ACCESSING ORT FORMS USING MOBILE DEVICE (PHONE/IPAD)

On your mobile device's internet browser

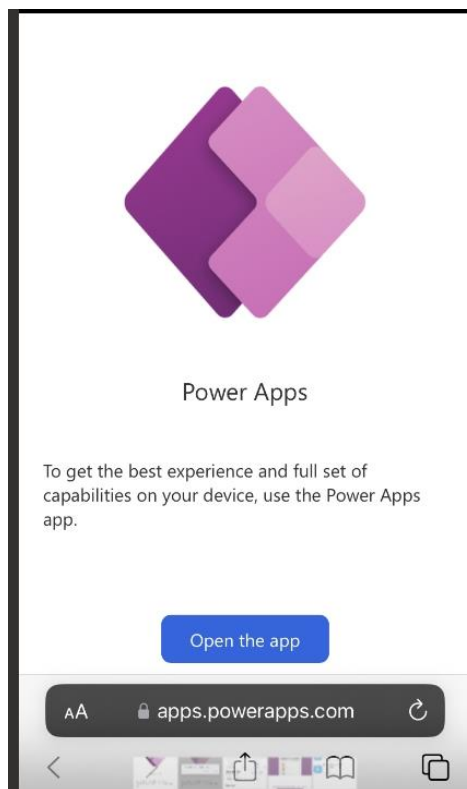Step 1: Enter **hr.un.org/page/reporting-outbreaks** to navigate to the Outbreak Reporting & Management page on the UN HR Portal.

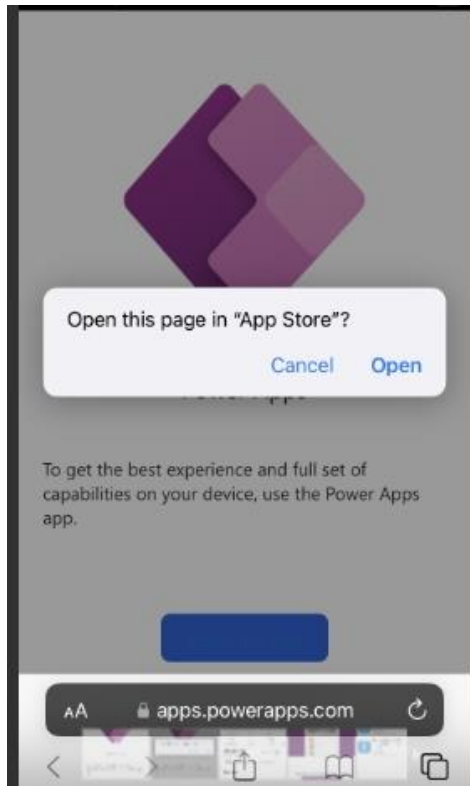Step 2: Scroll down on the site to the section below to access Outbreak Reporting Tool (ORT) forms.

For Usage of the e-ORT, please see below:

- The new e-Outbreak Reporting Tool (ORT) is accessible at:
  - Mission Outbreak Reporting Form
  - Non-mission Outbreak Reporting Form

- Click link in first bullet point if representing a DPPA/DPO mission health facility.
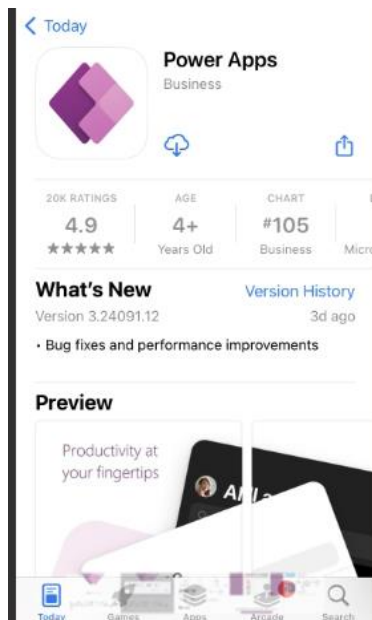- Click link in second bullet point if representing a Non-Mission health facility

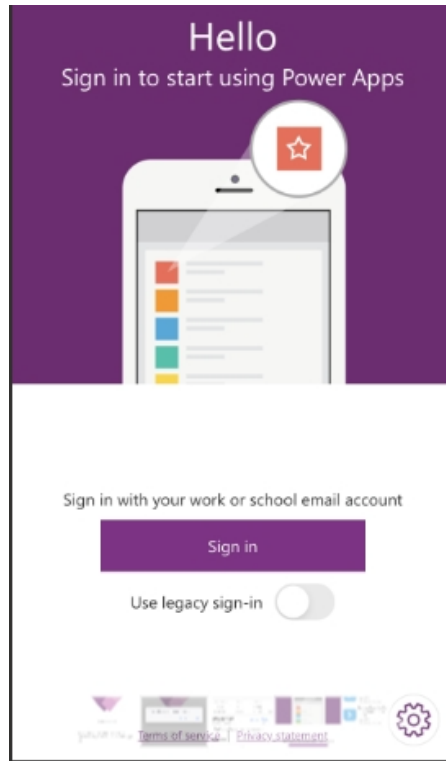Step 3: Click "**Open the App**" blue button (for best experience DO *NOT* click 'Continue in browser')

Step 4: Click **Open** for the "Open this page in "App Store"? prompt

Step 5: Click to download Power App from App Store to mobile device. Open Power App after successfully installing it on mobile device.

Step 6: Sign in using **UniteID** credentials (or work assigned credentials if in Non-mission clinic)

Step 7: If ORT Form is not on Power App Home Screen. Click on All Apps icon on the bottom of your screen -> Enter *Outbreak* in search bar -> Click relevant ORT form from search results list

Step 8: ORT form will appear in Landscape Orientation for optimal viewing. Navigate through form by clicking relevant buttons and/or scrolling.

Step 9: To return to Home: swipe screen from left to right. To Zoom in/out: pinch screen.

Step 10: Ensure you log-out through Home screen after use.