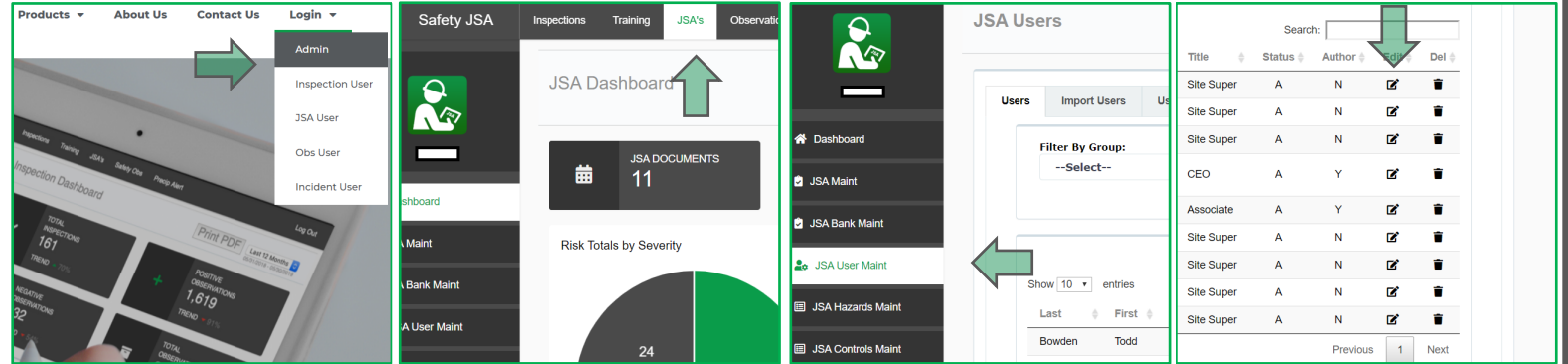


Setting Administrative Levels for JSA Authors

*Using this new feature, you can set admin levels on JSA authors so they can create content only with an administrator's permission, or not at all, and conduct only saved JSAs

Instructions:

- 1 Logon to your Safety Reports Admin page
- 2 Select **JSA** along the grey bar at the top of the screen
- 3 Select **JSA User Maint.** at the far-left hand side of the screen
- 4 **Edit** the JSA author whose admin status you want to manage by clicking the icon at the far-right
- 5 To allow authors to submit new JSAs only with approval, choose **Requires Approval** from the **Author Level** dropdown
- 6 When authors of this level change JSA details and save them, the administrator receives an **Email** with a link to give permission for the edits
- 7 To allow authors to create no new JSAs, choose **Limited Author** from the **Author Level** dropdown
- 8 When in the mobile app, **Limited Authors** are able only to Conduct previously-saved JSAs when selecting **New JSA**, and cannot create them

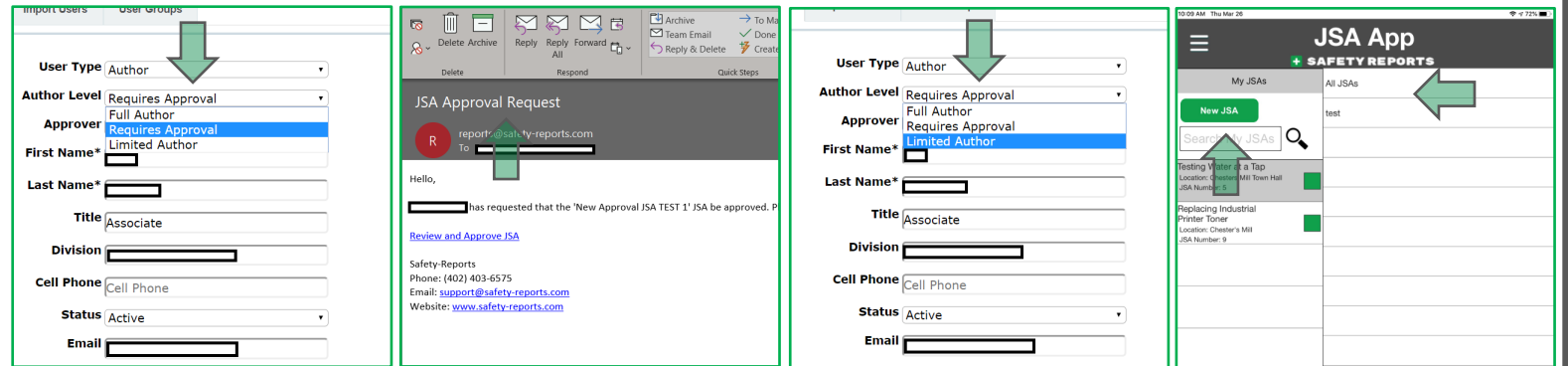


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