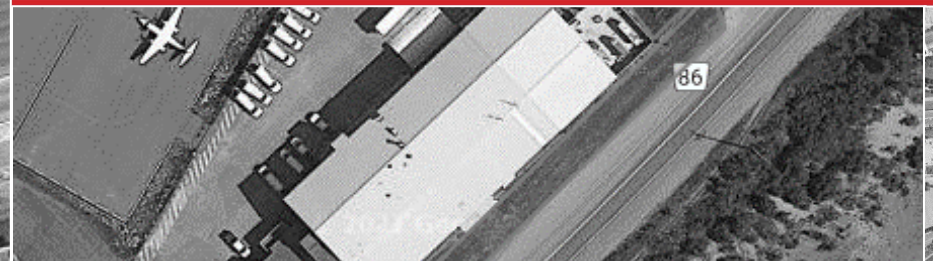
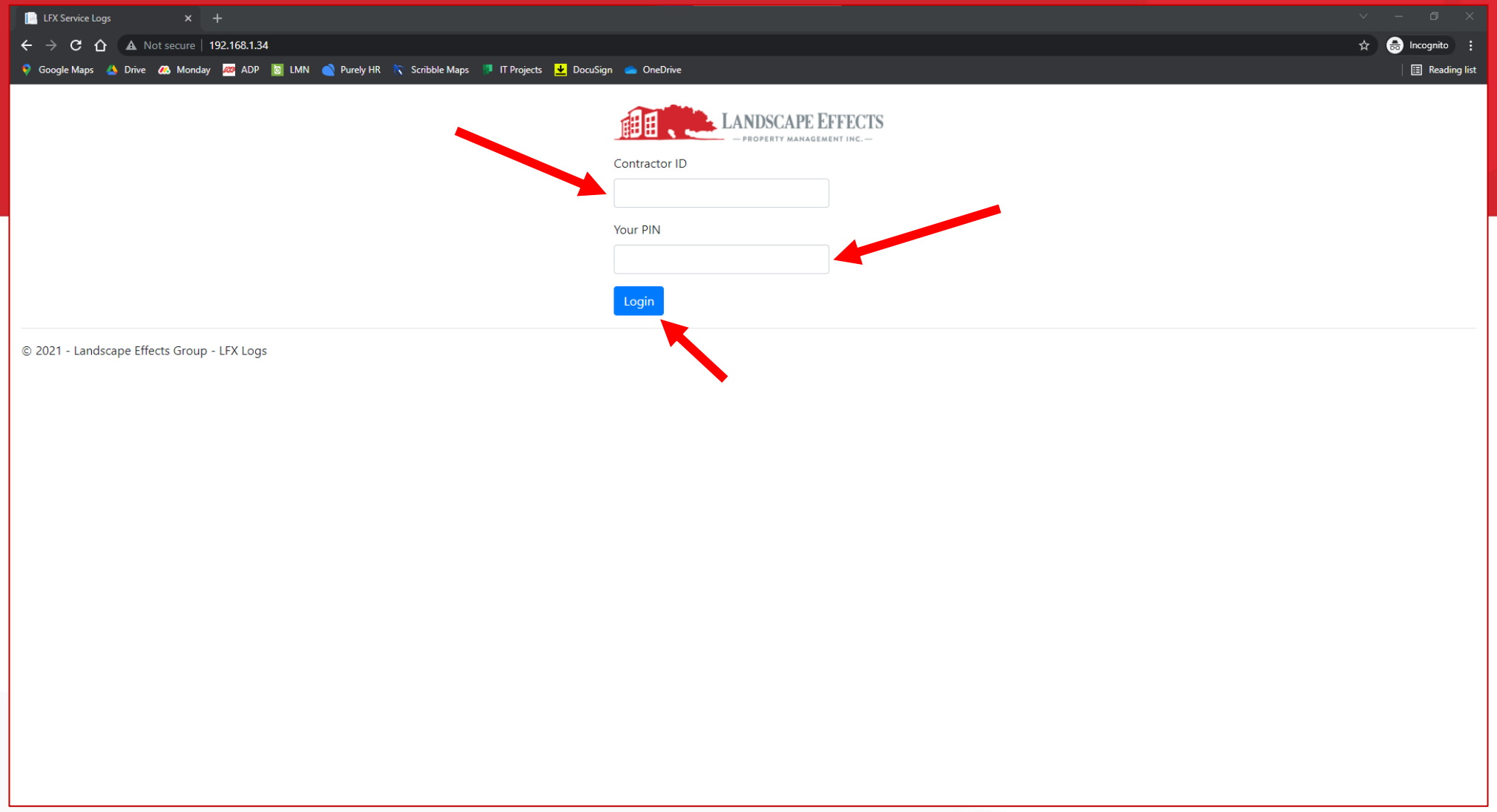
LANDSCAPE EFFECTS

— PROPERTY MANAGEMENT INC. —

LFX Service Logs

Startup Resource





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

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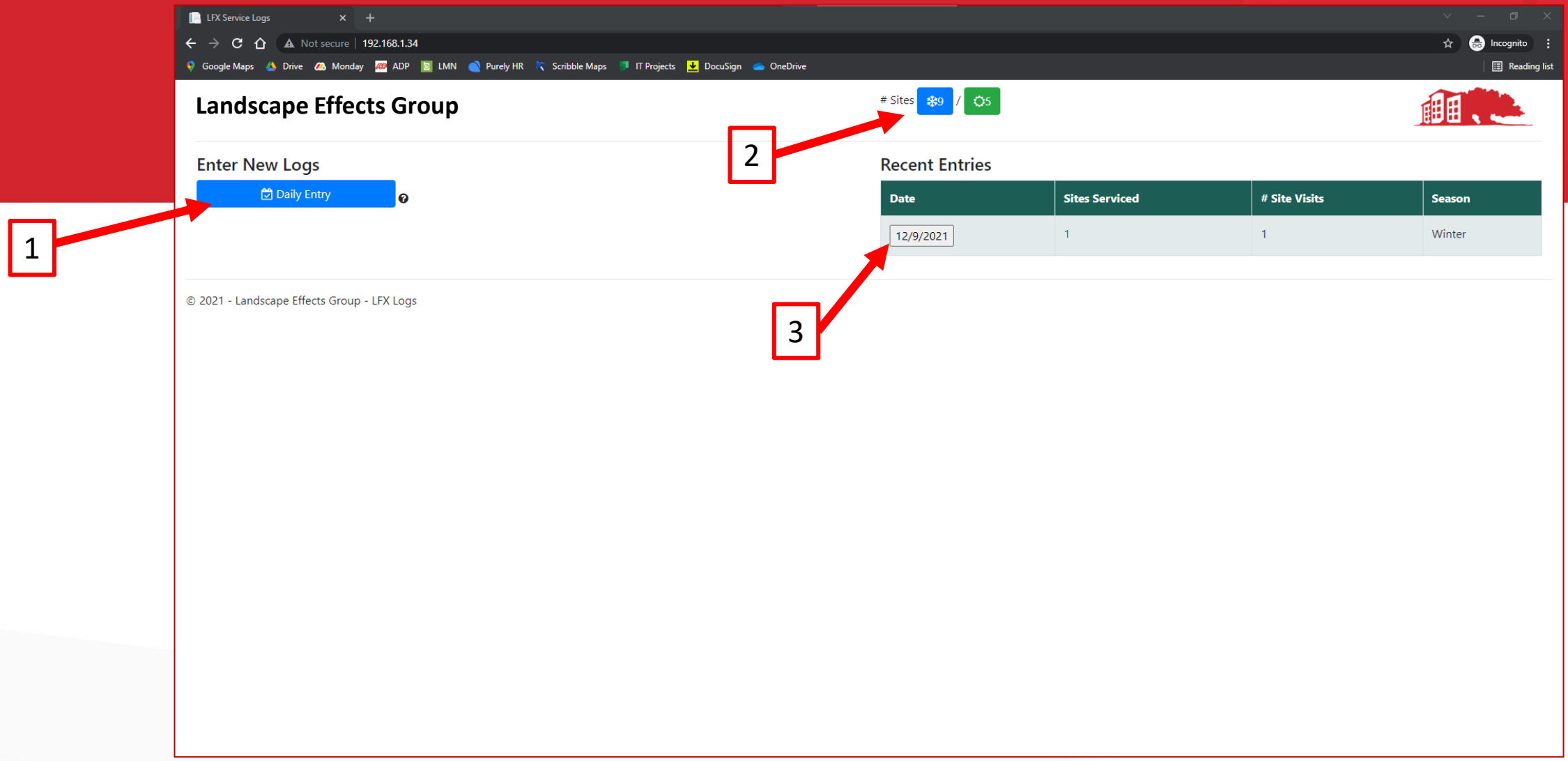

Upon login you should see your company name in the top left of the webpage

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

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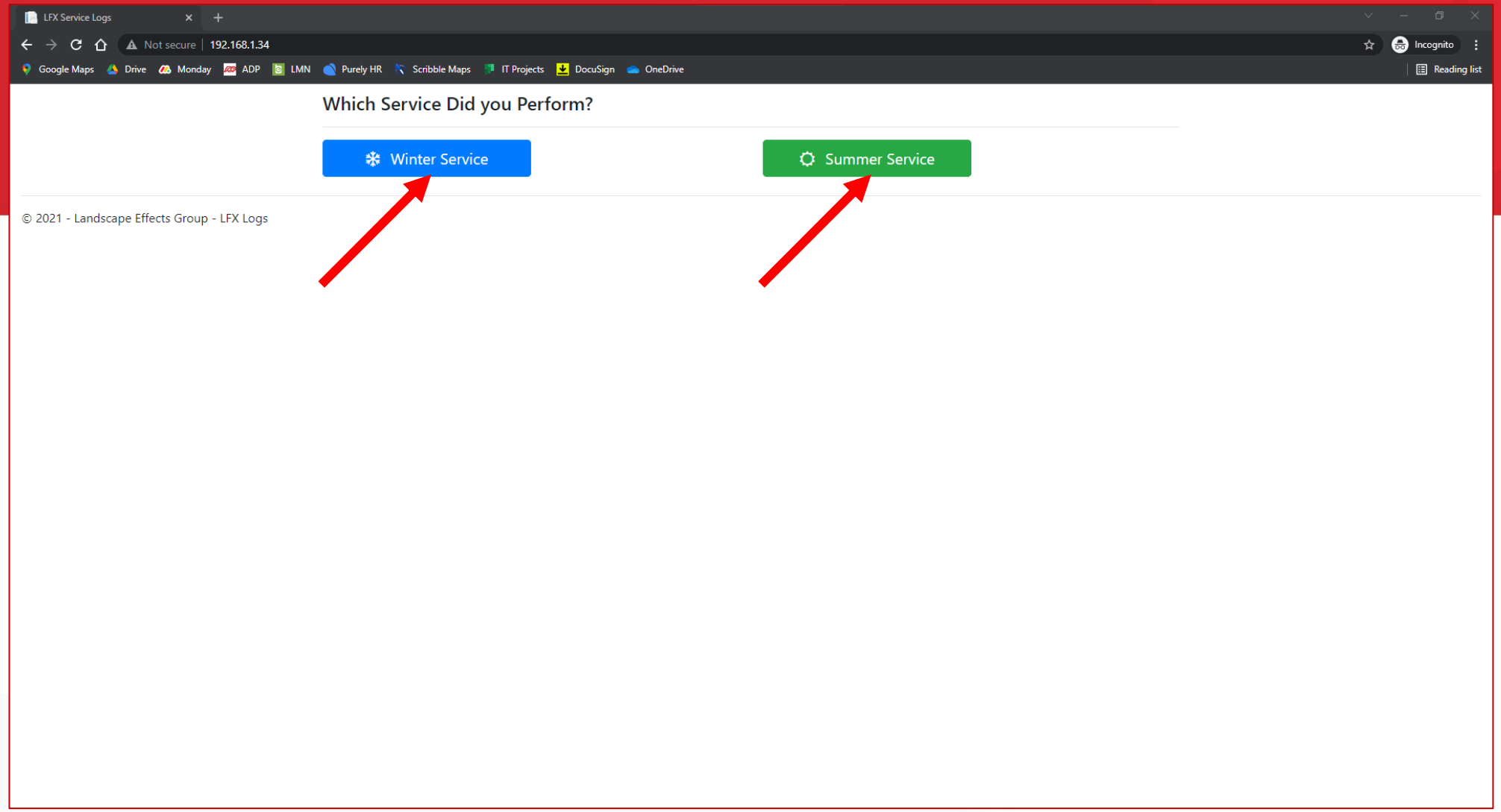

Entering a new log entry – Selecting a Season

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

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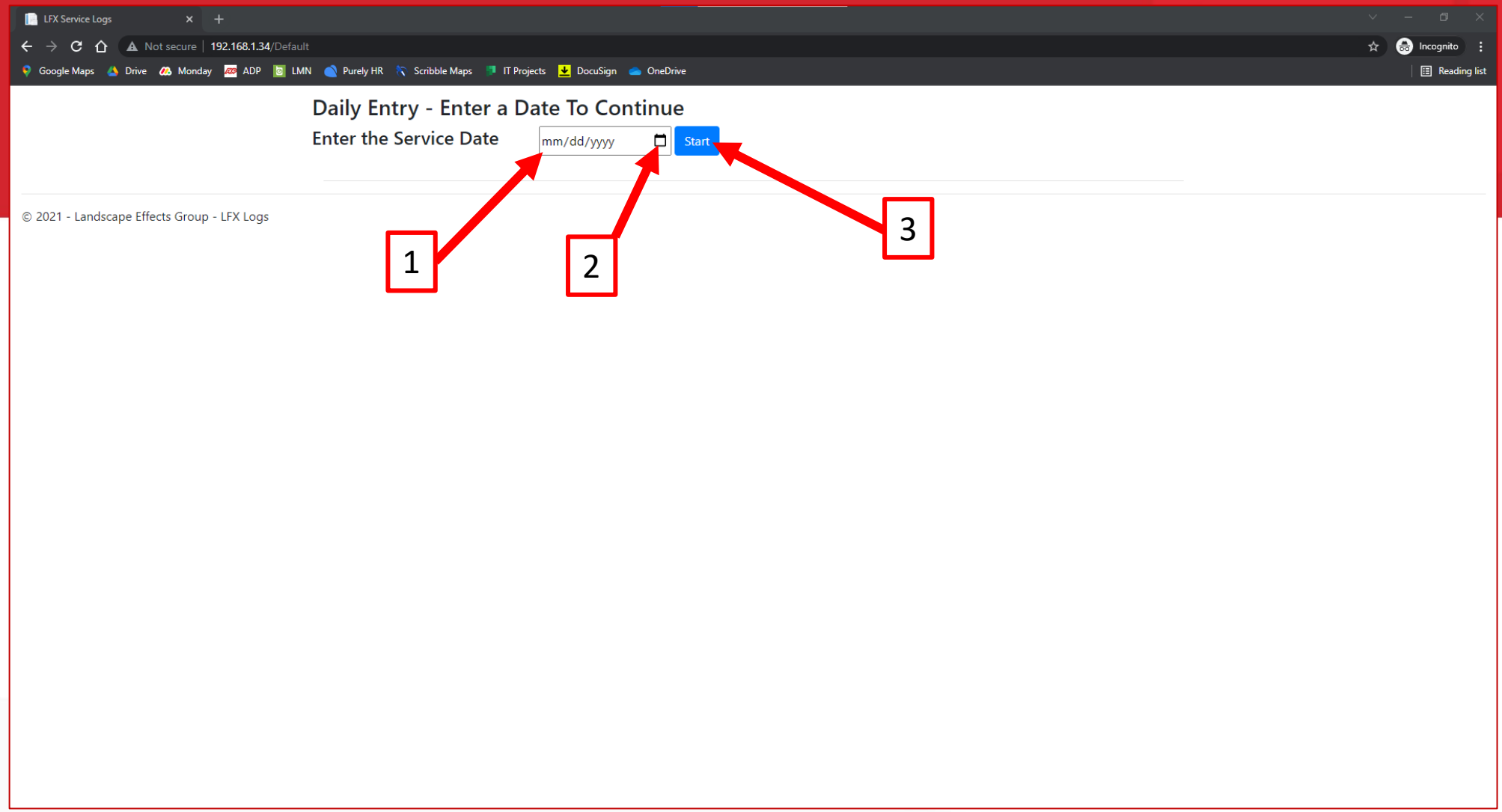

Enter the date of service for your new log entry

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

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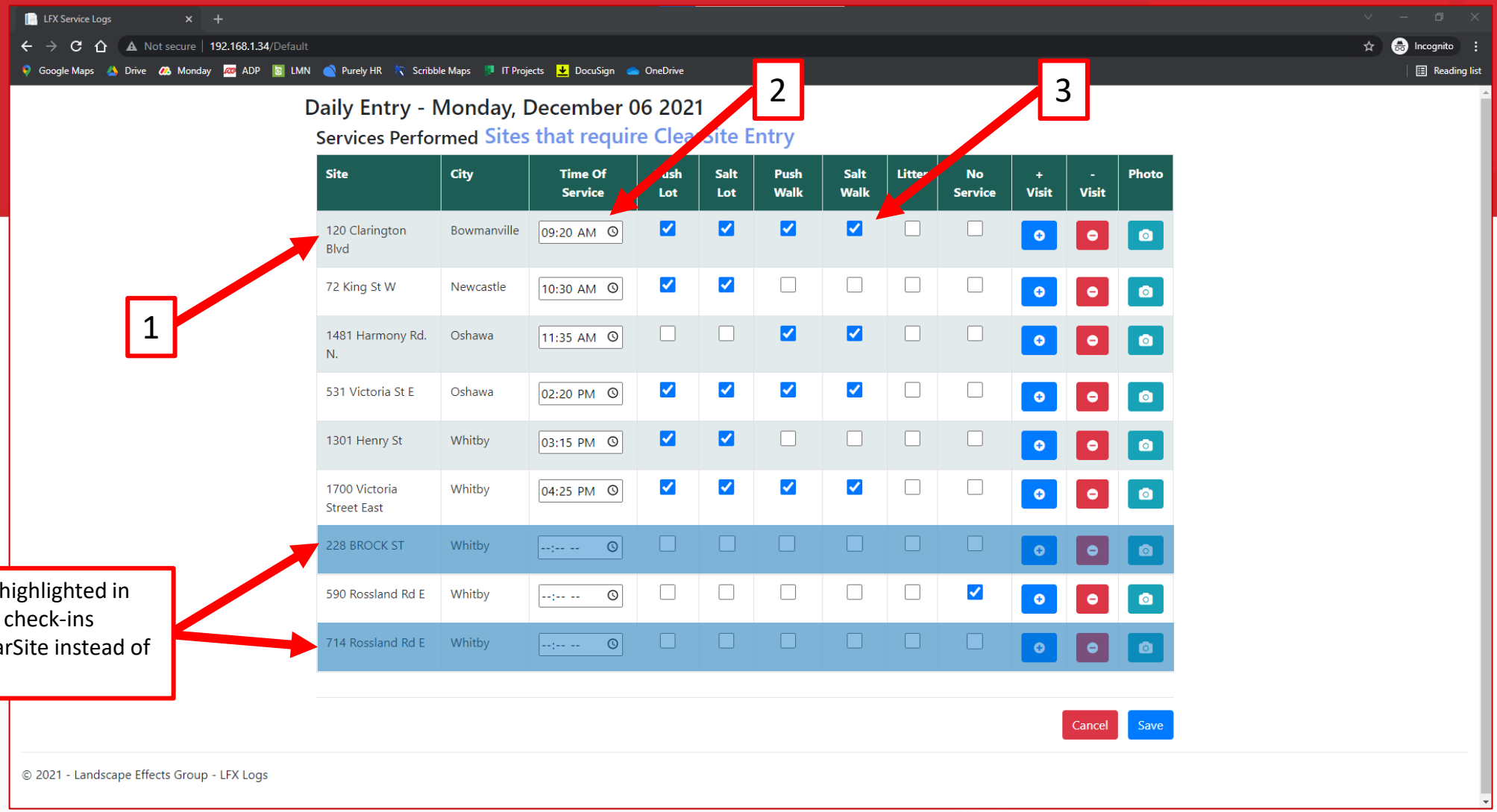

Completing your log entry for the day

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
3. Each service performed ***must*** be checked off. If no service was performed 'No Service' ***must*** be checked

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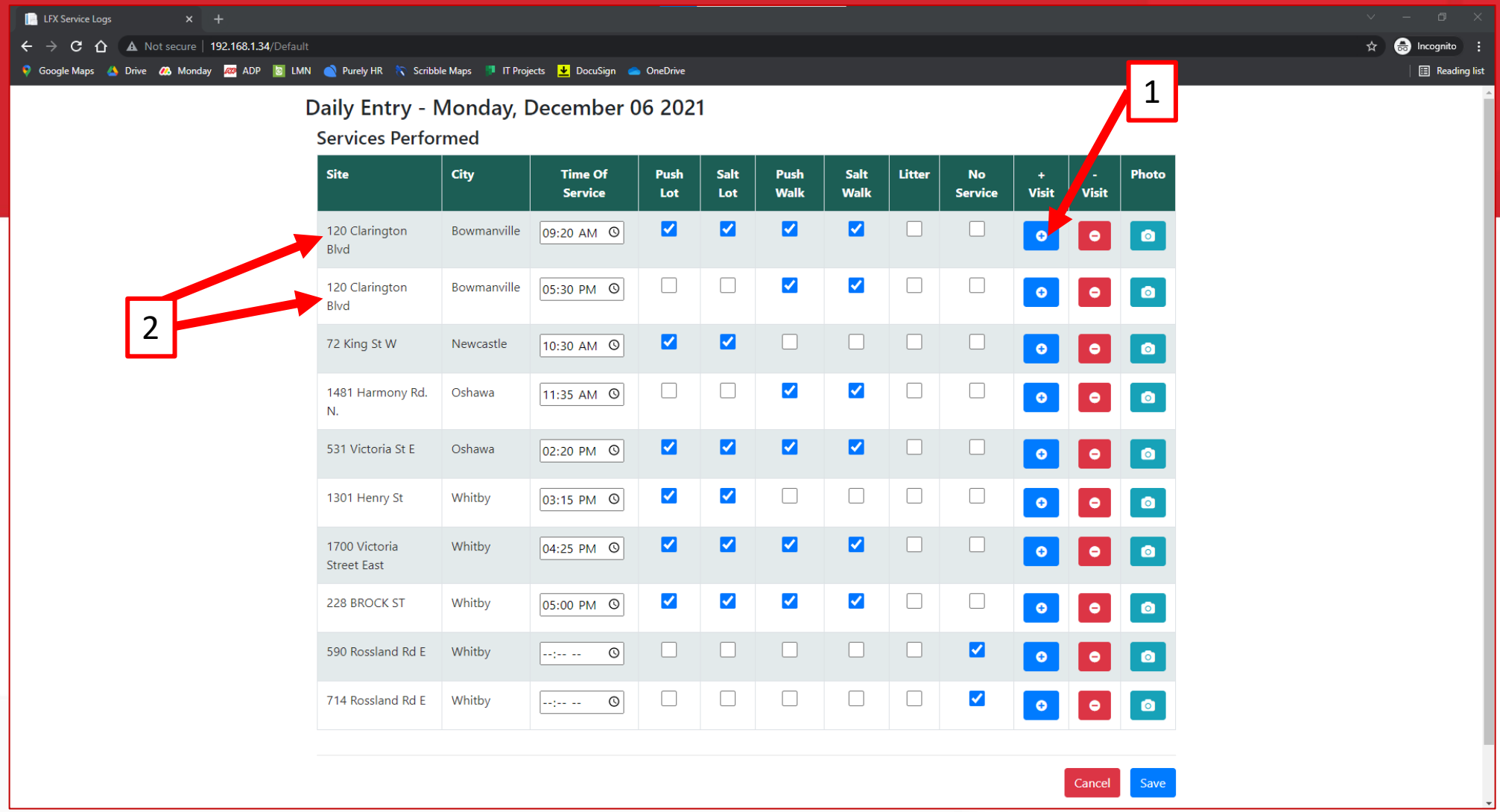

Completing your log entry for the day

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

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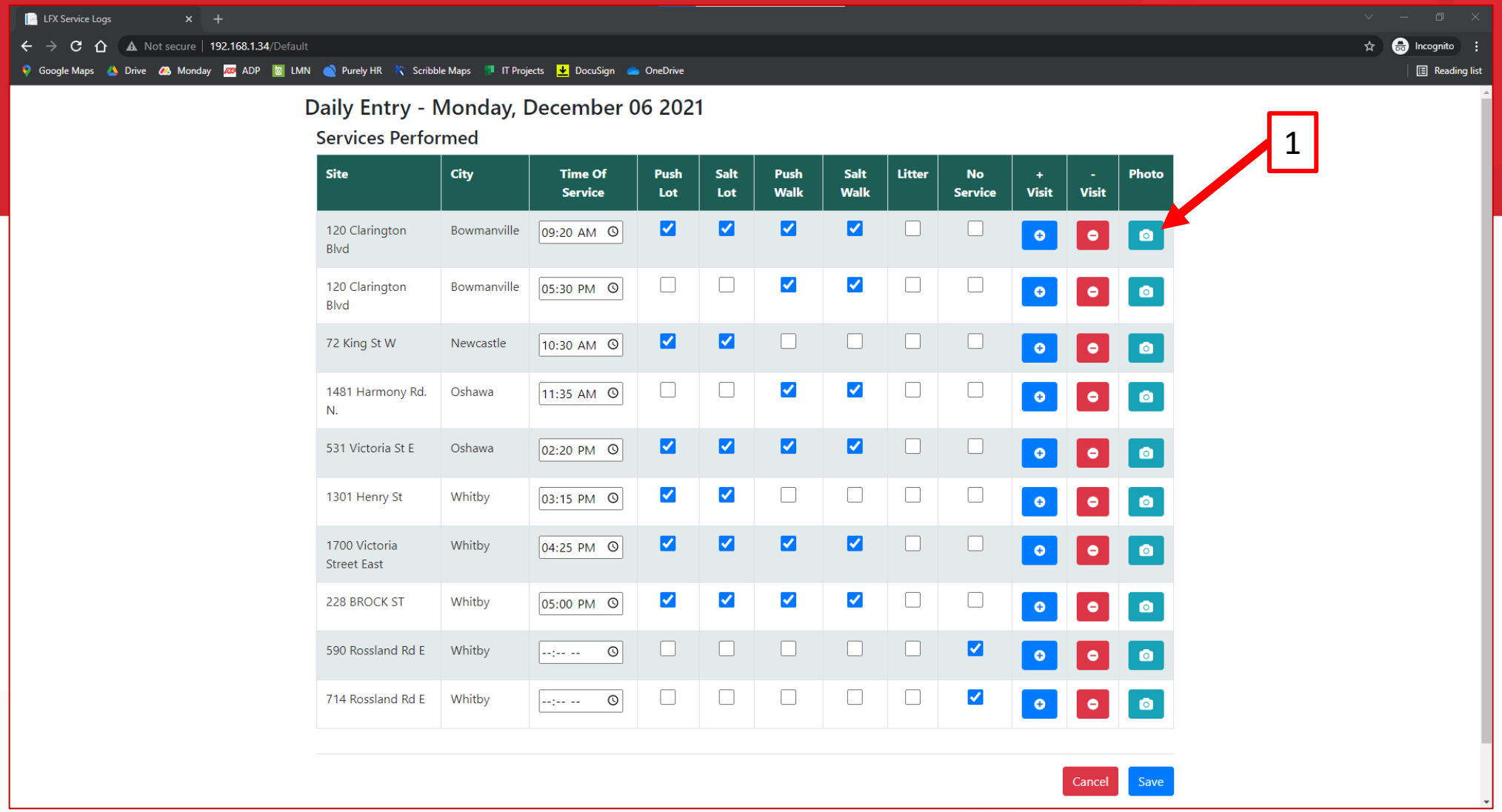

OPTIONAL: Adding site photos to your daily log entry

1. Photos of your service can be added by selecting the ‘ ’ icon

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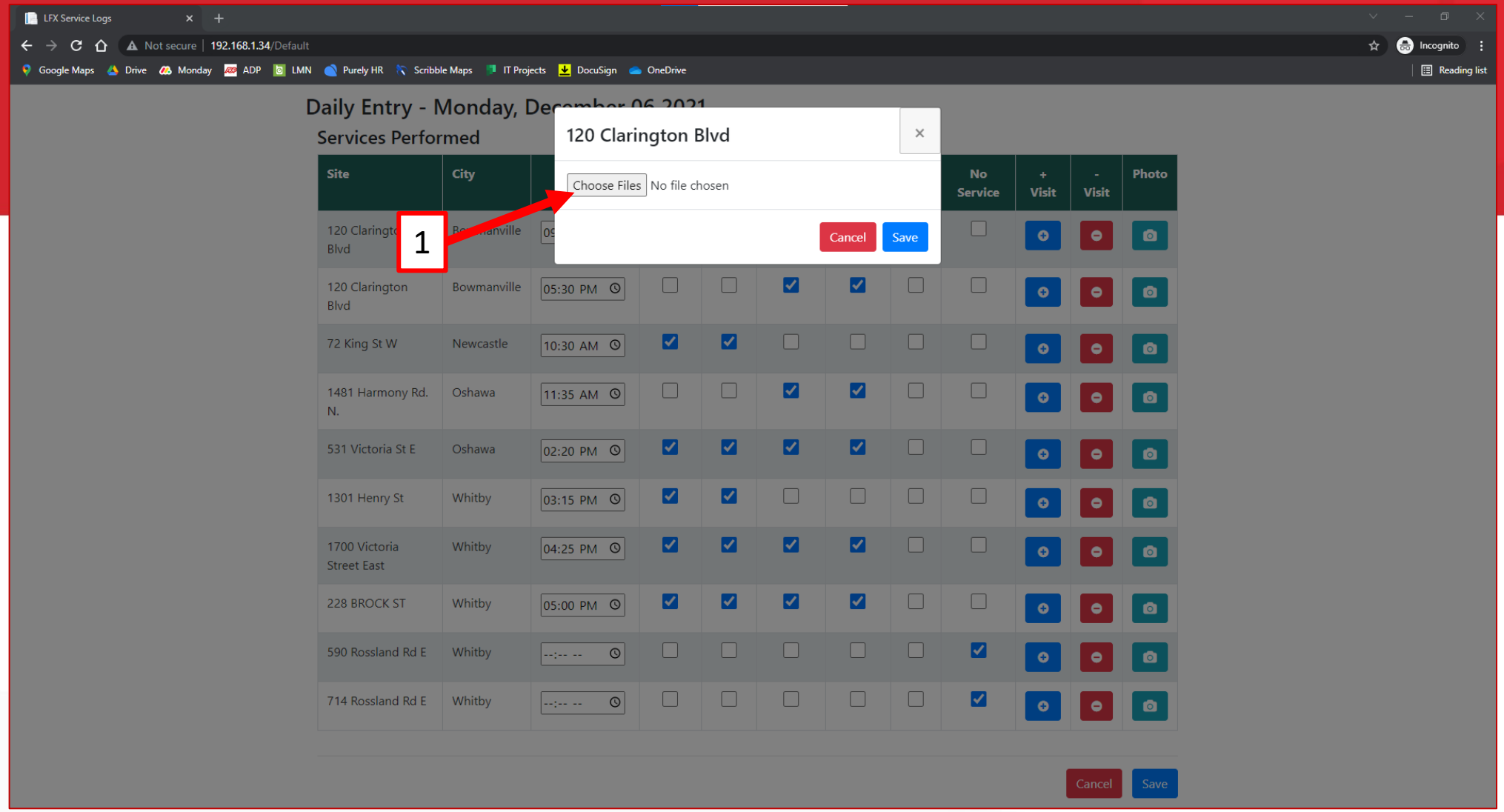

OPTIONAL: Adding site photos to your daily log entry

1. Select ‘Choose Files’ to upload your photos from your computer

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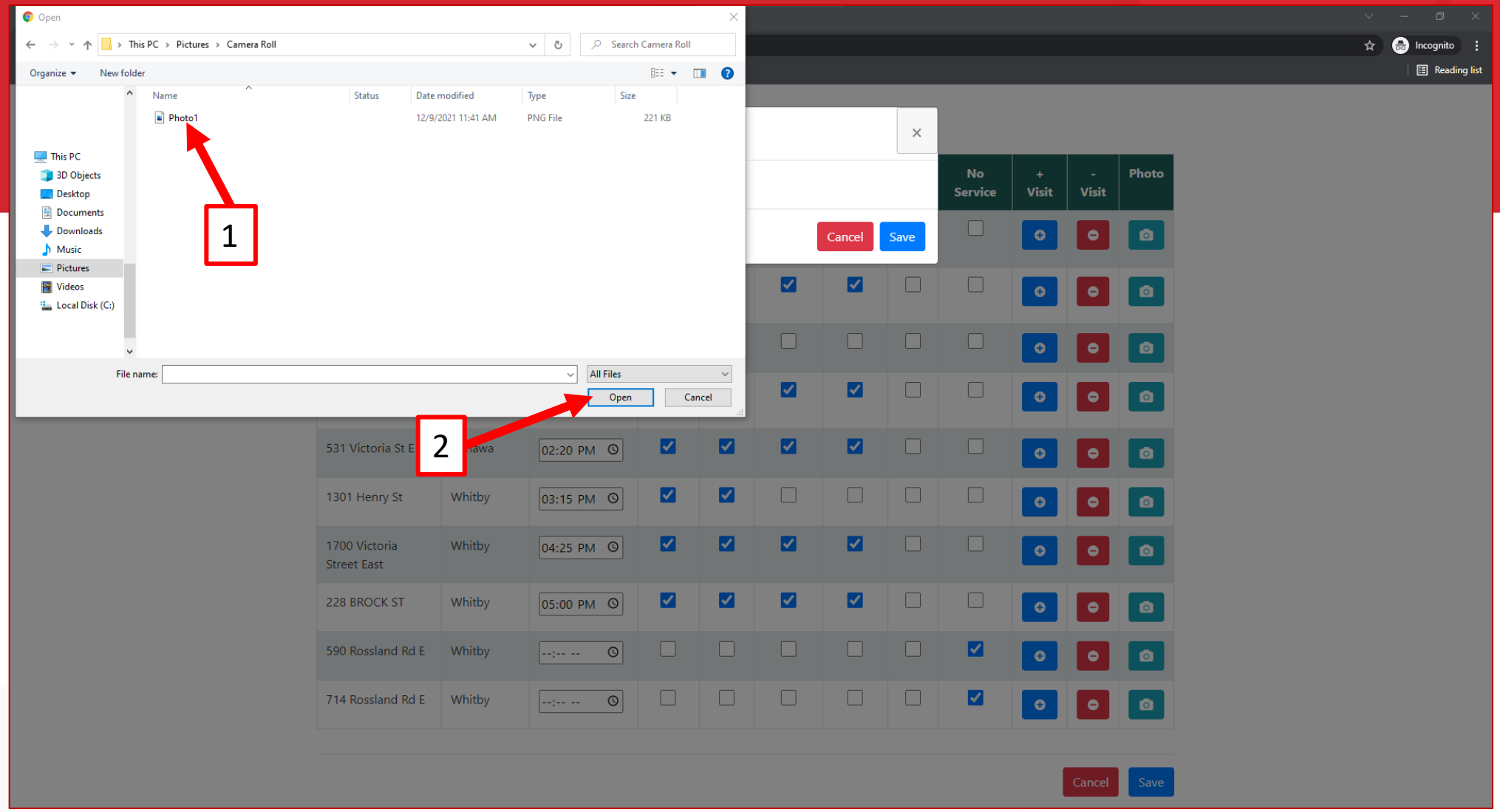

OPTIONAL: Adding site photos to your daily log entry

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

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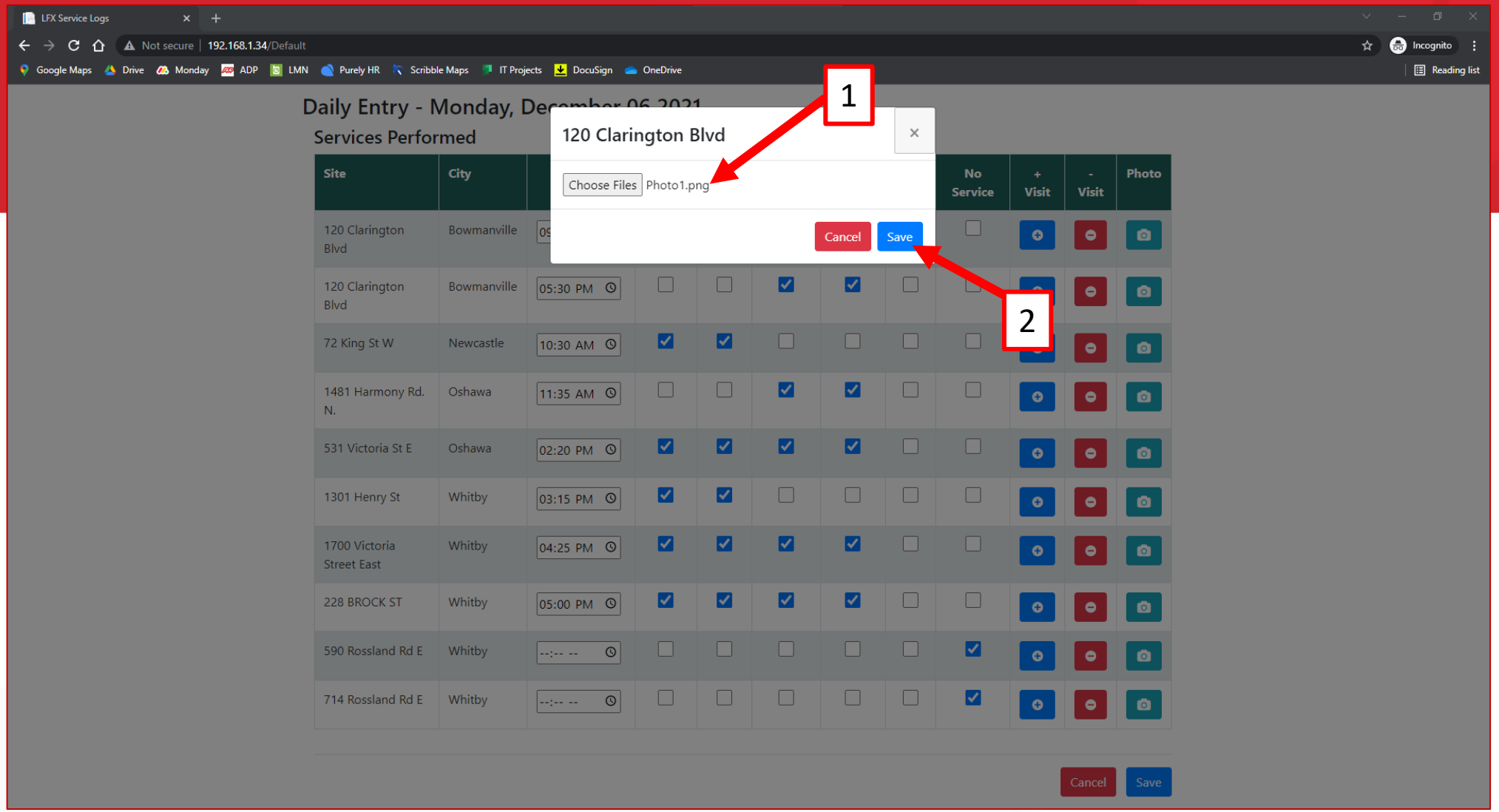

OPTIONAL: Adding site photos to your daily log entry

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

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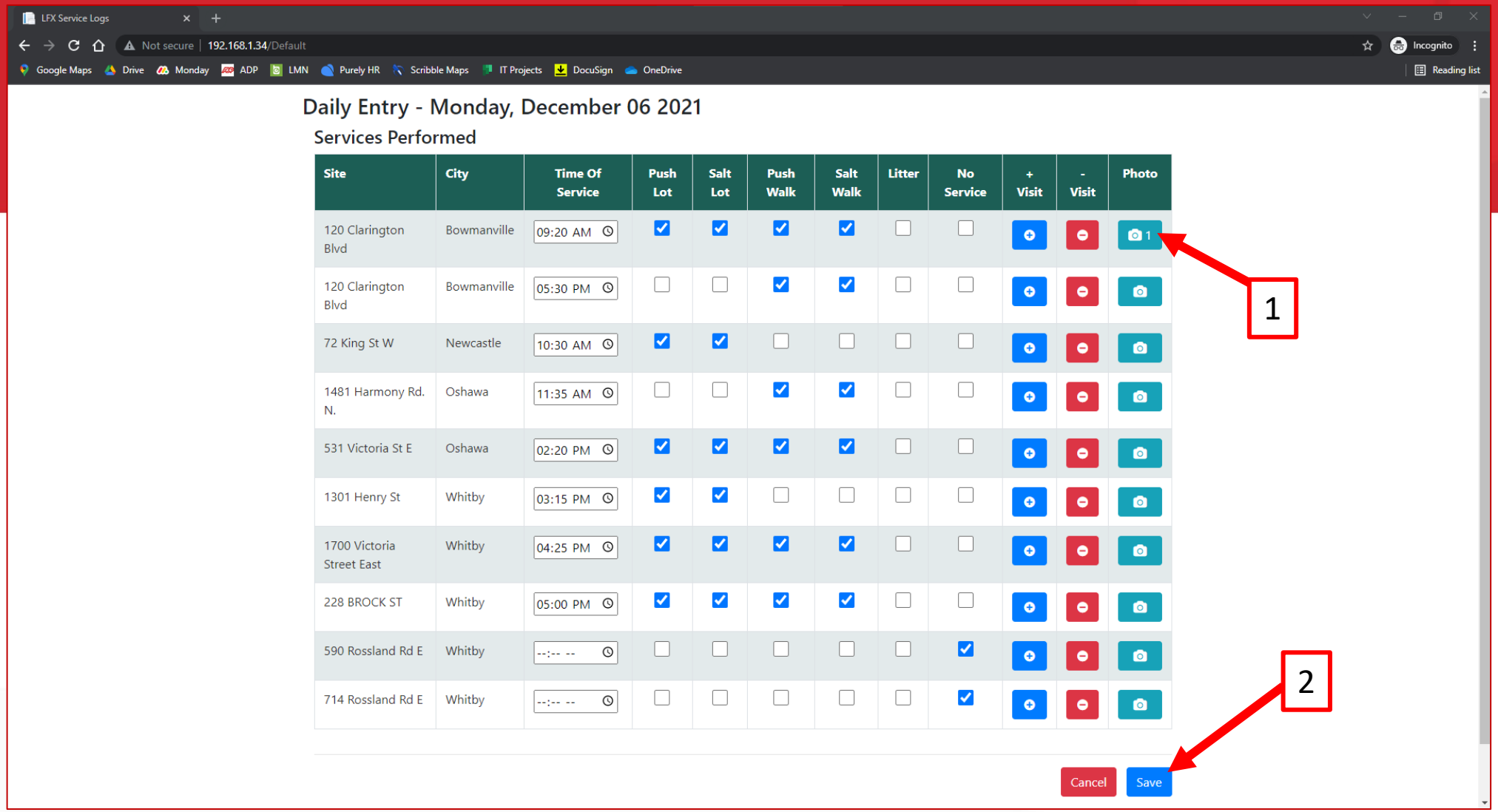

Completing your log entry for the day

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

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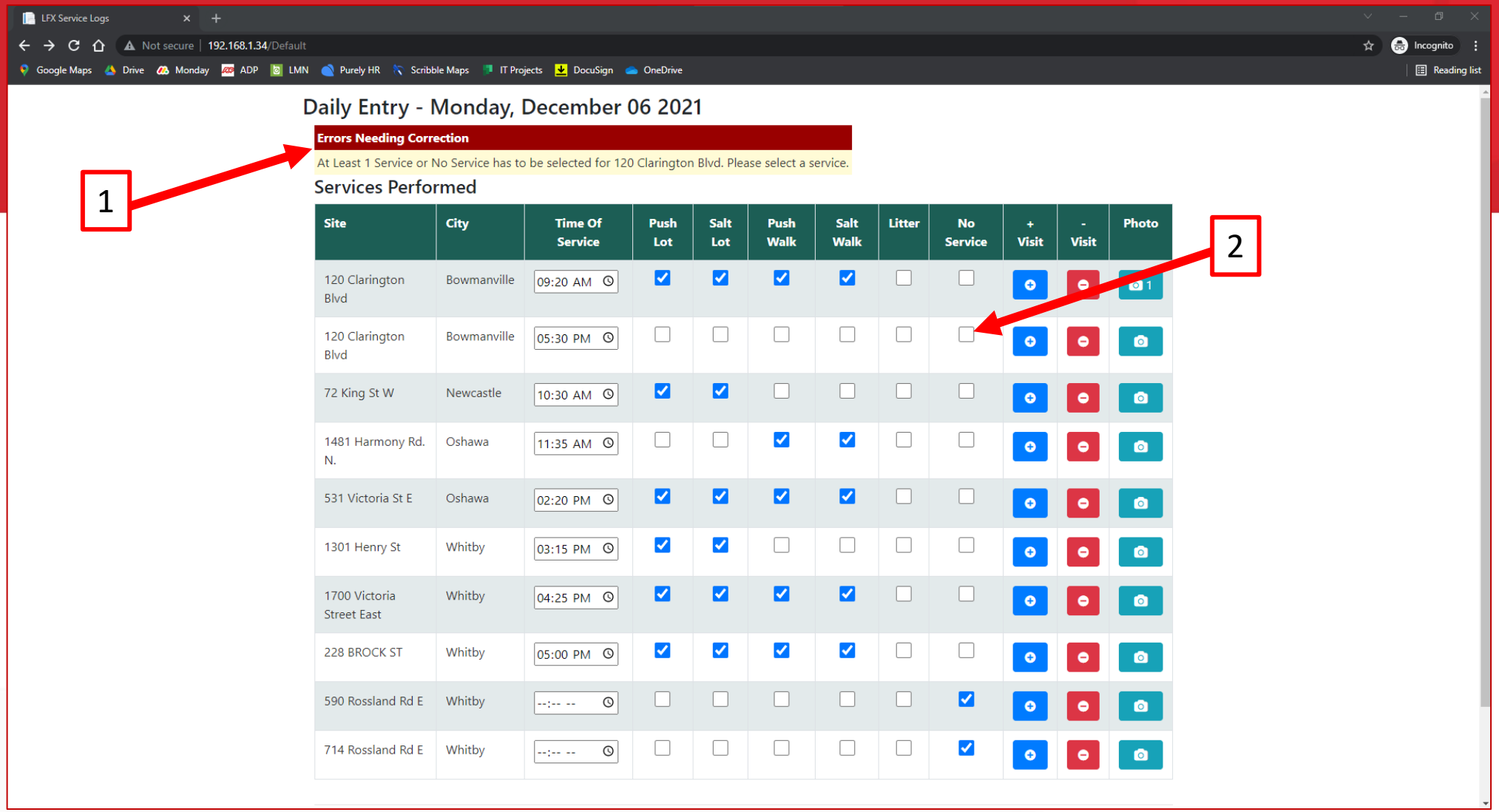

Completing your log entry for the day

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

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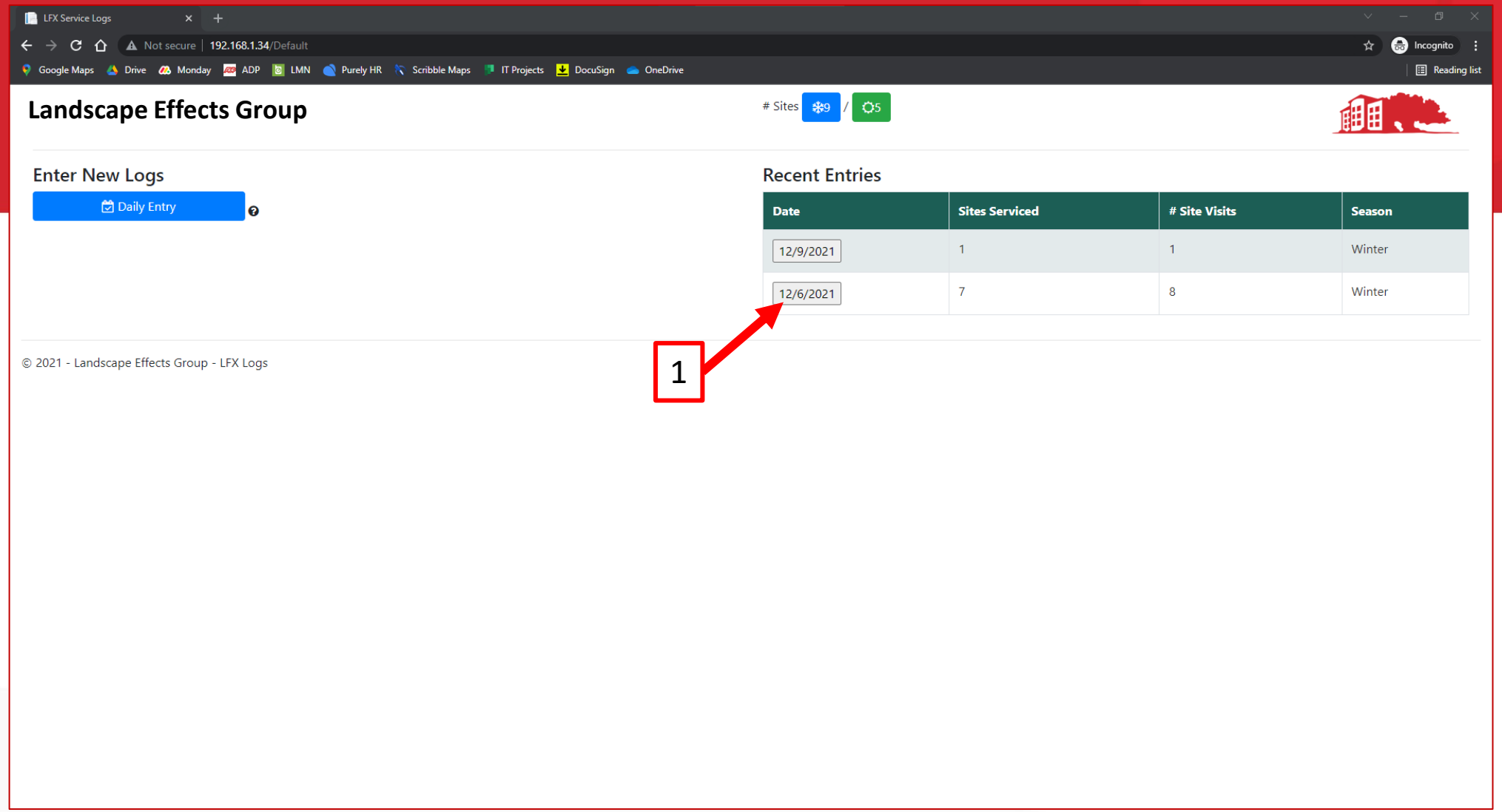

1. You will see your completed logs back on the main screen under ‘Recent Entries’
   - These entries can be edited by selecting the grey date button

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