SmartDok

User Manual SmartDok App

About the New SmartDok App

The **SmartDok app** has been developed on a new technical platform to provide a more modern, stable, and user-friendly experience. This platform makes it easier to improve the design and develop new features.

The new main app is called *SmartDok*, while the previous version has been renamed *SmartDok Old* to distinguish it from the new app. The old app will be removed from the App Store and Google Play on May 1, 2026.

We therefore recommend switching to the new app. The transition to the new app will not affect your data or your use of SmartDok on the web — all history and ongoing registrations are automatically carried over. Users log in with the same username and password, and the solution on PC works as before.

About the User Manual

This user manual helps you get started with the new SmartDok app and provides step-by-step guidance on how to use it.

The manual also contains links to relevant support articles and help videos. Support articles are marked with blue links, while help videos are marked with a 🎥 **emoji**. Clicking these will take you directly to the relevant page.

Note: Articles are available in Norwegian and Swedish. You can easily translate them using your browser's built-in language feature. Videos are available in Norwegian only.

If you need further assistance, you can contact our Support Team.

🐾 SmartDok

What's New in the SmartDok App?

Attendance list: More stable geofencing, and option to check-in/check-out directly from the dashboard. It is also possible to check in as a subcontractor on projects with other SmartDok customers using your own SmartDok user.

Dashboard: Customize the dashboard with your own widgets and shortcuts – in the order you prefer.

Document Center: The Document Center is fully integrated into the app.

Goods: You can now add images and comments to each individual product line.

HSEQ: Improved image workflow and easier SJA (Safe Job Analysis) registration.

Language: The app follows your mobile device's language settings but can be changed in user profile. Norwegian, Swedish, English, Finnish, and Polish are available (Note: Finnish and Polish are AI-translated).

Machines: Register multiple issues on the same component and edit previous machine remarks.

Navigation: New bottom menu provides quick access to the most frequently used features.

Resource Planner: Use tasks from the planner directly for work hour registrations.

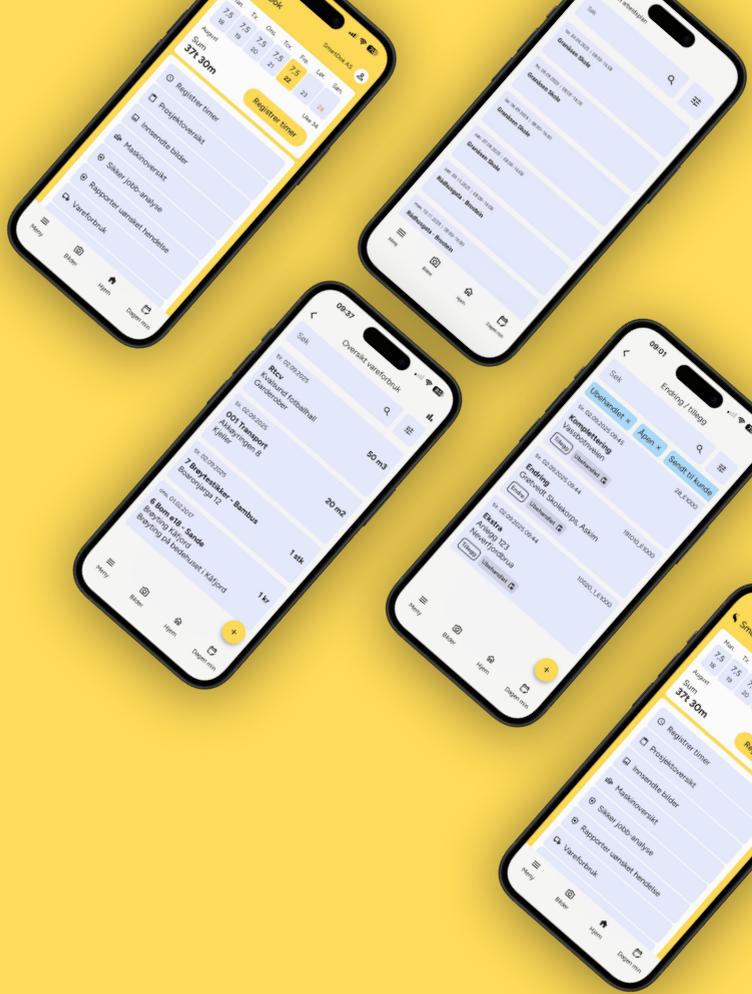**User Menu:** Add your HSE card directly in the app (Norway).

Work hours: New "My Day" concept, improved monthly overview, salary calculator, and the ability to copy the last work hour registration.

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SmartDok

Table of Contents

1. Login and Logout

1.1 Download the SmartDok App

The SmartDok app can be downloaded from the **App Store (iPhone)** or **Google Play (Android)**.

1.2 How to Log In and Out

Log In:

1. Open the SmartDok app on your phone.
2. Select the correct login page (see next page for more information).
3. Enter your username and password.
4. Tap **Log in**.

Log Out:

1. Open the SmartDok app on your phone.
2. Go to the dashboard.
3. Tap the **profile icon** in the top right corner.
4. Tap **Log out** at the bottom of the page.

What should I do if I have forgotten my password?

1. Open the app and tap **Forgot Password** on the login page.
2. Enter your username and tap **Send verification code**.
3. You will receive an SMS with a code.
4. Enter the code and create a new password.

Note: The password is the same for both the web and the app.

1.3 Login Pages

The new SmartDok app combines both the solution for **standard SmartDok accounts** (Norway and Sweden) and the **UE solution** for subcontractor users.

As a user, you must therefore select the correct [login page](#) before logging in.

1. SmartDok Login

- Country: Norway
- User type: SmartDok
- Use the username and password you received from your administrator via SMS.

2. UE Login (see more about UE on <u>page 39</u>)

- Country: Norway
- User type: UE
- Username: Date of birth (DDMMYY) + mobile number

1

SmartDok

Select country:

| ✓ Norway | Sweden |

Select user type:

| ✓ SmartDok | UE |

Use your SmartDok account for various registrations such as HSEQ and time management.

Username*   ?

Password*   👁

Forgot Password   Login

0.2.331/202603061013

2

SmartDok

Select country:

| ✓ Norway | Sweden |

Select user type:

| SmartDok | ✓ UE |

UE is used for checking in as subcontractor at construction sites.

Username*   ?

Password*   👁

Forgot password   Login

Create user
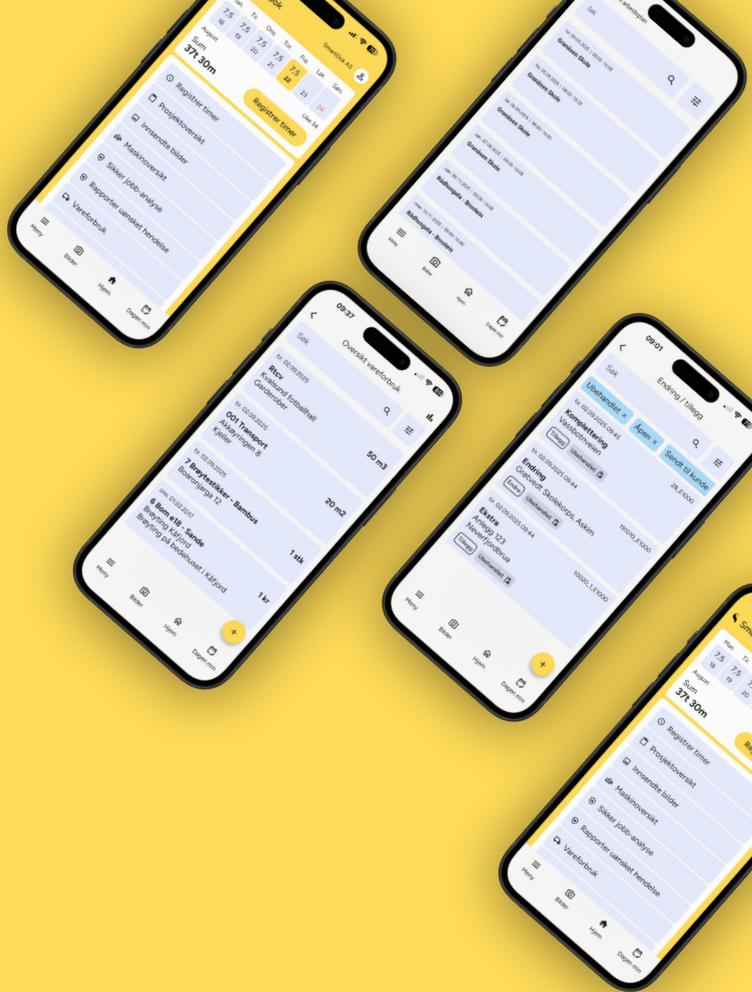
2. Dashboard

2.1 Visual Guide to the Dashboard

SmartDok

Company name

User Menu
- My profile
- Settings
- Contacts
- Log Out

Hello
Ola Nordmann

Mon	Tue	Wed	Thu	Fri	Sat	Sun
7.5	8	7.5				
16	17	**18**	19	20	21	22

March   Week 12

Sum
23h   Register work hours

Widget

🕐 Register work hours

🗓 My day

🕐 Work hours overview

👥 Attendance list

🛡 Fill out form

Shortcuts to features

Bottom Menu

🏠 Home   ☰ Menu   📷 Camera   🗓 My day

Home
Navigate to the dashboard

Menu
All modules and features

Camera
Submit images

My Day
Work hour registration

2.2 The Dashboard in SmartDok

When you log in to the SmartDok app, the dashboard is the first thing you see. Here, you will find widgets for the functions you use most often, giving you quick access without having to search through menus.

What is a widget?
A widget is a shortcut or a small tool on the dashboard that gives you quick access to functions or information you use frequently.

Available widgets include **shortcuts** to selected features, **news** from your company and SmartDok, **recently used files** in the Document Center, and **attendance list registration**.

2.3 How to Customize the Dashboard

1. Go to the dashboard in the SmartDok app. 🎥

2. Scroll down and tap **Edit dashboard**.

3. Choose the desired setup:

    - **Add widgets:** Tap **+Add widgets** and select functions.

    - **Remove widgets:** Tap the delete icon.

    - **Change the order:** Use the six-dot icon to move shortcuts up or down.

4. Tap **Save** when you are satisfied with the layout.

5. A visual step-by-step explanation follows on the next page.

2.3 How to Customize the Dashboard

1

SmartDok   👤

Hello
Ola Nordmann

Mon	Tue	Wed	Thu	Fri	Sat	Sun
7.5	8	7.5	19	20	21	22
16	17	18				

March   Week 12

Sum
23h   Register work hours

🕐 Register work hours

📅 My day

🕐 Work hours overview

👥 Attendance list

🛡 Fill out form

2

martDok   👤

🛡 Fill out form

⚙ Shortcut settings

New app!
This app is our new and improved SmartDok – ready to use right now! Here is some more information about it. You still get all the ...

What do you think of our new app?

Give feedback ›

Underprosjekt 1
Last project

📍 System active   Register in

Edit dashboard

3

SmartDok   👤

Hello
Ola Nordmann   🗑   ⠿

Mon	Tue	Wed	Thu	Fri	Sat	Sun
7.5	8	7.5	19	20	21	
16	17	18				

March   🗑   ⠿

Sum
23h   Register work hours

🕐 Register work hours

📅 My day

🕐 Work hours overview   🗑   ⠿

👥 Attendance list

🛡 Fill   **+ Add widgets**   Save

4

Add

Welcome message ☑

Information ☑

Survey ☑

Shortcuts ☑

News ☐

Attendance List ☑

Week overview ☑

Road Reference ☐

Recent files ☐

Save

2.4 Shortcuts on the Dashboard

In addition to being able to customize widgets on the app dashboard, you can also create your own shortcuts to the features you use most often. These are displayed in the **Shortcuts** widget.

What are shortcuts?

Shortcuts are buttons that you choose yourself on the app's home screen. They give you quick access to features such as work hour registration, RUE, forms, and much more – directly from the home screen.

2.5 How to Customize Shortcuts

1. Go to the dashboard in the SmartDok app.

2. Scroll down to the **Shortcuts** widget and tap **Shortcut settings**.

3. Here you have several options:

   - **Add shortcuts:** Tap **Add or remove shortcuts** and select the functions you want to make available. Then tap **Add**.

   - **Remove shortcuts:** Tap **Add or remove shortcuts** and clear the checkboxes for the shortcuts you want to remove. Then tap **Add**.

   - **Change the order of shortcuts:** Use the six-dot icon to move shortcuts up or down.

4. When you are satisfied with the setup, tap **Save**.

5. A visual step-by-step explanation follows on the next page.

2.5 How to Customize Shortcuts

1

SmartDok

Hello
Ola Nordmann

Mon	Tue	Wed	Thu	Fri	Sat	Sun
7.5	8	7.5				
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🕐 Register work hours

🕐 Work hours overview

👥 Attendance list

🛡 Fill out form

⚙ Shortcut settings

2

Shortcut settings

🕐 Register work hours   ⠿

🕐 Work hours overview   ⠿

👥 Attendance list   ⠿

🛡 Fill out form   ⠿

Add or remove shortcuts

Save

3

Add or remove shortcuts

Search   🔍

Work hours

Work hours overview   ☑

My day   ☐

Register work hours   ☑

New absence registration   ☐

Hour bank   ☐

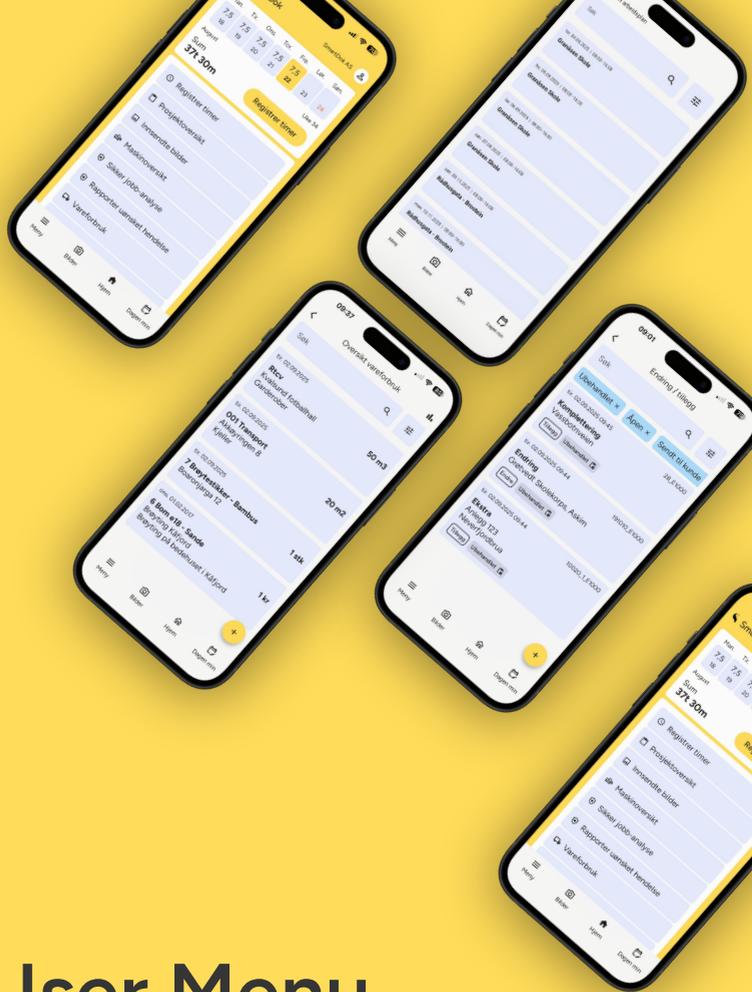Salary and time statistics   ☐

Work hour routines   ☐

Add

4

Shortcut settings

🕐 Register work hours   ⠿

🕐 Work hours overview   ⠿

👥 Attendance list   ⠿

🛡 Fill out form   ⠿

Add or remove shortcuts

Save

🔥 SmartDok

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3. User Menu

3.1 The User Menu in SmartDok

The User Menu provides access to personal settings and general functions.

Here, you will find options such as user settings, general settings, news, contacts page, change company, my competencies, privacy policy, help videos, submission of product wishes, and log out.

The menu is available to all users, but some options may vary depending on company or user settings.
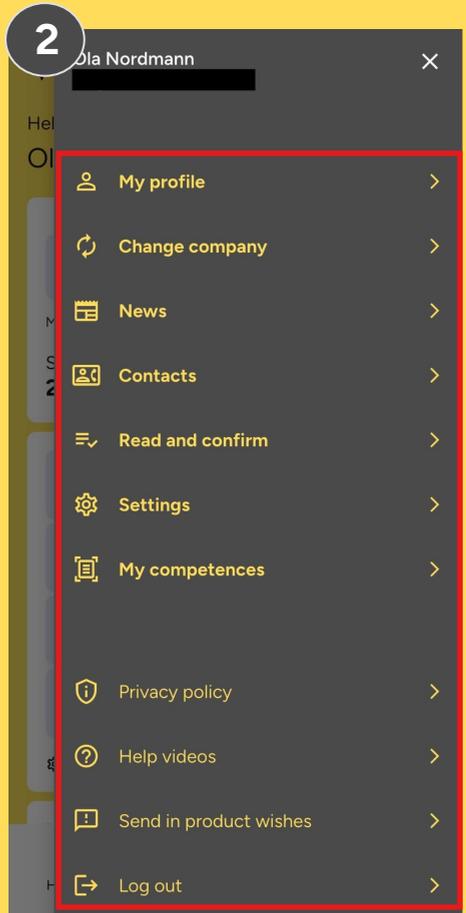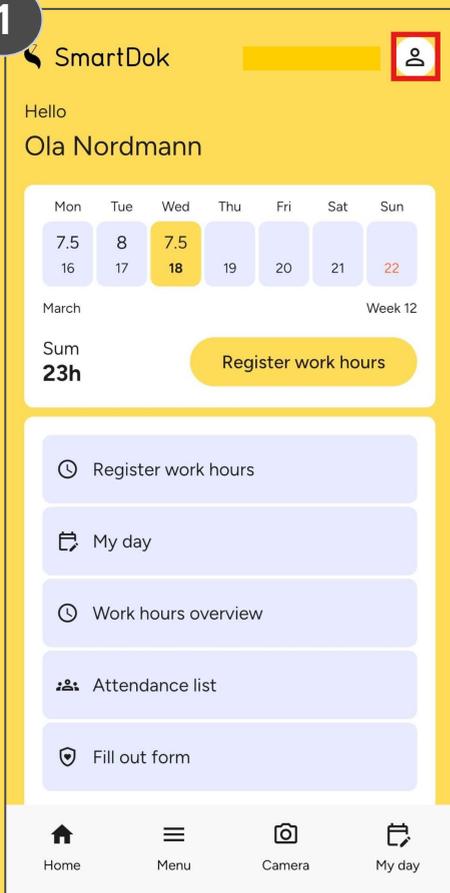
3.2 My Profile

In the SmartDok app, each user can update their personal information under My profile.

Here, you will find an overview of contact details, language settings, HSE card, and next of kin.

How to Add Contact Information in the App:

1. Open the SmartDok app.

2. Tap the profile icon in the top right corner → **My Profile**.

3. Enter or update the desired information, such as profile picture, name, email, phone number, language, and HSE card.

4. Tap **Save** to confirm the changes.

3.3 User Settings

3.3.1 Homepage Settings

An alternative way to customize widgets on the dashboard (see page 10 for more information).

3.3.2 Work Hour Settings

Timesheet Suggestion make it easier to register hours in your daily work. This feature allows you to set a default wage type, working hours per day, and reminders to log your hours.

You will receive a daily push notification reminding you to register work hours. The notification is sent a few minutes after the end of your registered working hours.

The company's settings apply as default for all employees but can be overridden by each user in the app.

How to Set Up Timesheet Suggestions

1. Open the SmartDok app. 🎥

2. Tap the profile icon in the top right corner → **Settings** → **Work Hours Settings**.

3. Choose whether you want to receive a reminder to register work hours at the end of the workday.

4. Open **Work hours settings**.

5. Choose default wage type.

6. Add start and end times for each day.

7. Tap **Save** when you are finished.

Note: Make sure your phone allows push notifications for the SmartDok app for this feature to work.

3.4 Other User Settings

3.4.1 Change Company

By tapping <u>Change company</u>, you will see a list of your users across different company accounts that are linked together. You can switch company by selecting the desired company name from the list and confirming the login.

The feature is available to all roles, but creating and editing connections must be done in the web solution.

The menu option is available in the user settings in the app **only** if the users are already linked in the web solution. Once the connection is established, the option will automatically appear in the app.

3.4.2 News

Displays news published both by your company and by SmartDok. Users can search the news archive, and by clicking on an article, the article page will open.

Unread news is marked with a red dot on the news page, making it easy to see what's new.

3.4 Other User Settings

3.4.3 Contacts

Provides an overview of all users in the company. By tapping on a contact, the detail page opens, where you can view information such as profile picture, name, phone number, email address, and role. You will also find shortcuts to call or send an SMS directly from the app.

Note: This menu item is only available if the company has enabled the contacts feature on the company account.

3.4.4 Read and Confirm

Provides an overview of requests for read confirmation. This feature is used to ensure that employees have read important manuals or documents.

Here, you can open available information, review the content, and confirm once it has been read. Applies only to customers with SmartMEF or HSEQ Pro.

3.4.5 My Competences

Under **My Competences**, you can view the competences assigned to you. It is not possible to register your own competences, but you can attach documentation for competences that have already been assigned to you.

3.4.6 Send in Product Wishes

This feature takes you to our Product Board page, where you can submit input for product development.

3.5 App Setup Checklist

✓ **Added details in My Profile**

Profile picture, name, address, phone number, date of birth, next of kin.

✓ **Push notifications enabled in phone settings**

To receive necessary notifications from the app.

✓ **Linked users**

If you have users across different company accounts

✓ **Added timesheet suggestions**

To receive reminders to register work hours after the workday ends.

✓ **Customized dashboard and shortcuts**

Widgets and shortcuts are tailored to your needs.

✓ **Added attachments to assigned competences**
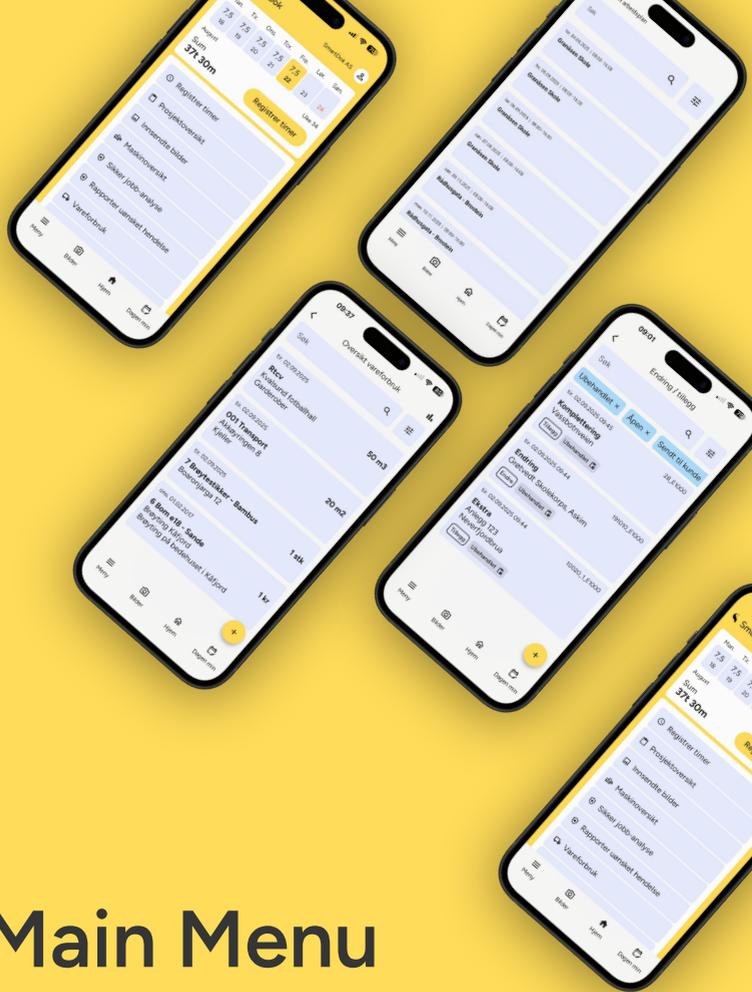
Attached documentation to competences, such as training certificates or certifications

Use this checklist as a practical tool to ensure that the necessary setup is completed – so the app works optimally.
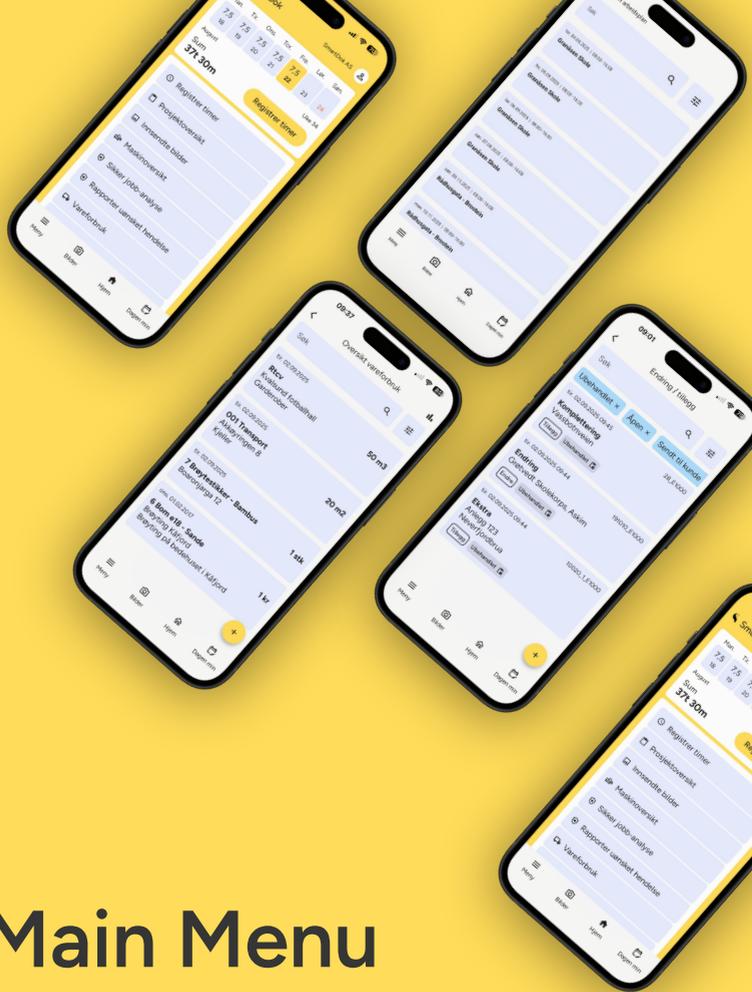
4. Main Menu

4. Main Menu

4.1 The Main Menu in SmartDok

The **Main Menu** displays the modules and functions you have access to. The menu is organized by modules, and each module can be expanded to access its related sub-functions.

Which menu items are shown depends on which modules the company has activated on the company account, as well as your user role.

You can open the main menu from the bottom navigation bar in the app by tapping the **Menu button**.

1

SmartDok   👤

Hello
Ola Nordmann

Mon	Tue	Wed	Thu	Fri	Sat	Sun
7.5	8	7.5				
16	17	**18**	19	20	21	22

March   Week 12

Sum
23h   Register work hours

🕐 Register work hours

🗓 My day

🕐 Work hours overview

👥 Attendance list

🛡 Fill out form

🏠 Home   ☰ Menu   📷 Camera   🗓 My day

2

👤

SmartDok

🕐 Work hours ⌄

🗓 Workplan

👥 Attendance list ⌄

☑ Orders

🚚 Goods ⌄

🚜 Machines ⌄

🛠 Tools

📋 Change / additions

🛡 HSEQ ⌄

🔥 SmartDok
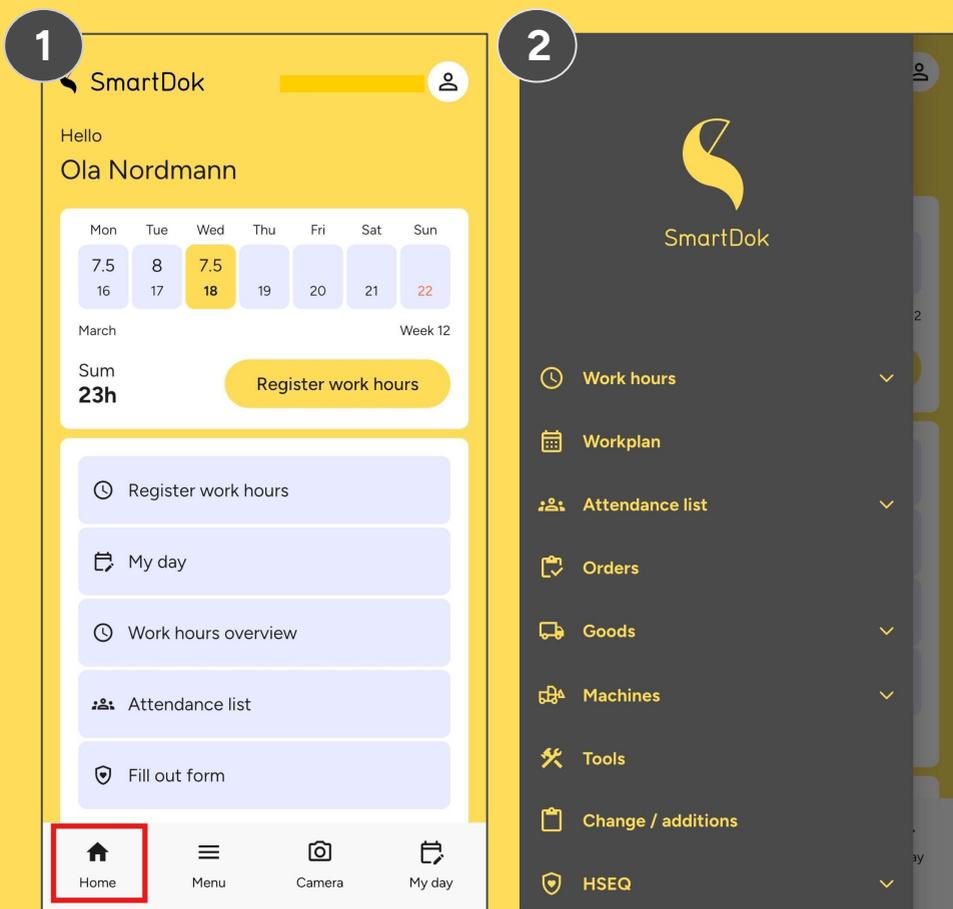
4.2 Work Hours

In the **Work Hours module,** you can register working hours and absence, view previous entries, and use the salary calculator.

4.2.1 How to Register Hours and Absence

Via the main menu:

1. Go to **Menu ➔ Work hours ➔ Register work hours**.

2. Select the tab for what you want to register (workhour or absence).

3. Enter the details (date, project, wage type, etc.)

4. Tap **Save**.

Note:

- The app provides suggestions based on your last entry.

- **Hours** are based on your previous time entry, and **absence** is based on your previous absence entry.

- See the next page for how to register hours via the bottom menu.

New Work Hour Registration

Workhour   Absence

Date
Wednesday 18.03.2026

From*
08:00

To*
16:00

Break
30min

Break start time
11:30

Number of hours: 7h 30min (7.5h)   From before: 7h 30min (7.5h)

Type of registration
Ordinary hours

Project*
Prosjekt 6

Subproject
No subprojects available

Area
No areas

Activity*
Graving

4.2 Work Hours

4.2.1 How to Register Hours and Absence

Via the bottom menu

1. Go to the bottom menu → **My Day**.

2. Select the day you want to register at the top of the page (the current day is selected by default).

3. Tap the yellow **+ button**.

4. Select the relevant tab for registration (workhour or absence).

5. Enter the time and tap **Next**.

6. Fill in the details (project, activity, wage type, etc.).

7. Tap **Save**.

Important Information

- The registration screen may vary depending on which options the company has activated.

- **Tip:**
  Tap the **document icon** next to the **+ button** to copy your last time entry. 🎥

- Watch the help video for how to delete a time entry in the app. 🎥
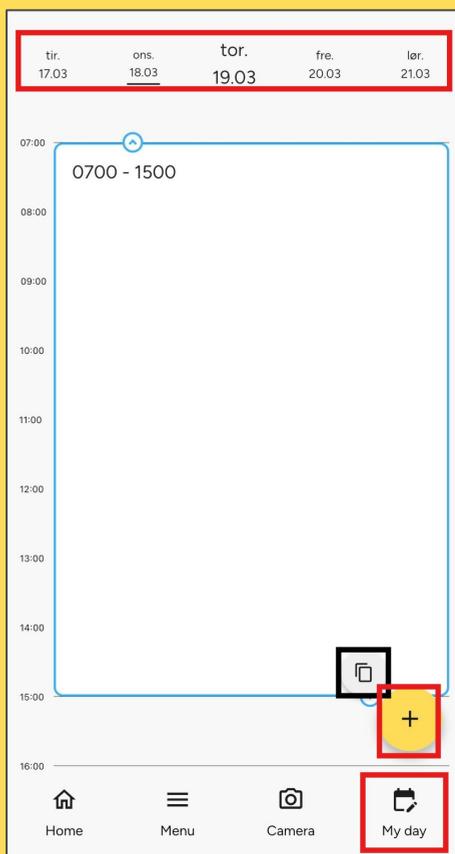
4.2 Work Hours

4.2.2 Work Hours Overview

In the [Work Hours Overview](#), you can easily see how many hours have been registered, access the salary calculator, check your hour bank balance, and view your registrations week by week.

Work Hours Overview - Explained Briefly

- **Monthly Overview:** The monthly calendar shows total registered hours per day, with a summary of the hours displayed at the top.

- **Salary and Time Statistics:** The salary calculator shows estimated salary based on registered wage types. By opening the field, you get an overview of wage types, and the option to enter rates, which are summed automatically.🎥

- **Hour Bank:** The Hour Bank field shows your accumulated balance. Tapping it opens an overview with balance and all hour bank transactions.

- **Week-by-Week View:** The week-by-week view shows work hour registrations per week, with the current week at the top. Open a week to see details; absence is marked in pink and approved hours with a padlock icon.

Where can I find the Work Hours Overview?

- **Dashboard:** The **Weekly Overview** widget provides a quick view of registered hours for the current week. Swipe to change week and tap a day for details.

- **Work Hours Overview:** Go to **Menu → Work Hours → Work Hours Overview**.

4.2 Work Hours

4.2.2 Work Hours Overview
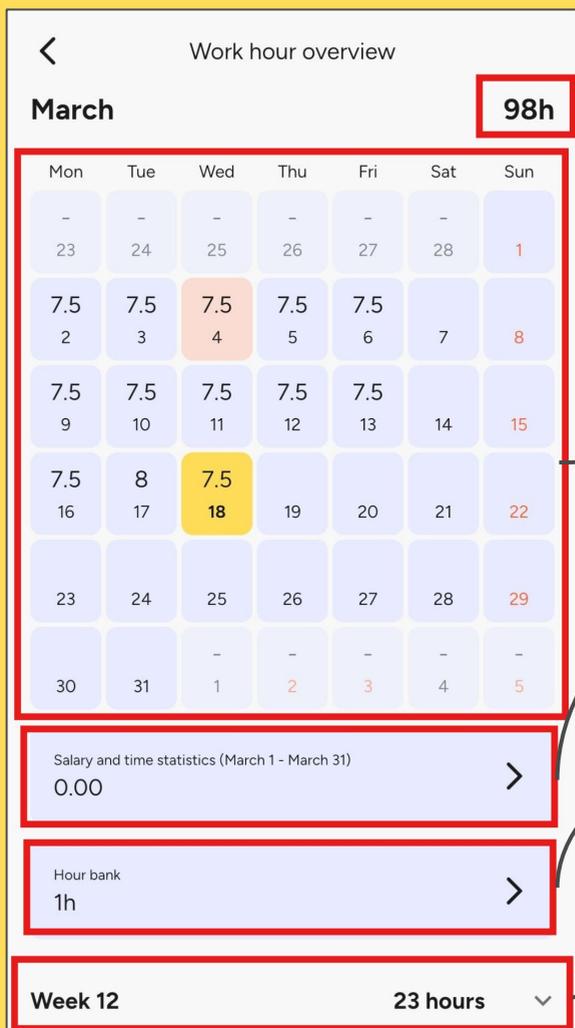
Total registered hours for the month

Work hour overview

March   **98h**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
– 23	– 24	– 25	– 26	– 27	– 28	1
7.5 2	7.5 3	7.5 4	7.5 5	7.5 6	7	8
7.5 9	7.5 10	7.5 11	7.5 12	7.5 13	14	15
7.5 16	8 17	7.5 **18**	19	20	21	22
23	24	25	26	27	28	29
30	31	– 1	– 2	– 3	– 4	– 5

Monthly Overview

Salary and time statistics (March 1 - March 31)
0.00   >

Salary Calculator

Hour bank
1h   >

Work Hour Balance

Week 12   **23 hours**   ⌄

Week-by-Week View

See all our help articles about the **Work Hour module** in the app **HERE**

SmartDok

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4.3 HSEQ

In the **HSEQ** or **SmartMEF module** in the app, you can easily submit documentation to projects, such as images, forms, RUEs, and quality deviations.

4.3.1 Submit Images per Project

Via the bottom menu

1. Go to the bottom menu and tap the **Camera** button.

2. Take a photo directly or select one from your gallery. You can switch between front and rear camera, add road reference, date/time and GPS coordinates, as well as draw or write directly on the image.

3. Tap the **yellow button** in the bottom right corner.

4. Tap the image to view, edit, or delete it → **Save**.

5. Select a project and add a comment.

6. Tap **Save** to submit the image.
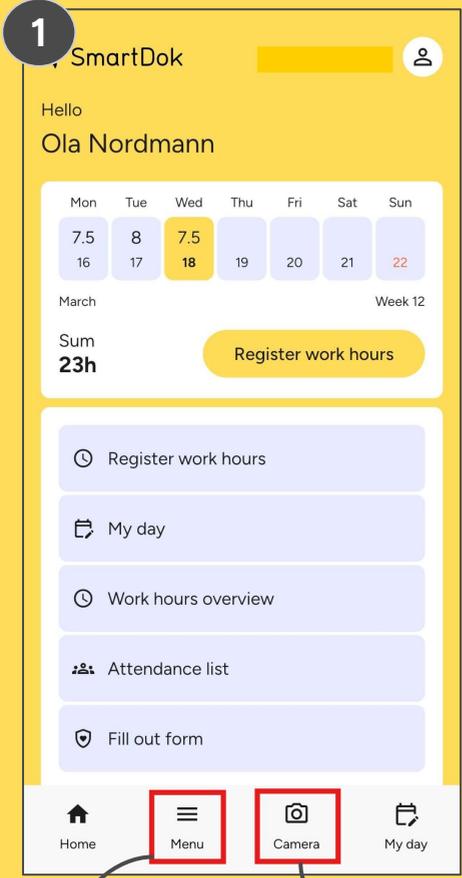
Via the main menu

1. Go to **Menu → HSEQ or SmartMEF → Submit image**.

2. Take a photo directly or select one from your gallery.

3. Tap the **yellow button** in the bottom right corner.

4. Tap the image to view, edit, or delete it → **Save**.

5. Select a project and add a comment.

6. Tap **Save** to submit the image.

4.3 HSEQ

4.3.1 Submit Images per Project

Flash on/off

1

SmartDok

Hello
Ola Nordmann

Mon	Tue	Wed	Thu	Fri	Sat	Sun
7.5	8	7.5				
16	17	**18**	19	20	21	22

March   Week 12

Sum
23h   Register work hours

🕐 Register work hours

🗓 My day

🕐 Work hours overview

👥 Attendance list

🛡 Fill out form

🏠   ≡   📷   🗓
Home   Menu   Camera   My day

2

Submit image via the main menu

Submit image via the bottom menu

Select from gallery

Switch between front and rear camera

Enable road reference, GPS coordinates, or date/time on images

4.3 HSEQ

4.3.2 Fill Out Forms

How to Submit a Form to a Project:

1. Go to **Menu → HSEQ** or **SmartMEF →** [Fill out form](#).

2. Select the desired project. If applicable, select a subproject.

3. Choose a form from the list and complete it with the required information.

4. Add images (optional):
   Tap the **image icon** next to relevant fields in the form, or use the **Add images** button at the bottom of the page.

5. When you are finished, tap **Save**. Use **Save temporary** if you want to save the form and complete it later.

Important Information

- Submitted and temporarily saved forms can be found under the **HSEQ** or **SmartMEF** module in the app.

- If a form template does not appear under **Fill out form**, it may be because the template is not connected to the project. Check that the form template is connected to the correct project in the **Form Template Library**.

- If a saved draft is not available on the **Temporary Saved Forms** page, it may be because the setting *"Show submitted forms to all users"* is not enabled on the form template. When this setting is not enabled, only the user who created the form will be able to see the draft.

4.3 HSEQ

4.3.3 Submit RUE

In the SmartDok app, you can easily register and submit an RUE. The process may vary slightly depending on your company's setup, but the general steps are described below.

How to Submit an RUE:

1. Go to **Menu → HSEQ** or **SmartMEF → RUE**.

2. Tap the **yellow + button** in the bottom right corner.

3. Enter the required information (date, time, project, title, etc.).

4. Add images (optional).

5. Under **Additional Information**, you can:
   - Add location details
   - Submit RUE anonymously.

6. Tap **Save** to register the RUE.

‹	Report unwanted event

Time of event

| Date* 18.03.2026 | Time* 13:14 |

Project*
Prosjekt 6

Subproject

Title*

Type of event*

Event involved*

Cause of event*

Work operation*

See all our help articles about the **HSEQ** and **SmartMEF modules** in the app **HERE**

SmartDok

4.4 Attendance List

4.4.1 Check In/Out of a Project

1. Go to **Menu → Attendance List → Attendance List**.

2. Select the project you want to register on.

3. Tap **Register in / Register out**.

Note: To use the attendance list in the app, your HSE card must be linked to your SmartDok user. HSE cards can be added under **My Profile** in the app.

4.4.2 Enable Geofence Notifications

A geofence is a virtual boundary around the project area that ensures check-in/out is only possible within the defined area.

When geofencing is activated, users can enable **Geofence reminders** in the app to receive notifications upon arrival and quickly check in/out.

How to Enable Geofence Push Notifications:

1. Enable location services and notifications in your phone settings. Location access must be set to **"Allow all the time"** on Android and **"Always"** on iOS for the feature to work.

2. Go to **Menu → Attendance List → Attendance List**.

3. Select the relevant project with geofencing enabled and tap **Monitor this project**.

Note: Notifications are only triggered when you move into or out of the project's geographic area.

The actual check-in/out must still be done manually.

4.4 Attendance List

4.4.3 Check In/Out of a Project as a UE User

There are two ways to register on the attendance list in the app as a subcontractor (UE user).

Option 1: Via the UE solution in the SmartDok app

If you do not have a standard SmartDok user and need to check in and out of projects with other SmartDok customers, you can create a UE user in the SmartDok app. Read more about how on page 39.

Option 2: Via your own SmartDok user in the app

If your company already has a SmartDok account and you have your own user, you can check in and out of projects with other SmartDok customers via the **Attendance List** module.

How to Check In as a UE User via Your Own SmartDok User:

1. Make sure your HSE card is linked to your user.

2. Go to **Menu → Attendance List → Project → UE tab**.

3. Tap the yellow **Add project code** button.

4. Add external projects using either a UE code or a QR code. The project will then appear in the list.

5. Tap the relevant project → **Register in** to register on the attendance list.

6. After completing your work, tap **Register out** to end the registration.

4.5 Workplan

4.5.1 My Workplan

[My Workplan](#) provides an overview of assigned tasks and scheduled work. Here, you can see which tasks are assigned to you, when they are to be carried out, and which project they belong to.

The plan can be directly linked to work hour registration: by selecting a task and tapping **Use for time entry**, time, activity, and project details are automatically transferred to the registration screen.

If you do not see any plan, it may mean that no planning has been created yet. If needed, contact your company account administrator.

Where can I find my work plan?

1. Go to **Menu → Work Plan**.

2. View the overview of scheduled work.

3. Tap a plan to see details.

4. Select **Use for work hour** if you want to use the plan as the basis for work hour registration. 🎥
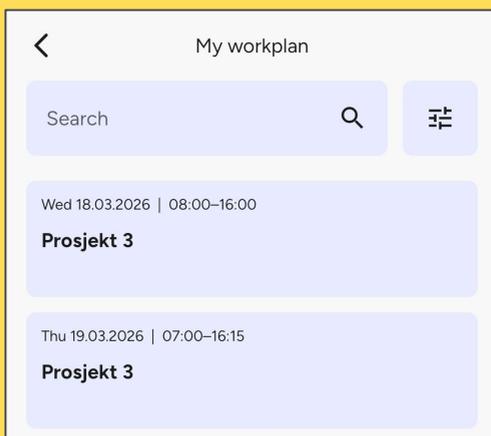
4.6 Goods and Transportation

The **Goods module** in the app provides an overview of material consumption and production. Here, you can register consumption, production, and transport.

In addition, foreman, project administrators, and administrators can create products directly in the app.

4.6.1 Register Consumption and Production

1. Go to **Menu → Goods**.
2. Select **Consumption** for material usage or **Production** for material production.
3. Tap the **yellow + button** in the bottom right corner.
4. Enter the details (date, project, products, etc.).
5. Upload images or add a signature (optional).
6. Tap **Save** to complete the registration.

4.6.2 Register Transportation

1. Go to **Menu → Goods → Transportation**.
2. Tap the **yellow + button** in the bottom right corner.
3. Enter the details (date, machine, project, products, etc.).
4. Upload images or add a signature (optional).
5. Tap **Save** to complete the transport registration.

Note: The registration screen may vary between companies, depending on which features are enabled.

See all our help articles about the **Goods module** in the app **HERE**

4.7 Machines

In the **Machines module** in the app, you can view machines, submit forms and fault reports, register fuel, update hours/km, and add machine remarks.

4.7.1 Submit a Machine Remark

1. Go to **Menu → Machines → Machine Remarks**.
2. Tap the **yellow + button**.
3. Select the machine you want to [register the remark](#) for.
4. Fill in the fields: topic, work done, description, km, and number of hours.
5. Tap **Save** to complete the registration.

4.7.2 Register a Fault Report

1. Go to **Menu → Machines → Fault Reports**.
2. Tap the **yellow + button**.
3. Select a machine from the list.
4. Check **Cannot be used** if the machine is out of service.
5. Select which part the issue applies to and describe the problem.
6. Enter km/operating hours, add a comment or image (optional).
7. Tap **Save** to [submit the fault report](#).

See all our help articles about the **Machines module** in the app [HERE](#)

4.8 Tools

In SmartDok, tools can easily be moved from one location to another directly in the app. This helps you always keep track of where equipment is located.

4.8.1 Move Tools

1. Go to **Menu → Tools**.

2. Select one or more [tools to be moved](#).

3. Tap **Move tools**.

4. Choose the date for the move and the new location from the dropdown menu.

5. Add a comment (optional).

6. Tap **Save** to complete.

4.9 Change Notice / Additional Work

4.9.1 Register Changes / Additional Work

1. Go to **Menu → Change Orders / Additional Work**.

2. Tap the **yellow + button** in the bottom right corner.

3. Fill out the [report form](#) with:
   - Project and subproject
   - Type (Change notice or Additional work)
   - Title and description
   - Location and images (optional)

4. Tap **Save**.
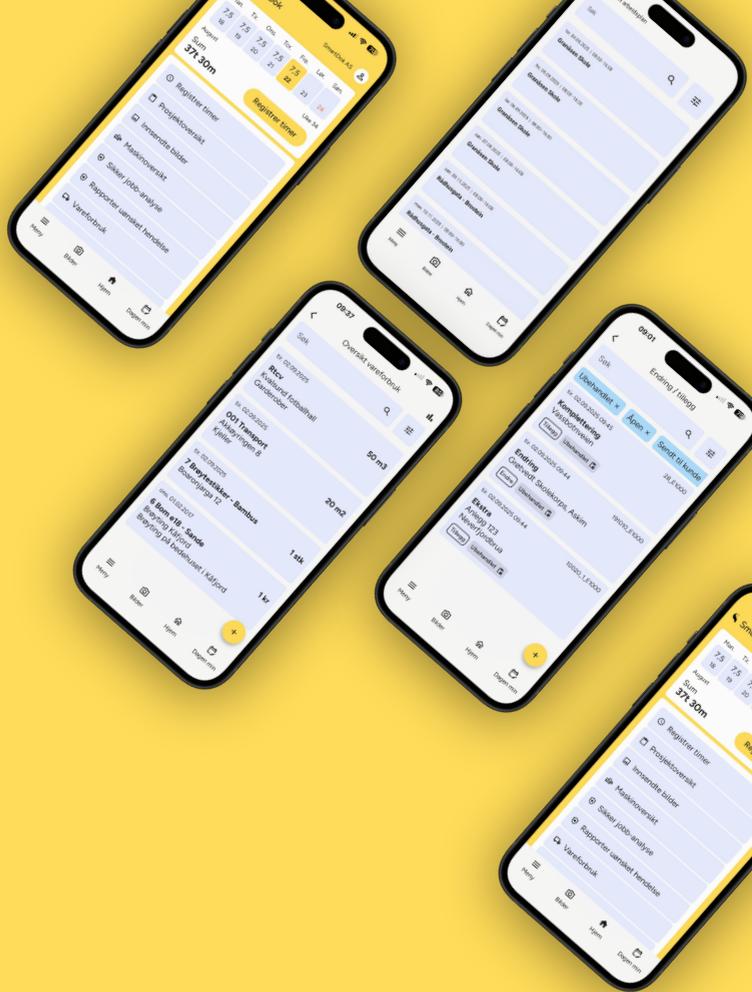
5. Other

5.1 External Check-in/out in the Attendance List

If you have subcontractors or external workers who only need to check in to a project via the attendance list, they can use the SmartDok app without having their own user in the company's SmartDok account.

A **UE user** can easily check in and out of projects via the attendance list but does not have access to other functions or modules in SmartDok.

Create a UE User:

1. Open the SmartDok app.
2. Select the **UE login page** (Country: Norway, User type: UE).
3. Tap Create user.
4. The username is set as date of birth + phone number (format: DDMMYYxxxxxxxx).

Add a Project to the Attendance List:

1. Go to **Show all projects** → tap the **+ button**.
2. Enter the project code and tap Add project.
3. Alternatively, tap the icon on the right and scan the project's QR code.
4. Select the project from the list and tap **Check in**.

> Make check-in easier for UE users by printing a **QR code** with the project's UE code. When scanned in the app, the user is automatically linked to the correct project – ideal for posting at the construction site.

5.2 Document Center in the SmartDok App

The **Document Center** is now integrated into the SmartDok app, giving you easy access to files and folders.

In the Document Center, you can:

- View content at company, project, and machine level

- Upload and download files

- Rename files and folders

- Delete documents when needed

- Share files and folders internally or with external users

Note: By default, only administrators and project administrators have permission to manage content in the Document Center.

How to Upload Files in the Document Center in the App

1. Go to **Menu → Documentcenter**.

2. Select the appropriate area depending on where you want to upload content: **company, project,** or **machines.** Then navigate to the relevant folder.

3. Choose whether you want to upload a file, image, or video. You can either select existing content from your device or take a photo directly in the app.

4. The content will then be uploaded to the selected folder.

See all our help articles about the **Document Center** in the app **HERE**

5.3 Problems with the App?

Sometimes, minor errors or technical issues may occur that cause the app to not function as expected. If this happens, we recommend following the troubleshooting steps below.

Checklist for App Issues

1. **Restart the app:** Close and reopen the app.

2. **Clear cache:**

   - **Android:** Go to **Settings → Apps → SmartDok → Storage → Clear data + Clear cache**.

   - **iPhone:** Go to the login screen in the app → tap the SmartDok logo 7 times → wait 30–60 seconds until a new page opens → tap **Clear cache → Save environment**, then log in again.

3. **Update the app:** Check for updates in Google Play or the App Store.

   - Alternatively, delete and reinstall the app.

4. **Update your phone:** Make sure your operating system (iOS/Android) is up to date.

5. **Check network coverage:** Poor mobile coverage may affect the app's functionality.

> If you still experience issues after following the steps above, please contact SmartDok Support for further investigation and assistance.
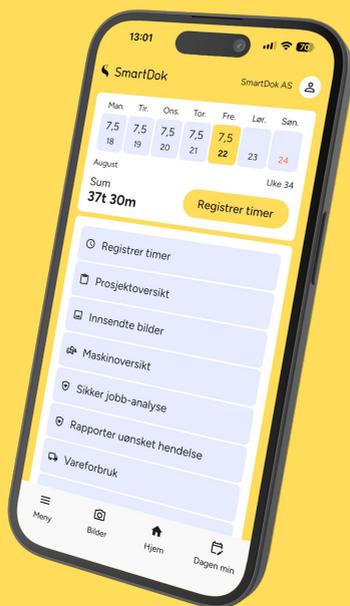
Thank you for using the SmartDok app!

We hope this manual has given you a good introduction to the SmartDok app and made it easier for you to get started and explore the key features.

Do you need more help?

- Visit our Support Portal for help articles.
- Watch our help videos here or directly in the app (*User Menu → Help videos*).
- Contact our Support Team if you get stuck – we are here to help!