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<td>October 2006</td>
<td>First Draft</td>
</tr>
<tr>
<td>1.0</td>
<td>November 15, 2010</td>
<td>Updates to screen shots, change document formatting.</td>
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1 INTRODUCTION

1.1 Overview

This document provides documentation for Subscribers who have registered to receive information published by My KC Scout.

The remainder of this document consists of the following sections and content:

- **Section 2** (System Description) describes an overview of My KC Scout and the services it has to offer.
- **Section 3** (Subscriber Interface) describes the user interface for accessing My KC Scout on the Internet.
- **Section 4** (Taskbar Alert) describes the Microsoft Windows application that displays active events and alerts on your computer as they are published.
2 SYSTEM DESCRIPTION

2.1 System Overview

My KC Scout is an Internet service that provides up-to-the minute information about freeway travel and other vital information impacting the Greater Kansas City area.

2.1.1 Information Services

My KC Scout publishes Traffic Alerts, Weather Alerts, AMBER (child abduction) Alerts, Ozone (air quality) Alerts, or Homeland Security Alerts. As an added service, My KC Scout subscribers will automatically receive Public Safety Alerts that impact the Kansas City region.

2.1.2 Publication Methods

My KC Scout publishes its information via email and text messages to a mobile device, such as a cell phone or pager. Only the information you want will be sent to you. Information is also published on a web page that shows all of the active alerts in the system. Finally, you can receive alerts at your computer – even if you don’t have access to your email – by downloading the Taskbar Alert software.

2.1.3 Publication Times

Traffic alerts will only be sent to you on the days and times you want to get them. All other alerts will be sent as they happen.
3 SUBSCRIBER INTERFACE

3.1 Browser Pop-up Blocking
My KC Scout uses pop-up windows for data entry. Therefore, your browser must be configured to allow the use of pop-up windows for the site.

3.2 Subscribing to My KC Scout Services
Subscribing to My KC Scout services is easy. All you need is a web browser and an email address.

<table>
<thead>
<tr>
<th>Information Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>My KC Scout collects the following information from its Subscribers. Here is what we collect, and why:</td>
</tr>
<tr>
<td>• Email Address – Your email address serves as your unique Username for My KC Scout. We use your email address for sending you alerts (if that is the way you want to get them), and we also use it for verifying that you are a real person when you register.</td>
</tr>
<tr>
<td>• Home ZIP Code – We use your Home ZIP Code to filter Weather Alerts down to your particular county.</td>
</tr>
<tr>
<td>• Security Question and Answer – If you forget your password and need to have a new one sent to you, we need to have a way of verifying your request. We are pretty sure you wouldn’t want just anyone changing your password.</td>
</tr>
<tr>
<td>• Cell Phone or Pager Number – If you elect to receive alerts via text message, we will need to get your cell phone or pager number from you. But we don’t need that information when you register.</td>
</tr>
</tbody>
</table>

3.2.1 Our Promise
Your personal information – including your email address – will not be sold or given away. We will only use your information to send you the alerts you have requested, unless there is an alert which we feel is important enough that everyone needs to get it.
3.3 Registering as a Subscriber

1. To register as a Subscriber, open a web browser and set the address to:
   http://www.kcscout.net/MyKCScout/SubRegistration.aspx

   ![](image)

   Figure 3-1: Subscriber Registration

2. All of the fields on the **Subscriber Registration** page are required.
   - **Email Address** – Enter the primary email address, which will be your Username for My KC Scout.
   - **Password** – Enter the password you want to use for Logging in to My KC Scout. In this field, upper- and lowercase letters make a difference.
   - **Confirm Password** – Re-enter your password exactly as you entered it in the Password field. This helps us make sure we understood exactly what you typed.
• **Home ZIP Code** – Enter your Home ZIP Code.

• **Security Question** – Pick a security question that only you know how to answer. We’ll use this to verify your identity if you forget your password.

• **Security Answer** – Enter the answer to your security question. (Do not worry about entering upper- or lowercase letters.)

3. Read the Service Agreement. Indicate you have read it by putting a check mark in the *I agree to the terms in the Service Agreement* checkbox.

4. Click on the **Register** button.
   If your email address has not already been registered as a Subscriber, then you will get the following screen.

![My KC Scout](image)

### 3.3.1 Double Opt-in Registration

My KC Scout uses a “double opt-in” registration mechanism to minimize the possibility that someone could sign you up as a Subscriber without your knowledge. In a double opt-in mechanism, you first indicate that you want to do something – like register as a Subscriber – and then you have to confirm that desire in a second step.

### 3.3.2 Confirming the Registration

By using this “double opt-in” mechanism, the only way a person could sign you up without your knowledge is if that person has access to your email account.

When you register as a Subscriber, we send a confirmation email to your email address. To complete the registration process, you will need to follow the instructions in the email within seven days. If you do not complete the registration process within seven days, your registration request will be discarded.

To confirm your registration request, click on the link in the email (or copy it and paste it into your browser's Address bar and press Go).
3.3.3 Successful Registration

If your registration request is confirmed properly, you will see the screen shown at right.

3.3.4 Unsuccessful Registration

If, for some reason, your registration request could not be confirmed, you will get the screen shown at right. If you keep getting this screen, you should probably contact Kansas City Scout at the number shown.
3.4 Logging In to My KC Scout

1. To log in to My KC Scout, open a web browser and set the address to:
   
   http://www.kcscout.net/MyKCScout

   ![Subscriber Login](image)

   **Figure 3-2: Subscriber Login**

2. Enter your Username and Password in their respective fields and press **Login**. (Your Username is the email address you used when you registered with My KC Scout.)
3.5 Setup Wizard

The first time you log in to My KC Scout, the Setup Wizard will guide you through a few screens to help you set up your account profile. All of the information contained in the Setup Wizard pages can be changed later on, if you want.

3.5.1 My KC Scout Information Services

The first page is just a reminder of the types of information services you will find at My KC Scout. Press Next, which is in the bottom-right corner of the page.

Figure 3-3: Profile Setup – Information Services
3.5.2 Set Up Your Secondary Email and Text Message Numbers

My KC Scout allows you to receive alerts at two email addresses and on two text message devices. If you want to add an email address or a text message device number, follow these steps.

1. Enter your alternate email address in the Secondary Email Address entry field. You will be sent a verification email that must be confirmed before you will receive alerts at that address.

2. If you want to receive alerts via text message, select the provider from the Service Provider pull-down list. Then, enter the phone number in the corresponding Number entry fields.

3. Press Next Page when you are ready to move on.

Tip

If your text message service provider is not listed in the pull-down list, you can contact My KC Scout and ask them to add the provider.

Note: Even though My KC Scout services are free, your text message service provider may charge you for each text message you receive.
3.5.3 Set Up Your Alert Notifications

The Alert Notification Configuration page allows you to specify the types of alerts you want to receive.

Figure 3-5: Profile Setup – Alert Notification Configuration

1. To sign up for an alert, just click on its checkbox. As each alert is checked, you will have an opportunity to indicate how you want that alert sent to you. If you entered a Secondary email address or text message device number on the previous page, those options will be available to you. There will automatically be a check mark for your Primary email address.

   If you indicate that you want to receive Weather Alerts, the button in the bottom-right corner will change from Finished to Next Page.

2. When you have selected the alerts you want, press the button in the bottom-right corner (Next Page or Finished).
3.5.4 Set Up Your Weather Filters

If you indicated you wanted to receive Weather Alerts on the previous screen, you will then be taken to the **Weather Filters** page. Otherwise, you will be taken to your **Subscriber**.

The **Weather Filters** page allows you to specify the counties for which you want to receive alerts, and the types of weather alerts you want to receive.

Figure 3-6: Profile Setup – Weather Filters

1. Check to see if your Home ZIP Code refers to a unique county. If the **Home ZIP Code/County** pull-down list says, “Select County”, then it means your ZIP Code serves more than one county. In that case, select the appropriate county from the list. If your ZIP Code only serves one county, then the county name will be in the list.

   If the **Home ZIP Code/County** pull-down list says, “Not in coverage area”, then it means that you will not receive weather alerts for your home county.
2. You can elect to receive weather alerts for additional counties other than your home county. To do this, select one or more counties from the Additional Counties list and push them to the Selected Additional Counties list by pressing the >> button.

   If you want to remove one or more counties from the Selected Additional Counties list, just select the counties you wish to remove and press the << button.

3. Finally, you must select the types of weather alerts you wish to receive by selecting the appropriate types from the Weather Alerts list and pushing them to the Selected Weather Alert Types list.

4. When you are finished with your selections, press Finished to go to your Subscriber Home Page.

**Tip**

To select more than one county, you can press the Ctrl or Shift keys when making your selection.
3.6 Subscriber Home Page

The **Subscriber Home Page** is where you can control the alerts you get. On this page, you will see two tables of alerts. The top table shows the Custom Trip Traffic Alerts you will receive, and the bottom table shows the Informational Alerts you will receive.

![Subscriber Home Page](image)

**Figure 3-7: Subscriber Home Page**

3.6.1 Custom Trips

If you have elected to receive one or more Traffic Alerts, the **Custom Trips** table in the upper portion of the page will show each Trip’s identifier, description, and whether or not the Custom Trip Traffic Alert has been suspended.

If you have not elected to receive any Traffic Alerts, the **Custom Trips** table will display a message like that at the right.

Each row in the **Custom Trips** table has an **Edit** button and a **Delete** button. Pressing those buttons will operate on that particular Custom Trip.

3.6.1.1 Deleting a Custom Trip

To delete a Custom Trip, press its **Delete** button. You will receive a confirmation prompt to see if you really want to delete the Custom Trip. If you do, press **OK** to delete it, or press **Cancel** to keep it.
3.6.2 Informational Alerts

There are four types of Informational Alerts you can receive: Weather Alerts, AMBER Alerts, Homeland Security Alerts, and Ozone Alerts. If you have elected to receive any of these alerts, they will be displayed in the Informational Alerts table in the lower portion of the page.

Like the Custom Trips table, the Informational Alerts table has an Edit button and a Delete button. Pressing those buttons will operate on that particular alert. Each Informational Alert will be discussed in greater detail in a later section.

3.6.3 Suspend All

The Suspend All button gives you an easy way to suspend all of your alerts. You might use this if you are going to be out of the city and do not need to receive any alerts.

3.6.4 Activate All Button

The Activate All button gives you an easy way to reactivate all of your alerts.

3.6.5 Refer a Friend Button

The Refer a Friend button provides you with a way to recommend My KC Scout to someone you know. To minimize the possibility of sending unsolicited commercial email, My KC Scout will actually send a referral email to your Primary email address. When you receive the email, you can then forward it to whomever you wish.

3.6.6 My Profile Link

Clicking on the My Profile link will take you to the My Profile page. From that page, you will be able to change your email addresses or your text message device providers and numbers.
3.7 What is a Custom Trip?

A Custom Trip is a powerful tool in helping you avoid traffic delays when you travel in, through, or around Kansas City. With a Custom Trip, you can define the following:

- The days of the week you want to receive Traffic Alerts.
- The time of day you want to receive them.
- The way you want to be notified (one or both email addresses or by text message to a particular device).
- The specific roads about which you want to be notified of problems.

As you will see in the next few pages, you can configure a Custom Trip for as large an area as the entire Kansas City region, or for as small an area as just I-35 between 119th Street and I-435.

The Custom Trip screen shown below might seem daunting at first glance. But to show you how easy it is to use, we are going to create two Custom Trips. Each Custom Trip will highlight a different aspect of the Custom Trip interface, and show you how you can tailor a trip to fit your travel patterns.

Figure 3-8: Custom Trip Screen
3.7.1 Custom Trip #1 – All KC Traffic

For this first example, we are going to create a Custom Trip that will do the following:

- Send Traffic Alerts to your Primary email address and the Taskbar Alert . . .
- Monday through Friday . . .
- Between 8:00 AM and 5:00 PM . . .
- For any traffic problems that occur anywhere in the KC Scout coverage area.

To add this Custom Trip, follow these steps:

1. Press the **Create a Custom Trip** button.
2. Every Custom Trip has to have a **Trip Description**. Use this field to adequately describe this particular trip. For this example, we will call the trip, “All KC Traffic”. Notice that the Subscriber’s **Primary Email Address** and the **Taskbar Alert** checkboxes already have a check mark in them.

   (The blurred-out phone number is for the first of the Subscriber s text message devices. By default, it does not get a check mark.)

3. Select the days of the week that you want to be notified. In this case, we will leave the checkboxes for Monday through Friday already as they are, since this is the default.

4. Next, select 8:00 in the first time pull-down list. Then select 5:00 in the pull-down list beneath it. Make sure you select “PM” to indicate stopping at 5:00 PM.

At this point, we have done all the work we need to do for this Custom Trip. We will leave the Notification as “Active”, and we will leave all the Trip Filter legs at the bottom of the screen blank. This indicates that we do not want to filter out any alerts. In other words, we want to receive alerts for any traffic problem that happens in Kansas City.

5. Press the **Save** button to save the Custom Trip, or press **Cancel** to close the window without creating one.
3.7.2 Trip Leg Filters

Before moving on to the second Custom Trip, we need to take a slight detour to discuss the Trip Leg Filters, which is the area at the bottom of the Custom Trip screen. Filling in the Trip Leg Filters is the way to limit Traffic Alerts to specific roadways.

Each Custom Trip can have up to 4 Trip Legs. A Trip Leg corresponds to a particular road that you might take on your way to your destination. For example, if you are giving someone directions on how to get from Olathe to Independence, you might say something like, "Take I-35 north to I-435, then east on I-435 until it turns and goes north, and then head east on I-70". Each of those freeways would be considered a Trip Leg.

A Trip Leg has four components:

- Route
- Direction of travel
- From Intersection
- To Intersection

When you specify a Trip Leg in a Custom Trip, you are telling My KC Scout to only send you Traffic Alerts for the Trip Legs that you specify. The Traffic Alert will be filtered according to the Route and the direction of travel for that Route, between the two Intersections that you specify.

3.7.2.1 Routes

For each Trip Leg, the Routes pull-down list contains the major roadways in Kansas City that are part of the KC Scout coverage area.

The Routes, Directions, and From/To pull-down lists all work together as one unit for each Trip Leg. As you select the Route for each Trip Leg from its respective pull-down list, the Direction, From, and To pull-down lists will change to reflect the valid choices for that Route.

3.7.2.2 Direction

As an example, I-35 is defined as a north/south freeway. When I-35 is chosen in the Route pull-down list, the Direction pull-down list will contain "Any", "NB", or "SB". (The "Any" option will be discussed in a little bit.)

On the other hand, I-70 is defined as an east/west freeway, and when it is selected, the Direction pull-down list will contain "Any", "EB", or "WB".

What About Routes That Go Every Which Way?

There are certain roads in Kansas City that have more than one direction. For example, I-435 is a loop around the city, while a portion of I-470 goes east/west and another portion goes north/south.

When you pull down the list of Routes, you can choose the specific section of the Route that you wish to monitor. For example, I-435 (South of KC) describes the section of I-435 that goes from K-10 in the west to the junction of I-435, I-470, and US 71 in the east.
3.7.2.3 Selecting “Any” Direction

Many times, a traffic incident on one side of a roadway will impact traffic traveling in the opposite direction. When defining your Trip Legs, you can choose to receive traffic alerts for just one side of a Route, or on either side of a Route. To receive traffic alerts for either side of a Route, select “Any” from the Direction pull-down list.

3.7.2.4 Intersections

After you select the Route and the Direction, you will need to specify the starting and ending Intersections you wish to monitor. The order of the Intersections in the From and To lists will reflect the selected direction of travel for that Route.

For example, suppose you select “I-470 (East/West)” from the Routes pull-down list and then choose “EB” from the Direction pull-down list. The From pull-down list will contain the following Intersections shown below.

However, if you had selected “WB” as the direction of travel, then the From pull-down list would show View High Dr at the top and end with I-435 (East of KC).

When you select an Intersection from the From pull-down list, the To pull-down list will only contain those Intersections that follow, going in the same direction of travel. To continue our example, selecting “Blue Ridge Blvd” as the From Intersection will cause the To pull-down list to contain the Intersections shown at right.

Now that we have covered Trip Legs, we are ready to move on to our second Custom Trip.
3.7.3 Custom Trip #2 – Morning Commute

For this next example, we are going to create a Custom Trip for a morning commute from our home to work. Let us pretend like we live in Olathe, that we work near the intersection of I-435 and State Line, and that we leave for work at 7:15 in the morning. Let us also pretend that we use Highway 69 from 135th Street up to I-435 as an alternate route.

The Custom Trip will do the following:

- Send Traffic Alerts to a text message device . . .
- Monday through Friday . . .
- Between 7:00 AM and 8:30 AM . . .
- For any traffic problems that occur on I-35 in Olathe . . .
- Or on I-435 (South of KC) between I-35 and State Line . . .
- Or on Highway 69 between 135th Street and I-435.

To add this Custom Trip, follow these steps:

1. Press the Create a Custom Trip button.

2. For the Trip Description, enter something descriptive like, “Morning Commute”, or “Home to Work”. Since we only want to be notified on a text message device for the morning commute, we will need to clear the check marks in the Primary email address and Taskbar Alert checkboxes, and we want to put a check mark in the text message device number.

3. Because we still want to be notified Monday through Friday, we can leave the check marks in the checkboxes for the appropriate days of the week.

4. We will set the start and stop times to 7:00 AM and 8:30 AM, so we can get notified as we are driving to work.

5. Now we need to specify Trip Legs for our morning commute. The pull-down lists in the Trip Filters section will guide you through the selection process. For this Custom Trip, these are the Trip Legs we want to monitor:

   - I-35, northbound, between 119th Street and I-435 (South of KC);
   - I-435 (South of KC), eastbound, between I-35 and State Line;
   - Highway 69, northbound, between 135th Street and I-435.

Figure 3-9: Custom Trip Screen – Trip Legs
To create these Trip Legs, we need to do the following:

A. Start by selecting "I-35" from the Leg 1 Route pull-down list. This will enable the Leg 1 Direction pull-down list.

B. Select "NB" to indicate "I-35, northbound".

C. Select 119th Street in the Leg 1 From pull-down list.

D. To complete Leg 1, select "I-435 (South of KC)" from the Leg 1 To pull-down list.

E. Make the necessary selections for Legs 2 and 3.

6. Press the Save button to save the Custom Trip, or press Cancel to close the window without creating one.

---

**Defining an “Afternoon Commute”**

To receive an alert about traffic problems that might affect your afternoon commute, you will need to create another Custom Trip with the appropriate Start/Stop times and notification methods.
3.7.4 Editing a Custom Trip

1. To edit a Custom Trip, simply press the **Edit** button for that trip in the **Custom Trips** table on your **Subscriber Home Page**. The **Custom Trip** screen will be displayed, and you can make the desired changes.

2. Press the **Save** button to save the changes, or press **Cancel** to close the window without making any changes.

3.7.4.1 Removing a Trip Leg

To remove a Trip Leg, all you need to do is choose “(No selection)” in its **Route** pull-down list.

3.7.4.2 Suspending a Custom Trip

Sometimes, you might need to suspend just one Custom Trip. For example, suppose you end up working the late shift for a month. You don’t want to delete your Morning Commute Custom Trip, but you just don’t need to receive the Traffic Alerts. You can turn a Custom Trip off temporarily by suspending it.

To do this, you will need to edit that Custom Trip by pressing its **Edit** button. When the **Custom Trip** screen is displayed, you will be able to suspend it for as long as necessary by selecting either “Suspend notification indefinitely” or “Suspend notification until”.

If you choose the latter option, you will need to specify the date on which you want the notifications to resume.

3.7.4.3 Reactivating a Custom Trip

If you have suspended a Custom Trip and want to reactivate it, simply edit it and select the “Notification is active” option.
3.8 Custom Trip Processing

3.8.1 Traffic Alert Emails

When My KC Scout sends you your Traffic Alerts by email, it will send you a single email with all the alerts that are new for that time period.

For example, suppose there are three traffic incidents that match the Custom Trips you have created. The traffic incidents happened at 6:30 in the morning, but you have chosen to be notified starting at 7:00 AM. You will get an email at 7:00 with all three traffic alerts in them. As each traffic incident is cleared or updated, you will then get an email for each incident, as it is cleared or updated.

3.8.2 Troubleshooting Custom Trips

You can define as many Custom Trips as you need. However, you should be aware that an all-encompassing Custom Trip such as “All KC Traffic” will take precedence over a more narrowly-defined Custom Trip such as “Morning Commute” which has Trip Legs. If you have defined more than one Custom Trip and you receive a Traffic Alert email and you don’t know why, you can look at the Message Identifier in the email. The Message Identifier in the sample email at left shows “#2113-1063”. The “1063” is the ID number of the particular Custom Trip specification. This number is displayed in the Custom Trips table on your Subscriber Home Page.
3.9 Informational Alerts

With My KC Scout, you can receive four types of Informational Alerts: Weather, AMBER, Homeland Security, and Ozone Alerts. On the Subscriber Home Page, the alerts to which you have subscribed are shown in the Informational Alerts table.

3.9.1 Adding an AMBER, Homeland Security, or Ozone Alert

The steps for adding an AMBER, Homeland Security, or Ozone Alerts are the same. The example below will show how to add an AMBER Alert; when adding a Homeland Security or Ozone Alert, the screen will change to reflect the type of alert.

1. Select the desired alert from the pull-down list in the Informational Alerts section and press Add Alert. Since we are adding an AMBER Alert, the screen shown below is displayed.

![Figure 3-10: Amber Alert Filter](image)

2. Your Primary email address and the Taskbar Alert checkboxes will have check marks in them by default. Select as many ways as you would like to receive these particular alerts.

3. Specify whether or not the alert is active or suspended.

4. Press the Save button to save the new alert, or press Cancel to close the window without creating one.

Because these types of alerts do not occur very often, they will be sent to you as soon as they are entered into the system.
3.9.2 Adding a Weather Alert

1. To add a Weather Alert, select “Weather Alert” in the pull-down list and press Add Alert. The Weather Alert Filter page will be displayed.

Figure 3-11: Weather Alert Filter

2. Your Primary email address and the Taskbar Alert checkboxes will have check marks in them by default. Select as many ways as you would like to receive Weather Alerts.

3. Specify whether or not the Weather Alert is active or suspended.

4. Make sure your Home ZIP Code refers to a unique county. If the Home ZIP Code/County pull-down list says, “Select County”, then it means your ZIP Code serves more than one county. In that case, select the appropriate county from the list. If your ZIP Code only serves one county, then the county name will be in the list.
If the Home ZIP Code/County pull-down list says, “Not in coverage area”, then it means that you will not receive weather alerts for your home county.

5. You can elect to receive weather alerts for additional counties other than your home county. To do this, select one or more counties from the Additional Counties list and push them to the Selected Additional Counties list by pressing the >> button.

If you want to remove one or more counties from the Selected Additional Counties list, just select the counties you wish to remove and press the << button.

6. Finally, you must select the types of weather alerts you wish to receive. To do this, select the appropriate types from the Weather Alerts list and push them to the Selected Weather Alert Types list using the >> button.

7. Press the Save button to save the Weather Alert, or press Cancel to close the window without creating one.

Tip
To select more than one county, you can press the Ctrl or Shift keys when making your selection.
3.10 My Profile

The *My Profile* page is where you can change your email addresses, text message device numbers, and password. You can also unsubscribe completely from My KC Scout.

Figure 3-12: My Profile Page
3.10.1 Edit My Profile

To make changes to your profile, follow these steps.

1. Click on the Edit My Profile link. The Edit Profile screen will be displayed. For now, we will leave the discussion about adding or changing email addresses to a later section.

![Edit My Profile Page]

2. You can change your Home ZIP Code by entering it in the field provided.

3. The Security Question pull-down list shows your current security question. If you change your security question, you will need to supply a new security answer by entering it into the Security Answer field.

4. To add a text message device, you must select the service provider and enter the device’s phone number in the entry fields.

5. Press Save to save your changes.

Tip
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If your text message service provider is not listed in the pull-down list, you can contact My KC Scout and ask them to add the provider.

Note: Even though My KC Scout services are free, your text message service provider may charge you for each text message you receive.
3.10.2 Adding a Secondary Email Address

A Secondary email address allows you to receive alerts from My KC Scout at a different email location. For example, your Primary email address might be the address you use to access email at work, while your Secondary email address might be the address you use to access email at home.

Having both Primary and Secondary email addresses gives you a great amount of flexibility when creating your Custom Trips. For example, you might have your Morning Commute emails sent to your home email address, and your Afternoon Commute emails sent to your work email address.

You can add a Secondary email address by editing your profile and entering the address in the Secondary Email Address entry field.

3.10.2.1 Address Verification

Remember the “double opt-in” registration mechanism? Well, to protect you from receiving alerts from My KC Scout that you did not request, we use the same mechanism for verifying your Secondary email address. When you save your profile with the new email address, My KC Scout will send a verification email to the specified address. You will have a certain amount of time to follow the instructions in the email to verify that you actually requested the use of that email address.
3.10.3 Changing an Email Address

Both your Primary or Secondary email address can be changed by entering the new email address in the appropriate field. However, because My KC Scout will verify any address change, you can only change one address at a time. Once you verify the address change, you will be able to change the other one.

3.10.3.1 Change Password

1. To change your password, click on the **Change Password** link. The **Edit Password** screen will be displayed.

   ![Figure 3-14: Edit Password Screen](image)

   - Enter your current password in the **Old Password** field.
   - Enter your new password in the **New Password** field.
   - Confirm your new password by entering it a second time in the **Retype New Password** field.
   - Press **Save** to save your password or press **Cancel** to discard any changes.

**Note**

Your new password will take effect immediately. So, if you try to change your password again without logging out, you will have to use your new password as your old one.
3.10.3.2 Unsubscribe

We have tried our best to make My KC Scout useful to all our Subscribers, but we know that we won’t be able to please everyone all the time. If you want to unsubscribe completely from My KC Scout, we will be sorry to see you go, but we would like to find out why you are leaving.

1. Press the **Unsubscribe** button on the **My Profile** page. The **Unsubscribe from My KC Scout** page will be displayed.

   ![Figure 3-15: Unsubscribe from My KC Scout](image)

2. This step is purely optional, but it would help us improve our service. You have an opportunity to tell us why you are leaving by selecting it from the **Reason** pull-down list.

   If the **Reason** pull-down list does not have an accurate reason – or if you want to provide us with more feedback – you can also enter the reason in the **Comments** box.

3. Press **Unsubscribe** to leave My KC Scout.

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**No Personal Information Preserved**

When a Subscriber leaves My KC Scout, we only preserve the Reason and Comments (if given), the date the Subscriber registered and unsubscribed, and the Subscriber’s Home ZIP Code. We use these fields for statistical purposes only. We do not preserve your email addresses or phone numbers.
4 TASKBAR ALERT

The Taskbar Alert application is a program that runs on a computer. It offers an alternative way to receive alerts from My KC Scout. When an alert is issued by My KC Scout, you can have a screen pop up on your computer with the information, or you can simply let a little icon in the lower-right corner of your screen let you know something has come in.

4.1 Limitations

The Taskbar Alert runs on Windows computers running the Windows .NET Framework 2.0 (or later).

4.2 Downloading the Software

The Taskbar Alert can be downloaded from the "My KC Scout" menu. This menu is also shown on the left side of the screen when you log in to My KC Scout.

1. On the Taskbar Alert page, look for the link shown to the right. Clicking on this link will bring up a confirmation dialog similar to the following:

![Confirmation Dialog Box](image)

2. Press Save to save the TaskbarAlert.msi file to your computer. You may want to make a note of where the file got placed when it was downloaded. This might be your "My Documents" directory, or it could be the Windows desktop.
4.3 Installation

1. When the file has been downloaded to your computer, locate the TaskbarAlert.msi file and double-click on it.

2. The installation wizard will then prompt you for the directory in which to install the Taskbar Alert. The default directory is: C:\Program Files\My KC Scout\Taskbar Alert

   You may change this directory if you want. Press Next to continue to the next page, and then press Install to finish installing the application.

4.4 Configuration

   When the Taskbar Alert is installed, a shortcut to the application will be put into your Startup folder so that it starts automatically when you log on to your computer. An icon is also placed on your desktop, as shown at left.

   The first time you run the Taskbar Alert, you will need to configure it to retrieve your subscriptions.

1. Double-click the Taskbar Alert icon on your desktop. The Taskbar Alert Configuration dialog will be displayed.

   Figure 4-2: Taskbar Alert Configuration

2. Fill in your Primary email address, which is the email address you use for logging in to My KC Scout.

3. Select how often you want to poll for new items. The fastest you can poll the system for information is every 5 minutes.

4. If you want new alerts to be displayed in a popup window, put a check mark in the Fade window after checkbox and select the fading time. If you don’t want a popup window, then remove the check mark.

5. Press Close to close the window. Your configuration information will be saved automatically.
4.4.1 Latest Alerts
Pressing the Latest Alerts button will display the My KC Scout Alerts window with the latest alerts displayed, if any.

4.4.2 Active Alerts
Pressing Active Alerts will open your web browser with the Active Alerts page displayed. See the section entitled My KC Scouts Active Alerts on page 4-6 for more information.

4.4.3 Edit Subscriptions
Pressing Edit Subscriptions will open your web browser to the My KC Scout Subscriber Login page. From there, you can log in to My KC Scout to edit your subscriptions.

4.4.4 Refresh Subscriptions
Pressing Refresh Subscriptions will refresh your subscriptions and will retrieve the active alerts that match your profile. This is exactly what happens each time you start the Taskbar Alert program.

4.4.5 KC Scout Logo
Clicking on the KC Scout logo will open your web browser to the Kansas City Scout home page, where you can view a map of traffic incidents in the Kansas City Scout coverage area.
4.5 Receiving Taskbar Alerts

As soon as you save your information for the first time, the Taskbar Alert will poll My KC Scout for any alerts that match your profile. If any alerts match your Custom Trips or Informational Alerts subscriptions, you will be notified.

If you chose to receive the message in a fading window, then the alerts will be displayed in a window like the one shown below.

![Figure 4-3: Fading Taskbar Alert](image)

The window will start to fade after a few seconds, but will be visible for the length of time that you specified. If you run your cursor over the window, it will stop the fading so you can read the alerts.

The *My KC Scout Alerts* window has two tabs. The *New Items* tab shows any new alerts in this polling cycle. The *Previous Items* tab shows alerts you have received throughout the day that are still active. The list of previous alerts starts afresh each time you start the Taskbar Alert.

4.5.1 Taskbar Alert Icon

The Taskbar Alert icon sits in the System Tray, which is in the lower-right corner of your desktop.

When there are no alerts, the icon will be a little green ball, as shown to the right.

When new alerts come in, the little green ball will flash yellow and red.

When you dismiss the *My KC Scout Alerts* popup window, the icon will go back to green. However, if you are away from your desk and the popup window fades away on its own, then the icon will continue flashing yellow and red until the next polling cycle.

If you chose not to use a fading window when new alerts come in, then the Taskbar Alert icon in the lower-right corner of your screen will flash from red to yellow and a small balloon will be displayed over the icon.
4.5.2 Taskbar Alert Menu

To activate the Taskbar Alert menu, hold your mouse over the Taskbar Alert icon in the lower-right corner of your desktop and press the right mouse button. The menu will be displayed, as shown below.

![Taskbar Alert Menu](image)

4.5.2.1 Show Messages

Clicking Show Messages (or double-clicking on the icon) will popup the My KC Scout Alerts window.

4.5.2.2 Configuration Options

Clicking Configuration Options will show the My KC Scout Taskbar Alert Configuration screen.

4.5.2.3 Mute

There may be times when you want the Taskbar Alert to run in the background but you don’t want to see any messages. For example, you may be giving a presentation on your computer and you don’t want to be interrupted by the Taskbar Alert messages, but you want the Taskbar Alert to continue receiving alerts.

Selecting Mute will allow the Taskbar Alert to continue running, but will not display any popup windows or notification balloons. In addition, the Taskbar Alert icon will be colored gray.
4.5.2.4 My KC Scout Active Alerts

Selecting **My KC Scout Active Alerts** will open your web browser with the **Active Alerts** page displayed. The Informational Alerts will be displayed at the top of the page, and the Traffic Alerts will follow. The Traffic Alerts will be grouped according to the Routes affected.

![My KC Scout Active Alerts](image)

4.5.2.5 Login to My KC Scout

Selecting **Login to My KC Scout** will open your web browser to the **My KC Scout Subscriber Login** page.

4.5.2.6 Exit

Selecting **Exit** will terminate the Taskbar Alert application. You will be prompted to see if you really want to exit the program.