

Voyent Alert! 101 Training Exercises

| Exercise 1: Garbage Pick-up Advisory | |
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| Story | <ul style="list-style-type: none">• A neighbourhood's garbage pickup date will be temporarily changed. |
| Template | Garbage and Recycling Pickup Notification |
| Tasks | <ul style="list-style-type: none">• Edit placeholders to reflect new dates/times• Edit the shape of the zone.• Change the colour of the zone.• Schedule the alert to take place in one day and to last one day. |
| Key Features Tested | <ul style="list-style-type: none">• Editing zones• Scheduling Alerts |

| Exercise 2: Town Event | |
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| Story | <ul style="list-style-type: none">• An exciting town event is taking place.• An alert should be sent to all community members subscribed to receive alerts about town events. |
| Template | Community Event |
| Tasks | <ul style="list-style-type: none">• Add a description of the event taking place (Your choice – be creative!)• Add a link to your community's website.• Add a picture.• Add a visual-only zone to the map (i.e. Turn off Notify Recipients) |
| Key Features Tested | <ul style="list-style-type: none">• Editing Text• Adding Media |

| Exercise 3: Commercial Fire | |
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| Story | <ul style="list-style-type: none">• A large multi-building commercial fire has broken out, requiring evacuation and street closure within a 3-block radius. |

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| Template | Structure Fire Advisory |
| Tasks | <ul style="list-style-type: none"> • In the evacuation zone's instructions, add a google map link to a shelter. • Preview each zone of the alert. |
| Follow-up | <p>Revise Alert to show that the fire has spread.</p> <ul style="list-style-type: none"> • Increase the size of the evacuation zone. • Copy shelter information from the Evacuation Zone to the Advisory Zone, warning evacuation maybe necessary. • Make the Advisory Zone alert critical |
| Key Features Tested | <ul style="list-style-type: none"> • Multi-zone Alerts • Adding Google Map links to Shelters • Revising Alerts |

Important Links

Support Materials

<https://voyent-alert.com/ca/knowledge-base/>

- Password: govoyent

Login Links (Remember to use the Green Training Environment)

<https://voyent-alert.com/ca/admin-support/>