HOW TO USE / HEIP

1.Installation

Installation through APK File

1.Use file manager to locate the APK file

2. Tap on it to start the installation

3. Follows instructions on the screen to complete the installation.

2.Launching the App

      1.Once installed, find the app icon on your home screen or in the app drawer.

      2.Tap on the app icon to open the application.

3. Interacting with Features

      In the home page see the three tabs like NEW PROJECT, PROJECT IN-PROGRESS and COMPLETED PROJECT.

1. NEW PROJECT

1. Tap the **New Project** option.
2. To start the assessment, select **New Project**.
3. Fill out all questions to add a new project.
4. Submit the information. Once submitted, the project is added successfully.

2. PROJECT IN-PROGRESS

1. Tap the **Project In-Progress** option.
2. View the project and two options: **Start Assessment** and **Delete Assessment**.
3. To start the assessment, select **Start Assessment**. There are four phases and several forms with instructions.
4. Fill out all the information.
5. Submit the form to successfully complete the project.

3. COMPLETED PROJECT

1. Tap the **Completed Project** option.
2. View the project and select the **Download Report** option.
3. Tap the **Download Report** option to view the assessment report.

NOTE: For easy use of application instructions on every stage is provided.