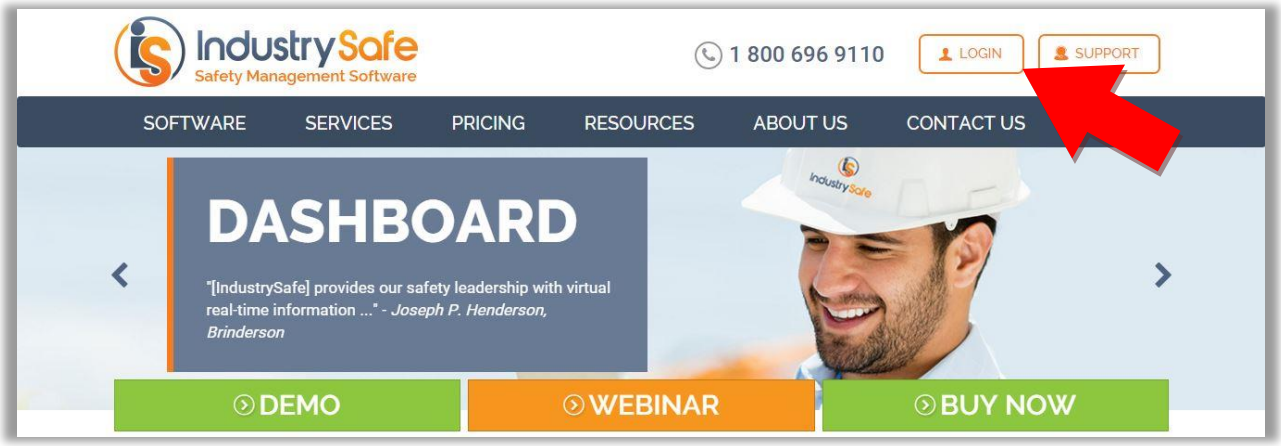
IndustrySafe Home End User Guide

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

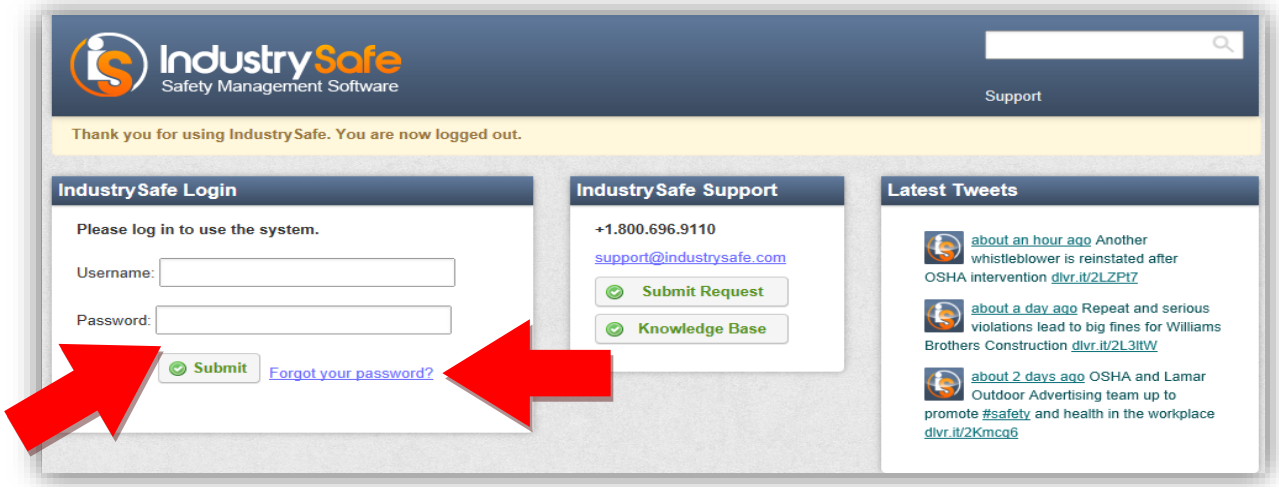
1 Log in to IndustrySafe

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.



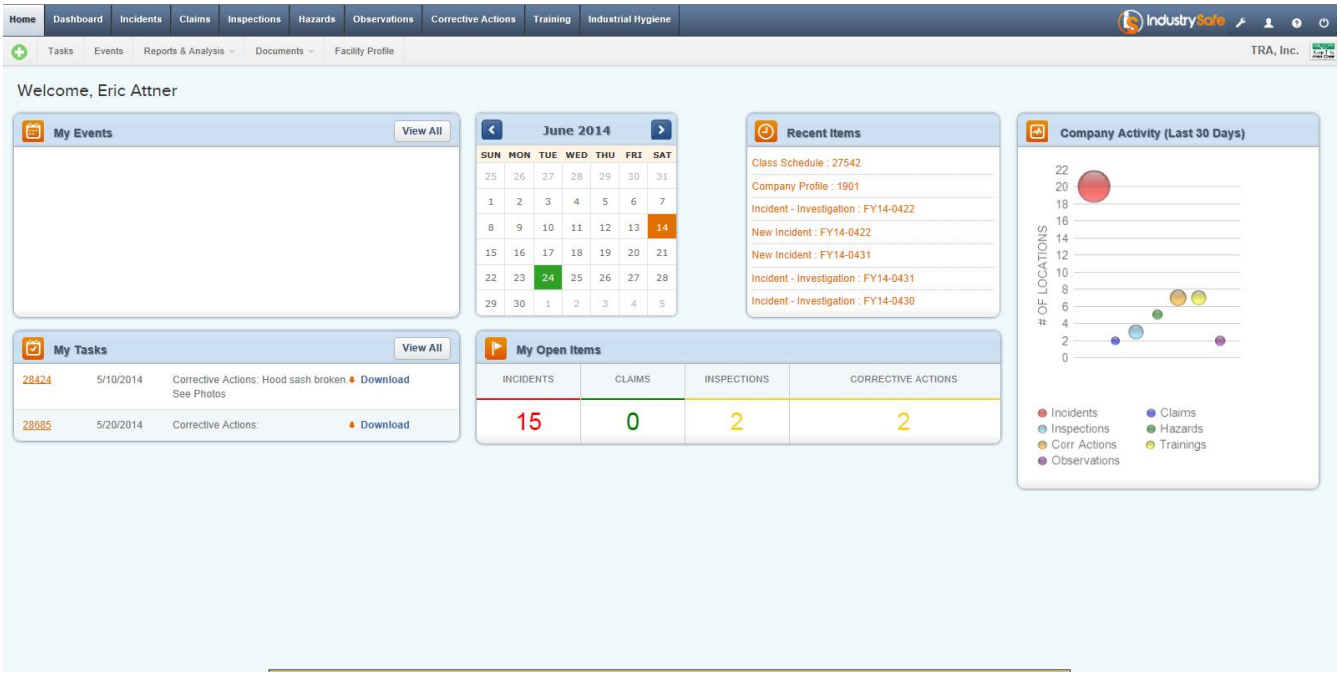
1.3 Enter your username and password and click the ***Submit*** button.



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.

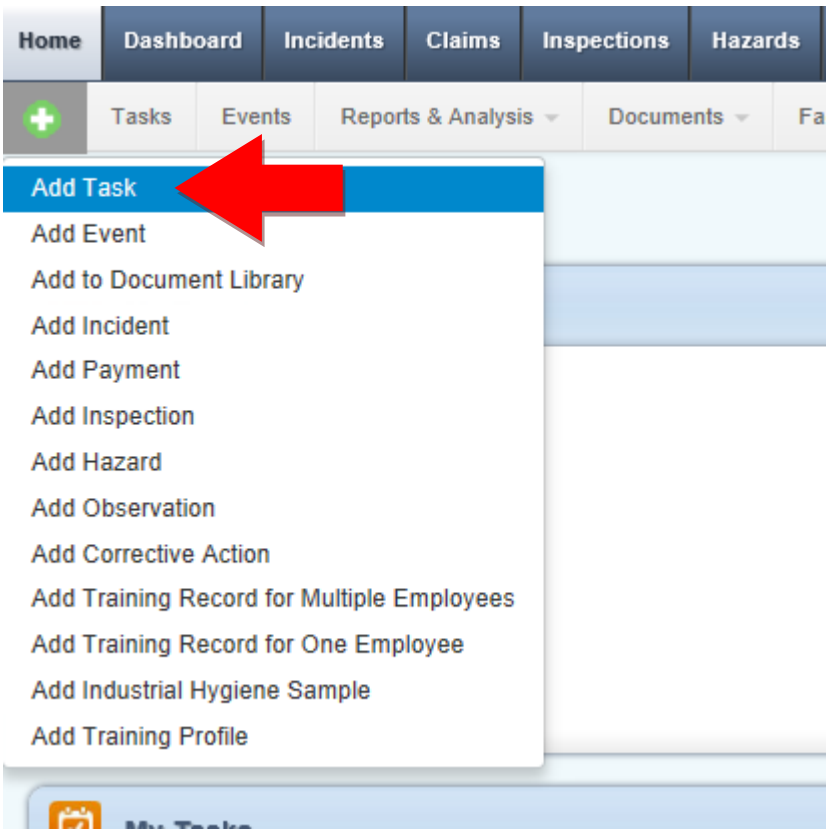
2 Open the Home Module

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

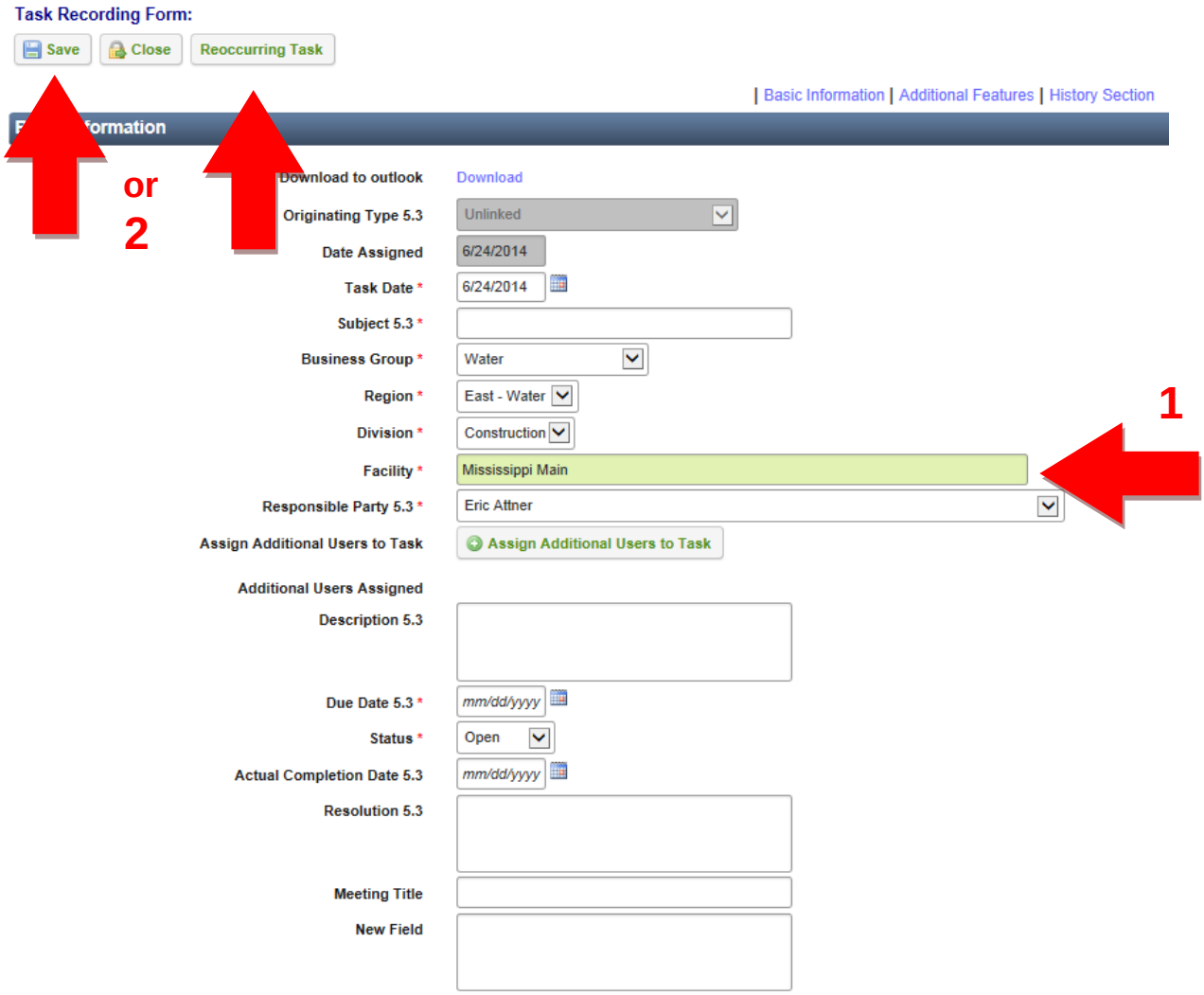


3 Adding a Task

3.1 Click the *Add Button* in the top left corner. Then select "Add Task"



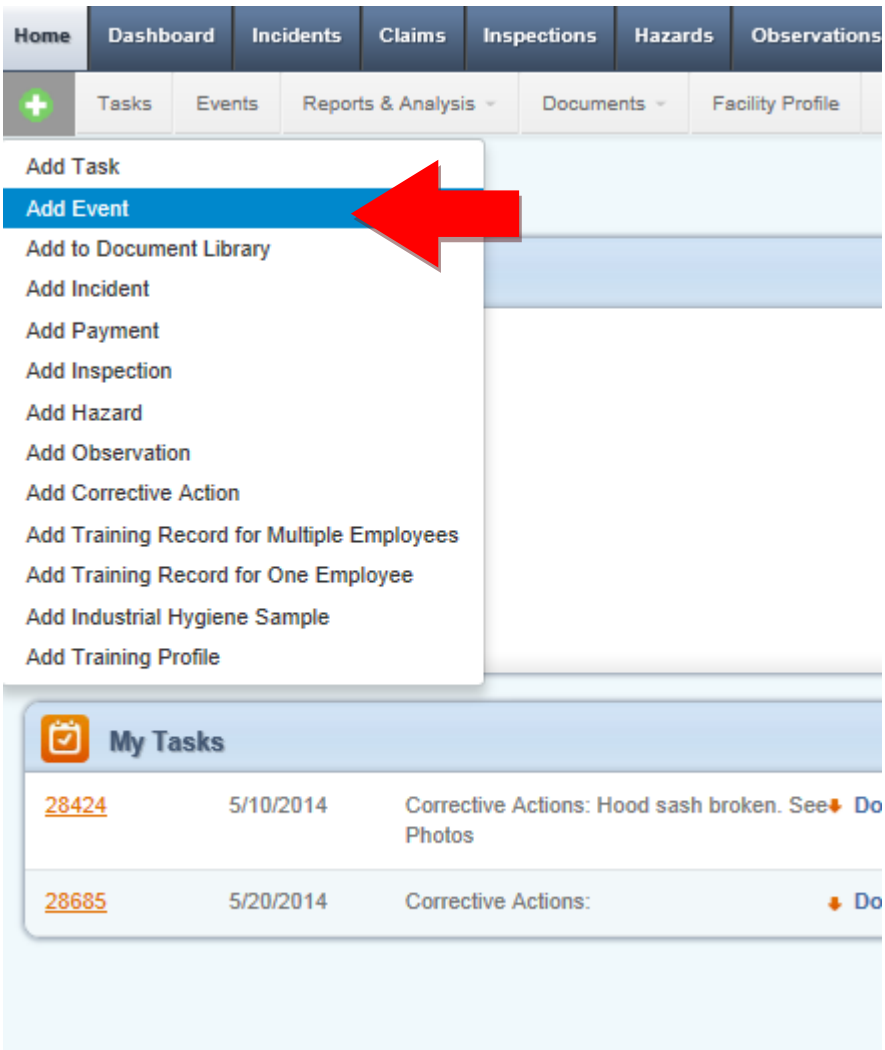
3.2 Complete the ***Basic Information*** section and click ***Save***.



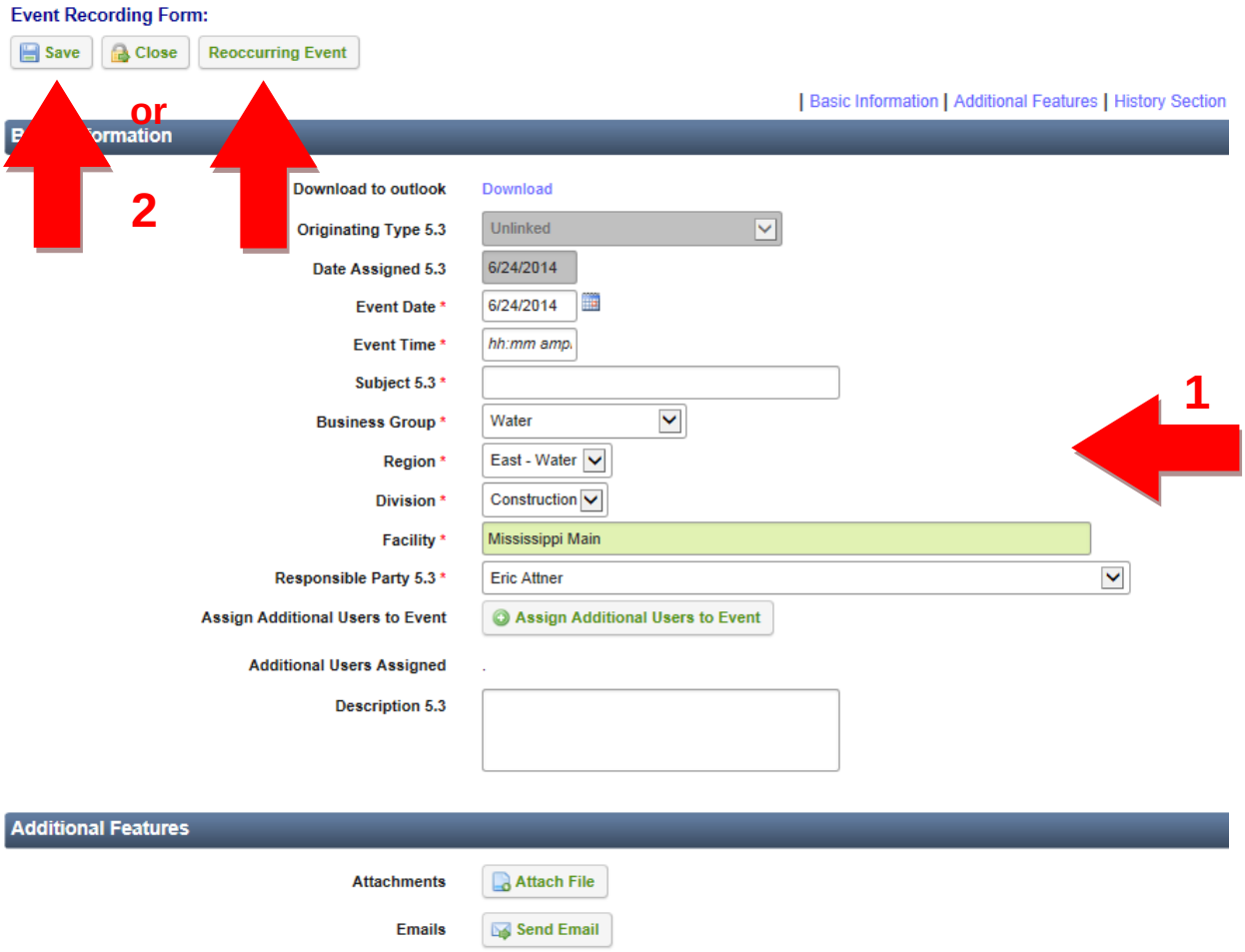
Note: If this is a reoccurring task you can click the ***Reoccurring Task*** button and link it to another task. To assign more users to this task, click the ***Assign Additional Users*** button.

4 Adding a New Event.

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



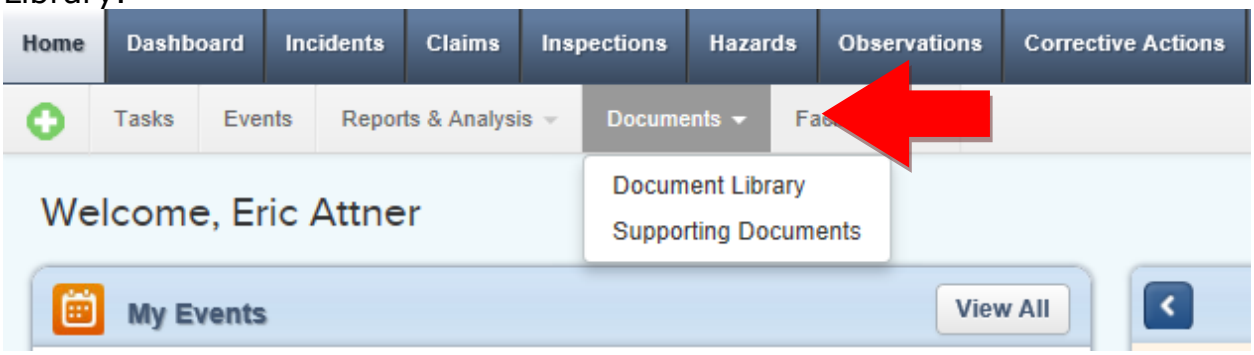
4.2 Complete the ***Basic Information*** section and click ***Save***.



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

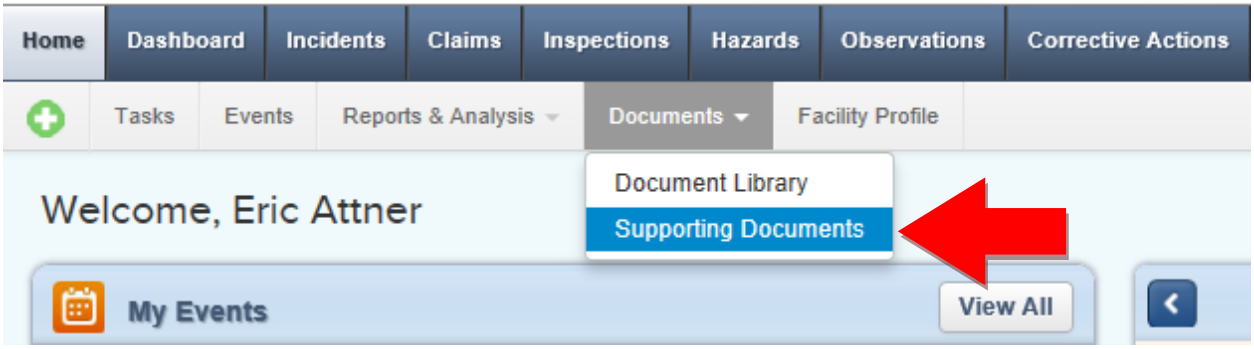
5.1 To view the documents in the Document Library click Documents < Documents Library.



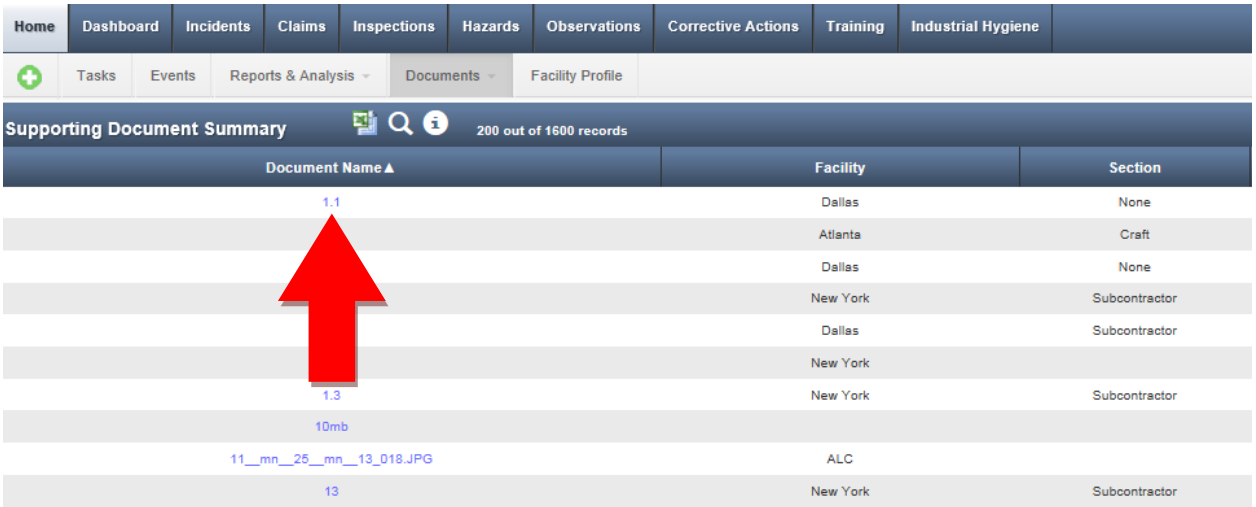
5.2 Click on the ***System ID*** of any document to view or download that file.

6 Viewing the Document Library

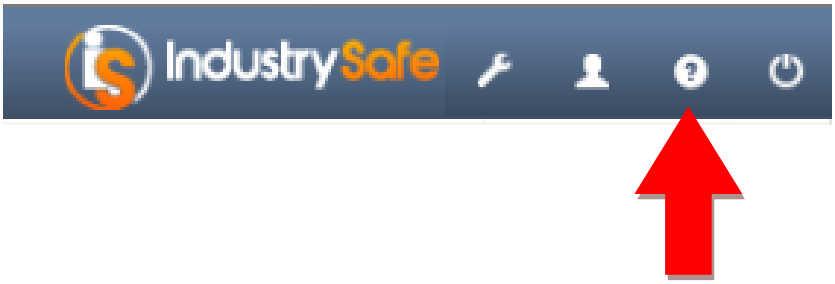
6.1 To view the documents linked to Incidents, Inspections, Corrective Actions, and other records click Documents < Supporting Documents



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.