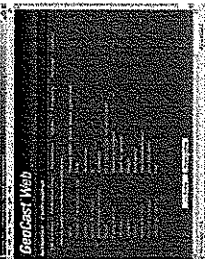


9 Confirm the Selections and Begin Calling:

1. Review the information that was selected for the activation, and then click **Begin Calling** to start the notification. The **Activation Summary Report** page will display.

Note: Accessing the **Activation Summary Report** page may take a few minutes depending on the size of your activation as the system will be compiling the data and sending this information to the selected notification host. For example, a 100,000 person activation may take up to 10 minutes to build depending on your dataset.



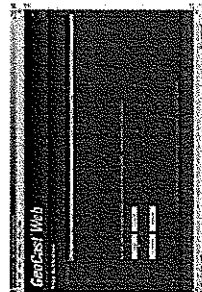
Activation Summary Report:

1. *Optional.* To show a list of candidates, click the **Show List** button. The **Candidates** window will display, listing all the candidates. Click **X** to close the **Candidates** window.
2. *Optional.* To show a list of reports selected for this activation, at **Report Type**, select **Click here to view requested reports**. Click **X** to close the **Reports** window.
3. *Optional.* To listen to the activation voice message, click **to play** the recorded message at the **DCC Speech Recorder**.
4. *Optional.* To download a report packet, click the **Download Report Packet** button. At the **File Download** dialog box, click **Save**, select a folder and/or type a **File Name**, and then click **Save**. The system will download the activation files into a .zip file.
5. Click **Finished** to return to the **Define Call-Out Area** page.



Stop an Activation:

1. Click the **Stop Activation** button on the **Start** page of **GeoCast Web**.
2. Click the **Stop** option corresponding to the desired activation.
3. At the confirmation message, click **Stop** to halt the activation.
4. Click **Refresh** to update the status.
5. Click **Return >>** to close the **Stop Activation** window and return to the **Start** page.



Easy as 1 - 2 - 3!

To activate a Pre-Built Notification, you need to:

1. Log into GeoCast Web
2. Select a Pre-Built Activation and Activate
3. Download Report Information (optional)

1 Log into GeoCast Web:

1. Access **GeoCast Web** using the assigned URL.
2. At the **GeoCast Web Login** screen, type your **Login Name**. You must use the correct upper/lower case syntax.
3. Type your **Password**. You must use the correct upper/lower case syntax.
4. Type your **Company Name** and click **Login**>>.

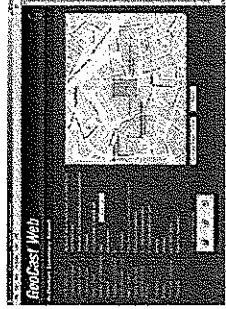


2 Select a Pre-Built Activation and Activate:

1. Click the **Pre-Built Notification** button on the **Main Menu** of GeoCast Web. The **Notification Management** screen will display.
2. Click **Activate** corresponding to the desired notification in the listing.
3. At the confirmation message, click **Yes**. The activation has been started.

3 Activation Report Summary:

1. *Optional.* To show a list of candidates, click the **Show List** button. The **Candidates** window will display all the candidates. Click **X** to close the **Candidates** window.
2. *Optional.* To show a list of reports selected for this activation, at **Report Type**, select **Click here to view requested reports**. Click **X** to close the **Reports** window.
3. *Optional.* To listen to the activation voice message, click **to play** the recorded message at the **DCC Speech Recorder**.
4. *Optional.* To download a report packet, click the **Download Report Packet** button. At the **File Download** dialog box, click **Save**, select a folder and/or type a **File Name**, and then click **Save**. The system will download the activation files into a .zip file.
5. Click **Finished** to return to the **Notification Management** page.



GeoCast Web

Quick Reference

What Information Do You Need?

GeoCast Web URL: _____
Login Name: _____
Password: _____ -Case Sensitive-
Company Name: _____

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


To activate a One-Time Notification, you need to:

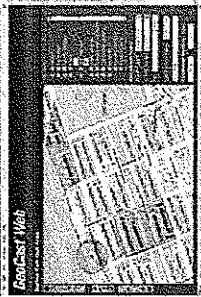
- 1 Log into GeoCast Web
- 2 Define the Call-Out Area
- 3 Select the Notification Host (if configured)
- 4 View Time Estimate Page (if configured)
- 5 Specify Parameters
- 6 Specify Reports
- 7 Select Candidates
- 8 Set the Voice Message
- 9 Confirm the Selections and Begin Calling

Log into GeoCast Web:

1. Access GeoCast Web using the assigned URL.
2. At the GeoCast Web Login screen, type your Login Name. You must use the correct upper/lower case syntax.
 - 1 Type your Password. You must use the correct upper/lower case syntax.
 4. Type your Company Name and click Login>>.

2 Define the Call-Out Area:

1. Click the One-Time Notification button on the Main Menu of GeoCast Web. The Define Call-Out Area screen will display.
2. Define the Call-Out Area on the displayed map by drawing shapes to identify the area (you can use any combination of the Draw Box , Draw Polygon , and Draw Circle  tools).



3. Click the Call checkboxes, corresponding to the desired layers. Confirm that the Candidates Selected field displays the number of participants in the defined call-out areas.
4. Click Activate>>. The Select Notification Host page may display.

3 Select the Notification Host (if configured):

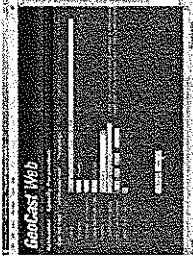
1. At Available Hosts, select the desired host (this screen will only display if more than one host has been configured).
2. Click Next >>. The Time Estimate page may display.

4 View the Time Estimate Page (if configured):

1. At the Time Estimate page, click Next>> to continue the activation. The Call Activation - Specify Parameters page will display.

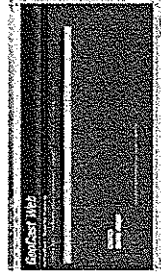
5 Specify Parameters:

1. At Name, click to select the text box and type the name of this activation.
2. At Duration, click to select the text box and type the number of minutes.
3. At Number of Attempts, click to select the text box and type the number of attempts.
4. At Delay Between Calls, click to select the text box and type the number of minutes.
5. At Priority, select Testing, Low, Medium, High or Emergency.
6. At Confirmation Email (only applicable if The Communicator is the notification host), the text box automatically populates with the default confirmation email of the user if entered in User Management. To change this email address, click to select the text box and type in the complete email address (e.g., jsmith@domain.com).
7. At First Call Recipient (optional), enter the phone number. The phone number can be 7-digits (system will use the global default area code), 10-digits or only an extension (system will use the global default 10-digit phone number).
8. Click Next>>. The Call Activation - Specify Reports page will display.



6 Specify Reports:


1. Click Add Report, then under the Report column, select a report.
2. Under the Interval Type column, select Completion Only, Interval and Completion or Interval Only.
3. At Interval Time, click to select the text box and type the number of minutes.
4. Under the Email Address column, the text box automatically populates with the default email address. To change this email address, click to select the text box and type in the complete email address (e.g., jsmith@domain.com). Only one email address is allowed for a report selection.
5. You MUST click Update to save the report (if necessary, scroll to the right to locate the Update button).
6. Continue adding reports as desired, and save each by clicking Update.
7. Click Next>>. An indicator will display stating 'Retrieving candidates....'

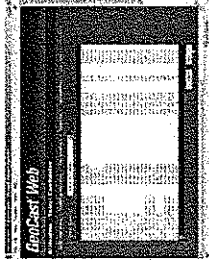


7 Select Candidates:


1. At Calling direction, and select Closest to Farthest, Farthest to Closest, North to South, South to North, East to West, West to East, Inner to Outer or Outer to Inner.
2. Candidates can be removed or restored to the activation:

To Remove a candidate:




- 1 Click Remove corresponding to the desired name. The name is removed from the activation and a Restore option is displayed. If displayed at the bottom of the form, click , etc. (representing pages), to display all available information.



To Restore a candidate:

- 1 Click Restore corresponding to the desired name. The name is added to the activation and a Remove option is displayed. If displayed at the bottom of the form, click , etc. (representing pages), to display all available information.
3. Click Next >>. The Call Activation - Set Voice Message page will display.

8 Set Voice Message:

1. At Available Messages, select the desired message or record a new message. Messages can be played or a new message can be recorded:
 - 1 To Record a message:
 - 1 At Available Messages, select [current].
 - 1 Using the DCC Speech Recorder, click  and speak clearly into the microphone to record.
 - 1 Click  when you are finished speaking.
 - 1 To Enter a text-to-speech message:
 - 1 At Available Messages, select [current].
 - 1 At Message Text, click the text box and type the text of the voice message (the actual words spoken).
 - 1 Click Submit Speech.
- 1 To Play a message:
 - 1 At Available Messages, select the desired message.
 - 1 Click  to play the message.
3. Click Next >>. The Call Activation - Confirmation page will display.

