

# How to Assign a Floor Warden

1 Navigate to <https://firelivesafety.aus.com/>

**TRAINING COURSES** ?

**YOUR RESOURCES**



**Fire Safety** 1/2 STEP  
▶ WATCH NOW



**Earthquake** 1/2 STEP  
▶ WATCH NOW



**Medical Emergency** 1/2 STEP  
▶ WATCH NOW



**Power Failure** 1/2 STEP  
▶ WATCH NOW



**Bomb Threat** 1/2 STEP  
▶ WATCH NOW



**Tornado Commercial** 1/2 STEP  
▶ WATCH NOW

**WELCOME BACK, SARAH!**  
Your last login was March 11, 2025

Property

1234 Commercial Office Building, St... ▾



**ALLIEDUNIVERSAL**  
*There for you.*

**COMMERCIAL OFFICE BUILDING**  
1234 Commercial Office Building  
City State, Zip Code

♿ SPECIAL ASSISTANCE STATUS

## 2 Click "Management"

The screenshot shows the Allied Universal Management dashboard. The top navigation bar includes the logo, "Home/Training", "Help", "Contact Us", and "Management" (highlighted with a circle). A user profile for Sarah Mallette is visible in the top right. The main content area is divided into two sections: "TRAINING COURSES" and "YOUR RESOURCES".

**TRAINING COURSES**

- Fire Safety: 1/2 STEP, WATCH NOW
- Earthquake: 1/2 STEP, WATCH NOW
- Medical Emergency: 1/2 STEP, WATCH NOW
- Power Failure: 1/2 STEP, WATCH NOW
- Bomb Threat: 1/2 STEP, WATCH NOW
- Tornado Commercial: 1/2 STEP, WATCH NOW

**YOUR RESOURCES**

**WELCOME BACK, SARAH!**  
Your last login was March 11, 2025

**Property**  
1234 Commercial Office Building, St...

**COMMERCIAL OFFICE BUILDING**  
1234 Commercial Office Building  
City State, Zip Code

## 3 From the Occupants section, select the property address from the "Property" drop-down menu

The screenshot shows the Allied Universal Occupants management interface. The top navigation bar is the same as in the previous screenshot. The main content area is titled "OCCUPANTS" and features a sidebar with "Occupants" selected.

**OCCUPANTS**

**Firm:** All

**Property:** 1234 Commercial Office Building (Com... (highlighted with a circle)

**Tenant:** All

**Actions:** Bulk Action, Management Tips, Report

**Search:** Search...

User Info	Previous Year Certification	Current Year Certification	Login Info	Roles	Action
<input type="checkbox"/> [User Profile] Site: • Floor: 2 • Status: Active	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Suite or Floor Warden Virtual Building Evac	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Suite or Floor Warden Virtual Building Evac	First login: 11/04/2022 Last login: 03/19/2025	Occupant Tenant Manager	⋮
<input type="checkbox"/> [User Profile] Site: • Floor: 1 • Status: Active	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Suite or Floor Warden Virtual Building Evac	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Suite or Floor Warden Virtual Building Evac	First login: 11/04/2022 Last login: 12/02/2024	Occupant Property Manager	⋮

#### 4 Select the tenant from the "Tenant" drop-down menu

The screenshot shows the 'OCCUPANTS' page in the Universal Training System. The top navigation bar includes 'Home/Training', 'Help', 'Contact Us', and 'Management'. The user is logged in as Sarah Mallette. The page features three filter dropdowns: 'Firm' (set to 'All'), 'Property' (set to '1234 Commercial Office Building (Com...)', and 'Tenant' (set to 'Commercial Office Bldg Test Site'). Below the filters are buttons for 'Bulk Action', 'Management Tips', and 'Report'. A search bar is also present. The main table displays a list of occupants with columns for 'User Info', 'Previous Year Certification', 'Current Year Certification', 'Login Info', 'Roles', and 'Action'. The first occupant is highlighted, showing details like 'Tenant: Commercial Office Bldg Test Site', 'Floor: 2', and 'Status: Active'. The roles listed for this occupant are 'Occupant' and 'Tenant Manager'.

#### 5 Find the registered user that you would like to assign as Floor Warden by using the search option or scrolling through the occupant list

The screenshot shows the 'OCCUPANTS' page in the Universal Training System, identical to the previous one. The search bar is highlighted with an orange circle, indicating the search function. The table below shows the same list of occupants, with the first occupant highlighted. The roles listed for this occupant are 'Occupant' and 'Tenant Manager'.

## 6 Select the checkbox next to the user's name

Occupants

Firm: All | Property: 1234 Commercial Office Building (Com... | Tenant: Commercial Office Bldg Test Site

Bulk Action ▾ | Management Tips | sarah.mallete@aus.com

User Info	Previous Year Certification	Current Year Certification	Login Info	Roles	Ac
<input type="checkbox"/> Sarah Mallette • sarah.mallete@aus.com • 123-123-4567 • Tenant: Commercial Office Bldg Test Site • Floor: 1 • Status: Active	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Fire Safety Director LA Suite or Floor Warden Virtual Building Evac	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Fire Safety Director LA Suite or Floor Warden Virtual Building Evac	First login: 10/30/2022 Last login: 03/19/2025	System Admin Occupant Tenant Manager Floor Warden	

Green - certified | Orange - not certified | Red - training past due | n/a - no account

## 7 Click "Bulk Action"

Occupants

OCCUPANTS ?

Firm: All | Property: 1234 Commercial Office Building (Com... | Tenant: Commercial Office Bldg Test Site

Bulk Action ▾ | Management Tips | sarah.mallete@aus.com

User Info	Previous Year Certification	Current Year Certification	Login Info	Roles	Ac
<input checked="" type="checkbox"/> Sarah Mallette • sarah.mallete@aus.com • 123-123-4567 • Tenant: Commercial Office Bldg Test Site • Floor: 1 • Status: Active	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Fire Safety Director LA Suite or Floor Warden Virtual Building Evac	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Fire Safety Director LA Suite or Floor Warden Virtual Building Evac	First login: 10/30/2022 Last login: 03/19/2025	System Admin Occupant Tenant Manager Floor Warden	

Green - certified | Orange - not certified | Red - training past due | n/a - no account

## 8 Click "Assign Floor Warden" from the drop-down menu

The screenshot shows the 'OCCUPANTS' page in the Allied Universal Fire Life Safety Training System. The page includes a navigation bar with the logo and links for Home/Training, Help, Contact Us, and Management. Below the navigation bar, there are filters for Firm (All), Property (1234 Commercial Office Building (Com...)), and Tenant (Commercial Office Bldg Test Site). A 'Bulk Action' dropdown menu is open, showing options: Assign Floor Warden, Send Certification Reminder, and Archive. The 'Assign Floor Warden' option is highlighted with an orange circle. Below the menu, there is a table of users with columns for Previous Year Certification, Current Year Certification, Login Info, and Roles. The user Sarah Mallette is selected, and her roles include System Admin, Occupant, Tenant Manager, and Floor Warden. A legend at the bottom indicates certification status: Green - certified, Orange - not certified, Red - training past due, n/a - no account.

## 9 Confirm the action by clicking "Apply"

The screenshot shows the 'Confirm action' dialog box in the Allied Universal Fire Life Safety Training System. The dialog box asks: 'Role Floor Warden will be assigned to 1 users, are you sure?'. Below the question, there is a list of users: 1. Sarah Mallette. The 'Apply' button is highlighted with an orange circle. The background shows the same 'OCCUPANTS' page as in the previous screenshot, but it is dimmed.

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Click "OK" and the new Floor Warden will be notified of the assignment and the Suite/Floor Warden Module will automatically be added to their homepage

