

## Accessing Your ReadyAlert Master Account

Go to [www.readyalertaed.com](http://www.readyalertaed.com) and click on **Coordinator Login for ReadyAlert** (bottom of page)

Add your **Username**


Add your **Password**. **Password is case sensitive.**

Click on **Login** - You are now into your ReadyAlert Master Account.

### To access your Group:

Click on - **Permissioned Account** - (dropdown button located at upper right corner)

Click on the group listed - Your **Group** is now accessible. It's the one with the arrow and person.

Click on the icon  and you can see all responders both active and suspended.

### Responder Contact Information:

Place your cursor over a responder's name and their information will be displayed.

**Primary Email** - default@readyalert = no email

**Mobile Phone** - (sms) = TEXT

**Home Phone (landline)** - VOICE by default

**RA Voice** - phone(s) that receive VOICE

### Alert Report:

On the Navigation Bar (Top of Page), > click on "**Alerts.**" From the drop-down menu, > click on "**Alert Reports.**" Report page opens. Select your Group Alert from the drop-down and click on "**Create Report**" You can view the alert by **Summary** or **By Person**. In the **By Person** report, you can view an individual's alert information by clicking on their name highlighted in [blue](#).

### There are two additional options -

**Print** -  You can print the names of the individuals in your group

**Download Group into an Excel Spreadsheet** -  The report is opened with a .csv extension.

When you save the spreadsheet you may want to **Save As** with an .xlsx (Excel) extension. It makes it easier to reopen in Excel.

### Go back to your master account:

Click on << **Back to "your ID"** located upper right hand corner.

The database is **READ-ONLY**, which means you cannot make changes.

Any questions, email me or call me.

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