L8Log Admin Cheatsheet

1. Account Activation

As an Administrator you will have been invited to your Partner Organisation by Remote Tech or another Admin at your Organisation and will have received an email invitation in this regard.

Accept the L8Log email invite and complete steps to activate your account.

Visit www.l8log.co.uk and login using your newly activated account details.

You are now be ready to start managing your organisations and customers.

2. Creating and Managing Organisations

• Navigate to the Organisations section
• Press "+ New Organisation"
• Provide all the required Company information
• Press "Create New Organisation"
• You will be taken to the created Customer Organisation

Please Note

You can create an Organisation with or without a valid Companies House number as needed.

Once created, you can Edit the address and type of Organisation by visiting the Information section.

To delete an Organisation please get in touch with our support team.

3. Creating and Managing Customer Sites

• Navigate to the relevant Customer Organisation
• Press the "+ New Site" button
• Provide the relevant Site information
• Select the desired Risk Rating Template for this Site
• Once completed press "Create New Site"
• You will be taken to the created Customer Site

Please Note:

To Edit any Site information click on the Information Tab while at Site level. From here you can edit the Site Name and Address information, adjust the Risk Rating Template and the Logbook time frames on this section.

Deleting a Site is also done from here.
Use caution as this will remove all the site data as well.

4. Inviting, Editing and Deleting Users

• Navigate to the Organisation's Users Section
• Press the "+ New User" Button
• Enter their email address and select a Role for this user
• Press "Send Invite"
• The Email invitation will now be sent to the user

Please Note

The first Organisation you invite a user to will become their root organisation. You can then invite them to as many collaborator organisations as you like. We suggest giving users the same Role across ALL organisations. You can revoke an invite at any given moment before the user has accepted.

To Edit a User's role or delete a User from an Organisation click on the "Options" button on the Users List.

5. Creating and Managing Locations

• Navigate to the desired Customer Site
• Press "+ New Location"
• Provide a Location Name and select the correct Floor
• Press the "Create New Location" button
• You will be taken to your newly created Location

Please Note:

To Edit any Location information click on the Information tab while at Location level. From here you can edit the Name and Floor.

Deleting a location also occurs on the Information section. Use caution as all assets and data will be deleted from the location.

6. Creating and Managing Assets

• Navigate to a Location on a Customer Site
• Press the "+ New Asset" button
• Provide a Name and select the correct asset Type
• Add an Asset Tag (if used) by scanning a QR Code.
• Activate or Deactivate the required Monitoring Points
• Press "Create New Asset"

Please Note:

All active monitoring points will be waiting to receive data. If a monitoring point is not being used please set it to "inactive".

To Edit any Asset information click on the Information tab while at Asset level. Deleting an Asset also occurs on the Information section. Use caution as all data will be deleted from the asset.

Contact Technical Support on 01438 300789
https://support.remote-tech.co.uk/

Remote Tech
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