

## pocketSafety User Guide

This Quick Reference Guide provides a basic overview of using the pocketSafety app.

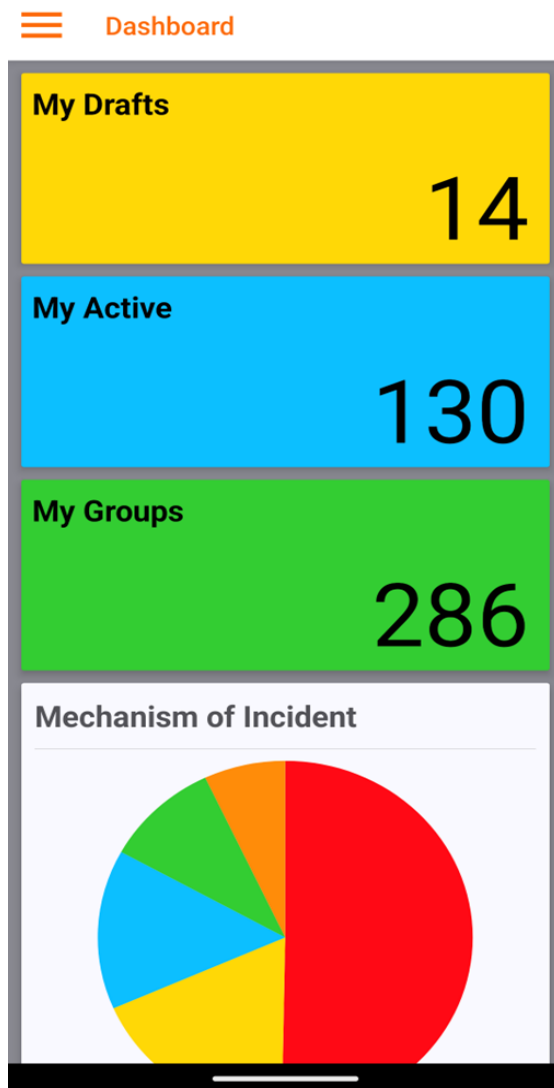
### Dashboard:

The Dashboard page provides an overview of the reports that are associated to your profile. Furthermore it showcases some data analytics of the reports in the **Register**.

*My Drafts: Shows the reports you have saved as a Draft.*

*My Active: Shows the New/Open reports where you are the affected person in.*



*My Groups: Showcases open/new reports granted by your assigned groups and roles.*

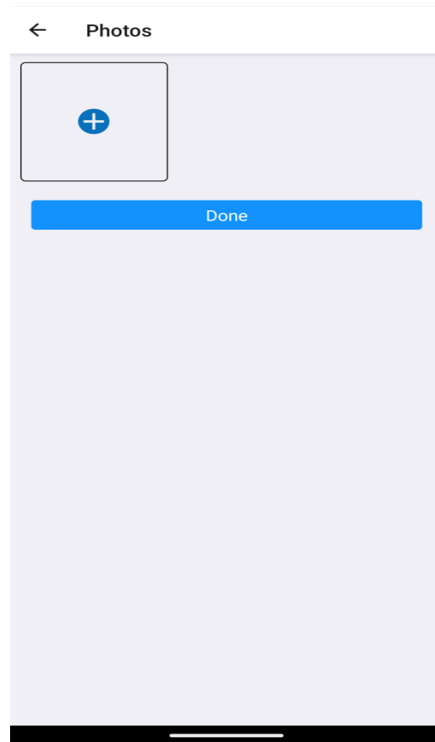


- Use the  Icon to navigate through the different modules in pocketSafety

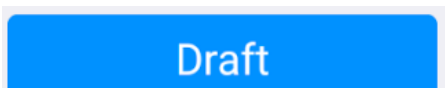
## Report Incident or Hazard

### Incident and Hazard Reporting

- The Incident/Hazard reporting function allows you to submit reports as you would via the web version of Riskware
- The app will prompt you if you have missed a mandatory field, these are indicated by the orange dot 
- The app will present a green tick if the mandatory fields are complete with the data entered. 
- Furthermore, there is an Additional details option, where you can Add photos.



- Like on the web version you can also select 'Draft', once the draft is saved it will appear in 'My Drafts'.



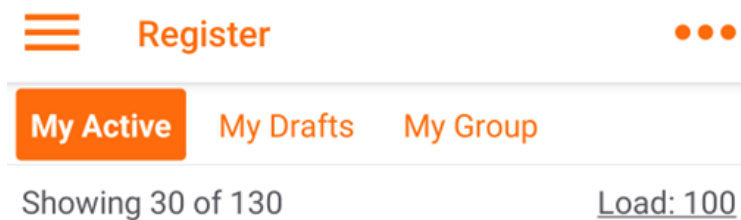
## Safety Conversations

Safety Conversations option is available only if you have Safety Conversations module in Riskware.

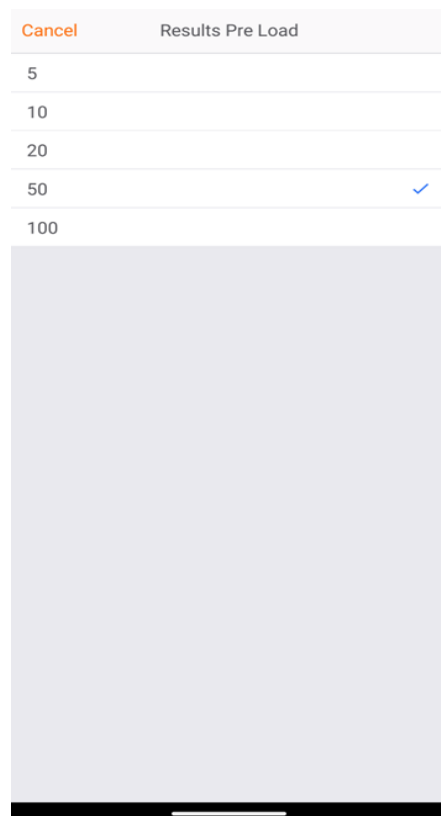
- The Safety Conversations module allows RiskWare to be more interactive/engaging with users allowing them to submit ideas and track progress. It also allows targets for ideas to be set and feedback to users on achieving their targets
- The functionality is similar to Incident/Hazard reporting, you can additionally submit photos
- For more information regarding Safety Configurations, see: <https://support.riskware.com.au/knowledge/360041415253-safety-conversation-configuration>

## Register

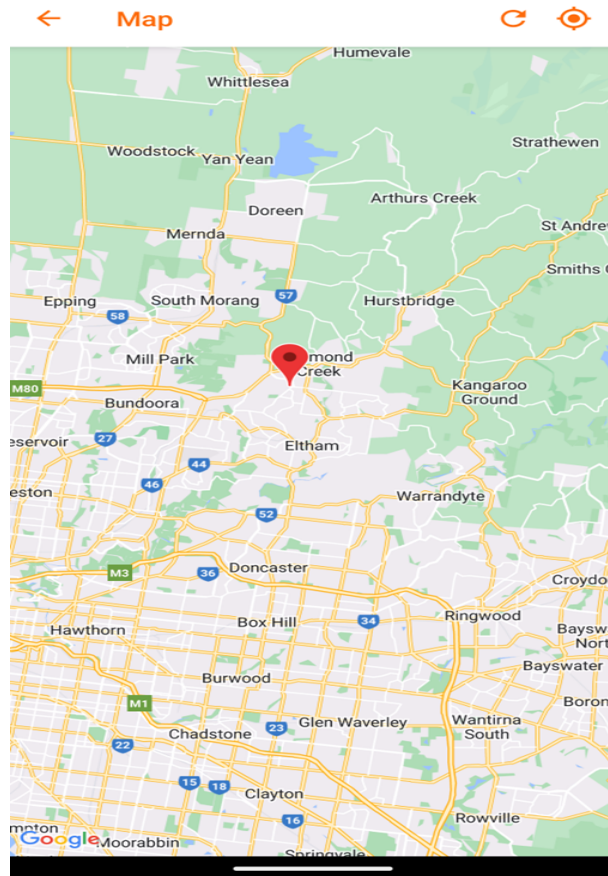
- Displays: My Active, My Drafts and My Group views



- Please note that the results of your register is dependent on your access
- You can also adjust the load: by tapping it. You can view up to 100 results per page



The ... icon in the top right allows you to view the map this is integrated with Google Maps and you can view Incidents/Hazards reported in the locations across the map.

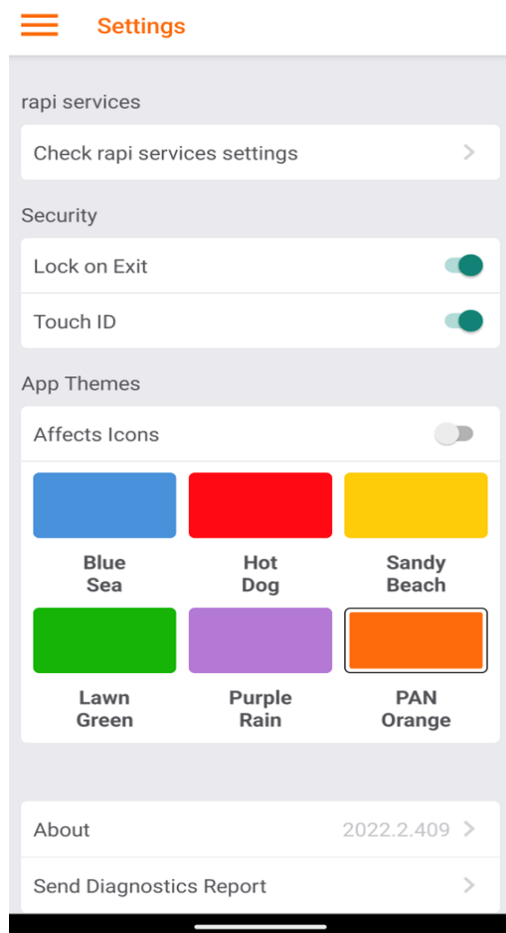


## Settings

**Security:** Lock on Exit, if enabled you will need to log in each time you enter and exit the app. You can also enable Touch ID which allows you to log in using your phone's authentication option such as a finger-print identifier.

### App Themes:

- You can change the colour of the themes throughout the app
- Additionally, you can change the 'Affects Icons' by enabling the option, it will then change all the icons in the app to the colour you have selected



### Send Diagnostics Report:

When selecting the 'Send Diagnostics Report' you can provide issues or feedback that you have experienced with using pocketSafety, you can select a suggest email app such as Outlook or Gmail to send the report.

**For further information regarding Configuration and Installation of pocketSafety please see:** <https://support.riskware.com.au/knowledge/360022584454-installation-of-pocketsafety>

\*Please note: all screenshots in this Article were taken using an Android Device\*