



D A M S T R A

Starting a Session

Solo Mobile App



[DISCLAIMER]

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Solo Mobile - Start Session Introduction

In Solo, a *Session* is a period of time started and ended by you as the Solo Mobile user, during which Solo may share your location with your Organisation and may prompt you to confirm that you're safe - that is, 'check in' at regular intervals - depending on how your Organisation uses Solo.

This guide shows how to start a session using the Solo Mobile app.



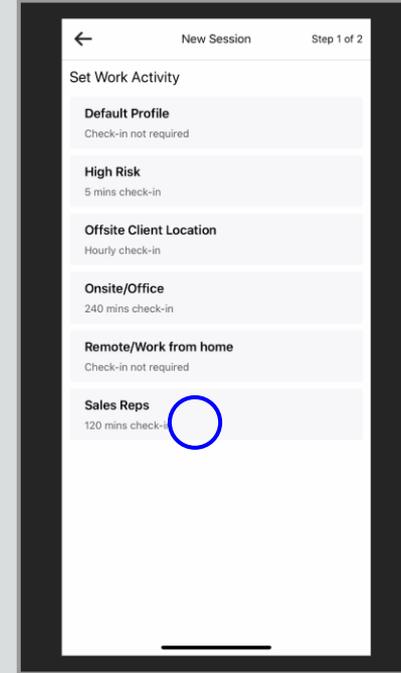
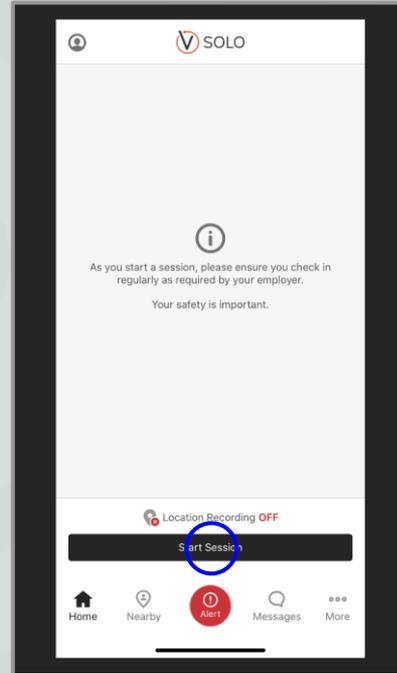
Solo Mobile - Start Session Select Profile

Locate the Vault Solo icon and **tap** it to launch the app.

Tap the *Start Session* icon.

You'll now be shown a list of the *profiles* that are available to you. A profile defines things like whether your location is tracked, whether you need to check-in, whether driving behaviour will be detected, and more. Note that the options you will see will differ from the ones shown here. Contact your system administrator if you're unsure which profile to select.

Tap the profile that you'd like to use.

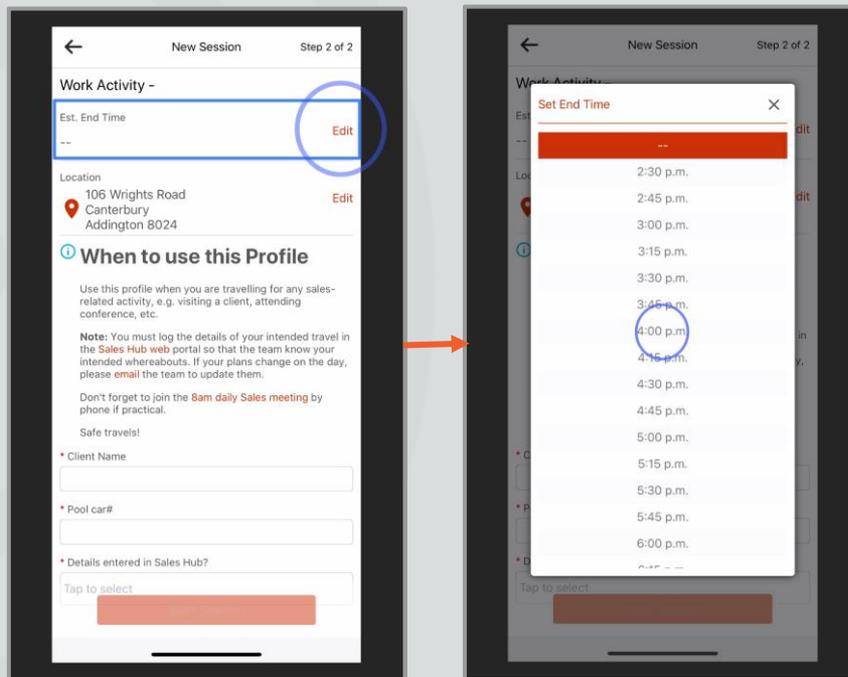


Solo Mobile - Start Session Estimated End Time

Depending on the profile selected, additional options may now appear.

If you know when you'll be finishing the session, **tap Edit** in the *Est. End Time* field and **tap** the *finish time*.

You will be prompted to finish the session once the selected time is reached.



Solo Mobile - Start Session

Location and Pre-start Information

If the profile you've selected includes GPS location tracking, the *Location* field will be populated with your current location.

If your Organisation has entered any pre-start information for this profile, it will be displayed here. This information can be anything your Organisation would like, and can contain links to web pages, email addresses or phone calls.

Just tap a link to follow it.

New Session Step 2 of 2

Work Activity -

Est. End Time
Today, 4:00 p.m. Edit

Location
106 Wrights Road
Canterbury
Addington 8024 Edit

When to use this Profile

Use this profile when you are travelling for any sales-related activity, e.g. visiting a client, attending conference, etc.

Note: You must log the details of your intended travel in the Sales Hub web portal so that the team know your intended whereabouts. If your plans change on the day, please email the team to update them.

Don't forget to join the **8am daily Sales meeting** by phone if practical.

Safe travels!

* Client Name

* Pool car#

* Details entered in Sales Hub?
Tap to select

New Session Step 2 of 2

Work Activity -

Est. End Time
Today, 4:00 p.m. Edit

Location
106 Wrights Road
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Safe travels!

* Client Name

* Pool car#

* Details entered in Sales Hub?
Tap to select

Solo Mobile - Start Session Information Fields

Your Organisation may want to collect information from you before you can start the session, in which case you will see additional fields toward the bottom of the screen.

Fields marked with an asterisk are mandatory.

To provide responses, **tap** in each field and either **type** a response or **select** from a list of predefined responses.

Once complete, **tap** *Start Session*.

New Session Step 2 of 2

Work Activity -

When to use this Profile

Use this profile when you are travelling for any sales-related activity, e.g. visiting a client, attending conference, etc.

Note: You must log the details of your intended travel in the **Sales Hub web** portal so that the team know your intended whereabouts. If your plans change on the day, please **email** the team to update them.

Don't forget to join the **8am daily Sales meeting** by phone if practical.

Safe travels!

* Client Name
XYZ co.

* Pool car#
123

New Session Step 2 of 2

Work Activity -

Details entered in Sales Hub?

Yes

No

Solo Mobile - Start Session

Session Started

The session has now commenced and the Solo app will begin communicating your safety with your Organisation.

If you'd like to review the pre-start information for the profile you're using at any time, **tap** the 'information' icon toward the top-right of the screen.

