



**D A M S T R A**

Report Risk

Notify

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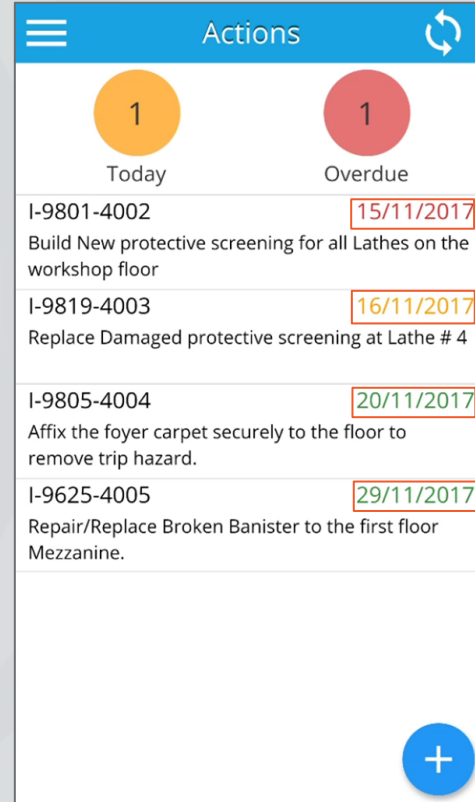
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# Notify

## The Dashboard

Notify is "Real Time" Health & Safety in your Pocket.

The Notify dashboard displays all the corrective actions assigned to you and their current statuses.



The screenshot shows the 'Actions' dashboard in the Notify app. At the top, there is a blue header with a menu icon, the title 'Actions', and a refresh icon. Below the header, there are two circular indicators: an orange one with the number '1' labeled 'Today' and a red one with the number '1' labeled 'Overdue'. The main content area lists four corrective actions, each with an ID, a due date in a colored box, and a description. A blue plus icon is located at the bottom right of the list.

ID	Due Date	Description
I-9801-4002	15/11/2017	Build New protective screening for all Lathes on the workshop floor
I-9819-4003	16/11/2017	Replace Damaged protective screening at Lathe # 4
I-9805-4004	20/11/2017	Affix the foyer carpet securely to the floor to remove trip hazard.
I-9625-4005	29/11/2017	Repair/Replace Broken Banister to the first floor Mezzanine.

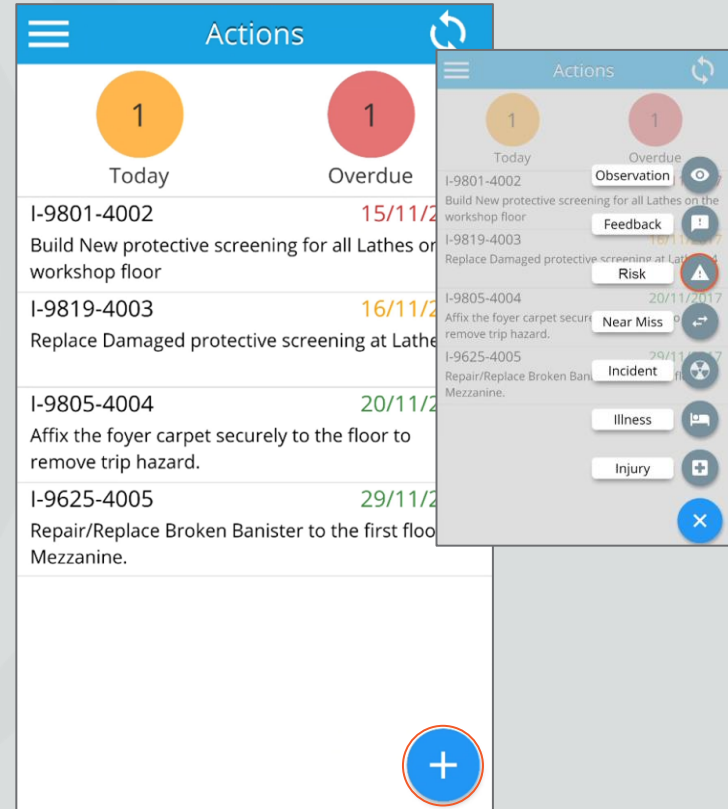
# Report Risk Initiate

**Reporting** a Risk/Hazard is intuitively simple.

**Tap** the “Plus icon” and all available options are displayed.

**Select** the Risk option and proceed.

**Note:** that this display may be differ in wording and options depending on your system configuration



# Report Risk

## Risk Categories

From the **Report** risk screen you can load multiple types of information:

Media (photo's or videos)



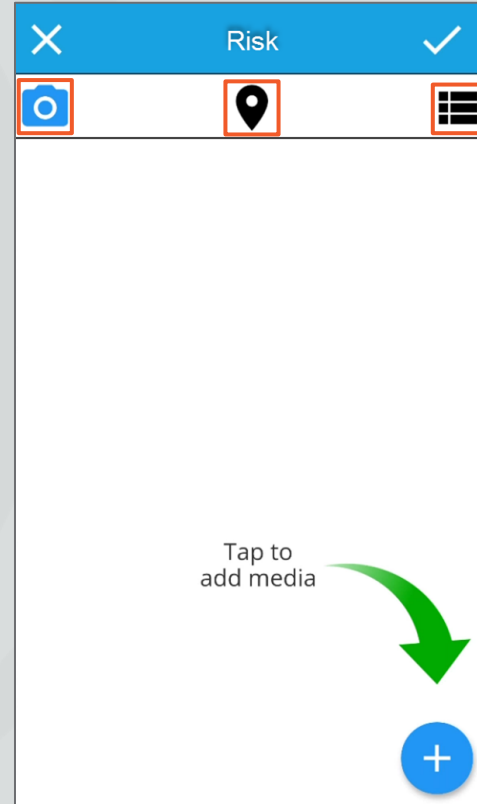
The location



Risk description



**Populate** this information in any order that you wish.

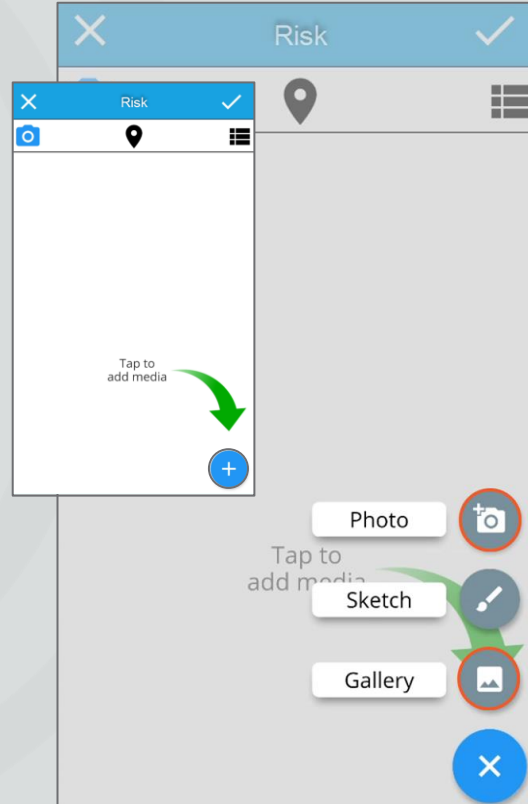


# Report Risk Media

It's best practice to **attach** visual evidence of the Risk identified if appropriate.

**Select** the "Plus Icon" and this media can be captured directly in the notify app via the device's Camera.

Or added from your devices media gallery.




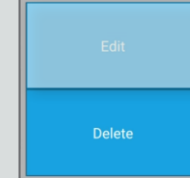
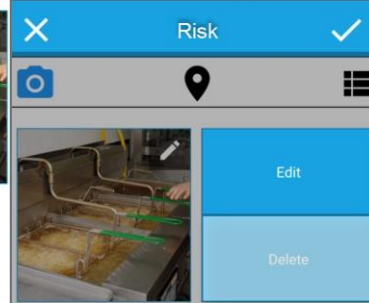
# Report Risk

## Media Continued

Once captured this media can be **managed**.

Or **edited** from within the app according to requirements.

To do so **Tap** the edit icon  and **Select** the appropriate option.



# Report Risk Location

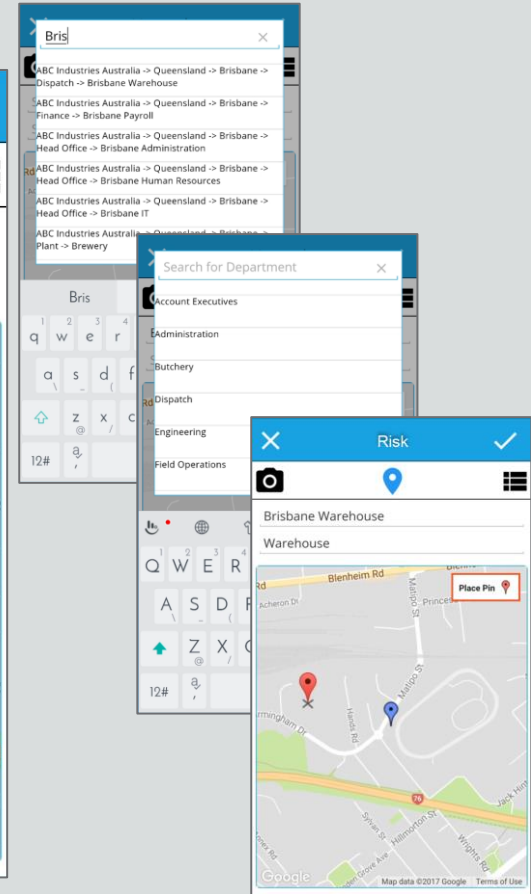
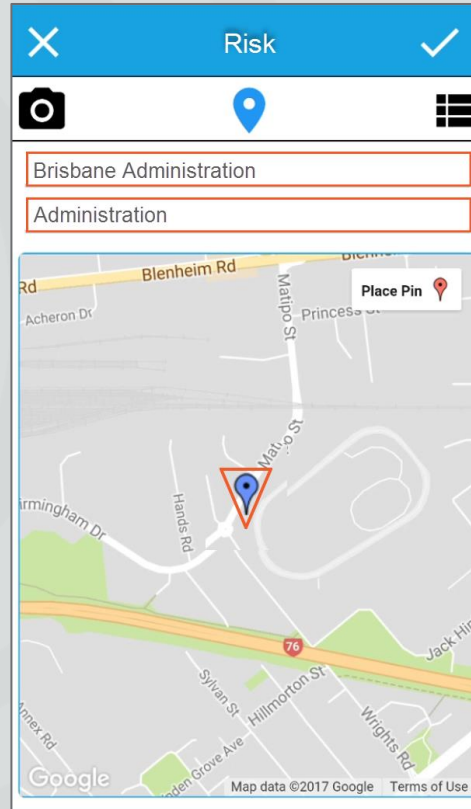
Use the 'Location' section to be as specific as possible about where the risk was identified.

Ensure that the 'Site' & 'Department' responsible for the risk has defaulted from your company structure.

Then ensure that the GPS pin placement of the Risk location is correct.

If the site or department needs to be modified simply **Tap** and **Select** the new details from your company structure

**Note:** Note that if the GPS pin has not defaulted correctly or you if have no GPS signal at your location - you can also "Place a Pin" manually



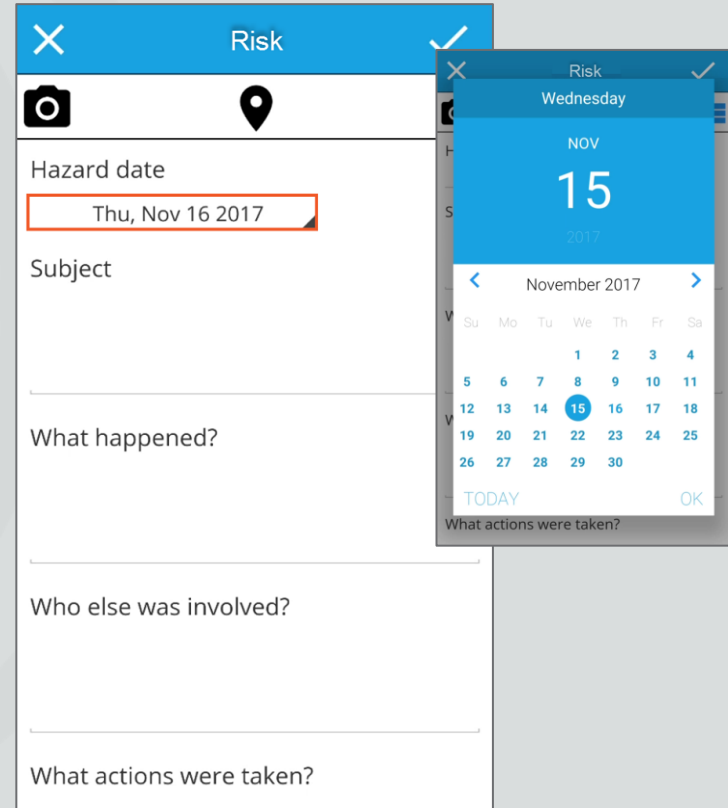


# Report Risk

## Risk Identified Date

The “Date” the risk was identified must be **stipulated**.

**Tap** the *Date* field and **Select** the appropriate date from the calendar then **Select** *ok*.



The image shows a mobile application interface for reporting a risk. The main form is titled "Risk" and has a blue header with a close button (X) on the left and a checkmark on the right. Below the header are icons for a camera and a location pin. The form contains several text input fields:

- Hazard date:** A date picker is open, showing "Thu, Nov 16 2017".
- Subject:** A text input field.
- What happened?:** A text input field.
- Who else was involved?:** A text input field.
- What actions were taken?:** A text input field.

The date picker overlay shows the month of November 2017. The date "15" (Wednesday) is selected and highlighted with a blue circle. The date "16" (Thursday) is also visible and highlighted with a red border. The date picker has "OK" and "TODAY" buttons at the bottom.

# Report Risk

## Risk Description - Subject

The "Subject" field should be used to state what the risk identified is. **Tap** the field and **enter**.

The screenshot shows a mobile application interface for reporting a risk. The top bar is blue and contains the word "Risk" in the center, a close icon (X) on the left, and a checkmark icon on the right. Below the title bar are three icons: a camera, a location pin, and a menu icon. The main content area has a white background. The "Hazard date" field is set to "Wed, Nov 15 2017". The "Subject" field is highlighted with an orange border and contains the text "Thermostat". Below it is a text area labeled "What happened?". At the bottom, a virtual keyboard is visible with the letter "m" highlighted.

# Report Risk

## Risk Description - What?

For the “What happened” field **Tap** to **enter** a full and detailed description of the risk identified.

Also **enter** “Who anyone else was involved”.

And **enter** “What actions were taken” for the risk.

✕ Risk ✓

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Subject  
Thermostat malfunction

What happened?  
Thermostat malfunctioning on fat fryer # 2

Who else was involved?  
No one else

What actions were taken?  
and an "out of order" sign posted.  
All work was ceased on fat fryer # 2 and a fault reported.

# Report Risk

## Submit Risk Report

To *submit* the report **Tap** the Tick icon

"Pop-Up" notification will advise the event has been saved successfully and provide an event reference number.

"IF" submitted successfully - the event has now been added to the "Pending Events Register".

The screenshot shows a mobile application interface for submitting a risk report. The app has a blue header with a close button (X), the title "Risk", and a checkmark icon. Below the header is a navigation bar with a camera icon, a location pin icon, and a menu icon. The main content area contains a form with the following sections:

- Subject:** Thermostat malfunction
- What happened?:** Thermostat malfunctioning on fat fryer # 2
- Who else was involved?:** (Empty field)
- What actions were taken?:** and an "out of order" sign posted.

At the bottom of the form, a dark grey button displays the message: "Form successfully submitted. ID is: 2548".

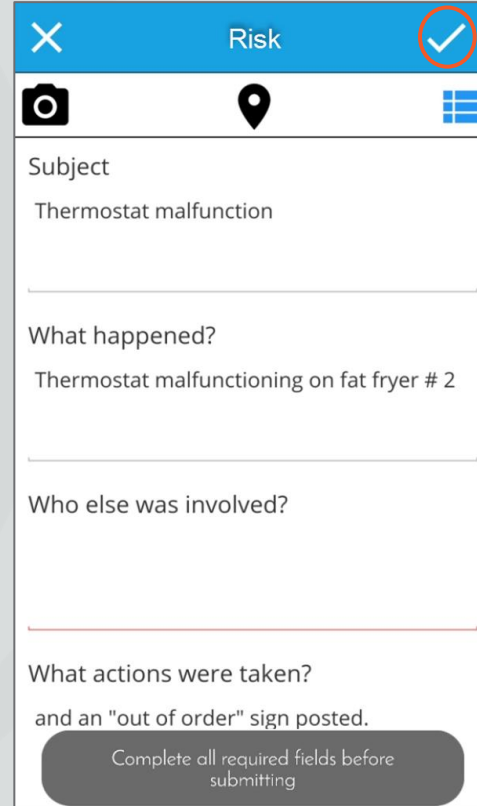
# Report Risk

## Information Missing

If you have missed a mandatory field, "Pop-Up" advice will indicate that required fields have been missed.

Simply **update** the required fields and **submit** once more.

The event has now been added to the "Pending Events Register".



The screenshot shows a mobile application interface for reporting a risk. The title bar is blue with a white 'X' on the left, the word 'Risk' in the center, and a white checkmark inside a red circle on the right. Below the title bar is a white bar with three icons: a camera, a location pin, and a menu icon. The main content area is white and contains four sections, each with a label and a text input field. The first section is labeled 'Subject' and contains the text 'Thermostat malfunction'. The second section is labeled 'What happened?' and contains the text 'Thermostat malfunctioning on fat fryer # 2'. The third section is labeled 'Who else was involved?' and is empty. The fourth section is labeled 'What actions were taken?' and contains the text 'and an "out of order" sign posted.'. At the bottom of the form is a dark grey rounded rectangle containing the text 'Complete all required fields before submitting'.

Subject  
Thermostat malfunction

What happened?  
Thermostat malfunctioning on fat fryer # 2

Who else was involved?

What actions were taken?  
and an "out of order" sign posted.

Complete all required fields before submitting

