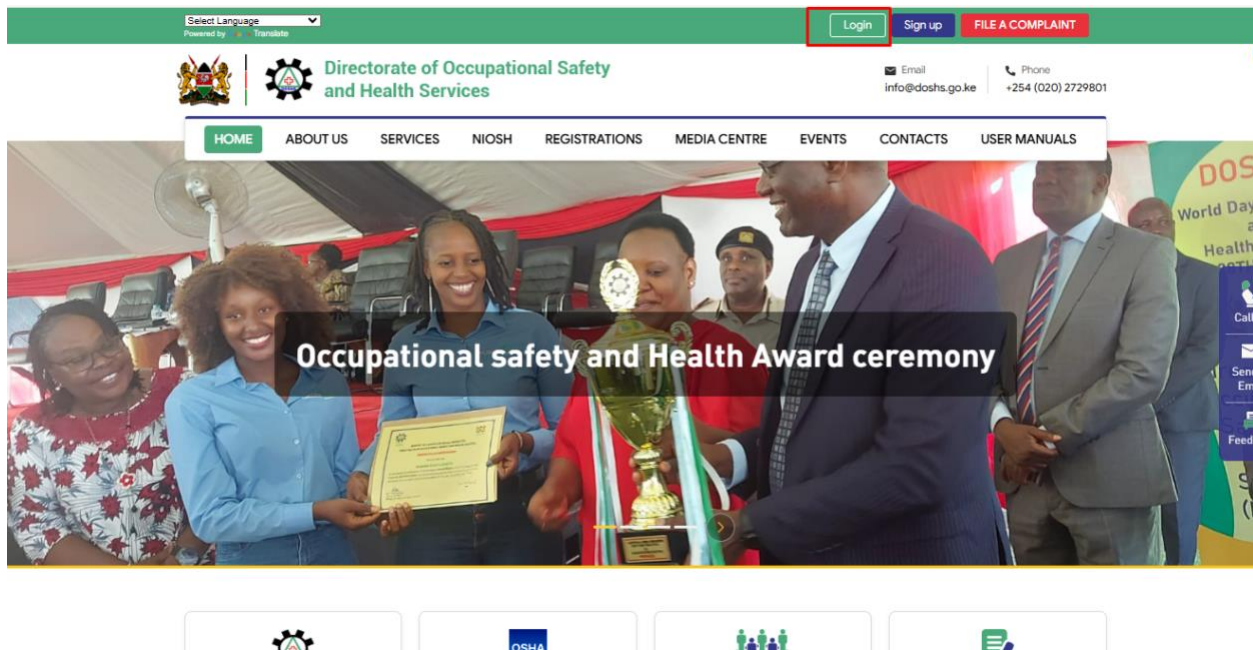


Approved Persons Location Setting User Manual

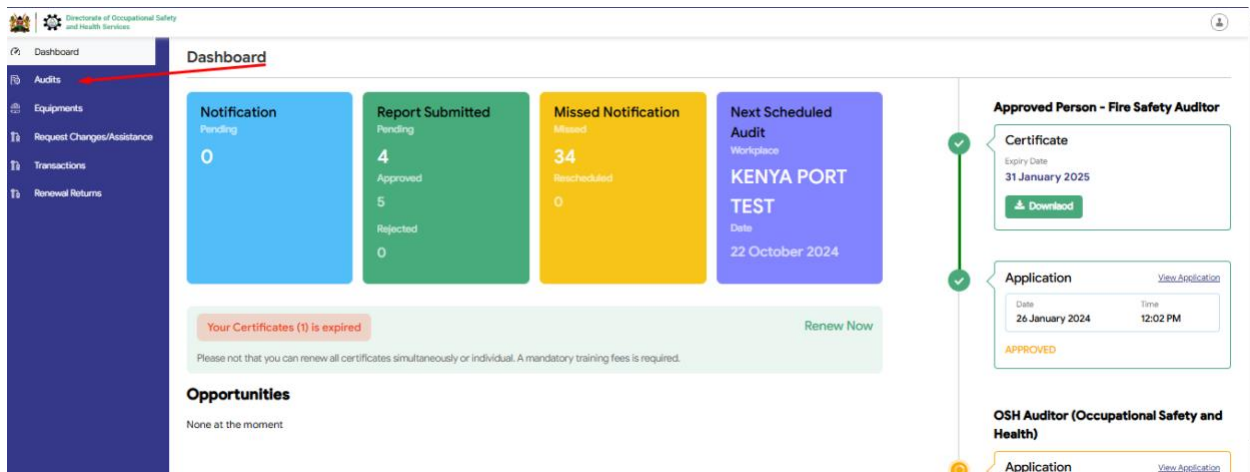
The homepage displays the Directorate of Occupational Safety and Health Services portal. The main navigation includes HOME, ABOUT US, SERVICES, NIOSH, REGISTRATIONS, MEDIA CENTRE, EVENTS, CONTACTS, and USER MANUALS. Login and Sign up options are prominently displayed in the top-right corner for user access.



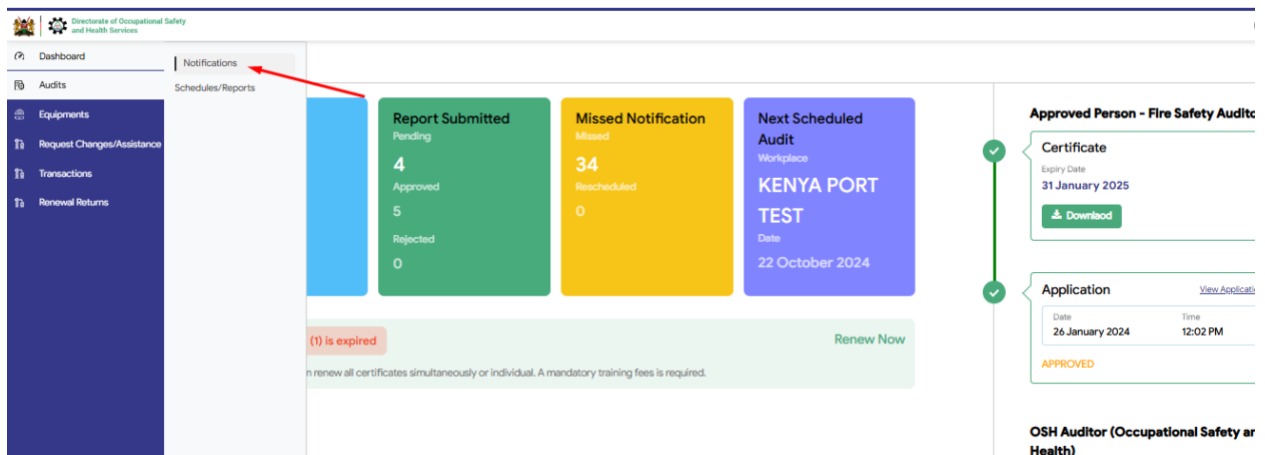
The login page prompts users with "To get started, please sign in." Two input fields are clearly marked with red arrows: Email Address and Password. Below these fields is a "Forgot your password?" link. The blue "Log in to Your Account" button completes the authentication process, with a signup option for new users.

The screenshot shows the login page of the DOSHS portal. It features the same header and navigation menu as the homepage. The main content area has a blue gradient background with the word 'Login' in white. A white login form is centered on the page. The form has a heading 'To get started, please sign in' and two input fields: 'Email Address' and 'Password'. Red arrows point to these fields. Below the password field is a 'Forgot your password?' link. At the bottom of the form is a blue button labeled 'Log in to Your Account'. Below the button is a link for users who do not have an account: 'Do not have an account? Signup'.

Proceed to Access the Audits module, to start the notification process



To begin, click on the Notifications menu, while within the Audits Module



The "Add Audit Notification" form begins with workplace selection. A dropdown menu (highlighted with red arrow) shows multiple workplace options. Each workplace displays its unique identification number in

parentheses.

The screenshot shows the 'Add Audit Notification' form in a web application. On the left is a dark blue sidebar with navigation links: Dashboard, Audits, Equipments, Request Changes/Assistance, Transactions, and Renewal Returns. The main content area has a header 'Add Audit Notification'. Below it, the 'Workplace*' field is a dropdown menu that is open, showing a search bar 'Search by Name or OSHA No.' and a list of options: 'Abno India (NRB/0000009/1155423)', 'KENYA PORT TEST ()', 'Machakos (WP-001)', 'Kisii Branch (WP-002)', 'XYZ (NRB/0000004/1123)', and 'Nyeri Stores (NRB/0000005/1123)'. A red arrow points to the 'Machakos (WP-001)' option. To the right of the dropdown are fields for 'Date*', 'Location*', and 'Location'. At the bottom left of the form are 'Cancel' and 'Save' buttons.

After selecting a sample workplace, the form displays previous audit information including date of last audit and certificate validity status (marked as "Valid" in green).

This screenshot shows the 'Add Audit Notification' form after a workplace has been selected. The 'Workplace*' dropdown now shows 'Machakos (WP-001)'. Below it, the text 'Last Audit Was Done By:' is followed by 'Date of Last Audit:' and 'Certificate Validity : Valid' in green. A red arrow points from the 'Valid' text to the 'Select Audit Type*' dropdown menu, which is open. The dropdown menu shows a search bar and a list of audit types: 'Fire Safety Audit', 'Risk Assessment', 'Ergonomic', 'Noise Measurement', 'Light Measurement', and 'Local Exhaust Ventilation'. To the right of the dropdown are fields for 'Date*', 'Location*', and 'Location'. The sidebar and form header are the same as in the previous screenshot.

In some scenarios, a workplace will show certificate validity as "Invalid" in red text. An error message appears stating "Cannot Proceed. Notify the occupier to renew their workplace registration certificate." This prevents audit scheduling for workplaces with expired certifications, ensuring compliance requirements are maintained.

Directorate of Occupational Safety and Health Services

Dashboard

Audits

Equipments

Request Changes/Assistance

Transactions

Renewal Returns

Add Audit Notification

Workplace*
Abno India (NRB/0000009/1155423)

Last Audit Was Done By:

Date of Last Audit:

Certificate Validity : **Invalid**

Cannot Proceed. Notify the occupier to renew thier workplace registration certificate

Cancel

To proceed, a workplace shows with valid certification, the form shows "Certificate Validity: Valid" in green. The audit type selection and date fields are available for completion. An "Add More" link appears below the form fields, and "Add Equipment" section with location field is visible at the bottom.

Directorate of Occupational Safety and Health Services

Dashboard

Audits

Equipments

Request Changes/Assistance

Transactions

Renewal Returns

Add Audit Notification

Workplace*
Machakos (WP-001)

Last Audit Was Done By:

Date of Last Audit:

Certificate Validity : **Valid**

Select Audit Type*
Select Audit Type

Date*

[+Add More](#)

Add Equipments

Location*

Location

Cancel Save

The date picker interface is activated (shown by red arrow), displaying a calendar for August 2025. Time selection options appear on the right side. Users can select specific dates and times for their audit appointments using this integrated calendar system.

The screenshot shows the 'Add Audit Notification' form in the 'Audits' section of the 'Directorate of Occupational Safety and Health Services' dashboard. The form includes fields for 'Workplace*' (Machikos (WP-001)), 'Last Audit Was Done By:', 'Date of Last Audit:', and 'Certificate Validity: Valid'. The 'Select Audit Type*' dropdown is set to 'Fire Safety Audit'. A red arrow points to the 'Date' field, which has a calendar picker open for August 2025. The calendar shows the 14th of August selected at 15:00. Below the calendar, there are 'Cancel' and 'Save' buttons.

The completed first audit entry shows "Fire Safety Audit" scheduled for "14-08-2025 15:00". A second audit type selection has been added below with "Risk Assessment" chosen for "14-08-2025 16:00". The "Remove" and "Add More" links (indicated by red arrows) allow users to modify or expand their audit scheduling.

The screenshot shows the 'Add Audit Notification' form with two audit entries. The first entry is 'Fire Safety Audit' scheduled for '14-08-2025 15:00'. The second entry is 'Risk Assessment' scheduled for '14-08-2025 16:00'. Red arrows point to the 'Remove' and 'Add More' links below the second entry. The form also includes fields for 'Add Equipments', 'Location*', and 'Location'. 'Cancel' and 'Save' buttons are at the bottom.

The equipment selection interface displays a dropdown menu with options including "Test tube," "Microscope," "Audiometry," and "Heart Rate Monitor." The red arrow highlights the "Add Equipments" field where users can specify necessary testing equipment for their scheduled audits. This ensures proper preparation and resource allocation.

Directorate of Occupational Safety and Health Services

Add Audit Notification

Workplace*
Machakos (WP-001)

Last Audit Was Done By:
Date of Last Audit:
Certificate Validity : **Valid**

Select Audit Type*
Fire Safety Audit
Date*
14-08-2025 15:00


Select Audit Type*
Risk Assessment
Date*
14-08-2025 16:00

[Remove](#)
[+Add More](#)

Add Equipments*
Test tube
Microscope
Audiometry
Heart Rate Monitor

Location*
Location

Two equipment items have been selected: "Microscope" and "Heart Rate Monitor," displayed as blue tags in the equipment field. The Location field (highlighted in red box) shows "Location" placeholder text, indicating where users should specify the physical address or area where the audit will take place.



Directorate of Occupational Safety
and Health Services

Dashboard

Audits

Equipments

Request Changes/Assistance

Transactions

Renewal Returns

Add Audit Notification

Workplace*

Machakos (WP-001)

Last Audit Was Done By:

Date of Last Audit:

Certificate Validity : Valid

Select Audit Type*

Fire Safety Audit

Date*

14-08-2025 15:00

Select Audit Type*

Risk Assessment

Date*

14-08-2025 16:00

Remove

Add More

Add Equipments


Microscope
Heart Rate Monitor

Location*

Location

Cancel
Save

The location field shows "safety house Kenya" being typed, with Google-powered location suggestions appearing below. Two options are displayed: "Safety House" on Commercial Street in Nairobi, and "Kenya Institute Of Professional Studies" in Embu. The autocomplete feature helps ensure accurate location specification for audit scheduling.



Directorate of Occupational Safety
and Health Services

Dashboard

Audits

Equipments

Request Changes/Assistance

Transactions

Renewal Returns

Add Audit Notification

Workplace*

Machakos (WP-001)

Last Audit Was Done By:

Date of Last Audit:

Certificate Validity : Valid

Select Audit Type*

Fire Safety Audit

Date*

14-08-2025 15:00

Add More

Add Equipments

Test tube
Microscope

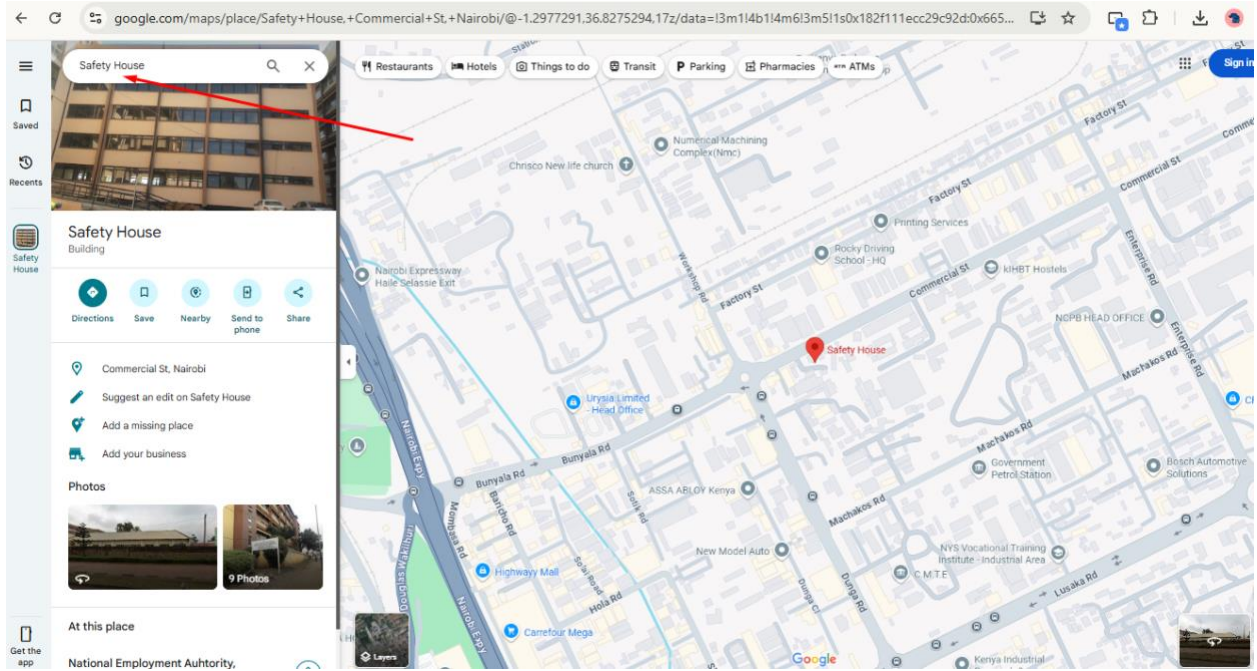
Location*

safety house kenya

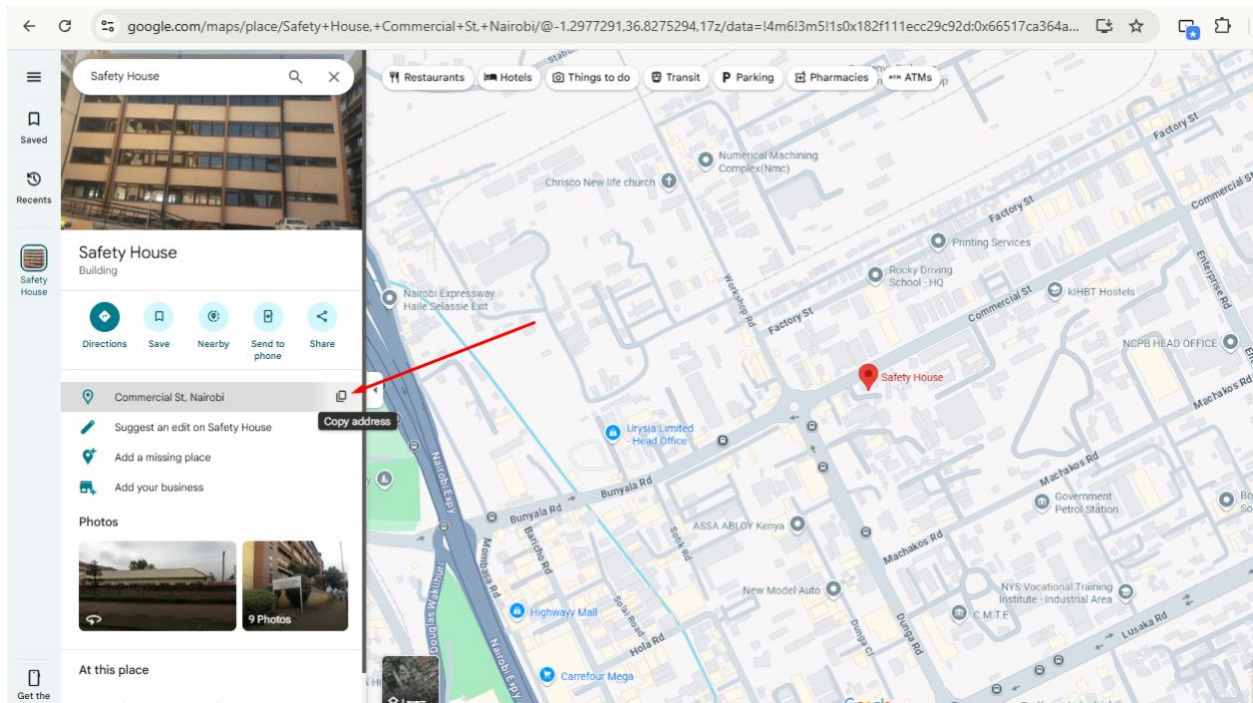
Safety House Commercial Street, Nairobi, Kenya
Kenya Institute Of Professional Studies - Embu Commercial St, Embu, Kenya

Cancel
Save

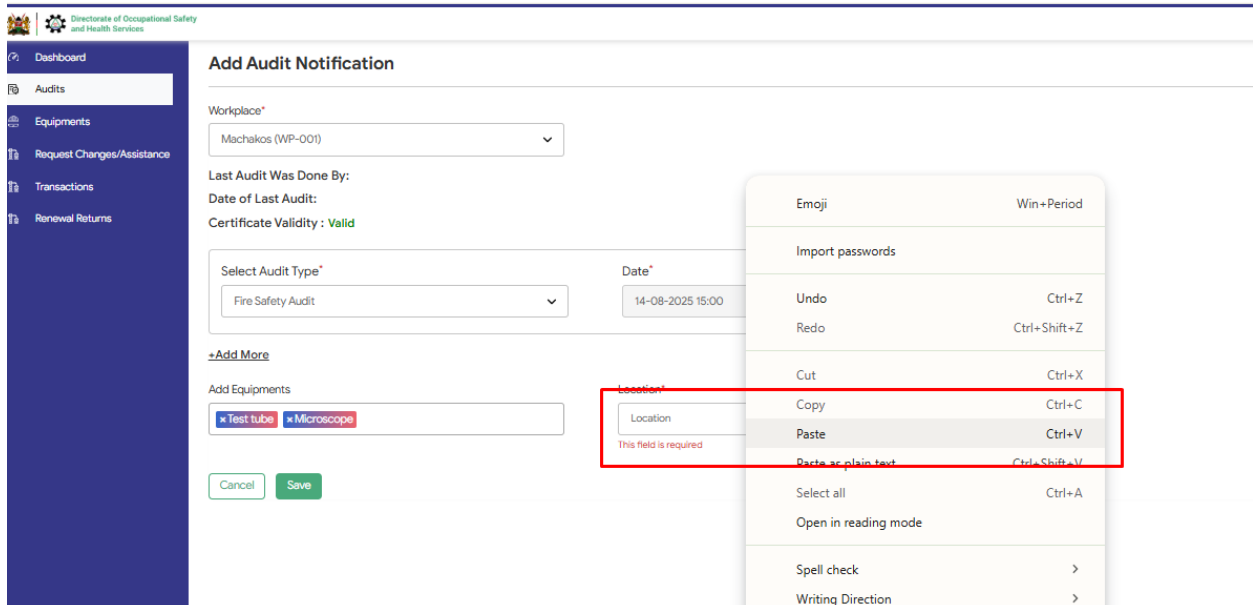
Google Maps displays the selected "Safety House" location with a building photograph and address details showing "Commercial St, Nairobi." The map interface provides directions, save options, nearby locations, and sharing capabilities. Users can verify the exact audit location before confirming their appointment through this integrated mapping system.



The Google Maps interface shows a "Copy address" tooltip (indicated by red arrow) when hovering over the address information. This feature allows users to easily copy the complete address details for use in the audit notification form, ensuring accuracy in location data entry.



A context menu appears over the location field showing options including Cut, Copy (Ctrl+C), Paste (Ctrl+V), Select all, and other text editing functions. This standard browser menu (highlighted in red box) enables users to manipulate text data efficiently when entering location information for their audit notifications.



From the sample case shown below, the location field now displays "Commercial St, Nairobi" with Google autocomplete suggestions below showing "Commercial Street Nairobi, Kenya," "Kenya Institute Of Highways & Building Technology-Nairobi Campus," and "Afix Smart Web - Web Design & SEO Services Company In Kenya." Users can select from these verified location options.

The screenshot shows the 'Add Audit Notification' form in the Directorate of Occupational Safety and Health Services. The form includes a sidebar with navigation links: Dashboard, Audits, Equipments, Request Changes/Assistance, Transactions, and Renewal Returns. The main form area has the following fields:

- Workplace***: A dropdown menu showing 'Machakos (WP-001)'.
- Last Audit Was Done By:** A text field.
- Date of Last Audit:** A text field.
- Certificate Validity**: A green status label showing 'Valid'.
- Select Audit Type***: A dropdown menu showing 'Fire Safety Audit'.
- Date***: A date and time picker showing '14-08-2025 15:00'.
- +Add More**: A link to add more equipment.
- Add Equipments**: A text input field with 'Test tube' and 'Microscope' entered.
- Location***: A text input field showing 'Commercial St, Nairobi' with a red box around it. Below the input field is a Google autocomplete dropdown showing suggestions: 'Commercial Street Nairobi, Kenya', 'Kenya Institute Of Highways & Building Technology-Nairobi Campus Commer...', and 'Afix Smart Web - Web Design & SEO Services Company In Kenya Comma...'. The dropdown is powered by Google.
- Buttons**: 'Cancel' and 'Save' buttons.

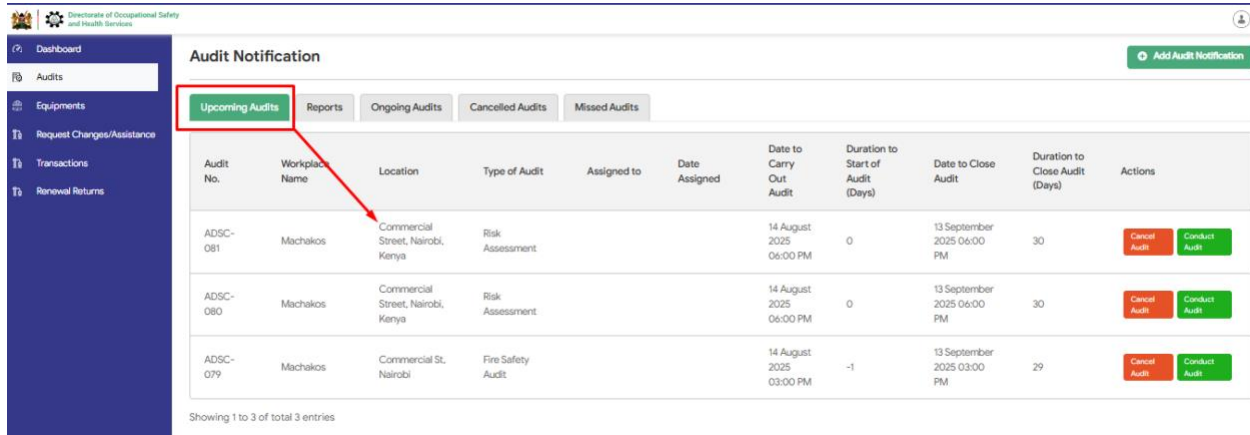
As a final step in the scheduling, users can now save the form and proceed to the next step for review of upcoming audits.

The screenshot shows the 'Add Audit Notification' form in the Directorate of Occupational Safety and Health Services. The form includes a sidebar with navigation links: Dashboard, Audits, Equipments, Request Changes/Assistance, Transactions, and Renewal Returns. The main form area has the following fields:

- Workplace***: A dropdown menu showing 'Machakos (WP-001)'.
- Last Audit Was Done By:** A text field.
- Date of Last Audit:** A text field.
- Certificate Validity**: A green status label showing 'Valid'.
- Upcomming Audit**: A section with a table showing the date and auditor name for the upcoming audit.

Date to Carry Out Audit	Auditor Name
14 August 2025 06:00 PM	John Test Doe
- Select Audit Type***: A dropdown menu showing 'Risk Assessment'.
- Date***: A date and time picker showing '14-08-2025 18:00'.
- +Add More**: A link to add more equipment.
- Add Equipments**: A text input field with 'Microscope' entered.
- Location***: A text input field showing 'Commercial Street, Nairobi, Kenya'.
- Buttons**: 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box.

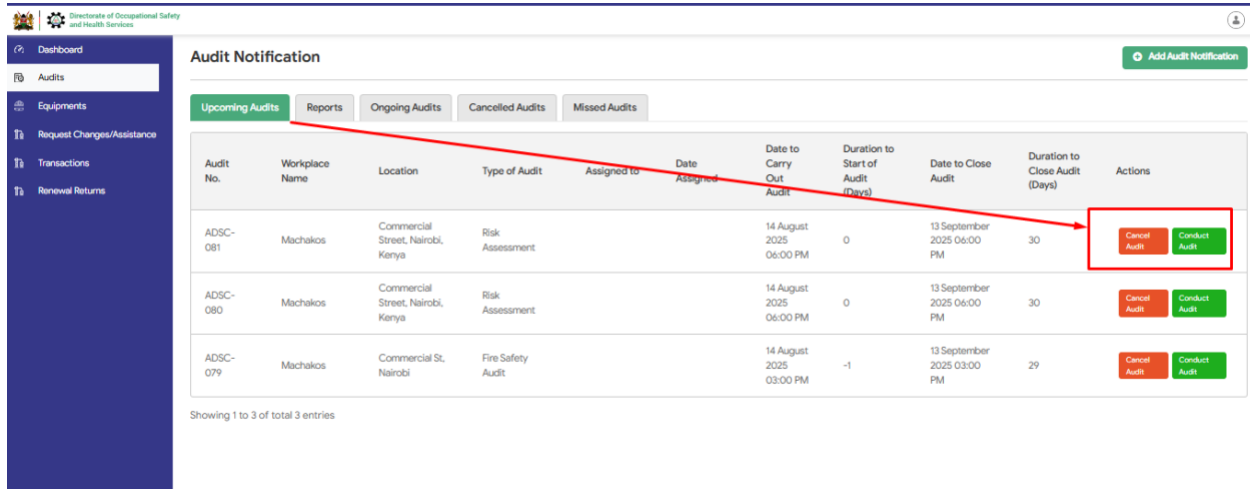
The "Audit Notification" page displays the "Upcoming Audits" tab (highlighted in red) among other tabs including Reports, Ongoing Audits, Cancelled Audits, and Missed Audits. The table shows three scheduled audits for Machakos workplace with different audit types, dates, and action buttons (Cancel Audit/Conduct Audit) for management.



Audit No.	Workplace Name	Location	Type of Audit	Assigned to	Date Assigned	Date to Carry Out Audit	Duration to Start of Audit (Days)	Date to Close Audit	Duration to Close Audit (Days)	Actions
ADSC-081	Machakos	Commercial Street, Nairobi, Kenya	Risk Assessment		14 August 2025 06:00 PM	0		13 September 2025 06:00 PM	30	<button>Cancel Audit</button> <button>Conduct Audit</button>
ADSC-080	Machakos	Commercial Street, Nairobi, Kenya	Risk Assessment		14 August 2025 06:00 PM	0		13 September 2025 06:00 PM	30	<button>Cancel Audit</button> <button>Conduct Audit</button>
ADSC-079	Machakos	Commercial St, Nairobi	Fire Safety Audit		14 August 2025 03:00 PM	-1		13 September 2025 03:00 PM	29	<button>Cancel Audit</button> <button>Conduct Audit</button>

Showing 1 to 3 of total 3 entries

The upcoming audits table shows detailed information including Audit No., Workplace Name, Location, Type of Audit, Date Assigned, Duration calculations, and Actions. Each audit entry has "Cancel Audit" (red) and "Conduct Audit" (green) buttons highlighted in the red box, allowing administrators to manage scheduled audit activities effectively.



Audit No.	Workplace Name	Location	Type of Audit	Assigned to	Date Assigned	Date to Carry Out Audit	Duration to Start of Audit (Days)	Date to Close Audit	Duration to Close Audit (Days)	Actions
ADSC-081	Machakos	Commercial Street, Nairobi, Kenya	Risk Assessment		14 August 2025 06:00 PM	0		13 September 2025 06:00 PM	30	<button>Cancel Audit</button> <button>Conduct Audit</button>
ADSC-080	Machakos	Commercial Street, Nairobi, Kenya	Risk Assessment		14 August 2025 06:00 PM	0		13 September 2025 06:00 PM	30	<button>Cancel Audit</button> <button>Conduct Audit</button>
ADSC-079	Machakos	Commercial St, Nairobi	Fire Safety Audit		14 August 2025 03:00 PM	-1		13 September 2025 03:00 PM	29	<button>Cancel Audit</button> <button>Conduct Audit</button>

Showing 1 to 3 of total 3 entries

The Edit Upcoming Audit screen displays the main audit configuration form. This form will allow a DOSHS Admin to update any location details that might hamper a user's progression.

NB: In case you get your location details wrong, kindly contact our admin for location updates.

Directorate of Occupational Safety and Health Services

Edit Upcoming Audit

Workplace*
Machakos (WP-001)

Select Audit Type*
Fire Safety Audit

Date*
14-08-2025 15:00

Add Equipments
Test tube Microscope

Location*
Commercial St, Nairobi

Commercial Street Nairobi, Kenya
Kenya Institute Of Highways & Building Technology-Nairobi Campus Co...
Aflix Smart Web - Web Design & SEO Services Company In Kenya Co...
powered by Google

Cancel Save

Add Audit Notification Setup

The location field allows manual entry or selection from previous locations for consistency. You can enable location settings on your browser using the **three dots** feature on your browser.

Directorate of Occupational Safety and Health Services

Add Audit Notification

Workplace*
Machakos (WP-001)

Last Audit Was Done By:
Date of Last Audit:
Certificate Validity : Valid

Upcoming Audit

Date to Carry Out Audit	Auditor Name
14 August 2025 06:00 PM	John Test Doe

Select Audit Type*
Risk Assessment

Date*

+Add More

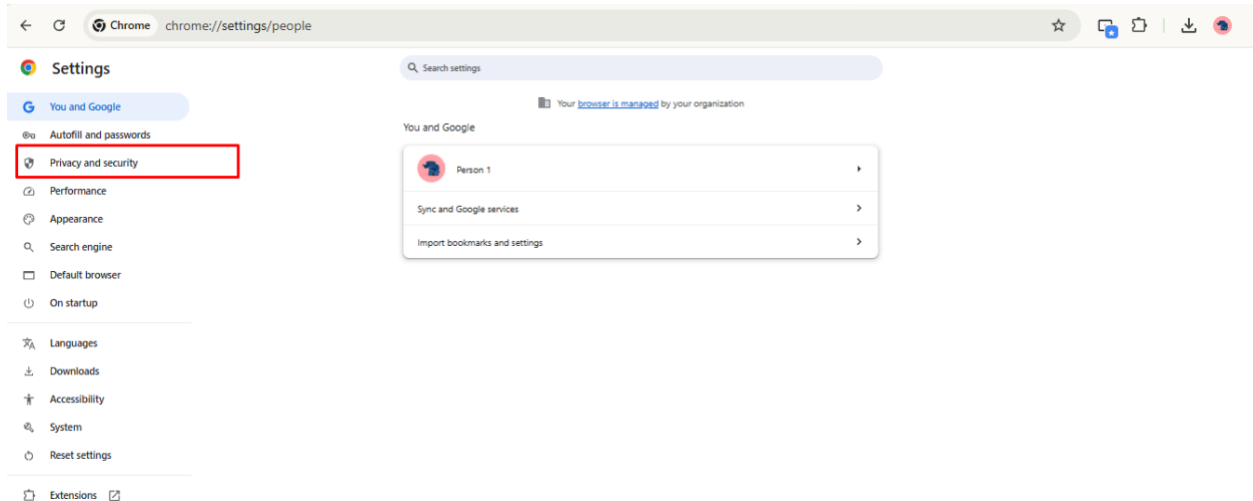
Add Equipments

Location*
Location

Cancel Save

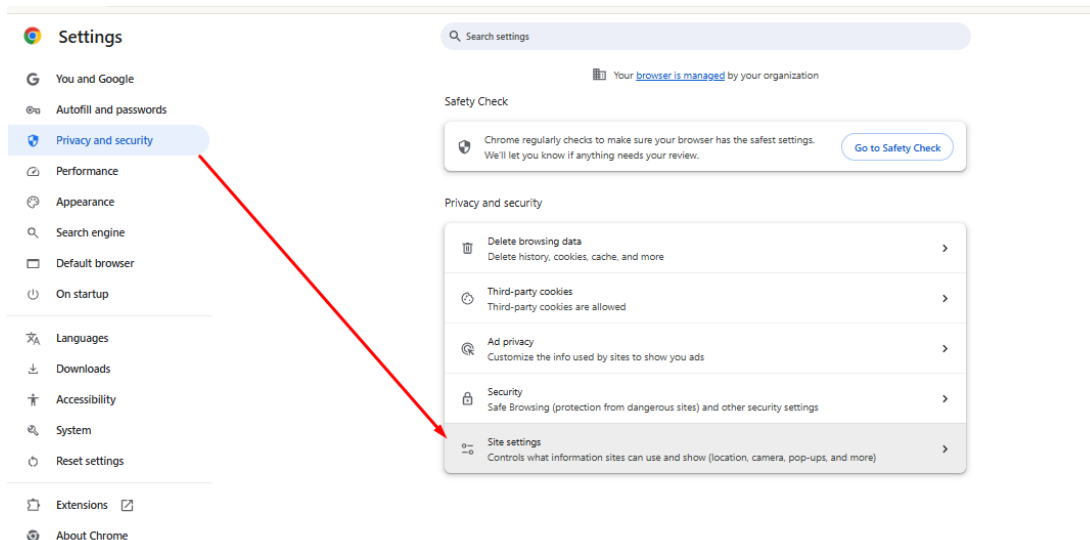
Chrome Settings - Privacy and Security Access

The Chrome Settings page displays the main configuration menu with Privacy and Security highlighted in red. Users navigate here to manage their browser's privacy preferences and security configurations for optimal protection while browsing. Location settings will also be found here.



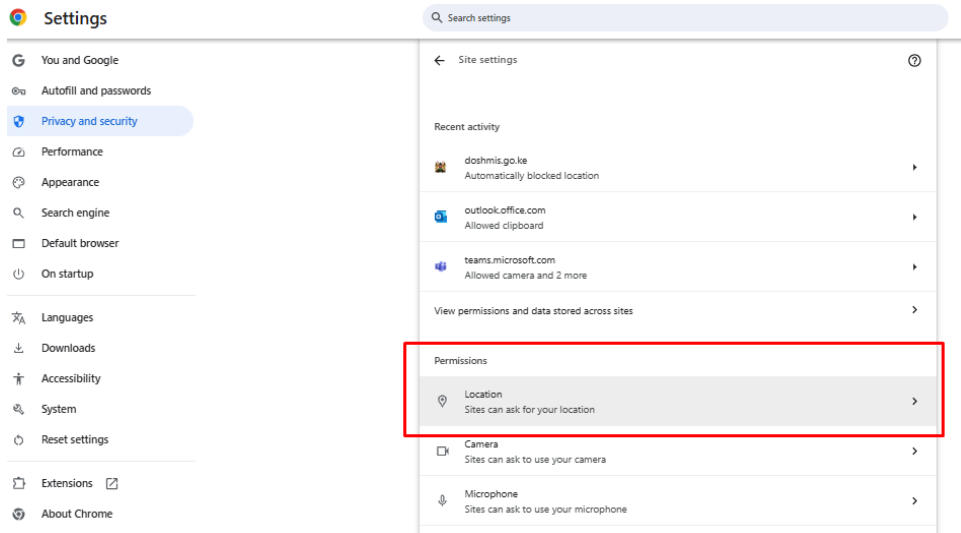
Privacy and Security Settings Overview

The Privacy and Security section shows comprehensive browser protection options.. Each option includes descriptive text explaining its function and impact.



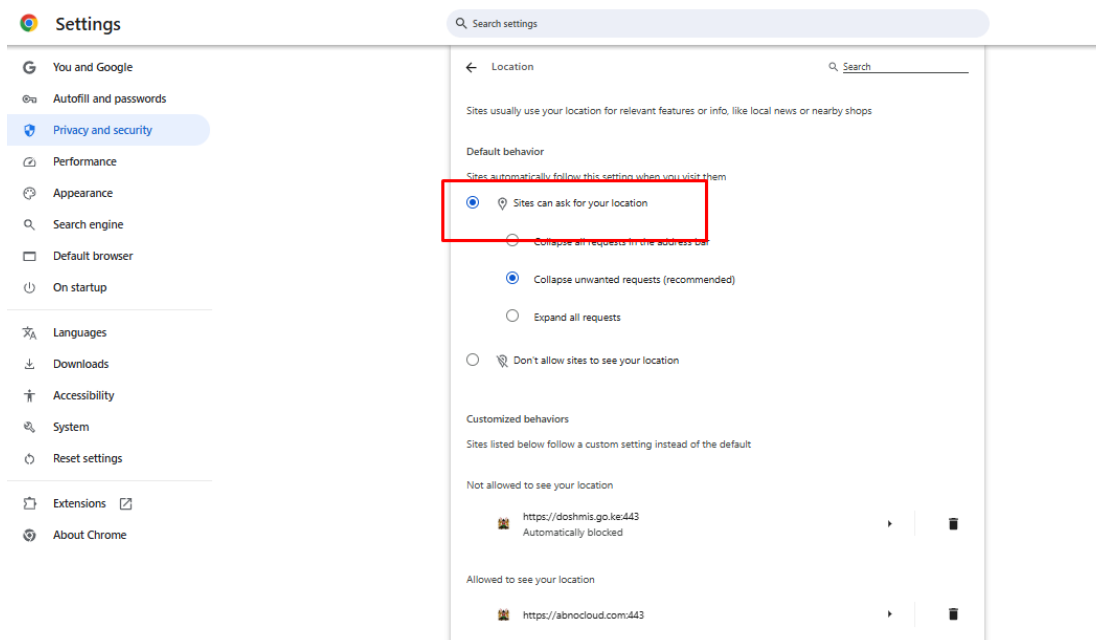
Site Settings and Permissions Panel

The Permissions section (highlighted in red) allows users to control location access, camera usage, and microphone permissions. This centralized interface manages how websites interact with device hardware and personal information.



Location Permission Configuration

The default behavior section shows "Sites can ask for your location" as the selected option (highlighted in red). Users can choose between allowing requests, collapsing unwanted requests, expanding all requests, or completely blocking location access based on their privacy preferences.



Blocking Location Access Globally

The Location settings page with "Don't allow sites to see your location" selected (highlighted by red arrow). This global setting prevents all websites from accessing location data by default. The customized behaviors section below shows specific sites that have been individually configured, including blocked sites (doshmis.go.ke).

