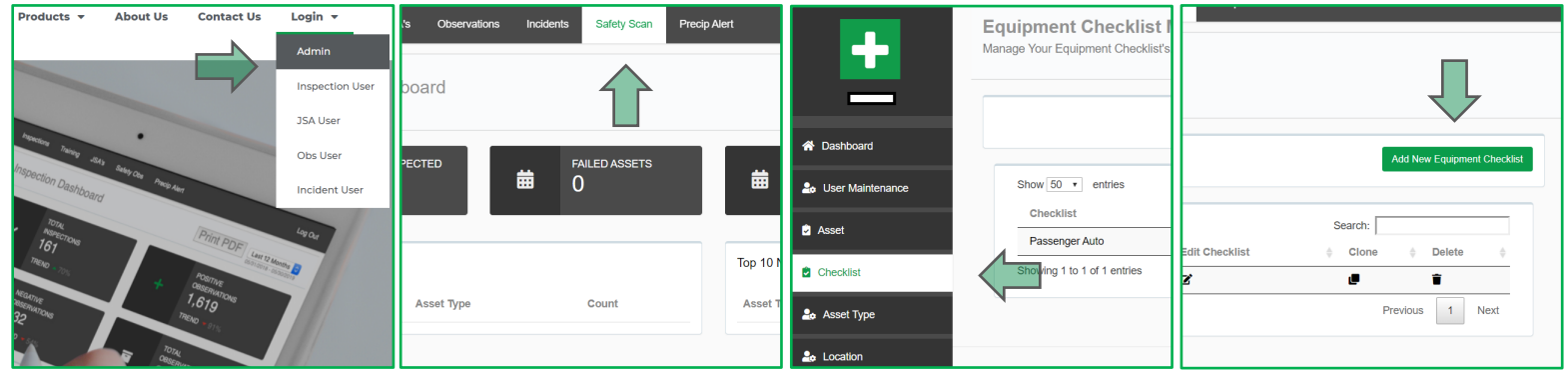


Building an Inspection for SR Scan Assets

*Using this new product you can create an Inspection for use when inspectors scan and update status of **Assets** through your facilities

Instructions:

- 1 Logon to your Safety Reports Admin page
- 2 Select **Safety Scan** along the grey bar at the top of the screen
- 3 Select **Checklist** from the options at the far-left side of the screen
- 4 Select **Add New Equipment Checklist** at the far-right side of the screen
- 5 Add your new custom Checklist's name in the **Checklist Name** field and click **Add**, or, use one of our pre-built checklist templates by selecting **Add From Template**
- 6 To add content to a checklist, select the **View Item List** icon in the row of that equipment checklist
- 7 Select **Add New Checklist Items** at the far-right side of the screen
- 8 Question content is managed in the **Question Edit** section. The **Question** text is added in the box of the same name, and depending on question type, **Details** are managed in the window to the right. Select **Add** to create the new question

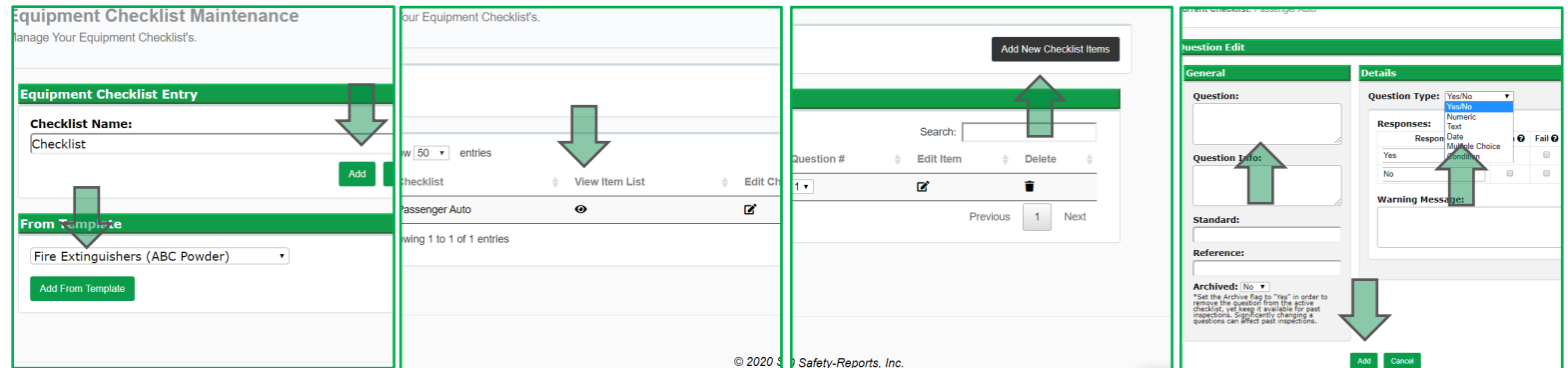


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