Predictive Colutions

Advanced Inspection

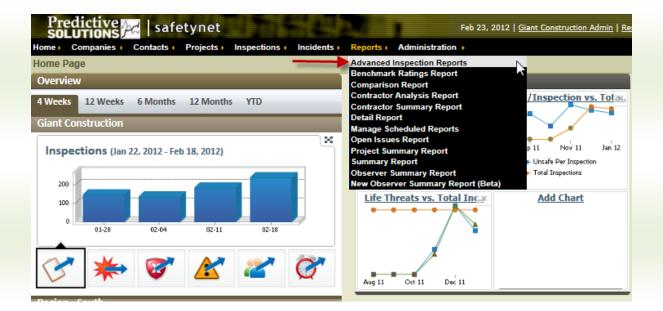
This guide covers the Advanced Inspection Report functionality of SafetyNet. The Advanced Inspection Report allows you to present information from a single inspection or multiple inspections. Use it to create a comprehensive, professional report that includes photos, graphs, summary tables, observation details and an optional cover letter, in order to provide a high-level corporate summary of your safety landscape.

Covered Topics:

How to Create and Advanced Inspection Report

Creating an Advanced Inspection Report

1. From the drop down section on your home page, find the inspection you wish to create a report for under 'Recent Inspections.'



2. Select 'Create New Advanced Report' -* Please note that the "Report Options" shown here are for the Individual Inspection Report that follows underneath, not the Advanced Inspection Report.

Results						
Create New Advanced Report						
Report Name	Description	Inspection Type	Create Date	Created By		
Safety		Safety	08/08/2008	Training Admin	[Edit Criteria]	[View Report]
Quaker Crossing 6/02/08		Safety	06/05/2008	Training Admin	[Edit Criteria]	[View Report

3.

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Report Options				
Select which options you wish to appear in your Issues & Recommendations Report				
🔽 Cover Letter	Show Non-Image Attachments			
Summary Graphs	Observation Details			
Observation-Level Images	↓ ○ Safe & Unsafe ● Unsafe Only			
🕂 🔲 Include a "Large Images" Appendix	→ Group By: Category 💌			
Inspection-Level Images	Summary Category and Sub-Category Table			
Save Entire Page	↓ ■ Show items not inspected			

- 4. Name the report (words in red denote required fields).
 - a. It may be useful to use the project name and the week ending date.
 - b. This allows the inspection to be easily accessed in the future.
- 5. Select the type of inspections to include in the report.
- 6. If you would like to add other inspections to include in this report, click on the 'Add Inspection' button. If you choose to include only one inspection in this Advanced Inspection Report, then skip ahead to Step 11.
 - a. Clicking on the "Save as My Default" in this section allows you to save the "Report Options" for the Advanced Inspection Report underneath as your default options.

Report Identification	How to Set Your Browser's Print Options for Best Results
* Report Name:	
Description:	
* Inspection Type: Safety	_
Save Entire Page	Use My Default Save as My Default
Include Data From Inspections	
Add Inspection	
None inclu	ded.



Advanced Inspection

- 7. After clicking 'Add Inspection': Go to "Input Criteria" to select the inspection you want. Youcanselectby:
 - a. Project Title
 - b. Inspector Last Name
 - c. Begin Date
 - d. End Date

Click on "Search."

8. Select the desired inspections by checking the box next to the inspection. Click on "Add to Basket".

1 How Do You Want to Find a	mopoetion.	-	Verify Your Choices
✓ Conduct a Search with Specific Criteria			There are no items currently in your Basket.
Input Criteria and Select "Search"			Follow the steps on the left to locate and select items to add to this list.
Inspection Type: Safet Project Title:	у		Use the "Add to Basket" button to add selected items to this list.
Auditor Last Name:			Use the "Remove" button to remove items from this list.
			When you have finished making your choices, use the "Finish" button to populate your form with the
Use Data Shared Across Zones:			values in the basket.
	ırch		
3 Select Your Inspection(s)			
Sh		Next	
AT Inspection Name	1		
# Atomium :: Nate Mansfield :: 0			
📄 🔲 🛛 Atomium :: Halle Berrv :: 02/24			

9. Inspection choices will appear on the right side of the screen so that you can verify your choices. Once you have verified your choices, click the yellow "Finish" button.

Predictive	
1 How Do You Want to Find a Inspection?	Verify Your Choices
✓ Conduct a Search with Specific Criteria	Atomium :: Nate Mansfield :: 02/24/2012 08:40 PM
Input Criteria and Select "Search"	Observations: 1 Atomium :: Halle Berry :: 02/24/2012 05:54
Inspection Type: Safety Project Title:	Observations: 114
Auditor Last Name:	
Begin Date:	
Clear Search	
3 Select Your Inspection(s)	
Showing 1 - 50 of 2410 Records Next	
All Inspection Name	
Atomium :: Nate Mansheld :: 02/24/2012 05:40 PM	
Showing 1 - 50 of 2410 Records Next	
Add To Basket >	Cancel × Finish ✓

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Include Data From Inspections							
÷	Add Inspection						
	Inspection Date	Project	Inspector	Observations	Unsafe Conditions	All Corrected	
	10/14/2008 04:49 PM	Buidling Type	<u>Training Admin</u>	0	0	Yes	[Edit Inspection]

- 10. You will see the inspection date, project, inspector, observations, unsafe conditions and all corrected information for these inspections. You may edit an inspection by clicking the "Edit Inspection" button.
- 11. Scroll down to view Report Options. Select which options to include in this report:
 - a. Cover Letter, Summary Graphs, Observation-Level images, Inspection- Level Images, Show Non-Image Attachments, Observation Details, Summary Category and Sub-Category Table.

Report Options				
Select which options you wish to appear in your Issues & Recommendations Report				
☑ Cover Letter	Show Non-Image Attachments			
🔽 Summary Graphs	☑ Observation Details			
☑ Observation-Level Images	Գ C Safe & Unsafe ☉ Unsafe Only			
🕂 🔲 Include a "Large Images" Appendix	→ Group By: Category -			
Inspection-Level Images	Summary Category and Sub-Category Table			
	↓			
Save Entire Page				

- 12. If you have chosen the Cover Letter option:
 - a. Select the cover letter as written and insert the required information, OR
 - b. Delete the existing content and write your own letter
- 13. Insert the name of the recipient.
- 14. Click on 'Save Entire Page.

Cover Letter Content		
* Recipient:	[browse]	
* Letter Date:	10/16/2008	
* Letter Content:	below. Ladu any general comments here or delete this section jkegards,	•0
CC:	Begin Typing Here [browse]	
Save Entire Page		

Predictive Constructions

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15. Scroll to the top of the page and you will see that there is now a second tab labeled 'Report.' Click on this tab to view the cover letter and finished report. You can now review, print and/or email the report using the appropriate buttons.

Email page contents					
Select Contacts using a Picker and/or enter email addresses separated by commas.					
To (select contacts):	Begin Typing Here [browse] John Mavros [remove]				
To (enter addresses):					
Subject:	SafetyNet Advanced Inspection Report				
Content:	Construction Admin, from Giant Construction				
	T				
	Send Email Cancel				

Your Finished Report will appear as follows:

			Issues and Recommendations
	fermer W. 204	Your Logo	Experience Monor Science Monor Scien
	Sto. Sherp! Lane	Hero	You, Mr. Nal Nack lind Mr. Devid beings for your efforts. The side listed greed Respective Servel Transper
Satura Ganaration Constantion Real Engineering	Bentin Lain Centri Crossbat Rodinos, Rotadit and Madi LLP Probatel Town, Bate C RD Californi Breat Bar Prantisco, CA.5010		
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