Add Photos or PDF Attachments

1. Login to the User account @ http://login.safety-reports.com
2. Select the correct inspection
3. Under **Inspection Pictures**, click on the **Select** box under Step 1: Select the photos to upload. *You will click here when adding photos OR files.*
4. Find the file, double click, or select multi and click **Open**.
5. Once the image or document has a solid green dot, Click on the **Upload** button, under Step 2: Upload selected photos to server.
6. Processing Pop Up appears until photo(s) and/or document(s) upload to the server.
7. If you would like to assign a photo, click on **Assign Picture to Inspection Item**.
8. Click on **Select Category** then click on the needed category.
9. Click the circle beside the question/inspection item needed.
10. Then Select "**Yes**" or "**No**", the question pops open and you can add notes or other options
11. Click **Update**
12. For Photos, you can annotate a circle save photo edits
13. For Photos, you can make notes in the Photo Narrative section, Click **Update Photo Narrative**.