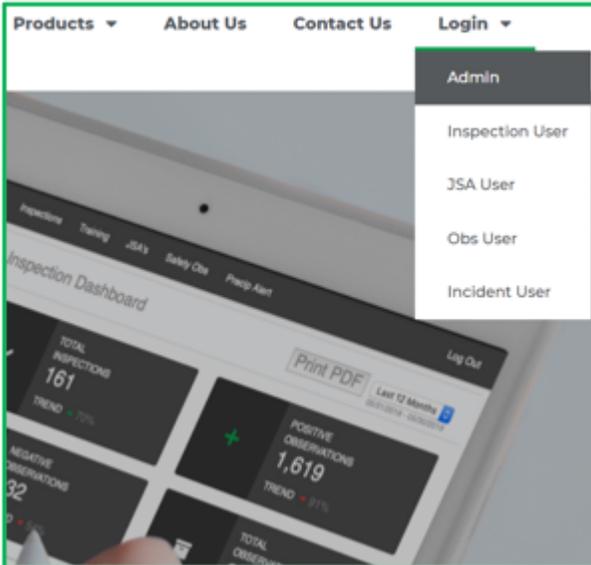


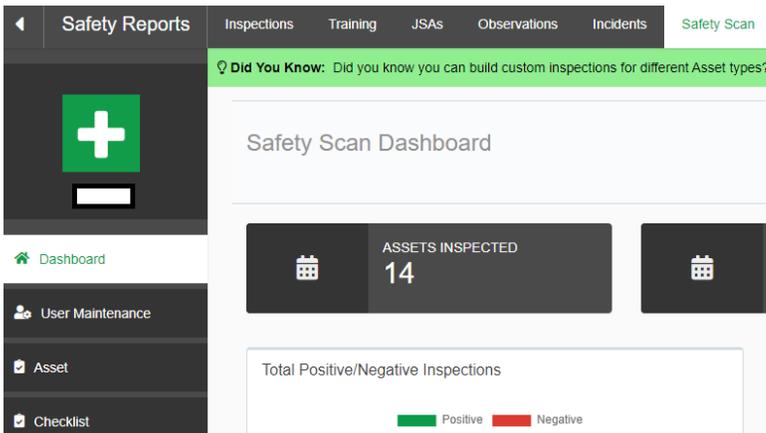
# SAFETY REPORTS

## Generate Single Barcodes

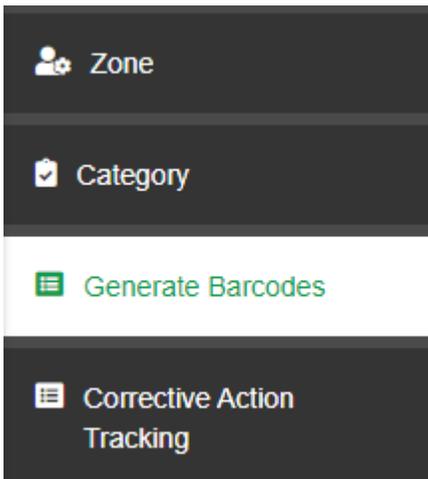
1. Log-in to your Safety Reports Admin page



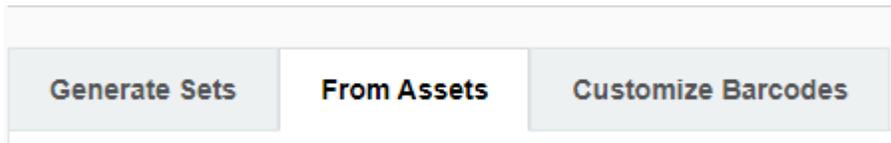
2. Select Safety Scan along the grey bar at the top of the screen



3. At far left, choose Generate Barcodes



4. Select From Assets



5. Select Specific Asset

**Asset Filters**

**Asset Type:**  
None

**Location:**  
None

**Building:**  
None

OR

**Specific Asset:**  
None

6. Select Barcode code size and click Generate

**Barcode Options**

**Barcode Type:**  
QR Code

**Layout Size:**  
Avery 5630 (1" x 2<sup>5</sup>/<sub>8</sub>" )

**Generate**

7. A new window will open and the Barcode code will be there

