

User/Reporter Guide

Moneta.®

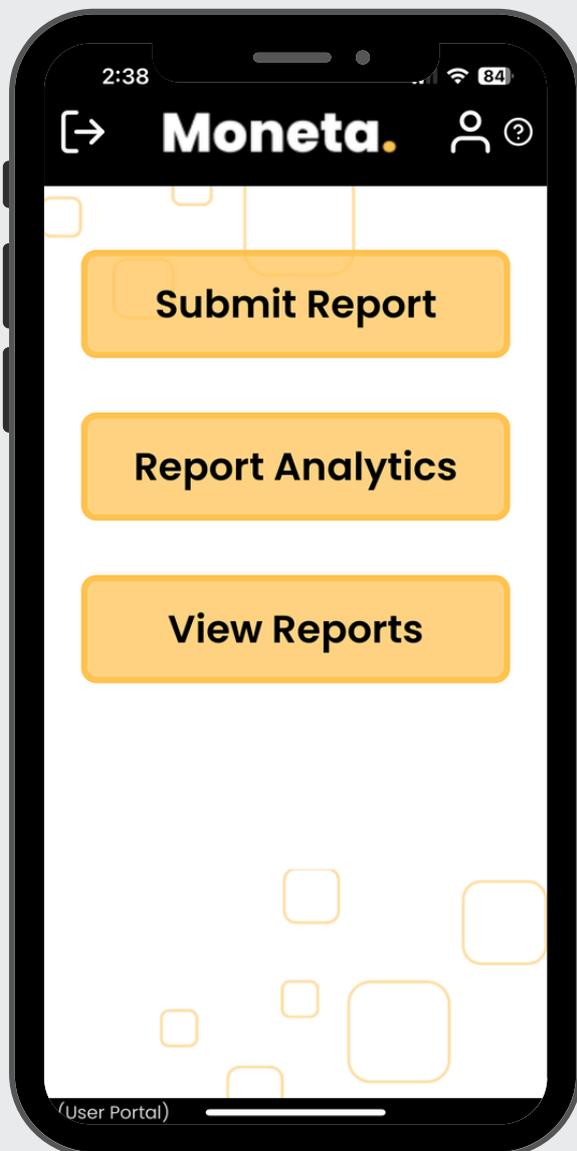


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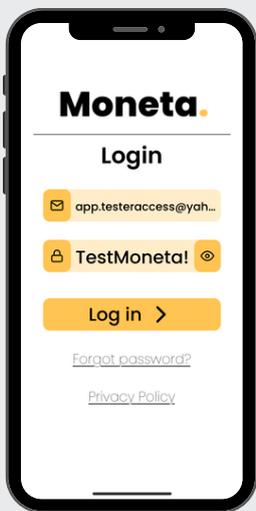
1. Getting Started

1.1. Accessing Moneta

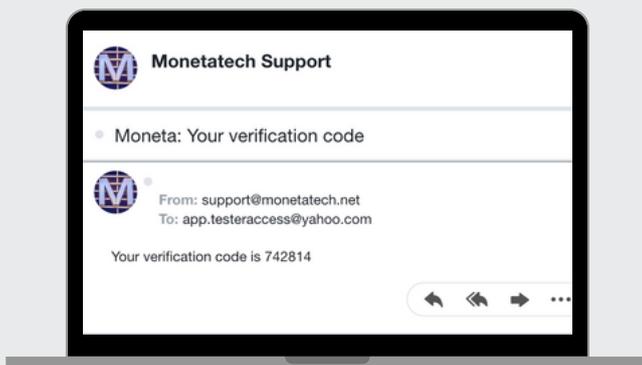


You can access the Moneta reporting portal on your mobile phone or tablet by downloading the iOS or Android app, or through the web at www.monetareport.net. Simply click the appropriate link on the left to get started.

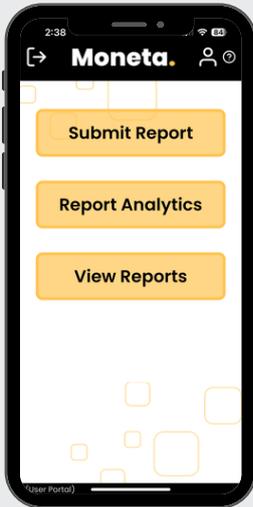
1.2. Logging In for the First Time



When you log in to Moneta for the first time, use your email address as your username and enter the temporary password sent to you from support@monetatech.net. If you don't see the email, be sure to check your spam folder. You'll be prompted to change your password to something easy to remember. Once you've done that, you'll be automatically logged in and will remain logged in unless you choose to log out.



2. Main Page

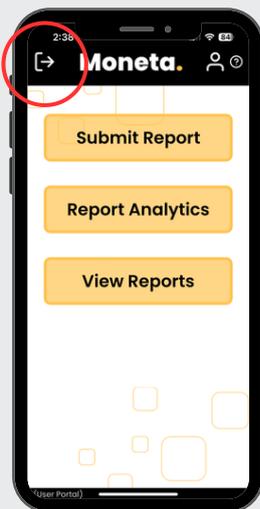


After logging in, you'll land on the main page. Here are the primary buttons you'll see:

- **Submit Report:** Submit a Proactive Safety Report.
- **Report Analytics:** View analytics on reports submitted across your organization.
- **View Reports:** Access the past reports you've submitted.

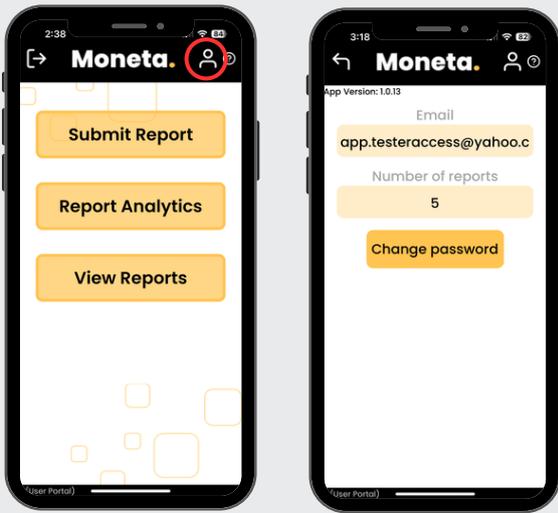
Additionally, there are clickable buttons in the upper banner, which we'll review first.

2.1. Logout button



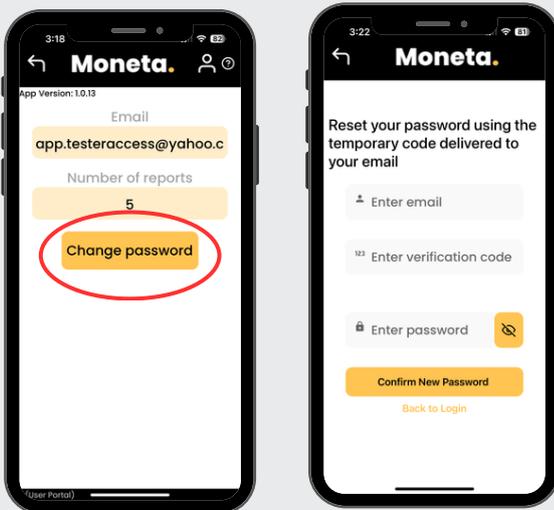
Clicking this button will log you out of Moneta. You will stay logged in even if you close the app unless you click this button. Staying logged in makes reporting quick and easy, but if you need to log out, this is how to do it.

2.2. User Information

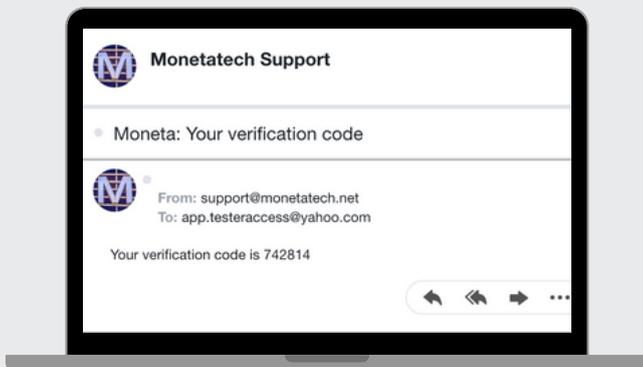


Clicking this button will display the app version you're currently using, the total number of reports you've submitted (visible only to you), and a button to change your password.

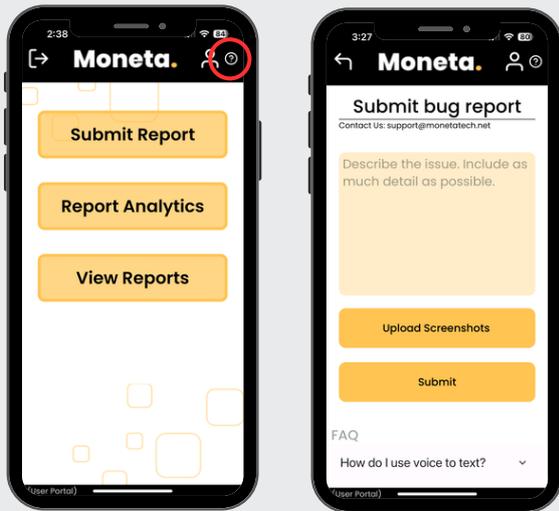
2.3. Change Password



If you want to change your password, click here. After confirming your email, you'll be directed to a page where you can enter your new password using the verification code sent to you from support@monetatech.net. If you don't see the email with your code in your inbox, be sure to check your spam folder.

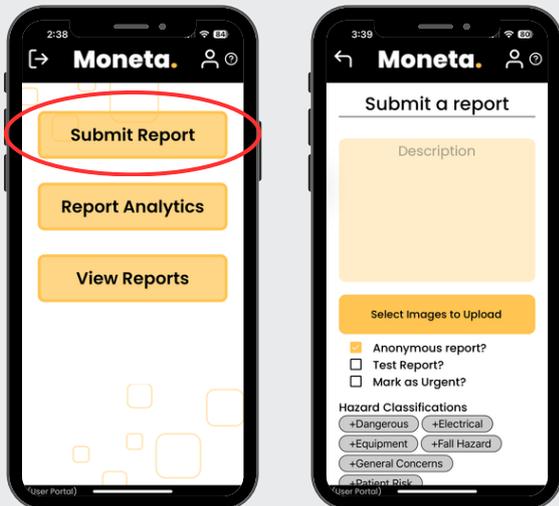


2.4. Help



Do you have a question or did you find a glitch? We're here to help! Some FAQs at the bottom of the screen may provide the answers you need. If not, describe your issue, upload a screenshot, and submit it. Our 100% U.S.-based service team will respond within one business day—usually even faster.

3. Submit Report



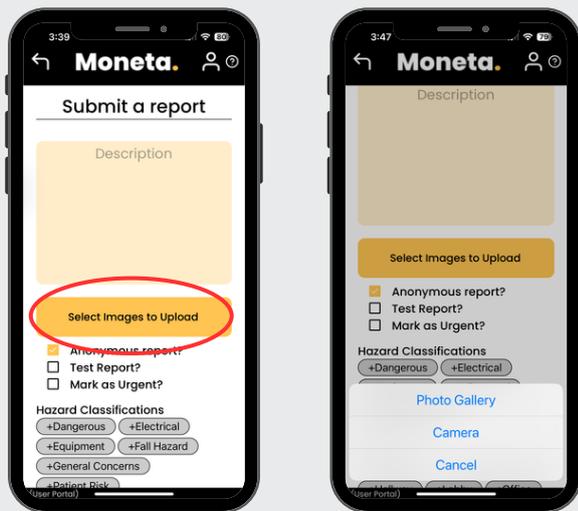
The core functionality of the Moneta app is to serve as a portal for submitting reports about current safety hazards or future safety threats, which we refer to as Proactive Safety Reports (PSRs). If something doesn't look, sound, or smell right—submit a report! You can report any active or latent hazards you observe and include any safety suggestions you may have.

3.1. Report Description



Clicking anywhere in the description box will bring up the keyboard, allowing you to enter your report—short and sweet. Typically, PSRs are only 2-3 sentences, covering both objective and subjective details. You can also use the voice-to-text function for an even easier way to enter your PSR report.

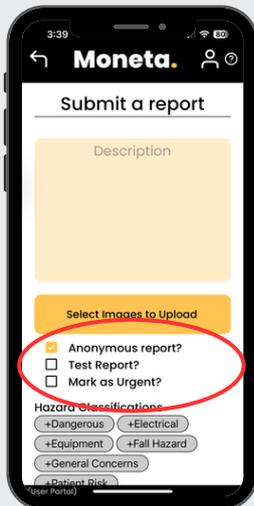
3.2. Image Upload



Sometimes a picture is worth a thousand words. Click here to upload an image with your PSR report. You can either choose an existing image from your phone or use the camera to take a picture directly within the app.

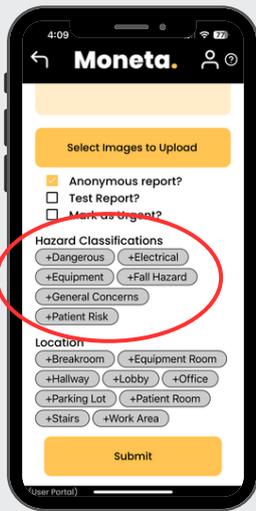
3.3. Checkboxes

When submitting your PSR, there are a few checkboxes to be aware of:



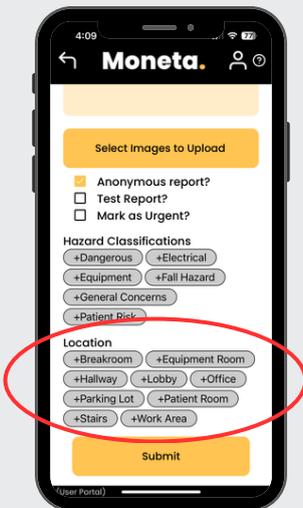
- **Anonymous Report:** This box is checked by default but can be unchecked if you prefer. When we say anonymous, we mean it—only two people at Moneta can match anonymous reports with the reporter, and they won't disclose that information.
- **Test Report:** If this box is checked, your report won't trigger notifications or be included in analytics. This option is primarily for training purposes.
- **Mark as Urgent:** Some things just can't wait. If you check this box, your report will trigger urgent notifications to safety administrators at your organization.

3.4. Hazard Classifications



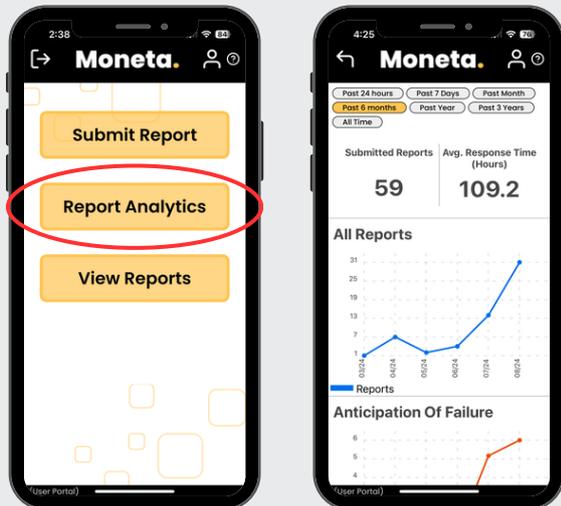
These hazard classifications were added by the safety administrators at your organization. Click on as many of the tags as apply to your PSR. If you forget, no worries—our AI will automatically classify the hazards as well.

3.5. Locations



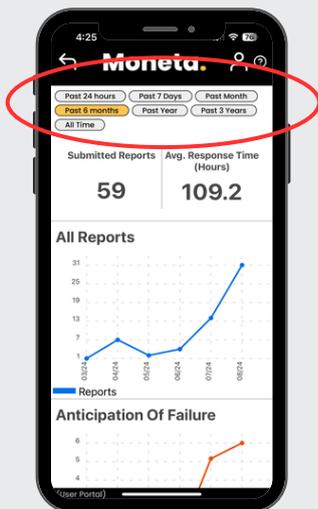
These locations were also added by the safety administrators at your organization and are primarily used for analytics. They typically don't offer a high degree of resolution. So, if you want to report a specific location for your PSR, be sure to include it in the description. Keep in mind that our AI does not automatically classify reports by location, so if you don't select one or more location tags, your report will be excluded from location-based analytics.

4. Report Analytics



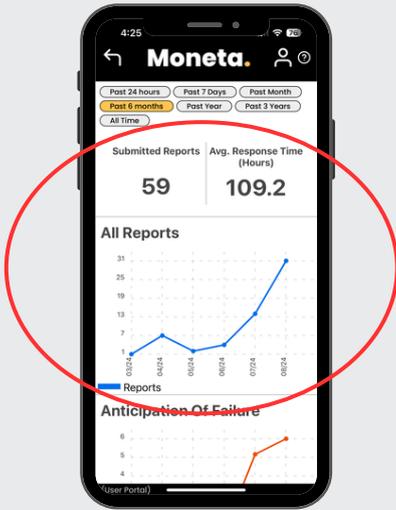
Safety is a shared responsibility, and you play a crucial role in it. By clicking on the Report Analytics button, you can view analytics on PSRs across your entire organization, with your reports being an integral part of the overall picture.

4.1. Timeframe



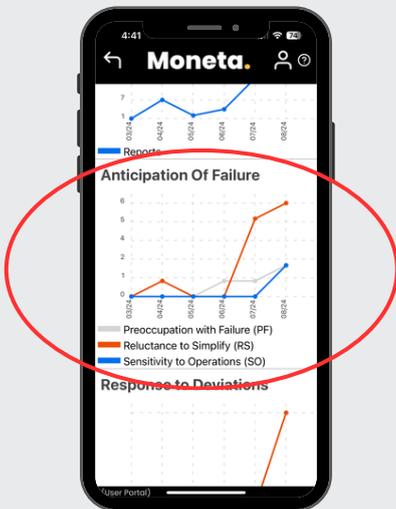
Select the timeframe you'd like to view by clicking on the corresponding tag. The analytics will automatically update to reflect your chosen period.

4.2. Usage Analytics



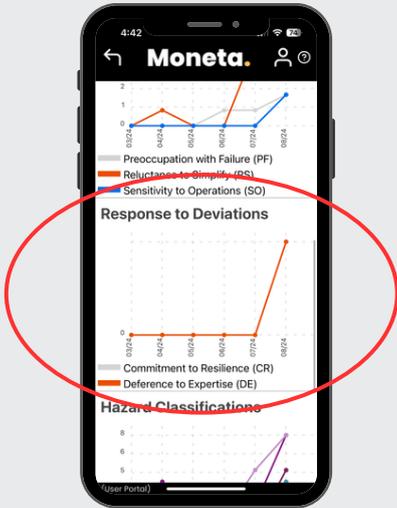
These analytics show the number of reports submitted by your entire organization over the selected timeframe, along with the average time it took for safety administrators to add the first comment to a submitted report.

4.3. Anticipation of Failure Analytics



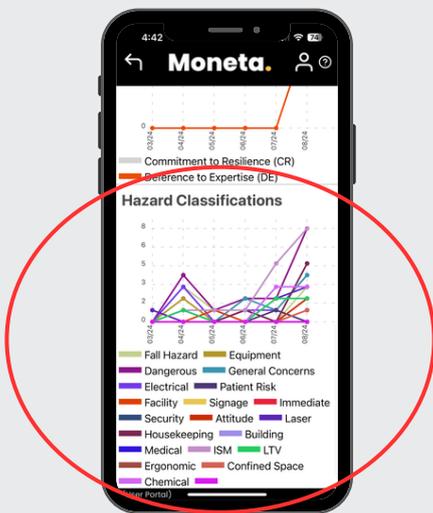
The first three hallmarks of a High Reliability Organization (HRO) are focused on the Anticipation of Failure. These hallmarks reflect the cognitive and behavioral practices of individuals within the organization, specifically how effectively the organization identifies and addresses small issues before they escalate. The analytics classify reports that indicate a shortfall in these areas—the higher the number, the more attention this area requires. Note that you don't need to classify reports by these HRO hallmarks; our AI handles that behind the scenes.

4.4. Response to Deviations Analytics



Sometimes things go wrong, and normal operations are disrupted. How well does your organization recover? These analytics focus on the last two hallmarks of a High Reliability Organization (HRO) and assess your organization's ability to bounce back from disrupted operations. A higher number indicates that more attention is needed in that area. Our AI automatically classifies reports by these hallmarks, so you don't need to take any action on your end.

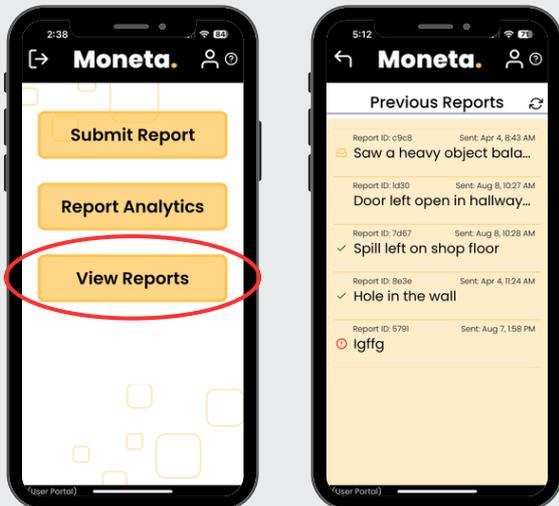
4.5. Hazard Classification Analytics



	01/24	04/24	07/24	08/24		
Dangerous	0	4	1	2	2	8
ISM	0	1	1	1	5	8
Fall Hazard	0	3	1	0	0	3
General Conc...	0	0	0	2	1	4
Housekeeping	0	1	0	1	0	5
Laser	1	0	0	0	2	3
Chemical	0	0	0	0	3	3
Electrical	0	3	0	1	1	0
LTV	0	1	0	0	2	2
Equipment	0	2	0	1	0	0
Attitude	0	0	0	1	0	2
Signage	0	0	0	0	0	2
Patient Risk	0	0	0	0	1	0
Facility	0	0	1	0	0	0
Security	0	1	0	0	0	0

These analytics display the classification of hazards based on user selections during report submissions, combined with those identified by our AI. The graph might seem a bit overwhelming, but you can click on it to switch to a tabular view of the analytics for a clearer presentation.

5. View Reports



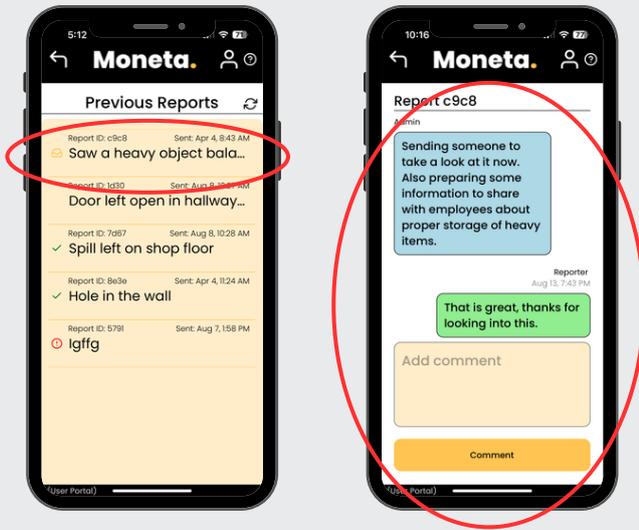
Clicking on the **View Reports** button will display all the PSRs you have submitted over time. This page is visible only to you.

5.1. Notification of Comments



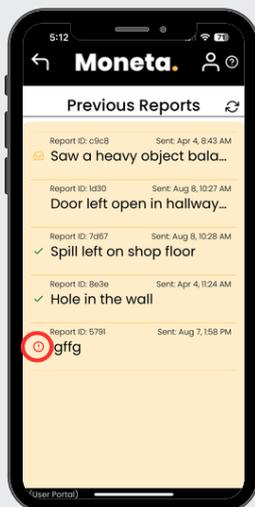
A yellow inbox marker next to a report indicates that a safety administrator has commented on your report. If you haven't logged out of the Moneta app, you will also receive a push notification when a comment is made.

5.2. Follow-up Communication



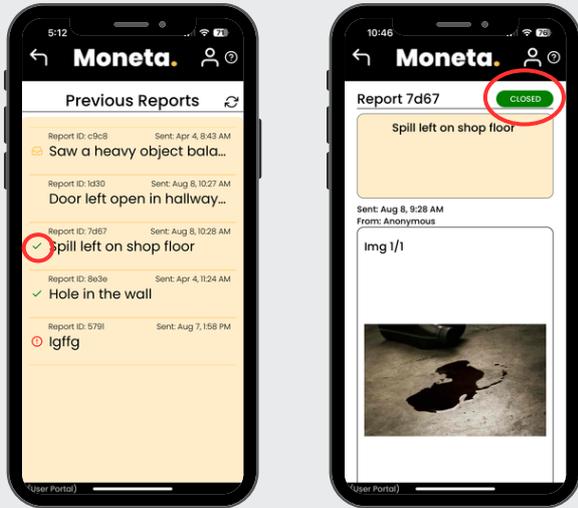
A safety administrator may ask follow-up questions about your PSR, or you may want to add details you initially left out. Either way, you can add or respond to comments by clicking on the report. Rest assured that if you submitted the PSR marked as anonymous, the safety administrator is communicating with you anonymously.

5.3. Urgent Designation



A red exclamation point next to a report indicates that it was marked as urgent when submitted. Your safety administrator will receive an urgent marker for all reports submitted with an urgent designation.

5.4. Closed-Out Reports



When a report has been closed-out by a safety administrator, a green checkmark will appear. You will also receive a push notification when a report is closed out. No further communication on the report will occur unless it is reopened by an administrator. If you believe your PSR requires further action after being closed out, please submit a new report.

6. Contact Us

Have questions? We're here to help! We respond to emails within one business day, often in less than an hour. You can also reach out to us directly through the Moneta app.

- **Phone**

 +1(806) 853-7160

- **Message**

 support@monetatech.net

- **Website**

 www.proactivesafety.ai

- **Address**

 3911 4th St, Lubbock, TX 79415

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