Getting Started Guide

KPA Flex can be used from your computer's web browser (Chrome is recommended for best performance) or from the iPhone/Android app.

This guide explains both methods.

For additional information,
check out the help articles using the link below:
KPA Flex Help Articles

Using KPA Flex from your computer

1) Login to the website

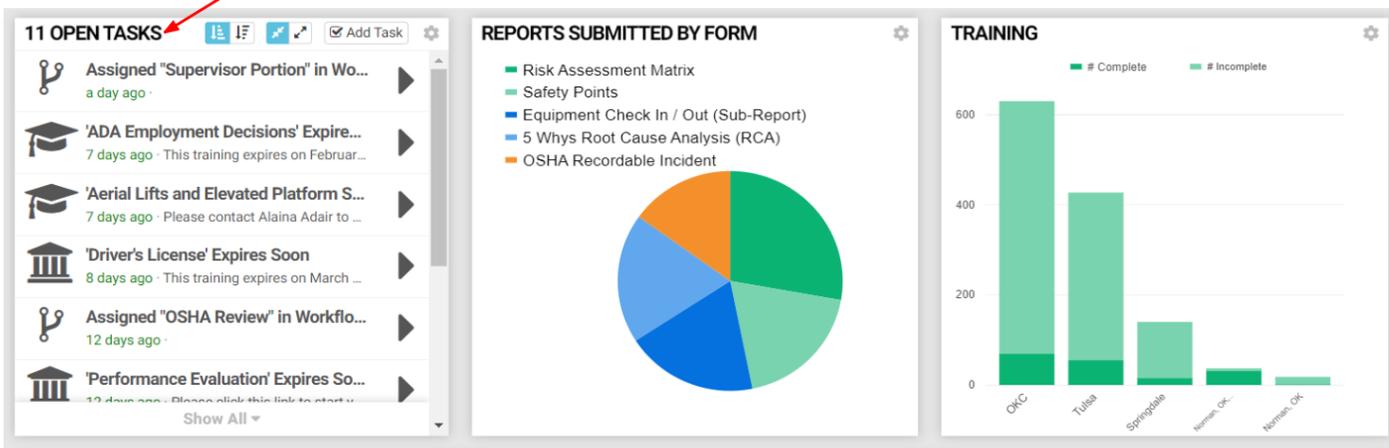*The welcome email will contain you're the link to your company's website. Enter your company email to sign in with SSO.*
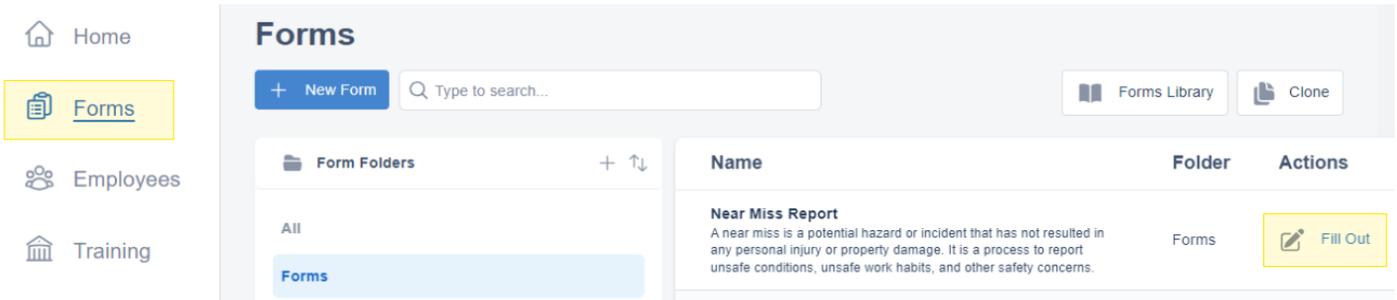

2) Dashboard
*This is your homepage. If you have assigned open tasks to complete, you will see them listed here. *Note: This will be based on access level **

3) Choose a form

You'll also see a list of forms you can fill out. Click the Fill button to start filling it out.
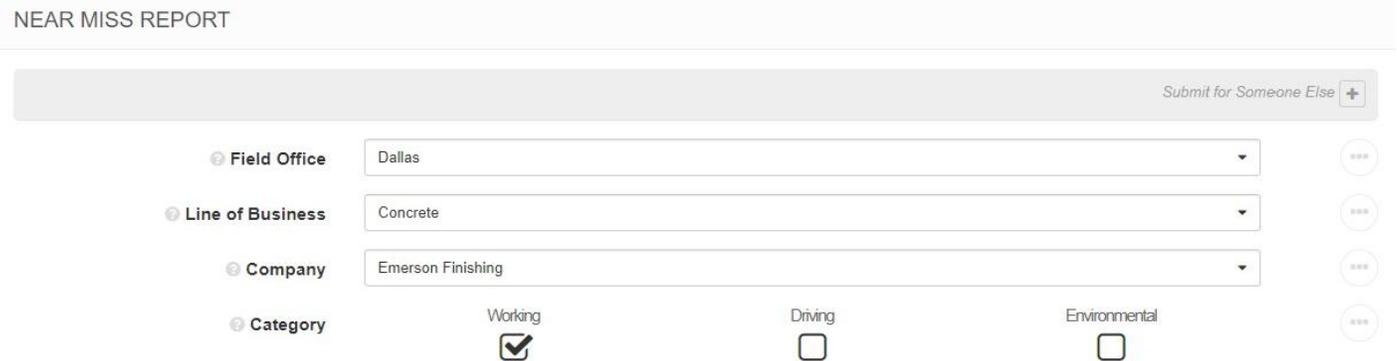

4) Fill Out the Form

Now you can fill out the form. If you are prompted for access to your location, be sure to allow access to your location. Press "Submit" when finished.

5) Success

That's it! You have successfully submitted a form via the website.
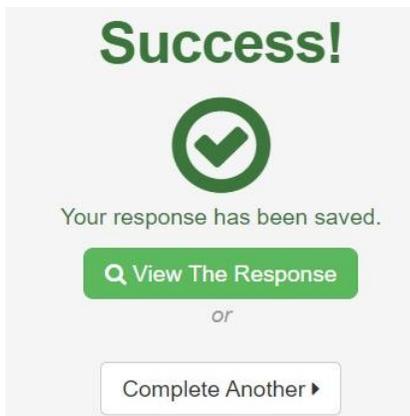
6) Menu Options

*The menu on the left allows you to navigate the website. You can view the home page or you can press "Forms" to submit a form. *Note: options shown will be based on access level**

⌂ Home

🗐 Forms

👥 Employees

🏛 Training

🔧 Equipment

⬚ Control Panel

📖 Resources

📁 SDS Manager

📅 Calendar

↗ Analysis

How To Use the KPA Flex App

The KPA Flex App is available for iPhone, iPad, and Android devices.
The app allows you to fill out reports without an internet connection, receive notification, and more.

1) Install the App from the App Store

*iPhone and iPad users can search "KPA Flex" in the Apple App Store. Android users can search "KPA Flex" in the Google Play Store. *Note: The KPA Flex app is free.**
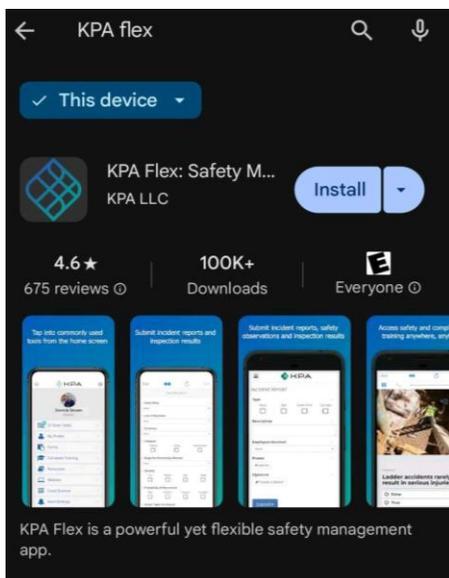
2) Open the App

Once you download the app from the App Store, you should see a KPA Flex icon on your device. Click on the app icon.

3) Allow Access

The app will ask to allow access to your photos and media. Make sure you press ALLOW when you are prompted.
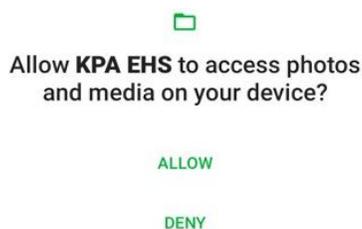
4) Sign In

Your company is setup with SSO, please always click on the Sign in with SSO button when signing into the KPA Flex app. The KPA Flex app will show both options to sign in with a username and to sign in with SSO.
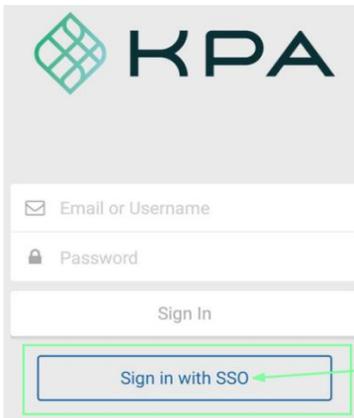
5) Domain Name

Use the portion between https:// and .kpaehs.com from your website for the Domain.
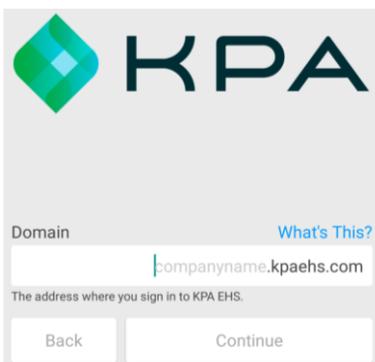
https://sandbox.kpaehs.com

In this example, sandbox would be the Domain

6) Enable Notifications

Now you need to confirm that the system can send alerts to this device. Press "Yes" then continue.
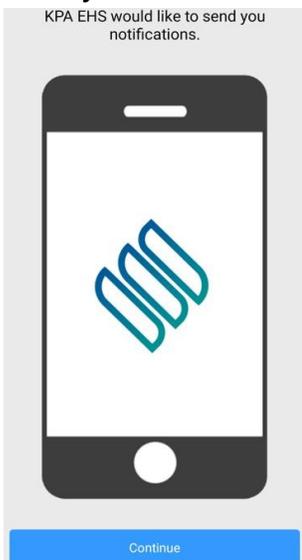
7) Home Screen

Congratulations, you're in! You should see your name along with a few different links for your open tasks, forms, trainings, resources, etc.

☰	24 Open Tasks	>
👤	My Profile	>
📑	Forms	>
🎓	Complete Training	>
📁	SDS Manager	>
📖	Resources	>
🕐	Recent Reports	>
🖥	Website	>
▦	Code Scanner	>
🔔	Alert Settings	>

8) Open Tasks

The open tasks will show your current tasks to complete. These are your assigned trainings, forms, and inspections to complete. Click into each task to complete each one.

☰ 24 Open Tasks	>

- 🎓 'OSHA 10 Hour - General Indus...
  This training is required, but you have ... ▶
- 🎓 'Survey Question' Is Expired
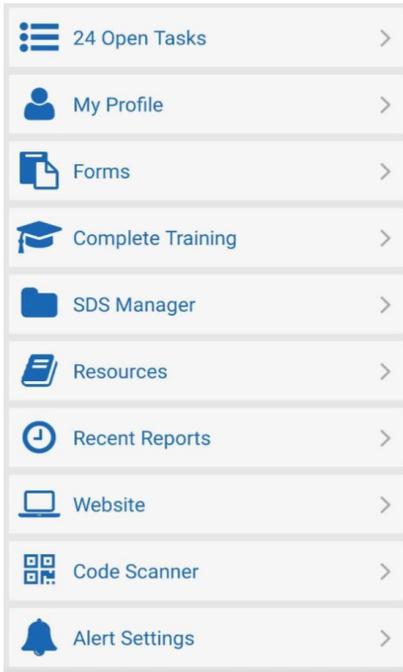 2 months ago · This training expired o... ▶
- ⑁ Assigned "Audit Review" in Wo...
  a month ago · ▶
- ⑁ Assigned "Audit Review" in Wo...
  a month ago · ▶
- 🏛 'Observation Training' Is Expired
  a month ago · This training expired on ... ▶
- 🎓 'Drugs and Alcohol in the Work...
  a month ago · This training expired on ... ▶
- ☑ Daily inspection
  15 days ago · Monthly Truck Scoring T... ▶
- ☑ Daily inspection
  12 days ago · Monthly Truck Scoring T... ▶
- 🛠 Facility: Fuel
  12 days ago · 1OKC is out of date. ▶

9) My Profile
My profile will show your unique QR code, profile data, and your completed training records.

My Profile	>

Active Trainings 55 ▼

Training	Expires
🔗 Aboveground Storage Tanks	in 9 months
🔗 Access to Medical and Exposure Records	in 9 months

Alaina Adair
AADAIR
Sandbox

10) Forms
To submit a form, press the "Forms" button then choose the folder, then the form.

Forms	>

‹ BACK

FORMS

Toolbox Talks Sign Off Sheet	>
Behavior Based Observation (BBO)	>

Toolbox Talks Sign Off Sheet

General Details (···)

Date (···)

📅 Tuesday, September 26th 2023 ✖

Trainings (···)

Anti-Harassment & Discrimination for Employees ▼

Attachments (···)

+ Add File

11) Complete Training
Complete Training are trainings NOT required trainings but available to take. To complete your required trainings, go through your Open Tasks.

🎓 Complete Training	>

COMPLETE TRAINING

Aboveground Storage Tanks

Access to Medical and Exposure Records

Acid Handling

12) SDS Manager
If your company subscribes to SDS Manager, you will see the option to pull SDS from the app.

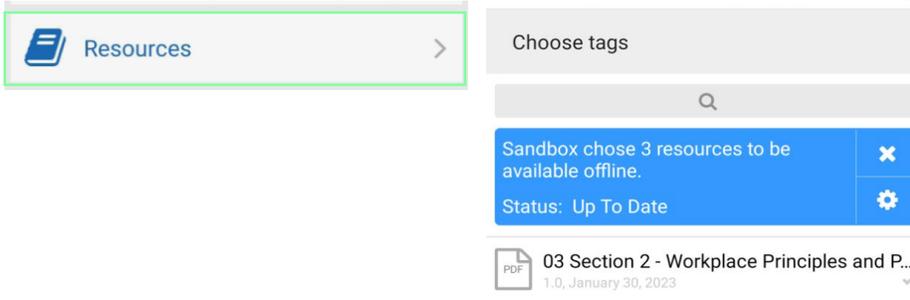| 📁 SDS Manager	>

Choose tags

🔍

Sandbox chose 1 resources to be available offline. ✖

📄 PDF **Oil Eater Cleaner/Degreaser**
9272022.0, September 27, 2022

📄 PDF **SC Johnson Windex Cleaner Original**
1192023.0, January 19, 2023

13) Resources
*You can view your company's resources (PDFs, etc) by pressing the "Resources" button.*

14) Recent Reports

Once you submit a form, it will create a section on the app called "Recent Reports". If it was submitted with connectivity, it will be uploaded immediately. If you didn't have connectivity, then the form response will stay in "Recent Reports" until a connection is established. You can view the "Recent Reports" screen to see if any form responses are still on your device.
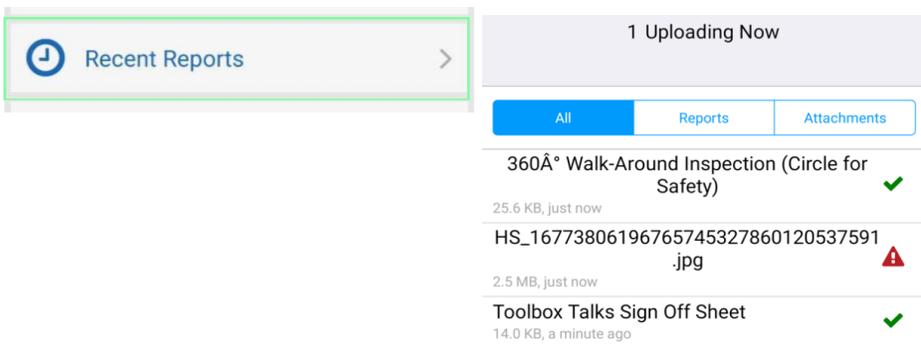
15) Website
The website button will allow you to get the full functionality of the website within an app view. Click on the menu button to see the menu options.
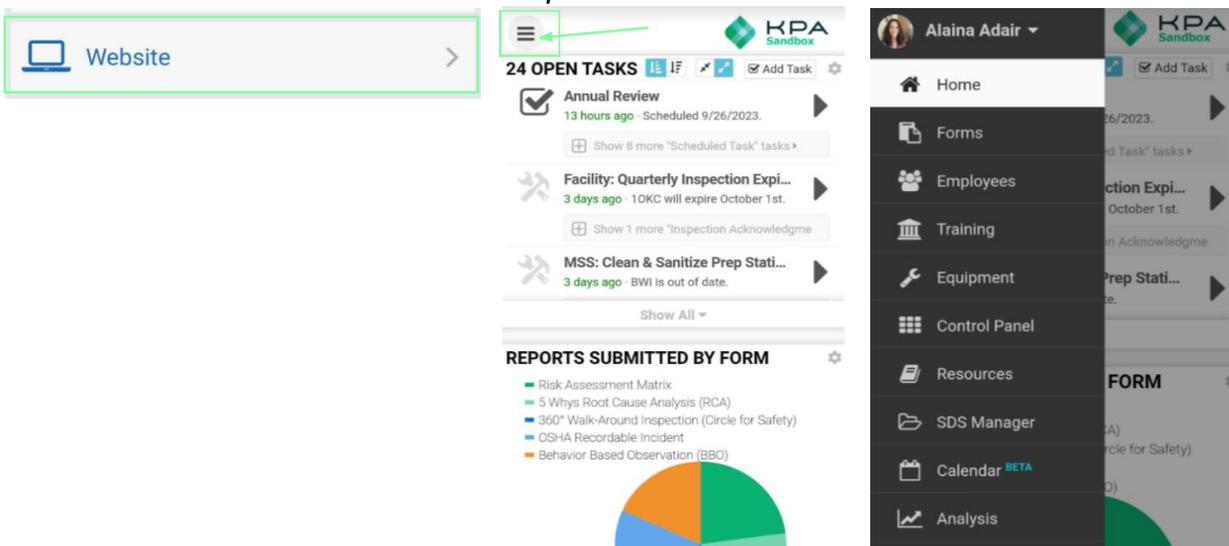
16) Code Scanner

Each employee and equipment added to KPA will have a unique QR code generated for that profile. The Code Scanner allows you to scan employee or equipment profiles.

17) Alerts

Press the "Alert Settings" button to make sure alerts are enabled for your device. Your employee profile on the website will let you send yourself a test alert to make sure it is setup properly.
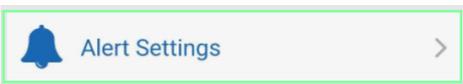
18) iOS Alert Style

By default, iPhone will show alerts at the top of the screen. If you wish to show them in the center of the screen, go to Settings App > Notifications > KPA Flex > Alert Style, & choose "Alerts".
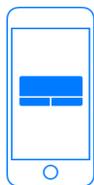

For additional information, checkout our Video Guides:
KPA Flex Help Videos