



MGroupServices

Telecom Division

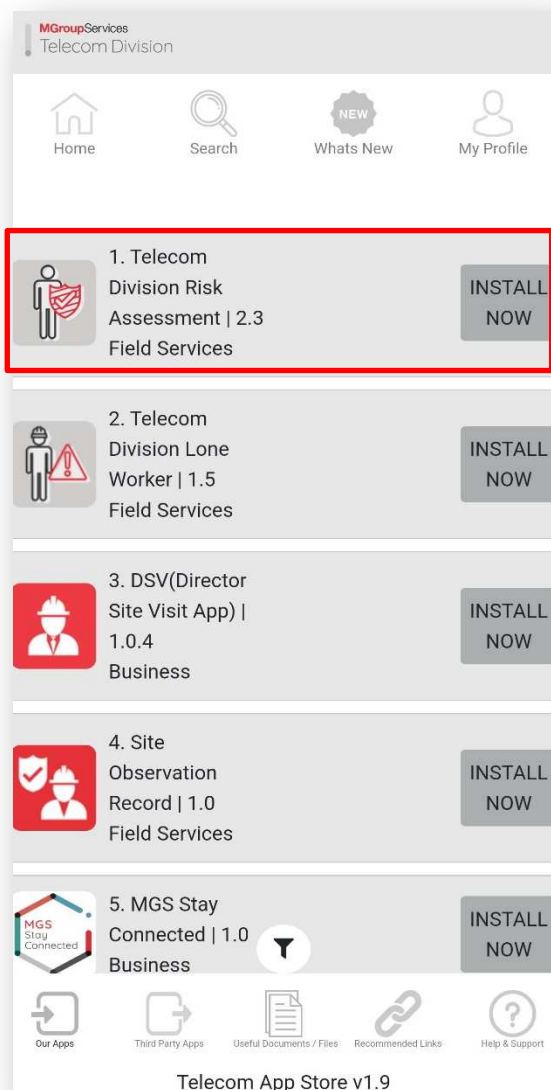
Lone Worker App

Telecom Division

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Getting Started

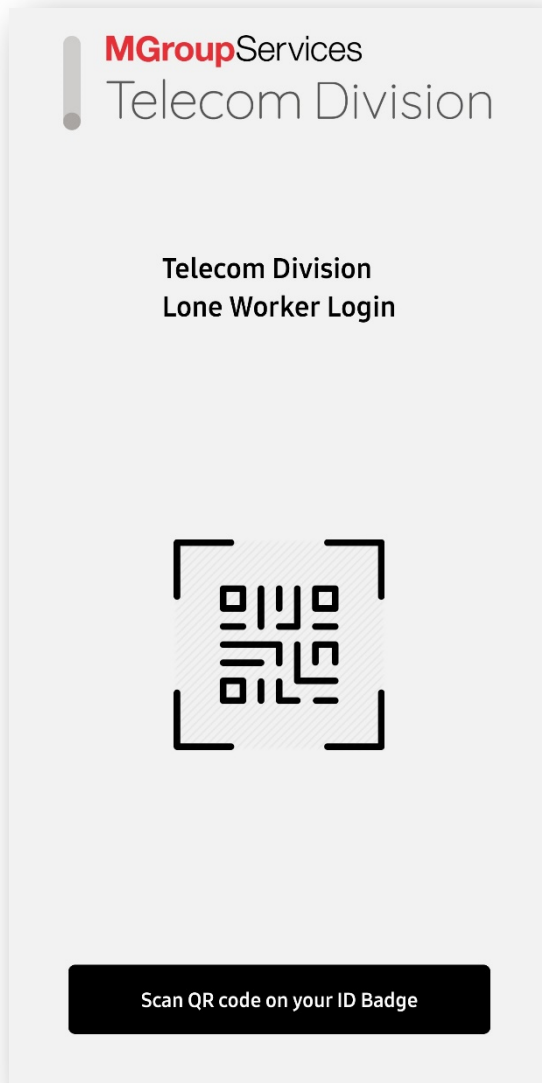


- To access the Lone Worker Application for Android or iOS you can download it from the Telecom App Store.
- To setup the app you will need a good network connection.
- Lone Worker should be turned on at the start of your shift and turned off at the end of your shift.
- Please contact BT.OptiMUS@morrisonts.co.uk for any issues that may arise with the Telecom App Store or the Lone Worker app.

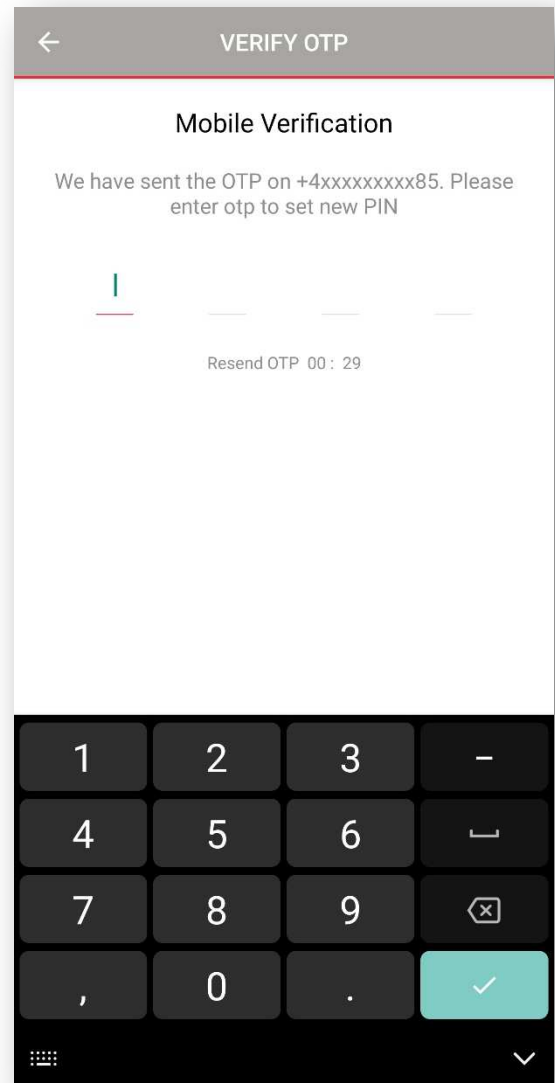
Please Note:

You MUST sign into the App using the QR Code once every 24 Hours. This will require an Internet connection. Once you have done this you can sign in using the PIN for the remainder of the 24 hour period without an Internet connection

Login Process

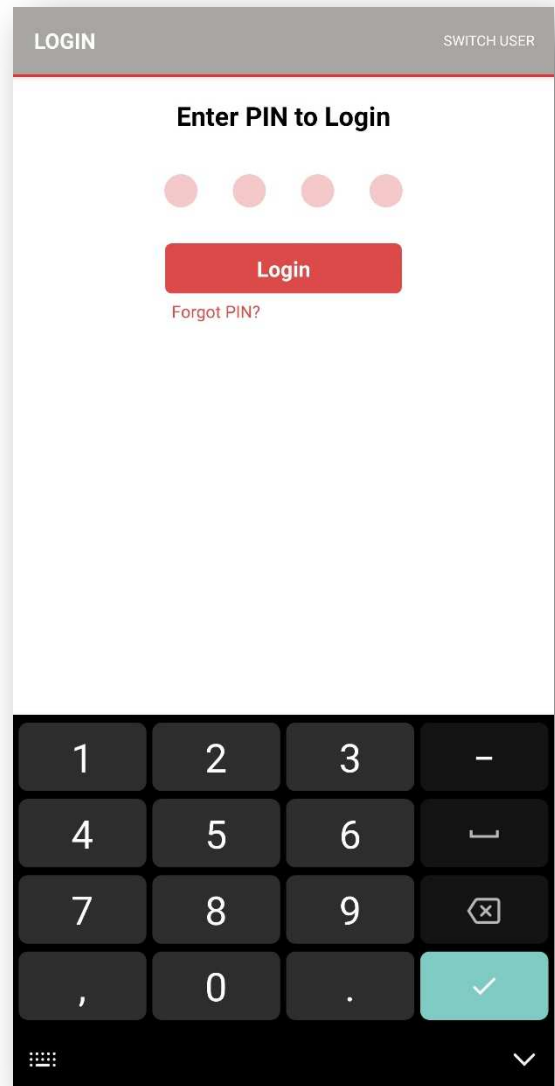
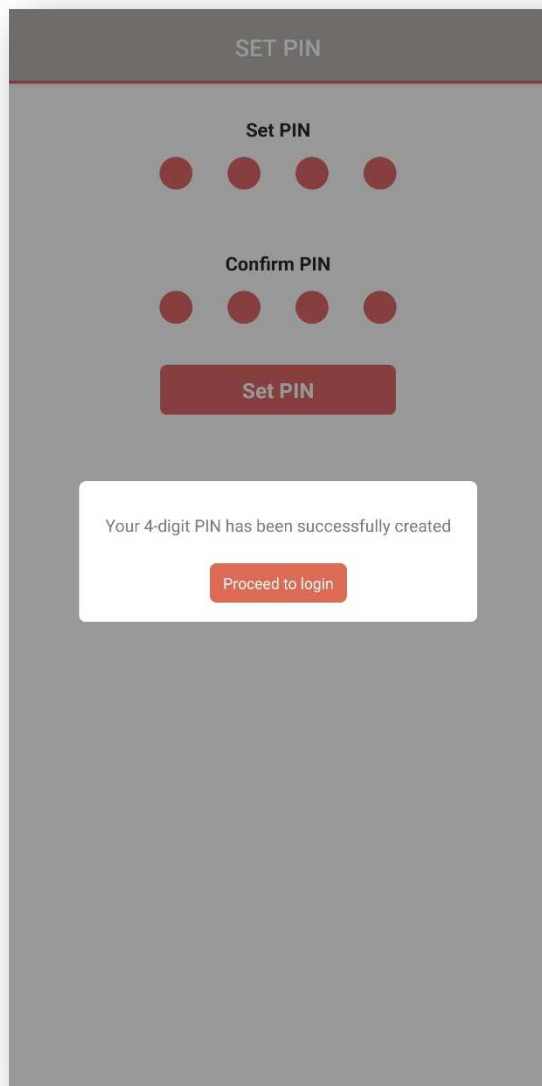


- For a fast and secure login scan the QR code on your ID card



- First time login will require you to setup a PIN. A One Time Pin (OTP) will be sent to your phone to verify your account.
- **Note:** If you do not receive your PIN please contact SHEQ.Support@morrisonts.co.uk

PIN Setup



- Key in your new 4-digit PIN and then confirm the new PIN.
- Login with the new PIN number.
- The PIN number will be stored locally on your phone.
- After initial setup of the app you will be able to login when you are in a no signal area and carry on with your activity.
- You have to scan your ID card once a day.
- You can change your PIN by pressing – ‘Forgot PIN?’.
- You can also ‘Switch User’ if necessary by clicking on the button at top right corner.
- **Note:** ‘Forgot PIN’ and ‘Switch User’ features won’t work without internet connection

Profile Settings

PANIC **SETTINGS** [Gear] [Clock] [Back]

PROFILE **SENSITIVITY**

Name
Vadym Test Op

Organisation
Magdalene Limited

Operating Depot
Risby BT

Mobile Number
+44 07970817085

+ Add Manger/Supervisor Number

Auto Timer Duration for Alarm (Seconds) : 60 **+**

Set Default Timer (Hours) : 1 **+**

SAVE PROFILE

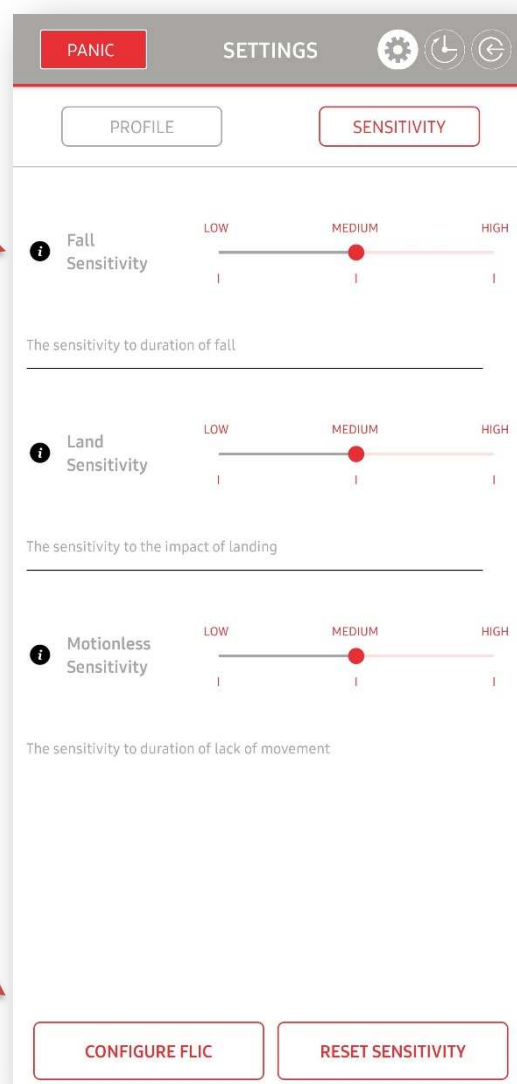
- First time login, will take you to the Profile page, which prepopulates your Name, Organisation and Operating Depot. You will not be able to edit these. If incorrect contact SHEQ.Support@morrisonts.co.uk.
- You will be asked to verify your Phone number and if incorrect proceed to update and click **Save Profile**.
- Plus, you can add up to two "Manager/Supervisor" phone numbers.
- You can set up the Alarm timer, in seconds. You can also set up the Default Timer, in hours.
- Next time you login you will not require to update your profile, it will take you straight to the timer setting screen.

App Functionality

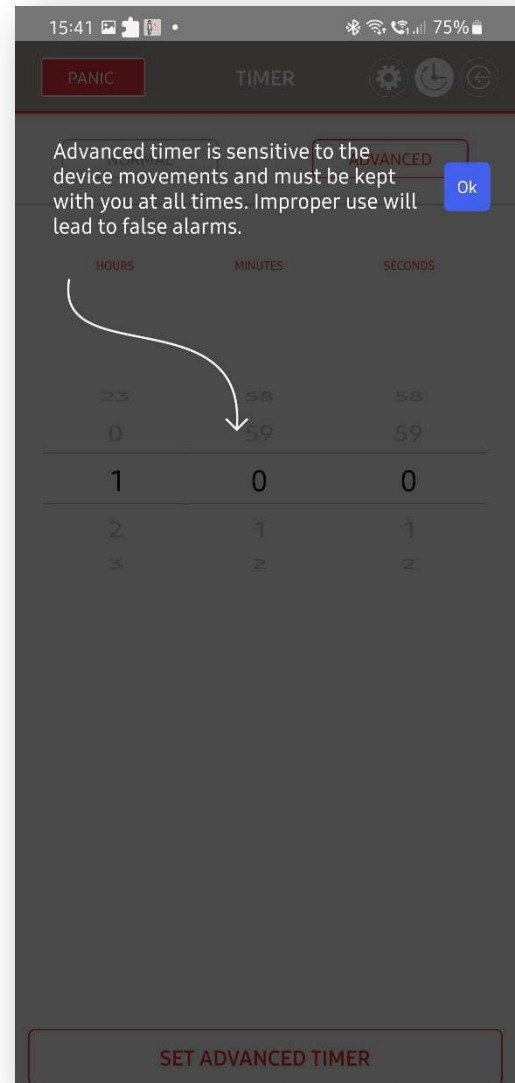
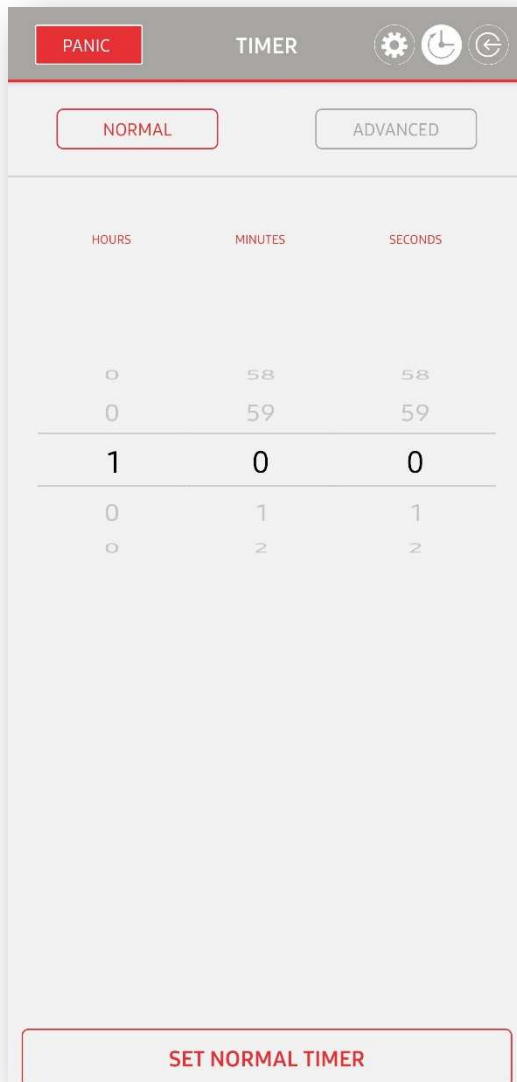
Please note that the App requires an Internet / mobile connection to function.

Sensitivity Settings

- You can proceed to fine tune sensitivity settings across Fall, Land & Motionless accordingly. Please refer to the *i* icon for details.
- A good example would be “**Motionless**”. You may find it better on Low if you stay stationary for up to 6 min or on High if you move a lot and don’t sit around for more than 1 min
- To use **FLIC** button you will need to install Flic application from Telecom App Store.
- Click on the **FLIC** button to configure and pair via Bluetooth. Once configure it is connected to ‘**PANIC**’ button



Setting up timers



- The Normal Timer is set as default to 1 hour and you are allowed to change it to a lesser time if you wish. 1 Hour is the maximum the timer can be set to.
- The normal timer does not have any advanced features such as Fall Detection.
- The Advanced Timer provides more functionality. It has the ability to detect Free Fall, Hard Landing or Motionless states.
- The Advanced timer will sound the alarm if the timer runs out or any of the above states are triggered.
- There is a pop-up notification to let you know the advanced timer is sensitive to sudden stops, falls or being motionless.

Setting Up Timers - Location Information

The screenshot shows the 'ADVANCED' timer setup screen. At the top, there are buttons for 'PANIC', 'TIMER', and settings. Below are 'NORMAL' and 'ADVANCED' mode buttons. A modal titled 'Please review below and confirm work location' is displayed. It contains input fields for 'Latitude' (52.34597) and 'Longitude' (0.5036), and an 'Address' field with 'Test address'. A volume slider is shown at 0% with a red indicator and a '+' button. Below the slider, it says 'Please click + button to increase volume'. There are two status indicators: 'Location Permission' with a green thumbs-up icon and 'Silent Mode & DND Disabled' with a red thumbs-down icon. At the bottom of the modal, it says 'I confirm the above location details are correct.' with 'No' and 'Yes' buttons. A 'SET ADVANCED TIMER' button is at the very bottom.

- The App has a pop up which appears before you can set the timer.
- The App will try to get your latest location.
- User is able to enter Lat and Long.
- The App will translate Lat and Long into an Address automatically however you can enter it manually if required.

This screenshot is identical to the previous one, but the volume slider is now at 95%, indicated by a green bar and a green '95%' label. The rest of the interface remains the same.

- You can amend or completely change the address. Maximum 225 characters, you can specify where you are by amending the Address if its incorrect or you are at specific place or room.
- The App will check the volume level.
- The volume level must be at least at 90%. The Timer won't start unless volume is at or over 90%.
- You can increase the volume level by clicking "+" or by using the physical volume up button on the device.

PANIC TIMER

NORMAL ADVANCED

Please review below and confirm work location

Latitude Longitude

52.34597 0.5036

Address

Test address

Ensure the volume is set above 90%.

95% +

Please click + button to increase volume

Location Permission Silent Mode & DND Disabled

I confirm the above location details are correct.

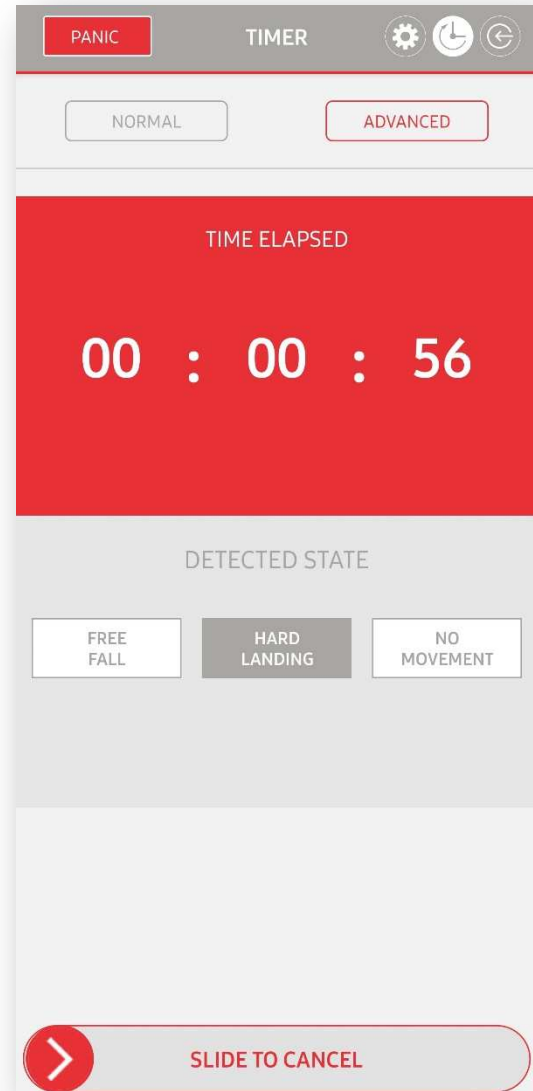
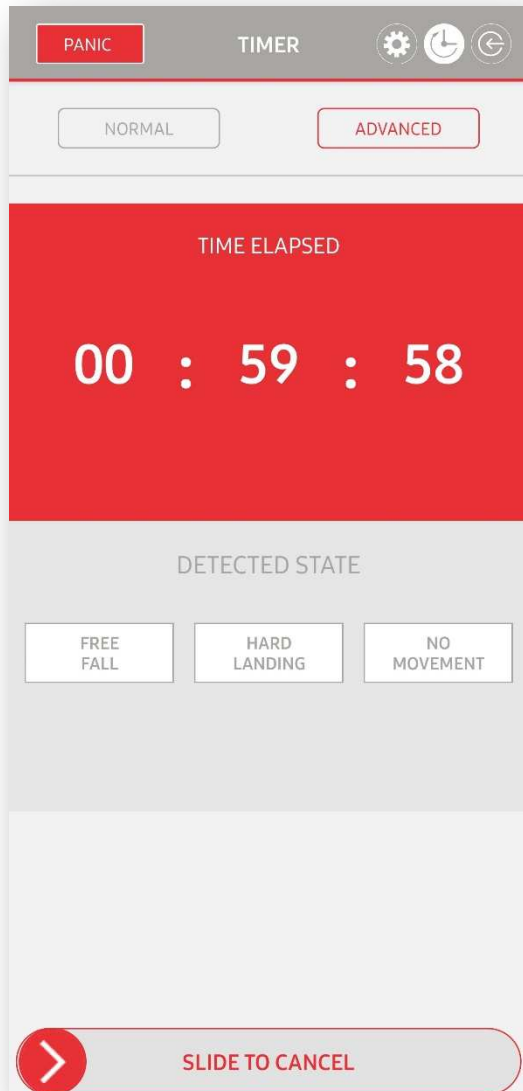
No Yes

START TIMER

SET ADVANCED TIMER

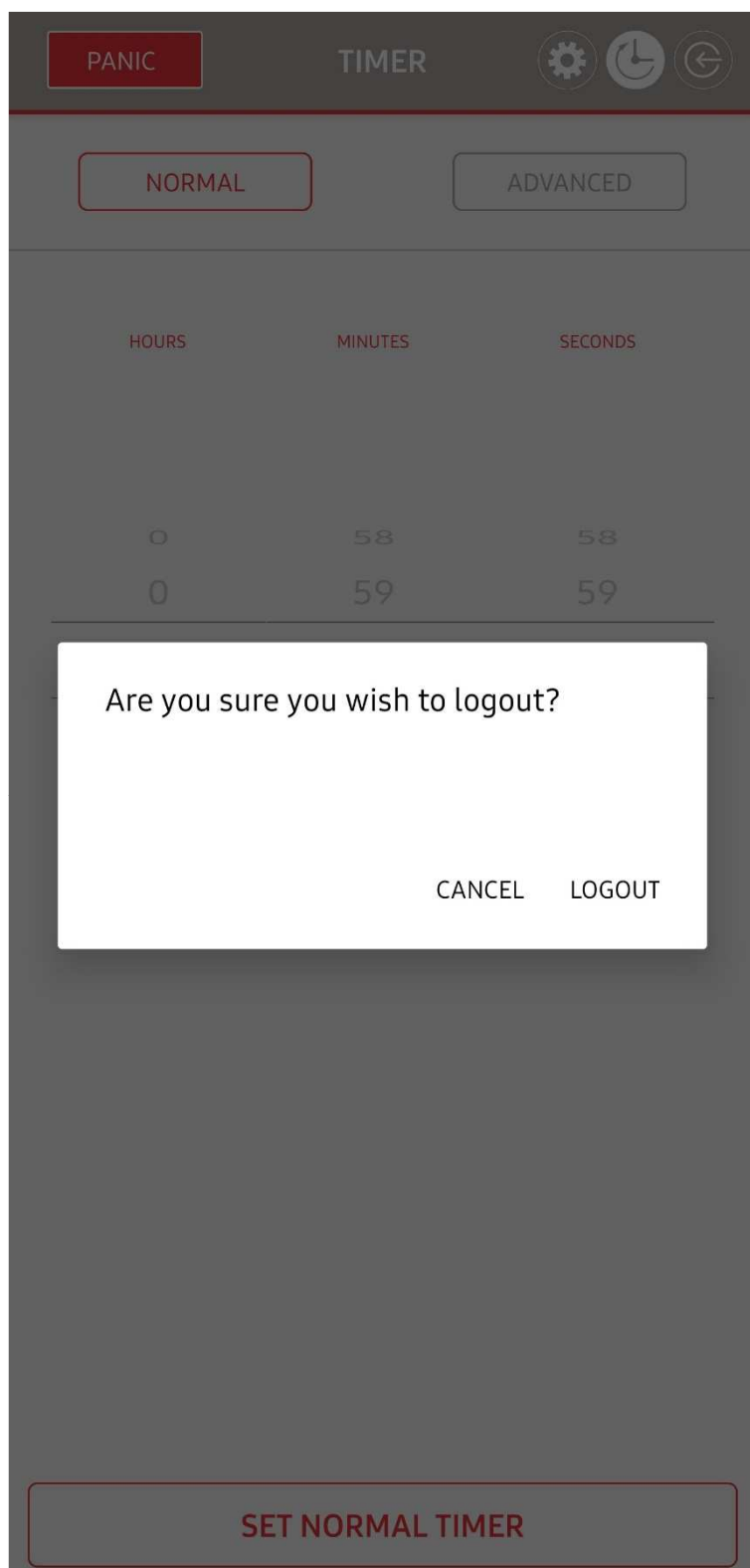
- The App will check the location permission.
- Select “Always” when using an iOS device or “Allow all the time” when using Android.
- This allows for the App to have access to the device location even when the app is in the background.
- The App will not capture location if the app is shut down.
- You must confirm that the address is correct before starting a timer.

Advanced Timer



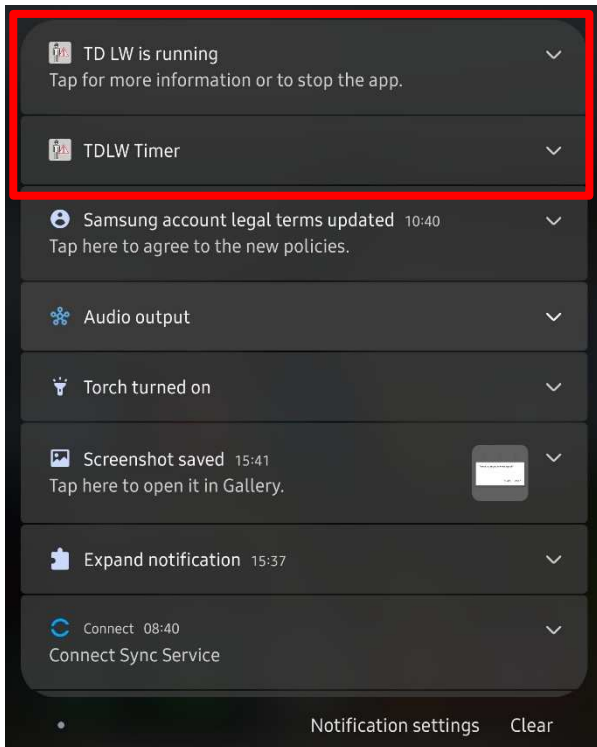
- Advance Timer example.
- The timer displays how much time you have left before you can finish your job. You can switch the timer off at any point once you have completed your job.
- You should then restart it at the next job.
- Here's an example of an Advance timer being set off by Hard Landing. 45 second alarm timer (Auto timer duration configured in Profile) will go off, sound the alarm, vibrate the phone and switch the flashlight ON.
- The application will be notifying the Incident Team via, email, text and a phone call if the alarm is not disabled.

Sign Out

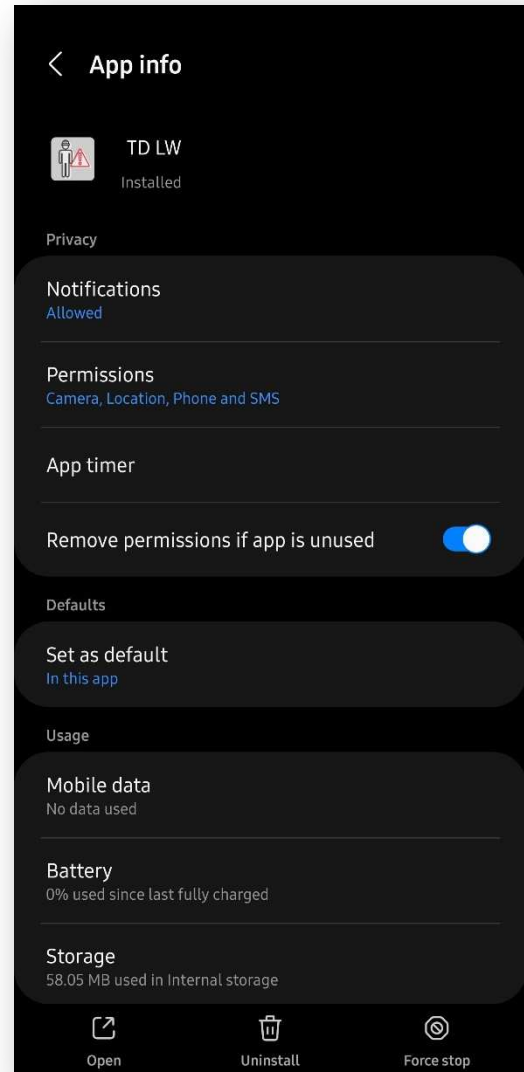


- The Sign Out button is located in the top right-hand corner of the screen.
- The Sign out button will close the app and disable any active timers.
- **IMPORTANT**
You must sign out once you have finished your shift and are no longer lone working.

How to close the App Android



- Lone Worker will be running in the background and will be visible in the notification.
- This feature ensures that the alarm can be triggered even if you have minimised app or phone is locked.
- You will have to click on the Lone Worker notification to open the app settings.
- You can tap the notification to completely close the app on Android phone (not iOS).
- There is also a “TDLW Timer” notification for the alarm. Tapping onto this notification will take you to any active alarms.



- You will be prompted to the “App Info” once you click on the notification. The only way to close this app will be **Force Stop**.
- Click on “**Force Stop**” at bottom right corner to close the Lone Worker app