



FIRS

GETTING STARTED GUIDE

01

Access your **BCFSC**
FIRS App

02

Add and invite users to
the BCFSC FIRS app
through the **Dashboard**.

03

Edit and submit reports
on the **FIRS web app**.

1) HOW TO GET STARTED WITH THE MOBILE QUICK ADD APP:

02

Login with the email and password you created in your set up email.

04

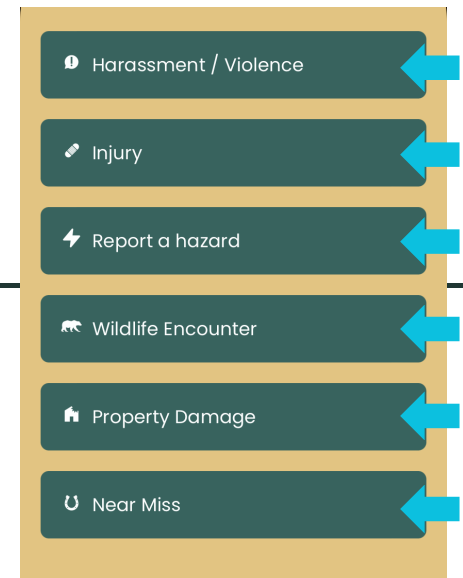
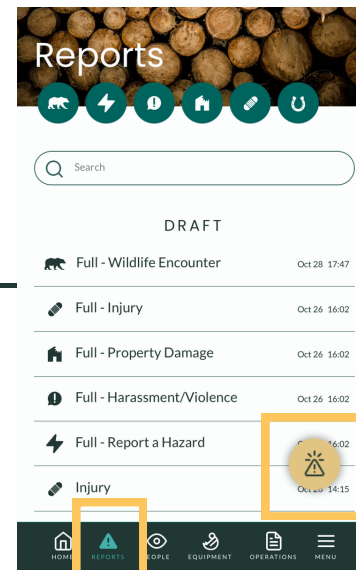
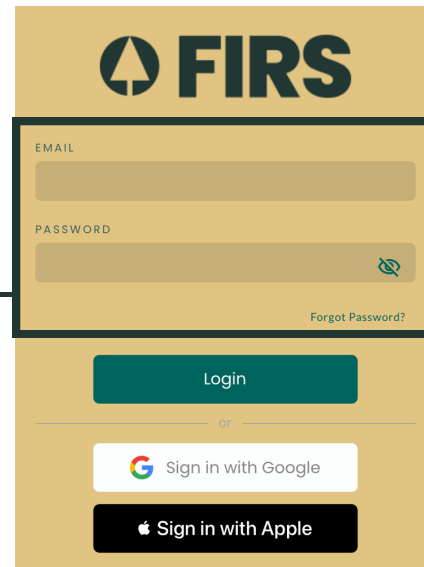
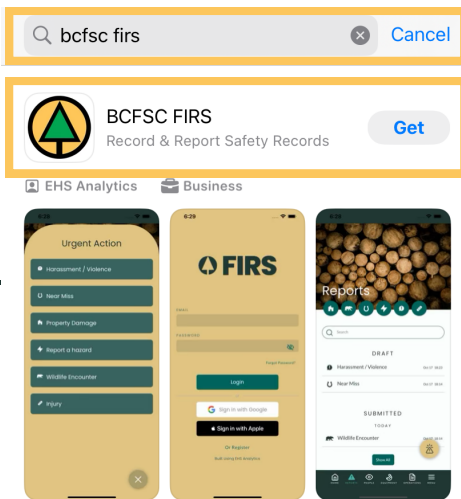
Select the type of report you'd like to add.

01

Search and download "BCFSC FIRS" in your app store.

03

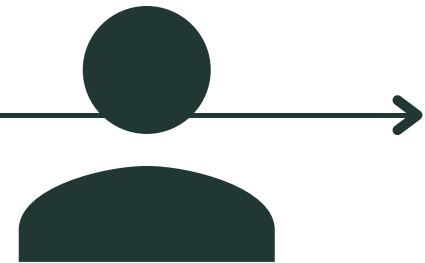
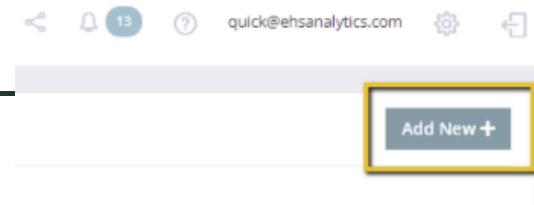
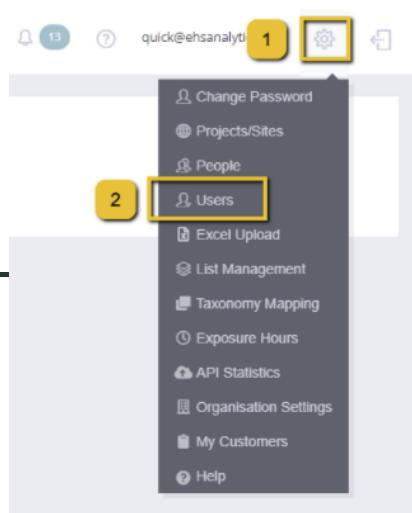
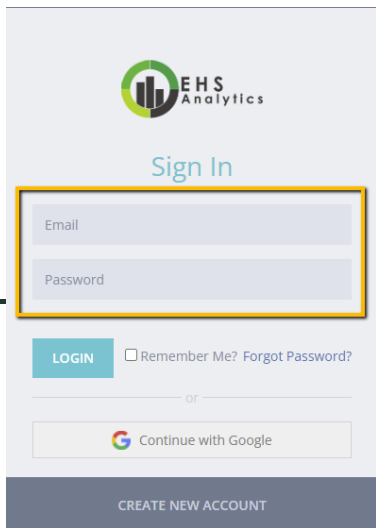
Click on "Reports" then click on the "yellow button" to add a report.



2) HOW TO CREATE USERS IN YOUR DASHBOARD:

02 Select "Users" in the gear menu.

04 See how to fill out the new user profile on the next page.



01 Go to app.ehsanalytics.com and log in with the same email and password you created in your set up email.

03 Click on the "Add New +" button.

Note: Using Google Chrome is recommended. Install it [here](#).

USER INFO

Please fill out all the fields.

First Name *

Last Name *

Email *

Gender *

Choose Gender

Employee Number

For companies without employee numbers, please use the employee's email address for this field.

Phone Number *

An Active User means that this user is actively using a licence

Active

A Locked User means that this user has been locked out of their account after 5 failed attempts at logging in.

UnLocked

Access Failed Count 0

Last Login Date

Default Project/Site *

Choose Location

A default project site "Head Office" is added in the options for you to choose. You can always go back and edit the projects/sites later.

Position *

Cell Phone Number

DASHBOARD ROLES

☐ Basic User

User has access to the Dashboards.

☐ OrgAdmin

User can perform all tasks.

☐ Power User

User can perform all tasks except accepting or sending ShareSet and SA invitation(s).

☐ Contractor Incident View

User can view submitted incidents from contractors.

☐ Internal Incident View

User can view submitted incidents to them internally.

Select the Dashboard role for the New User. If the New User is only accessing Forms, then this can be left unchecked.

Back

FORMS ROLES

☐ Forms Admin

User can perform all tasks.

☐ Forms Basic User

Add records and view own records.

Select the Forms (for Supervisor Queue) role for the New User. If the New User is only accessing the Dashboard, then this can be left unchecked.

Save

Click save to send the new user an invitation.

**The invited user will receive an email
with a link which they can use to
register!**

Register Here

Sign Up

Enter your personal details below:

Milo

C

miloc33840@ketchet.com

Title or Position ?

(123) 123-1231

(123) 123-1231

☒ Male ☐ Female


Password

Re-type Your Password


☐ I have read the terms and conditions

SIGN UP

or

 Continue with Google

Need to edit or delete an invite?







 **USERS** 2 available licenses. Using 3 of 5. [PURCHASE MORE?](#) [Add New +](#)

Users

Invitations

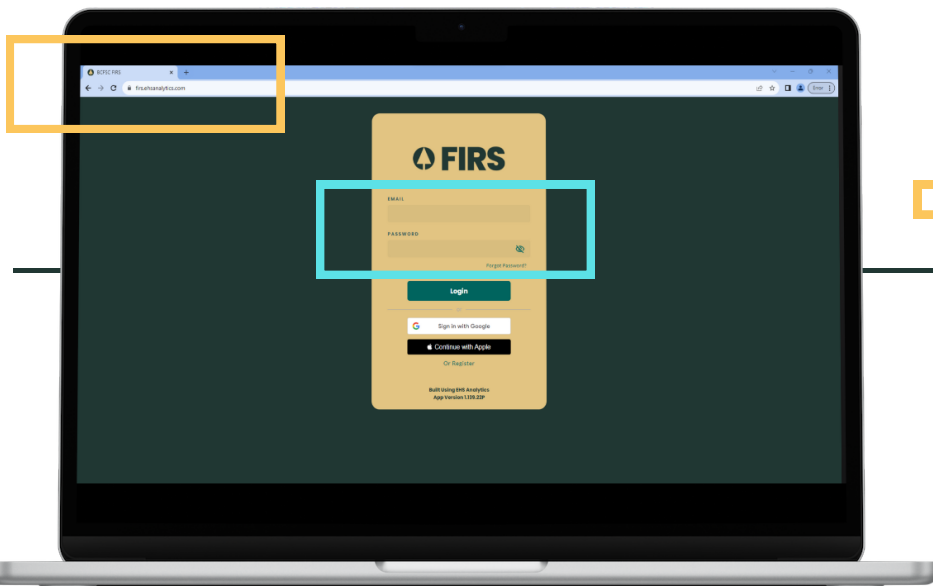
Click on this tab to edit new user invitations

Search: [Clear](#)

| Action | Last Name | First Name | Email | Created At |
|---|-----------|------------|----------------------------|------------|
| <div><div>Delete the invitation</div><div></div><div>Edit the invitation</div></div> | | peter | ehsan22@ehsanalytics.comXX | 2021-05-10 |
| <div><div></div><div></div><div>Resend the invitation</div></div> | | Casper | mawell9393@toudrum.com | 2022-03-02 |

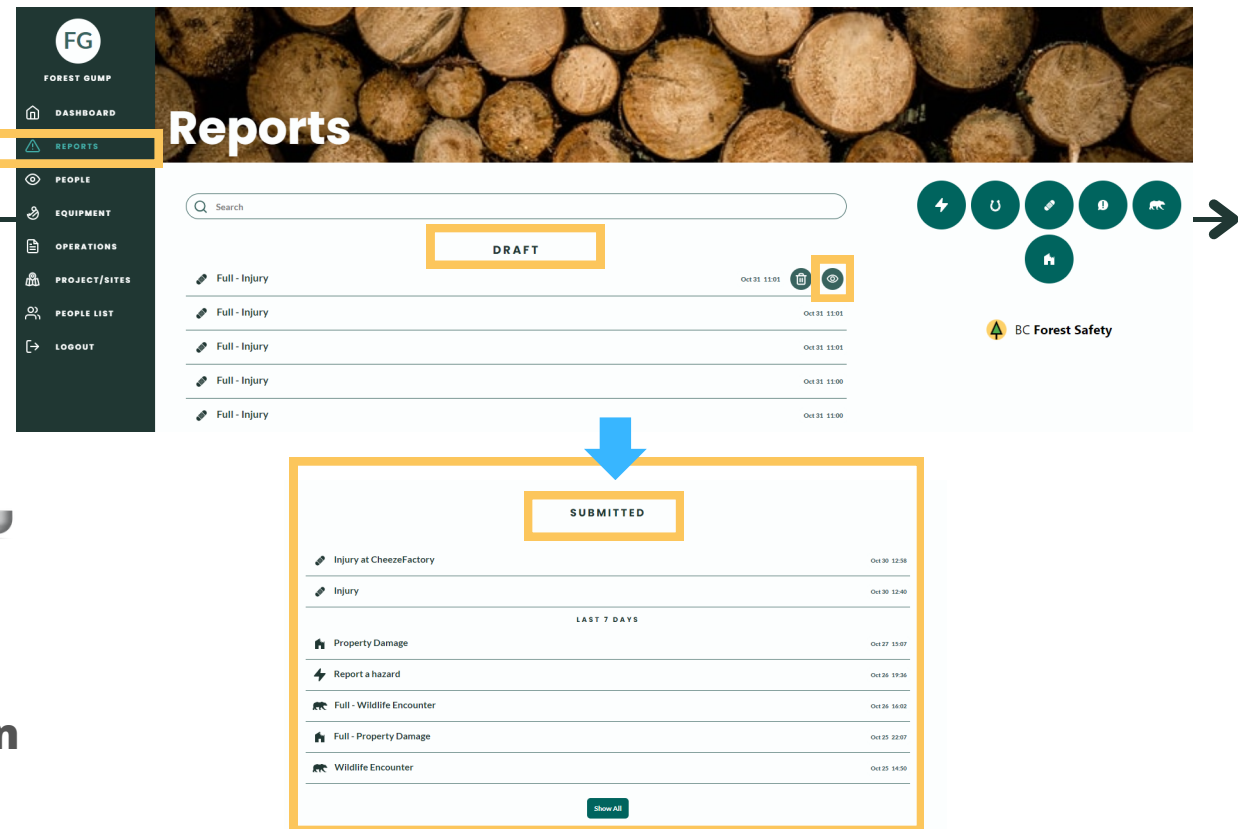
3) EDIT AND SUBMIT REPORTS ON THE FIRS WEB APP:

02 Click on “Reports”, and view reports submitted from the mobile app under “Drafts”. Edit by clicking on the “eye” icon.



01 Go to firs.ehsanalytics.com/ and login with the same credentials as your BCFSC FIRS mobile app/Dashboard.

Note: Using Google Chrome is recommended. Install it [here](#).



03 Scroll down on the “Reports” page to review submitted reports.