
Safety Confirmation Service

Administrator Manual

(Start and Aggregate Function)

2nd Edition

September 22, 2017

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

■ Safety Confirmation

When a disaster occurs, you can confirm information about the safety of employees in your company.

See "" (p.14).

■ Proxy Response

If the user himself is unable to respond to the system, for example, the administrator can register the user's status to respond on behalf of the user.

See "Proxy Response" (p.56).

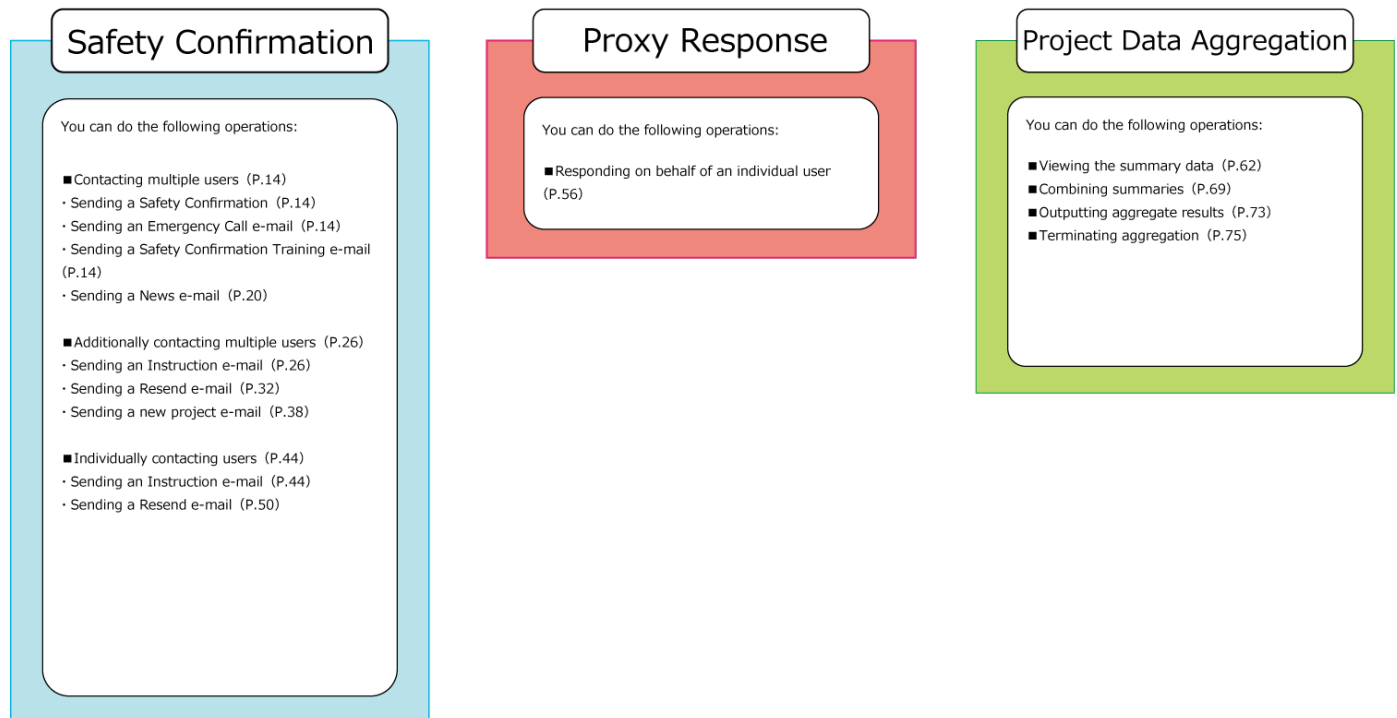
■ Project Data Aggregation

This function helps aggregate project status data based on the response status.

See "Project Data Aggregation" (p.62).

Operation Flow

This manual consists of three parts—"Safety Confirmation," "Proxy Response," and "Project Data Aggregation."



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>お申し込みいただきましたお客様のご利用内容を下記の通りご連絡申し上げます。</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/初期ログイン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
質問アンケート数	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 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. The user can access this page after selecting the URL of the Safety Confirmation Service page. You do not have to contact the user.
⑤ E-mail address initial registration login 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.

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 operated with the department-specific authority
User management	○	○ (Only the department users)
Hub management	○	×
Department management	○	×
Post management	○	×
Group management	○	×
Start group management	○	×
Admin group management	○	○ (Only the department users)
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.

Menu Display

The menu display details vary depending on the user authority.

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 (*)	×	○	○
	Confirmation start settings (*)	×	○	○
Contract management	Contract details management (*)	×	○	○
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 settings; and Contract detail management.

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

Symbols in this Manual

To clarify the functions used with each authority, an icon is used for the description of each function.

* A function with no icon is common to all types of authority.

M A S T E R

Master authority

M A N A G E M E N T

Management authority

S T A R T

Start authority

I N S T R U C T I O N

Instruction authority

C O N F I R M A T I O N

Confirmation authority

G E N E R A L

General authority

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How to Log in to the Service

1

Access the system.

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

2

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.

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

LoginID: 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.12).

3

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

My Page is displayed.

After you log in, My Page appears.

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 find your past comments (for clients)

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.

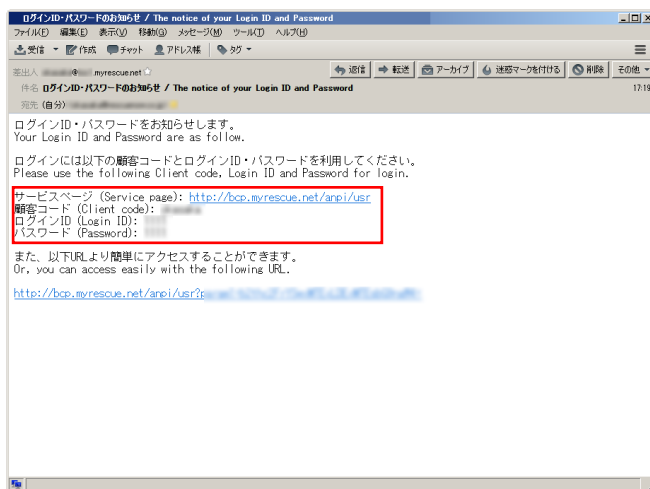
To the login screen

Receive a login ID and password notification e-mail.

An e-mail notifying you about your login information is sent from the system.

12

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.

Safety Confirmation

1. Contacting Multiple Users **MANAGEMENT S T A R T**

1-1. E-mail transmission for Safety Confirmation, Emergency Call, or Safety Confirmation Training

This service can multicast the following three types of e-mails for requesting responses from the users.

- Safety Confirmation: Used for confirming the safety of personnel in emergencies.
- Emergency Call: Used for confirming whether personnel can gather in emergencies.
- Safety Confirmation Training: Used for training of safety confirmation.

Two e-mail transmission methods are available: transmission by using a PC (smart phone) and transmission by using a feature phone.

1-1-1. Transmission by using a PC (smart phone)

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.12).

2

Click [Start Project].

3

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Project Start

Manual Project Start

Project type ☐ Safety Confirmation ☐ Emergency call ☐ News ☐ Safety Confirmation training

Destination ☐ Optional ☐ Group

[To My Page](#)

Logout

For Project Type, select "Safety Confirmation," "Emergency call," or "Safety Confirmation Training." Then, select how to specify the destination.

When "Optional" is selected, proceed to step 4.

When "Group" is selected, proceed to step 5.

4

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Project Start

Manual Project Start

Project type ☐ Safety Confirmation ☐ Emergency call ☐ News ☐ Safety Confirmation training

Destination ☐ Optional ☐ Group

Post All Unspecified

Hub All

Department All

Residence All All

Area All All

User Name: Number:

UserConfirm Clear

[To My Page](#)

Logout

<When "Optional" is selected in step 3> Select the desired conditions, and click the [UserConfirm] button.

Proceed to step 6.

5

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Project Start

Manual Project Start

Project type ☐ Safety Confirmation ☐ Emergency call ☐ News ☐ Safety Confirmation training

Destination ☐ Optional ☐ Group

Please select the destination group from the following group list.
(Select up to 10) *Click while holding the Shift key or Ctrl key

Group

営業管理部
開発部
総務部
人事部
経理部
企画部
広報部
IT部
その他

UserConfirm Clear

[To My Page](#)

Logout

<When "Group" is selected in step 3> Select the destination, and click the [UserConfirm] button.

Proceed to step 6.

TIP

- For the "Group" area, the groups registered in Group Management Master are displayed in list form (they need to be registered in advance).
- Select multiple groups by clicking them while holding down the Ctrl key.

1. Contacting Multiple Users

1-1. E-mail transmission for Safety Confirmation, Emergency Call, or Safety Confirmation Training

6

株式会社安否

Standard Enlarge 日本語

John Smith has logged.

Send Safety Confirmation

Edit Safety Confirmation Email

Template to use: 名称未設定1

Subject: (JPN) 安否確認 (ENG) Personal Safety Inquiry

Body text: (JPN) あななの状況を至急お知らせください (ENG) Please report your present conditions immediately.

StatusA: ☒ StatusA (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. (JPN) 安全には十分留意してください。 (ENG) Please remain attentive to your safety.

StatusB: ☐ StatusB (JPN) 無事です。集合場所に行けません。 (ENG) I am safe but I cannot go to the designated place. (JPN) 状況が変わりましたら、ご連絡ください。 (ENG) Please notify should your conditions change.

StatusC: ☐ StatusC (JPN) 怪我等により、集合場所に行けません。 (ENG) Due to injury etc., I cannot go to the designated place. (JPN) 状況が変わりましたら、ご連絡ください。 (ENG) Please notify should your conditions change.

After message E.

Confirm Back

Target users					
Number	Hub	Department	Post	Name	Residence
rsq015	大阪支社	管理本部総務課	アルバイト	島崎 環子	千葉県成田市
rsq016	大阪支社	管理本部総務課	マネジメント	小宮 典太	大阪府枚方市
rsq017	大阪支社	管理本部総務課	派遣社員	平尾 博之	東京都世田谷区
rsq018	大阪支社	営業本部	派遣社員	三船 南朋	東京都町田市
rsq019	大阪支社	営業本部 その他(1)	一般社員	津田 あさみ	東京都世田谷区
rsq020	大阪支社	営業本部	派遣社員	辻 寛	愛知県豊橋市
rsq021	大阪支社	システム本部運用部運用課	一般社員	前 勇雄	富山県高岡市
rsq022	大阪支社	システム本部運用部	一般社員	西井 三希	新潟県十日町市
rsq023	大阪支社	システム本部情報技術開発課	一般社員	原口 寛空	石川県金沢市
rsq024	大阪支社	営業本部	派遣社員	宇田川 楓二	兵庫県尼崎市

(Total: 290) Prev 1 2 3 4 5 6 7 8 9 10 11 ... Next

To My Page

Logout

In "Template to use," select a template. Then, edit information in the "Subject" and "Body text" areas, and information in the "Status message" and "Message after selection" fields of the "Status" area whose check box is selected, and click the [Confirm] button.

TIP

- When a template edited and registered using Manual Start Template Management for "Template to use," the registered text is displayed. If you do not need to modify the text, click the [Confirm] button without editing it.
- For Status, you can select a maximum of five messages.
- A list of extracted send destinations is displayed at the bottom of the screen.

7

株式会社安否

Standard Enlarge 日本語

John Smith has logged.

Send Safety Confirmation

Confirm Safety Confirmation Email Send

Subject: (JPN) 安否確認 (ENG) Personal Safety Inquiry

Body text: (JPN) あななの状況を至急お知らせください (ENG) Please report your present conditions immediately.

StatusA: ☒ StatusA (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. (JPN) 安全には十分留意してください。 (ENG) Please remain attentive to your safety.

StatusB: ☐ StatusB (JPN) 無事です。集合場所に行けません。 (ENG) I am safe but I cannot go to the designated place. (JPN) 状況が変わりましたら、ご連絡ください。 (ENG) Please notify should your conditions change.

StatusC: ☐ StatusC (JPN) 怪我等により、集合場所に行けません。 (ENG) Due to injury etc., I cannot go to the designated place. (JPN) 状況が変わりましたら、ご連絡ください。 (ENG) Please notify should your conditions change.

Send Back

Target users					
Number	Hub	Department	Post	Name	Residence
rsq015	大阪支社	管理本部総務課	アルバイト	島崎 環子	千葉県成田市
rsq016	大阪支社	管理本部総務課	マネジメント	小宮 典太	大阪府枚方市
rsq017	大阪支社	管理本部総務課	派遣社員	平尾 博之	東京都世田谷区
rsq018	大阪支社	営業本部	派遣社員	三船 南朋	東京都町田市
rsq019	大阪支社	営業本部 その他(1)	一般社員	津田 あさみ	東京都世田谷区
rsq020	大阪支社	営業本部	派遣社員	辻 寛	愛知県豊橋市
rsq021	大阪支社	システム本部運用部運用課	一般社員	前 勇雄	富山県高岡市
rsq022	大阪支社	システム本部運用部	一般社員	西井 三希	新潟県十日町市
rsq023	大阪支社	システム本部情報技術開発課	一般社員	原口 寛空	石川県金沢市
rsq024	大阪支社	営業本部	派遣社員	宇田川 楓二	兵庫県尼崎市

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

This completes the e-mail transmission for Safety Confirmation, Emergency Call, or Safety Confirmation Training.

TIP

In Project List, the status of a project immediately after its e-mail transmission has been performed is displayed as "To be delivered." When the transmission processing is completed, the status changes to "Delivered."

1-1-2. Transmission by using a feature phone

1 日本語

Crisis Information Delivery System

Client code:
Login ID:
Password:

Login キャンセル

[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.

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.12).

2 日本語

株式会社安否 JohnSmith

My Page

- [News from Operators](#)
- [Crisis Information](#)
- [Settings](#)
- [User Project List](#)
- [Project List](#)
- [Start Project](#)
- [Family Safety Management](#)

Logout

Click [Start Project].

3 日本語

株式会社安否 JohnSmith

Project Start

Project type

- ☒ Safety Confirmation
- ☐ Emergency call
- ☐ News
- ☐ Safety Confirmation training

Destination

- ☒ Optional
- ☐ Group

To condition selection Back

[To My Page](#)

Logout

For Project Type, select "Safety Confirmation," "Emergency call," or "Safety Confirmation training."

Then, select how to specify the destination, and click the [To condition selection] button.

When "Optional" is selected, proceed to step 4.

When "Group" is selected, proceed to step 5.

4

株式会社安否 JohnSmith

Project Start

Safety Confirmation Arbitrary Condition Specification

Post
[All](#)

Hub
[All](#)

Department
[All](#)

Residence
[All](#)

Area
[All](#)

User
 Name:
 Number:

[UserConfirm](#) [Back](#)

[To My Page](#)

[Logout](#)

<When "Optional" is selected in step 3>
 Select the desired conditions, and click the [UserConfirm] button.

Proceed to step 6.

5

株式会社安否 JohnSmith

Project Start

Safety Confirmation Group Specification

Please select a group
 (Select up to 10 groups)

☐ 営業戦略 G
☐ 危機管理 G
☐ 関東 G
☐ リーダー
☐ 危機管理
☒ 関西 G

[UserConfirm](#) [Back](#)

[To My Page](#)

[Logout](#)

<When "Group" is selected in step 3>
 Select the destination, and click the [UserConfirm] button.

Proceed to step 6.

TIP

- For the "Group" area, the groups registered in Group Management Master are displayed in list form (they need to be registered in advance).
- To specify multiple groups, select all the target groups.

6

株式会社安否 JohnSmith

Project Start

Target users

Target counts: 290

rsq015 島袋瑞子
 rsq016 小宮真太
 rsq017 平尾博之
 rsq018 三船南朋
 rsq019 津田あさみ
 rsq020 辻蔵
 rsq021 前島隆
 rsq022 西井三省
 rsq023 原口夏空
 rsq024 宇田川慶二

Prev [Next](#) (1/29 Page)

[Edit Safety Confirmation Email](#) [Back](#)

[To My Page](#)

[Logout](#)

Check the Target users, and click the [Edit Safety Confirmation Email] button.

7

株式会社安否 JohnSmith

Project Start

Edit Safety Confirmation Email

Template: 名称未設定1

【Subject】
(JPN)
安否確認
(ENG)
Personal Safety Inquiry

【Body text】
(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.

【StatusA】 ☒
Status message(JPN)
無事です。集合場所に行けます。
Status message(ENG)
I am safe and I can go to the designated place.

【StatusE】 ☐
Status message(JPN)
選択メッセージE
Status message(ENG)
Status message E
Message after selection(JPN)
選択後メッセージE
Message after selection(ENG)
After message E.

[To My Page](#)

In "Template," select a template to use. Then, edit information in the [Subject] and [Body text] areas, and information in the "Status message" and "Message after selection" fields of the [Status] area whose check box is selected, and click the [Confirm] button.

TIP

- When a template edited and registered using Manual Start Template Management for "Template," the registered text is displayed. If you do not need to modify the text, click the [Confirm] button without editing it.
- For Status, you can select a maximum of five statuses.

8

株式会社安否 JohnSmith

Project Start

Confirm Safety Confirmation Email Send

Target counts: 290

【Subject】
(JPN)
安否確認
(ENG)
Personal Safety Inquiry

【Body text】
(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.

【StatusA】
Status message(JPN)
無事です。集合場所に行けます。
Status message(ENG)
I am safe and I can go to the designated place.

Message after selection(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.

怪我等により、集合場所に行けません。

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。

Message after selection(ENG)
Please notify should your conditions change.

[To My Page](#)

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

This completes the e-mail transmission for Safety Confirmation, Emergency Call, or Safety Confirmation Training.

1-2. News e-mail transmission **MANAGEMENT S T A R T**

Multicasts news e-mails.

News e-mails can be used for simultaneous notification because they do not require responses.

Two e-mail transmission methods are available: transmission by using a PC (smart phone) and transmission by using a feature phone.

1-2-1. Transmission by using a PC (smart phones)

1

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.12).

2

Click [Start Project].

3

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Project Start

Manual Project Start

Project type: ☐ Safety Confirmation ☐ Emergency call ☒ News ☐ Safety Confirmation training

Destination: ☒ Optional ☐ Group

[To My Page](#)

[Logout](#)

Select "News" for Project Type, and select how to specify the destination.

When "Optional" is selected, proceed to step 4.

When "Group" is selected, proceed to step 5.

4

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Project Start

Manual Project Start

Project type: ☐ Safety Confirmation ☐ Emergency call ☒ News ☐ Safety Confirmation training

Destination: ☒ Optional ☐ Group

Post: All Unspecified

Hub: All

Department: All

Residence: All

Area: All

Name:

User Number:

UserConfirm Clear

[To My Page](#)

[Logout](#)

<When "Optional" is selected in step 3>
Select the desired conditions, and click the [User Confirm] button.

Proceed to step 6.

5

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Project Start

Manual Project Start

Project type: ☐ Safety Confirmation ☐ Emergency call ☒ News ☐ Safety Confirmation training

Destination: ☐ Optional ☒ Group

Please select the destination group from the following group list.
(Select up to 10) *Click while holding the Shift key or Ctrl key

営業情報G
危機管理G
危機管理
危機管理
危機管理

UserConfirm Clear

[To My Page](#)

[Logout](#)

<When "Group" is selected in step 3>
Select the destination, and click the [UserConfirm] button.

Proceed to step 6.

TIP

- For the "Group" area, the groups registered in Group Management Master are displayed in list form (they need to be registered in advance).
- Select multiple groups by clicking them while holding down the Ctrl key.

6

株式会社安否

Standard Enlarge 日本語 JohnSmith has logged.

Send News

Edit News Email

Template to use: 名付未設定1

Display news: ☐ (If checked, it is displayed as "News" on the Crisis Information screen.)

Subject: お知らせ/News

Body text: 皆さんにお知らせです
This is an announcement.

Confirm Back

Target users

Number	Hub	Department	Post	Name	Residence
rsq015	大原支社	管理本部総務部	アルバイト	島崎瑞子	千葉県成田市
rsq016	大原支社	管理本部総務部	マネシント	小宮真太	大阪府枚方市
rsq017	大原支社	管理本部総務部	派遣社員	平尾博之	東京都世田谷区
rsq018	大原支社	営業本部	派遣社員	三船南朋	東京都町田市
rsq019	大原支社	営業本部 その他(1)	一般社員	津田あさみ	東京都世田谷区
rsq020	大原支社	営業本部	一般社員	辻東	愛知県豊橋市
rsq021	大原支社	システム本部運用部運用2課	一般社員	前島隆	富山県高岡市
rsq022	大原支社	システム本部運用部運用2課	一般社員	西井三省	新潟県十日町市
rsq023	大原支社	システム本部開発部開発2課	一般社員	原口夏空	石川県金沢市
rsq024	大原支社	営業本部	派遣社員	宇田川慶二	兵庫県尼崎市

(Total: 290) Prev 1 2 3 4 5 6 7 8 9 10 11 ... Next

[To My Page](#)

Logout

In "Template to use," select a template. Edit information in the "Subject" and "Body text" areas, and in the "Display news" area whose check box is selected, and click the [Confirm] button.

TIP

- When a template edited and registered using Manual Activation Template Management for "Template to use," the registered text is displayed. If you do not need to modify the text, click the [Confirm] button without editing it.
- To display the news details in the Crisis Information screen, select the check box next to "Display news."
- A list of extracted send destinations is displayed at the bottom of the screen.

7

株式会社安否

Standard Enlarge 日本語 JohnSmith has logged.

Send News

Confirm News Email Send

Display news: ☐ Do not display news.

Subject: お知らせ/News

Body text: 皆さんにお知らせです
This is an announcement.

Send Back

Target users

Number	Hub	Department	Post	Name	Residence
rsq015	大原支社	管理本部総務部	アルバイト	島崎瑞子	千葉県成田市
rsq016	大原支社	管理本部総務部	マネシント	小宮真太	大阪府枚方市
rsq017	大原支社	管理本部総務部	派遣社員	平尾博之	東京都世田谷区
rsq018	大原支社	営業本部	派遣社員	三船南朋	東京都町田市
rsq019	大原支社	営業本部 その他(1)	一般社員	津田あさみ	東京都世田谷区
rsq020	大原支社	営業本部	一般社員	辻東	愛知県豊橋市
rsq021	大原支社	システム本部運用部運用2課	一般社員	前島隆	富山県高岡市
rsq022	大原支社	システム本部運用部運用2課	一般社員	西井三省	新潟県十日町市
rsq023	大原支社	システム本部開発部開発2課	一般社員	原口夏空	石川県金沢市
rsq024	大原支社	営業本部	派遣社員	宇田川慶二	兵庫県尼崎市

(Total: 290) Prev 1 2 3 4 5 6 7 8 9 10 11 ... Next

[To My Page](#)

Logout

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

This completes the news e-mail transmission.

TIP

In Project List, the status of a project immediately after its e-mail transmission has been performed is displayed as "To be delivered." When the transmission processing is completed, the status changes to "Delivered."

1-2-2. Transmission by using a feature phone

1

日本語

Crisis Information Delivery System

Client code:

Login ID:

Password:

[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.

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.12).

2

日本語

株式会社安否 JohnSmith

My Page

- [News from Operators](#)
- [Crisis Information](#)
- [Settings](#)
- [User Project List](#)
- [Project List](#)
- Start Project
- [Family Safety Management](#)

Click [Start Project].

3

株式会社安否 JohnSmith

Project Start

Project type

☐ Safety Confirmation

☐ Emergency call

☒ News

☐ Safety Confirmation training

Destination

☒ Optional

☐ Group

To condition selection

[To My Page](#)

Select "News" for project type, and select how to specify the destination. Then, click the [To condition selection] button.

When "Optional" is selected, proceed to step 4.

When "Group" is selected, proceed to step 5.

4

株式会社安否 JohnSmith

Project Start

NewsArbitrary Condition Specification

Post
[All](#)

Hub
[All](#)

Department
[All](#)

Residence
[All](#)

Area
[All](#)

User
Name:
Number:

[UserConfirm](#) [Back](#)

[To My Page](#)

[Logout](#)

<When "Optional" is selected in step 3>
Select the desired conditions, and click the [User Confirm] button.

Proceed to step 6.

5

株式会社安否 JohnSmith

Project Start

News Group Specification

Please select a group
(Select up to 10 groups)

☐ 営業戦略G
☐ 危機管理G
☐ 関東G
☐ リーダー
☐ 危機管理
☒ 関西G

[UserConfirm](#) [Back](#)

[To My Page](#)

[Logout](#)

<When "Group" is selected in step 3>
Select the destination, and click the [UserConfirm] button.

Proceed to step 6.

TIP

- For the "Group" area, the groups registered in Group Management Master are displayed in list form (they need to be registered in advance).
- To specify multiple groups, select all the target groups.

6

株式会社安否 JohnSmith

Project Start

Target users

Target counts:290

rsq015 島袋璃子
rsq016 小宮勇太
rsq017 平尾博之
rsq018 三船南朋
rsq019 津田あさみ
rsq020 辻薫
rsq021 前島隆
rsq022 西井三省
rsq023 原口夏空
rsq024 宇田川慶二

Prev [Next](#) (1/29 Page)

[Edit News Email](#) [Back](#)

[To My Page](#)

[Logout](#)

Check the Target users, and click the [Edit News Email] button.


7

株式会社安否 JohnSmith

Project Start

Edit News Email

Template: [名称未設定1](#)

Display news ☒ 
(If checked, it is displayed as "News" on the Crisis Information screen.)

[Subject]
お知らせ

[Body text]
皆さんにお知らせです

[To My Page](#)

In "Template," select a template to use. Edit information for [Subject] and [Body text], and click the [Confirm] button.

TIP

- When a template edited and registered using Manual Start Template Management for "Template," the registered text is displayed. If you do not need to modify the text, click the [Confirm] button without editing it.
- To display the news details in the Crisis Information screen, select the check box next to "Display news."

8

株式会社安否 JohnSmith

Project Start

Confirm News Email Send

Target counts: 290

Display news: Display news.

[Subject]
お知らせ

[Body text]
皆さんにお知らせです

[To My Page](#)

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

This completes the news e-mail transmission.

2. Additionally Contacting Multiple Users

2-1. Instruction email **MANAGEMENT S T A R T INSTRUCTION**

Additionally sends instruction e-mails to the users extracted from the aggregated result on arbitrary criteria.

The instruction email service is ordinary e-mail transmission that does not request users to respond.

Two e-mail transmission methods are available: transmission by using a PC (smart phone) and transmission by using a feature phone.

2-1-1. Transmission by using a PC (smart phone)

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.

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.12).

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 [Project List].

3

株式会社安否

Project List

Project List

Projects currently being published / aggregated | Past projects

Project No.	Project start date and time	Subject	Type	Processing status	Sender
<input checked="" type="checkbox"/> 00035	2016/10/06 15:42	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq001 吉永 美優
<input type="checkbox"/> 00037	2016/10/06 15:36	安否訓練/Training Personal Safety Inquiry	Safety Confirmation training	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00036	2016/10/06 15:36	工場事故に伴う対応チーム結集/Response team convened due to the factory accident/Emergency Summons	Emergency call	Delivered	rsq017 平尾 博之
<input type="checkbox"/> 00035	2016/10/06 15:35	非常召集/Emergency Summons	Emergency call	Delivered	rsq001 吉永 美優
<input type="checkbox"/> 00034	2016/10/06 15:34	本館エレベータ故障/Main building elevator A failure	News	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00033	2016/10/06 15:33	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq001 吉永 美優
<input type="checkbox"/> 00032	2016/10/06 15:33	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11033 権 総太郎
<input type="checkbox"/> 00031	2016/10/06 15:31	お知らせ台風7号接近にともなう早期退避のお願い/V Ask for early Talkin due to Typhoon No. 7 approaches	News	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00029	2016/09/27 16:23	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00028	2016/09/05 11:32	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 権 総太郎
<input type="checkbox"/> 00027	2016/08/31 19:48	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	Auto start

(Total: 11)

[Integrate](#) [Update list](#)

[To My Page](#)

[Logout](#)

Click the [Project No.] entry of the project for which you want to set instruction email transmission.

4

株式会社安否

Summary Status screen

Project List

Department Summary Data

Project No.	00044
Project start date and time	2016/07/14 11:07
Sender	rsq001 吉永 美優
Destination	Optional Post: All Hub: All Department: All Residence: All Area: All User: All
Subject	安否確認/Personal Safety Inquiry
Body text	あなたの状況を至急お知らせください Please report your present conditions immediately.

As of 2016/09/28 10:50

Department: Hub: Residence: [Summary Record](#) [Master File Download](#)

Department	Reply counts / Target counts	StatusA	StatusB	StatusC	StatusD	StatusE	Mail reply	Reply only	No reply
Target total (No duplicates)	17people / 947people	4people	3people	6people	4people	0people	0people	0people	930people
In the following Department summary, a concurrent target users are counted without duplication.									
- 管理本部	6people / 205people	1	0	5	0	0	0	0	199
- 営業本部	7people / 414people	2	3	1	1	0	0	0	407
- システム本部	4people / 329people	1	0	0	3	0	0	0	324

[Search](#) [Update Summary Status](#)

[To My Page](#)

[Logout](#)

Click the [Search] button.
To display a list by status, click an individual status link.

5

株式会社安否

Summary Status Details

Summary Status screen | Project List

Project Details

Project No.	00044
Project start date and time	2016/07/14 11:07
Subject	安否確認/Personal Safety Inquiry
Body text	あなたの状況を至急お知らせください Please report your present conditions immediately.
Status message	(A) 無事です。集合場所に行きます。/I am safe and I can go to the designated place. (B) 無事ですが、集合場所に行けません。/I am safe but I cannot go to the designated place. (C) 怪我等により、集合場所に行けません。/Due to injury etc., I cannot go to the designated place.

Specify Search Conditions of Summary Status

Status	<input type="checkbox"/> Status A <input type="checkbox"/> Status B <input type="checkbox"/> Status C
Mail reply	<input type="checkbox"/> Mail reply <input type="checkbox"/> Reply only <input type="checkbox"/> No reply <input type="checkbox"/> With comment
Post	All
Hub	All
Department	All
Residence	All
Area	All
User	Name: <input type="text"/> Number: <input type="text"/>
Email address	Unspecified
家族安否	<input type="checkbox"/> StatusA I could confirm the safety of my family. <input type="checkbox"/> StatusB I can not confirm the safety of my family. <input type="checkbox"/> StatusC I can not contact my family. <input type="checkbox"/> Not reported

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

[To My Page](#)

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

When no criteria are specified, all users are displayed.

6

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Summary Status screen Project List

Status List

Search Conditions

Project No. 00044

Project start date and time 2016/07/14 11:07

Subject 安否確認の実施

Search Conditions

Status	All
Post	All
Hub	All
Department	All
Residence	All
Area	All
User	Unspecified
Email address	Unspecified
Family status	Unspecified

Change Search Conditions Start New Project with These Conditions Send Email with These Conditions

Send Email Proxy Response Summary Record -Please select- Master File Download

Number	Hub	Department	Post	Name	Residence	Status	Family	Email	Comment
rsq026	大東支社	管理本部総務課	派遣社員	長澤健太郎	東京都八王子市	A(Proxy registration)	Not reported	※	○
rsq027	大東支社	システム本部開発部	一般社員	小野田友也	埼玉県さいたま市浦和区	A(Proxy registration)	Not reported	※	○
rsq028	大東支社	営業本部営業部事務課 その他(1)	アルバイト	内野小百合	石川県七尾市	A(Proxy registration)	Not reported	※	○
rsq029	東北支社	営業本部CS部CS2課	アルバイト	米谷礼子	愛知県名古屋市長区	A(Proxy registration)	Not reported	※	○

(javascript:alert('X'))

Select the check boxes at the left of the user list, and click the [Send Email] button.

TIP

<Additional contact target selection>

For transmission to all users matching the search criteria, click the [Send Email with These Conditions] button.

7

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Summary Status screen Project List

Send Email screen

Project start date and time 2016/07/14 11:07

Subject 安否確認の実施

Send Email

Email type ☐ Resend email ☒ Instruction email

Subject* Assignment:株式会社安否

Body text* 社内にいる場合は1階正堂玄関前に集合してください。

Confirm

Back

Target users

Number	Hub	Department	Post	Name	Residence	Status	Email	Comment
rsq026	大東支社	管理本部総務課	派遣社員	長澤健太郎	東京都八王子市	A(Proxy registration)	※	○
rsq027	大東支社	システム本部開発部	一般社員	小野田友也	埼玉県さいたま市浦和区	A(Proxy registration)	※	○
rsq028	大東支社	営業本部営業部事務課 その他(1)	アルバイト	内野小百合	石川県七尾市	A(Proxy registration)	※	○
rsq029	東北支社	営業本部CS部CS2課	アルバイト	米谷礼子	愛知県名古屋市長区	A(Proxy registration)	※	○

(Total: 4)

To My Page

Logout

For Mail Type, select "Instruction email." Enter information for "Subject" and "Body text," and click the [Confirm] button.

8

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Summary Status screen Project List

Send Email screen

Project start date and time 2016/07/14 11:07

Subject 安否確認の実施

Send Email

Email type Instruction email

Subject* Assignment:株式会社安否

Body text* 社内にいる場合は1階正堂玄関前に集合してください。

Send Back

Back

Target users

Number	Hub	Department	Post	Name	Residence	Status	Email	Comment
rsq026	大東支社	管理本部総務課	派遣社員	長澤健太郎	東京都八王子市	A(Proxy registration)	※	○
rsq027	大東支社	システム本部開発部	一般社員	小野田友也	埼玉県さいたま市浦和区	A(Proxy registration)	※	○
rsq028	大東支社	営業本部営業部事務課 その他(1)	アルバイト	内野小百合	石川県七尾市	A(Proxy registration)	※	○
rsq029	東北支社	営業本部CS部CS2課	アルバイト	米谷礼子	愛知県名古屋市長区	A(Proxy registration)	※	○

(Total: 4)

To My Page

Logout

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

This completes the instruction email transmission.

TIP

Sent content is kept as history information in the User Project List Screen.
(To be displayed under "Status History.")

2-1-2. Transmission by using a feature phone

1

日本語

Crisis Information Delivery System

Client code:

Login ID:

Password:

[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.

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.12).

2

日本語

株式会社安否 JohnSmith

My Page

- [News from Operators](#)
- [Crisis Information](#)
- [Settings](#)
- [User Project List](#)
- Project List
- [Start Project](#)
- [Family Safety Management](#)

Click [Project List].

3

株式会社安否 JohnSmith

Project List

Projects currently being published / aggregated
[Past projects](#)

Project No.	Project start date and time	Subject	Sender
00045	2016/09/27 12:19	安否確認の実施	Personal Safety Inquiry 安否確認 rsq009 杉本昌代
00044	2016/07/14 11:07	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00043	2016/07/12 10:43	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00042	2016/07/11 10:19	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00041	2016/06/22 17:02	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00040	2016/06/16 14:23	安否確認	Personal Safety Inquiry 安否確認 Auto start
00039	2016/06/12 22:10	安否確認	Personal Safety Inquiry 安否確認 Auto start

Click the [Project No.] entry of the project for which you want to set instruction email transmission.

4

株式会社安否 JohnSmith

Summary Status screen

Project information

Project No.: 00044
 Project start date and time: 2016/07/14 11:07
 Sender: [rsq001](#) 吉永美優
 Destination: [Optional](#)
 Subject: 安否確認の実施
[Display body text](#)

Summary

As of 2016/09/28 10:53

- [Target total \(No duplicates\)](#) 947 people
- [Reply counts](#) 17 people
 - [StatusA](#) 4 people
 - [StatusB](#) 3 people
 - [StatusC](#) 6 people
 - [StatusD](#) 4 people
 - [StatusE](#) 0 people
 - [Mail reply](#) 0 people
 - [Reply only](#) 0 people
 - [No reply](#) 930 people

Click the [Search] button.

To display a list by status, click an individual status link.

5

株式会社安否 JohnSmith

Summary Status Details

Specify Search Conditions of Summary Status

Status

☒ StatusA
☐ StatusB
☐ StatusC
☐ StatusD
☐ StatusE
☐ Mail reply
☐ Reply only
☐ No reply
☐ With comment

Post
[All](#)

Residence
[All](#)

Department
[All](#)

Residence
[All](#)

Area
[All](#)

User
 Name:
 Number:

Email address
 Unspecified ▼

Family status
☐ StatusA
☐ StatusB
☐ StatusC
☐ Unregistered

[To My Page](#)

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

When no criteria are specified, all users are displayed.

6

株式会社安否 JohnSmith

Status List

<input type="checkbox"/>	Number	Hub	Department	Post	Name	Residence	Status	Family	Email	Comment
<input checked="" type="checkbox"/>	rsq026	大阪支社	管理本部総務部	派遣社員	長澤博太郎	東京都八王子市 A((Proxy registration))	Not reported	※	○	
<input checked="" type="checkbox"/>	rsq027	大阪支社	システム本部開発部	一般社員	小野田友也	埼玉県さいたま市浦和区 A((Proxy registration))	Not reported	※	○	
<input checked="" type="checkbox"/>	rsq028	大阪支社	営業本部営業部事務課	その他(1)	アルバイト 内野小百合	石川県七尾市 A((Proxy registration))	Not reported	※	○	
<input checked="" type="checkbox"/>	rsq029	東北支社	営業本部CS部CS2課	アルバイト	米谷礼	愛知県名古屋市中東区 A((Proxy registration))	Not reported	※	○	

検索条件

Status: A
 Post: All
 Hub: All
 Department: All
 Residence: All
 Area: All
 User: Unspecified
 Email address: Unspecified
 Family status: Unspecified

Select the check boxes at the left of the user list, and click the [Instruction email] button.

TIP

<Additional contact target selection>

For transmission to all users matching the search criteria, click the [Send Email with These Conditions] button.

7

株式会社安否 JohnSmith

Send Email screen

Send Email

[Email type]
Instruction email

[Subject]
Assignment: 株式会社安否

[Body text]
社内にいる場合は 1 階正面玄関前に集合してください。

[To My Page](#)

Enter information for [Subject] and [Body text] for the e-mail, and click the [Confirm] button.

8

株式会社安否 JohnSmith

Send Email screen

Project information

Project start date and time: 2016/07/14 11:07
 Subject: 安否確認の実施

Target users

Target counts: 4

rsq026 長澤博太郎
 rsq027 小野田友也
 rsq028 内野小百合
 rsq029 米谷礼子

Send Email

[Email type]
Instruction email

[Subject]
Assignment: 株式会社安否

[Body text]
社内にいる場合は 1 階正面玄関前に集合してください。

[To My Page](#)

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

This completes the instruction email transmission.

2-2. Resend email **MANAGEMENT S T A R T**

Sends resend e-mails to the users extracted from the aggregated result on arbitrary criteria.
The resend email service is a function for resending content transmitted once.

*Resend email transmission cannot perform on the department management authority (Instruction authority) .

Two e-mail transmission methods are available: transmission by using a PC (smart phone) and transmission by using a feature phone.

2-2-1. Transmission by using a PC (smart phone)

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.

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.12).

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 [Project List].

3

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged

Project List

Project List

Projects currently being published / aggregated Past projects

Project No.	Project start date and time	Subject	Type	Processing status	Sender
00039	2016/10/06 15:42	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq001 吉永 美優
00037	2016/10/06 15:36	安否訓練/Training Personal Safety Inquiry	Safety Confirmation training	Delivered	rsq11111 JohnSmith
00036	2016/10/06 15:36	工場事故に伴う対応チーム招集/Response team convened due to the factory accident/Emergency Summons	Emergency call	Delivered	rsq017 平尾 博之
00035	2016/10/06 15:35	非常召集/Emergency Summons	Emergency call	Delivered	rsq001 吉永 美優
00034	2016/10/06 15:34	本館エレベータ故障/Main building elevator A failure	News	Delivered	rsq11111 JohnSmith
00033	2016/10/06 15:33	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq001 吉永 美優
00032	2016/10/06 15:33	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11033 篠 聡太郎
00031	2016/10/06 15:31	お知らせ台風7号接近にともなう早期退避のお願い/ Ask for early Talkin due to Typhoon No. 7 approaches	News	Delivered	rsq11111 JohnSmith
00029	2016/09/27 16:23	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 JohnSmith
00028	2016/09/05 11:32	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 篠 聡太郎
00027	2016/08/31 19:48	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	Auto start

(Total: 11)

Integrate Update list

To My Page

Logout

Click the [Project No.] entry of the project for which you want to set resend email transmission.

4

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged

Summary Status screen

Project List

Department Summary Data

Project No.	00044
Project start date and time	2016/07/14 11:07
Sender	rsq001 吉永 美優
Destination	Optional Post All Hub All Department All Residence All Area All User All
Subject	安否確認の実施
Body text	あなたの状況を至急お知らせください

As of 2016/09/28 11:01

Department Hub Residence Summary Record -Please select- Master File Download

Department	Reply counts / Target counts	StatusA	StatusB	StatusC	StatusD	StatusE	Mail reply	Reply only	No reply
Target total (No duplicates)	11people / 341people	10people	3people	0people	0people	0people	0people	0people	30people
In the following Department summary, a concurrent target users are counted without duplication.									
- 管理本部	6people / 205people	1	0	5	0	0	0	0	199
- 営業本部	7people / 414people	2	3	1	1	0	0	0	407
- システム本部	4people / 328people	1	0	0	3	0	0	0	324

Search Update Summary Status

To My Page

Logout

Click the [Search] button.

To display a list by status, click an individual status link.

5

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged

Summary Status Details

Summary Status screen Project List

Project Details

Project No.	00044
Project start date and time	2016/07/14 11:07
Subject	安否確認/Personal Safety Inquiry
Body text	あなたの状況を至急お知らせください Please report your present conditions immediately.
Status message	(A)無事です。集合場所に行きます。I am safe and I can go to the designated place. (B)無事ですが、集合場所に行けません。I am safe but I cannot go to the designated place. (C)怪我等により、集合場所に行けません。Due to injury etc., I cannot go to the designated place.

Specify Search Conditions of Summary Status

Status	<input type="checkbox"/> Status A <input type="checkbox"/> Status B <input type="checkbox"/> Status C <input type="checkbox"/> Mail reply <input type="checkbox"/> Reply only <input type="checkbox"/> No reply <input type="checkbox"/> With comment
Post	All
Hub	All
Department	All
Residence	All
Area	All
User	Name : Number :
Email address	Unspecified
家族安否	<input type="checkbox"/> StatusA I could confirm the safety of my family. <input type="checkbox"/> StatusB I can not confirm the safety of my family. <input type="checkbox"/> StatusC I can not contact my family <input type="checkbox"/> Not reported

Search Clear Back

To My Page

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

When no criteria are specified, all users are displayed.

6

株式会社安否

Standard Enlarge 日本語

John Smith has logged.

Status List

Summary Status screen Project List

Search Conditions

Project No. 00044

Project start date and time 2016/07/14 11:07

Subject 安否確認の実施

Search Conditions

Status	No reply
Post	All
Hub	All
Department	All
Residence	All
Area	All
User	Unspecified
Email address	Unspecified
Family status	Unspecified

Change Search Conditions Start New Project with These Conditions Send Email with These Conditions

Status List

Send Email Proxy Response Summary Record -Please select- Master File Download

Number	Hub	Department	Post	Name	Residence	Status	Family	Email	Comment
rsq006	東京本社	営業本部営業部事務課 その他(1)	部長	市村まさみ	京都府京都市下京区	No reply	Not reported	※	
rsq007	東京本社	営業本部CS課CS2課	アルバイト	島袋はじめ	岩手県奥州市	No reply	Not reported	※	
rsq008	東京本社	営業本部CS課	リーダー長	川崎諒	東京都世田谷区	No reply	Not reported	※	
rsq009	東京本社	営業本部人事課 その他(1)	一般社員	杉本昌代	兵庫県姫路市	No reply	Not reported	※	
rsq010	東京本社	営業本部営業部事務課	派遣社員	井村穂子	京都府京都市下京区	No reply	Not reported	※	

Select the check boxes at the left of the user list, and click the [Send Email] button.

TIP

<Additional contact target selection>

For transmission to all users matching the search criteria, click the [Send Email with These Conditions] button.

7

株式会社安否

Standard Enlarge 日本語

John Smith has logged.

Send Email screen

Summary Status screen Project List

Project start date and time 2016/07/14 11:07

Subject 安否確認の実施

Send Email

Email type ☒ Resend email ☐ Instruction email

Subject 【再送安否確認の実施】

Body text あなたの状況を安否お知らせください

Send

Back

Target users

Number	Hub	Department	Post	Name	Residence	Status	Email	Comment
rsq006	東京本社	営業本部営業部事務課 その他(1)	部長	市村まさみ	京都府京都市下京区	No reply	※	
rsq007	東京本社	営業本部CS課CS2課	アルバイト	島袋はじめ	岩手県奥州市	No reply	※	
rsq008	東京本社	営業本部CS課	リーダー長	川崎諒	東京都世田谷区	No reply	※	
rsq009	東京本社	営業本部人事課 その他(1)	一般社員	杉本昌代	兵庫県姫路市	No reply	※	
rsq010	東京本社	営業本部営業部事務課	派遣社員	井村穂子	京都府京都市下京区	No reply	※	
rsq011	東京本社	営業本部営業部営業部2課	アルバイト	寺島愛樹	京都府綾部市	No reply	※	
rsq016	大阪支社	営業本部	派遣社員	三宅南朋	東京都町田市	No reply	※	
rsq019	大阪支社	営業本部 その他(1)	一般社員	清田あさみ	東京都世田谷区	No reply	※	
rsq020	大阪支社	営業本部	一般社員	辻堂	愛知県豊橋市	No reply	※	
rsq025	大阪支社	営業本部営業部営業部2課	アルバイト	寺島康文	大阪府大分市	No reply	※	
rsq030	東北支社	営業本部CS課CS2課	一般社員	山田俊介	埼玉県さいたま市浦和区	No reply	※	
rsq031	東北支社	営業本部CS課CS2課	一般社員	池谷克実	静岡県磐田市	No reply	※	
rsq032	東北支社	営業本部営業部営業部2課	課長	辻千夏	長崎県島原市	No reply	※	
rsq033	東北支社	営業本部営業部営業部2課	一般社員	根理恵望子	三重県伊勢市	No reply	※	
rsq034	東北支社	営業本部営業部営業部2課 その他(1)	部長	松村穂子	岩手県奥州市	No reply	※	
rsq035	東北支社	営業本部人事課	派遣社員	大島のめぐみ	長崎県佐世保市	No reply	※	

For Mail Type, select "Resend email." Check information for "Subject" and "Body text," and click the [Send] button. This completes the resend email transmission.

TIP

Sent content is kept as history information in the User Project List Screen.
(To be displayed under "Status History.")

Caution

For the department authority (Instruction authority), "Resend email" is not displayed in "Email type."

2-2-2. Transmission by using a feature phone

1

日本語

Crisis Information Delivery System

Client code:

Login ID:

Password:

[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.

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.12).

2

日本語

株式会社安否 JohnSmith

My Page

- [News from Operators](#)
- [Crisis Information](#)
- [Settings](#)
- [User Project List](#)
- [Project List](#)
- [Start Project](#)
- [Family Safety Management](#)

Click [Project List].

3

日本語

株式会社安否 JohnSmith

Project List

Projects currently being published / aggregated
[Past projects](#)

Project No.	Project start date and time	Subject	Sender
00045	2016/09/27 12:19	安否確認の実施	Personal Safety Inquiry 安否確認 rsq009 杉本昌代
00044	2016/07/14 11:07	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00043	2016/07/12 10:43	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00042	2016/07/11 10:19	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00041	2016/06/22 17:02	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00040	2016/06/16 14:23	安否確認	Personal Safety Inquiry 安否確認 Auto start
00039	2016/06/12 22:10	安否確認	Personal Safety Inquiry 安否確認 Auto start

Click the [Project No.] entry of the project for which you want to set resend email transmission.

4

株式会社安否 JohnSmith .

Summary Status screen

Project information

Project No.: 00044
 Project start date and time: 2016/07/14 11:07
 Sender: rsq001 吉永美優
 Destination: [Optional](#)
 Subject: 安否確認の実施
[Display body text](#)

Summary

As of 2016/09/28 11:05

- Target total (No duplicates) 947 people
- Reply counts: 17 people
 - StatusA 4 people
 - StatusB 3 people
 - StatusC 6 people
 - StatusD 4 people
 - StatusE 0 people
 - Mail reply 0 people
 - Reply only 0 people
 - No reply 930 people

[To My Page](#)

Click the [Search] button.

To display a list by status, click an individual status link.

5

株式会社安否 JohnSmith .

Summary Status Details

Specify Search Conditions of Summary Status

Status

☐ StatusA
☐ StatusB
☐ StatusC
☐ StatusD
☐ StatusE
☐ Mail reply
☐ Reply only
☐ No reply
☐ With comment

Post
[All](#)

Residence
[All](#)

Department
[All](#)

Residence
[All](#)

Area
[All](#)

User
 Name:
 Number:

Email address
 Unspecified ▼

Family status
☐ StatusA
☐ StatusB
☐ StatusC
☐ Unregistered

[To My Page](#)

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

When no criteria are specified, all users are displayed.

6

株式会社安否 JohnSmith

Status List

Prev [Next](#) (1/47 Page)

<input checked="" type="checkbox"/>	Number	Hub	Department	Post	Name	Residence	Status	Family	Email	Comment
<input type="checkbox"/>	rsq006	東京本社	営業本部	営業部事務課	その他(1)	部長	村まさみ	京都府京都市下京区	No reply	Not reported ※
<input type="checkbox"/>	rsq007	東京本社	営業本部	CS部CS2課	アルバイト	島袋	はじめ	岩手県奥州市	No reply	Not reported ※
<input type="checkbox"/>	rsq008	東京本社	営業本部	CS部	リーダー	長	川添	東京都世田谷区	No reply	Not reported ※
<input type="checkbox"/>	rsq009	東京本社	管理本部	人事部	その他(1)	一般社員	杉本昌代	兵庫県姫路市	No reply	Not reported ※
<input type="checkbox"/>	rsq010	東京本社	営業本部	営業部事務課	派遣社員	井村	恭平	京都府京都市下京区	No reply	Not reported ※
<input type="checkbox"/>	rsq011	東京本社	営業本部	営業部営業部2課	アルバイト	寺島茂樹	京都府綾部市	No reply	Not reported ※	
<input type="checkbox"/>	rsq018	大阪支社	営業本部	派遣社員	三船南朋	東京都町田市	No reply	Not reported ※		
<input type="checkbox"/>	rsq039	東北支社	営業本部	CS部CS2課	一般社員	安田美帆	東京都町田市	No reply	Not reported ※	

Instruction email **Resend email** Proxy Response Back

検索条件

Status: No reply
Post: All
Hub: All
Department: All
Residence: All
Area: All
User: Unspecified
Email address: Unspecified
Family status: Unspecified

Change Search Conditions
Start New Project with These Conditions
Send Instruction Email with These Conditions
Resend Email with These Conditions Back

[To My Page](#)

Logout

Select the check boxes at the left of the user list, and click the [Resend email] button.

TIP

<Additional contact target selection>

For transmission to all users matching the search criteria, click the [Resend Email with These Conditions] button.

Caution

For the department authority (Instruction authority), the [Resend email] button and the [Resend Email with These Conditions] button are not displayed.

7

株式会社安否 JohnSmith

Send Email screen

Send Email

[Email type]
Resend email

[Subject]
【再送安否確認の実施】

[Body text]
あなたの状況を至急お知らせください

Send Back

[To My Page](#)

Logout

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

This completes the resend email transmission.

2-3. New project e-mail transmission **MANAGEMENT S T A R T**

Sends new project e-mails to the users extracted from the aggregated result on arbitrary criteria.
The new project e-mail service starts a new project to send e-mails requesting the users to respond.

Two e-mail transmission methods are available: transmission by using a PC (smart phone) and transmission by using a feature phone.

2-3-1. Transmission by using a PC (smart phone)

1

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.12).

2

Click [Project List].

3

株式会社安否

Project List

Project List

Projects currently being published / aggregated | Past projects

Project No.	Project start date and time	Subject	Type	Processing status	Sender
<input checked="" type="checkbox"/> 00035	2016/10/06 15:42	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq001 吉永 美優
<input type="checkbox"/> 00037	2016/10/06 15:36	安否訓練/Training Personal Safety Inquiry	Safety Confirmation training	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00036	2016/10/06 15:36	工場事故に伴う対応チーム総集/Response team convened due to the factory accident/Emergency Summons	Emergency call	Delivered	rsq017 平尾 博之
<input type="checkbox"/> 00035	2016/10/06 15:35	非常呼集/Emergency Summons	Emergency call	Delivered	rsq001 吉永 美優
<input type="checkbox"/> 00034	2016/10/06 15:34	本館エレベータ故障/Main building elevator A failure	News	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00033	2016/10/06 15:33	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq001 吉永 美優
<input type="checkbox"/> 00032	2016/10/06 15:33	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11033 権 紀太郎
<input type="checkbox"/> 00031	2016/10/06 15:31	お知らせ台風7号接近にともなう早期退避のお願い/V Ask for early Talkin due to Typhoon No. 7 approaches	News	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00029	2016/09/27 16:23	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00028	2016/09/05 11:32	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 権 紀太郎
<input type="checkbox"/> 00027	2016/08/31 19:48	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	Auto start

(Total: 11)

[Integrate](#) [Update list](#)

[To My Page](#)

[Logout](#)

Click the [Project No.] entry of the project by which you want to set new project e-mail transmission.

4

株式会社安否

Summary Status screen

Project List

Department Summary Data

Project No.	00030
Project start date and time	2016/09/28 11:11
Sender	rsq11111 JohnSmith
Destination	関係O
Subject	安否確認/Personal Safety Inquiry
Body text	あなたの状況を至急お知らせください Please report your present conditions immediately.

As of 2016/09/28 11:12

Department | Hub | Residence

Department	Reply counts / Target counts	StatusA	StatusB	StatusC	Mail reply	Reply only	No reply
Target total (No duplicates)	0people / 290people	0people	0people	0people	0people	0people	236people
In the following Department summary, a concurrent target users are counted without duplication.							
管理本部	0people / 43people	0	0	0	0	0	43
営業本部	0people / 151people	0	0	0	0	0	151
システム本部	0people / 96people	0	0	0	0	0	96

[Search](#) [Update Summary Status](#)

[To My Page](#)

[Logout](#)

Click the [Search] button.
To display a list by status, click an individual status link.

5

株式会社安否

Summary Status Details

Summary Status screen | Project List

Project Details

Project No.	00030
Project start date and time	2016/09/28 11:11
Subject	安否確認/Personal Safety Inquiry
Body text	あなたの状況を至急お知らせください Please report your present conditions immediately.
Status message	(A)無事です。集合場所に行けます。/I am safe and I can go to the designated place. (B)無事ですが、集合場所に行けません。/I am safe but I cannot go to the designated place. (C)怪我等により、集合場所に行けません。/Due to injury etc., I cannot go to the designated place.

Specify Search Conditions of Summary Status

Status	<input type="checkbox"/> Status A <input type="checkbox"/> Status B <input type="checkbox"/> Status C
Mail reply	<input type="checkbox"/> Reply only <input type="checkbox"/> No reply <input type="checkbox"/> With comment
Post	All
Hub	All
Department	All
Residence	All
Area	All
User	Name: <input type="text"/> Number: <input type="text"/>
Email address	Unspecified
家族安否	<input type="checkbox"/> StatusA I could confirm the safety of my family. <input type="checkbox"/> StatusB I can not confirm the safety of my family. <input type="checkbox"/> StatusC I can not contact my family <input type="checkbox"/> Not reported

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

[To My Page](#)

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

When no criteria are specified, all users are displayed.

株式会社 安否		Status List	John Smith has logged in						
Summary Status screen	Project List								
Search Conditions									
Project No.	00030								
Project start date and time	2016/09/28 11:11								
Subject	安否確認 Personal Safety Inquiry								
Search Conditions	Status	All	No reply						
	Post	All							
	Hub	All							
	Department	All							
	Residence	All							
	Area	All							
	User	Unspecified							
	Email address	Unspecified							
	Family status	Unspecified							
Change Search Conditions Start New Project with These Conditions Send Email with These Conditions									
Status List									
Send Email Proxy Response		Summary Record [-Please select-] Master File Download							
Number	Hub	Department	Post	Name	Residence	Status	Family	Email	Comment
<input type="checkbox"/>	19d115	大野支社 管理本部総務課	アルバート	島袋瑞子	千葉県成田市	No reply	Not reported		
<input type="checkbox"/>	19d116	大野支社 管理本部総務課	マキシム	小宮真太	大阪府枚方市	No reply	Not reported		
<input type="checkbox"/>	19d117	大野支社 管理本部総務課	渡辺士郎	平尾博之	東京都世田谷区	No reply	Not reported		
<input type="checkbox"/>	19d118	大野支社 営業本部	津越社員	三祐南翔	東京都明神町	No reply	Not reported		
<input type="checkbox"/>	19d119	大野支社 営業本部 その他(1)	一般社員	津田あさみ	東京都世田谷区	No reply	Not reported		
<input type="checkbox"/>	19d020	大野支社 営業本部	一般社員	辻寛	愛知県豊橋市	No reply	Not reported		
<input type="checkbox"/>	19d021	大野支社 システム本部運用部運用課	一般社員	梶島純	富山県高岡市	No reply	Not reported		

TIP

- To start a project, the target users cannot be narrowed down further. A project can be started on the search criteria only.

Standard		Enlarge		日本語	
<p>株式会社安否 John Smith は logged in</p>					
<h2 style="text-align: center;">Send Safety Confirmation</h2> <h3 style="text-align: center;">Edit Safety Confirmation Email</h3>					
Parent project		No. 00030 Project start date and time 2016/09/28 11:11 安全確認 Personal Safety Inquiry			
Destination		Status	No reply		
		Post	All	Hub	All
		Department	All		
		Residence	All	Area	All
		User	All		
		Email address	Unspecified		
	Family status	Unspecified			
Template to use		名称未設定1 *			
Subject*		<input type="checkbox"/> (JPN) 安全確認 <input type="checkbox"/> (ENG) Personal Safety Inquiry			
Body text*		<input type="checkbox"/> (JPN) あなたの状況を速にお知らせください。			
		<input type="checkbox"/> (ENG) Please report your present conditions immediately.			
<input checked="" type="checkbox"/>	StatusA*	<input type="checkbox"/> Status message(JPN) 無事です。集合場所に行けます。 <input type="checkbox"/> Status message(ENG) I am safe and I can go to the designated place. <input type="checkbox"/> Message after selection(JPN) 安全には十分留意してください。 <input type="checkbox"/> Message after selection(ENG)			
<input type="checkbox"/>	StatusE*	<input type="checkbox"/> Status message E <input type="checkbox"/> Message after selection(JPN) 選択後メッセージE <input type="checkbox"/> Message after selection(ENG) After message E.			
Confirm Back					
<h3 style="text-align: center;">Target users</h3>					
Number	Hub	Department	Post	Name	Residence
rsq015	大泉支社	管理本部総務部	アルバイト	島崎瑠子	千葉県成田市
rsq016	大泉支社	管理本部総務部	マネジメント	小宮真太	大阪府枚方市
rsq017	大泉支社	管理本部総務部	派遣社員	平塚博之	東京都世田谷区
rsq018	大泉支社	営業本部	派遣社員	三船南朋	東京都町田市
rsq019	大泉支社	営業本部 その他(1)	一般社員	津田あさみ	東京都世田谷区
rsq020	大泉支社	営業本部	一般社員	辻美	愛知県豊橋市
rsq021	大泉支社	システム本部運用部課課	一般社員	前野睦	埼玉県東武市
rsq022	大泉支社	システム本部運部課	一般社員	西吉 秀	新潟県土佐市

**Make a choice for "Template to use."
Edit information in the "Subject" and
"Body text" areas, and information in the
"Status Message" and "Message after
selection" fields of the "Status" area
whose check box is selected, and click the
[Confirm] button.**

TIP

- When a template edited and registered using Manual Start Template Management for "Template to use," the registered text is displayed. If you do not need to modify the text, click the [Confirm] button without editing it.
- For Status, you can select a maximum of five statuses.

Send Safety Confirmation						
Confirm Safety Confirmation Email Send						
Parent project	No 00030 Project start date and time 2016/09/28 11:11 安全確認/Personal Safety inquiry					
Destination	Status	No reply				
	Post	All	Hub	All		
	Department	All				
	Residence	All	Area	All		
	User	All				
	Email address	Unspecified				
	Family status	Unspecified				
Subject	(JPN) 安全確認 (ENG) Personal Safety Inquiry					
Body text	(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) 緊急です。集合場所に行きます。					
Please notify should your conditions change.						
<div> Send Back </div>						
Target users						
Number	Hub	Department	Post	Name	Residence	
rsq1253		システム本部		勅使河原次郎		

(Total: 1)

To My Page

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

This completes the new project e-mail transmission.

2-3-2. Transmission by using a feature phone

1

日本語

Crisis Information Delivery System

Client code:

Login ID:

Password:

[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.

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.12).

2

日本語

株式会社安否 JohnSmith

My Page

- [News from Operators](#)
- [Crisis Information](#)
- [Settings](#)
- [User Project List](#)
- [Project List](#)
- [Start Project](#)
- [Family Safety Management](#)

Click [Project List].

3

日本語

株式会社安否 JohnSmith

Project List

Projects currently being published / aggregated
[Past projects](#)

Project No.	Project start date and time	Subject	Sender
00045	2016/09/27 12:19	安否確認の実施	Personal Safety Inquiry 安否確認 rsq009 杉本昌代
00044	2016/07/14 11:07	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00043	2016/07/12 10:43	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00042	2016/07/11 10:19	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00041	2016/06/22 17:02	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00040	2016/06/16 14:23	安否確認	Personal Safety Inquiry 安否確認 Auto start
00039	2016/06/12 22:10	安否確認	Personal Safety Inquiry 安否確認 Auto start
00038	2016/06/03 12:16	安否確認の実施	Personal Safety Inquiry 安否確認 rsq999 勅使河原太郎
00037	2016/06/02 19:10	安否訓練	Training Personal Safety Inquiry 安否訓練 rsq999 勅使河原太郎
00036	2016/06/02 18:25	安否確認の実施	Personal Safety Inquiry 安否確認 rsq999 勅使河原太郎

Click the [Project No.] entry by which you want to set new project e-mail transmission.

4

株式会社安否 JohnSmith .

Summary Status screen

Project information

Project No.: 00030
 Project start date and time: 2016/09/28 11:11
 Sender: [rsq11111](#) JohnSmith
 Destination: グループ指定
 Subject: 安否確認/Personal Safety Inquiry
[Display body text](#)

Summary

As of 2016/09/28 11:15

- Target total (No duplicates) 290 people
- Reply counts 0 people
 - StatusA 0 people
 - StatusB 0 people
 - StatusC 0 people
 - Mail reply 0 people
 - Reply only 0 people
- No reply 290 people

[Search](#) [Update Summary Status](#) [Back](#)

Click the [Search] button.

To display a list by status, click an individual status link.

5

株式会社安否 JohnSmith .

Summary Status Details

Specify Search Conditions of Summary Status

Status

☐ StatusA
☐ StatusB
☐ StatusC
☐ Mail reply
☐ Reply only
☒ No reply
☐ With comment

Post
[All](#)

Residence
[All](#)

Department
[All](#)

Residence
[All](#)

Area
[All](#)

User
 Name:
 Number:

Email address
 Unspecified ▼

Family status
☐ StatusA
☐ StatusB
☐ StatusC
☐ Unregistered

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

[To My Page](#)

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

When no criteria are specified, all users are displayed.

6

株式会社安否 JohnSmith .

Status List

Prev [Next](#) (1/15 Page)

[Number](#) [Hub](#) [Department](#) [Post](#) [Name](#) [Residence](#) [Status](#) [Family](#) [Email](#) [Comment](#)

[rsq015](#) 大阪支社 管理本部総務部 アルバイト 島袋璃子
 大阪府枚方市 No reply Not reported ※

[rsq010](#) 大阪支社 管理本部総務部 アルバイト 島袋璃子
 大阪府枚方市 No reply Not reported ※

[Instruction email](#) [Resend email](#) [Proxy Response](#) [Back](#)

検索条件

Status: No reply
 Post: All
 Hub: All
 Department: All
 Residence: All
 Area: All
 User: Unspecified
 Email address: Unspecified
 Family status: Unspecified

[Change Search Conditions](#)
[Start New Project with These Conditions](#)
[Send Instruction Email with These Conditions](#)
[Resend Email with These Conditions](#) [Back](#)

Click the [Start New Project with These Conditions] button.

TIP

- To start a project, the target users cannot be narrowed down further. A project can be started on the search criteria only.

7

株式会社安否 JohnSmith

Project Start

Target users

Target counts:290

rsq015 島袋璃子
rsq016 小宮勇太
rsq017 平尾博之
rsq018 三船南朋
rsq019 津田あさみ
rsq020 辻薫
rsq021 前島隆
rsq022 西井三省
rsq023 原口夏空
rsq024 宇田川慶二

Prev [Next](#) (1/29 Page)

[Edit Safety Confirmation Email](#) [Back](#)

Check the users, and click the [Edit Safety Confirmation Email] button.

8

株式会社安否 JohnSmith

Project Start

Edit Safety Confirmation Email

Template: 名称未設定1

[Subject]
(JPN)
安否確認
(ENG)
Personal Safety Inquiry

[Body text]
(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.

[StatusA] ☒
Status message(JPN)
無事です。集合場所に行けます。
Status message(ENG)
I am safe and I can go to the designated place.
Message after selection(JPN)
安全には十分留意してください。
Message after selection(ENG)
Please pay attention to your safety.

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

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

In "Template," select a template to use. Edit information in the [Subject] and [Body text] areas, and information in the "Status Message" and "Message after selection" fields of the [Status] area whose check box is selected, and click the [Confirm] button.

TIP

- When a template edited and registered using Manual Start Template Management for "Template," the registered text is displayed. If you do not need to modify the text, click the [Confirm] button without editing it.
- For Status, you can select a maximum of five statuses.

9

株式会社安否 JohnSmith

Project Start

Confirm Safety Confirmation Email Send

Target counts:290

[Subject]
(JPN)
安否確認
(ENG)
Personal Safety Inquiry

[Body text]
(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.

[StatusA]
Status message(JPN)
無事です。集合場所に行けます。
Status message(ENG)
I am safe and I can go to the designated place.
Message after selection(JPN)
安全には十分留意してください。
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。
Message after selection(ENG)
Please notify should your conditions change.

[Send](#) [Back](#)

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

This completes the new project e-mail transmission.

3. Individually Contacting Users **MANAGEMENT S T A R T INSTRUCTION**

3-1. Instruction email

Individually contacts users.

The instruction email service is ordinary e-mail transmission that does not request users to respond.

Two e-mail transmission methods are available: transmission by using a PC (smart phone) and transmission by using a feature phone.

3-1-1. Transmission by using a PC (smart phone)

1

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.12).

2

Click [Project List].

3

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Project List

Project List

Projects currently being published / aggregated | Past projects

Project No.	Project start date and time	Subject	Type	Processing status	Sender
<input checked="" type="checkbox"/> 00035	2016/10/06 15:42	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq001 吉永 美優
<input type="checkbox"/> 00037	2016/10/06 15:36	安否確認/Training Personal Safety Inquiry	Safety Confirmation training	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00036	2016/10/06 15:36	工場事故に伴う対応チーム結集/Response team convened due to the factory accident/Emergency Summons	Emergency call	Delivered	rsq1017 平尾 博之
<input type="checkbox"/> 00035	2016/10/06 15:35	非常召集/Emergency Summons	Emergency call	Delivered	rsq001 吉永 美優
<input type="checkbox"/> 00034	2016/10/06 15:34	本館エレベータ故障/Main building elevator A failure	News	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00033	2016/10/06 15:33	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq001 吉永 美優
<input type="checkbox"/> 00032	2016/10/06 15:33	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11033 権 紀太郎
<input type="checkbox"/> 00031	2016/10/06 15:31	お知らせ台風7号接近にともなう早期退避のお願い/V Ask for early Talkin due to Typhoon No. 7 approaches	News	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00029	2016/09/27 16:23	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00028	2016/09/05 11:32	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 権 紀太郎
<input type="checkbox"/> 00027	2016/08/31 19:48	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	Auto start

(Total: 11)

Integrate Update list

To My Page

Logout

Click the [Project No.] entry of the project for which you want to set instruction email transmission on an individual user basis.

4

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Summary Status screen

Project List

Department Summary Data

Project No.	00030
Project start date and time	2016/09/28 11:11
Sender	rsq11111 JohnSmith
Destination	関西G
Subject	安否確認/Personal Safety Inquiry
Body text	あなたの状況を至急お知らせください Please report your present conditions immediately.

As of 2016/09/28 11:18

Department Hub Residence

Summary Record [-Please select-] Master File Download

Department	Reply counts / Target counts	StatusA	StatusB	StatusC	Mail reply	Reply only	No reply
Target total (No duplicates)	0people / 290people	0people	0people	0people	0people	0people	290people
In the following Department summary, a concurrent target users are counted without duplication.							
※管理本部	0people / 43people	0	0	0	0	0	43
※警備本部	0people / 151people	0	0	0	0	0	151
※システム本部	0people / 96people	0	0	0	0	0	96

Search Update Summary Status

To My Page

Logout

Click the [Search] button.
To display a list by status, click an individual status link.

5

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Summary Status Details

Summary Status screen | Project List

Project Details

Project No.	00030
Project start date and time	2016/09/28 11:11
Subject	安否確認/Personal Safety Inquiry
Body text	あなたの状況を至急お知らせください Please report your present conditions immediately.
Status message	(A)無事です。集合場所に行きます。/I am safe and I can go to the designated place. (B)無事ですが、集合場所に行けません。/I am safe but I cannot go to the designated place. (C)怪我等により、集合場所に行けません。/Due to injury etc., I cannot go to the designated place.

Specify Search Conditions of Summary Status

Status	<input type="checkbox"/> Status A <input type="checkbox"/> Status B <input type="checkbox"/> Status C
Post	<input type="checkbox"/> Mail reply <input type="checkbox"/> Reply only <input type="checkbox"/> No reply <input type="checkbox"/> With comment
Hub	All
Department	All
Residence	All
Area	All
User	Name: <input type="text"/> Number: <input type="text"/>
Email address	Unspecified
家族安否	<input type="checkbox"/> StatusA I could confirm the safety of my family. <input type="checkbox"/> StatusB I can not confirm the safety of my family. <input type="checkbox"/> StatusC I can not contact my family. <input type="checkbox"/> Not reported

Search Clear Back

To My Page

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

When no criteria are specified, all users are displayed.

6

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Summary Status screen Project List

Status List

Search Conditions

Project No. 00030

Project start date and time 2016/09/28 11:11

Subject 安否確認/Personal Safety Inquiry

Search Conditions

Status No reply

Post All

Hub All

Department All

Residence All

Area All

User Unspecified

Email address Unspecified

Family status Unspecified

Change Search Conditions Start New Project with These Conditions Send Email with These Conditions

Status List

Send Email Proxy Response Summary Record -Please select- Master File Download

Number	Hub	Department	Post	Name	Residence	Status	Family	Email	Comment
rsq015	大阪支社	管理本部総務部	アルバイト	島袋陽子	千葉県船橋市	No reply	Not reported	※	
rsq016	大阪支社	管理本部総務部	マネジメント	小宮真次	大阪府枚方市	No reply	Not reported	※	
rsq017	大阪支社	管理本部総務部	派遣社員	平尾博之	東京都世田谷区	No reply	Not reported	※	
rsq018	大阪支社	営業本部	派遣社員	三船南朋	東京都明田市	No reply	Not reported	※	
rsq019	大阪支社	営業本部 その他(1)	一般社員	津田あさみ	東京都世田谷区	No reply	Not reported	※	
rsq020	大阪支社	営業本部	一般社員	辻兼	愛知県豊橋市	No reply	Not reported	※	
rsq021	大阪支社	システム本部運用部運用課	一般社員	前島隆	富山県高岡市	No reply	Not reported	※	

Click the [Number] entry of the user for which you want to set instruction e-mail transmission on an individual user basis.

7

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Summary Status screen Project List

Project List for Users

User Status

Number	Hub	Department	Post	Name	Residence	Status	Individual Instruction	Proxy Response
rsq11111	東京本社	営業本部営業部	部長	確記太郎	千葉県船橋市	B	Individual Instruction	Proxy Response

Back

Status History

From Administrator From user As of 2016/09/28 11:19

Date and time	Content	Status
16/09/12 12:53	Assignment:株式会社安否 営業所の状況を教えて下さい。	B
16/09/05 11:53		B
16/09/05 11:53		B
16/09/05 11:49		B
16/09/05 11:46		B
16/09/05 11:46		B
16/09/05 11:34	a	B
16/09/05 11:32	安否確認/Personal Safety Inquiry あなたの状況を至急お知らせください。 Please report your present conditions immediately.	B

To My Page

Logout

Click the [Individual Instruction] button.

8

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Summary Status screen Project List

Send Email screen

Project start date and time 2016/09/05 11:32

Subject 安否確認/Personal Safety Inquiry

Send Email

Email type Instruction email

Subject* Assignment:株式会社安否

Body text* 営業所の状況を教えて下さい。

Confirm

Back

Target users

Number	Hub	Department	Post	Name	Residence	Status	Email	Comment
rsq11111	東京本社	営業本部営業部	部長	確記太郎	千葉県船橋市	B		

(Total: 1)

To My Page

Logout

Enter information for "Subject" and "Body text," and click the [Confirm] button.

This completes the instruction email transmission.

3-1-2. Transmission by using a feature phone

1

日本語

Crisis Information Delivery System

Client code:

Login ID:

Password:

[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.

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.12).

2

日本語

株式会社安否 JohnSmith

My Page

- [News from Operators](#)
- [Crisis Information](#)
- [Settings](#)
- [User Project List](#)
- [Project List](#)
- [Start Project](#)
- [Family Safety Management](#)

Click [Project List].

3

日本語

株式会社安否 JohnSmith

Project List

Projects currently being published / aggregated
[Past projects](#)

Project No.	Project start date and time	Subject	Sender
00045	2016/09/27 12:19	安否確認の実施	Personal Safety Inquiry 安否確認 rsq009 杉本昌代
00044	2016/07/14 11:07	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00043	2016/07/12 10:43	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00042	2016/07/11 10:19	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00041	2016/06/22 17:02	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00040	2016/06/16 14:23	安否確認	Personal Safety Inquiry 安否確認 Auto start
00039	2016/06/12 22:10	安否確認	Personal Safety Inquiry 安否確認 Auto start
00038	2016/06/03 12:16	安否確認の実施	Personal Safety Inquiry 安否確認 rsq999 勅使河原太郎
00037	2016/06/02 19:10	安否訓練	Training: Personal Safety Inquiry 安否訓練 rsq999 勅使河原太郎
00036	2016/06/02 18:25	安否確認の実施	Personal Safety Inquiry 安否確認 rsq999 勅使河原太郎
00035	2016/05/30 20:30	安否確認の実施	Personal Safety Inquiry 安否確認 rsq999 勅使河原太郎
00034	2016/05/16 21:25	安否確認	Personal Safety Inquiry 安否確認 Auto start

Click the [Project No.] entry of the project for which you want to set instruction email transmission on an individual user basis.

4

株式会社安否 JohnSmith

Summary Status screen

Project information

Project No.: 00028
 Project start date and time: 2016/09/05 11:32
 Sender: [rsq11111](#) 確認太郎
 Destination: [Optional](#)
 Subject: 安否確認/Personal Safety Inquiry
[Display body text](#)

Summary

As of 2016/09/28 11:20

- Target total (No duplicates) 1 people
- Reply counts 1 people
- StatusA 0 people
- StatusB 1 people
- StatusC 0 people
- Mail reply 0 people
- Reply only 0 people
- No reply 0 people

[Search](#) [Update Summary Status](#) [Back](#)

[To My Page](#)

[Logout](#)

Click the [Search] button.

To display a list by status, click an individual status link.

5

株式会社安否 JohnSmith

Summary Status Details

Specify Search Conditions of Summary Status

Status

☐ StatusA
☐ StatusB
☐ StatusC
☐ Mail reply
☐ Reply only
☐ No reply
☐ With comment

Post

[All](#)

Residence

[All](#)

Department

[All](#)

Residence

[All](#)

Area

[All](#)

User

Name:
 Number:

Email address

Family status

☐ StatusA
☐ StatusB
☐ StatusC
☐ Unregistered

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

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

When no criteria are specified, all users are displayed.

6

株式会社安否 JohnSmith

Status List

[Number](#) [Hub](#) [Department](#) [Post](#) [Name](#) [Residence](#)
[Status](#) [Family](#) [Email](#) [Comment](#)

[rsq11111](#) 東京本社 営業本部営業部 部長 確認太郎 千葉県
 船橋市 B Not reported ○ -

[Instruction email](#) [Resend email](#) [Proxy Response](#) [Back](#)

検索条件

Status: 指定なし
 Post: All
 Hub: All
 Department: All
 Residence: All
 Area: All
 User: Unspecified
 Email address: Unspecified
 Family status: Unspecified

[Change Search Conditions](#)
[Start New Project with These Conditions](#)
[Send Instruction Email with These Conditions](#)
[Resend Email with These Conditions](#) [Back](#)

[To My Page](#)

Click the [Number] entry of the user for which you want to set instruction email transmission on an individual user basis.

7

株式会社安否 JohnSmith

Project List for Users

User Status

Number: rsq11111
 Hub: 東京本社
 Department: 営業本部営業部
 Post: 部長
 Name: 確認太郎
 Residence: 千葉県船橋市
 Status: B

[Individual Instruction](#) [Proxy Response](#) [Back](#)

Status History

As of 2016/09/28 11:22

Date and time: 16/09/12 12:53 Deliver
Content: Assignment: 株式会社安否
 営業所の状況を教えてください。

Date and time: 16/09/05 11:53 Reply
Content:
 Status: B [Reply](#)

Date and time: 16/09/05 11:53 Reply
Content:
 Status: B [Reply](#)

Date and time: 16/09/05 11:49 Reply
Content:
 Status: B [Reply](#)

Date and time: 16/09/05 11:46 Reply
Content:

Click the [Individual Instruction] button.

8

株式会社安否 JohnSmith

Send Email screen

Send Email

[Email type]
 Instruction email

[Subject]
 Assignment: 株式会社安否

[Body text]
 営業所の状況を教えてください。

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

[To My Page](#)

[Logout](#)

For [Email Type], select "Instruction email."

Enter information for [Subject] and [Body text], and click the [Confirm] button.

9

株式会社安否 JohnSmith

Send Email screen

Project information

Project start date and time: 2016/09/05 11:32
Subject: 安否確認/Personal Safety Inquiry

Target users

Target counts: 1

rsq11111 確認太郎

Send Email

[Email type]
 Instruction email

[Subject]
 Assignment: 株式会社安否

[Body text]
 営業所の状況を教えてください。

[Send](#) [Back](#)

[To My Page](#)

[Logout](#)

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

This completes the instruction email transmission.

3-2. Resend email **MANAGEMENT S T A R T**

Individually contacts the same users.

The resend email service is a function for resending content transmitted once.

*Resend email transmission cannot perform on the department management authority (Instruction authority) .

Two e-mail transmission methods are available: transmission by using a PC (smart phone) and transmission by using a feature phone.

3-2-1. Transmission by using a PC (smart phone)

1

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.12).

2

Click [Project List].

3

株式会社安否

Standard Enlarge 日本語

Project List

Project List

Projects currently being published / aggregated Past projects

Project No.	Project start date and time	Subject	Type	Processing status	Sender
<input checked="" type="checkbox"/> 00035	2016/10/06 15:42	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq001 吉永 美優
<input type="checkbox"/> 00037	2016/10/06 15:36	安否訓練/Training Personal Safety Inquiry	Safety Confirmation training	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00036	2016/10/06 15:36	工場事故に伴う対応チーム結集/Response team convened due to the factory accident/Emergency Summons	Emergency call	Delivered	rsq0117 平尾 博之
<input type="checkbox"/> 00035	2016/10/06 15:35	非常召集/Emergency Summons	Emergency call	Delivered	rsq001 吉永 美優
<input type="checkbox"/> 00034	2016/10/06 15:34	本館エレベータ故障/Main building elevator A failure	News	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00033	2016/10/06 15:33	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq001 吉永 美優
<input type="checkbox"/> 00032	2016/10/06 15:33	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00031	2016/10/06 15:31	お知らせ台風7号接近にともなう早期退避のお願い/V Ask for early Talkin due to Typhoon No. 7 approaches	News	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00029	2016/09/27 16:23	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00028	2016/09/05 11:32	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00027	2016/08/31 19:48	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	Auto start

(Total: 11)

Integrate Update list

To My Page

Logout

Click the [Project No.] entry of the project for which you want to set resend email transmission on an individual user basis.

4

株式会社安否

Standard Enlarge 日本語

Summary Status screen

Project List

Department Summary Data

Project No. 00044

Project start date and time 2016/07/14 11:07 (※7)

Sender rsq001 吉永 美優

Optional

Post All Hub All

Department All

Residence All Area All

User All

Subject 安否確認の実施

Body text あなたの状況を至急お知らせください

As of 2016/09/28 11:26

Department Hub Residence Summary Record -Please select- Master File Download

Department	Reply counts / Target counts	StatusA	StatusB	StatusC	StatusD	StatusE	Mail reply	Reply only	No reply
Target total (No duplicates)	11people / 941people	1people	3people	6people	4people	0people	0people	0people	33people
In the following Department summary, a concurrent target users are counted without duplication.									
管理本部	6people / 205people	1	0	5	0	0	0	0	199
営業本部	7people / 414people	2	3	1	1	0	0	0	407
システム本部	4people / 328people	1	0	0	3	0	0	0	324

Search Update Summary Status

To My Page

Logout

Click the [Search] button.

To display a list by status, click an individual status link.

5

株式会社安否

Standard Enlarge 日本語

Summary Status Details

Summary Status screen Project List

Project Details

Project No. 00044

Project start date and time 2016/07/14 11:07

Subject 安否確認/Personal Safety Inquiry

Body text あなたの状況を至急お知らせください
Please report your present conditions immediately.

Status message (A)無事です。集合場所に行きます。/I am safe and I can go to the designated place.
(B)無事ですが、集合場所に行けません。/I am safe but I cannot go to the designated place.
(C)怪我等により、集合場所に行けません。/Due to injury etc., I cannot go to the designated place.

Specify Search Conditions of Summary Status

Status ☐ Status A ☐ Status B ☐ Status C

☐ Mail reply ☐ Reply only ☐ No reply ☐ With comment

Post All

Hub All

Department All

Residence All All

Area All All

User Name: Number:

Email address Unspecified

家族安否 ☐ StatusA I could confirm the safety of my family.
☐ StatusB I can not confirm the safety of my family.
☐ StatusC I can not contact my family.
☐ Not reported

Search Clear Back

To My Page

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

When no criteria are specified, all users are displayed.

6

株式会社安否

Standard Enlarge 日本語

John Smith has logged.

Status List

Summary Status screen Project List

Search Conditions

Project No. 00044

Project start date and time 2016/07/14 11:07 (終了)

Subject 安否確認の実施

Search Conditions

Status	No reply
Post	All
Hub	All
Department	All
Residence	All
Area	All
User	Unspecified
Email address	Unspecified
Family status	Unspecified

Change Search Conditions | Start New Project with These Conditions | Send Email with These Conditions

Status List

Send Email Proxy Response Summary Record -Please select- Master File Download

Number	Hub	Department	Post	Name	Residence	Status	Family	Email	Comment
rsq008	東京本社	営業本部営業部事務課 その他(1)	部長	市村まさみ	京都府京都市下京区	No reply	Not reported	※	
rsq001	東京本社	営業本部CS部CS2課	アルバイト	島田はじめ	岩手県奥州市	No reply	Not reported	※	
rsq008	東京本社	営業本部CS部	リーダー	川崎浩	東京都世田谷区	No reply	Not reported	※	
rsq009	東京本社	営業本部人事課 その他(1)	一般社員	杉本昌代	兵庫県姫路市	No reply	Not reported	※	
rsq010	東京本社	営業本部営業部事務課	派遣社員	井村花子	京都府京都市下京区	No	Not		

Select the check boxes at the left of the user list, and click the [Send Email] button.

TIP

<Additional contact target selection>

For transmission to all users matching the search criteria, click the [Send Email with These Conditions] button.

7

株式会社安否

Standard Enlarge 日本語

John Smith has logged.

Send Email screen

Summary Status screen Project List

Project start date and time 2016/07/14 11:07 (終了)

Subject 安否確認の実施

Send Email

Email type ☒ Resend email ☐ Instruction email

Subject* [再送安否確認の実施]

Body text* あなたの状況を緊急お知らせください

Send

Back

Target users

Number	Hub	Department	Post	Name	Residence	Status	Email	Comment
rsq008	東京本社	営業本部CS部	リーダー	川崎浩	東京都世田谷区	No reply		
rsq009	東京本社	営業本部人事課 その他(1)	一般社員	杉本昌代	兵庫県姫路市	No reply	※	

(Total: 2)

To My Page

Logout

For Email Type, select "Resend email." Check information for "Subject" and "Body text," and click the [Send] button.

This completes the resend email transmission.

Caution

For the department authority (Instruction authority), "Resend email" is not displayed in "Email type."

3-2-2. Transmission by using a feature phone

1

日本語

Crisis Information Delivery System

Client code:

Login ID:

Password:

[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.

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.12).

2

日本語

株式会社安否 JohnSmith

My Page

- [News from Operators](#)
- [Crisis Information](#)
- [Settings](#)
- [User Project List](#)
- Project List
- [Start Project](#)
- [Family Safety Management](#)

Click [Project List].

3

株式会社安否 JohnSmith

Project List

Projects currently being published / aggregated
[Past projects](#)

Project No.	Project start date and time	Subject	Sender
00045	2016/09/27 12:19	安否確認の実施	Personal Safety Inquiry 安否確認 rsq009 杉本昌代
00044	2016/07/14 11:07	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00043	2016/07/12 10:43	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00042	2016/07/11 10:19	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00041	2016/06/22 17:02	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00040	2016/06/16 14:23	安否確認	Personal Safety Inquiry 安否確認 Auto start
00039	2016/06/12 22:10	安否確認	Personal Safety Inquiry 安否確認 Auto start
00038	2016/06/03 12:16	安否確認の実施	Personal Safety Inquiry 安否確認 rsq999 勅使河原太郎
00037	2016/06/02 19:10	安否訓練	Training Personal Safety Inquiry 安否訓練 rsq999 勅使河原太郎

Click the [Project No.] entry of the project for which you want to set resend email transmission on an individual user basis.

- 4 Click the [Search] button.
To send emails by status, click an individual status link.

株式会社安否 JohnSmith .

Summary Status screen

Project information

Project No.: 00044
 Project start date and time: 2016/07/14 11:07 (終了)
 Sender: rsq001 吉永美優
 Destination: [Optional](#)
 Subject: 安否確認の実施
[Display body text](#)

Summary

As of 2016/09/28 11:29

- [Target total \(No duplicates\)](#) 947 people
- [Reply counts](#) 17 people
 - [StatusA](#) 4 people
 - [StatusB](#) 3 people
 - [StatusC](#) 6 people
 - [StatusD](#) 4 people
 - [StatusE](#) 0 people
 - [Mail reply](#) 0 people
 - [Reply only](#) 0 people
- [No reply](#) 930 people

[Search](#) [Update Summary Status](#) [Back](#)

- 5 Specify the criteria, and click the [Search] button.
You can specify multiple criteria.

株式会社安否 JohnSmith .

Summary Status Details

Specify Search Conditions of Summary Status

Status

☐ StatusA
☒ StatusB
☐ StatusC
☐ StatusD
☐ StatusE
☐ Mail reply
☐ Reply only
☐ No reply
☐ With comment

Post
[All](#)

Residence
[All](#)

Department
[営業本部](#) [All below](#)

Residence
[All](#)

Area
[All](#)

User
 Name:

 Number:

Email address
[Unspecified](#) ▼

Family status
☐ StatusA
☐ StatusB
☐ StatusC
☐ Unregistered

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

6

株式会社安否 JohnSmith

Status List

<input type="checkbox"/>	Number	Hub	Department	Post	Name	Residence	Status	Family	Email	Comment
<input type="checkbox"/>	rsq001	東京本社	営業本部	営業部	バート 吉永美優	長崎県佐世保市 B((Proxy registration))	Not reported	○	○	
<input type="checkbox"/>	rsq002	東京本社	営業本部	営業部	アル/バイト 高島宏	埼玉県さいたま市浦和区 B((Proxy registration))	Not reported	※	○	
<input checked="" type="checkbox"/>	rsq004	東北支社	営業本部	営業部事務課	一般社員 今村和	大 富山県黒部市 B((Proxy registration))	Not reported	※	○	

検索条件

Status: B
 Post: All
 Hub: All
 Department: 営業本部 All
 Residence: All
 Area: All
 User: Unspecified
 Email address: Unspecified
 Family status: Unspecified

Select the check boxes at the left of the user list, and click the [Resend email] button.

TIP

<Additional contact target selection>

For transmission to all users matching the search criteria, click the [Resend Email with These Conditions] button.

Caution

For the department authority (Instruction authority), the [Resend email] button and the [Resend Email with These Conditions] button are not displayed.

7

株式会社安否 JohnSmith

Send Email screen

Send Email

[Email type]
Resend email

[Subject]
【再送安否確認の実施】

[Body text]
おはたの状況を至急お知らせください

[To My Page](#)

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

This completes the resend email transmission.

Proxy Response

4. Proxy response **MANAGEMENT S T A R T INSTRUCTION**

If the user himself is unable to respond to the system, for example, the administrator can respond on behalf of the user by registering the user's status.

When registering the same response status for multiple users, the administrator can register it collectively.

Two proxy response methods are available: a proxy response by using a PC (smart phone) and a proxy response by using a feature phone.

4-1. Operation by using a PC (smart phone)

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.

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.12).

2

株式会社安否

Standard Enlarge 日本語

My Page

- [News from Operators](#)
- [Crisis Information](#)
- [Settings](#)
- [User Project List](#)
- [Management Screens](#)
- [Project List](#)
- [Start Project](#)
- [Family Safety Management](#)

Logout

Click [Project List].

3

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Project List

Project List

Projects currently being published / aggregated Past projects

Project No.	Project start date and time	Subject	Type	Processing status	Sender
<input checked="" type="checkbox"/> 00038	2016/10/06 15:42	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq001 吉永 美優
<input type="checkbox"/> 00037	2016/10/06 15:36	安否訓練/Training Personal Safety Inquiry	Safety Confirmation training	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00036	2016/10/06 15:36	工場事故に伴う対応チーム総集/Response team convened due to the factory accident/Emergency Summons	Emergency call	Delivered	rsq1017 平尾 博之
<input type="checkbox"/> 00035	2016/10/06 15:35	非常召集/Emergency Summons	Emergency call	Delivered	rsq001 吉永 美優
<input type="checkbox"/> 00034	2016/10/06 15:34	本館エレベータ故障/Main building elevator A failure	News	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00033	2016/10/06 15:33	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq001 吉永 美優
<input type="checkbox"/> 00032	2016/10/06 15:33	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11033 確認太郎
<input type="checkbox"/> 00031	2016/10/06 15:31	お知らせ台風7号接近にともなう早期退避のお願い/V Ask for early Talkin due to Typhoon No. 7 approaches	News	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00029	2016/09/27 16:23	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00028	2016/09/05 11:32	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 確認太郎
<input type="checkbox"/> 00027	2016/08/31 19:48	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	Auto start

(Total: 11)

Integrate Update list

To My Page

Logout

Click the [Project No.] entry of the project for which you want to set a proxy response.

4

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Summary Status screen

Project List

Department Summary Data

Project No.	00044				
Project start date and time	2016/07/14 11:07				
Sender	rsq001 吉永 美優				
Destination	Optional	Post	All	Hub	All
		Department	All	Area	All
		User	All		
Subject	安否確認の実施				
Body text	あなたの状況を至急お知らせください				

As of 2016/09/28 10:50

Department Hub Residence Summary Record -Please select- Master File Download

Department	Reply counts / Target counts	StatusA	StatusB	StatusC	StatusD	StatusE	Mail reply	Reply only	No reply
Target total (No duplicates)	17people / 947people	4people	3people	6people	4people	0people	0people	0people	930people
In the following Department summary, a concurrent target users are counted without duplication.									
管理本部	6people / 205people	1	0	5	0	0	0	0	199
営業本部	7people / 414people	2	3	1	1	0	0	0	407
システム本部	4people / 328people	1	0	0	3	0	0	0	324

Search Update Summary Status

To My Page

Logout

Click the [Search] button.
To display a list by status, click an individual status link.

5

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Summary Status Details

Summary Status screen Project List

Project Details

Project No.	00044
Project start date and time	2016/07/14 11:07
Subject	安否確認/Personal Safety Inquiry
Body text	あなたの状況を至急お知らせください Please report your present conditions immediately.
Status message	(A)無事です。集合場所に行きます。I am safe and I can go to the designated place. (B)無事ですが、集合場所に行けません。I am safe but I cannot go to the designated place. (C)怪我等により、集合場所に行けません。/Due to injury etc., I cannot go to the designated place.

Specify Search Conditions of Summary Status

Status	<input type="checkbox"/> Status A <input type="checkbox"/> Status B <input type="checkbox"/> Status C
Post	All
Hub	All
Department	All
Residence	All
Area	All
User	Name: Number:
Email address	Unspecified
家族安否	<input type="checkbox"/> StatusA I could confirm the safety of my family. <input type="checkbox"/> StatusB I can not confirm the safety of my family. <input type="checkbox"/> StatusC I can not contact my family. <input type="checkbox"/> Not reported

Search Clear Back

To My Page

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

When no criteria are specified, all users are displayed.

6

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Status List

Summary Status screen Project List

Search Conditions

Project No. 00030

Project start date and time 2016/09/28 11:11

Subject 安否確認(Personal Safety Inquiry)

Search Conditions

Status Unspecified

Post 部長 or above

Hub All

Department 管理本部 総務部 All

Residence All

Area All

User Unspecified

Email address Unspecified

Family status Unspecified

Change Search Conditions Start New Project with These Conditions Send Email with These Conditions

Status List

Send Email Proxy Response Summary Record -Please select- Master File Download

Number	Hub	Department	Post	Name	Residence	Status	Family	Email	Comment
rsq016	大阪支社	管理本部総務部	マネジント	小宮典太	大阪府枚方市	No reply	Not reported	※	
rsq073	大阪支社	管理本部総務部会計課	部長	井上まひる	福岡県大川市	No reply	Not reported		
rsq246	大阪支社	管理本部総務部	部長	岩永雄太	熊本県上天草市	No reply	Not reported	※	

(Total: 3)

To My Page

Logout

Select the check box for the user for whom you want to make a proxy response, and click the [Proxy Response] button.

7

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Proxy Response Registration

Summary Status screen Project List

Project start date and time 2016/10/06 16:19

Subject 安否確認(Personal Safety Inquiry)

Status Selection

☐ A: I am safe and I can go to the designated place.
☐ B: I am safe but I cannot go to the designated place.
☐ C: Due to injury etc., I cannot go to the designated place.

Confirm

Back

Target users

Number	Hub	Department	Post	Name	Residence	Status	Email	Comment
rsq073	大阪支社	管理本部総務部会計課	部長	井上まひる	福岡県大川市	No reply		
rsq246	大阪支社	管理本部総務部	部長	岩永雄太	熊本県上天草市	No reply	※	

(Total: 2)

To My Page

Logout

Select the user's status in the "Status Selection" area, and click the [Confirm] button.

8

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Proxy Response Registration

Summary Status screen Project List

Project start date and time 2016/09/28 11:11

Subject 安否確認(Personal Safety Inquiry)

Status Selection

B: I am safe but I cannot go to the designated place.

Register Back

Back

Target users

Number	Hub	Department	Post	Name	Residence	Status	Email	Comment
rsq073	大阪支社	管理本部総務部会計課	部長	井上まひる	福岡県大川市	No reply		
rsq246	大阪支社	管理本部総務部	部長	岩永雄太	熊本県上天草市	No reply	※	

(Total: 2)

To My Page

Logout

Check the details and click the [Register] button.

This completes the proxy response operation.

TIP

"(Proxy registration)" is added to the response status of the user for which a proxy response has been made.

4-2. Operation by using a feature phone

1

日本語

Crisis Information Delivery System

Client code:

Login ID:

Password:

[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.

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.12).

2

日本語

株式会社安否 JohnSmith

My Page

- [News from Operators](#)
- [Crisis Information](#)
- [Settings](#)
- [User Project List](#)
- [Project List](#)
- [Start Project](#)
- [Family Safety Management](#)

Click [Project List].

- ① Access My Page.
- ② Access "Project List."

3

株式会社安否 JohnSmith

Project List

Projects currently being published / aggregated
[Past projects](#)

Project No.	Project start date and time	Subject	Sender
00045	2016/09/27 12:19	安否確認の実施	Personal Safety Inquiry 安否確認 rsq009 杉本昌代
00044	2016/07/14 11:07	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00043	2016/07/12 10:43	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00042	2016/07/11 10:19	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00041	2016/06/22 17:02	安否確認の実施	Personal Safety Inquiry 安否確認 rsq001 吉永美優
00040	2016/06/16 14:23	安否確認	Personal Safety Inquiry 安否確認 Auto start
00039	2016/06/12 22:10	安否確認	Personal Safety Inquiry 安否確認 Auto start
00038	2016/06/03 12:16	安否確認の実施	Personal Safety Inquiry 安否確認 rsq999 勅使河原太郎
00037	2016/06/02 19:10	安否訓練	Training: Personal Safety Inquiry 安否訓練 rsq999 勅使河原太郎

Click the [Project No.] entry of the project for which you want to set a proxy response.

4

株式会社安否 JohnSmith

Summary Status screen

Project information

Project No.: 00030
 Project start date and time: 2016/09/28 11:11
 Sender: [rsq11111](#) JohnSmith
 Destination: グループ指定
 Subject: 安否確認/Personal Safety Inquiry
[Display body text](#)

Summary

As of 2016/09/28 11:55

- Target total (No duplicates) 290 people
- Reply counts 0 people
 - StatusA 0 people
 - StatusB 0 people
 - StatusC 0 people
- Mail reply 0 people
- Reply only 0 people
- No reply 290 people

[Search](#) [Update Summary Status](#) [Back](#)

Click the [Search] button.

To send e-mails by status, click an individual status link.

5

株式会社安否 JohnSmith

Summary Status Details

Specify Search Conditions of Summary Status

Status
☐ StatusA
☐ StatusB
☐ StatusC
☐ Mail reply
☐ Reply only
☐ No reply
☐ With comment

Post
 部長 [Posts above](#)

Residence
[All](#)

Department
 管理本部 [総務部 All below](#)

Residence
[All](#)

Area
[All](#)

User
 Name:

 Number:

Email address
 Unspecified ▾

Family status
☐ StatusA
☐ StatusB
☐ StatusC
☐ Unregistered

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

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

You can specify multiple criteria.

6

株式会社安否 JohnSmith

Status List

Number	Hub	Department	Post	Name	Residence	Status	Family	Email	Comment
sq016	大阪支社	管理本部総務部	マネジメント	小宮勇太	大阪府枚方市	No reply	Not reported	※	-
sq073	大阪支社	管理本部総務部	会計課	部長 井上まひる	福岡県大川市	No reply	Not reported	-	-
sq246	大阪支社	管理本部総務部	部長	岩永雄太	熊本県上天草市	No reply	Not reported	※	-

[Instruction email](#) [Resend email](#) [Proxy Response](#) [Back](#)

検索条件

Status: 指定なし
 Post: 部長or above
 Hub: All
 Department: 管理本部 総務部 All
 Residence: All
 Area: All
 User: Unspecified
 Email address: Unspecified
 Family status: Unspecified

[Change Search Conditions](#)
[Start New Project with These Conditions](#)

Select the check box for the user for whom you want to make a proxy response, and click the [Proxy Response] button.

7

株式会社安否 JohnSmith

Proxy Response Registration

Status Selection

[Status]

- ☐ A: I am safe and I can go to the designated place.
- ☒ B: I am safe but I cannot go to the designated place.
- ☐ C: Due to injury etc., I cannot go to the designated place.

[Comment]

[To My Page](#)

Select the user's status in the "Status Selection" area, and click the [Confirm] button.

8

株式会社安否 JohnSmith

Proxy Response Registration

Project information

Project start date and time: 2016/09/28 11:11
Subject: 安否確認/Personal Safety Inquiry

Target users

Target counts: 2

rsq073 井上まひる
rsq246 若永雄太

Status Selection

[Status]

B: I am safe but I cannot go to the designated place.

[Comment]

[To My Page](#)

Check the details and click the [Register] button.

This completes the proxy response operation.

TIP

"(Proxy registration)" is added to the response status of the user for which a proxy response has been made.

Project Data Aggregation

5. Viewing the Summary Status **MANAGEMENT** **S T A R T** **INSTRUCTION** **CONFIRMATION**

The response status data is automatically aggregated by project.

Aggregate results can be viewed from a PC (smart phone) or feature phone.

5-1. Operation by using a PC (smart phone)

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.

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.12).

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 [Project List].

3

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Project List

Project List

Projects currently being published / aggregated Past projects

Project No.	Project start date and time	Subject	Type	Processing status	Sender
00003	2016/10/06 15:42	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsd001 吉永 美優
00037	2016/10/06 15:36	安否訓練/Training/Personal Safety Inquiry	Safety Confirmation training	Delivered	rsd11111 JohnSmith
00036	2016/10/06 15:36	工場事故に伴う対応チーム結集/Response team convened due to the factory accident/Emergency Summons	Emergency call	Delivered	rsd017 平尾 博之
00035	2016/10/06 15:35	非常叫集/Emergency Summons	Emergency call	Delivered	rsd001 吉永 美優
00034	2016/10/06 15:34	本館エレベータ故障/Main building elevator A failure	News	Delivered	rsd11111 JohnSmith
00033	2016/10/06 15:33	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsd001 吉永 美優
00032	2016/10/06 15:33	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsd11033 確認次郎
00031	2016/10/06 15:31	お知らせ台風7号接近にともなう早期退避のお願い/V Ask for early Taikin due to Typhoon No. 7 approaches	News	Delivered	rsd11111 JohnSmith
00029	2016/09/27 16:23	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsd11111 JohnSmith
00028	2016/09/05 11:32	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsd11111 確認次郎
00027	2016/08/31 19:48	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	Auto start

(Total: 11)

Integrate Update list

Click the [Project No.] entry of the project whose summary data you want to view.

4

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Summary Status screen

Project List

Department Summary Data

Project No.	00044
Project start date and time	2016/07/14 11:07
Sender	rsd001 吉永 美優
Destination	Optional Post All Hub All Department All Residence All Area All User All
Subject	安否確認の実施
Body text	あなたの状況を至急お知らせください

As of 2016/09/28 10:50

Department Hub Residence Summary Record -Please select- Master File Download

Department	Reply counts / Target counts	StatusA	StatusB	StatusC	StatusD	StatusE	Mail reply	Reply only	No reply
Target total (No duplicates)	17people / 947people	1people	0people	0people	0people	0people	0people	0people	0people
In the following Department summary, a concurrent target users are counted without duplication.									
管理本部	6people / 205people	1	0	5	0	0	0	0	199
営業本部	7people / 414people	2	3	1	1	0	0	0	407
システム本部	4people / 328people	1	0	0	3	0	0	0	324

Search Update Summary Status

To My Page

Logout

The distribution of user counts by status is displayed.

For confirmation by status, click an individual status link. For confirmation by specifying the criteria, click the [Search] button.

* When no criteria are specified, all users are displayed.

TIP

<Response distribution>

Status A	Responded with Status A.
Status B	Responded with Status B.
Status C	Responded with Status C.
Status D	Responded with Status D.
Status E	Responded with Status E.
Mail reply	Returned an e-mail to the project e-mail.
Reply only	Only accessed the URL written in the project e-mail.
No reply	Status unable to be confirmed.

<Checking the summary status of departments under the control of a department>

Click [+] next to a department name, and you can explode information about the departments under that department.

<Location-based summary>

Click the [Hub] button or the [Residence] button to display summary data by a category other than "Department" such as "Hub" and "Residence."

5

株式会社安否

Standard Enlarge 日本語

John Smith has logged

Summary Status screen Project List

Summary Status Details

Project Details

Project No. 00044

Project start date and time 2016/07/14 11:07

Subject 安否確認/Personal Safety Inquiry

Body text あなたの状況を至急お知らせください
Please report your present conditions immediately.

Status message (A)無事です。集合場所に行きます。I am safe and I can go to the designated place.
(B)無事ですが、集合場所に行けません。I am safe but I cannot go to the designated place.
(C)怪我等により、集合場所に行けません。/Due to injury etc., I cannot go to the designated place.

Specify Search Conditions of Summary Status

Status ☐ Status A ☐ Status B ☐ Status C
☐ Mail reply ☐ Reply only ☐ No reply ☐ With comment

Post All ▼

Hub All ▼

Department All

Residence All ▼ All ▼

Area All ▼ All ▼

User Name :
Number :

Email address Unspecified ▼

☐ StatusA I could confirm the safety of my family.
☐ StatusB I can not confirm the safety of my family.
☐ StatusC I can not contact my family
☐ Not reported

家族安否

Search Clear Back

To My Page

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

* When no criteria are specified, all users are displayed.

TIP

<Search criteria>

Status	The status selected when the user responded or the response status.
Post	Post
Hub	Hub
Department	Department
Residence	Residence (Information registered in user information)
Area	Address registered in department or hub information
User	Name, telephone
Email address	Status of e-mail distribution to the registered e-mail address
Family status	Response status regarding the family status * Displayed only when the family safety function is used

* A search with the AND operator can be also made.

6

株式会社安否

Standard Enlarge 日本語

John Smith has logged

Summary Status screen Project List

Status List

Search Conditions

Project No. 00030

Project start date and time 2016/09/28 11:11

Subject 安否確認/Personal Safety Inquiry

Search Conditions

Status Unspecified

Post All

Hub All

Department All

Residence All

Area All

User Unspecified

Email address Unspecified

Family status Unspecified

Change Search Conditions | Start New Project with These Conditions | Send Email with These Conditions

Status List

Send Email Proxy Response Summary Record Please select Master File Download

Number	Hub	Department	Post	Name	Residence	Status	Family	Email	Comment
rsq016	大東支社	管理本部総務部	フルバイト	島崎 瑞子	千葉県成田市	No reply Not reported	※		
rsq016	大東支社	管理本部総務部	マネジメント	小宮 真太	大阪府枚方市	No reply Not reported	※		
rsq017	大東支社	管理本部総務部	派遣社員	平尾 博之	東京都世田谷区	No reply Not reported	※		
rsq018	大東支社	営業本部	派遣社員	三船 南朋	東京都町田市	No reply Not reported	※		
rsq019	大東支社	営業本部 その他(1)	一般社員	津田 あさみ	東京都世田谷区	No reply Not reported	※		
rsq020	大東支社	営業本部	一般社員	辻 兼	愛知県豊橋市	No reply Not reported	※		
rsq021	大東支社	システム本部運用部運用課	一般社員	前島 隆	富山県高岡市	No reply Not reported	※		

A list of extracted users is displayed.

To check the status history, click the [Number] entry.

When there is a user who entered his comments when responding, "○" is displayed for the "Comment" in the entry of that user.

TIP

<Symbol displayed for "Email">

This symbol indicates the status of e-mail distribution from the system. It takes a certain period of time to fix the status of distribution processing. Check when 30 minutes or so pass after activation.

○	For one e-mail message, at least, e-mail distribution to all the registered addresses has been completed normally.
※	E-mail distribution to all the registered addresses has not been completed normally.
No symbol	No e-mail address is registered.

7

株式会社安否

Standard Enlarge 日本語

Project List for Users

Summary Status screen Project List

User Status

Number	Hub	Department	Post	Name	Residence	Status
rsq11111	東京本社	営業本部営業部	部長	確認太郎	千葉県船橋市	B

Back Individual Instruction Proxy Response

Status History

From Administrator From user As of 2016/09/28 12:00

Date and time	Content	Status
16/09/12 12:53	Assignment:株式会社安否 営業所の状況を教えてください。	
16/09/05 11:53		B Reply
16/09/05 11:53		B Reply
16/09/05 11:49		B Reply
16/09/05 11:46		B Reply
16/09/05 11:46		B Reply
16/09/05 11:34	a	B Reply
16/09/05 11:32	安否確認/Personal Safety Inquiry あなたの状況を至急お知らせください。 Please report your present conditions immediately.	

To My Page

Logout

Check the response history of an individual user.

This completes the summary data viewing operation.

5-2. Operation by using a feature phone

1

日本語

Crisis Information Delivery System

Client code:

Login ID:

Password:

[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.

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.12).

2

日本語

株式会社安否 JohnSmith

My Page

- [News from Operators](#)
- [Crisis Information](#)
- [Settings](#)
- [User Project List](#)
- [Project List](#)
- [Start Project](#)
- [Family Safety Management](#)

Click [Project List].

3

株式会社安否 JohnSmith

Project List

Projects currently being published / aggregated
[Past projects](#)

Project No.	Project start date and time	Subject	Type	Sender
00045	2016/09/27 12:19	安否確認の実施	Personal	Safety Inquiry 安否確認 rsq009 杉本昌代
00044	2016/07/14 11:07	安否確認の実施	Personal	Safety Inquiry 安否確認 rsq001 吉永美優
00043	2016/07/12 10:43	安否確認の実施	Personal	Safety Inquiry 安否確認 rsq001 吉永美優
00042	2016/07/11 10:19	安否確認の実施	Personal	Safety Inquiry 安否確認 rsq001 吉永美優
00041	2016/06/22 17:02	安否確認の実施	Personal	Safety Inquiry 安否確認 rsq001 吉永美優
00040	2016/06/16 14:23	安否確認	Personal	Safety Inquiry 安否確認 Auto start
00039	2016/06/12 22:10	安否確認	Personal	Safety Inquiry 安否確認 Auto start
00038	2016/06/03 12:16	安否確認の実施	Personal	Safety Inquiry 安否確認 rsq999 勅使河原太郎
00037	2016/06/02 19:10	安否訓練	Training	Personal Safety Inquiry 安否訓練 rsq999 勅使河原太郎
00036	2016/06/02 18:25	安否確認の実施	Personal	Safety Inquiry 安否確認 rsq999 勅使河原太郎

Click the [Project No.] entry of the project whose summary data you want to view.

4

株式会社安否 JohnSmith

Summary Status screen

Project information

Project No.: 00030
 Project start date and time: 2016/09/28 11:11
 Sender: [rsq11111](#) JohnSmith
 Destination: グループ指定
 Subject: 安否確認/Personal Safety Inquiry
[Display body text](#)

Summary

As of 2016/09/28 12:02

- Target total (No duplicates) 290 people
- Reply counts 0 people
 - StatusA 0 people
 - StatusB 0 people
 - StatusC 0 people
 - Mail reply 0 people
 - Reply only 0 people
 - No reply 290 people

[Search](#) [Update Summary Status](#) [Back](#)

[To My Page](#)

[Logout](#)

The distribution of user counts by status is displayed.

For confirmation by status, click an individual status link. For confirmation by specifying the criteria, click the [Search] button.

TIP

<Response distribution>

Status A	Responded with Status A.
Status B	Responded with Status B.
Status C	Responded with Status C.
Status D	Responded with Status D.
Status E	Responded with Status E.
Mail response	Returned an e-mail to the project e-mail.
Response only	Only accessed the URL written in the project e-mail.
No response	Status unable to be confirmed.

5

株式会社安否 JohnSmith

Summary Status Details

Specify Search Conditions of Summary Status

Status
☐ StatusA
☐ StatusB
☐ StatusC
☐ Mail reply
☐ Reply only
☐ No reply
☐ With comment

Post
[All](#)

Residence
[All](#)

Department
[All](#)

Residence
[All](#)

Area
[All](#)

User
 Name:
 Number:

Email address
 Unspecified ▼

Family status
☐ StatusA
☐ StatusB
☐ StatusC
☐ Unregistered

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

[To My Page](#)

[Logout](#)

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

* When no criteria are specified, all users are displayed.

TIP

<Search criteria>

Status	The status selected when the user responded or the response status.
Post	Post
Hub	Hub
Department	Department
Residence	Residence (Information registered in user information)
Area	Address registered in department or base information
User	Name, telephone
Email address	Status of e-mail distribution to the registered e-mail address
Family status	Response status regarding the family status * Displayed only when the family safety function is used

* A search with the AND operator can be also made.

6

株式会社安否 JohnSmith

Status List

Prev [Next](#) (1/15 Page)

□ [Number](#) [Hub](#) [Department](#) [Post](#) [Name](#) [Residence](#)
[Status](#) [Family](#) [Email](#) [Comment](#)

□ [rsq015](#) 大阪支社 管理本部総務部 アルバイト 島袋瑠子
 千葉県成田市 No reply Not reported ※ -

□ [rsq016](#) 大阪支社 管理本部総務部 マネジメント 小宮勇太
 大阪府枚田市 No reply Not reported ※ -

□ [rsq017](#) 大阪支社 管理本部総務部 派遣社員 平尾博之 東
 京都世田谷区 No reply Not reported ※ -

□ [rsq018](#) 大阪支社 営業本部 派遣社員 三船南朋 東京都阿
 田市 No reply Not reported ※ -

□ [rsq019](#) 大阪支社 営業本部 その他(1) 一般社員 津田あさ
 み 東京都世田谷区 No reply Not reported ※ -

□ [rsq020](#) 大阪支社 営業本部 一般社員 辻薫 愛知県豊橋市
 No reply Not reported ※ -

□ [rsq021](#) 大阪支社 システム本部運用部運用2課 一般社員
 前島隆 富山県高岡市 No reply Not reported ※ -

□ [rsq022](#) 大阪支社 システム本部運用部 一般社員 西井三
 省 新潟県十日町市 No reply Not reported ※ -

□ [rsq023](#) 大阪支社 システム本部開発部開発2課 一般社員
 原口夏空 石川県金沢市 No reply Not reported ※ -

□ [rsq024](#) 大阪支社 営業本部 派遣社員 宇田川慶二 兵庫県
 尼崎市 No reply Not reported ※ -

□ [rsq025](#) 大阪支社 管理本部総務部総務課 アルバイト 寺島
 康文 大分県大分市 No reply Not reported ※ -

□ [rsq026](#) 大阪支社 管理本部総務部 派遣社員 長澤博太郎
 東京都八王子市 No reply Not reported ※ -

□ [rsq027](#) 大阪支社 システム本部開発部 一般社員 小野田
 友也 埼玉県さいたま市浦和区 No reply Not reported ※ -

□ [rsq028](#) 大阪支社 営業本部営業部事務課 その他(1) アル
 バイト 内野小百合 石川県七尾市 No reply Not reported ※ -

A list of extracted users is displayed.

To check the status history, click the [Number] entry.

When there is a user who entered his comments when responding, "O" is displayed for the "Comments" in the entry of that user.

TIP

<Symbol displayed for "Email">

This symbol indicates the status of e-mail distribution from the system. It takes a certain period of time to fix the status of distribution processing. Check when 30 minutes or so pass after activation.

○	For one e-mail message, at least, e-mail distribution to all the registered addresses has been completed normally.
*	E-mail distribution to all the registered addresses has not been completed normally.
No symbol	No e-mail address is registered.

7

株式会社安否 JohnSmith

Project List for Users

User Status

Number:rsq11111
 Hub:東京本社
 Department:営業本部営業部
 Post:部長
 Name:確認太郎
 Residence:千葉県船橋市
 Status:B

[Individual Instruction](#) [Proxy Response](#) [Back](#)

Status History

As of 2016/09/28 12:03

Date and time: 16/09/12 12:53 Deliver
 Content: Assignment: 株式会社安否
 営業所の状況を教えてください。

Date and time: 16/09/05 11:53 Reply
 Content:
 Status: B [Reply](#)

Date and time: 16/09/05 11:53 Reply
 Content:
 Status: B [Reply](#)

Date and time: 16/09/05 11:49 Reply
 Content:
 Status: B [Reply](#)

Date and time: 16/09/05 11:46 Reply
 Content:
 Status: B [Reply](#)

Date and time: 16/09/05 11:46 Reply
 Content:
 Status: B [Reply](#)

Date and time: 16/09/05 11:34 Reply
 Content: a
 Status: B [Reply](#)

Date and time: 16/09/05 11:32 Deliver

Check the response history of an individual user.

This completes the summary data viewing operation.

6. Integrated Summaries **MANAGEMENT S T A R T INSTRUCTION CONFIRMATION**

The Integrated Summaries service is a function for integrating together summary results of multiple projects in such cases as when projects for the same incident started at short intervals.

Two aggregation methods are available: aggregation by using a PC (smart phone) and aggregation by using a feature phone.

6-1. Operation by using a PC (smart phone)

1

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.12).

2

Click [Project List].

3

株式会社安否

Project List

Project List

Projects currently being published / aggregated Past projects

Project No.	Project start date and time	Subject	Type	Processing status	Sender
<input type="checkbox"/> 00038	2016/10/06 15:42	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq001 吉永 美優
<input type="checkbox"/> 00037	2016/10/06 15:36	安否訓練/Training Personal Safety Inquiry	Safety Confirmation training	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00036	2016/10/06 15:36	工場事故に伴う対応チーム招集/Response team convened due to the factory accident/Emergency Summons	Emergency call	Delivered	rsq017 平尾 博之
<input type="checkbox"/> 00035	2016/10/06 15:35	非常召集/Emergency Summons	Emergency call	Delivered	rsq001 吉永 美優
<input type="checkbox"/> 00034	2016/10/06 15:34	本館エレベータ故障/Main building elevator A failure	News	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00033	2016/10/06 15:33	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq001 吉永 美優
<input type="checkbox"/> 00032	2016/10/06 15:33	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00031	2016/10/06 15:31	お知らせ台風7号接近にともなう早期退勤のお願./ Ask for early Talkin due to Typhoon No. 7 approaches	News	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00029	2016/09/27 16:23	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 JohnSmith
<input type="checkbox"/> 00028	2016/09/05 11:32	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 権 紀太郎
<input type="checkbox"/> 00027	2016/08/31 19:48	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	Auto start

(Total: 11)

Integrate Update list

To My Page

Logout

Select the check boxes for the projects whose summary data you want to integrate together, and click the [Integrate] button.

TIP

Integrated Summaries cannot be performed on the following projects.

- "News e-Mail" projects
- Additionally started new projects
- Different projects of the number of the confirmation selections

4

株式会社安否

Summary Status screen

Project List

Department Summary Data

As of 2016/09/28 12:08

Department Hub Residence Summary Record --Please select-- Master File Download

Department	Reply counts / Target counts	StatusA	StatusB	StatusC	StatusD	StatusE	Mail reply	Reply only	No reply
Target total (No duplicates)	17people / 947people	4people	3people	6people	4people	0people	0people	0people	930people
In the following Department summary, a concurrent target users are counted without duplication.									
管理本部	6people / 205people	1	0	5	0	0	0	0	199
営業本部	7people / 414people	2	3	1	1	0	0	0	407
システム本部	4people / 328people	1	0	0	3	0	0	0	324

Search Update Summary Status

To My Page

Logout

The Summary status display screen appears.

This completes the Integrated Summaries operation.

TIP

The latest responses in the integrated projects are aggregated as user responses.

6-2. Operation by using a feature phone

1

日本語

Crisis Information Delivery System

Client code:

Login ID:

Password:

[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.

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.12).

2

株式会社安否 JohnSmith

日本語

My Page

- [News from Operators](#)
- [Crisis Information](#)
- [Settings](#)
- [User Project List](#)
- [Project List](#)
- [Start Project](#)
- [Family Safety Management](#)

Click [Project List].

3

株式会社安否 JohnSmith

Project List

Projects currently being published / aggregated
[Past projects](#)

<input type="checkbox"/>	Project No.	Project start date and time	Subject	Type	Sender
<input type="checkbox"/>	00045	2016/09/27 12:19	安否確認の実施	Personal	Safety Inquiry 安否確認 rsq009 杉本昌代
<input type="checkbox"/>	00044	2016/07/14 11:07	安否確認の実施	Personal	Safety Inquiry 安否確認 rsq001 吉永美優
<input type="checkbox"/>	00043	2016/07/12 10:43	安否確認の実施	Personal	Safety Inquiry 安否確認 rsq001 吉永美優
<input type="checkbox"/>	00042	2016/07/11 10:19	安否確認の実施	Personal	Safety Inquiry 安否確認 rsq001 吉永美優
<input type="checkbox"/>	00041	2016/06/22 17:02	安否確認の実施	Personal	Safety Inquiry 安否確認 rsq001 吉永美優
<input type="checkbox"/>	00040	2016/06/16 14:23	安否確認	Personal	Safety Inquiry 安否確認 Auto start
<input type="checkbox"/>	00013	2016/08/24 16:37	安否確認	Personal	Safety Inquiry 安否確認 rsq11111 確認太郎
<input type="checkbox"/>	00012	2016/08/24 16:37	台風7号接近にともなう早期退避のお願い、お知らせ	Personal	Safety Inquiry 安否確認 rsq11111 確認太郎
<input type="checkbox"/>	00011	2016/08/24 16:35	非常呼集:緊急対応事業の発生	Personal	Safety Inquiry 安否確認 rsq11111 確認太郎

Prev [Next](#) (1/2 Page)

Select the check boxes for the projects whose summary data you want to integrate together, and click the [Integrate] button.

TIP

Integrated Summaries cannot be performed on the following projects.

- "News e-Mail" projects
- Additionally started new projects
- Different projects of the number of the confirmation selections

4

株式会社安西 JohnSmith

Summary Status screen

Project information

Summary

As of 2016/09/28 13:45

- [Target total \(No duplicates\)](#) 291 people
- [Reply counts](#) 1 people
 - [StatusA](#) 1 people
 - [StatusB](#) 0 people
 - [StatusC](#) 0 people
 - [Mail reply](#) 0 people
 - [Reply only](#) 0 people
- [No reply](#) 290 people

 [To My Page](#)**The Summary status display screen appears.**

This completes the Integrated Summaries operation.

TIP

The latest responses in the integrated projects are aggregated as user responses.

7. Document Output (PC Only)

7. Document Output (PC Only)

MANAGEMENT S T A R T INSTRUCTION CONFIRMATION

Outputs summary data to a file.

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.

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.12).

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 [Project List].

3

Standard Enlarge 日本語

John Smith has logged

Project List

Project List

Projects currently being published / aggregated Past projects

Project No.	Project start date and time	Subject	Type	Processing status	Sender
00034	2016/10/06 15:42	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq001 吉水 英俊
00037	2016/10/06 15:36	安否訓練/Training/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 John Smith
00036	2016/10/06 15:36	工場事故に伴う対応チーム招集/Response team convened due to the factory accident/Emergency Summons	Emergency call	Delivered	rsq017 平尾 博之
00035	2016/10/06 15:35	非常叫集/Emergency Summons	Emergency call	Delivered	rsq001 吉水 英俊
00034	2016/10/06 15:34	本館エレベーター故障/Main building elevator A failure	News	Delivered	rsq11111 John Smith
00033	2016/10/06 15:33	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq001 吉水 英俊
00032	2016/10/06 15:33	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11033 篠 紀太郎
00031	2016/10/06 15:31	お知らせ台風7号接近にともなう早期退避のお願い/V Ask for early Talkin due to Typhoon No. 7 approaches	News	Delivered	rsq11111 John Smith
00029	2016/09/27 16:23	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 John Smith
00028	2016/09/05 11:32	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 篠 紀太郎
00027	2016/08/31 19:48	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	Auto start

(Total: 11)

Integrate Update list

To My Page

Logout

Click the [Project No.] entry of the project whose data you want to output to a file.

7. Document Output (PC Only)

4

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Summary Status screen

Project List

Department Summary Data

Project No. 00030

Project start date and time 2016/09/28 11:11

Sender rsg11111 JohnSmith

Destination 関西G

Subject 安否確認(Personal Safety Inquiry)

Body text あなたの状況を至急お知らせください
Please report your present conditions immediately.

As of 2016/09/28 13:46

Department Hub Residence Summary Record

[-Please select-] [-Please select-] Master File Download

[-Please select-]

Department	Reply counts / Target counts	Status	Reply only	No reply
Target total (No duplicates)	0people / 290people	0people	0people	290people
In the following Department summary, a concurrent target users are counted without				
管理本部	0people / 43people	0	0	43
営業本部	0people / 151people	0	0	151
システム本部	0people / 96people	0	0	96

Search Update Summary Status

To My Page

Logout

Select a document format in the "Summary Record" field, and click the [Master File Download] button.

This completes the summary data output operation.

TIP

- Summary data can be output also from the Status list display screen.
- A file that has been output is automatically downloaded.

8. Project Data Aggregation Termination (PC Only)

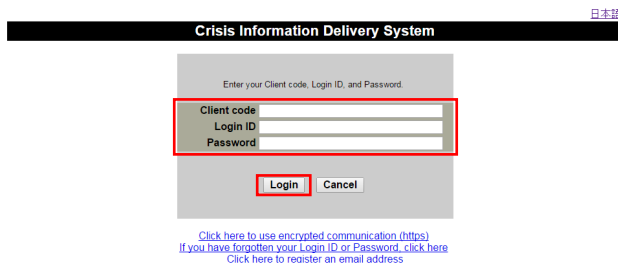
8. Project Data Aggregation Termination (PC Only)

MANAGEMENT START INSTRUCTION CONFIRMATION

Finishes data aggregation. Also finishes receiving responses from users.

* If data aggregation is not finished, data will be aggregated continuously.

1



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

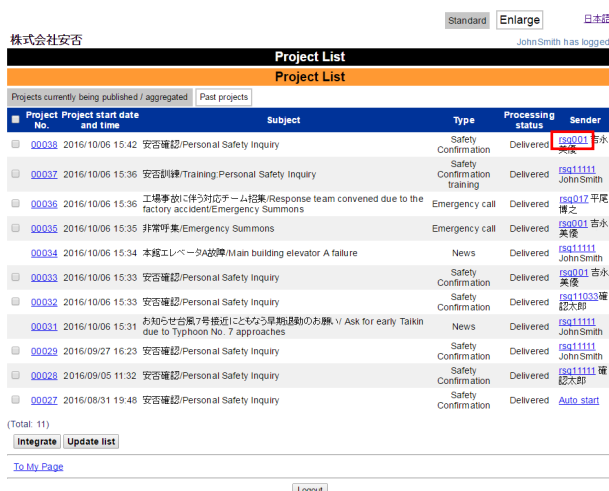
* If you do not know your login ID or password, see "Getting Your Login ID and Password" (P.12).

2



Click [Project List].

3



Project No.	Project start date and time	Subject	Type	Processing status	Sender
00038	2016/10/06 15:42	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq001 吉永 英優
00037	2016/10/06 15:36	安否訓練/Training/Personal Safety Inquiry	Safety Confirmation training	Delivered	rsq11111 JohnSmith
00036	2016/10/06 15:36	工場事故に伴う対応チーム招集/Response team convened due to the factory accident/Emergency Summons	Emergency call	Delivered	rsq017 平尾 博之
00035	2016/10/06 15:35	非常叫集/Emergency Summons	Emergency call	Delivered	rsq001 吉永 英優
00034	2016/10/06 15:34	本館エレベーターA故障/Main building elevator A failure	News	Delivered	rsq11111 JohnSmith
00033	2016/10/06 15:33	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq001 吉永 英優
00032	2016/10/06 15:33	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11033 確認太郎
00031	2016/10/06 15:31	お知らせ台案7号接近に伴う早期避難運動のお願い / Ask for early Taikin due to Typhoon No. 7 approaches	News	Delivered	rsq11111 JohnSmith
00029	2016/09/27 16:23	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 JohnSmith
00028	2016/09/05 11:32	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	rsq11111 確認太郎
00027	2016/08/31 19:48	安否確認/Personal Safety Inquiry	Safety Confirmation	Delivered	Auto start

Click the [Sender] entry of the project to be terminated.

8. Project Data Aggregation Termination (PC Only)

4

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

Sender Information

Summary Status screen Project List

Sender Information

Project No. 00030

Project start date and time 2016/09/28 11:11

Sender

Number	rsq11111	Name	JohnSmith
Post	部長	Hub	東京本社
Department	営業本部営業部		
Residence	千葉県船橋市		

End Summary

To My Page

Logout

Click the [End Summary] button.

TIP

You can also access the Sender information screen from the Summary status display screen.

5

株式会社安否

Standard Enlarge 日本語

JohnSmith has logged.

End Summary

Project List

End SummaryConfirm

Project start date and time 2016/09/28 11:11

Sender 関西 G

Subject 安否確認/Personal Safety Inquiry

To finish the summary above, click the End Summary button.

End Summary To Sender information

To My Page

Logout

Check the details, and click the [End Summary] button.

This completes the data aggregation termination operation.

TIP

The finished projects are displayed in the "Past Projects" tab page.