LVPPACE
Mobile APP/Web Page
Guide

LVPPACE made the transition from our old Web Page to our new APP/Web Page in July of 2020. This was done for several reasons:

Security – Our old Web Page was unsecured and Members and Non-Members both could access each and every section of the Web Page. We needed to be able to allow Non-Members to still access portions of our APP and Web Page (insurance information, general forms, contact us and member benefits) and secure the other areas for Members only. Over 100 security groups were created to allow Members and Non-Members alike to be able to navigate and access only those areas they are meant to. Due to this, we can now post our Member Meeting and Board Meeting minutes in their respective areas and not have to post these out in the workplace, saving time and reducing paper usage.

Updates – In the past, we did not have control over our own Web Page. We needed to send updates in the form of an Email to the Review Journal (who previously hosted our Web Page) to two contacts. These contacts would then forward our request to the Development section who would then make the necessary changes. The process took several days and regularly required us to follow-up to correct issues. With our new APP/Web Page, updates can be done at any time we wish and these are posted immediately.

Communications – In the past and currently we use Constant Contact to get out important news to both Members and Non-Members for Association and/or Insurance news. The problem with Constant Contact is it relies on the recipient to check their Email in order to read the notifications. In some instances someone could go days, weeks or even longer before they read their Email thereby missing out on opportunities or important/time-sensitive information.

Within our LVPPACE APP we can now send out push notifications to Members. Using the same security groups as was mentioned above, we can cover all Members or be as granular as sending out info to only a particular classification on the Department. With push notifications, you are alerted immediately (even if your APP is closed) and it does not utilize SMS messaging should your cellular plan not allow for unlimited texting.

Within the APP/Web Page you can communicate directly with your LVPPACE Representative, Board Director or Executive Board Member. All messages also notify their recipient through the APP whether the APP is open or closed. Members can also communicate with other Members directly through the APP.

Profile Functionality

Your profile (shown in the top right corner of your APP/Web Page) contains your name, email and phone number. These are required for the APP to have full functionality. Also, within your profile are your settings which allow you to change your password. Under the "MY ACCOUNT" tab you have access to "My messages" and "Push notifications". These allow you to see incoming messages from other Members as well as system notifications directly from LVPPACE when important news breaks. If you do not see your name or picture for your profile, it means you have not logged in and will only have access to the public portions of the APP/Web Page.

- How to change your password – The password for the APP/Web Page will never expire. If you are a new Member or logging into the APP/Web Page for the first time, a temporary password will be issued. To change the password, login using your personal Email for the "Login" field. For the password field, use the temporary password issued.
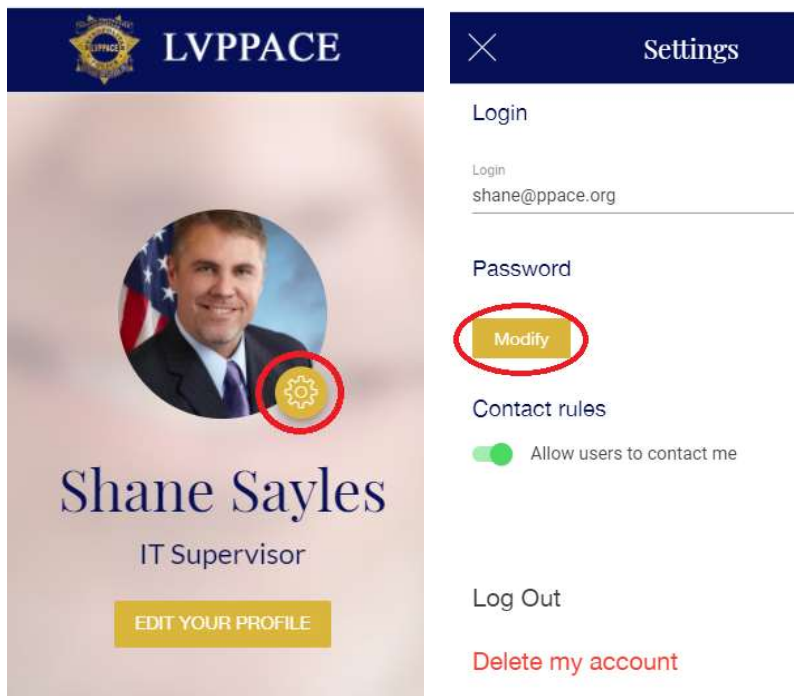
  Once logged in on the APP or Web Page, and from the home screen, click on your picture in the top right corner, click on the gear next to your picture in the middle of the screen, then select "Modify" under the Password section as shown.

  APP screen-shots:
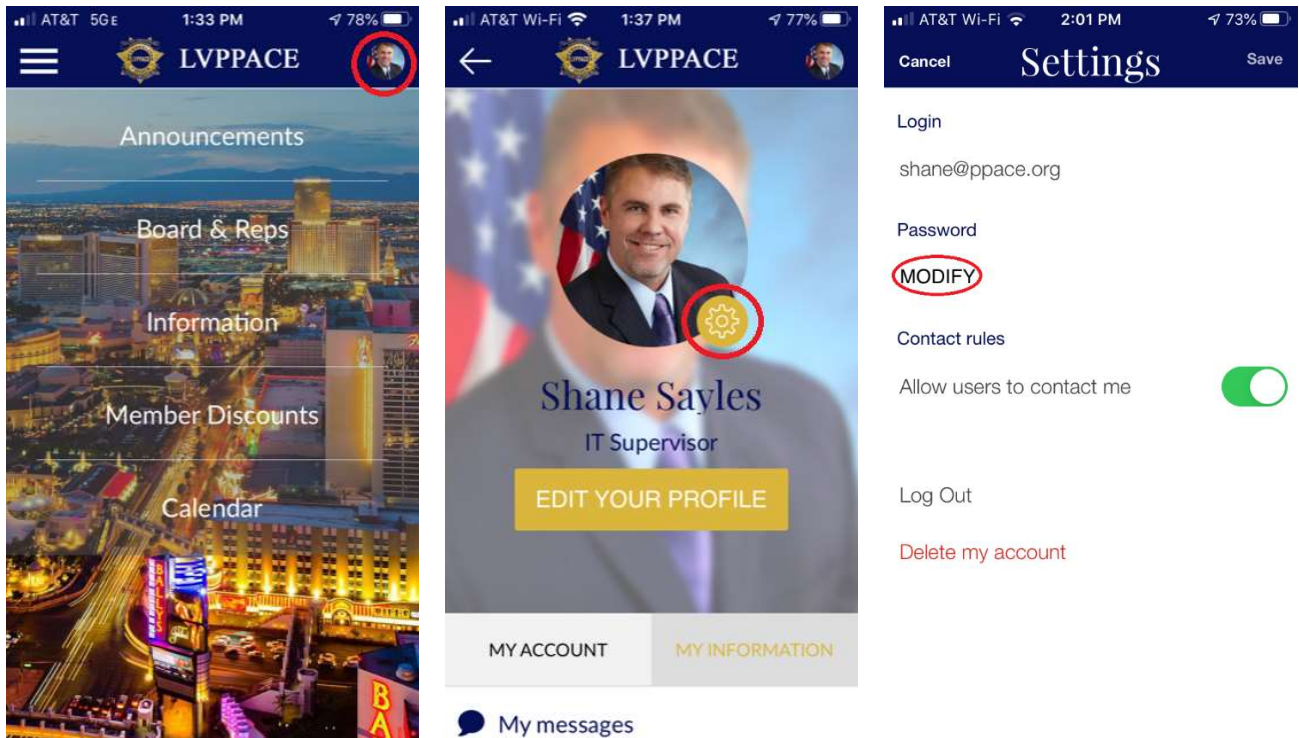
  Web Page screen-shots:

Please note: Once you have changed your password, we cannot recover it if it is forgotten. Your account will need to be deleted and recreated. Once you are logged in, **do not** log out of the APP on your smart phone. Just close out the APP if you are not using it. When you reopen the APP, you will already be logged in. In addition, if the APP is not running, you will still receive push notifications.

- ○ How to send chat messages within the APP/Web Page – There are several ways to communicate with other Members from within the APP or Web Page. This can be advantageous if the Member you are chatting with does not have unlimited texting on their cell phone plan. Chat messages from within the APP or Web Page do not use SMS messaging and do not count against anyone's texting limitations on their cell phone plan.

  Sending chat messages to Executive Board, Board of Directors and Representatives – Each of these groups have "place holder" profiles. This means you can go directly to the person with whom you wish to chat with and click on their "Send a message" button to chat directly with them. This is accomplished by clicking on the "Board & Reps" selection from the Home screen.

  Then choose "Executive Board", "Board of Directors" or "Representatives". Executive Board and Board of Directors have the names of the individuals directly on the navigation menu. Representatives are listed in a table due to their numbers. By clicking on any name in the Representatives table, their profile will appear.

Once you are in someone's "profile" screen, directly under their name is a "Send a message" option to chat directly with that individual. After clicking on the "Send a message" button, you will go into a chat area showing your chat messages with other Members. To initiate a new conversation, click on the pencil button, then begin typing in the "Your message *" field as shown below.
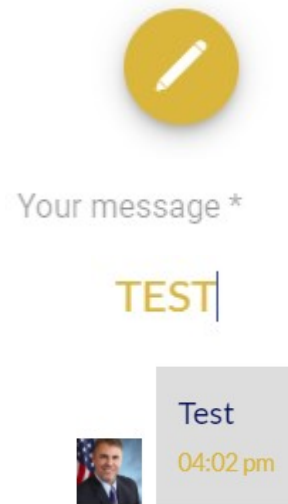
- Chat conversations can be left in your messages section or you can delete the conversation. The process to send a message to another Member who is not a Representative, Board Member or Executive Board Member is very similar. First, click on your profile on the APP or Web Page. Next, click "My messages". Once again you will go back to a screen with all your current conversations.

At the top of the main screen will be an area where you can type the Member's first or last name. Should there be more than one Member with part of the first or last name, you will be presented with a selection to choose from:
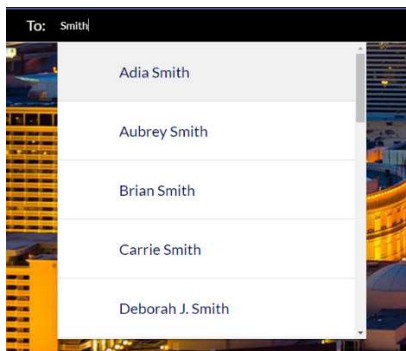
Select the name of the individual you want to chat with and type out your message.

- o Push Notifications – Periodically, LVPPACE will put our important news/announcements. When we do, we will accompany this with a push notification. Rather than you waiting to check your Email as we have done in the past, push notifications can be received by you, even if your app is closed. Once you receive a push notification, it will come through on your smart phone much like a text message, but it will not use SMS nor will your provider charge you for these if you are not on an unlimited plan.

  When you click on the push notification, it will most often direct you to the newest announcement that the notification is alerting you of. You will then be able to read important details about the announcement immediately. This means you will always be kept aware of important news at it breaks!
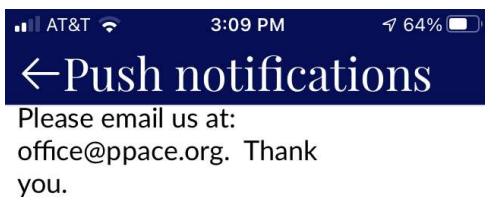
<table>
<tr><td colspan="2">

←Push notifications

Please email us at: office@ppace.org. Thank you.

</td><td colspan="2">

LVPPACE

Comments Enabled in Announcements

</td></tr>
<tr>
<td>Comments are now enabled in the Announcements section</td>
<td>08/18/2020</td>
<td colspan="2">

Written on 08/18/2020
Shane Sayles

</td>
</tr>
<tr>
<td>Memorial Shirt And Face Mask Honoring Lt. Erik Lloyd</td>
<td>08/13/2020</td>
<td colspan="2">Greetings Members,

We recently have enabled comments in our "Announcements" section of the LVPPACE APP/Web Page. This will allow Members to comment or ask questions on things we post. We feel this is advantageous since you will be able to get accurate and timely information directly from the source.</td>
</tr>
<tr>
<td>Board & Rep training for November has been rescheduled</td>
<td>08/12/2020</td>
</tr>
<tr>
<td>2020 By-Laws have been published</td>
<td>08/10/2020</td>
<td colspan="2">This also prevents some of the problems we have experienced via social media (such as Facebook) on pages that we do not administer where Non-Members provide incorrect information on topics that are being discussed.</td>
</tr>
<tr>
<td>2020 By-Laws have been posted</td>
<td>08/10/2020</td>
</tr>
</table>

- Calendar – All important dates for Members to be aware of are posted on the Calendar. To be reminded of a meeting or function posted on our Calendar, you need to import it into your appointments on your phone. This only works on the mobile APP and does not apply to your PC. From your phone, click on a Calendar date that you wish to import into your appointments. Once the date is up, in the top corner is a "+" sign. Click on this icon:

After clicking on the "+" sign, you will see a message that the date was successfully saved to your phone's calendar/appointments:
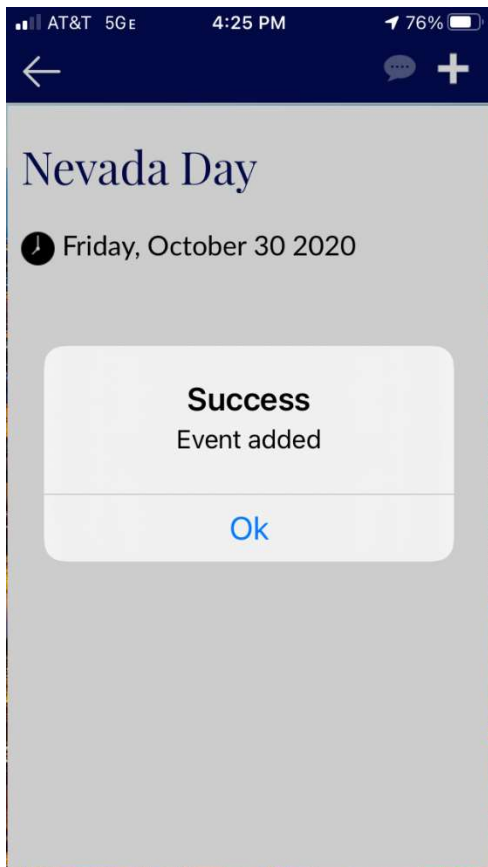
Now that the event has been added to your phone as an appointment, the appointment can be edited to include notifications and reminders.

- Information > Contracts & By-Laws – On occasion, it will be necessary to reference our Contract or By-Laws either for yourself or at the request of another Member. Our current contract is quite long, so trying to find something specific can be tedious, especially on your smart phone. However, there are ways to do a key word search and go directly to what you need. We will cover how to do this from a PC and since smart phones come in one of two varieties (IOS or Android), we will cover the process for each type of phone.
  - PC – Ensure you have "Adobe Reader" installed on your PC. If you do not, go to Google and type "Adobe Reader" and go to the downloads page to install this.

    Once Adobe Reader is installed, you can open the contract for example by going to Information > Contracts & By-Laws. Once the document is open on your screen, Hit <CTRL><F> (on a PC) or <CMD><F> (On a Mac) to bring up the search option for the document. Simply type any key word and you will be shown how many times throughout the document that word is used. By clicking on the arrows, you will be able to go to each instance to review.
  - IOS – First, open the contract by going to Information > Contracts & By-Laws. Next, select the "Current Contract". The PDF document will open. From this particular screen, you cannot do a "key word search". However, built into the IOS operating system is a program which will allow you to do a key word search. It is called "Books". To open the PDF in Books, click on the "Send To" Icon at the bottom of the screen as shown:
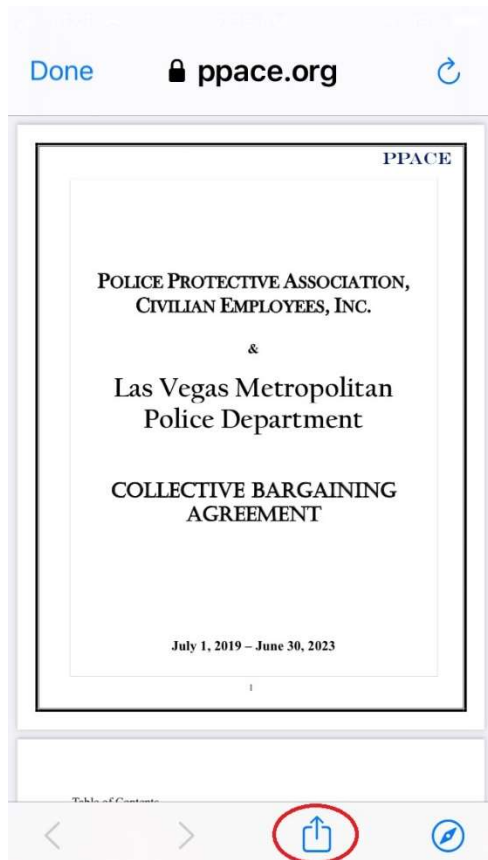
    The following screen will ask where you would like to send the document to. You will want to select "Books" from the list of applications as shown:
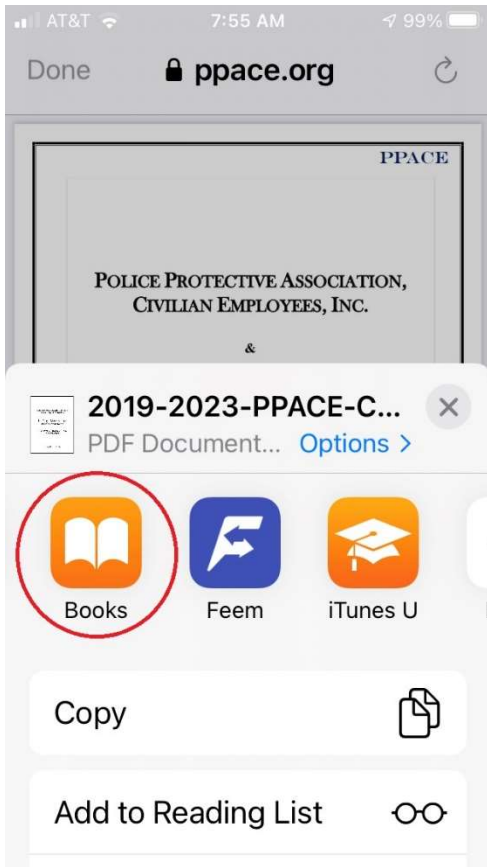
Once the document is open in Books, you will click on the magnifying glass icon to do a key word search as shown:
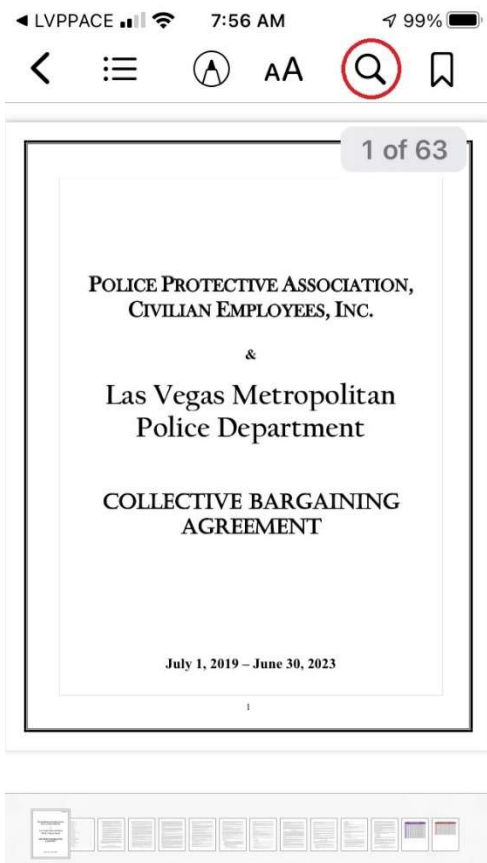
At the top of the screen type in the word you are looking for and press enter. Listed below will be how many times the word shows up in the document. By selecting any of the entries below, you will be taken to the page in which the word appears in the document.
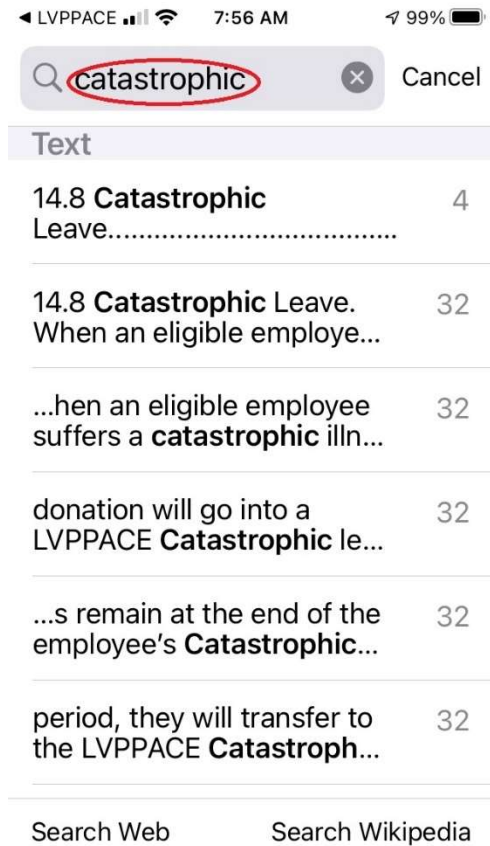
The process for the Android phone is different. Two methods will be presented from which to choose from.

Method 1: Through the APP

After the PDF document opens on your phone, you can select the 3 dots in the top right corner of the app and then select "Find in Page" as shown:
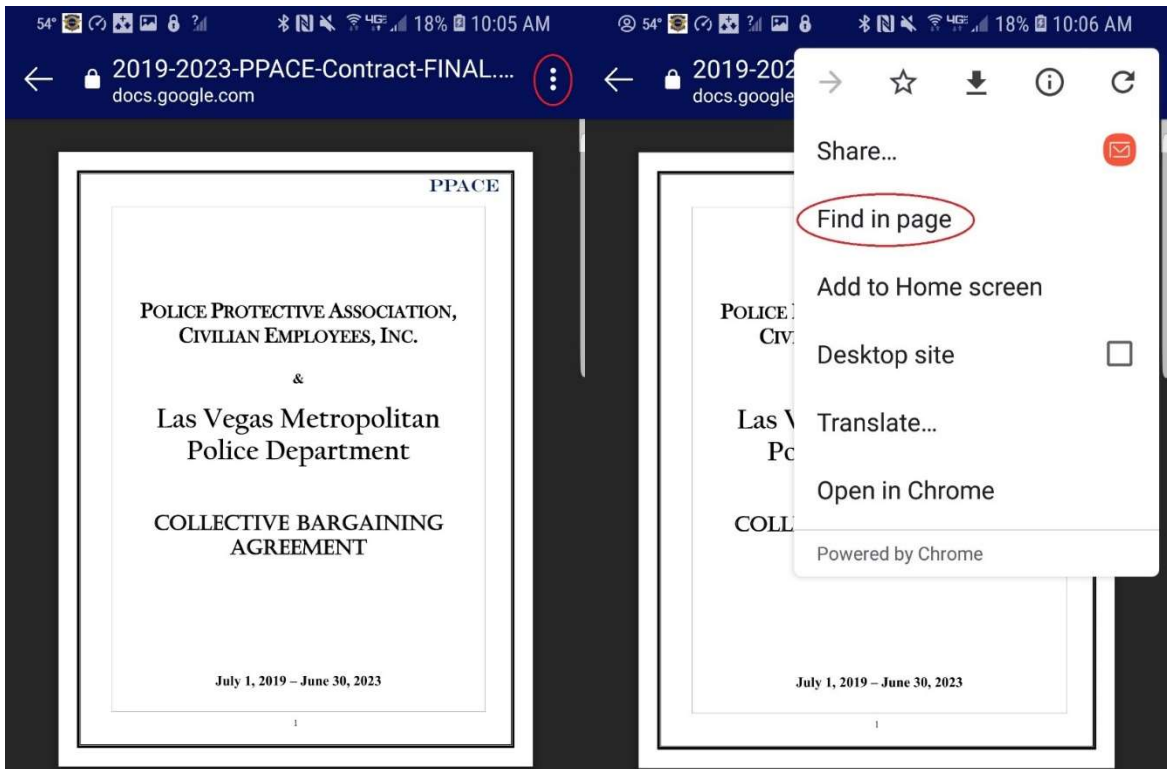
You may then conduct your searches by key word. When this was tested, we found this method to not be as accurate as Method #2.

Method #2: Through the Chrome browser:

This method, based on our testing, seems to be the most effective way to do a key word search through PDF documents contained within the LVPPACE APP such as the Contract and By-Laws. First, you will need to go through your Google Play store and download "Adobe Reader". This is a free program and is the most effective way to open PDF documents.

Next, you will open your Chrome browser and navigate to: www.ppace.org Once the website is up, you can navigate to the contract by selecting Information > Contracts & By-Laws > Current Contract. If you have not logged into the web page, you will be prompted for your credentials.

By selecting "Current Contract", you will see a download screen as shown below:
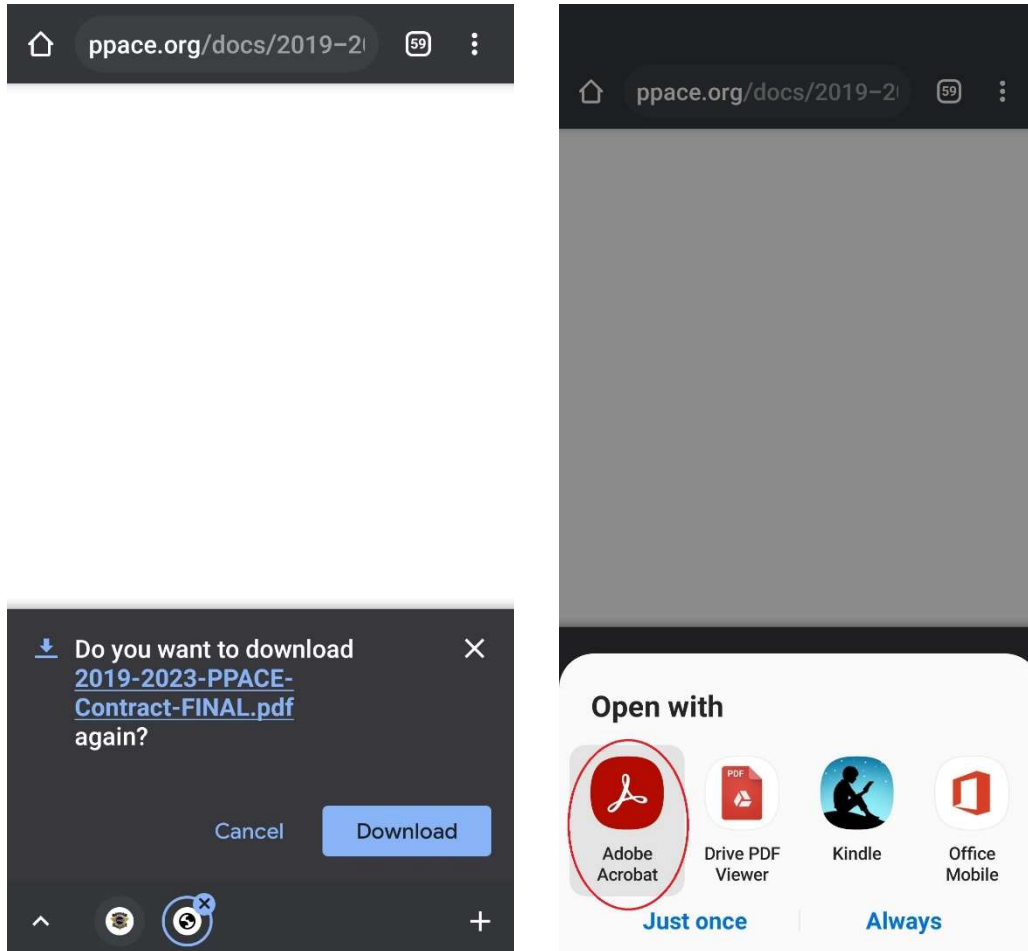
After selecting "Download", you will be prompted on which program to open the document with once it has completed downloading. Select "Adobe Reader" as shown above.

After the document is opened in Adobe Reader, you can click on the magnifying glass and type in the key word you are searching for:

POLICE PROTECTIVE ASSOCIATION,
CIVILIAN EMPLOYEES, INC.

&

Las Vegas Metropolitan
Police Department

COLLECTIVE BARGAINING
AGREEMENT

July 1, 2019 – June 30, 2023

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There will be arrows "< >" so you can go forward or backward to the instances where this word is listed within the document. What we like about this method, is it highlights the instance of the word within the document so you can go directly to it (shown above).