FIRE SAFETY PORTAL – USER'S GUIDE

CONNECTED FIRE SAFETY SERVICES

CONTENTS

OVERVIEW

This guide provides instructions for accessing and using the *Fire Safety Portal*. If you need additional support after reviewing this document, please contact our support team at support@connectedfire.com

THE FIRE SAFETY PORTAL

The *File Safety Portal* provides around-the-clock access to your property's important fire safety related documents and files. All files are stored in a single, centralized and secure location.

Our team uploads reports and other important documents to the portal after each successful servicing of your building's safety equipment. (After each visit) **You may also upload your own data to the server.** This flexibility allows you to use the portal as your single repository for all building and fire-related information. To learn more about the information that our team will upload to the *Fire Safety Portal*, please review our overview page.

The *File Safety Portal* is built on the latest technology allowing users access to all available files and documents through nearly any mobile device, including IPads, tablets and Kindles. (See the *Mobile Access* section below for details)
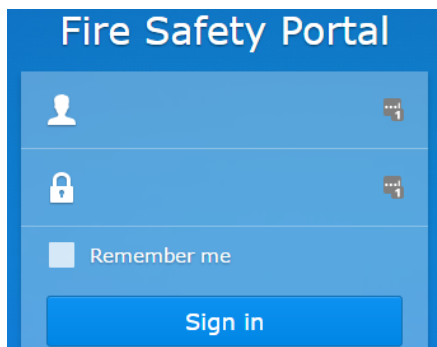
ACCESSING THE FIRE SAFETY PORTAL

The *File Safety Portal* is accessible through any standard web browser. The site is optimized for mobile devices and will automatically provide a modified layout when accessed from a mobile device.

Web Address: https://portal.connectedfire.com

Enter your username and password into the log-in form. It's that simple.

OBTAINING LOG-IN CREDENTIALS

The log-in credentials for the *File Safety Portal* are provided to you by our team. If you are a member of a condominium Board, all members will share a single username and password.

Your account credentials were provided in our Welcome Letter. If you forget your username and/or password you can contact any member of our support team to obtain this information. (support@connectedfire.com)

CHANGING PASSWORD, USERNAME

Since the user accounts for the *Fire Safety Portal* are potentially shared amongst the members of your Board of Directors (if applicable), users do not have the ability to change the username or password. Upon request our team can change the password associated with your user account.

If you believe that a password change is needed, please contact our support team. (support@connectedfire.com)

## ENCRYPTION

All connections to the *Fire Safety Portal* are encrypted over a secure, encrypted connection.

🔒 https://portal.connectedfire.com

WORKING WITH FOLDERS

By default the *Fire Safety Portal* contains five (5) primary folders, which may contain files or additional subfolders. This is similar to the file structure on most personal computers, making it second nature to navigate for most users.

📁 Inventory Reports
📁 Invoices
📁 My Files
📁 Needs Analysis
📁 Service Reports
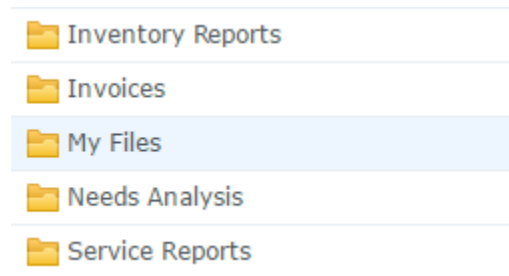
Graphic: Primary five folders of the Fire Safety Portal.

You have full administrative control over the **My Files** folder and any subfolders that you create within. You have read-only access to the other four (4) standard folders. The following table details the five primary folders and the associated access levels that you will have for each.

Folder Name	Description	Access Permissions
My Files	Primary folder you to upload and store your own documents and files. Create as many sub-folders as you'd like to design your preferred folder structure.	Read/Upload/Delete
Inventory Reports	The *Inventory Report* is the master document that details all of the fire safety equipment throughout the property. This is a *living document*, which is updated by our technicians after each on-site service visit. You will find your Inventory Report within this folder.	Read

Needs Analysis	Contains your original Needs Analysis Report, which is created by our technician following our initial visit to the property.	Read
Service Reports	You will find all service reports within this folder. A *Service Report* is completed by the technician after each service visit to the property. This document details the specifics of all equipment serviced and any parts and materials used. *Service Reports* provide the "proof" that the fire equipment was serviced and certified by a technician.	Read
Invoices	*Invoices* provide a short summary of the services completed and the associated costs. These should be used for accounting purposes.	Read

Note: Subfolders inherit the permissions of the parent folder by default. 'Read' includes ability to download.

BROWSE FILES

After logging in you can browse the folders and files on the *Fire Safety Portal* in the same fashion as on your personal computer. Clicking a folder shows the contents of that folder, which may be files or subfolders.
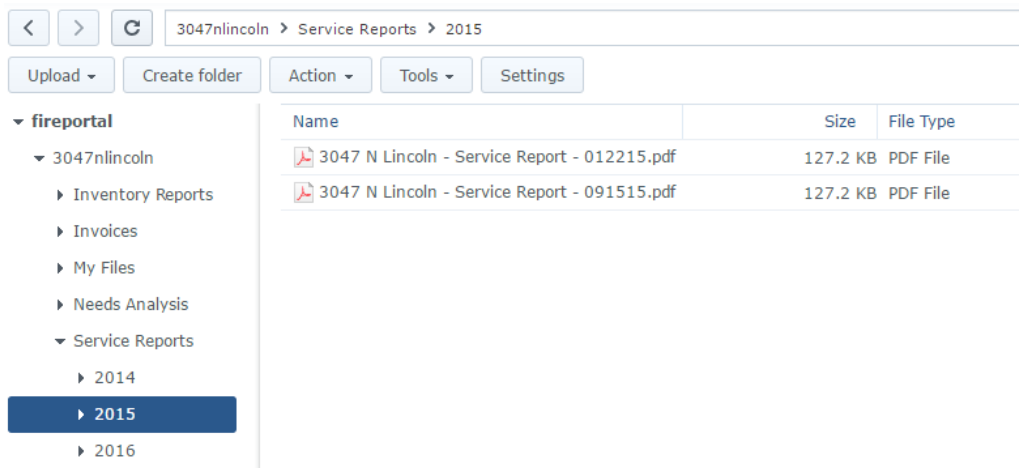
*Graphic: Folder navigation within the Fire Safety Portal.*

DOWNLOAD FILES & FOLDERS

You can view or download any number of files, or complete folders, in seconds. You can even download a full copy of the entire *Fire Safety Portal* to your computer with a single click!

DOWNLOAD ONE OR MORE *FILES*

1) Select the file(s) that you'd like to download by selecting the items from the right-hand window.

2) With your chosen files selected, click the **Action** button from the top menu (or right click) and select **Download**.
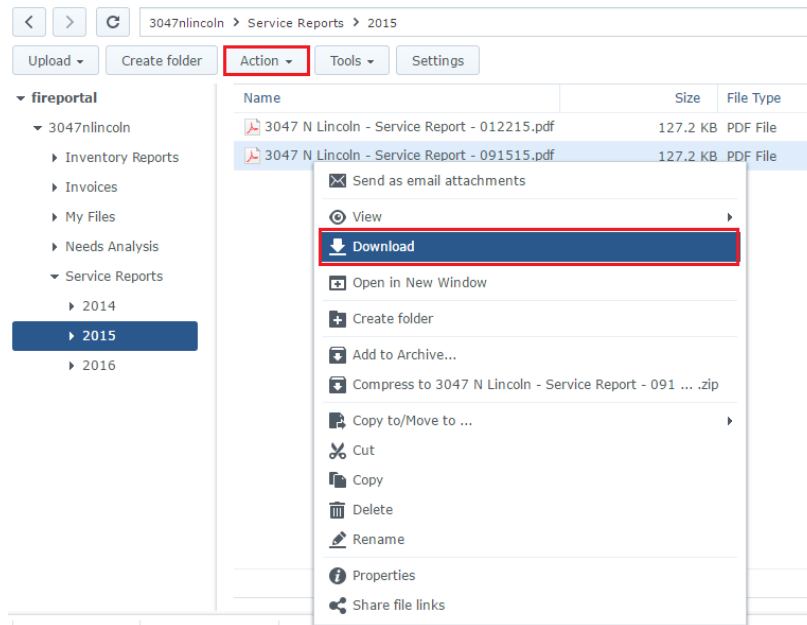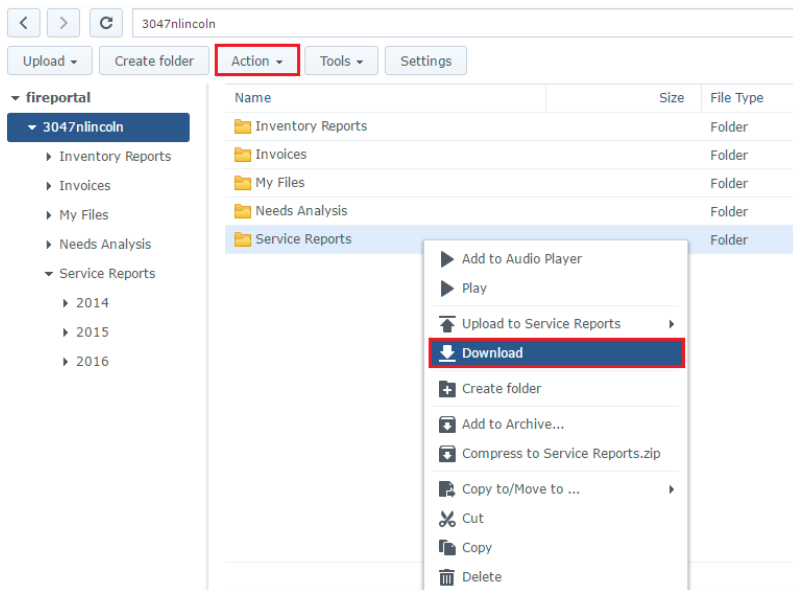

Graphic: Select file(s) and click **Action** *->* **Download**.

3) Select the destination where you would like the files saved on your computer. Click the **Save** button to complete the process.

DOWNLOAD ONE OR MORE *FOLDERS*: (INCLUDES ALL FILES WITHIN THE FOLDER)

1) Select the folder(s) that you'd like to download by selecting the items from the right-hand window.
2) With your chosen folders selected, click the **Action** button from the top menu (or right click) and select **Download**.

Graphic: Select a folder and click **Action** *->* **Download**.

3) From the resulting pop-up window, specify the destination where you would like the folder saved on your computer. The folder will then be saved.
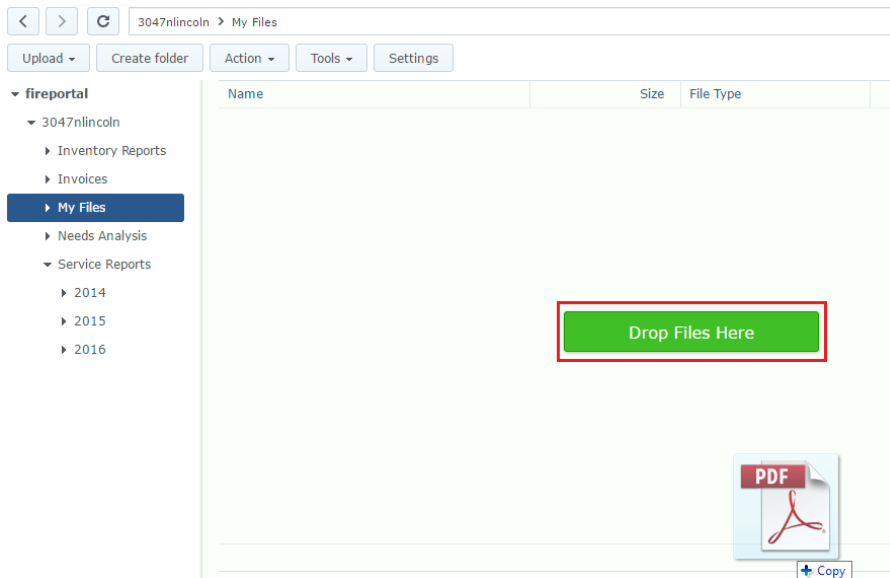
UPLOAD FILES

You can upload and store your own files and folders to the *Fire Safety Portal*. This is a great way to maintain all of your building's important information in a single, secure location. If you are a member of a Board of Directors, this also allows you to easily share files with other members.

All personal files must be uploaded within the **My Files** folder, or any subfolder(s) that you create within. You can use either of the methods below to upload files and folders.

DRAG AND DROP METHOD

1) Navigate to the folder where you would like your files, or folders, to be uploaded. (This location must reside within the **My Files** folder structure.)
2) Drag any folder(s) or file(s) from your computer to the right hand panel of the *Fire Safety Portal*. You will be shown a "*Drop Files Here*" image indicating that you may drop your item. (See the sample below)
3) Drop the items and they will be uploaded to the selected folder.

Graphic: Drag and drop files or folders to the drop zone

TRADITIONAL UPLOAD METHOD

You can also upload files in a more traditional fashion using the **Upload** button from the top tool bar.

1) Navigate to the folder where you would like your files, or folders, to be uploaded. (This location must reside within the **My Files** folder structure.)

2) Click the **Upload** button from the top tool bar
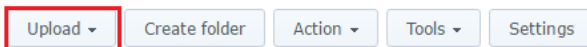
3) Select the files to be uploaded from your computer and click "**Ok**" to complete the process.

SHARE & EMAIL FILES

You can share the files on the *Fire Safety Portal* with anyone. This feature will allow you to provide 3rd parties with a link to download the folders/files that you have shared.

You can optionally set an expiration date so that the link can only be used for a certain amount of time. This feature works great for sharing large files with outside parties.

1) Select the folder(s) or file(s) that you would like to share in the right hand panel of the screen.
2) Click the **Action** button, then select **Share file links.** (see sample below)
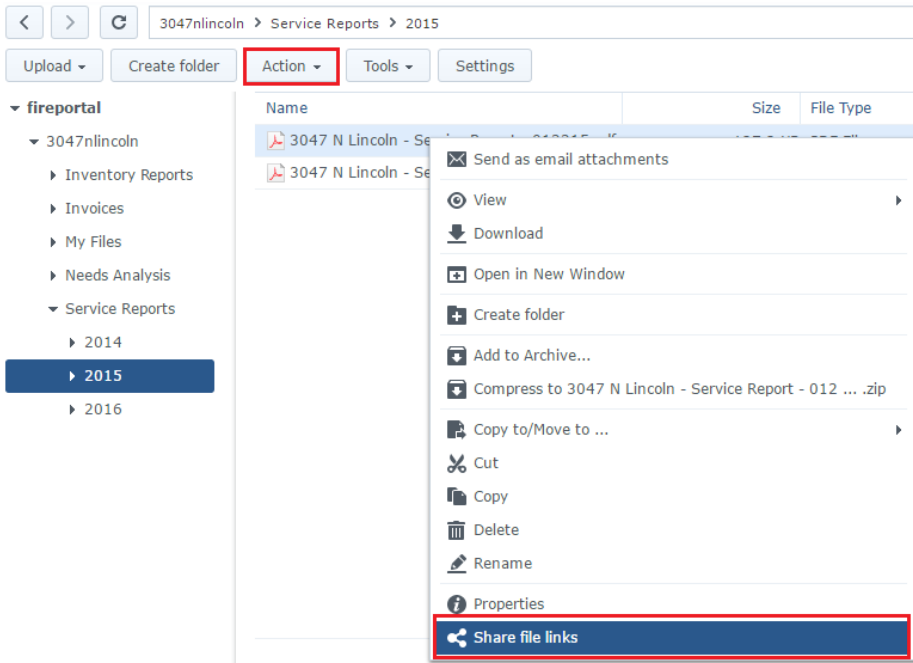
3) From the new window you will be presented with a link to your shared items. (See the sample below) You can copy/paste this link into an email or otherwise share the link with a 3rd party.

LINK OPTIONS

When creating a shared link you may use the **Validity period** button available from the top menu to set the length of time that the link will be usable.

Attempts to download the shared files after this period will be denied. You can alternatively specify the number of times that the file(s) can be downloaded using the link.

MOBILE ACCESS

The *Fire Safety Portal* allows mobile access through an "App" available for Android, iOS, and Windows Phone devices. You can view and manage any file on the *Fire Safety Portal*, whether they are photos, videos, or documents. All can be done on-the-go.

The **DS File** app is available for free on Apple App Store, Google Play or Windows Phone Store.

MOBILE: INSTALLING THE APP

The App used to access the *Fire Safety Portal* is named "***DS File***" created by *Synology Inc*. and can be installed and used for free on your mobile devices. Depending on the type of your device, install the App from the following locations:

IOS: Install from the Apple App Store.
https://itunes.apple.com/us/app/ds-file/id416751772?mt=8

Android Devices: Install from Google Play (formerly Android Market).
https://play.google.com/store/apps/details?id=com.synology.DSfile&hl=en

Windows Devices: Install from the Windows Phone Store.
http://www.windowsphone.com/en-us/store/app/ds-file/eec8dc9a-3964-4d8d-b1b0-3277d7aea241

After the installation has been completed, launch the application to access the *Fire Safety Portal.*

Graphic 7: DS File as found in Google Play

MOBILE: LOG IN

After launching the application you will be shown a simple log in screen like the graphic below. Complete the form as follows:
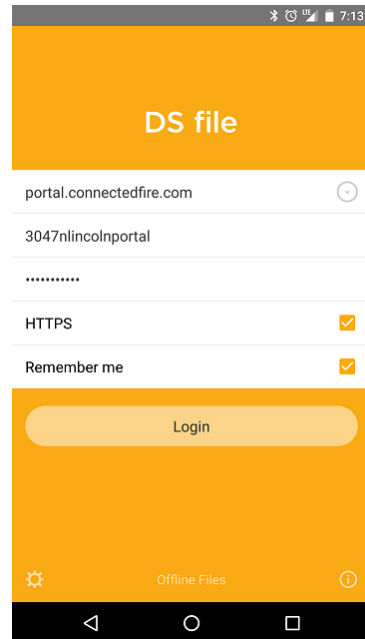
 Address: portal.connectedfire.com
(*Do not include 'http://')
Username: <your username>
Password: <your password>
HTTPS: Checked
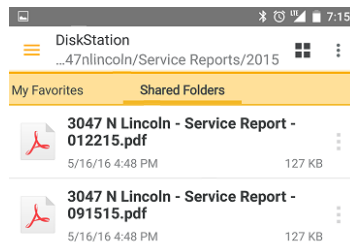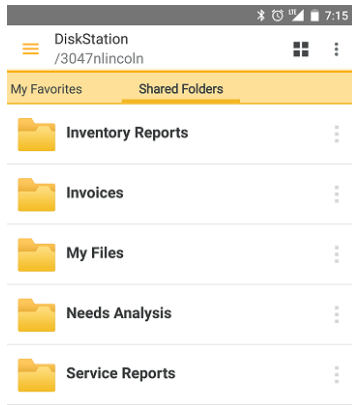
Tap the "Login" button to access the *Fire Safety Portal*.

MOBILE: BROWSE FILES

After logging in you will be shown your *Fire Safety Portal* folders just like when using a web browser. Navigate by tapping the folders and browse the files and subfolders available.

MOBILE: VIEW/OPEN/PLAY FILES

Just like the web site version of the site you can easily view (open) any file on the *Fire Safety Portal*. Simply tap on the file and it will begin to open automatically. The file will be opened using the default application configured on your mobile device for that type of file.

MOBILE: DOWNLOAD FILES

Perform the following steps to download folders and files to your mobile device:

1) Navigate through the folder structure to find the folder/file that you'd like to download.
2) Tap/press the vertical dots menu to be presented with additional options. See the sample below.
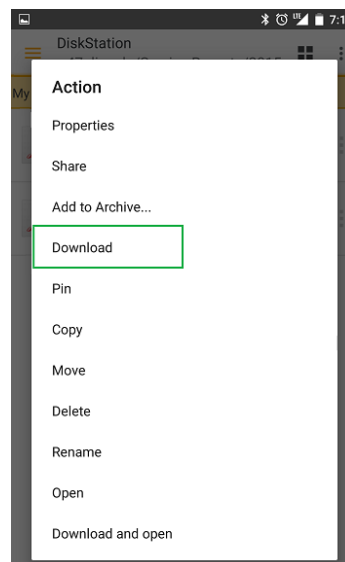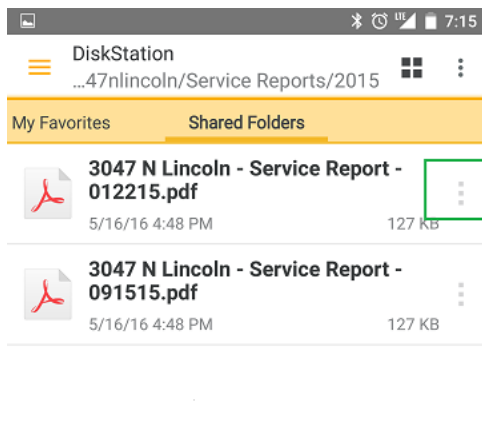
3) Tap the **Download** option from the menu to save the selected items to your mobile device.
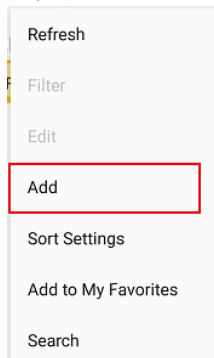
MOBILE: UPLOAD FILES

Perform the following steps to upload items from your mobile device to the *Fire Safety Portal*. This works great for uploading photos and videos that you take from your phone.
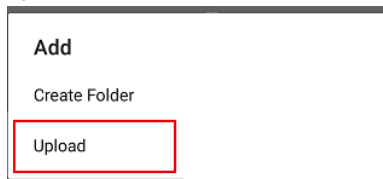
1) Navigate through the folder structure to find the folder where you would like to upload your items. (Must be within the **My Files** folder hierarchy)
2) Tap/press the vertical dots menu in the top right corner of the screen.

3) Tap the ***Add*** icon from the menu as shown in the following screenshot

Refresh

Filter

Edit

Add

Sort Settings

Add to My Favorites

Search

4) From the new pop-up window, tap the ***Upload*** option to select the files from your mobile device to upload.

Add

Create Folder

Upload

MOBILE: CREATE NEW DIRECTORY (FOLDER)
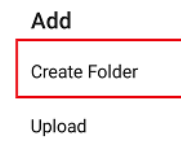
Perform the following steps to create a new folder.

1) Navigate through the folder structure to find the location where you would like the new subfolder created. (Must be within the **My Files** folder hierarchy)
2) Tap/press the vertical dots menu in the top right corner of the screen.

3) Tap the *Add* icon from the menu as shown in the following screenshot

Refresh

Filter

Edit

Add

Sort Settings

Add to My Favorites

Search
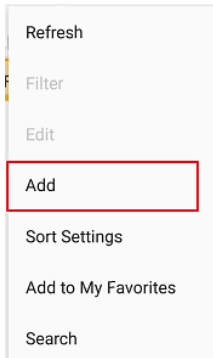
4) From the new pop-up window, tap the *Create Folder* option.

Add

Create Folder

Upload

5) On the resulting screen, name your new folder and press **Done** to complete the process.

Enter a name:

CANCEL   DONE