

## What is Blackline Live?

### CLOUD-HOSTED SAFETY MONITORING, CONFIGURATION AND DATA ANALYTICS SOFTWARE

Blackline Live is a leading cloud-based platform that equips businesses with world-class tools to manage their safety devices, monitor their workforce and facilities' well being, respond to emergencies and report on data collected. SOC2 Type 1 compliant, Blackline Live can be accessed from anywhere on an Internet-connected device, so you don't need to be on site to know how your team is doing.

## Why is maintaining my Blackline Live organization important?

Maintaining your Blackline Live organization ensures your employees' safety is being monitored correctly and efficiently.

- Assigning devices correctly ensures accurate alert data.
- Placing devices in the correct configuration profile ensures the devices will function per your company's requirements.
- Keeping emergency contacts up to date and in priority sequence ensures the correct escalation procedure.
- Assigning devices to the correct group ensures administrators have access to view the group's data or manage the fleet changes based on the designated access level.

## FEATURES



Alert Profiles



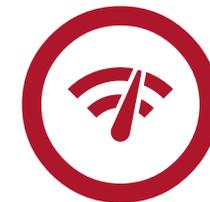
Device Configuration



Team Members



Access Controls & Groups



Compliance dashboard



Analytics reports



Alert management tools



Custom maps & floor plans

## Team Members

Ensure existing team member information is up to date. New device users, emergency contacts or admins must be added.

First Name	Trade/Role
Joe	Supervisor
Last Name	Company
Smith	Example Company
Employee ID	Mobile Phone Number
	403-555-1234
Email Address	Home Phone Number
joesmith@example.com	
	Work Phone Number
	403-555-5678



- 1) In your Blackline Live Organization, select **Menu > Team members**.
- 2) Select **ADD TEAM MEMBER**, located on the right side of the screen.
- 3) Select one of the following:
  - **Contact** if the team member will not require Blackline Live portal access.
  - **Account User** if the team member will require Blackline Live portal access.
- 4) Select **NEXT**.
- 5) Enter the team member's information in the appropriate fields.
- 6) If you selected **Account User** in step 3, also select the groups you want them to have access to and set the levels of access they will have within these groups.
- 7) Scroll down to the bottom of the page and select **ADD TEAM MEMBER**.

## Device Assignment

Ensure all devices are assigned to an employee or team member.  
(ex: maintenance shared device)

ASSIGNED TEAM MEMBER ↑	DEVICE ID	DEVICE NAME
Select to assign	G7x 3973003938	Unit 3973003938



- 1) In your Blackline Live Organization, select **Menu > Devices**.
- 2) Locate or search for the Device ID.
- 3) Click **Select to assign**.
- 4) Select a team member from the list.
- 5) Select **ASSIGN**.

## Device Configuration

Ensure all devices are assigned to their designated configuration profile to ensure the devices functions as required.

DEVICE TYPE ↑	CONFIGURATION NAME
G7c G7c	PTT Pump Configuration

<input checked="" type="checkbox"/>	DEVICE ID	FIRST NAME ↓	LAST NAME
<input checked="" type="checkbox"/>	G7c 3567002329	Kyleigh	Birce



- 1) In your Blackline Live Organization, select **Menu > Configurations**.
- 2) Locate and select the **CONFIGURATION NAME**.
- 3) Scroll down to the Devices section and select **EDIT**.
- 4) Locate device user or search for the device ID.
- 5) Select the checkbox next to the device name.
- 6) Select **SAVE**.

## Alert Profile

Ensure all devices are placed in their designated alert profile and that the correct emergency contacts are added in priority sequence.

Alert Management | Notifications | Contact Groups

Maintenance Gas Protocol

Emergency Response Contacts

These are contacts who are referred to in the Emergency Response Protocol. They must be created as team members in the organization before assigning them to this profile.

Names	Phone Number	Priority
Joe Smith <input type="checkbox"/> contact assigned device	Mobile: 403-555-1234 ✕ Work: 403-555-5678 ✕	1 <input type="button" value="Delete"/>
Jane Doe <input type="checkbox"/> contact assigned device	Mobile: 403-555-9999 ✕ Work: 403-555-8888 ✕	2 <input type="button" value="Delete"/>



- 1) In your Blackline Live Organization, select **Menu > Alert profiles**.
- 2) Locate and select the **alert profile** name.
- 3) In the emergency contact section, select **Add Contact** or change the **Priority** as needed.
- 4) In the device users section, select **Add User**, locate the device user or search the device ID and make the necessary changes.
- 5) When you are finished, select **Done**.
- 6) Select **Save**, located at the bottom of the page.

Device Users

Users	Device Name
Kyleigh Birce	Dominion Large 3567002329 <input type="button" value="Delete"/>

## Groups & Administrators

Ensure devices are placed in their designated group and the administrators have the proper level of access.



<b>Indiana Group A</b> Ealat Chaachouh - BLN	<b>Indiana Group B</b> Ealat Chaachouh - BLN	<b>Pennsylvania Group A</b> Ealat Chaachouh - BLN	<b>Pennsylvania Group B</b> Ealat Chaachouh - BLN
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FIRST NAME ↓	LAST NAME	EMPLOYEE ID	ORGANIZATION NAME	ROLE
Ealat	Chaachouh		Ealat Chaachouh - BLN	Group admin

- 1) In your Blackline Live Organization, select **Menu > Groups**.
- 2) Search for and select the **Group** name.
- 3) Confirm or change a **Group Managers ROLE** (level of access) and select **SAVE**.
- 4) In the **Devices** section, select **EDIT**, then locate a device user or search for the device ID.
- 5) Select the checkbox next to the device name.
- 6) Select **SAVE**.

	DEVICE NAME	DEVICE ID	FIRST NAME ↑	LAST NAME	EMPLOYEE ID
<input checked="" type="checkbox"/>	<b>G7c</b> Unit 3566003372	3566003372	Ealat	Chaachouh	
<input checked="" type="checkbox"/>	<b>G7c</b> Unit 3570013039	3570013039	Ealat	Chaachouh 2	
<input type="checkbox"/>	<b>LM</b> M6 Device	800000235	Ealat (LM)	Chaachouh	