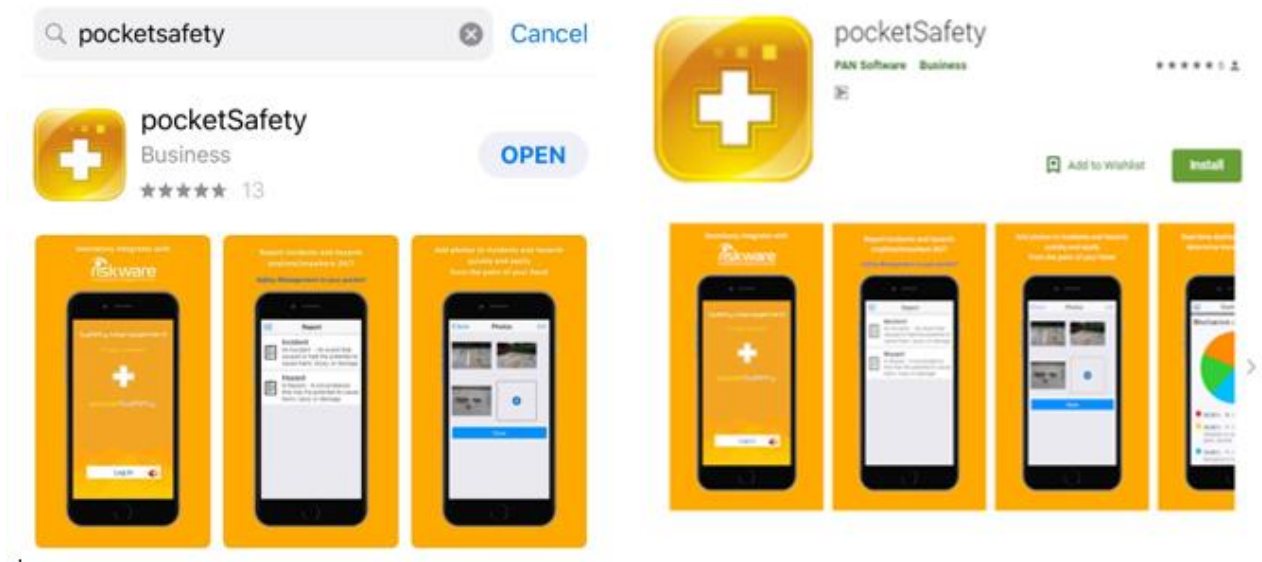


Quick Reference Guide – Install pocketSafety

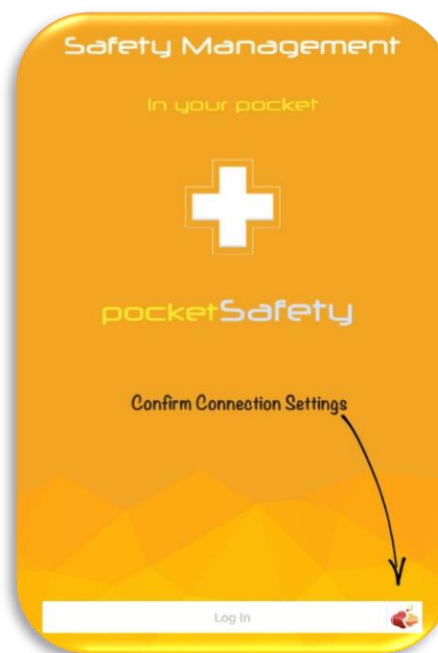
1 Download pocketSafety from the App Store or Google Play.

- ✓ Using your Smart Device, go to the App Store or google Play and search for pocketSafety and install on your smart device.



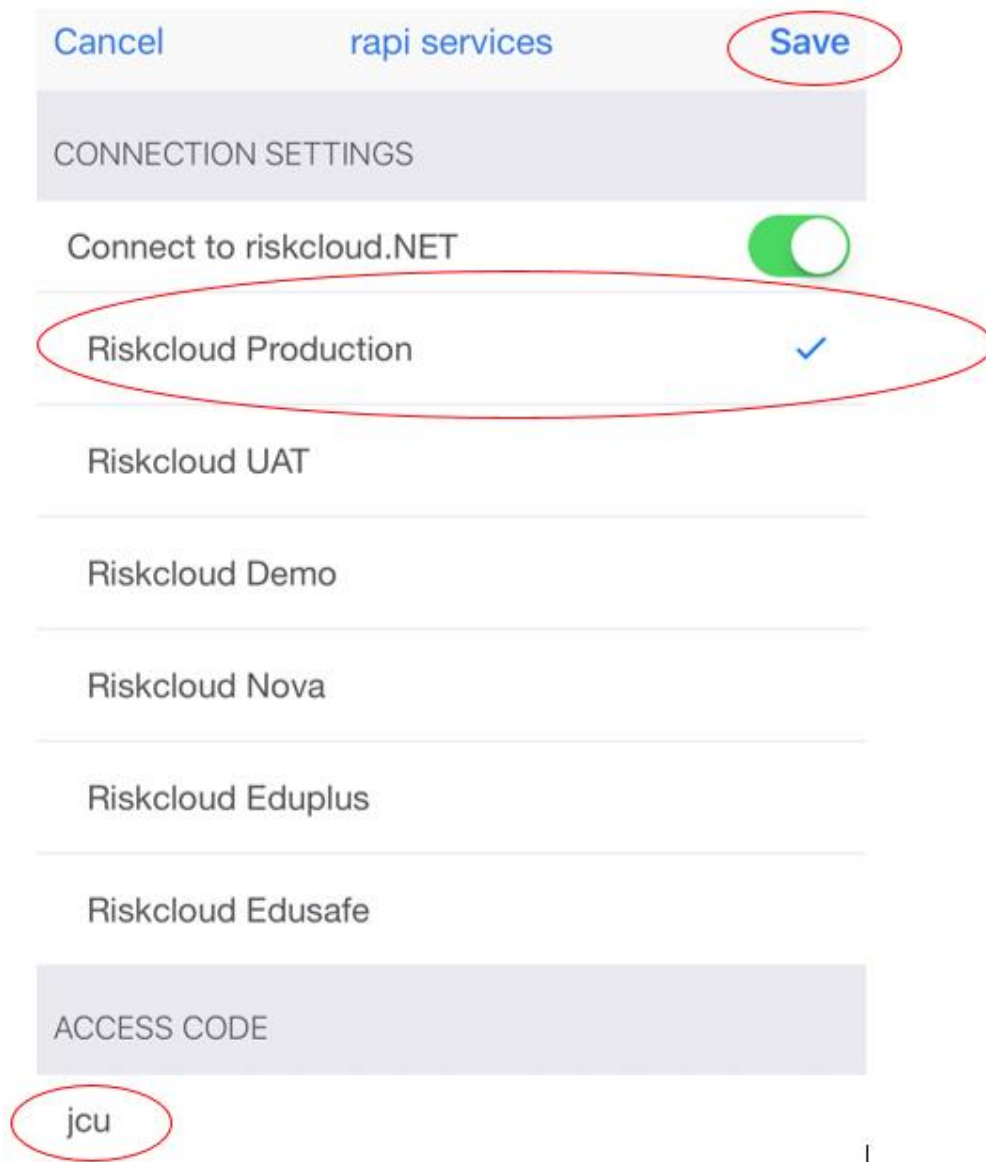
2 Open pocketSafety for the first time

- ✓ Open pocketSafety for the first time
- ✓ Tap the riskcloud.NET icon to open the Connection Settings.



3 Configure Connection Settings

- ✓ Ensure the Production option is ticked
- ✓ Enter the Access Code jcu
- ✓ Save settings.



Cancel rapi services Save

CONNECTION SETTINGS

Connect to riskcloud.NET

Riskcloud Production

Riskcloud UAT

Riskcloud Demo

Riskcloud Nova

Riskcloud Eduplus

Riskcloud Edusafe

ACCESS CODE

jcu

4 Log into RiskWare

- ☑ Enter your Username and Password.



5 Set Passcode

- ☑ Enter a Passcode to allow easy access back into pocketSafety, if you have closed the app without logging out (if you do logout, you will need to login again).


Enter Pin Log Out

○ ○ ○ ○

Attempt: 1

1	2	3
4	5	6
7	8	9
C	0	<

6 Congratulations

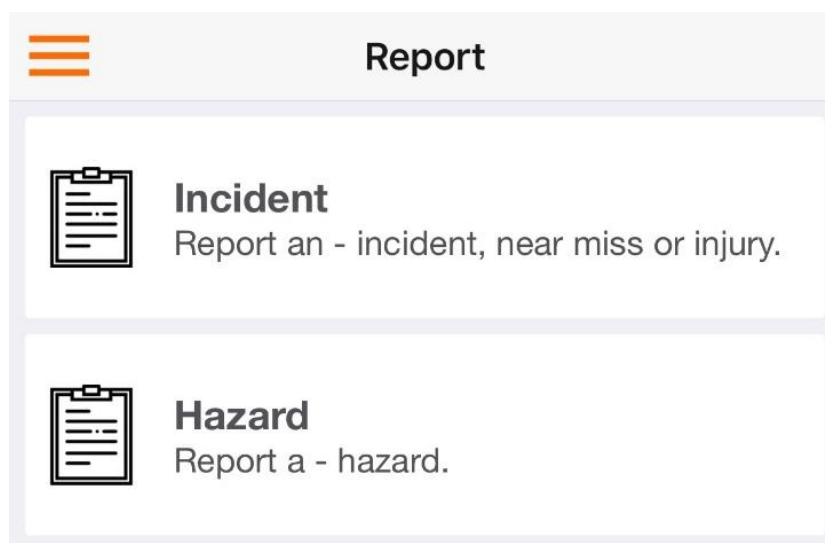
- ✓ pocketSafety is now ready to use. To navigate between functions tap the  menu icon
- ✓ Select my group to see notifications.

Note: your menu options will depend on your level of access.



7 Report

- ✓ Select either an incident or hazard
- ✓ Completed all the fields ensuring the green tick appears
- ✓ Save as a draft and when complete Submit report
- ✓ Email notifications will be sent
- ✓ Task assigned will need to be completed in RiskWare.



Quick Reference Guide – Install pocketSafety

Step 1: Initial Form	Step 2: Form with Status
<p>← Report New Hazard</p> <p>Hazard Details</p> <p> Who? ></p> <p> What? ></p> <p> When? ></p> <p> Where? ></p> <p>Assign to</p> <p> Manager/Supervisor ></p> <p>Additional details (optional)</p> <p> Add Photos ></p> <p>Save Submit</p>	<p>← Report New Hazard</p> <p>Hazard Details</p> <p> Who? ✓ ></p> <p> What? ✓ ></p> <p> When? ✓ ></p> <p> Where? ✓ ></p> <p>Assign to</p> <p> Manager/Supervisor ✓ ></p> <p>Additional details (optional)</p> <p> Add Photos ✓ ></p> <p>Save Submit</p>

Further Information Contact

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