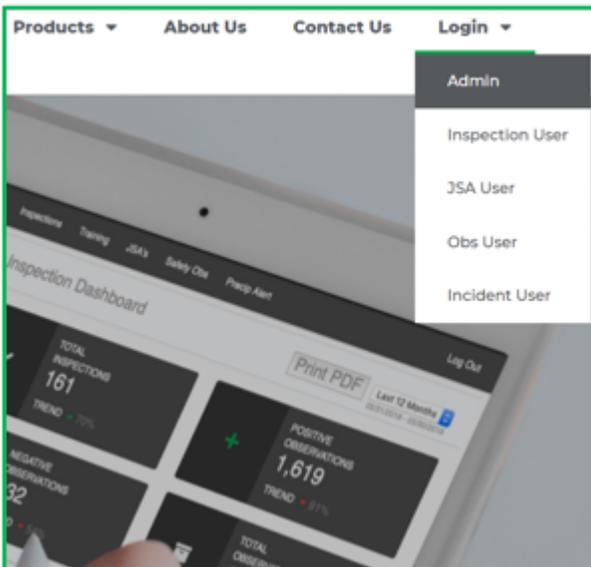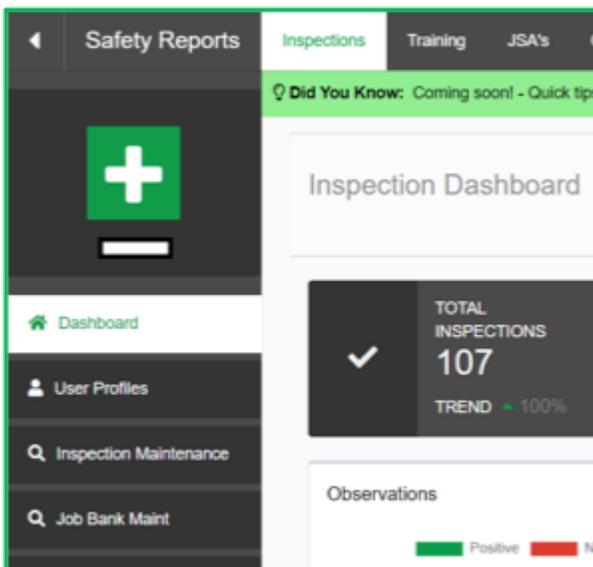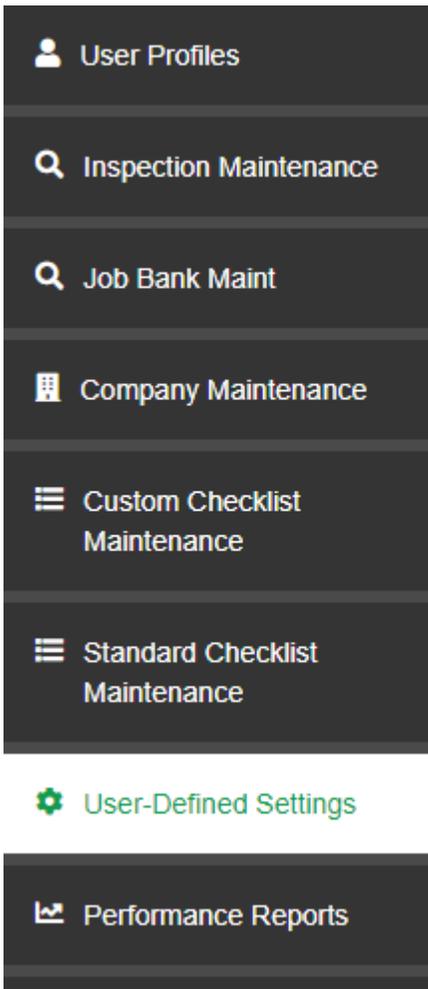User Defined Settings

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-Defined Settings

User Profiles

Inspection Maintenance

Job Bank Maint

Company Maintenance

Custom Checklist Maintenance

Standard Checklist Maintenance

User-Defined Settings

Performance Reports

4. You can add custom fields for the Inspection App

Global Fields

Global fields are found in the Miscellaneous tab of inspection entry.

Global Field #1

Global Field #2

Global Field #3

Custom Categories

Custom categories allow custom dropdowns to be added to your inspections. These dropdowns display on the New Inspection screen and can be used to filter summary reports. Each category may have up to 20 subcategories.

User Defined Category #1

5. You can add a logo and edit the cover letter

Edit Cover Letter

Global cover letter applies to all users on the account. User cover lette

| Global | User | Directives |

Global User Logo Import

Upload the logo you wish to be applied to all account users.
WARNING: Uploading a new logo here will overwrite all user-specific logos for th

Choose File | No file chosen   Upload Logo

➕ SAFETY REPORTS

6. You can customize Severity Ratings and Contributing Factors

Severity Ratings

Severity Ratings to identify the severity of negative observations

The default Severity Ratings are as follows:
0 - N/A (Not Assigned)
1 - Advisory (negligible impact)
2 - Low (minor impact)
3 - Moderate (marginal impact)
4 - Serious/Extreme (deducts 5%)
5 - Critical/Catastrophic (deducts 10%)

You may customize your Severity Ratings below

#0
N/A (Not Assigned)

#1
Advisory (negligible impact)

#2
Low (minor impact)

#3
Moderate (marginal impact)

Contributing Factors

Contributing Factors are used to
observation

The default Contributing Factors
1 - Human Behavior
2 - Equipment
3 - Administrative
4 - Training
5 - Communication
6 - Environmental
7 - Scheduling
8 - Planning
9 - Financial
10 - Other (not defined)

You may customize your Contrib

#1
Human Behavior

#2
Equipment

#3

Next time you log in to the Mobile App, click on the 'Config' tab and run a 'Download Default Database' and the changes you made will translate to the app.