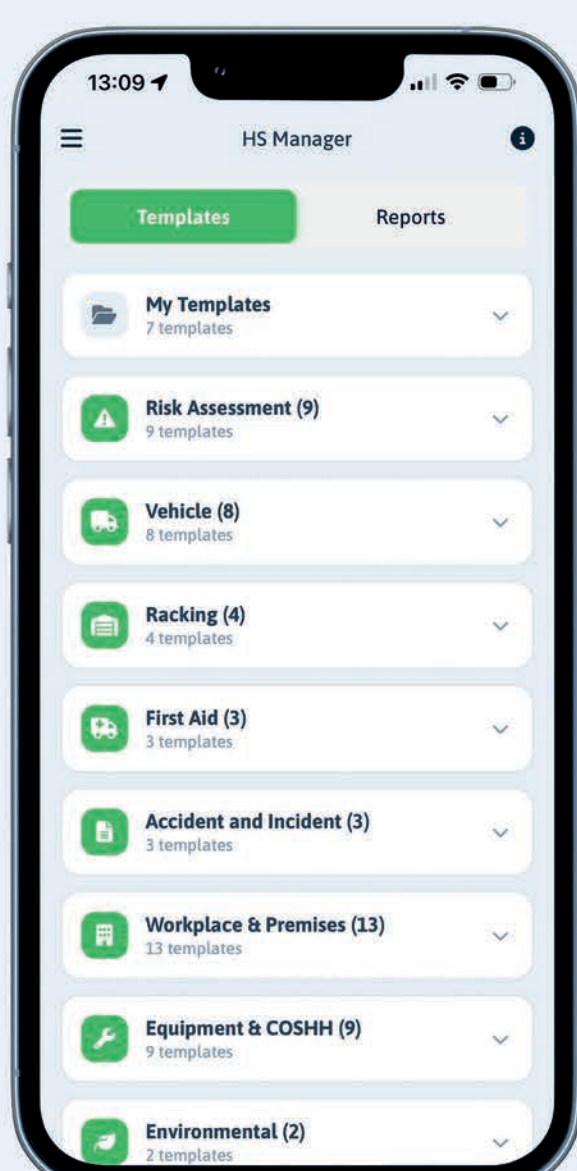


The HS Manager Manual

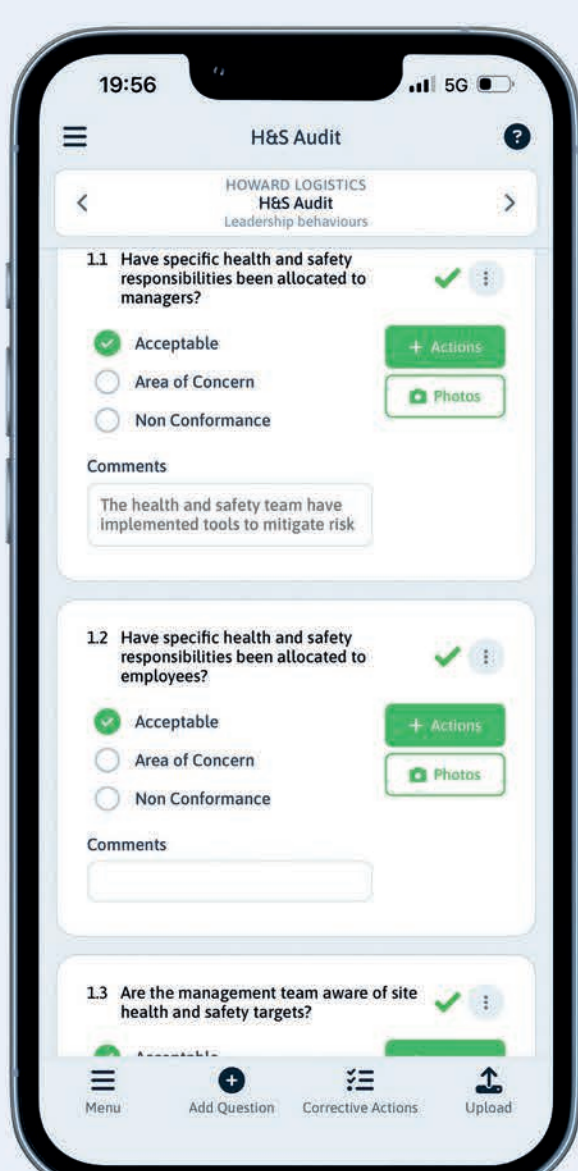
Step by step guide how to use the app and templates

Starting a report



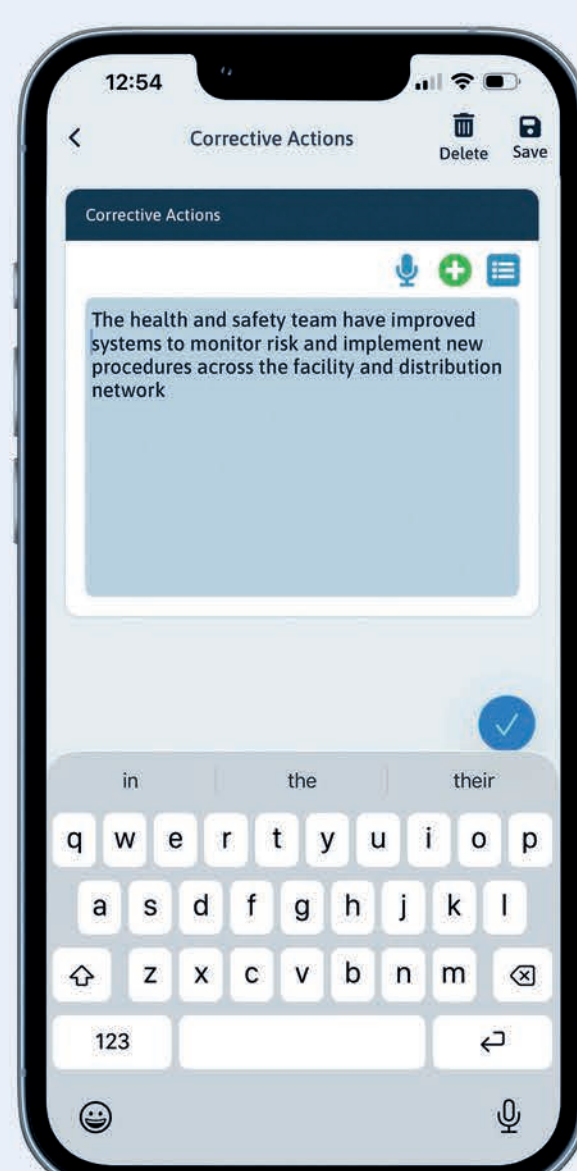
Tap on the package and choose a checklist, type in the reference (site name - dept name) then Save.

How to answer questions



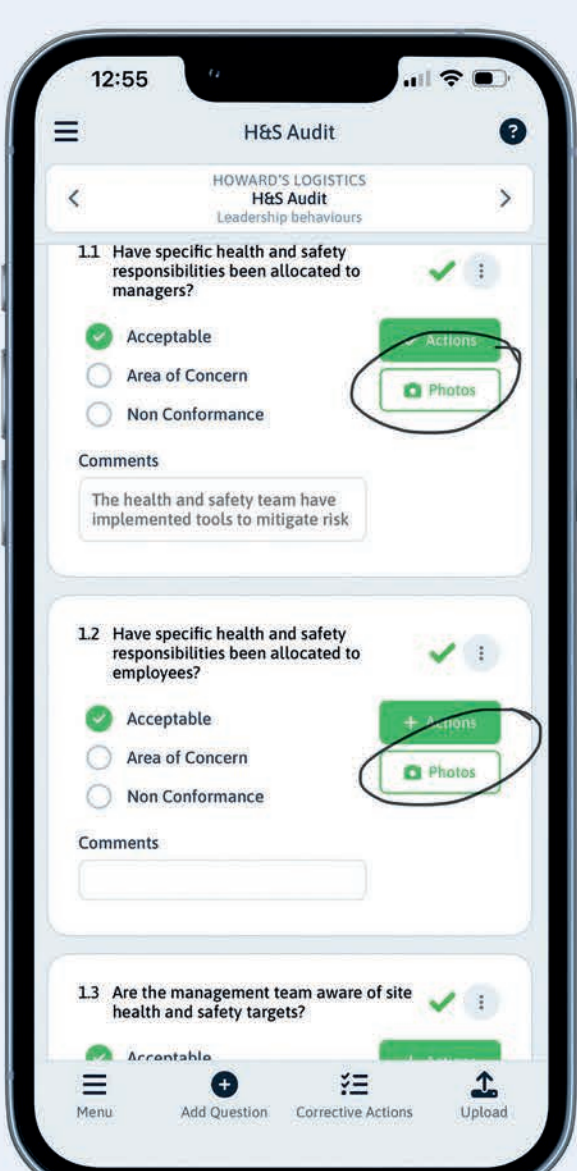
Choose a status. To add a comment type in. To save the 'Comment' for future use, tap on the +.

Corrective actions



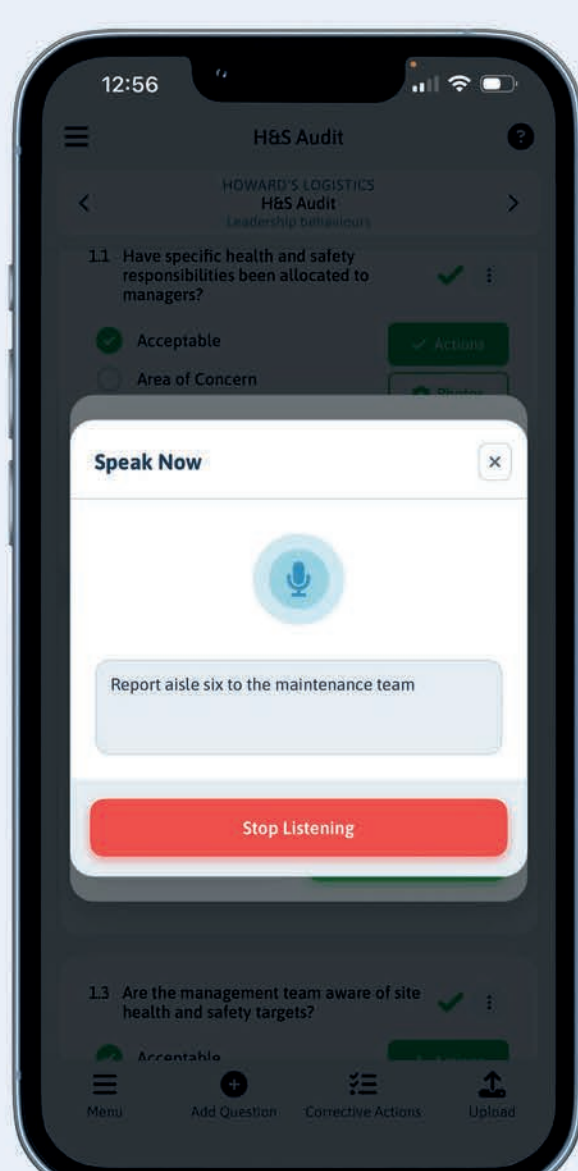
To record an action. Tap on 'Actions' and type in. Tap on the + to add to the dropdown menu for future use.

How to use the camera



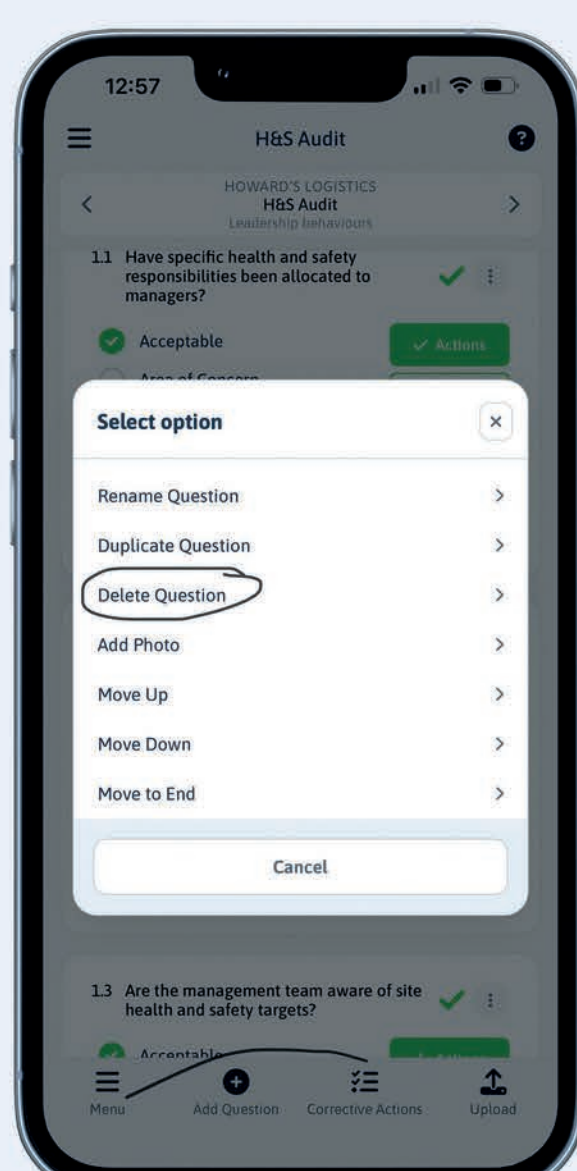
Tap on the Photos tab and take, tap on the X to close the camera. **NOTE:** photos taken in Landscape are 40% larger than Portrait. To add photos from your device gallery. Tap on the 3 dots and 'Add a Photo' (if the photos appear the wrong way around - go to your device 'Settings' and turn off the 'Orientation Lock')

How to use the microphone



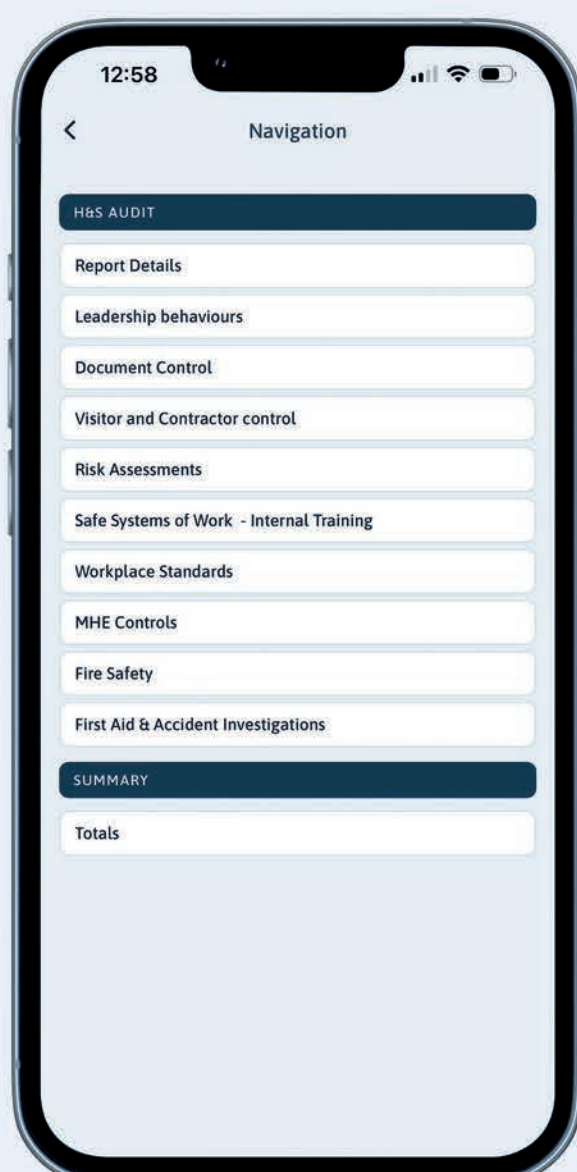
Tap into the comments box. Tap on the Microphone and speak clearly. The press Stop Listening. Then Save.

How to delete questions



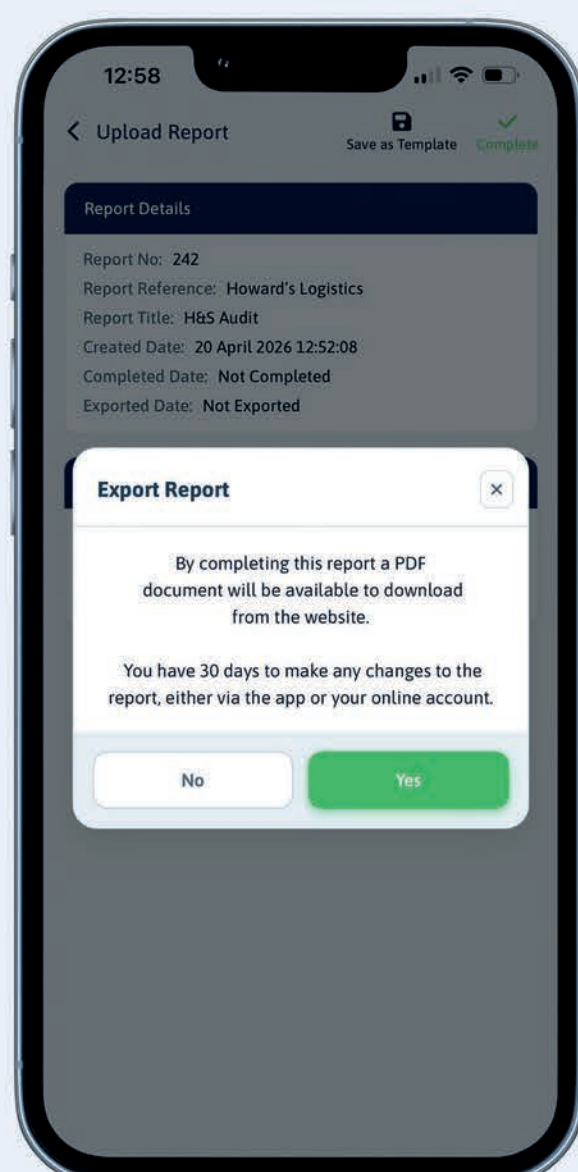
Tap on the 3 dots to the right of the question, and 'Delete Question'.

Navigation



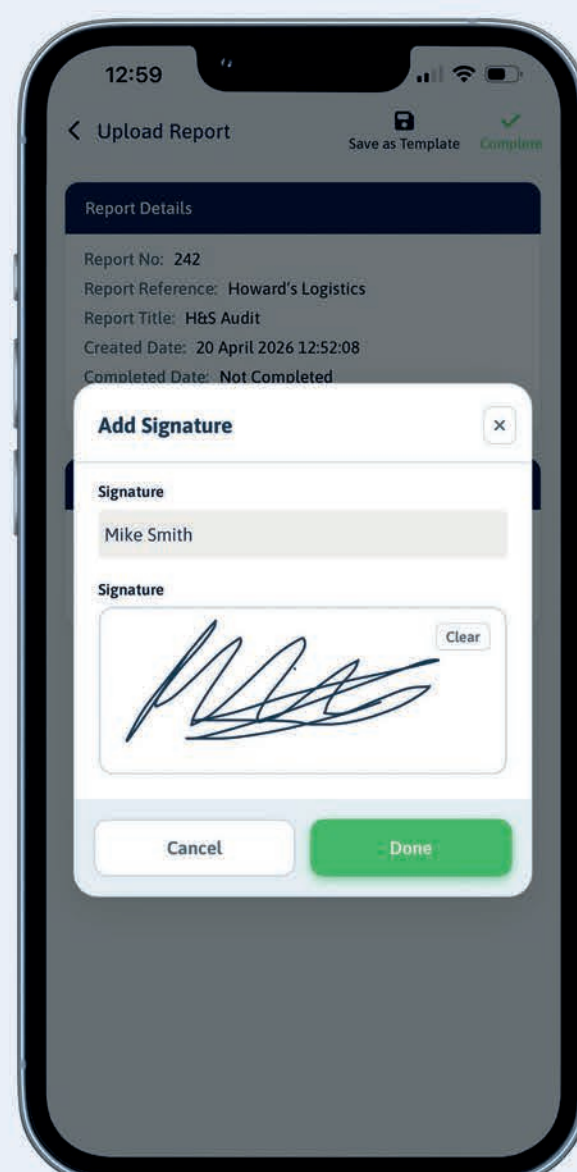
Tap on the 'Section Title' and choose the required section.

Submitting a report



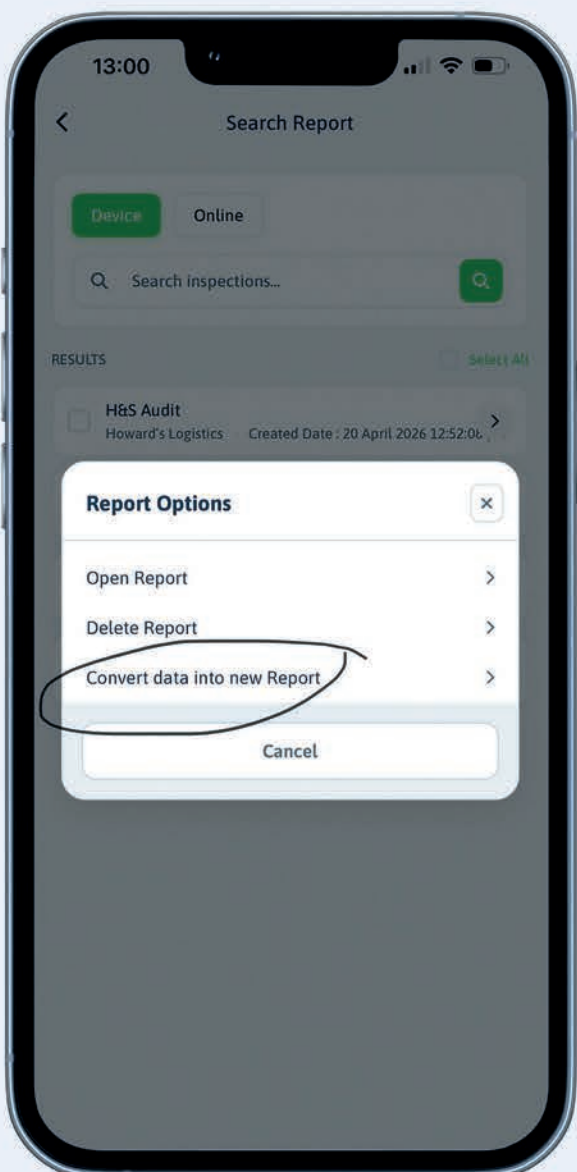
Tap on 'Upload' then 'Complete' and confirm the message.

Signing for the report



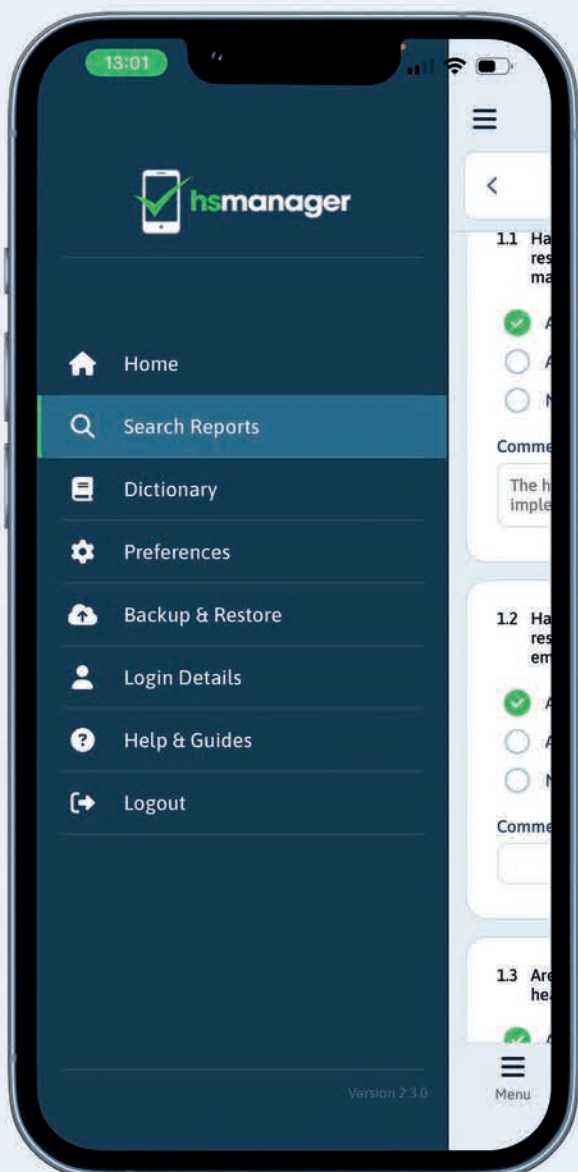
Tap on 'Upload' tap on 'Signature' type in your name and sign, then press 'Complete'.

Converting a report to the next inspection



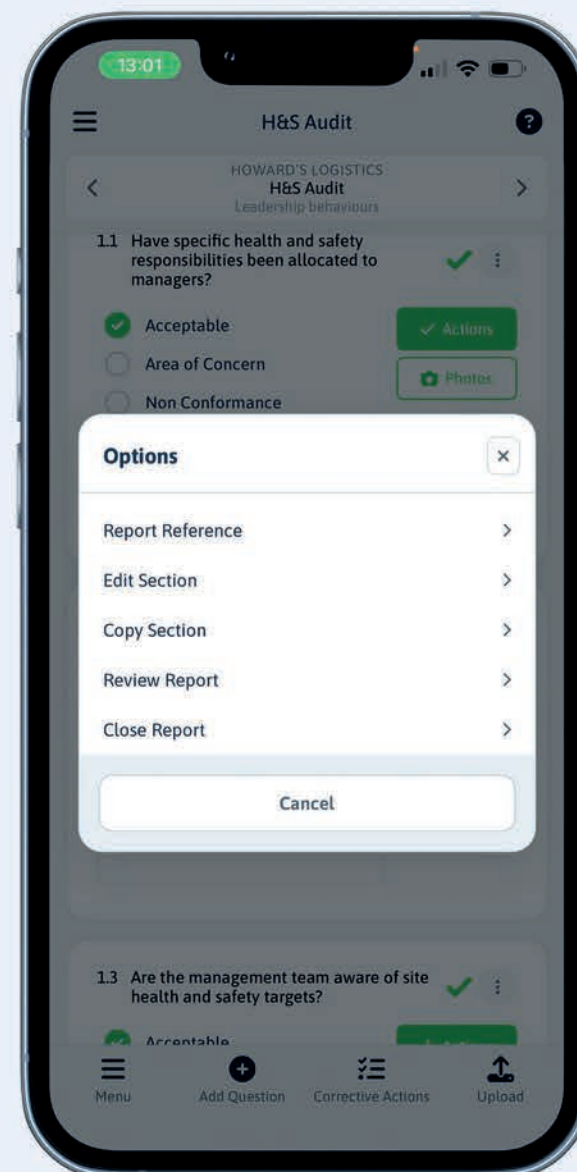
Tap on the top left menu tap on 'Search Reports' and choose 'Online search' - choose a search option then search. Top on the report and 'Convert the data to new Report'. **NOTE:** you can copy over answers, this will show what answers you recorded at the last inspection, then simply update with 'new comments' and attach 'new photos'.

Top right menu



To transfer lists from one device to another. Tap on Backup & Restore then Tap Now. To download answer lists onto other devices. Tap on Restore and Get Restore List. **NOTE:** To use this feature, the username/password must be the same.

Bottom left menu



Other app features include renaming section headers. Copy entire sections of questions. Review the report.

To access your dashboard and reports go to www.thehsmanager.co.uk and login with your username/password.

For technical support email support@thehsmanager.co.uk