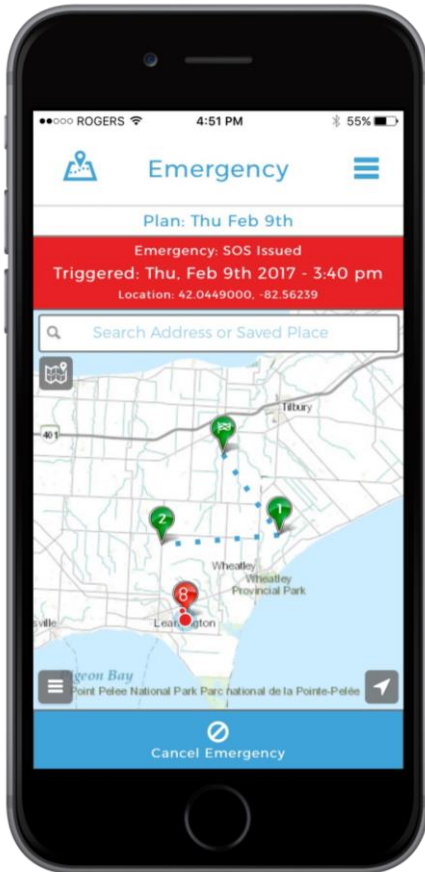


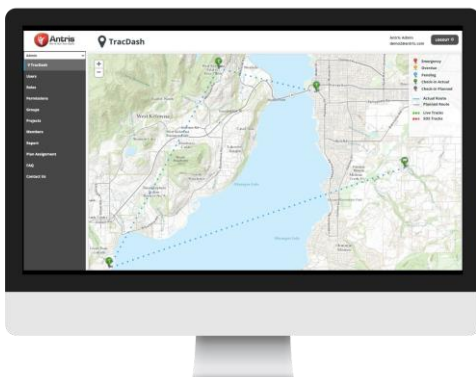
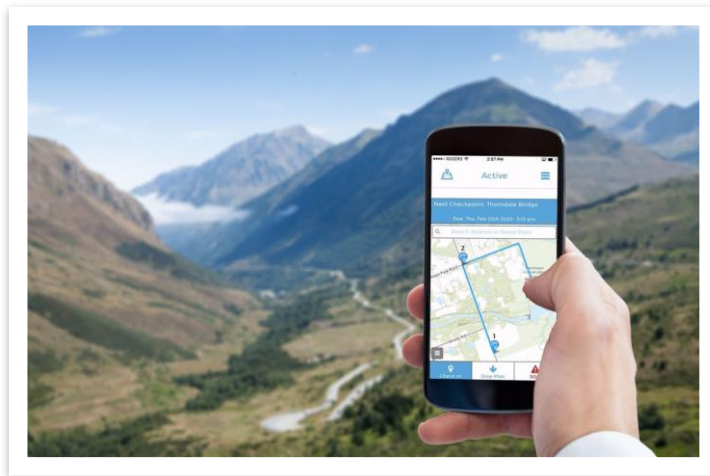
Welcome to Antris!

Manager Guide

Table of Contents



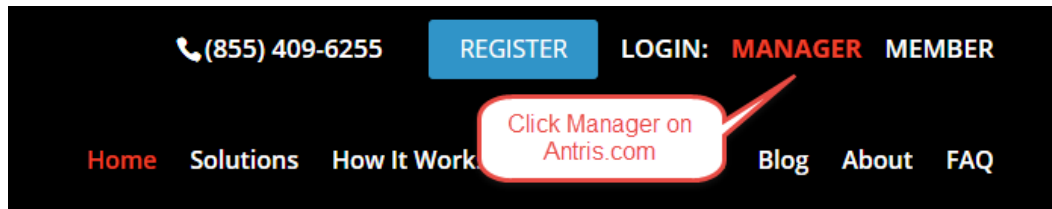
1. TracDash Registration
2. Mobile App
3. Plan Assignment
4. Viewing Active Members
5. Alert & Emergency Process
6. Changing Emergency Contacts
7. Plan Summary Report
8. Reporting
9. Frequently Asked Questions



TRAVEL SAFE!

1. TracDash Registration

Using your Antris email and password that you confirmed during registration, login to your Antris account using the “Manager” login at www.antris.com.



2. Download the Antris Mobile App

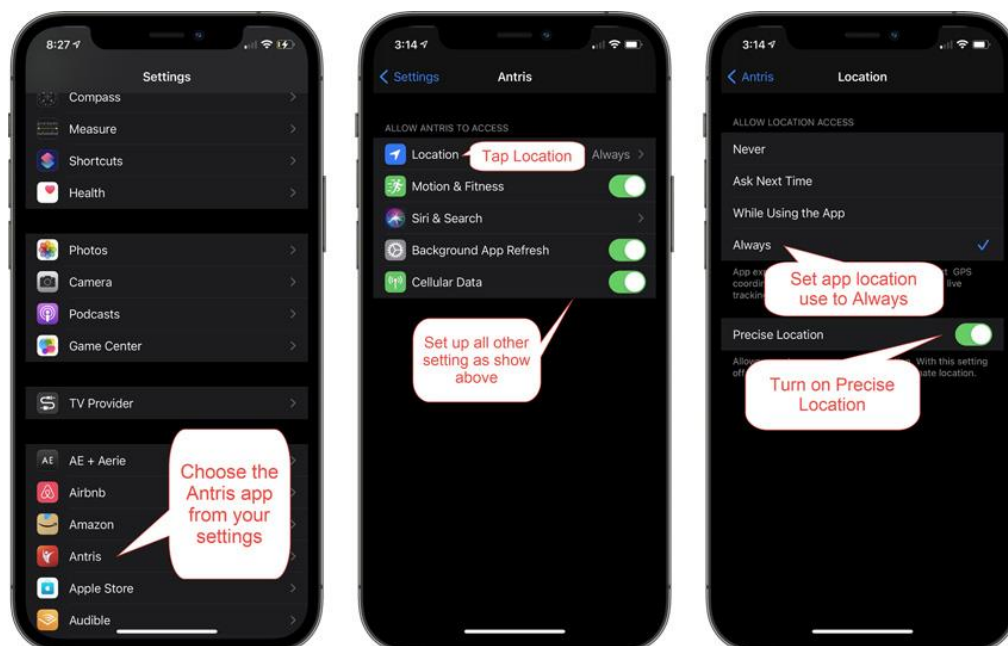
This section was shared with your staff. We are including it here for your information. You do not need the mobile app to view or manage plans, only TracDash. If you will be a Manager and a Member, please also see Member Guide for more details.

Install the Antris Mobile App:

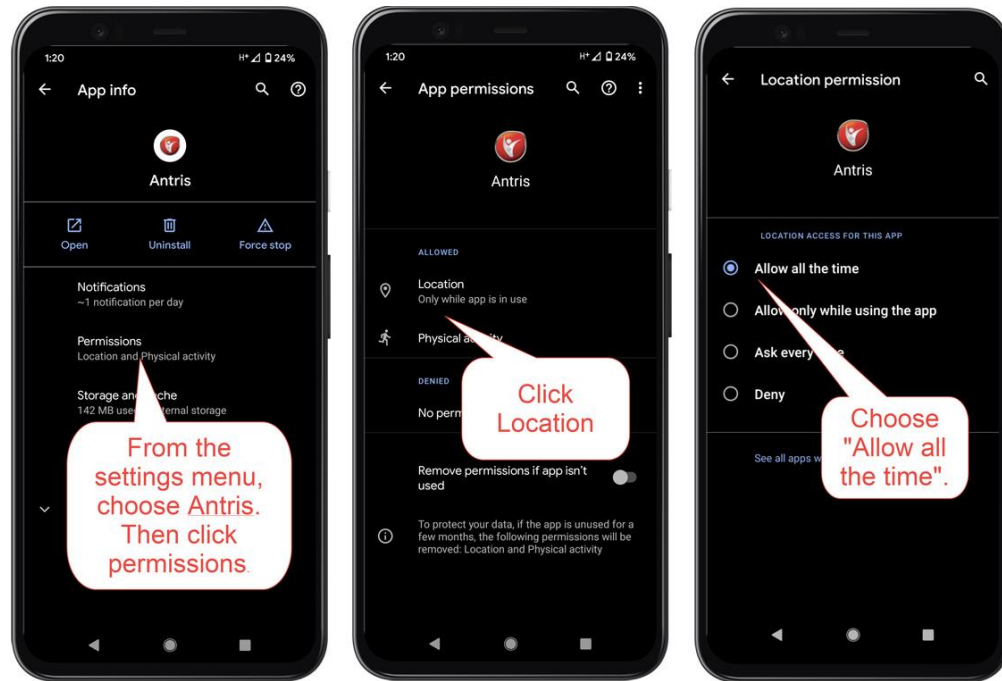


- Make sure that **LOCATION** is set to **ALWAYS** in your Phone Settings. We do not track your phone unless you are on a Live tracking Plan. For interval plans, we only save the GPS locations of where you check-in, apart from when plan goes into live tracking in the case of an emergency.
- The Antris app must always be **OPEN** or **RUNNING IN THE BACKGROUND** during an Active Plan to identify your location. If you close the mobile app we cannot connect with you if an emergency arises.

How to set iPhone Location to Always:



How to set Android phone Location to Always:



GPS Tips:

If your device is not accurately detecting your location or you cannot acquire a signal:

- Ensure that Location services are turned on ALWAYS.
- Select High accuracy as your locating method.
- Turn Location services off and then back on.
- Ensure you are not using a third-party case or cover that could be hindering the GPS signal.
- Restart your device.

GPS signals may be affected by your surroundings, including:

- Buildings
- Tunnels or underground structures
- Weather conditions
- High-voltage or electromagnetic fields
- Tinted windows

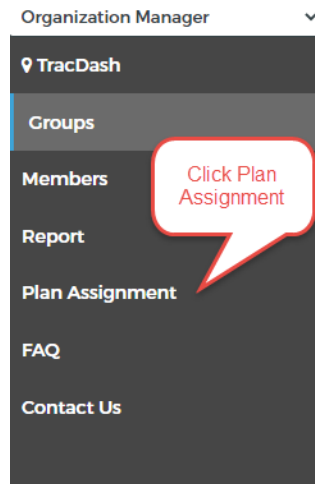
Battery Usage:

- **Emergency Tracking:** When set to Emergency Tracking, the app only live tracks during an Emergency. When no Emergency is initiated, it will not be tracking and therefore the battery usage is not noticeably affected. While the app is Emergency status, your phone will use approximately 10% of your battery per hour depending largely on the phone make and model.

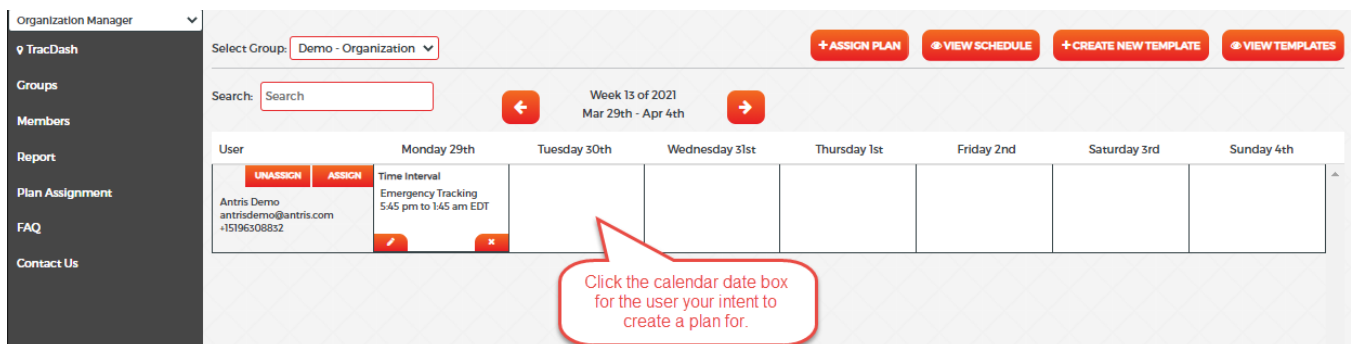
3. Plan Assignment

Using TracDash, Team Administrators can create, assign and update Plans for members in your group. Through this feature, you can assign multiple plans to multiple users at the same time. Please note that you must be granted 'Coordinator' or 'Manager' permissions to create, assign and update Plans for members in your group.

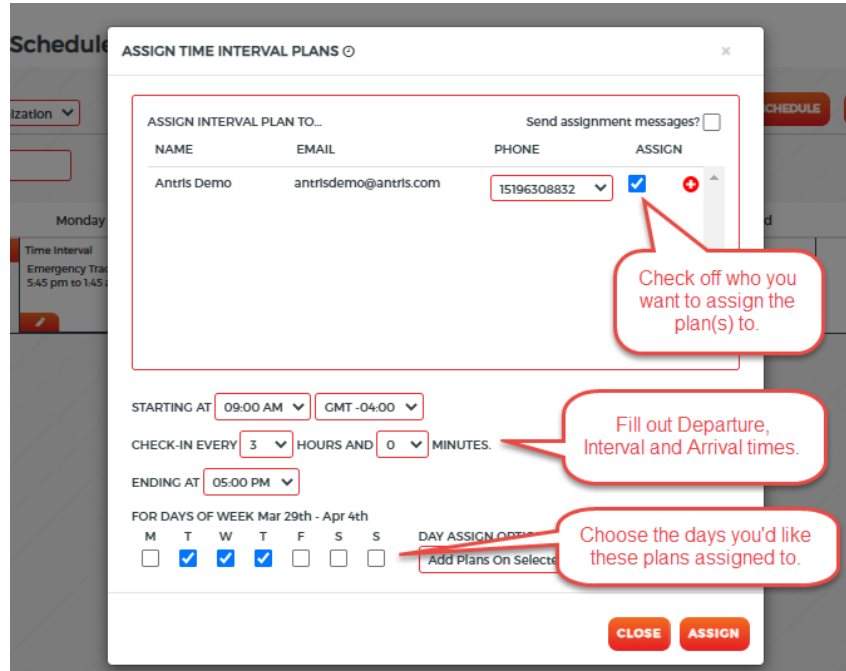
1. Click 'Plan Assignment' from the navigation menu displayed on the left-side of TracDash.



2. Find the user you want to assign plans to and click the calendar box.



- Choose who you want to assign the plan(s) to, the arrival, interval and departure time and the days of the week. Hit assign to save.



ASSIGN TIME INTERVAL PLANS

ASSIGN INTERVAL PLAN TO...

NAME	EMAIL	PHONE	ASSIGN
Antrix Demo	antrixdemo@antrix.com	15196308832	<input checked="" type="checkbox"/>

Send assignment messages? ☐

STARTING AT: 09:00 AM GMT-04:00

CHECK-IN EVERY: 3 HOURS AND 0 MINUTES

ENDING AT: 05:00 PM

FOR DAYS OF WEEK Mar 29th - Apr 4th

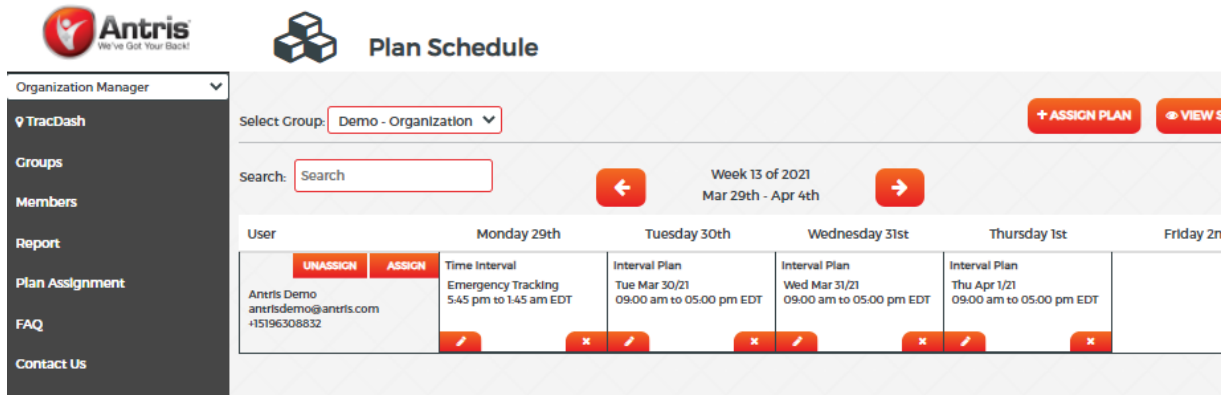
M	T	W	T	F	S	S
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DAY ASSIGNMENT: Add Plans On Selection

CLOSE **ASSIGN**

Callouts:
 - Check off who you want to assign the plan(s) to.
 - Fill out Departure, Interval and Arrival times.
 - Choose the days you'd like these plans assigned to.

- Once assigned, plans will populate the calendar. When it is time for the users to depart on their plan, they will receive a text message reminder.



Antrix **Plan Schedule**

Organization Manager

Select Group: Demo - Organization

Search: [Search]

Week 13 of 2021
Mar 29th - Apr 4th

User	Monday 29th	Tuesday 30th	Wednesday 31st	Thursday 1st	Friday 2nd
Antrix Demo antrixdemo@antrix.com +15196308832	Time Interval Emergency Tracking 5:45 pm to 1:45 am EDT	Interval Plan Tue Mar 30/21 09:00 am to 05:00 pm EDT	Interval Plan Wed Mar 31/21 09:00 am to 05:00 pm EDT	Interval Plan Thu Apr 1/21 09:00 am to 05:00 pm EDT	

UNASSIGN **ASSIGN**

- If a member does not depart on an assigned Plan within 15 minutes of the scheduled departure time, the Team Coordinator will be notified via email.

4. Viewing Active Members

As a Manager, when you login to [TracDash](#), you can view all **Active Plans** in the field. To get to this main page at any time, click on **TracDash** at the top left of your TracDash screen and Active members will be displayed on the map.

To view map details for a specific Member, click in the **grey area** of the row at the bottom where their name appears in. When you do, the map above will change to reflect the selected member's plan.

The color of the Checkpoint marker indicates the current Checkpoint status (see map legend).

Organization Manager

TracDash

Groups

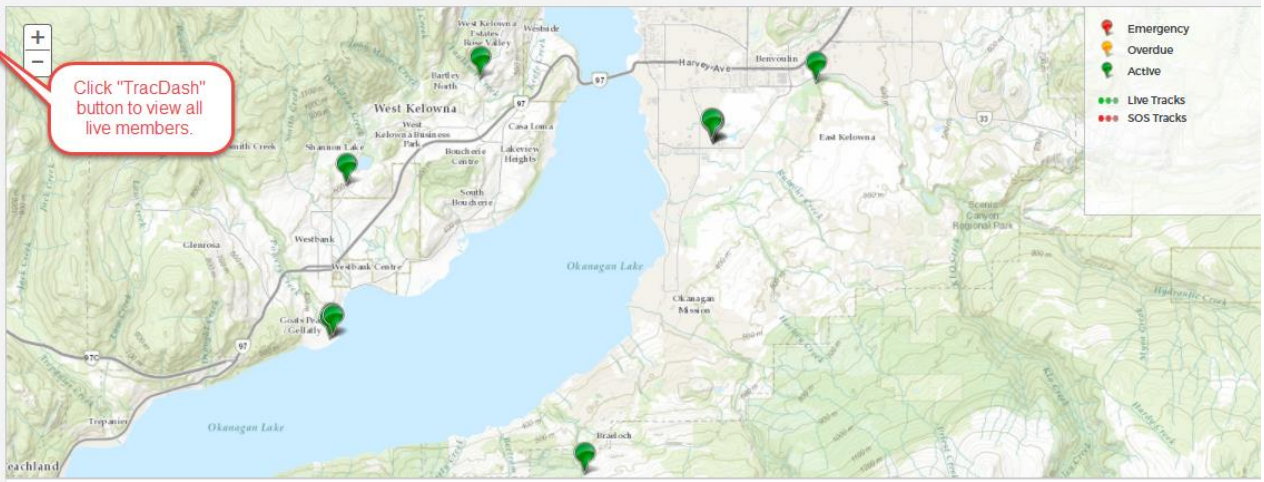
Members

Report

Plan Assignment

FAQ

Contact Us



Plan Status	Plan Name	Fullname	Cell#	Departed	Last Checkin	Plans
Active	Thu Apr 8/21	Candice Driskel	15555558521	Thu Apr 8/21 8:54 am	Thu Apr 8/21 12:51 pm	VIEW

5. Alert & Emergency Response

Member Alert Process

- If you do not check-in after receiving a text reminder at the scheduled check-in time, the Alert Process is initiated.
- Notification frequency may be adjusted by the Group Administrator.

Antris Alert Process		Starts when Check-in is missed
Escalation	Timing	Notification To User
ALERT #1	At Check-in time	Text
ALERT #2	+ 10 minutes	Text
ALERT #3	+ 5 minutes	Voice Call-out
Check-in timing can be adjusted		
If the Alert Process is exhausted without a check-in, the Emergency Process is initiated immediately		

Escalating Emergency Process

- If the Alert Process is exhausted without you checking-in, your Emergency Contacts tiered escalation will begin immediately. Similarly, if you initiate an SOS via the mobile app, your Emergency Contacts will be notified immediately.

An updated secure web link is sent to your Emergency Contacts by text and email, sharing your Plan Summary including current status, intended route, check-ins, profile information and available emergency tracking GPS coordinates.

- When an Emergency Contact confirms acceptance of responsibility for responding to the Emergency, the tiered escalation will stop, the member will be notified by text, and Antris will take no further action on the incident.

Antris Emergency Process		Full Tracking Starts Automatically
Escalation	Timing	Notification to EC
EMERGENCY CONTACT 1	Minute 1	Text
	Minute 2	Voice call-out
EMERGENCY CONTACT 2	Minute 3	Text
	Minute 4	Voice call-out
EMERGENCY CONTACT 3	Minute 5	Text
	Minute 6	Voice call-out
CRISIS RESPONDER (optional)	Minute 7	Voice call-out
At any time during the escalation, an Emergency Contact (EC) confirms their response to the potential Emergency or the final authorized Emergency Contact is notified of the incident, the Antris process ends and Antris takes no further action.		

6. Changing Emergency Contacts

Select or Change Emergency Contacts

If a Plan goes into Emergency Status, selected contacts from the Organization, Divisions, Groups and Members will be chosen to receive message to take responsibility of the emergency.

All Emergency **Contacts** are editable at the top right of the Organization, Division, Group or Member pages in TracDash. Three Emergency contacts are required but contacts may be duplicated.

If an Emergency Contact is away or unreachable, replace them with another Emergency Contact. This can be done on TracDash or by the user when creating a plan of their own on the mobile app.

Emergency Escalation

Emergency Contact 1:

Antris Demo - antrisdemo@antris.com -

Emergency Contact 2:

Sara Campbell - scampbell@antris.com - 1555555555

Emergency Contact 3:

Candice Driskel - cdriskel@antris.com - 15555558521

Crisis Response Name

Crisis Response Phone#

Crisis Response Email

SAVE

Select drop-down arrow to change an Emergency Contact.

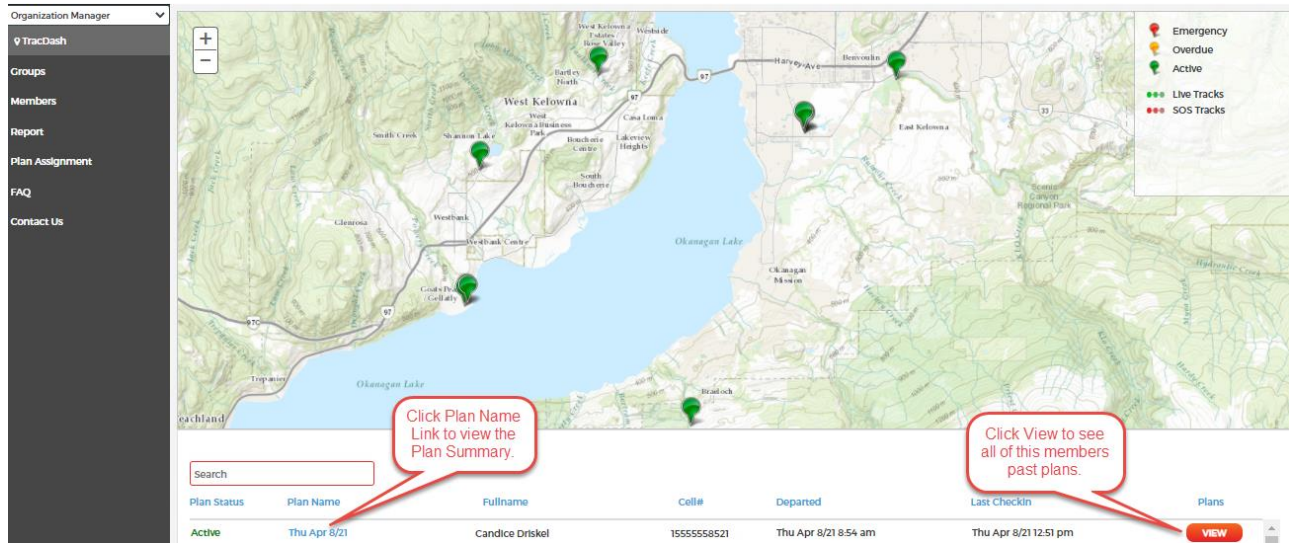
**To change ANY other setting in TracDash,
please contact our team at hello@antris.com!**

7. Plan Summary

To view a **Plan** Summary for a selected Plan, click on the **Plan Name**.

Click “**View**” to see all member Plans.

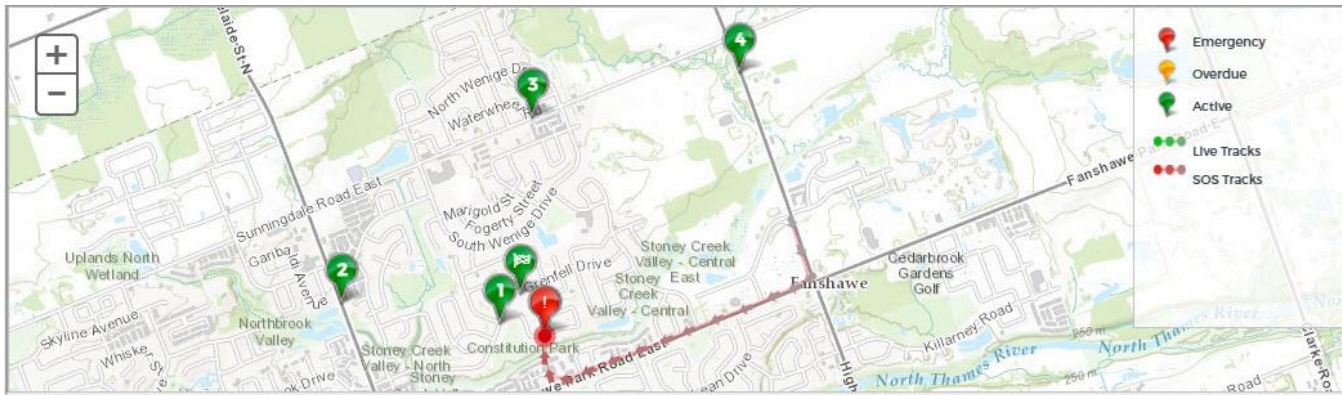
Click on any **Member Plan** to see the **Plan Summary** page that displays all plan details. Route information depends on Tracking status used for the plan.



The screenshot displays the Antris TracDash interface. On the left is a sidebar with navigation links: Organization Manager, TracDash, Groups, Members, Report, Plan Assignment, FAQ, and Contact Us. The main area features a map of Okanagan Lake with several green location pins. A legend in the top right corner identifies pin colors: red for Emergency, yellow for Overdue, green for Active, green dots for Live Tracks, and red dots for SOS Tracks. Below the map is a table of member plans. A search bar is located above the table. Two callout boxes provide instructions: one points to the 'Plan Name' column header with the text 'Click Plan Name Link to view the Plan Summary.', and another points to the 'VIEW' button at the end of a row with the text 'Click View to see all of this members past plans.'

Plan Status	Plan Name	Fullname	Cell#	Departed	Last Checkin	Plans
Active	Thu Apr 8/21	Candice Driskel	15555558521	Thu Apr 8/21 8:54 am	Thu Apr 8/21 12:51 pm	VIEW

Plan Summary Report:



PLAN SUMMARY

Member Name:	Antris Demo	Member Email:	antrisdemo@antris.com		
Plan Name:	Emergency Tracking	Primary Activity:	None	Plan Status:	Standby
Scheduled Check-in Mileage:	0.00 km / 0.00 mi	Actual Check-in Mileage:	9.57 km / 5.95 mi		

DEPARTURE Check-in Time: Mar 29/21 at 05:44 pm GMT -0400

Name:	Departure	Scheduled Time:	Mar 29/21 at 05:45 pm GMT -0400	Check-in Time:	Mar 29/21 at 05:44 pm GMT -0400
Actual Location:	801 Grenfell Dr, London, ON N5X 2C4, Canada			Actual GPS:	43.0425,-81.2466

CHECKPOINT 1 Check-in Time: Mar 29/21 at 05:45 pm GMT -0400

Name:	5:45 pm	Scheduled Time:	Mar 29/21 at 05:59 pm GMT -0400	Check-in Time:	Mar 29/21 at 05:45 pm GMT -0400
Actual Location:	754 Grenfell Dr, London, ON N5X 2C6, Canada			Actual GPS:	43.04104084435067,-81.2479883409171

CHECKPOINT 2 Check-in Time: Mar 29/21 at 05:48 pm GMT -0400

Name:	5:48 pm	Scheduled Time:	Mar 29/21 at 06:00 pm GMT -0400	Check-in Time:	Mar 29/21 at 05:48 pm GMT -0400
Actual Location:	510 Blackwater Pl, London, ON N5X 4J4, Canada			Actual GPS:	43.04203235817789,-81.25851501121863

CHECKPOINT 3 Check-in Time: Mar 29/21 at 05:50 pm GMT -0400

Name:	5:50 pm	Scheduled Time:	Mar 29/21 at 06:03 pm GMT -0400	Check-in Time:	Mar 29/21 at 05:50 pm GMT -0400
Actual Location:	1243 Sunningdale Rd E, London, ON N5X 4B1, Canada			Actual GPS:	43.05107784158432,-81.2458392519485

CHECKPOINT 4 Check-in Time: Mar 29/21 at 05:51 pm GMT -0400

Name:	5:51 pm	Scheduled Time:	Mar 29/21 at 06:05 pm GMT -0400	Check-in Time:	Mar 29/21 at 05:51 pm GMT -0400
Actual Location:	2263 Highbury Ave N, London, ON N5X 4A4, Canada			Actual GPS:	43.05327598922074,-81.23198939228946

Emergency Ended

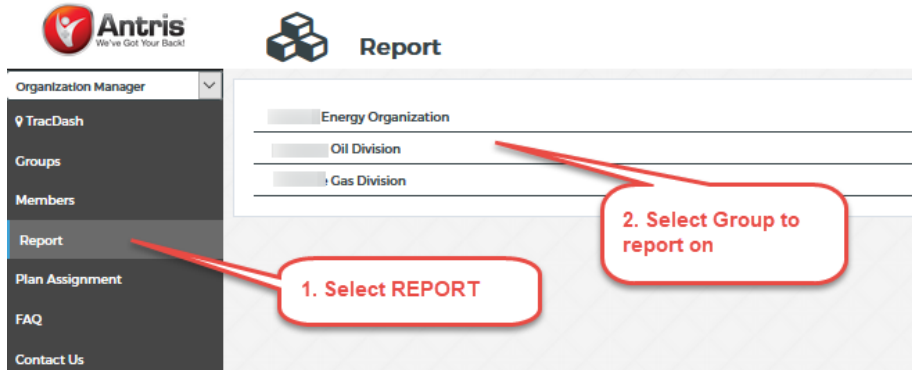
Contact #:	None	Message:	No Message
Start Time:	Mar 29/21 at 05:52 pm GMT -0400	Start Location:	1424 Blackwell Boulevard, London, ON N5X 0E6, Canada, -81.22885095354964,43.046728474149646
End Time:	Mar 29/21 at 05:54 pm GMT -0400	End Location:	Unknown

AUTHORIZED EMERGENCY RESPONSE

Emergency Escalation:								
1	Name:	Antris Demo	Relationship:	Emergency Contact	Email:	antrisdemo@antris.com	Cell:	+1 519-630-8832
2	Name:	Antris Demo	Relationship:	Emergency Contact	Email:	antrisdemo@antris.com	Cell:	+1 519-630-8832
3	Name:	Antris Demo	Relationship:	Emergency Contact	Email:	antrisdemo@antris.com	Cell:	+1 519-630-8832

8. Reporting

To generate your own reports for your organization, choose **Report** on the left-side menu on the main TracDash screen and then select your **Group Name** from the list to the right.



A page will load with total stats for your Group or Organization, as well as a breakdown for each employee.

For a Specific time period, simply choose “Date from” and “Date to” from the calendars.

Date From: 2016-07-01 **Date To:** YYYY-MM-DD

Total Members: 18
 Web Plans Activated: 333
 Plans Created: 481
 # of Emergencies: 3
 Plans Per Member: 0.04
 Total Hours: 1139.36

Mobile Plans Activated: 0
 # of Deactivations: 0
 Total Est KM: 0
 Hours Per Plan: 0

Search Members

Fullname Email

Here you can see how many plans were activated by employee, and how many hours, hours per plan, and kilometers were logged for each of them for the time period chosen.

Date From: 2018-01-01

Date To: 2018-01-31

EXPORT

GRAPHICAL REPORT

Total Members: 10

Web Plans Activated: 0

Plans Created: 142

of Emergencies: 22

Plans Per Member: 10.6

Total Hours: 881.8

Mobile Plans Activated: 16

Plans Activated: 106

of Deactivations: 0

Total Est KM / MI: 8167 / 5075

Hours Per Plan: 8.32

Plans Completed: 106

KM / MI Per Plan: 77 / 48

Search Members

Fullname	Email	Plans Activated	KM / MI	Hours	Hours Per Plan	Timesheets	Past Plans
Jim !	jsh@com	16	1346 / 836	136.19	8.51	EXPORT	VIEW
Scott	sfo@com	15	1387 / 862	141.64	9.44	EXPORT	VIEW
Zane (zgi@com	15	990 / 615	119.81	7.99	EXPORT	VIEW
Pick	ram@com	16	955 / 597	111.5	7.06	EXPORT	VIEW



A final **Crisis Contact** can be added. This is usually an organization's internal security officer or a third-party security services provider.

We hope this Managers Guide to Antris proves to be useful to you.

Have we missed something you would like to know?

Please visit our **Frequently Asked Questions** on our website.



Any questions or concerns please contact us anytime at hello@antris.com

Along with this **Manager Guide**, we have sent along a **Member Guide**. We suggest you review it also to understand how your members will be using Antris.

THANK YOU FOR CHOOSING ANTRIS

**Travel Safe,
Team Antris**

