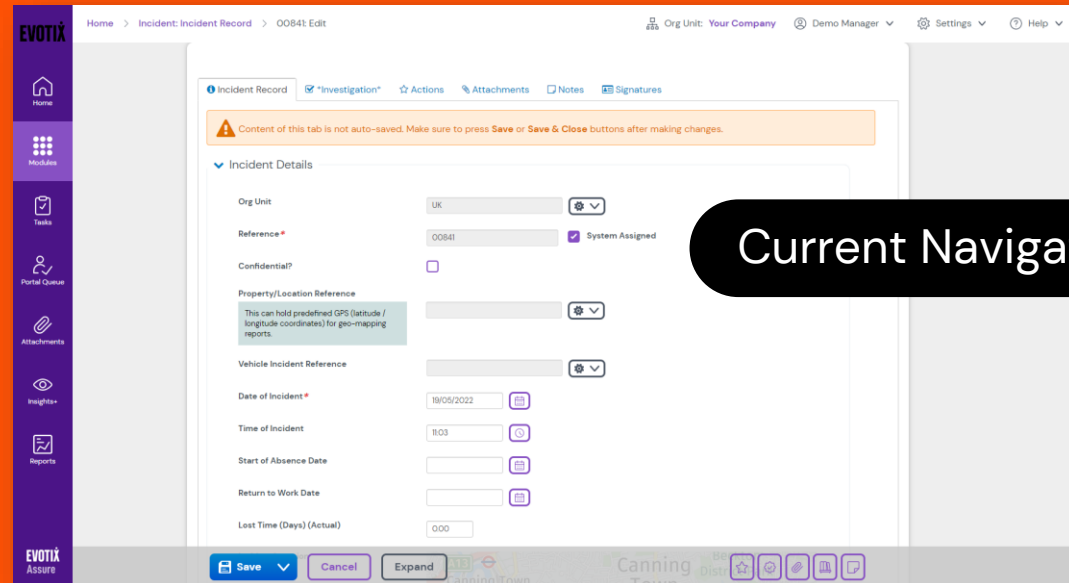
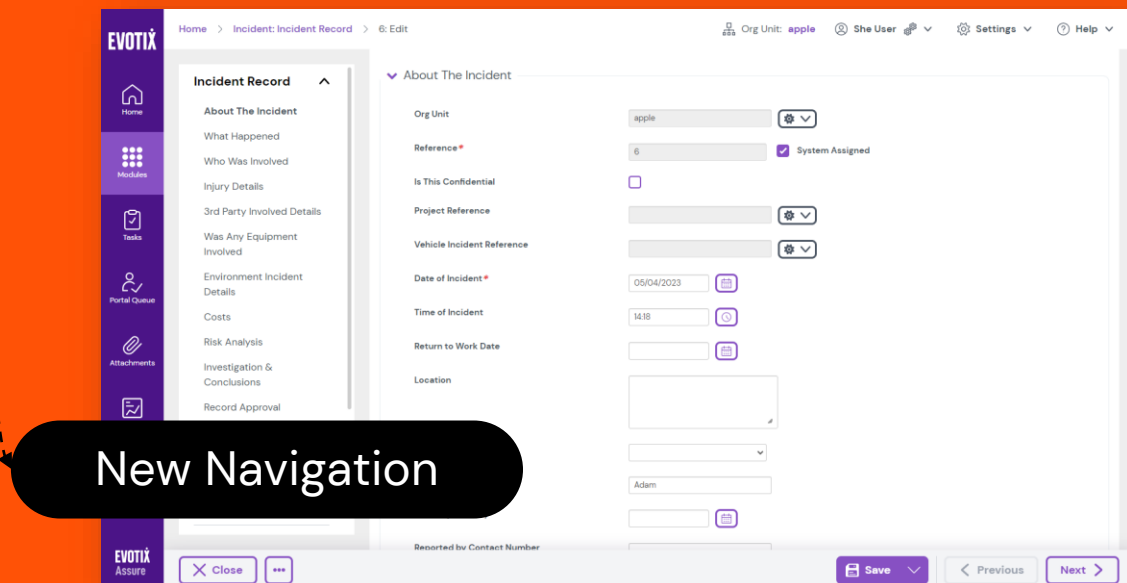


COMING JULY 2023!

FORM NAVIGATION IS GETTING A REFRESH



Current Navigation



New Navigation

FORMS ARE BECOMING EASIER TO USE

01 New side navigation bar

02 Cleaner bottom bar

03 One place for supporting items

04 Responsive design

The image displays the EVOTIX Incident Record form on two devices: a laptop and a tablet. The laptop screen shows the full desktop version of the form, which includes a side navigation bar on the left with icons for Home, Modules, Tasks, Portal Queue, Attachments, and Reports. The main content area is divided into sections: 'About The Incident' and 'INCIDENT'. The 'About The Incident' section contains various input fields and checkboxes, including 'Org Unit', 'Reference', 'Is This Confidential', 'Project Reference', 'Vehicle Incident Reference', 'Date of Incident', 'Time of Incident', 'Return to Work Date', 'Location', 'Locality', 'Reported By', 'Date Reported By', and 'Reported by Contact Number'. The 'INCIDENT' section includes 'Regulatory Issues'. The tablet screen shows the mobile version of the form, which is a simplified, single-column layout of the same form, demonstrating responsive design. The bottom bar of the tablet version includes 'Close', 'Save', 'Previous', and 'Next' buttons.

NAVIGATING FORMS WITH EASE

1. Side navigation bar replaces tabular menu at the top allowing you to easier scroll through a form

- Appears on the left on desktop screens.
- Remains in place when scrolling through the form
- Includes different sections of the main form. Simply select a section to quickly navigation to it. Current location in the form is highlighted in bold.
- No changes to functionality

2. Navigation adjusts to screen size to use on mobile devices (responsive)

3. iQ Templates appear as part of the form (if attached)

- Start and complete through prompt on bottom bar
- Marked as completed with a tick

The image displays two views of the EVOTIX Incident Record form. The desktop view on the left shows a side navigation bar with sections like 'Incident Record', 'INCIDENT', and 'Supporting Items'. The mobile view on the right shows the same form adapted for a smaller screen, with the navigation bar collapsed into a hamburger menu. Red callouts 1, 2, and 3 highlight the side navigation bar, the mobile navigation menu, and the 'INCIDENT' status indicator, respectively. The form content includes sections for 'What Happened', 'Incident Details', 'Incident Severity', and 'Who Was Involved'.

CLEAR OPTIONS ON THE BOTTOM BAR

Clear options on the bottom bar reduce complexity and support an easier flow through the form

1. Close the form to go back to the record overview screen
2. Expand or collapse all sections of the form quickly. Or print if in detailed view.
3. Multi-function button with options for user to perform on the record. Options will vary depending on record status and user permissions
4. Easily move through the sections of the form and iQ Templates
5. Options available adjust to different screen sizes (responsive). In this example Close and Expand/Collapse options have move to the top

Note:

- The bar is always visible and can be access when in any section of the form.
- Options on the bar may vary depending on where you are in the form or iQ template.

The screenshot displays the EVOTIX Incident Record form. The main interface features a purple sidebar with navigation icons for Home, Modules, Tasks, Portal Queue, and Reports. The form content includes sections for 'What Happened', 'Incident Details', 'Incident Severity', and 'Who Was Involved'. A bottom bar contains navigation options: 'Close' (1), a multi-function button (2), 'Save' (3), and 'Previous/Next' (4). A mobile view inset on the right shows a simplified bottom bar with 'Save' (5) and navigation arrows, with a 'Close' button (5) at the top right.

ALL SUPPORTING ITEMS ARE IN ONE PLACE

1. Access all supporting items through the navigation bar only providing a single view for all information

- Supporting items include:
 - Actions
 - Attachments
 - Notes
 - Signatures
 - Policy/Guidance
 - Review

2. View for each item is being updated

The screenshot displays the EVOTIX Assure interface for an incident record. The left sidebar contains navigation options: Home, Modules, Tasks, Portal Queue, and Reports. The 'Supporting Items' menu is highlighted with a red circle and the number '1'. The main content area shows the 'Incident Record' details, including the incident title 'INCIDENT' with a green checkmark, and a list of supporting items: Actions (1), Attachments (2), Notes (2), and Signatures (1). The 'Actions' section is highlighted with a red circle and the number '2'. Below this, there is a table of 'Incident Record Actions' and a section for 'INCIDENT Actions' which currently shows 'No records found.' The top right of the interface includes user information (Org Unit: apple, She User) and navigation links (Settings, Help). A 'Close' button is visible at the bottom left of the main content area.

Home > Incident: Incident Record > 4: Edit

Org Unit: apple She User Settings Help

Incident Record

INCIDENT

Regulatory Issues

Supporting Items

- Actions 1
- Attachments 2
- Notes 2
- Signatures 1

Actions

Incident Record Actions

Action	Raised by User	For User	Due Date	Priority	Current Status		
Please conduct an high severity investigation on this incident.	She User	Administrator	10/05/2023	High	Not Started	0	...

INCIDENT Actions

Action	Linked Question	Raised by User	For User	Due Date	Priority	Current Status	
No records found.							

EVOTIX Assure

Close

ACTIONS

Actions + New Record Action

Incident Record Actions

Action	Raised by User	For User	Due Date	Priority	Current Status		
Please conduct an high severity investigation on this incident.	She User	Administrator	10/05/2023	High	Not Started	0	...

INCIDENT Actions

Action	Linked Question	Raised by User	For User	Due Date	Priority	Current Status	
No records found.							

- Appear in a table view on desktops and card view on smaller screens

Actions + New Record Action

Incident Record Actions

Action	Raised by User	For User	Due Date	Priority	Current Status		
Please conduct an high severity investigation on this incident.	She User	Administrator	10/05/2023	High	Completed	0	...

INCIDENT Actions

Action	Linked Question	Raised by User	For User	Due Date	Priority	Current Status	
No records found.							

- Edit
- Set to incomplete
- Close
- Remove
- Details

- Once completed the action can be closed. This option has been renamed and was previously called approved

NOTES AND SIGNATURES

Notes

[+ Add Record Note](#)

Incident Record Notes



Comments	Author	Date Created	
Investigation has been completed with all parties	She User	04/05/2023 09:50 (UTC+00:00) Dublin, Edinburgh, Lisbon, London	...
Questionnaire has been completed by She User	She User	04/05/2023 08:31 (UTC+00:00) Dublin, Edinburgh, Lisbon, London	...

INCIDENT Notes

Comments	Linked Question	Author	Date Created
No records found.			

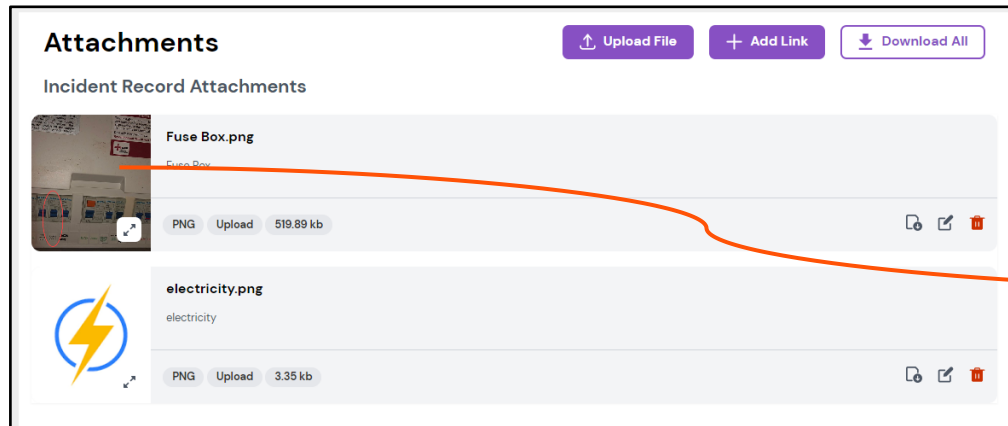
Signatures

[+ Add](#)

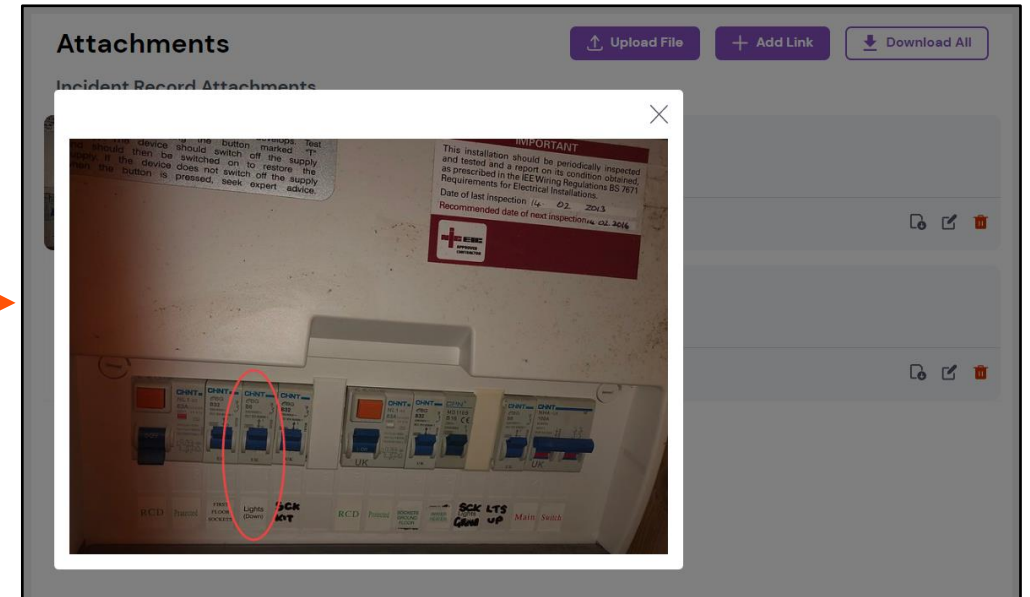
Name/Job Title	Comments	Date Created	Signature	
Paul Smith		04/05/2023 09:50 (UTC+00:00) Dublin, Edinburgh, Lisbon, London		

- Appear in a table view on desktops and card view on smaller screens
- Record and iQ Templates notes are separated but appear on the same screen

VIEW FOR ATTACHMENTS



- Appear in a card view



- Click on an image to pre-view without downloading it
- Files types other than images need to be downloaded to view

ENHANCED USE OF ASSURE ON DIFFERENT DEVICES

Navigate forms more easily on different screens, including tablet or mobile

- The new navigation adjusts to different screen sizes (Responsive)

The image displays two screenshots of the ASSURE Incident Record form, demonstrating its responsive design. The left screenshot shows the desktop version, which features a full-width form with a purple navigation bar at the bottom. The right screenshot shows the mobile version, which features a narrower form with a purple navigation bar at the top.

Incident Record

Org Unit: apple

Reference: 6

Is This Confidential:

Project Reference: [Field]

Vehicle Incident Reference: [Field]

Date of Incident: 05/04/2023

Time of Incident: 14:18

Return to Work Date: [Field]

Location: [Field]

Locality: [Field]

Reported By: Adam

Date Reported By: [Field]

Reported by Contact Number: [Field]

Reported To: [Field]

System Assigned:

What Happened

Incident Details

I was changing some LED lighting for the customer and forgot to isolate the lighting circuit beforehand and got electrocuted. Fortunately, I came

Incident Severity

Incident - Major

Was the Incident work related:

Near Miss?:

Lost Time Accident?:

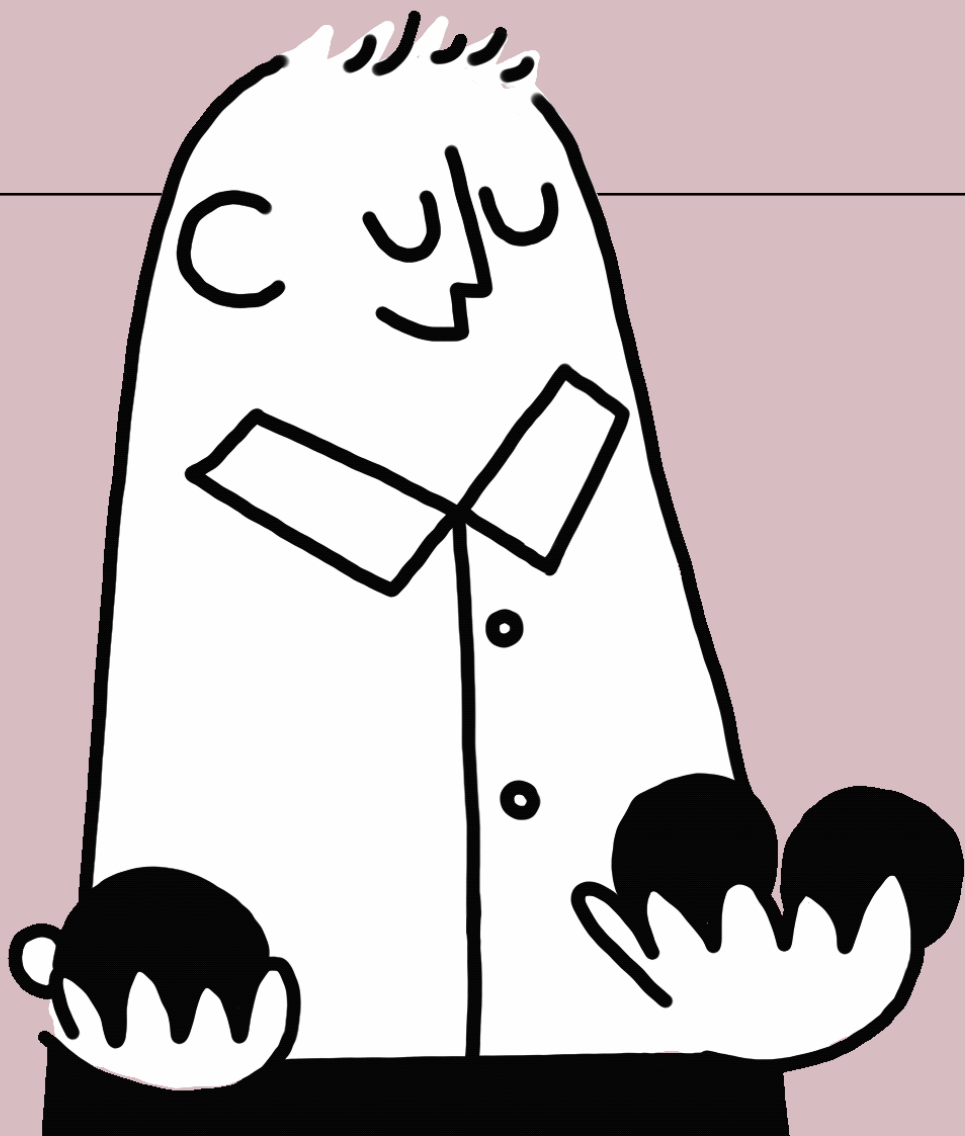
Reportable?:

Type of Dangerous Occurrence

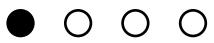
[Field]

Navigation: Close, Save, Previous, Next

EVOTIX



**HOW DO
I...?**



HOW DO I CREATE A NEW RECORD

- Create a new record as today
- Until the form is saved for the first time, options are limited to the sections in the main form only

Home > Incident: Incident Record > Create

Org Unit: apple | She User | Settings | Help

Incident Record

About The Incident

What Happened

Who Was Involved

Injury Details

3rd Party Involved Details

Was Any Equipment Involved

Environment Incident Details

Costs

Risk Analysis

Investigation & Conclusions

Record Review

INCIDENT

Supporting Items

About The Incident

Org Unit: apple

Reference*: Automatic Reference System Assigned

Is This Confidential:

Project Reference

Vehicle Incident Reference

Date of Incident*

Time of Incident

Return to Work Date

Location: Find Location

Locality

Reported By*

Cancel | Save | Previous | Next



HOW DO I COMPLETE AN IQ TEMPLATE

- After navigating to the template start the iQ Template by selecting the option 'Start Template' on the bottom bar.
- When in the iQ Template the option to 'Complete iQ Template' will appear in the bottom bar.
- Once complete it will be marked with a green tick-box.
- To re-open an iQ Template, select the completed iQ template and an option to re-open will appear in the bottom bar.

Home > Incident: Incident Record > 4: Edit

Org Unit: apple | She User | Settings | Help

Who was involved

Injury Details

3rd Party Involved Details

Was Any Equipment Involved

Environment Incident Details

Costs

Risk Analysis

Investigation & Conclusions

Record Detail

INCIDENT ^

Regulatory Issues

Supporting Items ^

Actions 1

Attachments 2

Notes 5

Signatures 1

Use the dropdown menu below to change questionnaire section. Mark the questionnaire as complete using the action bar at the bottom of the screen.

Section: Regulatory Issues

1. Is The Incident Reportable To Health And Safety Executive (RIDDOR)? N/A

Yes No

Comments

Optional

+ Add Action + Upload File + Add Web Link + Add Note

2. If So Has The Incident Been Reported To The HSE? N/A

Yes No

Comments

Optional

+ Add Action + Upload File + Add Web Link

EVOTIX Assure

Close ...

Complete INCIDENT Save Previous Next



HOW DO I ACCESS ACTIONS LINKED TO A RECORD

- Open the record
- On the Side Navigation go to Actions under the heading Supporting Items
- Here you can also access any attachments, notes, signatures, reviews, approvals or policies/guidance

Home > Incident: Incident Record > 4: Edit

Org Unit: apple | She User | Settings | Help

EVOTIX
Assure

Home
Modules
Tasks
Portal Queue
Reports

Incident Record ▾
INCIDENT ✓ ▴
Regulatory Issues

Supporting Items ▴

- Actions 1
- Attachments 2
- Notes 2
- Signatures 1

Actions + New Record Action

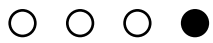
Incident Record Actions

Action	Raised By User	For User	Due Date	Priority	Current Status		
Please conduct an high severity investigation on this incident.	She User	Administrator	10/05/2023	High	Not Started	0	...

INCIDENT Actions

Action	Linked Question	Raised by User	For User	Due Date	Priority	Current Status	
No records found.							

Close



HOW DO I SUBMIT A RECORD FOR APPROVAL

- Open the record
- Select the multi-function button on the bottom bar. If you have the permission to submit a record for approval this option will be available.

Home > Incident: Incident Record > Create

Org Unit: apple | She User | Settings | Help

Incident Record

About The Incident

What Happened

Who Was Involved

Injury Details

3rd Party Involved Details

Was Any Equipment Involved

Environment Incident Details

Costs

Risk Analysis

Investigation & Conclusions

Record Review

INCIDENT

Supporting Items

Org Unit: apple

Reference*: Automatic Reference System Assigned

Is This Confidential:

Project Reference

Vehicle Incident Reference

Date of Incident*: []

Time of Incident: []

Return to Work Date: []

Location: [Find Location]

Locality: []

Reported By*: []

Cancel [] Save Previous Next



THANK
YOU

And keep reporting!