Intrepid RESPONSE

verizon

WEB USER GUIDE

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Intrepid NETWORKS®

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CONTENTS

RESPONSE

Intrepid Web Portal

Portal at a Glance 04

Activate

Activate User Guide 05

Locate

Locate User Guide 09

Connect

Connect User Guide 020

Notebook

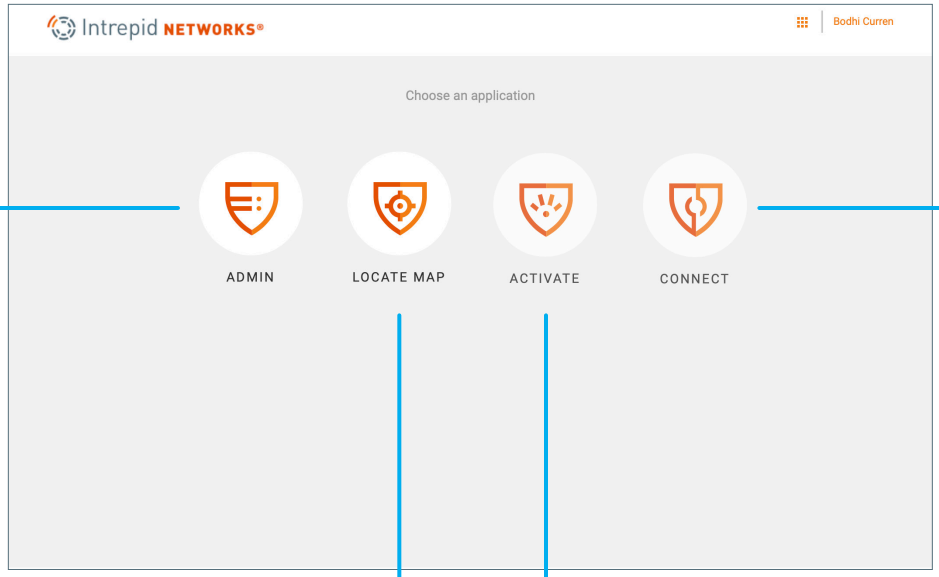
Notebook User Guide 030

Admin

Admin User Guide 034

COMMUNICATE, COLLABORATE, COORDINATE

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



ADMIN

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

CONNECT

A multi-layered collaborative workspace that provides secure team communications and sharing of digital content on demand.

LOCATE

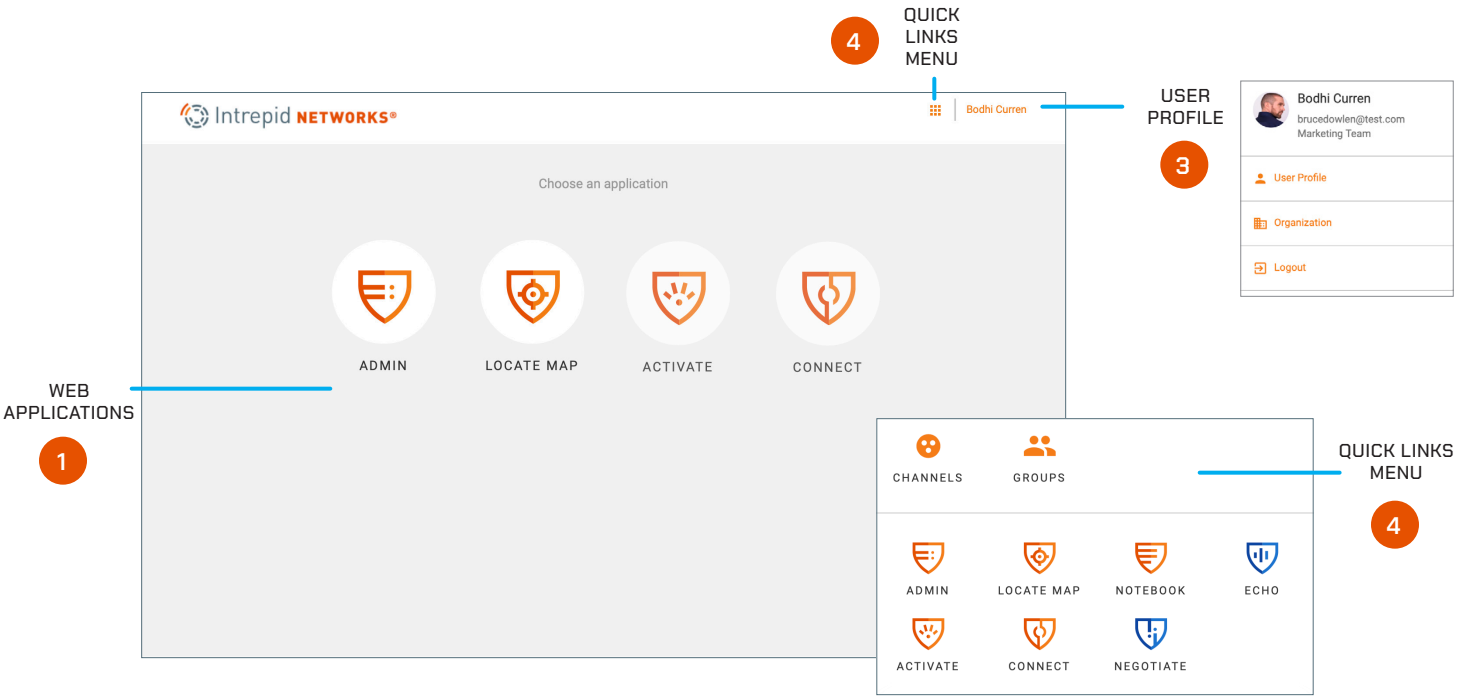
Interactive mapping solution based on Google maps with various layers of geospatial data including live user locations, static markers, shapes and traffic. Additional features are available such as turn-by-turn directions and high quality satellite maps.

ACTIVATE

A simple-to-use emergency notification and response team mobilization tool.

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 ACTIVATE USER GUIDE

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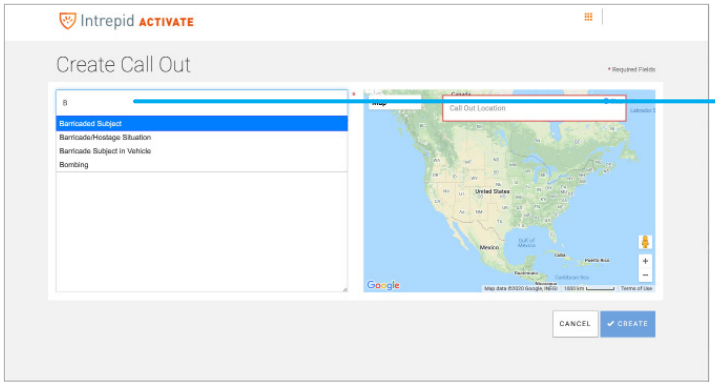
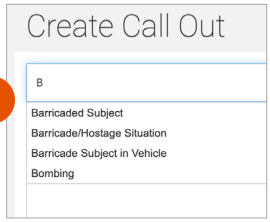
INTREPID ACTIVATE: CREATE CALL OUT

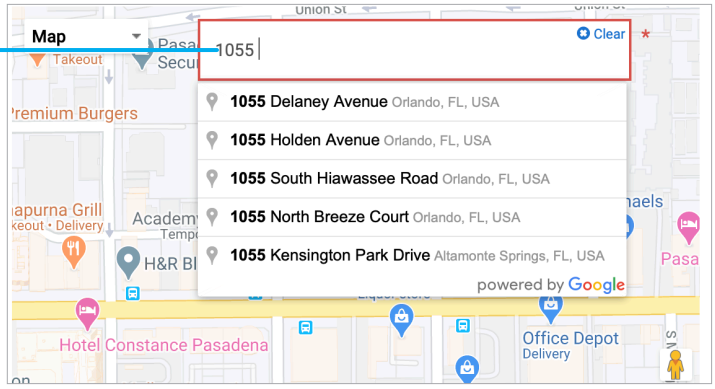


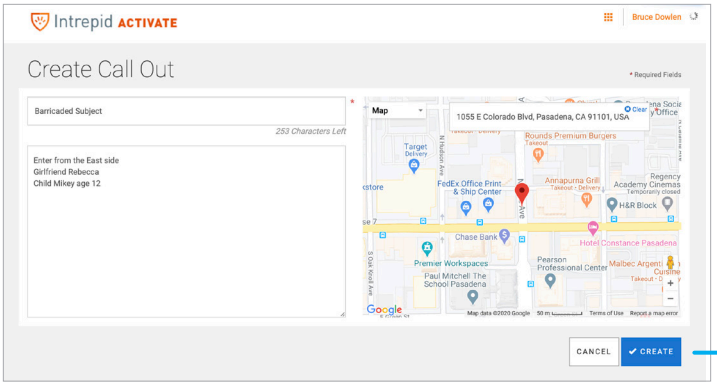


1. The Dispatcher enters the Call Out Nature to begin the Activation (required). Activate will auto populate preformatted common incidents; alternatively enter a custom name in the text box.

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.

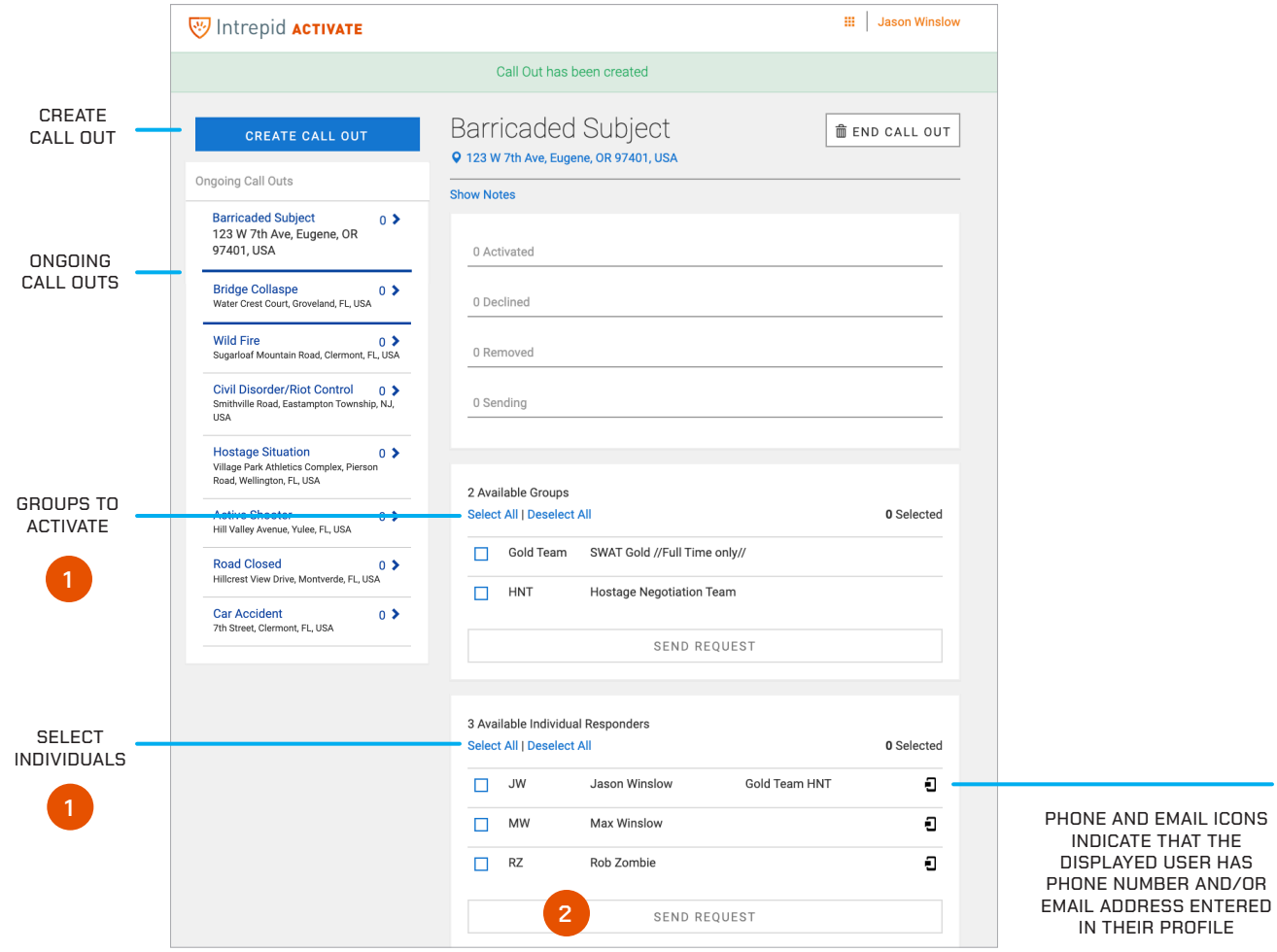




3. Click Create when complete*.

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

INTREPID ACTIVATE: SEND NOTIFICATIONS

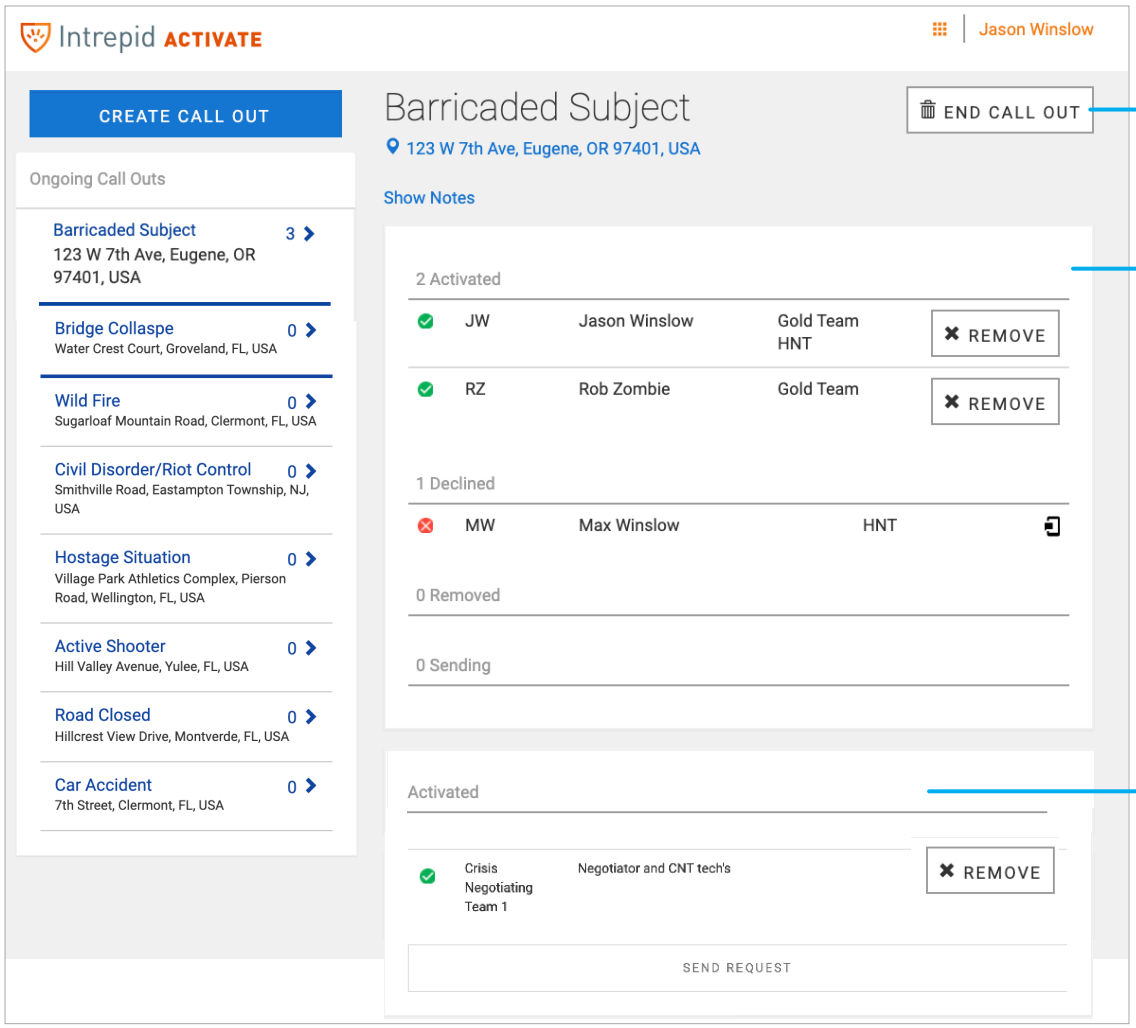


1. Select one or more groups and/or individuals to send an activation request. Only users who have set their Activation Status to available on Response mobile will be eligible for activation.

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



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.

WEB LOCATE USER GUIDE

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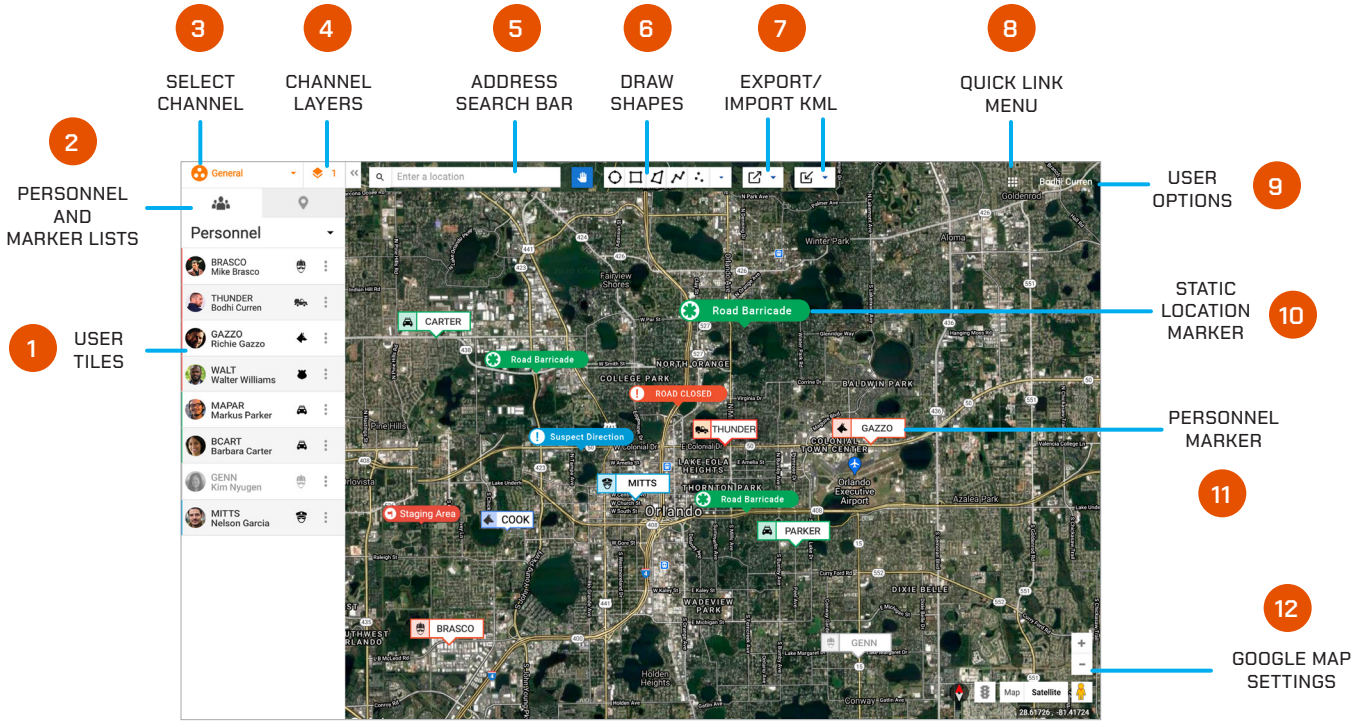
LOCATE WEB: DASHBOARD AT A GLANCE



1. 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. Dots are also available for smaller areas.

7. Export/Import KML: Create KML files of markers and personnel breadcrumbs that can used for after action reporting and be easily imported into future operations

8. Quick Link Menu: Access short cuts to your applications as well as the Channels and Groups you are participating in.

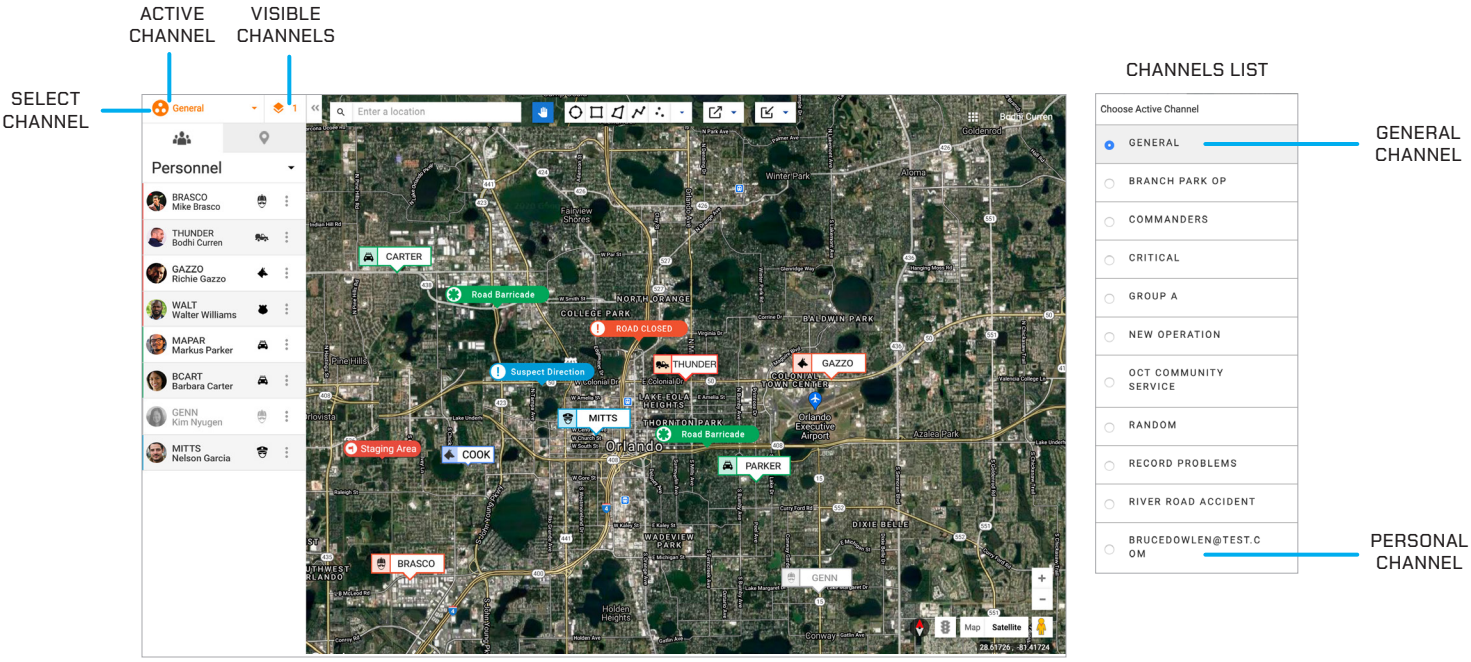
9. User Options: Access user profile and logout.

10. 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.

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

12. 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



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. There are two types of channels within the Intrepid Application:

Organization Channels which belong to your organization and limit membership to only members of your organization.

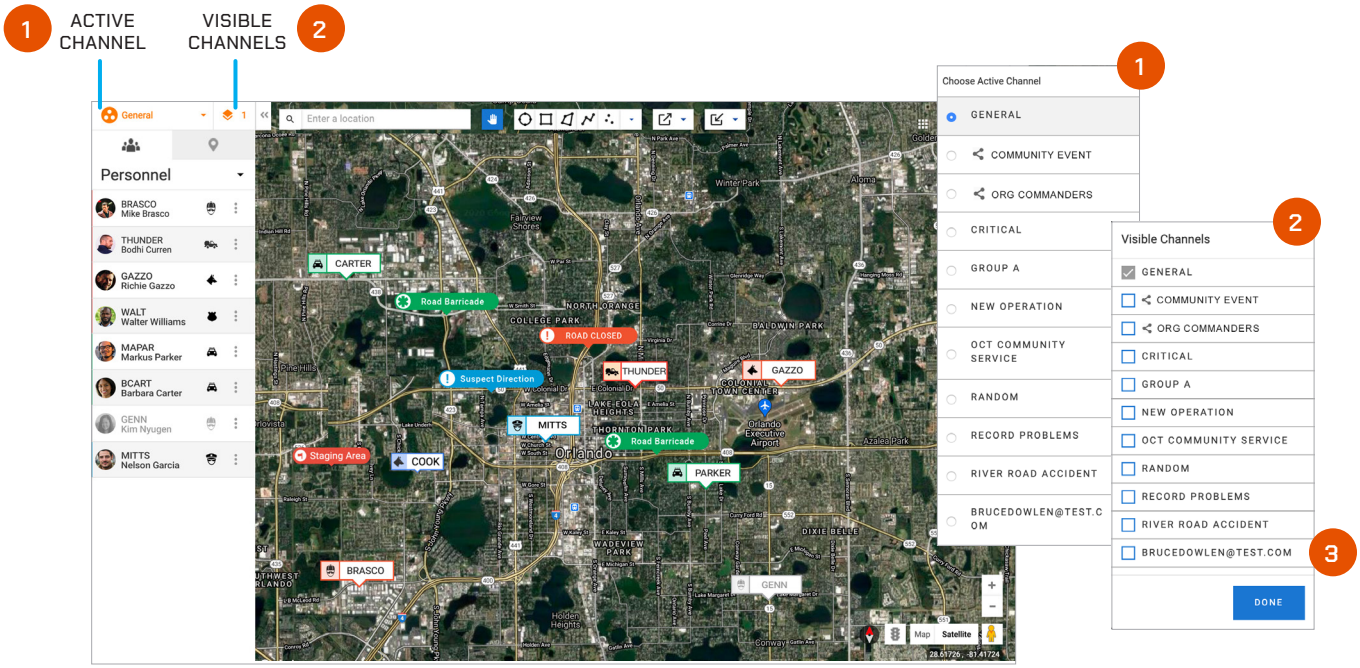
Shared Channels which allow your organization to share intelligence with other external organizations for mutual aid and intelligence gathering. Channels can be created by organization administrators and supervisors.

A Shared Channel owned by another organization will initially invite member(s) of your organization through an email. Shared Channels are identified by the icon ' '.

Your channel 'selectors' are shown in the upper left of the Locate Web Page.

As a user of the Locate application, you are able to select one channel for reporting location and creating markers and shapes. This is called your ACTIVE channel. Your active channel will default to 'General' when you first access the Locate application. By clicking on the Channel icon in the upper left of the Locate Map web page you will be shown a 'Choose Active Channel' dialogue (as shown below) which allows you to change the channel you are reporting information into.

LOCATE WEB: SELECTING CHANNELS CONT.



Channels

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

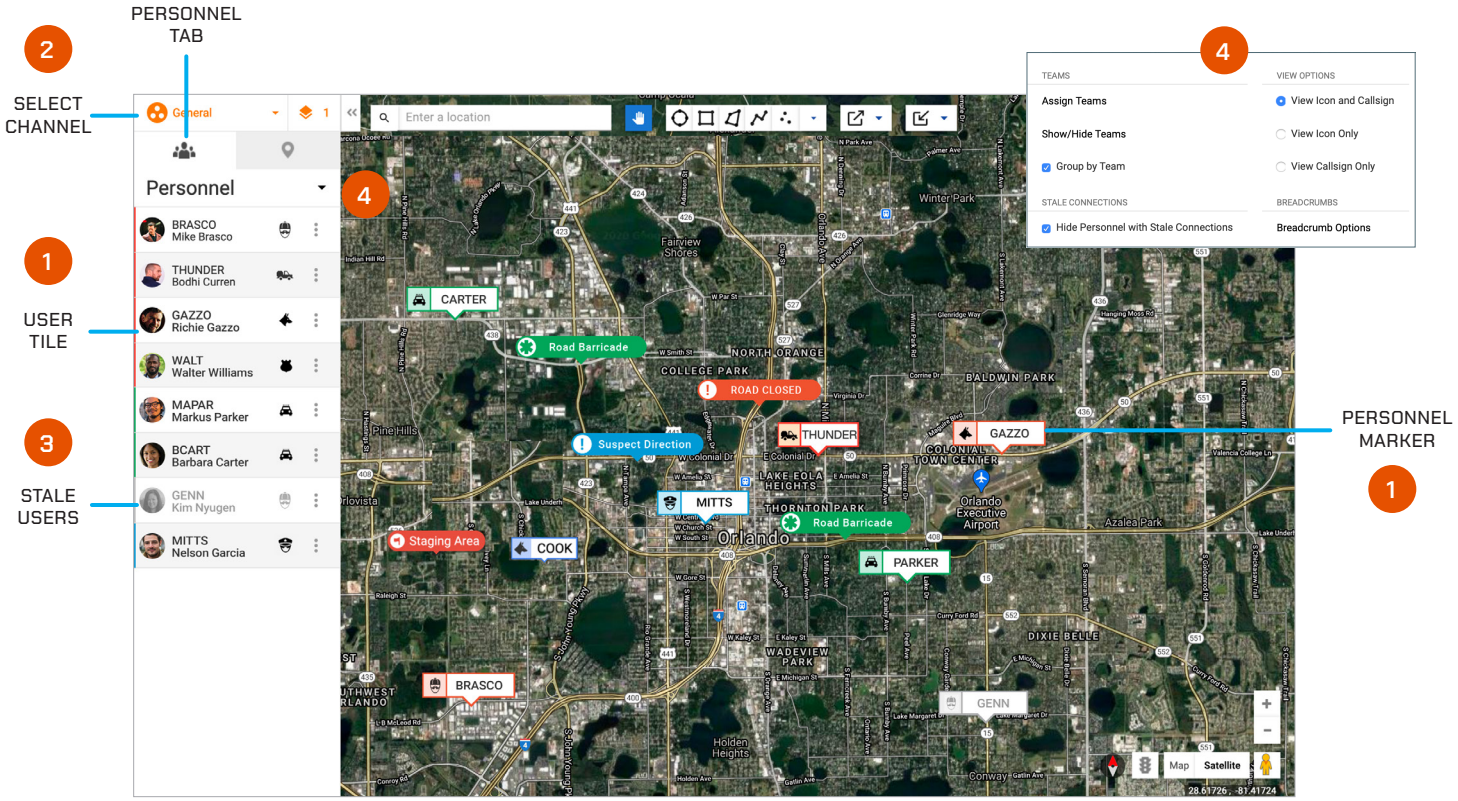
NOTE: A blue dot to the left of the channel name denotes the active channel you are participating in.

2. As a Locate user you are also capable of viewing multiple channels on the Locate Map at one time. By clicking on the visible channels icon the following dialogue display will be shown, allowing you to select multiple channels overlayed on your map. Your active channel is always visible on the map as shown on the Visible Channels selection display.

NOTE: Selecting many visible channels for display can cause your map display to be cluttered and unreadable.

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.

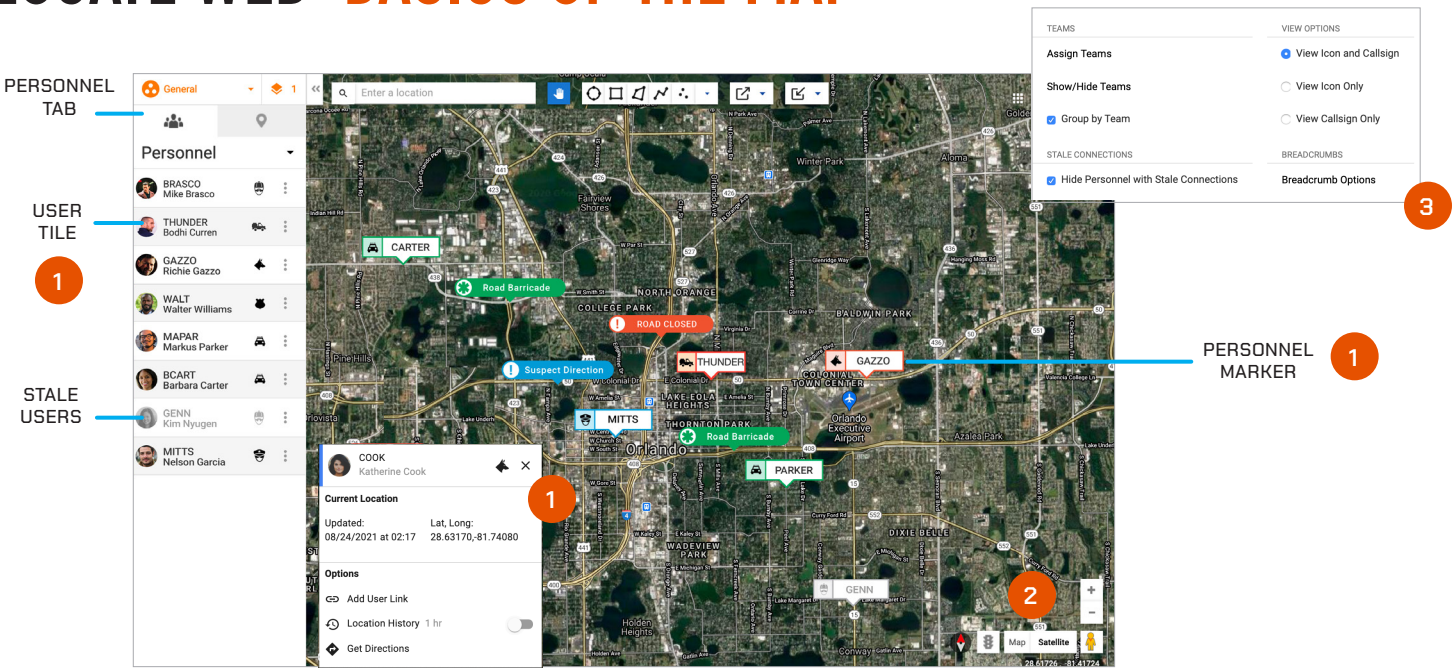
2. To change your active channel, tap the Select Channel icon at the top left of the screen. A pop-up will display a list of available channels to choose from.

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.

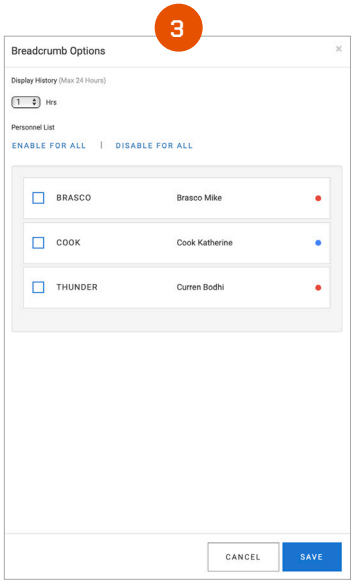
LOCATE WEB: BASICS OF THE MAP



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.

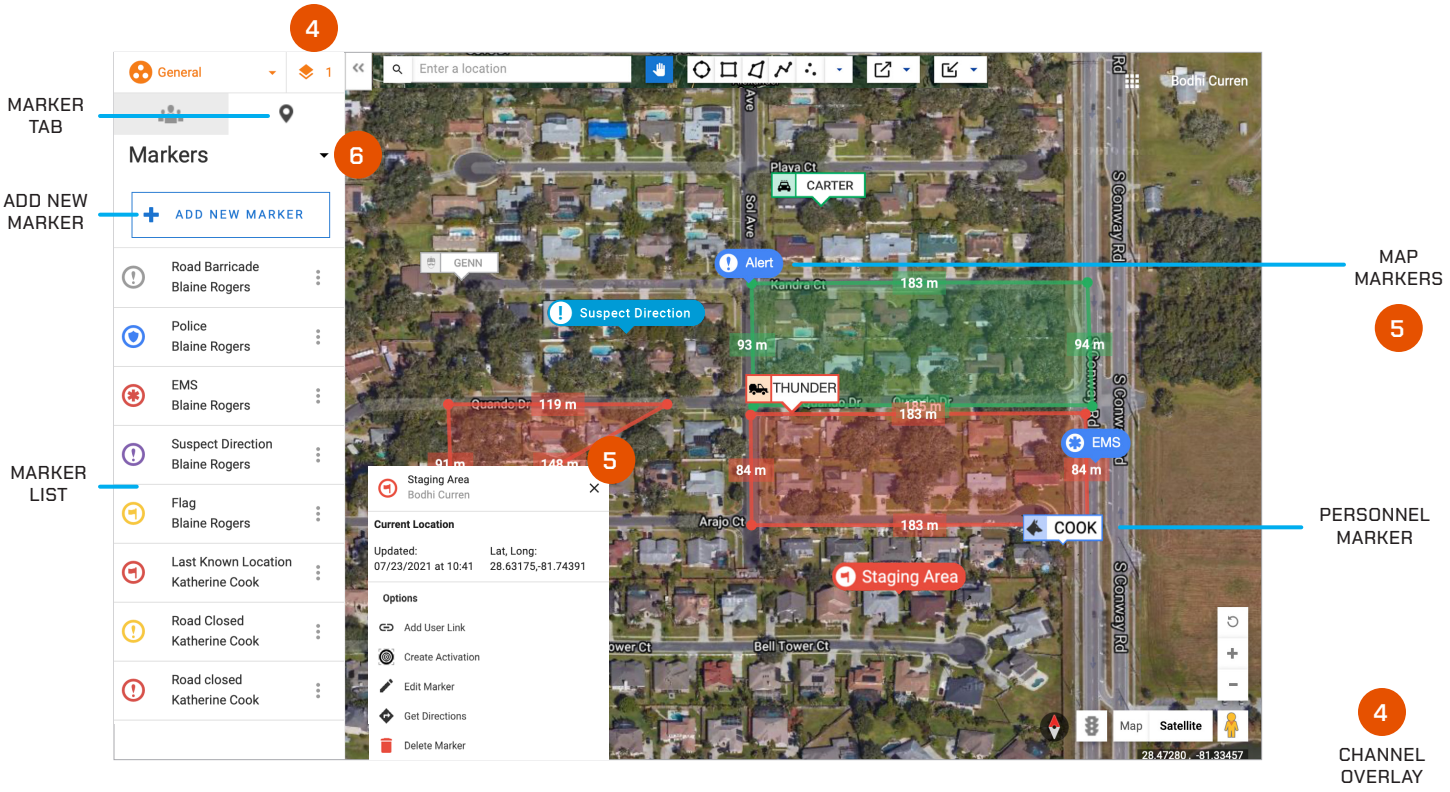
2. Choose the appropriate Google Maps settings on the bottom-right of the Locate browser window for map type, traffic and zoom level. Google street view is also available.



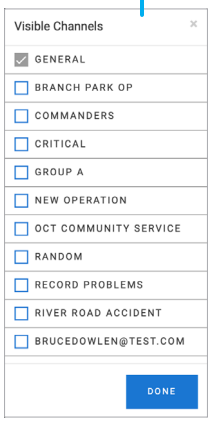
3. Additional User Display Options: Select the small arrow on the Personnel List tab. View breadcrumbs, change user icon colors (supervisor and administrators only) and hide stale connections from this menu. For the breadcrumb display in particular, choose Breadcrumb Options in the bottom right of the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

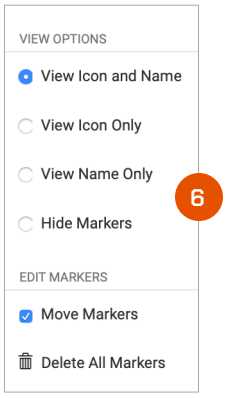
LOCATE WEB: BASICS OF THE MAP CONTINUED



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.



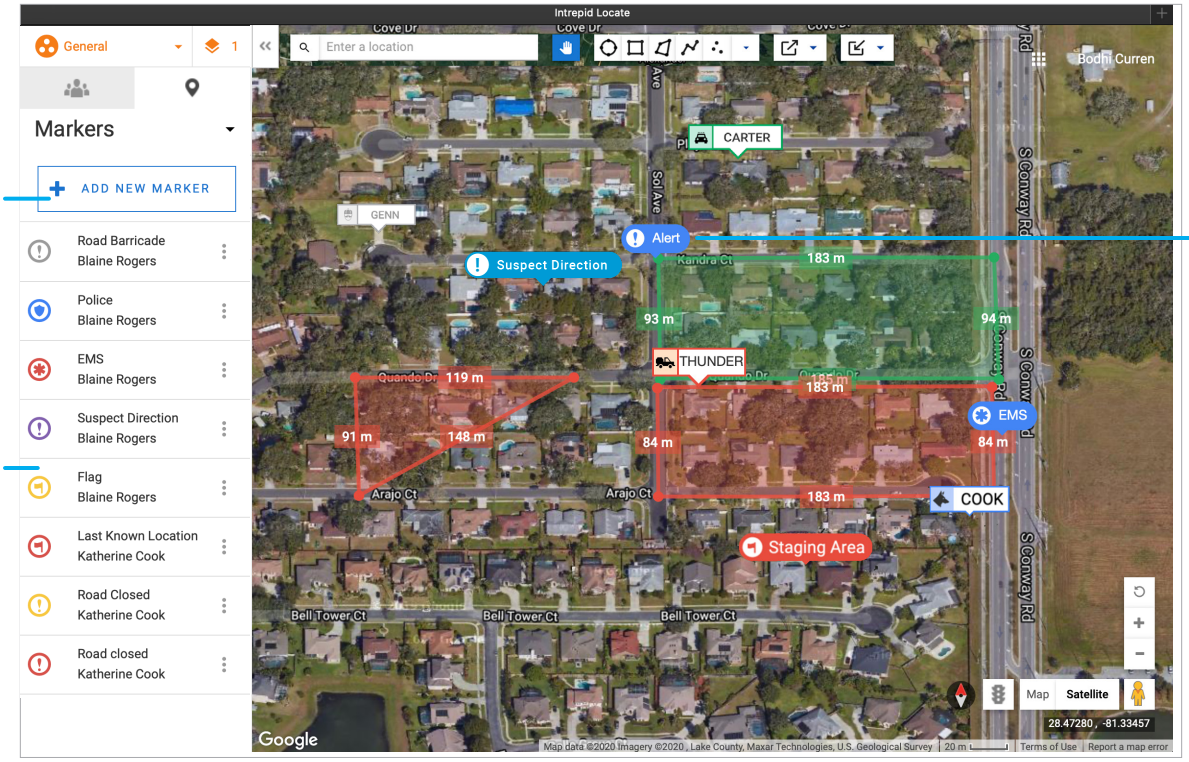
5. Map Markers: These icons can be created and placed anywhere on the map to mark locations of interest. Select from a wide array of icons and colors to differentiate the marker against others. Click to expand the marker for name, date and time created plus latitude and longitude information, attached URL, the ability to Create Activation, turn-by-turn directions to that marker, and access to the 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.

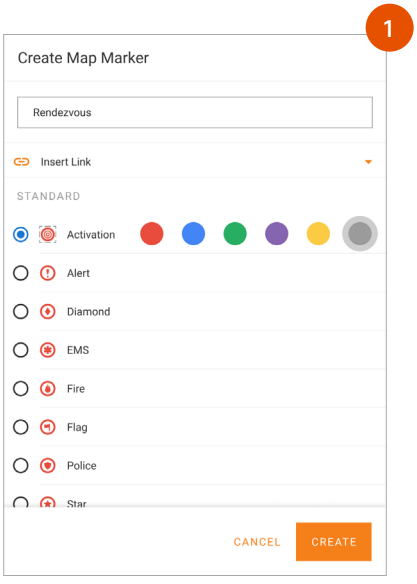
LOCATE WEB: CREATE MAP MARKERS



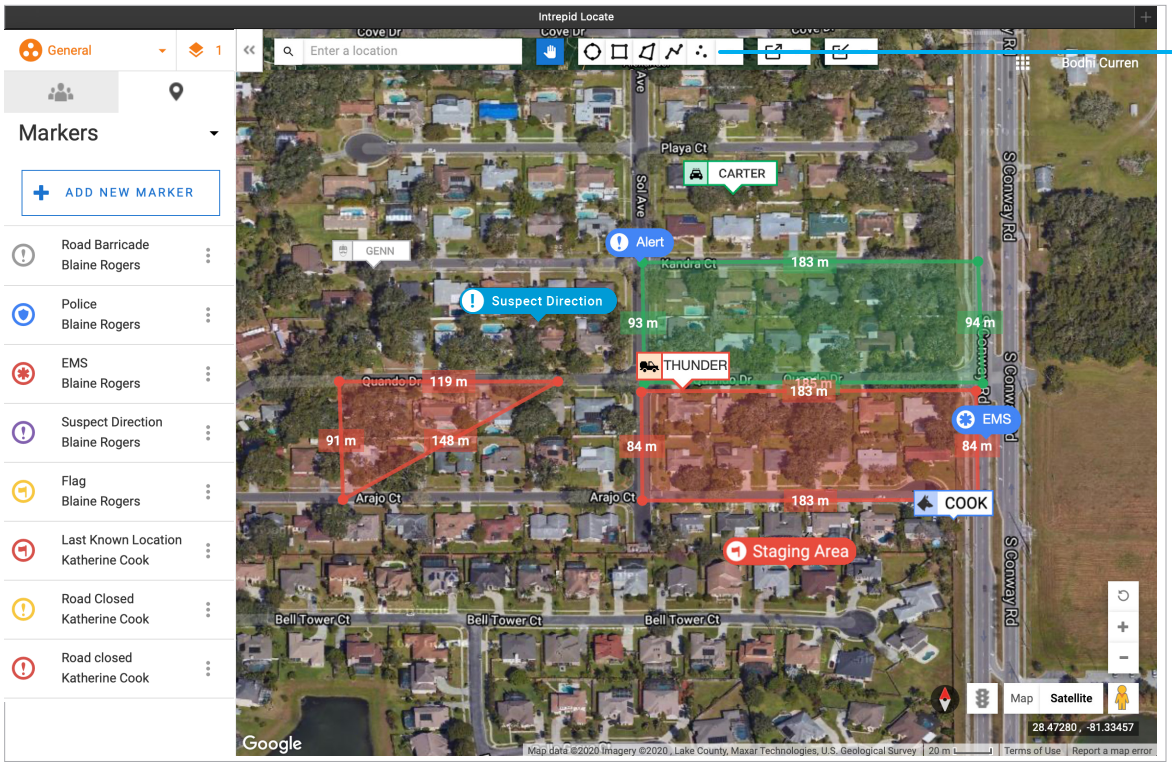
1. To place a new marker select the "+ Add New Marker" button at the top of the Markers tab in the top-left of the browser window.

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.

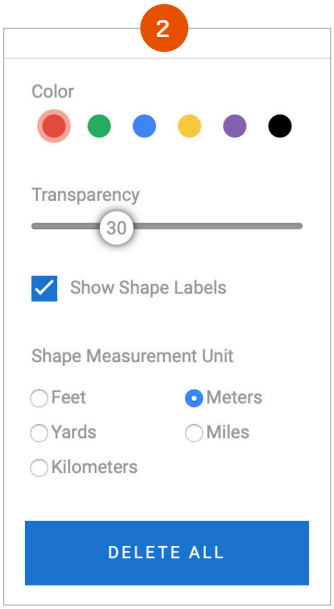


LOCATE WEB: CREATE MAP MARKERS CONTINUED

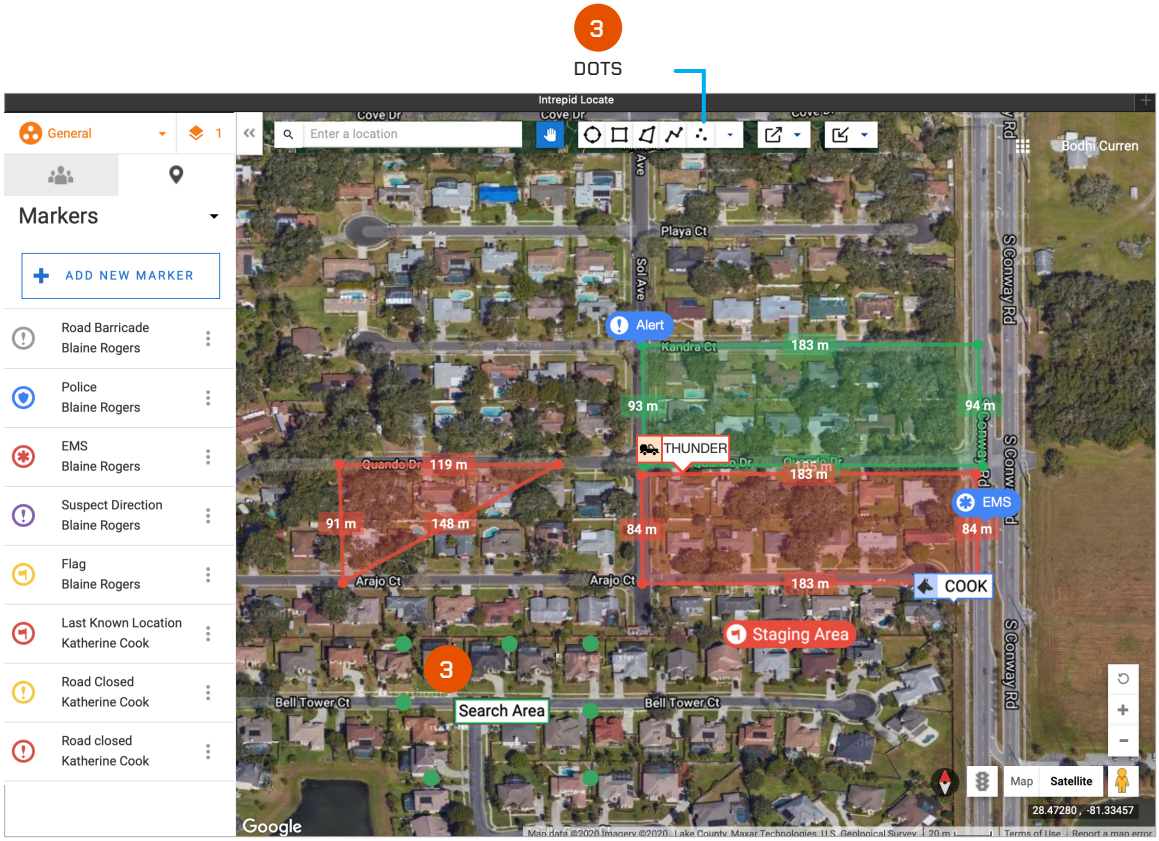


2. Drawing Shapes: Use the shape Tool Bar to define areas of interest on the map. Click the down arrow on the shape toolbar in the top-middle of the browser window. Choose color, transparency, display labels on/off and measurement units first (Supervisors and Administrators only: You also have the option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

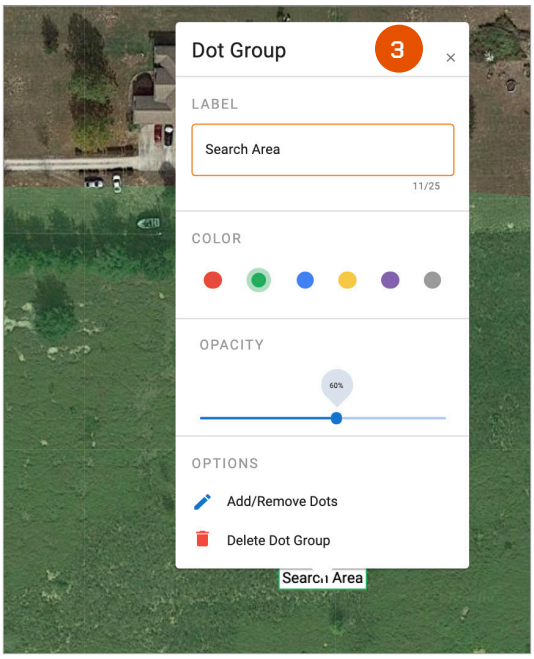


LOCATE WEB: CREATE MAP MARKERS CONTINUED

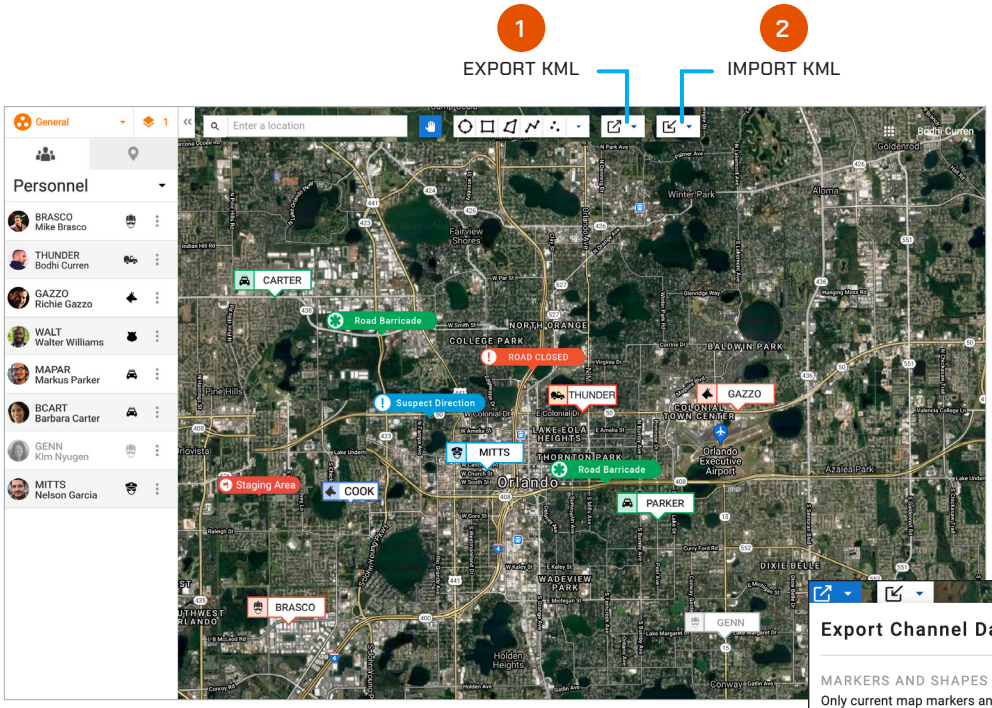


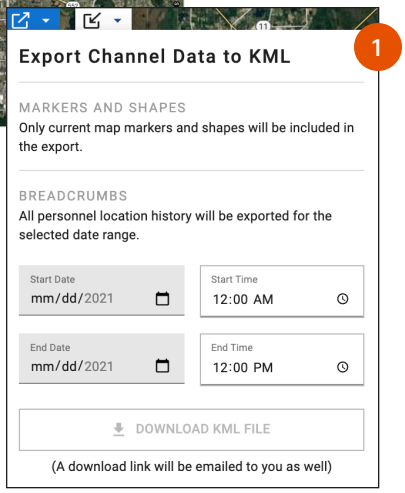
3. Drawing Dots: Use the Dots Group tool to place Dots on the Locate Map to mark areas of interest or importance. The Dots do not have measurements like Shapes but they can be labeled and will highlight the selected Dots shape when selected. Change the color and opacity as needed. Only the user who created the Dot Group, as well as a team admin, can delete the object.

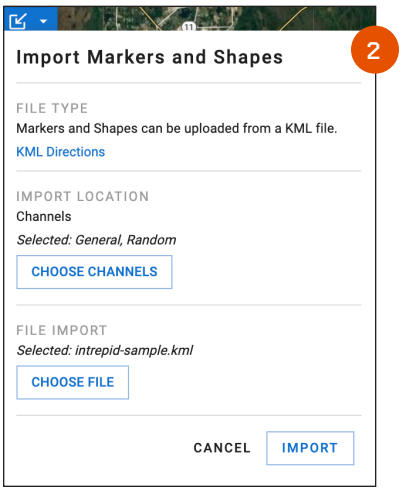
Dots are another way the Locate Map is customizable and easy to work with for your organization or operational needs.



LOCATE WEB: EXPORT AND IMPORT KML FILES







1. **Export Channel Data to KML:** For after action reporting and easy operation flow, Channel Data can be exported as a KML file that can be easily uploaded to additional channels or reports. Markers, Shape, and Personnel Breadcrumbs are included in this export.

   Click the export KML button. Select a Start and End Date and a Start and End Time of day. All information will be exported within the timeline you choose. Click download KML file when your selection has been made. The file will automatically be downloaded and an additional copy will be emailed to your user email.

2. **Important Markers and Shapes:** Import Markers and Shapes clickly and easily by uploading a KML file directly through the Locate Map.

   Once you have a KML ready for importing, click the import KML button. Select the Channel Location you wish the markers and shapes to be uploaded to. Then select the file from your computer. Click import and the file will be uploaded to your Locate Map.

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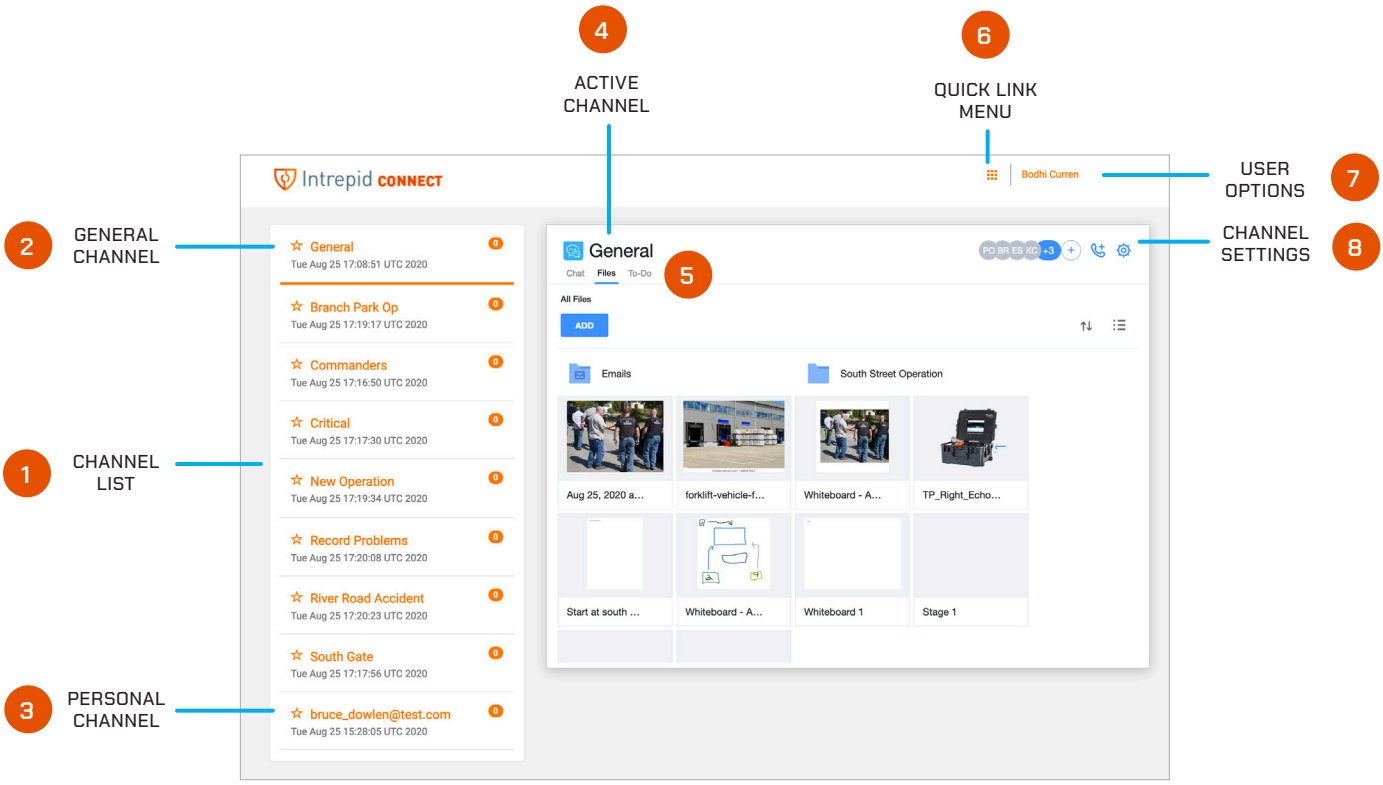
CONNECT WEB: DASHBOARD AT A GLANCE



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.

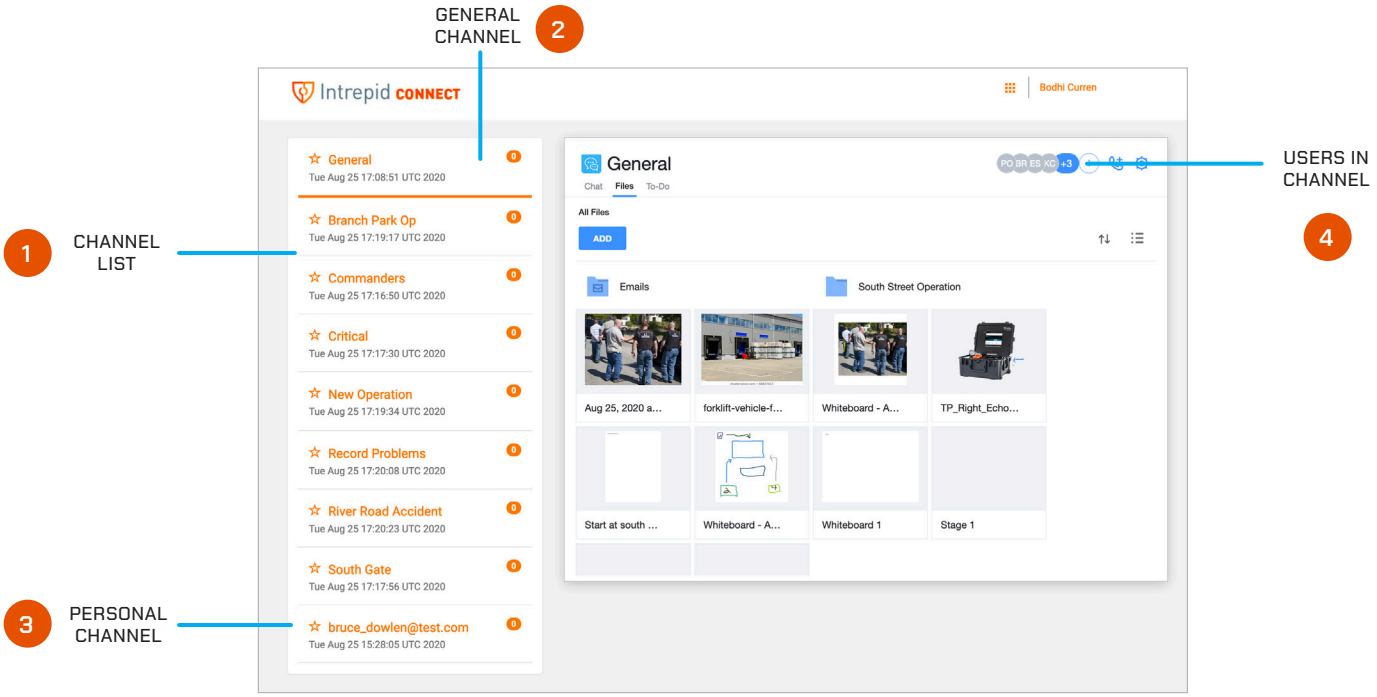
6. **Quick Link Menu:** Access short cuts to your other Response applications as well as the Channels and Groups that you are participating in.

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.

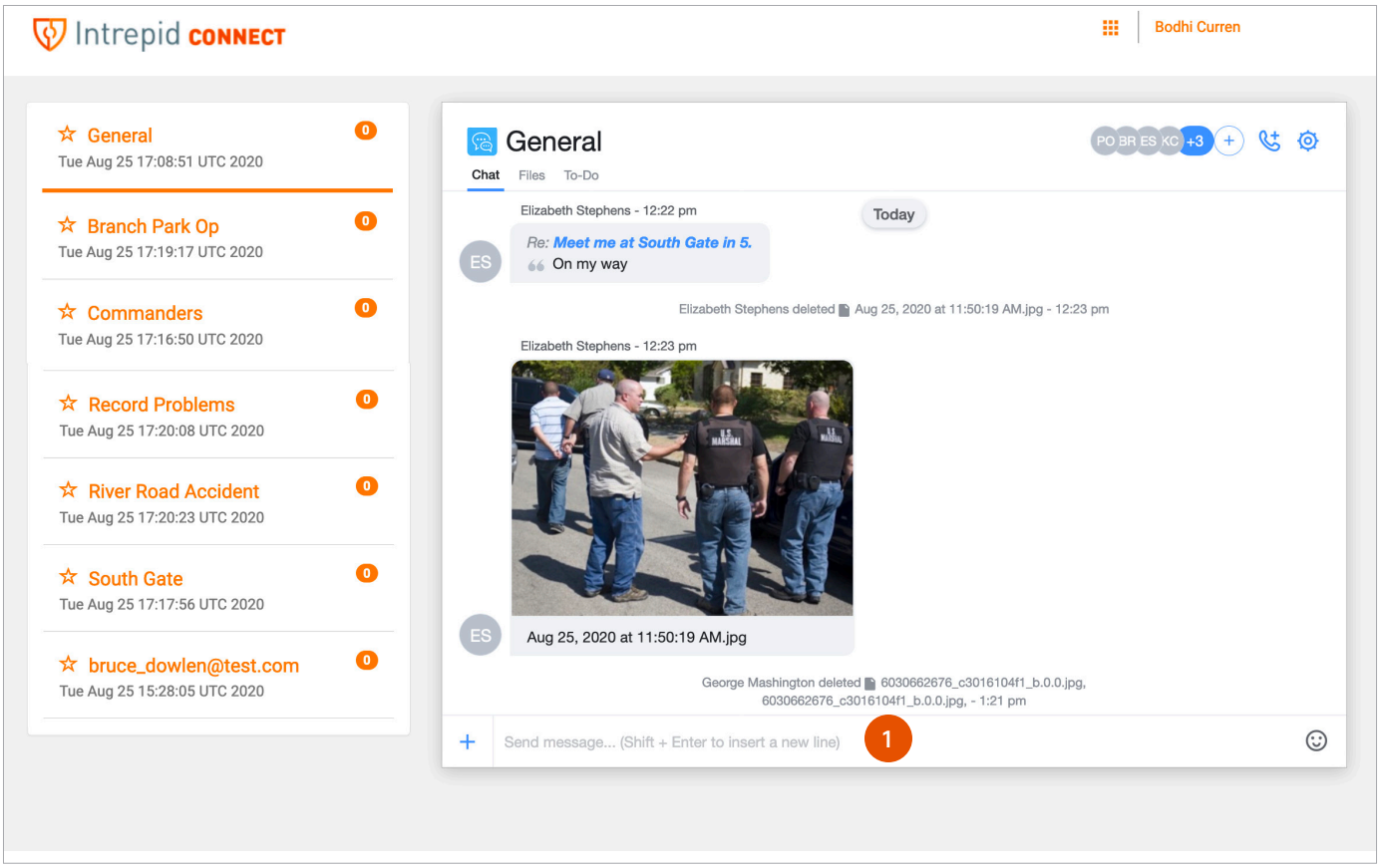
NOTE: The channel name denotes the active channel you are participating in.

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



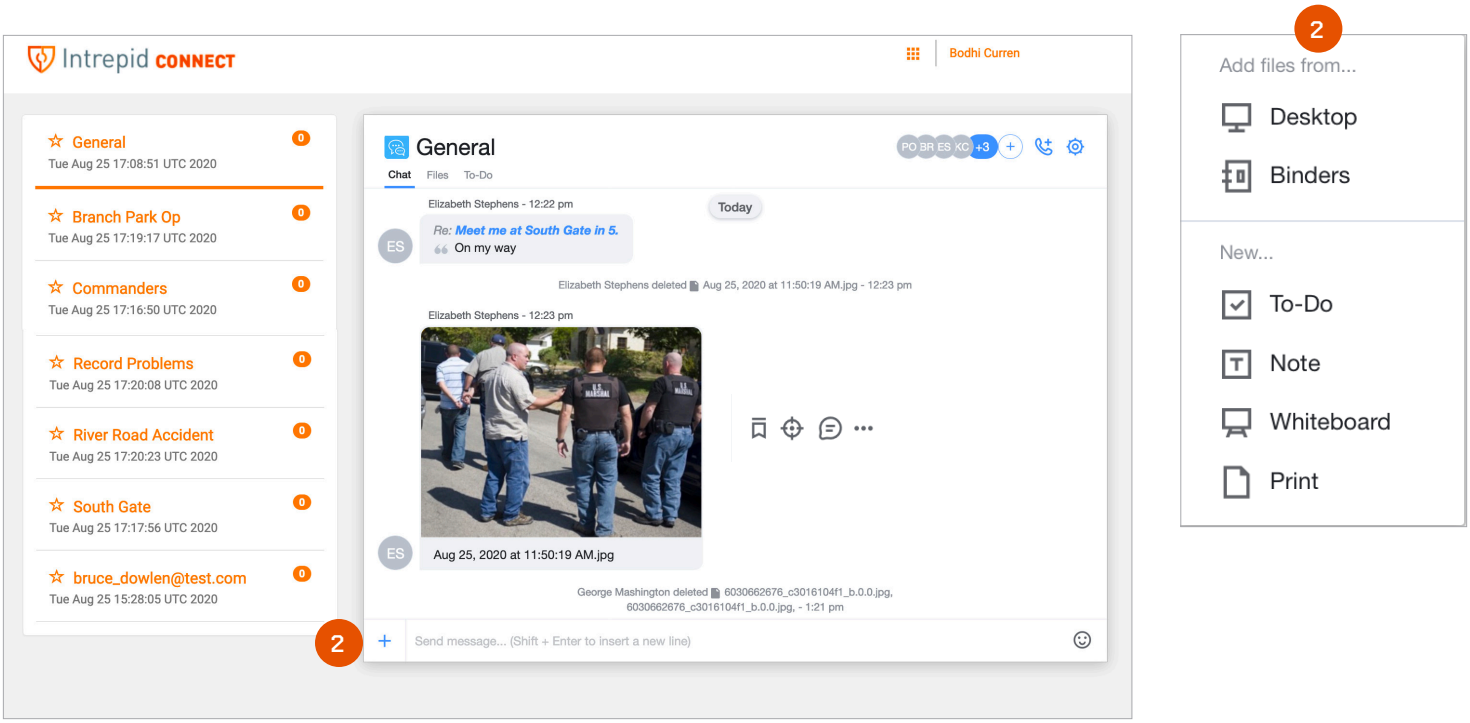
How to Use Connect Messages

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



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:

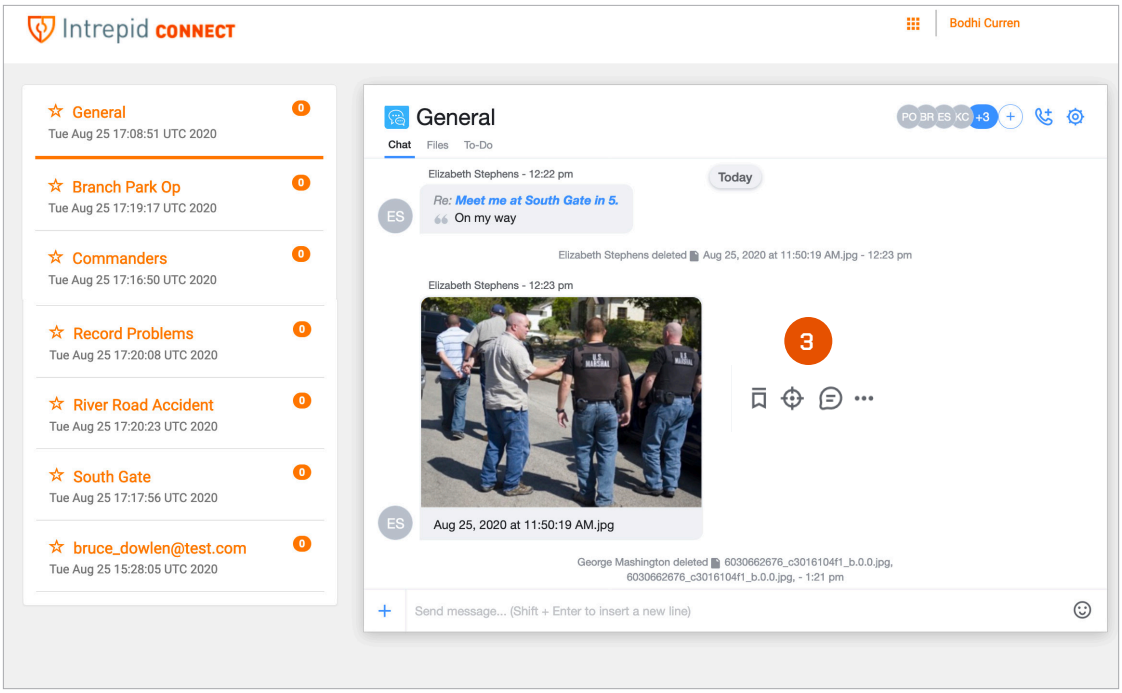
To-Do – Creates a task that can be shared within the active channel.

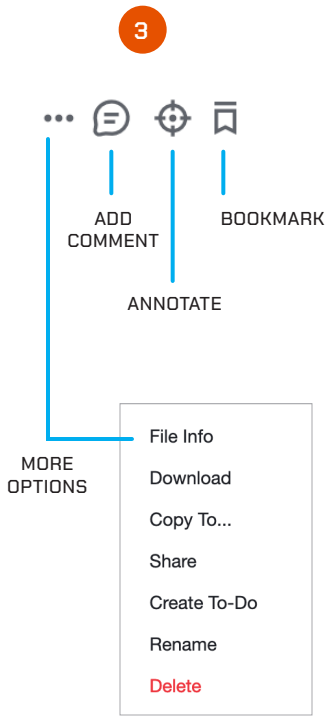
Note – Create notes or comments that are not text messages.

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





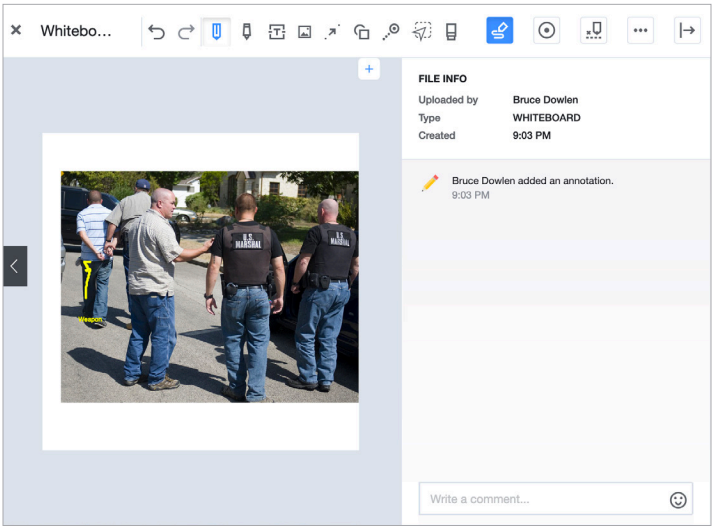
3. Modify Multi-Media: Hover over an item in the messages dialog window to access these options:

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.

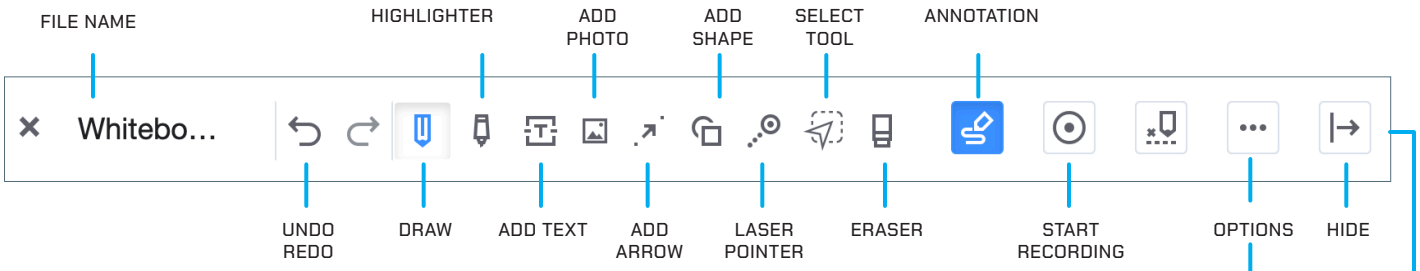
More Options – File Information, Download feature, Copy To another folder or location, Share to another group or channel, Create a To-Do task associated with this item, Rename and Delete options.

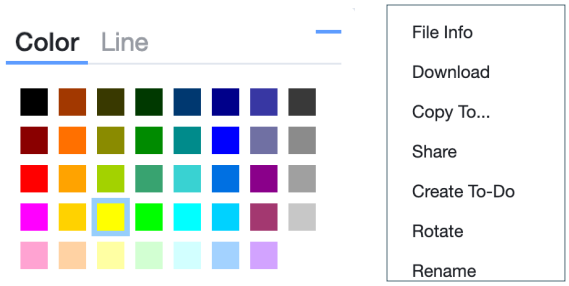


ANNOTATE POP-UP

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.

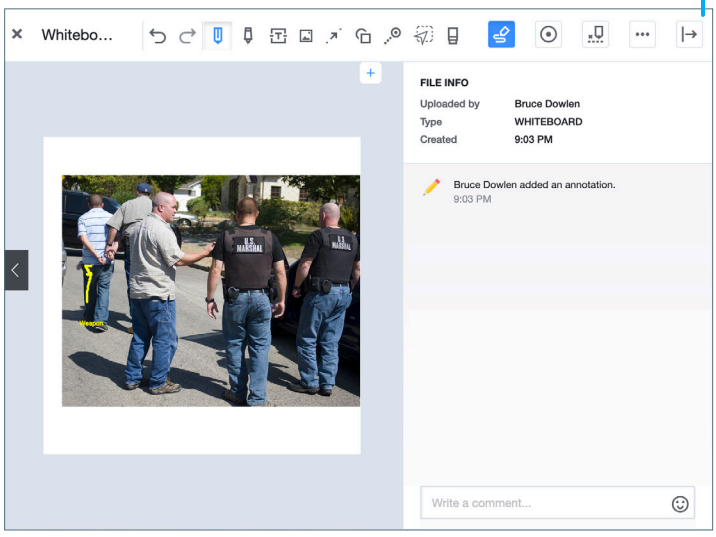
Annotate– A simple editing tool that allows users to annotate multi-media with additional information such as text, drawings, photos and shapes.

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.

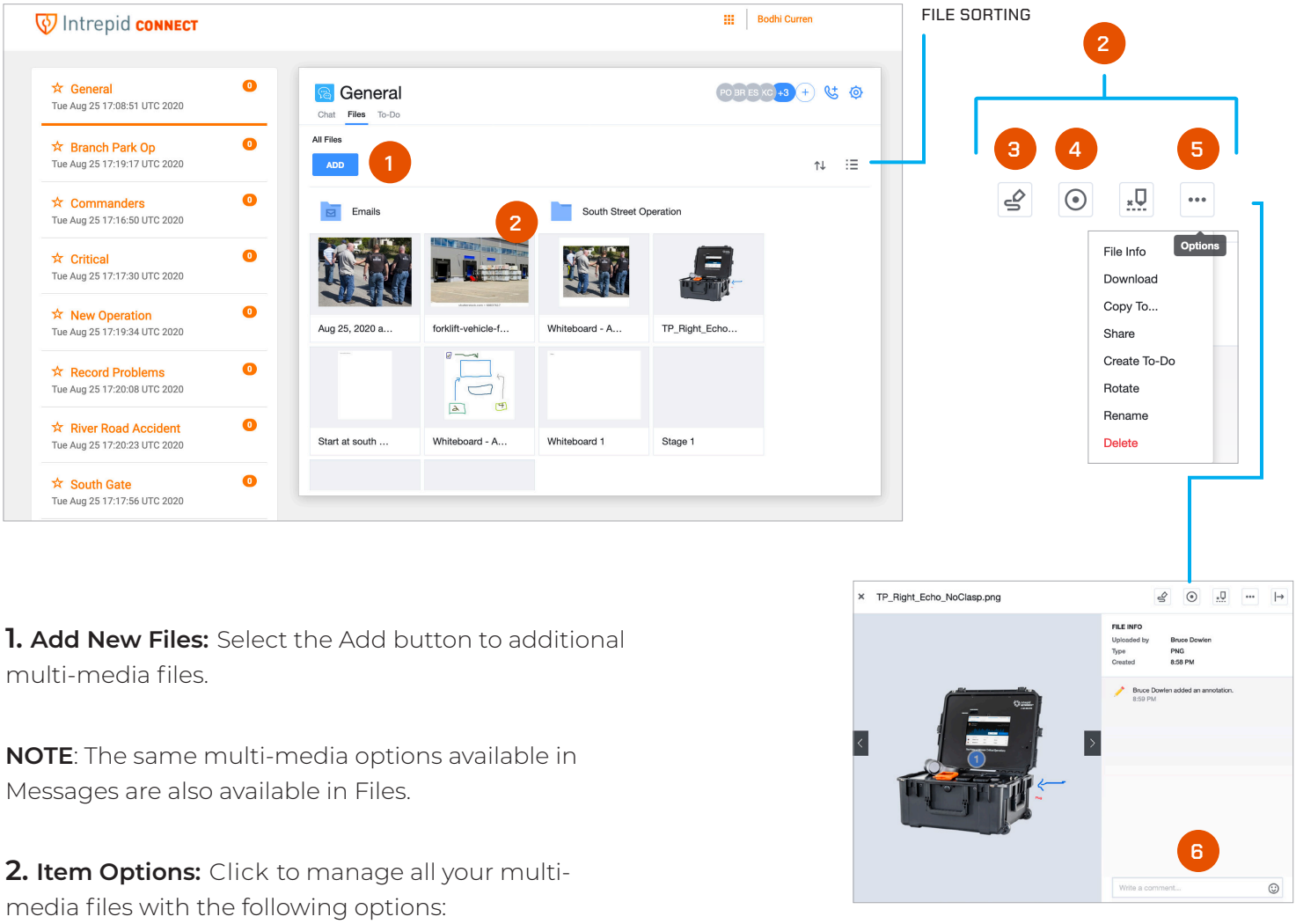
Hide window.

Color Palette– Change your color for drawings.



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.

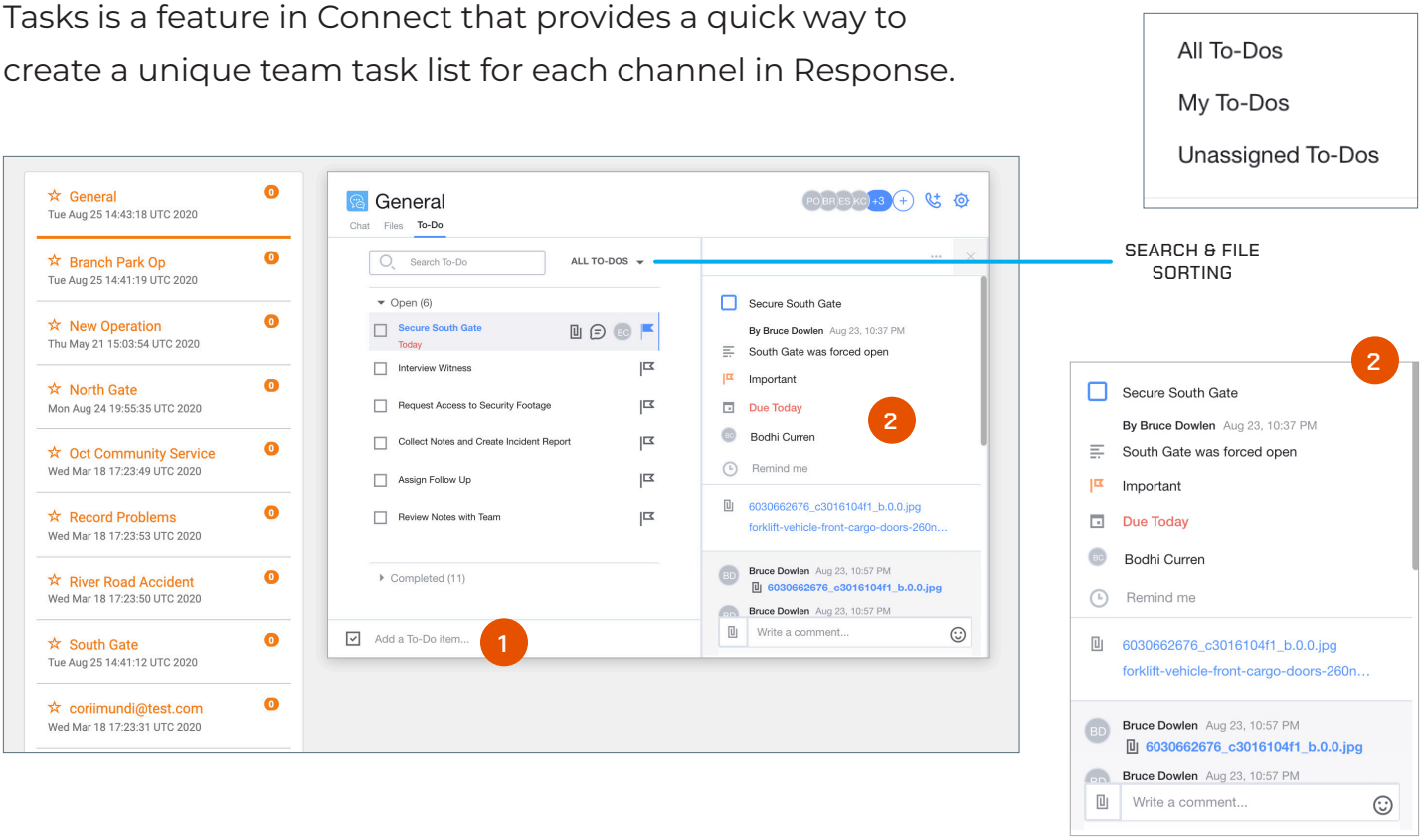
4. Start Recoding – Creates a series of images that breaks down your annotations step by step.

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.



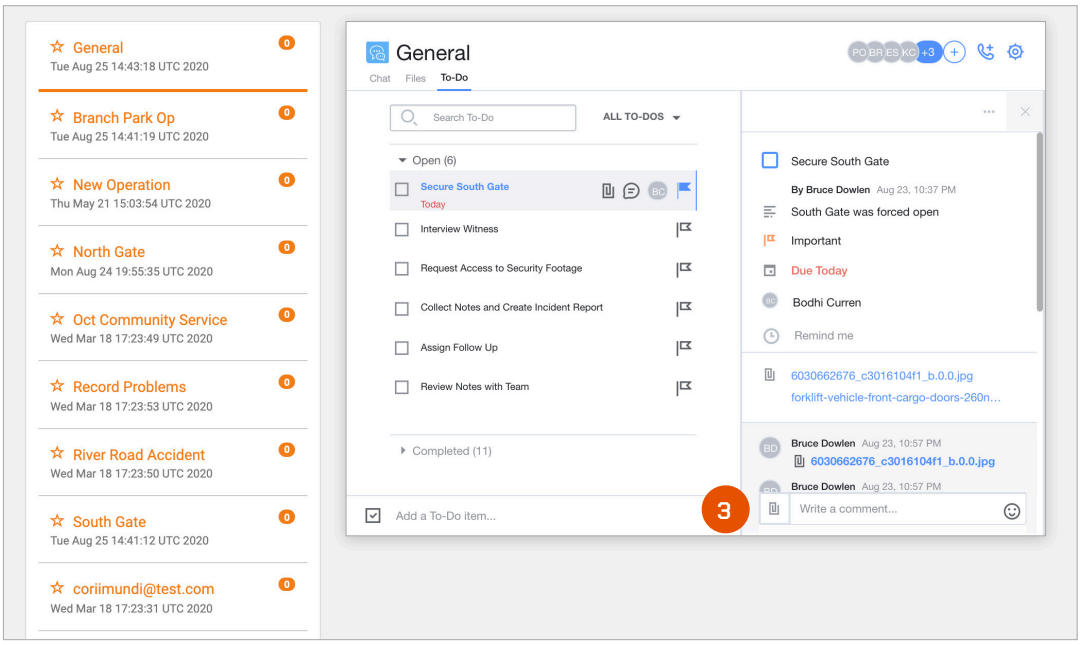
How to use Tasks

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.

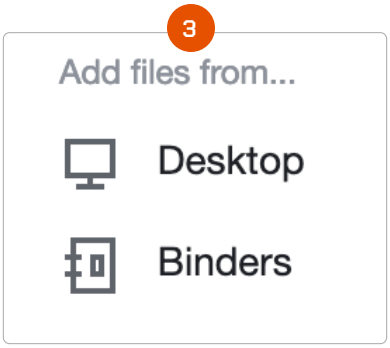
1. **Add a To-Do Task:** To add new tasks, select the text box (Add a To-do item) at the bottom of the Task window and enter the title or objective of the Task, then select return.

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.

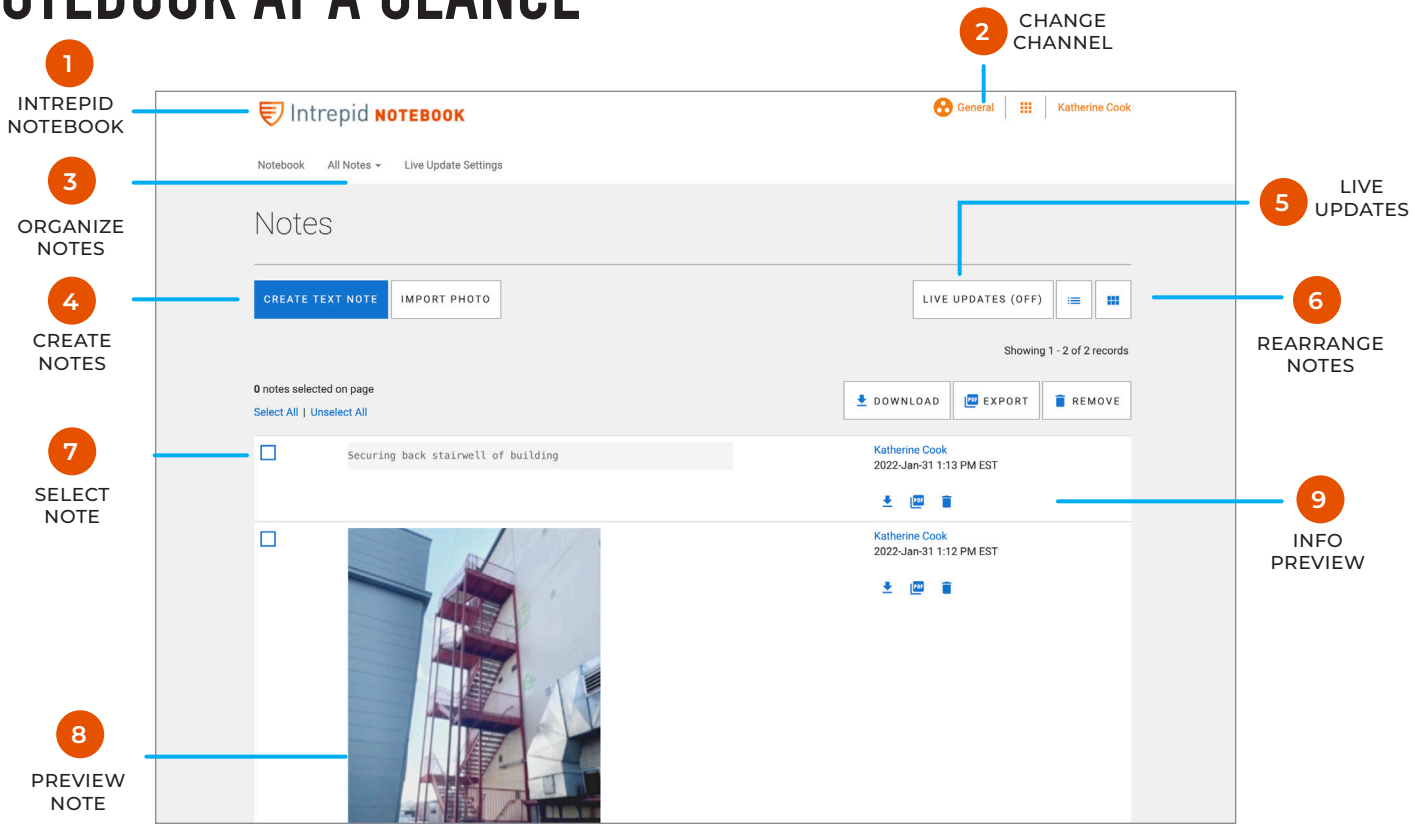
Binders – Choose multi-media files from other channels (Binders) to attach to the selected Task.

NOTEBOOK USER GUIDE

Intrepid NETWORKS®

verizon

NOTEBOOK AT A GLANCE



1. Navigate to your web browser and proceed to https://go.intrepidsuite.com. Login and select Intrepid Notebook.

2. Access your User Profile or change the active Channel that you are viewing Notes in.

3. Organize the Notes that you are currently viewing or change the Live Update Settings which will change how often the page refreshes to show new Notes.

4. Create a new Text Note or Import a Photo to create a Photo Note.

5. Quickly change your Live Update Settings with this button as well.

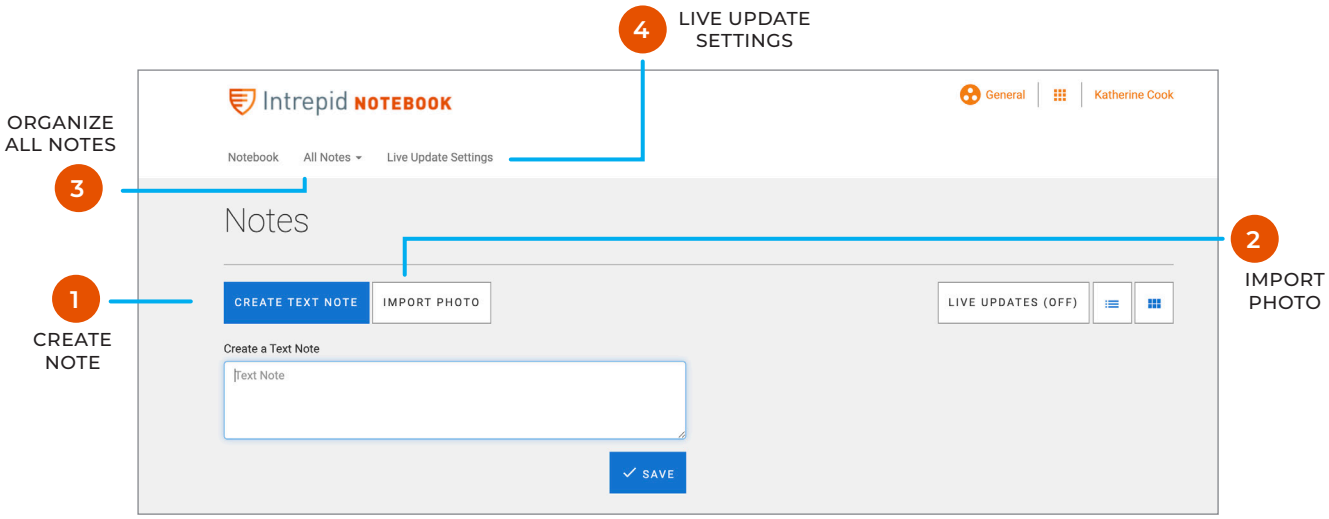
6. Quickly organize your notes in list form, icon form, or by location of where they were created.

7. Select or De-select images for quick and easy exporting of notes for reports or training.

8. Preview of the Text or Photo Note so Users can easily find Notes that they are looking for.

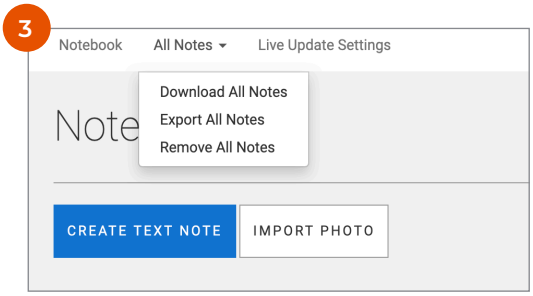
9. Preview of the User who created the Note, as well as the date and time it was created. Direct download the note to your computer, as a PDF, or delete the Note. Users can only delete the Notes that they create.

NOTEBOOK USER GUIDE



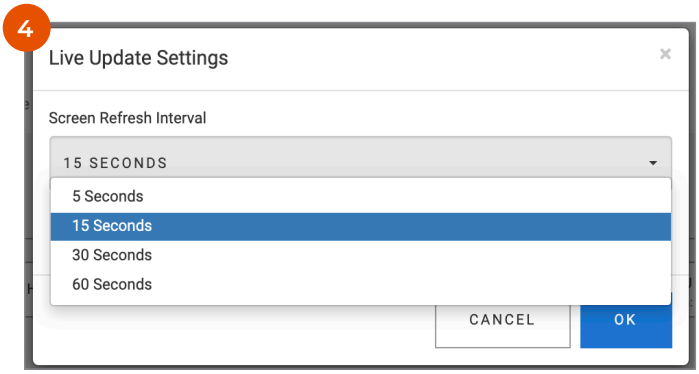
1. When you click "Create Text Note," a drop down box will appear. Type your message into text box and click "Save" to send out your message to the current active channel.

2. Click "Import Photo" to open a drop down menu from your computer. Select the image that you want to upload from your computer files.

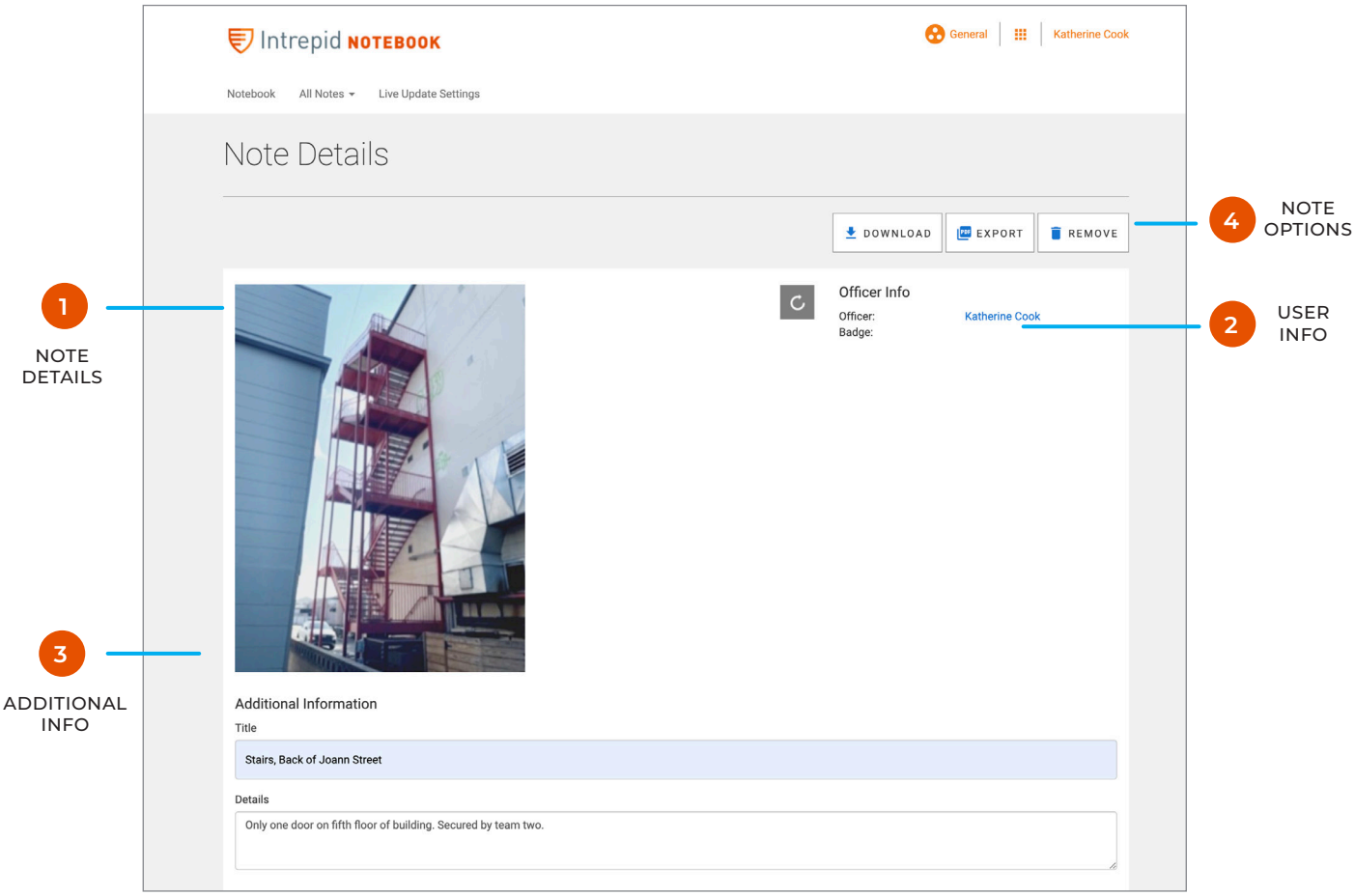


3. Click "All Notes" to open a drop down menu to quickly Download, Export, or Remove All Notes.

4. Click "Live Update Settings" to open a separate menu. Here you can choose the Screen Refresh Interval from 5 seconds, 15 seconds, 30 seconds, and 60 seconds. This will be how often your web page will refresh to add more Notes.



NOTEBOOK USER GUIDE CONT.



1. Select the Note you wish to get more information on. This will bring up the "Note Details" screen.

2. Officer Information will show the User who created the specific text or photo Note.

3. Additional Information is available below the photo. Users who create the Note can add a Title or Details to give other Users more information.

4. The Download, Export, and Remove Buttons can also be used within the Note Details page.

NOTE: Users can only remove or edit Notes that they create.

ADMIN WEB USER GUIDE

Intrepid NETWORKS®

verizon

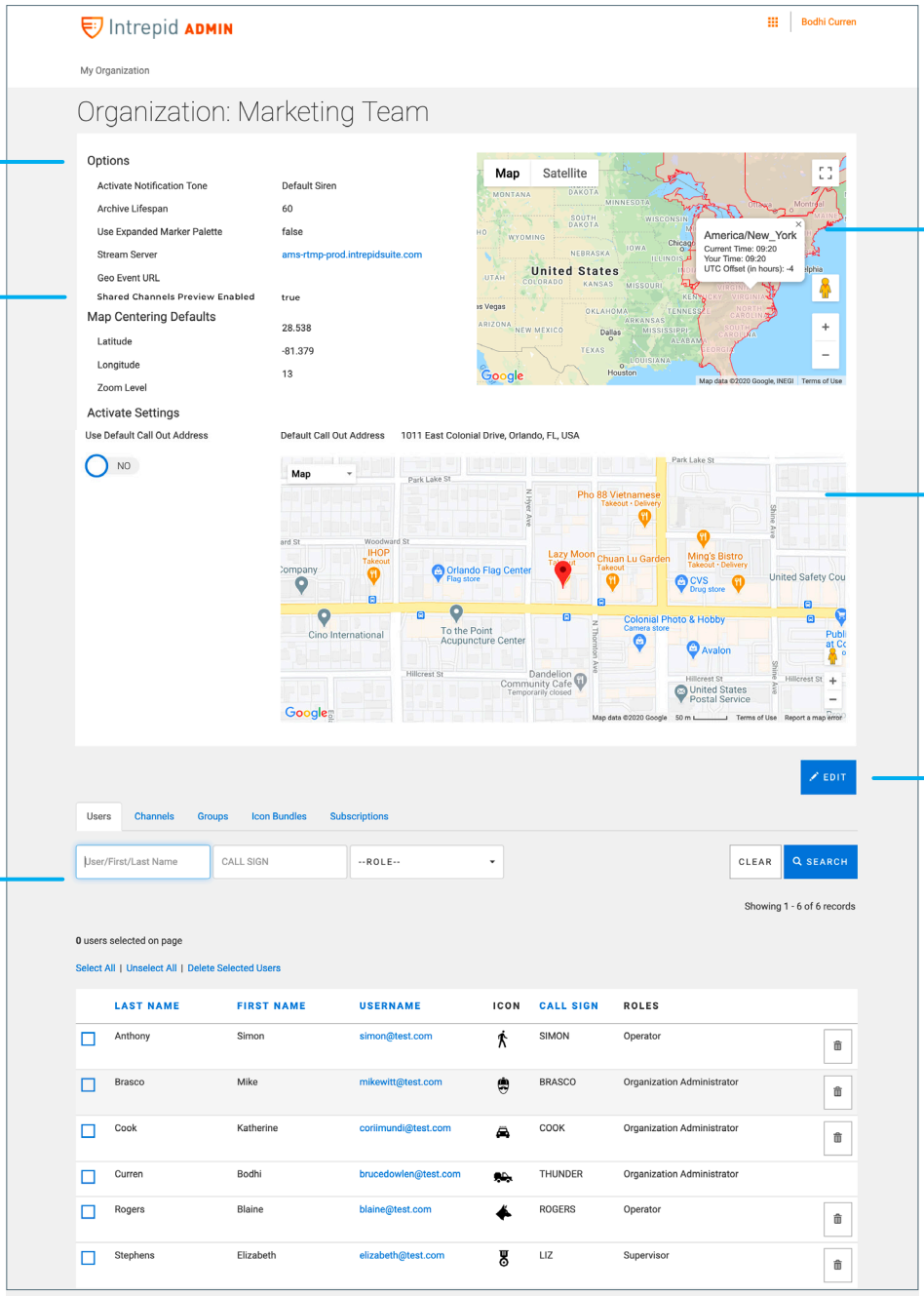
ADMIN WEB: DASHBOARD AT A GLANCE

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

ORGANIZATION OPTIONS AND MAP DEFAULTS

TO ENABLE SHARED CHANNELS, SET THIS VALUE TO TRUE

USERS
CHANNELS
GROUPS
ICON BUNDLES
SUBSCRIPTIONS

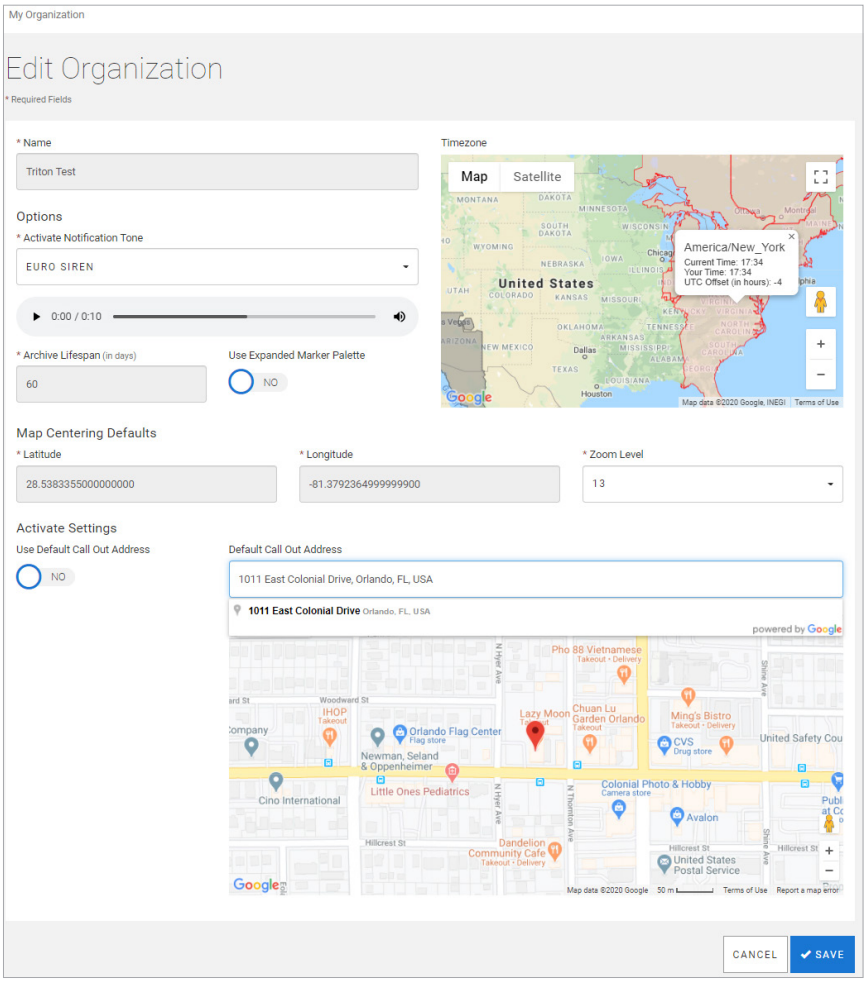


TIME ZONE DETAIL

DEFAULTS CALL OUT ADDRESS

EDIT ORGANIZATION PROFILE

ADMIN USER GUIDE: ORGANIZATION CONTROLS



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.

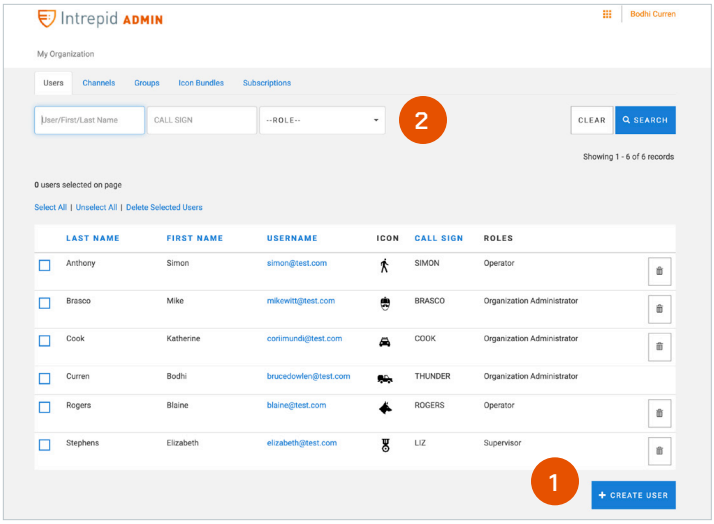
Additionally, If you have subscribers to our Activate Module, you will also have a default call-out address and activation notification ringtone as part of your profile.

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.

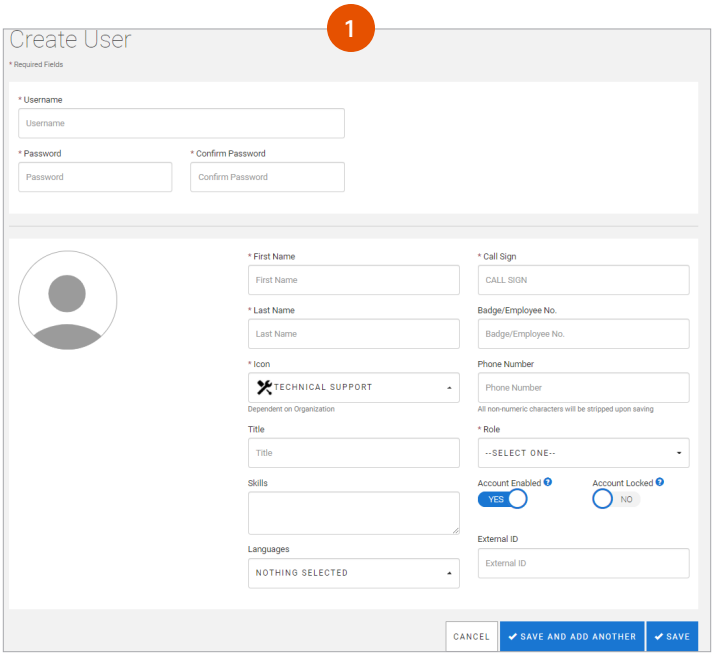
ADMIN: USERS MANAGEMENT

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.

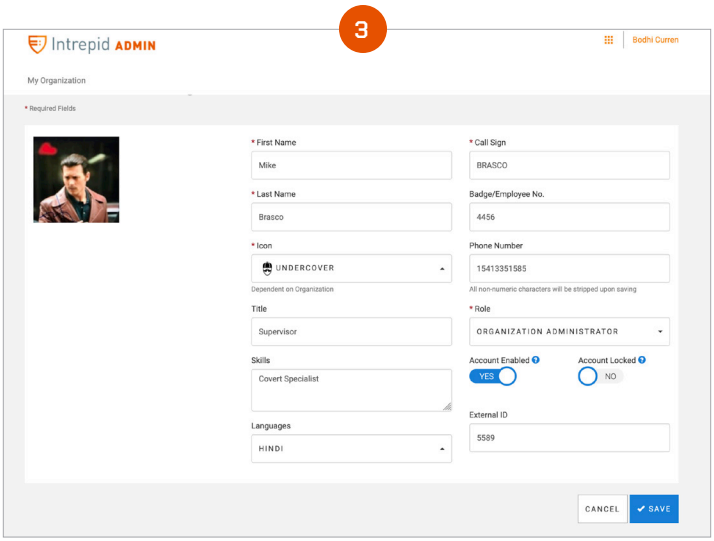


NOTE: On this screen you also can suspend the user's account by changing the Account Enabled toggle to "off" located below the Role selection option. If the account locked toggle is on, the user has attempted too many incorrect password and their account is now locked from usage. This may be corrected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

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.

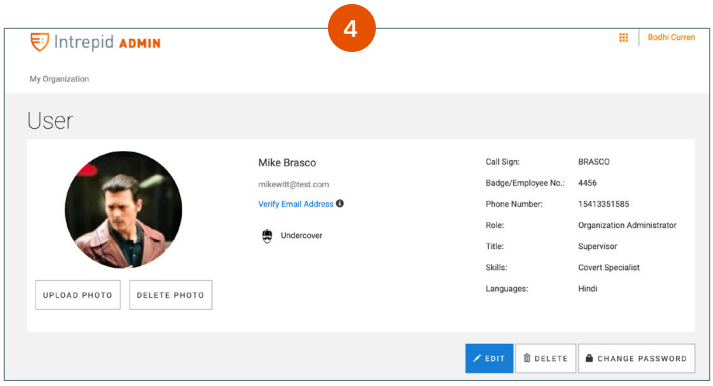


4. Edit, Delete, Change Password: Change Password: Select a user profile and choose Change password in the bottom-right of the window. Insert a new password and confirm a second time. Once complete select Save or Cancel.

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.

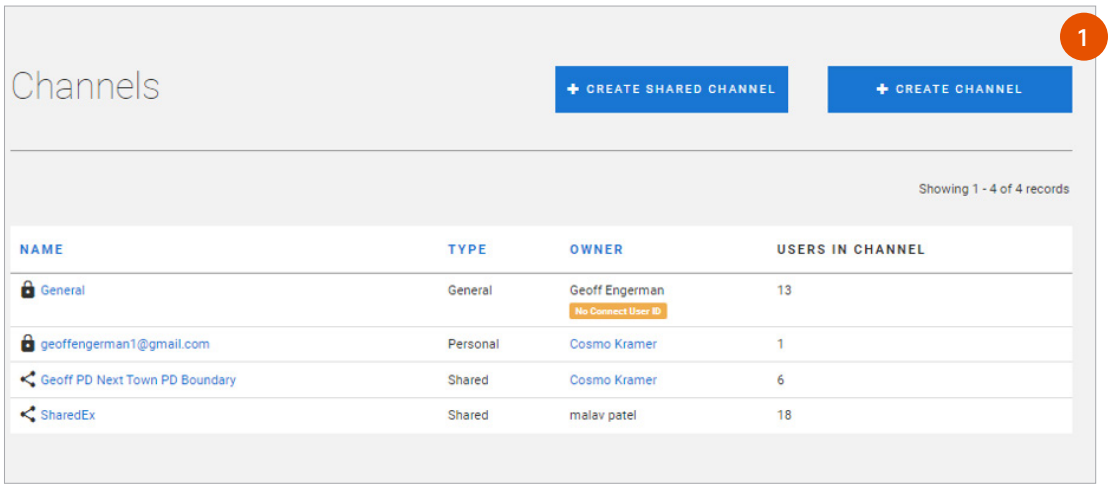


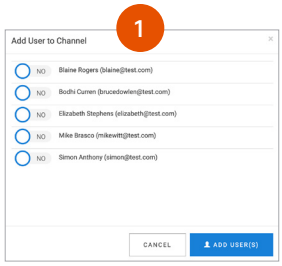
ADMIN USER GUIDE: CHANNELS

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.

A list of all available channels in your organization is displayed in this window. Shared Channels are identified by the icon ' ' . On the upper right, click the + Create Shared Channel or + Create Channel button depending on the type of channel you want to create. Then 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.

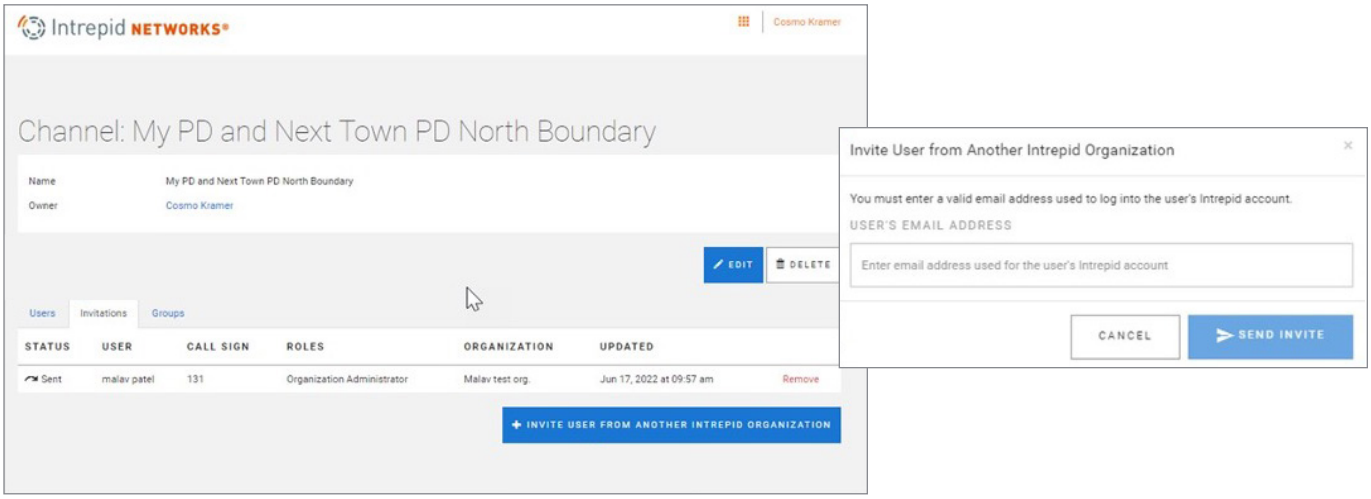
ADMIN USER GUIDE: CHANNELS CONT.

Adding Users or Groups to a Shared Channel

Users or Groups from your organization can be added the same way they are added for an Organization's Channel. However, when a user from another organization is to be added to a Shared Channel they are 'Invited' to the shared channel via email. The Invitations 'Tab' is used to display the status of all invitations to members from other organizations.

Clicking on the + INVITE USER FROM ANOTHER INTREPID ORGANIZATION will bring up a dialog box in which the email address of the user to be invited from another organization will be entered.

Note: The user's email address must be previously 'validated' by the Intrepid Response application in order for the 'Send Invite' button to appear. The invited user must also have a subscription to Locate or Activate for the button to appear.



Once the invitation is sent, the invited user's status will be present in the Invitations Tab (Click the F5 refresh button to receive the most current status of an invitation). When the user 'Accepts' the invitation through their email they will become a member of the Shared Channel. If their role is Supervisor or Administrator, they will be able to invite other users to the Shared Channel. They can also add users and groups in their organization directly to the Shared Channel, without having to send an email invitation.

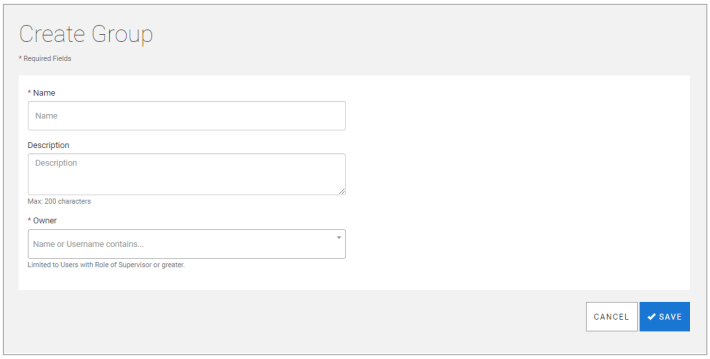
Removing Users or Groups from a Channel

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	
☐	Blaine Rogers		ROGERS	Operator	SWAT TEAM 1 Crisis Negotiating Team 1	Remove
☐	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 simply 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.



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.

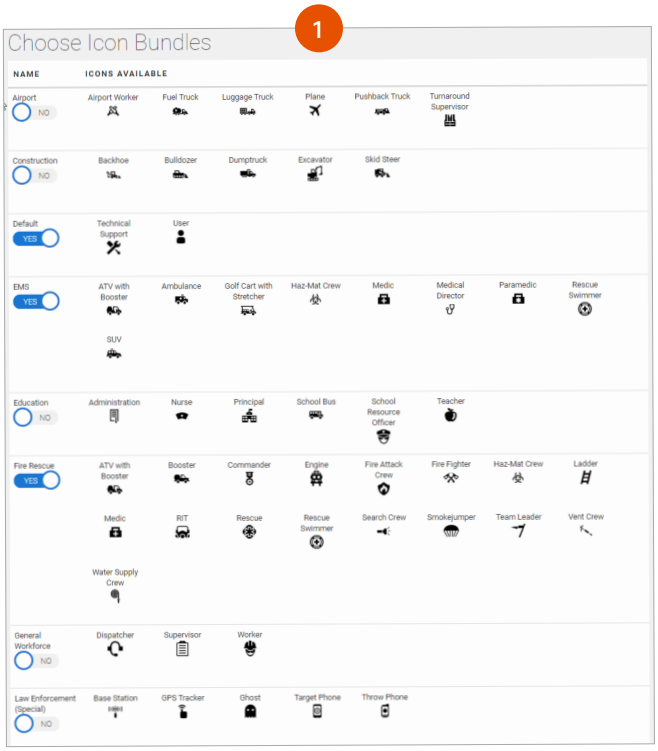
2. Subscriptions: The Subscription window displays the Intrepid module subscriptions that are currently available to your organization. View important details about your module subscriptions including:

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

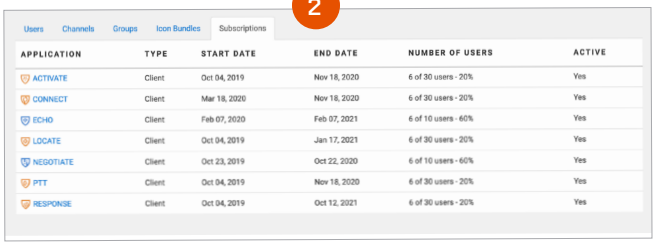
3. Adding Subscriptions to a User: Select any module subscription to add a license to a user from your available license pool. Once selected, the module Subscription menu will be displayed. For individual user additions, click Add User underneath the subscription information displayed. To add all users 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.

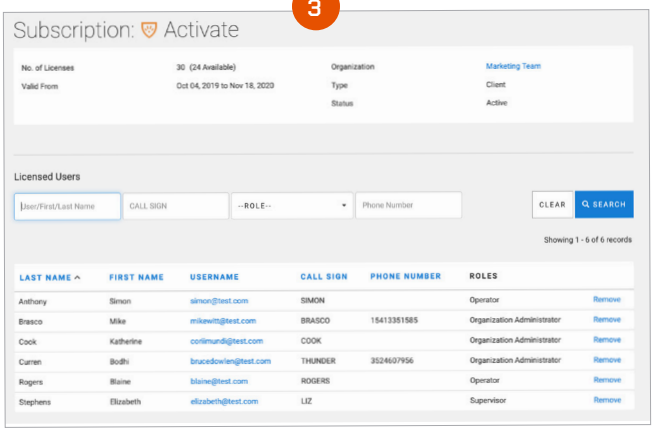
1



2



3



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.