# Responder Daily Requirements

## LOG IN START OF DAY

Browse into Sielox Class url at start of day (Use icon on desktop or favorites)

Login in. Keep Browser Window open throughout workday.

Minimize into tray. Increase audio volume

## SELECT ALERT LEVEL

Click Alert Level icon (Lockdown, Evacuate, Shelter, Lockout, All Clear) to best represent the status of the facility.

## CHAT WITH INITIATORS

Chat with Initiators to describe and qualify the condition color status and to push instructions and information to a single or to all locations.

## RESPOND TO ALERT LEVEL CHANGES

Respond to Alert Level changes (Lockdown, Evacuate, Shelter, Lockout, All Clear) with Standard Procedures.

View Action screens (Events, Chat, Floor Plans) to make decisions.

Apply Checkmarks to cleared rooms. Change Location Status to Blue (Medical) as needed.

After incident resolution select Clear Pop Ups. Filter events for Reports.

## RESPOND TO EMAIL TEXT NOTIFICATIONS

If enabled, respond to email text notifications on a Smartphone or Tablet accordingly.

## LOG OUT AT END OF DAY

Log out of Sielox Class

Select Clear Pop Ups. Close Browser Window