

WebEHRS Mobile2 is an app that can be used off-line in the field to gain efficiency, reduce paper usage, and provide clearer more detailed documents.

WebEHRS Mobile2

Installation and Usage Quick
Reference Guide

John Grady

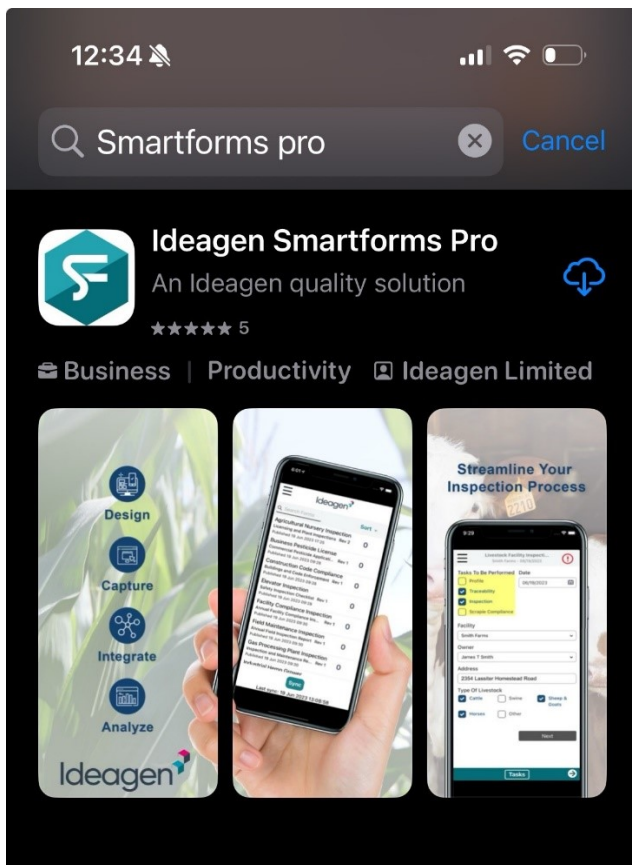


Downloading the WebEHRS Mobile2 App

From Apple Store

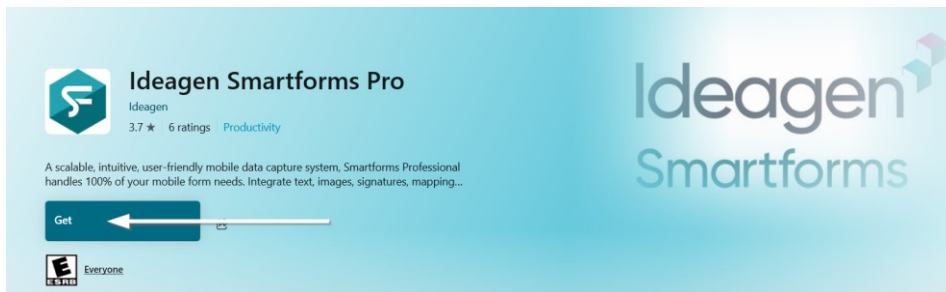
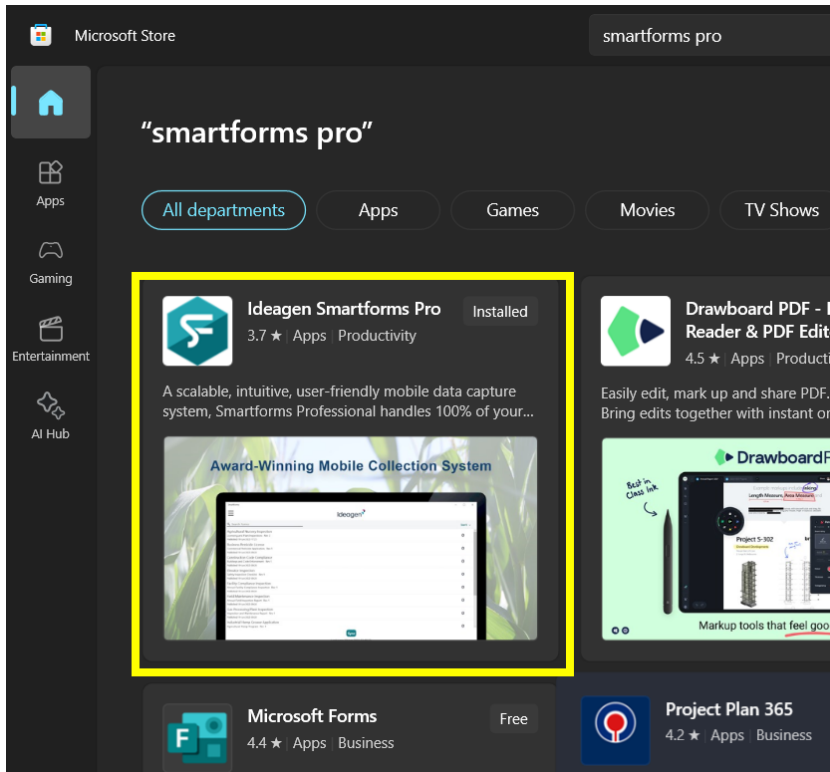
On your iPhone, iPad, or iPod touch

1. Open the App Store.
2. At the bottom of the screen, tap Search.
3. Search for "**Smartforms Pro**" then tap the link.
4. Tap "Get" next to the app that you want to download. (In the screenshot below "GET" will appear where the cloud icon is showing, circled.)



From Microsoft Store

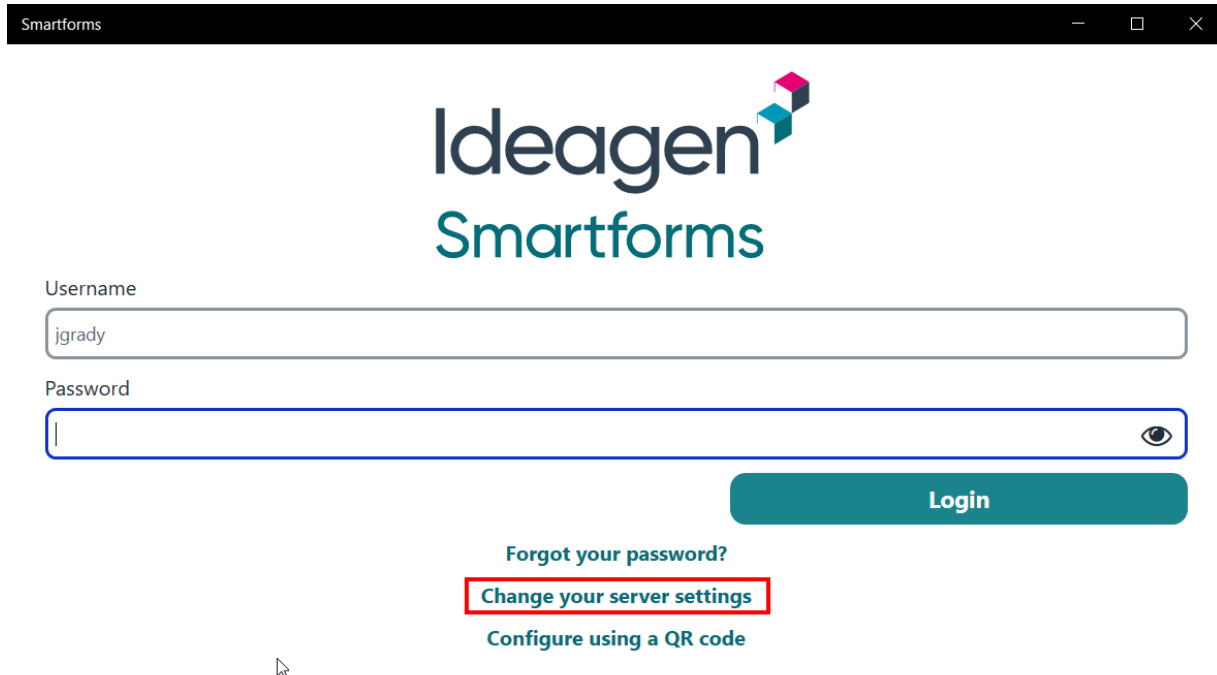
1. Open the Microsoft Store by clicking on the “Windows Start” button and typing in “Microsoft Store”, or in your internet browser, go to the following site: <https://apps.microsoft.com/apps?hl=en-us&gl=US>
2. At the top of the screen, tap Search.
3. Search for "**Smartforms**" then tap the link or hit <Enter>.
4. Click the app that you want to download and install.



WebEHRS Mobile Installation

After downloading and installing the Mi-Apps software, open the software to configure the network settings. There are two ways to configure the settings; manually or QR code scan. QR scanning automatically enters all the information for you after the scan and is the faster of the two methods.

Manual configuration



Click the “Change your server settings” link and enter the following:

- Hostname: mobilep11.cdpehs.com
- Port: 443
- URL Prefix: MFS
- Customer Name: IHS2mobile7

Hostname

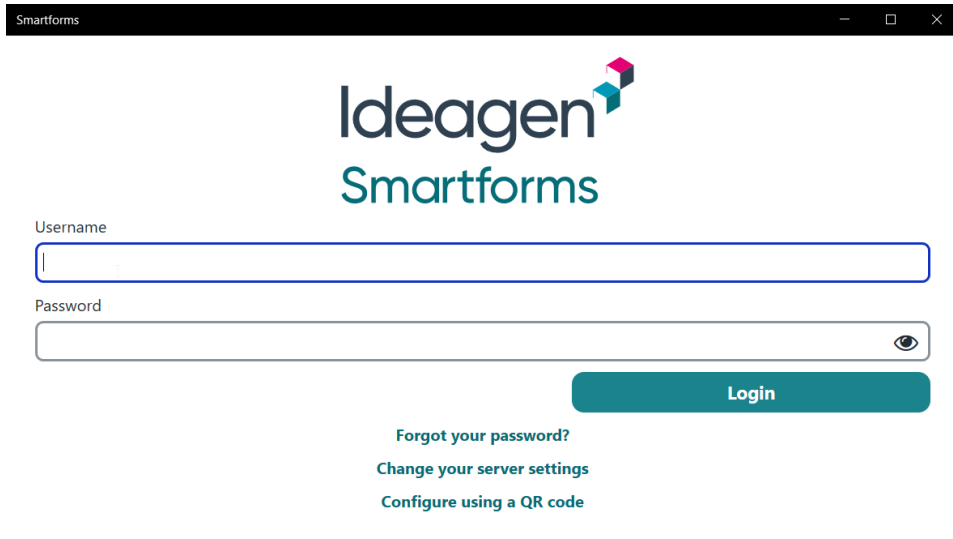
Use Secure Connection Don't Use Secure Connection

Port

URL prefix

Customer name

Then enter the username and password credentials below and click the “Login”.



Configuration using provided QR code.

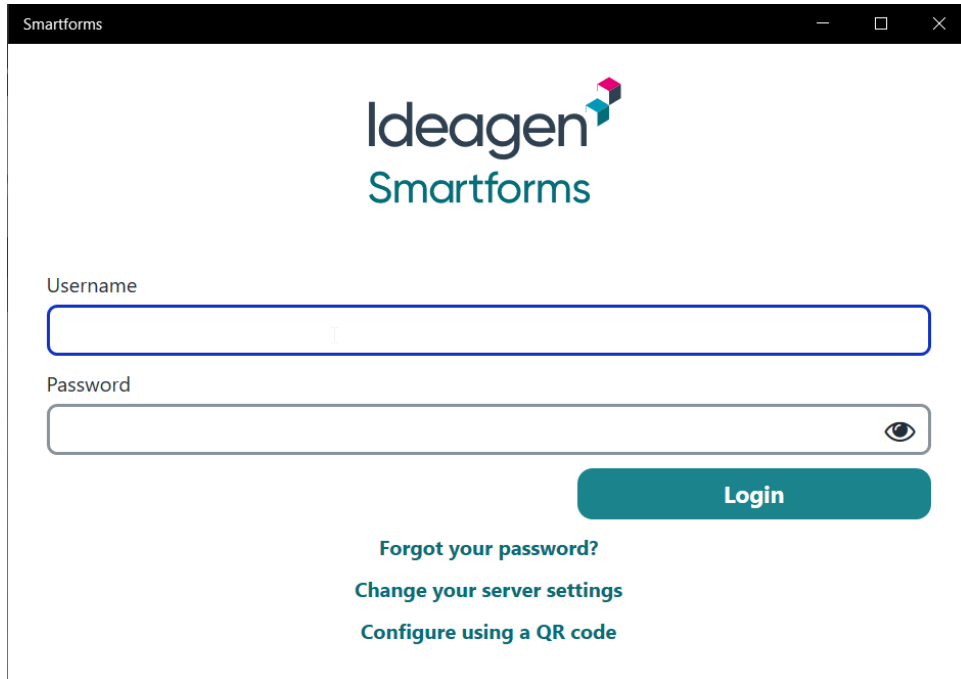


Then using the device camera/scanner, scan the QR code for the specific user. This will set the network configuration along with the username and password.

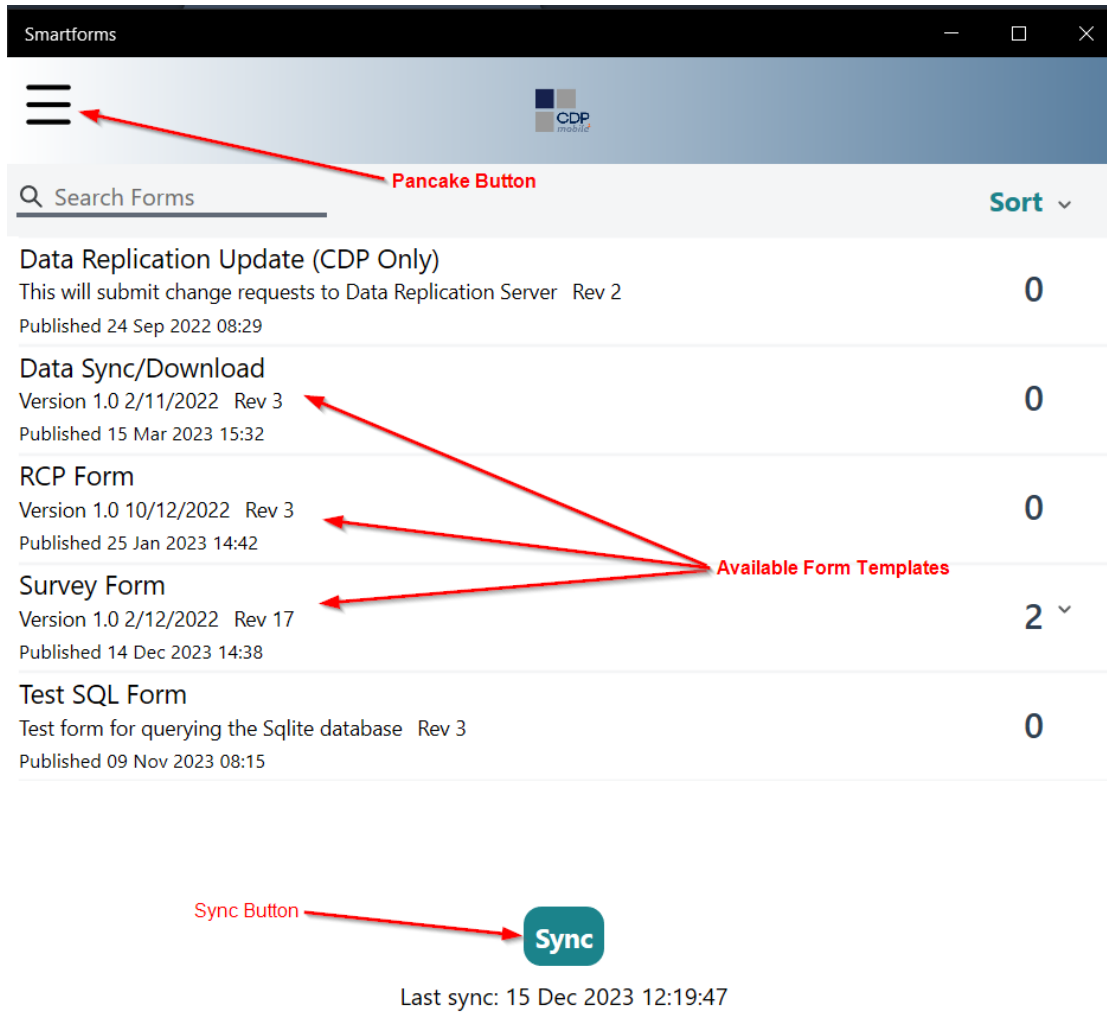
Using the SmartForms – *IHSMobile*²

The purpose of this document is to provide an overview of how the SmartForms client is used. Some forms will look different depending on the specific client.

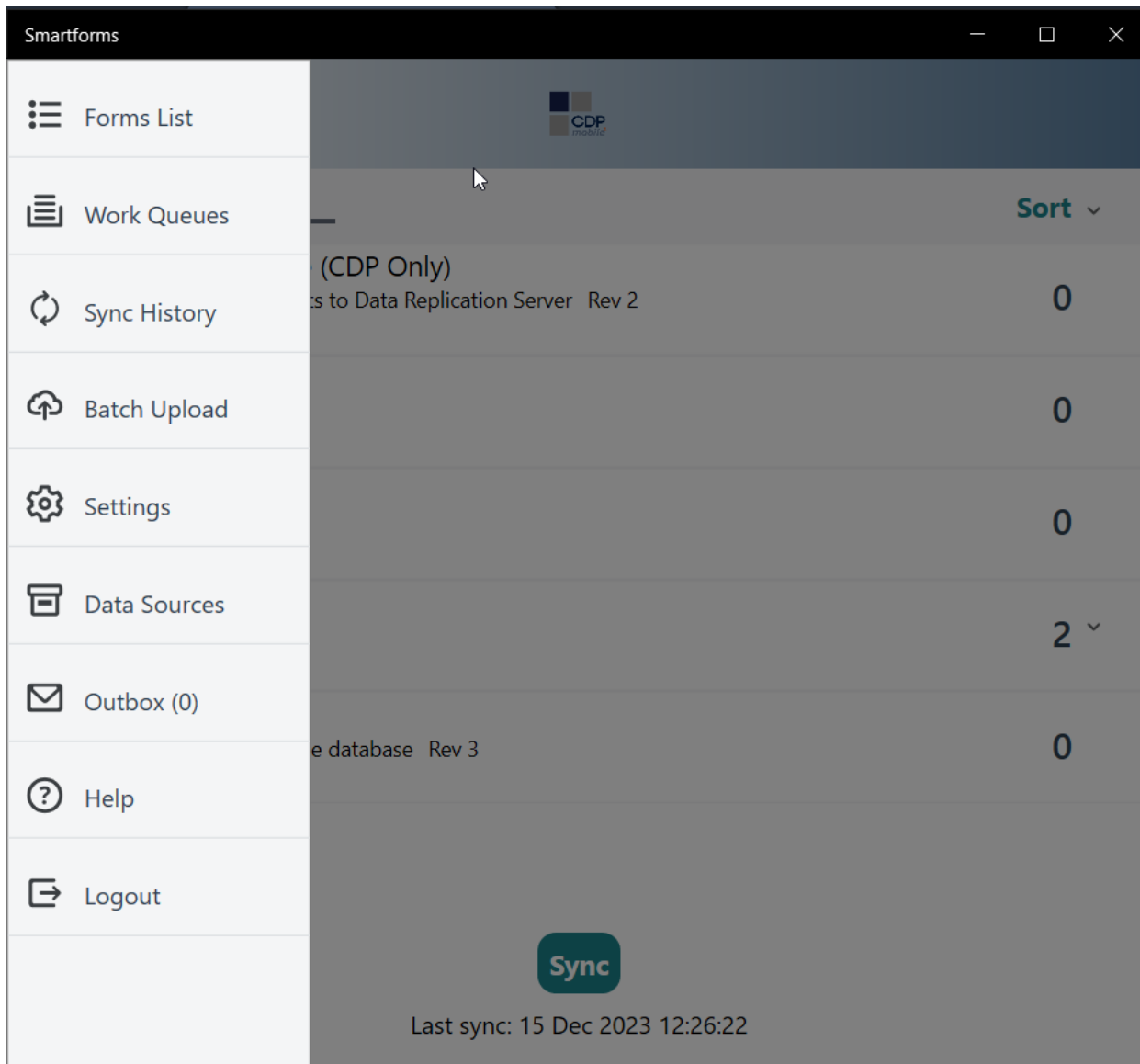
After the initial install and network settings are configured, the user will be presented with a login.



Once the user is logged into the client, the forms that are available to the user will be presented.



Clicking the “Pancake” button will display the list of menu items.



Menu Items:

- Forms List – Shows the available form templates.
- Work Queues – Shows sessions in progress not yet uploaded to server.
- Sync History – Shows sessions that have been sent to the server.
- Batch Upload – Allows for multiple sessions to be “Finished”.
- Settings – Where the network settings can be viewed/changed.
- Data Resources – Updates form versions when changes are made.
- Outbox – Shows sessions that have been “Finished” but not yet completely uploaded.
- Help – A brief description of the client.
- Logout – Used to exit the mobile client.

Database Setup form

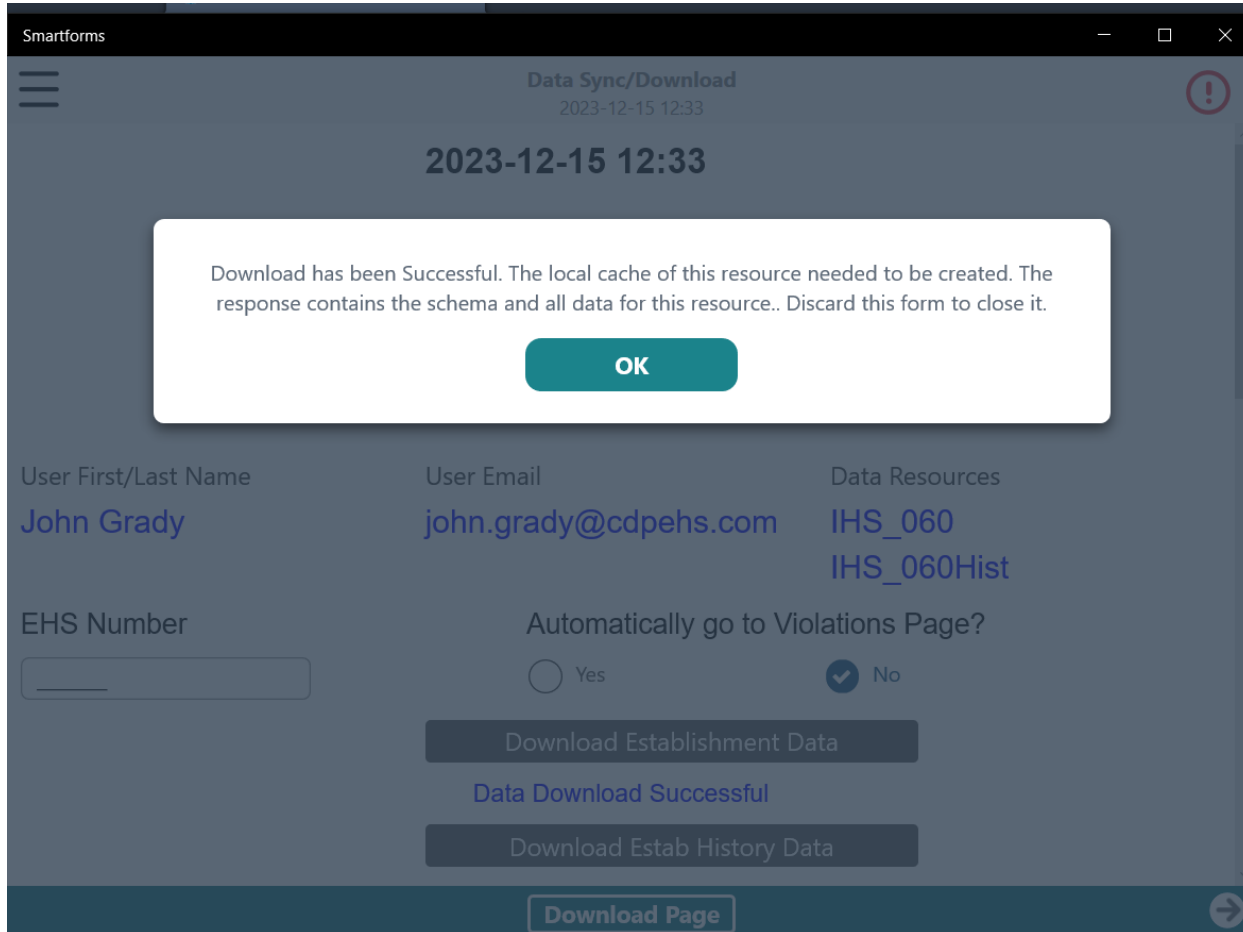
To download and data from IMS, the “Data Sync/Download” form should be used.

The screenshot shows a mobile application window titled "Data Sync/Download" with a timestamp of "2023-12-15 12:33". The CDP Inc. logo is centered at the top. The form contains the following fields and controls:

- User First/Last Name:** John Grady
- User Email:** john.grady@cdpehs.com
- Data Resources:** IHS_060, IHS_060Hist
- EHS Number:** An empty text input field.
- Automatically go to Violations Page?:** Radio buttons for "Yes" (unselected) and "No" (selected).
- Buttons:** "Download Establishment Data", "Download Estab History Data", and "Download Page" (highlighted with a red box).

Here we can enter and EHS number to set the client for a specific EHS or leave it blank. The user can also decide if they want the ability to automatically go to the violation comment page after a violation is selected. Once this information is entered, the user clicks on the “Download Data” button to retrieve the data. This process will take a few minutes the first time it is run.

Once the data is completely downloaded, a confirmation box will appear. Click “OK” and then repeat this process for “Download Estab History Data”. This will give the user the ability to view previous surveys and activities for a selected establishment when off-line out in the field. Once again. click “OK” and then use the pancake button to discard the form without saving to close the form.

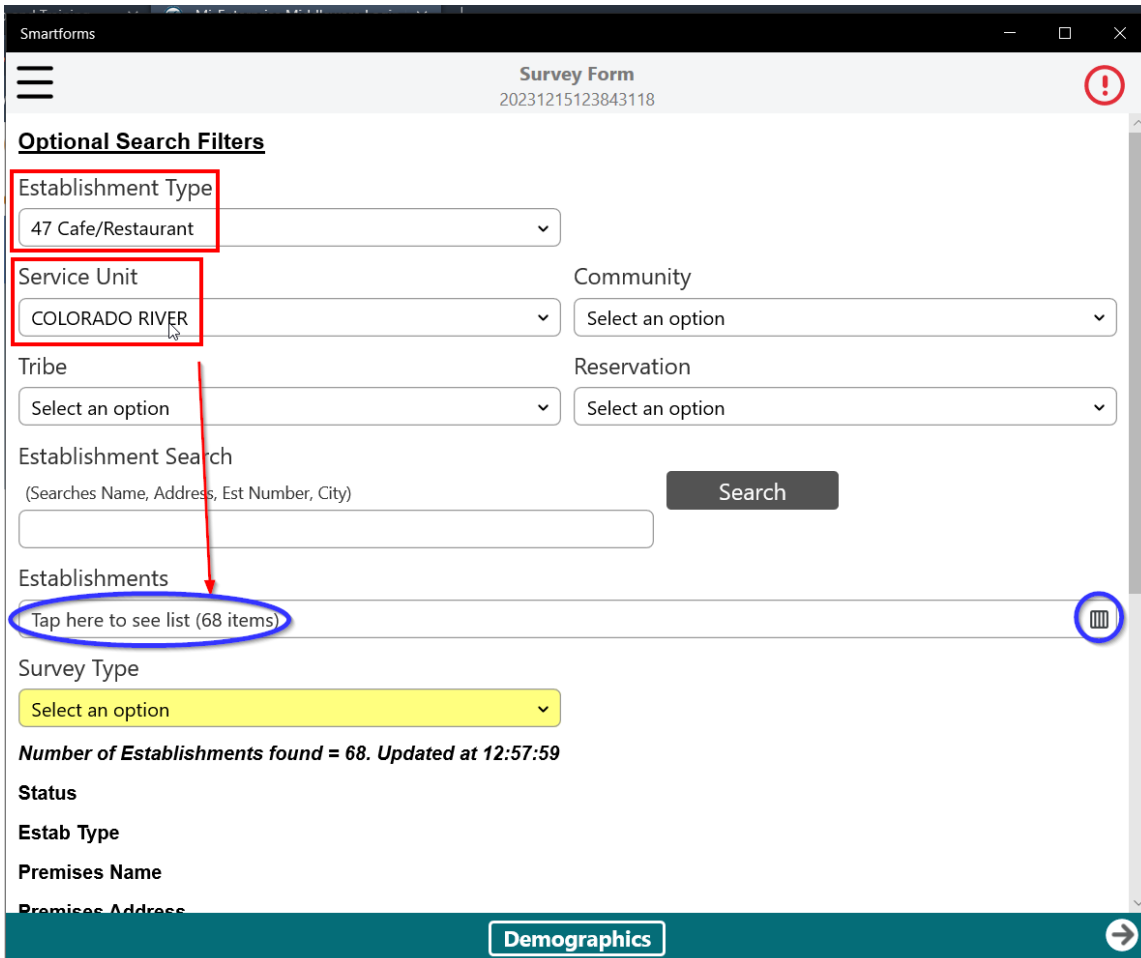


Survey Form

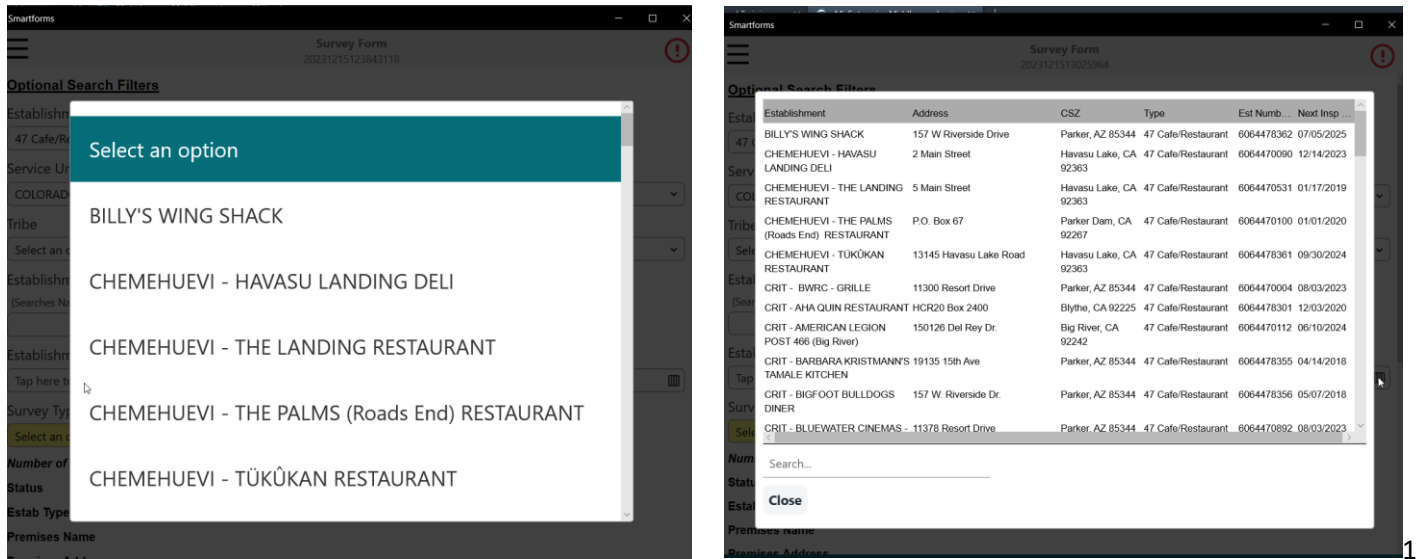
To conduct a survey, use the “Survey Form”. When the form opens it will look like this. As you can see in the screen below, without any search filters applied, the full list of establishments available to you will populate “Tap here to see list (4170 items)”. By applying search filters, you can narrow that list down to make it easier to find the required establishment.

The screenshot shows the 'Survey Form' mobile application interface. At the top, there is a header with a hamburger menu icon on the left, the title 'Survey Form' and the ID '20231215123843118' in the center, and a red warning icon on the right. Below the header is a section titled 'Optional Search Filters'. This section contains several dropdown menus: 'Establishment Type' (with 'Select an option' selected), 'Service Unit' (with 'Community' selected), 'Tribe' (with 'Reservation' selected), and 'Establishment Search' (with a search button). Below the filters is a text input field for 'Establishments' containing the text 'Tap here to see list (4170 items)'. Underneath is a 'Survey Type' dropdown menu with 'Select an option' selected. A status message reads 'Number of Establishments found = 4170. Updated at 12:46:47'. Below this are labels for 'Status', 'Estab Type', 'Premises Name', and 'Premises Address'. At the bottom of the screen is a teal navigation bar with a 'Demographics' button and a right-pointing arrow icon.

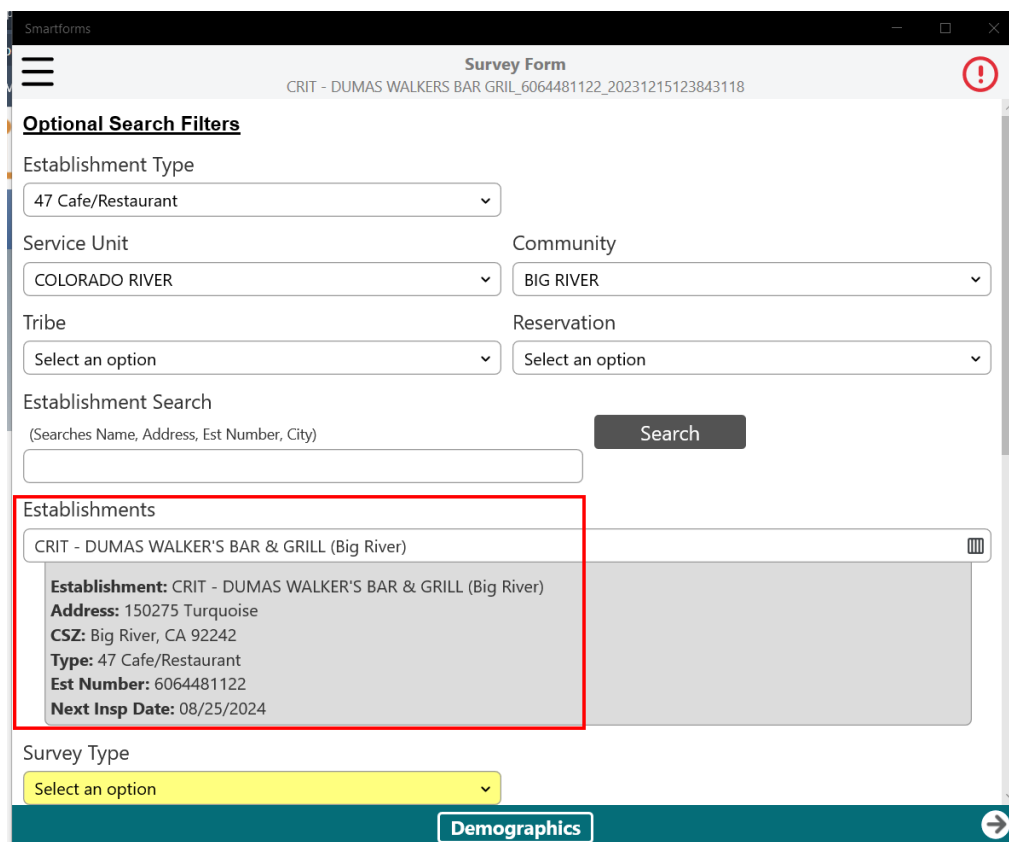
You will first need to fill out any search filters you want to apply and click Search. This will narrow your list down and then select your establishment. You will have to options to see the list of establishments. You can click right where it says "Tap here to list" or you can click the grid icon to the right of that text box.



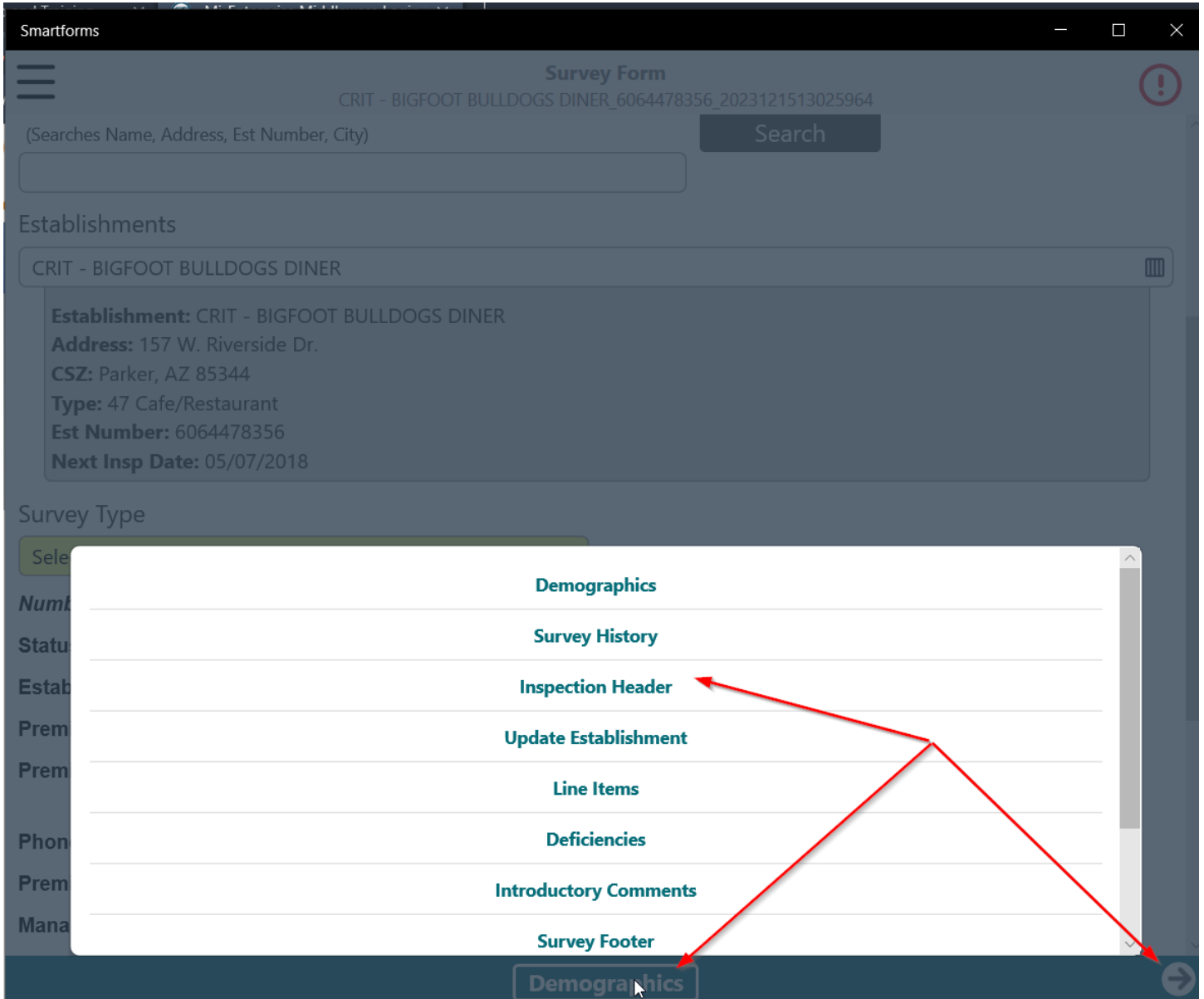
From either of these 2 options, you can click on the establishment you are conducting the survey for.



Once you select an establishment, the demographic data will appear, and you may begin the survey process. Please notice the yellow highlighted field "Survey Type". From this point on, all required fields will be highlighted as such.



The navigation will also appear. You can click the “demographics” button to show available pages (remember the pages that are available are based on the reporting area). You will also see an arrow pointing right or left depending on what your current location inside the form.



You can see the required fields highlighted in yellow. Those fields must be filled out to complete the survey.

Smartforms

Survey Form
CRIT - BIGFOOT BULLDOGS DINER_6064478356_2023121513025964

Survey Date: 12/15/2023

Survey Purpose: Select an option

Time In (formatted): HH:mm

Time Out (formatted): HH:mm

Travel Hours: []

Travel Minutes: []

Related R/C/P Title:

R/C/P Title: Tap here to see list (0 items)

Inspection Header

You can sign using your finger or stylus:

Smartforms

Survey Form
CRIT - BIGFOOT BULLDOGS DINER_6064478356_2023121513025964

P/E/S/SS

Program: Select an option
Element: Select an option
Sub Element: Select an option
Sub-Sub Element: Select an option

10 Essential Services

10 Essential: Primary: Select an option
10 Essential: Secondary: Select an option

EHS and Signatures

Person In Charge Signature: Tap to sign
Person In Charge Print: [Yellow field]
Inspector Signature: Tap to sign
EHS Inspector: Grady, John

Print Preview

Email Options
Survey Footer

Smartforms

Survey Form
CRIT - BIGFOOT BULLDOGS DINER_6064478356_2023121513025964

X [Handwritten Signature]

Clear Sign

Inspector Signature: Tap to sign
EHS Inspector: Grady, John

Once a survey is complete, the validation will turn green in the top right side of the client. You also have the choice to email a copy of the survey or print it using the “Print Survey” button.

Smartforms

Survey Form
CRIT - BIGFOOT BULLDOGS DINER_6064478356_2023121513025964

Time In: 12:10
Time Out: 13:10

Now 12:10 PM Now 1:10 PM

Next Survey Date: 02/17/2024
Next Survey Purpose: Follow-up

Total # of Deficiencies: 0 # P or PF Deficiencies: 0 # Repeat P or PF Deficiencies: 0

Score: _____

P/E/S/SS

Program: Environmental Health Element: Food Protection

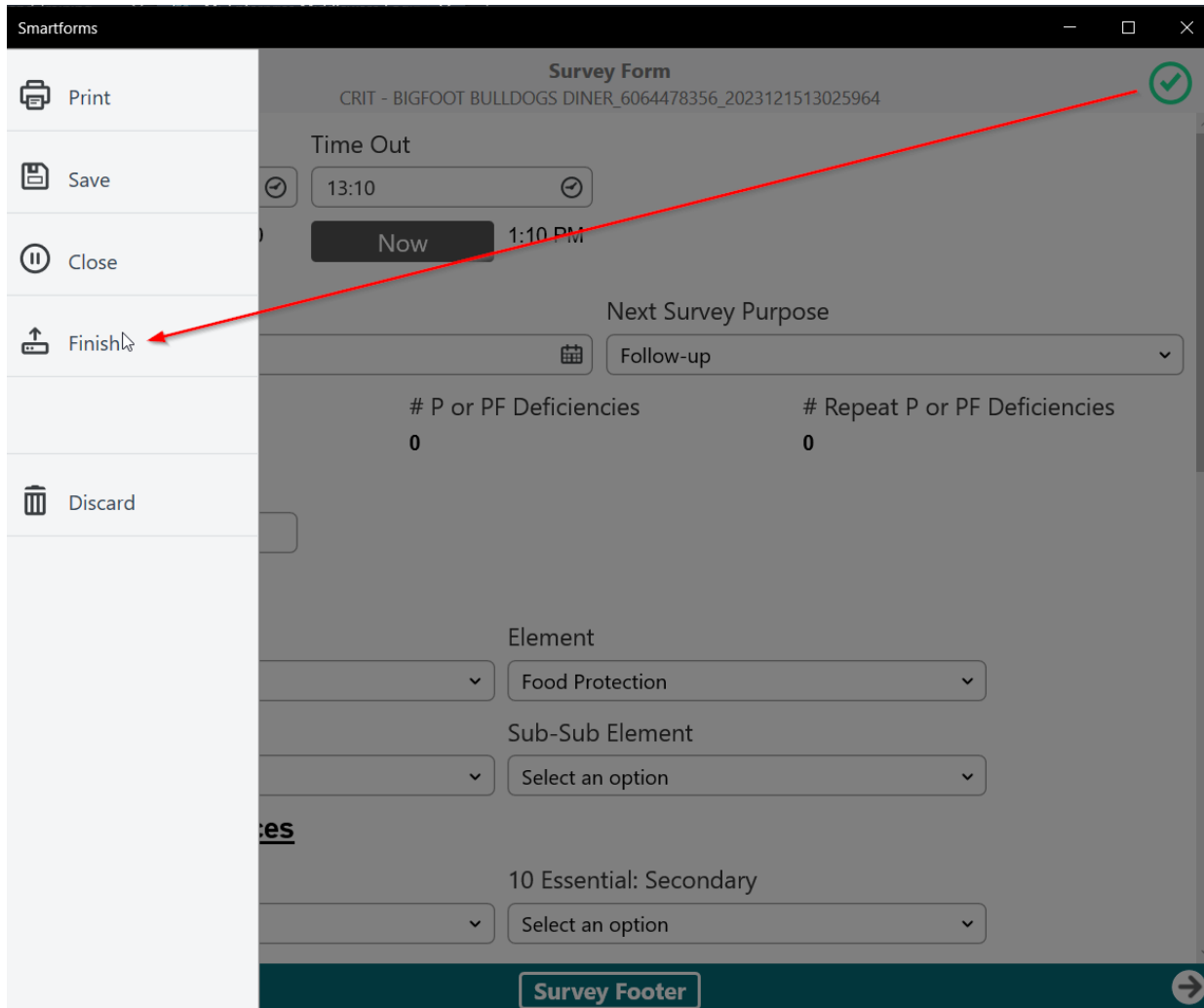
Sub Element: Select an option Sub-Sub Element: Select an option

10 Essential Services

10 Essential: Primary: Select an option 10 Essential: Secondary: Select an option

Survey Footer

If you are in the field with an internet connection, you can finish the form or save it to finish later by clicking the pancake button.



Once saved, and the form closed, the session will show on the form template page.

The screenshot shows the Smartforms application interface. At the top, there is a header with the title 'Smartforms' and a 'CDP mobile' logo. Below the header is a search bar labeled 'Search Forms' and a 'Sort' dropdown menu. The main content area displays a list of forms with the following details:

- Data Replication Update (CDP Only)**: This will submit change requests to Data Replication Server Rev 2, Published 24 Sep 2022 08:29, 0 sessions.
- Data Sync/Download**: Version 1.0 2/11/2022 Rev 3, Published 15 Mar 2023 15:32, 0 sessions.
- RCP Form**: Version 1.0 10/12/2022 Rev 3, Published 25 Jan 2023 14:42, 0 sessions.
- Survey Form**: Version 1.0 2/12/2022 Rev 17, Published 14 Dec 2023 14:38, 4 sessions. A blue box highlights the number '4' and an upward arrow icon.

Below the Survey Form, there is a list of sessions with the following details:

- FSS- SAINT STEPHENS HIGH SCHOO_4046800468_20231120085935806**: 30 Nov 2023 23:17 (Queue: tbonk)
- FSS - PINE RIDGE - PORCUPINE D_1015800407_20231206153012426**: 08 Dec 2023 08:46 (Queue: tbonk)
- 20231215123843118**: 15 Dec 2023 12:58 (Queue: jgrady)
- CRIT - BIGFOOT BULLDOGS DINER_6064478356_2023121513025964**: 15 Dec 2023 13:14 (Queue: jgrady)

At the bottom of the list, there is a **Test SQL Form**: Test form for querying the Sqlite database Rev 3, 0 sessions.

Below the list, there is a green 'Sync' button and the text 'Last sync: 15 Dec 2023 13:14:18'.