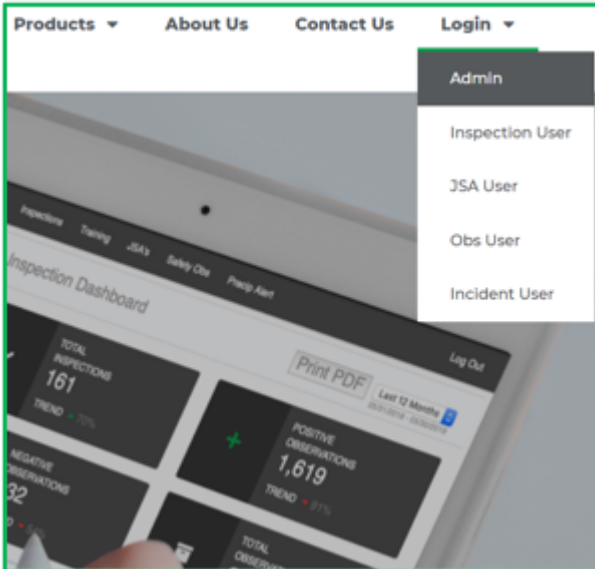


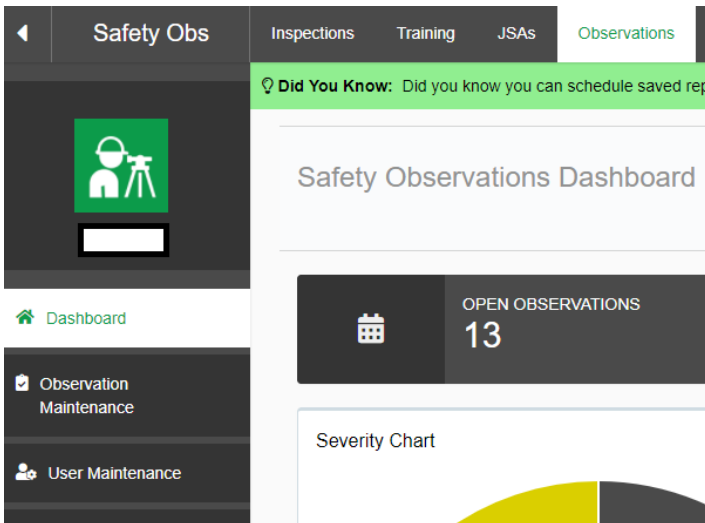
SAFETY REPORTS

Customize Cause 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 Cause Maintenance

 Location Maintenance

 Category Maintenance

 Cause Maintenance

 Responsible Party Maintenance

4. Click on Custom

Cause Source

Safety-Reports Custom

5. Click on Add New Cause

Add New Cause

6. Add information for Cause and click Submit

Obs Cause Maintenance

Manage Your Cause's.

Cause Entry

Cause Name:

Include: Yes ▾

Submit

Cancel