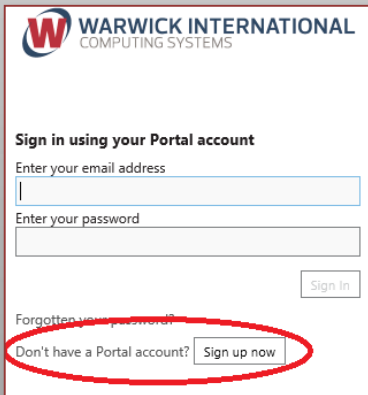


CREATING A PORTAL ACCOUNT

1

To begin creating an account; from the Portal home screen, select Sign up now



WARWICK INTERNATIONAL
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Sign in using your Portal account

Enter your email address

Enter your password

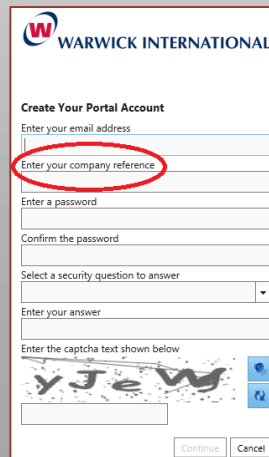
[Sign In](#)

Forgotten your password?

Don't have a Portal account? [Sign up now](#)

2

You will need a company reference number, which will be provided. Fill in your details, and click continue



WARWICK INTERNATIONAL

Create Your Portal Account

Enter your email address

Enter your company reference

Enter a password

Confirm the password

Select a security question to answer

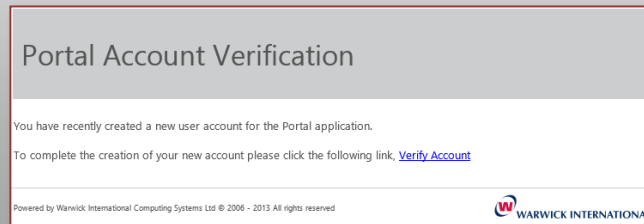
Enter your answer

Enter the captcha text shown below
yJJeW

[Continue](#) [Cancel](#)

3

A verification email will be sent to the email address you have provided. Click the link to verify your new account



Portal Account Verification

You have recently created a new user account for the Portal application.

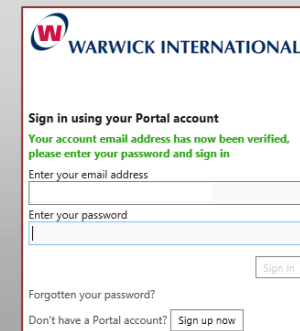
To complete the creation of your new account please click the following link, [Verify Account](#)

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4

You can now sign in to your new Portal account using the details you provided



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Sign in using your Portal account

Your account email address has now been verified, please enter your password and sign in

Enter your email address

Enter your password

[Sign In](#)

Forgotten your password?

Don't have a Portal account? [Sign up now](#)

SELECTING AN ONLINE FORM

1

From the Current View drop down menu, select My Forms

The screenshot shows the 'Options' page for Warwick International. The 'Current View' dropdown menu is open, and 'My Forms' is selected and circled in red. The main content area displays 'No Online Forms View currently selected' and a green box with the text 'Online Forms' and 'Choose a View on the left to get started.' The sidebar on the left lists 'My Actions', 'My Audit/Inspections', 'My Forms', 'My Incidents', and 'My Investigations'.

2

Select Create New Online Form from the sidebar

The screenshot shows the 'Options' page for Warwick International. The 'Current View' dropdown menu is set to 'My Forms'. The 'Date Created' and 'Completed Date' filters are set to 'From: 11/08/2014' and 'To: 11/08/2015'. The 'Options' button is circled in red, and the 'Create New Online Form' button is also circled in red. The sidebar on the left lists 'My Actions', 'My Audit/Inspections', 'My Forms', 'My Incidents', and 'My Investigations'.

3

From the drop down list, select the form you wish to complete

The screenshot shows the 'Options' page for Warwick International. The 'Form Type' dropdown menu is open, and 'Incident Reporting' is selected and circled in red. The main content area displays 'New Form' and 'Form Reference' with 'Reference Generated On Save'. The sidebar on the left lists 'Online Form', 'Main Details', 'Attachments (0)', 'Save Form', and 'Back'.

4

To move on, select either Fill Out The Form or Continue

The screenshot shows the 'Options' page for Warwick International. The 'Form Reference' is 'Reference Generated On Save' and the 'Form Type' is 'Incident Reporting'. The 'Priority' dropdown menu is open. The 'Main Details' section has 'Fill Out The Form' circled in red. The 'Continue' button is also circled in red. The sidebar on the left lists 'Online Form', 'Main Details', 'Attachments (0)', 'Save Form', and 'Back'.

COMPLETING AN ONLINE FORM

1

Fill in the details for the form with as much information as possible. Once complete, click Next Page



Remember: Questions marked with a red asterisk (*) are mandatory

Incident Reporting

Incident Details

1. What date did the Incident occur?*
2. What time did the Incident occur? (24 HH:MM)*
3. Please give a description of the Incident*
4. Enter details of any immediate action taken, such as first aid given or emergency services action.*

Fields marked with * are required

< Previous Page Next Page >

2

Answer all of the questions in the form; and once complete, click Save Form

Incident Reporting

Further Details

1. Was anyone injured during this incident?*
2. Do you know the injured person's name and injury details?*
3. Was anyone else involved in this incident?*
4. Do you know the detail of their involvement?*
5. Was any property (Building/House) damaged during this incident?*
6. Do you know the detail of the damaged property?*
7. Were any Vehicles damaged/involved during this incident?*
8. Do you know the details of the damaged vehicles?*
9. Were any Substances released during this incident?*
10. Do you know which substances were released?*
11. Was any equipment damaged/involved during this incident?*
12. Do you know the details of the damaged equipment?*

Fields marked with * are required

< Previous Page Save Form

3

You will be prompted to check you are *sure* you want to complete the form



Remember: clicking Yes will complete the form: which sets it to *Read Only* format

Message ID (1575)

Do you wish to set this Form as completed?

Note: Once set as Completed, the Form cannot be updated in the future.

Yes No

REVIEWING A COMPLETE FORM

1

Find a complete form in the My Forms section of the Portal. Highlight the form you wish to review, and click Open Selected Online Form

Ref	Form Type	Priority	Status	Comments	Date Created	Date Completed
0032	Incident Reporting	New	New		Tue 11/06/2015 1...	
007	Incident Reporting	Promoted	Completed		Mon 20/07/2015 1...	Mon 20/07/2015 1...
0201	Incident Reporting	New	New		Tue 11/06/2015 1...	

2

After opening the form, in the sidebar, you will have the option to Review Form

Options

WARWICK INTERNATIONAL

Online Form

Main Details

Review Form

Attachments (0)

Save Form

Print

Back

3

To back out of the form Review, click Back, and to continue click Next Page

Options

WARWICK INTERNATIONAL

Online Form

Main Details

Review Form

Attachments (0)

Save Form

Print

Back

Incident Reporting

Incident Details

1. On what date did the Incident occur?* 20/07/2015

2. At what time did the Incident occur?* 10:11

3. Please give a description of the Incident* Tripped on stairs

4. Please give the details of any immediate action taken* none

< Previous Page Next Page >

Fields marked with * are required



Remember: Completed Online Forms are available to review only

HELP TEXT AND FORM PROGRESS

1

When completing an online form some questions may have Help Text associated clicking the green circle next to the question will make the text available on the Right Hand Side

The screenshot shows the 'Management Referral Questionnaire' interface. The 'Form Progress' button is circled in red. The 'Online Form Help' panel is open, displaying help text for the 'Work Environment' question, which is also circled in red. The help text reads: 'Please specify type of environment e.g. confined space, cold environment etc. Also give details of any hazards associated with the work environment.'

2

To view how many questions have been answered and how many are still to be completed click Form Progress

The screenshot shows the 'Management Referral Questionnaire' interface. The 'Form Progress' button is circled in red. The 'Form Progress' panel is open, displaying a list of questions with their completion status. The 'Form Progress' panel shows the following progress: 1. Employee Name (checked), 2. Contact Telephone Number (checked), 3. Job Title (checked), 4. Site (checked), 5. Work Location (checked), 6. Contracted Hours (checked), 7. Physical demands of job (checked), 8. Work Environment (checked), 9. Additional information (unchecked), 10. Reason for referral (unchecked), 11. Please specify (unchecked), 12. Advice required form (unchecked). The 'Form Progress' panel also shows the 'Details of referring person (0/3)' and 'Consent of individual being referred' sections.

ADDING DOCUMENTS

1

While completing an online form select Attachments from the left-hand panel

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Online Form

Main Details

Fill Out The Form

Attachments (0)

Save Form

Back

2

Select Create New

WARWICK INTERNATIONAL
COMPUTING SYSTEMS

Online Form

Main Details

Fill Out The Form

Attachments (0)

Create New

Save Form

Back

3

Use the Browse button to select the document to attach

Attach New File

Name*

Comments

Attachment Path*

Fields marked with * are required

4

Click Attach

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Attachment

Attach

Back

