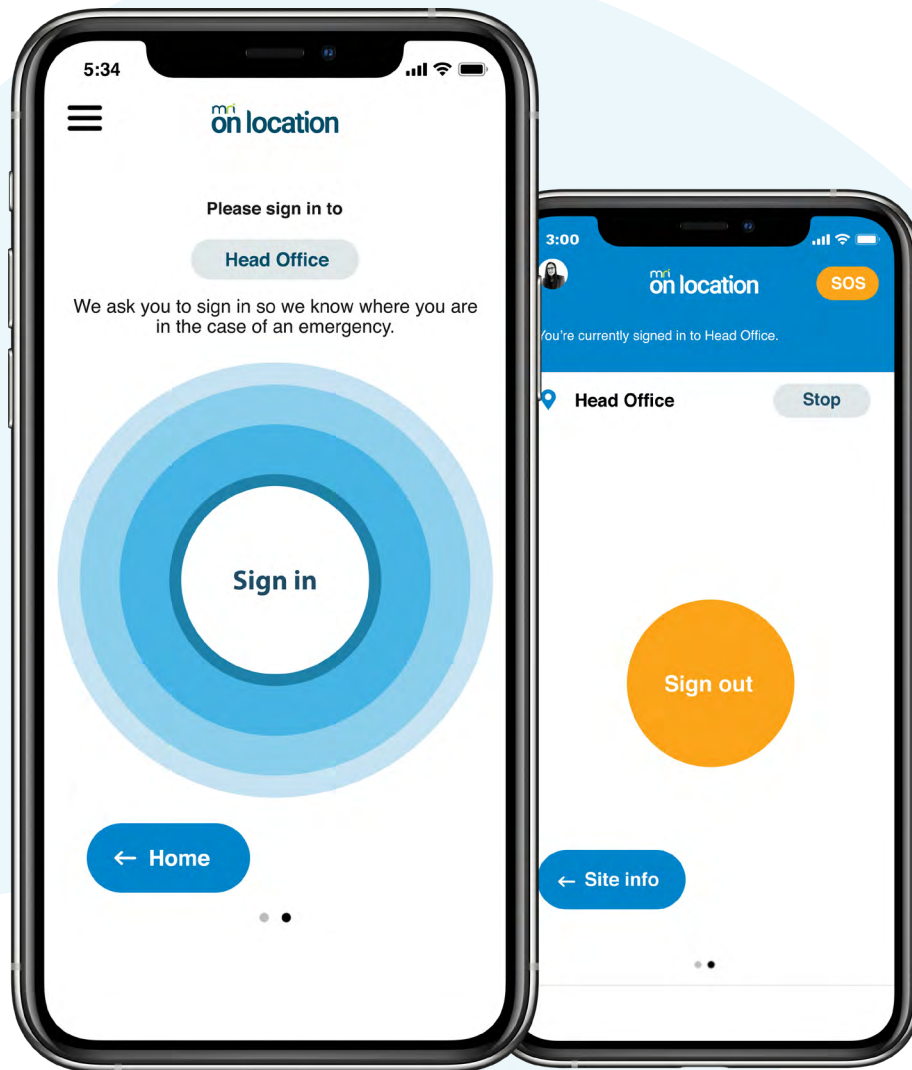


# Employee Guide

## OnLocation Mobile



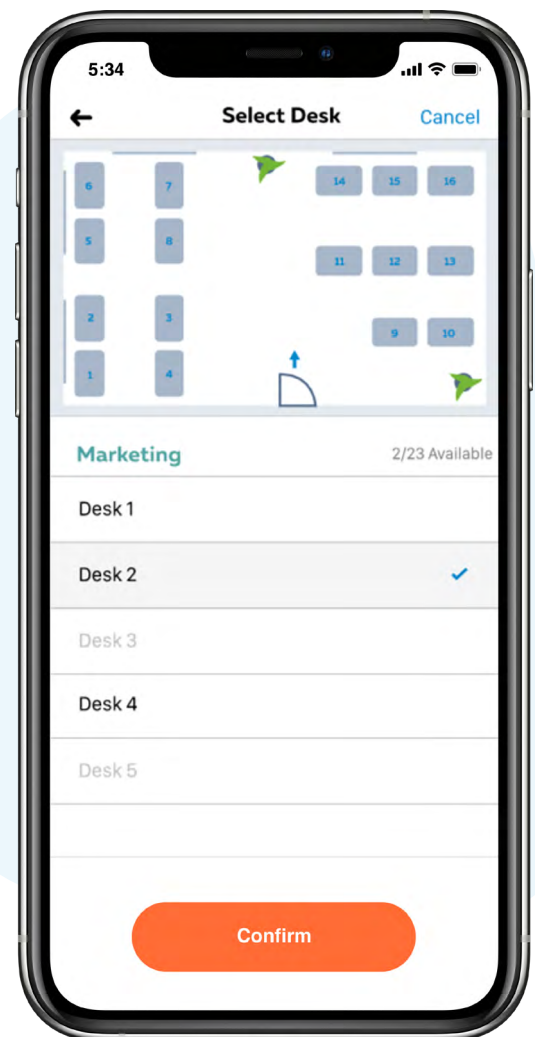
## Introducing OnLocation Mobile

Your organization has recently implemented the workplace safety app OnLocation mobile. Here's an overview of what the app does, why it's used and what it means for you as an employee or service provider.

### What is OnLocation Mobile?

OnLocation Mobile offers the following features:

- Automatic sign in/out for work, so you no longer need to remember to manually sign in for work, and your employer knows who is on-site in the case of an emergency.
- Instant Messages, so your employer can communicate work updates or hazards with you quickly and easily.
- SOS Alerts, so you can ask for immediate assistance if required.
- Follow Me, so those working alone, at risk, or travelling between sites can be easily located for safety reasons.
- Employee scheduling - So you can schedule your working days, weeks, or months in advance before coming on-site, allowing your employer to make sure enough spaces are available and occupancy levels above the maximum.
- Workspace booking - You can reserve a desk or space in your workplace through OnLocation Mobile, allowing you to choose where you'll work best, and collaborate safely on-site.



**Note:** Talk to your OnLocation account Administrator(s) if you'd like to know more about the features your organization is using.

## Does the OnLocation Mobile work on all devices?

The OnLocation mobile has been designed for iPhones running iOS 10 and above, and Android phones running Android 5.0 and above.

## Why does OnLocation need access to my phone's location?

The OnLocation Mobile needs access to your location permissions for the following features to work effectively.

**Automatic sign in/out** - If your organization is using this feature, they will have set up a geofence around your place of work. Once your phone is registered as having crossed this fence (using your location information), you'll be automatically signed in or out.

**SOS Alerts** - Should you need to send for immediate help, tapping the SOS button will send your location information to a nominated SOS Responder within your organization. We send your location information as part of this alert so someone can come to your aid as quickly and efficiently as possible.

**Follow me** - If you're working at risk, alone or travelling between sites, your organization may ask you to use the 'Follow Me' feature. This feature is designed for your safety, so a nominated safety contact at your place of work can find you quickly in an emergency, or check in with you throughout the day.

**Locations list** - If your organization has multiple sites, WolMobile will use your location in a similar way to Google Maps, providing directions and ordering the list with the closest locations first.

**Working remotely** - If you sign in to work remotely, OnLocation will log your location once as you sign in, and again as you sign out. This is for your safety, so your employer has an idea of your whereabouts in the case of an emergency. We won't continue to report on your location throughout the day, unless you enable the Follow Me feature.

**Employee scheduling** - If your organization requires you to schedule when you're coming on-site, use this feature to set the days you'll be in the office. You can easily manage your schedule with single or multiple bookings. The app will send you a reminder of what days you have booked to be on-site.

**Workspace booking** - Use this feature to reserve and select your desk so you can collaborate with colleagues safely on-site. Check the floor plan and desk availability when signing in or booking to come on-site. Enable notifications so you can be reminded of upcoming or expired bookings.

## **Do I need to select ‘Always allow’ or “When using the app’ in my location settings?**

Please select ‘Always allow’ when prompted, for the automatic sign in / out feature to work accurately and to get the full functionality from the app.

## **Will you be tracking my location at all times?**

No. Although OnLocation Mobile needs access to your location settings, we’ll only report on your location in OnLocation whilst you’re signing in / out for work and when using the Follow Me feature. Once you sign out and finish work at the end of the day, your location will no longer be reported in OnLocation.

It’s also worth noting that only selected individuals with admin access to OnLocation will be able to see your location whilst you’re signed in.

## **Will OnLocation Mobile drain my battery?**

Using OnLocation Mobile for the auto sign in/out feature, and to manually/periodically update your geolocation will use minimal battery.

We have developed OnLocation Mobile to be as battery efficient as possible. The auto sign in/out feature uses circular geofences to minimize battery usage, and we put measures in place to restrict the number of times the app checks for a location update.

If you use the follow me feature to continually report on your location, this will use significantly more battery as the app is constantly active. Your location will also be checked more often as you approach a geofence (for accuracy). So if you live very close to your place of work, you may notice a slightly higher than average battery usage.

To see how much battery OnLocation Mobile used since you last charged your phone, check the app section under your device’s settings.

## **Why does OnLocation Mobile need access to my Notifications?**

By granting OnLocation Mobile access to your notifications, you’ll be allowing OnLocation Mobile to send you Push Notifications.

Push Notifications are only sent from your employer, and will relate to important news, updates or hazards for your workplace.

## **Do I need to be connected to Bluetooth to use the OnLocation Mobile?**

To effectively sign you in or out automatically, your organization may need to use Bluetooth beacons. Please talk to your OnLocation Account Administrator to understand if you need to enable Bluetooth to sign in.