1Life Mobile App For iOS

User Guide – June 2022

1Life Workplace Safety Solutions Ltd.

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# How to Download and Login to the 1Life Mobile App

1.   Start by navigating to the Apple Store, search for 'mySafetyApp', and tap to download and install the app.

2.   Once the app has downloaded and is opened, it will prompt you to login. You can proceed to login with your 1Life Software credentials. You will be prompted to accept the terms of use. The terms of use are mandatory for using the 1Life app.
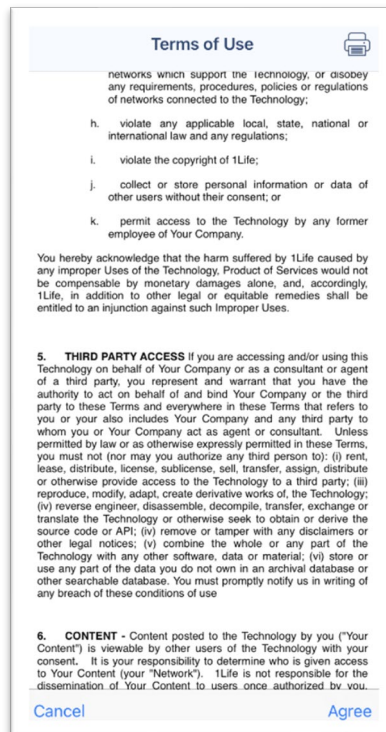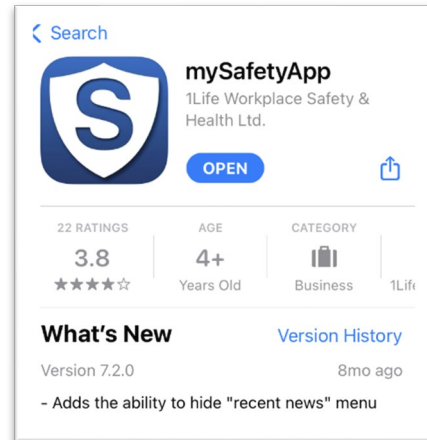

NOTE: It is important to be operating on the most current update of mySafetyApp. A pop up will appear when it's time to update; we recommend installing updates, as this ensures your app and its functions are working optimally. Alternatively, you may view if updates are available by navigating to the Play store and searching for mySafetyApp

How to Navigate the Mobile Application Menu, Filters & Icons

Just synchronized
Tap here to synchronize
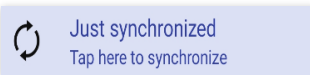
Synchronize will display if the app is up to date and if a sync is in progress, it will display   how many records are being transferred. Once finished synching, it will continue to display the time since last Synchronization.

Instructions & Links
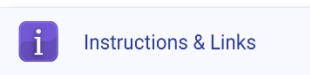
Instructions and Links are links to websites or videos that have been uploaded to the app for quick access to all employees. These can be used for a company website, welcome video, etc.

Forms

Forms have been created within the web tool and can be filled out repeatedly as needed. Forms is split into two different lists: **'Fill Out New'** for your list of Form Templates that can be completed, and **'View Previous'** for forms you have already filled out.

By tapping on the funnel icon, you can filter by project, person status, and corrective actions to help drill down on the forms you are looking for.

Note: finalized/submitted/reviewed forms may only be visible under 'View Previous' for a time frame of 8-365 days, depending on your company's profile settings. If you don't see your forms here, they can be found under Archives.

Requiring My Attention

Requiring My Attention page has been set with a filter to only display items (Corrective Actions, To Do Forms, Requiring Your Signature) that have been assigned to **you**.

To Do Forms will show up red, labelled **To Do**. These are forms that have been scheduled out to you through the web application via Scheduler.

Archives is a list of forms and resources (documents) that have been submitted/reviewed/finalized and are no longer visible in the 'View Previous' section of forms. The items found here can be viewed via PDF or emailed.

By using the filter icon, you can drill down on information by project or date by selecting the funnel icon
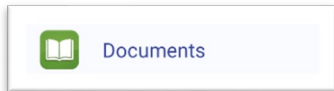

Documents is split into 2 categories: Library and Signed.

- **Library** is the list of documents that have been published by your web administrator. Documents will be displayed as PDF only.

- **Signed** is where you can find all the documents you have signed off on via the mobile device.
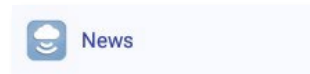
News contains local articles about safety and health in the workplace and can be used to help educate employees on the real risks possible in the industry.
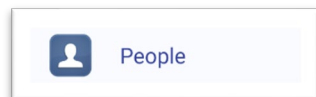
People is split into two different lists: Employees and Contacts.

- People will display the full list of **employees** and if you select an employee, you can see contact information as well as all of their training records. Tap on a training record to view the certificate.

    o You can email a copy of the certificate to a third party by selecting the up arrow in a square icon at the bottom left corner. Select the application you wish to use.

Note: Training records and contact information privacy can be controlled through the web application. Employees can only see their own certificates, whereas Managers and Supervisors can see all employees' certificates.

- The **Contacts** tab will display your third-party contacts. You will be able to add new contacts by clicking the '**+**' button and filling in their personal information.

Help & Feedback will display the full mobile app help guide. At any time, you can select the '**Send Feedback**' button on the top right to contact Support about a feature request or report a bug within the app. There is also a print icon to print the mobile app help guide.

A best practice is to ensure your phone is on Auto Synchronization. This helps to ensure data is flowing between the mobile and web applications. You can also choose the frequency with the slider bar below.

- If you are concerned about data usage, you may turn the option off for 'use data for sync'
- You still have full access to the app's forms and documents when not in cellular or Wi-Fi service. Once connected back to data or Wi-Fi, simply synchronize your device to send information to the web application.

Another best practice is to ensure the notifications is turned on – this will help to notify you when something has been assigned to you.

Deleted Drafts is split into 2 categories: Forms and Documents. This is where you can find incomplete forms and documents that were deleted and can be restored by clicking 'Restore'.

Mobile Documents Sign Offs

Documents that are Published can be accessed from mobile devices by tapping **'Documents'** from the menu. Documents are organized into Groups. Simply tap on the document group to view which documents are available in that group.

1. Navigate to the document in the Document Library. Click on the document from this list to open the document to review.
Alternatively, you can search for a document name by using the search bar function at the top of the page. You will then have the option, in the top right, to '**Sign**' the form.

2. Clicking '**Sign**' opens the form to be able to sign the document.

3. Select a project by clicking on "no project selected" by project. You will see a list of available projects and search function is available for simplicity. Projects are mandatory to fill out when signing a document

4. Select '**Completed By**' at the bottom of the page and select your name from the employee list. A signature box will appear. You can sign using your finger or a stylus, and select **'Save'**

5. After signing, tap the 'Submit' button to finalize this sign off.

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How to Print Documents

You may print a signed document by sliding to the left on the desired document in the 'View Signed' screen and then tapping on the green 'Preview or Print' option. When a document is selected for printing, a PDF is generated on the server. This may take some time depending on the content of the document. Once the PDF is ready, you will see the Print Options screen.

How to Navigate the Form Question Types

There are 6 different question types you may find within a form:

1.   **Inspection Items** have a ü, X, N/A selection, and in the event of a failure (selecting 'X'), you will be prompted to add a 'Corrective Action' for the specific hazard.

From the 'Corrective Action' screen, you can set it as having been resolved or unresolved:

   a. Describe the hazard control and assign it to the responsible person.
   b. Rank the Severity & Probability using the scrolling bar:
      i. Select the appropriate number for Severity, and letter for Probability. You will notice the description and color coding will change based on the information inputted.
   c. You can also choose the frequency of the hazard.
   d. Add any image or other comments to further support your corrective action. You can also draw on the image or import from your photo library.
   e. Once you have filled in the information, tap **Save** to return to filling out the form.

2. **Text Fields** are simply areas that allow for the individual filling out the form to type a response as per the instructions in the name and description of the question. *This question type allows you to add a photo if needed*

3. **Checkboxes** are non-mandatory questions and only require the individual to check the box pending the conditions described in the specific question have been met.

4. **Yes/No** questions are elements that require the individual to respond with a Yes, No or N/A answer, and can provide comments or a description if desired. *This question type allows you to add a photo if needed*

5. **Common Hazards** have a ü, N/A if a hazard is present, then you will be prompted to the 'Corrective Action' screen in the same manner as Inspection items.

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6. ***Instruction*** questions are simply text that you have included in the form as an extra note that is not specifically relating to any other form question type. Once you have filled in all the information for your question, press the check mark to add it.

How to Fill Out a Form

1. Log into the 1Life Mobile App.
2. Access your company's forms by tapping **Forms.**
3. Locate the form you wish to complete within its group or by using the search option at the top of the page.
4. When you click on a form, it will open a new instance of that form in a 'Draft' state. The state of all forms will be displayed in the top right of the form screen and is color coded to help indicate.
   a. As you can see, some elements of forms are **mandatory**: any element with a red bar on the left-hand side of the screen is mandatory, and the form cannot be completed until all mandatory elements are answered.
5. Choose your project by tapping on 'Project'.
6. Time in and time out fields can be populated by tapping in the field
7. Forms Tags:
   a. You have the option to add form tags to your form as a type of meta data to search for within the web tool later. To attach a form tag:
      i. Tap on 'Tap to Add New Tags'. The pre-defined form tag list will appear.
      ii. Tap the toggle button beside the tag name to attach to the form.
      iii. If granted permission on this form, you can add a new tag by selecting 'New' in the top right-hand corner. Here, you can give the tag a name and select 'Save' to add to the list. Select the toggle on button to attach the tag.
8. NOTE: At any point, you will be able to exit your incomplete form by tapping on the top left and selecting '**Cancel**'. Here you can choose to '**Delete, Save**, or **Cancel**' your form.

   Saved Forms: If you save your form, it will be saved as a Draft under the **'View Previous'** menu.

Deleted Form: A deleted form can be restored from the '**Deleted Drafts'** menu on the main app screen. These are kept for 7 days after it has been deleted. Now you can see the different element types and the answer controls you are. Now you can see the different element types and the answer controls you are provided with as a result.

Once you have answered all the questions in the form, you will still be able to add additional hazards if that option has been allowed for this form.

Provided all the mandatory fields have been answered*, you can sign the form by:
1. Tapping **'Completed by'**, and selecting your name from the list,
2. Signing in the box, and then pressing **Save**.
3. You can add any additional comments beside your signature, if necessary.
4. Press the **Submit** button in the top right corner.

A pop up will appear if you have not filled out all mandatory questions.

You can choose to Assign to Employee, Supervisor, or Manager. In the relevant list, you can scroll or search for the correct name. Once you click on the name you will beredirected to the 'Previous' section of the forms. You'll find your form is now listed as 'Submitted' within this list.

You can also add additional signatures of either another employee or a third-party contact:
1. Click on 'Additional' under your Completed By signature. Under the employees list, you can find or search for the employees' name(s).
2. If they are a Contact, you can find or search for the name under '**Contacts**' or you can tap '+' in the top right corner to add a new contact; enter the required fields. You can then select their name from the list.
3. Both instances will have the signature box appear and they can sign off just as you did.
4. You can repeat this process for each additional person's signature.

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Return to the home screen and press

Just synchronized
Tap here to synchronize

This will send the completed form to   the website application
and/or to the people it has been assigned to.

After synchronization, under '**View Previous**', if you select a form that you have completed, you can email to a third party using the envelope icon in the top right-hand corner.

Requiring My Attention

Any form that requires your attention (has been assigned to you or requiring corrective action) will be found in the **Requiring My Attention** section of the mobile application. You will receive a mobile notification and if your email notifications are turned on, you will also receive an email when a form requires your attention.

1. Open the app.
2. Click on Requiring My Attention.
3. Tap on the form to open it.
4. For **Corrective Action**: Tap the item that says 'Corrective Action Required' to open the window that allows you to enter what the corrective action will be, as well as add any photos or comments as needed.
    a. To resolve a corrective action, simply select the check mark in the corrective action box and add your comments. Select Resolve in the top corner, then select back to return to the form.
    b. After you have resolved all corrective actions, scroll to the bottom of the form, and tap the correct signature space to sign the form.
    c. Once the form has been signed, it will be in the 'Reviewed' state if anyone else still needs to participate in adding or editing information on the form.
5. You can now either assign the form or finalize the form if there are no other revisions necessary. Your choice for assigning is to an employee, a

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supervisor or a manager.

6. To finalize a form, select '**Finalize**'. This will mark the form as final and lock it from further editing.

    Note: once a form is finalized, no further changes can be made to the form.

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How to Duplicate Forms

On the Mobile app, a completed form can be duplicated. Duplication is a time saver when it comes to forms that do not have many changes from the previous form, or when someone new arrives on site and you require a signature.

To duplicate a form:
1. Tap, hold and Slide to the left on the desired Form Template within the **'View Previous'** screen.
2. Tap '**Duplicate'** from menu.

This will create a new draft version of that form with the answers already filled in as they were in the original form you duplicated from. The date and time will populate to the current date & time of the duplication. You can then change the answers you need as required and sign off as normal.
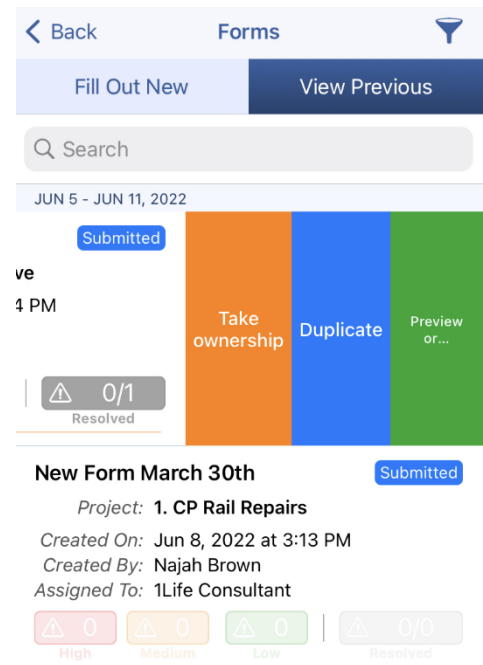
How to Take Ownership of Forms

If you have been assigned as a supervisor, you will be able to take ownership of existing forms that have been submitted to another supervisor.

To take ownership of the form:

1. Slide to the left on the desired Form Template within the '**View Previous**' screen.
2. Tap 'Take Ownership' from the drop-down menu to set yourself as the signing supervisor for that form

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How to Print Forms

You may print a form by:

1. Tap, hold and Slide to the left on desired form in the '**View Previous**' screen.
2. Tap on the '**Generate PDF for Print**' from the drop-down menu.

When a form is selected for printing, a PDF is generated on the server. This may take some time depending on the content of the form.

Once the PDF is ready, you will see the Print Options screen.
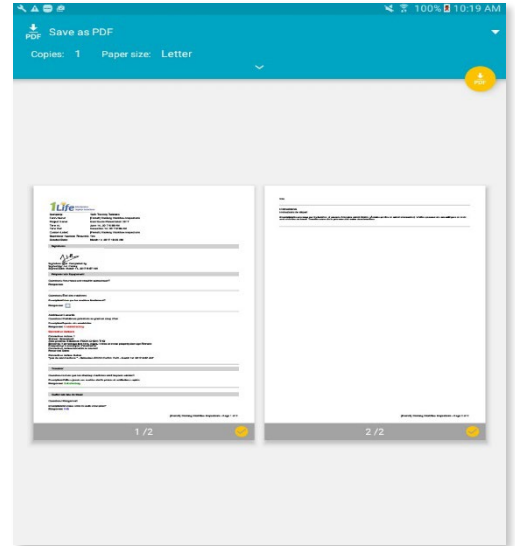
How to Print Archives

Archives are split into 2 sections: Forms and Documents.

Forms & Documents may be printed through the Archives section. The Archives section lists forms that have been submitted within the last 30 days.

You may print a form or document by:

1. Tapping on the item.
2. Tapping on the 'Generate PDF for Print' menu item, thus making it visible on the mobile app for use.

Alternatively, you can select 'Send by email' to email to a third party.
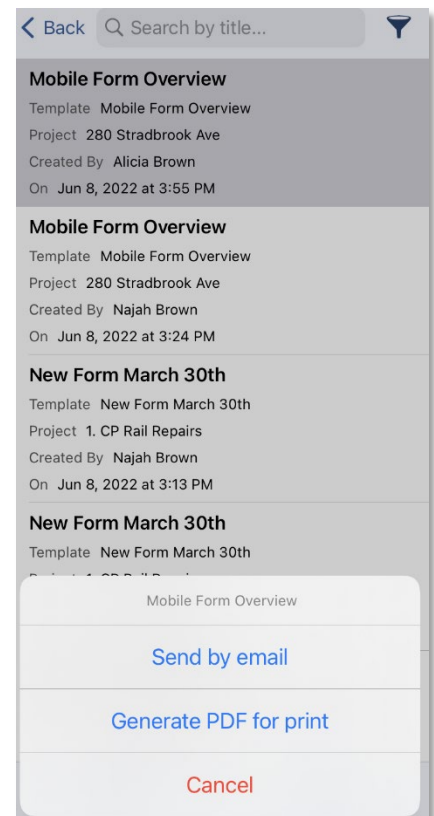
How to Take Courses on Mobile Devices

You can complete courses that have been assigned to you through the 1Life Platform on your mobile device!

To do so, please:

1. Use the link for the LMS log in screen:
   https://app.mysafetyassistant.ca/mysafetyapp/lms/login

2. Log in using the same credentials for the 1Life web and mobile applications.

3. You will be directed to the 'My Training Courses' screen, where you can start or continue with courses that have been assigned to you.

   a. **Note:** If you are a web administrator, you will be taken to the Web Admin view of the LMS where you can see all training courses, assign training, etc. You can switch to Employee view by clicking on the 3 horizontal lines in the top right-hand corner and select '**Switch to Employee View**'. This view is where you can start or continue your own courses.

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