

# IndustrySafe Mobile Inspections Guide

This guide describes the process for entering an inspection using the IndustrySafe Safety Management Software on mobile devices.

## 1 Log in to IndustrySafe

1.1 From your smartphone, go to <http://www.industrysafe.com>

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



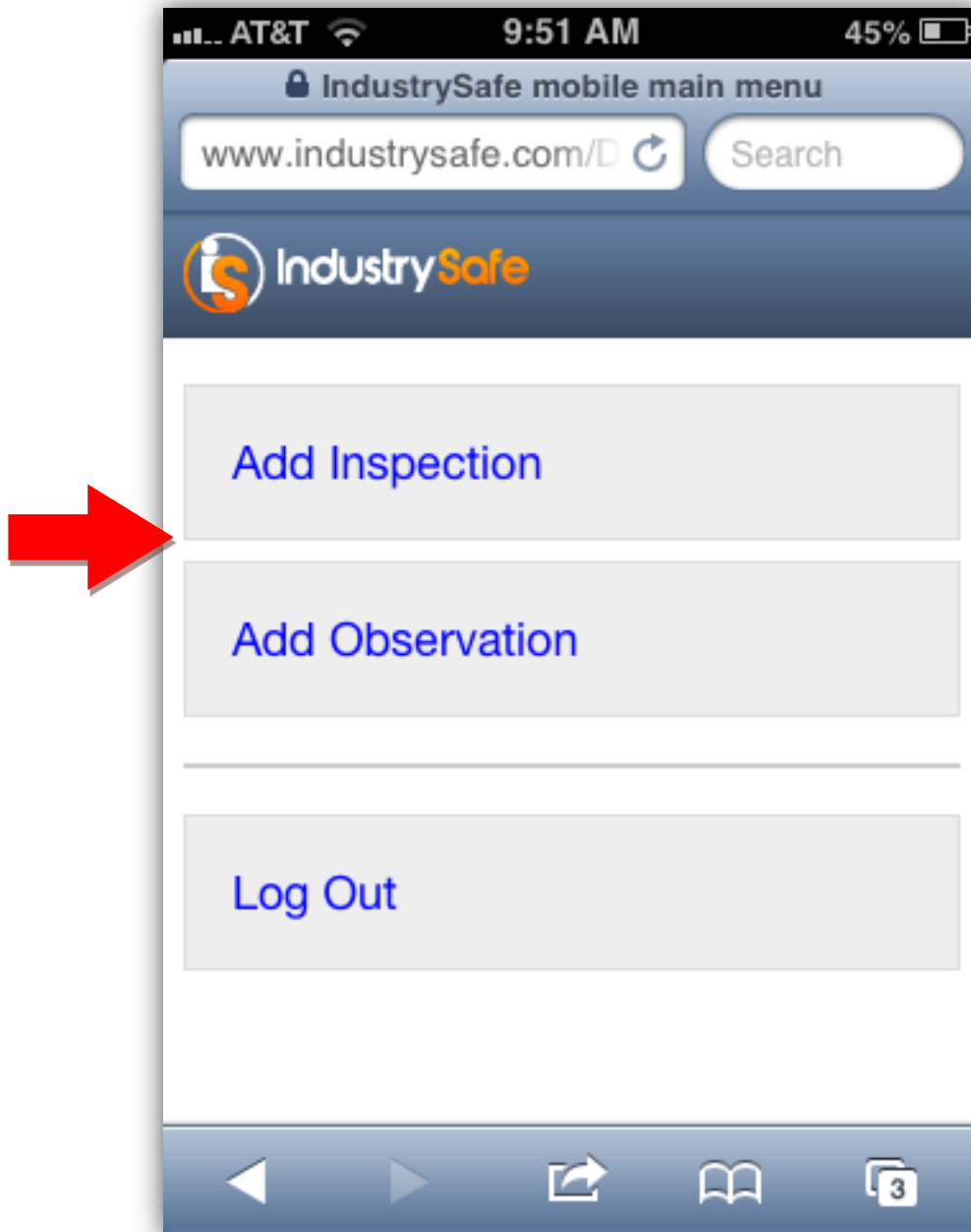
1.3 Enter your username and password and click the **Submit** button.



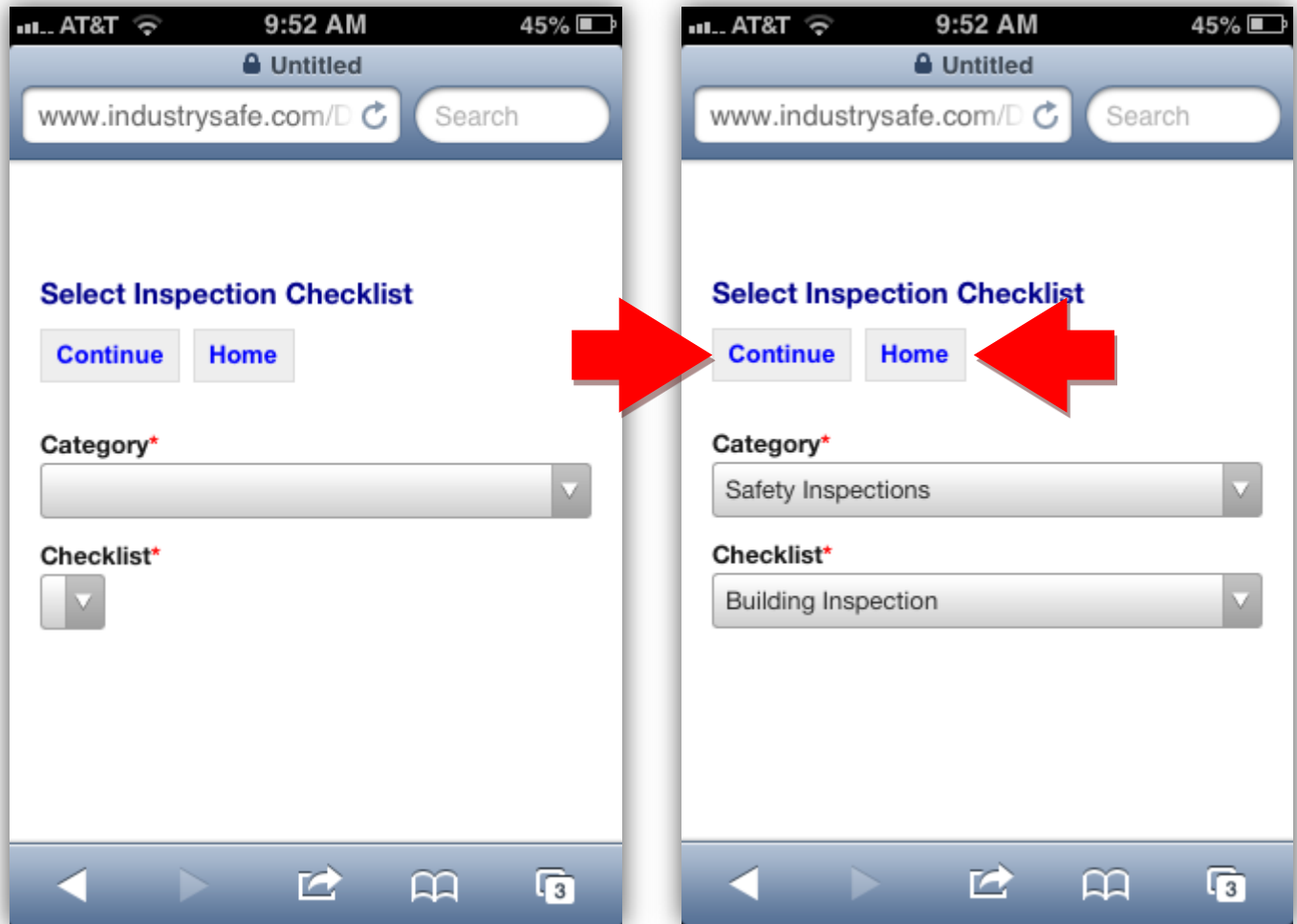
**Note:** If you forget your username or password, click the **Forgot your password?** button to have your username and a new password emailed to you. The next time you log in you will be asked to change your password.

## 2 Open the Inspections Module

2.1 Click the **Add Inspection** button.



- 2.2 Select the category and checklist you would like to complete. Once selected, hit the **Continue** button to proceed onto the checklist, or the **Home** button to be sent back to the home menu shown in step 2.1.



## 3 Complete the Inspection Form

### 3.1 Complete the Basic Information Section

**Inspection Form:**

[Save](#) [Home](#)

**Basic Information**

**Category**  
Safety Inspections

**Checklist**  
Building Inspection

**Business Group \***

**Region \***

**Division \***

**Facility \***

**Facility Type \***

**Note:** The fields shaded in grey are read only and will be filled in automatically.

### 3.2 Complete the Checklist

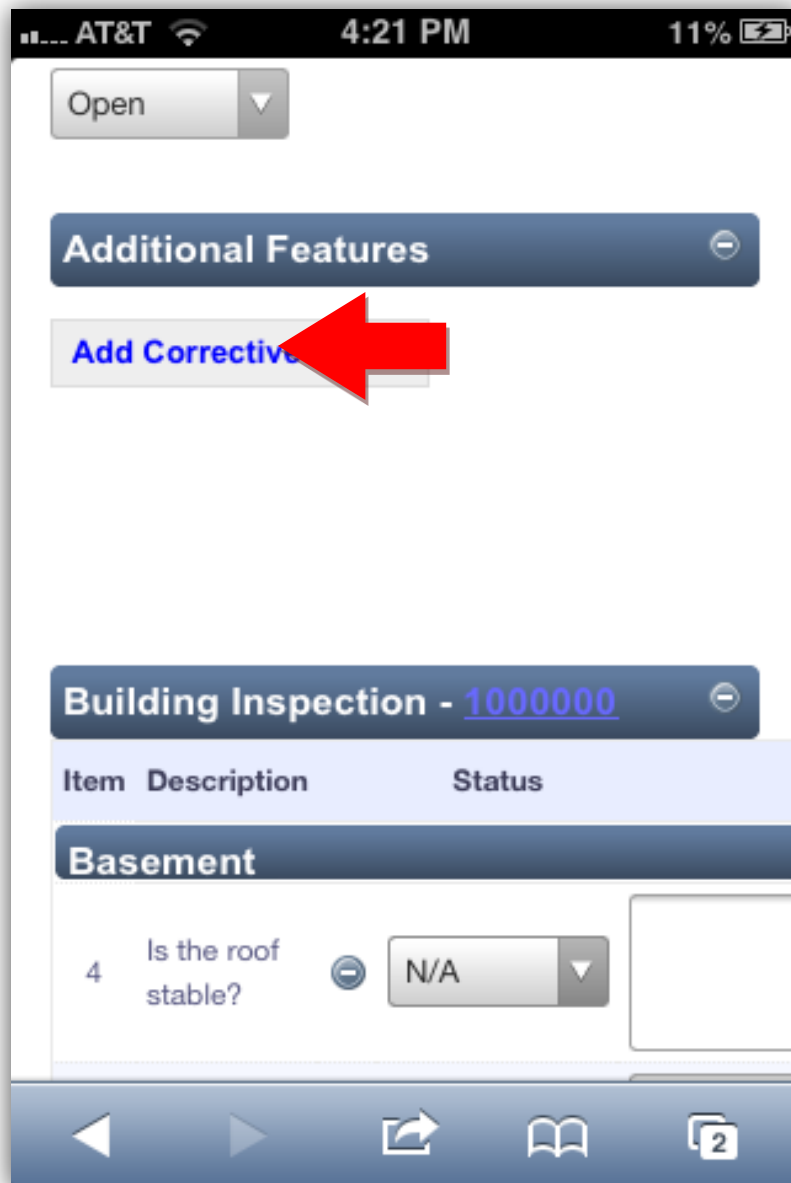
For each item in the checklist, select the appropriate status value. After the inspection is saved a compliance rate will be calculated. The compliance rate is the number of items in compliance divided by the total number of items inspected/reviewed. Items with a status of Not Applicable or Not Audited are not included in the compliance rate calculation.

The screenshot shows the IndustrySafe mobile application interface. At the top, the status bar displays 'AT&T', signal strength, Wi-Fi, time '4:21 PM', and battery level '11%'. Below the status bar is a grey button labeled 'Open' with a dropdown arrow. A blue header bar contains the text 'Additional Features' and a minus icon. Below this is a grey button labeled 'Add Corrective Action'. Another blue header bar displays 'Building Inspection - 1000000' and a minus icon. Below this is a table with two columns: 'Item Description' and 'Status'. The table has a section header 'Basement'. The first row in the table has the item number '4' in the first column, the description 'Is the roof stable?' in the second column, and a status dropdown menu in the third column showing 'N/A' with a minus icon and a dropdown arrow. At the bottom of the screen is a navigation bar with five icons: a back arrow, a forward arrow, a share icon, a book icon, and a document icon with the number '2'.

3.3 Once you have finished the inspection checklist, click the **Save** button

## 4 Additional Features

- 4.1 To add a corrective action, click the **Add Corrective Action** button.



#### 4.2 Complete the Basic Information section.

The screenshot shows a mobile application interface for a 'Corrective Action Recording Form'. At the top, the status bar displays 'AT&T', signal strength, time '10:19 AM', and battery level '39%'. Below the status bar is a header with a lock icon and the title 'Corrective Action Recording Form'. A search bar contains the URL 'www.industrysafe.com/d' and a 'Search' button. The main content area is titled 'Corrective Action Recording Form:' and includes three buttons: 'Save', 'Save and Add', and 'Home'. A section titled 'Basic Information' is highlighted with a blue bar and a minus icon. Below this, the 'Originating Type' is set to 'Inspections' in a dropdown menu. The 'Originating System ID' is '23742 - Item " CA 1', with a link icon. A section titled 'Other Corrective Actions Linked to this Originating Record' is present but empty. The 'Date Identified' is '8/23/2013' with a calendar icon. The 'Business Group' is an empty dropdown menu. The 'Region' is also an empty dropdown menu. At the bottom, there is a navigation bar with icons for back, forward, share, book, and a tab labeled '2'.

AT&T 10:19 AM 39%

Corrective Action Recording Form

www.industrysafe.com/d Search

**Corrective Action Recording Form:**

Save Save and Add Home

**Basic Information**

**Originating Type**

Inspections

**Originating System ID**

[23742 - Item " CA 1](#)

**Other Corrective Actions Linked to this Originating Record**

**Date Identified \***

8/23/2013

**Business Group \***

**Region \***

- 4.3 Complete the Resolution and Responsibility section. Once finished, click the **Save** button to save your changes, the **Save and Add** button to save and add a new corrective action, or the **Home** button to return to the main menu.

The screenshot shows the 'Resolution & Responsibility' form on a mobile device. The status bar at the top indicates AT&T service, 10:20 AM, and 39% battery. The form has a blue header with the title and a back arrow. The fields are as follows:

- Responsible Party \***: A dropdown menu with an information icon.
- Phone Number**: A text input field.
- Second Level Responsible Party**: A dropdown menu with a red note 'For Overdue Notifications' and an information icon.
- Estimated Start Date \***: A date picker showing 'mm/dd/yyyy'.
- Estimated Completion Date \***: A date picker showing 'mm/dd/yyyy'.
- Actual Completion Date**: A date picker showing 'mm/dd/yyyy'.
- Status**: A dropdown menu currently showing 'Open'.
- Number of Days Until Due**: A text input field.

At the bottom of the screen is a navigation bar with icons for back, forward, share, book, and a tab indicator showing '2'.

## 5 General Notes about IndustrySafe

- Fields with a red \* are required.



- 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.