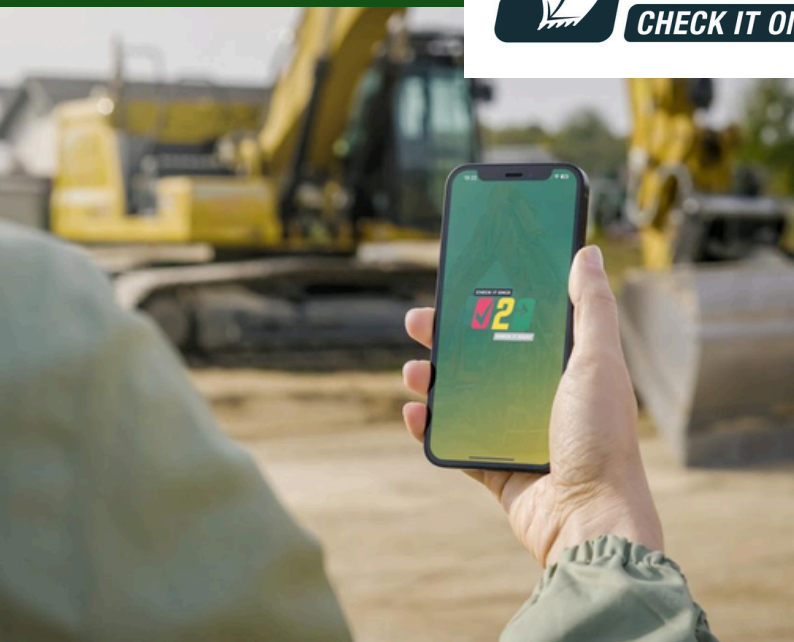
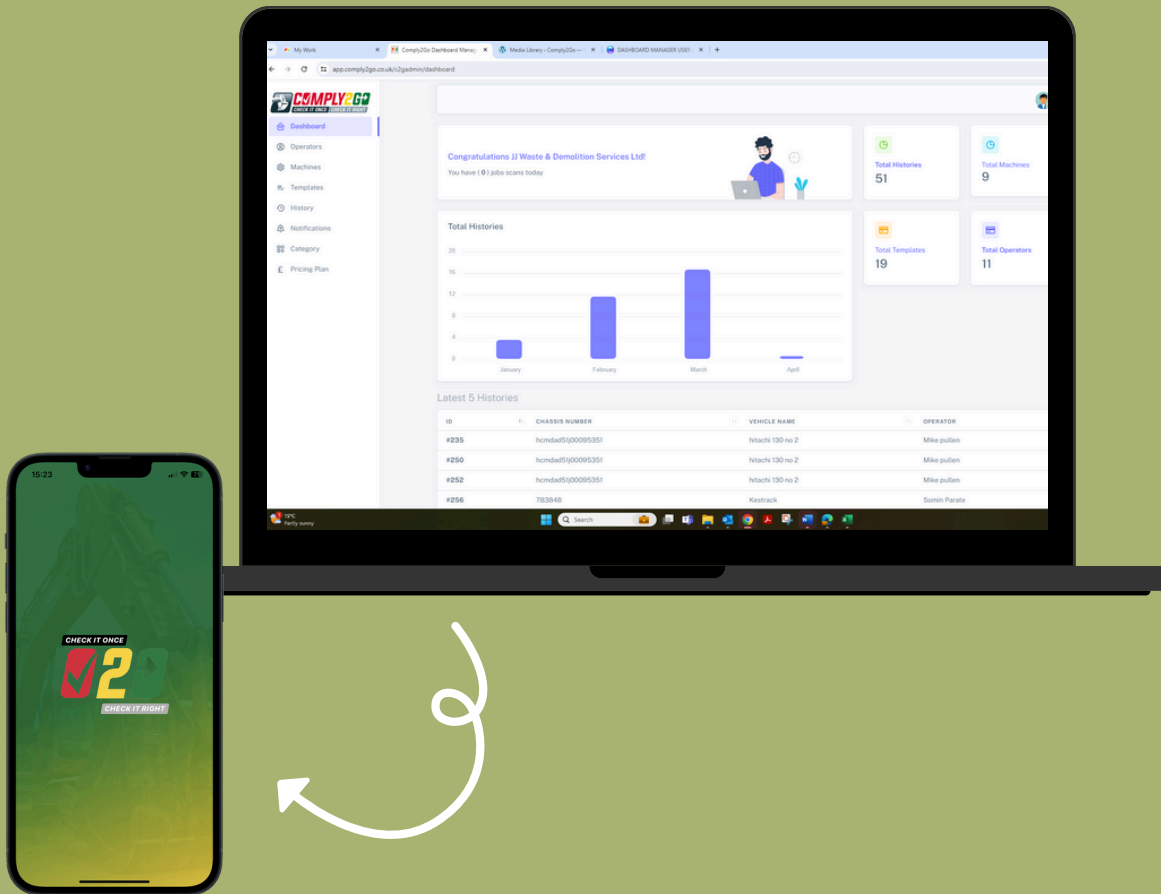




DASHBOARD MANAGER USER GUIDE

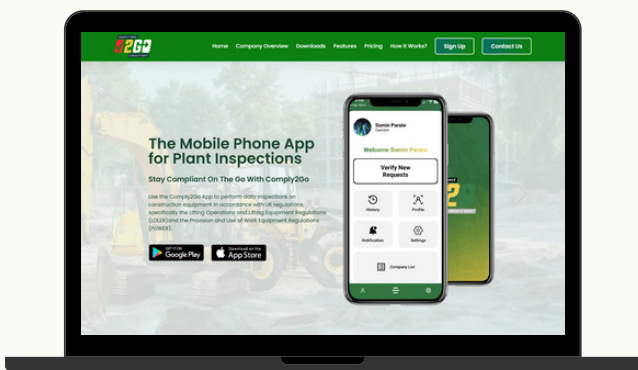


a simplified guide on managing the
dashboard for your app users



DASHBOARD MANAGER KEY FUNCTIONS

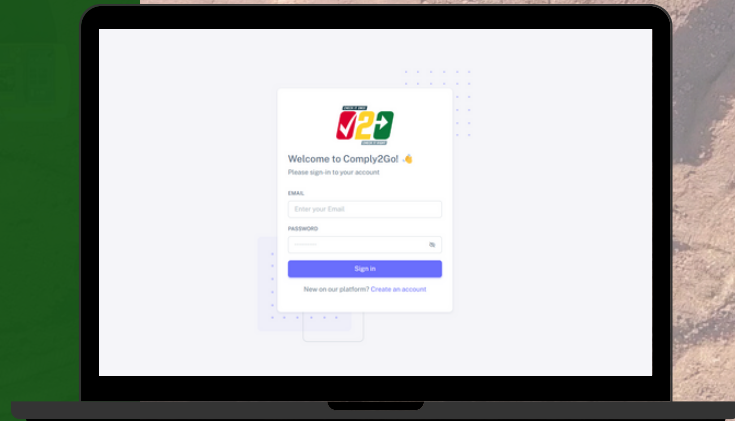
- CHOOSE A PLAN TO MANAGE YOUR BUSINESS COMPLIANCY TASKS
- SET UP YOUR PLANT & MACHINES
- INVITE ON-SITE PERSONNEL TO DOWNLOAD THE APP FOR MOBILE ACCESSIBILITY
- DELEGATE MACHINES TO OPERATORS FOR ON-THE-GO PLANT CHECKS
- GENERATE COMPREHENSIVE AND ACCESSIBLE REPORTS ON SAFETY CHECKS



STEP ONE - LOGIN

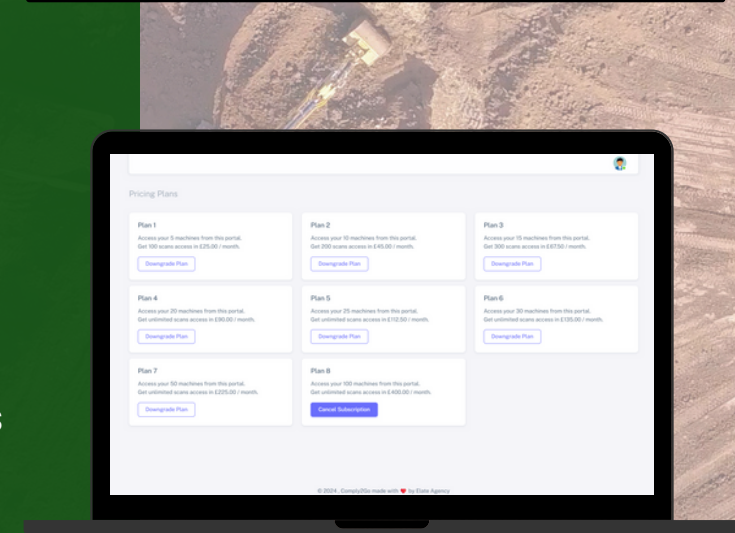
<https://app.comply2go.co.uk/>

Begin by setting up an account providing your name, company name, and email address. After creation, use these login credentials to sign in.



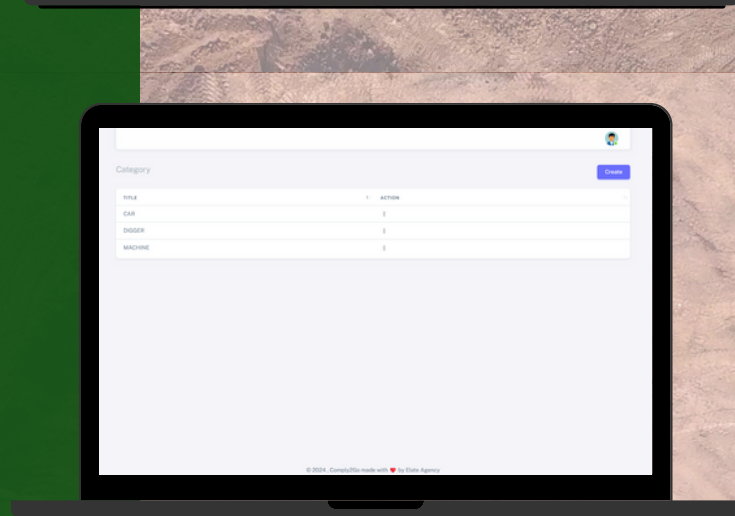
STEP TWO - PRICING PLAN

Choose a plan that fits your business needs with Comply2Go. Our plans start at just £25 per month, allowing you to manage up to 5 machines and 100 scans. As your operations grow, you can upgrade to higher-tier plans, offering management of up to 100 machines and unlimited scans for £400 per month.



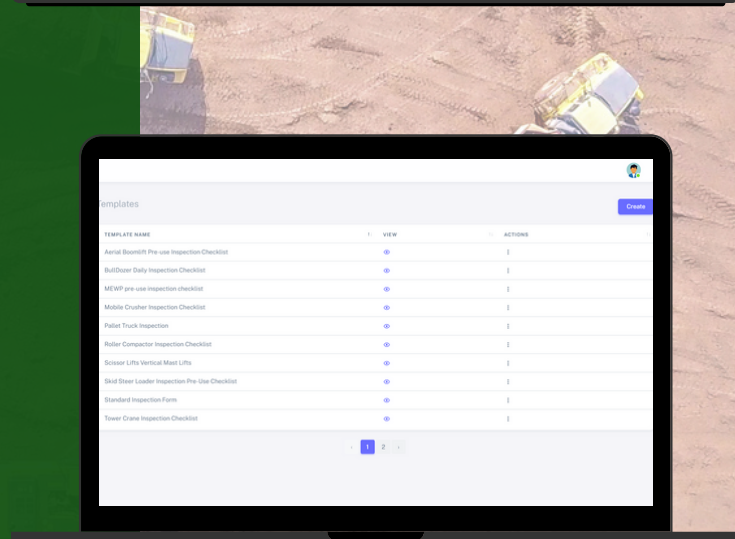
STEP THREE - CATEGORY

Navigate to the left-hand side menu on the homepage and select "Category." Here, you can establish categories for your machines. This step is crucial before proceeding to create machines.



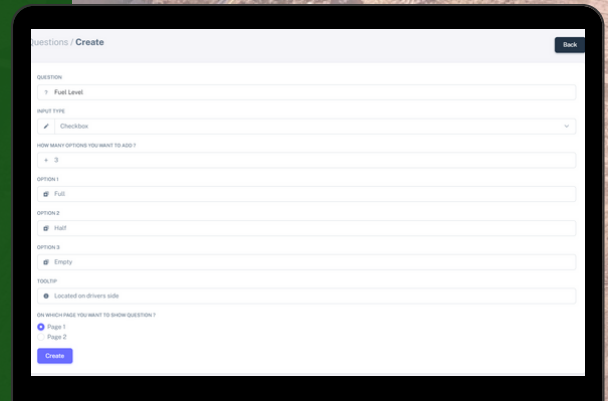
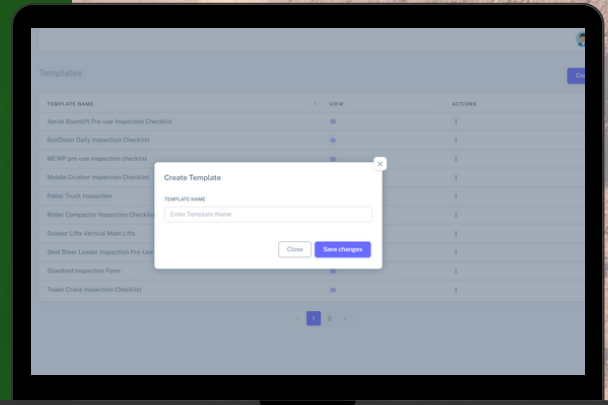
STEP FOUR - TEMPLATE

Access the left-hand side menu on the homepage and choose "Template." Explore a variety of templates available for immediate use or customisation to fit your machine requirements. You can also create your own template.



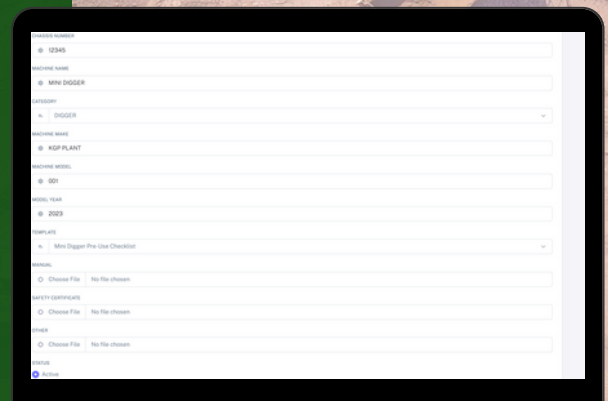
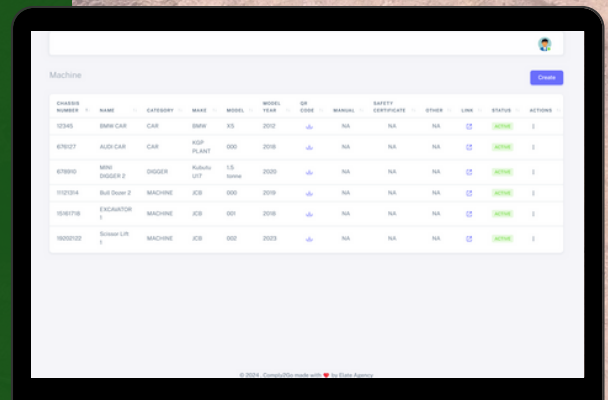
CREATING A CUSTOM TEMPLATE

1. Give the template a name.
2. Use "Manual Add" to generate it.
3. Manually input a question like *"Fuel level?"*
4. Select the Input type: Radio Button, Select, or Checkbox (*please refer to page 6 for additional information*).
5. Define the number of response options for the user and manually input the answers, for instance: *Empty, 1/4, 1/2, 3/4, Full*.
6. Use the Tooltip to offer extra details pertaining to the question, such as the location of a specific part on the machine. Users can access this information by clicking the 'i' icon next to the question.
7. Click on the blue "create" tab to complete the template creation.



STEP FIVE - MACHINES

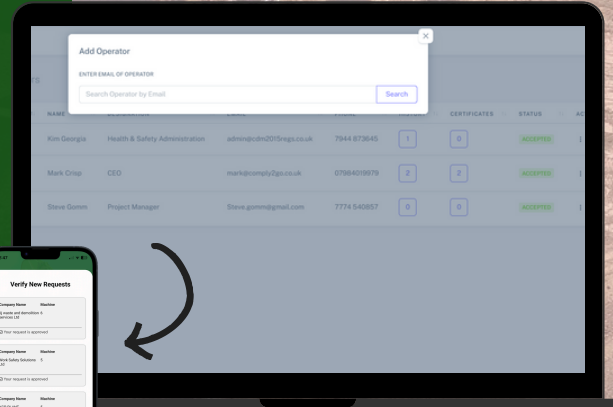
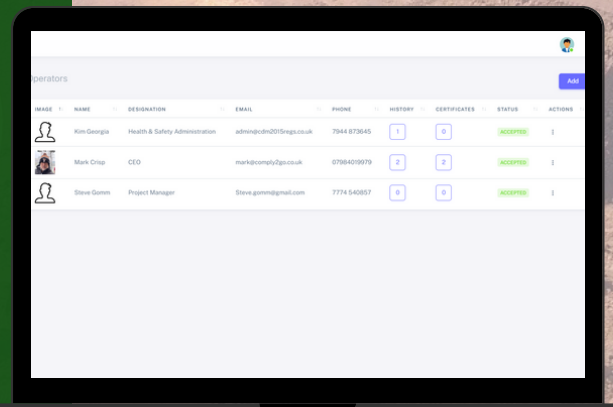
1. Navigate to "Machines" from the menu on the left side of the homepage.
2. Input the chassis number (mandatory), even if using a fictional number.
3. Fill in machine details like name, category, make, model, and year.
4. Choose a template, either one created manually or from pre-set options.
5. Opt to upload manuals and safety certificates for operator reference via QR code.
6. Ensure the "Activate" button is on and click the blue "create" tab.



STEP SIX - OPERATORS

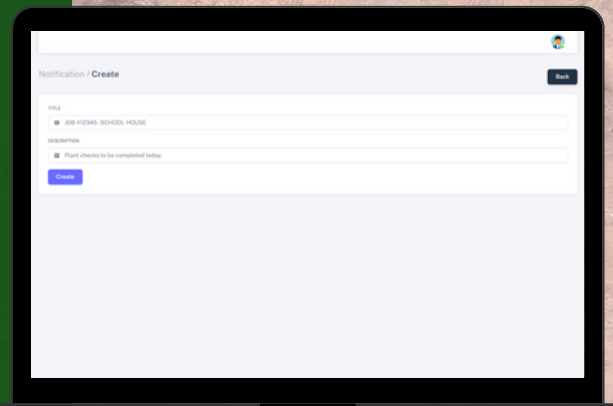
Adding operators to your account:

1. Navigate to the left-hand side menu on the homepage and select "Operators."
2. Click the blue "Add" tab.
3. Enter the email address of the operator who has uploaded and signed into the Comply2Go App.
4. The operator will receive an invite on the app's "verify new requests" page. Upon acceptance, they will be added to the Operators on your dashboard.
5. On this page, you can view their contact details, user history, and upload certificates.



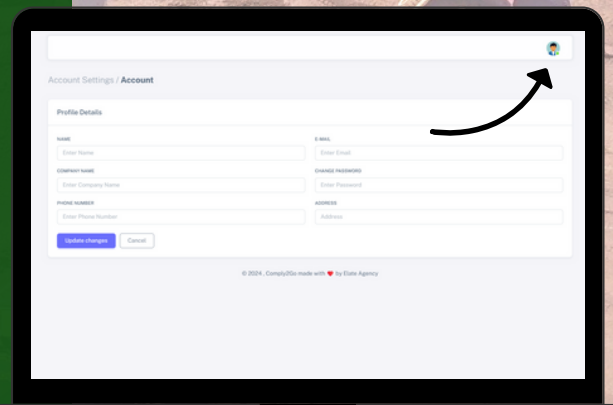
STEP SEVEN - NOTIFICATIONS

1. Access the left-hand side menu on the homepage and select "Notifications" to send out a message to your operators.
2. Click the blue "Create" tab.
3. Title your message.
4. Add the message content in the description box.
5. Click the blue 'Create' tab to send the message.



HOW TO LOG OUT

- Click the dashboard manager icon in the top right of the page. Here you can view your profile, edit your contact details and logout of the website.



INPUT TYPES

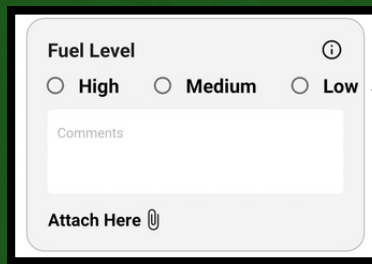
Choose an input method that permits users to respond to questions using a variety of formats.

Choosing **Radio Button** enables users to select a single short answer from multiple choices. When one radio button is selected, any previous selections are cleared.

Choosing **Select** permits users to choose a single longer answer (up to 25 characters, including spaces) from multiple options.

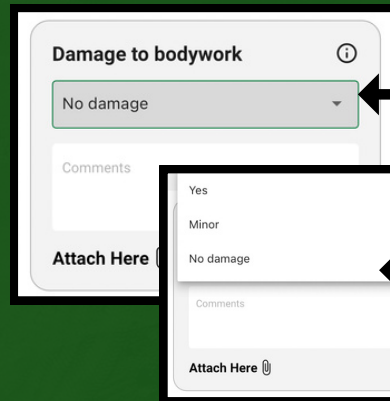
Choosing **Checkbox** allows users to select multiple answers from predefined options. Useful when more than one answer is required.

The answer options will appear on the mobile app in the following format.



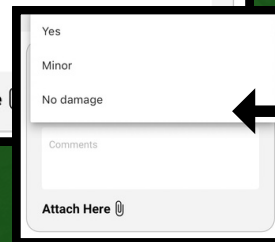
A screenshot of a mobile app form titled "Fuel Level". It features three radio buttons labeled "High", "Medium", and "Low". Below the buttons is a text input field labeled "Comments" and an "Attach Here" button with a paperclip icon.

RADIO BUTTON



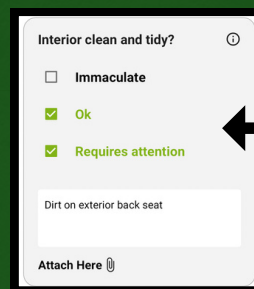
A screenshot of a mobile app form titled "Damage to bodywork". It features a dropdown menu with "No damage" selected. Below the dropdown is a text input field labeled "Comments" and an "Attach Here" button with a paperclip icon.

SELECT



A screenshot of a mobile app form showing a dropdown menu with three options: "Yes", "Minor", and "No damage". Below the dropdown is a text input field labeled "Comments" and an "Attach Here" button with a paperclip icon.

DROPDOWN



A screenshot of a mobile app form titled "Interior clean and tidy?". It features three checkboxes: "Immaculate" (unchecked), "Ok" (checked), and "Requires attention" (checked). Below the checkboxes is a text input field labeled "Dirt on exterior back seat" and an "Attach Here" button with a paperclip icon.

CHECKBOX

COMPLY2GO DASHBOARD MANAGER

FAQ'S

What device is the app compatible with?

The Comply2Go app boasts user-friendly functionality and is compatible with a wide range of mobile devices. For all Apple products, the app requires iOS 6.0 or later to ensure seamless operation.

How many machines can I have?

You can access up to 100 machines by signing up for our largest subscription plan. This plan offers ample capacity to accommodate a significant number of machines, ensuring that you can effectively manage your equipment and streamline your compliance processes. If you require additional capacity beyond this limit, please contact our support team to discuss custom solutions tailored to your specific needs.

How many users can I have submitting reports?

You can have an unlimited number of users submitting reports with each plan. There is no restriction on the number of users who can access and use the app to submit reports. Additionally, the app is completely free to download, making it accessible to all users within your organisation without incurring additional costs. This flexibility ensures that all relevant personnel can contribute to the reporting process, supporting your compliance efforts effectively.

COMPLY2GO QR CODES

The Comply2Go QR Codes offer an additional feature, free of charge, to enhance your compliance and safety efforts. With our QR Codes, you can easily label equipment, machinery, or any other relevant assets, enabling quick and convenient access to essential information.



By scanning these QR Codes with a mobile device equipped with the Comply2Go app, users can instantly retrieve details such as maintenance history, safety instructions, and compliance documentation. This seamless integration of QR technology streamlines the process of accessing critical information, empowering your workforce to make informed decisions and adhere to regulatory requirements more efficiently.

Additionally, this feature is available at no additional cost, ensuring that you can leverage the benefits of QR Code labeling without incurring additional expenses. Our goal is to provide comprehensive solutions that enhance safety, streamline operations, and deliver exceptional value to our customers.

