

# How to guide

## Navigating the SafeZone App

### Document Purpose

This document aims to assist staff and student navigating the SafeZone App from their mobile devices.

## USING THE HOME PAGE

Welcome to the 'Guide to Navigating the SafeZone App!' This resource is designed to provide you with the information necessary to navigate the app seamlessly.

### 1. Hamburger menu

**icon:** Use this button to access settings, notifications, access information about the UNSW shuttle bus, check which campuses are covered by SafeZone, check app version, review the Privacy Policy and more.

### 2. See it? Say It! Icon:

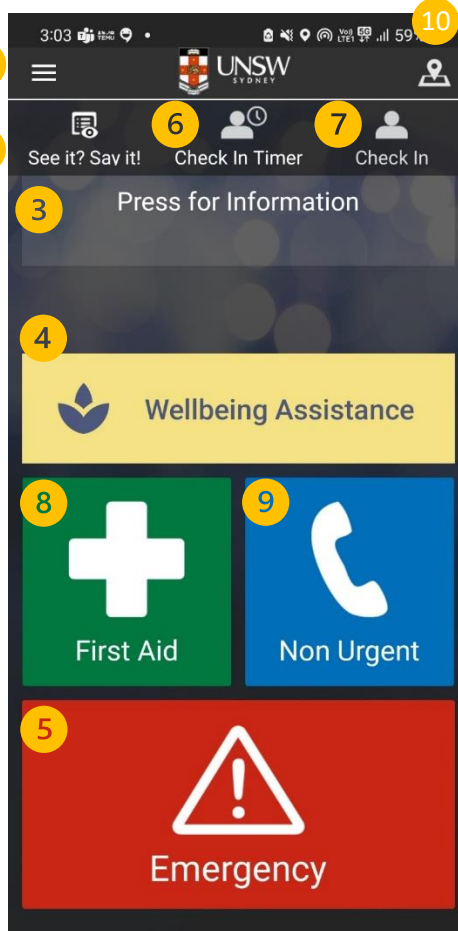
Use this button to report suspicious activity, such as vandalism, scams, hate crime or anything unusual. Make sure to include a description, location, a picture.

### 3. Press for Information:

This button links you to the UNSW Estate Management site.

### 4. Wellbeing Assistance:

Use this button to connect with health and wellbeing support.



**5. Emergency button:** Press this button in case of emergency and UNSW Security will assist you. If you press this button when not on campus, you will have the option to continue the call with 000.

**6. Check In Timer:** Press this button to alert Security when studying alone or during late-night hours, and they will monitor your situation.

**7. Check In:** Using the check-in button is not required. Kindly refrain from using it.

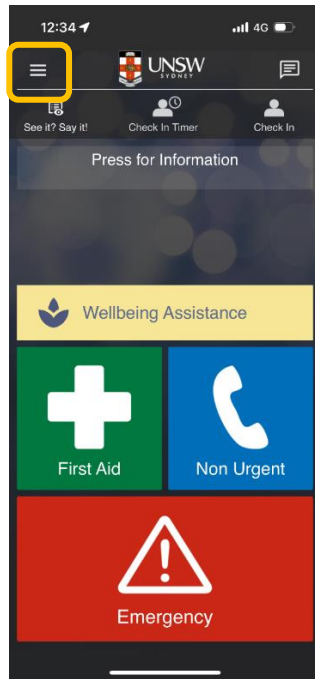
**8. First Aid button:** Press the first aid button for initial medical support.

**9. Non-urgent button:** Use this for non-urgent security enquiries like requesting a security escort or if you've been locked out of a room.

**10. Map button:** Shows your current location.

# USING THE MENU

1. Select the **Hamburger menu** button on the homepage to explore the available features.



2. Tap on any of the following:

- Adjust settings for version notifications and language preferences. Note: UNSW does not employ automatic checks.
- Report suspicious activity, vandalism, scams, or anything unusual.
- View recent notifications and manage optional notification
- View and select UNSW SafeZone campuses.
- Navigate to the Apps diagnostic page.
- Access key SafeZone information
- Access the SafeZone Terms and Conditions
- Access and/or edit your profile
- Adding organizations lets users add multiple SafeZones they belong to.
- Links you to the UNSW Estate Management website
- Monitor and track the UNSW shuttle service.
- UNSW is not using this feature. Kindly refrain from using it.
- Keep track of the App version.
- Access the SafeZone Privacy Policy
- Sign Out of the app. Not recommended

