

# Origami Mobile



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# ORIGAMI RISK

**Levy**

## **Guide to Downloading the New Origami Mobile App and Completing an Audit/ Checklist**

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## Guide to Downloading the New Origami Mobile App and Completing an Audit/ Checklist

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## Section 1: Downloading the New Origami Mobile App

Please scan the relevant QR Code below for the type of Smart Phone or Tablet you are using, for Apple Operating Systems scan the Apple QR Code and for Android Operating Systems such as Samsung please scan the Android QR Code and click Install.

**Apple Operating Systems**  
**SCAN BELOW**



**Android Operating Systems**  
**SCAN BELOW**



### a. Login to the App

Once you open the App you will then be asked to Enter Your Account to the relevant area as per the screen format below, if you are not seeing this, you have likely downloaded the old app. Enter **Compass** as the Account Name and then click the “Continue” button then on the Log in screen click on “Use a passcode instead” option and enter the Levy UK and Ireland sector passcode which is **918273** and then click on “Sign In”.

The screenshot shows the 'ENTER YOUR ACCOUNT' screen. At the top, the time is 11:09 and the battery is at 81%. The screen has a blue header with the text 'ENTER YOUR ACCOUNT'. Below the header, there is a text input field for 'Account name' containing the word 'Compass'. Below that is a dropdown menu for 'Environment' set to 'Live'. A blue 'Continue' button is at the bottom. At the very bottom, it says 'Release 1.0.16. (Build 647) Origami Risk Privacy Policy'.

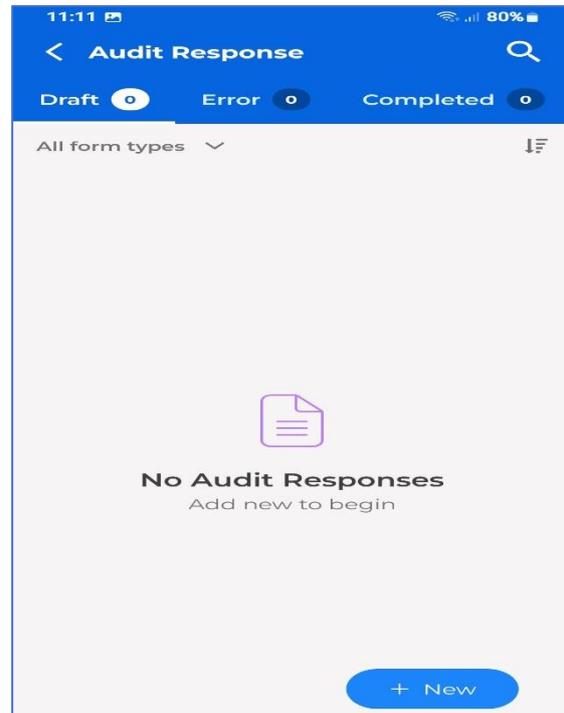
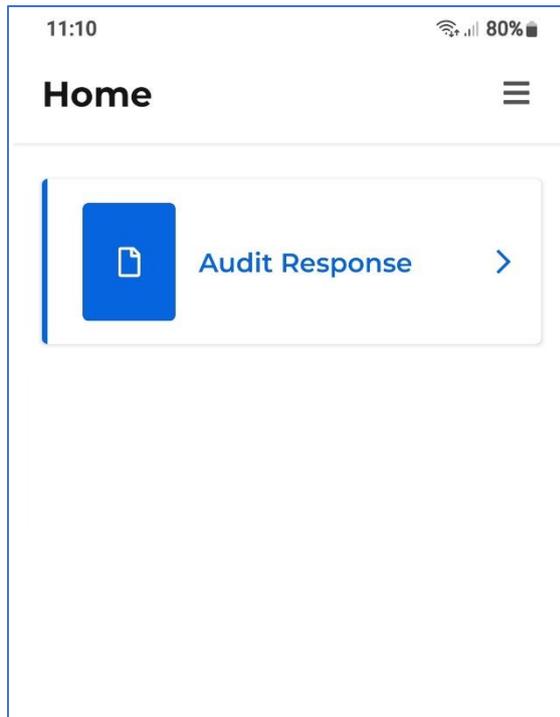
The screenshot shows the 'Log in' screen. It has a blue header with the 'Compass' logo and 'Change account' text. Below the header, there is a 'Log in' section with two input fields: 'Username' and 'Password'. A blue 'Sign in' button is below the password field. At the bottom, there is a button labeled 'Use a passcode instead' which is circled in red.

The screenshot shows the 'Log in' screen. It has a blue header with the 'Compass' logo and 'Change account' text. Below the header, there is a 'Log in' section with a 'Passcode' input field containing the text 'Enter your code'. A blue 'Sign in' button is below the passcode field. At the bottom, there is a button labeled 'Use user name and password instead'.



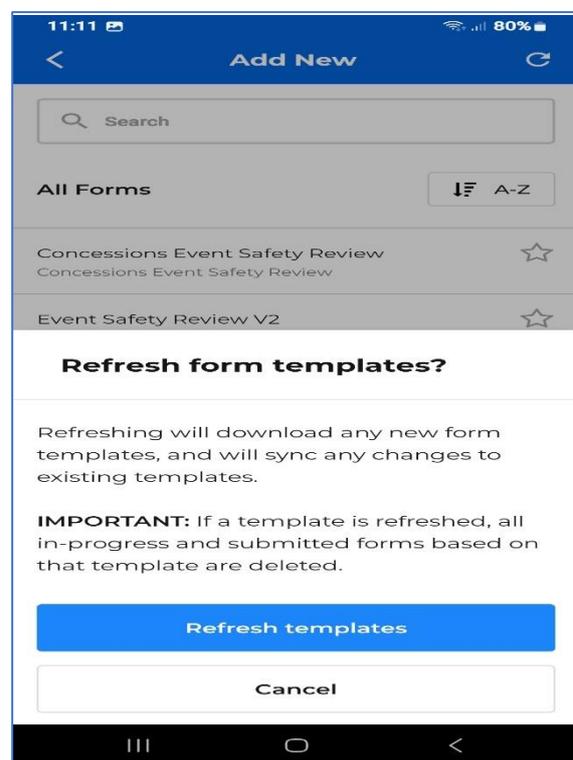
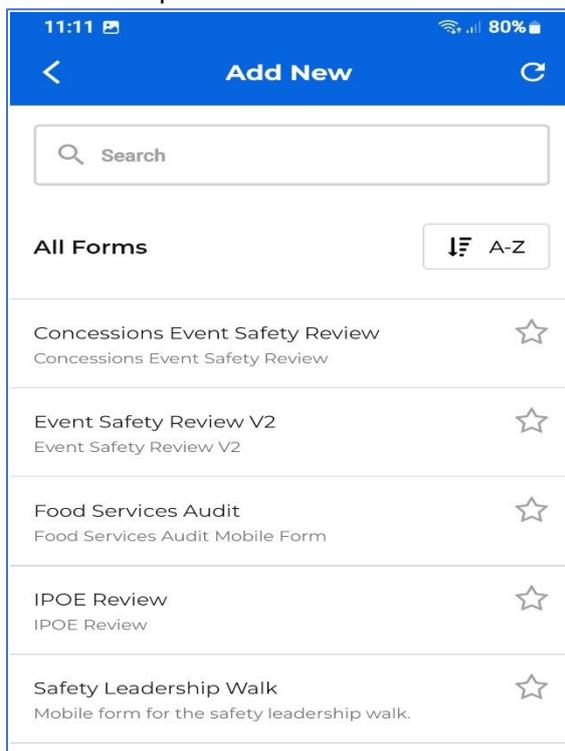
## Section 2: Selecting to Complete an Audit or Checklist

You should now see the below Home screen, where you can click onto “Audit Response”, this will open up the below screen where, if you had already done some audits you would see them either in Drafts or Completed, However if this is your first time, then click on the blue “New” button on the bottom right.

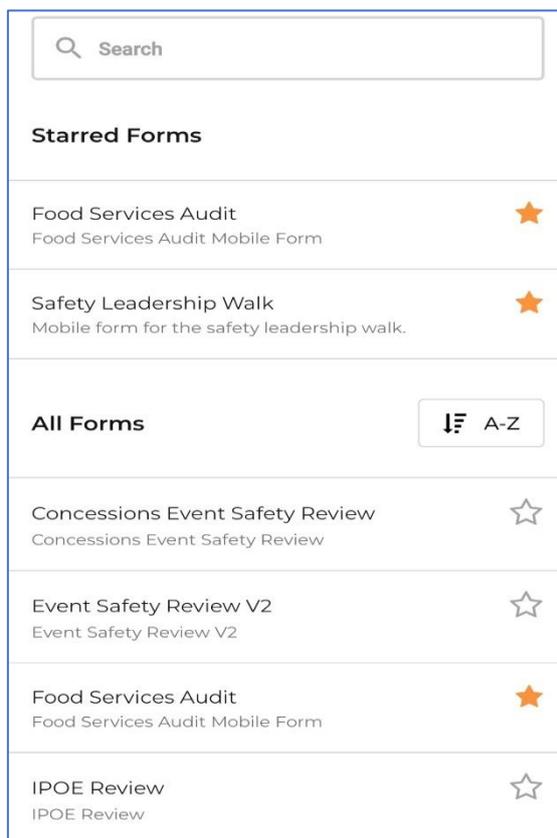
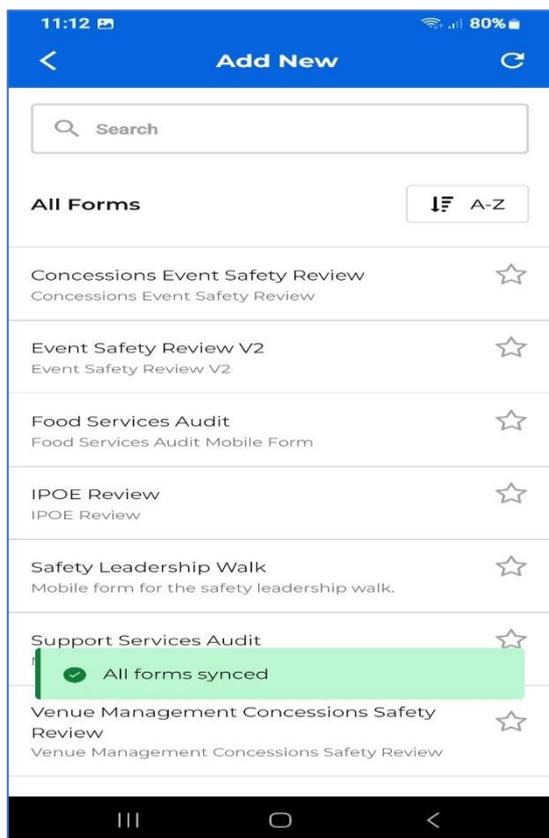


### a. Ensure you refresh the forms

Before selecting a new audit, ensure you have the most up to date version of the forms in your App, to do this click on the circular arrow at the top right to refresh the forms. **(PLEASE ENSURE YOU HAVE SUBMITTED ANY DRAFT AUDITS BEFORE REFRESHING)** When the information box opens click on the “Refresh Templates” button.

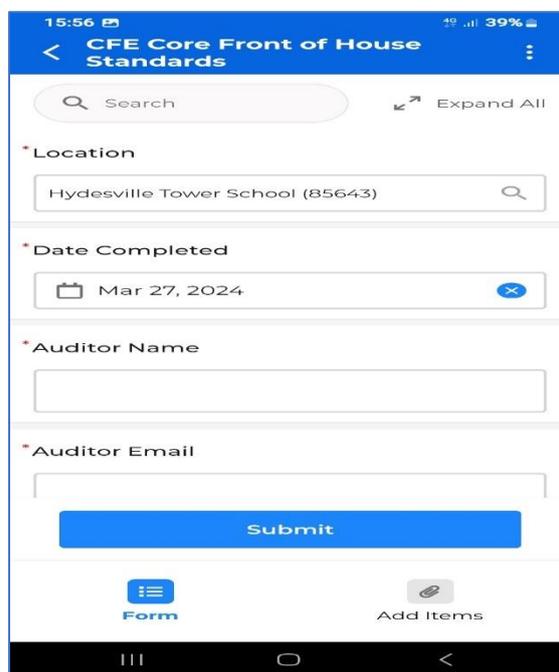
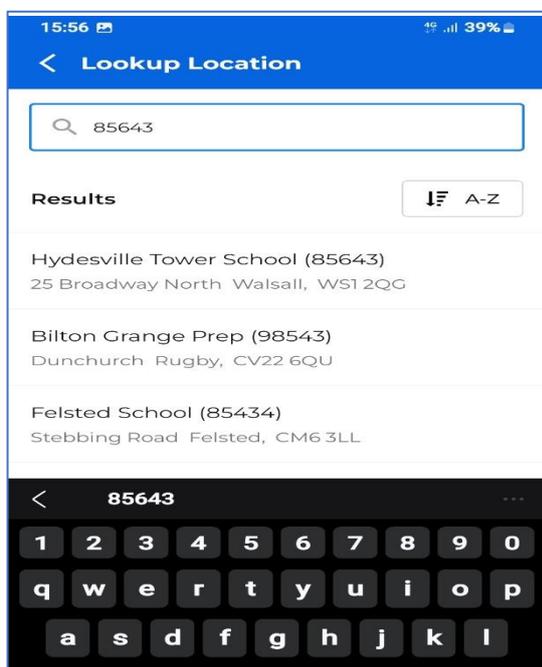


Once you have refreshed a green confirmation box confirming all forms synced should appear for a few seconds. You can then favourite any forms you use regularly by clicking on the star so it turns gold, this will then jump these forms to the top section for easy access in the future. You can also use the Search bar to search for a specific form if you know the name. Once you have selected the form to complete this will open up the main form on your Smart Phone or Tablet.



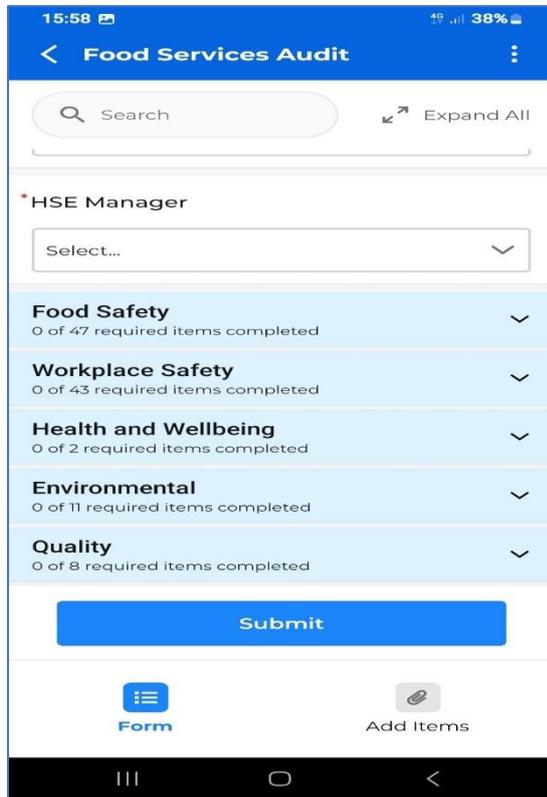
## b. Enter the Audit Details

The first entries you will need to do is add in the details in terms of the location you are auditing, who is doing the audit and unit managers information. Once this information is entered, you can respond to the audit questions.

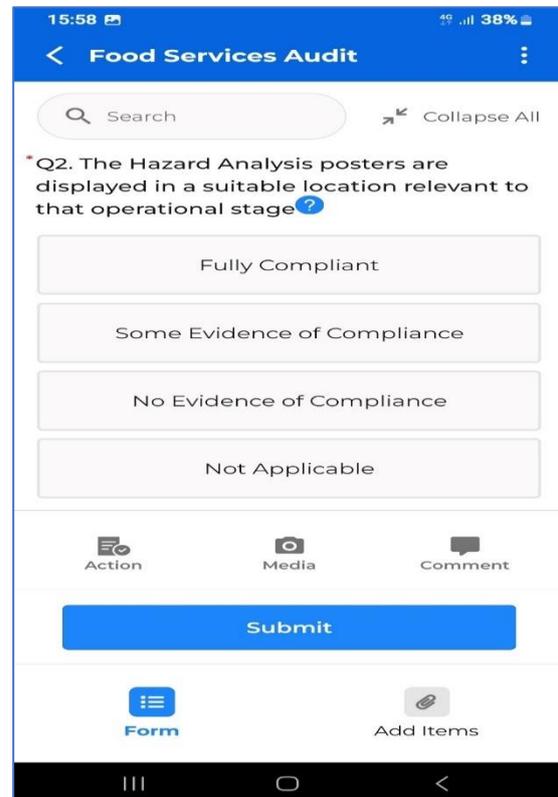


## Section 3: Completing the Audit

You will now see that the Audit categories in blue below the Audit Details, you can if there are multiple you can choose to complete a section at a time, click on the category section to open the questions as below. You can use the “Expand All” or “Collapse All” icon to open all the questions at once or close them all down and then just select a category at a time. Then you just click to select your response to the question. Please note some questions will have Yes/No/N/A responses, some will be like below with multiple options, some will only require a text response.



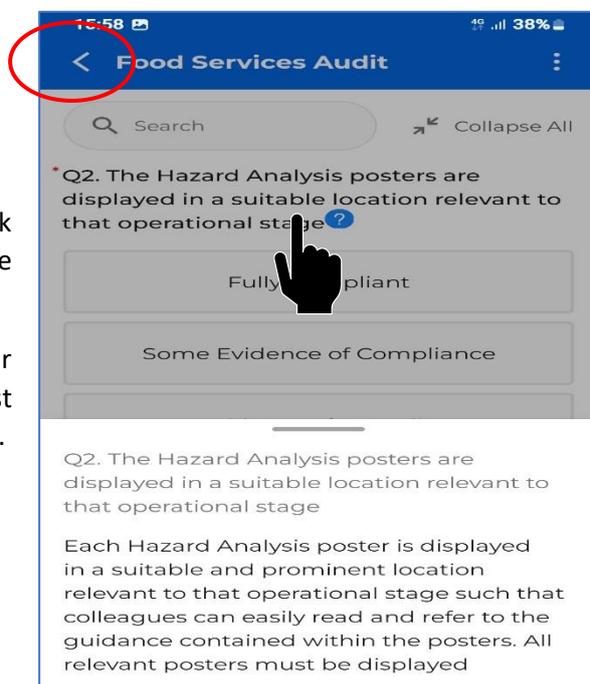
This screenshot shows the 'Food Services Audit' app interface. At the top, there is a search bar and an 'Expand All' button. Below this is a dropdown menu for 'HSE Manager'. The main section displays five audit categories in blue boxes, each with a downward arrow: 'Food Safety' (0 of 47 required items completed), 'Workplace Safety' (0 of 43 required items completed), 'Health and Wellbeing' (0 of 2 required items completed), 'Environmental' (0 of 11 required items completed), and 'Quality' (0 of 8 required items completed). At the bottom, there is a blue 'Submit' button and two icons: 'Form' and 'Add Items'.



This screenshot shows the 'Food Services Audit' app interface with a question selected. The question is: '\*Q2. The Hazard Analysis posters are displayed in a suitable location relevant to that operational stage?'. Below the question are four response options: 'Fully Compliant', 'Some Evidence of Compliance', 'No Evidence of Compliance', and 'Not Applicable'. At the bottom, there are three icons: 'Action', 'Media', and 'Comment', followed by a blue 'Submit' button and two icons: 'Form' and 'Add Items'.

Some questions may have a blue question mark after it, this is called a tooltip and if clicked will give further supporting information on the question.

Once you have read the information, you can either click on the back arrow on the top toolbar or just touch on the screen above the tooltip information.



This screenshot shows the 'Food Services Audit' app interface with a question selected. The question is: '\*Q2. The Hazard Analysis posters are displayed in a suitable location relevant to that operational stage?'. Below the question are four response options: 'Fully Compliant', 'Some Evidence of Compliance', 'No Evidence of Compliance', and 'Not Applicable'. At the bottom, there are three icons: 'Action', 'Media', and 'Comment', followed by a blue 'Submit' button and two icons: 'Form' and 'Add Items'. A red circle highlights the back arrow in the top toolbar, and a hand icon points to the blue question mark at the end of the question text.



## Section 4: Taking Photos, Corrective Actions and Comments

With each question, you may have the option to take a photo, by selecting the media symbol, please ensure you allow the app to access photos and media on your phone if prompted to allow this, then select “take a photo”. Once saved the photo should appear as a small image below the question, you can also add a description or annotate on the photo by clicking on it again on the image below the question. If you want to make comments you can do this also if that option exists by clicking on comment symbol

displayed in a suitable location relevant to that operational stage?

Fully Compliant

Some Evidence of Compliance

No Evidence of Compliance

Not Applicable

Action **Media** Comment

Submit

No Evidence of Compliance

Not Applicable

Media

Choose from library

Take a photo

Take a video

If you need to complete a corrective action, the system will usually prompt you to do this, however please ensure that where any answer is not responded to with a Yes or Fully Compliant option that a corrective action is created if available or a Comment is added. Once you click on “Action” button, it will open up the below right image, you can select the status, generally “New” then enter the action required, Action Taken will be completed after audit is submitted, Due Date is pre populated. Then click on “Save” on the top right. The action will then appear beneath the question.

Fully Compliant

Some Evidence of Compliance

No Evidence of Compliance

Not Applicable

ATTACHMENTS



**i** Action now required  
Based on your selection, an Action is

Cancel Action Save

Audit question  
Q1. Hand wash facilities provided with hot & cold water, soap and blue roll?  
1 of 4 required items completed

Corrective Action Details

\*Status  
New (W)

\*Action Required

Action Taken

Due Date  
Apr 17, 2024

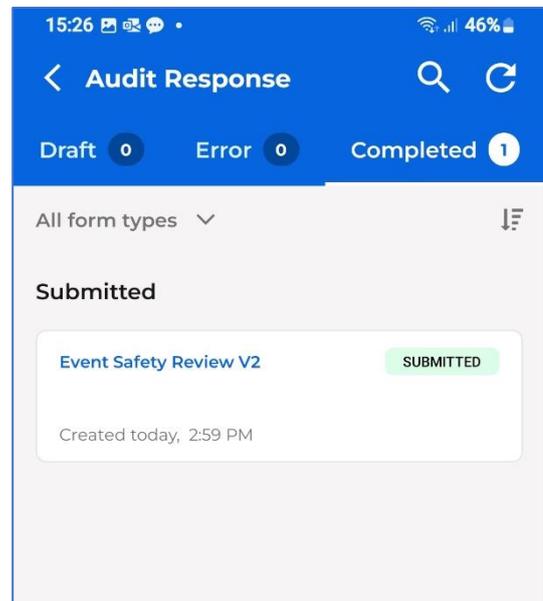
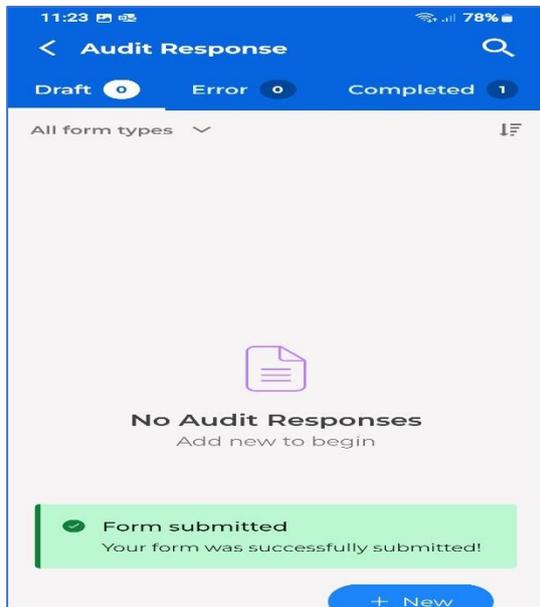
Complete Date



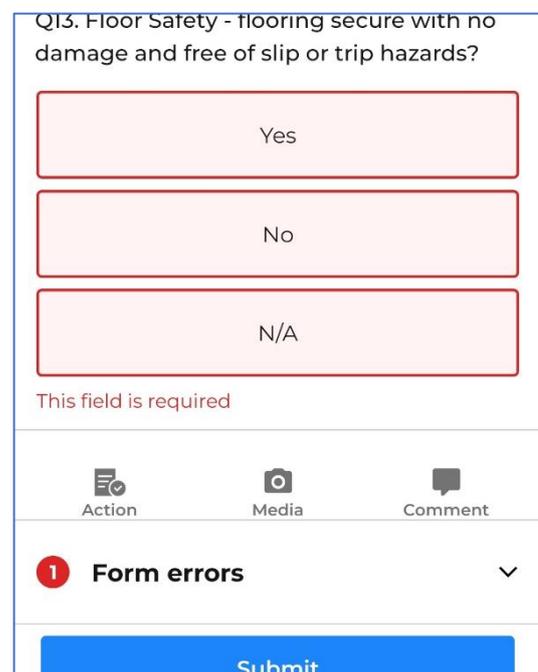
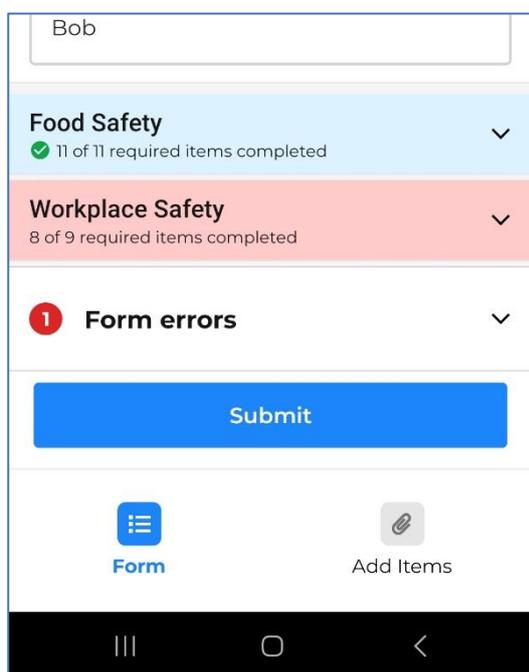
## Section 5: Submitting, Errors or Saving as a Draft

Once you have completed the audit, just check you have entered all the Audit Details at the top, Collapse All sections and ensure each section has all questions completed, the section will tell you if all questions are completed, as it will have a small green tick by that section, then you can click on submit.

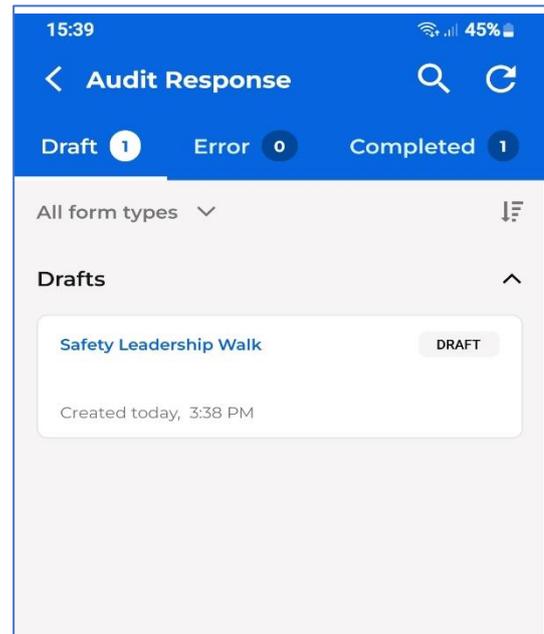
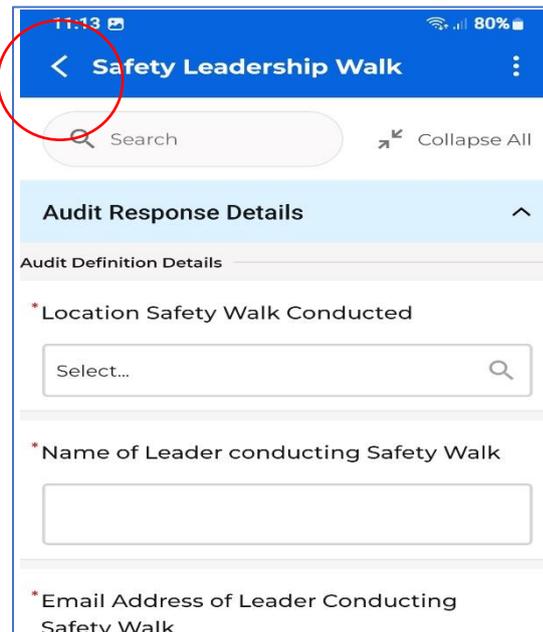
Just click on the blue “Submit” button at the bottom of the screen. The form will submit and you will get the following notification on the screen confirming that. You will also be able to see the submitted audit in your Completed audits tab at the top right. You can if you need to review the submission by clicking into it again, it will not allow you to edit it once submitted. Completed audits will remain on your app for at least one week depending on the type of audit form.



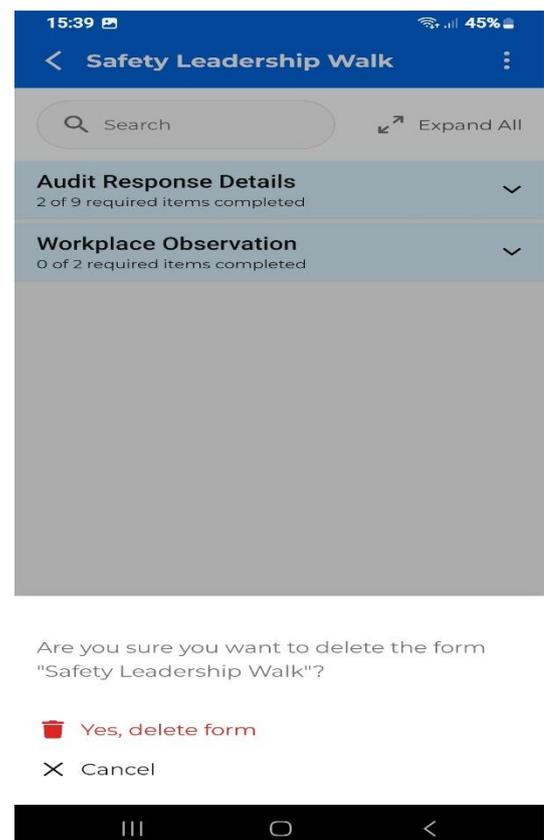
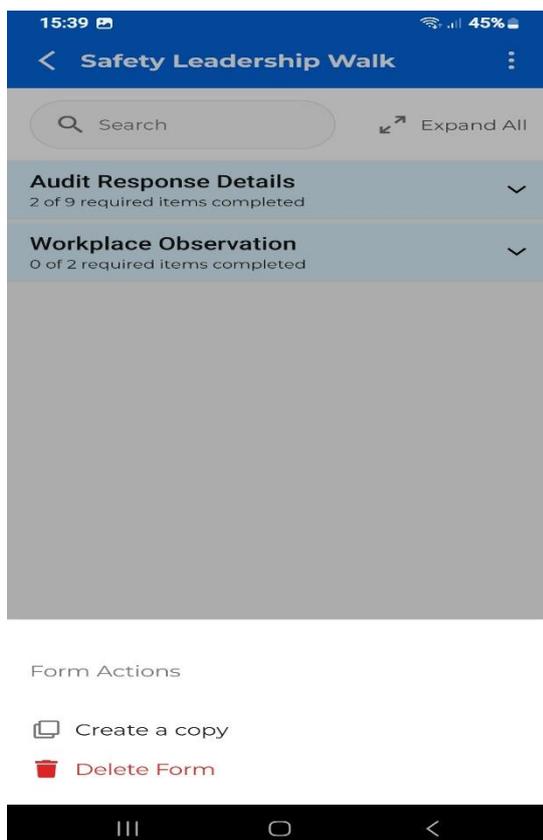
If there are any errors, the system will tell you and you can fix them, it will highlight the relevant sections in red where things are missed, you just need to fix the errors and then it will allow you to submit the form.



If you want to save it as a draft without submitting to return later, then you can just click on the back arrow at the top left and it will exit and you will then see it saved in "Drafts".



If you need to delete an audit as you have selected it in error, then simply click on the 3 dots on the top right of the screen and select delete form from the pop up. It will ask you again are you sure, then just click on "Yes, delete form" then it will be removed from your list of drafts, errors or completed, depending on where it was located originally.



## Section 6: Email Notifications

Once you submit a completed audit, the system will generate an automatic emails.

1. You will receive an email from the system ([notifications@origamirisk.com](mailto:notifications@origamirisk.com)) with a PDF copy of your completed audit for your records.
2. You may also receive an email from the same email address with a grant access link to close out any corrective actions, this email may also be scheduled to go to the Regional Manager or Unit Manager if they are responsible for closing out the actions.

