eC Mobile App 'Getting Started' Mobile Content

Step #1

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eCompliance

Welcome to eCompliance!

eCompliance is a simple to use mobile safety platform, with a focus on putting safety in front-line workers' hands to create participation while on the go.
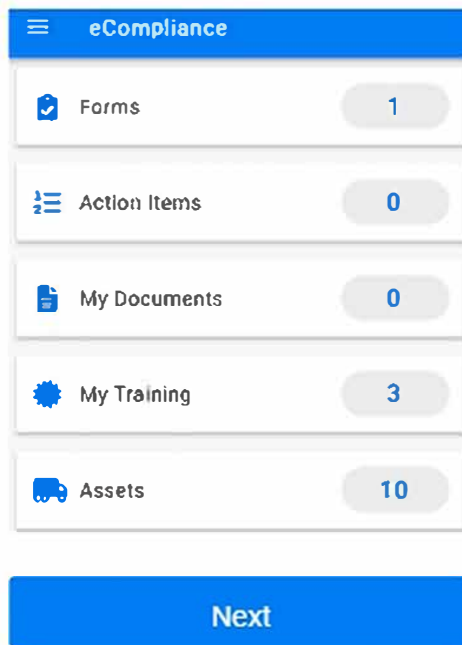
For first time users please tap on the "Get Started" button below to go through our beginner's guide.

This guide will get you setup and using the app within the next 5 minutes!

Get Started!

App Home Page

This is the default screen that you will navigate from while using the app.

☰	**eCompliance**	
☑ Forms		1
☷ Action Items		0
🖹 My Documents		0
✹ My Training		3
🚚 Assets		10

Next

Menu Options

Tapping on the three white
horizontal lines in the top left-hand
corner will open a side menu.

☰ eCompliance

⚊ Settings

📖 Change Organization

? Help Centre

❗ Send Us Feedback

⏻ Log Out

Next
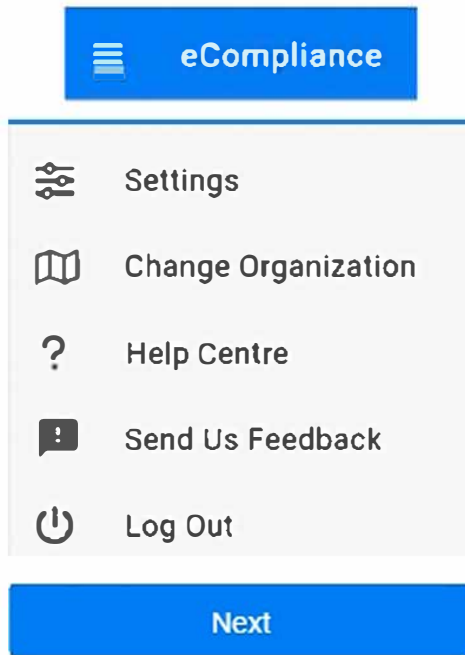
Settings

Tapping on Settings will allow you to:
- Change your preferred language
- Update your profile info such as name, phone number and password
- Toggle on images captured through the app to be saved to your devices gallery
- Enable reference documents embedded into form templates to be downloaded with mobile data

Language   English (CA) >

My Profile   >

Save Captured Images to Gallery
eCompliance will need photos permissions approved

Download Reference Documents
When not connected to Wi-Fi, toggle to sync and download documents via Mobile Data. Data fees may apply.

Next

Help Centre

A quick way to submit a ticket for technical help to our Support Team and access our knowledge base help articles.

? Help Centre

Next

Feedback

Send Us Feedback will make it easy to submit product feedback via email.

! Send Us Feedback

Next

Log Out

Used to fully logout of the app on
your device.
Tip: we recommend staying logged
in whenever possible to reduce
steps.

⏻ Log Out

Next

Forms

The forms module is where you will find any Inspections, Meetings, or Incident Report templates.

From this module, you will start, complete, and submit forms. The module also provides a list of the last 50 mobile forms you have worked on.

📋 Forms		1

Next

Forms In Progress

Tapping on Forms will display In
Progress forms you started or
submitted on this mobile device.
Tip: Always start/submit a form from
the 'Not Started" tab if there are forms
listed.
These are forms being assigned to
you from your manager.

IN PROGRESS 2	NOT STARTED 0

↑↓ Last Updated (Oldest to Latest)   ▼

Branch Safety Checklist Copy
Location: 765 Dufferin Street, Toronto, ...
Created: Wed., Jun. 28, 2023 1:36 p.m.
[In Progress]

Daily Forklift Checklist Copy
Description: Room: Copper Masher Tun 1
Location: 765 Dufferin Street. Toronto, ...
Created: Wed., Jun. 28, 2023 1:31 p.m.
[Submitted]

Next

Starting a Form

Tapping on the Plus button will bring
up the list of forms available to you.

+

Search for templates
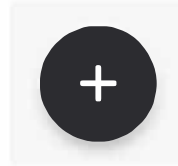
Equipment Inspection

Safety Observation Form

MEETINGS

Toolbox Safety Meeting

INCIDENT REPORTS

Incident Investigation

Next

Site Selection

Selecting a form will prompt the list
of sites that you have access to,
this determines where the form is
being submitted to.

Tip: This step will be skipped if you
belong to only one site.

← Site Selection
Search for sites
British Columbia
Ontario
02 - GTA
07 - Sudbury

Next

Filling out a Form

Forms are comprised of the following:

- Questions that have varying answer
types; Pass/Fail/NA, Single Select,
Multi-Select, Short Notes, etc.
- Collapsible sections that organize
the questions
- Additional workflows in the form of;
Adding Notes, Attaching Images,
Creating Action Items, Attaching
Employees and Assets

X Daily Forklift Checklist Copy	⋮
2 - PRE-OPERATION CHECKLIST	^

2.1 Forklift appearance (good condition and clean)

✓	×	N/A

| 🗨 | 📷 | ☰ | 👤 | 🚚 |

Next

Form Submission

Tapping on Submit at the bottom of
the form you can either:
- "Save as Draft" to pick up where you
left off later
- "Submit for Sign-off" to submit the
form for review
Tip: The 3 vertical dots in the top right-
hand corner will give the additional
options to Delete the form or Email
Pdf.

Confirm

Submit this form to your organization?

Save as Draft

Submit for Sign-off

Cancel

Next

Action Items

This module allows you to view
open actions that you have created,
actions that have been assigned to
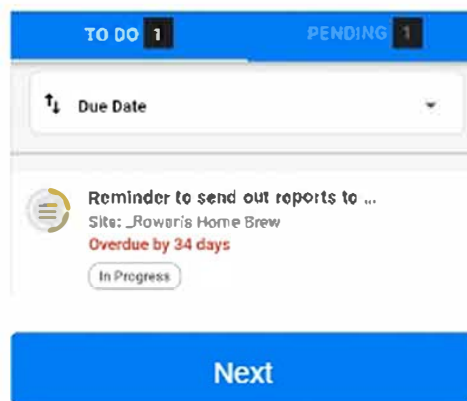you, and create new action items.

≡ Action Items   0

Next

To Do & Pending Actions

Tapping on Action Items will have
your action items organized by:

- To Do - Action Items that have
been assigned to you to complete
- Pending - Action Items that you
have assigned to others

TO DO 1	PENDING 1

↑↓ Due Date ▾

Reminder to send out reports to ...
Site: _Rowaris Home Brew
Overdue by 34 days
In Progress

Next

Creating Actions

Tapping on the Plus button will open
the action item creator:

- Action Required - The action that
needs to be completed
- Due Date - When the action needs to
be completed
- Assign To - Who this action will be
assigned to for completion

Action Required

Action Required

Priority Ranking

0 - Not Applicable	C≡

Assign to

Due Date

Aug. 31, 2023

Ok

Next

Submit Actions

Tap on the Submit to Organization
button to send the action item out.

Reminder: Action items can be
created via forms, we recommend
this workflow as it links the action to
a specific form question.

Submit to Organization

Next

My Documents

This module will contain documents
that your company needs you to
review or give you access to for
refreshers.

Documents such as policies, formal
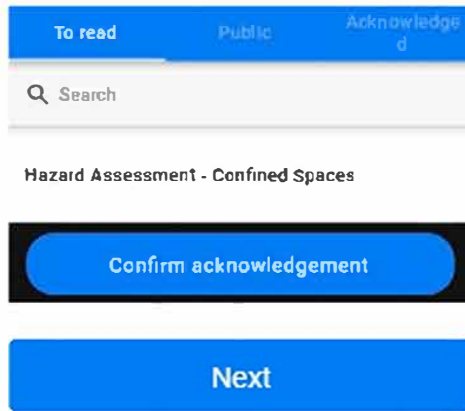hazard assessments, equipment
manuals

📄 My Documents   0

Next

Document Acknowledgement

Tapping on My Documents will display any documents requiring you to download, read & acknowledge review.

To read	Public	Acknowledged

Q Search

Hazard Assessment - Confined Spaces

Confirm acknowledgement

Next

Acknowledged & Public Documents

There are two tabs at the bottom of the Documents to Acknowledge screen, in both cases these are documents you can review, but are not mandatory.

Acknowledged Documents - Documents that were mandatory when you first reviewed
Public Documents - Documents that have been made accessible to view when you need them

To read	Public	Acknowledge d

Q Search

PodHandler (1)

Next

My Training

This module is used to view your current training certificates as well as upcoming/outstanding training requirements.
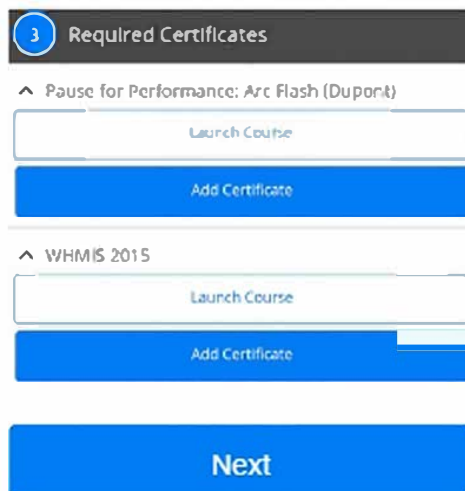
● My Training   3

Next

Required Certificates

Tapping on My Training will display
any training that you currently are
required to take/recertify.

Tip: If you have Launch Course this
means that this is an eLearning
course you can complete through
the app.

3 Required Certificates

∧ Pause for Performance: Arc Flash (Dupont)

Launch Course

Add Certificate

∧ WHMIS 2015

Launch Course

Add Certificate

Next

Adding Certificates

Tapping on Add Certificate allows
you to:

- Upload the certificate
- Enter the certificate date &
expiration date

Certificate Date:

Aug 31 2023 📅

Certificate Expiration Date:

📅

Attachment:

Upload From Device

← Go Back ✓ Save

Next

Completed Certificates

View Completed Certificates will display your current training certificates.

3 Completed Certificates

Expired certificates are not shown. ^ indicates inactive courses.

CPR 2000 ONLINE TRAINING

Certificate Date:

Nov 01 2020

Expiry date:

None

Attachment:

LOCKOUT TAGOUT

Certificate Date:

Dec 17 2019

Expiry date:

None

Attachment:

 LOTO Cert.pdf

Next

Assets

This module will display a list of all assets, allowing you to tap into them to view any key attributes.

🚚 Assets   10

Search by Name, Type, Identifier, Site

Name: Copper Masher Tun 1
Identifier: 8-001
Type: Copper Masher Tun
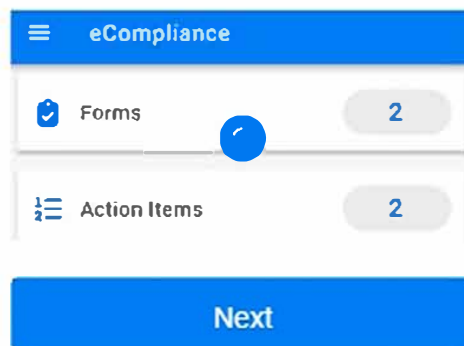Site: _Rowan's Home Brew

Name: 23-r4t5-444-p06g3
Identifier: 1
Type: Well Name
Site: _Rowan's Home Brew

Next

App Refresh

Based on all the modules there will be constant updates - to ensure that you have latest content swipe down on the screen to bring up a blue circle.

This will refresh the mobile app with current info.

☰ eCompliance	
☑ Forms	2
⋮≡ Action Items	2

Next

Offline Functionality

The mobile app does work offline.

Forms & Action Items: Can be filled out and submitted, but you will need to return online for the submission to finalize.

Documents & Training: Need to be downloaded prior to losing access if you want to view/review.

Next

Guide Feedback

On a scale of 1-5, how well do feel this guide helped you understand our mobile app?

Not at all

1 2 3 4 5

Perfectly

Did you find this guide easy to use?

○ Yes

○ No

Next

⛑ eCompliance

Congratulations!!!

This wraps up the eCompliance Mobile App Getting Started Guide - you are now ready to start using the app.

Reminder: Your company may not be using every feature, confirm your expected workflow with your manager.

Review From Beginning **Finish Training Guide**