

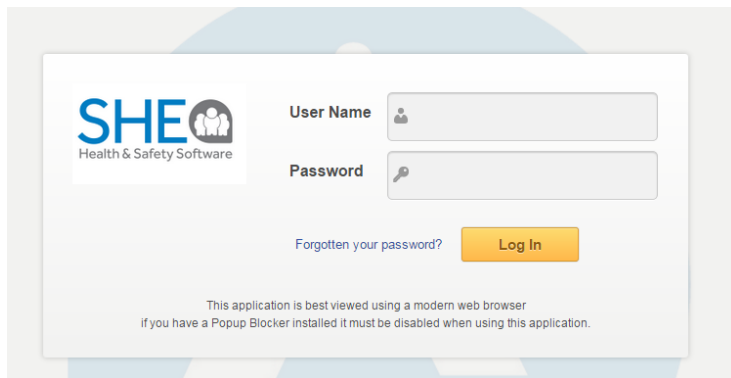
HOW TO MANAGE YOUR ACTIONS IN ASSURE

Step 1: Click on the link in the action email you have received from the system



SHE Assure Action
Notification.msg

Step 2: The following log on screen is displayed:



The screenshot shows a login interface for 'SHE Health & Safety Software'. On the left is the logo with the text 'SHE Health & Safety Software'. To the right are two input fields: 'User Name' with a person icon and 'Password' with a key icon. Below these fields is a link 'Forgotten your password?' and an orange 'Log In' button. At the bottom, a small disclaimer states: 'This application is best viewed using a modern web browser. If you have a Popup Blocker installed it must be disabled when using this application.'

Step 3: Log onto the system (if you are logging in for the first time, please refer to the How to Guide for Logging in & Navigating the Assure System)

Step 4: The following Action Incident screen will be displayed showing you what action needs to take place on the record and the due date of the action:

Home → Incident → Incident Record → Action → Detail

Details

Module	Incident Record
Reference	SS_LOW_3
Action	Please provide the telephone contact number.
Action Detail	
Raised by User	Narinder Parmar
For User	Mandeep Jandu
Date Raised	16/12/2015
Due Date	17/12/2015
Priority	Medium
Current Status	Not Started
Complete Percent	0
Comments	

Step 5: Click on the Cancel button

Step 6: The system will take you to the Action dashboard for the incident record. See screen below:

Action

[+ New Record](#)

Search:

Reference:
SS_LOW_3

Org Unit:
Streetpride South

Type of Incident:
Accident

Incident Date:
15/11/2015

Incident Details:
sdasd

Incident Severity:
No Lost Time

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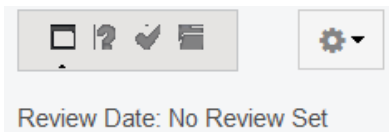
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Review Date: No Review Set

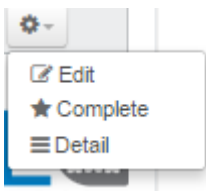
Last Edited: 16/12/2015 11:23:00

Action	Type	Created By	To be Done By	Date Due	Priority	Status	Attachments	
bbb	Module	Richard Gorst	Streetpride South Supervisor	02/12/2015	High	Not Started	0	
Please provide the telephone contact number.	Module	Narinder Parmar	Mandeep Jandu	17/12/2015	Medium	Not Started	0	

Step 7: Click on the top cog wheel as shown below



Step 8: You will be presented with the following options. Select the Edit option



Step 9: The Incident Record will be displayed allowing you to edit the record:

▼ About the Incident

Org Unit	<input type="text" value="Streetpride South"/>	
Reference*	<input type="text" value="SS_LOW_3"/>	<input checked="" type="checkbox"/> System Assigned
Is This Confidential	<input type="checkbox"/>	
Project Reference	<input type="text"/>	
Vehicle Incident Reference	<input type="text"/>	

Step 10: Once you have edited the record, click on the Save button:

Save	Save & Close	Cancel	expand					
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Step 11: Now click on the Star icon. This will take you back to the Action record as shown below:

Action

+ New Record

Search:

Reference:
SS_LOW_3

Org Unit:
Streetpride South

Incident Date:
15/11/2015

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Type of Incident:
Accident

Incident Details:
sdasd

Incident Severity:
No Lost Time

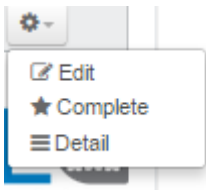
Review Date: No Review Set

Last Edited: 16/12/2015 11:23:00

Action	Type	Created By	To be Done By	Date Due	Priority	Status	Attachments	
bbb	Module	Richard Gorst	Streetpride South Supervisor	02/12/2015	High	Not Started	0	⚙
Please provide the telephone contact number.	Module	Narinder Parmar	Mandeep Jandu	17/12/2015	Medium	Not Started	0	⚙

Step 12: Locate your name against the Action and click on the cog wheel

Step 13: The cog wheel will display the following options. Select the Complete option to confirm that you have completed the Action marked against you:



Step 14: The following screen will be displayed. The complete Date will default to today's date, you can add any comments if you wish. Click on the save and close button

Home → Incident → Incident Record → Action → Complete

▼ Complete Action

Complete Date

18/12/2015



Comments

Save & Close

Cancel

The status on the Action you have completed will automatically update to show that you have completed your action

Action

[+ New Record](#)

Search: <input type="text"/>								
Reference: SS_LOW_3	Org Unit: Streetpride South	Incident Date: 15/11/2015	(2) (0) (0)					
Type of Incident: Accident	Incident Details: sdasd	Incident Severity: No Lost Time	Review Date: No Review Set			Last Edited: 18/12/2015 10:09:10		
Action	Type	Created By	To be Done By	Date Due	Priority	Status	Attachments	
bbb	Module	Richard Gorst	Streetpride South Supervisor	02/12/2015	High	Not Started	0	
Please provide the telephone contact number.	Module	Narinder Parmar	Mandeep Jandu	17/12/2015	Medium	Completed	0	

Showing 1 to 2 of 2 entries

If you are unable to fully complete you Action but have made some progress on the Action, you should select the Edit option rather than the Complete Action on the Action record as shown below:

Action

+ New Record

Search:

Reference: SS_LOW_3

Type of Incident: Accident

Org Unit: Streetpride South

Incident Details: sdasd

Incident Date: 15/11/2015

Incident Severity: No Lost Time

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Review Date: No Review Set



Last Edited: 15/12/2015 10:28:10

Action	Type	Created By	To be Done By	Date Due	Priority	Status	Attachments	
bbb	Module	Richard Gorst	Streetpride South Supervisor	02/12/2015	High	Not Started	0	⚙️
Please provide the telephone contact number.	Module	Narinder Parmar	Mandeep Jandu	17/12/2015	Medium	Completed	0	<div>✍️ Edit</div> <div>★ Complete</div>

The Edit option will take you to the following screen:

 Marking Complete Percent as 100 will automatically complete the action when record saved.

▼ Action Details

Module	Incident Record
Reference	SS_LOW_3
Action*	<input type="text" value="bbb"/>
Action Detail	<input type="text" value="rr"/>
Raised by User	<input type="text" value="Richard Gorski"/>
For User*	<input type="text" value="Streetwise South Supervisor"/> 
Date Raised	<input type="text" value="02/12/2015"/>
Due Date*	<input type="text" value="02/12/2015"/> 
Priority*	<input type="text" value="high"/>
Current Status	<input type="text" value="Not Started"/>
Complete Percent*	<input type="text" value="0"/>
Comments	<input type="text" value="aaa"/>

Enter the % completed in the Complete Percent field and add any comments in the Comments box. Click on Save and Close.

The Action Record will show that your Action is now In Progress. See screen below:

Action

[+ New Record](#)

Search:

Reference:
SS_LOW_3

Org Unit:
Streetpride South

Incident Date:
15/11/2015

Type of Incident:
Accident

Incident Details:
sdasd

Incident Severity:
No Lost Time

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Review Date: No Review Set
Last Edited: 18/12/2015 10:09:10

Action	Type	Created By	To be Done By	Date Due	Priority	Status	Attachments	
bbb	Module	Richard Gorst	Streetpride South Supervisor	02/12/2015	High	In Progress	0	⚙️

When completed, follow step 13 on how to complete the action.

Upon approval of the action/s by the person/s initiating the action, the action will be removed from your TASKS.