



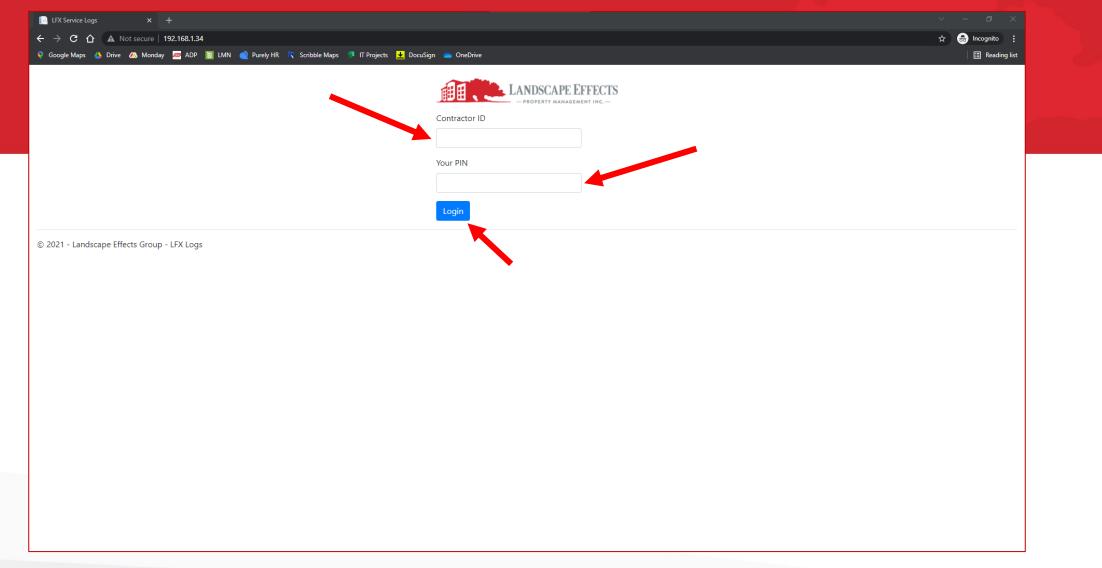
# **LANDSCAPE EFFECTS**

- PROPERTY MANAGEMENT INC. -

# LFX Service Logs

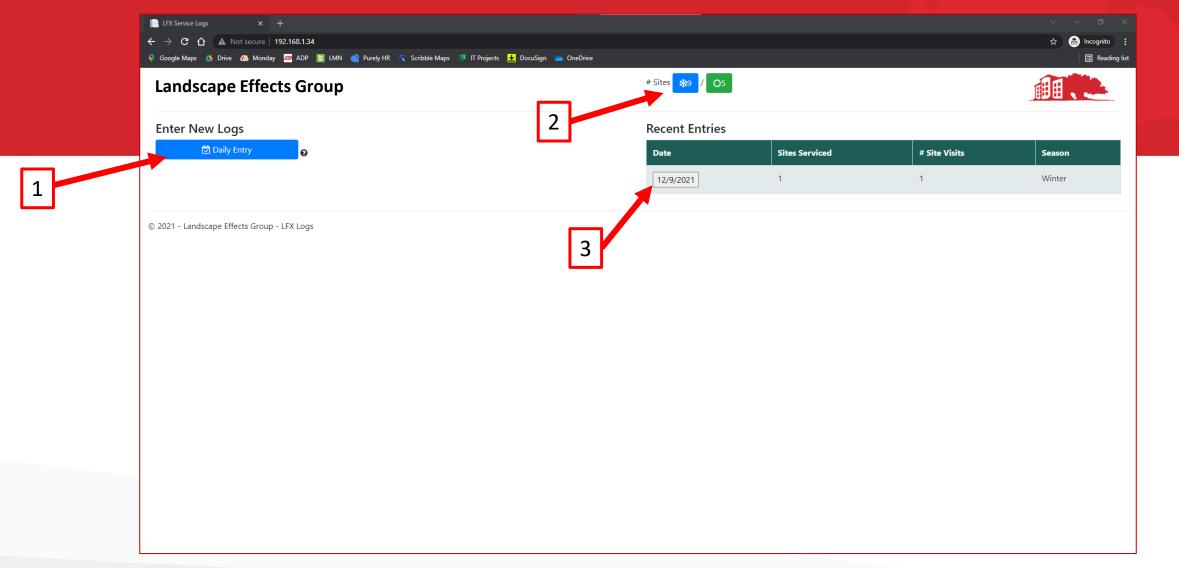
**Startup Resource** 





- Enter the Contractor ID and PIN Provided to you by LFX
- Select Login to continue

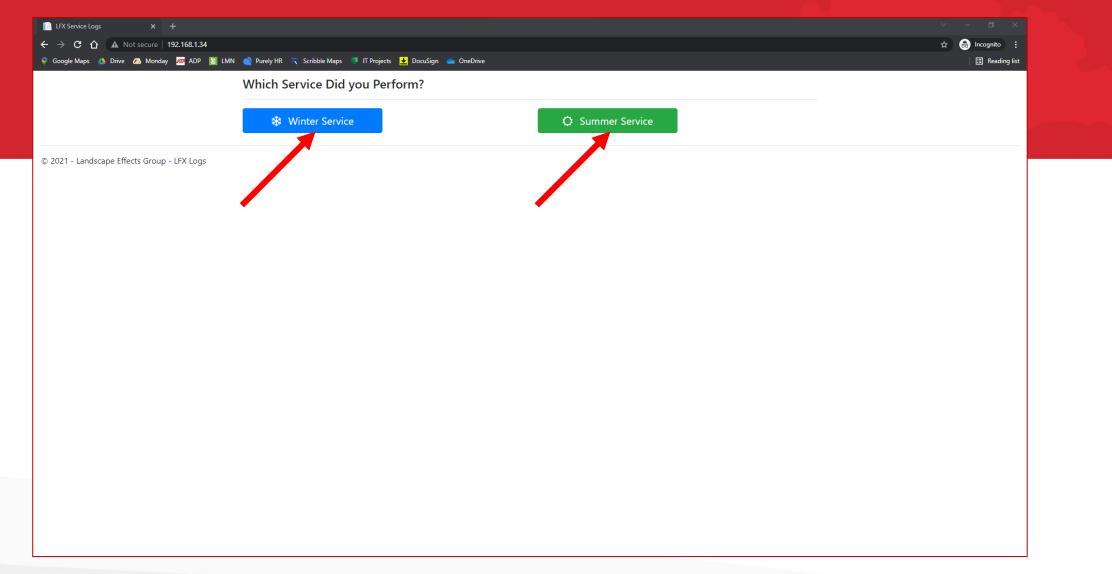




Upon login you should see your company name in the top left of the webpage

- 1. Select 'Daily Entry' to begin the entry of new logs
- 2. Select the **blue** snow or **green** landscape icons to see a list of your contracted sites
- 3. Select the grey 'Date' button under 'Recent Entries' to edit a past log
  - Entries can only be edited **60 days** after creation

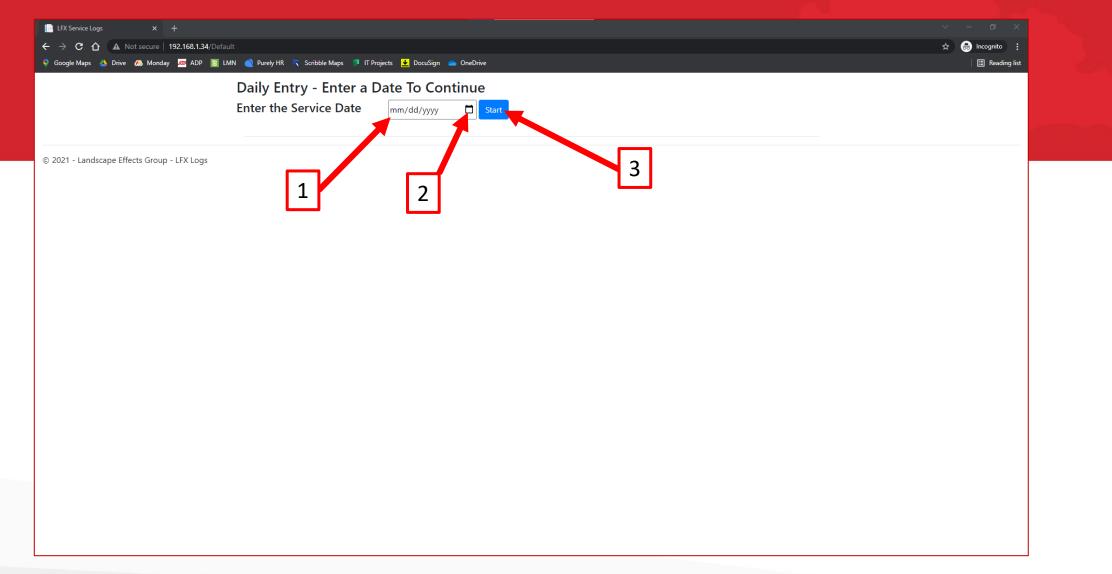




#### Entering a new log entry – Selecting a Season

- After selecting 'Daily Entry' from the previous screen you will see this page
- Select which service you performed for this entry

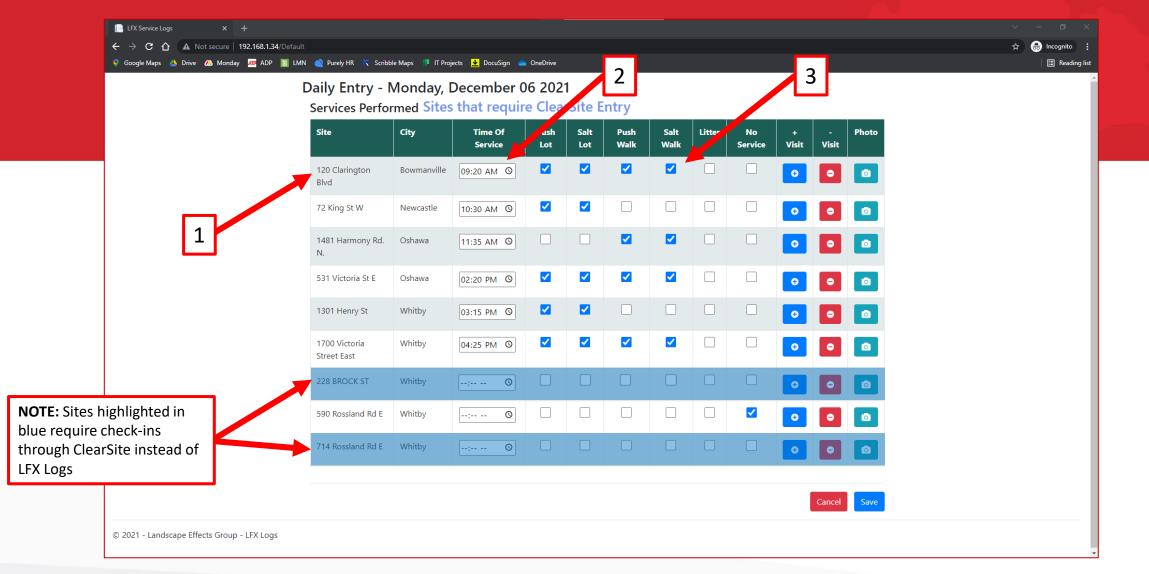




# Enter the date of service for your new log entry

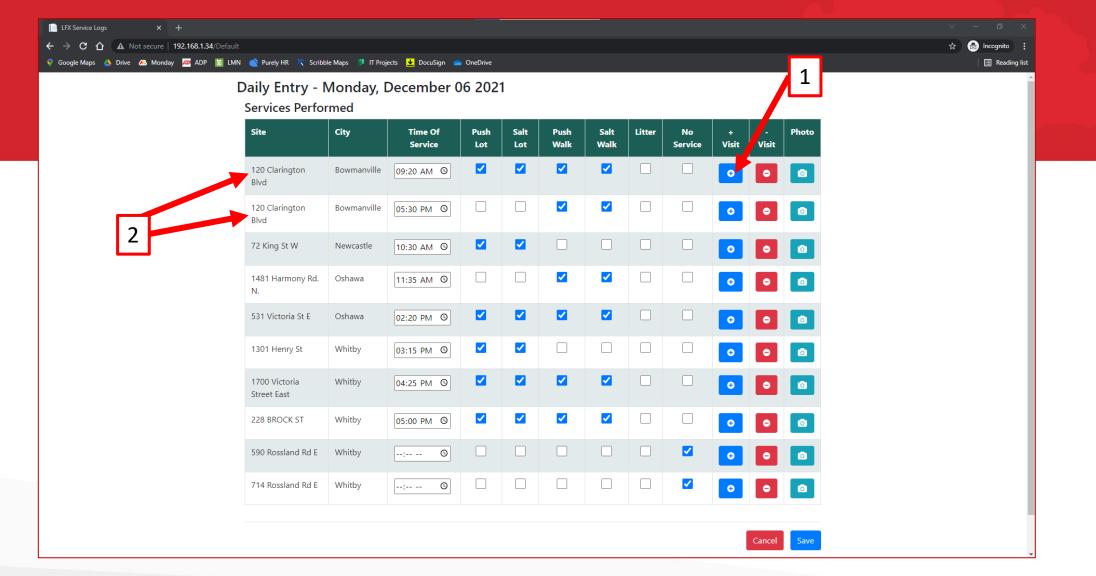
- 1. You can enter the date numerically (mm/dd/yyyy) using your keyboard
  - Entries can only be made for the last 60 days
- 2. You can also use the calendar icon to select a date
- 3. Select 'Start' when finished





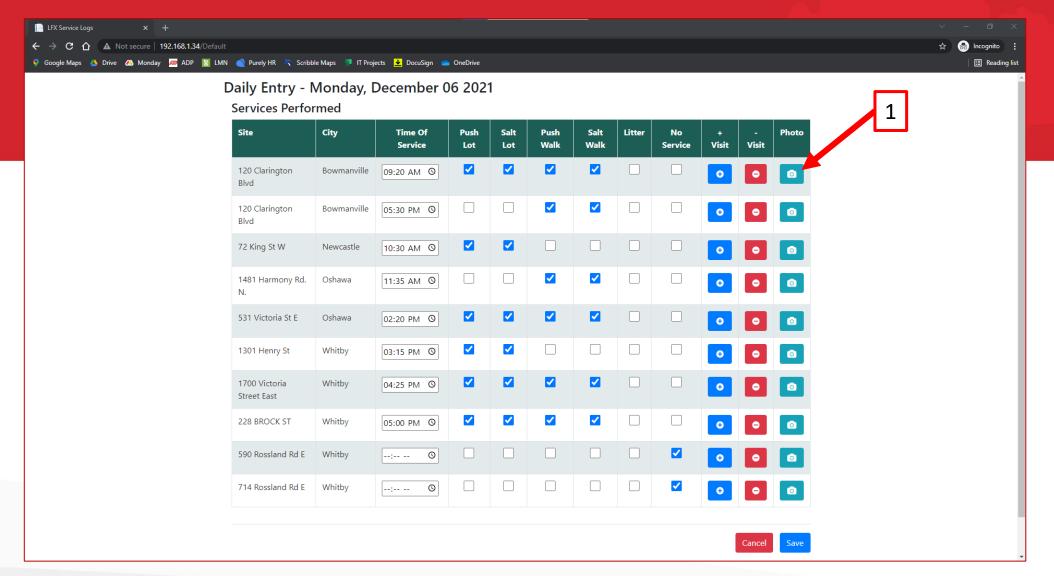
- 1. All contracted sites can be seen along the left of the page
- 2. The time of service can be entered numerically using your keyboard or using the clock icon
- Each service performed *must* be checked off. If no service was performed 'No Service' *must* be checked



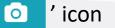


- 1. If a site was serviced more than one time in a single day, the ' ' and ' ' icons can add and remove an additional log entry
- 2. The new entry will be found below the original





1. Photos of your service can be added by selecting the '

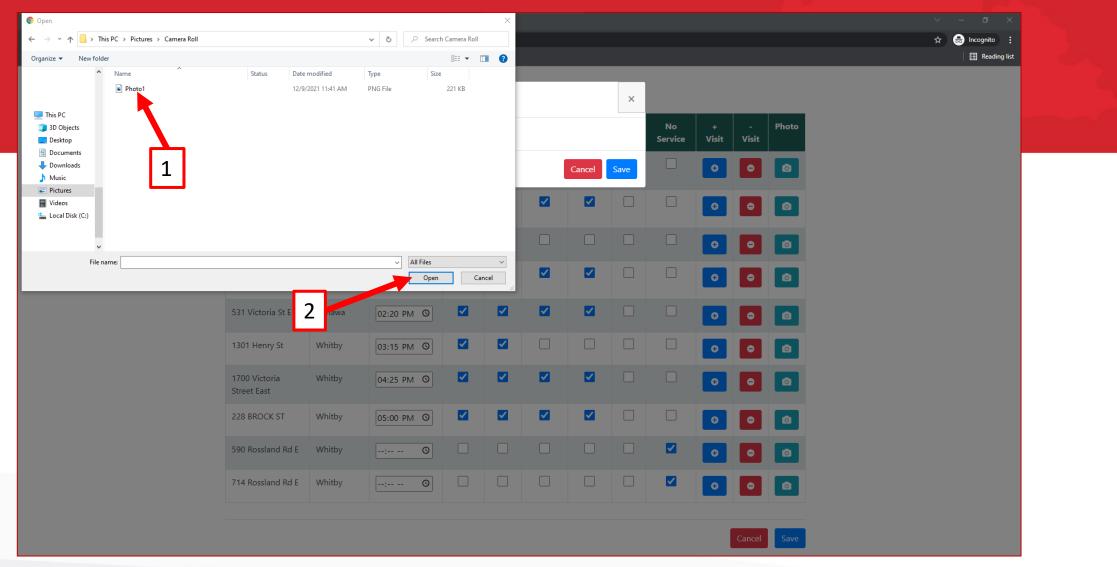




Daily Entry - I	Daily Entry - Monday, December 06 2021 Services Performed 120 Clarington Blvd ×												
Services Perfo	Services Performed			120 Clarington Blvd							_		
Site	City	Choose Files	No file c	hosen				No Service	+ Visit	- Visit	Photo		
120 Claringto 1 Blvd 1	Bernanville	OS				Cancel	Save		0	•	٥		
120 Clarington Blvd	Bowmanville	05:30 PM (0)							0	•			
72 King St W	Newcastle	10:30 AM 🕲							•	•			
1481 Harmony Rd. N.	Oshawa	11:35 AM (0)							•	•	٥		
531 Victoria St E	Oshawa	02:20 PM O							•	•			
1301 Henry St	Whitby	03:15 PM (0)							0	•			
1700 Victoria Street East	Whitby	04:25 PM O			<				0	•			
228 BROCK ST	Whitby	05:00 PM (S)							Θ	•	٥		
590 Rossland Rd E	Whitby	: O							O	•			
714 Rossland Rd E	Whitby	: ©							Ð				

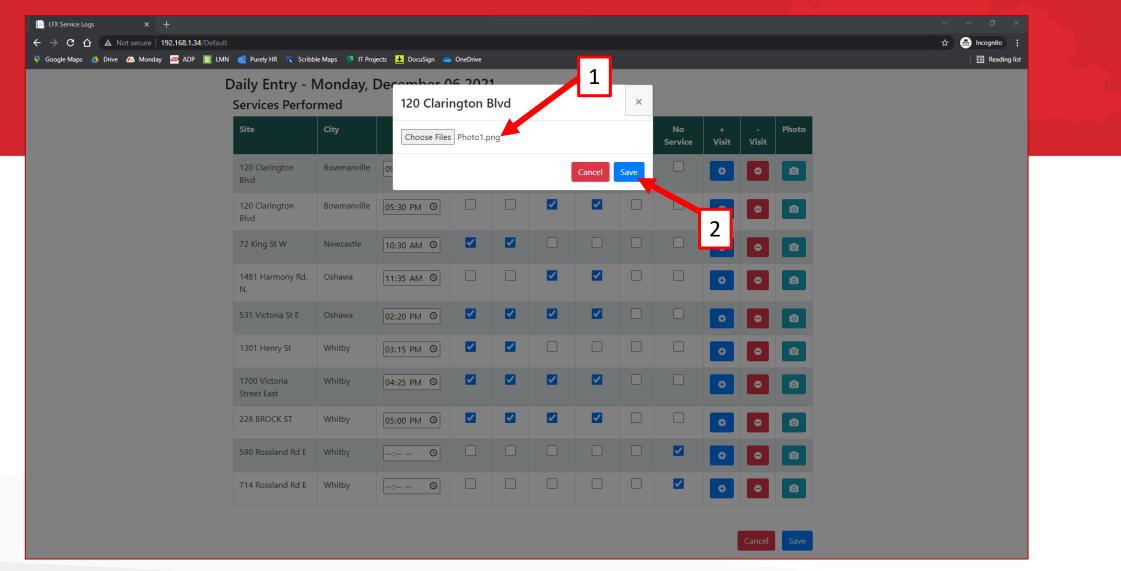
1. Select 'Choose Files' to upload your photos from your computer





- 1. Select the photo(s) you would like to upload for this site
- 2. Select 'Open' to finalize





- 1. You should see the photo file that you selected in this location
- 2. Select 'Save' to attach your photo to you daily log



Site	City	Time Of Service	Push Lot	Salt Lot	Push Walk	Salt Walk	Litter	No Service	+ Visit	- Visit	Photo	
120 Clarington Blvd	Bowmanville	09:20 AM O	<			<			o	•		
120 Clarington Blvd	Bowmanville	05:30 PM (0				<b>~</b>			•	•	<b>1</b>	
72 King St W	Newcastle	10:30 AM (S)							0	•		
1481 Harmony Rd. N.	Oshawa	11:35 AM 🕲				~			0	•	٥	
531 Victoria St E	Oshawa	02:20 PM (0)							•	•		
1301 Henry St	Whitby	03:15 PM (0)	<b>~</b>	<b>~</b>					•	•		
1700 Victoria Street East	Whitby	04:25 PM (0				<b>~</b>			0	•		
228 BROCK ST	Whitby	05:00 PM (0)	✓			✓			€	•		
590 Rossland Rd E	Whitby	: O							•	•		
714 Rossland Rd E	Whitby	: O						<	0	•		

- 1. You should see the number of photo files that you attached in the **blue** camera icon
- 2. Select 'Save' to complete your daily log



	Daily Entry - Monday, December 06 2021 Errors Needing Correction At Least 1 Service or No Service has to be selected for 120 Clarington Blvd. Please select a service.														
1	Services Perfor		Time Of	Push	Salt	Push	Salt	Litter	No	+	-	Photo		1	
	120 Clarington Blvd	Bowmanville	Service	Lot	Lot	Walk	Walk		Service	Visit O	Visit	01	2	J	
	120 Clarington Blvd	Bowmanville	05:30 PM (0)							0	•	o			
	72 King St W	Newcastle	10:30 AM (0							•	•	٥			
	1481 Harmony Rd. N.	Oshawa	11:35 AM O							0	•	٥			
	531 Victoria St E	Oshawa	02:20 PM ()	✓						•	•	٥			
	1301 Henry St	Whitby	03:15 PM (0	<b>~</b>						•	•	٥			
	1700 Victoria Street East	Whitby	04:25 PM O							•	•	٥			
	228 BROCK ST	Whitby	05:00 PM (0	<b>~</b>		<b>~</b>				•	•	٥			
	590 Rossland Rd E	Whitby	: O							•	•	٥			
	714 Rossland Rd E	Whitby	: ©						✓	•		٥			

- 1. You will be shown an error message at the top of the page if you have not added a 'Time of Service' and/or made a service selection
- 2. Enter the required fields and select 'Save' to complete your daily log



EFX Service Logs × +				~ – ¤ ×
← → C ☆ ▲ Not secure   192.168.1.34/Default				☆ 😸 Incognito 🚦
Google Maps ADrive AMonday ADP LIMN Purely HR Scribble Maps IT Projects LocuSign OneDrive Council Scribble Maps IT Projects Landscape Effects Group	# Sites 😵 / 🔿5			I Reading list
Enter New Logs	<b>Recent Entries</b>			
🔁 Daily Entry 🥑	Date	Sites Serviced	# Site Visits	Season
	12/9/2021	1	1	Winter
	12/6/2021	7	8	Winter
© 2021 - Landscape Effects Group - LFX Logs				

- 1. You will see your completed logs back on the main screen under 'Recent Entries'
  - These entries can be edited by selecting the grey date button

