

RESPONSE FOR FIRSTNET<sup>®</sup>

# USER GUIDE WEB



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Intrepid  
**NETWORKS<sup>®</sup>**

## RESPONSE FOR FIRSTNET



### Intrepid Web Portal

Portal at a Glance..... 04

### Activate

Activate User Guide ..... 05

### Locate

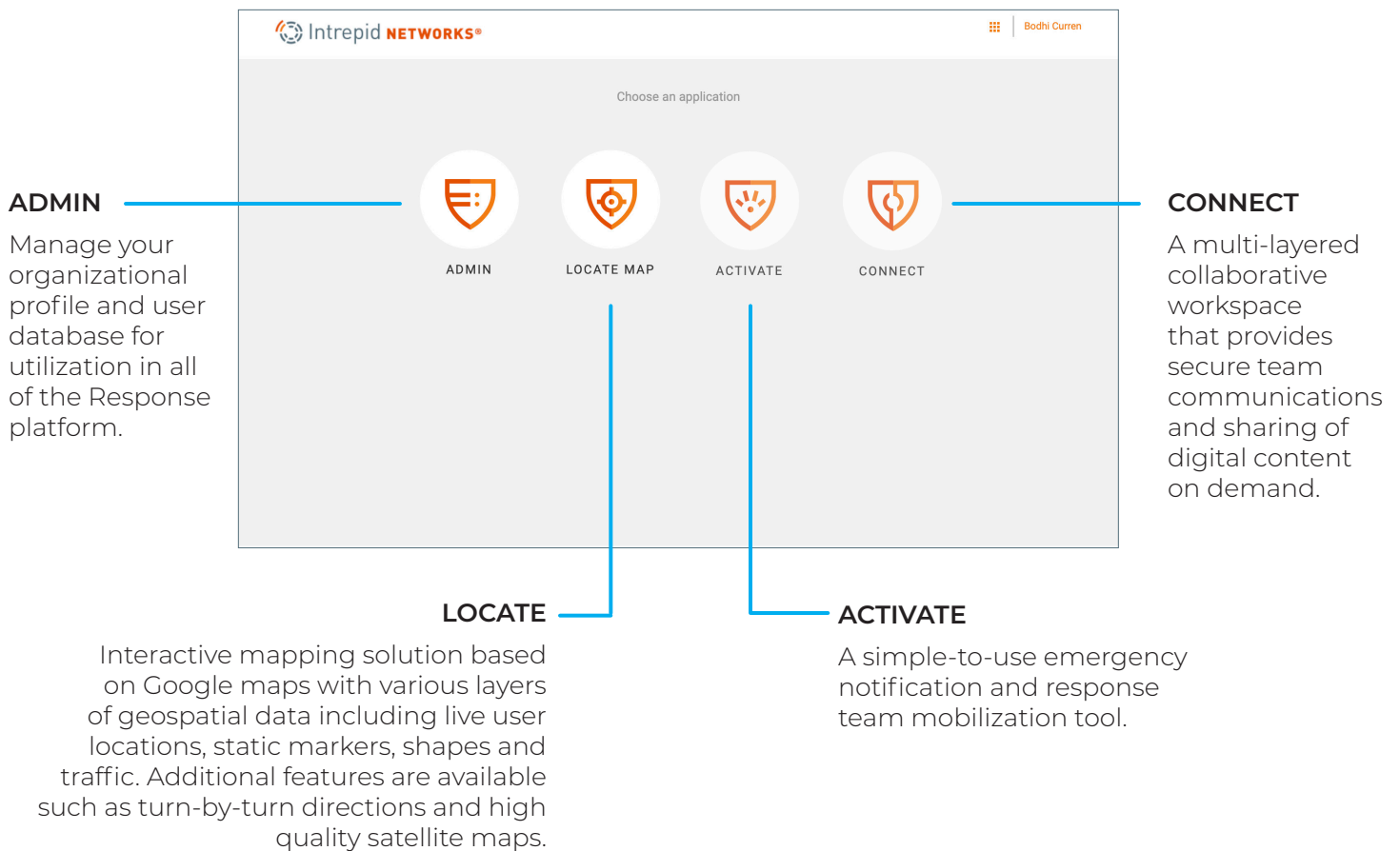
Locate User Guide..... 09

### Connect

Connect User Guide..... 23

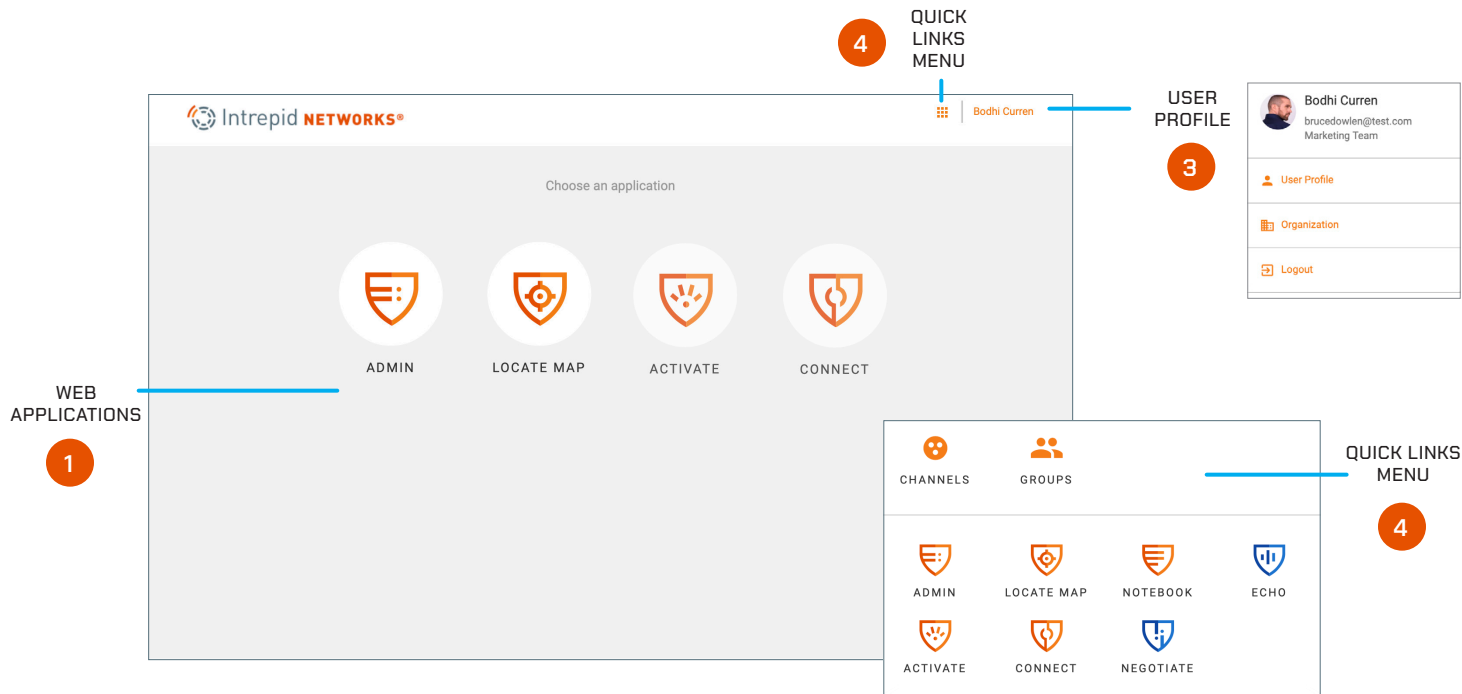
# COMMUNICATE, COLLABORATE, COORDINATE

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



The Locate, Connect and Activate modules can be purchased in any combination or independently in accordance with your operational needs and budget. Intrepid Report, an automated ICS Forms solution, is also available, along with a separate User Guide.

# 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.

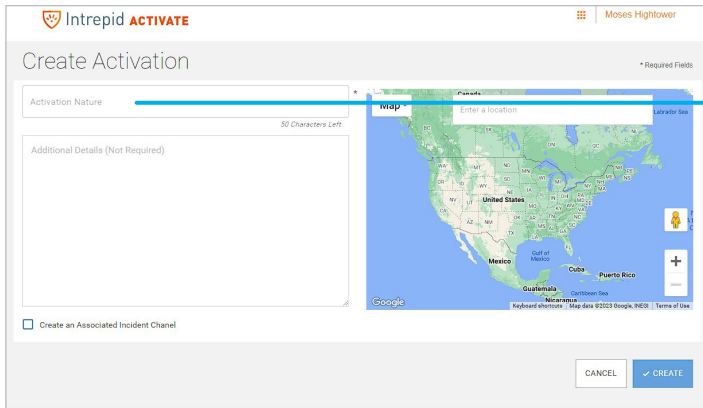
2. Choose from the list of applications to open.

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.

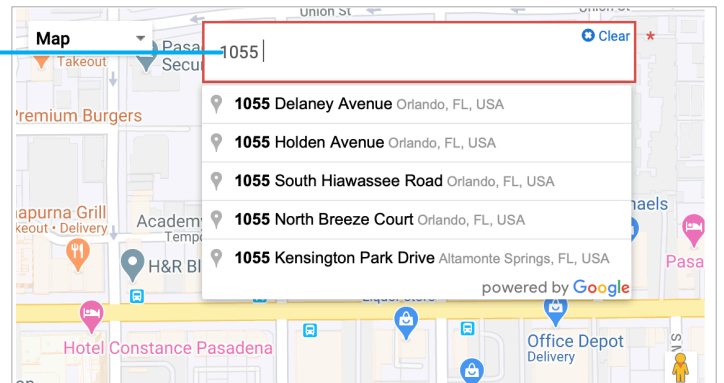
# WEB ACTIVATE USER GUIDE

# INTREPID ACTIVATE: CREATE ACTIVATION



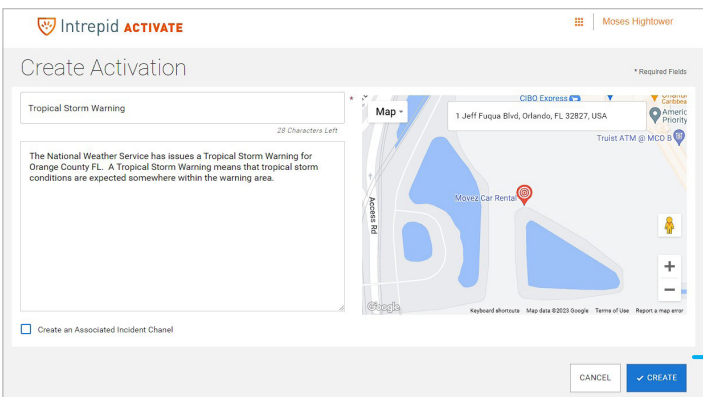
**1. ACTIVATION NATURE:** The Dispatcher must enter the Activation Nature to begin the Activation (this field is required). There is a 50 Character Limit

**2. ACTIVATION LOCATION:** Enter the address of the incident location in the Activation Location search bar. Once the Address field populates, click on the address you are typing to center the map on the Activation Location. Optionally, once the map is centered on the address chosen, you may click and drag the map icon to a more precise location.

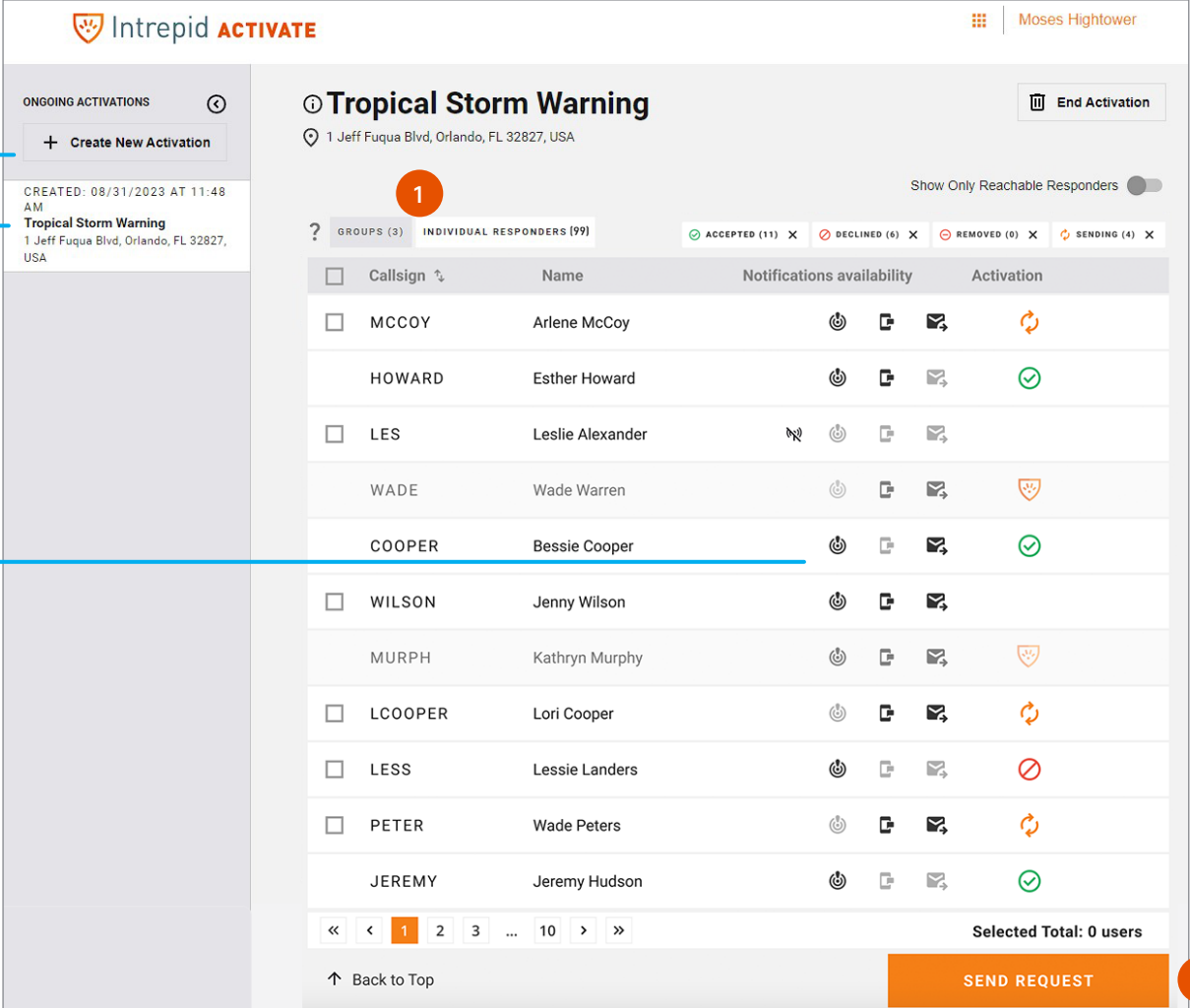


**3. CREATE:** Click CREATE when done to create the Activation container. (Note: This will not select personnel to respond or send out alerts. That is completed in the following step.)

*\* Optionally, you may check 'Create an Associated Incident Channel' if you desire to have a channel specifically devoted to the incident. Any users activated will be moved into that channel by default and the channel (and any data contained within) will be deleted when the Activation ends.*



# INTREPID ACTIVATE: SEND NOTIFICATIONS



**CREATE ACTIVATION**

**ONGOING ACTIVATIONS**

**ALARM, SMS AND EMAIL ICONS INDICATE THAT THE USER HAS A VERIFIED PHONE NUMBER AND/OR EMAIL ADDRESS ENTERED IN THEIR PROFILE**

**1**

**2**

Callsign	Name	Notifications availability	Activation
MCCOY	Arlene McCoy		
HOWARD	Esther Howard		
LES	Leslie Alexander		
WADE	Wade Warren		
COOPER	Bessie Cooper		
WILSON	Jenny Wilson		
MURPH	Kathryn Murphy		
LCOOPER	Lori Cooper		
LESS	Lessie Landers		
PETER	Wade Peters		
JEREMY	Jeremy Hudson		

1. To activate a Group of responders, select the GROUP Tab. To activate Individual Responders, select the INDIVIDUAL RESPONDERS Tab. Click the checkbox next to the available Group or Individual Responder you wish to activate.
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** Moses Hightower

**ONGOING ACTIVATIONS** ↻

[+ Create New Activation](#)

CREATED: 08/31/2023 AT 11:48 AM  
**Tropical Storm Warning**  
 1 Jeff Fuqua Blvd, Orlando, FL 32827, USA

**1 Tropical Storm Warning** 🗑️ End Activation

📍 1 Jeff Fuqua Blvd, Orlando, FL 32827, USA

2 Show Only Reachable Responders

? **GROUPS (3)** **INDIVIDUAL RESPONDERS (99)** ✅ ACCEPTED (11) ✖️ DECLINED (6) ✖️ REMOVED (0) ✖️ 🔄 SENDING (4) ✖️

<input type="checkbox"/>	Callsign ↕	Name	Notifications availability	Activation
<input type="checkbox"/>	MCCOY	Arlene McCoy	🔊 📄 📧	🔄
	HOWARD	Esther Howard	🔊 📄 📧	✅
<input type="checkbox"/>	LES	Leslie Alexander	🔊 📄 📧	🔄
	WADE	Wade Warren	🔊 📄 📧	🛡️
	COOPER	Bessie Cooper	🔊 📄 📧	✅
<input type="checkbox"/>	WILSON	Jenny Wilson	🔊 📄 📧	🔄
	MURPH	Kathryn Murphy	🔊 📄 📧	🛡️
<input type="checkbox"/>	LCOOPER	Lori Cooper	🔊 📄 📧	🔄
<input type="checkbox"/>	LESS	Lessie Landers	🔊 📄 📧	❌
<input type="checkbox"/>	PETER	Wade Peters	🔊 📄 📧	🔄
	JEREMY	Jeremy Hudson	🔊 📄 📧	✅

« < 1 2 3 ... 10 > » Selected Total: 0 users

↑ Back to Top SEND REQUEST

3 END ACTIVATION

1 INDIVIDUAL ACTIVATION REQUEST STATUS WINDOW

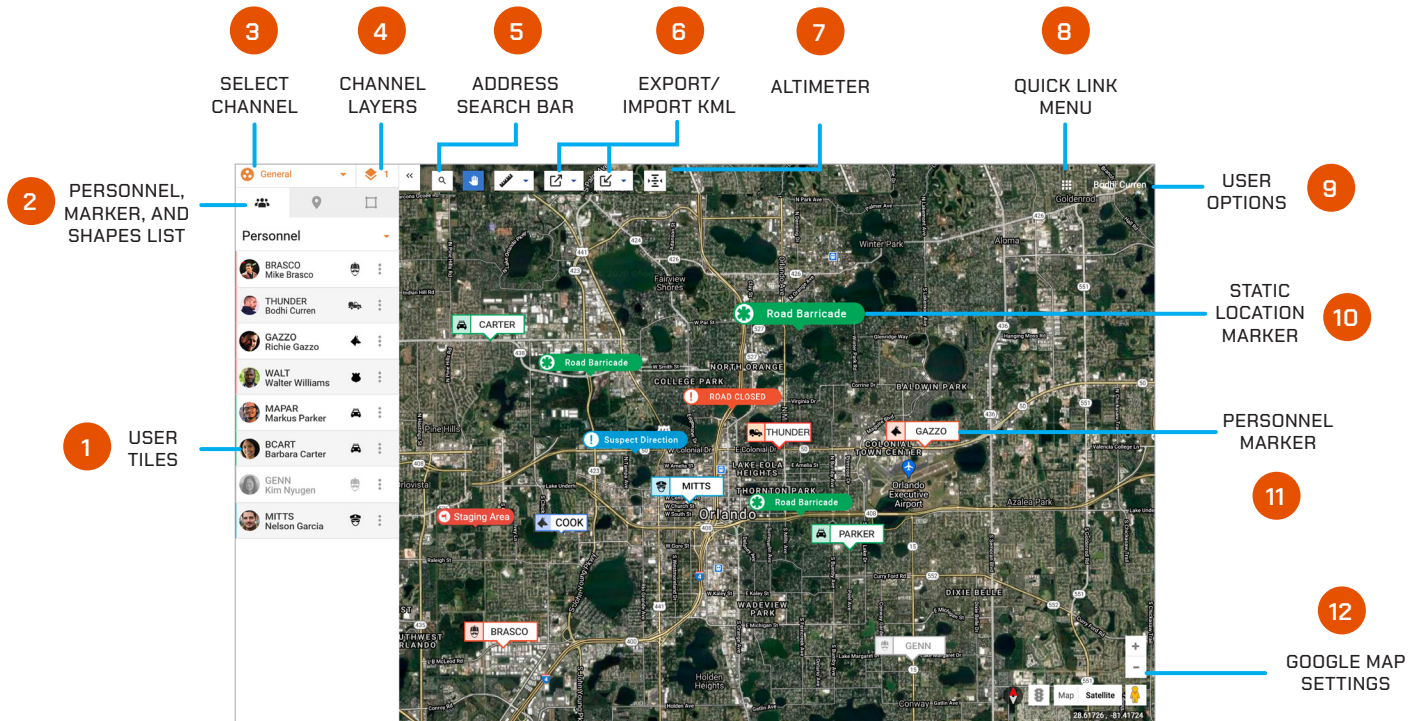
2

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:** To view the status of Groups of users that have been Activated, click on the Groups Tab.
- 3 The dispatcher can end the activation by selecting the End Activation 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

# 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, Marker, and Shapes list by selecting the appropriate tab. Add New Markers and Shapes from this 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. Export/Import KML:** Create KML files of markers and personnel breadcrumbs that can be used for after action reporting and be easily imported into future operations

**7. Altimeter:** Access user Height Above Terrain/HAT values.

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

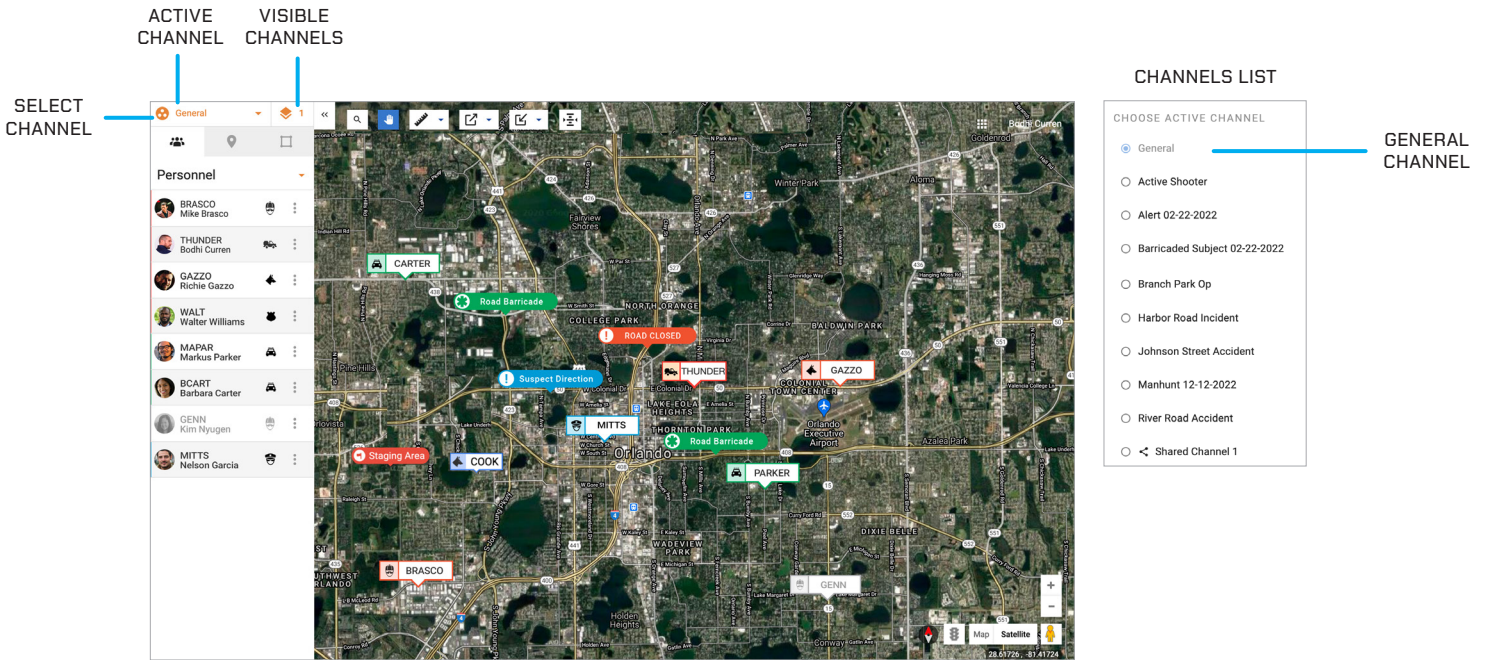
**9. User Options:** Access user profile and logout.

**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.

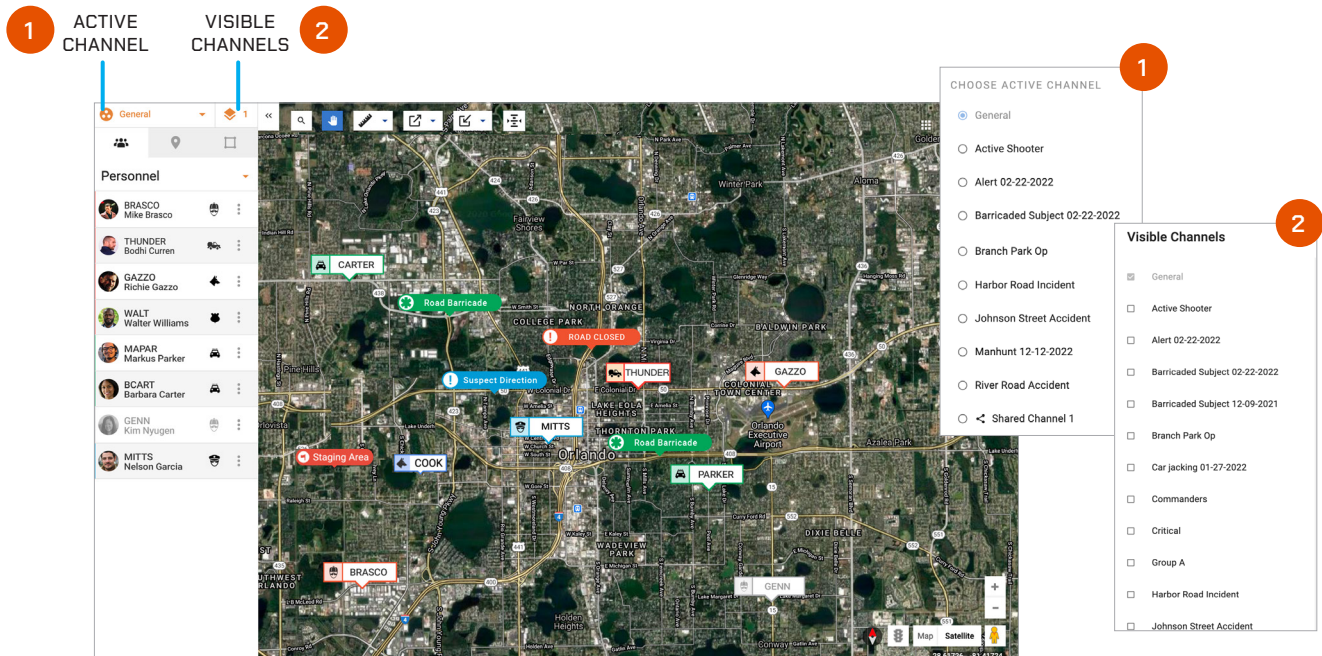
**Mutual Aid Channels** which allow your organization to share intelligence with other external organizations for mutual aid and intelligence gathering. Channels can be created by organization administrators and supervisors.

A Mutual Aid Channel owned by another organization will initially invite member(s) of your organization through an email. Mutual Aid 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

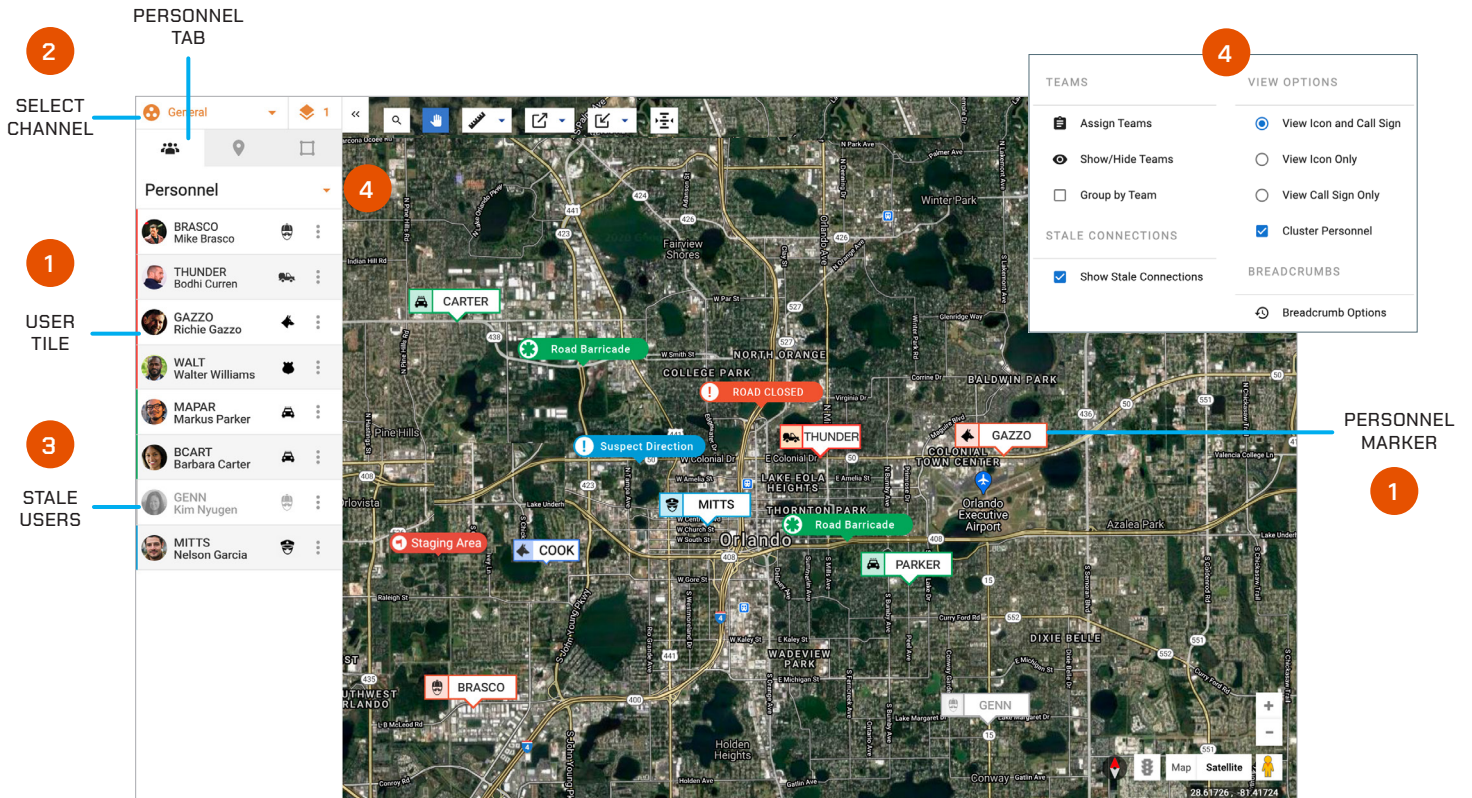
1. To change your active channel, tap the Select Channel icon at the top left of the screen. A pop-up will display a list of available channels to choose from. The General channel includes everyone in your organization and is your default channel upon first time login.

**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 overlaid on your map. Your active channel is always visible on the map as shown on the Visible Channels selection display. However, selecting many visible channels for display can cause your map display to be cluttered and unreadable.

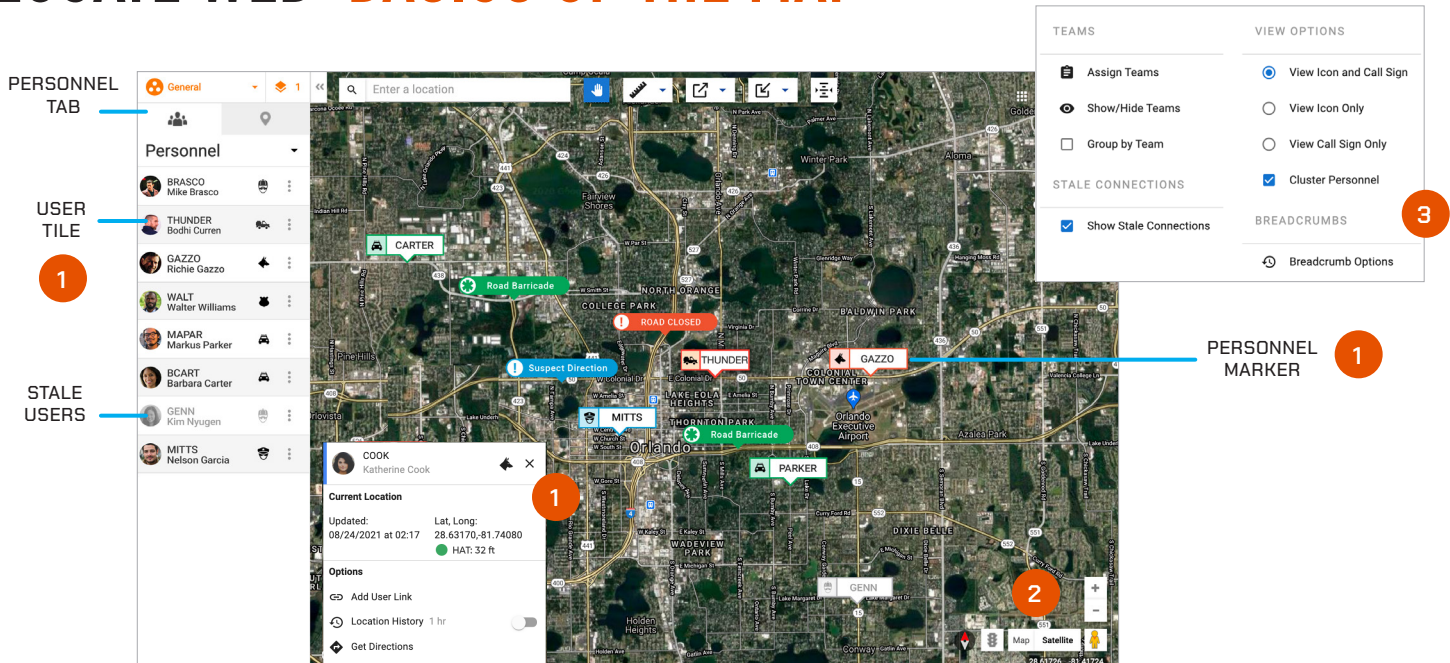
**NOTE:** Before removing or deleting a specific User from the Intrepid Response Platform, please note that doing so will cause all Markers, Shapes, Messages, and Files created by that User to also be removed from the Locate Map, Connect and Notebook Log, and Channels that the User was a part of. Instead of removing a User completely, we recommend toggling that User's profile status to "Inactive" within the Admin Web portal. Doing so will allow those Markers, Shapes, Messages, and Files to remain within the Platform, while not adding to the total subscription count of a organization.

# 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. 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

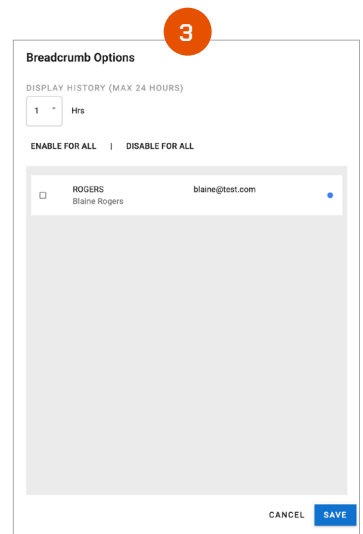


**1. Personnel Marker:** This icon indicates the live or static location of a user. Click to expand the marker for full name, time and date of last activity in channel, latitude and longitude, and HAT(Height above Terrain) Value when available. Click the Personnel tab near the top-left of the screen 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.

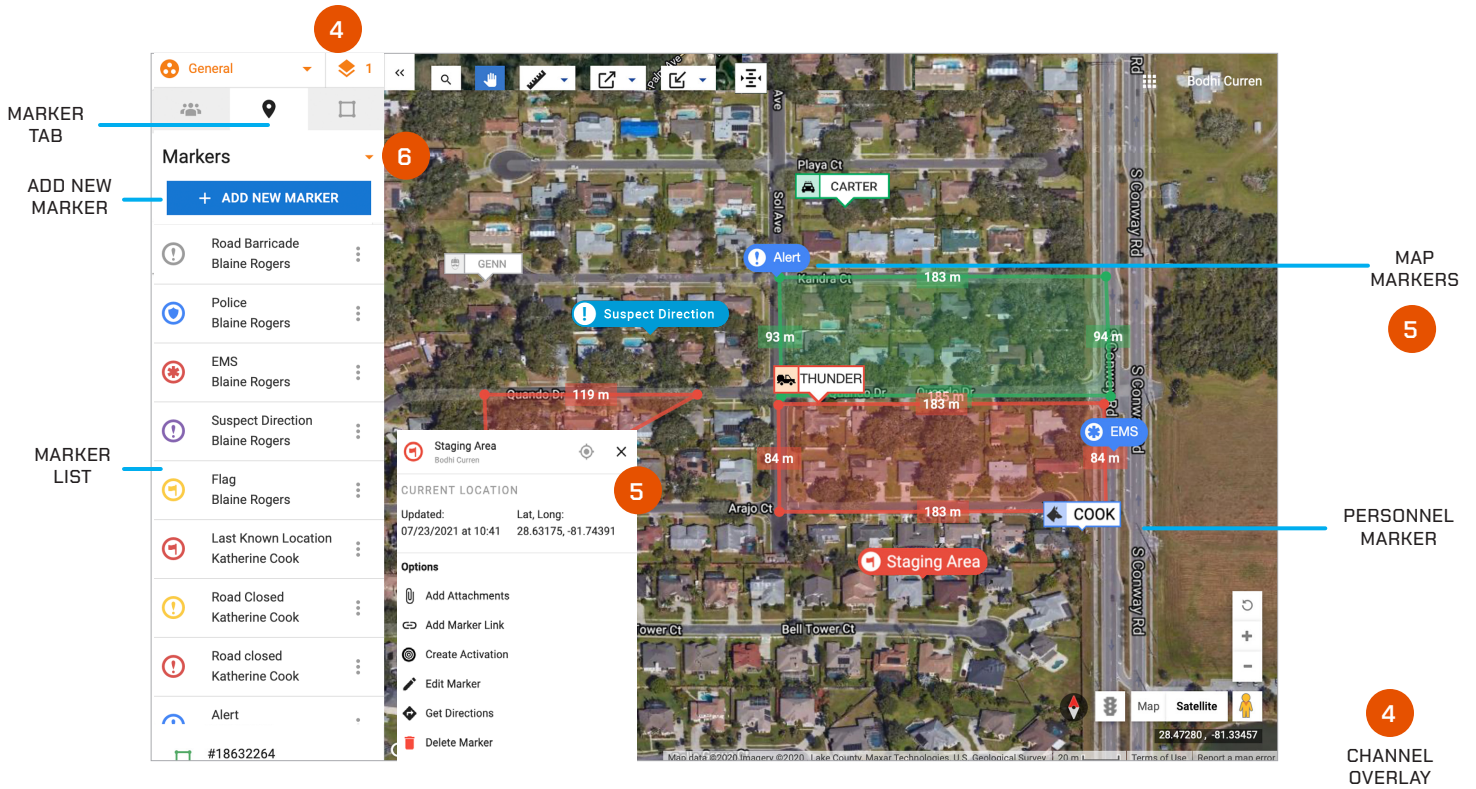
**2.** Choose the appropriate Google Maps settings on the bottom-right of the Locate browser window for map type, traffic and zoom level. Google street view is also available.

**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 options and information such as: name, date and time created, latitude and longitude, add attachments, add link/URL, create activation, turn-by-turn directions to that marker or access Edit or Delete options.

**NOTE:** Only Admins, Supervisors, and the Users who created the Marker can delete the marker.

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

**Visible Channels**

- General
- Active Shooter
- Alert 02-22-2022
- Barricaded Subject 02-22-2022
- Barricaded Subject 12-09-2021
- Branch Park Op
- Car jacking 01-27-2022
- Commanders
- Critical
- Group A
- Harbor Road Incident
- Johnson Street Accident

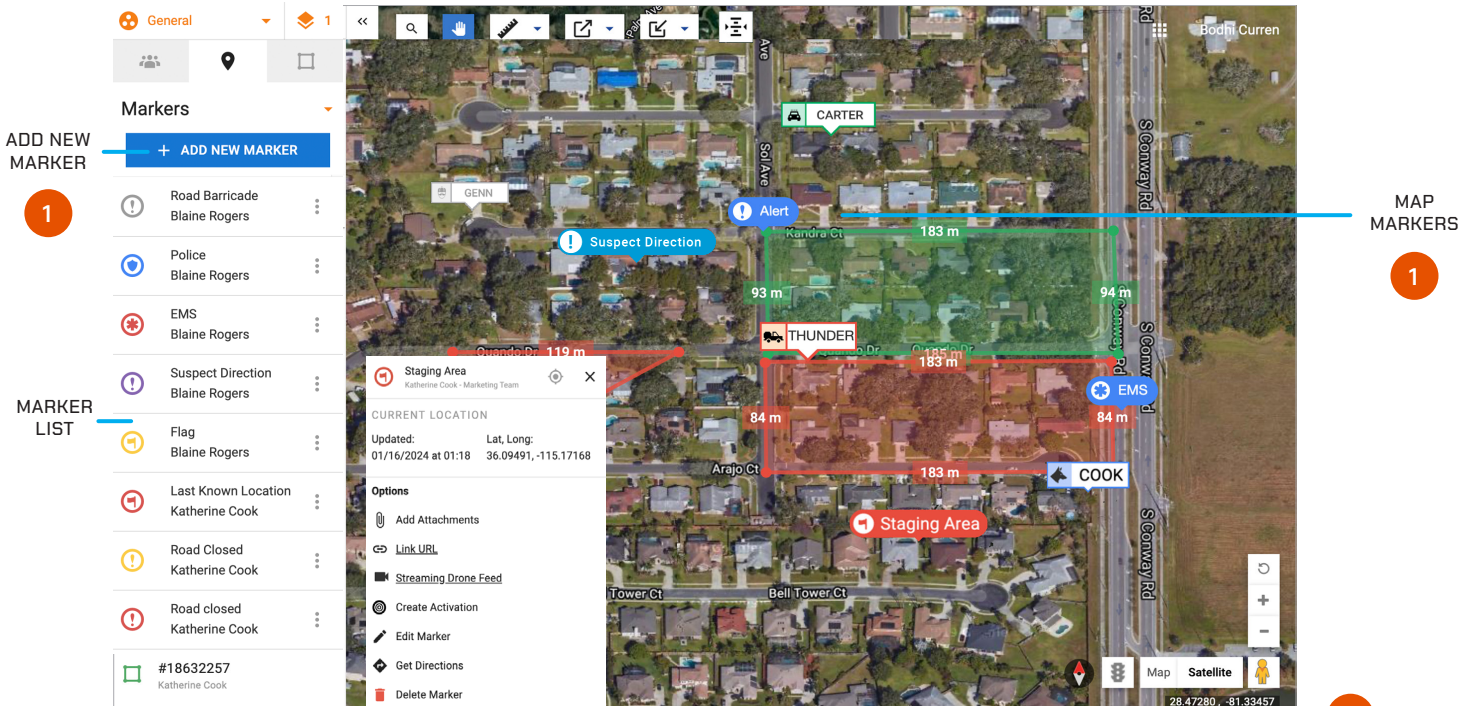
**VIEW OPTIONS**

- View Icon and Name
- View Icon Only
- View Name Only
- Hide Markers
- Cluster Markers

**EDIT MARKERS**

- Move Markers
- Delete All Markers

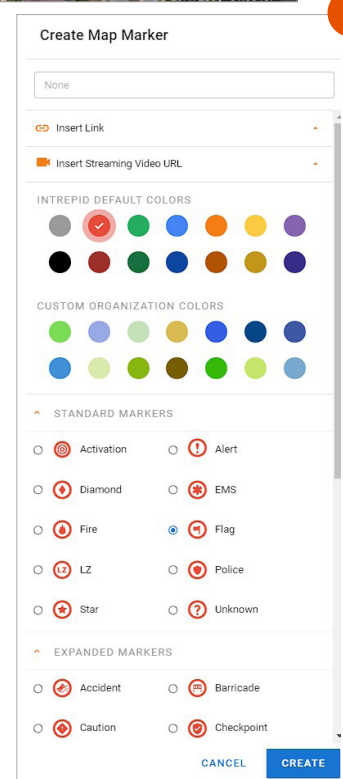
# LOCATE WEB: CREATE MAP MARKERS



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.

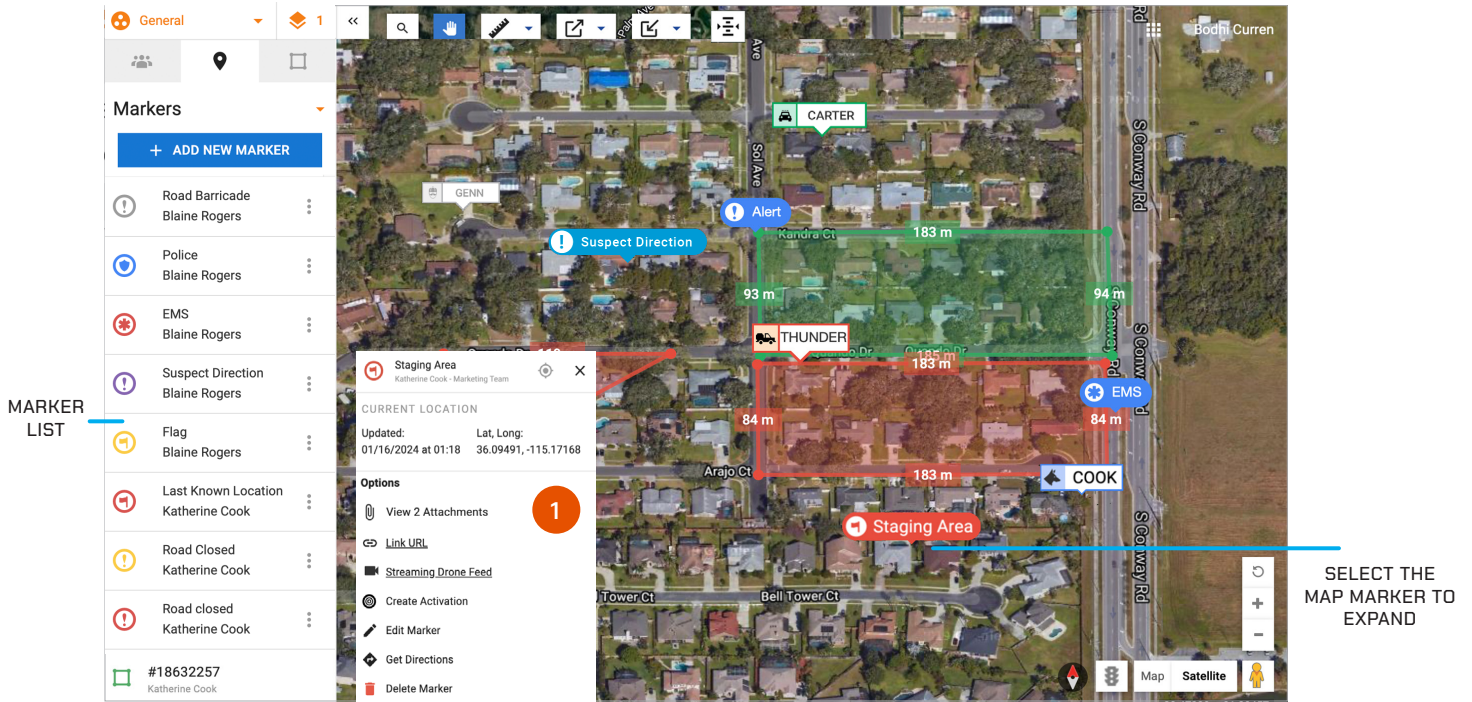
Click the location on the map you would like to place the marker. A pop-out menu for marker options will open. Enter marker name (optional), insert a URL web link (optional), insert a URL Video Streaming Link (optional), input a HAT Value or use your current HAT Value, and choose a marker type icon and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

Your marker is now placed on the Locate map.



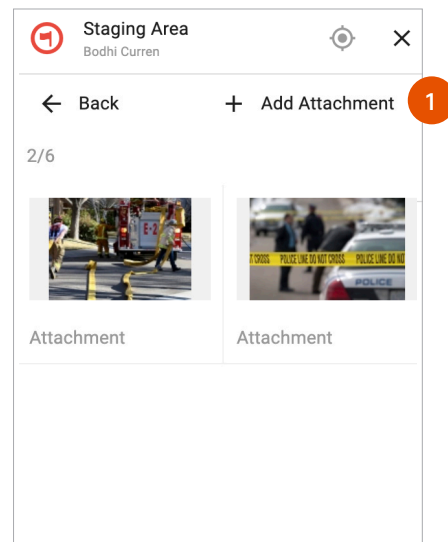


# LOCATE WEB: MAP MARKERS ATTACHMENTS

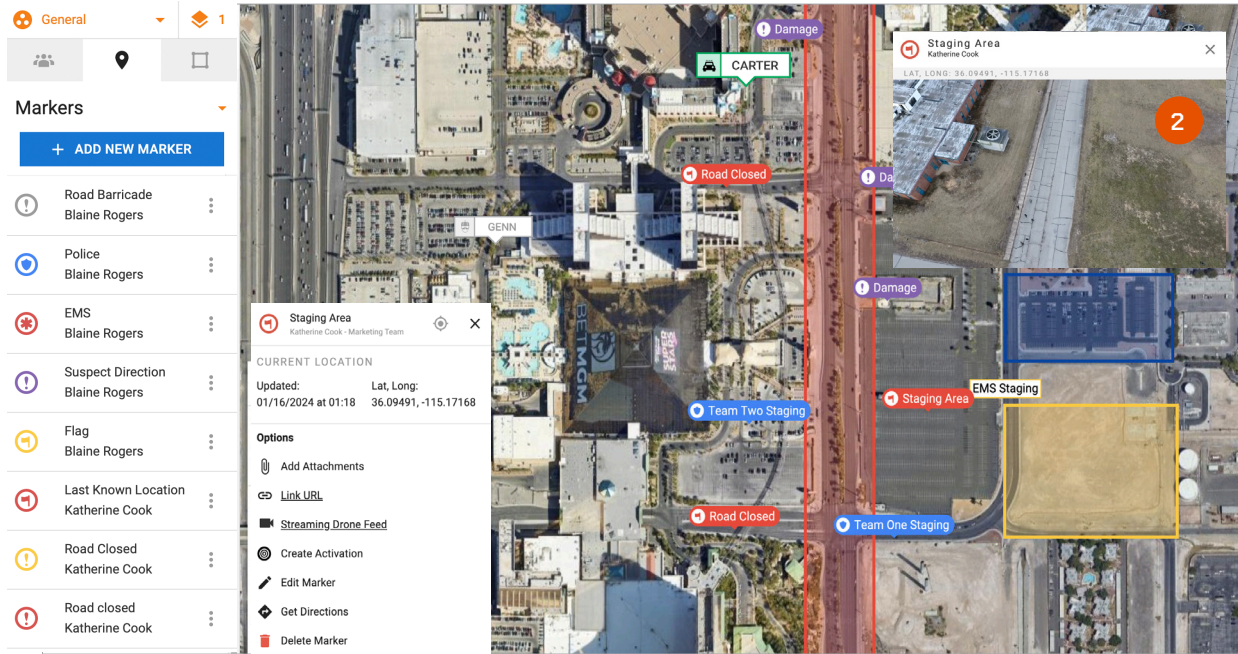


1. To add Marker Attachments, select the marker you wish to add an attachment to. In the expanded marker menu, select paperclip or attachments icon under options. This will open the files on your computer, where you can select the files you wish to attach and name the attachment.

Attach up to 6 files per marker in the form of a JPEG, PNG, or PDF and up to 5MBs in size.



# LOCATE WEB: **PICTURE IN PICTURE**

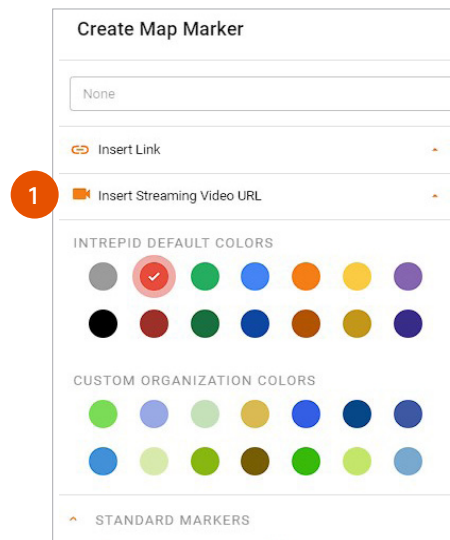


1. To add a streaming video link, select the user, map marker, or shape you wish to add the link and click "Insert Streaming Media Link".

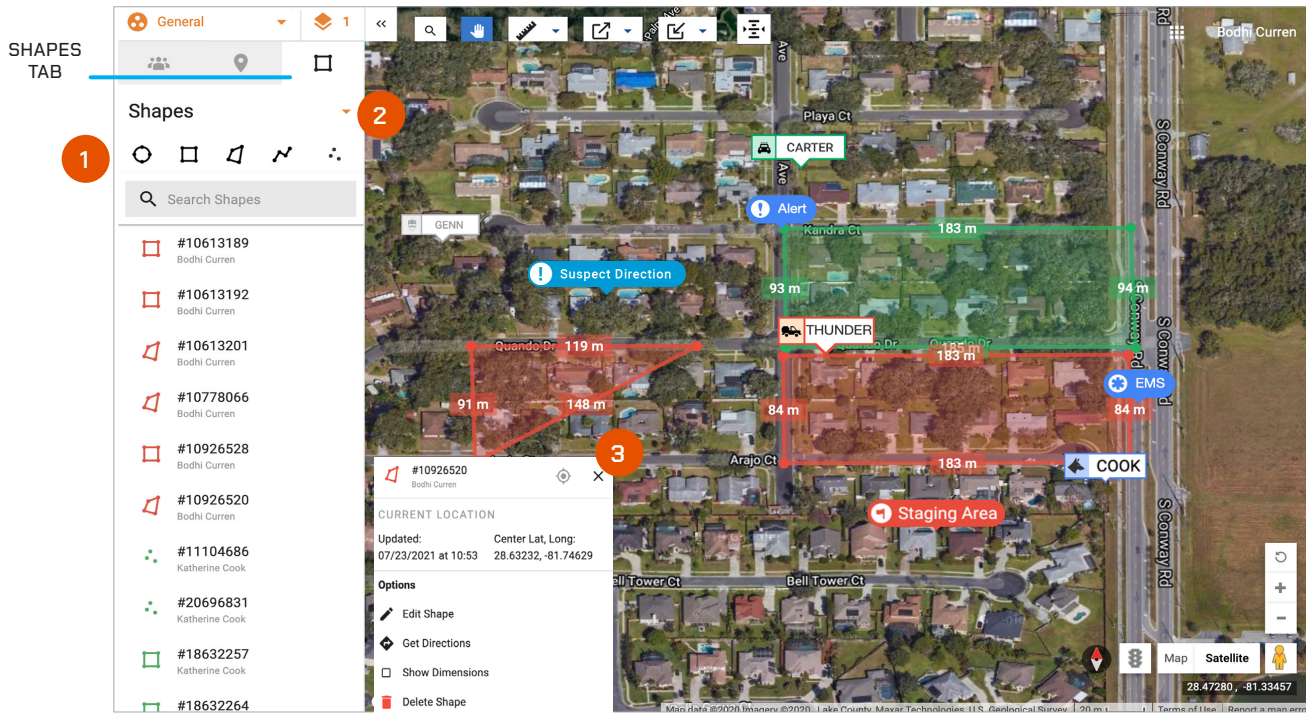
**NOTE:** The link must begin with 'HTTPS' and end with the '.mp4' file extension.

2. To launch the Picture in Picture feature, click the link in the expanded marker. To close the Picture in Picture feature, click on the 'X' in the upper right corner of the video player.

Mouse over the video player window to bring up the video player options. Here a user can pause or play the video, download it, change the playback speed, or enable a moveable Picture in Picture box that can be moved around the computer screen for easy monitoring.



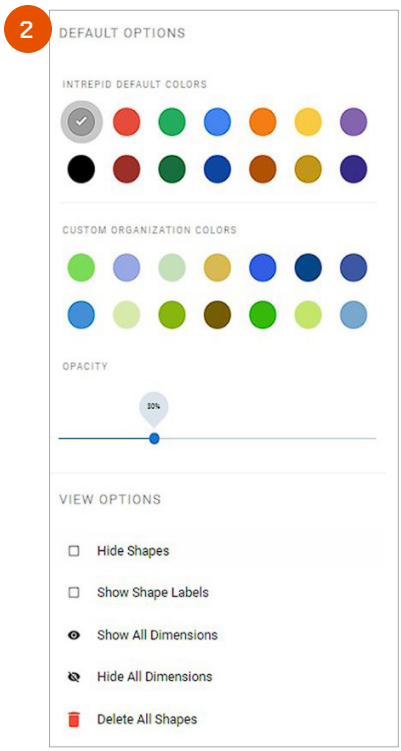
# LOCATE WEB: CREATE SHAPES



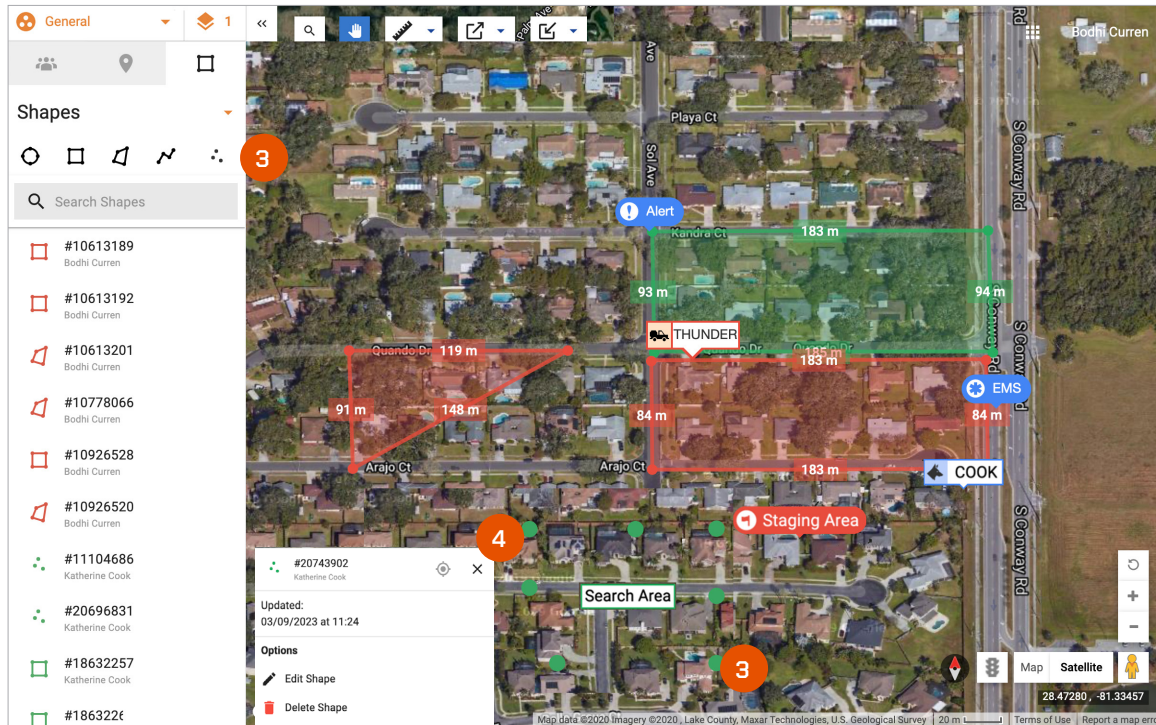
**1. Drawing Shapes:** Use the shape Tool Bar to define areas of interest on the map. Select the polygon type you wish to place and click a starting point on the map for your shape. Continue adding vertices until the polygon is completed. Once the shape is finished, measurements of each line segment will display around the perimeter.

**2. Shape Options:** 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).

**3. Expanded Shapes:** Click the Shape to open the expanded menu. Here you can see the name of the shape, who created the shape, and its current location. You can also edit the shape from this menu, get directions to the shape, show dimensions, or delete the shape if you are the user who created it or an admin.



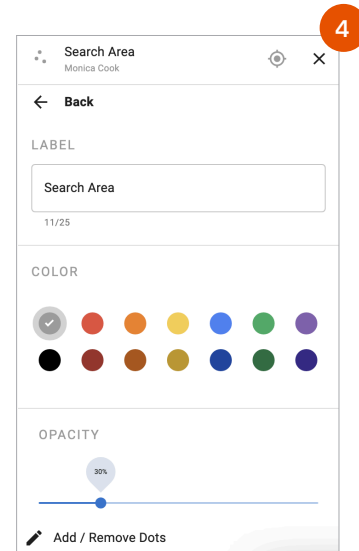
# LOCATE WEB: CREATE SHAPES CONTINUED



**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.

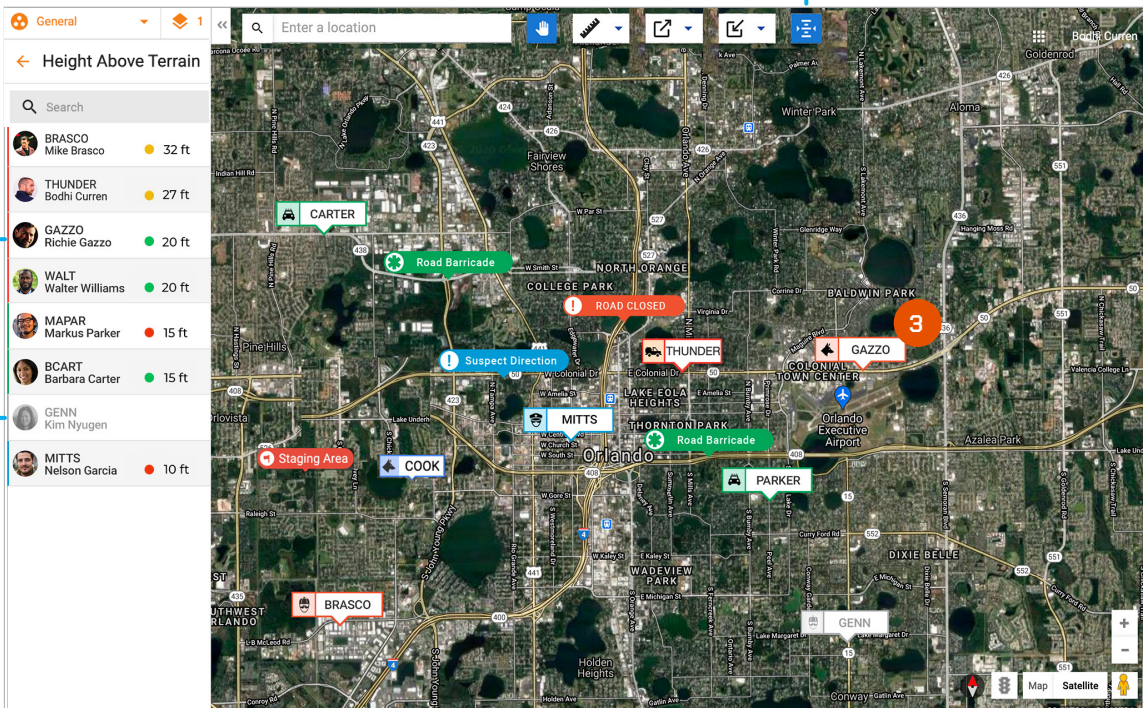
Dots are another way the Locate Map is customizable and easy to work with for your organization or operational needs.

**4. Expanded Dots Shape:** Click the dot shape to expand the menu. Here you can see the name of the shape, who created the shape, the date and time it was created, along with options to edit or delete the shape.



# LOCATE WEB: **ALTIMETER**

ALTIMETER



1. Select the Altimeter button to view the Vertical Location or Height Above Terrain/HAT values of your team members. The list on the left hand side of the map will update to show the HAT values instead of the user icons.
2. The User Tile will now show the HAT value of that team member and how accurate of a value the number is. Green means accurate and up to date. Yellow means the team member is in an area where the value might be hard to read. And red means the value needs to be re-calibrated and may not be accurate.
3. Select a User Tile from the Height Above Terrain list to automatically be taken to that user's location of the Locate Map and open their expanded marker.

# LOCATE WEB: EXPORT AND IMPORT KML FILES

1 EXPORT KML
 2 IMPORT KML

**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.

**Export Channel Data to KML**

MARKERS AND SHAPES  
Only current map markers and shapes will be included in the export.

BREADCRUMBS  
All personnel location history will be exported for the selected date range.

Start Date mm/dd/2021	Start Time 12:00 AM
End Date mm/dd/2021	End Time 12:00 PM

(A download link will be emailed to you as well)

**Import Markers and Shapes**

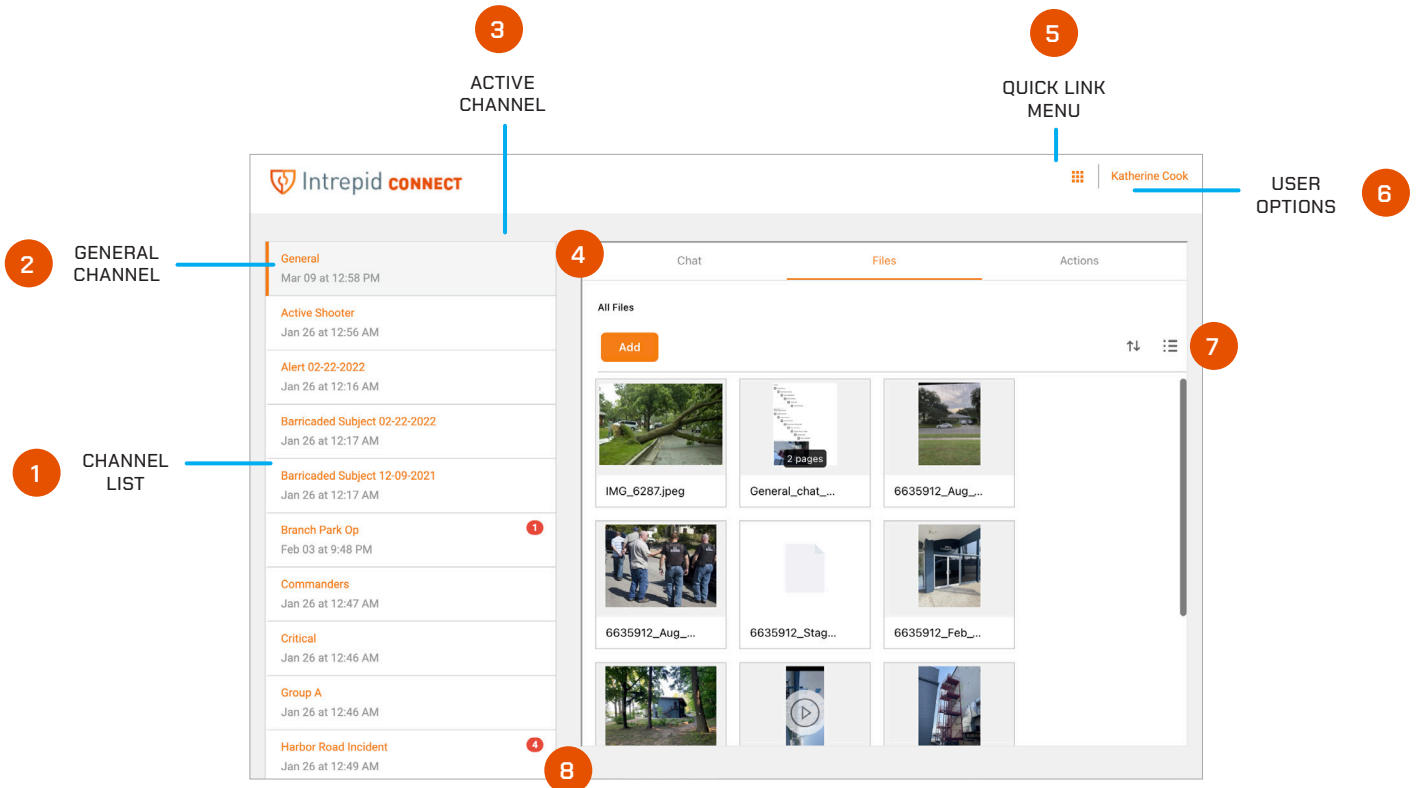
FILE TYPE  
Markers and Shapes can be uploaded from a KML file.  
[KML Directions](#)

IMPORT LOCATION  
Channels  
Selected: General, Random

FILE IMPORT  
Selected: intrepid-sample.kml

# 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 to the left of the channel tile. 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.

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

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

**4. Connect Tab Bar:** Toggle Tabs between Chat, Files and Action tasks.

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

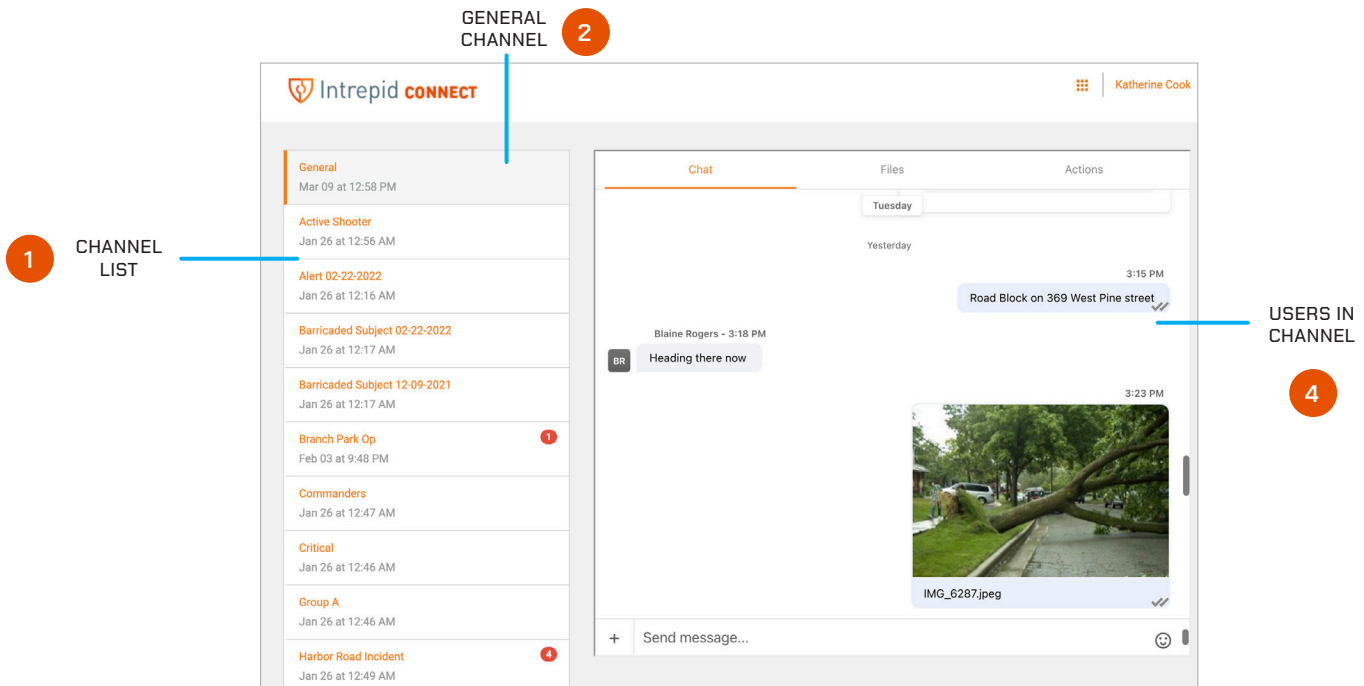
**6. User Options:** Access your user profile and logout of the entire Response platform.

**7. Navigation:** Along with the quick link tabs, many organization and filter options are available between Chat, Files, and Actions.

**8. Notification:** When a channel has a new message, file, or task a notification number will appear next to the channel name.



# 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 on the left side of the channel tile. The active channel name will also be displayed at the top of the information window.

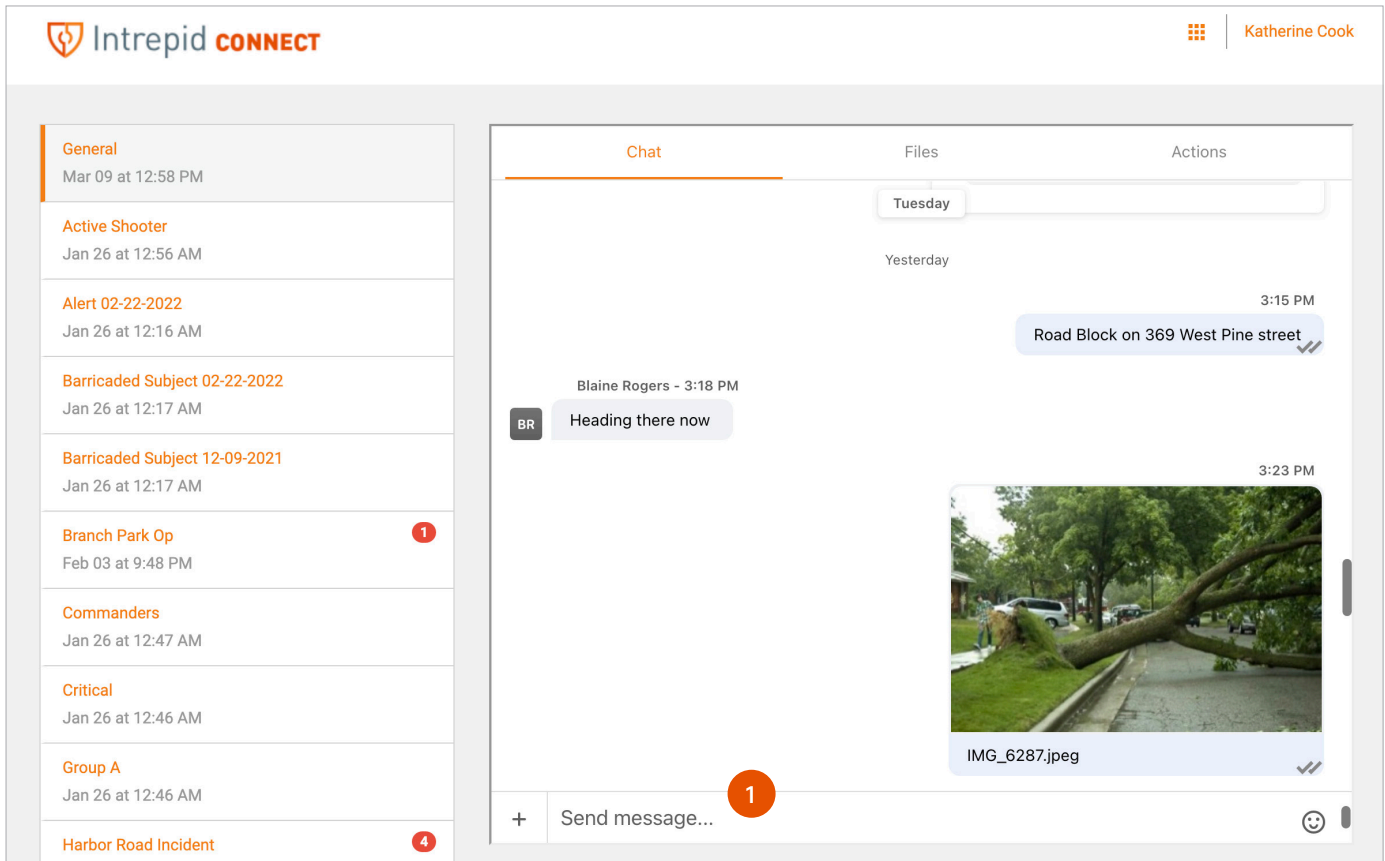
**Personal Channel:** At the bottom of the channels list view, a Personal channel is always available with your user ID as the channel name. This is your dedicated individual channel that only contains yourself as a member. Information within this channel is not shared with other users.

**NOTE:** The gray bar on 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. Channel Members List:** View read receipts of all users who are members of the current active channel. See which team members have or have not seen a message by clicking the double checkmark.

# CONNECT: CHAT



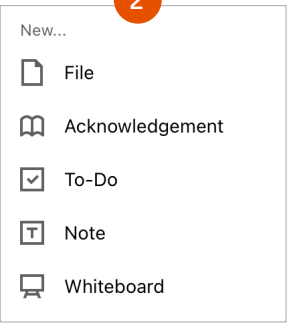
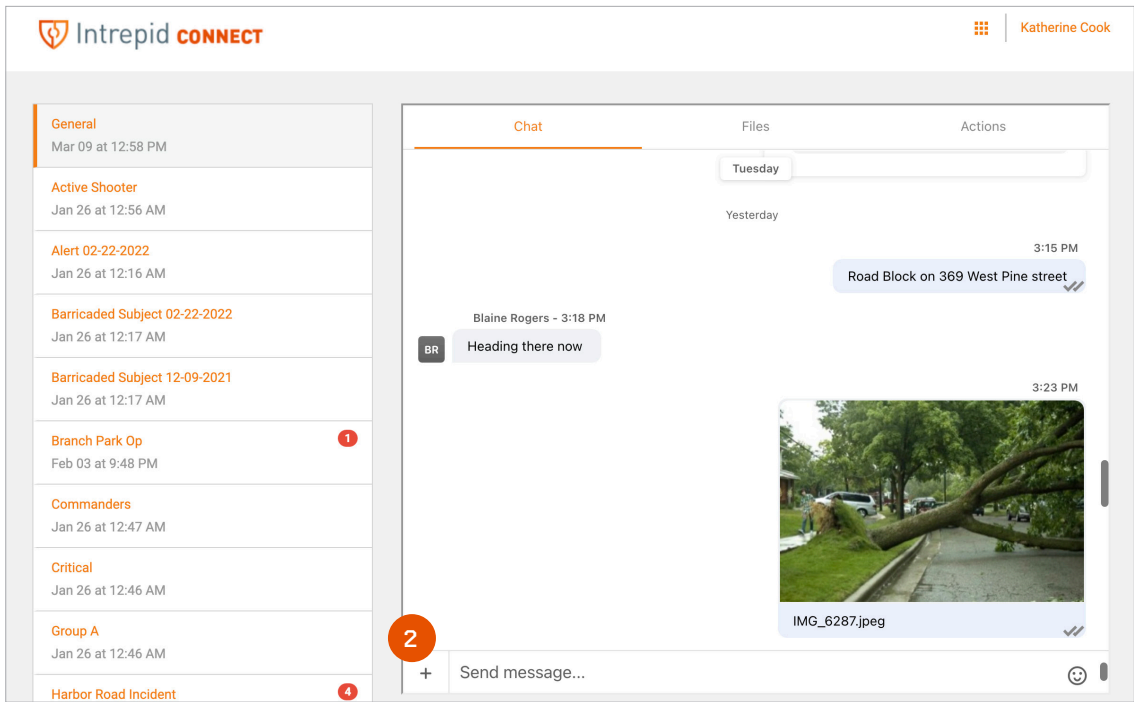
## How to Use Connect Chat

In Chat, 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.

**NOTE:** Select the Double Checkmark icon under your message to view Read Receipts. See which team members in that Channel have or have not seen your message.

**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. Emojis are also supported within Connect.

# CONNECT: CHAT 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.

**Files** – Add Files from the Desktop or your personal storage for multi-media files that can be shared to the active channel.

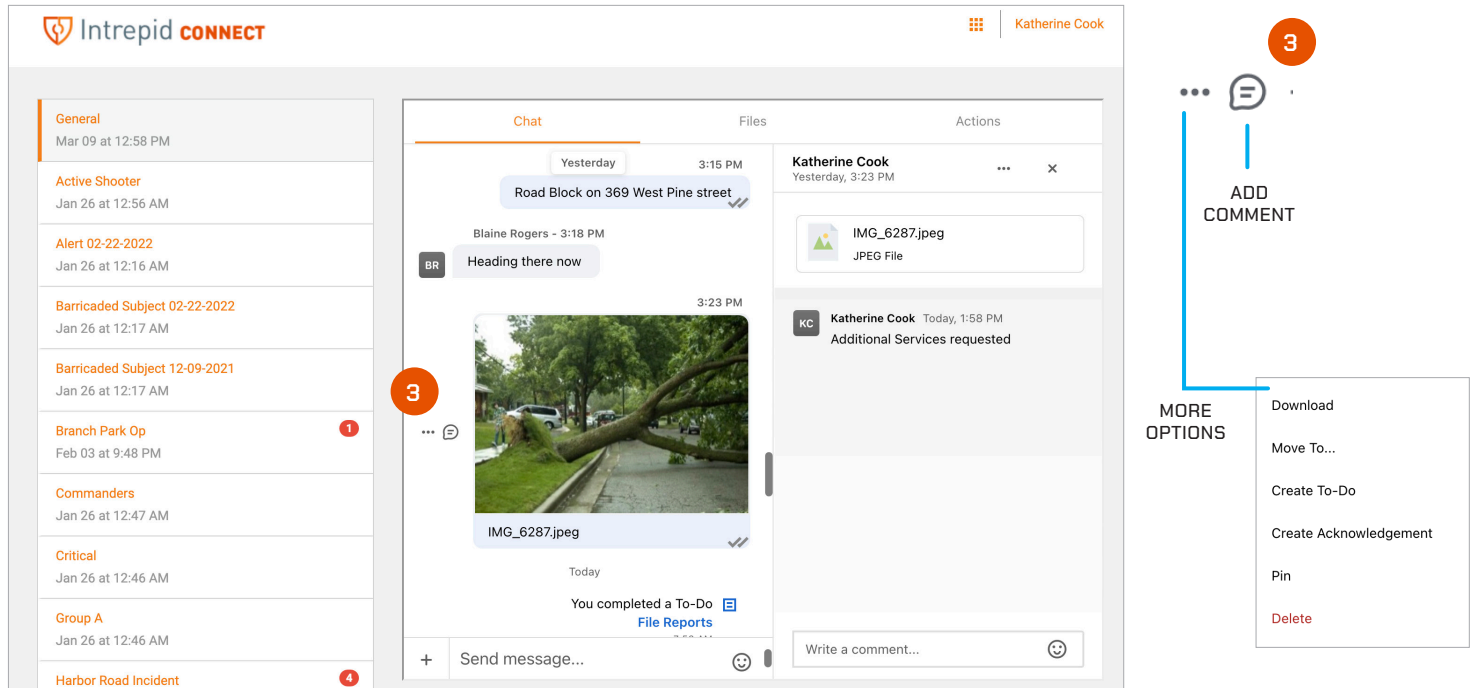
**Acknowledgement** – Creates a request for acknowledgement that is sent to any assigned team member.

**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.

# CONNECT: CHAT CONTINUED

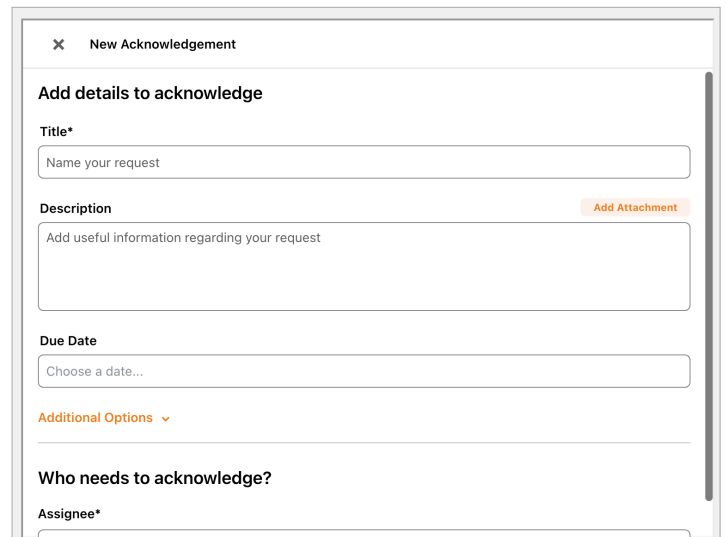


**3. Modify Multi-Media:** Hover over an item in the chat dialog window to access these options:

**Add Comment** – Add a written comment.

**More Options** – File Information, Download, Move To another folder or location, Create a To-Do task associated with this item, Create an Acknowledgement for that Message, Pin, and Delete options.

**NOTE:** When creating an Acknowledgement, you can add a Title, Description, Due Date, and Assign the team member who needs to acknowledge the notification. This ensures team members get additional notifications for important communications.



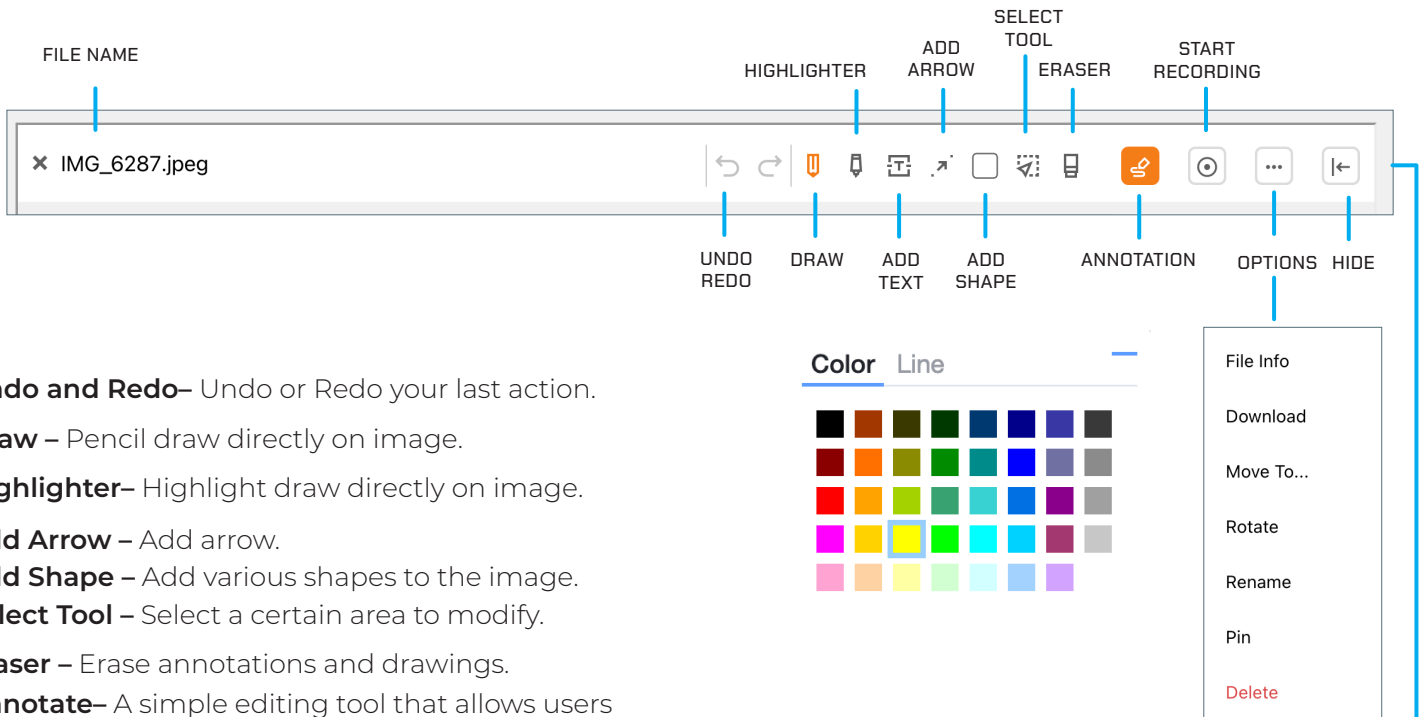
The 'New Acknowledgement' pop-up form contains the following fields and options:

- Title\***: A text input field with the placeholder 'Name your request'.
- Description**: A larger text area with the placeholder 'Add useful information regarding your request' and an 'Add Attachment' button.
- Due Date**: A date selection field with the placeholder 'Choose a date...'.
- Additional Options**: A dropdown menu.
- Who needs to acknowledge?**: A section with an 'Assignee\*' field.

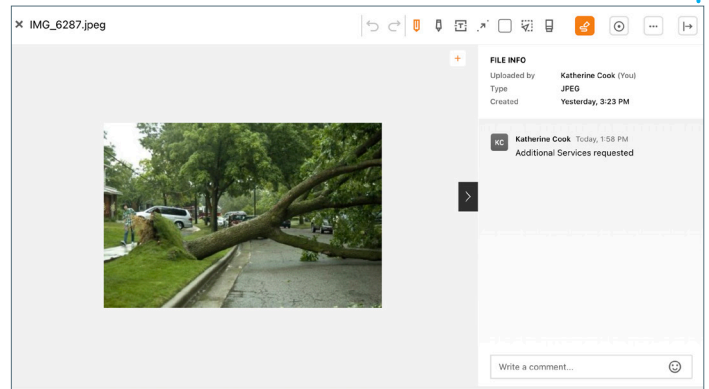
ACKNOWLEDGEMENT POP-UP

# CONNECT: ANNOTATE MULTI-MEDIA

Annotate files options:

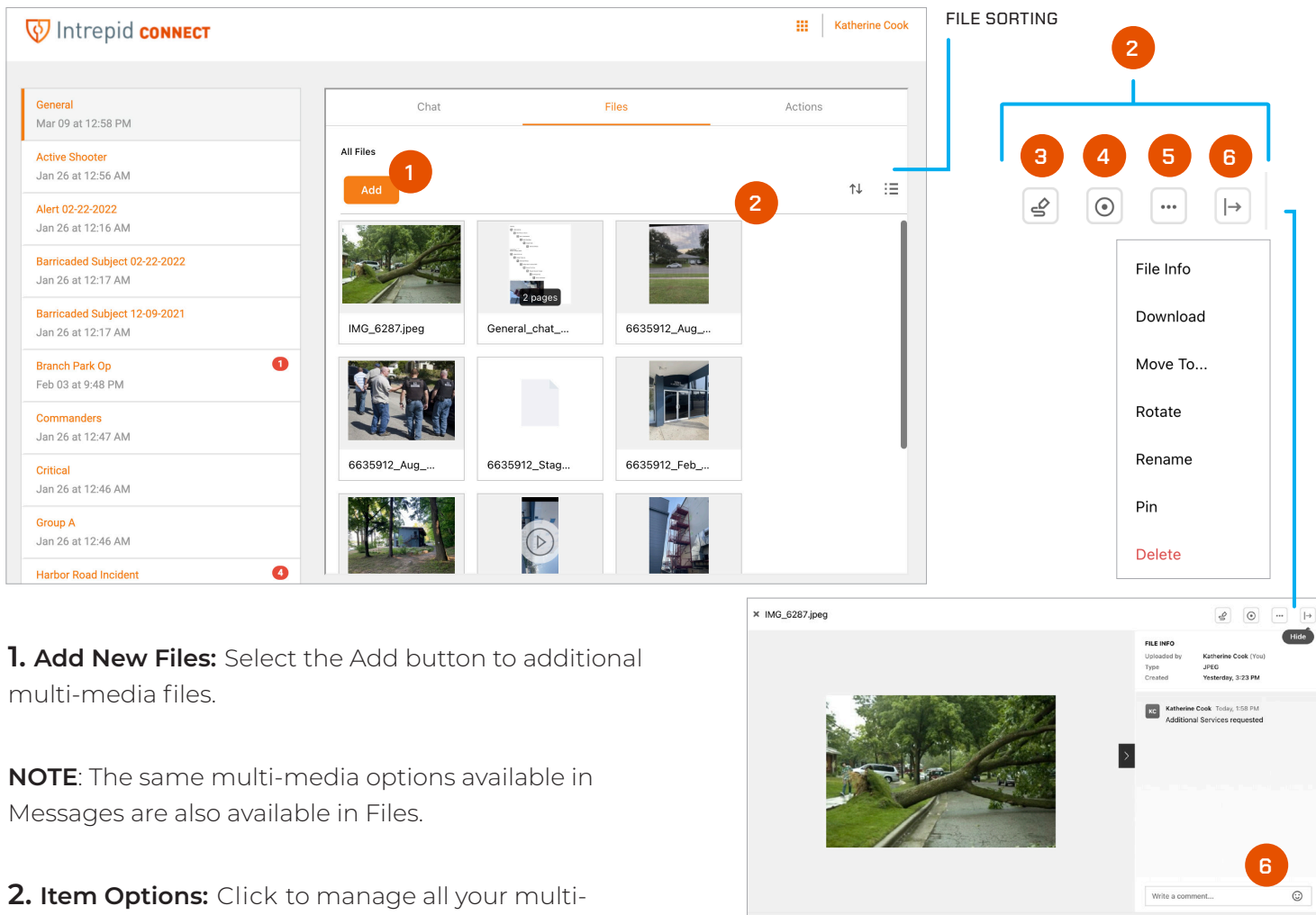


- Undo and Redo**– Undo or Redo your last action.
- Draw** – Pencil draw directly on image.
- Highlighter**– Highlight draw directly on image.
- Add Arrow** – Add arrow.
- Add Shape** – Add various shapes to the image.
- Select Tool** – Select a certain area to modify.
- Eraser** – Erase annotations 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, Move To another folder or location, Rotate, 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.



The screenshot shows the Intrepid CONNECT interface. On the left is a sidebar with channel names like 'General', 'Active Shooter', and 'Harbor Road Incident'. The main area has tabs for 'Chat', 'Files', and 'Actions'. The 'Files' tab shows a grid of files with an 'Add' button (1) and a sorting menu (2). A 'FILE SORTING' menu is shown on the right with options: Annotate (3), Start Recording (4), File Info (5), and Share (6). A detailed view of a file (IMG\_6287.jpeg) is shown at the bottom right, with a 'FILE INFO' tab and a comment box (6).

**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.

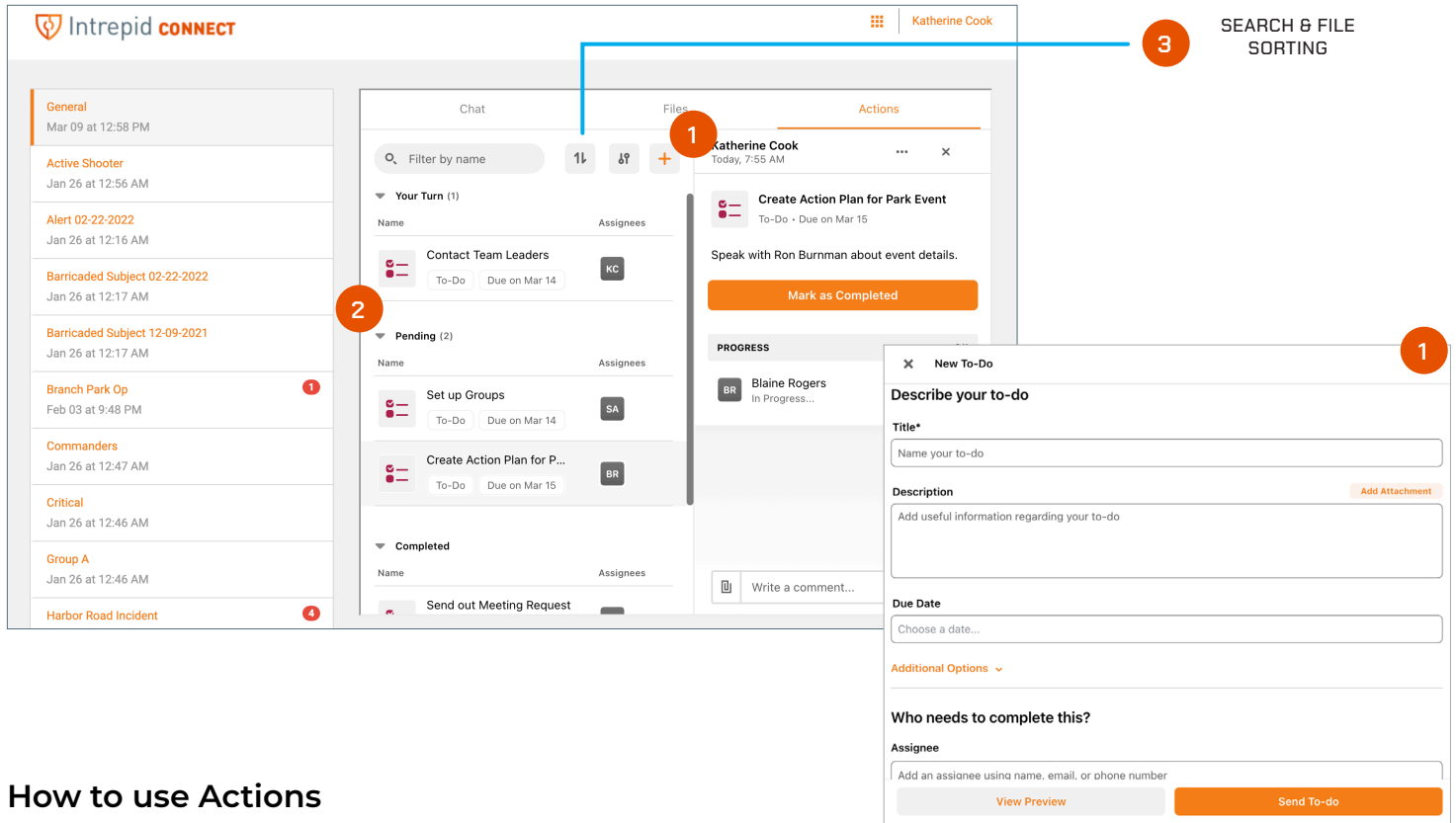
**4. Start Recording** – Creates a series of images that breaks down your annotations step by step.

**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** – Expand or Hide the File Info Tab. Enter a text message attached to this item.

# CONNECT: ACTIONS

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



**3 SEARCH & FILE SORTING**

**1**

**2**

**1**

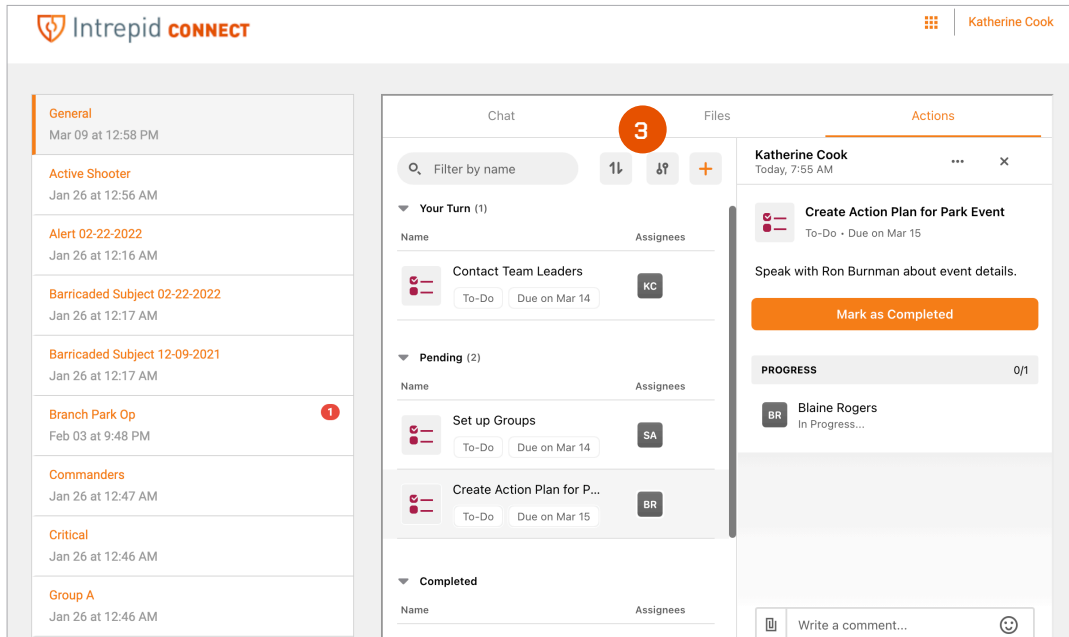
**4**

## How to use Actions

To add new actions, select the orange plus (Add a To-do item) at the top of the Actions window and enter the title or objective, select Send-To-Do to complete the entry.

- 1. Add a Acknowledgement or To-Do:** To add new acknowledgement or to-dos, select the orange + at the top of the Actions window and enter the title and description of the To-Do, Due Date, and Assignee for the Action then select Send To-Do.
- 2. Managing Actions:** Response operators have multiple management options once a To-Do is created in Connect. Select a To-Do from the Action list and the details become available. A user has the capability to modify and edit To-Dos with the following options: Description, Set a due Date, User Assignment, Add Comment or Attachment, Mark Complete, Pin, or Delete the task.

# CONNECT: ACTIONS CONTINUED



**3. Managing Actions Continued:** Search and Sort your To-Dos easily with built in filters and settings. Sort the To-Dos by alphabetical, due date, or creation date. Filter your To-Dos by type, which team member created them, or if the tasked is assigned to you or another team member. Click apply to filter your list or clear to clear the applied filters.

3

- Alphabetically
- Due Date
- Creation Date ✓

**SEARCH & FILE SORTING**

CLEAR	Filter	APPLY
<b>TYPES</b>		
	Acknowledge	<input type="checkbox"/>
	To-Do	<input type="checkbox"/>
<b>CREATED</b>		
	Created by You	<input type="checkbox"/>
	Created by Others	<input type="checkbox"/>
<b>ASSIGNEE</b>		
	Assigned to You	<input type="checkbox"/>
	Assigned to Others	<input type="checkbox"/>