



ecoPortal

Health and Safety, Risk Management Software

ecoPortal Connect

Mobile Application Guide



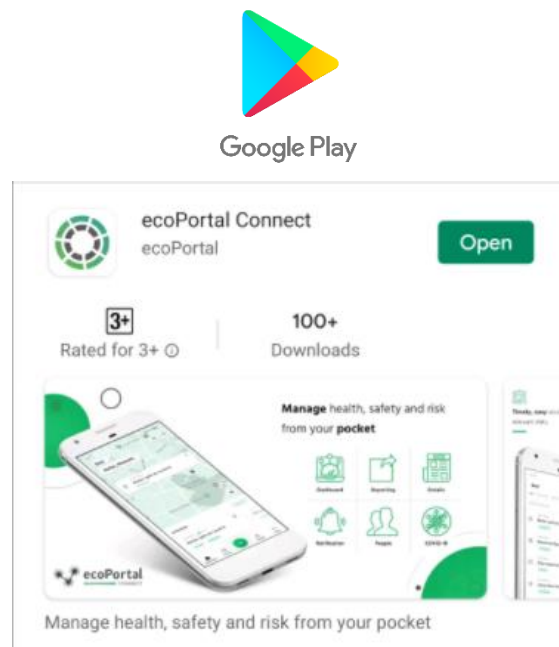
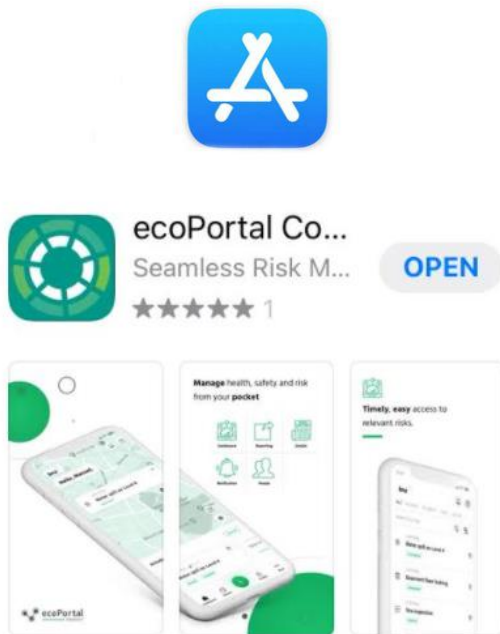
ecoPortal Connect

Overview

ecoPortal Connect is a mobile application that connects on-the-go users with the ecoPortal health, safety, and sustainability ecosystem.

Where can I get it?

ecoPortal Connect is available both IOS and Android devices, and can be downloaded from the App Store or Google Play



Logging In

When you first open ecoPortal Connect, you will be presented with the **Login** screen.

Type in your email address and tap **Next** to enter your password. If you are having trouble logging in, click **Request Password Reset** to set up a new password.

Tip: tick the **Remember me** box to save your details and automatically login next time.



LOGIN

Email
test@ecoportal.co.nz

Next

LOGIN

Password
.....

Login Remember me

Can't login? [Request Password Reset](#)

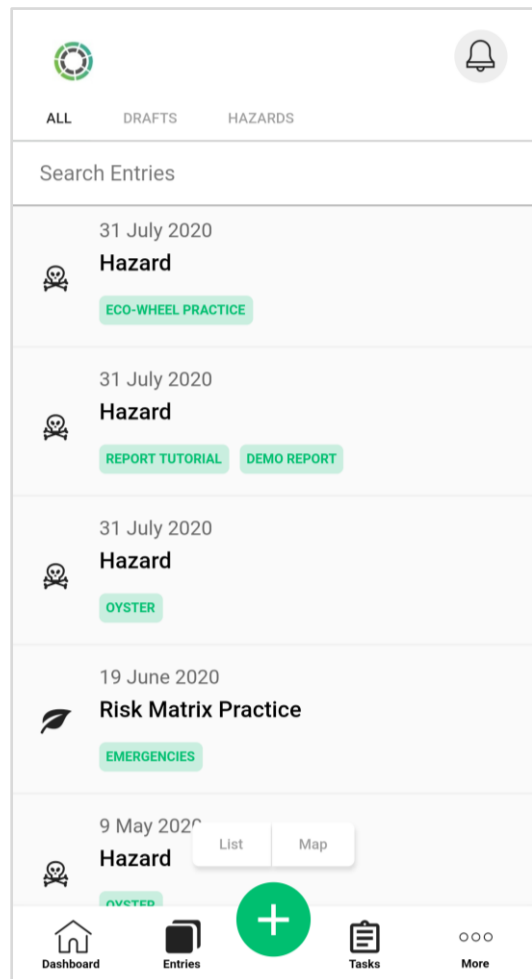
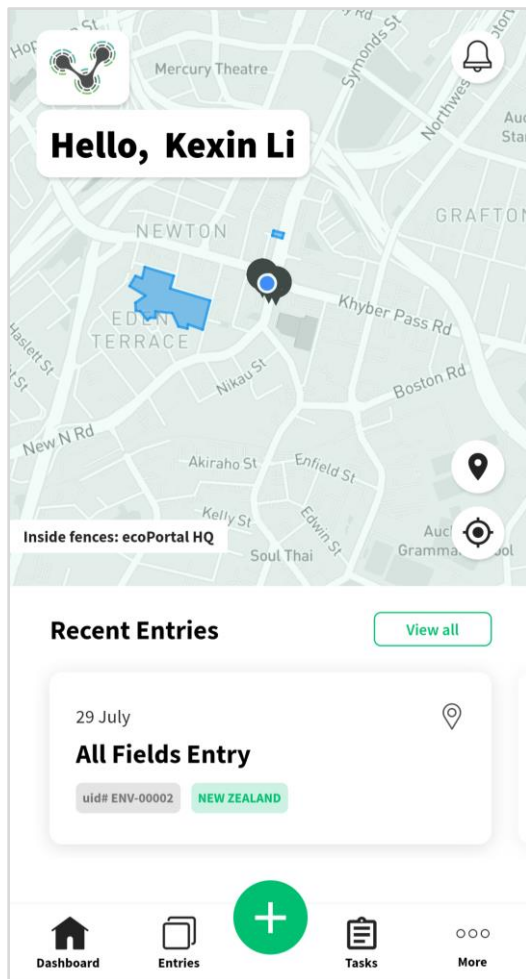


Navigation

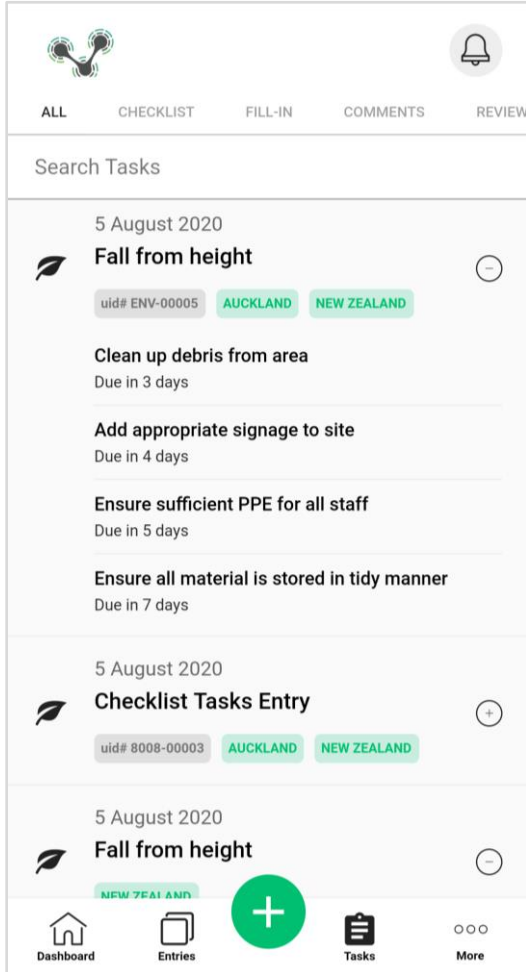
Once you have logged in, you will be taken to your dashboard. This provides an overview of your recently logged entries and active tasks.

The menu bar at the bottom of the screen helps make navigating around ecoPortal Connect simple and efficient:

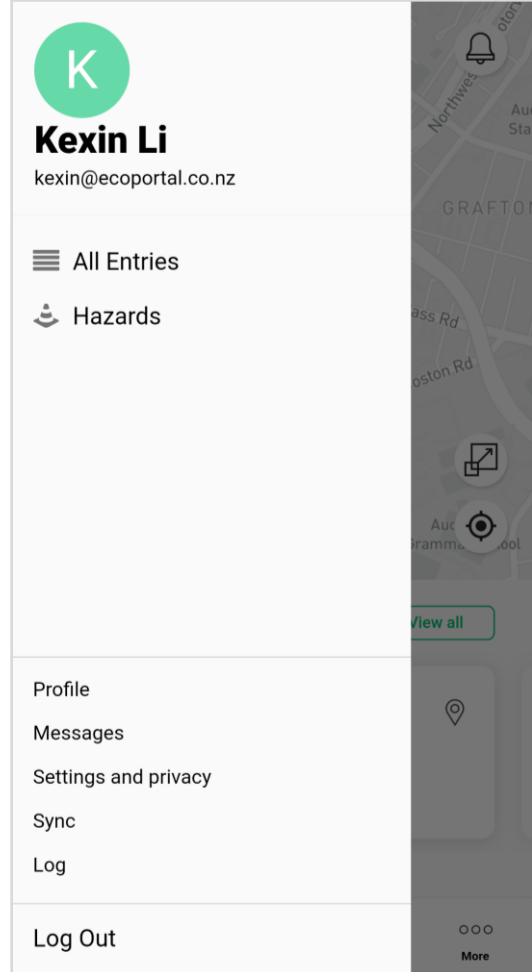
- **Dashboard:** Returns you to the main dashboard view.
- **Entries:** Opens a list of all reports and draft entries.



- **Tasks:** Opens a list of all active tasks assigned to you.

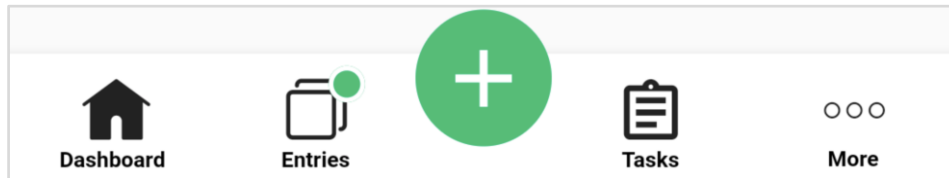


- **More:** Opens a side panel with profile, sync, and general settings.



Report an Event

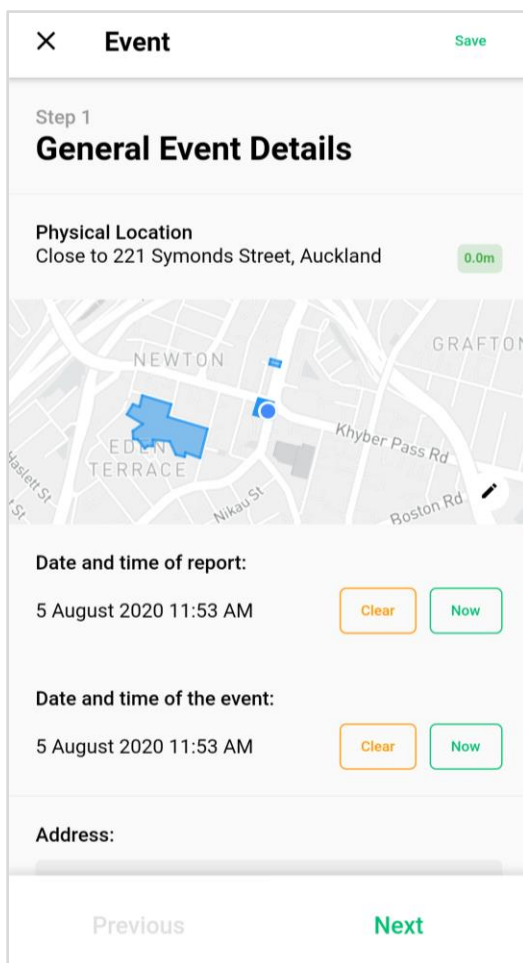
To report an event, tap the **+** button on your dashboard. Then tap **Event** under the **Create New** menu.



You will then be able to start filling out a new event report.

Follow the instructions on screen to fill in each field. Some fields will open up another screen for you to input information, simply tap **Done** or **Cancel** to return back to the main report.

The **Previous** and **Next** buttons at the bottom of the screen will navigate you between each section of the report. You will need to fill in all fields marked as required before progressing to the next section.



Event Save

Step 1
General Event Details

Physical Location
Close to 221 Symonds Street, Auckland 0.0m

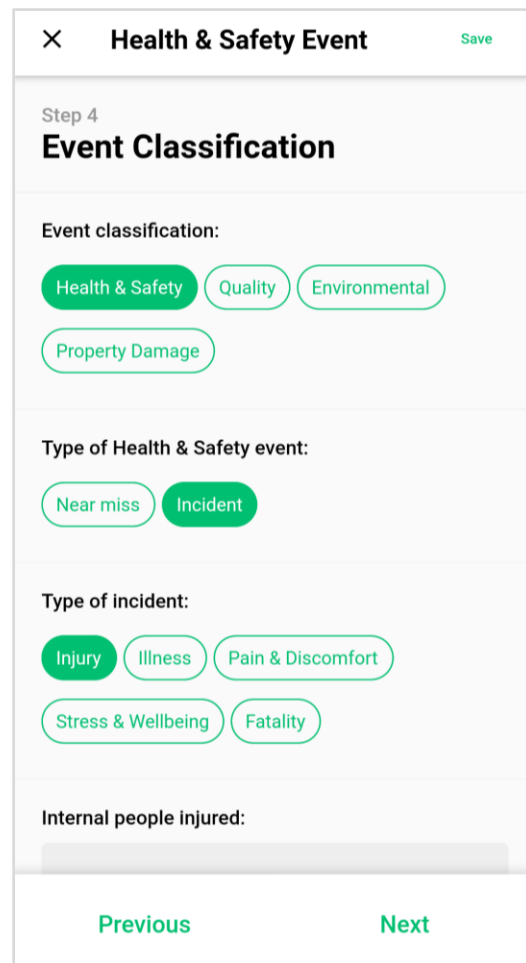
Map showing location near EDEN TERRACE, NEWTON, and GRAFTON.

Date and time of report:
5 August 2020 11:53 AM Clear Now

Date and time of the event:
5 August 2020 11:53 AM Clear Now

Address:

Previous Next



Health & Safety Event Save

Step 4
Event Classification

Event classification:

Health & Safety Quality Environmental
Property Damage

Type of Health & Safety event:

Near miss Incident

Type of incident:

Injury Illness Pain & Discomfort
Stress & Wellbeing Fatality

Internal people injured:

Previous Next

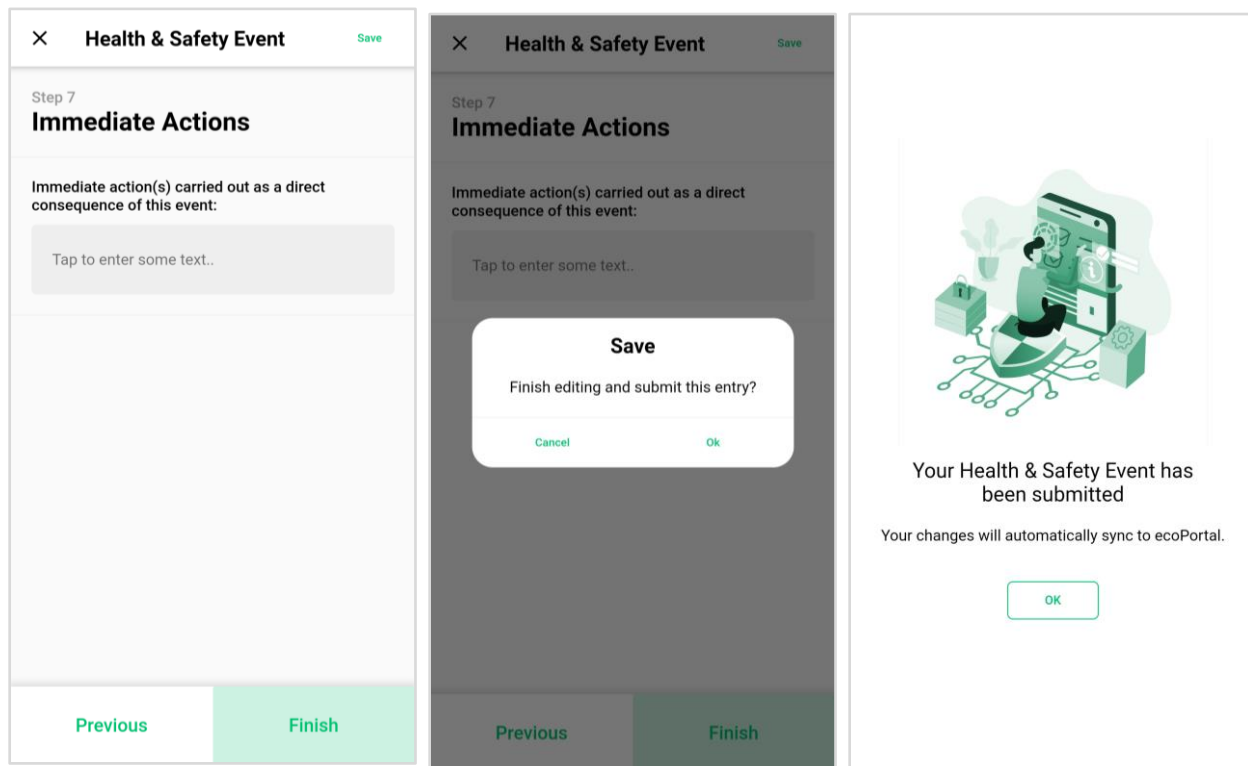
Tip: ecoPortal allows for dynamic reporting so certain fields will bring up more fields in the same section once filled in.

All fields marked with the lock symbol indicate that you are not able to modify the content of this field. These locked fields are often used to show you information or guidelines on your event.

At any point in your report, you are able to tap the **Save** button at the top right of the screen to save your progress. You will then have the option to save it as a draft which you can return to at any time.



Once you have reached the end of your report, tap the **Finish** button to complete it.



Offline Mode

If you are on-the-go without internet connection, ecoPortal Connect lets you make reports and create entries while offline. Simply complete an entry and submit it, then navigate to the **More** button on the bottom menu.

Tap the **Sync** option to view your **Sync Queue**. Once you have internet connection, simply tap **Sync Now** on the top right and all of your reports and entries will be synced and uploaded to the system.

Tip: set up automatic sync by navigating to **More** and then **Settings and Privacy**. ecoPortal Connect will then automatically sync all your offline entries at your set time interval, just submit your entry and leave it to the system to handle.

