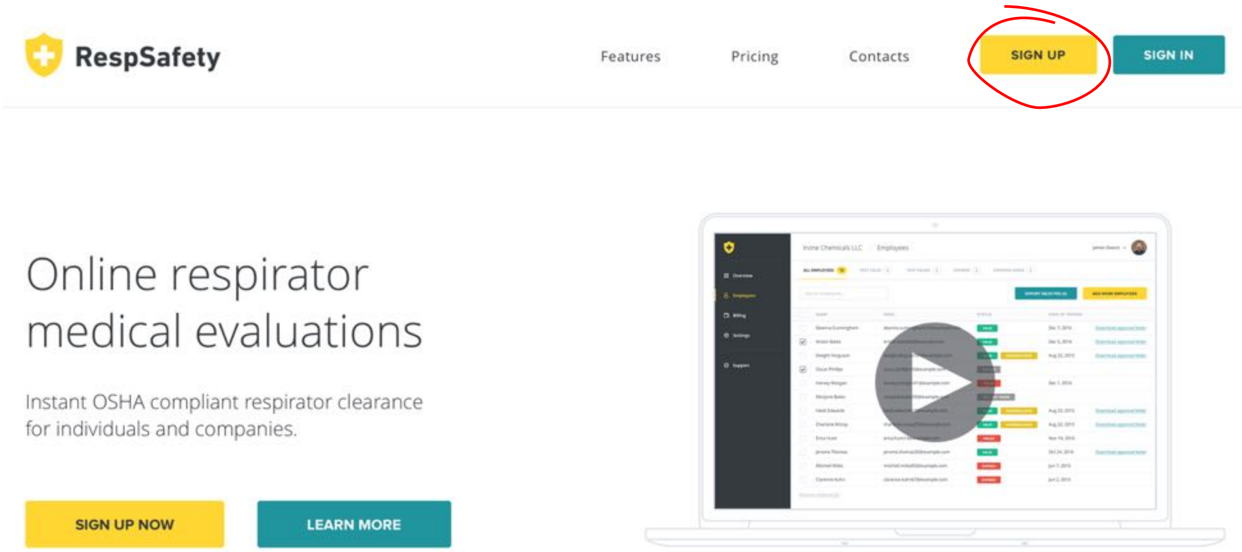
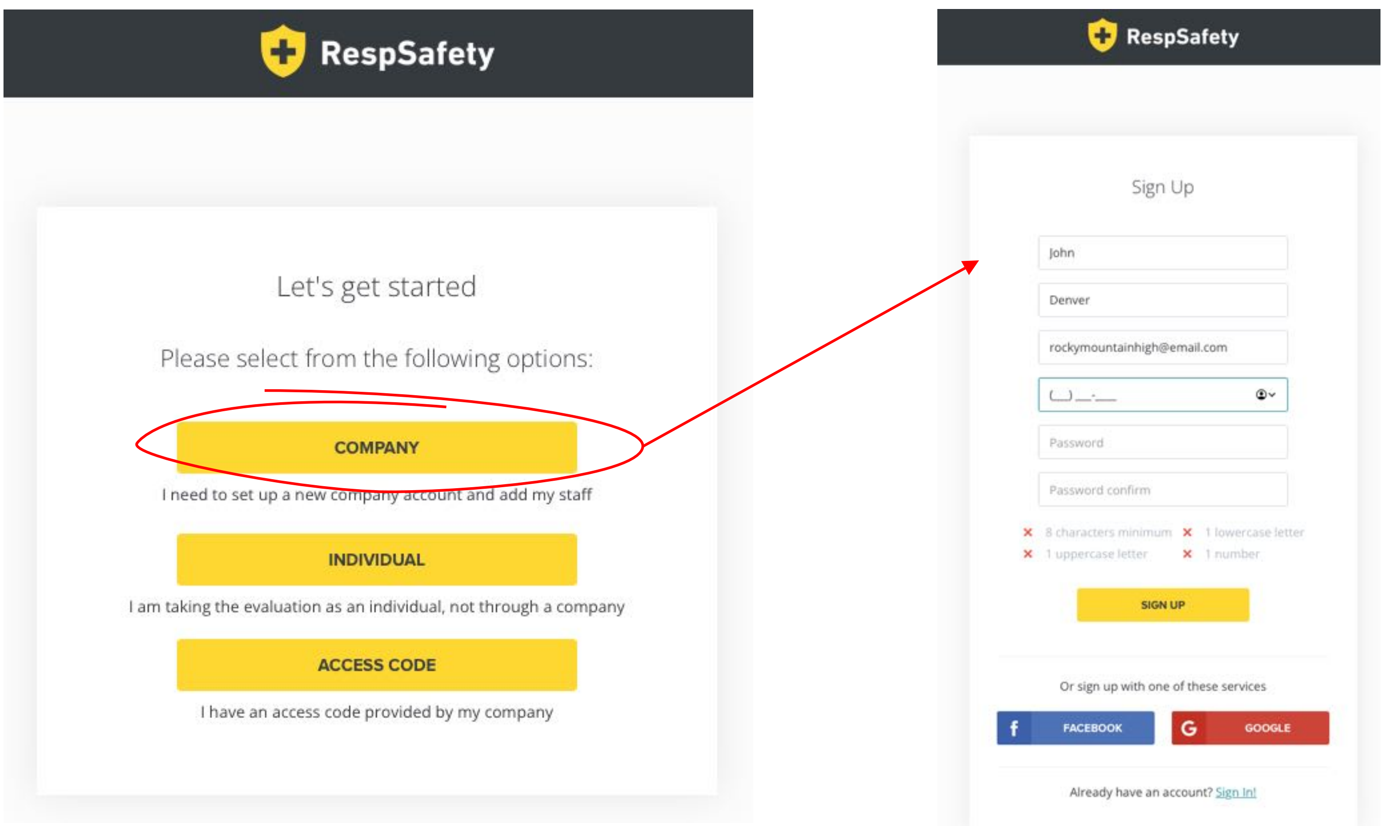
RespSafety Account Overview

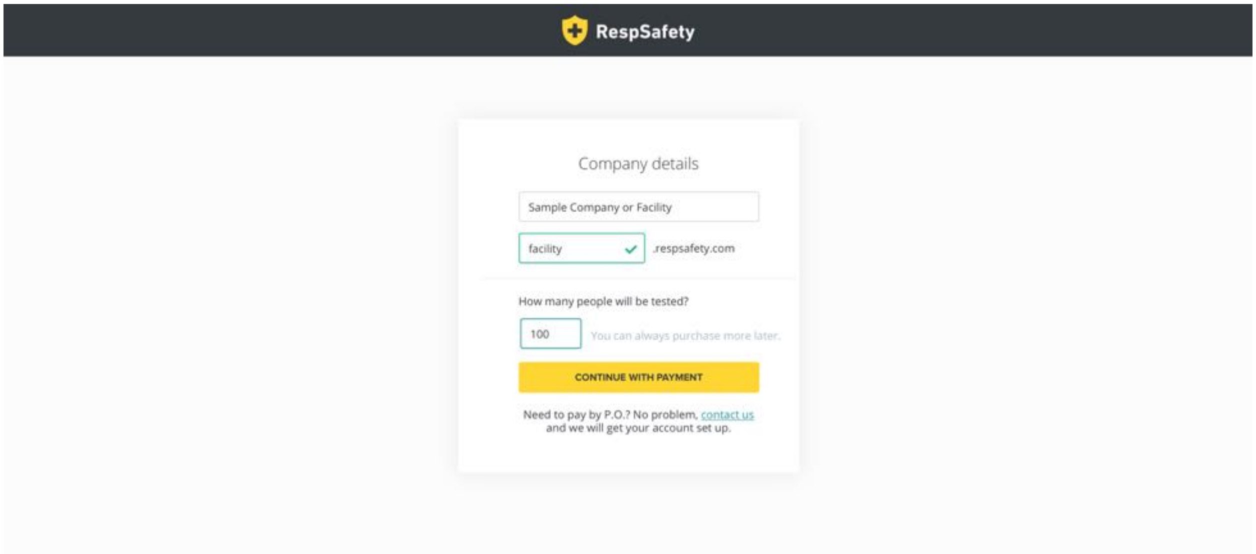
Navigate to https://respsafety.com and click on the “SIGN UP” button on the top right



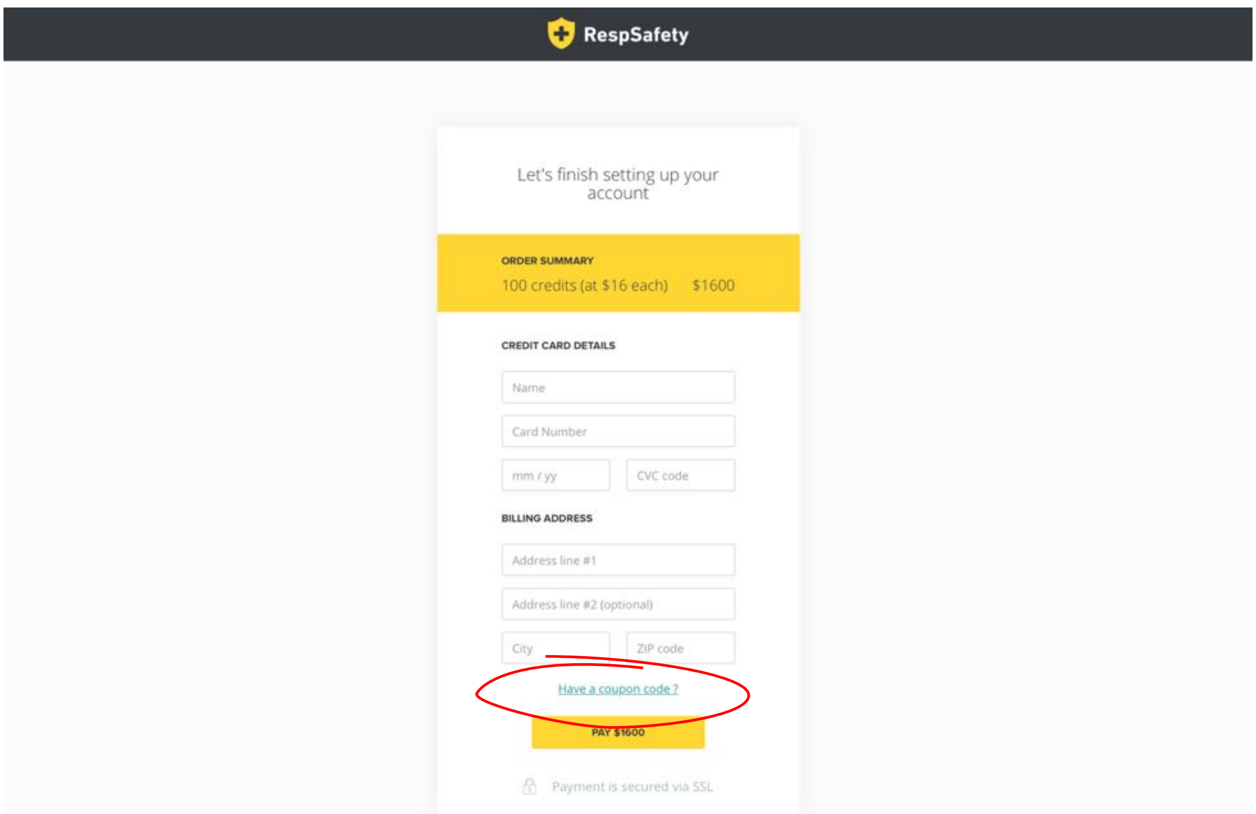
Next, select the Company option and then complete the required information.



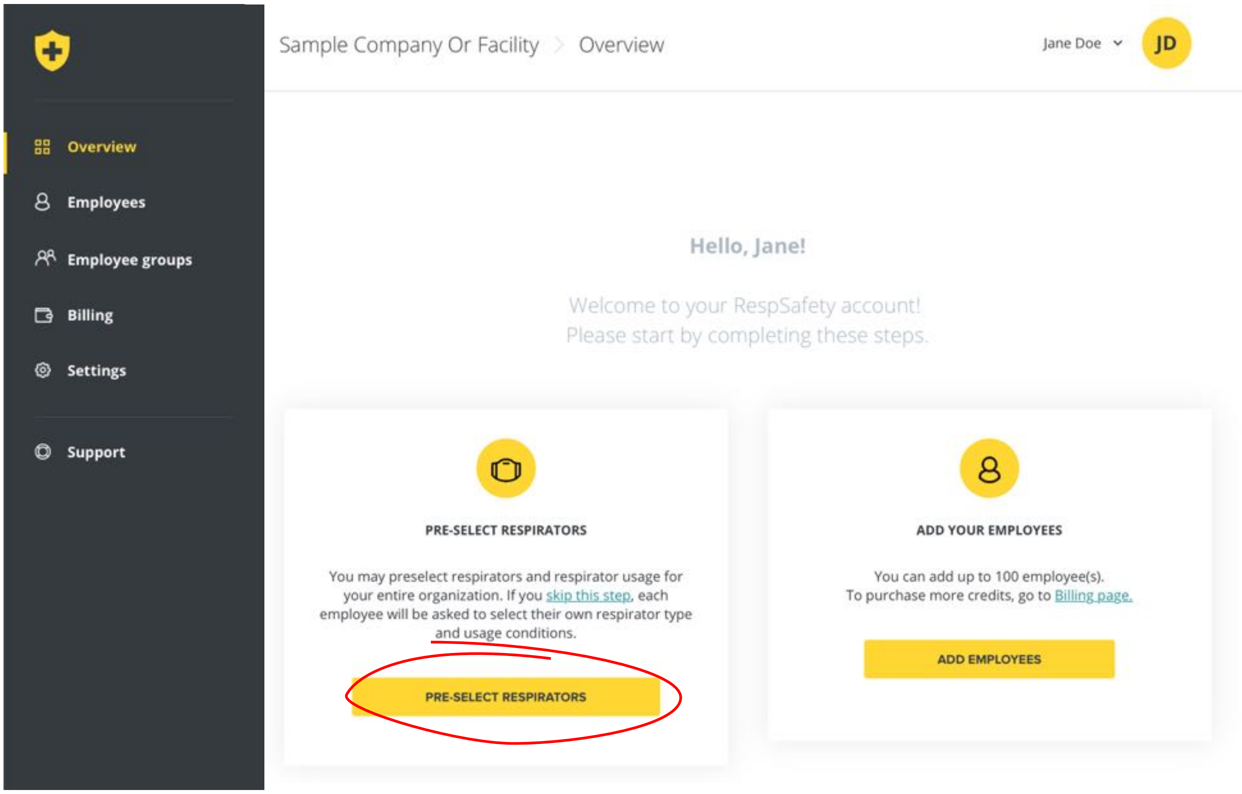
On the next screen, enter the company name. Next select the custom URL which will be used to access the site. Most clients use their company name as the custom URL. Click "CONTINUE WITH PAYMENT" to continue.



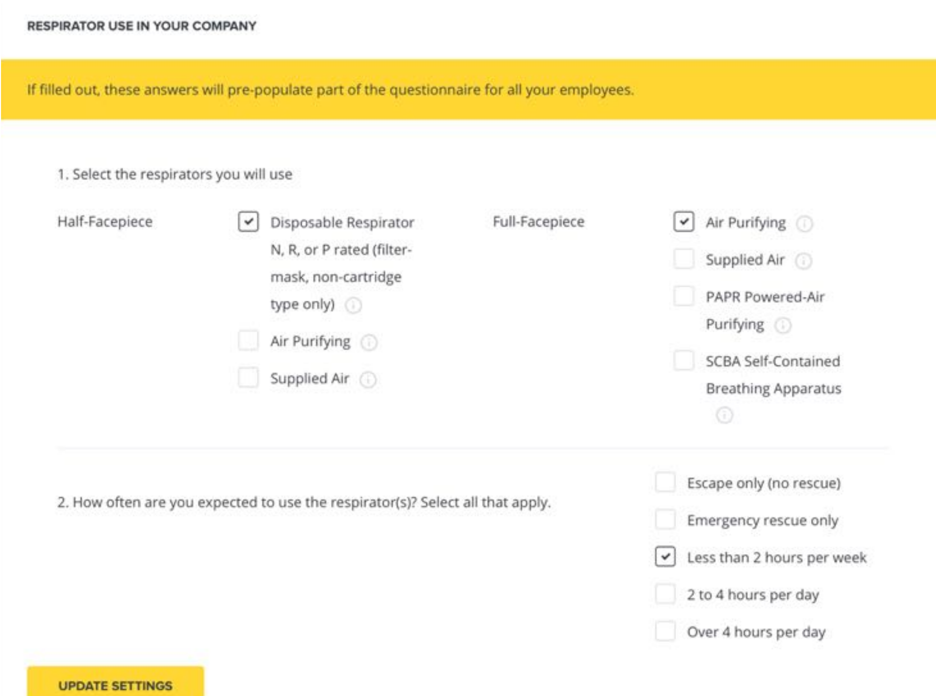
The next step is to complete payment. Enter credit card info. Click the "Have a coupon code?" link if you have a coupon code, and click "Apply". Complete payment by clicking the yellow box at the bottom.



After completing payment, you will be taken to your administrator dashboard. We recommend pre-selecting the respirators that will be used at your company. To do that, click on the yellow “PRE-SELECT RESPIRATORS” button on the home page. This can also be set through the “Settings” link in the left navigation.

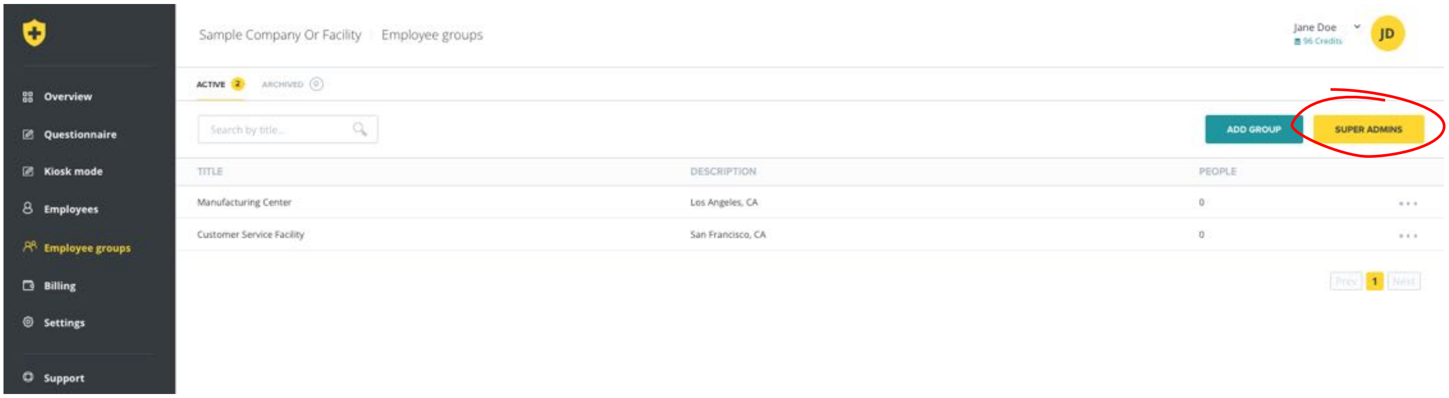


Pre-select the respirators and usage conditions, then click the “UPDATE SETTINGS” button at the bottom left.

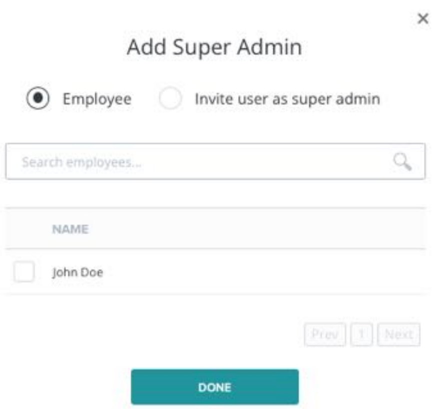


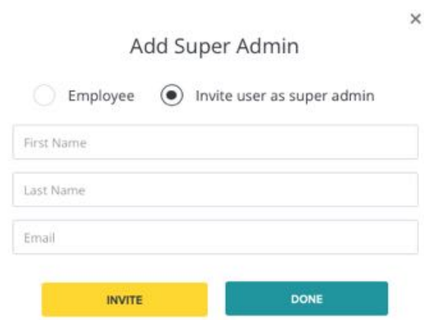
Adding Administrators

To add "super-administrators" (administrators that oversee all aspects of the account), click on the "SUPER ADMINS" button on the top-right of the "Employee Groups" tab.



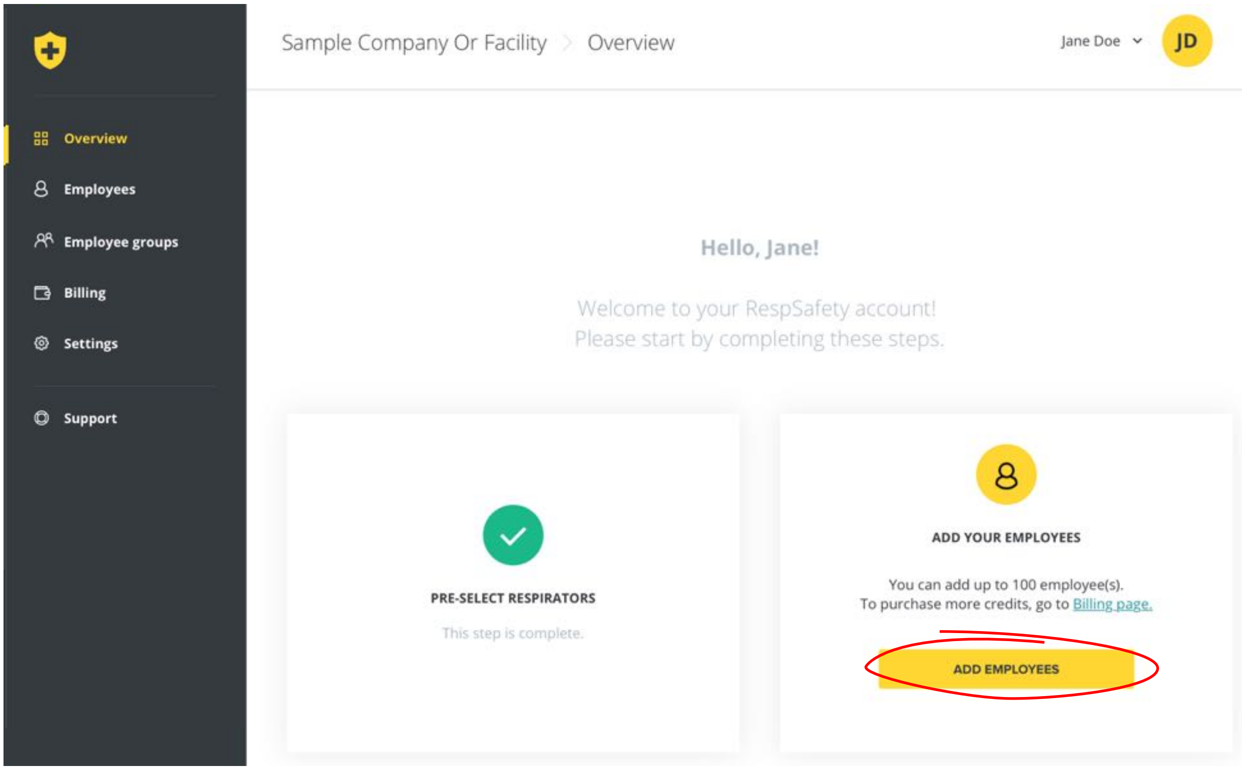
Next select the "ADD SUPER ADMIN" button at the top right, then either select an existing employee or invite a new user. The new user will not be invited to complete the medical evaluation.



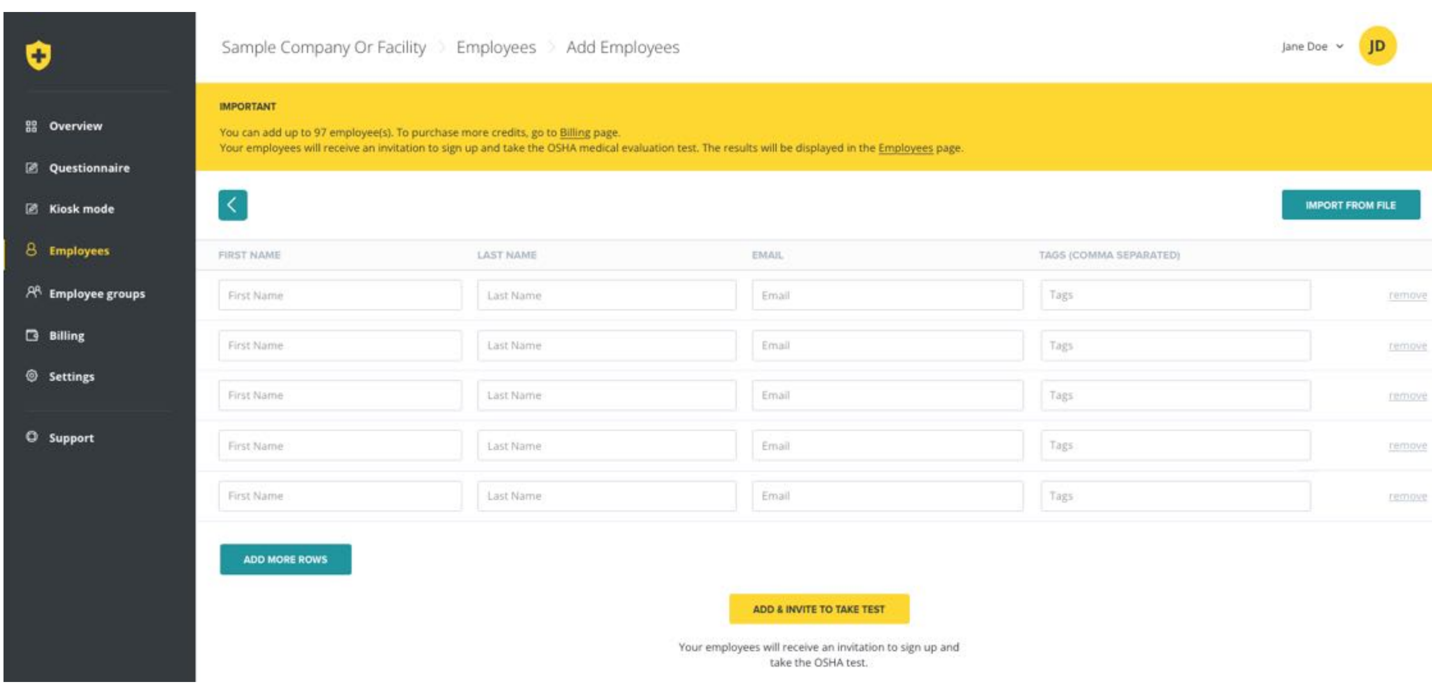


Adding Employees

If you have email addresses for your employees, the system can automatically invite staff to take the respirator evaluation. To enter their information, click on the “ADD EMPLOYEES” button on the home screen. Employees can also be added through the “Employees” link in the left navigation.

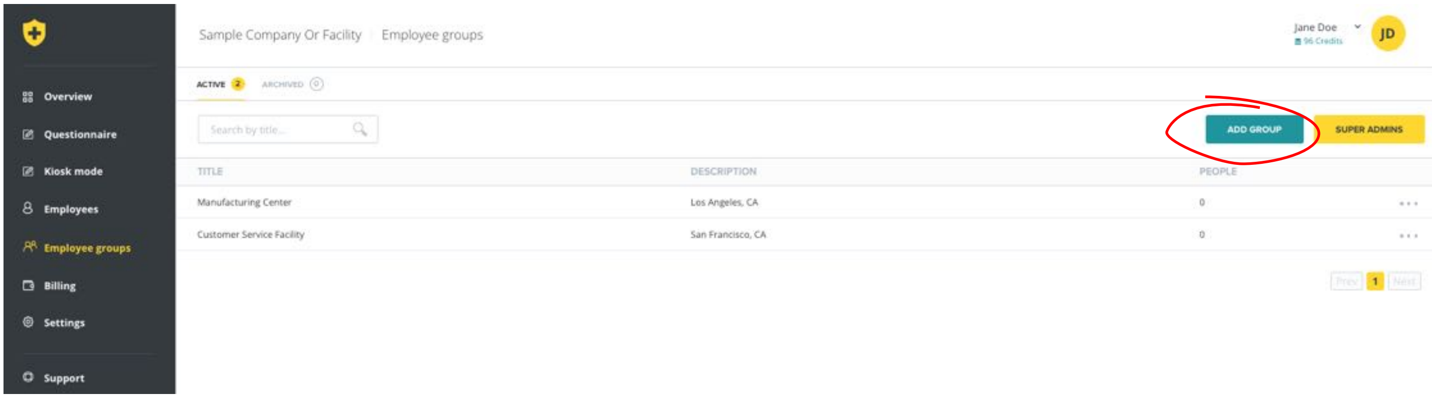


Next enter employee information, and click the “ADD & INVITE TO TAKE TEST” button. Alternatively, you may upload a list of employee names and email addresses by info in batch format by selecting the “IMPORT FROM FILE” button and following the instructions.

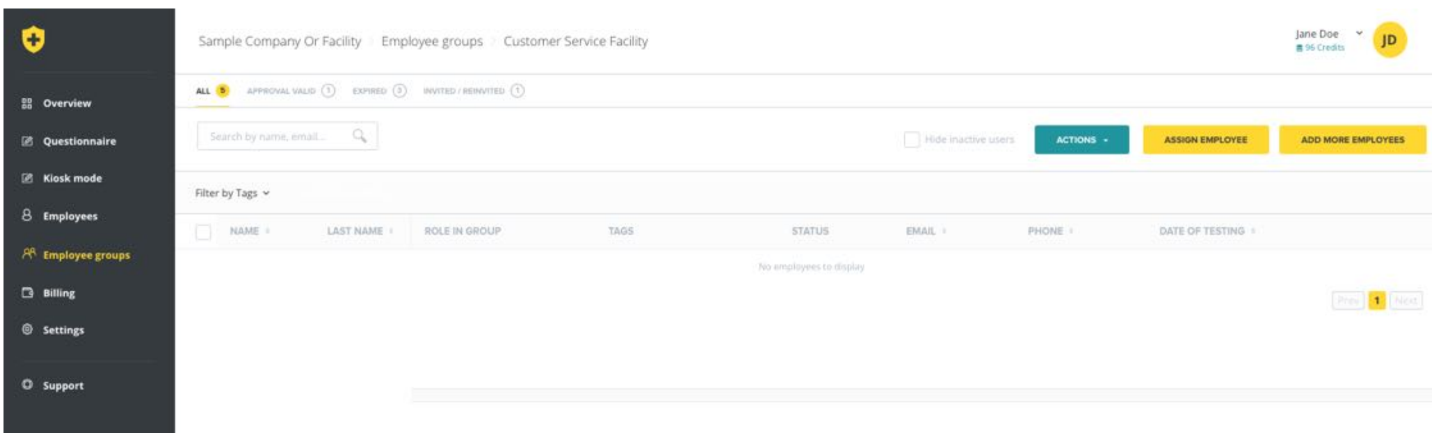


Employee Groups

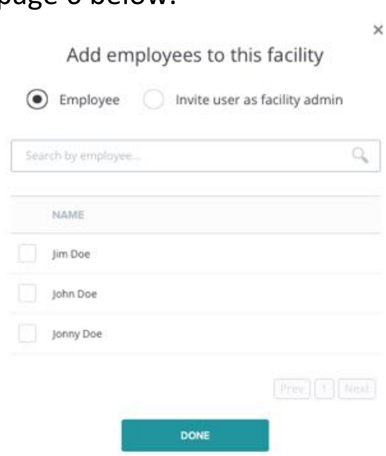
Employee Groups are sub-entities of the main account, for example a local field office, different department, etc.. Employee Group administrators only have access to data from users assigned to their specific Employee Group; they are not able to access to the main account or the accounts of other Employee Groups. To add an Employee Group, click on the “Employee Groups” tab and select the “ADD GROUP” button.



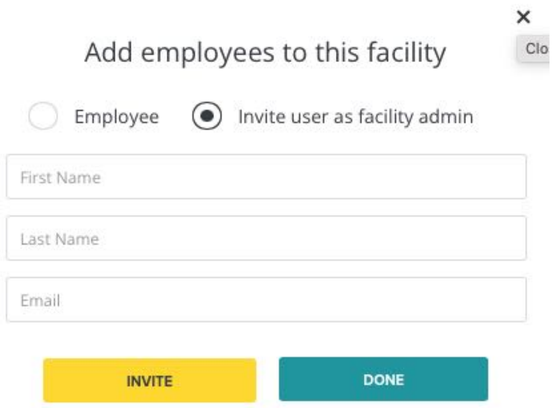
Once a new Employee Group is created, you may add new employees, or assign existing users to that facility by clicking on the Employee Group name and selecting the appropriate button at the top right.



To add employees, select the “Employee” radio button and select which employees should be associated with this facility. The list of Employees may be managed through the “Employees” tab which is further described on page 6 below.

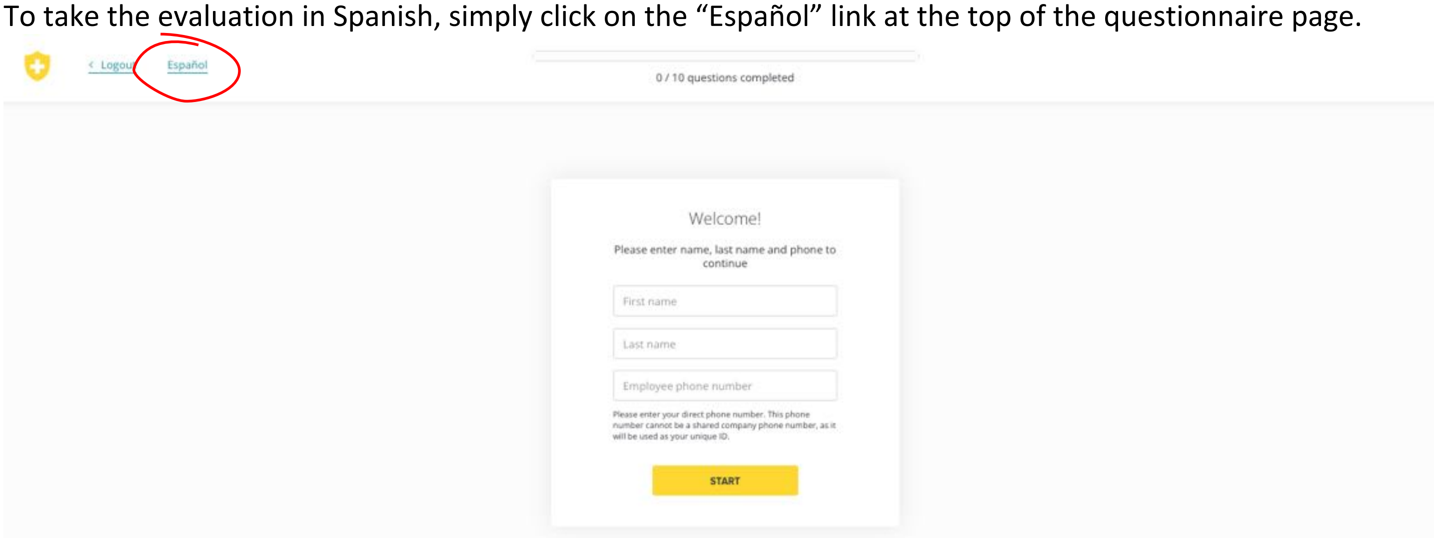


To add Employee Group administrators, who can manage the Employee Group employee invitations, download Employee Group-specific data, etc., select the “Invite user as facility admin” radio button and complete the requested fields. The Employee Group admin may not create new Employee Groups, see employees of other Employee Groups, or manage any of the settings for the main company account. You may have multiple administrators for each facility.



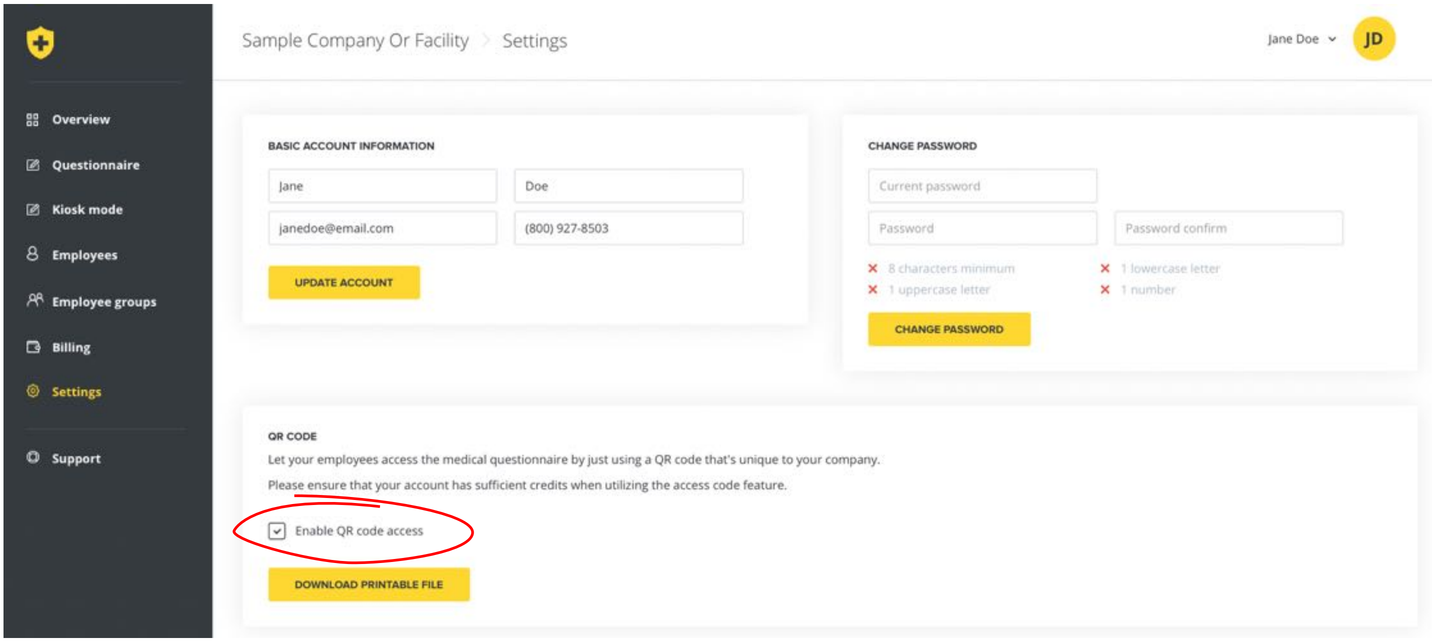
Spanish Evaluation

To take the evaluation in Spanish, simply click on the “Español” link at the top of the questionnaire page.



QR Code

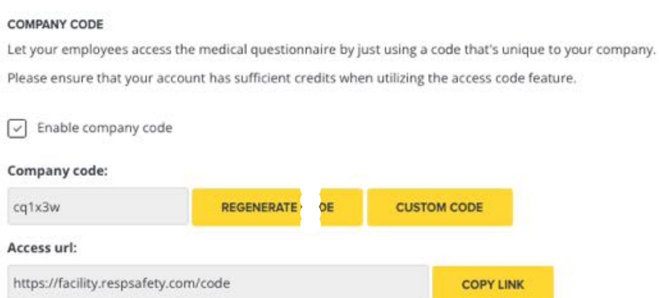
If you do not wish to invite staff via email, the system can generate a QR code which will allow staff to complete the evaluation by scanning a QR code from their smartphone or tablet. To enable QR code mode, navigate to the “Settings” tab and select “Enable QR code access”.



Once the checkbox is selected a yellow box will appear to "DOWNLOAD PRINTABLE FILE". The linked flyer contains instructions for completing the evaluation along with a QR code which can be scanned by any smart phone or tablet. The link to access the site is also posted under the QR code, if a user has any trouble scanning the code. Please ensure the account has sufficient credits available for staff to complete the medical evaluation as staff will be unable to complete the evaluation if there are no credits available in your account.

Company Code

The system can also be set up to allow employees to complete the medical evaluation using a link that can be manually emailed out by the administrator. To enable this feature, click the "Enable company code" radio button found in the Settings tab. You may either generate a random code, or use the "CUSTOM CODE" button to create your own company access code.

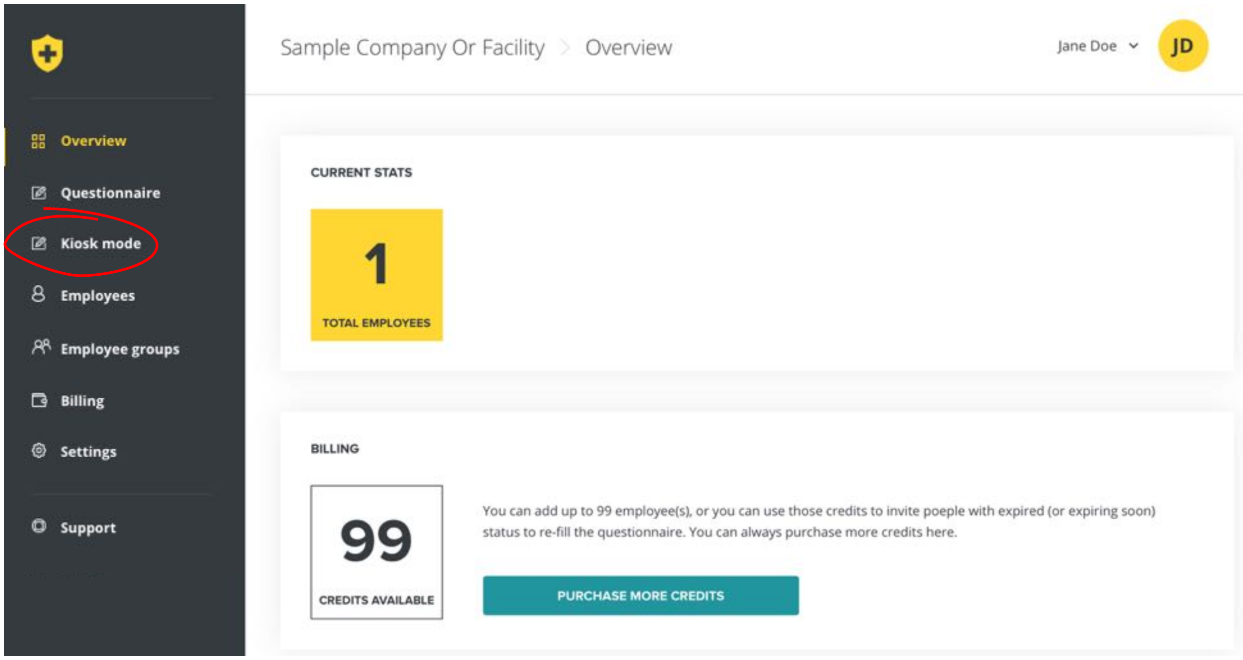


Staff may now complete the evaluation using the access URL and unique company code.

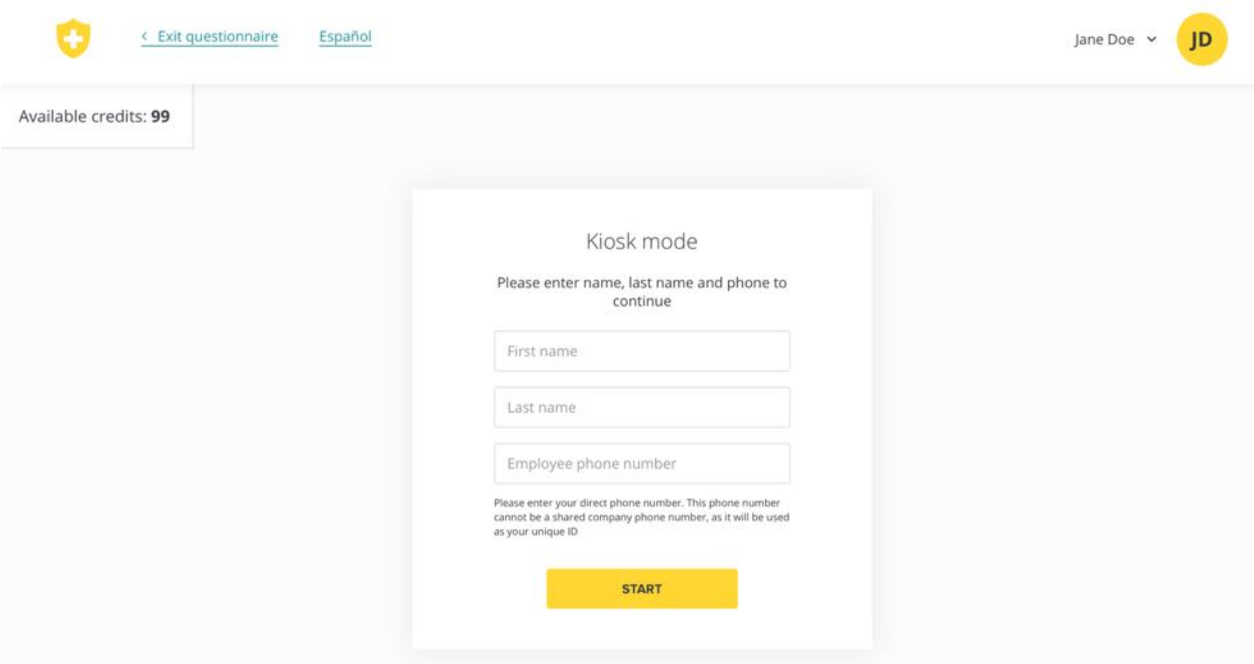
Kiosk Mode

The system can also be set up in Kiosk mode, which allows an administrator's computer to be set up as a kiosk which employees can use to complete their medical evaluation. All that is needed is employee name and a unique phone number; please do not use a switchboard number or other shared number as the phone number is used as a unique ID. The phone number will never be shared externally but will be used should our medical staff need to speak with the employee directly.

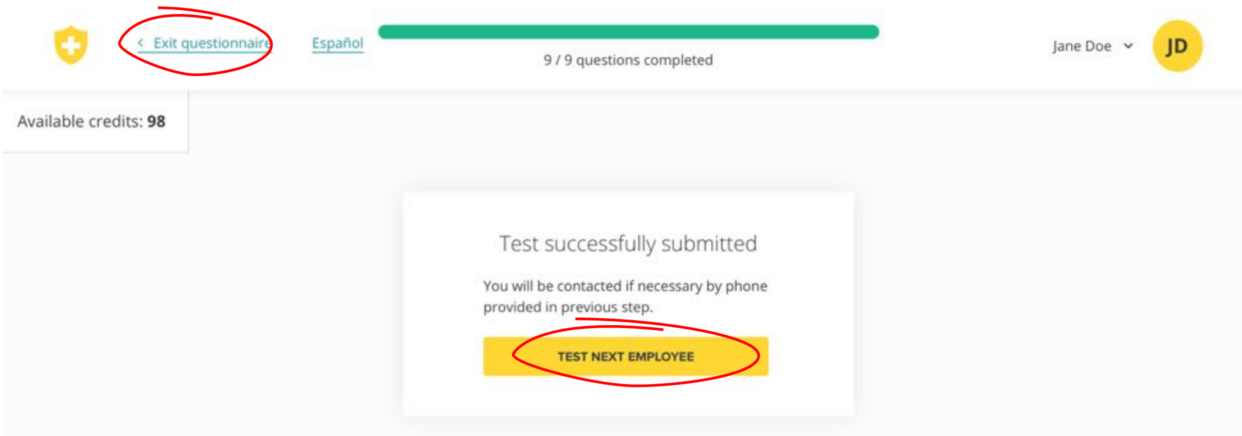
To enter kiosk mode, click on “Kiosk mode” on the left navigation.



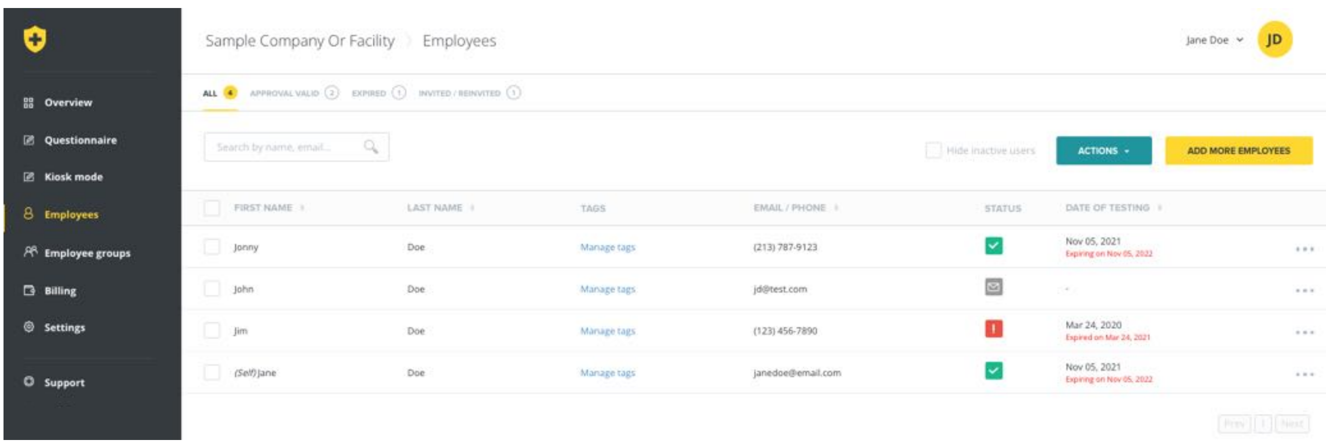
The system is now in kiosk mode. Staff can enter their information, one at a time, and complete the questionnaire. They will not be able to access the administrator dashboard without entering an administrator password.



After completing the questionnaire, staff should click “SUBMIT”. The system will then record the responses. Click “TEST NEXT EMPLOYEE” to revert to the kiosk mode home screen, ready for the next employee to enter their information. To exit kiosk mode, click on the “Exit questionnaire” link on the top left. This will log out of the system so that employees are not able to access the administrator dashboard.

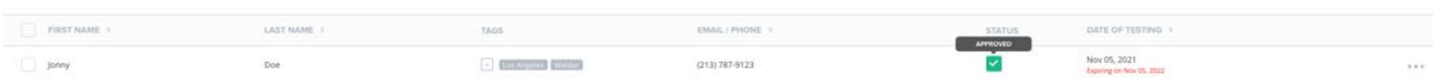


Employee approval status is tracked in the dashboard under the “Employees” link in the left navigation. Approvals can be downloaded in either PDF letter format or in CSV (Excel) format via the links in the center of the screen.



Employee Status

To determine the status of an employee, simply hover the cursor over the status icon. Text will appear showing what the icon indicates.



Employee Management

For further actions, such as resend a link to complete the evaluation, cancel an invitation, or invite the employee to update their evaluation, click on the “three dots” to the far right of each employee.

Depending on the status of the employee, this menu will provide several options including:

Approval History: Shows the historical records for the employee, so that approvals from prior periods may be downloaded.

Cancel Invite: Cancels the current invitation (either new employee invitation or request to update evaluation), and refunds the credit held for that employee

Deactivate: Archives the employee. This preserves the records of the employee but they can be filtered out of the employee view using the “hide inactive employees” radio button

Download Approval: Downloads a PDF of the most recent approval letter *Invite to update medical Evaluation:* This sends an email to the employee requesting that they update their evaluation. Note this option does not appear if we do not have the email address on file for the employee.

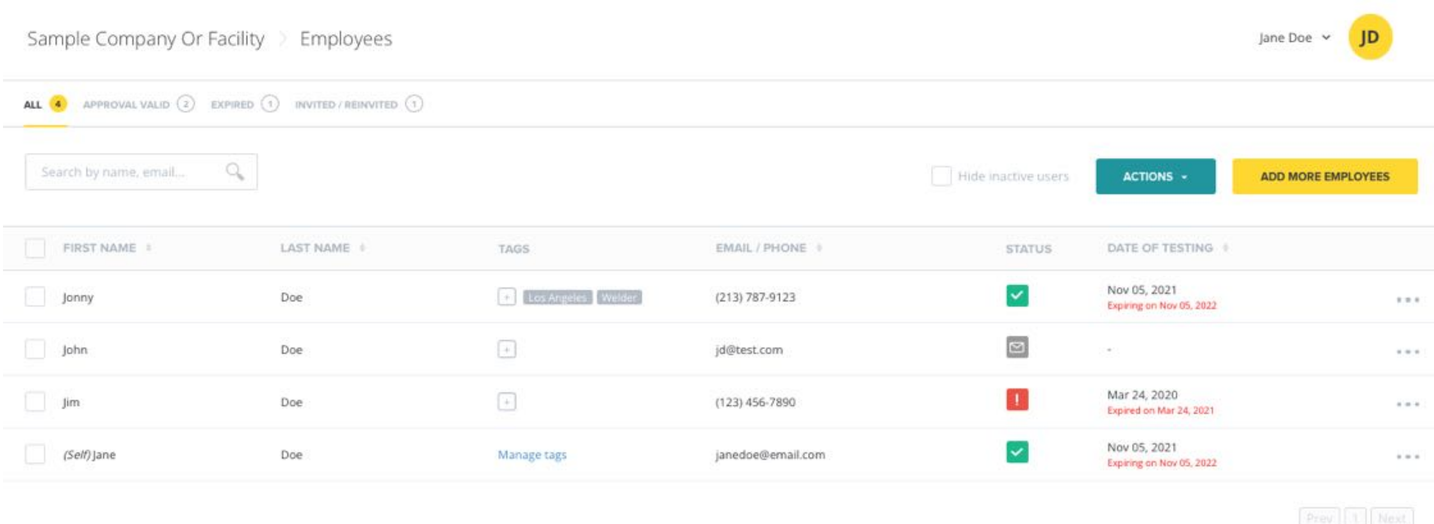
Resend Invitation: This resends the invitation email to the employee

Show Invite Link: Allows you to copy the unique invitation link for that employee, in case the system-generated emails are not reaching the employee.

Tags

Tags are a useful way to create customization within the RespSafety system for your unique situation. A Tag is a piece of information that describes the data or content that it is assigned to, in this case an employee. Tags can be things like employee title, location, job function, etc. Tags are fully customizable and can be used for whatever you would like. To create a set of Tags, simply select the “Manage tags” link on the Employees tab. From there you can add, edit, delete, and assign tags.

Employees may be assigned more than one tag, simply click the “+” button under the Tags column, and then choose the tags which should be assigned to that employee.



If you have any questions or feedback, please don’t hesitate to reach out to us at support@respsafety.com or (877) 255-5757. Thank you for choosing RespSafety, and we look forward to helping your team get compliant.