



ecoPortal®

Health and Safety, Risk Management Software

safetree 

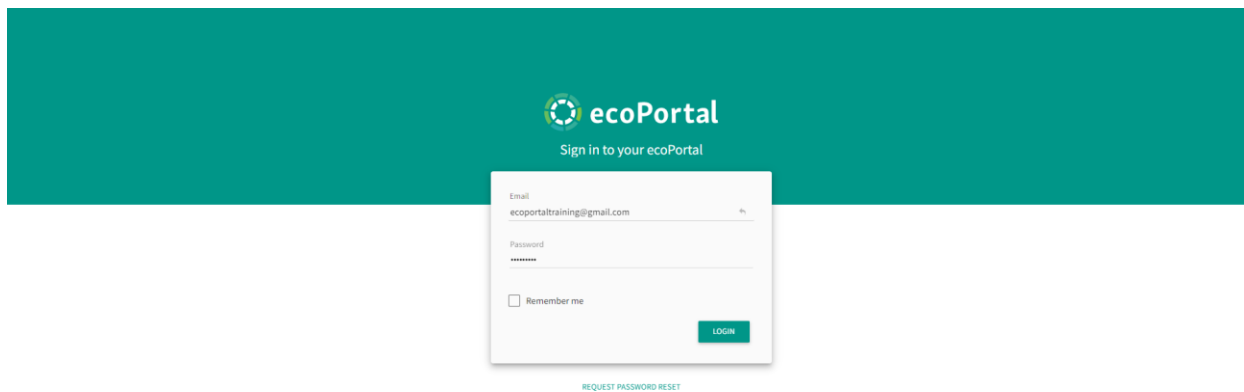
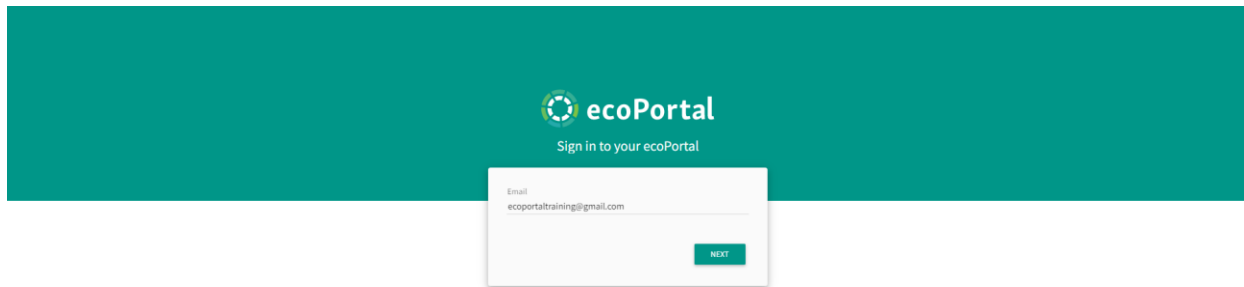
The safetree logo consists of the word "safetree" in a bold, italicized, yellow sans-serif font. To the right of the word is a yellow icon of a tree with a white checkmark inside its canopy.

Submitting a Field Audit Request

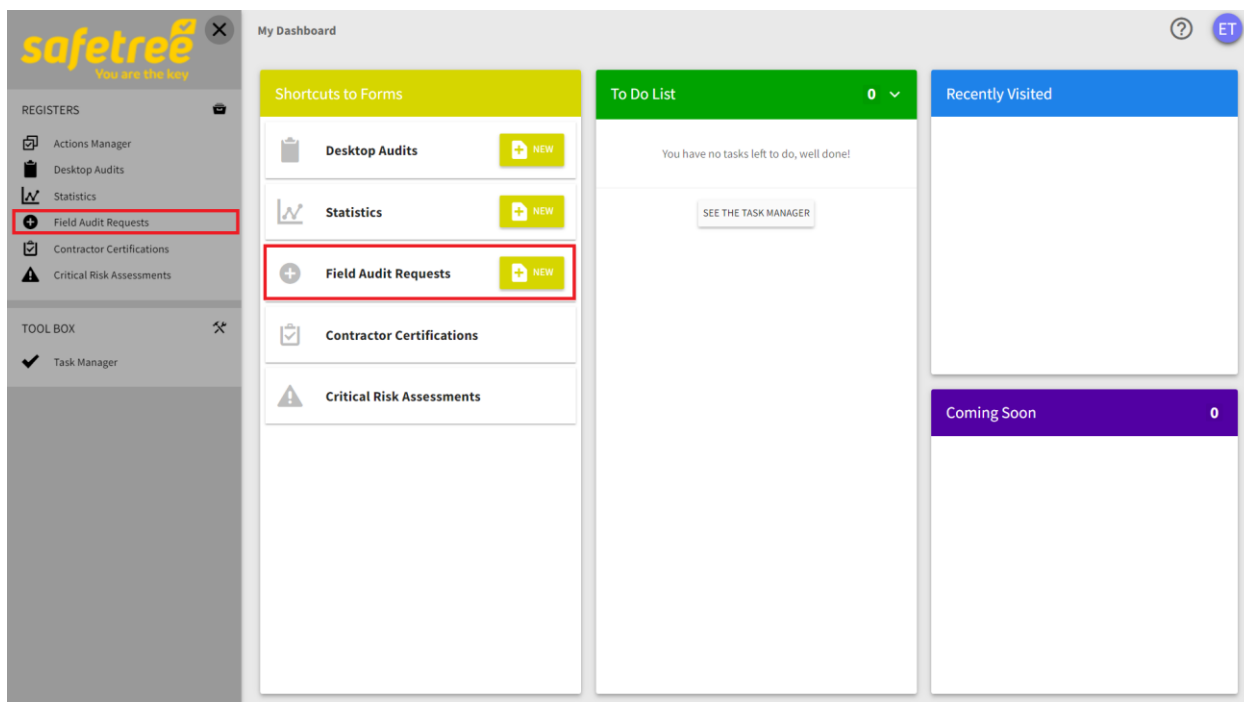
Introduction.

Access & Getting Started.

Access to [Safetree](#) is provided via the [Contractor or Worker Safetree Login request](#). Once that is active then you will need to access Safetree and the Desktop Audits register via the main login point https://live.ecoport.com/users/sign_in.



Once signed in, you will land on your [My Dashboard](#) page, from where you will be able to access the **FIELD AUDIT REQUESTS** register:

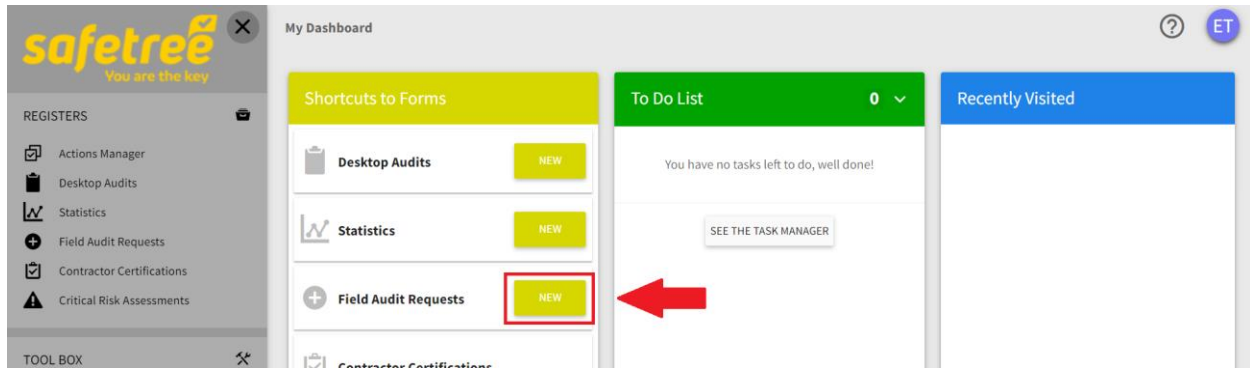


Accessing the Field Audit Request tool in Safetree.

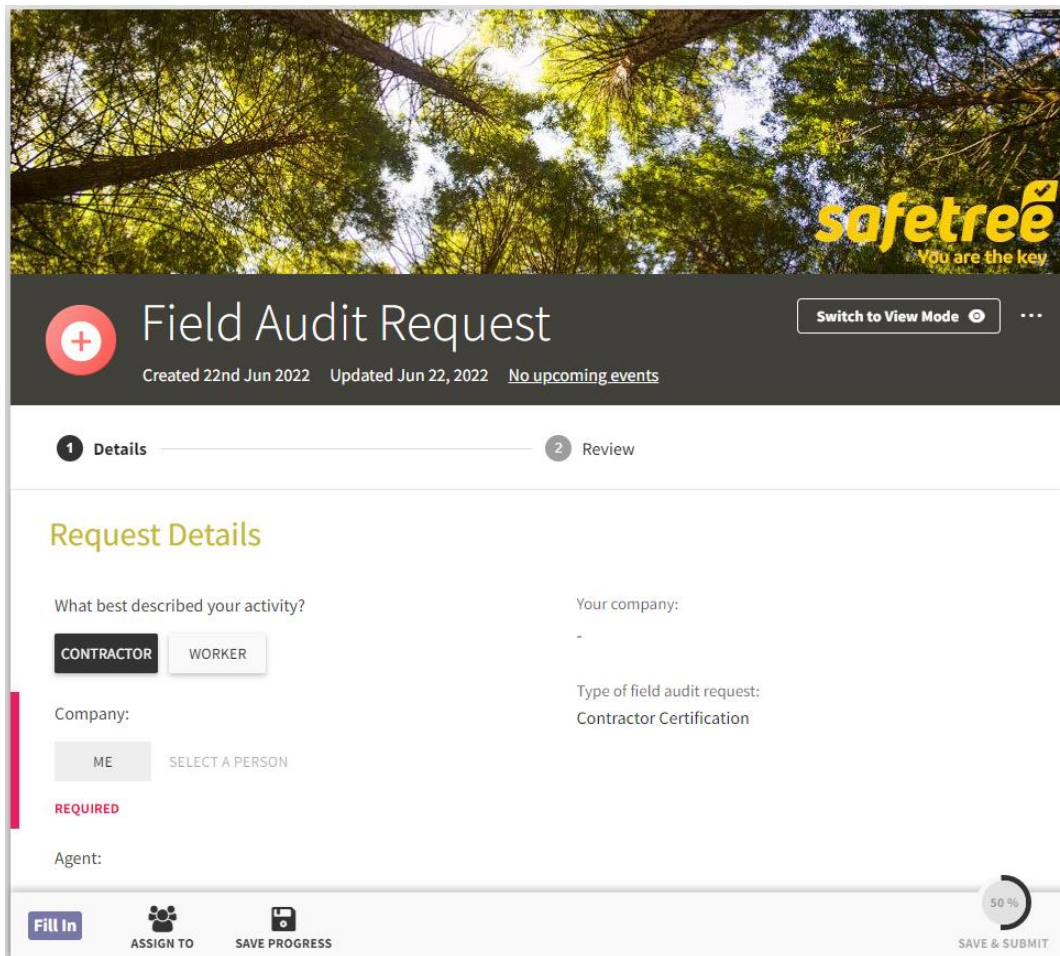
There are two ways that you can access the Field Audit Request tool in Safetree:

1. Via [My Dashboard](#) and the **Shortcuts to Forms** column **NEW** button.

Simply click on the  button within the **Shortcuts to Forms** column that looks like this:

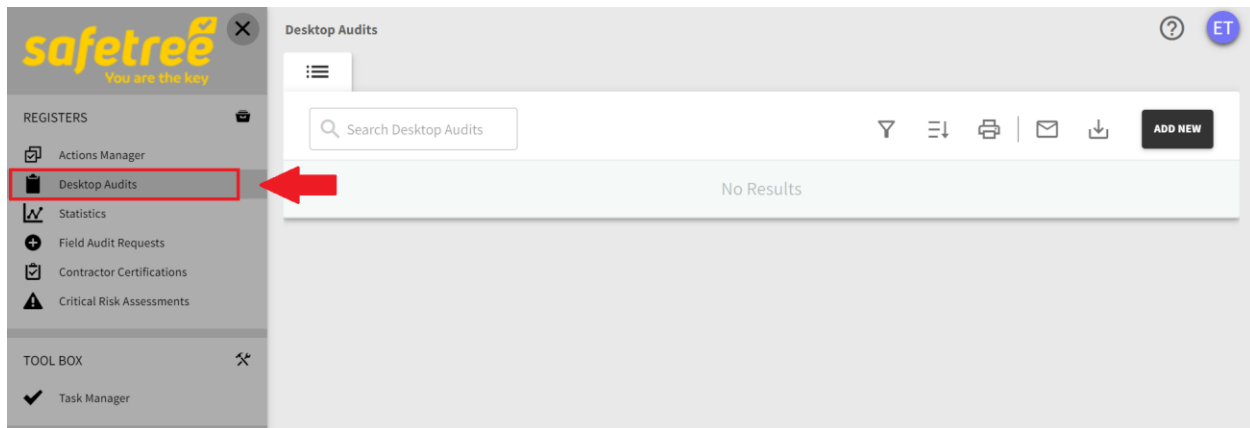


And you will be taken directly into the **Field Audit Request** form where you can begin logging your request.

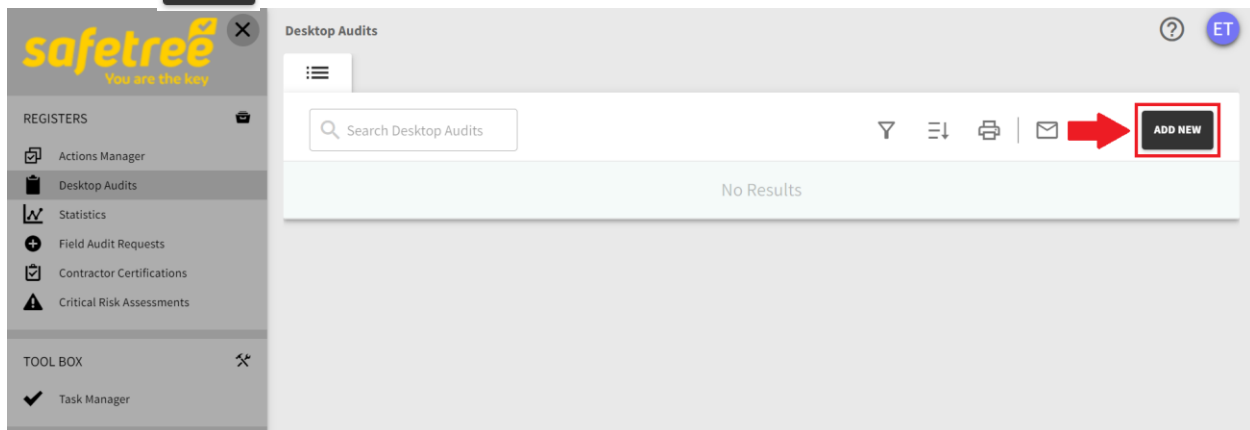
A screenshot of the 'Field Audit Request' form. The form has a header with the Safetree logo and the title 'Field Audit Request'. Below the title, it shows 'Created 22nd Jun 2022', 'Updated Jun 22, 2022', and 'No upcoming events'. The form is divided into two main sections: '1 Details' and '2 Review'. The 'Details' section is currently active and contains several input fields: 'What best described your activity?' with buttons for 'CONTRACTOR' (selected) and 'WORKER'; 'Your company:' with a text input field; 'Company:' with a dropdown menu showing 'ME' and 'SELECT A PERSON'; 'Agent:' with a text input field; and 'Type of field audit request:' with a dropdown menu showing 'Contractor Certification'. At the bottom of the form, there are buttons for 'Fill In', 'ASSIGN TO', 'SAVE PROGRESS', and 'SAVE & SUBMIT'. A progress indicator shows '50%' completion.

2. Via the **Register Sidebar** and the **ADD NEW** button within the register.

To access via this mode, click **+ Field Audit Requests** on the left-hand sidebar.



Then select **ADD NEW** to the right of your screen.



And you will be taken directly into the **Field Audit Request** form where you can begin logging your request.

1. Logging a Field Audit Request.

Once you land within the **Details** stage of the **Field Audit Request** workflow, you can fill out the **Request Details** section.

There is only one field you need to complete, with the remainder being automated.

The fields **What best described your activity?** and **Type of field audit request:** are automatically populated from the information provided when you requested a login:

What best described your activity?	Type of field audit request:
<input checked="" type="radio"/> CONTRACTOR <input type="radio"/> WORKER	Contractor Certification

Select **ME** in the **Company:** field, which will also populate the **Your company:** field.

1 Details 2 Review

Request Details

What best described your activity?	Your company:
<input checked="" type="radio"/> CONTRACTOR <input type="radio"/> WORKER	Triplica
Company:	Type of field audit request:
<input type="text" value="Name /Email"/>	Contractor Certification
<input type="text" value="ecoportal Training Services"/>	
<input type="text" value="ecoportaltraining@gmail.com"/>	
<input type="button" value="SELECT A PERSON"/>	

Add any additional notes into the **Notes for Safetree** field and then you can **SAVE & SUBMIT** the request, which will then be assigned to a member of the FISC team to review and assign to an Auditor.