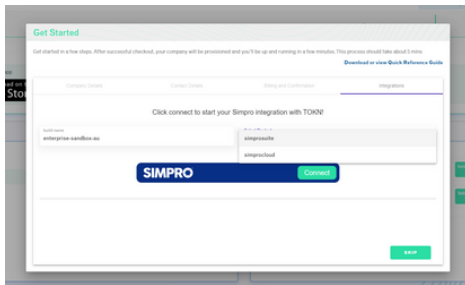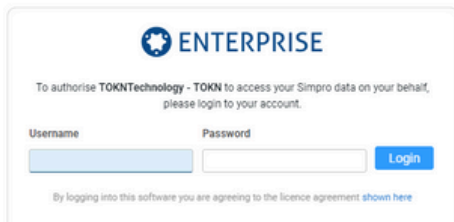# Connection Option 1 | During the initial ECA Safe Digital sign-up process

It's easy to connect your existing Simpro account to ECA Safe Digital during the <u>initial online sign-up process</u>.
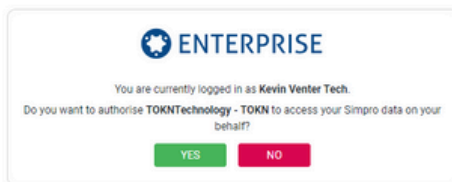

After providing your company, user and payment details, a final screen will appear inviting you to integrate an existing Simpro account with ECA Safe Digital.

Enter your Simpro build name and product (suite or cloud). Then select CONNECT.

Provide your Simpro username and password. Then select LOGIN.

Select YES on the next screen to authorise TOKN Technology to access your Simpro data.
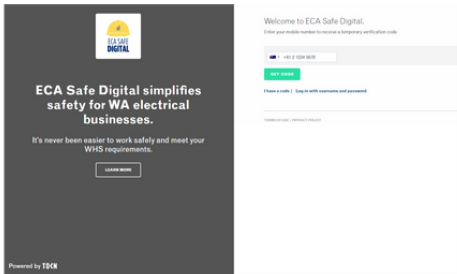

You will see the screen on the left as the connection is established.

When you access the [ECA Safe Digital administrative console](#) for the first time, check that the Simpro box in the bottom left corner shows 'connected' as shown in the image below.
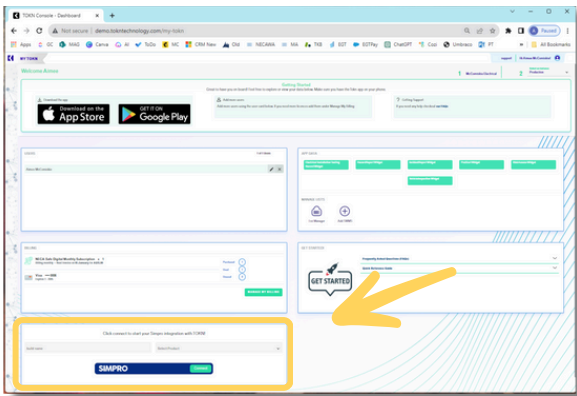
Connection Option 2 | Via the ECA Safe Digital administrative console

Log into the ECA Safe Digital administrative console.

Enter in the mobile phone number you signed up with and select GET CODE. A code will be sent to your mobile via text. It is case-sensitive. Once you have received the code, enter it in in and select VERIFY CODE. The administrative console will open.

You should see the Simpro integration box in the bottom left corner of your console.

Enter your Simpro build name and select your simpro product from the dropdown.

These details can be found in your Simpro URL as follows: https://<buildname>.<product>.com

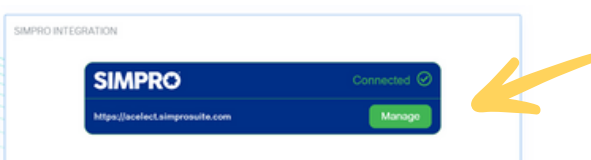Select CONNECT and follow the prompts.

When the platforms are successfully connected, you will see the image on the left in the console.

Managing your Simpro account via the ECA Safe Digital administrative console

Updating your Simpro company

If you set up a different company in Simpro, you can change the company that is connected to ECA Safe Digital by selecting 'Manage' and following the prompts.
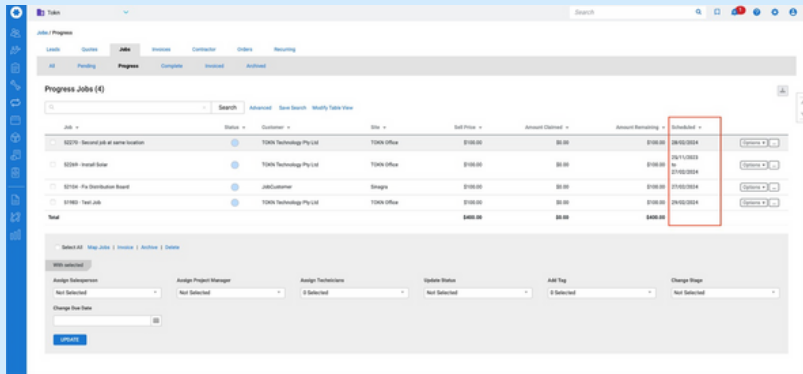

Disconnecting a canceled Simpro account

If you cancel your Simpro account, you can disconnect your account at any time.

Please note that you will then need to add any Simpro sites into ECA Safe Digital (via the tool or List Manager in the administrative console

What you must do in your Simpro account to connect the platforms

Your Simpro jobs and sites will only appear in the ECA Safe Digital App if they have a scheduled date selected for that day.

Please ensure you have populated the 'Scheduled' date column for the job in your Simpro account.
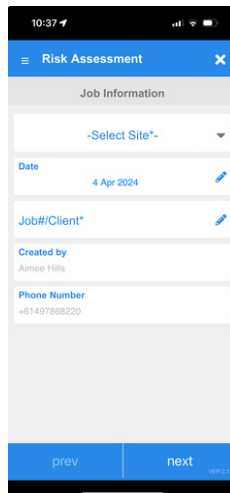
Where the ECA Safe Digital tools pull data from your Simpro account

When you complete a Risk Assessment, Electrical Installation Test or Pre-Start/Toolbox in the ECA Safe Digital App, the job number and sites with a scheduled date of that day will pull the relevant information from your Simpro account.
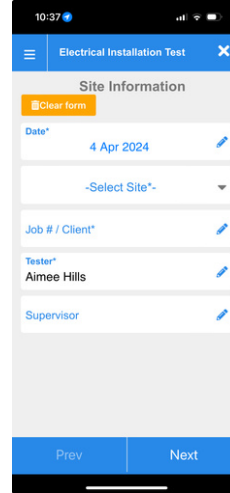
All jobs and sites with a Scheduled Date of today will display in the ECA Safe Digital App.

To avoid confusion, the option to add new sites directly in the ECA Safe Digital tool are removed from accounts with an active Simpro connection.
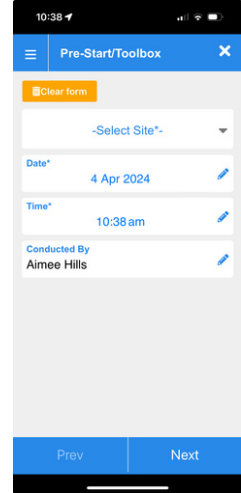
Risk Assessment	Electrical Installation Test	Pre-start / Toolbox

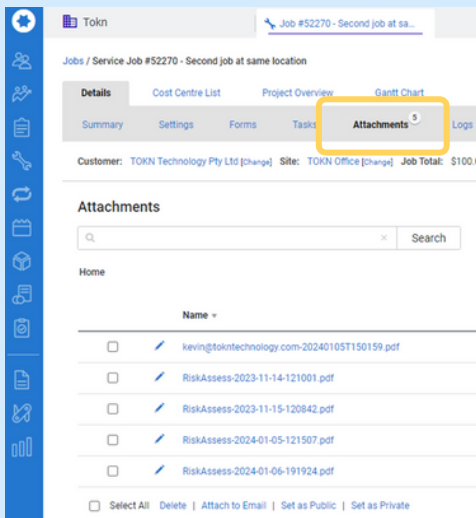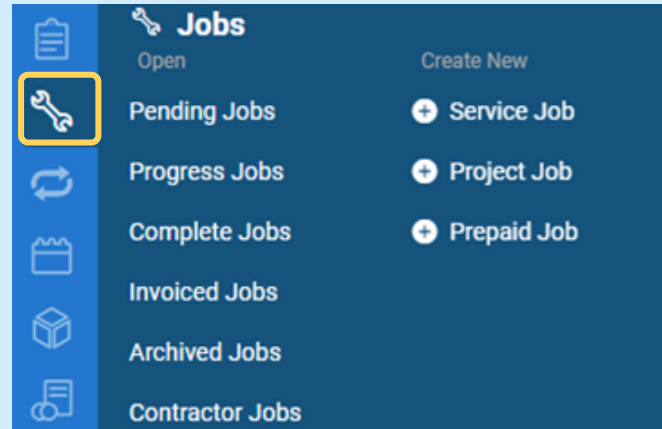**For more information on using the tools in the ECA Safe Digital App, please refer to the Using the Tools Manual.**

Simpro | Viewing your ECA Safe Digital Risk submission PDFs in Simpro

Log into your Simpro account at https://login.simprosuite.com/

Go to the Job section in Simpro and open the relevant job.

All Risk Assessments and Electrical Installation Tests you have completed and submitted in the ECA Safe Digital App will be located in the 'Attachments' section.

Any questions?

Contact ECA WA Safety on (08) 6241 6100 or safety@ecawa.org.au.

26/05/24