

# Administrator Setup & Checklist

Refer to Admin Manual for Nightlock Safety App

- Organization Setup – Connect Section, page 1
- Roles Setup – Account Management Section, page 7
- Groups Setup – Account Management Section, page 11
- Users Setup – User Management Section, page 4
  - File Upload/Import Users - User Management Section, page 23
- Add/Edit Protocols – Communications Section, page 13
- Set Alerts – Communications Section, page 15
  
- Forms Setup – Forms Section, page 18
  - Forms not necessary for emergency and panic button responses

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## Test In-App sound

Test on a small group, recommended Administrators

Make sure all users hear the In-App sound

Open the Nightlock Safety App

Tap the **menu** ☰ in the upper left corner

Tap **About This App**

Tap **About**

Tap **Send Test Alert**

If you hear the In-App sound, everything is set

## Test Critical Alerts (Armed Intruder, Fire, Medical)

Test initially on a small group, recommended Administrators

Once all users are setup, do regular safety drills using the Safety App