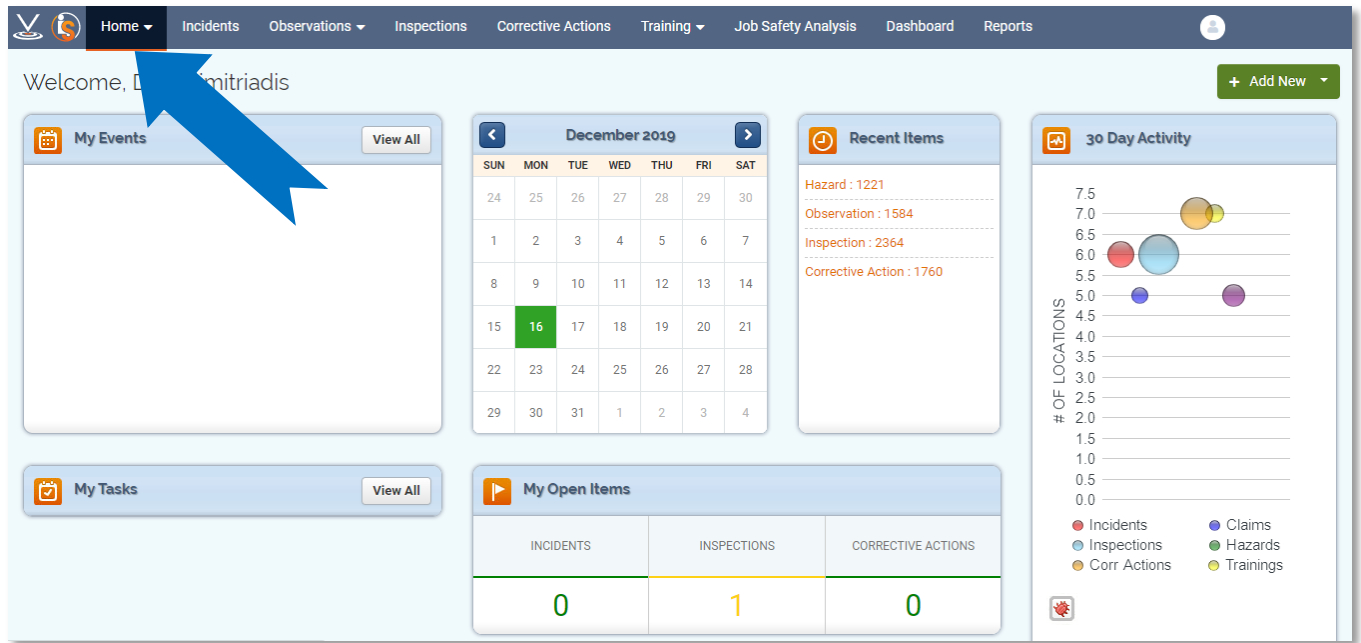


IndustrySafe Document Library User Guide

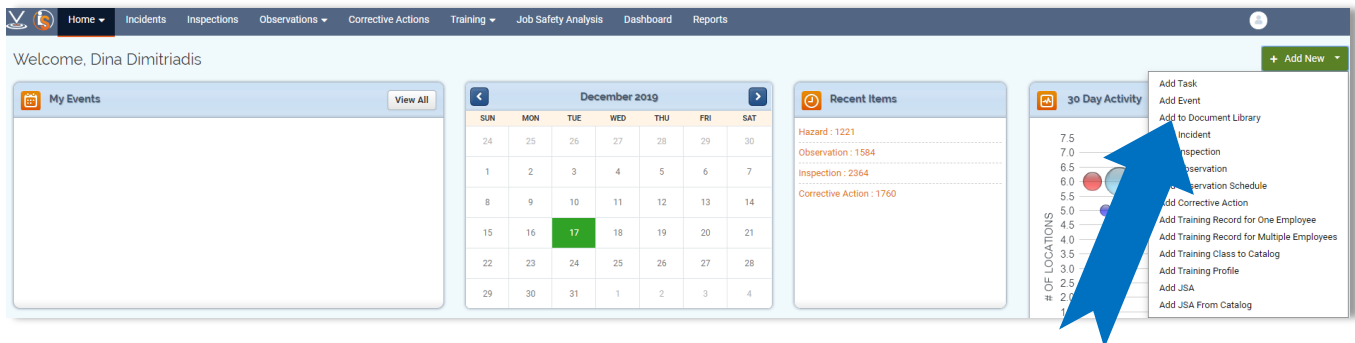
This guide describes the process for viewing and adding to the Document Library of the IndustrySafe Safety Management Software.

1 Open the Home Module

1.1 Click on the **Home** icon in the horizontal menu bar.



1.2 Select the green **Add New** button and then **Add to Document Library**.



1.3 Complete the **Basic Information** section and click **Save**.

Document Library Recording Form:

Basic Information | History Section



Basic Information Top



Document Name *	<input type="text"/>
Document Number *	<input type="text"/>
Division	All ▼
Facility	All ▼
Document Type *	▼
Description *	<input type="text"/>
Revision Date *	12/17/2019 
Upload	

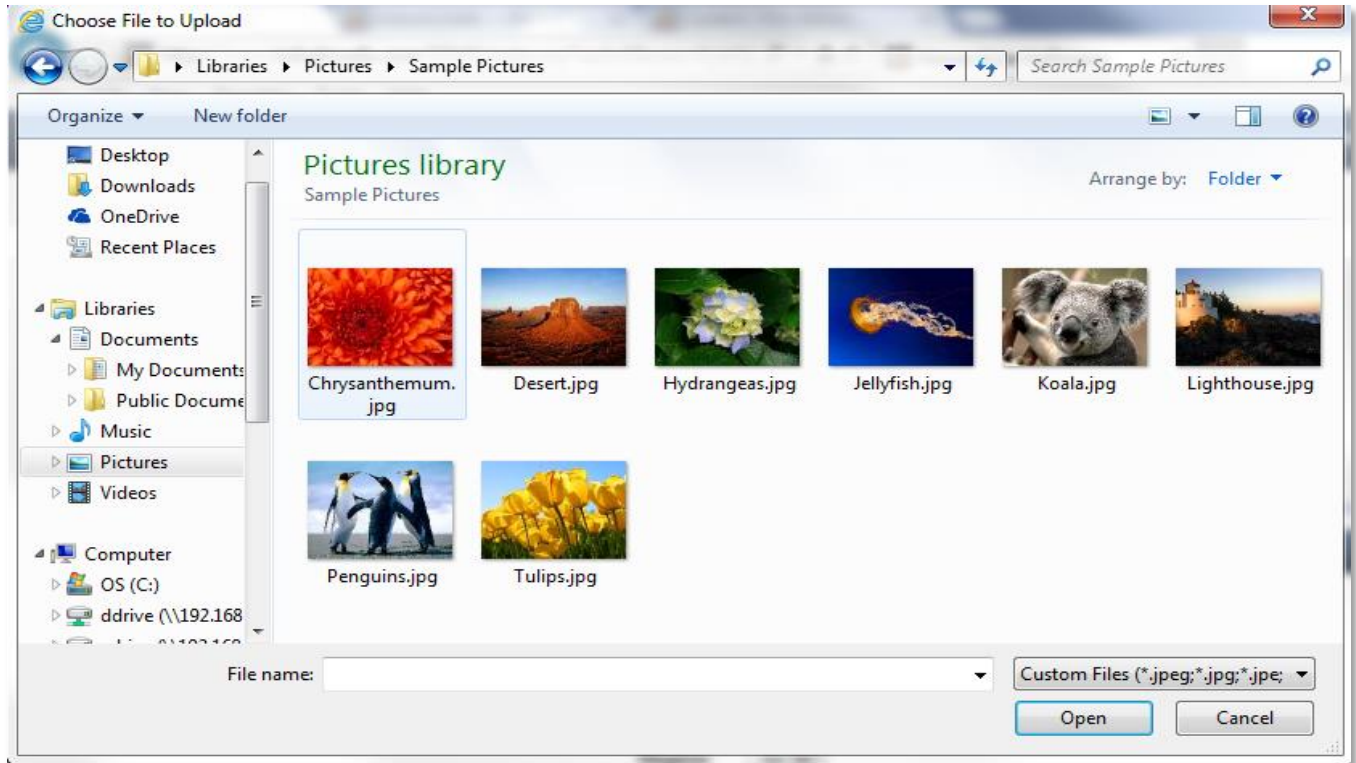
Note: The fields shaded in grey will be filled in automatically.

1.4 Click the **Upload New Document** button.

Revision Date *	12/17/2019 
Upload	

1.5 Select the file you want to upload.



1.6 The upload date, the user who uploaded the file, the file type, and the file size will now be displayed. The document history displays past revision and upload dates for this document.

Revision Date *

Upload [Upload New Document](#)

File Type


File Size

[Save](#) [Delete](#) [Print](#)

History Top

	User	Revision Date	
Updated	Dina Dimitriadis	2019-12-17 00:00:00	17 Dec 2019, 09:43 AM (EST)
Created	Dina Dimitriadis	2019-12-17 00:00:00	17 Dec 2019, 09:40 AM (EST)




1.7 Click the **Save** button to apply your changes.


Revision Date * 12/17/2019 

Upload [Upload New Document](#)

File Type .jpg

File Size 22.67 KB

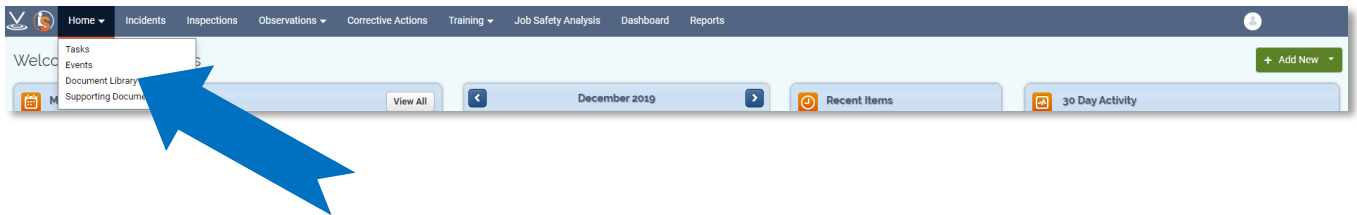
 Save  Delete  Print

History Top 

	User	Revision Date	
Updated	Dina Dimitriadis	2019-12-17 00:00:00	17 Dec 2019, 09:43 AM (EST)
Created	Dina Dimitriadis	2019-12-17 00:00:00	17 Dec 2019, 09:40 AM (EST)

2 View Documents in the Home Module


2.1 To view the documents in the Document Library, hover over the Home module and then click **Documents Library**.



2.2 Click on the **Document Name** of any document to view or download that file.

Document Library Summary 2 out of 2 records [Export](#) [Search](#) [+ Add New](#)

System ID	Document Name ▲	Facility	Document Number	Document Type	File Type	Revision Date	Upload Date
1020	4634	All	43436	Guidance Document		11/28/2019	
1000	catbread-03-600x	All	101	Guidance Document	.jpg	10/09/2018	11/26/2019



3 General Notes about IndustrySafe

- Fields with a red * are required.
- Ensure that your browser allows pop-ups from IndustrySafe. This is required for certain features such as printing reports and attaching supporting documents.
- You may save the form at any time to ensure that you do not lose your work (even if you have not completed all required fields).
- If you do not save or refresh the screen for 30 minutes you will be logged out due to inactivity. Upon automatic logout, any form that you may have open on the screen will be saved. A pop-up will alert you before this happens.
- Additional help may be obtained by clicking the Help icon within the navigation pane at the top of the screen.

