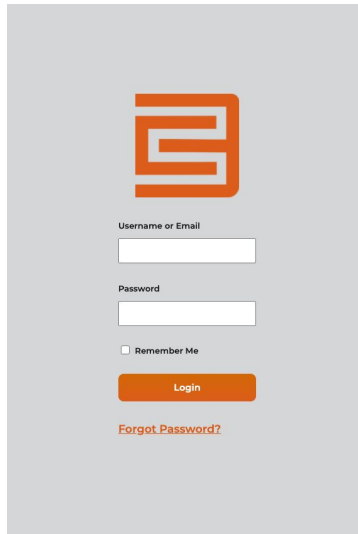


# BERG PORTAL USER GUIDE

Portal URL: portal.bergconst.com

## 1. Login



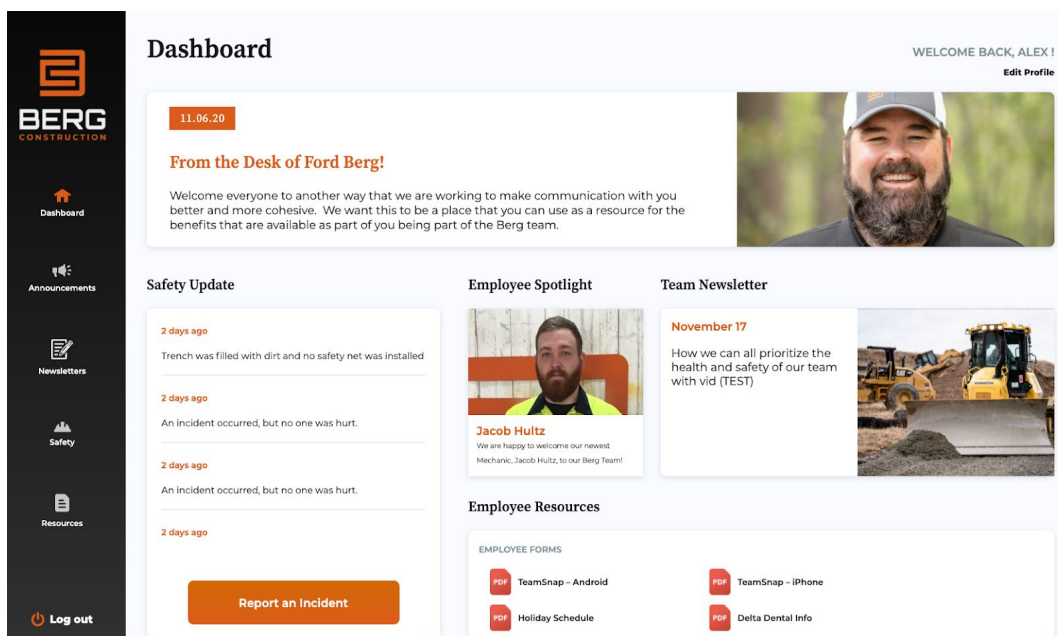
The login page features the BERG logo at the top. Below it are two input fields: 'Username or Email' and 'Password'. There is a 'Remember Me' checkbox and a 'Login' button. A link for 'Forgot Password?' is located at the bottom of the form.

Username: **your employee ID**

Password: **bergconst**

## 2. Dashboard

This is the main page of the Portal.



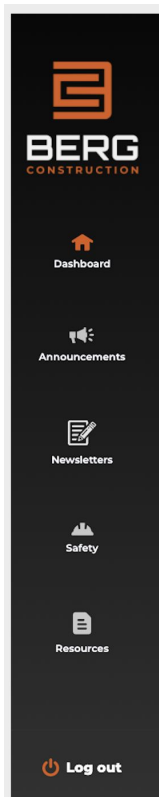
The dashboard is titled 'Dashboard' and includes a welcome message: 'WELCOME BACK, ALEX!' with an 'Edit Profile' link. A date indicator shows '11.06.20'. A section titled 'From the Desk of Ford Berg!' contains a message: 'Welcome everyone to another way that we are working to make communication with you better and more cohesive. We want this to be a place that you can use as a resource for the benefits that are available as part of you being part of the Berg team.' A profile picture of a man is shown to the right.

The dashboard is divided into several sections:

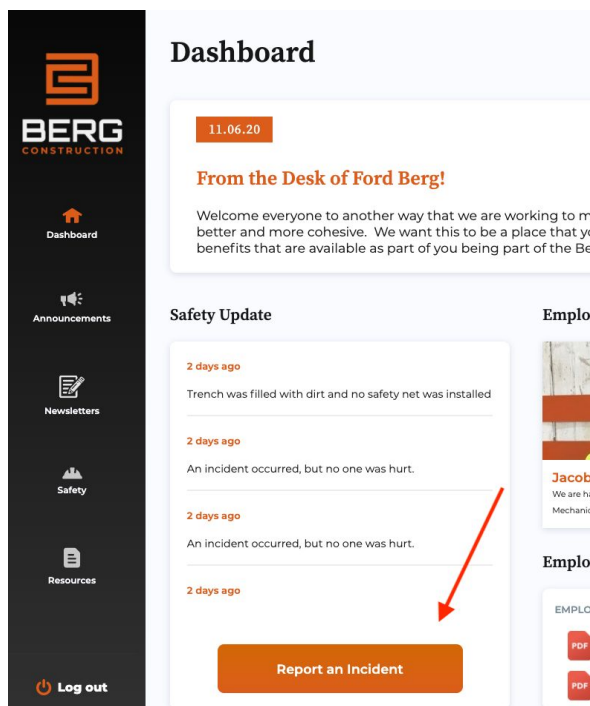
- Safety Update:** Lists three incidents, each dated '2 days ago', with the text 'An incident occurred, but no one was hurt.' A 'Report an Incident' button is at the bottom.
- Employee Spotlight:** Features a photo of Jacob Hultz, a Mechanic, with the text: 'We are happy to welcome our newest Mechanic, Jacob Hultz, to our Berg Team!'.
- Team Newsletter:** Dated 'November 17', with the text: 'How we can all prioritize the health and safety of our team with vid (TEST)'. It includes a photo of a yellow excavator.
- Employee Resources:** Lists four PDF forms: 'TeamSnap - Android', 'TeamSnap - iPhone', 'Holiday Schedule', and 'Delta Dental Info'.

A vertical sidebar on the left contains navigation icons for: Dashboard, Announcements, Newsletters, Safety, Resources, and Log out.

The left navigation shows what pages a user can visit:



A user can report a safety incident:



### 3. Announcements

Company-wide announcements will be posted on this page.

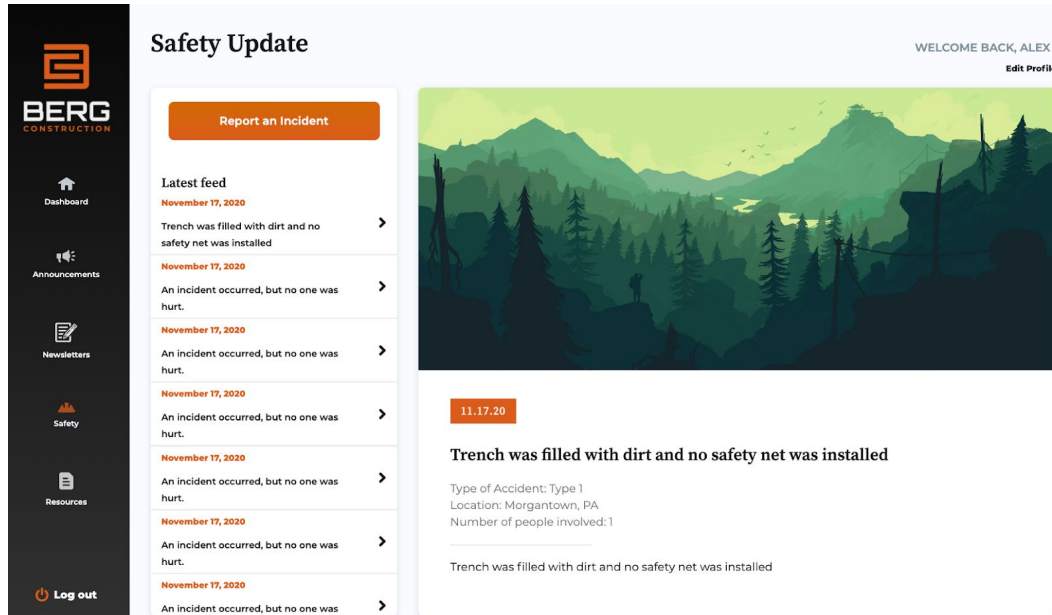
4.

### 5. Newsletters

The newsletters that get sent out will also be posted here.

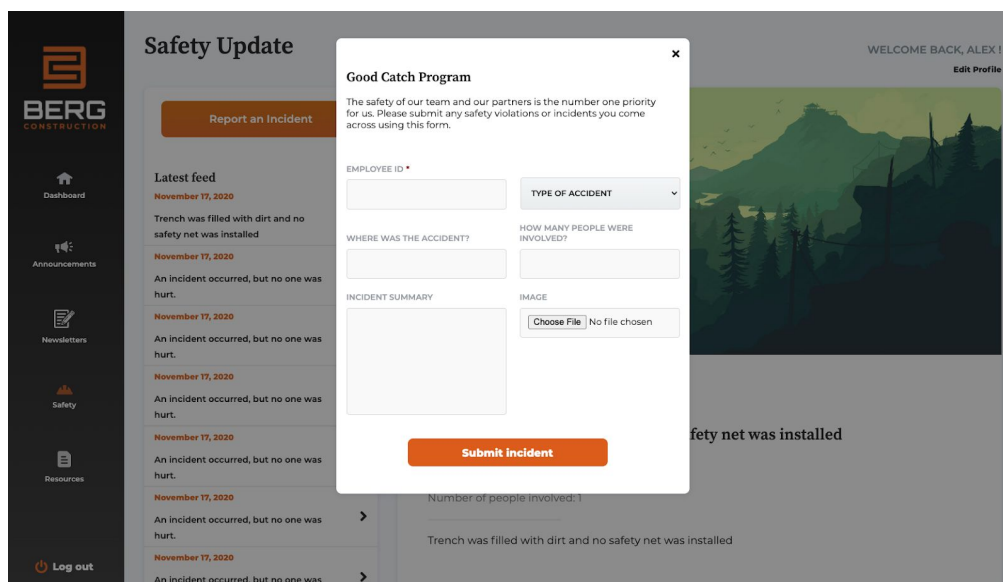
## 6. Safety

This page will show safety incidents that have been reported. If the user clicks the button **“Report an Incident”**, a form will open for a user to fill out.



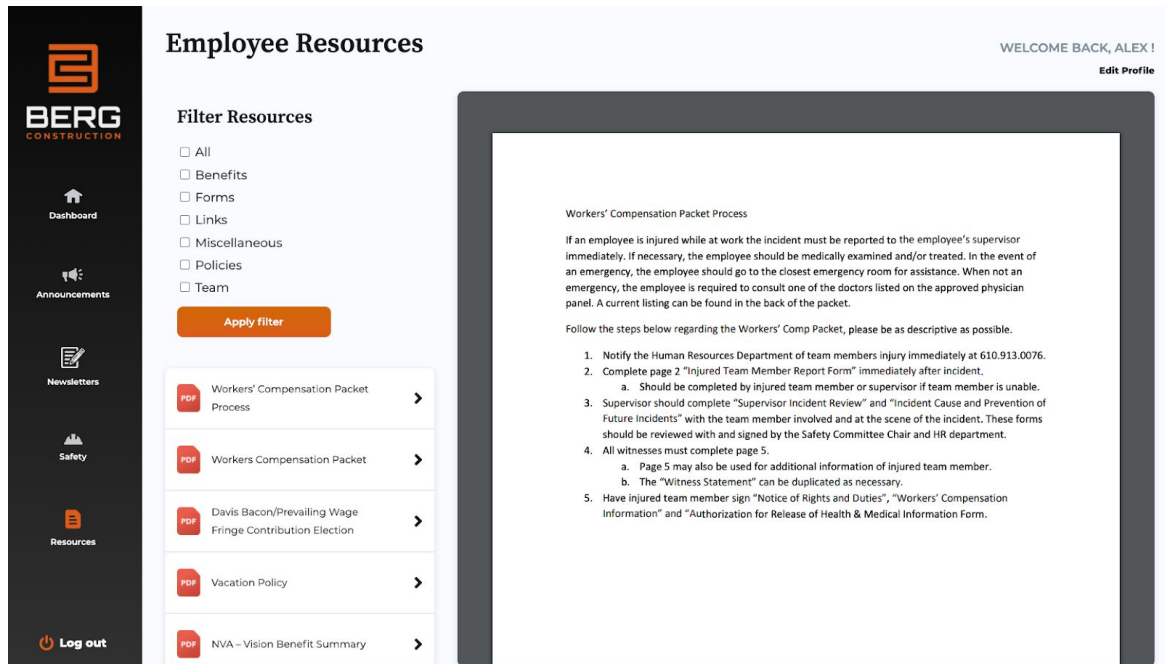
After submitting the incident, the admins of the portal will review it and once it's reviewed, they can decide to post it to the **“Latest Feed”**.

Click on an incident to see all of the submitted details.



## 7. Resources

The **Resources** page is home to much of the paperwork that the Berg team needs access to. A user can scroll in the list of forms/flyers/links/etc to search for what they're looking for, OR the user can use the filter form to just see a resource in a specific category, i.e. "Forms" or "Links".



The screenshot shows the "Employee Resources" page. On the left is a dark sidebar with the Berg Construction logo and navigation icons for Dashboard, Announcements, Newsletters, Safety, Resources, and Log out. The main content area is titled "Employee Resources" and includes a "Filter Resources" section with a list of categories: All, Benefits, Forms, Links, Miscellaneous, Policies, and Team. An orange "Apply filter" button is below the list. Below the filter is a list of resources, each with a PDF icon and a right-pointing arrow: "Workers' Compensation Packet Process", "Workers Compensation Packet", "Davis Bacon/Prevailing Wage Fringe Contribution Election", "Vacation Policy", and "NVA - Vision Benefit Summary". To the right of the filter is a large preview window showing the "Workers' Compensation Packet Process" document. The document text includes: "Workers' Compensation Packet Process", "If an employee is injured while at work the incident must be reported to the employee's supervisor immediately. If necessary, the employee should be medically examined and/or treated. In the event of an emergency, the employee should go to the closest emergency room for assistance. When not an emergency, the employee is required to consult one of the doctors listed on the approved physician panel. A current listing can be found in the back of the packet.", "Follow the steps below regarding the Workers' Comp Packet, please be as descriptive as possible.", and a numbered list of 5 steps.

Click one or more boxes, and then tap the button to apply the filter.

### Filter Resources

- All
- Benefits
- Forms
- Links
- Miscellaneous
- Policies
- Team

Apply filter

