**H.O.W.L. Instructions**

**Introduction**

Howl is an emergency alert system that will allow warning messages to be displayed on computers across campus (that have the system installed on them) when an emergency alert is sent out by public safety.

**Logging in**

In order to send an alert out one must login to Howl through their web browser at the following web address:

 <http://prd.webapps.westga.edu/howl/>

This will prompt for a username and password. Your may use either your email username and password or your myUWG(Portal) username and password to login.

**Menu**

After being logged in successfully, you will notice a menu bar on the left hand side of the screen. You should see a bar labeled “Admin”. Click on that bar and a list of menu items should then be displayed.

 Issue Warning – This screen will allow a new alert to be sent out.

Revise Warning – This screen will allow the current active warning to be edited.

 Clear Warning - This item will clear the current active warning.

 History – This screen will show the warnings that have been sent out.

**Issuing a Warning**

To issue an emergency warning after logging in one must click on admin in the menu bar then click “Issue Warning”. This will display the screen to enter a warning message. First select an item from the drop down box labeled “Select a message”. This will populate the box labeled “message” with the predetermined message for that particular warning. Then if needed the message may edited to provide the information you would like the warning to contain. After this click the “Post Warning” button and your warning will be active.

**Revising a Warning**

After a warning has been issued, it may be revised through the Revise Warning screen. In the left hand menu click “Revise Warning” and if there is an active warning it will be displayed. The warning may then be edited and once all changes have been made click the “Post Warning” button for the changes to take affect.

**Clearing a Warning**

To clear an active warning all that must be done is to click the “Clear Warning” item in the left hand menu bar and a message should be displayed indicating that all current warning have been cleared.

**Viewing History**

Each warning that is issued is saved so that a history report may be viewed at a later time. To view the history click on the “History” item in the left hand menu bar. This will display a list of all warnings that have been issued. It will include time and creator of each warning as well as the updated time and person whom updated the warning if applicable, the title of the warning, and a button that will allow the user to view the actual warning message. To view the actual warning message simply click on the view button in the first column of the warning that you would like to view.