FIRS

ADD PROJECTS/SITES & PEOPLE IN YOUR DASHBOARD

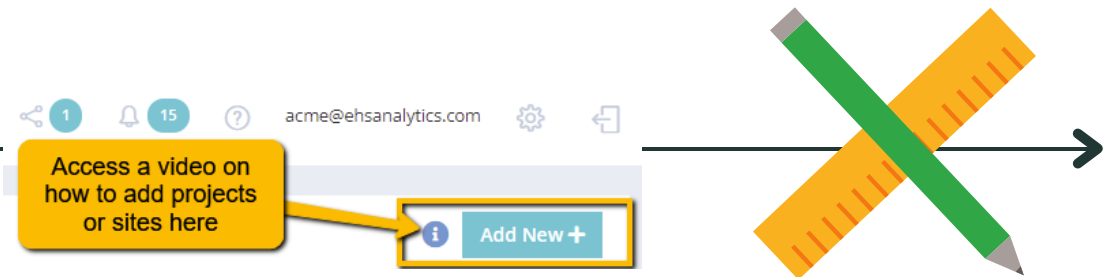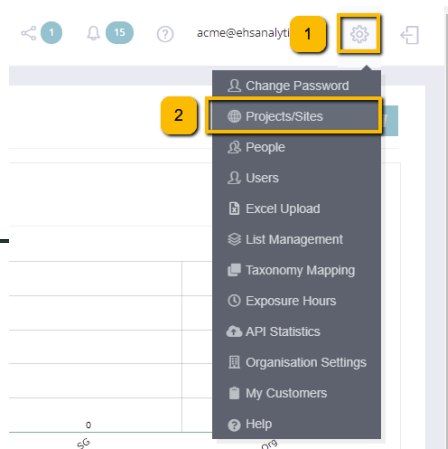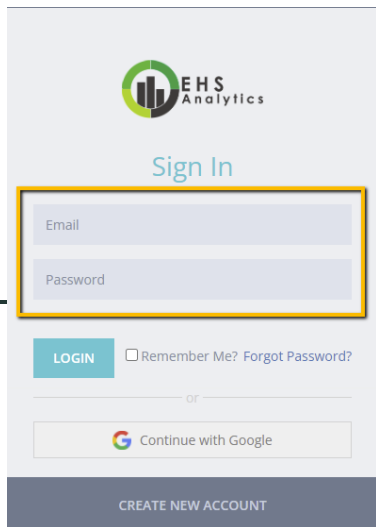## 01

How to add
Projects/Sites in
your Dashboard

02

How to add
People in your
Dashboard

1) HOW TO ADD PROJECTS/SITES:

02 Select "Projects/Sites" in the gear menu.

04 Or see how to fill out the projects/sites details on the next page.

EHS Analytics

Sign In

Email

Password

LOGIN   ☐ Remember Me? Forgot Password?

or

G Continue with Google

CREATE NEW ACCOUNT

1 ⚙

acme@ehsanalyti

Change Password

2 ⊕ Projects/Sites

People

Users

Excel Upload

List Management

Taxonomy Mapping

Exposure Hours

API Statistics

Organisation Settings

My Customers

Help

acme@ehsanalytics.com ⚙

Access a video on how to add projects or sites here

ⓘ Add New +

01 Go to **app.ehsanalytics.com** and log in (with the same email and password as the BCFSC FIRS app).

03 Click on the "Add New +" button. You can also click on ⓘ to see a **video** on how to add projects/sites.

Note: Using Google Chrome is recommended. Install it here.

🌐 PROJECT/SITE

Project/Site Name

Add a Project or Site name.

Click on the ? to see more information about each field.

Coalmont

Operating Project/Site Number

❓

Project/Site Code

Project/Site code is a short form of the project/site name. It's used in charts instead of long names.

CMT ❓

Project Id

❓

Language *

English ⌄

Time Zone

Select the timezone of the project/site.

(UTC-08:00) Pacific Time (US & Canada) ⌄

Project Manager

Choose Project Manager ⌄

Safety Manager

Choose Safety Manager ⌄

Project/Site Start Date

Start and end dates are optional. You must enter both if you decide to fill it in. Note: When you enter dates, the project will stop showing in charts after the selected end date.

❓

Project/Site End Date

❓

Does this Project/Site require exposure hours?

If you plan to record exposure hours, leave this on. The system will remind you to enter them each month.

Yes

📍 ADDRESS

Address 1

Address 2

Postal Code/Zip Code

This two fields are mandatory. It is also used in ShareSets.

Country *

Country ⌄

Province or State *

Province or State

City

City

Phone

Note: Exposure hours are also known as hours worked. The system uses exposure hours to calculate certain measures like MIR, TRIR, TRIF, NMIR, and OPPE.

CLASSIFICATION

Industry

Classify your project's industry using the North American Industry Classification System (NAICS).

Choose IndustriesNAICS

→ Agriculture, Forestry, Fishing and Hunting

→ Mining, Quarrying, and Oil and Gas Extraction

→ Utilities

→ Construction

→ Manufacturing

→ Wholesale Trade

Customer Business Unit

Select or type your company's internal business unit.

Silviculture

Safety Association

Choose your applicable safety association if you have one.
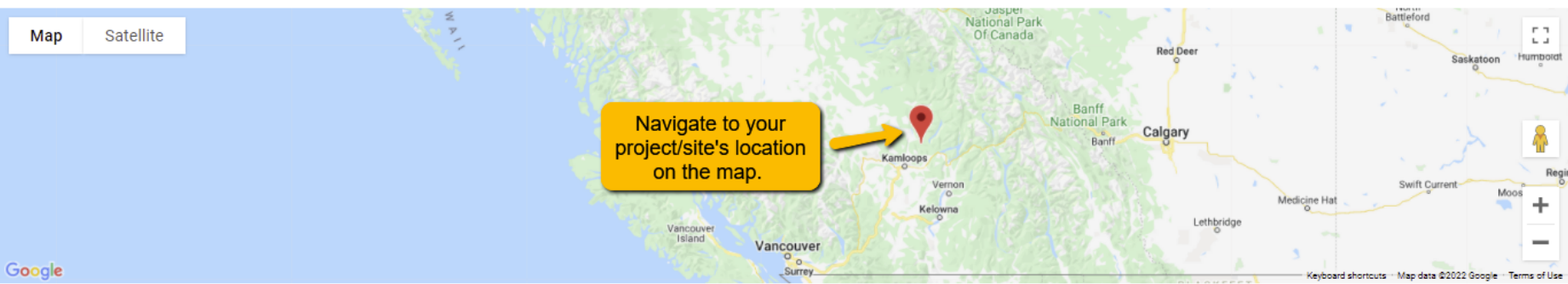
Select Safety Association...

Sub-Industry

Select Sub-Industry...

These are required if you want to participate in an industry-wide data sharing or benchmarking.

This sets the GPS coordinates. You can also set them manually.

GEO LOCATION

Map | Satellite

Navigate to your project/site's location on the map.

Latitude

51.01996625063845

Longitude

-119.91860885398818

Back

Save

Click save.

Need to edit or delete a project/site?

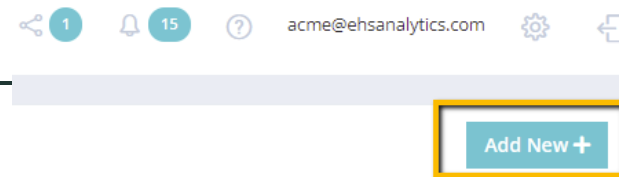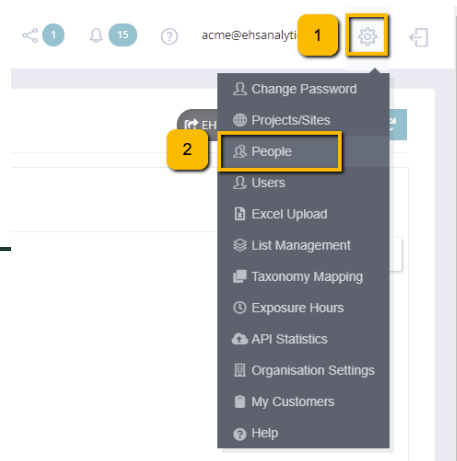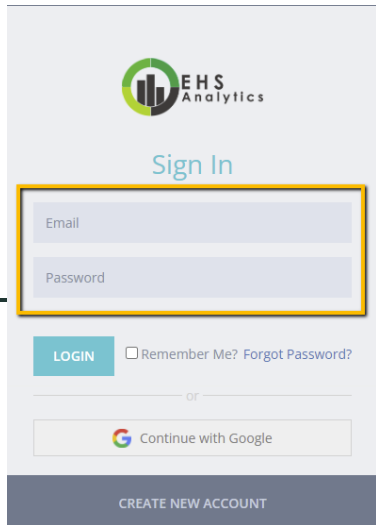🌐 **PROJECTS/SITES**   ℹ️   [Add New +]

Search: [   ] [Clear]

Action	Project/Site Name ▲	Project/Site Code	State/Prov	Country	Active
✏️	~~2022 Timber Cruising~~		British Columbia	Canada	Yes
✏️	Acme HQ		Pennsylvania	United States	No
✏️	Acme Paper HO		British Columbia	Canada	Yes
✏️	Cutblock ABC123	ABC	British Columbia	Canada	Yes

You can always edit "Projects/Sites" by clicking on the pencil icon.

2) HOW TO ADD PEOPLE:

02 Select "People" in the gear menu.

04 See how to fill out the "People" details on the next page.

Sign In

Email

Password

LOGIN   Remember Me? Forgot Password?

or

G Continue with Google

CREATE NEW ACCOUNT

acme@ehsanalyti   **1**

2 Change Password
     Projects/Sites
     People
     Users
     Excel Upload
     List Management
     Taxonomy Mapping
     Exposure Hours
     API Statistics
     Organisation Settings
     My Customers
     Help

acme@ehsanalytics.com

Add New +

01 Go to **app.ehsanalytics.com** and log in (with the same email and password as the BCFSC FIRS app).

03 Click on the "Add New +" button.

Note: Using Google Chrome is recommended. Install it here.

Person Info

👤 GENERAL

First Name *

Middle Name

Last Name *

Phone

Cell Phone Number

Email

📍 ADDRESS

Address 1

Address 2

Country *

Country

Province or State

State or Province

City

City

Postal Code/Zip Code

LOCATIONS

Please fill out all of the following fields if possible.

Default Project/Site *

| 2022 Timber Cruising ▾ |

Other Projects/Sites

| Acme HQ ▾ |

STATS

Date of Birth

| ▾ ❓ |

Gender *

| Choose Gender ▾ |

Education Level

| Choose Level ▾ ❓ |

CONTRACTOR INFO

You can select "Employee" or "Contractor" for Person Type.

Person Type *

| Contractor ▾ |

Contractor Employee #

| |

Hire Date

| |

Inactive Date

| |

Default Job

| Nothing selected ▾ |

Company *

| abc ▾ |

EMPLOYEE INFO

Here is the "Employee" version

Person Type *

| Employee ▾ |

Employee # ❓

| |

Hire Date

| |

Inactive Date

| |

Supervisor

| Choose Supervisor ▾ |

Default Job

| Choose Job ▾ |

Don't forget to click save.

| Save |

Need to edit or delete a person?

👥 PEOPLE

Add New +

Search: [   ] Clear

Action	Name	Type	City	Person Numbers	Default Project/Site	Supervisor Name
✏️		Employee	Scranton	APC694	Acme Paper HO	
✏️	Scott, Michael	Employee	Scranton	APC1081	Acme Paper HO	
✏️	Scott, Michael	Employee	Scranton	APC710	Acme Paper HO	
✏️	Scott, Michael	Employee	Scranton	APC512	Acme Paper HO	
✏️	Scott, Michael	Employee	Scranton	APC570	Acme Paper HO	
✏️	Scott, Michael	Employee	Scranton	APC1210	Acme Paper HO	

You can always edit "People" information by clicking on the pencil icon.