SAFETY REPORTS

Safety Reports Limited Admin Features

Safety Reports offers an option which allows for addition of web administrators with limited access. This traditionally meant the 'Limited Admin' had access to only the reporting dashboard, performance and application reporting and corrective actions, and though that is still available, this has been recently updated.

Options for Limited Administrators can be chosen ala-carte. Each of the following pages gives details for the use for each administrative function on the site.

Use the links below to navigate to the applications for limited administrators for each Safety Reports app.

[Safety Inspection](#)

[Safety Training](#)

[Safety JSA](#)

[Safety Observation](#)

[Safety Incident](#)

[Safety Scan](#)

[Safety Forms](#)

Safety Inspection Admin Functions

Standard Menus
These functions are available to all Enterprise Inspection Account Types

Dashboard
Graphical roll up of data collected from inspections.

User Profiles
View and edit user profile information

Inspection Maintenance
Start new inspections and/or view completed inspections.

Company Maintenance
View, edit, and add new inspection companies.

Custom and Standard Checklist Maintenance
View, edit, add, hide categories/questions from the inspection checklists.

User-Defined Settings
View, edit, and add app or report attributes (custom fields, cover letter and logo, severity ratings, etc.)

Performance-Reports
Run analytics reports based off of inspection data.

Corrective Action Tracking
Manage corrective actions generated by negative observations in inspections.

Report Scheduler
View, edit, and add performance reports to be scheduled for email delivery on a reoccurring basis.

Responsible Party
View, edit, add responsible parties to the account.

Safety Documents
View, add, and edit safety documents (SDS, Policy documents etc.) for access in the app, and as report attachments.

Custom Menus
These menu functions may not apply to all account types due to setup. Contact Safety Reports Support team for more information.

Remote Sessions
Manage your inspectors' remote sessions.
Note: This feature allows for a limited number of sessions per inspector, additional sessions may come with an additional charge.

PlanGrid Settings
Manage the connection between Safety Reports and PlanGrid.

Procore Settings
Manage the connection between Safety Reports and Procore.

Safety Training Admin Functions

Standard Menus
These functions are available to all Training Account Types

Dashboard
Graphical roll up of data collected from training events.

Training Events
Start new training events and/or view completed events.

Toolbox Talks
View, edit, and add PDF documents that can be used for trainings/toolbox talks.

Manage Employees
Manage user profile attributes for Attendees and/or Trainers.

Training Tracking
View previously completed trainings/toolbox talks by use of filters for individuals, groups, or trainers.

Training Settings
Manage whether locations, projects etc. are required, and whether to allow employee deletes, and add logo.

Training Reports
Run analytics reports based off of training data.

Report Scheduler
View, edit, and add reports to be scheduled for email delivery on a reoccurring basis.

Required Trainings
View, edit, and add required training for attendees who need to periodically recertify training types (CPR, Fall Protection etc.).

Custom Menus
These menu functions may not apply to all account types due to setup. Contact Safety Reports Support team for more information.

Training Exams
Create new training exams and/or edit existing exam templates.
Note: This feature requires that your account is setup for the Training Exam feature. This is not included with normal Safety Training and is billed per training exam attendee at an additional charge.

Training Confirmations
Create and send confirmations of training for attendees to fill out via email.
Note: This feature requires that your account is setup for the Training Confirmation feature. There is no additional charge for this feature, contact the Support Team if interested.

Safety JSA Admin Functions

Standard Menus
These functions are available to all JSA Account Types

Dashboard
Graphical roll up of data collected from completed JSAs.

JSA Maintenance
Start new JSAs and/or view completed JSAs.

JSA Bank Maintenance
Allows management of JSA templates to be shared among JSA authors.

JSA User Maintenance
Manage user profile attributes for Users and/or Authors.

JSA Hazards Maintenance
View, edit, and add custom hazards or hide the ones already in the system.

JSA Controls Maintenance
View, edit, and add custom controls or hide the ones already in the system.

JSA Classification Maintenance
View, edit and add Classifications if your JSAs fit a certain structure, or you need this type of division for reporting.

JSA PPE Maintenance
View, edit, and add custom PPE or hide the ones already in the system.

JSA Required Training Maintenance
View, edit, and add custom required training types or hide the ones already in the system.

JSA Chemicals Maintenance
View, edit, and add chemicals into the system for inclusion on JSAs.
Note: using the Safety Docs feature, you can save and retrieve SDS using the JSA app, just like with Safety Inspection.

JSA Reports
Run analytics reports based off of JSA data.

Report Scheduler
View, edit, and add reports to be scheduled for email delivery on a reoccurring basis.

JSA Account Settings
Manage whether to allow authors to add custom hazards/controls, whether to require approvals, and add a logo.

Safety Observation Admin Functions

Standard Menus
These functions are available to all Safety Observation Account Types

Dashboard
Graphical roll up of data collected from completed observations.

Observation Maintenance
View and edit all submitted observations and/or forward them on for updates and closure as needed.

User Maintenance
Manage user profile attributes for Observers.

Location Maintenance
View, edit, and add locations in the system.

Category Maintenance
View, edit, and add custom categories or hide the ones already in the system.

Cause Maintenance
View, edit, and add custom causes or hide the ones already in the system.

Responsible Party Maintenance
View, edit, add responsible parties to the account.

Observation Reports
Run analytics reports based off of observation data.

Report Scheduler
View, edit, and add reports to be scheduled for email delivery on a reoccurring basis.

Observation Settings
Manage whether to show and/or require items for observers in the app (Positive/Negative schema, Causes, Actions Taken, Geotagging etc.)

Safety Incidents Admin Functions

Standard Menus
These functions are available to all Safety Incident Account Types

Dashboard
Graphical roll up of data collected from completed incidents.
Note: some information on the dashboard is dependent on Entity Management.

Incidents
View and edit all completed Incidents (helpful for adding incident information which was not available to the author, such as injury treatment).

OSHA 301
Use this function to create an OSHA 301 First Report form based on existing incidents for recordables.

OSHA 300 Log
Use this function to create new or manage existing OSHA 300 Logs, (organized by year and by Entity).
Note: this function depends on having completed incidents having been made into an OSHA 301.

User Maintenance
Manage user profile attributes for Incident Authors.

Behaviors Maintenance
View, edit, and add custom behaviors or hide the ones already in the system

Conditions Maintenance
View, edit, and add custom conditions or hide the ones already in the system.

Location Maintenance
View, edit, and add locations for Incidents.

Entity Maintenance
Manage information, such as NAICS data, Executive contacts, etc., for Entities in the system.
Note: typically, this is either departments within an organization that have different OSHA reporting needs or are individual clients if being used by consultants.

Responsible Party
View, edit, add responsible parties to the account.

Account Settings
Manage account information (Logo, Establishment Name, CC's, User Defined Fields, etc.)

Incident Reports
Run analytics reports based off of incident data.

Report Scheduler
View, edit, and add reports to be scheduled for email delivery on a reoccurring basis.

Safety Scan Admin Functions

Standard Menus
These functions are available to all Safety Scan Account Types

Dashboard
Graphical roll up of data collected from completed inspections.

User Maintenance
Manage user profile attributes for Inspectors.

Asset
View and add assets to the system, and/or edit asset attributes.

Checklist
View, edit, and add checklist(s) and content.

Asset Type
View, edit, and add asset types.

Location
View, edit, and add locations.

Responsible Party
View, edit, add responsible parties to the account.

Route
View, edit, and add routes.

Building, Floor, & Area
View, edit, and add Buildings, Floors, and Areas.

Division
View, edit, and add Divisions.

Zone
View, edit, and add Routes for inspection that place Assets in a sequence.

Category
View, edit, and add Categories.

Generate Barcodes
Manage barcode settings and generate codes in a sheet and/or as individual files to be printed and placed on assets.

Corrective Action Tracking
Manage corrective actions generated by negative observations in inspections.

Overview
View results of inspections, including failed items and whether items assigned to Routes have been scanned or not for a given time period.

Performance Reports
Run analytics reports based off of inspection data.

Report Scheduler
View, edit, and add reports to be scheduled for email delivery on a reoccurring basis.

Account Settings
Manage misc. account information (Account Email and Default Responsible Party.)

Safety Forms Admin Functions

Standard Menus
These functions are available to all Safety Forms Account Types

Dashboard
Graphical roll up of data collected from completed forms.

Forms Maintenance
View, edit, and add form templates to the account.

User Maintenance
Manage user profile attributes for Authors.

Location/Customer
View, edit, and add locations.

Account Settings
Manage account information (Account Name, Address, etc.)

Completed Forms
View completed forms and retrieve hard-copies in PDF or Excel formats.

Custom Menus
These menu functions may not apply to all account types due to setup. Contact Safety Reports Support team for more information.

Responsible Party
View, edit, add responsible parties to the account.

Corrective Action
Manage corrective actions generated by negative results in completed forms.

For more information, contact:
Safety Reports at support@safety-reports.com or (402) 403-6575 option '2'