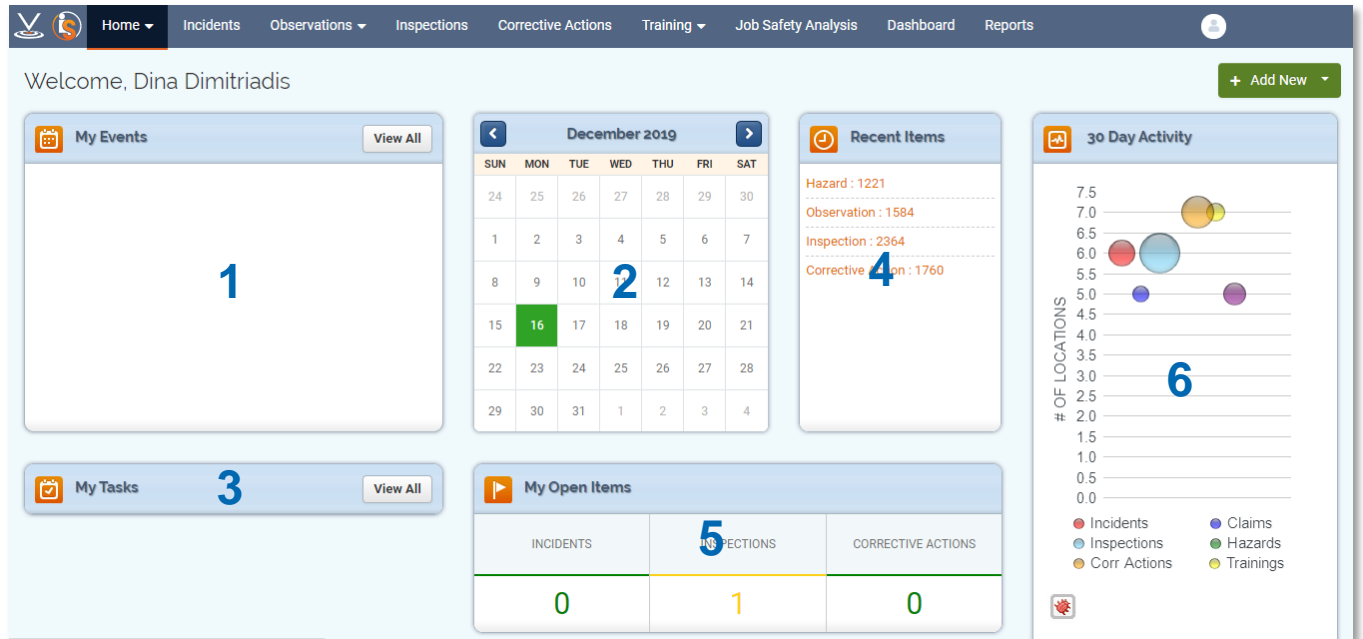


# IndustrySafe Home End User Guide

This guide describes the process for Navigating the Home module used throughout IndustrySafe Safety Management Software.

## 1 Open the Home Module

1.1 If the **Home** module is enabled that will be the first screen you see.

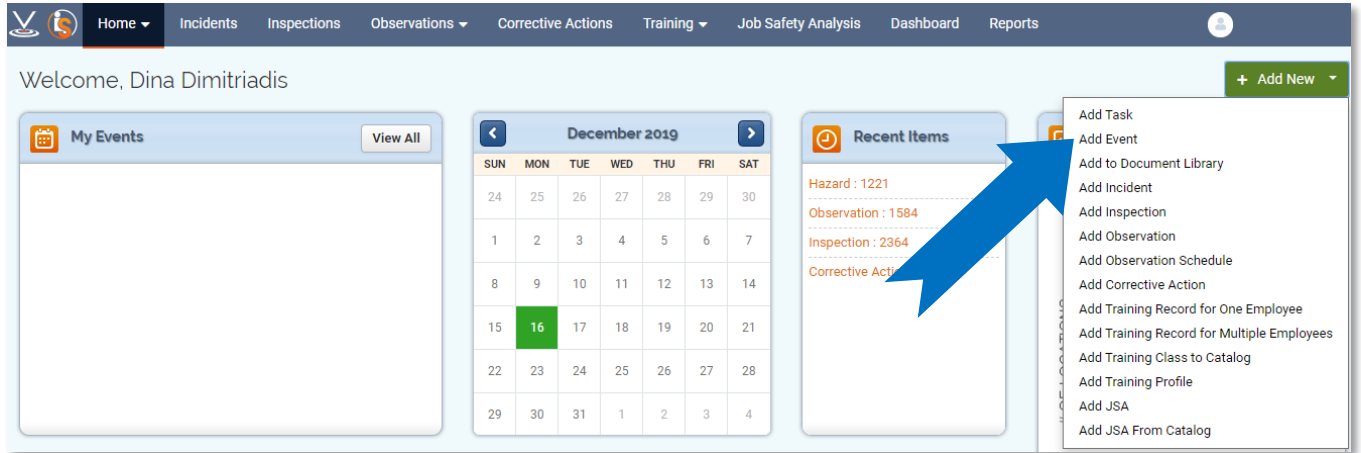


The home module is broken up into the general areas below

1. **Events:** list of your next four events (safety meetings, training, inspections, ect.).
2. **Events Calendar:** highlighted dates have scheduled events, click a date to see more.
3. **Tasks:** list of your tasks due in the next two weeks (compliance due dates, corrective actions, observations, etc.)
4. **Recent Items:** list of the last seven records you viewed.
5. **My Open Items:** number of open incident reports, claims, inspections, and corrective actions assigned to you. Click a number to view the associated records.
6. **Company Activity:** number of records added in each module in the last 30 days for your entire organization.

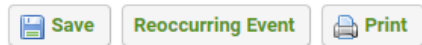
## 2 Adding an Event.

2.1 Click the **Add Button** in the top right-hand corner. Then select “Add Event”



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

Event Recording Form:



Basic Information | Additional Features | History Section

**Basic Information**

Download to outlook

Download

Originating Type: Unlinked

Subject \*

Division \*

Facility \*

Date Assigned: 12/17/2019

Event Date \*: 12/17/2019

Event Time \*: hh:mm ampr.

Responsible Party \*: Dina Dimitriadis

Assign Additional Users to Event: Assign Additional Users to Event

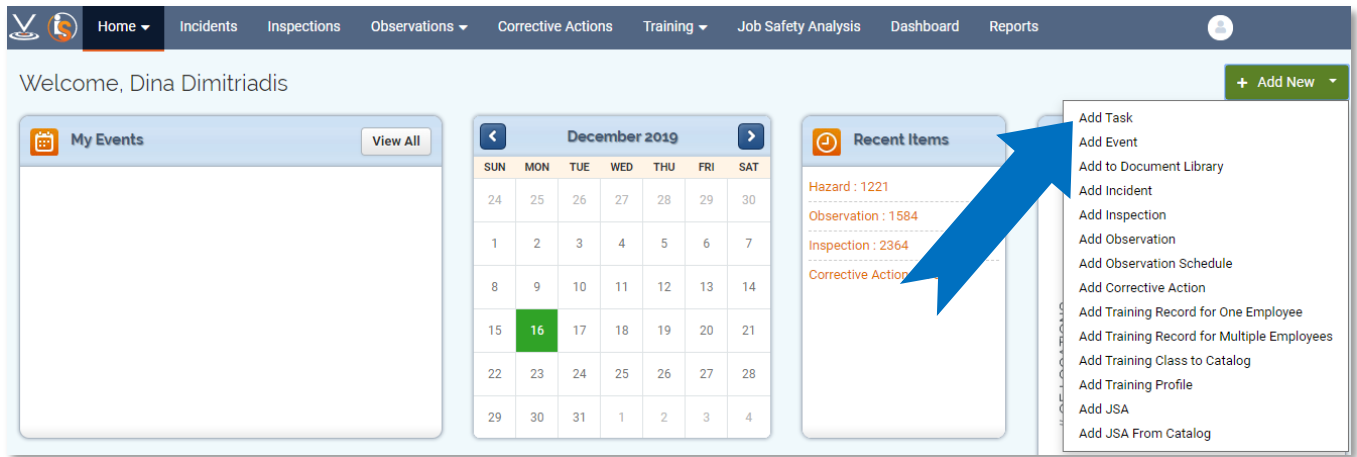
Additional Users Assigned

Description

**Note:** If this is a reoccurring task you can click the **Reoccurring Task** button and link it to another task. To assign more users to this event, click the **Assign Additional Users** button.




### 3 Adding a Task

#### 3.1 Click the Add Button in the top right-hand corner. Then select “Add Task”



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

Task Recording Form:

[Basic Information](#) | [Additional Features](#) | [History Section](#)

**Basic Information** Top

[Download to outlook](#) [Download](#)

**Originating Type** Unlinked

**Date Assigned** 12/17/2019

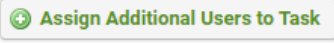
**Task Date \*** 12/17/2019

**Subject \***

**Division \***

**Facility \***

**Responsible Party \*** Dina Dimitriadis

**Assign Additional Users to Task** 

**Additional Users Assigned**

**Description**

**Due Date \*** mm/dd/yyyy

**Status \*** Open

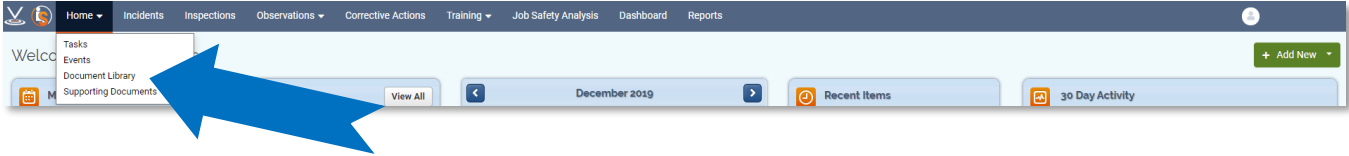
**Actual Completion Date** mm/dd/yyyy

**Resolution**

**Note:** If this is a reoccurring task you can click the **Reoccurring Task** button and link it to another task. To assign more users to this task, click the **Assign Additional Users** button.

## 4 Viewing the Document Library

4.1 To view the documents in the Document Library, hover over the home module and a drop down will appear. Then you click on the **Documents Library**.



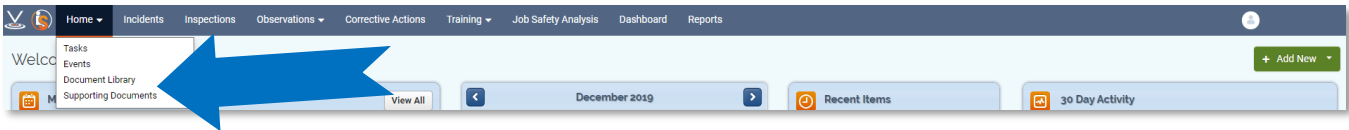
4.2 Click on the **Document Name** of any document to view or download that file.

**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		43436	Guidance Document		11/28/2019	
1000	<a href="#">catbread-03-600x400.jpg</a>		101	Guidance Document	.jpg	10/09/2018	11/26/2019

## 5 Viewing Supporting Documents

5.1 To view the documents linked to Incidents, Inspections, Corrective Actions, and other records, hover over the home module and click on **Supporting Documents**



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

**Supporting Document Summary** 200 out of 723 records Search

Document Name ▲	Facility	Section	Location	Module	System ID	File Type
1	Facility F-000	North West Philly	East Falls	Incidents	FY19-00012	png
<a href="#">1.jpg</a>	Facility F-000			Inspections	2182	jpg
<a href="#">13494E8A-0746-4B50-A07F-8F3C6FF1FFBA.jpg</a>				Inspections	2365	jpg
<a href="#">15598209613072417324389477220.MOV</a>	Facility F-113			Incidents	FY19-00058	MOV

## 6 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.

