

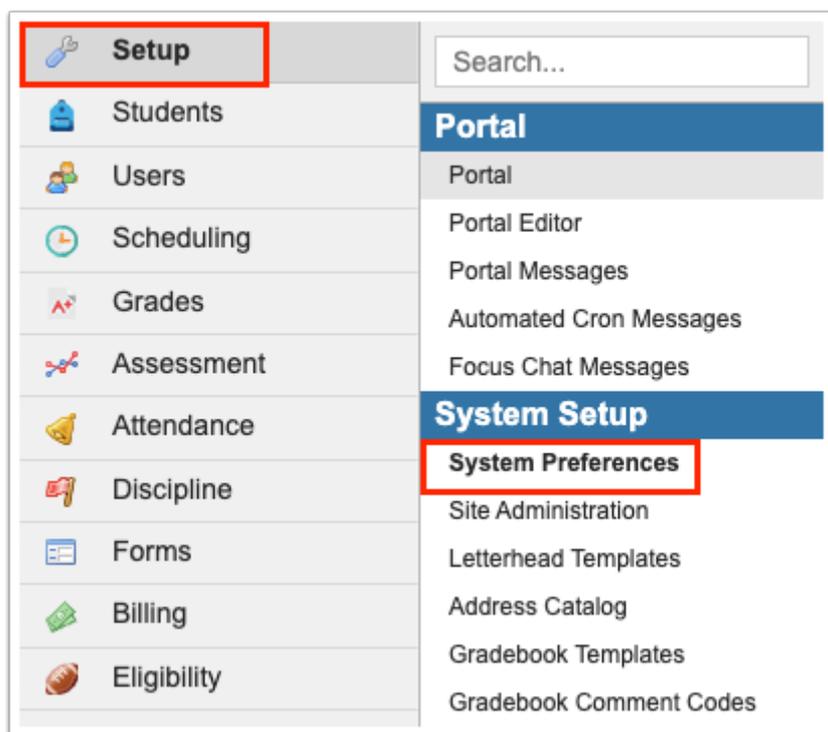
InformaCast Integration

Focus has developed an integration with InformaCast, allowing administrators and teachers to either request assistance or initiate a lockdown within the Focus mobile app.

Setting the System Preferences

 All inputs for the system preferences are provided by InformaCast.

1. In the **Setup** menu, click **System Preferences**.



2. In the **General** tab of **School Preferences**, enter the following system preferences, as provided by InformaCast:

InformaCast API Key

InformaCast Request Assistance Message Template

InformaCast Request Assistance Distribution Lists

InformaCast Request Assistance Device Groups

InformaCast Request Assistance Users

InformaCast Lockdown Message Template

InformaCast Lockdown Distribution Lists

InformaCast Lockdown Device Groups InformaCast Lockdown Users

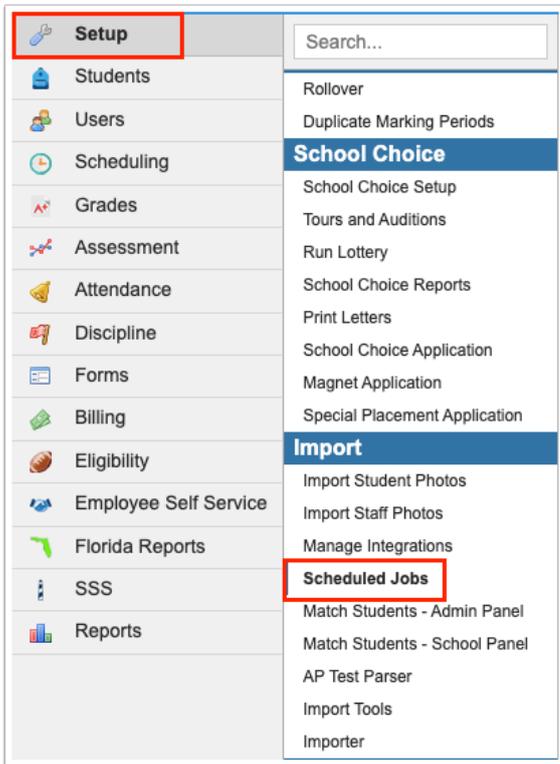
3. Click **Save**.

InformaCast API Key	<input type="text"/>
InformaCast Request Assistance Message Template	<input type="text"/>
InformaCast Request Assistance Distribution Lists	<input type="text"/>
InformaCast Request Assistance Device Groups	<input type="text"/>
InformaCast Request Assistance Users	<input type="text"/>
InformaCast Lockdown Message Template	<input type="text"/>
InformaCast Lockdown Distribution Lists	<input type="text"/>
InformaCast Lockdown Device Groups	<input type="text"/>
InformaCast Lockdown Users	<input type="text"/>

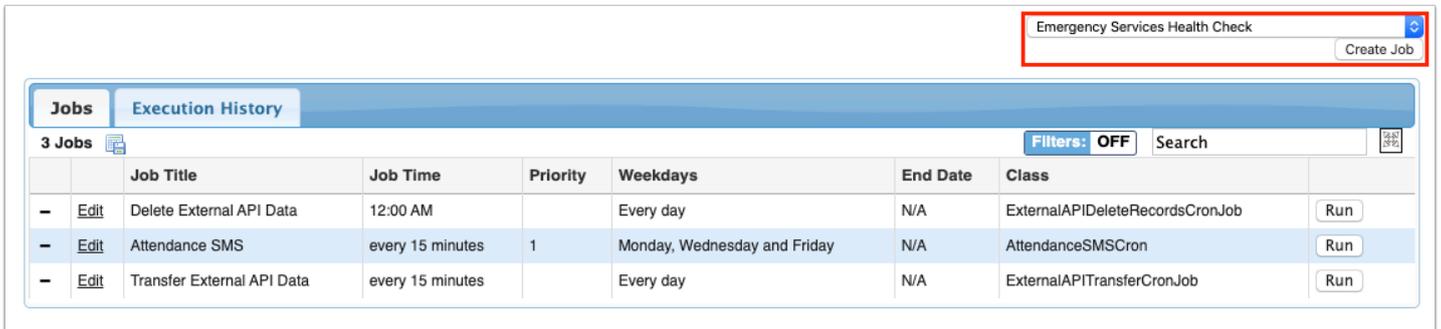
Setting Up the Emergency Services Health Check Scheduled Job

The Emergency Services Health Check scheduled job is run to confirm that the connection to InformaCast is set up correctly. The job will tell you if the lockdown and request assistance options should work for each school or if there are issues. It is recommended to run this job nightly.

1. In the **Setup** menu, click **Scheduled Jobs**.



2. In the pull-down at the top-right of the screen, select **Emergency Services Health Check** and click **Create Job**.



3. Set the options for the job and click **Save**. Please see [Scheduled Jobs](#) for more information on setting up scheduled jobs.

Emergency Services Health Check

Run Time
 12 : 00 AM

Weekdays
 Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Priority
 If multiple jobs are scheduled to run in the same time slot, high-priority jobs will run before low-priority jobs.

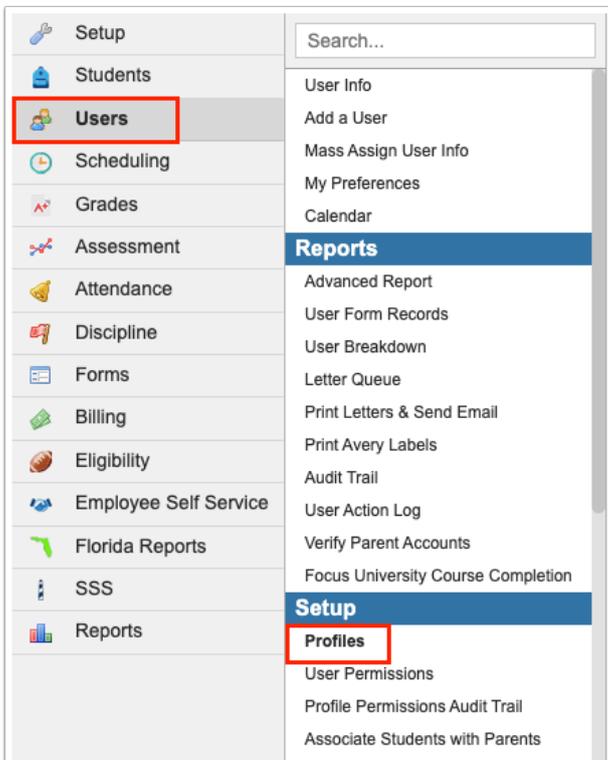
End Date
 If set, this is the last day the cron job will run.

E-mail address
 The results of the cron job will be sent to this address.

Setting the Profile Permissions

Profile permissions for teachers and administrators control the ability to request emergency assistance or initiate a lockdown within the Focus mobile app.

1. In the **Users** menu, click **Profiles**.



2. In the **Permission Type** pull-down, select **Menu**.

3. In the **Role** pull-down, select **Admin** or **Teacher**.

4. In the **Profiles** pull-down, select the appropriate profile(s).

5. Click **Submit**.

Permissions Module Report Profile Report Permission Report

Permission Type: Menu Role: Teacher Profiles: Teacher **Submit** Save

[Edit Profiles](#)

6. Under the Portal permissions, select **Allow user to Request Emergency Assistance** to display the Request Assistance option in the mobile app.

7. Select **Allow user to Request Emergency Lockdown** to display the Initiate Lockdown option in the mobile app.

8. Click **Save**.

School Information

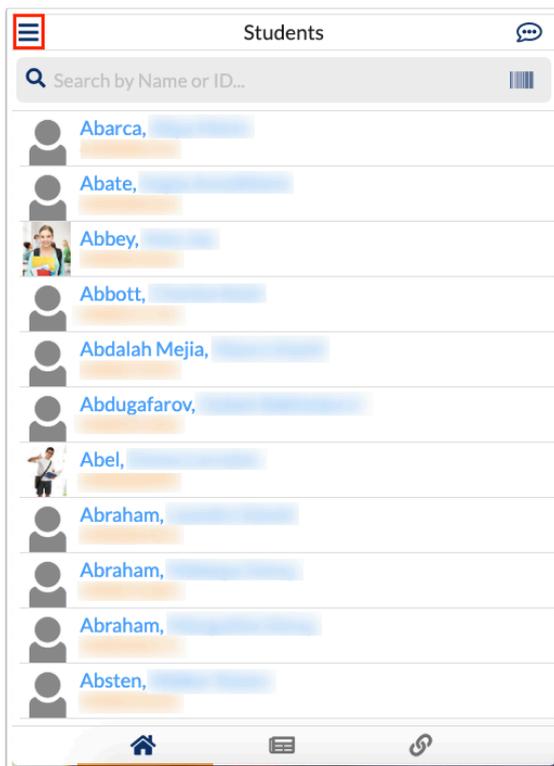
	View
Portal	<input checked="" type="checkbox"/>
Allow Login	<input checked="" type="checkbox"/>
Messenger: Allow Access	<input type="checkbox"/>
Messenger: Include Profile in Search	<input type="checkbox"/>
Messenger: Send Messages	<input type="checkbox"/>
Enable Terms and Conditions	<input type="checkbox"/>
Require Two Factor Authentication	<input type="checkbox"/>
Enable User Access to Two Factor Authentication	<input type="checkbox"/>
Allow user to Request Emergency Assistance	<input checked="" type="checkbox"/>
Allow user to Request Emergency Lockdown	<input checked="" type="checkbox"/>
School Information	<input checked="" type="checkbox"/>
Attendance Calendar	<input type="checkbox"/>

Requesting Assistance or Initiating a Lockdown in the Focus Mobile App

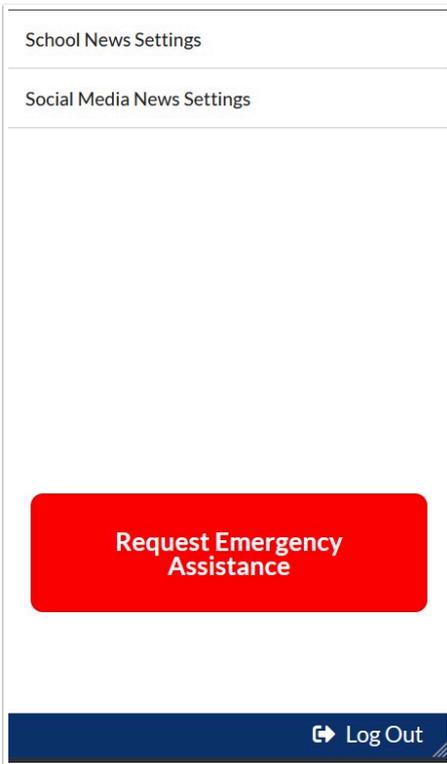
The "Request Emergency Assistance" button displays in the menu of the Focus mobile app for administrators and teachers who have one or both of the profile permissions "Allow user to Request Emergency Assistance" and "Allow user to Request Emergency Lockdown." When the button is tapped, the options to "Request Assistance" or "Initiate Lockdown"

display, depending on permissions. If the user has an admin or teacher profile with permissions, as well as a parent profile, the "Request Emergency Assistance" button displays only when the admin/teacher profile is selected. If the user has access to multiple schools, after tapping "Request Emergency Assistance" and selecting either the "Request Assistance" or "Initiate Lockdown" options, a school pull-down displays with the user's schools to select from.

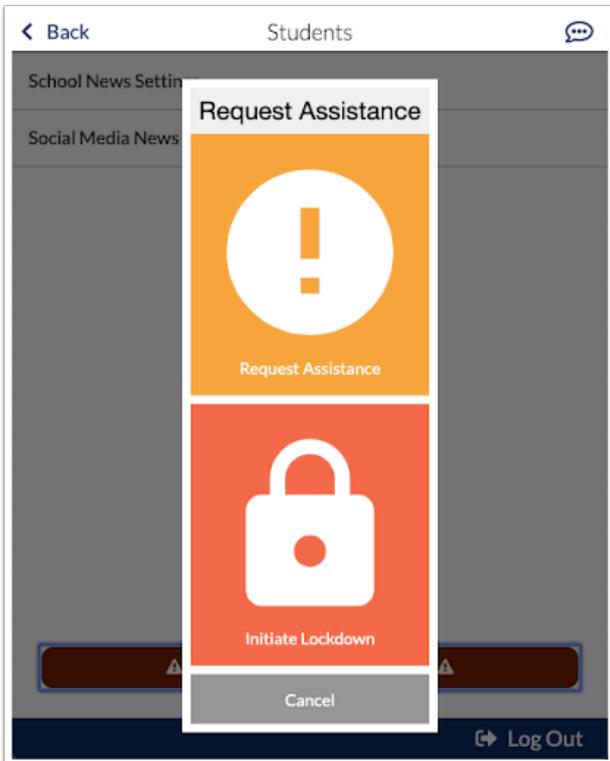
1. After logging in to the mobile app, tap the **Menu** icon at the top-left of the screen.



2. Tap **Request Emergency Assistance** at the bottom of the screen.

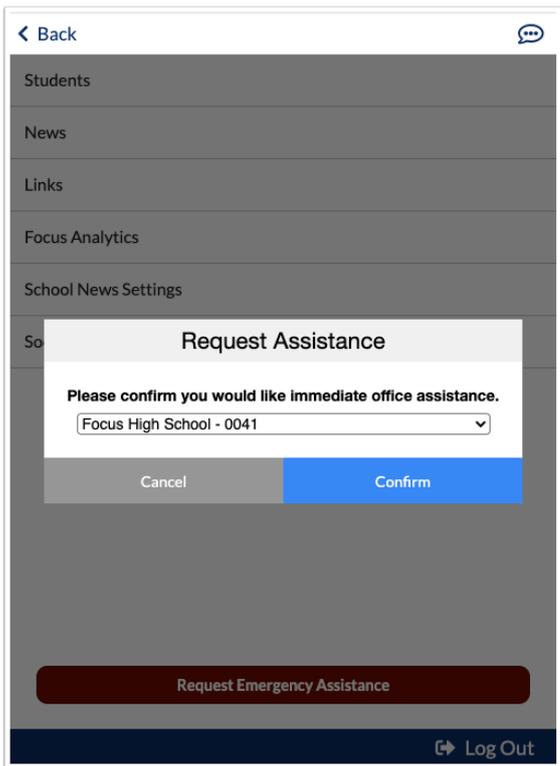


3. Tap **Request Assistance** or **Initiate Lockdown**.

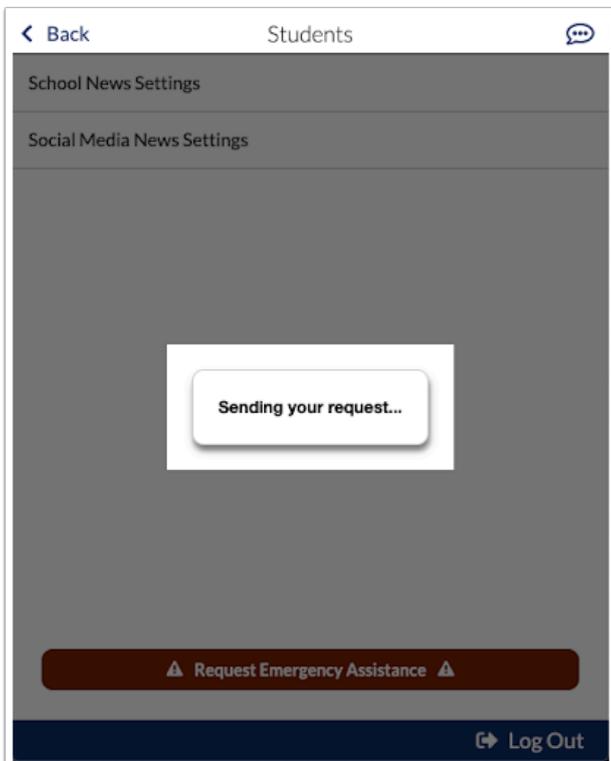


4. If you have access to multiple schools, select the appropriate school from the pull-down.

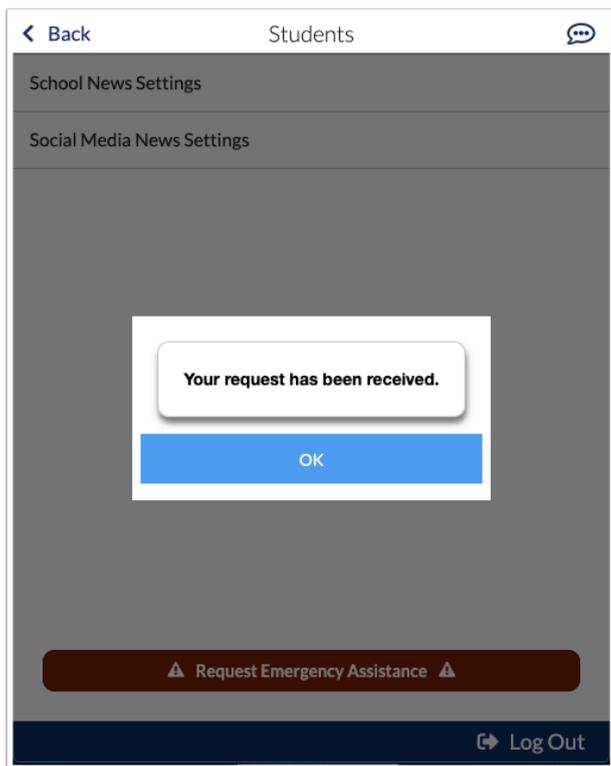
5. Tap **Confirm**.



A pop-up window displays, indicating the request is sending.



6. Tap **OK** in the confirmation message.



Notifications are sent out to the appropriate users and devices, and may be communicated via email, SMS, phone calls, desktop notifications, speakers, etc. according to your district's setup with InformaCast. After initiating a lockdown, a phone call to 911 will start automatically from your mobile phone.

-  If the device loses network connectivity when attempting to request assistance or initiate a lockdown, Focus will send the signal repeatedly until the device reconnects to the network. A message will display if the request cannot be sent.