

Property Owner User Guide



BE SEEN • BE SAFE

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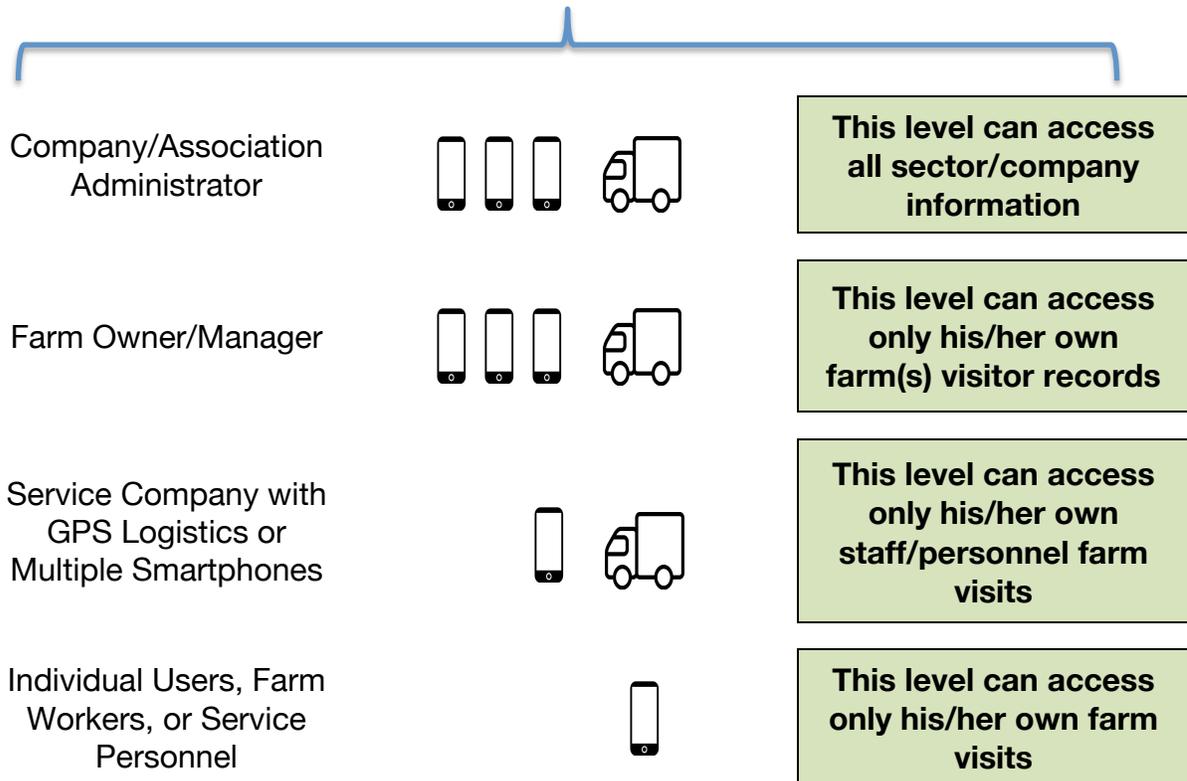
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Be Seen Be Safe User Types

User Definitions and Hierarchy



Be Seen Be Safe



Association Access

An association is a company or farmer cooperative that has control over multiple properties. Each association has its own secure database or container that Be Seen Be Safe sets up through Amazon Web Services. The properties that are within the association are stored in that container. Each container is held within its own jurisdiction. For example, the UK data is held in the UK and is never transferred to any jurisdiction outside of the UK.

Phone Requirements

Be Seen Be Safe supports the following minimum hardware and operating systems (OS):

- Apple iPhone 4S with iOS 9.3.4 (however, we recommend iPhone 5S with iOS 10 or greater)
- Android with OS Lollipop (5.0) (to ensure optimum performance Be Seen Be Safe recommends that Android phones be no greater than 4 years old and to have cost more than \$500 USD at its release to guarantee its GPS software is suitable)
- BlackBerry BB10 OS (please note, push notifications are not available on the BlackBerry platform)

Browser Requirements

Be Seen Be Safe supports all browser types except Internet Explorer. Internet Explorer's replacement, Microsoft Edge, is the best solution for this.

Set Up

Downloading the App

On iPhones, the app can be found in the App Store, by searching for **Be Seen Be Safe Ltd.**

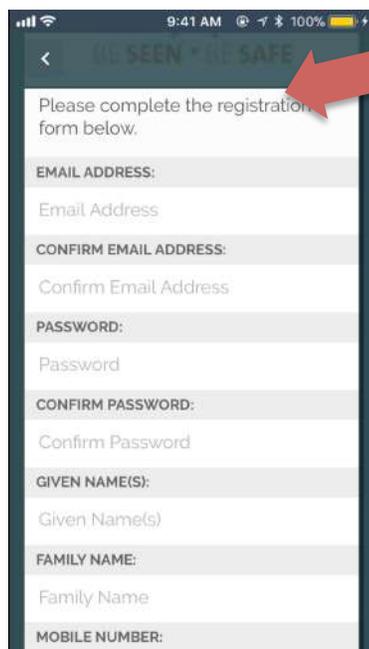
On Androids, the app can be found in the Google Play Store, by searching for **beseenbesafe** (with no spaces).

On BlackBerrys, the app can be found in BlackBerry World, by searching for **Be Seen Be Safe.**

The app is completely free on all platforms. Once it is downloaded, tap the app to open it and it will bring you to the main login page. It will ask you to 'allow' three options: location (to determine when you cross geofences, this should be set as **Always Allow**), notifications (select **Allow** to be notified when crossing fences), and motion and fitness activity (to determine when your phone is moving or sitting still, select **Allow** so the app is be able to conserve your phone's battery).



Registering Your Account



To register your account, click **sign up** on the login page. You will be directed to the registration form. Fill out the form using the email address you want linked to your account. Create a password that you will remember. Type in your first name in **Given Name** and last name in **Family Name**. Fill in the **Mobile Number** of the phone you'll be using the app on. Fill in your **Phone Manufacturer**, for example, Apple. Then fill in your **Phone Model**, for example, iPhone 7. Once this is all completed, select **Next**.

Completing Your Visitor Profile

The system will now ask you to fill in your **User Type**. There are three types: **Farm Worker**, **Farm Owner** and **Service Provider**.

Important - If you select Service Provider, you will receive the following question, which needs to be completed for your registration process. Please ensure this field is filled in correctly as it is extremely important in assessing individual risk profiles. **On farm visits, what is your proximity to the livestock?**

You have a choice of three answers as follows:

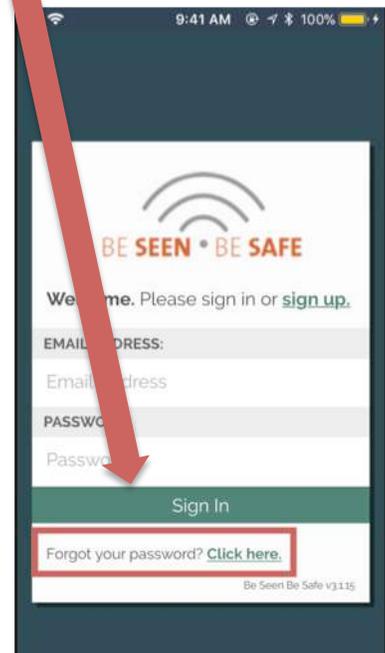
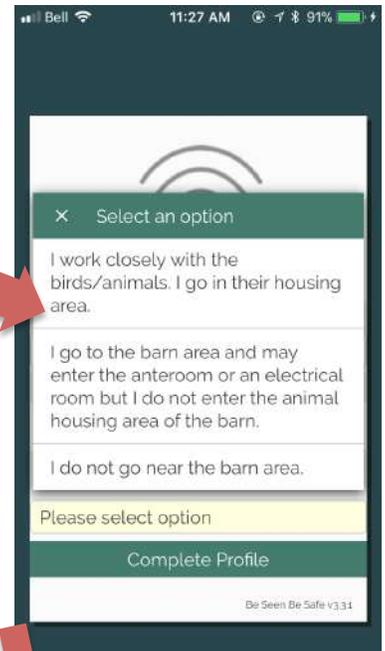
1. I work closely with the birds/animals. I go in the housing area.
2. I go to the barn area and may enter the anteroom or an electrical room but I do not enter the animal housing area of the barn.
3. I do not go near the barn area.

Once everything is filled in, you can select **Complete Profile**. A pop up success message will appear and after a few seconds, the login screen will appear again. Use your password and the email address you provided to login to your account for the first time.

Reset Your Password

If you forget your password, on the login page, select **Forgot your password? Click here.** This will open up a field where you can enter your email address. Once you've entered your email, click **Submit**. A success message will appear stating an email has been sent. You will receive an email to the email address you indicated. It will have a button stating **Reset Your Password**, click on that. This will open a link to the Be Seen Be Safe dashboard with a new password field. Type in your new password, confirm it once more, and hit **Submit**. A success message will appear stating that your password has been reset. You can now login to the system using your new password.

Important - If you do not receive the email, please check that you have entered your email correctly. If you still have not received an email, please contact info@beseenbesafe.ca.



Property Owner Functions

To access the Be Seen Be Safe dashboard, go to **beseenbesafe.ca** and click the **Login** button at the top right-hand corner of the page. Or to go directly there, you can enter **dashboard.beseenbesafe.ca/#/** into your browser address bar. Enter your personal login credentials. This will bring you to the **Activity Overview** page. On the left side of the screen you will see the menu options.

Activity Overview

All user types have access to their personal **Activity Overview**, which is a report of personal visits to Be Seen Be Safe properties, including their own property.

Select the menu item **Activity Overview**. The visits are grouped by **Last 7 Days**, **Last 30 Days**, and **Last 365 Days** in numbers at the top. Underneath that, the table shows your personal activity. Each of the three columns (**Property**, **Timestamp**, **Duration**) can be sorted alphabetically or numerically simply by clicking on that column's header. You can also search for your visits between specific date ranges by filling in **Start Date** and **End Date**, and clicking the **Search** button. By clicking on a visit, a pop-up will appear with more details on that visit. The data can be exported by clicking **Export CSV**. This will download the data as a CSV file or as a spreadsheet that can be opened in Excel. The map view beside this shows the properties you've visited on a map. You can hover over the layers button in the top right hand corner to toggle between **Satellite + Streets**, **Streets**, and **Monochrome** map types.

The screenshot shows the 'Activity Overview' dashboard for 'Farmers Ltd. - Administrator'. The user profile is Patricia Foley (admin@farmmail.com). The dashboard displays 'Total Recorded Visits' for three periods: Last 7 days (3), Last 30 days (5), and Last 365 days (40). Below this is a 'Property Visit Records' table with search filters for Start Date and End Date, and an 'Export CSV' button. The table lists 12 visits with columns for Property, Timestamp, and Duration. To the right is a map showing the locations of these visits with numbered pins (1-12).

Property	Timestamp	Duration
Brynn Farms Ltd.	Apr 2 7:40 AM - 8:00 AM	20m
Vera Farms Ltd.	Apr 2 6:55 AM - 7:14 AM	19m
Raymond Farms Ltd.	Apr 2 6:21 AM - 6:29 AM	8m
Autumn Farms Ltd.	Mar 31 1:47 PM - 2:18 PM	31m
Sarah Farms Ltd.	Mar 31 6:46 AM - 7:07 A	22m
Fulton Farms Ltd.	Mar 7 6:21 AM - 6:36 AM	15m
Vance Farms Ltd.	Mar 5 2:59 PM - 3:33 PM	34m
Fiona Farms Ltd.	Mar 5 2:26 PM - 2:48 PM	21m
Preston Farms Ltd.	Mar 4 3:38 PM - 3:53 PM	15m
Preston Farms Ltd.	Mar 4 2:53 PM - 3:12 PM	19m



Report Bird Sighting

Report Bird Sighting is only accessible on the mobile app. Association Administrators have the option to overlay wild waterfowl (and wind) movement over disease simulations to increase the prediction of disease movement (see **Simulate Outbreak**). All users are able to add to this waterfowl database by submitting waterfowl sightings as they occur. The mobile app will use your phone's location to determine where the waterfowl was sighted. To report a bird sighting, click on **Report Bird Sighting** on the **Activity Overview** or main page of the mobile app.

Select the type of birds you observed under the question **What kind of wild bird did you see?** The options are **Ducks, Geese, and Other Waterfowl.**

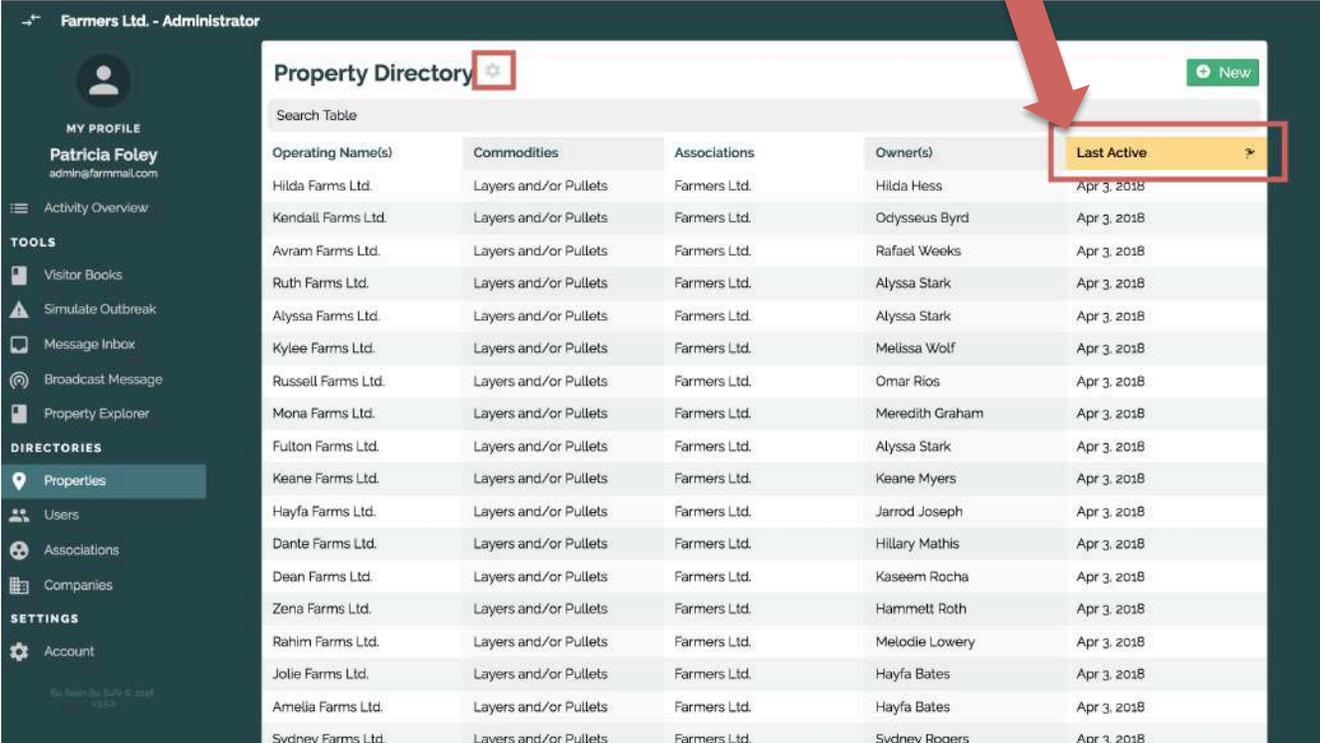
Non-water birds are not susceptible to the types of diseases poultry farms are prone to contracting from wild birds, so observations of their movements are not necessary for our purposes. Select the range of birds you observed under the question **How many birds did you see?** The options are **1-5, 5-25, 25-50, 50-100** and **>100**. In the example to the right, Geese and 5-25 have been selected. Once you have filled both options in, select **Submit**.



Properties

Properties is a list of all of the farms you have ownership of.

Under Directories, click on **Properties**. On this screen, Property Owners can sort, search, or edit their personal properties. Each of the five columns (**Operating Name(s)**, **Commodities**, **Associations**, **Owner(s)**, **Last Active**) can be sorted alphabetically or numerically simply by clicking on that column's header. The Last Active column shows the most recent activity date recorded for each property, it has been sorted as an example below.



Operating Name(s)	Commodities	Associations	Owner(s)	Last Active
Hilda Farms Ltd.	Layers and/or Pullets	Farmers Ltd.	Hilda Hess	Apr 3, 2018
Kendall Farms Ltd.	Layers and/or Pullets	Farmers Ltd.	Odysseus Byrd	Apr 3, 2018
Avram Farms Ltd.	Layers and/or Pullets	Farmers Ltd.	Rafael Weeks	Apr 3, 2018
Ruth Farms Ltd.	Layers and/or Pullets	Farmers Ltd.	Alyssa Stark	Apr 3, 2018
Alyssa Farms Ltd.	Layers and/or Pullets	Farmers Ltd.	Alyssa Stark	Apr 3, 2018
Kylee Farms Ltd.	Layers and/or Pullets	Farmers Ltd.	Melissa Wolf	Apr 3, 2018
Russell Farms Ltd.	Layers and/or Pullets	Farmers Ltd.	Omar Rios	Apr 3, 2018
Mona Farms Ltd.	Layers and/or Pullets	Farmers Ltd.	Meredith Graham	Apr 3, 2018
Fulton Farms Ltd.	Layers and/or Pullets	Farmers Ltd.	Alyssa Stark	Apr 3, 2018
Keane Farms Ltd.	Layers and/or Pullets	Farmers Ltd.	Keane Myers	Apr 3, 2018
Hayfa Farms Ltd.	Layers and/or Pullets	Farmers Ltd.	Jarrod Joseph	Apr 3, 2018
Dante Farms Ltd.	Layers and/or Pullets	Farmers Ltd.	Hillary Mathis	Apr 3, 2018
Dean Farms Ltd.	Layers and/or Pullets	Farmers Ltd.	Kaseem Rocha	Apr 3, 2018
Zena Farms Ltd.	Layers and/or Pullets	Farmers Ltd.	Hammelt Roth	Apr 3, 2018
Rahim Farms Ltd.	Layers and/or Pullets	Farmers Ltd.	Melodie Lowery	Apr 3, 2018
Jolie Farms Ltd.	Layers and/or Pullets	Farmers Ltd.	Hayfa Bates	Apr 3, 2018
Amelia Farms Ltd.	Layers and/or Pullets	Farmers Ltd.	Hayfa Bates	Apr 3, 2018
Sydney Farms Ltd.	Layers and/or Pullets	Farmers Ltd.	Sydney Rogers	Apr 3, 2018

Columns are customizable. Just click on the gear box at the top of the page.



Select Columns to Display

Search Table

Column Name

Operating Name(s)

Commodities

Associations

Owner(s)

Last Active

This will generate a pop-up with selectable column options. Select the columns you wish to see and click **Continue**. In the **Search Table** bar on the **Property** page, you can search by name, commodity, owner, and last activity date. Click on a property to view its **Property Details**.

You can edit any property information including property name and address. If the farm owner(s), staff, or geofence requires editing, either talk to your Association Administrator or contact info@beseenbesafe.ca.

In the Property Details, simply click **Edit** beside each heading to edit it.

Property Directory

Search Table: _____

Operating Name(s)
Audra Farms Ltd.
Lucian Farms Ltd.
Hedwig Farms Ltd.
Christopher Farms Ltd.
Keane Farms Ltd.
Hop Farms Ltd.
Abra Farms Ltd.
George Farms Ltd.
Roth Farms Ltd.
Stella Farms Ltd.
Quyn Farms Ltd.
Camden Farms Ltd.
Maite Farms Ltd.
Kirk Farms Ltd.
Hilda Farms Ltd.
Raymond Farms Ltd.
Carissa Farms Ltd.
Nathan Farms Ltd.

Hilda Farms Ltd. Delete

Property Details Edit

Property Owners Edit
Hilda Hess

Address Edit
Address Line 1: 797-1218 Eleifend, Rd.
Address Line 2: Address Line 2
Address Line 3: Address Line 3
City: Guelph
Province/State: ON
Postal Code: 74183-08g
Country: Canada

Geofence Maximise
Set center coordinates: 43.62452, -80.57969 Set

Production Types Add Production Type

Property Directory

Search Table: _____

Operating Name(s)
Audra Farms Ltd.
Lucian Farms Ltd.
Hedwig Farms Ltd.
Christopher Farms Ltd.
Keane Farms Ltd.
Hop Farms Ltd.
Abra Farms Ltd.
George Farms Ltd.
Roth Farms Ltd.
Stella Farms Ltd.
Quyn Farms Ltd.
Camden Farms Ltd.
Maite Farms Ltd.
Kirk Farms Ltd.
Hilda Farms Ltd.
Raymond Farms Ltd.
Carissa Farms Ltd.
Nathan Farms Ltd.

Hilda Farms Ltd. Delete

Production Types Add Production Type

Hilda Farms Ltd. Delete

General Edit
Operating Name: Hilda Farms Ltd.
Association: Farmers Ltd.
Commodity: Layers and/or Pullets

Staff Edit
Pascale Randall, Quyn Chandler, Ciaran Rodgers

Visitor Statistics

Last 7 days: 1
Last 30 days: 1
Last 365 days: 4

Monthly Visits by Risk Factor

Month	Total	Low	Medium	High
Nov '17	1.0	1.0	0.0	0.0
Dec '17	1.0	1.0	0.0	0.0
Jan '18	1.0	1.0	0.0	0.0
Feb '18	1.0	1.0	0.0	0.0
Mar '18	1.0	1.0	0.0	0.0
Apr '18	1.0	1.0	0.0	0.0

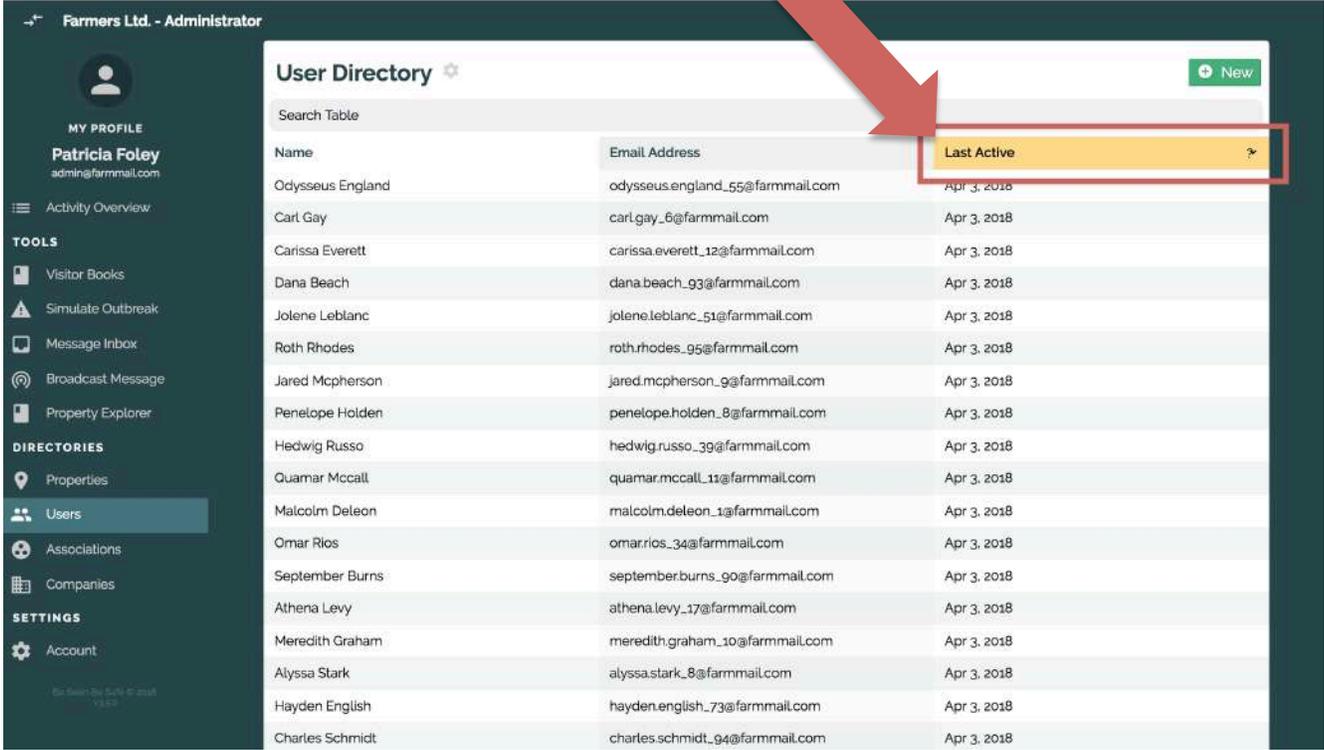
Visitor Statistics

At the bottom of the Property Details, the property's **Visitor Statistics** are listed. The visits are grouped by **Last 7 Days**, **Last 30 Days**, and **Last 365 Days** in numbers. The bar graph underneath shows monthly visits by risk factor for the property's visitors. For example, if a user who goes into poultry barns regularly (eg. a veterinarian) enters a poultry property, they will be recorded as a high risk visitor. This is determined by the profile they fill out when the user first downloads the app.

Users

Users is a list of users including yourself and any staff you may have.

Under Directories, click on **Users**. Property Owners can sort, search, or edit any of their registered users. Each of the three columns (**Name**, **Email Address**, **Last Active**) can be sorted alphabetically or numerically simply by clicking on that column's header. The Last Active column shows the most recent activity date recorded for each property, it has been sorted as an example below.



The screenshot displays the 'User Directory' interface. On the left is a sidebar with navigation options: MY PROFILE (Patricia Foley), TOOLS (Visitor Books, Simulate Outbreak, Message Inbox, Broadcast Message, Property Explorer), DIRECTORIES (Properties, Users, Associations, Companies), and SETTINGS (Account). The main area shows a table with the following columns: Name, Email Address, and Last Active. A red arrow points to the 'Last Active' column header, which is highlighted in yellow. The table contains 20 rows of user data, all with activity dates of 'Apr 3, 2018'.

Name	Email Address	Last Active
Odysseus England	odysseus.england_55@farmmail.com	Apr 3, 2018
Carl Gay	carlgay_6@farmmail.com	Apr 3, 2018
Carissa Everett	carissa.everett_12@farmmail.com	Apr 3, 2018
Dana Beach	dana.beach_93@farmmail.com	Apr 3, 2018
Jolene Leblanc	jolene.leblanc_51@farmmail.com	Apr 3, 2018
Roth Rhodes	roth.rhodes_95@farmmail.com	Apr 3, 2018
Jared Mcpherson	jared.mcpherson_9@farmmail.com	Apr 3, 2018
Penelope Holden	penelope.holden_8@farmmail.com	Apr 3, 2018
Hedwig Russo	hedwig.russo_39@farmmail.com	Apr 3, 2018
Quamar Mccall	quamar.mccall_11@farmmail.com	Apr 3, 2018
Malcolm Deleon	malcolm.deleon_1@farmmail.com	Apr 3, 2018
Omar Rios	omar.rios_34@farmmail.com	Apr 3, 2018
September Burns	september.burns_90@farmmail.com	Apr 3, 2018
Athena Levy	athena.levy_17@farmmail.com	Apr 3, 2018
Meredith Graham	meredith.graham_10@farmmail.com	Apr 3, 2018
Alyssa Stark	alysa.stark_8@farmmail.com	Apr 3, 2018
Hayden English	hayden.english_73@farmmail.com	Apr 3, 2018
Charles Schmidt	charles.schmidt_94@farmmail.com	Apr 3, 2018

The columns are customizable, just select the gear icon beside **User Directory** and select the columns you wish to view in the directory. In the **Search Table** bar, you can search by name, email address, and last activity date. Click on a user's name to view their **User Details**.

You can edit a user's name, email address, phone number, phone manufacturer, phone type, language, and notification settings.

You can also edit **User Type** (Farm Worker, Farm Owner, or Service Provider), the company they work for, and their proximity to the livestock.

Important - If you select Service Provider, you will be required to fill out the livestock proximity question. Please ensure this field is filled in correctly as it is extremely important in assessing individual risk profiles. Please see the registration process at the beginning of this document for further information.

In the **User Details**, simply click **Edit** beside each heading in order to change it.

User Directory ⚙️

Search Table

MY PROFILE
Todd Cook
 superadmin@farmmail.com

Activity Overview

TOOLS

- Visitor Books
- Simulate Outbreak
- Message Inbox
- Broadcast Message
- Property Explorer

DIRECTORIES

- Properties
- Users**
- Associations
- Companies

SETTINGS

- Account

User Details ✕ Delete

General Edit

Name

Pascale Randall

Quyn Chandler

Patricia Foley

Orson Skinner

Todd Cook

Ciaran Rodgers

Paki Powell

Audrey Rodriguez

Odysseus Byrd

Charles Schmidt

Penelope Holden

Daniel Garza

Uma Gates

Jared Mcpherson

Kimberly Anthony

Yuri Salazar

Aurora Hester

General

Given Name(s): Pascale
Family Name: Randall
Email Address: pascale.randall_35@farmmail.com
Mobile Number: 1 (234) 567-8910
Phone Manufacturer (i.e. Apple): Apple
Phone Model Number (i.e. iPhone 5S): iPhone 7

Application Preferences Edit

Language: English

The language that the dashboard will be presented and of all automated correspondences delivered by the server:

Notify of personal movements on properties owned by you:
 Be notified of activity you make on properties owned by yourself.

Notify of visitor movements:
 Be notified of movements by visitors on properties owned by yourself

Notify of any personal movements:
 Be notified of all personal movements on any properties in the system.

Profile Edit

User Type: Service Provider
Company Name: Farms Inc.
On farm visits, what is your proximity to the livestock?: I do not go near the barn area.

Total Recorded Visits

The user's **Total Recorded Visits** is listed by **Last 7 Days**, **Last 30 Days**, and **Last 365 Days** and is also viewable and searchable by date range. This data can be exported for future analysis by clicking **Export CSV**.



User Directory ⚙️

Search Table

MY PROFILE
Todd Cook
 superadmin@farmmail.com

Activity Overview

TOOLS

- Visitor Books
- Simulate Outbreak
- Message Inbox
- Broadcast Message
- Property Explorer

DIRECTORIES

- Properties
- Users**
- Associations
- Companies

SETTINGS

- Account

User Details ✕ Delete

Total Recorded Visits

Last 7 days: **0** | Last 30 days: **18** | Last 365 days: **85**

Property Visit Records

Search Activity By Date

Export CSV 🔍 Search

Start Date:
 End Date:

Search Table

Property	Timestamp	Duration
George Farms Ltd.	Mar 30 11:57 AM - 12:02 PM	6m
Paki Farms Ltd.	Mar 30 10:49 AM - 11:42 AM	53m
Vincent Farms Ltd.	Mar 28 6:38 AM - 7:48 AM	1h 10m
Preston Farms Ltd.	Mar 25 12:41 PM - 2:10 PM	1h 29m
Suki Farms Ltd.	Mar 25 7:13 AM - 7:49 AM	36m
Sonya Farms Ltd.	Mar 25 6:12 AM - 6:49 AM	37m
Dennis Farms Ltd.	Mar 24 1:28 PM - 2:21 PM	53m
Adena Farms Ltd.	Mar 24 6:24 AM - 6:51 AM	27m
Lucian Farms Ltd.	Mar 20 12:27 PM - 12:45 PM	18m
Kermil Farms Ltd.	Mar 20 7:48 AM - 8:12 AM	24m

Visitor Books

Visitor Books allows you to create a visitor log for properties for any date range required.

Under Tools, select **Visitor Books**. Select **New**. Next, select the date range of visits in **Start Date** and **End Date** and finally, select the properties by clicking **Click to select properties**.

The screenshot shows the 'Create Visitor Book' form. The 'New' button is highlighted with a red box. A red arrow points from the 'Click to select properties' button in the 'Step 2' section to the 'Click to select properties' button in the 'Step 1' section. A yellow message box states: 'You have not generated any reports, please select the Add Button above to create your first Visitor Record Book.'

Select Property Owners

Cancel Continue

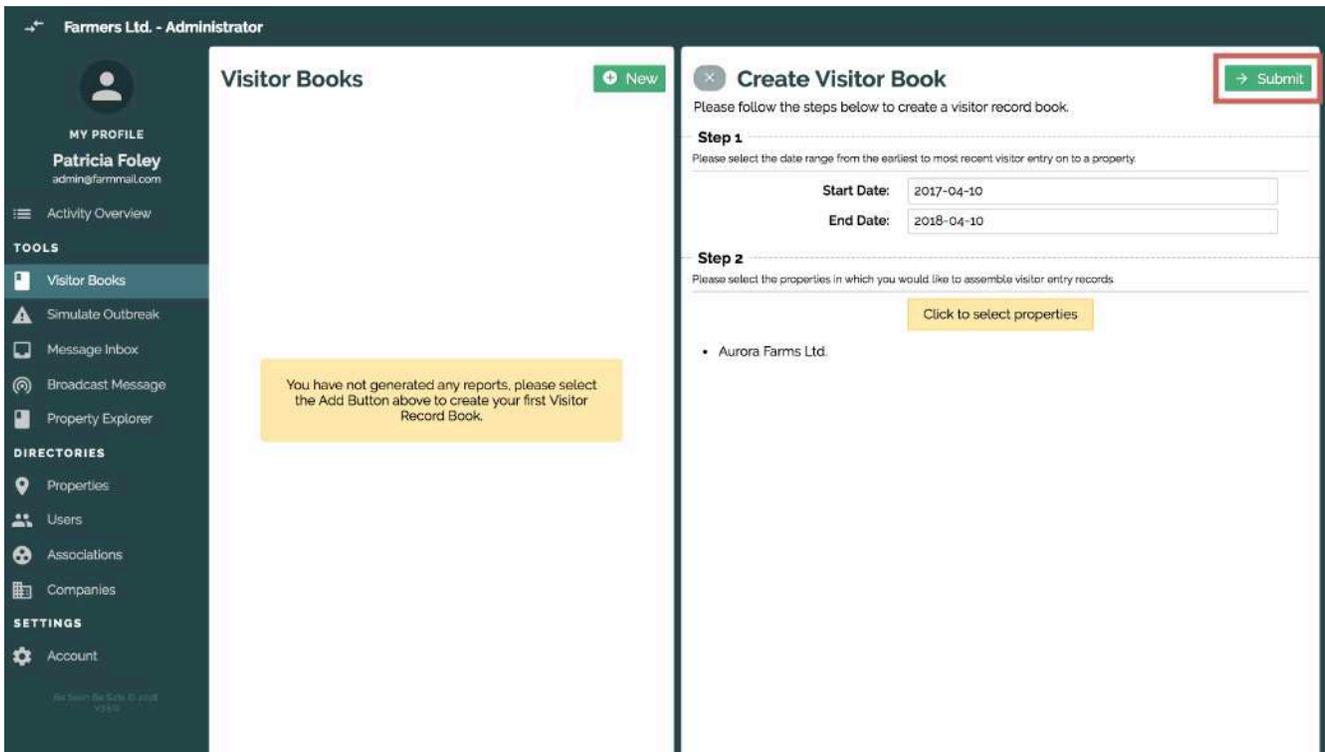
Search Table

Operating Name(s)	Owner(s)	Last Active
Aurora Farms Ltd.	Aurora Hester	Mar 31, 2018
Clare Farms Ltd.	Clare Davis	Mar 14, 2018
Hayden Farms Ltd.	Hayden English	Mar 26, 2018
Kasper Farms Ltd.	Kasper Byrd	Mar 26, 2018
Audra Farms Ltd.	Audra Sherman	Mar 28, 2018
Lucian Farms Ltd.		Mar 27, 2018
Keane Farms Ltd.	Keane Myers	Apr 3, 2018
Hop Farms Ltd.	Hop Wong	Apr 1, 2018
Abra Farms Ltd.	Abra Watts	Apr 2, 2018
Roth Farms Ltd.	Roth Rhodes	Mar 24, 2018
Guyn Farms Ltd.	Guyn Raymond	Apr 2, 2018
Camden Farms Ltd.	Camden Stephens	Feb 20, 2018
Maite Farms Ltd.	Maite Ramos	Apr 2, 2018
Kirk Farms Ltd.	Kirk Hill	Apr 1, 2018
Hilda Farms Ltd.	Hilda Hess	Apr 3, 2018

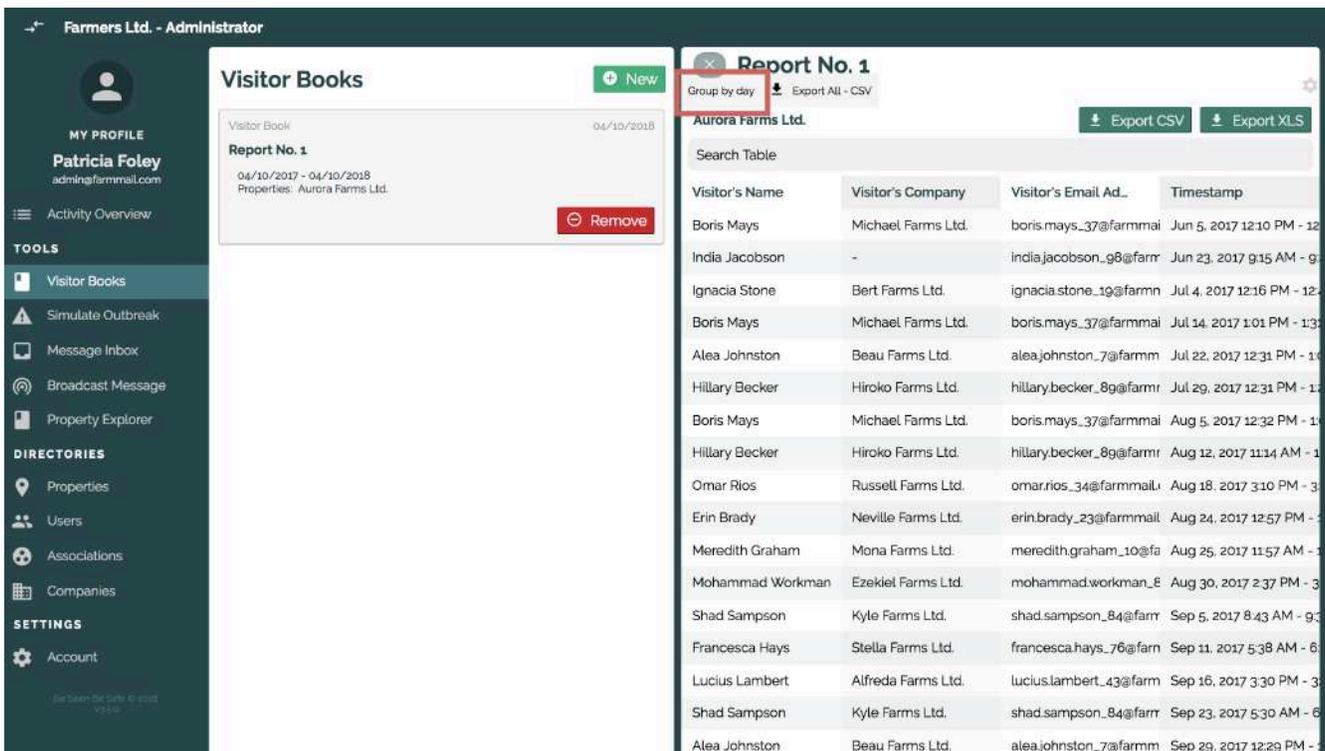
A pop-up will appear with properties to select from. In the **Search Table** bar, you can search by property name, owner, or last activity date. Each of the three columns (**Operating Name(s)**, **Owner(s)**, **Last Active**) can be sorted alphabetically or numerically simply by clicking on that column's header.

You can select one property, or multiple. Once you've selected properties, click **Continue** and the pop-up will disappear.

Click **Submit** on the Create Visitor Book page to receive the report.



Your generated visitor book will save as a report for later review, if needed. You can group the visits by day or property. Click **Group by day** or **Group by property** to switch between the two. Each of the four columns (**Visitor's Name**, **Visitor's Company**, **Timestamp**, **Duration**) can be sorted alphabetically or numerically by clicking on that column's header.



Select Columns to Display Cancel Continue

Search Table

Visitor's Name ✕ Timestamp ✕ Visitor's Company ✕ Visitor's Email Address ✕

Column Name

Visitor's Name

Visitor's Company

Visitor's Phone Number

Visitor's Email Address

Property

Timestamp

Duration

Columns are customizable. Select the gear icon at the top right of the page and a pop-up will appear with a choice of columns you can observe and export from the generated visitor book. Select the options you wish to have in that particular visitor book, and click **Continue**. For this example, **Visitor's Name**, **Visitor's Company**, **Visitor's Email Address** and **Timestamp** were selected. Other options include **Visitor's Phone Number**, **Property**, and **Duration**.



Farmers Ltd. - Administrator

MY PROFILE
 Patricia Foley
 admin@farmmail.com

TOOLS

- Visitor Books
- Simulate Outbreak
- Message Inbox
- Broadcast Message
- Property Explorer

DIRECTORIES

- Properties
- Users
- Associations
- Companies

SETTINGS

- Account

Visitor Books New

Visitor Book 04/10/2018

Report No. 1
 04/10/2017 - 04/10/2018
 Properties: Aurora Farms Ltd. Remove

Report No. 1
 Group by day Export All - CSV

Aurora Farms Ltd. Export CSV Export XLS

Search Table

Visitor's Name	Visitor's Company	Visitor's Email Ad..	Timestamp
Boris Mays	Michael Farms Ltd.	boris.mays_37@farmmail	Jun 5, 2017 12:10 PM - 12:10 PM
India Jacobson	-	india.jacobson_98@farmmail	Jun 23, 2017 9:15 AM - 9:15 AM
Ignacia Stone	Bert Farms Ltd.	ignacia.stone_19@farmmail	Jul 4, 2017 12:16 PM - 12:16 PM
Boris Mays	Michael Farms Ltd.	boris.mays_37@farmmail	Jul 14, 2017 1:01 PM - 1:01 PM
Alea Johnston	Beau Farms Ltd.	alea.johnston_7@farmmail	Jul 22, 2017 12:31 PM - 12:31 PM
Hillary Becker	Hiroko Farms Ltd.	hillary.becker_89@farmmail	Jul 29, 2017 12:31 PM - 12:31 PM
Boris Mays	Michael Farms Ltd.	boris.mays_37@farmmail	Aug 5, 2017 12:32 PM - 12:32 PM
Hillary Becker	Hiroko Farms Ltd.	hillary.becker_89@farmmail	Aug 12, 2017 11:14 AM - 11:14 AM
Omar Rios	Russell Farms Ltd.	omar.rios_34@farmmail	Aug 18, 2017 3:10 PM - 3:10 PM
Erin Brady	Neville Farms Ltd.	erin.brady_23@farmmail	Aug 24, 2017 12:57 PM - 12:57 PM
Meredith Graham	Mona Farms Ltd.	meredith.graham_10@farmmail	Aug 25, 2017 11:57 AM - 11:57 AM
Mohammad Workman	Ezekiel Farms Ltd.	mohammad.workman_E	Aug 30, 2017 2:37 PM - 2:37 PM
Shad Sampson	Kyle Farms Ltd.	shad.sampson_84@farmmail	Sep 5, 2017 8:43 AM - 8:43 AM
Francesca Hays	Stella Farms Ltd.	francesca.hays_76@farmmail	Sep 11, 2017 5:38 AM - 5:38 AM
Lucius Lambert	Alfreda Farms Ltd.	lucius.lambert_43@farmmail	Sep 16, 2017 3:30 PM - 3:30 PM
Shad Sampson	Kyle Farms Ltd.	shad.sampson_84@farmmail	Sep 23, 2017 5:30 AM - 5:30 AM
Alea Johnston	Beau Farms Ltd.	alea.johnston_7@farmmail	Sep 29, 2017 12:29 PM - 12:29 PM

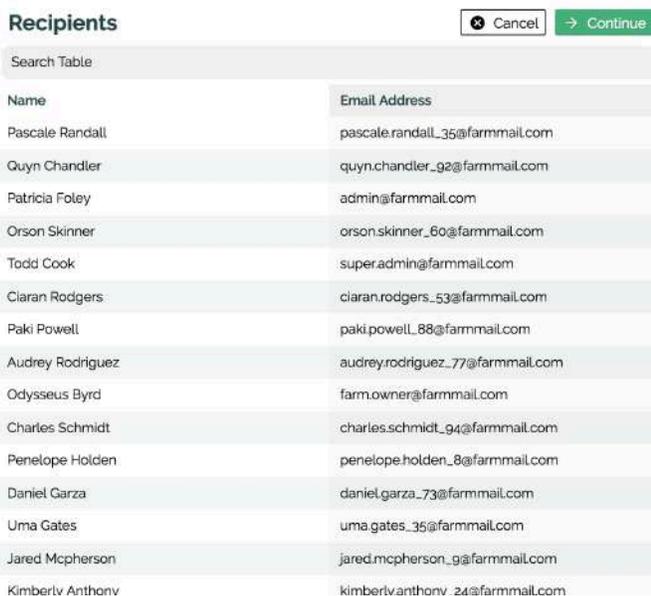
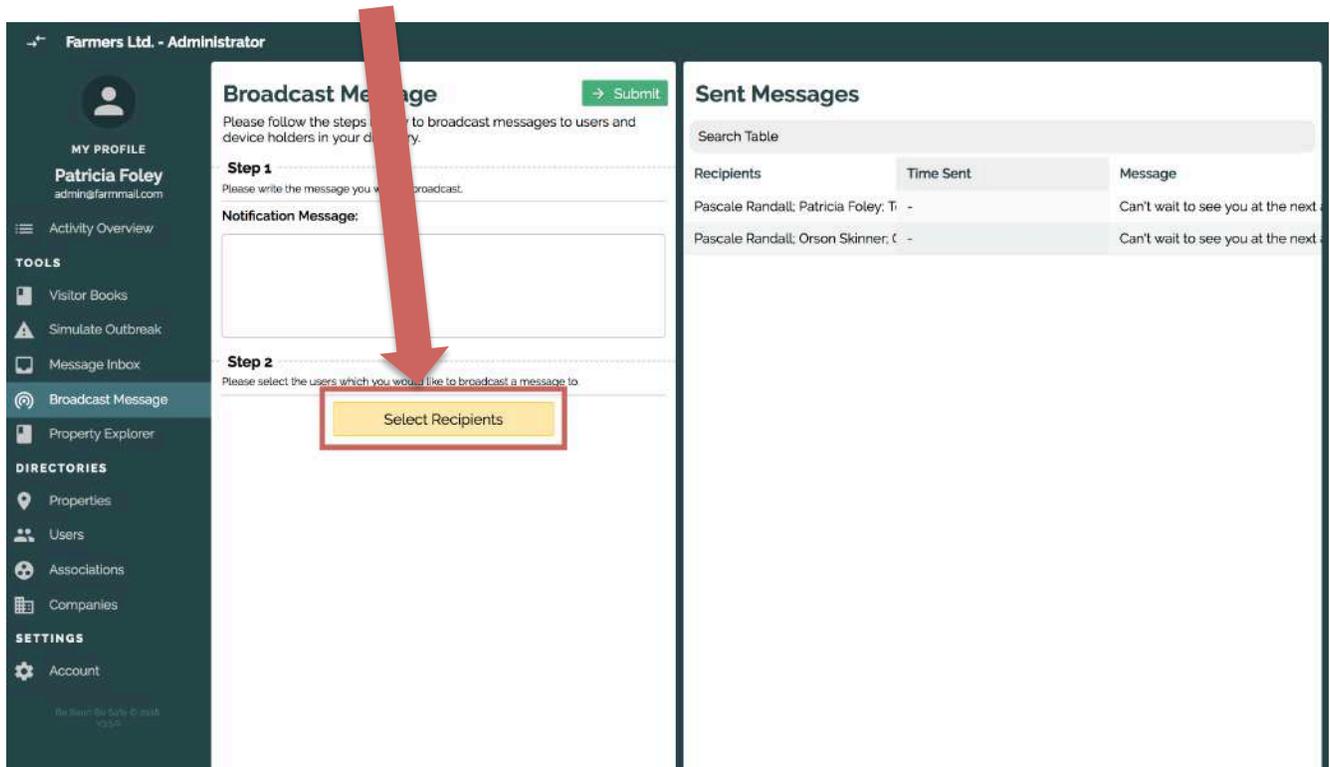
The visit data can be exported either as a CSV file (click **Export CSV**) or as a XLS file (click **Export XLS**) for further use. An example of a visitor book data export as a XLS (or Excel) spreadsheet shown below.

Visitor's Name	Visitor's Company	Property	Timestamp	Duration
Ignacia Stone	Seth Farms Ltd.	Aurora Farms Ltd.	Jan 9 10:13 PM - 10:43 PM	31m
Boris Mays	Olympia Farms Ltd.	Aurora Farms Ltd.	Jan 19 10:58 PM - 11:28 PM	30m
Alea Johnston	Halla Farms Ltd.	Aurora Farms Ltd.	Jan 27 10:28 PM - 10:58 PM	30m
Hillary Becker	Willi Farms Ltd.	Aurora Farms Ltd.	Feb 3 10:28 PM - 11:19 PM	51m
Boris Mays	Olympia Farms Ltd.	Aurora Farms Ltd.	Feb 10 10:29 PM - 10:59 PM	30m
Hillary Becker	Willi Farms Ltd.	Aurora Farms Ltd.	Feb 17 9:11 PM - 9:54 PM	43m
Ornar Rios	Carter Farms Ltd.	Aurora Farms Ltd.	Feb 24 1:07 AM - 1:37 AM	30m
Erin Brady	Walker Farms Ltd.	Aurora Farms Ltd.	Mar 1 10:54 PM - 11:09 PM	15m
Meredith Graham	Mona Farms Ltd.	Aurora Farms Ltd.	Mar 2 9:54 PM - 10:05 PM	10m
Mohammad Workman	Ezekiel Farms Ltd.	Aurora Farms Ltd.	Mar 8 12:34 AM - 1:05 AM	31m
Shad Sampson	Vera Farms Ltd.	Aurora Farms Ltd.	Mar 13 6:40 PM - 7:27 PM	47m
Francesca Hays	Sheila Farms Ltd.	Aurora Farms Ltd.	Mar 19 3:35 PM - 4:05 PM	30m
Lucius Lambert	Alfreda Farms Ltd.	Aurora Farms Ltd.	Mar 25 1:27 AM - 1:54 AM	28m
Shad Sampson	Vera Farms Ltd.	Aurora Farms Ltd.	Mar 31 3:27 PM - 3:57 PM	31m
Alea Johnston	Halla Farms Ltd.	Aurora Farms Ltd.	Apr 6 10:26 PM - 10:41 PM	15m
Mari Melendez	Chase Farms Ltd.	Aurora Farms Ltd.	Apr 7 12:01 AM - 12:26 AM	25m
Alea Johnston	Halla Farms Ltd.	Aurora Farms Ltd.	Apr 13 1:55 PM - 2:25 PM	30m
Andrew Merritt	Service Provider's Unlimited	Aurora Farms Ltd.	Apr 20 1:29 AM - 2:00 AM	31m
Alea Johnston	Halla Farms Ltd.	Aurora Farms Ltd.	Apr 28 4:17 PM - 4:22 PM	5m
Summer Armstrong	Parnela Farms Ltd.	Aurora Farms Ltd.	May 25 12:17 AM - 12:21 AM	4m
Alea Johnston	Halla Farms Ltd.	Aurora Farms Ltd.	May 26 1:32 AM - 2:02 AM	30m
Mari Melendez	Chase Farms Ltd.	Aurora Farms Ltd.	Jun 14 4:58 PM - 5:45 PM	46m

Broadcast Message

Broadcast Message allows you to send a private, encrypted message to any registered users within your network at any time. Either just yourself, or if you have staff, to your staff as well.

Under Tools, select **Broadcast Message**. Type the message in the **Notification Message** box. Click **Select Recipients**. A pop-up box will appear.

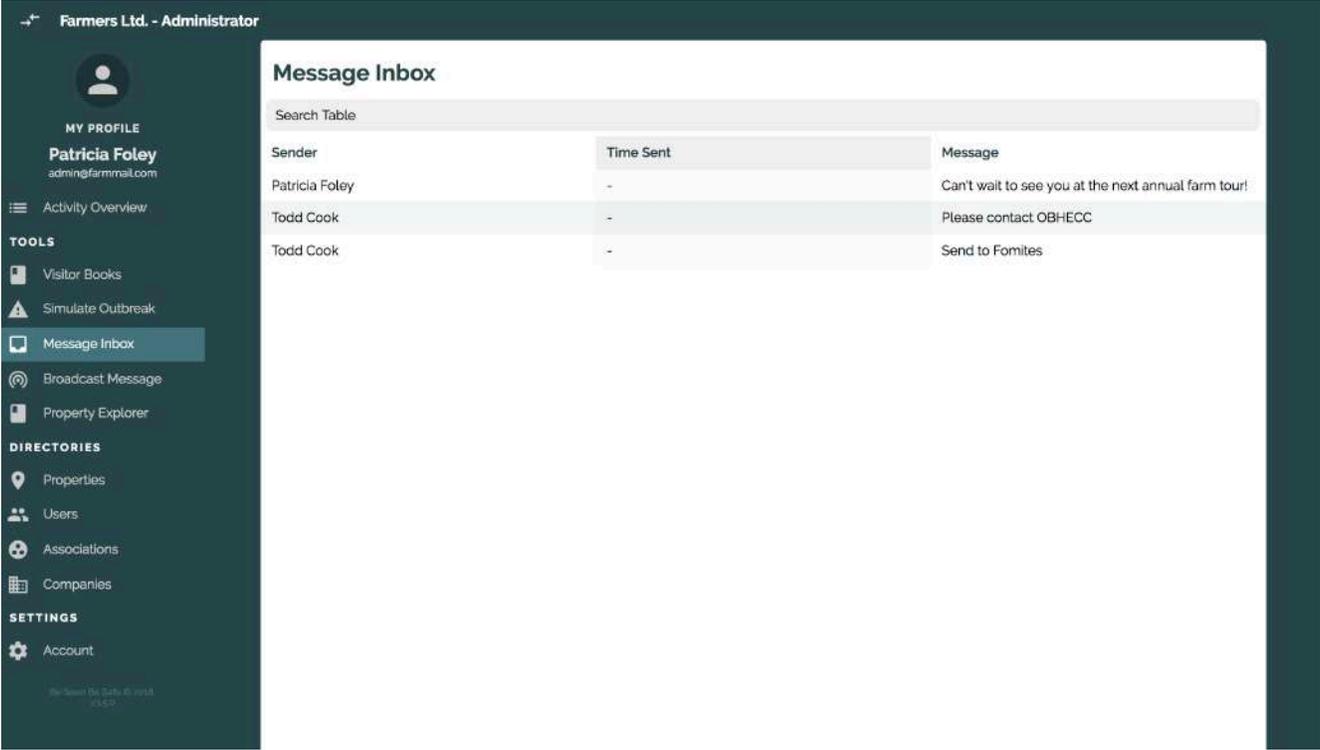


Each of the two columns (**Name** and **Email Address**) can be sorted alphabetically simply by clicking on that column's header. You can also search for specific names or emails in the **Search Table** field. The recipients that show up on the list are users who have previously logged in on their mobile device, so you can be sure that they will receive the message. Once you have selected all users, click **Continue**. Once you have typed your message and selected your recipients, click **Submit** on the Broadcast Message screen. The message will send immediately to all parties. Sent messages will appear in the **Sent Messages** area.

Message Inbox

If you receive a message, you can view any received messages in your **Message Inbox**.

Under Tools, select **Message Inbox**. You can then click on any message to review it.



The screenshot shows the 'Message Inbox' interface within the 'Farmers Ltd. - Administrator' dashboard. The left sidebar contains navigation options: 'MY PROFILE' (Patricia Foley, admin@farmna.com), 'Activity Overview', 'TOOLS' (Visitor Books, Simulate Outbreak, Message Inbox, Broadcast Message, Property Explorer), 'DIRECTORIES' (Properties, Users, Associations, Companies), and 'SETTINGS' (Account). The main content area displays a table of messages.

Sender	Time Sent	Message
Patricia Foley	-	Can't wait to see you at the next annual farm tour!
Todd Cook	-	Please contact OBHECC
Todd Cook	-	Send to Fomites

Property Explorer

Property Explorer allows Property Owners to view all of their properties on a single map.

Under Tools, click **Property Explorer**. The orange markers are properties and the circled numbers are groups of properties. As you zoom in, the numbers will separate into their separate property locations. You can search for particular properties in the **Search Table** bar. The map will then zoom in on the property you have selected. You can also select a marker to view which property that marker belongs to.

The screenshot displays the 'Property Explorer' interface for 'Farmers Ltd. - Administrator'. On the left is a dark sidebar with navigation options: MY PROFILE (Patricia Foley, admin@farmers.com), Activity Overview, TOOLS (Visitor Books, Simulate Outbreak, Message Inbox, Broadcast Message, Property Explorer), DIRECTORIES (Properties, Users, Associations, Companies), and SETTINGS (Account). The main content area is titled 'Property Explorer' and features a 'Search Table' with a list of farm names. To the right is a satellite map with orange location markers and green circles containing numbers, representing groups of properties.

Operating Name(s)
Aurora Farms Ltd.
Clare Farms Ltd.
Hayden Farms Ltd.
Kasper Farms Ltd.
Audra Farms Ltd.
Lucian Farms Ltd.
Keane Farms Ltd.
Hop Farms Ltd.
Abra Farms Ltd.
Roth Farms Ltd.
Quyn Farms Ltd.
Camden Farms Ltd.
Maite Farms Ltd.
Kirk Farms Ltd.
Hilda Farms Ltd.
Raymond Farms Ltd.
Nathan Farms Ltd.
Alyssa Farms Ltd.

Account

There are a number of options that can be changed in your **Account** settings at any time. You can select preferred language, notification types, and change your password.

Under Settings, click **Account**.

To change your language, select the **Language** drop-down and choose either English, Spanish, or French in the menu. Click **Save** to save any changes.

There are three types of notifications you can receive. A user can be notified of personal movements on properties they own, can be notified of visitor movements on properties they own, and can be notified of their personal movements on any properties in the entire Be Seen Be Safe system. To receive each type of notification, make sure the checkmark appears beside that option. Uncheck the checkmark, by clicking on it, to cancel that type of notification. Click **Save** to save any changes.

To change your password, enter your current password, enter your new password, confirm the new password by typing it in again in the **Confirm New Password** field, then click **Submit** to save your new password.

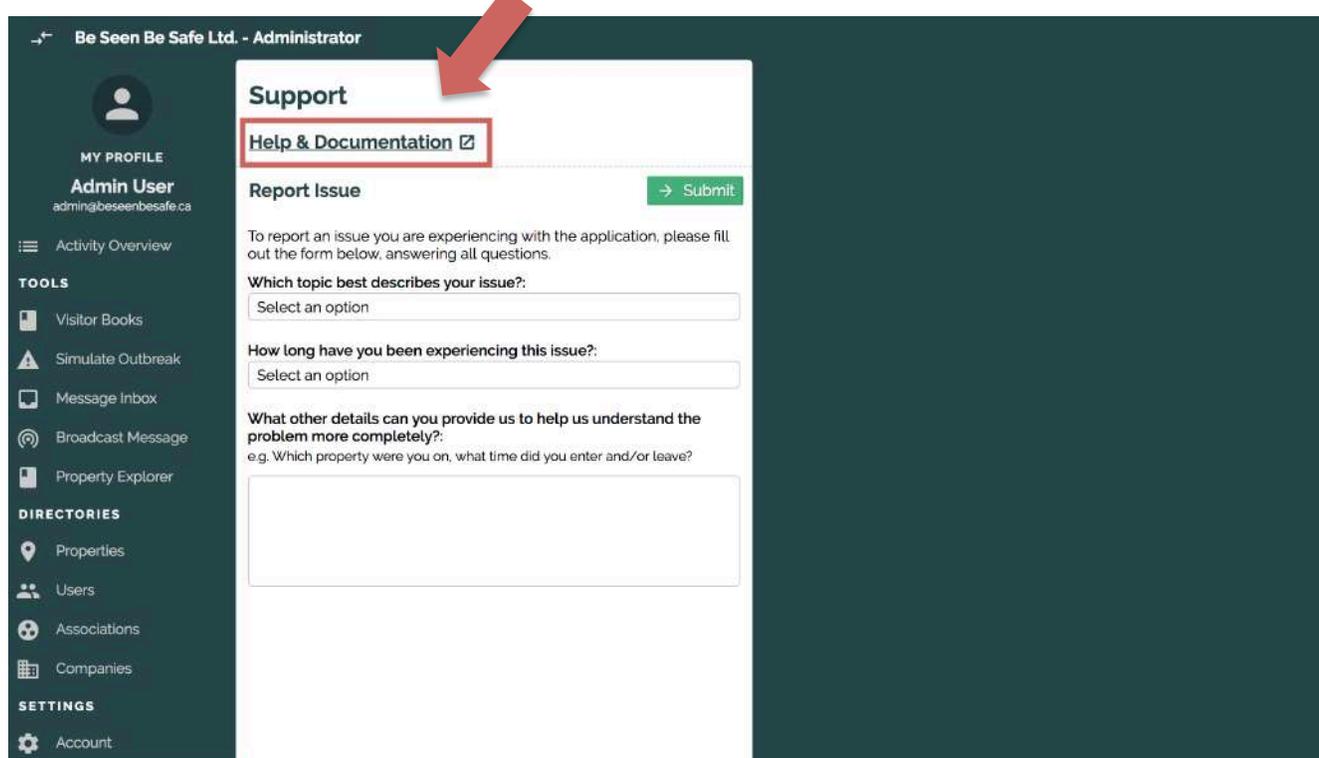
You can also log out by clicking **Sign Out** at the top of the page.

The screenshot displays the 'Account Settings' interface for an administrator. At the top right, a red arrow points to a 'Sign Out' button. Below this, the 'Application Preferences' section contains a 'Language' dropdown menu currently set to 'English', a 'Save' button, and three notification options, each with a checked checkbox: 'Notify of personal movements on properties owned by you', 'Notify of visitor movements', and 'Notify of any personal movements'. The 'Change Password' section features three input fields: 'Current Password', 'New Password', and 'Confirm New Password', followed by a 'Submit' button. The left sidebar shows the user's profile as Patricia Foley and various navigation options like 'Activity Overview', 'Tools', 'Directories', and 'Settings'.

Support

Support provides you quick access to the **Help** section of our website as well as a support form to submit any issues you may be having.

Under Settings, click **Support**. The link under Support, **Help & Documentation**, sends you to the Help section of the Be Seen Be Safe website, with access to downloadable User Guides for each user type, YouTube how-to videos, FAQs, and much more.



The **Report Issue** section allows you to report any issues you may be having with the app or dashboard. The first question: **Which topic best describes your issue?** has four possible options:

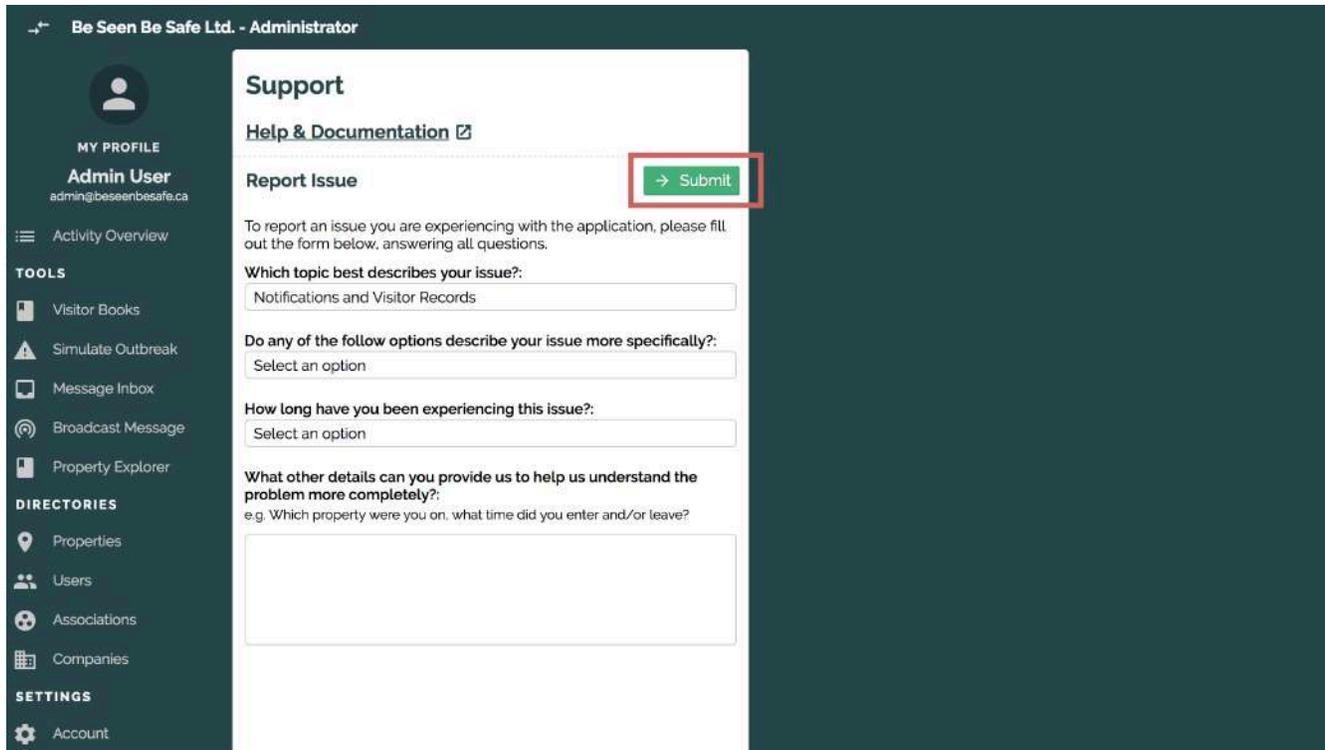
- Notifications and Visitor Records**
- Battery Performance**
- Inaccurate or Missing Property/Personal Information**
- Other**

From there, a new question will pop-up: **Do any of the following options describe your issue specifically?** which has multiple answers depending on your specific issue.

The third question: **How long have you been experiencing this issue?** with five possible timeframe options.

Finally, the last question is **What other details can you provide us to help us understand the problem more completely?** and you have an optional text box to fill in.

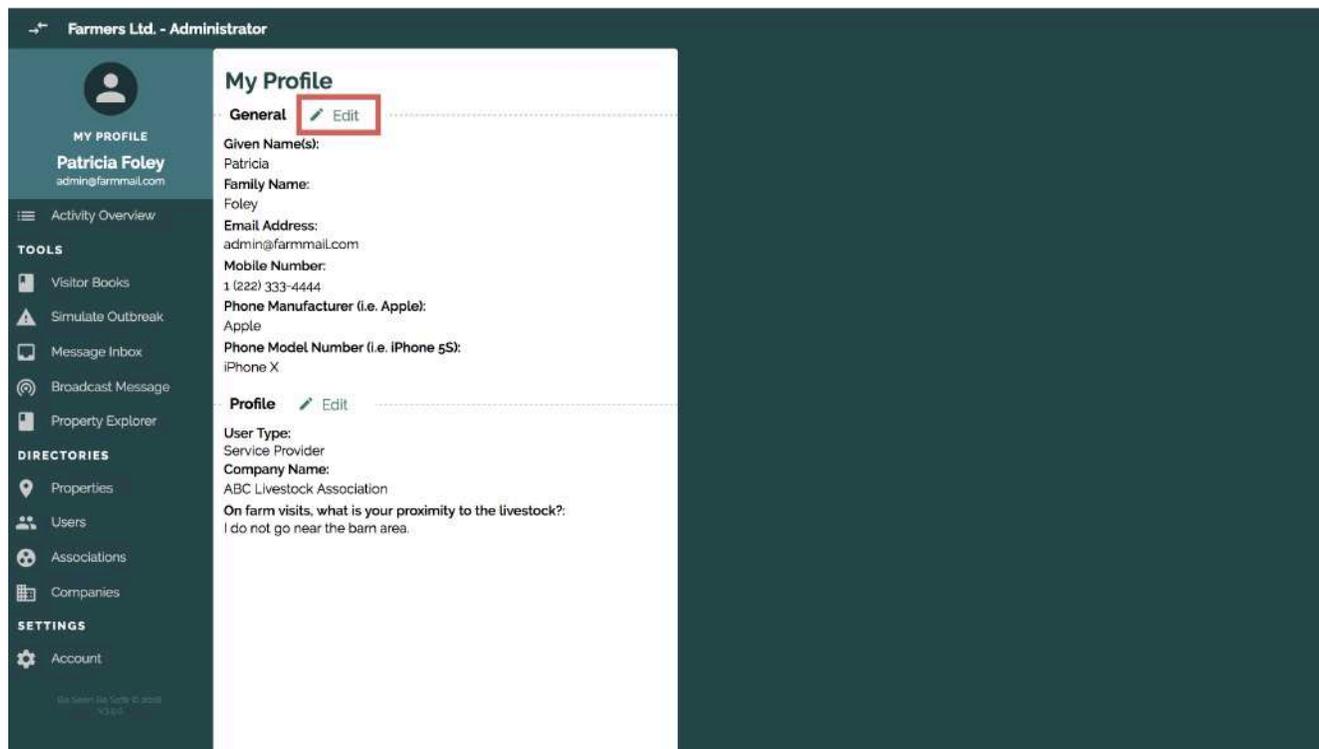
When you've completely filled out the form, click **Submit** and your issue will be sent to a Be Seen Be Safe representative who will get back to you promptly.



My Profile

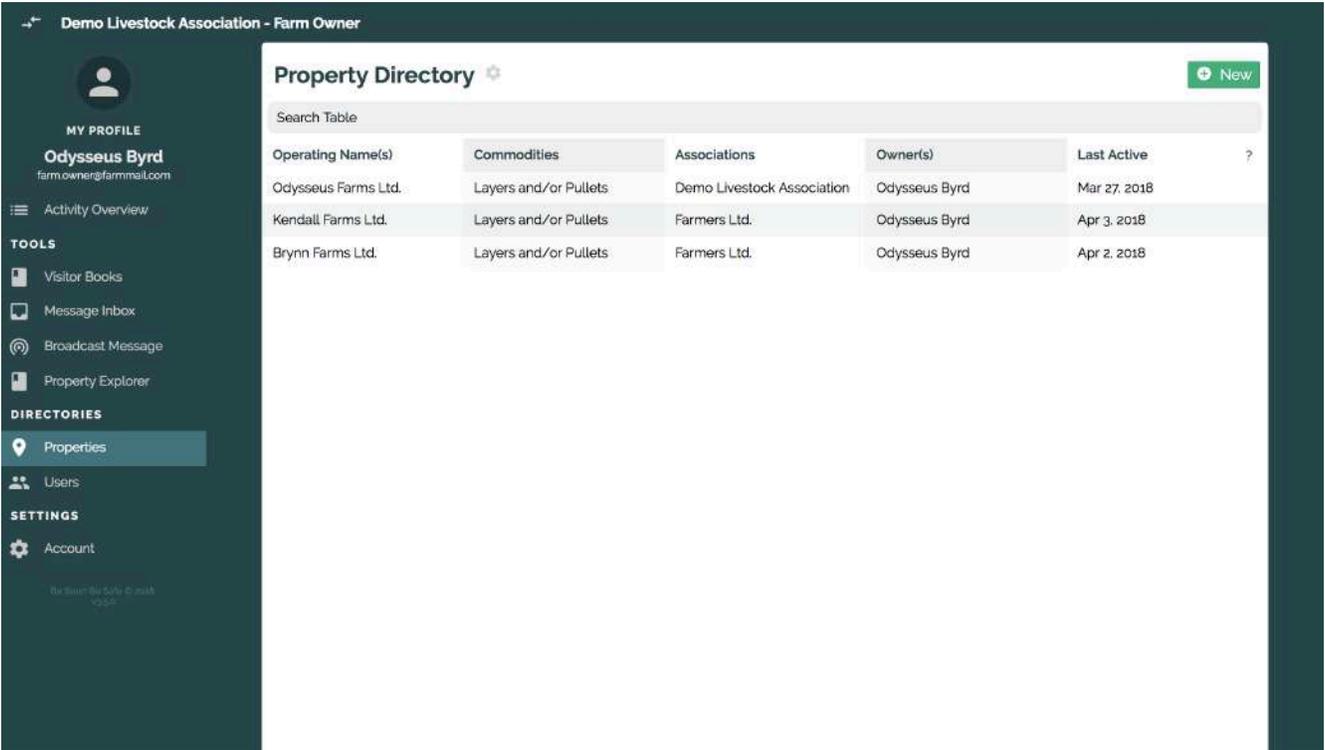
Your personal information and **User Type** can be changed in your **Profile** settings at any time. You can change your name, email, mobile number, phone manufacturer, phone model, user type, company name, and your proximity to the livestock.

On the menu, click the top area, labelled **My Profile** with your name and email. Click **Edit** beside the section you would like to edit. Make any changes, then click **Save** at the top when finished.



Property Owner Access

Property Owners have access to their own property details. When selecting properties for a visitor book or just viewing properties in the **Property Directory** or **Property Explorer**, Property Owners can only see their own properties, no one else's. When selecting users for broadcasting a message or just viewing users in the **User Directory**, Property Owners can only see themselves or their staff. For example, our demonstration Property Owner account below has three farms and therefore, can only see those three in their **Property Directory**.



The screenshot shows the 'Property Directory' interface for a 'Demo Livestock Association - Farm Owner'. The sidebar on the left includes sections for 'MY PROFILE' (Odysseus Byrd, farm.owner@farmmail.com), 'TOOLS' (Visitor Books, Message Inbox, Broadcast Message, Property Explorer), 'DIRECTORIES' (Properties, Users), and 'SETTINGS' (Account). The main content area features a 'Property Directory' header with a search bar and a 'New' button. Below is a table with the following data:

Operating Name(s)	Commodities	Associations	Owner(s)	Last Active	
Odysseus Farms Ltd.	Layers and/or Pullets	Demo Livestock Association	Odysseus Byrd	Mar 27, 2018	?
Kendall Farms Ltd.	Layers and/or Pullets	Farmers Ltd.	Odysseus Byrd	Apr 3, 2018	
Brynn Farms Ltd.	Layers and/or Pullets	Farmers Ltd.	Odysseus Byrd	Apr 2, 2018	

If a Property Owner goes onto another Be Seen Be Safe property, they will be notified of their entries and exits, and they will be able to see that property's name in their **Activity Overview** but they will not be able to look at that property's information, geofence, or any other visitors to that property, besides themselves.

Service Provider Access

Company Service Provider

Company Service Providers can see themselves or any staff that are registered to their company in the **User Directory**.

If a Company Service Provider goes onto a Be Seen Be Safe property, they will be notified of their entries and exits, and they will be able to see that property's name in their **Activity Overview** but they will not be able to look at that property's information, geofence, or any other visitors to that property, besides themselves and their staff.

Company Service Providers can export the data of their personal or staff's activity.

On the menu bar, Company Service Providers can see **Activity Overview**, **Broadcast Message**, **Message Inbox**, **Users**, **Account**, **Support**, and **My Profile**.

Individual Service Provider

Individual Service Providers can only see themselves in the **User Directory**.

If a Service Provider goes onto a Be Seen Be Safe property, they will be notified of their entries and exits, and they will be able to see that property's name in their **Activity Overview** but they will not be able to look at that property's information, geofence, or any other visitors to that property, besides themselves.

Service Providers can export the data of their personal **Activity Overview**.

On the menu bar, Service Providers can see **Activity Overview**, **Message Inbox**, **Account**, **Support**, and **My Profile**.

Definition Index

Association: A company or farmer cooperative that has control over multiple properties

Association Administrator: A manager or director of an association who has access to all sector/company information

CSV File: A simple file format used to store tabular data, such as a spreadsheet or database that can be imported to and exported from programs that store data in tables, such as Microsoft Excel or OpenOffice Calc

Fomites: Objects or materials that are likely to carry infection, such as clothes, footwear, and vehicles

Incubation Period: The period between exposure to an infection and the appearance of the first symptoms

Index Property: A farm on which a suspected or diagnostically confirmed infection has occurred

Operating System: The software that supports a computer or phone's basic functions, such as scheduling tasks, executing applications, and controlling peripherals

Property Owner: The owner or manager of a farm who can access only their own farm(s) visitor records

Service Provider: A person who provides services to a farm property, such as a veterinarian or feed truck driver who has access to only their own personal or staff's farm visits

XLS File: A file extension for a spreadsheet file format for use with Microsoft Excel

If you require any further assistance, please contact info@beseenbesafe.ca.