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 Log in to IndustrySafe

- 1.1 Using your preferred browser, go to <u>http://www.industrysafe.com</u>
- 1.2 Click on the *Login* button at the top right corner of the page.



1.3 Enter your username and password and click the **<u>Submit</u>** button.

Thank you for using IndustrySafe. You are now logged out.	Support	
IndustrySafe Login	IndustrySafe Support	Latest Tweets
Please log in to use the system. Username: Password: Submit Forgot your password?	+1.800.696.9110 support@industrysafe.com ② Submit Request ③ Knowledge Base	about an hour ago Another whistleblower is reinstated after OSHA intervention divr.it/2L2Pt7 about a day ago Repeat and seriou violations lead to big fines for Wills Brothers Construction divr.it/2L3tW about 2 days ago OSHA and Lama Outdoor Advertising team up to promote #safety and health in the workpla divr.tt/2Kmcd6

Note: If you forget your username or password, click the <u>Forgot your</u> <u>password?</u> button to have your username and a new password emailed to you. The next time you log in you will be asked to change your password.

2 Open the System Functions Module

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

Home	Dashb	oard	Inc	idents	Claims	Ins	Hazar		
	Tasks	Eve	nts	Report	ts & Analysi	S -	Documents -		

2.2 Select the green plus sign and then <u>*Add to Document Library*</u>.

Home Dashboard	Incidents	Claims In	spections	Hazards	Observat	ions Corre
+ Tasks Eve	nts Reports	s & Analysis 👻	Docume	ents – E	mployees	Company Pro
Add Task						
Add Event						
Add to Document Lib	rary				ĺ	Marrie All
Add Incident						View All
Add Payment						
Add Inspection						
Add Hazard						
Add Observation						
Add Corrective Action	n					
Add Training Record	for Multiple Er	mployees				
Add Training Record	for One Empl	oyee				
Add Industrial Hygien	ie Sample					
Add Training Profile						

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

Document Library Manager Form:	Printer Friendly View
E Save	
Basic Ir	nformation
E	😔 🔘 Тор
Document Name *	
2 Document Number *	
Business Group	All
Region	All
Division	
Facility	
Document Type *	
Description *	
Revision Date *	8/15/2012
Upload Date	
Uploaded By	
Upload	O Upload New Document

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

2.4 Click the *Upload New Document* button.

Revision Date *	8/15/2012
Upload Date	
Uploaded By	
Upload	O Upload New Document

2.5 Select the file you want to upload.



2.6 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 *	12/24/2008
Upload Date	8/16/2012
Uploaded By	Gabriel Tompkins
Existing Document	Evacuation Plan
Upload	O Upload New Document
File Type *	.jpg
File Size *	548KB
Document History	😔 🔘 Тор
	Revision Date Upload Date Uploaded By
	12/24/2008 12/3/2008 Gabriel Tompkins
	12/24/2008 8/16/2012 Gabriel Tompkins

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

3 View Documents in the Home Module

3.1 To view the documents in the Document Library click Documents > Documents Library.

Home	Dashbo	oard In	cidents	Claims	Ins	nspections Hazards (Observatio	ns Con	rective Actio	ons	
0	Tasks	Events	Repor	ts & Analysi	is 👻	Documents - Facility Profile						
We	Velcome, Eric Attner						ient Libr rting Do	-	ents			
	My E	vents								View All		

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

Home	Dashbo	oard Inc	idents	Claims	Inspections	Hazards	Observations	Co	rrective Actions	Training	Industria	l Hygiene		
0	Tasks	Events Reports & Analysis + Documents + Facility Profile												
Doc	cument	Library S	Summa	ry	🔮 Q 🤨	34 out o	f 34 records							
Syst	System ID Document Name▲									acility		Doc	ument Number	
1	782		View						All					
1	781		View						All					
1	784				View			All						
1	740				View				All					
1	720				View			Alaska Final Assembly						
10	620		View						All					
1	560	View						All						
1	760			Accide	ent Incident Report	ing Procedur	•			All		BE	HSM-1000-1-14	
1:	360				Dawn Foods L	ogo				All			Number why	

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.

industry Safe	عر	3	Ċ
		Hel	