Property Owner User Guide

BE SEEN • BE SAFE

Version 1.4
Table of Contents

Be Seen Be Safe User Types ................................................................................................. 2
User Definitions and Hierarchy ............................................................................................ 2
Association Access ............................................................................................................... 3
Phone Requirements .......................................................................................................... 3
Browser Requirements ...................................................................................................... 3

Set Up .................................................................................................................................... 4
Downloading the App ........................................................................................................... 4
Registering Your Account ..................................................................................................... 4
Completing Your Visitor Profile .......................................................................................... 4
Reset Your Password ......................................................................................................... 5

Property Owner Functions .................................................................................................. 6
Activity Overview ................................................................................................................ 6
Report Bird Sighting ............................................................................................................ 7
Properties ........................................................................................................................... 8
Visitor Statistics .................................................................................................................. 8
Users ..................................................................................................................................... 10
Visitor Books ...................................................................................................................... 11
Broadcast Message ............................................................................................................ 13
Message Inbox ................................................................................................................... 17
Property Explorer ............................................................................................................... 18
Account .................................................................................................................................. 20
Support .............................................................................................................................. 21
My Profile .......................................................................................................................... 23

Property Owner Access ...................................................................................................... 24

Service Provider Access ..................................................................................................... 25
Company Service Provider ................................................................................................. 25
Individual Service Provider ............................................................................................... 25

Definition Index .................................................................................................................. 26
Be Seen Be Safe User Types
User Definitions and Hierarchy

- **Company/Association Administrator**
  - This level can access all sector/company information

- **Farm Owner/Manager**
  - This level can access only his/her own farm(s) visitor records

- **Service Company with GPS Logistics or Multiple Smartphones**
  - This level can access only his/her own staff/personnel farm visits

- **Individual Users, Farm Workers, or Service Personnel**
  - This level can access only his/her own farm visits
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 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.
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.

UnderDirectories, 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.

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

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.
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 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.

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**.
**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**.

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.
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.
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.
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.
**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.
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.
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.

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.