



Lone Worker - Back Office

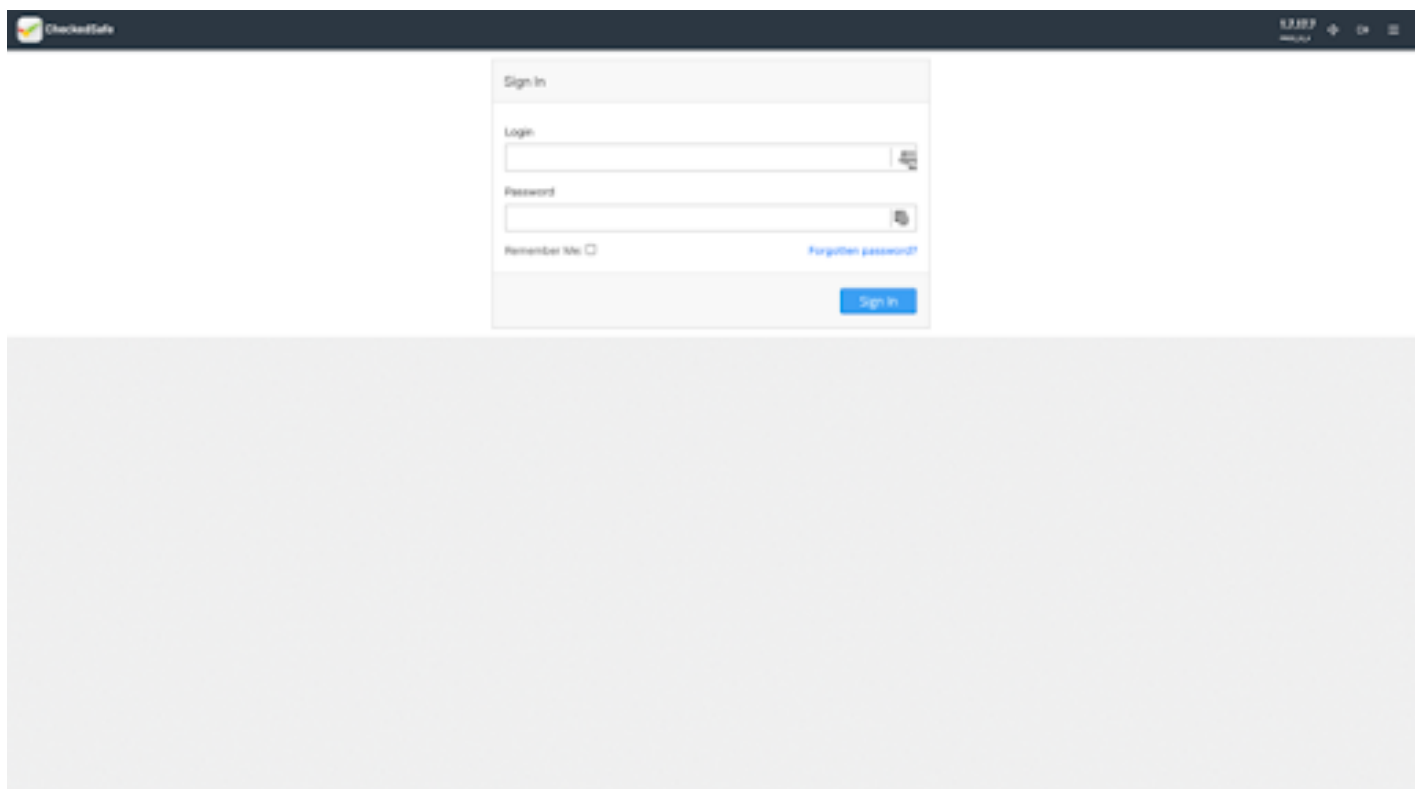
Dashboard Login

The CheckedSafe back office area is where you can:

- Manage and view your Lone Workers
- View and Manage your whole team if they are out Lone Working
- Add notes in the Lone Worker sections as required
- Manage all notification set ups for monitoring of Lone Workers

Point your web browser to the URL <http://app.checkedsafe.com/> and you will be presented with the login screen. Below is a screenshot of the login page; login with your username and password and if successful you will be taken to the dashboard. If you have trouble logging in or you are refused entry to the system, then raise a support call support@checkedsafe.com or 01282 908429

Note the data once submitted cannot be edited or deleted if a mistake is made you simply do the task again with the correct information this is a positive approach as it indicates a fully compliant process



Dashboard View

Dashboard Screen provides live daily information for a host of information – the area that you need is 2/3 the way down the left hand menu “Lone Workers” click this and to get two sub menus

- View Lone Workers
- Lone Worker Map

View Checks

Vehicle Registration: Registration: Item Login: Item:

Company: Job Reference:

Check Status: (Auto select sub-dept)

Check Name: Non Fleet Vehicles: ☐

Core Range: From: To: Check ID:

Vehicle Supplier: Supplier:

Check/Inspector Date	Name	Registration	Asset ID	Job Ref	User	Duration	Details	Select
06/03/2021 10:44:58	CD-Truck Only CDOTB	870298-1/ (Paragon OVR)	00000000000000000000	Truck	Benjamin (Paragon RTR)	1 min, 32 sec	Not quick	<input type="checkbox"/>
06/03/2021 10:24:58	CD-DIVA HOP-LOP PM 1902B	870298-1/ (Paragon OVR)	00000000000000000000	Checkmate	Benjamin (Paragon RTR)	8 min, 16 sec	Not quick	<input type="checkbox"/>
06/03/2021 10:14:42	P&S - Fast Record	870298-1/ (Paragon OVR)	00000000000000000000	HPK	Benjamin (Paragon RTR)	4 min, 00 sec	Not quick	<input type="checkbox"/>
06/03/2021 09:12:40	P&S-Hot Daily Check (with change)	870298-1/ (Paragon OVR)	00000000000000000000	HPK	Benjamin (Paragon RTR)	2 min, 53 sec	Not quick	<input type="checkbox"/>

Showing 1 to 4 of 4 entries

When a user logs into the LW App and sets off Lone Working the Monitoring Staff/Centre will receive an email as below – other options to receive the notification are text and a phone call all these are configurable. The email is very informative as it provides lots of detail, time started, any contact details entered and importantly the Map of the LW starting point location.

CheckedSafe - Lone Worker Started by Paradra



Lone Worker Started

Gary Hawthorne started Lone Worker tracking at 09/03/2021 16:17:59

Please login to [CheckedSafe](#) application to manage

Lone Worker Information

Emergency Contact Name Darran Harris

Emergency Contact Details 0700000000

Operator Notes Contact Darran in Emergency

Location: [View on Google Maps](#)



View Team

Once the monitoring team have received the notification they can now log into the back office and view individual users (or the map with all users which will show later in this document)

The Monitoring Staff – click View Lone Workers this will bring up a list of Lone Workers you can filter on this page:

- By Login
- Start/End time (for historical LW)
- Depot
- Name
- Filter to view Active or Ended LW

NOTE

The default view is always Active – if you wish to look at old LW reports you can filter at the top of the page to Ended (and by Staff Name, Start/End, Depot) – example screenshot below of historical LW reports

Once View is clicked this takes the Monitoring staff to that LW page here you can see information on:

- Lone Worker details
- Contact details
- Depot
- Start and End time and duration
- Any contact details fs provided via the App
- Request Check in
- End active LW from here if required

The screenshot displays the 'Lone Worker User Detail' page. It features a sidebar on the left with navigation options like 'Dashboard', 'Team', 'Check/Inspection', 'Messages', 'Reports', 'Lone Worker', 'Scheduling', and 'User Guide'. The main content area is divided into several sections:

- Lone Worker User Detail:** A form containing fields for 'Lone Worker', 'Lone Worker Email', 'Mobile', 'Name', 'Company', 'Personal' (with email 'info@shostadale.com'), 'Status' (set to 'Active'), 'Duration (minutes)', 'Emergency Contact Name', 'Emergency Contact Details', and 'Emergency Contact Mobile'. There are buttons for 'Request Check In' and 'End Active'.
- Lone Worker Status:** A section with a table for 'Name', 'Added On', and 'Added By'. It includes an 'Add New Note' field and a 'Save Note' button.
- Stationary Alerts:** A section with a table for 'Added On', 'Status', and 'Note'.
- Lone Worker Individual Locations:** A table with columns for 'Time', 'Latitude', 'Longitude', 'Manual Check In', and 'Note'. It shows three entries for the date 09/09/2024.
- Location:** A map view showing the current location of the lone worker with a red pin.
- HostMap:** A larger map view showing the host location with a red pin.

Request Check-in

At any point the Monitoring staff can request the LW to check by pressing the Request Check in button.

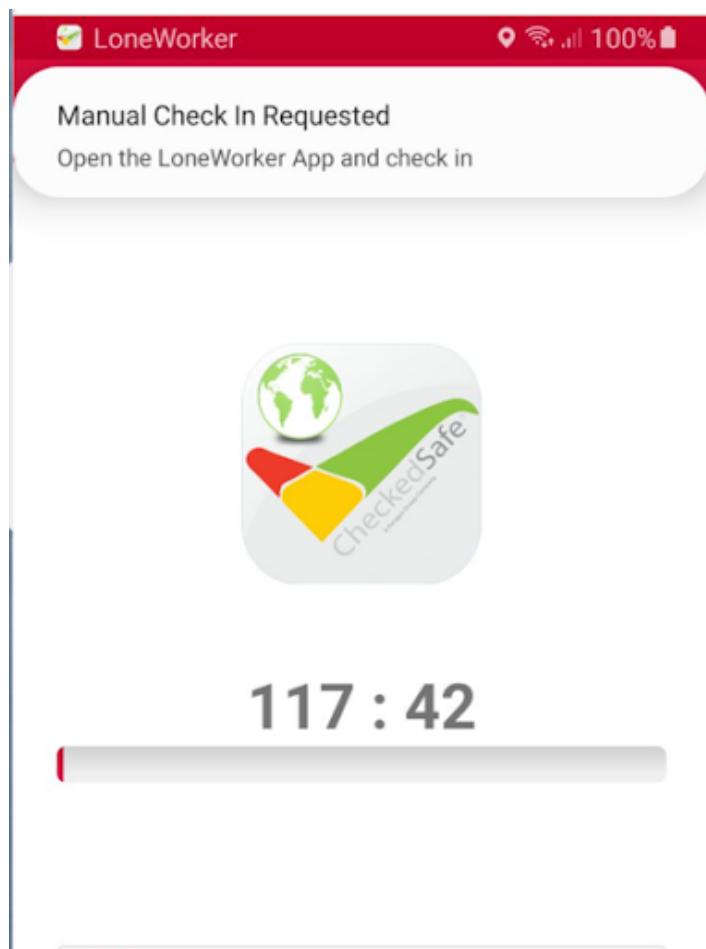
This immediately sends a message to the LW requestion them to check in.

Start / End	Started: 11/03/2021 18:30:01 Ended: 11/03/2021 20:30:01
Duration (minutes)	120 Ongoing
Emergency Contact Name	
Emergency Contact Details	
Operator Notes	

Request Check In

End Active

Download PDF



If notifications are set up then the Monitoring staff may get an Email, Text or Phone call, they can then view the LW in the back office. The screen shot below with the yellow highlight indicated by a tick that the LW has Checked in and the map indicates that location at that precise time of Check In

Lone Worker Individual Locations

Intervals

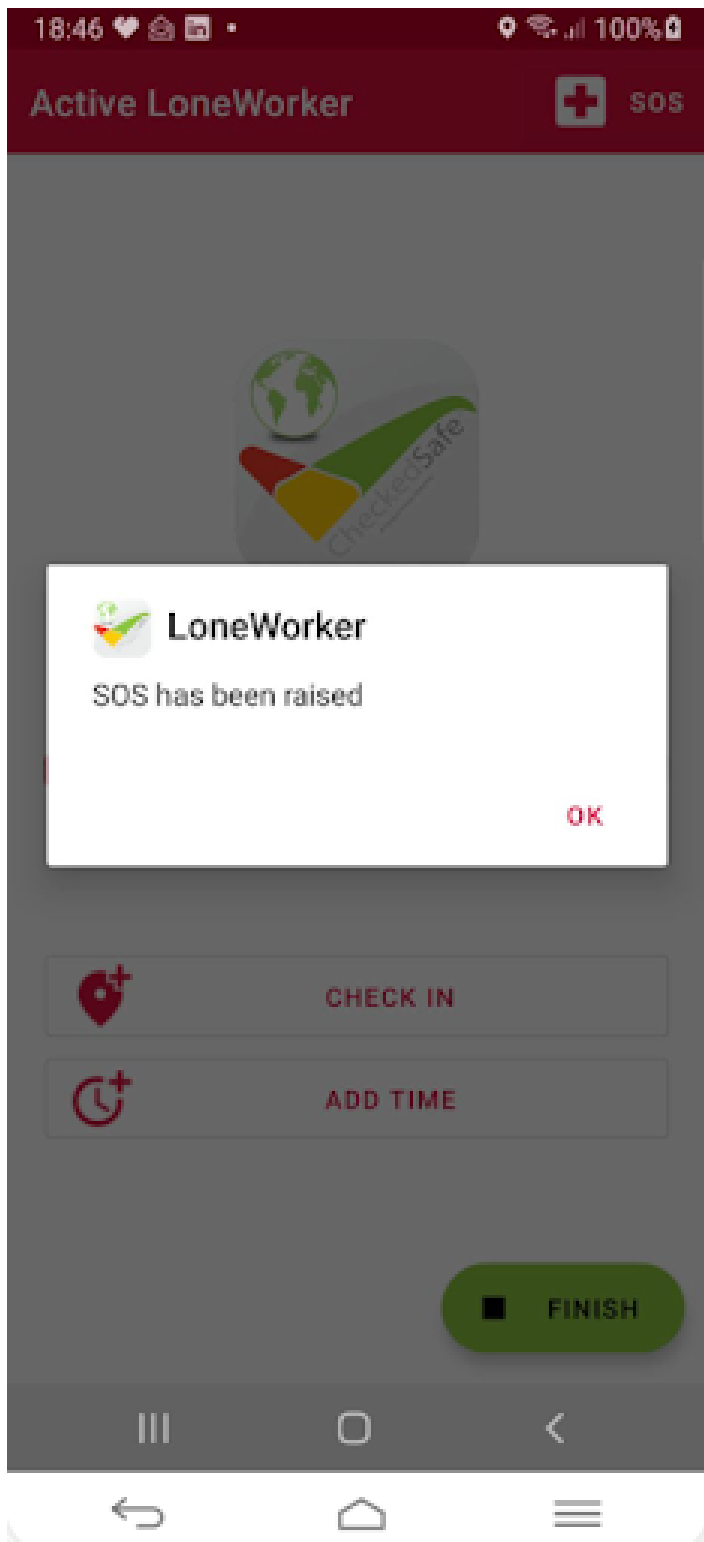
Time	Latitude	Longitude	Manual Check in	View
11/03/2021 18:30:01	53.6038892	-2.5544152	<input checked="" type="checkbox"/>	View
11/03/2021 18:30:02	53.6038892	-2.5544152	<input type="checkbox"/>	View
11/03/2021 18:30:32	53.6038892	-2.5544152	<input type="checkbox"/>	View

Location

HeatMap

Alarm/Stationary Alert

The LW from the device, if in trouble can raise an SOS call (top right of device screen SOS) this sends an alert via Email (example right), Text or Phone call to the monitoring staff



Staff can the immediately login in and view the exact location of the LW and take further action. This is where to can add further notes in the notes section (see example notes on Lone Worker Notes)



CheckedSafe <reports@checkedsafe.com>

Thu, 11 Mar 2021 18:45:55 +0000

To: "darran.harris" <darran.harris@checkedsafe.com>,
"gary.hawthorne" <gary.hawthorne@checkedsafe.com>

Tags

Security TLS [Learn more](#)

Lone Worker Immediate Assistance Required

Gary Hawthorne started Lone Worker tracking at 11/03/2021 18:30:01 and has requested immediate assistance.

Please login to [CheckedSafe](#) application to manage

Lone Worker Information

Emergency Contact Name

Emergency Contact Details

Operator Notes

Location: [View on Google Maps](#)



Gary Hawthorne

Paragus M18

Dashboard

Teams

Vehicles

Checks/Inspections

Notifications

GPS & GeoFence

Messages

Reports

Lone Worker

View Lone Workers

Lone Worker Map

Scheduling

User Guides

App

Lone Worker User Detail

Lone Worker

Parada

Lone Worker Email

gary.hawthorne@checkedsafe.com

Mobile

07954358588

Name

Gary Hawthorne

Company

Para DRA

Start / End

Started: 11/03/2021 18:30:01 Ended: 11/03/2021 20:30:01

Duration (minutes)

120 Ongoing

Emergency Contact Name

Emergency Contact Details

Operator Notes

I Immediate Assistance has been requested!

Request Check In

End Active

Download PDF

Lone Worker Notes

Note

Added On

Added By

User: Parada created an SOS incident whilst Loneworking at 11/03/2021 18:45

11/03/2021 18:45:52

Parada

Add New Note

Note

Save Note

Save Note & Clear Immediate Assistance

Stationary Alerts

Raised On

Status

Note

Lone Worker Individual Locations

Intervals

11/03/2021 18:42:01	53.6038811	-2.5544185		View
11/03/2021 18:42:36	53.6038811	-2.5544185		View
11/03/2021 18:43:06	53.6038811	-2.5544185		View
11/03/2021 18:43:39	53.6038713	-2.5544324		View
11/03/2021 18:44:09	53.6038713	-2.5544324		View
11/03/2021 18:44:43	53.6038851	-2.5544105		View
11/03/2021 18:45:13	53.6038851	-2.5544105		View
11/03/2021 18:45:44	53.6038904	-2.5544205		View
11/03/2021 18:45:52	53.6038731	-2.5544175	SOS	View

Location

Map

Satellite

HeatMap

Map

Satellite

Lone Worker PDF Reports

The data for the LW is stored on our secure AWS servers indefinitely and at any time you can download the reports especially if you need to use for HSE/Riddor reporting. Sample report below.

Ending the Lone Worker – the user can end the Lone Worker before the duration is finished and an optional notification (Email, Text, Phone Call), can be set to notify the Monitoring team.

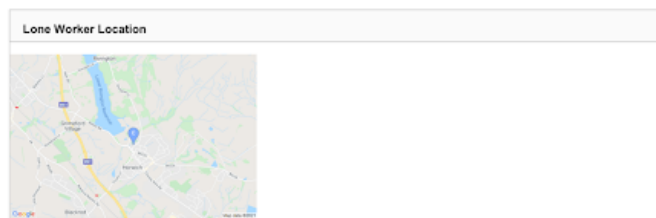
Failing to end the Lone Worker will result in an Alarm going off on the device (after a configurable time delay) along with Configurable Notifications (Email, Text, Phone Call) to the Monitoring Team. Who can then access the situation and take the necessary actions.

CheckedSafe

CheckedSafe
8-10 Hargreaves St
Burnley, Lancashire
BB11 1ED
01282 908429



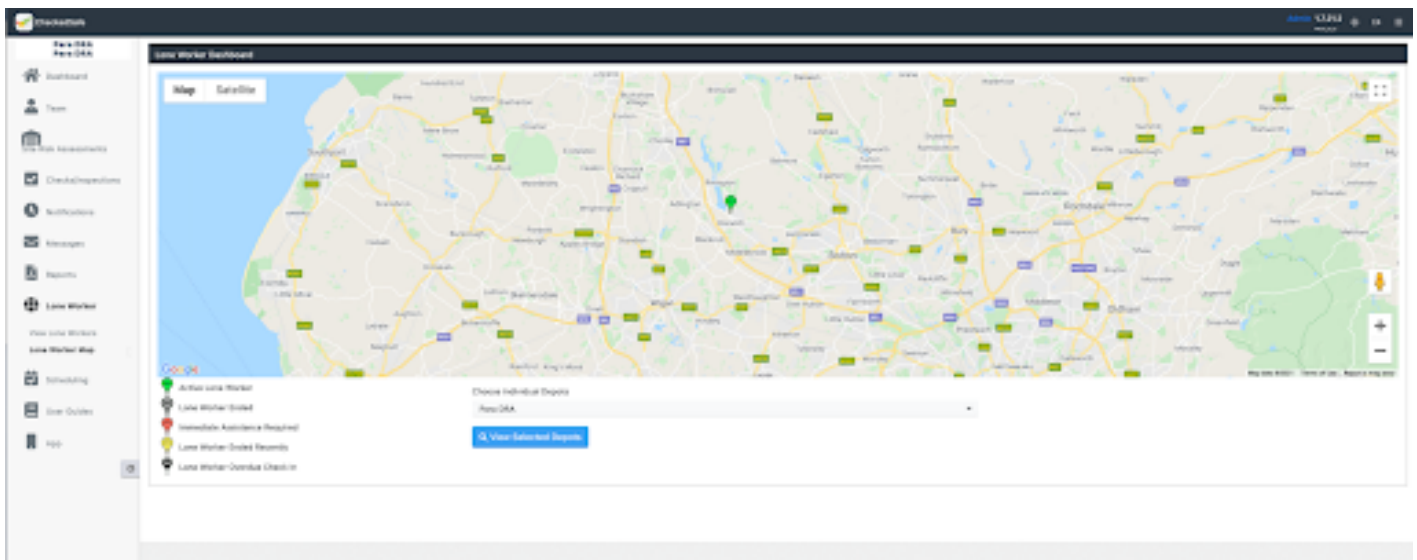
Lone Worker Details			
Lone Worker	Paradra	Lone Worker Start	11/03/2021 18:30:01
Lone Worker Email	gary.hawthorne@checkedsafe.com	Lone Worker End	11/03/2021 20:30:01
Mobile	07914755566	Lone Worker Duration (minutes)	120
Name	Gary Hawthorne	Has Ended	no
Company	Para DRA	! Immediate Assistance has been requested !	



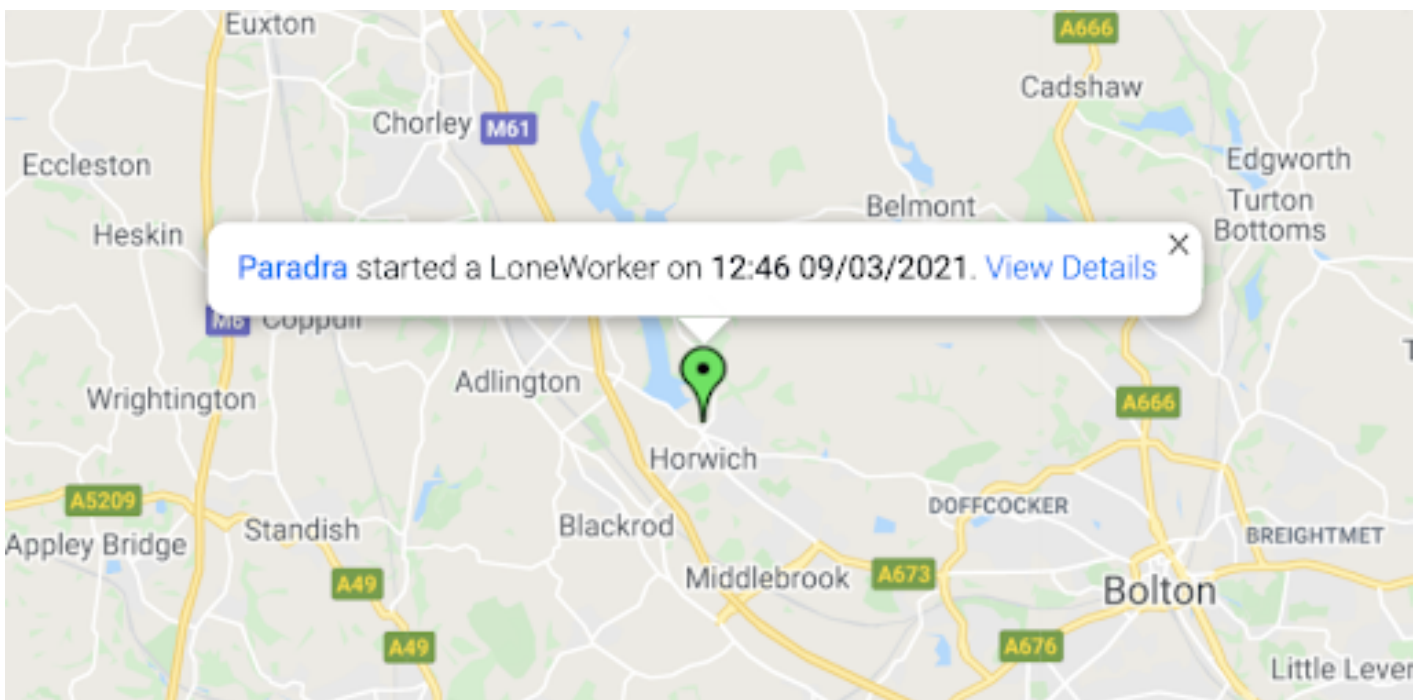
Lone Worker Notes			
Note	Added On	Added By	
User: Paradra created an SOS incident whilst Loneworking at 11/03/2021 18:45	11/03/2021 18:45:52	Paradra	

Lone Worker Map

The Monitoring staff can look at the Lone Worker Map – a good feature if you have several LW's out on site and if you do have any issues you can dispatch your nearest staff member if required to check. You can filter this page by depot/team if you wish.



You can also click on the LW user Icon and see a brief snap-shot, but also click view details takes you to the LW page and also clicking the login name takes you to the user profile page



View/Add/Remove team members

By Clicking View team you then get a menu page to search by login, name, email etc. Type in any of these sections and press search, the team member will then appear, and you can click the hyperlinks to view the profile or view that person's last check or all checks (if they use the Check App as well)

Tip: the view is always default to active users to view any specific roles you can use the dropdown filter box for Role, and you can also use the dropdown labelled enabled to few any disabled users

You can view all you team to do this don't specify any search criteria just click view team and click search

Login	Date Created	Role	Email	Enabled	Depot	Latest Device	Last Check	All Checks / Inspections	Login As
Rebecca (Rebecca Elson)	21/12/2020	transport-manager	rebecca.elson@checkedsafe.com	Yes	Paragus W18	No Data		View Checks	
Risk Assessment (Risk Assessment)	24/11/2020	Risk Assessment User - Back Office Admin	info@checkedsafe.com	Yes	Para B&B	No Data		View Checks	
ghorned (ghorned ghorned)	10/10/2020	engineer	ghorned@checkedsafe.com	Yes	Paragus W18	App: 3.0.0-5 Device: Android 4.3 - T-Mobile (P&G) B175	2 months ago 2020/10/10 10:10	View Checks	
Captain America (Captain America)	01/01/2021	Account Director View Only		Yes	Paragus W18	No Data		View Checks	
Compliance (Compliance User)	21/03/2020	transport-manager		Yes	Paragus W18	No Data		View Checks	
Nigel (Nigel ghorned)	25/08/2019	transport-manager		Yes	Paragus W18	No Data	2 months 3 weeks ago 2020/08/25 10:10	View Checks	
Kirsty (Kirsty Rust)	14/01/2018	transport-manager	kirsty.rust@checkedsafe.com	Yes	Paragus W18	App: 3.0.0-5 Device: GSM 10.0.1 - iPhone12	2 months ago 2020/08/25 10:10	View Checks	
Paragus (Para GH)	24/06/2019	Risk Assessment User - Back Office Admin	info@checkedsafe.com	Yes	Para B&B	App: 3.0.0-5 Device: Android 10 - SM-G960P	4 days ago 2020/08/25 10:10	View Checks	
Para Engineer (Para Engineer)	24/11/2018	engineer		Yes	Paragus W18	No Data		View Checks	
Para Child (Paragus CheckedSafe)	10/10/2018	Drivers	dan.harris@checkedsafe.com	Yes	Paragus Child	App: 3.0.0-5 Device: Android 10 - SM-G960P	4 months 1 week ago 2020/08/25 10:10	View Checks	

In this section, once you have the whole team on view you can click any of the “blue” hyperlinks which will take you to whichever section you wish to have a look at, this page also provides information on:

- **Login** – users login and name
- **Date created**
- **Role** – what level of responsibility they have in CheckedSafe system
- **Email** details
- **Enabled** (current status)
- **Depot** – which Depot the user is assigned to
- **Latest Device** – The latest information on what device has been used (if any) to do a

check

- **Last Check** – Information on last check done (Only for those that use the Vehicle/Asset Check/DRA App)
- **All Checks/Inspections** – Link to view all that persons checks (Only for those that use the Vehicle/Asset Check/DRA App)

NOTE: this page defaults to enabled staff if you wish to view any staff not enabled you can use the drop down labelled Enabled to filter the view – you can also filter by user profile labelled “Role

Viewing the individual team member details by clicking on their actual hyperlink on the view team page

CheckedSafe

Gary Hawthorne
Paragus M18

Create & Edit User

User Login	GaryPara
Role	transport-manager
Company	Paragus M18
User Password	
First Name	Gary
Last Name	Hawthorne
Email	
Telephone Number	07
User Address	
Checks	<input checked="" type="checkbox"/> All Checks Nothing selected
Auto Logout Mobile	<input type="checkbox"/>
Allow Manual Check (Non-Fleet Vehicle / Dynamic Risk Check)	<input checked="" type="checkbox"/>
Receive Email when Defect Check is recorded	<input checked="" type="checkbox"/>
Receive Email when Defect is updated	<input checked="" type="checkbox"/>
Allow Check on Vehicles from any depot in organisation	<input checked="" type="checkbox"/>
Two Factor Authentication required on login	<input type="checkbox"/>
LoneWorker Enabled	<input checked="" type="checkbox"/>
Set Enabled Status	Enabled (Disable User)

Cancel Submit

User profile page – here you can see all details and can tick options for that user, you may also disable the user, so they no longer have access. There are other options within the user profile area that will assist you in managing the staff member, which are listed below:

Team Options – Lone Worker

Loneworkers – You can also in the section manage (if you have Loneworkers) your LW profile notifications

Start LW, Check-in, SOS, End LW this can be via Email, Text (chargeable) and Telephone if Monitoring staff wishes to receive call alerts then they need to have a profile set up with a number in the details at set up.

Lone Worker Stationary Parameters

Alert When Stationary?

☐

Time Stationary Before the User is warned (seconds)

Time From User Warning Until an Alert is Raised (seconds)

Debug Mode

☐

Sample Size

Milliseconds update interval

Avg X Accel Required For Stationary

Avg Y Accel Required For Stationary

Avg Z Accel Required For Stationary

Submit

Lone Worker Alerts

Receive Alerts When a LoneWorker...

Starts	Email <input type="checkbox"/>	Text <input type="checkbox"/>	Call <input type="checkbox"/>
Ends	Email <input type="checkbox"/>	Text <input type="checkbox"/>	Call <input type="checkbox"/>
Is Overdue	Email <input checked="" type="checkbox"/>	Text <input type="checkbox"/>	Call <input type="checkbox"/>
SOS	Email <input checked="" type="checkbox"/>	Text <input type="checkbox"/>	Call <input type="checkbox"/>
Stationary	Email <input checked="" type="checkbox"/>	Text <input type="checkbox"/>	Call <input type="checkbox"/>

Choose Depots

Paragus M18, Arney Area 10 - 1

Submit

Adding a New User

CheckedSafe

Gary Hawthorne
Paragus M18

Dashboard

Team

View Team

Create & Edit Person

Assign Checks

Notification Groups

View Roles & Permissions

Vehicles

Checks/Inspections

Notifications

GPS & GeoFence

Messages

Reports

Lone Worker

Scheduling

User Guides

App

Create & Edit User

User Login

Role

Company
Paragus Child

User Password

First Name

Last Name

Email

Telephone Number

User Address

Checks
☒ All Checks
Nothing selected

Auto Logout Mobile ☐

Allow Manual Check (Non-Fleet Vehicle / Dynamic Risk Check) ☐

Receive Email when Defect Check is recorded ☒

Receive Email when Defect is updated ☐

Allow Check on Vehicles from any depot in organisation ☐

Two Factor Authentication required on login ☐

Cancel Submit

This will take you to a blank Create & Edit Driver page as shown below. Add the details for the Driver as follows:

- The user login must be unique across the system (see note below)
- The role must be selected from the dropdown
- The company will default to the one your logged in as if you have a hierarchy you can pick where the new user is to be allocated
- Password should be set.
- The User Enabled box should be ticked
- The other details should be entered as standard

TIP: DO NOT overwrite the user if you want to add a new user as all historical data will then tag to the new user, if you want to add a new user, you must click again Create and edit User and you will see the screen as below

If you get a message “USER ALREADY IN THE SYSTEM” but you know you don’t have that person, it will be in the Global Checkedsafe system – think Gmail!

If you’re setting up a user who is a 3rdparty and you’re using the Notification group to allow them to manage defects, see below: (Notification Groups) leave the email section blank in their profile – otherwise they will receive all emails and you can also edit their role and permissions which can be found further on in this section