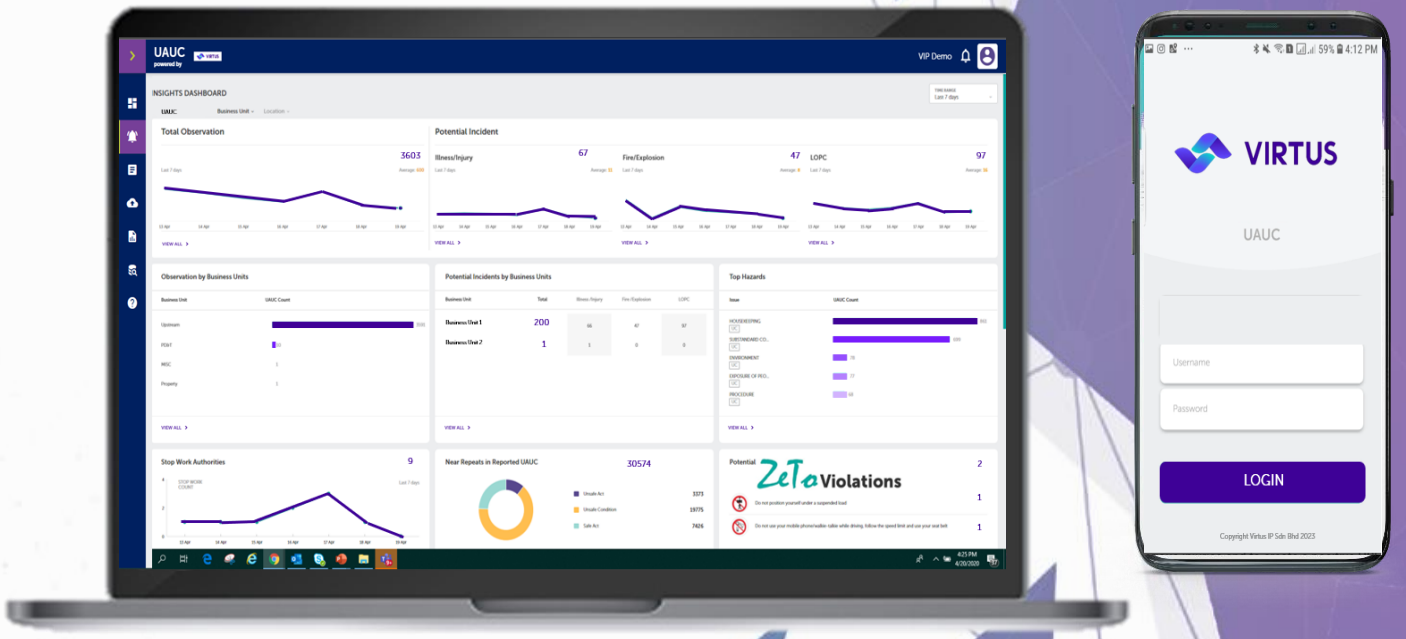
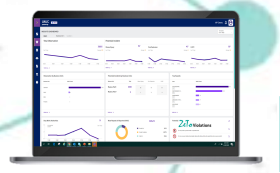
Virtus IP Unsafe Act Unsafe Condition (UAUC)

User Guide (Web)

Updated on 30th March 2023



Content



Web User Guide

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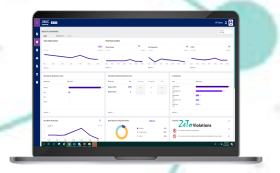

Web User Guide

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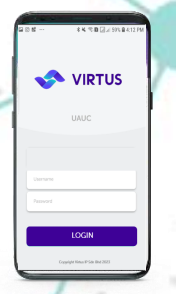

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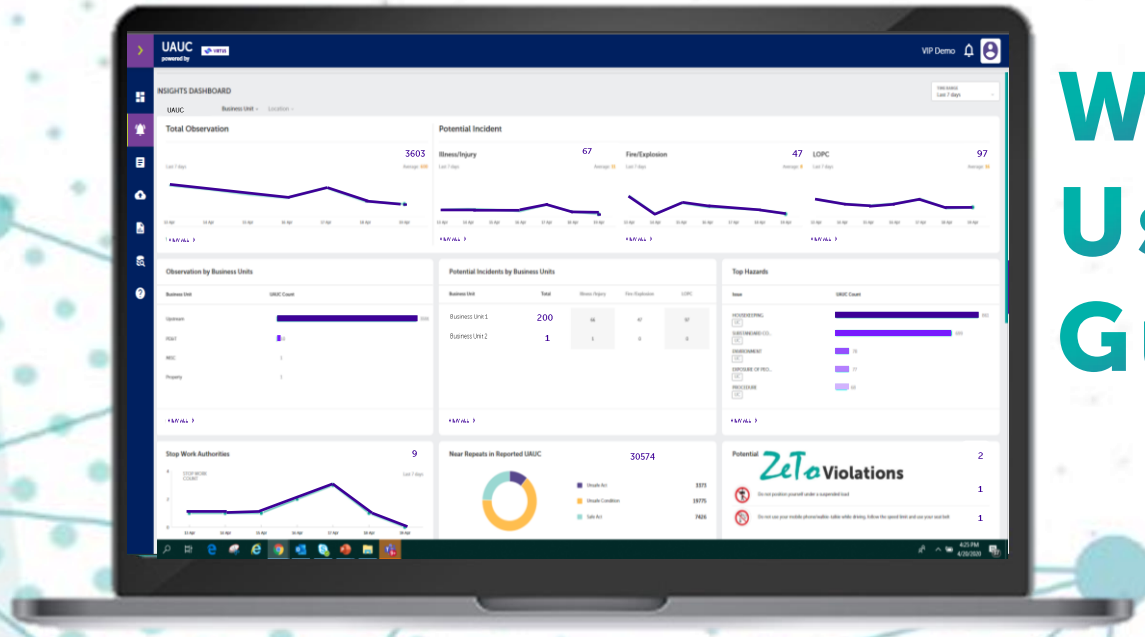
VIRTUS IP

UAUC

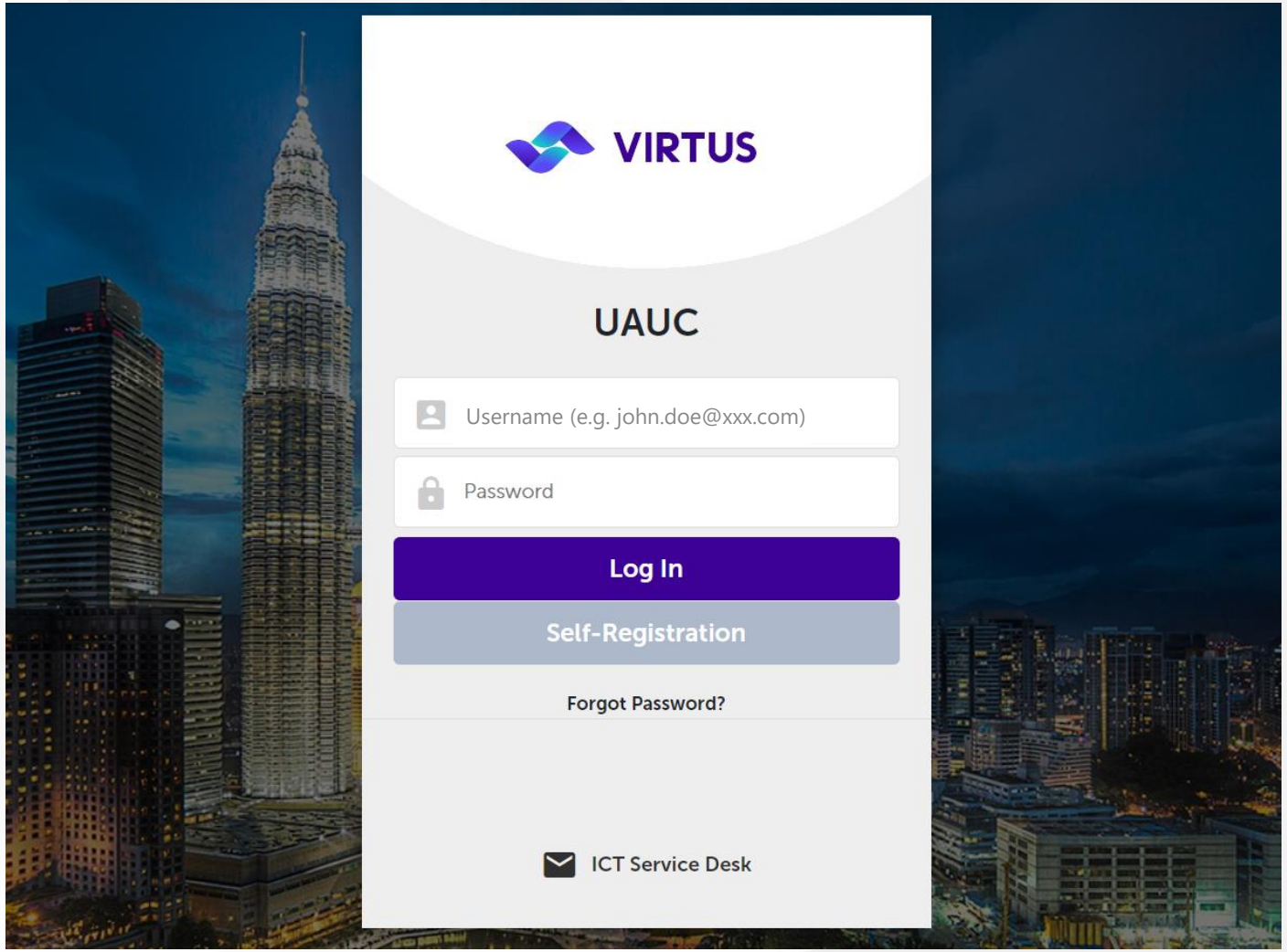
UNSAFE ACT UNSAFE CONDITION



WEB User Guide

Content

1. Introduction



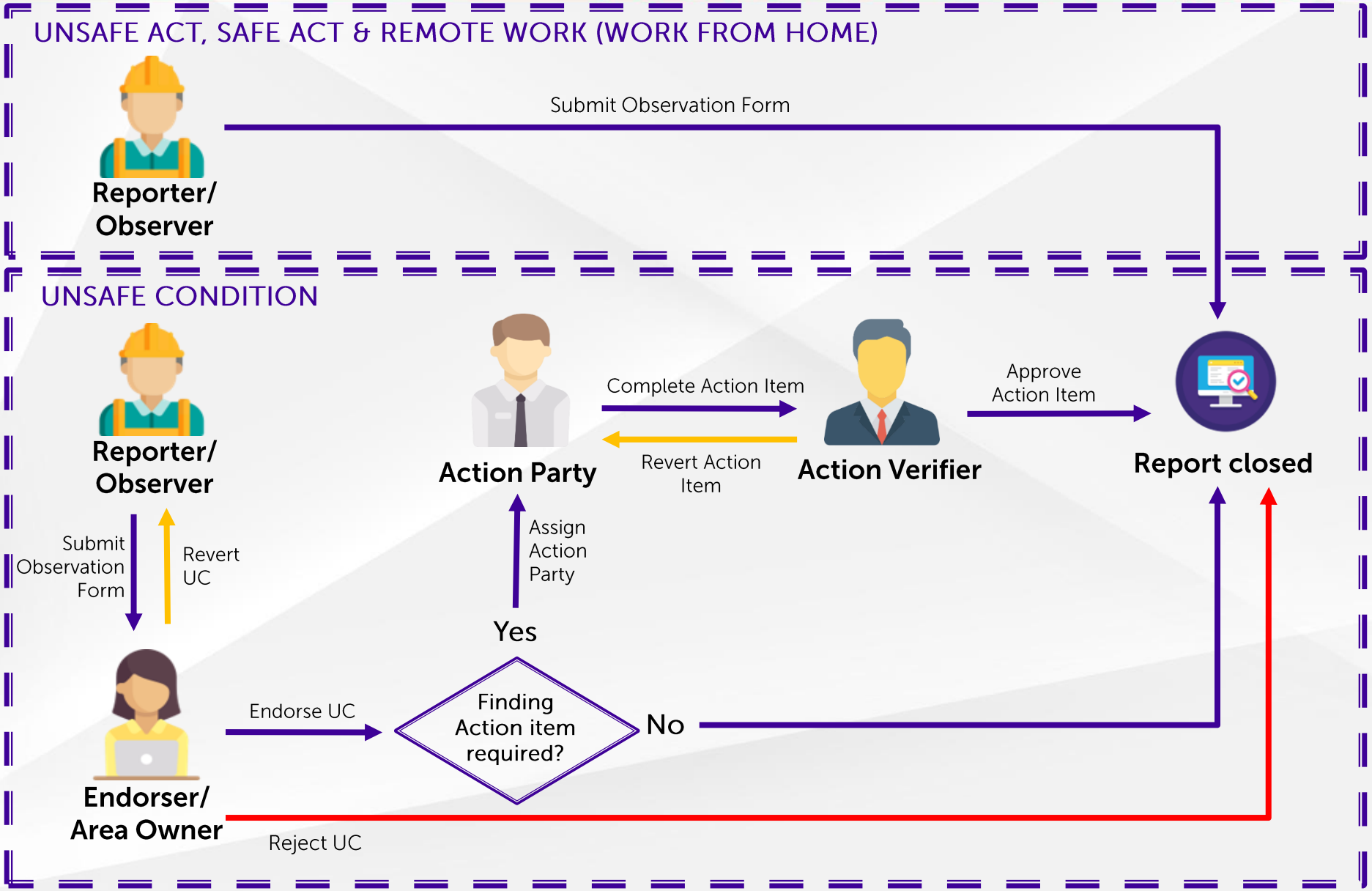
UAUC Features

- Available to all staffs (including contractors) who are registered in the UAUC system
- Fill in your registered username and password for user's account authentication.
- 4 Observation Types to submit : Unsafe Act, Unsafe Condition, Safe Act and Remote Work (WFH)
- Track UAUC submission's progress
- My Task Listing – notification on report status or any pending task/action
- UAUC Batch Upload – bulk reporting
- Report Listing for UAUC submission and export report to excel function
- Bulk endorsement for endorser/area owner
- Statistic and Insight Dashboard

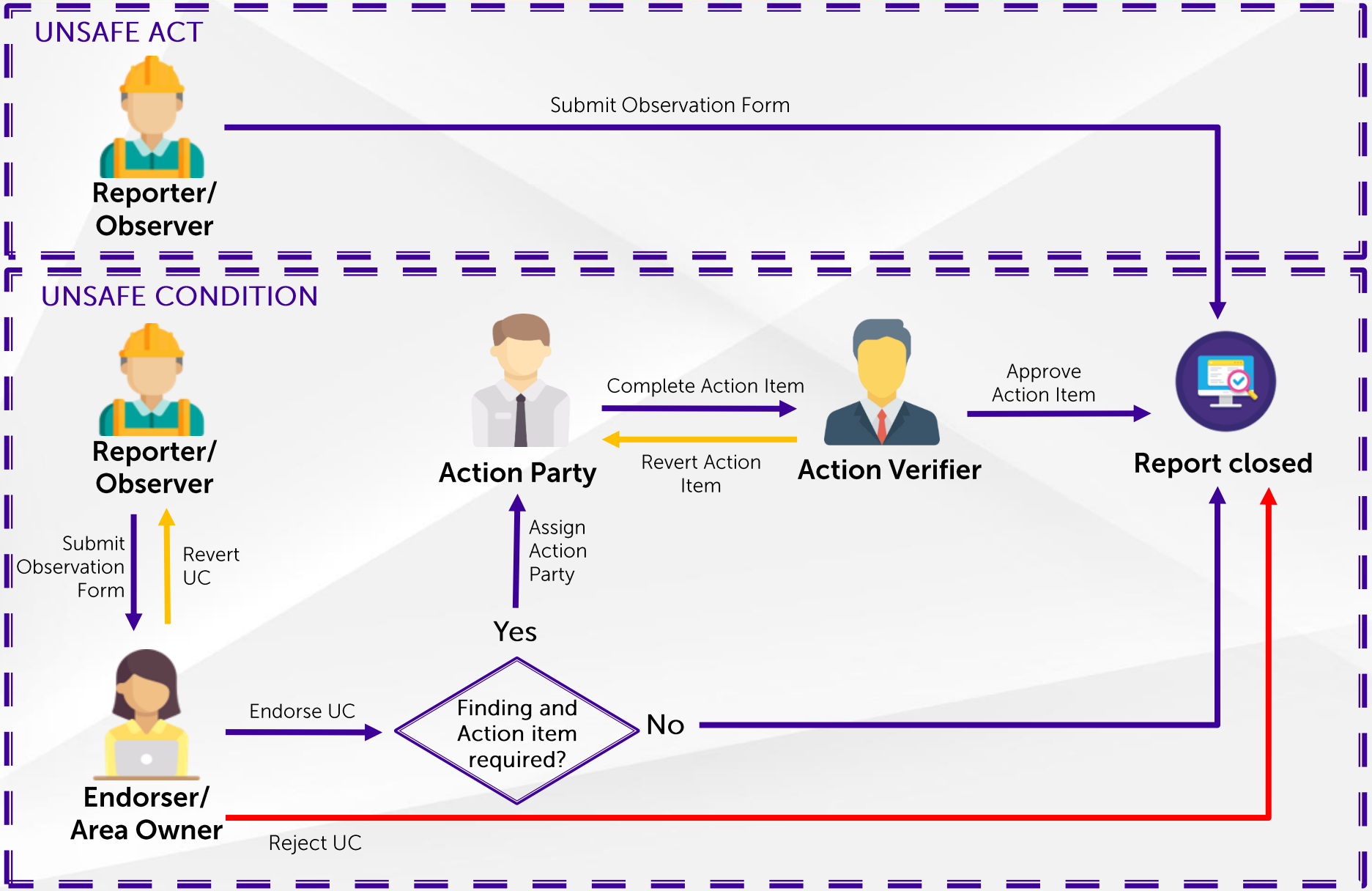
2. User Role

Role	Task
Reporter	Create and submit Unsafe Act/Unsafe Condition/Safe Act/Remote Work (Work From Home) report
	Create and submit on behalf for Unsafe Act/Unsafe Condition/Safe Act report
Endorser / Area Owner	Review(Endorse)/Revert/Reject/Assign Action Item/Close Unsafe Condition report
Resumption Authority	Review and grant approval to resume activity/task/start-up
Action Party/Other Action Party	Responsible party to take action and close the gap. Update action item status once the action taken has been completed
Action Verifier	Approve/revert action item completion by Action Party
OPU Admin	Register a new user, edit user profile, add/edit location structure, add/remove endorser, add/remove resumption authority
Due Date Extension Approver	Approve/revert due date extension and cancellation of action item request
Reassignment approver	Approve/revert reassignment of action party request

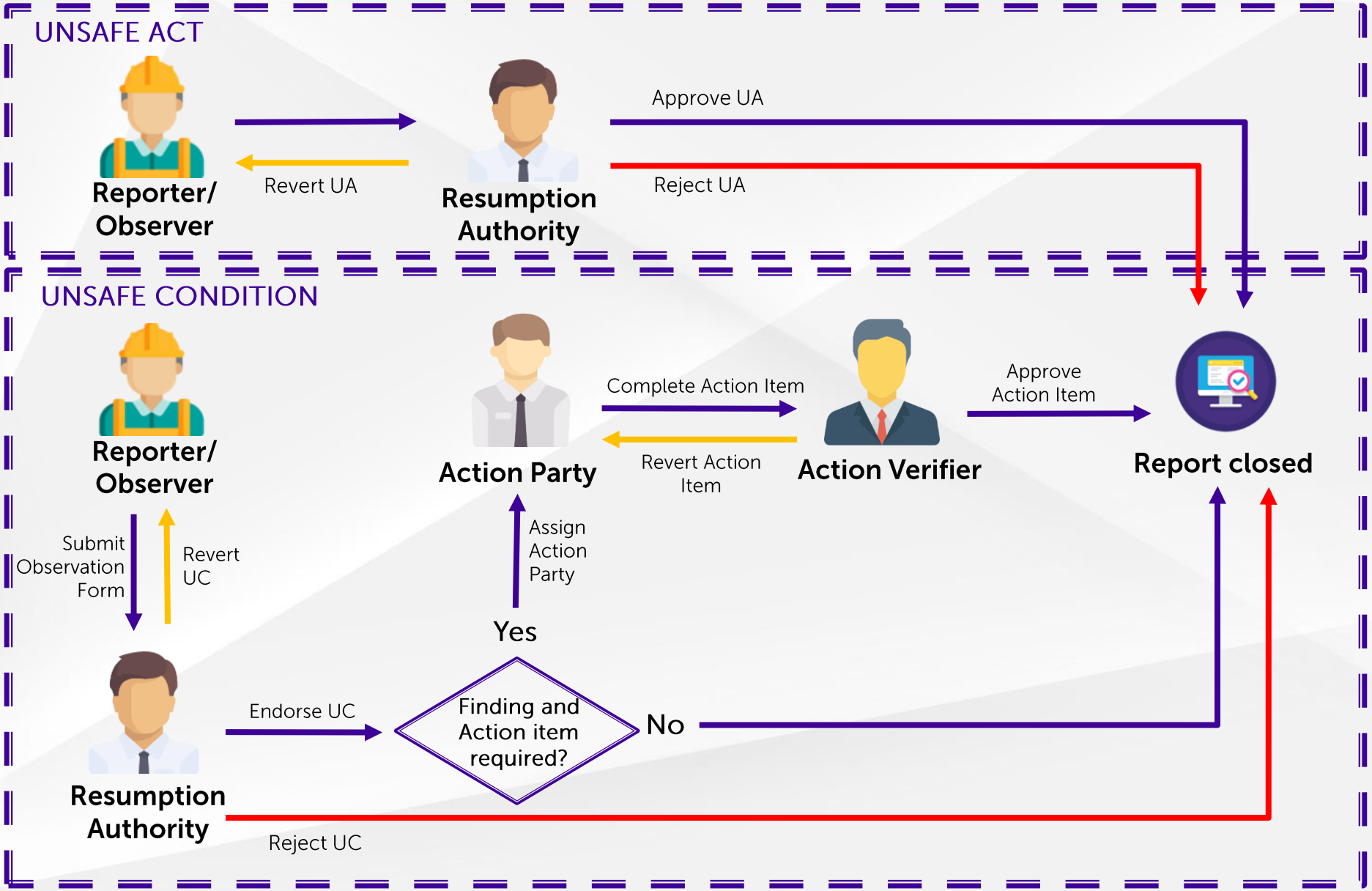
3. UAUC Workflow (NO SWA)



4. UAUC Workflow (SWA – Level 1)



5. UAUC Workflow (SWA – Level 2 and Level 3)



6. Criteria for Good Quality Observation

1. Each observation must have at least 5 words
2. Each observation must have at least 3 elements, there are 4 type of elements which are activity, people, entity and location

Example for good quality observation:

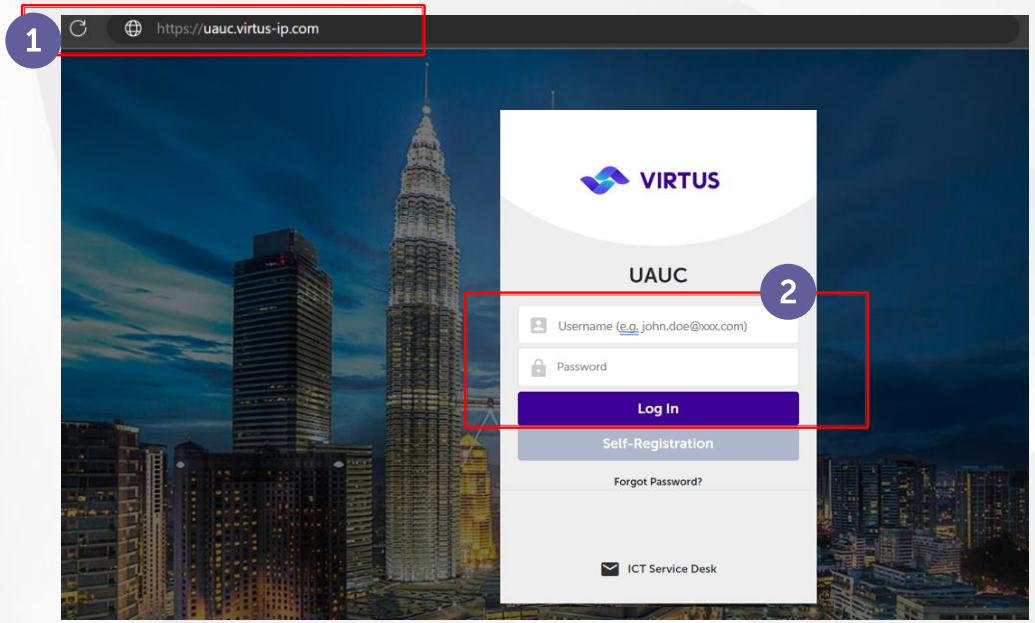
- Observation = 'Bad housekeeping at station A after replacing corroded pipe.'
    - Housekeeping, replacing (activity), pipe (entity), station A (location) = 3 elements available
    - 9 words count

Example for bad quality observation:

- Observation = 'Bad housekeeping'
    - Housekeeping (activity) = 1 element available
    - 2 words count

7. Log in

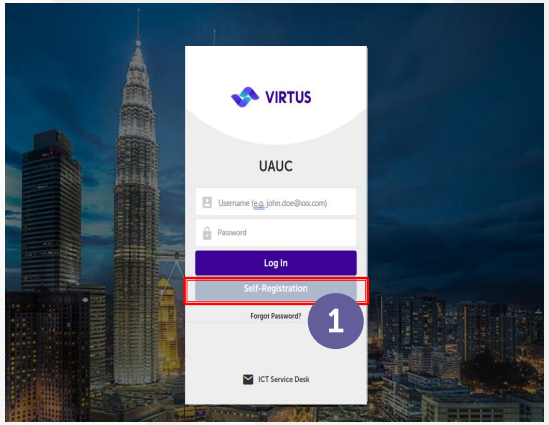
User Role: All

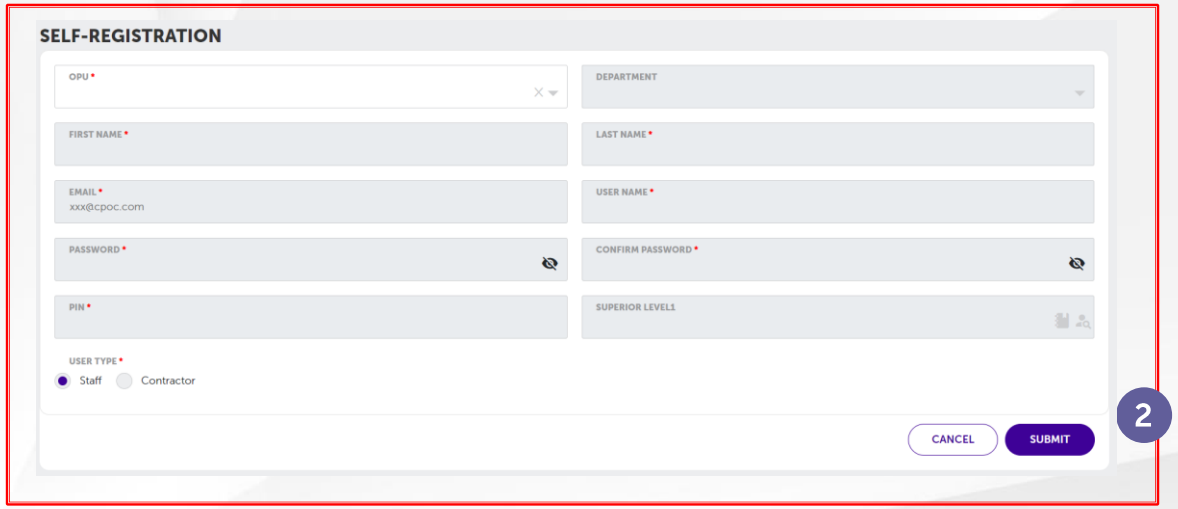
Snapshot	Instruction
	1 Logon to https://uauc.virtus-ip.com 2 Fill in your registered username and password and click on Login button to proceed

8. Self Registration

User Role: -

Snapshot





Instruction

1. To self-register as a user, click on Self-Registration button. System will open a self-registration page. User will need to fill in the required fields
   - 'OPU' – for e.g. select CPOC
   - 'USERNAME'
   - 'FIRST NAME'
   - 'EMAIL'
   - 'LAST NAME'
   - 'PASSWORD'
   - 'CONFIRM PASSWORD'
   - 'PIN'
   - 'USER TYPE'

   And optional fields
   - 'SUPERIORLEVEL1' shows list of superior level 1 from Address book of selected OPU
   - 'DEPARTMENT' shows list of departments of selected OPU
2. When user clicks 'CANCEL' button, system will clear data and return to the login page.
   When user click 'SUBMIT' button and upon successful self-registration submission, email will be sent to user.

8. Self Registration

User Role: -

Email to User – User Registration Sent for Approval

User Registration Sent for Approval

Saturday, 21 August 2021 at 9:32 AM

VIRTUS UAUC

Dear {username},

Your self-registration submission has been successfully sent for approval.

You will receive status of your submission once Admin has approve/reject.

This email is auto-generated, please do not reply. For inquiries and assistance, please contact ICT Service Desk at support@virtus-ip.com.

Note: This email is to acknowledge self-registration has been submitted successfully.

8. Self Registration

User Role: -

Email to User – User Registration Approved

User Registration Approved

Saturday, 21 August 2021 at 9:32 AM

VIRTUS UAUC

Dear {Username},

Your self-registration submission has been approved.

Login

This email is auto-generated, please do not reply. For inquiries and assistance, please contact ICT Service Desk at support@virtus-ip.com.

Note: This email is to notify that self-registration has been approved. Click on Login to access the UAUC login page

8. Self Registration

User Role: -

Email to User – User Registration Rejected

User Registration Rejected

Saturday, 21 August 2021 at 9:32 AM

VIRTUS UAUC

Dear {Username},

Your self-registration submission has been rejected.

Remarks: {admin remarks}

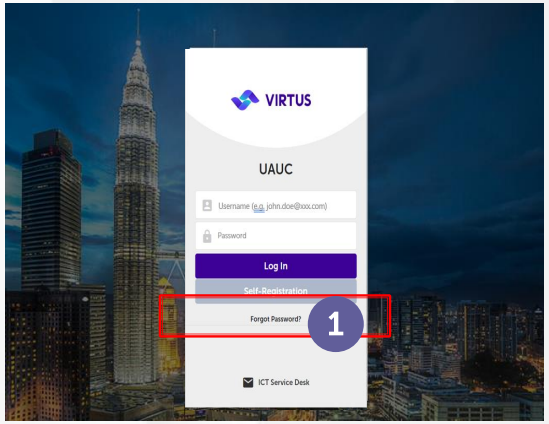
This email is auto-generated, please do not reply. For inquiries and assistance, please contact ICT Service Desk at support@virtus-ip.com.

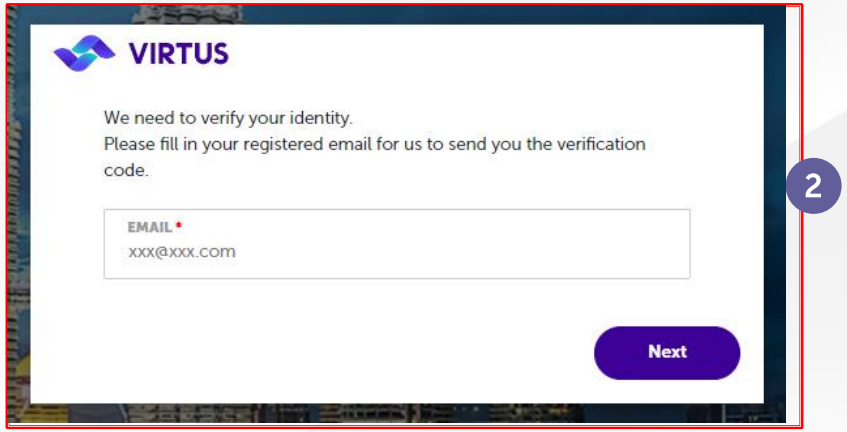
Note: This email is to notify that self-registration has been rejected. Rejection remarks will be included.

9. Forgot Password

User Role: -

Snapshot





Instruction

1. Click 'Forgot Password?'
2. Fill in your registered email to retrieve a verification code

9. Forgot Password

User Role: -

Email to User – Verification Code For Resetting Your Password

Verification Code For Resetting Your Password

Saturday, 21 August 2021 at 9:32 AM

VIRTUS UAUC

Hello!

You have requested to reset your password. Please use the following verification code:

1135

Note: This reset code will expire within 15 minutes.

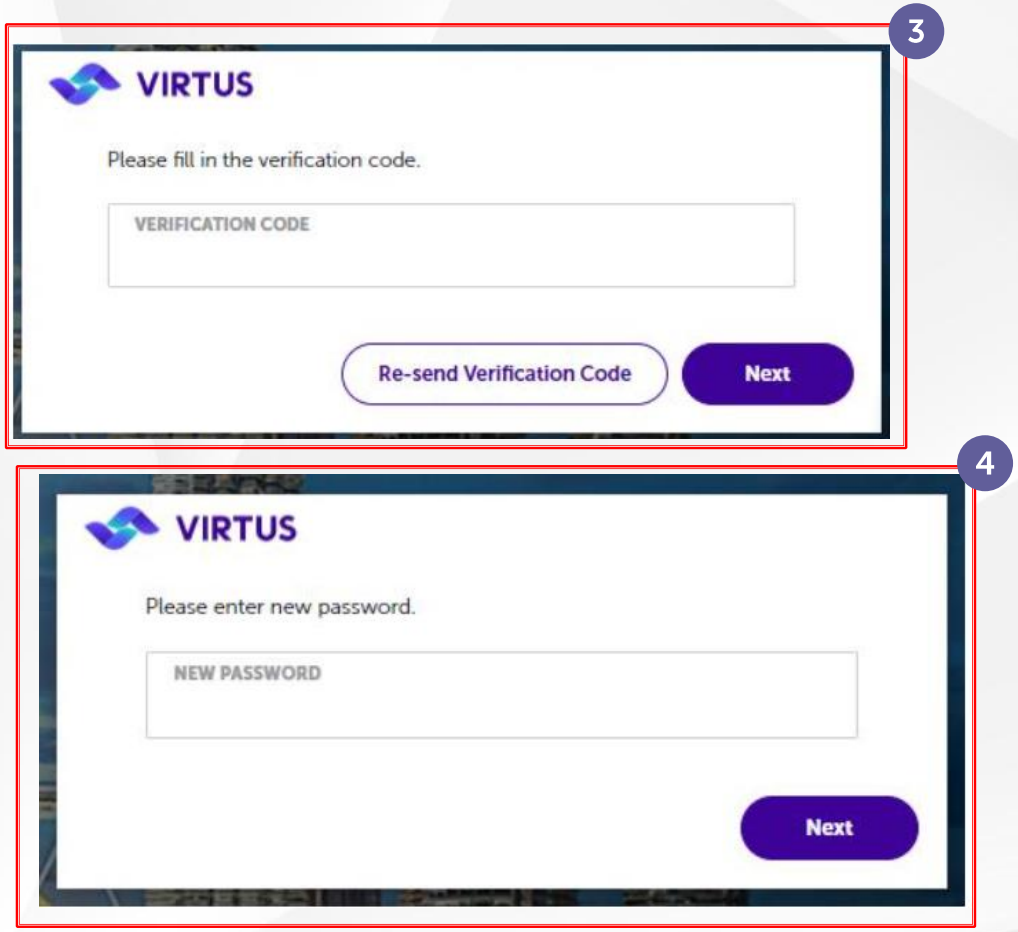
This email is auto-generated, please do not reply. For inquiries and assistance, please contact ICT Service Desk at support@virtus-ip.com.

Note: This email is to notify that self-registration has been rejected. Rejection remarks will be included.

9. Forgot Password

User Role: -

Snapshot



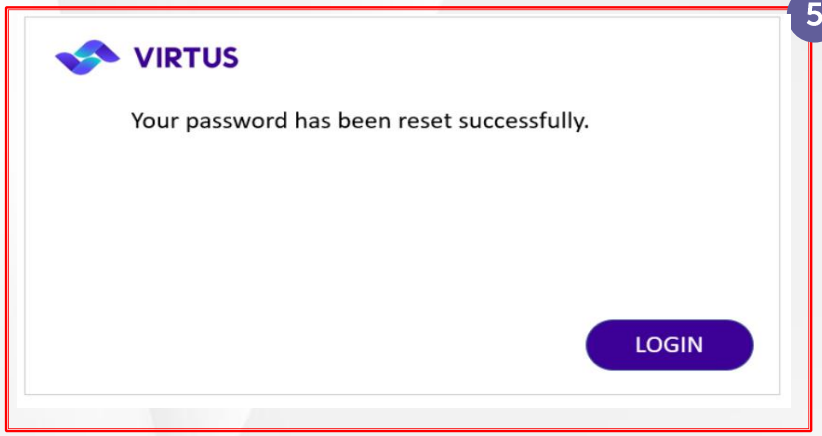
Instruction

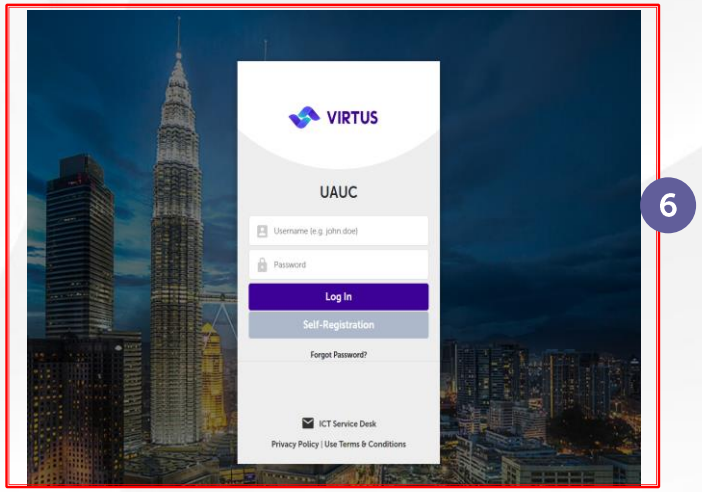
3. Fill in the verification code from email received and click on Next button.
4. Enter the new password and click on Next button.

9. Forgot Password

User Role: -

Snapshot





Instruction

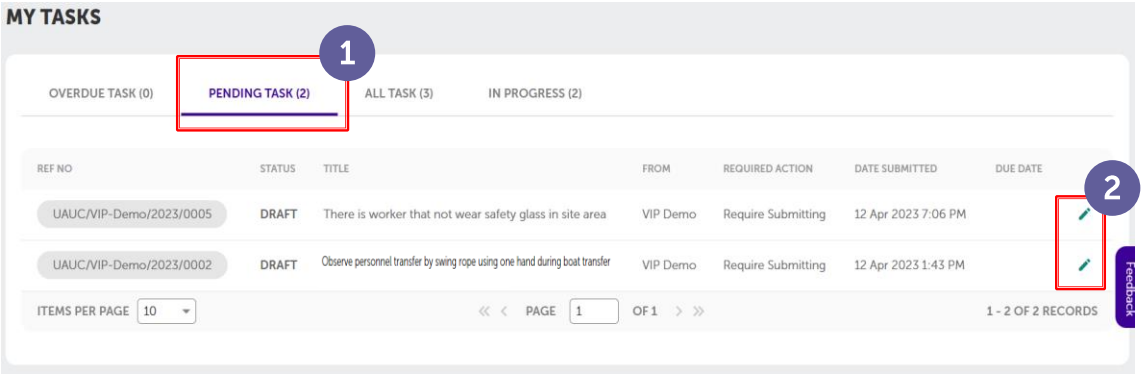
5 Click on Login button to be redirected to the Login page.

6 You may fill in the new password to proceed to login.

10. My Task

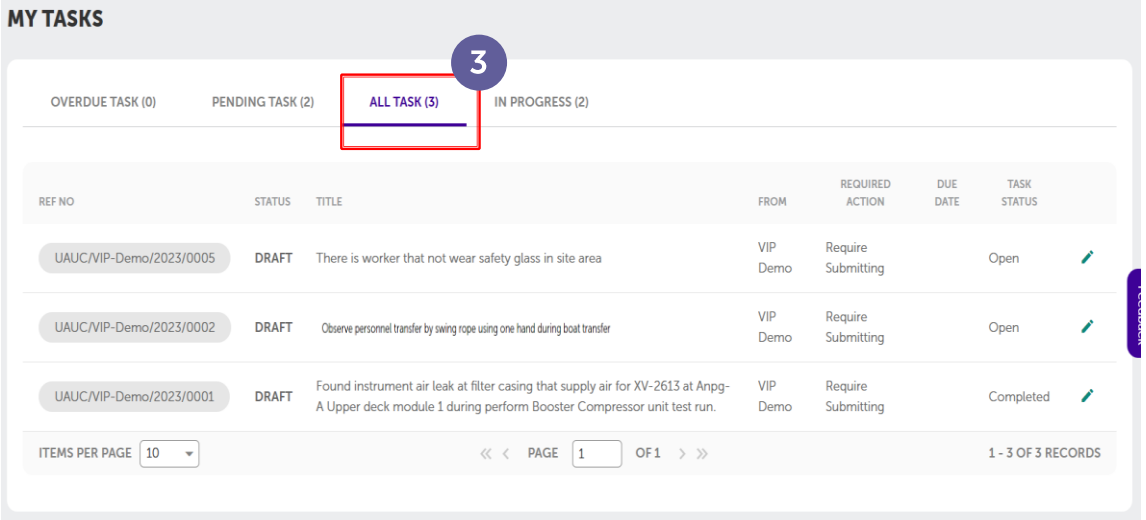
User Role: All

Snapshot



Instruction

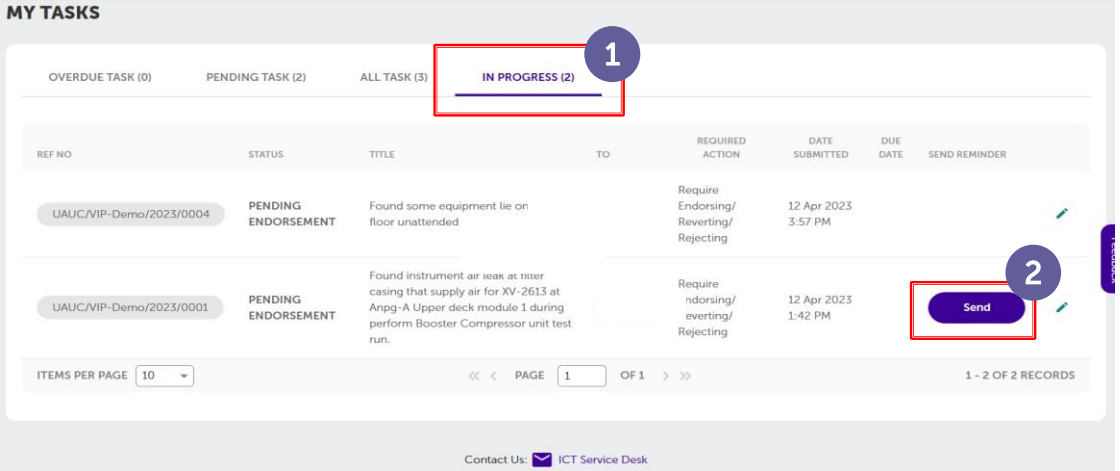
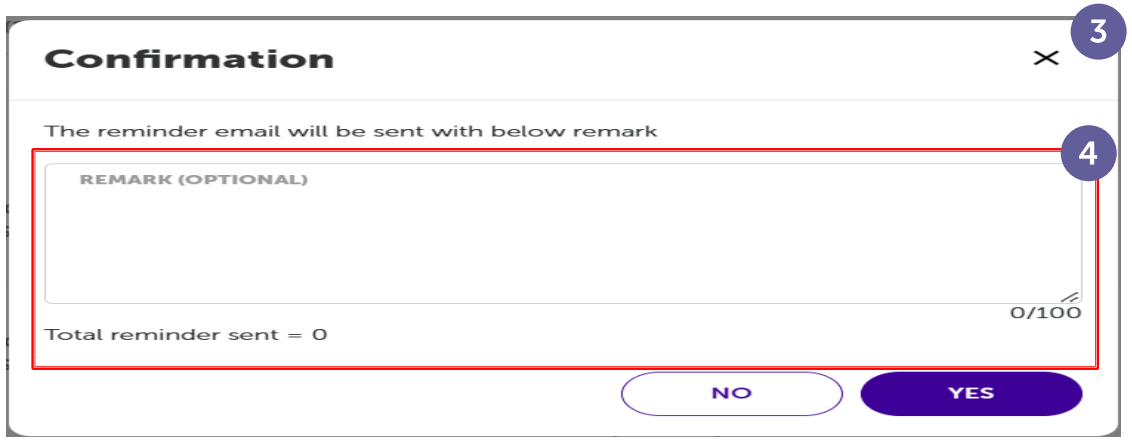
1. Once logged in, My Tasks will be the landing page. My Task page consists of user's pending action list
2. Click on Edit button to complete the pending action/task



3. All Tasks are categorized based on user's completed task

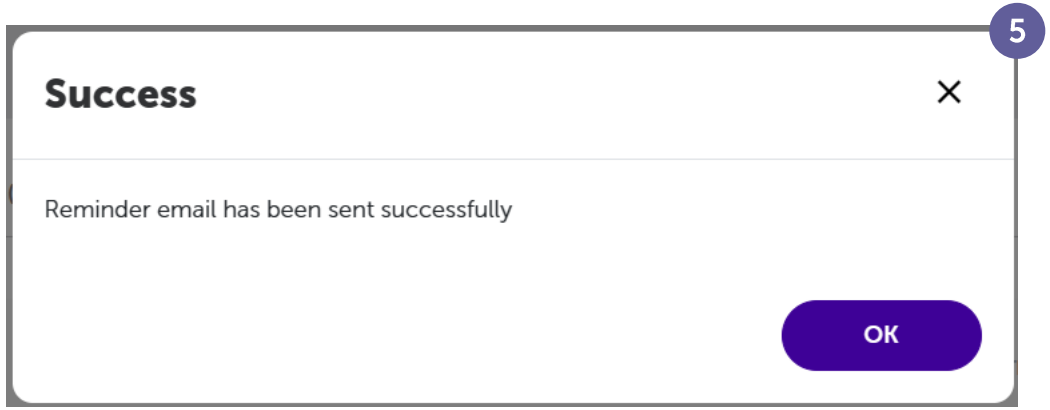
10. My Task

User Role: Action Party

Snapshot	Instruction
	1 Click 'In Progress' tab show the number of report / action item. 2 'SEND REMINDER' is show send button and will be available after 24 hours report/action item/request has been submitted/completed.
	3 When user click send button, System will show a pop-up window with a REMARK (OPTIONAL) box 4 Send reminder show the reminder email will be sent with below remark with 100 minimum character.

10. My Task

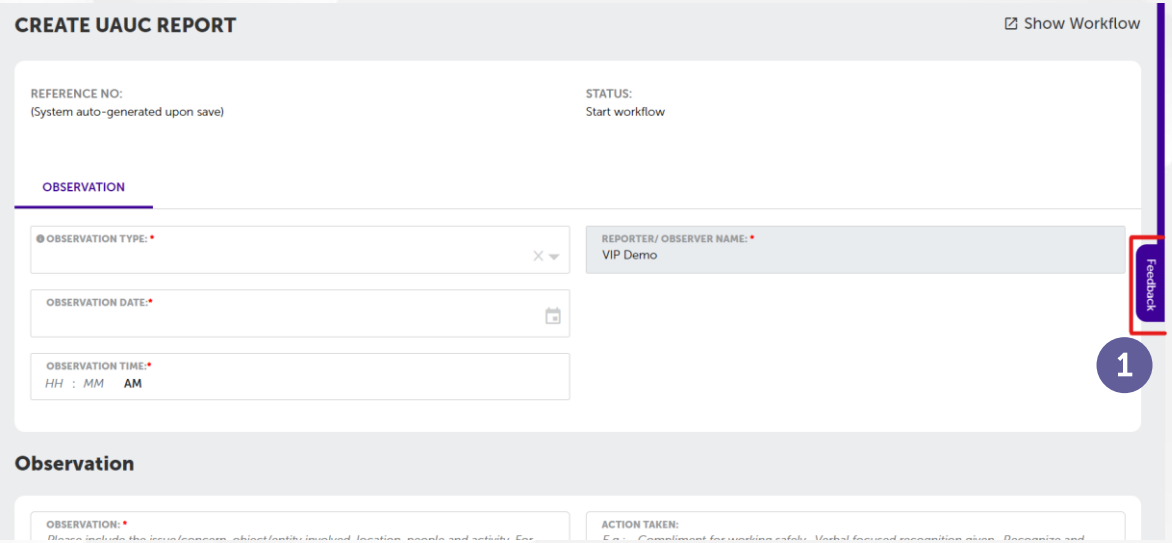
User Role: Action Party

Snapshot	Instruction
	5 If user click 'Yes': System will show a pop-up window. 'Success' show Reminder email has been sent successfully. Send button will be disappeared and will be visible again in next 24 hours.

11. UAUC Feedback Form

User Role: Reporter

Snapshot

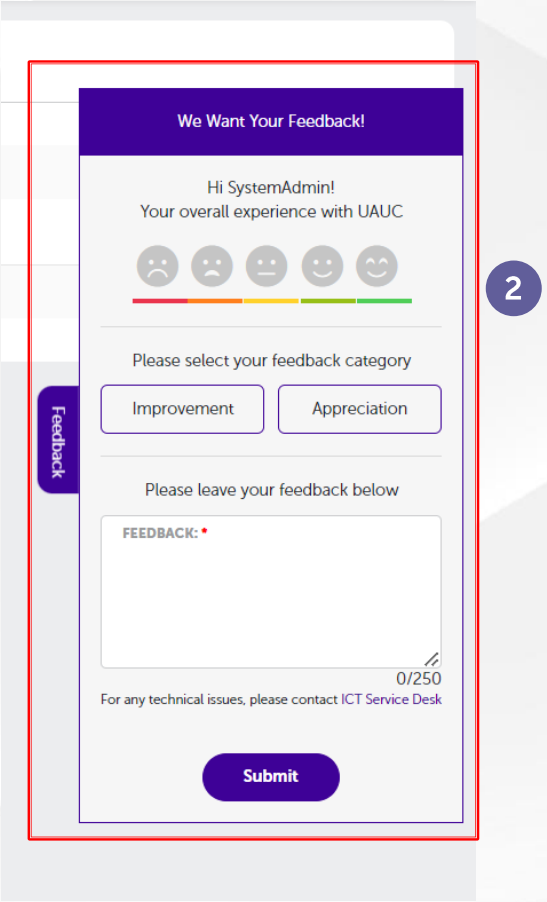


Instruction

1. The Feedback button visible at all pages (e.g; Create UAUC Page, Search UAUC page, Statistic Dashboard)

11. UAUC Feedback Form

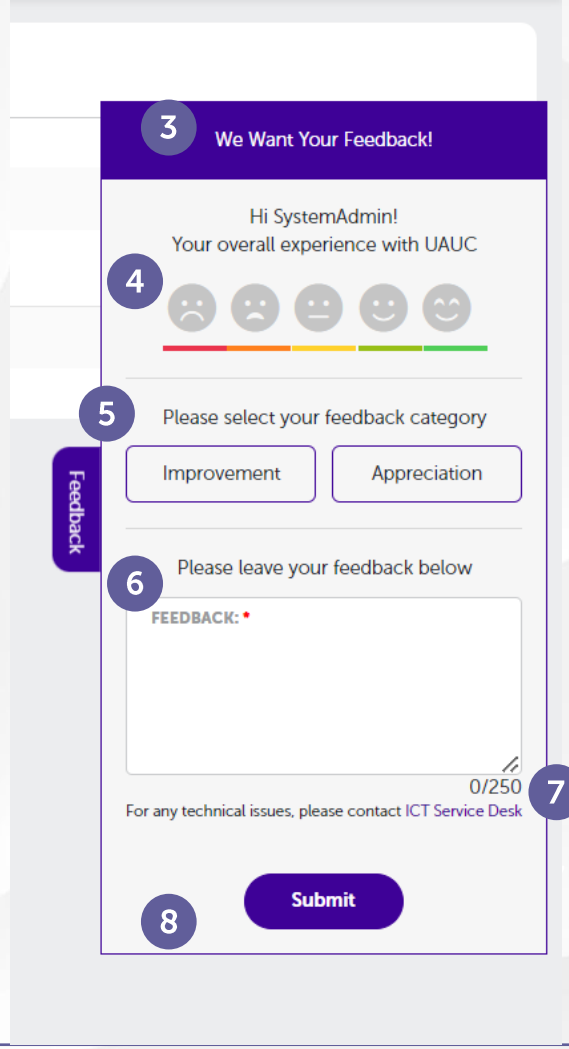
User Role: Reporter

Snapshot	Instruction
	2 When user clicks the button, it will slide open a panel that presents the feedback form from the side of the screen.

11. UAUC Feedback Form

User Role: Reporter

Snapshot



Instruction

3. The feedback form make easier for user to send feedback through UAUC system.

4. The overall experience of user with UAUC describe by Happiness Scale allow user to click one of the 5 emojis.

5. The Feedback Category allow user to select one of 2 categories; "Improvement" or "Appreciation"

6. The Feedback Box allow user to input feedback in open text box with 250 maximum characters.

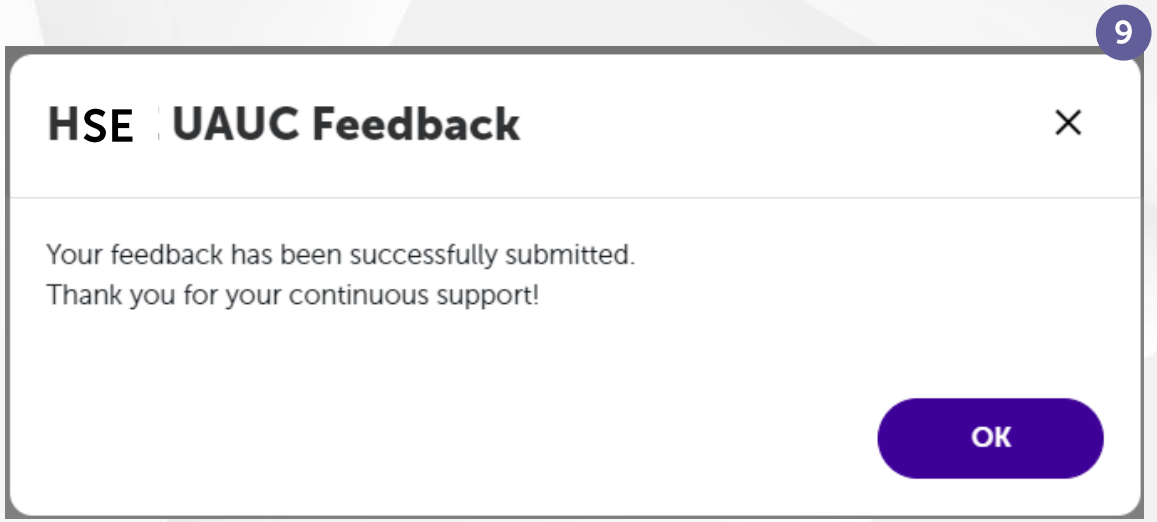
7. When user click the hyperlink; user will be directed to new email window (outlook) with the email "support@virtus-ip.com" as the recipient.

8. Window will be closed upon clicking the “Submit" button

11. UAUC Feedback Form

User Role: Reporter

Snapshot



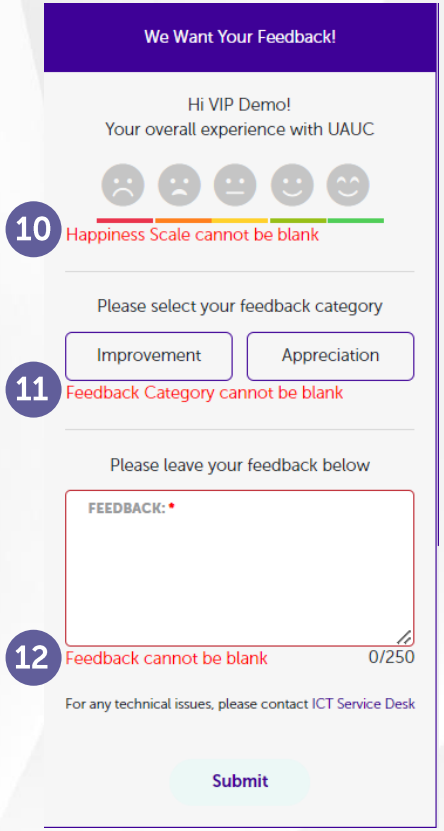
Instruction

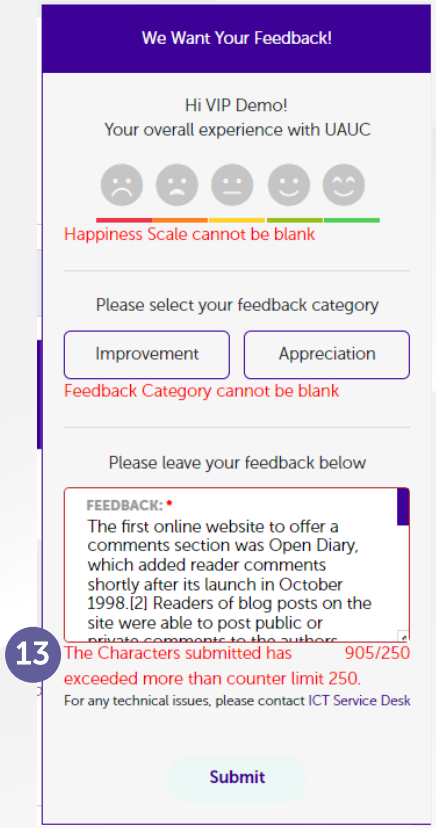
9 The notification will be popped out upon submission

11. UAUC Feedback Form

User Role: Reporter

Snapshot





Instruction

10. When user click submit button without selecting emojis. System should display an error message: "Happiness Scale cannot be blank" on the feedback form.
11. When user click submit button without selecting Feedback Category. System should display an error message: "Feedback Category cannot be blank" on the feedback form
12. When user click submit button without fill up the feedback box. System should display an error message: "Feedback cannot be blank" on the feedback form
13. When user reach the maximum character for feedback. System should display an error message: "The Characters submitted has exceeded more than counter limit 250" on the feedback form

11. UAUC Feedback Form

User Role: Reporter

Snapshot

14

You recently gave us helpful feedback about UAUC. Your feedback details as below:

Happiness Scale	Feedback Category	Feedback
5	Improvement	It would be great if UAUC can send reminder more than one user by selecting all the report in Bucket

We appreciate your assistance in making UAUC better.

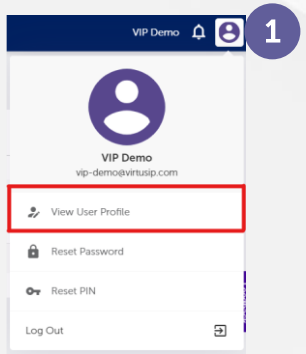
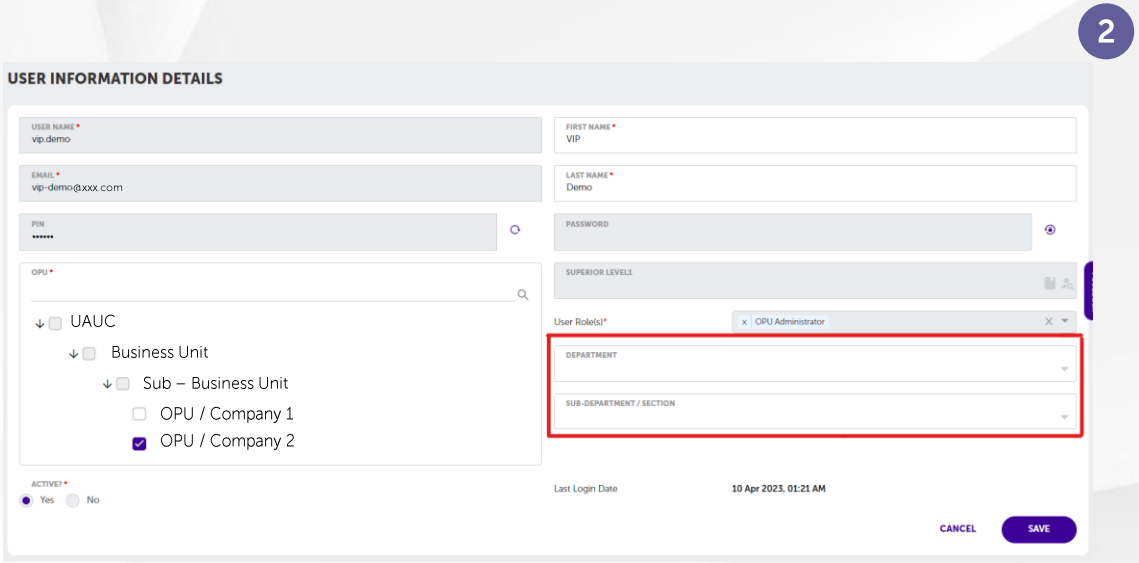
This is computer-generated notification, signature is not required.

Instruction

14 Upon successful feedback submission, System will send a notification email to the feedback submitter.

12. User Profile Page

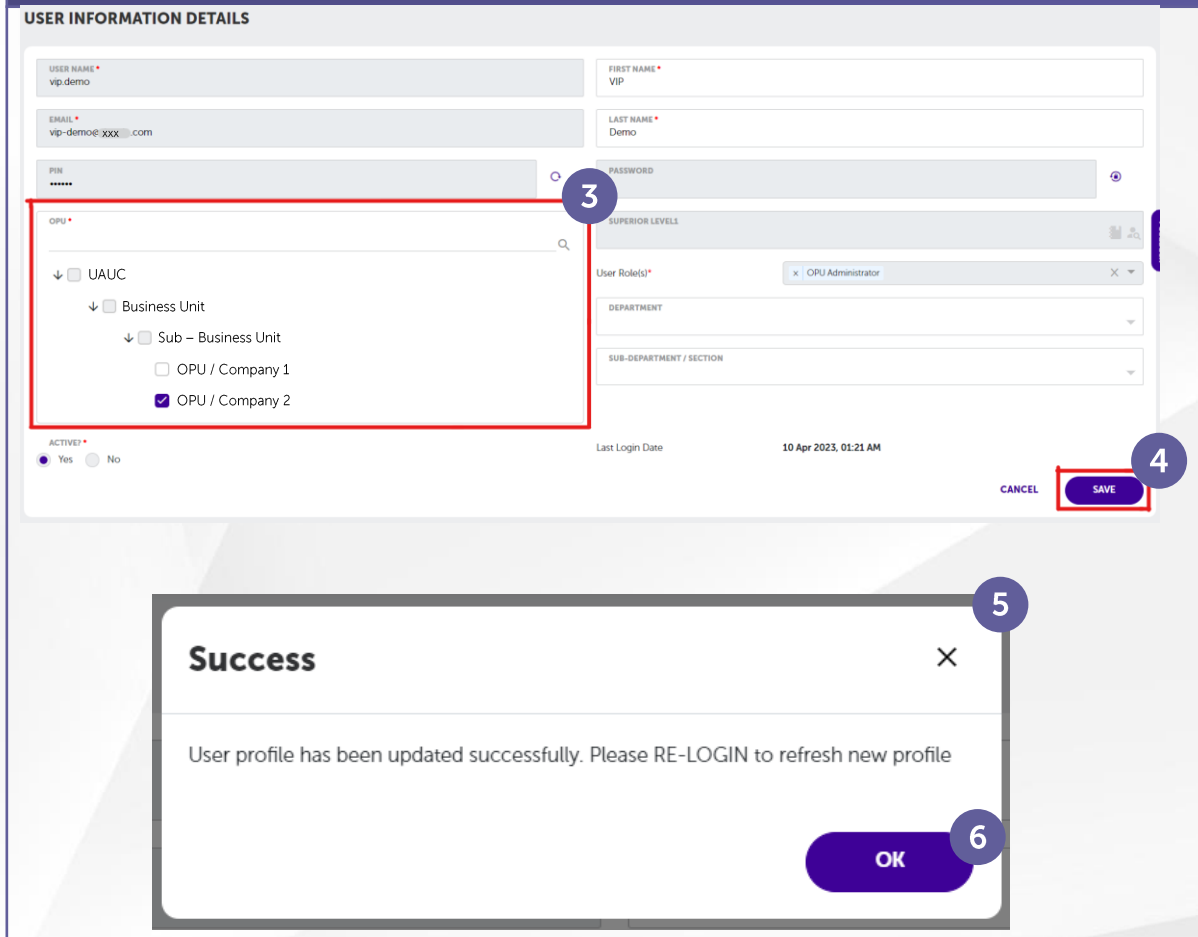
User Role: Reporter

Snapshot	Instruction
	1 When user select View User Profile, it's will direct to Sub-department/Section field in User Profile Page
	2 If user has Department/Sub-department / Section in Profile page (User Information Details page), it will be reflected in user's UAUC form (refer to Page 48) • Applicable for OPU has Department/Sub-department / Section list in Location Master Data • Applicable for Department/Sub-department / Section in all Observation Types form • If user changed the Department/ Sub-department / Section in UAUC form, system would replace Department/ Sub-department / Section value in user profile page, to follow user's selection in UAUC form

12. User Profile Page

User Role: Reporter

Snapshot



Instruction

3. System enable OPU update in user profile page:
   - Only OPU level is clickable
   - Allow multiple selection of OPU

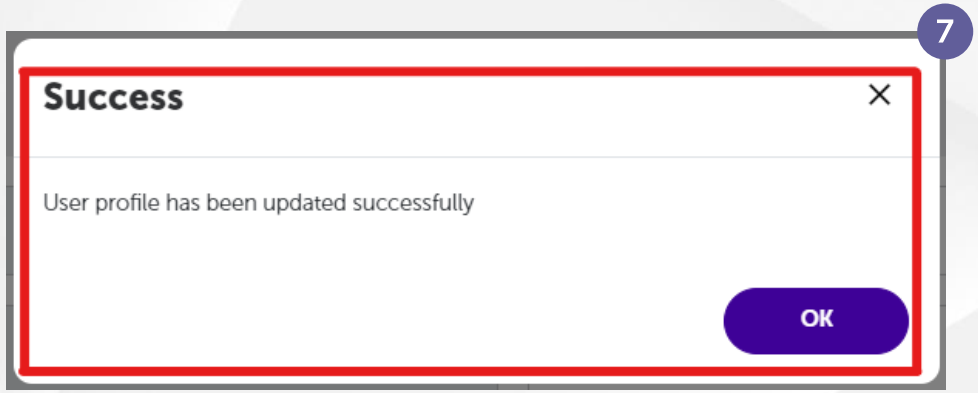
4. When user click 'Save' button, if there is changes in OPU, System will pop up a notification

5. The notification will show ‘Success’. User profile has been updated successfully. Please RE-LOGIN to refresh new profile.

6. When user clicks 'OK' or ‘X’:
   - User's profile will be auto logged out and system will open the log in page

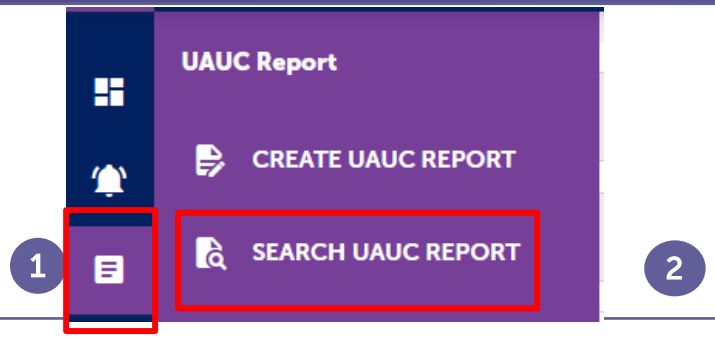
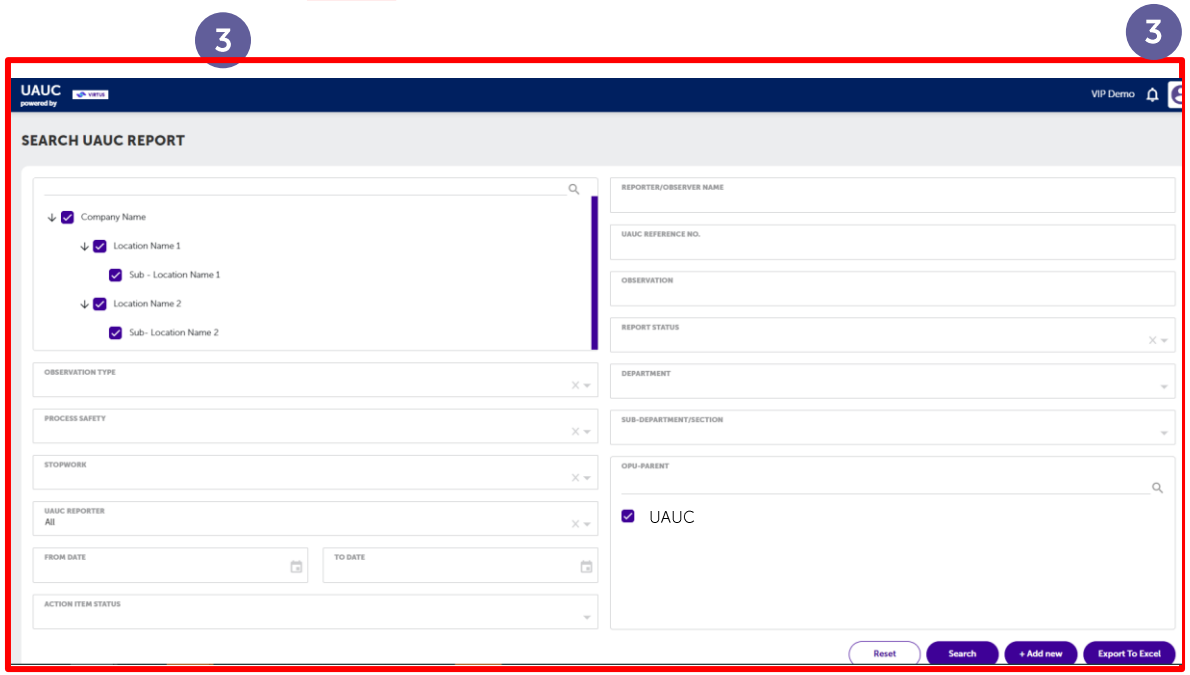
12. User Profile Page

User Role: Reporter

Snapshot	Instruction
	7 If there is no changes in OPU, System will pop up a notification. The notification will show 'Success'. User profile has been updated successfully.

13. Search UAUC Report

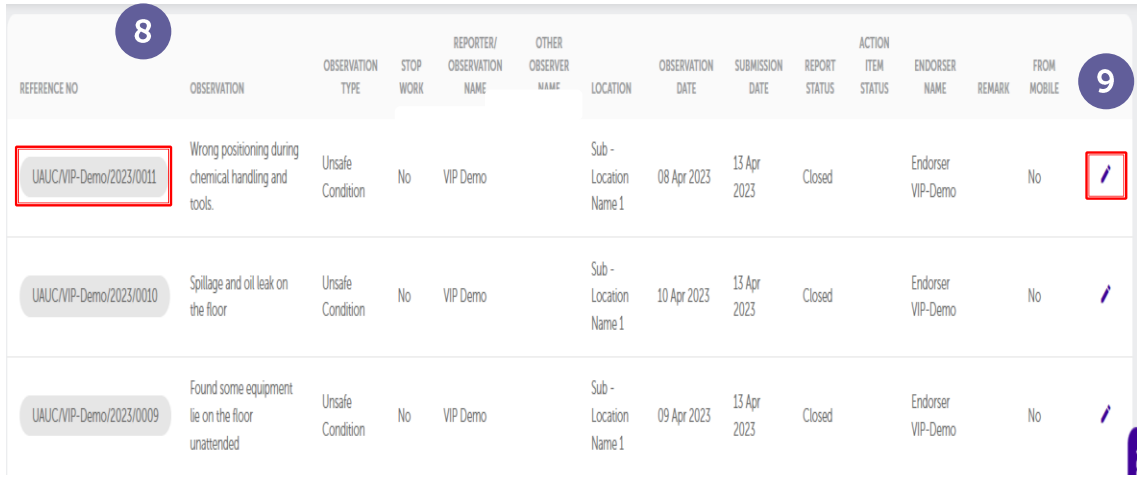
User Role: Reporter

Snapshot	Instruction
	1 Click on UAUC Report tab at the left-side menu 2 Click on Search UAUC Report
	3 Enter either one of the search field by filling up the Search Criteria/filter option. Then, click on the Search button to begin searching. If the user clicks on the Search button without inserting any data, the system will display all the existing reports in the system as the result

13. Search UAUC Report

User Role: All

Snapshot



Instruction

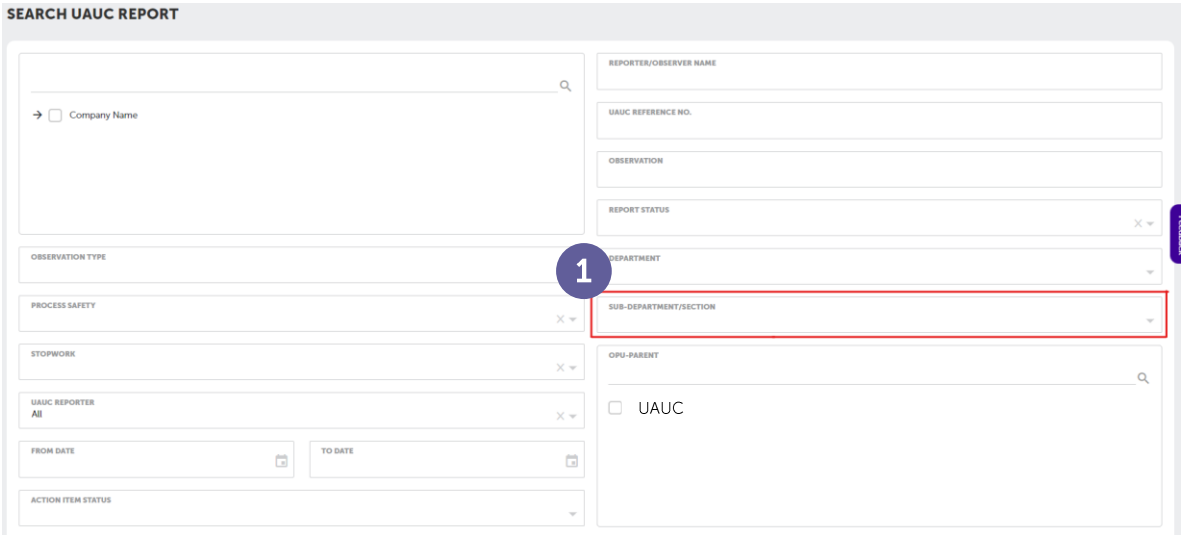
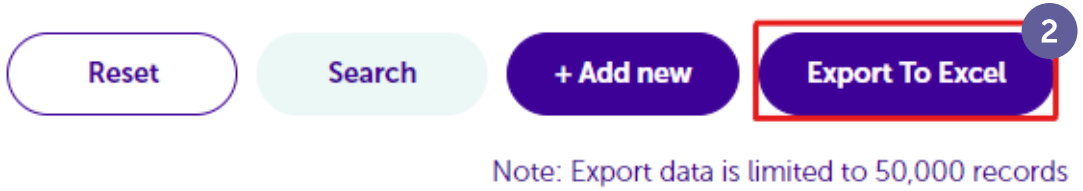
4. Click Reset button to clear filter
5. Click Search button to proceed search report listing
6. Click +Add new button to create new UAUC report
7. Click Export To Excel button to generate report to excel file

8. Click on Ref Number Hyperlink and system will re-direct to the report
9. This allows users to update the report if the report belongs to them

Note : Report listing is available to all users who are registered in the same location only

13. Search UAUC Report

User Role: All

Snapshot	Instruction
	1 Search UAUC report, Section/Sub-Department allow multiple selection.
	2 Click Export To Excel button to generate report to excel file

13. Search UAUC Report

User Role: All

Snapshot

3

bserver 2	Department	Sub-Department/Section	orrection/ Immediate Action
	Production		Highlighted the concern to
	ENG		informed to extend the barricade area and ad
			remove the unwanted leftover hamper to pre
	HSSE		barricade the area and create rm elog to TA

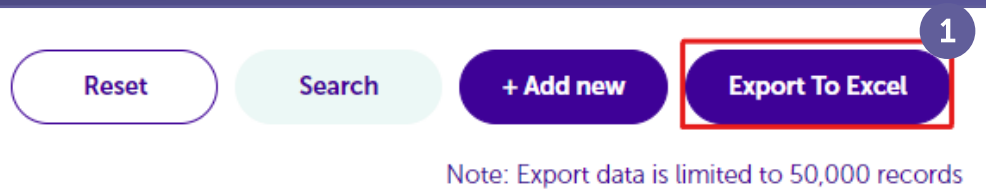
Instruction

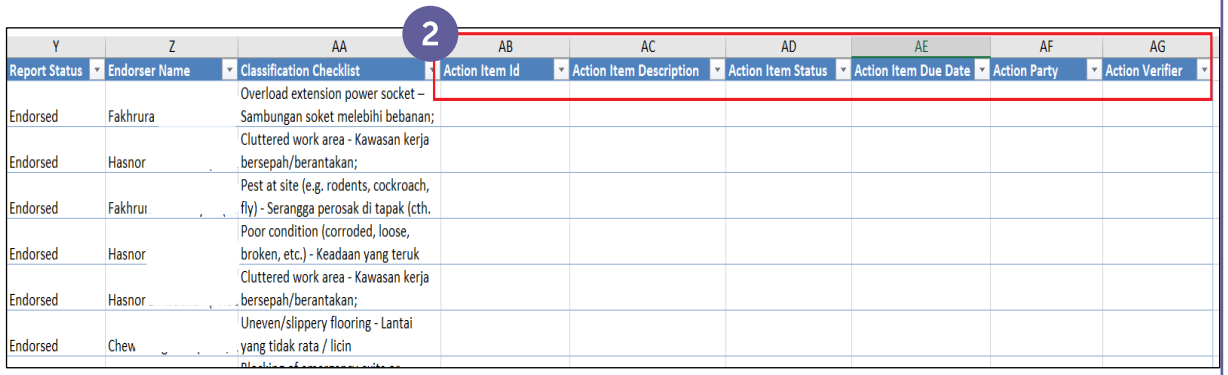
3 'Sub-Department / Section' column in exported excel file from Search UAUC page. Section/Sub-Department is show value of Sub-Department / Section selected by reporter in UAUC report. Applicable for 'Report by Reference No.' and 'Segregated by Checklist' sheet. Sub-Department / Section Field available in Create UAUC Report and Search UAUC Report page

13. Search UAUC Report

User Role: All

Snapshot





Y	Z	AA	AB	AC	AD	AE	AF	AG
Report Status	Endorser Name	Classification Checklist	Action Item Id	Action Item Description	Action Item Status	Action Item Due Date	Action Party	Action Verifier
Endorsed	Fakhrura	Overload extension power socket – Sambungan soket melebihi bebanan;						
Endorsed	Hasnor	Cluttered work area - Kawasan kerja bersepah/berantakan;						
Endorsed	Fakhrur	Pest at site (e.g. rodents, cockroach, fly) - Serangga perosak di tapak (cth.						
Endorsed	Hasnor	Poor condition (corroded, loose, broken, etc.) - Keadaan yang teruk						
Endorsed	Hasnor	Cluttered work area - Kawasan kerja bersepah/berantakan;						
Endorsed	Chew	Uneven/slippery flooring - Lantai yang tidak rata / licin						

Instruction

1. Click Export To Excel button to generate report to excel file

2. System have 'Action Item Id', 'Action Item Description', 'Action Item Due Date', 'Action Party' and 'Action Verifier' columns in exported excel file from Search UAUC page.
'Action Item Id' is showing the reference no of Action Item for each Action item.
'Action Item Description' take from Action Description field for each Action item.
'Action Item Status' take from Action Item Status field for each Action item.
'Action Item Due Date' take from Due Date field for each Action item.
'Action Party' Take from Action Party field for each Action item.
'Action Verifier' take from Action Verifier field for each Action item.

13. Search UAUC Report

User Role: All

Snapshot

3

Report Status	Endorser Name	Classification Checklist	Classification Sub-Checklist
Endorsed	Ali	Electrical Hazard; Exposure of People & Position of People	Overload extension power socket – Sambungan soket melebihi bebanan; Tripping hazard – Potensi jatuh/tersadung; Unauthorized extension power socket/cable – Penggunaan sambungan soket yang tidak dibenarl
Endorsed	John	Housekeeping; Exposure of People & Position of People	Cluttered work area - Kawasan kerja bersepah/berantakan; Poor barricade and warning signage of unsafe area - Benteng yang lemah dan tanda amaran kawa Tripping hazard – Potensi jatuh/tersadung; Water pooling on ground surface – Lopak air
Endorsed	Ali	Biological Hazard	Pest at site (e.g. rodents, cockroach, fly) - Serangga perosak di tapak (cth. Tikus, lipas, lalat)
Endorsed	John	Fire Potential	Poor condition (corroded, loose, broken, etc.) - Keadaan yang teruk (berkarat, longgar, pecah, da
Endorsed	Ali	Housekeeping; Electrical Hazard; Exposure of People & Position of People	Cluttered work area - Kawasan kerja bersepah/berantakan; Improper storage of tools/equipment/materials/chemical (not segregated, no tagging, not on sh Non-ergonomic equipment/tool/work area - Peralatan / alat / kawasan kerja yang tidak ergonom Poor barricade and warning signage of unsafe area - Benteng yang lemah dan tanda amaran kawa Potential of striking against or being struck by object - Potensi menyerang atau terkena objek

Instruction

3 System have new 'Classification Checklist' column in exported excel file from Search UAUC page.'Classification Checklist' is show the Parent Checklist/category selected by reporter in the UAUC report.
In 'Report by Reference No.' sheet, Separate multiple parent checklists by semicolon (;) and break line (alt-enter) in 1 cell.

4

Report Status	Endorser Name	Classification Checklist	Classification Sub-Checklist
Endorsed	Ali	Electrical hazard	Overload extension power socket – Sambungan soket melebihi beba
Endorsed	John	Exposure of People & Position of People	Tripping hazard – Potensi jatuh/tersadung
Endorsed	Ali	Housekeeping	Unauthorized extension power socket/cable – Penggunaan sambung
Endorsed	John	Housekeeping	Cluttered work area - Kawasan kerja bersepah/berantakan
Endorsed	Ali	Exposure of People & Position of People	Poor barricade and warning signage of unsafe area - Benteng yang le
Endorsed	John	Exposure of People & Position of People	Tripping hazard – Potensi jatuh/tersadung
Endorsed	Ali	Housekeeping	Water pooling on ground surface – Lopak air
Endorsed	John	Biological Hazard	Pest at site (e.g. rodents, cockroach, fly) - Serangga perosak di tapak (
Endorsed	Ali	Fire Potential	Poor condition (corroded, loose, broken, etc.) - Keadaan yang teruk (
Endorsed	John	Housekeeping	Cluttered work area - Kawasan kerja bersepah/berantakan
Endorsed	Ali	Housekeeping	Improper storage of tools/equipment/materials/chemical (not segre
Endorsed	John	Exposure of People & Position of People	Non-ergonomic equipment/tool/work area - Peralatan / alat / kawas
Endorsed	Ali	Exposure of People & Position of People	Poor barricade and warning signage of unsafe area - Benteng yang le
Endorsed	John	Exposure of People & Position of People	Potential of striking against or being struck by object - Potensi menye

4 In 'Segregated by Checklist' sheet, duplicate other columns for reports with multiple parent checklist.

13. Search UAUC Report

User Role: All

Snapshot

5

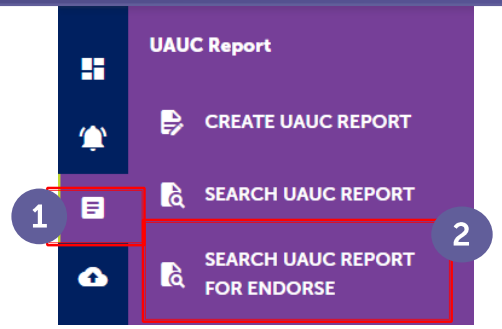
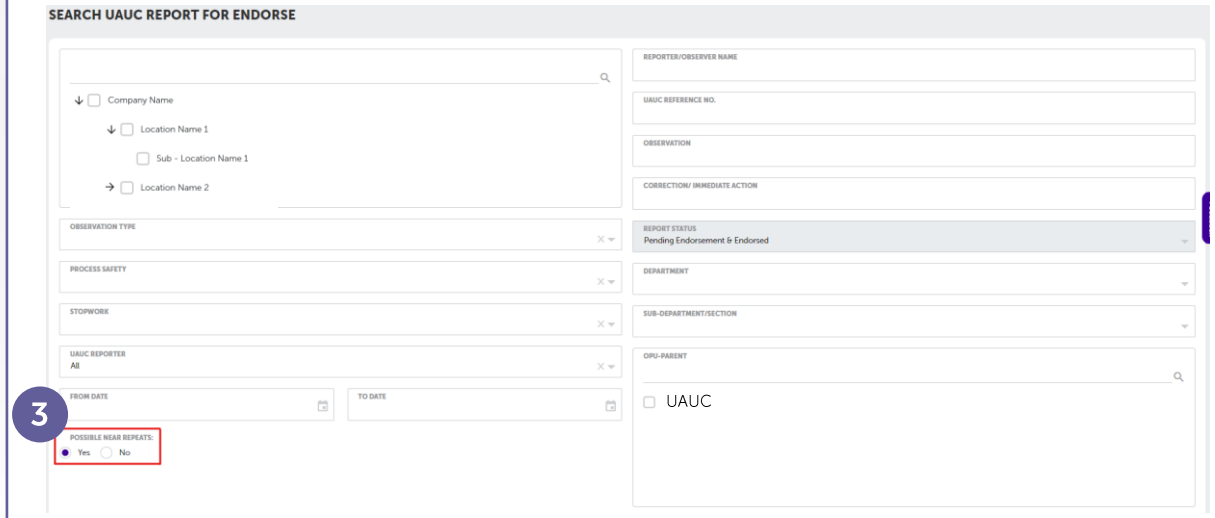
Activity Performed By	Company	Activity
Employee;Contractor		Activity on the water
Contractor		Others
Employee;Contractor;Visitor/External		Office Work
Contractor		Working At Height
Employee;Visitor/External		General Housekeeping/Cleaning

Instruction

5 System have new 'Company' column in exported excel file from Search UAUC page. 'Company' is show the Company name input by reporter in the UAUC report for 'Activity Performed By' field. Applicable for 'Report by Reference No.' and 'Segregated by Checklist' sheet.

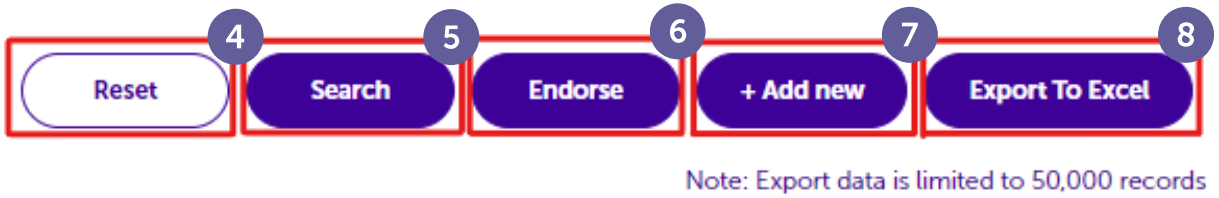
14. Search UAUC Report for Endorse Page

User Role: Endorser/
Area Owner/Resumption Authority

Snapshot	Instruction
	1 Click on UAUC Report tab at the left-side menu 2 Click on Search UAUC Report
	3 System have indicator, 'Yes' for possible near repeats reports.

14. Search UAUC Report for Endorse Page

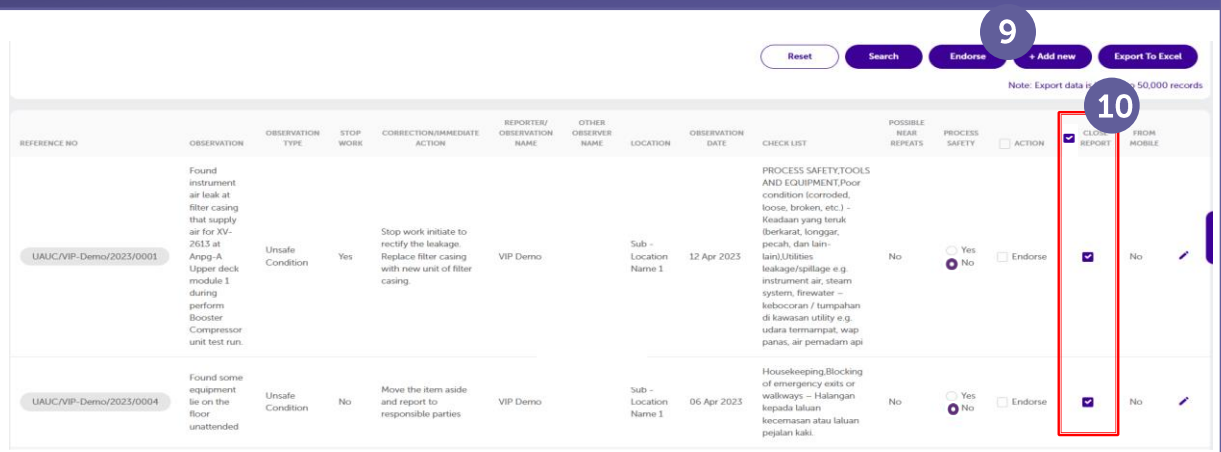
User Role: Endorser/
Area Owner/Resumption Authority

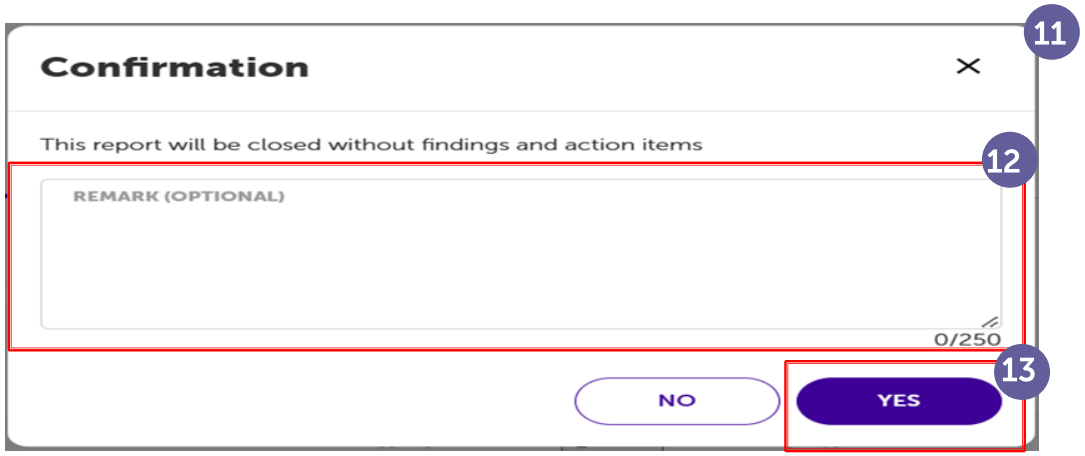
Snapshot	Instruction
	4 Click Reset button to clear filter 5 Click Search button to proceed search report listing 6 Click Endorse button to close UAUC report 7 Click +Add new button to create new UAUC report 8 Click Export To Excel button to generate report to excel file

14. Search UAUC Report for Endorse Page

User Role: Endorser/
Area Owner/Resumption Authority

Snapshot





Instruction

9 Search UAUC Report page and click endorse button to close UAUC report

10 UAUC Endorser/Area owner/Resumption authority click close button in Action column for at least a report in Search UAUC Report page.

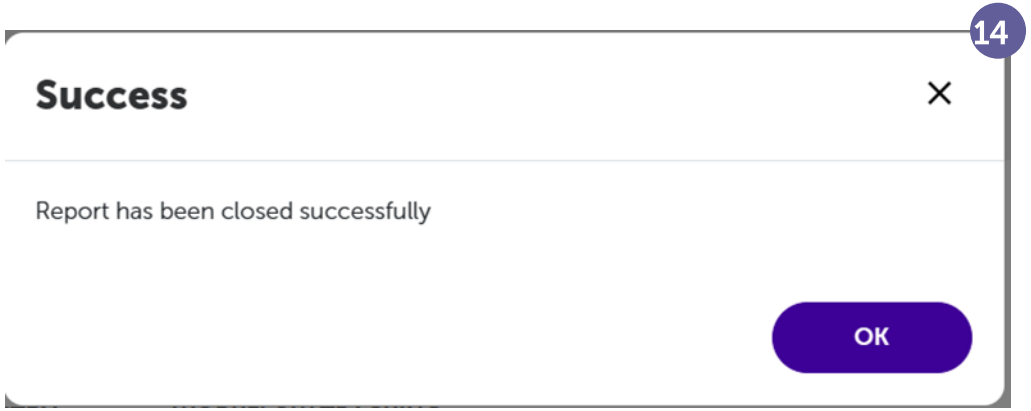
11 The notification will show a confirmation pop up window contains a remark field

12 'Confirmation' this report will be closed without finding and action item. Same remark will be recorded for each report if user closed more than one report with character limit.

13 "Yes" or "No" or "X" button for close UAUC process. "Yes" button is selected from the pop-up window.

14. Search UAUC Report for Endorse Page

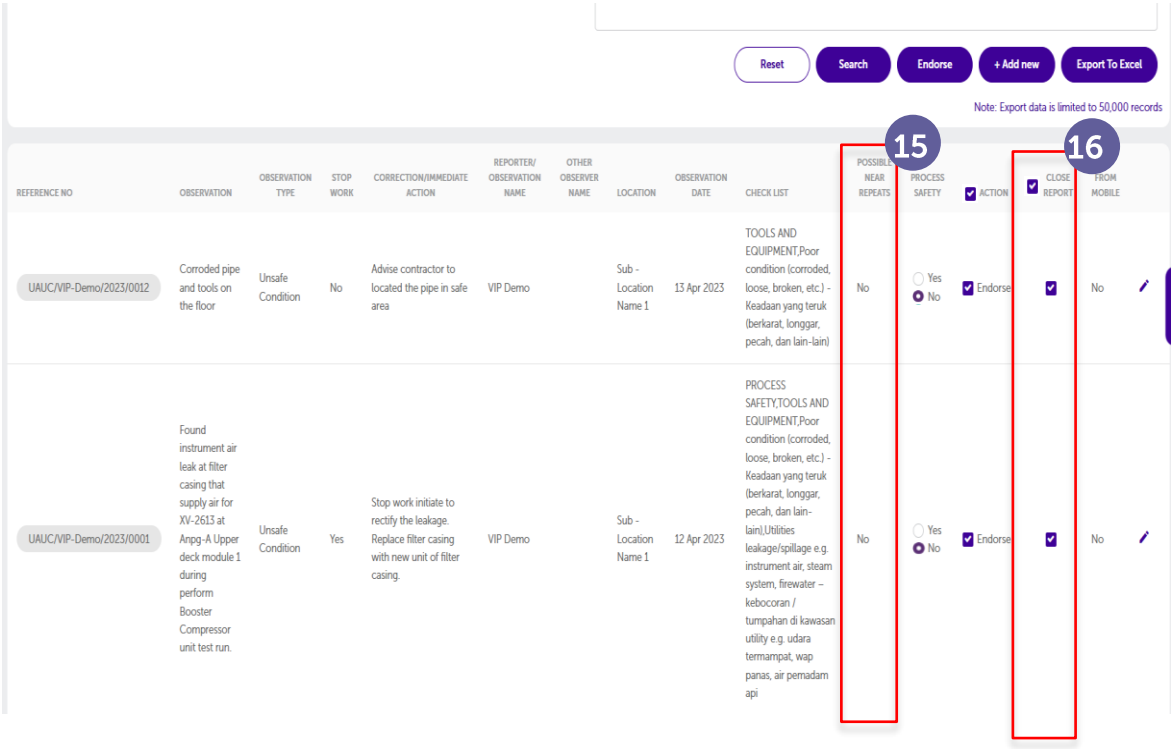
User Role: Endorser/
Area Owner/Resumption Authority

Snapshot	Instruction
	14 System will show a pop-up window 'Success'. Report has been closed successfully

14. Search UAUC Report for Endorse Page

User Role: Endorser/
Area Owner/Resumption Authority

Snapshot



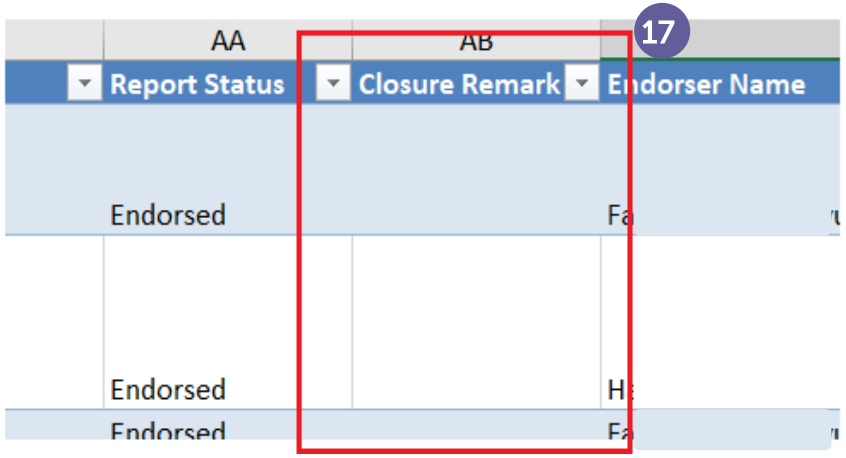
Instruction

15 When user click 'Yes', system will list out possible out near repeats report only with the conditions. The conditions applied to all pending endorsement and Pending for Approval reports without time range limitation.

16 When user click 'Close Report' button. System will click all reports for close report in the page

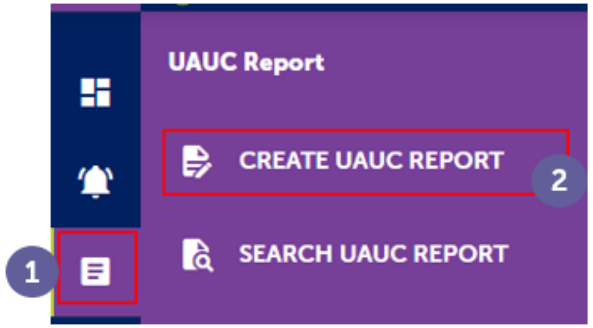
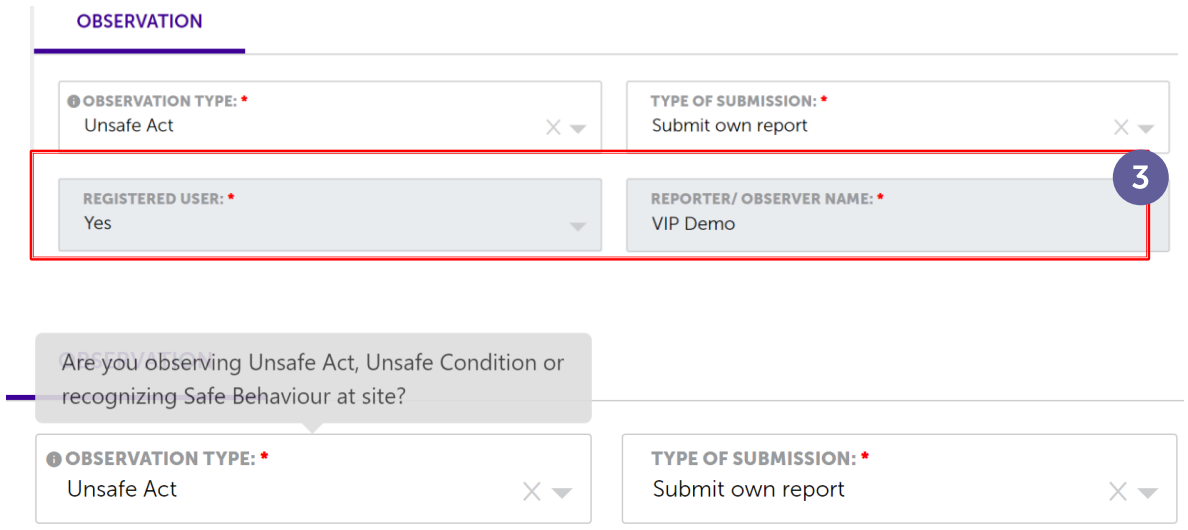
14. Search UAUC Report for Endorse Page

User Role: Endorser/
Area Owner/Resumption Authority

Snapshot	Instruction
	17 Close UAUC report represent as 'Closure Remark' column in exported excel file from Search UAUC page. 'Closure Remark' is show remark inserted by Endorser/Resumption Authority closing UAUC report. Applicable for 'Report by Reference No.' and 'Segregated by Checklist' sheet

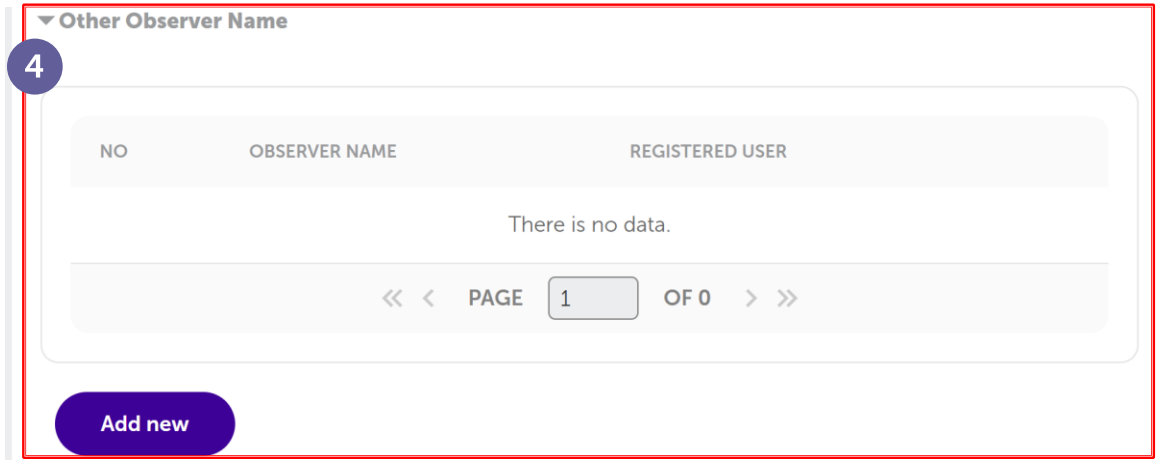
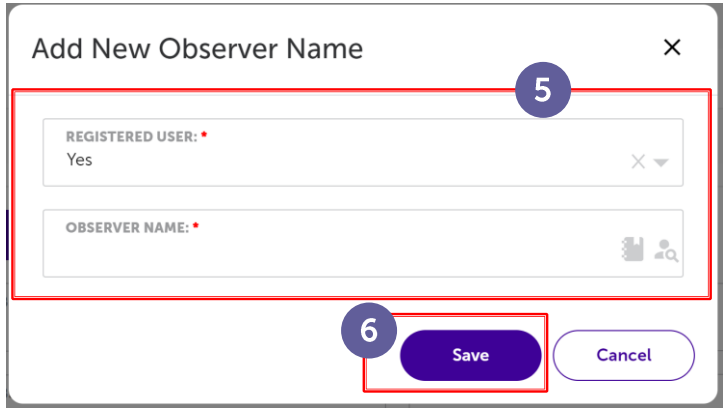
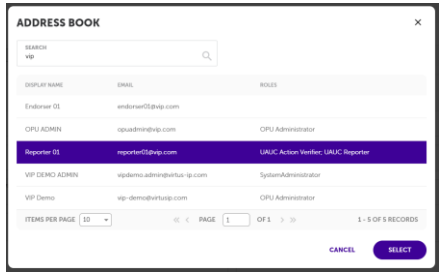
15. Create UAUC Report (Unsafe Act)

User Role: Reporter

Snapshot	Instruction
	1 Click on UAUC Report tab at the left-side menu 2 Click on Create UAUC Report
	3 Select Observation Type – Unsafe Act, Type of Submission (Submit own report/Submit on behalf)

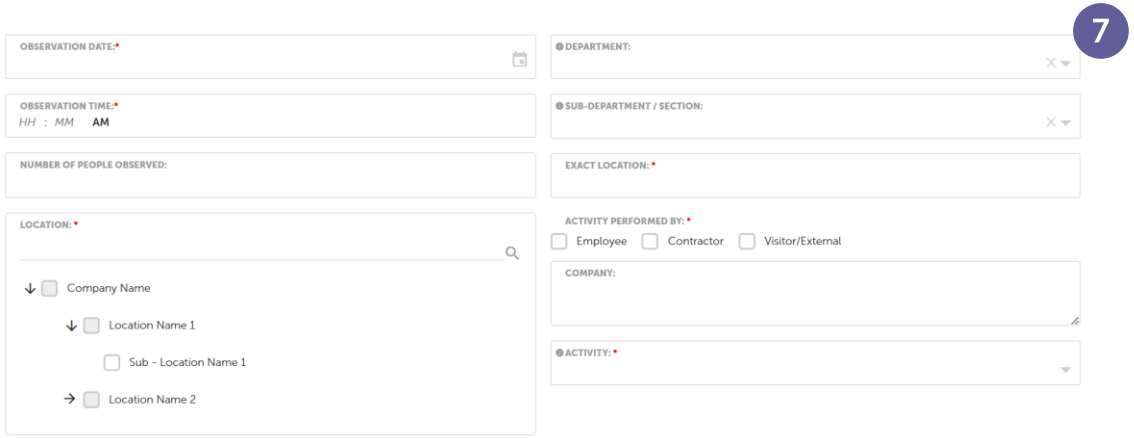
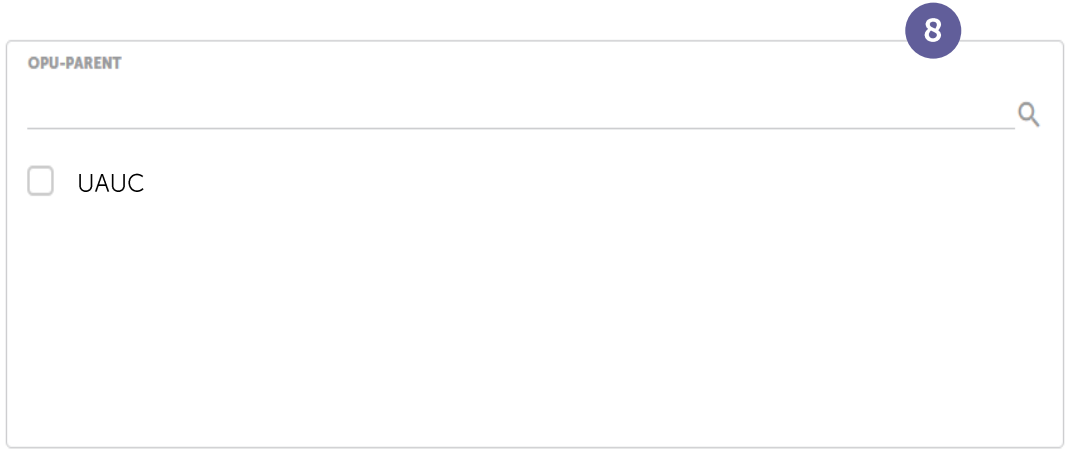
15. Create UAUC Report (Unsafe Act)

User Role: Reporter

Snapshot	Instruction
	4 Expand Other Observer Name and click on Add new button to add more Observer (max 2). This section is optional
 	5 Select Yes if the Observer is a registered user, click on user search icon to look for registered user from address book. Select No if the observer is not a registered user and insert name 6 Click Save button

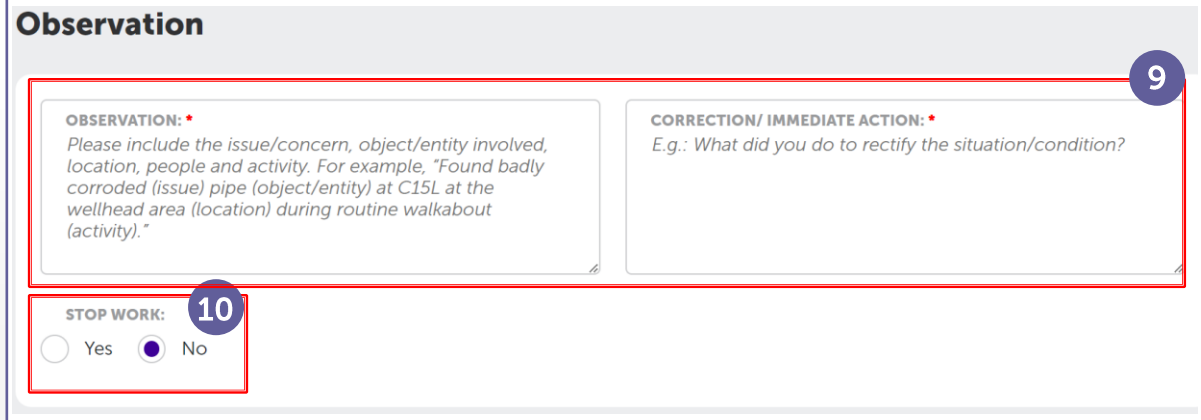
15. Create UAUC Report (Unsafe Act)

User Role: Reporter

Snapshot	Instruction
	7 Insert Observation Date, Observation Time, Number of People Observed, Location, Department (if any),Sub-Department/Section, Exact Location, Activity Performed By, Company and Activity Note: Observation Date allowed only selecting date from past 7 days or current date.
	8 Select OPU-Parent if applicable

15. Create UAUC Report (Unsafe Act)

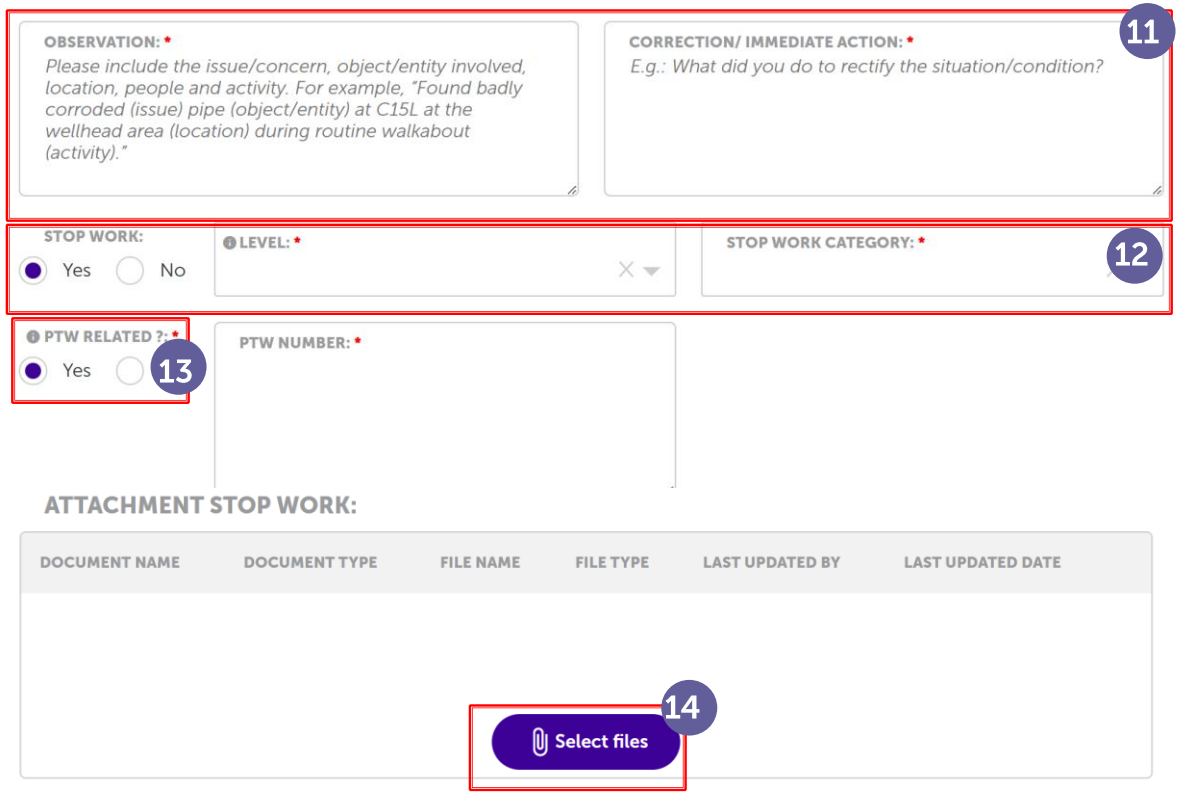
User Role: Reporter

Snapshot	Instruction
	9 Fill up the Observation and Correction/Immediate Action (refer to criteria of good quality observation: page 11) If No for Stop Work; 10 Click No if there is no Stop Work

15. Create UAUC Report (Unsafe Act)

User Role: Reporter

Snapshot



Instruction

11 Fill up the Observation and Correction/Immediate Action (refer to criteria of good quality observation: page 11)

If Yes for Stop Work;

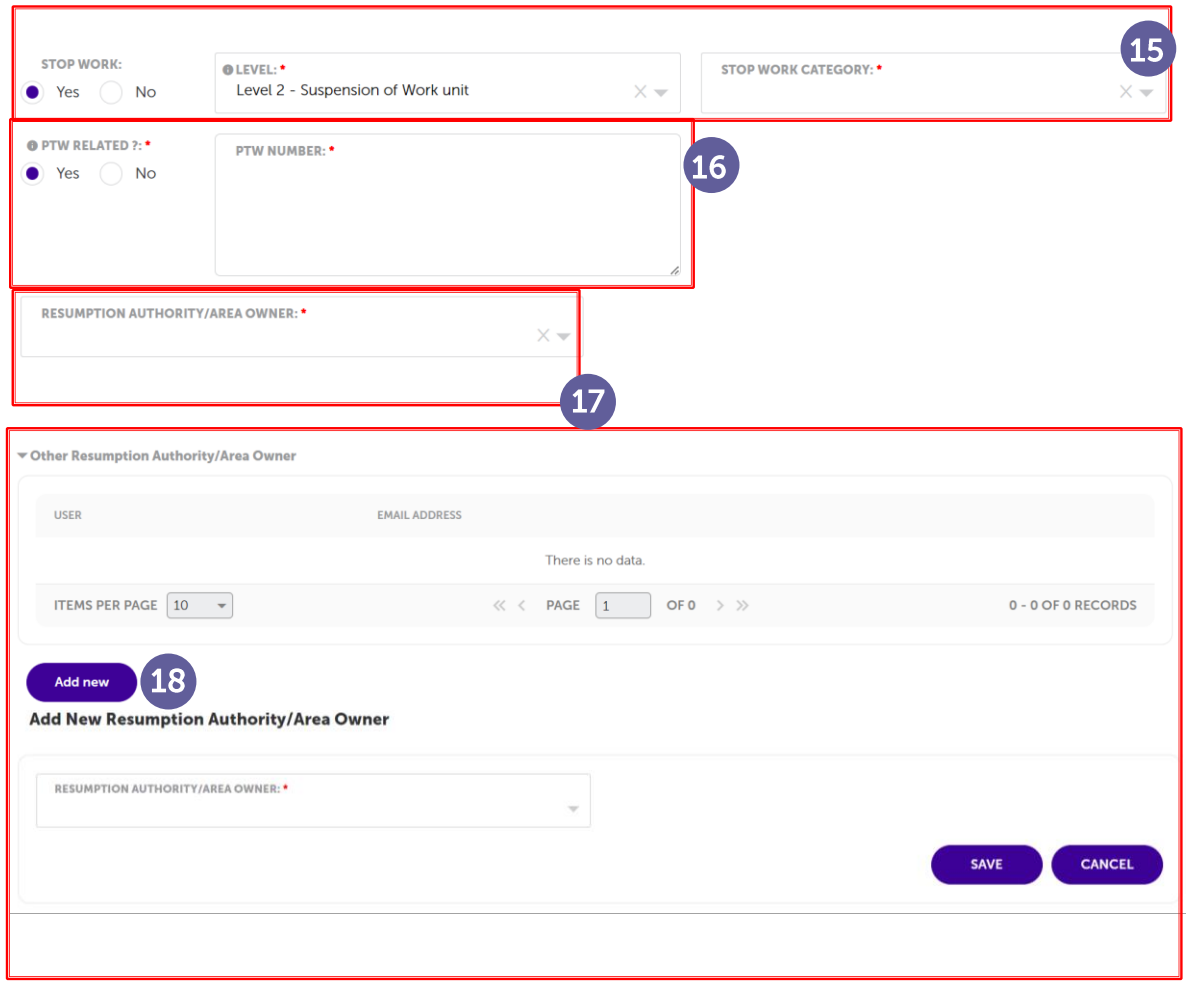
12 Click Yes if there is Stop Work. Select Level & Stop Work Category

13 Click Yes if the Stop Work is PTW Related and insert PTW number

14 Click Select Files button and up-load the photo or any document related to the report

15. Create UAUC Report (Unsafe Act) - SWA Level 2 and 3 User Role: Reporter

Snapshot



Instruction

If Yes for Stop Work;

15 Click Yes if there is Stop Work. Select Level & Stop Work Category

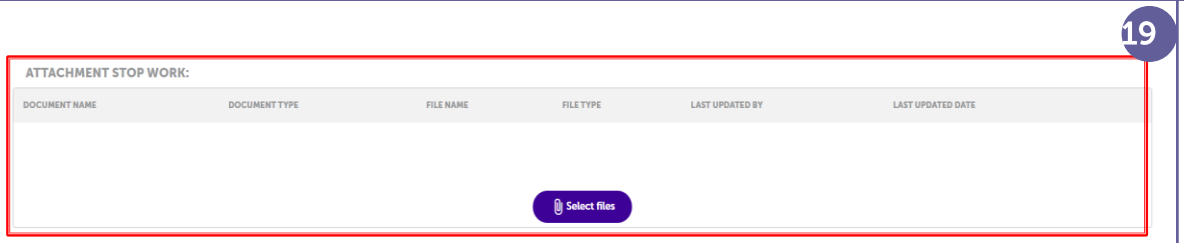
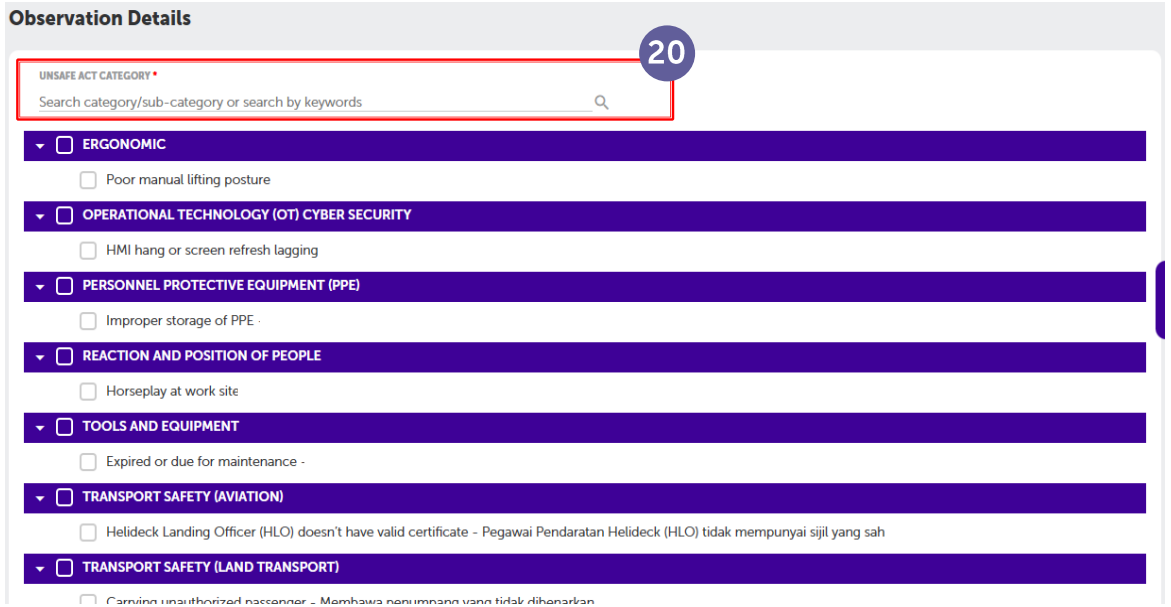
16 Click Yes if the Stop Work is PTW Related and insert PTW number

17 For **Stop Work Level 2** and **Level 3**, select the **Resumption Authority/Area Owner**

18 Expand Other Resumption Authority/ Area Owner and click on Add New button to add more Resumption Authority/Area Owner (Optional) *Repeat step to add more

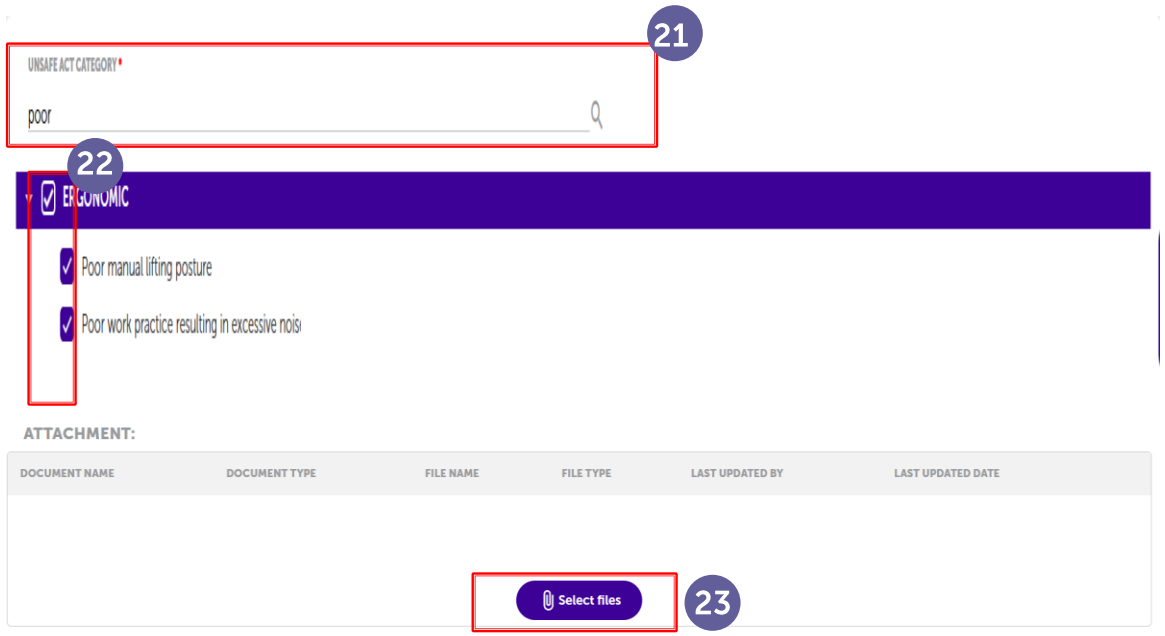
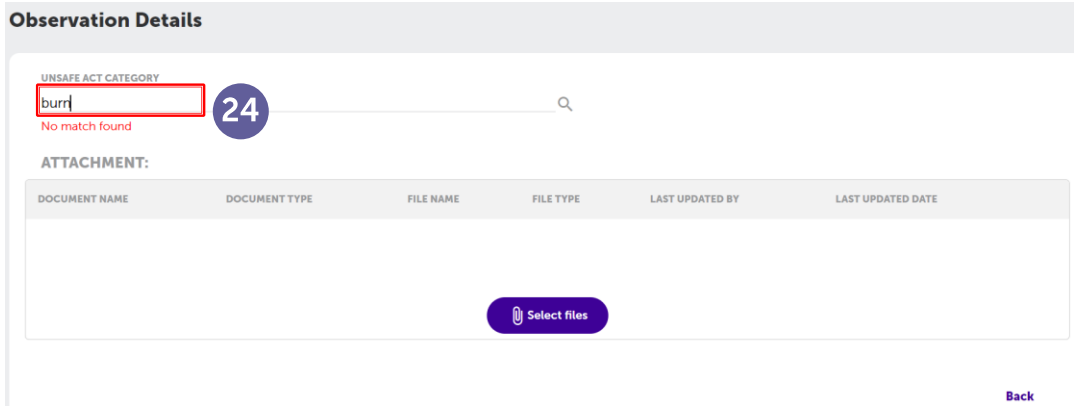
15. Create UAUC Report (Unsafe Act)

User Role: Reporter

Snapshot	Instruction
	19 Click Select Files button and up-load the Stop Work evidence. **Note**: Stop Work attachments is mandatory for Stop Work Level 3
	20 Allow user to search for category/sub-category or by keywords function in Create UAUC Report page

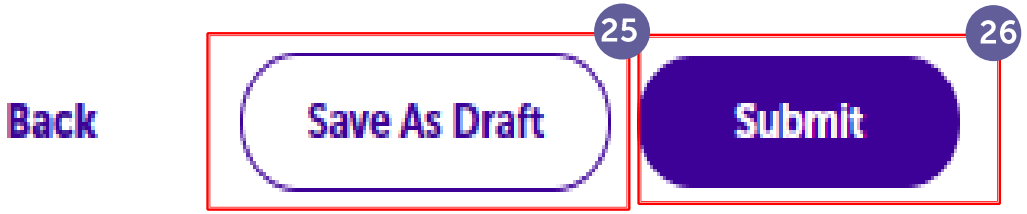
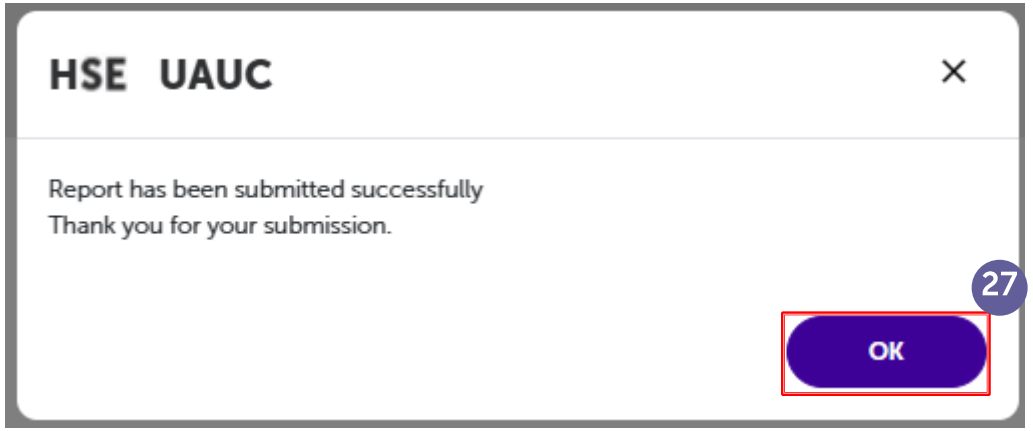
15. Create UAUC Report (Unsafe Act)

User Role: Reporter

Snapshot	Instruction
	21 When user enter any word(s) or keyword(s), System will list out only related Category and sub-category. 22 Complete the observation details by selecting the checklist. Selection of checklist categories and sub-categories can be multiple 23 Click Select Files button and up-load the photo or any document related to the report
	24 When user input word(s) or keyword(s) that is not match with category/sub-category, system will prompt an error message

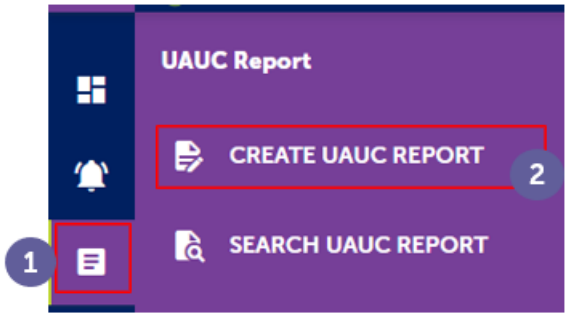
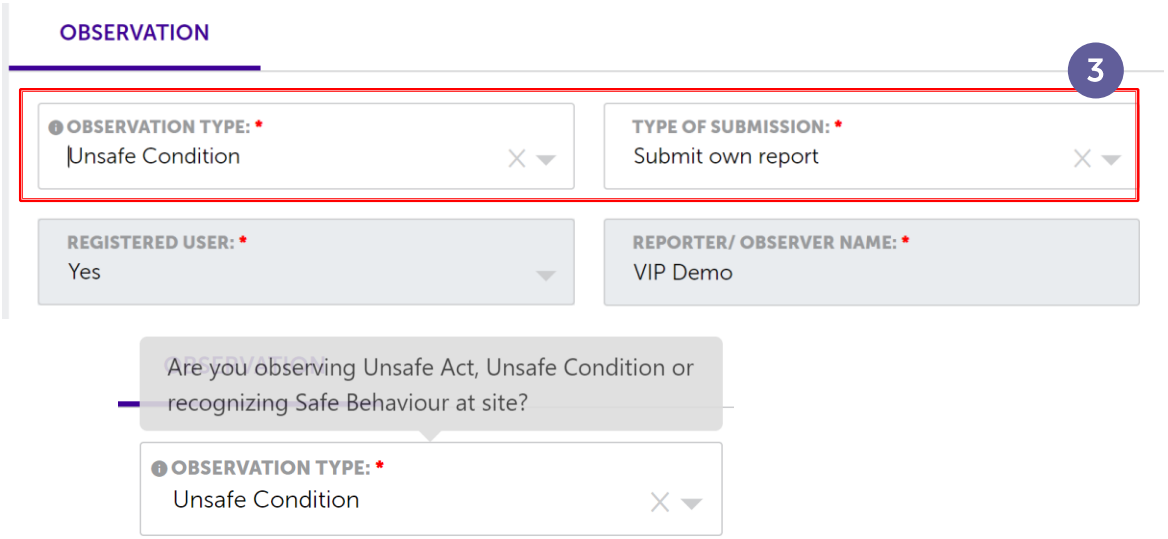
15. Create UAUC Report (Unsafe Act)

User Role: Reporter

Snapshot	Instruction
	25 Click Save as Draft button to save report as draft or 26 Click on Submit button to proceed with submission
	27 This notification will be appeared if the report has been successfully submitted. Click OK button

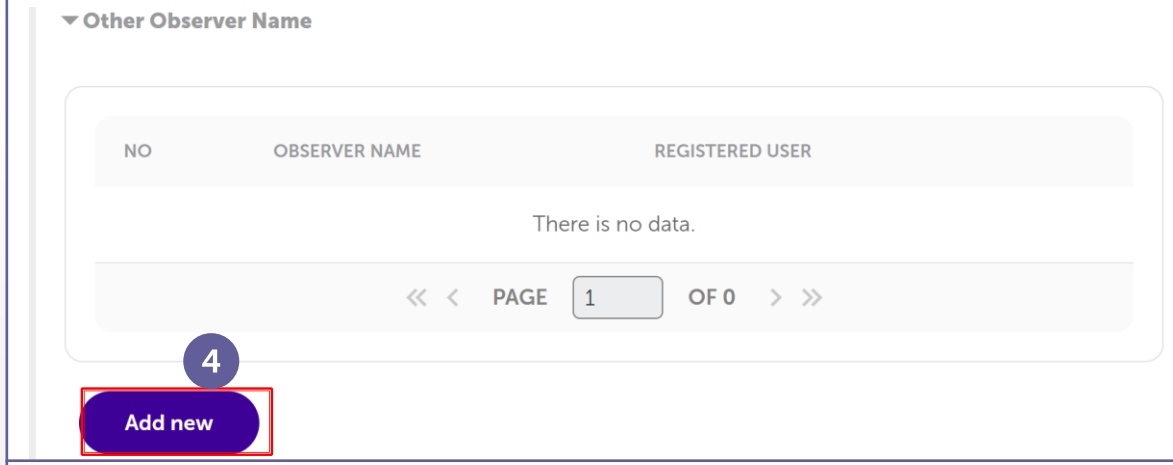
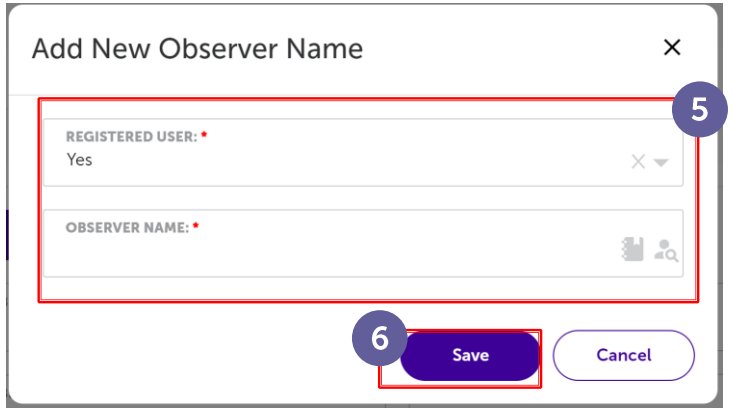
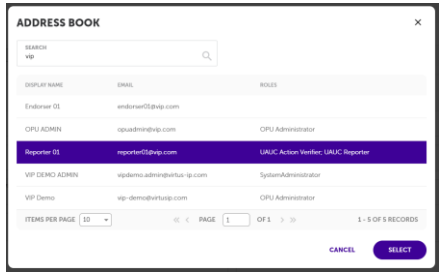
16. Create UAUC Report (Unsafe Condition)

User Role: Reporter

Snapshot	Instruction
	1 Click on UAUC Report tab at the left-side menu 2 Click on Create UAUC Report
	3 Select Observation Type – Unsafe Condition, Type of Submission (Submit own report/Submit on behalf)

16. Create UAUC Report (Unsafe Condition)

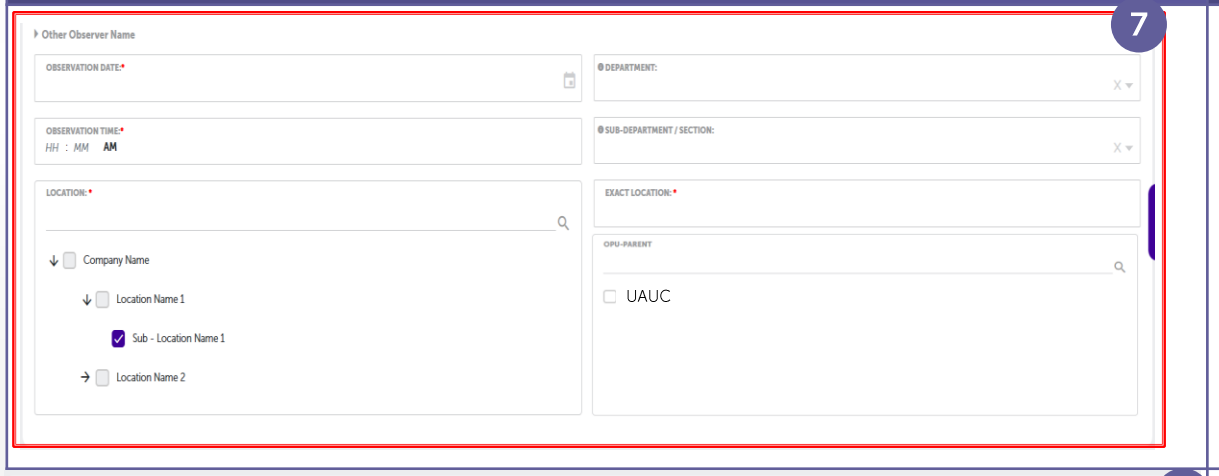
User Role: Reporter

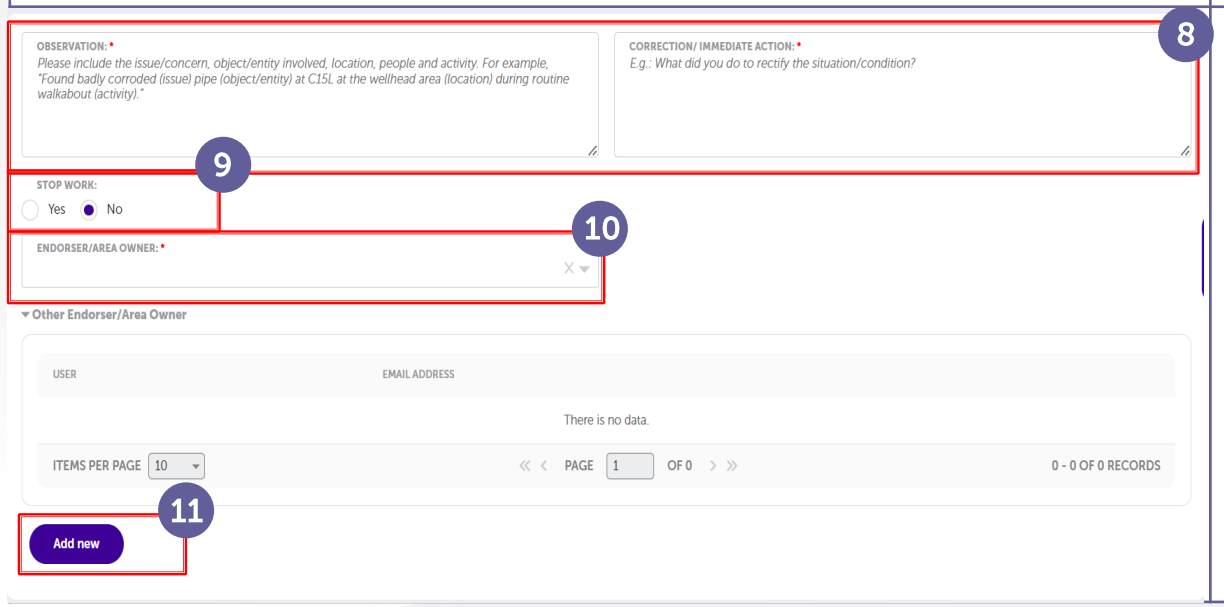
Snapshot	Instruction
	4 Expand Other Observer Name and click on Add new button to add more Observer (max 2). This section is optional
 	5 Select Yes if the Observer is a registered user, click on user search icon to look for registered user from address book. Select No if the observer is not a registered user and insert name 6 Click Save button

16. Create UAUC Report (Unsafe Condition)

User Role: Reporter

Snapshot





Instruction

7 Insert Observation Date, Observation Time, Location, Department (if any), Sub-Department and Exact Location. Select OPU-Parent if applicable.

8 Fill up the Observation and Correction/Immediate Action (refer to criteria of good quality observation: page 11)

If No for Stop Work;

9 Click No if there is no Stop Work

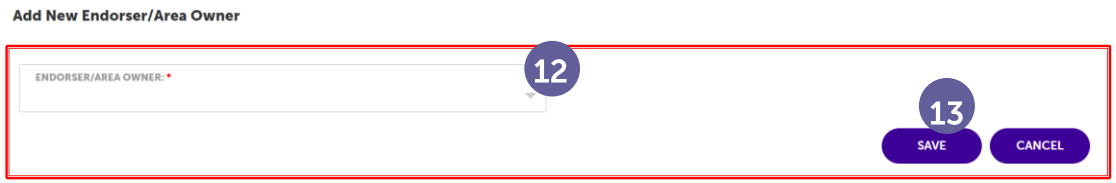
10 Select Endorser/Area Owner

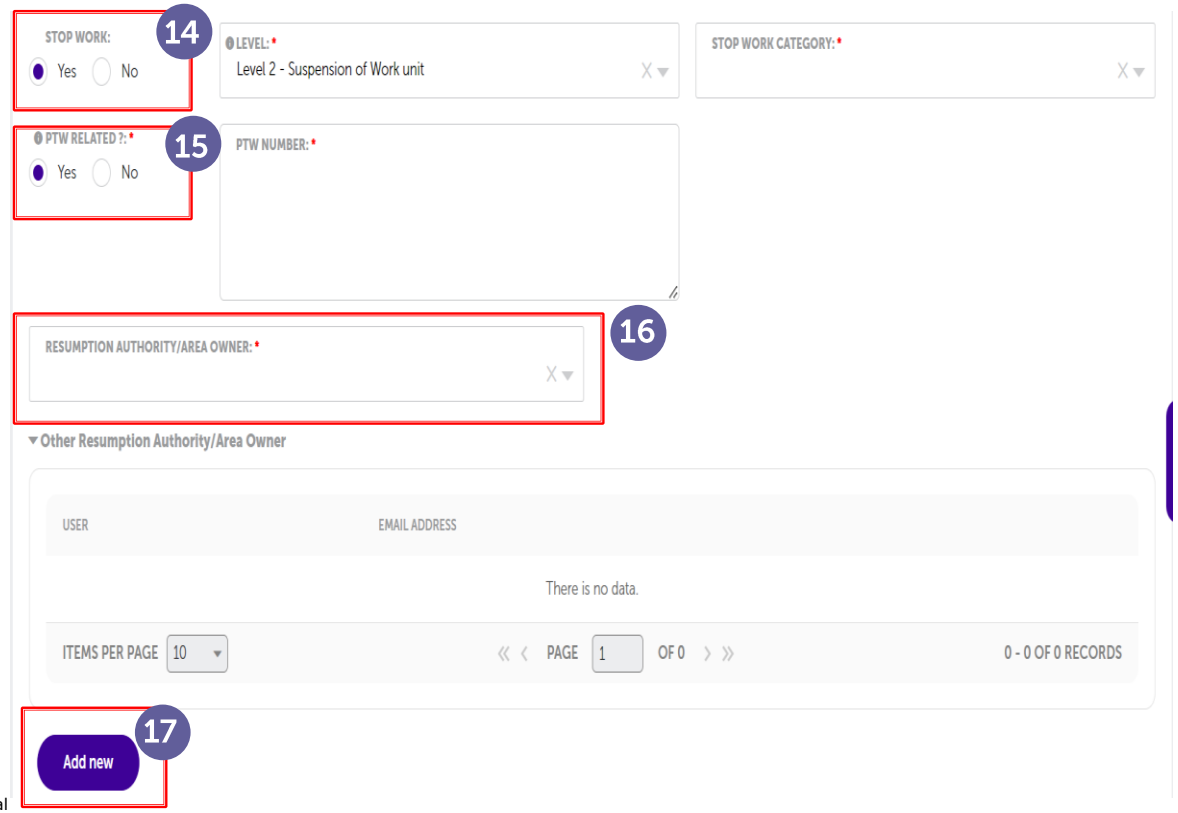
11 Click on Add New button to add more Endorser/Area Owner (Optional)

16. Create UAUC Report (Unsafe Condition)

User Role: Reporter

Snapshot





Instruction

12 Select New Endorser/ Area Owner

13 Click Save button to save the selected New Endorser/ Area Owner

If Yes for Stop Work;

14 Click Yes if there is Stop Work. Select Level & Stop Work Category

15 Click Yes if the Stop Work is PTW Related and insert PTW number.

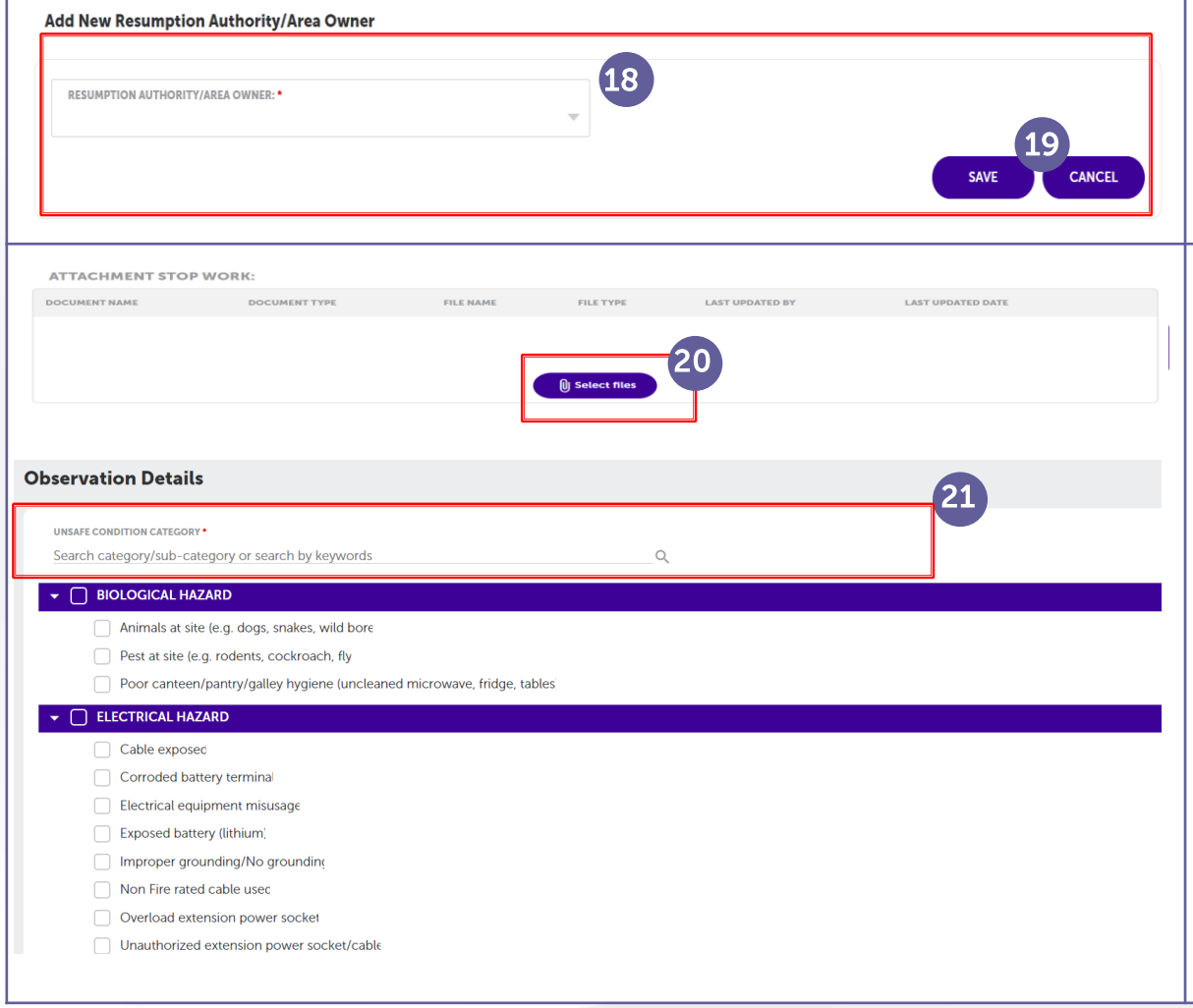
16 For **Stop Work Level 2** and **Level 3**, select the **Resumption Authority/Area Owner**

17 Click on Add New button to add more Resumption Authority/Area Owner (Optional) *Repeat step 12-13

16. Create UAUC Report (Unsafe Condition)

User Role: Reporter

Snapshot



Instruction

18 Select New Resumption Authority/ Area Owner

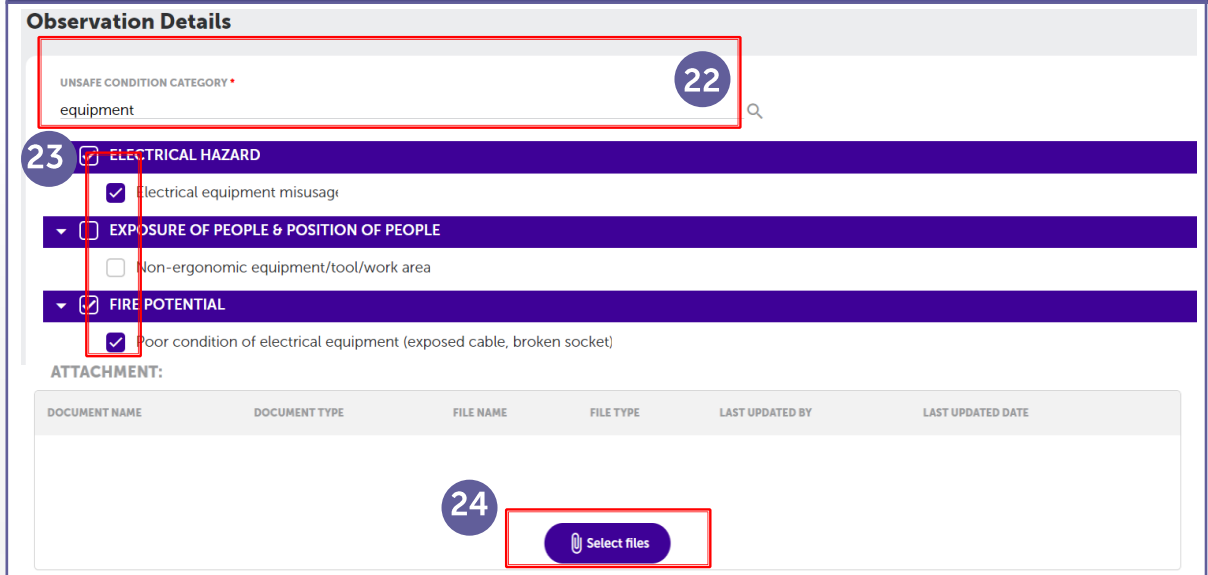
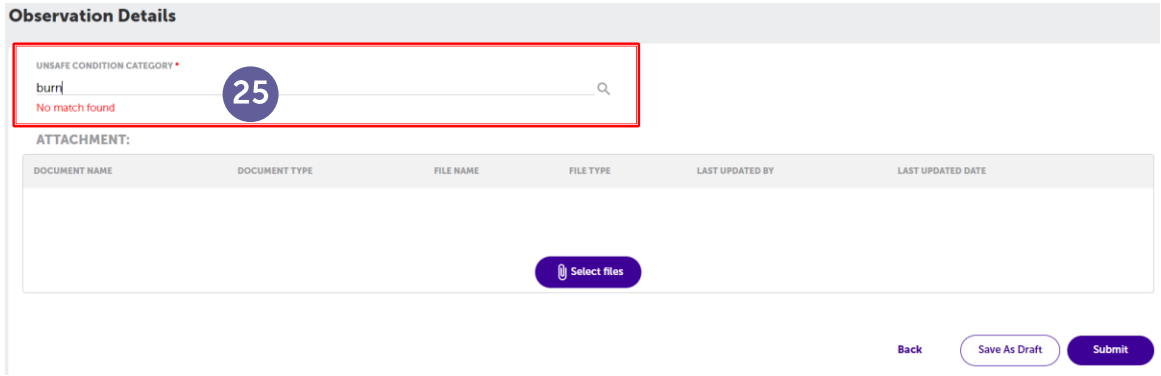
19 Click Save button to save the selected New Endorser/ Area Owner

20 Click Select Files button and up-load the Stop Work evidence.
Note: Stop Work attachments is mandatory for Level 3

21 Allow user to search for category/sub-category or by keywords function in Create UAUC Report page

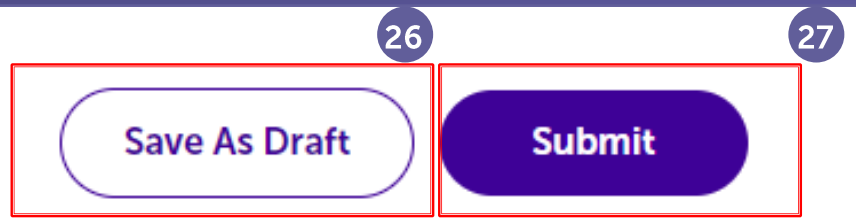
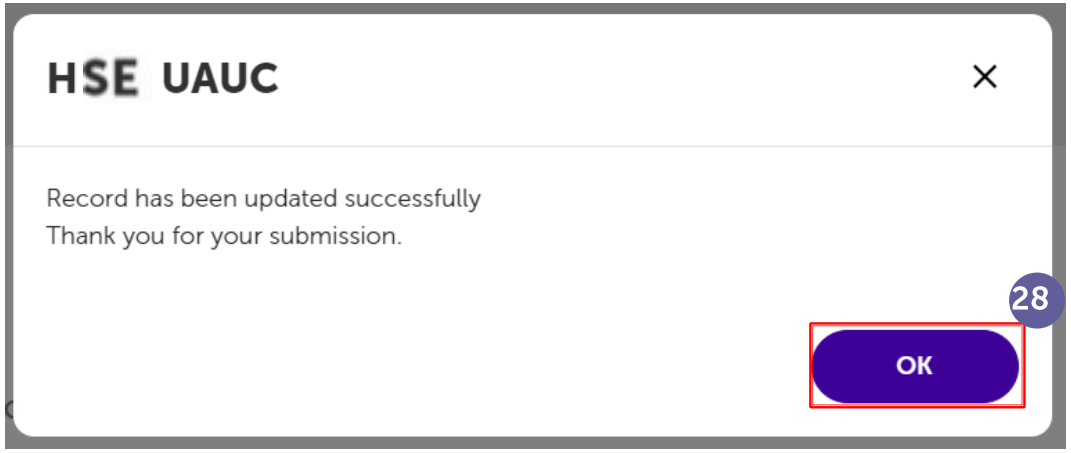
16. Create UAUC Report (Unsafe Condition)

User Role: Reporter

Snapshot	Instruction
	22 When user enter any word(s) or keyword(s), System will list out only related Category and sub-category. 23 Complete the observation details by selecting the checklist. Selection of checklist categories and sub-categories can be multiple 24 Click Select Files button and up-load the photo or any document related to the report
	25 When user input word(s) or keyword(s) that is not match with category/sub-category, system will prompt an error message

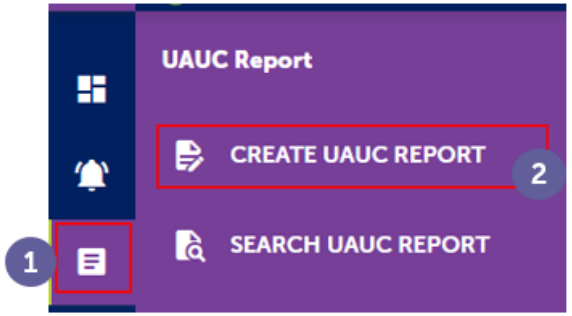
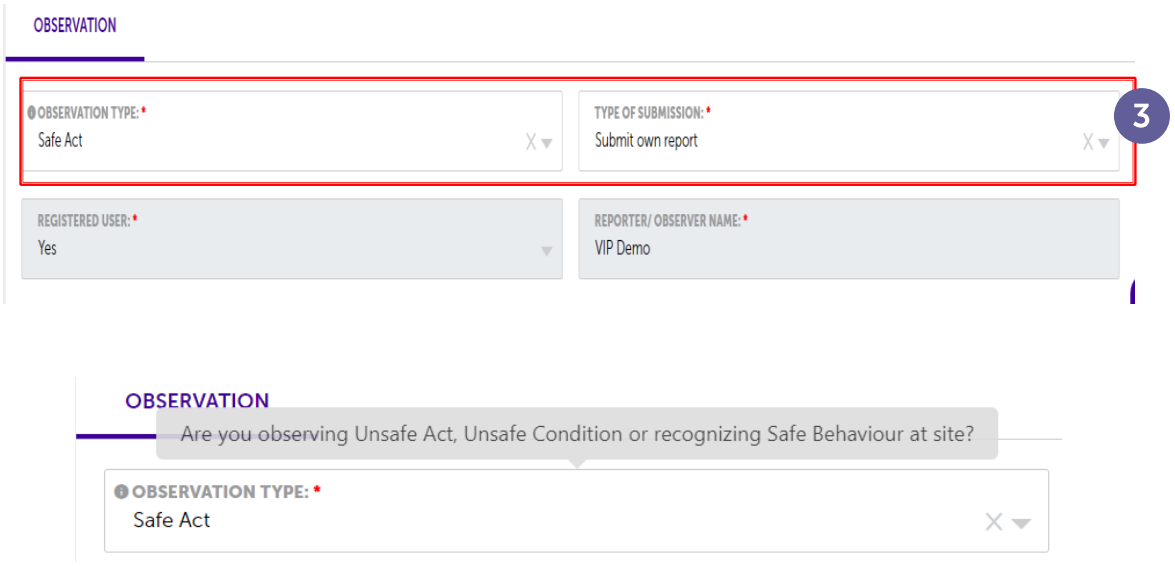
16. Create UAUC Report (Unsafe Condition)

User Role: Reporter

Snapshot	Instruction
	26 Click Save as Draft button to save report as draft or 27 Click on Submit button to proceed with submission
	28 This notification will be appeared if the report has been successfully submitted. Click OK button

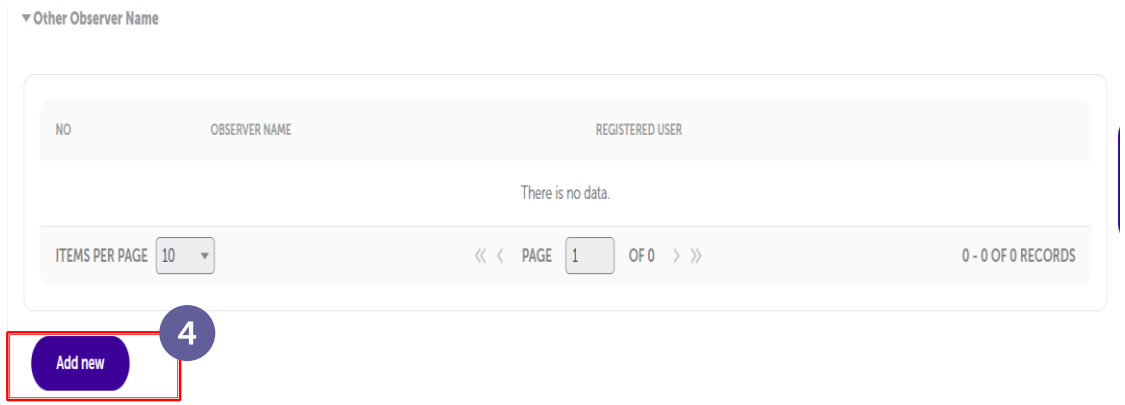
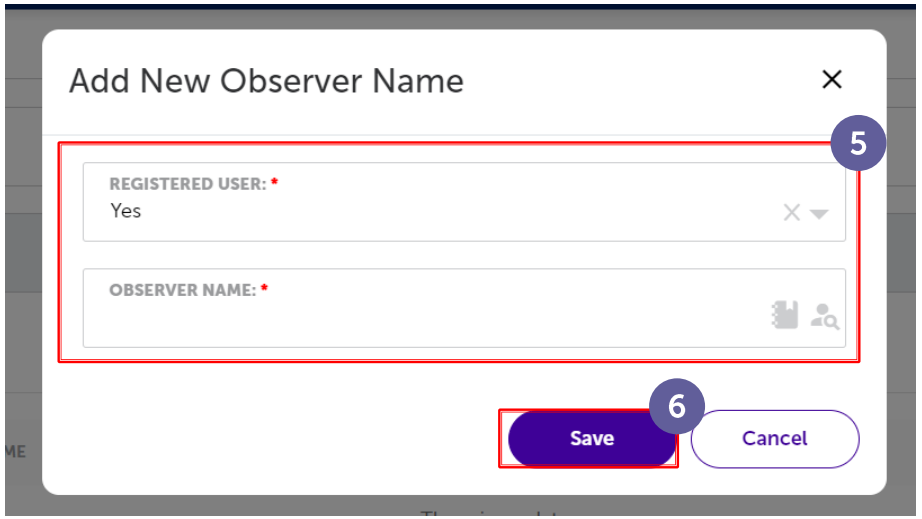
17. Create UAUC Report (Safe Act)

User Role: Reporter

Snapshot	Instruction
	1 Click on UAUC Report tab at the left-side menu 2 Click on Create UAUC Report
	3 Select Observation Type – Safe Act, Type of Submission (Submit own report/Submit on behalf)

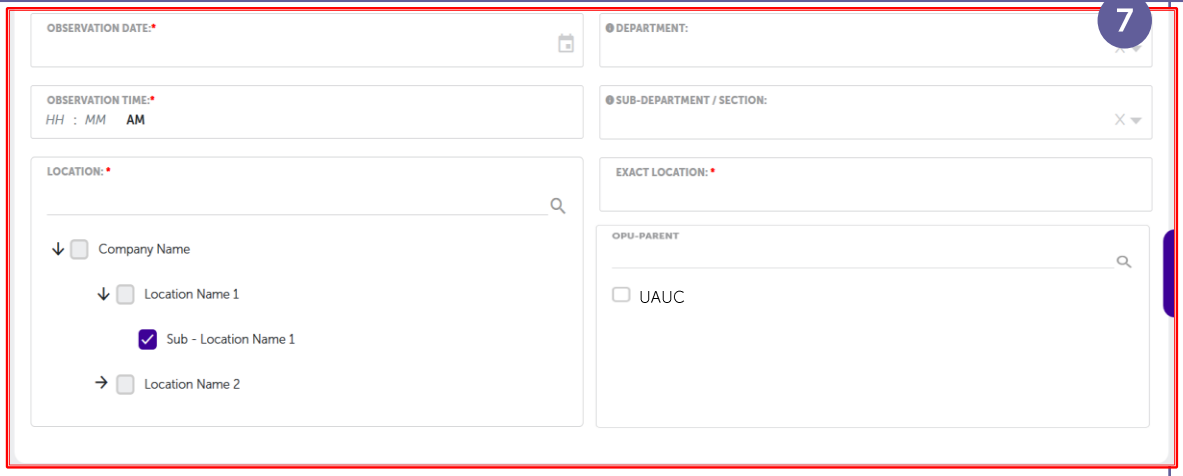
17. Create UAUC Report (Safe Act)

User Role: Reporter

Snapshot	Instruction
	4 Click on Add New button to add more Observer (max 2). This section is optional
	5 Select Yes if the Observer is a registered user, insert name and click. Select No if the observer is not a registered user and insert name 6 Click Save button

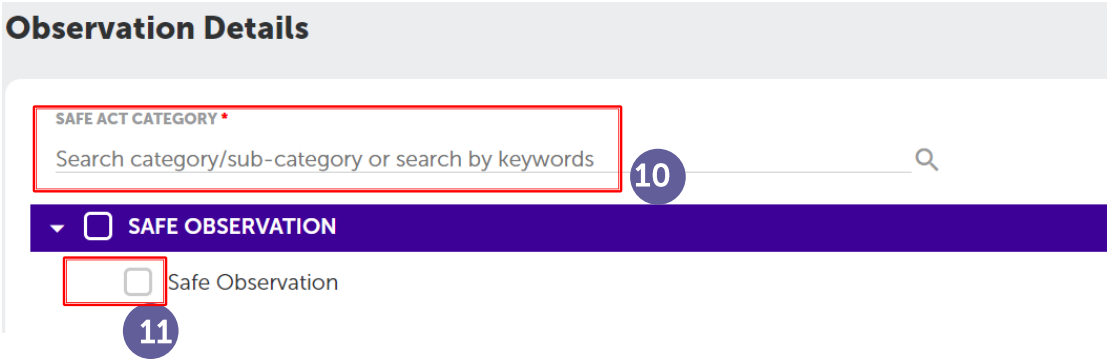
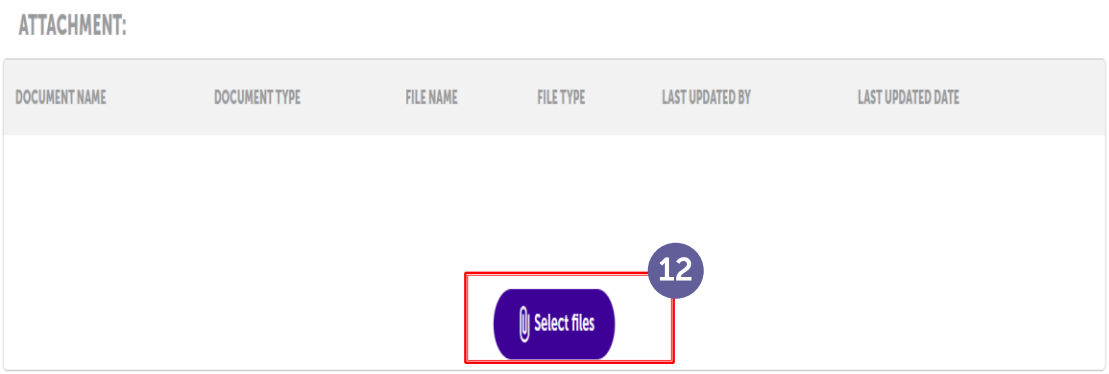
17. Create UAUC Report (Safe Act)

User Role: Reporter

Snapshot	Instruction
	7 Insert Observation Date, Observation Time, Location, Department (if any), Sub-Department and Exact Location Select OPU-Parent if applicable
	8 Fill up the Observation (refer to criteria of good quality observation: page 11) 9 Fill up the Action Taken (optional)

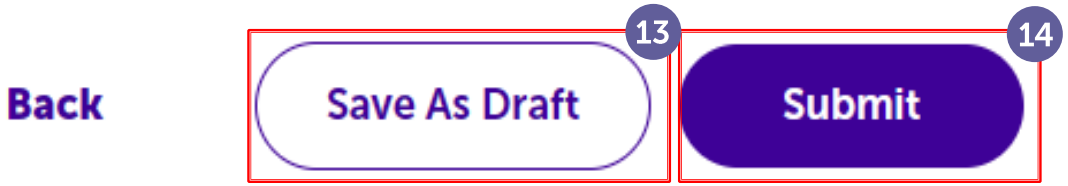
17. Create UAUC Report (Safe Act)

User Role: Reporter

Snapshot	Instruction
	10 Allow user to search for category/sub-category or by keywords function in Create UAUC Report page 11 Complete the observation details by selecting the checklist
	12 Click Select Files button and up-load the photo or any document related to the report

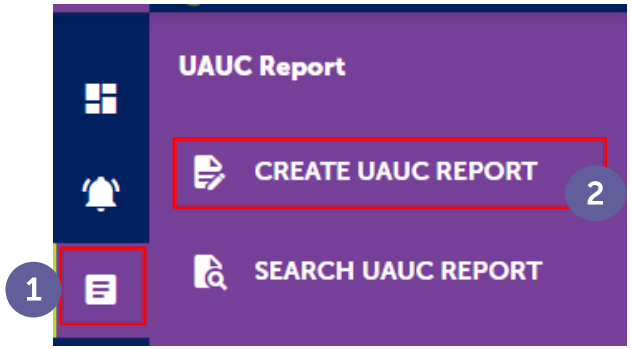
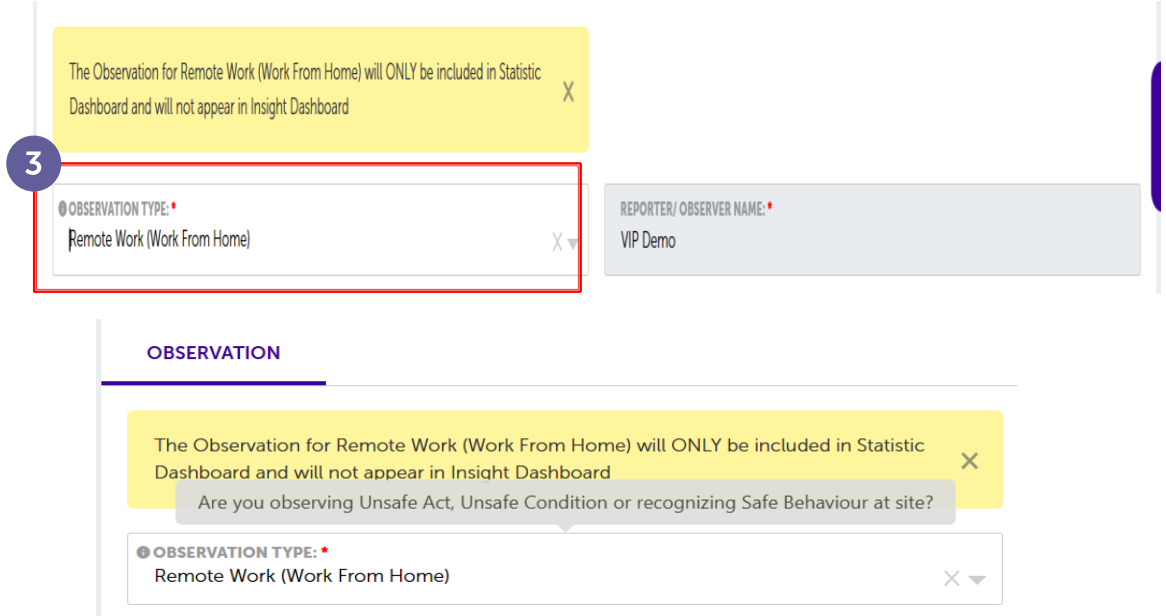
17. Create UAUC Report (Safe Act)

User Role: Reporter

Snapshot	Instruction
	13 Click Save as Draft button to save report as draft or 14 Click on Submit button to proceed with submission
	15 This notification will be displayed if the report is being saved as draft. Click OK button

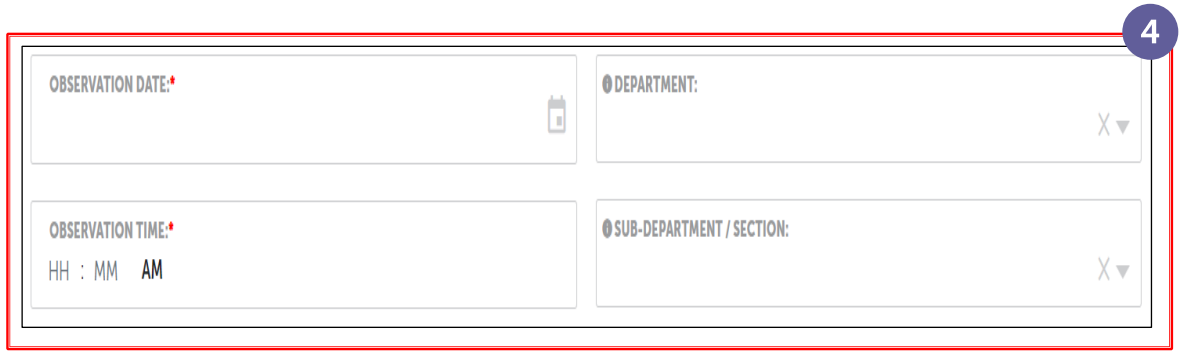
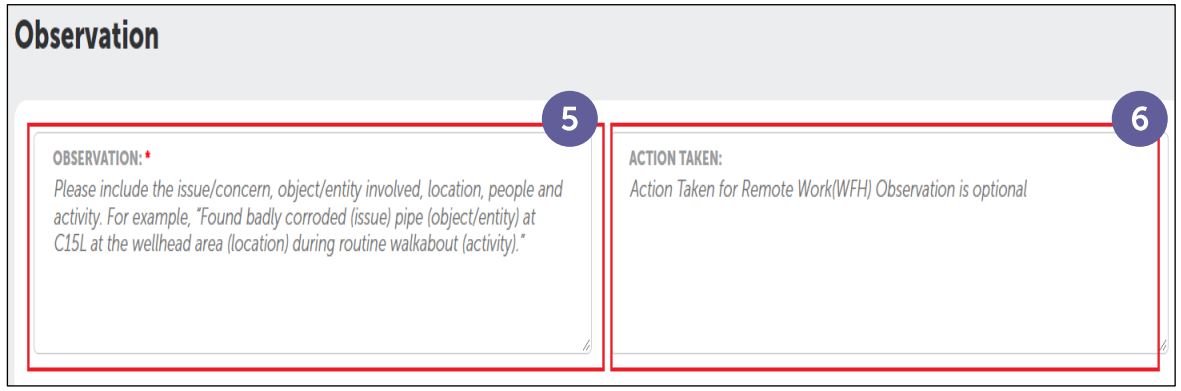
18. Create UAUC Report (Remote Work (WFH))

User Role: Reporter

Snapshot	Instruction
	1 Click on UAUC Report tab at the left-side menu 2 Click on Create UAUC Report
	3 Select Observation Type – Remote Work (Work From Home).

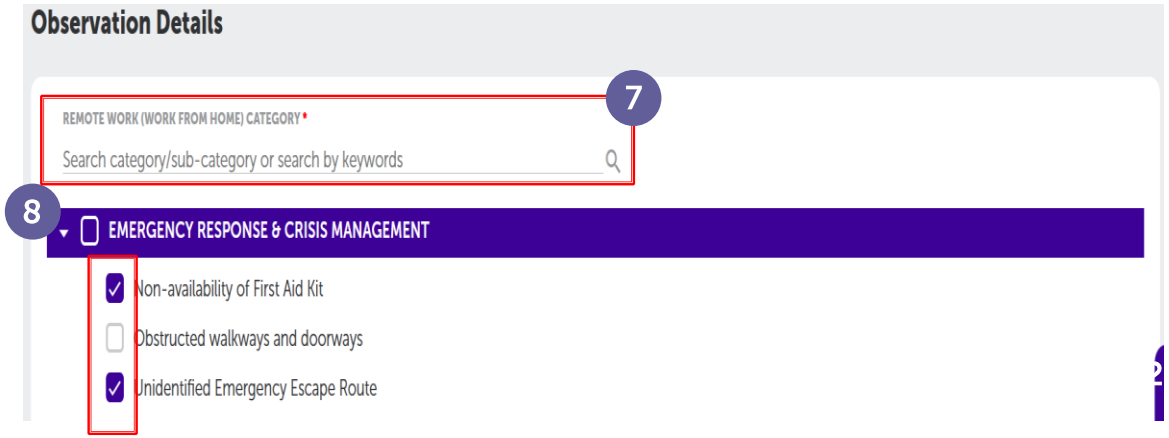
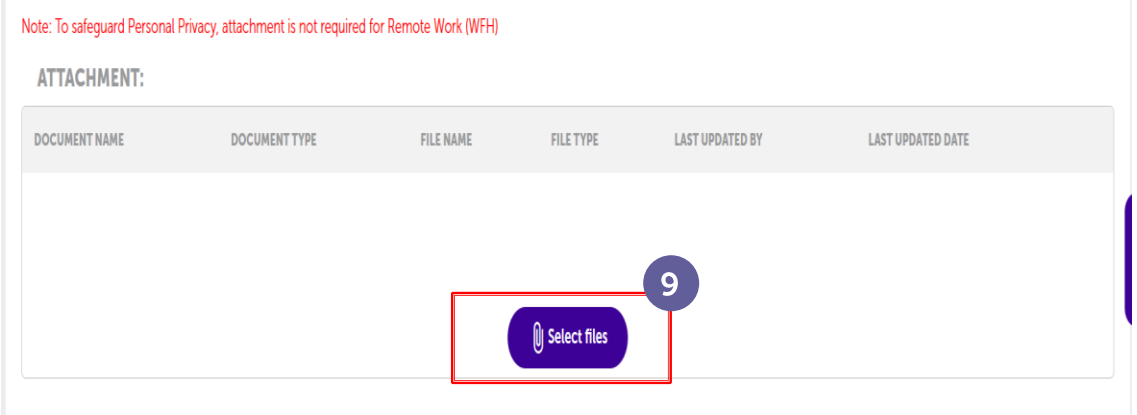
18. Create UAUC Report (Remote Work (WFH))

User Role: Reporter

Snapshot	Instruction
	4 Select Observation Date, Observation Time and Department (if any)
	5 Fill up the Observation (refer to criteria of good quality observation: page 11) 6 Fill up the Action Taken (optional).

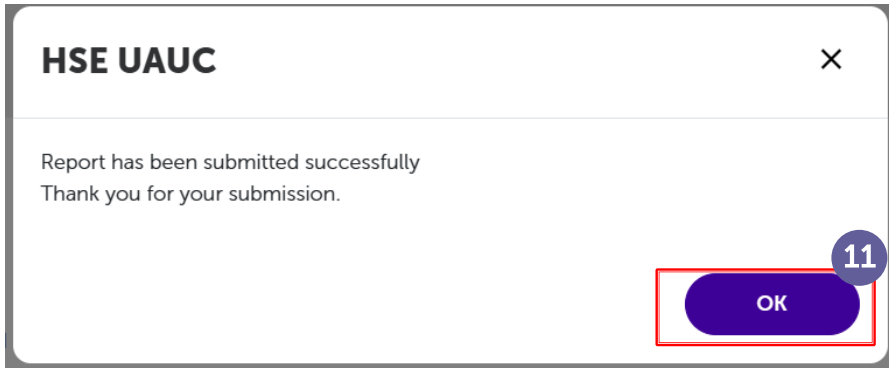
18. Create UAUC Report (Remote Work (WFH))

User Role: Reporter

Snapshot	Instruction
	7 Allow user to search for category/sub-category or by keywords function in Create UAUC Report page 8 Complete the observation details by selecting the checklist. Selection of checklist categories and sub-categories can be multiple
	9 Click Select Files button and up-load the photo or any document related to the report **Note** : To safeguard Personal Privacy, attachment is not required for Remote Work (WFH)

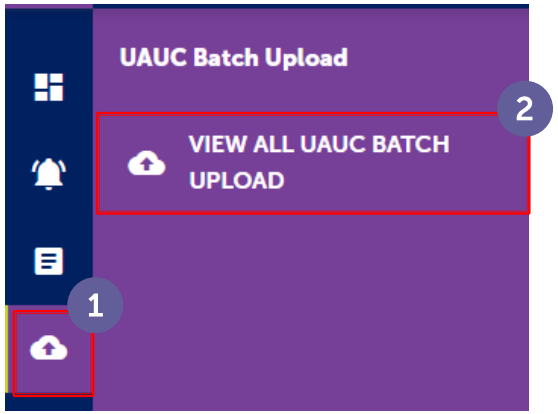
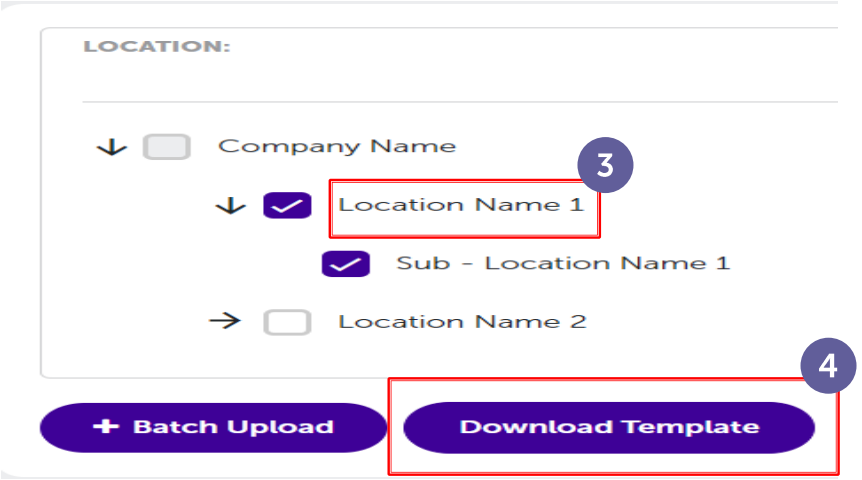
18. Create UAUC Report (Remote Work (WFH))

User Role: Reporter

Snapshot	Instruction
	9 Click Save as Draft button to save report as draft or 10 Click on Submit button to proceed with submission
	11 This notification will be displayed if the report is being saved as draft. Click OK button

19. UAUC Batch Upload

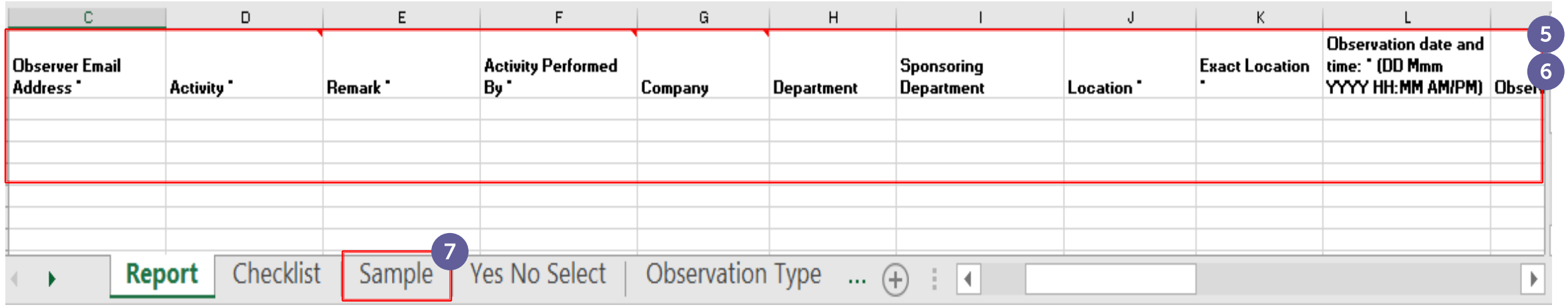
User Role: Reporter

Snapshot	Instruction
	1 Click on the UAUC Batch Upload at the left-side menu 2 Click on the View All UAUC Batch Upload **Note** : UAUC Batch Upload feature is to allow user to upload UAUC reports in bulk to the system
	3 Click on lowest or second lowest location level to be displayed in batch upload excel template 4 Click on Download Template button to download batch upload template

19. UAUC Batch Upload

User Role: Reporter

Snapshot



Instruction

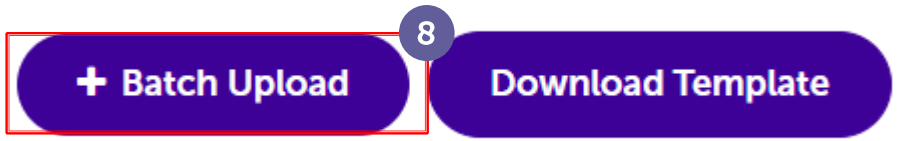
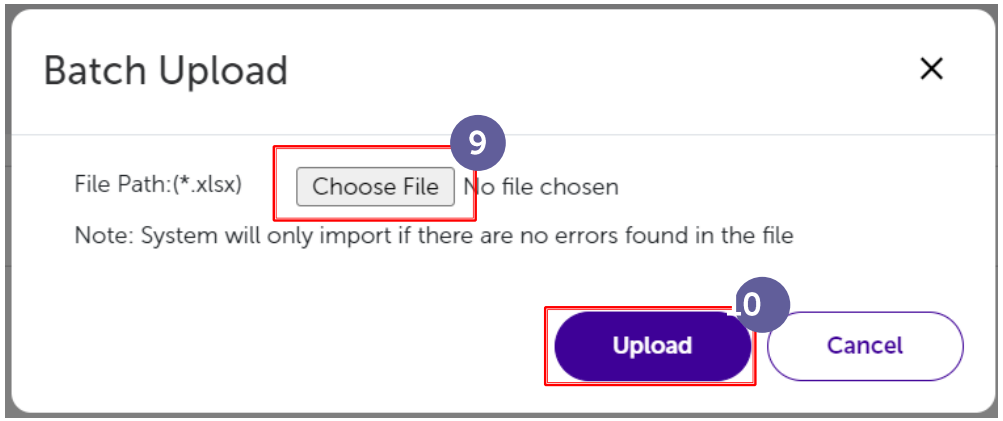
5 In the template, user can only select the existing value from the dropdown. The Excel sheet consists of the same information captured in UAUC form – reporter, observer's name, location, exact location, observation, immediate action item, checklist etc.

6 For free text item such as Location must be the same value as what has been registered in the system and need to follow the format. Different value may cause a failure to upload the batch template

7 Refer to Sample tab to see how sample data have been populated in every column

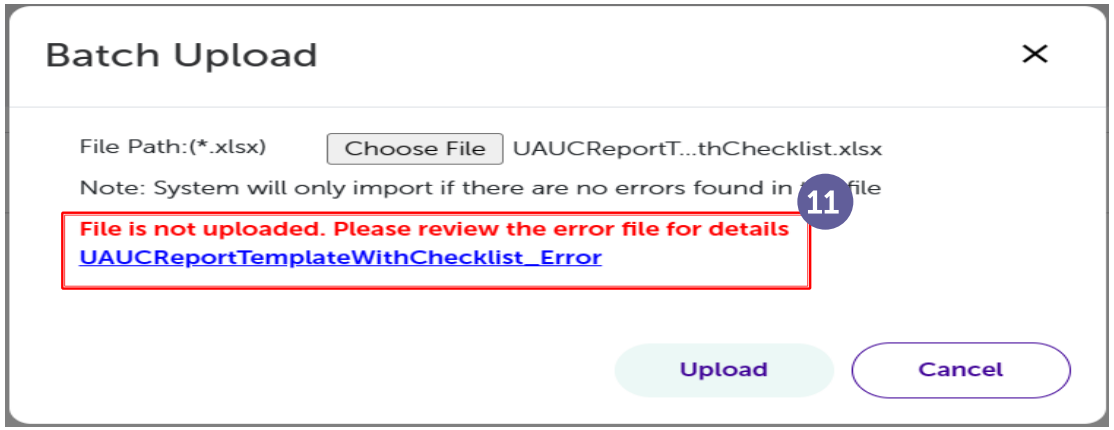
19. UAUC Batch Upload

User Role: Reporter

Snapshot	Instruction
	8 Click on + Batch Upload button to upload completed batch upload file
	9 Click on choose file to browse completed batch upload file 10 Click on Upload button to proceed upload file

19. UAUC Batch Upload

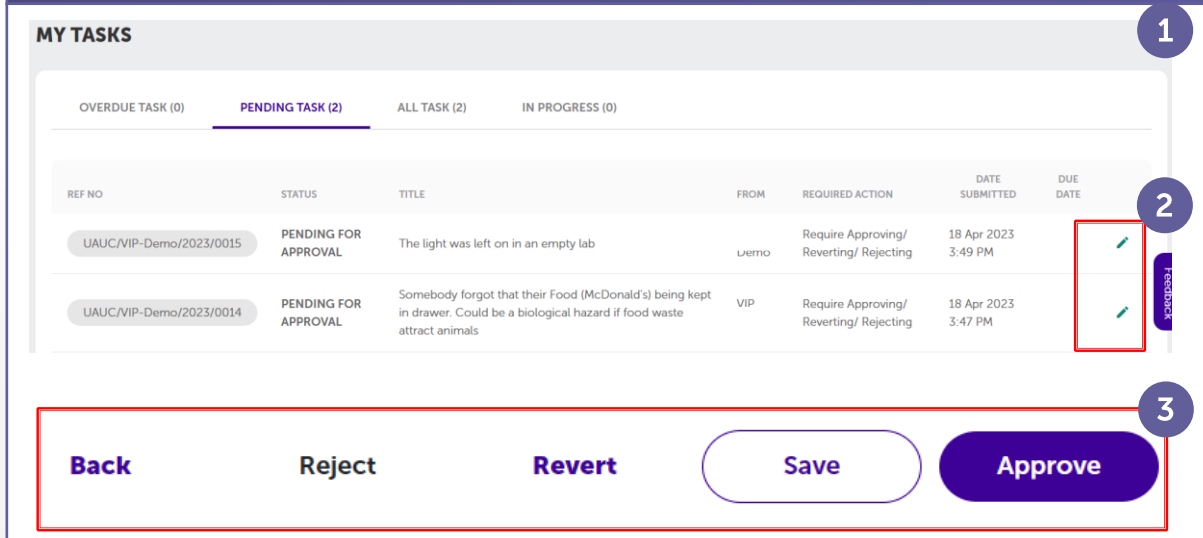
User Role: Reporter

Snapshot	Instruction
	11 If the upload has failed, system will prompt the error message
	12 This notification will be appeared if the file has been successfully uploaded

20. Approve UA (SWA Level 2 and Level 3)

User Role:
Resumption Authority

Snapshot



Instruction

1. Resumption Authority will be notified via email. Once logged in, Resumption Authority will be able to view their pending task with status Pending For Approval in My Task page
2. Click on Edit button to proceed with the action
3. Resumption Authority will review the report details that has been submitted by Reporter. Resumption Authority has option to Reject, Revert, Approve with action item, and close report.
4. If Resumption Authority select Reject, justification is required to proceed with the action

20. Approve UA (SWA Level 2 and Level 3)

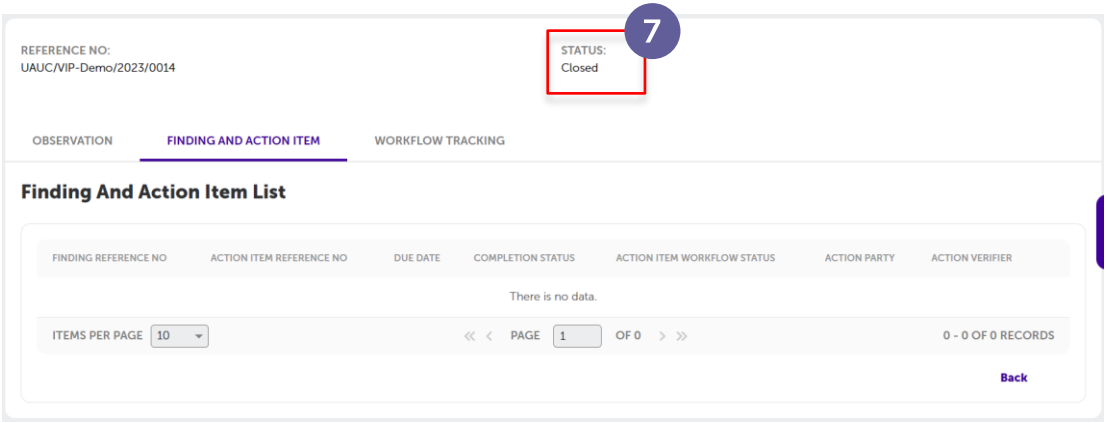
User Role:
Resumption Authority

Snapshot	Instruction
	5 If Resumption Authority select Revert, justification is required to proceed with the action
	6 This notification will be appeared if the Unsafe Act with SWA Level 2 or Level 3 report has been successfully approved

20. Approve UA (SWA Level 2 and Level 3)

User Role:
Resumption Authority

Snapshot



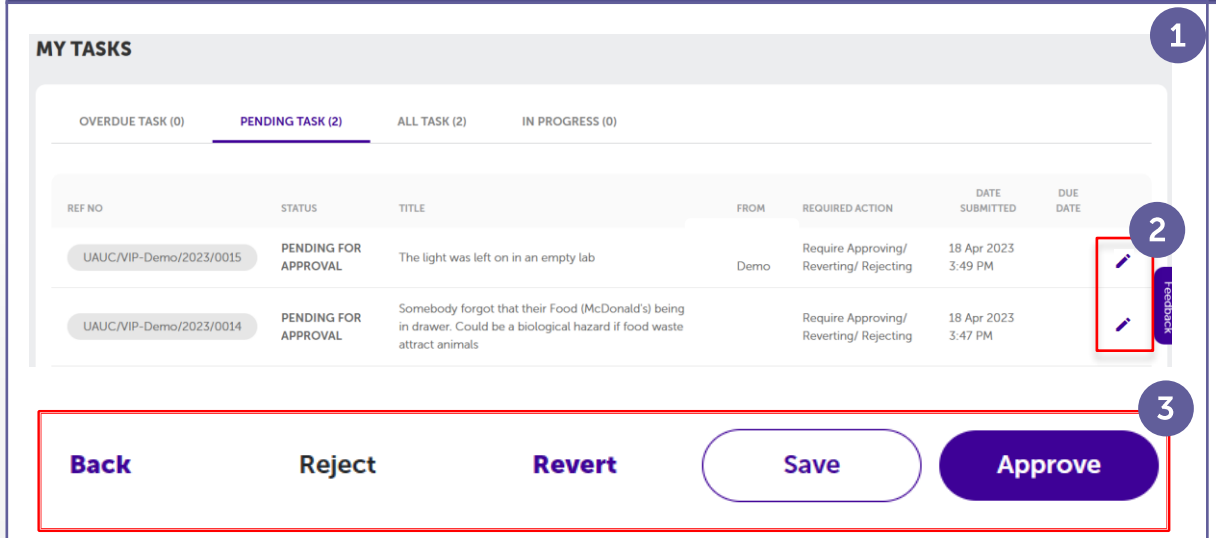
Instruction

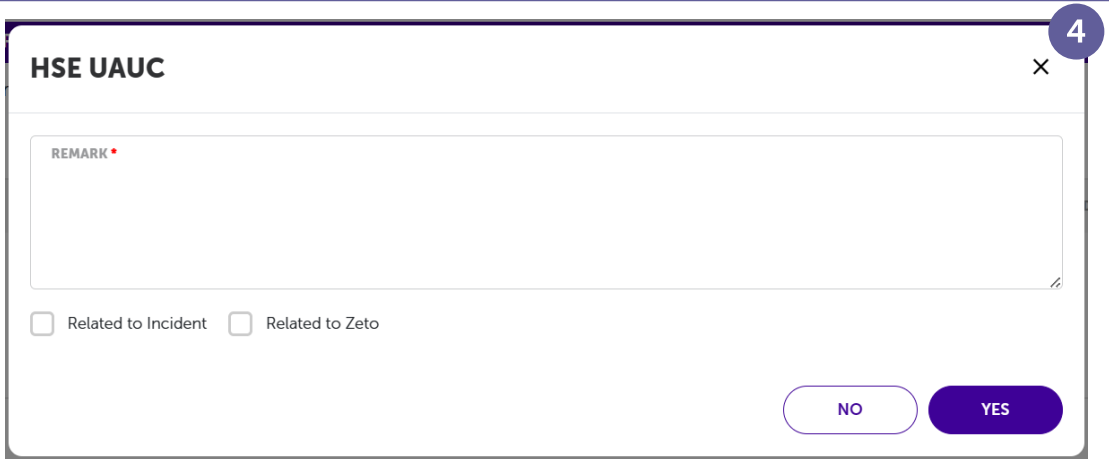
7 The status of the Unsafe Act with SWA Level 2 or Level 3 report will be changed to Closed

21. Approve UC (SWA - Level 2 and Level 3)

User Role:
Resumption Authority

Snapshot





Instruction

1. Resumption Authority will be notified via email. Once logged in, Resumption Authority will be able to view their pending task with status Pending For Approval in My Task page

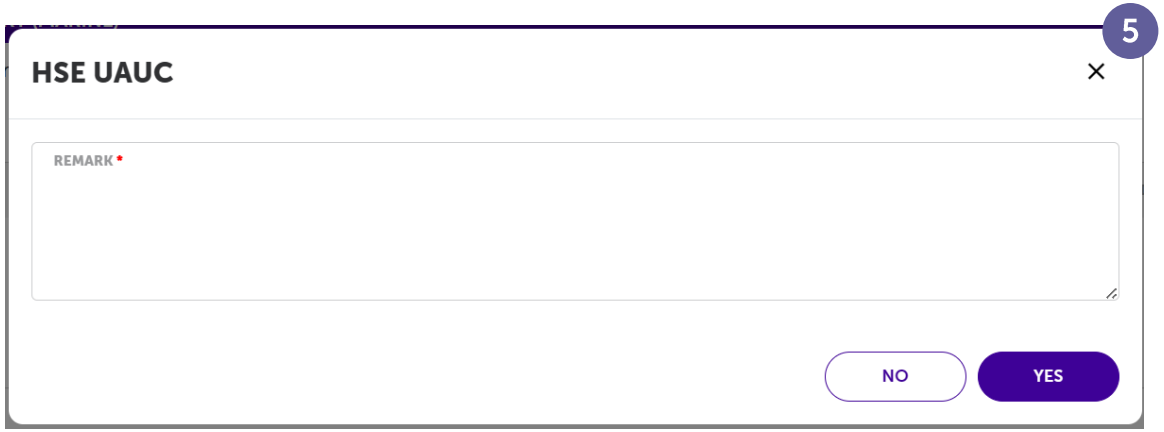
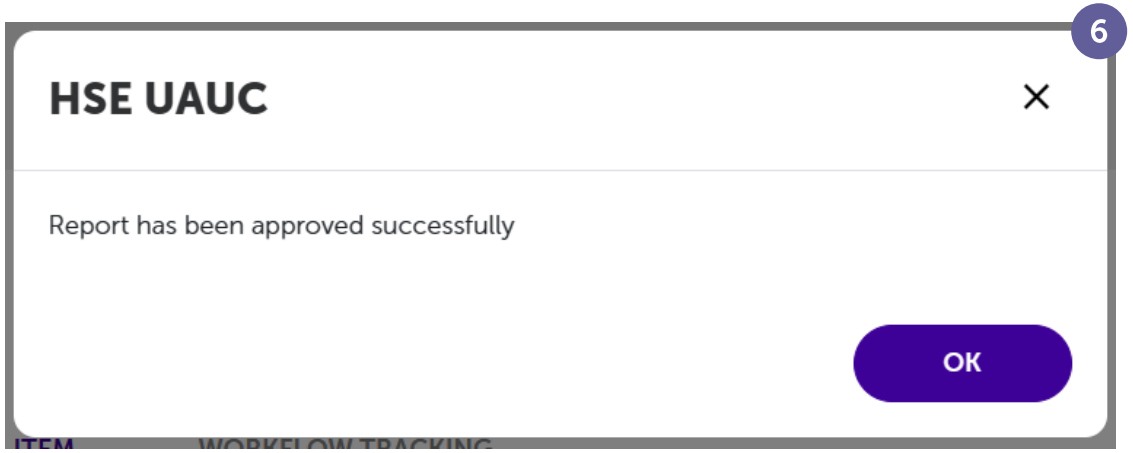
2. Click on Edit button to proceed with the action

3. Resumption Authority will review the report details that has been submitted by Reporter. Resumption Authority has option to Reject, Revert, Approve with action item, and close report.

4. If Resumption Authority select Reject button, justification is required to proceed with the action

21. Approve UC (SWA Level 2 and Level 3)

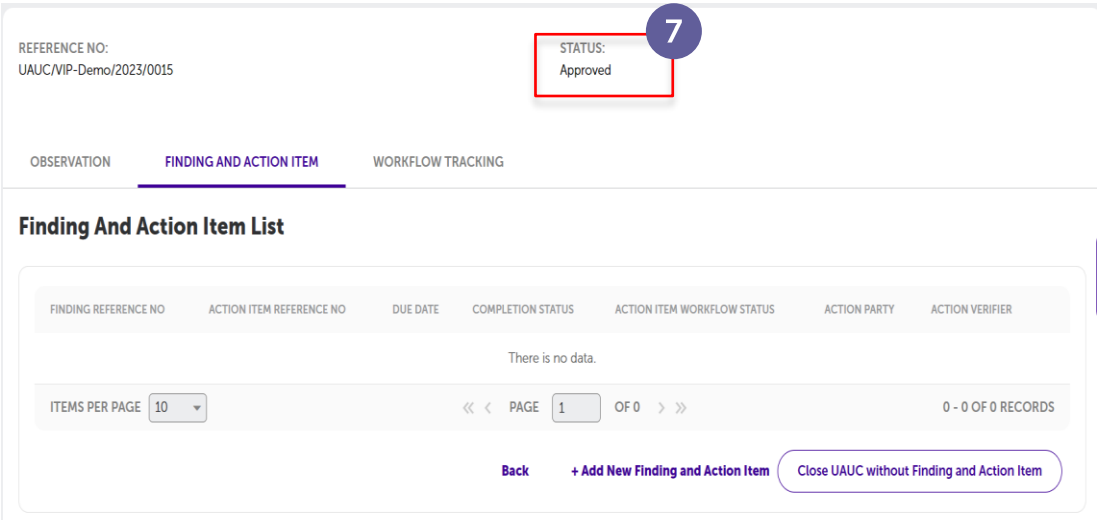
User Role:
Resumption Authority

Snapshot	Instruction
	5 If Resumption Authority select Revert, justification is required to proceed with the action
	6 This notification will be appeared if the Unsafe Condition with SWA Level 2 or Level 3 report has been successfully approved

21. Approve UC (SWA Level 2 and Level 3)

User Role:
Resumption Authority

Snapshot



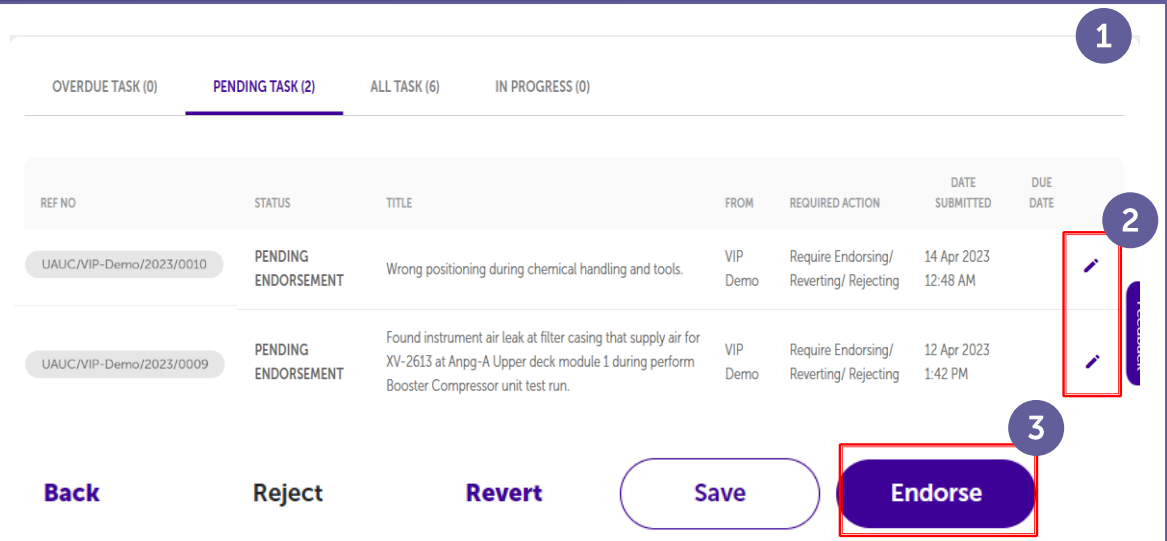
Instruction

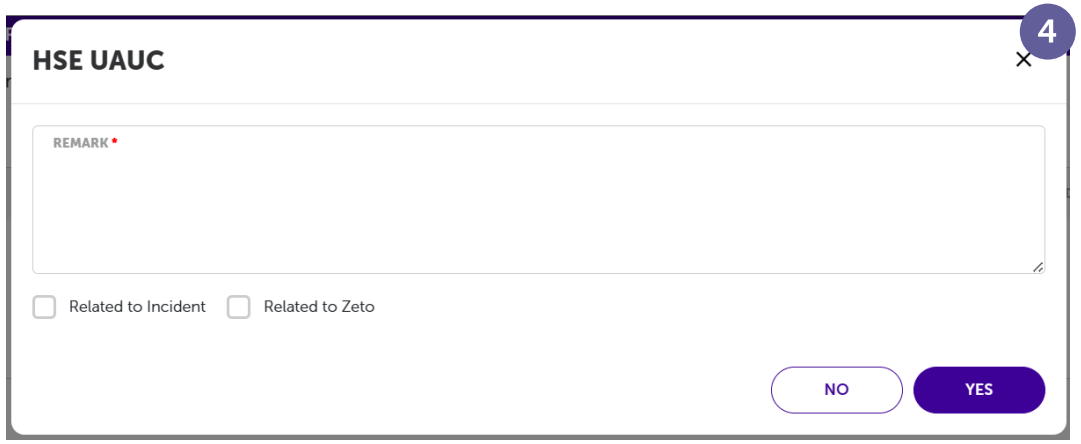
7 The status of the Unsafe Condition with SWA Level 2 or Level 3 report will be changed to Approved

22. Endorse UC (No SWA and SWA - Level 1)

User Role:
Endorser/Area Owner

Snapshot



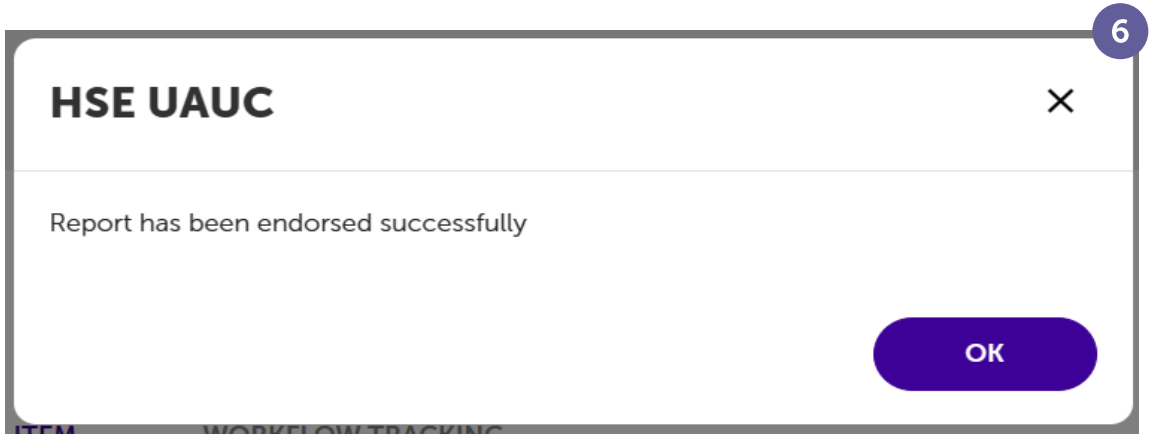


Instruction

1. Endorser/Area Owner will be notified via email. Once logged in, Endorser will view their pending task with status Pending Endorsement in My Task page
2. Click on Edit button to proceed with the action
3. Endorser/Area Owner will review the report details that has been submitted by Reporter. Endorser/Area Owner has option to Reject, Revert, Endorse or Endorse with action item, and close report.
4. If Endorser/Area Owner select Reject button, justification is required to proceed with the action

22. Endorse UC (No SWA and SWA - Level 1)

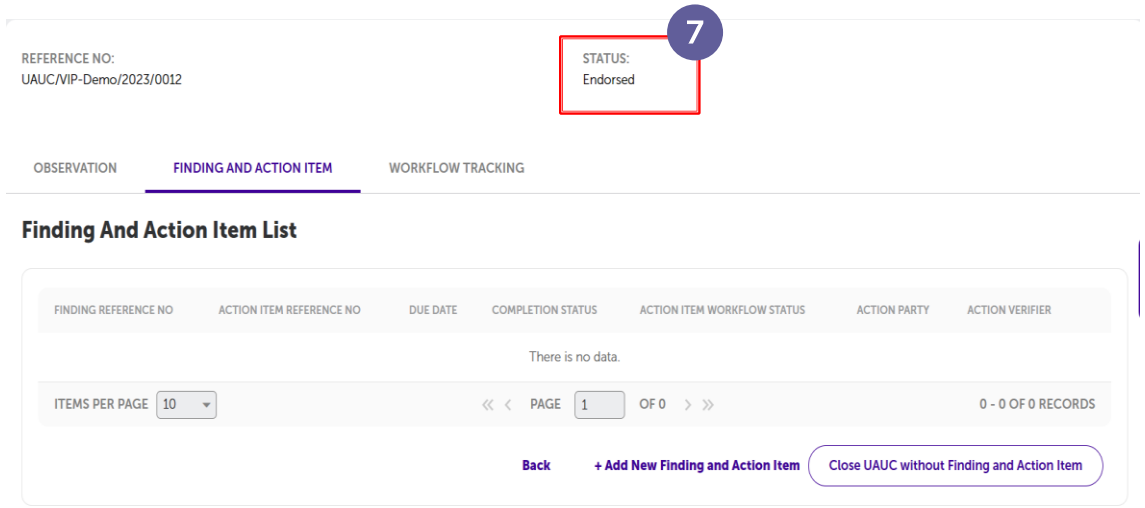
User Role:
Resumption Authority

Snapshot	Instruction
	5 If Resumption Authority select Revert, justification is required to proceed with the action
	6 This notification will be appeared if the Unsafe Condition with no SWA or SWA Level 1 report has been successfully endorsed.

22. Endorse UC (No SWA and SWA - Level 1)

User Role:
Endorser/Area Owner

Snapshot



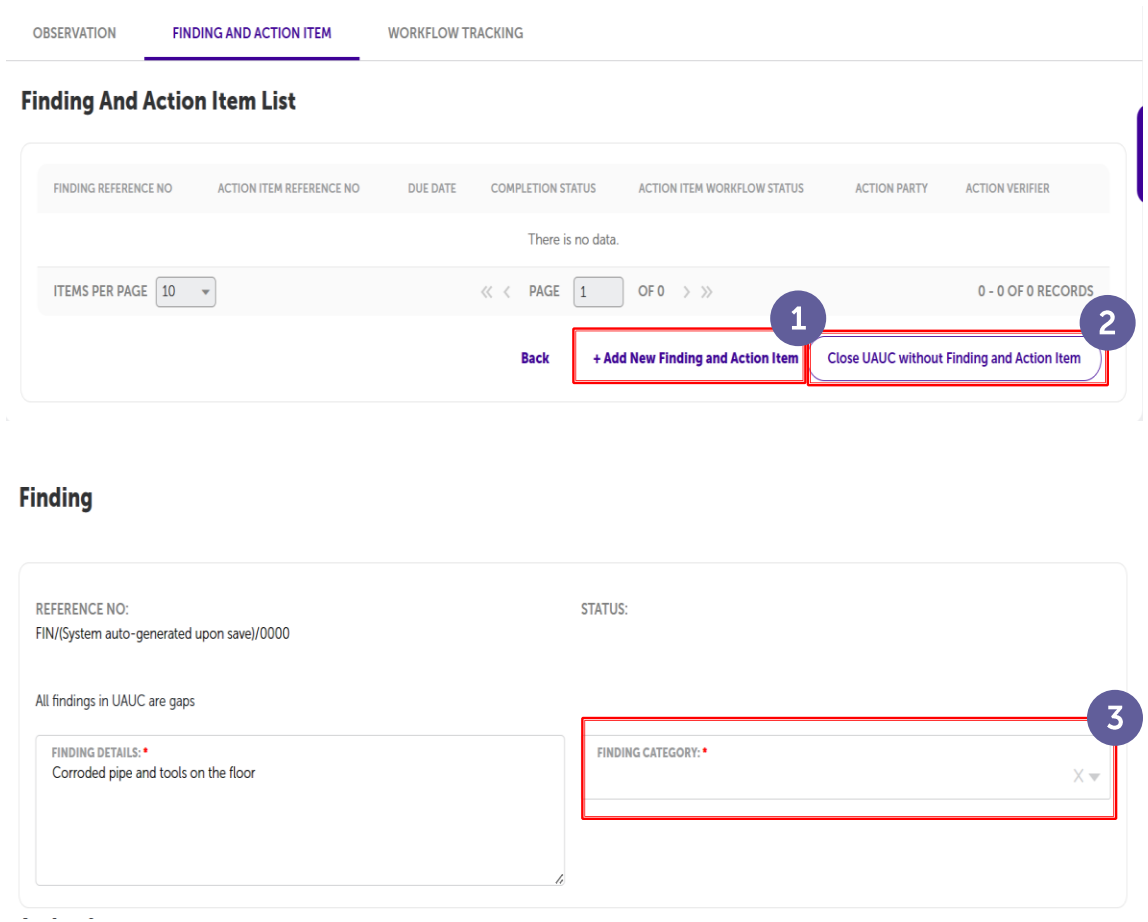
Instruction

7 The status of the Unsafe Condition with no SWA or SWA Level 1 report will be changed to Endorsed

23. Add Finding & Action Item (Unsafe Condition)

User Role: Endorser/ Area Owner/Resumption Authority

Snapshot



Instruction

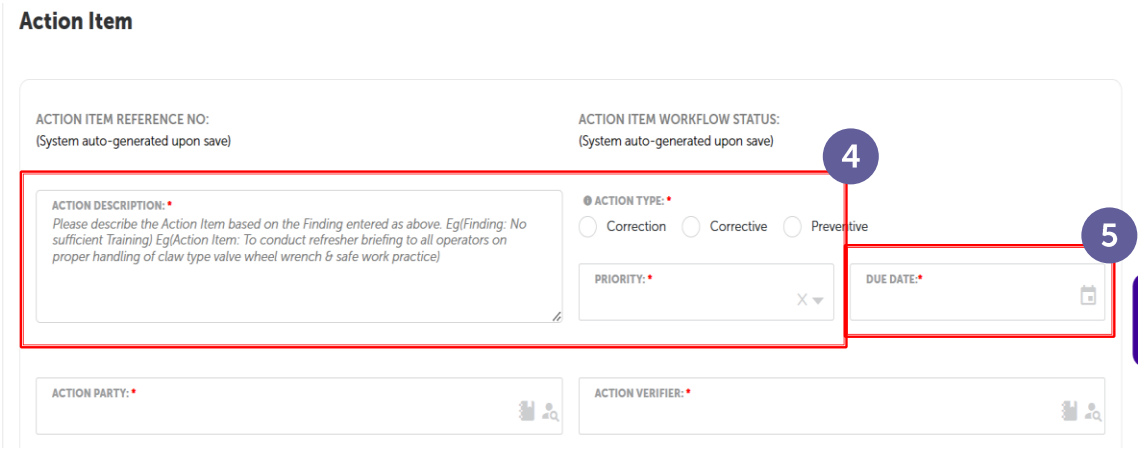
1. If Finding And Action Item is required, click on +Add New Finding and Action Item button to proceed adding action item
2. Endorser/Area owner/Resumption Authority will have option to manually Close UAUC report without Finding and Action Item if there is no action item required
3. Select Finding Category. Finding Details will be auto-copied from observation details filled up by reporter/observer

   Endorser/Area owner/Resumption Authority be able to amend the finding details if required

23. Add Finding & Action Item (Unsafe Condition)

User Role: Endorser/
Area Owner/Resumption Authority

Snapshot



Correction: Action to eliminate a detected nonconformity. (Eg: Put Fire Out - At the Time)

Corrective: Action to eliminate the cause of a nonconformity and to prevent recurrence. (Eg: What caused fire and how to prevent recurrence - After Event)

Preventive: Action to eliminate the cause of a potential nonconformity or other potential undesirable (Eg: Stop fire from happening - Before Event)

ACTION TYPE: *

Correction Corrective Preventive

Instruction

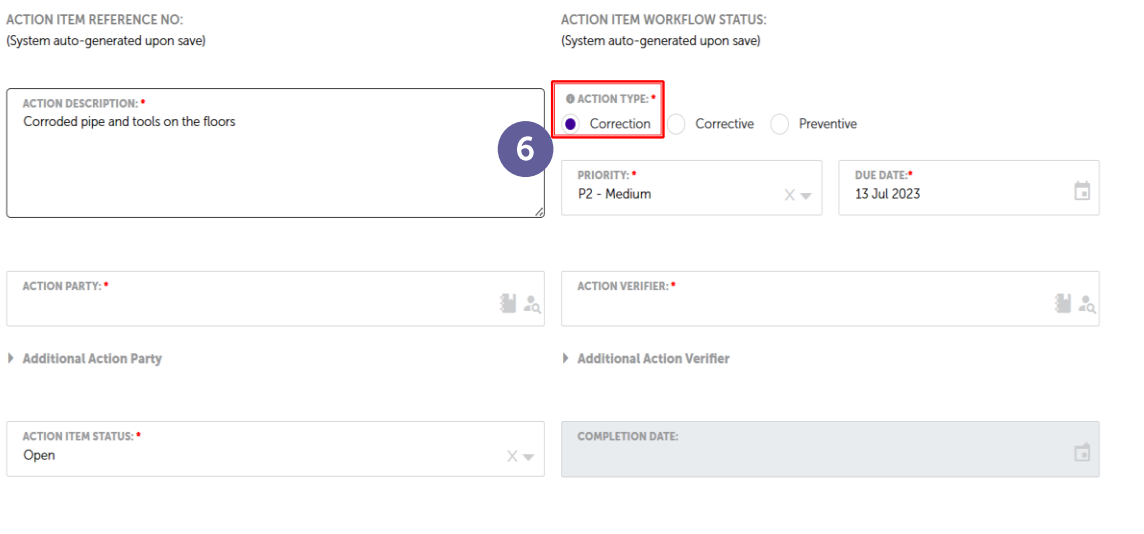
4. Fill up Action Description, select Action Type and Priority (P1 - High, P2 - Medium, P3 - Low)

5. Due Date will be displayed based on the Priority selected and it is amendable

23. Add Finding & Action Item (Unsafe Condition)

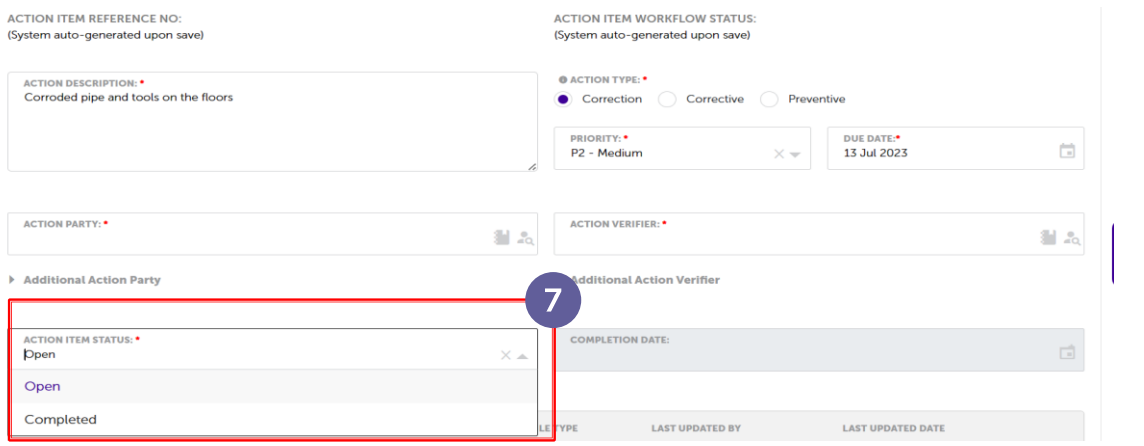
User Role: Endorser/
Area Owner/Resumption Authority

Snapshot



Instruction

6 Click the Correction button for Action Type. Tooltip appear when cursor move over to ACTION TYPE "Correction". If User mouse over to Correction, then user should only see "Action to eliminate a detected nonconformity. (Eg: Put Fire Out - At the Time)"

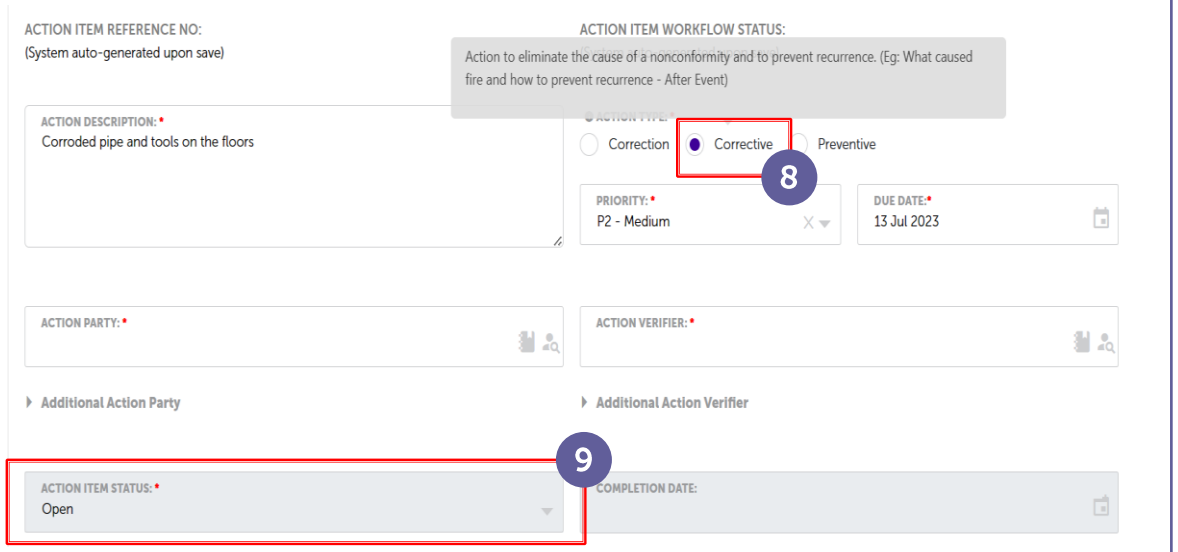


7 Action Party is required to change the Action Item from Open to Completed after action item has been done

23. Add Finding & Action Item (Unsafe Condition)

User Role: Endorser/
Area Owner/Resumption Authority

Snapshot



Instruction

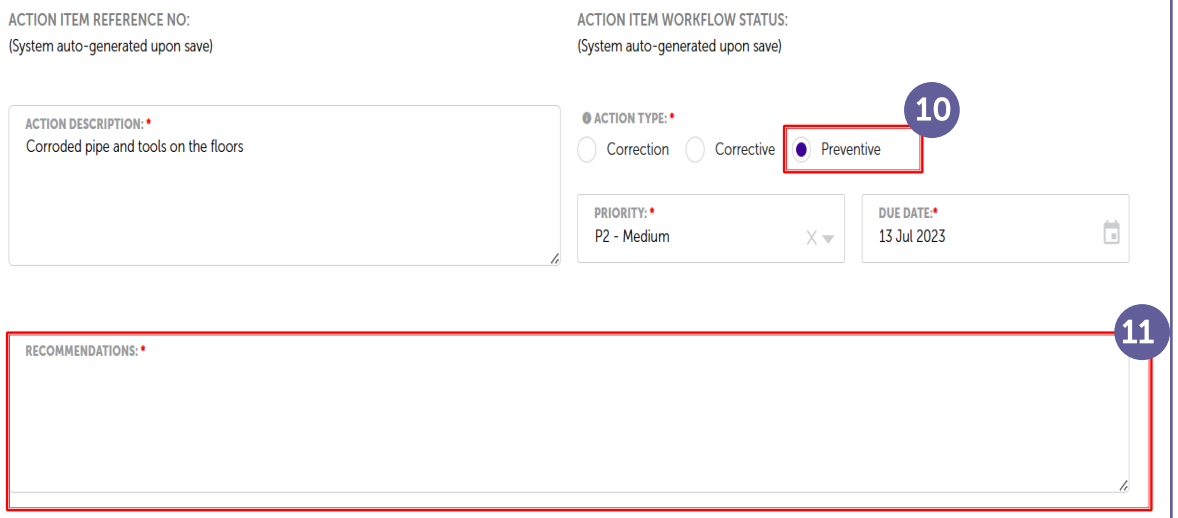
8. Click the Corrective button for Action Type. Tooltip appear when cursor move over to ACTION TYPE "Corrective". *If User mouse over to Corrective, then user should only see "Action to eliminate the cause of a nonconformity and to prevent recurrence. (Eg: What caused fire and how to prevent recurrence - After Event)"* .

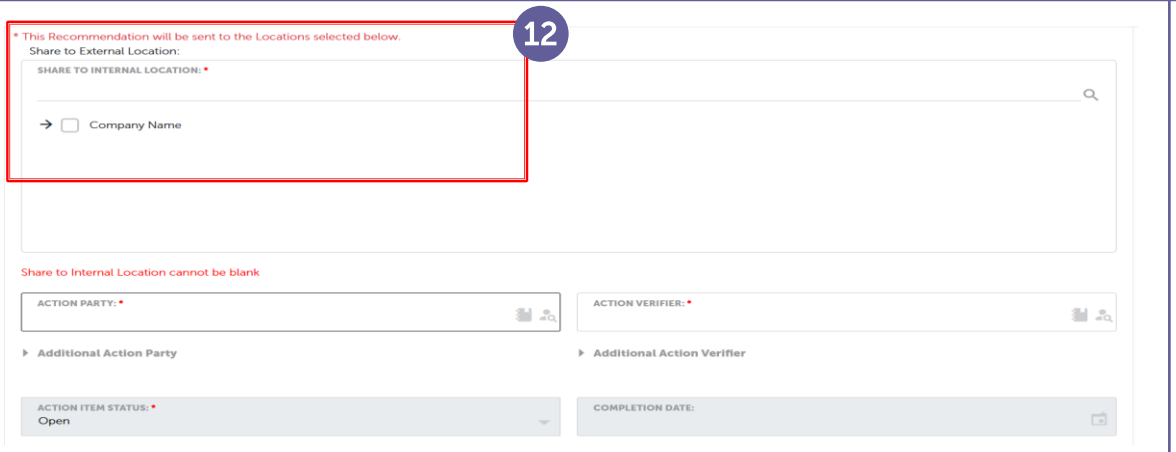
9. Action Party is required cannot change the Action Item an Action Item Status remain open.

23. Add Finding & Action Item (Unsafe Condition)

User Role: Endorser/
Area Owner/Resumption Authority

Snapshot





Instruction

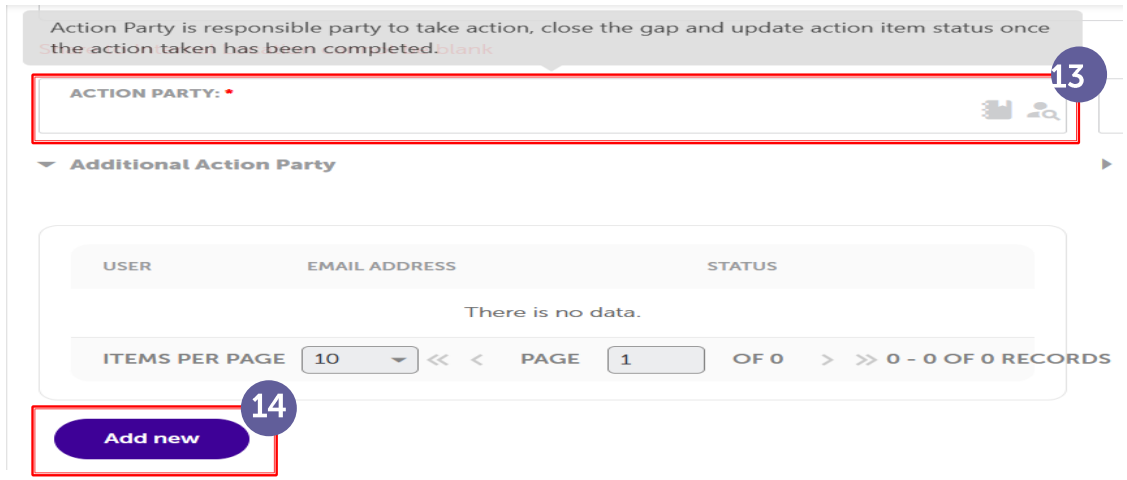
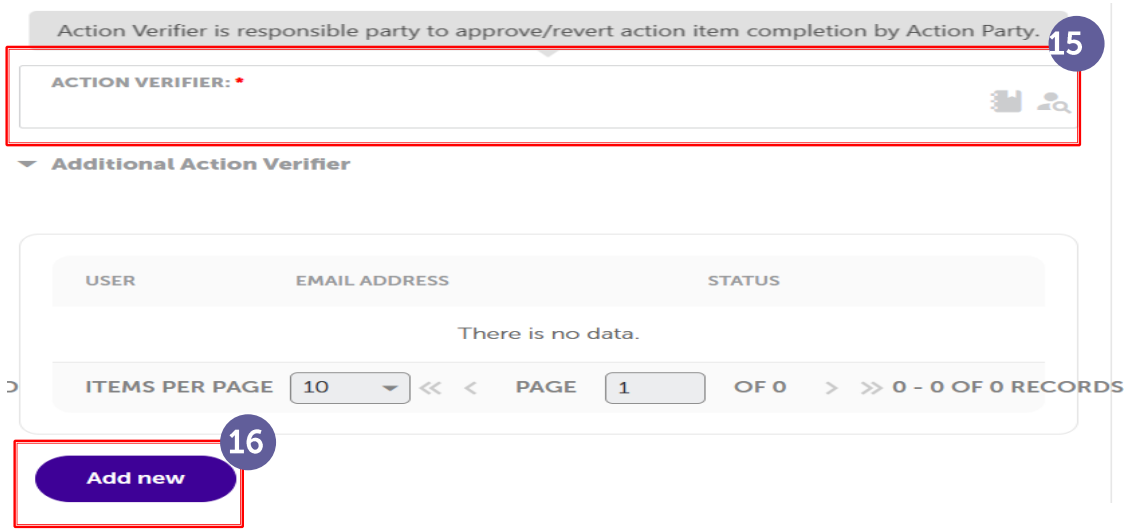
10 Click the Preventive button for Action Type. Tooltip appear when cursor move over to ACTION TYPE "Preventive". *If User mouse over to Preventive, then user should only see "Action to eliminate the cause of a potential nonconformity or other potential undesirable (Eg: Stop fire from happening - Before Event)"* .

11 Action Party required to fill-up the recommendations

12 The recommendation will be sent to selected location.

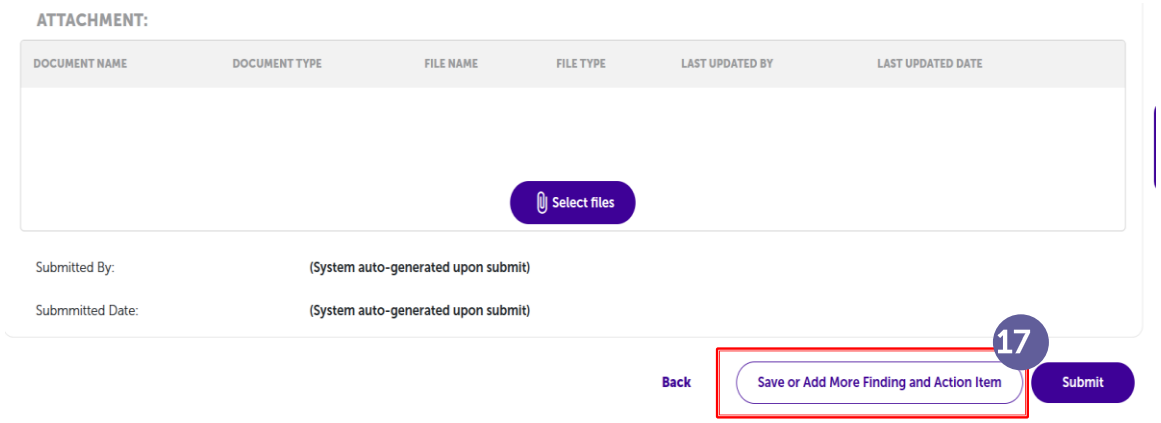
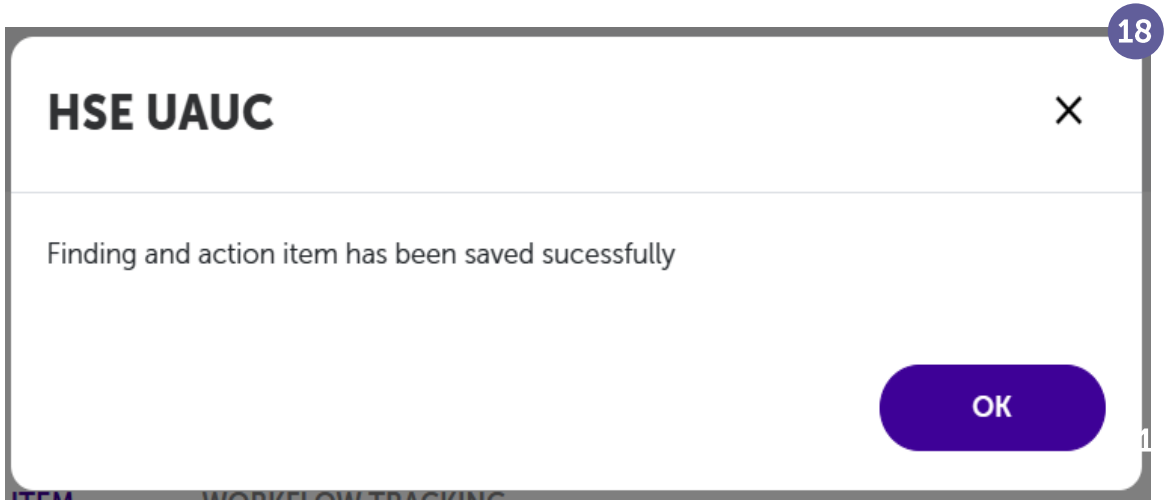
23. Add Finding & Action Item (Unsafe Condition)

User Role: Endorser/
Area Owner/Resumption Authority

Snapshot	Instruction
	13 Select Action Party 14 Click Add new button to add additional Action Party if required (optional)
	15 Select Action Verifier 16 Click Add new button to additional Action Verifier if required (optional)

23. Add Finding & Action Item (Unsafe Condition)

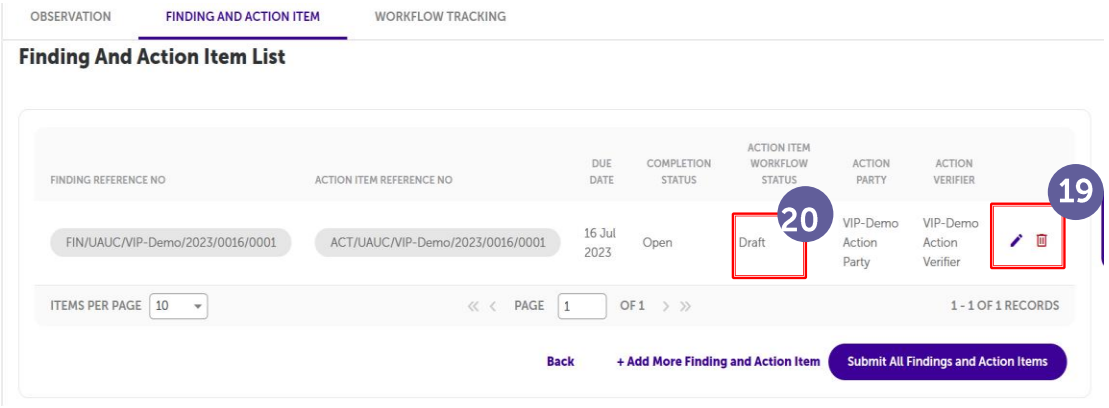
User Role: Endorser/
Area Owner/Resumption Authority

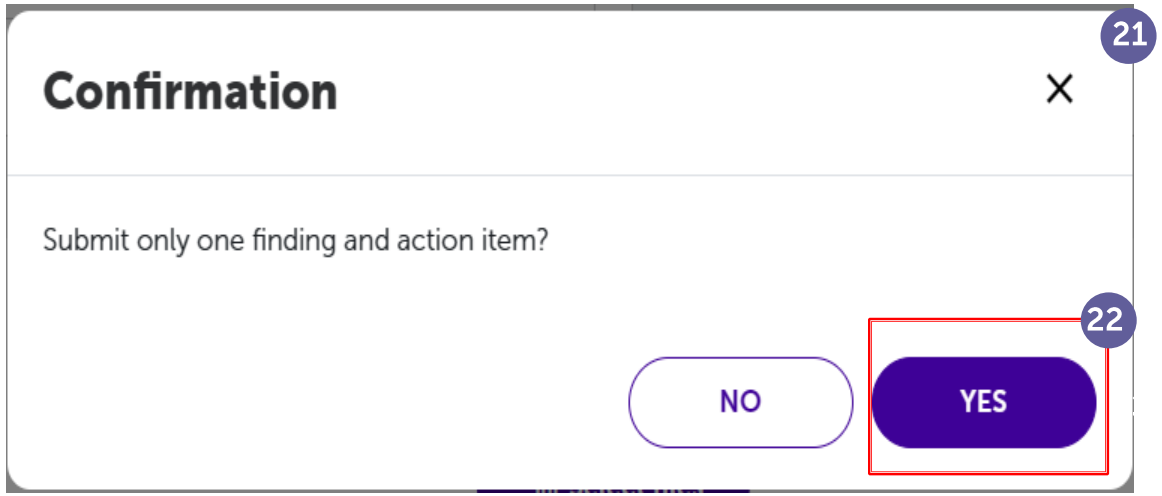
Snapshot	Instruction
	17 Click Save or Add More Finding and Action Item button to save the assigned action item
	18 This notification will be appeared if the finding and action item has been successfully saved

23. Add Finding & Action Item (Unsafe Condition)

User Role: Endorser/ Area Owner/Resumption Authority

Snapshot





Instruction

19 Click edit or delete button to edit or delete finding/assigned action item

20 When Add More Finding and Action Item is not submitted, action item workflow status appear as 'Draft'.

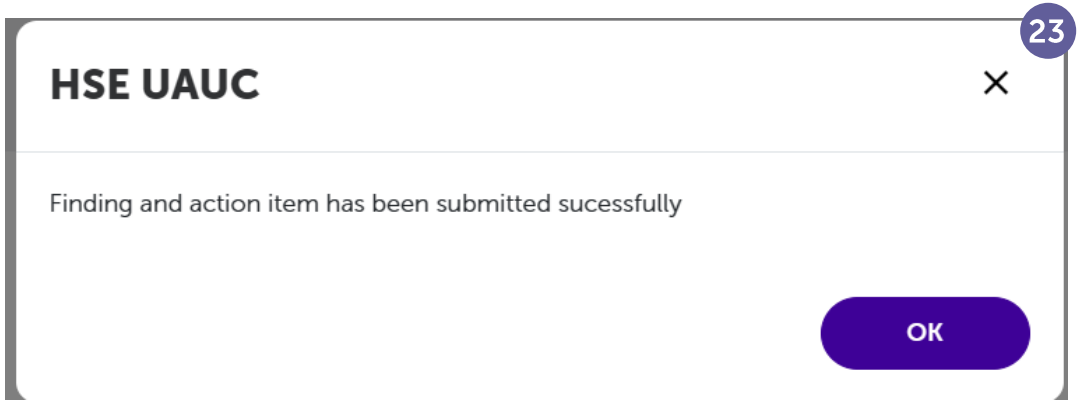
Click Submit All Finding button to proceed submitting finding and assigned action item

21 When user click 'Submit Finding And Action Item' button and notification will be popped out. 'Confirmation' notification will appear show "Submit only one finding and action item?".

22 If user click yes, the notification will be popped out.

23. Add Finding & Action Item (Unsafe Condition)

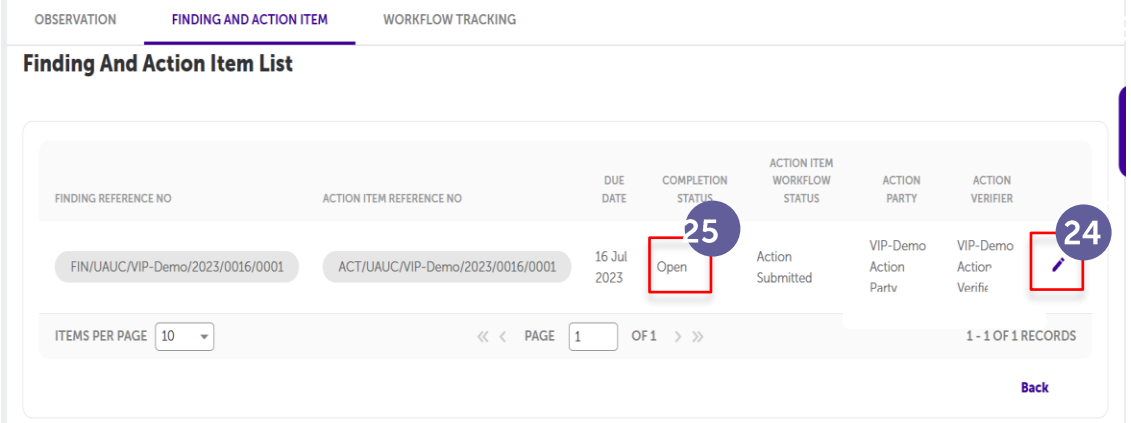
User Role: Endorser/
Area Owner/Resumption Authority

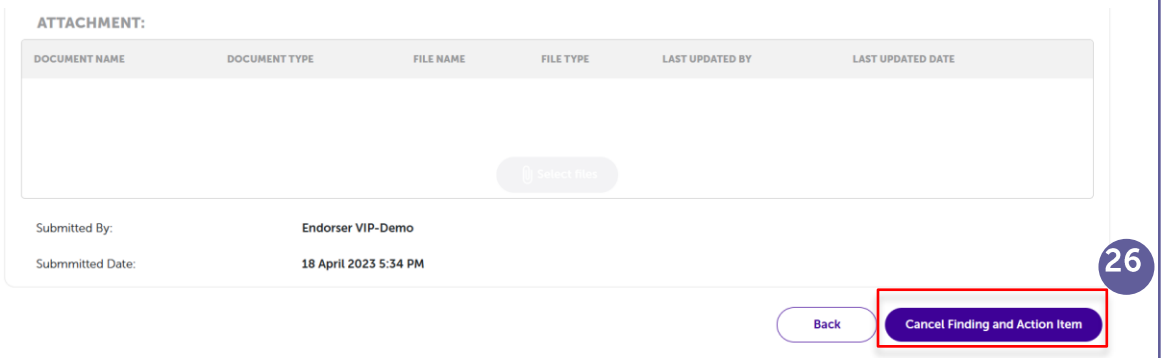
Snapshot	Instruction
	23 This notification will be appeared if the finding details and assigned action item has been successfully submitted to Action Party.

23. Add Finding & Action Item (Unsafe Condition)

User Role: Endorser/ Area Owner/Resumption Authority

Snapshot





Instruction

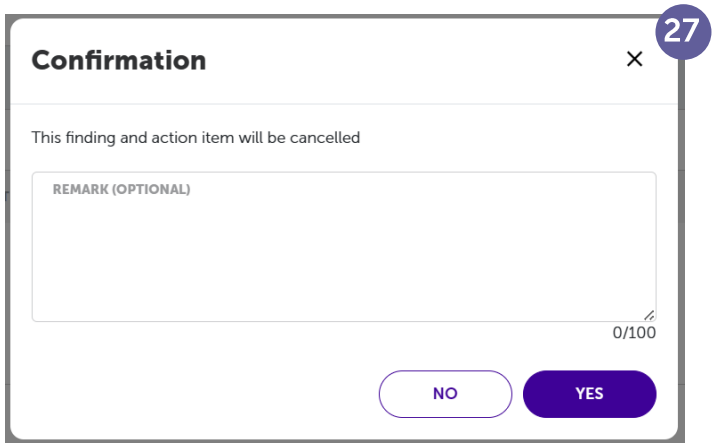
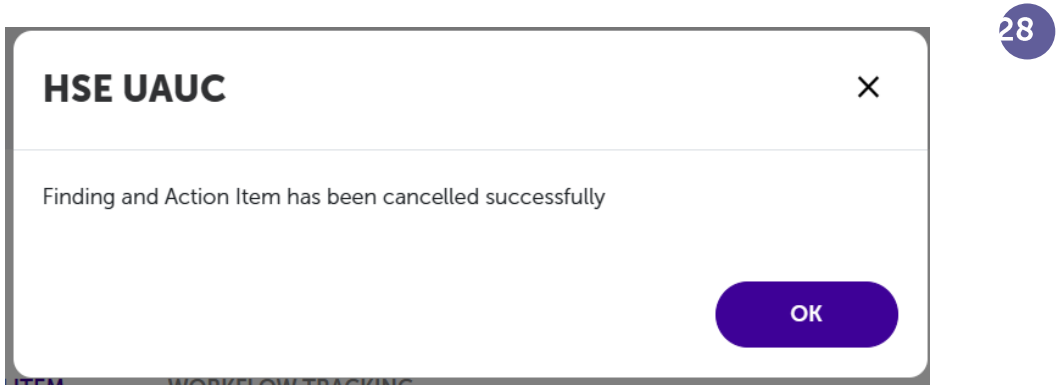
24 Finding List table will display the Total of Action Item. Endorser/Area Owner/Resumption Authority be able to edit or delete the inserted finding

25 Endorser/Area Owner/Resumption Authority won't able to close UAUC report when assigned action item is still open

26 If Endorser/Area Owner/Resumption Authority clicks 'Cancel Finding and Action Item' button to cancel the submitted finding and action item.

23. Add Finding & Action Item (Unsafe Condition)

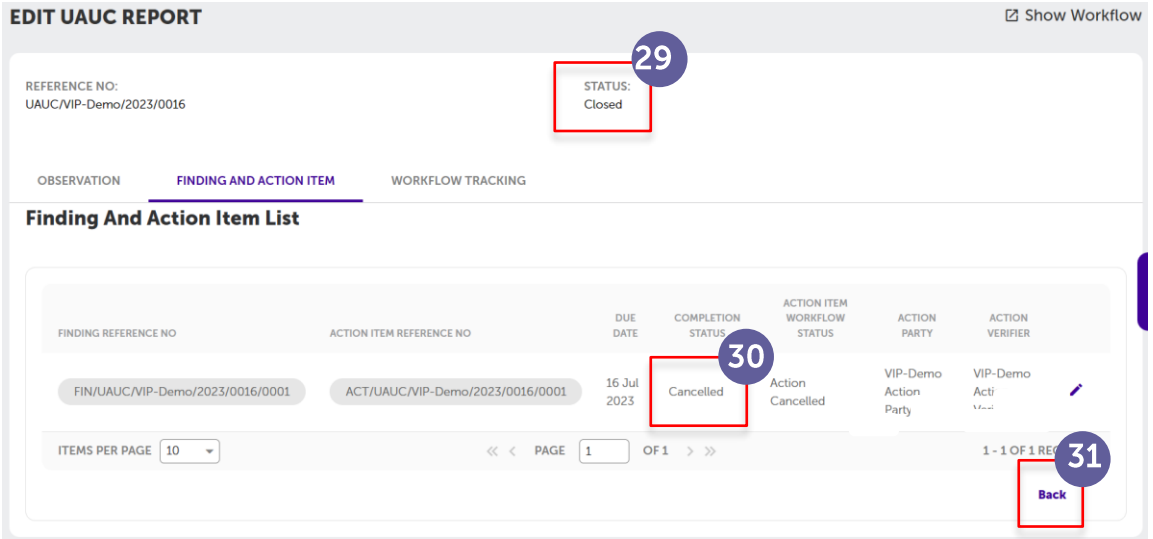
User Role: Endorser/
Area Owner/Resumption Authority

Snapshot	Instruction
	27 System will show a pop-up window with a REMARK (OPTIONAL) box with 100 minimum character. 'Confirmation' this finding and action item will be cancelled.
	28 This notification will be appeared if the report has been cancelled successfully.

23. Add Finding & Action Item (Unsafe Condition)

User Role: Endorser/ Area Owner/Resumption Authority

Snapshot



Instruction

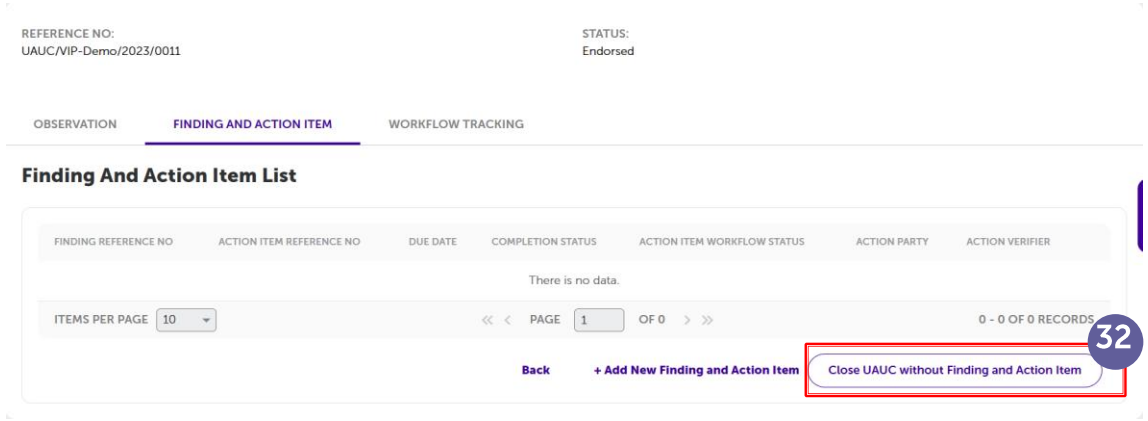
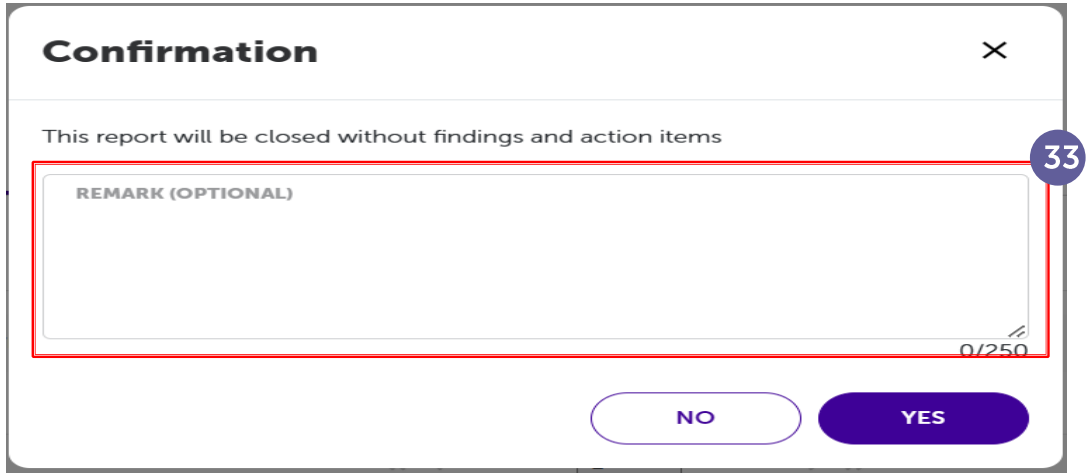
29 Finding status will be changed to Closed

30 Action item status will be changed to Cancelled

31 Endorser/Area Owner/Resumption Authority will see the 'Back' button only in the Finding and Action Item Form

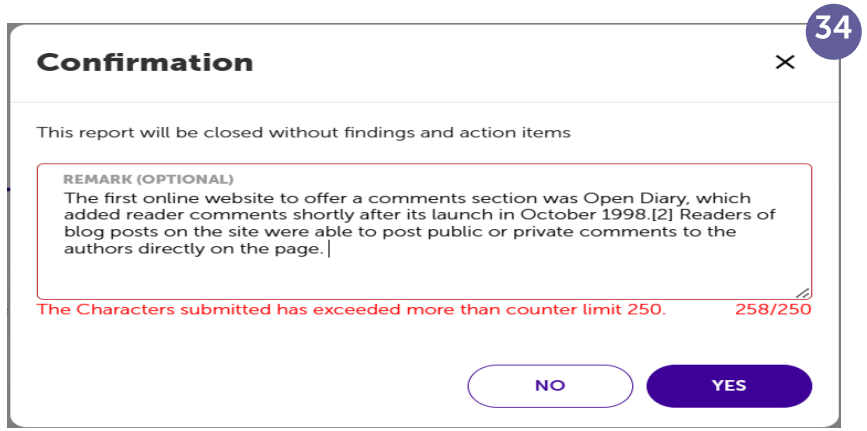
23. Add Finding & Action Item (Unsafe Condition)

User Role: Endorser/ Area Owner/Resumption Authority

Snapshot	Instruction
	32 Endorser/Area owner/Resumption Authority Close UAUC report without Finding and Action Item.
	33 The report has been closed without findings and action items; remarks is optional with character limits of 250.

23. Add Finding & Action Item (Unsafe Condition)

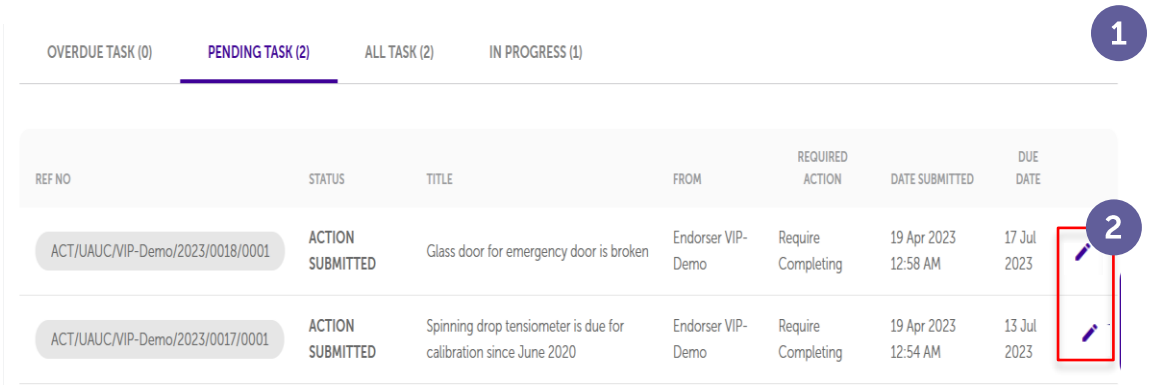
User Role: Endorser/
Area Owner/Resumption Authority

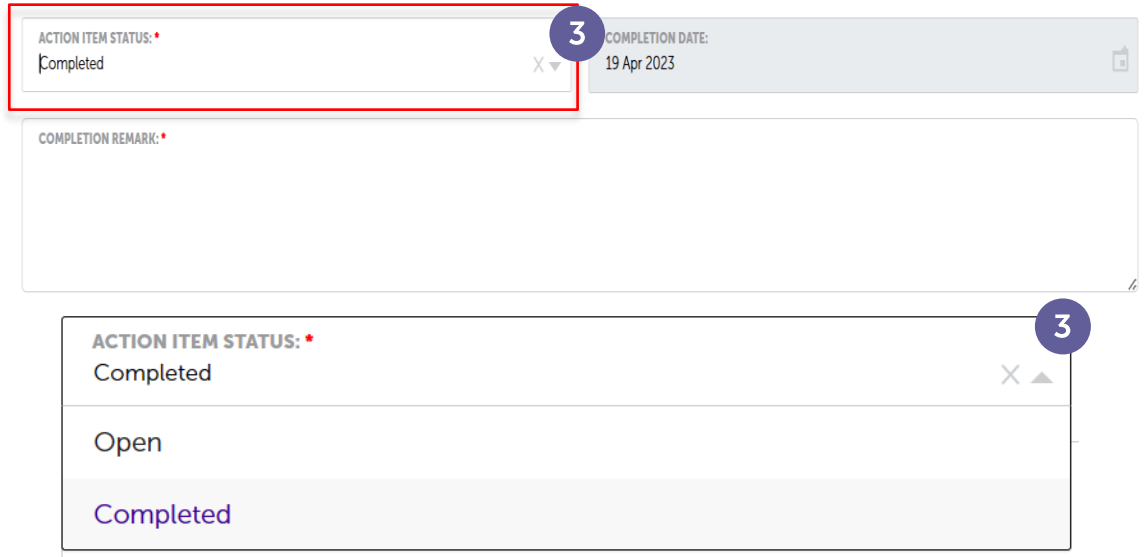
Snapshot	Instruction
	34 If user's input reach the maximum character, System will display the open text box and character counter in red.
	35 This notification will be appeared if the report has been closed successfully.

24. Complete Action Item (Unsafe Condition)

User Role: Action Party

Snapshot





Instruction

1. Action party will be notified through email and system notification for each action item assigned. Action Party's pending task can be viewed at My Task page.

2. Action Party is required to log in to the system, view their pending task with a status Action Submitted and proceed by updating the action completion. Click on the Edit button to view the action item details or update action item status

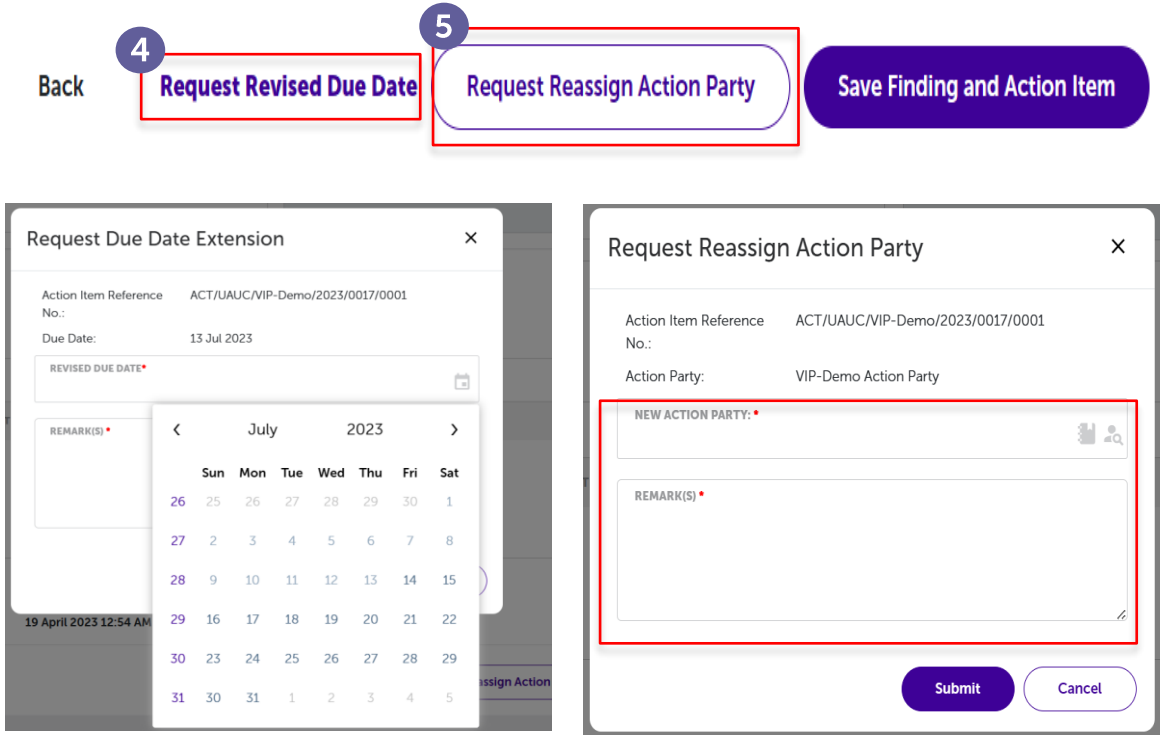
3. Action Party is required to change the Action Item from Open to Completed after action item has been done and fill up the Completion Remarks

Note: For first time updating Action Item status , Action Party required to logout and re-login back to the system to refresh updated role

24. Complete Action Item (Unsafe Condition)

User Role: Action Party

Snapshot



Instruction

4 Action Party may execute the following action:
Request Revised Due Date - Insert the Revised Due Date and Remarks, Click Submit button to extend the due date

Note : After the request has been successfully submitted, the Due Date Extension Approver will be notified to approve the extension request
Revised Due Date will be after current Due Date, System will disable the dates in Calendar Picker before Due Date when user wanted to choose Revised Due Date.

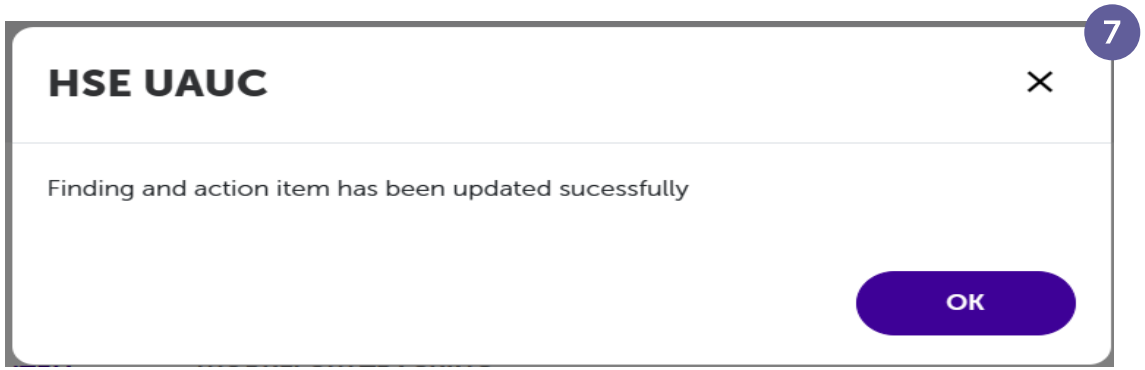
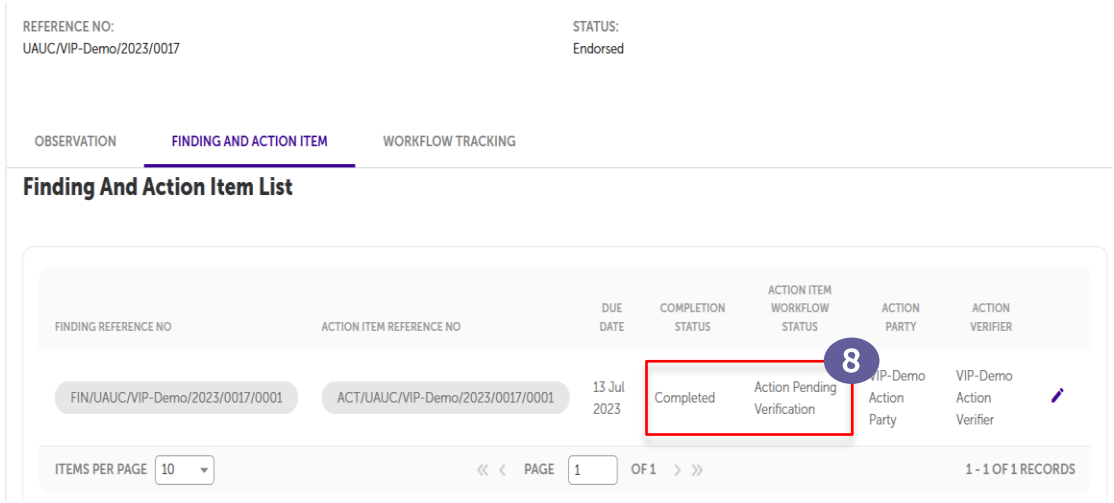
5 Action Party may execute the following action:
Request Reassign Action Party - Insert the New Action Party and Remarks, Click Submit button to extend the due date

Note : After the request has been successfully submitted, Superior of the action party/Action verifier will be notified to approve the reassignment request

6 Click on Save Finding and Action Item to save the updated action item status

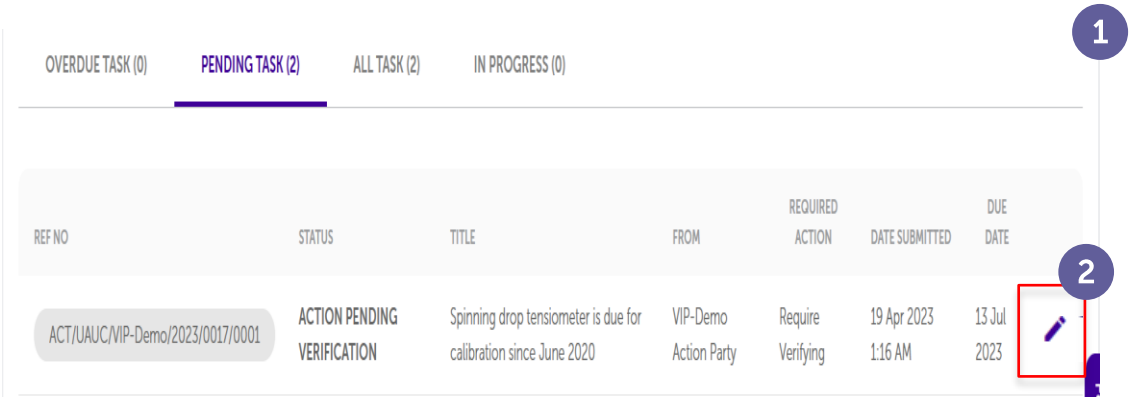
24. Complete Action Item (Unsafe Condition)

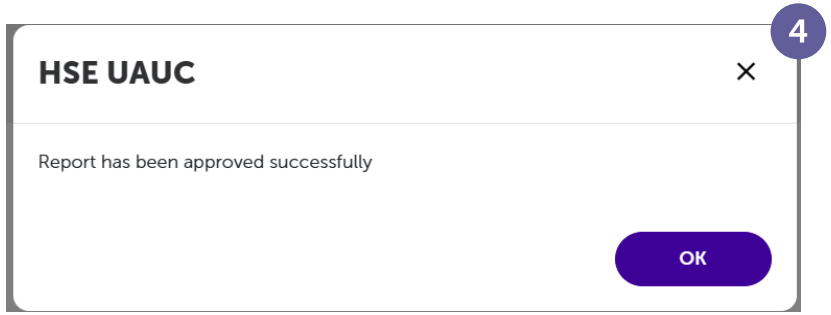
User Role: Action Party

Snapshot	Instruction
	7 This notification will be appeared if the action item status has been successfully saved and has been sent to Action Verifier
	8 Completion Status will be changed to Completed and action item is pending for verification from Action Verifier

25. Verify Action Item (Unsafe Condition)

User Role: Action Verifier





Instruction

1. Once logged in, Action Verifier will view their pending task with status Action Pending Verification

   Note: For first time approving/reverting Action Item, Action Verifier required to logout and re-login back to the system to refresh updated role

2. Click on the Edit button to proceed with the action

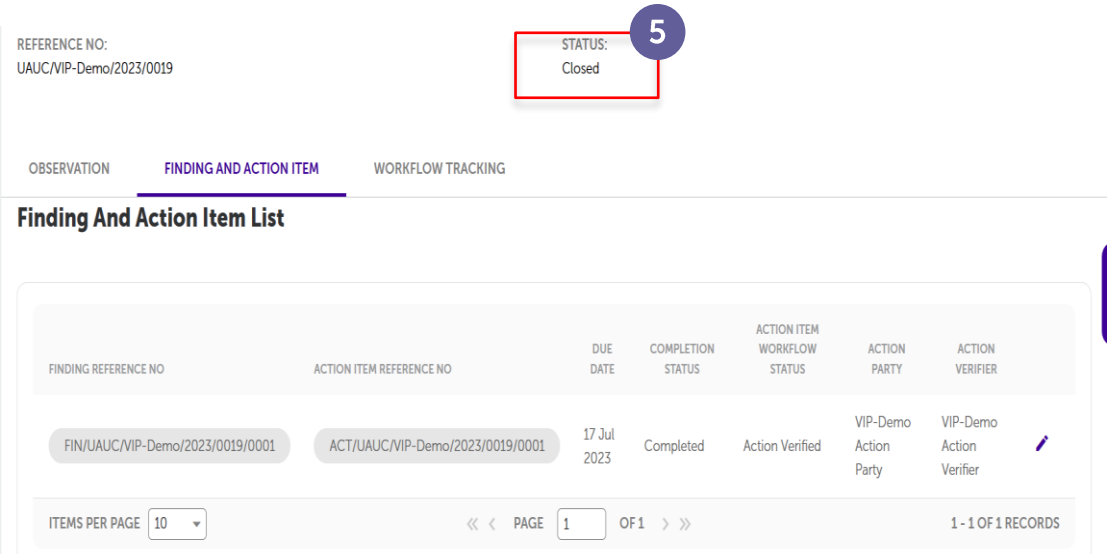
3. Action Verifier has the option to Approve or Revert the report. Click on the Approve button to proceed with verification

4. This notification will be appeared if the action item has been successfully approved

25. Verify Action Item (Unsafe Condition)

User Role: Action Verifier

Snapshot



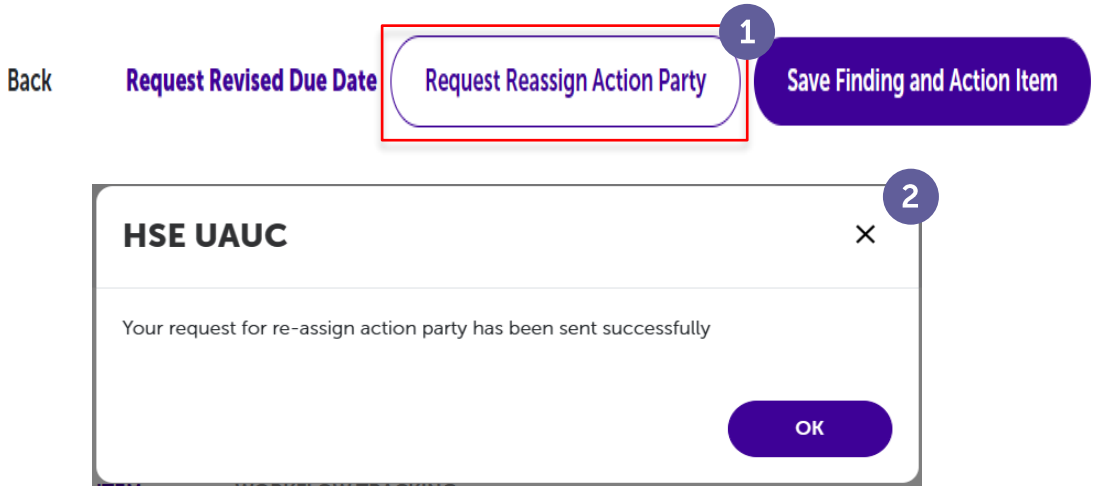
Instruction

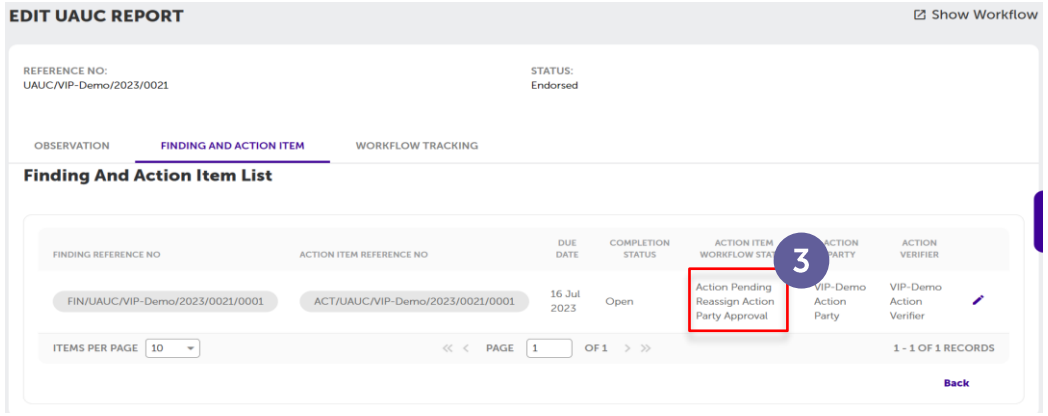
5 Finding and report status will be changed to Closed

26. Reassign Action Party (Unsafe Condition)

User Role: Endorser/
Area Owner/Resumption Authority

Snapshot



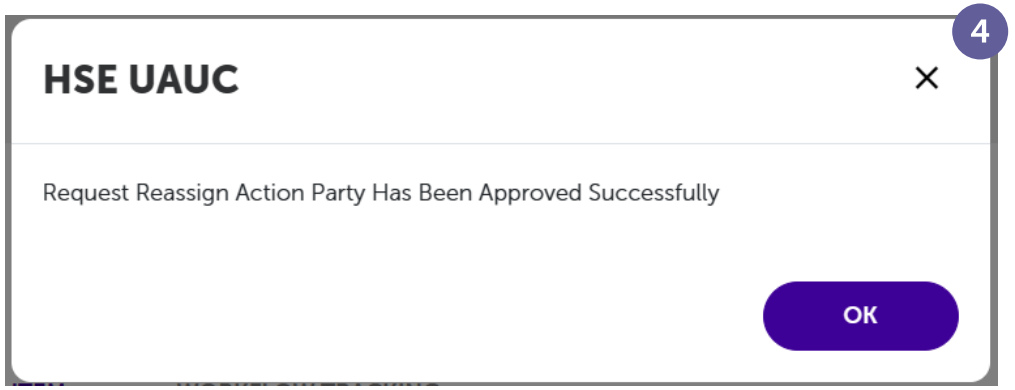
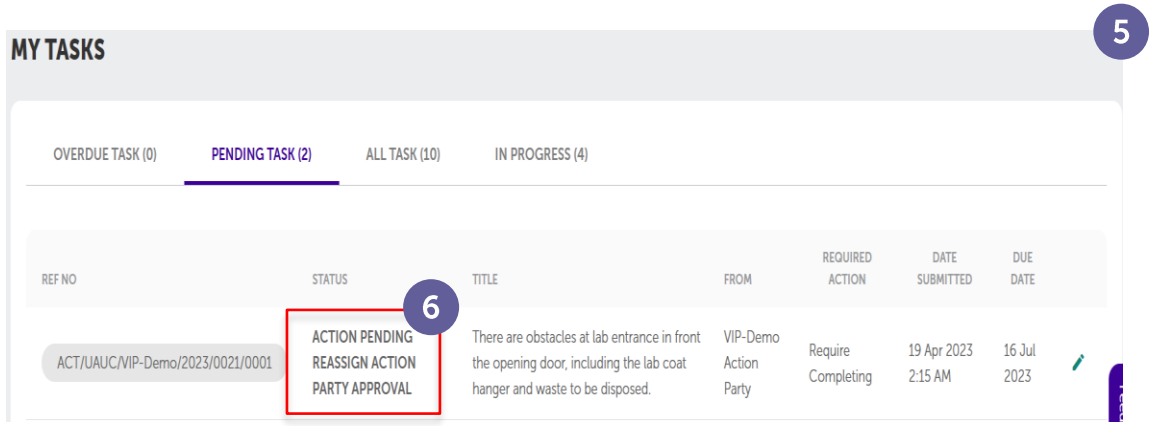


Instruction

1. Resumption authority and Action party have the option for Request Reassign Action Party
2. This notification will be appeared if the request re-assign action party has been sent successfully
3. Completion Status show Open status and action item is pending for reassign action party approval.

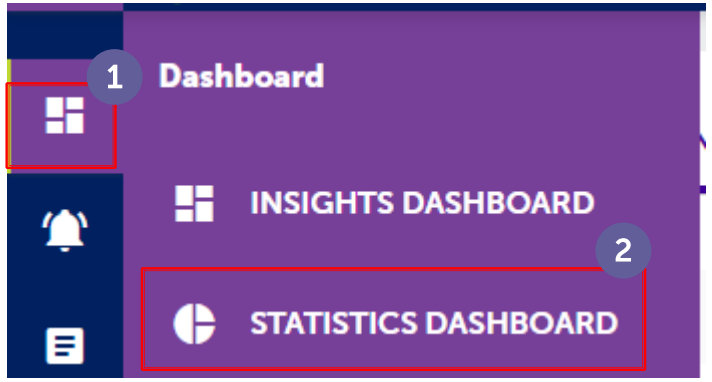
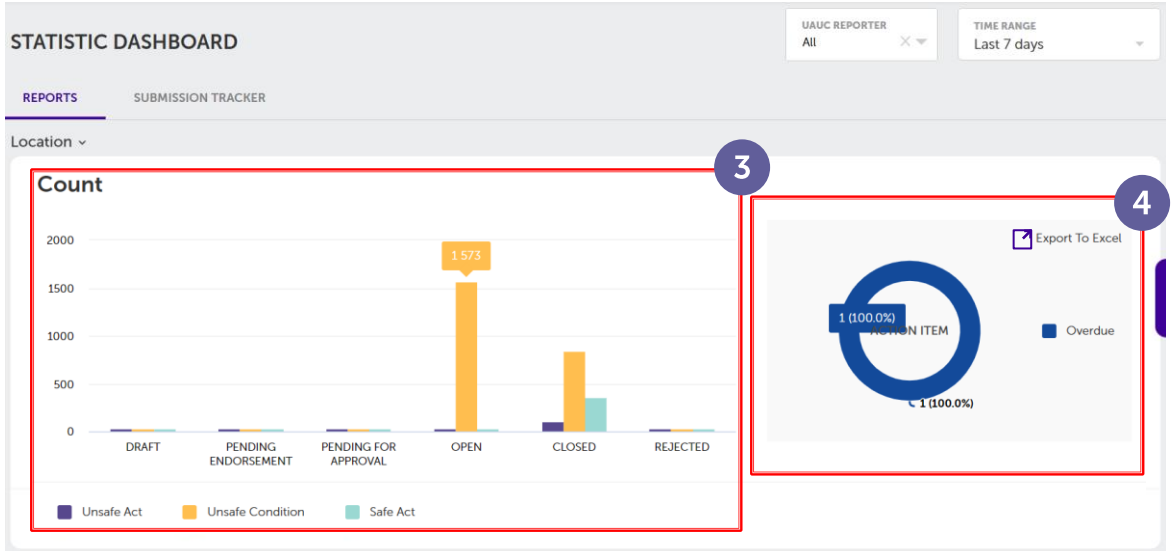
26. Reassign Action Party (Unsafe Condition)

User Role: Endorser/
Area Owner/Resumption Authority

Snapshot	Instruction
	4 This notification will be appeared if the request re-assign action party has been approved successfully
	5 Action party will be notified through email and system notification for each action item assigned. Action Party's pending task can be viewed at My Task page. 6 Action Party is required to log in to the system, view their pending task with a status Action Pending Reassign Action Approval and proceed by updating the action completion. Click on the Edit button to view the action item details or update action item status

27. Statistic Dashboard

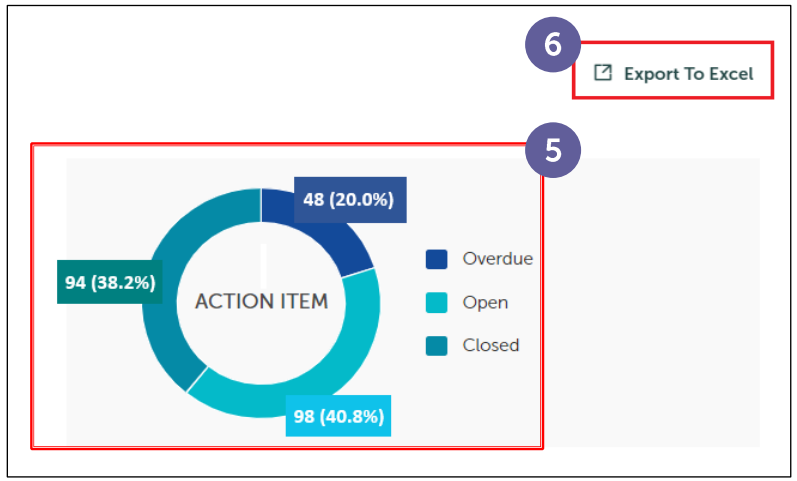
Staff Only

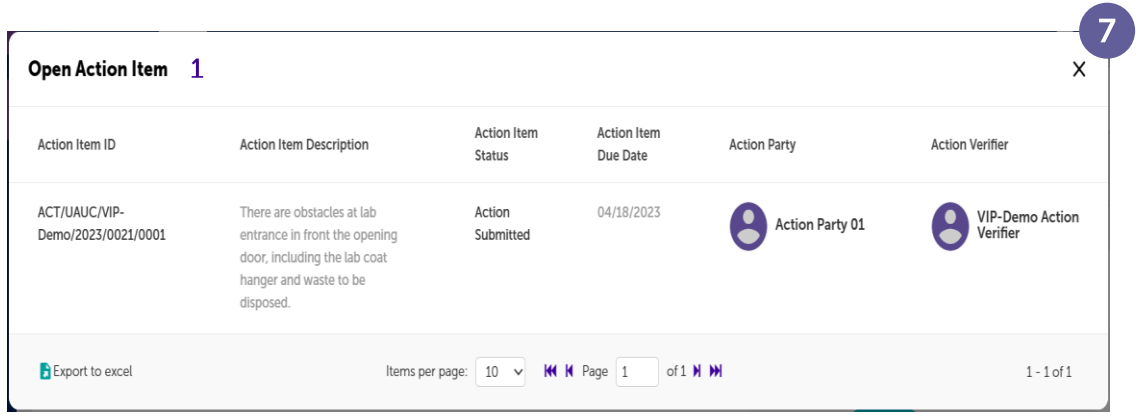
Snapshot	Instruction
	1 Click on Dashboard at the left-side menu 2 Click on Statistics Dashboard
	3 Total count of Unsafe Act, Unsafe Condition & Safe Observation report with the status by selected location, UAUC reporter category and time range 4 Action Item with status by selected time range.

27. Statistic Dashboard

Staff Only

Snapshot





Instruction

5 System show the count and percentage of open/overdue/closed action item based on selected time range in Statistic Dashboard.

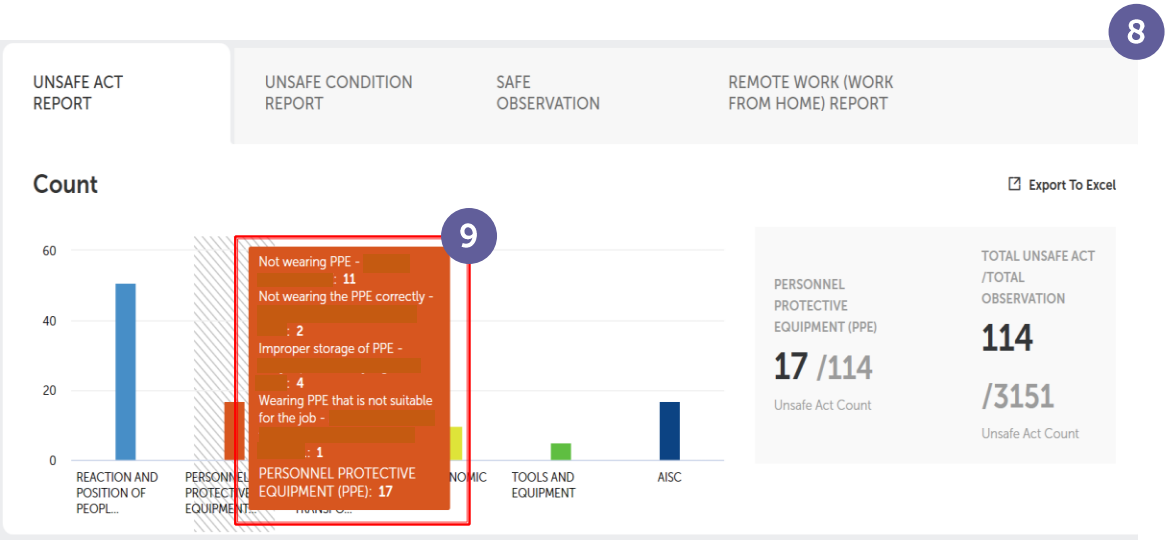
6 When user click the export to excel button, system will download an excel file that contains all the reports that linked to the donut chart for selected location and time range

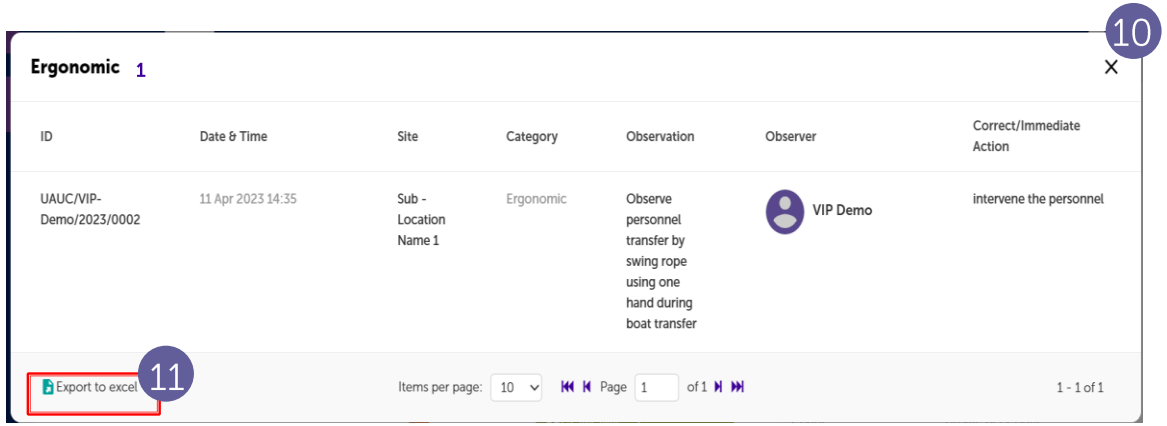
7 When user click on the donut chart, system will display action item table that linked to the donut chart

27. Statistic Dashboard

Staff Only

Snapshot





Instruction

8 Total count of checklist categories selected for Unsafe Act, Unsafe Condition, Safe Observation and Remote Work (Work From Home) report

9 Hover to the bar chart to view the total count of checklist sub-categories selected for Unsafe Act, Unsafe Condition, Safe Observation and Remote Work (Work From Home) report

Click on the bar chart to view the report listing of the selected checklist

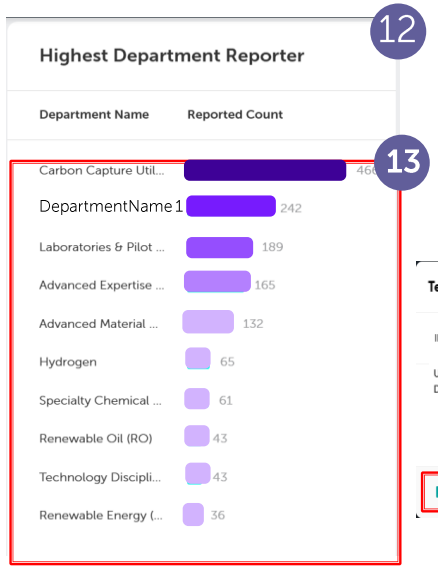
10 System will prompt the report based on the clicked bar chart

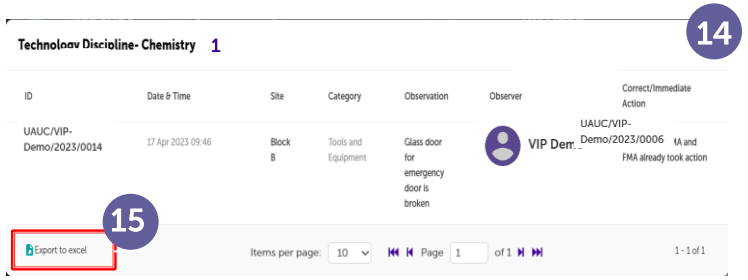
11 Click on Export to Excel button to generate report into excel file format

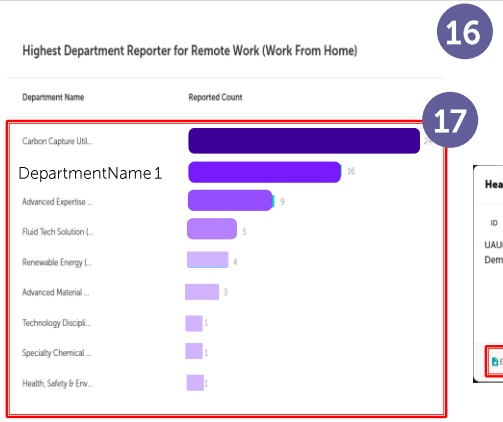
27. Statistic Dashboard

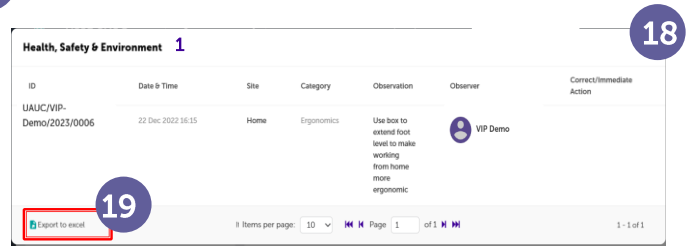
Staff Only

Snapshot









Instruction

12 Highest Department Reporter statistic displays the rank of reporter by department

13 Click on the bar chart to view the report listing of the selected checklist

14 System will prompt the report based on the clicked bar chart

15 Click on Export to Excel button to generate report into excel file format

16 Highest Department Reporter for Remote Work (Work From Home) statistic displays the rank of reporter by department

17 Click on the bar chart to view the report listing of the selected checklist

18 System will prompt the report based on the clicked bar chart

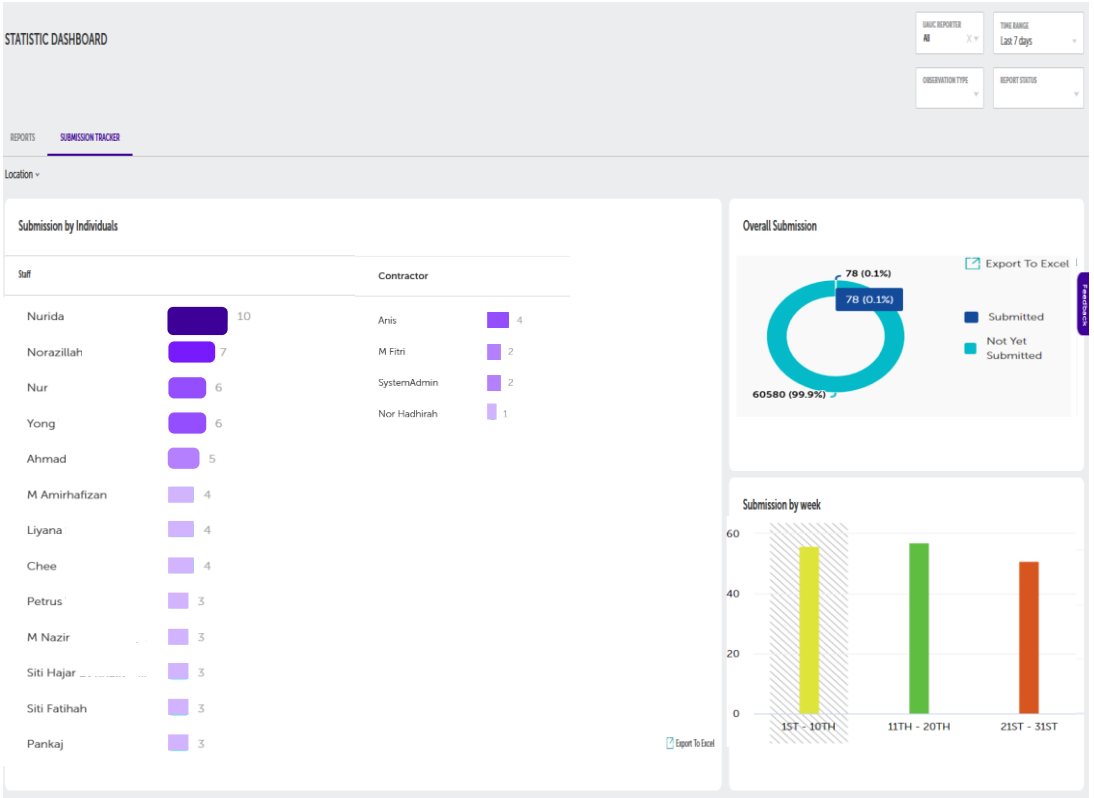
19 Click on Export to Excel button to generate report into excel file format

27. Statistic Dashboard

Staff Only

Snapshot

20

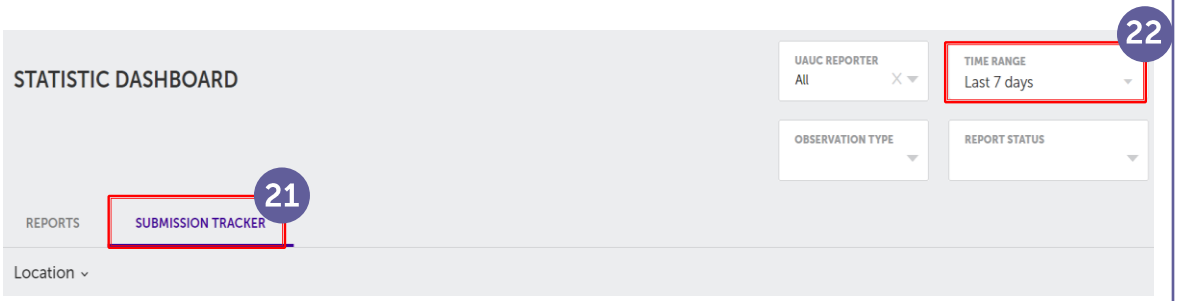
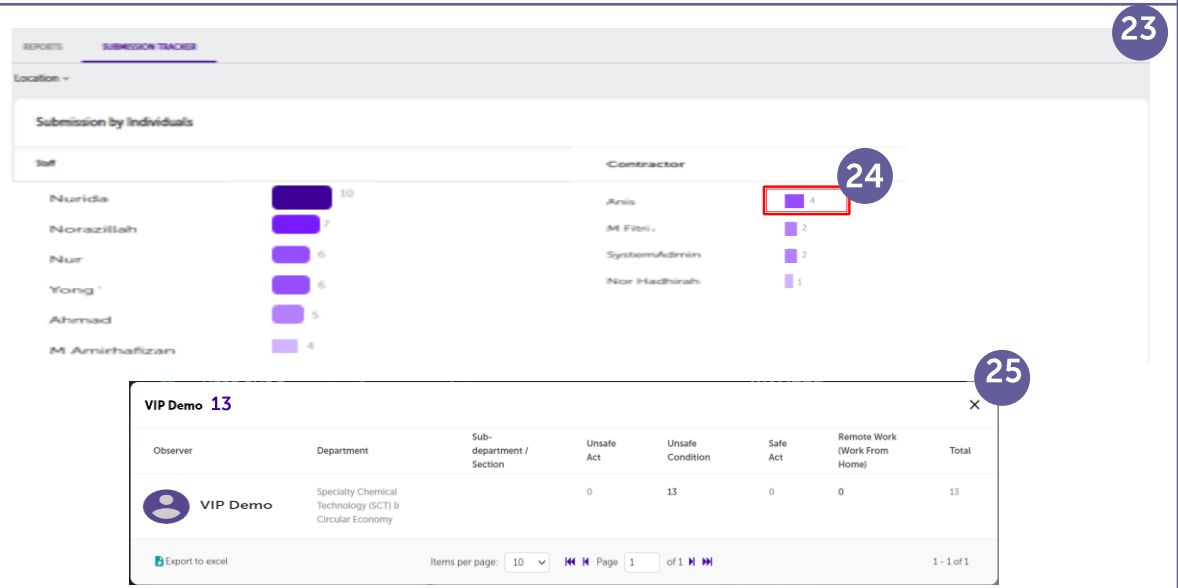


Instruction

20 When the user click the submission tracker in the statistic dashboard, user can monitor UAUC submission of my OPU/Department/Sub-department and Section.

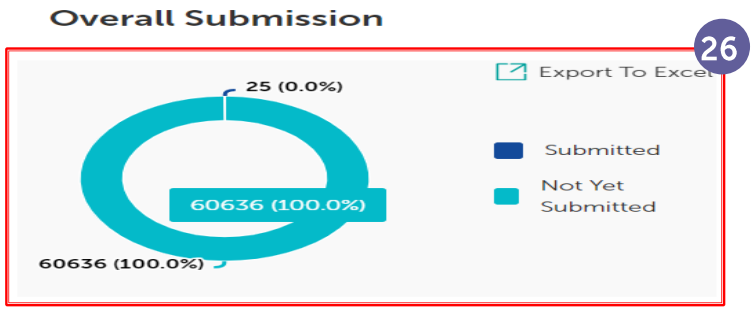
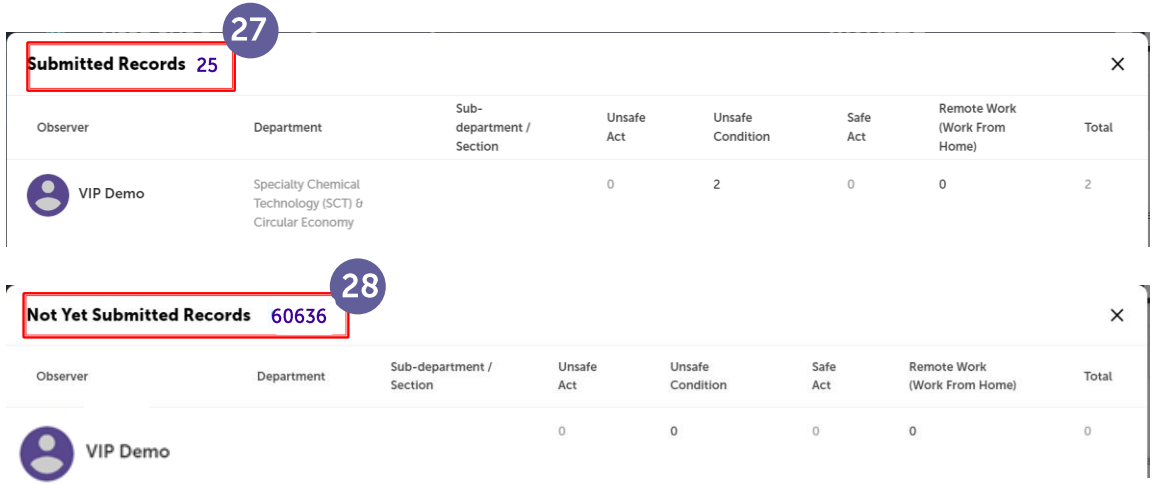
27. Statistic Dashboard

Staff Only

Snapshot	Instruction
	21 When user clicks Submission Tracker, for OPU view it will appear Observation Type and Report Status 22 Time Range filter is from the Observation Date
	23 The 'Submission by Individuals have 2 categories consisting Staff and Contractor. 24 When user clicks the bar chart, system will display a window that have table that linked to the bar chart 25 Table display for Submission by Individuals

27. Statistic Dashboard

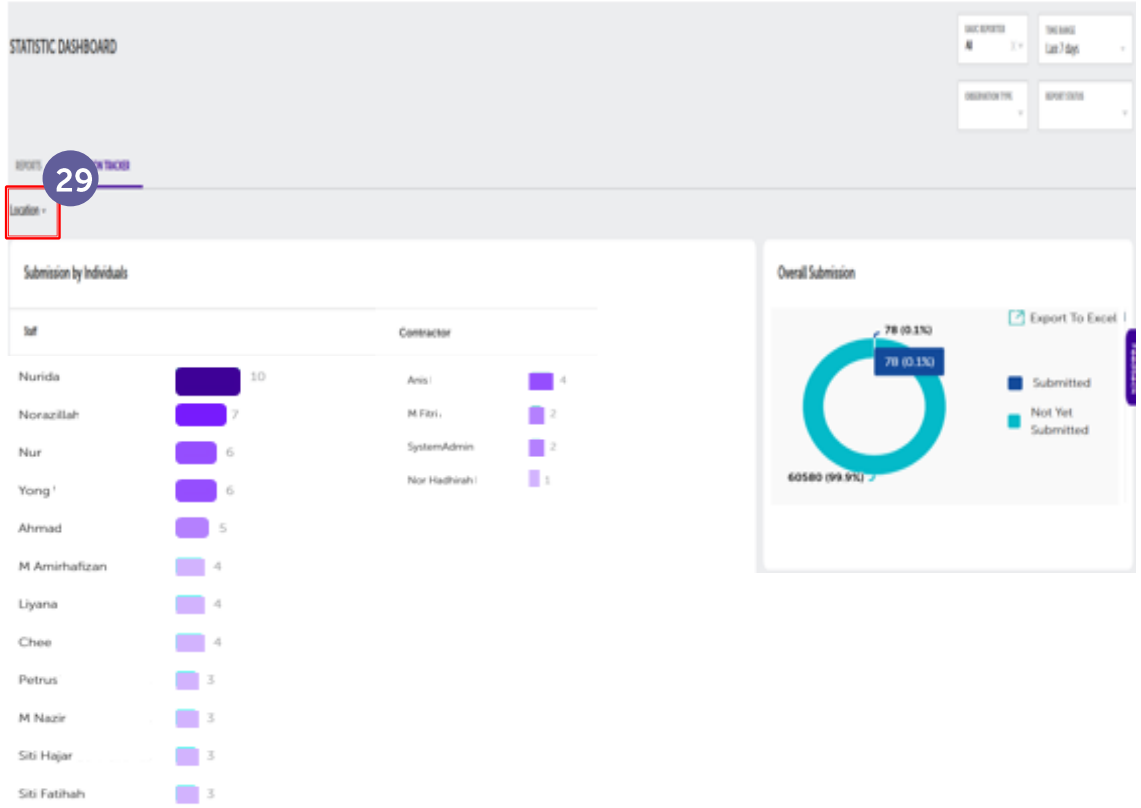
Staff Only

Snapshot	Instruction
	26 'Overall Submission' show the submitted and Not Yet Submitted report. When user click the donut chart, system will display a window that have table linked to chart.
	27 Submitted show the number of Users that have submitted UAUC report based on the filter data. 28 Not yet submitted show the number of user that not have submitted UAUC report based on filtered data.

27. Statistic Dashboard

Staff Only

Snapshot



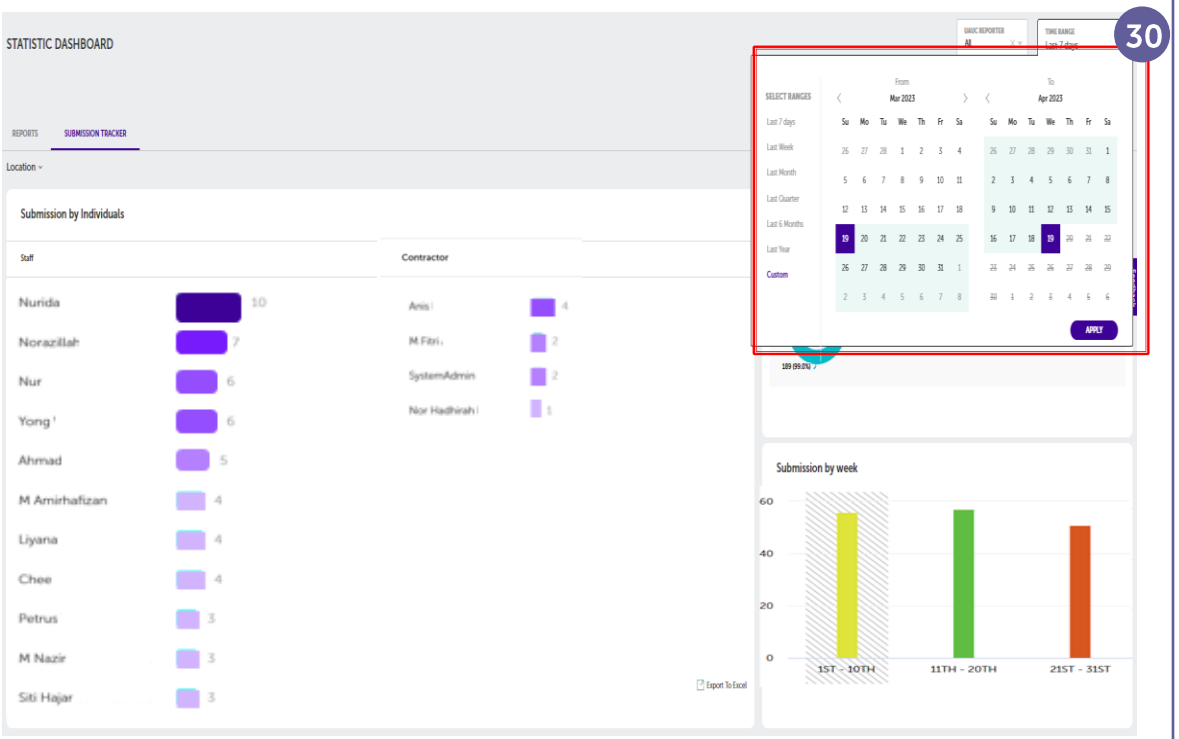
Instruction

29 When the user click the submission tracker in the statistic dashboard and select location, user can monitor UAUC submission of Business Unit and Sub-business unit view.

27. Statistic Dashboard

Staff Only

Snapshot



Instruction

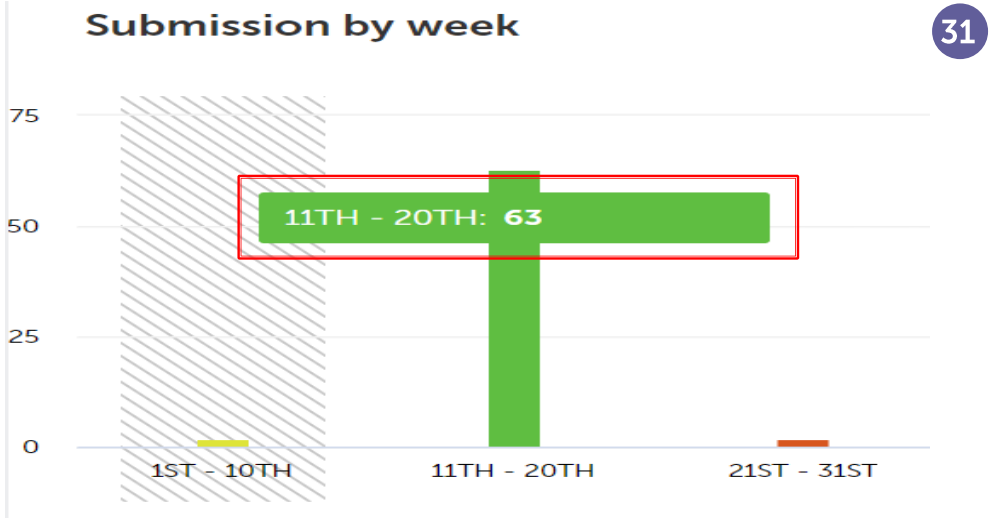
30 If user select the time range more than 1 month, System will add up the number of submission to the date range.

If user select the time range less than 1 month, System will show the bar chart for date range only.

27. Statistic Dashboard

Staff Only

Snapshot



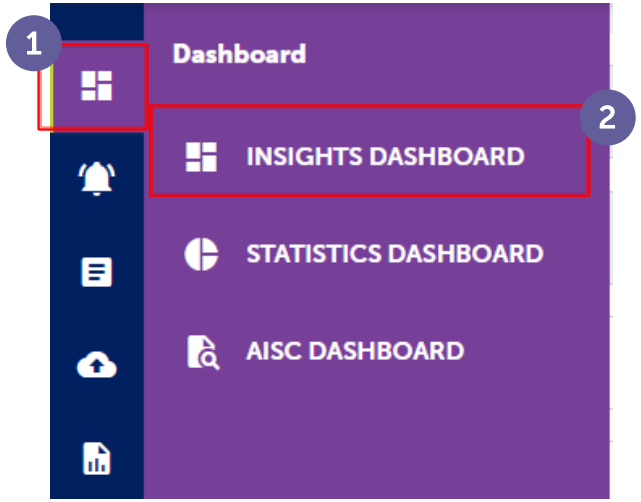
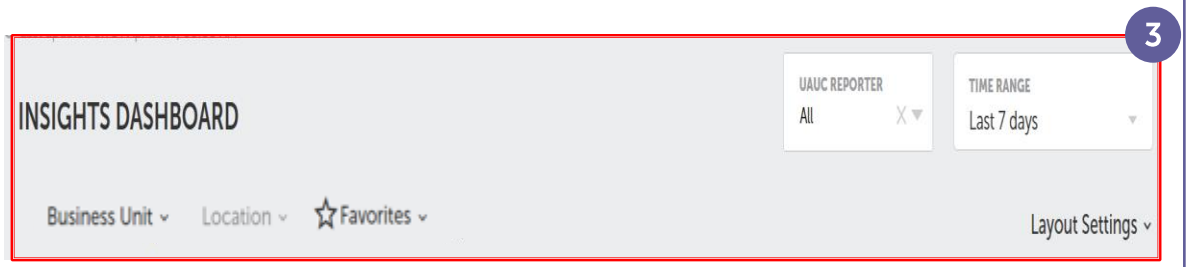
Instruction

31 Submission by Week:

- 1st - 10th : Number of submission from 1st - 10th of the month
- 11th - 20th : Number of submission from 11th - 20th of the month
- 21st - 31st : Number of submission from 21st - 31st of the month

28. Insight Dashboard

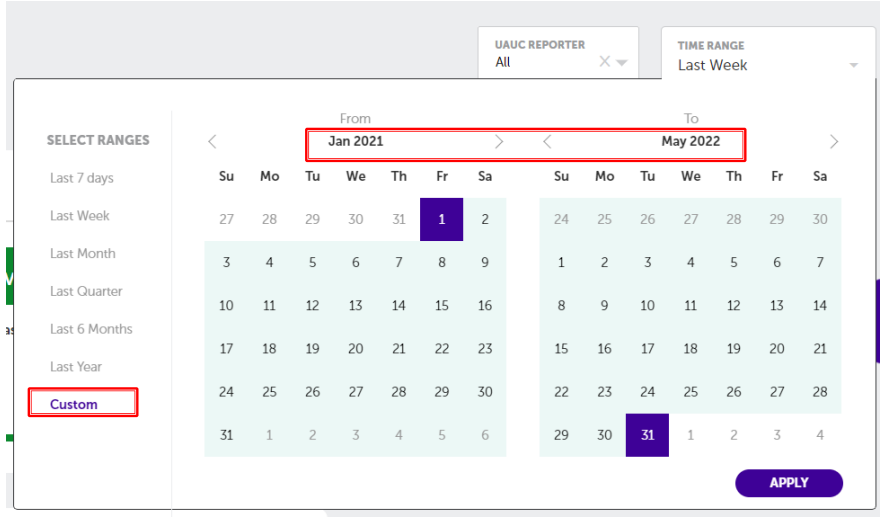
Staff Only

Snapshot	Instruction
	1 Click on Dashboard at the left-side menu 2 Click on Insights Dashboard
	3 The dashboard view can be broken down to Business Unit, Sub Business Unit, Location, Favorites and Location Tree in OPU for selected UAUC reporter category and time range

28. Insight Dashboard

Staff Only

Snapshot



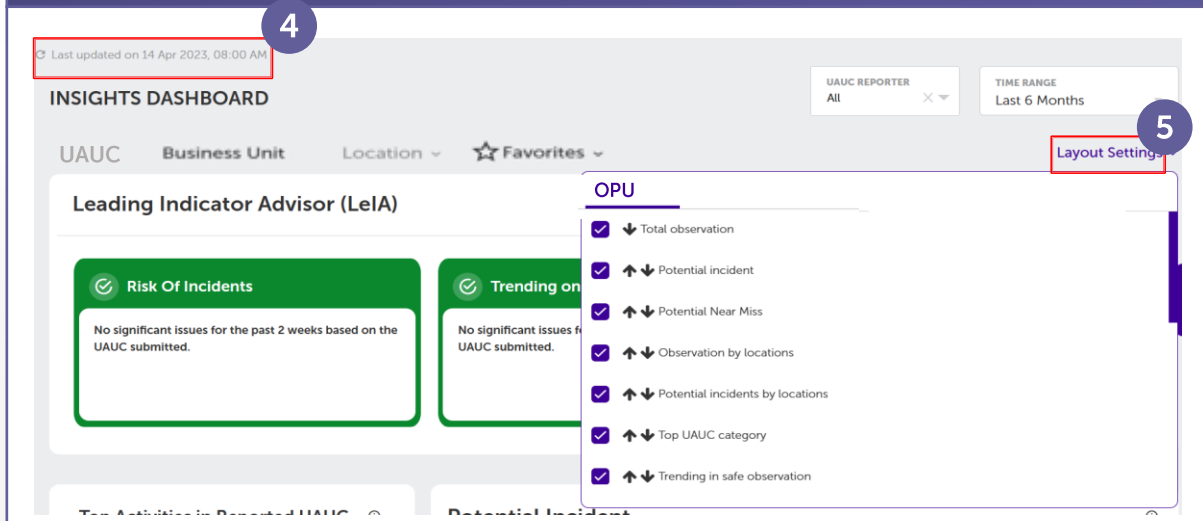
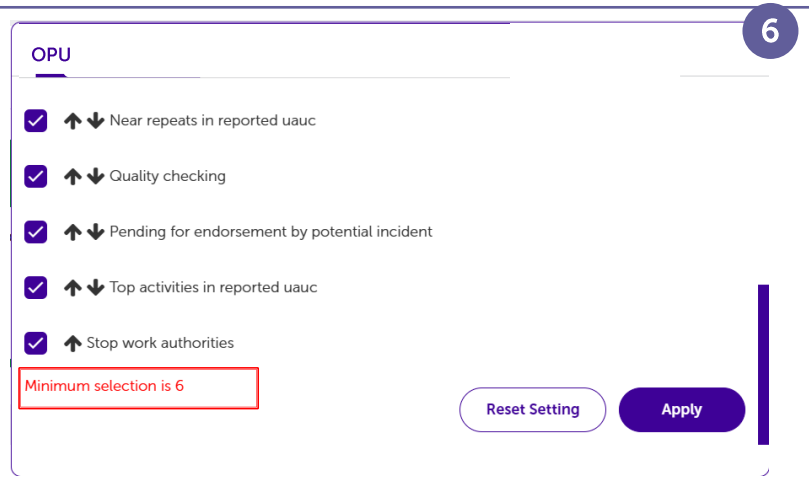
4

Instruction

4 System should allow user to custom Time Range more than 1 Year. Maximum : 3-5 Years if have performance issue

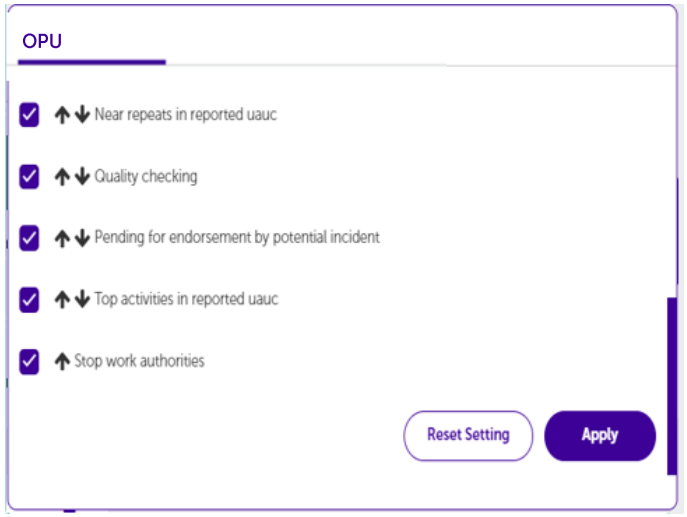
28. Insight Dashboard

Staff Only

Snapshot	Instruction
	4 Relocate 'Last updated' at the top left of Insight Dashboard 5 When user clicks the Layout Settings button, system will show the list of analysis boxes/sections for OPU e.g. CPOC
	6 User able to rearrange the box/section by clicking the up and down button. • if user click up button, the box/section will go 1 level up • if user click down button, the box/section will go 1 level down • for top box/section, only down button will be visible • for bottom box/section, only up button will be visible • If user exceed the minimum number of clicked box, the system will prompt an error message show minimum selection is 6

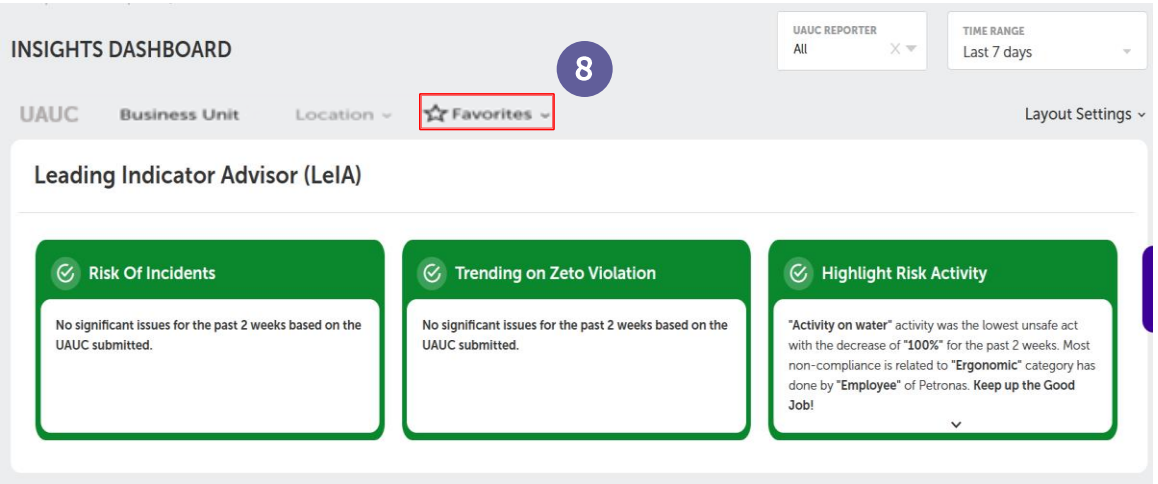
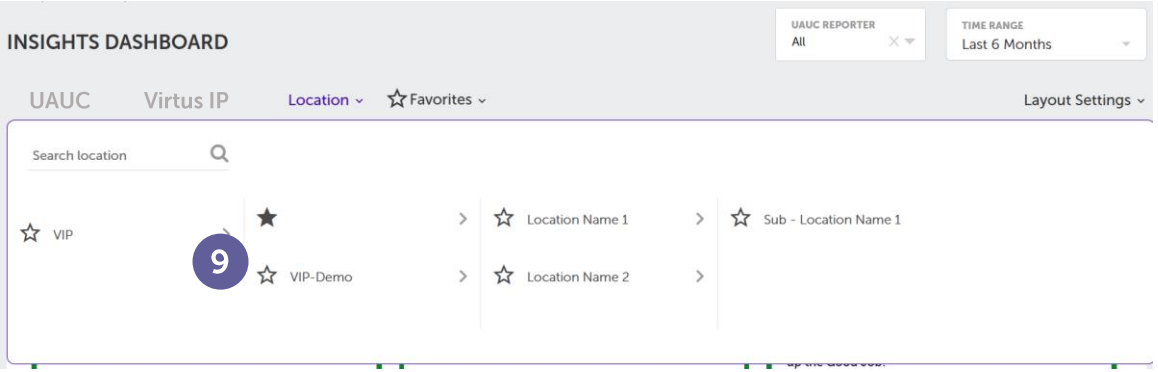
28. Insight Dashboard

Staff Only

Snapshot	Instruction
 7	7 When user click Apply button, the system will apply any changes made by user for all level. The list will be closed. When user click Reset button, the system will reset any changes made by user for that particular level only.

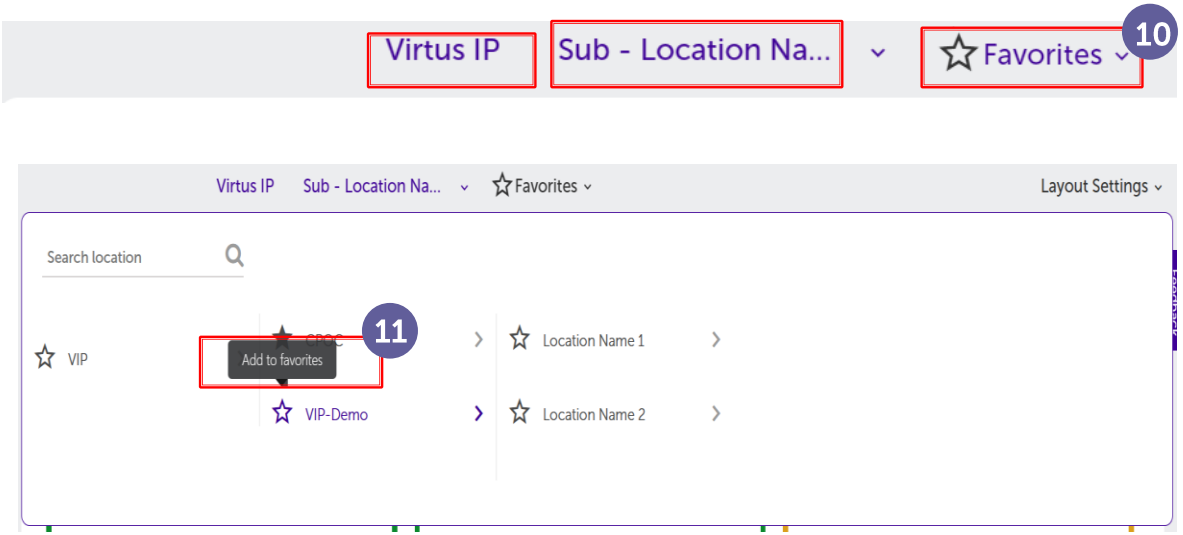
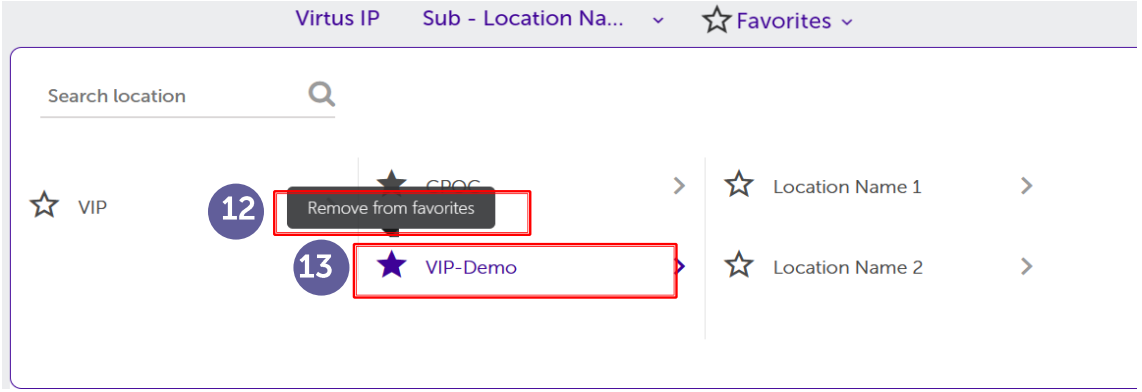
28. Insight Dashboard

Staff Only

Snapshot	Instruction
	8 'Add to favorites' button Only available for location: • OPU • 1 level below OPU • 2 level below OPU
	9 When user click on white star button, the color will change from white to black.

28. Insight Dashboard

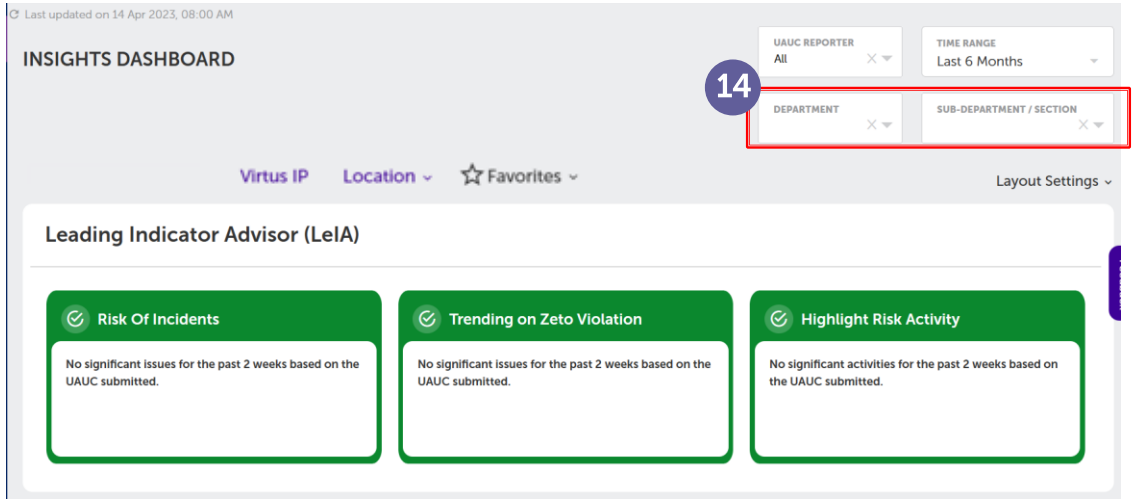
Staff Only

Snapshot	Instruction
	**10** When user click location that has been added in Favorites list: • Favorites button will be in active state • Business unit and Location will show the location selected **11** When user hover to white star button, it will display a tooltip "Add to favorites". The location will be added/listed in Favorites button on the main page
	**12** When user hover to black star button: • it will display a tooltip "Remove from favorites" • applicable in both Location tree and in Favorites list **13** When user click on black star button: • the color will change from white to black • the location will be removed from the list in Favorites button on the main page

28. Insight Dashboard

Staff Only

Snapshot



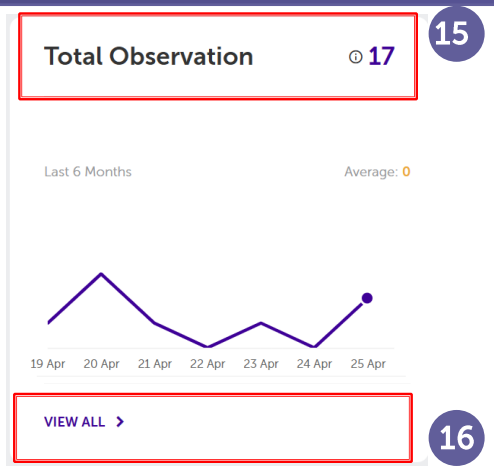
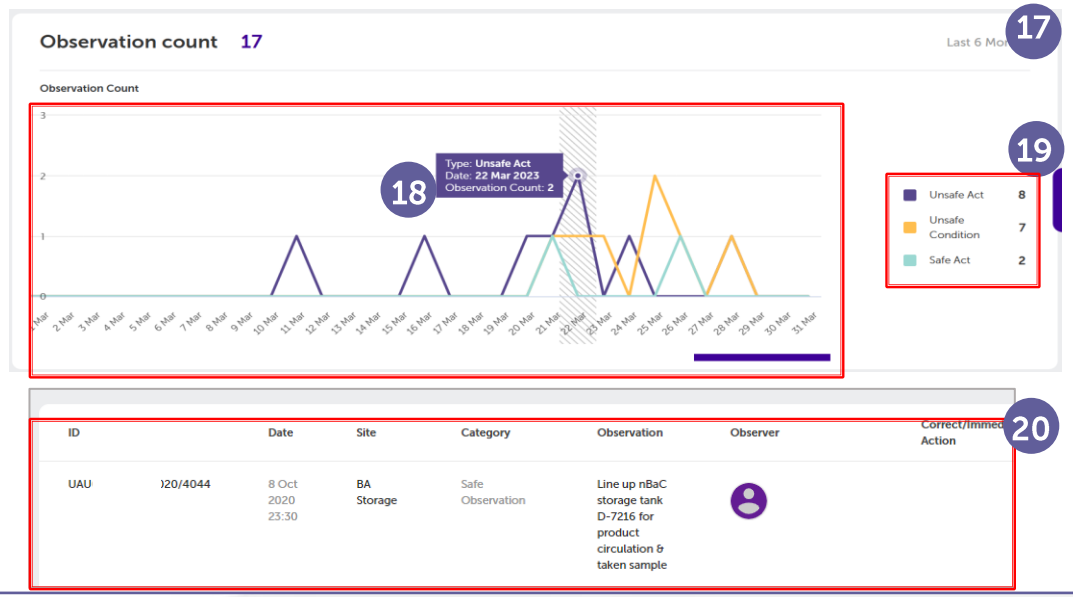
Instruction

14 To allow to filter by department and sub-department / section in Insight Dashboard:

- 'Department' is show data from Master Data>Location Structure>Type of Location
- 'Sub-Department / Section' is show data from Master Data>Location Structure>Type of Location = Sub-Department / Section

28. Insight Dashboard – Total Observation

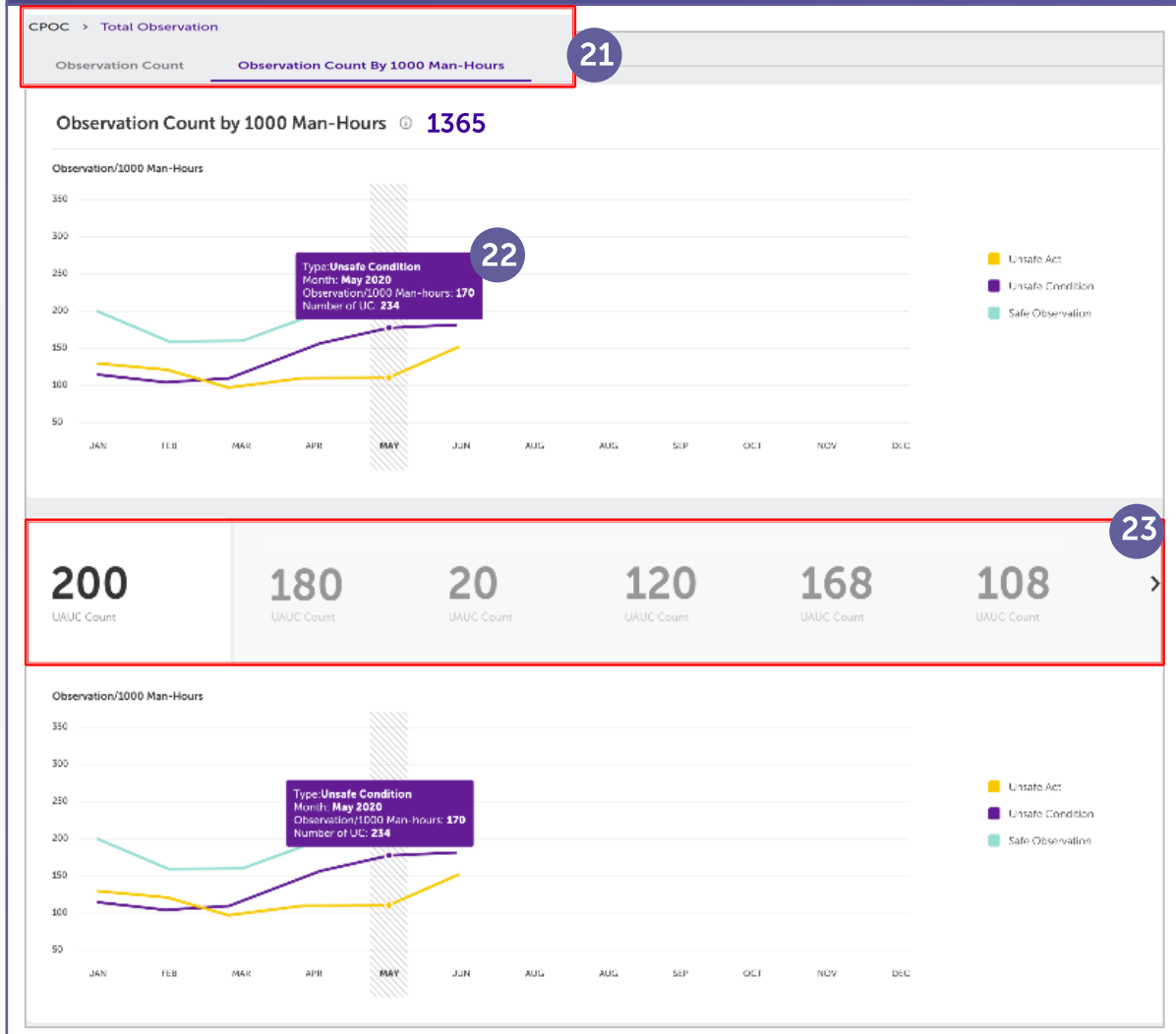
Staff Only

Snapshot	Instruction
	15 <u>Total Observation</u> is total count of endorsed and closed Unsafe Act, Unsafe Condition & Safe Observation report 16 Click View all to view the details of each report
	17 View <u>Observation Count</u> tab to view the graph in detail and report listing 18 Hover to the graph to view the total count of Unsafe Act, Unsafe Condition and Safe Observation report on the selected time range 19 Total count by Observation Type : Unsafe Act, Unsafe Condition & Safe Observation report 20 Report listing can be viewed at the bottom of the page

28. Insight Dashboard – Total Observation

Staff Only

Snapshot



Instruction

21 Click Observation Count by 1000 Man-Hours tab to view the graph details. This graph shows trending of Unsafe Act, Unsafe Condition or Safe Observation ratio over 1000 Man-Hours (Note: This tab only appears if OPU is selected)

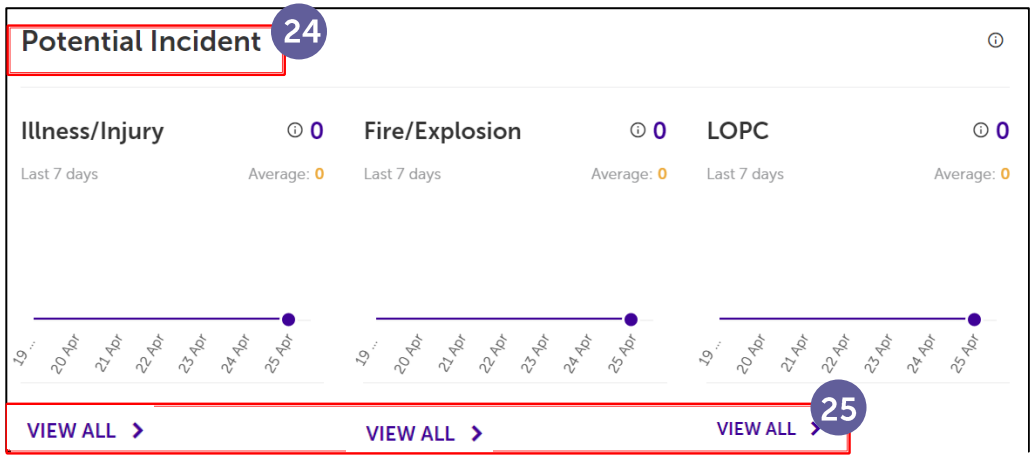
22 Hover to the graph to view the type, month, observation/1000 man-hours and report type.

23 Select OPU's tab (if applicable) to view the graph details of the selected location

28. Insight Dashboard – Potential Incident

Staff Only

Snapshot



Instruction

24 Potential Incidents is total count of UAUC reports that can lead to incident : injury/illness, fire/explosion and LOPC

25 Click View All to view the report of each potential incident (Illness/Injury, Fire/Explosion, LOPC)

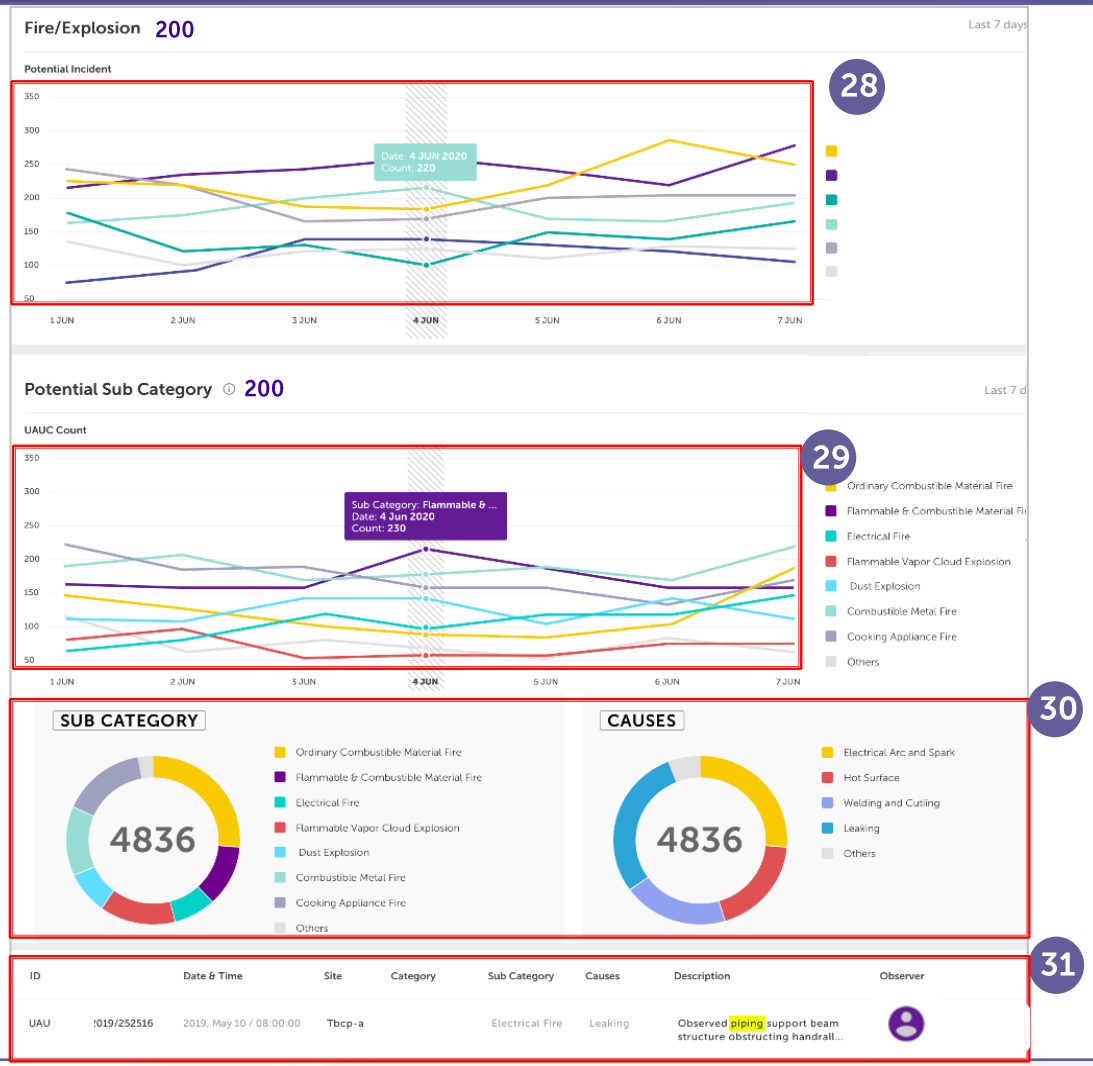
26 Illness/Injury - Hover to the graph to view the total count of the potential illness/injury on the selected time range

27 Click on Export to Excel button to view the report listing excel file format

28. Insight Dashboard – Potential Incident

Staff Only

Snapshot



Instruction

28 Fire/Explosion - Hover to the graph to view the total count of the potential fire/explosion on the selected time range

29 Potential Sub-Categories - Hover to the graph to view the sub-category, date and count on the selected time range. The graph shows the trending of the potential subcategory for potential fire/explosion

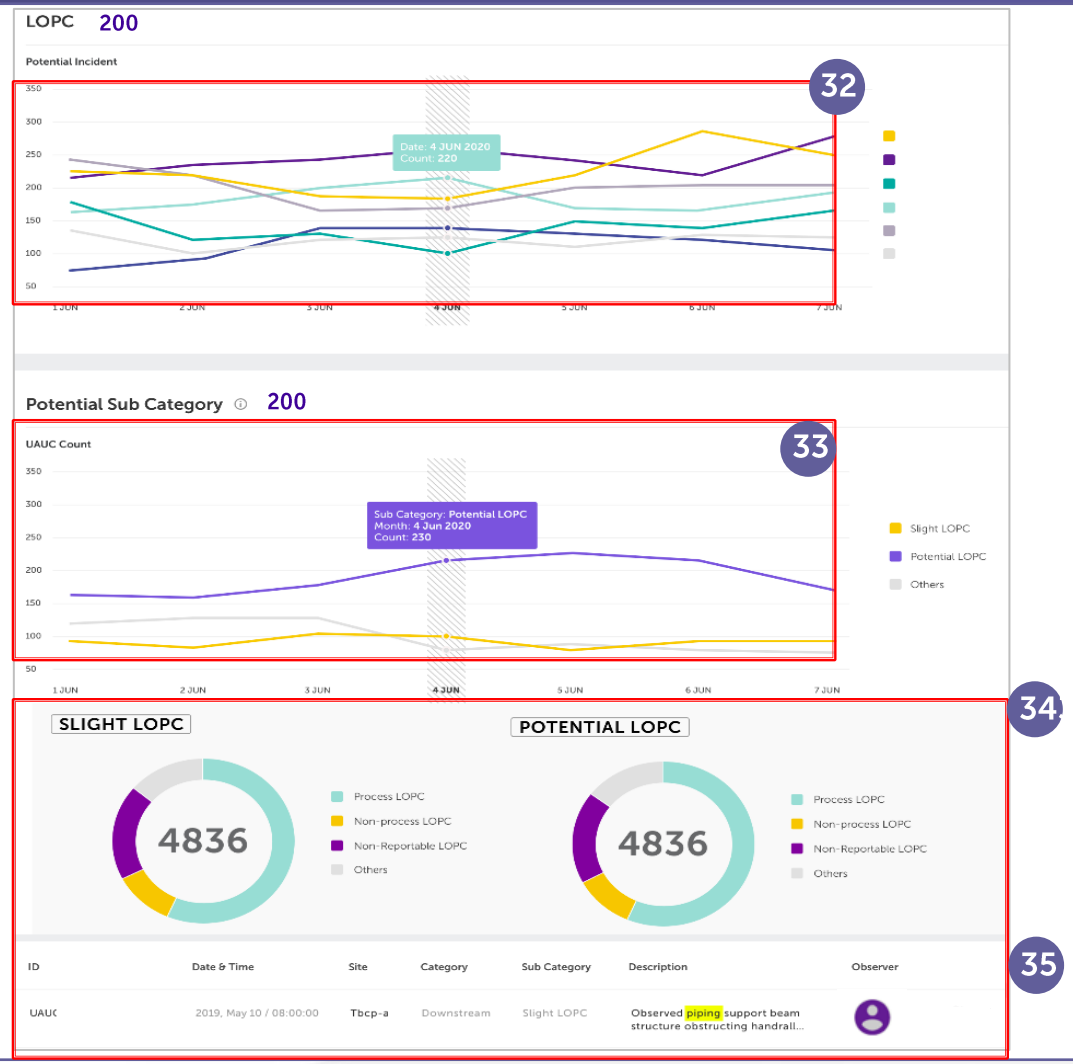
30 Hover to the pie chart to view the total count of each Sub-categories and Causes

31 Report listing can be viewed at the bottom of the page. Click on Export to Excel button to view the report listing excel file format

28. Insight Dashboard – Potential Incident

Staff Only

Snapshot



Instruction

32 LOPC - Hover to the graph to view the total count of the potential LOPC on the selected time range

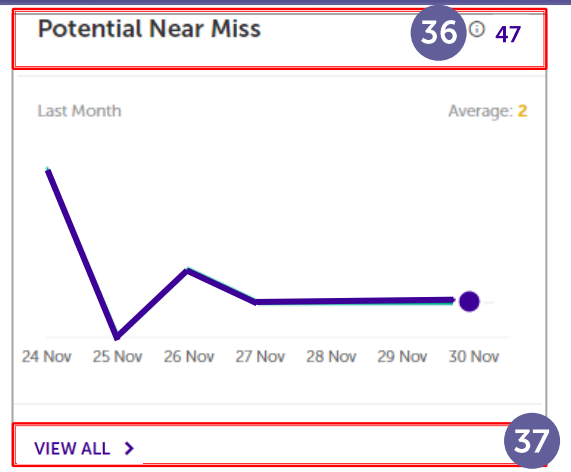
33 Potential Sub-Category - Hover to the graph to view the total count of the potential sub-categories, count and date. The graph shows the trending of potential subcategory for LOPC potential incident

34 Hover to the pie chart to view the total count of each Slight LOPC and Potential LOPC

35 Report listing can be viewed at bottom of the page . Click on Export to Excel button to view the report listing excel file format

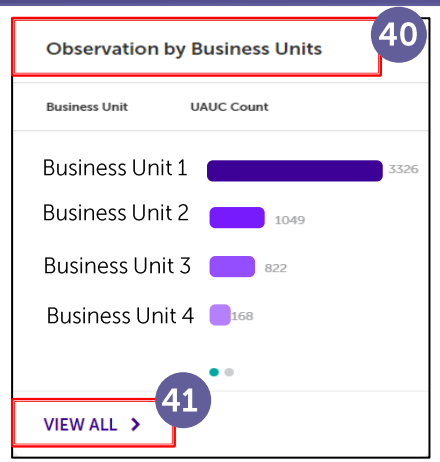
28. Insight Dashboard – Potential Near Miss

Staff Only

Snapshot	Instruction
	36 <u>Potential Near Miss</u> chart is total count of reported Unsafe Act and Unsafe Condition that potentially to cause injury or occupational illness and/or damage to people, asset, environment, or reputation, but do not actually occur 37 Click View all to details of each report
	38 Hover to the graph to view the total count of Potential Near Miss report on the selected time range and location 39 Report listing can be viewed at the bottom of the page. Click on Export to Excel button to view the report listing excel file format

28. Insight Dashboard – Observation by BU

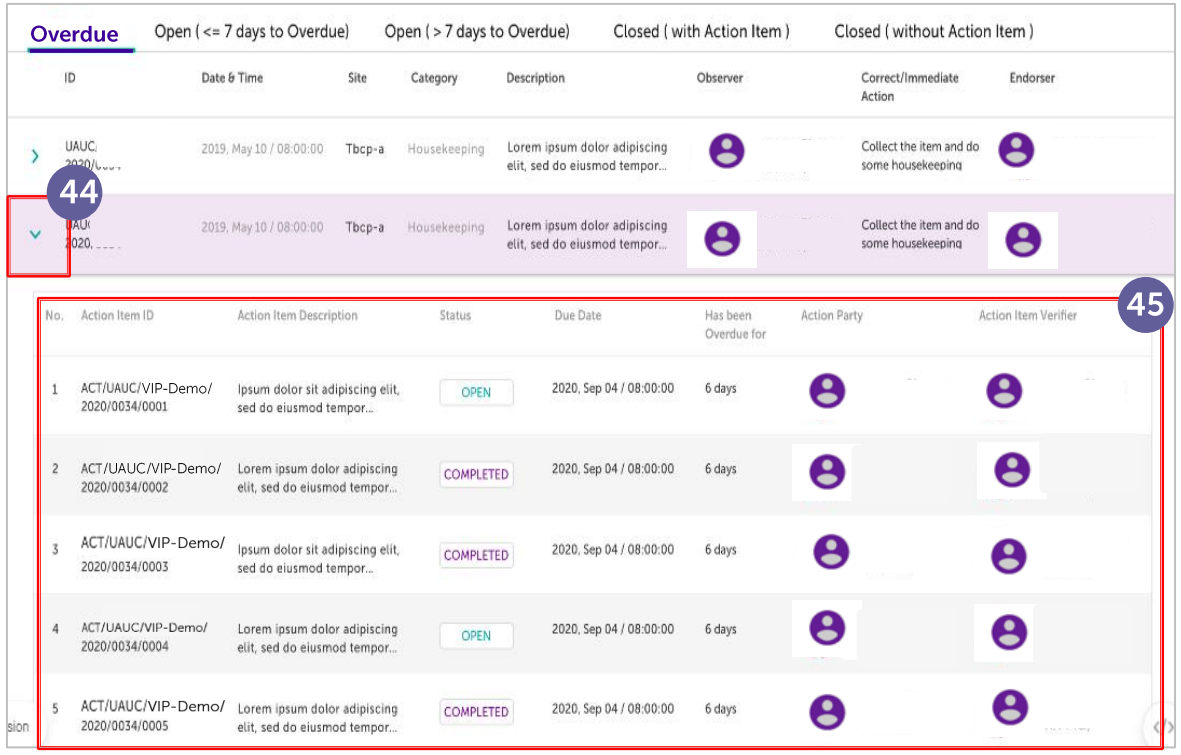
Staff Only

Snapshot	Instruction
	40 <u>Observation by Business Unit</u> is total count of endorsed and closed Unsafe Act, Unsafe Condition & Safe Observation report by location 41 Click View All to view the details of the reports
	42 Hover to the graph to view the total count of Unsafe Act, Unsafe Condition and Safe Observation by specific location 43 Unsafe Condition report status for each location • Click on Export to Excel button to view the report listing excel file format • Overdue • Number of Action Item - Open <= 7 days to Overdue • Number of Action Item - Open >= 7 days to Overdue • Closed (with action item) • Closed (without action item)

28. Insight Dashboard – Observation by BU

Staff Only

Snapshot



Instruction

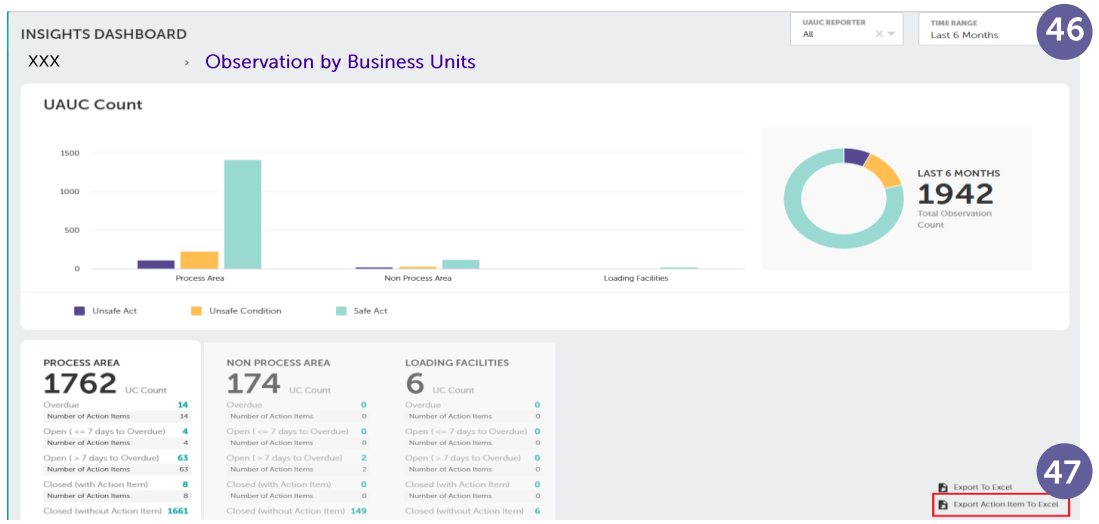
44 Click at the dropdown button to expand the report listing and view the status of each report

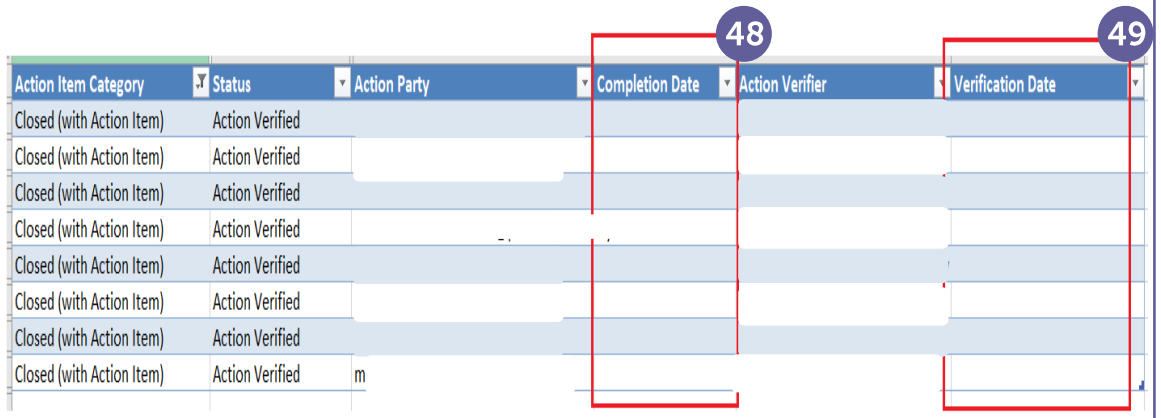
45 Click on Export to Excel button to view the report listing excel file format

28. Insight Dashboard – Observation by Location

Staff Only

Snapshot





Instruction

46 System have 'Completion Date' and 'Verification Date' columns in exported excel file from Observation by Locations in Insight Dashboard

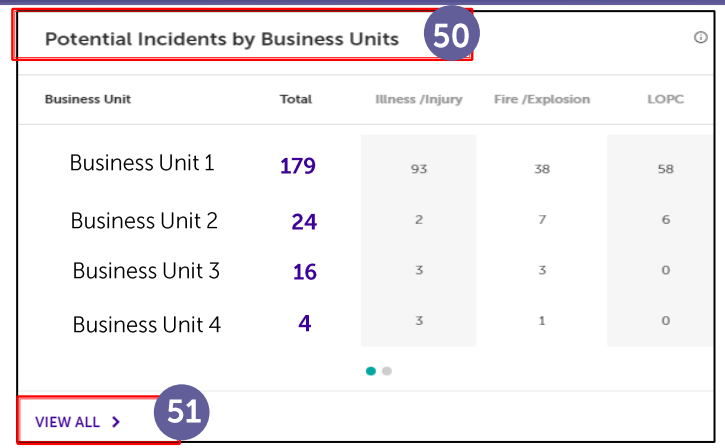
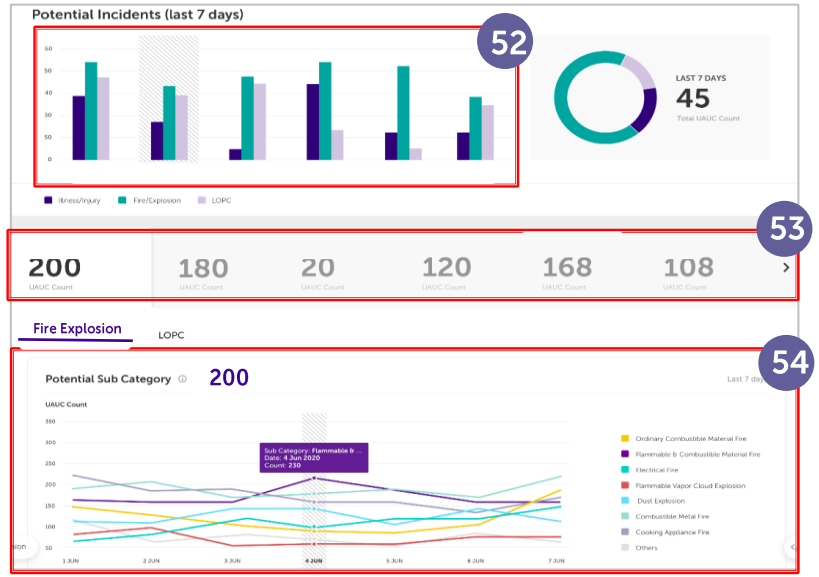
47 When user click the export to excel button, system will download an excel file that contains all the reports that linked to the Observation by Business units

48 'Completion Date' is show the date of action item status has been updated from 'Open' to 'Completed' by Action Party. Only available if 'Action Item Category' = 'Closed (with Action Item)'

49 'Verification Date' is show the date of action item has been approved by Action Verifier. Only available if 'Action Item Status' = 'Action Verified'

28. Insight Dashboard – Potential Incidents by BU

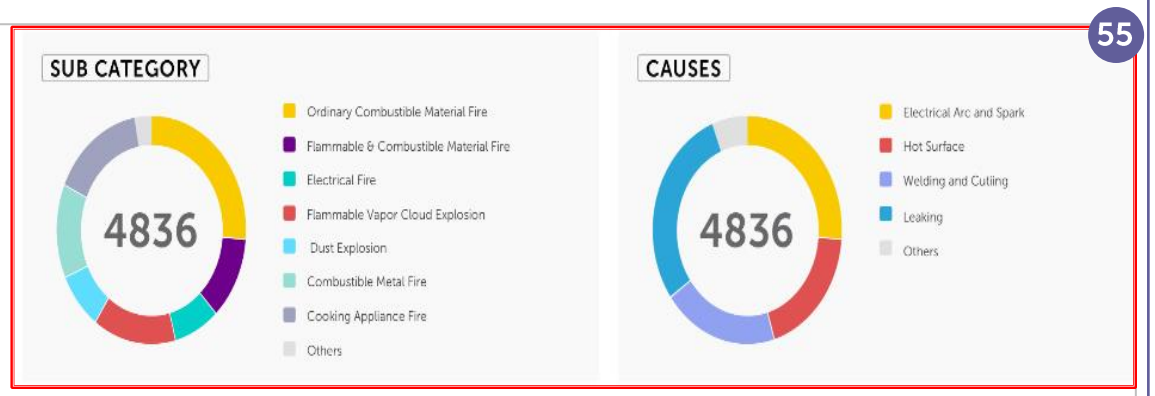
Staff Only

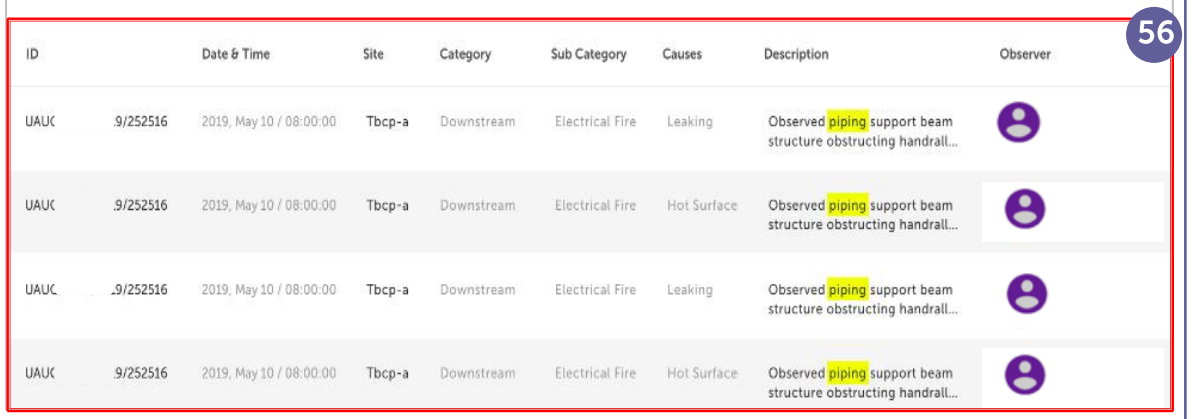
Snapshot	Instruction
	50 <u>Potential Incident by Business Unit</u> is total count of UAUC reports that can lead to injury/illness, fire/explosion and LOPC by location 51 Click View All to view the details of the reports
	52 <u>Fire/Explosion</u> - Hover to the bar chart to view the total count of Unsafe Act, Unsafe Condition or Safe Observation reports by specific location 53 Click at the OPU's tab to view the selected OPU chart 54 Hover to the graph to view the total count of each Potential Sub-Category on the selected time range

28. Insight Dashboard – Potential Incidents by BU

Staff Only

Snapshot





ID		Date & Time	Site	Category	Sub Category	Causes	Description	Observer
UAUC	9/252516	2019, May 10 / 08:00:00	Tbcp-a	Downstream	Electrical Fire	Leaking	Observed piping support beam structure obstructing handrall...	
UAUC	9/252516	2019, May 10 / 08:00:00	Tbcp-a	Downstream	Electrical Fire	Hot Surface	Observed piping support beam structure obstructing handrall...	
UAUC	9/252516	2019, May 10 / 08:00:00	Tbcp-a	Downstream	Electrical Fire	Leaking	Observed piping support beam structure obstructing handrall...	
UAUC	9/252516	2019, May 10 / 08:00:00	Tbcp-a	Downstream	Electrical Fire	Hot Surface	Observed piping support beam structure obstructing handrall...	

Instruction

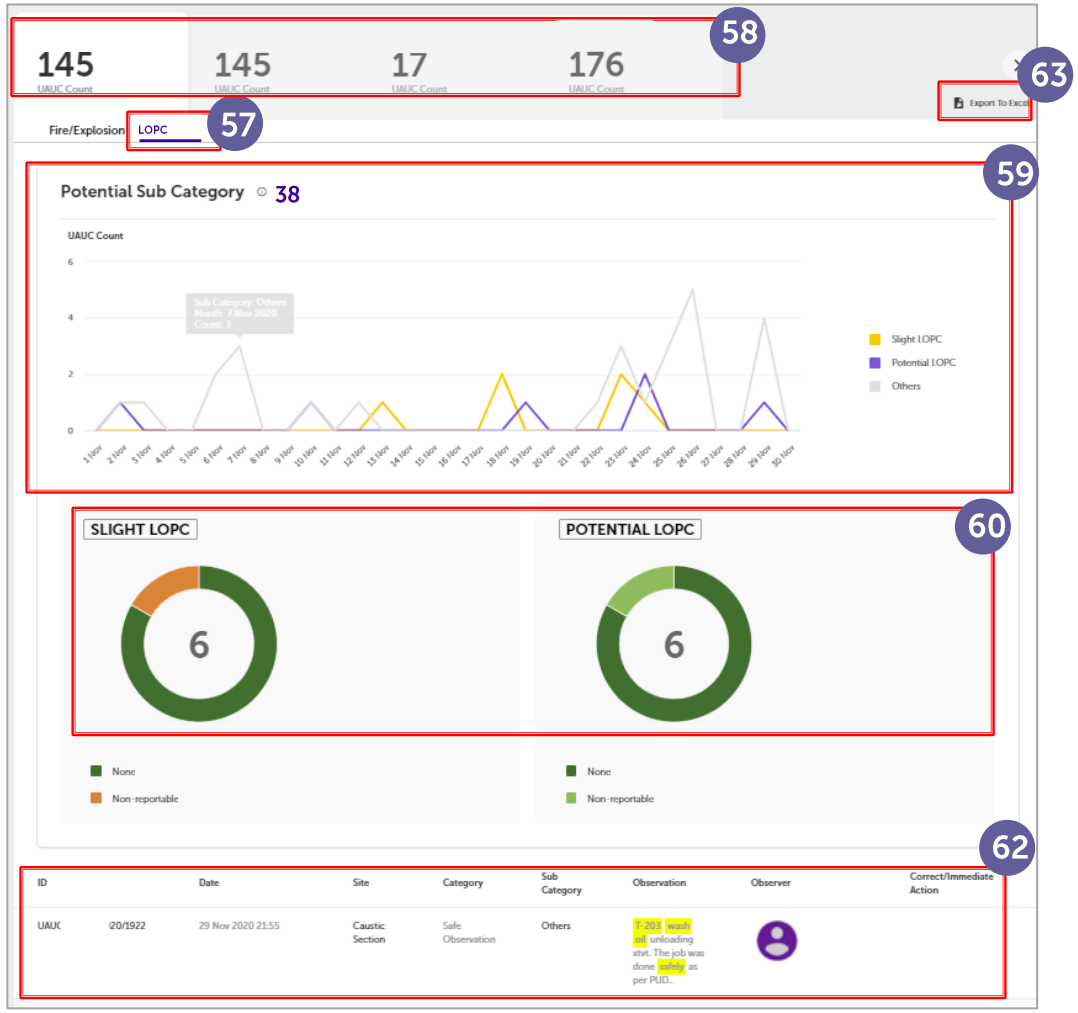
55 Hover to the pie chart to view the total count for each Sub-categories and Causes

56 Report listing can be viewed at the bottom of the page . Click on Export to Excel button to view the report listing excel file format

28. Insight Dashboard – Potential Incident

Staff Only

Snapshot



Instruction

58 LOPC - Click LOPC to view chart and report related to LOPC

59 Click at the OPU's tab to view the selected OPU chart

60 Hover to the graph to view the total count of each Potential Sub-Category on the selected time range

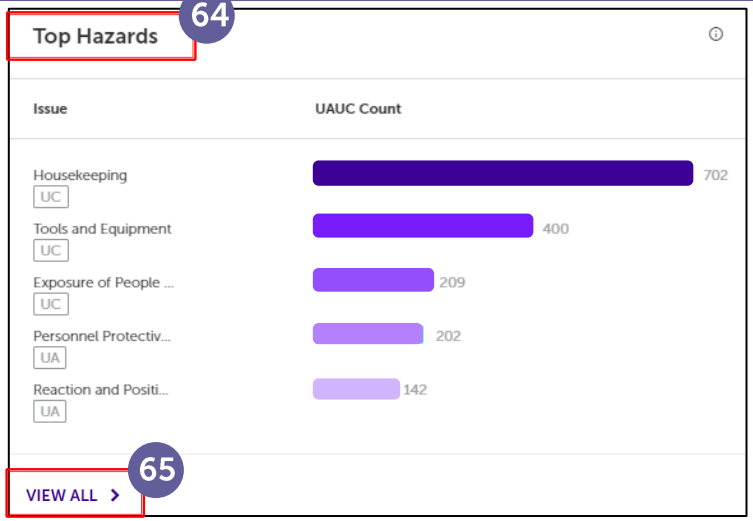
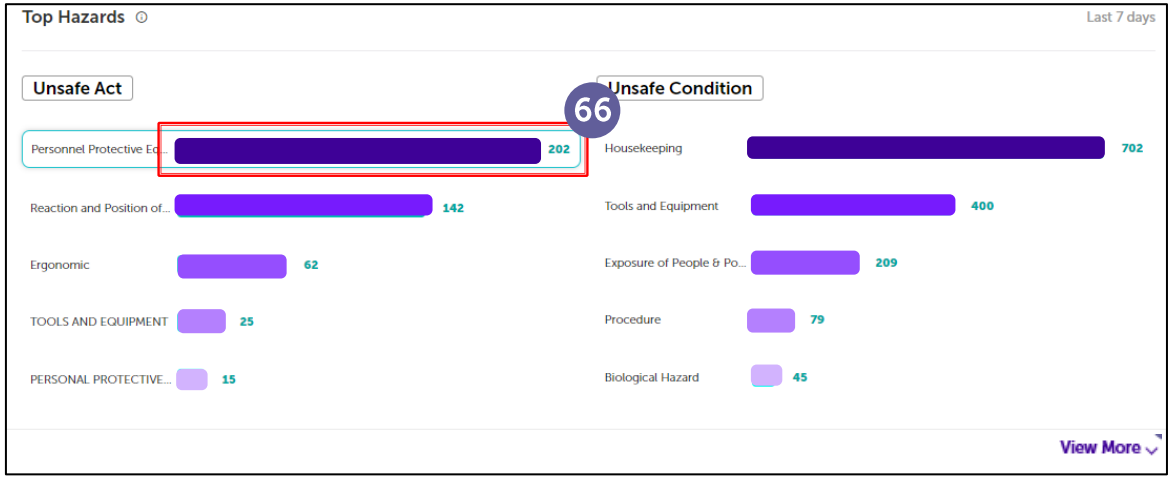
61 Hover to the pie chart to view the total count for each Slight LOPC and Potential LOPC

62 Report listing can be viewed at the bottom of the page

63 Click on Export to Excel button to view the report listing excel file format

28. Insight Dashboard – Top Hazards

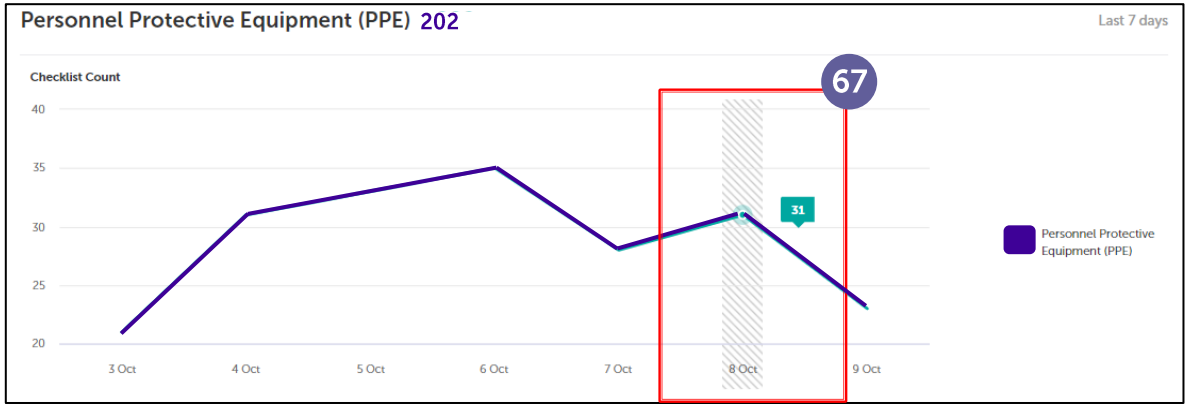
Staff Only

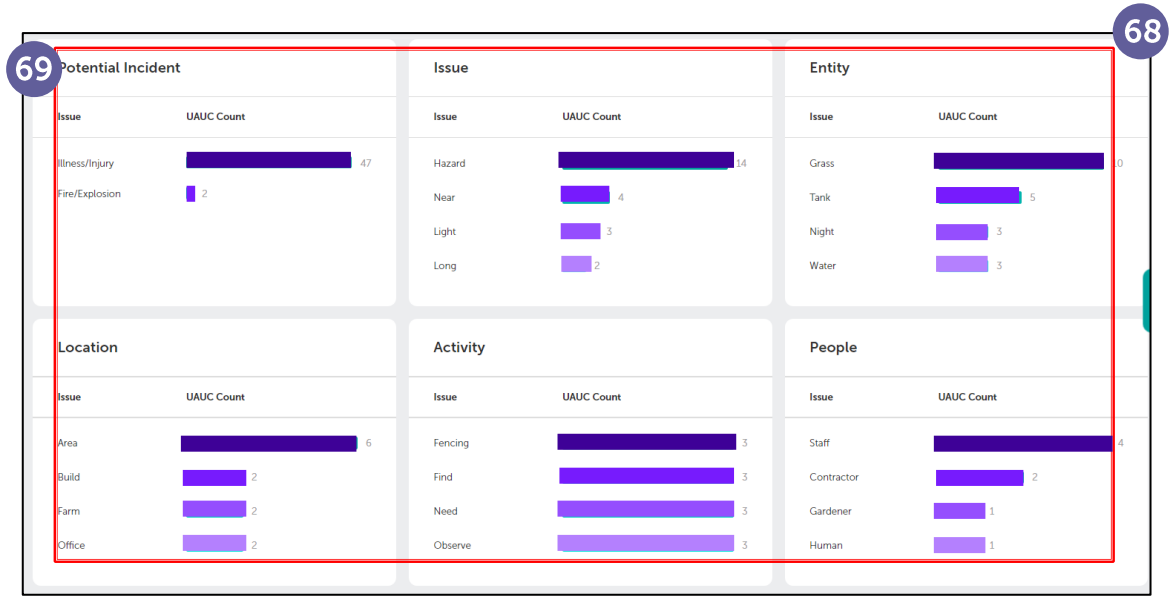
Snapshot	Instruction
	64 <u>Top Hazard</u> chart is total count of checklist selected in reported Unsafe Act and Unsafe Condition 65 Click View All to view the details of the reports
	66 Click bar chart to view report listing for Unsafe Act category

28. Insight Dashboard – Top Hazards

Staff Only

Snapshot





Instruction

67 Trending/Spikes - Hover to the graph to view the total count of checklist selected in reported Unsafe Act and Unsafe Condition

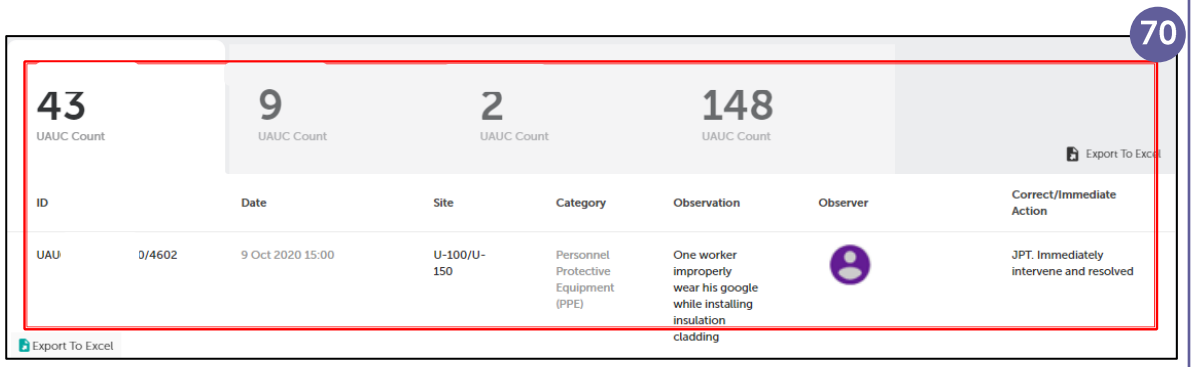
68 The breakdown Top sub-category analysis for most common issue in the location.

69 Potential Incident, Issue, Entity, Location, Activity and People boxes for Top Sub-category

28. Insight Dashboard – Top Hazards

Staff Only

Snapshot



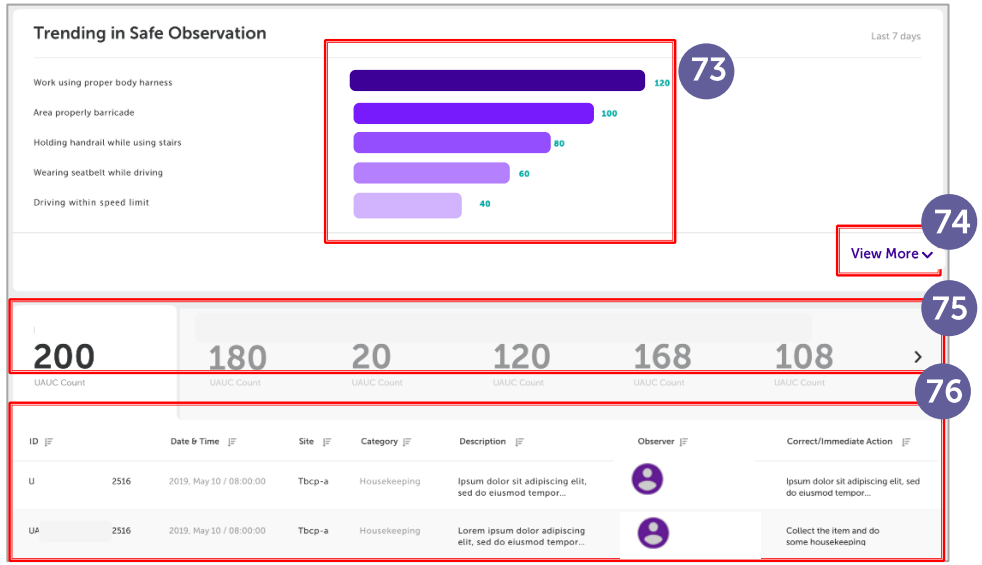
Instruction

70 Report listing for each location is at the bottom of the page.

Note: Export to Excel button (located at the top) will export report in all tab. Export to Excel button (located at the bottom) will export report in selected tab only

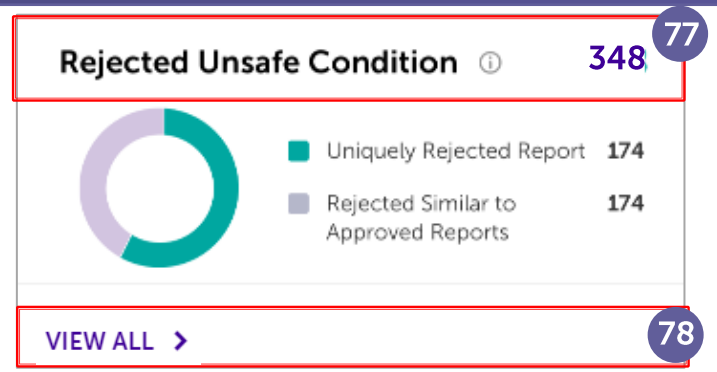
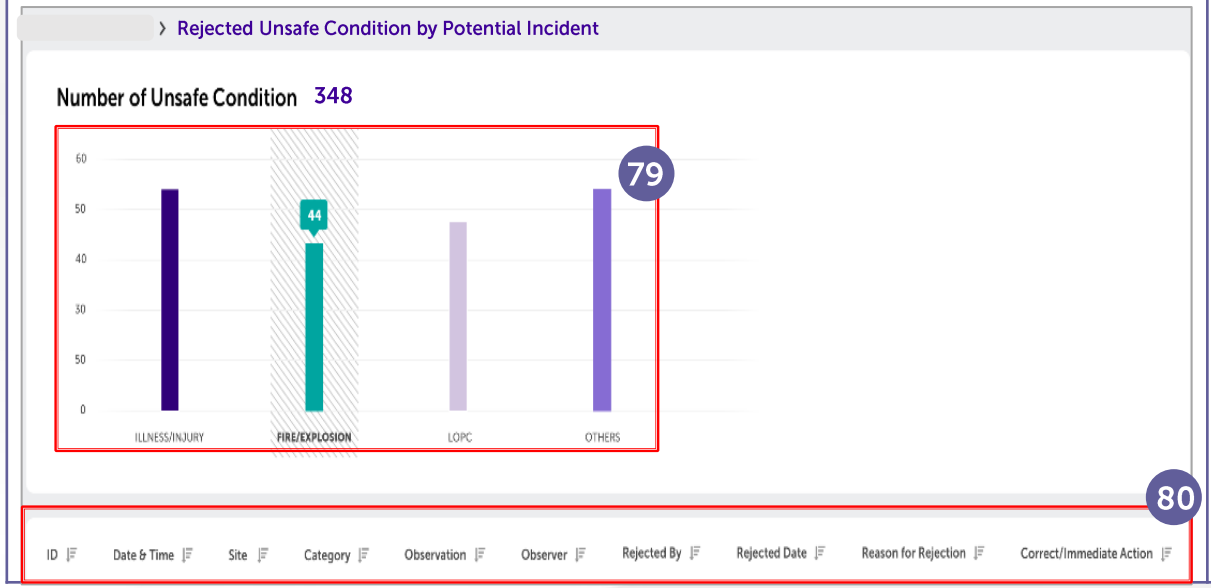
28. Insight Dashboard – Trending in Safe Observation

Staff Only

Snapshot	Instruction
	71 <u>Trending in Safe Observation</u> chart is summary of safe action/activity/culture that are mostly reported in UAUC platform 72 Click View all to details of each report
	73 The chart shows the details of Safe Observation report. Click at the bar chart to view the list of report. 74 By default, only top 5 will be displayed. Click View More button to view all the trending list 75 Click at the BU's tab to view the selected BU's chart 76 Report listing can be viewed at the bottom of the page. Click on Export to Excel button to view the report listing excel file format

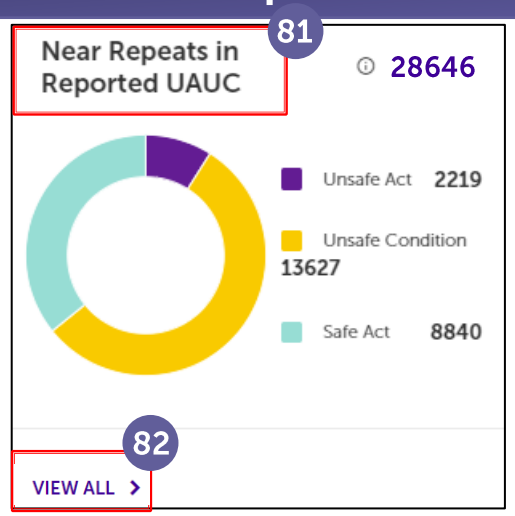
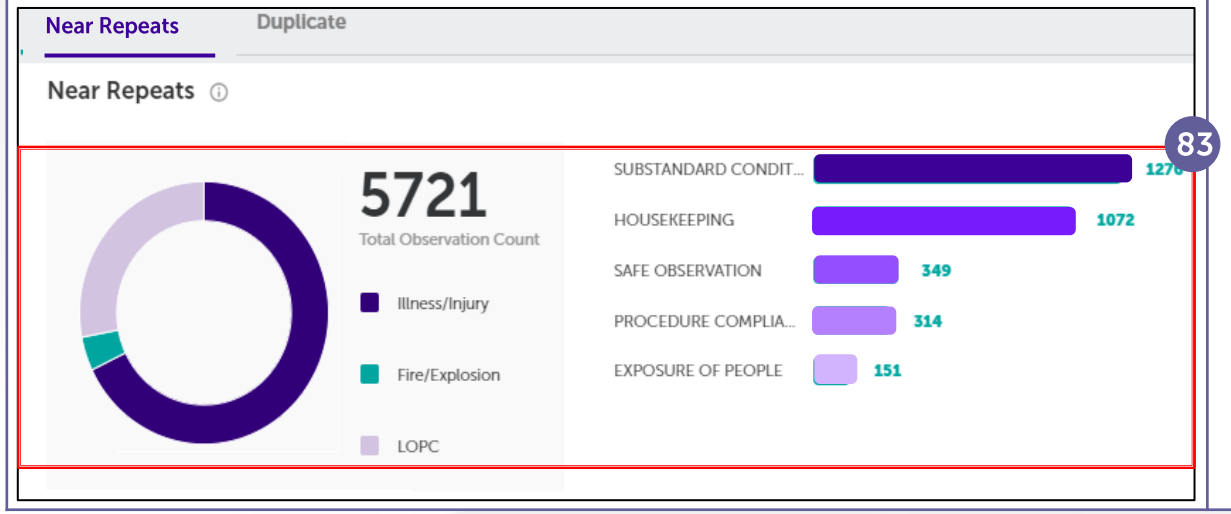
28. Insight Dashboard – Rejected UC

Staff Only

Snapshot	Instruction
	77 Rejected Unsafe Condition chart is total count of rejected Unsafe Condition report by the Endorser/Area Owner 78 Click View all to details of each report
	79 Click at the bar chart to view the list of rejected Unsafe Condition report for potential incidents and non-potential incident categories 80 Report listing can be viewed at the bottom of the page. Click on Export to Excel button to view the report listing excel file format

28. Insight Dashboard – Near Repeats and Duplicate

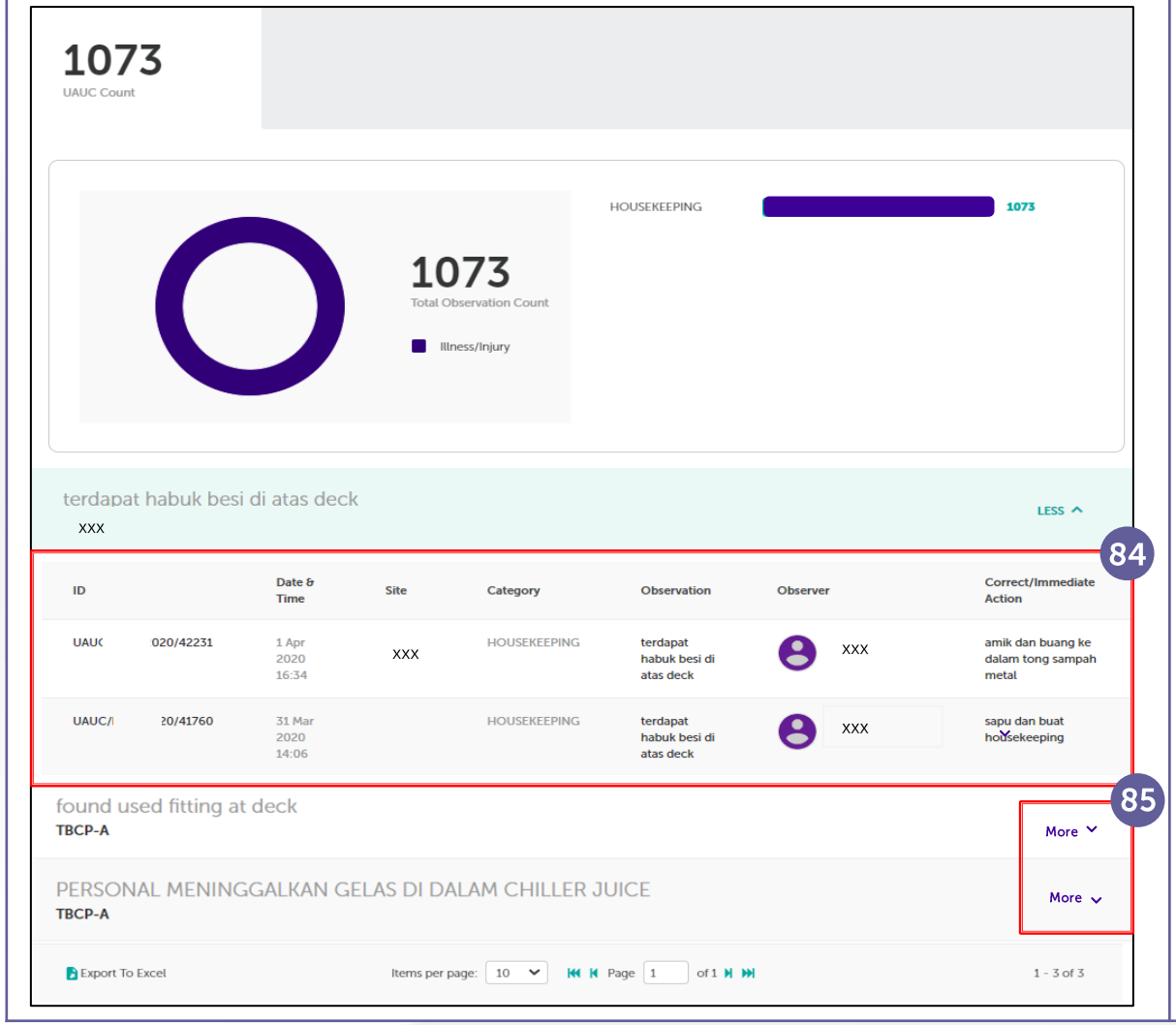
Staff Only

Snapshot	Instruction
	81 <u>Near Repeats</u> chart is total count of Unsafe Act, Unsafe Condition and Safe Observation reports that have similar observation details and occur at the same location repetitively 82 Click View all to details of each report
	83 Graph represents the total count of potential incident for the near repeats report. Bar chart is the total count of sub-categories based on the selected potential incident. Click bar chart to view the report listing **Note**: Click on the potential incident list to view the related sub-categories.

28. Insight Dashboard – Near Repeats and Duplicate

Staff Only

Snapshot



Instruction

84 Report listing for each location at the bottom of the page.

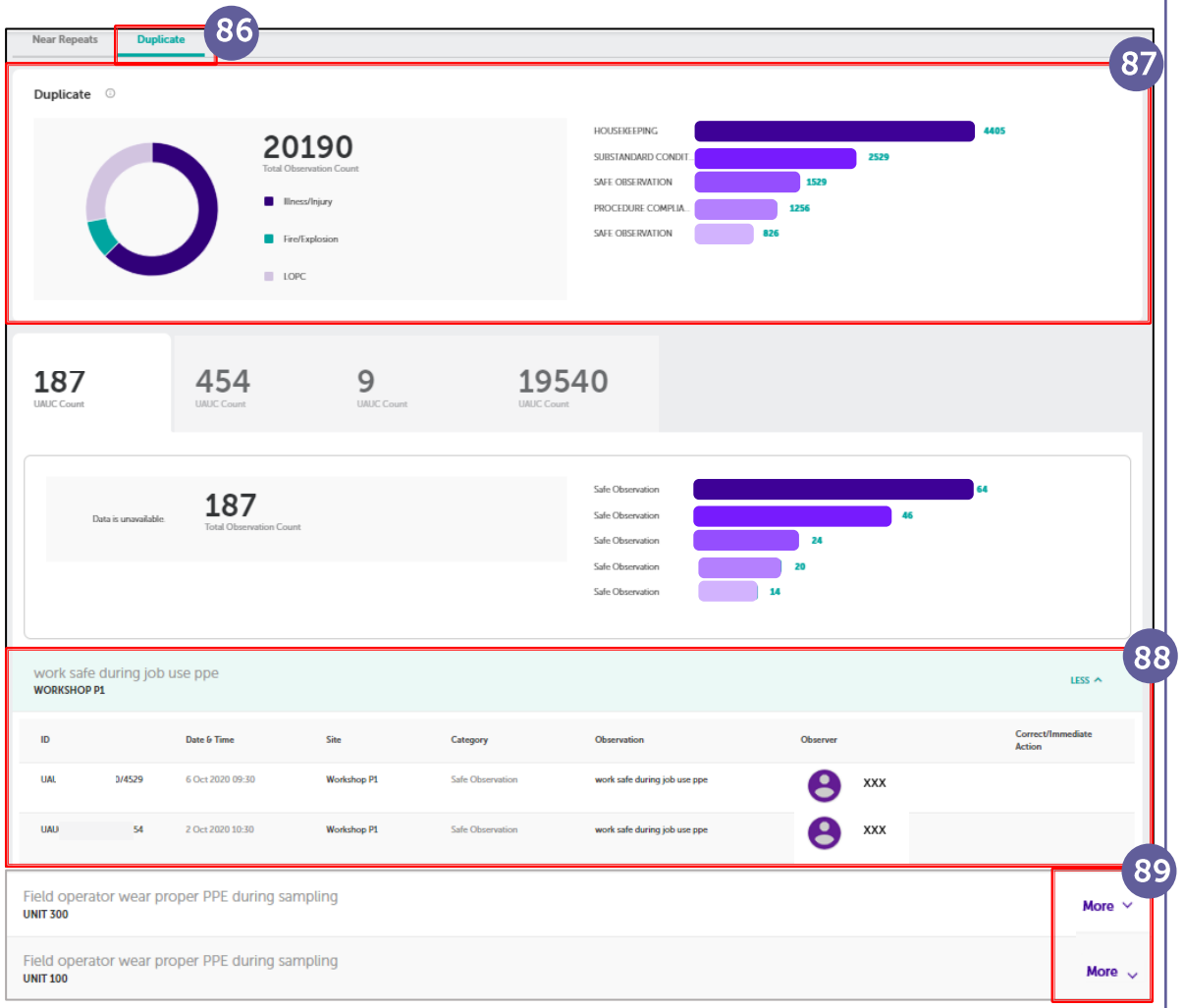
Note: Export to Excel button (located at the top) will export report in all tab. Export to Excel button (located at the bottom) will export report in selected tab only

85 List of near repeats reports are grouped by the observation details filled up by reporter. Click Less to hide the list or click More to view the list of reports.

28. Insight Dashboard – Near Repeats and Duplicate

Staff Only

Snapshot



Instruction

86 Duplicate chart is a subset of Near Repeats with similar Correction Immediate Action sent by the same person at the same location

87 Graph represents total count of potential incident for the duplicate reports. Bar chart is the total count of sub-categories based on the selected potential incident. Click bar chart to view the report listing

Note: Click at the potential incident list to view the related sub-categories.

88 Report listing for each location at the bottom of the page.

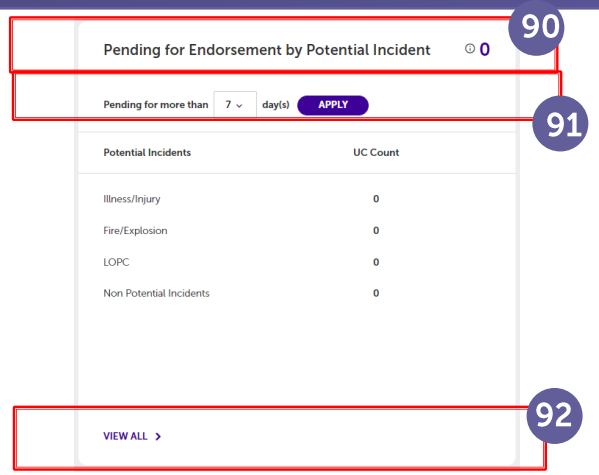
Note: Export to Excel button (located at the top) will export report in all tab. Export to Excel button (located at the bottom) will export report in selected tab only

89 List of duplicate reports are grouped by the observation. Click Less to hide the list or click More to view the list of reports.

28. Insight Dashboard – Pending for Endorsement by PI

Staff Only

Snapshot



Instruction

90 <u>Pending for Endorsement by Potential Incident</u> chart is total count of Unsafe Condition reports with pending endorsement status that potentially to cause an incident.

91 Select number of pending days and click Apply button. Report will be displayed based on day(s) selected.

92 Click View all to view details of each report

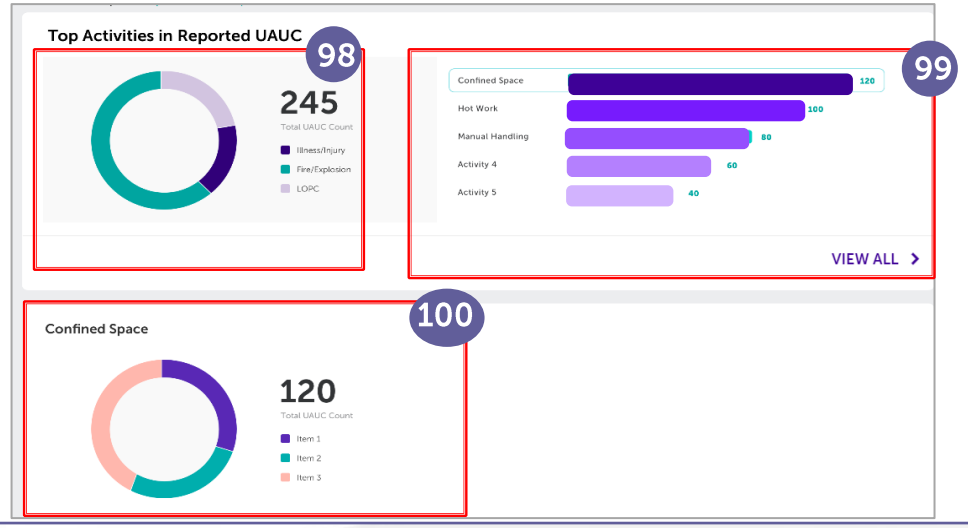
93 Click at the graph to view the total count of pending endorsement Unsafe Condition report with SWA and without SWA

94 The combination of line and bar chart shows SWA UC reports by 30 days period. Hover to the line graph to view the total count of pending endorsement UC report

95 Report listing can be viewed at the bottom of the page. Click on Export to Excel button to view the report listing excel file format

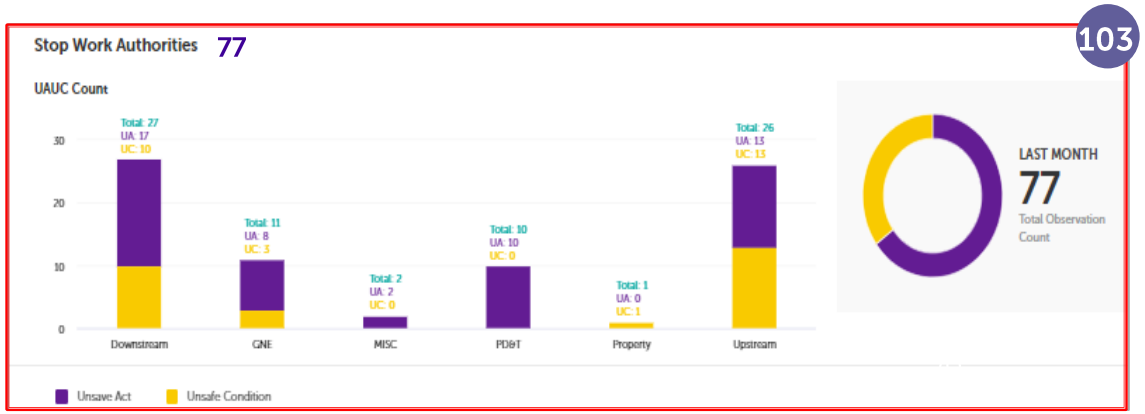
28. Insight Dashboard – Top Activities

Staff Only

Snapshot	Instruction
	96 <u>Top Activities Reported by UAUC</u> chart is total count of most frequent activities conducted by observer during Unsafe Act 97 Click View all to details of each report
	98 Click at the bar chart to view the details of selected activities. Only top 5 activities will be displayed. Click View All to expand and view all activity list 99 Click at the pie chart to view the total count of activities by potential incident 100 Pie chart is displayed based on selected activity bar chart

28. Insight Dashboard – SWA

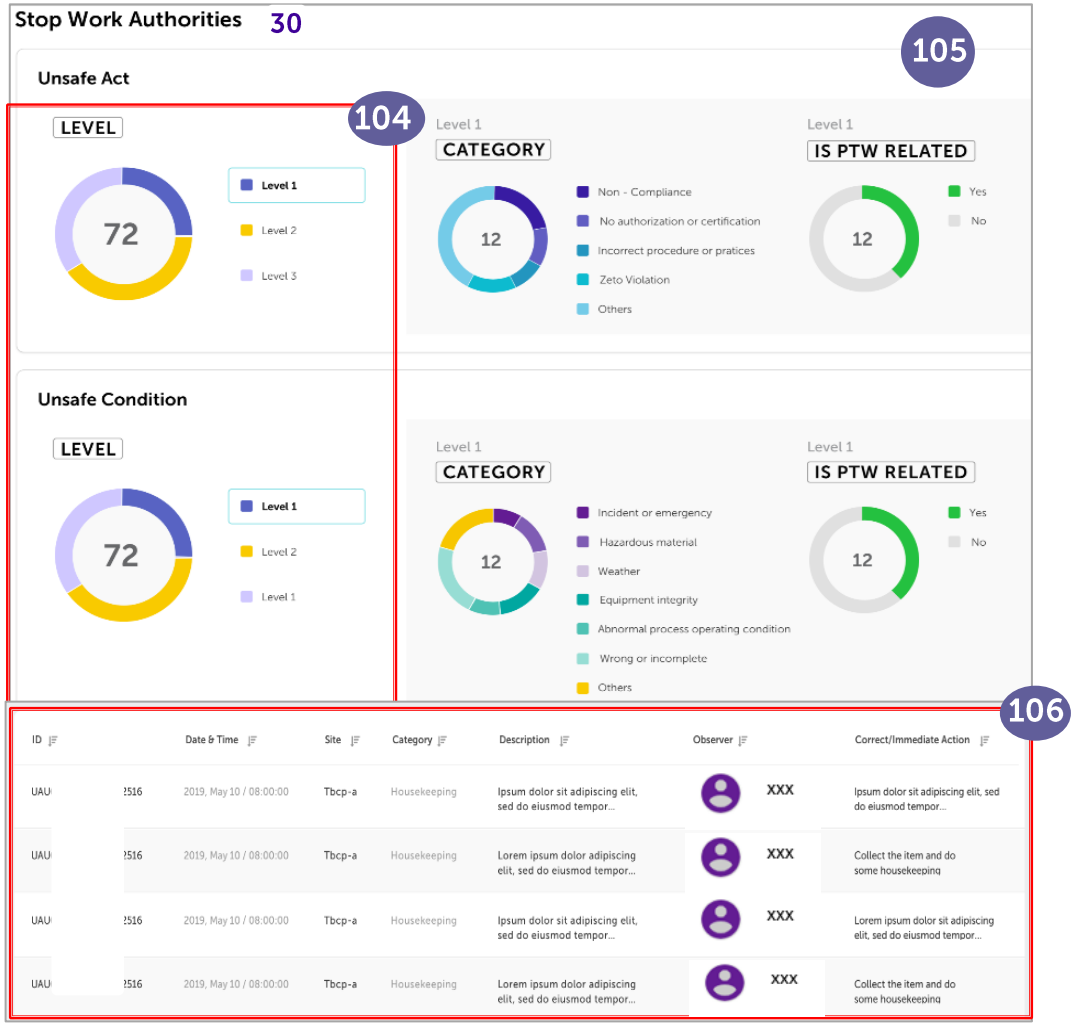
Staff Only

Snapshot	Instruction
	101 <u>Stop Work Authorities</u> chart is total count of Stop Work occurred in reported Unsafe Act or Unsafe Condition on the selected time range 102 Click View all to details of each report
	103 Bar charts show the total count of Unsafe Act and Unsafe Condition with Stop Work

28. Insight Dashboard – SWA

Staff Only

Snapshot



Instruction

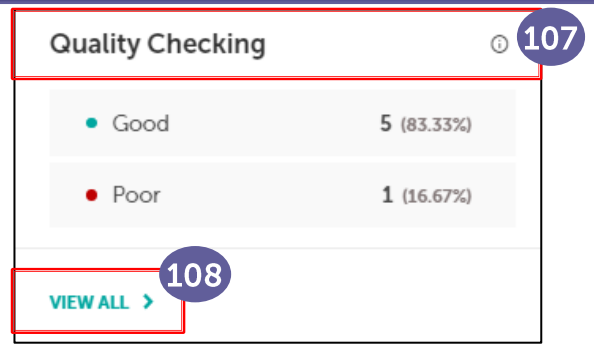
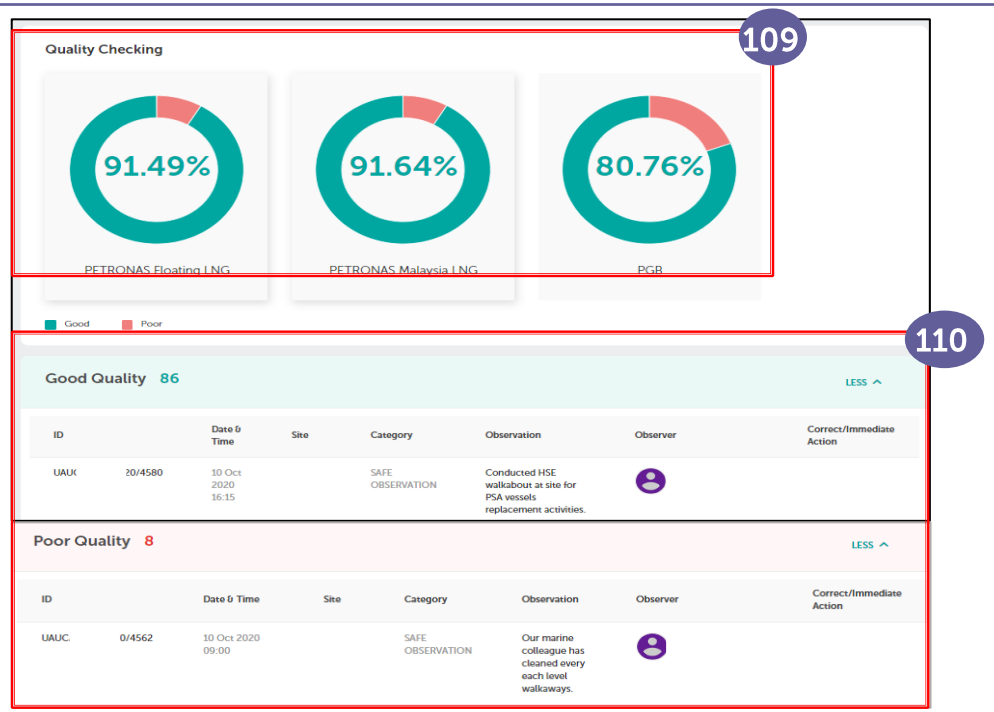
104 Click SWA Level chart to view SWA Category and Is PTW Related chart

105 Click at the chart legend to view related report

106 Report listing is at the bottom of the page. Click on Export to Excel button to generate report to excel file format

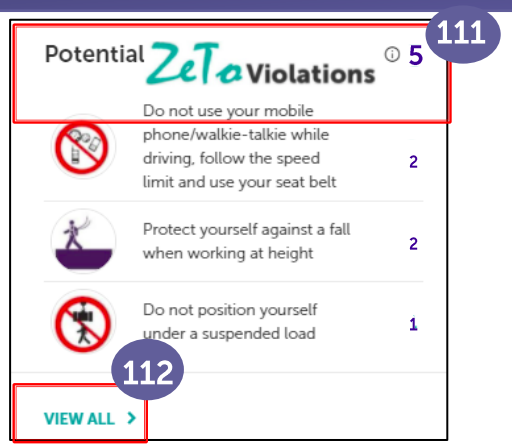
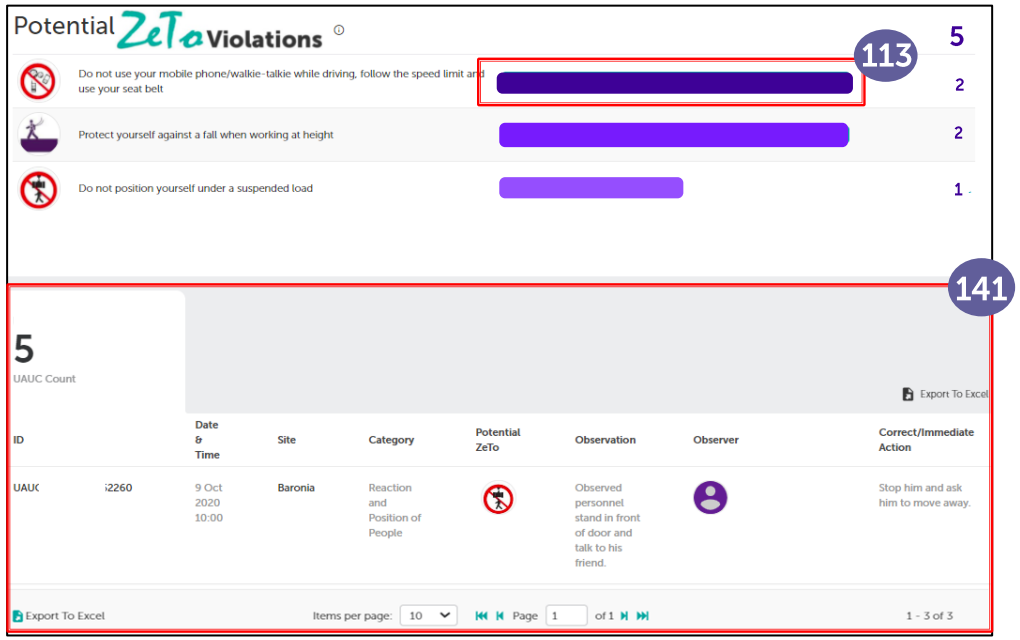
28. Insight Dashboard – Quality Checking

Staff Only

Snapshot	Instruction
	107 <u>Quality Checking</u> chart is percentage of good and poor Unsafe Act, Unsafe Condition & SO Reports. Criteria of good quality reports are a report with at least 5 words and contain elements such as activity, people, entity and location 108 Click View All to view the details of each report
	109 Graph shows the percentage of good and poor-quality reports by location. Click at the graph to view the report details by location 110 Report listing of good and poor-quality reports. Click Less to hide the list or click More to view the list of reports.

28. Insight Dashboard – Potential Zeto Violations

Staff Only

Snapshot	Instruction
	111 <u>Potential Zeto</u> chart is number of potential Zeto violated sorted based on the number of occurrences among submitted UAUC for the selected time range 112 Click View All to details of each report
	113 Click on the bar chart to view the report listing of the selected checklist 114 Click on Export to Excel button to generate report into excel file format . **Note**: Export to Excel (located at the top) export report in all tab. Export to Excel (located at the bottom) export report in selected tab only

28. Insight Dashboard

Staff Only

Snapshot

100

Incidents in the past 6 months

Date	Incident Type	OPU	Location	Status	Summary
22 Feb 2019	Fire/Explosion		Dock	OPEN	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt.
22 Feb 2019	Loss of Primary Containment		Lorem	CLOSED	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt.
22 Feb 2019	Fire/Explosion		Other	CLOSED	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt.
22 Feb 2019	Loss of Primary Containment		Flodv	OPEN	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt.

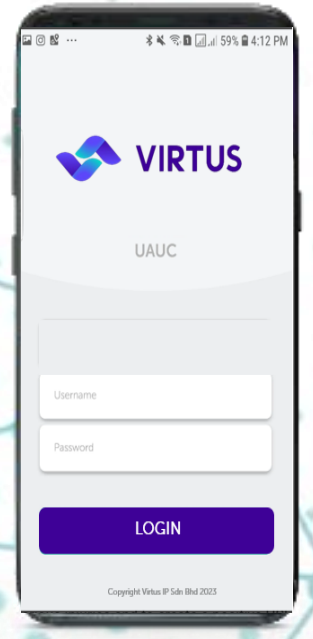
Instruction

100 Incidents in the past 6 months is information sharing to highlight latest incident occurs in the past six month

VIRTUS IP

UAUC

UNSAFE ACT UNSAFE CONDITION

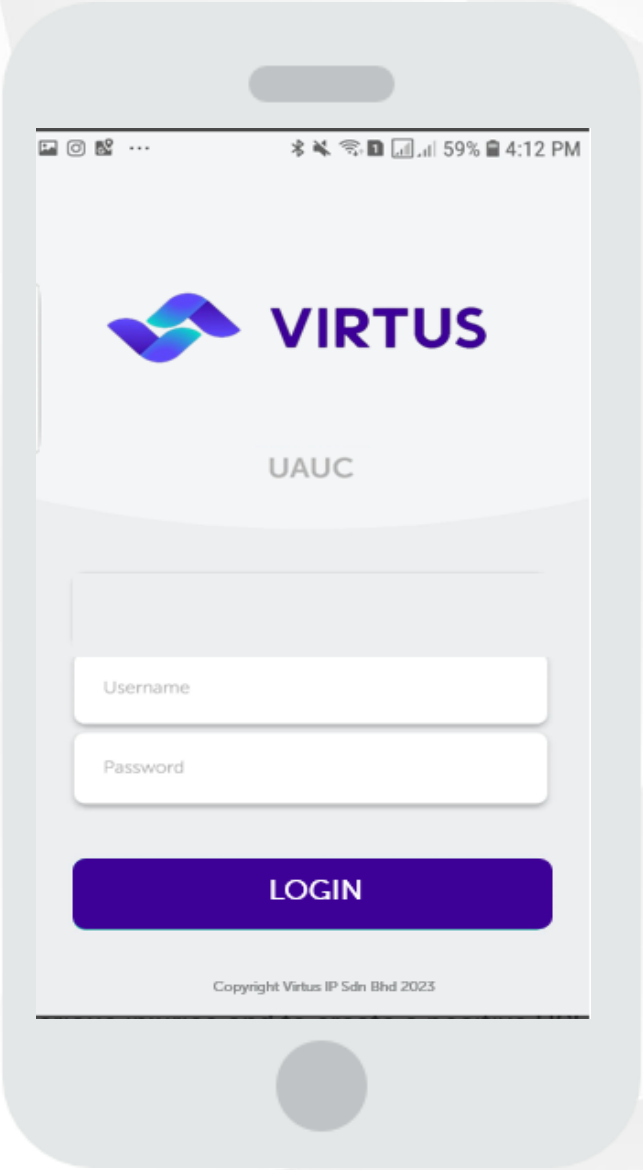


MOBILE APP User Guide

Content

Internal

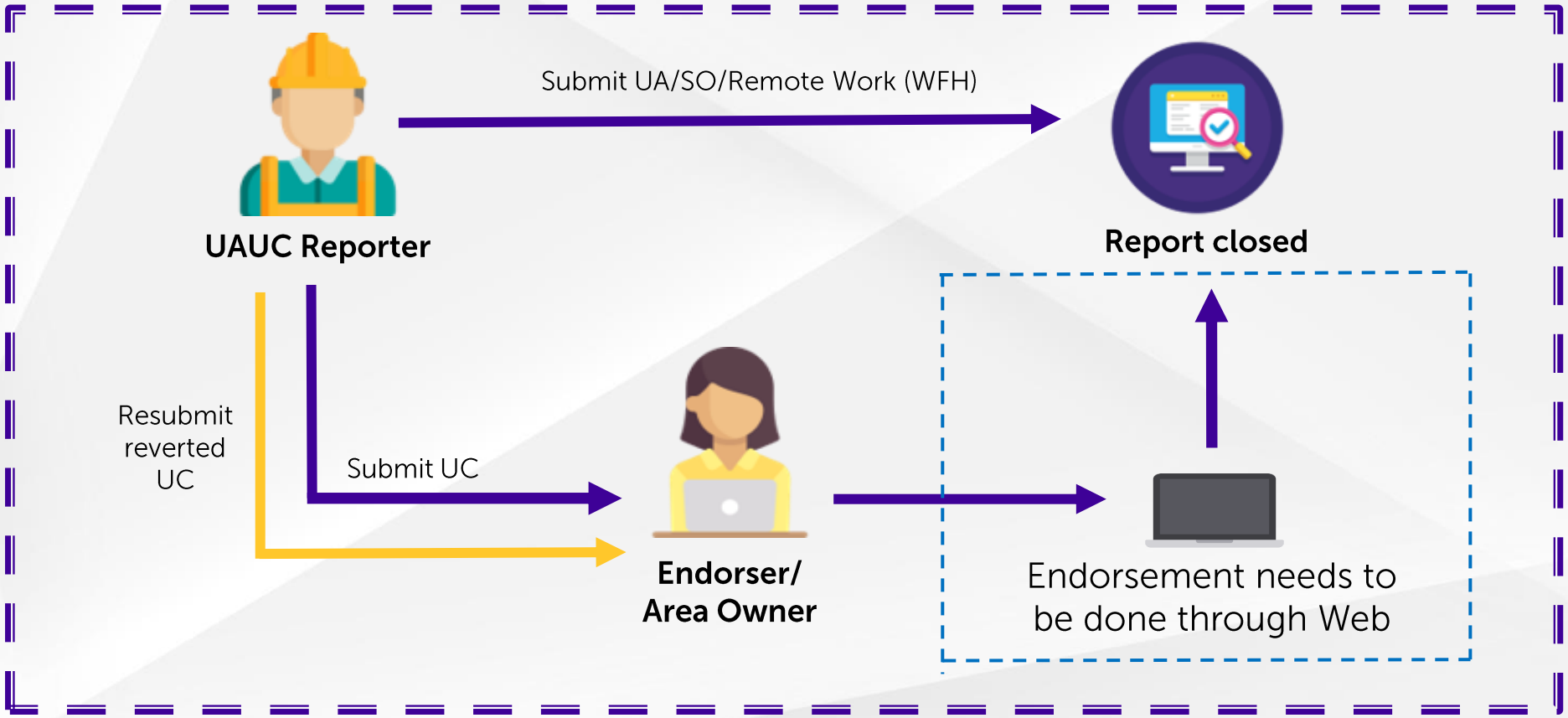
1. Introduction



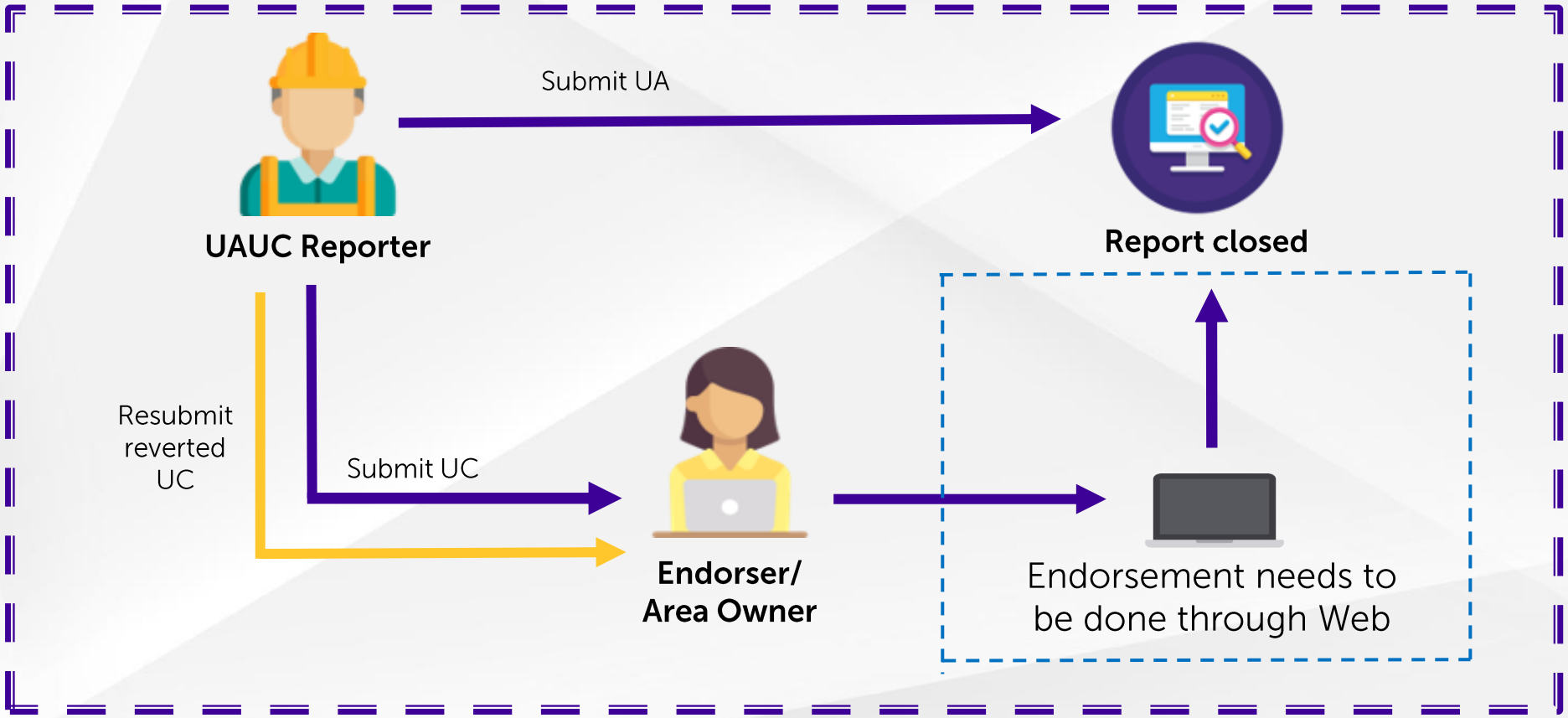
UAUC Mobile App Features

- The app is available to all staffs (including contractors) who are registered in the UAUC system
- There are 4 Observation Types to submit:
  - ✓ **Unsafe Act**
  - ✓ **Unsafe Condition**
  - ✓ **Safe Observation**
  - ✓ **Remote Work (Work From Home)**
- Reporter/observer can resubmit the UAUC observation report that has been reverted by Endorser/Area Owner through web
- Reporter/observer can snap and upload the Unsafe Condition and Safe Observation as evidence
- Reporter/observer can view own submitted report in the app

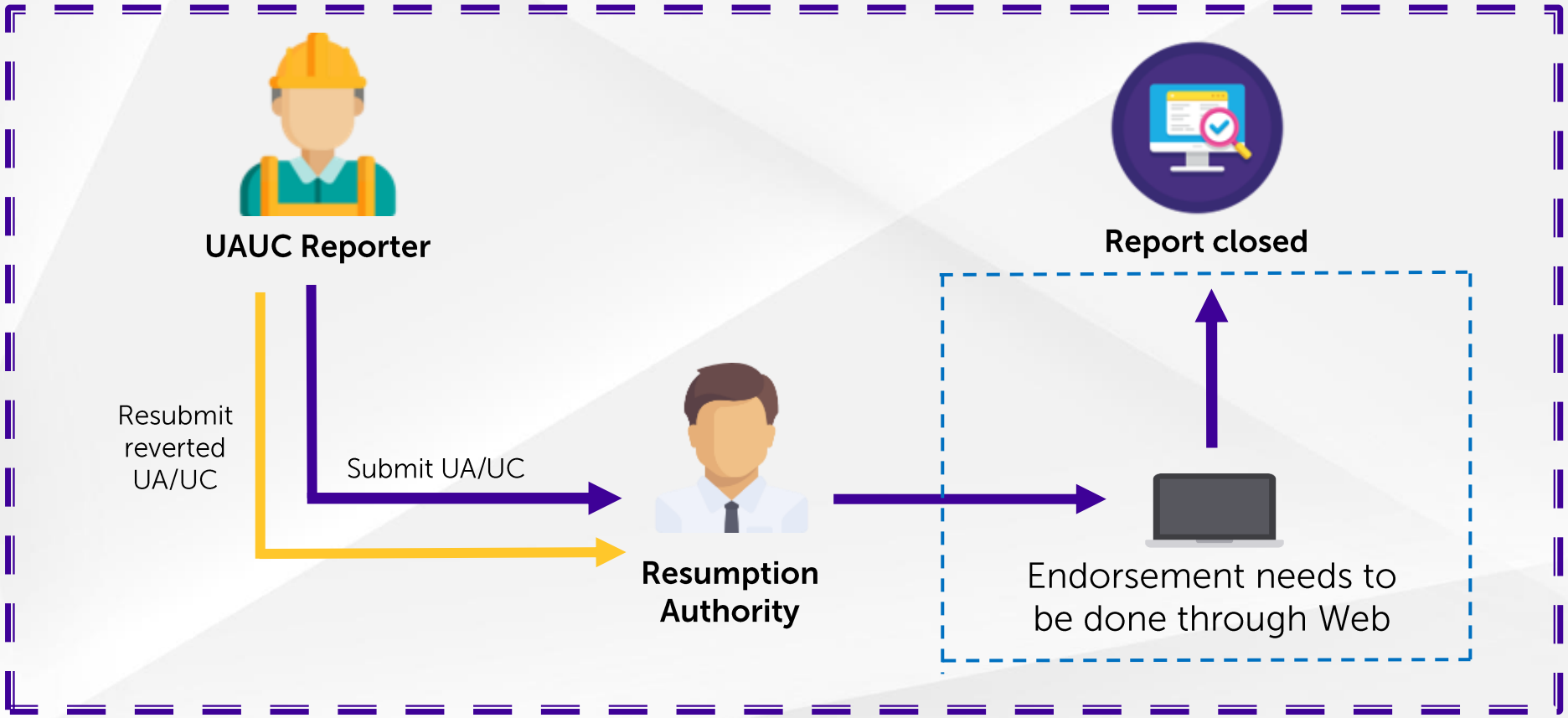
2. Mobile App Process Flow (NO SWA)



2. Mobile App Process Flow (SWA- Level 1)

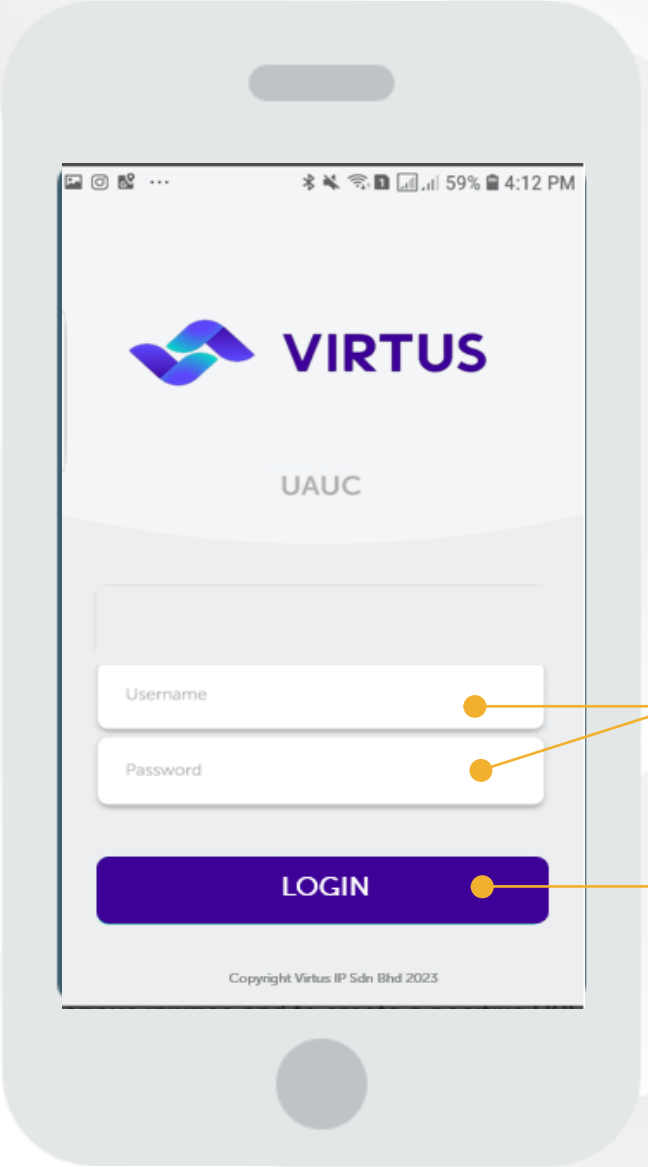


2. Mobile App Process Flow (SWA- Level 2 & 3)



3. Log in

User Role: Reporter



1

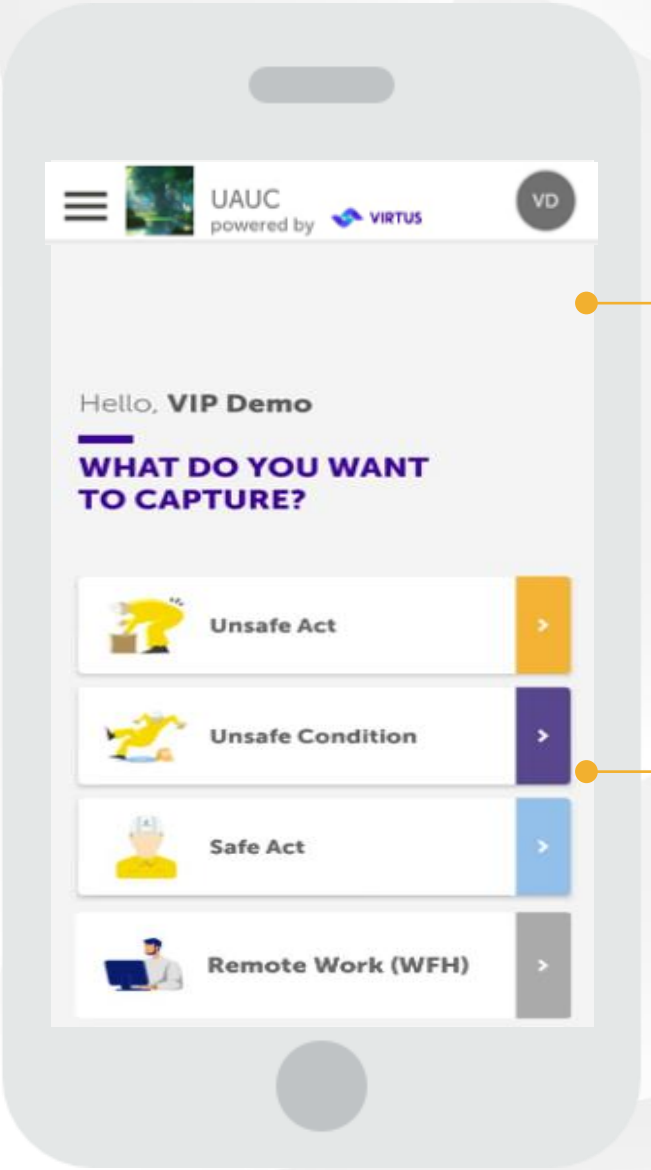
Search for UAUC Mobile App in Apple Store or Google Play Store to download

Insert your username and password

Click on Login button

4. Home Page

User Role: Reporter



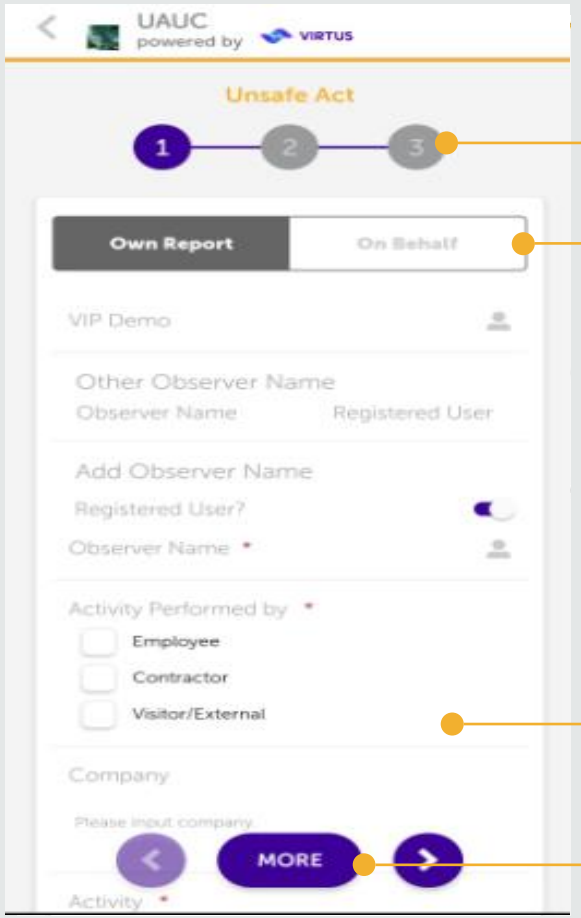
1

Your First and Last Name

Observation Types

5. Unsafe Act: Submit Own Report/On Behalf

User Role: Reporter



1 Fill in Section 1: Reporter/Observer of the UAUC Report

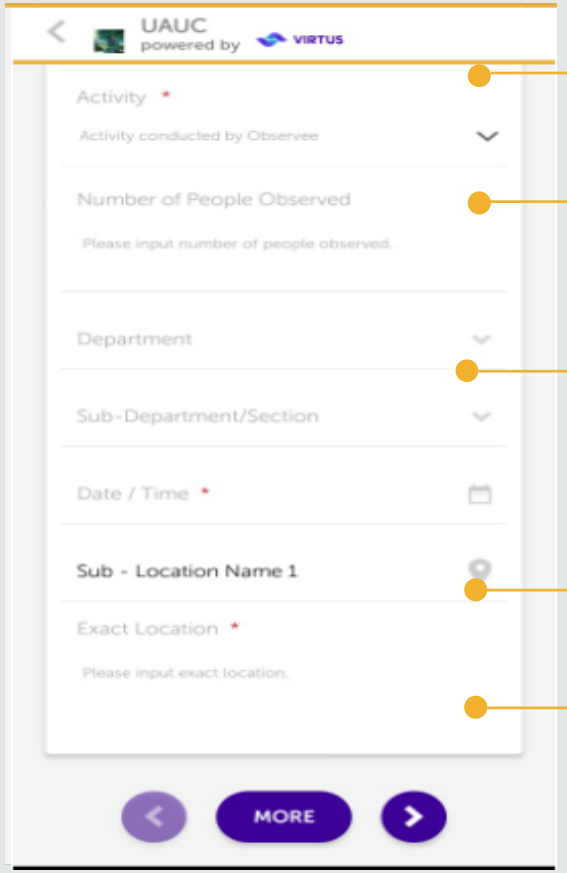
Click on number to go to the next page

Select Type of Submission: **Own Report / On Behalf**

Add Observer Name if any (max 2).(Optional)
Select Registered User;
- Swipe right for Yes, insert name and click
- If No, please insert name (free text)

Select Activity Performed By

Click More to save as draft or to discard report



Fill in Section 1: Reporter/Observer of the UAUC Report

Select Activity

Insert total Number of People Observed

Select Department, Sub-Department, Date/Time and Location

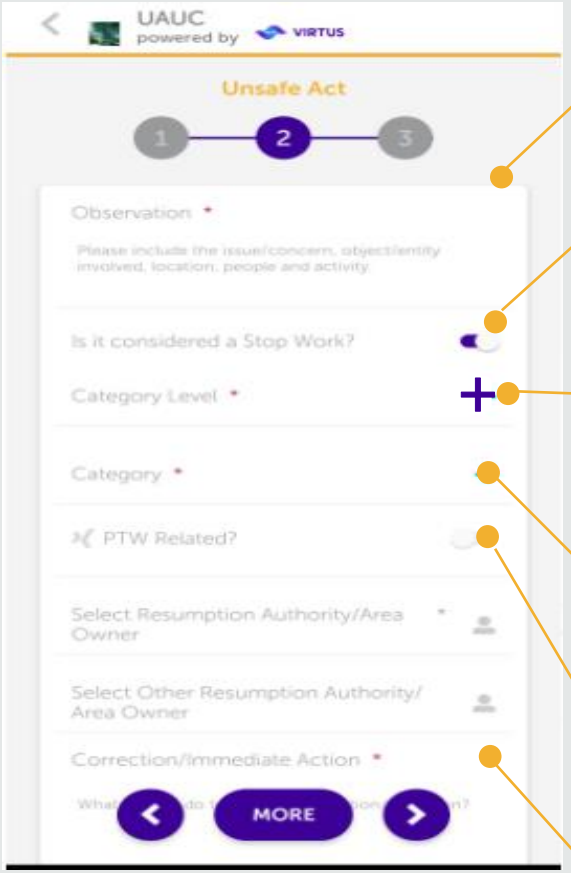
Select OPU-Parent if applicable

Insert Exact Location

Click on the button to go to the next page

5. Unsafe Act: Submit Own Report/On Behalf

User Role: Reporter



2 Fill in Section 2: Information of the UAUC Report

Insert Observation details

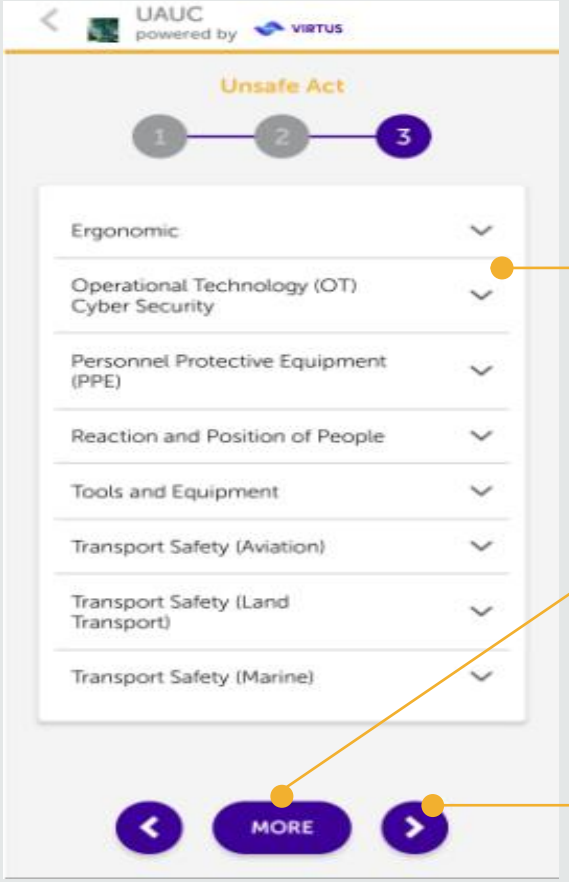
Swipe right to enable the Stop Work and select a category.

Select Category Level: **Level 2 or 3, and select Resumption Authority/ Area Owner**

Select Category and click Add Image to attach image. Mandatory for Level 3

Swipe right to enable PTW related and insert PTW Number

Insert Correction/ Immediate Action



3 Fill in Section 3: UAUC Reporting

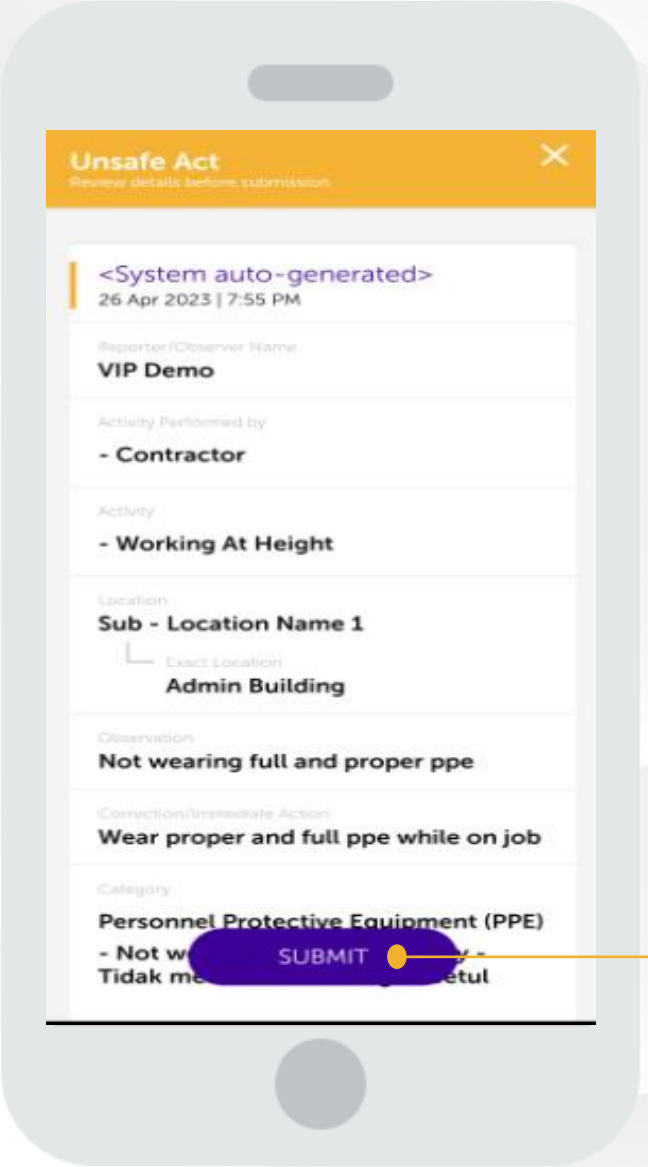
Select one or multiple checklist

Click on More button to save report as Draft or Discard report

Click on button to go to the next page for preview

5. Unsafe Act: Submit Own Report/On Behalf

User Role: Reporter

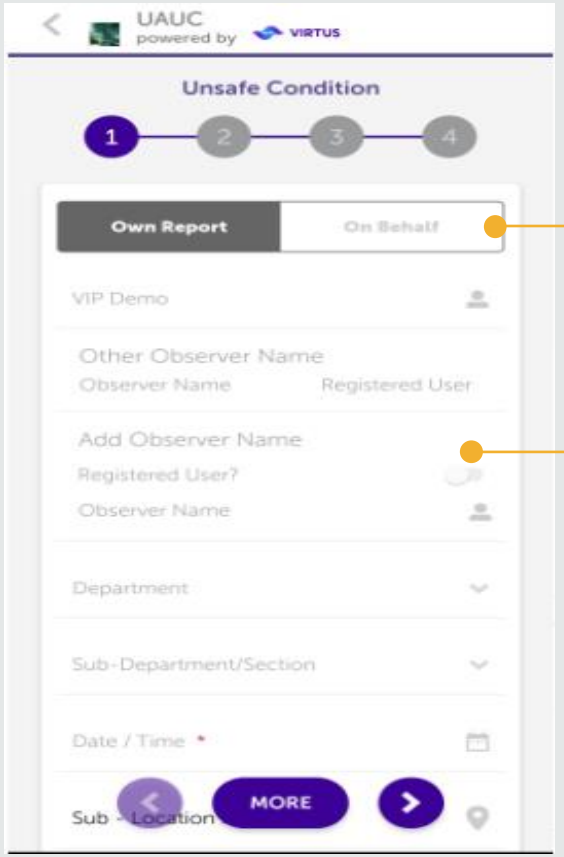


4 Summary of report & Sending the finalized report

Click on Submit button to proceed with report submission

6. Unsafe Condition: Submit Own Report/On Behalf

User Role: Reporter

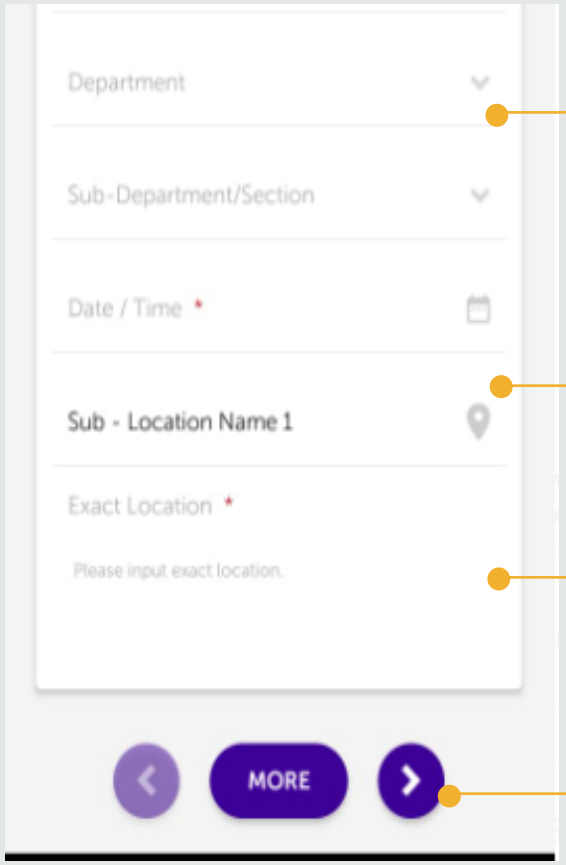


1 Fill in Section 1: Reporter/ Observer of the UAUC Report

Select Type of Submission: **Own Report / On Behalf**

Add Observer Name if any (max 2). (Optional)
Select Registered User;

- Swipe right for Yes, insert name and click
- If No, please insert name (free text)



Fill in Section 1: Reporter/ Observer of the UAUC Report

Select Department, Sub-department and Date/Time

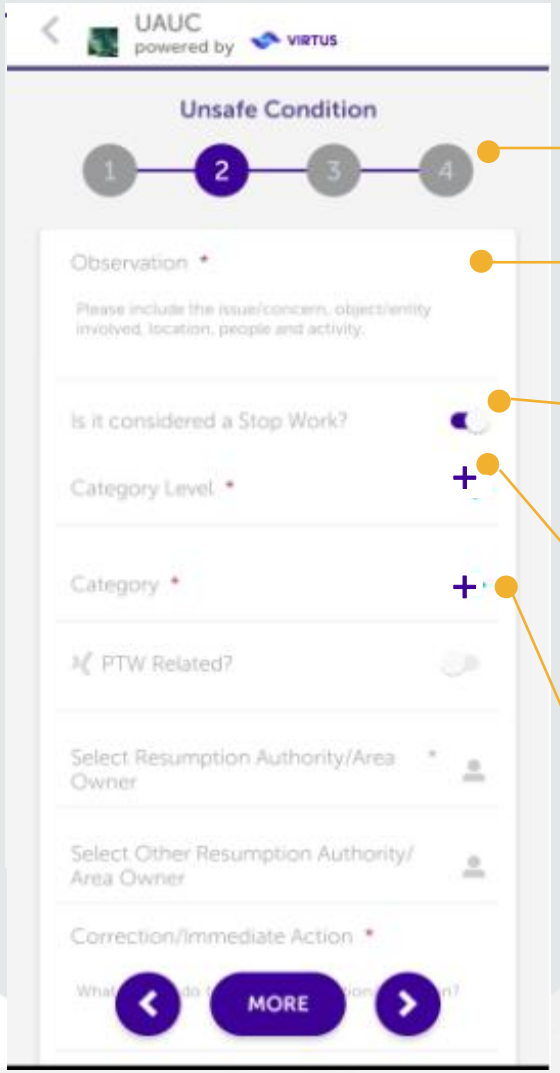
Select Location.
Select OPU-Parent if applicable

Insert Exact Location

Click on the button to go to the next page

6. Unsafe Condition: Submit Own Report/On Behalf

User Role: Reporter



2 Fill in Section 2: Information of the UAUC Report

Click on number to go to the next page

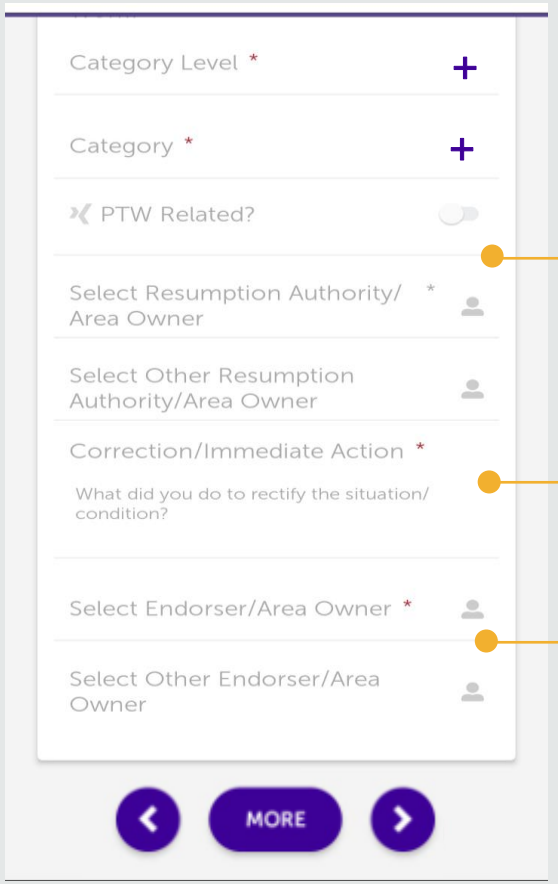
Insert Observation details

Swipe right to enable Stop Work and select a category.

Select Category Level: **Level 2 or 3, select Resumption Authority/ Area Owner**

Select Category and click Add Image to attach image. Mandatory for Level 3

Fill in Section 2: Information of the UAUC Report



Swipe right to enable PTW related and insert PTW Number

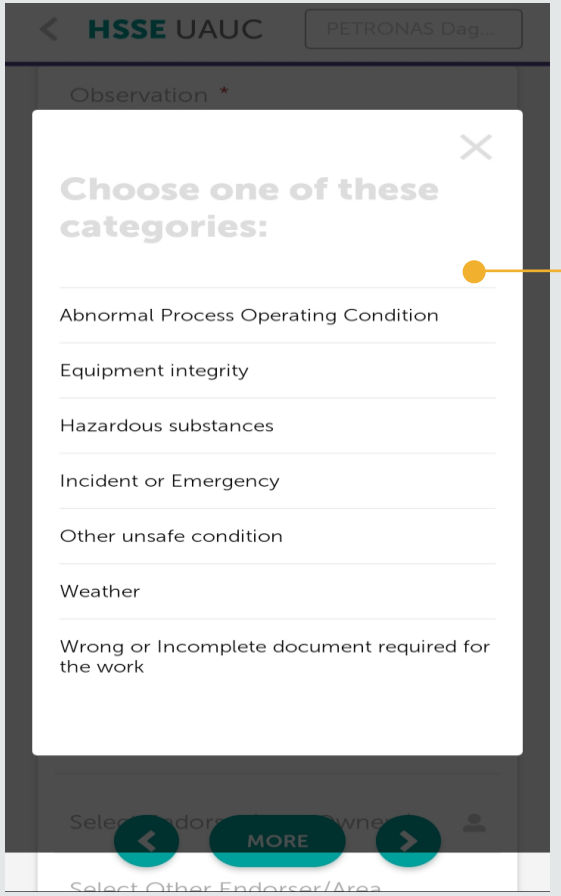
Insert Correction/ Immediate Action

Select Endorser and Other Endorser (optional)

6. Unsafe Condition: Submit Own Report/On Behalf

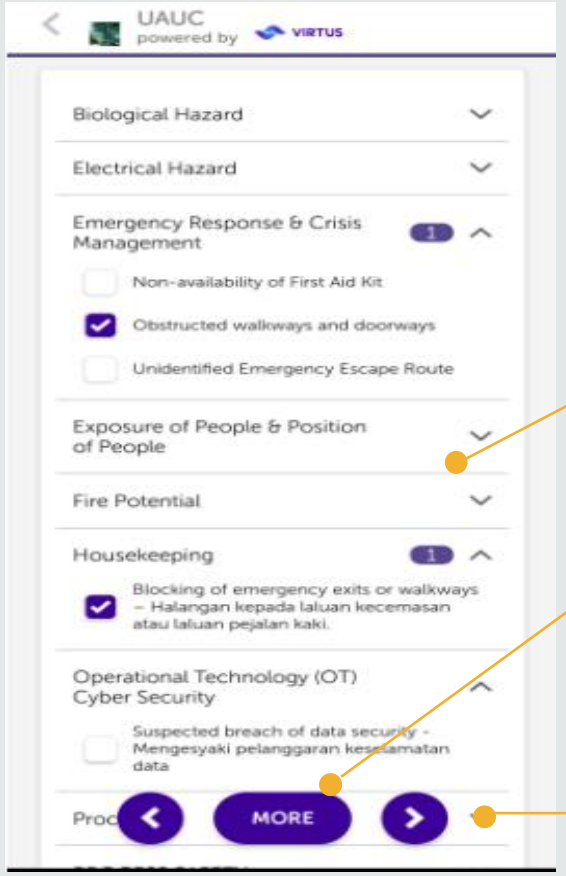
User Role: Reporter

2 Fill in Section 2: Information of the UAUC Report



Select the category

Fill in Section 2: Information of the UAUC Report



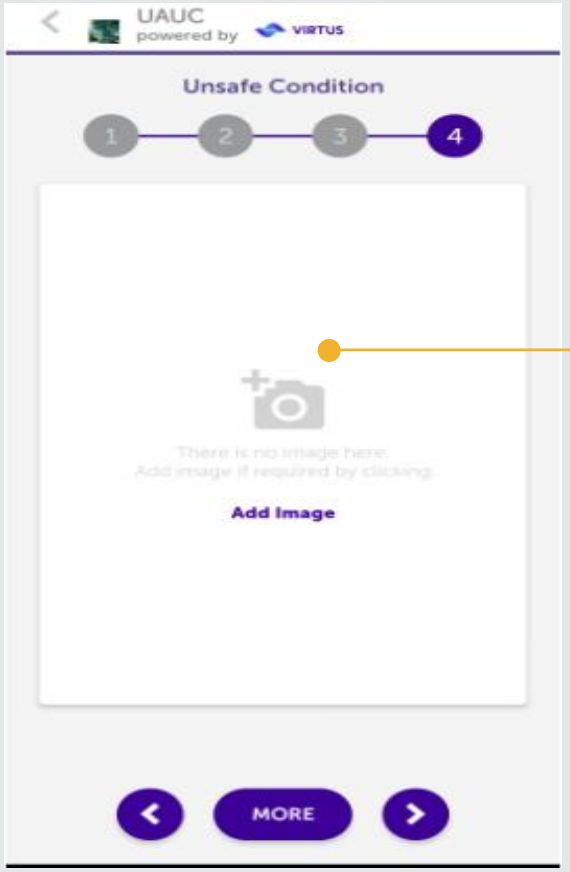
Select one or multiple checklist

Click on More button to save report as Draft or Discard report

Click on button to go to the next page

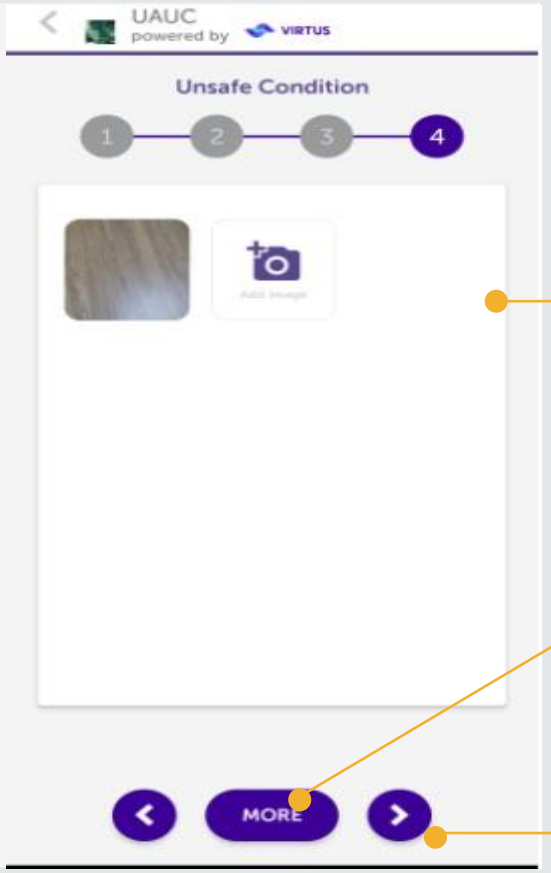
6. Unsafe Condition: Submit Own Report/On Behalf

User Role: Reporter



3 Fill in Section 4: Attachment of the UAUC Report

Click on Camera icon to add image



Fill in Section 4: Attachment of the UAUC Report

You will be able to choose existing images or click on Add Image to capture new image

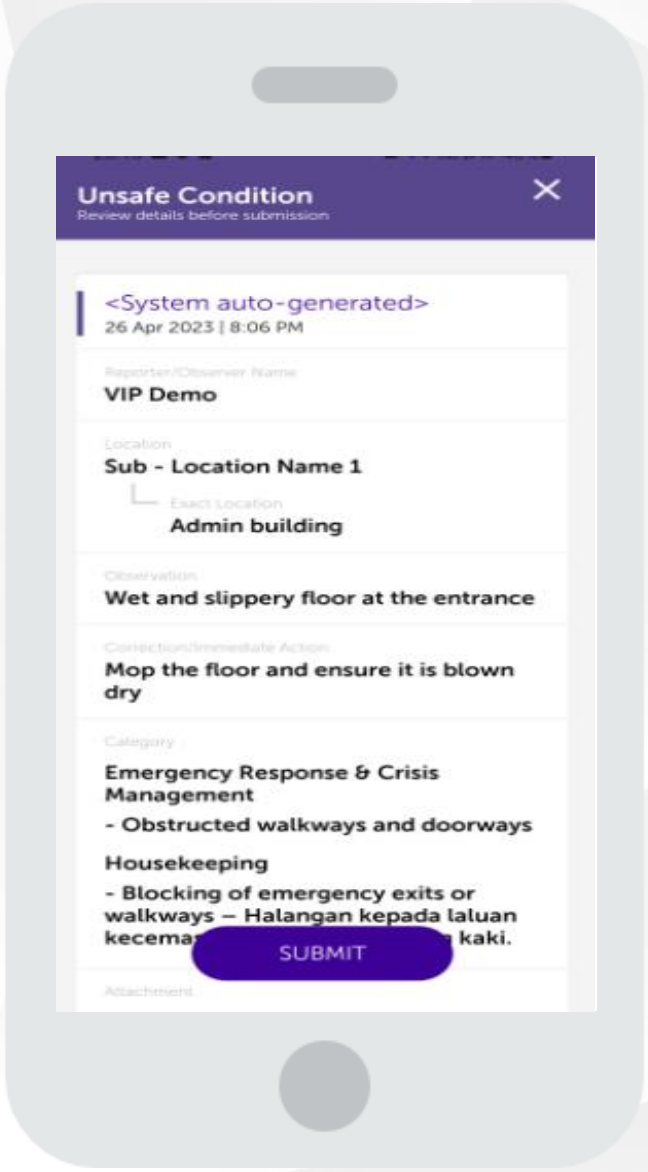
Click on More button to save report as Draft or Discard report

Click on button to go to the next page for preview

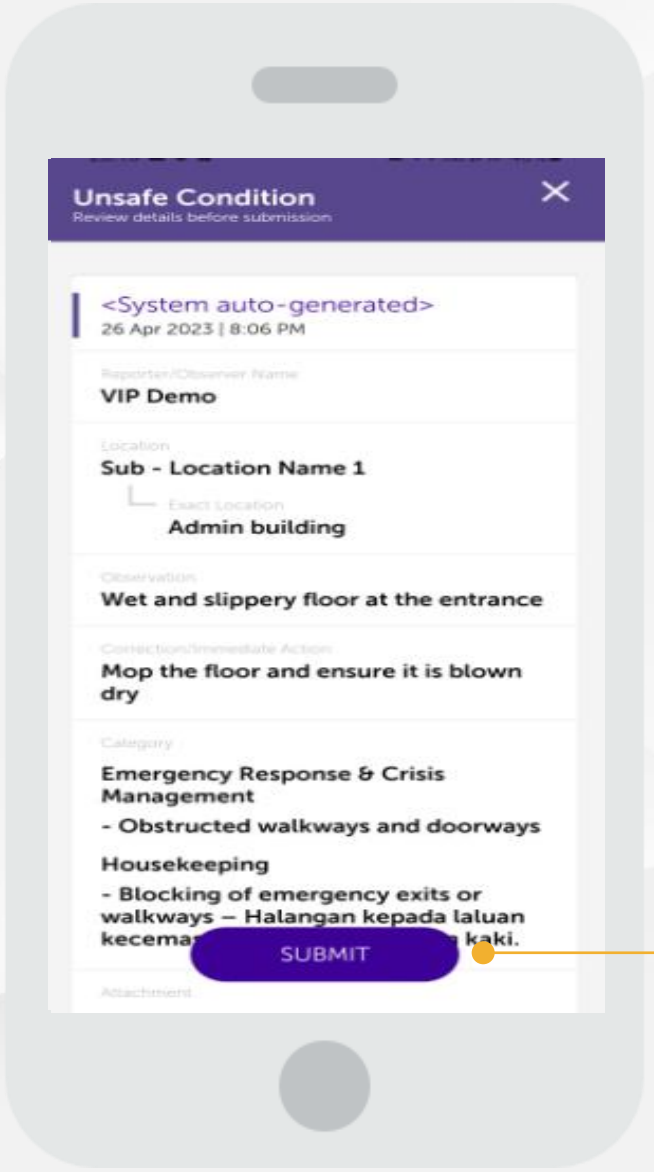
6. Unsafe Condition: Submit Own Report/On Behalf

User Role: Reporter

5 Summary of report



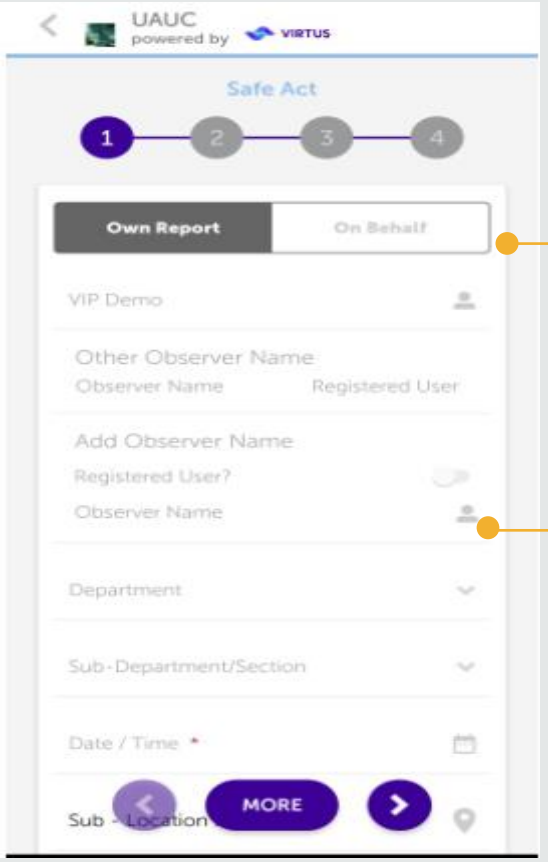
6 Sending the finalized report



Click on Submit button to proceed with report submission

7. Safe Observation: Submit Own Report/On Behalf

User Role: Reporter

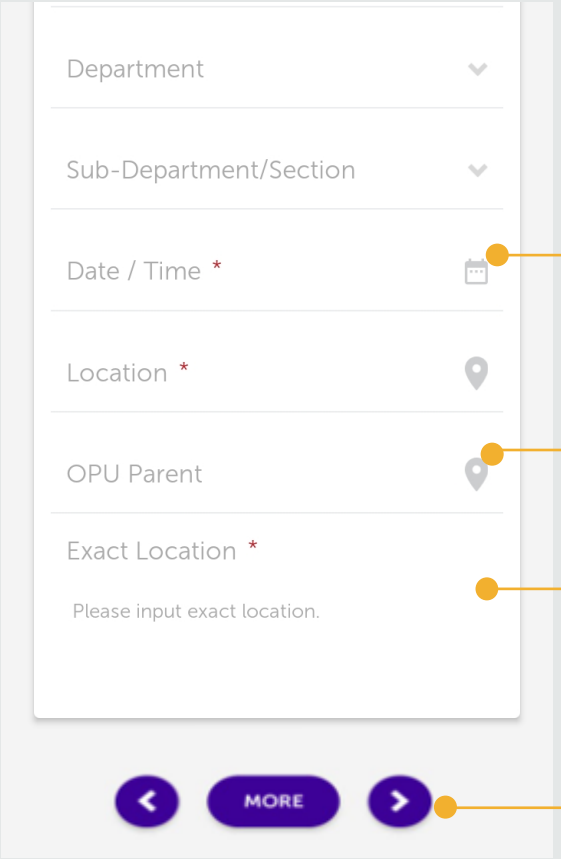


1 Fill in Section 1: Reporter/ Observer of the UAUC Report

Select Type of Submission: **Own Report / On Behalf**

Add Observer Name if any(max 2). (Optional) Select Registered User;

- Swipe right for Yes, insert name and click
- If No, just insert name



Fill in Section 1: Reporter/ Observer of the UAUC Report

Select Department, Date/Time and Location

Select OPU-Parent if applicable

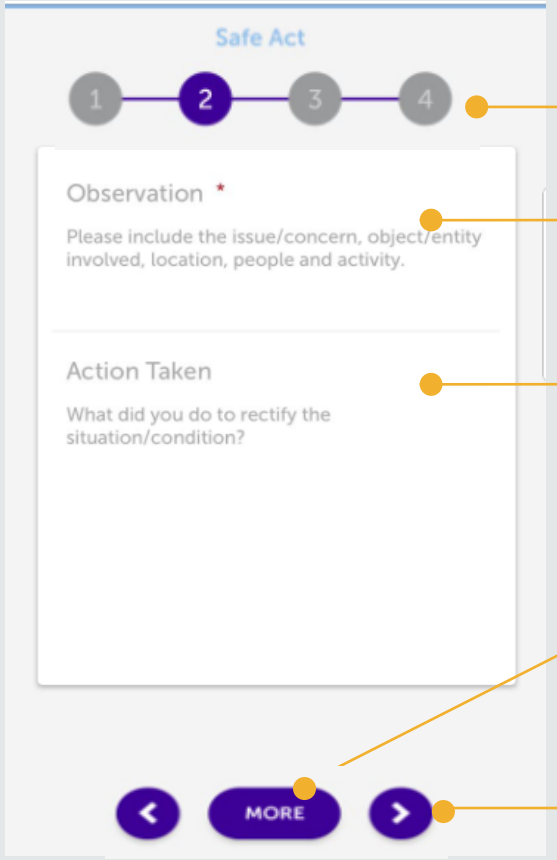
Insert Exact Location

Click on the button to go to the next page

7. Safe Observation: Submit Own Report/On Behalf

User Role: Reporter

2 Fill in Section 2: Information of the UAUC Report



Click on number to go to the next page

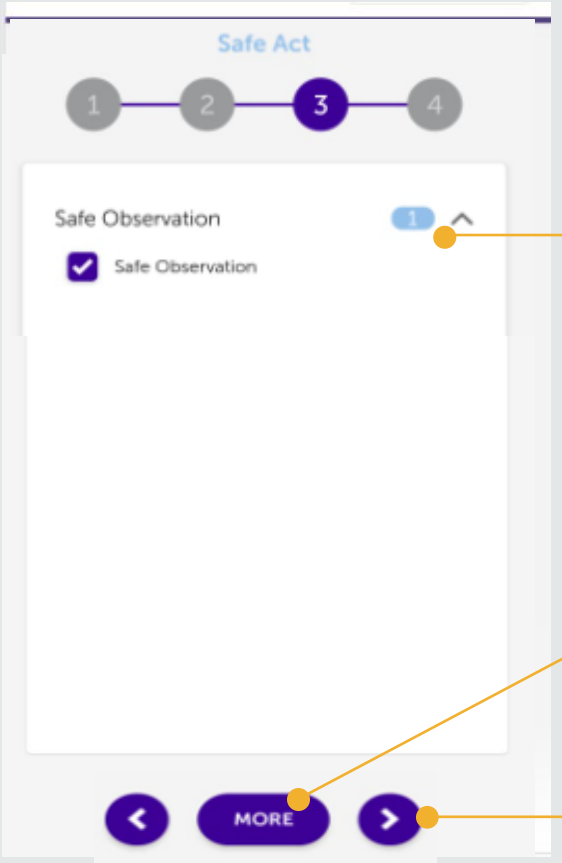
Insert Observation details

Insert details of the Action Taken (Optional)

Click on More button to save report as Draft or Discard report

Click on button to go to the next page

3 Fill in Section 3: UAUC Reporting



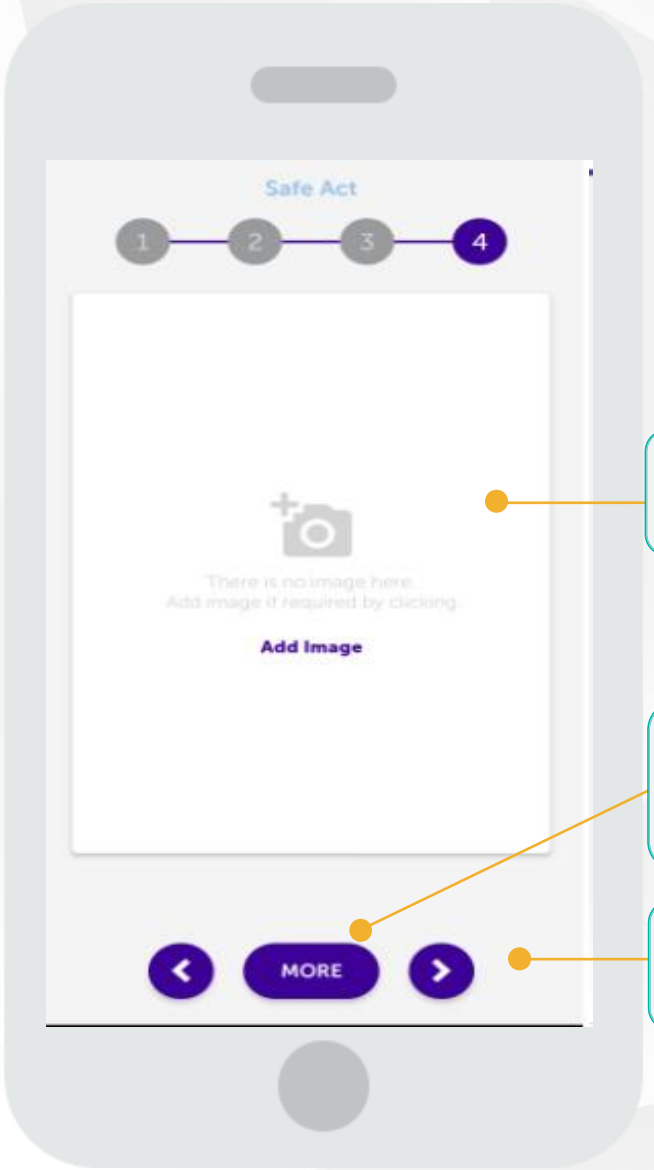
Select the checklist

Click on More button to save report as Draft or Discard report

Click on button to go to the next page

7. Safe Observation: Submit Own Report/On Behalf

User Role: Reporter

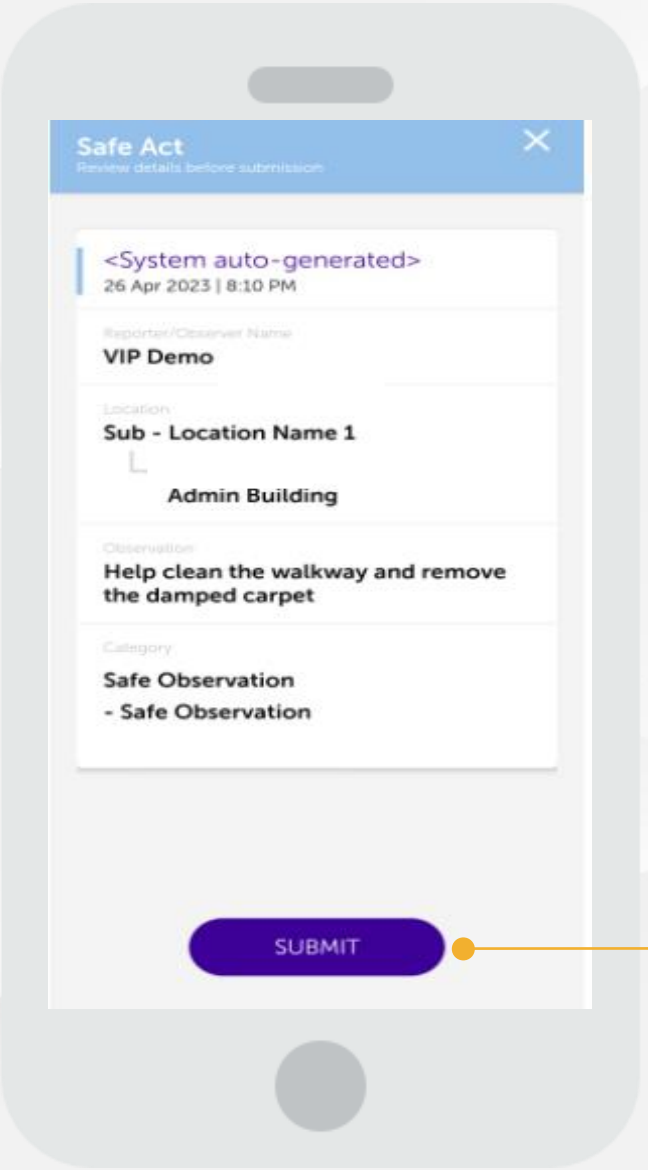


4 Fill in Section 4: Attachment of the UAUC Report

Click on Camera icon to add image

Click on More button to save report as Draft or Discard report

Click on button to go to the next page

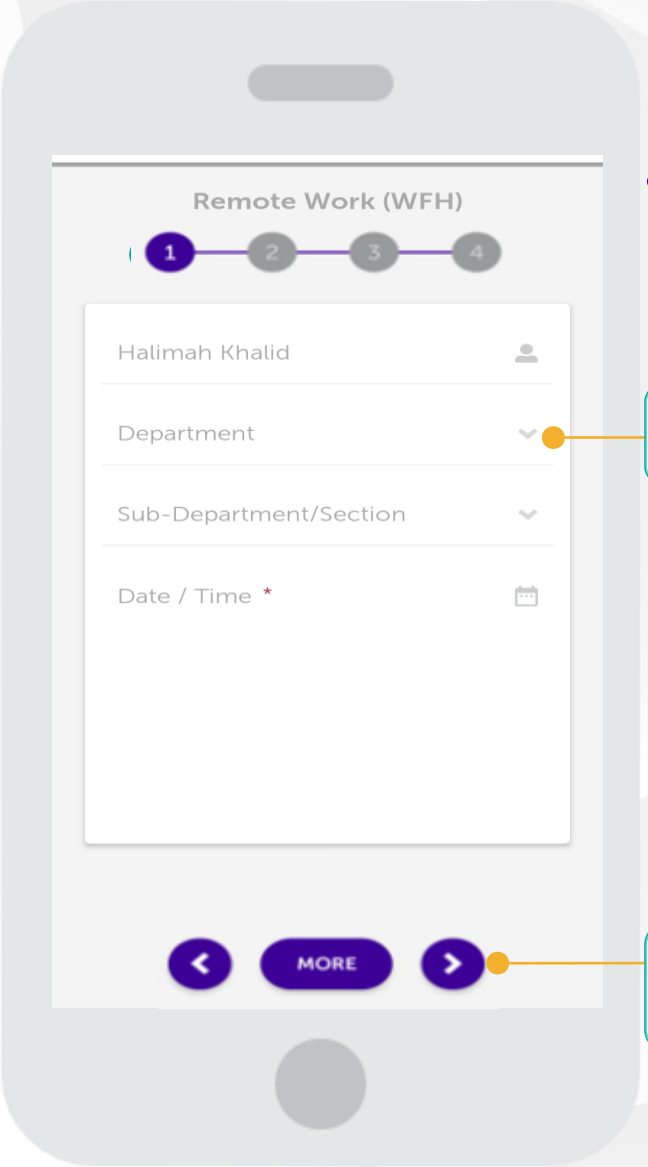


5 Preview of the report and sending the finalized report

Click on Submit button to proceed with report submission

8. Remote Work (WFH): Submit Own Report

User Role: Reporter

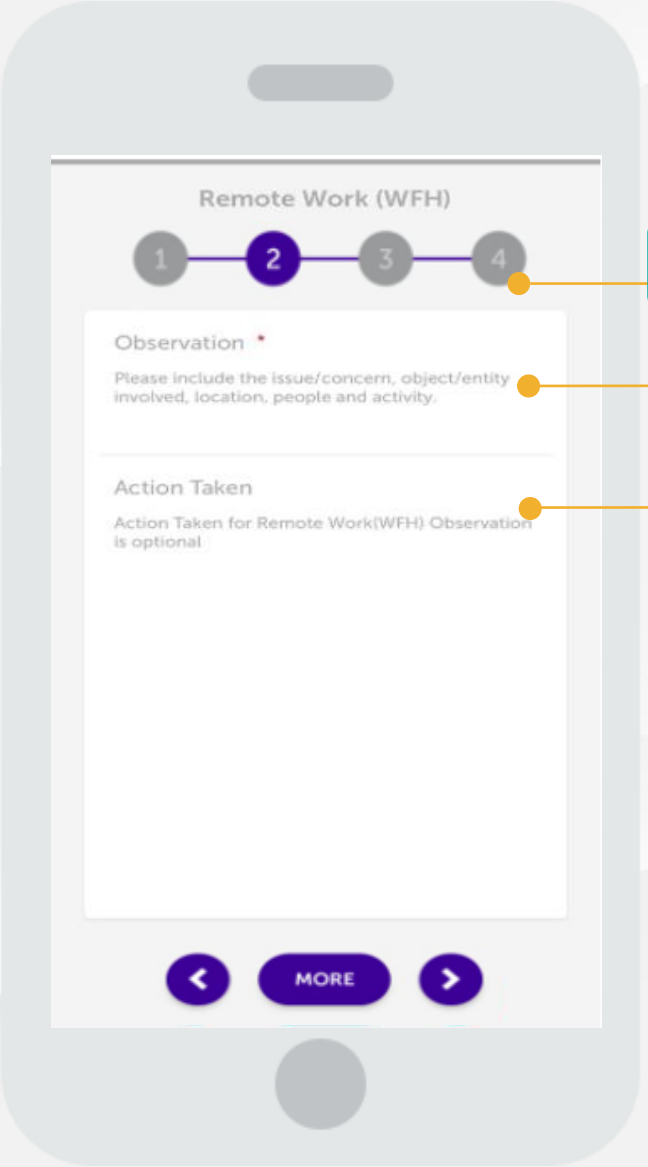


1

Fill in Section 1: Reporter/Observer of the UAUC Report

Select Department, Sub-department and Date/Time

Click on button to go to the next page



2

Fill in Section 2: Information of the UAUC Report

Click on number to go to the next page

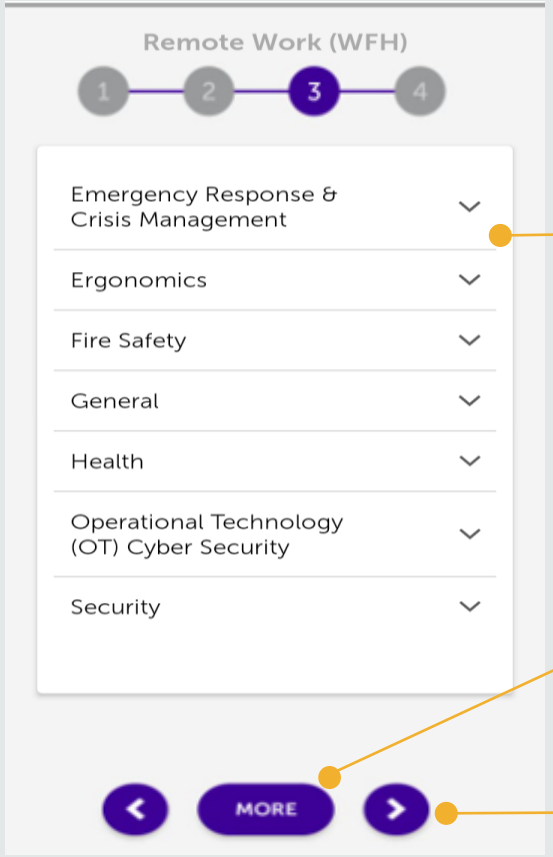
Insert Observation details

Insert details of the Action Taken (Optional)

8. Remote Work (WFH): Submit Own Report

User Role: Reporter

3 Fill in Section 3: UAUC Reporting

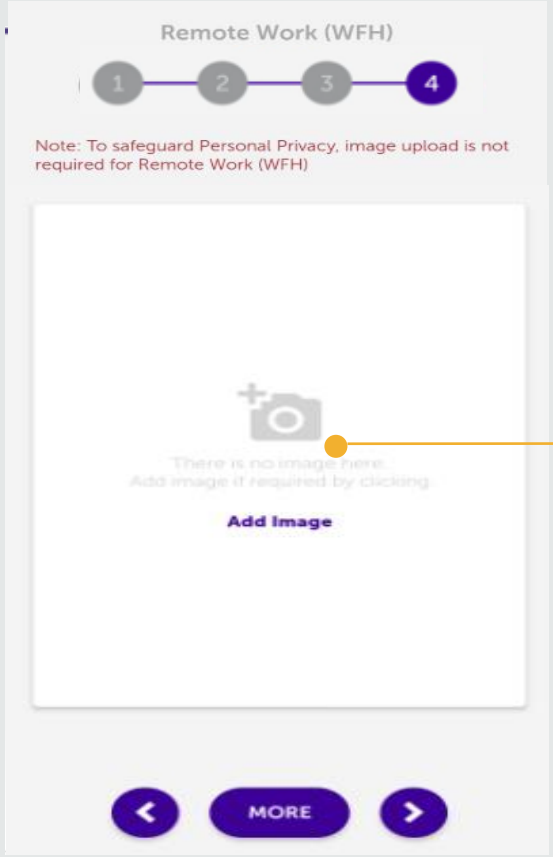


Select the checklist

Click on More button to save report as Draft or Discard report

Click on button to go to the next page

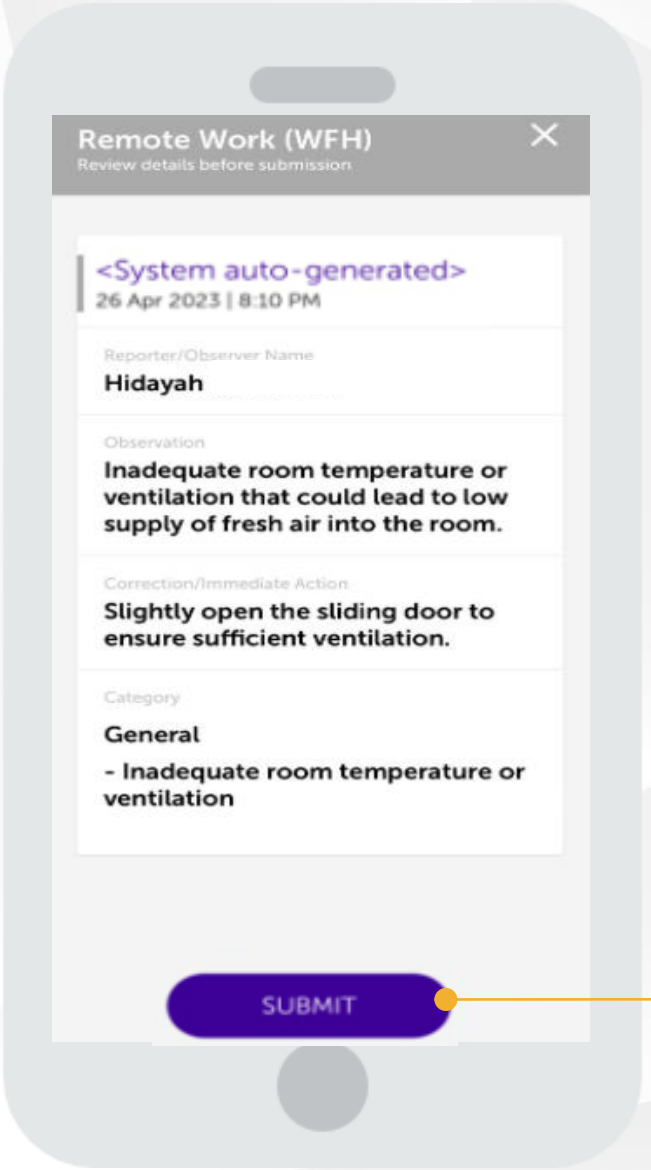
4 Fill in Section 4: Attachment of the UAUC Report



Click on Camera icon to add image

8. Remote Work (WFH): Submit Own Report

User Role: Reporter



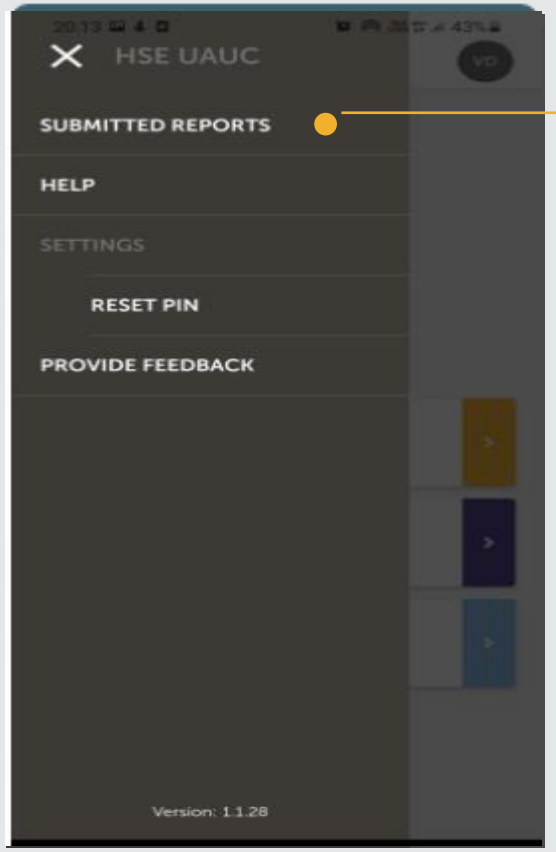
5 Preview of the report and sending the finalized report

Click on Submit button to proceed with report submission

9. View Submitted Reports

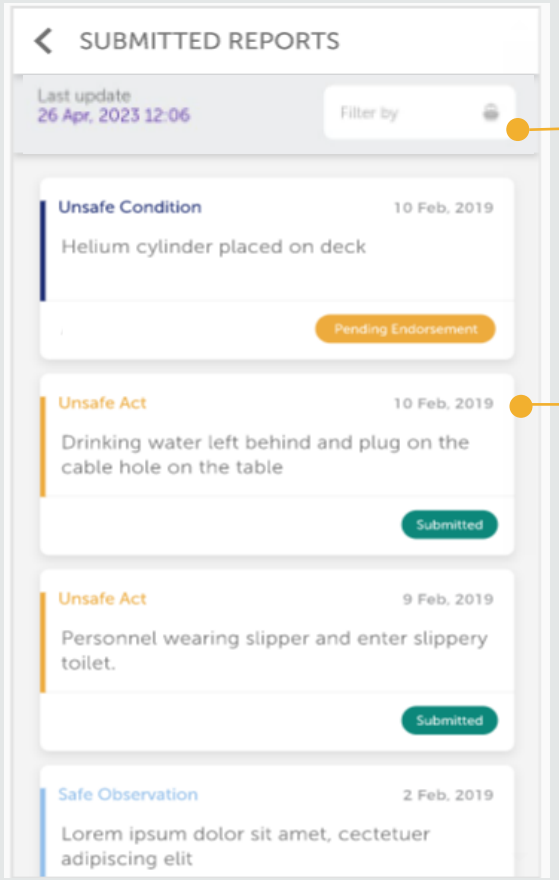
User Role: Reporter

1



In the left menu select Submitted Reports

2



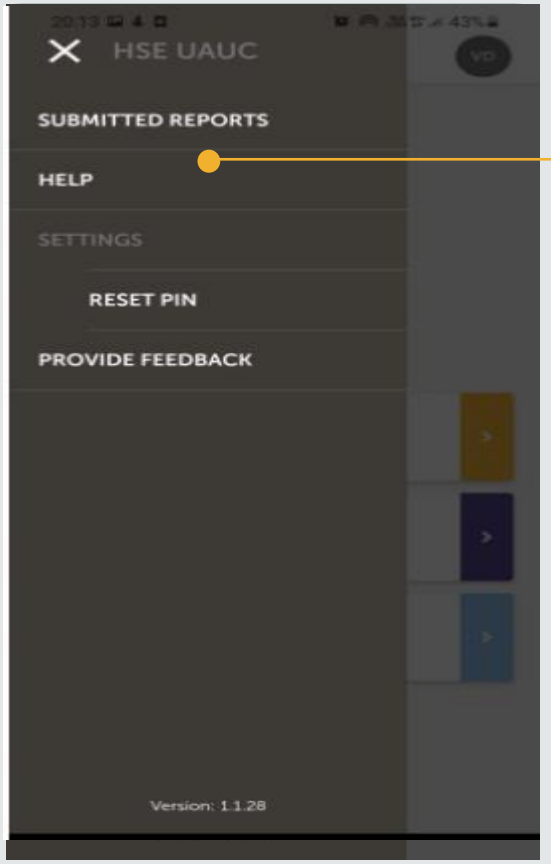
Select filter to view reports based on specific filter

The list of Submitted Reports will be displayed

10. Help

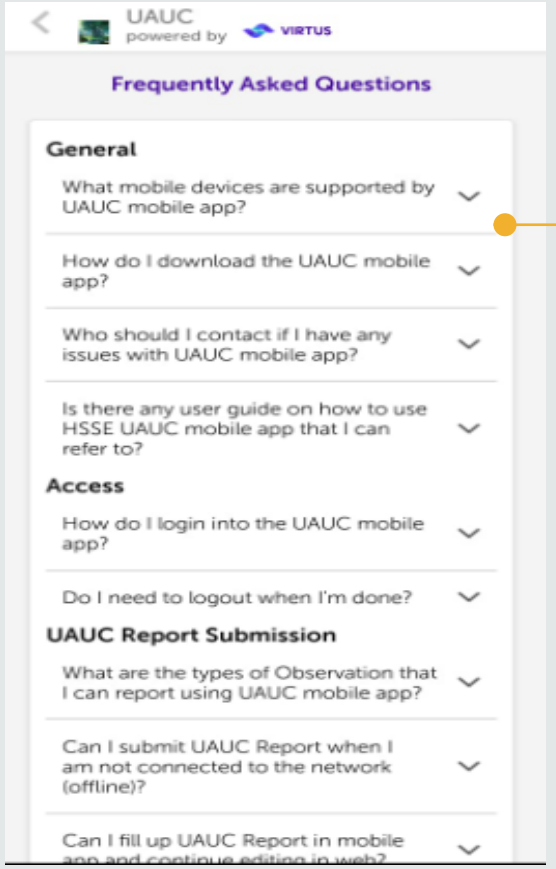
User Role: Reporter

1



In the left menu, click on Help

2

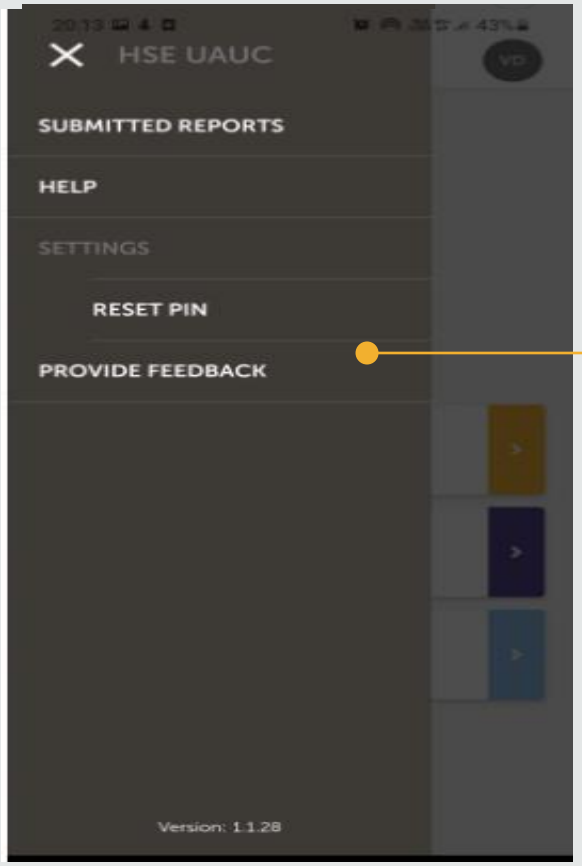


The Frequently Ask Question (FAQ) list will be displayed

11. UAUC Feedback Form

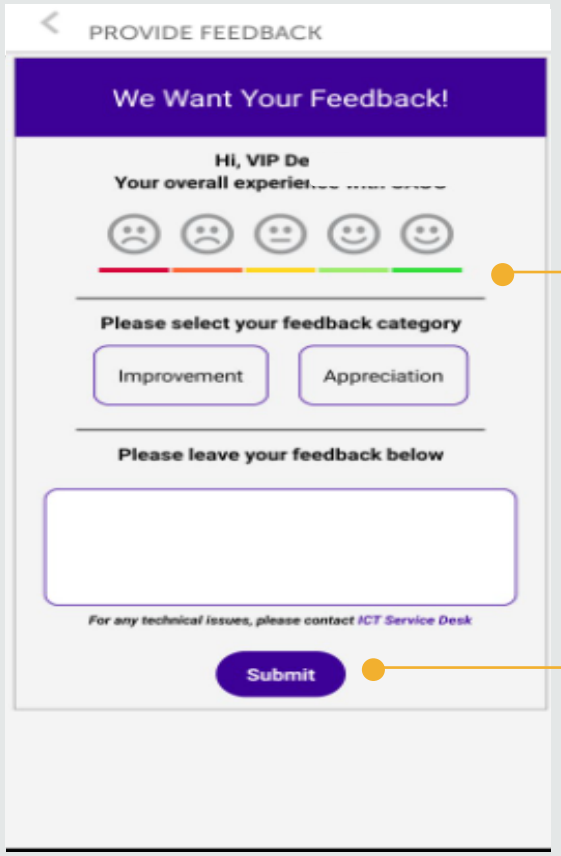
User Role: Reporter

1



In the left menu, click on Provide Feedback

2



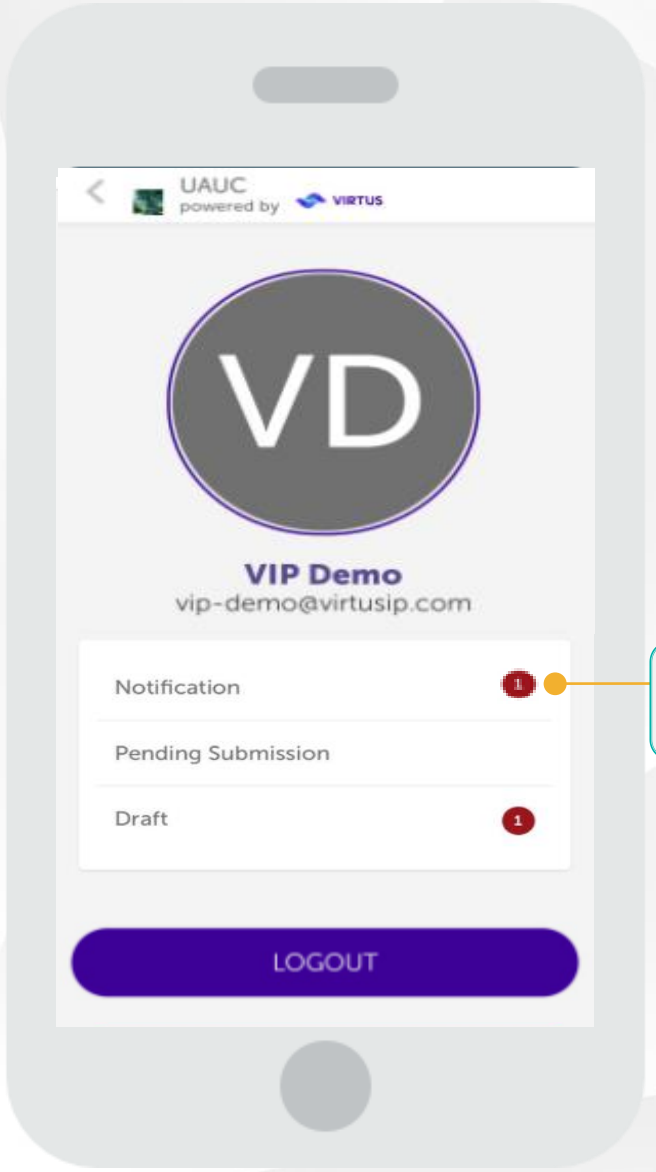
Insert feedback details

Click on Submit button to proceed with feedback submission

12. General Notification

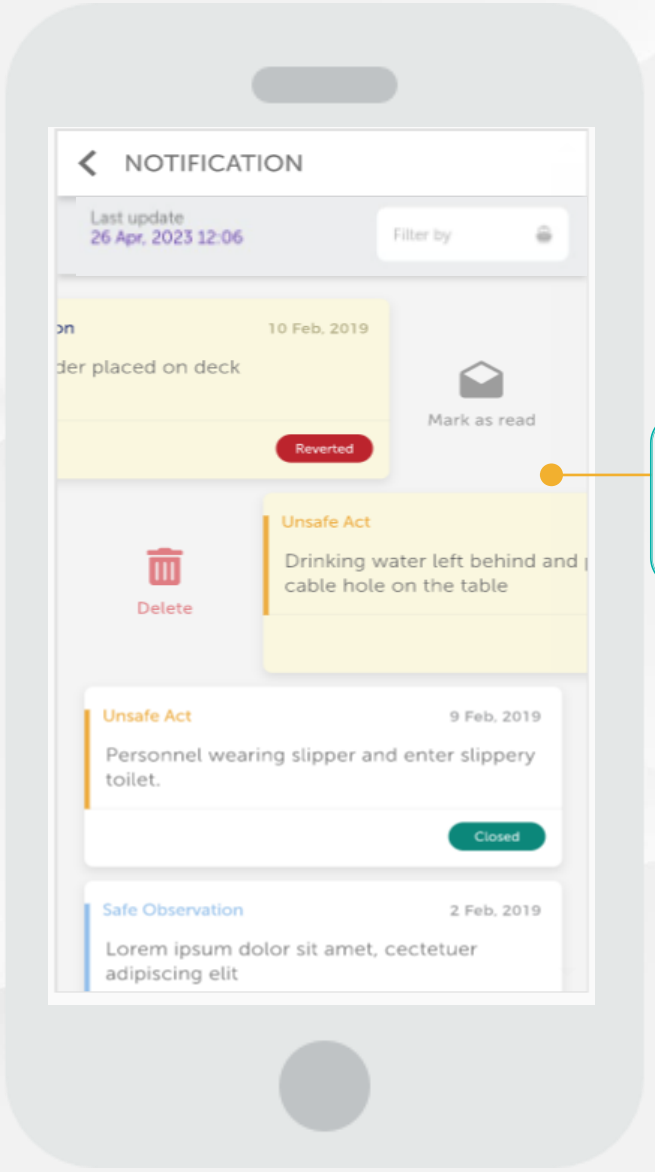
User Role: Reporter

1



In your profile, go to Notification

2

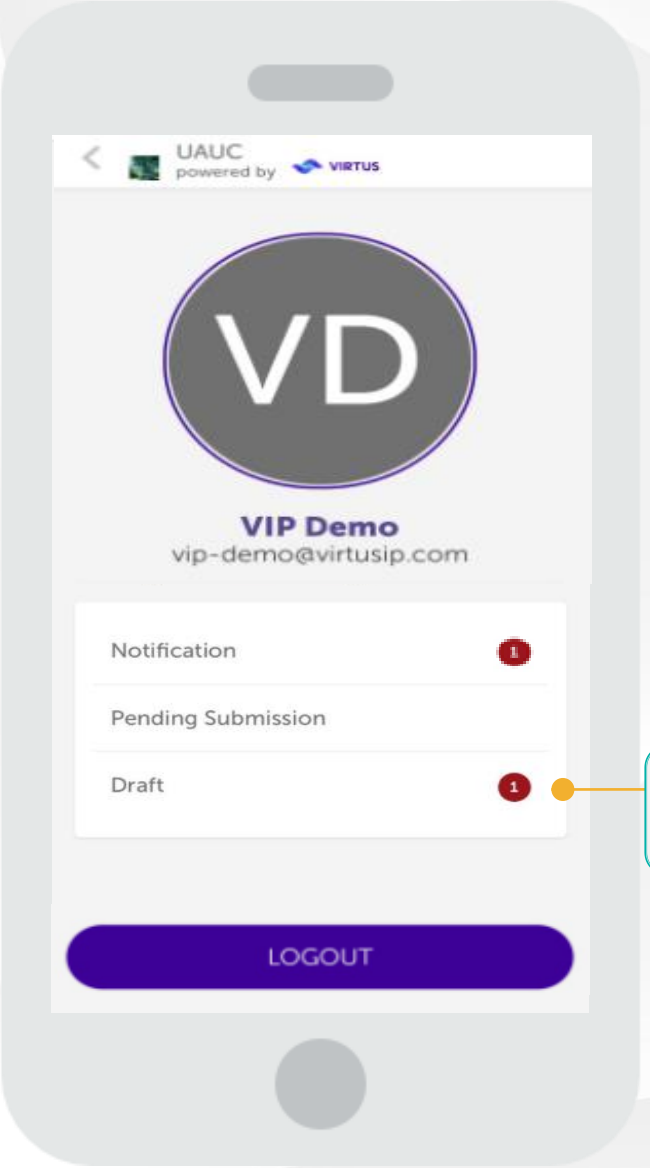


In Notification listing, you be able to Mark as read or Delete the notification

13. Editing Drafted UAUC Report

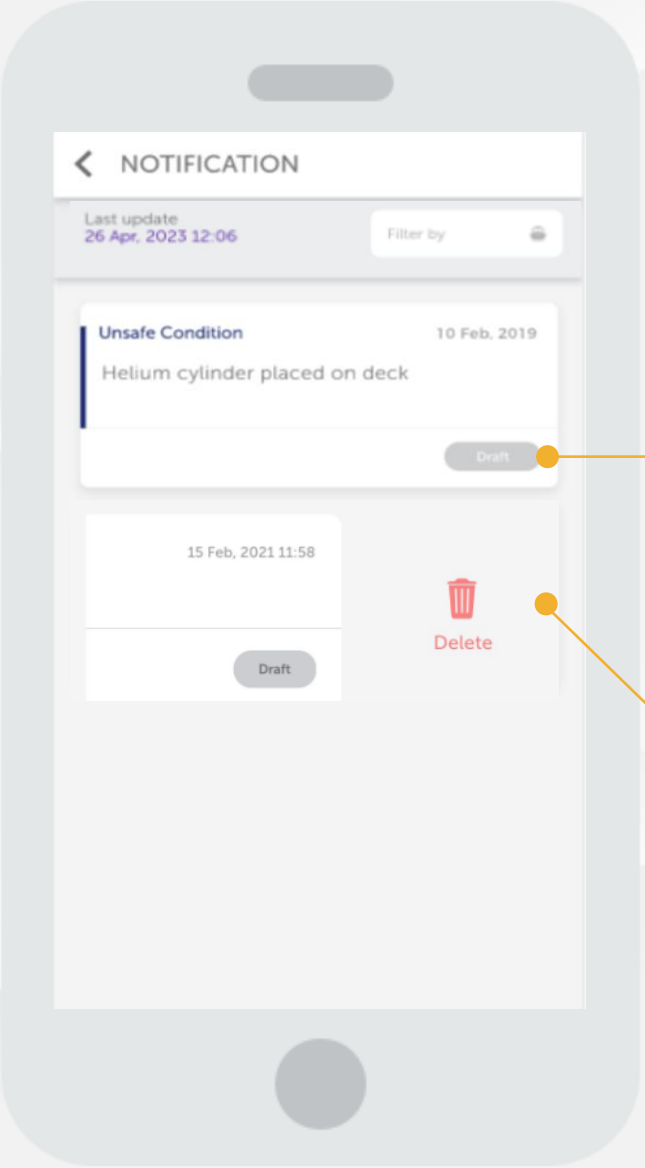
User Role: Reporter

1



Go to your profile, click on Draft

2



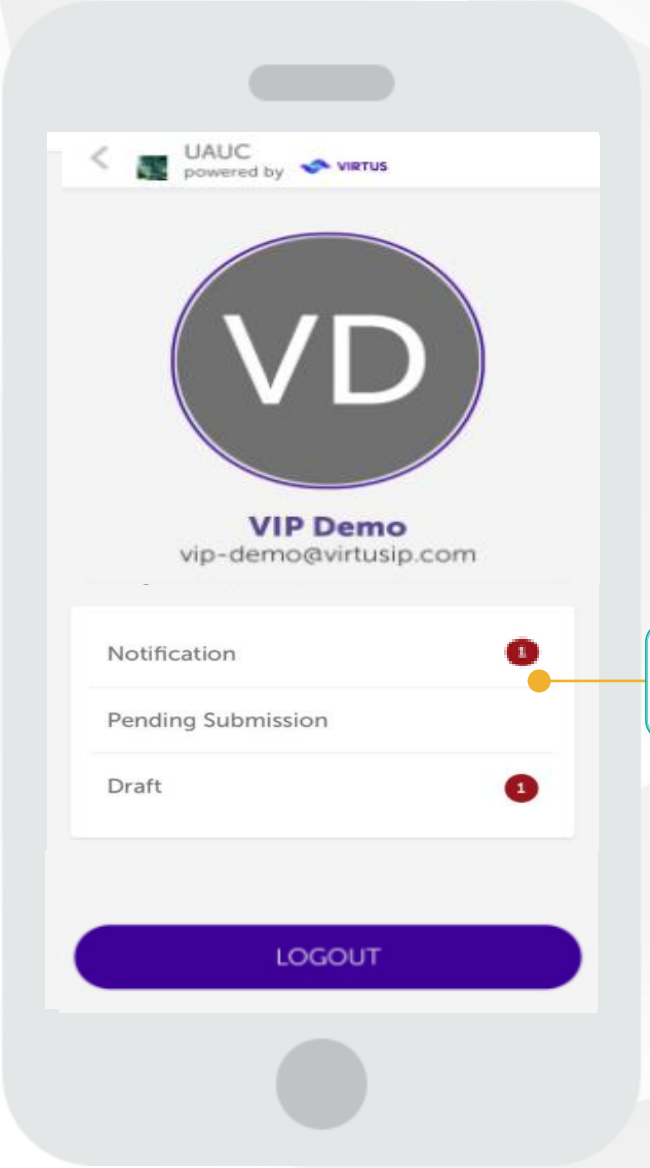
Click on report with status Draft and continue editing report information and proceed with submission

Slide to the left and click Delete icon button to delete the drafted report

14. Resubmit Reverted UAUC Report

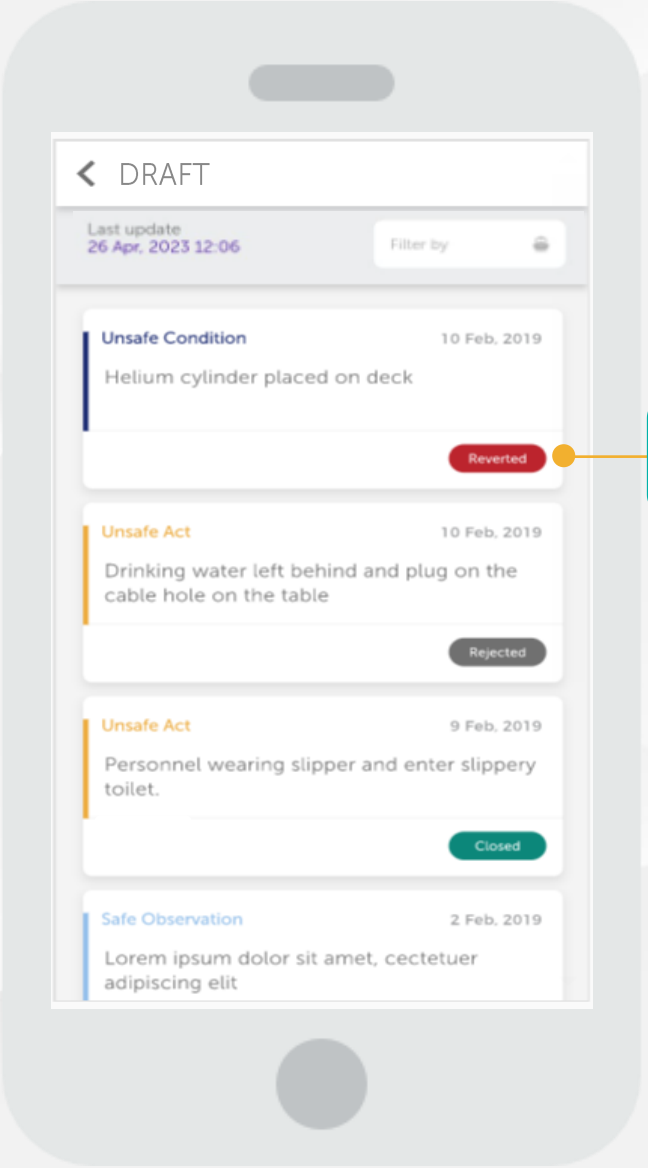
User Role: Reporter

1



In your profile, go to Notification

2

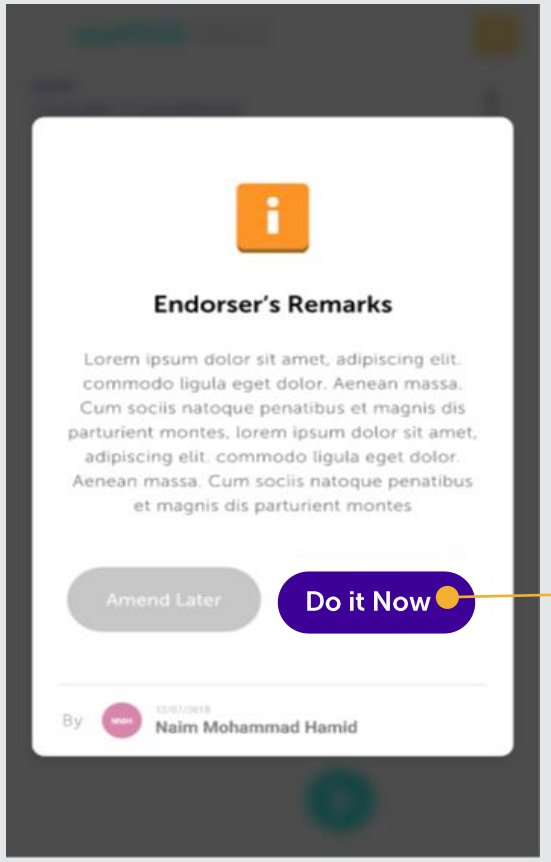


Click on report with Reverted status

15. Resubmit Reverted UAUC Report

User Role: Reporter

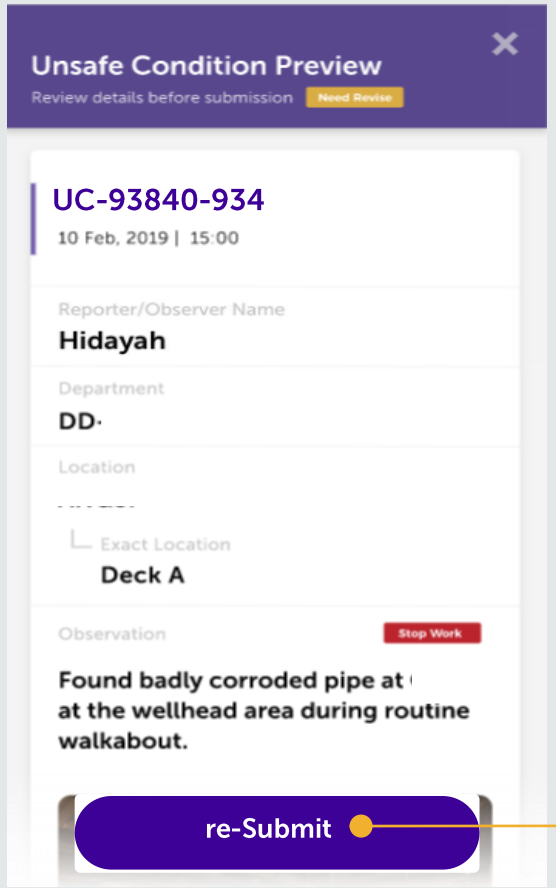
3



Click on Do It Now to amend reverted report

You need to amend the information inserted based on the remarks by Endorser

4



Once completed, click on re-Submit button to proceed with report submission

Thank You!