



STB 18 Little Green Button



NAME: _____ (PLEASE PRINT CLEARLY)

DATE OF BRIEFING: _____

BRIEFED BY: _____



STB 18: Little Green Button

The purpose of this Service-Training Brief is to assist us in the service we provide to our customers.

The Training Team/Co-ordinator is responsible for delivering this brief to staff. Please sign the front page of the brief, this will then be kept in your training file and the information recorded on Badger systems. The brief content pages may be kept for reference as required.

The information contained in this brief supersedes all previous communications, manuals or procedures.

STB 18 – Little Green Button	Signed
I have received a face to face briefing	
I fully understand the briefing and will implement this training.	
I have discussed any queries.	

Assessment Pool	Date
Added to STB Tracker	
Added to Rotamaster	

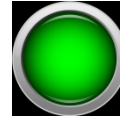
VERSION CONTROL

DATE	CHANGE	CHANGED BY
16/11/10	Original Version	PM
24/07/18	Reviewed	SBi

LITTLE GREEN BUTTON

The following sites now have a panic button installed on to the computers-

- Glover street Cross Street Clinic, Burton
- Good Hope Sir Robert Peel, Tamworth
- Heartlands Crown House, Cannock
- Selly Oak Staffordshire General Hospital, Stafford
- Solihull Samuel Johnson Hospital, Lichfield



The Little Green Button lives on your computer screen, floating over your other programs. The button can be moved and re-sized to suit your display preferences.

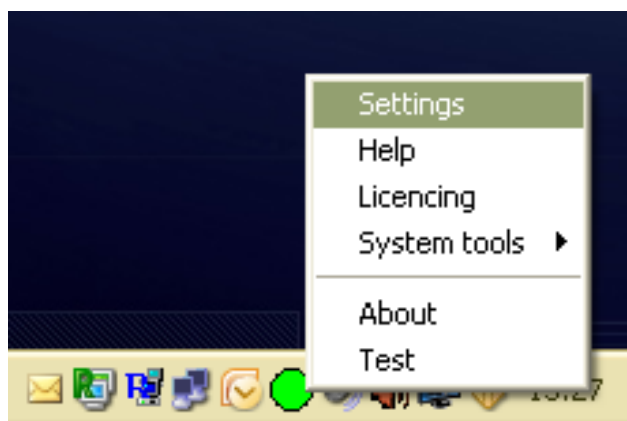
To request assistance if feeling threatened or in trouble, simply double click on the Little Green Button (this request can be cancelled by a second double click).

Once the alarm is activated, all computers badger operates in (with the Little Green Button running) display an alert. This message tells everybody the location of the problem. When someone clicks 'respond' the alarm message changes to include the location of the responding user.

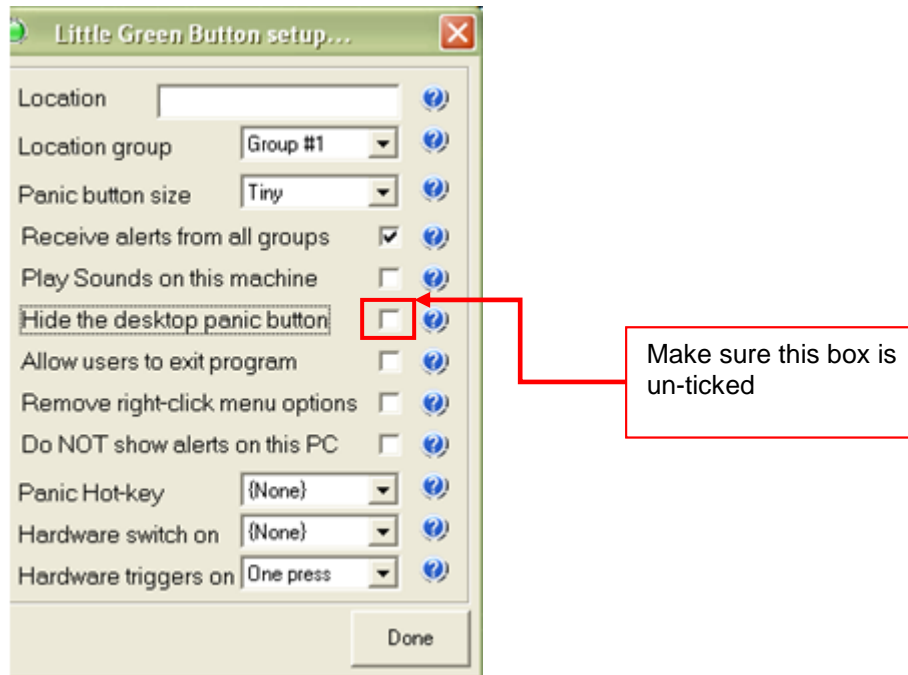
Note to receptionist:

At the start of each shift ensure that the Little Green button is visible on the desktop and at the bottom right hand corner in the tray. If it visible in the tray but not on the desktop please follow the steps below to active the desktop panic button.

1. **Right Click** on the Little Green Button in the tray and click **Settings**



2. Make sure that the hide desktop panic button box is **UN-TICKED**



3. The click **Done**

MOVING THE GREEN PANIC BUTTON AROUND THE SCREEN

The desktop panic button icon can be moved around the screen. To do this all you have to do is single click and hold the left mouse button on the panic button and drag and drop the button to wherever you like desktop screen.

Please remember this must only be used in emergency situations only, misuse of the button (raising the alarm when not needed) could result potentially endanger the lives of employees.

WHAT SHOULD I DO WHEN THE ALARM IS PRESSED

