



# SLSA Operations App

## User Guide v1

30 November 2017



# Contents

Preparation for Using the SLSA Operations App .....	3
Status - Sign On.....	3
Roster.....	4
Statistics.....	4
Status - Sign Off .....	5

## Preparation for Using the SLSA Operations App

### Clubs and Lifeguard Services

Clubs and Lifeguard Services need to ensure the following is entered in SurfGuard prior to using App

- Patrol Teams are created
- Patrol Rosters are created

### State Centre

Update Patrol Positions in SurfGuard to enable members in specific patrol positions to access the Operations App.

To update positions in SurfGuard:-

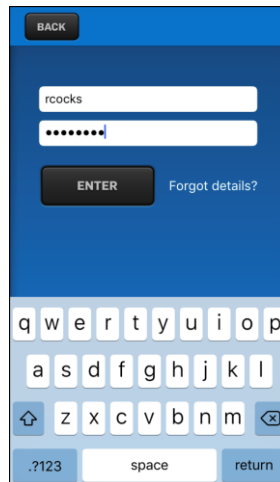
- Click Patrols > Setup Patrol Positions > Setup Patrol Positions
- Select **Edit** for the Patrol Position you want to enable access
- Tick the box **Allow API Usage**

### Members

- Need to have a Members Area account <https://portal.sls.com.au>
- Downloaded the Patrol Ops App from the App Store or GooglePlay Store
- There are three ways members can access the Operation App
  1. iPhone/iPad – will be able to access Operations App, Support Operations & GPS Tracker
  2. Android phone/tablet – will be able to access Operations App, Support Operations & GPS Tracker
  3. Website: Access to Operations App only <https://operations.sls.com.au>

### Access via App

On the App click Login, enter your Members Area account details and click Clubs & Lifeguards

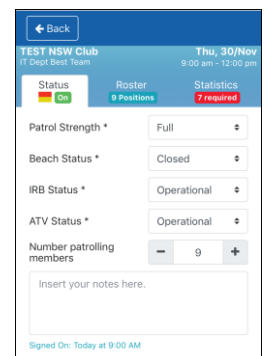
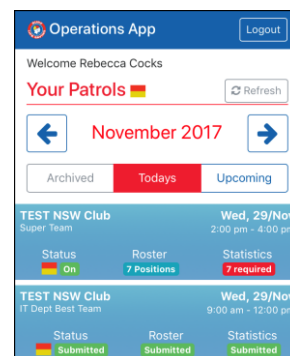


Once logged in Members will be able to:-

- View their full Patrol roster for the season
- **'Todays'** patrol is listed on the landing page
- If a user is in a patrol position that allows them to edit patrol logs, they will see 3 options for today's patrol **Status, Roster & Statistics**

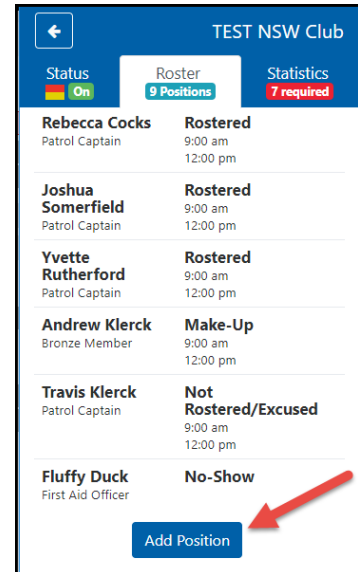
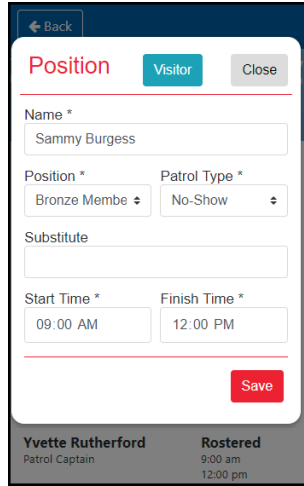
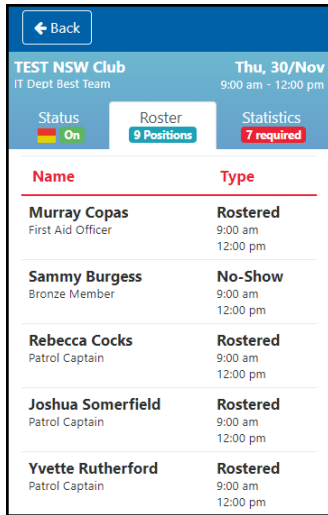
### Status - Sign On

- Allows authorised members to sign on, update status and sign off their club/lifeguard service
- Sign On only becomes active **2 hours before a patrol is scheduled to start**
- Once the patrol has been signed on the user will see the sign on time and can update the status throughout the patrol



## Roster

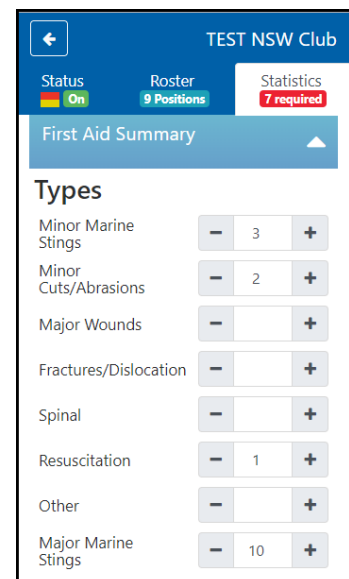
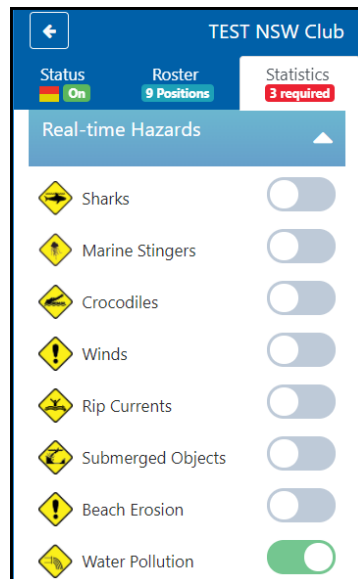
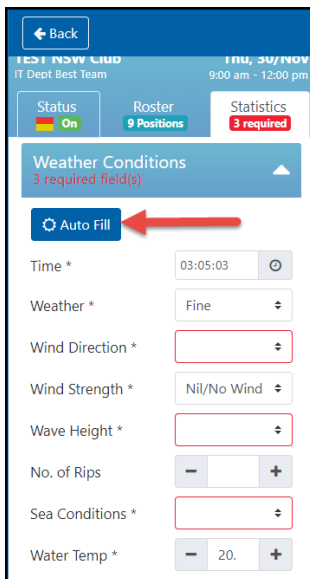
- Once a user has 'Signed On' their club/lifeguard service they can update the roster throughout the patrol.
- Members on patrol can be updated and have their information changed accordingly to account for No Shows, Substitutions, Not Rostered/Excused, arriving late or leaving early etc
- New members (and visitors from other clubs/lifeguards) can be added by using the 'Add Position' button. Existing members on patrol can be updated and have their information changed accordingly to account for no shows, substitutions, leaving early etc



## Statistics

A minimum subset of the statistics are compulsory and these are indicated to the user in the statistic screen. Users can update statistics as they occur during the patrol. Statistics include: -

- Weather – data can be pre-filled in some fields using the feed from BOM for the given beach.
- Real-time Hazards
- Common – includes Incident Reports and additional Lifeguards Reporting screens
- Beach Closure Reason
- Beach Attendance
- Rescues
- First Aid Summary
- Preventative Actions
- Gear & Equipment



## Status - Sign Off

- Sign Off can only be done **15 minutes prior to the end** of the patrol. This prevents users from accidentally signing off or signing off early.
- A basic 'sign off checklist' is provided to indicate to the user that they have updated the required roster and statistic data as required.
- When user selects the 'Sign off' button it asks, 'are you sure you want to sign off?', if they select yes then this is updated in Surfcom and the application displays a confirmation page and the sign off time. All data is marked as 'submitted' and can be viewed but no longer edited.
- The Patrol Log is created in Surfguard containing the members roster information and statistics. At this time an email confirmation is sent to the Patrol Captain/Vice Captain (or other positions as designated by each state) containing a link to the PDF version of the Patrol log, this enables the members to confirm that all data is correct.

TEST NSW Club

Status **On** Roster **9 Positions** Statistics **7 required**

ATV Status \* Operational

Number patrolling members - 9 +

Insert your notes here.

Signed On: Today at 9:00 AM

### Sign Off Checklist

✘ Statistics  
7 field(s) missing. [Go to statistics](#)

✔ Roster

✔ Status

Sign Off

TEST NSW Club

Status **On** Roster **9 Positions** Statistics **Draft**

Beach Status \* Closed

IRB Status \* Operational

ATV Status \* Operational

Number patrolling members - 9 +

Insert your notes here.

Signed On: Today at 9:00 AM

### Sign Off Checklist

✔ Statistics


✔ Roster

✔ Status

Sign Off

TEST NSW Club Thu, 30/Nov  
IT Dept Best Team 9:00 am - 12:00 pm

Status **Submitted** Roster **Submitted** Statistics **Submitted**



## Congratulations!

Patrol submitted: Today at 3:20 PM