



Introduction to Field ID

Print this document to follow along and take notes on the video.

1. To start find your Welcome to Field ID email with your username and login page.
2. If you forgot your password use the “I forgot my password” link on your login page.
3. When you login you be shown your dashboard or Home screen. This will display common links and actions you will want to do.
4. The icons across the top show the major parts of your Field ID Account.
5. Identify – Add a single asset or use Multi-Add to add up to 250 assets at once
6. Start Event – Perform a Single Event, Mass Event on up to 250 assets at once or upload log files from a supported proof test machine
7. Assets – search for assets in your account. Export to Excel and mass update data
8. Reporting – search for events completed such as inspections and audits. Export to Excel and print PDF reports and certificates
9. Schedules – search for upcoming and overdue events in your account
10. Safety Network – connect to other companies using Field ID to exchange safety information
11. Setup – customize all areas of your Field ID account including, setting up customers or job sites, employees, asset types, checklists and import your data in Excel format.

Notes: