



Admin Panel

HOW TO GUIDE

July 2026

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Squad Leader Admin Panel User Manual

Audience

Squad Leader

Surface

Admin Panel

Product version

LSA v1.0



Version: LSA v1.0

This guide is for beach ops Squad Leaders who need the web Admin Panel.

Day-to-day beach work (roster, duty reports, manager notes, most shift changes) is done in the LSA Mobile App — see the Squad Leader Mobile App manual.

Quick Start Activate by Phone

Quick Start info

Phone Activation



Activation Steps

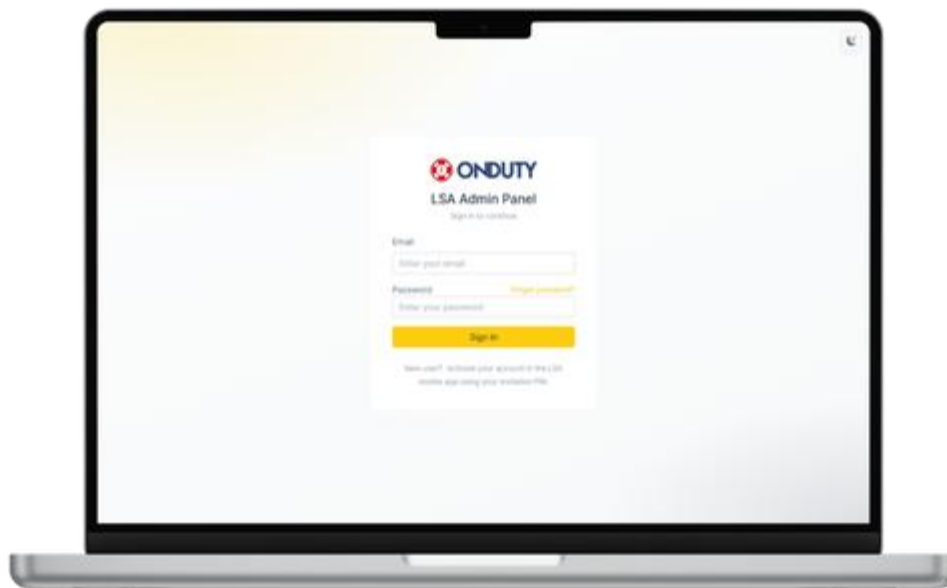
- New accounts are activated in the LSA Mobile App with the 6-digit PIN you received. The Admin Panel does not activate new accounts.



Quick Start Login on the Web

Quick Start info

Web login

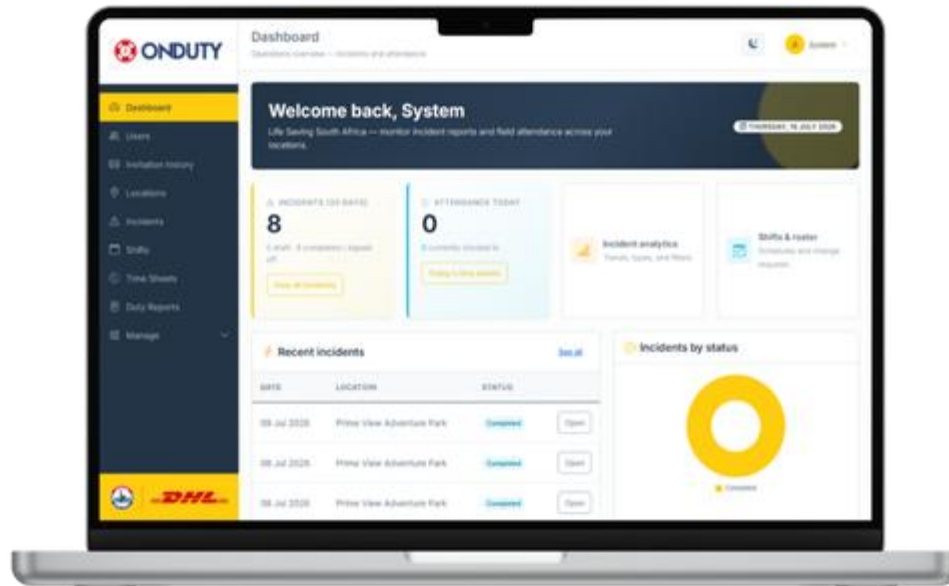


Activation Steps

- Open the Admin Panel.
- Sign in with email and password, or with Google / Microsoft (if your organisation uses them).

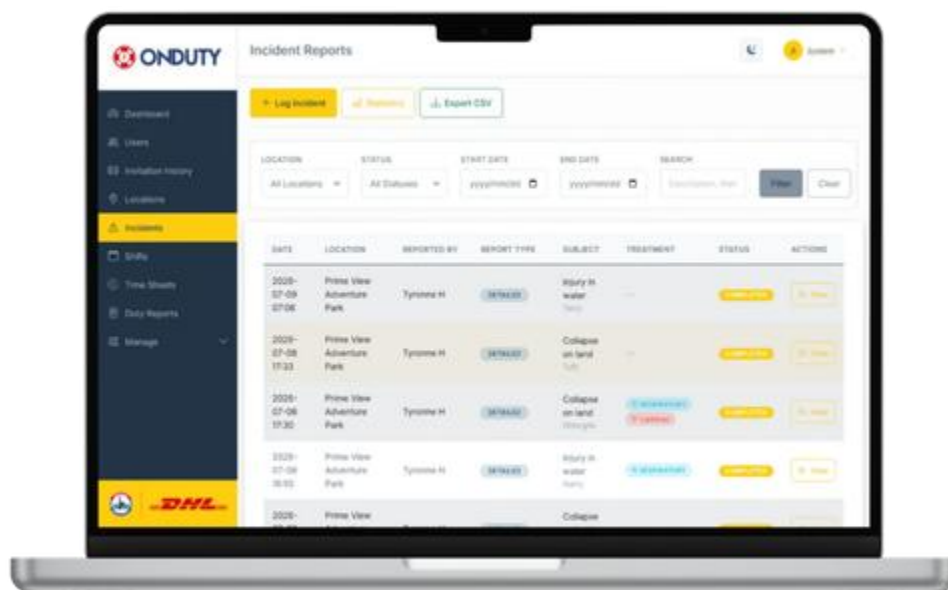
Quick Start View Dashboard

After login you land on the Dashboard. Use this to get your bearings.



Quick Start Working with Incidents

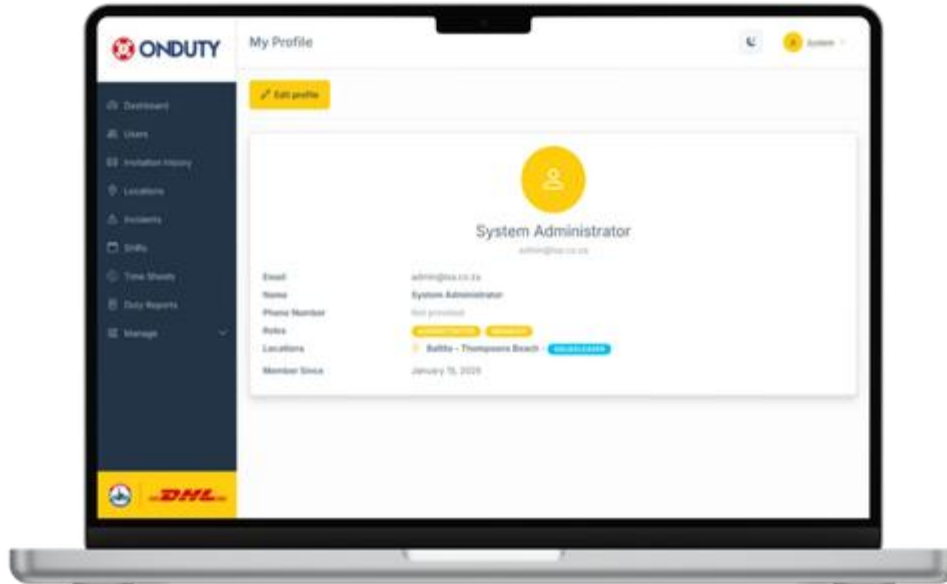
Open Incidents to view, capture, or sign off incident reports for locations you can access.



Quick Start

Check your Profile

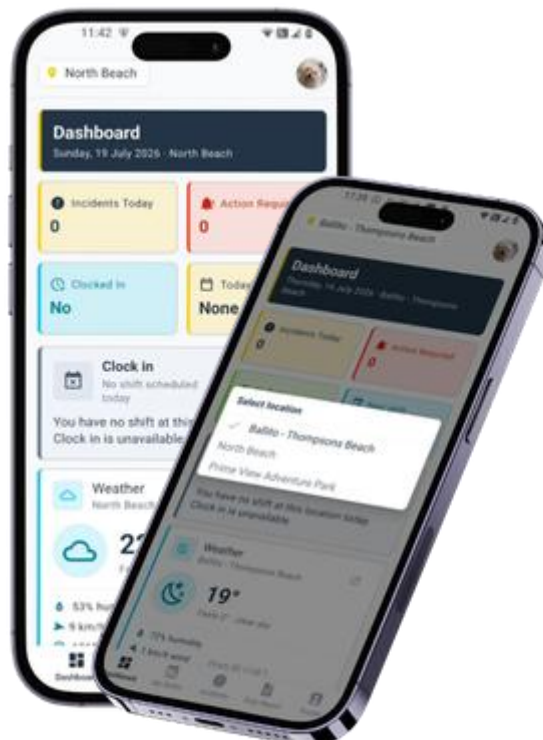
Open Profile to confirm your name and contact details look right.



Quick Start

Working at the Beach?

For beach day work, use Mobile. Roster, duty reports, approving swap/substitute/decline requests, and manager notes are on the Mobile App. Keep that app for the beach.



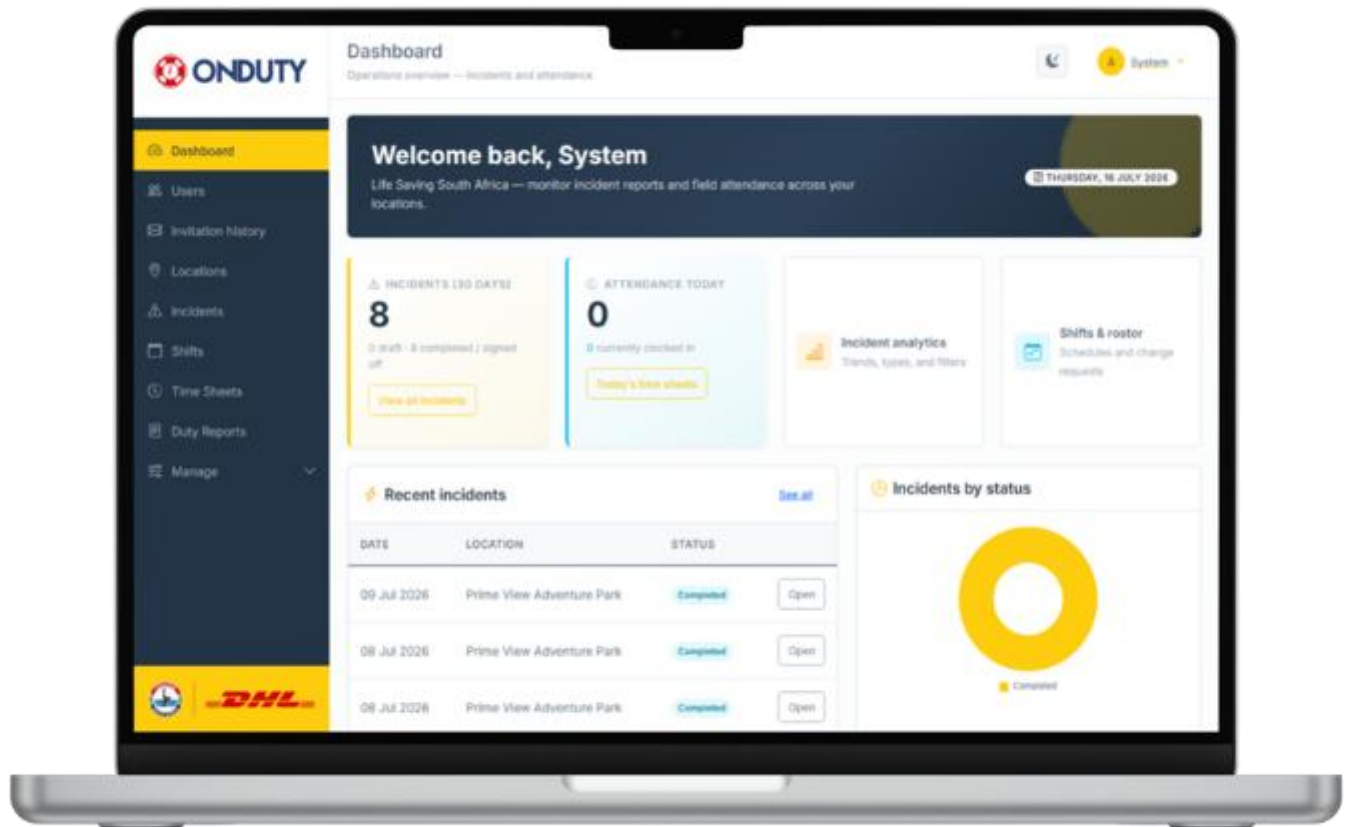


Full Guide

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Detail Your Dashboard

After login you land on the Dashboard. Use this to get your bearings.

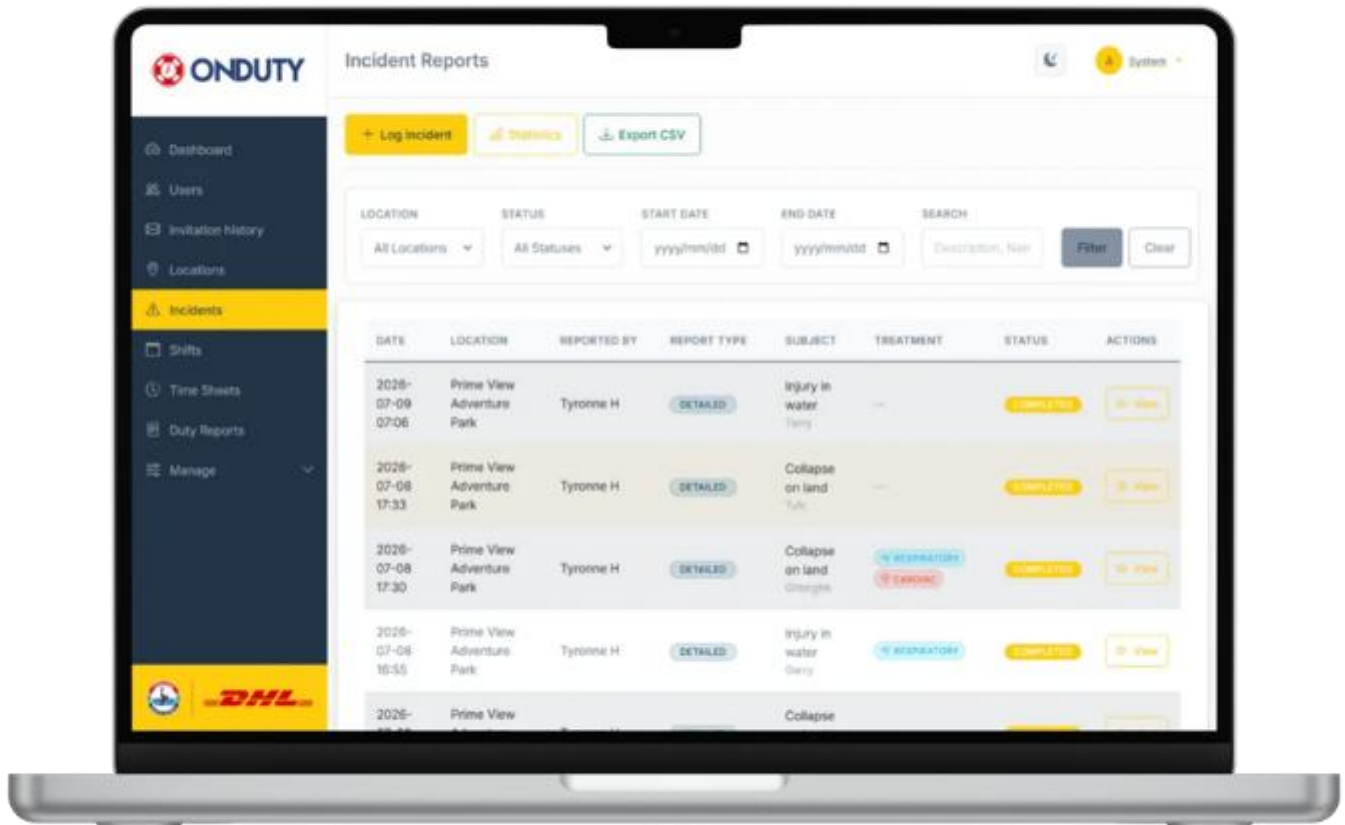


The Dashboard is your home page after login.

- Use it to navigate to areas you can open.
- Some menu items may appear in the side menu even if your Squad Leader role cannot open them.
- If you get access denied, that area is for Manager or Administrator only.

Detail Your Incidents

Squad Leaders can use Incidents in the Admin Panel.



How to view incidents

- Open Incidents in the side menu.
- Browse or filter the list (for example by location or date, if filters are shown).
- Open an incident to see the detail.



How to Capture an incident (web)

- From Incidents, start a new incident (button label may say Create, Log, or similar).
- Choose the type of report (for example Minor or Detailed).
- Complete the form steps and save.



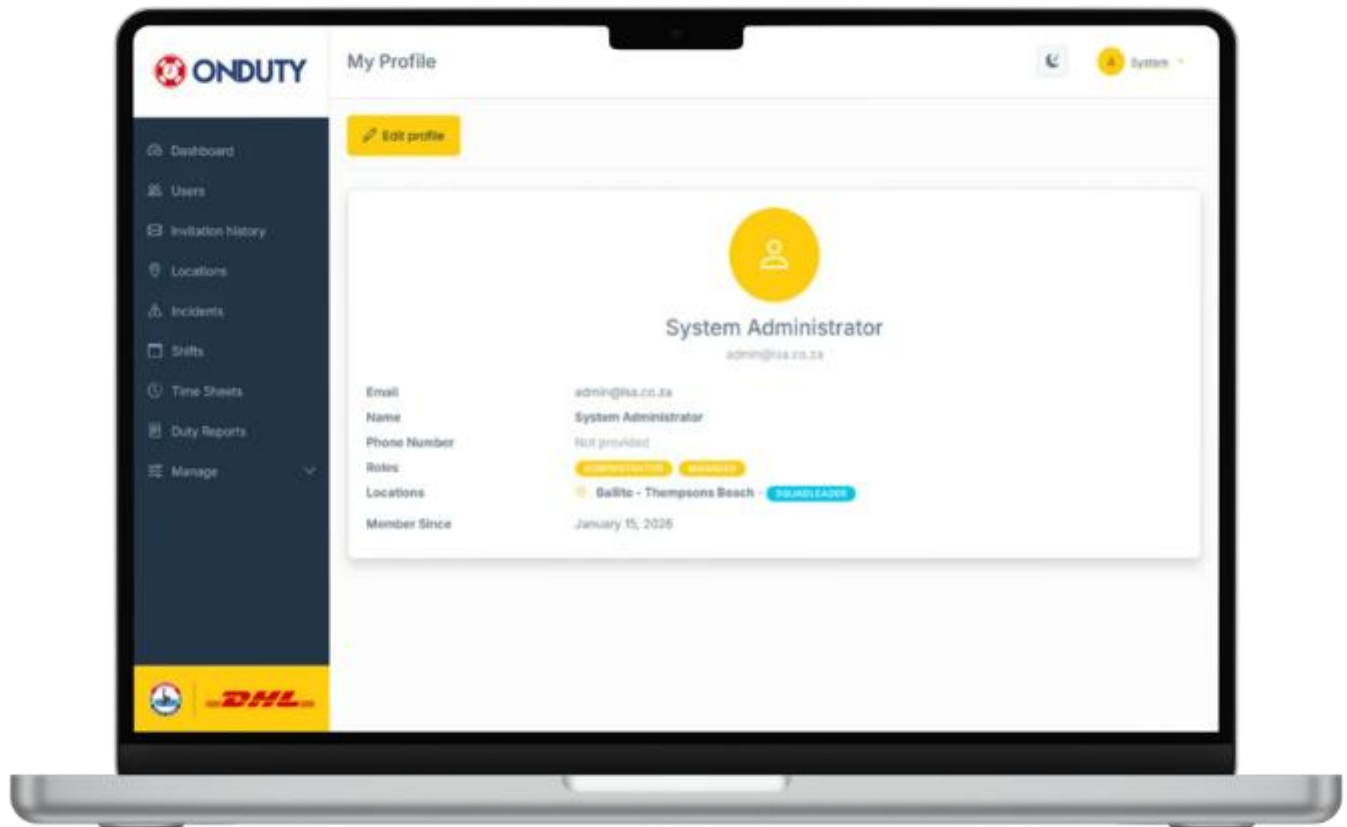
How to Sign off an incident

When a report is ready for Squad Leader sign-off:

1. Open the incident.
2. Complete the sign-off steps and add notes if asked.
3. After sign-off, the incident is read-only.

Detail Your Profile

How to view and update



From your dashboard:

- Open Profile (usually from the header).
- Check your name and contact details.
- Save any allowed changes.

Note:

Menu items that are not for Squad Leaders

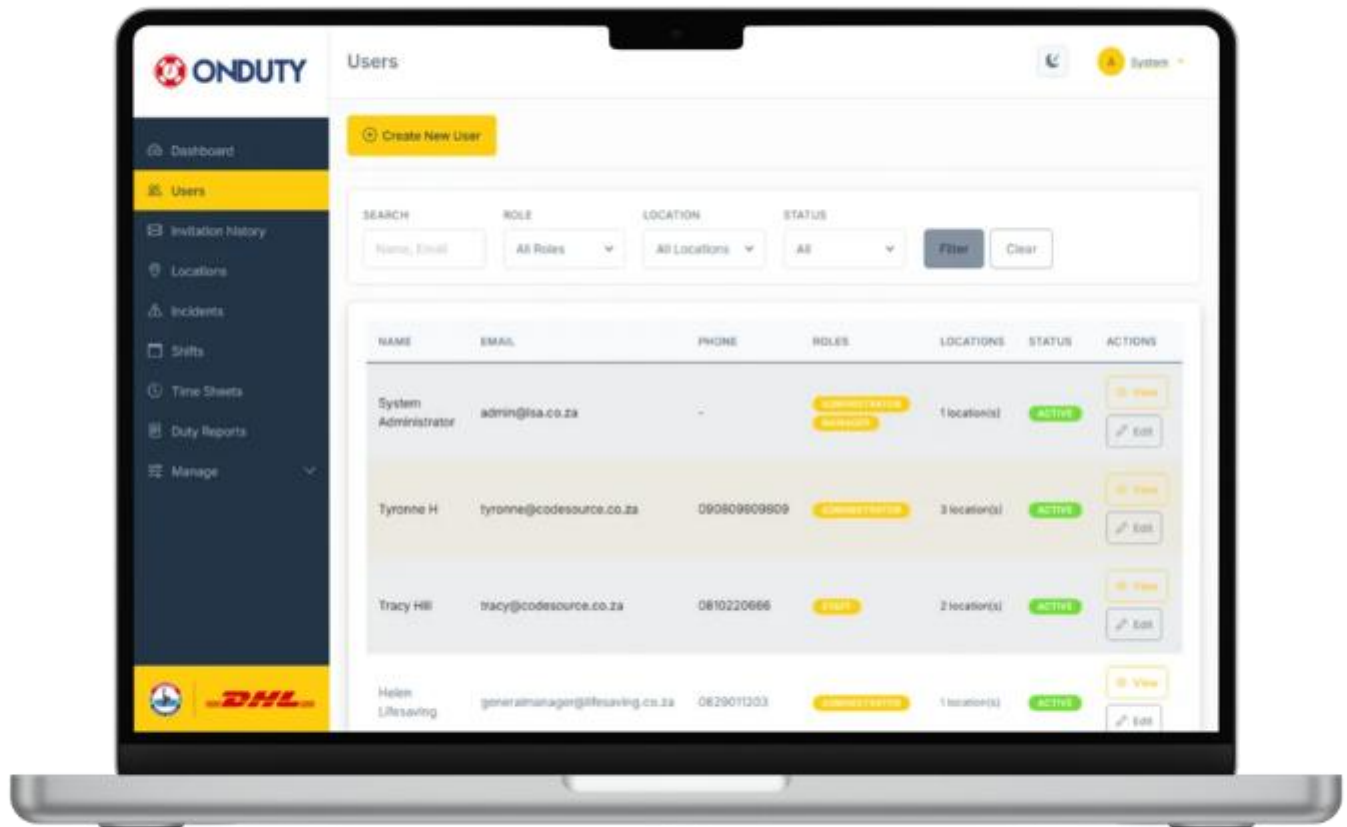
You may see more items in the side menu (Users, Locations, Shifts, Time Sheets, Duty Reports, Lookups, System Settings, and similar).

In the current product build, Squad Leaders **cannot** use those pages.

These features are for **Manager** and/or **Administrator** roles only.

Detail User Management

Admin user role

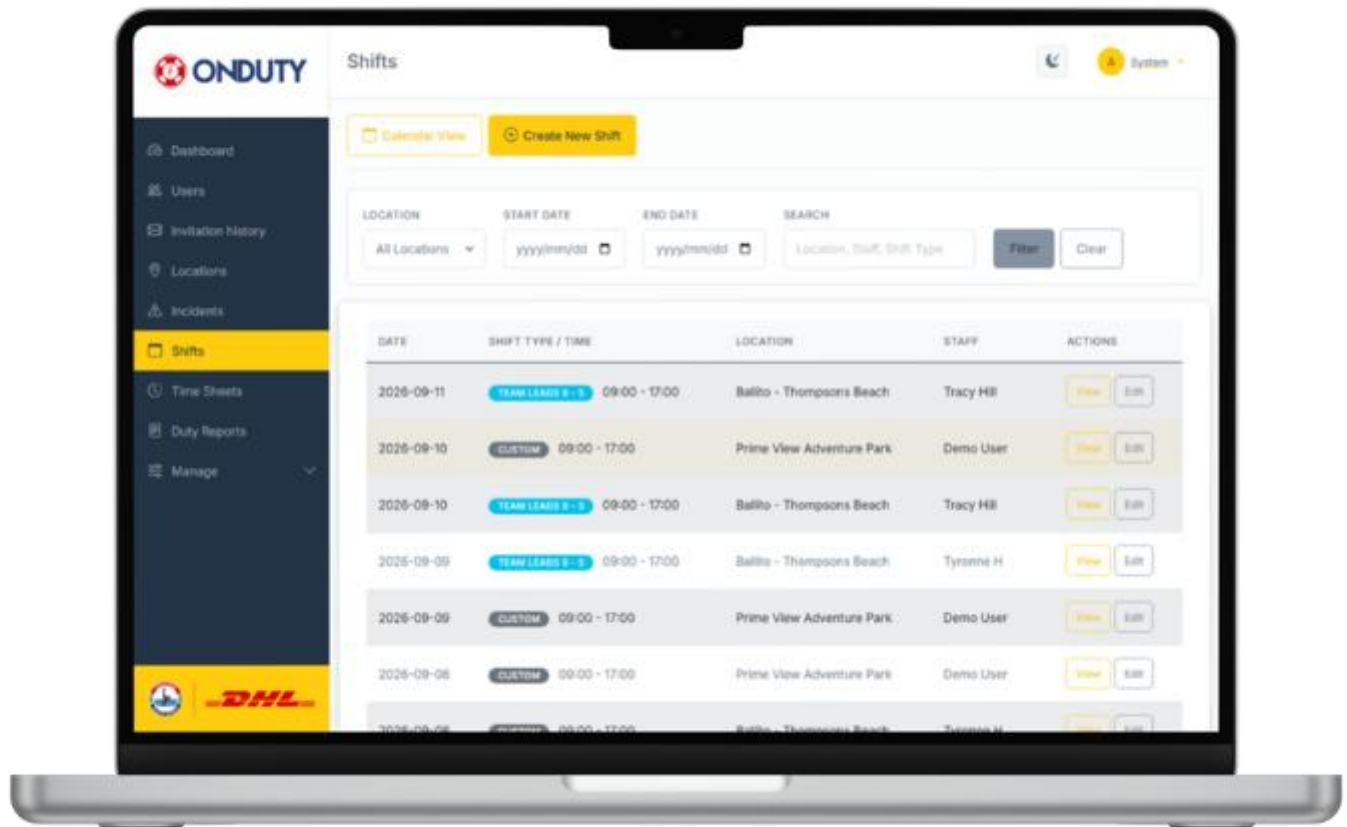


Admin users can:

- Create new users
- Manage users
- Delete users

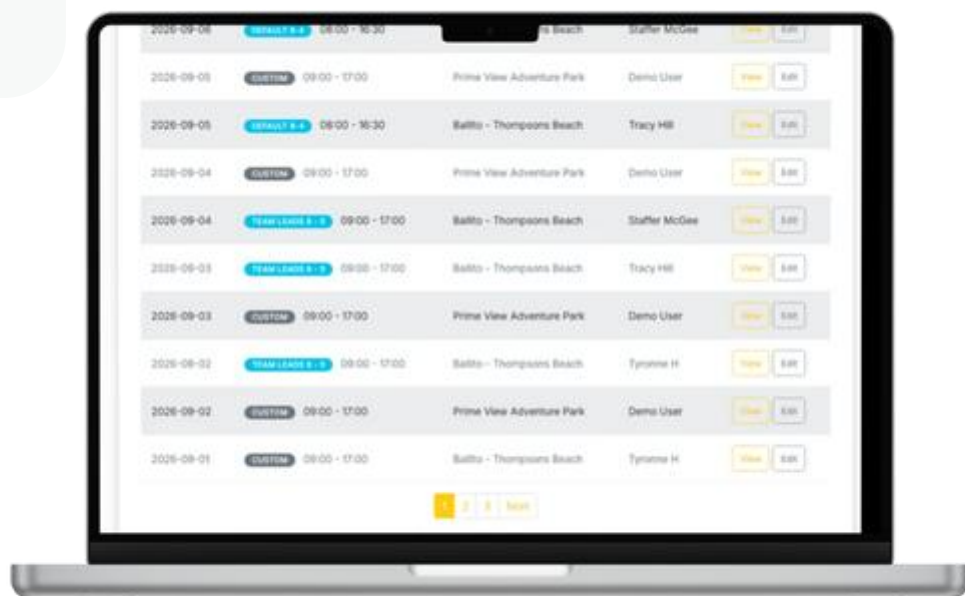
Detail Shift Management

Admin user role



Admin users can:

- Create new shifts
- View shift detail
- Manage shifts
- Delete shifts



General Information

Access Levels Explained

Manager & Admin roles unpacked.

Feature: Users, invitations, reinstate deleted users

Manager / Administrator (reinstate: Administrator only)

Feature: Locations, offline/online, recurring shift matrix, squads (web)

Manager / Administrator

Feature: Shifts, Time Sheets, Duty Reports (admin reports/export)

Manager / Administrator

Feature: Lookup management, Skill Sets list, Shift Types

Manager / Administrator (some: Administrator only)

Feature: System Settings

Administrator only

Feature: Incident statistics / export (admin reporting)

Manager / Administrator

User Limitations

As a Squad Leader in the Admin Panel (v1.0 build):

- Activate a new account (activation is Mobile only)
- Manage users, invitations, or reinstate deleted users
- Edit locations, take locations offline/online, or edit the web recurring-shift matrix
- Open admin Time Sheets, admin Duty Report exports, Lookups, or System Settings
- Use the Admin Panel as Staff or Volunteer (they are blocked)

Day-to-day beach tools that are not in Admin for you:

- Duty Roster check-in / AWOL
- Approving shift swap / substitute / decline
- Creating duty reports and manager notes on the beach

→ Use the Squad Leader Mobile App manual for those.



Troubleshooting Guide

How to overcome common issues



My Invitation PIN does not work

- Check you typed all 6 digits. Ask your Squad Leader / Manager to resend the invitation if it expired.



Login fails

- Confirm you activated on Mobile first.
- Check email/password.
- Try Forgot password.
- Reach out to Administrator if issue persists



Access denied on a menu item

- That page is Manager/Administrator only.
- Ask them for help or use Mobile for beach tasks.



Logged out unexpectedly

- Admin idle timeout (~30 minutes). Log in again.



No connection / errors

- Check your internet.
- Retry when online.
- The Admin Panel needs a live connection.



Staff or Volunteer needs Admin

- They should use the Mobile App only. Do not expect Admin access for those roles.



Get in Touch

