

Omnilert Testing Instructions



An initial test of Omnilert will occur on Tuesday, January 30, 2024 at approximately 11:00 a.m.

[TEST 1 INSTRUCTIONS](#)

[TEST 2 INSTRUCTIONS](#)

Testing will involve a notification/alert being sent to eligible Executive Branch employees via:

- mobile device text message (SMS),
- work email, and
- pop-up desktop workstation message and alert.

The following are not eligible/included in this initial implementation: Property Valuation Administrators (PVA), Day Laborers, Unified Prosecutorial System (UPS), County Fees, State Active Duty, Contractors, Board Members, Co-ops, Scholarships Trainees, payroll only jobs, and seasonal firefighters.

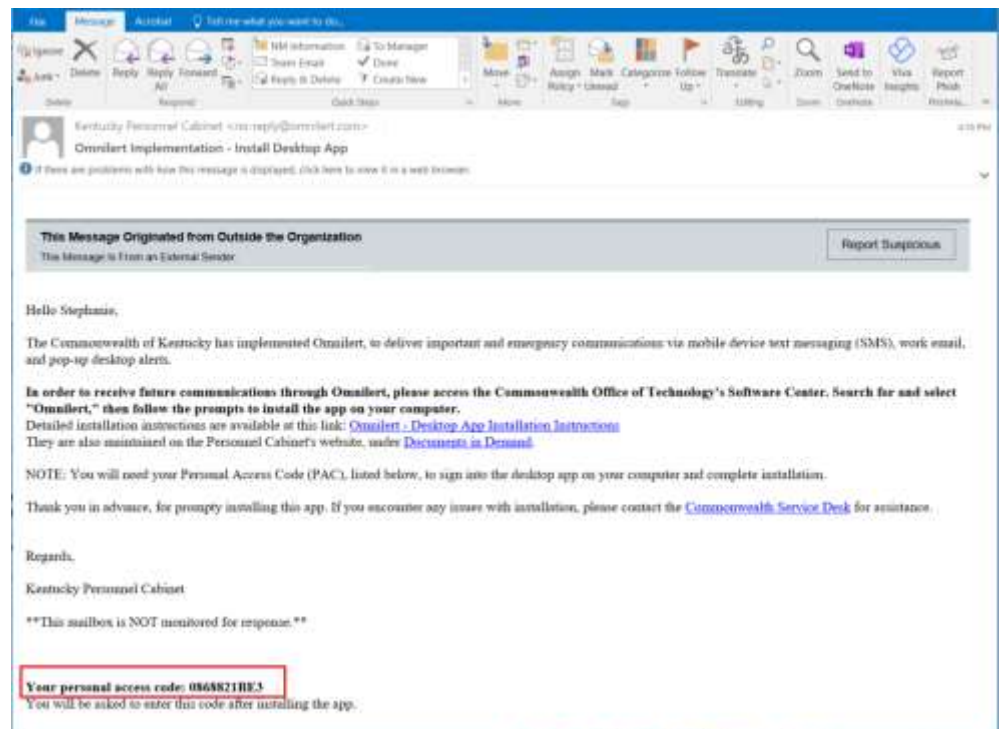
See below, for instruction on how to prepare for and participate in testing.

PREPARE

VERIFY CONTACT INFORMATION: No later than 10:00 a.m. on Monday, January 29, 2024, Verify your mobile phone number and work-issued email (if applicable) are listed in KHRIS Employee Self-Service (ESS). You can update your mobile phone, but will need to contact your agency HR office if your work email needs to be added or corrected.

INSTALL DESKTOP APP: On Monday, January 29, 2024, at approximately 1:30 p.m., if you have a work-issued email address, you should receive an email from "Kentucky Personnel Cabinet/Omnilert" providing your personal access code and instruction for downloading the Omnilert desktop app. You must download the desktop app prior to the test.

Sample email for reference:



PARTICIPATE

As noted above, testing will include notifications going to your mobile phone, work email and work computer. See below for trouble-shooting guidelines and sample notifications.

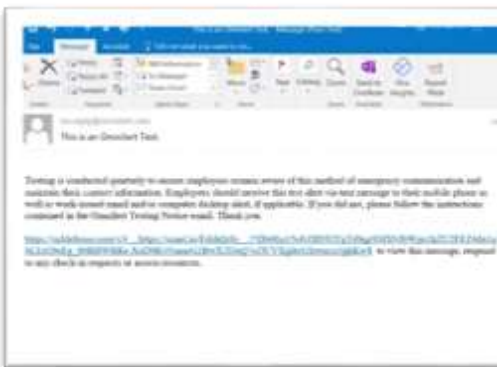
TEST # 1: Tuesday January 30, 2024 11:00 a.m.

Mobile Phone



If you do not receive a text message, please log into KHRIS ESS and verify your mobile phone number. Update immediately, as needed. This will ensure it is updated in time for the next test.

Work Email



If you have a work-issued email and do not receive an email alert, please log into KHRIS ESS and verify that it is listed. If not, contact your agency HR office immediately to have it added. This will ensure it is updated in time for the next test.

Desktop Message

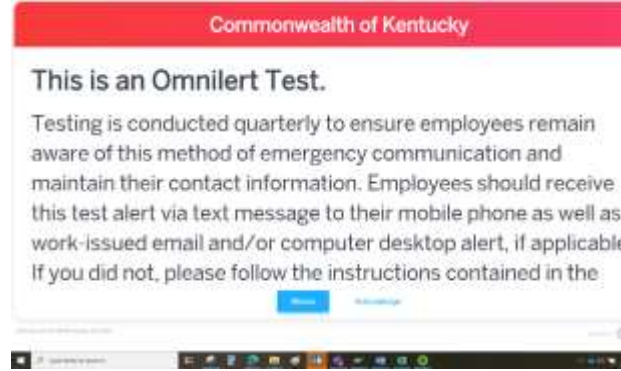


If you successfully installed the desktop app and did not notice this message or alert, check that the app is open by selecting the upward arrow at the bottom right of your screen.

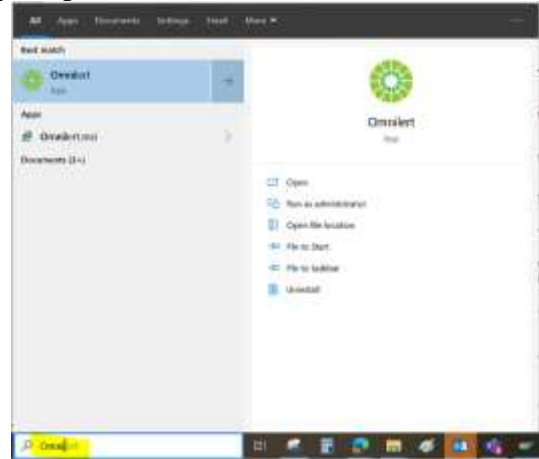


If it is not there, you are not logged in and need do so.

Full Desktop Alert with Alarm



Using the search bar at the bottom left of your screen, type Omnilert and the icon should appear for you to open and log in using your personal access code.



Once logged in you are likely to see the message posted, but please be sure you are logged in for the next test in order to see this function properly.

TEST # 2: Wednesday January 31, 2024 1:30 p.m.

This test is intended to capture any contact information updates and delayed desktop installations. It will also include notifications going to your mobile phone, work email and work computer.

<p>Mobile Phone</p>	<p>If you do not receive a text message and your mobile phone was updated in ESS by close of business on 1/30, please contact your agency HR office.</p>
<p>Work Email</p>	<p>If you do not receive an email to your work email and it was updated in ESS by close of business on 1/30, please contact your agency HR office.</p>
<p>Desktop Message Full Desktop Alert with Alarm</p>	<p>Open Omnilert and log in with your personal access code again. Once logged in, you should see the last test message. If not, or if you're having trouble with installations or if you successfully installed and logged in to the desktop app, prior to the test, please contact your agency IT department.</p>

This should conclude testing of the Omnilert implementation. If another test is necessary, you will receive advance notice via work email.

Actual use of Omnilert will be limited to sending notifications for emergency, safety, or informational purposes only. This may include, but not be limited to: emergencies such as fire, tornado, bomb threats, active shooter events, and emergency/inclement weather closures. When an alert is sent, follow the instructions provided.

Information pertaining to Omnilert is available at this link: [Answers to Frequently Asked Questions \(FAQ\)](#).