

# **FIRSTview**

## LAUNCH CHEAT SHEET

### **DistrictView**

- Access **DistrictView** dashboard in your **desktop browser** - <https://admin.firstviewapp.com>
- The dashboard is **only** available via your desktop browser and is **not** currently optimized for the mobile browser or via the **ParentView** app
- Your district is subscribed to:  
**Street Stop Level Level Tracking**
- School codes are available in the dashboard can be exported via **Export School Codes** in your **Schools** tab
- Review/manage your app users and their student's profiles in the **Students** and **Users** tabs
- Invite new users to your dashboard under your profile by selecting **Manage Users**
- Dashboard users can be granted owner/non-owner district-level access or school-level access to view routes in the **Routes** tab
- Send route-level or run-level service alerts via the **actions gear** in the **Routes** tab next to the route name and review all service alerts sent each week in your **Service Alerts** tab
- Get help by clicking on **Contact Us** or **Help & Info**
- **Training** is available with our Customer Support & Implementation Teams, depending on your district's registration type, via our weekly training schedule
- Marketing/Training materials are available in our **FirstView Stop Toolkit** – [https://bit.ly/FirstView\\_Toolkit](https://bit.ly/FirstView_Toolkit)



Need additional assistance?  
[dashboardsupport@firstviewapp.com](mailto:dashboardsupport@firstviewapp.com)

### **ParentView**

- Download **ParentView** app for free in the **App Store**, **Google Play**, or access via **any web browser** - <https://web.firstviewapp.com>
- The district and local **First Student** partners are responsible for rolling out the app to your **community**
- App users require a **4-digit School Code**, generated in **DistrictView**, and their assigned **stop** to create a student profile
- **School Codes** and student profiles are **reset** each summer for the next school year, unless your district requests for them to not be reset
- **Configure Notifications** gives app users **time** and **distance** based notification options
- Service Alerts sent via FirstView are available in the app under **Notifications**, by adding up-to 3 email addresses in **Notification Recipients**, or by **push notifications** if enabled
- App users can set up tracking for **multiple students** and/or **multiple stops** as needed in the app
- **Banners can be added/removed to the Map per district request by FirstView Support**
- In-app help is available by clicking on the **envelope icon** or **Help**
- Marketing/Training materials are available in our **FirstView Stop Toolkit** – [https://bit.ly/FirstView\\_Toolkit](https://bit.ly/FirstView_Toolkit)



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