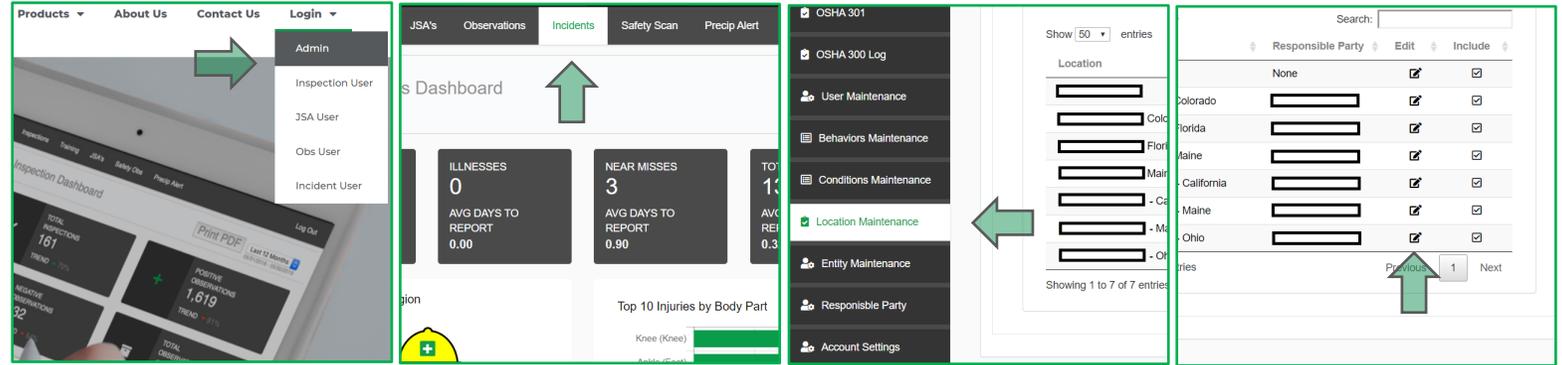**Adding Multiple Responsible Parties for Safety Incidents**

*Using this new feature you can make multiple **Responsible Parties** available for a single **Location** for Incident reporting

Instructions:

1. Logon to your Safety Reports Admin page

2. Select **Incidents** along the grey bar at the top of the screen

3. Select **Location Maintenance** from the options at the far-left of the screen

4. Select the **Location** you want to manage Responsible Parties for by selecting **Edit** in that Location's row, found in a column to the left

5. The list of **Available Responsible Parties** is shown in the box to the left, select those you want for this Location, and use the green **arrow** to move them to the **Selected** box on the right

6. When you have those you want available for this Location in the **Selected** box, choose the green **Submit** button at the bottom of the page

7. Now, an Incident author reports an incident at the **Location** to which you added **Responsible Parties**...

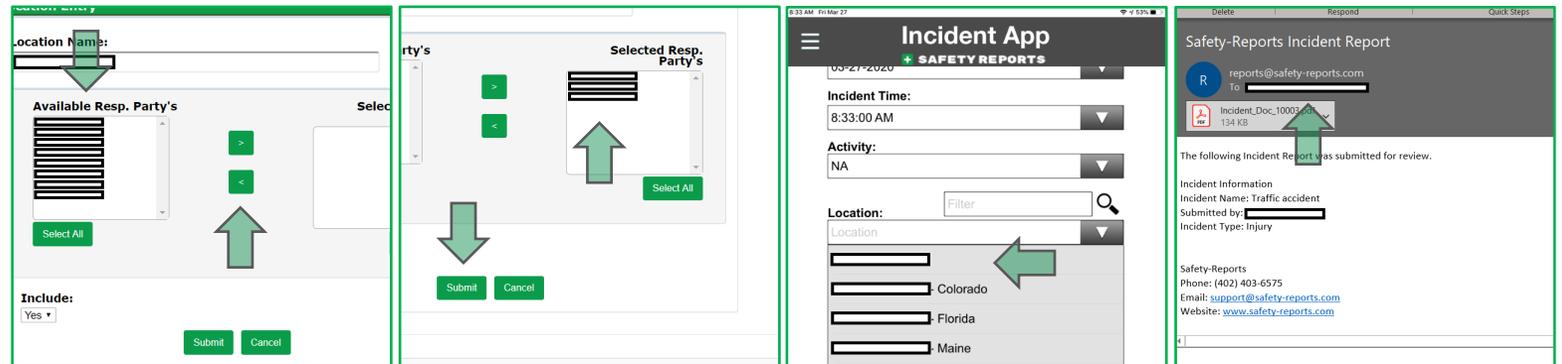8. The **Responsible Parties** will receive an email with the **Incident Report PDF** attached