

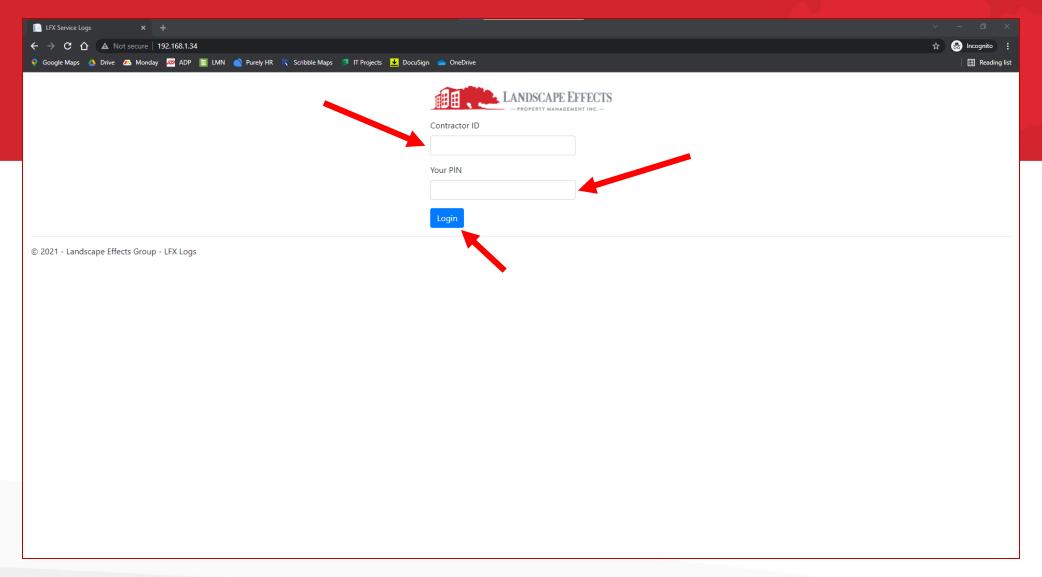


— PROPERTY MANAGEMENT INC. —

LFX Service Logs

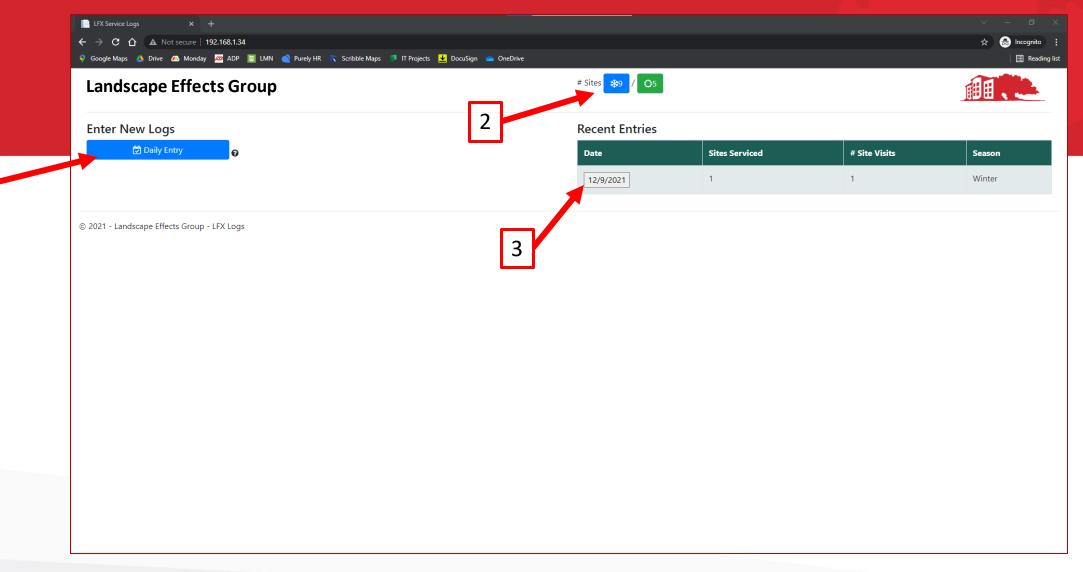
Startup Resource





- Enter the Contractor ID and PIN Provided to you by LFX
- Select Login to continue

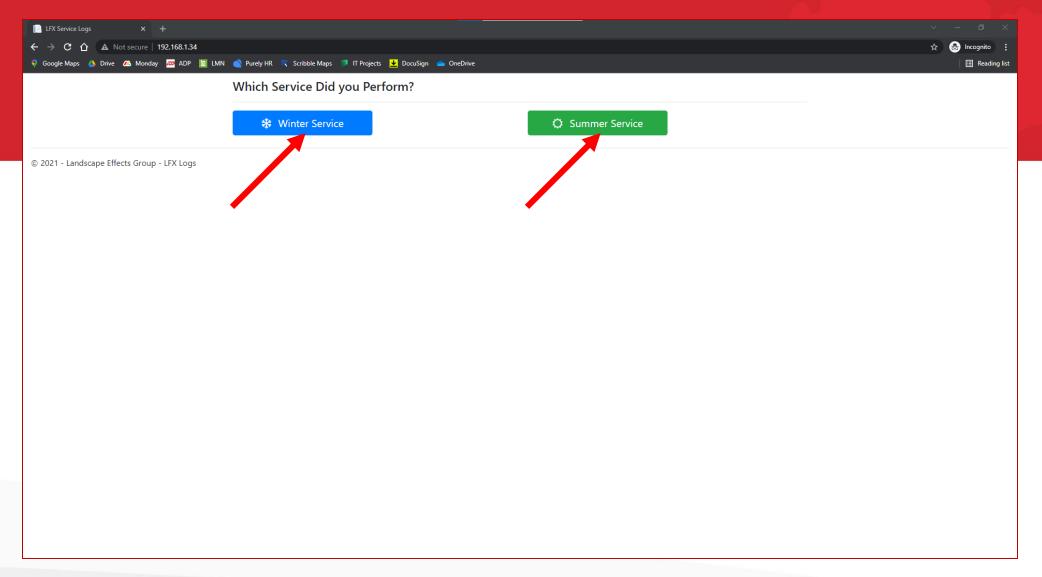




Upon login you should see your company name in the top left of the webpage

- 1. Select 'Daily Entry' to begin the entry of new logs
- 2. Select the **blue** snow or **green** landscape icons to see a list of your contracted sites
- 3. Select the grey 'Date' button under 'Recent Entries' to edit a past log
 - Entries can only be edited **60 days** after creation

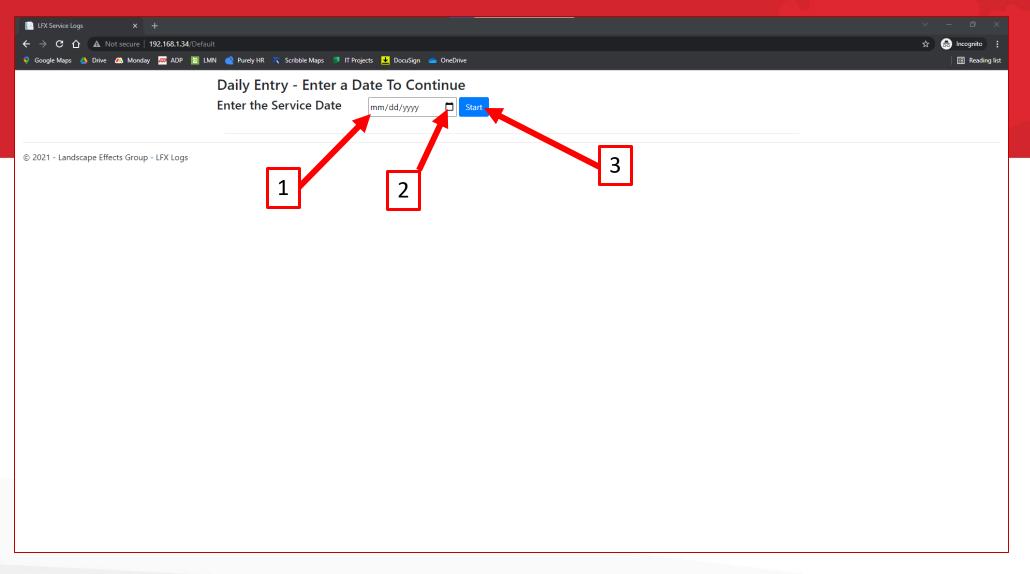




Entering a new log entry – Selecting a Season

- After selecting 'Daily Entry' from the previous screen you will see this page
- Select which service you performed for this entry

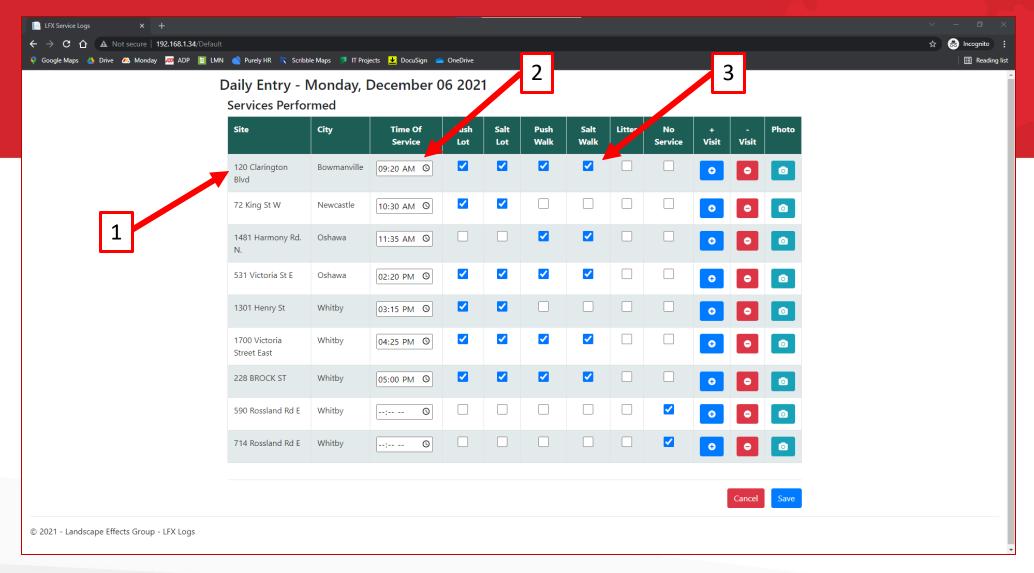




Enter the date of service for your new log entry

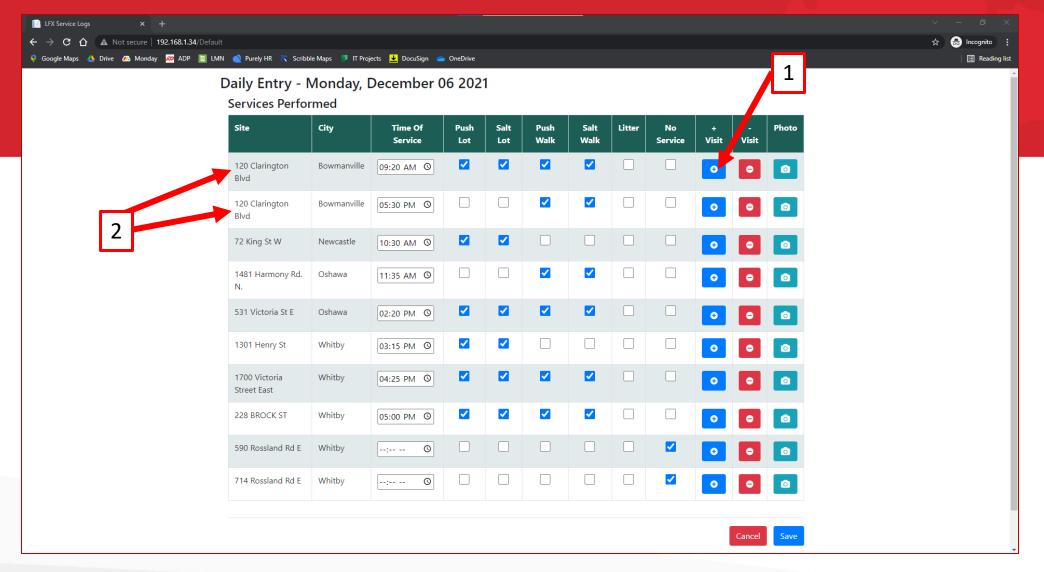
- 1. You can enter the date numerically (mm/dd/yyyy) using your keyboard
 - Entries can only be made for the last 60 days
- 2. You can also use the calendaricon to select a date
- 3. Select 'Start' when finished





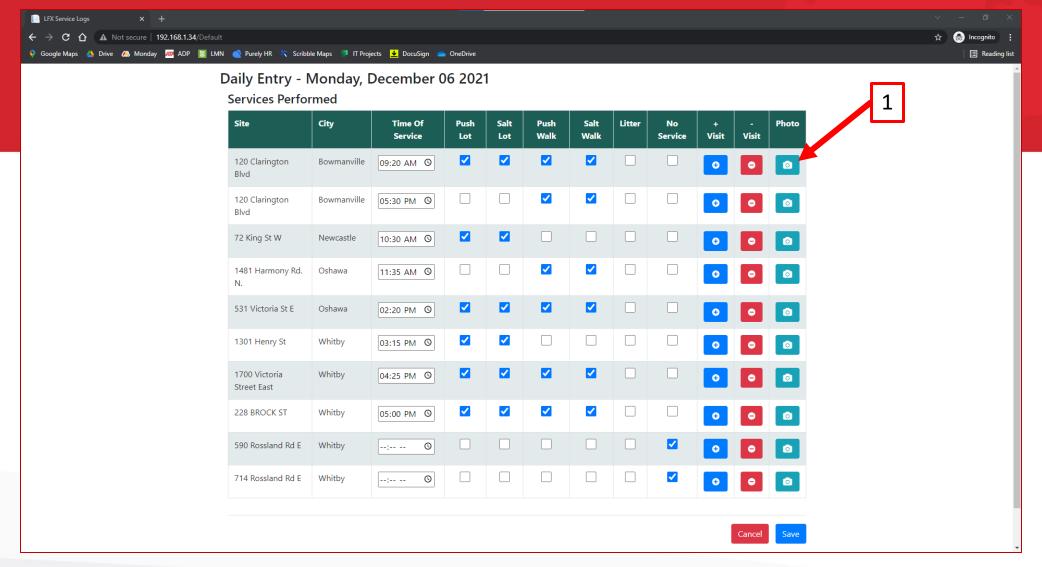
- 1. All contracted sites can be seen along the left of the page
- 2. The time of service can be entered numerically using your keyboard or using the clock icon
- 3. Each service performed *must* be checked off. If no service was performed 'No Service' *must* be checked





- 1. If a site was serviced more than one time in a single day, the ' o ' and ' o' icons can add and remove an additional logentry
- 2. The new entry will be found below the original

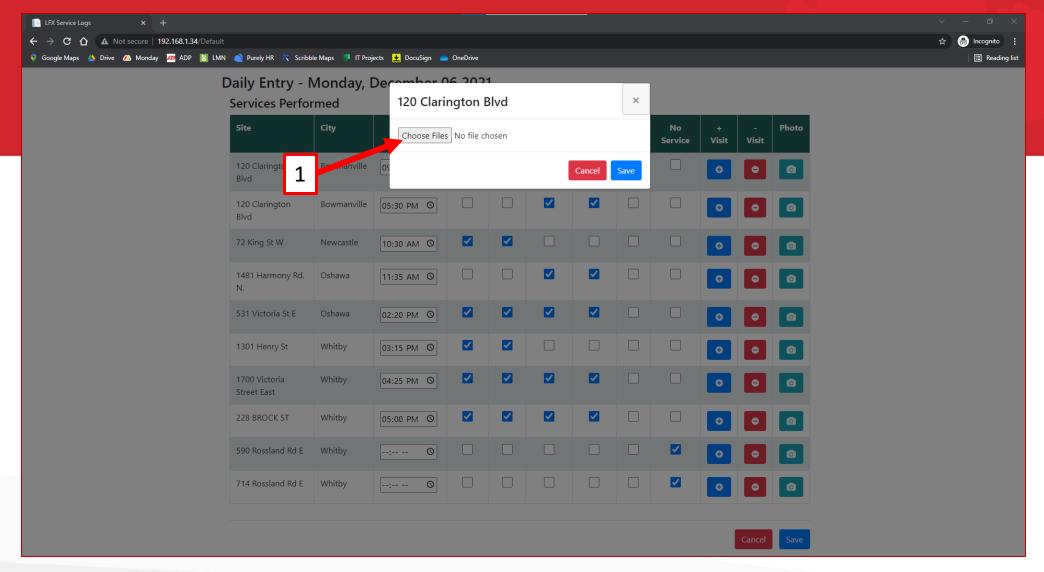




1. Photos of your service can be added by selecting the '

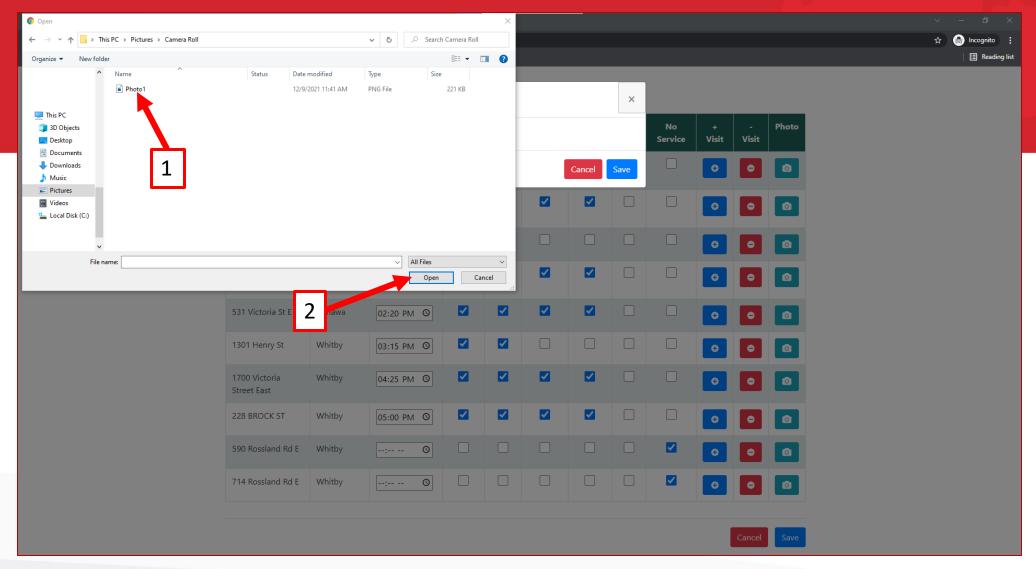






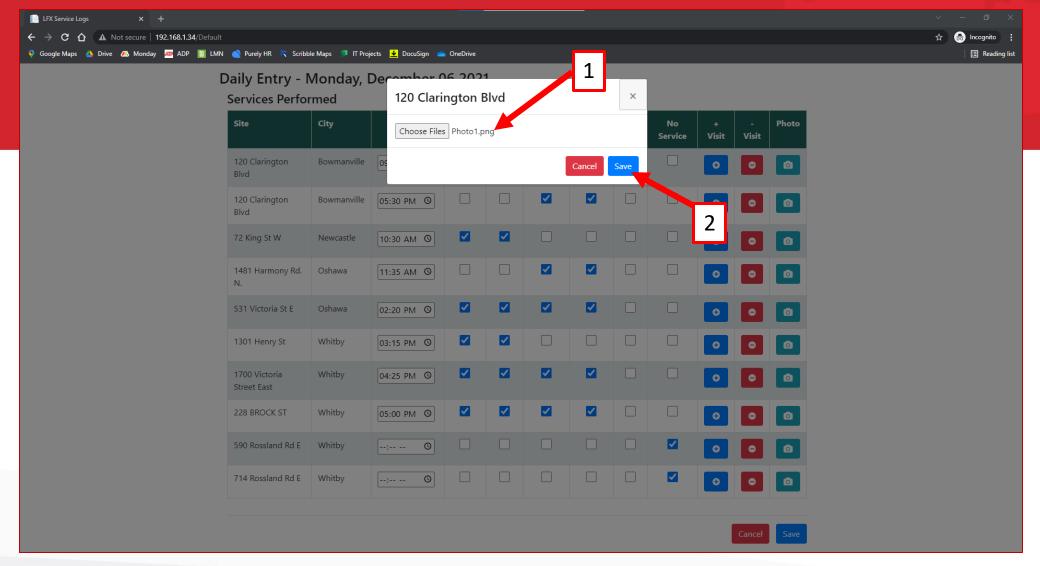
1. Select 'Choose Files' to upload your photos from your computer





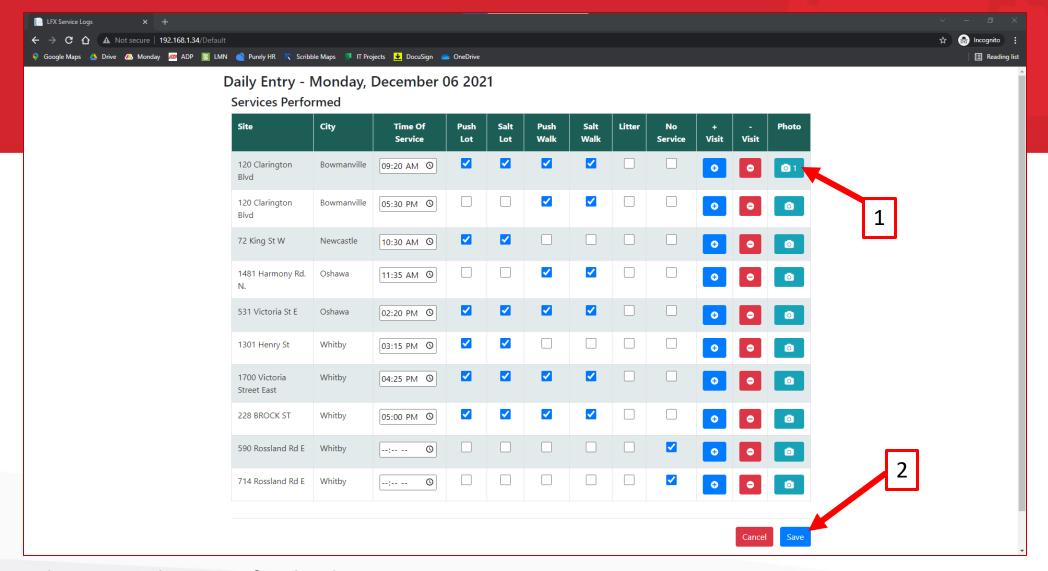
- 1. Select the photo(s) you would like to upload for this site
- 2. Select 'Open' to finalize





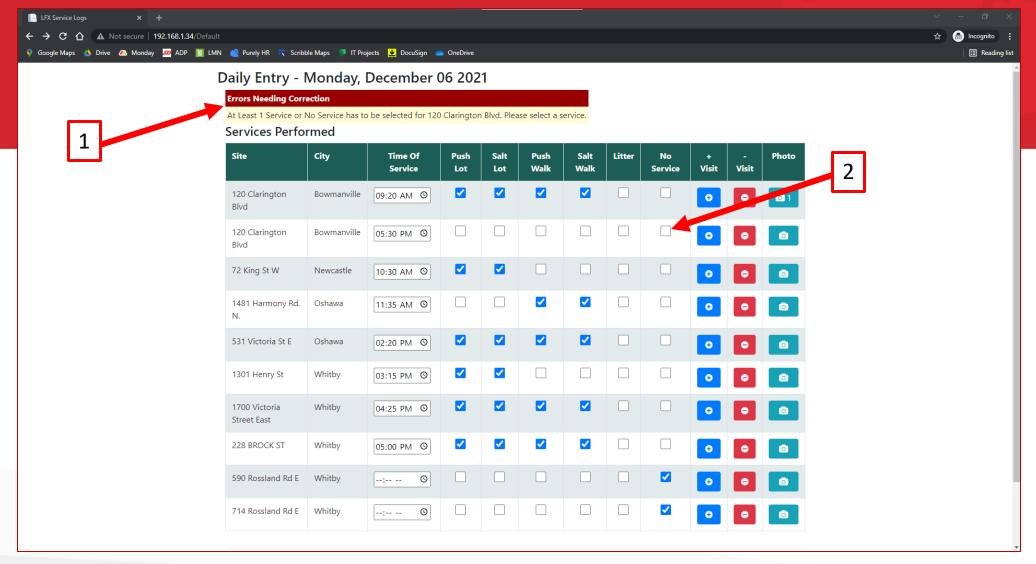
- 1. You should see the photo file that you selected in this location
- 2. Select 'Save' to attach your photo to you daily log



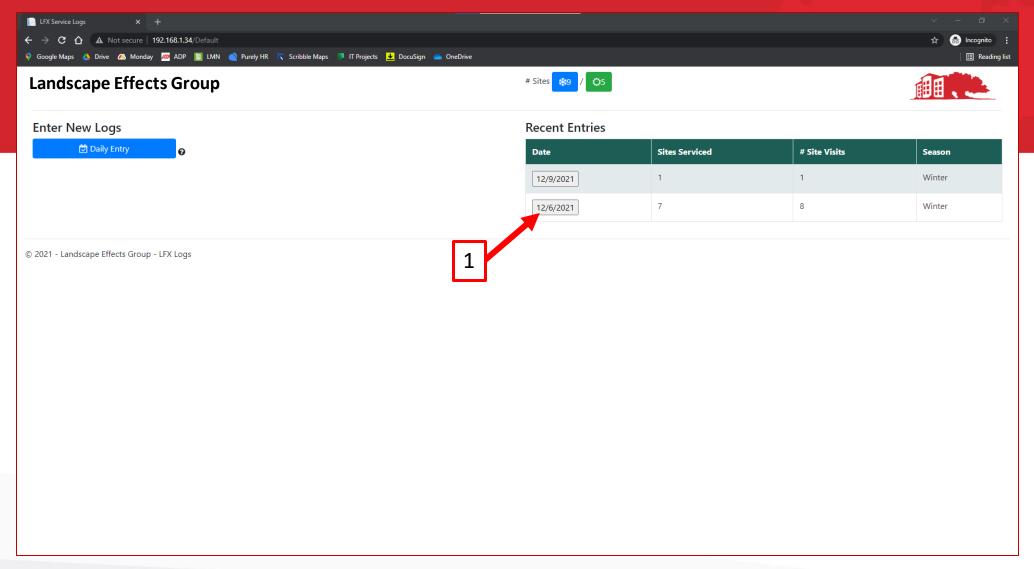


- 1. You should see the number of photo files that you attached in the blue camera icon
- 2. Select 'Save' to complete your daily log





- 1. You will be shown an error message at the top of the page if you have not added a 'Time of Service' and/or made a service selection
- 2. Enter the required fields and select 'Save' to complete your daily log



- 1. You will see your completed logs back on the main screen under 'Recent Entries'
 - These entries can be edited by selecting the grey date button

