On-the-Go AppSuite Documentation

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Section 1: How it Works

How the On-the-Go AppSuite Works

This system is a simple and cost-effective safety net built using web technologies. It's made of two apps and a smart Google Sheet that ties them together.

1. **The Worker App (PWA):** This is the app for your worker's smartphone.

   - **Simple Mode:** A pure safety timer. Workers tap "Start" on arrival and "Depart" when safe.

   - **Advanced Mode:** Adds visit reporting. When departing, a custom checklist appears.

- **Quick Stat:** Log administrative data without starting a timer.
- **Auto-Distance:** Automatically calculates driving distance between start and end points.

2. **The Google Apps Script Backend (The Brain):** This is a Google Sheet with a script attached. It catches data from the app, logs it, and runs an automatic 5-minute trigger to check for overdue workers. It handles all email and SMS escalations.

3. **The Monitoring Dashboard:** A real-time dashboard for your safety monitor. It refreshes every 15 seconds to show who is on-site and who is in distress.

Section 2: Preparation Checklist (Advanced Only)

If you are deploying the "Simple" (Safety-Only) version, you can skip this section.

If you are deploying the **Advanced** version, you will need to sign up for a few free services *before* you run the Setup Tool. Gather the following items in a text document so you are ready to copy and paste them.

Service	Purpose	Cost	Required?	What to Save
Google Account	Hosts the database and script.	Free	**Yes**	Email & Password
GitHub Account	Hosts the App files (PWA).	Free	**Yes**	Username & Password
TextBelt	Sends SMS Alerts.	Free (1/day)	**Yes** (Built-in)	*No setup needed*
Google AI Studio	AI Grammar/Spelling correction on reports.	Free	Optional	**API Key**
OpenRouteService	Auto-calculates driving distance for reports.	Free (2k/day)	Optional	**API Key**

Section 3: Deployment Administrator Guide

Goal: To generate and host your own private versions of the Worker App and Monitoring Dashboard.

Part 1: Use the Online Setup Tool

To access the On-the-Go AppSuite Setup Tool website, visit: **[Your Hosted** `setup.html` **URL]**

Step 1: Welcome

- Click **"Start Setup"**.

Step 2: Sheet Setup

- **Create Sheet:** Click `sheets.new` to open a blank Google Sheet. Name it (e.g., "OTG AppSuite Data").
- `Visits` **Sheet:** Rename "Sheet1" to `Visits`.
- **Copy Headers:** Click the **"Copy Headers"** button in the setup tool.

- **Paste Headers:** In your Google Sheet, click cell **A1** and **Paste**.

- **(Advanced Only)** `Checklists` **Sheet:**

  - Add a new tab named `Checklists` .

  - Set **A1** to `Template Name` , **B1** to `Question 1` , etc.

  - Add a row where `Template Name` is `(Standard)` .

Step 3: Configure & Deploy Script

- **Enter Details:** Fill in Organisation Name, Secret Key, Alert times.

- **Choose App Type:** Check **"Enable Advanced Visit Reporting"** if desired.

- **API Keys (Advanced Only):**

  - Paste your **Gemini API Key** (see Section 6.1).

  - Paste your **OpenRouteService API Key** (see Section 6.2).

- **Copy Script:** Click **"Copy Script"**.

- **Paste & Deploy:**

  1. In Google Sheets, go to `Extensions > Apps Script` .

  2. Paste the code into `Code.gs` .

  3. Click `Deploy > New deployment` (Type: Web app, Access: Anyone).

  4. **Authorize** the script permissions.

  5. **Copy** the `Web app URL` .

- **Set Trigger:** In Apps Script, add a trigger for `checkOverdueWorkers` (Time-driven, Minutes timer, Every 5 minutes).

Step 4: Configure Apps

- Paste the `Web app URL` .

- Configure Check-in settings and Logo URL.

- Click **"Test Connection & Proceed"**.

Step 5: Download

- Click **"Generate & Download App Package (.zip)"**.

Part 2: Host on GitHub

1. Unzip the package.

2. Create a new **Public** repository on GitHub.

3. Upload the `WorkerApp` and `MonitorApp` folders.

4. Go to **Settings** > **Pages** and enable GitHub Pages (Source: `main` , Folder: `/root`).

5. Save your new **Worker App URL** and **Monitor App URL**.

Section 4: (Optional) Create an Installer for the Monitoring App

(See *Installer Creation Guide.md* in your templates folder for full details on using Nativefier).

Section 5: (Optional) Spreadsheet Administrator Guide

This guide is for the person managing the Google Sheet database.

5.1 Monthly Report Tabs

1. Ensure you have a `Master Report` tab with the month (YYYY-MM) in cell **B1**.

2. Assign the function `generateMasterMonthlyReport` to a button.

3. Click to generate tabs for each company.

5.2 PDF Reports

1. Create a Google Doc template and get its ID.

2. Assign the function `generateAllPdfReports` to a button.

3. Click to generate PDFs in your Drive folder.

5.3 Travel Reports (Mileage & Time)

New Feature: This generates a specific report for HR/Payroll.

1. Go to the `Master Report` tab.

2. Create a button labeled **"Generate** Travel **Report"**.

3. Assign the script function: `generateWorkerTravelReport`.

4. **Output:** When clicked, it scans all visits for that month.

   - It calculates **Time On Site** (Departure - Arrival).

   - It sums up **Distance** (looking for any numeric field named `$ KMs`, `$ Mileage`, or `$ Distance`).

   - It creates a new tab `Travel Report - [Month]` listing totals by worker.

5.4 Database Maintenance (Auto-Archiving)

To keep the app fast, set up a weekly trigger:

1. Go to `Extensions > Apps Script`.

2. Add a trigger for the function `archiveOldData`.

3. Set it to **Time-driven > Weekly**.

4. This will automatically move rows older than 60 days to a separate Archive Spreadsheet.

Section 6: (Optional) How to Get API Keys

6.1 Gemini API Key (AI Correction)

1. Go to aistudio.google.com.

2. Click **"Get API Key"** > **"Create API Key"**.

3. Copy the key string.

4. **Important:** You must enable "Billing" in the associated Google Cloud Project (you will not be charged for this app's low usage, but it is required for verification).

6.2 OpenRouteService API Key (Distance Calculation)

1. Go to openrouteservice.org.

2. Click **"Sign Up"** and create a free account.

3. Once logged in, go to your **Dashboard**.

4. Scroll to "Tokens" and select **"Standard"** (Free) from the dropdown.

5. Give it a name (e.g., "OTG App") and click **"Create"**.

6. **Copy** the **Key** (a long string of numbers and letters).

7. Paste this into the Setup Tool (Step 3).

Section 7: Worker App User Guide

Installation & Setup

1. Open the link on your phone.

2. **Important:** Tap **"Add to Home Screen"**.

3. Open the app, go to **Settings**, and fill in your Name, Phone, and **PINs**.

Using the App

1. **Start:** Select a location and tap **"Start"**.

2. **Safety:**

   - **SOS:** Triple-tap the red button for an immediate Panic Alert.

   - **Duress:** If forced to cancel an alert, enter your **Duress PIN**. It looks like it worked but sends a silent alarm.

3. **Departing (Advanced):**

   - Tap **"Depart & File Report"**.

   - **Auto-Distance:** If enabled, the app will calculate the distance from your start point to your current location and pre-fill the `$ KMs` box. You can tap the box to edit it if needed.

   - Fill in the checklist and notes.

   - Tap **"Submit Report"**.

Quick Stats

Use the **"Quick Stat"** button (teal) on the home screen to log admin tasks or phone calls without starting a safety timer.

Section 8: Troubleshooting

- **SMS Not Sending:** Check the backend logs. If you see "Quota Exceeded," wait 24 hours (free tier is 1/day/number).

- **Distance Not Calculating:** Ensure you provided a valid OpenRouteService key during setup and that the worker has GPS enabled.

- **"Travelling" Tile Missing:** Go to Settings and click "Clear Cached Forms & Data", then reload the app.

- **Buttons Not Working:** Ensure you have completed