

EMFoS Quick-Start Guide

Get Up and Running in 5 Minutes

Version: 1.0.0

For: New Users

☐ 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!
-

Key Pages at a Glance

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

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
-

□ 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**"
-

□ Need Help?

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

- **Ask:** Your PROJECT_MANAGER
 - **Email:** support@emfos.app
-

You're ready to go! Start by creating your first activity. ☺