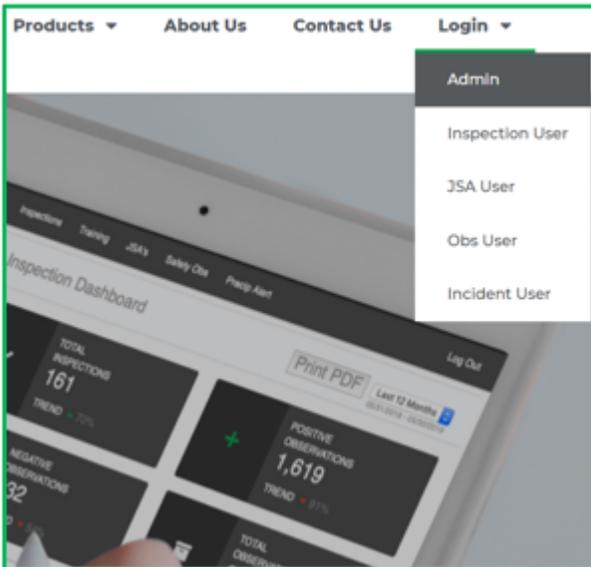


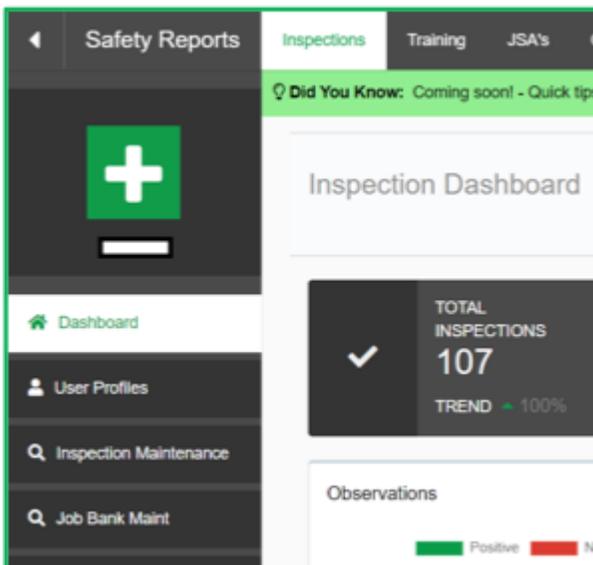
# SAFETY REPORTS

## Job Bank Setup

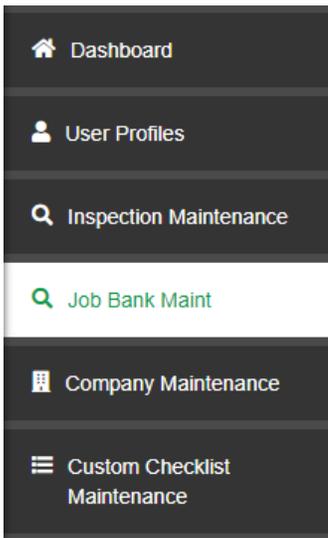
1. Log-in to your Safety Reports Admin page



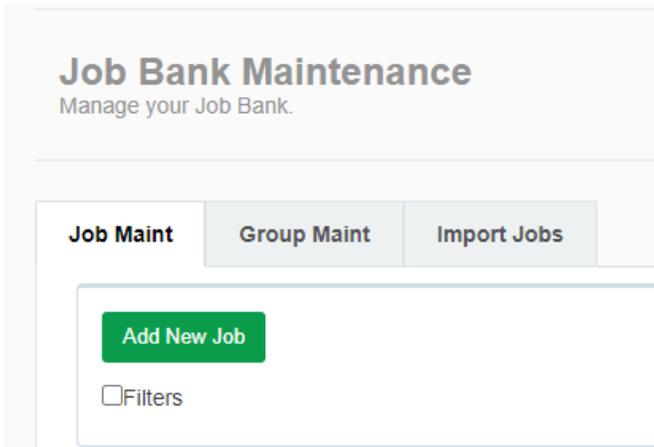
2. Select Inspections along the grey bar at the top of the screen



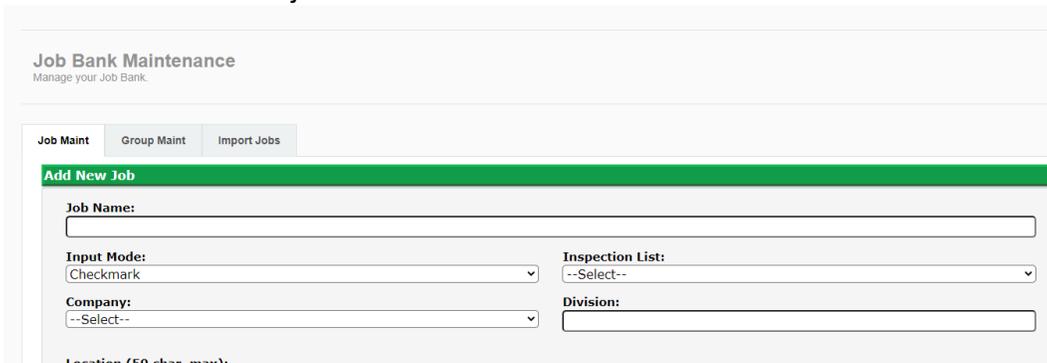
3. At the far left, choose Job Bank Maint



4. Click on 'Add New Job'



5. Add information for job



6. Choose a start and end date



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

Add Job

Cancel