

External Portal

External Portal Purpose

Allows individuals who do not have a MBO (Muddy Boots) user account to record a subset list of site-level activities for the company, such as safety forms (e.g. Hazard ID), through the *External Portal Interface* via QR Code access.

External Portal QR Code Generation

The **External QR Code** is generated for *External Portal* access and differs from the Internal QR Code. If a company has both the standard internal *QR Code* and *External Portal* features enabled, a dropdown will render as shown in Figure 1. If only one of the features is enabled, then the QR Code button will render the single option with the applicable hover text information.



Figure 1. Split Button QR Code Buttons

Since the External QR Code encodes more data, it will be larger and contain more black/white pixelation than the Internal QR Code.



Figure 2. Internal QR Code

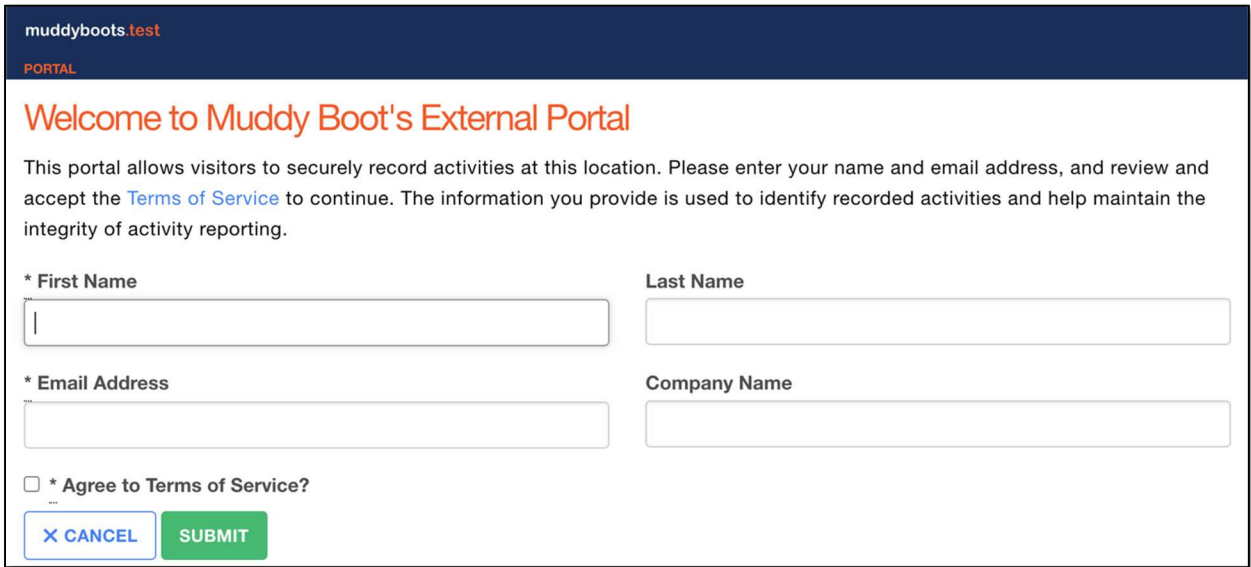


Figure 3. External QR Code

NOTE: The QR codes above are for demonstration purposes and do not actually work.

External Portal Use and Interface

The intended use of the External QR Code is to be printed and then posted on site where any person can scan it with their mobile device and be redirected to the **External Portal Login Page**.

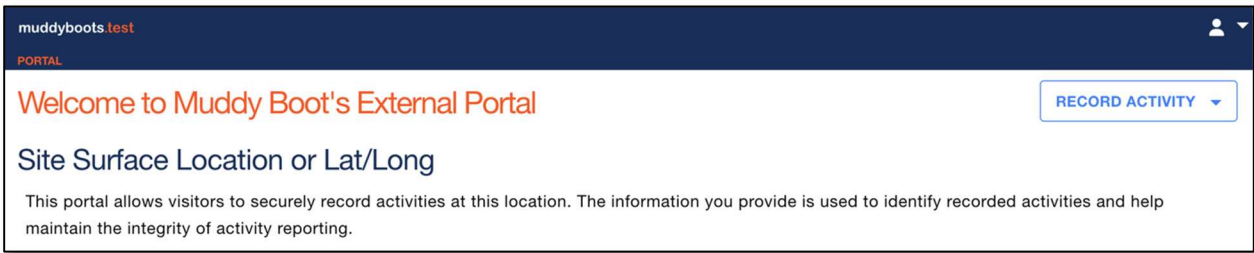


The screenshot shows the login page for 'muddyboots.test'. The header is dark blue with the text 'PORTAL' in orange. Below the header, the title 'Welcome to Muddy Boot's External Portal' is in orange. A paragraph explains the portal's purpose: 'This portal allows visitors to securely record activities at this location. Please enter your name and email address, and review and accept the [Terms of Service](#) to continue. The information you provide is used to identify recorded activities and help maintain the integrity of activity reporting.' The form contains four input fields: '* First Name', 'Last Name', '* Email Address', and 'Company Name'. Below these is a checkbox for '* Agree to Terms of Service?'. At the bottom are two buttons: 'X CANCEL' and 'SUBMIT'.

Figure 4. External Portal Login

As indicated in Figure 4, **First Name**, a **valid email address**, and **Terms of Service Acceptance** are required for an activity to be completed. The email address is used as a unique identifier for any **External Users**. Once logged in, the External User is redirected to the **External Site Landing Page** for the applicable site.

The *External Site Landing Page* will display the site **Surface Location** and the same **RECORD ACTIVITY** style dropdown button viewed by existing MBO users. This dropdown will only list site activities the company has enabled for this feature.



The screenshot shows the landing page for 'muddyboots.test'. The header is dark blue with the text 'PORTAL' in orange. Below the header, the title 'Welcome to Muddy Boot's External Portal' is in orange. In the top right corner, there is a 'RECORD ACTIVITY' dropdown button. Below the title, the text 'Site Surface Location or Lat/Long' is displayed. A paragraph explains the portal's purpose: 'This portal allows visitors to securely record activities at this location. The information you provide is used to identify recorded activities and help maintain the integrity of activity reporting.'

Figure 5. External Site Landing Page

Activities render as they do in-app, other than ‘Corrective Action’ Work Orders. All math, logic, form validations, and activity options (e.g. once per day, workflow required, at least one entry, required fields, etc.) will work as within the main application.

⚠ WARNING: Automatically generated ‘**Corrective Action**’ **Work Orders** are exempted from External Portal Activity Reports and **ARE NOT GENERATED** via *Needs Attention* via external creators.

After a successful save, the external user is redirected back to the *External Site Landing Page* where a list of recorded activities is displayed based on the following parameters:

- For the current site,
- Only for the current day period,
- And only by the external user's email address.

For users with MBO accounts, these activities recorded by external users display in-app and function no differently than any other recorded activity.

The External Portal is meant for individuals who do not have access to Muddy Boots. If an existing MBO User is logged in, the External QR code can still be scanned with one of the two following outcomes:

1. If their working company matches the company for the scanned site, they will be redirected to the site details page.
2. If they are at another company's site, they will be redirected to the affiliates page with a message asking them to change their working company.

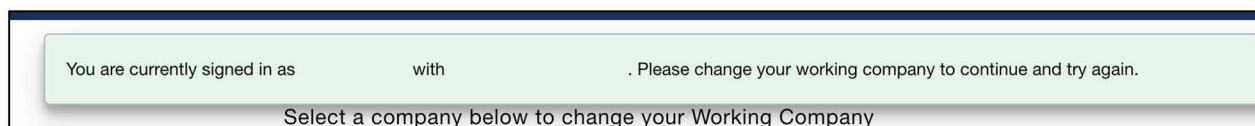


Figure 6. MBO user account view if the wrong working company is selected.

Configuration and Administration

External Portal Configuration

Please reach out to your MBO Representative for enablement of this function.

- The new External Portal feature must be enabled for your company by your MBO Representative.
- Once the new feature is enabled, activities can be selected and enabled for this function.
- A user within the company must be selected as the creator for any generated email workflows.

External Portal Limitations

Externally created activities are more restricted than those created in-app, with the following limitations:

- Only site-level activities can be enabled.
- No "Linking" to schedules is available.
- Work order creation answers (i.e. 'Needs Attention') DO NOT create Work Orders, since these reports will not be created by an Internal MBO User.