

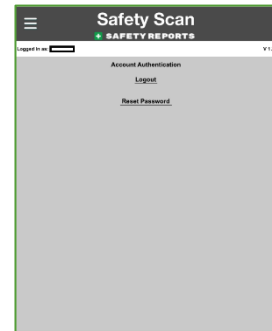
SAFETY REPORTS

Safety Scan Mobile App Guide

The following guide shows functions and steps to perform inspections using the Safety Scan App from Safety Reports. This system allows assets to be inspected either ad-hoc, by scanning a QR code or entering its Tag number, or in a route built by the account administrator.

Sign in/Settings

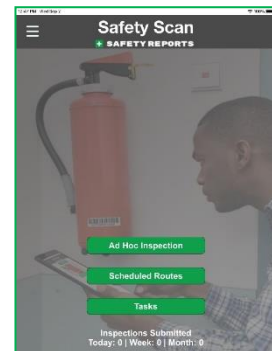
The Settings page is found using the menu button at the top-left hand side of the screen. Currently the functions available are sign in/sign out and reset password from this screen.



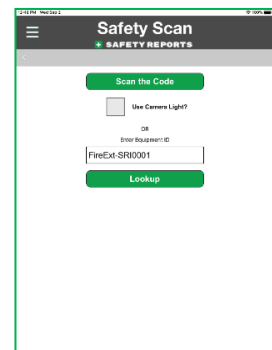
Performing Inspections

Using the same menu button, you can navigate to the 'Safety Scan' screen.

This is the main screen for the application, and allows you to inspect an asset, either through 'Ad Hoc Inspection, or Routes, and to access your Tasks as applicable.



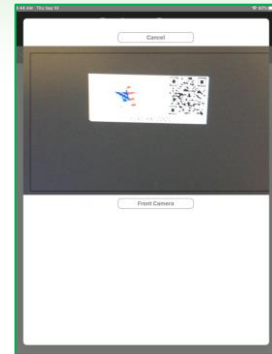
An 'Ad Hoc Inspection' is performed on an asset by either typing in the Tag ID in the 'Lookup' field, or by scanning the asset's QR Code.



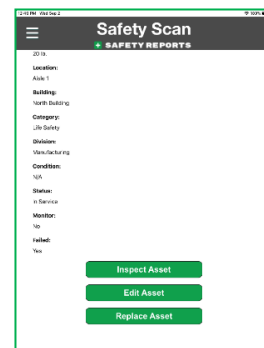
Performing Inspections (cont.)

Choosing 'Scan the Code' will launch the device camera, a message asking for permission may popup on the first time use of the app, choose 'Allow'. You may need to allow the camera to focus slightly, but this will happen automatically. You have the option to also switch to the front-facing camera, if your device is equipped.

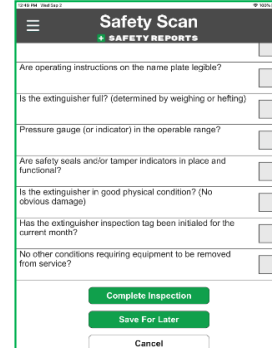
Note: Permission for the camera is not required by Safety Reports to perform inspections using Safety Scan, since you can enter items in the 'Lookup' field, but is required if you want to use the camera to scan QR codes.



Once you scan the code, the information about the asset will appear and you will be able to Inspect, Edit or Replace the asset as applicable, though the most common entry will be 'Inspect Asset.'

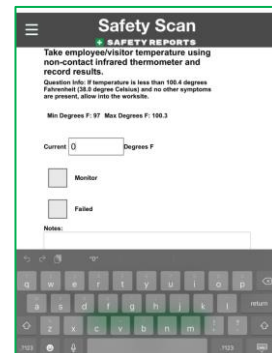


Once selected, a checklist will appear and allow you to Inspect the Asset. Make your selections using the checkboxes. If you want to see more information about a question, tap the row the question is on outside of its checkbox to open the item. Some question types may require more than a 'check' selection.



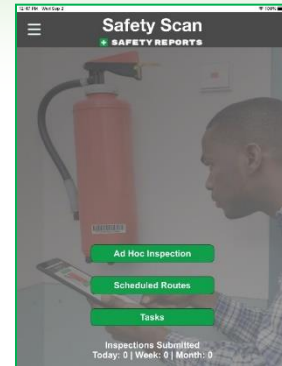
If a particular question requires entry of a parameter, such as text or a number, the question will open automatically. In the example, entry of a temperature is required as part of a self-assessment for worksite safety. You are able to add notes or take a photo.

Note: You may need to 'collapse' the keyboard as shown to see all functions on this screen.

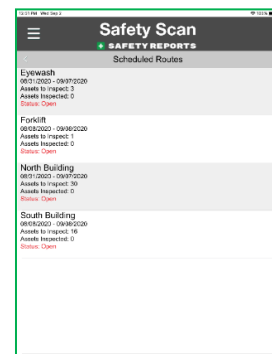


Performing Inspections (cont.)

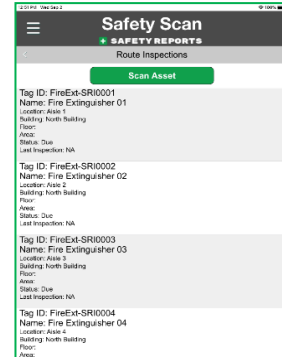
Performing inspections using a route, if setup by your administrator is done by choosing 'Scheduled Routes' from the app's home screen.



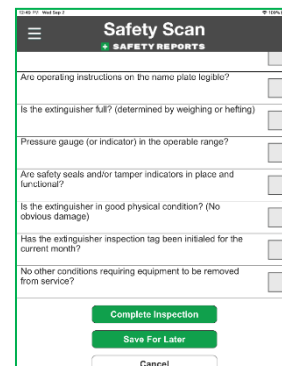
This selection will take you to a screen that shows all of the routes you have set up. Select the route you want, by tapping the row of that route.



The screen that follows will show you the assets that need to be inspected in this route. Inspect the asset by tapping the screen on the row of that asset.

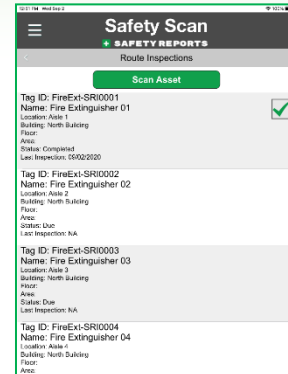


Doing so will launch the checklist for that asset type, just as with the 'Ad Hoc' inspection.



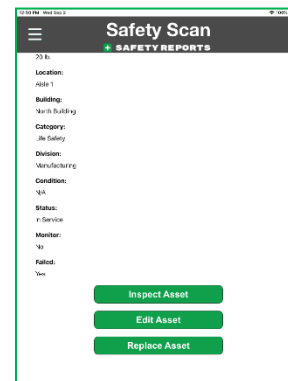
Performing Inspections (cont.)

Once completed with the inspection for that asset, you will see a checkmark next to the asset which means it has been recorded, and you can choose the next asset in the route by tapping the row of that asset. Repeat this process until all assets in the route have been inspected.

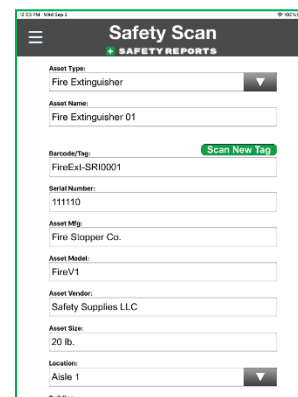


Editing Assets and Tasks

If you need to make a change to the asset, you can do so from the field. Use the 'Edit Asset' button after either entering the asset via 'Lookup' or scanning its QR code.

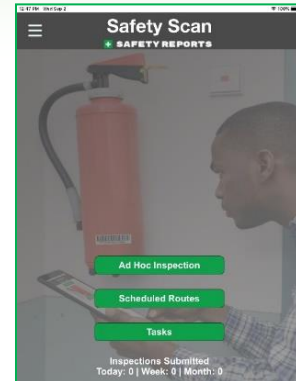


Once selected, the screen will show information about the asset and you will be able to edit the information listed using text entry, or drop-down menus.

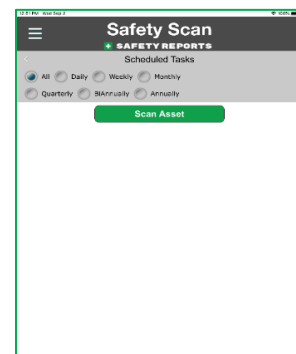


Editing Assets and Tasks (cont.)

As applicable, you can view your assigned Tasks by choosing that button from the app's home screen.



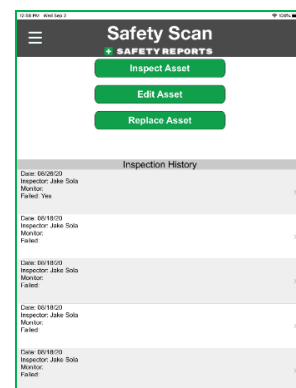
Cycle through tasks based on their schedule using the radio buttons provided, Daily, Monthly, etc. as shown in the example. When an asset is shown in the tasks, use the green 'Scan Asset' to complete an inspection for whatever is assigned.



Asset Inspection History

To view the Asset's inspection history from the field anytime, simply scan the asset and scroll to the bottom of the page below the asset information, and you can see the previous inspections.

To view the information from the previous inspections, simply tap the row corresponding to the date of the inspection you want to see, and it will show the information from that inspection.



For more information, contact:

Safety Reports at support@safety-reports.com or (402) 403-6575 option '2'