

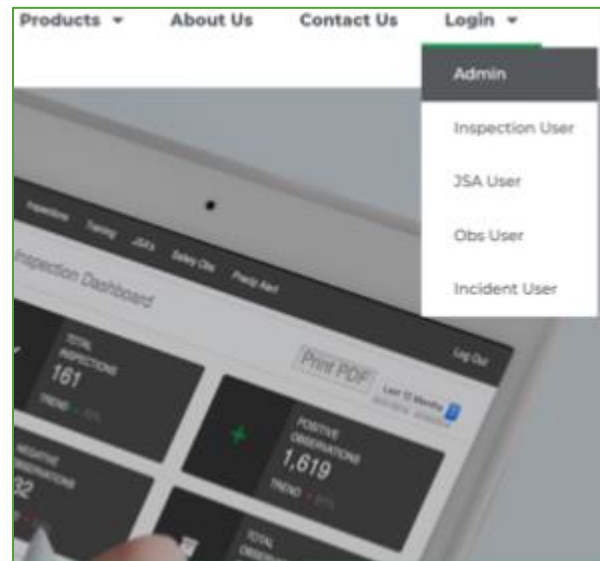
SAFETY REPORTS

Adding Responsible Parties for Safety Observations

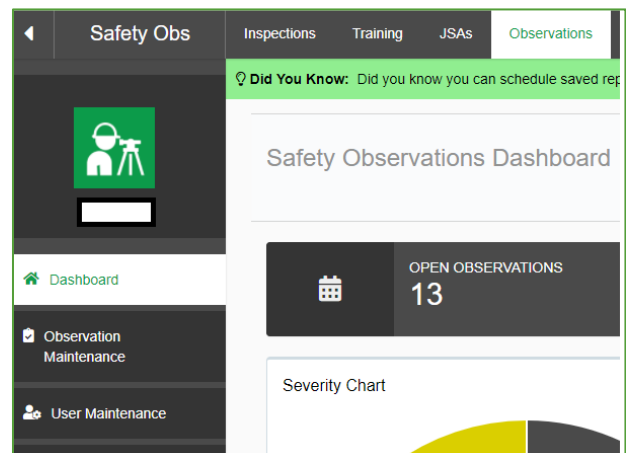
The Corrective Action Tracking system in Safety Obs enables the system to send emails from the Safety Reports server to 'responsible parties,' who can then update action items assigned to them. This guide shows details about how to assign them to inspections.

Note: Ensure only folks who will be involved in this process are named as Responsible Parties to prevent the recipients from mistakenly thinking the messages are Spam. All email messages from Safety Reports are legitimate emails.

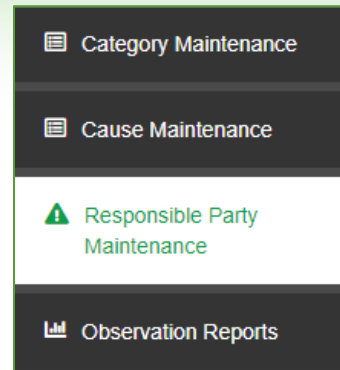
Log-in to your Safety Reports Admin page using the drop-down menu from the Safety Reports website.



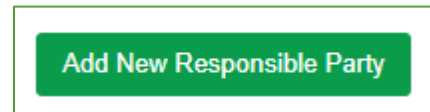
Select "Observations" from among options along the grey bar at the top of the screen.



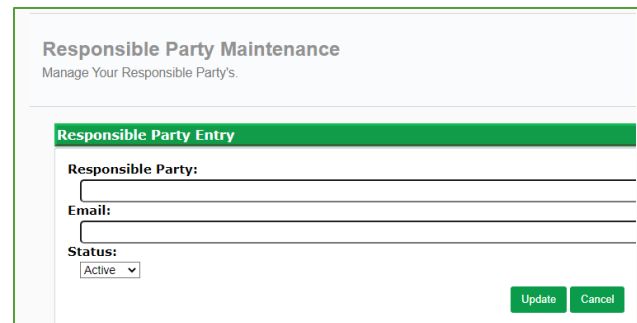
At the far left, choose the “Responsible Party Maintenance” function.



Choose the green “Add new Responsible Party” button to add a new responsible party to receive Observation emails.



Add Responsible Party’s Name (this can be an individual or company) and Email and choose ‘Update’ when complete.

A screenshot of a web form titled 'Responsible Party Maintenance' with the subtitle 'Manage Your Responsible Party's'. Below the title is a green header bar labeled 'Responsible Party Entry'. The form contains three input fields: 'Responsible Party:' (text), 'Email:' (text), and 'Status:' (dropdown menu). The 'Status' dropdown is currently set to 'Active'. At the bottom right of the form are two buttons: 'Update' and 'Cancel'.

For more information, contact:

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