

myRentokil

Quick Reference Guide

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
- Trend analysis of pest activity, allowing potential risks to be anticipated
- Customised user reporting function
- Document download facility

Installation

- During the initial installation of myRentokil, barcodes 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

To find a Site:-

1. Click  and the Find A Site pop-up window will appear
2. Type the name of the site and click **Go**
3. Select the relevant site name from the search results and click **Add**



To switch to a single site dashboard, click the name of a site. The dashboard for that site appears below the multi-site dashboard

Dashboard

Within the dashboard you can perform the following tasks:-


- View Recommendations
- Manage Recommendations
- View Pest Activity Alerts
- Access Site Maps (if available)

View Recommendations

Monitor the number of recommendations provided based on their age using the Recommendations Chart by Age.

View and track detailed information for open recommendations, such as the visit date, type of visit, status and priority, by locating the Recommendations Outstanding table to the right of the chart.

To view recommendations:-

1. Click the Dashboard tab from any page within the application and view the recommendations by age chart on the top left of the **Site Overview** section.
2. Hide and unhide recommendations based on their status by clicking on the corresponding status label in the chart legend
3. View open recommendation details from the **Recommendations Outstanding** table in the middle of the **Site Overview** section.
4. Click  next to the relevant recommendation to view additional details.



Click **export data** at the top centre of the page to export the data within this page

Manage Recommendations

Use the **Manage Recommendations** table to view and change the status of recommendations.

To change the status of a recommendation:-

1. On the Dashboard, click the Manage Recommendations tab

Ref	Visit date	Zone	Floor	Building	Location	Rec type	Rec status	Photo	Detail icon
70	04/05/2015	Distribut...	Ground Floor	Rentokil	D1	Proofing			

2. Click next to the recommendation you want to view and in the pop-up window that appears, change the status as required from the drop down options.
3. Type any additional notes.
4. Click Save Changes and the status of the recommendation is changed.

For a more detailed analysis of recommendations, click the **Reporting** tab

Pest Activity Alerts

Use the **Pest Activity Alerts** table to view alerts and visit details.

1. On the **Dashboard** page, the **Pest Activity Alerts** table shows a summary of information for specific alerts, including the location, detector type, activity level reported and type of pest.
2. Click the underlined **Visit Date** (visit info) or **Detector**

(detector history) within the table and a pop-up window appears with additional details.



To filter the pest activity details, select the **Date From**, **Date To** or **Visit Type** options as required and click Update

Access Site Maps

If you have site maps, use the site map feature to view them and get information on activity and detectors.

1. Click the **Dashboard** tab from any page within the application and then click the **Pest Activity Map** option

2. Hover over the detector icons for information about the detector. Click icons for more detailed information

Location : Y2
Barcode : 11693419
Zone : Warehouse
Detector : Perimeter bait station
Detector types : Rodent
[Manage recommendations](#)
[Pest activity alerts](#)

View Service History

Use the Service History page to view details for:

- Site Visits
- Rentokil Tasks
- Preparations Used

Site visits	Rentokil tasks	Preparations Used
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To view site visit details:-

1. Click the **Service History** tab and the **My Contracted Services** page will appear.
2. Click the Site Visits tab on the top pane and the site visit records will be displayed.
3. To filter the visits details, select the **Date From**, **Date To** or **Visit Type** options
4. To view the details of a particular visit, click the underlined **Visit Date**.
5. If you have visit signing authority, you can click on the relevant visit date, click on Visit Detail Acknowledgment and enter your myRentokil password to authorise.



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

View Rentokil Tasks

1. Click the **Service History** tab and the **My Contracted Services** page will appear.
2. Click the **Rentokil Tasks** tab and the records of the actions taken by Rentokil Initial will appear.
3. To filter the tasks, select the **Date From**, **Date To** or **Task Status**.
4. To view the details of a particular visit, click the date of the visit.

View Preparations Used

1. Click the **Service History** tab and the **My Contracted Services** page will appear.
2. Click the **Preparations Used** tab and the records of the preparations used for each visit

- To filter the preparations used, select the **Date From, Date To** or **Detector Type**.

Reporting

Use the **Reporting** page to view and export charts and tables for pest activity, recommendations, preparations, visits and tasks. You can analyse data and compare year on year trends of pest activity.

You can perform the following tasks within the **Reporting** page:-

- View Pest Activity Analysis and Recommendations Analysis charts.
- Create Pest Activity and Recommendations Charts.
- Create Reports on Pest Activity, Recommendations or Preparations – these can also be scheduled.
- Create Visits and Tasks Reports – these can also be scheduled.



Scheduled Reports are scheduled to run at midnight but can also be “Run Now” and deleted as required.

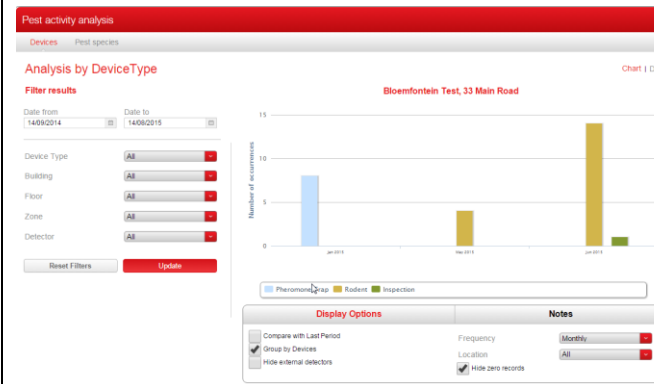
Existing reports		
test	Report type : Pest activity,Recommendations,Preparation next run date : 04/08/2015	Run now ▶ Delete ✕

View Pest Activity and Recommendations Analysis Charts

Use the Reporting page to view pest activity and recommendations in a chart. View details such as the date and number of occurrences of pest infestations.

To view Pest Activity and Recommendations analysis charts:-

- Click the **Reporting** tab and then click the **Charts** tab.
- On the top pane you will see **Pest Activity Analysis** and below it you will see the **Recommendations Analysis** charts.



- Select the required start and end dates and from the remaining drop down options, select other required chart parameters to display.
- Click **Update** to update the chart.
- Type notes to provide an accompanying analysis under each chart.
- Email or Print options are available.



- Hide bars on the chart by clicking the corresponding legend labels. Click the label again to unhide the chart bars.
- To return to the default chart, click **Reset Filters**.

Create Pest Activity and Recommendations Charts

To create Pest Activity Analysis and Recommendations Analysis charts:-

- Click the **Reporting** tab and then click the **Charts** tab. The **Pest Activity Analysis** page appears.
- Click Create Chart at the top of the page and the Create Chart pop-up window appears.
- Type a chart name and select the relevant chart type.

Create chart

Please enter a chart name and select a chart type

Chart name: Test

Chart type: Pest activity (selected), Recommendations

Cancel Create chart

- Click Create Chart and the chart is created below the static charts.



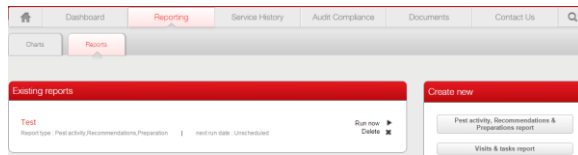
To view the Pest Activity Analysis or Recommendations Analysis in tables, select **Data** in the top right hand corner of the chart then select Print or Email.

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

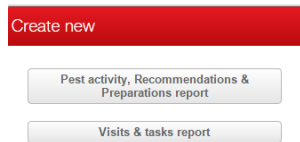
Use the **Reporting** page to create reports on pest activity, recommendations or preparations.

To create reports:-

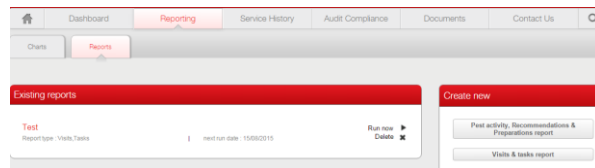
1. Click the **Reporting** tab and then click the **Reports** tab. The **Existing Reports** page will appear.



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.

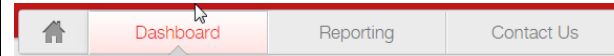


3. Enter a report name and select the details required for the report content and format as required and select Run Report when prompted. If you selected a One Off Report, the report will be emailed to you. If you selected a scheduled report, the schedule will be saved but you can also select Run Now.



Reports for Multiple Sites:-


A Multi-Site user can create reports to include all available sites or a selection of available reports by selecting the Home button and then the **Reporting** page.



Audit Compliance

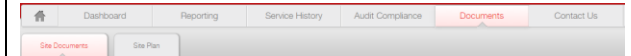
Use the Audit Compliance overview to access a series of charts summarising the overall status of the site(s).

1. To assist with your audit activities the Audit Compliance overview provides charts summarising the status of Pest Activity, Recommendations and Rentokil Initial Visits.
2. Click the **Audit Compliance** tab and the overview page will appear.
3. Within the overview page you can view:-
 - Pest Activity by type over the last 12 months
 - Recommendations by age
 - Rentokil visits by type over the last 12 months

 Hide bars on the chart by clicking the corresponding legend labels. Click the legend label again to unhide the bar.

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.

Site Plans can be downloaded here but remember these are also available for print and export on the **Dashboard**.

Contact Us

The **Contact Us** tab includes:-

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

