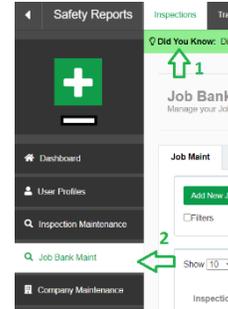


SAFETY REPORTS

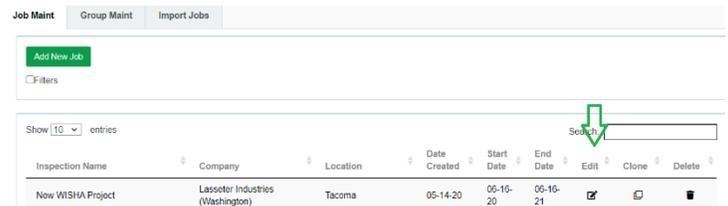
Job Bank Reports

This guide is built to assist Safety Inspection clients who manage projects in Job Bank to utilize the new reporting features. Similar to the Safety Reports Inspection app Performance Reports and Report Scheduler, the purpose of the new feature is to give job-specific reporting, which is easy to manage and ends when the project is complete.

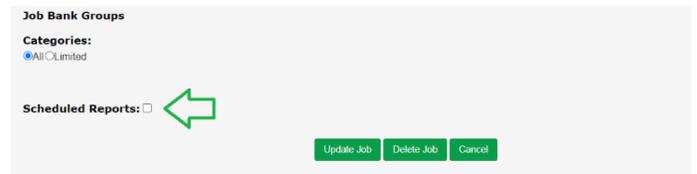
Logon to your admin site, choose the tab 'Inspections' among products listed at the top, then on the far-left, choose 'Job Bank Maint' for Job Bank Maintenance.



Choose the Job Bank Job you want to start performance reports for, and on that row choose the 'Edit' icon.



Scroll to the bottom of the page that follows, and 'check' the "Scheduled Reports" box.



Similar to the Report Scheduler function elsewhere in the admin site, the settings for reporting are shown. Choose the report type, update the Title, and select items pertinent to the report such as frequency (weekly or monthly), range, and audience. When complete, choose 'Update Job' at the bottom.

Schedule Reports Instructions
To schedule reports for Job Bank, select the desired report types below and then select the schedule. The reports will run for the duration of the Job Bank inspection. To end one or more reports you must uncheck the report from the list.

Schedule Report Name
New WISHA Project

Report Types
 Safety Observation Report Top 10 List Inspector Activity Report Responsible Party Summary
 Responsible Party Detail Corrective Action Tracking Dashboard Report

Report Frequency: Weekly
Report Day: Sunday
Report Range: Last 5 Days

Email: example@email.com

Email CC's:
#1: _____
#2: _____
#3: _____

Report Delivery Time (Central): 12am
Active: Yes

Update Job **Delete Job** **Cancel**

Note, this function creates all report types 'checked' according to the same instructions, and delivers to the same audience across the board for the project.

For questions, contact the Support Team (402) 403-6575 ext. [2] support@safety-reports.com