



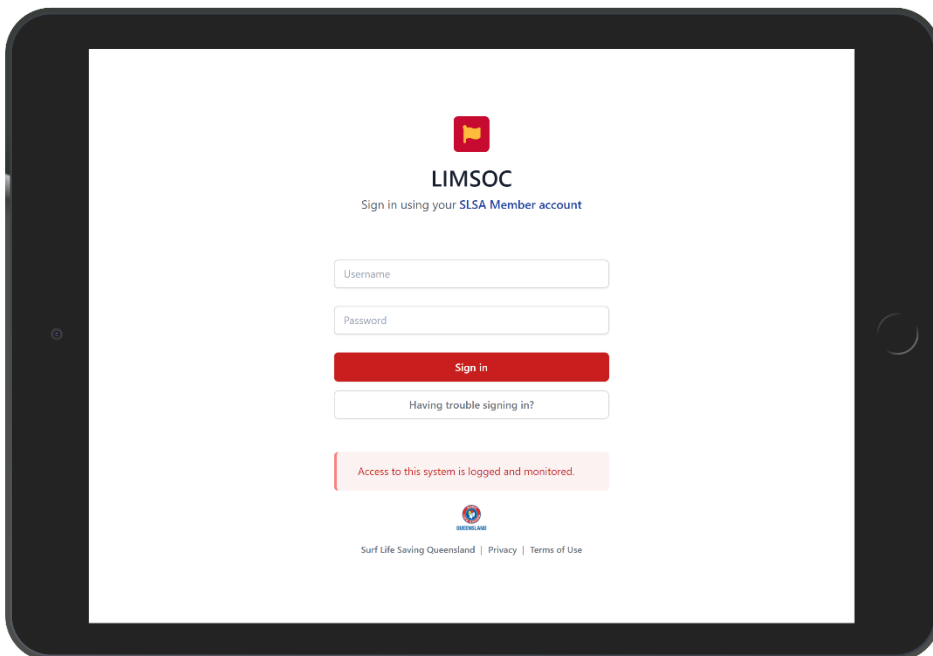
2021 LIMSOC USER GUIDE

A COMPLETE GUIDE TO THE NEW USER INTERFACE

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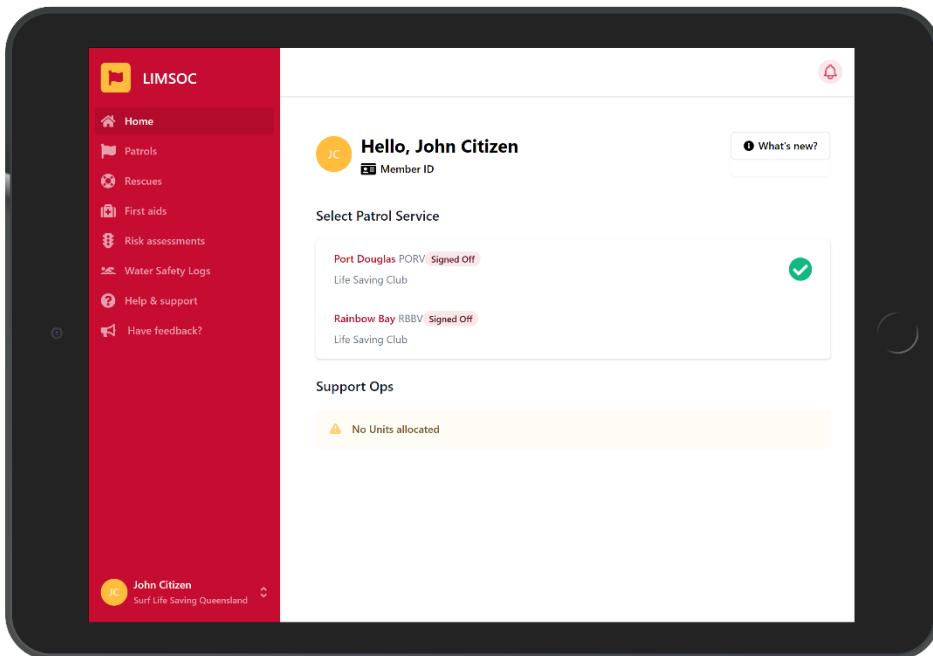
PATROL MODULE



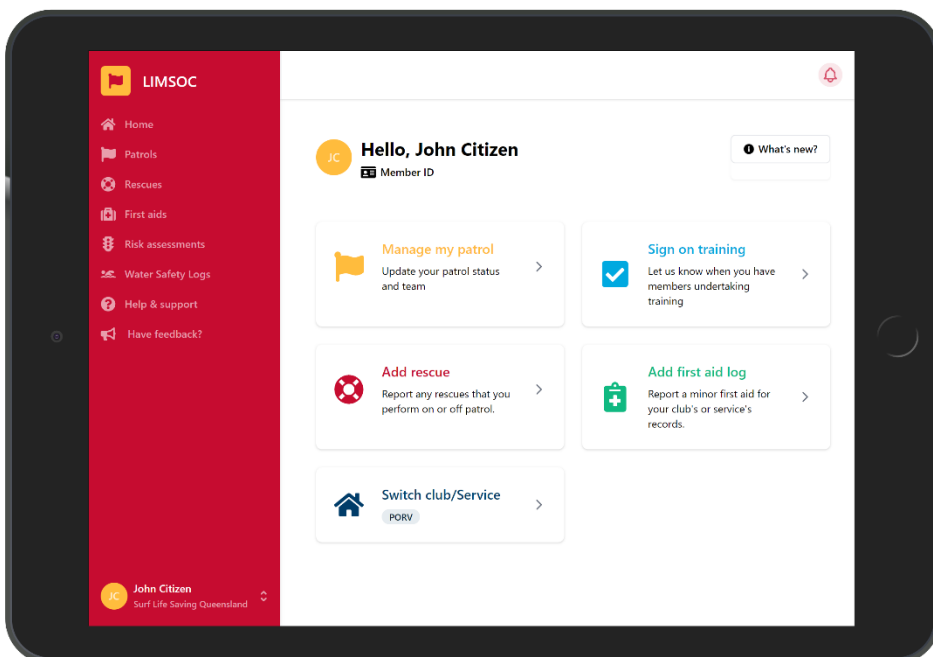
1. Sign into LIMSOC via slsq.limsoc.com.au on your PC web browser, iPad or mobile.

2. Enter your SLS Members Portal username and password

3. Click 'sign in'

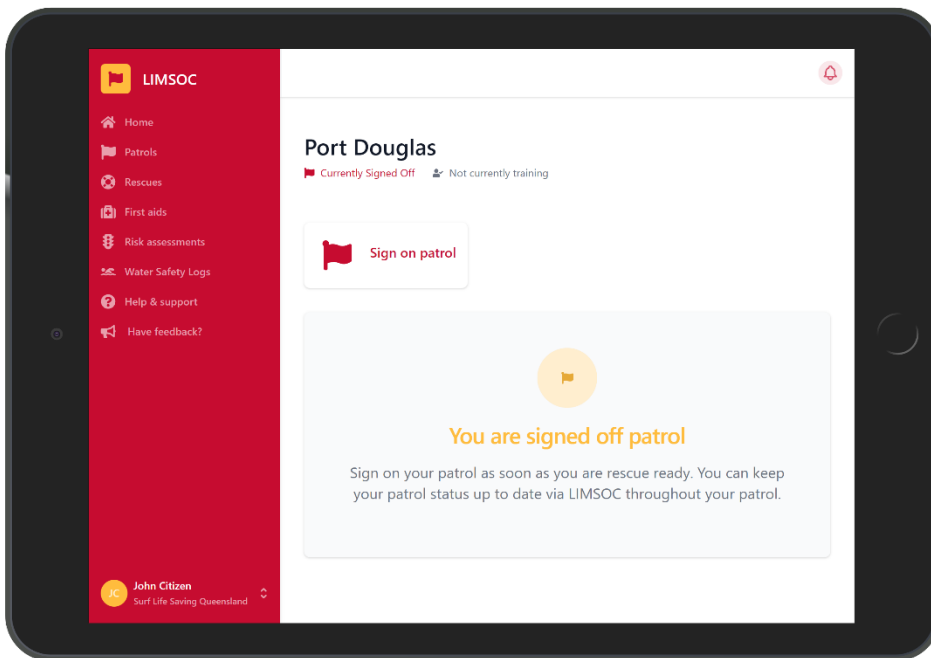


Select the service you want to manage

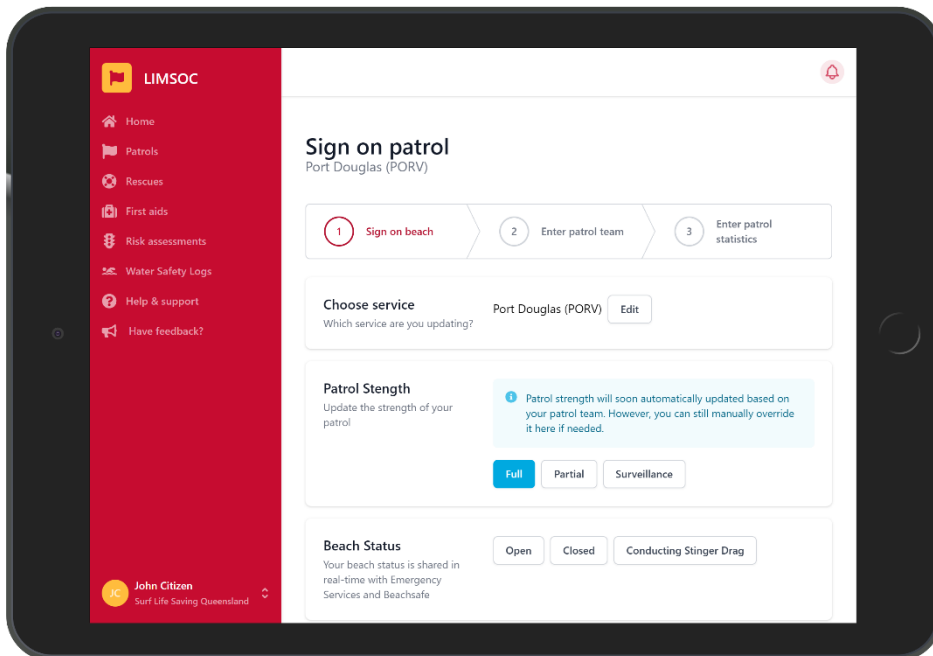


Select the module you wish to update:

- Manage my patrol
- Sign on training
- Record a rescue
- New minor first aid
- Club Reporting

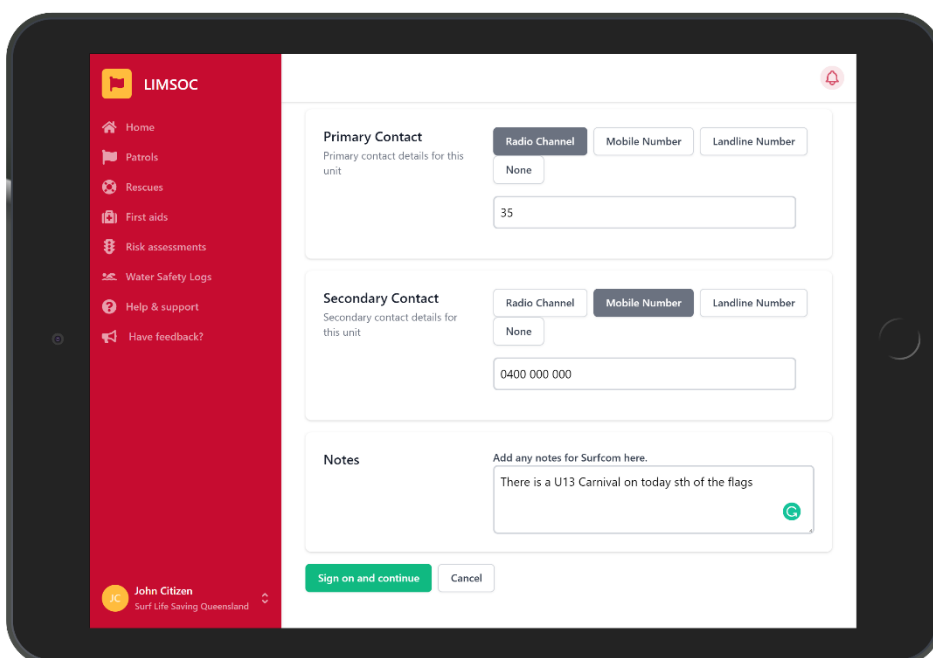


Select Manage my Patrol then click 'Sign on Patrol'.



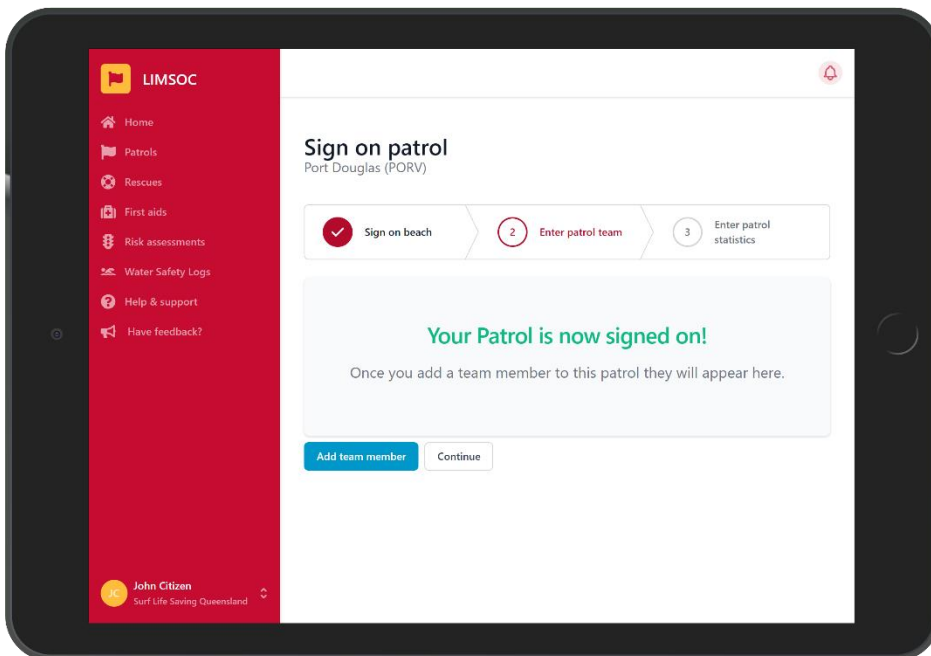
Enter the following patrol information:

- Patrol strength
- Beach status
- Powercraft status



Enter the following patrol information **BEFORE** clicking 'sign on and continue'

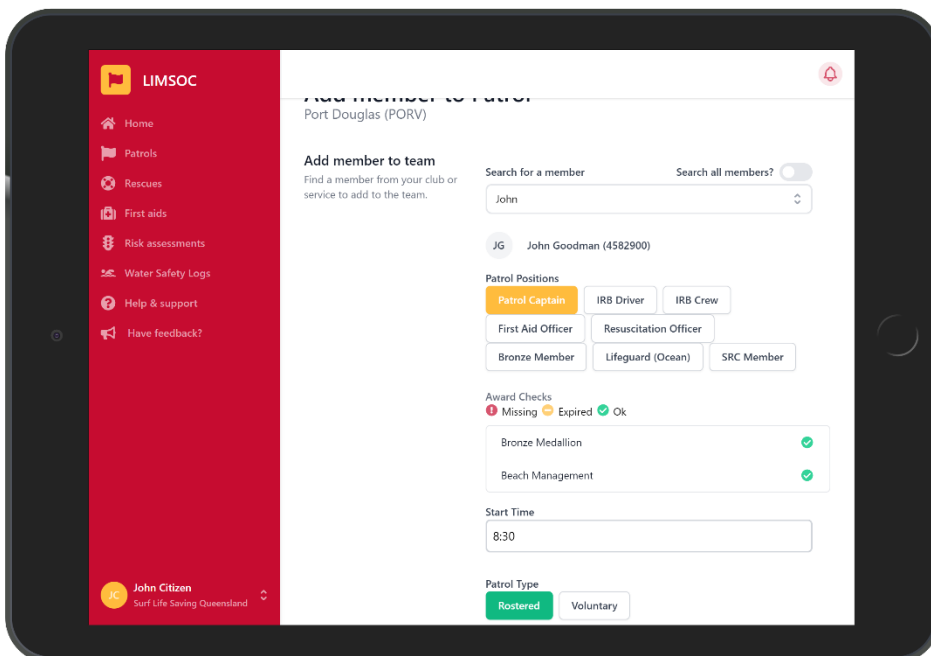
- Primary contact
- Secondary contact
- Any notes



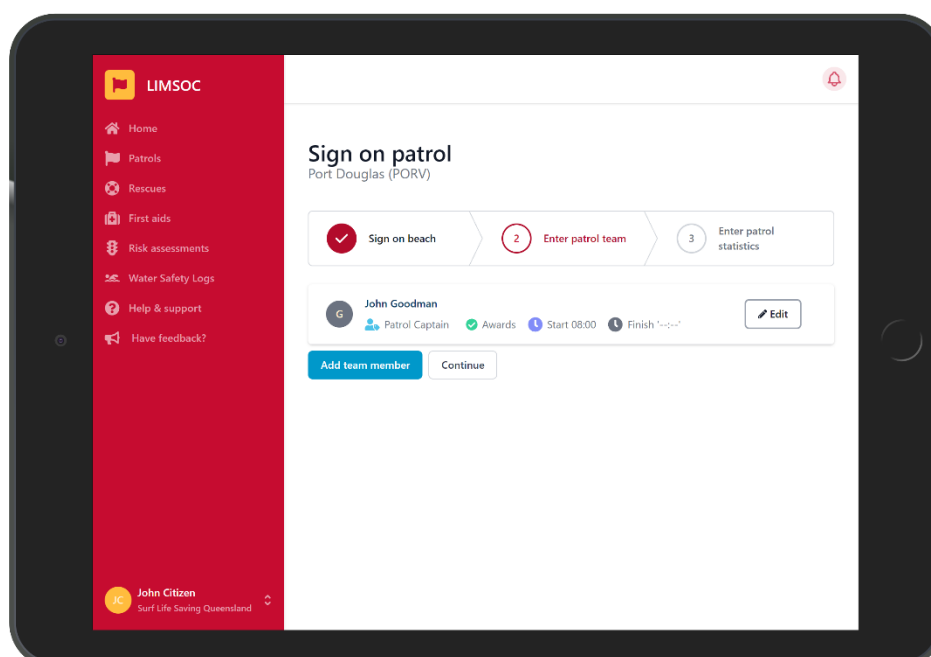
At this point your patrol is now signed on.

Have a radio ready – Surfcom will now request a radio check with you.

You can now start adding patrol members

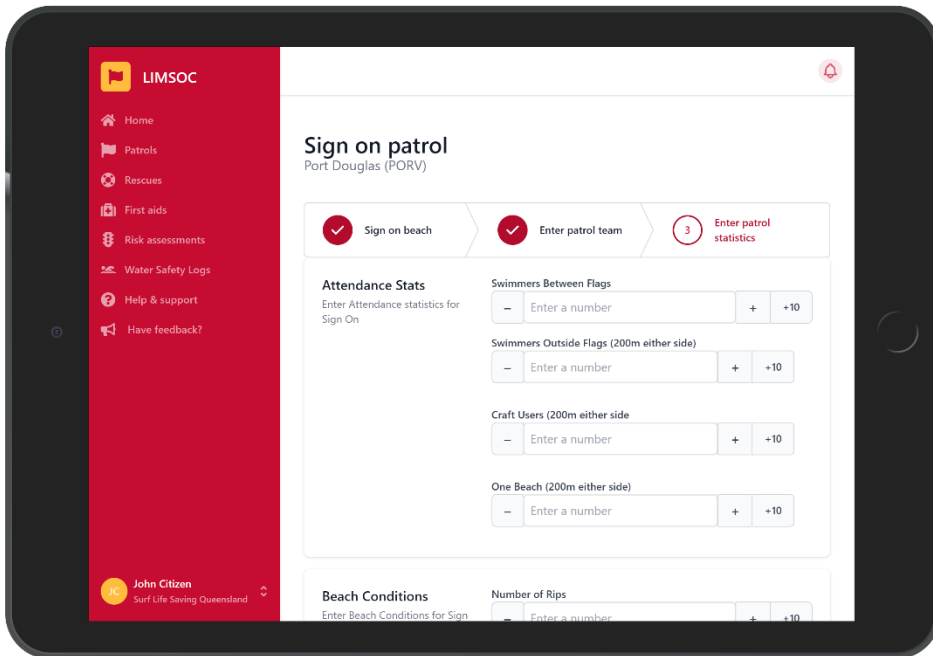


1. Search for the member on patrol
2. Select their position
3. Confirm their start time and patrol type
4. If the member is substituting for another member, write the absent members name here.
5. Tap 'Submit'

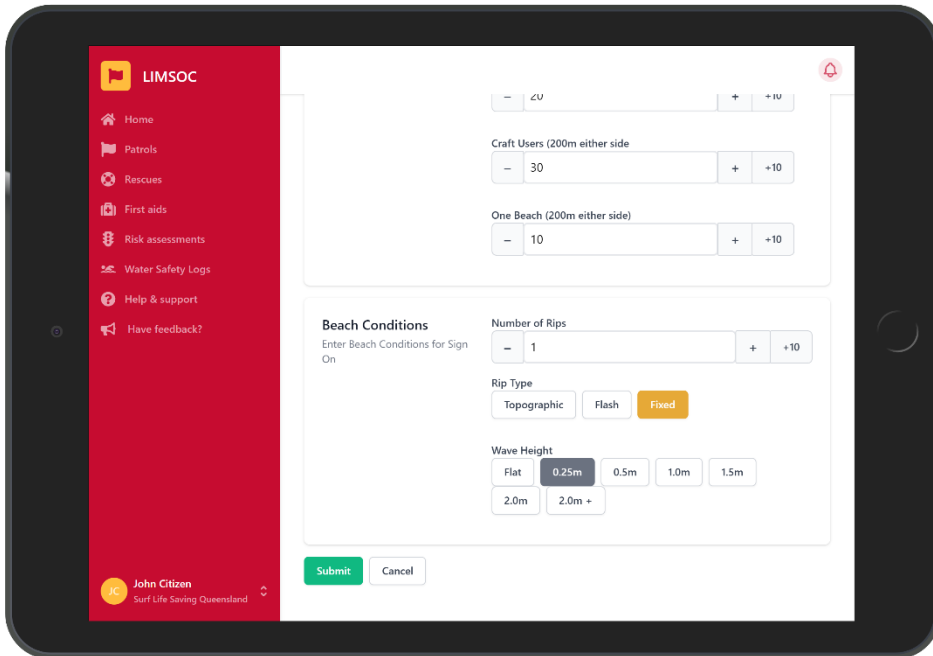


Once you have signed members on click 'Continue'

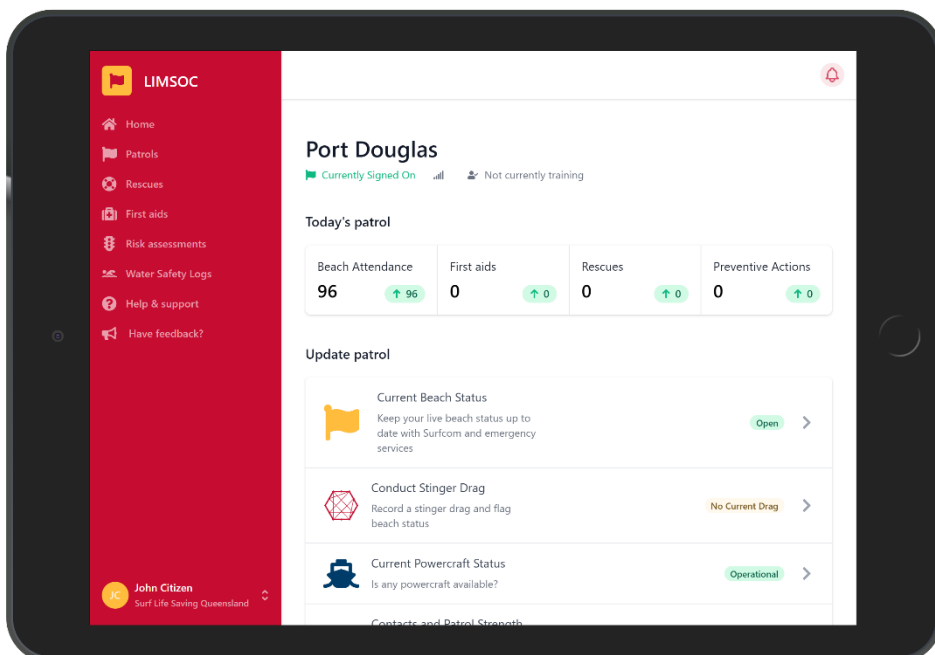
Remember – You can add more members later



Enter the sign on statistics



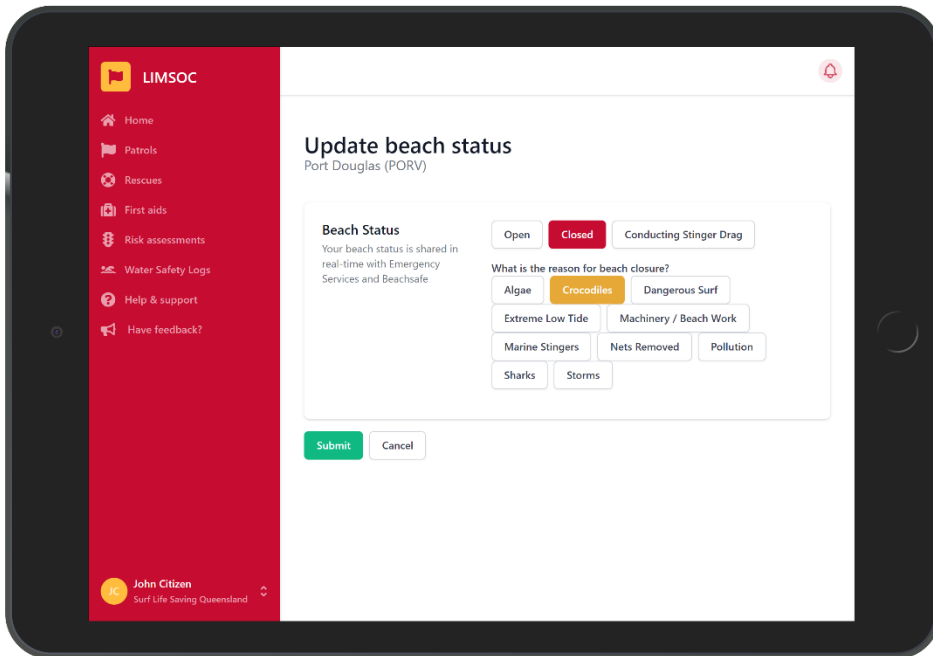
Record the beach and swell conditions



This is the patrol home page and includes some basic patrol statistics.

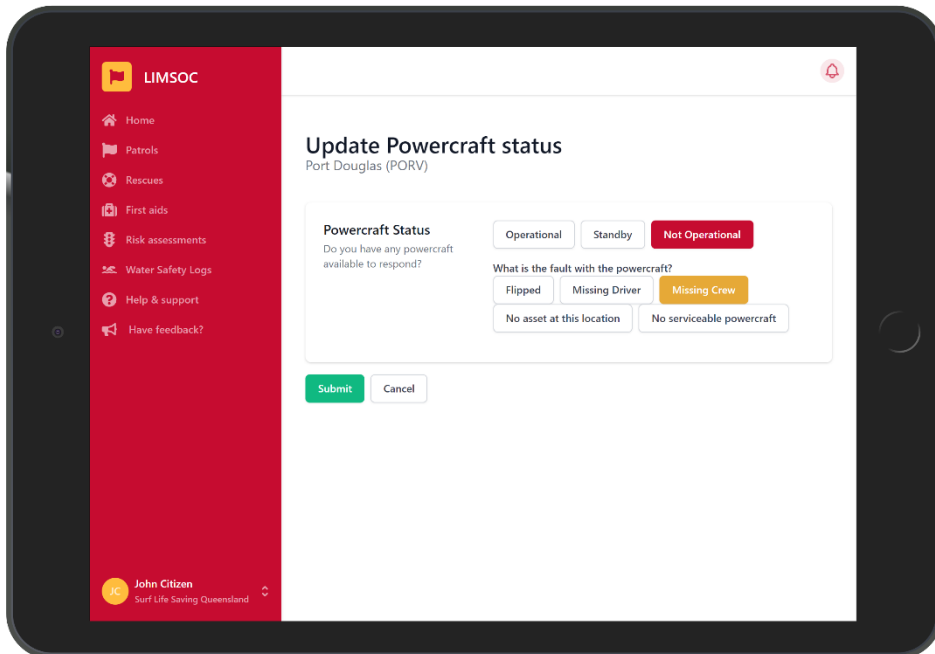
Links to:

- Current Beach status
- Powercraft status
- Patrol strength
- Patrol statistics
- Update Patrol Team

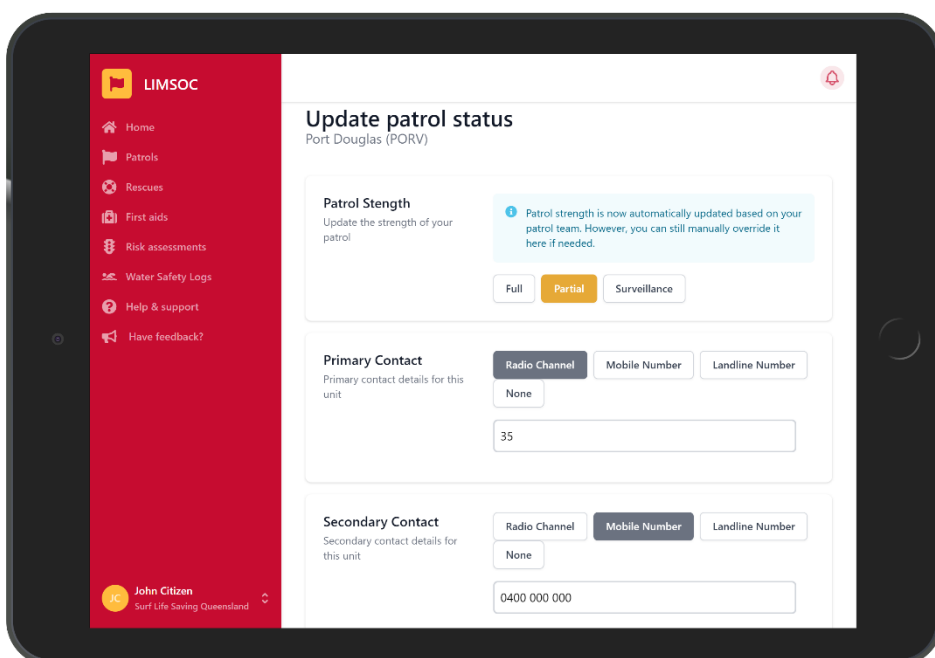


During you patrol you can:

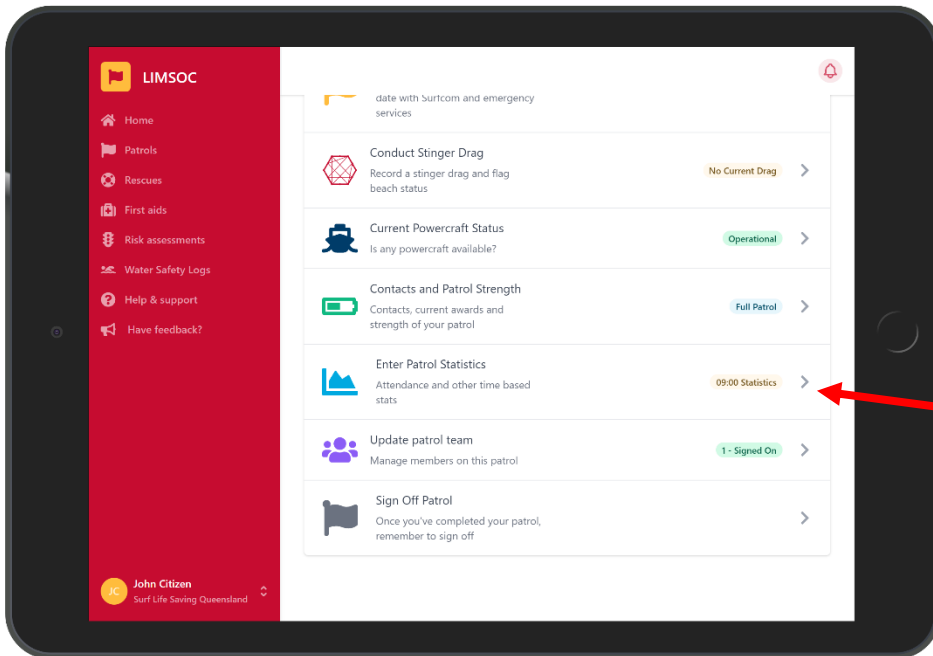
- Update your beach status



- Update your current powercraft status

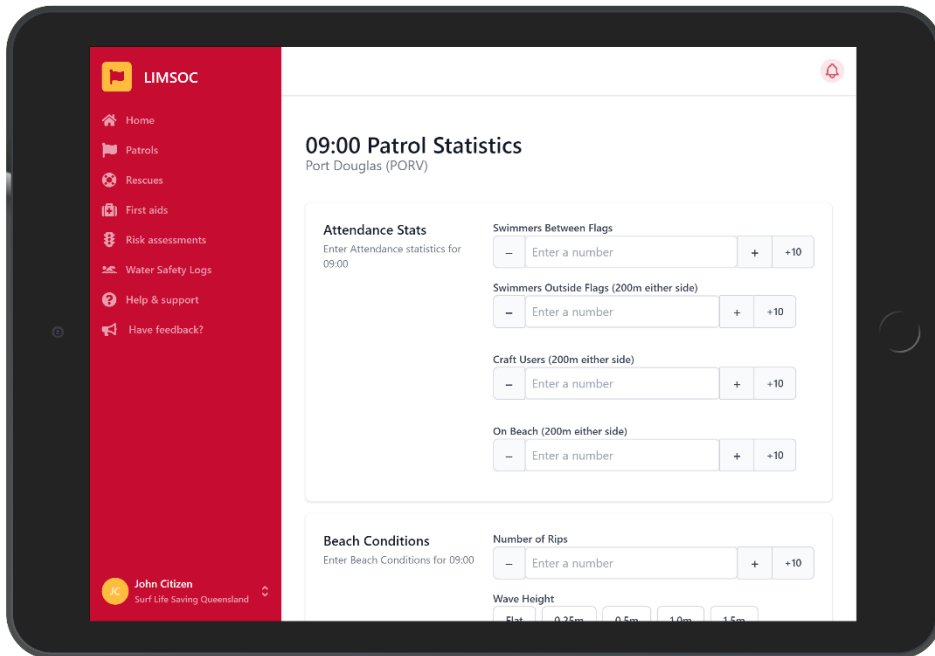


- Update the patrol strength
- Update the primary contact information



Every two hours Patrol statistics should be entered.

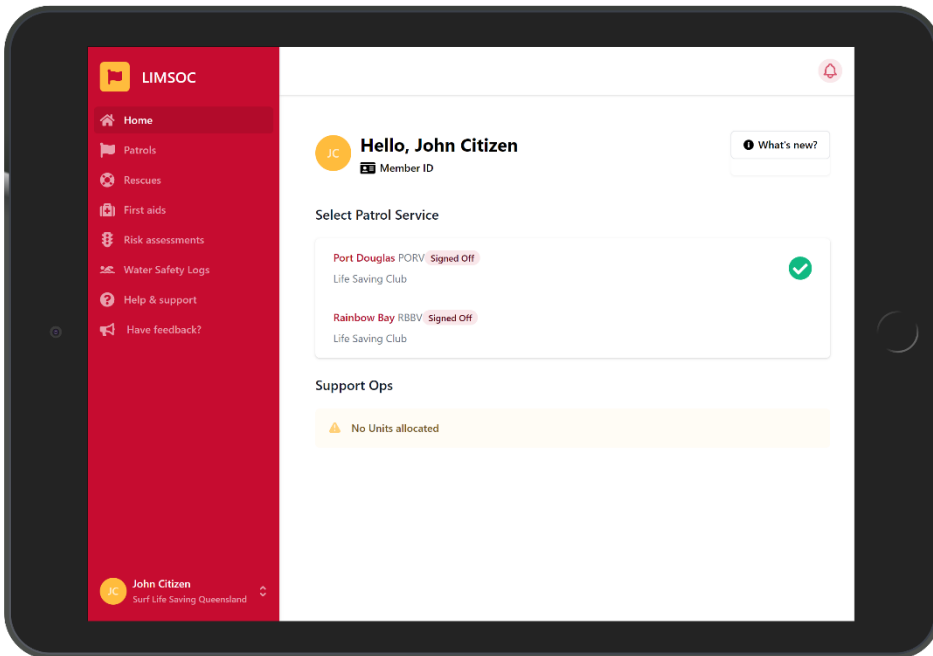
This can be seen here.



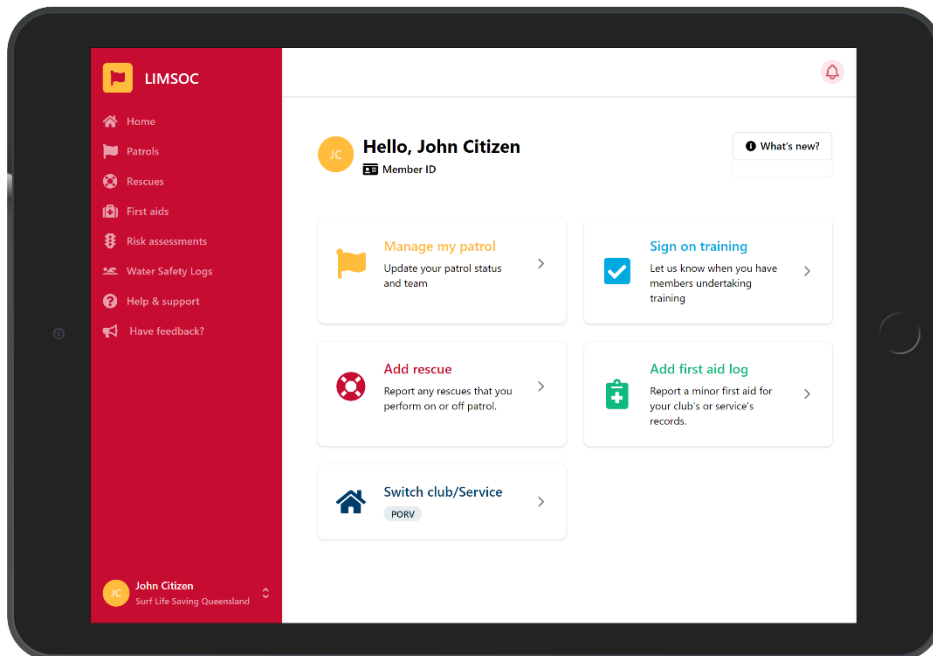
Remember – This is the number of unique visitors to an area since the last time period.

i.e Their were 50 swimmers between the flags from 7am – 9am

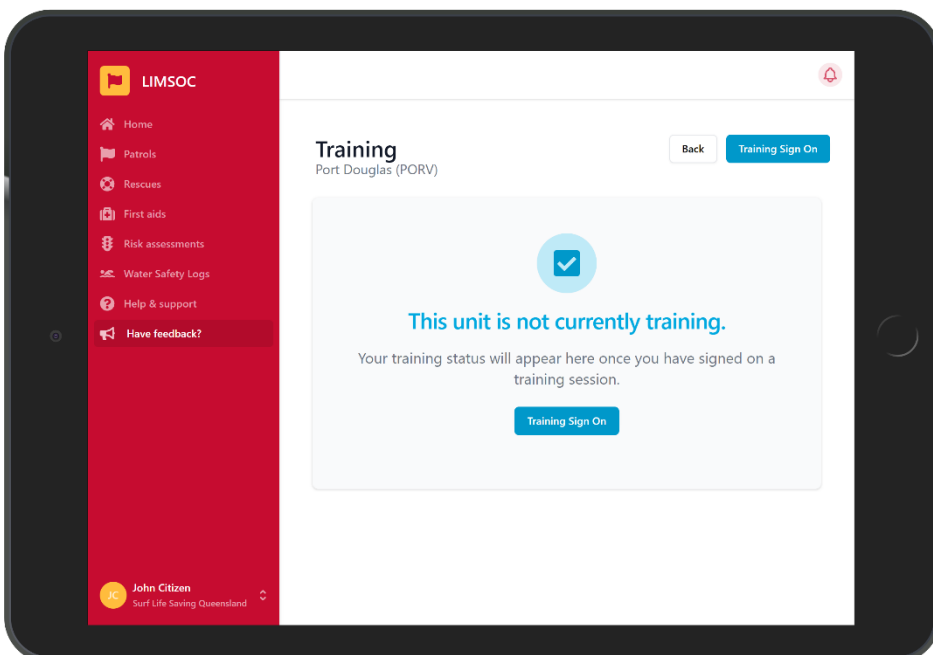
SIGNING ON TRAINING



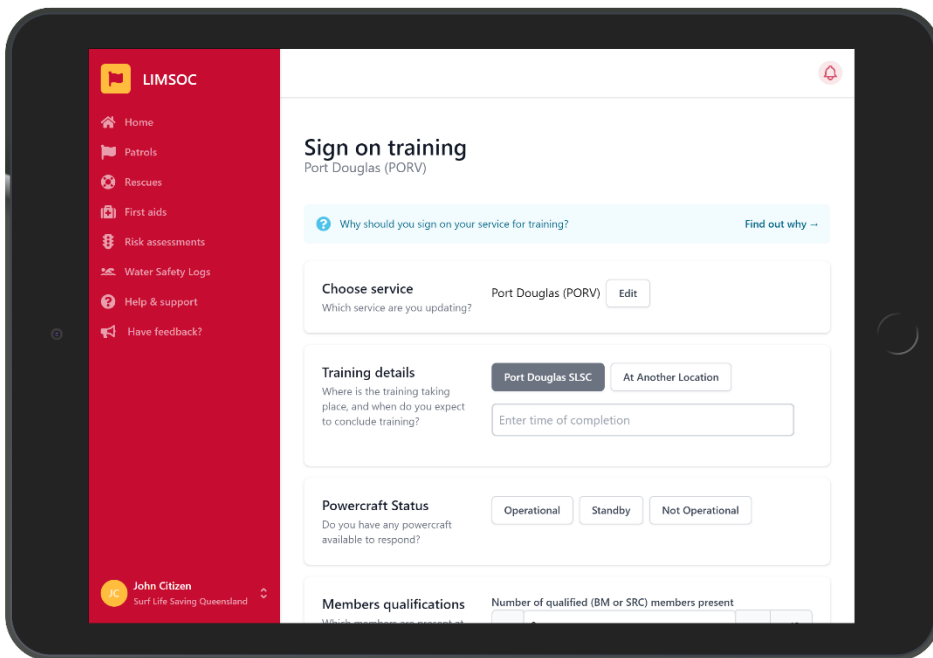
Select the service you want to manage



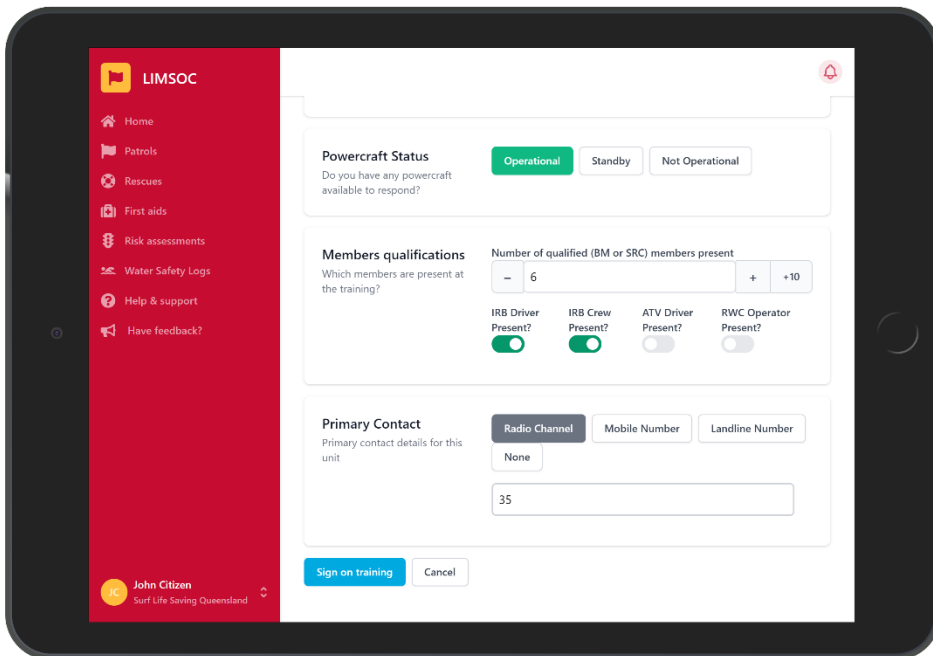
Select 'Sign on Training'



This page shows details around training

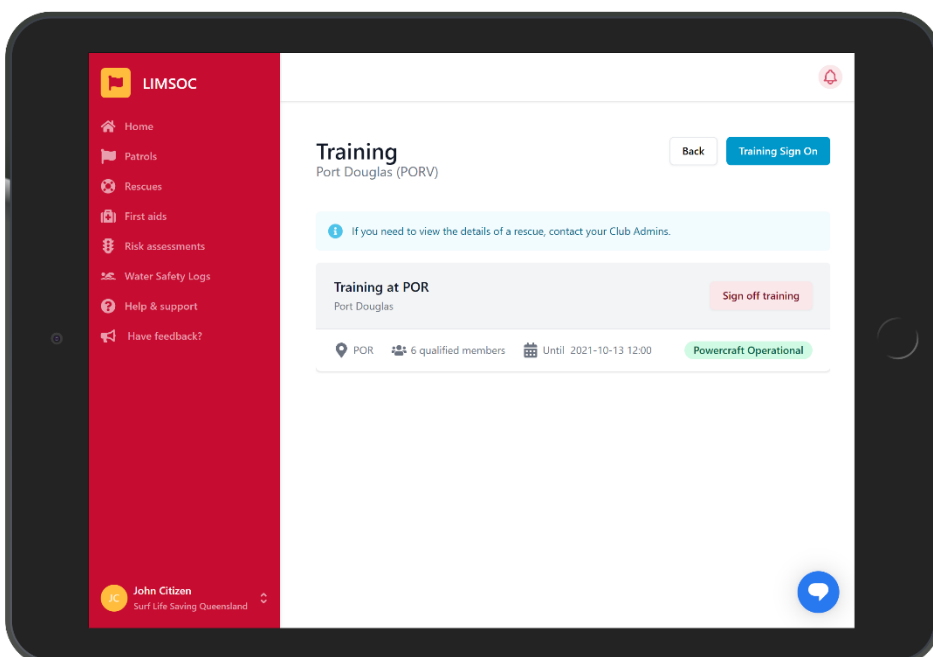


Users can keep the location at the surf club or select another location for training



Select whether a powercraft is available

Enter the number of BM/SRC qualified members are involved and if any vehicle/

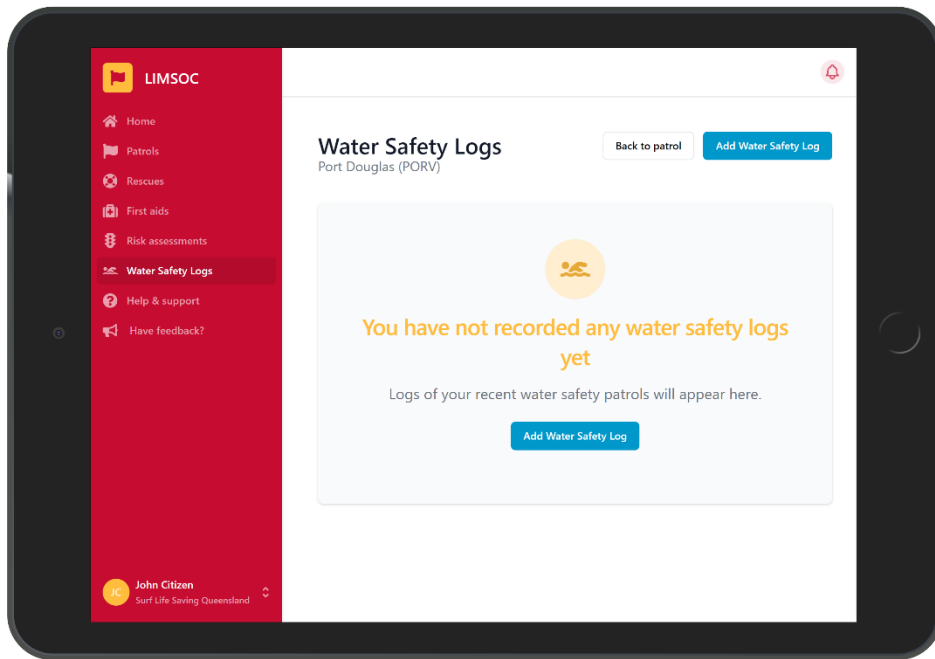


The training will now be signed on.

If the primary contact is listed as radio Surfcom will now request a radio check

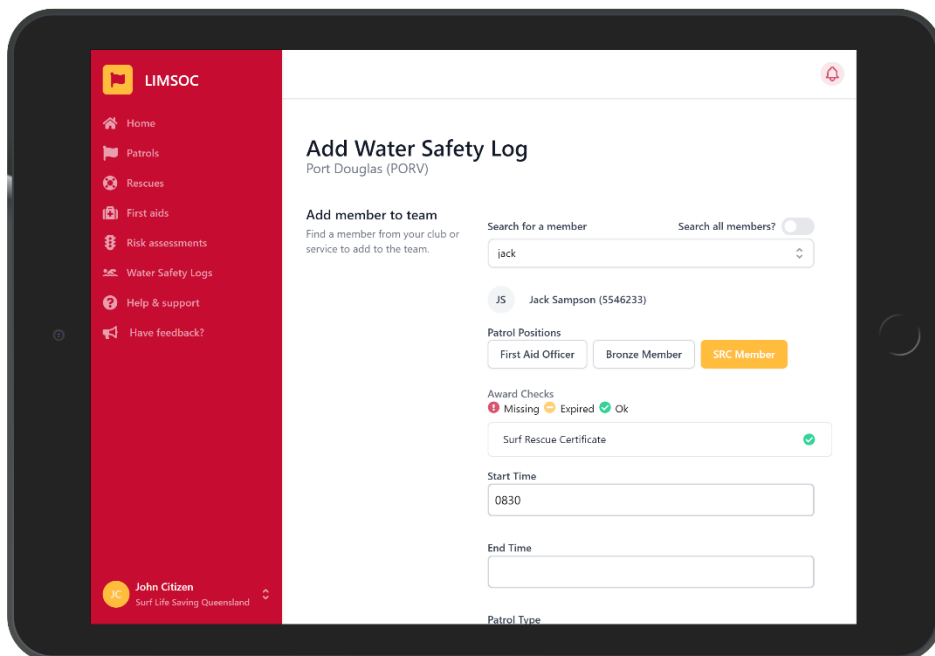
Tap 'Sign Off Training' once training is completed

SIGNING ON WATER SAFETY



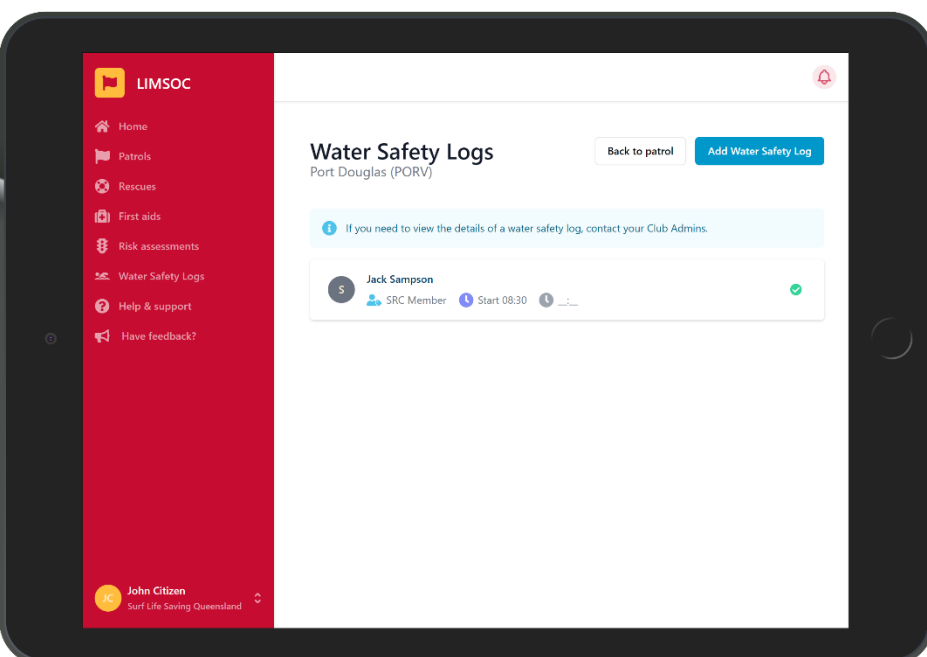
Select the service you want to manage.

Click 'Water Safety Logs' on the left-hand side of the screen



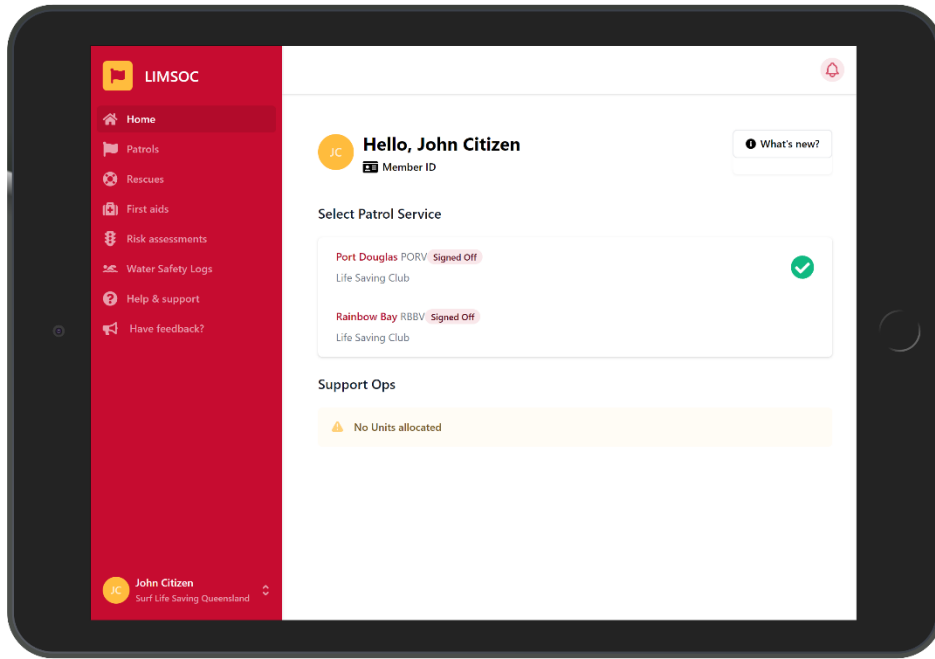
Search for the member undertaking water safety

Click 'Search all members' to search outside of the service

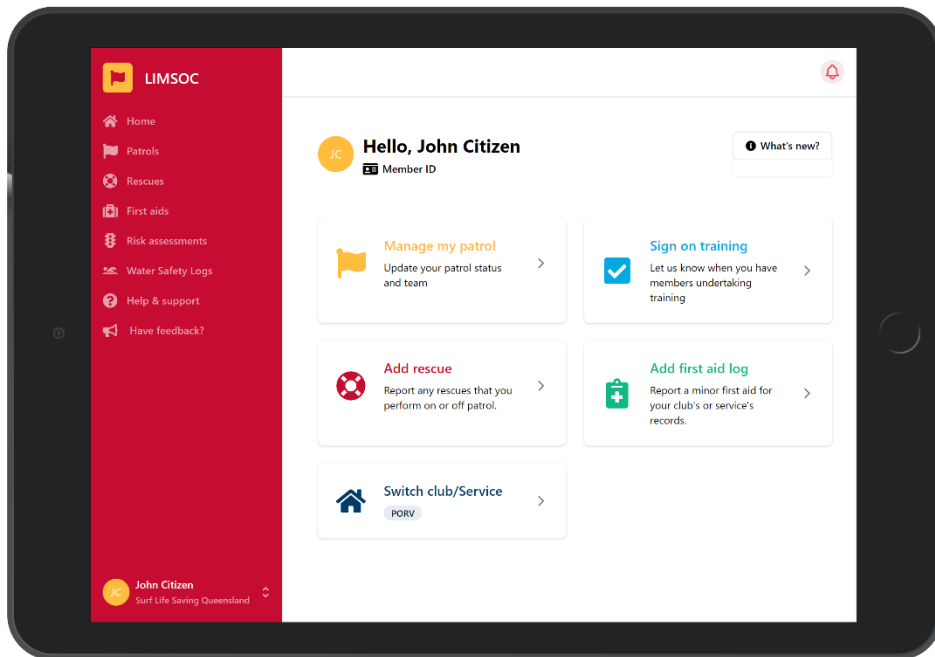


Select their role, start/finish time and then tap 'submit'

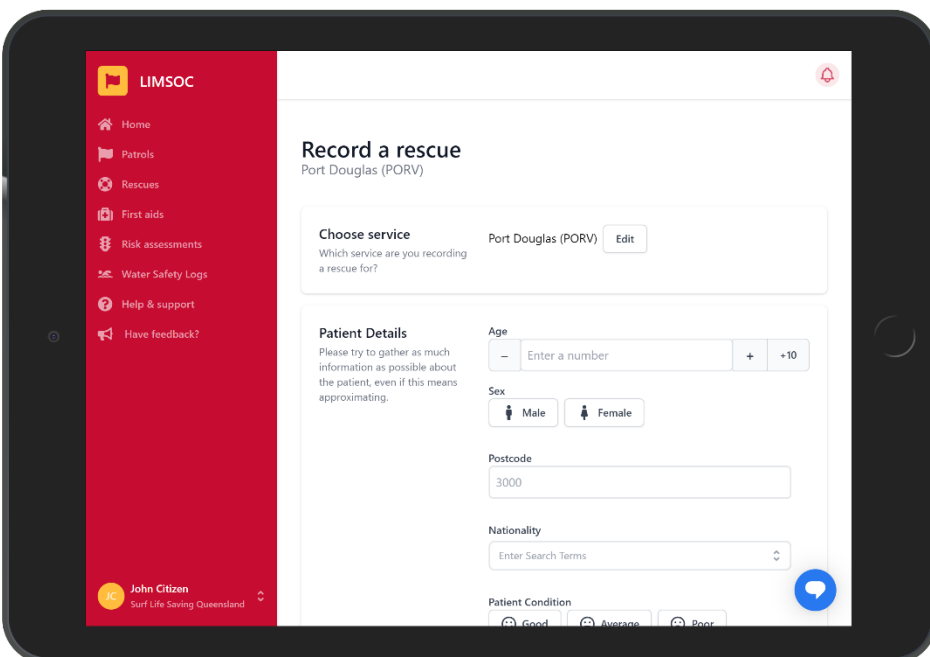
RECORDING A RESCUE



Select the service you want to manage

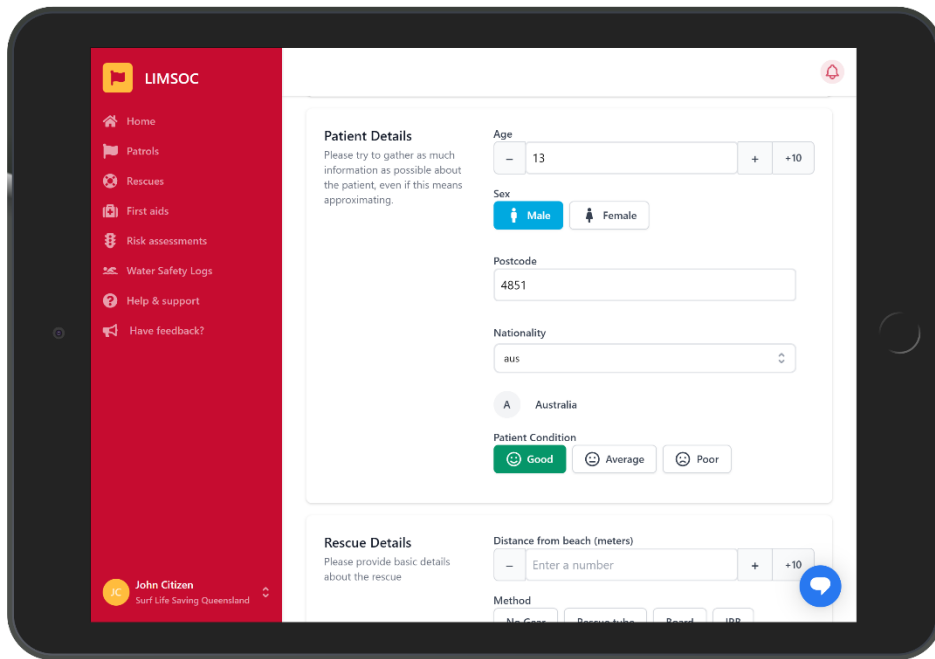


Select the 'Add Rescue' module.

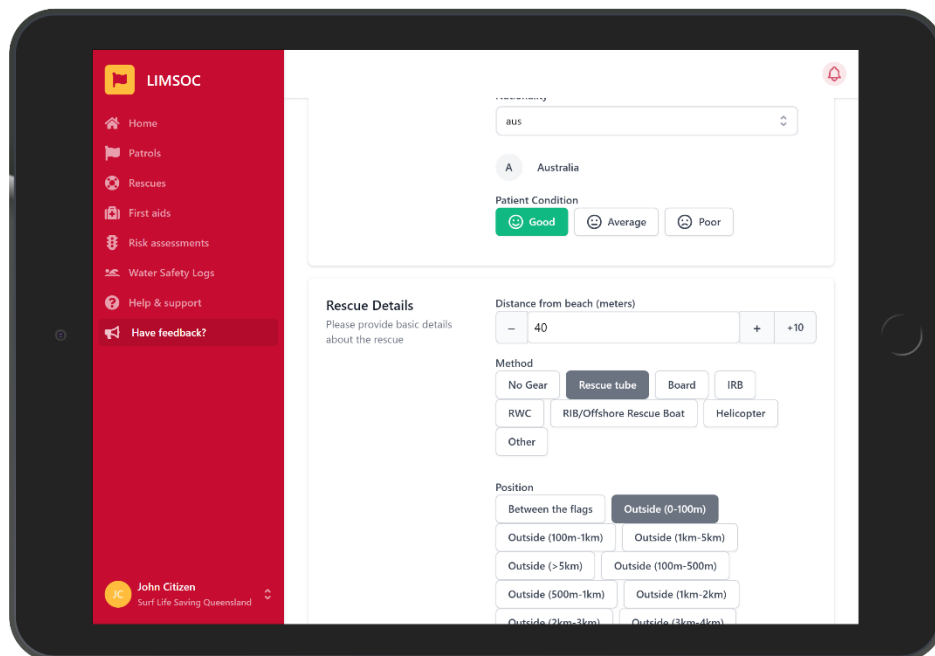


Check you are adding the rescue against the correct service.

Click 'edit' if you need to change services.

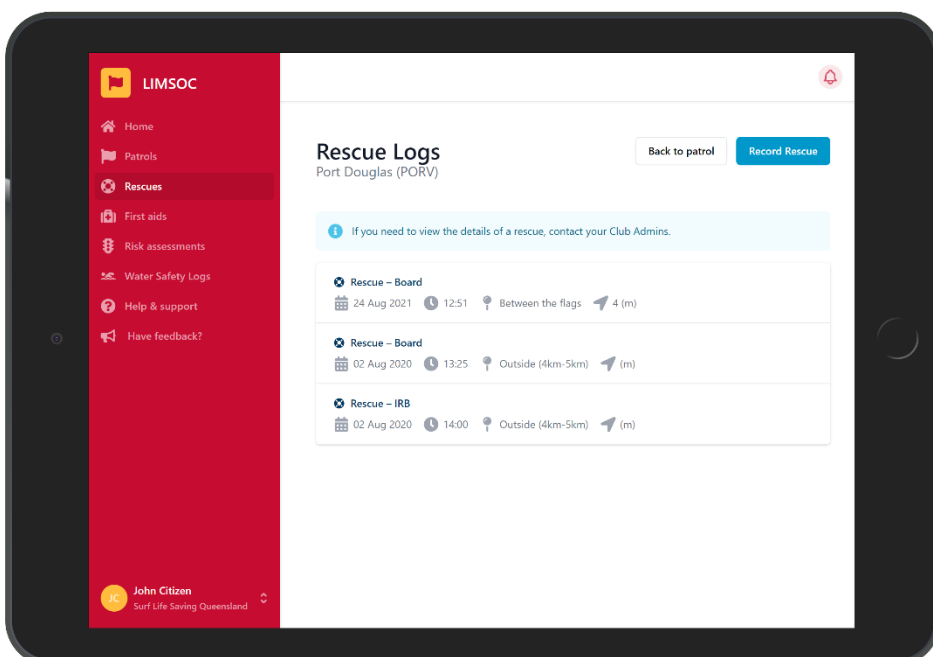


Enter the patient details



Enter the rescue details

Click 'Submit' button to submit the rescue report

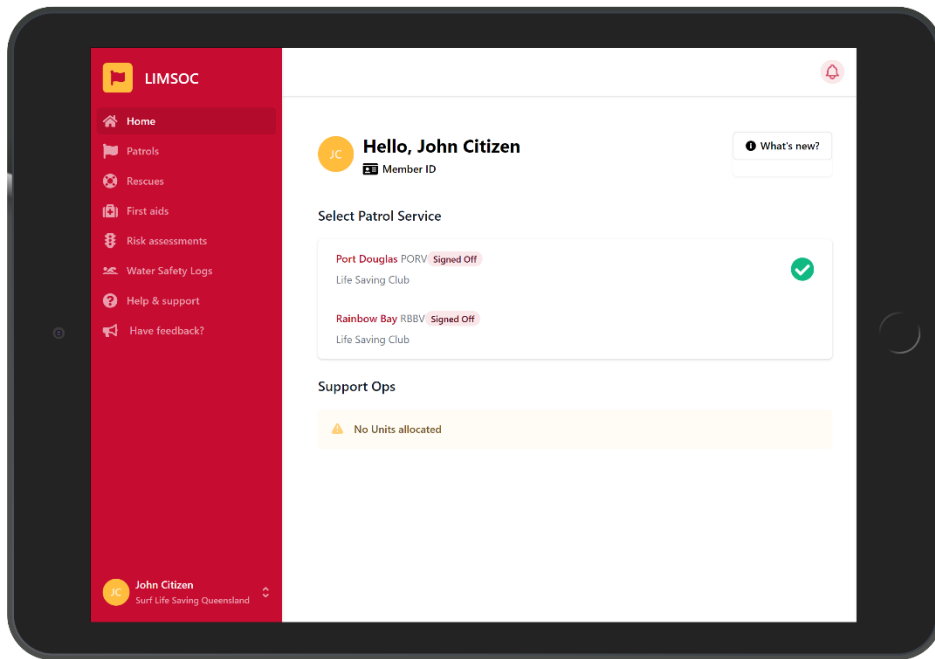


This is the Rescue Logs screen which shows a list of recent rescues.

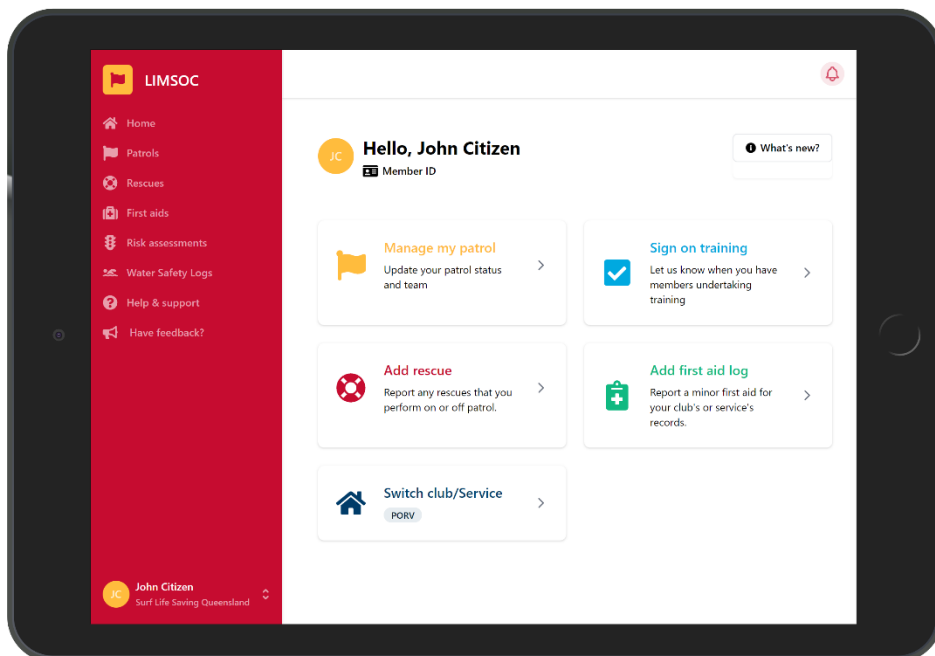
You can check that your rescue was recorded correctly here.

If Surfcom logs a rescue on your behalf it will show up here too.

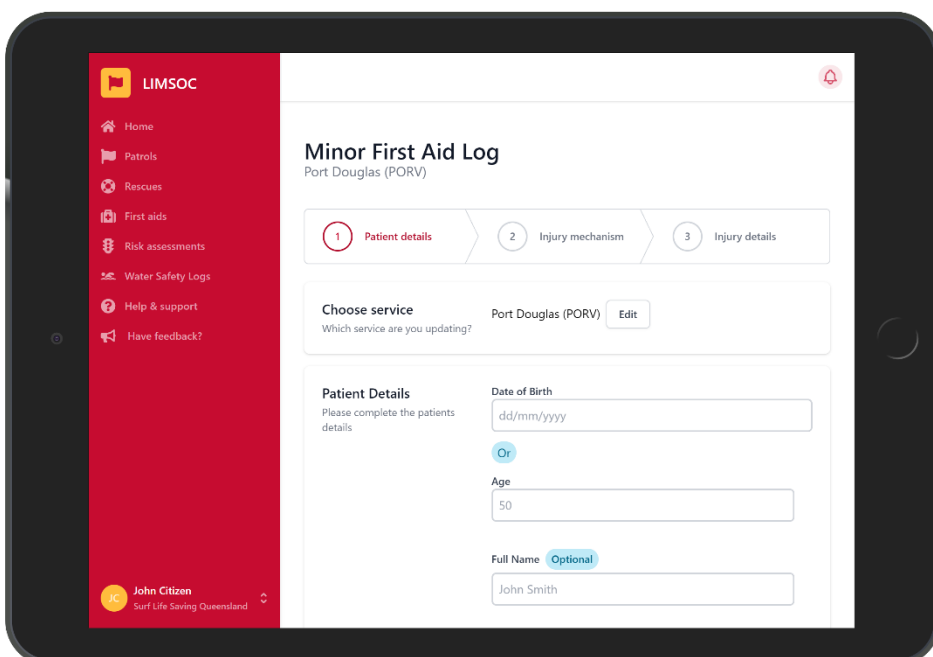
MINOR FIRST AIDS



Select the service you want to manage

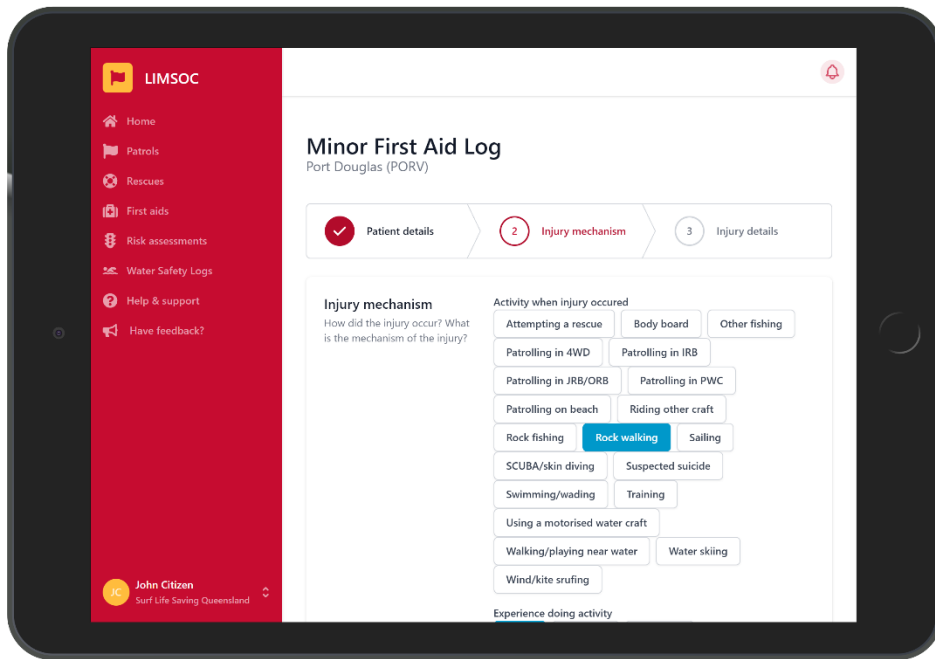


Select the 'Add first aid log' module.

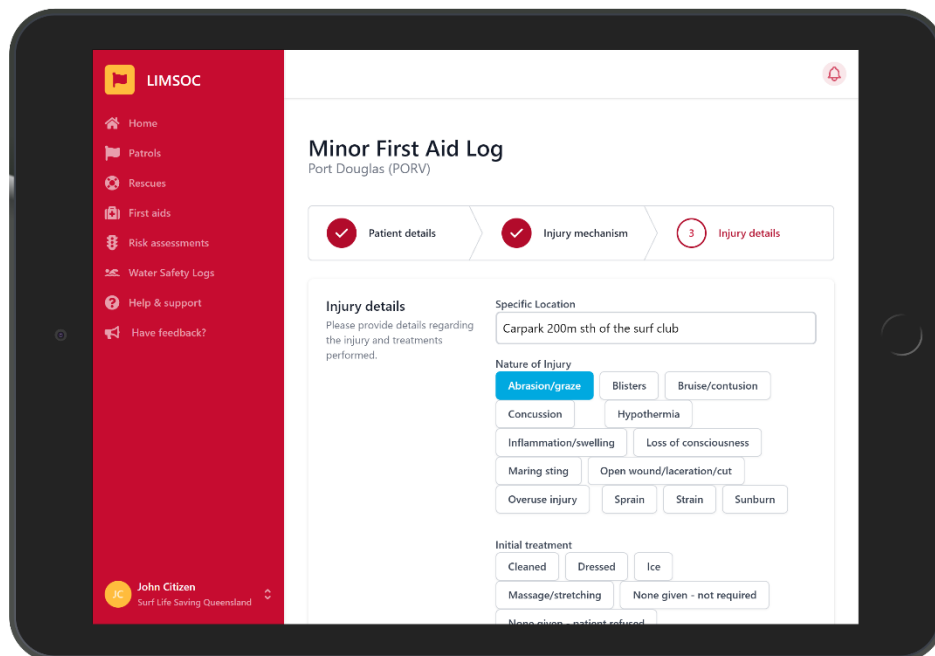


Check you are adding the minor first aid log against the correct service.

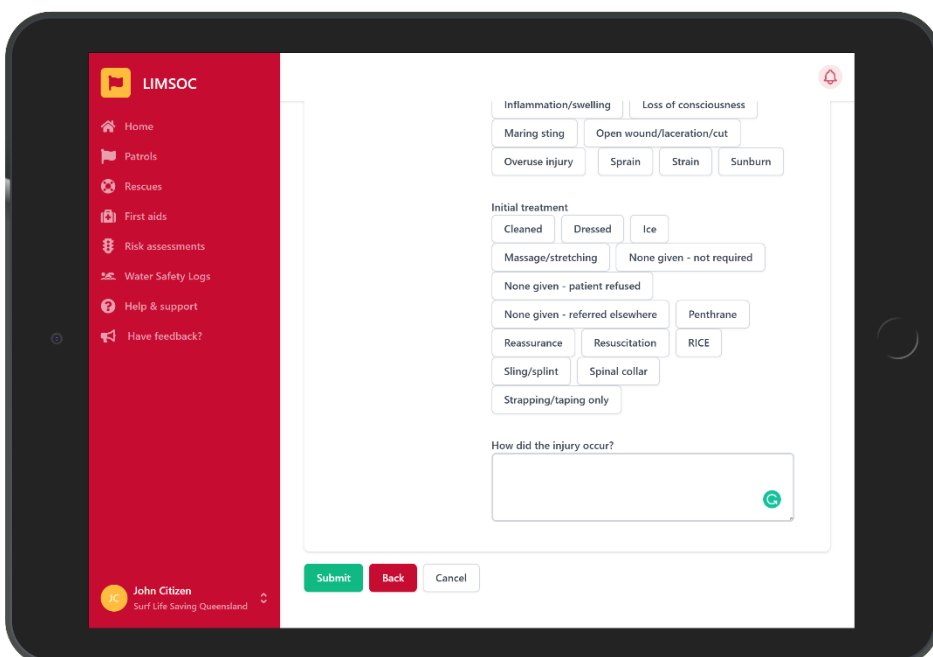
Click 'edit' if you need to change services.



Enter the patient details



Enter the injury mechanism information.

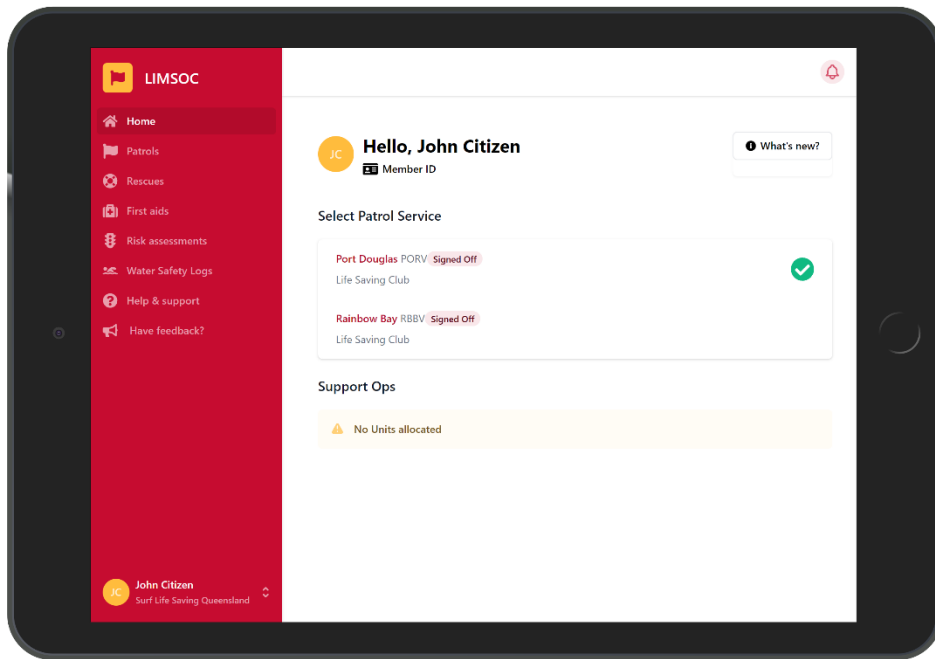


Enter the initial treatment information

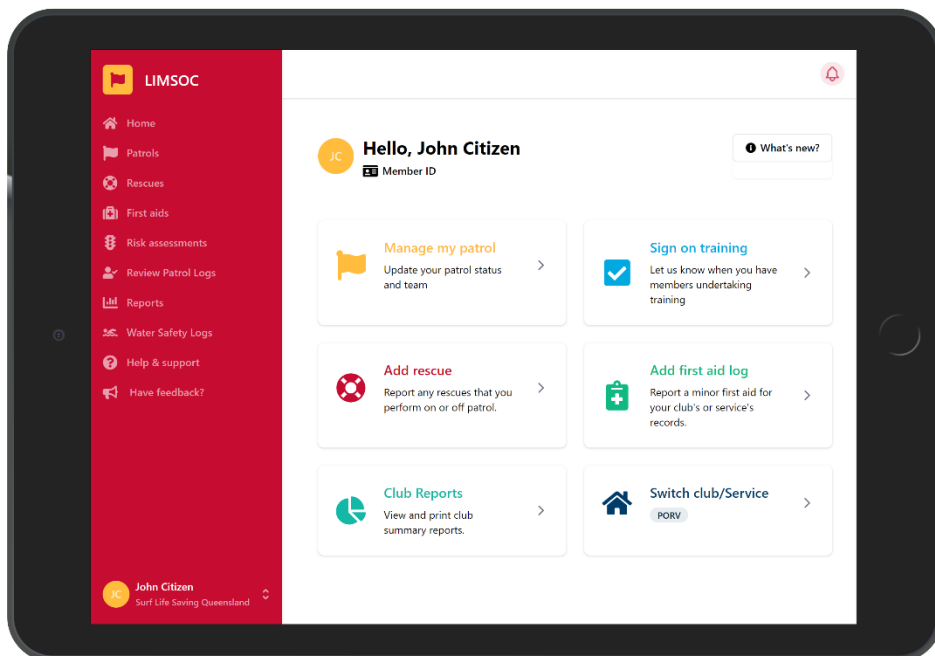
Add any notes around the incident – please be brief in this section

VIEWING CLUB REPORTS

This module is only accessible if you have club admin access



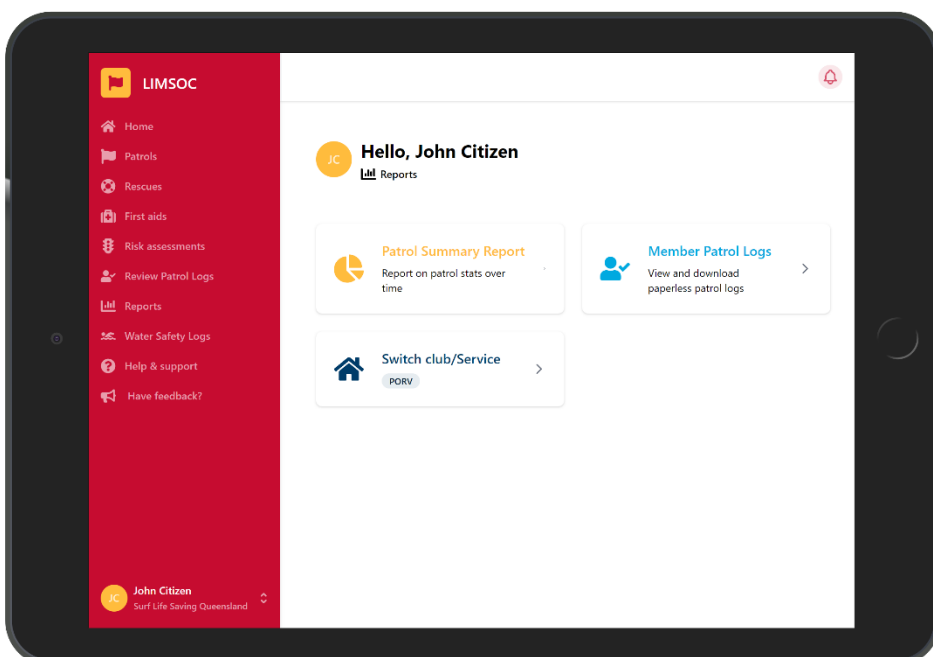
Select the service you want to manage



Select the 'Club Reports' module.

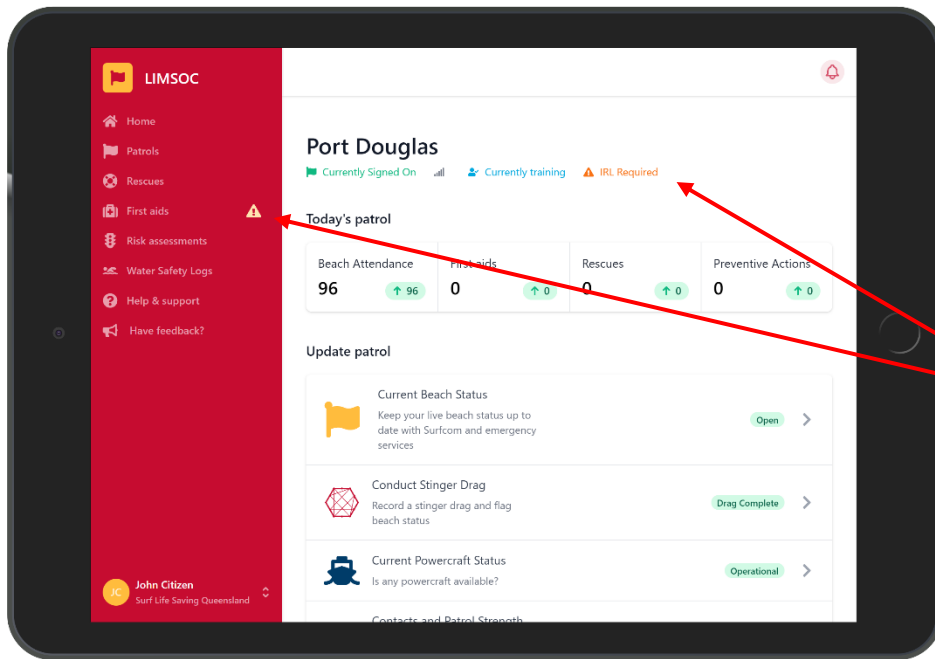
Note – This only appears for the following roles:

- Administrator
- President
- Club Captain
- Club Secretary



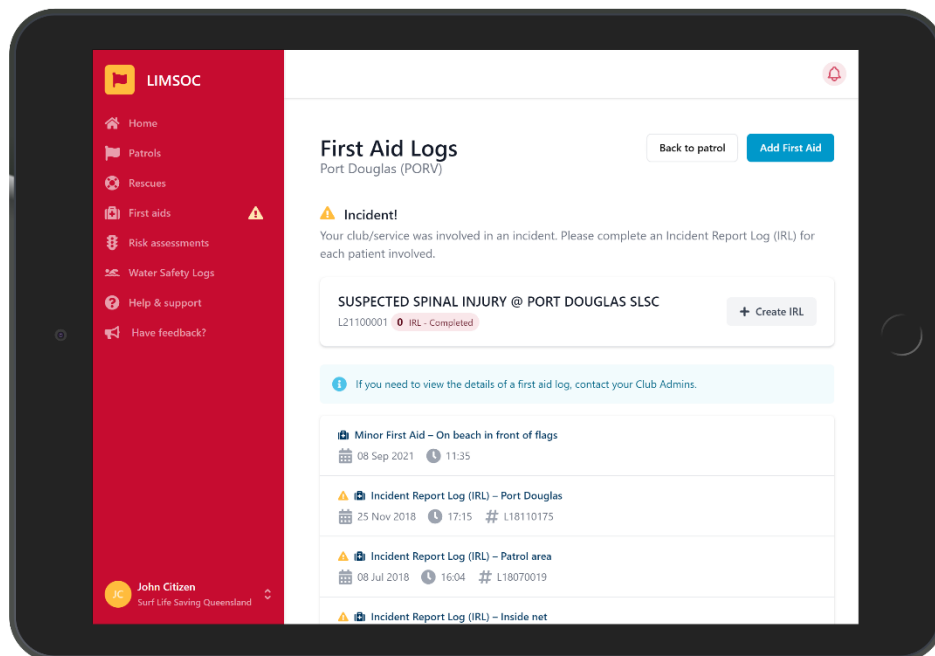
View the reports

MAJOR FIRST AIDS (INCIDENTS)



LIMSOC will alert you that a major first aid log is required.

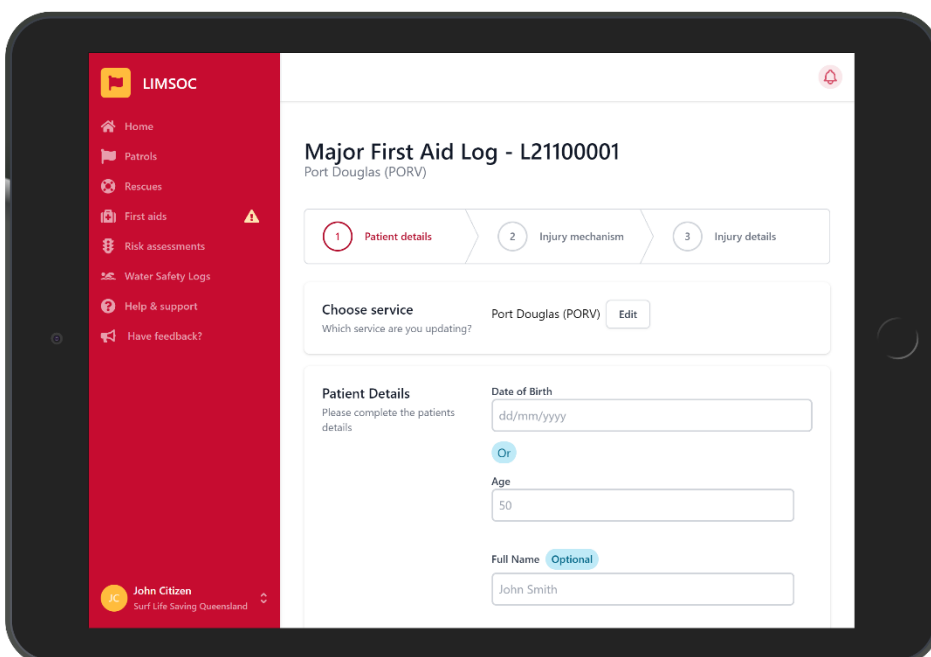
Indications



From this screen a user can view the current incidents the service is involved in.

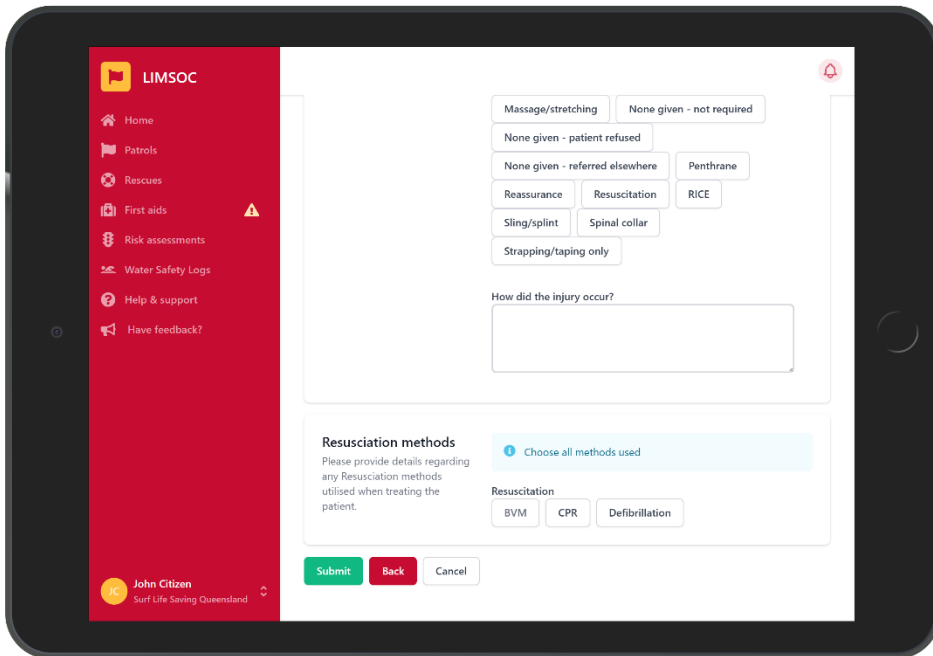
Note: The generated incident number can be found here

Both minor and major first aid logs appear here once completed.



Fill out the details the same as a minor first aid log

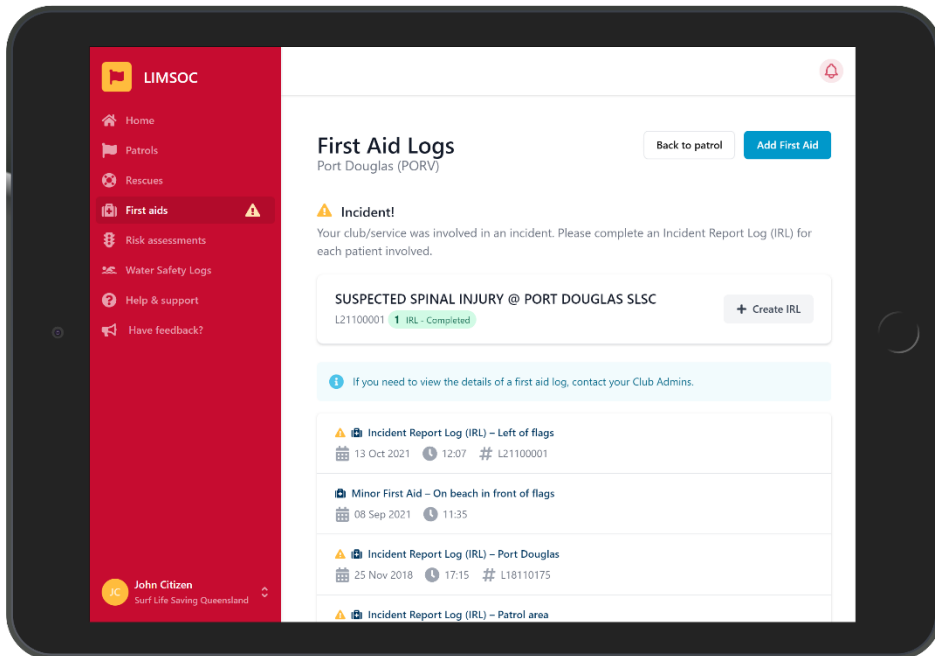
Note: Additional injury types will be available in a major incident form.



Select all resuscitation methods that applied to the first aid and answer any associated questions.

The following can be selected:

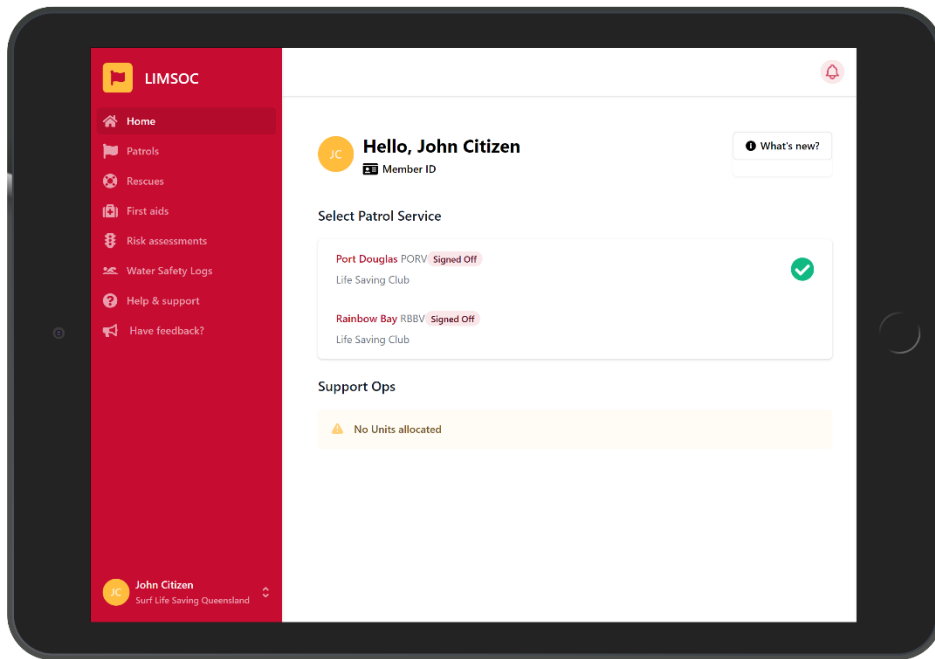
- Bag-Valve-Mask (BVM)
- Oxygen
- CPR
- Defibrillation



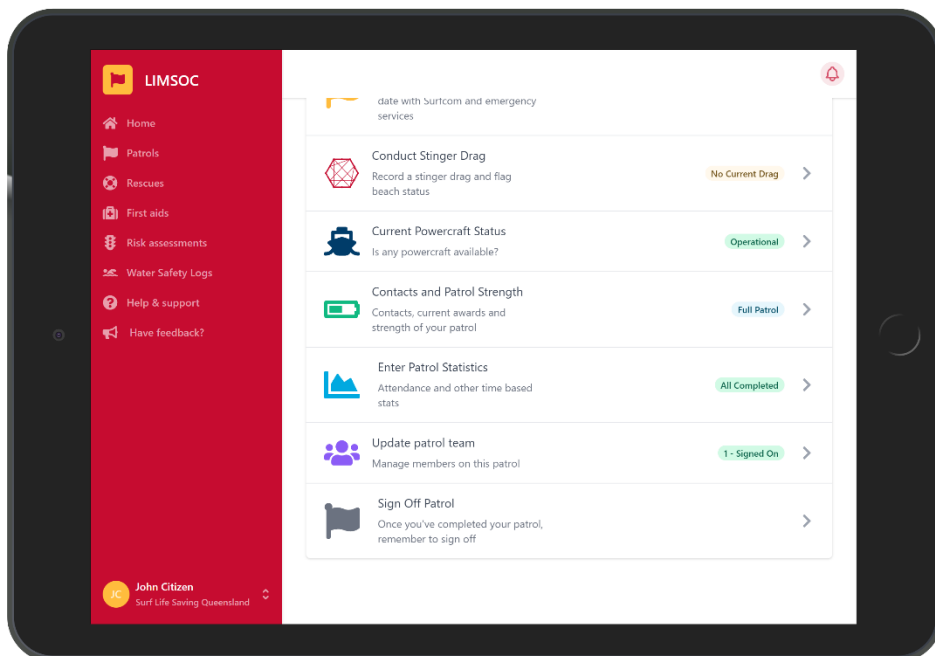
LIMSOC will now show that the first aid log has been completed.

Remember – complete a report for each patient involved.

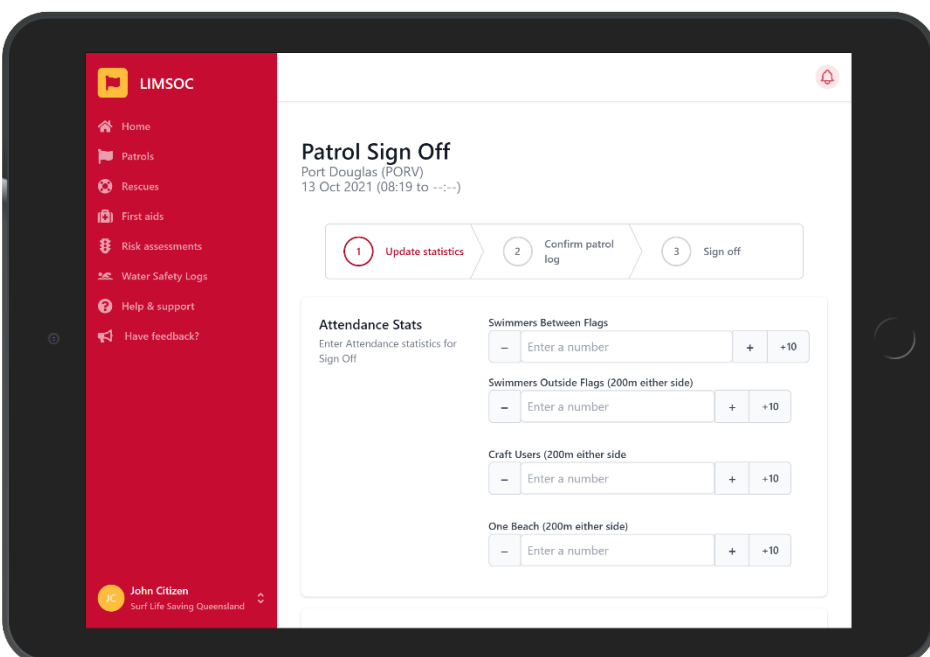
SIGNING OFF PATROL



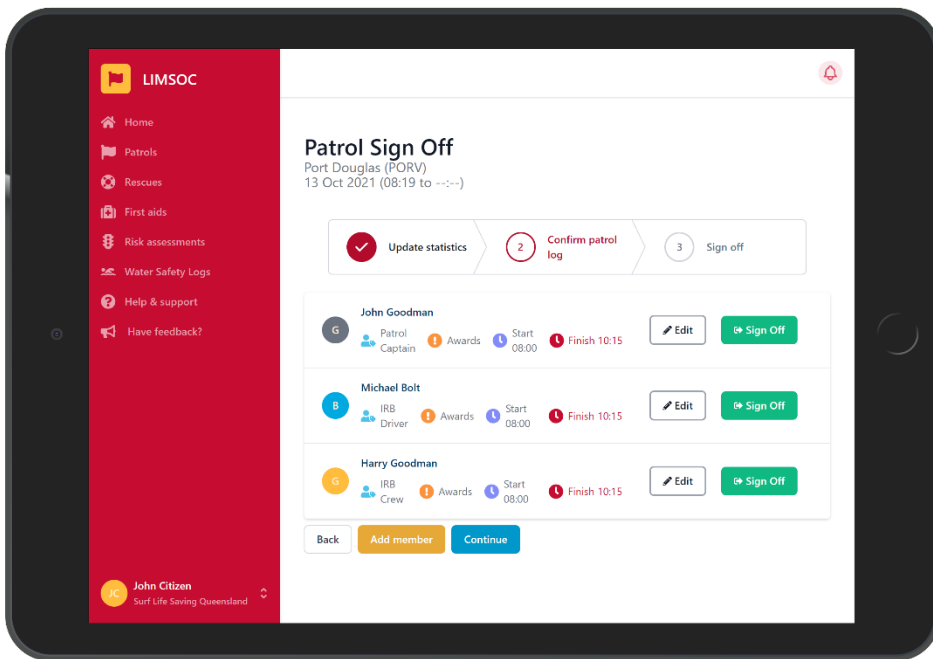
Select the service you want to manage



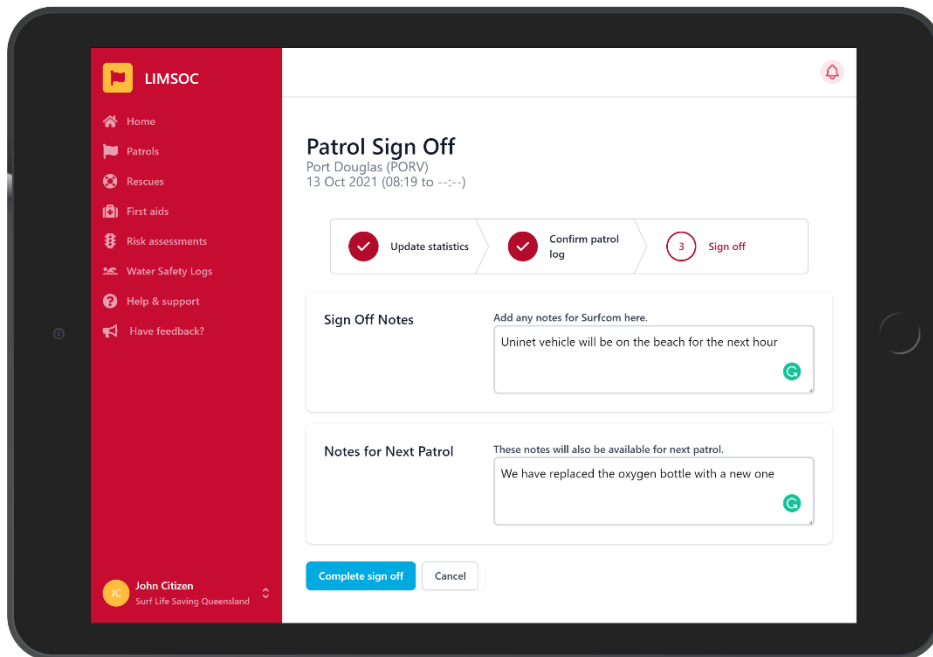
Ensure you have filled out all statistics



Complete sign off stats



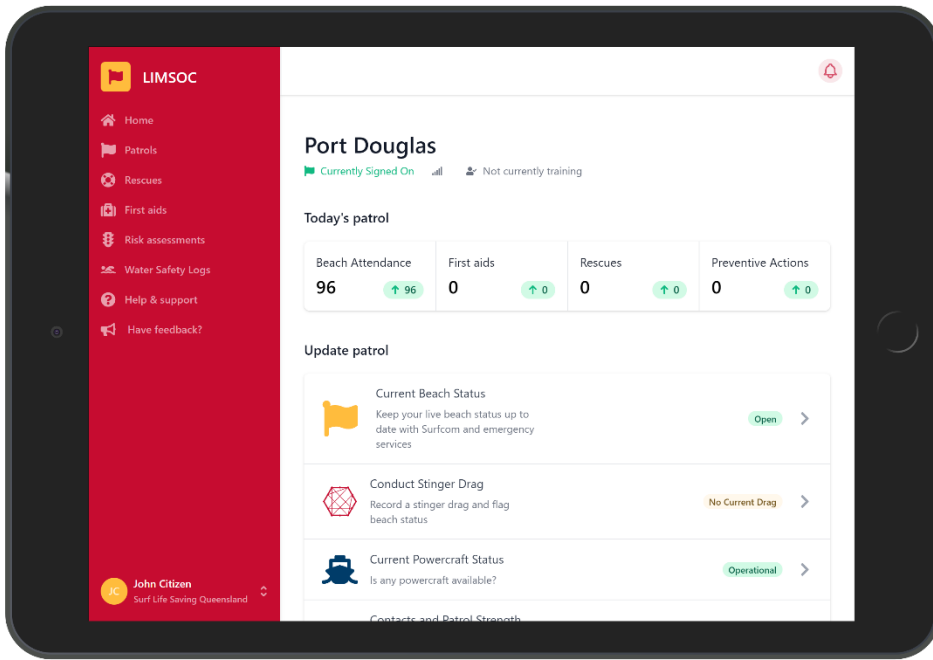
Sign off any members still on patrol



Leave notes for Surfcom and the next patrol.

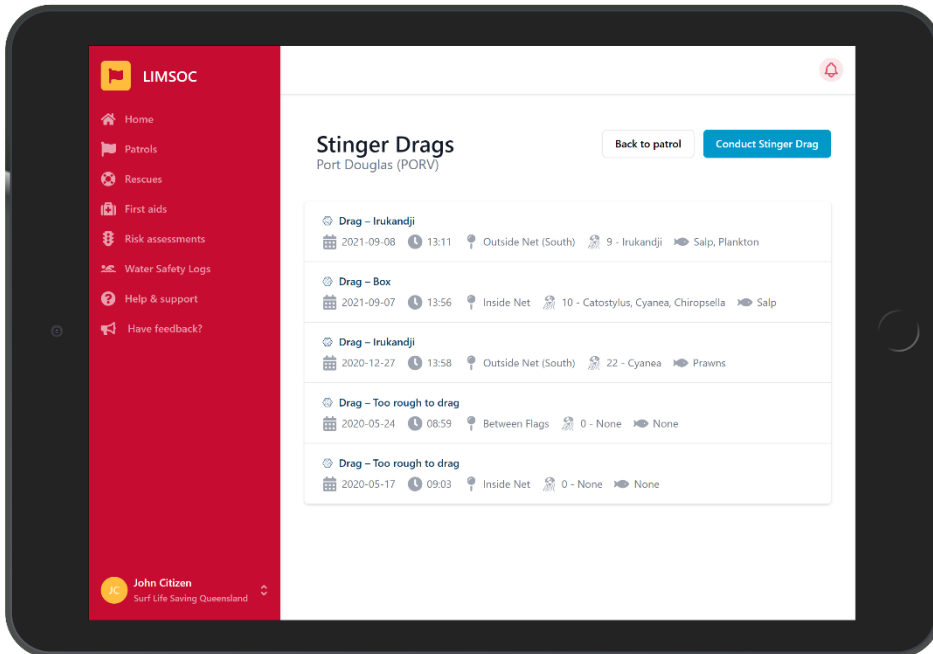
STINGER DRAGS

(Northern clubs only)

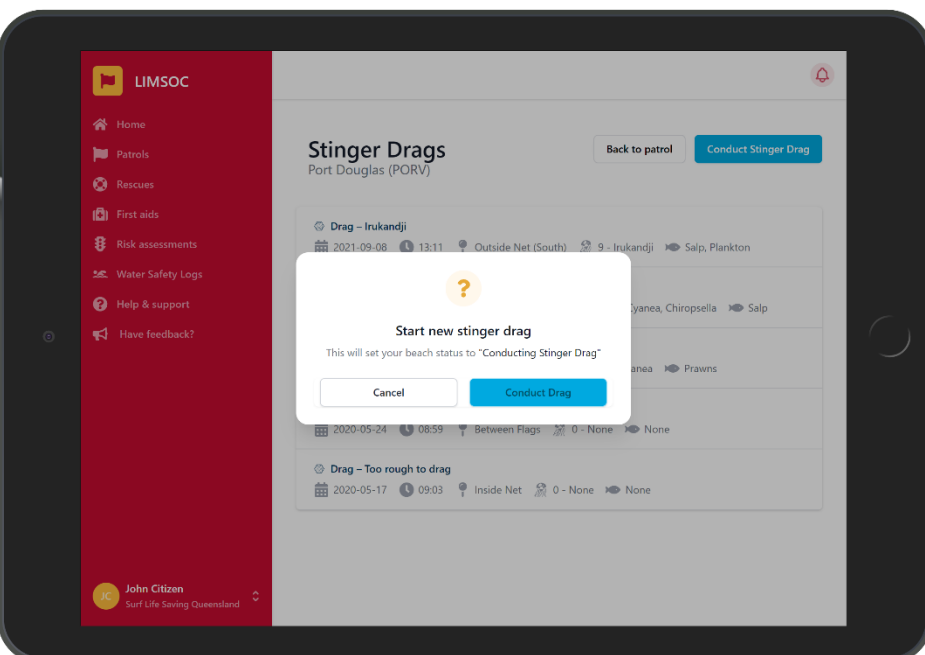


Select the service you want to manage

Under 'Update Patrol' click 'Conduct Stinger Drag'

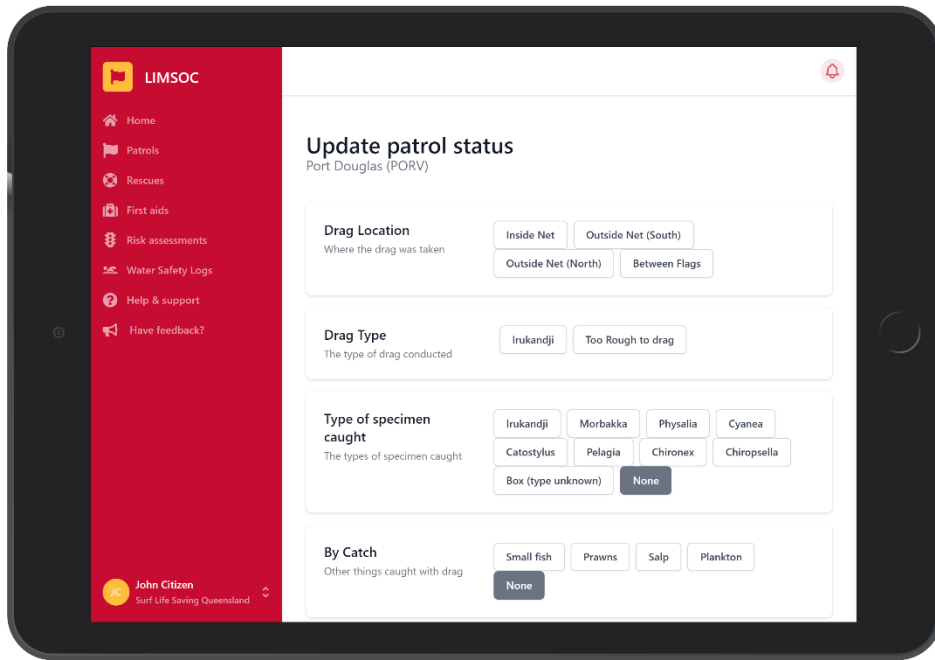


This section shows you the most recent drags conducted at your beach

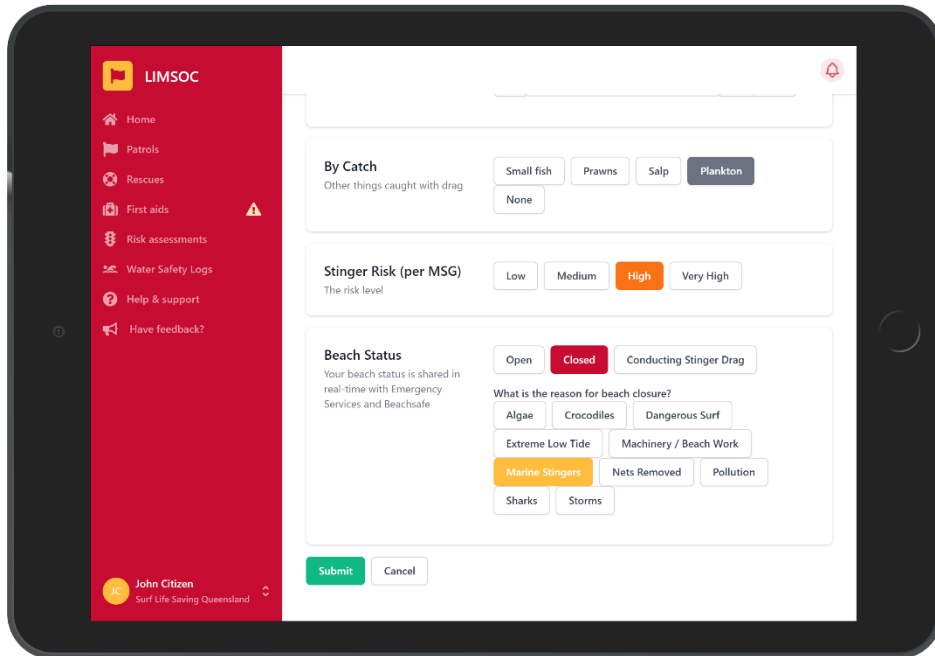


Click 'Conduct Stinger Drag'

Note – This automatically sets your beach status to “conducting drag” and lets Surfcom know you may be away from the radio.



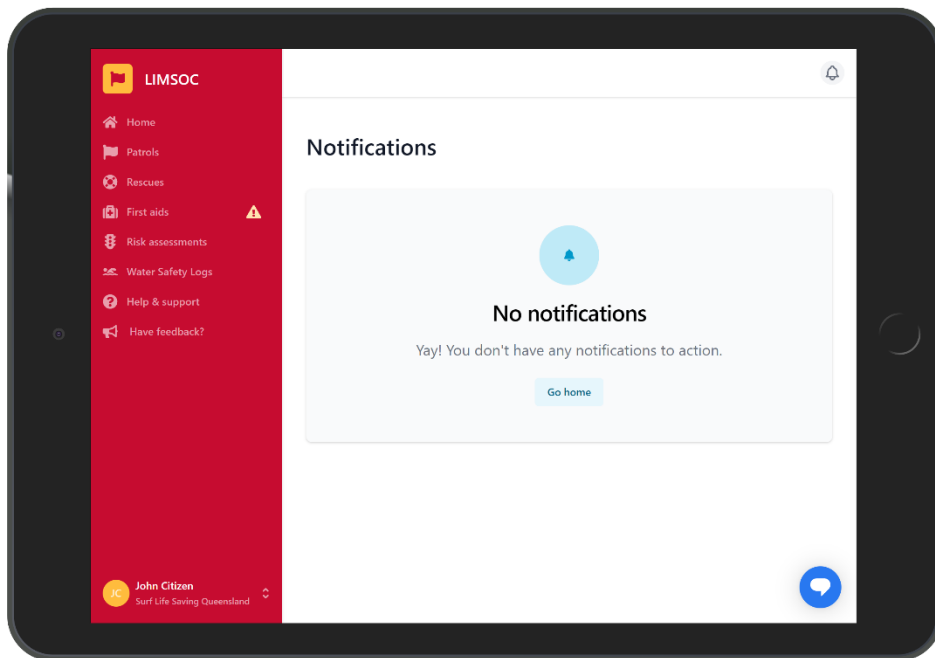
Enter the drag details



Enter the stinger risk level and resulting beach status

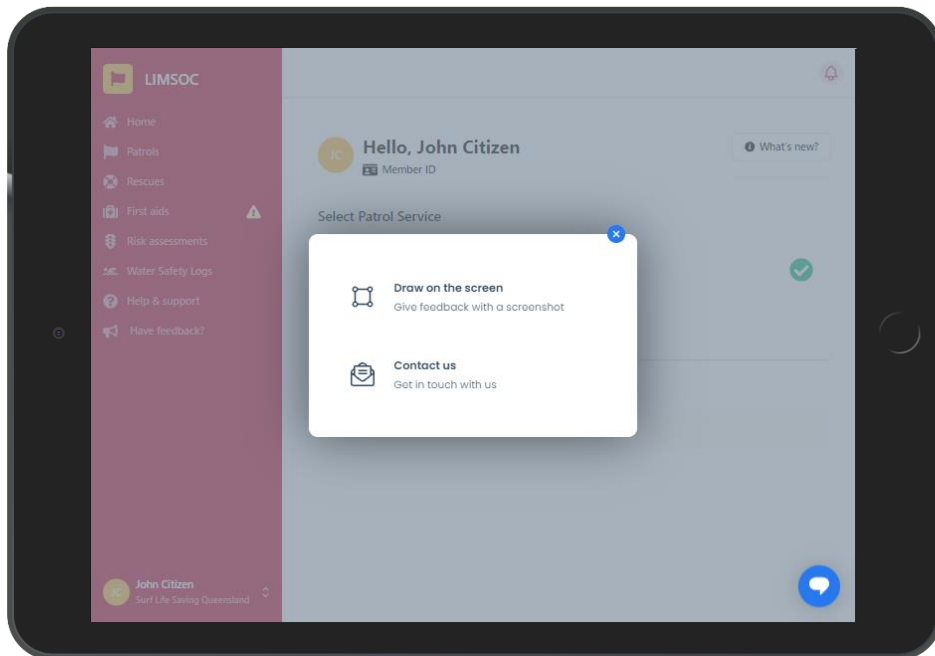
Note – This will now automatically change your beach status

NOTIFICATIONS & FEEDBACK



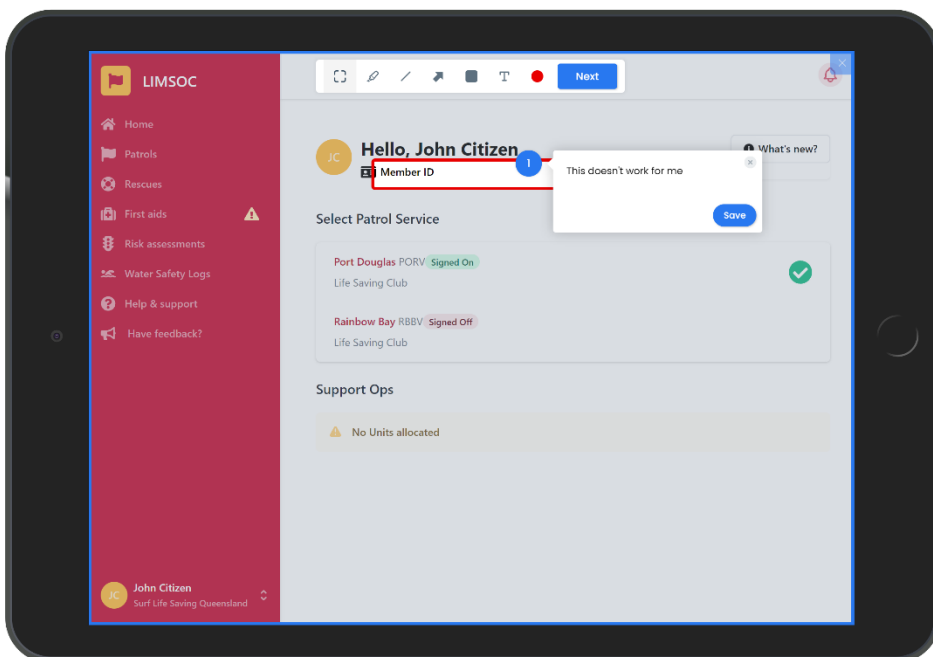
The small bell icon at the top of the page will now alert you to any user notifications.

This function will alert you to any items you will need to action.



To provide feedback tap the 'Have Feedback?' link on the left-hand menu.

From here you can contact support or draw on the screen



Drawings are sent directly to the development team and assist in quickly fixing issues and making improvements to LIMSOC.

From here you can:

- Draw shapes
- Add comments
- Draw arrows
- Draw freehand
- Highlight



QUEENSLAND