	

ADMIN USER GUIDE: GROUPS

Groups are a collection of individuals within your organization to simplify the process of adding large amount of users to channels and activations. Your teams, divisions, shifts, sub-organizations or any other similar collections of users can be managed with Groups.

A screenshot of the "Create Group" form. The form has a title "Create Group" and a sub-header "* Required Fields". It contains three main sections: "Name" with a text input field, "Description" with a text area and a "Max: 200 characters" note, and "Owner" with a dropdown menu labeled "Name or Username contains...". Below the dropdown is a note "Limited to Users with Role of Supervisor or greater:". At the bottom right are "CANCEL" and "SAVE" buttons.

Creating A Group

Select the Groups menu from the Admin dashboard to view the current groups in the organization. Select Add Group, enter the name of your new group, describe the group details or purpose, and select an owner for the group.

NOTE: Owners must have the Response permission role of Administrator or Supervisor.

Editing Groups

Select Groups from the dashboard and choose a group to edit. Click Edit to change the group name, description and the owner.

Assigning Group Managers

From the Groups menu, select a user to assign a Group Manager. Group Managers also have permissions to manage the users within the group, similar to a Group Owner.

You may assign multiple group managers by navigating to the Group Managers tab. Once the Group Managers window is opened, click Add Users to assign any Supervisor or Administrator as a Group Manager.

Group Management Guidelines

A supervisor or administrator is necessary to create a Group. If you create a User Group and assign someone else as owner, you are added to Group as a Group Manager. Group Owners cannot be removed from the Group, however Group Managers can be removed. Only a User Group Owner or a User Group Manager can edit/delete Groups and/or information related to them.

ADMIN USER GUIDE: ICON BUNDLES/SUBSCRIPTIONS

1. Icon Bundles: All icons in selected bundles are available to utilize by any user in your organization. Icons in selected bundles can be assigned to any user in the organization. To select an Icon Bundle for utilization, toggle Yes/No on the left-hand side of any Icon Bundle.

2. Subscriptions: The Subscription window displays the Intrepid module subscriptions that are currently available to your organization. View important details about your module subscriptions including:

- Start and end dates of subscriptions.
- Total number of subscriptions.
- Available subscriptions to assign to users.
- Status of your subscriptions (active or expired).

3. Adding Subscriptions to a User: Select any module subscription to add a license to a user from your available license pool. Once selected, the module Subscription menu will be displayed. For individual user additions, click Add User underneath the subscription information displayed. To add all users unsubscribed, click Add All Users in Organization to apply the subscription to all current users not enrolled in the selected subscription.


Removing Users from a Subscription: Following the above steps in the Adding Users to a subscription. In the same menu, the administrator also can remove users from the subscription by clicking the 'Remove' button next to any User's role.

Choose Icon Bundles

NAME	ICONS AVAILABLE							
<input type="radio"/> NO <input checked="" type="radio"/> YES	Airport Worker	Fuel Truck	Luggage Truck	Plane	Pushback Truck	Turnaround Supervisor		
<input type="radio"/> NO <input checked="" type="radio"/> YES	Backhoe	Bulldozer	Dumptruck	Excavator	Skid Steer			
<input type="radio"/> NO <input checked="" type="radio"/> YES	Technical Support	User						
<input type="radio"/> NO <input checked="" type="radio"/> YES	ATV with Booster	Ambulance	Golf Cart with Stretcher	Haz-Mat Crew	Medic	Medical Director	Paramedic	Rescue Swimmer
<input type="radio"/> NO <input checked="" type="radio"/> YES	SUV							
<input type="radio"/> NO <input checked="" type="radio"/> YES	Education	Administration	Nurse	Principal	School Bus	School Resource Officer	Teacher	
<input type="radio"/> NO <input checked="" type="radio"/> YES	Fire Rescue	ATV with Booster	Booster	Commander	Engine	Fire Attack Crew	Fire Fighter	Haz-Mat Crew
<input type="radio"/> NO <input checked="" type="radio"/> YES	Medic	RTT	Rescue	Rescue Swimmer	Search Crew	Smokejumper	Team Leader	Vent Crew
<input type="radio"/> NO <input checked="" type="radio"/> YES	Water Supply Crew							
<input type="radio"/> NO <input checked="" type="radio"/> YES	General Workforce	Dispatcher	Supervisor	Worker				
<input type="radio"/> NO <input checked="" type="radio"/> YES	Law Enforcement (Special)	Base Station	GPS Tracker	Ghost	Target Phone	Throw Phone		

Users Channels Groups Icon Bundles Subscriptions

APPLICATION	TYPE	START DATE	END DATE	NUMBER OF USERS	ACTIVE
ACTIVATE	Client	Oct 04, 2019	Nov 18, 2020	6 of 30 users - 20%	Yes
CONNECT	Client	Mar 18, 2020	Nov 18, 2020	6 of 30 users - 20%	Yes
ECHO	Client	Feb 07, 2020	Feb 07, 2021	6 of 10 users - 60%	Yes
LOCATE	Client	Oct 04, 2019	Jan 17, 2021	6 of 30 users - 20%	Yes
NEGOTIATE	Client	Oct 23, 2019	Oct 22, 2020	6 of 10 users - 60%	Yes
PTT	Client	Oct 04, 2019	Nov 18, 2020	6 of 30 users - 20%	Yes
RESPONSE	Client	Oct 04, 2019	Oct 12, 2021	6 of 30 users - 20%	Yes

Subscription:  Activate

No. of Licenses: 30 (24 Available)
Valid From: Oct 04, 2019 to Nov 18, 2020

Organization: Marketing Team
Type: Client
Status: Active

Licensed Users

Showing 1 - 6 of 6 records

LAST NAME	FIRST NAME	USERNAME	CALL SIGN	PHONE NUMBER	ROLES
Anthony	Simon	asimon@test.com	SIMON		Operator Remove
Brasco	Mike	mikewrt@test.com	BRASCO	15413351585	Organization Administrator Remove
Cook	Katherine	ccolmund@test.com	COOK		Organization Administrator Remove
Curren	Boeth	bcurren@test.com	THUNDER	3524607956	Organization Administrator Remove
Rogers	Blaine	blaine@test.com	ROGERS		Operator Remove
Stephens	Elizabeth	elizabeth@test.com	LIZ		Supervisor Remove

ADMIN USER GUIDE: USER ROLES

Human Asset Roles

Organization Administrator

The highest Response permissions role that can be assigned in an Organization. Response Administrators are the only users that can edit the organization profile, add/edit/delete users and assign licenses. They also have all the permissions of the supervisor and operator roles as well.

Supervisor

Supervisors also have other special features within the various Response modules, including global delete capabilities of Markers and Shapes in Locate. They also can change the color of any user's icon as well. This role also includes all the permissions of the Operator.

Operator

The Operator is able to share content to channels and delete or edit their own data. They have full control over sharing location within Response and their availability status for activation requests. Operators can also create an activation and receive an activation request. Lastly, users in this role can change the basic attributes of their user profile (profile picture, color, call sign, first and last name).

Device Roles

Ghost User, Tracker, External API Integrator

Contact Intrepid Networks for more information.