ECA SAFE DIGITAL

Manual
GETTING STARTED

Contents

About this manual

This Manual is designed to help members get started with ECA Safe Digital, guiding you through the sign-up and set-up process with simple instructions and graphics.
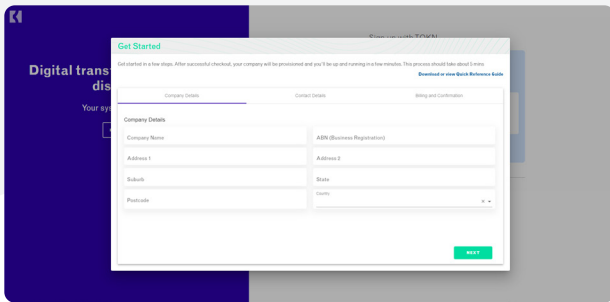
For more details instructions on how to use the App tools, please refer to the *ECA Safe Digital Manual – Using the Tools*.

If you have any questions at all, please phone (08) 6241 6100 or email safety@ecawa.org.au.
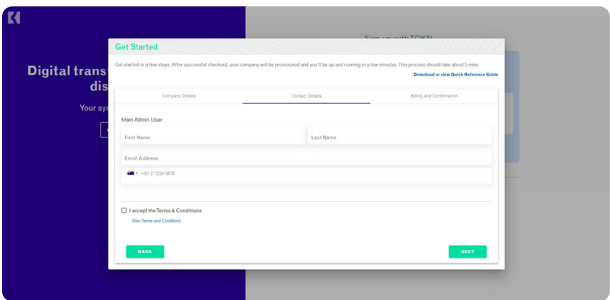
Signing up to
ECA Safe Digital/TOKN

1.1 How to sign up

Go to the sign up page
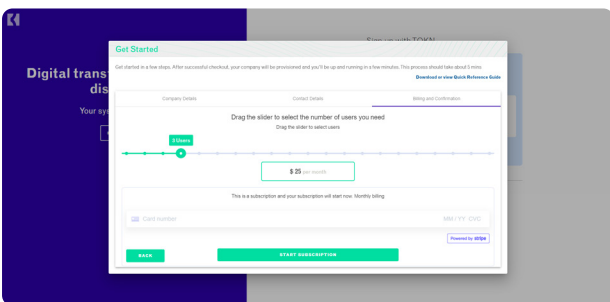**https://console.tokntechnology.com/sign-up**.

Record your company details.

Select **NEXT**.

Record the details of the main user who will be managing ECA Safe Digital and accessing the administrative console. Review and accept the terms and conditions for the developers of this product, TOKN Digital.

Select **NEXT**.

Drag the slider across to select the number of users you require (including yourself). This will determine the price you will be paying for the app per month.

Pricing: A minimum of one user is required and a maximum of 50 is permitted. One user is $18 per month, additional users are an additional $7 per month, per user.

Enter in your credit card details for payment and select **NEXT**.
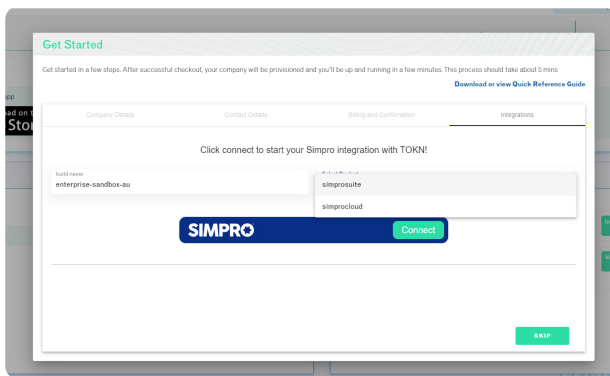
A final screen will appear inviting you to integrate an existing Simpro account with ECA Safe Digital. Please see page 4 for connection instructions.

If you don't have a Simpro account, select **SKIP**.

You will see the following screen.

Select the **START** button.
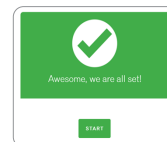
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1.2   How to connect to an existing Simpro account

ENTERPRISE

To authorise **TOKNTechnology - TOKN** to access your Simpro data on your behalf, please login to your account.

Username   Password

[   ]   [   ]   **Login**

By logging into this software you are agreeing to the licence agreement shown here

Enter your Simpro build name and product (suite or cloud).
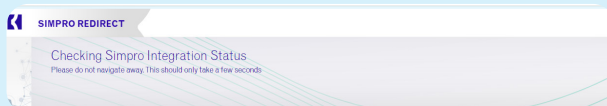
Don't have your Simpro details on hand? You can always connect anytime via the administrative console.

Then select **CONNECT**. You will see the following screen:

ENTERPRISE

You are currently logged in as **Kevin Venter Tech**.

Do you want to authorise **TOKNTechnology - TOKN** to access your Simpro data on your behalf?

YES   **NO**

Provide your Simpro username and password.

Then select **LOGIN**.

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

SIMPRO REDIRECT

Checking Simpro Integration Status
Please do not navigate away. This should only take a few seconds

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

You should be directed to the log in page for the administrative dashboard.

You will receive two initial emails from the developers of the ECA Safe Digital app, TOKN Technology:
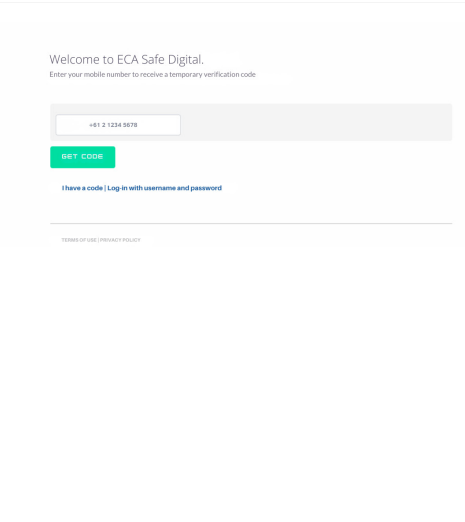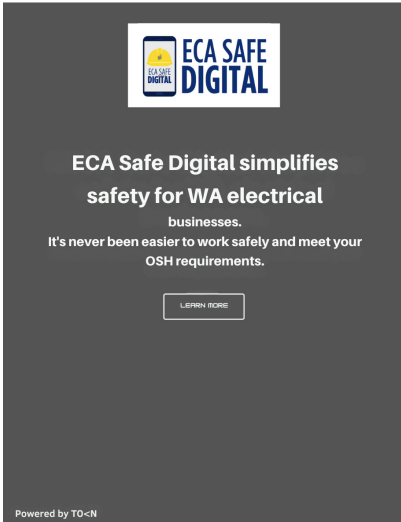
- ✓ An invoice and receipt for your first monthly fee.
- ✓ A welcome email from support@tokntechnology.com. Please add this email address to your safe senders list.

2 Setting up the My TOKN console

The My TOKN console can only be accessed from a desktop computer. It is not currently compatible with mobile devices.

2.1 How to log in

Select the Start button confirming your sign up, or visit **https://console.tokntechnology.com/account/sms-login/eca**

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.
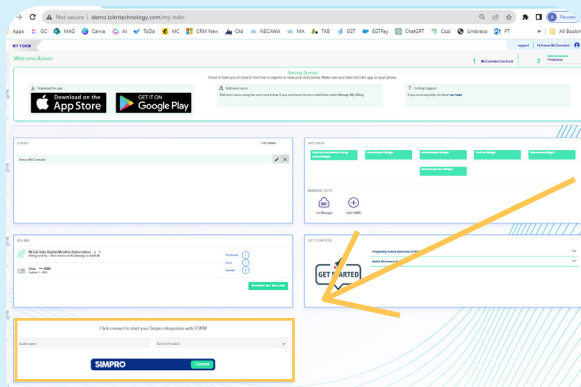
Please note: do not try to log in with a username and password. ECA members can only log in with a mobile phone number.

Once you have received the code, enter it in in and select **VERIFY CODE**.

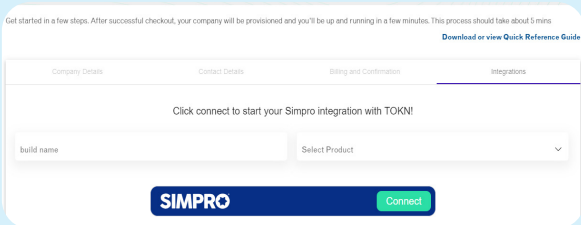The My TOKN console will open.

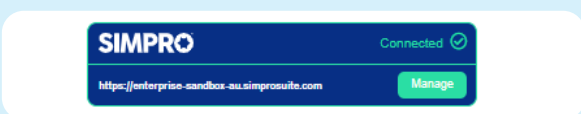## 2.2 How to connect to an existing Simpro account in the console

You should see the Simpro integration box in the bottom left corner of your administrative 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
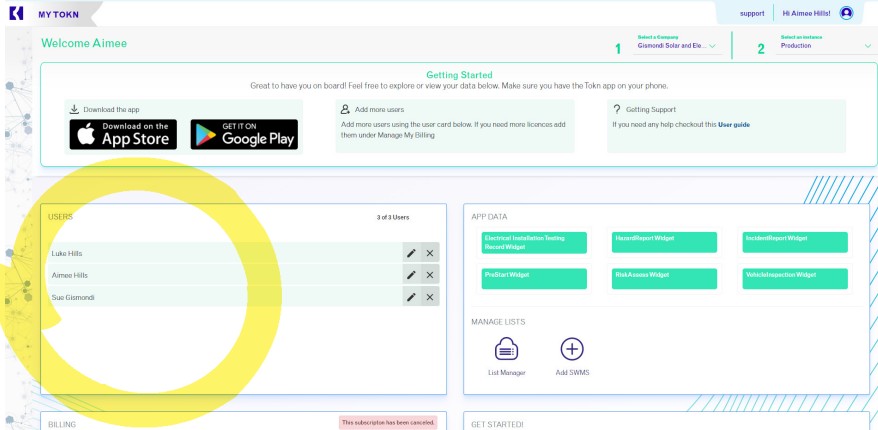
Select **CONNECT** and follow the prompts.

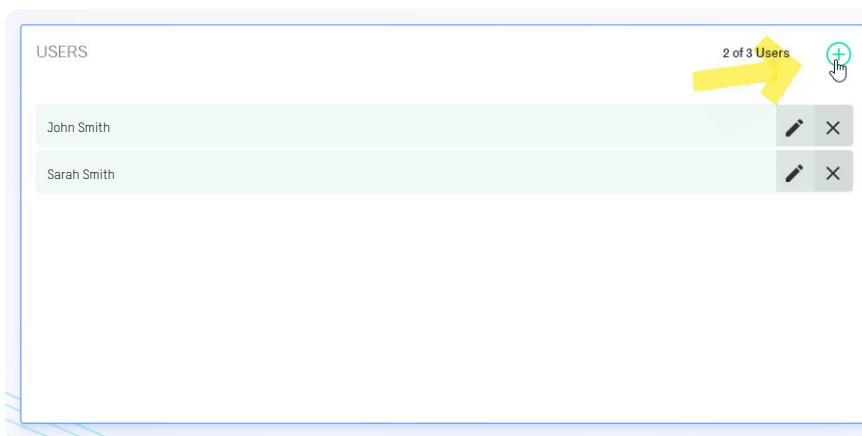When the platforms are successfully connected, you will see the image on the left in the console.
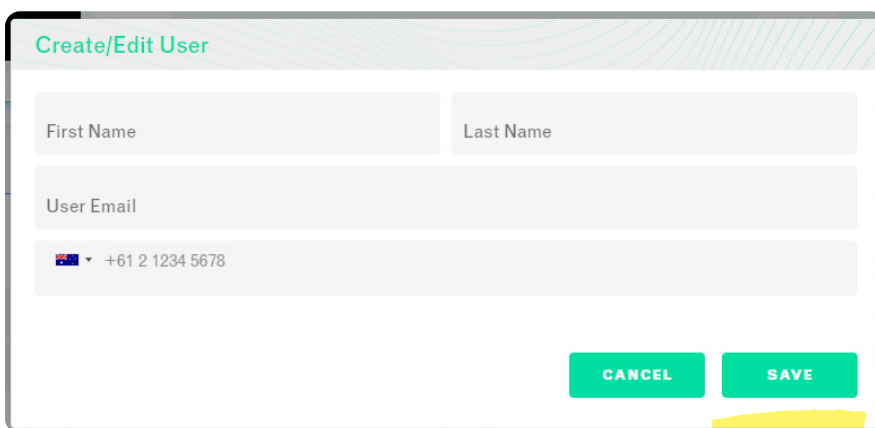
2.3 Add in details for any additional users you selected at sign-up

If you selected more than one user at sign-up, this is where you add in the details of the additional users.

Select the **+** symbol in the top right corner of this section to add users. This is pre-set to the number of users you selected when you signed up.
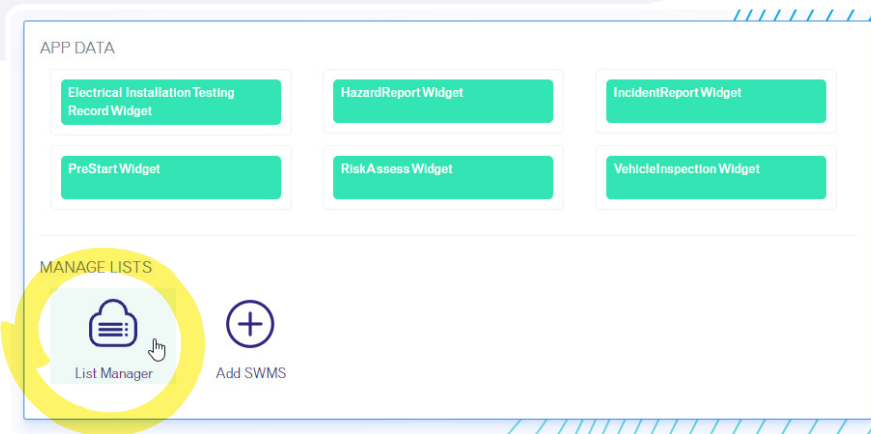

Enter in the details of the user and select **SAVE**.

Please note: When you add the details of a new user, they will receive an automatic confirmation email inviting them to download the TOKN Mobility Client app.

2.4   How to add a work site

Enter in the details of your existing and upcoming work sites so that your workers can easily select the relevant site from a dropdown list in the app.

Select the **List Manager** link in the App Data section.
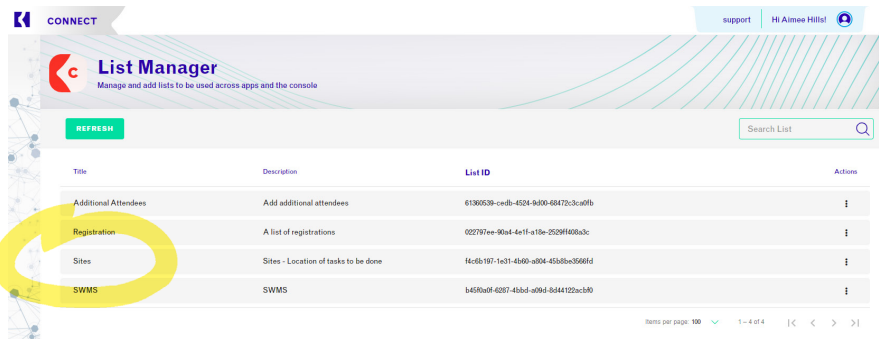
Click on the third row in the list, titled **Sites**.
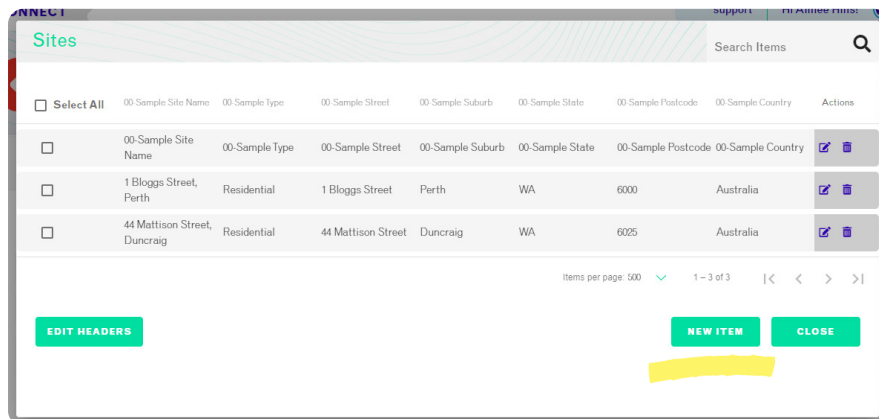
To add a new site, click on **NEW ITEM**.

Record the site details and select **ADD TO LIST**.

The new site should now appear in the Sites list and be accessible via the ECA Safe Digital app.

Please note: Sites can also be added ad hoc via the App.

APP DATA

| Electrical Installation Testing Record Widget | HazardReport Widget | IncidentReport Widget |
| PreStart Widget | RiskAssess Widget | VehicleInspection Widget |

MANAGE LISTS

List Manager   Add SWMS
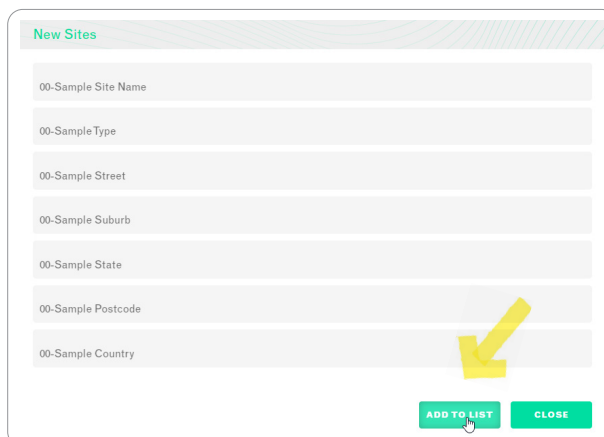
2.5 How to upload your signed company SWMS

Upload your SWMS via the console to make them available when your company users log into the App.

Select the **List Manager** link in the App Data section.

Click on the third row in the list, titled **SWMS**.
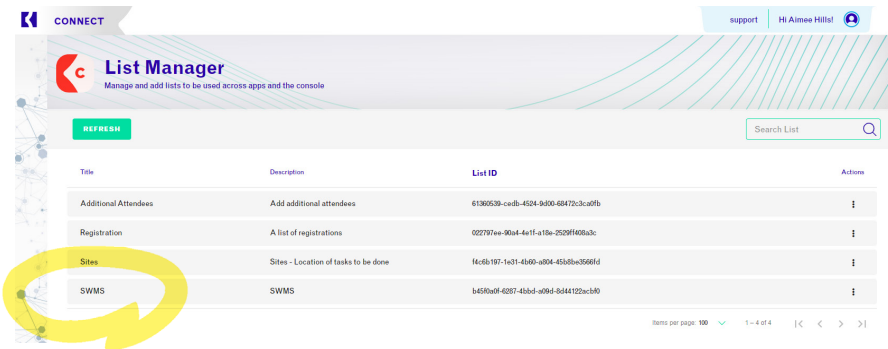
To add a new SWMS, click on NEW ITEM.

Upload SWMS Document

SWMS ID

Document Title

Choose a file...

CANCEL   ADD
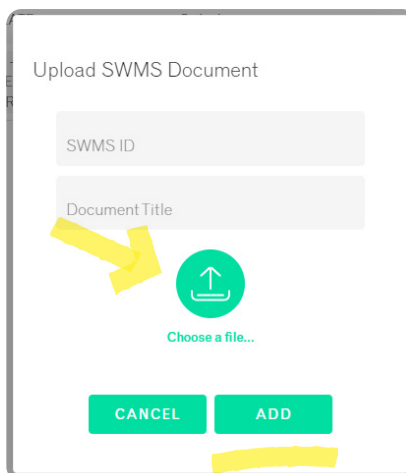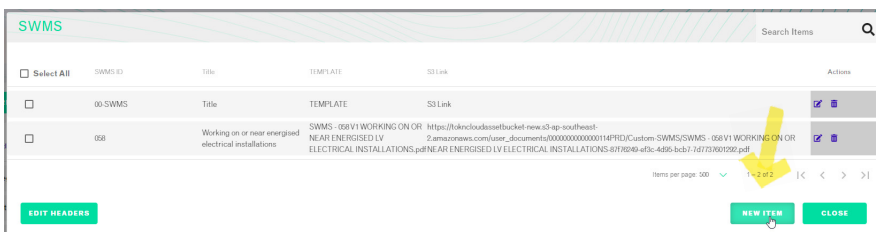
Add an ID and title for the SWMS and click on **Choose a file** to upload the document.

Select ADD.

The newly uploaded SWMS will now appear in the SWMS list and be accessible via the ECA Safe Digital App.

APP DATA

Electrical Installation Testing Record Widget	HazardReport Widget	IncidentReport Widget
PreStart Widget	RiskAssess Widget	VehicleInspection Widget

MANAGE LISTS

List Manager   Add SWMS

2.6 How to add a vehicle

Select the **List Manager** link in the App Data section.

CONNECT   support   Hi Aimee Hills!

List Manager
Manage and add lists to be used across apps and the console

REFRESH   Search List

Title	Description	List ID	Actions
Additional Attendees	Add additional attendees	61360539-cedb-4524-9d00-68472c3ca0fb	⋮
Registration	A list of registrations	022797ee-90a4-4e1f-a18e-2529f408a3c	⋮
Sites	Sites - Location of tasks to be done	f4c6b197-1e31-4b60-a804-45b8be3566fd	⋮
SWMS	SWMS	b45f0a0f-6287-4bbd-a09d-8d44122acbf0	⋮

Items per page: 100   1 – 4 of 4 |< < > >|

Click on the second row in the list, titled **Registration**.

Registration   Search Items

	Registration	Model	Vehicle Number	Actions
Select All				
☐	00-Sample Registration	00-Model	00-Vehicle Number	✎ 🗑
☐	1ADA555	Toyota Hulux	2	✎ 🗑

Items per page: 500   1 – 2 of 2 |< < > >|

EDIT HEADERS   NEW ITEM   CLOSE

To add a new vehicle, click on **NEW ITEM**.

New Registration

Registration

Model

Vehicle Number

ADD TO LIST   CLOSE

Record the registration number, model and number of the vehicle (if relevant). Select **ADD TO LIST**.

The vehicle will now appear in the list of vehicles that can be accessed via the ECA Safe Digital App when using the 'Vehicle Inspection Tool'.

Please note: Vehicles can also be added ad hoc via the App.
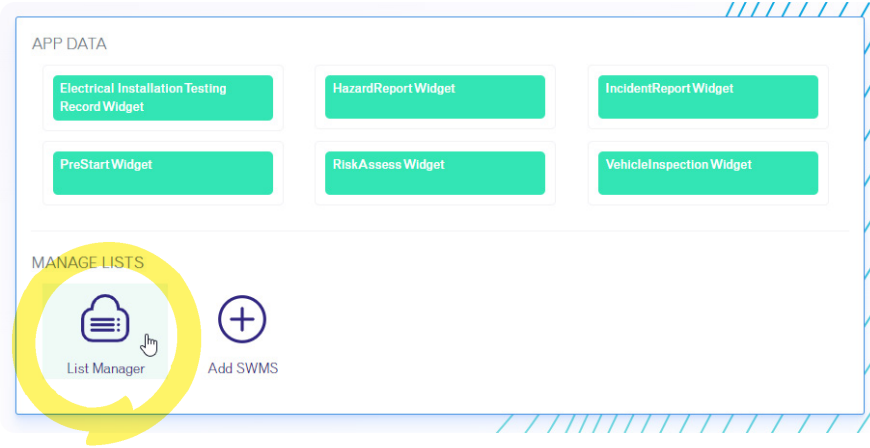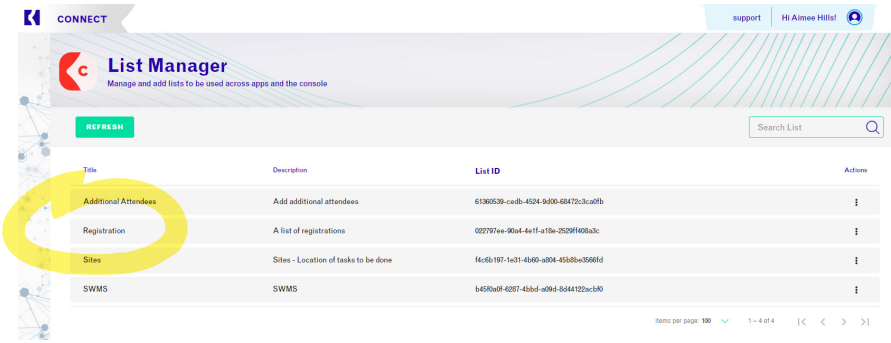
2 Setting up the My TOKN console

2.7 How to add an additional attendee name

Please note: The purpose of this list is to add the names of additional attendees who may be present for Pre-Start/Toolbox talks or a Risk Assessment, but are not paying users of the App.
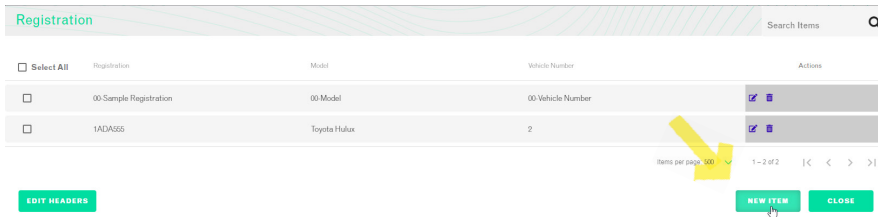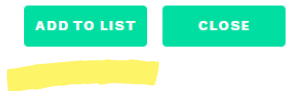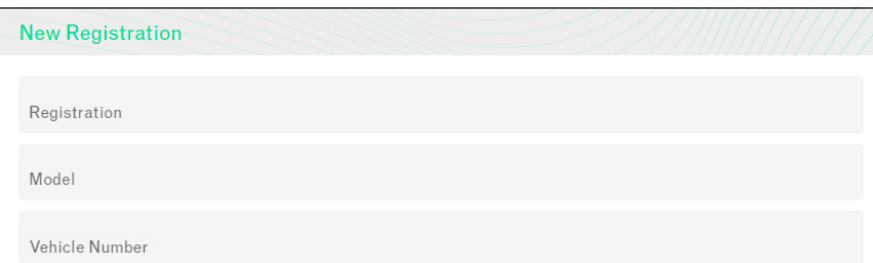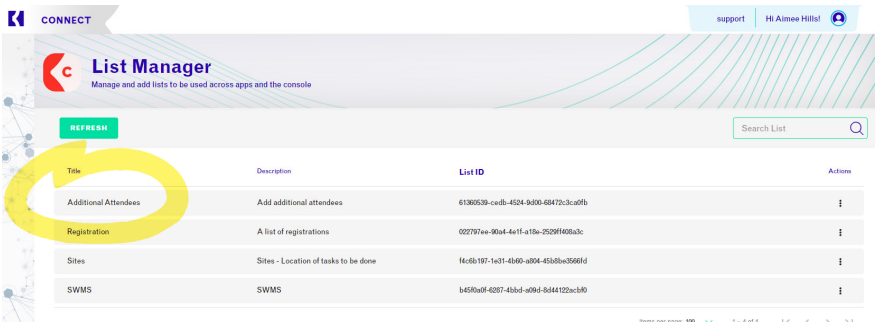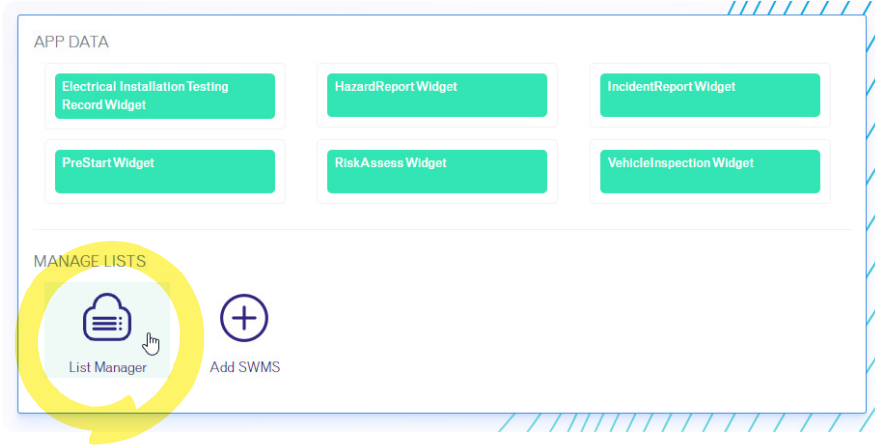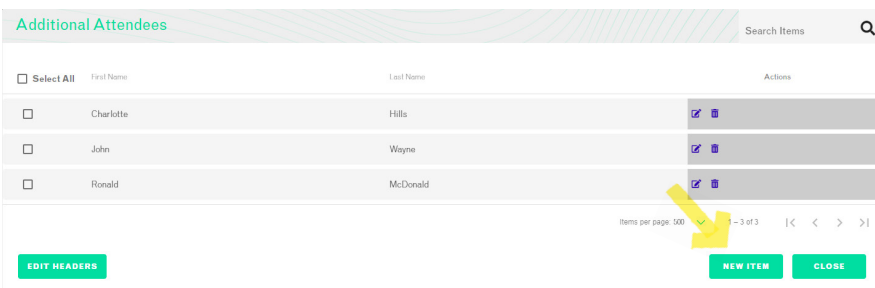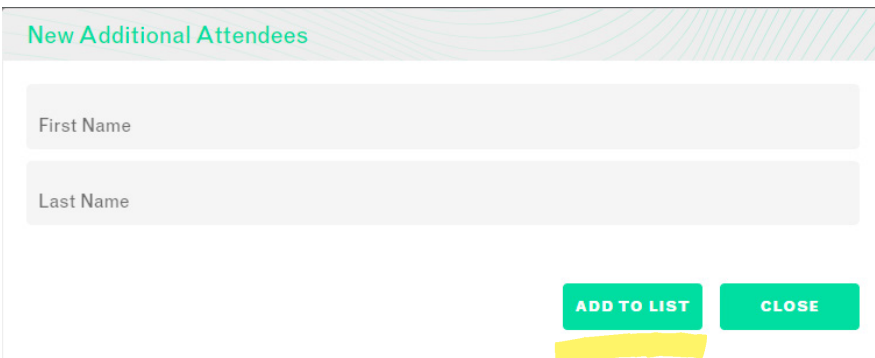
Select the **List Manager** link in the App Data section.

Click on the first row in the list, titled **Additional Attendees**.

To add a new name, click on **NEW ITEM**.

Enter the first and last names. Select **ADD TO LIST**.

The name will now appear in the list of Additional Attendees that can be accessed via the ECA Safe Digital App when using the 'Pre-Start/Toolbox Tool' and 'Risk Assessment Tool'.

Using the phone App

3.1 Download the App

Once you have set up the console and added your user details (if you have more than one user), it's time for you and your workers to download the App.

3.1.1 One User

The App is available to download via the Apple App Store, Google Play Store or Microsoft Store, depending on your device.

Please note that you will be downloading the TOKN Mobility Client app. TOKN have built the ECA Safe Digital app on their TOKN Technology platform, guided by the requirements from ECA WA's safety and technical experts.

3.1.2 Multiple Users

Your workers would have received an email from **support@tokntechnology.com** with the subject line 'TOKN Invitation', providing them with the links to download the app.

You have been assigned to Sue's Electrical as a Tokn User. This means you can install and use the Tokn App.

Download the app below and use your mobile number to login.

Apple App Store

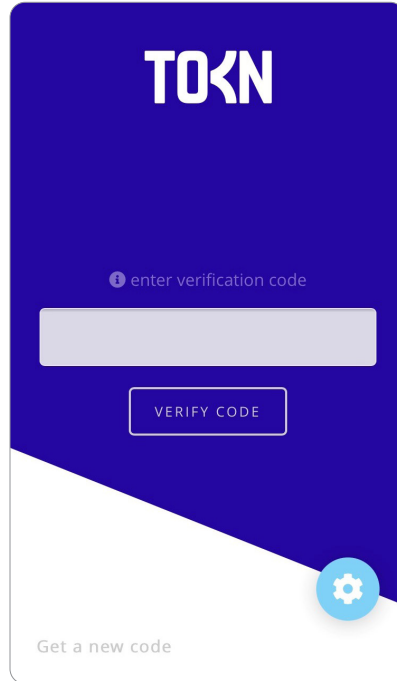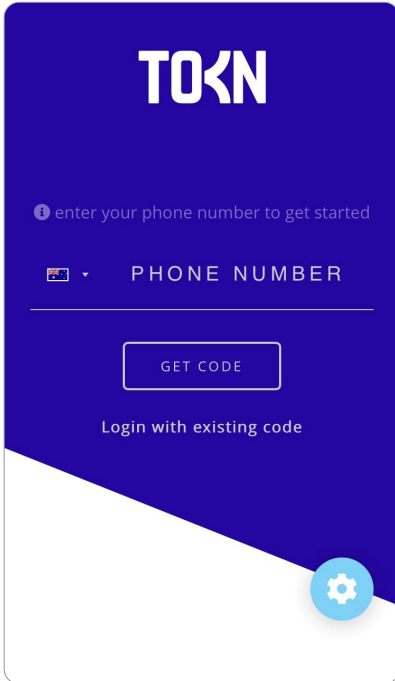Google Play Store

Microsoft Store

Regards,

The TOKN Team

3.2 How to log into the app

When you log into ECA Safe Digital App for the first time, you will need to select the TOKN image

TOKN Digital

When you are logged into the App, the icon will change to the ECA Safe Digital logo.
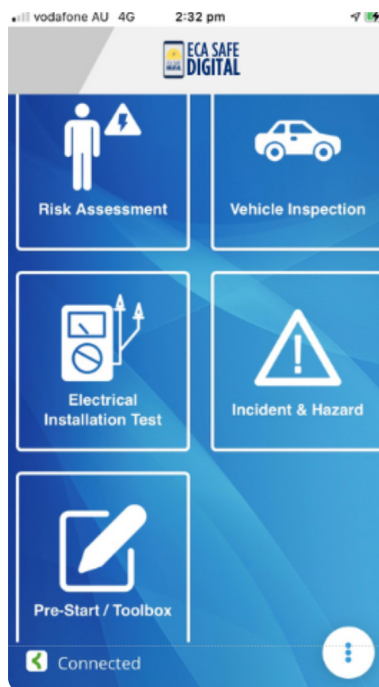
ECA SAFE DIGITAL

TOKN Digital

Once you have tapped on the App icon, the following screen will appear. Enter your mobile number into the field. 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 ECA Safe Digital App will open.

Click on a tool icon to start using the App.

Refer to the 'ECA Safe Digital Manual – Using the tools' for instructions on how to use the tools.