

Enabling Auto Refresh of Origami App

Purpose

To ensure that you have the most up to date versions of the Origami App Forms in particular for the Safety Leadership Walk and that you are logged in on the correct secure passcode, to enable accurate data analytics and outputs from the Origami App platform.

Requirement

If you have conducted a refresh recently then the platform should automatically refresh each day you go into the app. To check you can look at the Last refreshed date at the top of the "All Forms" screen as highlighted in the yellow highlight to the right. If automatically refreshed it should have today's date in the US Format, for example if today was 27th October would show as 10/27/25. If it is current, then just ensure the version of the Safety Leadership Walks is "V2"

However, those that have never conducted a refresh need to manually refresh so that the automatic refresh functionality is then enacted.

To do this please open the Origami app, click on Forms> Audit Response > +New and then once the below screen opens click on the circular arrow in the top right of the screen as shown by the red arrow below.

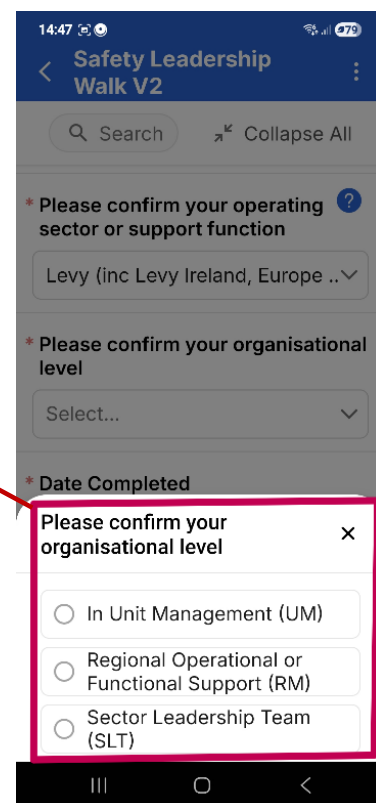
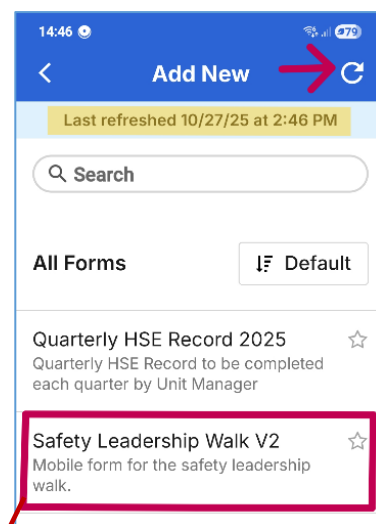
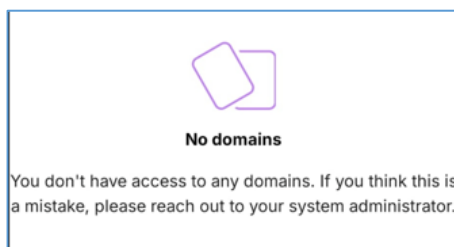
You will then see the last refreshed date and time should be the date and time you conducted the refresh and the "Safety Leadership Walk V2" should be in the "All Forms" list.

When completing the form, ensure you select the correct Operating Sector or Support Function. Then you should select the relevant organisational level. Unit manager for all in unit teams, Regional Operational or Functional Support for all Above Unit Teams that are not part of the Senior Leadership Team and finally Sector Leadership Team for all those who are part of the Senior Leadership Team.

No Domains

Once you have conducted an app refresh and you get the below screen with No domains, then please follow the steps below.

Log out of the app, then log back in with the relevant secure passcode for your sector or function, these can be found by clicking on the following link [Safety Walks | Compass HSE](#) then scroll to the Sector Passcodes bar to find your sector or function.



If you have any further challenges or questions, please contact your sector HSE Lead.