IndustrySafe Home End User Guide

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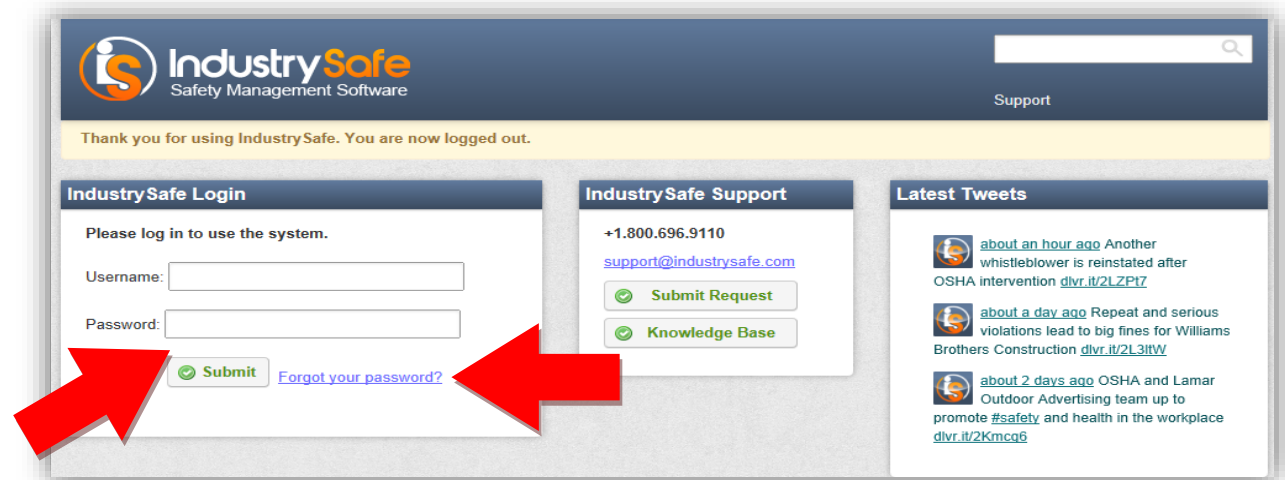
1 Log in to IndustrySafe

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 Home Module

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

3 Adding a Task

3.1   Click the *Add Button* in the top left corner. Then select "Add Task"
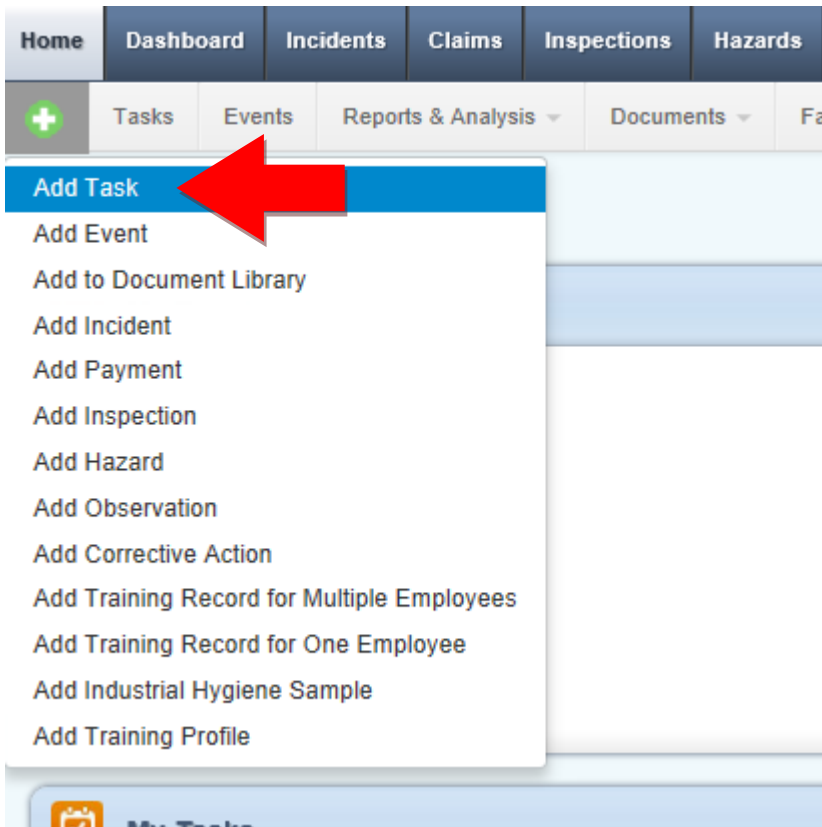
3.2 Complete the **_Basic Information_** section and click **_Save_**.

Task Recording Form:

📄 Save   🔒 Close   Reoccurring Task

| Basic Information | Additional Features | History Section

or 2

1

Basic Information

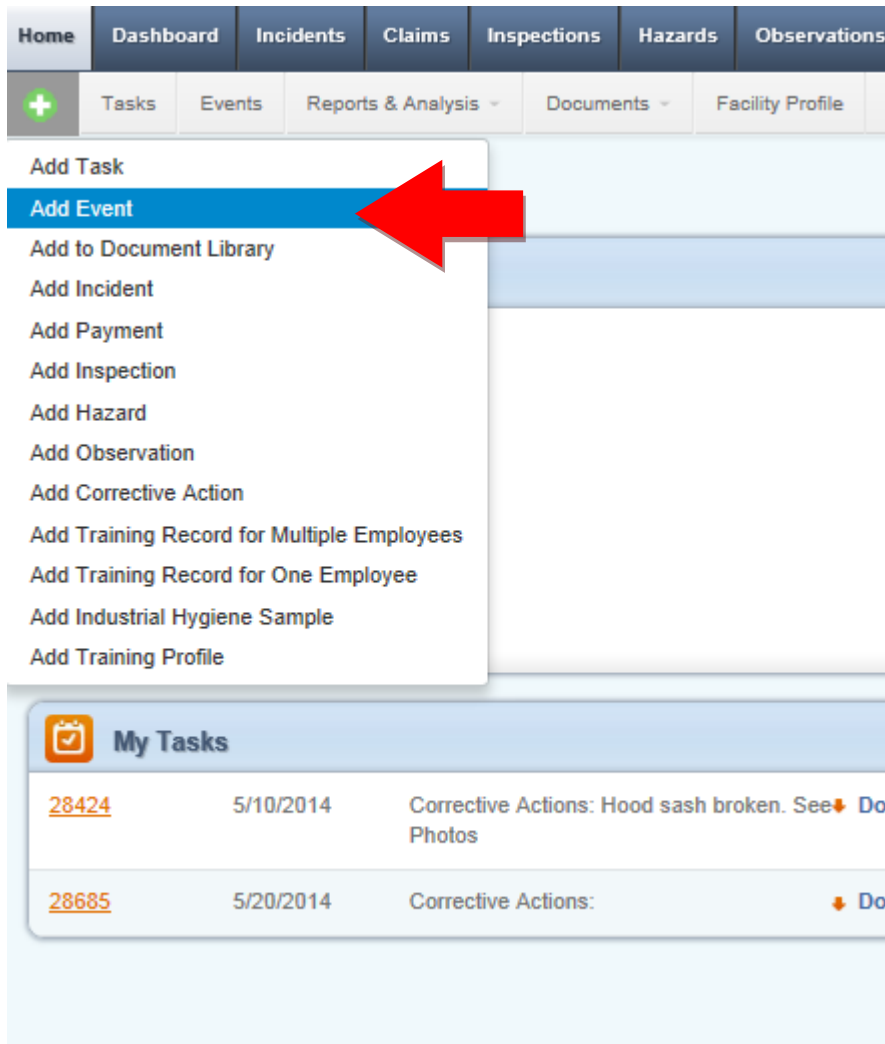|		
Download to outlook	Download	
Originating Type 5.3	Unlinked	
Date Assigned	6/24/2014	
Task Date *	6/24/2014	
Subject 5.3 *		
Business Group *	Water	
Region *	East - Water	
Division *	Construction	
Facility *	Mississippi Main	
Responsible Party 5.3 *	Eric Attner	
Assign Additional Users to Task	⊕ Assign Additional Users to Task	
Additional Users Assigned		
Description 5.3		
Due Date 5.3 *	mm/dd/yyyy	
Status *	Open	
Actual Completion Date 5.3	mm/dd/yyyy	
Resolution 5.3		
Meeting Title		
New Field		
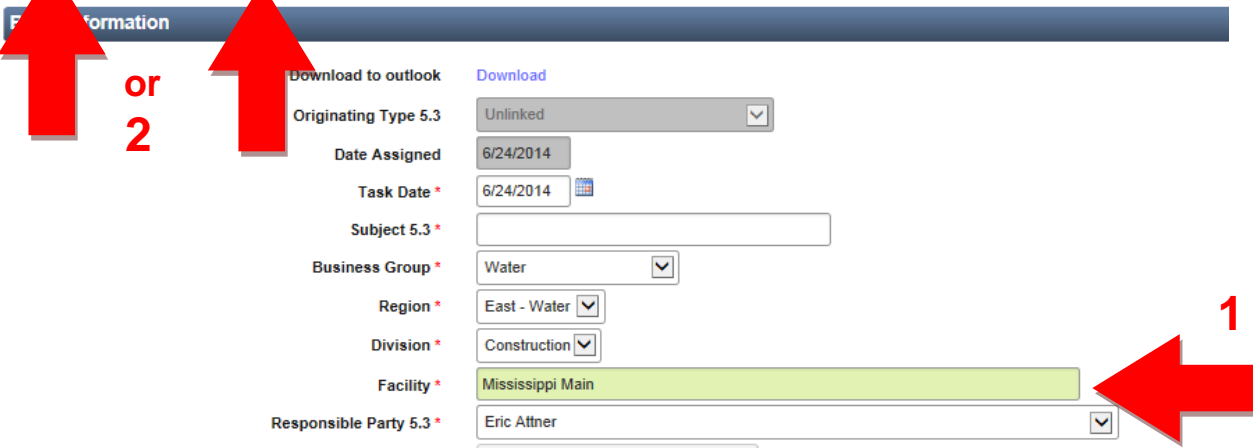
Note: If this is a reoccurring task you can click the **_Reoccurring Task_** button and link it to another task. To assign more users to this task, click the **_Assign Additional Users_** button.

4 Adding a New Event.

4.1 Click the *Add Button* in the top left corner. Then select "Add Event"

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

Event Recording Form:

[💾 Save]   [🔒 Close]   [Reoccurring Event]

or

2   **1**

Basic Information	Additional Features	History Section

Event Information

Field	Value
Download to outlook	Download
Originating Type 5.3	Unlinked
Date Assigned 5.3	6/24/2014
Event Date *	6/24/2014
Event Time *	hh:mm amp.
Subject 5.3 *	
Business Group *	Water
Region *	East - Water
Division *	Construction
Facility *	Mississippi Main
Responsible Party 5.3 *	Eric Attner
Assign Additional Users to Event	⊕ Assign Additional Users to Event
Additional Users Assigned	.
Description 5.3	

Additional Features

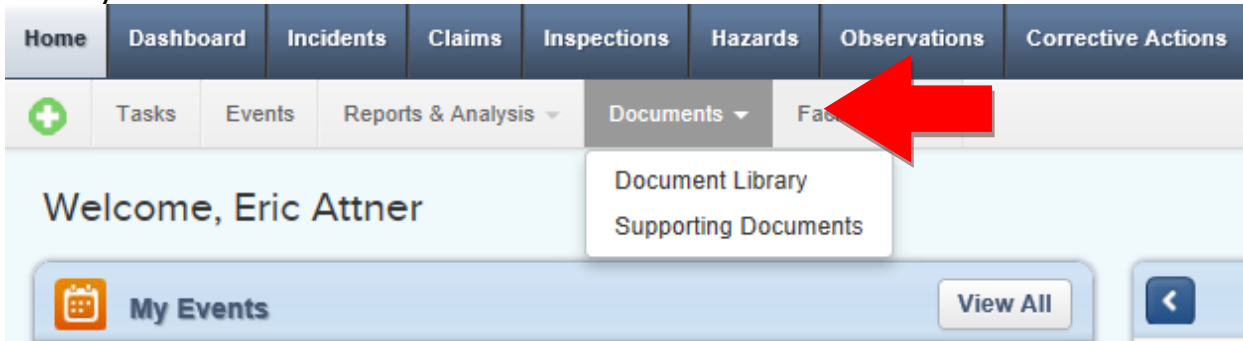| Field	Value
Attachments	📄 Attach File
Emails	✉ Send Email

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.

5 Viewing the Document Library

5.1 To view the documents in the Document Library click Documents < Documents Library.
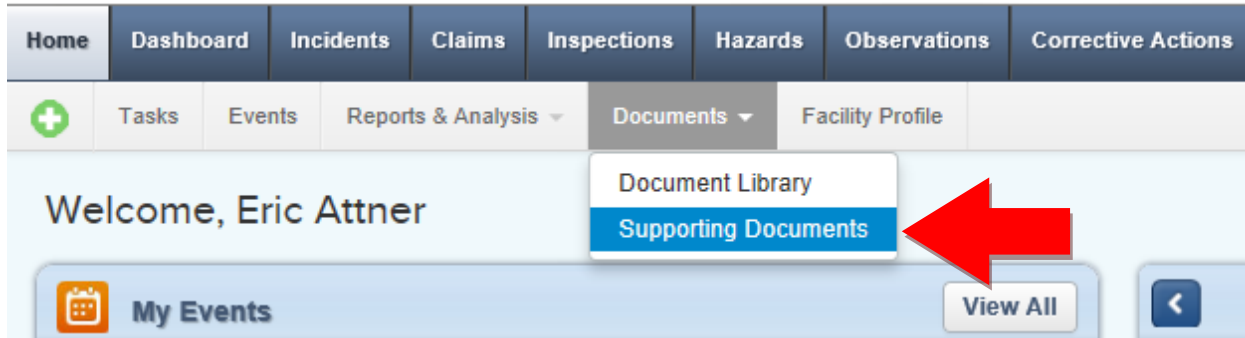

5.2 Click on the **_System ID_** of any document to view or download that file.

6 Viewing the Document Library

6.1 To view the documents linked to Incidents, Inspections, Corrective Actions, and other records click Documents < Supporting Documents

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

7 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.