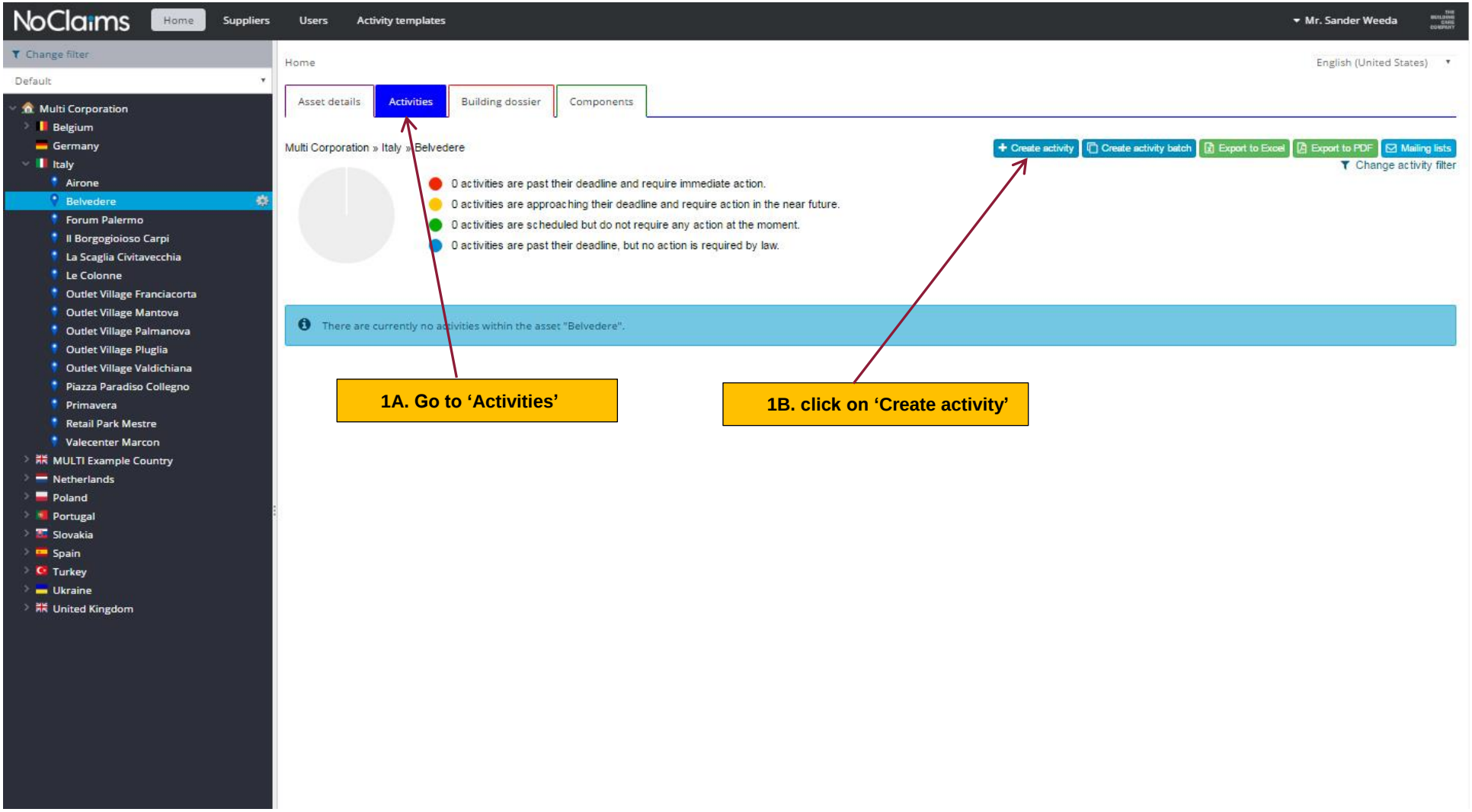
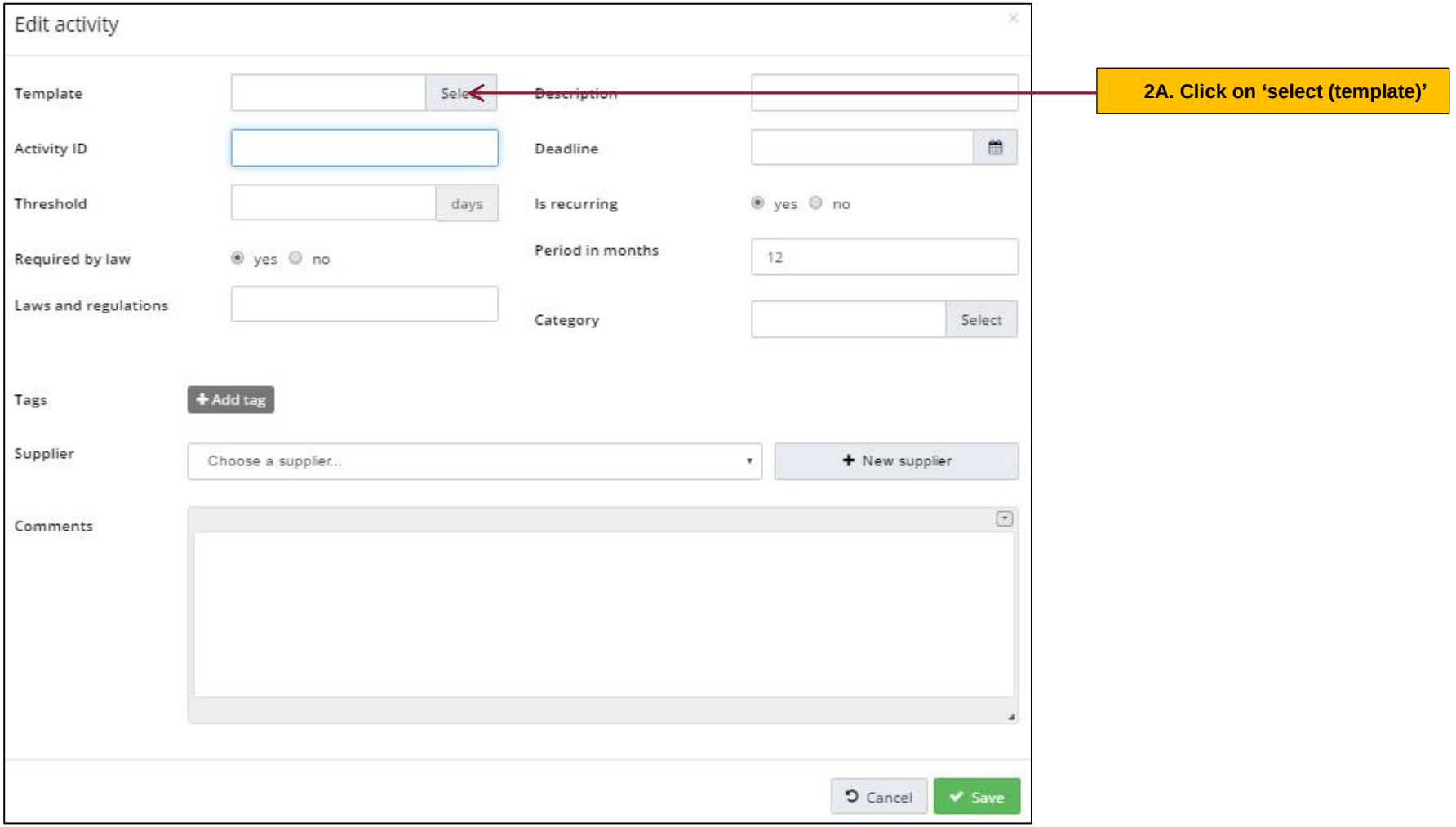
MANUAL – RECORD AN ACTIVITY

Date: 11-1-2017

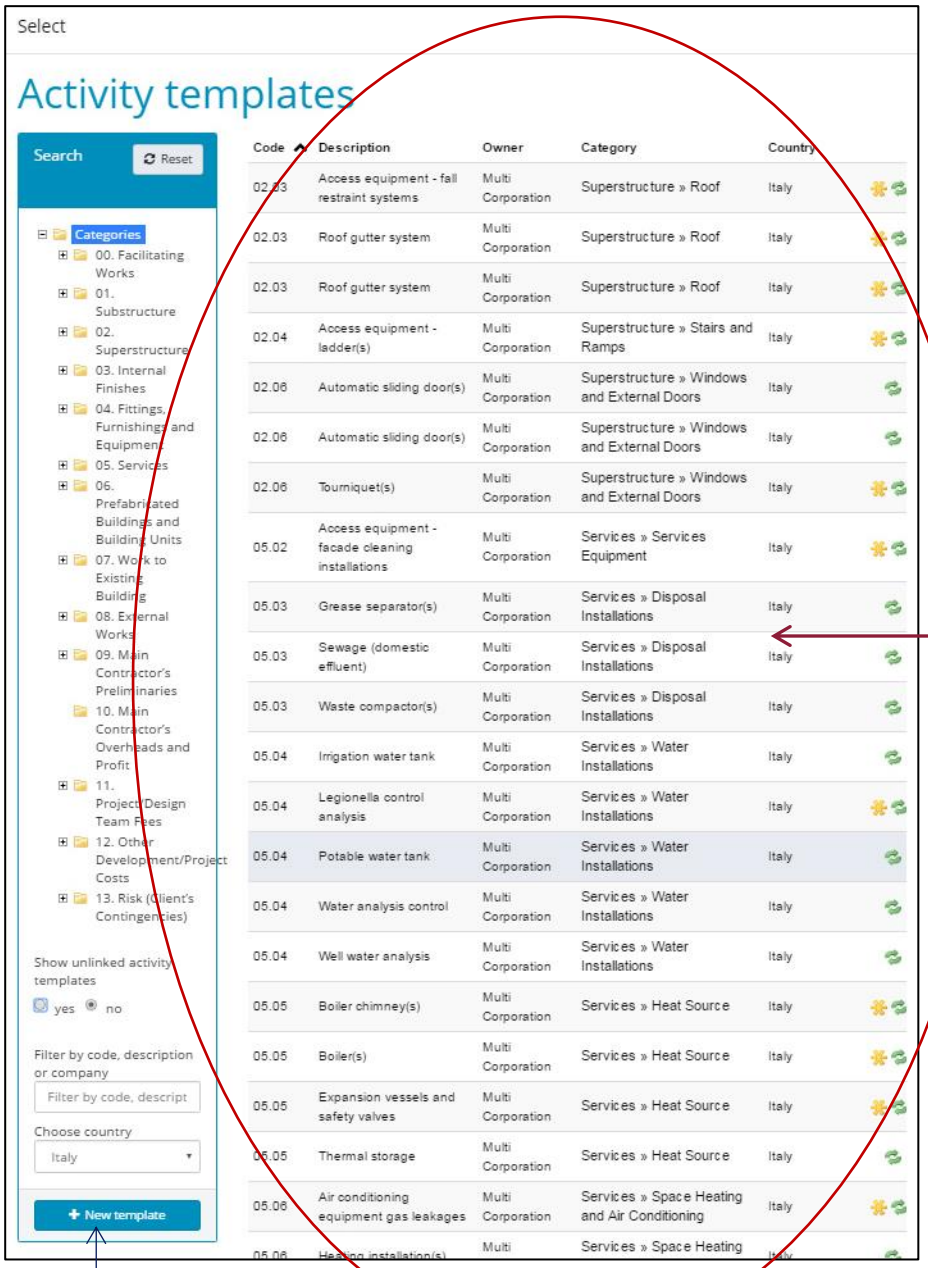
STEP 1 – ACTIVITY SCREEN



STEP 2 – SELECT ACTIVITY TEMPLATE



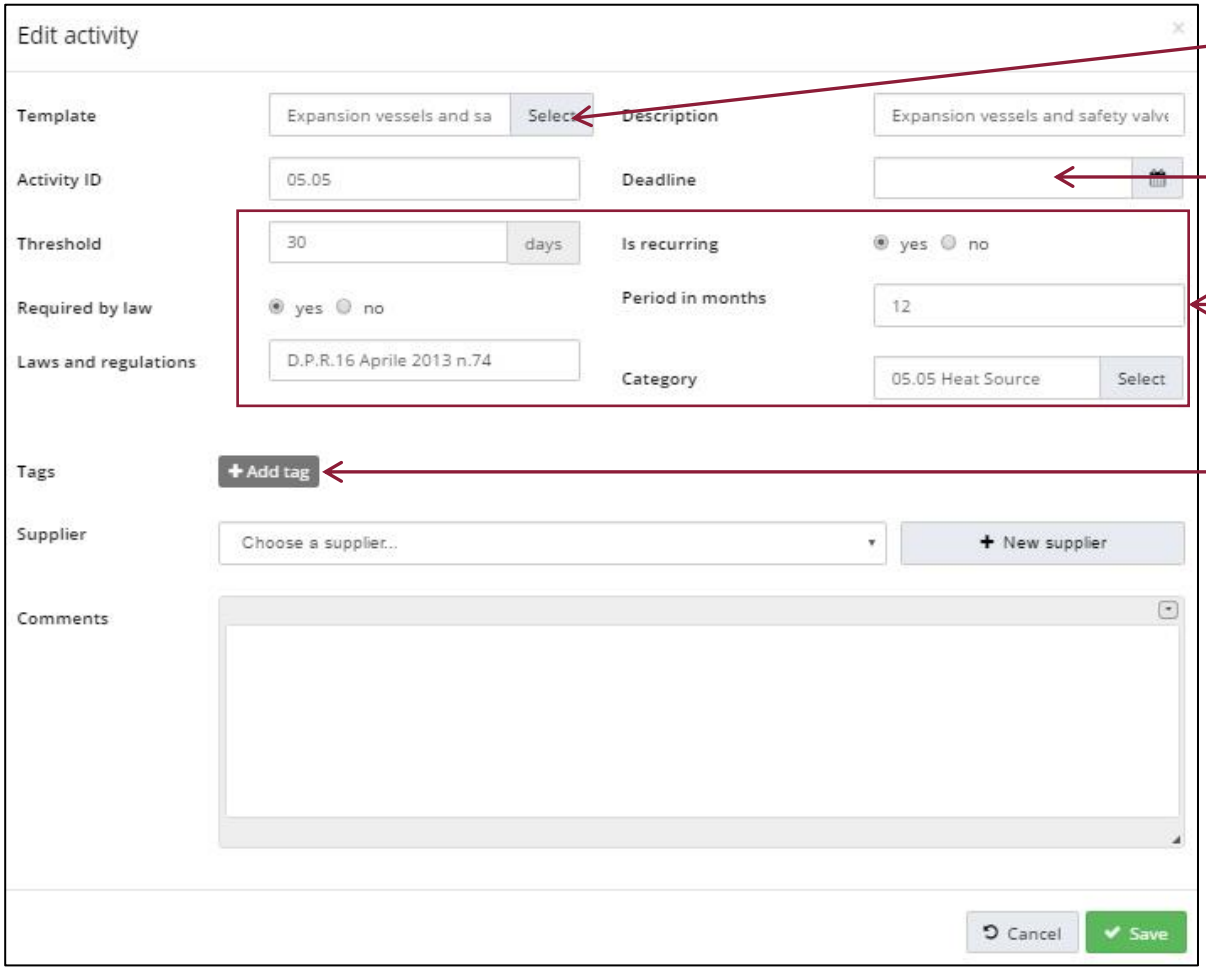
STEP 3 – SELECT ACTIVITY TEMPLATE (FROM LIST)



3A.Select template. If the required template is not in this list please contact Sander Weeda (sweeda@multi.eu). The templates are managed by Head Office.

To be managed by Head Office

STEP 4 – VERIFY AND RECORD ACTIVITY INFORMATION – PART 1



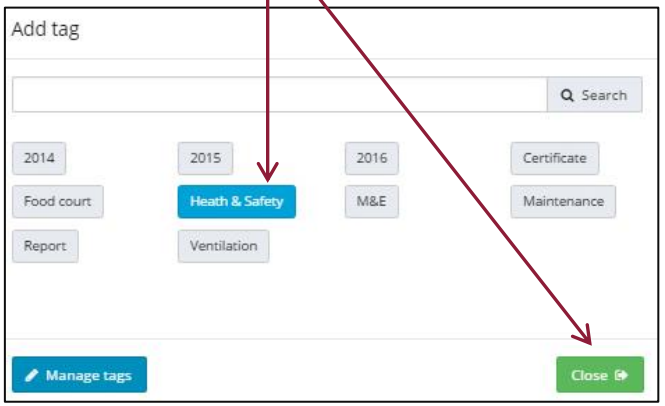
4A. Template is now loaded

4B. Record the deadline for this activity

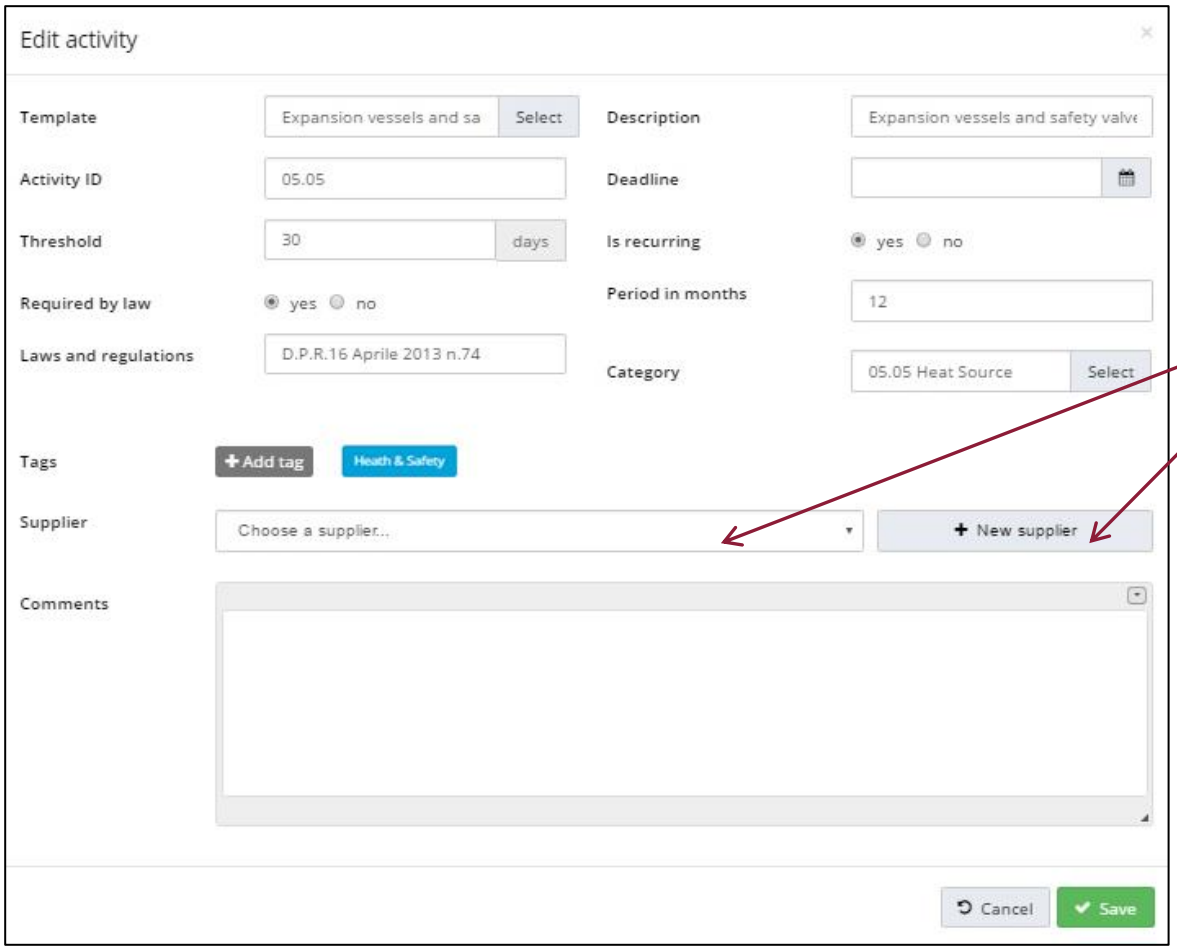
4C.Verify information. If the information is not correct:

1. **Adjust**
2. **Please contact Sander Weeda (sweeda@multi.eu).**

4D. Add tag 'Health & Safety' and save…

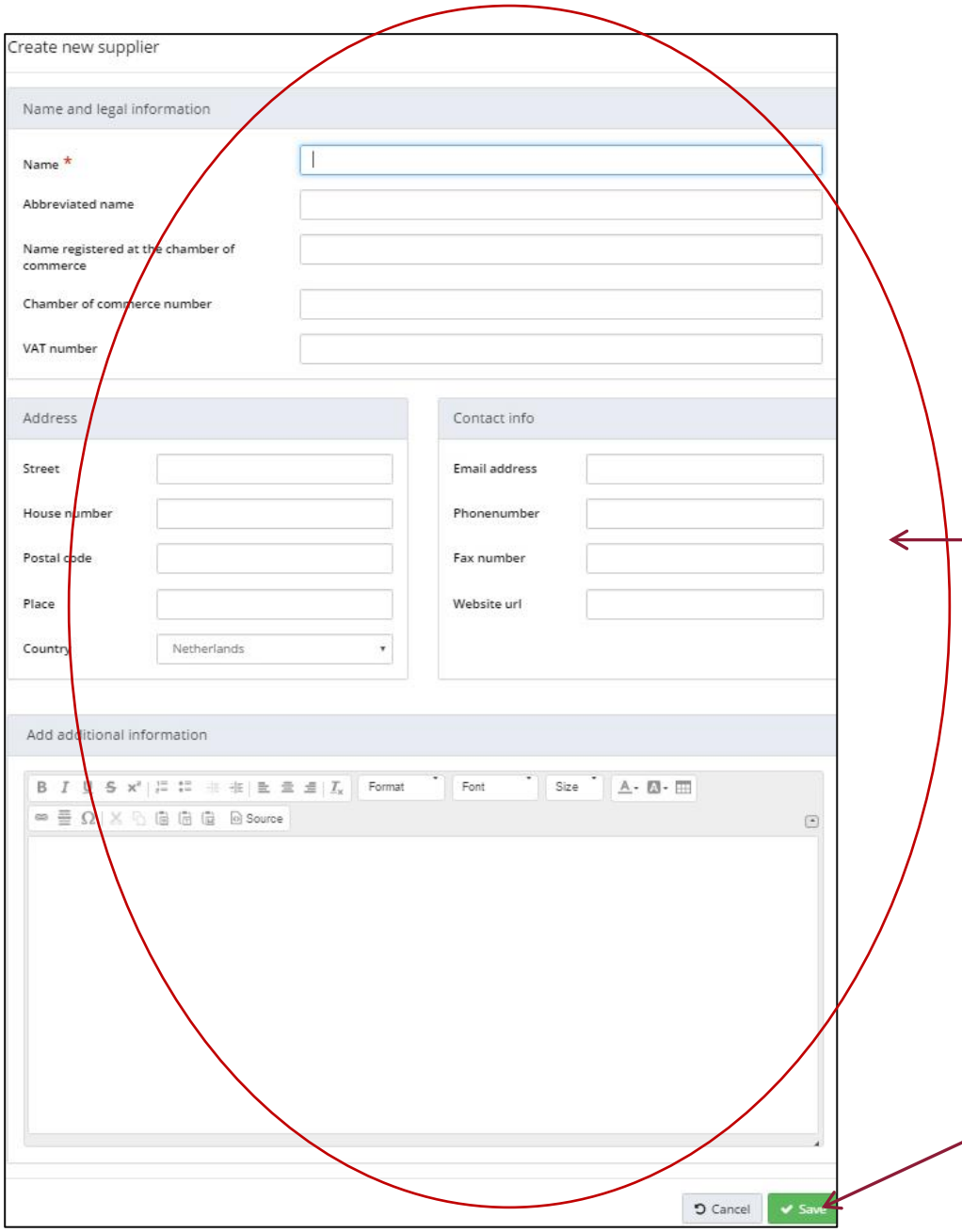


STEP 5 – RECORD ACTIVITY INFORMATION – PART 2



5A. Choose the supplier or party that should perform the activity. If the supplier or party is not in the list select 'add (+) New Supplier'.

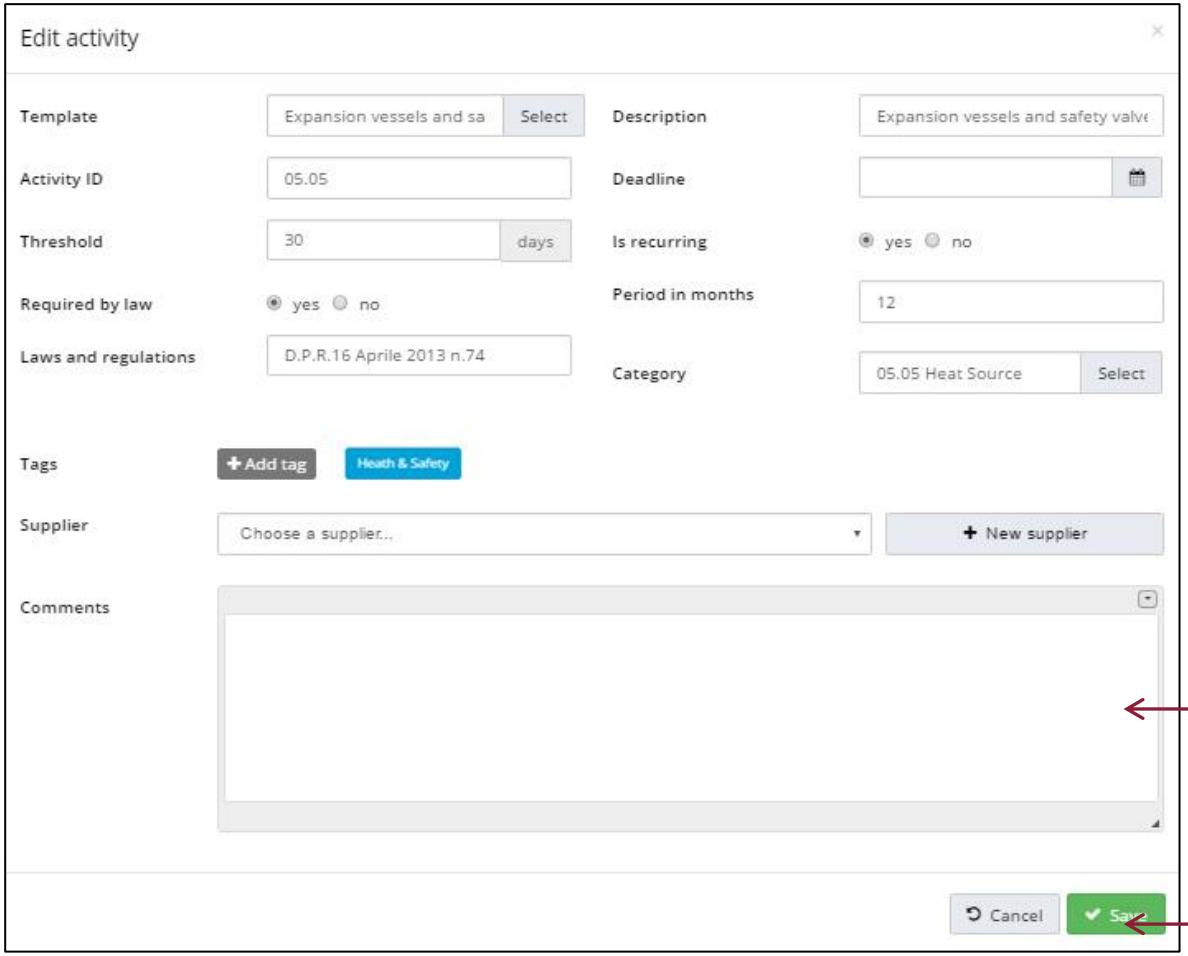
STEP 6 – RECORD NEW SUPPLIER INFORMATION (IF NEEDED)



6A. Record information

6B. Save

STEP 7 – RECORD ACTIVITY INFORMATION – PART 3



7A. Add comments if needed

7B. Save

7C. YOUR ACTIVITY SHOULD NOW BE RECORDED

STEP 8 – VERIFY IF THE ACTIVITY IS IN THE ACTIVITIES OVERVIEW

