

IndustrySafe Observations Scheduling Guide

This guide describes the process for scheduling Observations using the IndustrySafe Safety Management Software.

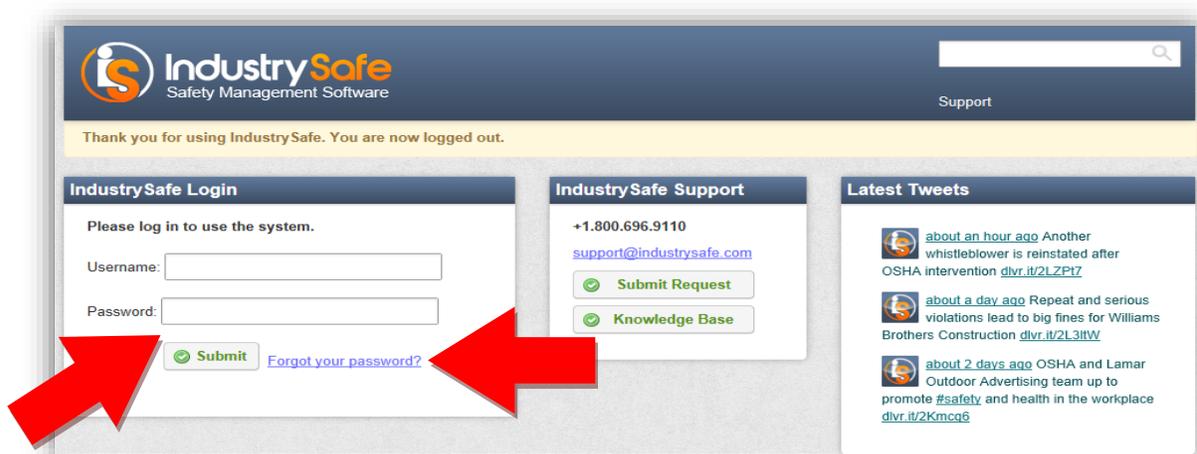
1 Log in to IndustrySafe

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?** link 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 Observations Module

2.1 Click on the **Observations** tab



System ID	Facility1	Date of Observ	Section	Location	
5204		10/04/2012			
5184		09/27/2012			
5164	Racine-WI	09/26/2012	Computer	IT	Bel
5147	Oceanwinds Corporation	09/25/2012			Bel
5148	Moore-TN	09/25/2012			Bel
5145	Oceanwinds Corporation	09/25/2012			Bel
5151	Moore-TN	09/25/2012			Bel

2.2 Click the green and white addition sign icon, and then click **Add Schedule.**



System ID	Facility1	Date of Observation	Section	Location	
5204		10/04/2012			
5184		09/27/2012			
5164	Racine-WI	09/26/2012	Computer	IT	Bel
5147	Oceanwinds Corporation	09/25/2012			Bel
5148	Moore-TN	09/25/2012			Bel
5145	Oceanwinds Corporation	09/25/2012			Bel

3 Complete the Observation Schedule Form

3.1 Fill out the **Basic Information** section then click **Save**.

Observation Schedule Form:

Save

Basic Information | Additional Features |

Basic Information

Observer Name*

Business Group1

Region1

Division1

Facility1

Section

Location

Observation Frequency 1

Observations per Month

Contacts per Observation

Start Date*

End Date

Add/Remove observation frequency

4 Additional Features

4.1 To add a task before saving, click the **Add Task** button.

Close Section

Employee ID

Name

Title

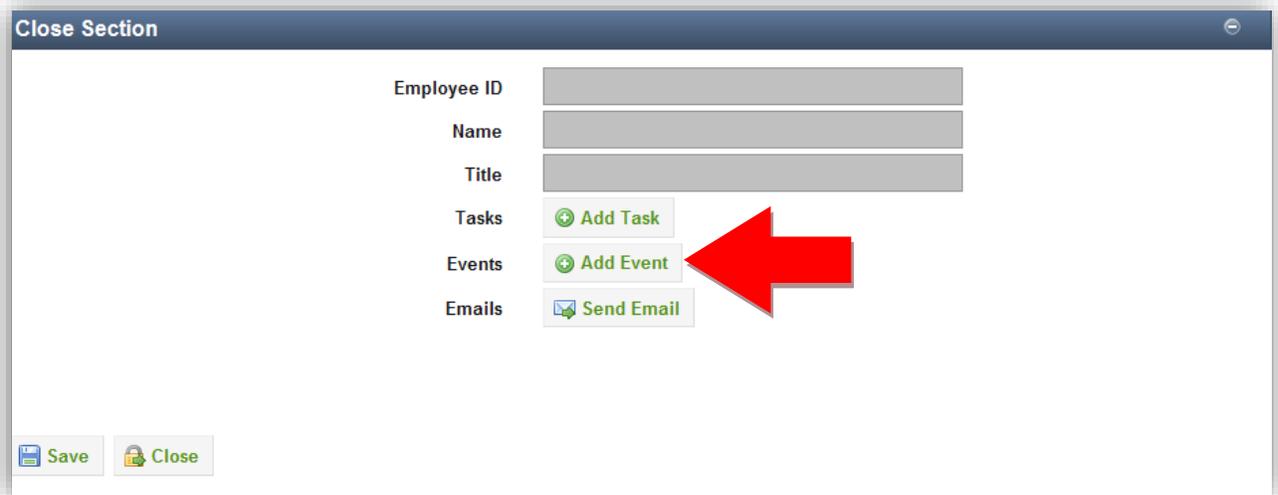
Tasks

Events

Emails

Save Close

4.2 To add an event before saving, click the **Add Event** button.

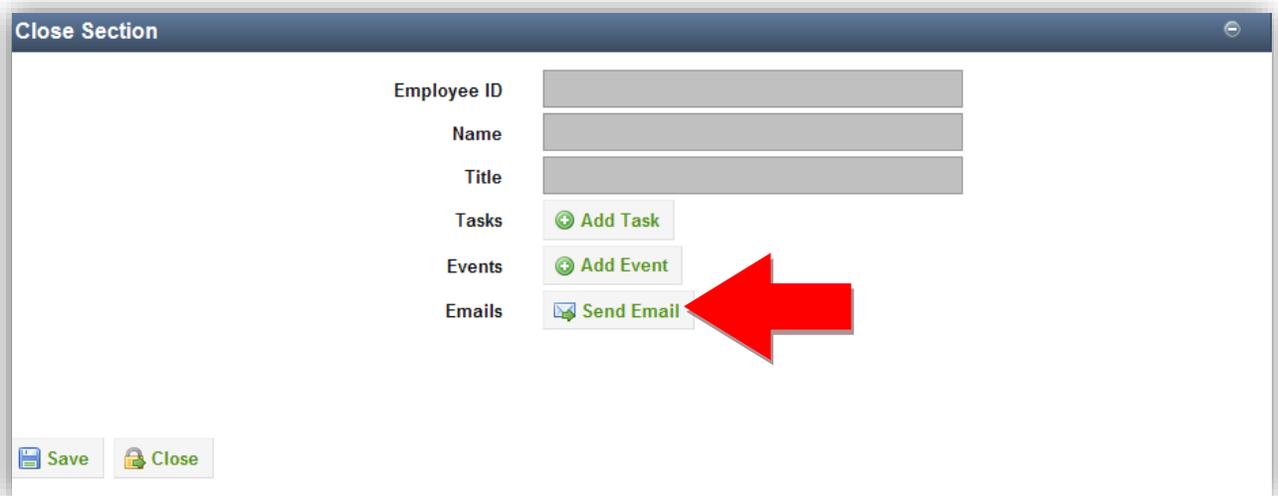


The screenshot shows a web form titled "Close Section" with a close button in the top right corner. The form contains several input fields and buttons:

- Employee ID: [Input Field]
- Name: [Input Field]
- Title: [Input Field]
- Tasks: [Add Task Button]
- Events: [Add Event Button] ← Red arrow pointing to this button
- Emails: [Send Email Button]

At the bottom left, there are two buttons: "Save" and "Close".

4.3 To send an email, click the **Send Email** button.



The screenshot shows the same "Close Section" form as above, but with a red arrow pointing to the "Send Email" button under the "Emails" section.

- Employee ID: [Input Field]
- Name: [Input Field]
- Title: [Input Field]
- Tasks: [Add Task Button]
- Events: [Add Event Button]
- Emails: [Send Email Button] ← Red arrow pointing to this button

At the bottom left, there are two buttons: "Save" and "Close".

5 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.

