

USER MANUAL



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

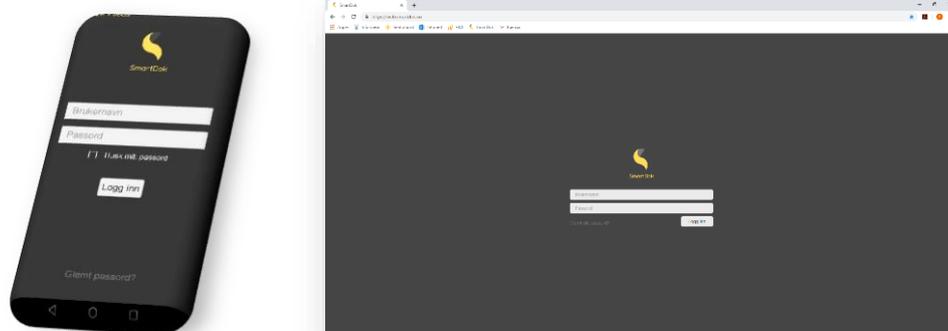


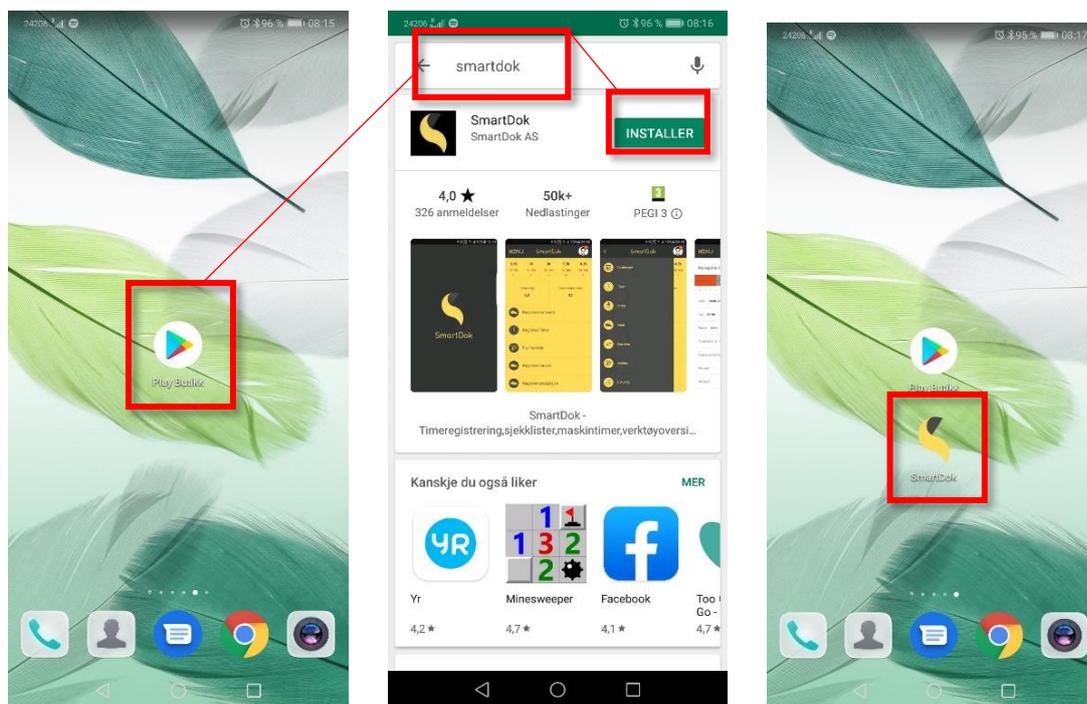
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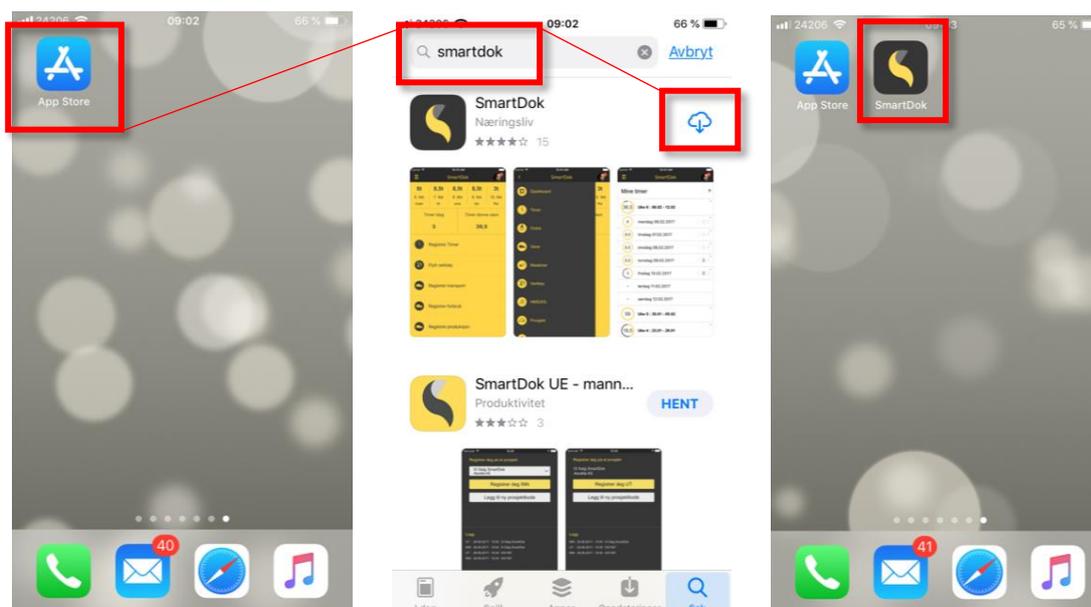
How to download SmartDok to your mobile phone and log in?

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:



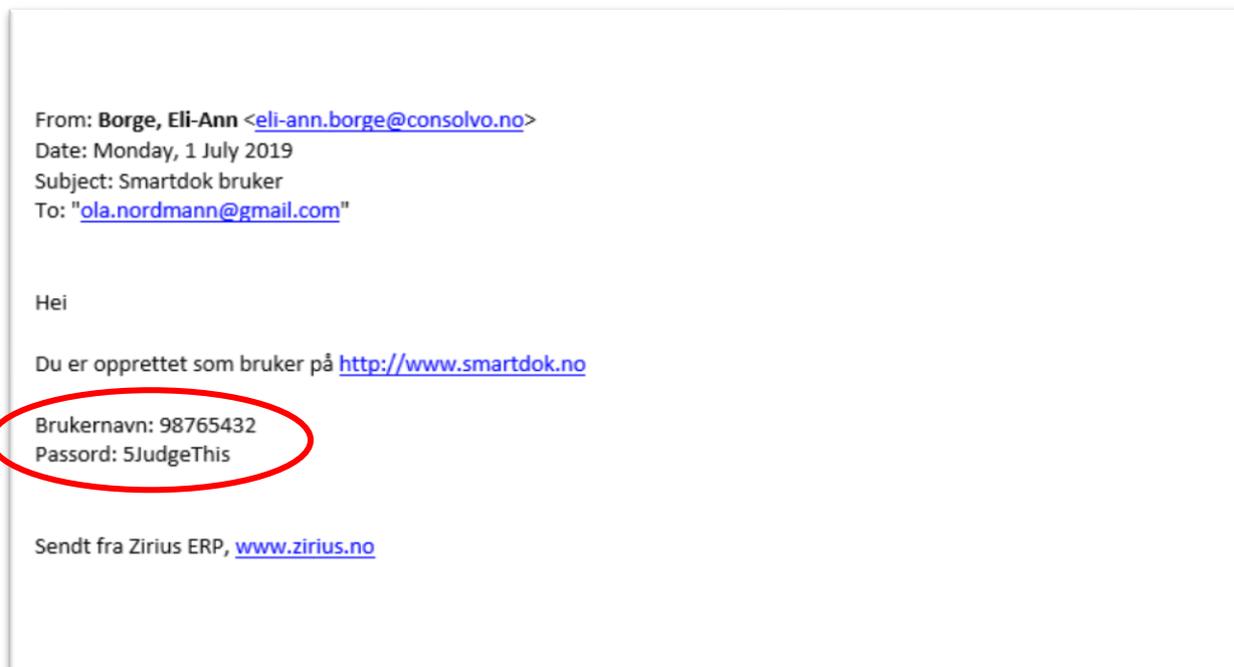
IPHONE:



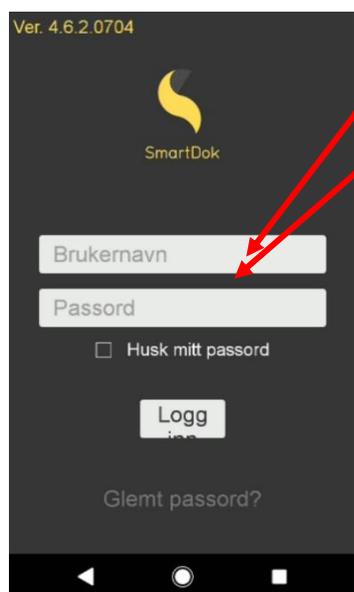
See the last section for word explanation.

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.



When you open Smartdok, the frontpage look like this:

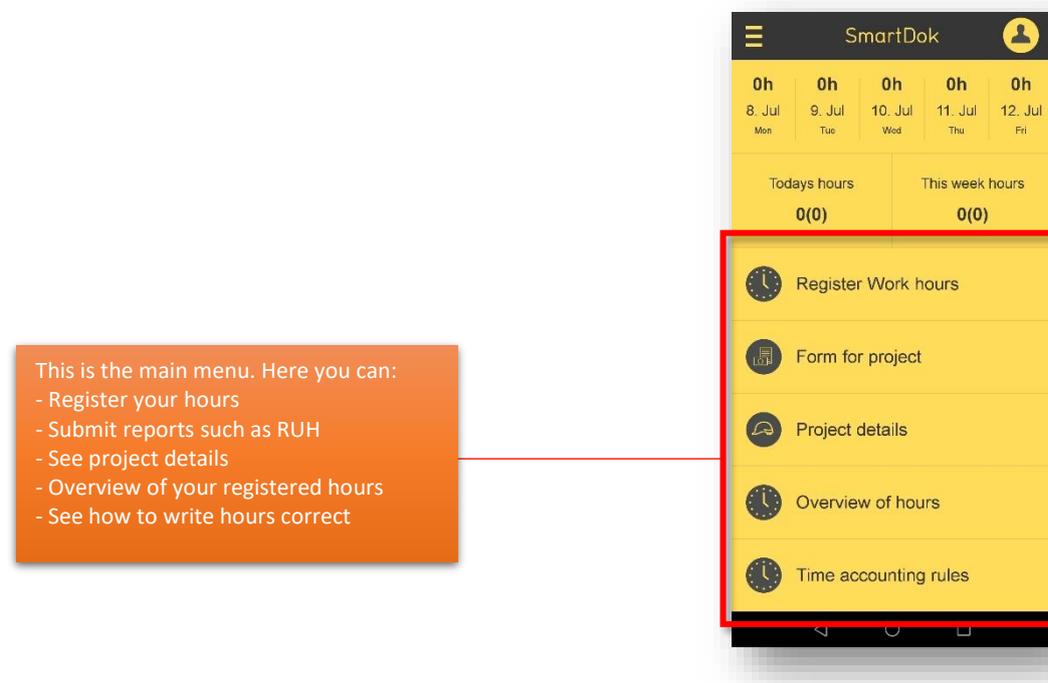


Enter username: Your telephone number (write "00" instead of "+")

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.

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.



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:

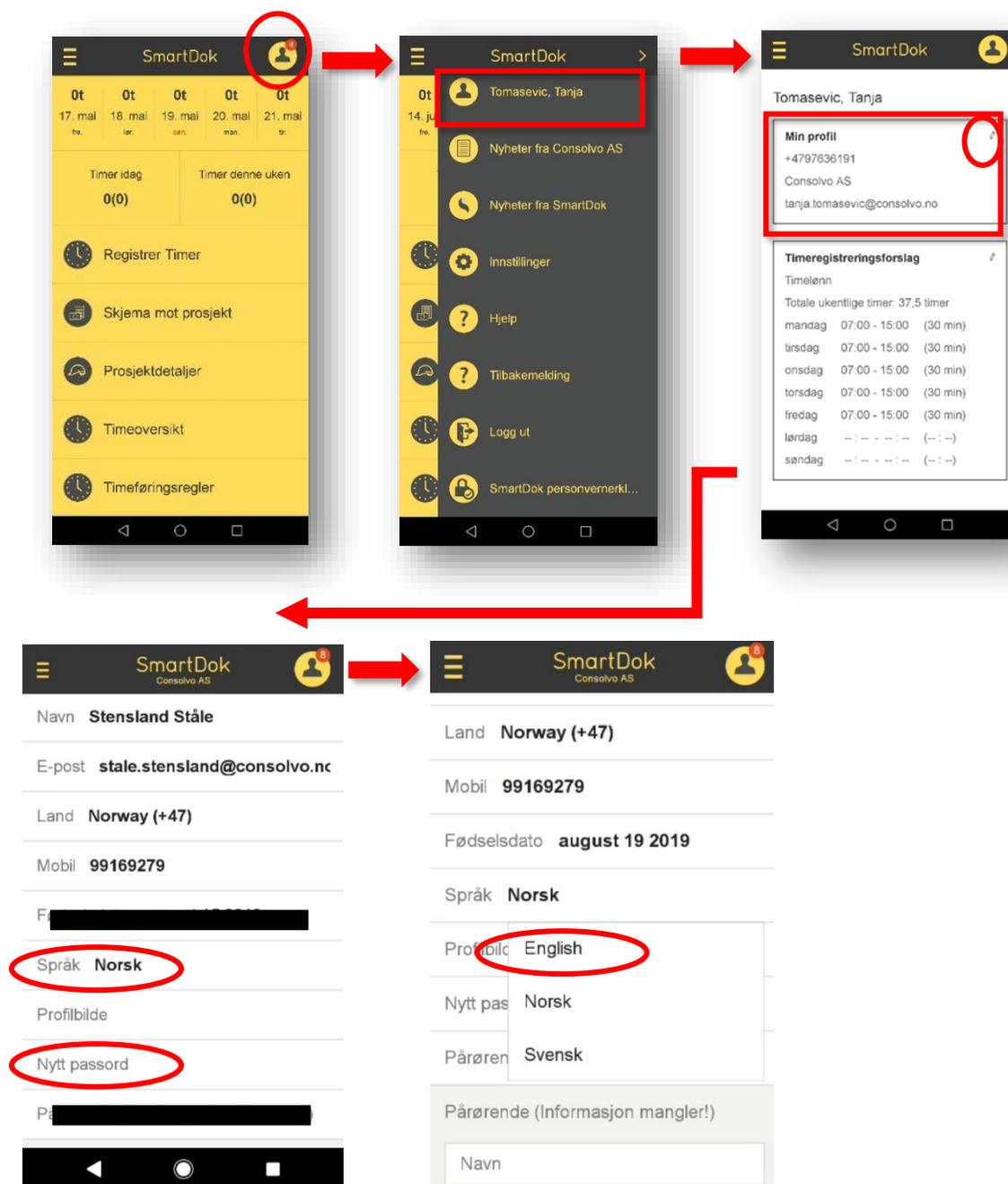
- Register hours
- Submit reports such as RUH
- See project details
- Overview of your registered hours
- See how to write hours correctly

The screenshot shows the SmartDok web dashboard in a browser. The browser address bar shows 'https://web.smartdok.no/Start.aspx'. The dashboard has a dark header with the SmartDok logo, 'Dashboard', and user information 'Consolvo AS'. On the left, there's a navigation menu with a red box around it containing: 'Workhours', 'Projects/Customers', 'HSEQ Forms', 'My settings', and 'Terms and agreements'. The main content area is divided into two columns of news items. The left column is titled 'Information from SmartDok' and contains several news items with dates. The right column is titled 'Information from Consolvo AS' and contains news items related to time registration and safety. A red line connects the text box on the left to the navigation menu.

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

SmartDok
Consolvo Services AS

My profile

+47099169279
Consolvo Services AS
stale.stensland@consolvo.no
Please fill in missing information

Workhours Suggestion

Timelønn

Total week hours: 37.5 hours

Monday	08:00 - 16:00	(30...
Tuesday	08:00 - 16:00	(30...
Wednesday	08:00 - 16:00	(30...
Thursday	08:00 - 16:00	(30...
Friday	08:00 - 16:00	(30...

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

SmartDok Edit user profile Consolvo AS Help

Workhours
Projects/Customers
HSEQ Forms
My settings
My profile
Timesheet suggestion
Terms and agreements
© 2006-2019 SmartDok™

Username: 976361910

E-mail: *

Country:

Prefix:

Phone:

Date of birth:

Name: *

Language:

Change password? ▼

The closest next of kin's name:

Next of kin home phone:

Next of kin telephone work:

Relationship:

Next of kin 2 Name:

Next of kin 2 phone home:

Next of kin 2 phone work:

Next of kin 2:

Save

SmartDok Timesheet suggestion Consolvo AS Help

Get settings from company

Standard wage

Work hours pr. week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start at	<input type="text" value="0700"/>	<input type="text"/>	<input type="text"/>				
End at	<input type="text" value="1500"/>	<input type="text"/>	<input type="text"/>				
Break at	<input type="text" value="1100"/>	<input type="text"/>	<input type="text"/>				
Break length	<input type="text" value="30 min"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>				

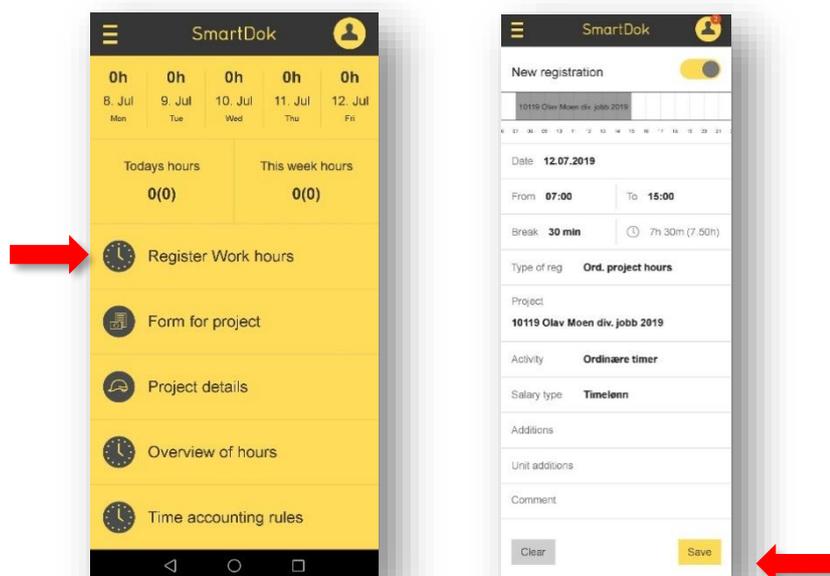
How to register workhours?

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

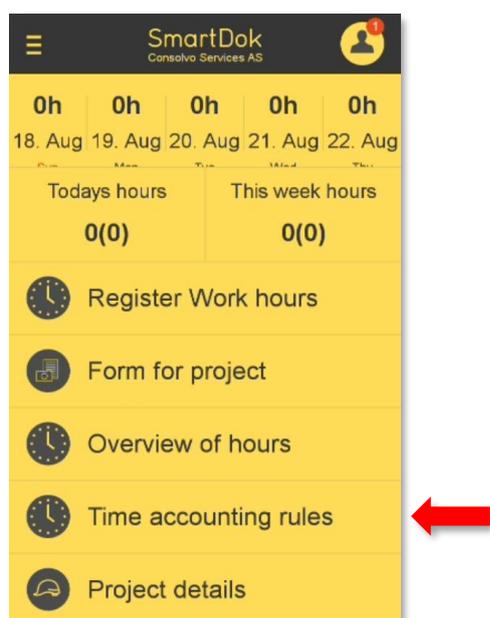
It's recommended that you register your work hours regular every day.

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**.



Time accounting rules

Rules 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**.

The screenshot shows the SmartDok web application interface for registering work hours. The main form contains the following fields and values:

- no hours** (Time grid)
- Type of registration:** Ord. project hours
- Date of work:** 12.07.2019
- Project:** 91000 Test sharepoint
- Activity:** Select
- Work hours:** From 0700 To 1500 Sum: 7 hours 30 min. (7.50)
- Break time:** 30 min
- Wage:** Timelønn
- Wage addition:** Reisetillegg (mer enn 10 mil), Bastillegg
- Unit addition:** Overtidstillegg 30%, Overtidstillegg 50%, Overtidstillegg 100%
- Comment:** Write a comment

Buttons at the bottom: Overview of hou, View registratio, Clear form, 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):

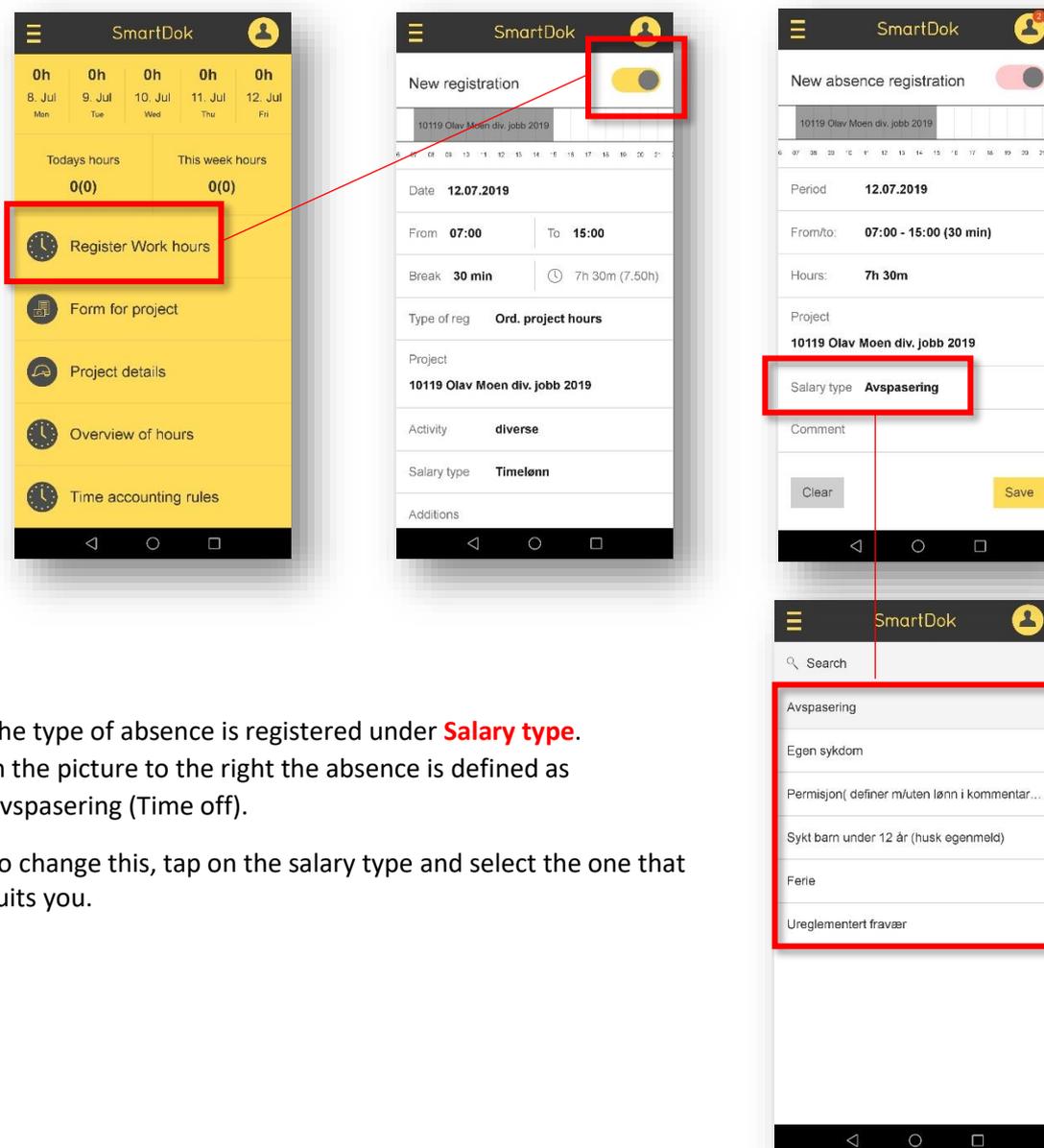
<i>January</i>	20 work days	7,5 work hours pr. day	Kr pr. hour 200	Salary jan. kr 30.000
<i>February</i>	17 work days 3 absence	7,5 work hours pr. day 7,5 work hours pr. day	Kr pr. hour 200 Kr pr. hour 200	Salary feb. kr 25.500 Absence kr 4.500 Total kr 30.000
<i>March</i>	20 work days	7,5 work hours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

Example without registered absence (highly simplified):

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

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.

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.

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

How to submit a form?

The screenshots illustrate the following steps:

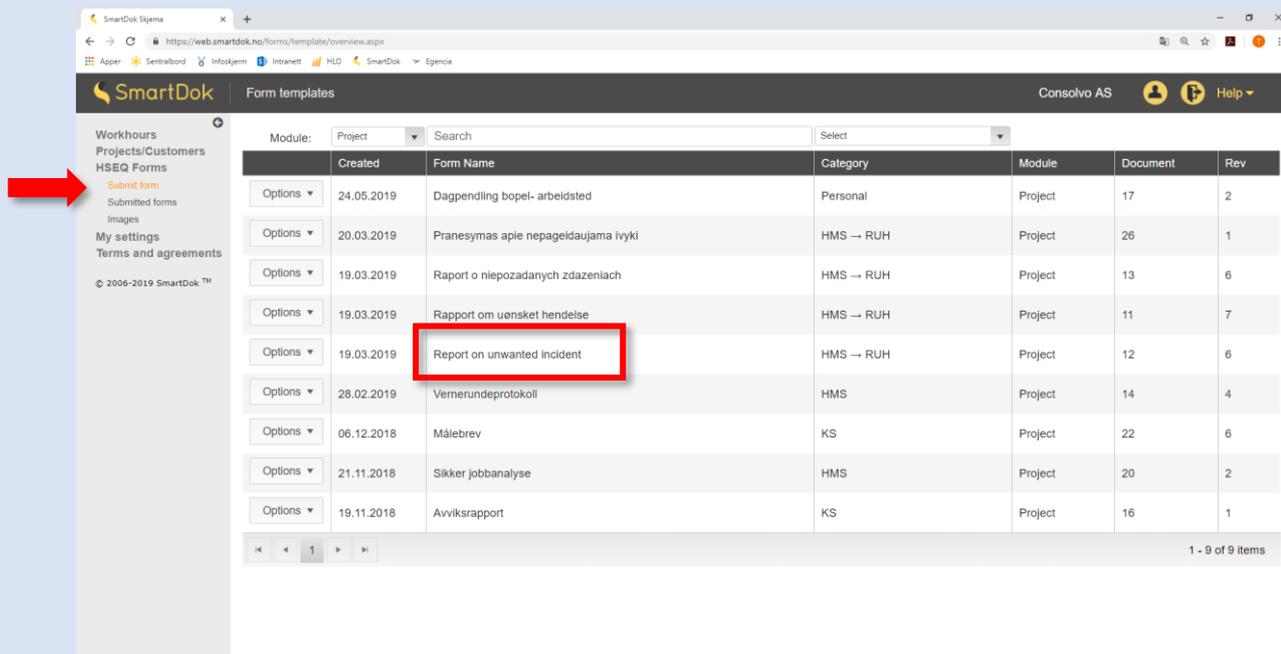
- Home Screen:** The 'Form for project' option is highlighted with a red box.
- Select category:** The 'HMS' category is highlighted with a red box.
- HMS Screen:** The 'HMS -> RUH' subcategory is highlighted with a red box.
- HMS -> RUH Screen:** The 'Report on unwanted incident' form is highlighted with a red box.
- Report on unwanted incident Form:** A form with fields for Project, Title, Date/time, Name of notifier, Involved company, Category, and Description.
- Final Form:** A form with fields for Direct Cause, Underlying Cause, Corrective measures (table), Responsible for measures, Deadline for measures, Corrective measures done, Copy to project manager, Copy to employer, Follow up later, Photos, and Sign. The 'Submit' button is highlighted with a red arrow.

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.

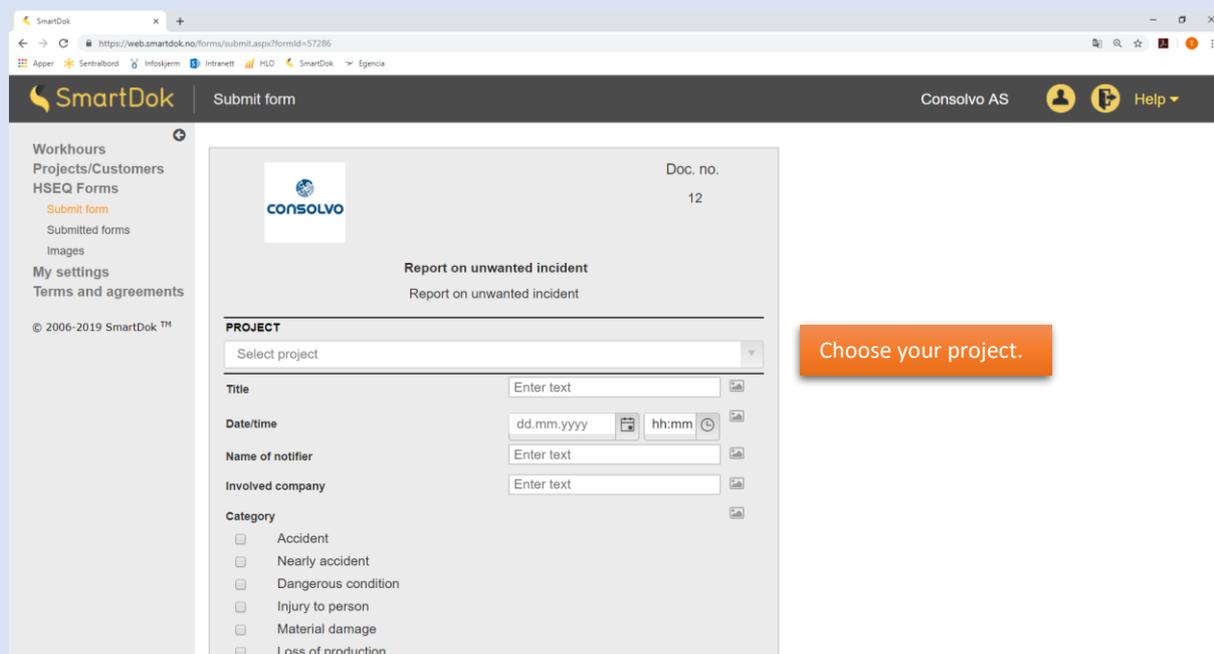
Let's say you want to fill out RUH (Report on unwanted incident). This one is available in Norwegian, Polish, Lithuanian and English. Tap on the form itself.



The screenshot shows the SmartDok web application interface. On the left sidebar, a red arrow points to the 'Submit form' link under the 'HSEQ Forms' section. The main content area displays a table of form templates. The table has columns for 'Created', 'Form Name', 'Category', 'Module', 'Document', and 'Rev'. The row for 'Report on unwanted incident' is highlighted with a red box.

Created	Form Name	Category	Module	Document	Rev
24.05.2019	Dagpendling bopel- arbeidsted	Personal	Project	17	2
20.03.2019	Pranesymas aple nepageidaujama ivyki	HMS → RUH	Project	26	1
19.03.2019	Raport o niepozadanych zdarzeniach	HMS → RUH	Project	13	6
19.03.2019	Rapport om uensket hendelse	HMS → RUH	Project	11	7
19.03.2019	Report on unwanted incident	HMS → RUH	Project	12	6
28.02.2019	Vernerundeprotokoll	HMS	Project	14	4
06.12.2018	Målebrev	KS	Project	22	6
21.11.2018	Sikker jobbanalyse	HMS	Project	20	2
19.11.2018	Avviksrapport	KS	Project	16	1

You will see a form that looks like this:



The screenshot shows the 'Report on unwanted incident' form in the SmartDok web application. The form includes a 'PROJECT' dropdown menu, a 'Title' text field, a 'Date/time' field with a calendar icon, a 'Name of notifier' text field, an 'Involved company' text field, and a 'Category' section with several checkboxes. A red box highlights the 'Choose your project.' button.

....continues on the next page ->

See the last section for word explanation.

Loss of production
 Equipment/machines/tools
 Organization/communication
 Environment
 Other

Description

Direct Cause

Underlying Cause

Corrective measures

Nr.	Description of measures
1.	<input type="text"/>
2.	<input type="text"/>
3.	<input type="text"/>

Responsible for measures

Deadline for measures

Corrective measures done
 Signature can only be filled out on app

ATTACHMENT:

CREATED BY: STALE STENSLAND	APPROVED DATE: 19.03.2019	APPROVED BY: GJERMUND MOEN	REVISION NO.: 6
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E-mail project manager
 E-mail client
 Follow up!

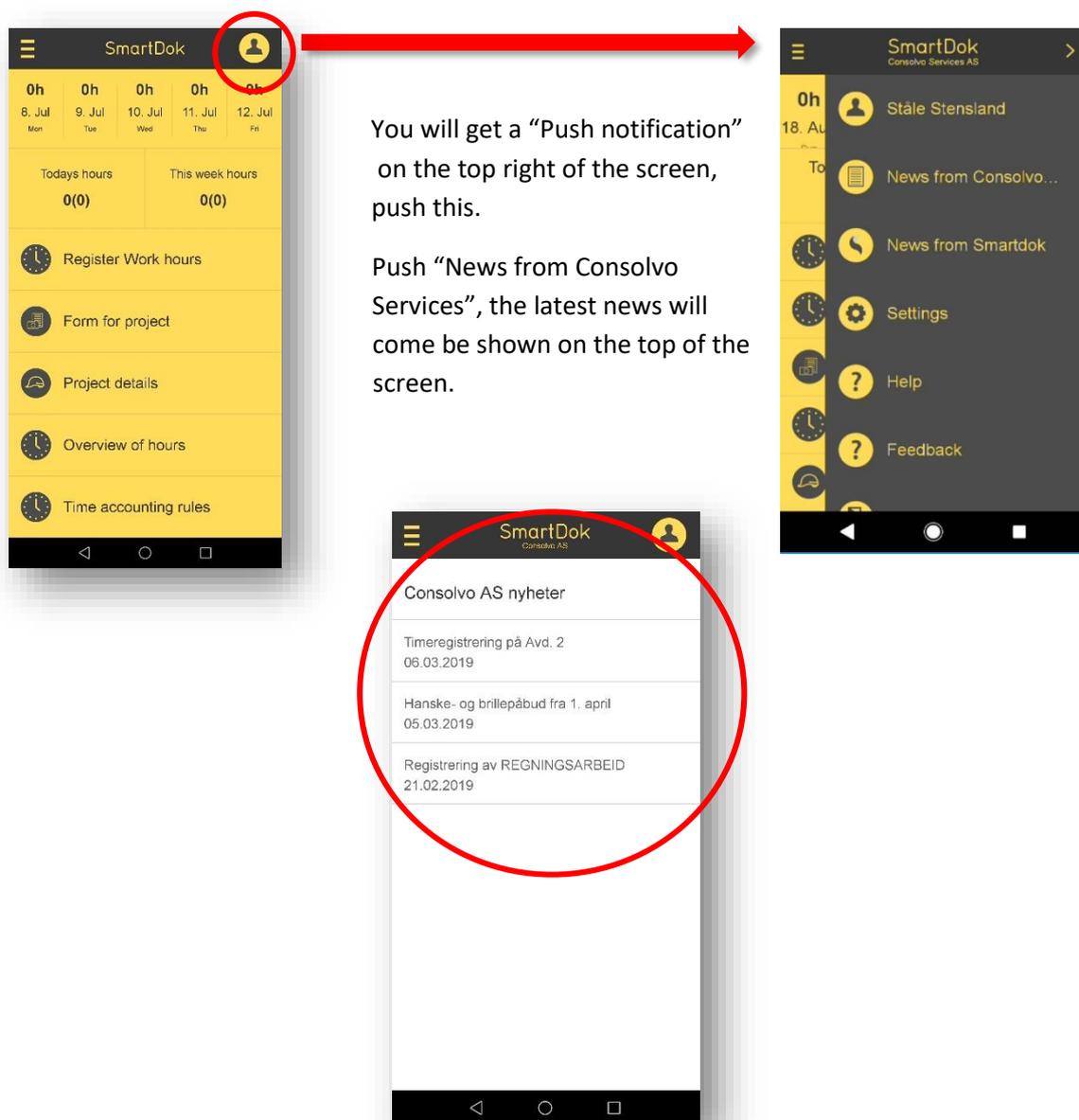
This sign means you can take a picture and attach it to the text you fill out. Works best on mobile.

You can also attach attachments.

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

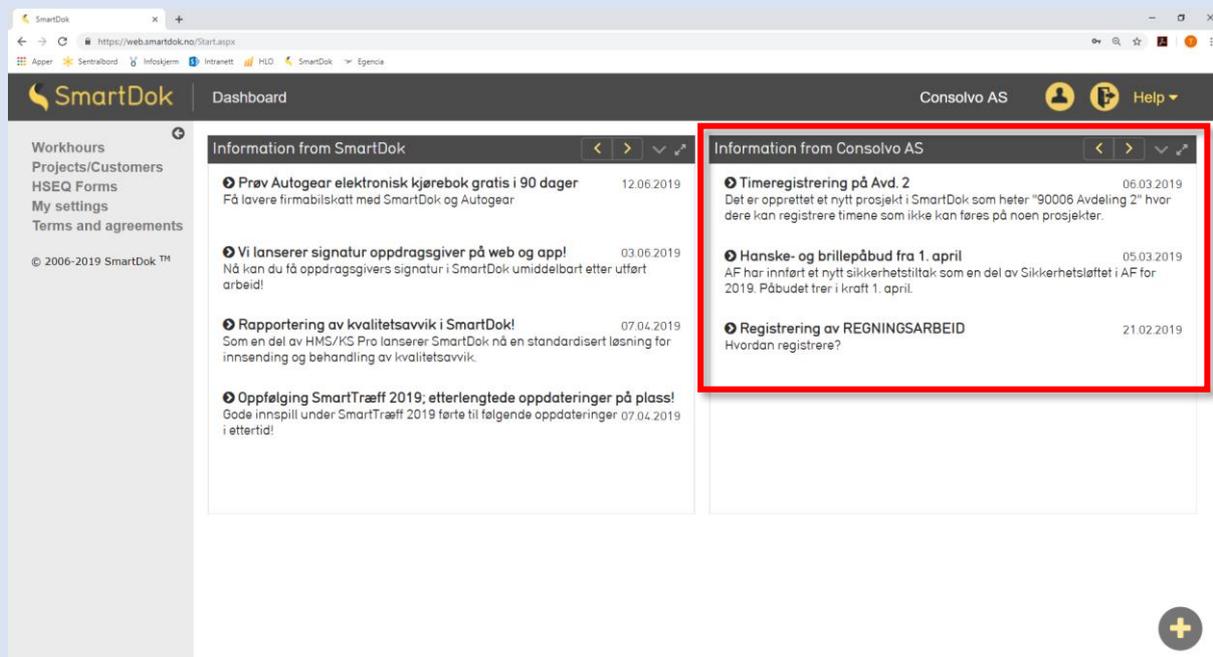
News in Consolvo, Consolvo Services

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.



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! 😊

See the last section for word explanation.



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

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