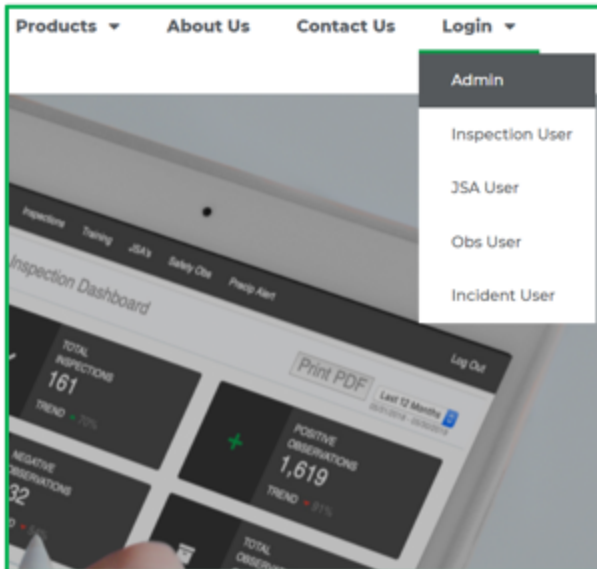


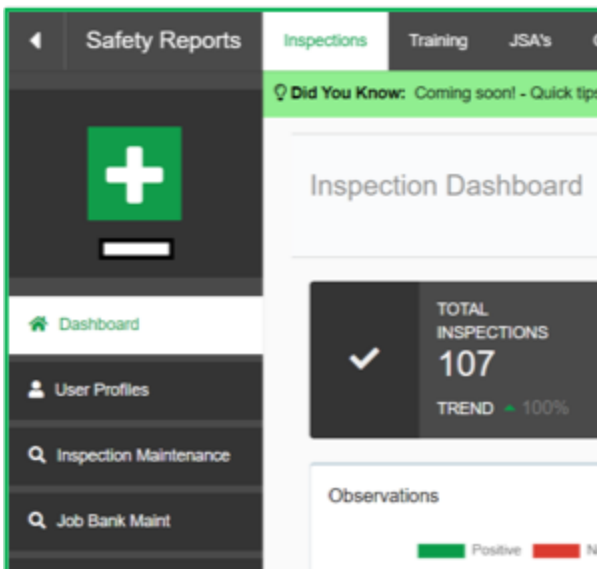
# SAFETY REPORTS

Bulk Add or Remove CC's from Company Groups

1. Log-in to your Safety Reports Admin page



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



3. Click on Company Maintenance

4. Click on the tab 'Groups'

**Company Maintenance**  
 Manage your Companies and Company Groups.

5. Click 'Edit' on the group you would like to add or remove CC

**Company Maintenance**  
 Manage your Companies and Company Groups.

View your company groups.

Group Name	Edit
<input type="text"/>	<input type="button" value="✎"/>
<input type="text"/>	<input type="button" value="✎"/>

6. Enter the email address and name that you want to add or remove and click on corresponding button below: 'Add' 'Remove'

Edit your company groups.

**Group Name**

Group Name

Group Code

Available  Selected

**Add/Remove Company CC's**  
 Enter the Company CC Email and Name below in order to add or remove that listing to/from all of the Company's "selected" in the Group above.

Email:

Name:

**\*Successful Upload\***

**Add/Remove Company CC's**

Enter the Company CC Email and Name below in order to add or remove that listing to/from all of the Company's "selected" in the Group above.

Email:

Name:

support@safety-reports.com Email CC successfully added.

**\*Successful Removal\***

**Add/Remove Company CC's**

Enter the Company CC Email and Name below in order to add or remove that listing to/from all of the Company's "selected" in the Group above.

Email:

Name:

support@safety-reports.com Email CC successfully removed.

7. Once you add or remove all the CC's, click 'Update Company'