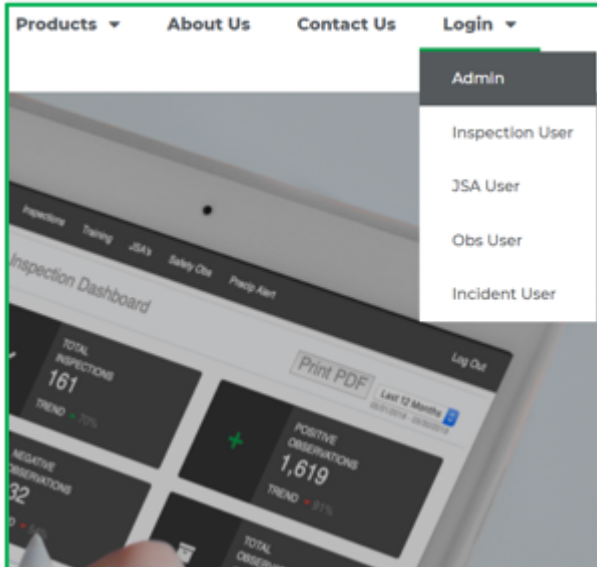


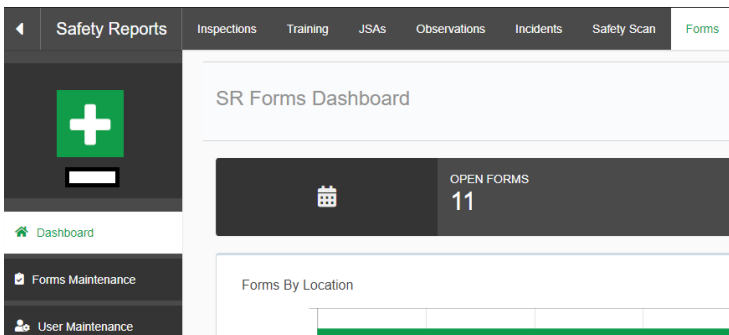
# SAFETY REPORTS

## Upload a Logo to a Form

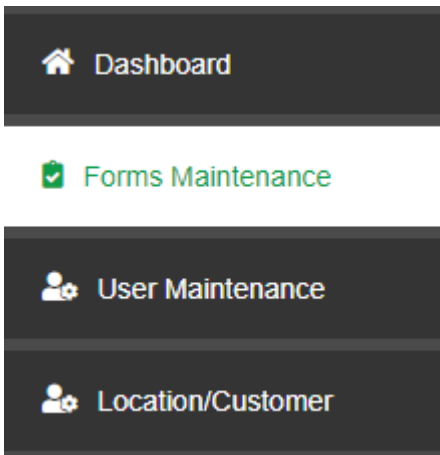
1. Log-in to your Safety Reports Admin page



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



3. At far left, choose Forms Maintenance



4. Click Add New Form



5. Click Choose File, Upload Logo, and when completed press Add

SR Forms Maintenance  
Manage your forms.

**New Forms Entry**

**Form Name:**

**Form Number:**

**Forms Type:**  
Standard ▾

**Status:**  
Active ▾

**Header Logo Upload:**  
 No file chosen

**Custom Header:**

\*Source S... 14px A B / U [List Bullets] [List Squares] [List Circles] [Image Icon]

Words: 0 Characters: 0

*\*Changes will not take place until form has been updated*

**Report Layout:**  
Standard Layout ▾