



Status Solutions

SARA

User Guide



SARA User Guide

The SARA (Situational Awareness Response Assistant) Alerting and Monitoring system enables your senior center to monitor a wide variety of alarms and provides a convenient Web interface for communicating with other users of the system. Each facility determines what types of alarms it wishes to monitor, but some of the more common alarms are: Door Entry, Motion Detectors, Critical System Failures, and Panic Buttons or Pendants. The main user interface of SARA will show you which options your facility has selected.

This User Guide is intended for general purpose users of the system, and will teach you how to log in, interpret the main alarm screen, send Quick Messages to other users, and set Quick Reminders for yourself.

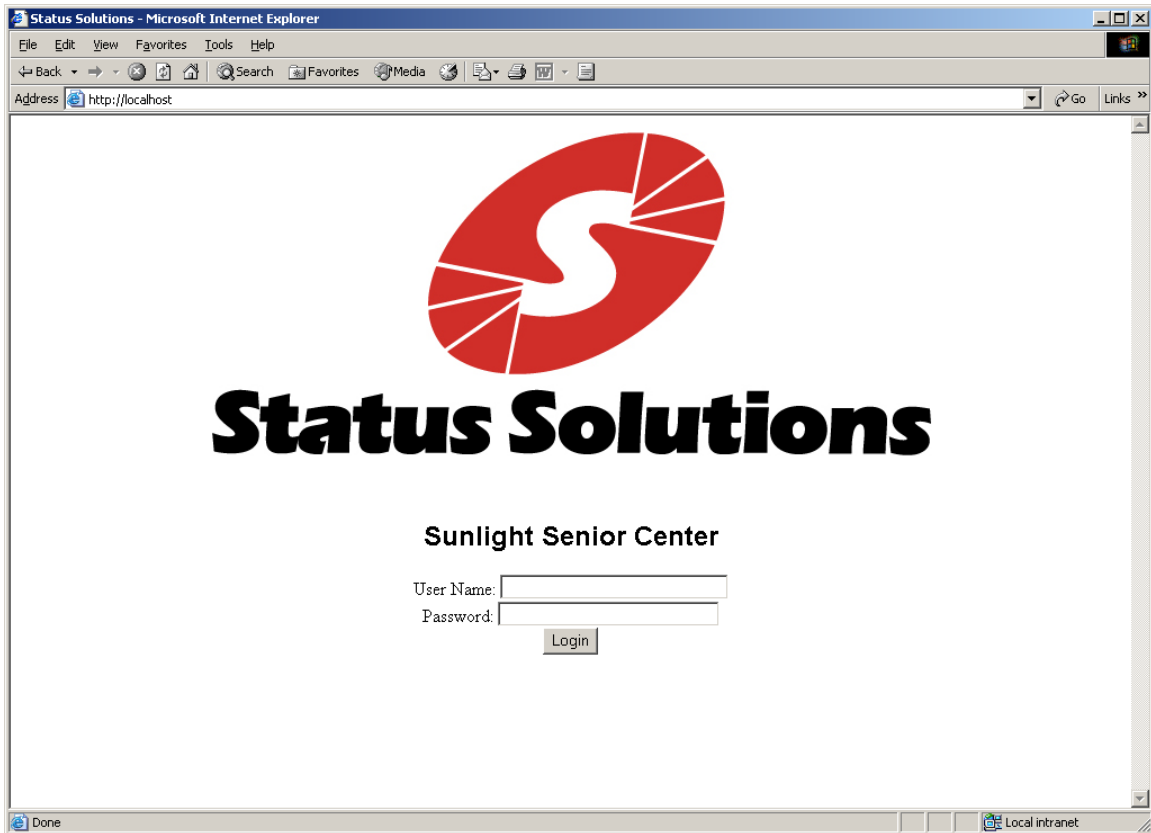
1 Logging In

Using your web browser, connect to the SARA web site. Your system administrator will tell you how your facility will connect to SARA and which IP address to use, but typically you will enter an IP address such as:

<http://208.33.152.64>

You must enter the '**http://**' portion of the address. The address is different for each facility.

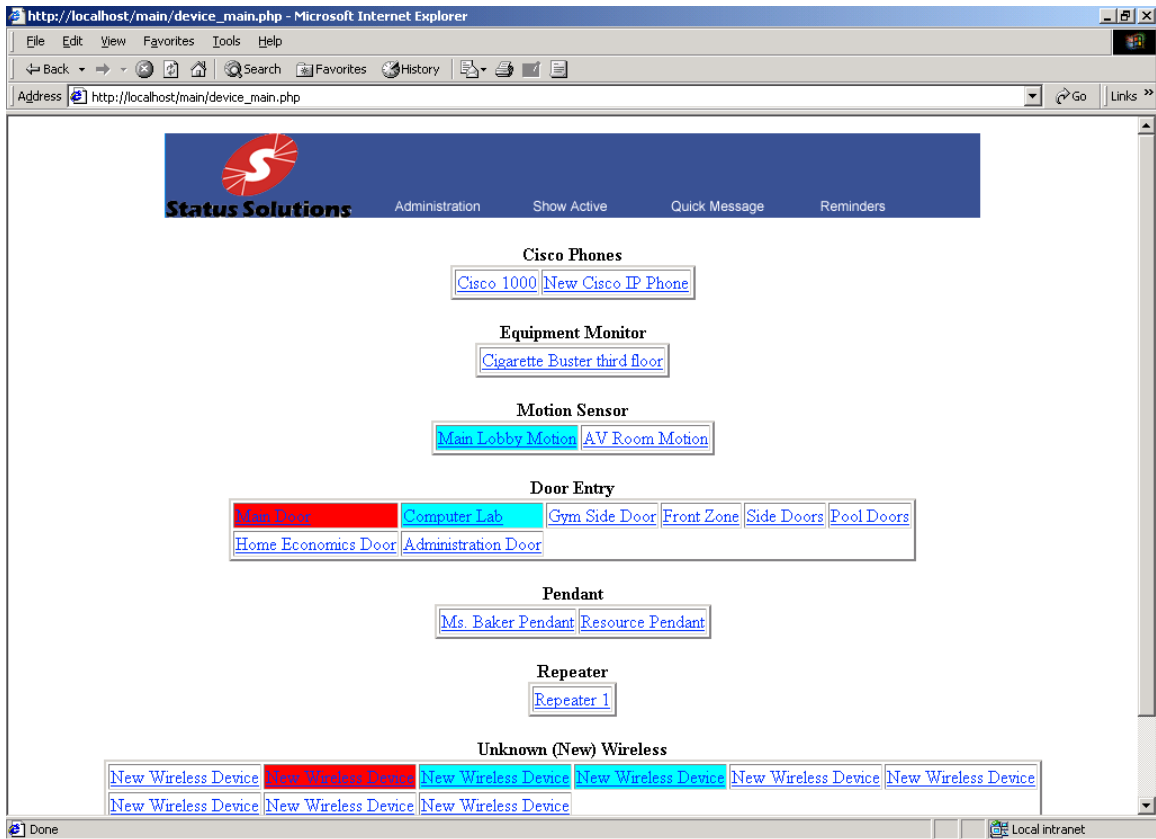
After connecting with the server, you will be presented with the login screen below:



Your system administrator must assign a user name and password. Enter your user name and password into the boxes, and click the Login button. If you have correctly entered your user name and password, you will be taken to the main alarm status screen.

NOTE: User names and passwords are case sensitive. If you are having trouble logging in, make sure the CAPS lock is not set on your keyboard.

The main alarm status screen gives you a quick overview of the entire system and the status of every alarm that is being monitored in your facility. The screen is color coded so that you may identify active and recent alarms quickly. This screen also serves as the launching point for the Quick Message and Reminders features of SARA.



The title bar of the Alarm Status screen has links to the other features of the system. Each link will be discussed in detail later in this guide, but as a brief introduction, the title bar contains the following links:

- **Status Solutions Logo** – Click on this logo on any screen and you will be taken to the main Alarm Monitoring screen.
- **Administration** – This link allows you to accomplish administrative tasks such as adding alert devices and controlling the alerting schedules. The system administrator must grant you specific privileges before you can access this portion of the system.
- **Show Active/Show All** – This is an alternate view of the Alarm Status Screen which shows Active and Recent Alarms. This is useful for facilities with many monitored devices.
- **Quick Message** – This feature allows you to communicate with other users of the SARA system. You may send e-mail, pager, or voice messages to one or several people.
- **Reminders** – This feature allows you to schedule reminder messages to be sent to yourself or another SARA user on a one-time or recurring basis.

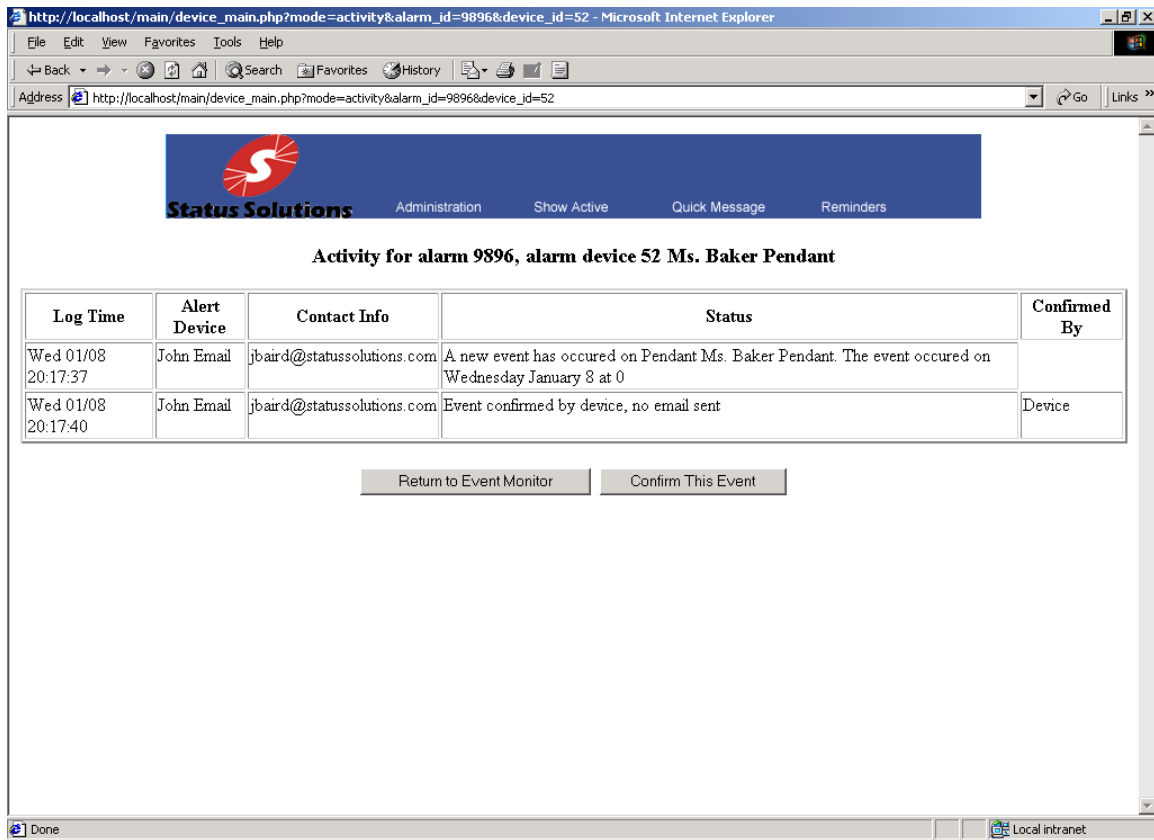
This screen shows every alarm being monitored by the system. The color coding used for each alarm will tell you its status.

- Red alarms are currently active.
- Yellow Alarms have been cleared for less than 10 minutes.
- Blue Alarms have been cleared for less than 20 minutes.
- Green Alarms indicate monitored devices that do not appear to be functioning correctly or that have been removed from the facility.

Clicking on any alarm will display additional detail about the alarm and the actions that have been taken since the alarm was activated. Active (red) alarms may also be confirmed (and cleared) by clicking on them. Your system administrator may configure certain alarms so that they must be manually cleared before they leave the Red status.

NOTE: It is important that you not confirm an alarm unless you know that it is OK to confirm it. The system will record the fact that you confirmed the alarm.

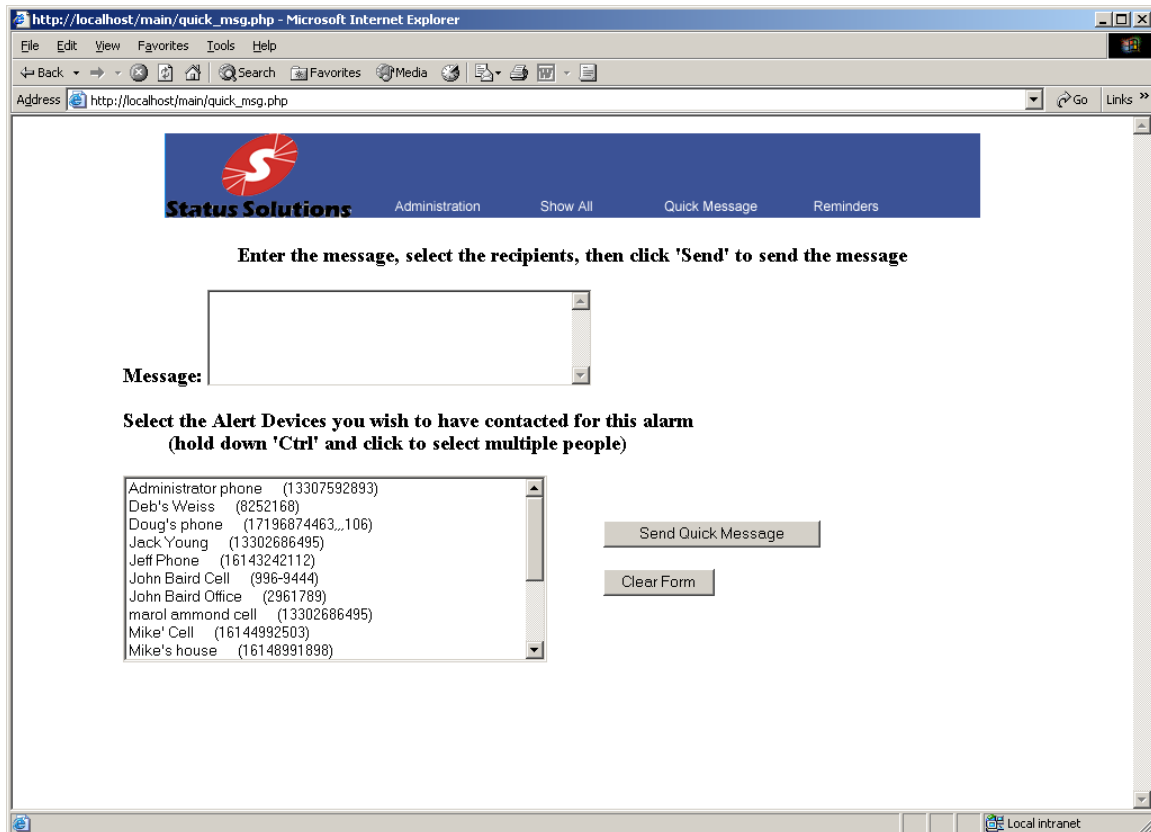
If you click on an alarm, you will be shown a screen similar to the following:



This screen shows when the alarm occurred and that one email has been sent in response to the alarm. If required, you may click on the "Confirm" button to confirm the event. Click on the "Return" button to get back to the main screen.

2 Quick Message

The Quick Message feature allows you to communicate with other users of the system. It provides a handy one-stop-shop for e-mail, pager, and voice communications. When sending a Quick Message, you do not need to know the details of how to contact someone, just select their name from a list and your message will be delivered.



The screenshot shows a web browser window titled "http://localhost/main/quick_msg.php - Microsoft Internet Explorer". The address bar shows "http://localhost/main/quick_msg.php". The page features a blue header with the "Status Solutions" logo and navigation links for "Administration", "Show All", "Quick Message", and "Reminders". Below the header, a message box is labeled "Message:" and contains a text input field. Below the message box, a list of recipients is displayed, with the instruction "Select the Alert Devices you wish to have contacted for this alarm (hold down 'Ctrl' and click to select multiple people)". The list includes:

- Administrator phone (13307592893)
- Deb's Weiss (8252168)
- Doug's phone (17196874463,,106)
- Jack Young (13302686495)
- Jeff Phone (16143242112)
- John Baird Cell (996-9444)
- John Baird Office (2961789)
- marol ammond cell (13302686495)
- Mike' Cell (16144992503)
- Mike's house (16148991898)

To the right of the list are two buttons: "Send Quick Message" and "Clear Form".

This is the Quick Message screen. Sending a Quick Message just requires three simple steps:

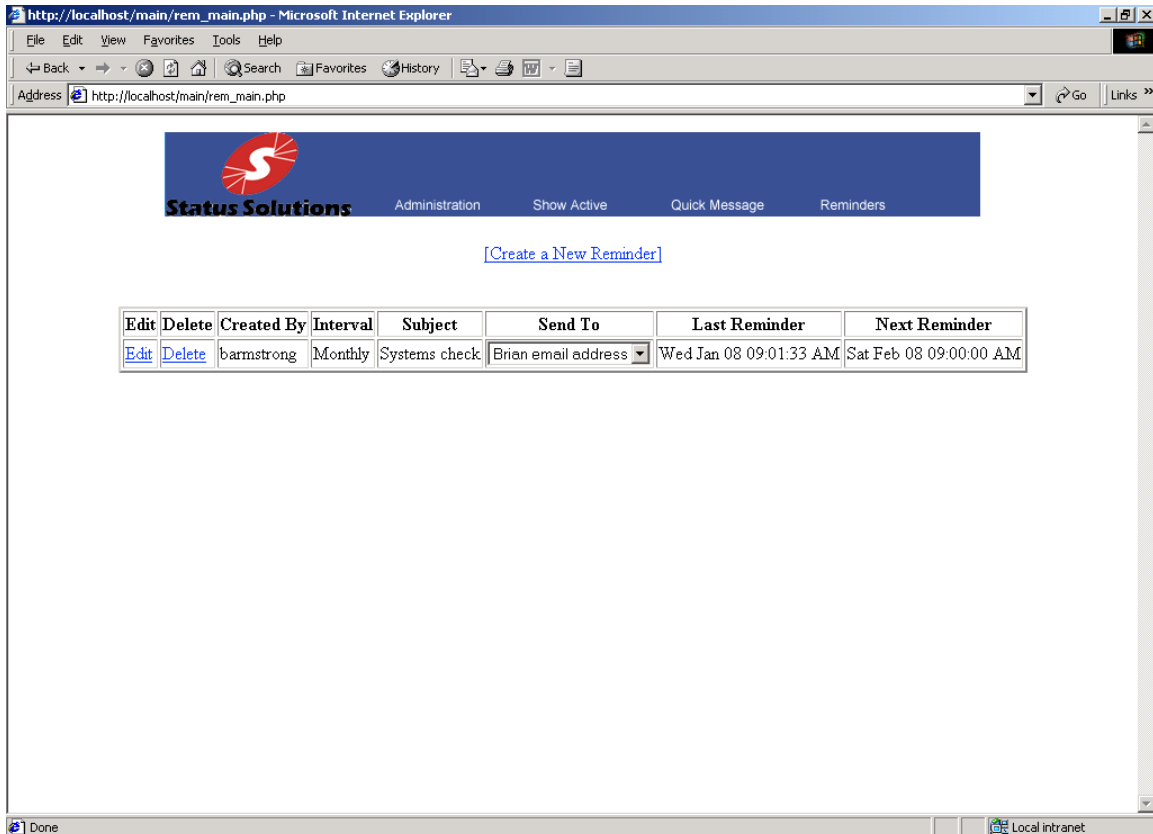
- Type in a message.
- Select the recipient(s).
- Click the "Send" button.

When selecting the message recipients, you may use the standard Microsoft Windows controls to select several items from the list. To select a single person, just click on the name. To select several people, hold down the CTRL key on your keyboard when clicking the names.

When you have selected all of the people that you want to receive the message, just click “Send”.

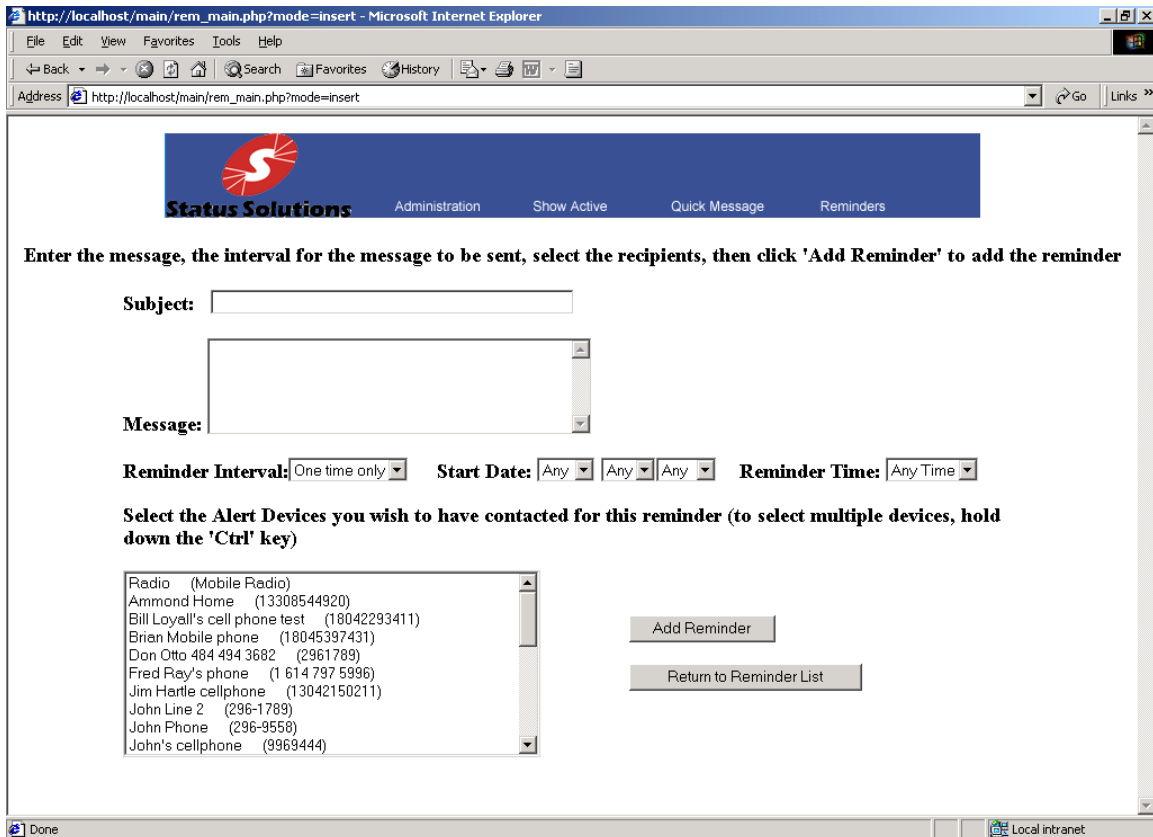
3 Reminders

The Reminders feature allows you to schedule Quick Reminders to be sent to people in the future. The messages can be sent one time, or on a recurring basis.



The main Reminder screen shows a list of all reminders in the system. If you created the reminder, you will be given the option of Editing or Deleting the reminder. Otherwise, these fields will be blank.

To create a new reminder, click on the “Create a New Reminder” link. You will be shown the following screen:



This screen is much like the Quick Message screen, except that you can set the message delivery options. The reminder interval may be set to One Time Only, Daily, Weekly, Bi-Weekly (every two weeks), or Monthly. Use the pull down menus to select a start date and start time for the message. If you do not select a date, the system defaults to the current date.

Choose the Reminder recipients using the same method as described with Quick Message and click "Add Reminder" to add your reminder to the system.

4 Conclusion

The SARA alerting and monitoring system is designed to allow your senior center to operate more efficiently and more safely. The system combines safety monitoring capability with easy to use communication features that can be made available to every person and administrator in a facility.

If you have any questions, comments, or suggestions about this document, or the SARA system, please send us an email at status@statusolutions.com.