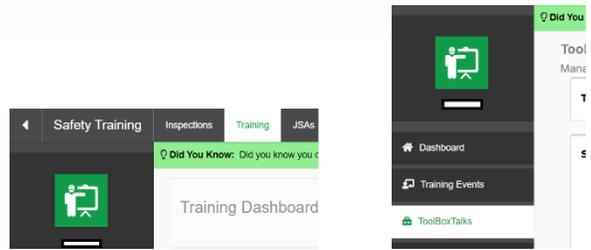


SAFETY REPORTS

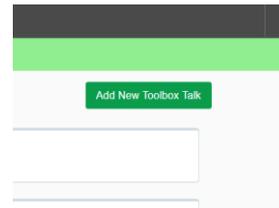
How to Upload Custom Toolbox Talks

This guide shows the steps to upload custom Toolbox Talks in the Safety Reports Safety Training System.

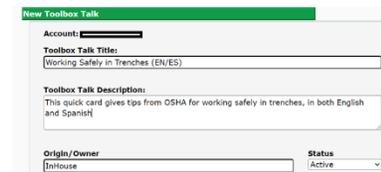
Logon to your admin account, and choose the 'Training' tab, if among other Safety Reports Products. On the left-hand side, choose 'Toolbox Talks'



Choose the green 'Add New Toolbox Talk' button at the top-right



Type in the Title, Description and Origin of the talk in the spaces provided. (Origin will default to the name of the custom toolbox talk source 'InHouse' if left unnamed)



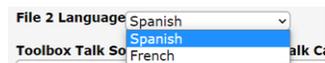
To add the quick card file, choose the grey 'Choose File' button, and navigate through the computer file tree to select the PDF.



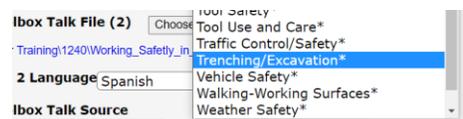
Then, choose the green 'Upload' button, ensure there's a blue link after this is done



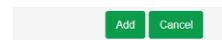
If adding a card version for Spanish or French speakers repeat this process under the Toolbox Talk File (2) row; select the language as applicable.



Choose the category the talk will be organized in. Preloaded categories from Safety Reports cover many items, you are able to build a new category for the talk if none of them apply.



When complete, choose the green 'Add' button.



Contact support@safety-reports.com (402) 403-6575 ext. [2] for questions.