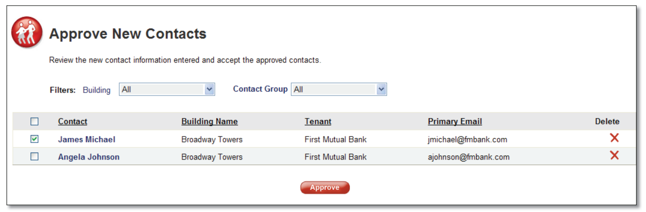
G Approve Contacts:

Once contacts have self-registered, approval is required before they are added to the contact list.

1. Click **Approve New Contacts** under *Contact Lists*.
2. Select the checkbox next to the contacts to approve, then click **Approve**.



3. Select the contacts you wish to send an access account. *(This will send a password to the contact and introduce them to GuideSafe™).*
4. Click **Next>**. *On the Contact Access Account screen, there will be a list of contacts who were sent an access account.*

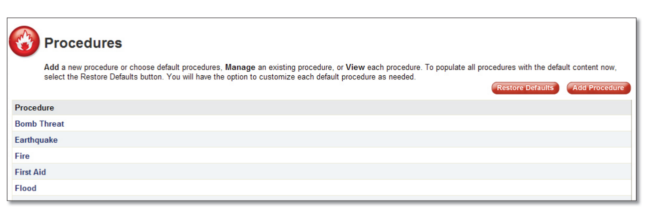
All approved contacts will appear in the main Manage Contact screen where you may view, edit or delete the record.

H Manage Safety Procedures:

You may choose to populate all procedures with the default content or customize each default procedure as needed.

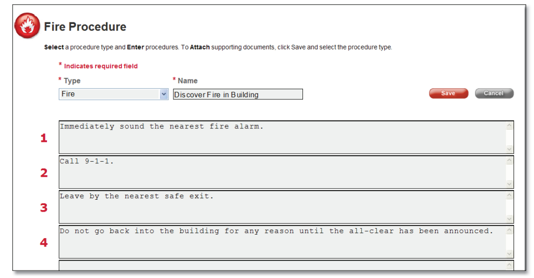
Add Default Safety Procedures:

1. Click **Manage Safety Procedures** under *Building Administration.*
2. Select "**Procedures. Add a new procedure, manage an existing procedure or view a procedure**." Then select the building.
3. Select "**Restore Defaults**". When the pop up box appears, select "OK". *Each procedure will be populated with the default content.*



Add Custom Safety Procedures:

1. Click **Manage Safety Procedures** under *Building Administration.*
2. Select "**Procedures. Add a new procedure, manage an existing procedure or view a procedure**." Then select the building.
3. Click **Add Procedures**, then select the type of procedure to add.

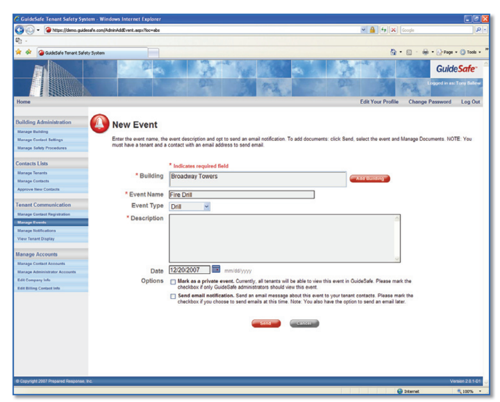


4. Select "**User-defined**" from the Name field; enter the procedure type name (optional), e.g. A fire procedure may have different types: "*Discover a Fire in Building*" and "*Fire Alarm Ringing*".
5. Enter the steps for the procedure.
6. Click **Save**. *The record will be saved on the main Procedures screen where you may view, edit or delete the record.*

I Add an Event:

You may select any or all buildings to send an event notification.

1. Click **Manage Events** under *Tenant Communication.* > **Add Event**.
2. Click on **Add Building**. > Select the checkbox next to the buildings for which the event is relevant. > Click **Continue**.

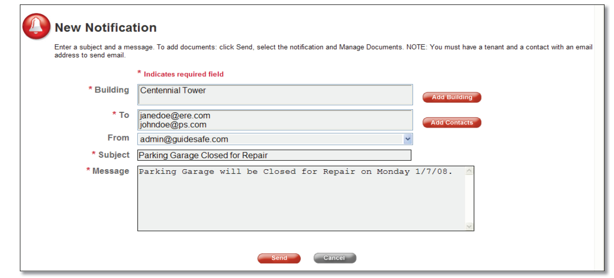


3. Enter the event name and description plus any optional information.
4. Select the first checkbox under *Options* if the event should be displayed only to GuideSafe™ administrators.
5. Select the second checkbox under *Options* to send a notification email *(To: and From: fields will appear).* Click on **Add Contact**. **>** Select recipients. > Click **Continue.**
6. Click **Send**. *The new event will display in the main Events screen where you may view, edit or delete the record.*

J Send a Notification:

You may select any or all buildings to send a notification.

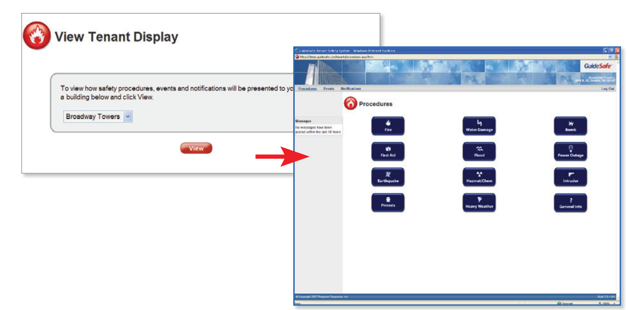
1. Click **Manage Notifications** under *Tenant Communication.* > **Add Message.**
2. Click on **Add Building**. > Select the checkbox next to the buildings for which the notification is relevant. > Click **Continue**.
3. Click on **Add Contacts**. > Select the checkbox next to the recipients for whom the event is relevant. > Click **Continue**.
4. Click **Send**. *The new notification will display in the main Notifications screen where you may view, edit or delete the record.*



K View Tenant Display:

After entering the Procedures, you may view how the safety procedures, events and notifications will be presented to your tenants.

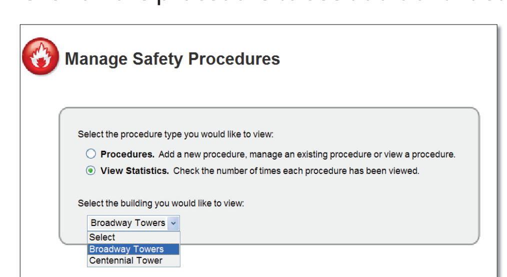
1. Click **View Tenant Display** under *Tenant Communication.* > Select the building.
2. Click **View**. *Another browser window will open and display the tenant view.*



L View Procedure Viewing Statistics:

After setting up contact accounts and sending an email introducing contacts to GuideSafe™, you may check the number of times each procedure has been viewed and when.

1. Click **Manage Safety Procedures** under *Building Administration.* > Click on "**View Statistics. Check the number of times each procedure has been viewed"**. > Select the building.
2. Click on the procedure to see additional details.



GuideSafe™

Enhancing Your Power to Respond

GuideSafe™ Quick Start Guide

The GuideSafe™ Quick Start Guide will help you quickly be up and running in less than an hour:

- Add Buildings, Tenants, Contacts and Contact Groups.
- Send Request for Contact Information.
- Customize Safety Procedures.
- Send an Event or Building Notification.

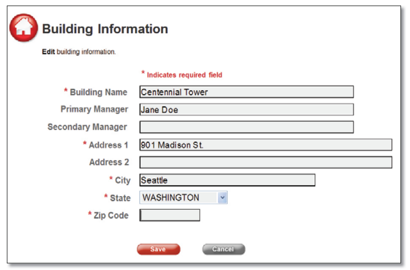
Prepared Response®

www.guidesafe.com
www.preparedresponse.com

Customer Service
866.534.2634
service@guidesafe.com

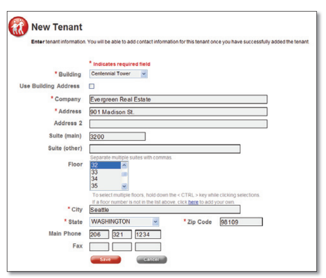
A Add Buildings:

1. Click **Manage Building** under *Building Administration*, > **Add Building**.
2. Enter building name and address.
3. Click **Save**. *The record will be saved on the main Building screen where you may view, edit or delete the record.*



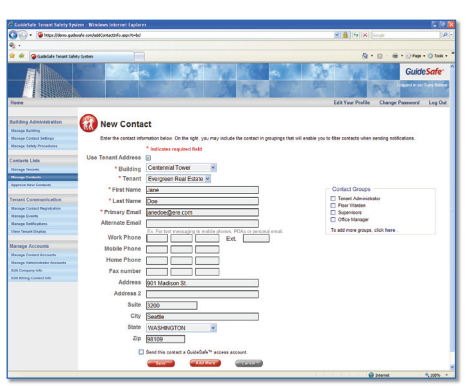
B Add Tenants:

1. Click **Manage Tenants** under *Contact Lists* > **Add Tenant**.
2. Select the building name under the Building dropdown. Enter the company name and address plus any optional information.
3. Click **Save**. *The record will be saved on the main Tenants screen where you may view, edit or delete the record.*



C Add Contacts:

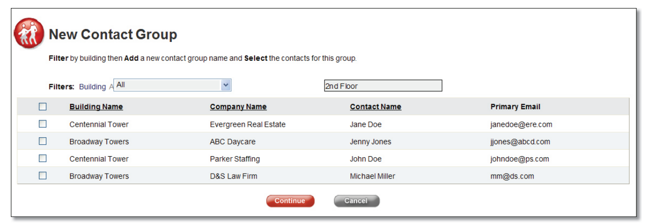
1. Click **Manage Contacts** under *Contact Lists* > **Add Contact**.
2. Select building name then select tenant name.
3. Enter contact name, email and any optional information.
4. Select the contact groups.
5. Select "**Send this contact a GuideSafe™ access account**" to automatically send the contact a unique username and password and introduction about GuideSafe™.
6. Click **Save**. *The record will be saved in the main Contacts screen where you may view, edit or delete the record.*



D Add Contact Groups:

You may choose to add contact groups to filter contacts when sending notifications.

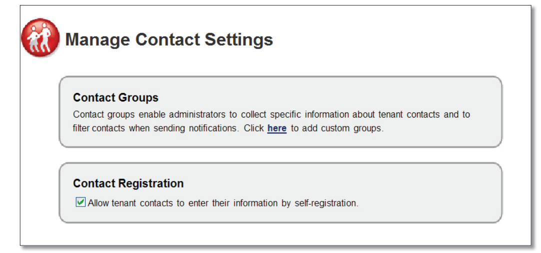
1. Click **Manage Contact Settings** under *Building Administration.*
2. Click "**here**" under *Contact Groups* > **Add Group**.
3. Filter the contacts by building name *(optional).*
4. Enter a new contact group name.
5. Select the contacts for the group created.
6. Click **Continue**. *The group will be saved on the main Contact Groups screen where you may view, edit or delete the record.*



E Manage Contact Self-Registration:

To turn on contact self-registration:

1. Click **Manage Contact Settings** under *Build Administration.*
2. Select the checkbox under "**Contact Registration**".



To turn off contact self-registration:

1. Click **Manage Contact Settings** under *Build Administration.*
2. De-select the checkbox under "**Contact Registration**" and skip Step F and G.

NAVIGATION OVERVIEW

Building Administration
- Manage Building
- Manage Contact Settings
- Manage Safety Procedures

Manage Building: To add a new building, view, edit or delete your company or billing contact information.

Manage Contact Settings: To add, view and edit contact groups. Or to turn contact self-registration on or off.

Manage Safety Procedures: To set default procedures or add a custom procedure. Or to find out the number of times a procedure has been viewed.

Contact Lists
- Manage Tenants
- Manage Contacts
- Approve New Contacts

Manage Tenants: To add a new tenant or view a list of all entered tenant information.

Manage Contacts: To add a new contact or view a list of all entered contact information.

Approve New Contacts: To review new contact information entered and approve contacts.

Tenant Communication
- Manage Contact Registration
- Manage Events
- Manage Notifications
- View Tenant Display

Manage Contact Registration: To send an email to contacts requesting their contact information or request contact information from others in their company.

Manage Events: To add a new training, drill or general event; and manage existing events.

Manage Notifications: To add a message and notify your tenant about an event or manage an existing message.

View Tenant Display: To view how safety procedures, events and notifications will be presented to your tenants.

Manage Accounts
- Manage Contact Accounts
- Manage Administrator Accounts
- Edit Company Info
- Edit Billing Contact Info

Manage Contact Accounts: To send a GuideSafe™ access account to selected contacts.

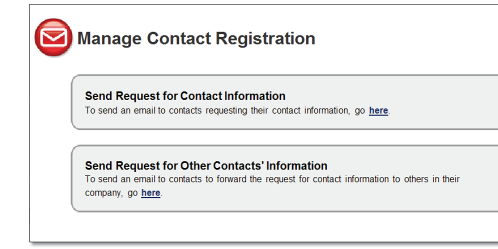
Manage Administrator Accounts: To search for administrators by name or company, add new administrator users, manage existing users, or assign buildings to manage.

Edit Company Info: To edit company name, address and phone number.

Edit Billing Contact Info: To edit billing contact name and contact information.

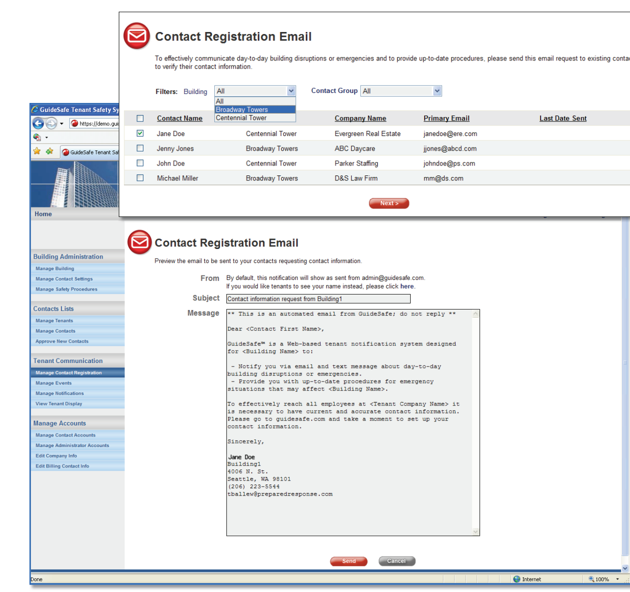
F Send a Request for Contact Information:

If the contact self-registration is turned on, then you may send email to request their contact and the contact information of others in their company.



Send Request for Contact Information:
If the contact is your primary contact or designated as the tenant administrator.

1. Click **Manage Contact Registration** under *Tenant Communication*, then click "**here**" under "*Send Request for Contact Information*".
2. Select the building name and contact group (optional).
3. Select the contacts to whom you wish to send an email. Click **Next>**.
4. View the email, and if you wish to have tenants see your name on the email, click "**here**" in the *From* field.
5. Click **Send**.



Send Request to Other Contacts' Information:
If the contacts are not known *you may choose to send an email to the primary contact to forward a request for contact information to others in their company.*

1. Click **Manage Contact Registration** under *Tenant Communication*, then click "**here**" under "*Send Request for Other Contacts' Information*".
2. Select the building name and contact group (optional).
3. Select the contacts to whom you wish to send an email. Click **Next>**.
4. View the email, and if you wish to have tenants see your name on the email, click "**here**" in the *From* field.
5. Click **Send**.