



LifeSaver Portal Guide

The LifeSaver Mobile solution is designed to help organization's eliminate distracted driving and improve safety, reduce collision-associated costs, and ensure compliance with legislation and corporate policies.

The LifeSaver App runs quietly in the background of Android and Apple phones, requiring little to no input from drivers. As an administrator, you have access to the LifeSaver Portal to view individual and team violations, set company policies, manage drivers, and set automated weekly and daily reports.

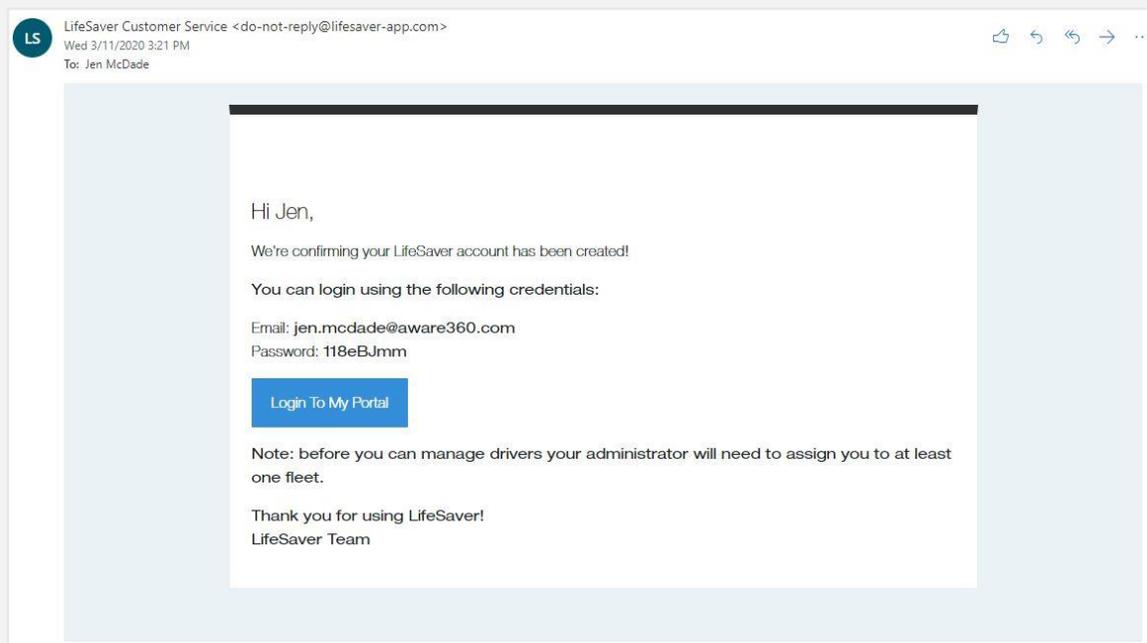
How to Access the Portal

On your first log into the Lifesaver administrator portal, you will receive an e-mail with a temporary password. Using the 'Login to My Portal' prompt, you will be redirected to the Lifesaver portal. Here, you can use your e-mail and temporary password to access the platform.

To set a new password for future log ins:

1. In the Lifesaver portal, select your name at the top right and select 'My Settings'.
2. In the profile tab, the two password fields will allow you to set a new secure password.
3. After your password has been entered and confirmed, press 'Save' to finalize this password change.

Future log ins can be accessed at <https://fleet.lifesaver-app.com/user/login> using your e-mail and password credentials. If you need to set a new password, select 'Forgot Password?' and a password reset confirmation will be sent to your e-mail.



LifeSaver Portal Home

Once you open the LifeSaver Portal, you will be directed to your group dashboard screen.

Group Dashboard

The Group Dashboard is an incredibly useful tool that allows you to view key statistics of your drivers and should be reviewed regularly to monitor a fleet's progress. In this module, you can see the current month's average scores by group and though a detailed breakdown. This data can help you determine if the group's driving habit have improved month after month.

Navigating the Group Dashboard Screen

- 1. Group Selection Tool:** To select which group to display statistics
- 2. Distracted Driving Overview:** Shows the average scores of all groups for the current month. The selection allows you to view the app status of grouped drivers.
- 3. Average Score Overview:** Displays the monthly score trend for a specific group. Much like the Group Selection Tool, using the drop-down list allows you to filter the dataset by group.
- 4. Drivers Scores:** Displays an individual driver's score for the current month. This data is filtered by group, as selected in regions 1 or 3.
- 5. Violations By Type:** Graph displaying the total number of safety violations for the current month. Can be refreshed to show an entire group or individual drivers by clicking on the corresponding bars in items 2 and 4.
- 6. Supporting articles** for assistance.

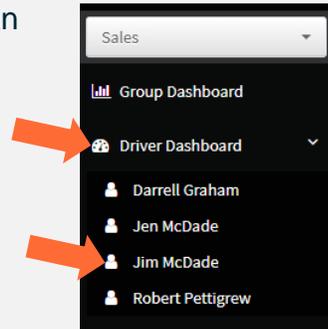
You can download a picture of selections 2, 3, 4 and 5 by clicking in the upper right-hand corner

The screenshot shows the LifeSaver Driver Portal interface. On the left is a navigation menu with items like 'Group Dashboard', 'Driver Dashboard', 'Manage Fleet Groups', etc. The main content area is divided into four sections:

- 1. Group Selection Tool:** A dropdown menu currently set to 'Sales'.
- 2. Distracted Driving by Group:** A bar chart showing scores for 'Sales' in August 2020, with a score of 90. It includes a 'Driver Status' filter and a download icon.
- 3. Monthly Scores for Sales:** A bar chart showing scores for 'Sales' from June to August 2020, with scores of 95, 90, and 90 respectively. It includes a 'By Office' filter and a download icon.
- 4. Drivers Scores for Sales - Aug 2020:** A horizontal bar chart showing scores for four drivers: Darrell Graham (100), Jen McDade (95), Jim McDade (100), and Robert Pettigrew (100). It includes a download icon.
- 5. Violations by type for Sales - Aug 2020:** A pie chart showing the distribution of violations: Inactive Days (18, 40%), Passenger Unlocks (15, 41%), Bypass Violations (4, 11%), and Display Violations (3, 7%). It includes a legend, a 'Help on Violations' link, and a download icon.
- 6. Support:** A 'Support' button in the bottom right corner.

View Individual Driver Data

Select Driver Dashboard in the navigation bar, then select an individual driver to view their specific data.



Driver View:

Selecting a driver will display a breakdown of their individual statistics, as well as map displaying the location of their most recent Safety Violations.

- Monthly Statistics:** Graph displaying driving score for the current month and overall driving statistics including a violation report and total inactive days.
- Previous Month Statistics:** Graph displaying driving score for the prior month with an overview of the previous month's statistics.
- App Health Status:** This section indicates App health status. Green indicates the app is working as intended, red indicates an error. Selecting this graphic displays a breakdown of this status.
- Most Recent Violations:** This selection adjusts the map view to focus on the locations of the most recent violations.
- Driver Map:** This map displays the location of all safety violations.
- Last Known Location:** This selection adjusts the map view to focus on the driver's last known location.

LifeSaver DRIVER PORTAL | Jen McDade

Sales

- Group Dashboard
- Driver Dashboard
 - Darrell Graham
 - Jen McDade
 - Jim McDade
 - Robert Pettigrew
- Manage Fleet Groups
- Manage Fleet Drivers
- Manage Safety Officers
- Manage Corporate Policy
- Manage Reports
- View Driver History

Find driver... Search

Jim McDade

LifeSaver active as of: 08/26/2020 6:54am

1 Setup

2 Daily Digest View

Month	Safe Drive Time	Number of Drives	Miles Driven	Usage Violations	Emergency Unlocks	Passenger Unlocks	Inactive Days
August 2020	24.7 hrs	61	423	4	0	14	0
July 2020	33.2 hrs	84	727	6	0	11	0

3 How It Works

4 Most Recent Violations

5 Driver Map

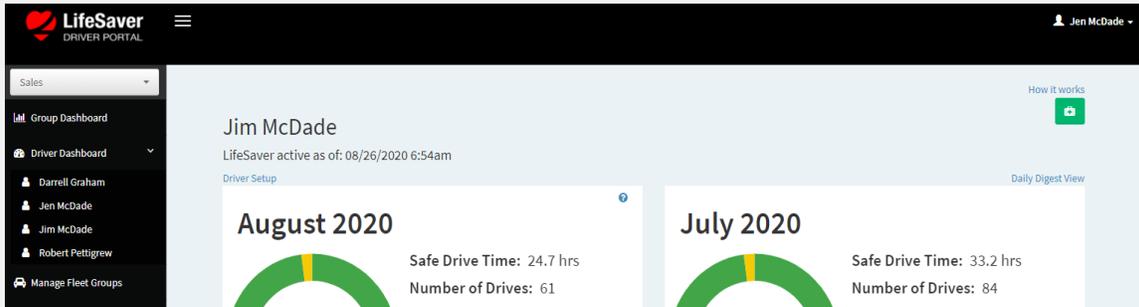
6 Last Known Location

Support



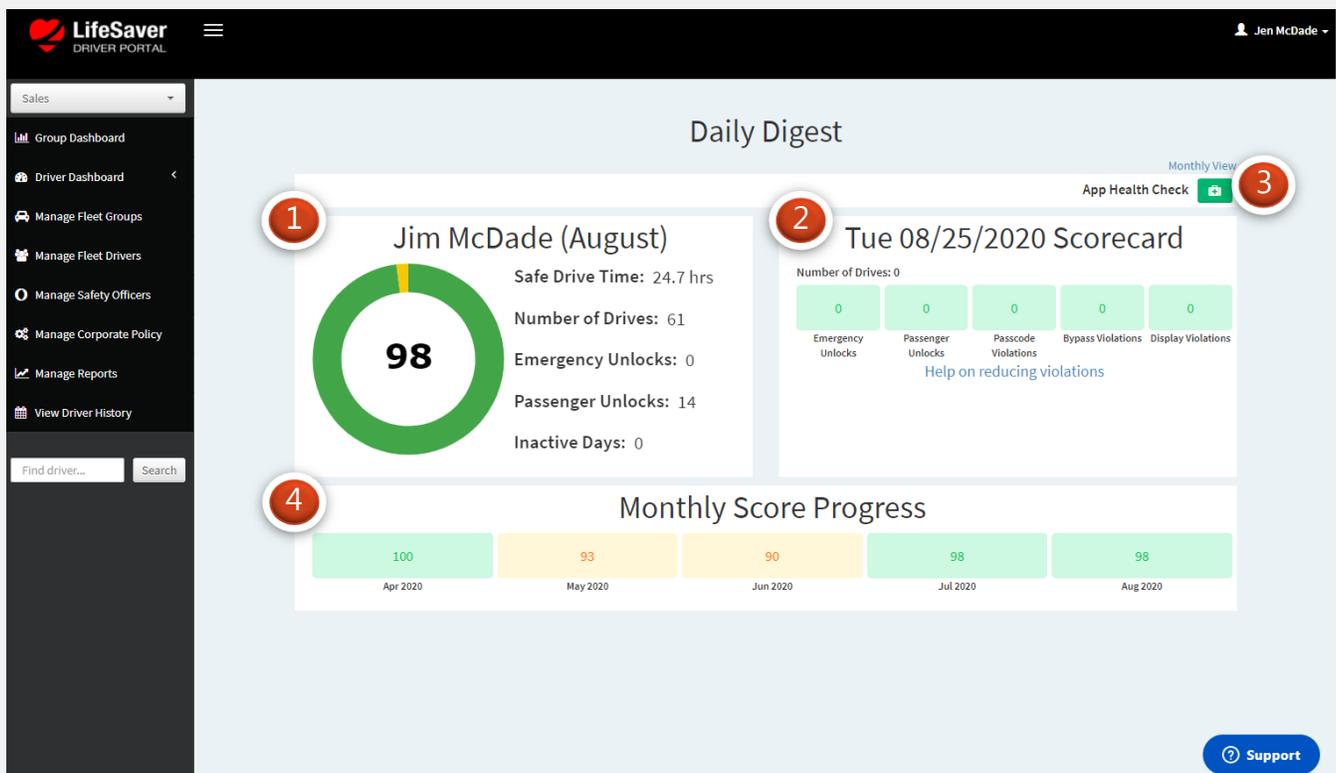
Daily Digest View

The Daily Digest View can be accessed from the Individual Driver Data view. Found above the prior month's statistics section, clicking Daily Digest View will navigate to this section of the portal.



The Daily Digest View contains an in-depth breakdown of an individual driver's statistics. This information can be used to evaluate a driver's current ability as well as track their monthly improvement.

- 1. Current Month Statistics:** Displays a driver's current monthly statistics.
- 2. Scorecard:** Shows safety violations from the previous day.
- 3. App Health Check:** Displays the current app status. Green indicates the app is working as intended, and red indicates an error. Selecting this graphic displays a breakdown of this status and how to correct any issues.
- 4. Monthly Score Progress:** Displays monthly averages of the driver's score that can be used to evaluate their progress over months.



Managing Your Fleet – Groups & Drivers

The Manage Fleet Groups module allows administrators to manage the high-level groups within an organization. The data displayed in the Group Dashboard is filtered by these fleets, where you can add or remove groups, and assign managers to each department.

Manage Fleet Groups

From the navigation bar, select Manage Fleet Groups. You will see a list of your organization's current groups with their respective fleet managers. You can add and remove groups, change names and assign Safety Officers to each fleet. Safety Officer act as administrators and managers for their assigned group. .

- 1. Manage Fleet Groups:** Shows the name, safety officer and additional officers for each group. Edits to groups can be made directly here.
- 2. Actions:** Allows you to manage settings for each group. Remind Officers sends an e-mail to the listed officers with instructions on how to access the LifeSaver portal. Manage Fleet Drivers navigates to this module within the portal and allows you to add or remove drivers. Finally, you can completely remove this fleet using the Delete selection.
- 3. New Fleet Group:** Allows you to add a new fleet group to your organization by setting a new name and assigning the required Safety Officers.
- 4. New Officer:** Allows you to add a new Safety Officer to your organization. A full list of Officers can be managed within the Manage Safety Officers module.
- 5. Save Changes:** Make sure to select Save Changes after creating new groups or making any changes to groups.

The screenshot displays the 'Manage Fleet Groups' interface in the LifeSaver Driver Portal. The interface includes a navigation sidebar on the left and a main content area. The main content area features a table with the following columns: Department/Fleet, Safety Officer, Additional Officers, and Actions. The table contains four rows of data:

Department/Fleet	Safety Officer	Additional Officers	Actions
Delivery	Jen McDade	Select...	Actions +
Sales	Brandon Egli	Robert Forget X	Actions +
Service Technicians	Rob Pettigrew	Brandon Egli X	Actions +
Tech	Robert Forget	Brandon Egli X	Actions +

At the bottom of the interface, there are three buttons: 'New Fleet Group', 'New Officer', and 'Save All Changes'. The interface also includes a search bar for finding drivers and a user profile for Jen McDade.

Manage Fleet Drivers

The Manage Fleet Drivers module allows administrators to manage their organization's drivers. This module is filtered by department which can be selected using the Team Selection Tool.

From the navigation bar, select Manage Fleet Driver to see a detailed list of drivers within a department. You can manage information for each driver such as name, phone number and device type. You also have the ability to manage automatic notifications and disable drivers for extended office leave.

- Fleet:** Displays the current group view. To change this, use the Team Selector Tool above the navigation bar.
- Driver Information:** Shows individual driver information: current e-mail, phone number, and device type.
- Online Status:** The current driver status. Extended periods of absence from the LifeSaver app will impact this app health check section.
- Actions:** Used to send a reminder message to an individual driver to start the LifeSaver app. You can also disable a driver or remove them completely from the system.
- Invitations and Moves:** Use these to add a new driver to your group or move drivers to a different group within your organization.

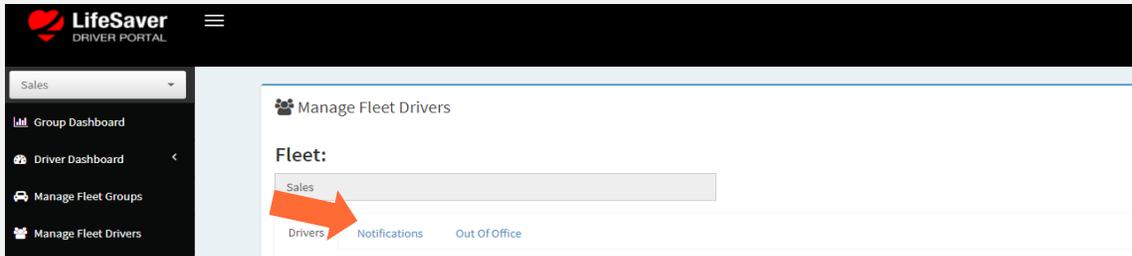
The screenshot shows the 'Manage Fleet Drivers' interface in the LifeSaver Driver Portal. The interface includes a sidebar with navigation options, a main content area with a 'Fleet' section, and a table of driver information. Numbered callouts (1-5) highlight key features: 1. Team Selection Tool (Sales), 2. Driver Information fields, 3. Device Type selection, 4. Online Status indicator, and 5. Action buttons (Invite Selected Drivers, Move Selected Drivers, Add Driver).

Name of the driver *	E-mail for Driver's Device	Driver's Mobile Phone	Device Type *	Online Status	Actions
<input type="checkbox"/> Darrell Graham	darrell.graham@aware360.com	(403) 830-6000	<input type="radio"/> iPhone <input checked="" type="radio"/> Android		Action
<input type="checkbox"/> Jen McDade	jen.mcdade@aware360.com	(587) 577-5311	<input type="radio"/> iPhone <input checked="" type="radio"/> Android		Action
<input type="checkbox"/> Jim McDade	jim.mcdade@aware360.com	(587) 893-8071	<input checked="" type="radio"/> iPhone <input type="radio"/> Android		Action
<input type="checkbox"/> Robert Pettigrew	rob.pettigrew@aware360.com	(403) 470-5030	<input checked="" type="radio"/> iPhone <input type="radio"/> Android		Action
<input type="text" value="Name of the driver"/>	<input type="text" value="E-mail address"/>	(201) 555-0123	<input type="radio"/> iPhone <input type="radio"/> Android		Invite Driver

At the bottom of the table, there are buttons for: **Invite Selected Drivers**, **Move Selected Drivers**, and **Add Driver**.

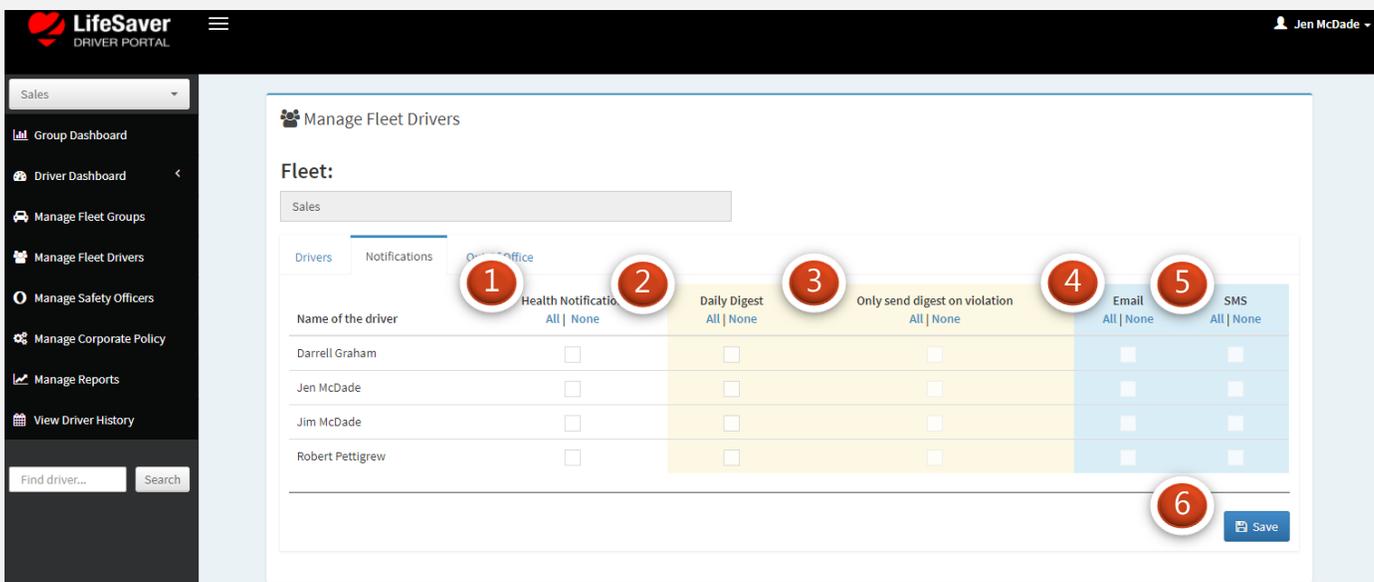
Manage Fleet Driver Notifications

The Manage Fleet Driver Notifications section can be accessed by selecting the Notifications tab within the Manage Fleet Drivers Module.



Within this section, an administrator can manage the automatic notifications received by drivers. These will trigger depending on Safety Violations or poor App Health.

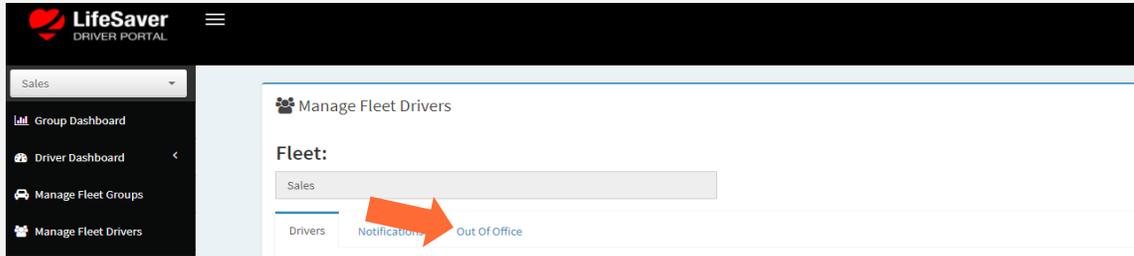
- 1. Health Notification:** Sends a daily alert to a driver showing the status of the drivers app
- Daily Digest:** Sends a daily report to the driver with their driving statistics from the previous day.
- 2. Daily Digest on Violation:** This selection limits the Daily Digest notification to trigger only when a Safety Violation was incurred the previous day.
- 3. Email:** This selection opts drivers in to receive Health Check and Daily Digest e-mail notifications.
- 4. SMS:** This selection opts drivers in to receive Health Check and Daily Digest text message notifications.
5. After making changes, select 'Save' to ensure that these edits have been stored.





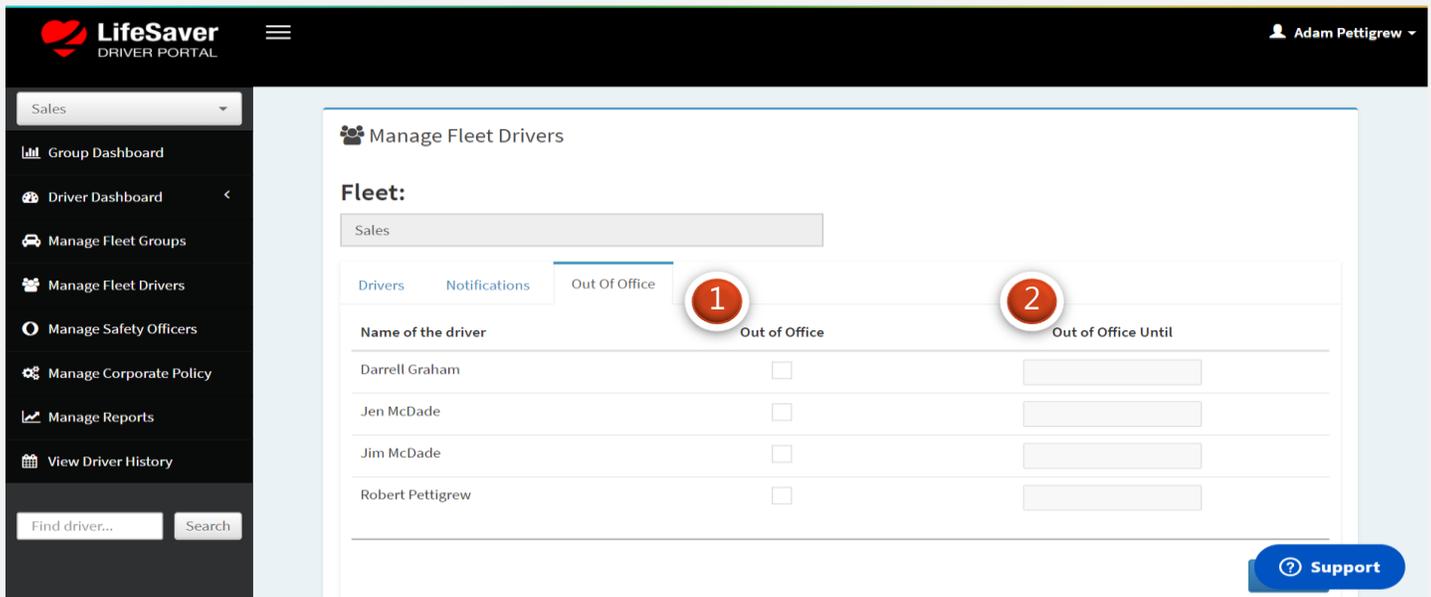
Manage Drivers Out of Office

The Manage Drivers Out of Office section can be accessed by selecting the Out of Office tab within the Manage Fleet Drivers module.



In this section, an administrator can mark drivers as out of office in the event of an extended leave from work. While out of office, drivers will not be monitored by the LifeSaver app and will not trigger safety violations.

- 1. Out of Office:** Indicates whether a driver is out of the office.
- 2. Out of Office Until:** Allows you to indicate the length of time a driver is out of office. As always, ensure to click Save to confirm any changes you have made.





Manage Corporate Policy

The Corporate Policy section of the LifeSaver Portal allows your organization to easily configure settings such as the length of time driving records are kept, how driver scores are weighted, and which types of user unlocks you allow.

To access this module, simply select Manage Corporate Policy from the navigation bar on the left. You will be directed to your corporate policy dashboard.

- 1. General Policy Settings:** Use this section to toggle on and off reminders, officer dashboards, allow officers to remove violations, apps managed by MDM, and enable unique device ID. In the right side of this section you can set the maximum number of driver invitation reminders and the length of time your company keeps driving records.
- 2. Daily Digest and Health Check Notifications:** Toggle on and off a daily digest and a daily health check for new drivers.
- 3. Monthly Score Settings:** To adjust the point weights of driver violations and to change the score color thresholds.

The screenshot displays the 'Manage Corporate Policy' dashboard in the LifeSaver Driver Portal. The left sidebar contains navigation options such as 'Group Dashboard', 'Driver Dashboard', 'Manage Fleet Groups', 'Manage Fleet Drivers', 'Manage Safety Officers', 'Manage Corporate Policy', 'Manage Reports', and 'View Driver History'. The main content area is divided into three numbered sections:

- 1. General Policy Settings:** Includes toggles for 'Driver Invitation Reminders' (OFF), 'Group Dashboard for Officers' (ON), 'Allow Officers to Remove Violations' (OFF), 'Enable Unique Device ID' (OFF), and a dropdown for 'Max Driver Invitation Reminders' (Indefinite). It also features 'Keep Driving Records For' (6 months) and 'Apps managed by MDM' (OFF).
- 2. Daily Digest and Health Check Notifications:** Includes toggles for 'Daily Digest For New Drivers' (OFF) and 'Health Check For New Drivers' (OFF).
- 3. Monthly Score Settings:** Includes 'Weighted Driver Violation Points' with dropdowns for Passenger Unlock (0), Emergency Unlock (4), Bypass Violation (3), Display Violation (2), Passcode Unlock (4), and Inactive Days (6). It also has a 'Weight Multiplier' (3) and 'Status Color' settings (Green: 95, Yellow: 70). A legend explains the score thresholds: Green (95 or higher), Yellow (70 or higher, but lower than 95), and Red (lower than 70). A 'Save' button is located at the bottom right.



Manage Corporate Policy Continued

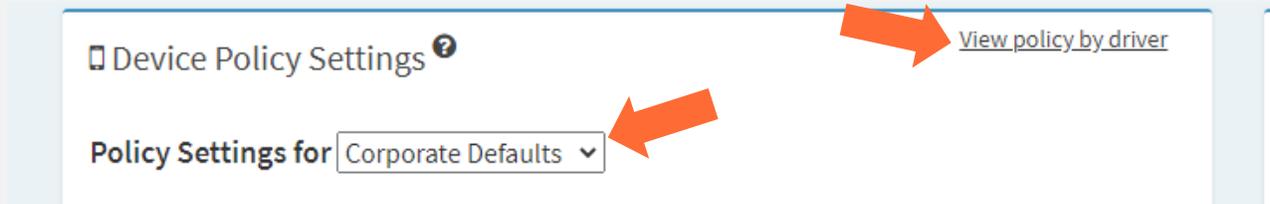
- 1. Device Policy Settings:** Use the drop down on the top to select either a group or your entire corporation's policy settings. Next, you can toggle on and off password protection, a phone number to send unlock alerts to, and if you will allow drivers to manually unlock for emergencies or if they're a passenger.
- 2. Phone Calls:** Allows you to report inbound and outbound calls as well as block inbound and outbound calls on Android 9.0+ devices.
- 3. Apple Device Policies:** Set the number of seconds the driver is allowed to see the 'Keep Your Eyes on the Road' message on home screen before a Display Violation is triggered and reported for scoring. Toggle on or off the ability to use Waze or Google Maps.
- 4. Android Device Policies:** Set the number of seconds the phone will countdown after driving stops to unlock the screen, enable or disable the Do Not Disturb (DND) setting while workers are driving.
- 5. Hours of Operation:** Set work schedule times for when drivers are working; toggle days on and off and set the shift start and end times. During non-active times the application will not block distractions on the driver's phones.

The screenshot displays the 'Device Policy Settings' and 'Hours of Operation' configuration screens. Callout 1 points to the 'Policy Settings for Corporate Defaults' dropdown. Callout 2 points to the 'Phone Calls' section, including 'Report Inbound Calls', 'Report Outbound Calls', 'Block Inbound Calls', and 'Block Outbound Calls'. Callout 3 points to the 'Additional Policies iPhone' section, specifically 'Display Violation Seconds' (set to 300) and 'Allow Waze Or Google Maps'. Callout 4 points to the 'Additional Policies Android' section, including 'Unlock Countdown Seconds' (set to 10) and 'Enable DND While Driving'. Callout 5 points to the 'Hours of Operation' screen, which shows a weekly schedule with 'Active Times' (Start Time: 6:00am, End Time: 5:00pm) and a 'Save & Apply' button.



View Policies by Driver

At the top right corner of the Device Policy Settings section, select 'View policies by driver' to view a summary of all policy settings for either groups or all drivers. To see a different group policy settings, use the dropdown to select different groups.



- 1. Device Policy Settings:** Shows all the policy settings for the selected team or all drivers.
- 2. Driver List:** Shows all drivers, their associated groups, as well as their app and device information.
- 3. Search:** use the search feature to find a specific driver.

User Policy by Driver

Corporate Defaults

Device Policy Settings

- Password protect: Off
- Send unlock alerts to: Off
- Allow emergency unlock: On
- Allow passenger unlock: On
- Report Inbound Calls: Off
- Report Outbound Calls: Off
- Maximum Speed Violations (over xx MPH): 0
- Report Speed Violations: Off
- Speed Tolerance (xx MPH over posted limit): 5
- Duration Tolerance (Number of events): 3

Additional Policies iPhone

- Display violation seconds: 300
- Allow Waze or Google maps: Off

Additional Policies Android

- Unlock countdown seconds: 10
- Enable DND While Driving: Off
- Block Incoming Calls: Off
- Block Outgoing Calls: Off

Hours of Operation

- Monday: On
- Tuesday: On
- Wednesday: On
- Thursday: On
- Friday: On
- Saturday: Off
- Sunday: Off

Active Times

- Start Time: 06:00
- End Time: 17:00

Show 10 entries

Search:

Driver Group	Driver Name	Driver ID	Phone	Device Type	App Installed On	Account Status	App Version	App Last Active
Sales	Darrell Graham	56938	14038306000	Android	2020-03-11	active	9.0.7	3/19/2020 02:35PM
Sales	Jen McDade	56942	15875775311	Android	2020-03-11	active	9.0.7	8/26/2020 12:12PM
Sales	Jim McDade	55257	15878938071	iPhone	2019-12-20	active	6.0.1	8/26/2020 09:54AM
Sales	Robert Pettigrew	58841	14034705030	iPhone	2020-08-21	active	6.0.1	8/26/2020 10:02AM
Tech	Adam Pettigrew	57322	14036189989	iPhone	2020-05-05	active	5.2.0	5/5/2020 11:00AM
Tech	Brandon Egli	57323	14036150677	iPhone	2020-03-11	active	5.2.0	6/22/2020 12:23PM

[Support](#)



Manage Reports

The Manage Reports section of the LifeSaver Portal is designed to allow your organization to easily configure the weekly and daily reports you would like to send to administrators and officers.

To access this module, simply select Manage Reports from the navigation bar on the left. You will then be brought to your reports dashboard.

- Daily Report Settings:** Toggle on and off daily all fleet summary reports for administrators, fleet specific reports for safety officers, and fleet specific reports for additional officers.
- Weekly Report Settings:** Toggle on and off weekly all fleet summary reports for administrators, fleet specific reports for safety officers, and fleet specific reports for additional officers.
- Report Delivery:** Use this dropdown to select the day of the week you would like your weekly reports to be delivered on.

1 Daily Report Settings

- Enable All Fleet summary report for Administrators**
 ON
 Sends a daily report to all fleet administrators. This report contains all distracted driving violations for the prior day and a list of inactive drivers for all fleets.
- Enable Fleet specific reports for all safety officers**
 ON
 Sends a daily report to all safety officers for each of their appointed fleets. This report contains all driver distracted driving violations for the prior day and a list of any inactive drivers for a specific fleet.
- Enable Fleet specific reports for additional officers**
 ON
 Sends a daily report to all additional officers for each of their appointed fleets. This report contains all driver distracted driving violations for the prior day and a list of any inactive drivers for a specific fleet.
 Note: This can only be enabled when the Daily report for Safety Officers is enabled.

2 Weekly Report Settings

- Enable All Fleet summary report for Administrators**
 ON
 Sends a weekly report to all fleet administrators. This report contains all distracted driving violations for the prior week and a list of inactive drivers for all fleets.
- Enable Fleet specific reports for all safety officers**
 ON
 Sends a weekly report to all safety officers for each of their appointed fleets. This report contains all driver distracted driving violations for the prior week and a list of any inactive drivers for a specific fleet.
- Enable Fleet specific reports for all additional officers**
 ON
 Sends a weekly report to all additional officers for each of their appointed fleets. This report contains all driver distracted driving violations for the prior week and a list of any inactive drivers for a specific fleet.
 Note: This can only be enabled when the Weekly report for Safety Officers is enabled.

3 Deliver report on:



View Driver History

The View Driver History section of the LifeSaver Portal is designed to allow your organization to quickly generate reports and view total statistics for your company as well as by fleet group or driver.

To access this module, simply select View Driver History from the navigation bar on the left. You will then be brought to your history dashboard.

- 1. Company Totals:** Shows statistics for your entire company on violations, unlocks, active days, number of drivers and cumulative miles driven.
- 2. History configuration:** Allows you to select a date range for driver history, toggle on or off group totals, and select the fleet group to view.
- 3. Export:** Select which file type you would like to export the data in.
- 4. Driver List:** Shows all drivers, their violation statistics and active days within the specified time period.
5. The search bar allows you to search for an individual driver.

LifeSaver DRIVER PORTAL | Jen McDade

1. Company Totals
 Total Drivers: 7
 Passcode Violations: 4
 Display Violations: 0
 Bypass Violations: 0
 Emergency Unlocks: 0
 Passenger Unlocks: 15
 Inactive Days: 14
 Number of Drives: 70
 Number of Miles: 457

2. Date range: 08/01/2020 - 08/26/2020 | **Group Totals:** ON | **Fleet Group:** -- All--

3. Export: Excel | PDF | Print

4. Driver List

Fleet Group	Driver Name	Phone	Passcode Violations	Display Violations	Bypass Violations	Emergency Unlocks	Passenger Unlocks	Inactive Days	Number of Drives	Number of Miles	Score
Sales	Darrell Graham	14038306000	0	0	0	0	0	0	0	0	0
Sales	Jen McDade	15875775311	0	0	0	0	1	0	9	34	100
Sales	Jim McDade	15878938071	4	0	0	0	14	0	61	423	98
Sales	Robert Pettigrew	14034705030	0	0	0	0	0	0	0	0	0

5. Search: Find driver... Search

Sales Totals
 Total Drivers: 4
 Passcode Violations: 4

[Support](#)