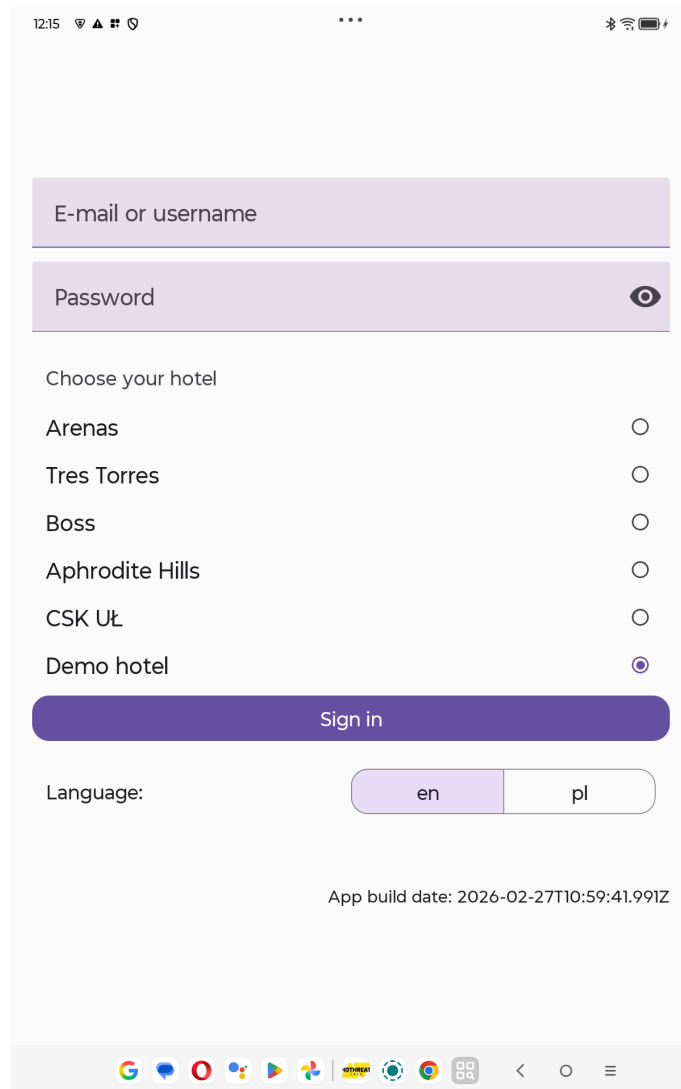




HOTHREAT mobile app user guide

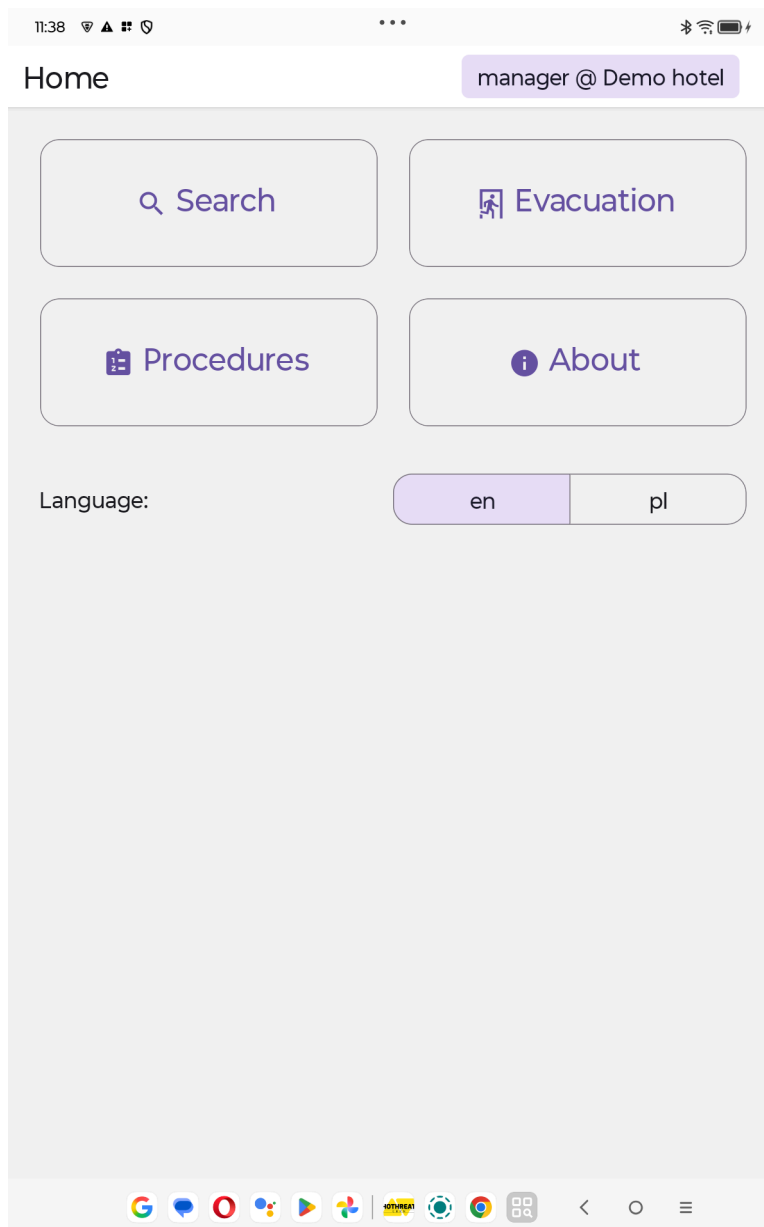
1. Signing in

After opening the app, you will be greeted with the following screen. Choose your hotel, or if you are not a registered user and just testing the app, choose the **Demo hotel**. Input your username (or e-mail address) and password and tap **Sign in**. For the **Demo hotel** you can sign in to accounts with usernames: **manager, officer1, officer2, information**. All of the **Demo hotel** accounts have the same password: **test**



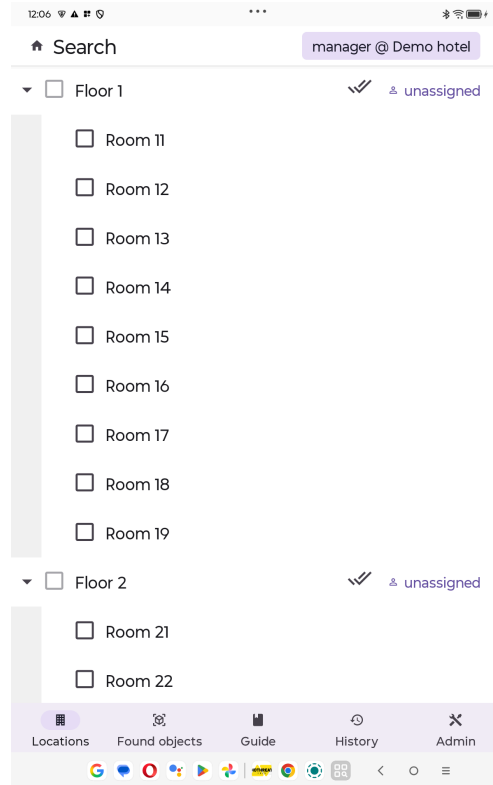
There are 3 different roles of users in the application: **manager**, **officer** and **information**. During an evacuation or search, the **manager** assigns different **officers** to different parts of the hotel, monitors the status of the evacuation or search and handles any problems that arise (e.g. by contacting emergency services). **Officers** carry out the evacuation or search checking off locations and reporting any problems or dangerous objects found. A user with role **information** informs evacuated guests about the situation, and therefore has access to the same information as the **manager**, but in a read-only mode.

After signing in you will see the home screen:

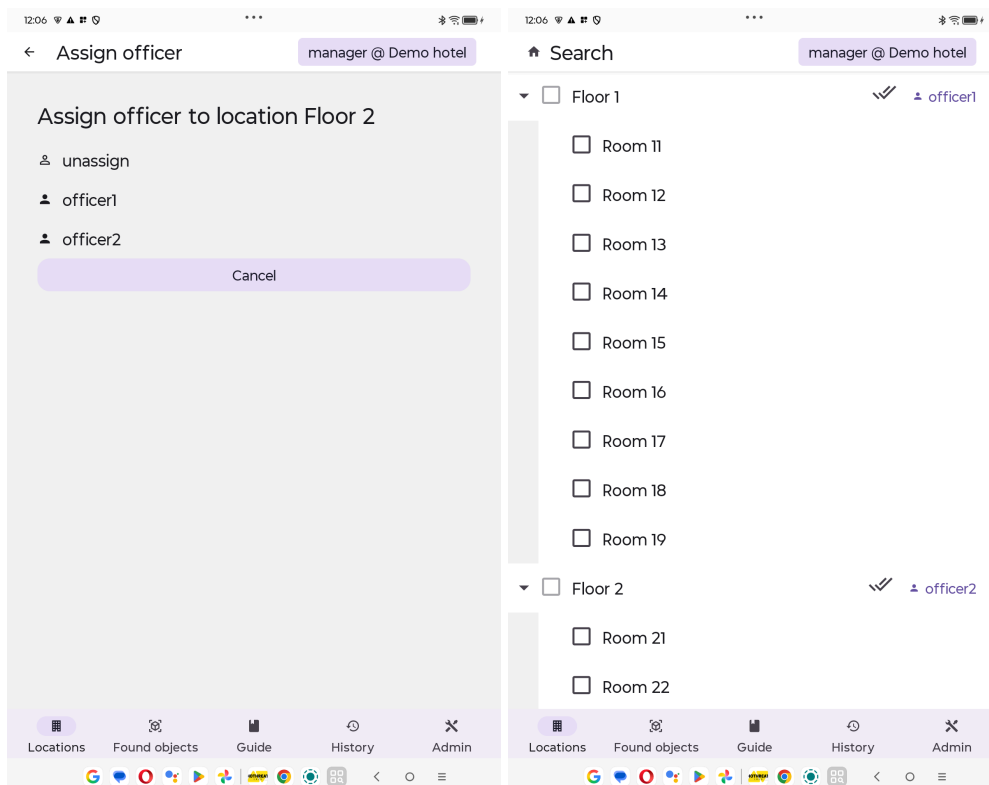


2. Evacuation

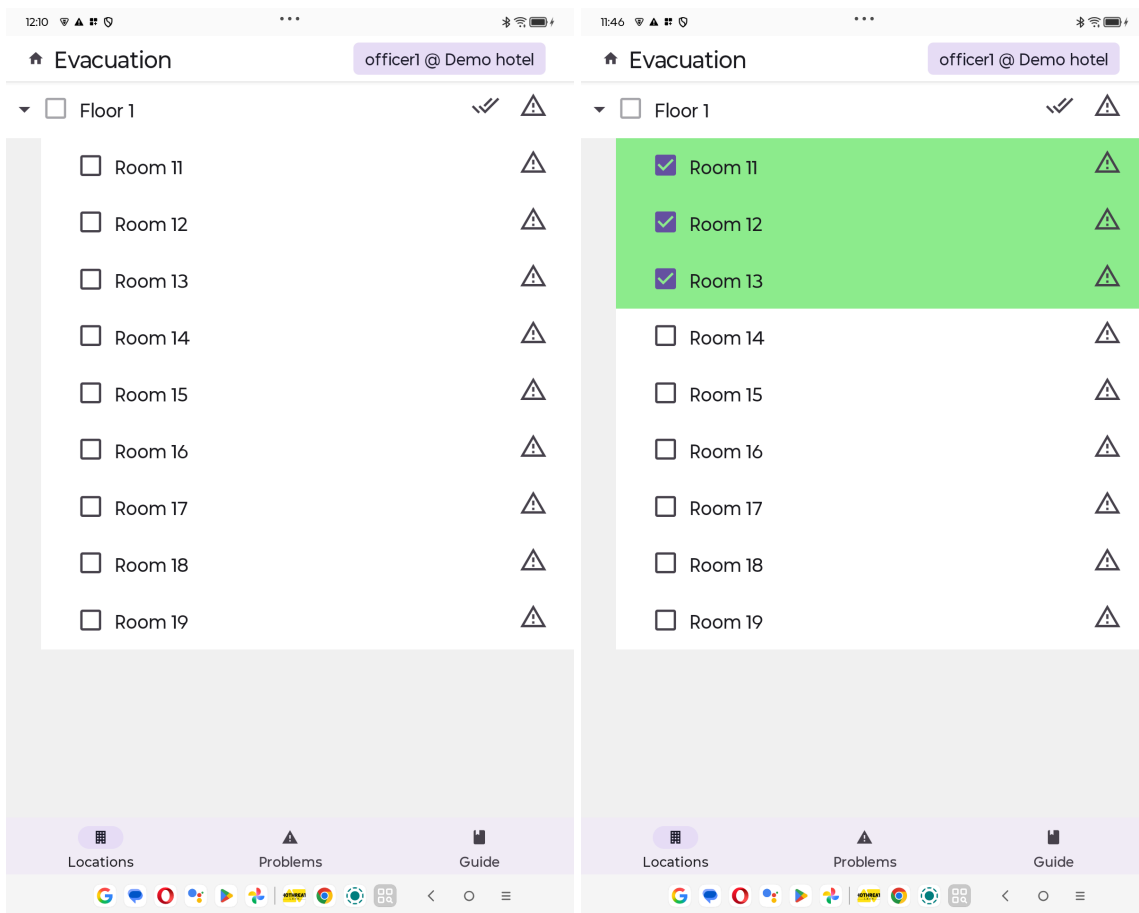
In the **Evacuation** the manager sees all locations in the hotel:



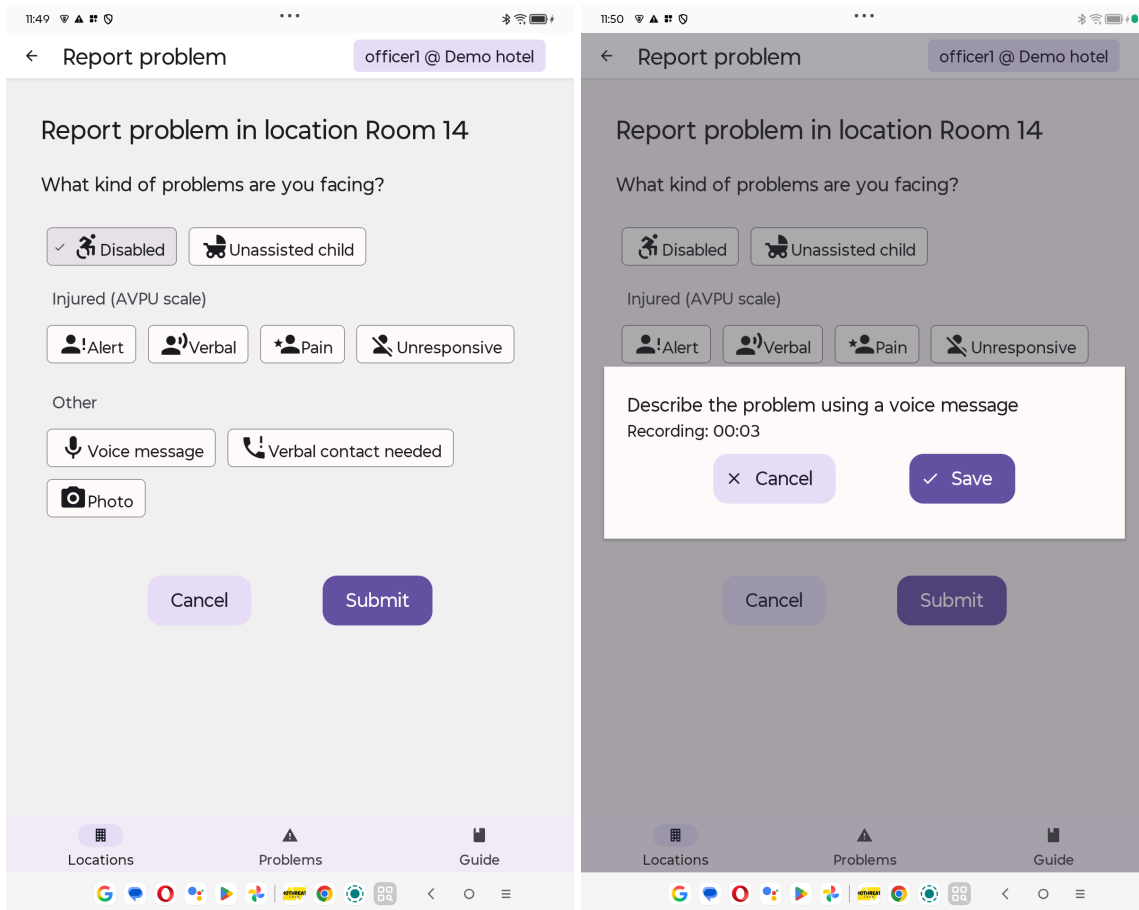
To begin the evacuation, the **manager** must first assign the floors to **officers** by tapping the **unassigned** link to the right of each floor, and then select an **officer**:



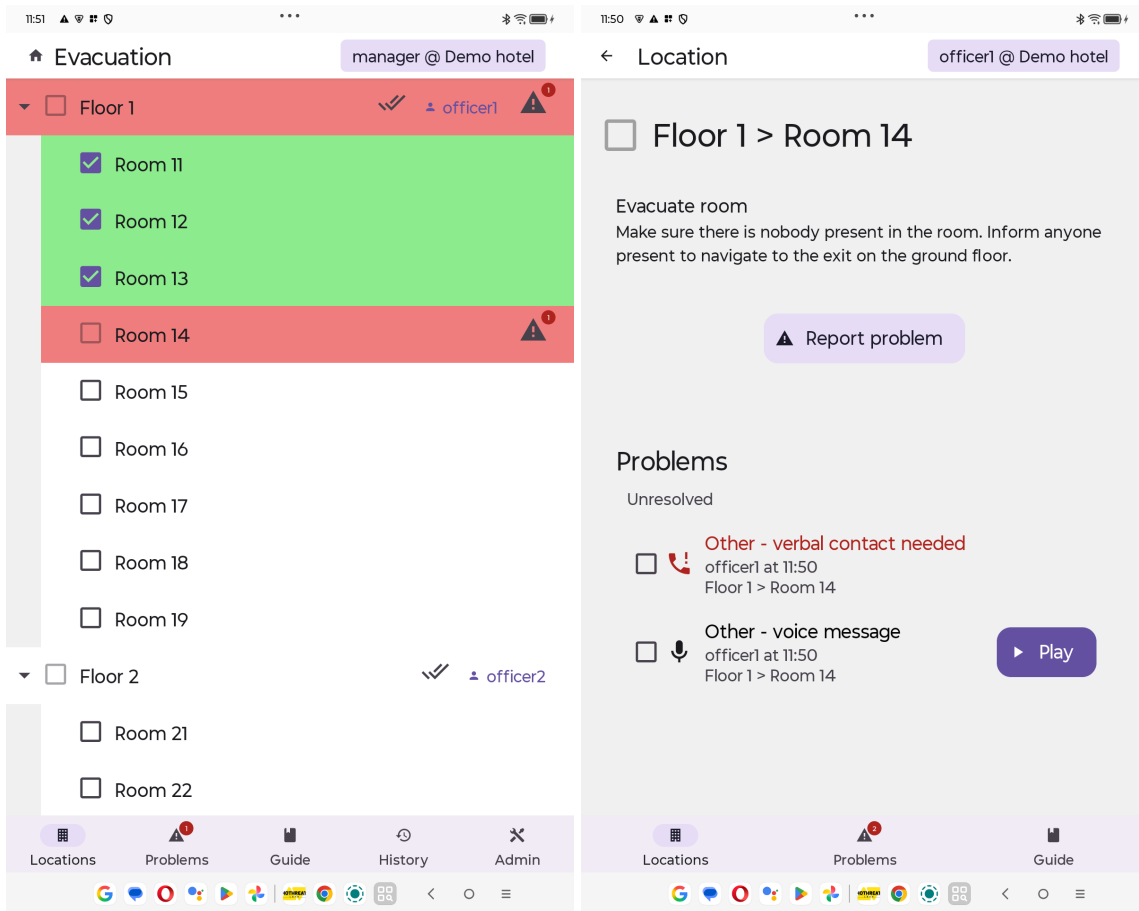
officer1 will now see their assigned floor - Floor 1. They can tap the **checkboxes** next to rooms (or swipe right) to mark them as evacuated.



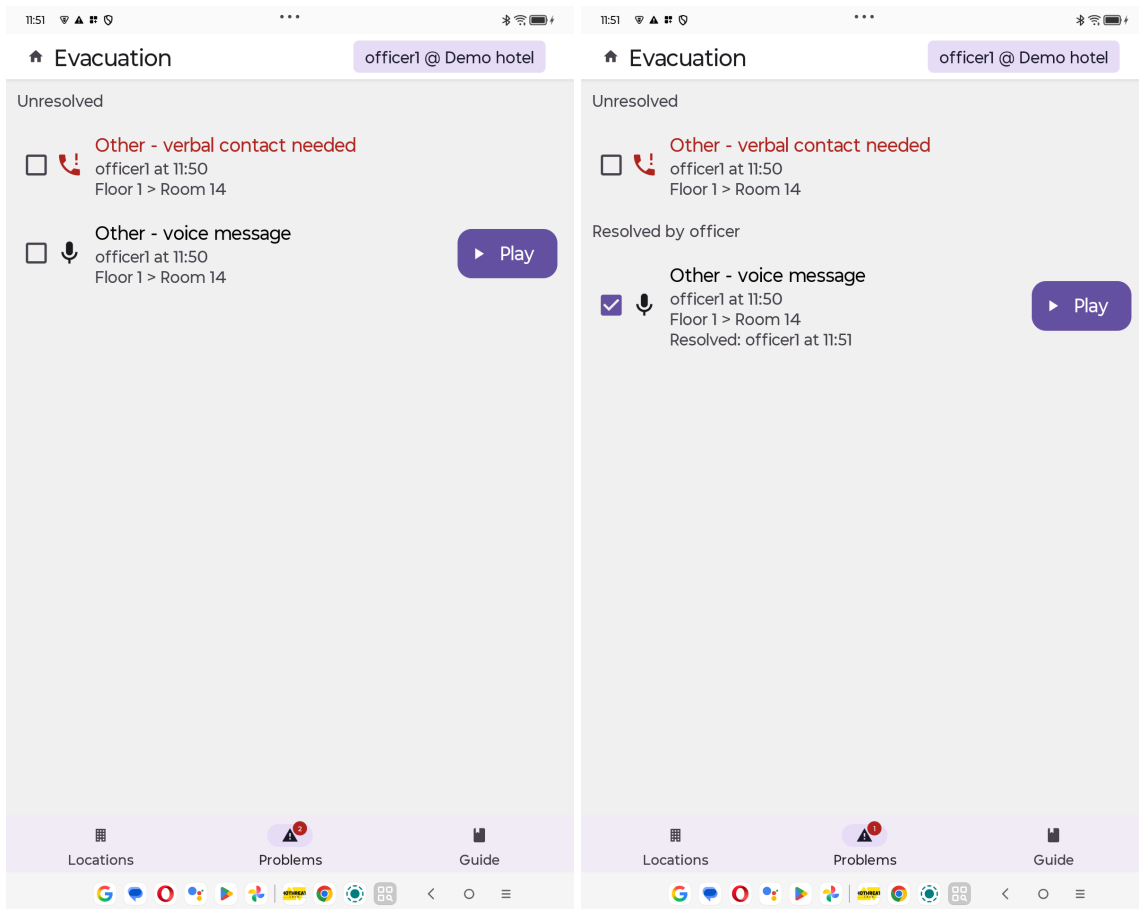
They can also tap the **button on the right** (or swipe left) to report a problem. There are some predefined categories of problems that may be selected. The officer may also record a voice message by selecting **Voice message** and tapping **Save** when done. If a problem requires an interactive conversation with the manager, they can choose **Verbal contact needed** to signify to the manager, that they should contact the officer (e.g. using a walkie-talkie or phone) as soon as possible. To finish reporting the problem, the officer must tap **Submit**.



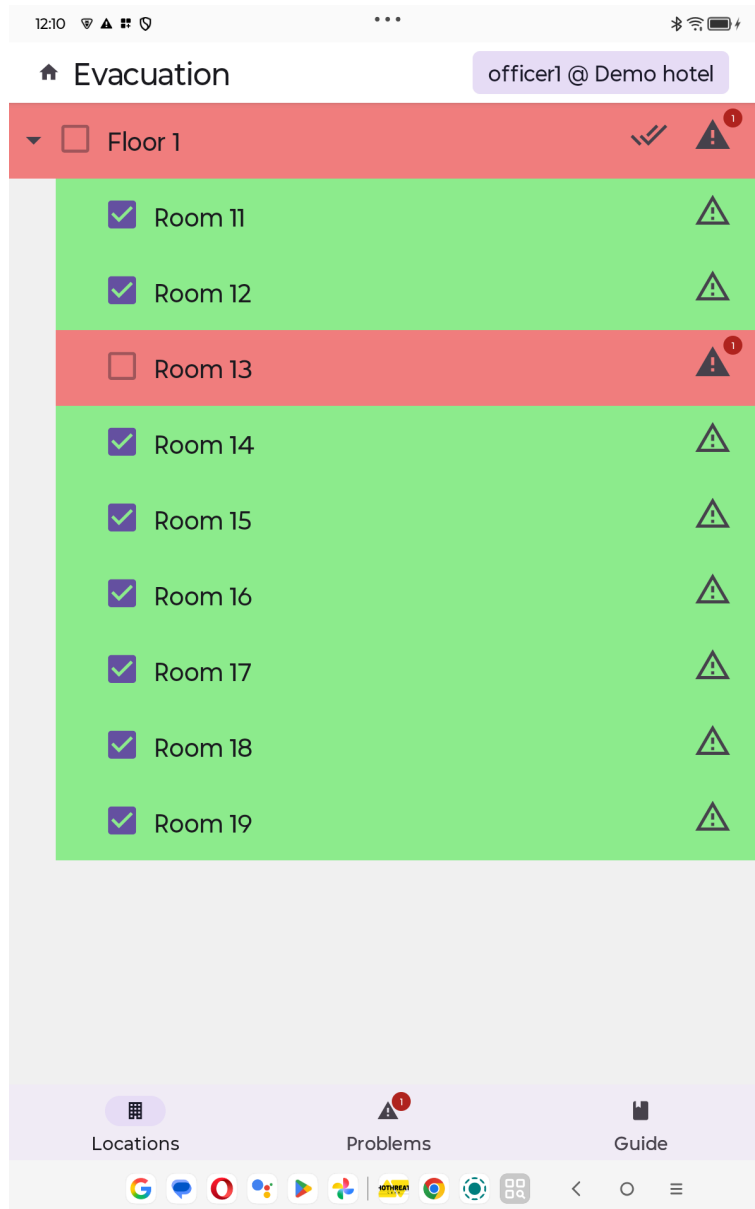
The officer may long-press on a location name to view its details and a list of reported problems:



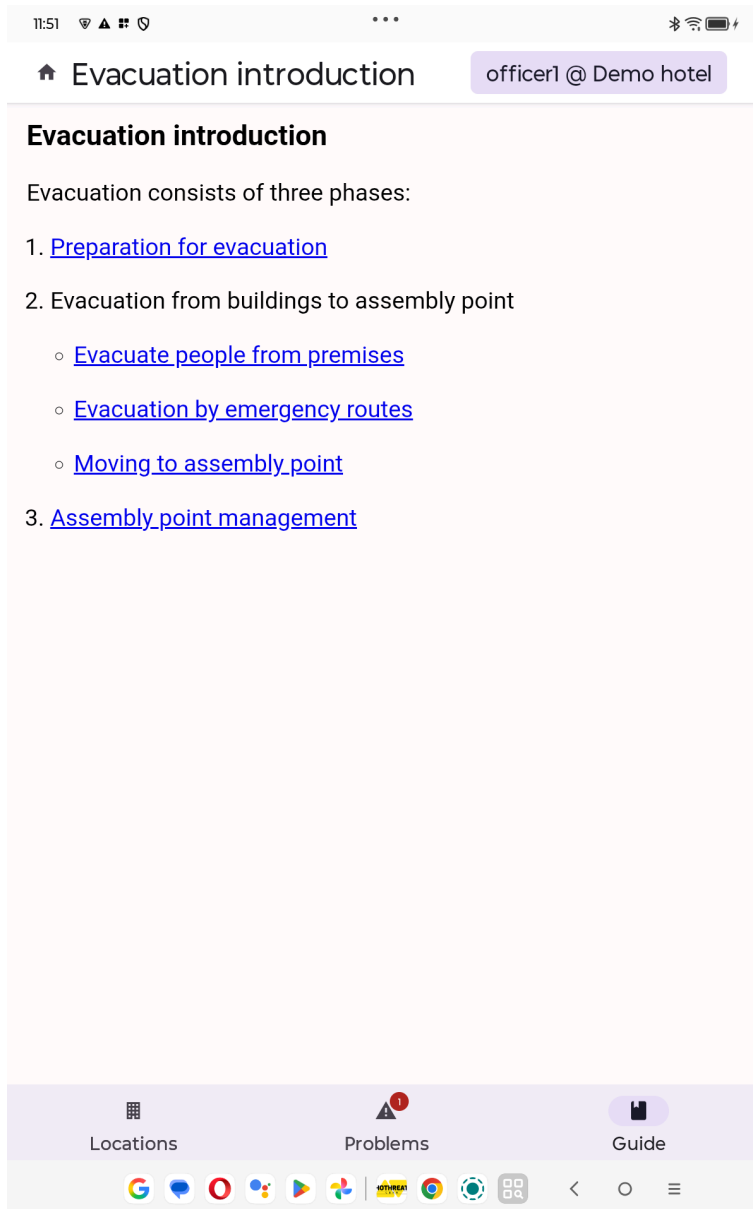
They may also switch to the **Problems** tab from the bottom navigation bar, to view all problems they have reported (in all locations). If the officer manages to resolve a problem themselves, they may mark it as resolved.



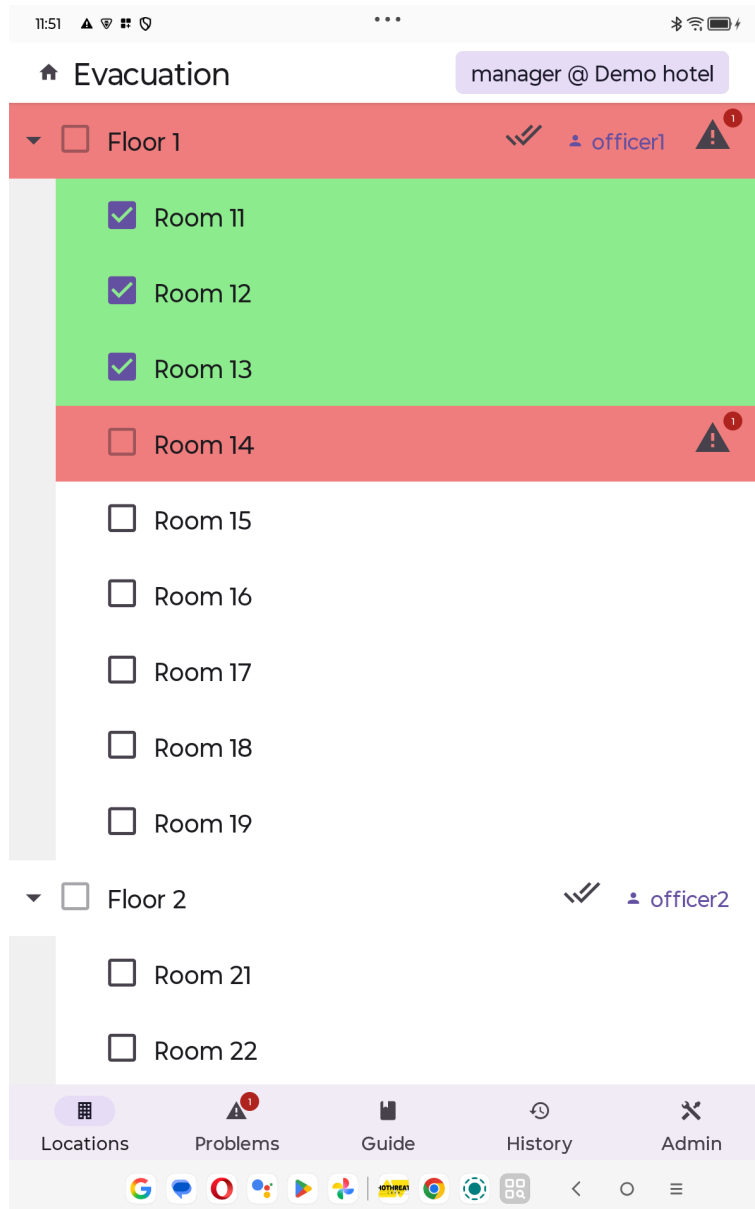
The officer may press the **check-all** button on the right side of the floor to mark all of its locations without reported problems as evacuated.



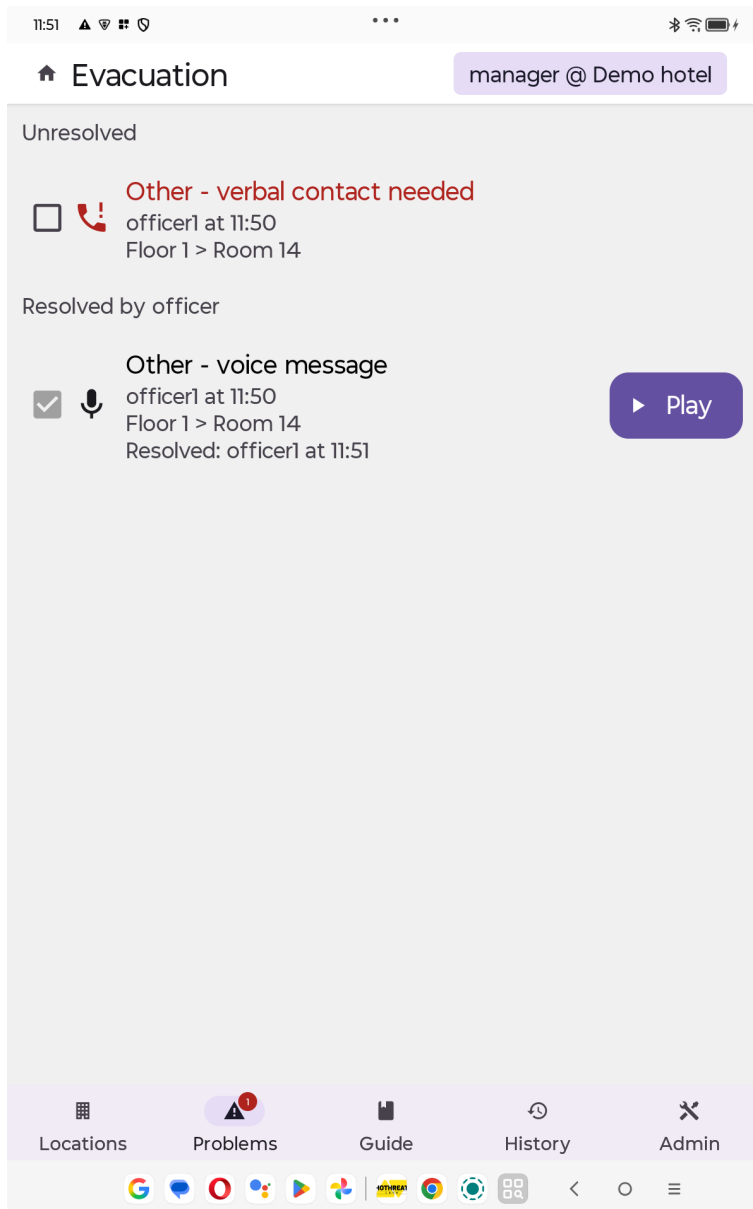
The officer may look up relevant procedures in the **Guide** tab:



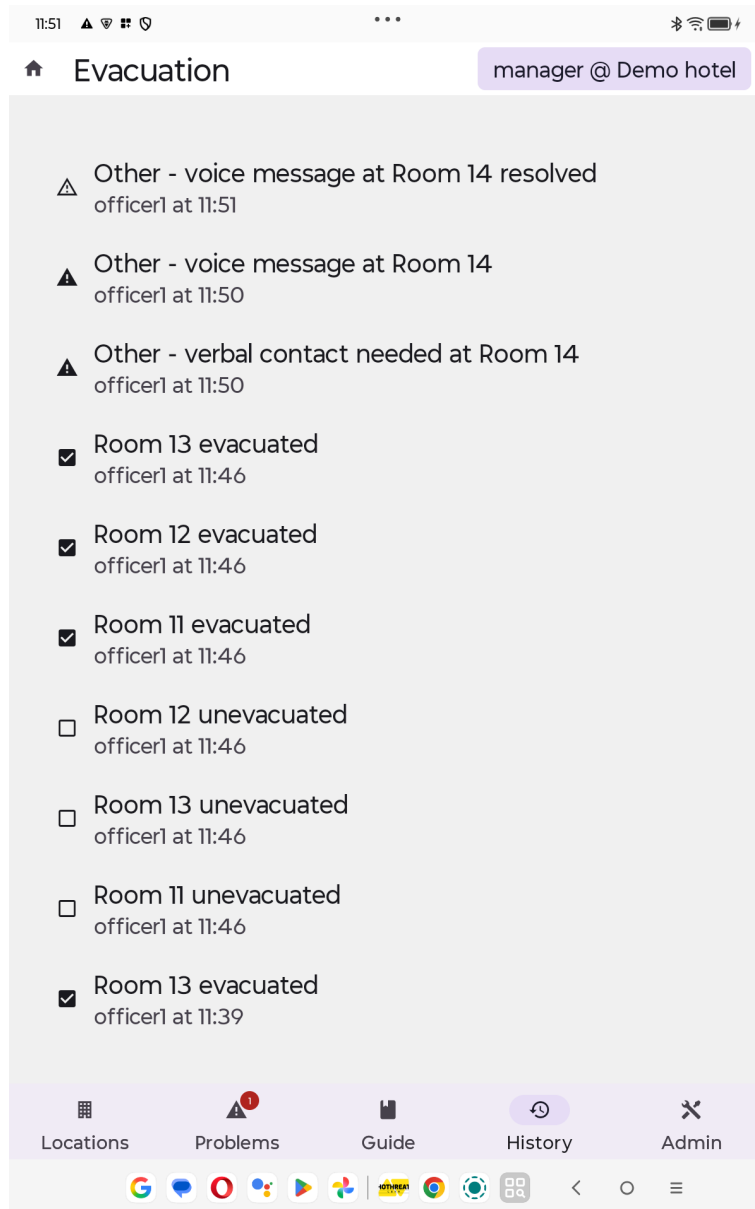
During the evacuation the **manager** can monitor the status of all the hotel's locations:



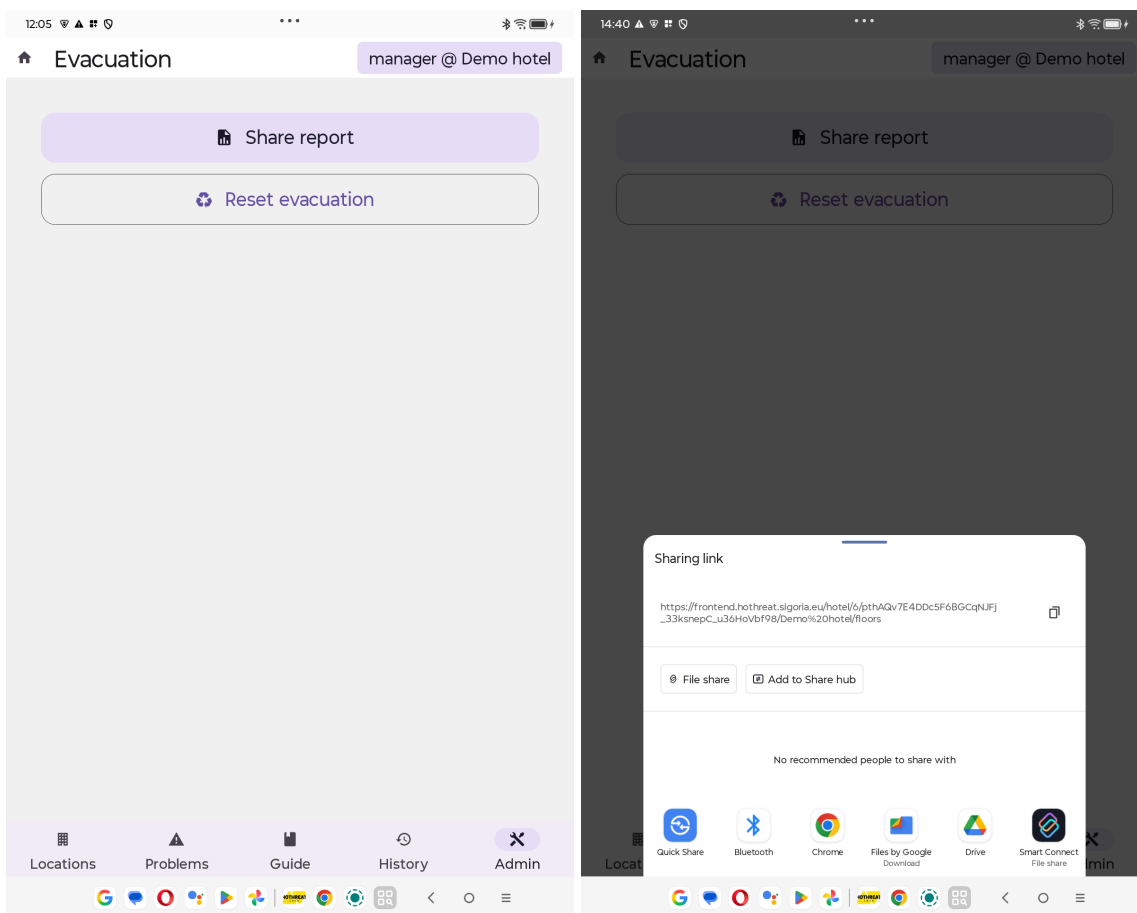
In the **Problems** tab, they can see all problems reported in the hotel, react to them, and mark them as resolved. Voice messages must be listened to and photos viewed before marking the problem as resolved.



In the **History** tab the manager may view all the events from the evacuation:

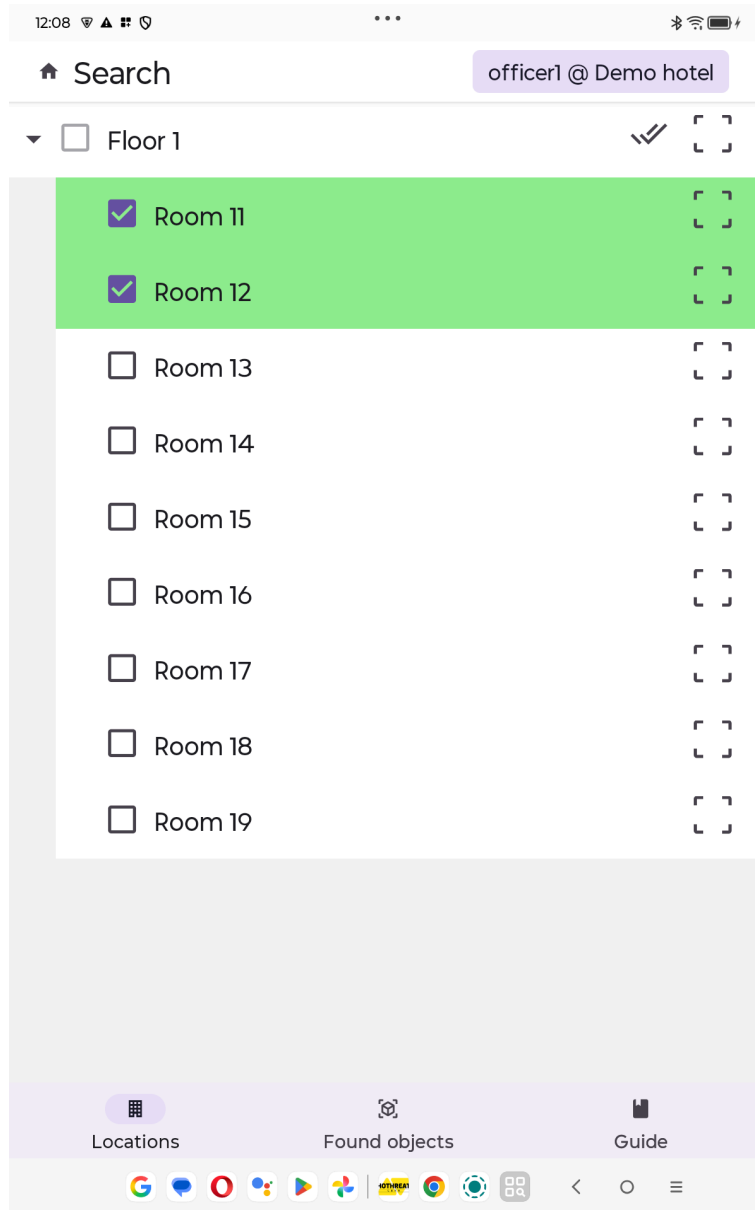


In the **Admin** tab, the manager may share a report with emergency services (by sending a link using e-mail, SMS, or other means). They may also reset the evacuation.

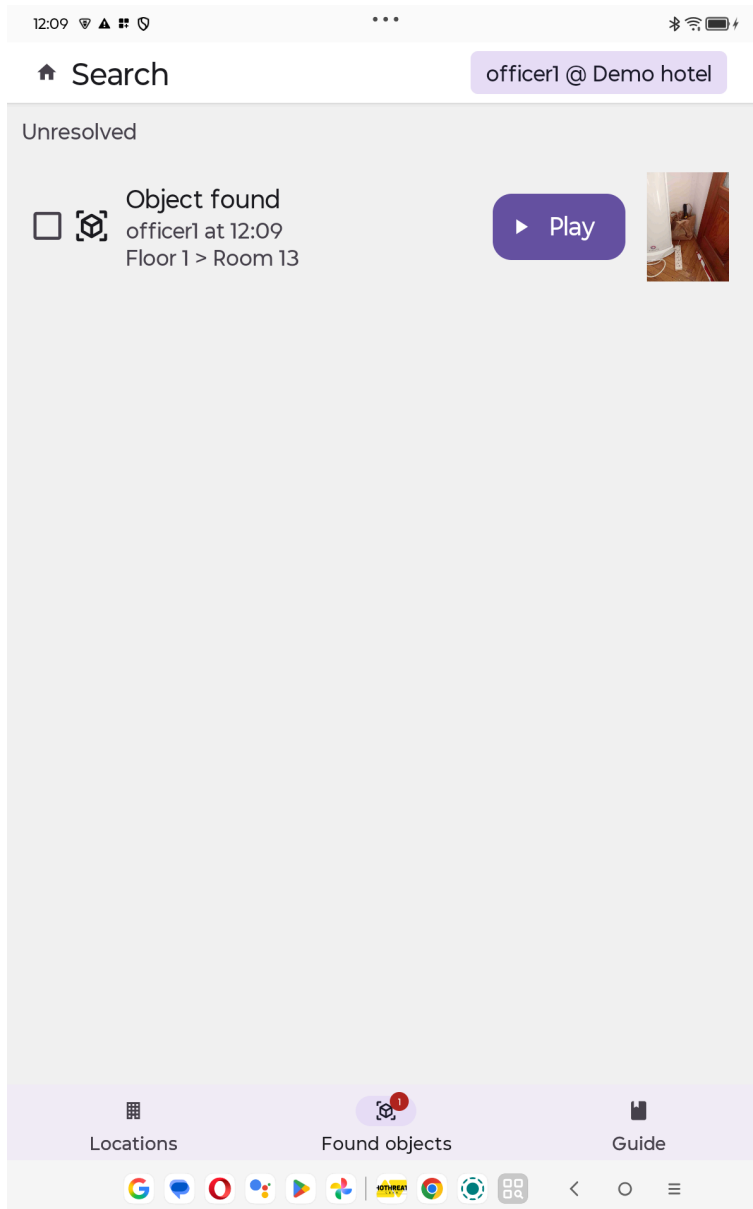


3. Search

The **Search** procedure is similar to the **Evacuation**. Officers perform a search of each assigned location and mark it as searched using the checkbox on the left of the location name.

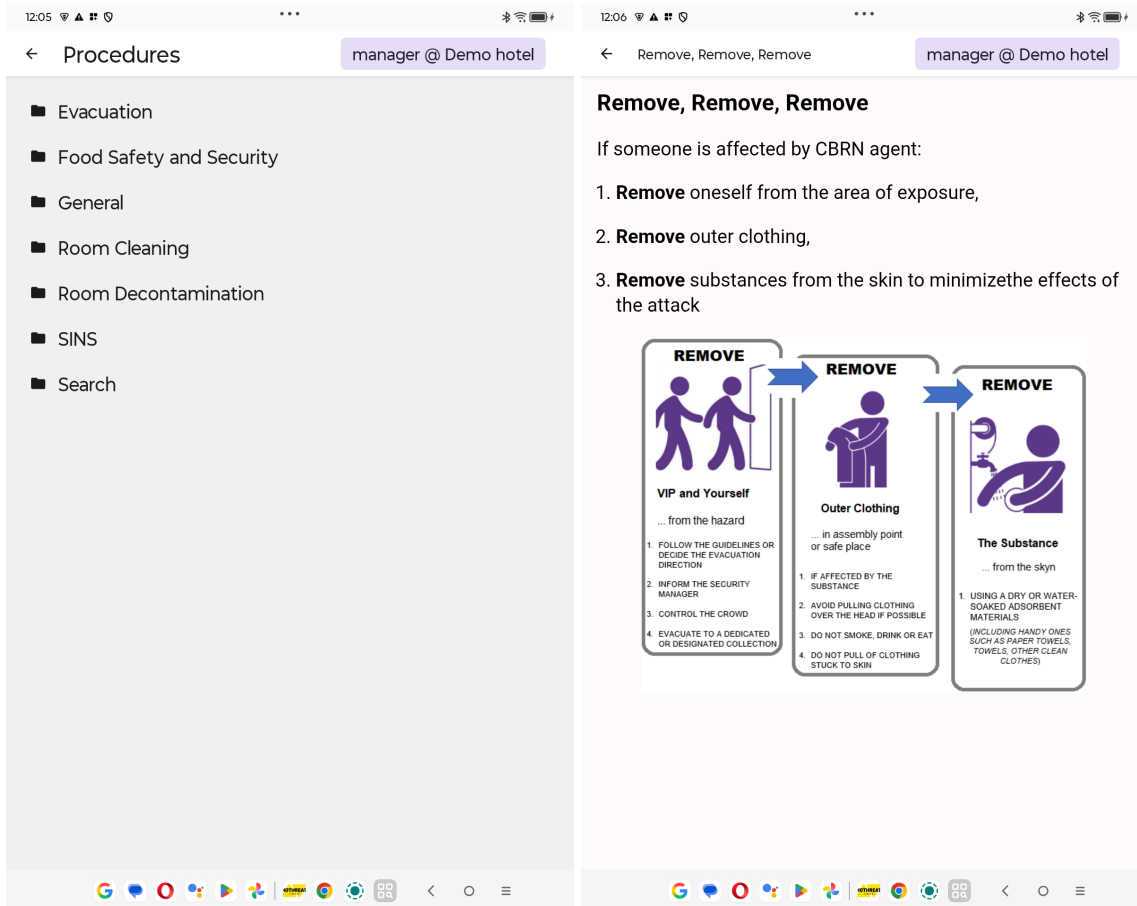


If a suspicious object is found, the officer reports it by pressing the button to the right of the location name. They then take a photo and/or record a voice message to describe the object to the manager.



4. Procedures

The **Procedures** section reachable from the main screen allows the user to look up all the available procedures. This is an extract of shortened and simplified texts from the HOTHREAT handbook intended to help recall information from previous training sessions.



5. Signing out

To sign out, the user must tap the **user information** in the top-right corner of the screen to navigate to the **Profile** screen and then press **Sign out**:

