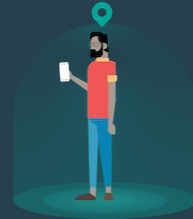


📍 SaferMe

iOS Mobile App Set-up

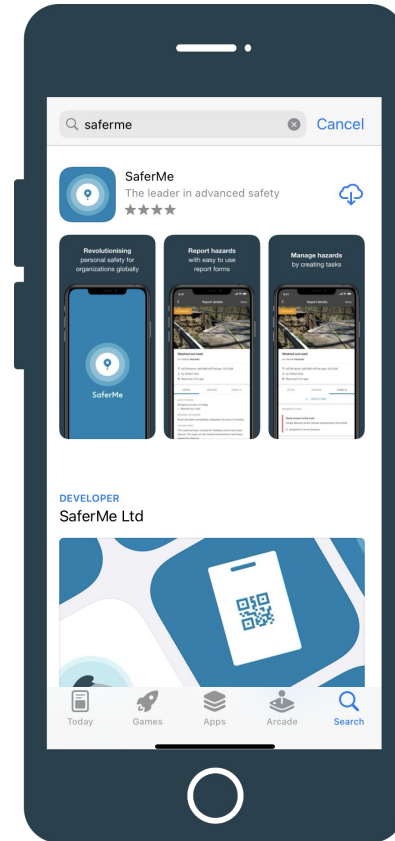


SaferMe V3 for iOS

To update SaferMe to the latest version, go to the Apple App Store and search for [SaferMe](#) or [SaferMe Ltd.](#)

Select [Update](#). The latest version of the app will read [SaferMe Version 3.0.0](#).

Note: This update is currently only available for iOS/Apple users.



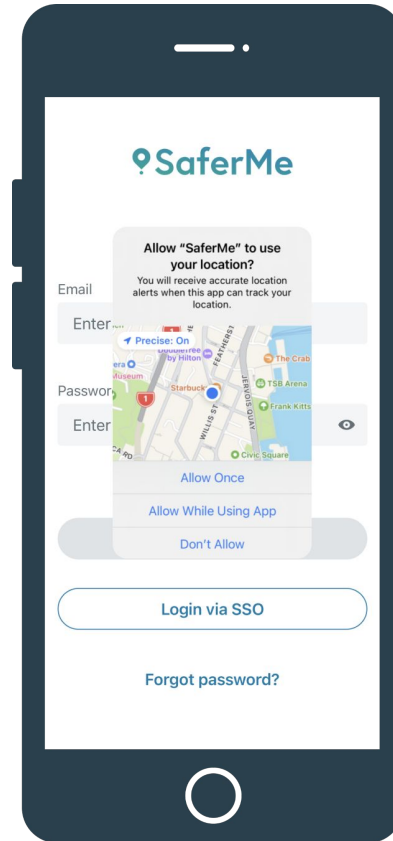
Location Permissions

Open the app once the update has installed.

Allow the app to use your location.

This gives the app permission to pin reports to the site you are working on.

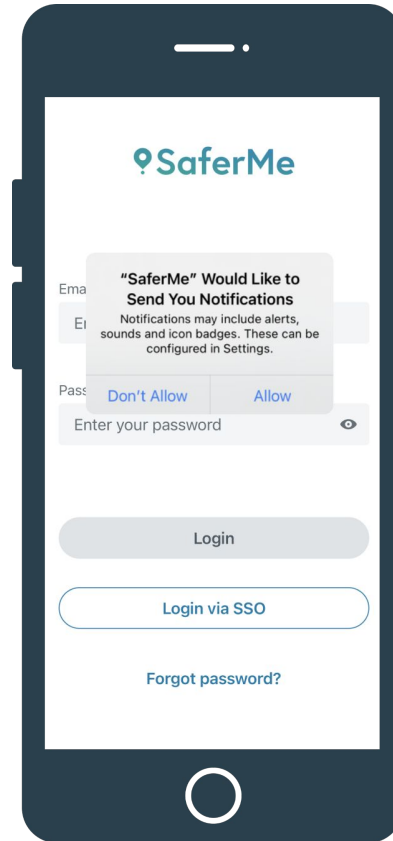
If you select [Don't Allow](#), the location pin on your reports will be inaccurate. This can be changed in the app settings.



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.

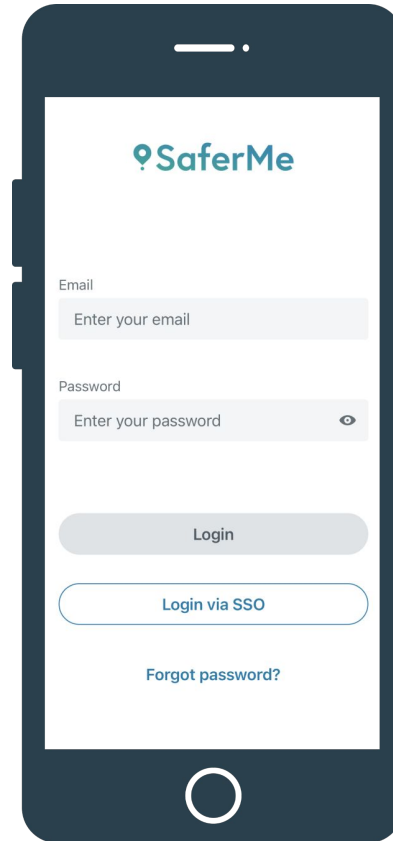
Push and email notifications can also be turned on in the app settings.



Login to the App

After accepting the relevant permissions, login to the app with your email and password.

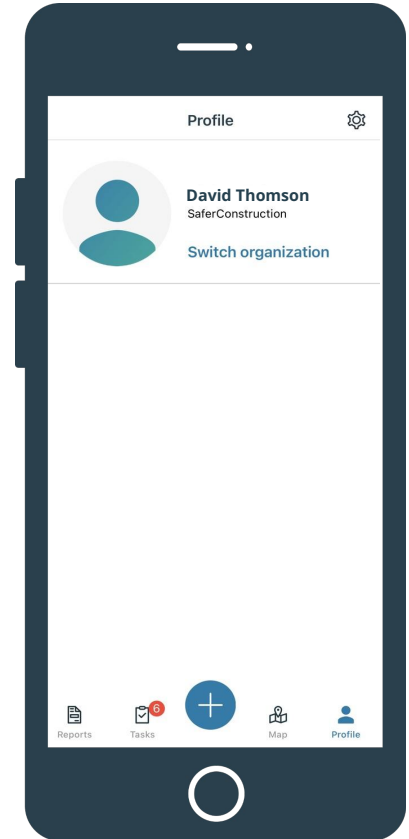
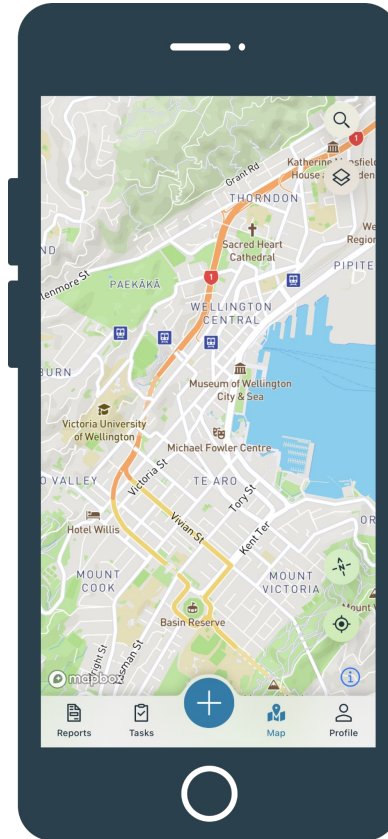
If you run into any trouble accessing your account, please follow the [Forgot password?](#) instructions or contact support@safer.me.



Viewing your Profile

On the maps screen, click on the profile icon in the bottom right to access your Profile.

To access your settings, select the cogwheel in the top right corner.



App Settings

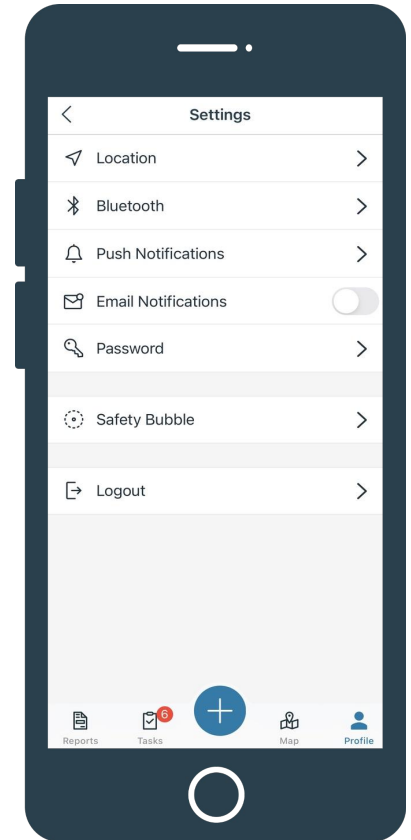
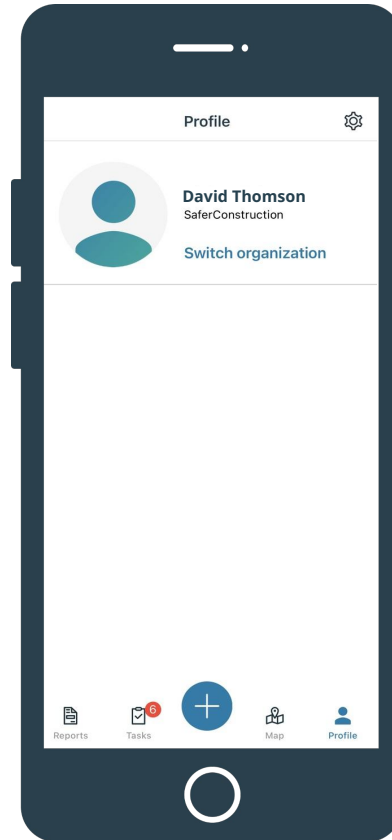
Location, Bluetooth and Push Notifications will lead to your iOS device settings.

Email notifications can be configured with the toggle:

Blue = notifications are on

Grey = notifications are off

From this page, you can also change your password, safety bubble radius and logout.

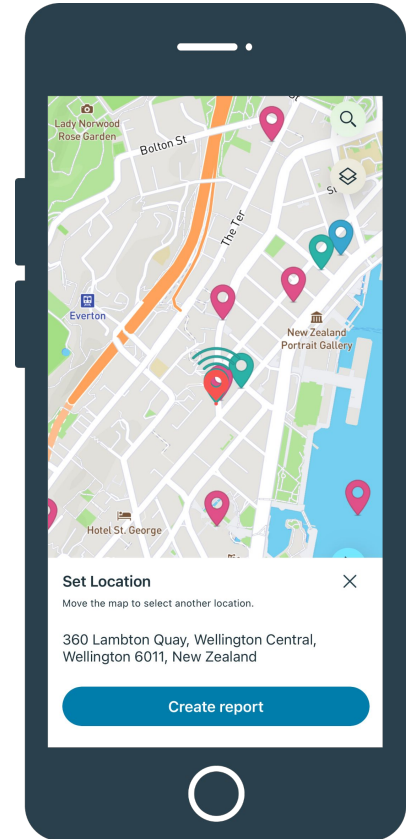
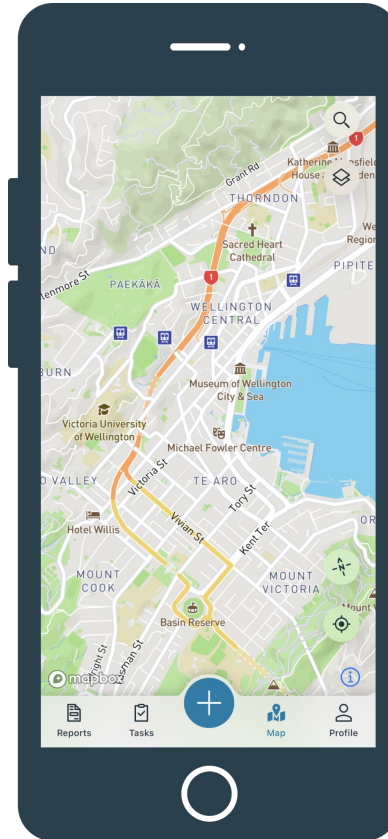


Making a Report

To start make a report, click the **blue + button** in the middle of the bottom navigation bar.

The app will ask you to confirm your location before proceeding.

If the location is incorrect, click and drag the pin on the map or enter the correct location in the search bar (top right).

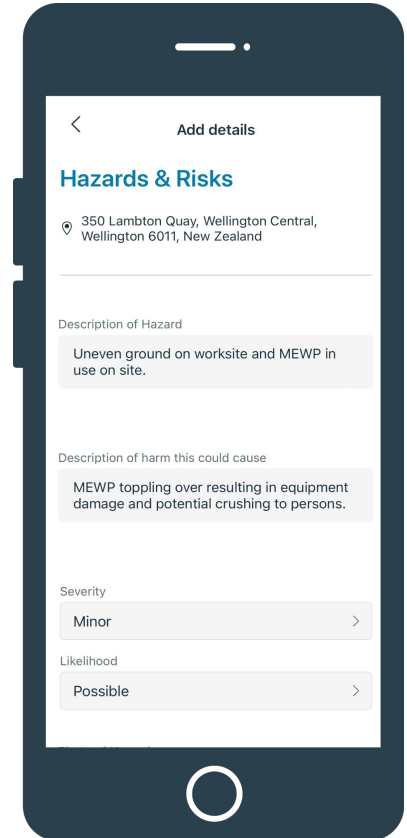
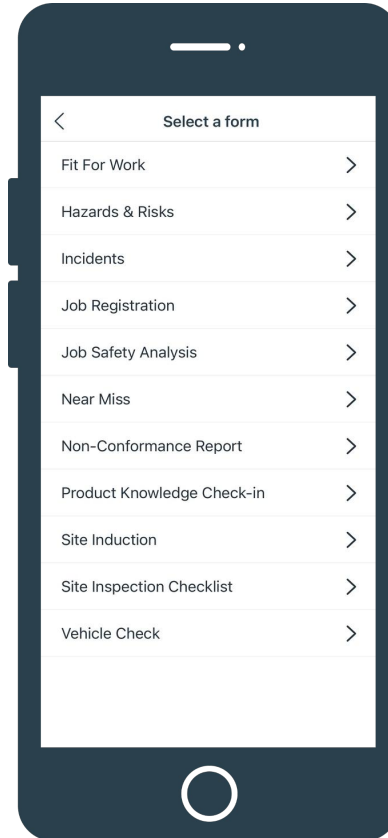


Making a Report

Select the form you would like to submit and fill in the fields as directed.

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

Note: If you are reporting offline, your reports will upload to the server once you are back in connection.

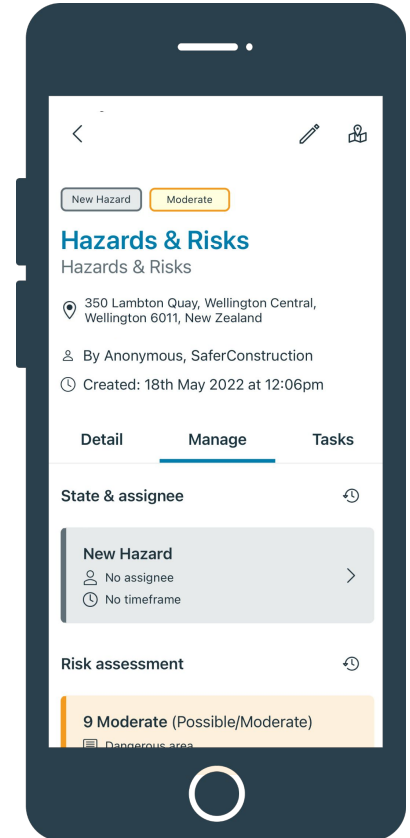
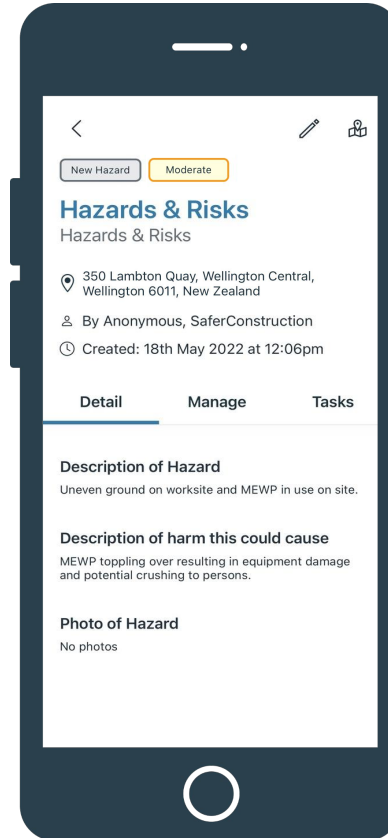


Managing a Report

Once the report has been submitted, the details of the report will appear.

Selecting the **Manage** tab to escalate the report through the workflow.

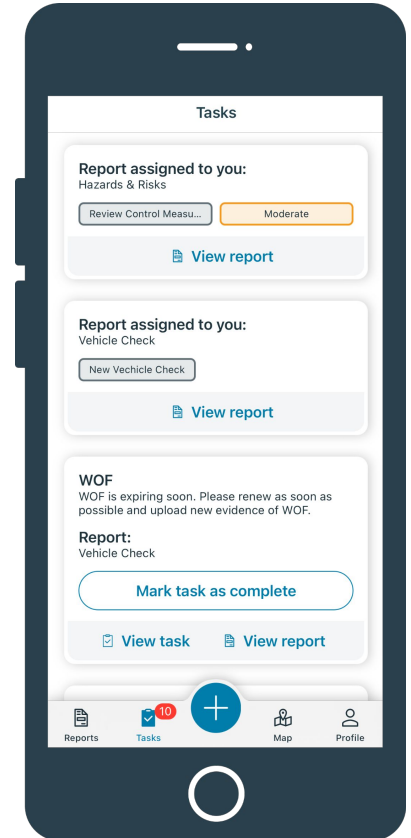
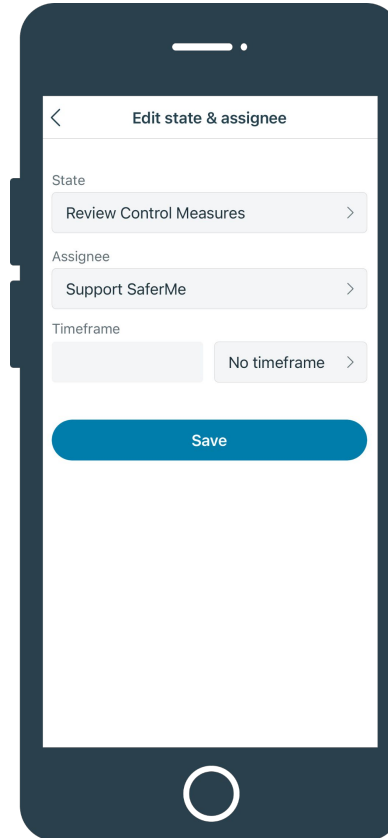
Select the **State & assignee** field to change the status of the report and who is responsible for resolving it.



Escalating a Report

Select the **State** field to escalate the report through the workflow or resolve the report.

Select the **Assignee** field to escalate the report to someone else on your team. They will be notified that the report is in their **Tasks** list.

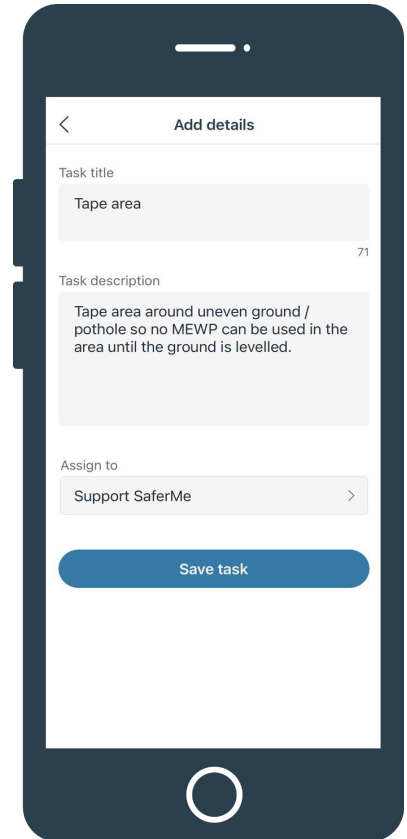
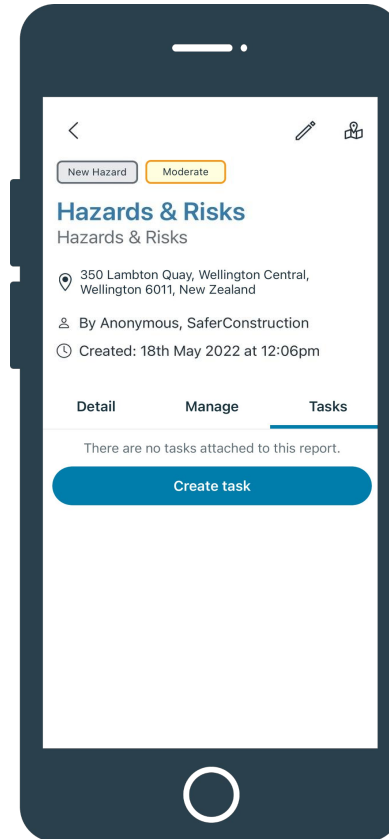


Adding a Task

Click on the **Tasks** tab and select **Create task**.

Give the task a title, description and assign it to someone in your organisation.

They will be notified via push or email notification. Select **Save task**.

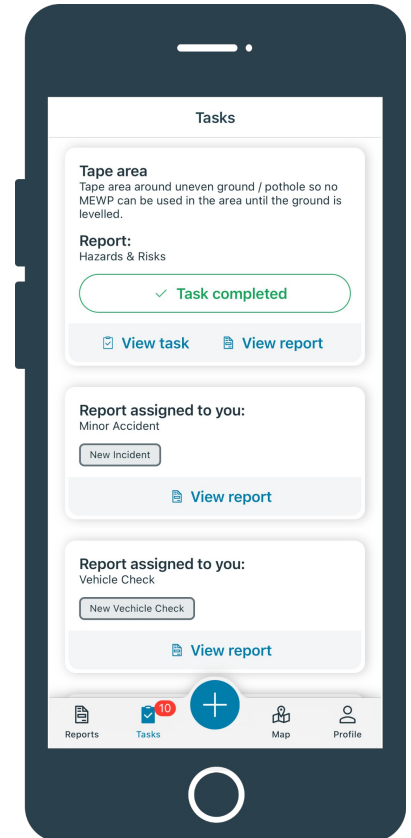
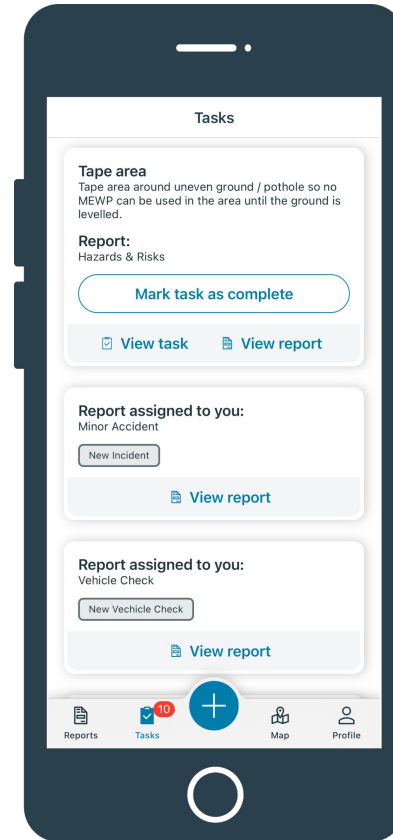


Managing Tasks

To view a task or report that has been assigned to you, select **Tasks** from the bottom navigation.

Select **Mark task as complete** once you have taken action or click **View Report** to read the full report.

The person who created the task will be notified once it has been marked complete.

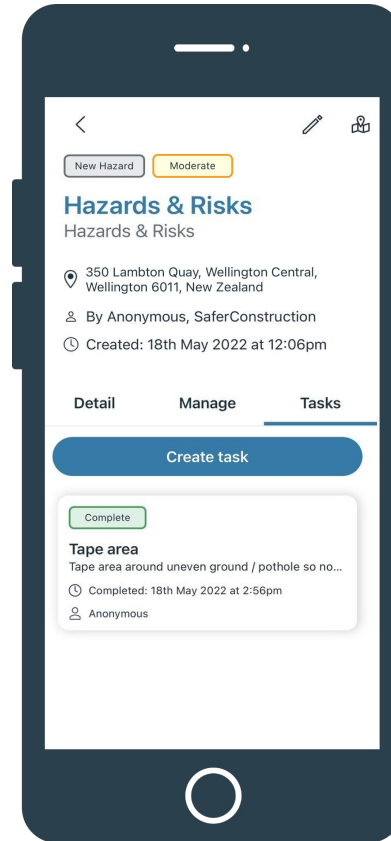


Completed Tasks

Completed tasks will show on the report in the [Tasks](#) tab. Click on a task to view its contents.

There is no limit to the number of tasks that can be attached to a report.

All tasks will appear on a PDF download of the report.

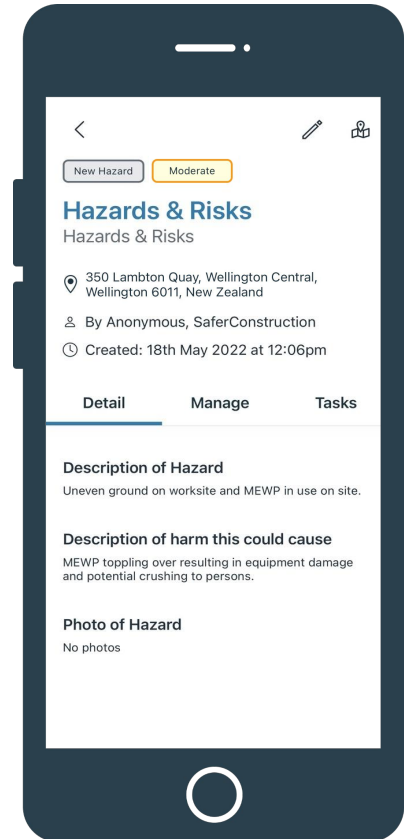
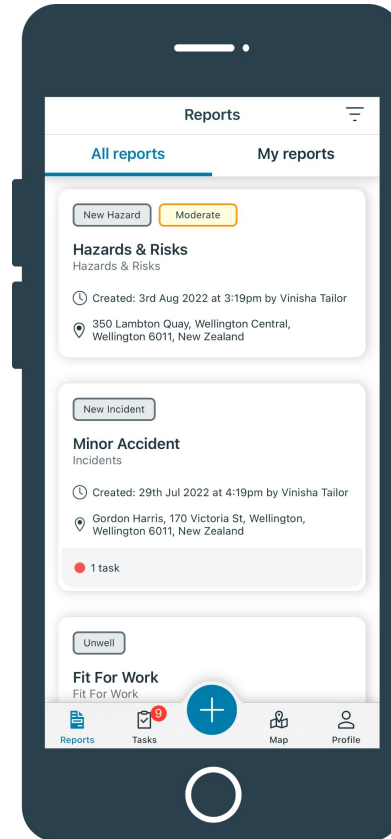


The Report Feed

Choose the [Reports](#) tab in the bottom left of the navigation bar to access the [Report Feed](#).

Click on a [Report](#) to access the details.

Note: Please get in touch with your Manager if you do not see a report you are looking for. The completed report may have restricted access.

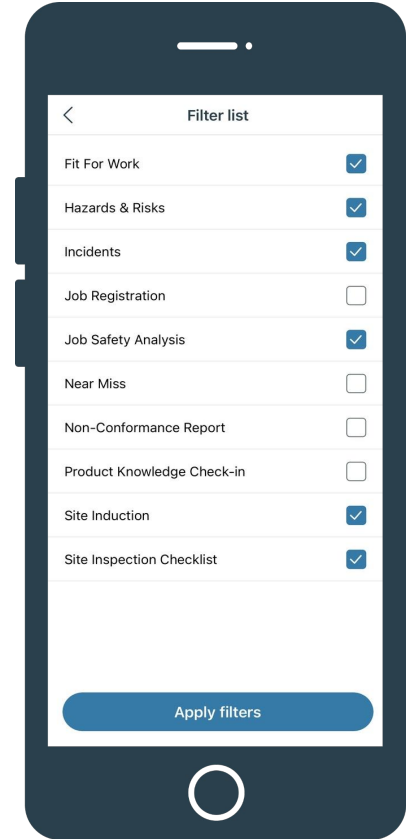
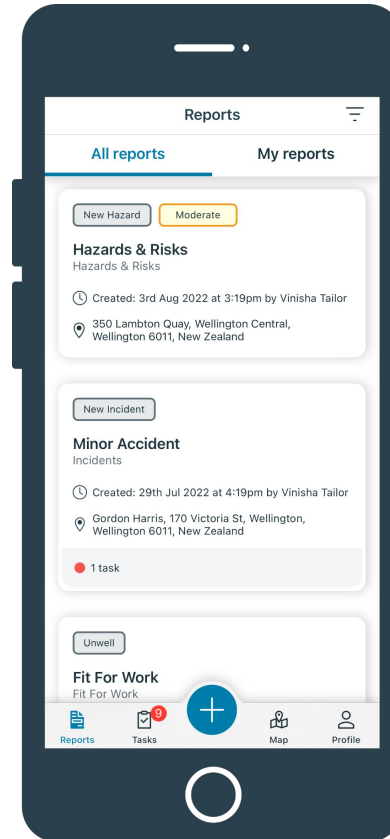


Filtering Reports

To choose which reports are shown in your feed, select the **three lines** in the top right corner.

Only reports from the select forms will appear in the feed.

Select **Apply filters**.

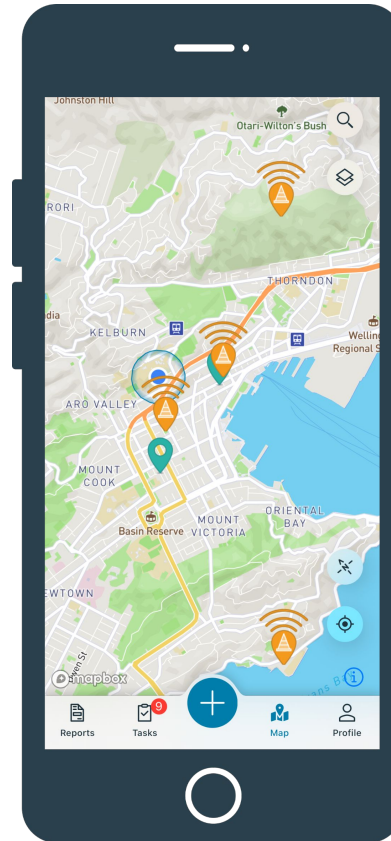


The Map Screen

The maps screen will show the location of the reports you have chosen to view.

Clicking on a pin will bring up the report details.

Note: If your map is not showing the correct location, please check you have allowed the app to use your location in your app settings.



Need further assistance?

Our team are here to help.

Please contact support@safer.me