

## HOW TO LOG ON & NAVIGATE THE ASSURE HEALTH & SAFETY MANAGEMENT SYSTEM

Access the Assure Health & Safety Management System using the following link: <https://www.sheassure.net/coventrycc/Login>

### HOW TO LOG ONTO THE MAIN SYSTEM

**Step 1:** You will be presented with the log on screen as shown. **All users will need to reset their passwords when they log onto the main system for the first time.** You should do this by selecting the 'Forgotten your password?' option as show below:



User Name

Password

[Forgotten your password?](#)

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 2:** You will then be presented with the screen below. For Council employees insert your CV log in in the User Name field. For schools enter your User Name provided by Health & Safety. Now click on **Rest Password.**



User Name

[Main Login Form](#)

You will be sent a new password to the email address that is in your user profile

### Step 3: You will receive an email with a password

You have requested a password reset, here are your details:

Username: cvnpa290

Password: jfMO}%Ce

Login here: <http://www.sheassure.net/coventrycc/Login>

All e-mails are monitored by Coventry City Council's ICT Security, using Mimecast in accordance with the Regulations of Investigatory Powers Act 2000.

### Step 4: Enter the password in the Old Password field and then enter your new password as per screen below:

Password Expired



Your current password has now expired. Please create a new password.

#### Details

Old Password\*

New Password\*

Confirm Password\*

 Save & Close

The homepage will be displayed:



Click on this icon to show your Tasks

Your name will be displayed here. The name of the service area you belong to is displayed here.

If you are a supervisor your Task list will have the following options:

# My Tasks

[+ New Record](#)

Calendar Search:

Task	Module	Reference	Due On	
Action: Need to complete as soon as Medium [Current Status: Not Started ]	Incident Record	41	17/11/2015	
Action: Low urgency, please complete [Current Status: Not Started ]	Incident Record	40	17/11/2015	
Action: fdhre [Current Status: Not Started ]	Incident Record	43	20/11/2015	
Action: Please update how the arm was broken [Current Status: Not Started ]	Incident Record	63	20/11/2015	
Action: asx [Current Status: Not Started ]	Incident Record	63	27/11/2015	
Action: resregdfasdfdfgds [Current Status: Not Started ]	Incident Record	60	05/12/2015	
Action: erfwd [Current Status: Not Started ]	Incident Record	65	07/12/2015	
Action: dsfewf [Current Status: Not Started ]	Incident Record	EMP 09 07 12626	07/12/2015	
Action: testing the over due email notification [Current Status: Completed ]	Incident Record	5	09/12/2015	
Action: Testing [Current Status: Not Started ]	Incident Record	17	11/12/2015	

- Edit
- Complete
- Detail
- Go To

Showing 1 to 10 of 12 entries

1 2 Next → Last

If you are a Manager, your Task list will have the following options:

My Tasks [+ New Record](#)

Calendar Search:

Task	Module	Reference	Due On	
Action: Need to complete as soon as Medium [Current Status: Not Started ]	Incident Record	41	17/11/2015	
Action: Low urgency, please complete [Current Status: Not Started ]	Incident Record	40	17/11/2015	
Action: fdhre [Current Status: Not Started ]	Incident Record	43	20/11/2015	
Action: Please update how the arm was broken [Current Status: Not Started ]	Incident Record	63	20/11/2015	
Action: asx [Current Status: Not Started ]	Incident Record	63	27/11/2015	
Action: resregdfasdfdfgds [Current Status: Not Started ]	Incident Record	60	05/12/2015	
Action: erfwd [Current Status: Not Started ]	Incident Record	65	07/12/2015	
Action: dsfewf [Current Status: Not Started ]	Incident Record	EMP 09 07 12626	07/12/2015	
Action: testing the over due email notification [Current Status: Completed ]	Incident Record	5	09/12/2015	
Action: Testing [Current Status: Not Started ]	Incident Record	17	11/12/2015	

- Edit
- Complete
- Assign
- Detail
- Go To

Showing 1 to 10 of 12 entries

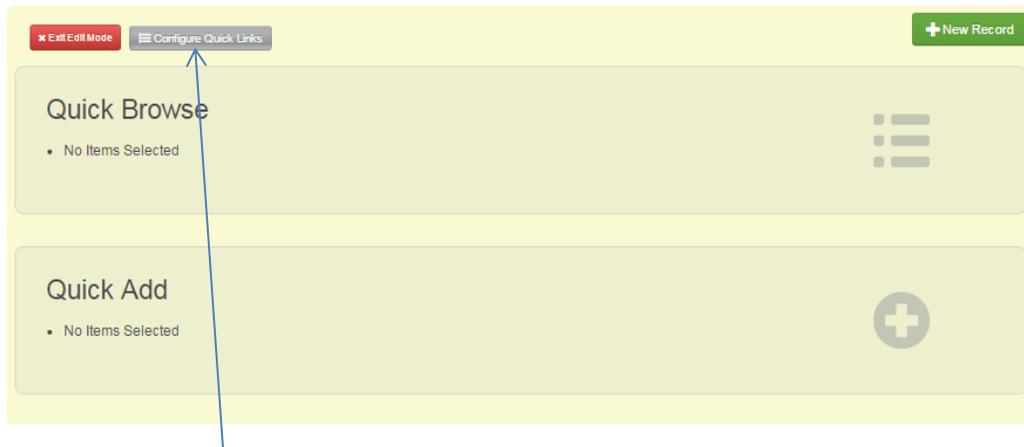
1 2 Next → Last

The Assure icon will always take you back to your Home page. You can click on this icon at any time.



The Configure button allows you to tailor your home page. For example create shortcuts.

When you click on the Configure button, the following screen is displayed:



Click on the Configure Quick Links button, the following set up screen will be displayed



Then click on the Quick Browse arrow which will then display the following screen.

▼ Quick Browse

Area	Module	
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Click on the Add button. A pop up window will be displayed:

Select

Display: 10 Search:

Select Visible | Unselect Visible

Select	Area	Module
<input type="checkbox"/>	Incident	Accident Incident Frequency Rates
<input type="checkbox"/>	Task	Action
<input type="checkbox"/>	Risk	Activity Risk Assessment
<input type="checkbox"/>	Environment	Air Emissions
<input type="checkbox"/>	Task	Approval
<input type="checkbox"/>	Environment	Aspects & Impacts Components
<input type="checkbox"/>	Environment	Aspects & Impacts Register
<input type="checkbox"/>	Environment	Aspects & Impacts Reporting
<input type="checkbox"/>	Incident	Claims Management
<input type="checkbox"/>	Contractor	Construction Phase Plan

Showing 1 to 10 of 56 entries

1 2 3 4 5 Next → Last

Type in the Search field the word: Incident. The following entries will be returned:

Select

Display: 10 Search: incident

Select Visible | Unselect Visible

Select	Area	Module
<input type="checkbox"/>	Incident	Accident Incident Frequency Rates
<input type="checkbox"/>	Incident	Claims Management
<input type="checkbox"/>	Incident	Incident Analysis
<input type="checkbox"/>	Incident	Incident Investigation
<input type="checkbox"/>	Incident	Incident Record
<input type="checkbox"/>	Incident	RIDDOR
<input type="checkbox"/>	Incident	Vehicle Incident
<input type="checkbox"/>	Incident	Vehicle Register

Showing 1 to 8 of 8 entries (filtered from 56 total entries)

Select Close



Select the Incident Record Only. Click on Select. Click on Save and Close.

Your home page will now show the Incident Record as a shortcut:

Quick Browse

- Incident Record



Click on Incident Record shortcut, this will take you to the Incident Record Dashboard for your service area:

Home → Incident → Incident Record

## Incident Record

+ New Record

Filters					
Reference: <b>EMP 09 07 12626</b>	Org Unit: <b>Streetpride South</b>	Incident Date: <b>03/09/2007</b>	☆ (5) 🔗 (0) 🔧 (0)	<input type="checkbox"/> ? ✓ 🗑️ ⚙️	Review Date: No Review Set <small>Last Edited: 07/12/2015 12:00:20</small>
Type of Incident: <b>Assault - Member of Publi...</b>	Incident Details: <b>Assailant was refused ent...</b>	Incident Severity: <b>No Lost Time</b>			
Reference: <b>5</b>	Org Unit: <b>Streetpride South</b>	Incident Date: <b>18/11/2015</b>	☆ (3) 🔗 (1) 🔧 (1)	<input type="checkbox"/> ? ✓ 🗑️ ⚙️	Review Date: No Review Set <small>Last Edited: 10/12/2015 10:30:40</small>
Type of Incident: <b>Near Miss</b>	Incident Details: <b>A plant pot on CC1 Recept...</b>	Incident Severity:			
Reference: <b>7</b>	Org Unit: <b>Streetpride South</b>	Incident Date: <b>24/10/2015</b>	☆ (1) 🔗 (1) 🔧 (1)	<input type="checkbox"/> ? ✓ 🗑️ ⚙️	Review Date: No Review Set <small>Last Edited: 03/11/2015 00:12:30</small>
Type of Incident: <b>Accident</b>	Incident Details: <b>Sam tripped over a cable ...</b>	Incident Severity: <b>No Lost Time</b>			