

IndustrySafe Document Library User Guide

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

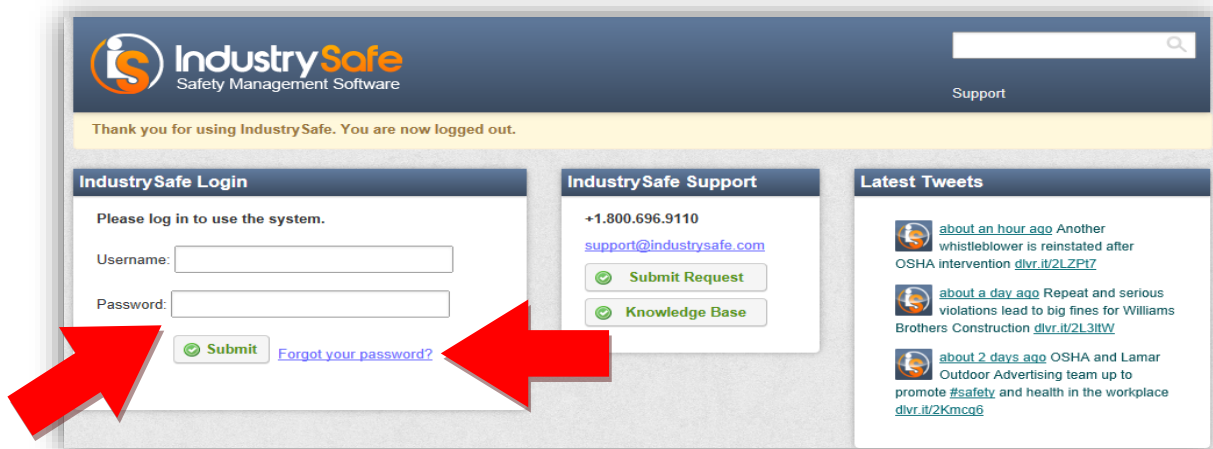
1 Log in to IndustrySafe

1.1 Using your preferred browser, go to <http://www.industrysafe.com>

1.2 Click on the **Login** button at the top right corner of the page.



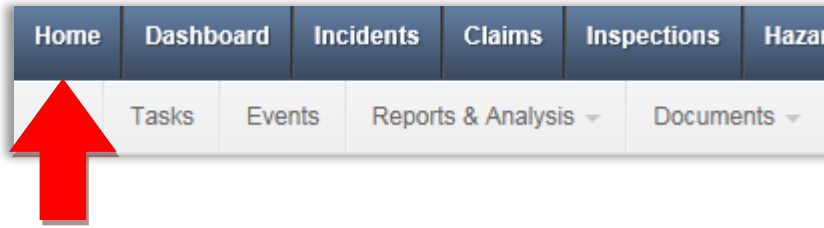
1.3 Enter your username and password and click the **Submit** button.



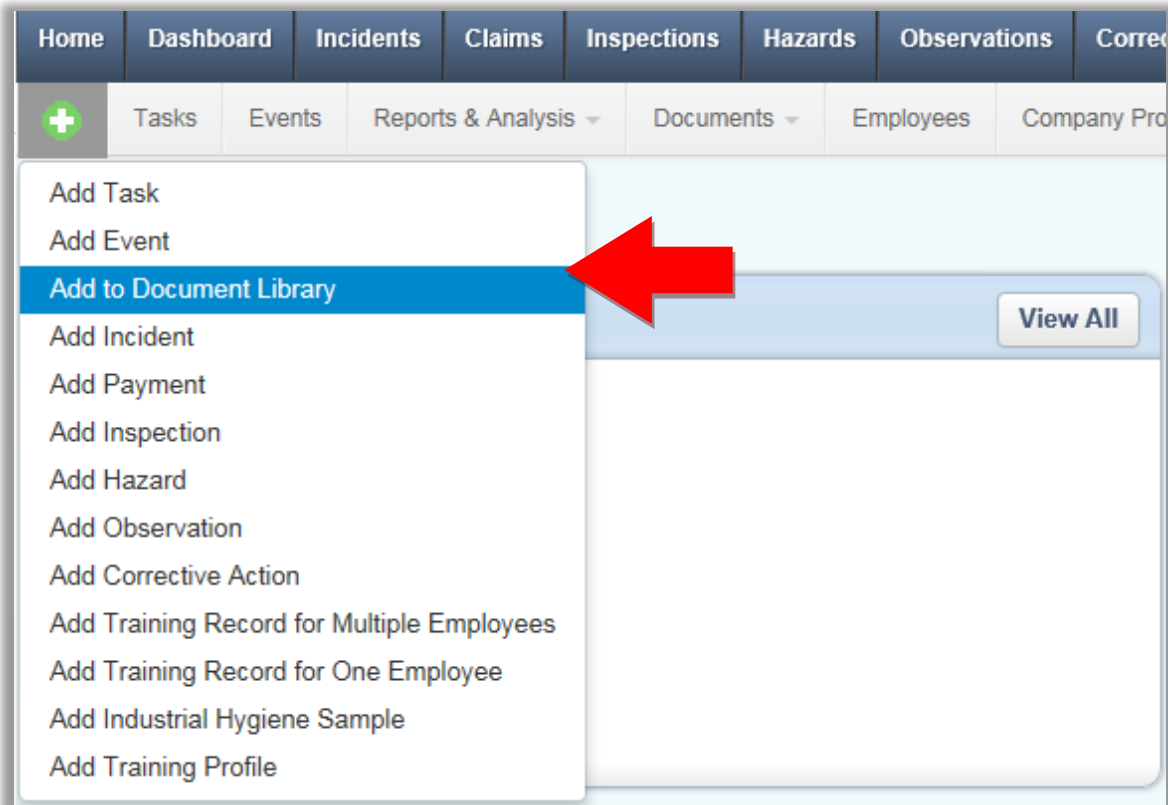
Note: If you forget your username or password, click the **Forgot your password?** button to have your username and a new password emailed to you. The next time you log in you will be asked to change your password.

2 Open the System Functions Module

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




2.2 Select the green plus sign and then **Add to Document Library**.



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

Document Library Manager Form: [Printer Friendly View](#)

 Save

Basic Information | [Top](#)

Basic Information

Document Name *

Document Number *

Business Group


Region

Division

Facility


Document Type *



Description *

Revision Date * 

Upload Date


Uploaded By

Upload 


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


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

Revision Date * 

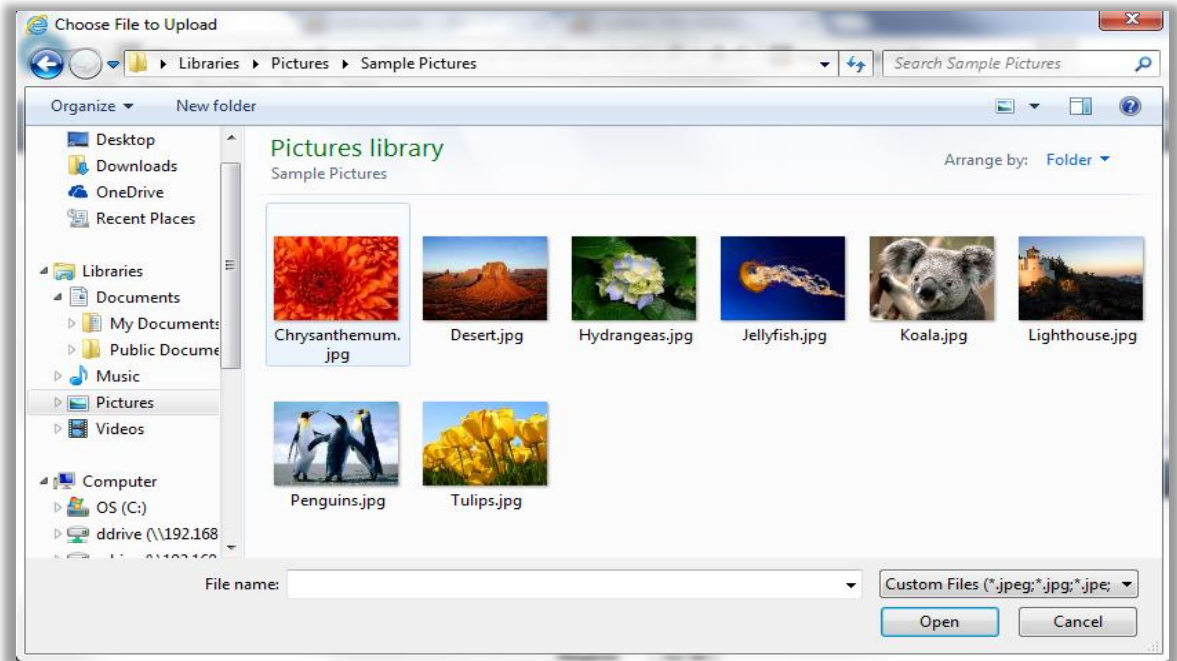
Upload Date

Uploaded By

Upload 



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.

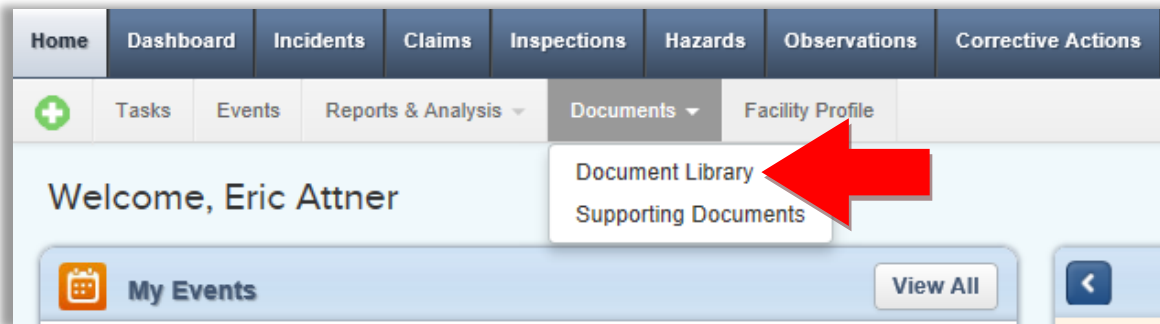
Revision Date *	12/24/2008
Upload Date	8/16/2012
Uploaded By	Gabriel Tompkins
Existing Document	Evacuation Plan
Upload	Upload New Document
File Type *	.jpg
File Size *	548KB

Document History		
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.



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

The screenshot shows the 'Document Library Summary' table. The table has four columns: System ID, Document Name, Facility, and Document Number. A red arrow points to the 'Accident Incident Reporting Procedure' document name in the 'Document Name' column.

System ID	Document Name	Facility	Document Number
1782	View	All	
1781	View	All	
1784	View	All	
1740	View	All	
1720	View	Alaska Final Assembly	
1620	View	All	
1500	View	All	
1700	Accident Incident Reporting Procedure	All	BEHSM-1000-1-14
1360	Dawn Foods Logo	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.

