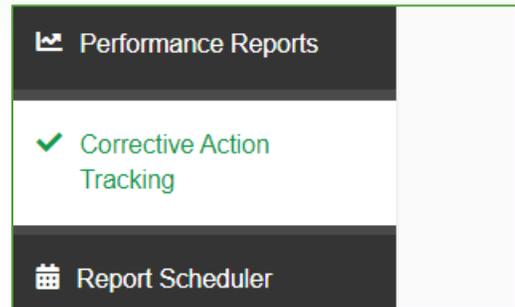


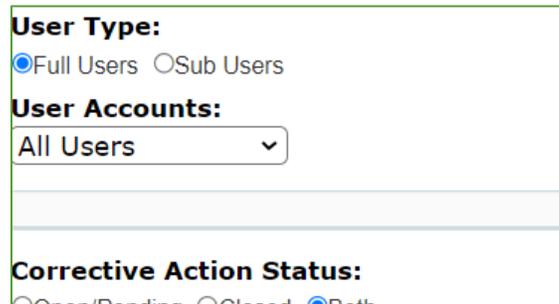
# SAFETY REPORTS

## Create a Link to Close All Corrective Action Items for an Inspection

After logging on to your administrator profile, choose the 'Corrective Action Tracking' option from among functions at the far-left.

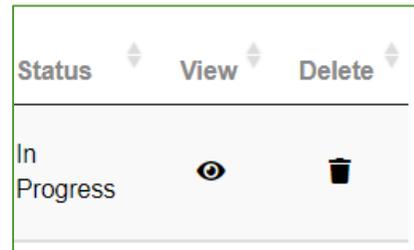


Use the drop-down menu to show 'All Users' to show all corrective actions, or those of a particular user.



The image shows a form with three sections. The first section is 'User Type:' with radio buttons for 'Full Users' (selected) and 'Sub Users'. The second section is 'User Accounts:' with a dropdown menu showing 'All Users'. The third section is 'Corrective Action Status:' with radio buttons for 'Open/Pending', 'Closed', and 'Both' (selected).

Choose the "view" icon/image on the row of an inspection.



Then choose "update" on an item in the 'Action' column at the far-right.

Category/Inspection Item	Status	Assignment	Cat#	Action
<b>Cranes</b>				
Safety devices (i.e. level indicator, boom/jib stops, stabilizer holding device/check valve, horn, etc.) are not installed and/or not adequately maintained (1926.1415)	Open	Starkweather Enterprises	1566217	<a href="#">Update</a>

After doing that, choose the green “Cancel” button at the bottom of the page, below the Email area.

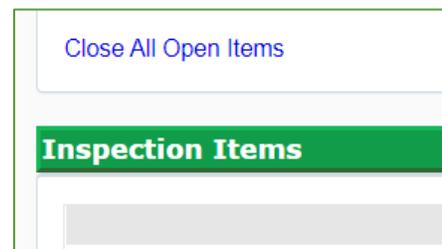


(one per line)

Submit Cancel

A screenshot of a web form. At the top, it says "(one per line)". Below that is a large, empty text input field with a small cursor icon at the bottom right. At the bottom right of the form are two green buttons: "Submit" and "Cancel".

This will cause a link “Close All Open Items” to appear. This link can be used to close out all items in that Inspection.



Close All Open Items

**Inspection Items**

A screenshot of a web page. At the top, there is a blue link that says "Close All Open Items". Below that is a green header bar with the text "Inspection Items" in white. Underneath the header bar is a grey rectangular area, likely representing a list of items.

**For more information, contact:**

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