# **H** SAFETY REPORTS

## Job Bank Setup

1. Log-in to your Safety Reports Admin page



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



3. At the far left, choose Job Bank Maint



### 4. Click on 'Add New Job'

Job Ban Manage your J	<b>k Maintena</b> ob Bank.	ince	
Job Maint	Group Maint	Import Jobs	
Add New	Job		

# 5. Add information for job

ge your Job Bank.	
Maint Group Maint Import Jobs	
the set	
a New Job	
Job Name:	
Job Name:	
Job Name:	Inspection List:
Input Mode:	Inspection List:
Job Name:   Input Mode:  Checkmark Company:	Inspection List: Select Division:

#### 6. Choose a start and end date

Start Date:	End Date:	
12/14/2020	12/14/2021	

7. When information is added, scroll to the bottom, and select 'Add Job'

