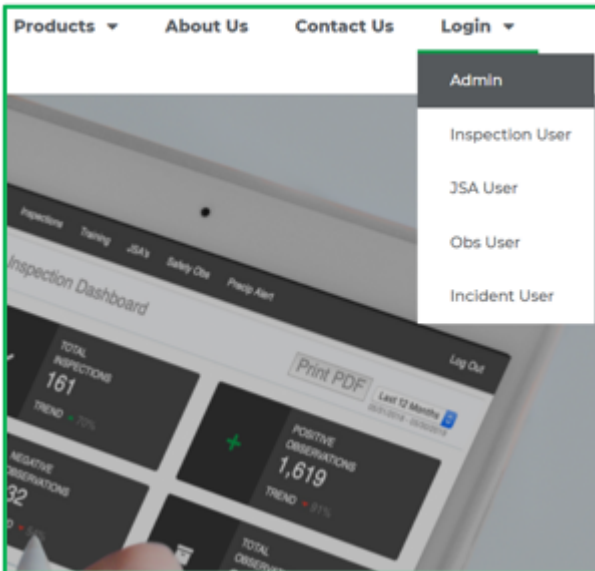


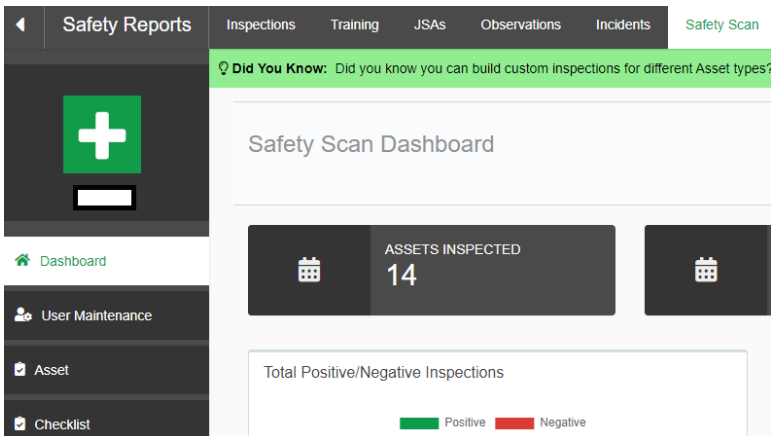
SAFETY REPORTS

Make Asset Out of Service

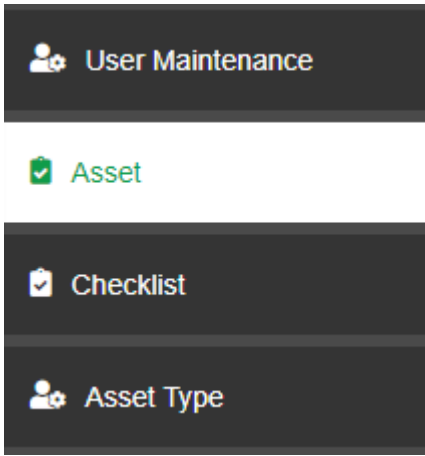
1. Log-in to your Safety Reports Admin page



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



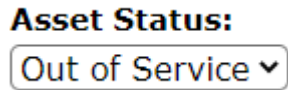
3. At far left, choose Asset



4. Click Edit on the asset you want to make Inactive



5. Click on Asset Status and select Out of Service



6. Scroll to the bottom of the page and select Update

