

 FieldSafe  
**SIMPRO**<sup>®</sup>  
Start Manual

Powered by  
**TOKN**

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This Manual is designed to help members with SIMPRO to integrate FieldSafe module, guiding you through the sign-up and set-up process with simple instructions and graphics. For more details instructions on how to use the App tools, please refer to the FieldSafe – In Action. If you have any questions at all, please email [support@tokntechnology.com](mailto:support@tokntechnology.com)



# 1 Signing up to FieldSafe/TOKN

The My TOKN console can only be accessed from a desktop computer. It is not currently compatible with mobile devices.

## 1.1 How to Sign Up

Go to the sign up page  
<https://console.tokntechnology.com/sign-up/fieldsafe>

Record your company details.

Select **NEXT**

Record the details of the main user who will be managing FieldSafe and accessing the administrative console. Review and accept the terms and conditions for the developers of this product, TOKN Digital.

Select **NEXT**

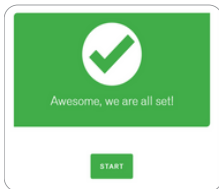
Drag the slider across to select the number of users you require (including yourself). This will determine the price you will be paying for the app per month.

**Pricing:** A minimum of one user is required and a maximum of 50 is permitted. One user is \$20 per month, additional users are an additional \$10 per month, per user.

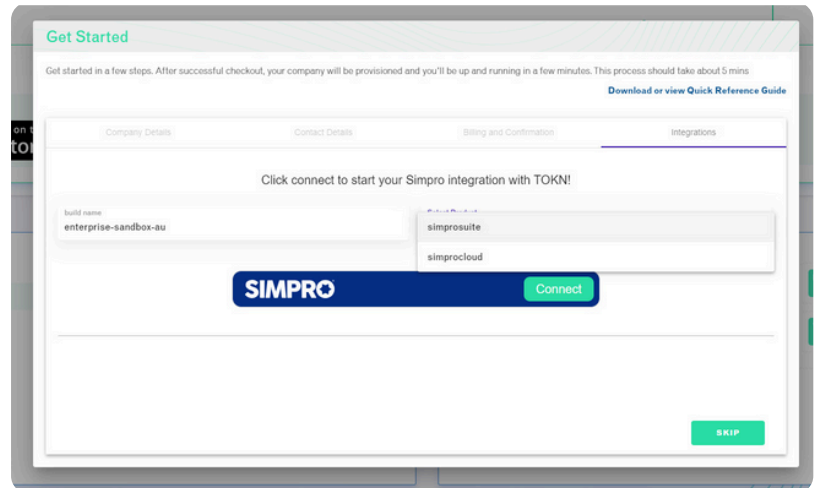
Enter in your credit card details for payment and select **START**

A final screen will appear inviting you to integrate an existing Simpro account with FieldSafe.

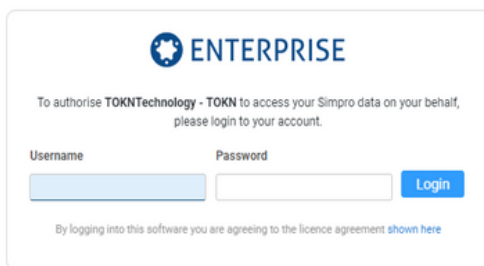
If you don't have a Simpro account, you will see the following screen.



Select **START**

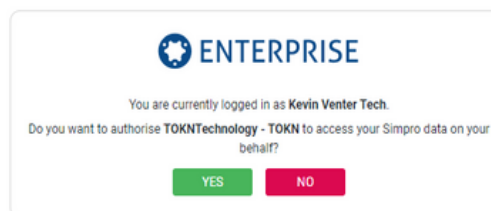


## 1.2 How to connect to an existing Simpro account



Enter your Simpro build name and product (suite or cloud). Don't have your Simpro details on hand? You can always connect anytime via the administrative console.

Then select **CONNECT**. You will see the following screen:



Provide your Simpro username and password. Then select **LOGIN**

Select **YES** on the next screen to authorise TOKN Technology to access your Simpro data.



You will see the screen on the left as the connection is established.

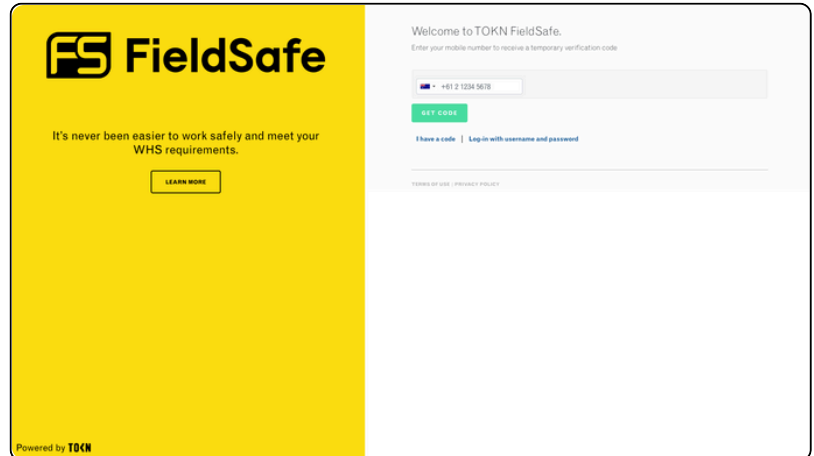
You should be directed to the log in page for the administrative dashboard. You will receive two initial emails from the developers of the FieldSafe app, TOKN Technology:

- An invoice and receipt for your first monthly fee.
- A welcome email from support@tokntechnology.com. Please add this email address to your safe senders list.

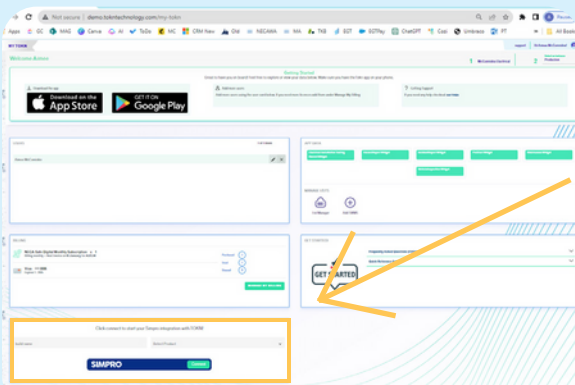
## 2 Setting up the My TOKN Console

### 2.1 How to log in

Select the Start button confirming your sign up, or visit <https://console.tokntechnology.com/account/sms-login/fieldsafe> Enter in the mobile phone number you signed up with and select **GET CODE** A code will be sent to your mobile via text. It is case-sensitive. **Note:** do not try to log in with a username and password. Enter in the code and verify it.



### 2.2 How to connect to an existing Simpro account in the console



You should see the Simpro integration box in the bottom left corner of your administrative console.

Enter your Simpro build name and select your simpro product from the dropdown.



These details can be found in your Simpro URL as follows:  
`https://<buildname>.<product>.com`

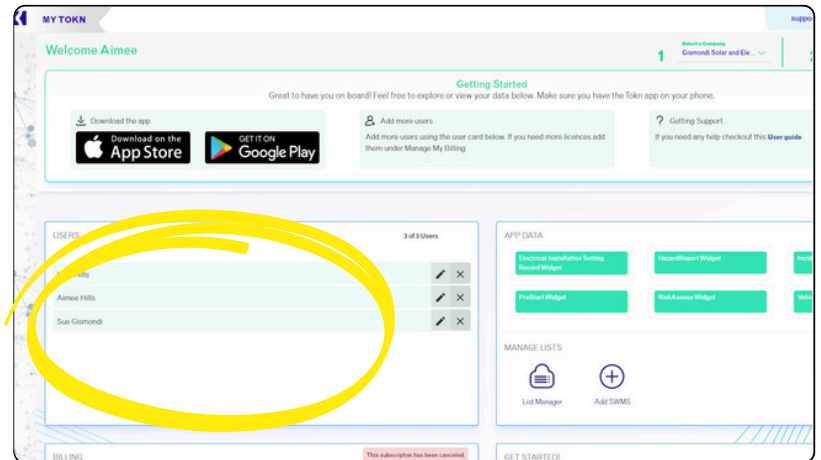
Select **CONNECT** and follow the prompts.



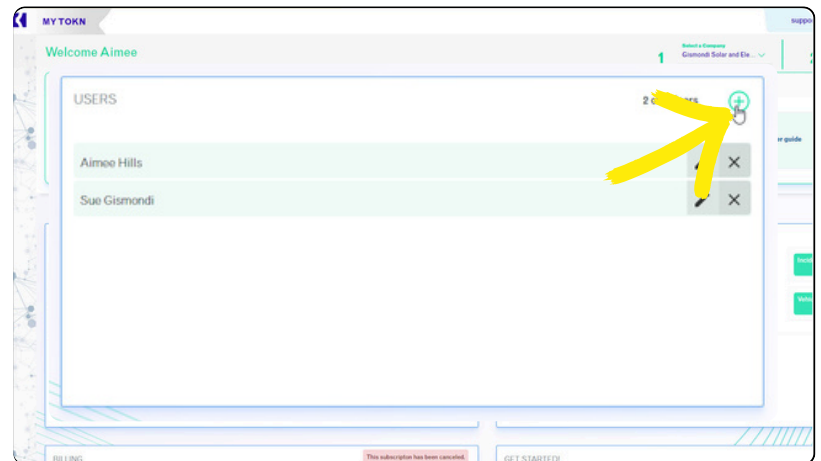
When the platforms are successfully connected, you will see the image on the left in the console.

## 2.3 Add in details for any additional users you selected

If you selected more than one user at sign-up, this is where you add in the details of the additional users.

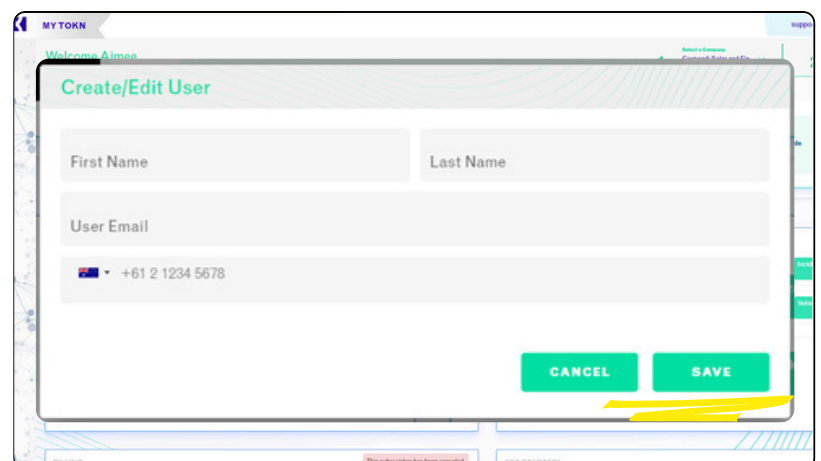


Select the + symbol in the top right corner of this section to add users. This is pre-set to the number of users you selected when you signed up.



Enter in the details of the user and select **SAVE**

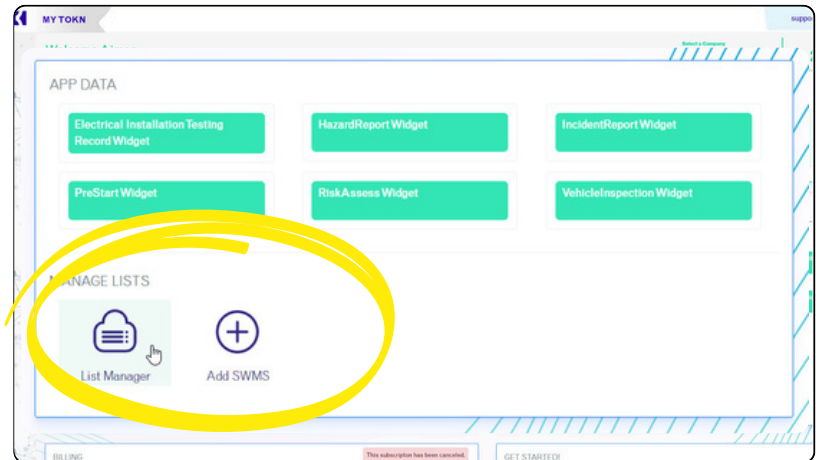
**Note:** When you add the details of a new user, they will receive an automatic confirmation email inviting them to download the TOKN Mobility Client app.



## 2.4 How to add a work site

Enter in the details of your existing and upcoming work sites so that your workers can easily select the relevant site from a dropdown list in the app.

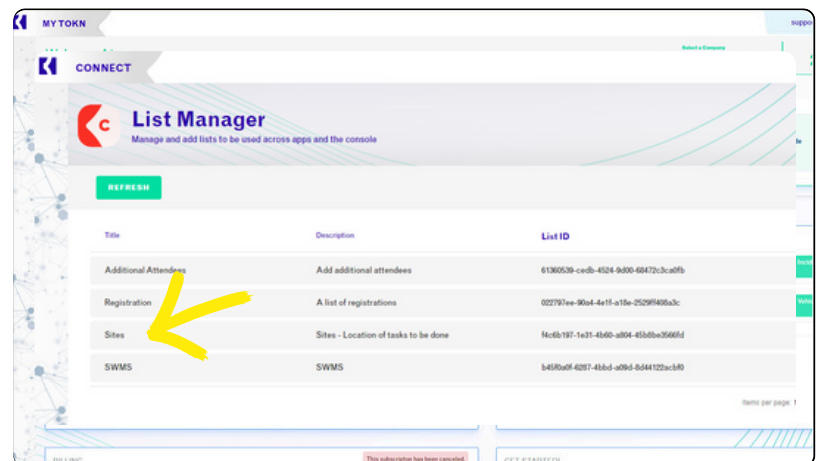
Select the List Manager link in the App Data section.



Click on the third row in the list, titled Sites.

To add a new site, click on

**NEW ITEM**



Record the site details and select

**ADD TO LIST**

The new site should now appear in the Sites list and be accessible via the FieldSafe App.

**Note:** Sites can also be added ad hoc via the App.

**New Sites**

00-Sample Site Name

00-Sample Type

00-Sample Street

00-Sample Suburb

00-Sample State

00-Sample Postcode

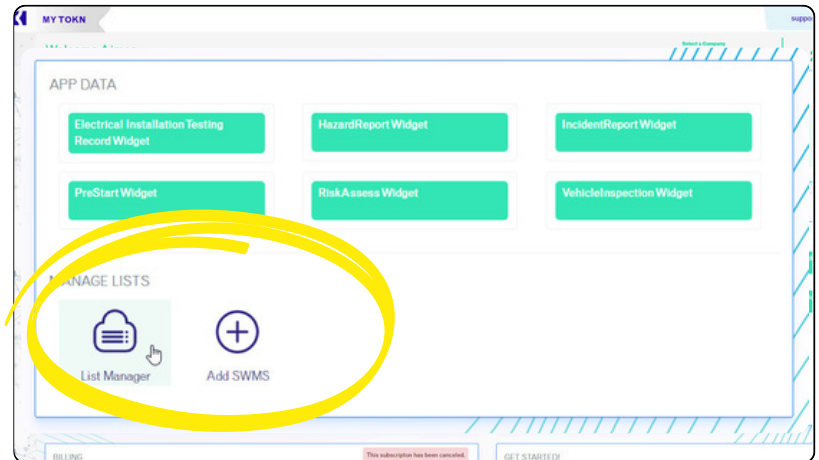
00-Sample Country

ADD TO LIST
CLOSE

## 2.5 How to upload your signed company SWMS

Upload your SWMS via the console to make them available when your company users log into the App.

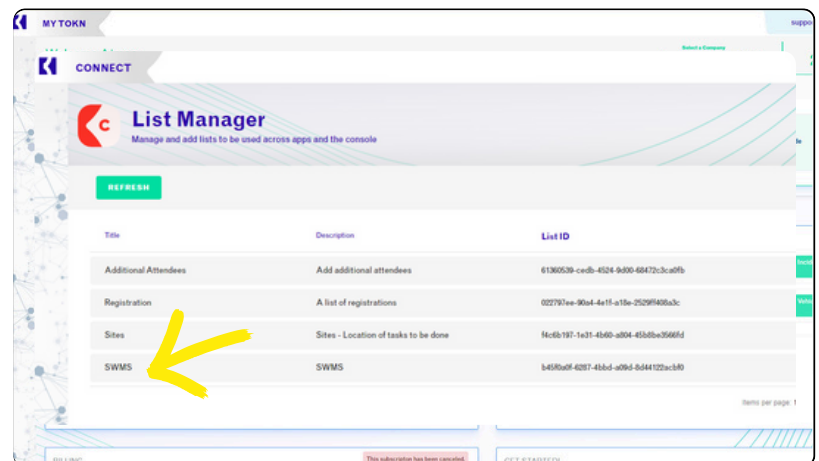
Select the List Manager link in the App Data section.



Click on the fourth row in the list, titled SWMS.

To add a new SWMS, click on

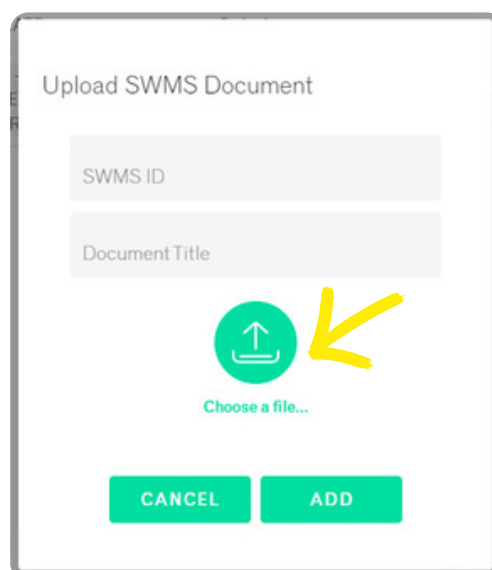
**NEW ITEM**



Add an ID and title for the SWMS and click on Choose a file to upload the document.

Select **ADD**

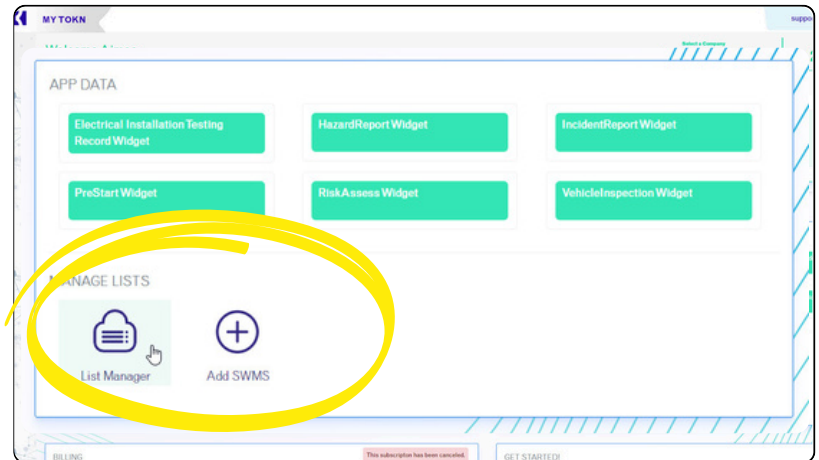
The newly uploaded SWMS will now appear in the SWMS list and be accessible via the FieldSafe App.





## 2.6 How to add a vehicle

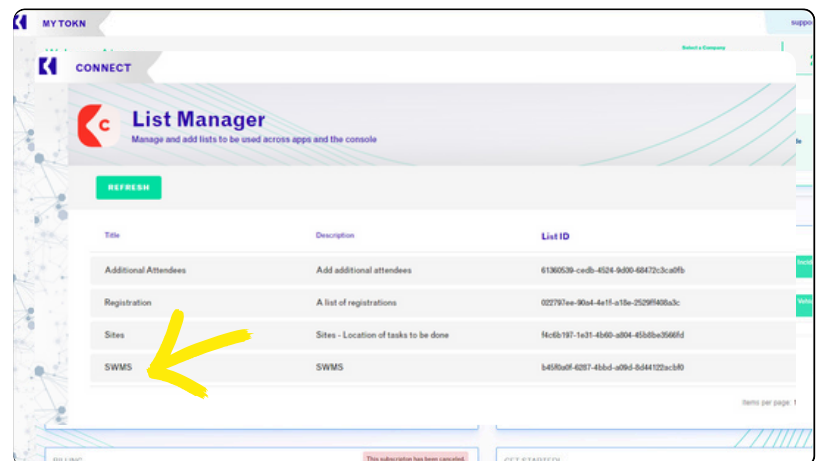
Select the List Manager link in the App Data section.



Click on the second row in the list, titled Registration.

To add a new vehicle, click on

**NEW ITEM**



Record the registration number, model and number of the vehicle (if relevant).

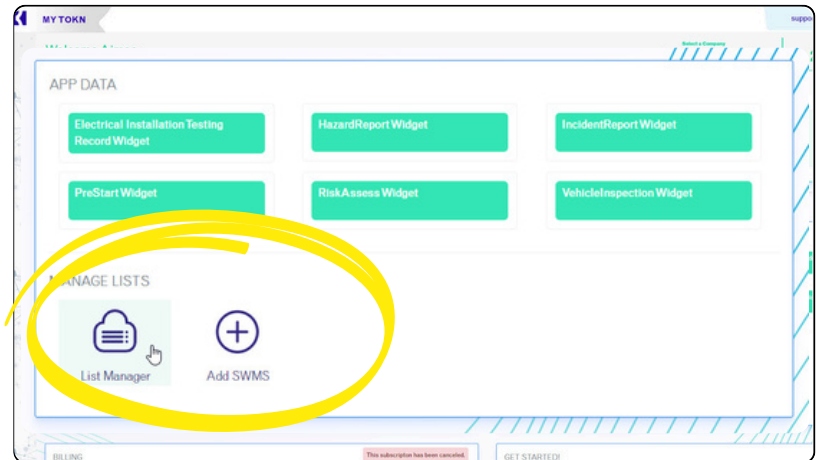
The vehicle will now appear in the list of vehicles that can be accessed via the FieldSafe App when using the 'Vehicle Inspection Tool'.

**Note:** Vehicles can also be added ad hoc via the App.

## 2.7 How to add an additional attendee name

**Note:** The purpose of this list is to add the names of additional attendees who may be present for Pre-Start/Toolbox talks or a Risk Assessment, but are not paying users of the App.

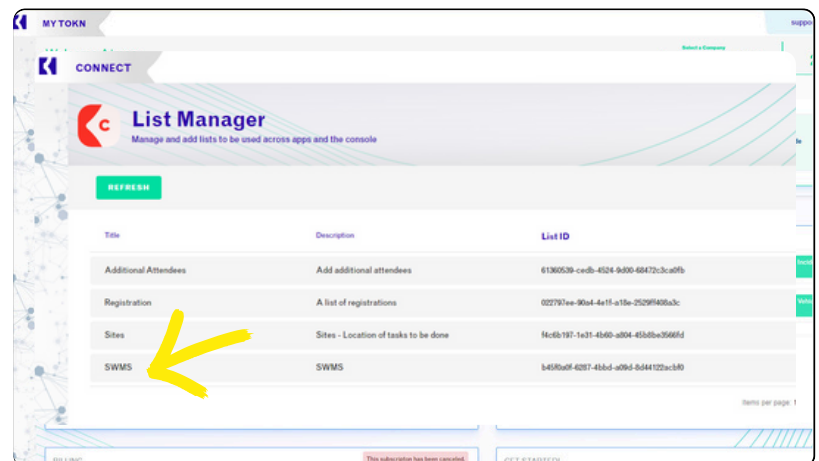
Select the List Manager link in the App Data section.



Click on the first row in the list, titled Additional Attendees.

To add a new name, click on

**NEW ITEM**



Enter the first and last names.

The name will now appear in the list of Additional Attendees that can be accessed via the FieldSafe App when using the 'Pre-Start/ Toolbox Tool' and 'Risk Assessment Tool'.

**New Additional Attendees**

First Name

Last Name

## 3 Using the Phone App

### 3.1 Download App

Once you have set up the console and added your user details (if you have more than one user), it's time for you and your workers to download the App.



#### 3.1.1 One User

The App is available to download via the Apple App Store, Google Play Store or Microsoft Store, depending on your device. Please note that you will be downloading the TOKN Mobility Client app. TOKN have built the FieldSafe app on the TOKN Technology platform, guided by industry standards from ECA WA.

#### 3.1.2 Multiple Users

Your workers would have received an email from support@tokntechnology.com with the subject line 'TOKN Invitation', providing them with the links to download the app.

You have been assigned to Sue's Electrical as a Tokn User. This means you can install and use the Tokn App.

Download the app below and use your mobile number to login.

[Apple App Store](#)

[Google Play Store](#)

[Microsoft Store](#)

Regards,

The TOKN Team

### 3.2 How to log into the app



When you log into FieldSafe App for the first time, you will need to select the TOKN image



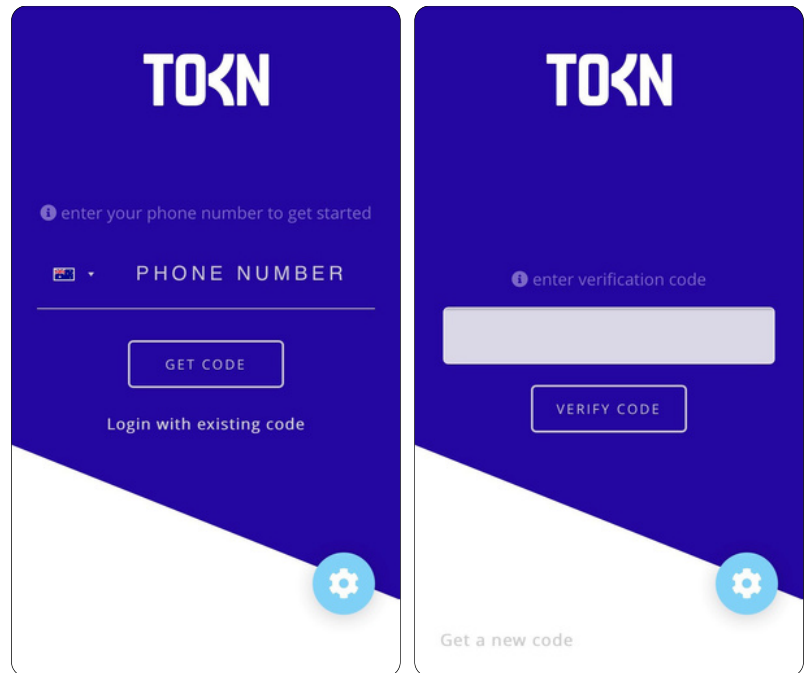
When you are logged into the App, the icon will change to the FieldSafe Digital logo.



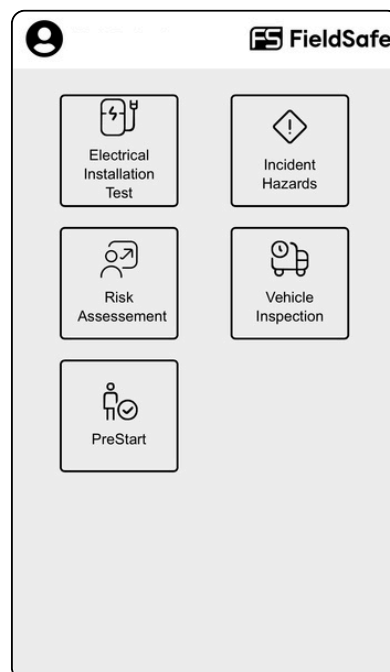
Once you have tapped on the App icon, the following screen will appear. Enter your mobile number into the field. Select **GET CODE**

A code will be sent to your mobile via text.

It is case-sensitive. Once you have received the code, enter it in and select verify.



The FieldSafe App will open. Click on a tool icon to start using the App.



# TOKEN



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