KPA Flex

Getting Started Guide

Training Only

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
KPA Flex Help Videos

Using KPA Flex from your computer

1) Login to the website

The welcome email will contain your login credentials as well as a link to your company's website. Enter your login credentials on your company's website login screen.
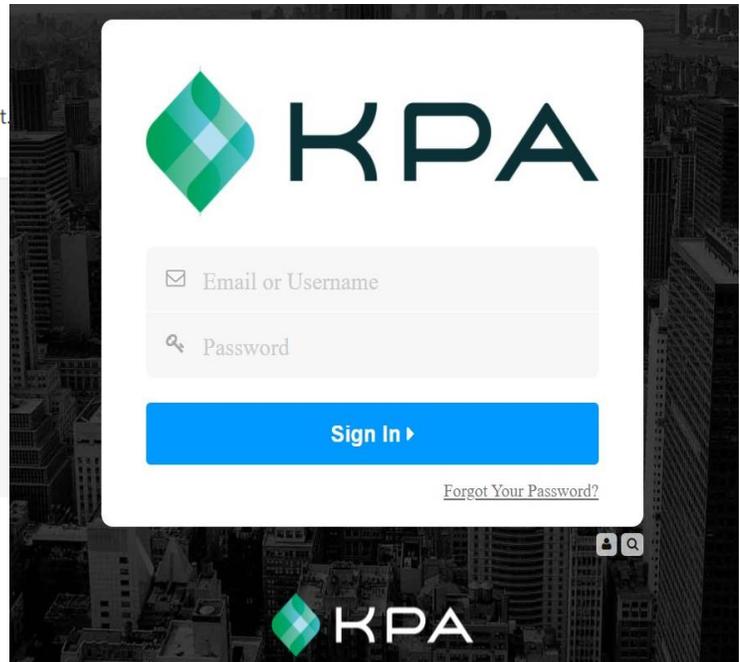

2) Choose a password
Choose a new password, enter it twice, and then press "Continue". Passwords must be at least 12 characters and contain an uppercase, lowercase, and number.

3) 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 *

4) Completing Training

*Click on the open task and click "Begin" to complete your training.*

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.*
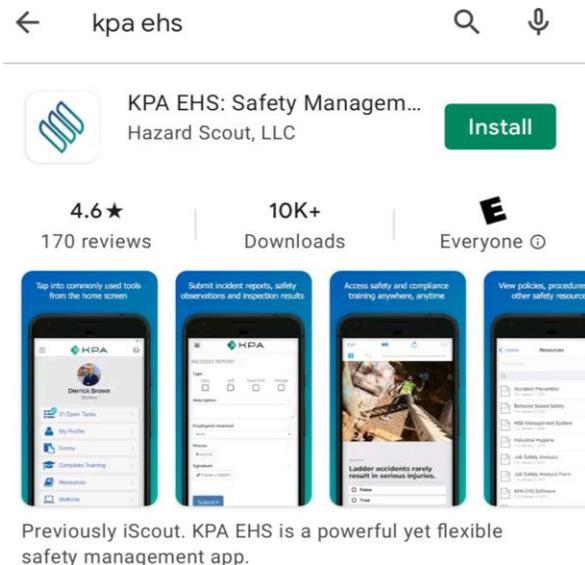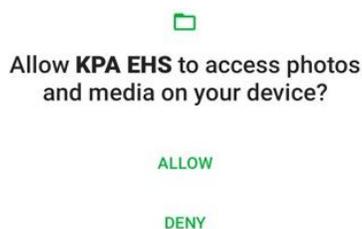

2) Open the App

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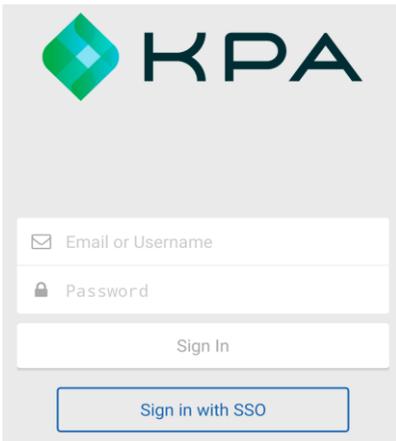

3) Allow Access

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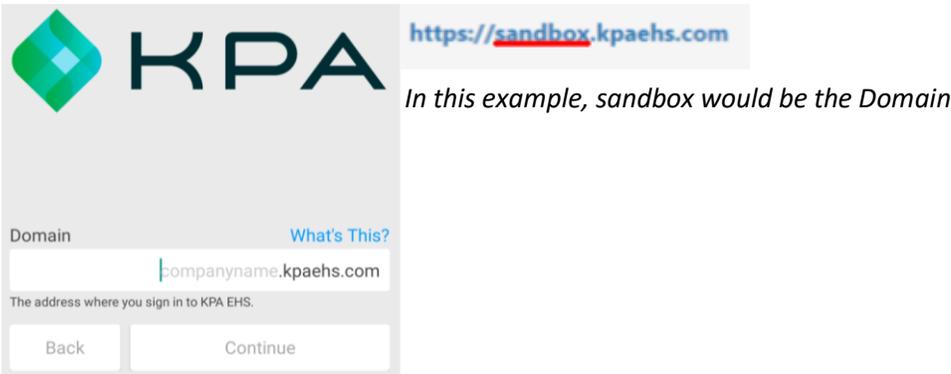
4) Sign In

Now sign-in using your same username and password that you would use on the website. Your login info was provided by your company. Be sure to use your new password if you changed it.

5) Domain Name

If the app asks for your Domain, this will be the portion between https:// and .kpaehs.com from your website:

https://sandbox.kpaehs.com

In this example, sandbox would be the Domain

6) Enable Notifications

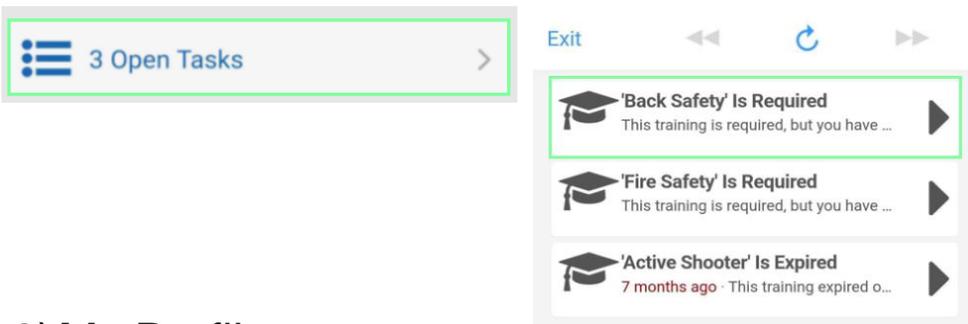*Now you need to confirm that the system can send alerts to this device. Press "Yes" then continue.*
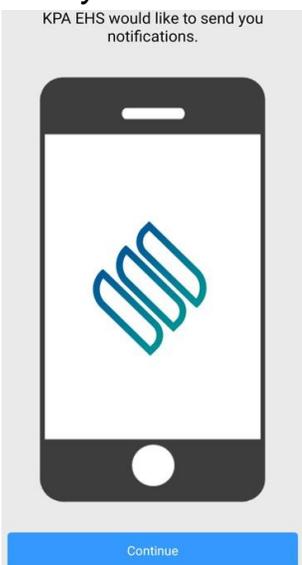
7) Home Screen

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

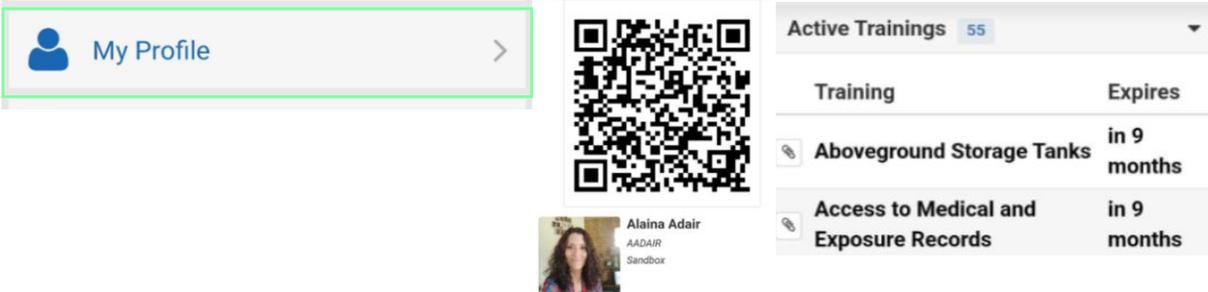|		
☰	3 Open Tasks	>
🎓	Complete Training	>
🖥	Website	>
▦	Code Scanner	>
🔔	Alert Settings	>
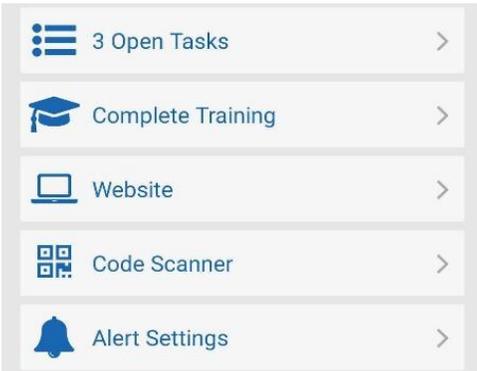
8) Open Tasks

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

☰	3 Open Tasks	>

Exit   ◀◀   ↻   ▶▶

🎓 **'Back Safety' Is Required**
This training is required, but you have … ▶

🎓 **'Fire Safety' Is Required**
This training is required, but you have … ▶

🎓 **'Active Shooter' Is Expired**
7 months ago · This training expired o… ▶

9) My Profile

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

👤	My Profile	>

Alaina Adair
AADAIR
Sandbox

Active Trainings 55 ▼

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

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
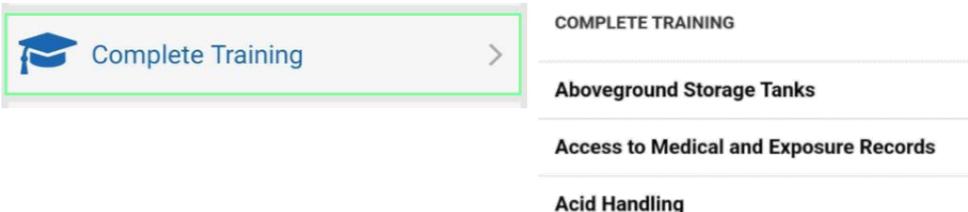
15) Website

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.
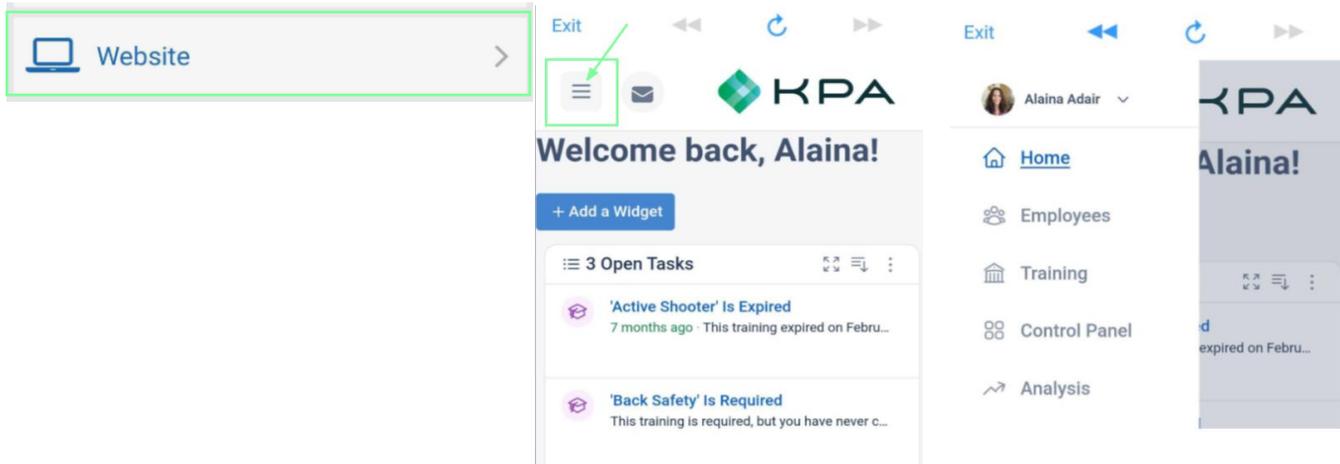
16) Code Scanner

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 profiles.
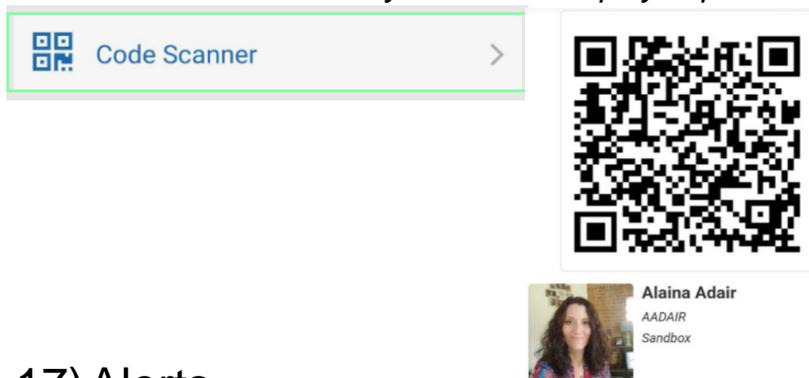
17) Alerts

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".