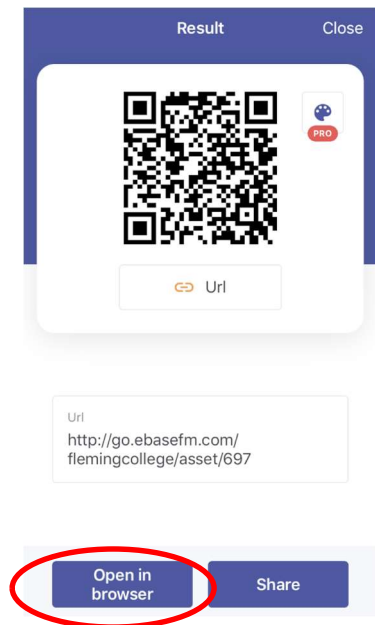


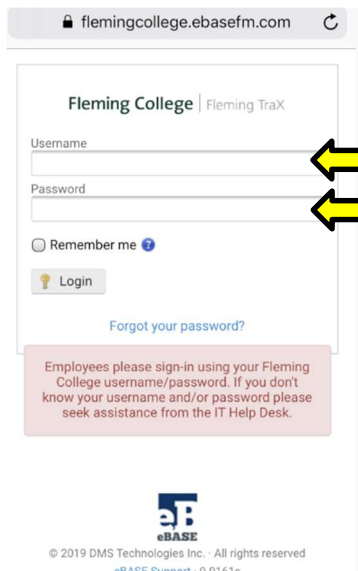
## How to Access Fleming H&S Board Information

### How to Access Fleming H&S Board Information by Scanning the Board's QR Code.

1. Open the camera on your mobile device.
2. Scan the QR code that is located at the bottom left hand corner of the H&S Information Board.
3. Click the option "Open in Browser"



4. You will be re-routed to eBase. Please use your Fleming username and password to sign in.



5. Click the “Documents” tab at the top of the page.

The screenshot shows the web interface for Fleming College's ebasefm.com. The browser address bar displays 'flemingcollege.ebasefm.com'. The navigation menu includes 'My Status', 'Schedules', and 'Reports'. Below the menu, there are tabs for 'Print', 'Details', 'Attributes', 'Lifecycle', 'Subcomponents', 'Documents', and 'Photos'. The 'Documents' tab is highlighted with a red circle. Below the tabs is a search bar. The main content area displays asset information for 'Asset #45-E201099-00-001', including its location and type. Action buttons for 'Create Work Order', 'Retire Asset', 'Edit Asset', and 'Copy Asset' are visible. The asset details section shows the following information:

- Discipline: E - EQUIPMENT & FURNISHINGS
- System: E20 - FURNISHINGS
- Assembly: E2010 - FIXED FURNISHINGS
- Component: E201099 - OTHER FIXED INTERIOR FURNISHINGS
- Type: (with a dropdown arrow)

6. Here you will see all documents that are uploaded for your campus’s H&S Boards.

The screenshot shows the same web interface as above, but with the 'Documents' tab selected. Below the asset details, there is a section titled 'User uploaded documents' with an '+ Add' button. A table lists the uploaded documents:

Title	Description	Filename	Added Size	On	
<a href="#">Prevention Starts Here</a>	Health & Safety at work	Prevention Starts Here.pdf	327 kB	Jul 16, 2019	<a href="#">View</a>
<a href="#">WSIB Poster</a>	In Case of Injury (1234)	WSIB Poster.pdf	61 kB	Jul 16, 2019	<a href="#">View</a>

Two yellow arrows point to the first two rows of the table. Below the table is a dropdown arrow.

7. Choose which document you would like to open and click on “View”.

The screenshot shows the web interface for Fleming College's ebasefm.com. The main content area displays asset information for 'Asset #45-E201099-00-001', including its location and type. Below this, there are buttons for 'Create Work Order', 'Retire Asset', 'Edit Asset', and 'Copy Asset'. A section titled 'User uploaded documents' contains a table with two entries. The first entry, 'Prevention Starts Here.pdf', has a 'View' button circled in red. The second entry is 'WSIB Poster (1234).pdf'.

Title	Description	Filename	Size	Added On	Action
<a href="#">Prevention Starts Here</a>	Health & Safety at work	Prevention Starts Here.pdf	327 kB	Jul 16, 2019	<a href="#">View</a>
<a href="#">WSIB Poster</a>	In Case of Injury (1234)	WSIB Poster.pdf	61 kB	Jul 16, 2019	<a href="#">View</a>

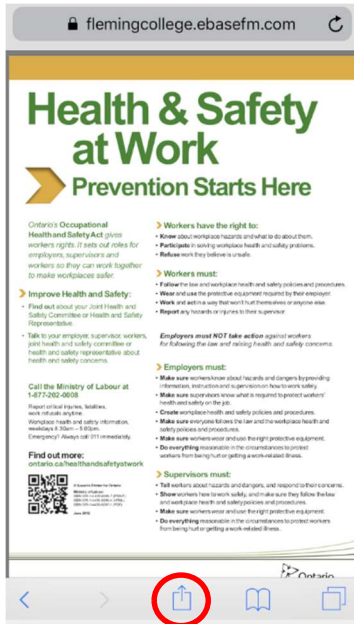
### How to Print from this Screen

1. Starting after step 7 from the steps listed above, click on the “view” button of the document you wish to print.

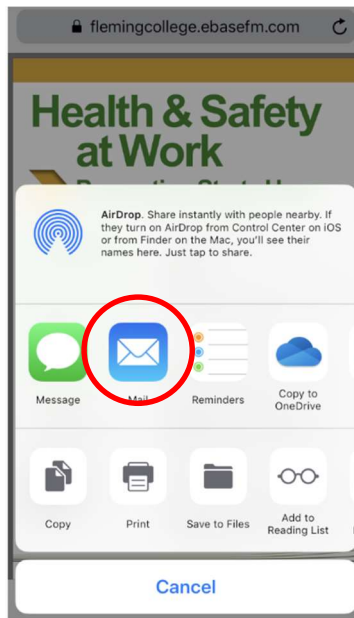
This screenshot is identical to the one above, showing the same interface with the 'View' button for the 'Prevention Starts Here.pdf' document circled in red.

Title	Description	Filename	Size	Added On	Action
<a href="#">Prevention Starts Here</a>	Health & Safety at work	Prevention Starts Here.pdf	327 kB	Jul 16, 2019	<a href="#">View</a>
<a href="#">WSIB Poster</a>	In Case of Injury (1234)	WSIB Poster.pdf	61 kB	Jul 16, 2019	<a href="#">View</a>

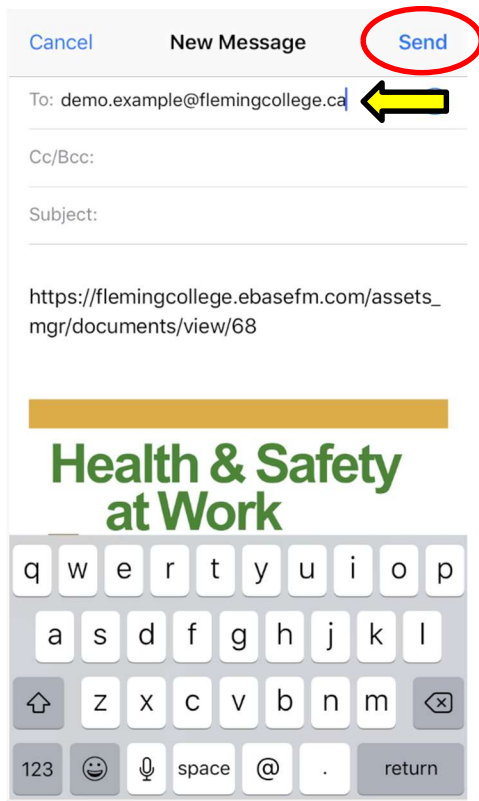
2. Hit the “export” button on the bottom toolbar to send this document to your school email.



3. Click on the mail icon.

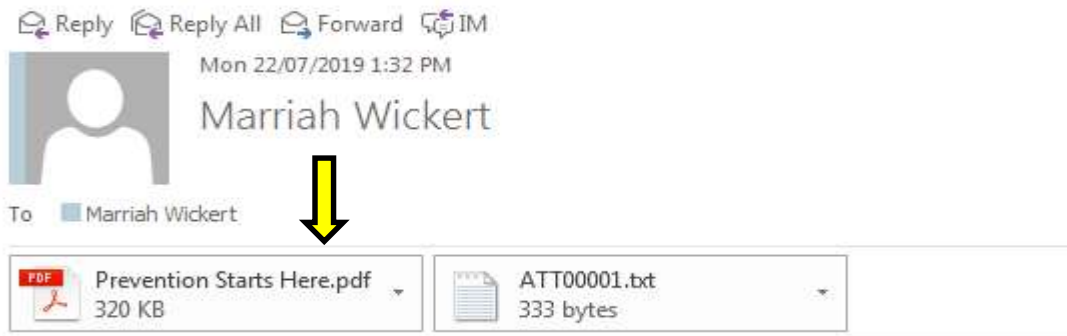


4. Enter your Fleming College email and then hit the send button.



5. Open your Outlook Inbox and open the email you just sent to yourself with the attachment.

6. Open the attachment and print.



[https://flemingcollege.ebasefm.com/assets\\_mgr/documents/view/68](https://flemingcollege.ebasefm.com/assets_mgr/documents/view/68)