Lamlha
User Guide
(Version 1.0)

Welcome to Lamlha, an app-based 'micro-service' designed to increase your personal safety and security. Whether you're scaling an alpine peak, hiking in Yosemite, or just heading out for a local bike ride, Lamlha keeps friends and families informed of your status.

To do this, Lamlha monitors activity plans created on a mobile device and stored in the Lamlha database. Designated 'Sentinels' are sent alerts when plans are activated, completed and/or overdue. As an added safety feature, alerts can also be posted to social media.

Even if your mobile device is **lost**, **damaged**, **stolen**, **out of power** or **unable to acquire a signal**, the Lamlha service will post updates on your behalf and, if necessary, inform Sentinels when an activity is overdue.

SENTINELS

Sentinel (n): An individual whose job is to stand guard and/or keep watch.

Sentinels are individuals that are designated to 'watch over' Lamlha app users.

There are two types. *Core Sentinels* are defined in Preferences and are individuals that are sent "I'm OK/not OK" alerts. *Activity Sentinels* are defined for individual activities and are sent alerts ONLY for specific activities. This means that different *Sentinels* can be defined to different activities.

First Time Set Up

The first time you access the Lamlha app, you'll be asked to register. Enter your email address and a password, click save, and you're all set. You'll see an onscreen message (and receive a confirmation email) before being taken to the home screen.

Preferences & Settings

Initially the app isn't particularly useful, so the first thing that you should do is tap on the small 'gear' icon (top right of screen), which will take you to *Settings*. The main *Settings* screen gives five options:

- Preferences
- User Guide
- About
- Feedback
- Upgrade

The *User Guide, About, Feedback* and *Upgrade* screens are self-explanatory and there's no need to review them here. However, the *Preferences* screen is where you customise the app for your personal use and it's worth a little further explanation. There are eight primary settings.

Name:

You can enter any name that you like, but it makes sense for this to be something recognisable to friends and family. It's worth noting that in social media alerts, the name field is displayed as a maximum of 30 characters, so if your name is longer than that, use an appropriate abbreviation or nickname. It's also worth noting that if you don't add a name, the email address that you used for registration will be used instead.

Country:

The *country* is your country of residence. Initially, this is pre-populated with information pulled from your mobile device but can be changed to whatever you want. In general, it's best to set this as the country that you identify with as home.

Phone #:

Phone number is your main contact number. It's recommended to make this your mobile number but you might prefer to make this a landline number.

Gender:

You can choose from one of three *gender* options: 'M' for male, 'F' for female or 'X' for any other gender (or no gender specified).

Age:

The *age* field is only to differentiate between those that are over or under eighteen. While this setting is not mandatory it is worthwhile, especially for those under eighteen. Any overdue alert is a potential issue, but an overdue alert for somebody under eighteen is a particular cause for concern.

Email:

Email address is the main identifier of your Lamlha account. It's important that this is kept up-to-date since it is unique and permits data to be shared between devices and any future services developed by the Lamlha team.

Password:

If you would like to change your *password*, type a new password into the first password field, then re-enter the same password immediately below, before tapping save.

Overdue Alert Tolerances:

The system has inbuilt tolerances that delay sending overdue alerts by a predefined period. When an activity becomes overdue, notifications are sent first to your mobile device. If you do nothing, after the period designated by the overdue alert tolerance, alerts are sent to Sentinels and (if selected) posted to social media. These overdue alert tolerances can be changed to any time period but the defaults are:

OVERDUE ALERT TOLERANCES

Although overdue alert tolerances can be set to any value, it's important to note that any changes to those settings will NOT affect activities currently in progress.

- 60 minutes for low-risk activities,
- 30 minutes for moderate-risk activities,
- 5 minutes for high-risk activities.

SENTINEL CONTACT DETAILS

It's important to note that, alerts are sent to Sentinels via email. As such, it's essential that the email address for a Sentinel is correct in your mobile device contacts database. Contacts without an email address are 'greyed out' and cannot be selected. If a contact has multiple email addresses, the app will provide a list of options from which you can choose.

I'm OK/not OK

Beyond the first eight settings are some additional settings exclusively associated with the "I'm OK/I'm NOT OK" feature. You may have noticed this feature on the home screen when you first opened the app, especially since it's highlighted in red and green. When you tap "I'm OK" or "I'm not OK", an alert is immediately sent to Core Sentinels (and optionally posted to social media). It's a quick, easy and useful feature to keep people informed of your status without creating a full activity plan.

Towards the bottom of the preferences screen, there are two check boxes where you can select to alert Core Sentinels or post to social media … or both. If you tap "Select from List", you can chose (from your contacts) those individuals that you'd like to designate as Core Sentinels.

Creating a New Activity Plan

The main screen of the Lamlha app lists all of the activities that have been created (plus the default "I'm OK/not OK" feature). From here, you can add new activities or activate, extend, close, edit and delete stored activities.

To create a new activity plan, tap the plus (+) sign and you will move to the *Add An Activity* screen, which has eleven fields.

Activity Name (mandatory):
It's best to give the activity a meaningful and descriptive name. This is important for two reasons.

1. It will make it easier to find the activity in your activity list.
2. In the instance that the activity becomes 'overdue' it'll provide Activity Sentinels with an idea of what it was that you were doing.

Location (optional):
Although this field is optional, it's a good idea to enter something anyway. In the instance that an activity becomes overdue this will provide Activity Sentinels with an idea of where to begin searching for you. For activities that involve travel from one location to another, it's a good idea to choose either the start or end-point (rather than an arbitrary point en route). In most instances, it's best to enter the end-point because if an activity becomes overdue this is the most obvious place to start any search – first by checking that you haven't simply forgotten to close the activity plan.

Duration (mandatory):
All activities must have a duration. This can be anything from 1 minute to 9,999 days.

Risk (mandatory):
The risk profile of an activity is a mandatory field that defaults to 'low'. It's useful to select an appropriate value because it provides Activity Sentinels with an idea of how *critical* it is if an activity is overdue. It also links to tolerances (adjustable in the settings) regarding when an alert is sent.

Activity Sentinels (optional):
It is not required to enter any Activity Sentinels. But since the purpose of the service is to alert people when an activity is overdue, it's probably a good idea to add at least one. They are selected from the contact list on your phone.

Click *Select From List* and then select from the (scrollable) list of contacts those that you would like to designate as Activity Sentinels. When finished, click 'save' and the field will populate with the contact names that you have selected.

Note (optional):
This is a field in which you can add any additional information about the activity. For activities involving travel from one location to another it's a good idea to add information about the route that you're planning to take. If you're meeting somebody, you may want to provide the name and contact details of that person.

Alert Sentinel When (optional):
It is not necessary to alert sentinels if your activity becomes overdue, but since the purpose of the service is to provide people with an alert when an activity is overdue, it's a good idea to do so.

You can choose to alert a Sentinel when the activity plan is activated, completed and/or overdue. It's also possible to alert a Sentinel when a plan is extended, but this option is presented when you make the extension.

Post to Social Media When (optional):
Posting to social media adds another dimension to the safe oversight of your activity. At this time, the only social media platform covered is Twitter although it is hoped that other popular social media platforms will be added in the future. Lamlha can be configured to post to Twitter when a plan is activated, completed and/or overdue.

Editing and Deleting a Stored Activity Plan

Planned activities can be edited or deleted from the *Activity List* screen in the main screen. To do this, tap the relevant plan in the list and you will be presented with three options: *Activate*, *Edit* or *Delete*. Select *Edit* and you will be taken to the *Edit An Activity* screen, which has the same eleven fields as the *Add An Activity* screen. Select *Delete*, and you will be asked to confirm deletion after which the plan will be irrevocably deleted.

If an activity plan is already active, there are two ways to access it. The first is as described
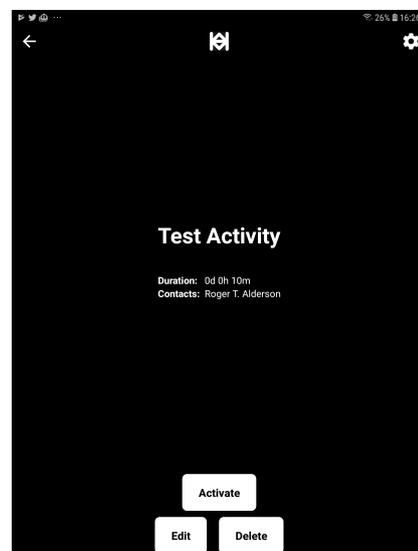
above. The second is to tap the relevant device notification. For either option, once selected the options provided are *Extend*, *Edit* and *Close*. Select *Edit* and you will be taken to the *Edit An Activity* screen.

Note, it is not possible to *Delete* an active activity plan, which must first be closed.

Activating a Stored Activity Plan

Activities are activated from the *Activity List* screen. To activate an activity plan, tap the relevant plan in the list and you will be presented with three options: *Activate*, *Edit* or *Delete*. Select *Activate* , and you will be asked to confirm, after which the plan will be activated. From this point on the plan will be 'live' in the Lamlha database.

If you have selected that Activity Sentinels should be alerted and/or a post made to social media when a plan is activated, this will be done immediately.

Once activated, your mobile device will notify you that you have an active plan. Activated plans are also highlighted in green on the *Activity List* screen. If an activity plan is not closed within the appropriate time period, alerts are sent to sentinels and/or posted to social media according to the parameters defined in the activity plan (and the overdue alert tolerances defined in the app settings).

Closing an Activity Plan

Activities are closed either from the *Activity List* screen or by tapping on the relevant mobile device notification. To close an activity plan, tap the relevant plan in the list (or tap the mobile device notification) and you will be presented with three options: *Extend*, *Edit* or *Close*. Select *Close* , and you will be asked to confirm, after which the plan will be closed. From this point on, the plan will no longer be 'live' in the Lamlha database.

If you have selected that Activity Sentinels should be alerted and/or a post made to social media when a plan is closed, this will be done immediately.


Extending an Activity Plan

Activities are extended either from the *Activity List* screen or by tapping on the relevant mobile device notification. To extend an activity, tap the relevant plan in the list (or tap the mobile device notification) and you will be presented with a screen that gives you the opportunity to increase the end time of the activity. Enter the amount of time you would like to extend the activity plan and tap save.

Note:

If an activity it not already overdue, the extension of time is from the ending time of the activity. For example if an activity was scheduled to end at 10:15, and this was extended by 15 minutes, the new end time would be 10:30. If the activity was extended a second time by 15 minutes, then the new end time would be 10:45.

If an activity is overdue, the extension of time is from the current time *(regardless of the end time of the activity). For example, if an activity was scheduled to end at 10:15, and was overdue by 15 minutes, extending the plan by 15 minutes would result in the new end time being 10:45.*
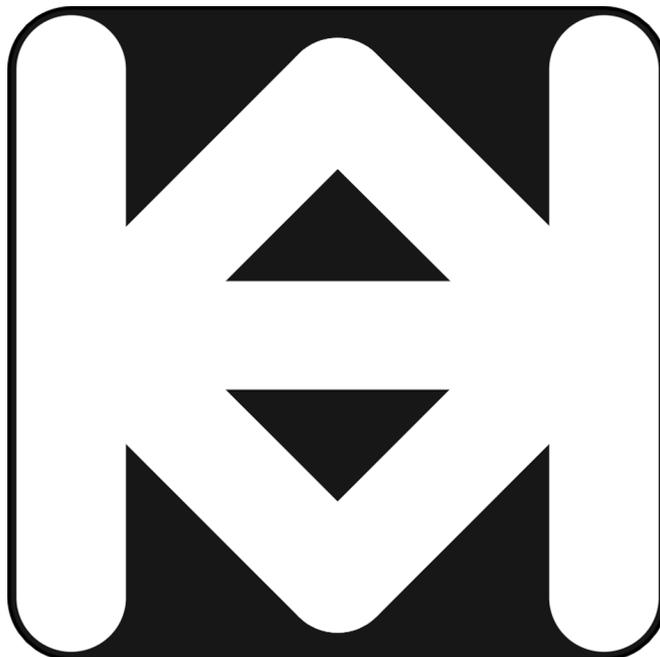
For more information and latest news visit www.lamlha.com