

Step 1: Sharing alerts

From the open alert screen, click on “share” to bring you to the share alert screen

The screenshot displays the TAP App interface for Harrison School District. The main content area shows an alert titled "SHELTER (TORNADO THREAT)". The alert details are as follows:

- Building: Harrison High School
- Sender: Lou Wool (Superintendent) (Harrison School District)
- Reason: Tornado Threat
- Location: Off site
- Notes: Move everyone to safe sheltering areas

Below the alert details, there is a grid of action buttons. The "SHARE" button is highlighted with a red arrow, indicating the next step in the process. Other buttons include "DUPLICATE", "MISSING PEOPLE", "FOUND PEOPLE", "ATTENDANCE", "HISTORY -", "PRIORITY", and "DEACTIVATE".

The background interface shows a sidebar with navigation options: Dashboard, Users management, Buildings, Buildings Relations, and History. The main content area also includes an "Access key" section and a table of alerts. The table shows one entry for "Shelter" at Harrison School District - Harrison High School.

Step 2: Select the desired organization(s)

Click on "organizations" and a drop down will appear showing other organizations such as Police and Fire. After you select the organization(s) you'd like to share the alert with, click on "save" and the alert will automatically be sent to the organization(s) selected

The screenshot displays the TAP App ADM Panel interface. A 'Share Alert' dialog box is open, showing a search field for 'Organizations' with 'Harrison Police Department' selected. Below the search field are 'Cancel' and 'Save' buttons. The background shows the app's dashboard with a sidebar menu and a main content area displaying alert details for a 'Tornado Threat' at 'Harrison High School'.

Step 3: Duplicating alerts

From the open alert screen, click on “duplicate” to bring you to the duplicate alert screen

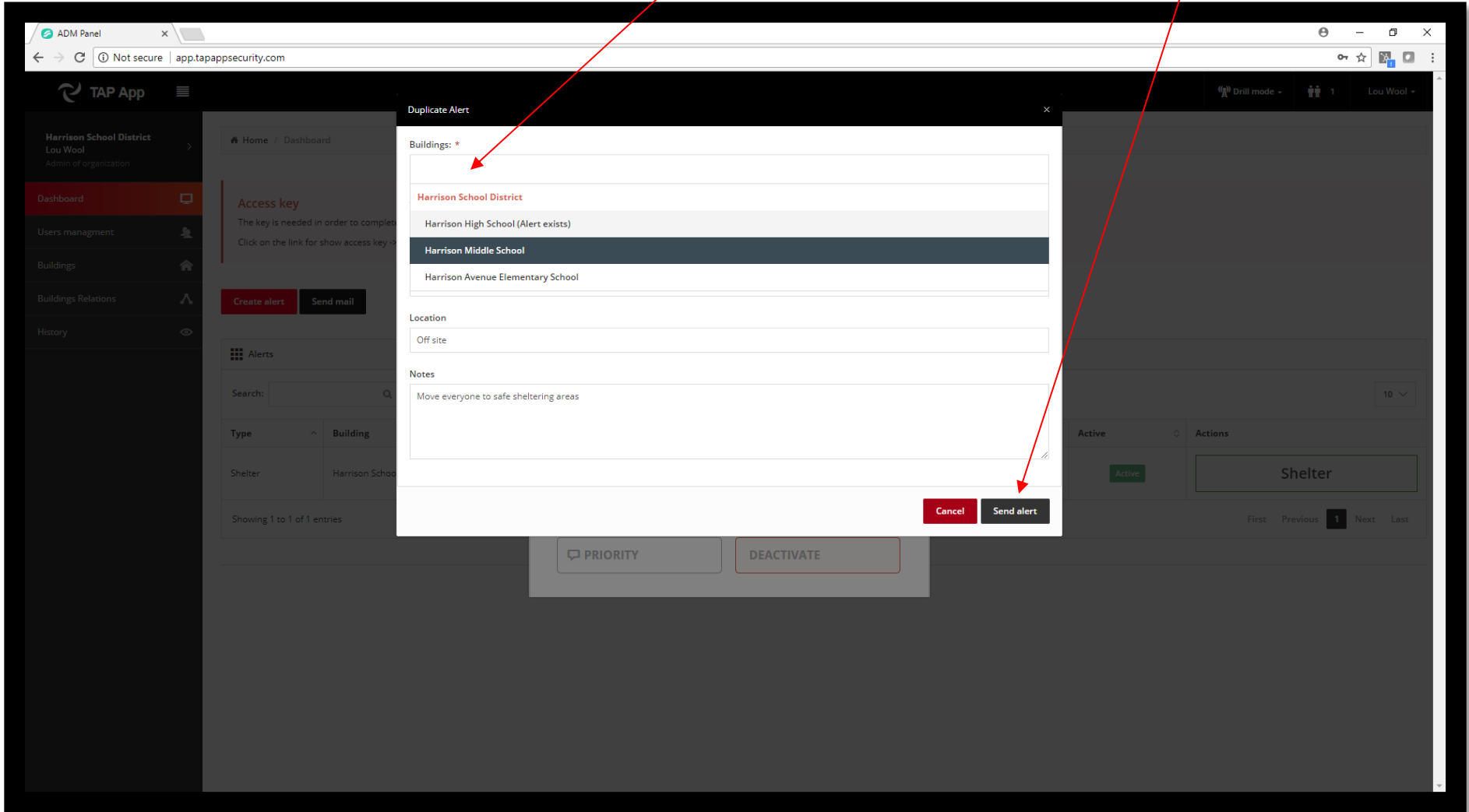
The screenshot displays the TAP App ADM Panel interface. The main content area shows an alert titled "SHELTER (TORNADO THREAT)". The alert details are as follows:

- Building: Harrison High School
- Sender: Lou Wool (Superintendent) (Harrison School District)
- Reason: Tornado Threat
- Location: Off site
- Notes: Move everyone to safe sheltering areas

Below the details, there are several action buttons: SHARE, DUPLICATE, MISSING PEOPLE, FOUND PEOPLE, ATTENDANCE, HISTORY -, PRIORITY, and DEACTIVATE. A red arrow points to the "DUPLICATE" button. The background shows a sidebar with navigation options like Dashboard, Users management, Buildings, Buildings Relations, and History. The top navigation bar includes "Harrison School District", "Lou Wool", and "Admin of organization".

Step 4: Select the desired building(s)

Click on “buildings” and a drop down will appear showing other buildings included in your network. After you select the building(s) you’d like the alert to be duplicated to, click on “send alert” and the alert will automatically be sent to the building(s) selected



Step 5: Managing active alerts

After alerts are created and duplicated, they will appear on the dashboard screen. The number of active alerts depends on the number of buildings the alert was duplicated to. Select and open any active alert you'd like to manage in real time

The screenshot displays the ADM Panel interface for Harrison School District. The left sidebar contains navigation options: Dashboard (selected), Users management, Buildings, Buildings Relations, and History. The main content area shows an 'Access key' section with a 'Show key' link. Below this are 'Create alert' and 'Send mail' buttons. The 'Alerts' section features a search bar and a table with 3 entries. A red arrow points from the text box above to the 'Shelter' button in the 'Actions' column of the first row.

Type	Building	User	Reason	Active	Actions
Shelter	Harrison School District - Harrison High School	Lou Wool	Tornado Threat	Active	Shelter
Shelter	Harrison School District - Harrison Middle School	Lou Wool	Tornado Threat	Active	Shelter
Shelter	Harrison School District - Harrison Avenue Elementary School	Lou Wool	Tornado Threat	Active	Shelter

Showing 1 to 3 of 3 entries

Step 10: Canceling alerts

To cancel an active alert, click on the box that reads “deactivate.” After you click deactivate, another pop up will appear asking “Do you really want to deactivate the alert?” Click on “ok” and the alert will be deactivated. Repeat this process for all the alerts you’d like to cancel

The screenshot displays the TAP App interface for Harrison School District. The main content area shows an active alert titled "EVACUATE (BOMB THREAT)" with details: Building: Harrison High School, Sender: Lou Wool (Superintendent) (Harrison School District), Reason: Bomb Threat, Location: Unknown, and Notes: Move everyone to safe evacuation staging areas. Below the alert details are several action buttons: SHARE, DUPLICATE, MISSING PEOPLE, FOUND PEOPLE, ATTENDANCE, HISTORY, PRIORITY, and DEACTIVATE. A confirmation dialog box is overlaid on the screen, asking "Do you really want to deactivate the alert?" with "OK" and "Cancel" buttons. Red arrows point from the text in the top box to the "DEACTIVATE" button and the confirmation dialog box.

For additional assistance, go to **24/7 Tech Support** at: <https://www.clpsconsultants.com/tech-support>. Complete a digital ticket and submit to our team. Thank you!