



Setting up Shortcuts

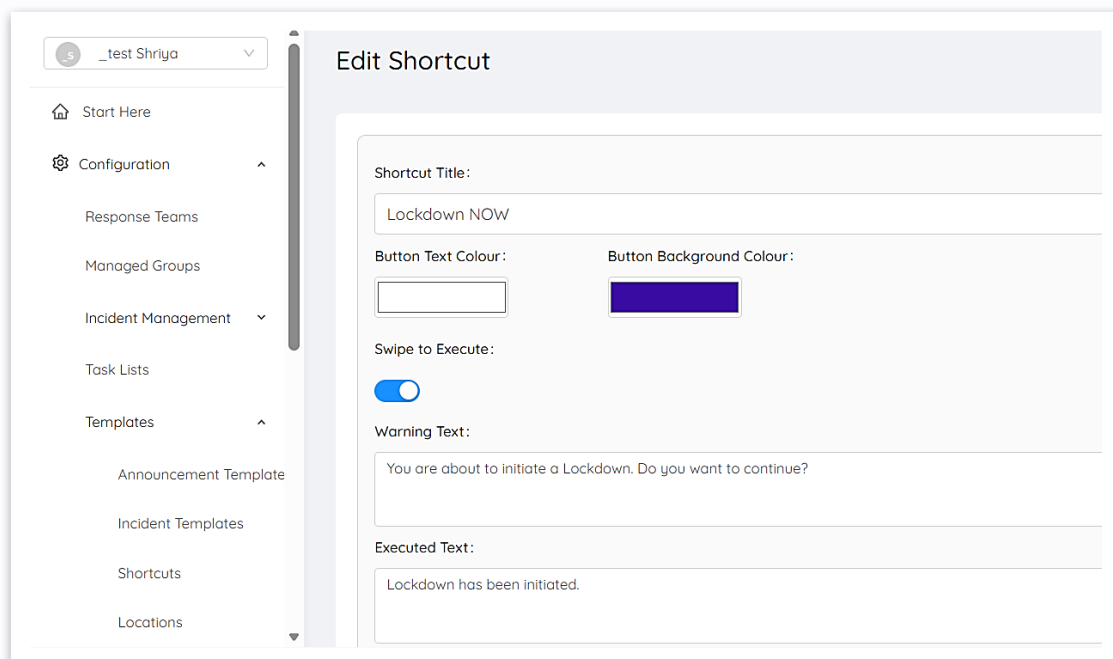
One-click buttons for instantly launching important actions

Shortcuts in teamSOS let you set up **one-click buttons** for instantly launching important actions — like initiating a lockdown. They're designed to save precious time in high-pressure situations.

Please note: Admin access is required. Log in at app.teamsos.co.uk and go to **Admin > Configuration > Templates > Shortcuts**.

Setting up a Shortcut

Go to **Admin > Configuration > Templates > Shortcuts**, then click '**Create Shortcut**' to access the configuration options. You can also edit them anytime by clicking into a shortcut.



The Shortcuts screen — edit your Shortcuts

Note: On a Lockdown-only subscription, you're limited to creating one Shortcut.

Clicking '**Create Shortcut**' gives you the following options:

Create Shortcut

Shortcut Title:

Shortcut button text

Button Text Colour:

Button Background Colour:

Swipe to Execute:

Warning Text:

Optional warning message shown before execution

Executed Text:

Optional message shown after execution

Permission Required:

Select required permission (optional)

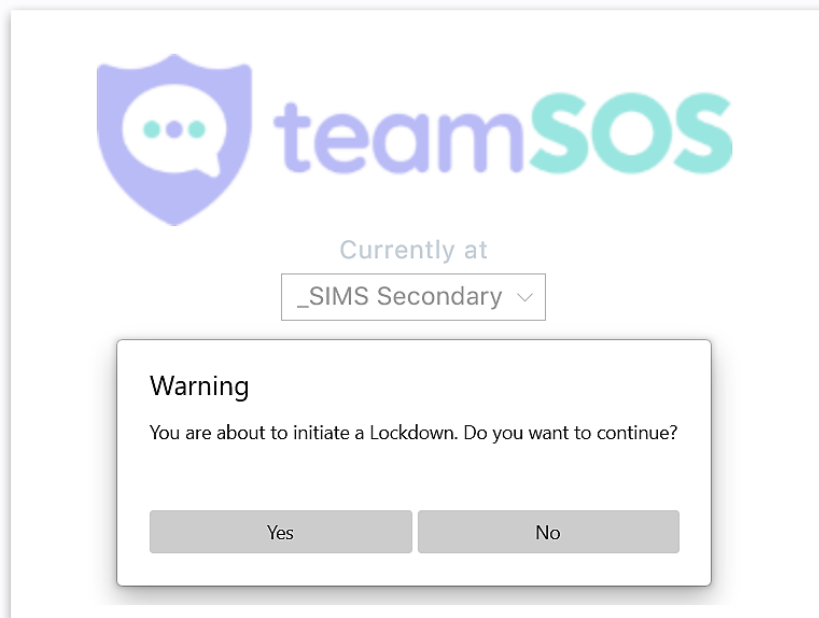
The Shortcuts screen — create and manage your Shortcuts

Option	Description
Title	The name of your Shortcut — this appears on the button users click.
Text Colour	The colour of the text displayed on the Shortcut button.
Background Colour	The colour of the Shortcut button itself.
Warning Text	An optional message shown before the Shortcut is activated — useful for confirming urgent actions.
Executed Text	A message shown after the Shortcut has been used, confirming it was triggered.
Swipe to Execute	When enabled, users must swipe to confirm and activate — helping prevent accidental triggers. If disabled, a single press activates it immediately.
Permission Required	Which user roles or groups must have permission to use this Shortcut.
Start Push to Talk	Automatically opens a Push to Talk channel when the Shortcut is activated.
Incident Type to Start	The category of incident the Shortcut will initiate (e.g. Lockdown, Medical).
Incident Description	Pre-fills a description for the incident created when the Shortcut is used.

Option	Description
Announcement Template	Chooses a predefined message template to send when the Shortcut triggers an announcement.
Include Announcement Recipients	Whether staff members should be included in the incident created.
Sort Order	Controls the position of the Shortcut button relative to others.
Visibility	Defines who can see the Shortcut based on user roles, groups or locations.

Executing your Shortcut

After creating your Shortcut, users with the appropriate permissions will see it on their app home screen and can test it directly. If you set Warning Text, they'll be asked to confirm before it activates.



A Shortcut on the home screen, with a confirmation prompt before it activates

Test before you deploy: Create your Shortcut, then test it yourself before rolling it out to staff — check the warning and executed messages appear as expected and the correct incident type is started.

Shortcuts pair naturally with **Smart Buttons**, which can trigger Shortcut-based actions physically — see the How to Guide: Setting up Smart Buttons.

Need help?

If you encounter any issues, please contact help@teamsos.co.uk