

Safety Incidents Settings Page

This overview explains the functions of the Settings page for the Safety Incidents product. Actions on this page will tailor the behavior of the app and system to your needs. Each function is shown with a brief explanation.

Send Incident Email

Set to 'Yes' if you want an incident report PDF to be created and emailed.

Default Responsible Party

Choose whether to have a 'default' person receive a notification when an incident is submitted.

Use Company

If you have the Inspection App, you can use Inspection Companies as locations in the Incident App. If not using this feature, add or import a location list.

Company Logo

Upload your company logo if desired, so it is shown on the incident reports.

Company Information

Input your company's information. The executive information fields are required if using the system for OSHA 300 and 300A to meet posting requirements. You can set up to three Email CCs from your Responsible Parties to receive emails when incidents are submitted using the drop-down menus.

User Defined Fields

Use the drop-down menu to select an incident type (Injury, Illness, Near Miss, Vehicle, General Liability, Property Damage), then, fill in up to five custom categories for each. This will create a text field so that incident authors can enter this information in the mobile app.

For more information, contact:

Safety Reports at support@safety-reports.com or (402) 403-6575 option '2'