

Guiders, Welcome to ePACT!

Hello Guiders and welcome to ePACT. The following instructions outline the necessary steps you will take in order to set yourself up for group administrator access on ePACT's platform. This access will allow you to view the health information for those girls in your unit who sign up for ePACT. If you have questions, send an email via help@epactnetwork.com or call 1-855- 773-7228 ext. 1 to speak with the ePACT team.

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Accepting Your Invite

- 1.You will receive an invitation to be a group administrator for your unit.
2. Accept the invite by logging into your existing account or by creating an account if you are new to ePACT.

Hello Trish Downey,

You've been invited to be an administrator for Girl Guides.

Please log in or register.

Do you already have an account? [Log in](#)

Sign Up

Your First Name :*

Your Last Name :*

Email :*

Create Password :*

Minimum 10 characters
At least ONE of the following: a special character (e.g. @, #, \$, %), or a capital letter, or a number

Confirm New Password :*

☐ I accept the [Terms of Use & Privacy Policy](#) *

☐ Please send me emergency preparedness information, tips and resources.

Note: These are separate from the communications you'll receive from organizations and emergency contacts you connect with through ePACT.

Sign Up

Hello Trish Downey,

You've been invited to be an administrator for Girl Guides.

Please log in or register.

Don't have an account yet? [Sign up](#)

Log in to your ePACT Account

Email :*

Password :*

[Forgot password?](#)

Log In


PRIVACY NOTICE:
The personal information collected in support of ePACT's emergency record and support network is subject to the applicable jurisdictional private or public sector privacy legislation. The personal information provided by users and clients will be used to facilitate emergency communications, and to provide authorized individuals and organizations with access to pertinent health information to reduce health risks and help and users to receive more timely and effective assistance in the event of an emergency. Please note that the following features of the ePACT system (our help desk ticketing system, email, text and voice messaging system), require limited user data to pass through, or be stored temporarily on servers in the United States. This data may include: email address, telephone numbers, and any information that you provide to us via our 'help' feature. All other data is stored and backed up in Canada. For more information regarding the collection and use of your personal information please contact ePACT's Privacy Officer at 267 West Esplanade, Unit 105, North Vancouver, BC V7M 1A5 Tel: 1 604 210-5088 or email at privacy@epactnetwork.com.





Here are a few ways to navigate through your dashboard on your computer once you have logged in:


Your Dashboard

Your Dashboard: Each row displays the basic information for each girl in your unit who has entered in their information. Watch out for rows with a **red** flag; this indicates an important medical condition has been listed.

 **Edit:** View basic imported information like which groups the member is in or if the email was delivered.

 **View:** See the member's record.

 **Comment:** Leave a comment that only admins can see. No member or their families can see these.

 **Manage shared files:** Add, view or print uploaded files, such as a third party waivers or allergy plan.

Girl Guides ON 01 • 11th Mountain Unit



Quick Tasks
7 Records Completed / 10 Total Records
Incomplete Records [View](#)

Updates & Reports
6 Members with Files Uploaded [View](#)
Account Activity Log [View](#)
Member Archives [View](#)

All Group Member Records (10) Roll Call (0) Group Administrators (0) [Back to All Groups](#)

Advanced Search and Filter

Select Page 1-10 of 10 [Message Members](#) [Download](#) [More Actions](#)

Name	Member ID	Email	Session	Status	Date Submitted	Date Downloaded	Actions
<input type="checkbox"/> Yanira Agee 	2005	agee@besafebc.com		Downloaded	Jan 23, 2018	Jun 5, 2019	Edit View Comment
<input type="checkbox"/> Lorri Barrette	2034	barrette@besafebc.com		Outstanding			Edit View Comment
<input type="checkbox"/> Matilda Beddingfield 	2004	beddingfield@besafebc.com		Reconfirma...	Jan 23, 2018	Jun 5, 2019	Edit View Comment

Status: lets you know whether or not each girl in your unit has submitted their record:

Invited	Outstanding	Submitted	Downloaded	Reconfirma...	Unlinked	Using Pape...
Has received invite but has not started.	Incomplete record. (They have begun to enter info, but have not shared it yet)	Completed Record, ready to be viewed if needed.	Completed record that has been downloaded and/or printed.	Reviewing completed record or answering new question	If a parent disconnects or deletes their daughter's profile, you'll be able to see the most recent record, but no updates.	This girl in your unit is not using ePACT. Submitted paper forms.

Filter for conditions or consents. You can search for medical conditions, dietary needs or specific conditions by using the Advanced Filter. You can also search for records with "Flagged conditions" or those that are verified to receive texts "Verified for text".

[+ Add Members](#)

Advanced Search and Filter

Note: New/revised records submitted by your members may take up to one hour to appear in your account.

Search:

Status: [Select All](#) [Clear](#)

Group Names: [Select All](#) [Clear](#)

Medical & Dietary: [Select All](#) [Clear](#)

Select Status Select Group Name

[Allergies](#) [Environmental Allergies](#)
[Food Allergies](#) [Medication Allergies](#)

[More Options](#)

[Date Filters](#)

[Other Options](#)

☐ Has Comments
☐ Flagged Conditions
☐ Verified for Texts
☐ Not Verified for Texts

[Search](#) [Clear All](#)

Selected: 4

Create custom reports

Search for a specific medical condition or unit and click on:

Select All/Select Page and then on More Actions> Export List and you'll be brought to the advanced reporting tool.

Note: New/revised records submitted by your members may take up to one hour to appear in your account.

Search:

Status:

Group Names:

Medical & Dietary:

Select Status: Select Group Name:

> Allergies > Environmental Allergies
> Food Allergies > Medication Allergies

More Options▶
Date Filters▶
Other Options▶
Search

Selected: 4

Deselect Page 1-3 of 3 Message Members Download More Actions

Name	Member ID	Email	Division	Status	Date Submitted	Date Downloaded	Actions
Test Guide 2 Account	Test Guide 2	guidewestcoast@besafebc.com		Incomplete	Apr 23, 2019		Add to Group Remove From Groups Using Paper Form Using ePACT Export List
Test Guide 6 Account	Test Guide 6	guidewestcoast@besafebc.com		Downloaded	Apr 23, 2019	May 23, 2019	

Then, customize your report by checking or unchecking what you need on your spreadsheet report.

An email will be sent to let you know the report is ready. You can download it in the Account Activity Log.

Create an advanced report

You have selected: 8 members

Organization's Member Info

- ☒ Member ID
- ☒ Email
- ☒ Email Status
- ☐ Session
- ☐ Leader
- ☐ Status
- ☐ Groups
- ☐ Comments
- ☐ Uploaded File Names
- ☐ Verified for Texts
- ☐ Has Photo
- ☐ Date Submitted

Medical Info

- ☐ Date of Birth
- ☐ Personal Health Care #
- ☐ Weight
- ☐ Height
- ☐ Providers

Allergies & Dietary Requirements

- ☒ Allergies
- ☒ Food Allergies
- ☒ Environmental Allergies
- ☒ Medication Allergies
- ☐ Vegetarian
- ☐ Vegan
- ☐ Lactose Intolerant
- ☐ Celiac Disease
- ☐ Gluten Intolerance
- ☐ Faith-based food requirements
- ☐ Diabetic
- ☐ Additional dietary restrictions or sensitivities

Medications and Treatments

- ☐ Immunizations Up to Date

To view or download your report, go to the Activity Log on your dashboard.

Account Activity Log

< Back to Account Activity Log

The Export Members started by ePACT Customer on May 22, 2019 5:40 PM is Complete.

Status	Complete
Performed by	ePACT Customer Success
Total Items	8
Processed Items	8
Exported file	2019-05-22_Girl Guides BC_advancedreport.xlsx

Last Modified Date: May 22, 2019 5:40 PM
IP Address: 0.0.0.0

[Download File](#) [View Errors](#)

Updates & Reports

1 Members with Files Uploaded [View](#)

Account Activity Log [View](#)

Account Activity Log

Bulk activities that have been performed in your account.

< Back to Dashboard

Type	Created Date	Performed by	Processed / Total Items	Status	Actions
Export Members	May 22, 2019 5:40 PM	ePACT Customer Success	8 / 8	Complete	View

Download Records or Files. If you wish to print or archive records, simply select the one(s) you need and click on the Download button and select "Records". If you need to print shared files like allergy plans, police record checks or immunization records, choose Files instead. If you print or save any records, be sure to destroy after use.

All Member Records (21) Groups (4) Administrators (3)

Search

Advanced Search and Filter ▶

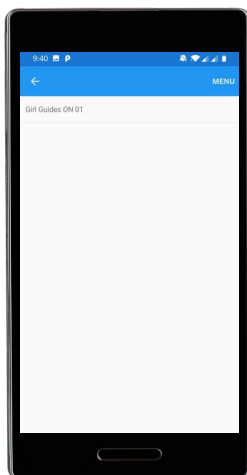
Deselect Page 1-21 of 21 Message Members Download More Actions

Name	Member ID	Email	Session	Status	Date Submitted	Date Downloaded	Actions
Yanira Agee	2005	agee@besafebc.com		Downloaded	Jan 23, 2018	Mar 12, 2018	Records Files

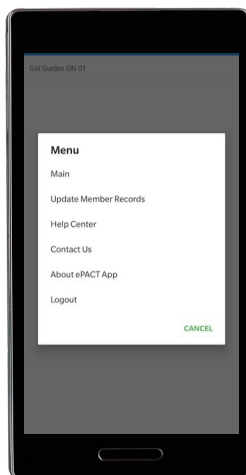
Admin App Guide



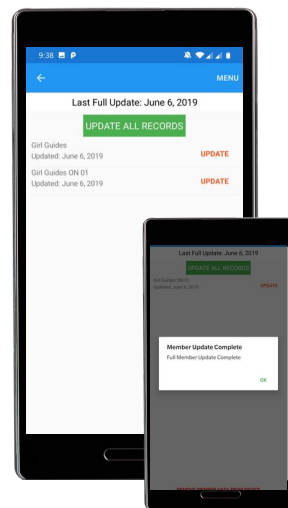
Please note that you can toggle on Quick login which will allow you to log in with a fingerprint or PIN.



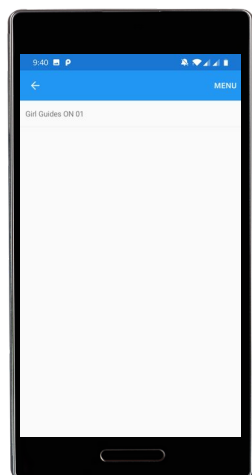
You will be brought to your Organizations page. Click on Girl Guides.



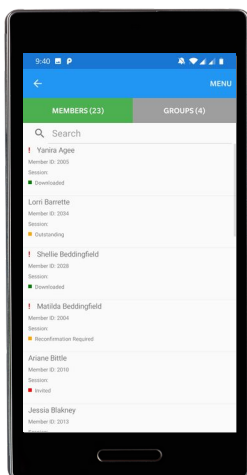
Choose "Go to Update Records Page" or click on Menu to "Update Member Records." This allows you offline access.



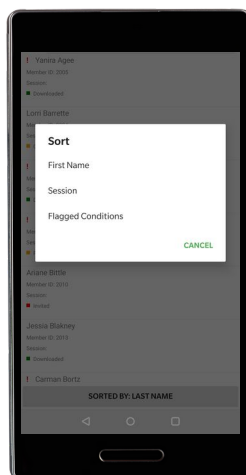
Click Update All, and then Ok when you get confirmation. Use the back arrow/button to return to My Organizations screen.



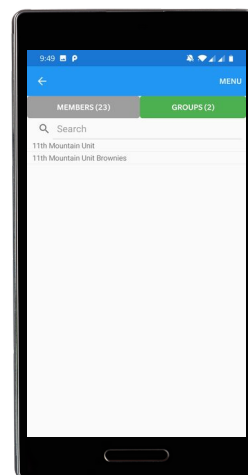
Click on Girl Guides to view records, add comments or see any shared files.



View records for the girls in your unit. ! denotes a flagged medical condition. Only records in Submitted, Downloaded, Reconfirmation Required are available to view.

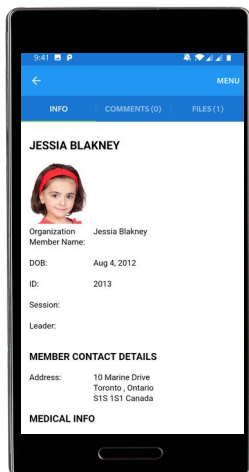


Records can be sorted by first name, last name and flagged conditions by clicking on Sort By:

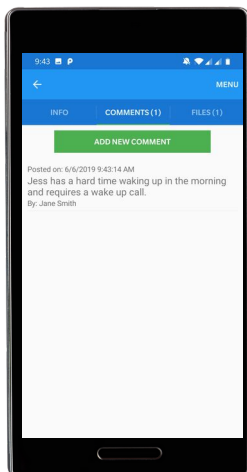


Groups can be seen via the Groups Tab. Toggle to this view and then choose a group or unit.

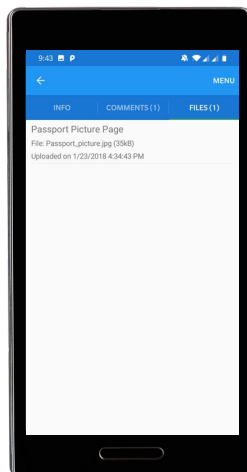
Admin App Guide



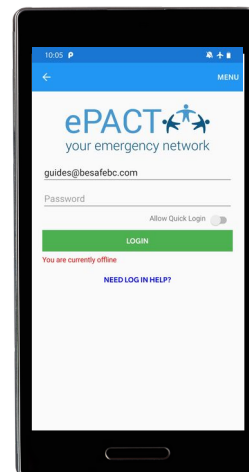
To view a girl in your unit's emergency information, click on their name to see their record. Important conditions are highlighted.



View or Add comments by toggling to this tab. This feature is only available online.

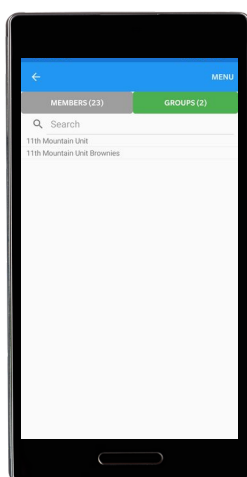


View Shared files by toggling to this tab. This feature is only available online. Be sure to have the appropriate additional app to open files.

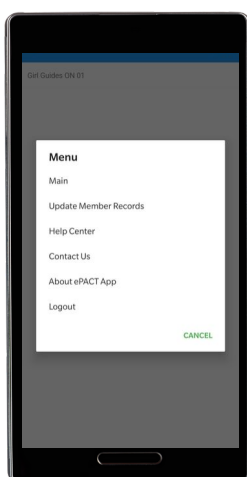


If you have Updated Member Records previously, you will be able to access this data offline.

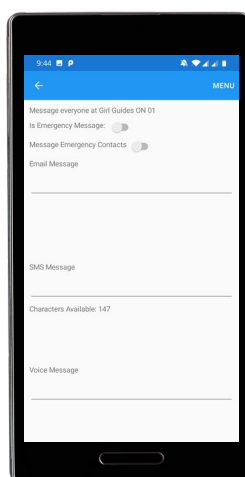
Messaging



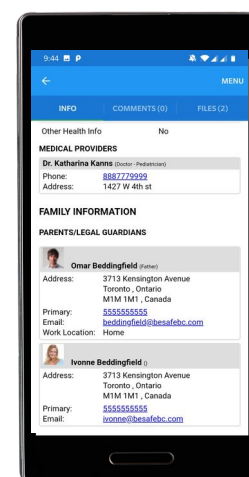
You can send specific messages to ALL the parents of girls in your unit.



From All Members tab, or from a specific group, click on Menu and then on Member Messaging.*



You can include Emergency Contacts if needed. Add your email, text and voice message and click on Send Message.



You can contact one person directly by clicking on their email or phone number to launch your device's phone or email app.

*At this time, you cannot send a message to multiple units at once, nor to individual families at once.