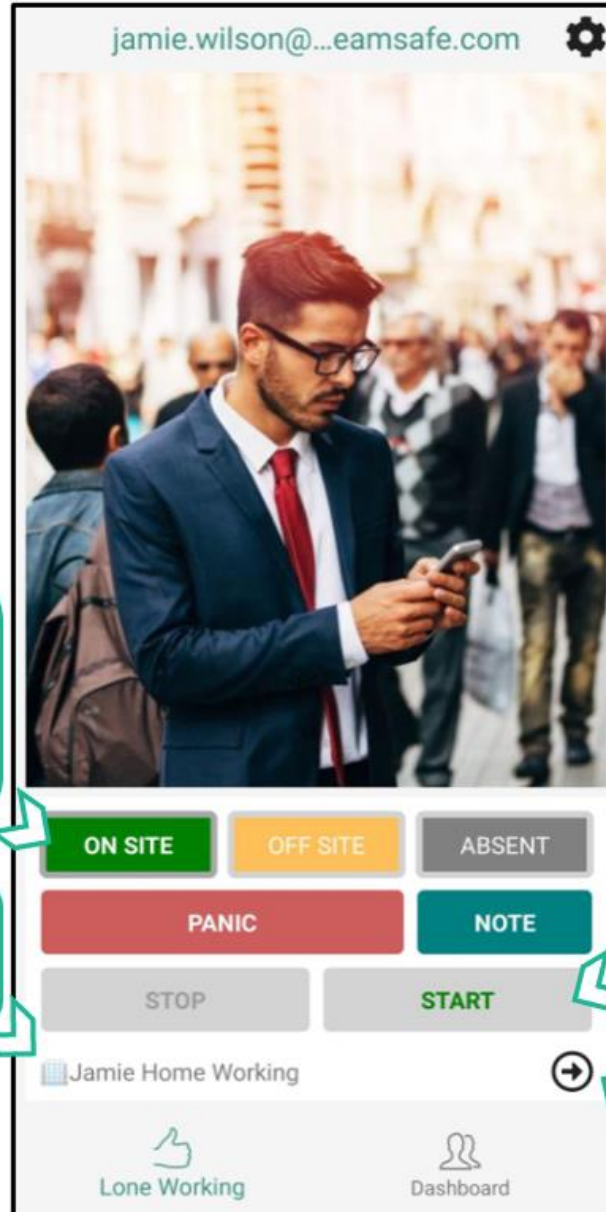


# App Screens Overview

Home screen – No Session running



Settings

The buttons are totally independent of Lone Working and simply update dashboard. They can be used at any time. (Admin needs to grant permission)

The strategy you will use when you start Lone Working.

Start Lone Working

Select a different strategy (If available)

# App Screens Overview

## Home screen – Session started

The screenshot shows a mobile app interface for a lone working session. At the top, it displays 'Due at 12:18 (in 59 min)' and a gear icon. Below this is a map showing the user's location at Beauport Park Golf & Country Club. The bottom section contains several buttons: 'ON SITE' (green), 'OFF SITE' (orange), 'ABSENT' (grey), 'PANIC' (red), 'NOTE' (teal), 'STOP' (grey), and 'CHECK IN' (grey). At the very bottom, there are two icons: 'Lone Working' and 'Dashboard'.

**Time next Check-in due**

**Duration until next Check-in**

**Your estimated location based on phone accuracy**

**Last location update & frequency**

**Map last updated 11:18:21 via:'gps'**

**Send a note:**  
**URGENT** – SM S & Email Supervisor  
**WARNING** – Email Supervisor  
**NORMAL** – Just send to Dashboard  
(All Options show on dashboard and are recorded in logs)

**Check-in**  
This can be done at any time.

**Takes you to mobile web dashboard**

**Stop Lone Working**

**Boarder colour**  
**GREEN** – Check-in not due  
**AMBER** – Check-in due soon  
**RED** – You are later checking in

**The buttons are totally independent of Lone Working and simply update dashboard. They can be used at any time. (Admin needs to grant permission)**

# App Screens Overview

## ADMIN / SUPERVISOR Dashboard

**Dashboard**

Toggle switches to see only active users and late only users or both.

- Active Only
- Late Only

**Hillingar Ltd** Management Team

Rob Little  
about 2 hours  
Safe

**Office Team**

Jay Wilson  
30 minutes ago  
Late - Escalated

To view a user's last location and contact details click on their name.

Users shown in their Groups/Teams

For each active user the bar and text shows how long they have left to check in / Late checking in. Plus their phone battery life and On-Site status.

**PULL DOWN IN WINDOW TO REFRESH INFORMATION**

To return to the user interface (check in screen) click the **Lone Working** tab.

Lone Working | **Dashboard**

# App Screens Overview

## GPS Location

The screenshot displays a mobile application interface for a user named Jay Wilson. The interface includes a header with a back arrow and the user's name. Below the header, it shows the user's check-in status ('Checked in 41 minutes ago'), a safety indicator ('Safe Due 18 minutes'), and device information (OS icon, battery level, and app version '2.4.6 (400210)'). A central map shows the user's current location marked with a red pin in the Westfield area. To the right of the map are four contact buttons: two for phone calls and two for email. At the bottom, there are navigation options for 'Lone Working' and 'Dashboard', along with a zoom control for the map.

Return to dashboard

Icons show the On-site status, OS, battery life of their mobile device and current App version.

Employees current location

Return to user interface

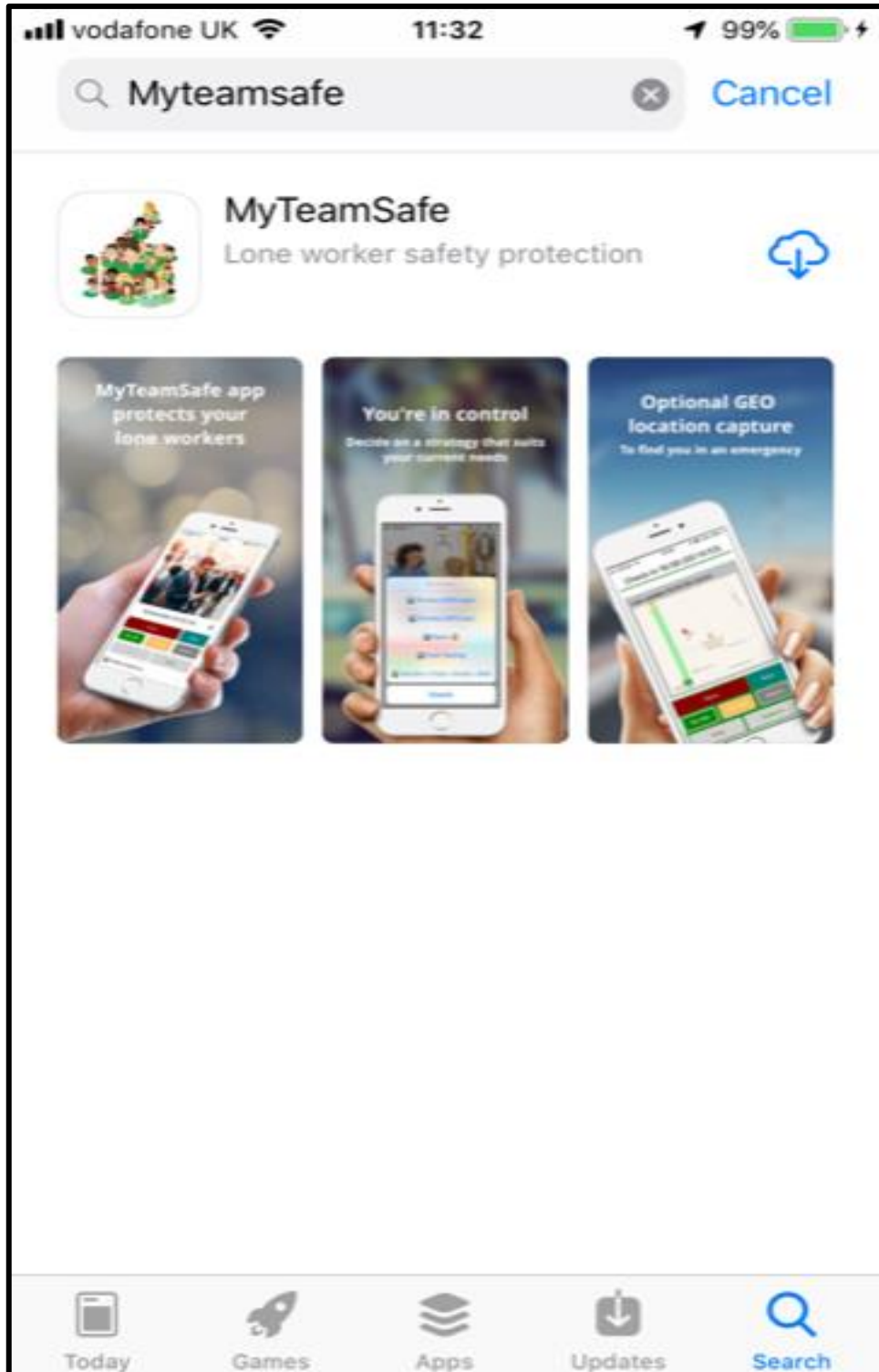
The black arrow shows the current status of Escalation steps for the user's strategy.

Employees contact details. Each button enables you to contact the user via phone or email. (The lighter green icons are their secondary contact details).

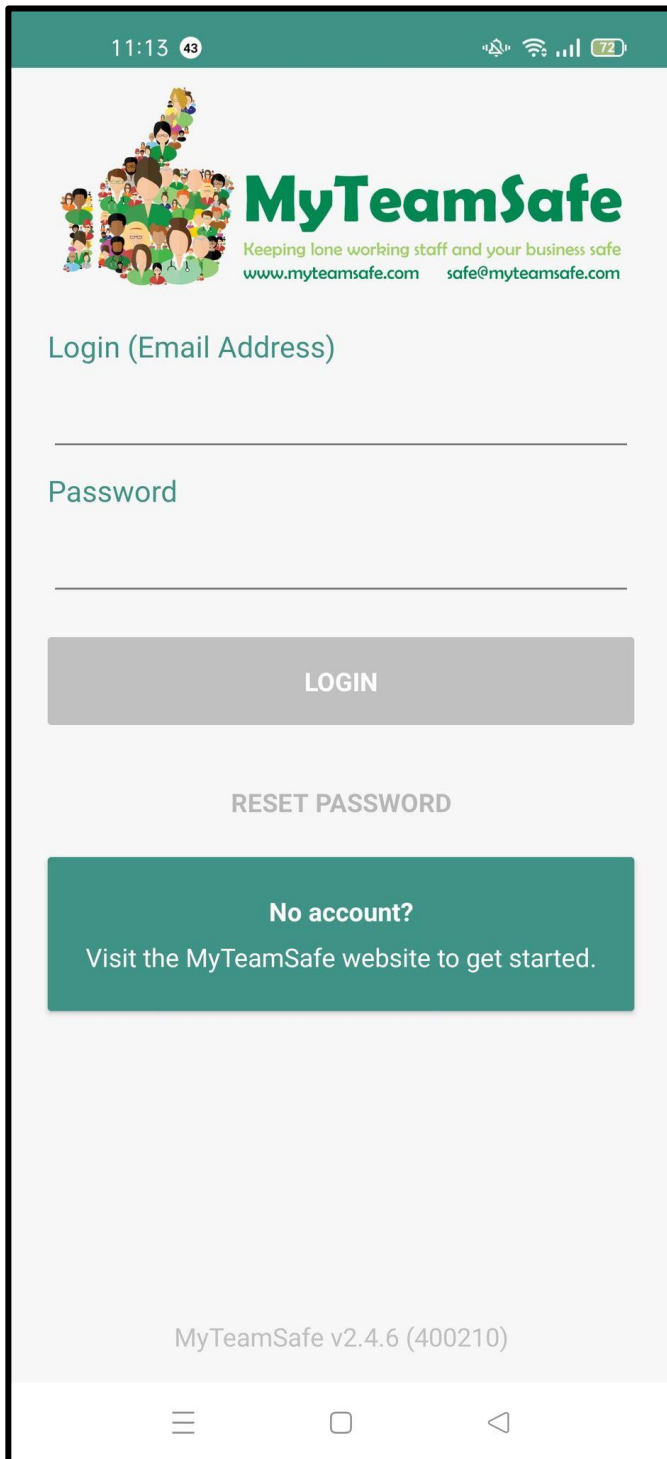
Zoom in and out of the map.

# User Guide

Firstly, you will need to download the MyTeamSafe app from either Google Play or the Apple app store



## Quick Guide - User

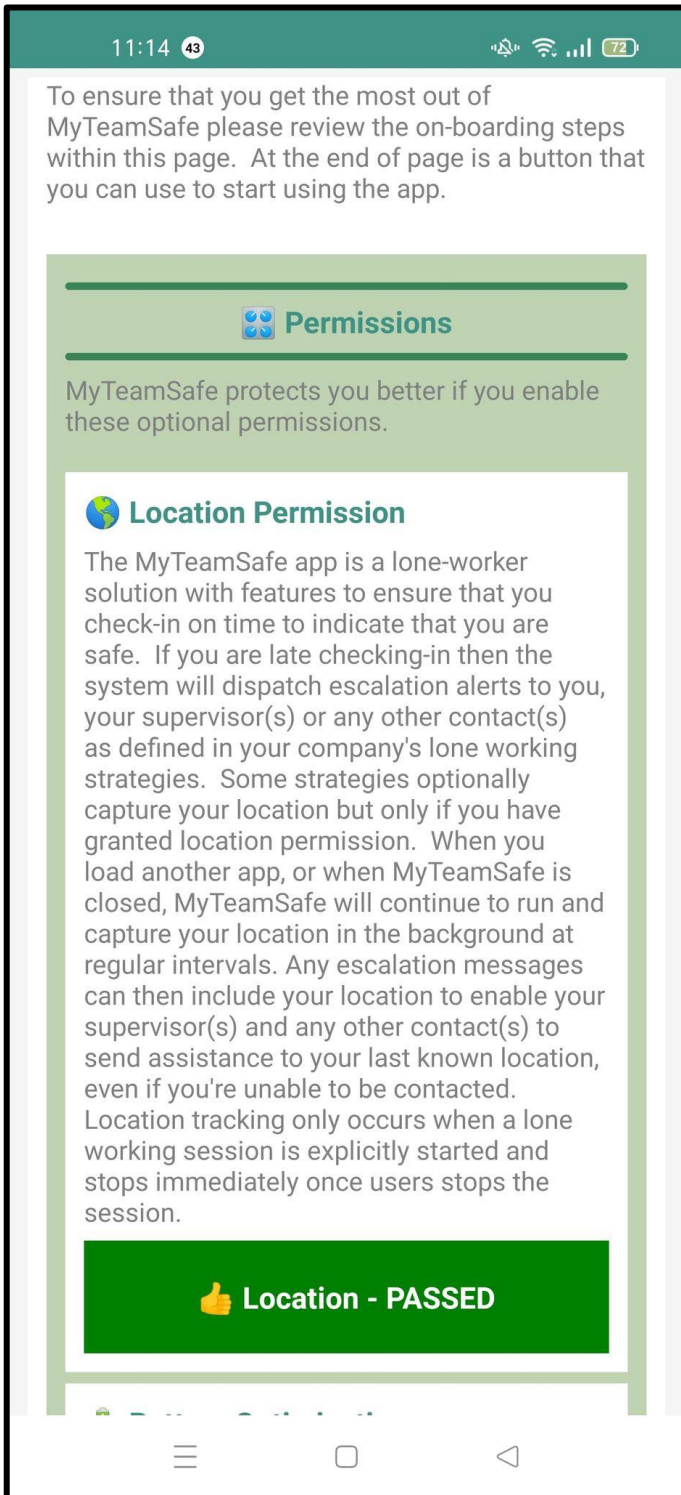


Once your account has been set up you will receive an email confirmation with your login credentials.

This is the login screen (we are using iOS for this example. Other devices are similar)

Type in your Username (email address) and Password (set up by the Administrator).

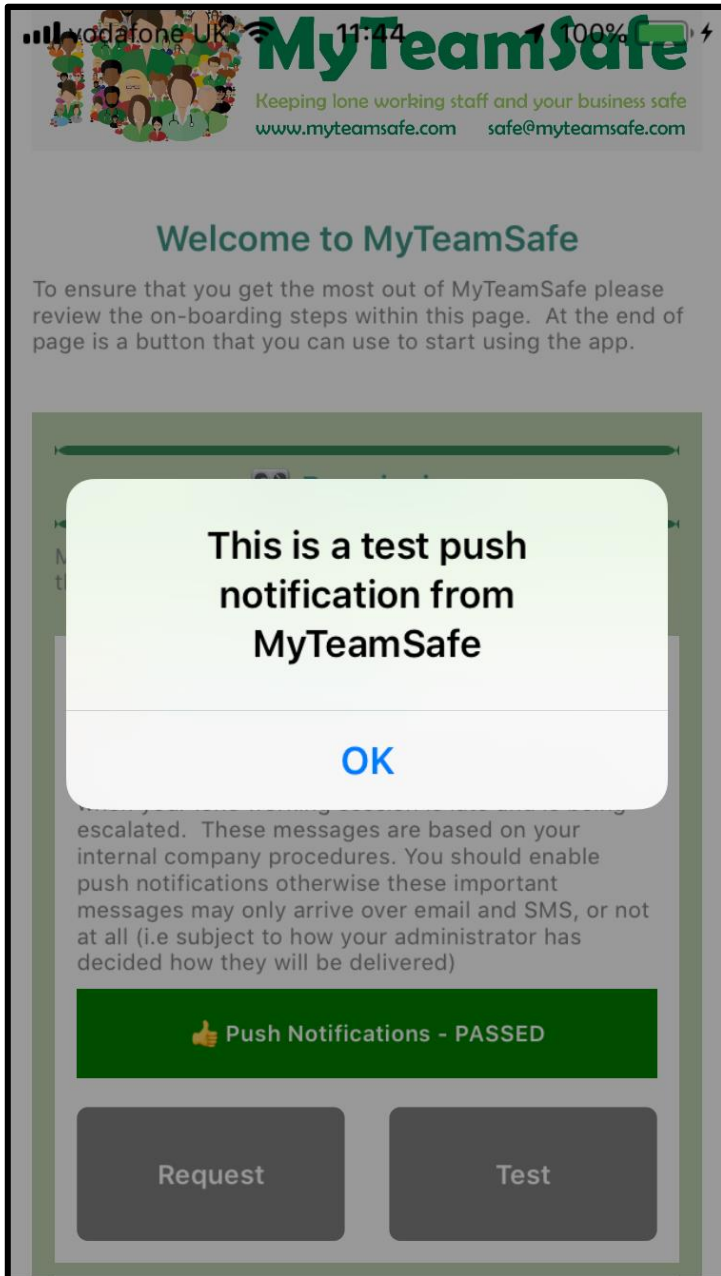
The screen shot examples are for Android. Apple/iPhone functionality is the same, but some screens styles may look slightly different



When you sign in for the first time you will get this onboarding screen.

In order to receive push notifications on your phone you need to follow the instructions and test.

## Quick Guide - User

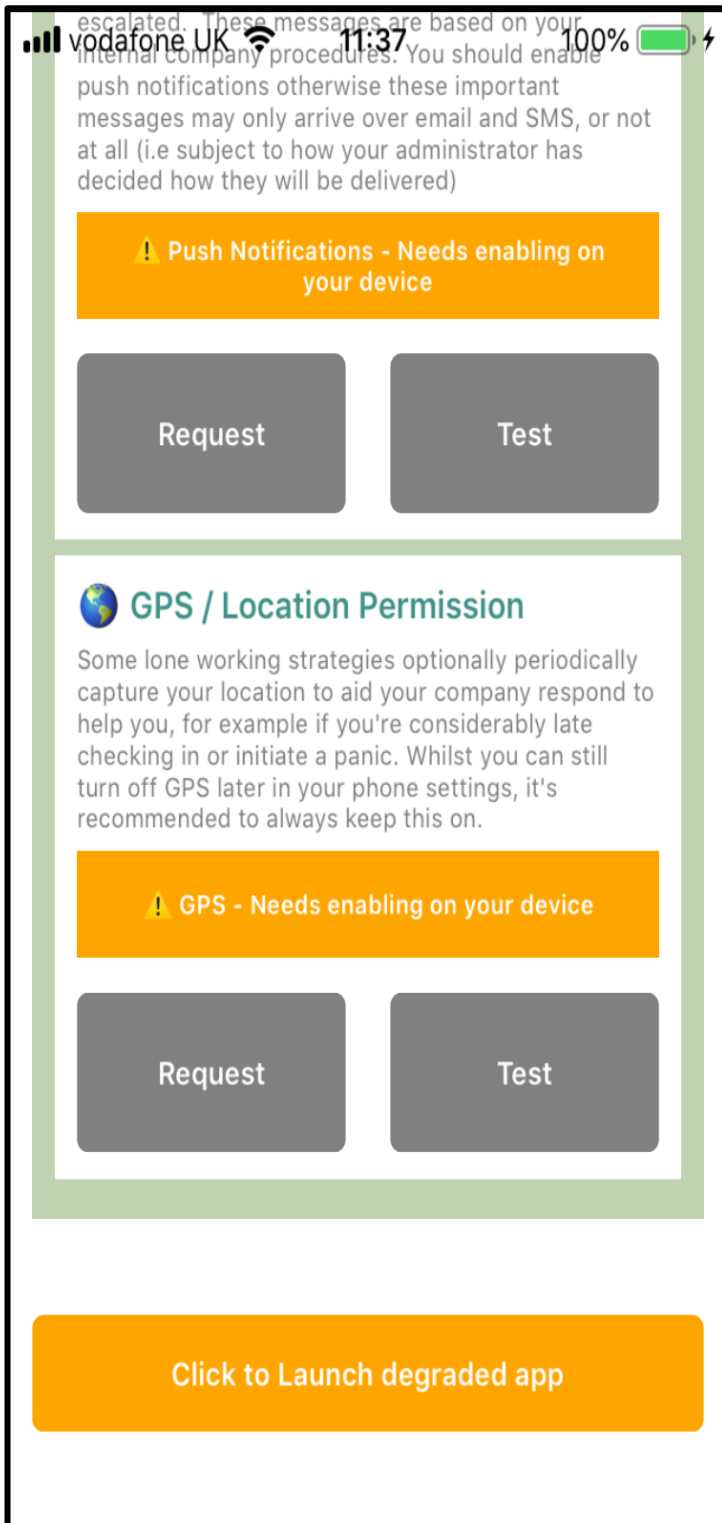


Once you have allowed Push Notifications click on the Test box.

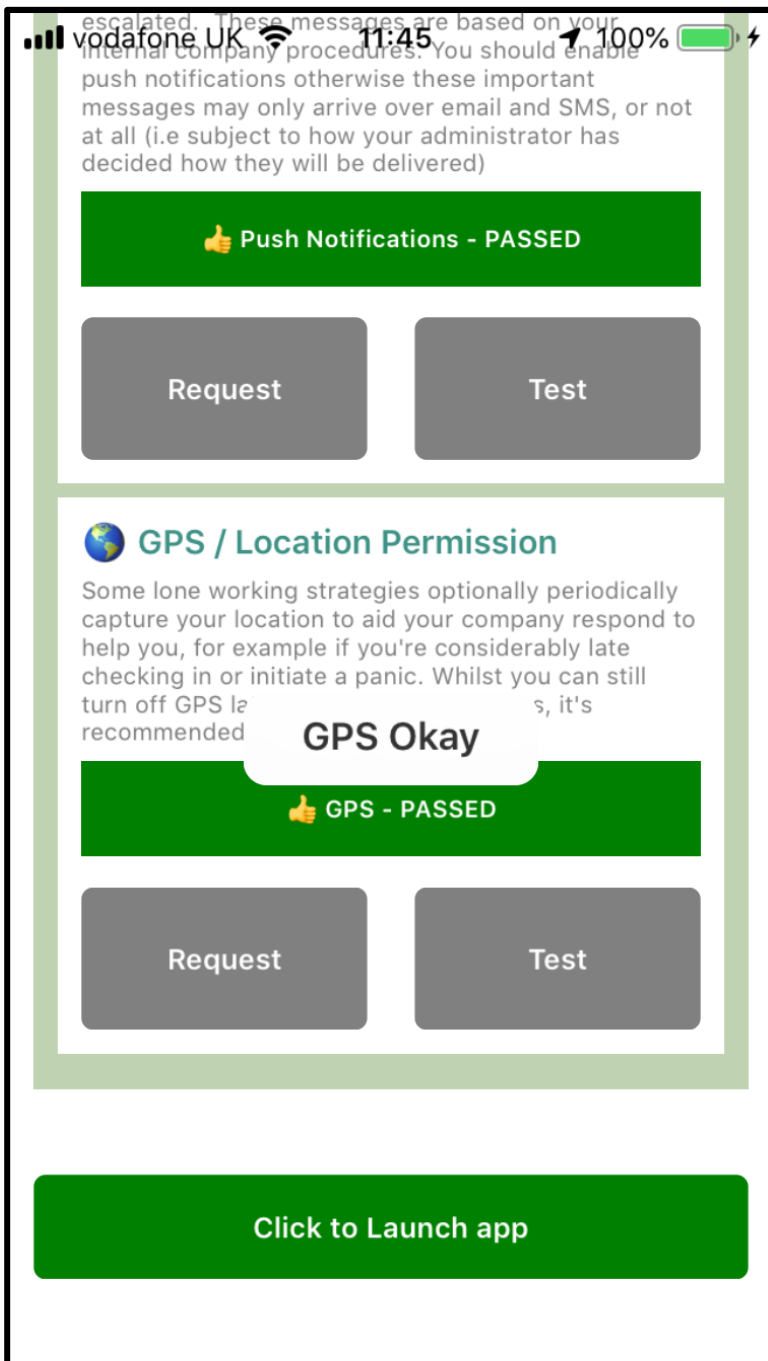
The Push Notifications Bar will turn green and show PASSED.



Scroll down  
and follow the  
instructions  
to enable GPS



## Quick Guide - User



Once you have enabled GPS permissions click on the Test box.

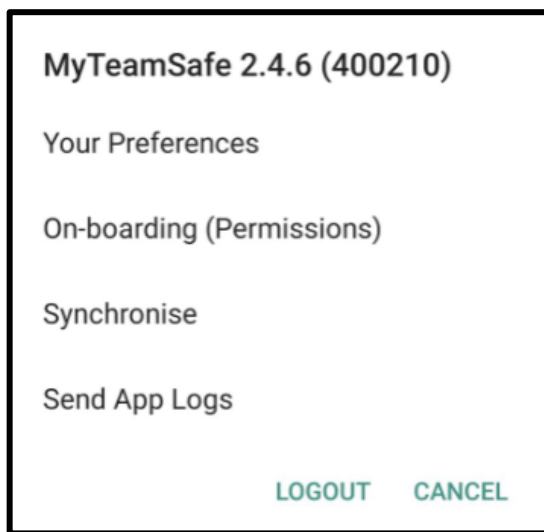
The GPS Bar will turn green and show PASSED.

Click on Launch app and you will be directed to the Home page.

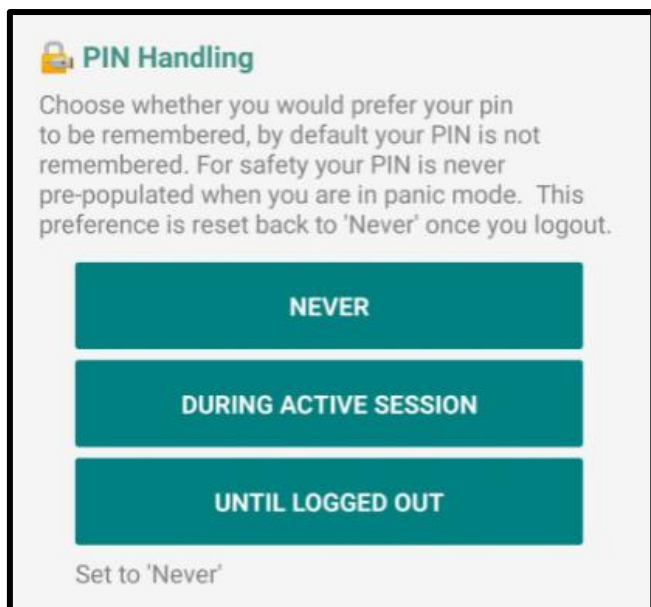
## Quick Guide - User



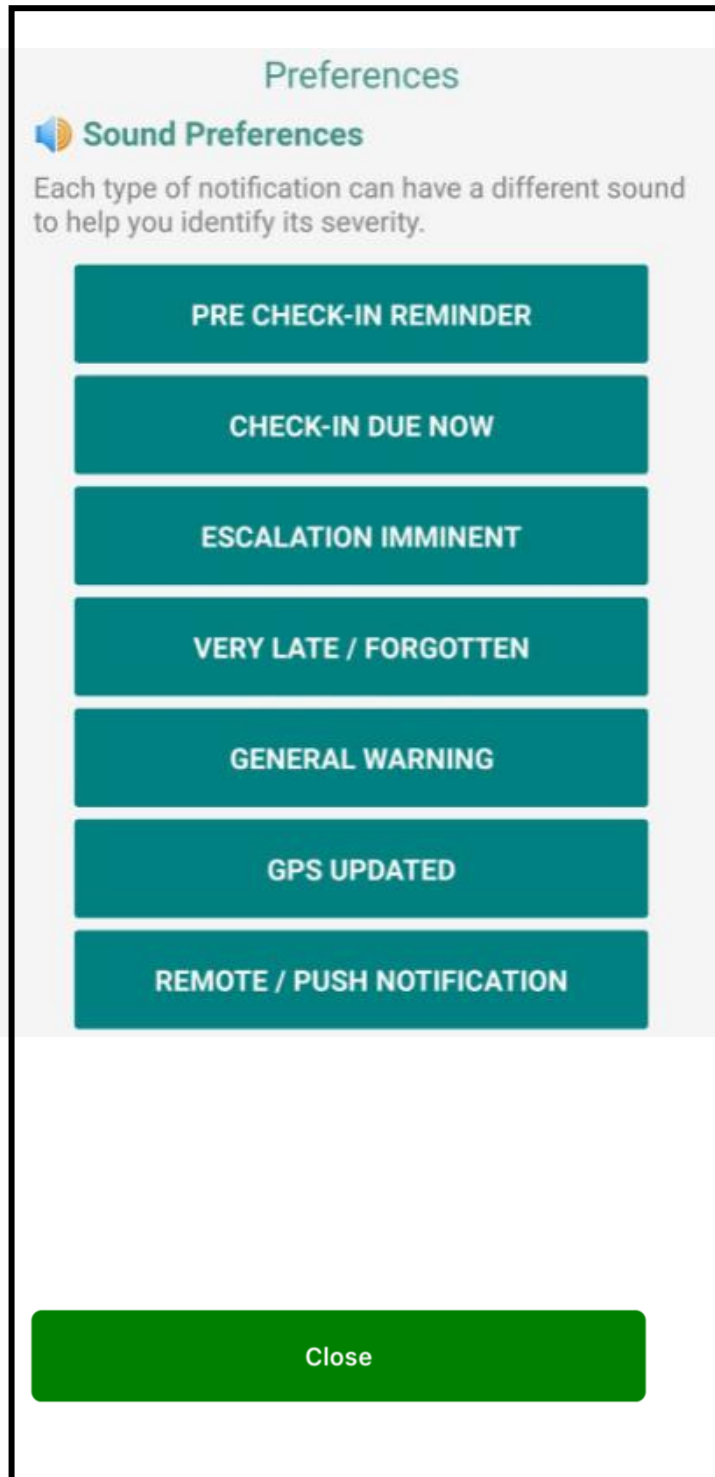
On the Home page click on this item to set up Sound and PIN preferences



Click on Preferences



Set your PIN preferences here. We recommend selecting Never.



Here you can choose the alert sound for each kind of notification you are sent. This will help you distinguish that it is for MyTeamSafe and help you not to miss check ins.

Once you have made all your selections click on Close, and your selections will be stored

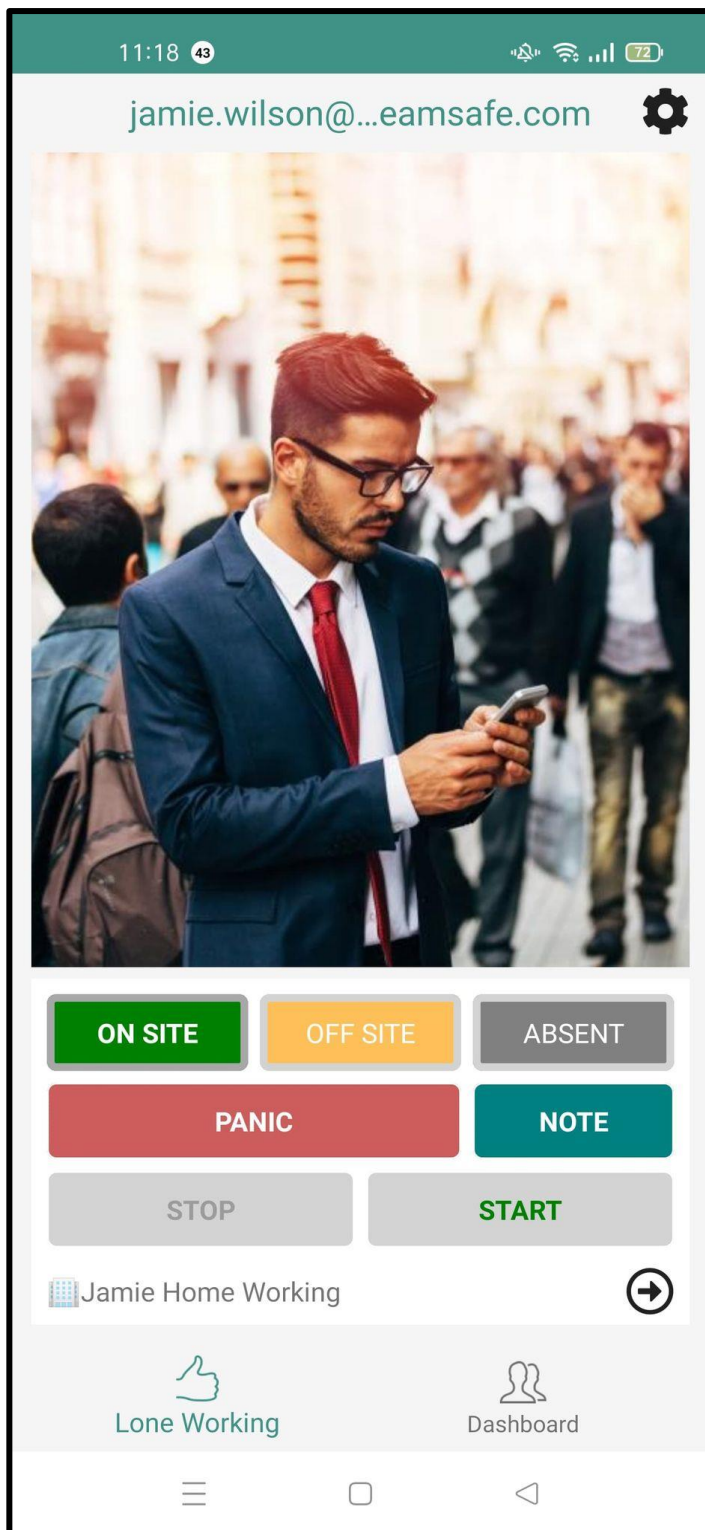
## Quick Guide - User

You can choose your **on-site status** (On-site, Off-site or Absent). This is not mandatory and depends on whether your Company are using this feature

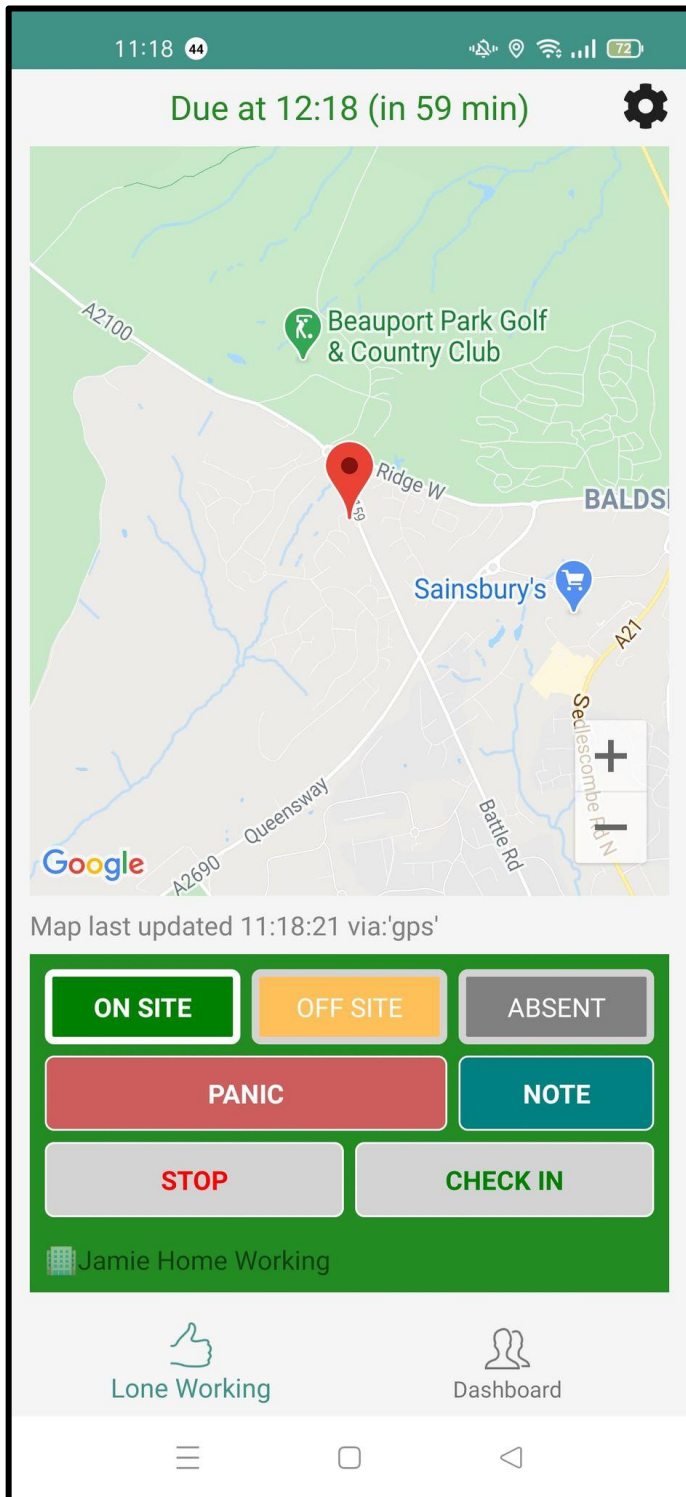
Your default **Strategy** is shown at the bottom of the screen. To choose another strategy click on the ... next to the strategy for a list to choose from

The **PANIC** strategy should **only** be used in cases of an emergency.

Once you have chosen your strategy click on the Green Start and your session will begin



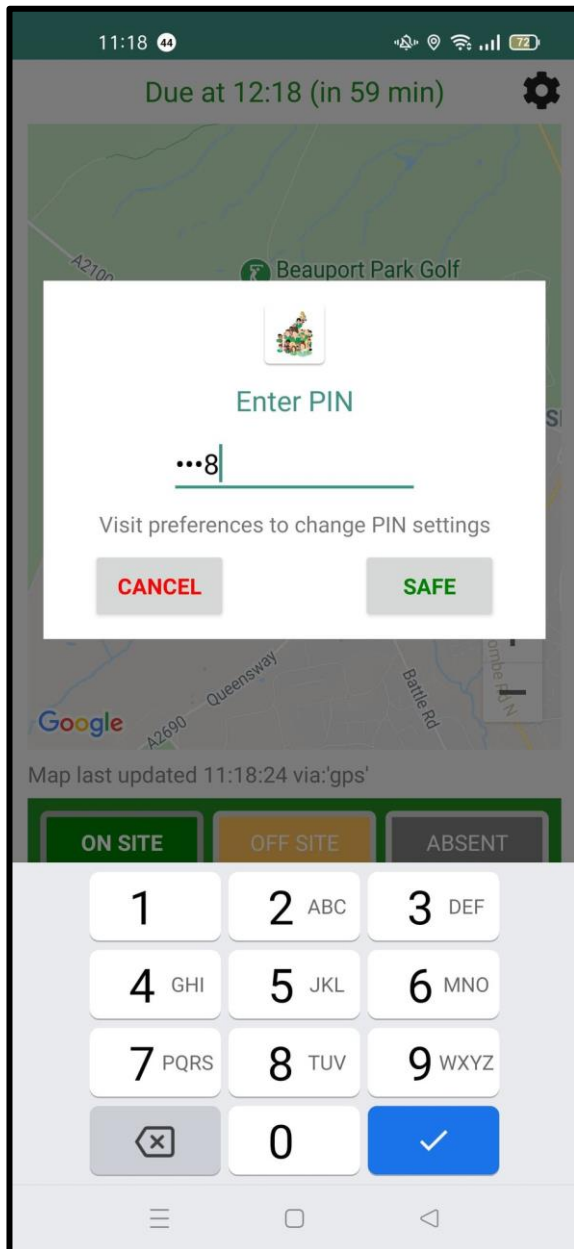
## Quick Guide - User



Once you have chosen your Strategy it will confirm when you need to check in and show you a count-down clock

Your current location will be shown on a map

## Quick Guide - User



When a **check-in** is required, an **alarm** will sound and you will be asked to confirm you are safe.

The number pad will show and you will be asked to confirm your **PIN**

Type in the PIN and press Safe

You will be directed to the home screen and the countdown will begin again

If you are **late** checking-in to the MyTeamSafe app, the strategy **escalation** rules will be triggered, this might involve you receiving **notifications** through

**push-notifications** – messages delivered through the mobile app

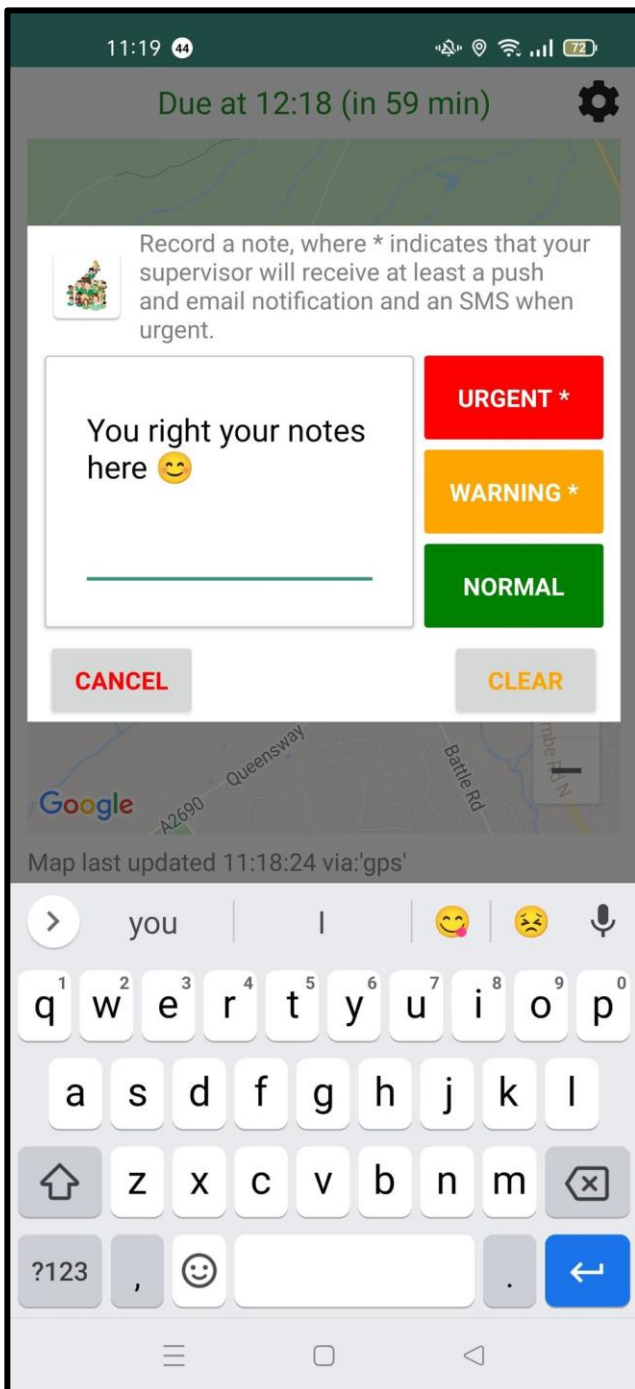
**email** – messages delivered to your email inbox

**text (SMS)** – messages delivered through your phone text (SMS) provider.

## Quick Guide - User



If you want to send a note to your Supervisor click on the Note button



A box will come up where you can type the relevant note

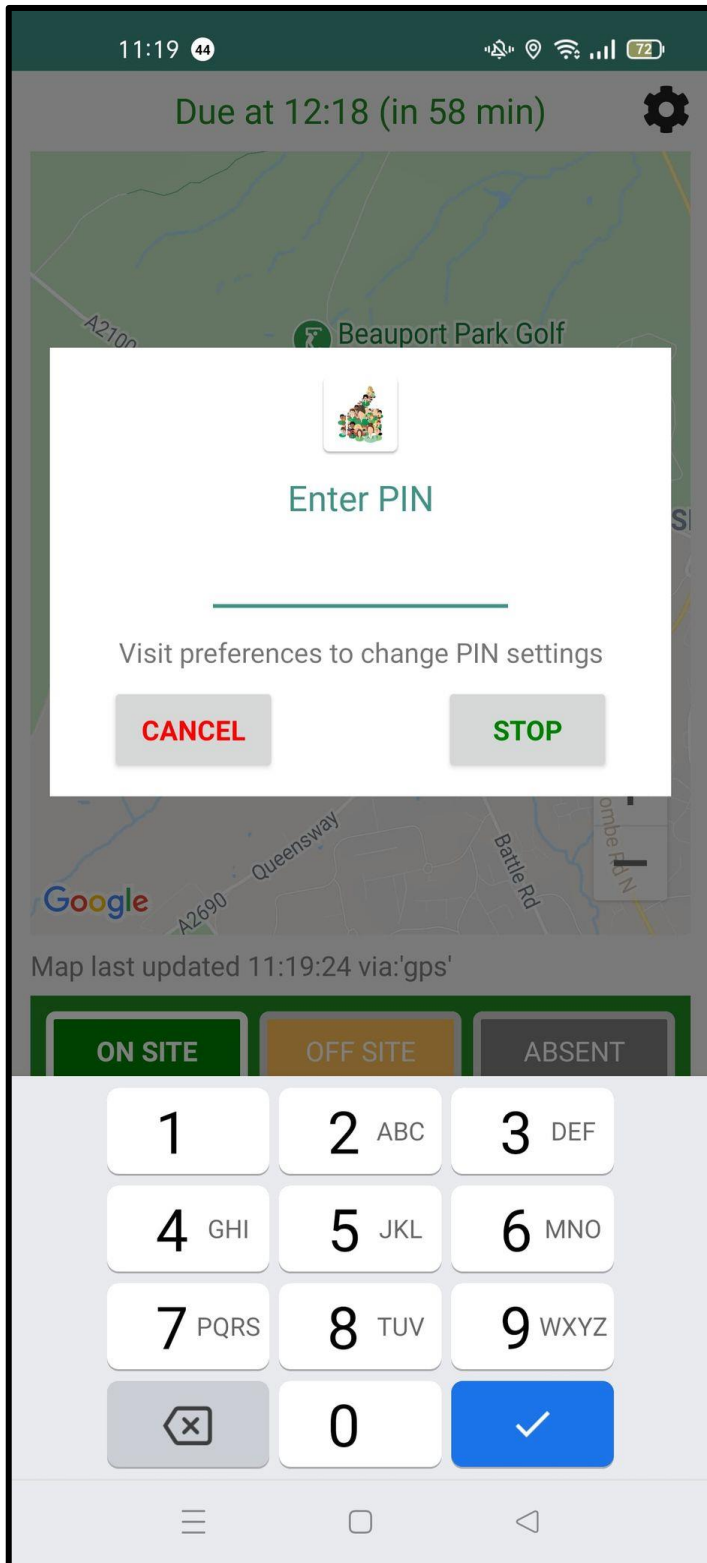
**Normal** notes just get recorded on the Dashboard and on audit logs for future reference. **Warning** notes are shown on the Dashboard and stored but are also sent to the Supervisor by email. **Urgent** notes are shown on the Dashboard and stored and the Supervisor gets sent the details by email and text immediately



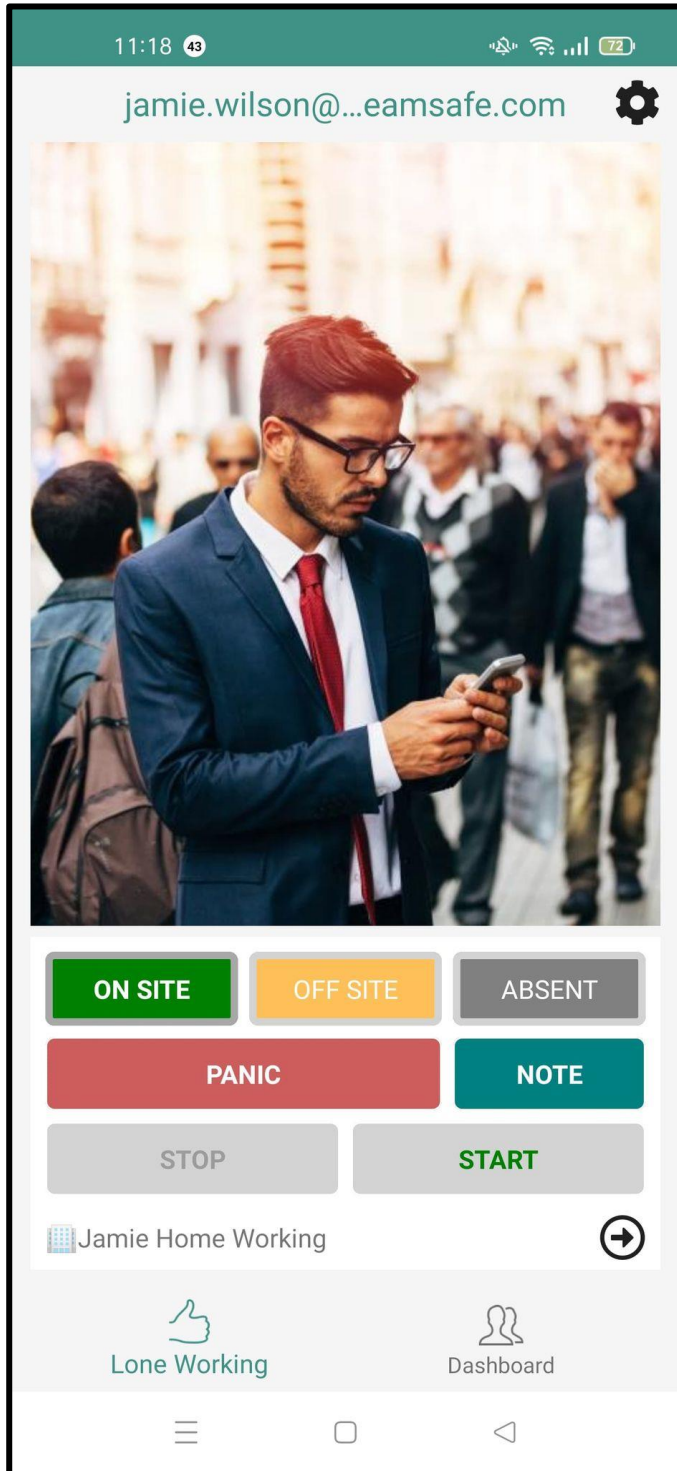
## Quick Guide - User

To Stop  
a session press on the  
Stop button

Enter your PIN in the box  
and press Stop.

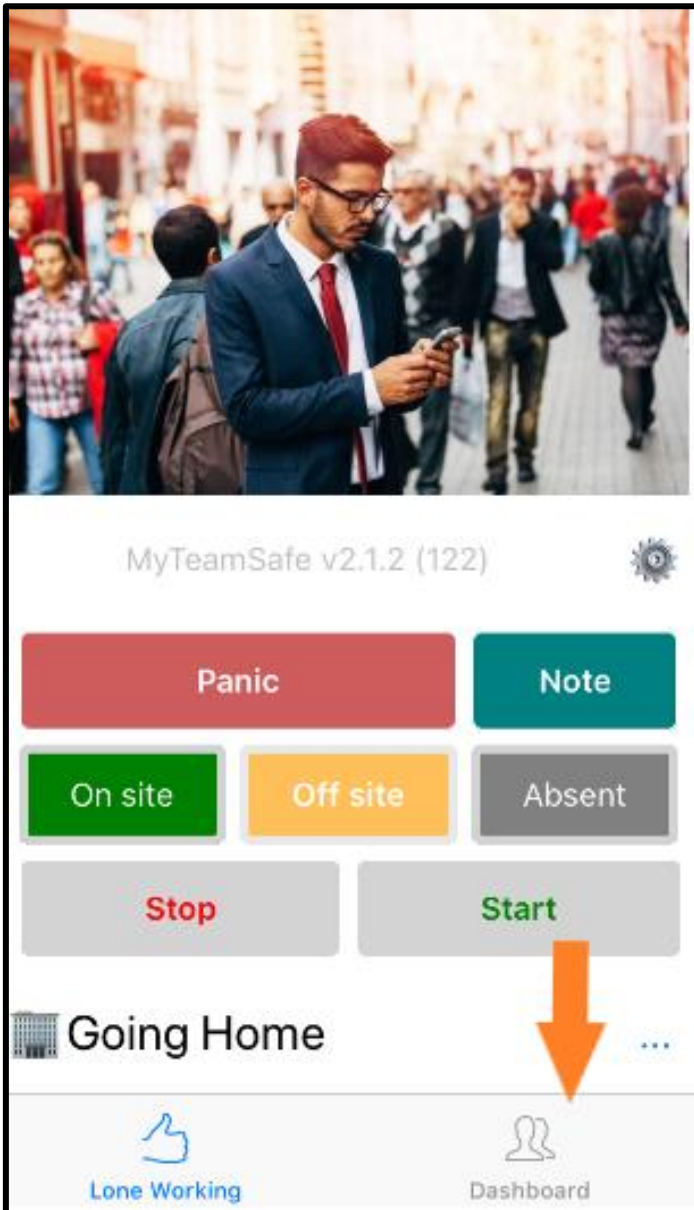


## Quick Guide - User



You will be returned to the Home screen. GPS is no longer recorded as you are no longer using the app. The map showing your location disappears

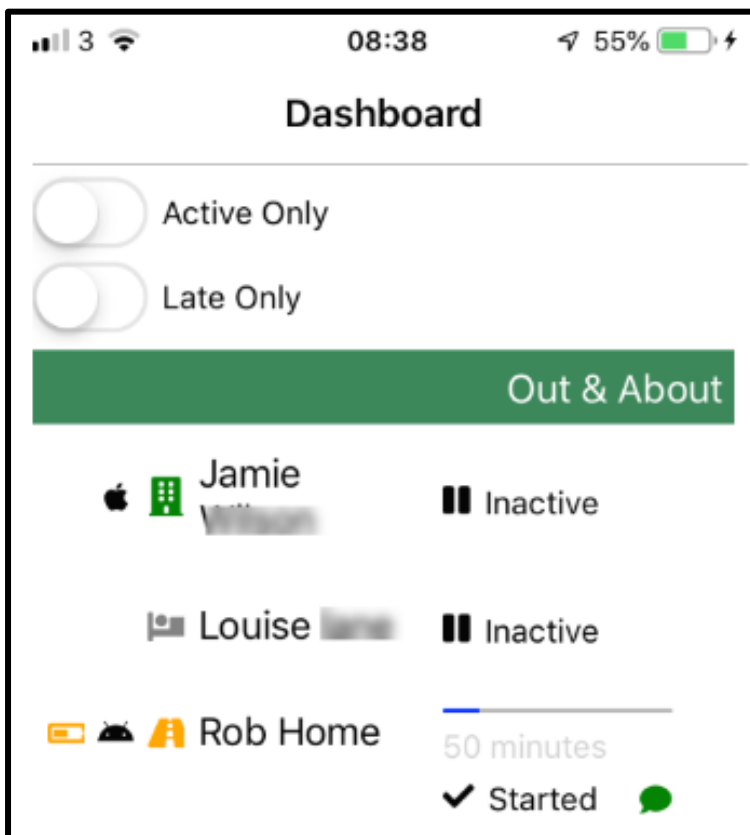
## Quick Guide - User



You can access the mobile dashboard on the home screen (Orange arrow)

## Mobile App Dashboard for Supervisor/Admin

Check for the latest updates on your team with all the details that you have on the main website dashboard condensed down to a clean and interactive view on your mobile or tablet.



Supervisor's will only see those users that escalate to them. Company Administrators will see all users. For more information about using the web dashboard on mobile app, visit - <https://content.myteamsafe.com/mobile-app-dashboard/>