# 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.
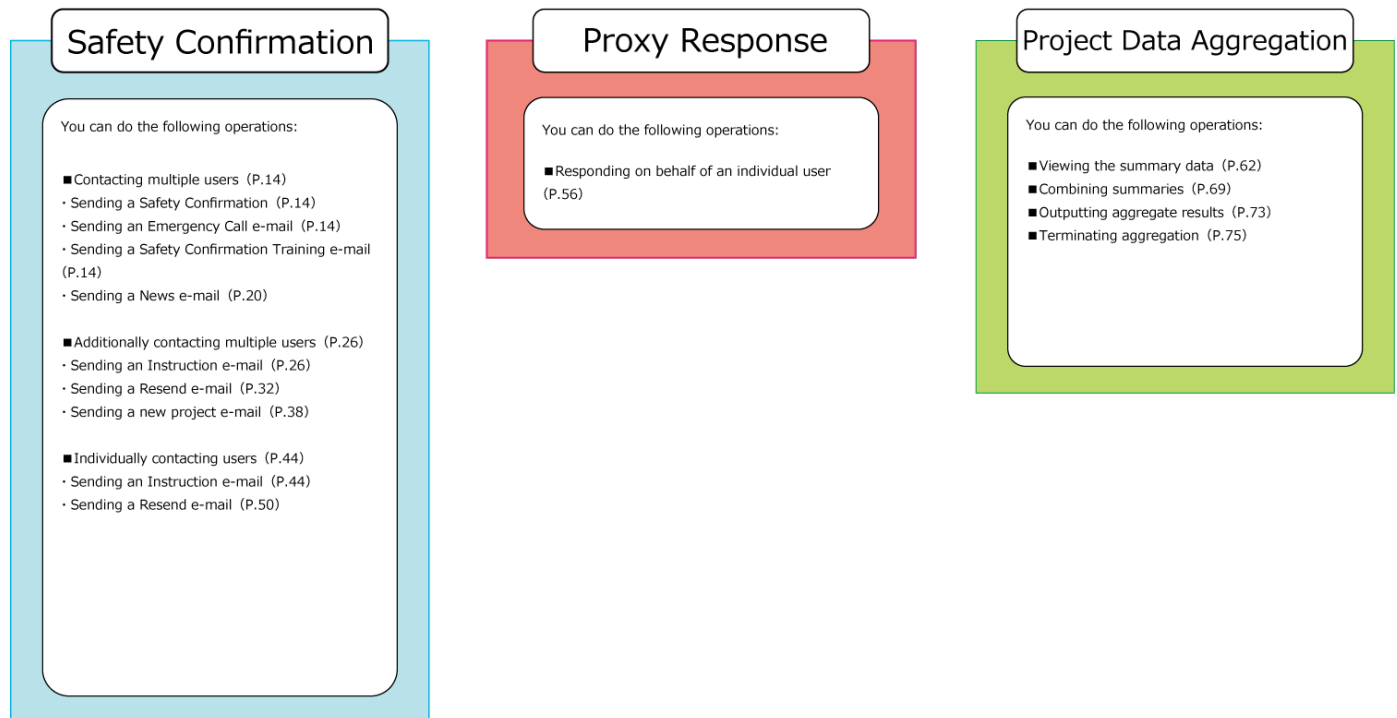See "Proxy Response" (p.56).

### ■ 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."

## Safety Confirmation

You can do the following operations:

■Contacting multiple users（P.14）
・Sending a Safety Confirmation（P.14）
・Sending an Emergency Call e-mail（P.14）
・Sending a Safety Confirmation Training e-mail
（P.14）
・Sending a News e-mail（P.20）

■Additionally contacting multiple users（P.26）
・Sending an Instruction e-mail（P.26）
・Sending a Resend e-mail（P.32）
・Sending a new project e-mail（P.38）

■Individually contacting users（P.44）
・Sending an Instruction e-mail（P.44）
・Sending a Resend e-mail（P.50）

## Proxy Response

You can do the following operations:

■Responding on behalf of an individual user
（P.56）

## Project Data Aggregation

You can do the following operations:

■Viewing the summary data（P.62）
■Combining summaries（P.69）
■Outputting aggregate results（P.73）
■Terminating aggregation（P.75）

# 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."



| 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.

**MASTER**  Master authority

**MANAGEMENT**  Management authority

**START**  Start authority

**INSTRUCTION**  Instruction authority

**CONFIRMATION**  Confirmation authority

**GENERAL**  General authority

# Contents

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# How to Log in to the Service

**1**

**Access the system.**

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

**2**



**Log in.**

To use the system, you must log in first.

① Enter information for "Client code," "Login ID," and "Password."

② Click the [Login] button.

> **TIP**
>
> <Information required for login>
> Client code: Information for identifying the user organization
> 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**



**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**



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

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

---

**2**



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

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

---

**3**



**Receive a login ID and password notification e-mail.**

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

---

**4**
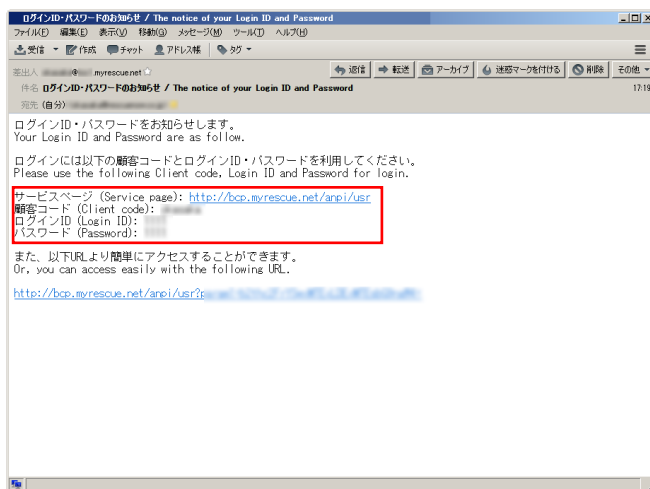


**Check the login ID and password.**

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

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## 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**



**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**



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

Proceed to step 6.

**5**



**<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**



**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**



**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."

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## 1-1-2. Transmission by using a feature 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><br>Client code: Information for identifying the user organization<br>Login ID: Information for identifying the user<br>Password: Login password for the user<br>* If you do not know your login ID or password, see "Getting Your Login ID and Password" (P.12). |

**2**



**Click [Start Project].**

**3**



**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 ConfirmationArbitrary 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).<br>- 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

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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)
~~ted 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.

Confirm | Back

To My Page

Logout

**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.<br>- 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.

Send | Back

To My Page

Logout

**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**

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
株式会社安否                              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 [Start Project].**

**3**



**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**



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

Proceed to step 6.

**5**



**<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). <br> - Select multiple groups by clicking them while holding down the Ctrl key. |

**6**



**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**



**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:

[ 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**

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**

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 ]

**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**

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

Proceed to step 6.

---

**5**

**<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**

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

**7**

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

- 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**

**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**



**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**



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

**4**



Click the [Search] button.

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

**5**



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

When no criteria are specified, all users are displayed.

**6**



**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**



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

**8**



**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:

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**

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

Logout

**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

**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

[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
□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

[Search] [Clear] [Back]

To My Page

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

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

**6**



**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**



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

**8**



**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**

**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**



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

**4**



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

**5**



**Specify the criteria, and click the [Search] button.**
**When no criteria are specified, all users are displayed.**

**6**



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

| TIP |
| --- |
| <Additional contact target selection><br>For transmission to all users matching the search criteria, click the [Send Email with These Conditions] button. |

**7**



**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.<br>(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**

**Crisis Information Delivery System**

日本語

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**

株式会社安否 JohnSmith .

**My Page**

日本語

■ News from Operators

■ Crisis Information

■ Settings

■ User Project List

■ Project List

■ Start Project

■ Family Safety Management

Logout

**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

**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

[ 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
☐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

[ 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 (1/47 Page)

□ 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部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部 リーダー長 川添窈 東京都世田谷区 No reply Not reported − −

□ 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 ※ −

□ rsq010 東京本社 営業本部営業部事務課 派遣社員 井村恭子 京都府京都市下京区 No reply Not reported − −

□ 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 ※ −

□ 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 ※ −

．．．本部 その他(1) 一般社員 津田あさ

富山県黒部市 No reply Not rep

■ 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.**

<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**



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

**4**



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

**5**



Specify the criteria, and click the [Search] button.
When no criteria are specified, all users are displayed.

**6**



**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**



**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.

**8**



**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**



**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**



**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 千葉県印西市 No reply Not reported ※ −

rsq010 大阪支社
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 ... ttive 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.<br>- 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.**<br><br>To use the system, you must log in first.<br><br>① Enter information for "Client code," "Login ID," and "Password."<br><br>② Click the [Login] button. |

| TIP |
|---|
| <Information required for login><br>Client code: Information for identifying the user organization<br>Login ID: Information for identifying the user<br>Password: Login password for the user<br>* If you do not know your login ID or password, see "Getting Your Login ID and Password" (P.12). |

| | | |
|---|---|---|
| **2** |  | **Click [Project List].** |

**3**



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

**4**



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

**5**



Specify the criteria, and click the [Search] button.
When no criteria are specified, all users are displayed.

**6**



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

**7**



**Click the [Individual Instruction] button.**

**8**



**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**



**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**



**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**
[ Unspecified ▼ ]

**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**



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

**5**



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

When no criteria are specified, all users are displayed.

**6**



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

<Additional contact target selection>

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

**7**



**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**



**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**



**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 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

**Click the [Search] button.**

**To send emails 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**
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

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

**You can specify multiple criteria.**

**6**

株式会社安否 JohnSmith .
**Status List**

□ <u>Number</u> <u>Hub</u> <u>Department</u> <u>Post</u> <u>Name</u> <u>Residence</u>
<u>Status</u> <u>Family</u> <u>Email</u> <u>Comment</u>

□ rsq001 東京本社 営業本部営業部 パート 吉永美優 長崎県
佐世保市 B((Proxy registration)) Not reported ○ ○

□ 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 ※ ○

■ rsq004 東北支社 営業本部営業部事務課 一般社員 今村和
夫 富山県黒部市 B((Proxy registration)) Not reported ※ ○

[Instruction email] [Resend email] [Proxy Response] [Back]
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

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

**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.

# 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**



**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**



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

**4**



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

**5**



**Specify the criteria, and click the [Search] button.**
**When no criteria are specified, all users are displayed.**

**6**



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

**7**



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

**8**



**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:

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**

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

Logout

**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  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

**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

☐ 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 ※ －

[ 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】

[Confirm] [Back]

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 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 岩永雄太

**Status Selection**

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

【Comment】

[Register] [Back]

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. |

# 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**



**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**



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

**4**



**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**



**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<br>\* Displayed only when the family safety function is used |

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

**6**



**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**



**Check the response history of an individual user.**

This completes the summary data viewing operation.

# 5-2. Operation by using a feature 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**

**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:** rsg11111 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<br>\* 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 島袋璃子 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 東京都町田市 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 長澤慎太郎 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, "〇" 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.

| | |
|---|---|
| 〇 | 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**



**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**



**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**



**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><br>Client code: Information for identifying the user organization<br>Login ID: Information for identifying the user<br>Password: Login password for the user<br>* If you do not know your login ID or password, see "Getting Your Login ID and Password" (P.12). |

**2**



**Click [Project List].**

**3**



**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.<br>- "News e-Mail" projects<br>- Additionally started new projects<br>- Different projects of the number of the confirmation selections |

**4**

株式会社安否 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

[ Search ] [ Update Summary Status ] [ Back ]

___

To My Page

[ Logout ]

**The Summary status display screen appears.**

This completes the Integrated Summaries operation.

# 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

株式会社安否    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

株式会社安否    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 |
|---|---|---|---|---|---|
| 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 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 | 非常呼集/Emergency Summons | Emergency call | Delivered | rsq001 吉永英優 |
| 00034 | 2016/10/06 15:34 | 本館エレベータA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 | お知らせ台風7号接近にともなう早期退勤のお願い/ Ask for early Taikin 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 確認太郎 |
| 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.

**4**



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

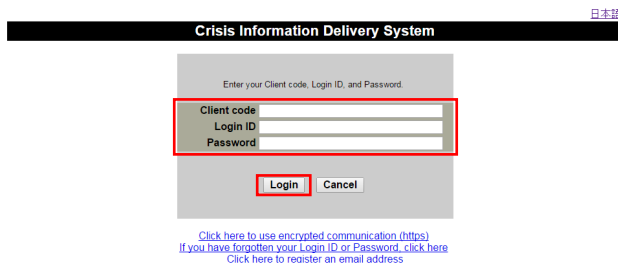This completes the summary data output operation.

# 8. Project Data Aggregation Termination (PC Only)

**MANAGEMENT  S  T  A  R  T  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**

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

---

# 8. Project Data Aggregation Termination (PC Only)

**4**



**Click the [End Summary] button.**

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

**5**



**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.