

# www.ecm2.us

# WEBSITE OPERATIONS MANUAL

# **CUSTOMER**

#### © 2013 ECM2

Version 1.4 5/13/2013

New York Office: 665 Main Street Niagara Falls, NY 14301 (716) 284-0789 Pennsylvania Office: 1008 Corporate Lane, Export, PA 15632 (724) 519-7698

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#### The Home Page

Welcome to the ECM2 Home page. The menu tabs at the top will help you navigate through the web site quickly. This manual will help you understand how this website works and how to utilize its advanced features. Once you create an account you can use the website to control phone devices, phone numbers, user accounts, editing users details, create distribution lists, edit distribution lists, allow access to certain program download and many other features,

In order to use the advanced features of this website completely you must create an account with ECM2. After you complete the login request, you will receive an email stating that the account request has been submitted and that you will shortly receive another email granting your request.

The following pages of this manual will show you step-by-step, how to create your account and how to log into your account and operate various sections of the website.



#### Login Area

After you have received your email stating that your account has been approved, you can log in. The email will contain your user name, password, secret question and secret answer (keep this email somewhere safe). The Login page can be found by selecting the "LOGIN" menu tab at the top of the page and the page will look like this:

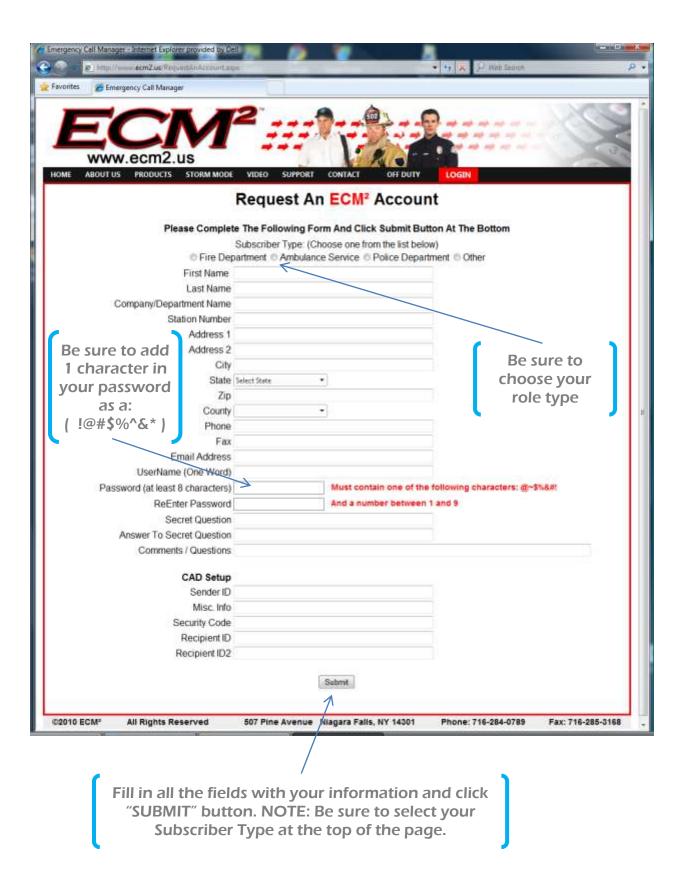
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62010 ECM*	If you already hav	e an account and have		password "Clic Phone: 718-28	7	6,285-3168	
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		/ Forgot you l	Password	Link	•		

#### **Create an Account**

To create an account, follow the instructions below:

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		Log In User Name: Password: ERemember me next til	me.	\
			en your password "Click Here"	
2010 ECM*	All Rights Reserved	507 Pine Avenue Niagara Falis, M	VY 14301 Phone: 716-284-0789	Fax: 716-285-316

Click Here"



This is the first email you will receive stating your request for an account has been sent successfully:

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File	Message	Insert	Options	Format Text	Review	
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 Send	Cc					
	Subject:	ECM2 Refe	rral <mark>R</mark> equest			
	Attached:					
Thank Ye	ou For Your Rec		ur confirmed lo	ogin information ar	d link to our si	te as soon as your request has been processed.
The ECM	12 Team					
				g your requ	,	

This is the 2<sup>nd</sup> email you will receive after you are processed and approved and you will receive you username and your password. You now have the 2 most important parts to LOGIN.

ile	Message	Insert	Options	Format Text	Review	
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asswor	d recovery sec	ret answer: Fig	ot		17.55	WORD
Thank Y	ou For Your Pa	articipation,				
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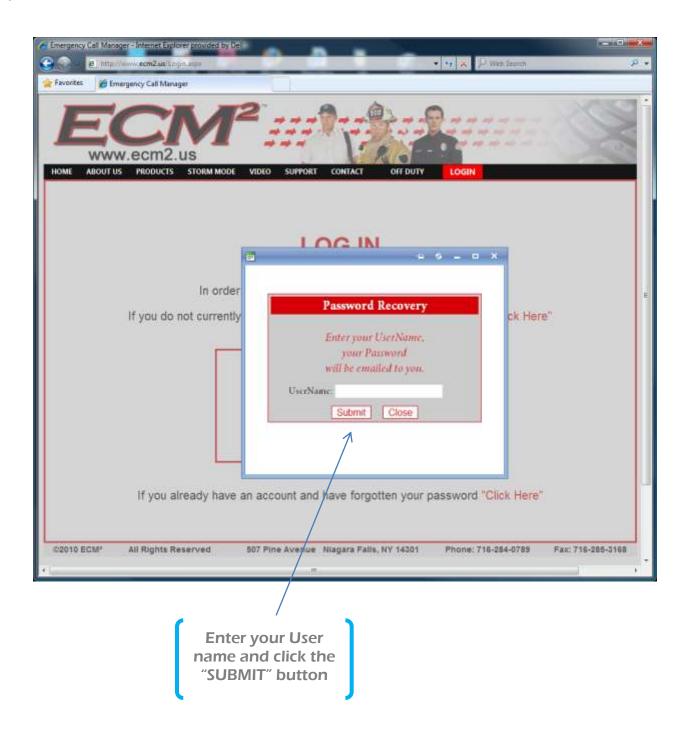
#### **Forgot Password**

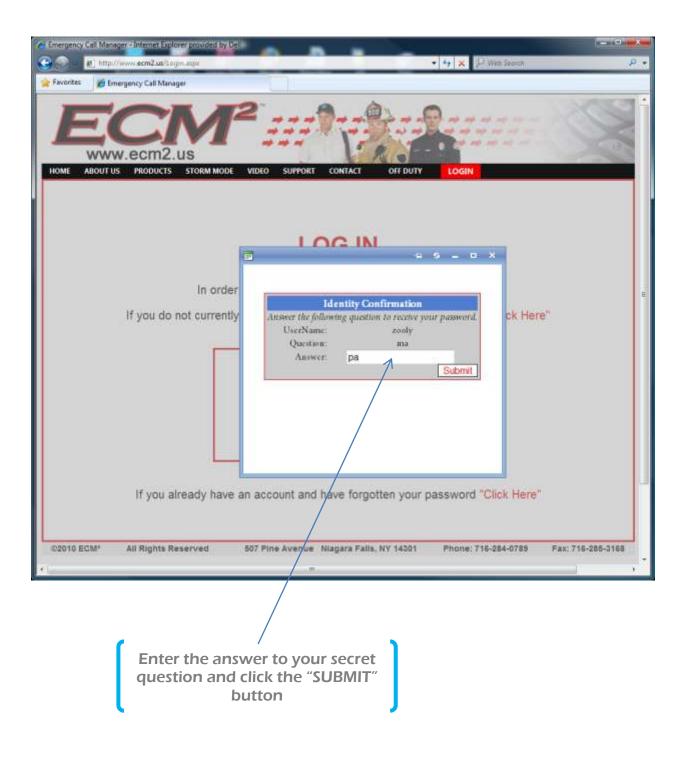
If you have an account with ECM2 and have forgotten your password, follow the steps below to request your password from ECM2. The password will be send directly to the email account you registered with ECM2 when you signed up for your account.

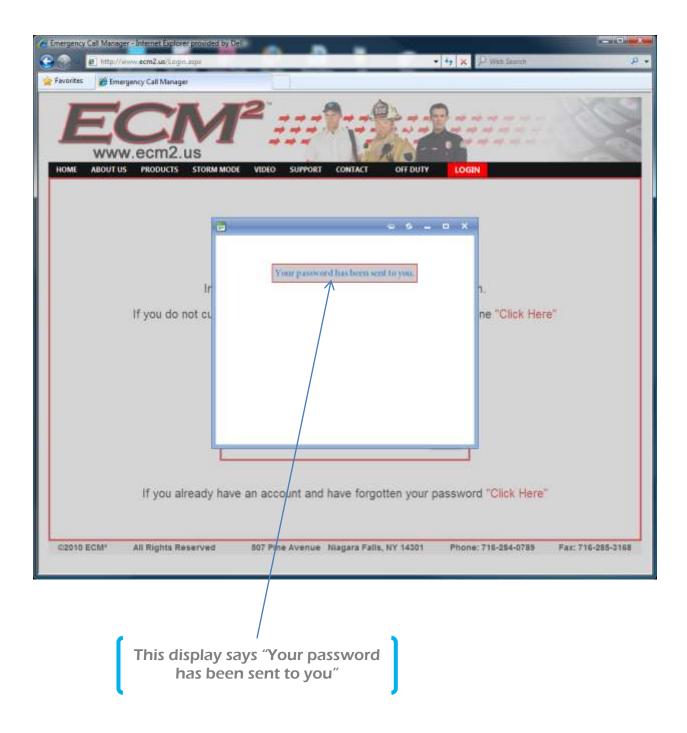
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	7				
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		27750742940		Log In	
	If you already hav	e an account and	have forgotten your	password "Click Here	
	<b>-</b>			7	
2010 ECM*	All Rights Reserved	507 Pine Avenue	Niagara Falls, NY 14301	Phone: 716/284-0789	Fax: 716-285-31
AND COMPANY OF THE OWNER			A CONTRACTOR OF THE OWNER OWNE		

"CLICK HERE" for forgotten password

A "PASSWORD RECOVERY" window will appear, follow the directions in the window and enter your username and click the "SUBMIT BUTTON"







Check your email and you will have recived a temporary password to log you in. Once logged in with this password you may change it if you like. Changing your password will be explained on page XX.

### Logging Into your Account

Enter your username and password in the 2 fields and click the "LOGIN" button.

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			and a second	rould like one "Click Here"	
		User Name: Password	Log In A ber me next time.	Login	
	If you already hav	e an account and f	ave forgotten you	r password "Click Here"	
C2010 EC	M <sup>*</sup> All Rights Reserved	507 Pine Avenue	Nagara Falis, NY 14301	Phone: 718-284-0789	Fax: 716-285-3168
ſ	Enter your "User		)	Click "LOGIN	" button
l	your "Passy	word	J		2000

#### **CUSTOMER AREA**

#### **Customer Home Page**

Welcome to the ECM2 Customers page. Once you create an account you can use the customer area of this website to control managing editing your subscriber information, manage setting up a 2<sup>nd</sup> recipient, send a message to your distribution lists, manage your devices, create, edit and delete your distribution and download certain program like Data Integrator.

In order to use the advanced features of this website completely you must create an account with ECM2.

Log in to your account and the Customer Home will display.



#### Manage Messages

#### **Delete Messages**

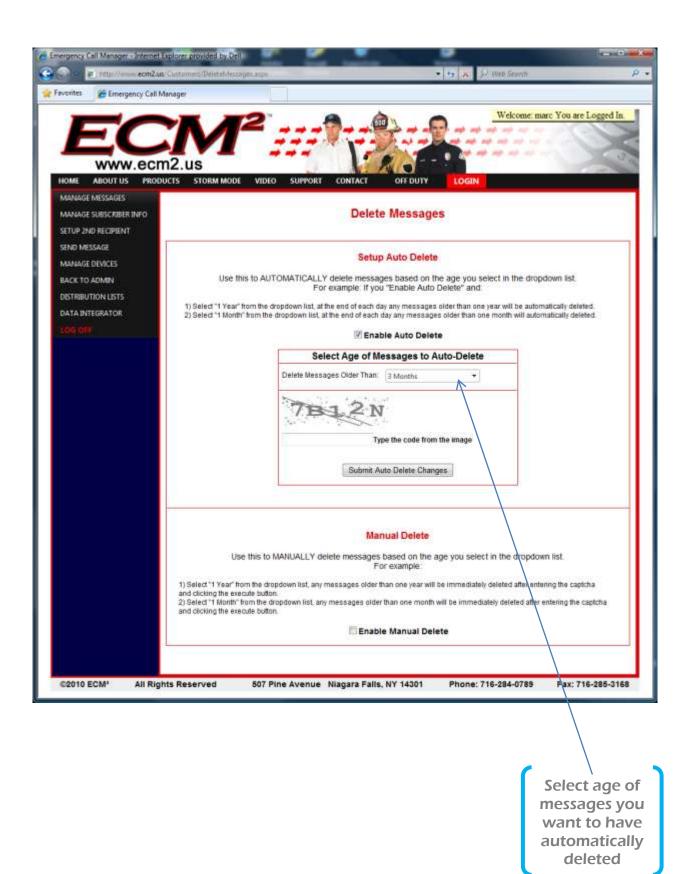
You can Delete Messages 2 ways, you can set up for them to be auto-deleted or manually deleted. If you want to Auto Delete messages, simply click the check box that says "ENABLE AUTO DELETE" and then select the age of the messages you would like to delete in the drop down, type in the characters in the CAPCHA and submit. For example: If you select 1 month, it will automatically delete all messages that are over 31 days old.

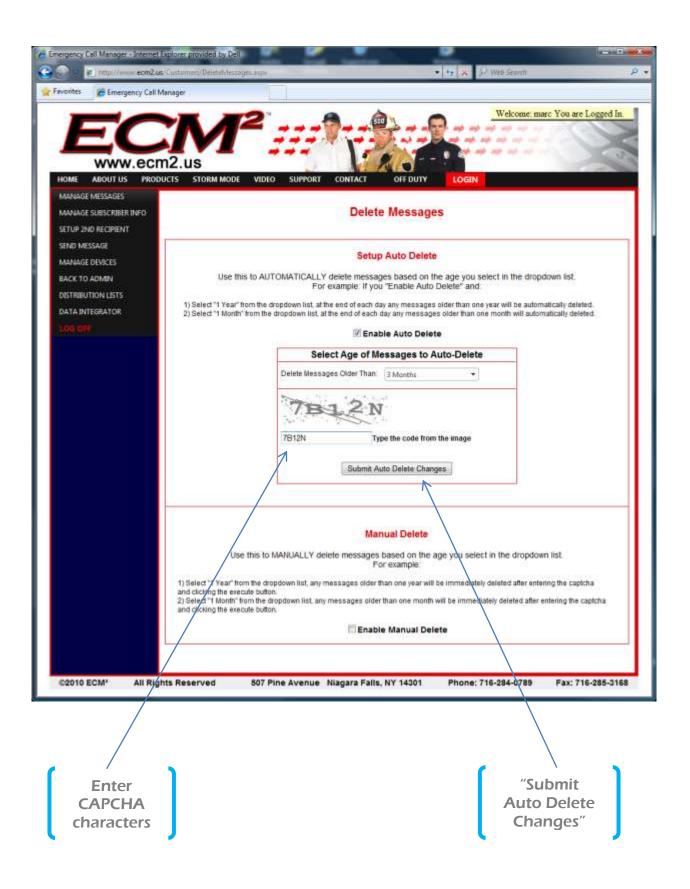
If you wish to manually delete, select the check box that says "Enable Manual Delete", select the age of the messages you would like to delete in the drop down, type in the characters in the CAPCHA and submit.

#### Emergency Call Manager - Internet Explorer provided by De ÷. 10. . # nttp://www.ecm2.us?Clint \* \* × Favorites Emergency Call Manager Welcome: marc You are Logged In. www.ecm2.us ABOUTUS PRODUCTS STORM MODE VIDEO SUPPORT CONTACT MANAGE MESSAGES **Delete Messages** MANAGE SURSCRIBER INFO SETUP 2ND RECIPIENT SEND MESSAGE Setup Auto Delete MANAGE DEVICES Use this to AUTOMATICALLY delete messages based on the age you select in the dropdown list. BACK TO ADMIN For example: If you "Enable Auto Delete" and DISTRIBUTION LISTS 1) Select "1 Year" from the dropdown list, at the end of each day any messages older than one year will be automatically deleted. DATA INTEGRATOR 2) Select "1 Month" from the dropdown list, at the end of each day any messages older than one month will automatically deleted. Enable Auto Delete Manual Delete Use this to MAMUALLY delete messages based on the age you select in the dropdown list. For example. 1) Select "I Year" from the dropdown list, any messages older than one year will be immediately deleted after entering the captcha and dicking the execute button. 2) Select "1 Month/ from the dropdown list, any messages older than one month will be immediately deleted after entering the captcha and clicking the execute button Enable Manual Delete Fax: 716-285-3168 All Rights Reserved ©2010 ECM<sup>4</sup> 507 Pine Avenue Niagara Falls, NY 14301 Phone: 716-284-0789 Select Enable **OR Enable** Auto Delete Manual

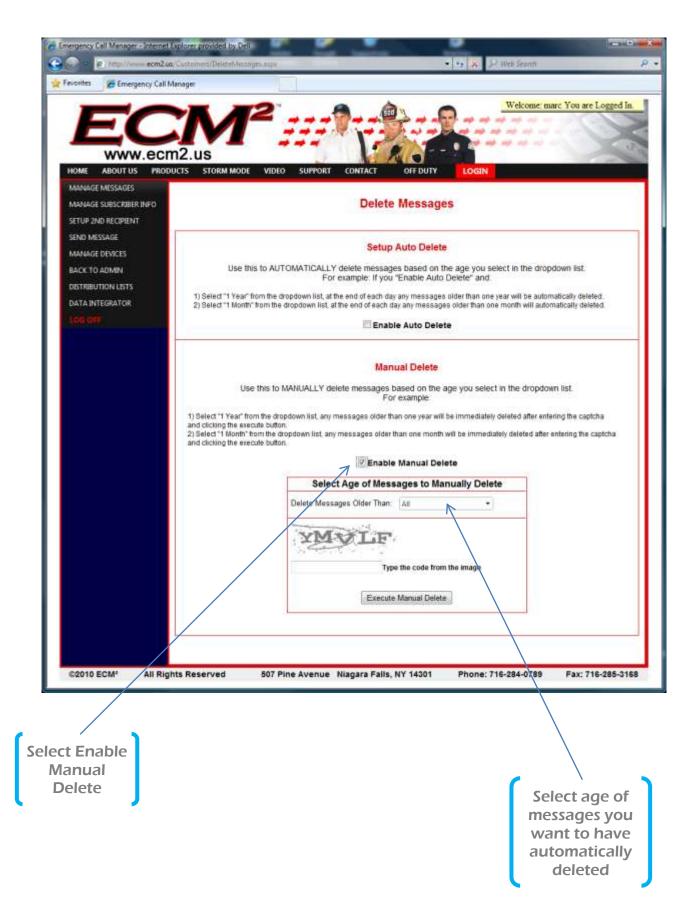
Delete

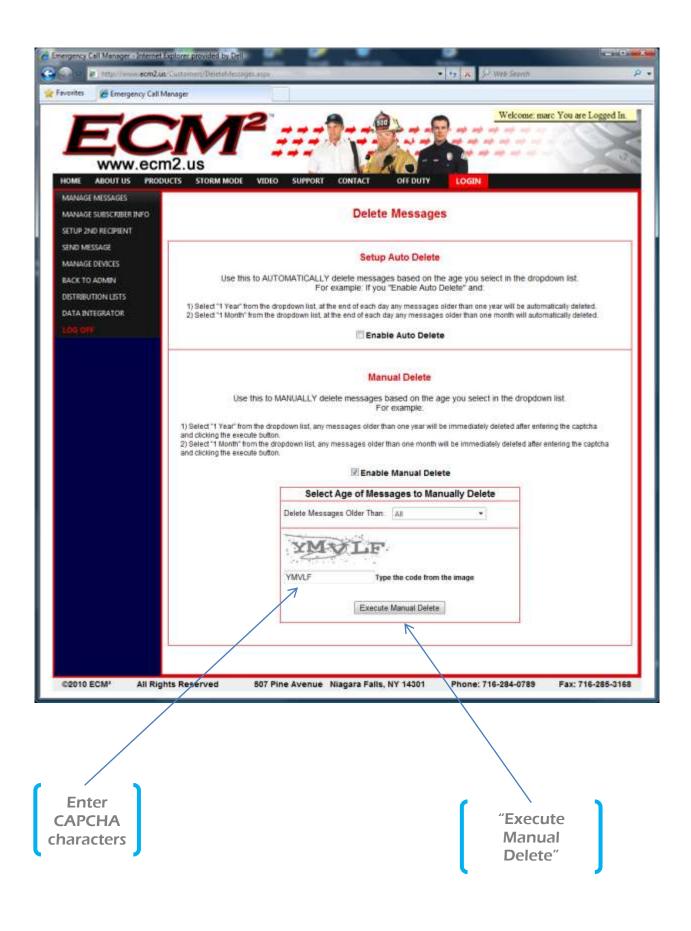
#### AUTO DELETE:





#### MANUAL DELETE:





#### **Export Messages**

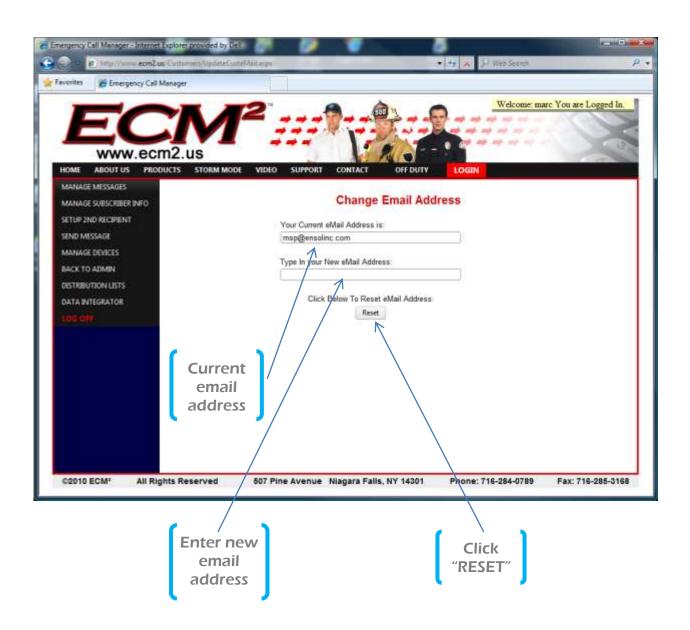
Use this "Export Message" feature to save your message data in an Excel, Word, CSV or PDF file format. You can also sort and filter the message information you are looking for.

				OFF DUTY LOGIN	Welcome: marc Y	fou are Logged in
MANAGE MESSAGES MANAGE SUBSCRIBER INFO SETUP 2ND RECIPIENT SEND MESSAGE		ging (exports al	<sup>82</sup>		Select file to exp	
MANAGE DEVICES BACK TO ADMIN	Export to		Export to Word	Export to CSV	Export PDF	
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	3401	Filter Or	QUESED	Code: EBLD_A Code Detasti F_BLEEDING ALS Address; 945-2ND ST XS; BUFFINGTON RD and BALL PARK RD CIT; INENALLEN Callier: BURNS MARY Callier: BURNS MARY 2010-0000079225 Unformatted Message; FAYETTE- 911:EBLD_ASE_BLEEDING ALS 945-2ND ST XS; BUFFINGTON RD and BALL PARK RD MENALLEN BURNS MARY 7242452242 Map; Grids;, Cad: 2016-000007225	9(22/2010 2:37:12 PM	514-3401

#### Manage Subscriber Information

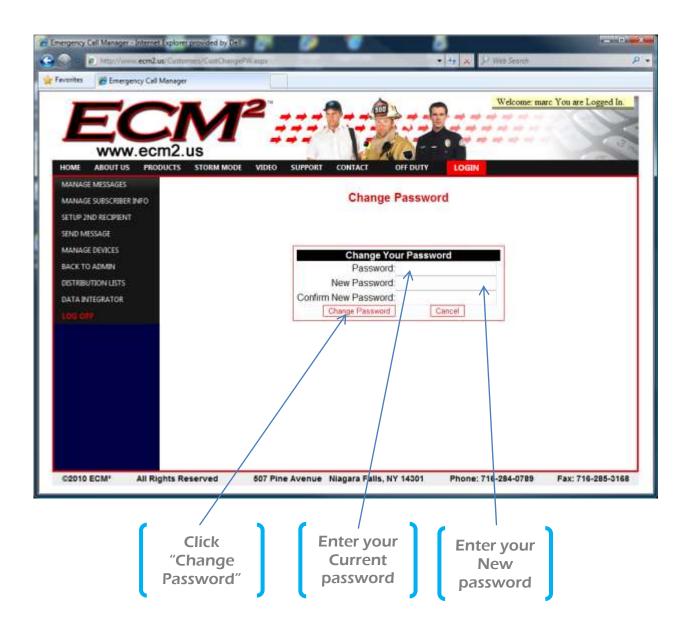
#### **Change Email Address**

Use this section to Change your email address. Your current email adress should be shown in the top field. If you wish to change it, simply add your new email address in the field below (Type in your new email address) and click "RESET".



#### **Change Password**

Use this section to change your password. Type in your current password, and then type in your new password and confirm it then click "Change Password".



#### **Edit Subscriber Information**

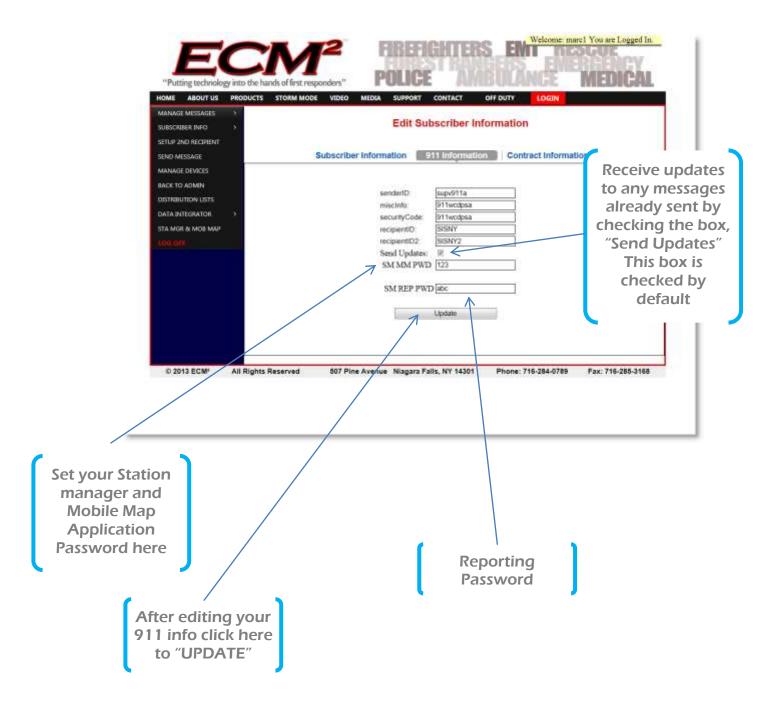
This section has been broken down into 3 areas that can be edited:

- 1. Subscriber Information Personal Info
- 2. 911 Information 911 related Info
- 3. Contract Information Emergency Call Manager Info can only be viewed, not edited.

#### **Subscriber Info**

MANAGE SUBSCREE SETUP 2ND RECIPIEN SEND MESSAGE MANAGE DEVICES BACK TO ADMIN DISTRIBUTION LISTS DATA INTEGRATOR LOS OFF	л 	Subscriber Information Subscriber Type First Name Last Name Company Address 1 Address 2 City State Zip County Telephone Fax		Contract Information	
©2019 ECM <sup>2</sup>	All Rights Reserved	507 Pine Avenue Niag	ara Falls, NY 14301	Phone: 716-284-0789	Fax: 716-285-3168

#### 911 Info



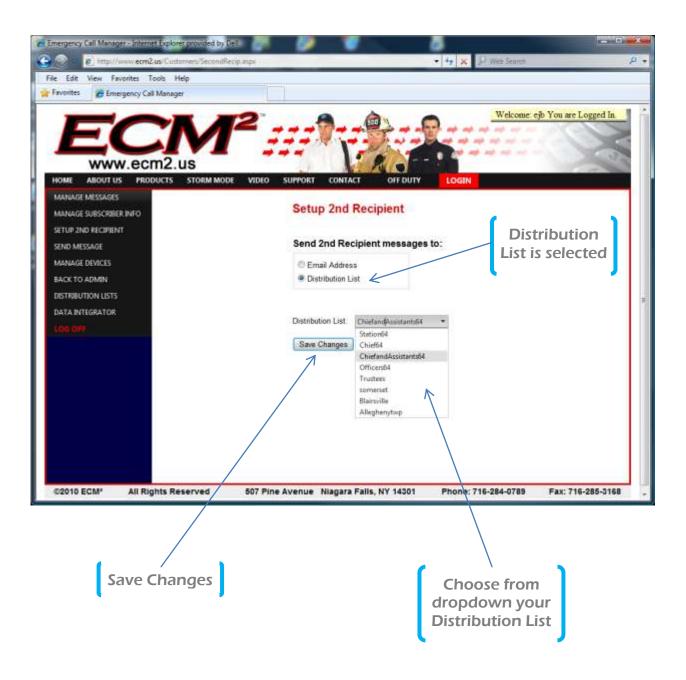
## **Contract Info**

HOME ABOUT US MANAGE MESSAGES MANAGE SUBSCRIBER IN	PRODUCTS STORM MO		TACT OFF DUTY		
SETUP 2ND RECIPIENT SEND MESSAGE		Subscriber Information	911 Information	Contract Information	
BACK TO ADMIN DISTRIBUTION LISTS DATA INTEGRATOR		Start Date Term: Terms of Service:	9/1/2010 5		
		Renew Date Next Payment Due Date Package Size:	9/1/2010 9/1/2010 Large		
62010 ECM <sup>2</sup>	All Rights Reserved	507 Pine Avenue Niaga	va Falle NV 14301	Phone: 716-284-0789	Fax: 716-285-316

## Set Up 2<sup>nd</sup> Recipient

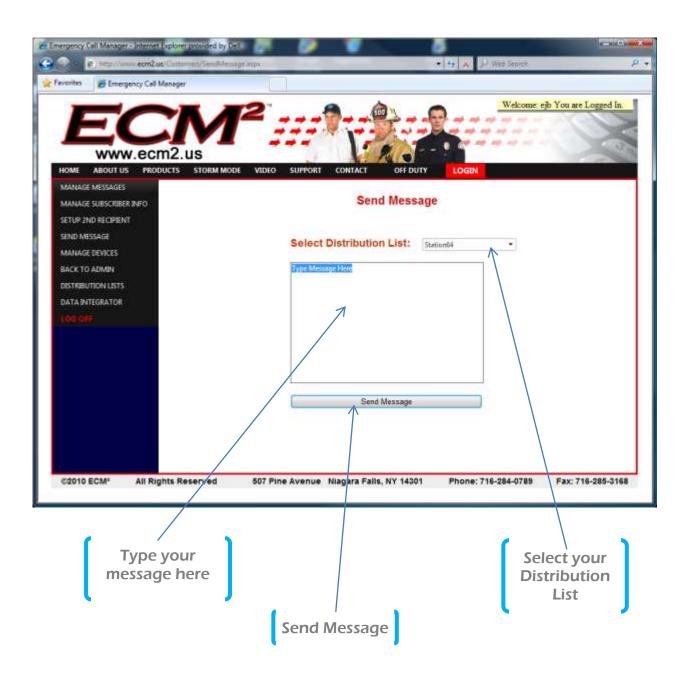
If you would like to set up a 2<sup>nd</sup> recipient message you can set it up in this section to go to an additional email or a distribution list. Simply choose your email or distribution list and save your changes.

ECM	P	Welcome: marc You are Logged In.
WWW.ecm2.us HOME ABOUT US PRODUCTS STORM M		RN
MANAGE MESSAGES MANAGE SUBSCRIBER INFO	Setup 2nd Recipient	
SETUP 2ND RECIPIENT SEND MESSAGE	Send 2nd Recipient messages to:	_ Email Address
MANAGE DEVICES	Email Address	is selected
BACK TO ADMIN	Distribution List	is selected
DISTRIBUTION LISTS		L J
DATA INTEGRATOR	22 (1)-10 (1) (2)	
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	Save Changes	
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©2010 ECM <sup>2</sup> All Rights Reserved	507 Pine Avenue Niagara Falls, NY 14301 Phon	e: 716-284-0789 Fax: 716-285-316



#### Send Message

You can send a message to your distribution lists from this section. Simply choose your distribution list from the dropdown, type in your message in the "Type Message Here" field and send the message.



#### Manage Devices

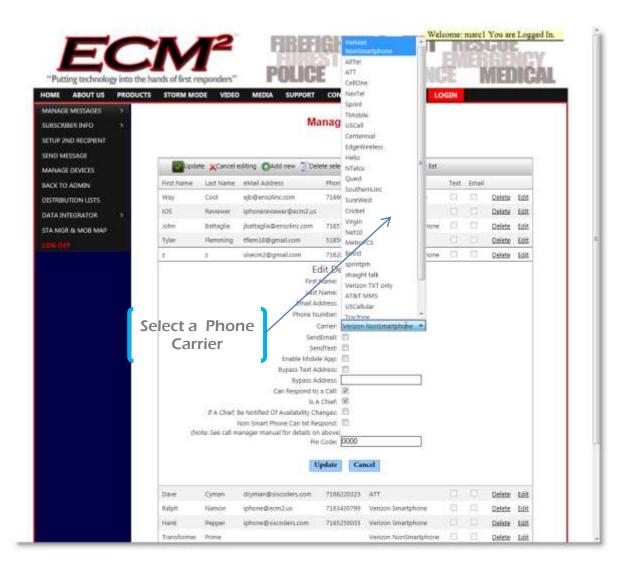
You can manage all your devices here in this area. Manage devices by adding new devices, deleting devices or editing your devices. You can edit device information such as phone number, phone carrier, send email or send text, bypass text address or address and pin code.

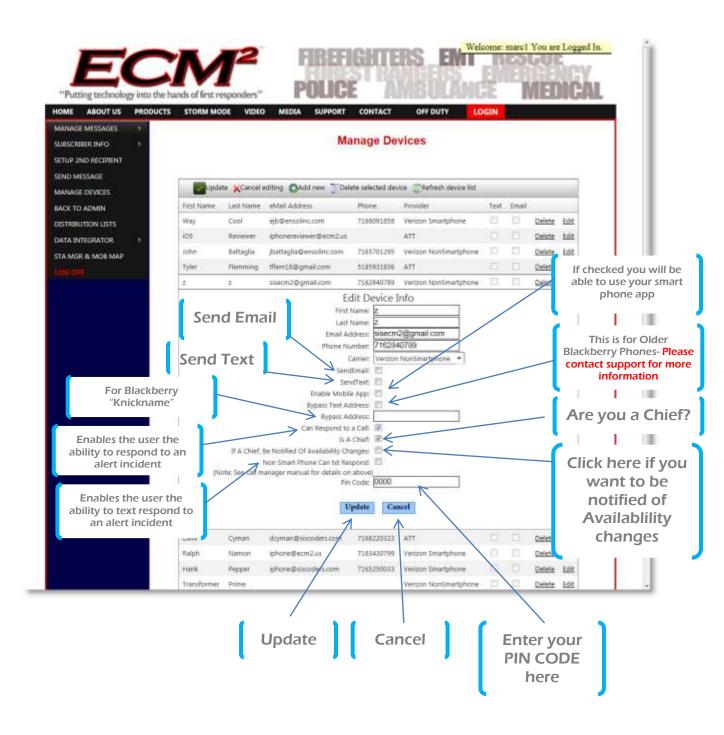
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ACK TO ADMIN	John	Lest Name Bolvinc	eMail Address jbohinc@esgenv.com	Phone 7243313122	Providet Verizon	Tet	Email	Delete	Edit
ISTRIBUTION LISTS	Steve	Henninger	SHenninger@spunkmeyer.com	7242162480	ATT	10	12	Delete	
ATA INTEGRATOR	Rich	Rupnik	slettif4@comcast.net	7243317117	ATT	171	10	Delete	Edit
00.097	Darrick	Gerano	dgerano@murrytvillemedicone.com		Verizon	171	D	Delete	
	Greg	Fegert	gfagert@latrobesteel.com	7244936191	ATT	12	0		Edit
	Spencer	Depenegrin	a_depellegrin@hotmail.com	7244204398	ATT				Edit
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	Rick.	March		7243090614	ATT	12		Defete	Edit
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2010 ECM <sup>a</sup> All Righ	ts Reserved	507 Pi	ne Avenue Niagara Falis, NY	14301 Ph	one: 716-	284/07	789	Fax:	716-285-31

## **Editing A Device**

Here you can delete the instance of your account and all other devices associated with it.

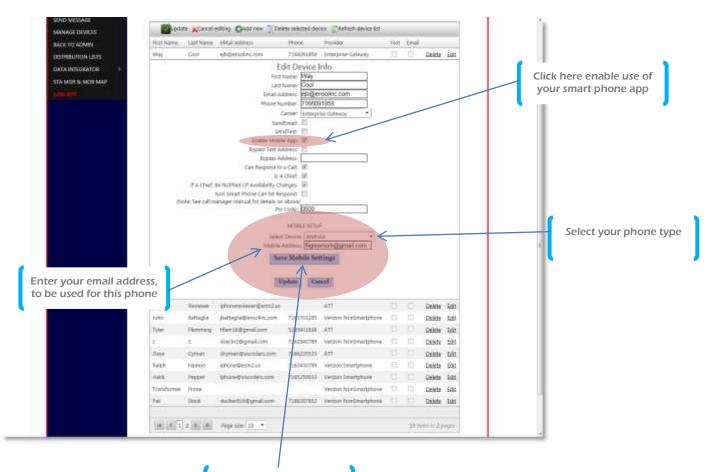
HOME ABOUT US PROD	UCTS STORM MO	DE VIDE	D MEDIA SUPPORT	CONTACT	OFF DUTY LO	GIN			
MANAGE MESSAGES									
UBSCRIBER INFO			Ma	inage De	vices				
ETUP 2ND RECIPIENT									
END MESSAGE									-
MANAGE DEVICES	Upde	ite XCancel	editing OAdd new 🔄 Dek	ete selected dev	ince @Refresh device list				
ACK TO ADMIN	First Name	Last Name	eMail Address	Phone	Provider	Text	Email		
ISTRUBUTION LISTS	Way	Cool	ejb@vensolinc.com	7166091858	Verizon Smartphone	1	=	Delete	Edit
ATA INTEGRATOR >	IOS	Reviewer	iphonereviewer@ecm2us		ATT			Delete	Edit
TA MGR & MOB MAP	John	Battaglu	jbattagl@@ensolinc.com	7165701295	Verizon NonSmärtphone	8	0	Delete	Edit
OR OFF	Tyler	Flemming	tflem18@gmail.com	5185931836	ATT	0	100 101	Delete	Edit
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#### **Editing A Device**

Here you can delete the instance of your account and all other devices associated with it.



Save your settings here

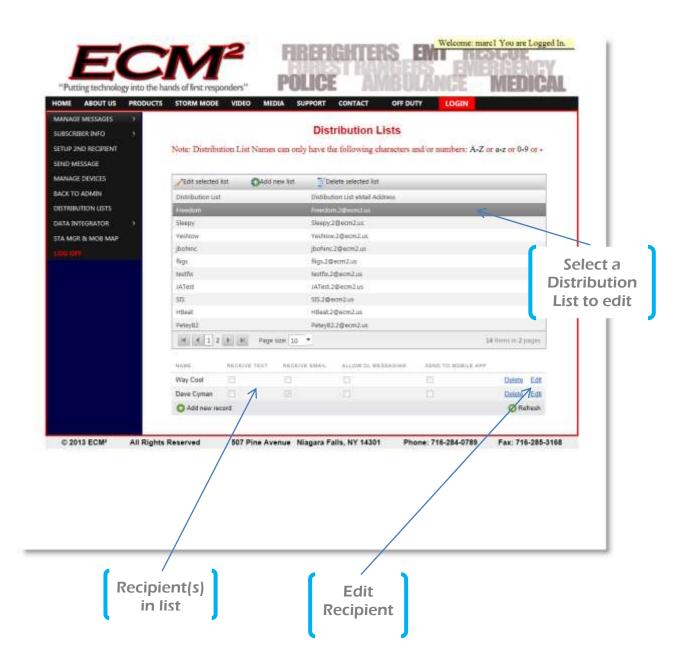
#### **Back to Admin**

This TAB is only available for Administrators, NOT for Customers.



#### **Distribution List**

You may create, edit or delete your distribution lists in this section.



## Editing Distribution List Items

MANAGE MESSAGES			2012/02/02 02:00			
SUBSCRIBER INFO			Distribution Lists			
SETUP 2ND RECIPIENT	Note: Distribution Li	st Names can only	y have the following characters a	ind or numbers:	A-Z or a-z or 0-9 or -	
SEND MESSAGE						
MANAGE DEVICES	For selected list	OAdd new list	Delete selected list			
BACK TO ADMIN	Distribution List		Distibution List ethil Address			
DETRBUTION LISTS	Freedom		Freedom 200 ccm 2 ut.		3	
DATA INTEGRATOR >	Skeepy		Steepy 2:04cm2.us			
STA MGR & MOR MAP	YesNow		VesNow.2@ecm2.in			
100 CHE	jbohinc		Jbohinc2@ecm2us			
(There exists)	figi		Rigs.2@ecm2.us			
	testis		tettfis2@etm2.ut			
	JATest.		/ATest 2@eom2.us			
	515		552@em2us			
	HBeat		Hiturt2@eon2us			
	Peter/E2		Petey82.2@ecm2.ce			
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	Way Cool 📃	0	Ū.	也	Defete Edit	
ſ			Edit Distribution List Iten	ns		
	Allow		Name: Way Cool 🔹			
	messaging t		Receive Text III		<b>Receive Te</b>	X
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	O Add new record	/			Retresh	
	CONTRACT VIEW					
and the second						_
© 2013 ECM <sup>4</sup> All Ri	ghts Reserved 607	Pine Avenue N	iagara Falls, NY 14301 Pho	one: 716-284-07	89 Fax: 716-285-3168	£
	/					_

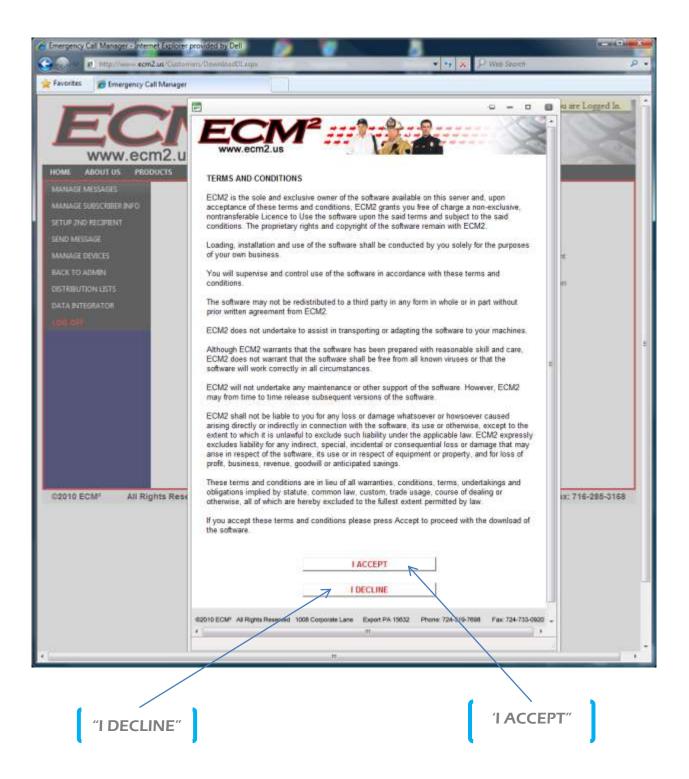
## **Data Integrator**

#### **Download Software**

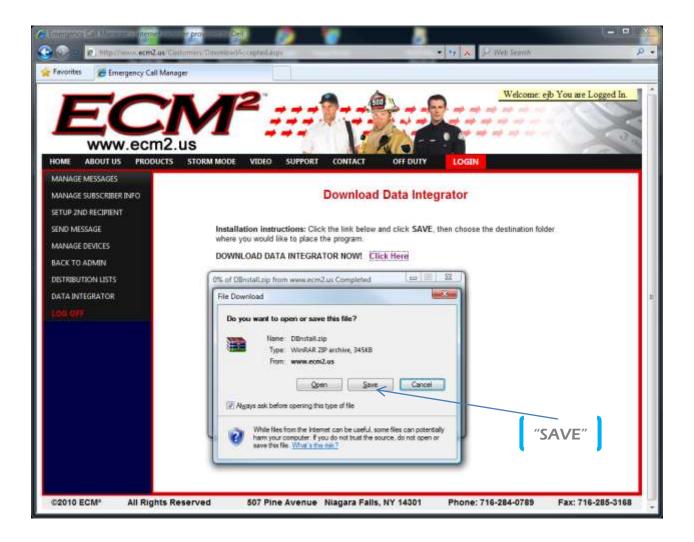
If you are enabled by your administrator to download the Data Integrator software, you can download it here in this section. Be sure to click the "TERMS AND CONDITIONS" button. After read through the terms and conditions you will have the option to accet or decline. If you "Decline" you will return to the "Customers Home Page", if you "Accept" you will be brought to the "Download Data Integrator" page to download. Make sure you click "CLICK HERE" to download. Save to the folder of your choice on your computer to download.

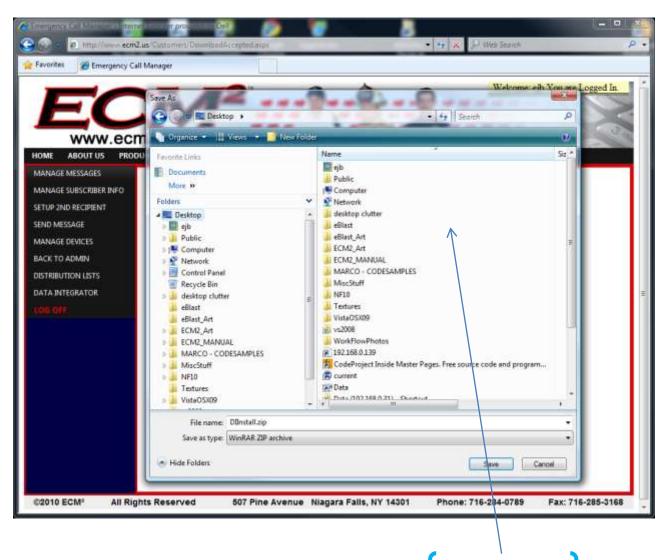


button





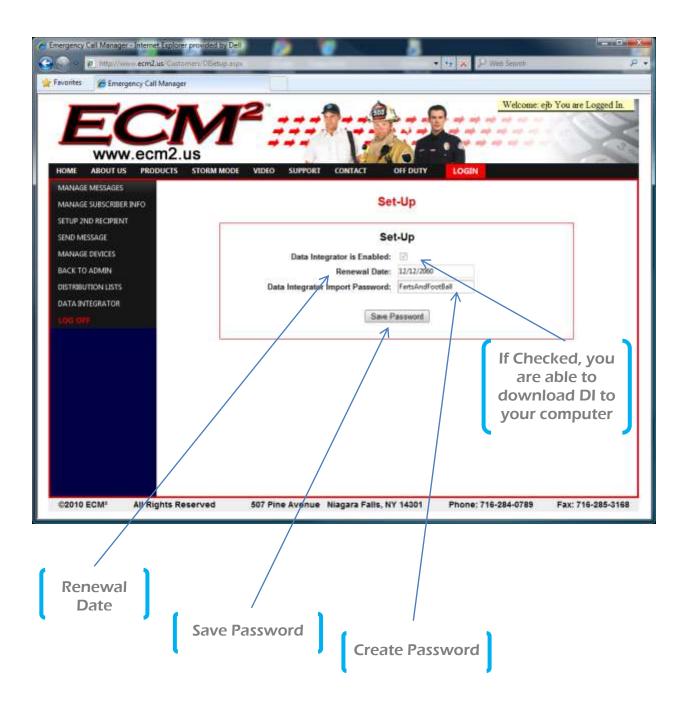




Save to a place on your computer

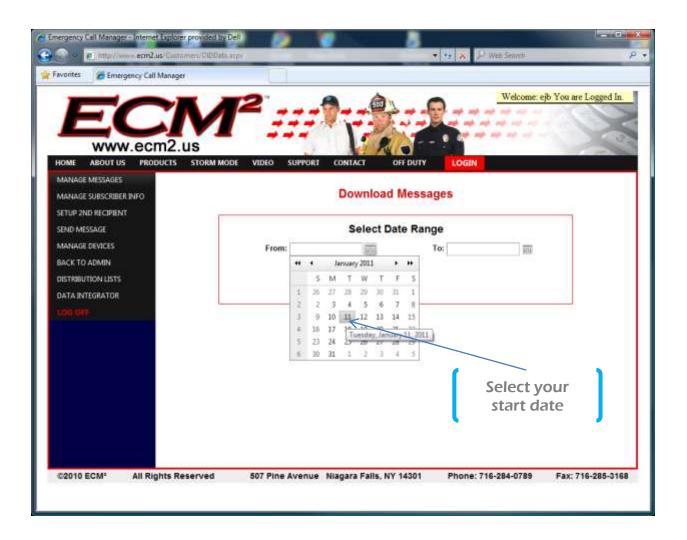
## Set-Up

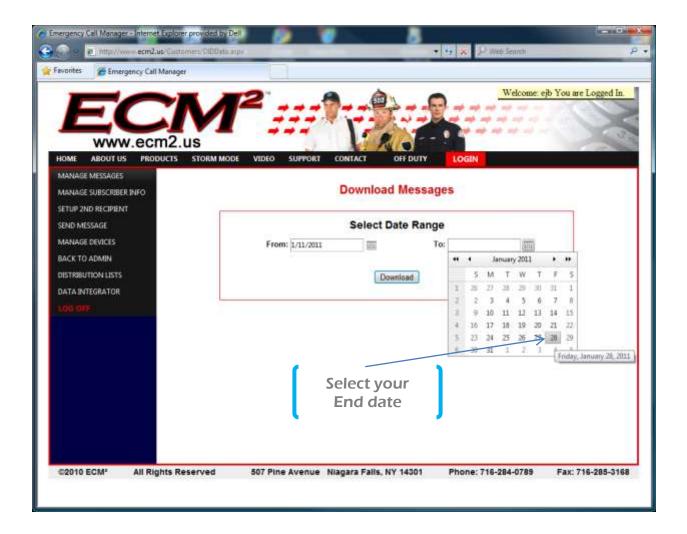
If you are enabled by your administrator to use the Data Integrator software you will see a checked, checkbox. Renewal Date will be set in "Edit All Users Details" in the Admin section by an Administrator. The Account administrator will create the password.

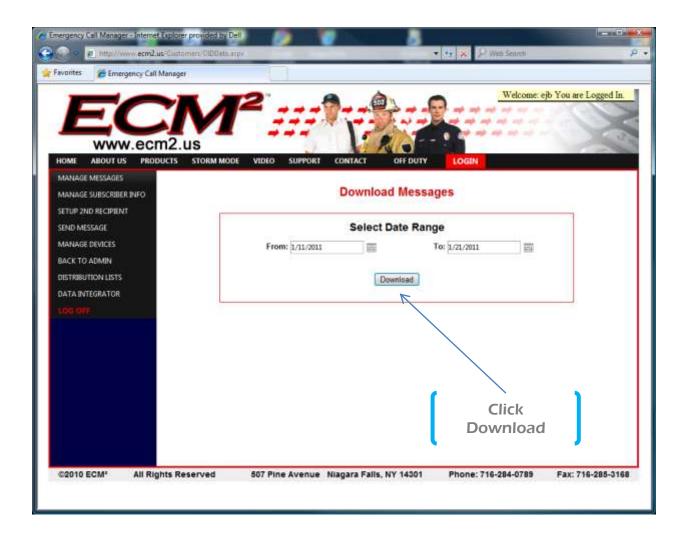


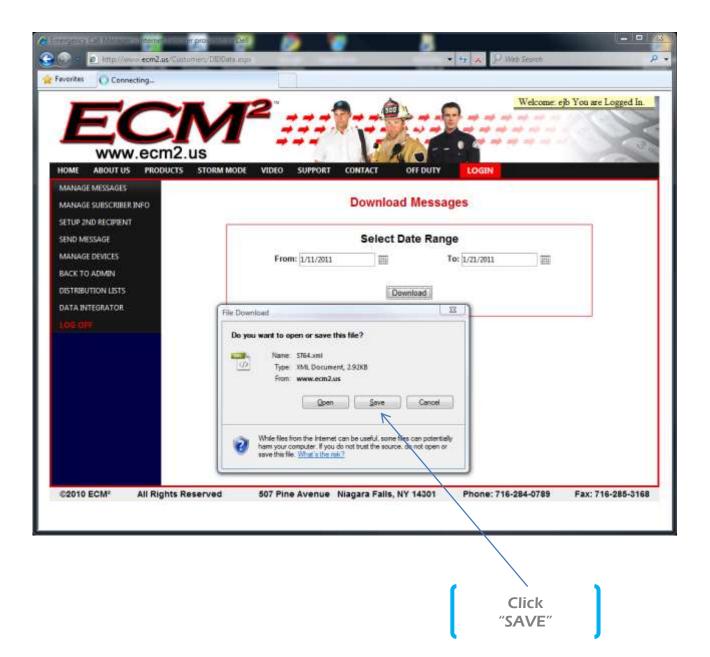
#### **Download Messages**

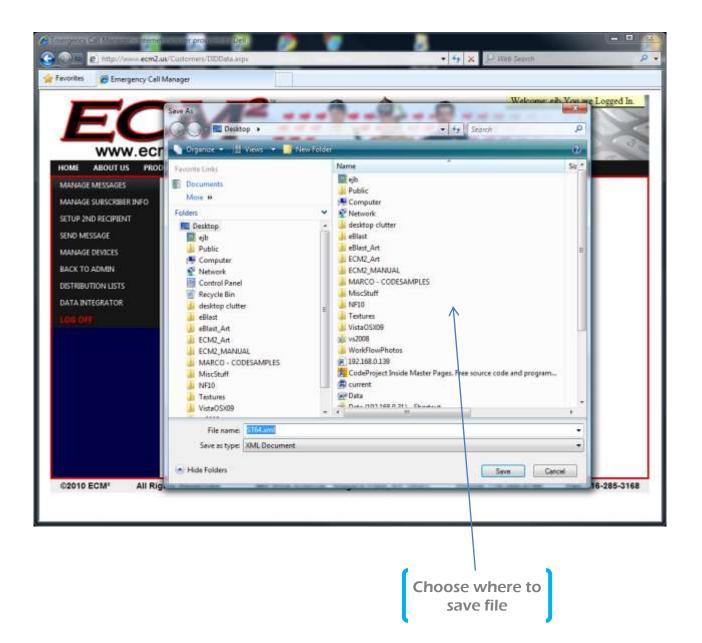
If you would like to download your messages, you can use this section to do so. Select the beginning date range (Starting date) and then select the end range (Ending date), then select download. The file will be downloaded as an .xml file.





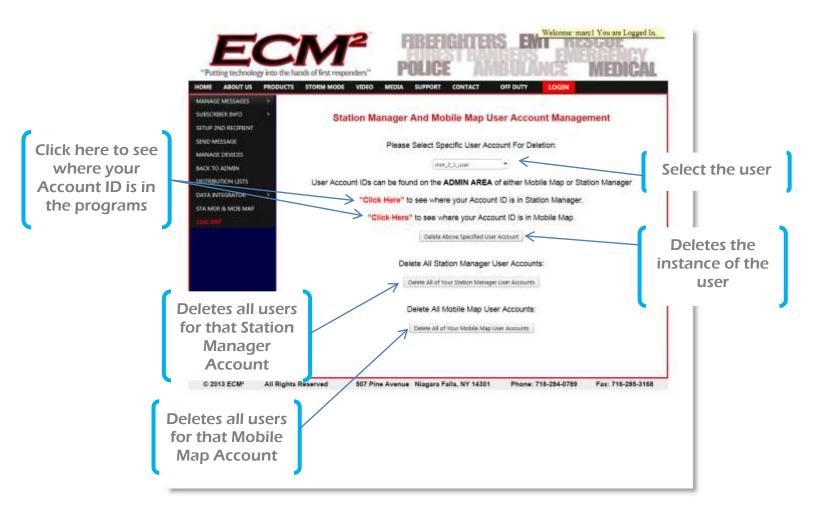






#### **Station Manager & Mobile Map**

Here you can delete the instance of your account and all other devices associated with it.



# Log Off

This is the screen you will see after logging off. You will automatically be directed back to the ECM2 Home Page.

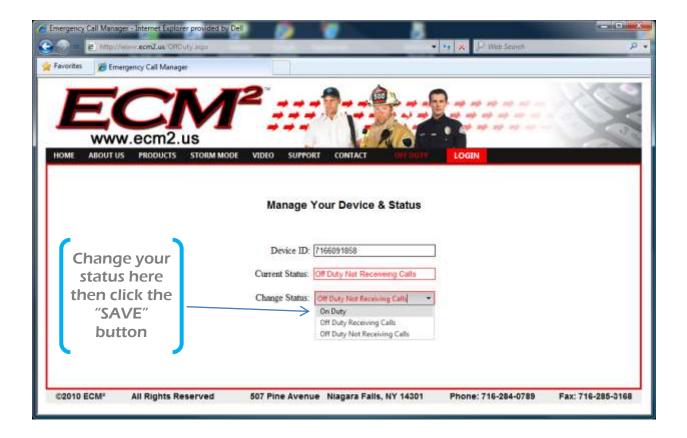


## **Off-Duty Status**

You can set yourself up to be on or off-duty by entering your device ID (which is your phone number + your area code) and then entering your pin number (which you will set up in the "CUSTOMER AREA" under "MANAGE DEVICES", click "Edit" to access the area to enter your "PIN" number and save).

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HOME ABOUT US PRODUCTS STORM MOD	DE VIDEO SUPPORT CONTACT OF OUT	LOGIN
	Manage Your Device & Status	
	Enter Device ID and Pin Code. Device ID: Pin: Manage	
©2010 ECM <sup>2</sup> All Rights Reserved	507 Pine Avenue Niagara Fails, NY 14301	Phone: 716-284-0789 Fax: 716-285-3168
Enter your PIN number		Enter your Device Number (your phone # + Area Code)

Emergency Call Manager - Internet Explorer provided by Dell				
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©2010 ECM <sup>2</sup> All Rights Reserved 50	7 Pine Avenu	Je Niagara Falls, NY 1	4301 Phone: 716-2	84-0789 Fax: 716-285-3168
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## **Download the ECM2 Support File**

From time to time you may be asked by an ECM2 Technical representative to download a "Support File" from our website. If requested to do so, do the following:

