



SpeakUp®

How To Report via App

October 2022

People Intouch B.V.

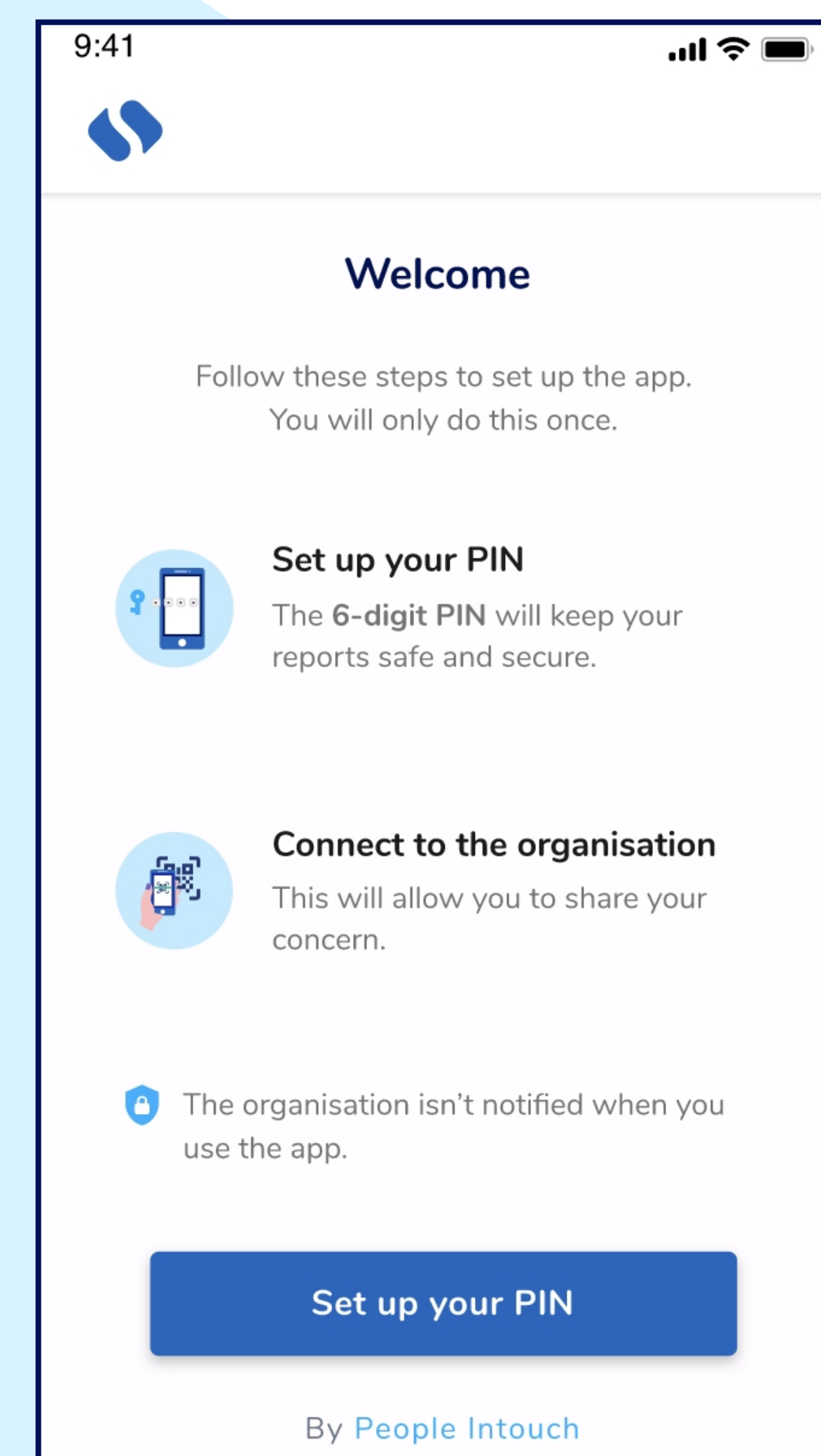
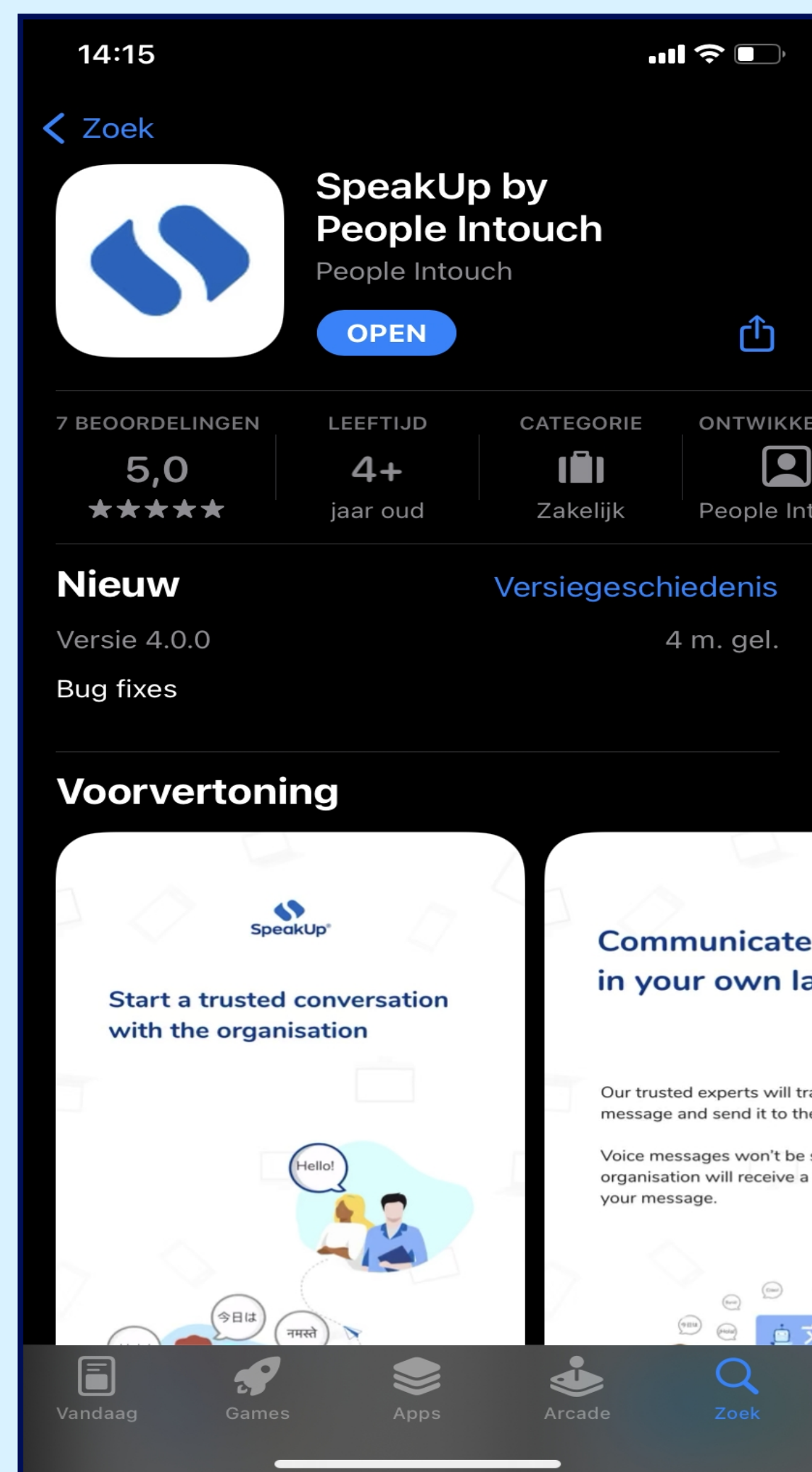


"TO CONNECT AND PROTECT PEOPLE AND ORGANISATION"

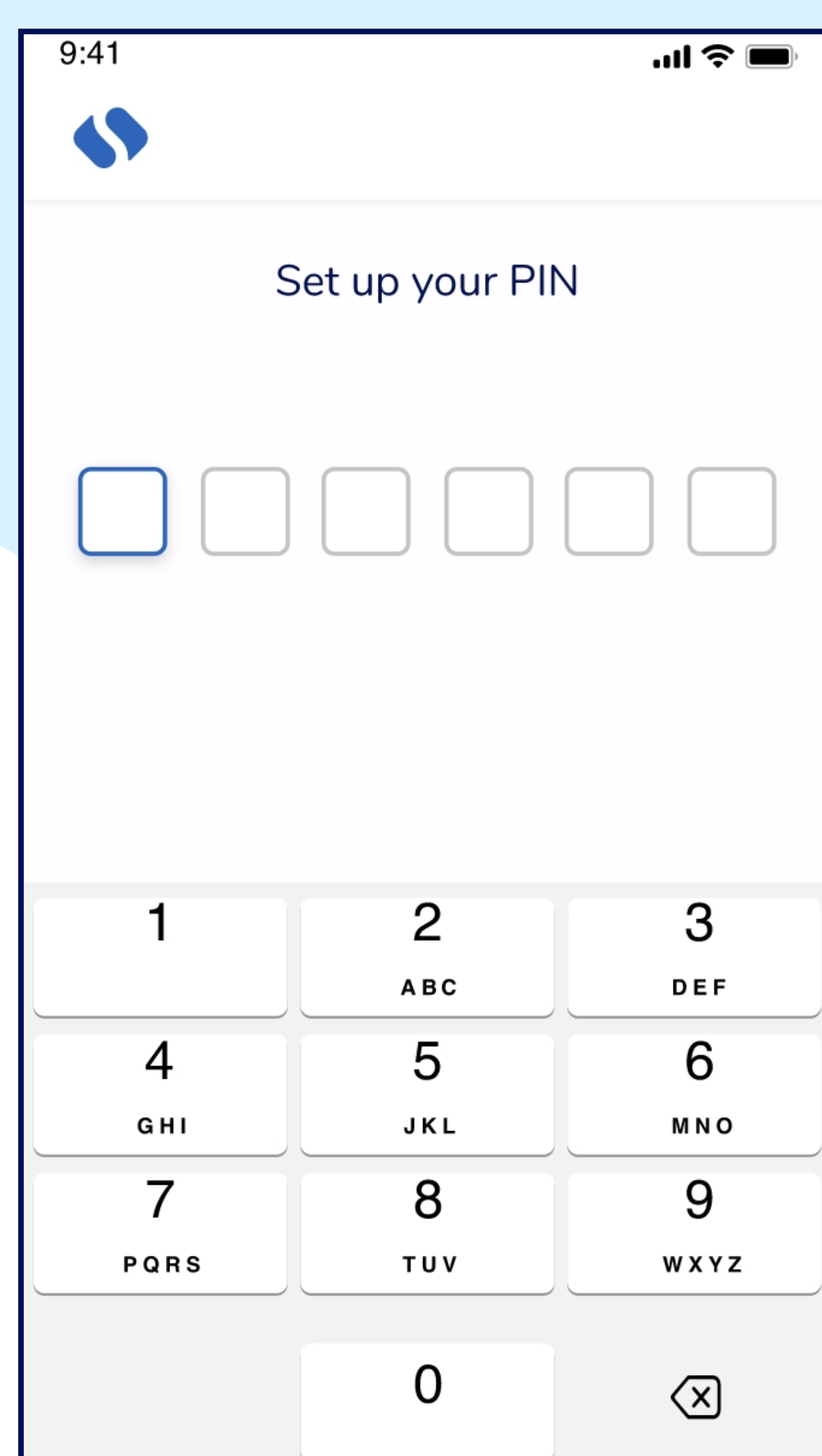
SpeakUp How To: Leaving a report

Via the SpeakUp App

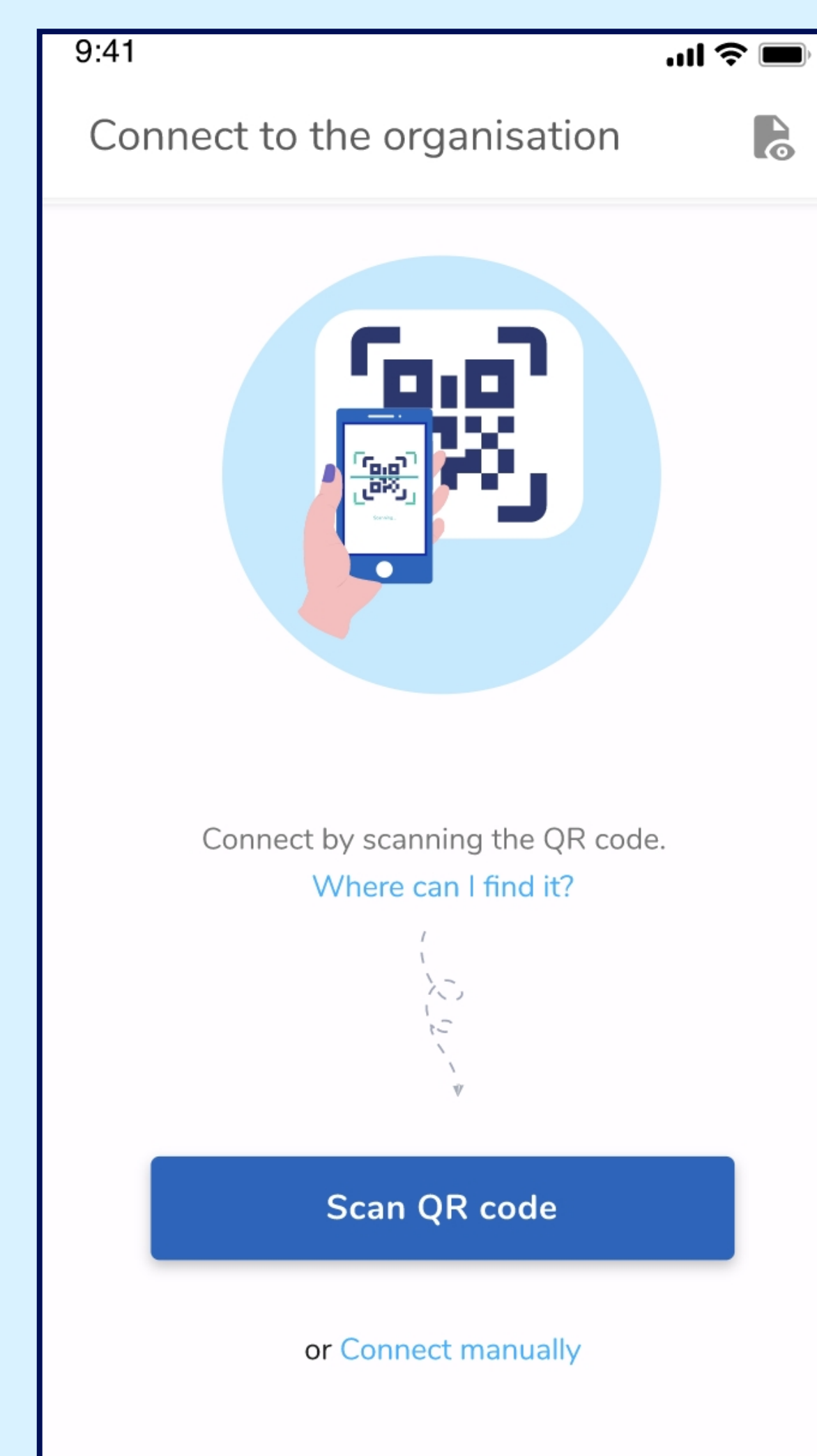
1. Download the 'SpeakUp by People Intouch' app from the App Store/Google Play or scan the QR code.
2. Open the App.



3. Click on 'Set up your PIN' and enter a 6 digit code.
4. The App will ask you to connect to your organisation by scanning the QR code. Alternatively you can enter the organisation code by clicking on the 'Connect Manually' button on the bottom of the page.



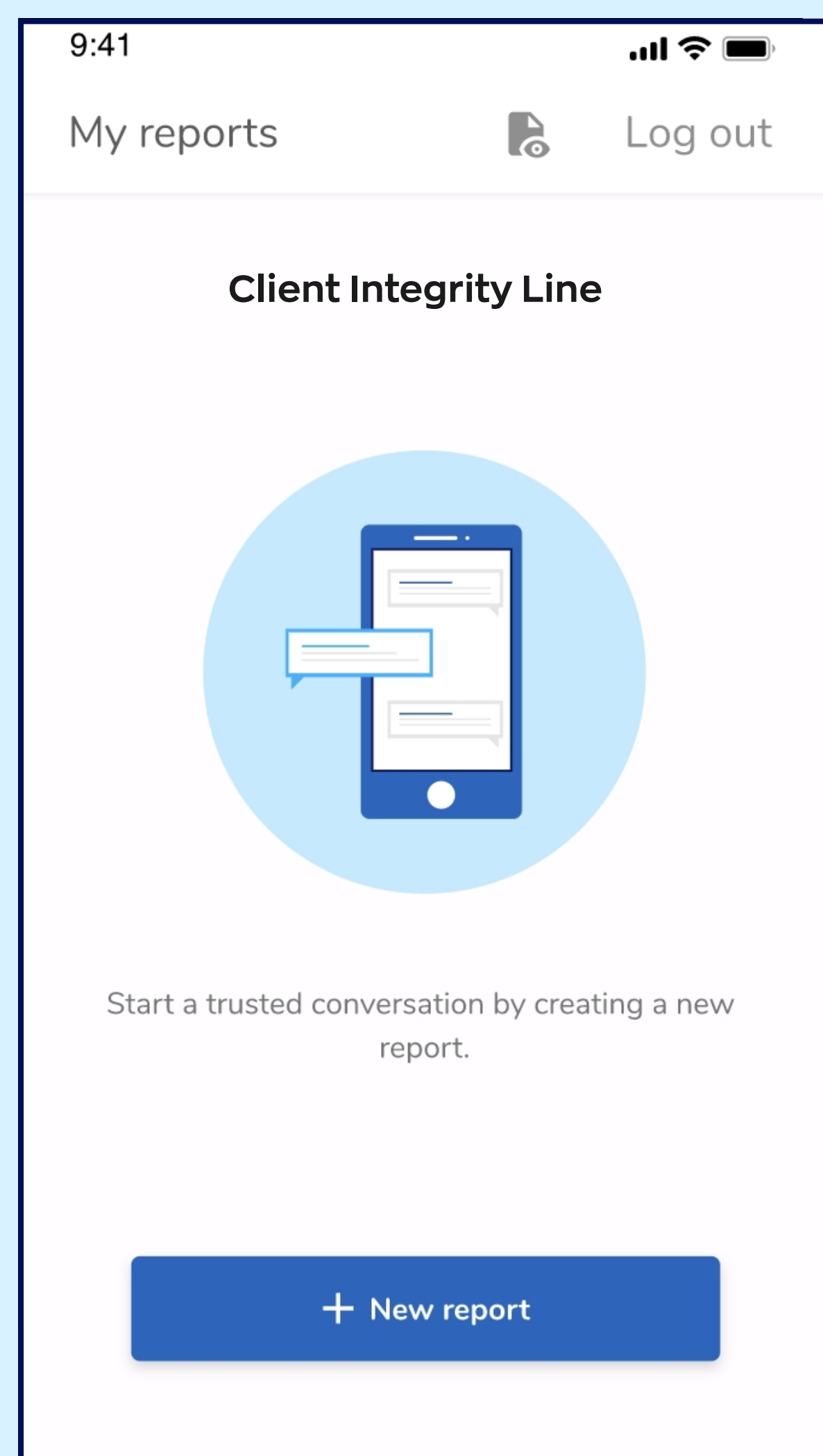
- a. You will need to enter this PIN each time you open the App.
- b. If you forget your PIN, you need to re-install the App and set up a new one. If so, you will lose access to your ongoing open reports.



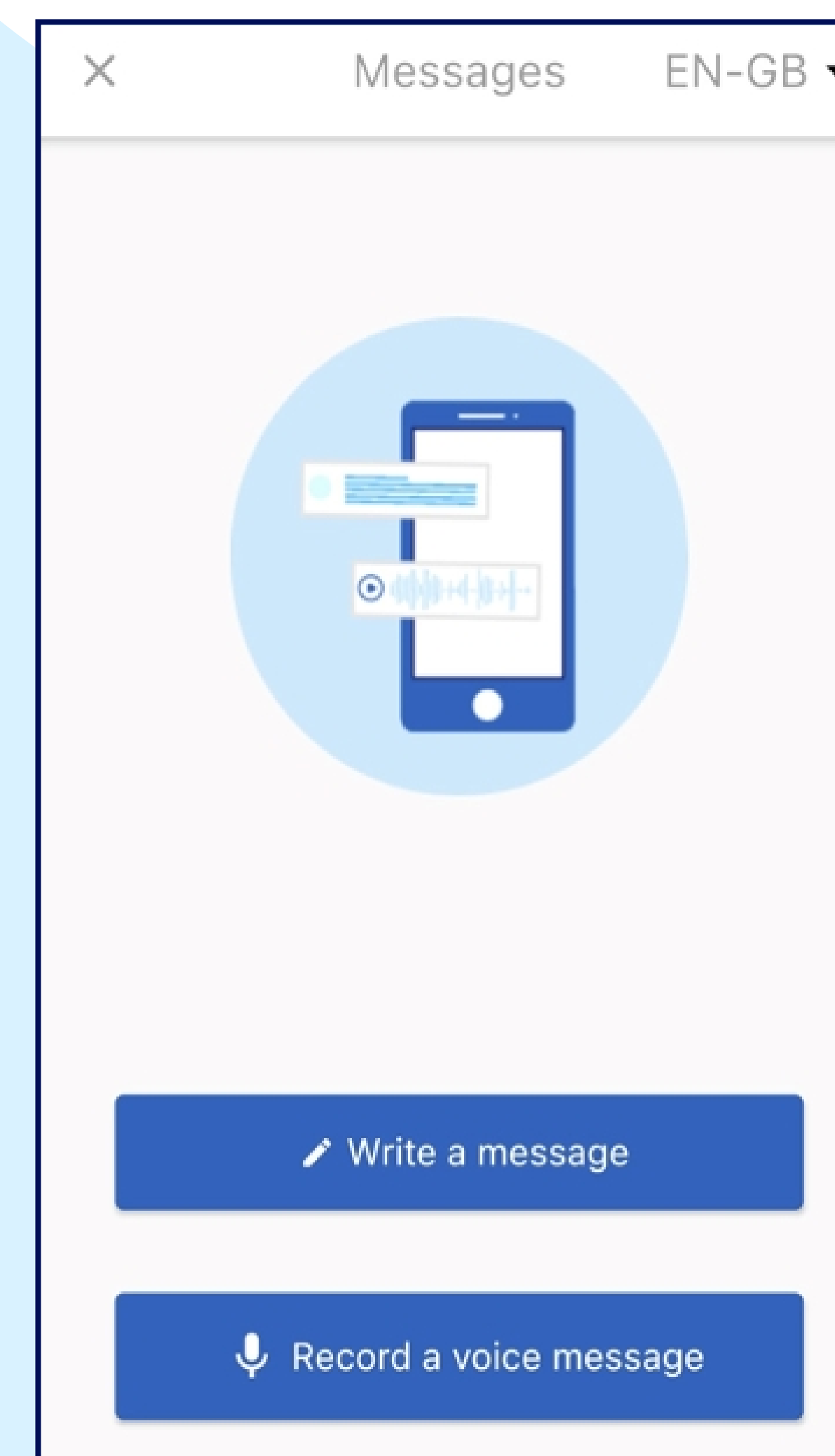
- a. The QR and/or the organisation code has been communicated to you by the organisation.

Via the SpeakUp App

5. Press the '+ New report' button to start a trusted conversation.

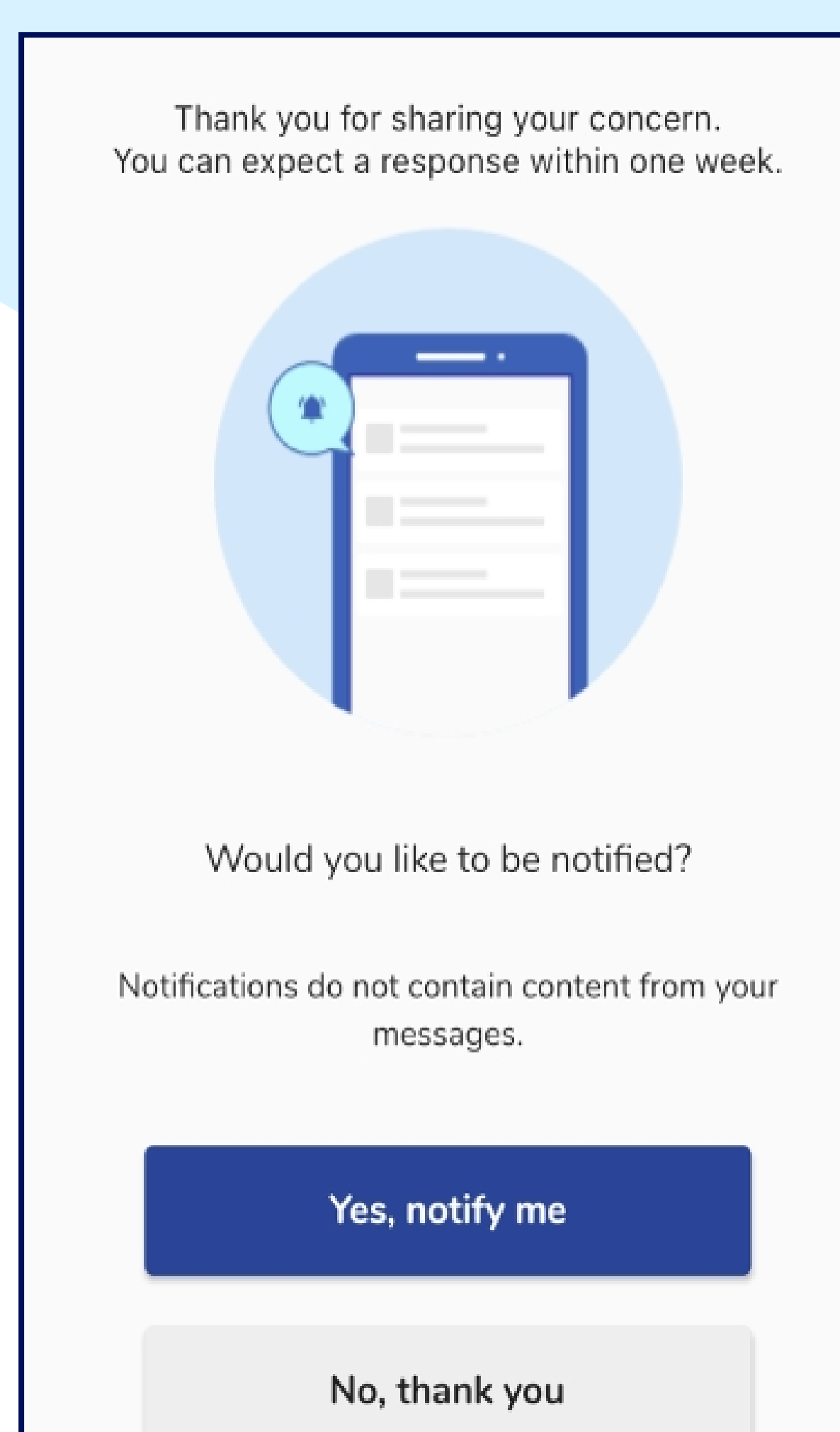


6. You can write your message by clicking the relevant button.



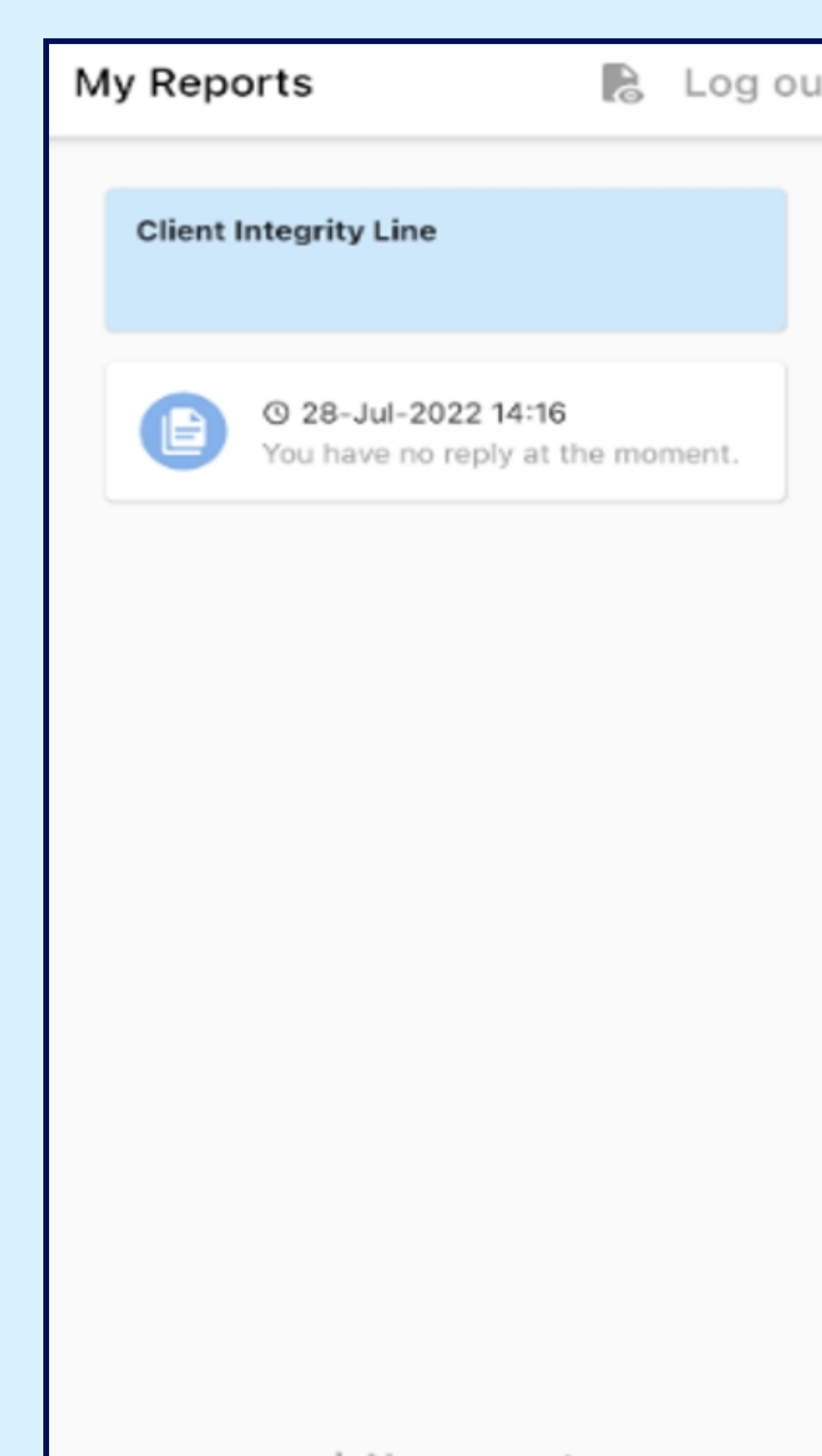
- a. If the organisation has enabled it, you can leave a voice recording via the app. (Your voice will never be heard by the organisation. They will only receive a transcript of your voice recording.)

7. After sending your message you can expect a reply within one week.



- a. You can opt to be notified by the app of any responses.

8. When you log back in you will see if there are any new responses from the organisation.



- a. You can start a new dialogue by clicking '+New report'.