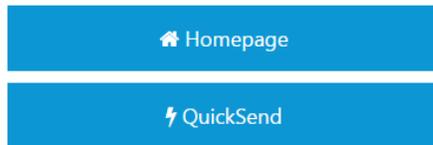


# Assurance NM Instructions

Go to: <https://assurancem.sungardas.com/>

\*\*The website listed above is set to automatically re-direct so once you bookmark the page you will need to modify the properties and physically enter the address listed above.

Enter your Username and Password then click Login.



#### Contact Customer Support

Global Support Center: 800.478.7645  
International: +1.610.878.2644  
Email: [softwaresupport@sungardas.com](mailto:softwaresupport@sungardas.com)

**Login**

Please remember that username and password are both case sensitive.

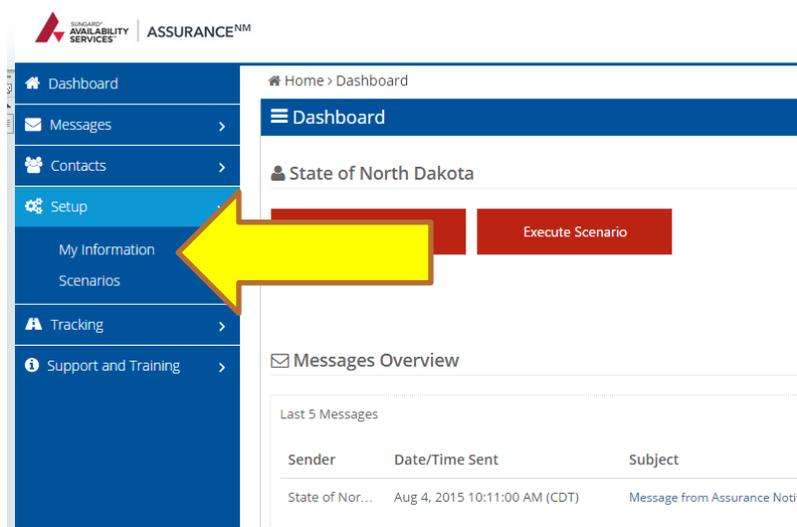
Username

Password

**Login**

[Forgot your password?](#)

In order to modify your information and change your password please click on Setup. Then click on My Information.



On this page you will be **required** to have an Email, First Name, Last Name and Phone number. Please enter the phone **701-328-0911**. If the Time Zone has not been updated feel free to change that as well. Then click Save Changes. Then click on My Password Settings to change and/or update your password.

Home > Administration > My Information

### My Information

General Information | **My Password Settings**

Username: dmmon

Account Name\*  
State of North Dakota

Email\*  
dmmon@nd.gov

First Name\*  
Dawn

Last Name\*  
Moen

Address

Address 1  
City  
Zip / Postal Code

Address 2  
State / Province  
Country  
United States

Locale Information

Time Zone  
US/Central

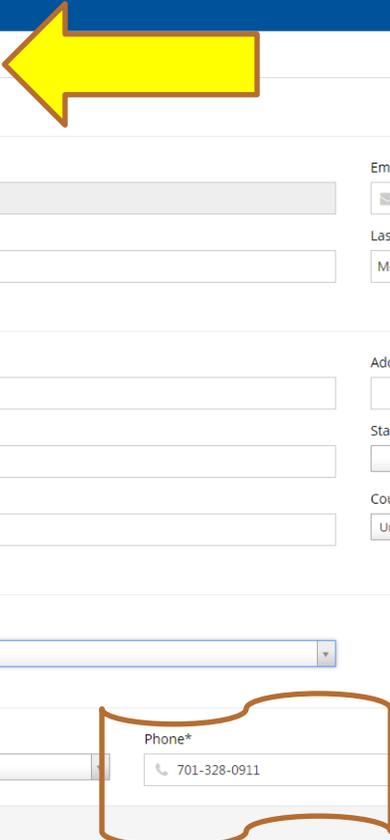
Phone Number

Country Code\*  
United States (1)

Phone\*  
701-328-0911

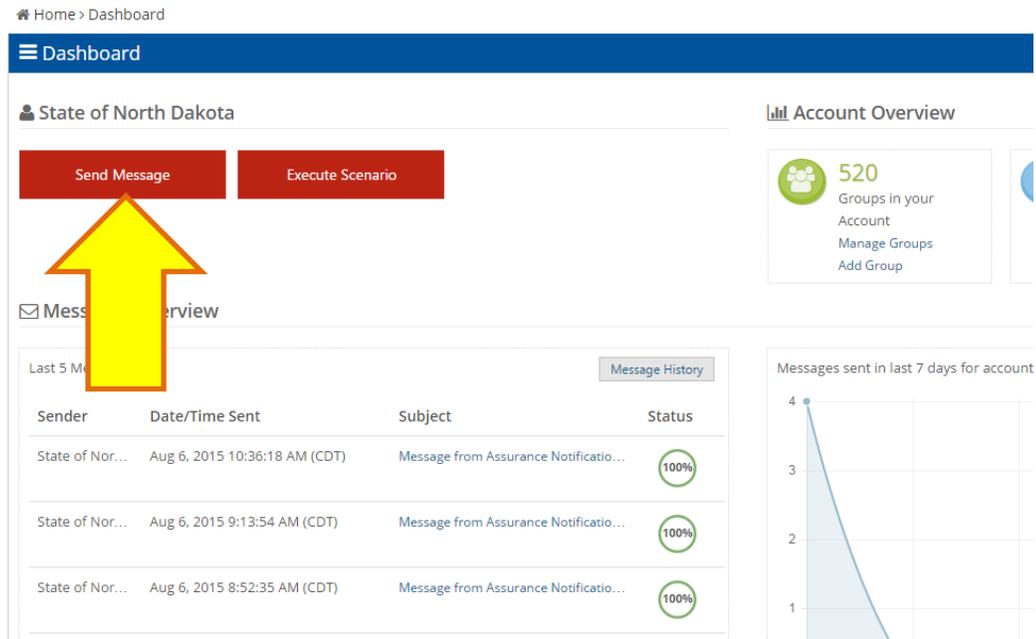
Extension  
\*

Save Changes | Cancel



## SENDING A MESSAGE

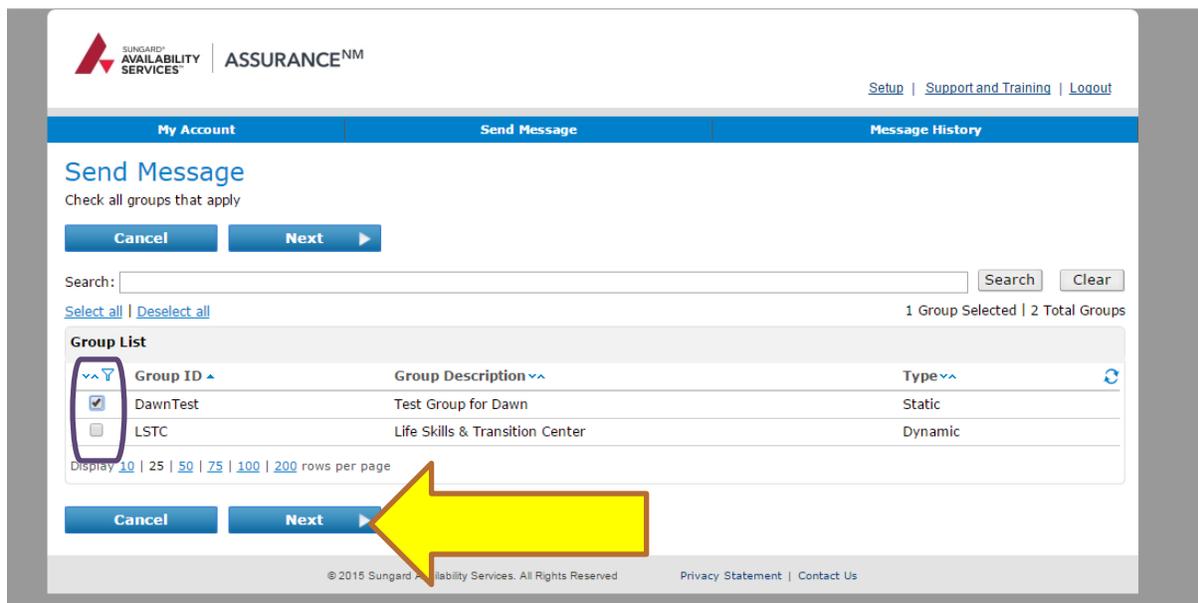
Click on Send A Message



The screenshot shows a dashboard for the State of North Dakota. At the top, there is a navigation bar with 'Home > Dashboard' and a 'Dashboard' menu. Below the navigation bar, there are two main sections: 'State of North Dakota' and 'Account Overview'. In the 'State of North Dakota' section, there are two buttons: 'Send Message' and 'Execute Scenario'. A large yellow arrow points to the 'Send Message' button. The 'Account Overview' section shows '520 Groups in your Account' with options to 'Manage Groups' and 'Add Group'. Below these sections, there is a 'Message History' table and a 'Messages sent in last 7 days for account' line graph.

| Sender          | Date/Time Sent                | Subject                               | Status |
|-----------------|-------------------------------|---------------------------------------|--------|
| State of Nor... | Aug 6, 2015 10:36:18 AM (CDT) | Message from Assurance Notificatio... | 100%   |
| State of Nor... | Aug 6, 2015 9:13:54 AM (CDT)  | Message from Assurance Notificatio... | 100%   |
| State of Nor... | Aug 6, 2015 8:52:35 AM (CDT)  | Message from Assurance Notificatio... | 100%   |

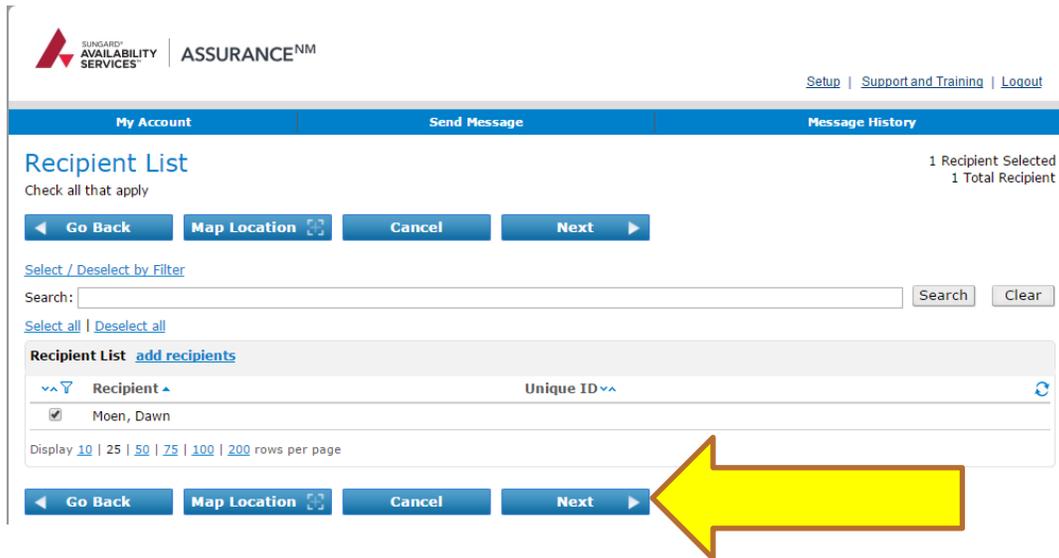
Chose the group and/or groups you would like the message to be sent to. Then click Next.



The screenshot shows the 'Send Message' screen. At the top, there is a navigation bar with 'My Account', 'Send Message', and 'Message History'. Below the navigation bar, there is a 'Send Message' section with a 'Check all groups that apply' instruction and 'Cancel' and 'Next' buttons. A search bar is present with 'Search' and 'Clear' buttons. Below the search bar, there is a 'Group List' table with columns for 'Group ID', 'Group Description', and 'Type'. The 'DawnTest' group is selected with a checkmark. A yellow arrow points to the 'Next' button. At the bottom, there is a footer with '© 2015 Sungard Availability Services. All Rights Reserved' and 'Privacy Statement | Contact Us'.

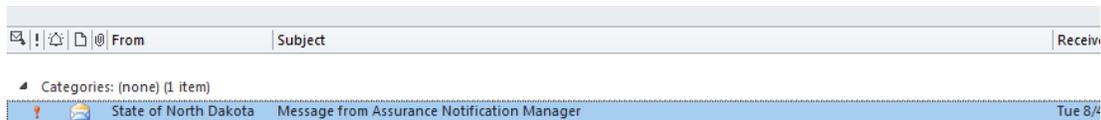
| Group ID                            | Group Description | Type                            |         |
|-------------------------------------|-------------------|---------------------------------|---------|
| <input checked="" type="checkbox"/> | DawnTest          | Test Group for Dawn             | Static  |
| <input type="checkbox"/>            | LSTC              | Life Skills & Transition Center | Dynamic |

This screen indicates what list(s) you have selected to receive the message. Then click Next.



Enter your name. Please do not enter in anything in the for the number because that will show up on caller IDs and employees/students may become confused. The email field is optional but remember that will show up when the notification is sent out. The number 701-328-0911 is set to come across the emails. The emails will come from the State of North Dakota.

### Sample Email:



#### Message from Assurance Notification Manager

State of North Dakota <PHX-gwb@sendwordnow.com>

This message was sent with High importance.

Sent: Tue 8/4/2015 10:11 AM

To: Moen, Dawn M.

This is a test message. This is a test of the building alert. Do you have access to the internet?

At the top of the body of your reply message, send the number (or number/letter combo if present) of your choice from the menu

- 1: Yes
- 2: No
- 3: Maybe

The sender provided the following contact information.

Sender's Name: State of North Dakota

Sender's Email: [dmmoen@nd.gov](mailto:dmmoen@nd.gov)

Sender's Contact Phone: 1701-328-0911

My Account      Send Message      Message History

## Send Message

English

Your Name:

Your Phone:   ex.

Your Email:  ?

Subject:

### Message Summary

- 1 out of 2 Groups Selected
- 1 out of 1 Recipients Selected
- [Show Recipients Counts per Language](#)
- [Show NM Direct Recipients Online](#)

**Features**

Then chose between Single Body or By Device (you have the option to send a different message to each device available). Then type you message in the Message box. There is a limit of 1,000 characters.

Subject:

Message Body:  Single Body     By Device

Message:

948 characters remaining

### Features

- Multi Language Alert
- English (United States)
- Get Word Back
- Message Templates
- Voice Recording

Then select to send the message to All Devices, Voice, Text, or By Label. Then click Send Message.

Select Labels:     All     Voice     Text     By Label    [Hide](#)

[Select All](#) | [Deselect All](#) | [Text Only](#) | [Voice Only](#)

- Voice - Home Phone
- Voice - Personal Cellular
- Voice - Work Phone
- Text - SMS

**Note:** only labels associated with the selected devices will be included in the message

Go Back
Cancel
Spellcheck
Send Message

After you hit Send Message then you will be taken to Message History screen. Click on the blue hyper link to view information about your message.

**ASSURANCE<sup>NM</sup>**

Setup | Support and Training | Logout

My Account | Send Message | Message History

### MESSAGE HISTORY

[Back To My Account](#)

**Messages Queue**

| From                                         | Message | Sent On | Details |
|----------------------------------------------|---------|---------|---------|
| There are no messages currently in the queue |         |         |         |

**Messages**

| From                  | Message                                                              | Sent On                | Details |
|-----------------------|----------------------------------------------------------------------|------------------------|---------|
| State of North Dakota | <a href="#">This is a test.</a>                                      | Jun 19 2015<br>03:03PM |         |
| State of North Dakota | <a href="#">This is a test of the emergency notification system.</a> | Jun 19 2015<br>03:02PM |         |
| State of North Dakota | <a href="#">This is a test.</a>                                      | Jun 4 2015<br>03:25PM  |         |

Display [10](#) | [25](#) | [50](#) | [75](#) | [100](#) | [200](#) rows per page

Page  of [>](#) [<](#)

[Back To My Account](#)

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Assurance NM will automatically take you into the Alert Summary tab. This tab provides an overview of information about the message.

The screenshot displays the Assurance NM web interface. At the top left is the logo for SINGARD AVAILABILITY SERVICES. The main header includes 'ASSURANCE<sup>NM</sup>' and navigation links for 'Setup', 'Support and Training', and 'Logout'. Below the header is a blue navigation bar with 'My Account', 'Send Message', and 'Message History' tabs. The main content area is titled 'MESSAGE DETAIL' and features a 'Back To Message History' button and a 'Refresh rate' dropdown set to 'Off'. A purple circle highlights the 'ALERT SUMMARY' tab in the sub-navigation bar. The message details are as follows:

**Date:** Jun 19 2015 04:03PM  
**Username:** dmmon  
**Sender Name:** State of North Dakota  
**Sender Phone:**  
**Sender Email:**  
**Subject:** Message from Assurance Notification Manager  
**Message:** This is a test of the emergency notification system.  
**Selected Groups:** DawnTest  
**Recipients:** 1  
**Recipients Processed:** 1  
**Recipients Contacted:** 1

**Feature Details**

|                              |                                |
|------------------------------|--------------------------------|
| <b>Get Word Back:</b>        | No                             |
| <b>Bridge to Conference:</b> | No                             |
| <b>AlertLinks:</b>           | No                             |
| <b>Require P.I.N.:</b>       | No                             |
| <b>QuickSend:</b>            | No                             |
| <b>Geo-Enabled Alert:</b>    | No                             |
| <b>Devices:</b>              | Single body                    |
| <b>Labels:</b>               | Voice - Work Phone, Text - SMS |

The Recipient Status tab provides a status of each device. There is a Refresh Rate available to have the system refresh the information at a selected time. There is also the option to stop the notification by clicking on Cancel Uncompleted Attempts.

If you click on the blue hyper link under the Status for a specific number you could view additional information about the system attempting to contact a device.

MESSAGE DETAIL

Back To Message History

Refresh rate: 40 Sec.

RECIPIENT STATUS DELIVERY STATISTICS ALERT SUMMARY REPORTS

CANCEL UNCOMPLETED ATTEMPTS

Filter By: Choose a filter Search Show All Save Results: 50

Display 10 | 25 | 50 rows per page Page 1 of 2 Next >

| ASent ToY                          | AContactY  | AStatusY                                                | ADeliveredY | AResponseY |
|------------------------------------|------------|---------------------------------------------------------|-------------|------------|
| Admin Admin                        | Campus Pho | 17013524260 <a href="#">Answered (Click Refresh)</a>    | 4:21PM      |            |
| Business Admin                     | Campus Pho | 17013524564 <a href="#">Answered (Click Refresh)</a>    | 4:21PM      |            |
| Cedar Grove Admin                  | Campus Pho | 17013524290 <a href="#">Answered (Click Refresh)</a>    | 4:21PM      |            |
| Health Services Admin              | Campus Pho | 17013524210 <a href="#">Answered (Click Refresh)</a>    | 4:21PM      |            |
| Maplewood Admin                    | Campus Pho | 17013524412 <a href="#">Answered (Click Refresh)</a>    | 4:21PM      |            |
| Cedar Grove Cell                   | Campus Pho | 17013600817 <a href="#">No Answer</a>                   | 4:21PM      |            |
| Health Services Cell               | Campus Pho | 17013604129 <a href="#">Answered (Click Refresh)</a>    | 4:21PM      |            |
| Maplewood Cell                     | Campus Pho | 17013600000 <a href="#">Delivered</a>                   | 4:21PM      |            |
| Chapel Chapel                      | Campus Pho | 17013524459 <a href="#">Answered (Click Refresh)</a>    | 4:21PM      |            |
| Collette Collette                  | Campus Pho | 17013524521 <a href="#">Busy</a>                        | 4:21PM      |            |
| Transport Delivery                 | Campus Pho | 17013524524 <a href="#">Busy</a>                        | 4:21PM      |            |
| Human Resources Director           | Campus Pho | 17013524278 <a href="#">Busy</a>                        | 4:21PM      |            |
| Food Service Fingarson             | Campus Pho | 17013524324 <a href="#">Answered (Click Refresh)</a>    | 4:21PM      |            |
| Cedar Grove Four                   | Campus Pho | 17013524396 <a href="#">Busy</a>                        | 4:21PM      |            |
| Maplewood Four                     | Campus Pho | 17013524321 <a href="#">Recipient Hung-up (durin...</a> | 4:21PM      |            |
| Cedar Grove Front                  | Campus Pho | 17013524361 <a href="#">Answered (Click Refresh)</a>    | 4:21PM      |            |
| Maplewood Front                    | Campus Pho | 17013524344 <a href="#">Busy</a>                        | 4:21PM      |            |
| Greenhouse Greenhouse              | Campus Pho | 17013524282 <a href="#">Busy</a>                        | 4:21PM      |            |
| Food Service Kitchen               | Campus Pho | 17013524201 <a href="#">Delivered</a>                   | 4:21PM      |            |
| Sunset Kohler                      | Campus Pho | 17013524246 <a href="#">Answered (Click Refresh)</a>    | 4:21PM      |            |
| Lab Lab                            | Campus Pho | 17013524306 <a href="#">Busy</a>                        | 4:21PM      |            |
| Laundry Laundry                    | Campus Pho | 17013524295 <a href="#">Busy</a>                        | 4:21PM      |            |
| Independent Supported Living House | Campus Pho | 17013524309 <a href="#">Answered (Click Refresh)</a>    | 4:21PM      |            |
| Vehicle Maintenance                | Campus Pho | 17013524266 <a href="#">Busy</a>                        | 4:21PM      |            |

Detailed status of what the system encountered when attempting to contact a device.

**MESSAGE DETAIL** [Back To Message History](#)  
Refresh rate: 40 Sec. ▾

**RECIPIENT STATUS** **DELIVERY STATISTICS** **ALERT SUMMARY** **REPORTS** **CANCEL UNCOMPLETED ATTEMPTS**

[< Back to Recipient List](#)

**Results for: Admin Admin (17013524260)**  
Number of status messages:4

|                          |                                                                                           |
|--------------------------|-------------------------------------------------------------------------------------------|
| Left Voice Mail          | <b>Jun 25 2015 3:21:59 PM</b><br>Elapsed: 0:00:51.0 (51 s)<br>Total: 0:01:13.4 (73.4 s)   |
| Answered (Click Refresh) | <b>Jun 25 2015 3:21:08 PM</b><br>Elapsed: 0:00:17.2 (17.2 s)<br>Total: 0:00:22.4 (22.4 s) |
| Ringing (Click Refresh)  | <b>Jun 25 2015 3:20:51 PM</b><br>Elapsed: 0:00:05.2 (5.2 s)<br>Total: 0:00:05.2 (5.2 s)   |
| Pending (Click Refresh)  | <b>Jun 25 2015 3:20:46 PM</b><br>---<br>Total: 0:00:00.0 (0 s)                            |

This page is in auto-refresh mode. The 15 minute automatic log out feature is disabled while on this page.

The Delivery Statistics tab provides a percentage of messages that were delivered by device.

**SUNGARD AVAILABILITY SERVICES** | **ASSURANCE<sup>NM</sup>** [Setup](#) | [Support and Training](#) | [Logout](#)

**My Account** **Send Message** **Message History**

**MESSAGE DETAIL** [Back To Message History](#)  
Refresh rate: Off ▾

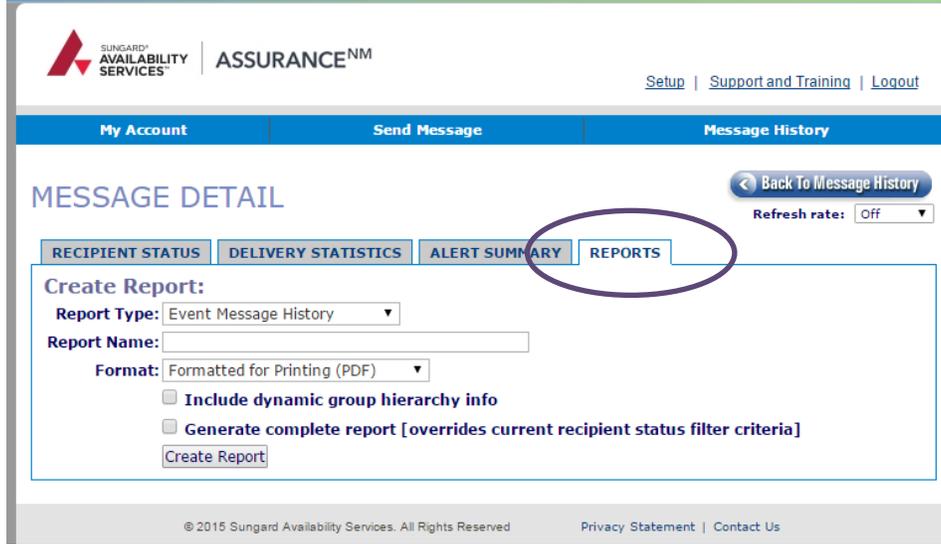
**RECIPIENT STATUS** **DELIVERY STATISTICS** **ALERT SUMMARY** **REPORTS**

**Voice**  
**Delivered: 100% (1 of 1)**

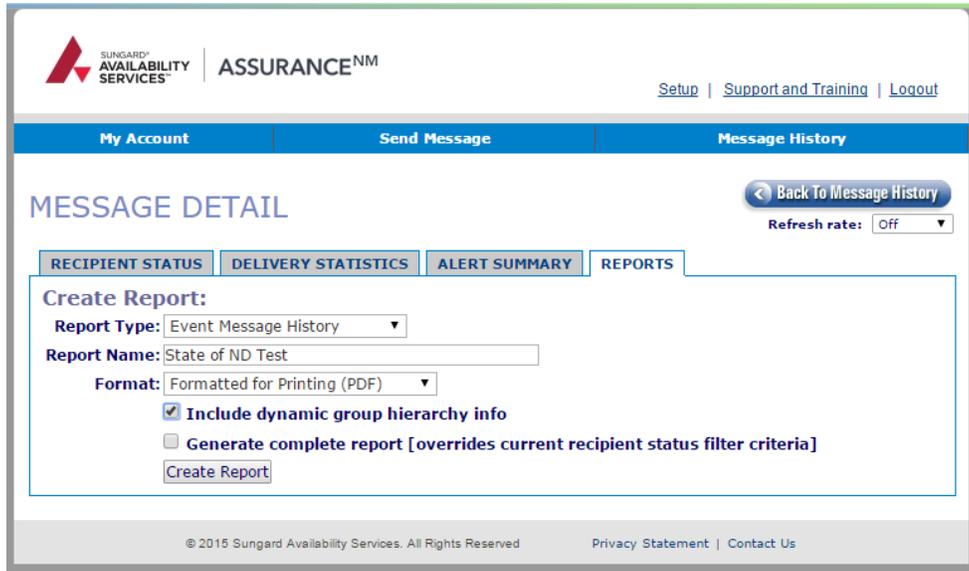
**Text Message**  
**Delivered to Carrier: 100% (1 of 1)**

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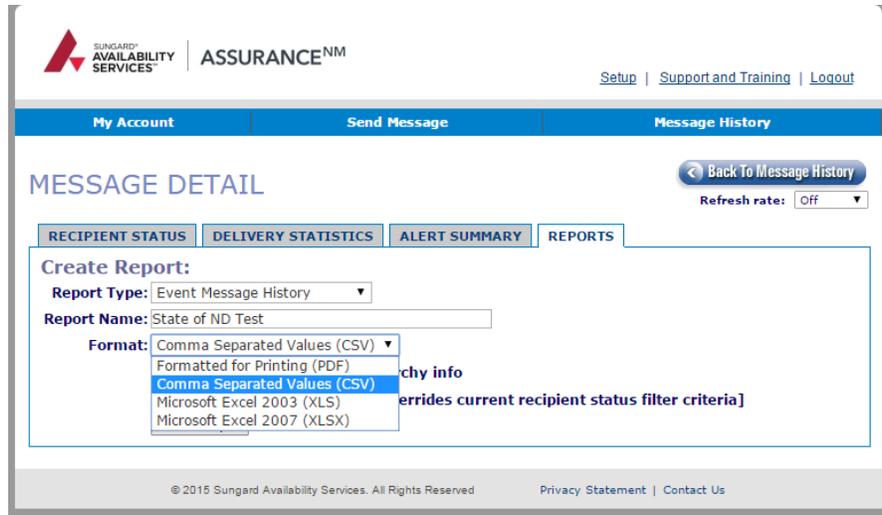
The Reports tab will allow you to run reports.



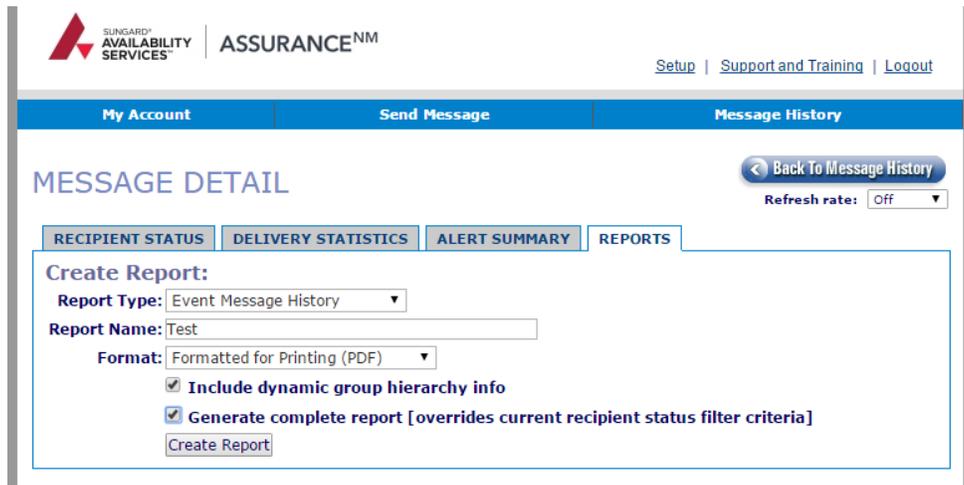
Type in a Report Name.



Choose the format you would like the report generated in. The report can be generated in PDF, CSV, Excel 2003, and Excel 2007.



In order to ensure the report encompasses the information you are wanting on the report it is recommended that both check boxes below are checked. Then click on Create Report.



When the report is done generating click on View Report.

The screenshot displays the Assurance NM web interface. At the top, the logo for Sungard Availability Services and Assurance NM is visible, along with navigation links for Setup, Support and Training, and Logout. Below the header, there are tabs for My Account, Send Message, and Message History. The main content area is titled 'MESSAGE DETAIL' and includes a 'Back To Message History' button and a 'Refresh rate' dropdown set to 'Off'. A sub-header contains tabs for RECIPIENT STATUS, DELIVERY STATISTICS, ALERT SUMMARY, and REPORTS. The 'REPORTS' tab is active, showing a 'Create Report' form. The form includes a 'Report Type' dropdown set to 'Event Message History', a 'Report Name' text field containing 'Test', and a 'Format' dropdown set to 'Formatted for Printing (PDF)'. Two checkboxes are checked: 'Include dynamic group hierarchy info' and 'Generate complete report [overrides current recipient status filter criteria]'. A 'Create Report' button is located at the bottom of the form. Below the form, a footer contains copyright information for 2015 Sungard Availability Services and links for Privacy Statement and Contact Us. At the bottom of the page, a white notification box with a black border contains the text 'Report generating completed. [View report](#)' and a 'Close' button. The 'View report' link is circled in orange.

## INITATING A RECORDED CALL

Type in your name. Then type in the message box. The message box is required. You don't need to type your entire message. For example you can just put "Test" in there. Then select the labels you would like the message to be sent to. Then select Voice Recording.

The screenshot shows the Assurance NM 'Send Message' interface. The page title is 'Send Message' and the language is set to 'English'. The user's name is 'Dawn Moen'. The subject is 'Message from Assurance Notification Manager'. The message body is empty, with a '1000 characters remaining' indicator. The 'Select Labels' section has 'All' selected. The 'Voice Recording' section shows 'Record Over the Phone' as checked, and 'Introduction' and 'Message' as 'No Message Recorded'. The 'Features' section has 'Multi Language Alert' and 'English (United States)' checked, and 'Voice Recording' checked and highlighted with a yellow arrow. Other features like 'Get Word Back', 'Message Templates', 'Configure Intro', 'NM Direct', 'Conference Bridge', 'PIN Code', 'Cascade', 'Message Board Options', 'Alert Links', and 'Scheduled Alert' are unchecked. The bottom navigation bar includes 'Go Back', 'Cancel', 'Spellcheck', and 'Send Message' buttons.

Click on the red dot next to Record Over the Phone.

The screenshot shows the Assurance NM 'Send Message' interface. At the top, there are navigation tabs: 'My Account', 'Send Message', and 'Message History'. The main heading is 'Send Message'. Below this, there are several input fields: 'Your Name' (Dawn Moen), 'Your Phone', 'Your Email', and 'Subject' (Message from Assurance Notification Manager). The 'Message Body' section has radio buttons for 'Single Body' and 'By Device'. A large text area for the message body is present, with a '1000 characters remaining' indicator. Below the message body, there are radio buttons for 'All', 'Voice', 'Text', and 'By Label'. The 'Voice Recording' section is highlighted with a yellow arrow pointing to a red square icon next to the 'Record Over the Phone' label. Below this, there are labels for 'Introduction' and 'Message', both with 'No Message Recorded' status. On the right side, there is a 'Message Summary' section with a list of items and a 'Features' section with various checkboxes, including 'Multi Language Alert', 'English (United States)', 'Voice Recording', and 'Scheduled Alert'. At the bottom, there are buttons for 'Go Back', 'Cancel', 'Spellcheck', and 'Send Message'.

Then the screen below will show up.

The screenshot shows the 'Enter Number' dialog box. The dialog box is centered on the screen and contains the following fields and elements: 'Call Language' (English (United States)), 'Country Code' (1 United States (+1)), and 'Phone Number' (empty). Below the phone number field is a numeric keypad with letters associated with numbers 2-9. The keypad has a green 'Call' button and a red 'Cancel' button. The background shows a blurred view of the Assurance NM interface.

Enter the number you would like the system to call you at to record your message. Include the area code. Then click Call. Your phone will ring with in seconds of pushing Call. Follow the prompts to only record the message NOT the introduction. The introduction is programed into Assurance NM. So you will want to Press 2.

Enter Number

Call Language:  
English (United States)

Country Code:  
1 United States (+1)

Phone Number:  
7013287582

|           |          |           |
|-----------|----------|-----------|
| 1         | 2<br>ABC | 3<br>DEF  |
| 4<br>GHI  | 5<br>JKL | 6<br>MNO  |
| 7<br>PQRS | 8<br>TUV | 9<br>WXYZ |
| ←         | 0        | →         |

Call Cancel

The message below will appear while the system is working to call you. **Don't hit OK until your message has been accepted by the system.**

Message from Assurance Notification Manager

Single Body By Device

Text

Notice

Please do not close this dialog box until you have completed your recording session.

OK

Features

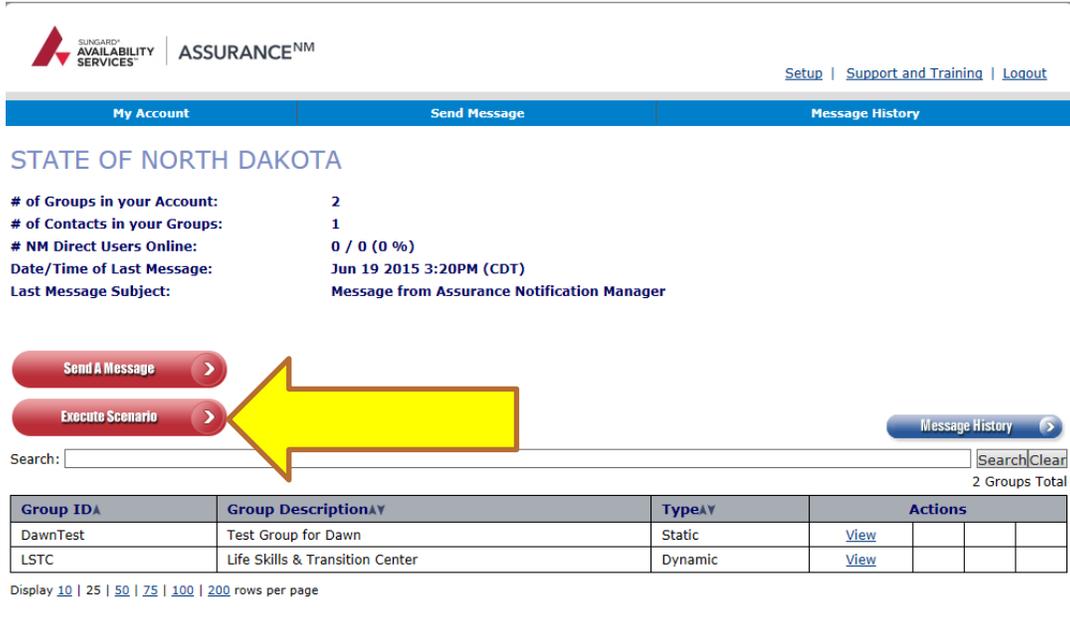
- Multi Language Alert
- Multi Language Alert (United States)
- Back
- Templates
- Recording
- Intro
- NH Direct
- Conference Bridge
- PIN Code

Then after your message has been accepted and you hit OK your recorded message will show up below. Then select the labels you would like to send the message too. Then click Send Message.



## EXECUTING A SCENARIO

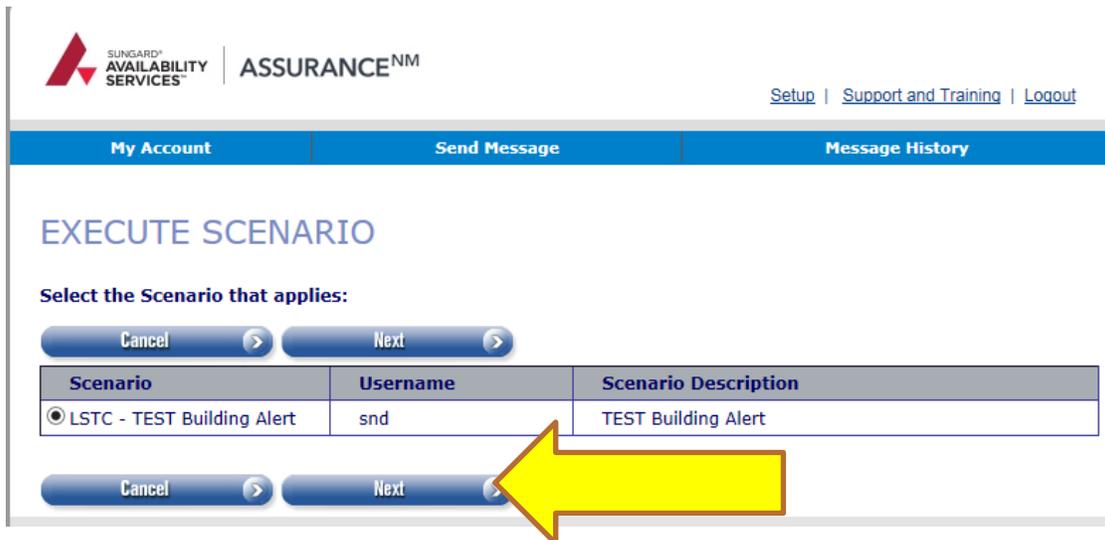
Click on Execute Scenario. The scenarios will need to be created by an administrator and then your account will be assigned to your specific scenario(s).



The screenshot shows the Assurance NM interface. At the top left is the logo for SUNGARD AVAILABILITY SERVICES and ASSURANCE<sup>NM</sup>. On the top right are links for Setup, Support and Training, and Logout. Below the logo is a navigation bar with three tabs: My Account, Send Message, and Message History. The main content area is titled 'STATE OF NORTH DAKOTA' and displays account statistics: # of Groups in your Account: 2, # of Contacts in your Groups: 1, # NM Direct Users Online: 0 / 0 (0 %), Date/Time of Last Message: Jun 19 2015 3:20PM (CDT), and Last Message Subject: Message from Assurance Notification Manager. Below the statistics are two buttons: 'Send A Message' and 'Execute Scenario'. A large yellow arrow points to the 'Execute Scenario' button. To the right of these buttons is a 'Message History' button. Below the buttons is a search bar with a 'Search' button and a 'Clear' button. Below the search bar is a table with 4 columns: Group ID, Group Description, Type, and Actions. The table contains two rows: DawnTest (Static) and LSTC (Dynamic). Below the table is a pagination control: 'Display 10 | 25 | 50 | 75 | 100 | 200 rows per page'.

| Group ID | Group Description               | Type    | Actions              |
|----------|---------------------------------|---------|----------------------|
| DawnTest | Test Group for Dawn             | Static  | <a href="#">View</a> |
| LSTC     | Life Skills & Transition Center | Dynamic | <a href="#">View</a> |

Click the radio button next to the scenario you would like to use. Then click Next.



The screenshot shows the Assurance NM interface for the 'EXECUTE SCENARIO' screen. At the top left is the logo for SUNGARD AVAILABILITY SERVICES and ASSURANCE<sup>NM</sup>. On the top right are links for Setup, Support and Training, and Logout. Below the logo is a navigation bar with three tabs: My Account, Send Message, and Message History. The main content area is titled 'EXECUTE SCENARIO' and contains the instruction 'Select the Scenario that applies:'. Below the instruction are two buttons: 'Cancel' and 'Next'. Below the buttons is a table with 3 columns: Scenario, Username, and Scenario Description. The table contains one row: LSTC - TEST Building Alert (selected with a radio button), snd, and TEST Building Alert. Below the table are two buttons: 'Cancel' and 'Next'. A large yellow arrow points to the 'Next' button.

| Scenario                                                    | Username | Scenario Description |
|-------------------------------------------------------------|----------|----------------------|
| <input checked="" type="radio"/> LSTC - TEST Building Alert | snd      | TEST Building Alert  |

This screen will indicate what groups and/or contacts you have assigned to the scenario. Then click Next.

**SUNGARD AVAILABILITY SERVICES | ASSURANCE<sup>NM</sup>**

Setup | Support and Training | Logout

My Account | Send Message | Message History

### Execute Scenario

Check all groups that apply

Cancel | Next

Search:  Search Clear

Select all | Deselect all 1 Group Selected | 2 Total Groups

| Group ID                                 | Group Description               | Type    |
|------------------------------------------|---------------------------------|---------|
| <input type="checkbox"/> DawnTest        | Test Group for Dawn             | Static  |
| <input checked="" type="checkbox"/> LSTC | Life Skills & Transition Center | Dynamic |

Display 10 | 25 | 50 | 75 | 100 | 200 rows per page

Cancel | Next

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The next screen will provide you a list of contacts that are associated with the scenario. Then click Next.

My Account | Send Message | Message History

### Recipient List

Check all that apply

Go Back | Map Location | Cancel | Next

50 Recipients Selected  
50 Total Recipients

Select / Deselect by Filter

Search:  Search Clear

Select all on this page | Deselect all on this page | Select all | Deselect all

| Recipient                                                     | Unique ID |
|---------------------------------------------------------------|-----------|
| <input checked="" type="checkbox"/> Admin, Admin              | LTSC038   |
| <input checked="" type="checkbox"/> Admin, Business           | LTSC034   |
| <input checked="" type="checkbox"/> Admin, Cedar Grove        | LTSC013   |
| <input checked="" type="checkbox"/> Admin, Health Services    | LTSC039   |
| <input checked="" type="checkbox"/> Admin, Maplewood          | LTSC007   |
| <input checked="" type="checkbox"/> Cell, Cedar Grove         | LTSC046   |
| <input checked="" type="checkbox"/> Cell, Health Services     | LTSC045   |
| <input checked="" type="checkbox"/> Cell, Maplewood           | LTSC047   |
| <input checked="" type="checkbox"/> Chapel, Chapel            | LTSC025   |
| <input checked="" type="checkbox"/> Collette, Collette        | LTSC019   |
| <input checked="" type="checkbox"/> Delivery, Transport       | LTSC049   |
| <input checked="" type="checkbox"/> Director, Human Resources | LTSC036   |
| <input checked="" type="checkbox"/> Fingarson, Food Service   | LTSC042   |
| <input checked="" type="checkbox"/> Four, Cedar Grove         | LTSC011   |
| <input checked="" type="checkbox"/> Four, Maplewood           | LTSC005   |
| <input checked="" type="checkbox"/> Front, Cedar Grove        | LTSC012   |

This screen will show your message, which you have the option to modify if you would like. Then click Send Message.

**Execute Scenario**

English

Your Name: Dawn Moen

Your Phone: 1 (701) 328-0911 ex.

Your Email: nd911\_emergencynotification@nd.gov

Subject: Message from Assurance Notification Manager

Message Body:  Single Body  By Device

Message: This is a test of the building alert for the Life Skills and Transition Center. No action is required because this is just a test.

867 characters remaining

Select Labels:  All  Voice  Text  By Label Hide

Select All | Deselect All | Text Only | Voice Only

Voice - Campus Phone

Note: only labels associated with the selected devices will be included in the message

Message Summary:

- 1 out of 2 Groups Selected
- 50 out of 50 Recipients Selected
- Show Recipients Counts per Language
- Show NM Direct Recipients Online

Features:

- Multi Language Alert
- English (United States)
- Get Word Back
- Message Templates
- Voice Recording
- Configure Intro
- NM Direct
- Conference Bridge
- PIN Code
- Cascade
- Message Board Options
- Alert Links
- Scheduled Alert

Go Back | Cancel | Spellcheck | Send Message

Then you will be taken into the Message History screen.

**MESSAGE HISTORY**

Back To My Account

Messages Queue

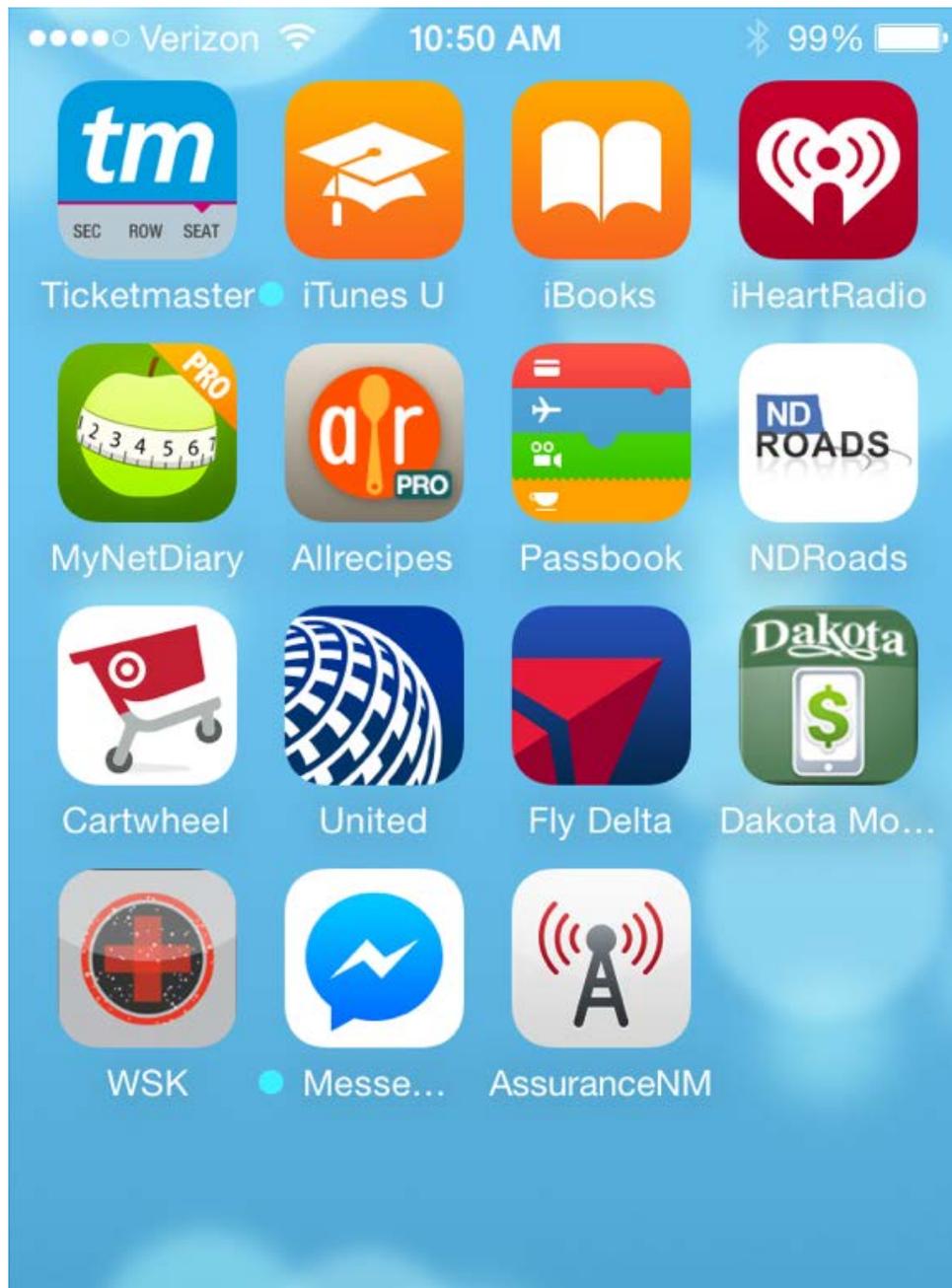
| From                                         | Message | Sent On | Details |
|----------------------------------------------|---------|---------|---------|
| There are no messages currently in the queue |         |         |         |

Messages

| From                  | Message                                                                                                                                            | Sent On             | Details         |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------|
| State of North Dakota | <a href="#">This is a test of the building alert for the Life Skills and Transition Center. No action is required because this is just a test.</a> | Jun 25 2015 03:20PM |                 |
| State of North Dakota | <a href="#">test</a>                                                                                                                               | Jun 24 2015 09:03AM |                 |
| State of North Dakota | <a href="#">Test</a>                                                                                                                               | Jun 24 2015 08:28AM |                 |
| State of North Dakota | <a href="#">This is a test.</a>                                                                                                                    | Jun 23 2015 01:57PM |                 |
| State of North Dakota | <a href="#">We are planning on having donuts for our morning break how many donuts would you like?</a>                                             | Jun 19 2015 03:20PM | [Get_Word_Back] |

## ACTIVATING ASSURANCE NM WITH THE MOBILE APP

Download the Assurance NM app from the app store. The app is free. Click on the app to open it.



Then enter your user name and password which is going to be the same as logging in on the computer. Then click on Login.



Remember me

After successfully entering your user name and password the app automatically opens your History screen. You have the option to look at previous messages and send another message. To send another message click on New Message.

**History**

**Today**

**Message from Assuranc...** 3:20 PM 6/25  
This is a test of the building alert for the Life Skills and Transition Center. No acti...

**Yesterday**

**Test - Dawn** 3:42 PM 6/24  
This is a test of the building alert.

**Message from Assuranc...** 9:03 AM 6/24  
test

**Message from Assuranc...** 8:28 AM 6/24  
Test

**This Week**

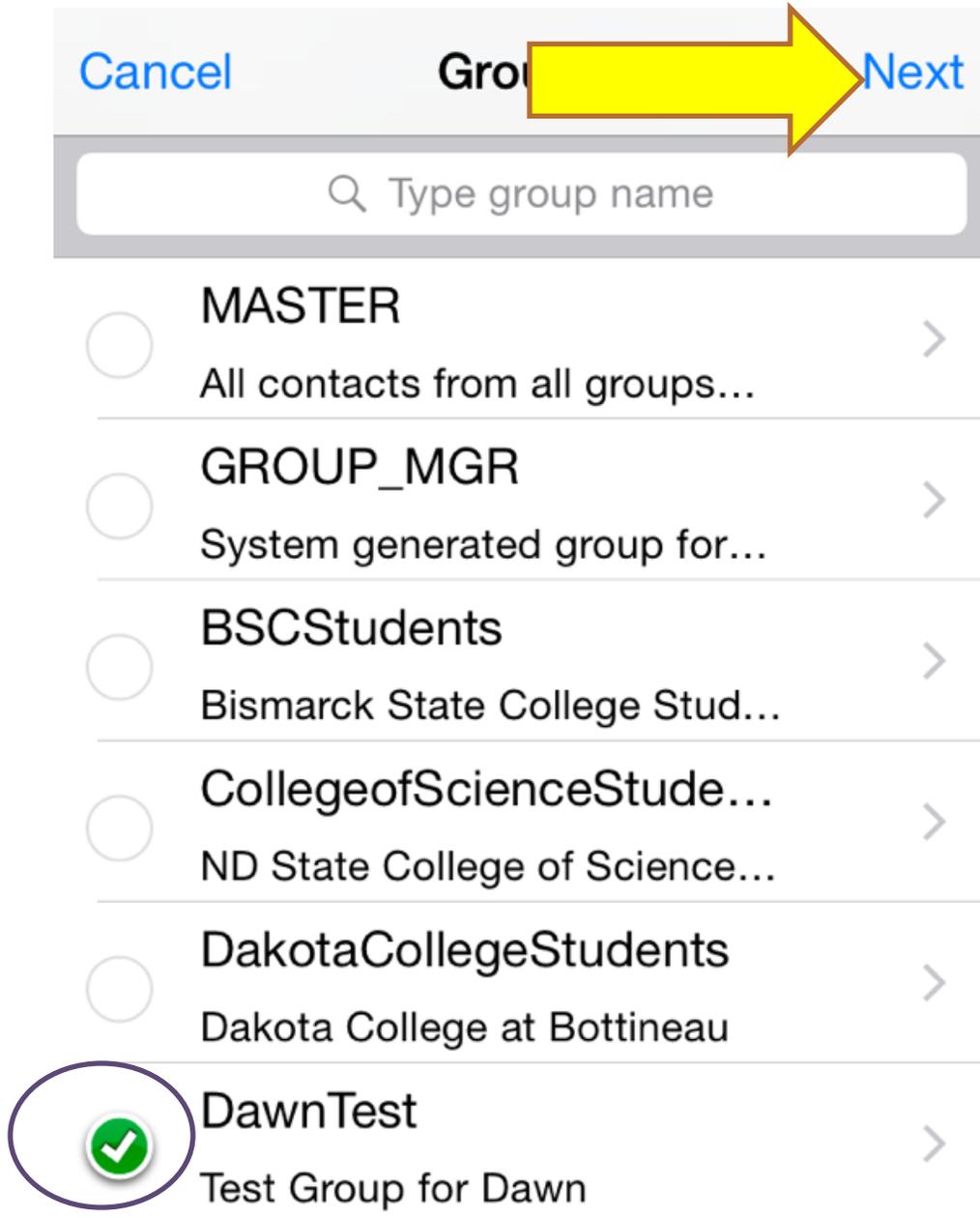
**Message from Assuranc...** 1:57 PM 6/23  
This is a

**Last W**

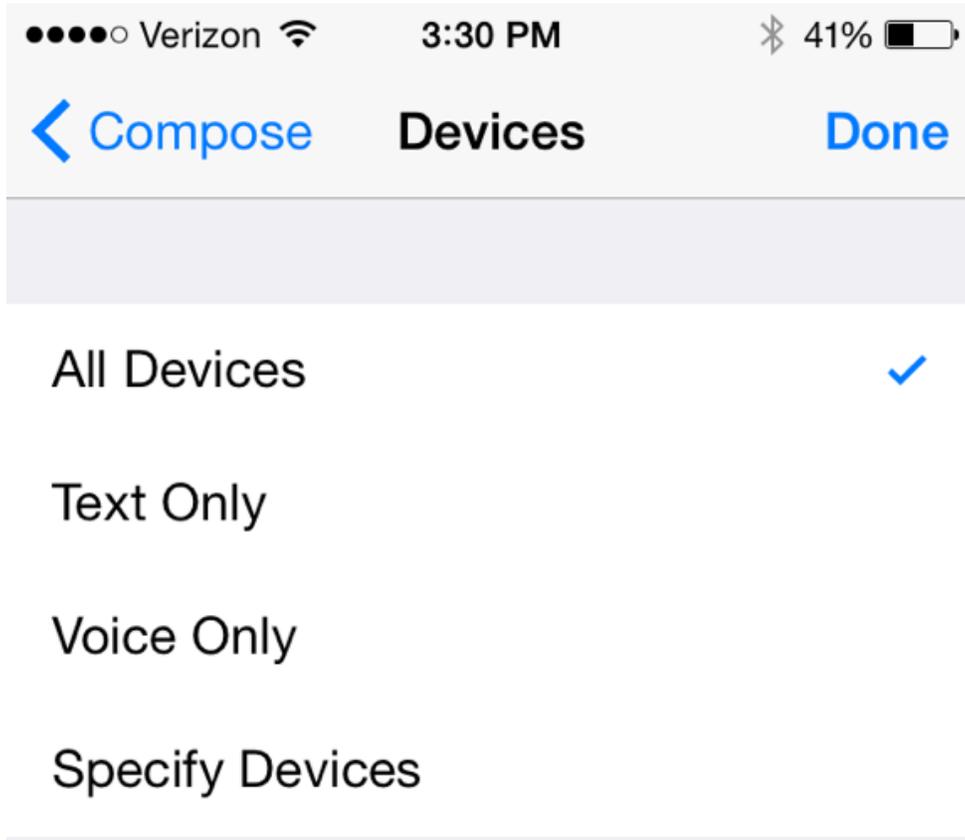
**Message from Assuranc...** 3:20 PM 6/19  
We are planning on having donuts for our

**New Message** **Execute Scenario**

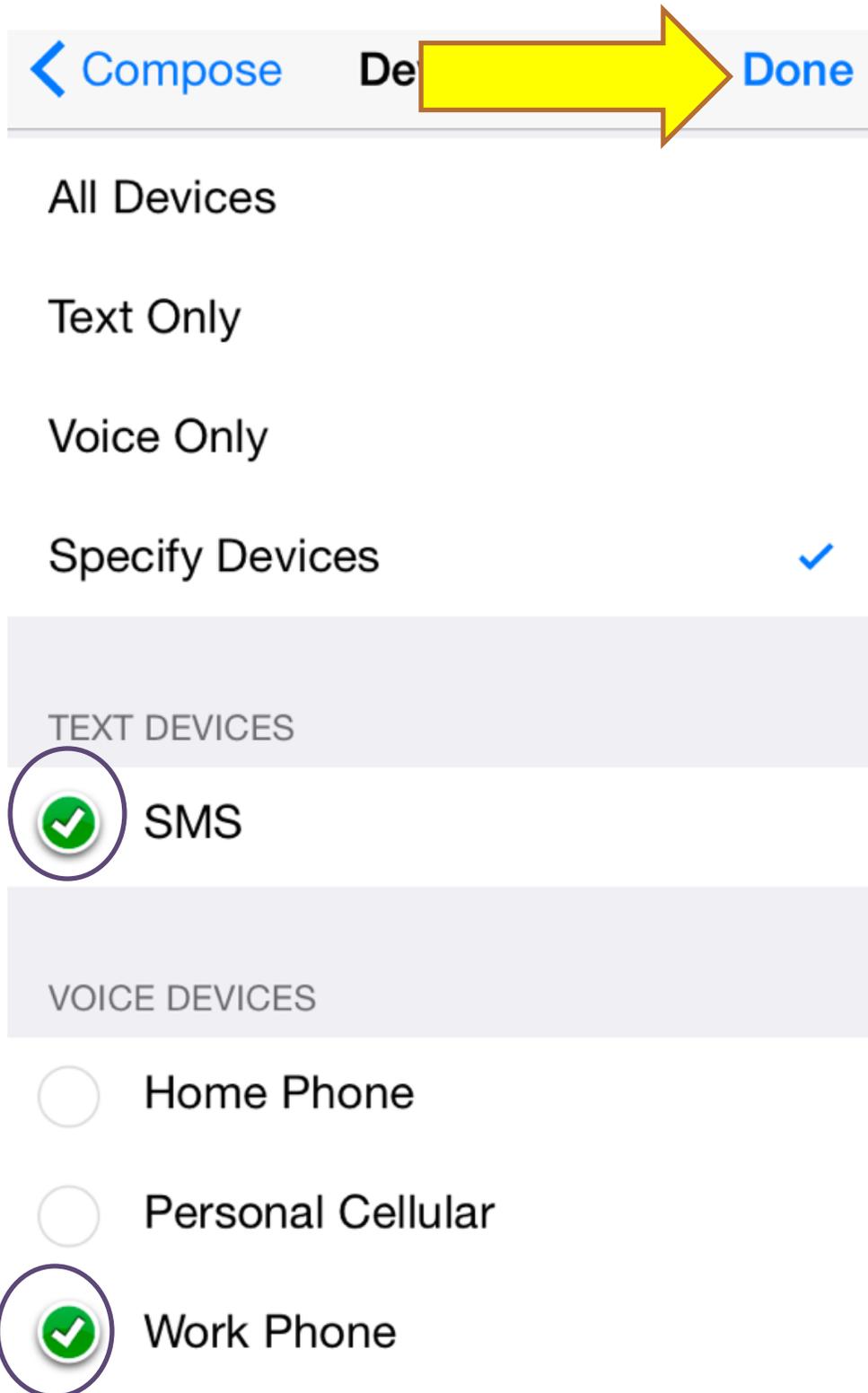
Then put a check mark next to the group you would like to send the message to. Then click Next.



Then you can to send the message to All Devices, Text Only, Voice Only, or Specify Devices.



After you have chosen the devices then click done.



Type in the subject and message. Please review your message and then hit Send.

[← Groups](#)    **Cor**        [Send](#)

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**Subject** 14/60

Building alert

**Message** 25/1000

This is a building alert.

FEATURES

Get Word Back Off

Conference Off

IMS Off

This is the screen you will see when the system is working on send the message you composed.

