
Safety Confirmation Service

Administrator Manual

(Management Function)

3rd Edition

February 9, 2018

Overview of Safety Confirmation Service

Safety Confirmation Service automatically sends Safety Confirmation e-mails to the users in the event of a disaster, so that the company can confirm the safety of its employees and aggregate data. Safety Confirmation emails can be also sent through the administrator's operation.

This service makes it possible for the administrator to distribute instruction e-mails based on the aggregated data, helping realize communication between relevant parties and quick response. Before using Safety Confirmation Service, read this manual carefully.

Description of Safety Confirmation Service Features

■ Individual User Based Data Management

You can manage data on an individual user basis in the individual management screens.
See "Managing Data on an Individual User Basis" (p.11).

■ Batch Data Management

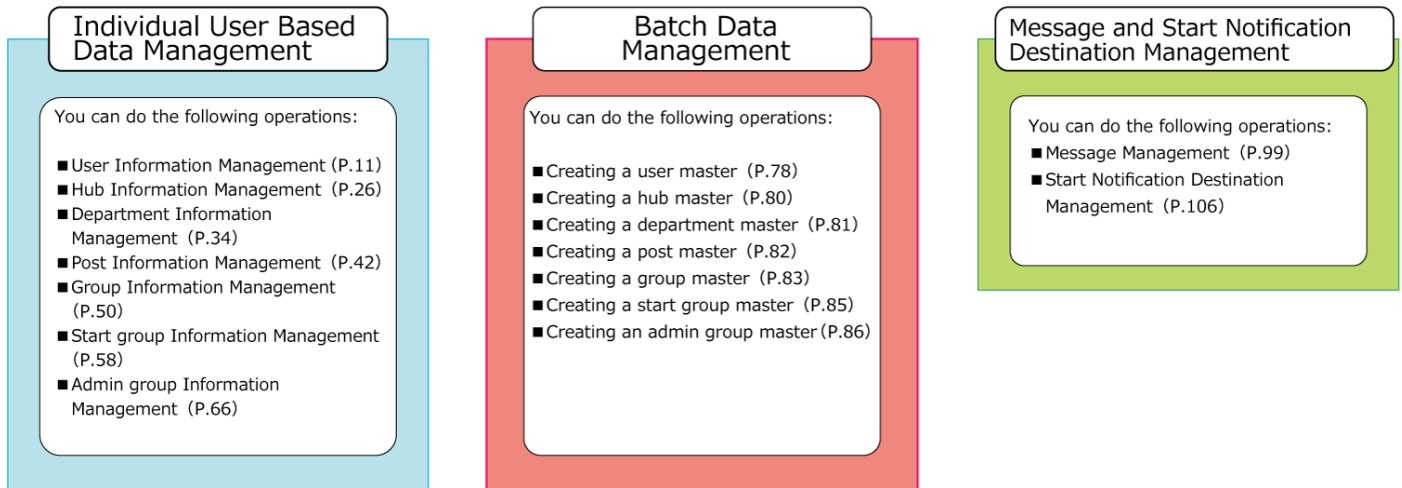
You can manage data in batches by using a CSV file.
See "Batch Management of Multiple Data Sets" (p.78).

■ Message and Start Notification Destination Management

You can manage messages for Safety Confirmation, Emergency Call, Safety Confirmation Training, News, and so on as well as start notification destinations.
See "Message and Start Notification Destination Management" (p.102).

Operation Flow

This document consists of three parts—"Individual User Based Data Management," "Batch Data Management," and "Message and Start Notification Destination Management."



Introduction

How to read a registration details notice

Before the customer starts using the system, a "registration details notice" containing the customer's registration information is issued.

For details, see "Information about the Safety Confirmation Service page."

危機管理情報配信・安否確認サービス 登録内容通知書	
<p>拝啓 時下ますますご清栄のこととお慶び申し上げます。</p> <p>この度は、弊社危機管理情報配信・安否確認サービスをご導入頂きまして、誠にありがとうございます。</p> <p>お申し込み頂きましたお客様のご利用内容を下記の通りご通知申し上げます。</p> <p>ご不明な点等ございましたら下記連絡先までお問い合わせ頂きますよう、お願い申し上げます。 敬具</p>	
サービス名	危機管理情報配信・安否確認サービス
契約開始日	**** 年 ** 月 ** 日
設定変更日	**** 年 ** 月 ** 日
お客様登録情報	
社名	株式会社*****
住所	****県****市****区*****
ご担当者	氏名: *****
	所属: *****部
	TEL: XXX-XXXX-XXXX E-MAIL: XXXXXX@XXXX.XX.XX
サービスページに関する情報	
* ① 顧客コード	*****
* ② サービスURL/初回ログインID・パスワード	http://bcp.myrescue.net/anpi/usr / *****
④ メールアドレス登録URL/ログインID・パスワード	http://bcp.myrescue.net/anpi/new / *****
* ⑥ メールアドレス登録メール送信先	mail-new@bcp.myrescue.net
ご利用に関する情報	
ユーザー登録上限数	***** ユーザ
ユーザ住所自動起動条件	対象エリア <input type="checkbox"/> 拠点 <input type="checkbox"/> 部署 <input type="checkbox"/> 居住地
	地震情報 震度5弱以上/地域階層: 都道府県 (安否起動コード: UJSM)
	特別警報 大雨・大雪・暴風・暴風雪・波浪・高潮 (安否起動コード: UKALL)
起動グループ住所自動起動条件	対象エリア <input type="checkbox"/> 起動グループ
	地震情報 震度5弱以上/地域階層: 都道府県 (安否起動コード: GJSM)
	特別警報 大雨・大雪・暴風・暴風雪・波浪・高潮 (安否起動コード: GKALL)
家族安否機能	<input type="checkbox"/> 利用 <input type="checkbox"/> 未利用
英語化対応機能	<input type="checkbox"/> 利用 <input type="checkbox"/> 未利用
質問テンプレート数	5 枚
Fromアドレス	***** @ *****.myrescue.net
<p>【お問合せ窓口】</p> <p>〒141-0031 ***** *- * *****</p> <p>*****</p> <p>E-mail: XXXXXX@XXXX.XX.XX</p>	

① Client code (*)	Code for identifying the user organization
② Safety Confirmation Service page URL (*)	URL of the Safety Confirmation Service page (http://bcp.myrescue.net/anpi/usr)
③ Initial login IDLogin ID/password	Login information provided to the administrator. Immediately after the service starts, user information should be registered using this login information.
④ E-mail address initial registration page URL	URL of the homepage exclusively used for e-mail address registration. You The user can access this page after selecting the URL of the Safety ConfirmationRescue Service page. You do not have to contact the user.
⑤ E-mail address initial registration login IDLogin ID/password (*)	Login information of the homepage exclusively used for e-mail address registration
⑥ E-mail address registration mail destination (*)	Mail destination exclusively used for e-mail address registration

*①, ②, ⑤, and ⑥ are common to all users. These items are informed to the target user when the service starts or additional user registration is made.

Initial Data Registration

User registration is required to be made in advance before starting using the system. Two methods are available.

- Registering pieces of user information one by one: see "Managing Data on an Individual User Basis" (p.11).
- Creating a master file (a CSV file) and registering data through batch processing: see "Batch Management of Multiple Data Sets" (p.78).

* When the number of users to be registered is big, we recommend using a master file (a CSV file).

E-Mail Address Registration

Two e-mail address registration methods are available.

- (1) Batch registration by personnel responsible for management
- (2) Registration by an individual user

Their characteristics are described as below.

	(1) Batch registration by personnel responsible for management	(2) Registration by an individual user
When an e-mail address is entered	<p>An e-mail address is entered in the user master, and then registered through batch processing.</p> <p>The registration process is completed when the batch processing by the user master is completed.</p> <p>See "8-2 Creating a user master." (p.78).</p>	<p>The user should perform the operation to register an e-mail address into the system. The registration process is completed when the registration operation is completed.</p> <p>See "1. Initially Registering Your E-Mail Address" in the separate manual "Safety Confirmation Service User Manual."</p> <p>The Login ID and password (Note) will be issued after the registration process is completed.</p>

Note: The role of the Login ID and password exclusive to a user

The Login ID and password exclusive to a user are necessary for each user to change the e-mail address, or change the settings for information to be distributed in normal condition.

The Login ID and password specific to each user are issued.

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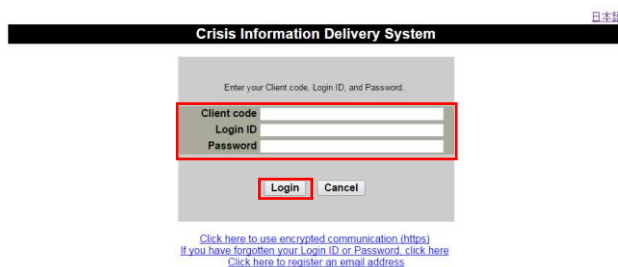
How to Log in to the Service

1

Access the system.

<http://bcp.myrescue.net/anpi/usr>

2



Log in.

To use the system, you must log in first.

- ① Enter information for "Client code," "Login ID," and "Password."
- ② Click the [Login] button.

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (p.9).

3



My Page is displayed.

After you log in, My Page appears.

Getting Your Login ID and Password

Getting Your Login ID and Password

If you forget the ID or password required for login, you can get it from the system.

1

Crisis Information Delivery System 日本語

Enter your Client code, Login ID, and Password.

Client code
Login ID
Password

Login Cancel

Click here to use e-mail for communication (https://)
If you have forgotten your Login ID or Password, click here
Click here to register an email address

In the Login window, click "If you have forgotten your Login ID or Password, click here."

<http://bcp.myrescue.net/anpi/usr>

2

Password Request 日本語

■If you have forgotten your Login ID/Password
Enter the registered destination email address below,
and click "Send".
You will receive an email containing your Login ID/Password.

Client code
Email address

Send

To the login screen

Enter information for "Client code" and "Email address," and click the [Send] button.

TIP

<Information for identifying the user>
Client code: Information for identifying the user organization
Email address: E-mail address already registered

3

Password Request 日本語

An email containing your Login ID/Password has been sent.
An email containing your Login ID/Password has been sent to the registered address. Please check it.

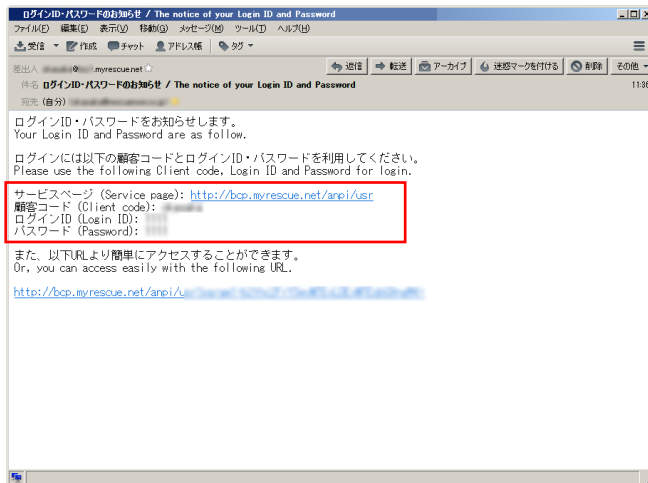
To the login screen

Receive a Login ID and password notification email.

An email notifying you about your login information is sent from the system.

Getting Your Login ID and Password

4



Check the Login ID and password.

TIP

Register the URL written in the Login ID and password notification e-mail into Favorites, and you can log in easily next time.

Managing Data on an Individual User Basis

When the number of users to be registered is small, instead of using the master file, we recommend registration in the individual management screen.

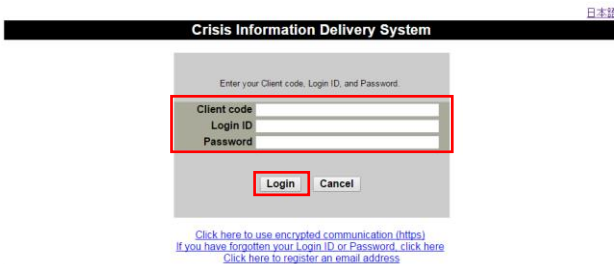
* For details on how to make registration using the master file, see "Master File Management" (p.78).

1. User Information Management

You can register, search for, change, and delete user information.

1-1. Registering user information

1



Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>


Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

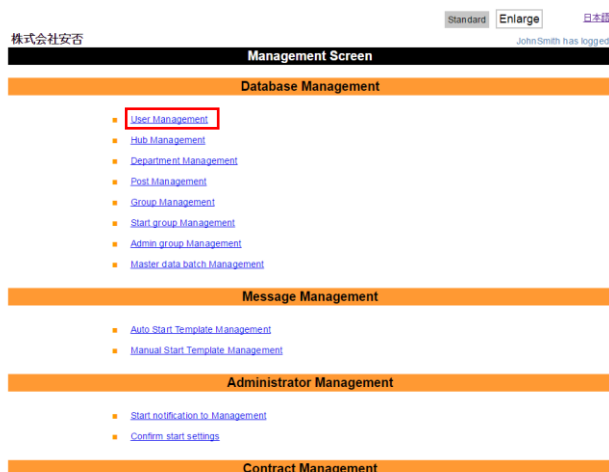
* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2



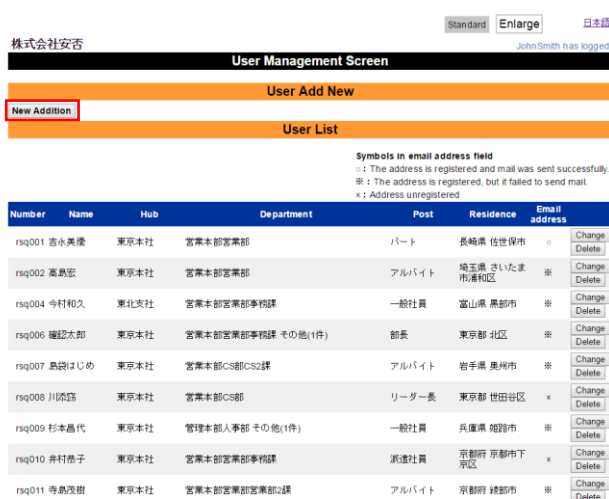
Click [Management Screens].

3



Click [User Management].

4



Click the [New Addition] button.

5

The screenshot shows the 'User Add New' form in the 'User Management Screen' for '株式会社安否'. The form contains fields for 'Number', 'Name', 'Furigana', 'Post', 'Hub', 'Department', 'Residence', 'Company-wide authority', 'Administration department', 'Login ID', 'Password', and 'Password (confirm)'. The 'Confirm' button is highlighted with a red box. Below the form are links to 'To User Management Screen' and 'To Management Screen', and a 'Logout' button.

Enter necessary information, and click the [Confirm] button.

Caution

Be sure to enter information for "Number," "Name," "Department," "Login ID," and "Password."

TIP

To set information for "Post," "Hub," or "Department," the relevant information must be registered in advance in the relevant management screen.

6

株式会社安否

Standard Enlarge 日本語

John Smith has logged

User Management Screen

Add User information with the following content.

User Add New

Number ^{required}	rsq12333
Name ^{required}	山川仁
Furigana	ヤマカワヒトシ
Post	一般社員
Hub	大野支社
Department ^{required}	システム本部
Residence	大野府大野市港区
Company-wide authority	一般権限
Administration department(Departmental authority)	確認権限 Start notification システム本部

Run Back

[To User Management Screen](#)
[To Management Screen](#)

Logout

Check the details, and click the [Run] button.

This completes the user information registration operation.

1-2. Searching for user information

By using the search function, you can quickly find necessary information.

1

日本語

Crisis Information Delivery System

Enter your Client code, Login ID, and Password.

Client code	
Login ID	
Password	

Login Cancel

[Click here to use unencrypted communication \(https\)](#)
[if you have forgotten your Login ID or Password, click here](#)
[Click here to register an email address](#)

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user company

Login ID: Information for identifying the user

Password: Login password for the user

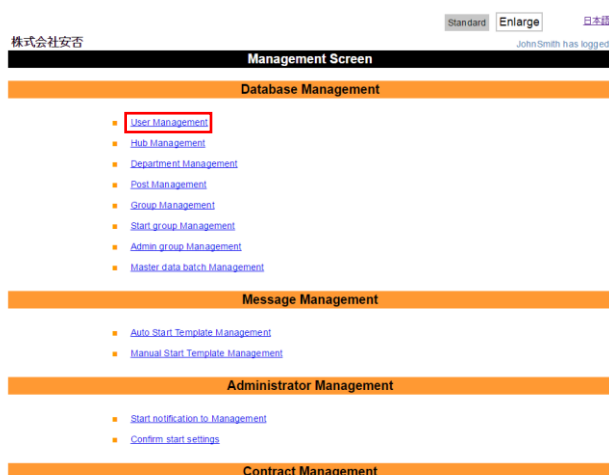
* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2



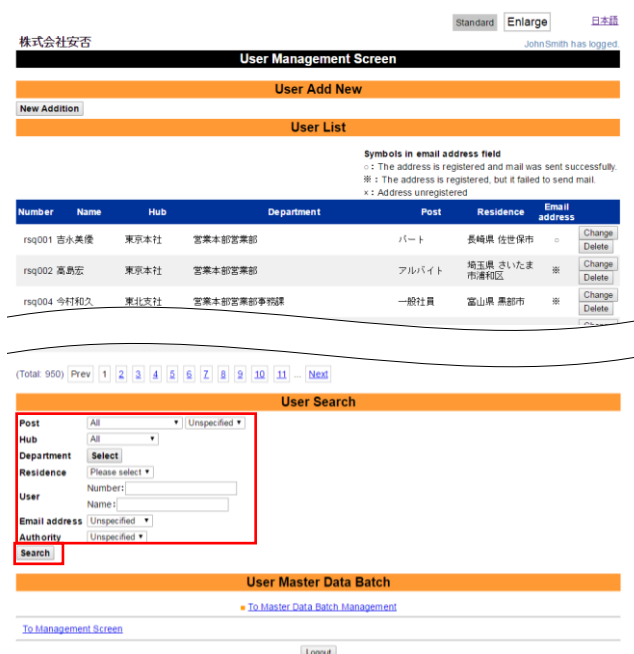
Click [Management Screens].

3



Click [User Management].

4



Select the criteria, and click the [Search] button.

This completes the user information search operation.

TIP

<Search criteria>

You can make a search by criteria from information for "Post," "Hub," "Department," "Residence," "Number," "Name," "Email," and "Authority (company-wide)."

* When multiple criteria are specified, a search with the AND operator applies.

1-3. Changing user information

1

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2

Click [Management Screens].

3

Click [User Management].

4

株式会社安否

Standard Enlarge 日本語

john.smith has logged

User Management Screen

User Add New

New Addition

User List

Symbols in email address field
 ○ : The address is registered and mail was sent successfully.
 ※ : The address is registered, but it failed to send mail.
 × : Address unregistered

Number	Name	Hub	Department	Post	Residence	Email address
rsq001	吉永美優	東京本社	営業本部営業部	パート	長崎県 佐世保市	○
rsq002	高島宏	東京本社	営業本部営業部	アルバイト	埼玉県 さいたま市浦和区	※
rsq004	今村和久	東北支社	営業本部営業部事務課	一般社員	富山県 黒部市	※
rsq006	確認太郎	東京本社	営業本部営業部事務課 その他(1件)	部長	東京都 北区	※
rsq007	島袋はじめ	東京本社	営業本部CS部CS課	アルバイト	岩手県 奥州市	※
rsq008	川崎路	東京本社	営業本部CS部	リーダー長	東京都 世田谷区	×
rsq009	杉本昌代	東京本社	管理本部人事課 その他(1件)	一般社員	兵庫県 姫路市	※
rsq010	井村希子	東京本社	営業本部営業部事務課	派遣社員	京都府 京都市下京区	×
rsq011	寺島茂樹	東京本社	営業本部営業部営業課	アルバイト	京都府 綾部市	※

Click the [Change] button for the entry for the user whose information you want to change.

5

株式会社安否

Standard Enlarge 日本語

john.smith has logged

User Management Screen

User Change

Registered User Information

Number	rsq004	Department	営業本部営業部事務課
Name	今村和久	Post	一般社員
Hub	東北支社	Residence	富山県 黒部市

User Change

Number^{required} rsq004

Name^{required} 今村和久

Furigana イマムラカズヒサ

Post 一般社員

Hub 東北支社

Department^{required} Select Clear 営業本部 営業部 事務課

Residence 富山県 黒部市

Company-wide authority 確認権限 Start notification

Administration department(Departmental authority) Select

Email address Email address Delete

Login ID Login ID Change

Password Password Change

Confirm Back

Edit the information, and click the [Confirm] button.

TIP

<Information you can change>

Information for the following items can be changed: "Number," "Name," "Post," "Hub," "Department," "Company-wide authority," and "Residence."

6

株式会社安否

Standard Enlarge 日本語

John Smith has logged

User Management Screen

Change User information with the following content.

User Change

Number ^{required}	rsq004
Name ^{required}	今村和久
Furigana	イマムラカズヒサ
Post	一般社員
Hub	東北支社
Department ^{required}	営業本部 営業部 事務課
Residence	富山県 黒部市
Company-wide authority	確認権限
Administration department(Departmental authority)	

Run **Back**

[To User Management Screen](#)
[To Management Screen](#)

Logout

Check the details, and click the [Run] button.

This completes the user information change operation.

1-4. Changing the login ID in user information

1

日本語

Crisis Information Delivery System

Enter your Client code, Login ID, and Password.

Client code	
Login ID	
Password	

Login **Cancel**

[Click here to use encrypted communication \(https\)](#)
[if you have forgotten your Login ID or Password, click here](#)
[Click here to register an email address](#)

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

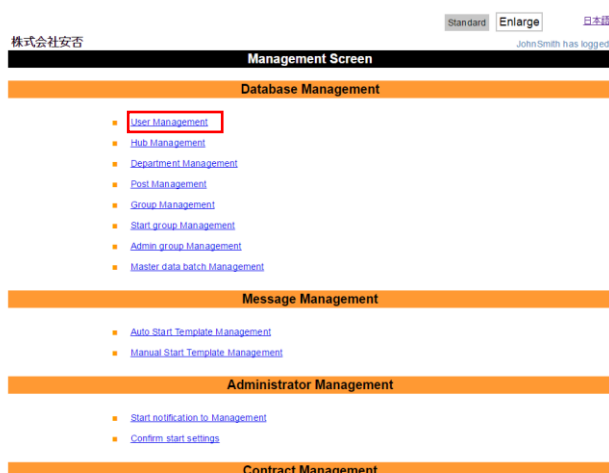
* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2



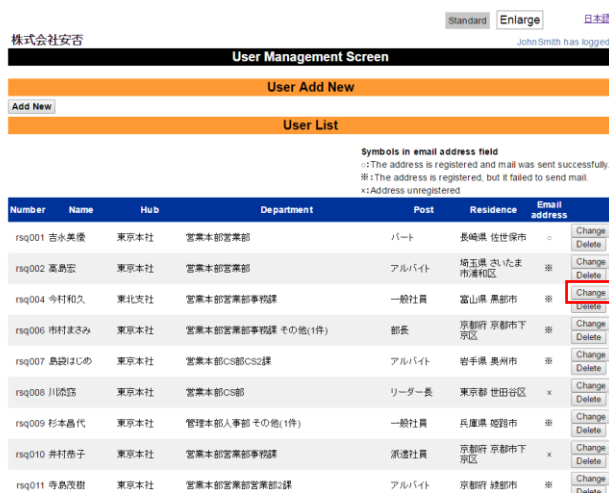
Click [Management Screens].

3



Click [User Management].

4



Click the [Change] button for the entry for the user whose information you want to change.

5

株式会社安否 Standard Enlarge 日本語 John Smith has logged

User Management Screen

User Change

Registered User Information

Number	rsq004	Department	営業本部営業部事務課
Name	今村和久	Post	一般社員
Hub	東北支社	Residence	富山県 黒部市

User Change

Number^{required}

Name^{required}

Furigana

Post

Hub

Department^{required}

Residence

Company-wide authority ☐ Start notification

Administration department(Departmental authority)

Email address

Login ID

Password

Click the [Login ID Change] button.

6

株式会社安否 Standard Enlarge 日本語 John Smith has logged

User Management Screen

Login ID Change

Login ID^{required}

Login ID (confirm)

[To User Management Screen](#)
[To Management Screen](#)

To avoid typing errors, please enter the same ID in the confirmation field. If the two entries do not match, you cannot change it.

Edit the Login ID, and click the [Run] button.

This completes the user information Login ID change operation.

1-5. Changing the password in user information

1

Crisis Information Delivery System 日本語

Enter your Client code, Login ID, and Password.

Client code
Login ID
Password

Login Cancel

[Click here to use encrypted communication \(https\)](#)
[If you have forgotten your Login ID or Password, click here](#)
[Click here to register an email address](#)

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2

株式会社安否 Standard Enlarge 日本語 John Smith has logged

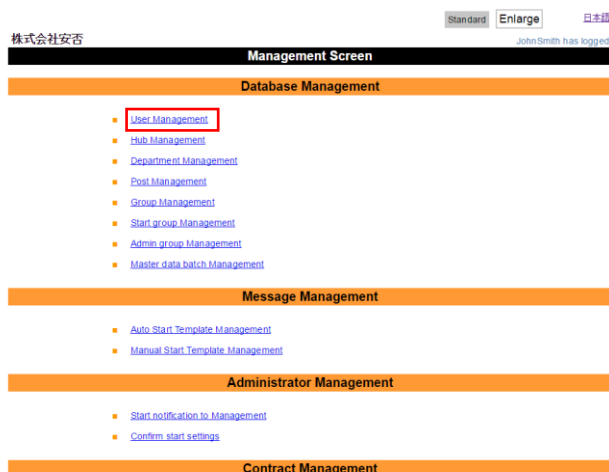
My Page

- News from Operators
- Crisis Information
- Settings
- User Project List
- Management Screens
- Project List
- Start Project
- Family Safety Management

Logout

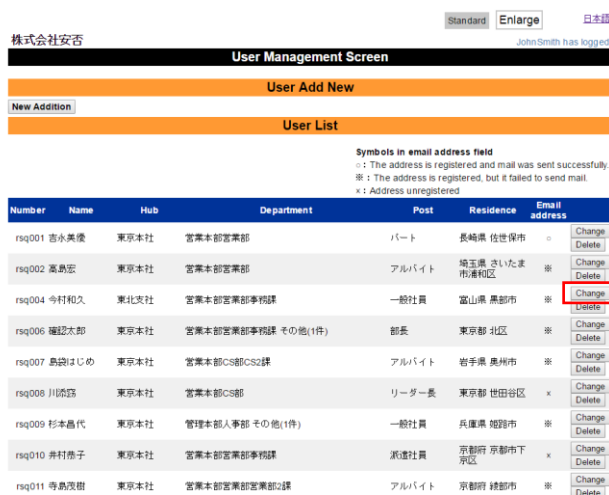
Click [Management Screens].

3



Click [User Management].

4



Click the [Change] button for the entry for the user whose information you want to change.

5



Click the [Password Change] button.

6


The screenshot shows a web interface for '株式会社安否' (Anpi Co., Ltd.). At the top, there are links for 'Standard', 'Enlarge', and '日本語'. Below this is a header bar with 'User Management Screen' and a notification 'John Smith has logged'. The main content area is titled 'Password Change' and contains two input fields labeled 'New password' and 'New password (confirm)'. A red box highlights these two fields. Below the fields are 'Run' and 'Back' buttons, with the 'Run' button also highlighted by a red box. To the right of the input fields, a grey box contains the text: 'To avoid typing errors, please enter the same password in the confirmation field. If the two entries do not match, you cannot change it.' At the bottom of the page, there are links 'To User Management Screen' and 'To Management Screen', and a 'Logout' button.

Edit the password, and click the [Run] button.

This completes the user information password change operation.

1-6. Deleting the e-mail address in user information

1



Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

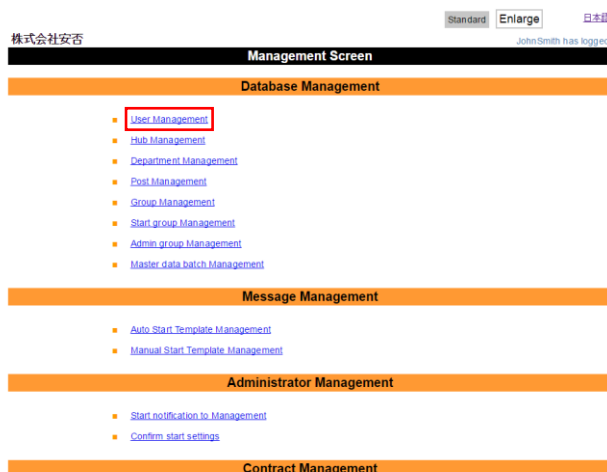
* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2



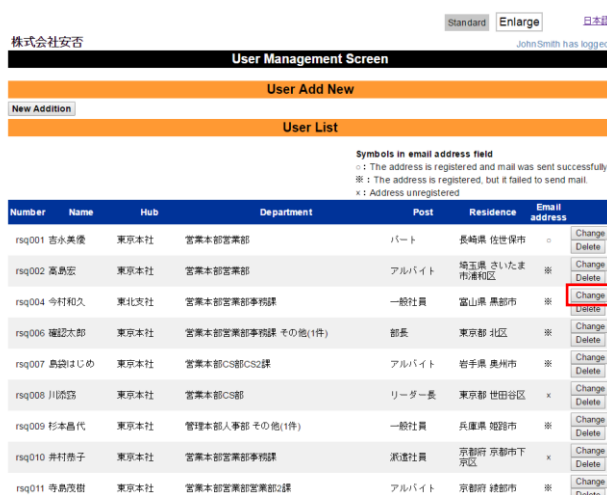
Click [Management Screens].

3



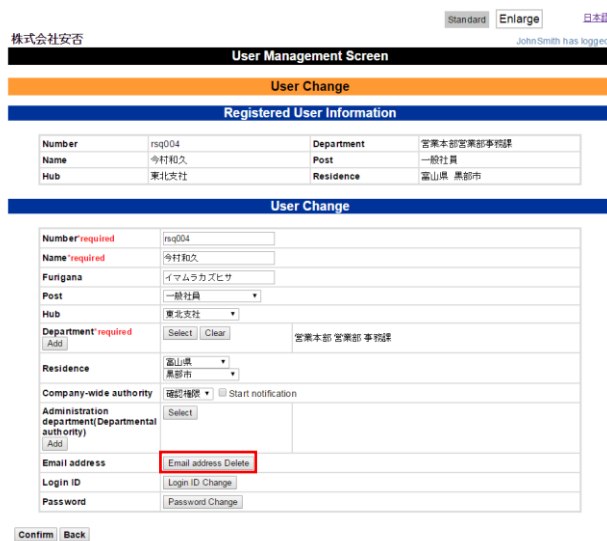
Click [User Management].

4



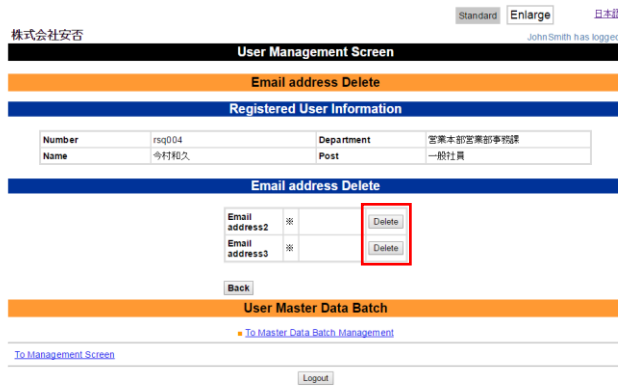
Click the [Change] button for the entry for the user whose information of e-mail address you want to delete.

5



Click the [Email address Delete] button.

6



株式会社安否

Standard Enlarge 日本語

John Smith has logged

User Management Screen

Email address Delete

Registered User Information

Number	rsq004	Department	営業本部営業部事務課
Name	今村和久	Post	一般社員

Email address Delete

Email address2	*	<input type="text"/>	<input type="button" value="Delete"/>
Email address3	*	<input type="text"/>	<input type="button" value="Delete"/>

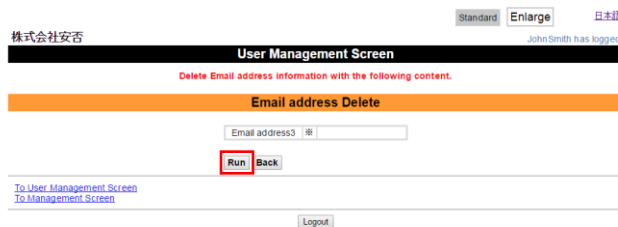
User Master Data Batch

• [To Master Data Batch Management](#)

[To Management Screen](#)

Click the [Delete] button for the E-mail address to be deleted.

7



株式会社安否

Standard Enlarge 日本語

John Smith has logged

User Management Screen

Delete Email address information with the following content.

Email address Delete

Email address3 *

[To User Management Screen](#)
[To Management Screen](#)

Check the details, and click the [Run] button.

This completes the user information Email address delete operation.

An address deletion confirmation Email is sent to the user.

1-7. Deleting user information

1

Crisis Information Delivery System

日本語

Enter your Client code, Login ID, and Password.

Client code
Login ID
Password

Login Cancel

[Click here to use encrypted communication \(https\)](#)
[If you have forgotten your Login ID or Password, click here](#)
[Click here to register an email address](#)

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2

株式会社安否

Standard Enlarge 日本語

John Smith has logged.

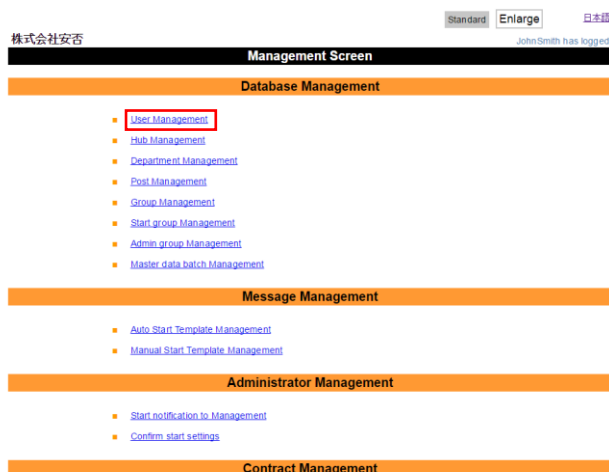
My Page

- News from Operators
- Crisis Information
- Settings
- User Project List
- Management Screens
- Project List
- Start Project
- Family Safety Management

Logout

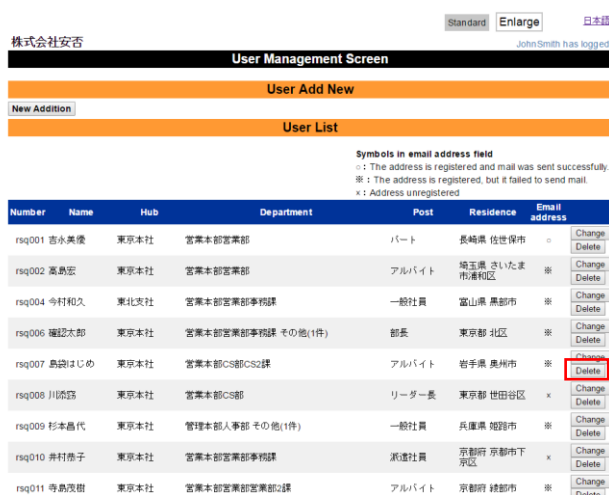
Click [Management Screens].

3



Click [User Management].

4



Click the [Delete] button for the entry for the user whose information you want to delete.

5



Check the details, and click the [Run] button.

This completes the user information delete operation.

2. Hub Information Management

You can register, search for, change, and delete hub information.

2-1. Registering hub information

1

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2

Click [Management Screens].

3

Click [Hub Management].

4

株式会社安否

Standard Enlarge 日本語

John Smith has logged.

Hub Management Screen

Hub Add New

New Addition

Hub List

No	Address 1	Address 2	
10	五反田センター	東京都 品川区	Change Delete
20	大塚支社	大阪府 大阪市中央区	Change Delete
30	福岡支社	No delivery	Change Delete
40	東京本社	東京都 中央区	Change Delete
50	東北支社	宮城県 仙台市青葉区	Change Delete
60	北海道支社	北海道 釧路市	Change Delete
70	四国支社	高知県 高知市	Change Delete
80	中国支社	広島県 呉市	Change Delete
90	神戸支社	兵庫県 西宮市	Change Delete
100	北陸支社	石川県 白山市	Change Delete
110	海外支社	No delivery	Change

Click [New Addition].

5

株式会社安否

Standard Enlarge 日本語

John Smith has logged.

Hub Management Screen

Hub Add New

Display order:

Hub name:

Hub Area (Location):

If the display order is not specified, the last display order is added automatically.

[Confirm](#) [Back](#)

[To Hub Management Screen](#)
[To Management Screen](#)

[Logout](#)

Enter necessary information, and click the [Confirm] button.

This completes the Hub information registration operation.

2-2. Searching for hub information

By using the search function, you can quickly find necessary information.

1

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2

Click [Management Screens].

3

Click [Hub Management].

4

株式会社安否 Standard Enlarge 日本語 John Smith has logged

Hub Management Screen

New Addition

Hub Add New

Hub List

No		Address 1	Address 2	
10	五反田センター	東京都	品川区	Change Delete
20	大原支社	大原府	大原市中央区	Change Delete
30	福岡支社	No delivery		Change Delete
110	海外地域	No delivery		Delete
120	清水営業所	静岡県	静岡市清水区	Change Delete

Hub Search

Hub Area (Location): Please select ▼

[Search](#)

Select search criteria from the Hub data, and click "Search". Unless otherwise selected, the default condition will be selected.

Hub Master Data Batch

[To Master Data Batch Management](#)

[To Management Screen](#)

[Logout](#)

Select the criteria, and click the [Search] button.

This completes the Hub information search operation.

TIP

<Search criteria>

You can make a search by criteria from information for "Hub Area (Location)."

2-3. Changing hub information

1

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

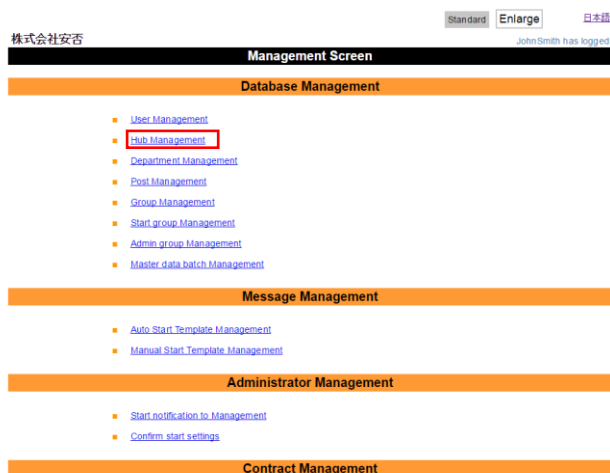
* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2



Click [Management Screens].

3



Click [Hub Management].

4

株式会社安否

Standard Enlarge 日本語

John Smith has logged

Hub Management Screen

Hub Add New

New Addition

Hub List

No		Address 1	Address 2	
10	五反田センター	東京都	品川区	Change Delete
20	大塚支社	大塚府	大塚市中央区	Change Delete
30	福岡支社	No delivery		Change Delete
40	東京本社	東京都	中央区	Change Delete
50	東北支社	宮城県	仙台市青葉区	Change Delete
60	北海道支社	北海道	釧路市	Change Delete
70	四国支社	高知県	高知市	Change Delete
80	中国支社	広島県	呉市	Change Delete
90	神戸支社	兵庫県	西宮市	Change Delete
100	北陸支社	石川県	白山市	Change Delete
110	海外支社	No Address		Change

Click the [Change] button for the entry for the hub whose information you want to change.

5

株式会社安否

Standard Enlarge 日本語

John Smith has logged

Hub Management Screen

Hub Change

Display order: 20

Hub name: 大塚支社

Hub Area (Location): 大塚府 大塚市中央区

If the display order is not specified, the last display order is added automatically.

Confirm Back

[To Hub Management Screen](#)
[To Management Screen](#)

Logout

Edit the information, and click the [Confirm] button.

6

株式会社安否

Standard Enlarge 日本語

John Smith has logged

Hub Management Screen

Change Hub information with the following content.

Hub Change

Display order: 20

Hub name: 大塚支社

Hub Area (Location): 大塚府 大塚市中央区

Run Back

[To Hub Management Screen](#)
[To Management Screen](#)

Logout

Check the details, and click the [Run] button.

This completes the Hub information change operation.

2-4. Deleting hub information

1

Enter your Client code, Login ID, and Password.

Client code
Login ID
Password

Login Cancel

[Click here to use encrypted communication \(https\)](#)
[If you have forgotten your Login ID or Password, click here](#)
[Click here to register an email address](#)

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2

Standard Enlarge 日本語

株式会社安否 My Page John Smith has logged

- News from Operators
- Crisis Information
- Settings
- User Project List
- Management Screens
- Project List
- Start Project
- Family Safety Management

Logout

Click [Management Screens].

3

Standard Enlarge 日本語

株式会社安否 Management Screen John Smith has logged

Database Management

- User Management
- Hub Management
- Department Management
- Post Management
- Group Management
- Start group Management
- Admin group Management
- Master data batch Management

Message Management

- Auto Start Template Management
- Manual Start Template Management

Administrator Management

- Start notification to Management
- Confirm start settings

Contract Management

Click [Hub Management].

4

株式会社安否

Standard Enlarge 日本語 JohnSmith has logged

Hub Management Screen

Hub Add New

New Addition

Hub List

No		Address 1	Address 2	
10	五反田センター	東京都	品川区	Change Delete
20	大塚支社	大塚府	大塚市中央区	Change Delete
30	福岡支社	No delivery		Change Delete
40	東京本社	東京都	中央区	Change Delete
50	東北支社	宮城県	仙台市青葉区	Change Delete
60	北海道支社	北海道	網走市	Change Delete
70	四国支社	高知県	高知市	Change Delete
80	中国支社	広島県	呉市	Change Delete
90	神戸支社	兵庫県	西宮市	Change Delete
100	北陸支社	石川県	白山市	Change Delete
110	海外支社	No delivery		Change

Click the [Delete] button for the entry for the hub whose information you want to delete.

5

株式会社安否

Standard Enlarge 日本語 JohnSmith has logged

Hub Management Screen

Delete Hub information with the following content.

Hub Delete

Display order	10
Hub name	五反田センター
Hub Area (Location)	東京都品川区

Run Back

[To Hub Management Screen](#)
[To Management Screen](#)

Logout

Check the details, and click the [Run] button.

This completes the hub information delete operation.

3. Department Information Management

You can register, search for, change, and delete user information.

3-1. Registering department information

1

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

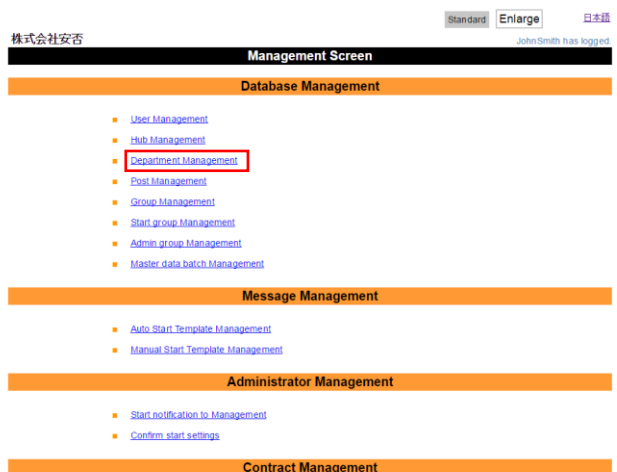
* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2



Click [Management Screens].

3



Click [Department Management].

4 Click the [New Addition] button.

The screenshot shows the 'Department Management Screen' with a top navigation bar. Below the bar, there are three main sections: 'Department Add New', 'Department List', and 'Department Search'. The 'Department Add New' section contains a 'New Addition' button, which is highlighted with a red box. The 'Department List' section shows a table with columns for Dept1 through Dept10. The 'Department Search' section has input fields for 'Dept code' and 'Department name', and a 'Search' button. At the bottom, there is a 'Department Master Data Batch' section with a link to 'To Master Data Batch Management' and a 'Logout' button.

5 Enter information for "Dept code" and "Department name," and click the [Confirm] button.

The first screenshot shows the 'Department Add New' form with fields for 'Hierarchy', 'Dept code', 'Department name', and 'Location'. The 'Confirm' button is highlighted with a red box. The second screenshot shows the same form with data entered: Hierarchy 1, Dept code 0711, Department name 課連部, and Location 東京都台東区. The 'Add' button is highlighted with a red box, and a red arrow points from it to the 'Add' button in the second screenshot.

CAUTION

To enter information for "Dept code," using only single-byte alphanumeric characters.

TIP

Click the [Add] button to continue and register a department at a lower level.

6 Check the details, and click the [Run] button.

The screenshot shows the 'Department Add New' form with the data entered in the previous step. The 'Run' button is highlighted with a red box. Below the form, there are links to 'To Department Management Screen' and 'To Management Screen', and a 'Logout' button.

This completes the department information registration operation.

3-2. Searching for department information

By using the search function, you can quickly find necessary information.

1



Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

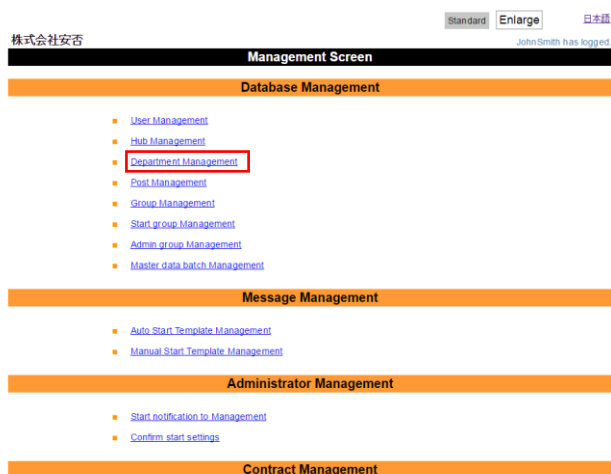
* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2



Click [Management Screens].

3



Click [Department Management].

4

The screenshot shows the 'Department Management Screen' for '株式会社安否'. The interface includes a 'Department Add New' button, a 'Department List' table with columns Dept1 through Dept10, and a 'Department Search' section. In the search section, the 'Dept code' and 'Department name' input fields are highlighted with a red rectangle. Below these fields are 'Search' and 'Clear' buttons. A tip box on the right of the search section states: 'Select search criteria from the Department data, and click "Search". Unless otherwise selected, the default condition will be selected.' The bottom of the screen features a 'Department Master Data Batch' section with a link to 'To Master Data Batch Management', a 'To Management Screen' link, and a 'Logout' button.

Enter search information, and click the [Search] button.

This completes the department information search operation.

TIP

<Information that can be used for a search>

You can make a search by criteria from information for "Dept code" and "Department name."

3-3. Changing department information

1

Crisis Information Delivery System 日本語

Enter your Client code, Login ID, and Password.

Client code
Login ID
Password

Login Cancel

[Click here to use encrypted communication \(https\)](#)
[If you have forgotten your Login ID or Password, click here](#)
[Click here to register an email address](#)

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

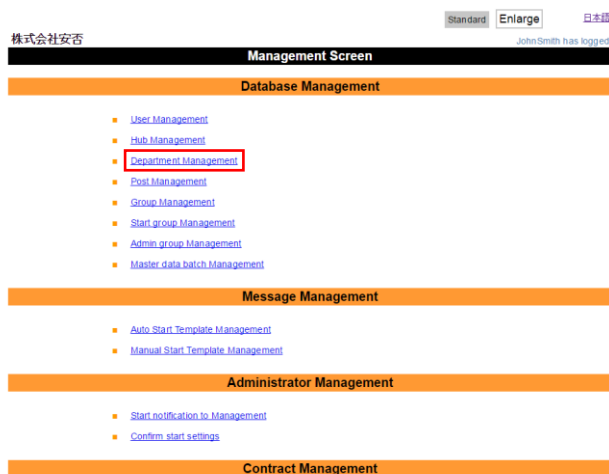
* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2



Click [Management Screens].

3



Click [Department Management].

4

株式会社安否

Standard Enlarge 日本語

John Smith has logged

Department Management Screen

Department Add New

New Addition

Department List

Dept1 Dept2 Dept3 Dept4 Dept5 Dept6 Dept7 Dept8 Dept9 Dept10

◎ 管理本部 東京部中央区 Edit

◎ 営業本部 東京部中央区 Edit

◎ システム本部 東京部中央区 Edit

◎ 調達部 東京部台東区 Edit

Department Search

Dept code

Department name

Select search criteria from the Department data, and click "Search". Unless otherwise selected, the default condition will be selected.

Search Clear

Department Master Data Batch

To Master Data Batch Management

To Management Screen

Logout

Click the [Edit] button for the entry for the department whose information you want to change.

5

株式会社安否

Standard Enlarge 日本語

John Smith has logged

Department Management Screen

Department Change

Hierarchy	Dept code	Department name	Location
1	102	システム本部	東京部 中央区
2	203	開発部	東京部 中央区
3	308	開発1課	東京部 中央区
3	309	開発2課	東京部 中央区
3	310	開発3課	大塚市 大塚市港区
2	204	運用部	東京部 品川区
3	311	運用1課	東京部 品川区
3	312	運用2課	東京部 品川区

Confirm Back

To Department Management Screen

To Management Screen

Logout

Edit the information, and click the [Confirm] button.

TIP

Click the [+] button to edit a department under the control of the selected department.

6

株式会社安否

Standard Enlarge 日本語

John Smith has logged

Department Management Screen

Change Department information with the following content.

Department Change

Hierarchy	Dept code	Department name	Location
1	102	システム本部	東京部 中央区
2	203	開発部	東京部 中央区
3	308	開発1課	東京部 中央区
3	309	開発2課	東京部 中央区
3	310	開発3課	大塚市 大塚市港区
2	204	運用部	東京部 品川区
3	311	運用1課	東京部 品川区
3	312	運用2課	東京部 品川区

Run Back

To Department Management Screen

To Management Screen

Logout

Check the details, and click the [Run] button.

This completes the department information change operation.

3-4. Deleting department information

1

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user company

Login ID: Information for identifying the user

Password: Login password for the user

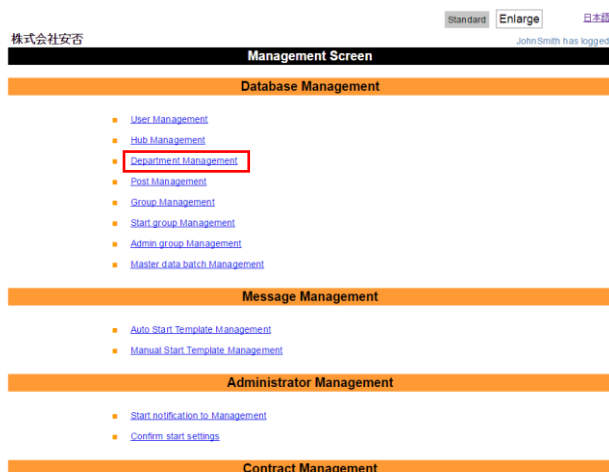
* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2



Click [Management Screens].

3



Click [Department Management].

4

株式会社安否

Standard Enlarge 日本語

John Smith has logged

Department Management Screen

Department Add New

New Addition

Department List

Dept1	Dept2	Dept3	Dept4	Dept5	Dept6	Dept7	Dept8	Dept9	Dept10
① 管理本部							東京部中央区	[Edit]	
② 営業本部							東京部中央区	[Edit]	
③ システム本部							東京部中央区	[Edit]	
④ 調達部							東京部台東区	[Edit]	

Department Search

Dept code

Department name

Search Clear

Select search criteria from the Department data, and click "Search". Unless otherwise selected, the default condition will be selected.

Department Master Data Batch

To Master Data Batch Management

To Management Screen

Logout

Click the [Edit] button for the entry for the department whose information you want to delete.

5

株式会社安否

Standard Enlarge 日本語

John Smith has logged

Department Management Screen

Department Change

Hierarchy	Dept code	Department name	Location	Add	Delete
①	102	システム本部	東京部 中央区	[Add]	[Delete]
②	203	開発部	東京部 中央区	[Add]	[Delete]
③	308	開発 1課	東京部 中央区	[Add]	[Delete]
③	309	開発 2課	東京部 中央区	[Add]	[Delete]
③	310	開発 3課	大阪府 大阪市港区	[Add]	[Delete]
②	204	運用部	東京部 品川区	[Add]	[Delete]
③	311	運用 1課	東京部 品川区	[Add]	[Delete]
③	312	運用 2課	東京部 品川区	[Add]	[Delete]
③	315	運用 3課	東京部 品川区	[Add]	[Delete]

Confirm Back

To Department Management Screen

Click the [Delete] button for the entry for the department whose information you want to delete.

6

株式会社安否

Standard Enlarge 日本語

John Smith has logged

Department Management Screen

Delete Department information with the following content.

Department Delete

Hierarchy	Dept code	Department name	Location
3	315	運用 3課	東京部 品川区

Run Back

To Department Management Screen

To Management Screen

Logout

Check the details, and click the [Run] button.

This completes the department information delete operation.

4. Post Information Management

You can register, search for, change, and delete post information.

4-1. Registering post information

1

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user company

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2

Click [Management Screens].

3

Click [Post Management].

4 Click the [New Addition] button.

株式会社安否 Standard Enlarge 日本語 John Smith has logged

Post Management Screen

Post Add New

New Addition

Post List

Post order	Post	
10	マネジメント	Change Delete
20	部長	Change Delete
30	課長	Change Delete
40	課長補佐	Change Delete
50	リーダー	Change Delete
60	リーダー長	Change Delete
70	一般社員	Change Delete
80	派遣社員	Change Delete
90	パート	Change Delete
100	アルバイト	Change Delete
110	臨時社員(事務)	Change

5 Enter necessary information, and click the [Confirm] button.

株式会社安否 Standard Enlarge 日本語 John Smith has logged

Post Management Screen

Post Add New

Post order:
 Post title:

If not specified, the post order will not be assigned.

Confirm Back

[To Post Management Screen](#)
[To Management Screen](#)

[Logout](#)

6 Check the details, and click the [Run] button.

株式会社安否 Standard Enlarge 日本語 John Smith has logged

Post Management Screen

Add Post information with the following content.

Post Add New

Post order: 35
 Post title: 次長

Run Back

[To Post Management Screen](#)
[To Management Screen](#)

[Logout](#)

This completes the post information registration operation.

4-2. Searching for post information

By using the search function, you can quickly find necessary information.

1

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2

Click [Management Screens].

3

Click [Post Management].

4

株式会社安否 Standard Enlarge 日本語 John Smith has logged

Post Management Screen

[Post Add New](#)

[New Addition](#)

Post List

Post order	Post	
10	マネジメント	Change Delete
20	部長	Change Delete
30	課長	Change Delete
130	協力会社(システム部)	Delete

Post Search

Post: All | Unspecified

[Search](#)

Select search criteria from the Post data, and click "Search". Unless otherwise selected, the default condition will be selected.

Post Master Data Batch

[To Master Data Batch Management](#)

[To Management Screen](#)

[Logout](#)

Select the criteria, and click the [Search] button.

This completes the post information search operation.

TIP

<Information that can be used for a search>
You can make a search by criteria from information for Post" and "Rank ("Unspecified," "or above," "or below") ."

4-3. Changing post information

1

Enter your Client code, Login ID, and Password.

Client code
Login ID
Password

Login Cancel

[Click here to use encrypted communication \(https\)](#)
[If you have forgotten your Login ID or Password, click here](#)
[Click here to register an email address](#)

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user company

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2

Standard Enlarge 日本語

John Smith has logged.

My Page

- News from Operators
- Crisis Information
- Settings
- User Project List
- Management Screens
- Project List
- Start Project
- Family Safety Management

Logout

Click [Management Screens].

3

Standard Enlarge 日本語

John Smith has logged.

Management Screen

Database Management

- User Management
- Hub Management
- Department Management
- Post Management
- Group Management
- Start group Management
- Admin group Management
- Master data batch Management

Message Management

- Auto Start Template Management
- Manual Start Template Management

Administrator Management

- Start notification to Management
- Confirm start settings

Contract Management

Click [Post Management].

4

株式会社安否

Standard Enlarge 日本語

John Smith has logged

Post Management Screen

Post Add New

New Addition

Post List

Post order	Post	
10	マネジメント	Change Delete
20	部長	Change Delete
30	課長	Change Delete
40	課長補佐	Change Delete
50	リーダー	Change Delete
60	リーダー長	Change Delete
70	一般社員	Change Delete
80	派遣社員	Change Delete
90	パート	Change Delete
100	アルバイト	Change Delete
110	臨時社員(事務)	Change

Click the [Change] button for the entry for the post whose information you want to change.

5

株式会社安否

Standard Enlarge 日本語

John Smith has logged

Post Management Screen

Post Change

Post order: 40

Post title: 課長補佐

If not specified, the post order will not be assigned.

Confirm Back

[To Post Management Screen](#)
[To Management Screen](#)

Logout

Edit the information, and click the [Confirm] button.

6

株式会社安否

Standard Enlarge 日本語

John Smith has logged

Post Management Screen

Change Post information with the following content.

Post Change

Post order: 40

Post title: 課長補佐

Run Back

[To Post Management Screen](#)
[To Management Screen](#)

Logout

Check the details, and click the [Run] button.

This completes the post information change operation.

4-4. Deleting post information

1

Enter your Client code, Login ID, and Password.

Client code
Login ID
Password

Login Cancel

[Click here to use encrypted communication \(https\)](#)
[If you have forgotten your Login ID or Password, click here](#)
[Click here to register an email address](#)

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2

Standard Enlarge 日本語

John Smith has logged.

My Page

- News from Operators
- Crisis Information
- Settings
- User Project List
- Management Screens
- Project List
- Start Project
- Family Safety Management

Logout

Click [Management Screens].

3

Standard Enlarge 日本語

John Smith has logged.

Management Screen

Database Management

- User Management
- Hub Management
- Department Management
- Post Management
- Group Management
- Start group Management
- Admin group Management
- Master data batch Management

Message Management

- Auto Start Template Management
- Manual Start Template Management

Administrator Management

- Start notification to Management
- Confirm start settings

Contract Management

Click [Post Management].

4

株式会社安否

Standard Enlarge 日本語

John Smith has logged

Post Management Screen

Post Add New

New Addition

Post List

Post order	Post	
10	マネジメント	Change Delete
20	部長	Change Delete
30	課長	Change Delete
40	課長補佐	Change Delete
50	リーダー	Change Delete
60	リーダー長	Change Delete
70	一般社員	Change Delete
80	派遣社員	Change Delete
90	パート	Change Delete
100	アルバイト	Change Delete
110	臨時社員(事務)	Change

Click the [Delete] button for the entry for the post whose information you want to delete.

5

株式会社安否

Standard Enlarge 日本語

John Smith has logged

Post Management Screen

Delete Post information with the following content.

Post Delete

Post order 40

Post title 課長補佐

Run Back

[To Post Management Screen](#)
[To Management Screen](#)

Logout


Check the details, and click the [Run] button.

This completes the post information delete operation.

5. Group Information Management

You can register, search for, change, and delete group information.

5-1. Registering group information

1**Log in.**

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

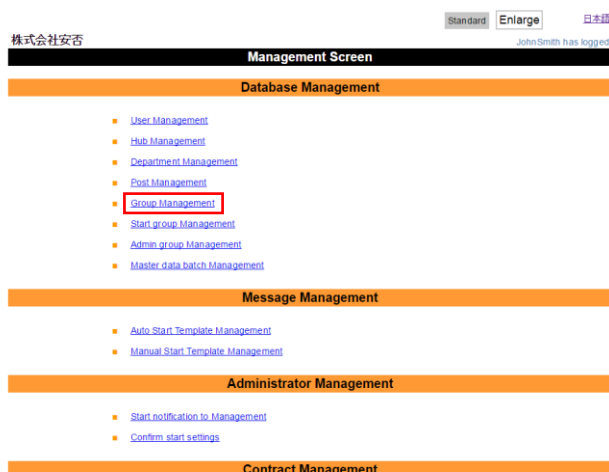
Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2

Click [Management Screens].

3

Click [Group Management].

4 Click the [New Addition] button.

The screenshot shows the 'Group Management Screen' with a top navigation bar containing 'Standard', 'Enlarge', and '日本語' buttons. Below the navigation bar, there are three main sections: 'Group Add New', 'Group List', and 'Group Search'. The 'Group Add New' section is highlighted in orange and contains a 'New Addition' button, which is highlighted with a red box. The 'Group List' section shows a table of existing groups with columns for 'Group name', 'Method of specification', 'Post', 'Hub', 'Department', 'Residence', and 'Area'. The 'Group Search' section contains various filters and a search button.

5 Enter necessary information, and click the [Confirm] button.

The screenshot shows the 'Group Add New' form. The form has a 'Group name' field, a 'Method of specification' dropdown, and several 'Destination' sections. The 'Confirm' button is highlighted with a red box. A red arrow points from the 'Confirm' button to the 'Add destination' button, which is also highlighted with a red box.

TIP

To specify multiple criteria, click the [Add destination] button. You can increase the number of specified criteria.

6 Check the details, and click the [Run] button.

The screenshot shows the 'Group Add New' form with the 'Run' button highlighted with a red box. The form displays the details of the group being added, including the 'Group name', 'Method of specification', and 'Destination' information. The 'Run' button is located at the bottom of the form.

This completes the group information registration operation.

5-2. Searching for group information

By using the search function, you can quickly find necessary information.

1

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2

Click [Management Screens].

3

Click [Group Management].

4

株式会社安否 Standard Enlarge 日本語 JohnSmith has logged

Group Management Screen

Group Add New

[New Addition](#)

Group List

Group name		
客室利用G	Change	Delete
危機管理G	Change	Delete
読書G	Change	Delete
リーダー	Change	Delete
危機管理	Change	Delete
東海G	Change	Delete

Group Search

Post: All Unspecified

Hub: All

Department: Select

Residence: All

Area: All All

User: Name Number

[Search](#) [Clear](#)

Group Master Data Batch

[To Master Data Batch Management](#)

Select the criteria, and click the [Search] button.

This completes the group information search operation.

TIP

<Search criteria>

You can make a search by criteria from information for "Post," "Hub," "Department," "Residence," "Area," "(User) Name," "(User) Number."

- * When multiple criteria are specified, a search with the AND operator applies.
- * To select information for prefecture and municipality of "Area," the relevant information must be registered in advance in the hub management screen or the department management screen.

5-3. Changing group information

1

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

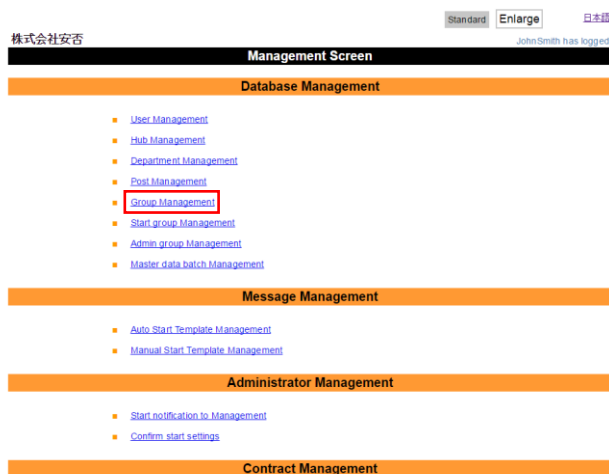
* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2



Click [Management Screens].

3



Click [Group Management].

4

株式会社安否 Standard Enlarge 日本語 JohnSmith has logged.

Group Management Screen

Group Add New

[New Addition](#)

Group List

Group name		
客室利用G	Change	Delete
危機管理G	Change	Delete
読書G	Change	Delete
リーダー	Change	Delete
危機管理	Change	Delete
東海G	Change	Delete

Group Search

Post: All Unspecified

Hub: All

Department: Select

Residence: All

Area: All All

Name:

User:

Number:

[Search](#) [Clear](#)

Group Master Data Batch

[To Master Data Batch Management](#)

Click the [Change] button for the entry for the group whose information you want to change.

5

株式会社安否 Standard Enlarge 日本語 JohnSmith has logged.

Group Management Screen

Group Change

Group name	危機管理G		
Method of specification	Optional		
Post	一般社員 or above		
Destination1	Hub: Please select		
Department	Select		
Residence	Please select		
Area	Please select Please select		
Method of specification	Optional		
Post	Please select Unspecified		
Destination2	Hub: 東京本社		
Department	Select Clear 管理本部 only		
Residence	Please select		
Area	Please select Please select		

[Confirm](#) [Back](#)

Add destination

[Add destination](#)

Group Delete

[Delete](#)

Edit the information, and click the [Confirm] button.

6

株式会社安否 Standard Enlarge 日本語 JohnSmith has logged.

Group Management Screen

Group Change

Group name	危機管理G		
Method of specification	Optional		
Post	一般社員 or above		
Destination1	Hub: Please select		
Department	Select		
Residence	Please select		
Area	Please select Please select		
Method of specification	Optional		
Post	Please select Unspecified		
Destination2	Hub: 東京本社		
Department	Select Clear 管理本部 only		
Residence	Please select		
Area	Please select Please select		

[Run](#) [Back](#)

[To Group Management Screen](#)
[To Management Screen](#)

[Logout](#)

Check the details, and click the [Run] button.

This completes the group information change operation.

5-4. Deleting group information

1

Crisis Information Delivery System 日本語

Enter your Client code, Login ID, and Password.

Client code
Login ID
Password

Login Cancel

[Click here to use encrypted communication \(https\)](#)
[If you have forgotten your Login ID or Password, click here](#)
[Click here to register an email address](#)

Log in.<http://bcp.myrescue.net/anpi/usr>**TIP**

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

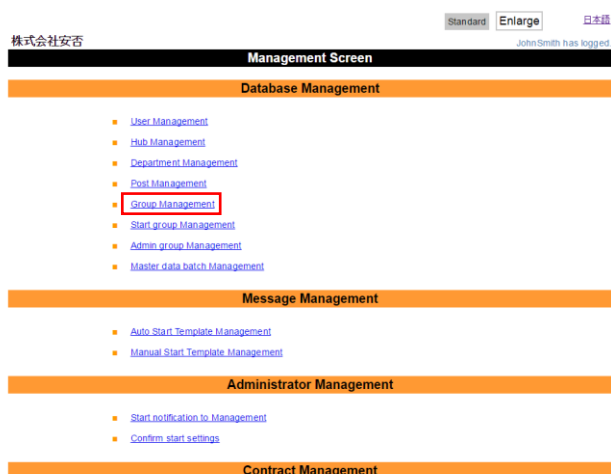
Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2

**Click [Management Screens].**

3

**Click [Group Management].**

4

株式会社安否 Standard Enlarge 日本語 JohnSmith has logged

Group Management Screen

Group Add New

[New Addition](#)

Group List

Group name	Change	Delete
客室利用G	Change	Delete
危機管理G	Change	Delete
読書G	Change	Delete
リーダー	Change	Delete
危機管理	Change	Delete
東海G	Change	Delete

Group Search

Post:

Hub:

Department:

Residence:

Area:

User:

[Search](#) [Clear](#)

Group Master Data Batch

[To Master Data Batch Management](#)

Click the [Delete] button for the entry for the group whose information you want to delete.

5

株式会社安否 Standard Enlarge 日本語 JohnSmith has logged

Group Management Screen

Delete a new group with the following content.

Group Delete

Group name	東海G
Method of specification	Optional
Post	
Destination1	
Hub	
Department	
Residence	
Area	静岡県
Method of specification	Optional
Post	
Destination2	
Hub	
Department	
Residence	
Area	

[Run](#) [Back](#)

[To Group Management Screen](#)
[To Management Screen](#)

[Logout](#)

Check the details, and click the [Run] button.

This completes the group information delete operation.

6. Start group Information Management (Optional service)

You can register, search for, change, and delete start group information.

6-1. Registering start group information

1

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2

Click [Management Screens].

3

Click [Start group Management].

4 Click the [New Addition] button.

株式会社安否 Standard Enlarge 日本語 John Smith has logged

Start group Management Screen

Start group Add New

New Addition

Start group List

Start group name	Safety Confirmation start	Area classification	Target group		
関東G	GJSM	City	関東G	Change	Delete
東北G	GJSM	Prefecture	リーダー	Change	Delete
近畿G	GJSM	Prefecture	リーダー	Change	Delete
東海G	GJSM	Prefecture	リーダー	Change	Delete
東海G特別警報	GKTA	City	リーダー	Change	Delete

Start group Search

Area All

Search Clear

Start group Master Data Batch

To Master Data Batch Management

To Management Screen

Logout

5 Enter necessary information, and click the [Confirm] button.

株式会社安否 Standard Enlarge 日本語 John Smith has logged

Start group Management Screen

Start group Add New

Start group name* 九州G

Safety Confirmation start* GJSM

Start level* 震度 5 弱以上

Area classification* * Prefecture @ City

Target group* リーダー

Start address*

福岡県 削除

佐賀県 削除

長崎県 削除

大分県 削除

熊本県 削除

宮崎県 削除

鹿児島県 削除

追加

Confirm Back

To Start group Management Screen

To Management Screen

Logout

CAUTION

To select the classification for weather warnings/advisories in "Safety Confirmation Start," the information of municipality must be registered in the "Start address."

6 Check the details, and click the [Run] button.

株式会社安否 Standard Enlarge 日本語 John Smith has logged

Start group Management Screen

Add Start group information with the following content.

Start group Add New

Start group name* 九州G

Safety Confirmation start* 地震情報

Start level* 震度 5 弱以上

Area classification* Prefecture

Target group* リーダー

Start address*

福岡県

佐賀県

長崎県

大分県

熊本県

宮崎県

鹿児島県

Run Back

To Start group Management Screen

To Management Screen

Logout

This completes the start group information registration operation.

6-2. Searching for start group information

By using the search function, you can quickly find necessary information.

1

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

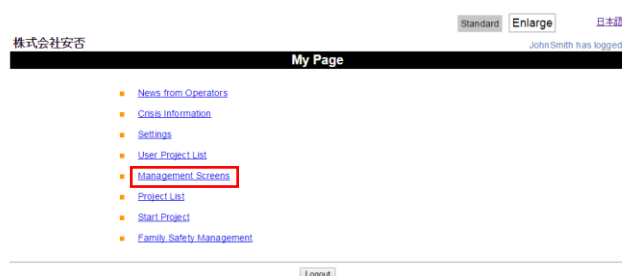
Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

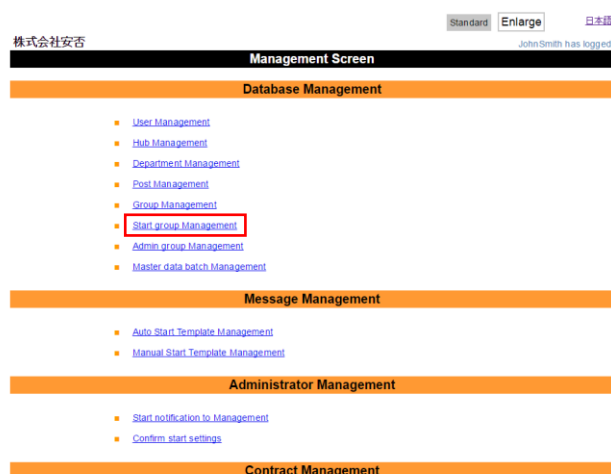
* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2



Click [Management Screens].

3



Click [Start group Management].

4

株式会社安否 Standards Enlarge 日本語 John Smith has logged

Start group Management Screen

Start group Add New

New Addition

Start group List

Start group name	Safety Confirmation start	Area classification	Target group		
関東G	GJSM	City	関東G	Change	Delete
東北G	GJSM	Prefecture	リーダー	Change	Delete
近畿G	GJSM	Prefecture	リーダー	Change	Delete
東海G	GJSM	Prefecture	リーダー	Change	Delete
東海G特別管轄	GKTA	City	リーダー	Change	Delete

Start group Search

Area: All ▼

Search Clear

Start group Master Data Batch

▶ To Master Data Batch Management

[To Management Screen](#)

Logout

Select the criteria, and click the [Search] button.

This completes the start group information search operation.

TIP

<Information that can be used for a search>
You can search by information for "Area (Prefecture)."

6-3. Changing start group information

1

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user company

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2

Click [Management Screens].

3

Click [Start group Management].

4

株式会社安否

Standard Enlarge 日本語

John Smith has logged

Start group Management Screen

Start group Add New

New Addition

Start group List

Start group name	Safety Confirmation start	Area classification	Target group		
関東G	GJSM	City	関東G	Change	Delete
東北G	GJSM	Prefecture	リーダー	Change	Delete
近畿G	GJSM	Prefecture	リーダー	Change	Delete
東海G	GJSM	Prefecture	リーダー	Change	Delete
東海G特別管轄	GKTA	City	リーダー	Change	Delete

Start group Search

Area:

[Search](#) [Clear](#)

Start group Master Data Batch

[To Master Data Batch Management](#)

[To Management Screen](#)

[Logout](#)

Click the [Change] button for the entry for the start group whose information you want to change.

5

株式会社安否

Standard Enlarge 日本語

John Smith has logged

Start group Management Screen

Start group Change

Start group name: 東海G

Safety Confirmation start: GJSM

Start level: 震度6弱以上

Area classification: ☒ Prefecture ☐ City

Target group: リーダー

Start address: 岐阜県 静岡県 三重県

[追加](#)

[Confirm](#) [Back](#)

[To Start group Management Screen](#)

[To Management Screen](#)

[Logout](#)

Edit the information, and click the [Confirm] button.

6

株式会社安否

Standard Enlarge 日本語

John Smith has logged

Start group Management Screen

Change Start group information with the following content.

Start group Change

Start group name: 東海G

Safety Confirmation start: 地震情報

Start level: 震度6弱以上

Area classification: Prefecture

Target group: リーダー

Start address: 岐阜県
静岡県
三重県

[Run](#) [Back](#)

[To Start group Management Screen](#)

[To Management Screen](#)

[Logout](#)

Check the details, and click the [Run] button.

This completes the start group information change operation.

6-4. Deleting start group information

1

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2

Click [Management Screens].

3

Click [Start group Management].

4

株式会社安否 Standard Enlarge 日本語 John Smith has logged

Start group Management Screen

Start group Add New

[New Addition](#)

Start group List

Start group name	Safety Confirmation start	Area classification	Target group		
関東G	GJSM	City	関東G	Change	Delete
東北G	GJSM	Prefecture	リーダー	Change	Delete
近畿G	GJSM	Prefecture	リーダー	Change	Delete
東海G	GJSM	Prefecture	リーダー	Change	Delete
東海G特別管轄	GKTA	City	リーダー	Change	Delete

Start group Search

Area: All

[Search](#) [Clear](#)

Start group Master Data Batch

[To Master Data Batch Management](#)

[To Management Screen](#)

[Logout](#)

Click the [Delete] button for the entry for the start group whose information you want to delete.

5

株式会社安否 Standard Enlarge 日本語 John Smith has logged

Start group Management Screen

Delete Start group information with the following content.

Start group Delete

Start group name*	東海G
Safety Confirmation start*	地震情報
Target group*	リーダー
Start address*	・岐阜県 ・静岡県 ・三重県

[Run](#) [Back](#)

[To Start group Management Screen](#)
[To Management Screen](#)

[Logout](#)

Check the details, and click the [Run] button.

This completes the start group information delete operation.

7. Admin group Information Management

You can register, search for, change, and delete admin group information.

The admin group information is the setting data which the departmental authority user is registered for each department.

* The departmental authority user is the user who is given the departmental authority.

7-1. Registering admin group information

1

Crisis Information Delivery System 日本語

Enter your Client code, Login ID, and Password.

Client code
Login ID
Password

Login Cancel

[Click here to use encrypted communication \(https\)](#)
[If you have forgotten your Login ID or Password, click here](#)
[Click here to register an email address](#)

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2

株式会社安否 Standard Enlarge 日本語

JohnSmith has logged.

My Page

- News from Operators
- Crisis Information
- Settings
- User Project List
- Management Screens
- Project List
- Start Project
- Family Safety Management

Logout

Click [Management Screens].

3

株式会社安否 Standard Enlarge 日本語

JohnSmith has logged.

Management Screen

Database Management

- User Management
- Hub Management
- Department Management
- Post Management
- Group Management
- Start group Management
- Admin group Management
- Master data batch Management

Message Management

- Auto Start Template Management
- Manual Start Template Management

Administrator Management

- Start notification to Management
- Confirm start settings

Contract Management

Click [Admin group Management].

4

株式会社安否

Standards Enlarge 日本語

John Smith has logged

Admin group Management Screen

Admin group Add New

New Addition

Admin group List

Dept code	Department name	Number of users set		
101	営業本部	6	Change	Delete
102	システム本部	10	Change	Delete
103	管理本部	4	Change	Delete
201	営業本部 CS部	4	Change	Delete
203	システム本部 開発部	5	Change	Delete
308	システム本部 開発部 開発1課	0	Change	Delete

Admin group Search

Department

Admin group Master Data Batch

[To Master Data Batch Management](#)

[To Management Screen](#)

Click the [New Addition] button.

5

株式会社安否

Standards Enlarge 日本語

John Smith has logged

Admin group Management Screen

Admin group Add New

Administration department **Department selection**

User

[To Admin group Management Screen](#)

[To Management Screen](#)

Click [Department election].

6

株式会社安否

Standards Enlarge 日本語

John Smith has logged

Admin group Management Screen

Admin group Add New

Administration department **Department selection**

User

[To Admin group Management Screen](#)

[To Management Screen](#)

Select the "Administration department" to which you want to register the departmental authority user, and click the [Select] button.

7

株式会社安否

Standard Enlarge 日本語

Admin group Management Screen

Admin group

User List

Number	Name	Department	Email	Departmental authority	Start notification
<input type="checkbox"/>	rsq001 吉永美保	営業本部営業部	-	確認権限	<input type="checkbox"/> Start notification
<input type="checkbox"/>	rsq002 高島 宏	営業本部営業部	※	確認権限	<input type="checkbox"/> Start notification
<input type="checkbox"/>	rsq004 今村和久	営業本部営業部事務課 その他(1件)	※	確認権限	<input type="checkbox"/> Start notification
<input type="checkbox"/>	rsq006 市村まさみ	営業本部営業部事務課 その他(1件)	※	確認権限	<input type="checkbox"/> Start notification
<input type="checkbox"/>	rsq007 島崎はじめ	営業本部CS部CS2課	※	確認権限	<input type="checkbox"/> Start notification
<input type="checkbox"/>	rsq008 川辺 雄	営業本部CS部	x	確認権限	<input type="checkbox"/> Start notification
<input type="checkbox"/>	rsq009 杉本 晶代	管理本部人事課 その他(1件)	※	確認権限	<input type="checkbox"/> Start notification
<input type="checkbox"/>	rsq010 井村 希子	営業本部営業部事務課	x	確認権限	<input type="checkbox"/> Start notification
<input type="checkbox"/>	rsq021 前野 隆	システム本部運用部運用課	-	確認権限	<input type="checkbox"/> Start notification
<input type="checkbox"/>	rsq022 西井 三省	システム本部運用部	※	確認権限	<input type="checkbox"/> Start notification

(Total: 951) Prev 1 2 3 4 5 6 7 8 9 10 11 Next

Select Clear Cancel

User Search

Post All Unspecified

Hub All

Department Select

Residence Please select

Area Please select Please select

User Name: Number:

☐ Selected

Search

Select the check boxes for the users you want to set, and select the "Departmental authority." Click the [Select] button.

TIP

To receive a start notification, select the check box for "Start notification" for each entry.

8

株式会社安否

Standard Enlarge 日本語

Admin group Management Screen

Admin group Add New

Administration department 課連部 課連G

User Select 3people

Confirm Back

To Admin group Management Screen

To Management Screen

Logout

Check the details, and click the [Confirm] button.

9

株式会社安否

Standard Enlarge 日本語

Admin group Management Screen

Add Admin group information with the following content.

Admin group Add New

Administration department 課連部 課連G

User Select 3people

Run Back

To Admin group Management Screen

To Management Screen

Logout

Check the details, and click the [Run] button.

This completes the admin group information registration operation.

7-2. Searching for admin group information

By using the search function, you can quickly find necessary information.

1**Log in.**

<http://bcp.myrescue.net/anpi/usr>

TIP

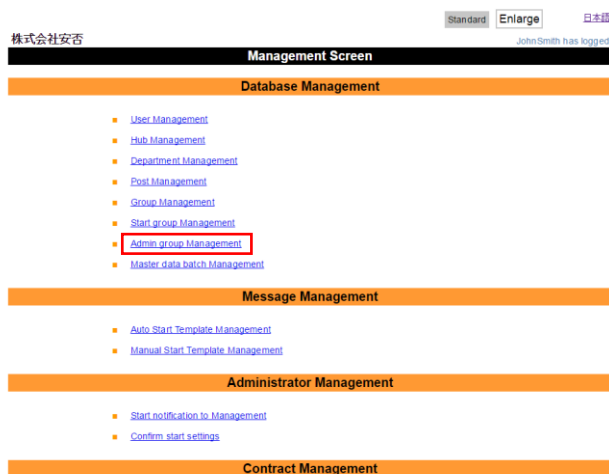
<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2**Click [Management Screens].****3****Click [Admin group Management].**

4

株式会社安否 Standards Enlarge 日本語 John Smith has logged

Admin group Management Screen

Admin group Add New

[New Addition](#)

Admin group List

Dept code	Department name	Number of users set		
101	営業本部	6	Change	Delete
102	システム本部	10	Change	Delete
103	管理本部	4	Change	Delete
201	営業本部 CS部	4	Change	Delete
203	システム本部 開発部	5	Change	Delete
308	システム本部 開発部 開発1課	0	Change	Delete

Admin group Search

Department [Select](#)

[Search](#) [Clear](#)

Admin group Master Data Batch

[To Master Data Batch Management](#)

[To Management Screen](#)

[Logout](#)

Select the criteria, and click the [Search] button.

This completes the admin group information search operation.

TIP

<Search criteria>

You can make a search by criteria from information for "(User) Name," "(User) Number."

7-3. Changing admin group information

1

Crisis Information Delivery System 日本語

Enter your Client code, Login ID, and Password.

Client code
Login ID
Password

Login Cancel

[Click here to use encrypted communication \(https\)](#)
[If you have forgotten your Login ID or Password, click here](#)
[Click here to register an email address](#)

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

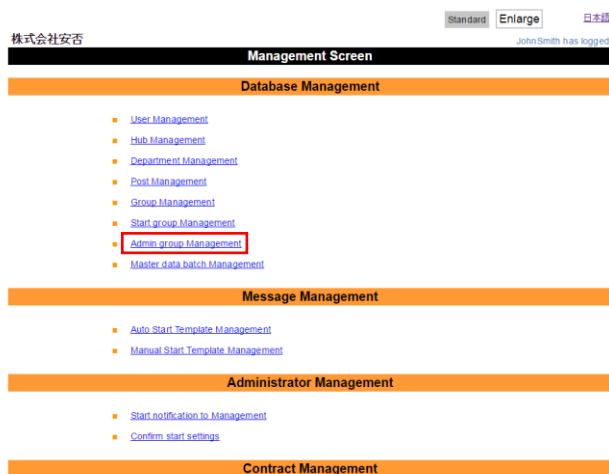
* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2



Click [Management Screens].

3



Click [Admin group Management].

4

株式会社安否

Standard Enlarge 日本語

Admin group Management Screen

Admin group Add New

New Addition

Admin group List

Dept code	Department name	Number of users set	Change	Delete
101	営業本部	6	Change	Delete
102	システム本部	10	Change	Delete
103	管理本部	4	Change	Delete
201	営業本部 CS部	4	Change	Delete
203	システム本部 開発部	5	Change	Delete
308	システム本部 開発部 開発1課	0	Change	Delete

Admin group Search

Department Select

Search Clear

Admin group Master Data Batch

To Master Data Batch Management

To Management Screen

Logout

Click the [Change] button for the entry for the admin group whose information you want to change.

5

株式会社安否

Standard Enlarge 日本語

Admin group Management Screen

Admin group Change

Administration department 営業本部

User Select People

Confirm Back

Admin group Delete

Delete

To Admin group Management Screen

To Management Screen

Logout

Click the [Select] button.

TIP

To change an admin department, select an admin department and change it.

6

株式会社安否

Standard Enlarge 日本語

Admin group Management Screen

Admin group

User List

Number	Name	Department	Email	Departmental authority	Start notification
<input type="checkbox"/>	rsq001 吉小美優	営業本部営業部	o	確認権限	<input type="checkbox"/> Start notification
<input type="checkbox"/>	rsq002 高島宏	営業本部営業部	※	確認権限	<input type="checkbox"/> Start notification
<input type="checkbox"/>	rsq004 今村和久	営業本部営業部事務課	※	確認権限	<input type="checkbox"/> Start notification
<input type="checkbox"/>	rsq015 崎原晴子	管理本部総務部	※	確認権限	<input type="checkbox"/> Start notification
<input type="checkbox"/>	rsq016 小宮典太	管理本部総務部	※	確認権限	<input type="checkbox"/> Start notification
<input type="checkbox"/>	rsq017 平尾博之	管理本部総務部	※	確認権限	<input type="checkbox"/> Start notification
<input type="checkbox"/>	rsq018 三船南朋	営業本部	※	確認権限	<input type="checkbox"/> Start notification
<input type="checkbox"/>	rsq019 津田あさみ	営業本部 その他(1件)	※	確認権限	<input type="checkbox"/> Start notification
<input type="checkbox"/>	rsq020 辻薫	営業本部	※	確認権限	<input type="checkbox"/> Start notification
<input type="checkbox"/>	rsq021 前島隆	システム本部運用部運用1課	※	確認権限	<input type="checkbox"/> Start notification
<input type="checkbox"/>	rsq022 西井三省	システム本部運用部	※	確認権限	<input type="checkbox"/> Start notification

(Total: 951) Prev 1 2 3 4 5 6 7 8 9 10 11 Next

Select Clear Cancel

User Search

Post All Unspecified

Hub All

Department Select

Residence Please select

Area Please select

Name

User Numbers

Selected

Search

Select the check boxes for the users you want to set, and select the "Departmental authority."

If you want to release the departmental authority users, uncheck the checkboxes for the users.

Click the [Select] button.

TIP

To receive a start notification, select the check box for "Start notification" for each entry.

7

株式会社安否 Standard Enlarge 日本語 John Smith has logged

Admin group Management Screen

Admin group Change

Administration department	営業本部
User	Select 8people

Confirm Back

Admin group Delete

Delete

[To Admin group Management Screen](#)
[To Management Screen](#)

Logout

Click the [Confirm] button.

8

株式会社安否 Standard Enlarge 日本語 John Smith has logged

Admin group Management Screen

Change Admin group information with the following content.

Admin group Change

Administration department	営業本部
User	8people

Run Back

[To Admin group Management Screen](#)
[To Management Screen](#)

Logout

Check the details, and click the [Run] button.

This completes the admin group information change operation.

7-4. Deleting admin group information

1

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

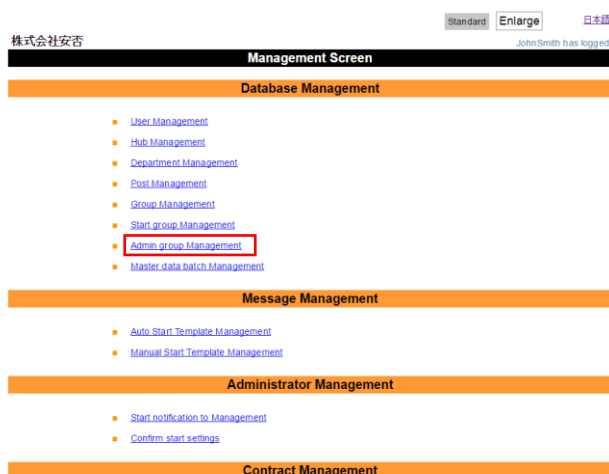
* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2



Click [Management Screens].

3



Click [Admin group Management].

4

株式会社安否 Standard Enlarge 日本語 John Smith has logged

Admin group Management Screen

Admin group Add New

[New Addition](#)

Admin group List

Dept code	Department name	Number of users set		
101	営業本部	6	Change	Delete
102	システム本部	10	Change	Delete
103	管理本部	4	Change	Delete
201	営業本部 CS部	4	Change	Delete
203	システム本部 開発部	5	Change	Delete
308	システム本部 開発部 開発1課	0	Change	Delete

Admin group Search

Department [Select](#)

[Search](#) [Clear](#)

Admin group Master Data Batch

[To Master Data Batch Management](#)

[To Management Screen](#)

[Logout](#)

Click the [Delete] button for the entry for the admin group whose information you want to delete.

5

株式会社安否 Standard Enlarge 日本語 John Smith has logged

Admin group Management Screen

Delete Admin group information with the following content.

Admin group Delete

Administration department	システム本部 開発部
User	Speople

[Run](#) [Back](#)

[To Admin group Management Screen](#)

[To Management Screen](#)

[Logout](#)

Check the details, and click the [Run] button.

This completes the admin group information delete operation.

Batch Management of Multiple Data Sets

When the amount of data to be registered is large, we recommend using the relevant master file. By using a CSV file, you can easily manage a large amount of data in batches.

* For details on how to make registration in an individual management screen, see "Managing Data on an Individual User Basis" (p.11).

8. Master File Management

8-1. Obtaining an existing master file

Obtains registered master data as a CSV-format file.

1



Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

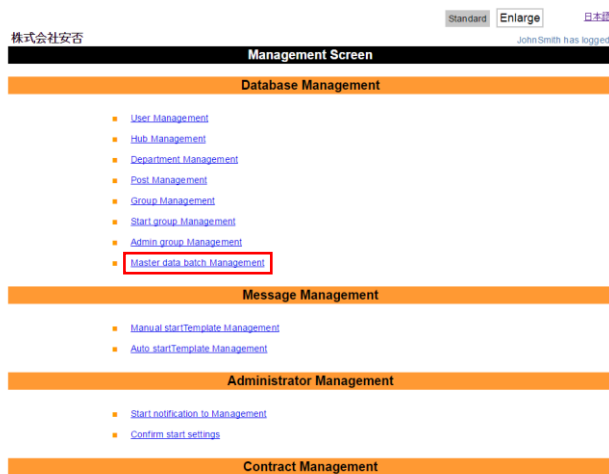
* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2



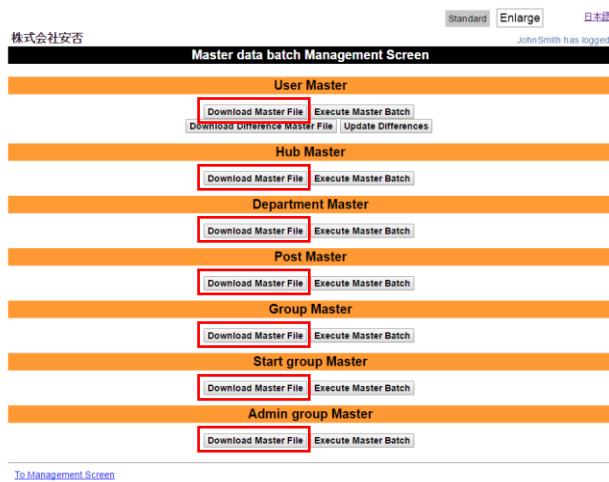
Click [Management Screens].

3



Click [Master data Batch Management].

4



Click the [Download Master File] button for the master to be obtained.

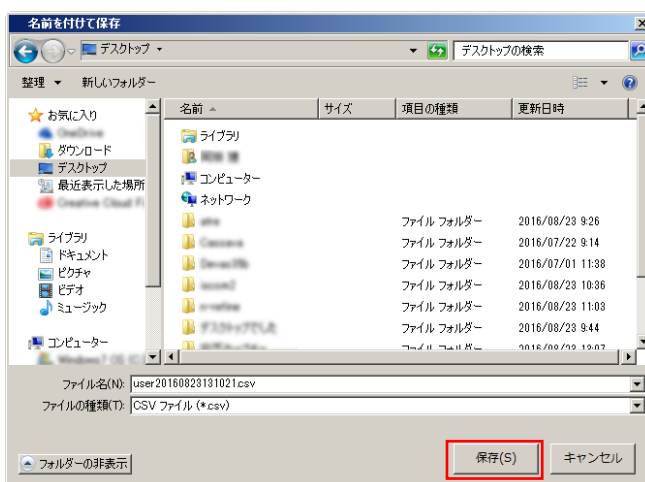
TIP

<Master files that can be output>

- User Master
- Hub Master
- Department Master
- Post Master
- Group Master
- Start group Master*
- Admin group Master

* This item may not be displayed depending on the contract situation.

5



Select where to download the selected master, and click the [Save] button.

The specified master is saved as a CSV file.

8-2. Creating a user master

User master columns (1st half)

A	B	C	D	E	F	G	H
番号	役職名	名前	フリガナ	メールアドレス1	メールアドレス2	メールアドレス3	拠点名
rsq001	アルバイト	吉永美優	よしながみゆう	maruyama7655@nifty.co	ytt71@example.co.jp		東京本
rsq002	アルバイト	高島宏	たかしまひろし	notk1985@example.ac.jp	ironenak596@ybb.ne.jp		東京本
rsq003	次長	曾根惇	そねじゅん	itikuuys727@sannet.ne.jp	sizue20020504@so-net.ne.jp		東京本
rsq004	アルバイト	今村和久	いまむらかずひさ		kinzi@bbtec.net		東京本
rsq005	マネジメント	横田里奈	よこたりな				東京本
rsq006	部長	市村まさみ	いちむらまさみ	iusu70@infoweb.ne.jp	hamaguti.aiziro@example.jp		東京本
rsq007	アルバイト	島袋はじめ	しまぶくろはじめ	kyng_ykru@example.ne.jp	yosiki0403@dti.ne.jp	edihutak1002@freeml.co	東京本
rsq008	リーダー	川添竊	かわぞえよう		isihara.misato@dti.ad.jp	gnpi.yngt@ijad.jp	東京本
rsq009	一般社員	杉本昌代	すぎもとまさよ	oknuj9591243@plala.or.jp		nby5669.combz@mail@corr	東京本
rsq010	派遣社員	井村恭子	いむらきょうこ	edihutak0613@scuba-divakoatakb@bbtec.net		urhzuk81.07@combz@mail	東京本

○ Input specifications for each column

Column	Column name	Description	Input specifications
A	Number * Mandatory	Number for identifying the user (*See Notes 1) and 2).)	Single-byte alphanumeric characters Maximum number of digits: 20
B	Post name	Post of the user (*See Note 3).)	Kanji and Hiragana and Katakana and single-byte alphanumeric characters Maximum number of digits: 50
C	Name * Mandatory	Name of the user (*See Note 4).)	Kanji and Hiragana and Katakana and single-byte alphanumeric characters Maximum number of digits: 50
D	Furigana (Japanese reading aid)	Furigana for the name of the user	Kanji and Hiragana and Katakana and single-byte alphanumeric characters Maximum number of digits: 50
E to G	e-Mail	E-mail address of the user (*See Notes 6), 7), 8), and 9).)	Single-byte alphanumeric characters Up to three for each user

○ Note

- 1) The same number as the number of another user cannot be registered.
- 2) The "number" cannot be changed. To change information for the "number," a user having the "number" before change is deleted, and a user will be created with the "number" after change.
- 3) To enter information for "Post name," the relevant post must be registered in advance in the post master.
- 4) A space cannot be used to input information for "Name" and "Furigana."
- 5) The same e-mail address cannot be registered more than once.
- 6) An e-mail address can be changed by the user himself.
- 7) An e-mail address registered in the system cannot be viewed on the master file. The registration status can be confirmed with the displayed symbol.
○: The e-mail address is registered and enabled.
*: The e-mail address is registered, but disabled (a Do Not Receive response received from the receiving side server).
x: No e-mail address is registered.
- 8) A registered e-mail address can be deleted by entering "x" in the e-mail address field in which that address is registered.
- 9) When the e-mail address field is left empty, the existing registered information is retained.

User master columns (2nd half)

	H	I	J	K	L	M	N	O	P	Q
	拠点名	第1部署CD	第2部署CD	第3部署CD	都道府県名	市区町村名	権限	起動通知	一括処理通知	パスワード
	東京本社	202			長崎県	佐世保市	確認権限	○	×	
	東京本社	202			埼玉県	さいたま市浦和区	指示権限	○	×	
	東京本社	202	305		東京都	足立区	起動権限	×	×	
	東京本社	307			富山県	黒部市	指示権限	×	×	
	東京本社	307			東京都	町田市	起動権限	○	×	
	東京本社	307	201		京都府	京都市下京区	管理権限	×	○	
eaml.co	東京本社	302			岩手県	奥州市	指示権限	×	×	
ill@com	東京本社	201			東京都	世田谷区	一般権限	×	×	
ktz@mail	東京本社	206	305		兵庫県	姫路市	起動権限	○	×	
	東京本社	307			京都府	京都市下京区	一般権限	×	×	

○ Input specifications for each column

Column	Column name	Description	Input specifications
H	Hub name	Hub in which the user works (*See Note 1).)	Hiragana and Katakana and single-byte alphanumeric characters Maximum number of digits: 50
I to K	Department Code * Mandatory	Department to which the user belongs (Up to three departments for each user) (*See Note 2).)	Single-byte numeric characters Maximum number of digits: 20
L	Prefecture name	User's prefecture of residence (*See Note 3).)	Prefecture name * Cross-checked against the municipality address name data.
M	Municipality name	User's municipality of residence (*See Note 3).)	Municipality name * For a city designated by government ordinance, enter the name as "xx 市 xx 区." * Cross-checked against the municipality address name data.
N	Authority	Usage authority assigned to the user, covering the entire usage environment. Authority described as "company-wide authority" in the system, manuals, and others, corresponds to this authority.	General authority, Confirmation authority, Instruction authority, Activation authority, and Management authority. A choice is made from these.
O	Start notification	Start notification distribution setting. With "○" selected, when such a function as Safety Confirmation is activated, a notification e-mail is distributed. (*See Notes 4) and 5).)	Select between ○ and ×.
P	Batch processing notification	Batch processing notification distribution setting. With "○" selected, when batch processing for a master file is performed, a notification e-mail is distributed. (*See Notes 6) and 7).)	Select between ○ and ×.
Q	Password	User password (*See Note 9).)	Single-byte alphanumeric characters Maximum number of digits: 20

○ Note

- 1) To enter information for "Hub," the relevant hub must be registered in advance in the hub master.
- 2) To enter information for "Department Code," the relevant department code must be registered in advance in the department master.
- 3) If the "Prefecture name" column is left empty, the residence address is excluded from the automatic activation range.
* Registration by the municipality only is not possible.
- 4) To set "Start notification" to "○" (distribute), set a type of authority other than "general authority" for "Authority."
- 5) If the "Start notification" column is left empty, registration is made as "x" for a newly registered user, and the previous registered information is retained for an existing user.
- 6) To set "Batch processing notification" to "○" (distribute), set "management authority" for "Authority."
- 7) If the "Batch processing notification" column is left empty, registration is made as "x" for a newly registered user, and the previous registration information is retained for an existing user.
- 8) If the "Password" column is left empty, a random password is generated for a newly registered user, and the previous registration information is retained for an existing user.

8-3. Creating a hub master

* This is not a master whose registration is mandatory.

Hub master columns

A	B	C
拠点名	都道府県名	市区町村名
五反田センター	東京都	品川区
大阪支社	大阪府	大阪市港区
九州支社	福岡県	福岡市博多区
東京本社	東京都	中央区
東北支社	宮城県	仙台市青葉区
北海道支社	北海道	釧路市
四国支社	高知県	高知市
中国支社	広島県	呉市
神戸支社	兵庫県	西宮市
北陸支社	石川県	白山市
海外地域	配信なし	

○ Input specifications for each column

Column	Column name	Description	Input specifications
A	Hub name * Mandatory	Name of the hub	Kanji and Hiragana and Katakana and single-byte alphanumeric characters Maximum number of digits: 50
B	Prefecture name	Address of the hub (prefecture) (*See Notes 1), 2), and 3).)	Prefecture name * Cross-checked against the municipality address name data.
C	Municipality name	Address of the hub (municipality) (*See Notes 1), 2), and 3).)	Municipality name * For a city designated by government ordinance, enter as "xx 市 xx 区." * Cross-checked against the municipality address name data.

○ Note

- 1) If the "Prefecture name" column is left empty, the hub address is excluded from the automatic activation range.
* Registration by the municipality only is not possible.
- 2) When an address does not have to be registered for "Hub," enter "配信なし" for "Prefecture name."
* For a user associated with a hub for which the "prefecture name" column is left empty, automatic activation with the contract address is performed.
- 3) In the system, settings without using "Prefecture name" and "Municipality name" can be made. For details, contact your counterpart in the contract.

8-4. Creating a department master

Department master columns

A	B	C	D	E	F	G	H	I	J	K	L	M
部署CD1	部署CD2	部署CD3	部署CD4	部署CD5	部署CD6	部署CD7	部署CD8	部署CD9	部署CD10	部署名	都道府県名	市区町村名
101										営業本部	東京都	中央区
101	201									OS部	東京都	中央区
101	201	301								OS1課	東京都	中央区
101	201	302								OS2課	配信なし	
101	201	303								OS3課	東京都	中央区
101	202									営業部	東京都	中央区
101	202	304								営業部1課	東京都	中央区
101	202	305								営業部2課	東京都	中央区
101	202	306								営業部3課	大阪府	大阪市港区
101	202	307								事務課	東京都	中央区
102										システム本部	東京都	中央区
102	203									開発部	東京都	中央区
102	203	308								開発1課	東京都	中央区
102	203	309								開発2課	東京都	中央区
102	203	310								開発3課	大阪府	大阪市港区

○ Input specifications for each column

Column	Column name	Description	Input specifications
A to J	Department Code * Mandatory	Code number of the department (Up to 10 levels) (*See Note 1).)	Single-byte numeric characters Maximum number of digits: 20
K	Department name * Mandatory	Name of the department associated with the code at the lowest level of the department code	Kanji and Hiragana and Katakana and single-byte alphanumeric characters Maximum number of digits: 50
L	Prefecture name	Address of the department (prefecture) (* See Notes 2), 3), and 4).	Prefecture name * Cross-checked against the municipality address name data.
M	Municipality name	Address of the department (municipality) (* See Notes 2), 3), and 4).	Municipality name * For a city designated by government ordinance, enter the name as "xx 市 xx 区." * Cross-checked against the municipality address name data.

○ Note

- 1) For "Department code," no code duplication is allowed.
* Assign a department code so that the lowest level department code number associated with the name of the department is not the same as the lowest level department code number of another department name.
- 2) If the "Prefecture name" column is left empty, the department address is excluded from the automatic activation range.
* Registration by the municipality only is not possible.
- 3) When an address does not have to be registered for "Department," enter "配信なし" for "Prefecture name."
* For a user associated with a hub for which the "prefecture name" column is left empty, automatic activation with the contract address is performed.
- 4) In the system, settings without using "Prefecture name" and "Municipality name" can be made. For details, contact your counterpart in the contract.

8-5. Creating a post master

* This is not a master whose registration is mandatory.

Post master columns

A	B
職位順	役職名
10	マネジメント
20	部長
30	次長
40	リーダー
50	一般社員
60	派遣社員
70	アルバイト
80	協力会社(営業部)
90	協力会社(管理部)
100	協力会社(システム部)

○ Input specifications for each column

Column	Column name	Description	Input specifications
A	Post order	Order of post The smaller the number, the higher the post. (Ascending order) (*See Notes 1) and 2).)	Single-byte numeric characters Maximum number of digits: 5
B	Post name	Name of the post	Kanji and Hiragana and Katakana and single-byte alphanumeric characters Maximum number of digits: 50

○ Note

- 1) A post at an already registered level cannot be set.
- 2) When the order of post is registered, the posts are re-numbered by the system in increments of 10.

8-6. Creating a group master

Group master columns

A	B	C	D	E	F	G	H	I	J	K
グループ名	役職名	役職検索条件	拠点名	部署CD	部署検索条件	居住地都道府県名	居住地市区町村名	都道府県名	市区町村名	ユーザー番号
営業戦略G				304	すべて					
営業戦略G				305	すべて					
営業戦略G				301	すべて					
営業戦略G				302	すべて					
営業戦略G										rsq022
危機管理G	次長	以上								
危機管理G			東京本社	103	のみ					
関東G								東京都		
関東G								大阪府		
関東G								宮城県		
近畿G								大阪府		
近畿G								三重県		
近畿G								和歌山県		

○ Input specifications for each column

Column	Column name	Description	Input specifications
A	Group name * Mandatory	Name of the group When multiple criteria exist, add a line for "Group name."	Kanji and Hiragana and Katakana and single-byte alphanumeric characters Maximum number of digits: 50
B	Post name	Post name in the group registration criteria (*See Note 1).)	Kanji and Hiragana and Katakana and single-byte alphanumeric characters Maximum number of digits: 50
C	Post search criterion	Supplementary information for the group registration criteria using a post	Select between Empty, Above, and Under.
D	Hub name	Hub name in the group registration criteria (*See Note 2).)	Kanji and Hiragana and Katakana and single-byte alphanumeric characters Maximum number of digits: 50
E	Department Code	Department Code in the group registration criteria (*See Note 3).)	Single-byte numeric characters Maximum number of digits: 20
F	Department search criterion	Supplementary information for the group registration criteria using a department code	Select between "すべて" and "のみ." * When "のみ" is selected, departments under the control of the relevant department are not included.
G	Prefecture of residence	Prefecture of the residence in the group registration criteria (*See Note 4).)	Prefecture name * Cross-checked against the municipality address name data.
H	Municipality of residence	Municipality of the residence in the group registration criteria (*See Note 4).)	Municipality name * Cross-checked against the municipality address name data.

I	Prefecture name	Prefecture in the group registration criteria (*See Note 5).)	Prefecture name * Cross-checked against the municipality address name data.
J	Municipality name	Municipality in the group registration criteria (*See Note 6).)	Municipality name * Cross-checked against the municipality address name data.
K	User number	User number in the group registration criteria (*See Note 7).)	Single-byte alphanumeric characters Maximum number of digits: 20

○ Note

- 1) To enter information for "Post name," the relevant information must be registered in advance in the post master and user master.
- 2) To enter information for "Hub name," the relevant information must be registered in advance in the hub master and user master.
- 3) To enter information for "Department Code," the relevant information must be registered in advance in the department master and user master.
- 4) To enter information for "Prefecture of residence" and "Municipality of residence," the relevant information must be registered in advance in the user master.
- 5) To enter information for "Prefecture name," the relevant information must be registered in advance in the hub master or the department master.
- 6) To enter information for "Municipality name," the relevant information must be registered in advance in the hub master or the department master.
- 7) To enter information for "User number," the relevant information must be registered in advance in the user master.

8-7. Creating a start group master (Optional service)

Area master columns * This is not a master whose registration is mandatory.

A	B	C	D	E	F
起動グループ名	安否起動	エリア区分	対象グループ名	起動住所都道府県名	起動住所市区町村名
関東G	GJM	市区町村	関東G	千葉県	千葉市美浜区
関東G	GJM	市区町村	関東G	東京都	千代田区
関東G	GJM	市区町村	関東G	神奈川県	横浜市鶴見区
東北G	GJM	都道府県	リーダー	山形県	
東北G	GJM	都道府県	リーダー	青森県	
東北G	GJM	都道府県	リーダー	岩手県	
東北G	GJM	都道府県	リーダー	秋田県	
近畿G	GJM	都道府県	リーダー	大阪府	
近畿G	GJM	都道府県	リーダー	兵庫県	
近畿G	GJM	都道府県	リーダー	奈良県	

○ Input specifications for each column

Column	Column name	Description	Input specifications
A	Start group name	Enter the group name. * To register multiple auto start areas, add a line with the same start group name.	Kanji and Hiragana and Katakana and single-byte alphanumeric characters Maximum number of digits: 50
B	Safety Confirmation start	Enter the activation code specified by the service. (*See Note 1).)	Single-byte alphanumeric characters
C	Area category	Enter the area category for triggering activation. * For "起動住所都道府県名," enter information up to the activation address prefecture name, and for "起動住所市区町村名," also enter information up to the activation address municipality name.	Select between "都道府県" and "市区町村."
D	Target group name	Enter the activation target group. * Enter a group name set in the group master. (*See Note 2).)	Kanji and Hiragana and Katakana and single-byte alphanumeric characters Maximum number of digits: 50
E	Prefecture name	Enter the address (prefecture) to be associated with the start group.	Prefecture name * Cross-checked against the municipality address name data.
F	Municipality name	Enter the address (municipality) to be associated with the start group.	Municipality name * For a city designated by government ordinance, enter the name as "xx 市 xx 区." * Cross-checked against the municipality address name data.

○ Note

- 1) To confirm settings of the code for "Safety Confirmation start," see the "Safety start settings" in "Management Screens."
- 2) To enter information for "Target group name," the relevant information must be registered in advance in the group

master.

8-8. Creating an admin group master

* This is not a master whose registration is mandatory.

Admin group master columns

A	B	C	D
部署CD	ユーザー番号	部署権限名	起動通知
101	rsq003	起動権限	○
101	rsq004	指示権限	×
101	rsq011	確認権限	×
101	rsq012	確認権限	×
201	rsq021	起動権限	○
201	rsq022	確認権限	×
204	rsq032	起動権限	○
204	rsq033	確認権限	×
102	rsq041	起動権限	○
102	rsq021	起動権限	○
102	rsq022	確認権限	×
103	rsq074	管理権限	○
103	rsq075	指示権限	×
203	rsq074	管理権限	○
203	rsq075	指示権限	×

○ Input specifications for each column

Column	Column name	Description	Input specifications
A	Department Code	Code of the department to which a departmental authority user is set. To set multiple users, add a line with the same department code. (*See Note 1) and 2).)	Single-byte numeric characters Maximum number of digits: 10
B	User number	Number of the departmental authority user (*See Note 3).)	Single-byte alphanumeric characters Maximum number of digits: 20
C	Department authority name	Authority that can be given to the user by limiting the range to the relevant department and the departments under the control of that department. Authority described as "departmental authority" in the system, manuals, and others, corresponds to this authority.	Confirmation authority, Instruction authority, Activation authority, and Management authority. A choice is made from these.
D	Start notification	Start notification distribution setting. With "○" selected, when activation using departmental authority is performed, a start notification e-mail is distributed.	Select between ○ and ×.

○ Note

- 1) Departmental authority user is the user who is given the departmental authority.
- 2) To enter information for "Department Code," the relevant information must be registered in advance in the

department master.

- 3) To enter information for "User number," the relevant information must be registered in advance in the user master.

8-9. Uploading a master file

Update the target master file by uploading a CSV file of the edited master.

1

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

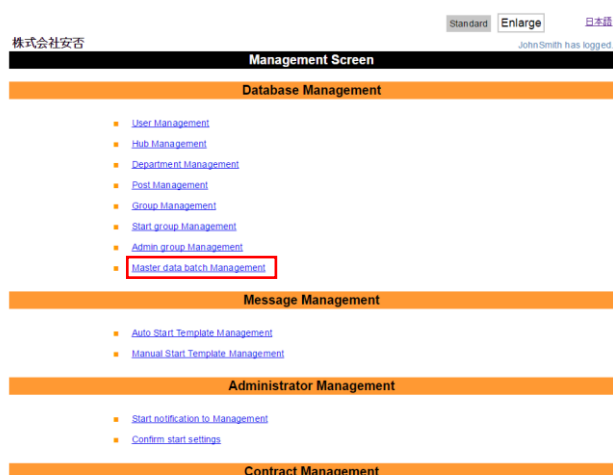
Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2

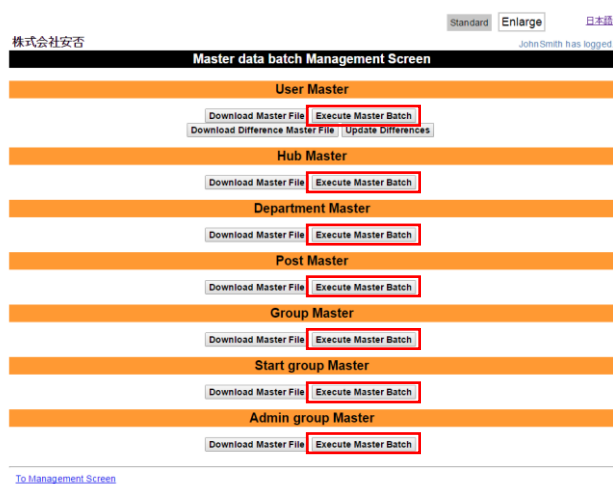
Click [Management Screens].

3



Click [Master data Batch Management].

4



Click the [Execute Master Batch] button for the batch execution target master.

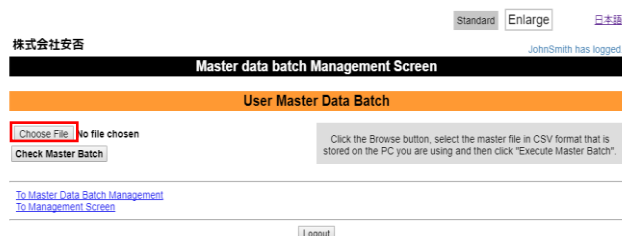
TIP

<Master files for managing files in batches>

- User Master
- Hub Master
- Department Master
- Post Master
- Group Master
- Start group Master*
- Admin group Master

* This item may not be displayed depending on the contract situation.

5



Click the [Choose File] button.

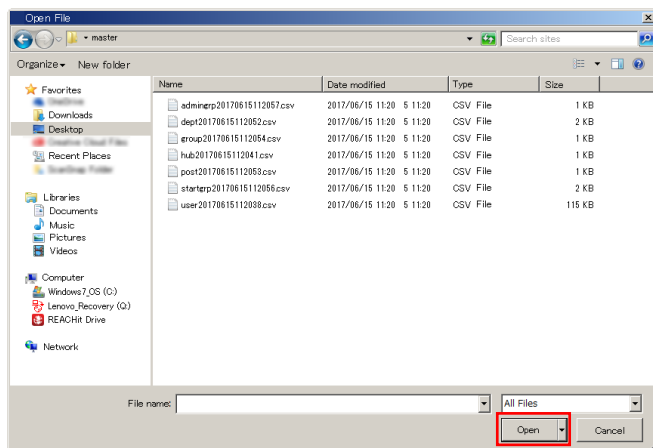
TIP

The button name varies depends on your browser.

- Internet Explorer : 「Browse…」
- Firefox : 「Browse…」
- Chrome : 「Choose File」

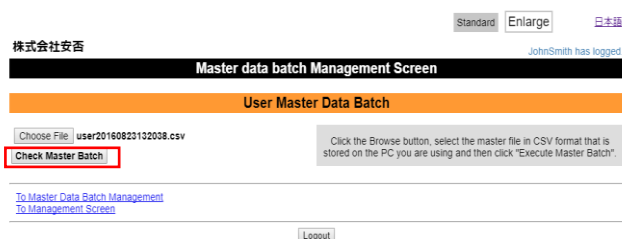
In the case of language setting on your browser is Japanese, the button name is Japanese.

6



Select a file to be uploaded, and click the [Open] button.

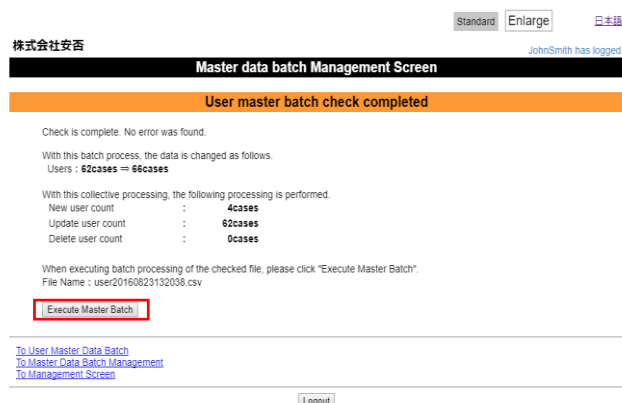
7



Click the [Check Master Batch] button.

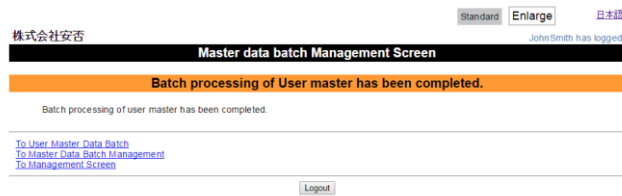
A master data check will start.

8



Click the [Execute Master Batch] button.

9



The batch processing operation is completed.

8-10. Outputting a user master difference file

For the user master only, the master data can be updated using a difference file. Download a master file exclusively used for differences.

* The format is different from the format for the user master.

1

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

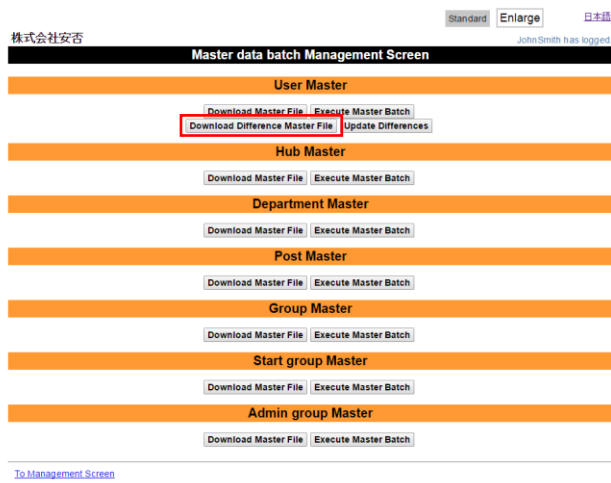
2

Click [Management Screens].

3

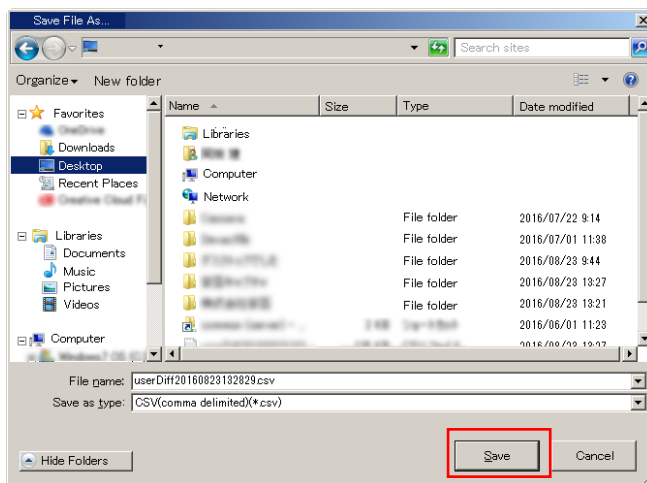
Click [Master data Management].

4



Click the [Download Difference Master File] button.

5



Select where to download the selected master, and click the [Save] button.

The difference file is saved as a CSV file.

8-11. Creating a user master difference file

Master columns

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
チェック結果	更新区分	番号	役職名	名前	フリガナ	メールアドレス	メールアドレス	メールアドレス	拠点名	第1部署	第2部署	第3部署	都道府県	市区町村	権限	起動通知	一括処理	パスワード	エラー詳
0 U		rsq001	パート	吉永美優	ヨシナガミユ※	※	○		東京本社	202			長崎県	佐世保市	管理権限	○	×		
0 U		rsq002	アルバイト	高島宏	たかしまひ※	×	×		東京本社	202			埼玉県	さいたま市	指示権限	○	×		
0 U		rsq004	一般社員	今村和久	イマムラカ※	※	※		東北支社	307			富山県	黒部市	指示権限	×	×		
0 U		rsq006	部長	市村まさみ	いちむらま※	×	×		東京本社	307	201		京都府	京都市下京	管理権限	×	○		
0 U		rsq007	アルバイト	島袋はじめ	しまぶくろ※	※	×		東京本社	302			岩手県	奥州市	指示権限	×	×		
0 U		rsq008	リーダー	川添路	かわぞえよ※	×	×		東京本社	201			東京都	世田谷区	一般権限	×	×		
0 U		rsq009	一般社員	杉本昌代	すぎもとまさ※	※	×		東京本社	206	305		兵庫県	姫路市	起動権限	○	×		
0 U		rsq010	派遣社員	井村恭子	いむらきよ※	×	×		東京本社	307			京都府	京都市下京	一般権限	×	×		
0 U		rsq011	アルバイト	寺島茂樹	てらじまし※	※	※		東京本社	305			京都府	綾部市	起動権限	×	×		
0 U		rsq012	アルバイト	南部美咲	なんぶみさ※	※	×		東京本社	202			千葉県	成田市	管理権限	×	×		
0 U		rsq013	リーダー	飯田メイ	いいためい※	×	×		東京本社	313			広島県	福山市	確認権限	×	×		
0 U		rsq014	派遣社員	片山直人	かたやまな※	×	×		東京本社	103	201		岡山県	倉敷市	管理権限	○	○		
0 U		rsq015	アルバイト	島袋璃子	しまぶくろ※	×	×		大阪支社	205			千葉県	成田市	起動権限	×	×		
0 U		rsq016	マネジメント	小宮勇太	こみやゆう※	※	×		大阪支社	205			大阪府	枚方市	管理権限	×	×		
0 U		rsq017	派遣社員	平尾博之	ひらおひろ※	×	×		大阪支社	205			東京都	世田谷区	一般権限	×	×		
0 U		rsq018	派遣社員	三船南朋	みつなみな※	※	×		大阪支社	101			東京都	町田市	管理権限	×	×		
0 U		rsq019	一般社員	津田あさみ	つだあさみ※	×	×		大阪支社	101	305		東京都	世田谷区	一般権限	×	×		
0 U		rsq020	一般社員	辻重	つしかる※	×	×		大阪支社	101			愛知県	豊橋市	確認権限	×	×		

○ Input specifications for each column

Column	Column name	Description	Input specifications
A	Check result	Displays the difference file check result.	Input not required (Field where judgment by the system is input)
B	Update category * Mandatory	Difference data status	Select between I, U, and D. I (New), U (Update), and D (Delete)
C to S	User master items	Items for which information is input in the user master	Same as in the user master
T	Error details	Displays error information in the difference file check result.	Input not required (Field where judgment by the system is input)

8-12. Uploading a user master difference file

Update the target master data by uploading the edited difference file.

1

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

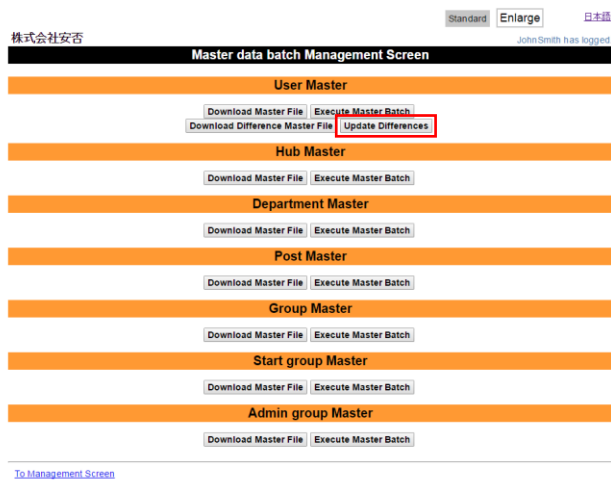
2

Click [Management Screens].

3

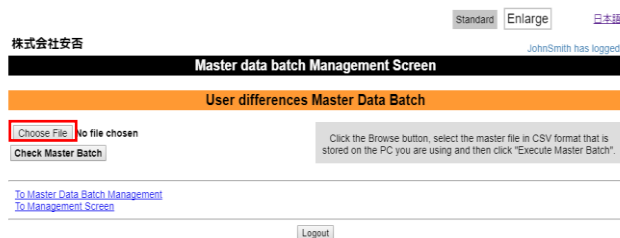
Click [Master Data Batch Management].

4



Click [Update Differences].

5



Click the [Choose File] button.

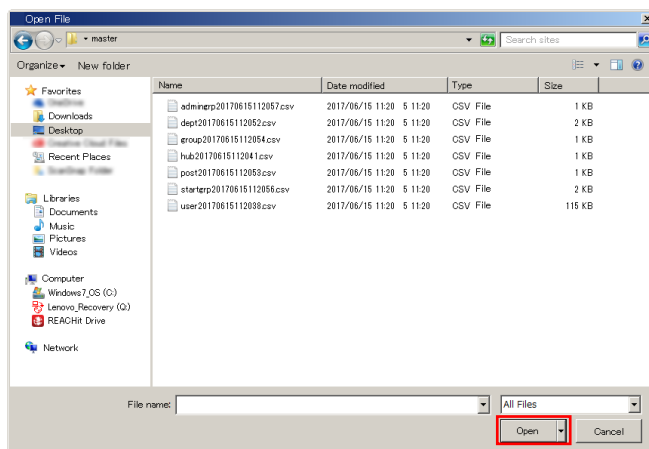
TIP

The button name varies depends on your browser.

- Internet Explorer : 「Browse…」
- Firefox : 「Browse…」
- Chrome : 「Choose File」

In the case of language setting on your browser is Japanese, the button name is Japanese.

6



Select a file to be uploaded, and click the [Open] button.

7

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Master data batch Management Screen

User differences Master Data Batch

Choose File: user20160824132038.csv

Check Master Batch

Click the Browse button, select the master file in CSV format that is stored on the PC you are using and then click "Execute Master Batch".

[To Master Data Batch Management](#)
[To Management Screen](#)

Logout

Click the [Check Master Batch] button.

User master difference data check will start.

8

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Master data batch Management Screen

User differences master batch check completed

Check is complete. No error was found.

With this batch process, the data is changed as follows.
Users : 62cases ⇒ 66cases

With this collective processing, the following processing is performed.

New user count	:	7cases
Update user count	:	59cases
Delete user count	:	3cases

When executing batch processing of the checked file, please click "Execute Master Batch".
File Name : user20160824132038.csv

Execute Master Batch

[To User differences Master Data Batch](#)
[To Master Data Batch Management](#)
[To Management Screen](#)

Logout

Click the [Execute Master Batch] button.

9

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Master data batch Management Screen

Batch processing of User differences master has been completed.

Batch processing of User Differences Master has been completed.

[To User differences Master Data Batch](#)
[To Master Data Batch Management](#)
[To Management Screen](#)

Logout

The batch processing operation is completed.

8-13. User Authority

Two types of authority can be set in this system.

- Company-wide authority: Regardless of the department each user belongs to, this type of authority covers all users (defined in the User management screen).
- Departmental authority: This type of authority covers the users under the specified department (defined in the Admin group screen).

Functionality of the management authority: Comparison between the company-wide authority and the departmental authority Major function	Function that can be operated with the company-wide authority	Function that can be managed with the department-specific authority
User management	○	○
Hub management	○	×
Department management	○	×
Post management	○	×
Group management	○	×
Start group management	○	×
Admin group management	○	○
Master data batch management	○	○(Only the User difference Master of the department users)
Safety Confirmation activation	○	○
Emergency Call activation	○	○
News activation	○	○

The levels of authority.

	E-mail transmission for Safety Confirmation, Emergency Call, News, and Safety Confirmation training	Resend e-mail transmission	Instruction and reply e-mail transmission	Proxy response	Message management	Group management	Start group management	Admin group management	Summary status check	Project history reference	Manual download
General authority	×	×	×	×	×	×	×	×	×	×	×
Confirmation authority	×	×	×	×	×	×	×	×	○	○	○
Instruction authority	×	△*3	○	○*1	×	×	×	×	○	○	○
Activation authority	○	○	○	○	×	×	×	×	○	○	○
Management authority	○	○	○	○	○	○	○*2	○	○	○	○
Master authority	Only management of each master can be operated. The master authority is a level of authority to be set only as company-wide authority. Only one ID is set by default when a contract is concluded. It cannot be set by the customer.										

*1 For News, proxy response cannot be performed.

*2 Management cannot perform on the department management authority.

*3 Resend e-mail transmission cannot perform on the department management authority (Instruction authority) .

The relationships between the authority categories besides the master authority are as follows:

Management authority > Activation authority > Instruction authority > Confirmation authority > General authority

Example: By setting the general authority as company-wide authority, and the management authority as departmental authority, without referring to information about other departments, the user can perform user management or Emergency Call activation on his own department only.

My Page Menu Display

Menu	Authority					
	General authority	Confirmation authority	Instruction authority	Activation authority	Management authority	Master authority
News from the Operators	○	○	○	○	○	×
Crisis Information	○	○	○	○	○	×
Settings	○	○	○	○	○	×
User Project List	○	○	○	○	○	×
Management Screens	×	○	○	○	○	○
Project List	×	○	○	○	○	×
Start Project	×	×	×	○	○	×

* Family Safety Management is an optional service. It is displayed only when the user company contracted the service.

Crisis Information Screen Menu Display

Menu	Authority					
	General authority	Confirmation authority	Instruction authority	Activation authority	Management authority	Master authority
News	○	○	○	○	○	×
Earthquake Information	○	○	○	○	○	×
Tsunami Warnings/Advisories	○	○	○	○	○	×
Volcano Warnings/Advisories	○	○	○	○	○	×
Typhoon Information	○	○	○	○	○	×
Weather Information for Disaster Prevention	○	○	○	○	○	×
Weather Forecast and Weather Warnings/Advisories	○	○	○	○	○	×
Emergency Information	○	○	○	○	○	×
Train service status information	○	○	○	○	○	×
Community Safety Information	○	○	○	○	○	×

Management Menu Display

Menu		Authority		
		Activation authority	Management authority	Master authority
Database management	User management	×	○	○
	Hub management (*)	×	○	○
	Department management (*)	×	○	○
	Post management (*)	×	○	○
	Group management (*)	×	○	○
	Start group management (*)	×	○	○
	Admin group management	×	○	○
	Master data batch management	×	○	○
Message management	Manual start template management	×	○	○
	Auto start template management	×	○	○
Administrator management	Start notification to management (*)	×	○	○
Contract management	Contract details management (*)	×	○	○
	Confirm start settings (*)	×	○	○
Download documentation	To download documentation	○	○	○

* Among the management menu items, the following are displayed with company-wide authority only: Hub management; Department management; Post management; Group management; Start group management; Start notification to management; Confirm start setting; and Contract details management.

* When the level of company-wide authority is higher than the level of departmental authority, displayed at the level of company-wide authority.

Message and Start Notification Destination Management

9. Message Management

9-1. Managing message templates for manual start projects

(Safety Confirmation, Emergency Call, and Safety Confirmation Training)

By preparing message templates in advance, you can easily create message content at startup.

1

Crisis Information Delivery System 日本語

Enter your Client code, Login ID, and Password.

Client code
Login ID
Password

Login Cancel

[Click here to use encrypted communication \(https\)](#)
[If you have forgotten your Login ID or Password, click here](#)
[Click here to register an email address](#)

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2

株式会社安否 Standard Enlarge 日本語 John Smith has logged

My Page

- News from Operators
- Crisis Information
- Settings
- User Project List
- Management Screens
- Project List
- Start Project
- Family Safety Management

Logout

Click [Management Screens].

3

株式会社安否

Standard Enlarge 日本語

John Smith has logged.

Management Screen

Database Management

- User Management
- Hub Management
- Department Management
- Post Management
- Group Management
- Start group Management
- Admin group Management
- Master data batch Management

Message Management

- Auto Start Template Management**
- Manual Start Template Management

Administrator Management

- Start notification to Management
- Confirm start settings

Contract Management

Click [Manual start Template Management].

4

株式会社安否

Standard Enlarge 日本語

John Smith has logged.

Template Management Screen

Select a template and edit the template name and messages.

Template Select

Template type	<input checked="" type="radio"/> Safety Confirmation(Manual) <input type="radio"/> Emergency call <input type="radio"/> News <input type="radio"/> Safety Confirmation training <input type="radio"/> Family safety
Template name	名称未設定1

Template Edit

Template name	名称未設定1	
Email subject	JPN	安否確認
	ENG	Personal Safety Inquiry
Email body	JPN	あなたの状況を至急お知らせください
	ENG	Please report your present conditions immediately.
Status message	JPN	無事です。集合場所に行きます。
	ENG	I am safe and I can go to the designated place.
Message after selection	JPN	選択後メッセージE
	ENG	After message E.

Confirm

[To Management Screen](#)

For Template Type, select "Safety Confirmation (Manual)," "Emergency call," or "Safety Confirmation training"

Edit the selected template in "Template name", and click the [Confirm] button.

5

株式会社安否

Standard Enlarge 日本語

John Smith has logged.

Template Management Screen

Change the email template information to the following content.

Template Change

Template name	名称未設定1	
Email subject	JPN	安否確認
	ENG	Personal Safety Inquiry
Email body	JPN	あなたの状況を至急お知らせください
	ENG	Please report your present conditions immediately.
Status message	JPN	無事です。集合場所に行きます。
	ENG	I am safe and I can go to the designated place.
Message after selection	JPN	選択後メッセージE
	ENG	After message E.

Run [Back](#)

[To Management Screen](#)

[Logout](#)

Check the details, and click the [Run] button.

This completes the message template management operation (Safety Confirmation, Emergency call, and Safety Confirmation training).

9-2. Managing message templates for manual start projects (News)

By preparing message templates in advance, you can easily create message content at startup.

1

Crisis Information Delivery System 日本語

Enter your Client code, Login ID, and Password.

Client code
Login ID
Password

Login Cancel

[Click here to use encrypted communication \(https\)](#)
[If you have forgotten your Login ID or Password, click here](#)
[Click here to register an email address](#)

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

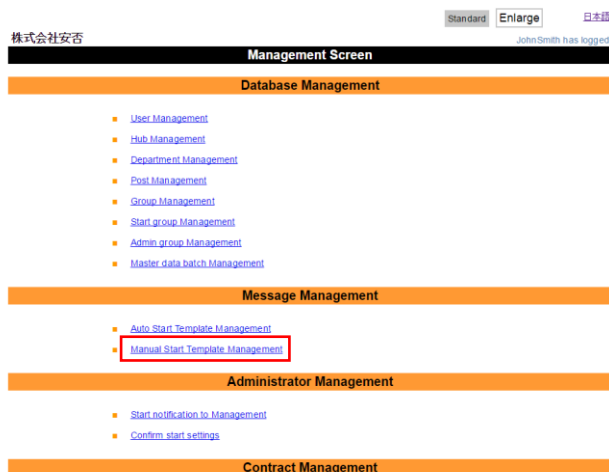
* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2



Click [Management Screens].

3



Click [Manual start Template Management].

4

株式会社安否

Standard Enlarge 日本語

John Smith has logged.

Template Management Screen

Select a template and edit the template name and messages.

Template Select

Template type	<input checked="" type="radio"/> Safety Confirmation(Manual) <input type="radio"/> Emergency call <input checked="" type="radio"/> News <input type="radio"/> Safety Confirmation training <input type="radio"/> Family safety
Template name	名称未設定1

Template Edit

Template name	名称未設定1
Email subject	JPN 安全確認
	ENG Personal Safety Inquiry
	JPN あなたの状況を速急お知らせください
	ENG Please report your present conditions immediately.
	JPN 無事です。集合場所に行けます。
	ENG I am safe and I can go to the designated place.
	JPN 安全には十分留意してください。
	ENG Please remain attentive to your safety.
	JPN 無事です。集合場所に行けます。

For Template Type, select "News."

Then, select the template in "Template name."

5

株式会社安否

Standard Enlarge 日本語

John Smith has logged.

Template Management Screen

Select a template and edit the template name and messages.

Template Select

Template type	<input type="radio"/> Safety Confirmation(Manual) <input type="radio"/> Emergency call <input checked="" type="radio"/> News <input type="radio"/> Safety Confirmation training <input type="radio"/> Family safety
Template name	名称未設定1

Template Edit

Template name	名称未設定1
Email subject	お知らせ
Email body	皆さんにお知らせです

Confirm

[To Management Screen](#)

Logout

Edit the selected template, and click the [Confirm] button.

6

株式会社安否

Standard Enlarge 日本語

John Smith has logged.

Template Management Screen

Change the email template information to the following content.

Template Change

Template name	名称未設定1
Email subject	お知らせ
Email body	皆さんにお知らせです

Run **Back**

[To Management Screen](#)

Logout

Check the details, and click the [Run] button.

This completes the message template management (News) operation.

9-3. Managing message templates for family safety confirmation

1

Crisis Information Delivery System 日本語

Enter your Client code, Login ID, and Password.

Client code
Login ID
Password

Login Cancel

[Click here to use encrypted communication \(https\)](#)
[If you have forgotten your Login ID or Password, click here](#)
[Click here to register an email address](#)

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

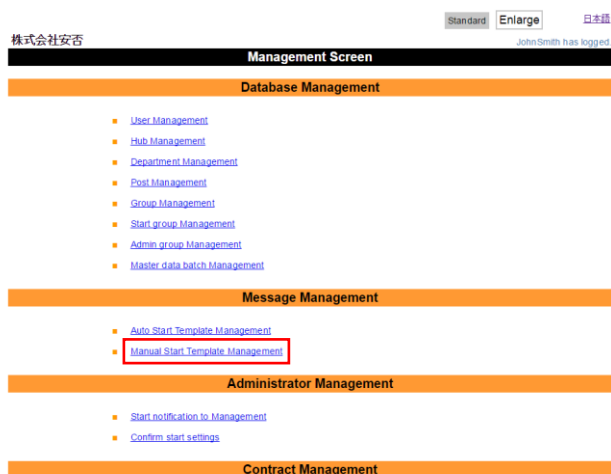
* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2



Click [Management Screens].

3



Click [Manual start Template Management].

4

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Template Management Screen

Select a template and edit the template name and messages.

Template Select

Template type	<input checked="" type="radio"/> Safety Confirmation(Manual) <input type="radio"/> Emergency call <input type="radio"/> News <input type="radio"/> Safety Confirmation training
Template name	<input type="text" value="名称未設定1"/>

Template Edit

Template name	名称未設定1	
Email subject	JPN	安否確認
	ENG	Personal Safety Inquiry
Email body	JPN	あなたの状況を至急お知らせください
	ENG	Please report your present conditions immediately.
Status message	JPN	無事です。集合場所に行けます。
	ENG	I am safe and I can go to the designated place.
	JPN	安全には十分留意してください。
	ENG	Please remain attentive to your safety.

For Template Type, select "Family safety."

Then, select the template in "Template name."

5

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Template Management Screen

Select a template and edit the template name and messages.

Template Select

Template type	<input type="radio"/> Safety Confirmation(Manual) <input type="radio"/> Emergency call <input type="radio"/> News <input type="radio"/> Safety Confirmation training
Template name	<input type="text" value="名称未設定1"/>

Template Edit

Template name	JPN	家族安否
	ENG	Family Safety Inquiry
StatusA	JPN	無事が確認できました。
	ENG	My family is safe.
StatusB	JPN	まだ確認できませんでした。
	ENG	I do not confirm all yet.
StatusC	JPN	全く連絡が取れません。
	ENG	I can not get in touch with my family so far.

[Confirm](#)

[To Management Screen](#)

[Logout](#)

Edit the selected template, and click the [Confirm] button.

6

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Template Management Screen

Change the email template information to the following content.

Template Change

Template name	名称未設定1	
StatusA Status message	JPN	無事が確認できました。
	ENG	My family is safe.
StatusB Status message	JPN	まだ確認できませんでした。
	ENG	I do not confirm all yet.
StatusC Status message	JPN	全く連絡が取れません。
	ENG	I can not get in touch with my family so far.

[Run](#) [Back](#)

[To Management Screen](#)

[Logout](#)

Check the details, and click the [Run] button.

This completes the management of family safety confirmation message templates.

9-4. Managing message templates for auto start projects

1

Crisis Information Delivery System 日本語

Enter your Client code, Login ID, and Password.

Client code
Login ID
Password

Login Cancel

[Click here to use encrypted communication \(https\)](#)
[If you have forgotten your Login ID or Password, click here](#)
[Click here to register an email address](#)

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

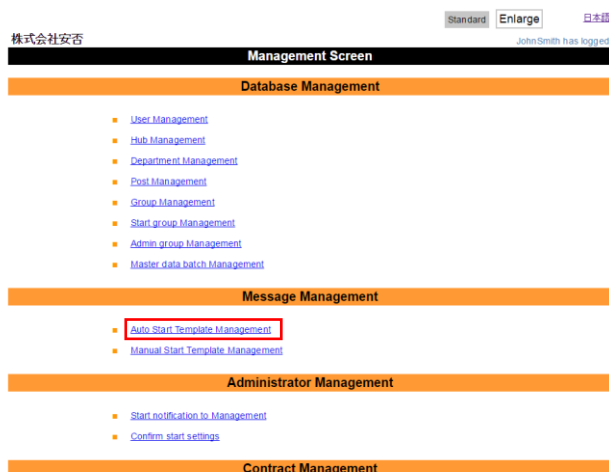
* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2



Click [Management Screens].

3



Click [Auto start Template Management].

4

株式会社安否

Standard Enlarge 日本語 JohnSmith has logged

Template Management Screen

Select a template and edit the template name and messages.

Template Select

Safety Confirmation start	UJSM
Safety Confirmation start classification	User address
Category	地震情報
Level	震度4以上
Area classification	Prefecture
Island selection	Exclude islands

Template Edit

Email subject	JPN	安全確認
	ENG	Personal Safety Inquiry
	JPN	あなたの状況を緊急お知らせください
	ENG	Please report your present conditions immediately.
Email body	JPN	
	ENG	
	JPN	
	ENG	

StatusE	Status message	ENG	Status message E
	Message after selection	JPN	選択後メッセージE
		ENG	After message E

Confirm

[To Management Screen](#)

Logout

Select the template for the Safety Confirmation start code in "Safety Confirmation start."

Then, edit the selected template, and click the [Confirm] button.

5

株式会社安否

Standard Enlarge 日本語 JohnSmith has logged

Template Management Screen

Change the email template information to the following content.

Template Change

Email subject	JPN	安全確認
	ENG	Personal Safety Inquiry
	JPN	あなたの状況を緊急お知らせください
	ENG	Please report your present conditions immediately.
Email body	JPN	
	ENG	
	JPN	
	ENG	

StatusA	Status message	JPN	無事です。集合場所に行きます。
	Message after selection	ENG	I am safe and I can go to the designated place.
StatusB	Status message	JPN	安全には十分留意してください。
	Message after selection	ENG	Please remain attentive to your safety.

StatusC	Status message	ENG	Due to injury etc., I cannot go to the designated place.
	Message after selection	JPN	状況が変わりましたら、ご連絡ください。
StatusD	Status message	ENG	Please notify should your conditions change.
	Message after selection	JPN	選択後メッセージD
StatusE	Status message	ENG	Status message E
	Message after selection	JPN	選択後メッセージE

Run **Back**

[To Management Screen](#)

Logout

Check the details, and click the [Run] button.

This completes the auto start project message templates management operation.

10. Start Notification Destination Management

You can manage contact destinations to which activation is notified when Safety Confirmation Service is activated.

1

Crisis Information Delivery System 日本語

Enter your Client code, Login ID, and Password.

Client code
Login ID
Password

Login Cancel

[Click here to use encrypted communication \(https\)](#)
[If you have forgotten your Login ID or Password, click here](#)
[Click here to register an email address](#)

Log in.

<http://bcp.myrescue.net/anpi/usr>

TIP

<Information required for login>

Client code: Information for identifying the user organization

Login ID: Information for identifying the user

Password: Login password for the user

* If you do not know your Login ID or password, see "Getting Your Login ID and Password" (P.9).

2

株式会社安否 Standard Enlarge 日本語 John Smith has logged

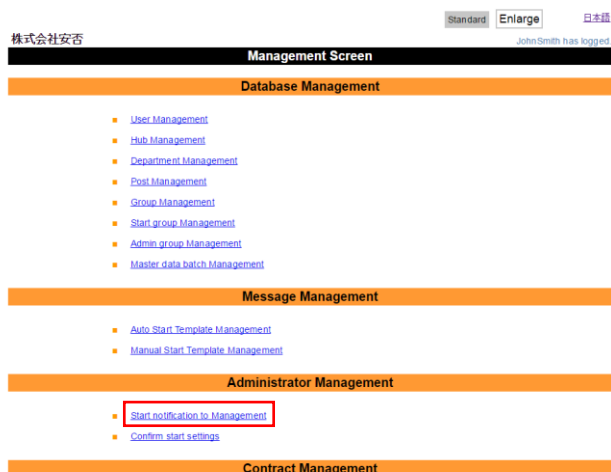
My Page

- News from Operators
- Crisis Information
- Settings
- User Project List
- Management Screens
- Project List
- Start Project
- Family Safety Management

Logout

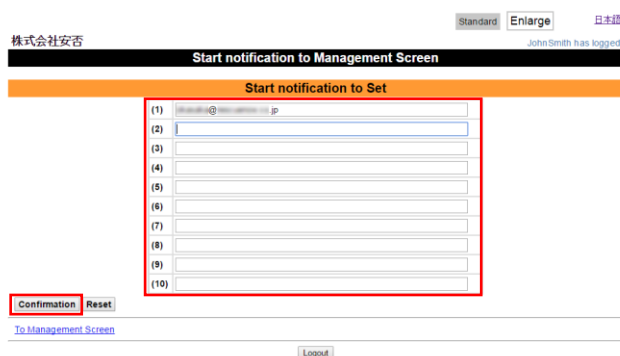
Click [Management Screens].

3



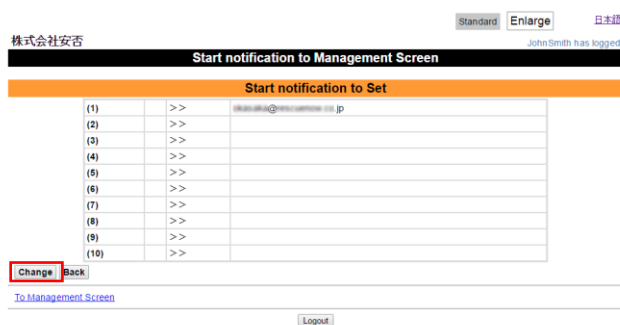
Click [Start Notification to Management].

4



Enter the e-mail address to which activation is notified, and click the [Confirmation] button.

5



Check the details, and click the [Change] button.

This completes the start notification destination management operation.