

HSE Assessment Installation Guide

Contents

Introduction to HSE Assessment	2
Requirements	2
Installing HSE Assessment	2
Installing on devices running Apple iOS.....	3
Downloading HSE Assessment	3
Logging into HSE Assessment for the first time.....	3
Starting HSE Assessment.....	4
Stopping HSE Assessment running on your device	5
Installing on devices running Google Android	6
Downloading HSE Assessment	6
Logging into HSE Assessment for the first time.....	6
Starting HSE Assessment.....	7
Stopping HSE Assessment running on your device	8

Introduction to HSE Assessment

HSE Assessment is an app that connects to the **HSE Survey Delivery System** and downloads surveys and uploads responses to an account on the **HSE Survey Delivery System**. It can record statistics of which account uploaded responses to which survey.

It may be used by an interviewer (normally with a tablet) or in a standalone kiosk mode.

Requirements

HSE Assessment can run on

- iPads, iPhones and iPod touch devices running Apple iOS8 or later
- smartphones and tablets running Android version 4.4 or later
- tablets, laptops or PCs running Windows 10, 8.x (x86/x64, not RT) with Microsoft Internet Explorer version 11 or later
- kiosks running Windows (or Android tablets or iPads used as kiosks) with versions as above

An internet connection is required to

- Download **HSE Assessment** to your device
- Download the surveys to your device
- Upload the survey responses to the **HSE Survey Delivery System**

An internet connection is **not** required to run and respond to downloaded surveys.

Installing HSE Assessment

The installation for **HSE Assessment** depends on the device that you wish to use the software on. Please click the link below or go to the section that is relevant for your device.

- [Installing on devices running Apple iOS](#) (including iPads, iPhones and iPods)
- [Installing on devices running Google Android](#) (including Android phones and tablets)

Installing on devices running Apple iOS

This section covers how to install **HSE Assessment** on devices that use Apple iOS, such as iPads, iPhones and iPods.

Downloading HSE Assessment

1. Open the Apple App Store and search for **HSE Assessment** to find the app showing the icon:



2. Alternatively, click on the following link or enter the URL in your web browser to open the **HSE Assessment** app page on the Apple App Store.
<https://apps.apple.com/app/id1505301906>
3. Tap **Get** to download the app
4. After the app has finished downloading you can move it to a different place on your Home screen

Logging into HSE Assessment for the first time

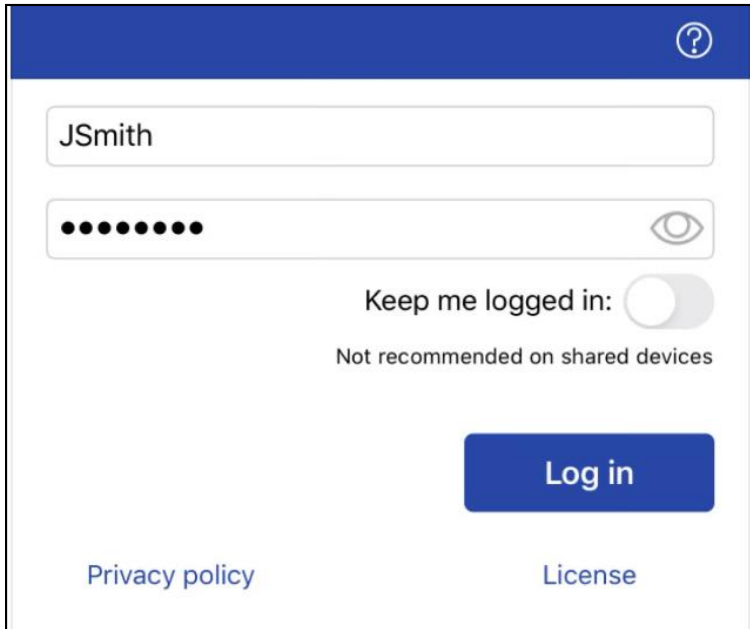
Once you have downloaded the **HSE Assessment** app to your device you can set up the account log in.

You need an internet connection to download your surveys.


1. When you log in for the first time you will need
 - Your **HSE Survey Delivery System** email address
 - Your **HSE Survey Delivery System** password
2. Start the **HSE Assessment** app by tapping the icon



3. Click **Log In**. The **Log In** screen will open



4. Enter your **HSE Survey Delivery System** email address and password in the **Log In** screen.

To see the password you are entering, click the **Show/hide password icon** 

To save the user details you are entering, turn on **Keep me logged in**

5. When you have finished entering your details, click the **Log in** button. **HSE Assessment** will connect to the **HSE Survey Delivery System** and download your surveys

Starting HSE Assessment

1. Start the **HSE Assessment** app by tapping the icon



2. If you have previously logged in, selected **Keep me logged in** and have not logged out then the app will open directly to your list of surveys, otherwise the app will display the **Log In** screen and you can log in.

If you have an internet connection, **HSE Assessment** automatically checks to see if you have the latest versions of the available surveys

3. Open a survey by selecting it

To manually synchronise all surveys and responses with the server, click **Sync**.



HSE Assessment will attempt to synchronise at ten minute intervals if Auto-synchronisation is enabled. An internet connection is required to synchronise.

Stopping HSE Assessment running on your device

1. Press the Home button to return to the Home screen
2. Press the Home button twice to display the running apps screen
3. Select the **HSE Assessment** screen (showing the survey) and flick upwards to remove it from the running apps
4. Press the Home button again

Installing on devices running Google Android

This section covers how to install **HSE Assessment** on devices that use Google Android. This includes a range of smartphones and tablets.

Downloading HSE Assessment

1. Open the Google Play Store and search for **HSE Assessment** to find the app showing the icon:



2. Alternatively, click on the following link or enter the URL in your web browser to open the **HSE Assessment** app page on the Google Play Store.
<https://play.google.com/store/apps/details?id=com.SnapSurveys.SnapInterviewerHSE>
3. Tap **Install** to download the app
4. Follow any onscreen instructions to complete the installation
5. After the app has finished downloading you can move it to a different place on your Home screen

Logging into HSE Assessment for the first time

Once you have downloaded the **HSE Assessment** app to your device you can set up the account log in.


You need an internet connection to download your surveys.

1. When you log in for the first time you will need
 - Your **HSE Survey Delivery System** email address
 - Your **HSE Survey Delivery System** password
2. Start the **HSE Assessment** app by tapping the icon



3. Click **Log In**. The **Log In** screen will open

4. Enter your **HSE Survey Delivery System** email address and password in the **Log In** screen.

To see the password you are entering, click the **Show/hide password** icon 

To save the user details you are entering, turn on **Keep me logged in**

5. When you have finished entering your details, click the **Log in** button. **HSE Assessment** will connect to the **HSE Survey Delivery System** and download your surveys

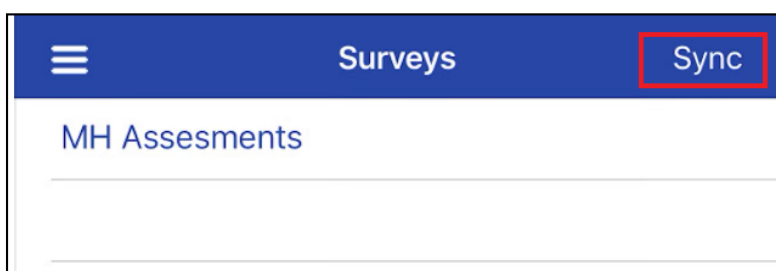
Starting HSE Assessment

1. Start the **HSE Assessment** app by tapping the icon



2. If you have previously logged in, selected **Keep me logged in** and have not logged out then the app will open directly to your list of surveys, otherwise the app will display the **Log In** screen and you can log in.
If you have an internet connection, **HSE Assessment** automatically checks to see if you have the latest versions of the available surveys
3. Open a survey by selecting it

To manually synchronise all surveys and responses with the server, click **Sync**.



HSE Assessment will attempt to synchronise at ten minute intervals if Auto-synchronisation is enabled. An internet connection is required to synchronise.

Stopping HSE Assessment running on your device

1. Press the Home button to return to the Home screen
2. Press the Overview button to display the currently running apps screen
3. Select the **HSE Assessment** screen (showing the survey) and flick upwards or sideways (depending on your device) to remove it from the running apps
4. Press the Home button again