

緊急通報・安否確認システム

# Safetylink

セーフティリンク

## General User's Guide

(for English Language Option Users)

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Sales Management Division



IS 533969 / ISO 27001

# Contents

<b>1</b>	<b>Registering user information (from a PC/smartphone)</b>			<b>4</b>	<b>Smartphone app</b>		
	1. Let's login	.....	1		1. Downloading from the Safetylink24 website	.....	4
	2. Changing passwords	.....	1		2. Downloading from an app store search	.....	5
	3. Registering an address	.....	1		3. Login and settings	.....	6
	4. Registering contact details	.....	2		4. Responding to messages	.....	7
<b>2</b>	<b>Responding to a safety confirmation email (from a PC/smartphone)</b>				5. Changing your contact details, etc.	.....	8
	1. Accessing the safety confirmation portal from a notification email	.....	3				
	2. Responding to questions	.....	3				
	3. Confirming responses	.....	3				

# 1 Registering user information (from a PC/smartphone)

Procedure applies to both administrators and general users

## 1. Let's login

■ URL  
<https://ems.safetylink24.jp/>



■ User ID / Password  
Enter in your ID and password.

←saff number

Enter in the user ID and password issued by the administrator on the Safetylink24 login screen, and then click the [Login] button.

Languages other than Japanese are available. The language selected will remain the set language until it is changed again.

## 2. Changing passwords

Click the [User details] tab to display further details. Enter in your new password here. Next, enter in the same password into the [Confirm Password] field.

**\*If you have forgotten your password, please contact your system administrator.**



To change a system administrator password, click your name in the [User list] screen that appears after logging in to display the details screen.

## 3. Registering an address

Select up to three related addresses. The addresses set here will be used as a group when messages are sent.



For example, the three addresses registered here could be (1) an address in Saitama where your home is located, (2) an address in Tokyo where your office is located, and (3) an address in Nagoya where a frequently visited branch is located.

# 1 Registering user information (from a PC/smartphone)

Procedure applies to both administrators and general users

## 4. Registering contact details

Register an email address.  
Up to six email addresses can be registered, including smartphone, company mobile phone, personal PC and other email addresses.

This will switch to the language selected. The language selected will remain the set language until it is changed again.



### MEMO

After entering in the email addresses, click the [Test] button on the right to send a test message, and then confirm whether the registered address receives the test email.

Lastly, click the [Update] button to apply input information. **Be aware that input information will not be updated if you forget to click the [Update] button.**



### MEMO

Information registered on the user details screen is protected, and can only be viewed by the main user, and their family members. System administrators can only view whether or not users have been registered to protect user information.

### We will confirm safety

Yesterday 12:33

Found in Inbox

I have a response request. Please open the following URL and answer.

[https://\[redacted\].safetylink24.jp/answer\\_input/index/para/\[redacted\]](https://[redacted].safetylink24.jp/answer_input/index/para/[redacted])

An earthquake occurred. Please report your safety.

### 1. Accessing the safety confirmation portal from a notification email

In the event of a disaster or an emergency, the company will send the message shown on the left.

Click the URL shown to connect to a web browser.



In instances requiring a high degree of urgency, the message administrator may set messages to be sent to family members. If this is the case, the same message will also be sent to registered family members.

### 2. Responding to questions

When the message and the response entry screen appear, enter your responses, and then tap [Respond].

### 3. Confirming responses

The response confirmation screen will appear. This ends the response process.

Response complete	
<b>We will confirm safety</b> Sent date: 2018-09-26 13:55:01	
<b>Message</b>	An earthquake occurred. Please report your safety.
<b>Attachment</b>	No
<b>Name</b>	MarkD
<b>Response date</b>	2018-09-26 14:00:37
<b>Comment</b>	-
<b>Safety confirmation</b>	Safety



## (1) Connecting to the URL and installing

Connect to the URL below from your smartphone to display the installation screen.



## (2) Installing

Click [Install] to install the app to your smartphone.

\*The procedure used to download and install apps may vary depending on the app store.

App Store download screen



Play Store download screen



## Notes)

You can also connect to the download URL from the Safetylink24 website.

■ Safetylink24 website  
<https://www.safetylink24.jp/>

Access the Safetylink24 website on your smartphone and click the app banner.



### (1) Searching for the app in the app store

Open the app store on your smartphone, and then enter "Safetylink24" into the search field.

The Safetylink24 app will appear in the search results. Tap it to proceed.

\*This screenshot uses the Android Play Store as an example. The App Store can be used in a similar fashion on iOS devices to search for the app.



### (2) Installing the app

Tap the [Install] button to install the app to your smartphone device.



### (3) Opening the app

Once the download is complete, tap the [Open] button to launch the Safetylink24 app.



### (1) Let's login

#### ■ Server information

<https://ems.safetylink24.jp/>

#### ■ User ID / Password

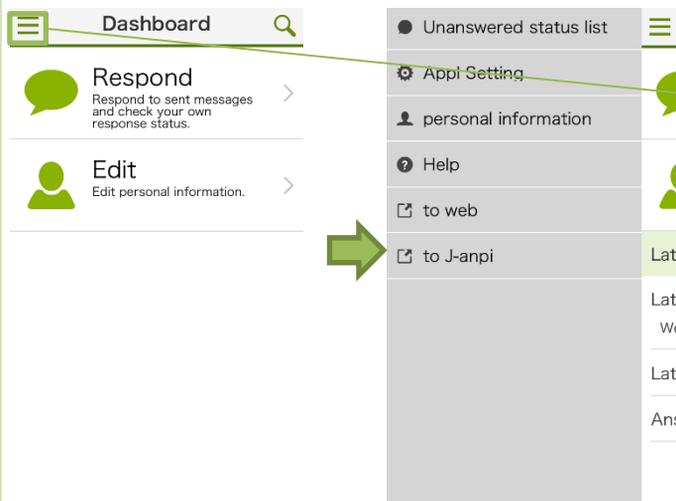
Enter in your ID and password.

After download and launch the application, Please tap language.

Enter the information above and tap the [Login] button.

**\*Note that if you tap [Logout] in the menu you will need to reenter these fields again.**

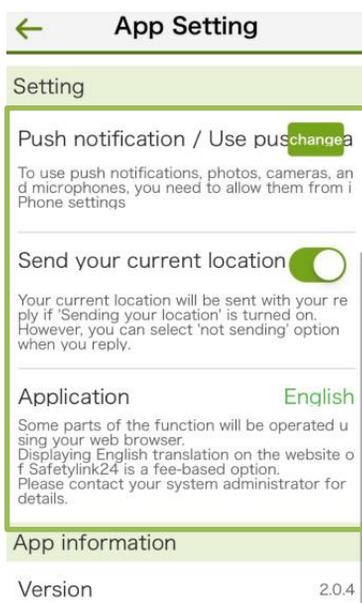
(If you have Japanese Language Interface, you should be change "Settings > Language & Region > iPhone Language" to English.)



### (2) Opening the menu

After logging in, tap the icon on the top left of the screen to open the menu screen.

This menu screen can be used to jump to configuring app settings, registering and changing user information, and other menu options.



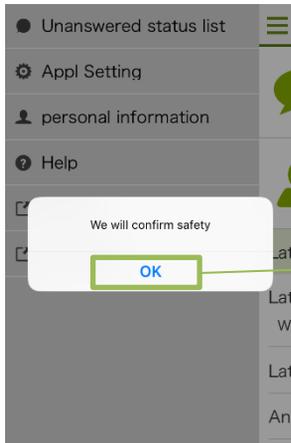
### (3) Configuring app settings

Here you can set whether to receive push notifications, and send location information. Generally, the following settings are recommended.

- Push notifications: Receive
- Location information: Send

You can also select the language setting on this setting screen.

**\*Note that, when logged out, you will be required to login again to send responses via the app.**

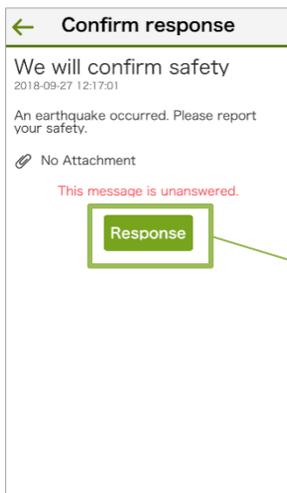


### (1) Receiving push notifications

When a message is sent, a push notification will appear on devices that have the app installed and configured.

Tap [Start] on the push notification received to display the response screen.

\*If the push notification disappears, you can still respond to messages received from the response status list in the app.



### (2) Checking response details

The contents of the message received will appear on the confirmation screen. Use this to confirm your response status.

To leave a notification without a response, or overwrite a response, tap the [Respond] button on the confirmation screen to proceed to the register response screen.

### ← Answer Register Register

We will confirm safety

An earthquake occurred. Please report your safety.

No Attachment

response information

Safety confirmation  
Safety



### (3) Registering a response

Select a response from the response options available.

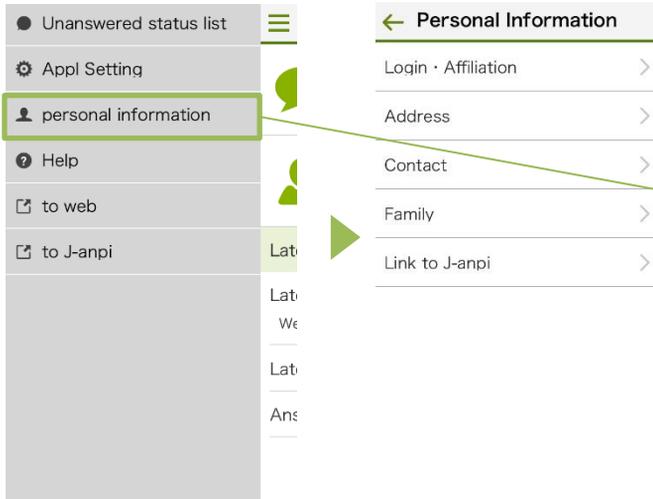
To upload photos or audio recordings, tap the corresponding icon to upload the file.

\*Uploaded photos can be deleted by tapping the x button. Only one file of each file type can be uploaded at any one time. Uploading a second file will overwrite the first file uploaded.

To register location information, select the [Send] radio button.

\*To send location information, first check that the GPS function on your smartphone device is turned on.

Press the [Register] button to finish responding.

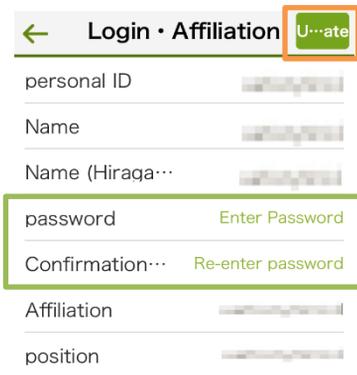


### (1) Selecting [User]

You can also register and change contact information inside the app.

Select [User] from the menu on the top left.

\*You can change the information type by tapping each title.



### (2) Changing login information/affiliations

You can change your password here.

To change your password, you will need to enter your new password twice.

When you are done, tap [Update] to apply changes.

\*Note that you cannot change your user ID, name, hiragana (name in kana characters), affiliation and position.

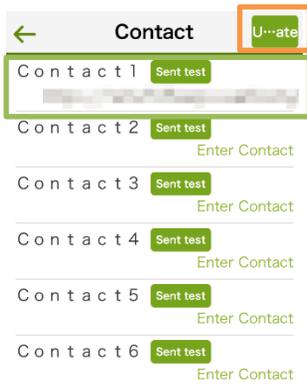


### (3) Changing addresses

You can set up to three addresses (prefectures) to tie to earthquake information.

E.g.) 1. Your house 2. Your company 3. A frequent business trip location, etc.

When you are done, tap [Update] to apply changes.



#### (4) Changing contact details

Register an email address to receive messages.

**\*After entering an email address, send a test email to yourself to check whether emails can be received at the registered address.**

When you are done, tap [Update] to apply changes.