



**StaffWizard**

# **StaffWizard Client Benefits**



# **Location Verified Clock-ins**



- Dashboard
- Onboarding
- Schedule
- Clients**
  - Compliance
  - Clients List**
- Employees
- Shift Management
- Human Resources
- LMS
- Message Center
- Invoice
- Payroll
- Master Company Settings
- Analytics

## Post Location-Unarmed Guard

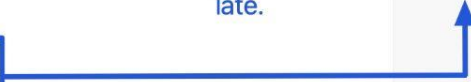


Post ID:	20
Post Location Name:	Unarmed Guard
Purchase Order No:	
Work Comp Code:	
Address:	16301 Butterfield Ranch Road
State:	California
City:	Chino Hills
Zip:	91709
Recommended Training Hours Required ⓘ	0
Certified Hours Required	0
Sales Tax	7.75%
<b>Radius required to check-in ⓘ</b>	0.1 mile
Geo fencing violation distance ⓘ	0.1 mile

### Question:

is this an Specialized Post or Regular Post?	Specialized Post
Specialized Bill Rate:	18.00
is this an account where Regular officers can be sent to work in case an Specialized officer is not available?	Yes
When you can't send Specialized officers. what is the	20.00

Employees must be in the specified check-in radius or they will be unable to clock-in. This ensures guards are unable to say they are onsite when they are actually late.



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Purchase Order No

Work Comp Code

Address \*

State \*

City \*

Zip \*

Recommended Training Hours Required ⓘ

Certified Hours Required

Sales Tax

Status \*

Set Check-in Radius

Radius required to check-in ⓘ 0.1 mile

Set Geo Fence

Geo fencing violation distance ⓘ 0.1 mile

### Map

Map Satellite

Capriana at Chino Hills

Butterfield Ranch

The Heights at Chino Hills Apartments

The Heights

Google Keyboard shortcuts Map data ©2021 Terms of Use Report a map error

If guards are not in this circle, they will not be allowed to clock-in.

save

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Los Santos Bank *This page contains client IVR details.*

Clients List

LAST WEEK REVENUE  
\$0.00

LAST WEEK PAYROLL  
\$0.00

LAST WEEK GP  
\$229,466

DIRECT LABOR %  
66.58%

TOTAL HPW  
32.00

SNAPSHOT RANGE  
Last Week

General

Contract Prices

Reports

Corporate Communicator

PCF Forms

GPS + Form Settings

Notifications

Post Order

Post Image

Quizzes

Asset

Rates

IVR

## IVR

IVR register call in line \*

Update

For those who do not have a smart phone, your management team will have the ability to assign a IVR number to your account. IVR is a fancy way of saying if I call the specified number and enter in a ID that user will be clocked into a shift associated with the specified ID.

This will only work if they call from the phoneline registered under your client profile.

Feedback





TOTAL SCHEDULED HOURS 8	OT HOURS SCHEDULED 0	OPEN HOURS 0.00	OPEN SHIFTS 0
----------------------------	-------------------------	--------------------	------------------

Account Name: 11-06-2021 | One Week | All Shifts | Atlanta

Post Location Name	Employee	Sat 11/06	Sun 11/07	Mon 11/08	Tue 11/09
ACME Widgets Other		The schedule has been published from 11-13-2021			
	Scheduled Times	0.00	0.00	0.00	0.00
Dynamic Security HQ Main Office	Gail Arling...				2300 - 0700 8.00 h
	Scheduled Times	0.00	0.00	0.00	8.00
Employer Paid Leave					

In addition to the main mobile app and IVR, the third way to ensure your officers have a way to clock-in is by using the StaffWizard Post Location app.

This app has the ability to do everything the main app can but is installed on a company owned site phone that is left at the client's location.

Currently Scheduled Officers

Tuesday, November 09 2021 02:05 PM

Gail Arlington  
Main Office  
2300 - 0700

Officers will find their name on this list, press it and then enter their credentials to sign in.

Management Login

Dynamic Secu...

OT HOURS + OPEN %  
0.00%

14:05  
(America/New\_York)

Available Employees

Admin Staff

Search..

Gail Arlington N 0 h

# **Dispatch & Geofence technology**





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hurricane coverage

Purchase Order No:

Work Comp Code:

Address\*: *\*Note: Please select the address from auto-suggestion*

State\*:

City\*:

Zip\*:

Recommended Training Hours Required ⓘ:

Certified Hours Required:

Sales Tax:

Status\*:

Set Check-in Radius:

Set Geo Fence:

Geo fencing violation distance ⓘ:

Post Location Name: Kith

Purchase Order No:

Work Comp Code:

Address: 2707 Artie Street

State: Alabama

City: Huntsville

Zip: 35805

Recommended Training Hours Required ⓘ

Certified Hours Required

Sales Tax: 4.00%

Geo fencing violation distance ⓘ: 0 mile

**Question:**

is this an Specialized Post or Regular Post? Regular Post

Regular Bill Rate: 0.00

is this an account where Regular officers can be sent to work in case an Specialized officer is not available? Yes

When you can't send Specialized officers, what is the Regular Bill Rate?: 0.00

Minimum Pay Rate: 0.00

Allow Pay Grade: No

To set up a geofence check the empty box and set the allowed perimeter

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Purchase Order No

Work Comp Code

Address \*

State \*

City \*

Zip \*

Recommended Training Hours Required ⓘ

Certified Hours Required

Sales Tax % 4.00

Status \* Active

Set Check-in Radius

Set Geo Fence

Geo fencing violation distance ⓘ 0.1 mile

**Question:**

Map

Map Satellite

save

Kith

2707 Artie Street

Alabama

Huntsville

35805

4.00%

0 mile

By selecting a distance of 0.1 miles this creates a virtual fence around the address specified at the post level if officers walk out of the specified zone alerts will be shown in shiftmanagement



**Shift Management**

- o Daily Check In Report
- o Schedule break report
- o Shift Management Archive
- o Shift Management
- o Late Check In Reports
- o Employees with a schedule
- o Officers without a Schedule
- o Unconfirmed Shifts

**Employees**

## Clients

## Schedule

## Message Center

## Invoice

## Payroll

## LMS

## Master Company Settings

## Onboarding

## Human Resources

**Shift Management**[Show Instructions](#)

Sort By Employee

Gail Arlington

Sort By Branch

All

Sort By Time Frame

All Shifts

[Show Never Filled](#)[Map View](#)

14:21 Current Date: 11-09-2021

Start Time	Date	Employee	Post Location	Branch	Confirmed	Verified	Alert	Geo Fencing-App Off Alert	Employee's Response	Map
23:00	2021-11-09	Gail Arlington	Dynamic Security HQ - Main Office A	Atlanta	No	N/A				
Status	Notify Account Manager?	Notify Client?	Notify Supervisor?	Notify Waiting Employee?	Make Bonus Pay Shift?	Remove the employee?	Notes	Action		
Choose Option	Choose Option	Choose Optio	Choose Option	Choose Option	Choose Option	Choose Option				

If there is an account where a employee steps out of the Geo-Fencing zone, the alert will be show here.

Dispatchers have the option of messaging the employee directly or can make the shift available to claim and alert others by using the action filters.

# Company Settings

Shift Verification Automates Dispatch by using the controls below and can help predict if an officer is not going to show up.

- Master Controls
- General Settings**
- Roles & Permissions
- Menu Sidebar

## Company Detail Setting

## Theme Setting

## Schedule Setting

## Emergency Contacts

## Client Setting

## Two Weeks Notice

## Dashboard Options

## Shift Management Settings

## Employee Settings

## Invoice Settings

## Payroll Settings

**i** This page contains the settings that determine if an employee is too far away to make their shift and the notifications sent to them.

- Shift Management Setting**
- Auto Shift Management Setting
- Running Late Shift

### Shift Verification

Status

If you are 11 miles from your shift and it takes more than 6 minutes to get there, the assigned employee will be released and all guards who meet the qualifications will be asked to claim the shift.

Shifts will become OPEN , If an employee has not confirmed and is () miles away from a shift the starts in () minutes.

Away from the shift

 Miles

Time to reach shift

 Minutes

Status

Message

Shifts will become OPEN , If an employee has confirmed and is () miles away from a shift the starts in () minutes.

Away from the shift

 Miles

Time to reach shift

 Minutes

Status

Message

Shift will become open if employee quit before.

 Minutes

Status

Message

### Shift Management Color Schemes

Notification to Dispatcher that a Claimed Shift has not Checked In: **i**

 Minutes

Second Notification to Dispatcher that a Claimed Shift has not Checked In: **i**

 Minutes

Feedback

## Company Settings

Master Controls **General Settings** Roles & Permissions Menu Sidebar

Company Detail Setting

Theme Setting

Schedule Setting

Emergency Contacts

Client Setting

Two Weeks Notice

Dashboard Options

**Shift Management Settings**

Employee Settings

Invoice Settings

Payroll Settings

**i** When an employee is running late they are asked to pick how long they think it will take for them to arrive to their shift. Add options for them to choose from here.

Shift Management Setting Auto Shift Management Setting **Running Late Shift**

### Running late shift Setting

From	To	Notify Dispatcher	MAIL	SMS	APP
1 Minutes	10 Minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 Minutes	30 Minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30 Minutes	45 Minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 Minutes	2 Minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**+** Add more

Update

Select Opection  
 Hold  
 Make Shift Available

In the mobile app there is an option for officers to select that they are running late, you have the ability to add actions to take behind the option selected

Feedback

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\$0.00

General Contract Price

Daily Report Report Te

Select Post Location

##	Report Te			Action
1	Daily Acti			
2	Daily Acti			
3	Daily Acti			
4	Daily Activity Report (DAR)	No	Muscle Shoals	
5	Daily Activity Report (DAR)	No	North Alabama Medical Center	
6	Daily Activity Report (DAR)	No	Off Cycle	
7	Daily Activity Report (DAR)	No	Office Worker	
8	Daily Activity Report (DAR)	No	Railroad Park B'Ham - Special	
9	Daily Activity Report (DAR)	No	Serv1st.	
10	Daily Activity Report (DAR)	No	Dynamic Security-Huntsville	

Show 10 entries

Showing 1 to 10 of 360 entries

Previous 1 2 3 4 5 ... 36 Next

### Report Setting

Report Type:  
Vehicle Inspection, Incident Report

Client Contact:  
Lorem Ipsum(NONEPROVIDEDA19@none.com)

Report Send:  
Immediately

Create settings around reports, if a specific report is filled out determine how quickly it is shared

Close Save

0.00

Last Week

Post Order Post Image Quizzes Asset Rates

Report Setting Alphabetical Sort Sort

Feedback

# Continuous Learning



- Dashboard
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+ Add New Quiz

Quiz List

Branch \*

Huntsville

Post Location \*

BAE2-G

Quiz Name \*

Account \*

BAE

Estimated time to take test \*

Minutes

Intro Text

Rich text editor toolbar with icons for bold, italic, underline, strikethrough, link, unlink, text color, background color, bulleted list, numbered list, indent, outdent, and source.

Rich text editor toolbar with icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, and help.

Rich text editor toolbar with labels for Styles, Format, Size, and a help icon.

StaffWizard has a built in Learning Management System the allows us to quiz our guards on knowledge that is important to your specific needs.

Intro Video/Image

Passing Grade \*



# Communication Tools



### Corporate Communicator

CC History CC Originator

Branch: Atlanta

Client: Select Client

Where did the information originate from: Select Originator

Describe the Communicator that needs to be Relayed or Repaired:

What is the Solution that needs to be implemented:

On the scale of 1 to 10 with 10 being critical, how would you rate this problem: 1

**Notified:**

Client

**Local:**

Account Executive

Branch Manager

Operaton Manager

Other

BDM - Sales

Local Office Admins

Schedule Manager

The CC is a mass communication tool to solve problems brought to your attention by the client

The problem is listed above and sent to all individuals selected below and includes the client. This notifies them that you are actively working towards a solution



## Client Communications

From Date

To Date

From Date

To Date

Corporate Communicators

Personnel Change Forms

Notification

Communication with you is very important. It is our first priority to make sure you are completely satisfied with our service. The best way to do that is to have open communication with you, seriously evaluate your concerns and then find a Solution.

We use a form called Corporate Communicators. When you convey your problems using this form, it is immediately sent to your account manager. The manager will work with you to solve the situation.

Then the results are forwarded to anyone that needs to be part of the SOLUTION.

No matter how small something may seem, we want to address it. Please fill out the form anytime you have an issue. The Corporate Communicators and the solutions will be stored on your portal and you will see how we get things done.

Topic:

Please let us know any problems or situations that you would like our team to address:

Attachment

Choose Files No file chosen

Send

Communicate with your Account Executive at anytime. Corispondance sent from here will go directly to their email

##	Date	Topic	Report By	
1	28-Oct-2021	New Security Officer Needed	You	<a href="#">View</a>