














Account Setup Guide

1. Log in to app.optimsafety.com with your manager credentials.
2. Add languages. Go to Settings > click the language drop-down menu and select the languages to be added > Save. 
3. Invite users. Go to Users > Invite User. Invite users by typing in their first name, last name, and email address, then set their role. Upon clicking Save, users will receive an email inviting them to set their password. 
4. Add contractors. Go to Contractors > Add a Contractor Company > Save. 
5. Add workers. Go to Workers > Add Worker > Save. 

You can also add workers in bulk by using import. 

6. Add a worker group. Go to Worker Groups > Add Worker Group > Assign Workers to Group 
7. Create a training. Go to Trainings > Add a Training > Save. 
8. Create a campaign. Go to Campaigns > Create a new campaign > Save. 
9. Download the campaign QR code from the Campaigns page.
10. Workers complete the trainings from their mobile phones or PCs. 
11. Reports. Managers and supervisors can monitor the progress of the different campaigns in the Reports section.
 - a. Overall Campaign Report 
 - b. Per Worker Report 
 - c. Per Training Report 
12. Workers may rewatch the training videos from the library. 

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