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OBJECTIVE

You have received an email notification from EHS360 System that you have been assigned as an action owner or assignee.

As an action owner or assignee, you are required to do the following:

1. Login and review the action details
2. Follow-up on the assigned action
3. Close the assigned action in the EHS360 system
BEFORE LOGGING IN

Before you proceed, you should have the following ready:

1. NUSNET login and password
2. VIP Access (2FA application) registered and installed on your smartphone/computer
3. Reference number of the Action (as indicated in the email)

Note: You do not have to complete the form immediately. You can save the form, and return to it later to complete it.
3 LOGGING IN

If you are a staff:
- Go to Staff Portal > eServices menu > Select AIMS
- Alternatively, go to the e-Services section on OSHE’s staff portal

If you are a student:
- Go to Student Portal > Quick Links > Select AIMS

Note: If you are a staff, you will need to login to WebVPN first in order to access the Staff Portal from outside NUS network (e.g. from your personal internet connection).
1. From the AIMS webpage, select the login link.
2. Depending on your location or browser, you may be prompted to log in with your NUSNET ID and password.
3. You will be prompted that 2FA is required. Click on the Continue button to proceed.
4. A sign in request will be sent to your mobile device (if you are using a 2FA mobile token). Approve the sign in request on your mobile device to continue.
4. If you are using desktop 2FA or if the push notification on your mobile device is not successful, click “Use a Security Code” and enter the security code indicated on your 2FA token.
USER INTERFACE

1. Selection Menu

2. User Preferences

3. Dashboard

Ignore footer information
To access the Actions module, select Actions from the menu dropdown. Alternatively, any outstanding action can be viewed under the My Actions panel on the dashboard.
This is the tabular view in the Actions module which shows all the actions which the user has access to view.

Refer to the reference number provided in the email notification sent to you and click on the corresponding one in the list.

The following statuses will be set after the details of an action form are saved:

- Outstanding (Action’s scheduled date is a future date and action is not completed yet)
- Overdue (Action’s scheduled date is a past date and action is not completed yet)
- Completed (Action was marked as completed)
- Completed when Overdue (Action was marked as completed after the scheduled date)
Each action is assigned Action ID and individually tracked in the EHS360 system.

- **Unique Action ID**
  - This action has the ID: 6702

- **Action Owner**
  - Kong Beng Goh

- **Action is related to**
  - This action is related to incident number 2232 that occurred at location

**Action Owner** is the person ultimately responsible for the closure of the action item. In the context of the lab, it is the Academic Supervisor who is in charge of the lab.
The details of the action item are displayed as follows:

- **Action title**: A one-line summary description of the incident
- **Scheduled date for completion**
- **Action allocated to**: This is the person assigned to perform the action. The Action Owner can also assign the action to him/herself
- **Action type**: Corrective or preventive action
- **Location**: By default, the location of the incident will be selected.
**6 CLOSING AN ACTION ITEM**

**Information - related notes**

Please add notes to indicate useful information related to the action before the action can be marked as completed.

**Related notes**

Enter a note to indicate what has been done to address the action item.

**Related documents/attachments**

<table>
<thead>
<tr>
<th>Date uploaded</th>
<th>Document uploaded by</th>
<th>Filename</th>
<th>Delete</th>
</tr>
</thead>
</table>

To attach a document - select the button below and select the file.

Documents can be attached in this section as evidence of completion of action.
When a note has been added (see previous slide), the checkbox becomes available for selection. Check it to mark the action as completed.

Click Save to save the action.
1. Once the action item is marked as completed, the action item will be closed.
2. To show completed actions, click on the checkbox “Show completed action”
Thank you

For further enquiries about AIMS, please contact

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