

myRentokil

Quick Reference Guide – Lite Version

Getting Started

myRentokil is Rentokil Initial's unique online reporting and analysis system providing you:

- 24/7 information access from wherever you are
- Pest prevention recommendations with priority status, allowing you to focus on key areas
- Customised user reporting function
- Document download facility

Installation

- During the initial installation of myRentokil Lite, barcode(s) are set up on your site by our Pest Control technicians and their details are entered into a handheld computer
- All details of pest activity and pest prevention recommendations are entered against the barcode locations during each visit
- myRentokil provides you secure, password protected access to all your pest control data

Log On

To log on to the myRentokil application, use your Rentokil Initial user name and password.

24/7 information access from wherever you are.

1. Type your user name and password (the password is case sensitive)
2. Based on whether you are a single-site or a multi-site user, view the corresponding dashboard and features within the application



A multi-site user can switch to the single-site dashboard from the multi-site dashboard

Find a Site

Users with multiple sites have access to the multi-site dashboard

Users can locate and view details for a specific site within the multi-site dashboard by using the paginator and selecting the relevant site

Dashboard

Within the dashboard you can perform the following tasks:-

- View Visits
- View Recommendations
- Manage Recommendations
- Run instant or scheduled reports

View Visit History

To view visit history:-


1. Click the Visit History tab
2. Use the Service History page to view details for:
 - Site visits
 - Visit notes
 - Proof of service
3. To filter the visits details, select the **Date From, Date To** or **Visit Type** options

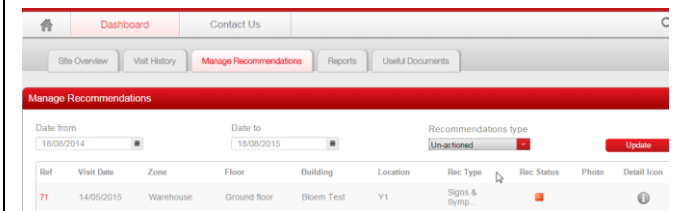


To view and print the Proof of Service for any date, click

View and Manage Recommendations

To view recommendations:-

1. Click the Manage Recommendations tab and view the recommendations by type and within a selected date range.
2. Click  next to the relevant recommendation to view additional details, change the status and add actions taken.



The screenshot shows the 'Manage Recommendations' page in the myRentokil application. It features a navigation bar with 'Dashboard' and 'Contact Us' tabs. Below the navigation bar are several tabs: 'Site Overview', 'Visit History', 'Manage Recommendations' (which is active), 'Reports', and 'Useful Documents'. The main content area has filters for 'Date from' (18/08/2014), 'Date to' (18/08/2015), and 'Recommendations type' (Unactioned). There is an 'Update' button next to the filters. Below the filters is a table with the following columns: Ref, Visit Date, Zone, Floor, Building, Location, Rec Type, Rec Status, Photo, and Detail Icon. The table contains one row with the following data: Ref: 71, Visit Date: 14/05/2015, Zone: Warehouse, Floor: Ground floor, Building: Bloem Test, Location: Y1, Rec Type: Signs & Symp, Rec Status: (indicated by a red square), Photo: (indicated by a camera icon), and Detail Icon: (indicated by an info icon).

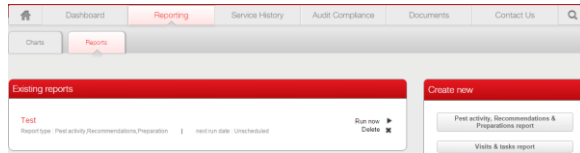
Ref	Visit Date	Zone	Floor	Building	Location	Rec Type	Rec Status	Photo	Detail Icon
71	14/05/2015	Warehouse	Ground floor	Bloem Test	Y1	Signs & Symp			

Create Pest Activity, Recommendations or Preparations or Visits & Tasks Report

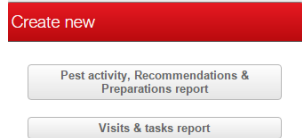
Use the **Reporting** page to create reports on pest activity, recommendations or preparations.

To create reports:-

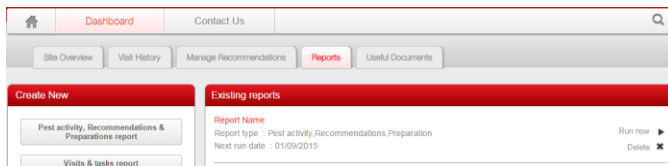
1. Click the **Reporting** tab and then click the **Reports** tab. The **Existing Reports** page will appear.



2. On the right hand side of the screen, click the Pest Activity, Recommendations & Preparations Report OR Visits & Tasks Report button. The **Create A New Report** pop-up window will appear.

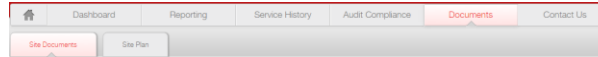


3. Enter a report name and select the details required for the report content and format as required and select Run Report when prompted. If you selected a One Off Report, the report will be emailed to you. If you selected a scheduled report, the schedule will be saved but you can also select Run Now.



Documents

Use the Documents page to view and print copies of your site documents and site plans.



Site Documents

View a list of key documents related to your site(s) including approved list of pesticides, safety data sheets, Rentokil Technician PCO certificate.

Contact Us

The **Contact Us** tab includes:-

- Help Contact Details
- Demonstration videos
- Frequently Asked Questions
- Quick Reference Guide

