



GEOFENCE USER GUIDE



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OVERVIEW

A Geofence is a virtual parameter around a mapped-out area. When a device enters this area, the user will receive a text message informing them of this. When a device leaves this area and surpasses the allocated position allowance, a violation or an alarm (add on) will be raised.

HOW TO SET UP A GEOFENCE ON THE PEOPLESAFE PORTAL

Firstly, log on to the Customer Service Centre (CSC). Once logged in, navigate to Manage Account and then select Account Geofence.

Welcome

All functions working correctly!

Welcome to Skyguard's unique Customer Service Centre where you can access your account information, update or amend any of your details in real time and view / download please contact our Customer Support team on 0844 257 0314 (Mon - Fri 9am - 5.30pm) or email customer.support@skyguard.co.uk

What Would you Like to Do?



Manage Account

Create / Disable Sub Accounts



Account Geofence

Select the Create Geofence icon. Here you can use the map to pinpoint the area you would like to create your Geofence. Type the postcode of the desired area in to the Location box and then click Mark to have your Geofence appear on the map. You can set up to 3 mapped out areas in a single Geofence.



Note that the Geofence will automatically set to a 5 mile radius. This can then be altered once you have Marked the area.

To alter the Geofence area, you can either increase or decrease using the Miles box and then clicking Resize, or by dragging the points on the map to exactly where you would like to position them, please see the image below.



In the top left-hand side, you can set a name for the Geofence. This will show up on the reports and will be useful if you decide to set up more than one. On the right-hand side, there are further fence properties to customise the Geofence. Here you can give each fence a name; useful if you are setting up more than one fence within this Geofence.

Underneath this option, you will need to input the text message that will be sent when the selected users enter the Geofence. This text message will be sent to the number associated with their user profile or the phone they have the app registered to. An example of this message could be “Hello, you have arrived at building site area 3. Remember your PPE”. You can set a different SMS message per area in the Geofence; simply click on the area and input your message. The Additional Information box below can be used to add a description about each selected

Fenced area properties:	
Fence name:	<input type="text"/>
SMS Messages:	<input type="text"/>
Additional Information:	<input type="text"/>

Geofence area; this is stored on the system and not sent as an SMS.

You can choose to Enable Working Hours of the Geofence so that it will only be active at certain times. To do this, select the box the says Enabled and the select the working hours by clicking Adjust Working Hours. The highlighted selection will be the time the Geofence is active. Below you have the section Position Before Violation. This works in conjunction and independently of the working hours of the Geofence. If a user steps outside an active Geofence and reaches the quota of positions you have set, then a violation or an alarm will be raised.



Enabled: Adjust working hours
Position before Violation: 5
Geofence Enabled:

TIME	AM												PM											
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
MONDAY																								
TUESDAY																								
WEDNESDAY																								
THURSDAY																								
FRIDAY																								
SATURDAY																								
SUNDAY																								

Drag to select hours Reset Selected

Cancel Save

Finally, you will need to select the Users that this Geofence will be applied to. You can tick the box Include Subaccounts if you need to add users across more than one account.



Include Subaccounts
 Select all | Unselect all
Filter users

Select the individual users this Geofence will apply to, or click Select All to have the Geofence applied to every user in the account.

Note a user can only be set up with one Geofence at a time.

After you have checked all the details are correct, click Save. A pop up will appear to confirm that the Geofence has been saved and you will be redirected to the Account Geofence page where your newly created Geofence should appear.

GEOFENCE REPORTS

To see how users are interacting with the Geofence, there are a number of reports you can run.

To see which user is assigned to which Geofence, you can run the User Geofence Report. This report will list users in a single account and subaccounts against the name of the Geofence they are assigned to.



User Geofence Report

The Activity Mapping Report has Geofence options which will show you the most up-to-date positions from the users. This will provide you with information on which users are inside and outside of the Geofence, signified by Geofence In and Geofence Out, along with information on which users have had violations or triggered Geofence alarms.



Activity Mapping Report

Lastly, the Account Geofence Report can be used to further summarise the Geofence activity for the account and subaccounts. In this report, you can select a date range and the hours spent in and out of the Geofence to further narrow down the results you would also get in the Activity Mapping Report.



Account Geofence Report

GEOFENCE FAQ

QUESTION: Why should I use the Geofence feature?

ANSWER: Using the Geofence feature is a useful way to set reminders in place for users. For example, when they enter the Geofence area, the SMS alert can be used to remind a user to use their PPE.

It can also be used to track if a shared device has been taken home by a user as the report will show that this device has violations from being removed from the Geofence area. This will make it easier to locate a shared device and have it returned to the workplace.

QUESTION: What is the difference between a Violation and an Alarm?

ANSWER: You can either have your account set up to record violations (standard option) or activate alarms (optional extra) if the user leaves the Geofence area and exceeds their Position Before Violation quota. The amount of violations per user will be shown on the Activity Mapping or Account Geofence Report. An alarm will also show on these reports, however this will also be picked up by our Alarm Receiving Centre (ARC) and the users escalation details will be informed.



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