# ➕ SAFETY REPORTS

## Safety Scan Mobile App Quick Start Guide

The Safety Reports Safety Scan app allows for inspectors to conduct one of three functions, Inspecting Assets, Editing Assets or Replacing Assets. The following information will show basics of the Inspect Asset function.

Inspections can be done one of three ways from the mobile app, 'Ad Hoc, by 'Scheduled Route' or 'Tasks,' choose the option applicable to your inspection to continue.
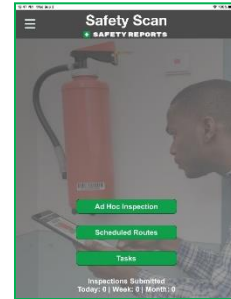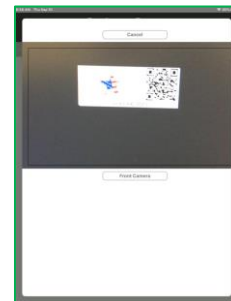
Ad Hoc Inspections

Type in the Tag ID then choose 'Lookup' or Scan the QR Code to continue.
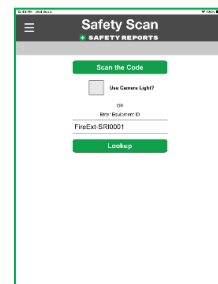
'Scan the Code' starts the camera, and advances to the Inspect/Edit/Replace screen, the screen may need to focus before the QR code is recognized.

Note: choosing 'Lookup' does the same function without launching the camera.

To perform the inspection, choose 'Inspect Asset.' Depending on your account settings, either a drop-down menu of available inspections will be presented, or one will start automatically.
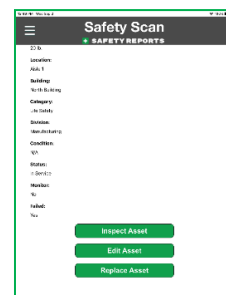
Ad Hoc Inspections (cont.)

Use the checkboxes to mark responses, typically tapping once on the 'check' symbol enters a 'Yes' response. Some questions may be setup for you to enter information as needed, if so the screen will advance automatically. Tap outside the check symbol for more information on any question. Choose 'Complete Inspection' when finished

Scheduled Route

From the home screen choose 'Scheduled Routes, you will be presented with a screen showing the route(s) assigned to you or your group. Choose the route to inspect assets in order

Similar to Ad Hoc, either the checklist will be presented automatically, or you will choose it from a drop-down menu. Perform the inspection in the same way as described above.

When an asset on a route has been inspected, a green 'Check' will be shown. Continue to scan assets in order until all show the green check icon.
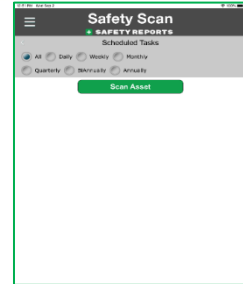
Tasks

Where an asset inspection is not assigned to a route, but has a determined frequency, it becomes a 'Task' visible to you in the mobile app. Use the buttons to choose between frequencies (Daily, Weekly etc.) to view if there is an asset inspection 'Task' for that interval. When one is presented choose 'Scan Asset' to perform the inspection.

As with Scheduled routes and Ad Hoc, either the checklist will be presented automatically, or you will choose it from a drop-down menu. Perform the inspection in the same way as described above.