

# EMFoS Quick-Start Guide

## Get Up and Running in 5 Minutes

**Version:** 1.0.0

**For:** New Users

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### 5-Minute Setup

#### Step 1: Log In (30 seconds)


1. Open your EMFoS application URL
2. You're automatically logged in
3. You see the Dashboard

#### Step 2: Understand Your Dashboard (1 minute)

Your dashboard shows:

- **4 Stat Cards:** Total Tasks, Completed, Regulatory Critical, Deferred
- **Task Table:** All upcoming monitoring tasks
- **New Activity Button:** Create new activities

#### Step 3: Create Your First Activity (2 minutes)

1. Click "**New Activity**" button
2. Fill in:
  - **Name:** "Monthly Water Sampling"
  - **Type:** "Sampling"
  - **Location:** Select from dropdown
  - **Frequency:** "Monthly"
  - **First Due Date:** Pick a date
  - **Regulatory Critical:** Toggle if required
3. Click "**Create Activity**"
4.  First task auto-generated!

#### Step 4: Update Task Status (1 minute)

1. Find task in table
2. Click status badge
3. Select new status
4. Add notes if needed
5. Click **"Update Status"**

## Step 5: Upload Evidence (30 seconds)

1. Click **"Details"** on task
2. Go to **"Comms"** tab
3. Click **"Upload Evidence / Document"**
4. Select photo or PDF
5. ☐ File attached!

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## ☐ Key Pages at a Glance

Page	Purpose	What to Do
<b>Dashboard</b>	Overview	View stats, create activities
<b>Schedule</b>	Calendar view	See tasks by date
<b>Tasks</b>	Manage tasks	Update status, add evidence
<b>Locations</b>	Manage sites	Add new monitoring locations
<b>Reports</b>	Analytics	View charts, export data
<b>Settings</b>	Configuration	Manage users, test alerts

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## ⚡ Quick Tips

### ☐ Do This:

- Update task status immediately after fieldwork
- Upload evidence photos same day
- Document reasons for deferred tasks
- Review reports monthly

### ☐ Don't Do This:

- Leave tasks in "Planned" status indefinitely
  - Forget to add completion notes
  - Delete tasks (use "Cancelled" instead)
  - Ignore overdue tasks
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## ☐ Common Tasks

### Create a New Location

1. Click "**Locations**"
2. Click "**Add Location**"
3. Enter name (e.g., "MW-05")
4. Click "**Add Location**"

### Mark Task as Complete

1. Click "**Details**" on task
2. Click status badge
3. Select "**COMPLETED**"
4. Enter "Completed By" name
5. Add notes
6. Click "**Update Status**"

### Defer a Task

1. Click status badge
2. Select "**DEFERRED**"
3. **Enter reason** (mandatory)
4. Click "**Update Status**"

### View Reports

1. Click "**Reports**"
  2. Review charts
  3. Click "**Export PDF**" or "**Export CSV**"
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## ☐ Need Help?

- **Check:** User Manual (full documentation)

- **Ask:** Your PROJECT\_MANAGER
  - **Email:** [support@emfos.app](mailto:support@emfos.app)
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**You're ready to go!** Start by creating your first activity. □