SAFETY REPORTS

Quick-Start Guide

Hello and thank you for choosing Safety Reports!

These instructions are intended for those using the mobile version of our app.

If you haven't already done so, please download our app. Search *Safety Reports* at the app store (Google Play or Apple Store)

The app is compatible with both smartphones and tablets. Our inspection app is also accessible from your computer at http://login.safety-reports.com

If you have questions or need additional support, please contact us:

Email: support@safety-reports.com

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Login to App

1 Select the "Config" icon in the menu bar and enter your username and password to login.

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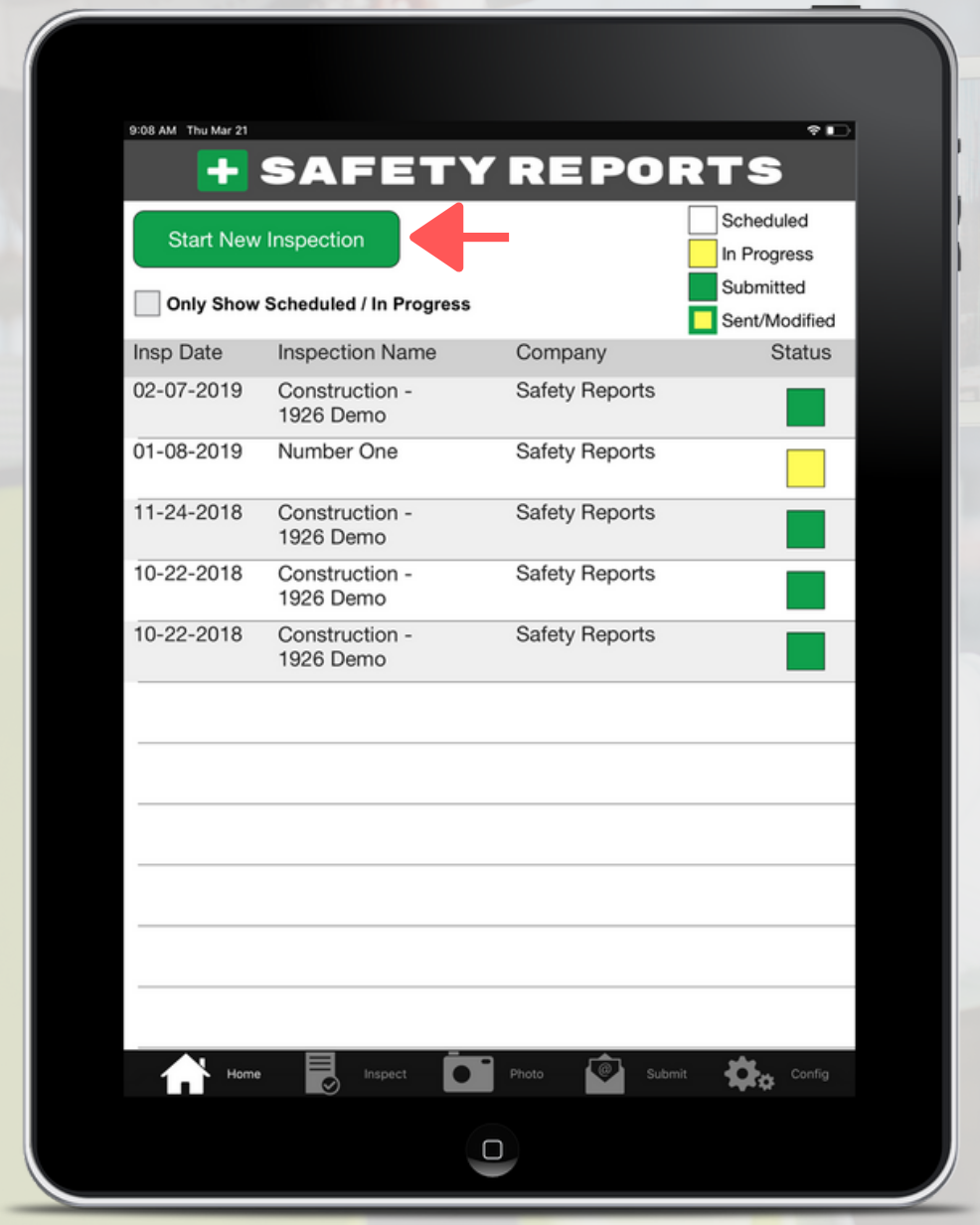
Start New Inspection

2 Select the "Home" icon on the menu bar and then click "Start New Inspection".



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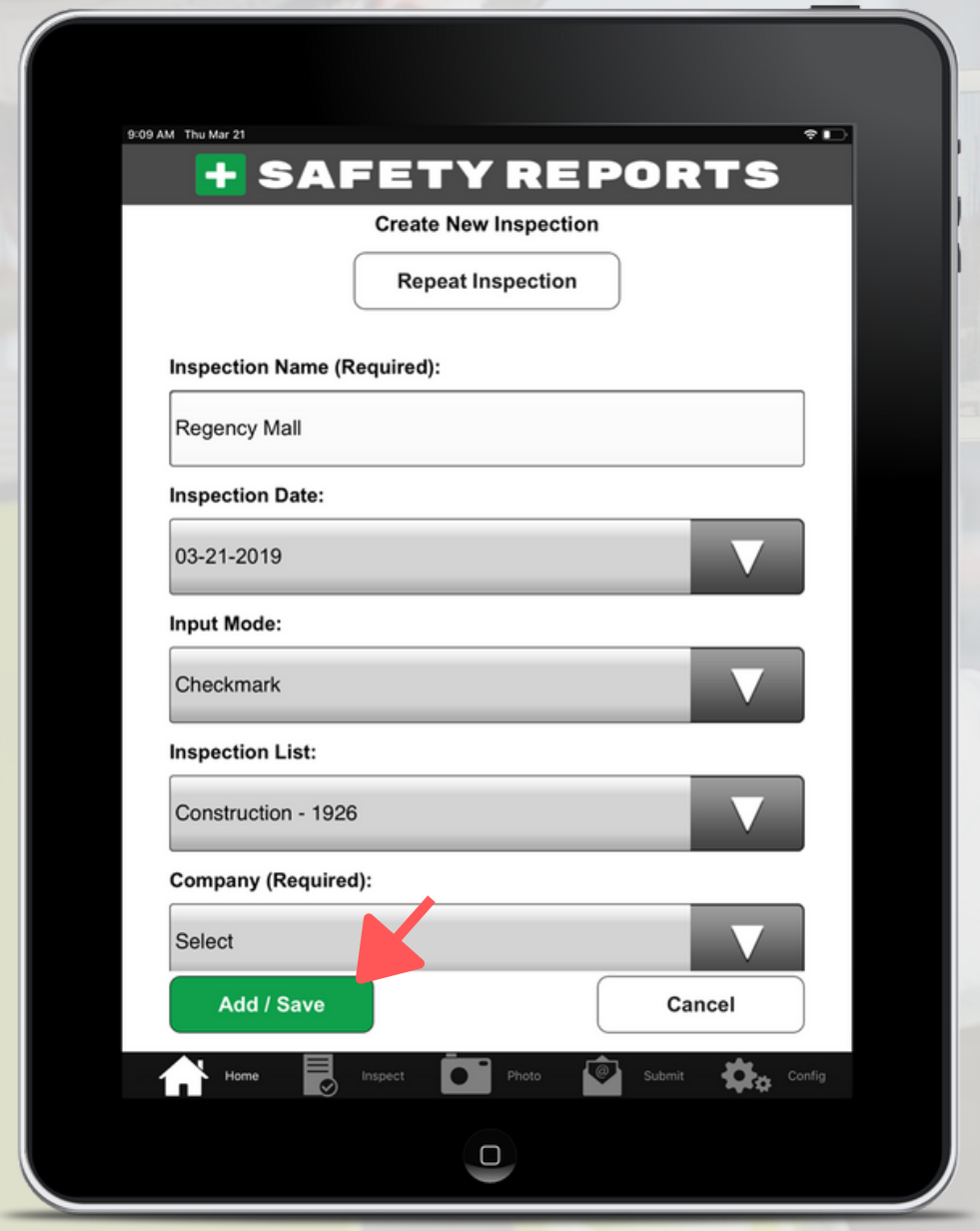
Start New Inspection

3 Fill in the required fields and click "add/save" at the bottom of the page.



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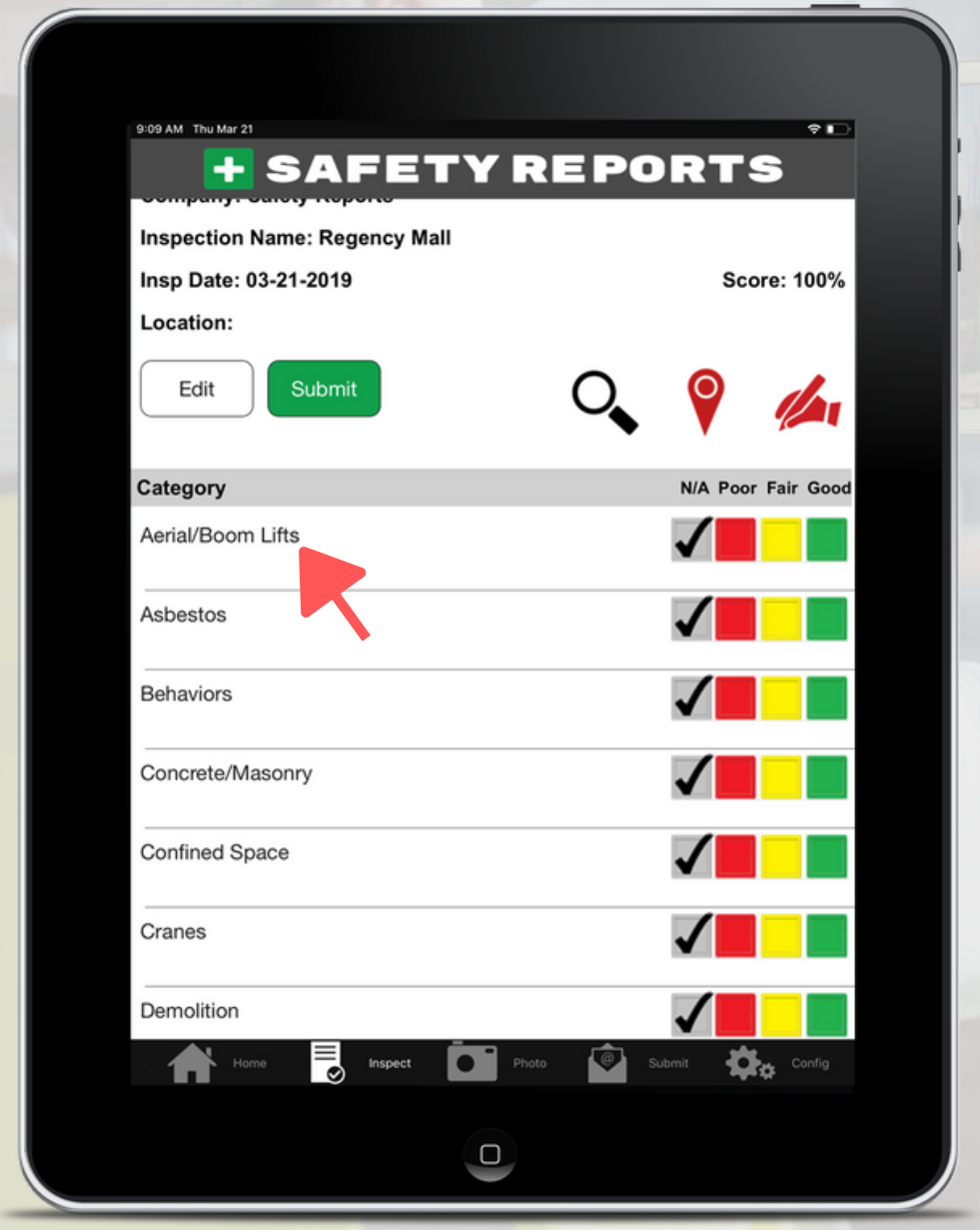
Enter Inspection Data

4 Tap on a Category to open checklist
(note:unchecked categories are N/A)



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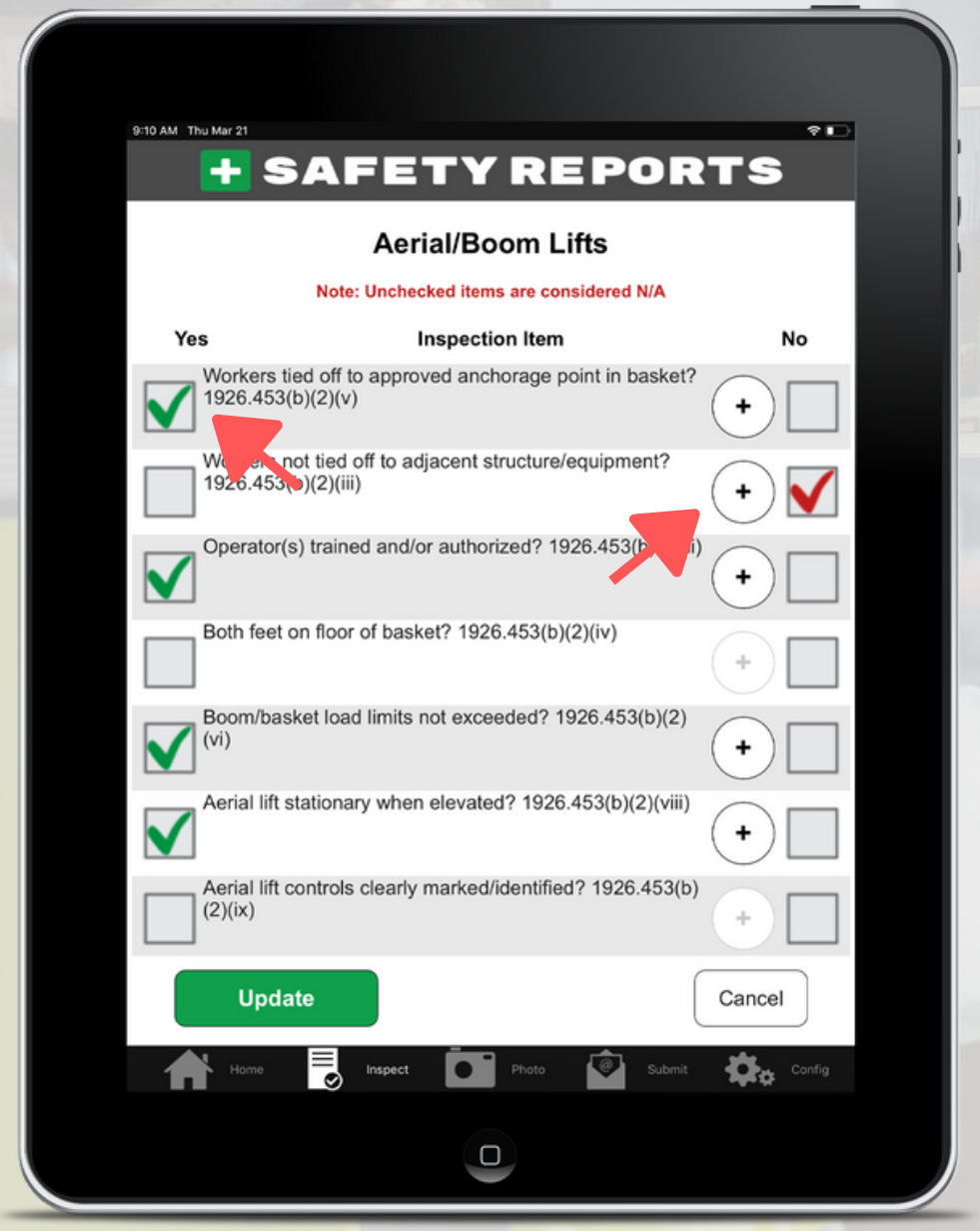
Enter Inspection Data

5 Select 'Yes' or 'No' on applicable questions.
Click the [+] sign to add photos, notes, etc.



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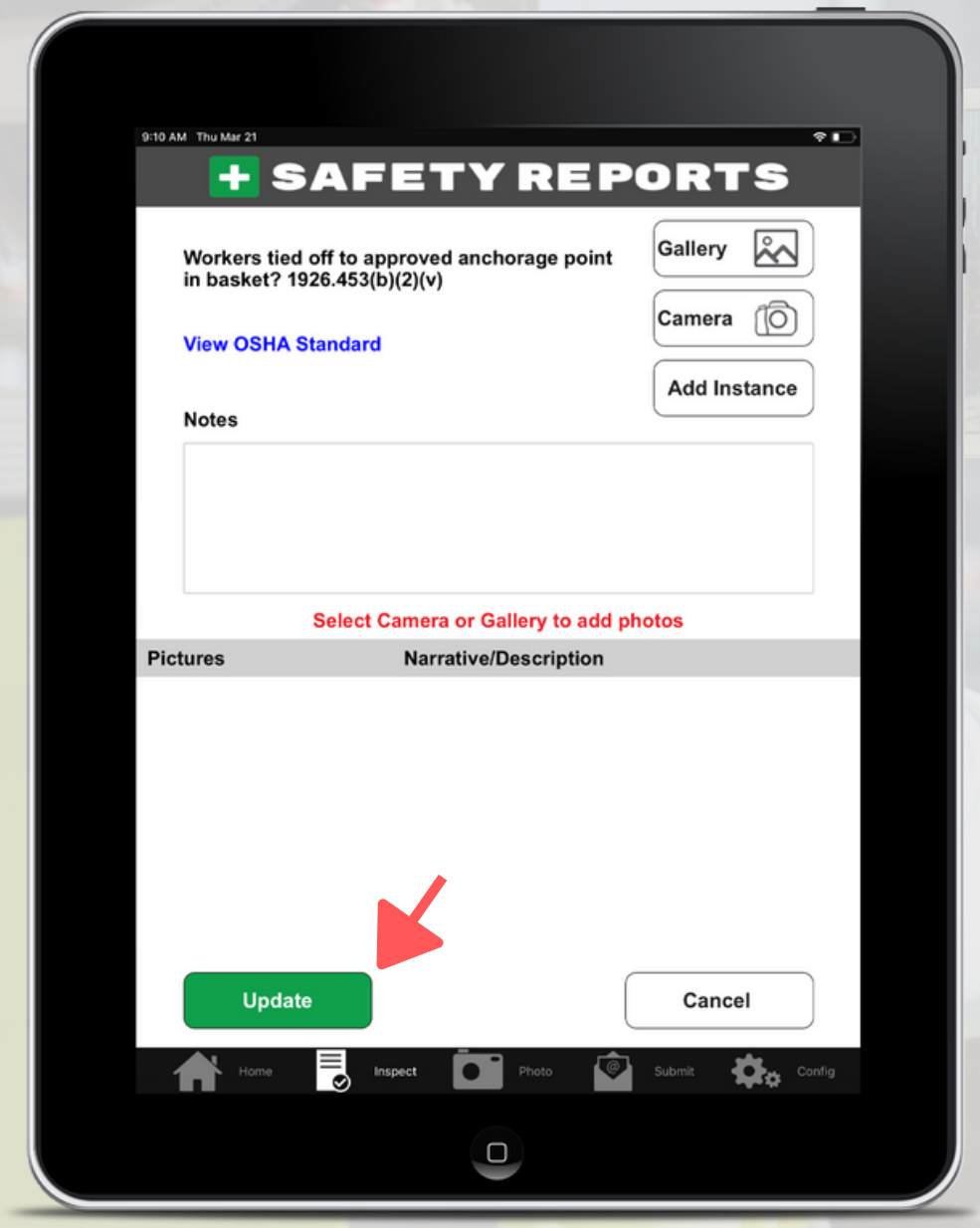
Enter Inspection Data

6 Optional: Add photos, notes, view standard, and more! Hit "update" when finished.



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Enter Inspection Data

7 Select the "Submit" icon in the menu bar to preview and/or submit your finished report.

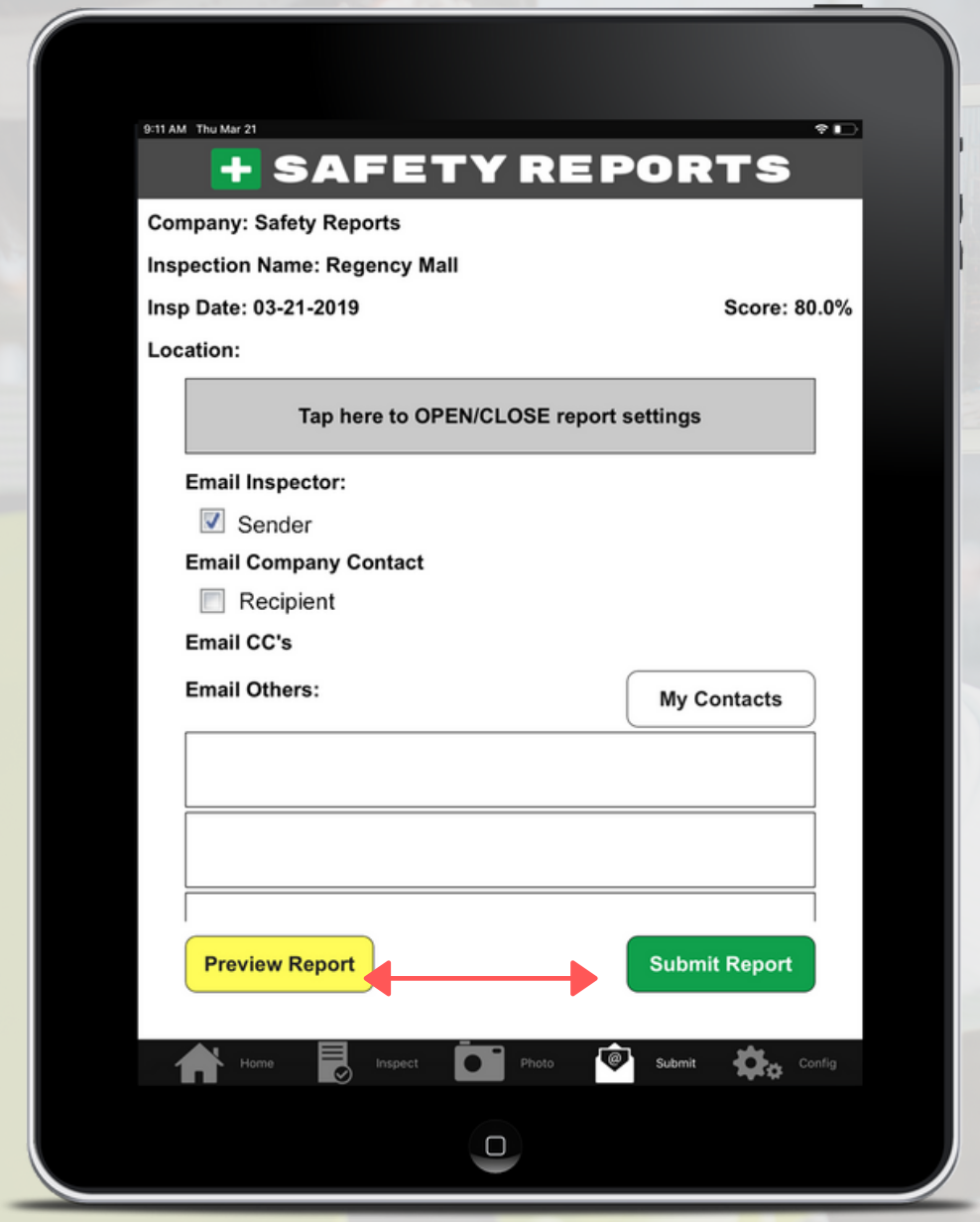

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Photo-Based Method (optional)

In addition to the standard method of documenting safety observations where you scroll through the checklist and select a category, and then select an inspection item, launch camera, etc., we offer a new more efficient approach to documenting your inspections. **We call it the Photo-Based method**.

The "Photo Based" method allows you to walk the site and take pictures directly from the app without having to select a category and inspection item.

The photos can then be assigned to the appropriate category and inspection item when the audit is finished which greatly speeds up the inspection process

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Photo-Based Method

1 Open the job and select the "Photo" icon in the menu bar to launch Camera or open your Gallery

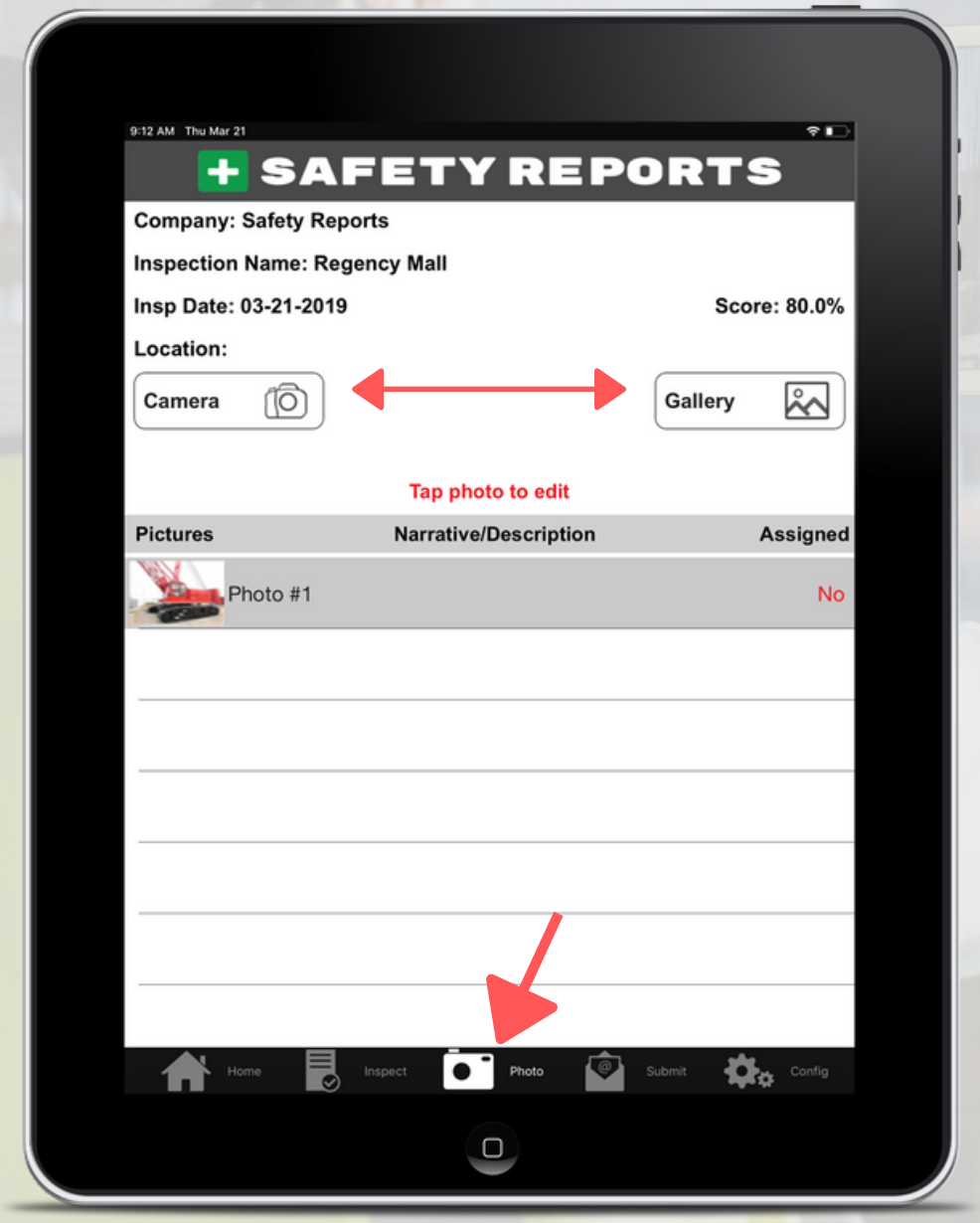

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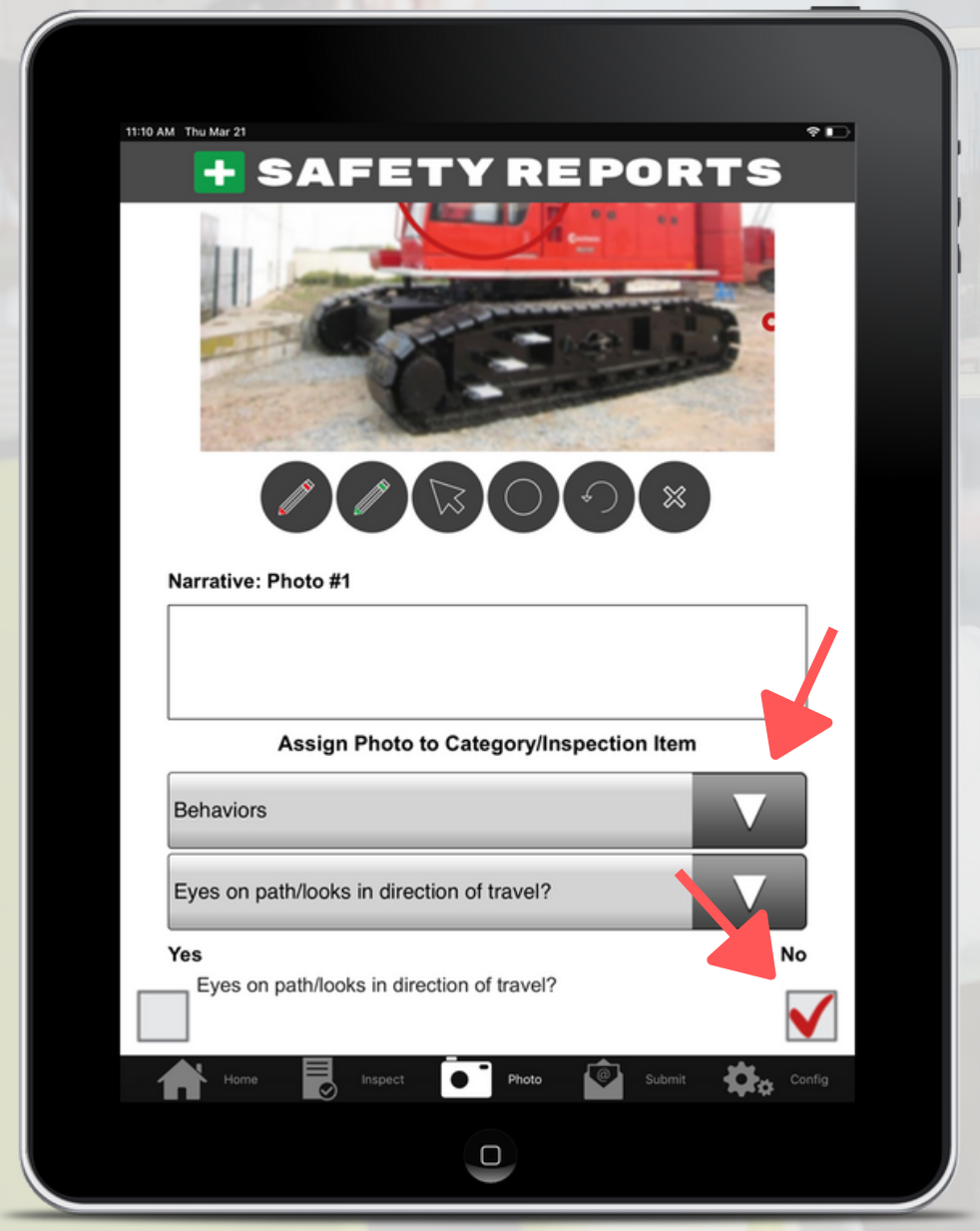
Photo-Based Method

2 Later, assign photo to "Category" and "Inspection Item". Select 'yes/no' response and hit Update.



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Additional Training Resources:

Full User Tutorial (Mobile App)

Full User Tutorial (Web)

Sub User Tutorial (Mobile)

Sub User Tutorial (Web)

Contact us for living web-demo/training:

info@safety-reports.com