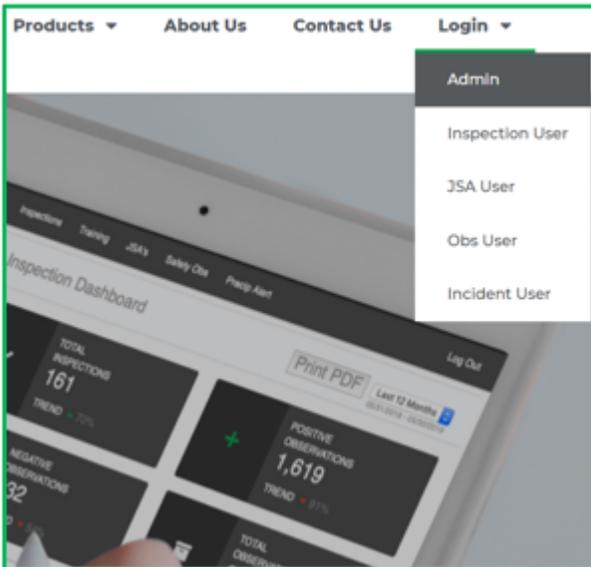


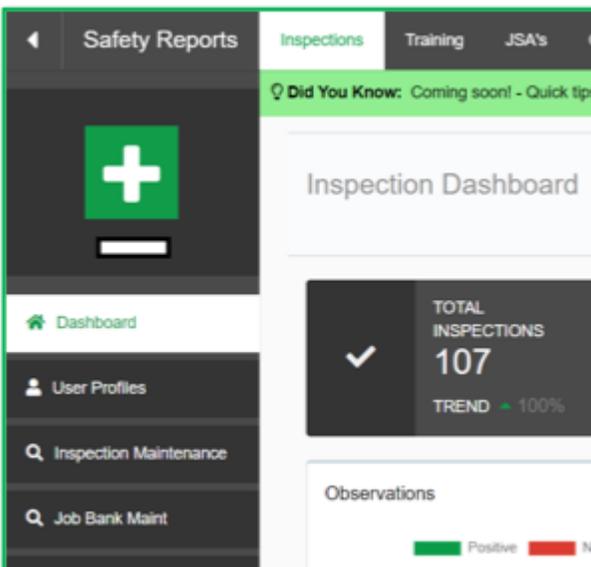
SAFETY REPORTS

Making a User Inactive

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 User Profiles

- Dashboard
- User Profiles
- Inspection Maintenance
- Job Bank Maint
- Company Maintenance

4. Select Edit next to the user you want to make inactive

Search:

Status	Edit
A	

5. Change User status to Inactive

User Status

6. Scroll to the bottom and click Update