

## Client Site GPS

### Setting Client Site Address and GPS (an example)


1. Select Client Type - Automotive
2. Client Site - Nunawading Hyundai
3. Start type in the address, the google suggestions will show and choose the correct address from the suggestions
  - a. For e.g. start type "434 Whitehorse" and select address from autocomplete field as "434 Whitehorse Road, Nunawading VIC, Australia"
  - b. This will auto populate Client GPS

Incident Client Type Incident Client Site Feedback Template PDF Template

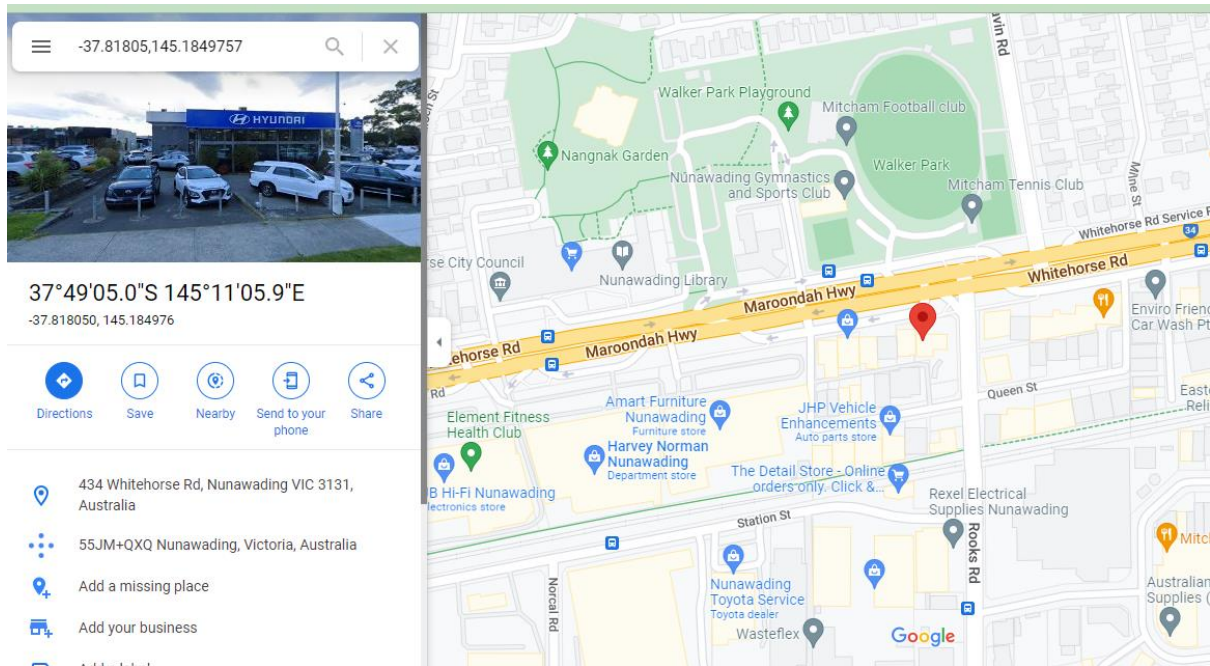
Filter by Client Type  [+ Add Client Site](#)

| Client Type | Client Site        | Emails                   | Address                    | State | GPS    | Billing |  |
|-------------|--------------------|--------------------------|----------------------------|-------|--------|---------|--|
| Automotive  | Nunawading Hyundai | con.a@cangelatosgroup.co | 434 Whitehorse Road, Nunaw | NSW   | 849757 | \$1500  | <a href="#">UPDATE</a><br><a href="#">CANCEL</a> |

4. Save client settings by clicking Update button
5. Click on the link in GPS field to see the google map

| Client Type | Client Site        | Emails  | Address   | State | GPS  | Billing |  |
|-------------|--------------------|---|---|-------|--|---------|--|
| Automotive  | Nunawading Hyundai | con.a@cangelatosgroup.com.au,<br>craig.fa@cangelatosgroup.com.au,<br>hickss@fitzroys.com.au,<br>alex.c@cangelatosgroup.com.au | 434 Whitehorse Road,<br>Nunawading VIC, Australia | NSW   | 145.115° E<br>37.494° S<br><br>Click the link | \$1500  | <a href="#">EDIT</a><br><a href="#">DELETE</a> |

6. Google map will open in new tab as below

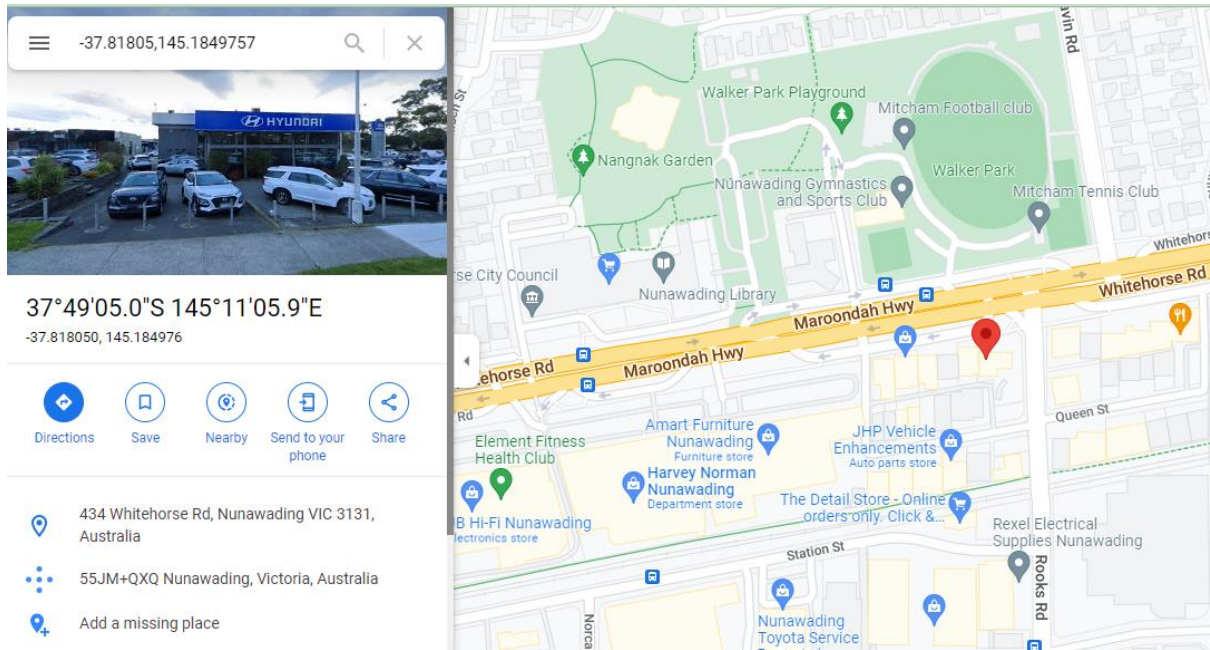


## IR Report

1. Select Client Type: Automotive
2. Client Site: Nunawading Hyundai

|                  |                      |  |                          |   |   |                                    |
|------------------|----------------------|--|--------------------------|---|---|------------------------------------|
| JOB No. & Times: |                      | Patrol:  |                          | Which site did the incident occur at?                                       |   |                                    |
| J:               | <input type="text"/> | External   | <input type="checkbox"/> | Client Type   | Client Site                                     | Area / Ward                        |
| T:               | <input type="text"/> | Internal   | <input type="checkbox"/> | <input type="text" value="Automotive"/>                                     | <input type="text" value="Nunawading Hyundai"/> | <input type="text" value="n/a"/>   |
| Du:              | <input type="text"/> | NOTE: If WAND points dont exist, or are missing you must take photos |                          | Client Address  | Client State                                    | GPS Map Link                       |
| Tr:              | <input type="text"/> |  |                          | <input type="text" value="434 Whitehorse Road, Nunawading VIC, Australia"/> | <input type="text" value="NSW"/>                | <input type="button" value="Map"/> |

3. Click on GPS map Link button to open the map



4. The map will be inserted in the PDF report

Supervisor or person you reported this to and/or emailed: NAME ( & their position or title )

This form should be completed online via the Citywatch webform portal: [www.cws-tr.com](http://www.cws-tr.com) where it will automatically email CWS-HQ & Client.  
Sites with Dropbox Access must still complete the form online AND also download & save the file into the correct Monthly folder Manually.  
A completed IR as a PDF (offline) OR updates to original IR can also be manually emailed to: [cws-tr@citywatchsecurity.com.au](mailto:cws-tr@citywatchsecurity.com.au)

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