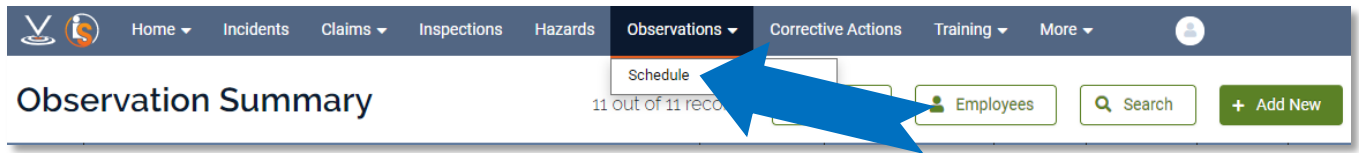


IndustrySafe Observations Scheduling Guide

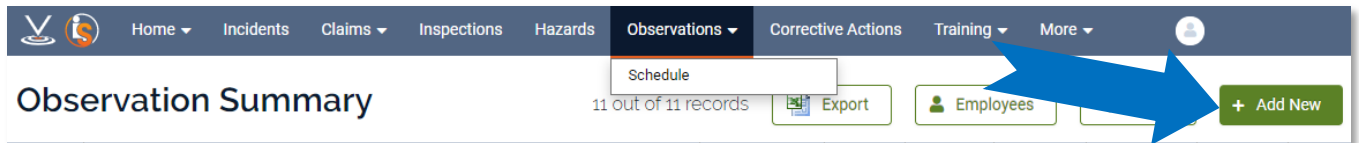
This guide describes the process for scheduling Observations using the IndustrySafe Safety Management Software

1 Open the Observations Module

1.1 Hover over the **Observation** module and click on **Schedule**.



1.2 Click on the green **Add New** button to the right to add a new **Observation Schedule**.



2 Complete the Observation Schedule Form

2.1 Fill out the **Basic Information** section then click **Save**.

Observation Schedule Form: 1121

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

Basic Information || History Section

Basic Information Top

Observer Name *	<input type="text" value="Start typing name here"/>
Division	<input type="text" value="Any"/>
Facility	<input type="text" value="Any"/>
Section	<input type="text" value="Any"/>
Location	<input type="text" value="Any"/>
Checklist	<input type="text" value="Any"/>

[Add Frequency](#)

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

3 Additional Features

3.1 There is an option to add Observation Frequency, where you click on **Add Frequency** button and add the information, then click **Save**.

The screenshot displays the 'Basic Information' tab of the IndustrySafe Observations Scheduling interface. The form is organized into several sections:

- Observer Information:** Fields for Observer Name (Kasey Ashley), Division (Division D-7), Facility (Facility F-107), Section (Any), Location (Any), and Checklist (Any).
- Observation Frequency 1:** A section with a 'Remove Frequency 1' button. It includes input fields for 'Observations per Month' (4) and 'Contacts per Observation' (3).
- Date Fields:** 'Start Date*' and 'End Date' fields, each with a calendar icon.
- Action Buttons:** 'Save', 'Delete', and 'Print' buttons at the bottom left, and an 'Add Frequency' button at the bottom center.

Two blue arrows highlight the 'Save' button and the 'Add Frequency' button, indicating the steps described in the text.

4 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.

