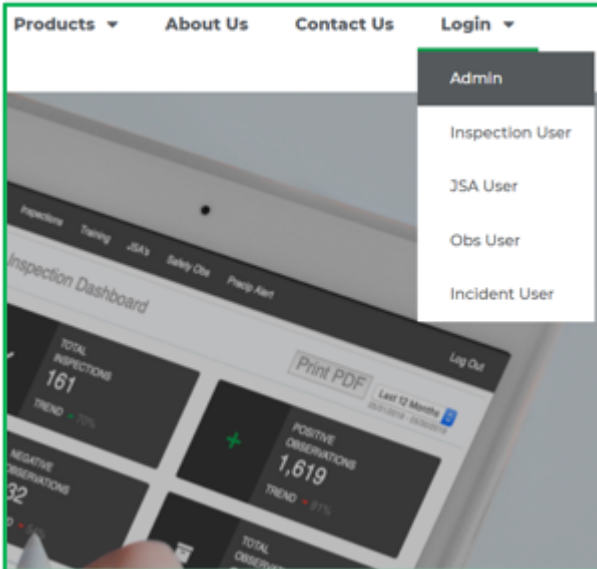


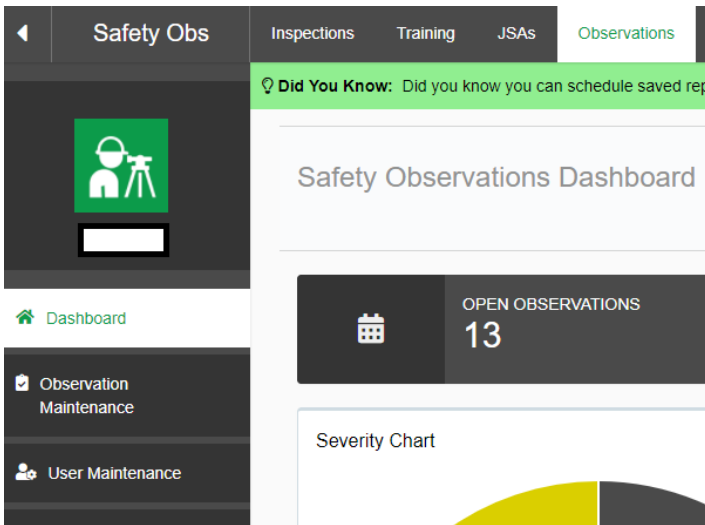
SAFETY REPORTS

Customize Category Maintenance

1. Log-in to your Safety Reports Admin page



2. Select Observations along the grey bar at the top of the screen



3. At the far left, choose Category Maintenance

- User Maintenance
- Location Maintenance
- Category Maintenance
- Cause Maintenance
- Responsible Party Maintenance

4. Click on Custom

Category Source
 Safety-Reports Custom

5. Click Add New Category

Add New Category

6. Add Category information and click Submit

Obs Category Maintenance
Manage Your Category's.

Category Entry

Category Name:

Include:

Submit Cancel