SAFETY REPORTS

Safety Obs Account Settings

This overview explains the functions of the Settings page for the Safety Obs 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.

Email Root (i.e. safetyreports.com used for login)

You can set up an email domain/root, so that when someone from your company downloads the app and registers with that email domain, they will automatically get added to your Account as a Safety Obs user.

Account Email (default used for notifications)

You can have a default email address receive notifications for the Safety Obs.

Default Responsible Party

You can set up a default Responsible Party for notifications on negative observations submitted from the field. In order for them to show up in the dropdown menu, they need to be added to the system using the 'Responsible Party Maintenance' function on the admin site.

Send Observation Email?

Choose if you would you like to have our System send out an Observation Email after an Observation has been submitted.

Minimum Email Send Level (Severity)

You can set the threshold at which a severity level chosen for negative observations in the field creates a follow up email for your responsible parties. For example, if choosing "Medium" your responsible parties will not get any notification/emails for those observations submitted with a severity rating of "N/A" and "Low."

Show Job Bank projects?

If you are using JobBank for your Inspection App, you can use those Jobs in our Safety Obs app as Locations.

Show Inspection Companies?

You can also use Companies from the Inspection App as Locations.

Note: If you do not use JobBank and do not want to use the Companies from the Inspection app, you have the option to manually create or upload the Locations where the Safety Obs will occur. If left blank altogether, with no Companies, Job Bank projects or Locations, the users in the field will enter Text for their location.

Safety Obs Account Settings (cont.)

Show 'Pos/Neg' switch?
Choose to allow observers to enter whether they are making a Positive or Negative observation.

Show 'Cause' selection box?
Choose to allow the Cause dropdown menu to be shown to observers. These can be customized using the 'Cause Maintenance' function on the admin site.

Show 'Action taken' textbox?
Choose to allow observers to record if they took any action on an observation. This creates a text box in the app for them to record this information.

Show 'Severity Rating' dropdown?
Choose to allow the Severity Rating dropdown menu to be shown to observers.
Note: if using the 'Minimum Email Send Severity Level' function, this option must be chosen.

Use Geo Tag?
Choose to allow observers to Geo-Tag their location, and produce a map illustration with the latitude and longitude provided by their device's location setting.

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