

Quick Guide for Installing the “pocketSafety” App

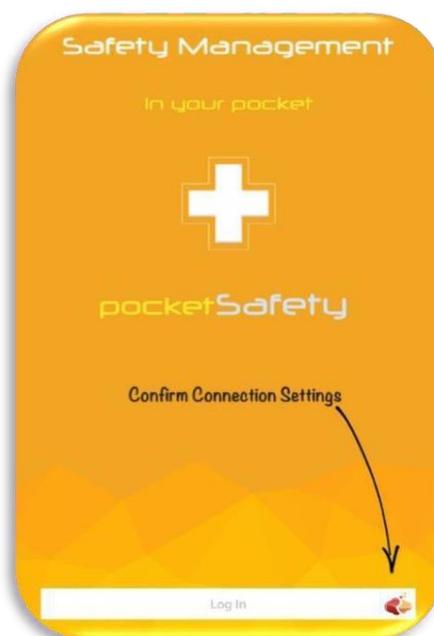
1. Download pocketSafety from the App Store or Google Play

- Using your Smart Device, go to the App Store or google Play and search for pocketSafety and install on your smart device.



2. Open pocketSafety for the first time

- Open pocketSafety for the first time
- Tap the riskcloud.NET icon to open the Connection Settings.



3. Configure Connection Settings

- ✓ Ensure the Production option is ticked
- ✓ Enter the Access Code: monash
- ✓ Save settings.

Cancel rapi services Save

CONNECTION SETTINGS

Connect to riskcloud.NET

Riskcloud Production

Riskcloud UAT

Riskcloud Demo

Riskcloud Nova

Riskcloud Eduplus

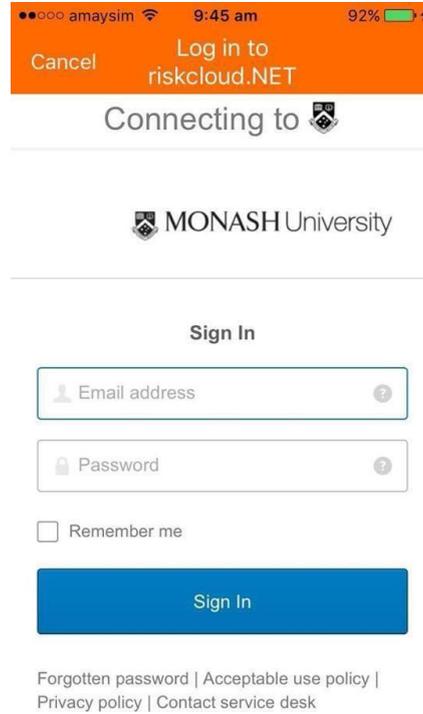
Riskcloud Edusafe

ACCESS CODE

monash

4. Log into RiskWare

- Enter your Monash Username and Password.



5. Set Passcode

- Enter a Passcode to allow easy access back into pocketSafety, if you have closed the app without logging out (if you do log out, you will need to login again).



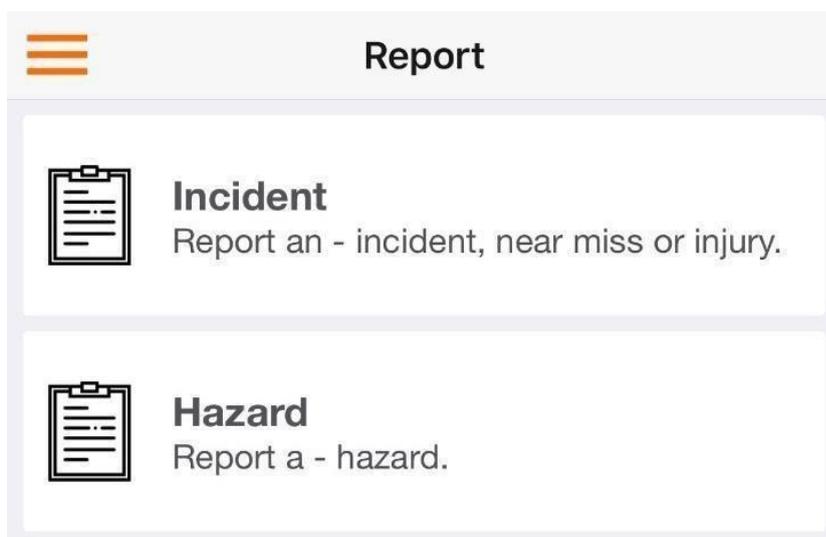
6. Congratulations

- ✓ pocketSafety is now ready to use. To navigate between functions tap the menu icon
- ✓ Select my group to see notifications. *Note: your menu options will depend on your level of access.*



7. Report

- ✓ Select either an incident or hazard
- ✓ Completed all the fields ensuring the green tick appears
- ✓ Save as a draft and when complete Submit report
- ✓ Email notifications will be sent
- ✓ Task assigned will need to be completed in RiskWare.



< Report **New Hazard**

Hazard Details

 Who? >

 What? >

 When? >

 Where? >

Assign to

 Manager/Supervisor >

Additional details (optional)

 Add Photos >

< Report **New Hazard**

Hazard Details

 Who?  >

 What?  >

 When?  >

 Where?  >

Assign to

 Manager/Supervisor  >

Additional details (optional)

 Add Photos  >

For further information contact:

Buildings and Property Helpdesk

Ph: 9902 0222

Email: ohshelpline@monash.edu