



Employee Web App Guide

March 2022

Employee Web App

- Scheduling Assistant

The employee web app, on top of other things, is a scheduling assistant, and is being introduced as a way for users to prepare for community visits ahead of time, for the purpose of streamlining the process to be more efficient.

This document walks through the recommended steps for use:

- First, access the website and finish setting up your profile (required the first time only)
- Create saved lists of your destinations and vehicles.
- Next, from the website, enter in details of your community visits ahead of time (done on an ongoing basis, as needed)
- Next, enter the SolusGuard Mobile App and start your Monitored Event, with the help of the pre-saved information.

Pro Tip: All information that is required to start a SolusGuard Monitored Event is modifiable/savable from the SolusGuard Mobile App as well as the Employee Web App.

Access the Employee Web App

Access the Employee Webapp here: <https://hq.solusguard.com>

← → ↻ hq.rc.solusguard.com/en/login 🔍 📄 ★ 🟡 Update ⋮



Login

Email *
peter@solusguard.com

Password *
A password is required.

LOGIN

FORGOT YOUR PASSWORD?

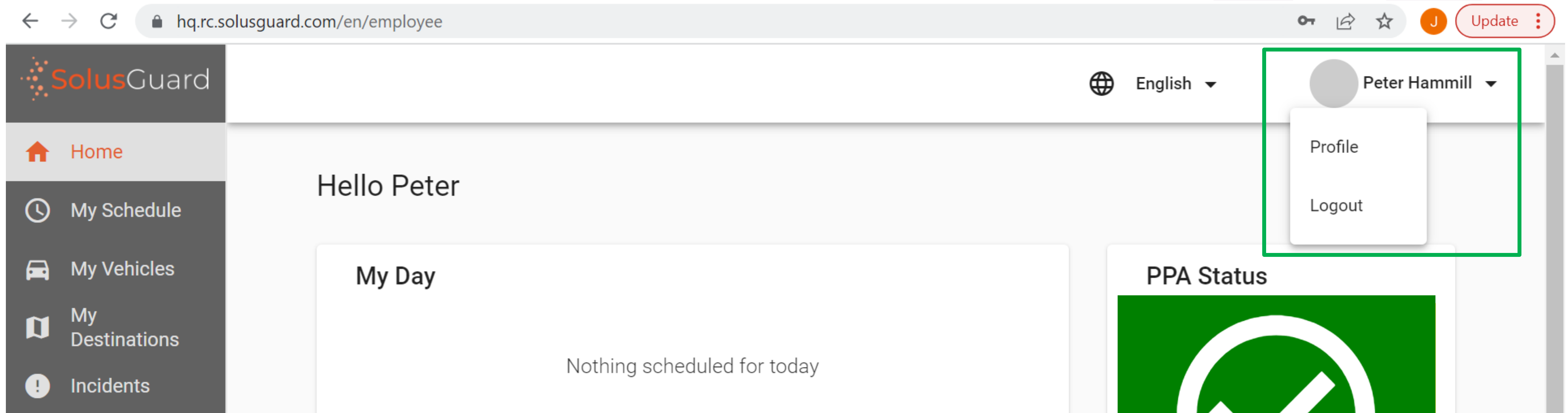
The first time you log in, you must create a password.

Click **Forgot Your Password**

Enter your new password and tap **Login**.

Finish Setting up your Profile

Once logged in, access your profile from the top right drop down menu.



Navigation Tabs

Finish Setting up your Profile

PH Peter Hammill: 1 (306) 291-0927

First Name: Peter
Last Name: Hammill
Email: peter@solusguard.com


Region: Prairie
District: Manitoba, Sask, NW Ontario
Office: North Central Saskatchewan A...

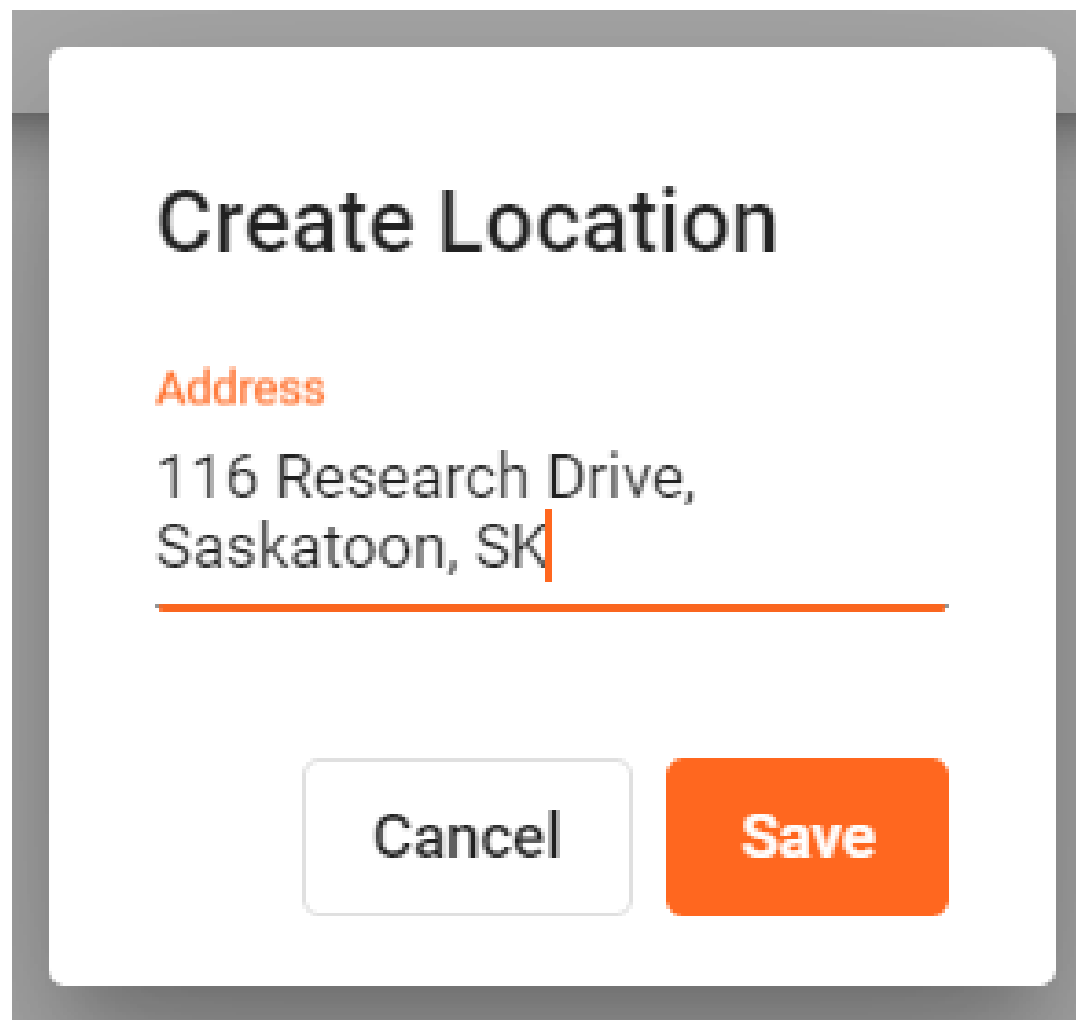
Monitored Event Details

Personal Cell Phone
Code Word

From the **profile** page, fill in your alternate contact number and "Code Word". This information will auto populate in the SolusGuard mobile app when starting a monitoring event.

Pre-save Planned Destinations

From the **My Destinations** page, tap  and enter the address. Destinations saved here will show up in a drop-down list when scheduling events through the web app, as well as when manually choosing your destination in the Monitored Events section of the SolusGuard Mobile App.



Create Location


Address
116 Research Drive,
Saskatoon, SK

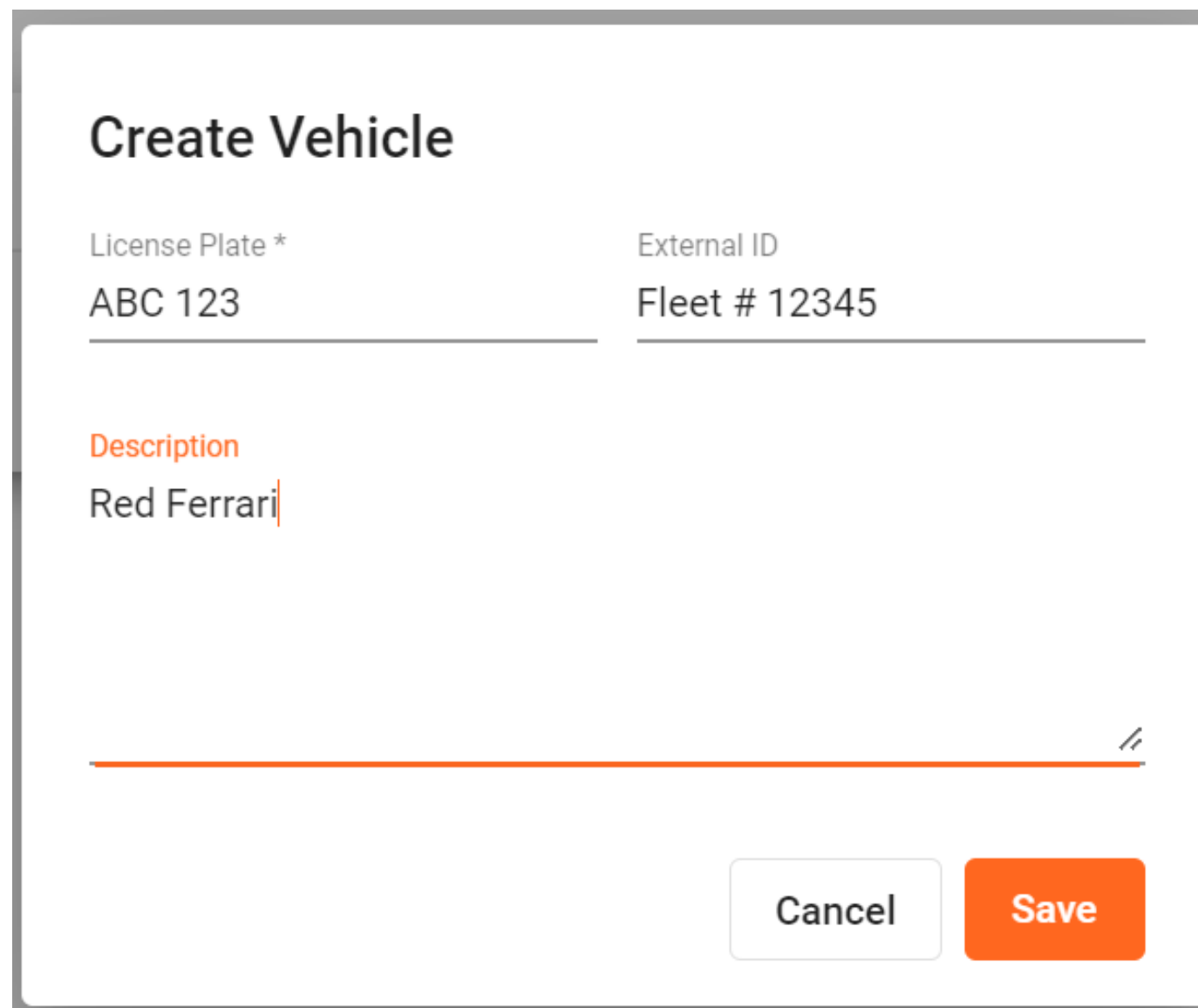
Cancel Save

Tap **Save** to add this destination to your list.

You can update, edit or remove destinations from your list from the Employee Web App and from the Mobile App.

Pre-save Vehicle Information

From the **My Vehicles** page, tap  and enter the vehicle information. Information saved here will show up in a drop-down list when scheduling events through the web app and when manually choosing your vehicle in the Monitored Events section of the SolusGuard Mobile App.



Create Vehicle

License Plate *
ABC 123

External ID
Fleet # 12345

Description
Red Ferrari

Cancel Save

Tap **Save** to add this information to your list.


You can update, edit or remove destinations from your list from the Employee Web App and from the Mobile App.

Schedule your Community Visits

Schedule community visits ahead of time from the **Home** page under the **My Day** section, or directly from the **My Schedule** page.

My Day

Nothing scheduled for today




Tap  to schedule a community visit

My Schedule




◀ Prev < Sunday 27 Monday 28 Tuesday 1 Wednesday 2 Thursday 3 Friday 4 Saturday 5 > Next ▶

Nothing scheduled for today



Schedule your Community Visits

Create Event

Event Name *	Duration *
Meeting PB	45
Date *	Start Time *
3/2/2022 	09:00 AM 
Notes *	
We are meeting for coffee at Concourse Cafe. 	
Destination	
Address *	
116 Research Drive, Saskatoon, SK	
Vehicle	My Vehicles
License Plate *	
ABC 123	
Description *	
Red Ferrari	

[Cancel](#) [Save](#)

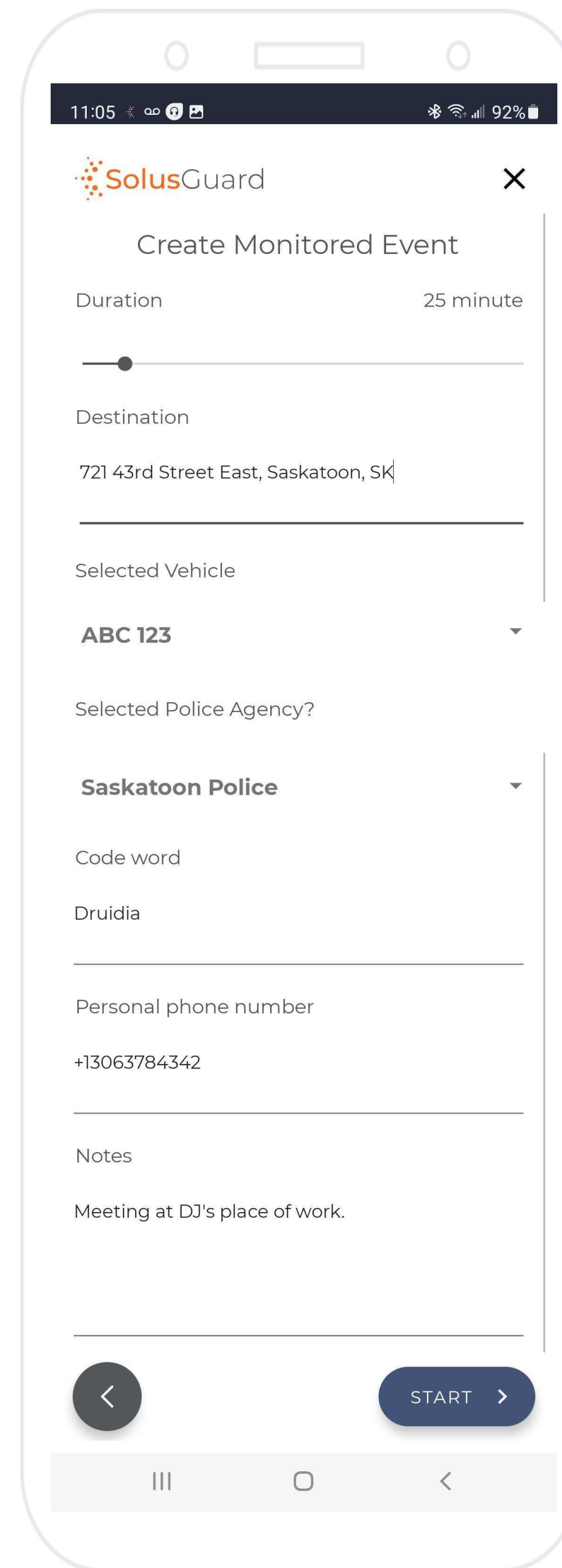
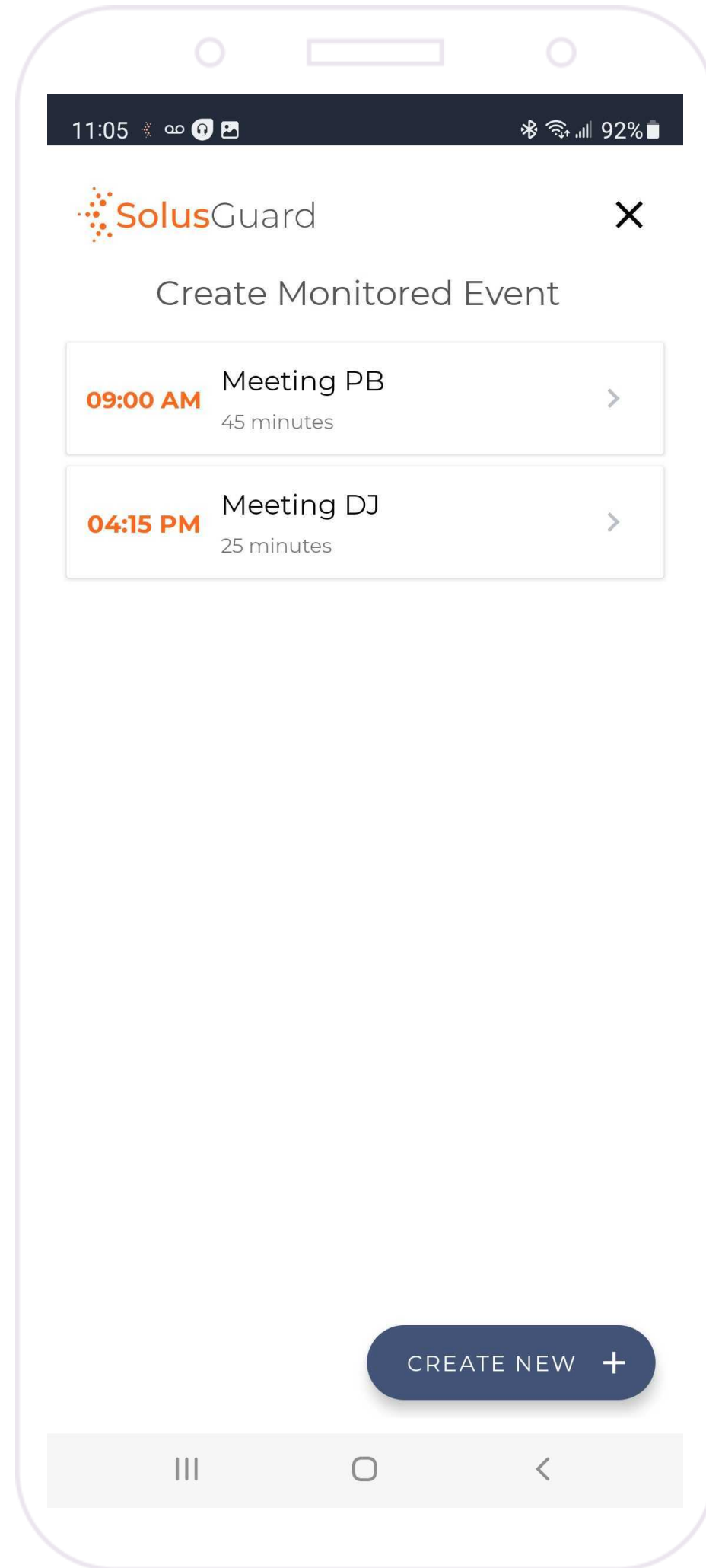
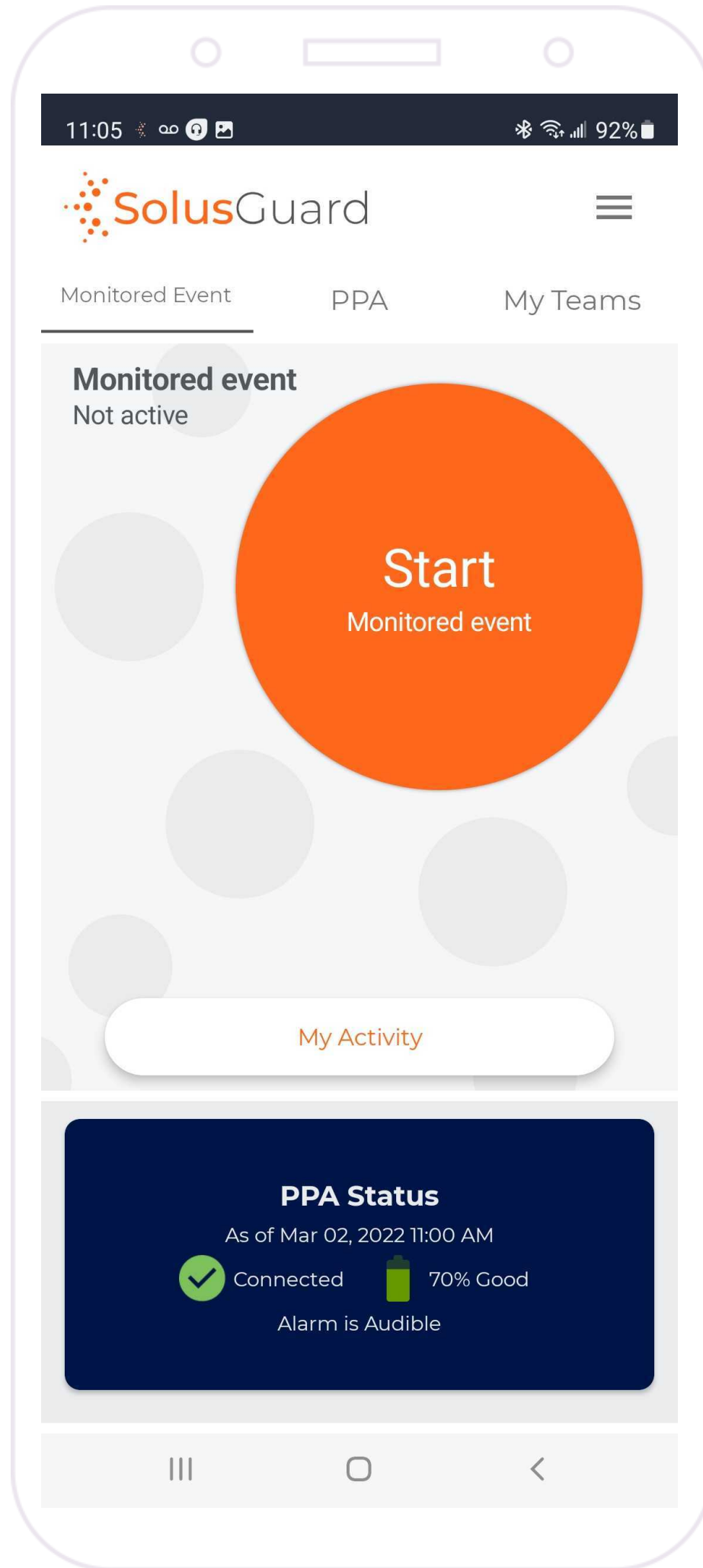
All community visits scheduled here are available to choose from the SolusGuard Mobile App when starting the monitored event.

Pro tip: Events scheduled for today will appear on the **Home** page of the web app.

Pro Tip: All scheduled events will appear on the **My Schedule** page of the web app.

Fill in the information and tap **Save**.

Mobile App Process



Pro Tip: All information is modifiable at this stage

Duration auto fills from scheduled event

Destination auto fills from scheduled event

Vehicle auto fills from scheduled event

Police agency auto fills from based on your default choice

Code Word and **Alternate Phone Number** auto fill from your saved profile information.

Notes auto fill from the scheduled event

Tap **Start**

Tap **Start Monitored Event** to see all events scheduled for today. Choose the **event**.

We're Here for You



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