## $\underbrace{t}_{E n d l e s s} \underbrace{r}_{P o s s i b i l i t i e s} \underbrace{r}_{P o s s s i b i l i t i e s}$

# MyLoneWorkers USER GUIDE





A Lone Worker management system

## A LITTLE BIT ABOUT MYLONEWORKERS



yLoneWorkers is an innovative worker tour monitoring system which helps companies manage their workers remotely in real-time and get full control over the worker tours accomplished in any location worldwide.

Safety is a small investment for a rich future.

yLoneWorkers system relieves workers from daily time consuming processes such as filling paper reports and making repetitive phone calls to the Monitoring Center that provoke confusion and misunderstandings.

The whole procedure is defined by strict guidelines and simple actions to take. Workers can quickly send incidents reports, implement tasks and any other worker service by taking advantage of the last innovations in technology.

Prepare and prevent Don't repair and repent.

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#### Introduction

MyLoneWorkers is a real time worker monitoring system which skyrockets the efficiency of companies and offers them the ability to upgrade their services via cloud infrastructure and smartphone technology.

	Mobile - smartphone technology use
	Real-time email notifications
ate	Cloud infrastracture - minimum cost required
	Instant activities' reports and history logs
	GPS position tracking

## START MYLONEWORKERS

First of all, download the mobile application from the App store or Android Market:



And log in with your credentials (Worker ID and PIN if available). You are ready to start with the mobile application of MyLoneWorkers! Log in to the web application by following the link https://app.myloneworkers.com/

For a free system test click "Free Test" or contact us at info@myloneworkers.com

#### Login / Register

Launching https://app.myloneworkers.com, a login screen appears asking for a Username and the Password of the user.

In case you would like to make a Demo use of MyLoneWorkers system, simply click on the "Free Test" button and you will be immediately logged in the web application as a demo user.

In case you have received an activation code for MyLoneWorkers activation, click on the "Sign Up" button at the bottom right of the Login screen.

Sign L	Jp
Enter your Activation Code	
<b>Q</b> ₅ S/N	
Back	Next

On the next screen, you can create your own account in the MyLoneWorkers web application.

Fill in the form with all of your data (username, email, company, timezone) and choose a secure password for your login to the system.

After filling in the form, click on "Create Account" and you will be ready to use MyLoneWorkers application by typing the credentials you just chose.

On the Sign Up screen, simply type the Serial
Activation Code you have received and click on
Next button.

The Activation Code will have been sent to you by an automatic e-mail from MyLoneWorkers a few minutes after you have completed an order of a MyLoneWorkers monthly or yearly plan on the online shop:

https://www.myloneworkers.com/Pricing

	Create account
Username	
Email	
Company Name	
Timezone	
Password	
Password Confirm	
Back	Create account

LOGI	N
Lisername	
Password	
Login	
Remember Me	Forgot Password?
Free Test	Sign Up



#### **Events Browser**

Logging into the web application, you can now access the full functionality of MyLoneWorkers. The central screen of the application consists of all the necessary information and actions in order to immediately manage workers tours and gain full control over your officers' activities.

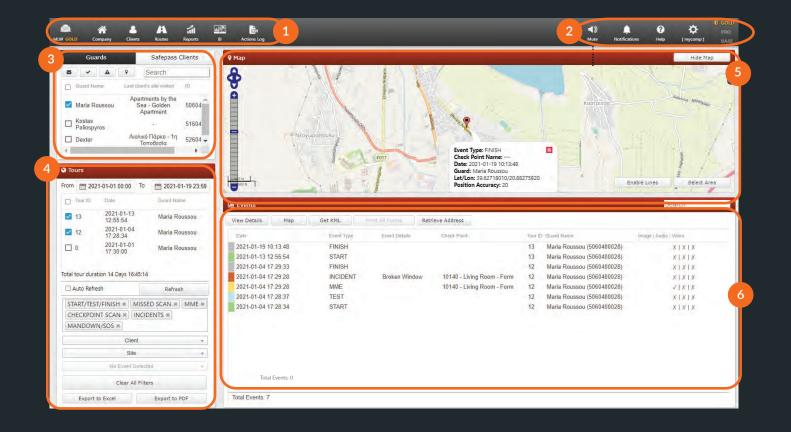
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Guard Name Last client's site visited ID	•	the second				11			-
Guard Name Last client's site visited ID.	é		turke		1			Automation Annu	
Maria Roussou Sea - Golden 50604 Apartment				Kan Inter		Καστρίτσα		Sha waat	right J
Kostas - 51604		The source		19					1
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From 2021-01-01 00:00 To 2021-01-19 23:59	000 n	ET WI F	Daves	Position Accuracy: 20			Enable Lines	s Select	Area
Tour ID Date Guard Name	Let Events							Search	_
☑ 13 2021-01-13 12:55:54 Maria Roussou	View Details Map	Get KML	ont All Forms Ret	ieve Address					
2021-01-04									
2021-01-01	Date 2021-01-19 10:13:48	Event Type FINISH	Event Details	Check Point		luard Name Maria Roussou (5060400028)	Image   4	Audio   Video	
0 2021-01-01 Maria Roussou 17:30:00 Maria Roussou	2021-01-13 12:55:54	START				Maria Roussou (5060400028)		XIXIX	
and the second second	2021-01-04 17:29:33	FINISH			12 1	Maria Roussou (5060400028)		XIXIX	
Total tour duration 14 Days 16:45:14	2021-01-04 17:29:28	INCIDENT	Broken Window	10140 - Living Room - Form		Maria Roussou (5060400028)		XIXIX	
Auto Refresh Refresh	2021-01-04 17:29:28 2021-01-04 17:28:37	MME TEST		10140 - Living Room - Form		Maria Roussou (5060400028)		~ X X	
START/TEST/FINISH * MISSED SCAN * MME *	2021-01-04 17:28:37	START				Maria Roussou (5060400028) Maria Roussou (5060400028)		X1X1X X1X1X	
CHECKPOINT SCAN * INCIDENTS *								erere	
MANDOWN/SOS ×									
Client +									
Site 7									
No Event Selected									
Clear All Filters									
Export to Excel Export to PDF	Total Events: 7								
		_							

At the top you can see the main toolbar of the application, with the following options:

- Company, which includes all info about the company (clients, branch offices, users, etc.)
- Clients, which includes all the clients of the company.
- **Routes**, where you can organize and schedule routes.
- Reports, where you can export advanced filtered reports.
- BI, where you can create custom reports based on your needs.
- Actions Log, where you can view all actions made in the web app.

Management System

#### Dashboard





#### **Basic Navigation Bar**

Navigate through all the basic options of MyLoneWorkers web application such as Company, Clients, Routes and Reports.



5

#### Workers section

Workers section & Select worker(s) in order to view all available tours or make a specific action (track worker, send message, mute, etc.)

#### Map

Monitor all workers' activities on the map and select a specific circle area in order to see all worker's activities in this area.

#### Help / Settings options

Change the language of MyLoneWorkers application (English, Greek, Russian, German, ) and login settings.

#### Tours section

View all tours for the selected worker(s) by selecting dates, client, site and export data to excel or PDF format.

#### **Events section**

For submitted events, you can see more details such as event location, photos, voice recordings, notes or signature of the worker.



2

4

Management System

#### **Company Info**

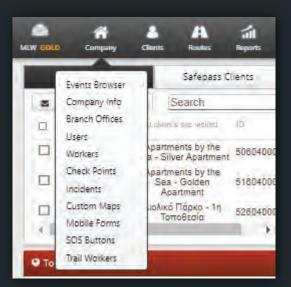
To start with the web application, click on "Company" button in the Basic Navigation Bar. A drop down of choices appears.

Events Browser
 Company Info
 Branch Offices
 Users

Workers

Check Points

Incidents
 Custom Maps
 Mobile Forms
 SOS Button
 Trail Workers



By choosing the Company Information Panel, you can see some basic information and details concerning your company. Select "Edit" option in order to change the basic info about your company.

Management System

#### Branch offices

You can access your company's branch offices panel by clicking on the top left "Company" tab and select "Branch Offices" as shown on the right.

You will be prompted to the following screen:

Branch Offices					
C Add branch Edit Re	move				Search
Name	Description	Users	Clients	Check Points	Workers
Company's main branch Athens		1	5	15	5
		1	0	3	1

The panel is composed by a light blue toolbar of actions (Add Branch, Edit and Remove) and a list of your company's branch offices.

#### Add a branch

By clicking "Add branch" a new page (as shown right) will appear.

Fill-in the details for the new Branch and press on the button Confirm. After completing the addition, the newly created Branch office should appear in the list of Branch offices.

Phone 2
Country Greece
State Select an option

Management System

**Branch offices** 

#### Edit a branch

To edit a Branch office, select one from the list of your company's Branch offices and click on "Edit"; a new page appears, containing 5 panels:

- Details (general data for the Branch)
- Users (list of Users assigned to this Branch)
- Clients (list of Clients assigned to this Branch)
- Check points (list of Check points assigned to this Branch)
- Workers (list of Workers assigned to this Branch)

You are able to edit the data under "Details" panel, as well as manage the list of associated Users/-Clients/ Checkpoints/Workers.

Details				Clients				Q <sub>0</sub>
Name	Company's main bran	Company's main branch				Lisemame		
Description	Root Branch	Root Branch		Αιαλικό Πάρκο				
			e	Bank of Greece				
Phone		Phone 2		Apartments by the Sea		apartmentscreds		
Address	Makariou 193			Greece				
Address 2				Bulgaria				
City	Ioannina	Country	Greece .	Check Points				Q <sup>e</sup> <sub>o</sub>
ZIP		State	Selection Option	Check Point )D	Point alias	Dient	Site	
				10136	Αριστερή Είσοδος	Αιολικό Πάρκο	1η Τοποθεσία	
Jsers			Q.	10137	Δεξιά Είσοδος	Αιολικό Πάρκο	1η Τοποθεσία	
Full name		Jsemame	10	10138	Lavatory Room	Apartments by the Sea	Silver Apartment	
	rity Company main user [Adminis n	nvcomp		10139	Bathroom - Geo	Apartments by the Sea	Silver Apartment	
company and acou	al series ( manual frames )			10140	Living Room - Form	Apartments by the Sea	Golden Apartment	
				Workers				00
				Worker Name		Worker ID		
				Maria Roussou		5060400028		
				Dexter		5260400021		

#### **MyLoneWorkers** Management System

For Example: Click on the Gear icon available on the Clients panel. A new page will appear (as shown below) containing:



A list of assigned Clients (upper panel)

A list of available Clients (bottom panel)

Assign a Client to the Branch by simply clicking on the respective checkbox. By pressing the green arrow the Client appears in the list of the assigned Clients. In the same way, you can remove Clients from the list of assigned Clients by simply clicking on the Client checkbox and clicking on the blue arrow.

D Name	Lisemame	Email	Phone		Phones		Repeva Email Alarts	Login Enabled
			1 [				~	~
🔲 Αιολικό Πόρκο.		mroussou@terracom.gr					1	
Bank of Greece		mroussou@terracom.gr					4	
Apartments by the Sea	apartmentscreds	mroussou@grpatrol.com					4	1
Greece		mroussou@grpatrol.com						
🔲 Bulgaria		mroussou@grpatrol.com						
lients								# #
Name:	Uçamama	Branch Office	Email	Phote		Phone2	Repoye Email Alens	Login Enabled
		~				1	Ý	~
🔲 Ioannis		Athens	info@test.com					

In the same way, you can manage the list of associated Users/ Checkpoints/Workers.

Clients can login with their own credentials and monitor (only) the actions of the Workers that have taken place to their own sites!

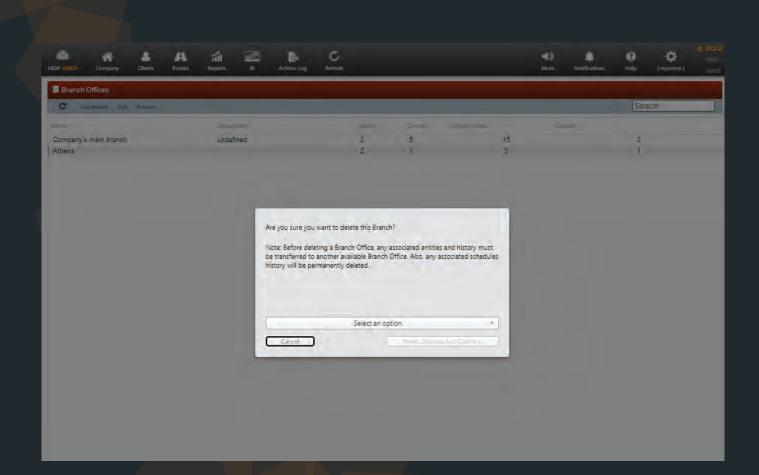
\*\*NOTE

Management System

#### **Remove Branches**

To remove a branch you must first select one from the list of branches of your Company.

After selecting one from the list, you can click "Remove" - a pop-up window will appear which will prompt you to transfer all relevant entities (users, clients, etc.) of that branch to another one. Press "Confirm" to delete it from the Branches list.





#### Users

Users are the people assinged to receive Workers' SOS alerts and Route report e-mails from the system. You can access the Users panel by clicking on the top left "Company" tab and select "Users", as shown on the right screen.

### Login to MyLoneWorkers web application

app.myloneworkers.com

C Add Edit Remo	ove Inspect Account				Search	
Name	Username	Email	Phone	Phone2	Receive Email Alerts	Active
Company's My Security C	Company main user [A mycomp	mroussou@terracom.gr			√	~
University SZ		maravlaxou@gmail.com				~
Γιάννης Αντωνίου		maria-vlax@hotmail.com				1

You can see the list of the users in your web application and all the data available for each user. You can now add a new user, edit an existing user or remove one. For quick data access, you can search for a user from the search bar on the top right of the actions bar.

Management System

#### Add a new user

By clicking "Add new user" a new page (as shown on the right screen) will come up, with the following sections:

- Details (General Information)
- Login (Manage Login for this user)
- Settings (Personalize the User Login)
- Branch Offices (list of available/associated Branches to this User)

Details		Settings	
Name		Role	Full Access
Surname		Language	English (for security use) 🔹
Phone	Phone 2	Date Format	Day/Month/Year •
Address			
City	Country USA	Branch Offices	Description
ZIP	State Option		
Email		Branch 1	This is a root branch
Receive Email Alerts		Second Branch	A brief sample description
Login		Notor	re are able to login with
Username		their own o	s are able to login with credentials and have
Enable Login			view of the system based npany Branches they are
Password change		associated	

#### Edit User

To edit a User, you shall select one from the list of your company's Users. Click on "Edit", which in turn will bring up a new page as displayed on the left screen. You can now edit any of the fields displayed. By confirming the changes, they shall be reflected in the list of Users.

#### Remove User

To remove a User you shall select one from the list of your Users.

After selecting from the list, you can click on "Remove", which in turn will bring up a confirmation popup. By clicking on Confirm button, the User will disappear from the list of Users.

Management System

#### Workers

Workers are the people assigned to accomplish tours. You can access the Workers panel by clicking on the top left "Company" tab and select "Workers" as shown below.

C	Export to Excel										Search
licture	Worker (D	Worker Name	Brarioh Office	Phone	Fin	MLW	PTT	Last Latitude	Last Longitude	Last Accuracy	Last Contact
	5060400028	Maria Roussou	Company's main branch			1	1	39.66767	20.844	15.911	2020-12-18 10:56:06
	5160400025	Kostas Paliospyros	Athens			4	4	39.66767	20.84399	15.278	2020-12-16 12:05:46
	5260400021	Dexter	Company's main branch			1	1	39.66767	20.844	15.222	2020-12-18 12:54:53

You can see the list of the workers assigned to the system and all the necessary data about them. You can click on Edit in order to edit the info of a worker. On the bottom, you can be informed of your account details and the active licenses of your MyLoneWorkers subscription plan. (You can also see about PTT Licenses. For more information about MyLoneWorkers-PTT push to talk over IP application, click here).

MyLoneWorkers	Note: Workers can connect to the
e No1 Online Lone Worker Tour System	mobile app by inserting their Worker ID and PIN found under the respective columns.
Enter ID	** NOTE
Enter PIN (if exists)	
OR	
LOGIN AS DEMO	
Contact Info: info@myloneworkers	

www.myloneworkers.com

Management System

#### Worker's settings



An alternative, simpler way for the Workers to login to the mobile application, other that the Worker IDs, is using NFC tag.

With this feature, the Managers can associate an NFC tag with a specific Worker that will allow them to quickly login to the mobile app by scanning it!

#### To set it up, follow the steps below:

- ✓ Navigate to Company -> Checkpoints
- Select the target NFC checkpoint from the list of available checkpoints, and press the "Edit" button
- ✓ On the pop-up window, select the target Worker from the drop-down list next to the Worker Login" field
- ✓ Finally, press "Confirm"

Just open the MyLoneWorkers mobile app and at the Login page just approach the NFC Tag at the back of the device in order to read the Worker ID and press LOGIN.

Important Note: If a PIN exists for this Worker, they need to manually enter it before logging in.

Management System

#### **Edit Worker**

To edit a Worker, you shall select one from the list of your company's Workers. Click on "Edit", which in turn will bring up a popup dialog displaying on the right.

You can now edit:

- ✓ The Worker's details
- ✓ The Mobile App settings
- J The Worker's details, The Branch where they belong, Their Mobile App Settings

By confirming the changes, they shall reflect in the list of Workers.

	Marcola     Anno     Anno     Anno     Anno     Anno     Anno     Anno     Anno       Image: State Application for the state of	Maria Roussou Dever lie Dever lie And dimit Unit hand arrow Encryption Bettien () Hent Hent Hent Hent Hent Hent Hent Hent		define up to 3 phone numbers that will receive an SMS notification in case this worker has pressed the SOS button and he is in danger
Location: define the		ten te	ed -	
ideal location				
(accuracy) and how				
frequently the			4) A O O O	
system will try to	Datah Mobia Application Settings Revolution Management			Range att.
retrieve the Worker's	Location	Besconk scan		Beacon settings:
location via the GPS	Accessing (m)	knamed from Mana-	on On Frank	enable Beacons
of his mobile device 🛶	el	Constant	ed the Baser.	functionality and its
	R farmeri -	Although -	oer Location 🗋	settings for the
	10 Jeans -			worker
		Virtual checkpoints scan		
Tracking: track the	Tracking	Nayum - Politi Chard Lat 💋 Insurt Ford	i Dech Marcel	
last location of the	Chiele Solarge	Anter Male Margani. Et Manael		Man Down: enable
last sent event of the	Bi Seconda	A		the Man Down
worker on the map	90 · · ·		Canon	
of the Events				functionality for the
		Virtual checkpoints		worker
Browser		scan: enable Virtual		
		checkpoints func-		
		tionality and its		
		settings for the		
		worker		

Emergency Settings:

### www.myloneworkers.com

Management System

#### Worker Groups

Through the web app, you can create Worker Groups with specific Worker members and separate your staff into different teams.

The **Worker Groups functionality** is a great choice for faster schedule management, as it allows you to quickly assign specific Workers to your Schedules. In addition, you can use them for quick filtering in case you only need to monitor and manage activity for a particular Group of Workers (e.g., only for those working the night shift).

#### Additional details

- Workers can be assigned to more than one Worker Group at the same time (e.g. "Client xx Group", "Armed Workers Group").
- You can only Group Workers together when they belong to the same Branch.
- Any changes to a Worker Group will also update the related schedules (e.g. if you add/remove a Worker from a Worker Group, the Schedules that contain this Worker Group will also be updated accordingly).

#### Create/edit a Worker Group

- 1 Navigate to Company >> Workers >> Worker Groups
- Press "Add" and enter the name for your Worker Group Tip: Use a short but descriptive name that will help you recognize the purpose of that Worker Group.
- Select the Branch you want it created for and press "Next". Note: In the "Available Workers" list, you can see all of the Workers that belong to the Branch you have selected (and they are not currently assigned to this Worker Group), whereas in the "Assigned Workers" list, you can see the ones that are already assigned to this Security Group.

Select the Workers that you want to assign or unassign to this Worker Group from the respective list and use the arrows in the middle of the screen to move them between lists.

 with the line is and the line is and the line
 Image: State is a state

Once you are happy with your changes, press "Save".

To edit or delete a Worker Group, simply use the respective buttons located at the main Worker Groups screen.

Management System

#### Use a Worker Group for filtering

While on the Events Browser and Schedules Page you can filter by a specific Worker Group, to easily find details and view particular actions.

#### Events Browser - Worker Group filtering

- Navigate to Company >> Events Browser
- ✓ On the Workers panel, press the "Worker Group" field to view the available Worker Groups
- Select the Worker Group you are interested in

#### Schedules - Worker Group filtering

- Navigate to Routes >> Schedules
- Press the Filter icon from the top left of your screen
- Select the Worker Group you are interested in

#### Use a Worker Group for Schedules creation

Worker Groups are very helpful when it comes to Schedules, as they reduce schedule creation

- Navigate to Routes >> Schedules
- Press "Add" to create a new Schedule
- ✓ From the "Groups" field, select the Worker Group of your interest, like in the below picture:
- Complete your Schedule creation by following the steps in the Schedules tab.

Description	Cléani	ing Sch	edulė				
Branch Office				Main Bran	ch Athens		
Worker Groups	Clear	nėrs X					
Workers	Maria	a Rouss	ou - 506040	0028 × Worker 3 - 526	0400021 =		
Select All							
Check Time Range				D 2022-08-29 11:20	- 🛅 2022-08-29 11:50		
Check Points	•	io:	Occumences	Pont plan	CHH	Ste	~
		10136	T	Main Entrance - Central F	Park - Central Park	Main Entrance	
		10137	4	East Entramce - Central P	P. Park - Central Park	East Entrance	
		10138	1	Lavatory Room	Sea Apartments - Michael	Silver Apartment	
		10139	-1	Bathroom - Geo	Sea Apartments - Michael	Silver Apartment	
		10140	1	Living Room - Form	Sea Apartments - Michael	Golden Apartment	
		10141	1	Parking Lot	Sea Apartments - Michael	Silver Apartment	
Options	10 Loos	se sched	ulė	C As	tivated	C Alert b	y Ema
Repeat						3 Dis	ebled

Management System

#### Checkpoints

MyLoneWorkers supports 4 different checkpoint types: QR-Codes, NFC tags, Beacons and Virtual (location-based checkpoints). Checkpoints are physically (or virtually) placed in specific locations (buildings / assets), in order to allow for flexible management and monitoring. You can access the Checkpoints panel by clicking on the top left "Company" tab and select "Checkpoints

#### Checkpoints

C View QF	R Code Add QR Code Add Beacons Add VR Point Edit Remove Export to Excel					Search
	Check Point Code	Туре	Client - Site	Branch Office	Point alias	Locked
		~				
10138	850a0cd8-1a83999-4e27999-ed116-da030a98295e-43a2ddfb	qrcode	Αιολικό Πάρκο: 1η Τοποθεσία	Company's main branch	Αριστερή Είσοδος	-
10137	638acd11-3667999-43ed999-91bd6-98b165ad300d-2f0ddb3f	qrcode	Αιολικό Πάρκο: 1η Τοποθεσία	Company's main branch	Δεξιά Είσοδος	-
10138	85b27497-107e999-4257999-b78d6-b8ea04f5d9b4-b8181c0a	qrcode	Apartments by the Sea: Silver Apartment	Company's main branch	Lavatory Room	-
10139	8dc22be1-b3e1999-411a999-c1216-88a3b1b1ab2d-8f854ded	qrcode	Apartments by the Sea: Silver Apartment	Company's main branch	Bathroom - Geo	-
10140	e17eaa16-f936999-47ab999-aab96-37f8925f5682-afd1b10e	qrcode	Apartments by the Sea: Golden Apartment	Company's main branch	Living Room - Form	-
10141	f6689206-2492999-4633999-971a6-8a9adfacd1f4-d28c0458	qrcode	Apartments by the Sea: Silver Apartment	Company's main branch	Parking Lot	-
10142	300531f2-5595999-4c70999-afd58-9a4e8c8ad30f-024bf20a	qrcode	Apartments by the Sea: Silver Apartment	Company's main branch	Kitchen	-
10143	a1b2a155-5d80999-43b0999-83858-488c872d3203-87032e4c	qrcode	Greece: Zoodohos Pigi	Company's main branch	Ανατολική Γεννήτρια - Πύργος	-
10144	42997a8e-9c7e999-4b2a999-d9b36-8ea2b098fd97-767ab015	qrcode	Greece: Zoodohos Pigi	Company's main branch	Ανατολική Γεννήτρια - Θάλαμος - Geofence	-
10145	9541b8e1-cdb7999-4a84999-967b6-56922303c7ca-21fc58af	qrcode	Greece: Zoodohos Pigi	Company's main branch	Δυτική Γεννήτρια - Πύργος	
10174	aa3ac9e2-b535999-11ea999-9b2c6-901b0e9344bb-af1c508b	qrcode		Company's main branch	test	-
10175	4408dc18-c194999-11ea999-9b2c8-901b0e9359f2-af1d508b	groode		Company's main branch	Test 1	

By clicking on Chekpoints, the above screen appears. You can now view the ID of each checkpoint, the Check Point Code, the site on which it has been assigned to and a name/description of the Check Point (e.g. Back door) as well as some notes regarding the specific checkpoint, which will appear on the mobile application at the time a worker scans this checkpoint.

The attribute "locked" means that the checkpoint cannot be assigned to another site via the mobile MyLoneWorkers application and it has to be unlocked so as the assignment will take place.

Management System

#### View QR-code

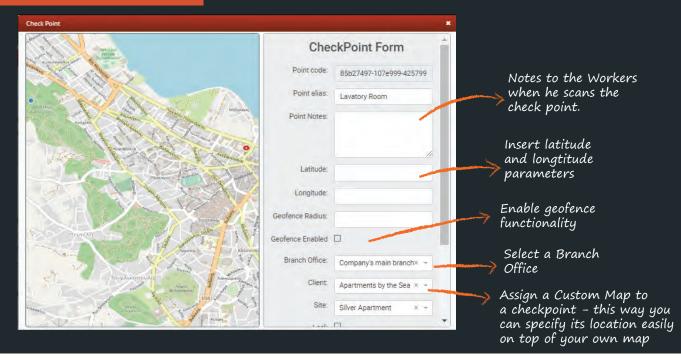
By clicking on "View QR-code" a new popup dialog (as shown on the right) shall come up. You can now check the QR-code and all the information about it.

You can also scan the QR-code if you run MyLone-Workers mobile application, save the QR-code as a PNG image file on your computer or print it.



Don't print frequently, think of the environment!

#### Edit a checkpoint



#### **Remove Checkpoint**

To remove a Checkpoint select one from the list and click on "Remove".

If the Check Point cannot be removed, then it is assigned on a schedule route and you should firslty remove it from the schedule.

Are you sure you want t Point	
Cancel	Confirm

Management System

#### Add QR-Codes

To get started, one of the first tasks is to create and to assign checkpoints to your sites.

#### Create QR-Codes

On the navigation menu, click on "Company" and from the drop-down menu choose "Checkpoints",

At the top navigation bar of "Checkpoints" screen click "Add" and then the "QR-Code" option,

Define the related Branch Office and then enter the quantity of checkpoints you wish to be generated,

Finally press the "Create" button.

MLW COLD Company	Clients Routes	Reports	BI	Actions Log	C Refresh
< Add QR	-Code				
Branch Office:	Select an C	ption		*	
Quantity:	[1÷7000]			-+	
				Create	

#### Import NFC checkpoints

You can import NFC checkpoints in two ways, just by following the steps below:

#### Through the Mobile app

On the main screen of MyLoneWorkers mobile application, press the "Checkpoint Assignment" button.

Drag the NFC tag on the back of your device (make sure that the NFC feature of your phone is enabled).

Select the Client and Site (in order for the Client list to be available for the Worker, you need to enable "Fetch Client List" option from the Worker's settings in the web app) you want to assign the checkpoint at and press "Assign".

0 ts		¥ 🖘 🛛 69% I	09
÷	Checkpoin	t Assignment	L
Ma)	length 128 ch	aracters	
Selec	t client		-
SC	AN QR CODE	SCAN BEACON T	AG

Management System

#### > Through the Web app

- ✓ Login to your web app account and navigate to Company >> Checkpoints
- Press "Add NFCs"
- Choose one of the following options to import your NFCs\*:
  - The "File" option allows you to upload a text file (.txt) that includes your NFCs
  - **b** With the "Clipboard" option, you simply paste the serial numbers of your NFCs on the available text area
- Select the "Branch" you want to assign them to by using the respective button on the right
- ✓ Press "Upload" to complete your import!

\* The format you need to use, whether you chose the "File" or "Clipboard" option is the following:

For multiple NFCs import, you simply add their serial numbers divided by commas (, ). For example: 041D1F9A8E6581, 04D94F9A8E6580. In this example, 2 NFCs will be added to the account.

If you want to also name your NFCs upon import, simply add the serial number followed by a semicolon (;) and the name you want to add. For example: 041D1F9A8E6581; Warehouse Side Door, 04D94F9A8E6580. In this example, 2 NFCs will be added to the account – the first one will be named "Warehouse Side Door" and the second one will be added without a predefined name.

Management System

#### Import Beacon checkpoints

#### Through the Mobile app

- Click on the "Company" button on the left of your navigation bar, and choose "Checkpoints".
- ✓ At the top navigation bar of "Checkpoints" screen, click on the "Add" button and then select the "Beacon" option.
- ✓ You have 2 options for uploading beacon ID(s):
  - Choose the "File" radio button, to upload them via a txt file.
  - Click on the "+" icon displayed, and upload a .txt file containing the beacon ID(s) (note that the various beacons IDs must be comma separated).
  - Click on the "Upload" button to complete your import!

< Add Beacons		
Branch Office:	Select an Option	-
Import Beacon IDs		0
Select import method: File O Paste From Clipboard		
Choose File No file chosen		

#### or:

- Choose the "Clipboard" radio button, to upload them via a text-box area.
- On the text-box area displayed, enter the beacon ID(s) (note that the various beacons IDs must be comma separated).
- Click on the "Upload" button to complete your import!

Branch Office:	Solect un Option	~
Import Beacon IDs		0
Select Import method: © File		
Paste From Clipboard		-

#### **Technical Info**

Make sure that your beacon ID(s) have correct format:

- For an iBeacon, you should use the UUID, Major and Minor values with an underscore between them (i.e. UUID\_Major\_Minor). For example, a valid iBeacon ID could be: e2c56db5-dffb-48d2-b060-d0f5a71096e0 6 6.

- For an Eddystone beacon, you should use the NamespaceID and InstanceID values with an underscore between them (i.e. NamespaceID\_InstanceID). For example, a valid Eddystone ID could be: d3ex1918sde157cl1102\_1cl1567drs27.

To retrieve/program these values you can use the Application provided by your Beacon supplier. Please note that the combination of those values (UUID\_Major\_Minor in case of iBeacons and NamespaceID\_InstanceID in case of Eddystone beacons) has to be unique.

#### S Through the Web app

If you are using **Eddystone** beacon checkpoints, you also have the option to import them from your mobile application as follows:

- Firstly, make sure that on your mobile application under Settings, the "Eddystone" Beacon Type is selected.
- On your mobile application, click on 'Checkpoint Assignment'.
- Click on 'Scan Beacon Tag' and then press 'Scan Beacons'. A list of all the Beacons in range (sorted by proximity) will appear on the top of your screen.
- Note that the Beacons that already belong to your Company (have been added to your Checkpoints list) are displaying in green colour.
- Click on 'Stop Scanning Beacons' and select (at least) one Beacon.
- Insert a Description and/or a Site Code (optionally).
- Click on 'Assign'

The Beacon will be added to your Checkpoint list and you will be then able to view it on your web-application by going to Company -> Checkpoints.

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#### Add Virtual checkpoints

A **Virtual Checkpoint** essentially is a defined area (focal point with a range) where a worker can go through, perform a Scan and possibly some other task (just like with QR-Codes, beacons and NFC tags).

If the workers' device location is within the area defined by a Virtual Checkpoint, then the system automatically sends a Scan event for that Virtual checkpoint.

There is even a Manual Scanning mode for Virtual Checkpoints, for full system flexibility!

#### Setting up the System – Defining Virtual Checkpoints

- Navigate to Company -> Checkpoints
- Press on the "Add VR Point" link located on the Checkpoints panel the system opens a new page to define the Virtual Checkpoint most of the fields are common as with the rest of the checkpoint types (QR-Codes, NFC tags and beacons)
- You need to define the coordinates and radius of the Virtual Checkpoint you can do so either by using the text fields or by using the map area:
  - **Text fields:** Insert the "Latitude", "Longitude" and "Geofence Radius" (in meters) to define where your Virtual Checkpoint will be located.
  - **b** Map: Alternatively, you can make use of the map:
    - Navigate (by right/left clicking on the map with the mouse and keeping it pressed) and zoom-in/out the map until you find the location of interest.
    - Click on the centre of the area of interest (to define the Centre of the Virtual Checkpoint Area)
    - Move the mouse from the Centre of the Virtual Checkpoint Area towards outside, until you reach the radius of your choice (see image below)

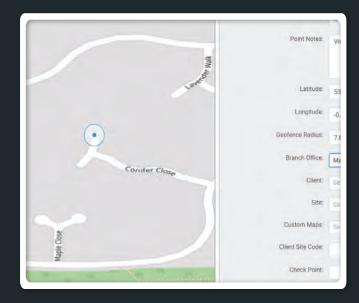
	Point alian	Main Entrance Virtual Checkpoint	
	Point Notes:	Wrtsel checkpolet located near main door	
1			
	Latitude	53.74924	
	Longitude	-0.40773	
0	Geotorice Radjus:	7.04284	
Convier Close	Branch Office:	Main Branch Athens	
Conver Close	Client	Select an Option	
	Site.	Senton Ibsur	
	Custom Maps:	Selection 20000 +	
man con	Cleant Site Code:		
	Check Point		
	•	Rest	Seve

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Adjust the Virtual Checkpoint defined area, by moving the Circle on the map: you can do so by clicking on the centre of the circle (the system will show the centre see image below) and while-clicked moving the circle with the mouse

Fill-in the rest of the fields -just like you handle QR-Codes, NFC tags and beacons and finally press "Save".



#### Setting up the System - Defining Workers Rights

The system allows you to select which of your workers can make use of the Virtual checkpoints feature, as well as how they can use them (automatic/manual mode):

- Navigate to Company -> Workers
- ✓ On "Virtual Checkpoints Scan" section, select the "Scan Mode" you wish to
- ✓ For automatic "Scan Mode", you need to also define the Auto Mode Interval value, i.e. the period of time that the system should re-send the same Virtual Checkpoint scan automatically (if the worker is on the same area)
- Define the "Outdated Threshold", i.e. the period of time after which the mobile application will not allow Virtual Checkpoint scan events to be performed due to outdated location

Finally press on "Save"

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#### Assign Checkpoints

You can assign the checkpoints from your web app in two ways, just by following the steps below:

- Click on the "Company" button on the left of your navigation bar and choose "Checkpoints".
- Select one of the checkpoints from your list and click on "Edit".
- Choose the Client and the Site to which you want the checkpoint to be assigned from the two drop-down lists on the pop-up window (Assign row). Save the changes by pressing the "Confirm" button.

or:

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- Press the "Clients" button so the list of your clients will appear and then click on the client you wish to assign the checkpoints to, and choose "Edit".
- ✓ A window will pop-up, at the bottom of which there will be a list with your client sites. Press "Add" to add sites for this client and for each site; you can assign checkpoints by pressing "Manage Check Points".
- ✓ After choosing "Manage Check Points", a window will pop-up. At the bottom of this window, there is a list with all your checkpoints. To add one or more of them to the specific site, check the one(s) you want and press the plus sign. Finally, to complete the assignment, press the "Confirm" button.

#### Geofence

Using Geo-fencing, the Monitoring Center can be informed of whether a Checkpoint is scanned by the Worker within its pre-defined area or not!

You can manage Geo-fencing for some checkpoint by following the steps below:

Navigate to Company -> Checkpoints

- Select the target checkpoint from the list of available checkpoints, and press the "Edit" link
- Define the coordinates and radius of your checkpoint; you can do that by using the text fields or the map area.

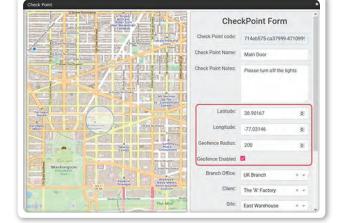
Various factors should be considered when setting the radius: the Workers device location accuracy, the checkpoints' physical location (surroundings, buildings, terrain..) etc - so you may have to tune this value accordingly!

\*\* NOTE

Text fields: Insert the "Latitude", "Longitude" and "Geofence Radius" (in meters) to define where your checkpoint will be located.

Map: Alternatively, you can make use of the map by following the steps mentioned below:

- Navigate (by right/left clicking on the map with the mouse and keeping it pressed) and zoom-in/out the map until you find the location of interest.
- Click on the centre of the area of interest (to define the Centre of the checkpoint Area)
- Move the mouse from the Centre of the checkpoint Area towards outside, until you reach the radius of your choice
- ✓ Check the "Geofence Enabled" checkbox
- Finally, press on "Save" button



Geo-fencing on the target checkpoint has been set-up! Now, every time a Worker scans it, you can check whether the Worker was within or out of the defined area! This can be easily distinguished through the Events Browser, as it is highlighted in **red**.

- Select the target Scan Event highlighted in red from the Events Browser panel
- ✓ Press on "View Details" button, to open a pop-up screen with details about the target Event
- ✓ Field "Geofence Status" will display one of the following values:
  - Within Range (if the Worker location was within the set radius of the checkpoint scanned)
  - Out of Range (if the Worker location was out of the radius of the checkpoint scanned)
  - Disabled (if Geo-fencing for the checkpoint scanned is disabled)

Event Details		
Type	SCAN	
Date	2022-08-29 10:50:29	
Date Submitted	2022-08-29 10:50:29	
Worker	2460100053 (Dimitra Dimou)	
Lat/Lon	39.65230960/20.81960740	
Accuracy (m)	20	
Position Timestamp	2022-08-29 10:49:50	
Geofence Status	Out of Range	
Form	Not Available	
Check Point		
ID.	13937	
Client	Factory MP - Factory MP	
Site	Department A	
Point allas	Meter 3_Department A_form	
Point Notes	***	View QR-Code
Check Point Let/Lon	39.64899063/20.84514046	
Check Point Radius	30.95	
	OK	

You can limit the Checkpoint Scan results on the Events Browser to check only the ones that are out of range; in order to achieve this, select both the "CHECKPOINT SCAN" and the "GEOFENCE - OUT OF RANGE" event type from the filter section (panel on the left).

\*\* NOTE



#### Checkpoint bulk edit

You can also bulk add, delete and edit multiple checkpoints at once, updating easily your data.

#### Checkpoint bulk add

By pressing Company -> Checkpoints and then the "Add" button, you will be able to choose between the 4 checkpoint types (QR-Code, NFC, Beacon, VR Point) that we offer in order to create at least one or more. Once the creation is successful, then you will be navigated to the grid page that will also contain the new checkpoints.

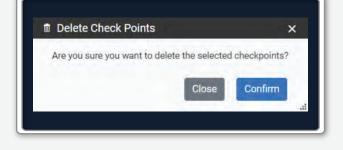


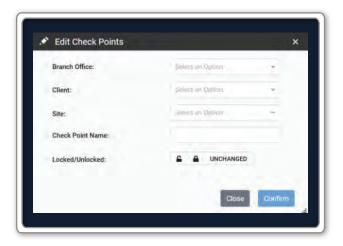
#### Checkpoint bulk deletion

You can easily delete one or multiple pre-existed checkpoints of the account by going Company -> Checkpoints, selecting them and pressing the "Delete" button.

### Checkpoint bulk edit

In case that you have selected more than one checkpoint and press the "Edit" button, the following pop-up window appears in order to bulk edit them. You can re-assign them to a specific Branch Office/Client/Site, re-name them and lock/unlock them. More specifically, "LOCK": locks the checkpoints in order not to be editable from the mobile app by the staff, "UNLOCK": unlocks the checkpoints and the "UNCHANGED": the lock/unlock pre-existed setup for the selected checkpoints will not change.







#### Incidents

Incidents are specific facts that bear a high level of importance and are the cornerstone of every worker tour. You can access your company's Incidents panel by clicking on the top left "Company" tab and select "Incidents" as shown on the right image.

#### **Incidents** panel

Depending on your company's needs and the assets you have to manage, you can add new incidents and edit or remove the existing ones.

C Add Incident Edit Remove		
ncident	Code	Priority
Broken Window	1	Medium
Emergency Evacuation	2	Medium
Fire Extinguisher Quality Test	4	Medium
Ελεγχος Γεννήτριας	5	Medium
Other (Please specify)	3	Low

The panel is composed by a toolbar of actions and a list of your company's Incidents. This list is being sent to each mobile device connected with a worker ID of your company account. Any changes to this list are also sent to each of your worker IDs.

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#### Add an Incident

By clicking "Add Incident" a new popup dialog (as shown on the right) shall come up.

You have to provide:

- A unique name for the new Incident
- A unique code for the new Incident
- Its priority

After filling in the fields, the newly created Incident shall appear in the list of Incidents.

Incident			11
Code			
Priprity	O Low	@ Medium	O High

#### **Edit an Incident**



To edit an Incident you have to first select one from the list of your company's Incidents.

After selecting from the list, you can click on "Edit" and a popup dialog similar to the one of adding an Incident shall come up:

Likewise adding an Incident you can edit:

- The name of an existing Incident
- The code of an existing Incident

#### Delete an incident

To remove an Incident you have to select one from the list of your company's Incidents.

After selecting from the list, you can click on "Remove", which in turn will bring up a confirmation popup dialog. By clicking on Confirm button, the Incident shall disappear from the list of Incidents.

Are you sure you wa Incident?	ant to delete this
Gancel	Confirm

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#### **Custom Maps**

Through the Custom maps feature, you have the ability to upload your own custom maps to MyLoneWorkers! Using this function, you are able to view your Workers actions on the Events Browser on top of your personal maps layers, thus having a much more personalized view!

You can upload a map by following the steps below:

- ✓ Click on "Company" menu and on the drop-down menu click "Custom Maps"
- ✓ At the top left of the new screen, click "Add"
- Click on "Upload new image" button and select an image (the map file) from your computer
- ✓ (Optional) After the image is uploaded, type the Name/Description of your choice under the respective fields

Custom Map	
Upload new Image	Assigned CheckPoints
Name	Description
Hersewa Cancel	

 Once your map has been uploaded, you need to place the three Markers (1,2,3) on the image (e.g. see screenshot below)

Markers								3
Marker 1			Marker 2			Marker 3		
Latitudo	39,627402		Latitude	39,627282		Latitude	39,627287	
Longitude	20,882799	0	Longitude	20,682713	*	Longitude	20,082965	*
Map Preview								
8			Marker 1			Marker 3		
			Avdmak Avdmak			ब		
			Field		Albour	ă		
				a good	-ASI			
			all a	Marker 2	nadiran- Avanuén Aorosmos			
					_			

For optimal results, the Markers should be placed on the 3 corners of the map image; if not possible, then it is essential that they are at least not aligned, and are as far as possible from each other.

**\*\* IMPORTANT NOTE** 



For each Marker, define the respective Latitude and Longitude values or

Alternatively, press on the target icon, displayed next to each Marker; the system opens a pop-up page with a map in order to place the marker to the point fon interest!



 (Optional) If you wish to, you can assign one or more checkpoints to the map file; Click on the "Assigned Checkpoints" button and select the target checkpoint(s) from the checkpoints list (see image below)

	Check Point	Check Point Name Client Site		Site	Custom Map	
	67185					
B	67186					
	67187					
۵	67188					
	67189					
D	68262					
	6560	Front Door - Building sector A	My demo client	Demo client's House	27059b3c-4a43-43d4- 95f5- f7fd62ac00ba21.png	
	6567	Warehouse	My demo client	Demo client's warehouse		
۵	6568	Alex house	My demo client	Demo client's House		
0	70935		My demo client	third site test		
	70936		My demo client	Demo client's House		

This is helpful for buildings with more than one floors, since it enables you to view that particular floor (for the Scan/MME/Incident events of the respective checkpoints) on the Events Browser!

\*\* NOTE

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✓ Finally, press on "Save" button

Your map has been set-up! Now, every time a Worker sends some event within the defined by the map location, or scans some checkpoint assigned to that map file, you can check his actions on the Events Browser above (or around) the uploaded map! This can be defined via the Events Browser:

- Click on the "+" icon on top right of your Events Browser
- ✓ On the Overlays list, the system displays among others the map image(s) you have inserted; ensure that it is checked and any event sent within that area will be displayed on the map image!



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#### Mobile Forms Management

Mobile Forms can be used to send instructions/questionnaires to your employees, ask them questions, or even let them freely fill in any comments or information related to specific Checkpoints/ Sites, they want to share with the monitoring center!

You have total control over Mobile Forms creation, as they are fully customizable.

A Mobile Form can consist of 6 Element types:

- Header (Read only can be used to name the form for instructions/tasks addressed to the worker, or other information the manager would like to add)
- 2 Text Input (Single-line input can be used for short comments/information the employee would like to share with the Monitoring center)
- Image (Read only can be used to add an image for display purposes)
- 4 TextArea (Multi-line input can be used by the employee for more detailed reporting)
- 5 Radio (Can be used for single choice selections)
- Checkbox (Can be used for multiple choice selections)
   Select (Dropdown list can be used for single choice selections)

ader	-
Header	-
Text input	
Textarea	
Radio	
Checkbox	
Select	

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#### Adding a new form

Once you decide which Mobile Form Element Types you will include in your form, you can start setting it up by following the steps below:

 $\checkmark$ 

Press Company -> Mobile Forms

Press on "+Add" button displayed on top left of the Mobile Forms list; the system opens a new page to add a new Mobile Form

#### STEP 1

Define number of Mobile Form Elements: On the first screen, you can add/delete Form Elements (i.e. lines) as per your requirement for the new form (under this step, you only define the number of Mobile Form elements you would like to add – not their types); once ready, press "Next"

Ele	menta Element Types	Save	
	NEXT	1	
Action	👁 Visual		¥
Add a new form element			0
	-		
			e

In order to Add a Line, press the blue add button on the left. In order to Delete a Line, press on the red delete button on the right of each line. In order to change Line Order, press on the orange up/down button on the left of each line.

\*\* NOTE

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#### STEP 2

Define Form Elements Types: On the second screen, by clicking on a previously added Form Element (line), a pop-up window will appear where you can select the Element's type (see "First Things First!" section); after you select a type, more settings will appear under "Edit Properties" section, for you to edit and fully customize it!

lect an element type	
f Select type in the list tolice (	
Textores	
· Pardene :	
Did you see anything suspicious? Please describe it:	
(2° full properties )	
Label text :	
Did you see seytting suspicious? Press describe it	
Required :	
Description :	
Add/Ditt proctspherickers	
	DK Car

The following list presents the available Properties per Element Type:

- ✓ Header: "Header Text", "Description"
- ✓ Image: "Choose file"
- Text Input: "Label text", "Placeholder", "Required", "Description"
- TextArea: "Label text", "Required", "Description"
- Radio: "Add new radio", "Edit/Remove radio", "Label text" "Required ", "Description"
- Checkbox: "Label text", "Required", "Description"
- Select: "Add new options", "Edit/Remove options", "Label text", "Required", "Description"

Header Text/ Label Text	The title of the header/ label; can be used for short instructions/comments
Description	The description of the element; can be used for longer instructions/comments/information the manager would like the employee to know
Placeholder	Indicative temporal text on the input area; can be used to give instructions/notes to the Guard on how to substitute it with the actual input
Required	Should be checked if the field is mandatory
Add new radio/ options	Click to add a new radio (in case of Radio type)/ option (in case of a Select type)
Edit/Remove radio/ options	Click to remove a radio (in case of Radio type)/ option (in case of a Select type)

Almost done! Press "Next"

Refer to the list if you require further instructions for each Property

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#### STEP 3

Preview and Save the Form: On the final screen, you can see a preview of your new Mobile Form Note: Don't worry, if you don't like something you can always go back and change it!

✓ Add a Name for your Mobile Form, by filling the respective field on the left and- Finally, press "Save this Form"

	1	2	3	
	Elements	Element Types	Save	
		+ PREVIOUS		
Action	4	Final Step: Form Preview		
Name this Form :		Please t	turn on the lights	
Building A Patrols				
Save this Forn	n	Did you see anything suspicious? Ple	ase describe it:	
		Is the door locked? *		
		• Yes		
		O No		

Once you have created your form, you have to assign checkpoint(s) to it: this way the Mobile Form will appear to the Workers when scanning it, in order to fill-it!

You can assign checkpoints to a Mobile Form by following the steps below:

While on the Mobile Forms page, press on the "Assigned Checkpoints" button Under Actions column; the system opens a pop-up page with the Company's checkpoints.

ame	Enabled	Last Updated	Created	Actions
HST	4	05-02-2020 15:05:28	05-02-2020 15:05:27	• • • • • •
leaning Form Template 02	4	09-03-2021 13:05:31	16-06-2020 13:41:03	
heck Form	1	27-04-2021 14:20:31	27-04-2021 14:20:29	



Select the checkpoint(s) of your choice by clicking on the target checkbox.

	Check Point	Point alias	Client	Site	Mobile Form
	10136	Main Entrance - Central Park	Park - Central Park	Main Entrance	test
	10137	East Entramce - Central Park - Form	Park - Central Park	East Entrance	Check Form
0	10138	Lavatory Room	Sea Apartments - Michael	Silver Apartment	
0	10139	Bathroom - Geo	Sea Apartments - Michael	Silver Apartment	
2	10140	Living Room - Form	Sea Apartments - Michael	Golden Apartment	Cleaning Form Template 02
	10141	Parking Lot	Sea Apartments - Michael	Silver Apartment	
	10142	Kitchen	Sea Apartments - Michael	Silver Apartment	
	10143	East Generator	Wind/HydroEl./Solar Dpt - Mara	Zitsa - Solar	
п	10144	Chamber - Geofence	Wind/HydroEl./Solar	Zoodohos Piel	
					Cancel Sa

Press on "Save" button. Your Form has been fully set-up! Now, every time a Worker scans some checkpoint assigned to a Mobile Form, the related Mobile Form will appear for them to fill-it!

#### Allow the Worker to send a Mobile Form without physically scanning a checkpoint

If you want your Workers to send a Mobile Form without physically scanning a checkpoint, you can do so by following the steps mentioned below:

- Access your Worker's settings by navigating to menu "Company" >> "Workers"
- Select and edit the Worker of your interest
- Enable the "Fetch Client List" option

Your Workers will now be able to find and fill-in a Mobile Form without physically scanning a checkpoint, by pressing the "Scan" button in their mobile application and choosing "Mobile Forms".

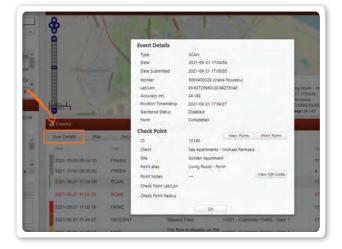
Location	Beacons scan
Adjunation (mil) (mil)	Scan Milde
	Disaster - Manation On Sweet
Watch Terrenze	Andre Marcha Informati
40 Second -	S.Mindeg
Check attimut:	
30 lacross -	
	Virtual checkpoints scan
	2) character ()
Tracking	Venus Champtone fore Main
Tracking During (2)	United Charaptions from Mann. Hard Down E Hand Cando Saladian Turner Cando Saladian Turn
Tracking	Venus Deseguens (an Main
Tracking Fruited (3	Venue Desemption france, Maine Venue Desemption france, Maine Venue Desemption france, Maine Anno Maine Married, Married Desemption, Married De
Tracking Evolved (2) Charles Settival	Venue Desemption france, Maine Venue Desemption france, Maine Venue Desemption france, Maine Anno Maine Married, Married Desemption, Married De

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#### View Mobile Forms Answers (Filled-out Forms)

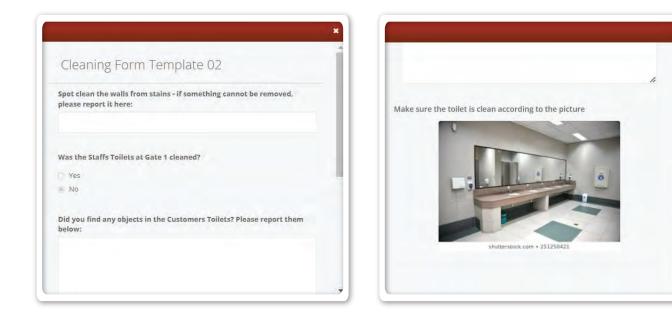
You can check the answered Forms on the Events Browser:

- Select the target Checkpoint Scan Event from the Events Browser panel
- Press on "View Details" button, to open a pop-up screen with details about the target Scan Event
- Field "Form" will display one of the following values:



- Completed (in such case, you can see the Worker's filled-in details by pressing on the "View Form" button)
- 2 Not Completed (if the Worker performed the checkpoint scan but skipped filling the Form)
- 3 Not Available (if the checkpoint is not associated to any Form)

You can now check the worker's reply in a pop-up window and proceed with your work.



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#### **Trail Workers**

Through this feature, the system automatically draws detailed graphics on the map, which indicate the entire path it was followed by the worker, during his shift. The results can appear either on a static form, or as an animation!

To trace your Workers' trail on the map, you first need to enable the **"Tracking"** option on their settings; to do that, please follow the steps mentioned below:

- ✓ Navigate to Company>>workers, select the Worker of your interest and press "Edit"
- ✓ Under the "Tracking" section on the new screen that will appear, enable the Tracking feature by checking the "Enabled" checkbox and adjust the "Check Interval" (i.e. Time interval between position updates) as per your preference.

#### Setting up the system

Once the Tracking settings are enabled:

- ✓ Navigate to Company>>Trail Workers
- ✓ Under "Mode Selection", you have the option to view your Workers' completed routes by selecting "Completed Routes", or a live view of their current ones with "Live View".

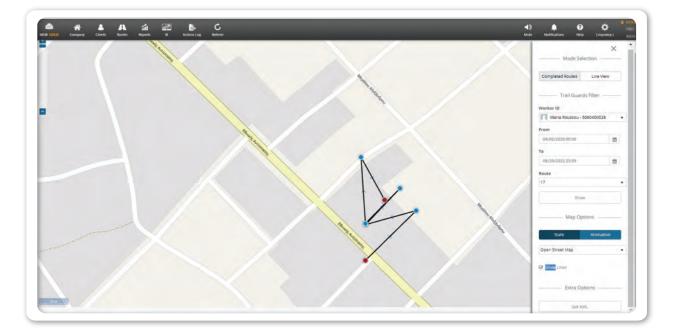
#### **Completed Routes**

Once the Tracking settings are enabled:

- ✓ Under "Trail Workers Filters" select the Worker of your interest
- ✓ Define a date using the filters "From" and "To"
- Select the "Route" of your interest
- Press "Show"
- Under "Map Options", you can either select the "Static" or the "Animation" option for the Trail depiction; the latter one depicts the Trail in an animated way – to start the animation, adjust the speed to your preference and press on "Start Animation".

Select the map layer you prefer and Enable/Disable the "Show Lines" option according to your preference

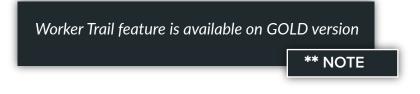
<sup>4</sup> Under "Extra Options", you have the option to export a KML file by pressing on "Get KML".



#### **Live View**

Under "Trail Workers Filters" select the Worker of your interest (if the "Tracking" option on the Worker's settings and the Location settings on the Worker's device are enabled, the system will automatically zoom-in to the last recorded location and update accordingly every time a new location is sent)

 Select the map layer you prefer and Enable/Disable the "Show Lines" and "Follow Last Position" options according to your preferences.





Management System

#### Clients

Clients are all the customers of a company which own the specific buildings and assets in which the checkpoints are placed and the worker tours are executed. You can access the Clients' List panel by clicking on the top Navigation Bar on "Clients" tab and select "Clients List", as shown on the right.

## Subscribe to a monthly MyLoneWorkers plan

**View Plans** 

C Add Edit Remove Inspect Account					Search
mpany Name	Name	Branch Office	Address	Phone	Incident Report by Email
ark	Αιολικό Πάρκο	Company's main branch			√
Jank	Bank of Greece	Company's main branch			√
alios Apartments	Apartments by the Sea	Company's main branch	Greece		√
/ind/HydroEl./Solar Dpt	Greece	Company's main branch	Greece		
Vind Dpt	Bulgaria	Company's main branch	Greece		
apadopoulos	Ioannis	Athens	Greece		

You can see a list of all of your clients' details and whether they receive Incident reports via e-mail. You can add a new client, edit, remove or search existing clients and see a full list of details about each client by clicking on Details.

#### Add a client

By clicking "Add client" a new dialog (as shown below) will come up. You can add information like:

- All basic contact information (Name, Phone, Address, ZIP, Country, Language, etc.)
- An e-mail to receive Incident Reports

- Credentials in order to gain access to MyLoneWorkers client interface and monitor worker events on your sites.

- Manage client sites. (Add, Edit, Remove sites and manage Checkpoints).
- Export Sites to an excel file.

By clicking on the "Confirm" button, the new Client shall appear in the list of Clients.

Add Client					
Details	(	Com all bas	plete sic info		Branch Office
Name					Select an Option 🔹
Surname					T
Phone	F	Phone 2			)
Address					Click here to select a branch!
City	L	anguage	English (General	us 🔻	
ZIP	(	Country	Greece	~	
Email	S	State	Select an option	~	
Incident Report by Email					
Addittional Recipients	Seperate Values with comma (,)				
Login Credentials					Fill in an e-mail to send
Enable Login					Incidents Report
Username					· · · · · · · · · · · · · · · · · · ·
Password					
Password Confirm Back Add					Allow access to clients via a web interface

By clicking "Add", a new client will be added. Click on the New client and then click on Edit button or just double click on the client. A new dialogue box will come up with all the necessary edit options and a new Sites tab.

You can now add your first site for the selected client by simply clicking on "Add" button on the sites tab.

Management System

### Add a client site

In the "Add Client Site" Panel, you can:



- Add a client site
- Edit a client site  $\checkmark$
- Manage Check Points  $\checkmark$ 
  - Remove a client site
- Export client sites to an excel sheet  $\checkmark$

On the Client sites panel, click on "Add". A pop up window appears with all the basic information to add for the new site.

client s	site	
е		
dress		
ity	Country n/a	
IP	State n/a	
ode		
escription		

Having added a client site, it will appear in the list. You can then select the site and edit it, remove it from the list or Manage the Check Points of the specific site.

Management System

#### Manage Checkpoints

You can manage the checkpoints of the site you choose, by selecting Manage Check Points on the Add / Edit Client section. A new screen appears consisting of two seperate fields:

A ssigned checkpoints, meaning the checkpoints that have been already assigned to the current site.

A vailable checkpoints, meaning all the checkpoints that are available in order to be assinged to a specific site.

	Che	ckPoints	of Site: Golden Apartme	ent		×
	Assi	gned Chec	kPoints			
		ID	Code	Point alias	Туре	
		10140	e17eaa16-f936999-47ab999-	aab96-3. Living Room - Fo	rm	qrcode
						+ $-$
	Avai	lable Chec	kPoints:		Search	
		ID	Code I	Point alias	Assigned client sites	Туре
		10136	850a0cd8-1a83999-4e2799(	Αριστερή Είσοδος	Αιολικό Πάρκο - 1η Τοποθεσ	qrcode 🔺
		10137	638acd11-3667999-43ed998	Δεξιά Είσοδος	Αιολικό Πάρκο - 1η Τοποθεσ	groode
		10138	85b27497-107e999-425799!	Lavatory Room	Apartments by the Sea - Silv	qrcode
		10139	8dc22be1-b3e1999-411a998	Bathroom - Geo	Apartments by the Sea - Silv	qrcode
		10140	e17eaa16-f936999-47ab999	Living Room - Form	Apartments by the Sea - Go	grcode 🔻
0	c	ancel	C and another			Confirm

Assign a checkpoint to the site by simply clicking on it (in the list of the available checkpoints.)

Immediately it turns yellow. By pressing the plus button the checkpoint appears in the list of the assigned checkpoints. In the same way, you can remove checkpoints from the list of assigned chekpoints by simply clicking on the checkpoint and clicking on the minus button.

In any case, click on the Confirm button to confirm your action or Cancel if you do not wish to change the assigned checkpoints.

You can search for specific checkpoints by using the search field.

Management System

#### **Edit Client Site**

To edit one of your clients sites you have to select one from the list of the sites you have added.

Clicking on "Edit" will bring up a popup similar to the one of adding a new client site.

You can now edit all basic information like Name, Phone, Address,

### **Remove Client Site**

Are you sure you want to delete this Client Site?
Cancel Confirm

To remove one of your client sites you have to select one from the list of your client sites.

After selecting from the list, you can click on "Remove", which in turn will bring up a confirmation popup window. By confirming the action, the selected client site shall disappear from the list of your client's sites.

Subscribe to a monthly MyLoneWorkers plan

**View Plans** 

Management System

## Client log in

Your clients can monitor all the relevant to their assets events that have been sent by the Workers!

At the bottom-left, there is a "Login Credentials" field. Fill in the blank fields with the client's Username and Password and check "Enable Login" box.

Enable Login	
Username	
Password	
Password Confirm	
Back Confirm	

Using them, the client is able to login at **app.myloneworkers.com** page and monitor their sites.

						Neg Se
Tours	€ Map		and the second	and the second		Hide Map
From (1) 2022-08-29 00:00 № (1) 2022-08-29 22:59 (1) 1000 € 5000 (2) 2022-08-29 10:54:54 (3) 2022-08-29 10:54:54		ar Proper Produce Prosters Prosters	And an an and an an and an	Groundfloor		Augustianan Augustian August
	M Events Vew Details Map Itals	Get KML	Retrieve Address Exert Detaille	J Manuel -	140	a 20 87903 30 Journh
	2022-08-29 10:54:54	INCIDENT	Water Leakage	19933 - North side - Groundfloor	8	x1x1x
	2022-08-29 10:52:48	INCIDENT	Broken Lock	13934 - Main Door - Covid Form	8 8	x1x1x
					6 8 8	
kuto Refresh Kativash	2022-08-29 10:52:48	INCIDENT	Broken Lock	13934 - Main Door - Covid Form	8	x1x1x
	2022-08-29 10:52:48	INCIDENT	Broken Lock	13934 - Main Door - Covid Form	8	x 1 x 1 x
10.00000	2022-08-29 10:52:48	INCIDENT	Broken Lock	13934 - Main Door - Covid Form	8	x 1 x 1 x
	2022-08-29 10:52:48	INCIDENT	Broken Lock	13934 - Main Door - Covid Form	8	x 1 x 1 x
ME #   CHEORPOINT SCAN #   INCIDENTS #	2022-08-29 10:52:48	INCIDENT	Broken Lock	13934 - Main Door - Covid Form	8 8	x1x1x
ME # CHECKPOINT SCAN × INCIDENTS × Signermarket - Signermarket = X + .	2022-08-29 10:52:48	INCIDENT	Broken Lock	13934 - Main Door - Covid Form	6	x 1 x 1 x
ME # CHECKPOINT SCAN × INCIDENTS × Supermethel - Supermethel x + Sta +	2022-08-29 10:52:48	INCIDENT	Broken Lock	13934 - Main Door - Covid Form	6 8	x 1 x 1 x

Note: Which event types can Clients see on their login?

Scan events for checkpoints that are assigned to the particular client's sites

MME events associated with checkpoints that are assigned to the particular client's sites

Incident events associated with checkpoints that are assigned to the particular client's sites

Management System

#### Real-time Incident reporting

Every Incident that the worker reports through his mobile app, can be sent via email to the client (one or more recipients) to be informed about any incident (attached images, description, etc.) that has taken place to his assets.

By having enabled the "Incident Report by Email" field, inside the "Clients" tab, in the web app, the related email addresses will receive **real-time** the Incident report.

	John Doe		
Phone	0128456789		
Address	Bradford street 3		
City	California	Language	English (for Securi
ZIP	450789	Country	United States
Email	john@gmail.com	State	California
	Mincident Report by Er	mäll	
Additional Recipients	Separate Values Willing	omme ( 1)	
Login Creden	tials		
Username	devtests_		
Password			
Password Enable Login	0.		1

#### Scheduled e-mail Reports

For each client, you can schedule automatic sending (via email) of reports on a daily, weekly or monthly basis.

You can schedule (for automatic email sending):



- Client Events Reports, and
- 2 Incidents Reports

The system generates and sends the defined reports according to the recurrence you have set, to the email addresses available for the target Client (i.e. including the "Additional Recipients" emails).

#### Adding a new Scheduled email Report

You can add a new scheduled email report by following the steps below:

Press "Clients", on the main top panel

2 Select the target client and press on the "Edit" link on the top panel

Press on "Add" link displayed on "Scheduled e-mail Reports" panel; the system opens a pop-up page to add the details of the automatic report:

Management System

Name: add a description for the automatic report

NOTE: This will be used for distinguishing the reports for this client – the Client will not be able to see this kind of information

**Type**: define the automatic report type (Client Events report or Incident report)

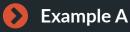
**First Run**: define when the automatic report should be first run (when this automatic report should be sent for the first time)

Name		
Туре	Client Events report *	
First Run	-	
Recurrence	Daily +	
Specify Time	e Window	
From		
То		

**Recurrence**: define whether the automatic report should be sent on a Daily, Weekly or Monthly basis (i.e. every day, once per week or once per month)

Specify Time Window (From: To:): define the time period that the generated report should include

#### Some Examples



**Daily** Client Events report to be sent every day at 00:00am, starting the next day (first run Day2 00:00am), with a time window of the past 24hours (From Day1 00:00am To Day1 23:59pm):

For example, let's say that today is May 08, 2018; for the client to receive the first automatic report tomorrow, then you need to set the "First Run" at May 09, 2018. Since every day your client would like to receive a report for the previous day, then the Time Window you need to set is: From: May 08, 2018 00:00am, To: May 08, 2018 23:59pm.

Name	Example A	
Туре	Client Events report *	
First Run	2018-05-09 00:00	
Recurrence	Daily -	
Specify Time	Window	
From	2018-05-08 00:00	
То	2018-05-08 23:59	

This way you can have daily Client Events reports containing all Events sent the previous day.



Management System



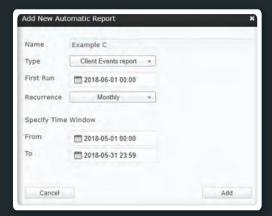
Weekly Incidents report to be sent every Monday at 08:00am, starting from next Monday (first run next Monday 08:00am), with a time window of the past week's working days (Previous Monday 00:00am to previous Friday 23:59pm):

Name	Example B		
Туре	Incidents Report	Ψ.	
First Run	2018-05-14 08:00		
Recurrence	Weekly	*	
Specify Time	Window		
From	2018-05-07 08:00		
То	2018-05-11 23:59		



#### Example C

Monthly Client Events report to be sent every month 1st at 00:00am, starting from next month (first run next month 1st 00:00am) with a time window of the past month (Previous month 1st 00:00am to previous month last day 23:59pm):



## Example D

Weekly Incidents report to be sent every Thursday at 17:00pm, starting from next Thursday (first run next Thursday 17:00pm) with a time window of the past 2 days (next Tuesday 00:00am, next Wednesday 23:59pm):

As you can see you have total control of the automatic report you create, so as to match each Client's unique specifications!



>

Press on "Add" button to save your new scheduled email report, or "Cancel" otherwise.

Name	Example D	
Туре	Incidents Report *	
First Run	2018-05-10 17:00	
Recurrence	Weekly -	
Specify Time	Window	
From	2018-05-08 00:00	
То	2018-05-09 23:59	

You're all set! Starting from "First Run" defined date & time, the client will receive reports via email automatically as per the time window specified!

Management System

#### Removal of a Scheduled email Report

You can remove an existing scheduled email report anytime, by following the steps below:

- 1 While on the Web Application, press on Clients on the main top panel
- 2 Select the target client and press on the "Edit link" on the top panel
- On "Schedules e-mail Reports" panel, select the target scheduled automatic report and press on "Remove" link; the system displays a confirmation message for the deletion of the automatic report
- Press on "Confirm" button; the system removes the target automatic report.

#### Safepass Clients

With the Safepass (GOLD) feature, companies are able to safeguard VIPs & individuals ("Safepass Clients") by giving them access to a Mobile Application.

### $\mathbf{O}$

#### How it works:

- Your Safepass Clients are given access to the system and they use a simple interface to "request" the company to start safeguarding them for a specific period of time (customized by the Safepass Client).
- The system automatically sends an event informing the managers that a specific Safepass Client has requested to be safeguarded.
- ✓ The Safepass Client can end the safeguarding procedure once they feel safe; in this case, the managers will be notified accordingly that the Safepass Client is no longer in need of safeguarding them.
- In the case the Safepass Client hasn't ended the procedure prior to the end of the specified time period, the system will automatically produce and send a SOS alert to the managers via the following means:
  - 1 Visual and sound notification on the web app
  - 2 Email alerts to unlimited recipients
  - <sup>3</sup> Push notification on MARS app allowing managers to be informed even if out of the office
  - 9 SMS to ensure the alert will be sent even in case of internet loss

Management System

My**Lone**Workers

## When should I use Safepass?

Safepass is very useful in situations where an individual wants to be monitored for a specific time period.

This could be a walk in a dangerous neighborhood, a visit to a hazardous area or finding themselves in a threatening situation.



**Enable Safepass Client IDs** 

MyLoneWorkers licences (IDs) can be used either for **Workers or Safepass Clients** or a mix of them; If you wish to have more available (IDs) (either for Workers or Safepass Clients) in your account, please contact our sales team at sales@myloneworkers.com to help you further on that.

This means that you have the option to toggle between IDs based on your business needs at the time, allowing you to enable access to the respective individuals (Workers, Safepass Clients or a combination of both)!



#### Set up settings

Locate your available Safepass Client IDs under "Clients" >> "Safepass Clients" setting on the Web Application; by editing them you can change their names and some basic settings, such as add up to 3 phone numbers to which the SMS will be sent in case of an emergency (optional).

Need more Safepass Client IDs? Add them by upgrading your plan through our eshop.

Instruct your Safepass Client to download and install MyLoneWorkers Mobile Application from their respective marketplace and use their credentials\* to login and use Safepass feature.

\*Safepass Client credentials can be found in the Web application, under "Clients" >> "Safepass Clients".

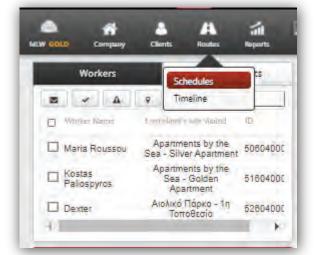
- 3 After they login to the mobile application, they can setup a countdown during which they want to be safeguarded for by pressing "Start Safepass".
- Once they securely arrive at their destination, they can end the countdown by pressing on "End Safepass".

If the "End Safepass" is not pressed, the mobile application will automatically send an SOS alert to the managers, informing them about a possible emergency.

Management System

#### Schedules

Schedules are the scheduled tours (worker tours) assigned to each worker. A schedule is a predefined worker tour, which includes specific checkpoints that should be scanned between a specific time interval.



#### **Schedules**

	Day	Week	Month		List
--	-----	------	-------	--	------

On the upper left Schedules panel (Day, Week, Month), you have the option to choose the respective View for your Schedules. The default View is the Month view. You can also see a daily list of your Schedules, by pressing the List button.

\*Draft/Past Schedules appear in grey color , whereas Activated Future Schedules appear in blue.

Monday	Tuesday		
• 07:45 mainwarehouse check	27	• 07:50 worker1 check	28
• 10:25 worker2 check		• 10:30 worker2 check	
• 12:40 worker3 check		• 12:40 worker3 check	
• 16:20 yard space check		• 16:40 yard space check	
• 19:30 secondary check		• 19:50 secondary check	
• 22:00 final verification		• 22:00 mainwarehouse check	
• 01:30 midnight check		• 01:30 midnight check	
• 04:50 final mainwarehouse check		• 04:50 final factory check	

Management System

#### Add a schedule

To add a Schedule, press on the Add button available on the upper right Schedules panel.

You can now define a description (name) for this Schedule, one or more Workers to accomplish it, as well as all the necessary checkpoints, time intervals and options regarding the route.

Æ	Add Too Sunday
•	07:50 worker1 check 10:30 worker2 check 12:40 worker3 checl

#### Loose Schedule

On a Loose Schedule, you don't specify the Scanning Time per Checkpoint, rather you define the Scanning Time Range for the whole Schedule.

Check the Loose Schedule checkbox

- Select the Checkpoints that you wish to include, by clicking on the respective checkboxes
- If you wish to add the same checkpoint multiple times, double click on the "Occurrences" column and insert the value of your choice
  - Finally, select the Time Range that you wish your schedule to last

Description	Sched	ile						
Branch Office				Company's n	nain branch			
Workers	Dext	er - 526	0400021 ×	-				
Select All								
Check Time Range				2021-01-19 15:00 -	- 2021-01-19 1	5:30		
Check Points	D	0	(Oppunkenines	Pointalins	Sient		Sile	
	~					~		1
		10138	1	Αριστερή Είσοδος	Αισλικό Πάρκο		1η Τοποθεσία	
	1	10137	1	Δεξιά Είσοδος	Αισλικό Πάρκο		1η Τοποθεσία	
		10138	1	Lavatory Room	Apartments by th	e Sea	Silver Apartment	
		10139	1	Bathroom - Geo	Apartments by th	e Sea	Silver Apartment	
		10140	1	Living Room - Form	Apartments by th	e Sea	Golden Apartment	
	-	10141	1	Parking Lot	Apartments by th	e Sea	Silver Apartment	
Options	Loos	ie sched)	Je	Z Ac	tivated		Alert by 8	Em
Repeat	Daily     O Wee     O Moni     O Year	kiy thiy	Every I     O Every Wo	kBey Or		O After	Io end date Ifter I Occurrences ind By 2021-02-18	

Management System

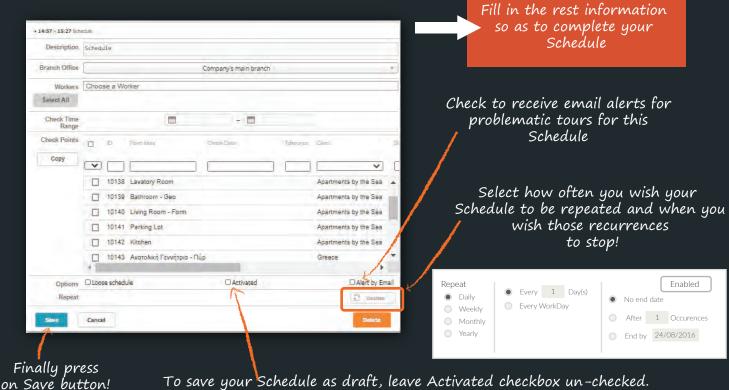
#### Strict Schedule

On a Strict Schedule, each Checkpoint has a specific Scanning Time Range.

- Select a Checkpoint that you wish to include,
- Select the scanning Time Range that you wish for, for the target checkpoint
- If you wish to add the same checkpoint multiple times, you can do this by selecting
- Repeat this process until you've added all

	Schedu	te.							
Branch Office					Company's mai	n branch			
Workers	Dexte	er - 526	0400021 ×						
Select All									
Check Time Range			1	2021-01	-04 17:00 -	2021-01	-04 18:00		
Check Points	Ū.	(D	Point akas		-Dhisely Date		Tolegano-	Client	
Сору	1	_					_		
	~		ļ						~
		10138	Lavatory Room	n				Apartments by	the Sea
		10139	Bathroom - Ge	20				Apartments by	the Sea
		10140	Living Room -	Form	2021-01-04 1	7:00	60	Apartments by	the Sea
		10141	Parking Lot					Apartments by	the Sea
		10142	Kitchen					Apartments by	the Sea
	-	10140	Autorn Local Tru	uátria Ol	-			Grinde	
Options		e schedu	ulé		Activ	ated		a	Alert by En
Repeat								18	Disablez
		-							-
Save				Ctri	at Scho	dulas	who	n you v	vont

**\*\* NOTE** 



To save your Schedule as draft, leave Activated checkbox un-checked. To activate your Schedule, check the Activated checkbox. Activated Schedules cannot be altered afterwards!

## www.myloneworkers.com

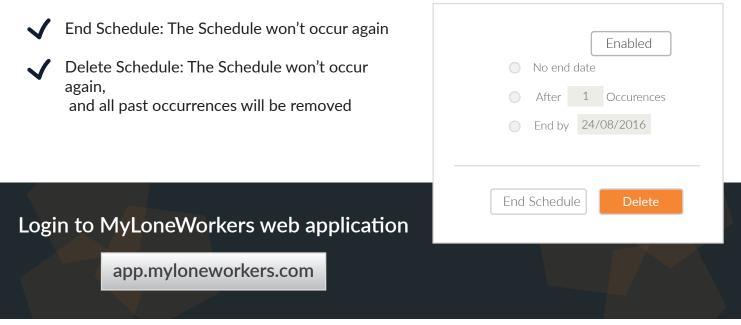
Management System

#### **Edit schedule**

To Edit a Schedule, click on it and press on the Edit button, available on the upper right Schedules panel.

Сору	Edit	Add Today	
Saturday		Sunday	
varehouse check r2 check		07:50 worker1 check 10:30 worker2 check	03

For Non-Activated Schedules, you can make any amendment you wish. For Activated Schedules, you have 2 options:



#### **Copy schedule**

To Copy a Schedule, click on it and press on the Copy button, available on the upper right Schedules panel. The pop-up page displays a copy of the target schedule, in order to edit it as you wish.



Management System

• 15:01 - 15:31 Schr	sdule						
Description	Schedule Rout	le 3					
Branch Office			Company's main branch				
Workers	Dexter - 526	0400021 ×					1
Select All							
Check Time Range			- 🗖				
Check Points	D P	Pontains	Check Date	Torenatice	Client.		.00
Сору					-	~	i
	10138	Lavatory Room			Apartments	by the Sea	
	10139	Bathroom - Geo			Apartments	by the Sea	i.
	10140	Living Room - Form			Apartments	by the Sea	
	10141	Parking Lot			Apartments	by the Sea	
	10142	Kitchen			Apartments	by the Sea	
	10143	Ανατολική Γεννήτρια - Π	lúp		Greece	F	
Options	Loose schedu	le			J	Alert by Em	ail
Repeat	Dolly     Weekly     Monthly     Yearty	Every I Day(s)     O Every WorkDay		O an	end date ter 1 Occum d By 2021-02-03		
Save	Cancel					Delete	

The Activated checkbox is always un-checked to Copied Schedules, so make sure you check it if you wish to activate your new (copied) Schedule!

\*Copy function is especially useful for making changes to Activated Schedules: Copy the target Schedule, perform any desired updates (make sure you press on Activated checkbox after you are done with all the changes!) and Save it! Don't forget to also End the Old Schedule!

Management System

#### **Timeline tab**

Timeline tab offers you a view of all the "actions" recently performed/ to be performed according to your schedules, enabling you in that way to get the overview of what has been done and what needs to be checked!

A **Pending Actions** tab is also available, that gathers all items that are pending some action (i.e. a missed scan of a checkpoint will be displayed on that page) to allow you to control them and take action!

You can find the Timeline by following the steps below:

- Click on "Routes"
- 2 Select "Timeline" from the drop-down menu

You will notice that there exist two tabs; a **"Timeline"** and a "**Pending Actions**" one.

In the "**Timeline**" tab, you can see the most recent actions (scan events) of your schedules, including **Upcoming**, **Missed** and **On Schedule** ones.

You also have the option to filter them by Checkpoint, Schedule, From/To date, Status and more!

ine Penda	ng Actions							
heck Point	Point alias	Schedule	From date	To date	Check state	Check Date	Worker	
	×			29-08-2022 🗂 ×				
0136	Main Entrance - Central Park	Daily inspection	29-08-2022 09:00:00	29-68-2022 17:30:00	pending			î.
0137	East Entramce - Central Park - Form	Daily inspection	29-08-2022 09:00:00	29-08-2022 17:30:00	pending			
0138	Lavatory Room	Daily inspection	29-08-2022 09:00:00	29-08-2022 17:30:00	pending			
0139	Bathroom - Geo	Daily indpection	29-08-2022 09:00:00	29-08-2022 17:30:00	pending			
0140	Living Room - Form	Daily inspection	29-08-2022 09:00:00	29-08-2022 17:30:00	pending			
1021	Customes Toilets - Gate 1	Cleaners	29-08-2022 13:00:00	29-08-2022 15:00:00	pending			
1309	Customers Toilet - Gate 2	Oleaners -	29-08-2022 13:00:00	29-08-2022 15:00:00	pending			
1314	Staffs Tollet - Gate 1	Cleaners	29-08-2022 13:00:00	29-08-2022 15:00:00	pending			
1315	Staffs Toilet - Gate 2	Cleaners	29-08-2022 13:00:00	29-08-2022 15:00:00	pending			
0138	Lavatory Room	Daily Schedule	28-08-2022 09:00:00	28-08-2922 18:00:00	Missed			
0139	Bathroom - Geo	Daily Schedule	28-08-2022 09/00/00	28-08-2022 18:00:00	Missed			
0140	Living Room - Form	Daily Schedule	28-08-2022 09:00:00	28-08-2022 18:00:00	Missed			
0141	Parking Lot	Daily Schedule	28-08-2022 09:00:00	28-08-2022 18:00:00	Missed			
0135	Main Entrance - Central Park	Daily Inspection	28-08-2022,09:00:00	28-08-2922 17:30:00	Missed			
0137	East Entramce - Central Park - Form	Duily inspection	28-08-2022 09:00:00	28-08-2022 17:30:00	Missed			
0138	Lavatory Room	Daily inspection	28-08-2022 09/02/00	28-68-2022 17:30:00	Missed			
	2 3 4 5 6 7 8 9	No.de termentere 16 - + H 100 + Literns per page	No. 05 26 26 26 26	38.66.56.55.55.56.	Alignet		1 - 100 ist 9173 imma	

In the "**Pending Actions**" tab, you can see all the items (scan events) whose end date was exceeded and that are pending some action.

Management System

Such events can be managed either automatically or by the administrator:

If an action gets completed the status will automatically change to "Completed";

**b** As an administrator you can also alter the status of those actions (i.e. for example because you contacted the Worker and deem that the issue can be considered **completed** or **ignored**), by following the steps below:

Select the action whose status you wish to alter (Note: You can select multiple actions by holding down the ctrl/shift key and clicking on the action, or by clicking on the "Select All" button in the top left)

✓ In the right, change the Status field to "Completed" or "Ignored" as per your request

Finally, click "Apply"

Select All									Туре
Type	Generated date	Status	Schedule	Check Point	Point alias	Completion Date	User	v	MISSEDSCAN
						<b></b>			Generated date 10-03-2021 15:00:00
MISSEDSCAN	10-03-2021 15:00:00	pending	Cleaners	11315	Staffs Toilet - Gate 2			*	
MISSEDSCAN	10-03-2021 15:00:00	berden	Cleaners	11314	Staffs Toilet + Gate 1			h	Status Ignored *
MILLION DE LOUIS	10-00-021 13:00:00	Constant of Consta	Contractor	11214	Statta (State )			Υ.	()
MISSEDSCAN	10-03-2021 15:00:00	Amaginat	Cleaners	11309	Customers Toilet - Gate 2			Ŷ	Check Point ID 11021
		(growt)			Customes Toilets - Gate 1			3	Point alias
MISSEDSCAN	09-03-2021 17:00:00	comparison	Maintenance	11312	Fire Extinguisher - Gate 2			5 N	Customes Toilets - Gale 1
MISSEDSCAN	09-03-2021 17:00:00	constitued	Maintenance	11311	Fire Extinguisher - Gate 1			h.	Schedule
MISSEDSCAN	09-05-2021 17:00:00	Continued	Mankenance	100	Hire Excinguisher - Gate 1			4	Deaners
									Client
									Clearing Departments AIA
									Site
									Customers Toilets
									Completion Date
									Notes

Management System

#### **Schedules Report**

You can access the Schedules Report panel by clicking on the top toolbar "Reports" and select "Schedule Report" as shown on the image.

A Schedule D	etails									
D	152448									
Description	Daily Schedule									
tecurring	Daily	Starts		2021-01-03 09:00:00	Show only missed point	ŝ				
oose schedule	Yes	Ends		2021-01-03 18:00:00						
Check Point (D	From dale	To date	Check state	Pointalias	Client	Site	VYDriller	Tour D	Worker ID	Worker Name
10139	2021-01-03 09:00:00	2021-01-03 18:00:00	Missed	Bathroom - Geo	Apartments by the Sea	Silver Apartment		Ó		Maria Roussou
10138	2021-01-03 09:00:00	2021-01-03 18:00:00	Missed	Lavatory Room	Apartments by the Sea	Silver Apartment		0		
10141	2021-01-03 09:00:00	2021-01-03 18:00:00	Missed	Parking Lot	Apartments by the Sea	Silver Apartment		Ó		
10140	2021-01-03 09:00:00	2021-01-03 18:00:00	Missed	Living Room - Form	Apartments by the Sea	Golden Apartment		0		

You can check all schedules by selecting the appropriate time range and click on Refresh button. You can also see routes with missed checkpoints by selecting the specific box. To generate schedules report, you have to firstly select the date range.

For each schedule, click on the "Show Details" button, which will display a panel containing details of the selected schedule.

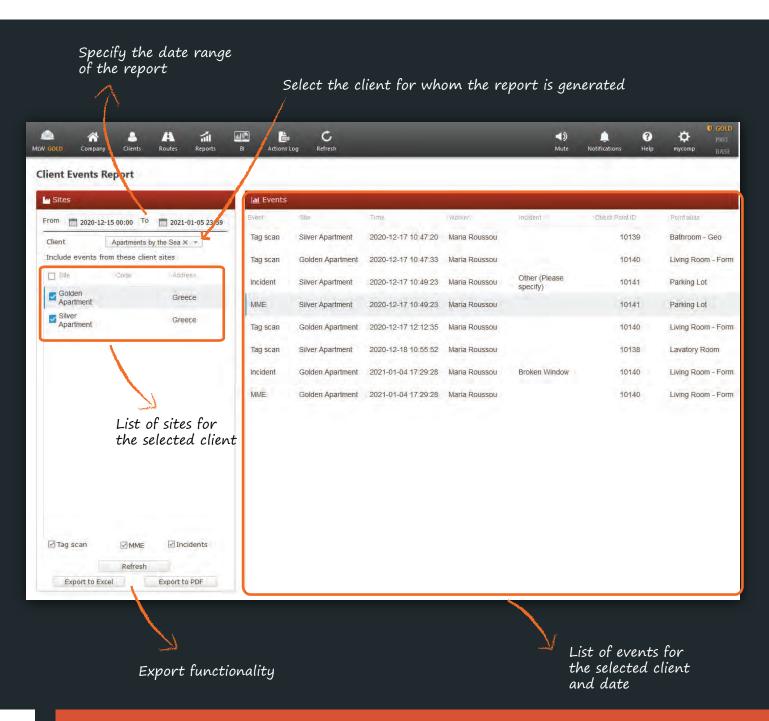


Management System

#### **Client Events Report**

It is a report containing all the events regarding a specific client for a given date range. (MME, incidents, checkpoint scans)

You can access the Clients Events Report panel by clicking on the top toolbar "Reports" and "Client Events Report" as shown below:



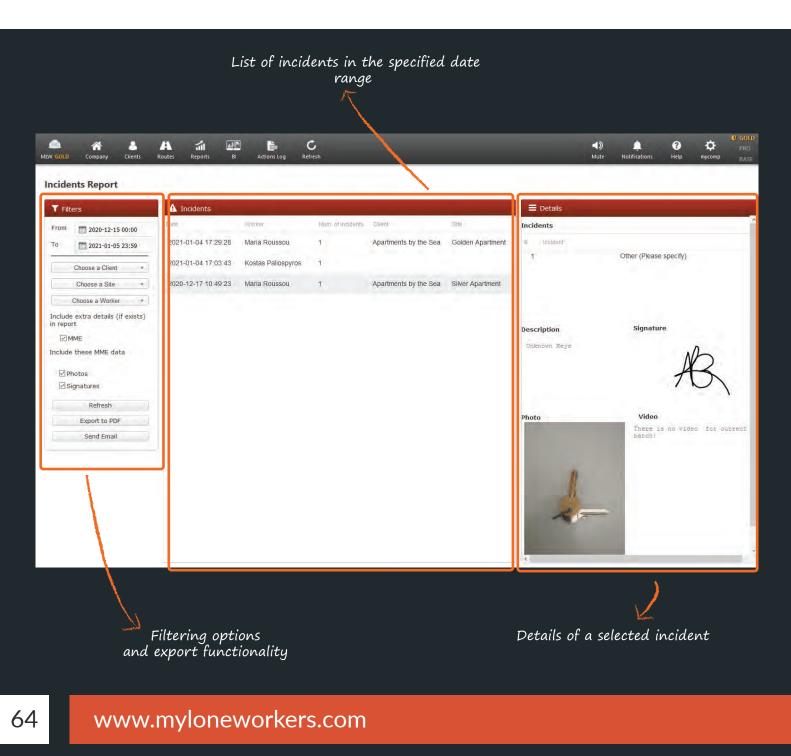


Management System

#### **Incidents Report**

It is a report containing all the incident events info of the company for a given date range, which may or may not be assigned to a client.

You can access the incidents report panel by clicking on the top toolbar "Reports" and "Incidents Report" as shown on the right.



Management System

#### Worker daily tour duration report

Worker daily tour duration report informs about the daily duration of tours for a specific date range.

You can access the worker daily tour duration report panel by clicking on the top toolbar "Reports" and "Worker daily tour duration report" as shown on the right.

🕋 🏠 🚑 🎢 🚮 🔐 🛅 C MLW GOLD Company Clients Routes Reports B Actions Log Refresh			<b>Nute</b>	) Notifications	<b>?</b> Help	₩ mycomp	PRO BASE
Worker daily tour duration report	Select Work	<i>cer</i>					
Total tour duration							_3
From 2020-12-17 To 2020-12-17 Maria Roussou -						Refresh	
Date	Total four duration	Taura					
2020-12-17	01:58:41	10:44:44 - 12:43:25					
Export to Excel Export to PDF	01:58:41						
							_
$\mathbf{X}_{\mathbf{v}}$							
Export functionality							

Management System

#### **Checkpoint Last Scan Date Report**

**Checkpoint Last Scan Date Report** informs about the last time (date/time) that the selected checkpoints were scanned and by whom.

You can access the Checkpoint Last Scan Date report panel by clicking on the top toolbar "Reports" and "Checkpoint Last Scan Date Report" as shown below.

Ch	eck Poin	ts.				🛗 Dates				
hei	eport wil	I include the following Ch	eck Points:			Creat Frank ()	Prieth Billion	Las Sociāte	Were O - Were Mage	Type
		Perd par-	000 Tel:	time	in the second se	10135	Main Entrance - Central Park	2021-09-21 11 47 19	5050400028 - Marie Roussou	SCAN
-	_			-	_	10137	East Entrance - Central Park - Form	2021-08-03 13:20:09	5060400028 - Mana Roussou	SCAN
	10136	Main Entrance - Central Park	Park - Central Park - Main Entrance	q'code	-	10141	Parking Lot	2021-09-21 11 47:45	5050400028 - Mana Roussou	SCAN
2	10137	East Entramce - Central Park - Form	Park - Central Park - East Entrance	groade						
	10138	Lavatory Room	Sea Apartments - Michael Parmazis - Silver Apartment	ducoqe	1					
	10139	Bathroom - Geo	Sea Apartments - Michael Parmazis - Silver Apartment	grcode						
0	10140	Living Room - Form	Sea Apartments - Michael Parmazis - Golden Apartment	groode						
	10141	Parking Lot	Sea Apartments - Michael Parmazis - Silver Apartment	grcode						
	10142	Kilchen	Sea Apartments - Michael Parmazis - Silver Apartment	groode						
	10143	East Generator	Wind/HydroEL/Solar Dpt - Mara Vlachou - Zitse - Solar	gicode						
0	10144	Chamber - Geolence	Wind/HydroEl/Solar Dpt - Mara Vlachou - Zoodohos Pipi	igroode						
	_		March 16, martin Walter Press							

#### **CheckPoint Scan Frequency Report**

It is a report containing the number/date/time of the following events (Scan/Incidents/MME), that are related to the selected checkpoints, for a given date range.

You can access the **CheckPoint Scan Frequency Report** panel by clicking on the top toolbar "Reports" and "CheckPoint Scan Frequency Report" as shown below.

Points		M Statistics				
	To 2022-08-29 23 59	Projet sales"	hgi-gari	table.	NAME:	the sectors.
	1202200-20 23 08	Main Entrarice - Central Park	1	0	0	1 2021-09-21 11:47:19
Vorker Cl	hoose a Worker +	East Entrance - Central Park - Form	0	a	σ	
Tag scan	Diridents	Lavatory Room	1	ā	9	2021-09-21 11 47 33
	I Pas - Central Pas - Man IP Pas - Central Pas - Man IP Pas - Central Pas - East See Apartments - Mchael Sas Apartments - Mchael	Balfroom- Gao			0	2021-06-21 11 51 21

Management System

#### **Incident Occurence Frequency Report**

**Incident Occurrence Frequency Report** informs about how many times and when (date/time), the selected incidents were been reported by the staff, the duration of their tours, for a specific date range.

You can access the Incident Occurrence Frequency report panel by clicking on the top toolbar "Reports" and "Incident Occurrence Frequency Report" as shown below.

cident Occurence Frequency Repo		Protection of the local data		
Incidents		Lad Statistics		
rom 2020-08-29 00:00 To	2021-08-29 23:59	Ingidem	Costmontes	Dates
		Broken Window	2	2021-01-04 17:03:43   2021-01-04 17:29:28
Worker Choose a	s Worker ·	Slippery Floor	0.	
		Other (Please specify)	1	2021-03-09 13:13:34
he report will include the following Incident Er	ntities:	Fire Extinguisher Quality Test	0	
D Designifikan	lode	Traffic Incident	0	
		Unknown Object	. 0	2021-08-03 13:26:20
Fire 7	·	channel object		Level-so-as (see 50
Broken Window 1	10			
Slippery Floor	0			
Emergency Evacuation 2	6.9			
Fire Exlinguisher Quality Test.	60			
Traffic Incident 5				

Management System

#### **Actions Log**

The Actions Log (GOLD) feature is essentially a tool to monitor all the actions made by the Users of the web application.

Essentially, through this tab, you can monitor anything related to adding, assigning, editing or removing entities in the web application. A few examples are:

- Changing Worker's details
- ✓ Adding, editing or removing a Schedule
- ✓ Changing User's details
- Changing Checkpoint's details
- ✓ Adding, editing or removing a Mobile Form
- ✓ Changing Branch details

rom: 2020/08/29 00:00 🗰 0: 2021/08/29 23:59 🗰	Users Actions					Search			٩
ction Types	1D	Name	Meenhanie	Action	Date	Old Value	New Value	Comment	
] Select All ] Company Info Change	7463	Administrator		Worker Group Edited	2022/5/31-10:28:10	Worker Group Edited #> Name. Group 1 Description: null	Worker Group Edited #> Name: Cleaners Description: null	AM YOMMONT	
Branches Change	/40a	administrator	mycomp	Worker Pronts Forreg	2022/3/31 - 10/28/10	Workers Removed.	Workers Added:		
Checkpoints Change Checkpoints Change	6801	Administrator	тусотр	Added Incident	2021/9/21 - 11:46:28	9⇔10	(Code: 10) Worker Group Added: Group 1	I needed to create this incident type	
Schedules Change Mobile Forms Change	6799	Administrator	mycomp	Worker Group Added	2021/9/21 - 11:43:58	0-+1	Workers Added: I Maria Roussou - 5060400028, Guard 3 - 5260400021,	hild a communi	
Custom Maps Change Sites Change	6554	Administrator	mycomp	Added Qr-Code	2021/8/3 - 15:38:35	34→44	QR-Codes Added: 10	AN LONG	
Guards Change SOS Buttons Change	5681	Administrator	тусотр	Removed Mobile Form	2021/4/27 - 16:53:46	4→3	Inspection	I no longer needed this form	
Pending Actions Change Guards Group Change	5498	Administrator	mycomp	Edited Qr-Code	2021/4/27 - 14:28:27	QR-Code Edited x> 11326 Name: , Latitude: , Longitude: ,	QR-Code Edited => 11326 Name: Side Entrance - custom map, Latitude: 39.627266, Longitude: 20.882974,	NI BUILD	
tion Of	5497	Administrator	mycomp	Edited Qr-Code	2021/4/27 - 14:27:51	QR-Code Edited +> 11325 Name: , Latitude: , Longitude: ,	QR-Code Edited => 11325 Name: Back Entrance - custom map, Latitude: 39.627413, Longitude: 20.882798,		
) All ) Choose Specific User	5496	Administrator	mycomp	Edited Qr-Code	2021/4/27 - 14:27:05	QR:Code Edited +> 11324 Name: , Latitude: , Longitude: ,	QR-Code Edited => 11324 Name: Left Entrance - oustom map, Latitude: 39.62731, Longitude: 20.882654,	NIS a poemeen	
Refresh	5495	Administrator	mycomp	Removed Mobile Form	2021/4/27 - 14:23:04	5→4	Mobile Form Removed. Συντήρηση συστήματος άρδευσης, πυρόσβεσης και υδροδότησης	Alto a constantist	

You can access the Actions Log section by navigating to the respective icon at the top left menu in your web application.

My Lone Workers Management System

Specify your filters from the list available on the left panel:

- ✓ Date Select the date and time you want to display actions for
- ✓ Action Types Select all or some of the basic actions you are interested in
- Select an Action Select a sub-action
- ✓ Action of Select one or more users to display actions performed by them

... and press the "Refresh" button to apply them!

You can also add comments to each action, which can later be accessible by other users.

Use the "Search" filter on the top right of the Actions Log screen if you want to find a specific action.

**\*\* NOTE** 

Management System

#### **Business Intelligence - Personalized reporting tool**

The personalized reporting tool - "BI", allows you to create your own reports, tailored to your company's needs. You can also schedule your reports to be sent to as many recipients as you wish or export them in one of the available formats.

#### More info

Ap	n'il 19, 2019, 9:06 am			Events Browser Page 1 of	866			
an Types	Scan Types		X	a rate 1 or		E	vents Browser	Report
				Scan Date	Event	Tour ID	Check Point Info	Guard Info
				Jul 13, 2018 3:16:13	START	1	68068 - Checkpoint	Alex - (0160b010
			Monkene	jul 13, 2018 3:16:13	START	4	68069 - Checkpoint	Alex - (0160001)
1.1		My <b>Lon∈</b> \	VOI KEI S	Jul 13, 2018 3:16:13	STARE	1	68070 - Checkpoint	Alex - (0160001
BEACONSCAN				Jul 13, 2018 5:16:13 PM	START	i	68071 - Checkpoint	Alex - (0160001
ŞCAN				Jul 13, 2018 3:16:13	STARE	1	68072 - Checkpoint	Alex - (0160001
				Jul 13, 2018 3:16:13	START	1	68073 - Checkpoint	Alex - (0160b01
		Welcome to OR-Patroll Visit ou	r Website for more informatior	Jul 13, 2018 3:16:13 PM	START	1	68074 Checkpoint	Alex - (0160b01
			and the second second second second	PM Jul 13, 2018 3:16:13 PM		1	68075 Checkpoint	Alex - (0160b01
				Jul 13, 2018 3:16:13	START	1	8 68076 - Checkpoint	Alex - (0160b01
aber of Missed /	Successful Scans		Br	Jul 13, 2018 3:16:13	START	1	9 68077 Checkpoint	Alex - (0160b01
	E	vents Chart		Jul 13, 2018 3:16:13		1	68773	Alex - (0160b01
	25			Jul 13, 2018 3:16:13	START	1		Alex - (0160b01
		21		Jul 13, 2018 3:16:13	STARE	i	68775 -	Alex - (0160601
	30		20	Jul 13, 2018 3:16:13		T	68776 - Kentrikh	Alex - (0160b01
		16		Jul 13, 2018 3:16:13	START	1	Elsodos 68777 - Kentriki Elsodos	Alex - (0160001
	15			Jul 13, 2018 3:16:13	START	1	72476 - Deksia	Alex - (0160b01
				Jul 13, 2018 3:16:13		1	porta 85035 - Mikatest	Alex - (0160b01
MISSEDSCAN	10			Jul 13, 2018 3:16:13 PM		1		Alex - (0160b01
SCAN				Jul 13, 2018 3:16:13	START	i		Alex - (0160b01
	5			Jul 13, 2018 3:16:13	START	1		Alex - (0160b01)
				Jul 13, 2018 3:16:13	START	1		Alex - (0160b01)
	6			Jul 13, 2018 3:16:13	START	1	90364 - Fhiba121231	Alex - (0160b01)
	"Sta	.io18	1018	Jul 13, 2018 3:16:13	START	1	TUDOREACST	Alex - (0160501)
	10th	and a	all the second s	Jul 13, 2018 3:16:13	START	1	90552 -	Alex (01606010

Our experts can create custom reports for you in case you do not have the time to create them yourself. Contact our team for more information at info@myloneworkers.com

\*\* NOTE

Management System

#### Settings

You can change your account settings by pressing the gear icon at the top right of your screen.

From there you can:

- Change the web application language by selecting one from the over 20 available languages (Greek, English, Spanish, German etc.)
- Change your username
- Change your password
- ✓ Change the date format
- Upgrade your plan
  - Log out of the web application





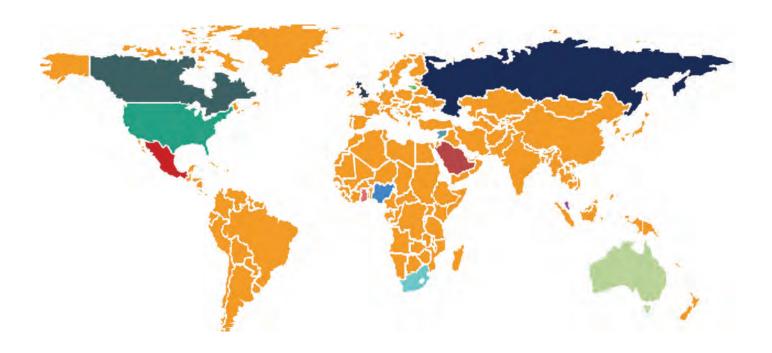
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