

DOWNLOAD,  
REGISTER, LOG IN

CLOCKING IN  
and OUT

MESSAGES

DURESS

TASKS

AUDITS

ISSUES

SCAN



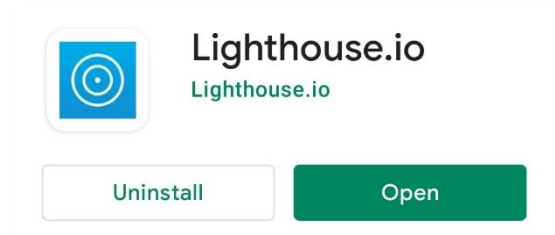
**lighthouse**  
powered by TEAM Software

DOWNLOAD, REGISTER, AND LOG IN

1 Open your app store

2 Search 

3 Install  
& Open



4 Allow

- Location Service - Always Allow
- Motion & Fitness - Allow
- Use Bluetooth - Allow
- Notifications - Allow
- Camera Access - Allow/Enable

# DOWNLOAD THE APP



1

Set Application

V 12.0.0 / 12.3.0

Enter your Application Id

security-company

NEXT

Enter application ID

2

security-company

change application

Enter your username

lh.john.smith

NEXT

Enter username

3

lh.john.smith

Enter your password

.....

LOGIN

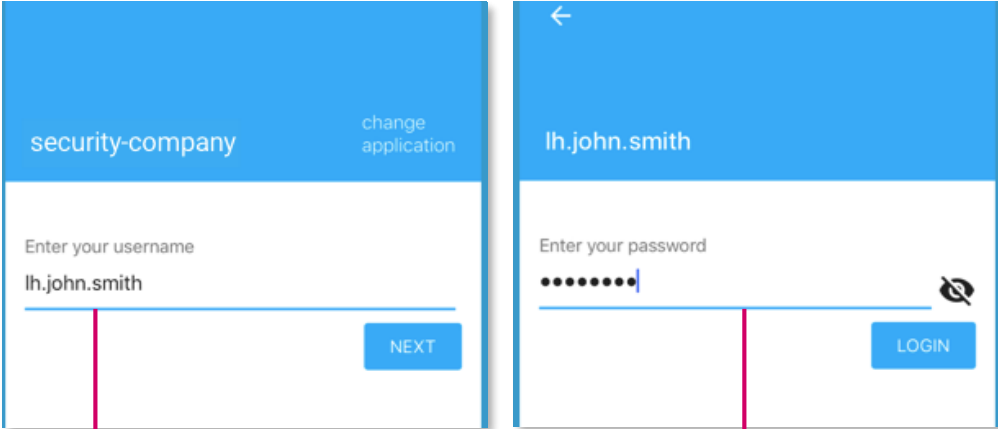
Enter password

---

# REGISTER

(first time)

# LOGGING IN

Two mobile app login screens are shown side-by-side. The left screen has a blue header with "security-company" and a "change application" link. It contains a username input field with "lh.john.smith" and a "NEXT" button. The right screen has a blue header with a back arrow and "lh.john.smith". It contains a password input field with masked characters and a "LOGIN" button. A red box at the bottom highlights the text "Enter username & password".

security-company [change application](#)

Enter your username  
lh.john.smith

NEXT

lh.john.smith

Enter your password  
.....

LOGIN

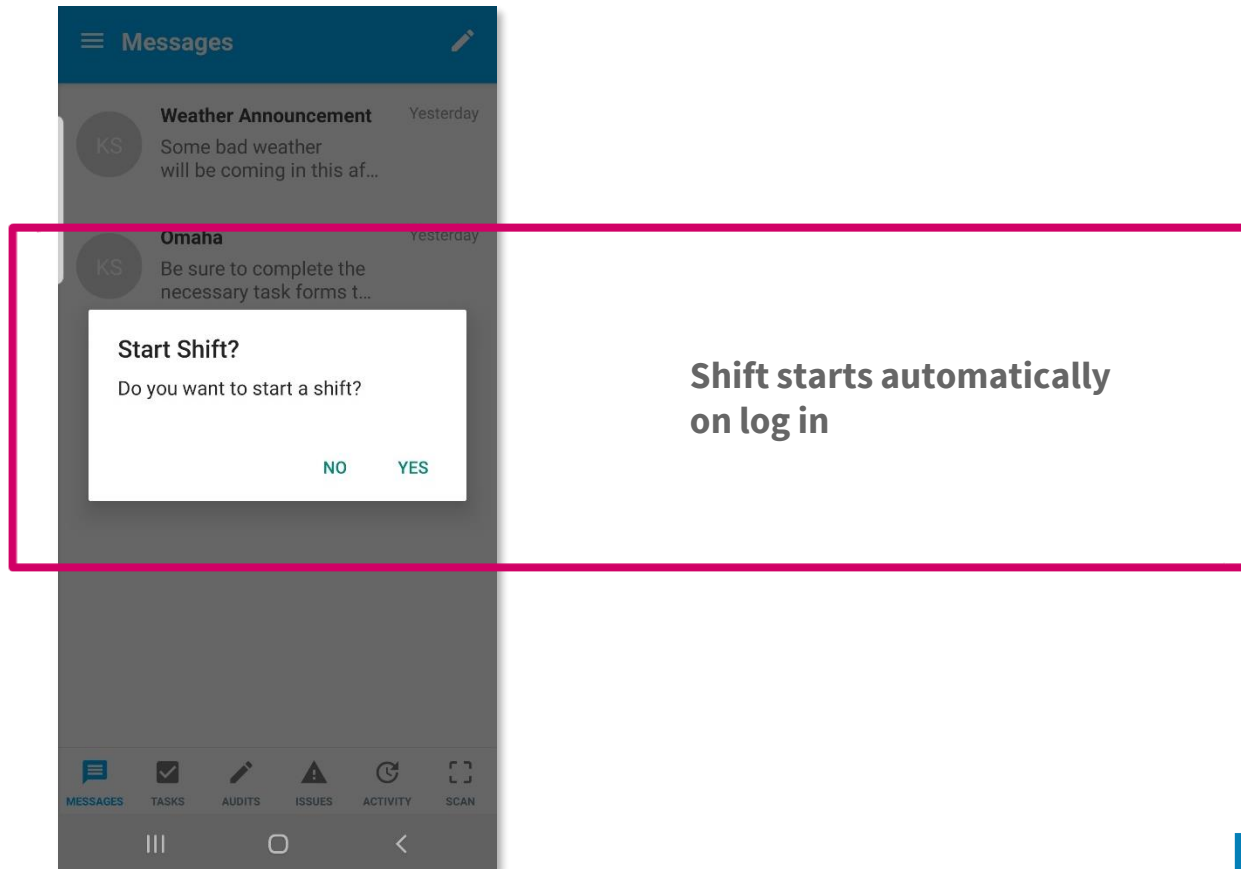
Enter username & password



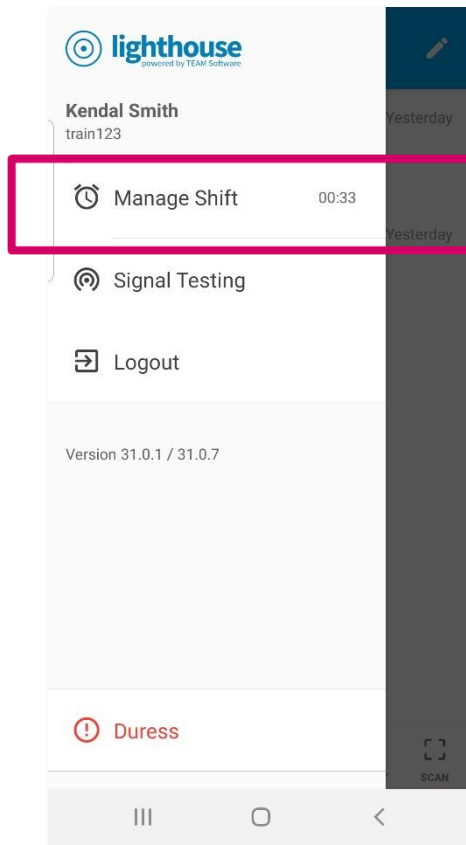
**lighthouse**  
powered by TEAM Software

# CLOCKING IN AND OUT

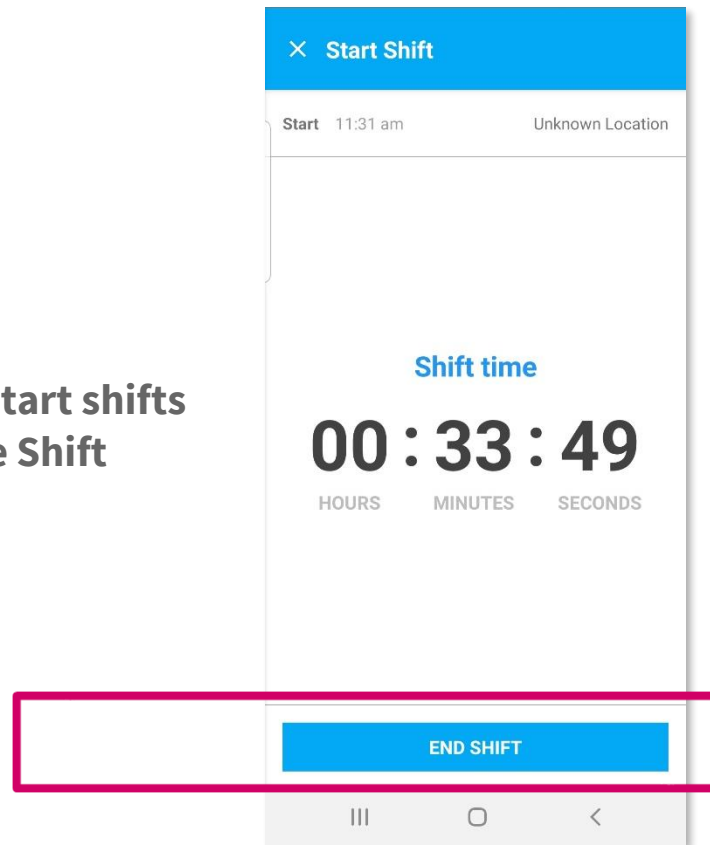
# CLOCKING IN AND OUT



# CLOCKING IN AND OUT



End and Start shifts  
in Manage Shift



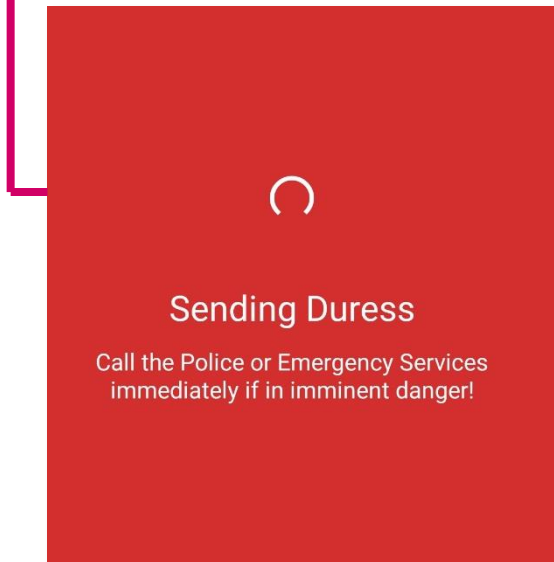
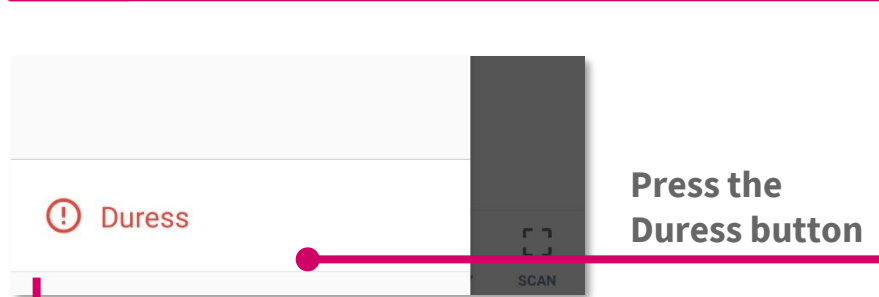




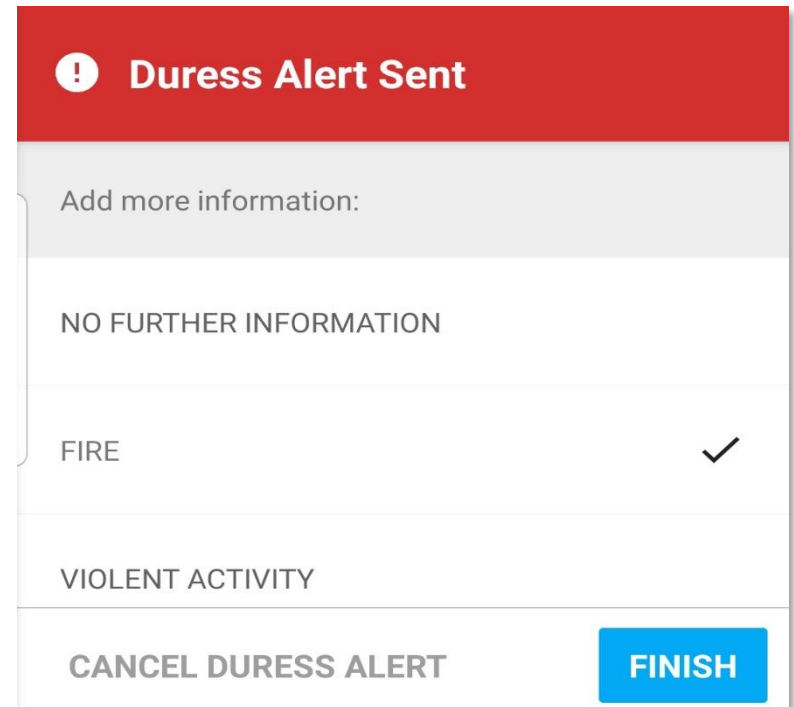
**lighthouse**  
powered by TEAM Software

DURESS

# DURESS



Update status



Describe the situation



**lighthouse**  
powered by TEAM Software

# MESSAGES

  
**MESSAGES**

  
TASKS

  
AUDITS

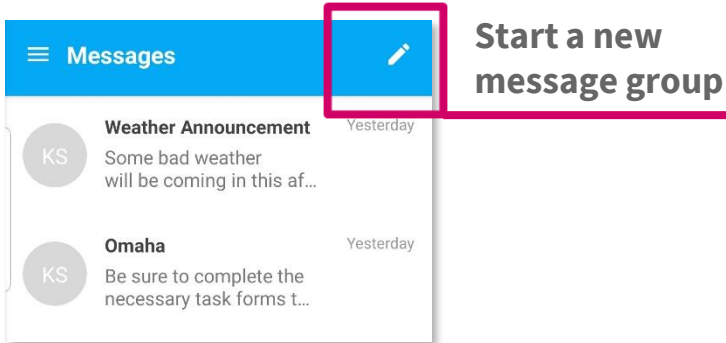
  
ISSUES

  
ACTIVITY

  
SCAN

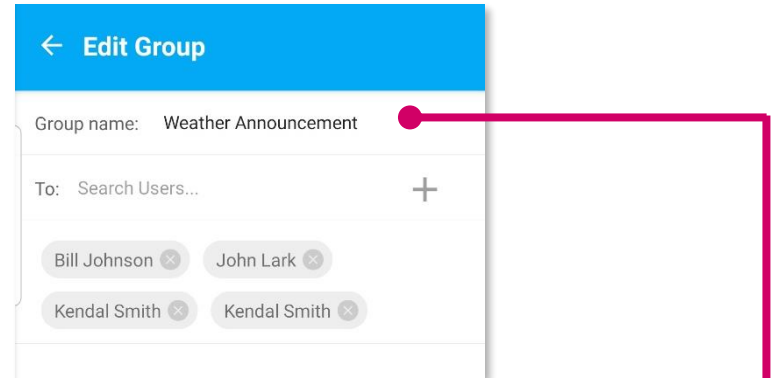
# MESSAGES

**Start a new message group**



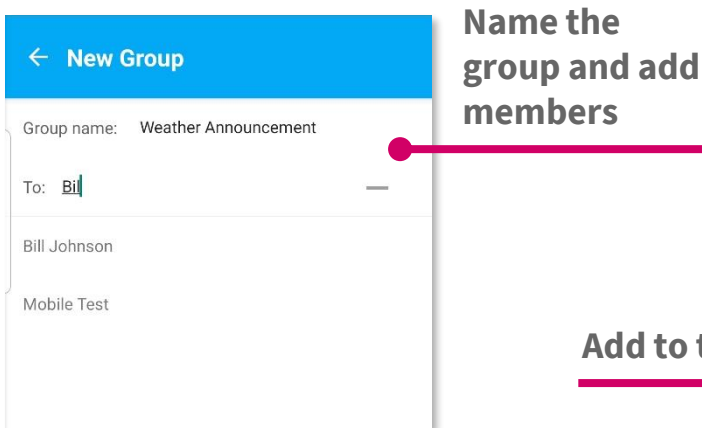
The Messages screen shows a list of message groups. The first group is titled 'Weather Announcement' with a profile picture 'KS' and a preview text 'Some bad weather will be coming in this af...'. The second group is titled 'Omaha' with a profile picture 'KS' and a preview text 'Be sure to complete the necessary task forms t...'. Both groups are dated 'Yesterday'.

**Edit Group**



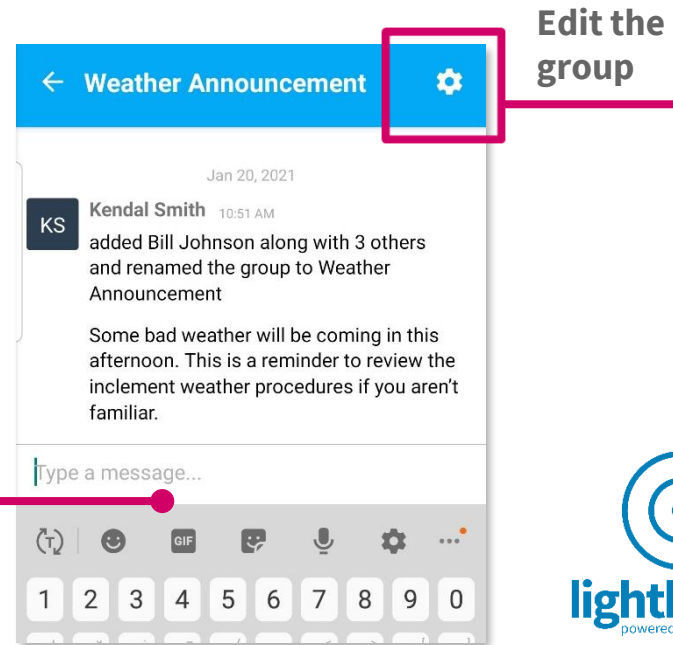
The Edit Group screen allows you to modify a group. It shows the 'Group name' as 'Weather Announcement'. Below this is a 'To:' field with a search bar 'Search Users...' and a plus icon. There are four user avatars listed: Bill Johnson, John Lark, Kendal Smith, and Kendal Smith, each with a close icon.

**Name the group and add members**



The New Group screen allows you to create a new group. It shows the 'Group name' as 'Weather Announcement'. Below this is a 'To:' field with a search bar. There are two user avatars listed: Bill Johnson and Mobile Test.

**Edit the group**



The Weather Announcement group chat shows a message from Kendal Smith (KS) dated Jan 20, 2021, at 10:51 AM. The message says: 'added Bill Johnson along with 3 others and renamed the group to Weather Announcement'. Below this is a preview text: 'Some bad weather will be coming in this afternoon. This is a reminder to review the inclement weather procedures if you aren't familiar.' At the bottom is a text input field 'Type a message...' and a keyboard.

**Add to the conversation**





**lighthouse**  
powered by TEAM Software

# TASKS



MESSAGES



**TASKS**



AUDITS



ISSUES





ACTIVITY



SCAN


# TASKS



**Recent Tasks**



**Start a new task**

Bathroom Checklist TEAM Software HQ	Jul 28 >
Commercial Property Bathroom Sweepsheet Henry Doorly Zoo	Jul 21 >
Bathroom Checklist Village Pointe Plaza	Jun 4 >
Activity Log	Jun 3 >


**Select Task**




BWW Activitiy >

Bathroom Checklist >

Commercial Property Bathroom  
Sweepsheet >

**Select a task form**


**Bathroom Checklist**

**Bathroom (1/4)**  
Please fill out the following check lists for cleaning the bathrooms

☐ Sinks cleaned

☐ Toilets cleaned

Urinals (Optional)

☐ Yes

☐ No

☐ Mopped Floors



☐ Mirrors Cleaned

CANCEL

SUBMIT

**Complete the task form and submit**

# TASKS



**Recent Tasks**


Bathroom Checklist TEAM Software HQ	Jul 28 >
Commercial Property Bathroom Sweepsheet Henry Doorly Zoo	Jul 21 >

Select a completed task form to view or edit

**Bathroom (1/4)**  
 Please fill out the following check lists for cleaning the bathrooms

Sinks cleaned	✓
Toilets cleaned	✓
Urinals Yes	
Mopped Floors	✓



Open edit screen

**Bathroom (1/4)**  
 Please fill out the following check lists for cleaning the bathrooms

<input checked="" type="checkbox"/>	Sinks cleaned
<input checked="" type="checkbox"/>	Toilets cleaned
Urinals (Optional)	
<input checked="" type="radio"/>	Yes
<input type="radio"/>	No
<input type="checkbox"/>	Mopped Floors
<input checked="" type="checkbox"/>	Mirrors Cleaned

DISCARD

UPDATE

Make changes and update



**lighthouse**  
powered by TEAM Software

# AUDITS



MESSAGES



TASKS



AUDITS



ISSUES



ACTIVITY




SCAN



# AUDITS

Recent Audits



Cleaning Quality Inspection  
ProHealth Medical Center

Jan 14 >

Officer Inspection  
ProHealth Medical Center

Jan 14 >

Bathroom Inspection  
3000 - Omaha Childrens Museum

Jul 21 >

Start a new audit

Select Audit

Search...

All Others (10)

Audit Example >


Bathroom Inspection >

Select an audit form


Bathroom Inspection

Employee Detail

Employee Name



Employee ID Number (Optional)



Were the sinks cleaned?

+

4 Stars

3 Stars

2 Stars

1 Stars

0 Stars

Score: 0%

CANCEL

SUBMIT

Complete the audit form and submit.

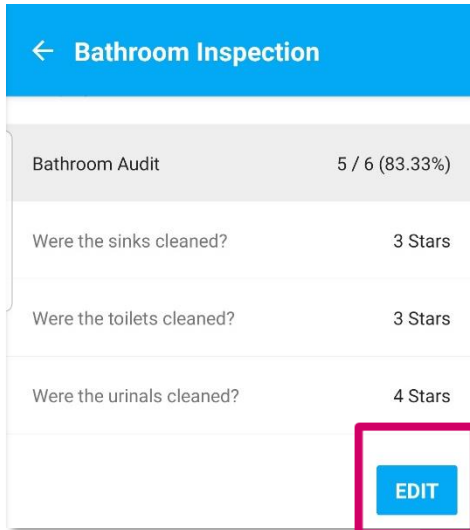
# AUDITS



**Recent Audits**

Audit Name	Date
Cleaning Quality Inspection ProHealth Medical Center	Jan 14 >
Officer Inspection ProHealth Medical Center	Jan 14 >
Bathroom Inspection 3000 - Omaha Childrens Museum	Jul 21 >

Select a  
completed  
audit form  
to view or  
edit



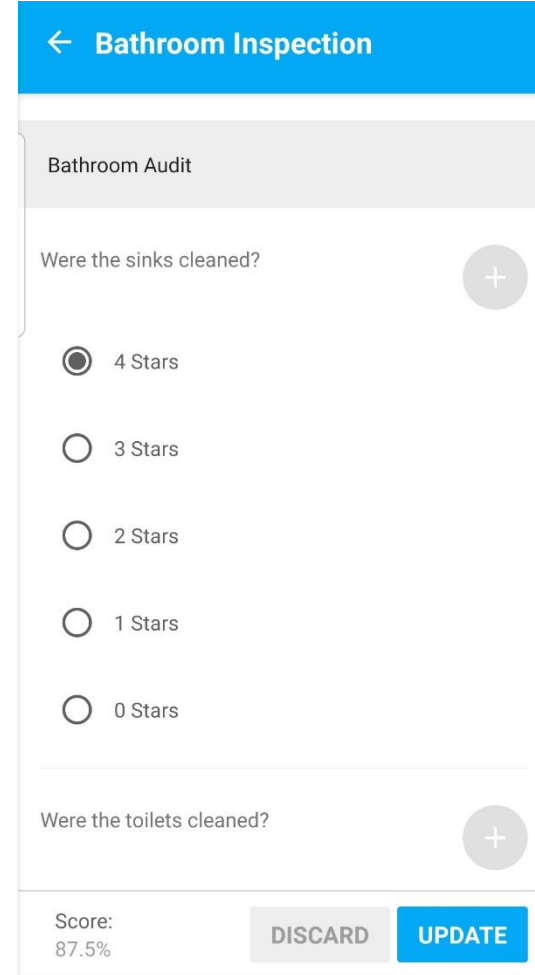
**Bathroom Inspection**

Bathroom Audit 5 / 6 (83.33%)

Were the sinks cleaned?	3 Stars
Were the toilets cleaned?	3 Stars
Were the urinals cleaned?	4 Stars

**EDIT**

Open edit  
screen



**Bathroom Inspection**

Bathroom Audit

Were the sinks cleaned?

☒ 4 Stars  
☐ 3 Stars  
☐ 2 Stars  
☐ 1 Stars  
☐ 0 Stars

Were the toilets cleaned?

Score: 87.5%

**DISCARD** **UPDATE**

Make changes  
and update



**lighthouse**  
powered by TEAM Software

# ISSUES



MESSAGES



TASKS



AUDITS



**ISSUES**






ACTIVITY



SCAN

# ISSUES


**Recent Issues**

ACTIVE - OTHER ISSUES


Incident Report  
ProHealth Medical Center  
**OPEN** - Unassigned

Jan 14 >


1\_Incident Log  
Unknown Location  
**OPEN** - Unassigned

Jan 13 >

**Start a new issue**


**Select Issue**

Search...



All Others (6)


1\_Incident Log

>

Incident Report

>

**Select an Issue form**


**New Issue**

Incident Type

☐ Assault


☐ Car Accident

☐ Damage / Mainetenance

☐ Slip & Fall

☐ Theft

☐ Vandalism


Narrative

CANCEL

SUBMIT

**Complete the issue form and submit.**

# ISSUES

**Recent Issues**

ACTIVE - OTHER ISSUES

Incident Report  
ProHealth Medical Center  
**OPEN** - Unassigned  
Jan 14 >

1\_Incident Log  
Unknown Location  
**OPEN** - Unassigned  
Jan 13 >

**Filter issues**

Assigned to me

✓ Active

Open

In Progress

Closed

**Incident Report**

☐ Slip & Fall

☐ Theft

☒ Vandalism

**DISCARD** **UPDATE**

Make changes and update

**Slip and Fall**

**Status** **OPEN** >

**Details**

Details of incident  
He fell

Location of incident  
Outside

**EDIT**

Update status

**Status**

**OPEN** ✓

**IN PROGRESS**

**CLOSED**

Open edit screen



**lighthouse**  
powered by TEAM Software

# ACTIVITY



MESSAGES



TASKS



AUDITS



ISSUES





**ACTIVITY**




SCAN


# ACTIVITY


**Recent Activity**



**Filter activity**


**Shift Finished**


ProHealth Medical Center  
Kendal Smith - Jan 15 8:44 am (21 hours)


**New: Activity Log**


ProHealth Medical Center  
Kendal Smith


**New: Cleaning Quality Inspection - ...**


ProHealth Medical Center  
Kendal Smith


**New: Officer Inspection - 100%**

ProHealth Medical Center  
Kendal Smith


**New: Door/Lock Check**

ProHealth Medical Center  
Kendal Smith


**New: Incident Report**

ProHealth Medical Center  
Kendal Smith

Filter Activities

☒ All Activity

☐ Audits

☐ Tasks

☐ Issues

☐ Exceptions

☐ Shifts

Select a task, issue, or audit to review/edit



**lighthouse**  
powered by TEAM Software

# SCAN



MESSAGES



TASKS



AUDITS



ISSUES



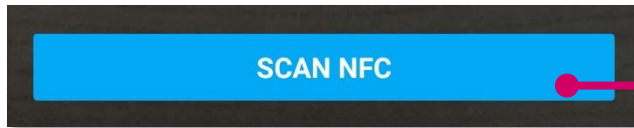
ACTIVITY



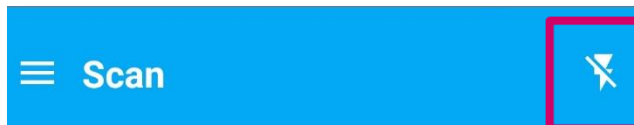
SCAN



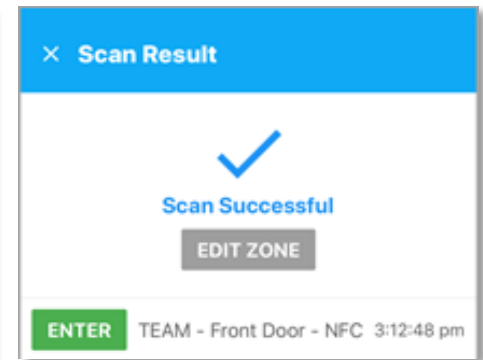
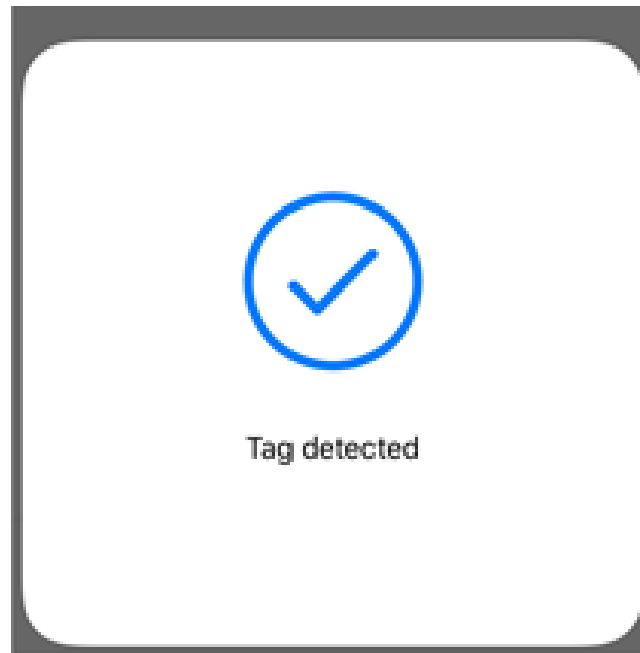
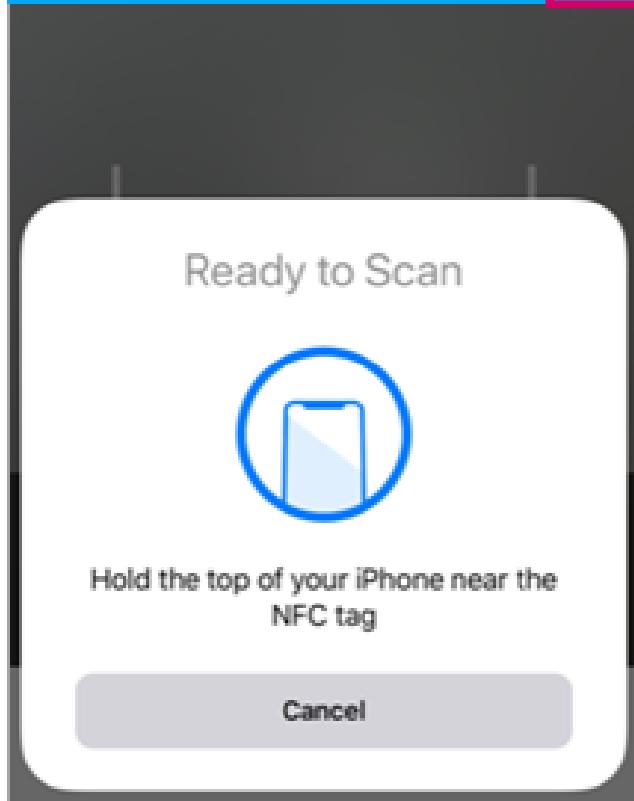
# SCAN - NFC TAGS



Set to SCAN NFC



Turn flash on/off



# SCAN - NFC TAGS

SCAN QR CODE

Set to SCAN QR CODE

☰ Scan



Turn flash on/off



POSITION THE CAMERA SO THE QR CODE APPEARS INSIDE THE SQUARE

✕ Scan Result



Scan Successful

ENTER

Lobby

11:03:04 am

Forms

Task: Activity Log

