

# IndustrySafe Home End User Guide

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

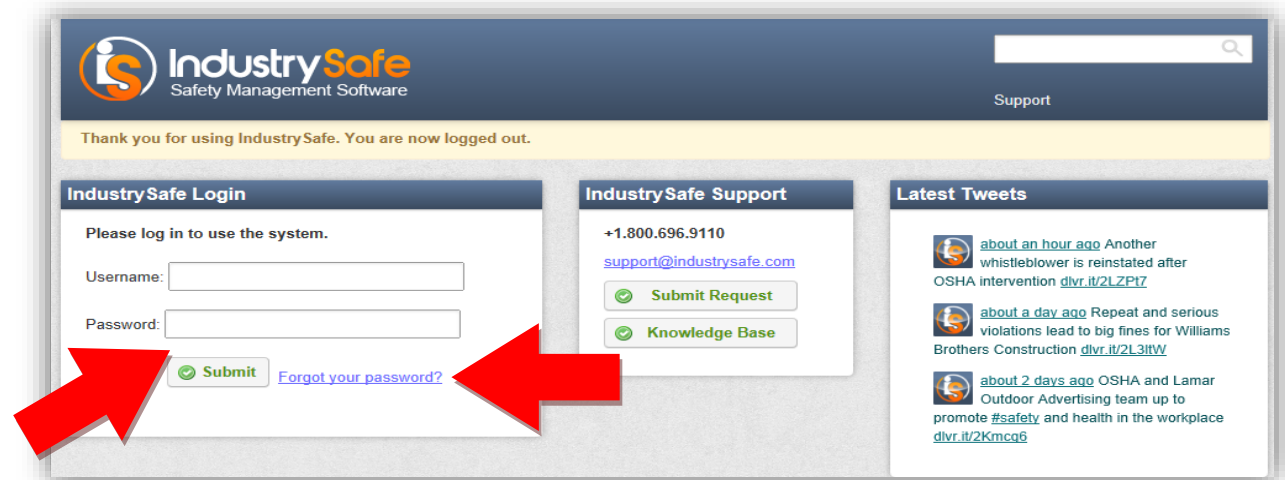
## 1 Log in to IndustrySafe

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.

Welcome, Eric Attner

**My Events** [View All](#)

**My Tasks** [View All](#)

SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

**Recent Items**

- Class Schedule : 27542
- Company Profile : 1901
- Incident - Investigation : FY14-0422
- New Incident : FY14-0422
- New Incident : FY14-0431
- Incident - Investigation : FY14-0431
- Incident - Investigation : FY14-0430

**My Open Items**

INCIDENTS	CLAIMS	INSPECTIONS	CORRECTIVE ACTIONS
15	0	2	2

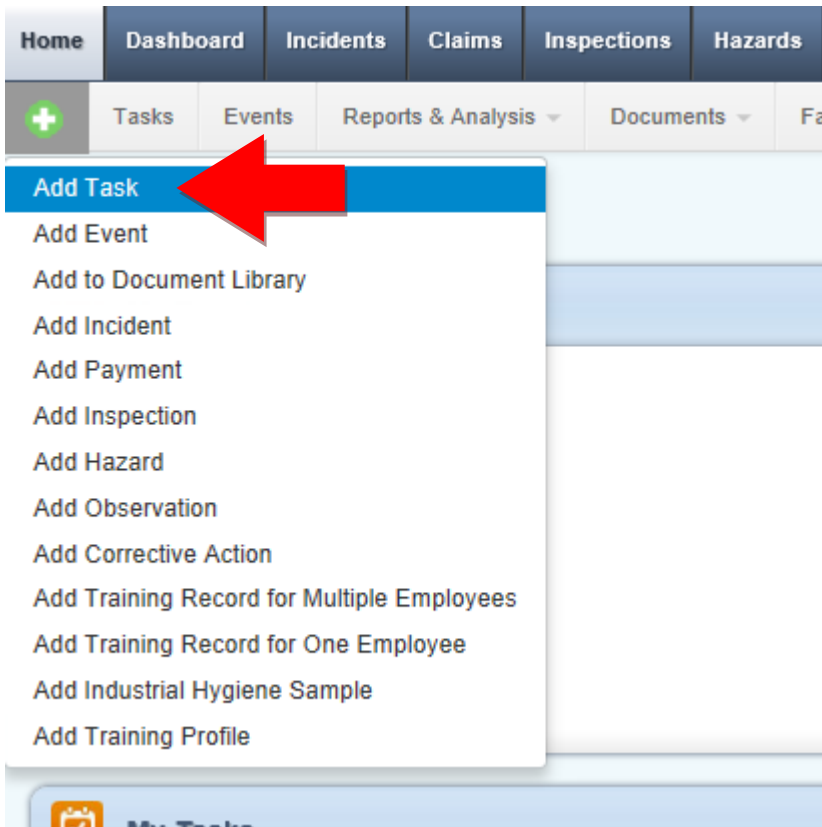
**Company Activity (Last 30 Days)**

# OF LOCATIONS

● Incidents ● Claims  
● Inspections ● Hazards  
● Corr Actions ● Trainings  
● Observations

### 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:

| [Basic Information](#) | [Additional Features](#) | [History Section](#)

**Basic Information**

Download to outlook [Download](#)

Originating Type 5.3

Date Assigned

Task Date \*

Subject 5.3 \*

Business Group \*

Region \*

Division \*

Facility \*

Responsible Party 5.3 \*

Assign Additional Users to Task

Additional Users Assigned

Description 5.3

Due Date 5.3 \*

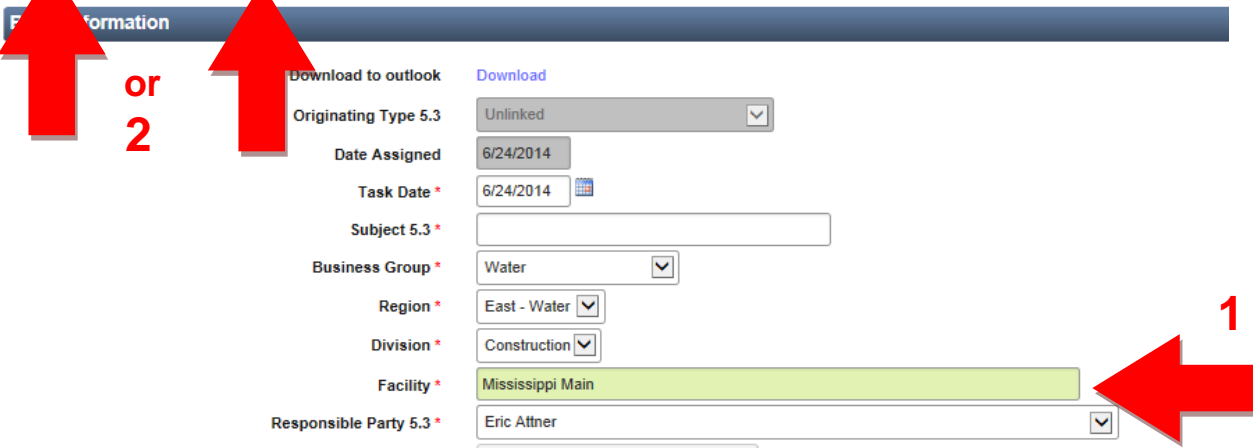
Status \*

Actual Completion Date 5.3

Resolution 5.3

Meeting Title

New Field



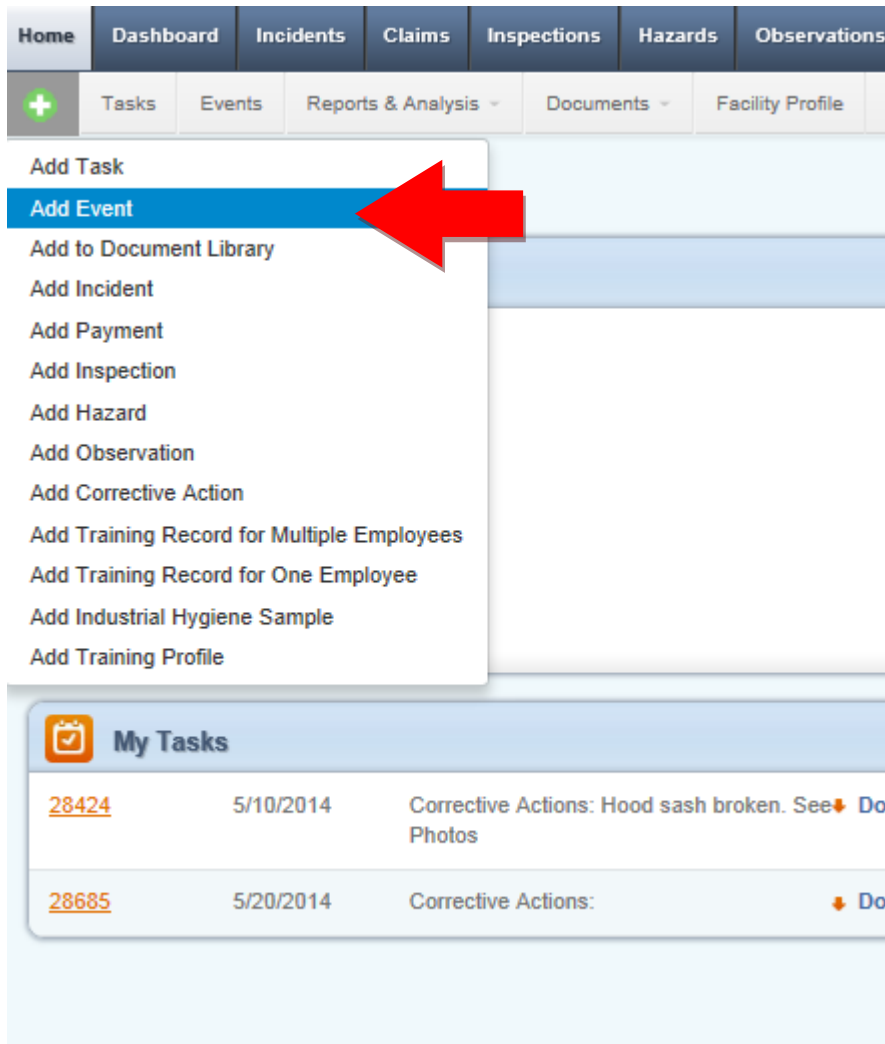
or  
2

1

**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"



The screenshot displays a software interface with a top navigation bar containing tabs for Home, Dashboard, Incidents, Claims, Inspections, Hazards, and Observations. Below this is a secondary menu with a green plus icon, Tasks, Events, Reports & Analysis, Documents, and Facility Profile. A dropdown menu is open under the plus icon, listing various options: Add Task, Add Event (highlighted in blue with a red arrow pointing to it), Add to Document Library, Add Incident, Add Payment, Add Inspection, Add Hazard, Add Observation, Add Corrective Action, Add Training Record for Multiple Employees, Add Training Record for One Employee, Add Industrial Hygiene Sample, and Add Training Profile. Below the menu is a 'My Tasks' section with a calendar icon and a table of tasks.

My Tasks		
<a href="#">28424</a>	5/10/2014	Corrective Actions: Hood sash broken. See <a href="#">Do</a> Photos
<a href="#">28685</a>	5/20/2014	Corrective Actions: <a href="#">Do</a>

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

Event Recording Form:

[Basic Information](#) | [Additional Features](#) | [History Section](#)

**Basic Information**



or  
2



Download to outlook [Download](#)

Originating Type 5.3

Date Assigned 5.3

Event Date \*

Event Time \*

Subject 5.3 \*

Business Group \*

Region \*

Division \*

Facility \*

Responsible Party 5.3 \*

Assign Additional Users to Event

Additional Users Assigned .

Description 5.3



**Additional Features**

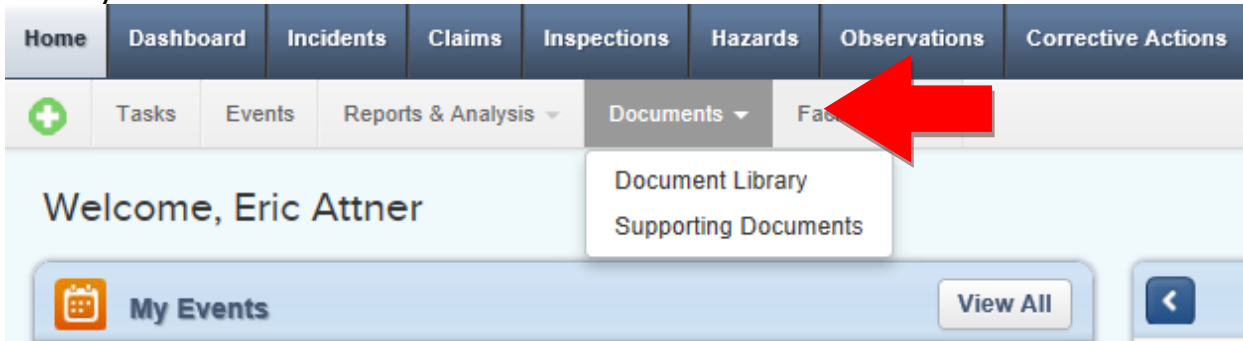
Attachments

Emails

**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.



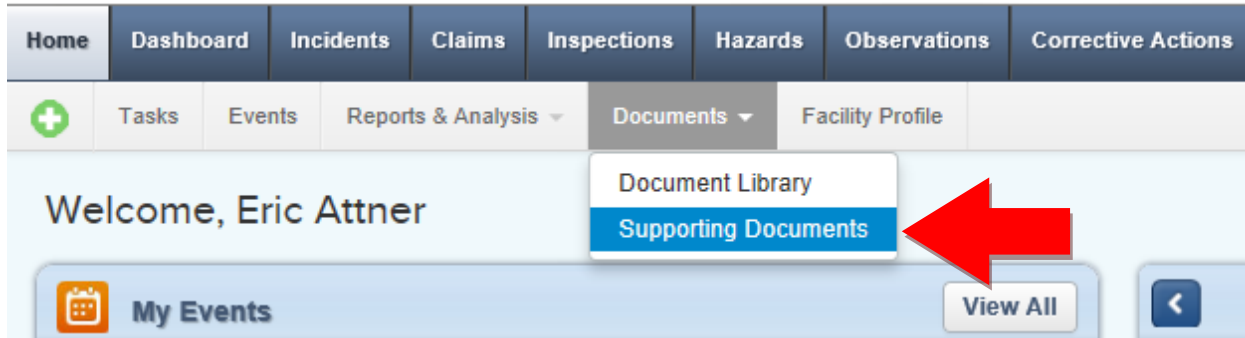
5.2 Click on the **System ID** of any document to view or download that file.

A screenshot of the 'Document Library Summary' page. The table has four columns: 'System ID', 'Document Name', 'Facility', and 'Document Number'. A red arrow points to the 'System ID' '1711' in the second row. The table shows 34 out of 34 records.

System ID	Document Name ▲	Facility	Document Number
1782	<a href="#">View</a>	All	
1711	<a href="#">View</a>	All	
	<a href="#">View</a>	All	
	<a href="#">View</a>	All	
	<a href="#">View</a>	Alaska Final Assembly	
	<a href="#">View</a>	All	
1660	<a href="#">View</a>	All	
1760	<a href="#">Accident Incident Reporting Procedure</a>	All	BEHSM-1000-1-14
1360	<a href="#">Dawn Foods Logo</a>	All	Number why

## 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.

The screenshot shows the 'Supporting Document Summary' table with 200 out of 1600 records. The table has three columns: Document Name, Facility, and Section. A red arrow points to the 'Document Name' column.

Document Name ▲	Facility	Section
1.1	Dallas	None
	Atlanta	Craft
	Dallas	None
	New York	Subcontractor
	Dallas	Subcontractor
	New York	
1.3	New York	Subcontractor
10mb		
11_mn_25_mn_13_018.JPG	ALC	
13	New York	Subcontractor

## 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.

