USER MANUAL

https://web.smartdok.no/LoginView.aspx

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See the last section for word explanation.

How to download SmartDok to your mobile phone and log in?

If you have an Android mobile phone you need to find an app called Play Store. If you have iPhone find the app called App Store. Open the program, type "smartdok" in the search field and then "Install". Downloaded application behaves equally whether you have android or iPhone.

ANDROID:
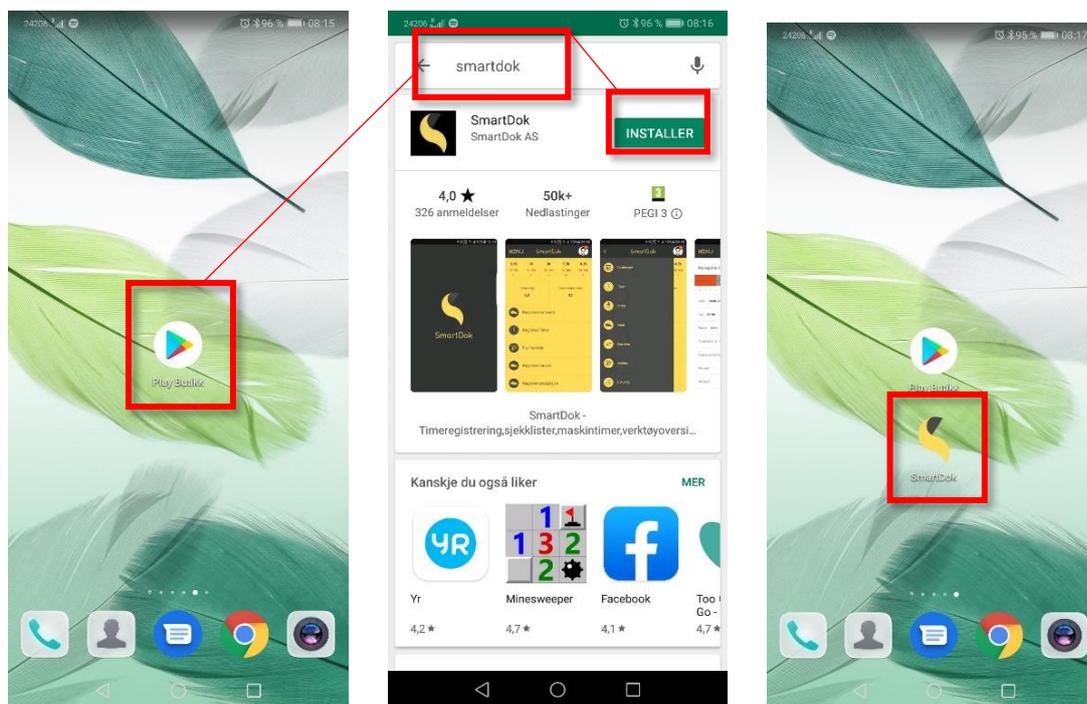
IPHONE:
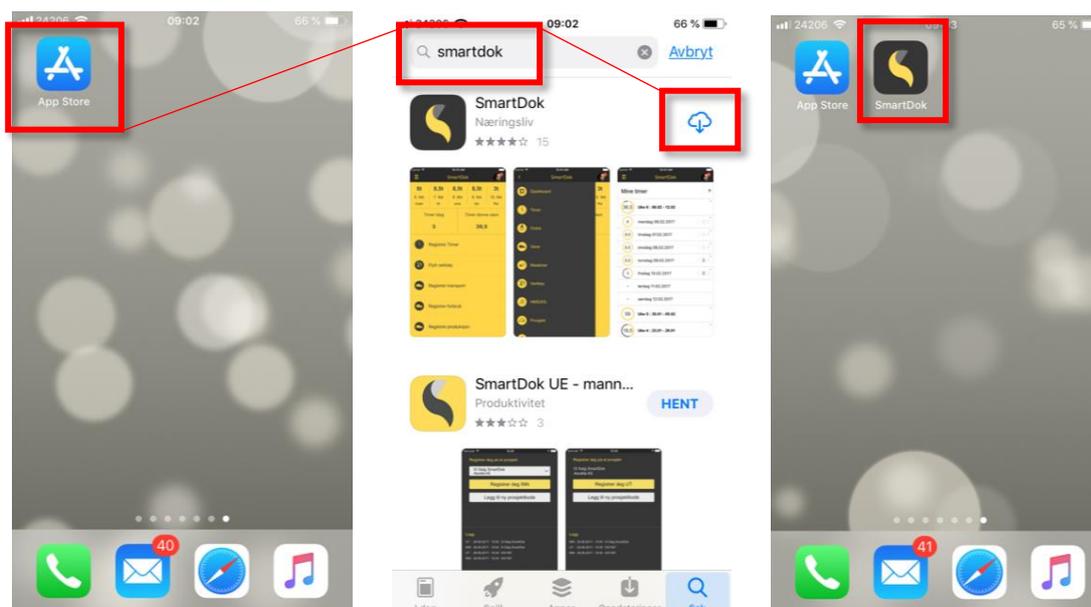
See the last section for word explanation.

Log in

You have or will receive an e-mail that describe your username and your onetime password. Check junk mail folder on your email browser if you don't have received this e-mail. Send message to Consolvo`s head office or your nearest leader for sending you a new password if you can't find it.

From: **Borge, Eli-Ann** <eli-ann.borge@consolvo.no>
Date: Monday, 1 July 2019
Subject: Smartdok bruker
To: "ola.nordmann@gmail.com"

Hei

Du er opprettet som bruker på http://www.smartdok.no

Brukernavn: 98765432
Passord: 5JudgeThis

Sendt fra Zirius ERP, www.zirius.no
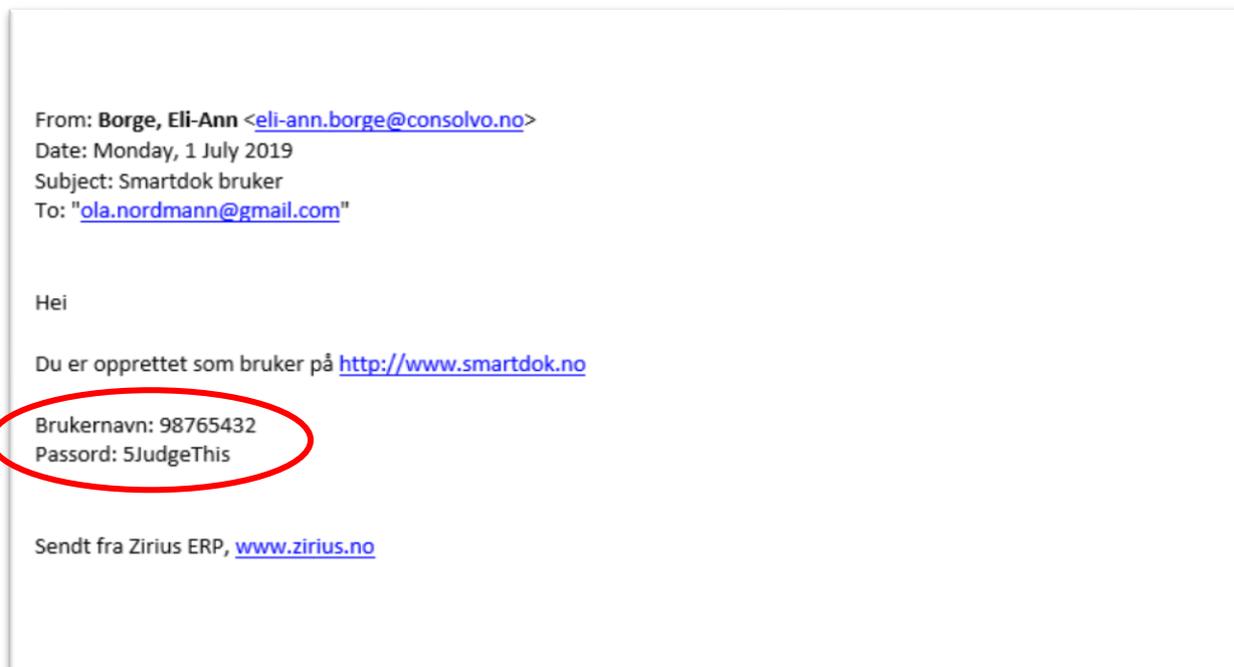
When you open Smartdok, the frontpage look like this:

Ver. 4.6.2.0704

SmartDok

Brukernavn

Passord

☐ Husk mitt passord

Logg
inn

Glemt passord?
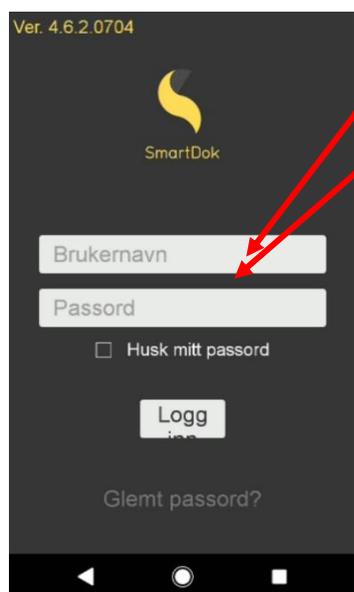
Enter username: Your telephone number (write "00" instead of "+")

Enter password: At first time login, use the onetime password you have received on email or by text message. You must change the password after first time login.

See the last section for word explanation.

We have defined three roles in addition to Admin.

1) User - For hourly paid employees to be able to register hours.
2) Foreman - For foreman/BAS. Same as above, but with extended access.
3) Project administrator - For project and construction managers. Same as above, but with extended access.

This is the main menu. Here you can:
- Register your hours
- Submit reports such as RUH
- See project details
- Overview of your registered hours
- See how to write hours correct
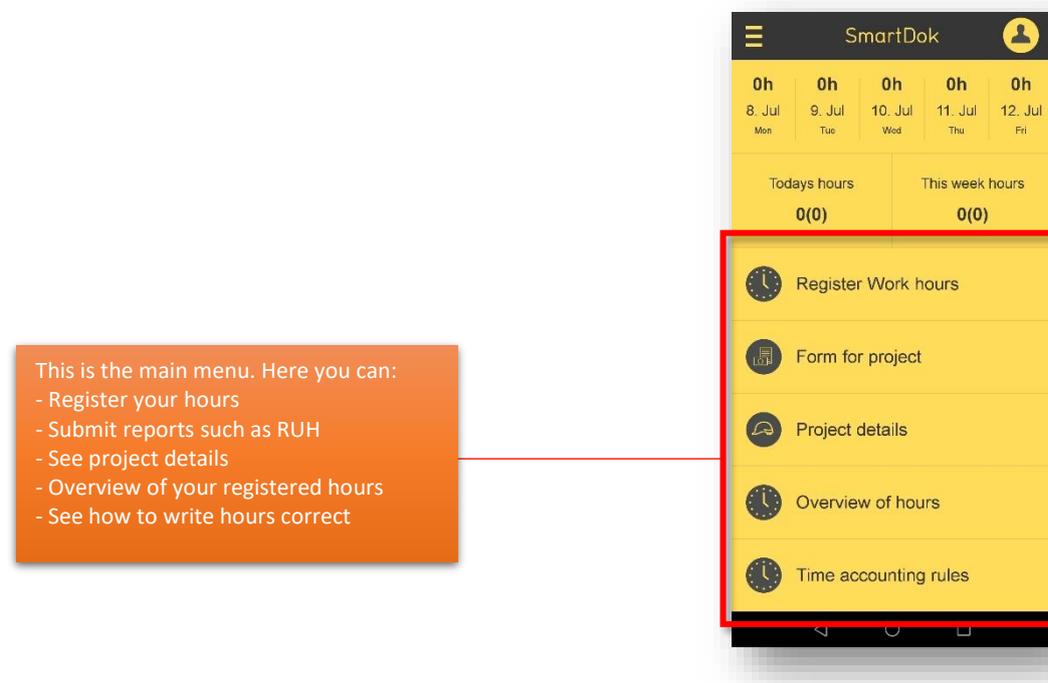
ON THE COMPUTER

When you log in to your PC, your home page will look something like this:

This is the main menu. Here you can:
- Register hours
- Submit reports such as RUH
- See project details
- Overview of your registered hours
- See how to write hours correctly

See the last section for word explanation.

How to edit your profile, change password, language and edit workhours suggestion

Smartdok is available in Norwegian, English and Swedish. To make changes to your language, password, and personal information, please do the following:
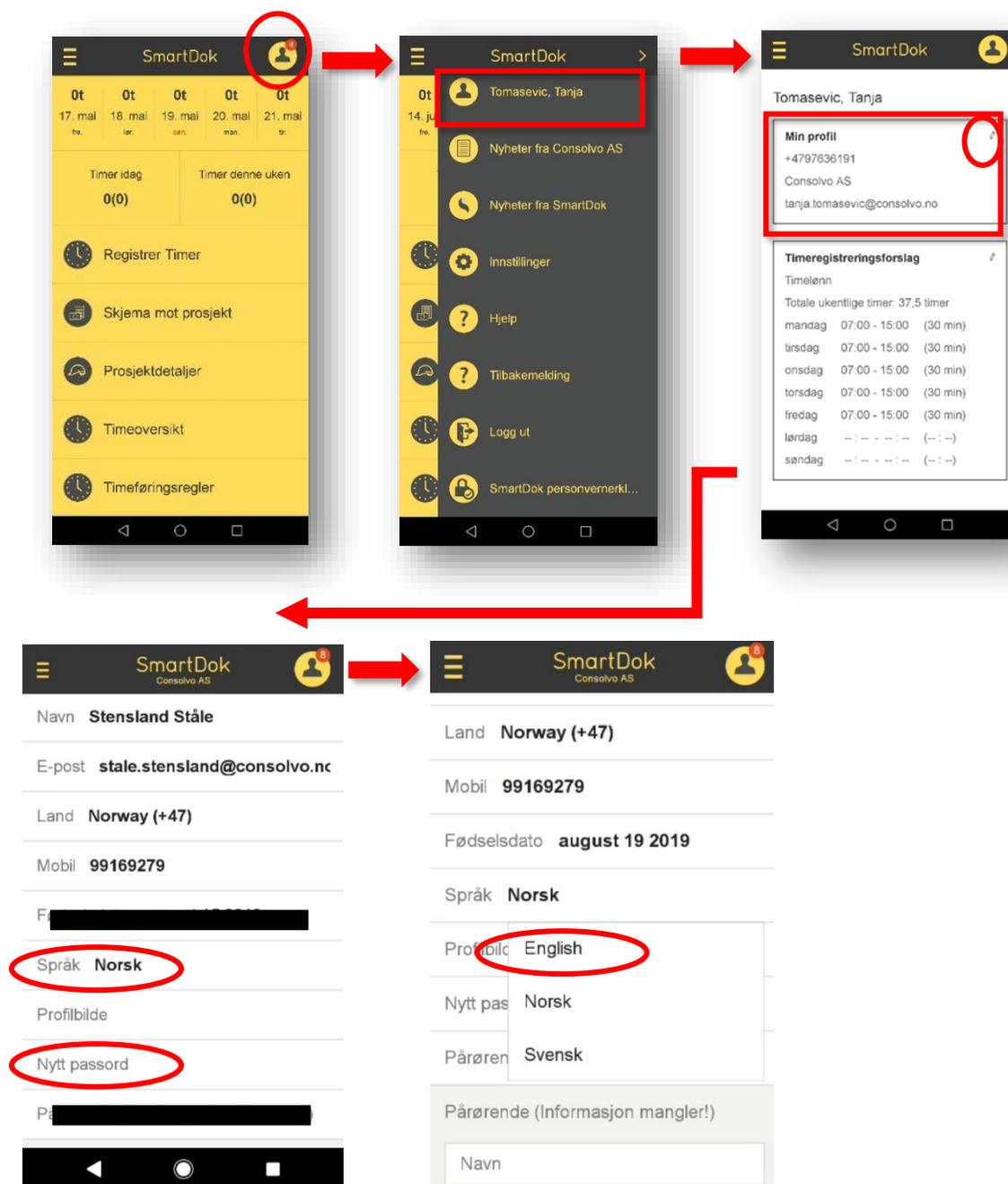
1. Push the figure on the right top of the screen in Dashboard
2. Push your name to enter your profile
3. Push the pencil in the profile window to edit your profile
4. Change your language and/or password

See the last section for word explanation.

Edit Workhours suggestion

Consolvo have predefined a suggestion for daily registration of workhours. You can customize this to your situation at work, so you simplify the registration and makes it faster.

ON THE COMPUTER

How to register workhours?

The process of register workhours is done in four steps:

1) Employee register workhours
2) Foreman approves registered (if agreed with construction manager / project manager)
3) Construction manager / plant manager approves registered workhours
4) The payroll administration certifies and send to payroll payout

It's recommended that you register your work hours regular every day.

You will always be able to see if your registered workhours are approved or not. If the project/construction manager make changes on the workhours you have reported, you will be notified. Press **Register Work hours** on the front page and you will see the **New Registration** picture below. Fill in your hours and press **Save**.

See the last section for word explanation.
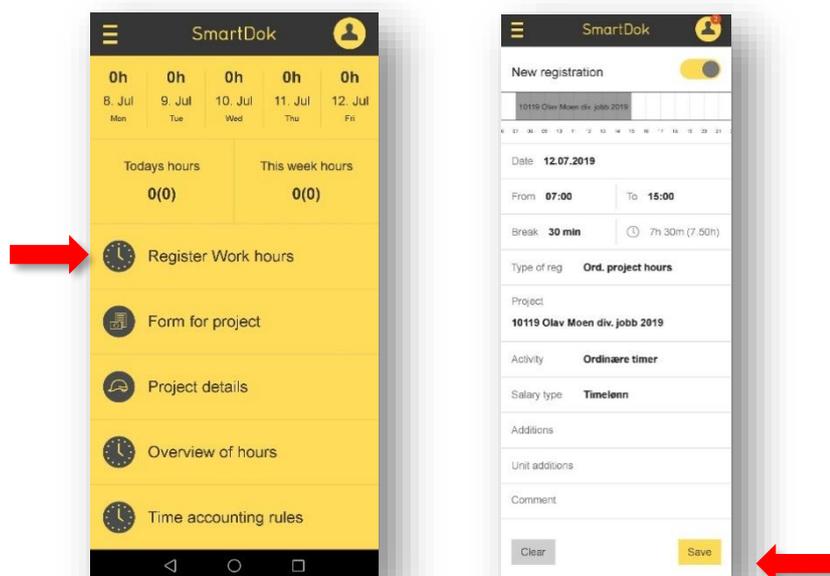
Time accounting roules

Roules for time accounting for your company is explained in Smartdok
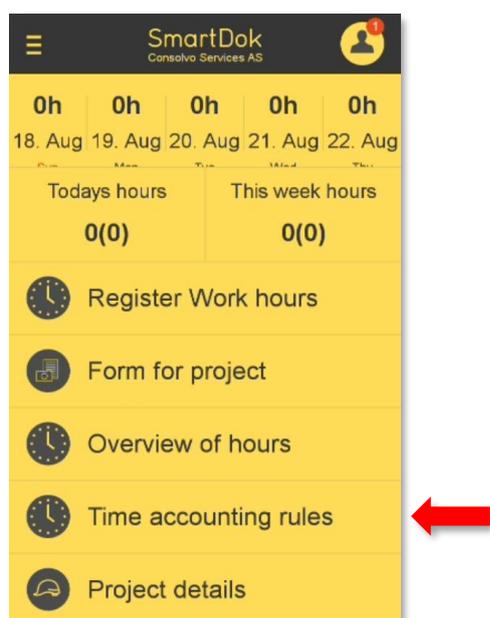
See the last section for word explanation.

How to register work hours:

Date	22.08.2019	
From **08:00**	To **16:00**	
Break **30 min**	🕐 7h 30m (7.50h)	
Type of reg	**Ord. project hours**	

Project
14179 Edgaras Anuzis div. jobb 2019

Activity	Select
Salary type	**Timelønn**

Additions

Unit additions

Comment

Clear   Save

Choose date and time from-to. Smartdok automatically add 30 min. break. You can adjust this if needed

Choose ordinary project hours or price work.

Select which project you will register your workhours to. You will only see projects you are registered on. By pushing the star symbol, you can add your project as a favorite, and it will be shown on the top of the list.

Choose Salary type

If applicable, choose addition to your salary, ex. overtime if actually.

Choose other additions if needed

Push "Save" to register your choices or "Clear" if you want to start over again

ON THE COMPUTER

Press Workhours in the left column, then **Register my workhours** and you will see the picture below. Fill in your hours and press **Send in registration.**

How to register absence?

All absence days in working days must be registered in Smartdok. This applies to absences such as:

- Time off- "Avspasering"
- Own disease- "Egen sykdom" (remember self-certification of absence)
- Vacation/Holiday- "Ferie"
- Leave of absence- "Permisjon"
- Sick child under 12 years old- "Sykt barn under 12 år" (remember self-certification of absence)
- Unauthorized absence- "Ureglementert fravær"

The consequence of not registering what is legal absence may reduce the income basis in the event of a sickness since the sickness absence basis is calculated on the basis of the average income from the last 3 months.

Example of registered absence (highly simplified):

January	20 work days	7,5 work hours pr. day	Kr pr. hour 200	Salary jan. kr **30.000**
February	17 work days	7,5 work hours pr. day	Kr pr. hour 200	Salary feb. kr 25.500
	3 absence	7,5 work hours pr. day	Kr pr. hour 200	Absence kr 4.500
				Total kr **30.000**
March	20 work days	7,5 work hours pr. day	Kr pr. hour 200	Salary mar. kr **30.000**
April	Sick leave whole month			
	Average salary in the last 3 months is			(30.000 + 30.000 + 30.000) : 3 = **30.000**

Example without registered absence (highly simplified):

January	20 work days	7,5 work hours pr. day	Timelønn kr 200	Salary jan. kr **30.000**
February	17 work days	7,5 work hours pr. day	Timelønn kr 200	Salary feb. kr 25.500
	3 not registered absence			Absence kr 0
				Total kr **25.500**
March	20 work days	7,5 work hours pr. day	Timelønn kr 200	Salary mar. kr **30.000**
April	Sick leave whole month			
	Average salary in the last 3 months is			(30.000 + 25.500 + 30.000) : 3 = **28.500**

As can be seen from the example, not recording the absence in just 3 days will cost the worker NOK 1,500. Remember that the holiday is also considered absence, so register your holiday as well. It is possible to register absence 30 days ahead, so it is possible to register the entire holiday at one time.

See the last section for word explanation.

In order to register absence on the mobile you go forward in the same way as when to register hours. Press **Register Work hours**, then the yellow button on the top right and you will be moved to a new page where you can register the absence in the same way as you do hours.
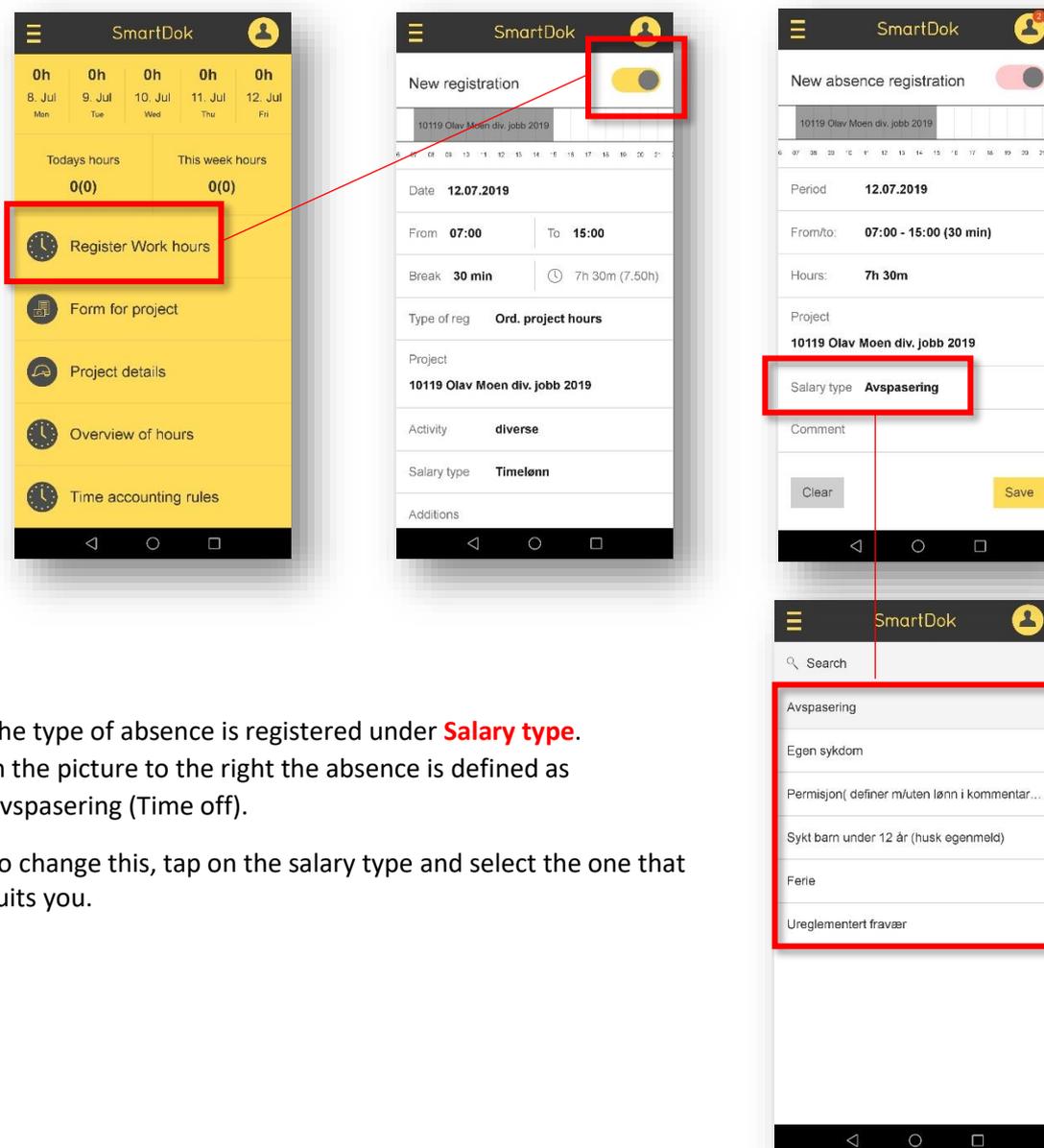
The type of absence is registered under **Salary type**.
In the picture to the right the absence is defined as Avspasering (Time off).

To change this, tap on the salary type and select the one that suits you.

See the last section for word explanation.

ON THE COMPUTER

To register your absence, press **Workours** in the left menu, so **Register my absence** and you will see the picture below. Fill in your absence hours, project and absence type under **Wage** and then press **Send in registration**.

If you press *Avspasering*, you will see all types of absence and be able to choose the one that suits

See the last section for word explanation.

How to submit a form?

See the last section for word explanation.

ON THE COMPUTER

Go to **HSEQ Form** in the menu on the left and press **Submit form**. Below you see the list of available forms today. More will be created eventually and we are of course open for input.

Let's say you want to fill out RUH (Report on unwanted incident). This one is available in Norwegian, Polish, Lithuanian and English. Tap on the form itself.

You will see a form that looks like this:

See the last section for word explanation.

Loss of production

Equipment/machines/tools

Organization/communication

Environment

Other

Comment

Description   Enter text

Direct Cause   Enter text

Underlaying Cause   Enter text

Corrective measures

Nr.	Description of measures
1.	
2.	
3.	

Responsible for measures   Enter text

Deadline for measures   dd.mm.yyyy   hh:mm

Corrective measures done

Signature can only be filled out on app

This sign means you can take a picture and attach it to the text you fill out. Works best on mobile.

ATTACHMENT:	Velg filer	Ingen fil valgt
CREATED BY:	APPROVED DATE:	APPROVED BY:	REVISION NO.:
STÅLE STENSLAND	19.03.2019	GJERMUND MOEN	6

You can also attach attachments.

☑ E-mail project manager   ☐ E-mail client   ☐ Follow up!

Save temporary   Submit form   Cancel

When you are ready, press **Submit form**.

See the last section for word explanation.

News in Consolvo, Consolvo Services

News in Consolvo can only be published by the administration. This is per. today the only way for the administration to spread info to the workers. Since employees receive lots of information daily, this channel will be used only for the most important information and it is therefore very important that you as a Consolvo employee keep track of what is being posted. Information from SmartDok is not relevant.

You will get a "Push notification" on the top right of the screen, push this.

Push "News from Consolvo Services", the latest news will come be shown on the top of the screen.

See the last section for word explanation.
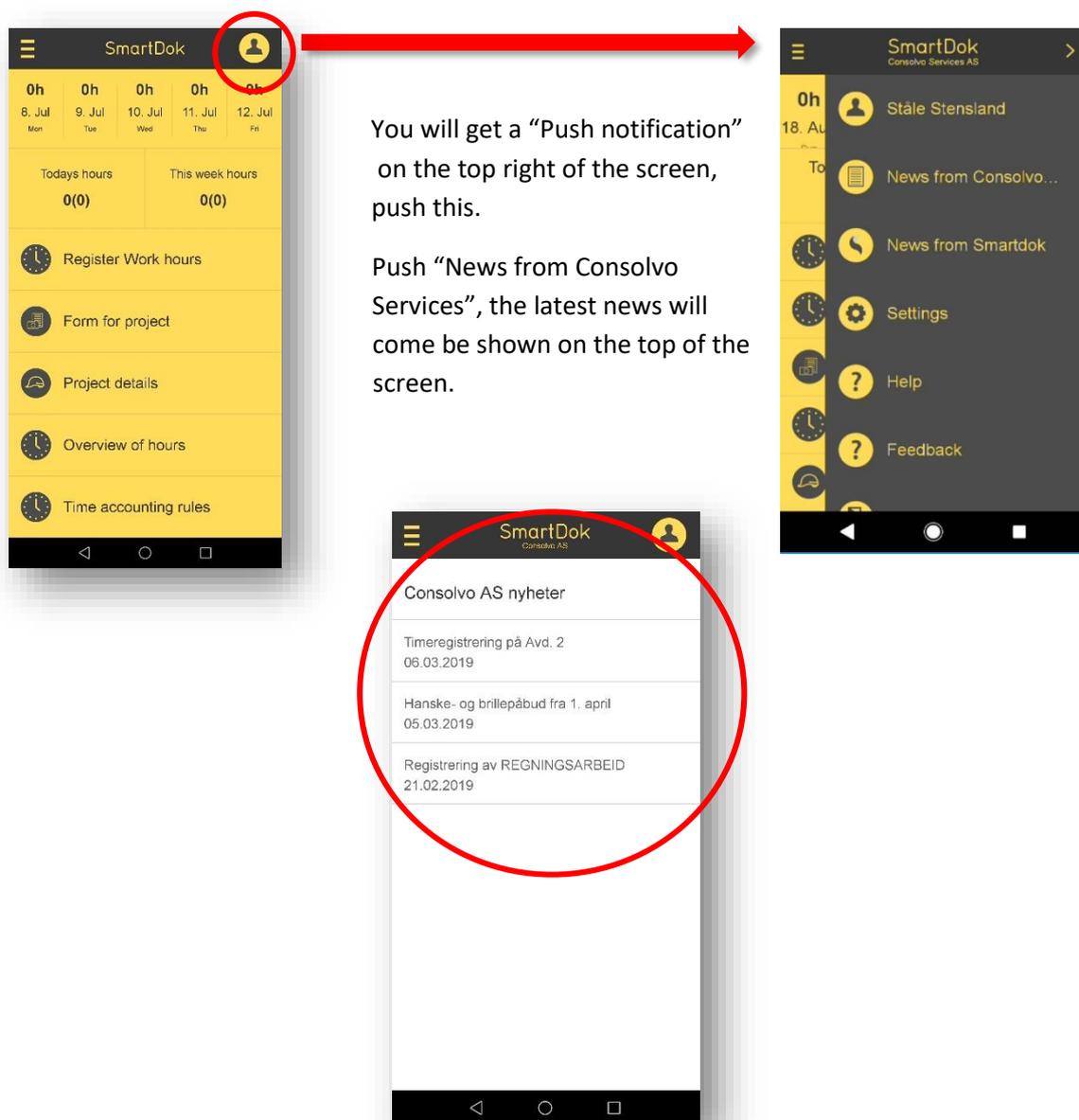
ON THE COMPUTER

Below you see your home page. The red box shows news posted by Consolvo Services. Touch the news to read it.
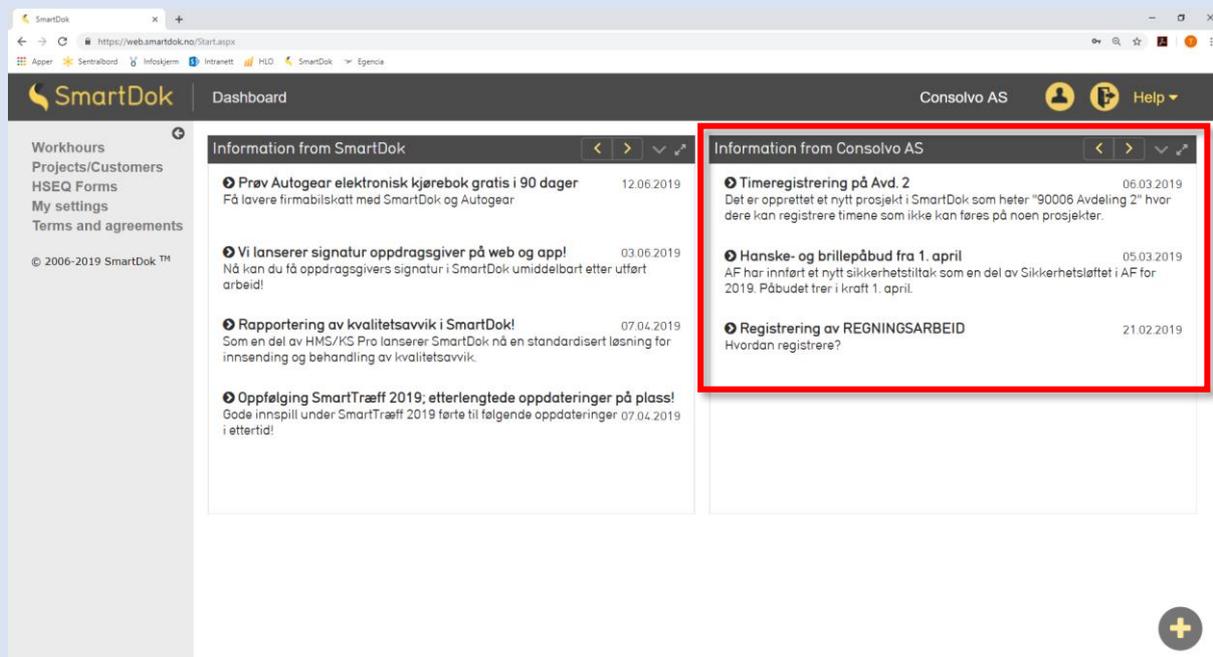
Useful links

1) Hour and absence registration, My settings and form submission:
   https://www.youtube.com/watch?v=MftUFsUW2CQ&feature=youtu.be

2) All of SmartDoks webinars: https://www.smartdok.no/webinar/

Good luck! 😊

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