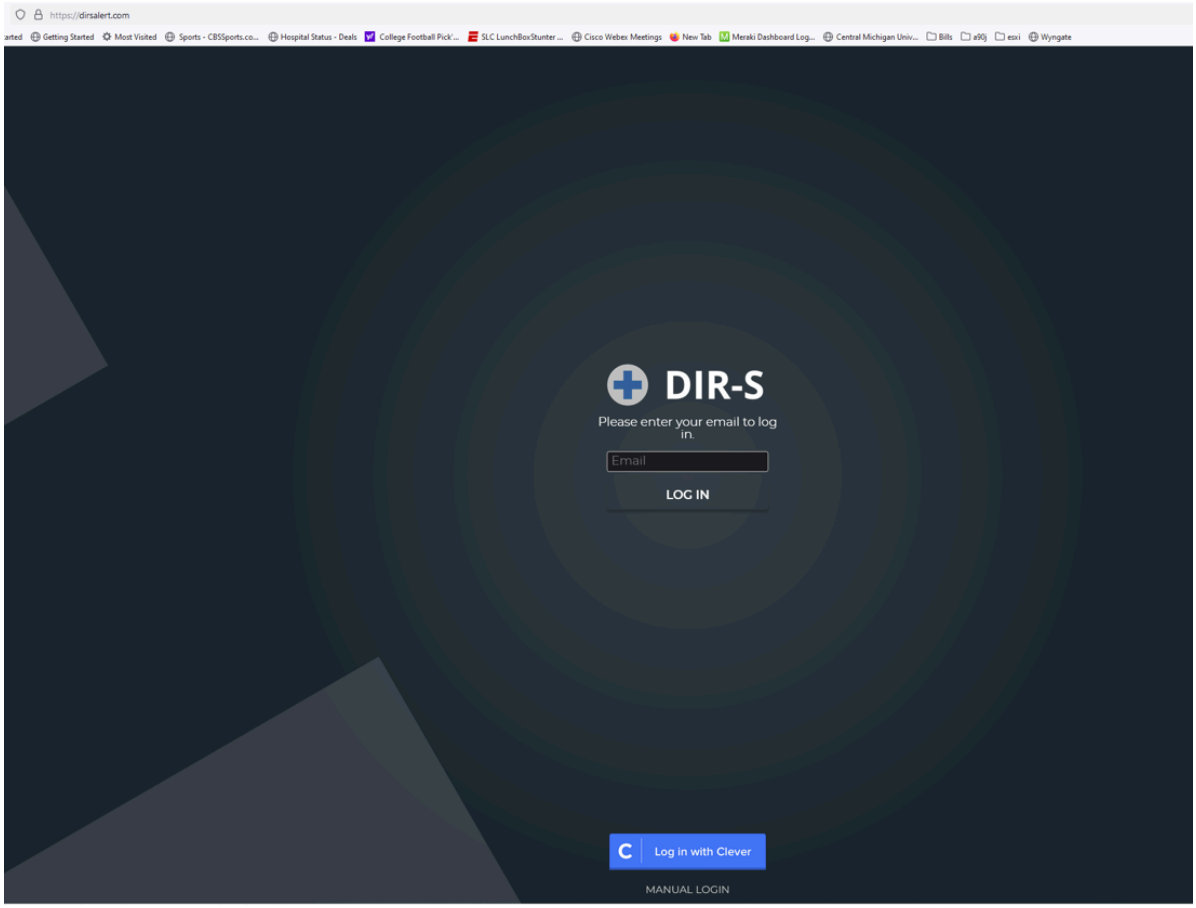
Aegix Security APP Guide

How to access.

The Application can be accessed in the following ways:

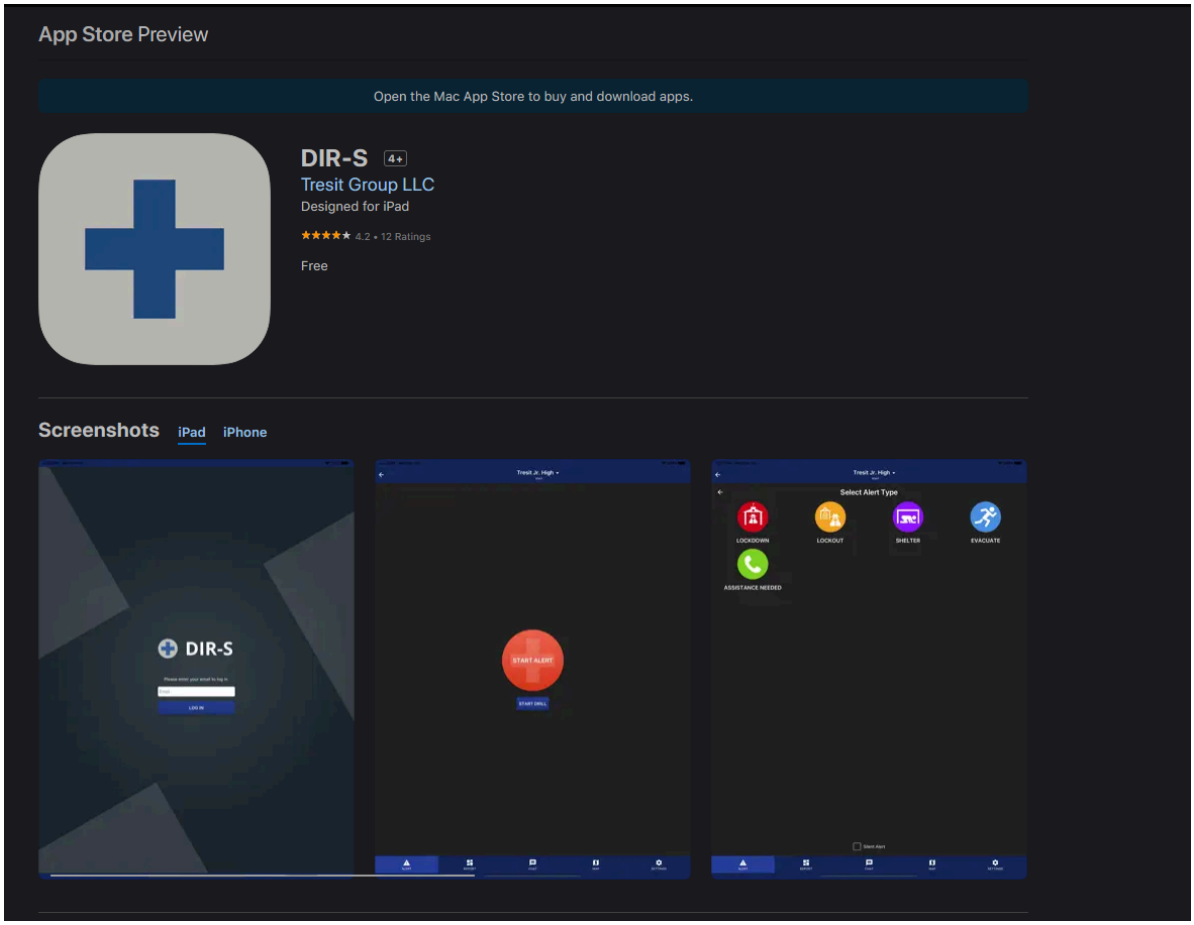
From any web browser by going to “dirsalert.com”.

By opening the DIRSalert application on PC or Mac. This application is installed by IT.

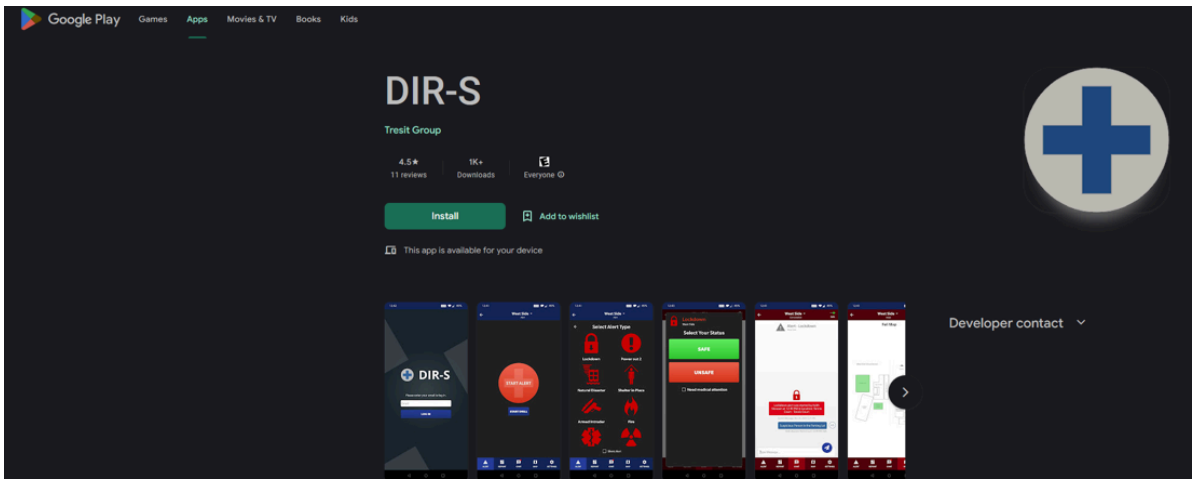


By opening the DIRSalert application on your mobile device. This application is available from app stores.

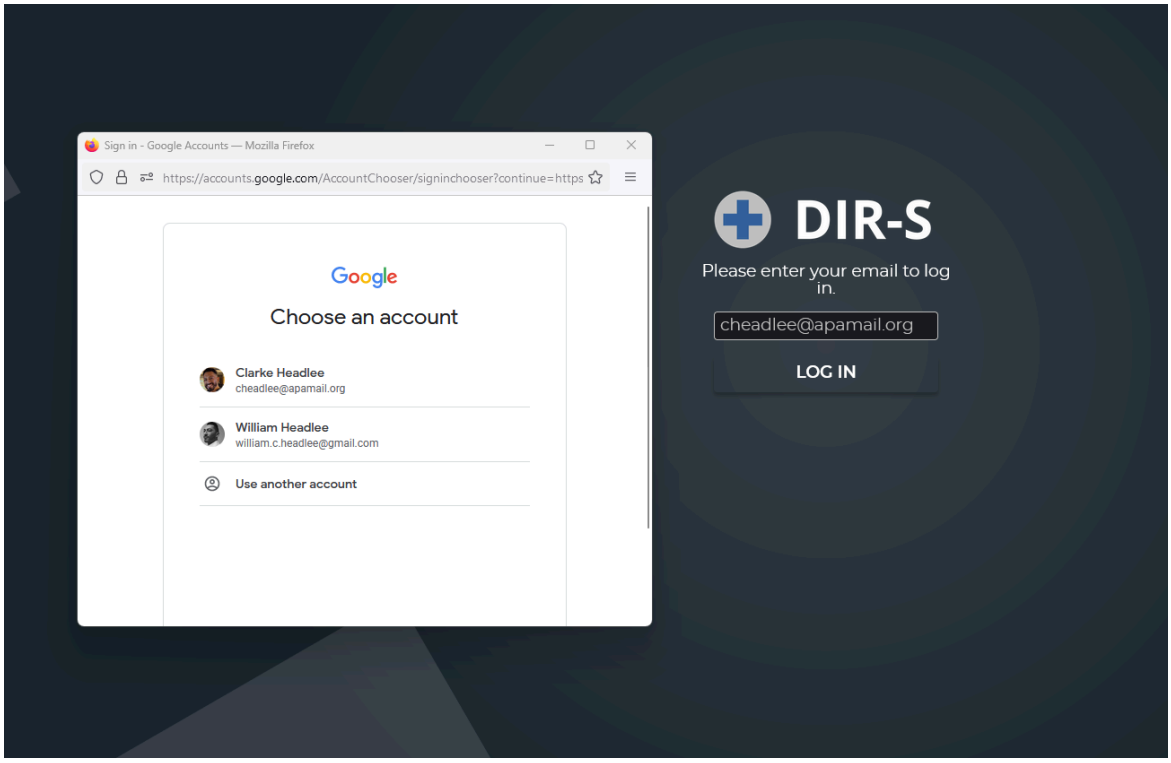
https://apps.apple.com/us/app/dir-s/id943288989



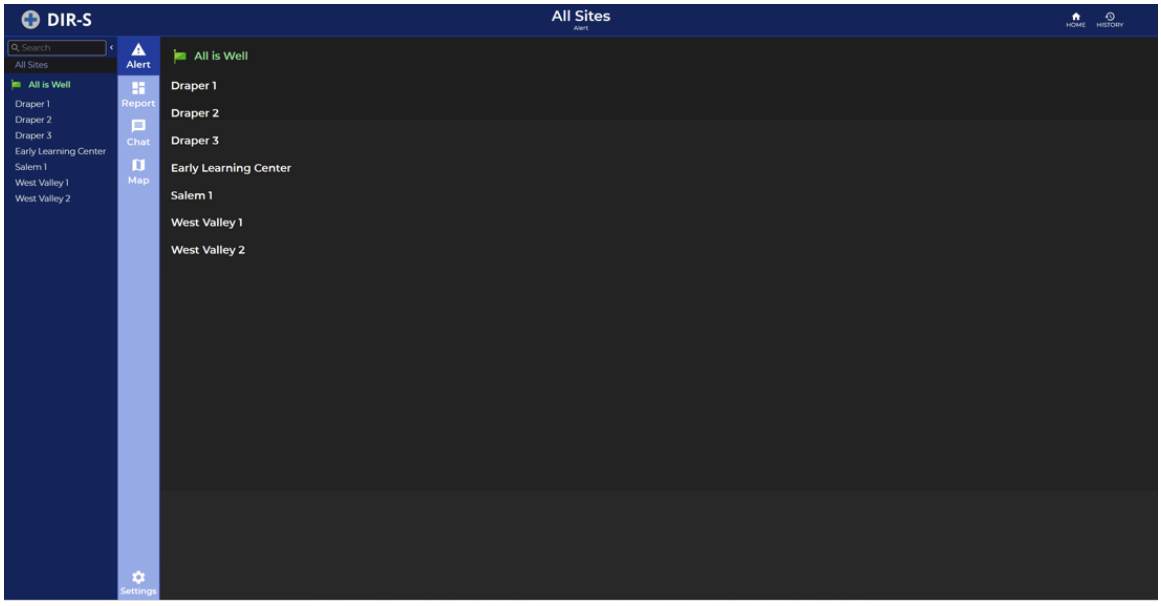
https://play.google.com/store/apps/details?id=com.tresitgroup.android.tresit&hl=en_US&gl=US&pli=1



No matter which way you access the app, you will sign in by using your apamail email account and password. This is done via Single Sign On.



Once logged in, you will arrive at the home screen. From here all features will be available.



You should see your campus listed on the far-left navigation pane. If you do not see your campus listed or require additional campuses, please reach out to IT to have them add the campuses to your account.

This is where you will select which campus you are interacting with.

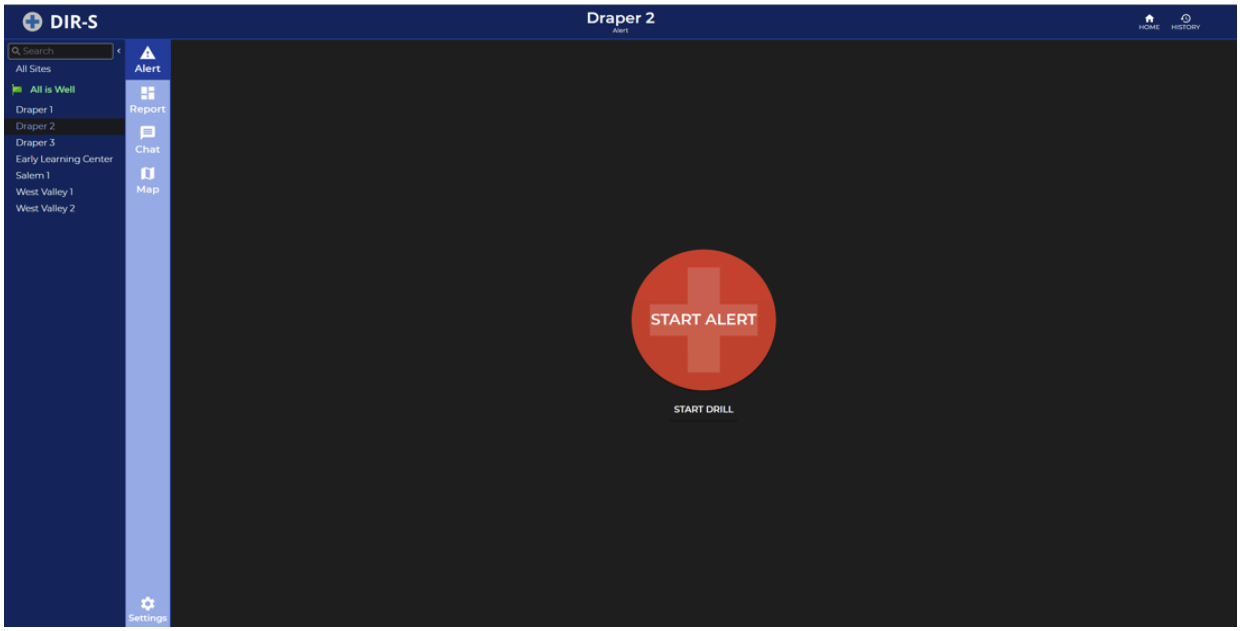
Navigating the APP

The APP has 4 main areas. Alert, Report, Chat, and Map.

Alert

Choosing the Alert button will allow you to trigger an alert or a drill.

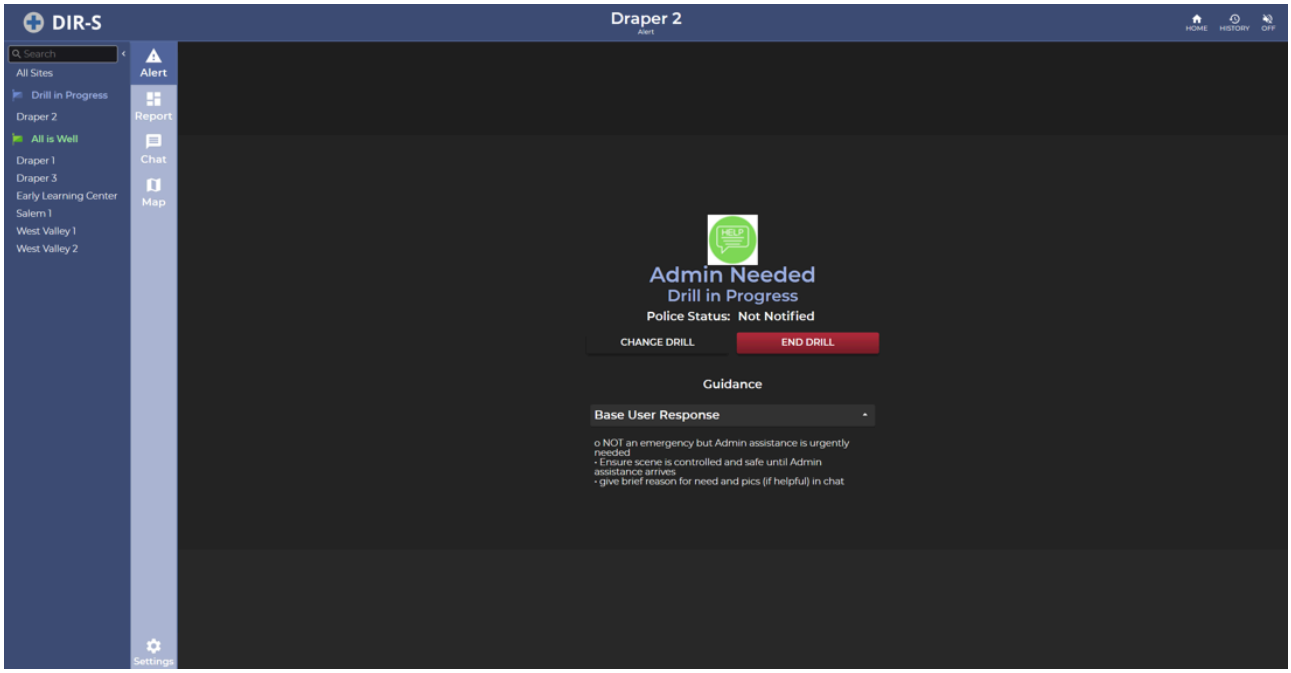
The menus for alert and drill are very similar.



Drill Menu view



This is where you will select the type of alert. Clicking on an alert type will trigger the alert and provide more details.



The alert tells us:

The type of activation: "Alert" or "Drill"

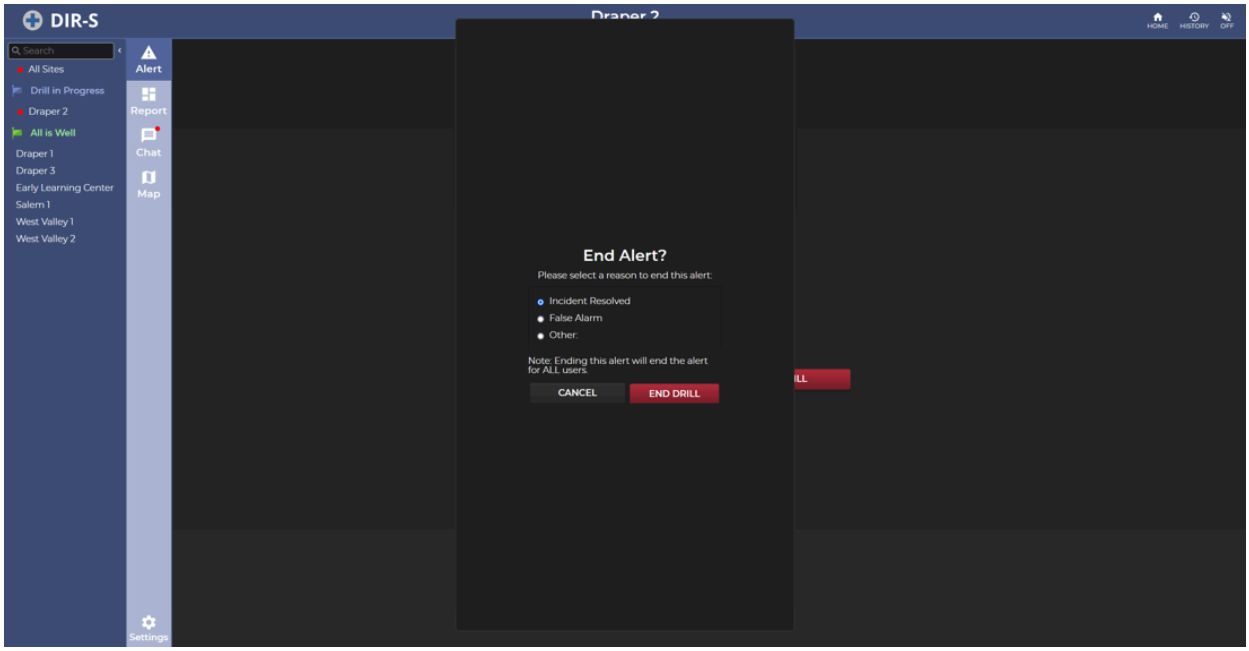
Police notification status. "Notified" or Not Notified"

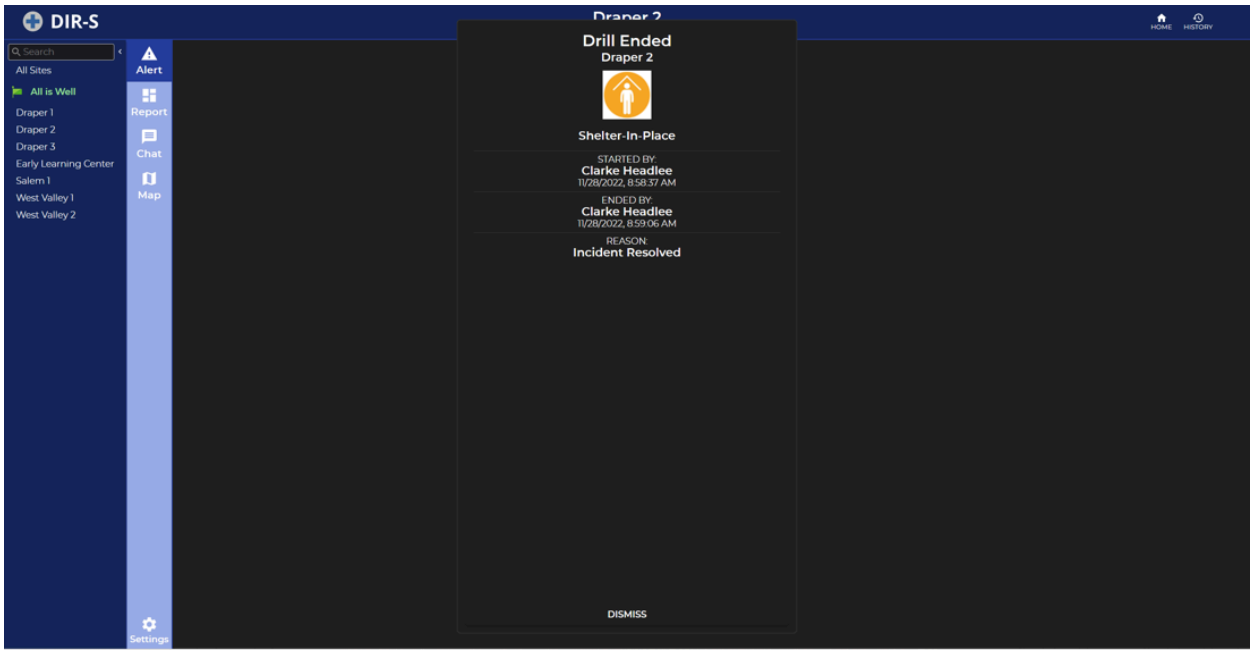
The option to change the alert type or to end the alert.

Guidance on what actions steps to take or consider. This menu is collapsible.

While an alert or drill is active, please note that it will display the status on the left most navigation pane. In this case it shows a drill is in progress at Draper 2 and has red indicators on that campus.

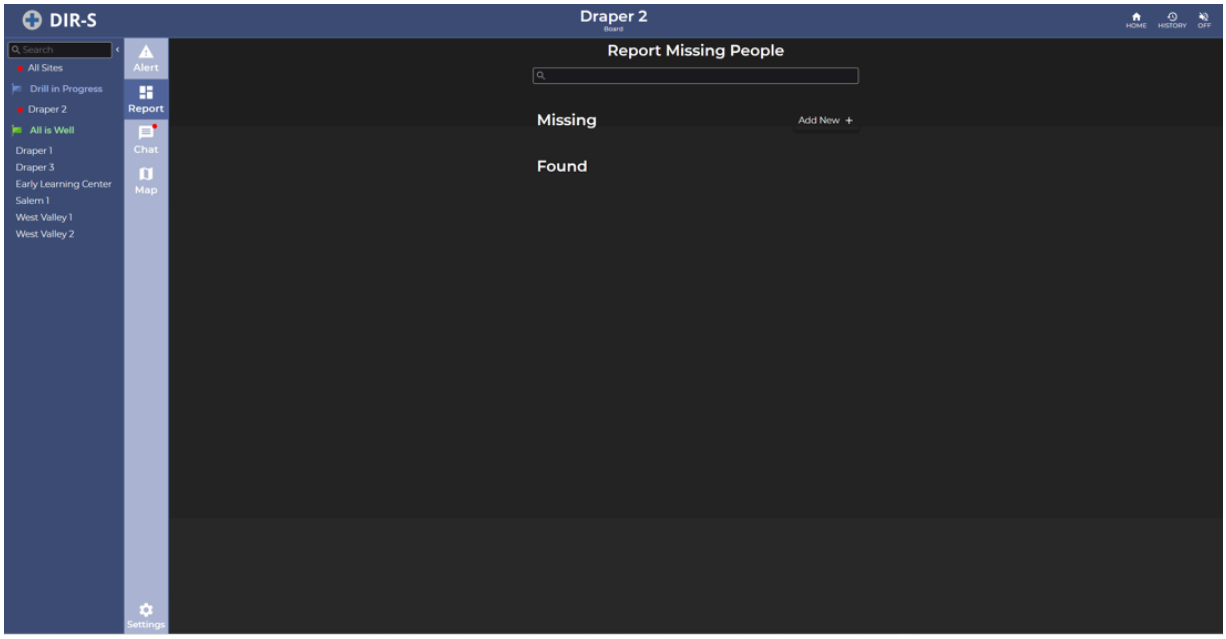
Choosing to end the alert will trigger a popup that asks for the reason. After completing this, a summary of the alert will be displayed.



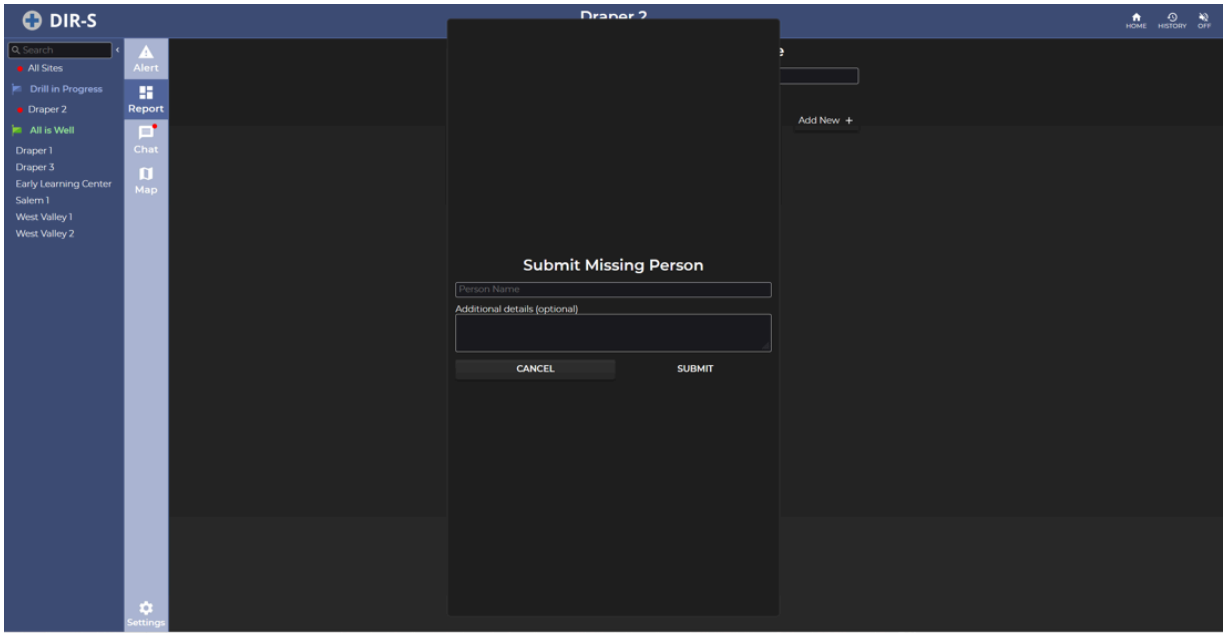


Report

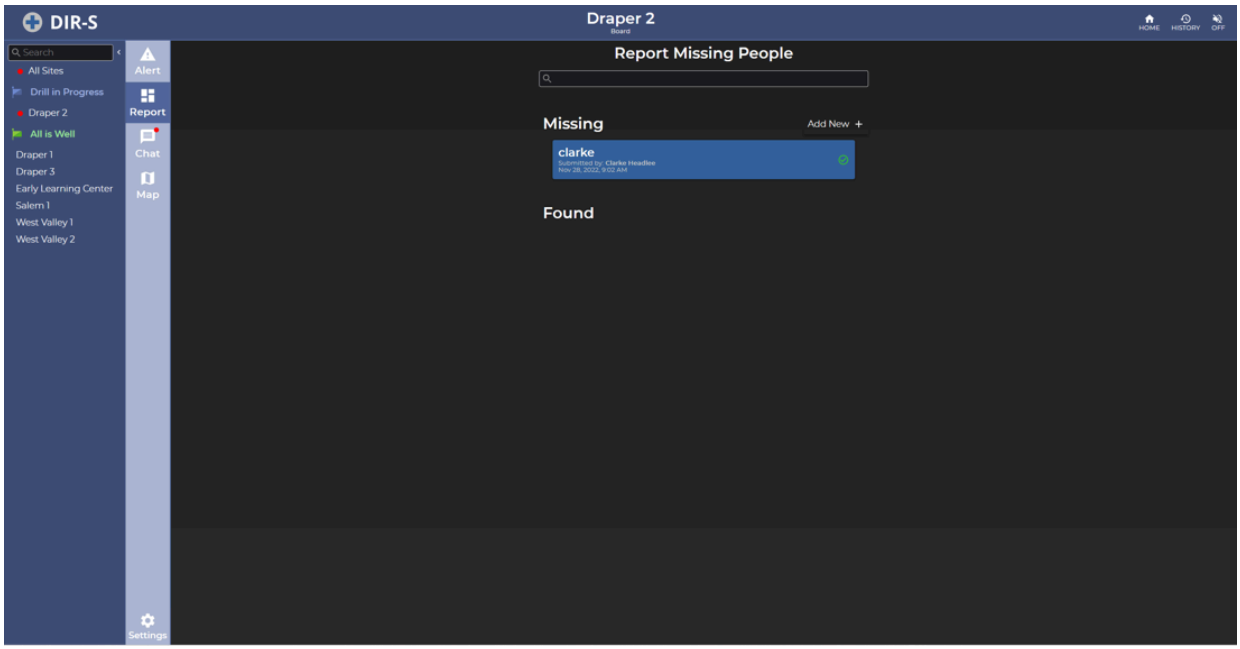
The Report option is only functional during an alert or drill.



Clicking “add person” will allow you to report a missing person and optionally add notes.

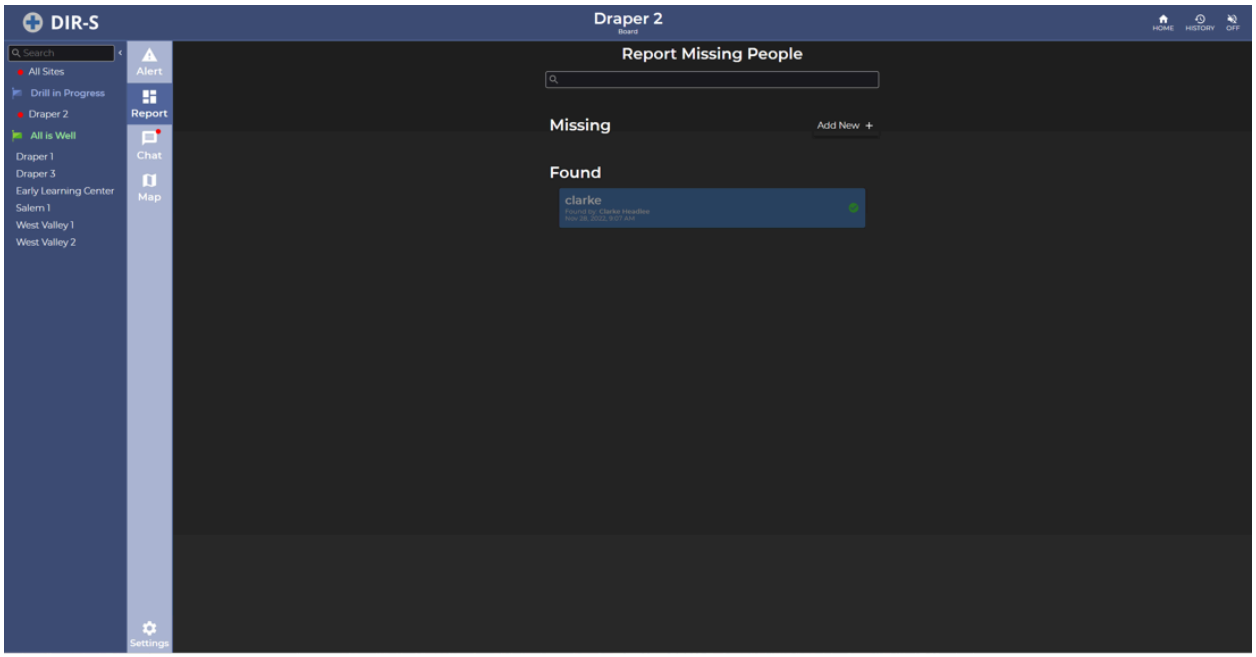


Once you have submitted a missing person, they will be displayed on the report page.

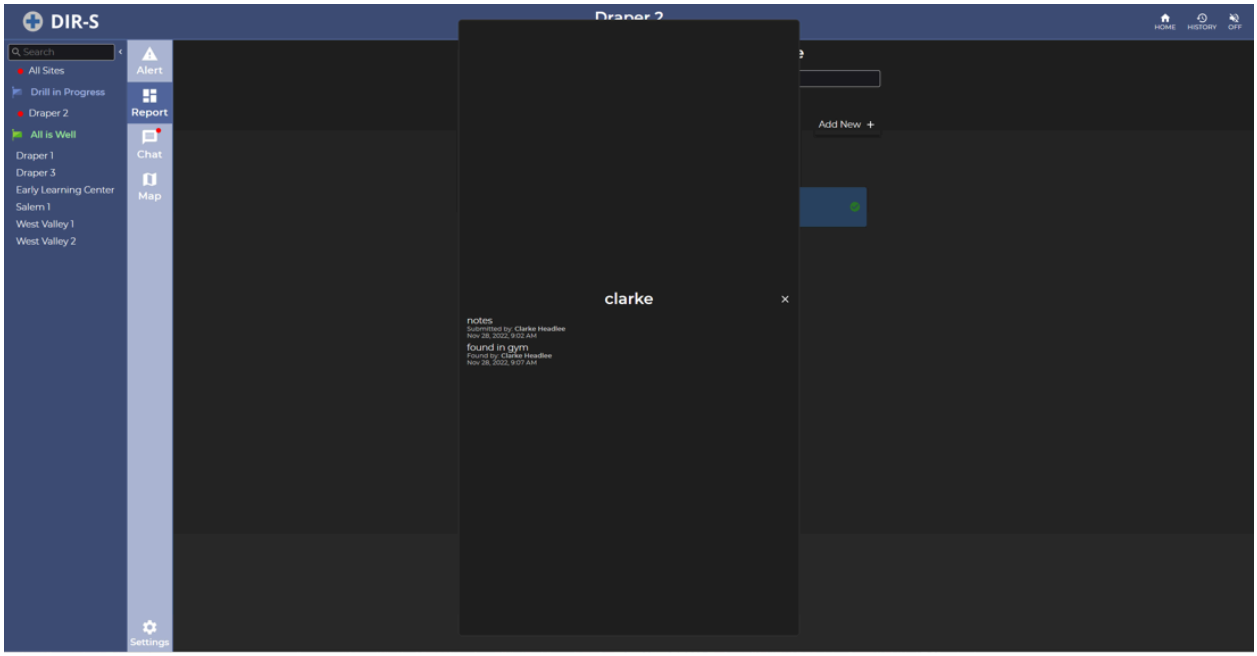


Clicking on a person reported missing will allow you to edit the notes and report the person as found.

Notice how they now appear in the “found” section.



Clicking on a found person will show the details.

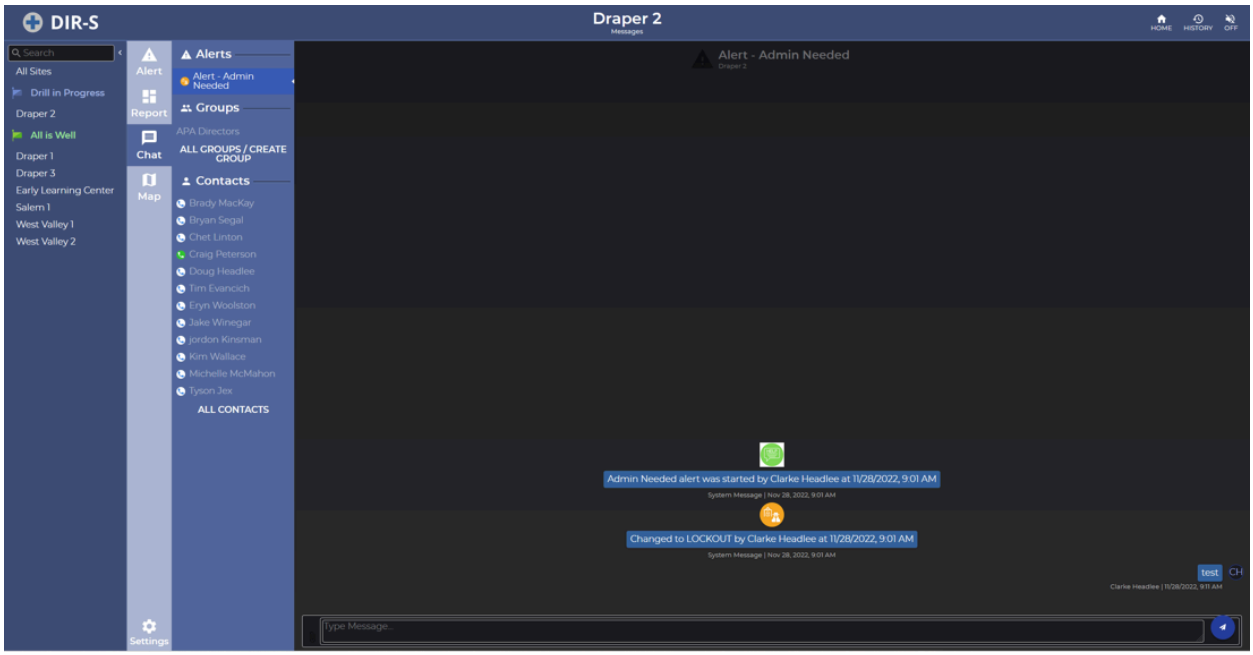


Chat

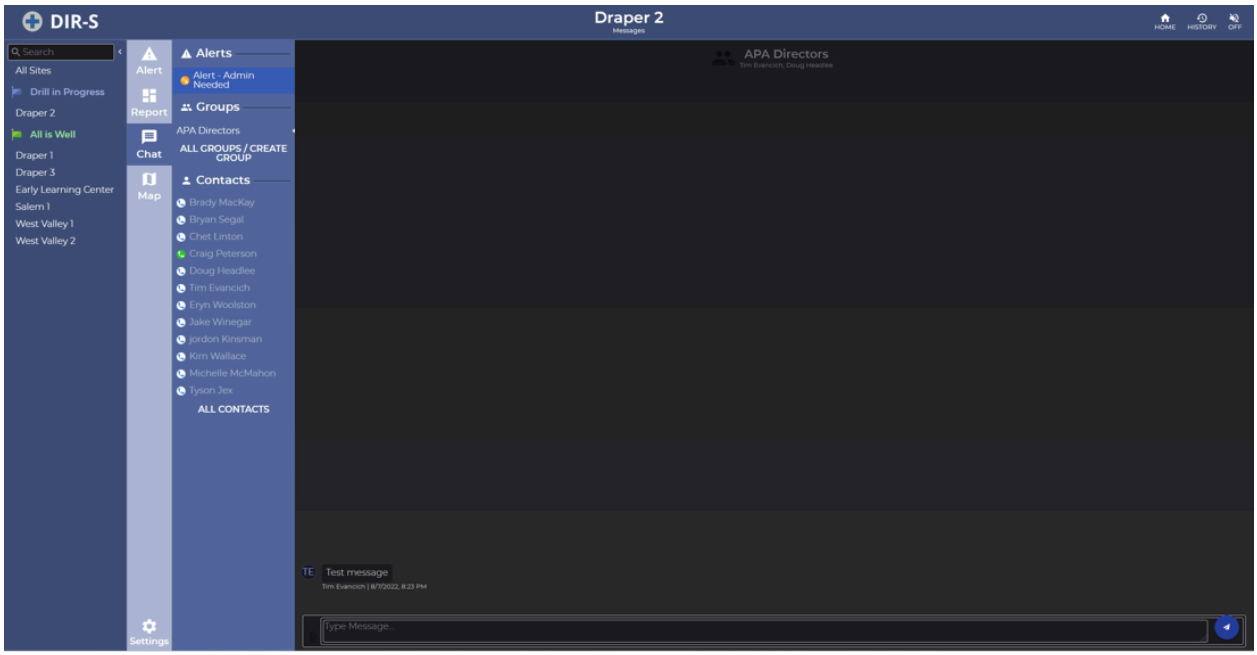
The “Chat” function (light blue navigation pane) will allow you to send and receive messages.

The Chat window has three main areas. Alerts, Groups, and Contacts.

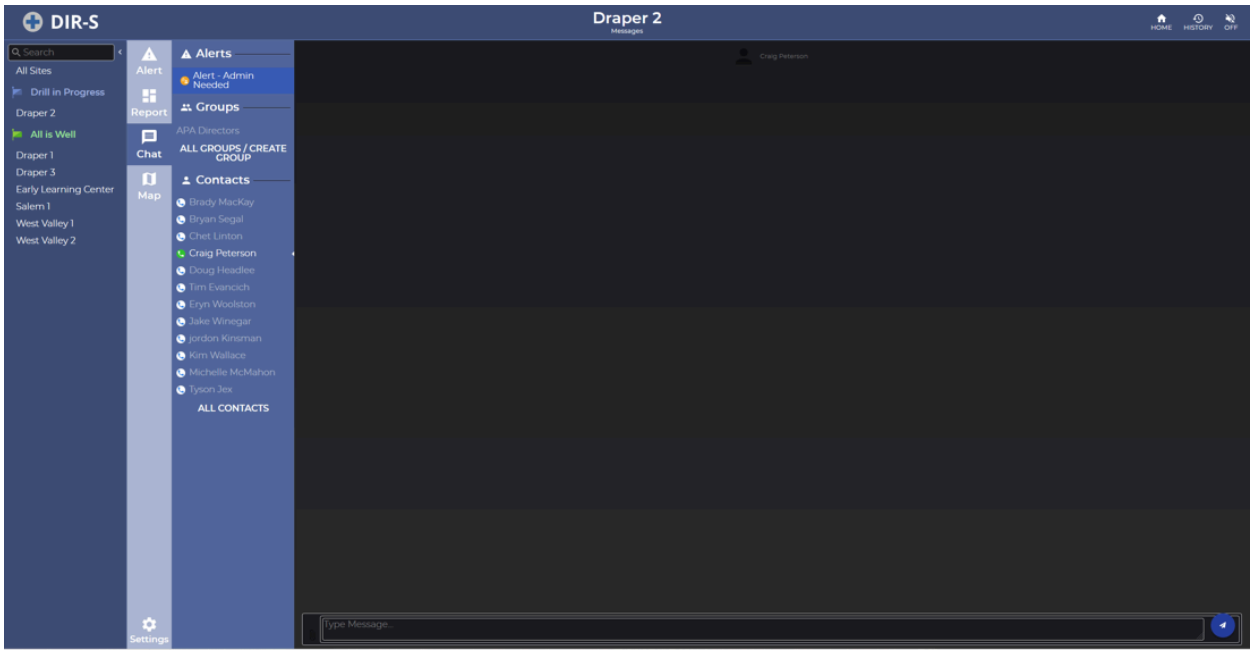
Alerts will show what kind of alert is currently active and allow a general chat for this alert.



Groups will show any chat groups that have been created. There is an APA Directors group shown here.

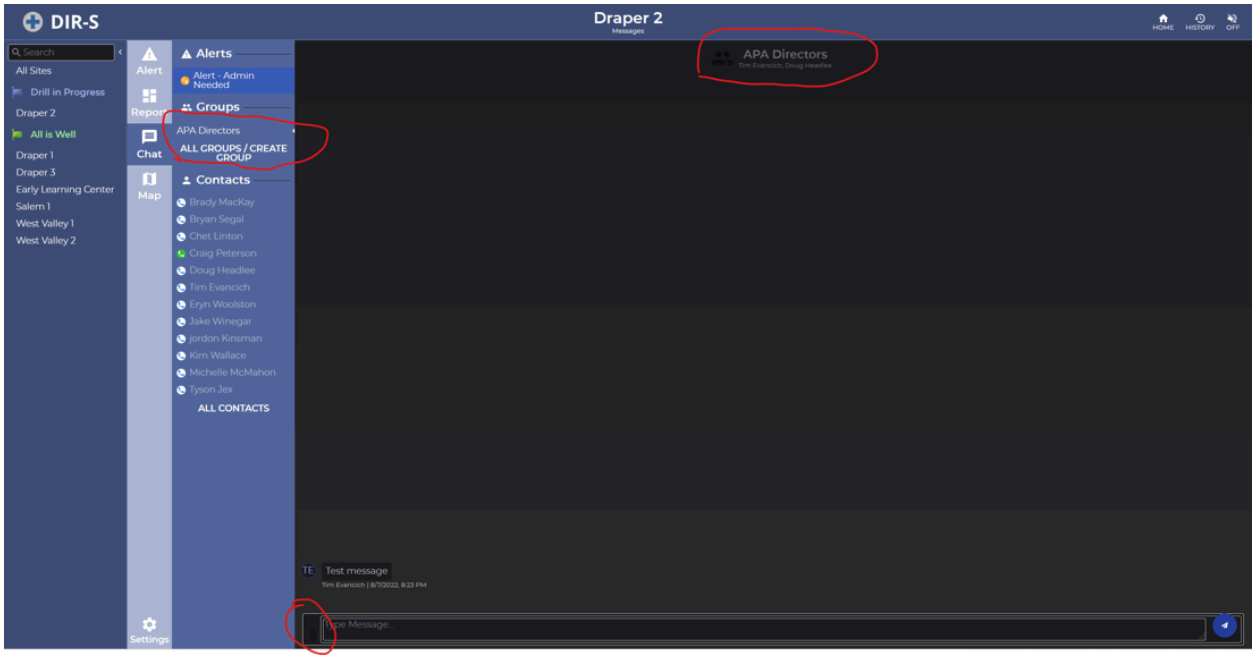


Contacts will allow direct messaging to your contacts.



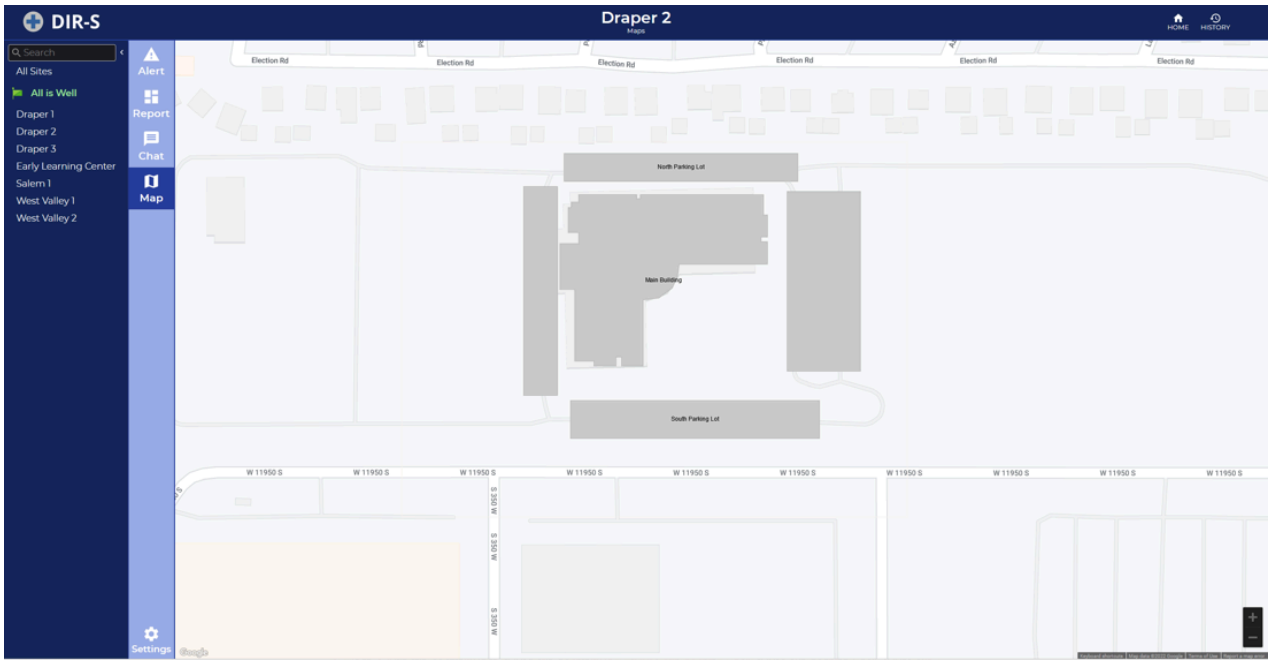
Please note chat is to only be used during an alert or drill. It is not to be used as an everyday messenger.

The chat window will display what type of chat you're using in the top center of the screen. It has an input field in the bottom center and to the left of that is an attachment icon.

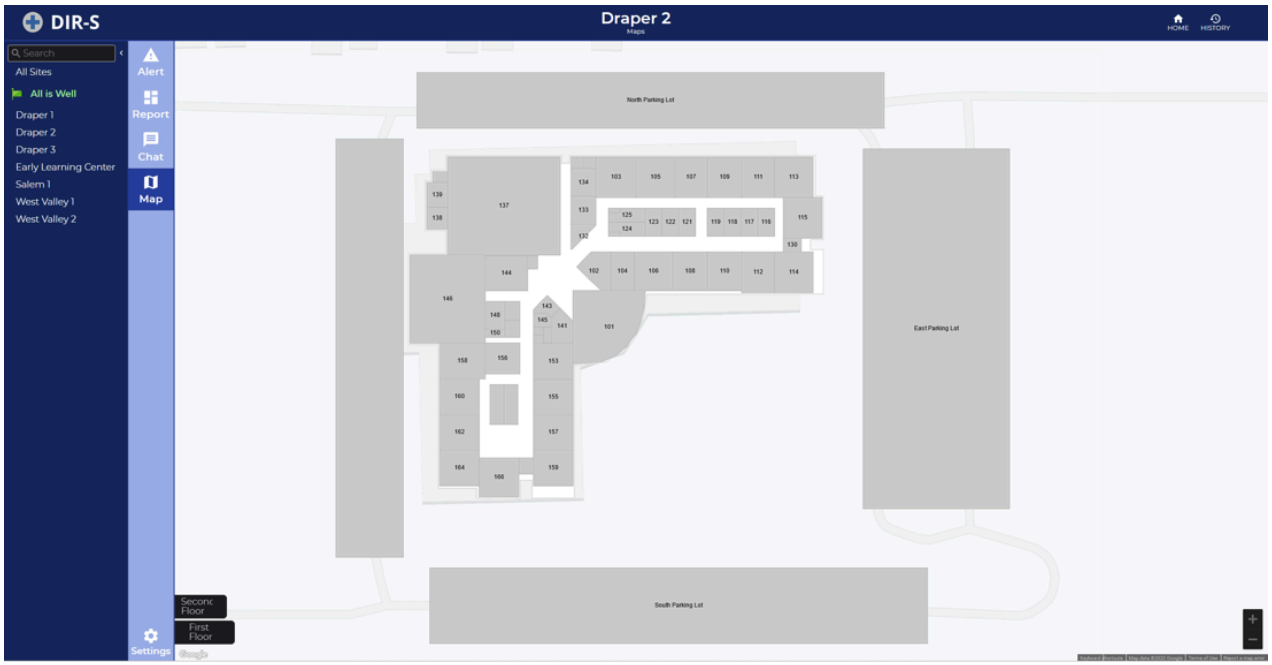


Maps

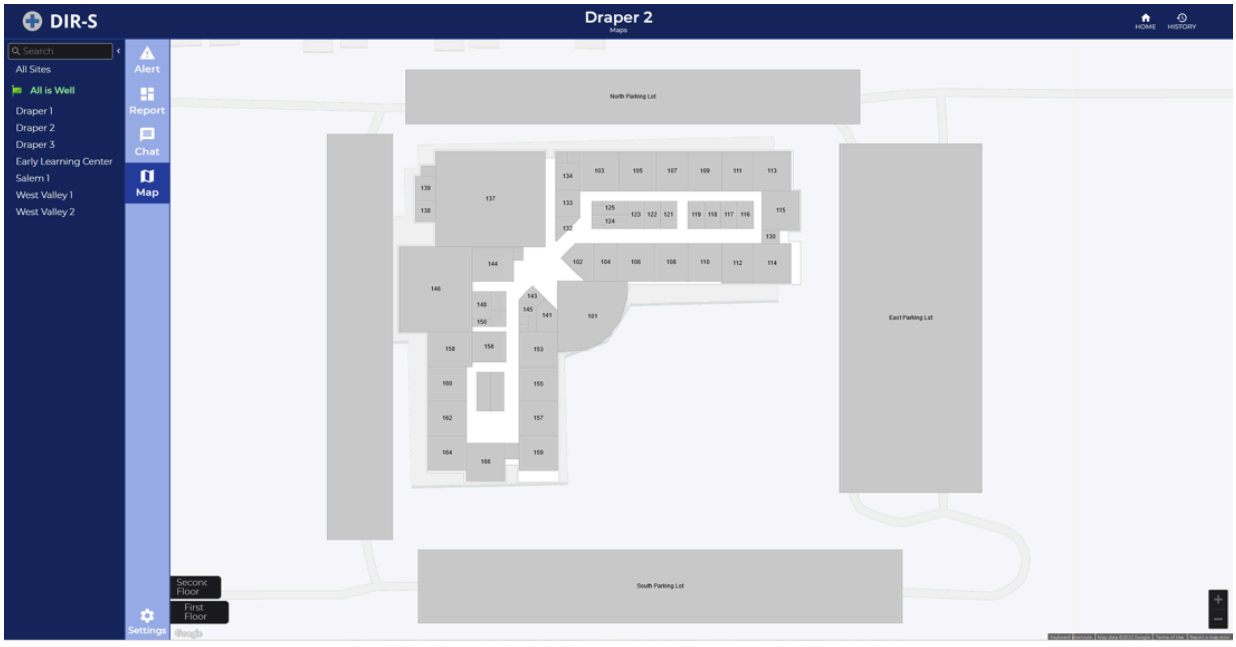
Clicking the map icon will display a map of the selected campus.



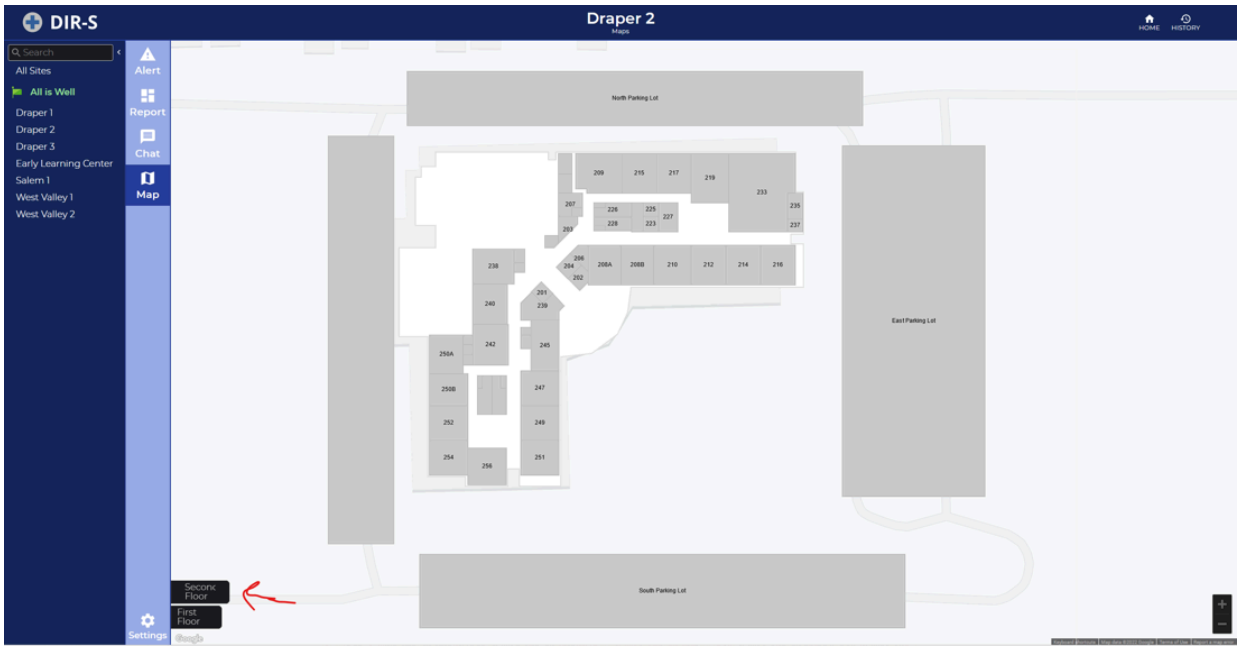
Zooming into the map will reveal more details like room numbers and what floor you are viewing.



First floor

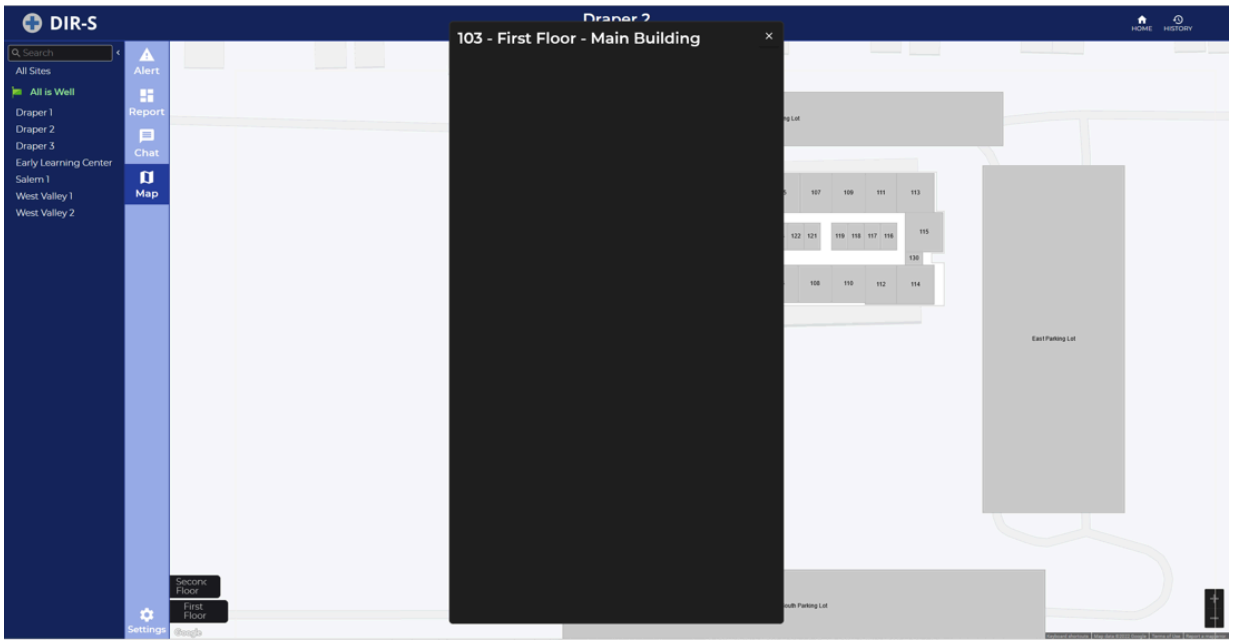


Second floor

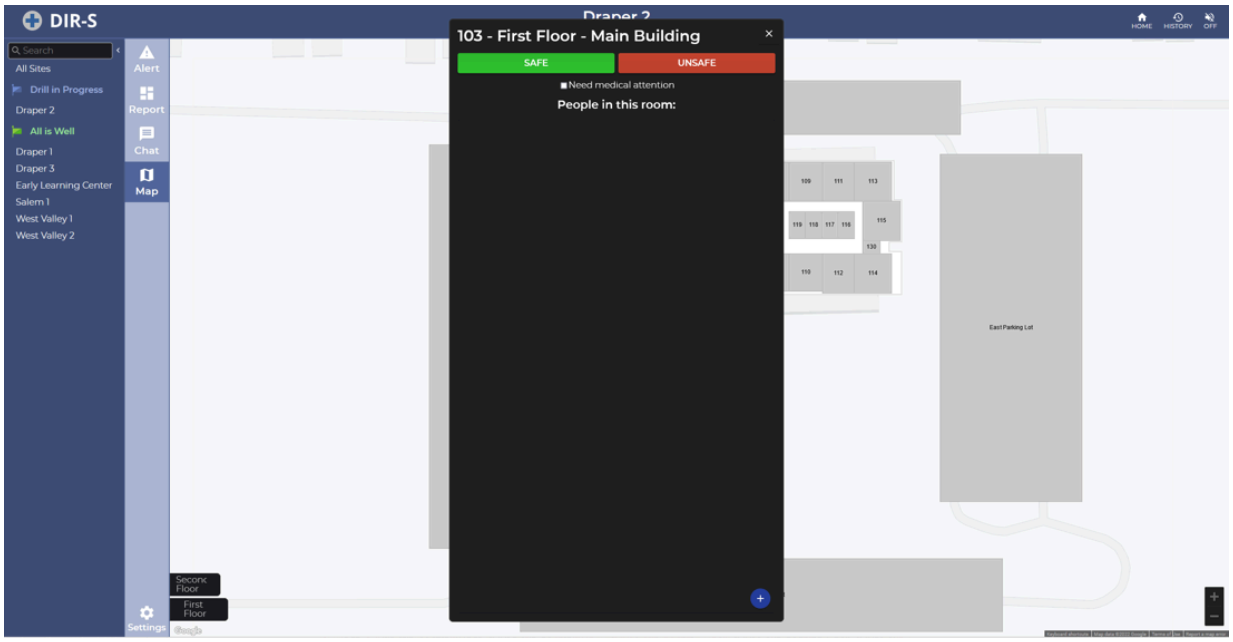


Please note that the selected floor will extend further out to indicate which floors are available to view and which one is currently selected.

When a room is selected during a normal state (no alerts active) it will show basic room information.

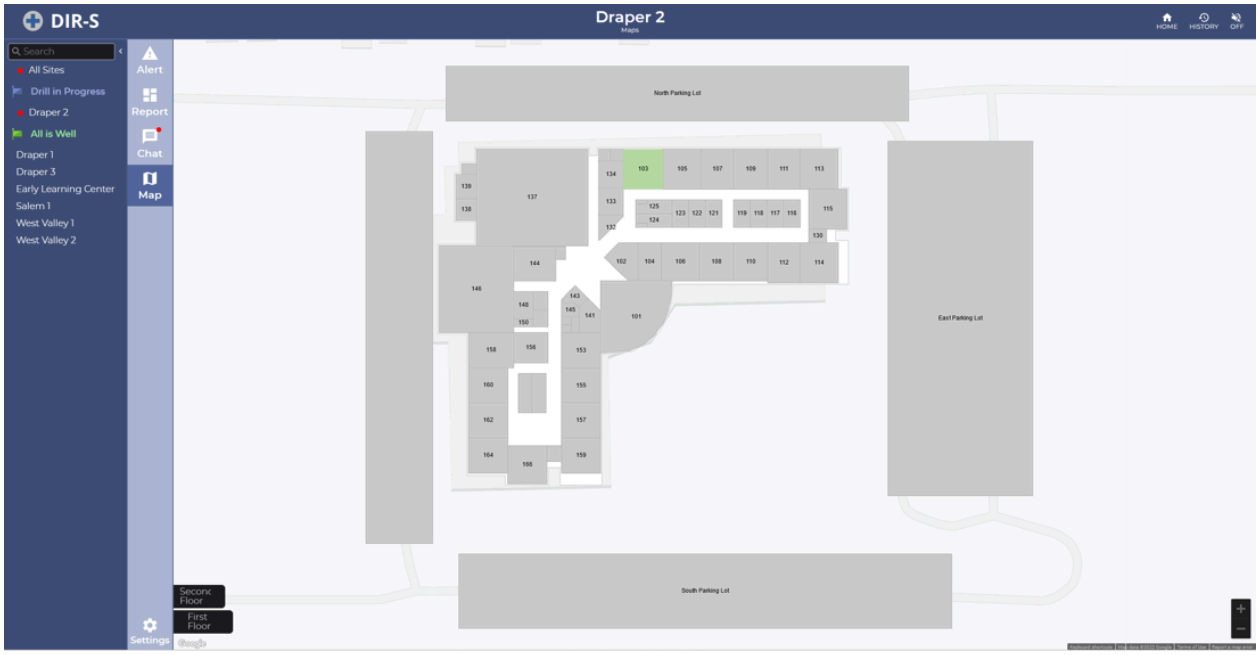


When a room is selected during an alert state, it will allow you to mark a room as safe or unsafe as well as indicate staff members present in the room.

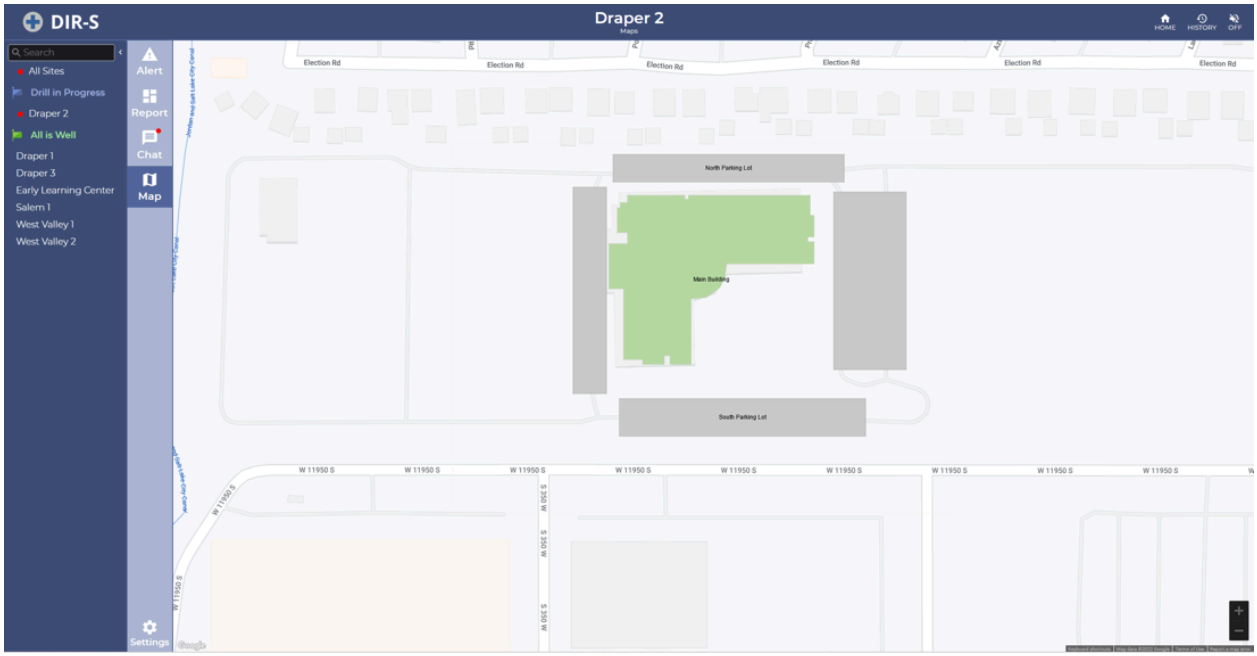


When a room is marked as safe it will show green. If it is marked as unsafe it will show red.

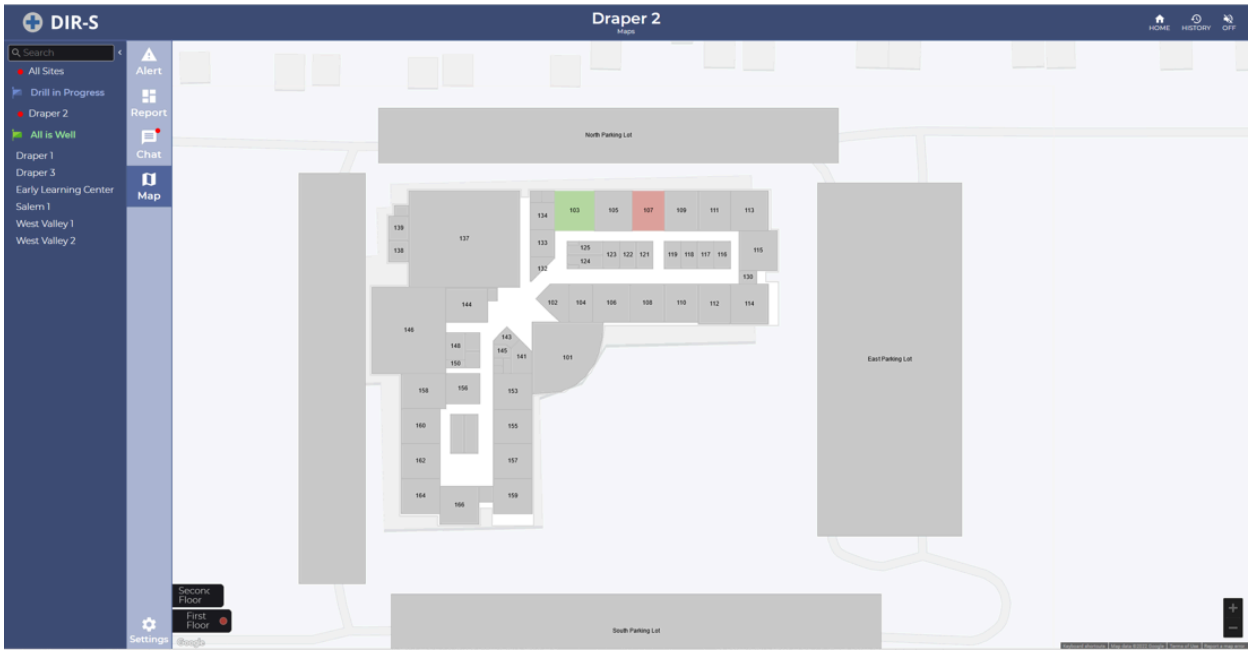
If a room is marked safe, the zoomed-out map view will show the entire building as green.



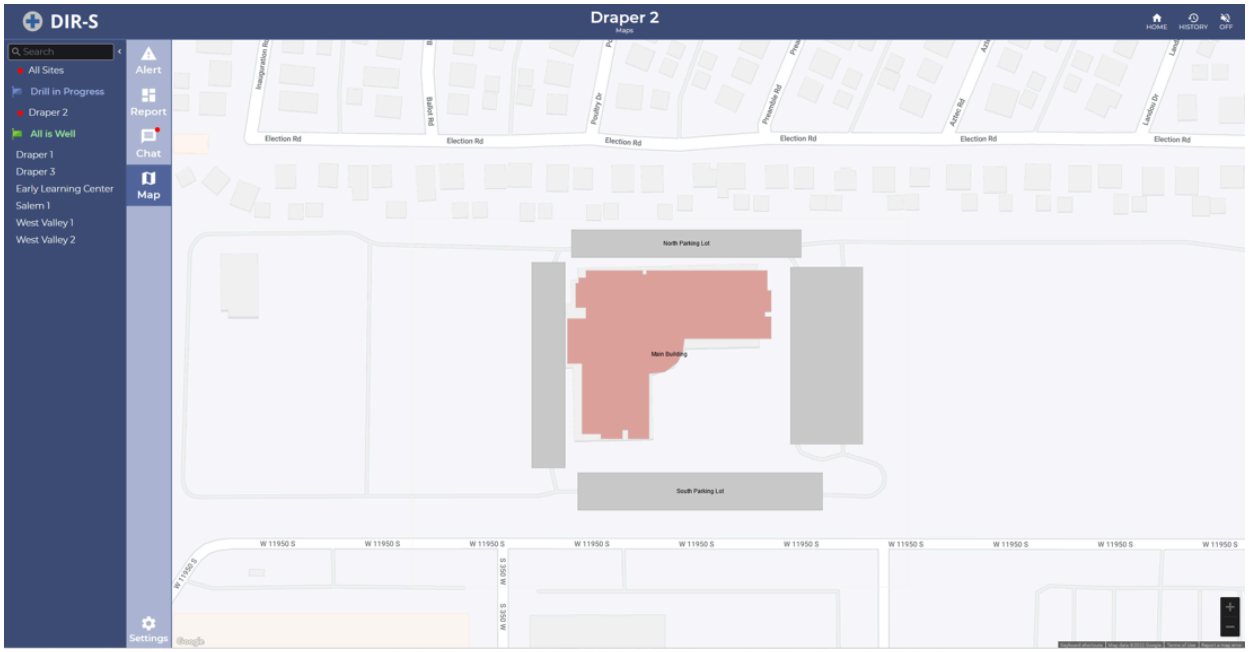
Zoomed out



If one room is marked as red, the zoomed-out view will show as red, even if there are green rooms present.



Zoomed out



Rooms can be changed from safe to unsafe, or vice versa, at any time by clicking into the room and updating the status.