



D A M S T R A

Defining Zones

Solo Platform

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Defining Zones

Introduction

In Solo, a *Zone* is a defined geographical boundary or area such as a region or work site

These Zones can be setup and monitored in Solo Platform for many reasons ranging from site induction requirements to timesheeting and SLA's and can be used to automatically send important information to Users who enter or exit the Zone.

Adding a Zone can only be actioned by Solo Operations Managers or Admins.

Zones



site inductions



timesheets



service level agreements



important information

Defining Zones

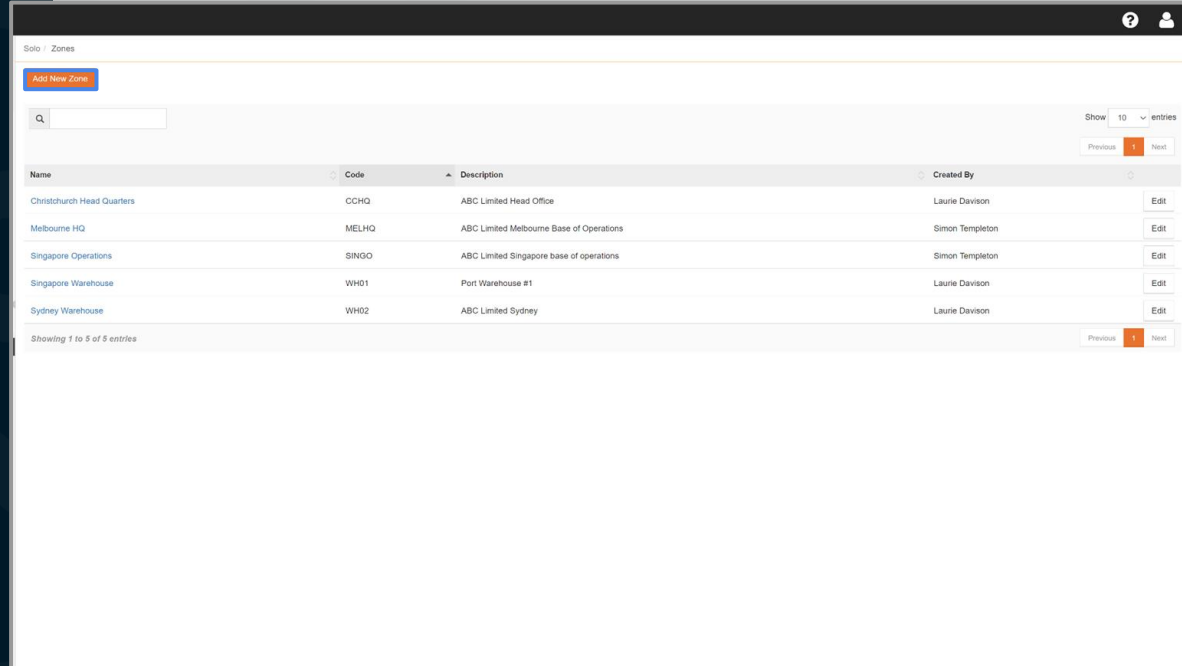
The Zones Register

From Solo Platform's landing page you must access the *Zones* register in the *Setup* area.

The Zones register shows all current Zones and key information about each including:

- the Zone name,
- it's code,
- the description
- and the name of the Platform User that created or last updated it.

To begin adding a new Zone, **click** 'Add New Zone'.



Solo / Zones

[Add New Zone](#)

q

Show 10 entries

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Name	Code	Description	Created By	
Christchurch Head Quarters	CCHQ	ABC Limited Head Office	Laurie Davison	Edit
Melbourne HQ	MELHQ	ABC Limited Melbourne Base of Operations	Simon Templeton	Edit
Singapore Operations	SINGO	ABC Limited Singapore base of operations	Simon Templeton	Edit
Singapore Warehouse	WH01	Port Warehouse #1	Laurie Davison	Edit
Sydney Warehouse	WH02	ABC Limited Sydney	Laurie Davison	Edit

Showing 1 to 5 of 5 entries

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Defining Zones

Zone Details

Name this new Zone appropriately, according to your company requirements.

If required, the code field can be used to stipulate any internal designation or label to identify this new Zone.

Again if needed a description can also be entered for the Zone.

To get started with defining the Zone, **search** for its location or **navigate** to it manually within the map.

Solo / Zones / Create

Zone Details

Enter the zone details and draw your desired zone with the map tool provided.

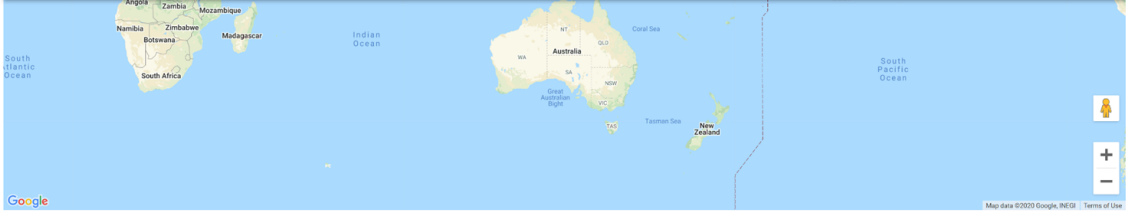
Name

Code

Description

Search location on map

- 📍 106 Wrights Road Addington, Christchurch, New Zealand
- 📍 106 Wright Road Ingle Farm SA, Australia
- 📍 106 Wright Street Sunshine VIC, Australia
- 📍 106 Wright Road Dirty Flat, New Zealand
- 📍 106 Wright Road Hamstead WA, Australia



powered by Google

Map data ©2020 Google, INEGI Terms of Use

Defining Zones

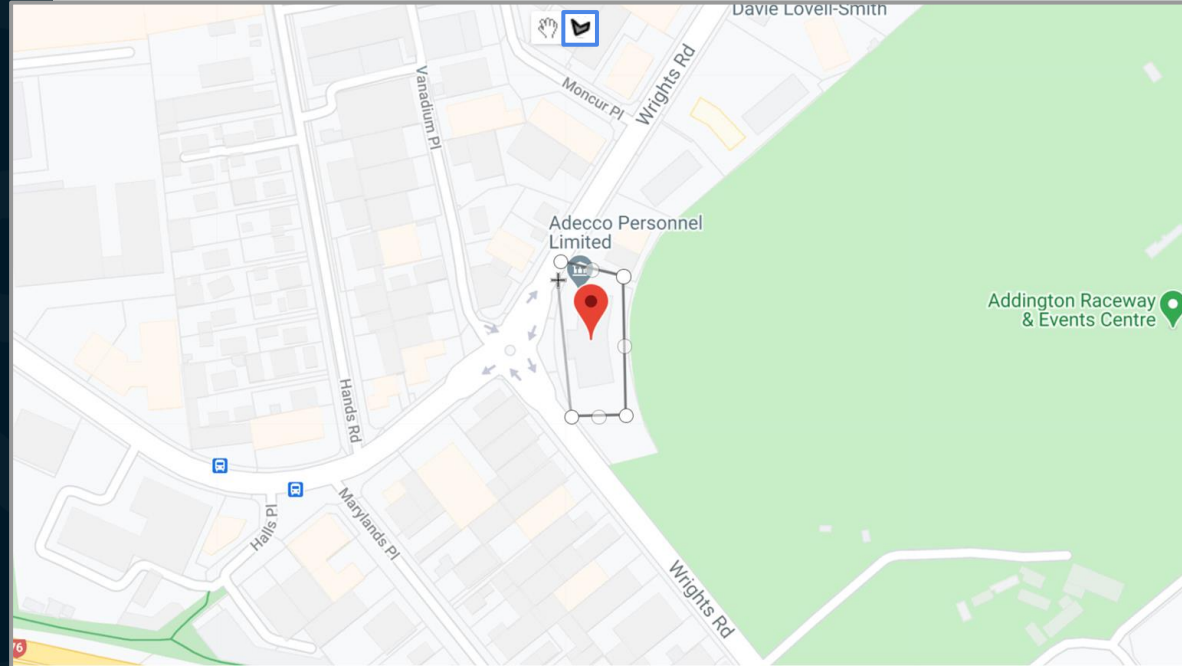
Zone Boundary

Once located, use the cross-hairs to place markers defining the required boundary.

To place a marker, simply **click** the spot on the map required, continue doing this until the Zone is defined, then **click** again on the first marker to complete the boundary.

If you need to restart drawing the Zone boundary for any reason, simply complete the current attempt and then **click** the *Draw shape* icon and start again.

Once the boundary has been defined it can be modified by **clicking** and **dragging** any required marker until the Zone has been finalised.



Defining Zones

Automated Zone Messages

Now that the boundary has been defined, you can also set up automated Messages to be sent to targeted Solo app Users who enter or exit this Zone.

If this is required, **click** the 'Create Zone Message' check-box.

The screenshot shows a web interface for defining zones. At the top, there is a 'Description' field containing 'Site B, Christchurch'. Below this is a search bar with the text '106 Wrights Road, Addington, Christchurch, New Zealand'. The main part of the interface is a map showing a green polygon representing a zone. The map includes labels for 'Adecco Personnel Limited', 'Addington Raceway & Events Centre', and 'Orangetheory Stadium'. Below the map, there is a section titled 'Automated Zone Messages' with a sub-header 'Automated Zone Notifications will only be triggered when using profiles where GPS monitoring is enabled. The GPS Collection and Transmit frequency settings in the Session Profile will determine when the system will detect zone entry and zone exit.' A blue button labeled 'Create Zone Message' is visible, along with 'Cancel' and 'Save' buttons at the bottom right.

Defining Zones

Automated Zone Messages

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Defining Zones

Message Details

In the pop-up, **enter** the subject line and message body that you'd like to send. Rich text formatting is available using the controls at the top of the 'Description' pane.

To include a hyperlink to either a web page, email address or phone number, **highlight** the relevant text and **click** the 'link' icon.

Then, **select** the link *type* and provide the address or phone number you'd like to link-to, and **click** 'OK'.

The screenshot displays the 'Message Details' pop-up window, which is divided into three tabs: 'Message Details', 'Recipients', and 'Confirmation'. The 'Message Details' tab is active and contains the following sections:

- Input Message Content:**
 - Subject:** A text input field containing 'After Hours Site Information'.
 - Description:** A rich text editor with a toolbar. The 'link' icon is highlighted. The text area contains: 'You have entered this work site after normal operational hours. If you intend on entering the building, please [click here](#) to contact the site manager first.'
- Select Message Type:**
 - Zone entry and exit messages will be sent once the user's device is detected either inside or out side the zone.
 - Radio buttons for 'Entry Message' (selected), 'Exit Message', and 'Both'.
- Specify Sending Settings:**
 - Radio buttons for 'Send once per session' (selected) and 'Specify time between messages'.

A 'Link' dialog box is open in the foreground, with the following fields:

- Display Text:** 'click here'
- Link Type:** 'Phone' (selected in a dropdown menu)
- Phone number:** '0254400800'

At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

Defining Zones

Message Details cont.

Next, **select** whether the message should be sent on Zone entry, exit or both.

Then, **select** whether the message should only be sent once per session, or if it should repeat at specified intervals where a User remains within the Zone or enters and exits more than once in the same session.

Next, **select** whether the message should be sent any time a targeted User enters or exits the Zone, or if it should only be sent at certain times by selecting particular days, times, or both.

Once these settings have been configured, **click** 'Next' to define who should receive the messages.

New Zone Message

1 Message Details 2 Recipients 3 Confirmation

Input Message Content

Subject
After Hours Site Information

Description
B I U [Rich Text Editor Icons] Format

You have entered this work site after normal operational hours. If you intend on entering the building, please [click here](#) to contact the site manager first.

Select Message Type
Zone entry and exit messages will be sent once the user's device is detected either inside or out side the zone.

Entry Message Exit Message Both

Specify Sending Settings

Send once per session Specify time between messages

Keep the message active at all times?

Mon Tue Wed Thurs Fri Sat Sun

Send in-between specific times?

From: 6:00 PM To: 9:00 AM

Characters: 156/500

Cancel Next

Defining Zones

Message Recipients

If all Solo Users should receive this message, leave the 'Send to anyone' checkbox **ticked**.

If you'd like to target specific Users, **untick** this option and either **type** the recipient names, or **select** them from the picklist. Multiple recipients may be selected.

New Zone Message

1 Message Details 2 Recipients 3 Confirmation

Select Recipients

Send to anyone who enters/exits the zone from ABC Ltd

Select specific users/teams to send the message to upon zone entry/ exit

Technicians Sales

Teams

- Team Sales
- Team Sales Sub-team A
- Team Sales Sub-team B
- Team Sales Sub-team C

Users

Previous Cancel Next

Filtered Zone Messages

Filtered Zone Notifications will only be triggered when using profiles where GPS monitoring is enabled. The GPS Collection and Transmit frequency settings in the Session Profile will determine when the system will detect zone entry and zone exit.

Defining Zones

Recipient Exclusions

Optionally, select any Users that you'd like to exclude.

For example, in this scenario, the 'Sales' team have been added to the recipient list, but there may be individuals within the team, or an entire team that represents a subset of that team that should not receive the message.

In this case, **type** or **select** the names of those individuals or teams in the 'Exclusions' field.

New Zone Message

Message Details 2 3
Recipients Confirmation

Select Recipients

Send to anyone who enters/exits the zone from ABC Ltd

Select specific users/teams to send the message to upon zone entry/ exit

Technicians Sales

Clear All Recipients

Exclusions

Exclude specific users and/or teams from receiving this message

Sales Sub-team C Laurie

Users

Me (Laurie Davison)
User steve.lawrence@vausintl.com

Cancel NEXT

When the user term will detect zone entry and zone exit.

Defining Zones

Confirmation

Once these selections are made, **click 'Next'** to review all of the selections made so far and **click 'Edit'** to make any changes, or **'Save'** to confirm.

The screenshot shows a 'New Zone Message' dialog box overlaid on a background map interface. The dialog has a progress bar at the top with three steps: 'Message Details' (green checkmark), 'Recipients' (green checkmark), and 'Confirmation' (orange circle with '3'). The 'Confirmation' step is active. The form contains the following fields:

- After Hours Site Information:** A text input field.
- Description:** A text input field containing the text: "You have entered this work site after normal operational hours. If you intend on entering the building, please [click here](#) to contact the site manager first."
- Sending Settings:** A text input field containing the text: "Your automated message(s) will be active on Mon, Tue, Wed, Thurs, Fri and will be sent between the hours of 6:00 PM and 9:00 AM".
- Recipients:** A section with an **Edit** button.
- Inclusions:** A text input field containing the text: "Technicians, Sales".
- Exclusions:** A text input field containing the text: "Sales Sub-team C. Laurie Davison".

At the bottom of the dialog, there are three buttons: **Previous** (orange), **Cancel** (white), and **Save** (orange).

Defining Zones

Complete Zone creation

The message will now appear in the table at the bottom of the screen. **Repeat** this procedure to add any additional targeted messages, or **click 'Actions'** to edit or delete any existing ones.

Note that messages sent via automated Zone messaging can be viewed in the 'Messages' section of Solo Platform, help with which is available separately in the Support Portal.

Commit frequency settings in the Session Profile will determine when the system will detect zone entry and zone exit.

Show 10 entries

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	Sending Frequency	Recipients	Actions
the building, please click here to contact the site manager	Once per session	Technicians, Sales excluding Sales Sub-team C, Laurie Davison	Actions

Previous 1 Next

Cancel Save Delete Zone

Defining Zones

Complete Zone creation

Now that all the required elements of the Zone have been completed, **click 'Save'** to finish.

The Zones register will re-display with the newly created Zone.

Simply **repeat** this process for any and all Zones required.

Powered By SOLO

Solo - Zones

Add New Zone

Search

Show 10 entries

Previous Next

Name	Code	Description	Created By	
Building B	SITEB	Site B, Christchurch	Laurie Davison	Edit
Christchurch Head Quarters	CCHQ	ABC Limited Head Office	Laurie Davison	Edit
Melbourne HQ	MELHQ	ABC Limited Melbourne Base of Operations	Simon Templeton	Edit
Singapore Operations	SINGO	ABC Limited Singapore base of operations	Simon Templeton	Edit
Singapore Warehouse	WH01	Port Warehouse #1	Laurie Davison	Edit
Sydney Warehouse	WH02	ABC Limited Sydney	Laurie Davison	Edit

Showing 1 to 6 of 6 entries

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