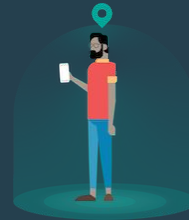


# 📍 SaferMe

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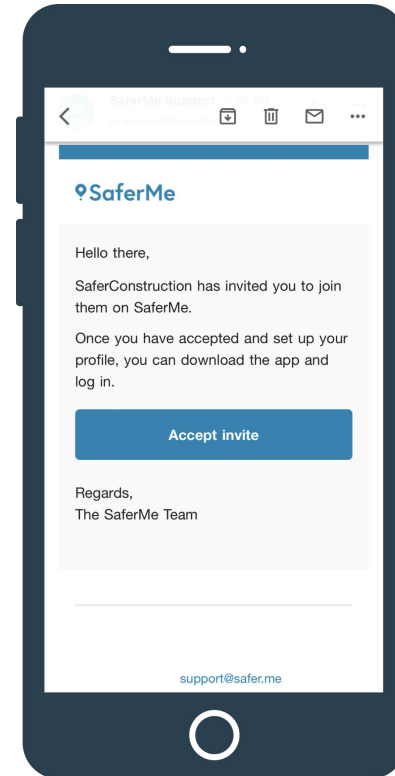
## Mobile App Set-up



# Welcome to SaferMe!

You have been invited to join your organisation on the SaferMe mobile app.

Please find the email invitation from [team@safer.me](mailto:team@safer.me) in your inbox and click **Accept Invite.**

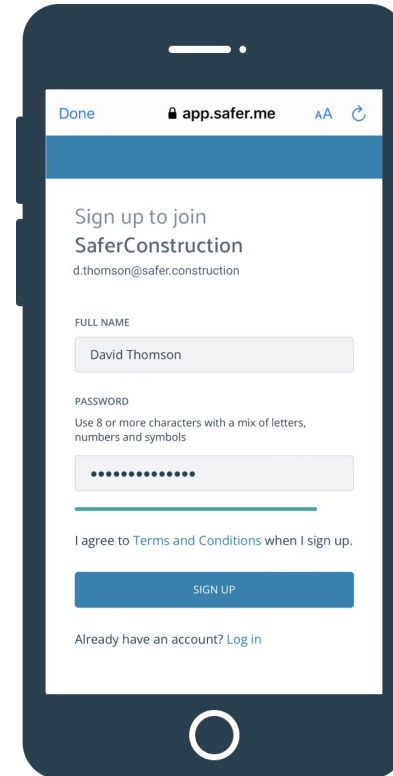


# Setting Up Your Account

After selecting **Accept Invite**, a new browser window will open to the sign up page.

Please add your full Name and a password for your account.

**Note:** The bar underneath the password field must be green (to signify your password is unique) before you will be able to proceed with the sign-up process.

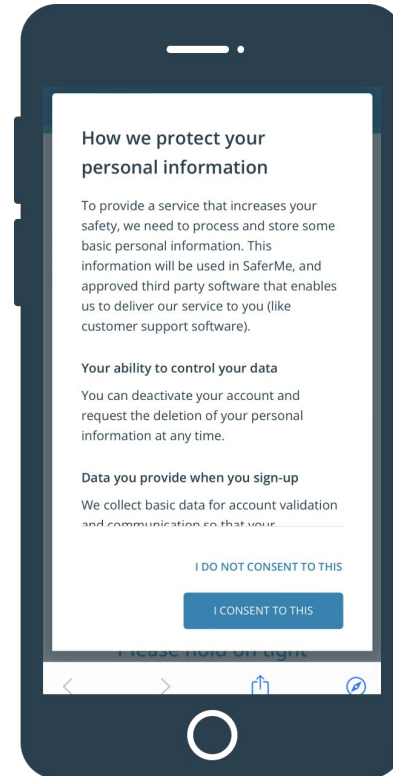


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# Accept Terms & Conditions

Once you have entered a name and password for your account, please accept our GDPR Terms & Conditions.

If you have any questions about these terms, please do not hesitate to contact [support@safer.me](mailto:support@safer.me).

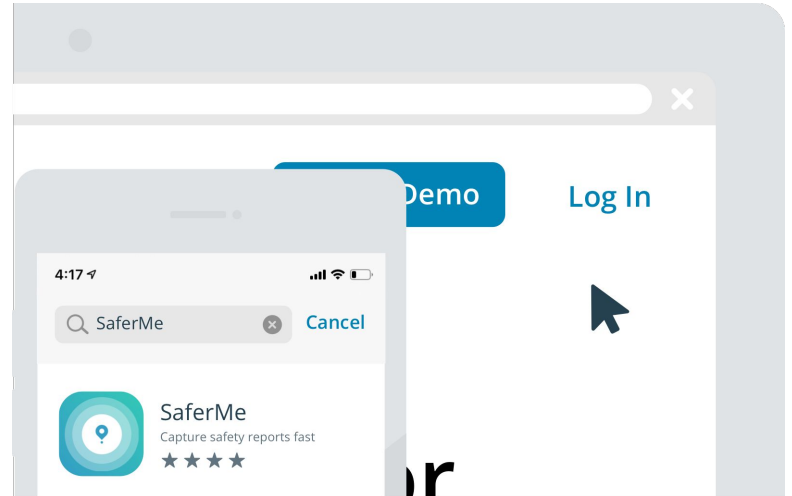


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## Download the App

Once you have completed the sign up process in the browser window, you are ready to download the SaferMe app.

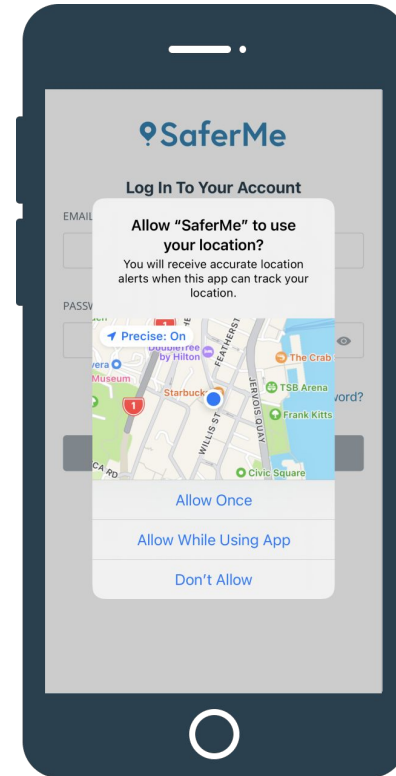
Please access the app store on your device and search for **SaferMe Ltd.**



# Location Permissions

Please allow the app to use your location while you are using it. This gives the app permission to pin your reports to the location you are working on.

You do not need to give the app permission to use Bluetooth.

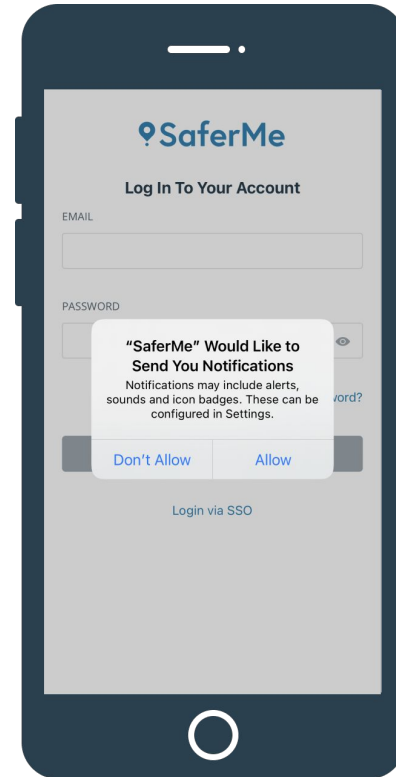


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# Push Notifications

Allowing the app to send push notifications to your device means that you'll be notified when reports and tasks are assigned to you.

If you select Don't Allow but would like to turn your notifications on at a later time, you can do so in the app settings.

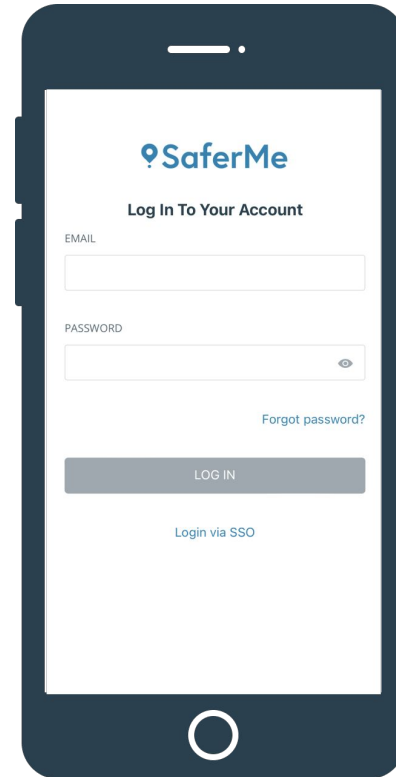


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## Login to the App

Once you have accepted the relevant permissions, login to the app with your email and password.

If you run into any trouble accessing your account, please follow the Forgot Password instructions or contact [support@safer.me](mailto:support@safer.me).



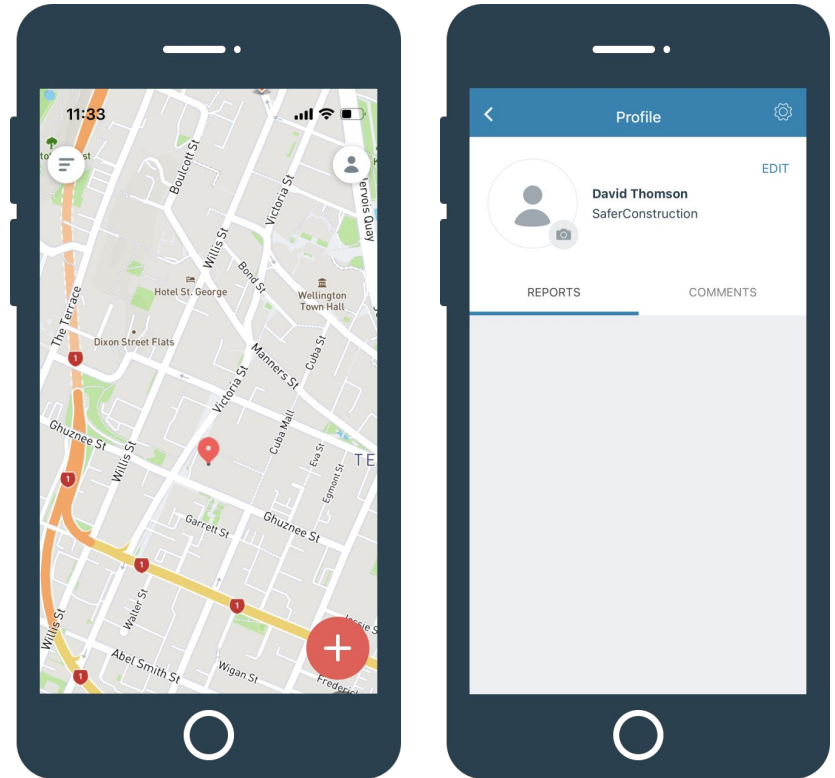


# Viewing your Profile

On the maps screen, click on the profile icon in the top right to access the **Profile** screen.

Here, you can edit the details of your profile and view the reports/comments you have made on your account.

Click on the camera icon to add a profile picture to your account.

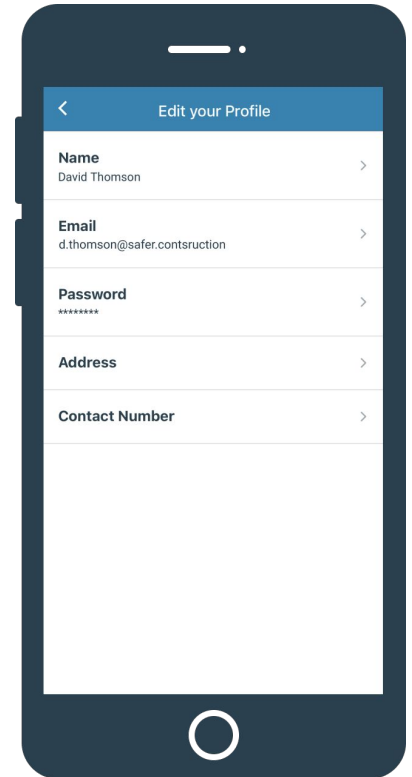
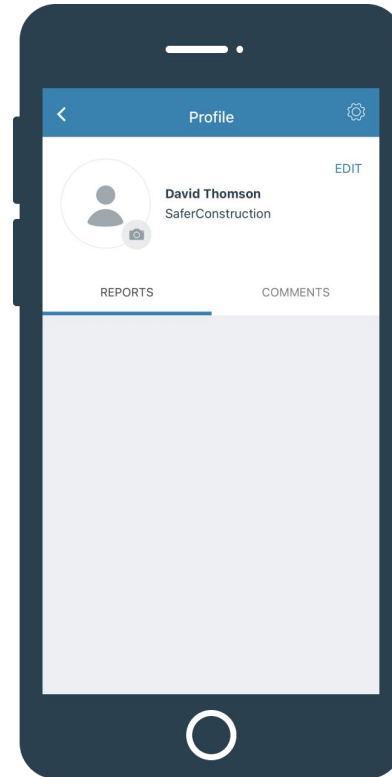


# Editing your Profile

On the Profile screen, select the **EDIT** button to access your profile details.

Click on a field to add or edit the information.

Only your name and profile will be visible to the organisation Administrators.



# App Settings

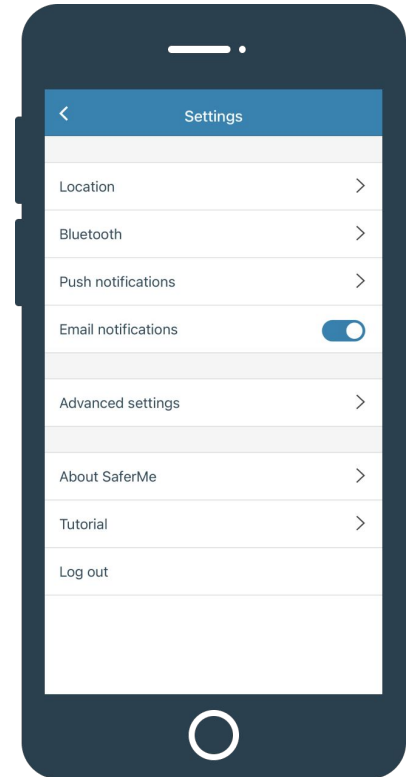
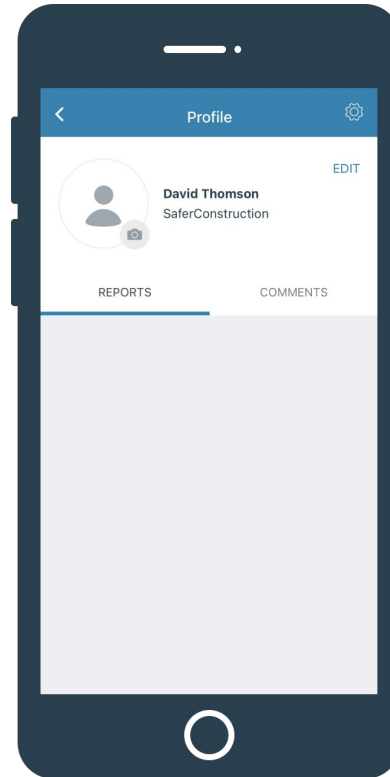
Select the **Cogwheel** in the top right of the Profile screen to access the app settings.

Clicking on Location, Bluetooth or Push Notifications will take you to your device settings.

Email notifications can be configured with the toggle:

Blue = notifications are on

Grey = notifications are off

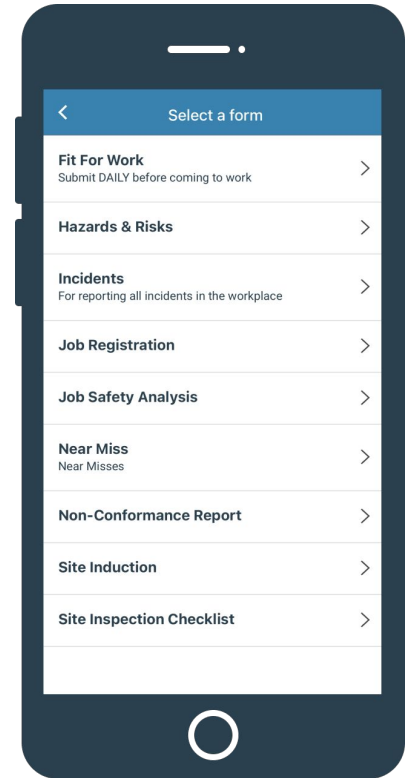
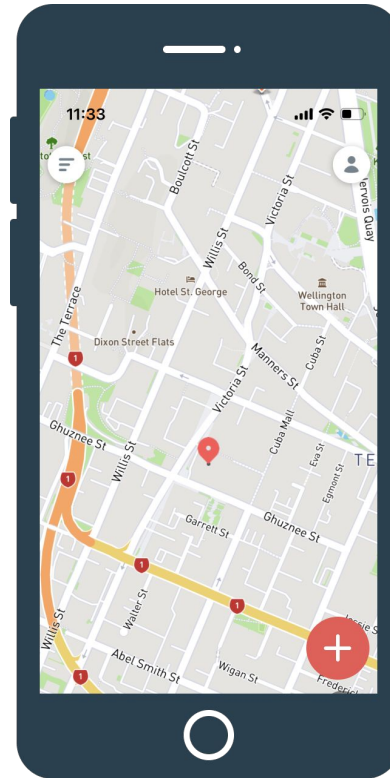


# Making a Report

To start making reports, begin on the maps screen and click the **red + button** in the bottom right.

Select the name of the form you would like to make a report for.

If you do not see the desired form in your list, please contact [support@safer.me](mailto:support@safer.me)

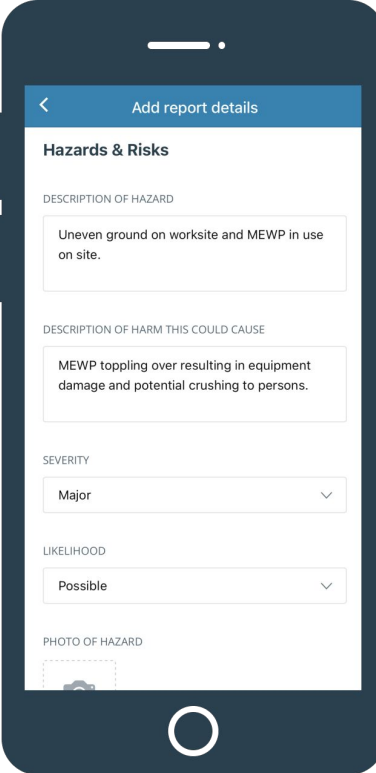


# Making a Report

Once you have selected the form you would like to complete, fill out each of the fields as required.

The app will not let you submit the form if fields marked \*Required are left blank.

**Note:** If you are reporting offline, your reports will appear in your Report Feed after you have opened the app in a stable internet connection.



The screenshot displays the 'Add report details' screen in the SaferMe app. The form is titled 'Hazards & Risks' and contains the following sections:

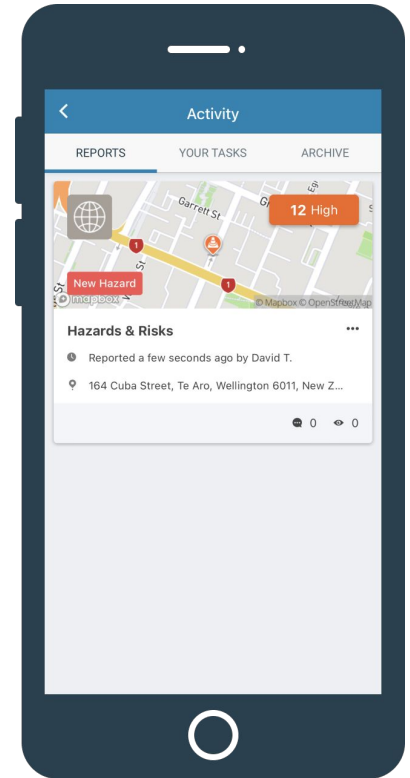
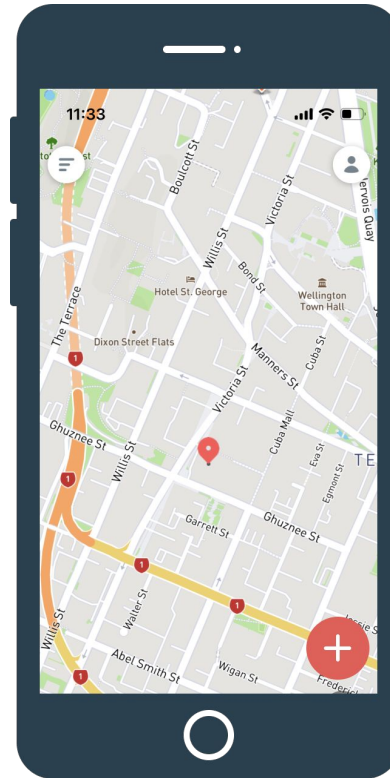
- DESCRIPTION OF HAZARD:** A text input field containing the text 'Uneven ground on worksite and MEWP in use on site.'
- DESCRIPTION OF HARM THIS COULD CAUSE:** A text input field containing the text 'MEWP toppling over resulting in equipment damage and potential crushing to persons.'
- SEVERITY:** A dropdown menu with 'Major' selected.
- LIKELIHOOD:** A dropdown menu with 'Possible' selected.
- PHOTO OF HAZARD:** A section for uploading a photo, currently showing a placeholder icon.

# Viewing the Report

Choose the three lines in the top left corner of the map screen to access the **Report Feed**.

Click on a **Report Card** to access the details of that report.

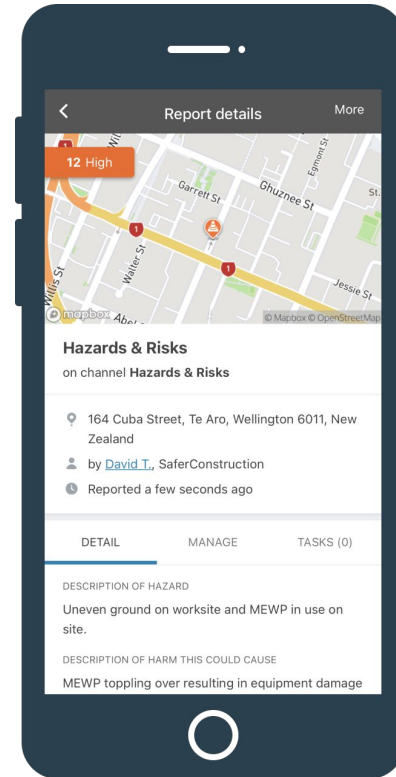
Please get in touch with your Site/Project Manager if you do not see a report you are looking for. The report may be restricted so only Administrators can access it.



# Viewing the Report

The report will open to the Details tab where the information will appear as it was submitted.

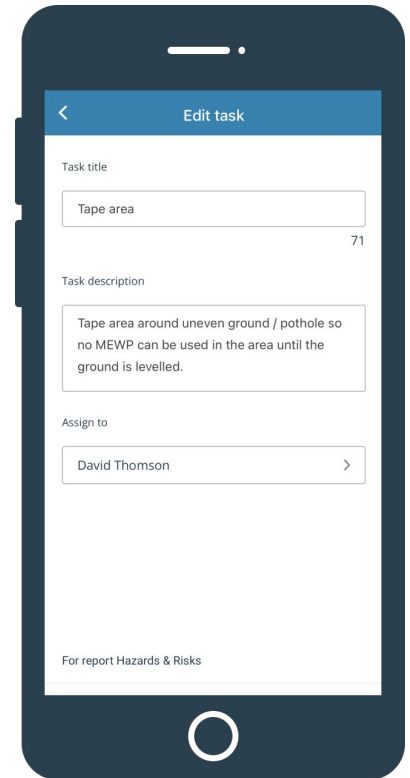
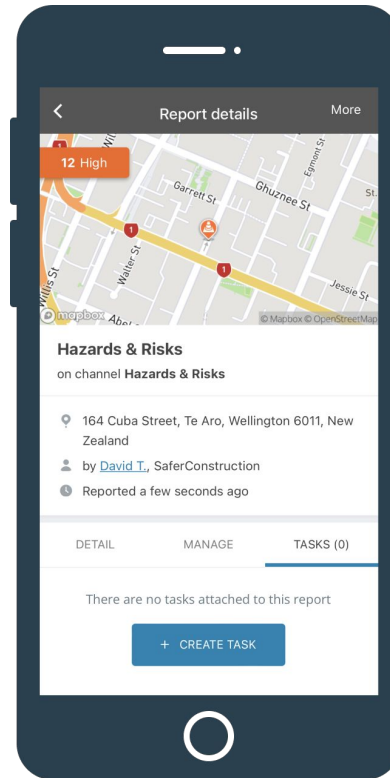
If you have access to make changes to the report, you can do so by selecting **More** in the top right corner and then **Edit**.



# Adding a Task

To create a task, click on the report in the feed and select the **TASKS** tab. Once in the tasks tab, select **CREATE A TASK**.

Give the task a title, description and assign it to someone in your organisation. They will be notified via push or email notification.



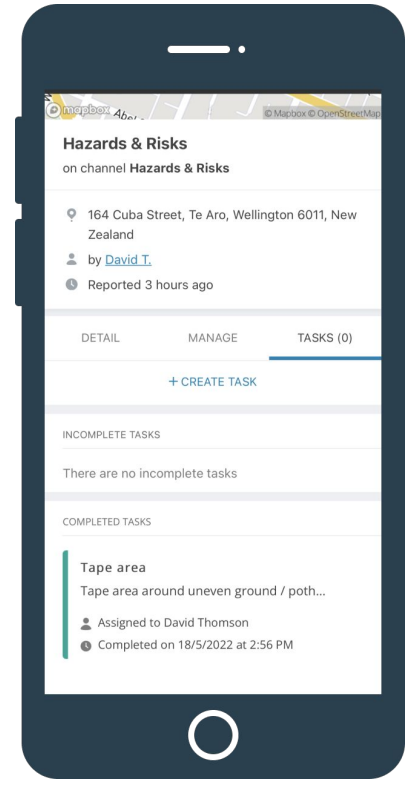
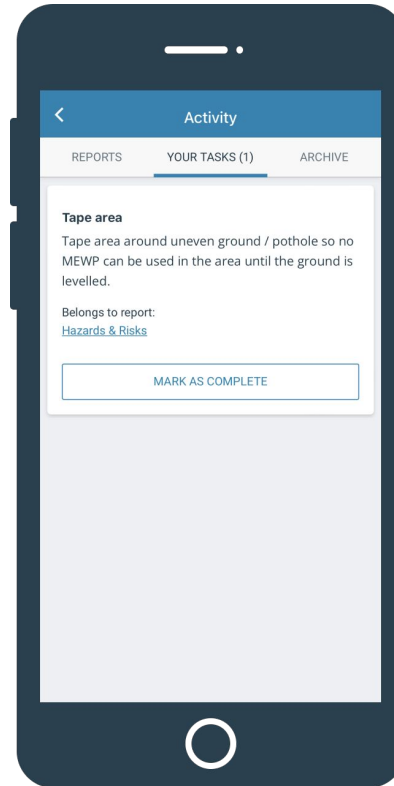


# Completing a Task

To view a task that has been assigned to you, click on the notification or select Your Tasks at the top of the Activity Feed.

Click on the task to open the report. View the contents of the task in the Tasks tab and select **COMPLETE TASK** once actioned.

The person who created the task will be notified that you have completed the task.



# Need further assistance?

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**Our team are here to help.  
Please contact [support@safer.me](mailto:support@safer.me)**