

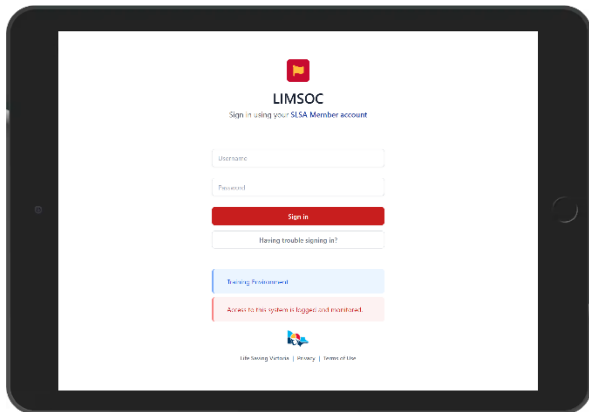
LIMSOC User Guides – Club based functions



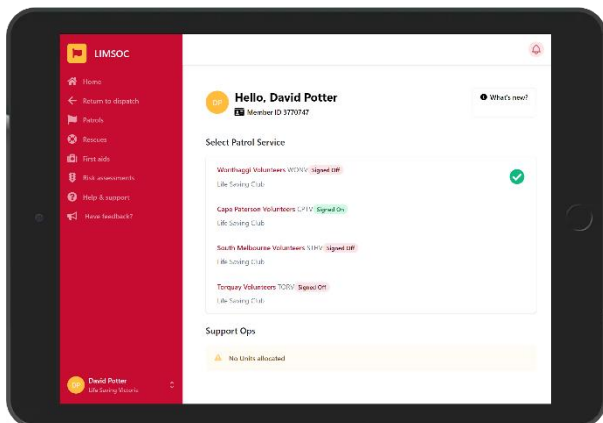
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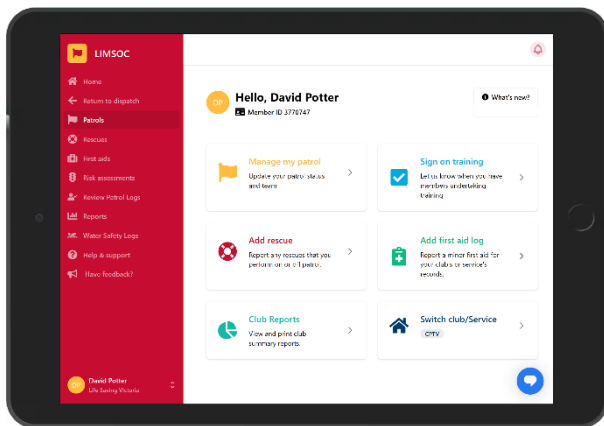
Paperless patrol logs



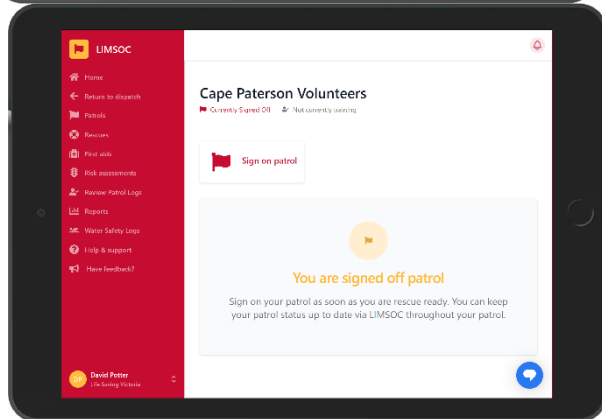
1. Sign into LIMSOC on your PC web browser, iPad or mobile.
2. Enter your SLS Members Portal username and password
3. Click 'sign in'



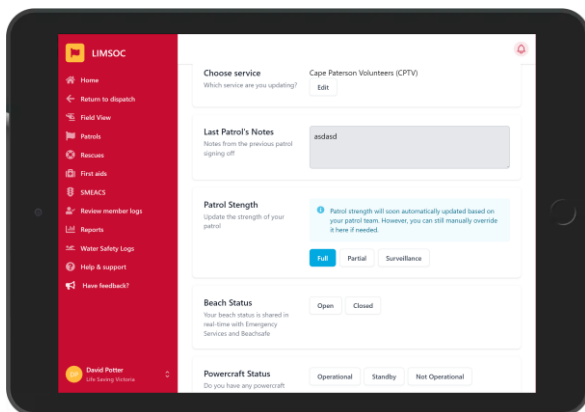
4. Select the service you want to manage



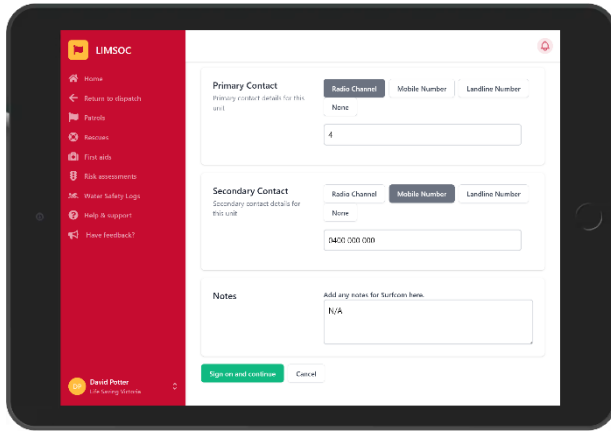
5. Select the module you wish to update:
 - a. Manage my patrol
 - b. Sign on training
 - c. Record a rescue
 - d. New minor first aid
 - e. Club Reporting



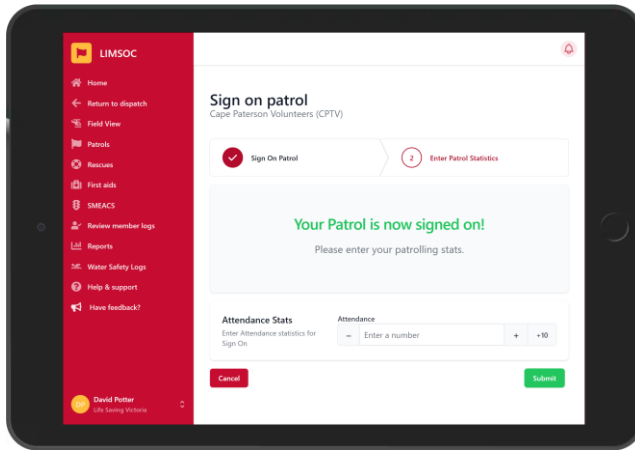
6. Select Manage my Patrol then click 'Sign on Patrol'.



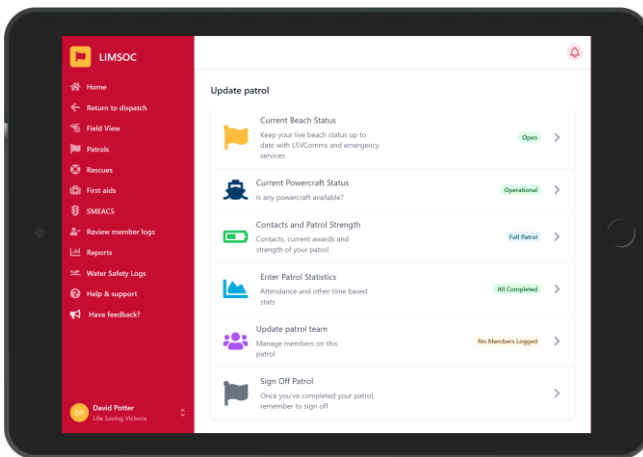
7. Enter the following patrol information:
 - a. Patrol strength
 - b. Beach status
 - c. Powercraft status



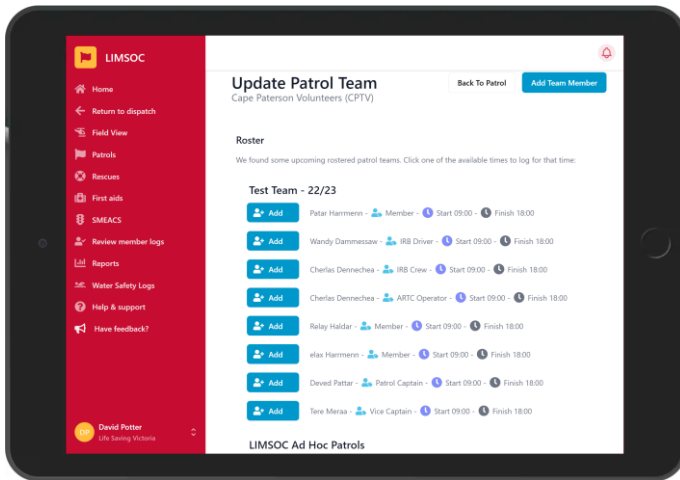
8. Enter the following patrol information **BEFORE** clicking 'sign on and continue'
 - a. Primary contact
 - b. Secondary contact (mobile)
 - c. Any notes



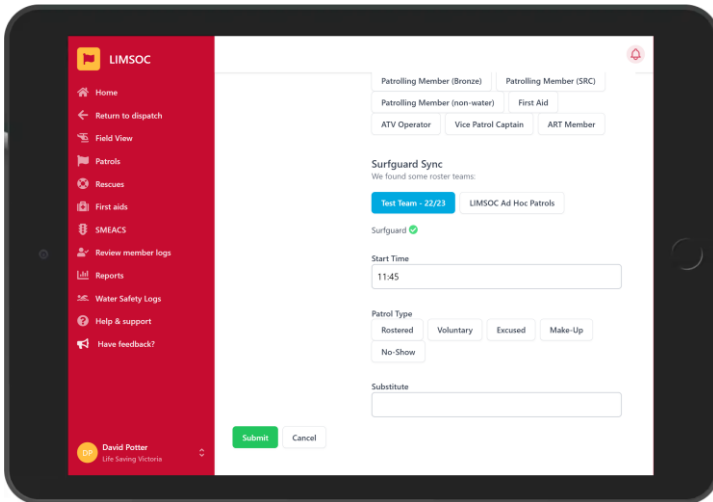
9. At this point your patrol is now signed on. Complete the beach attendance at sign on number.



10. You can now start adding patrol members by selecting 'update patrol team'



Add Team Member



Back To Patrol

- If your club has set up rosters within SurfGuard the names of the people for the particular day will appear in a list at the top.
- To add in individual from this list, click on the 'add' button and they will appear with the details from step 14 in step 14 below.

- To add a person not from the roster, search for the member on patrol in the search bar.

Note: Click 'Search all members' to search outside of the service

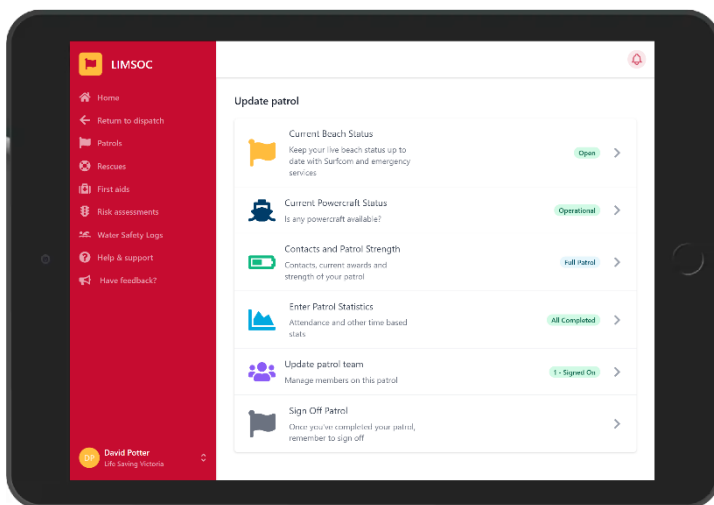
- Select their position, and refer awards for more detail
- Note: This will not prevent you from adding the member if there are flags raised.*

- Select the patrol team you would like to enter that person into for the delay.

Note: This will flow through to SurfGuard.

- Confirm their start time and patrol type
- If the member is substituting for another member, write the absent members name here.
- Tap 'Submit'

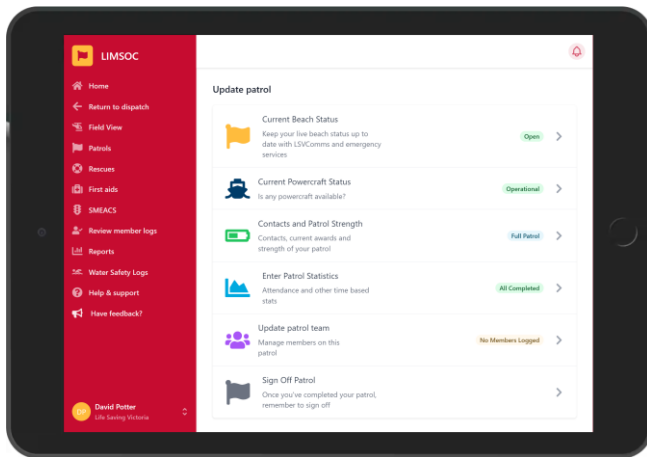
19. To add more members, click add team member and return to step 11.
20. Once you have signed members on click 'back to patrol'
Remember – You can add more members later or amend the current members included.



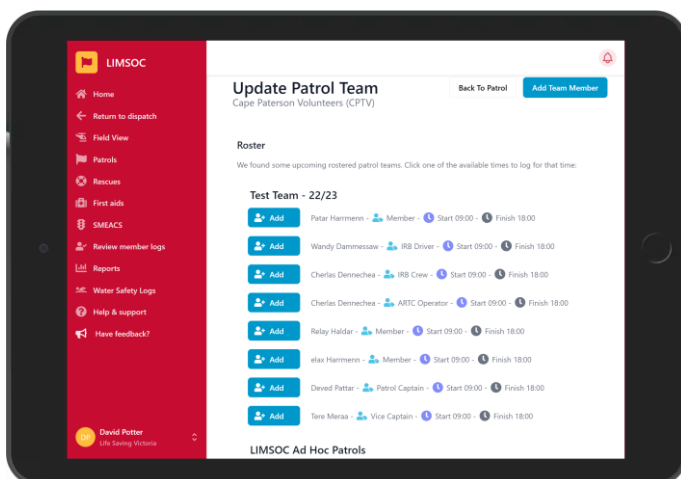
21. You will then be returned to the patrol home page and includes some basic patrol statistics, along with links to:
 - a. Current Beach status
 - b. Powercraft status
 - c. Patrol strength
 - d. Patrol statistics
 - e. Update Patrol Team

During your patrol, you can update any of these accordingly.

Adding a member to your patrol team



1. You can now start adding patrol members by selecting 'update patrol team'



- If your club has set up rosters within SurfGuard the names of the people for the particular day will appear in a list at the top.
- To add an individual from this list, click on the 'add' button and they will appear with the details from step 14 in step 14 below.

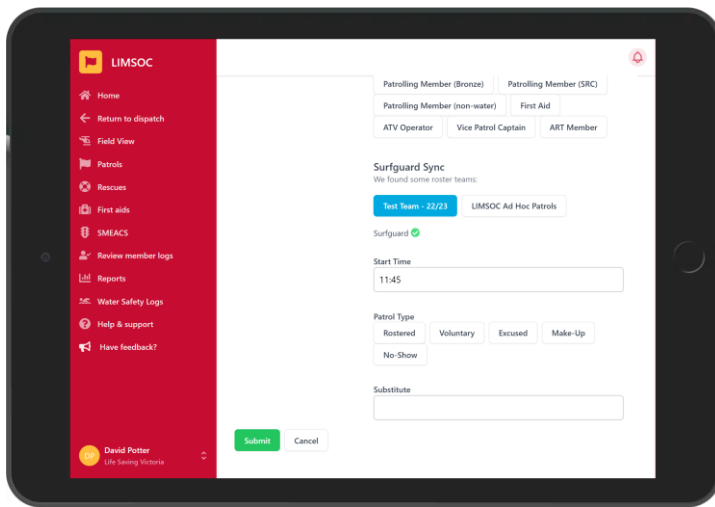
Add Team Member

- To add a person not from the roster, search for the member on patrol in the search bar.

Note: Click 'Search all members' to search outside of the service

- Select their position, and refer awards for more detail

Note: This will not prevent you from adding the member if there are flags raised.



6. Select the patrol team you would like to enter that person into for the delay.

Note: This will flow through to SurfGuard.

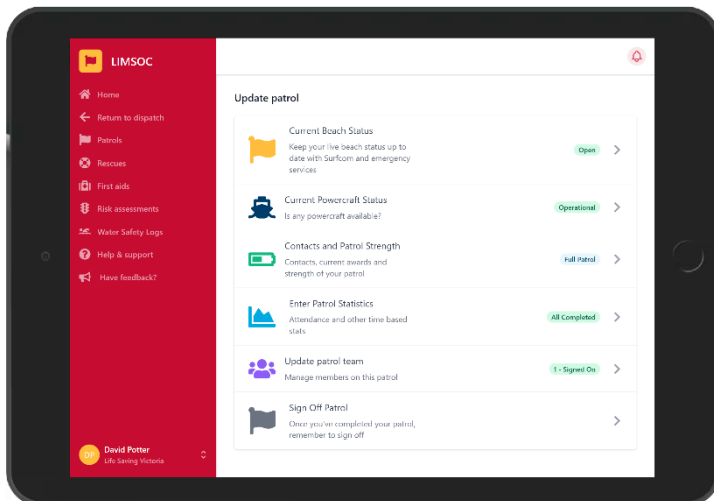
7. Confirm their start time and patrol type
8. If the member is substituting for another member, write the absent members name here.
9. Tap 'Submit'

10. To add more members, click add team member and return to step 4.

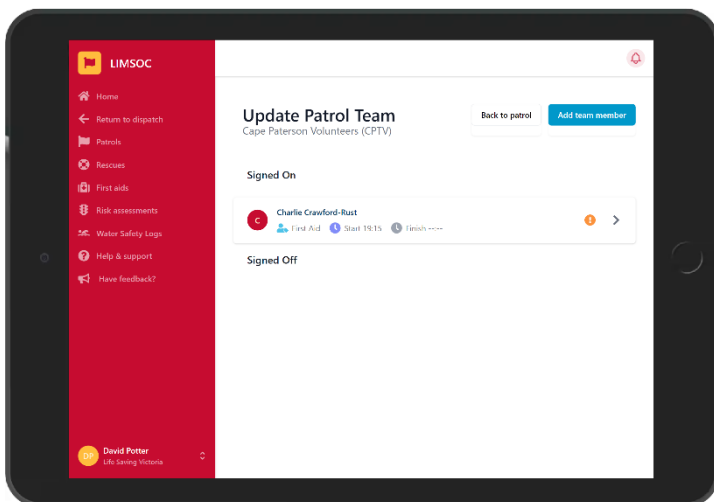
11. Once you have signed members on click 'back to patrol'

Back To Patrol

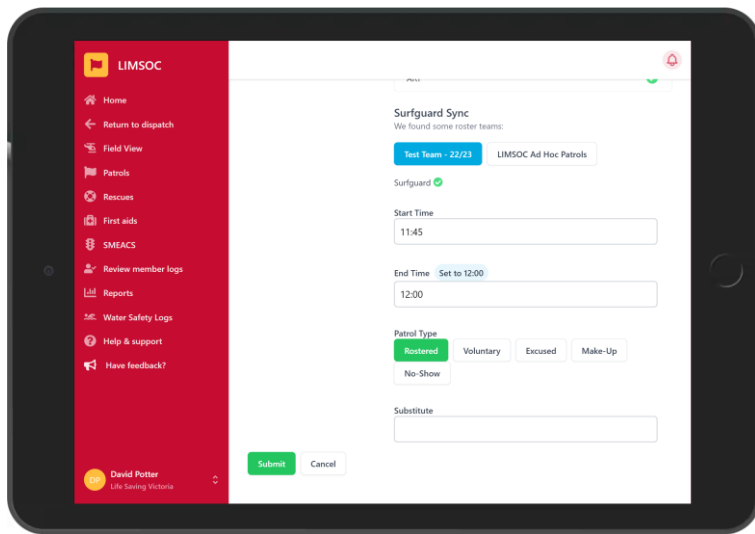
Signing individual members off your patrol



1. To update your patrol team, please click the 'update patrol team' on the manage your patrol menu.

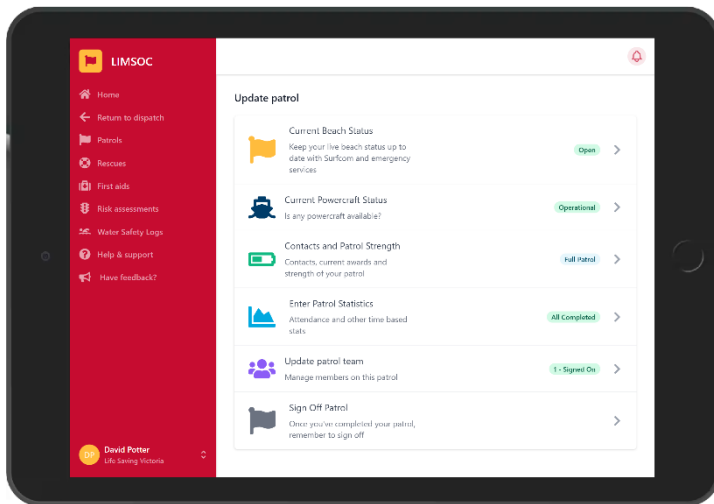


2. Click on edit or 'sign off now' buttons next to the individual member.

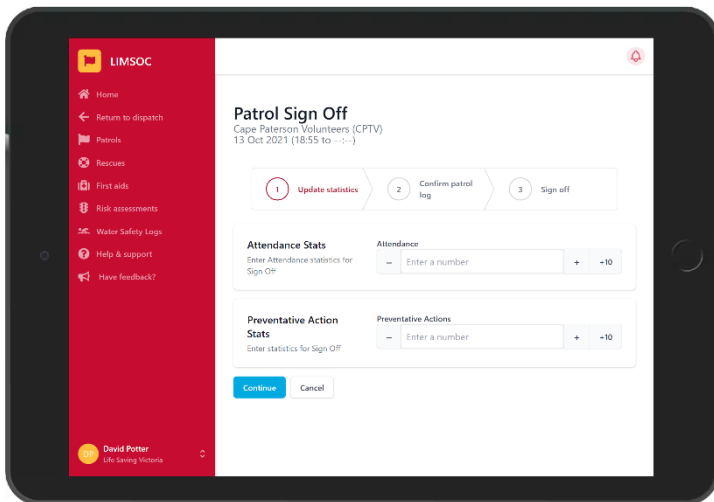


11. Confirm their start time and patrol type
12. Ensure that a patrol roster is selected.
Note: If not, this person will not be uploaded to SurfGuard and their hours registered.
13. If the member is substituting for another member, write the absent members name here.
14. Tap 'Submit'

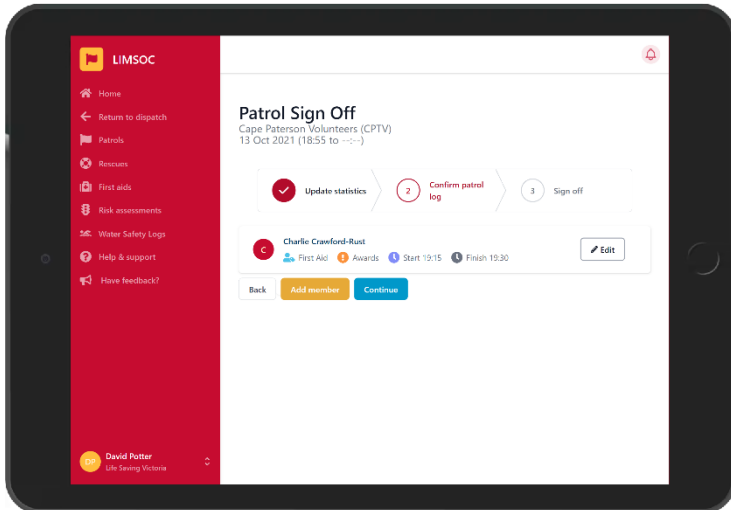
Signing off your patrol



1. Confirm all timed statistics have been completed.
2. Click sign off patrol



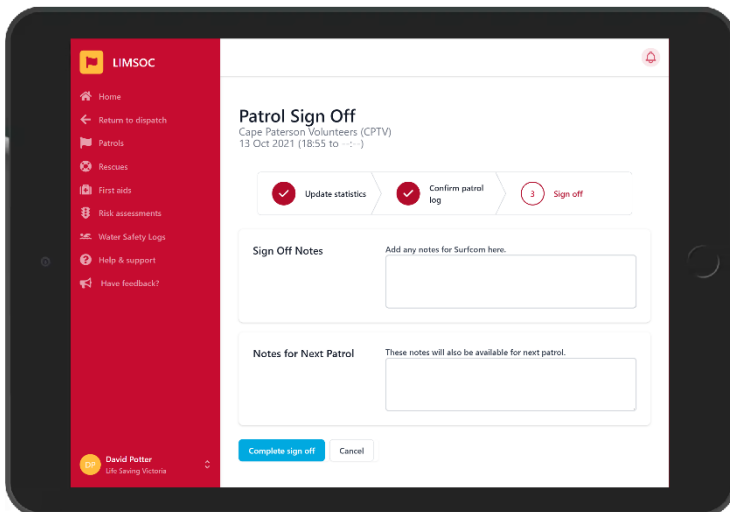
3. Enter your patrol statistics



4. Confirm their start time and patrol type

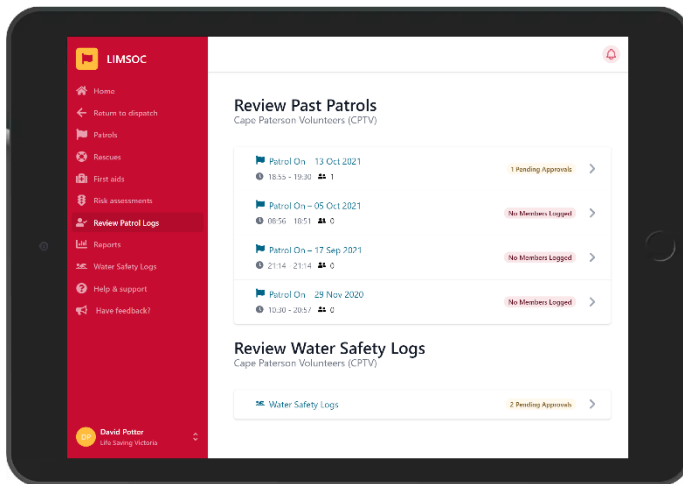
Note: you can add and edit as required.

5. Once completed, tap continue



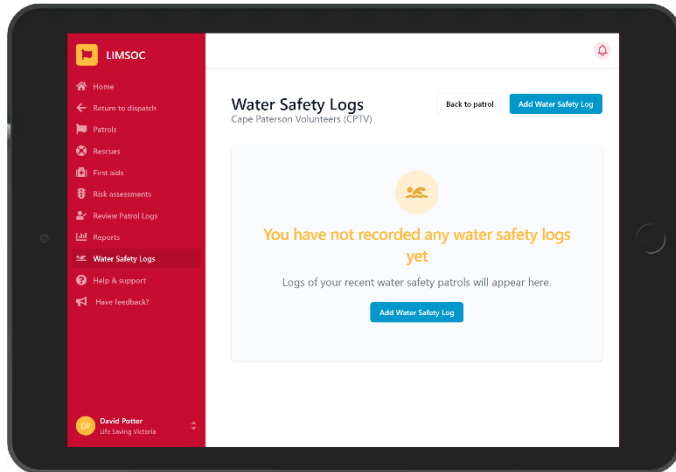
6. Enter any notes as required

7. Tap complete sign off

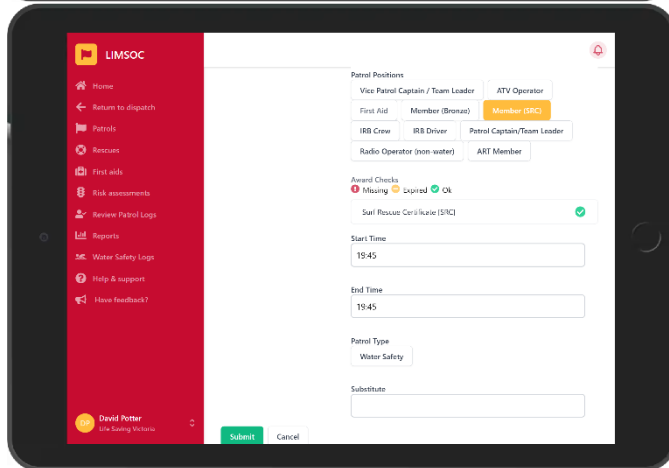


8. These hour logs will then appear in the “Review patrol logs tab” for club admins.
9. The information will be sent to SurfGuard should a roster be present for the day.

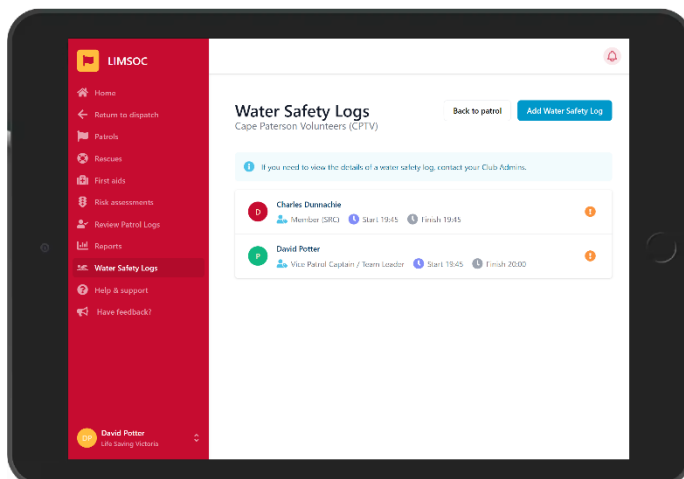
Signing on Water Safety



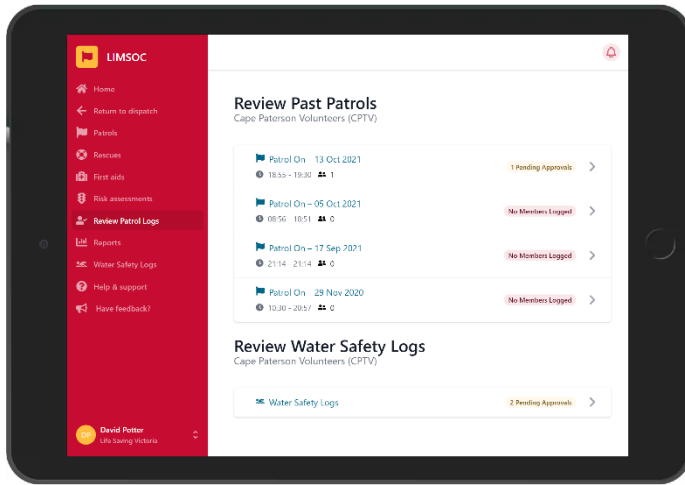
1. Select the service you want to manage.
2. Click 'Water Safety Logs' on the left-hand side of the screen
3. Click on add water safety log



4. Search for the member undertaking water safety.
5. Click 'Search all members' to search outside of the service

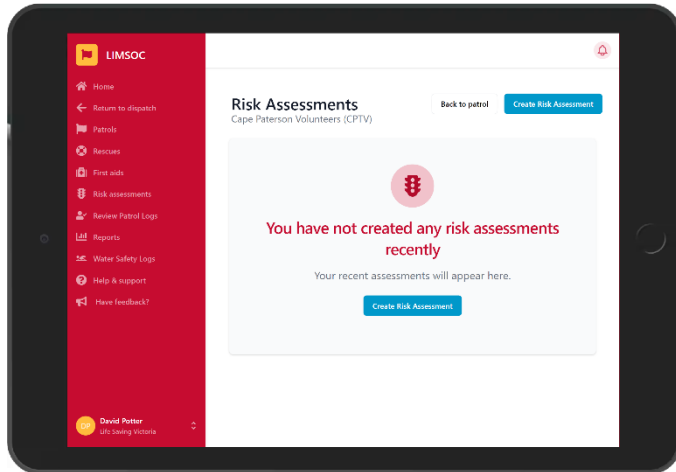


6. Select their role, start/finish time and then tap 'submit'

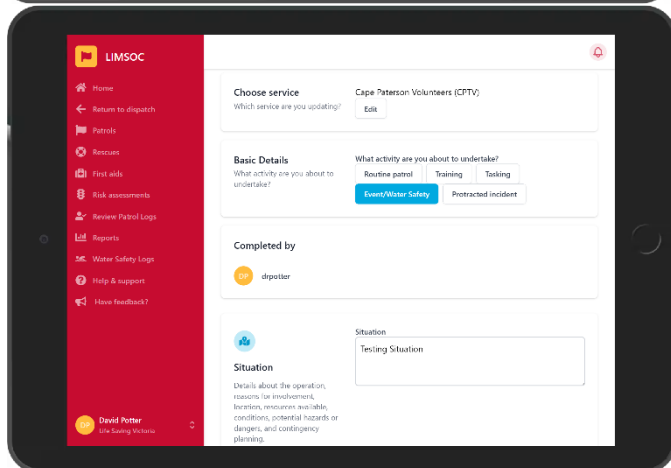


7. These logs will then appear in the “Review patrol logs tab”. At the conclusion of the day, this information will be sent to SurfGuard for recording.

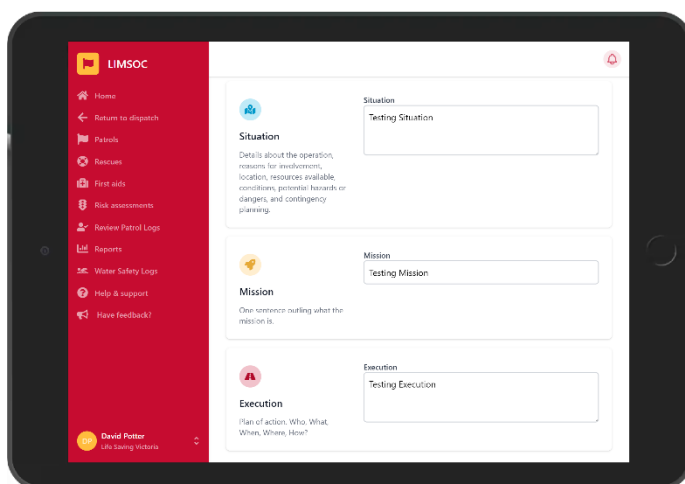
Completing a SMEAC



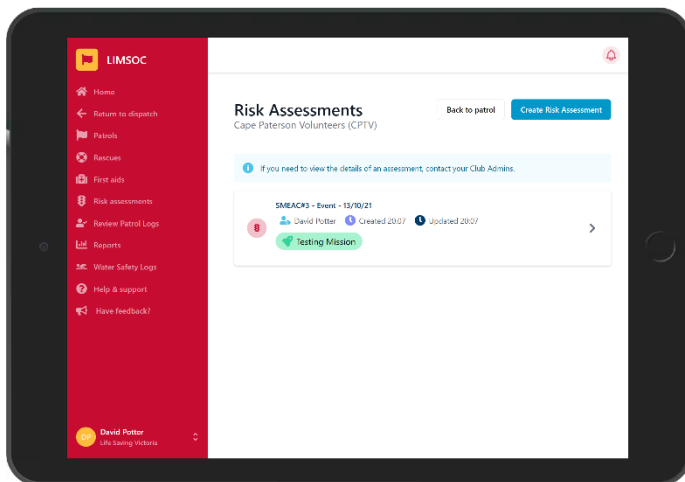
1. On the right-hand menu, click SMEACs
2. Then click create a SMEAC



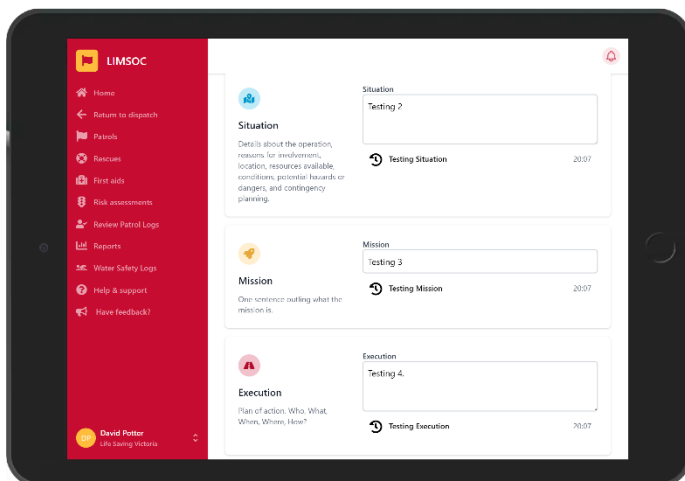
3. Choose your service. *Note: this may be automatic.*
4. Complete basic details.



5. Complete:
 - a. Situation
 - b. Mission
 - c. Execution
 - d. Administration
 - e. Command and Communications
 - f. Safety
6. Once completed, hit submit.



7. The SMEAC will now be available to all those who can sign into your service.

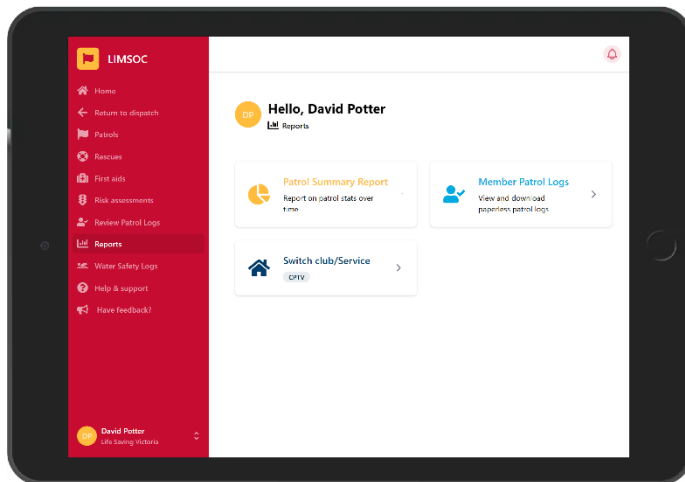


8. To provide further information on a SMEAC, click on the respective one.
Please note: your previous submission will be available, however it will not be editable.

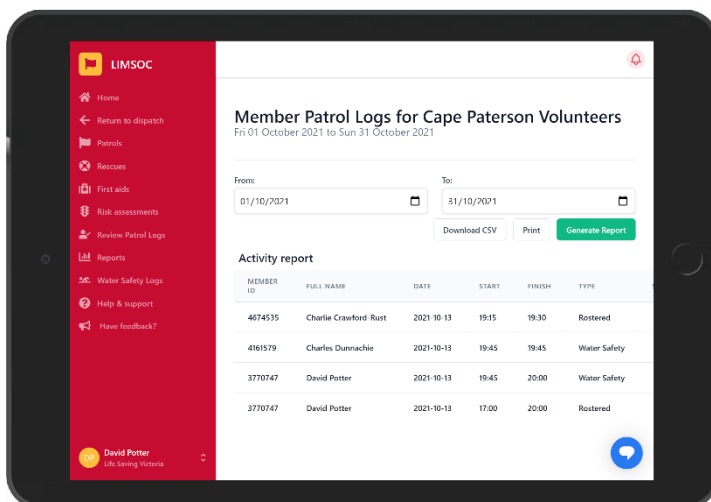
9. Once completed, hit submit.

Club Reporting

[only accessible by club admins]



1. In order to access this menu, your club will need to have assigned you as hold the **Club Admin** privilege in club admin. Instructions on this can be found [here](#).
2. Click on “reports”



3. Select the type of report you'd like to complete:
 - a. Patrol Statistical Summary
 - b. Member patrols linked with SurfGuard
4. Select your dates and run the generate the report
5. Download CSV (excel) files as required.