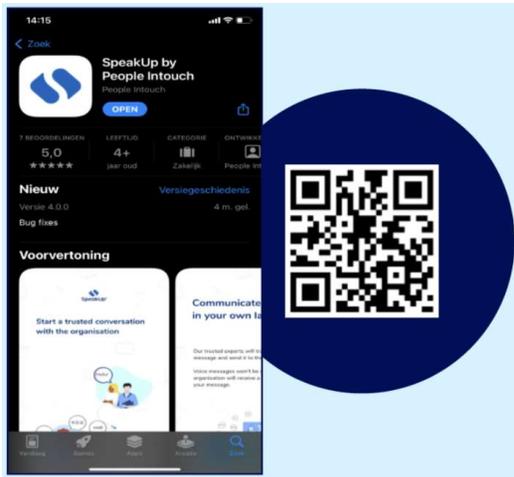**How do I speak up via the app as a Reporter?**

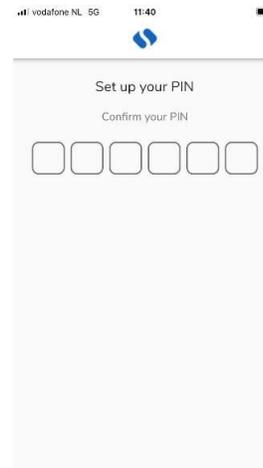To speak up via the app as a Reporter, you must first download and connect the app.

1. Download the SpeakUp app; to find the SpeakUp app, scan the following QR code
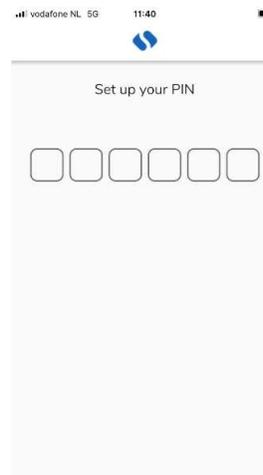


2. After downloading the app, open it up.

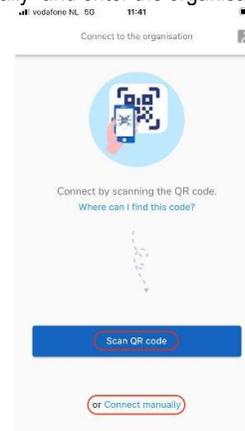3. Click on "Set up your PIN"

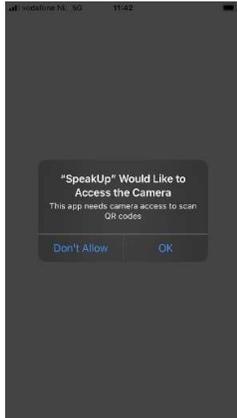

4. Enter a 6 digit pin code of your choosing



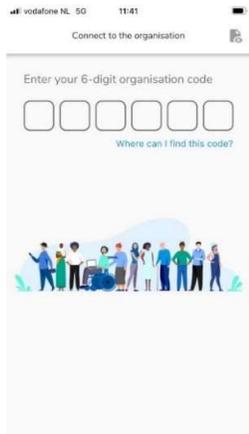5. Enter the same pin code to confirm again



6. Click on "Scan QR Code" or click on "Connect manually" and enter the organisation code.

7. If you click "Scan QR Code," you will be asked to give camera access to SpeakUp; click "Ok" and scan the QR code



8. If you click "Connect manually," please fill in the organisation code



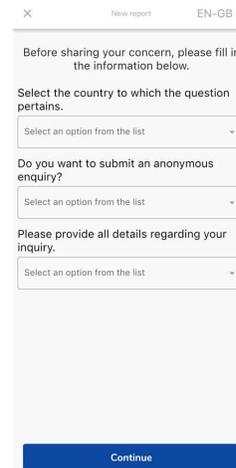| Channel | Code (connect manually) | QR Code |
|---|---|---|
| Ask a Question | 107779 |  |
| Raise a Concern | 107755 |  |
| Raise a Concern to Iveco Group | 107797 |  |

If you wish to switch channels, you must uninstall and reinstall the app again:
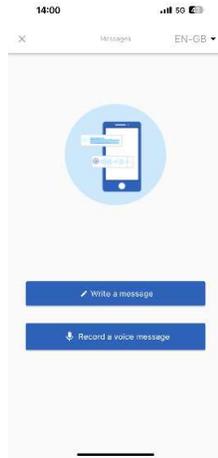
**Once you downloaded the app:**

1. Open the app and click on "New Report"

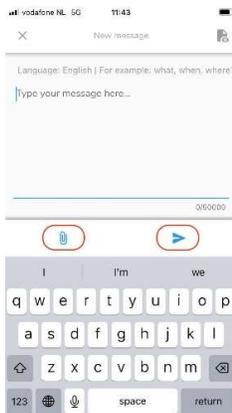2. Press the '+ New report' button to start a trusted conversation.



3. You will be prompted a question, such as the one in the screenshot; please answer it to the best of your abilities.

4. You can write your message or record a voice message by clicking the relevant button.
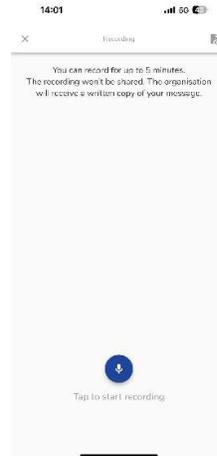


5. Write your message in the open text box; upload any necessary documents using the paperclip icon; once you have finished, click on the paper plane icon to send.
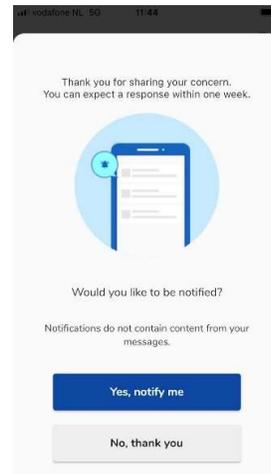


6. You will be asked to check your message again; if you wish to edit, click on "Cancel" if you wish to send, click on "Send"



7. Alternatively record your audio message. Your voice will never be heard by the organization, which will only receive a transcript of your voice recording.



Click on "Yes, notify me" if you wish to receive notifications when there is a response.



When you log back in you will see if there are any new responses from the organisation.