



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>

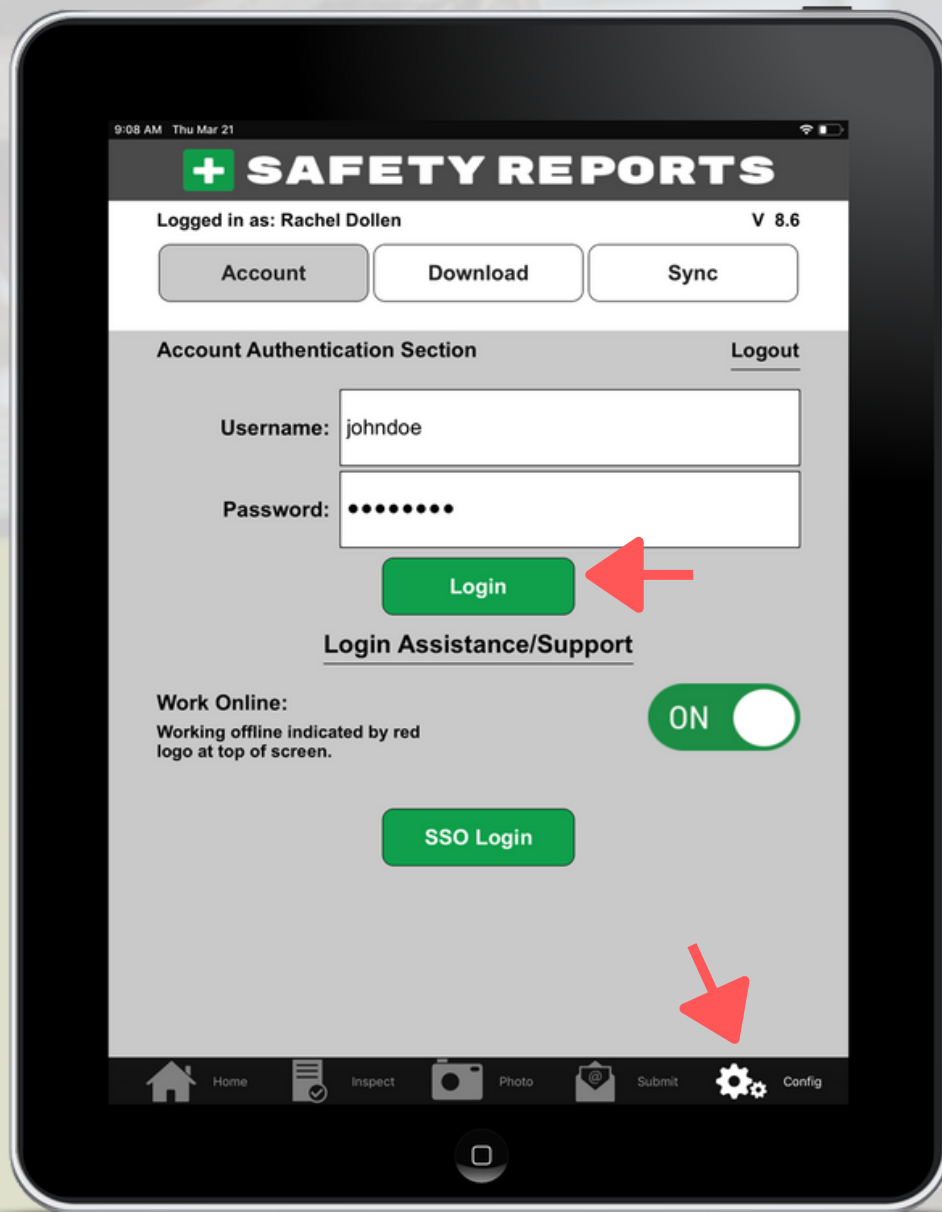
If you have questions or need additional support, please contact us:

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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Logged in as: Rachel Dollen V 8.6

Account Download Sync

Account Authentication Section Logout

Username: johndoe

Password: ••••••••

Login

Login Assistance/Support

Work Online: Working offline indicated by red logo at top of screen. ON

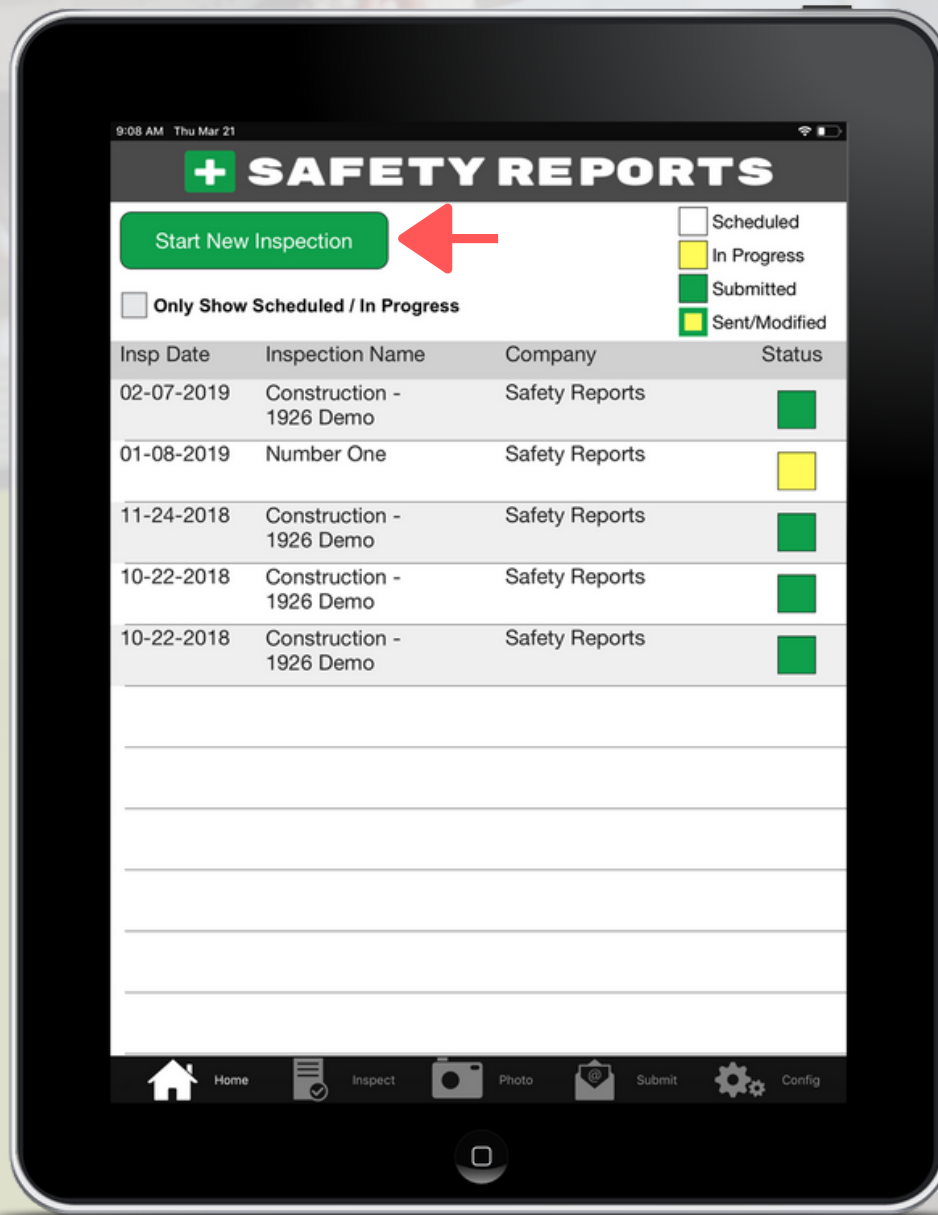
SSO Login

Home Inspect Photo Submit Config

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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](#)

☐ Only Show Scheduled / In Progress

- ☐ Scheduled
- ☐ In Progress
- ☒ Submitted
- ☐ Sent/Modified

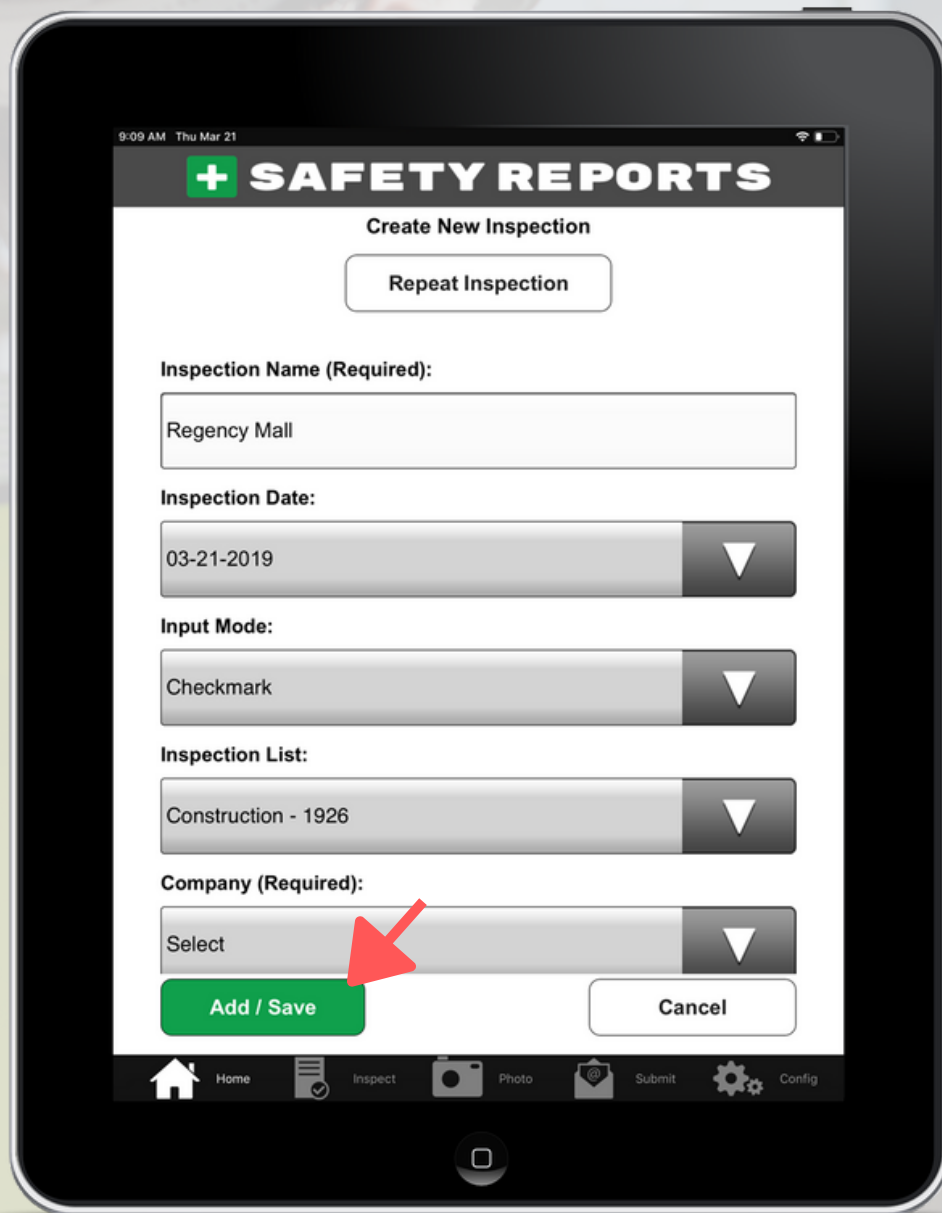
Insp Date	Inspection Name	Company	Status
02-07-2019	Construction - 1926 Demo	Safety Reports	<input checked="" type="checkbox"/>
01-08-2019	Number One	Safety Reports	<input type="checkbox"/>
11-24-2018	Construction - 1926 Demo	Safety Reports	<input checked="" type="checkbox"/>
10-22-2018	Construction - 1926 Demo	Safety Reports	<input checked="" type="checkbox"/>
10-22-2018	Construction - 1926 Demo	Safety Reports	<input checked="" type="checkbox"/>

Home Inspect Photo Submit Config

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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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+ SAFETY REPORTS

Create New Inspection

Repeat Inspection

Inspection Name (Required):

Regency Mall

Inspection Date:

03-21-2019

Input Mode:

Checkmark

Inspection List:

Construction - 1926

Company (Required):

Select

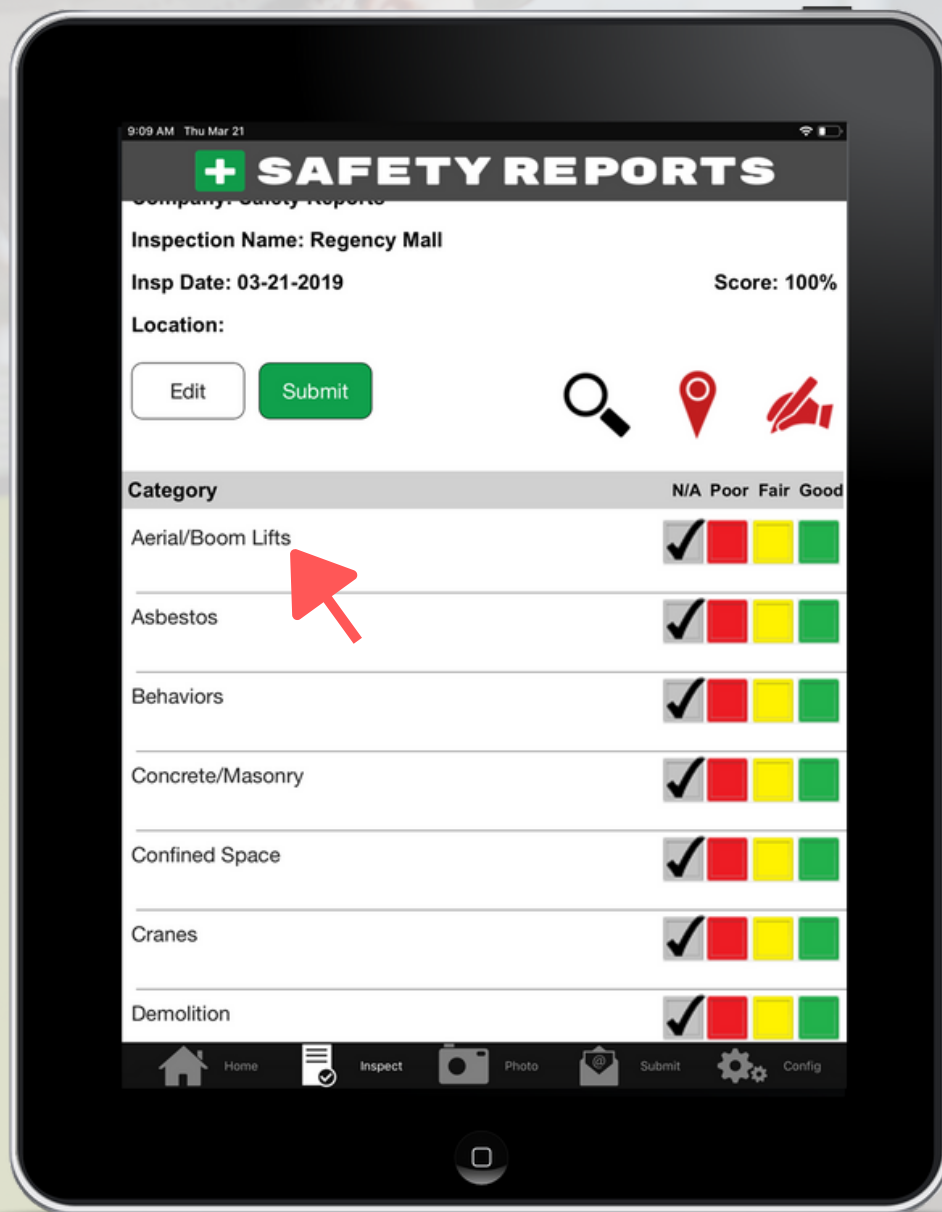
Add / Save Cancel

Home Inspect Photo Submit Config

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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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Company: Safety Reports

Inspection Name: Regency Mall

Insp Date: 03-21-2019

Score: 100%

Location:

Edit Submit

Category N/A Poor Fair Good

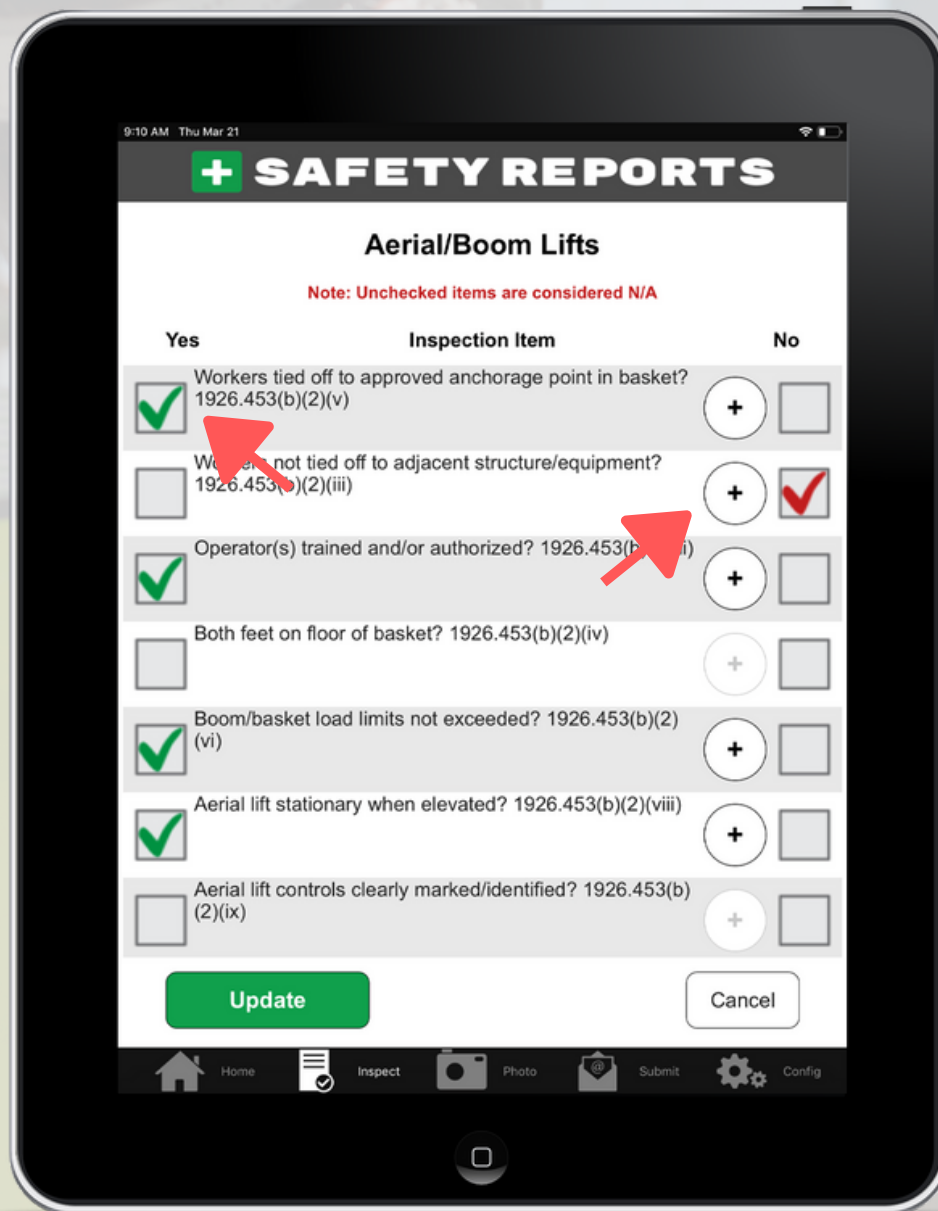
Aerial/Boom Lifts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behaviors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concrete/Masonry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Space	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cranes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demolition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Home Inspect Photo Submit Config

SAFETY REPORTS

Enter Inspection Data

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










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Aerial/Boom Lifts

Note: Unchecked items are considered N/A

Yes	Inspection Item	No
<input checked="" type="checkbox"/>	Workers tied off to approved anchorage point in basket? 1926.453(b)(2)(v)	 <input type="checkbox"/>
<input type="checkbox"/>	Workers not tied off to adjacent structure/equipment? 1926.453(b)(2)(iii)	 <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operator(s) trained and/or authorized? 1926.453(b)(2)(iv)	 <input type="checkbox"/>
<input type="checkbox"/>	Both feet on floor of basket? 1926.453(b)(2)(iv)	 <input type="checkbox"/>
<input checked="" type="checkbox"/>	Boom/basket load limits not exceeded? 1926.453(b)(2)(vi)	 <input type="checkbox"/>
<input checked="" type="checkbox"/>	Aerial lift stationary when elevated? 1926.453(b)(2)(viii)	 <input type="checkbox"/>
<input type="checkbox"/>	Aerial lift controls clearly marked/identified? 1926.453(b)(2)(ix)	 <input type="checkbox"/>

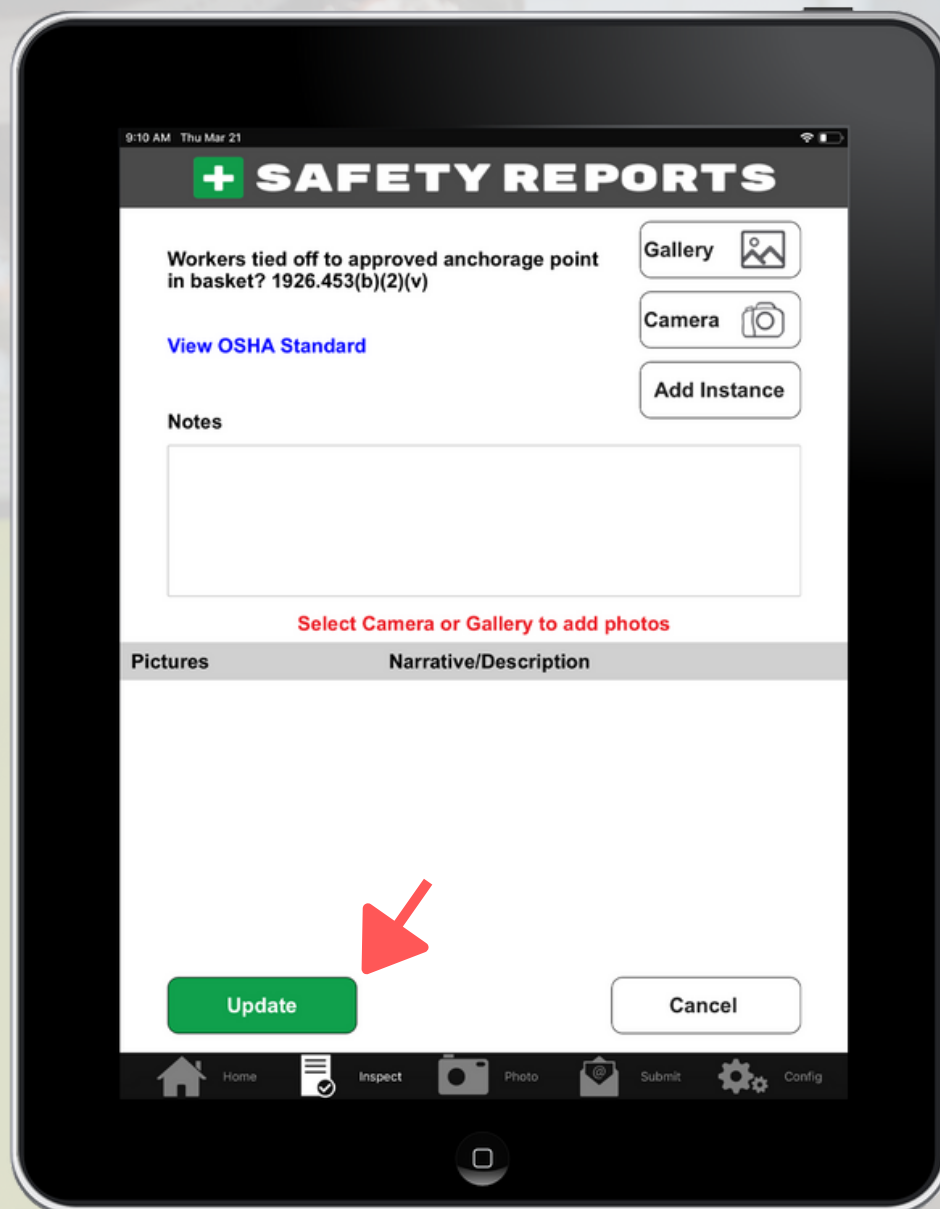
Update **Cancel**

Home Inspect Photo Submit Config

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Enter Inspection Data

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



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Workers tied off to approved anchorage point in basket? 1926.453(b)(2)(v)

[View OSHA Standard](#)

Notes

Select Camera or Gallery to add photos

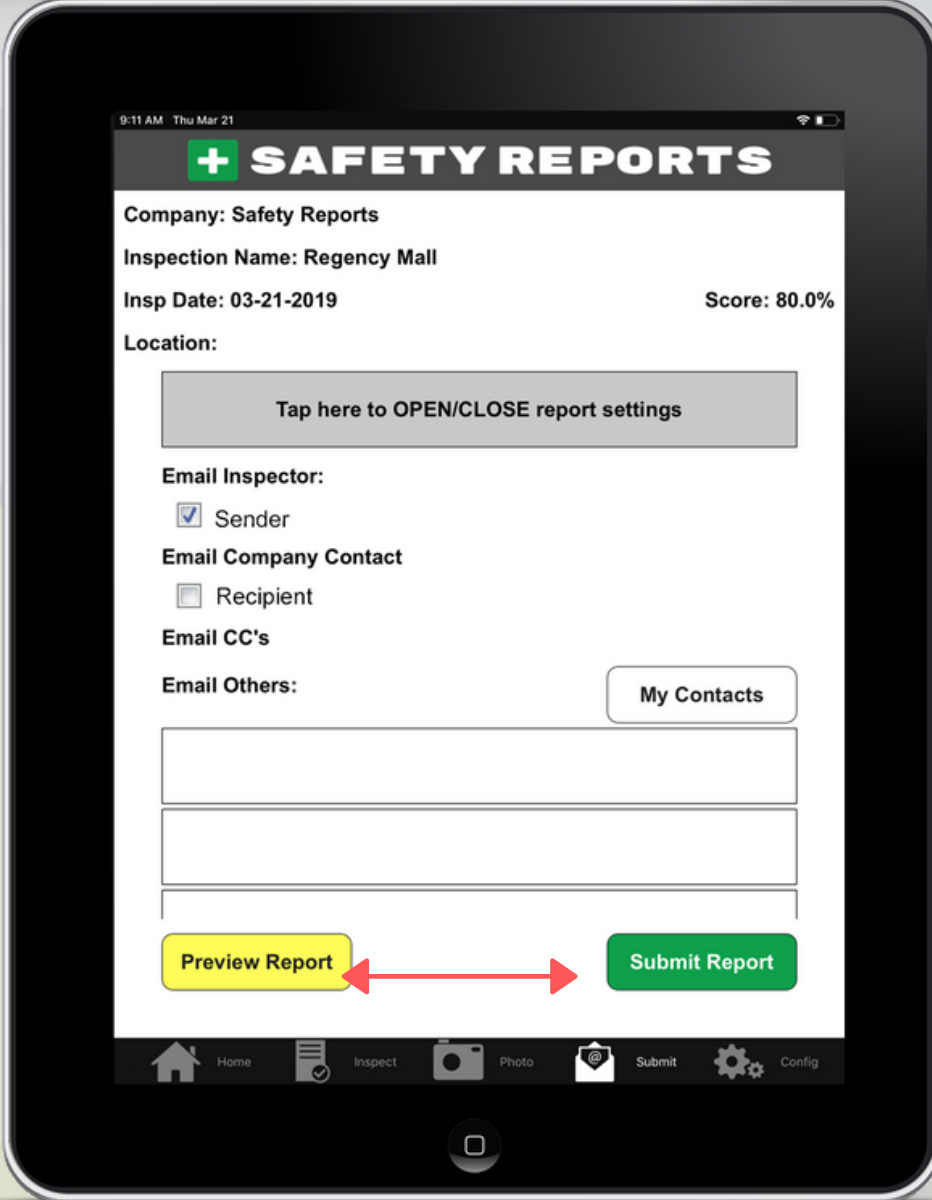
Update Cancel

Home Inspect Photo Submit Config

SAFETY REPORTS

Enter Inspection Data

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



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Company: Safety Reports
Inspection Name: Regency Mall
Insp Date: 03-21-2019 **Score:** 80.0%
Location:


Tap here to OPEN/CLOSE report settings

Email Inspector:
☒ Sender

Email Company Contact
☐ Recipient

Email CC's

Email Others: [My Contacts](#)

[Preview Report](#)  [Submit Report](#)

Home Inspect Photo Submit Config



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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.

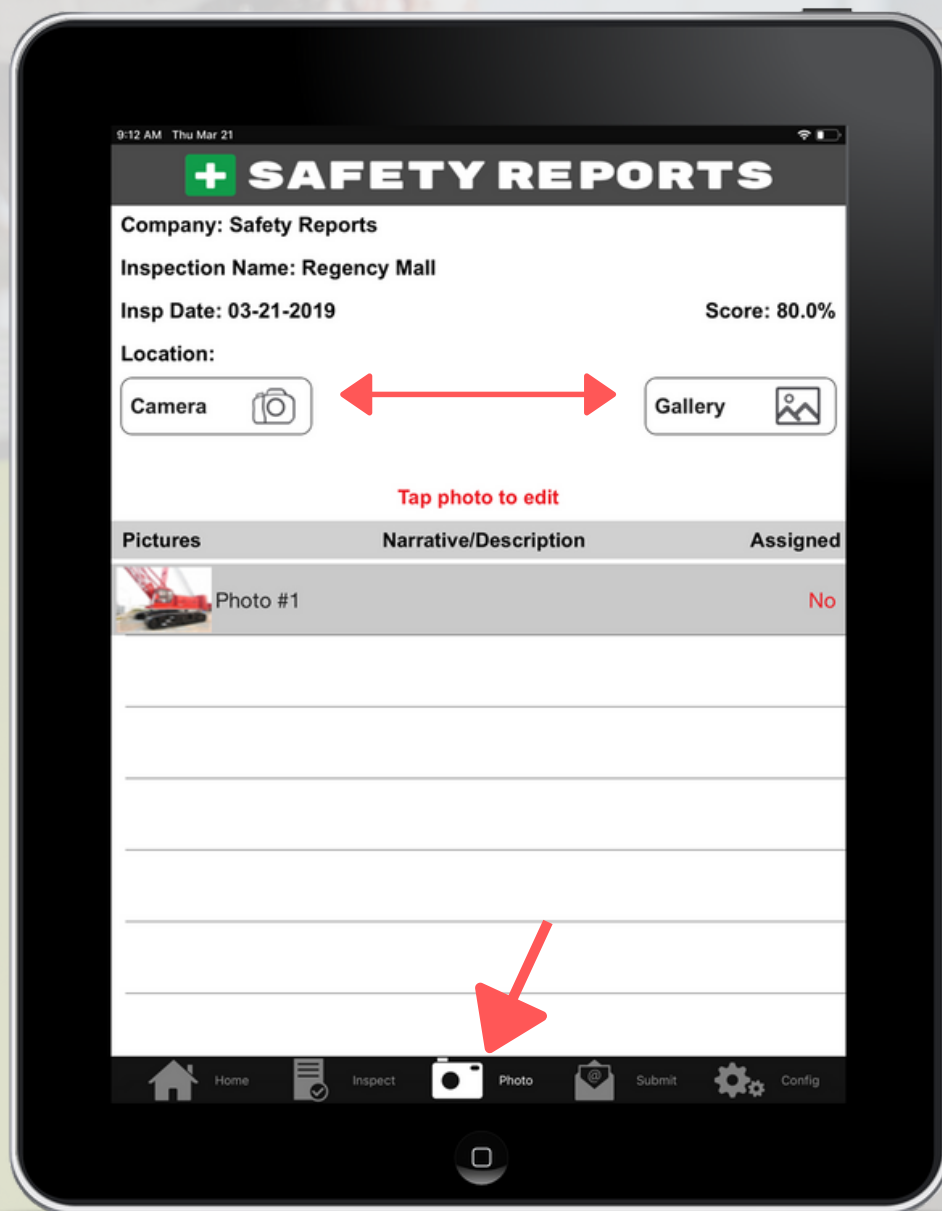
The "Photo Based" method allows you to walk the site and take pictures directly from the app without having to select a category and inspection item.

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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Narrative: Photo #1

Assign Photo to Category/Inspection Item

Behaviors 

Eyes on path/looks in direction of travel? 

Yes ☐ Eyes on path/looks in direction of travel? No ☒

Home Inspect Photo Submit Config



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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