

Quick guide for WPA action plan

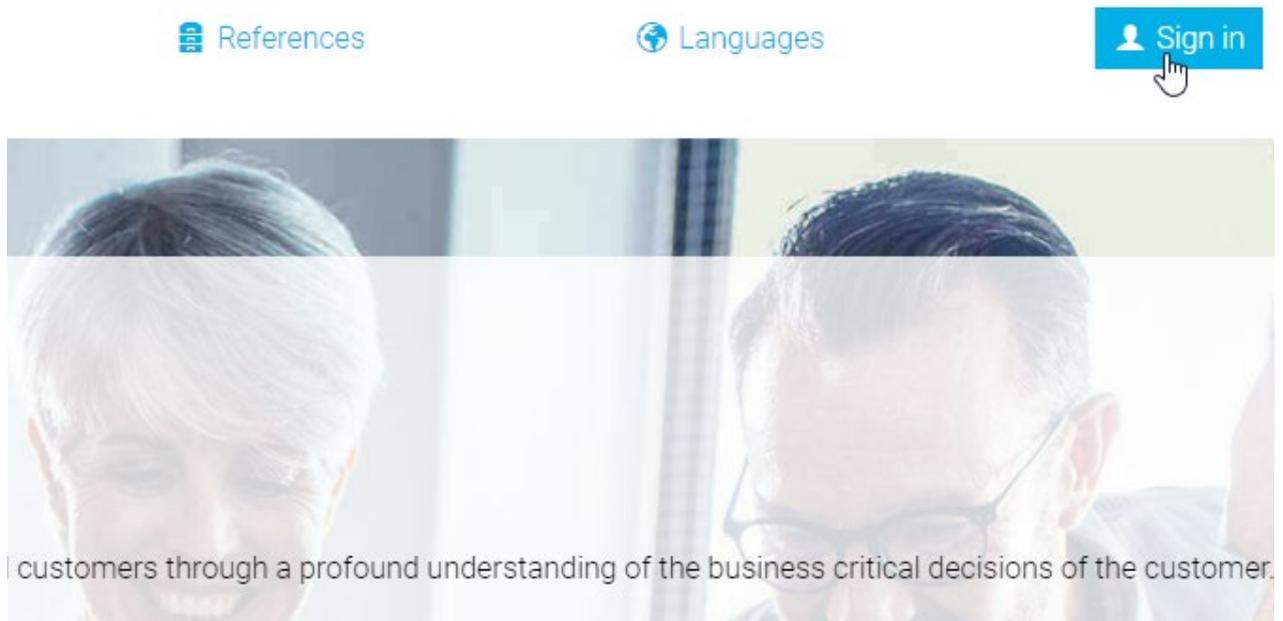
Distributed by Interresearch als

June 2021

defgo

A. Sign in

1. Go to the web-site www.defgo.com and click on the button **Sign in** in the right top corner.



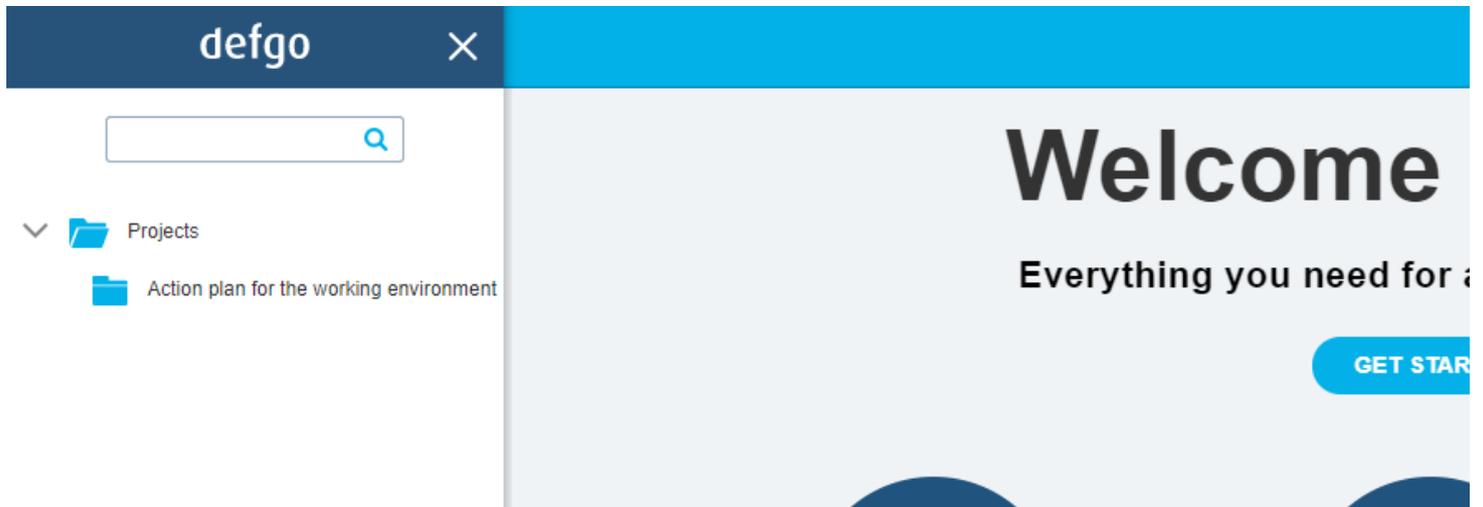
2. Enter your Username and Password and click **Sign in**.

The image shows a sign-in form with a blue border. At the top, the text 'Sign in' is displayed in a large blue font. Below this, there are two input fields: 'Username' with the placeholder text 'Name' and 'Password' with a masked password '.....'. To the right of the password field is a link 'Forgot your password?'. At the bottom of the form is a blue 'Sign in' button with a hand cursor pointing to it. Below the button is a link 'or get a free trial'.

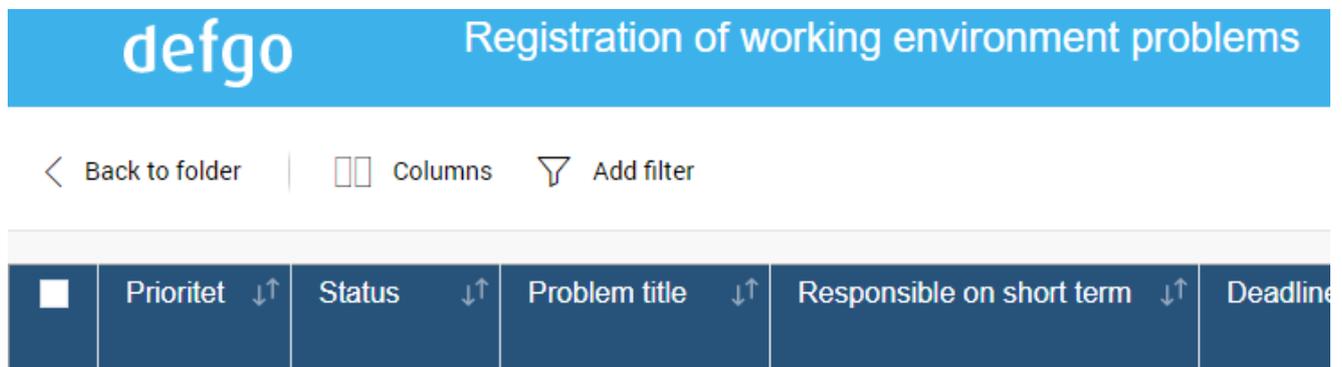
3. Go to the relevant page of this guide.

Depending of the type of your account you can see 2 different pages after login.

If you see your Dashboard, go to the next page of this guide.



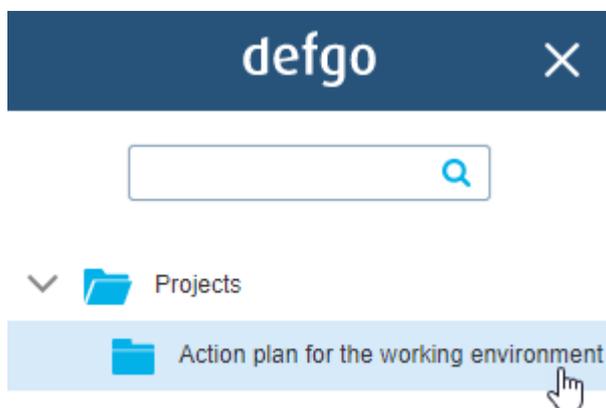
If you see a form for registration of working environment problems, go to the part **D. Registration of working environment problems.**



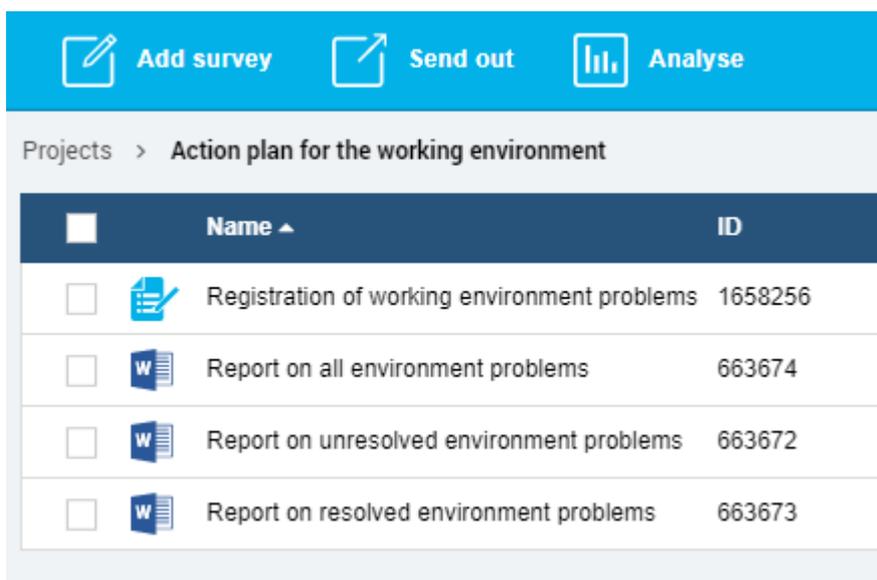
B. Open folder with action plan for the working environment

After login:

1. Click on the folder with your action plan for the working environment.



2. Folder will open and you will see its content.

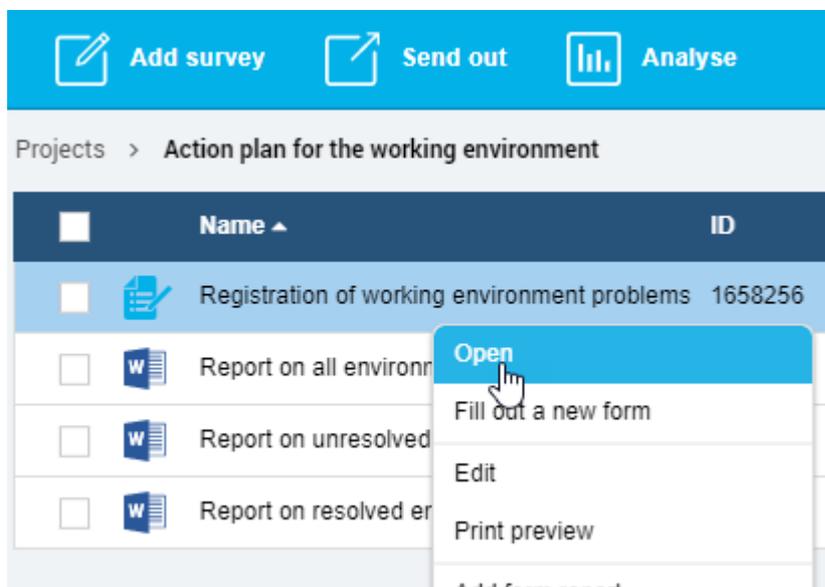


The screenshot shows the defgo application interface with the 'Action plan for the working environment' folder open. The top navigation bar is blue and contains three icons: 'Add survey', 'Send out', and 'Analyse'. Below the navigation bar, the breadcrumb 'Projects > Action plan for the working environment' is visible. The main content area displays a table with four rows of survey data.

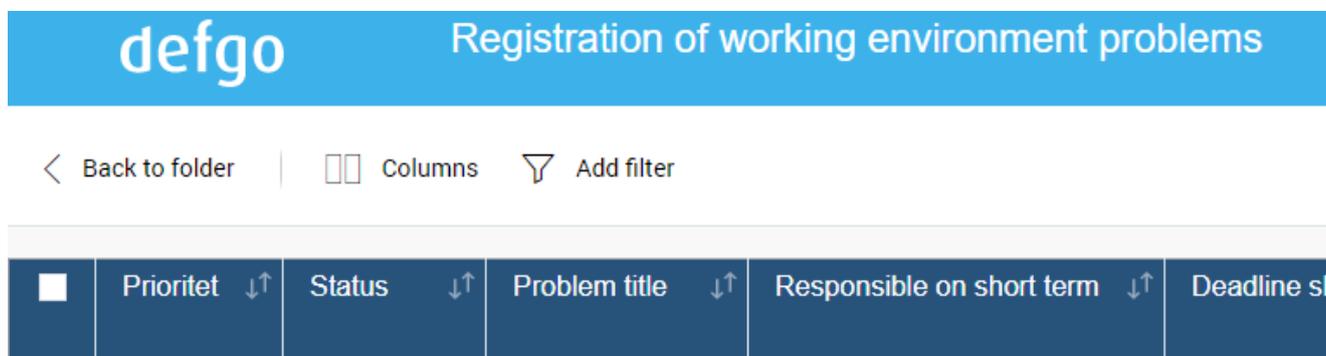
<input type="checkbox"/>	Name ▲	ID
<input type="checkbox"/>	 Registration of working environment problems	1658256
<input type="checkbox"/>	 Report on all environment problems	663674
<input type="checkbox"/>	 Report on unresolved environment problems	663672
<input type="checkbox"/>	 Report on resolved environment problems	663673

C. Open the form for registration of working environment problems

1. Click at the form for registration of working environment problems - in pop-up menu click **Open**.



2. You will see an overview of the registered working environment problems. The list is empty first time you open it.



D. Registration of working environment problems

1. Click on **Fill out the form** icon



Responsible on long term	Deadline long term	Updated
--------------------------	--------------------	---------

2. While filling in the form you can click on **Explanation** and read how to fill the field.

Action plan for the working environment

Problem title

Write a short, precise and comprehensive title (**explanation**) *

Problem title

If you need to register more working environment problems, repeat the steps above.

3. Click on the icon **Print overview page** to save or print the overview of registered forms.



E. Edit an already registered working environment problem, set priority and status

In the overview of the registered working environment problems:

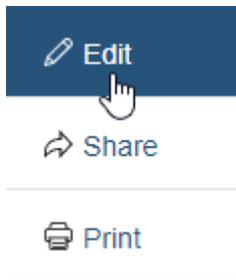
1. Click any place in the row with working environment problem, you want to work with, to open pop-up menu.

< Back to folder | Columns Add filter

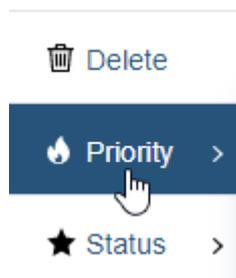
<input type="checkbox"/>	Prioritet ↓↑	Status ↓↑	Problem title ↓↑
<input type="checkbox"/>	1	● ●	Draught in room 13
<input type="checkbox"/>	1	● ●	Slippery floors in

- Edit
- Share
- Print
- Move
- Delete
- Priority >
- Status >

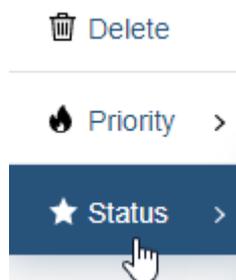
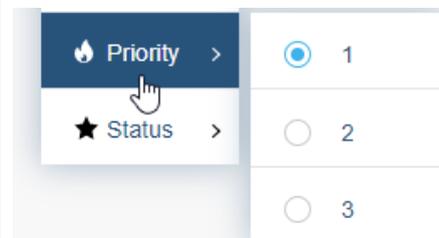
In pop-up menu click on the needed row:



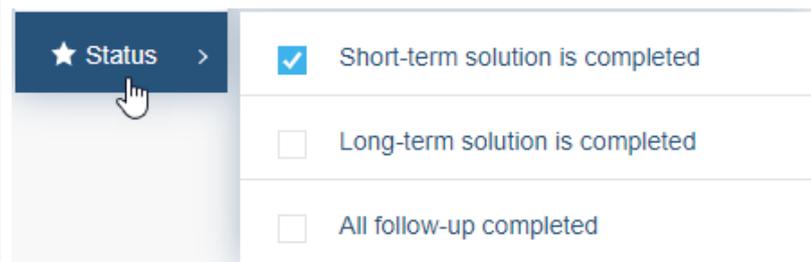
Edit will open an already filled form with selected working environment problem, and registration can be changed.



Priority opens dialog box, where the priority of the selected working environment problems can be changed.



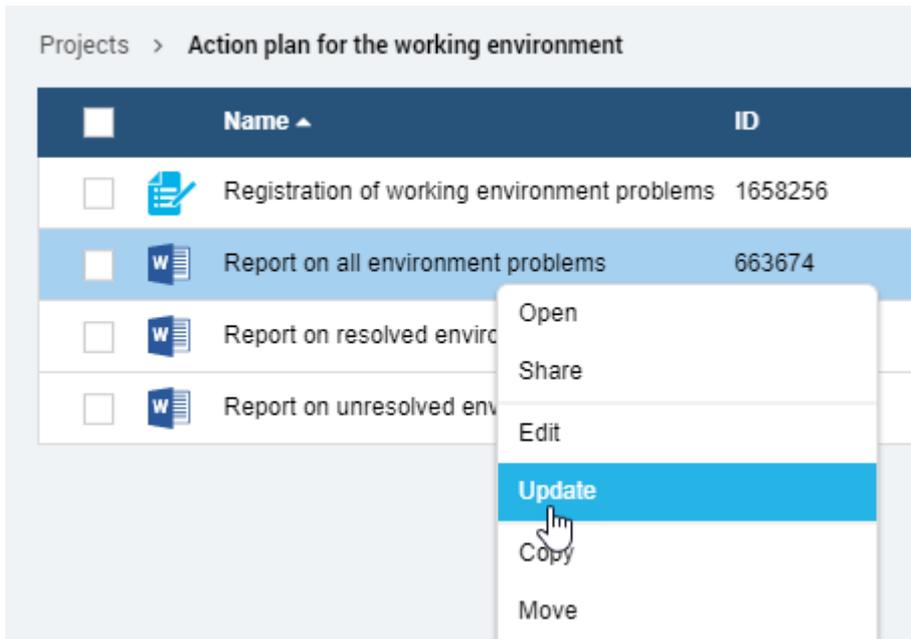
Status opens a dialog box, where the status of the selected working environment problems can be changed.



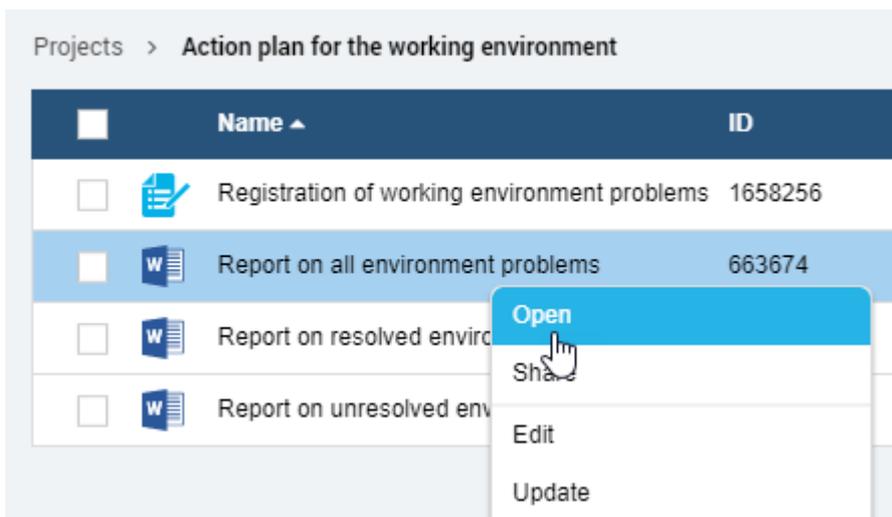
F. Open reports and action plans for the working environment

Before report or action plan for the working environment will be opened, it has to be updated to get all the latest registrations.

1. Click on the needed report or action plan for the working environment - in pop-up menu click **Update**.



2. When updating is finished, click again on the needed report or action plan for the working environment – in the pop-up menu click this time **Open**.



G. Filter registered working environment problems

You can filter registered forms by column value.



1. Click on **Add filter**, select a field from the list, and click on the settings icon.

Add filter

<input checked="" type="checkbox"/>	Prioritet	Prioritet:		
<input type="checkbox"/>	Status			
<input type="checkbox"/>	Problem title			
<input type="checkbox"/>	Problem description			
<input type="checkbox"/>	Categorization			
<input type="checkbox"/>	Short term: corrections or final solution			
<input type="checkbox"/>	Long term: Final solution			
<input type="checkbox"/>	Amount (DKK)			
<input type="checkbox"/>	Responsible on short term			
<input type="checkbox"/>	Responsible on short term (email)			

2. Then select the value or enter the data you want to filter by.

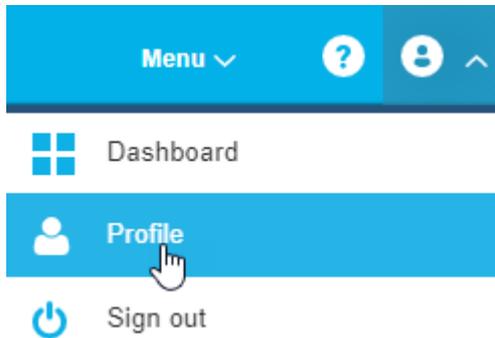
Prioritet: 1		Problem title:	
<input checked="" type="checkbox"/> 1		Enter details	
<input type="checkbox"/> 2		<input type="text" value="Enter the data"/>	
<input type="checkbox"/> 3		<input type="button" value="Ok"/>	

You can add several filters at once. Select several fields in **Add filter** list.

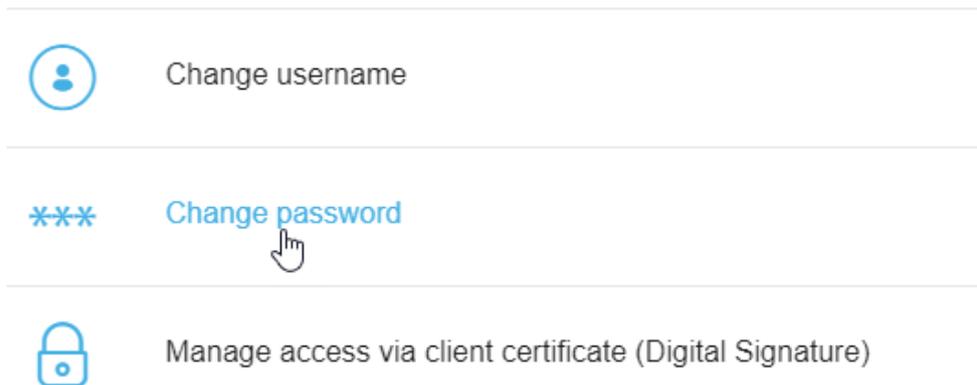
Prioritet: 1			Status: Long-term solution is completed		
--------------	--	--	---	--	--

H. Change password for your defgo account

1. Click on the icon in the upper right corner and select **Profile**.

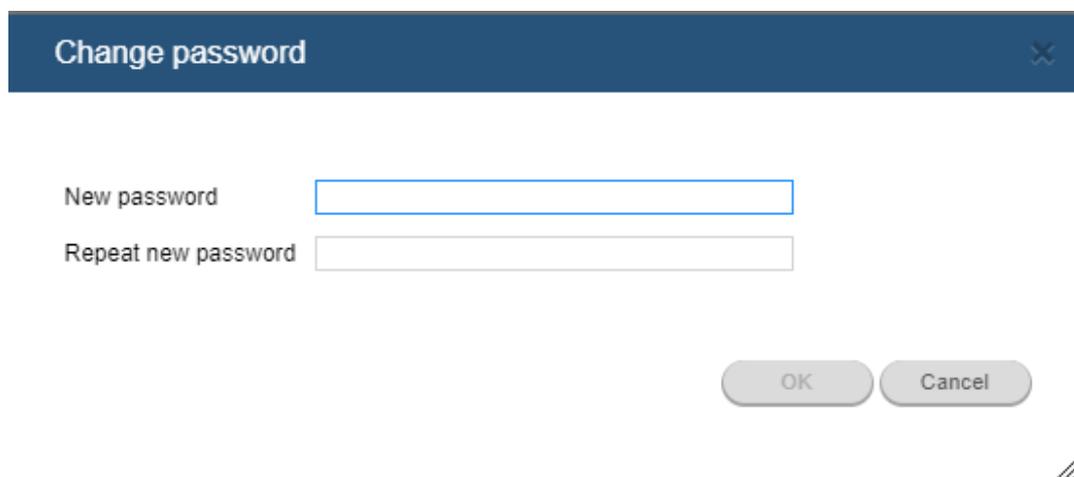


2. Click on **Change password**.



3. Enter your new password 2 times, and click **OK**

Password should contain at least 8 symbols – minimum one uppercase (A-Z), one lowercase (a-z) and one number (0-9)

A screenshot of a 'Change password' dialog box. The title bar is dark blue with the text 'Change password' and a close button. The main area contains two text input fields: 'New password' and 'Repeat new password'. At the bottom right, there are two buttons: 'OK' and 'Cancel'. A small icon is visible in the bottom right corner of the dialog box.