

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:**

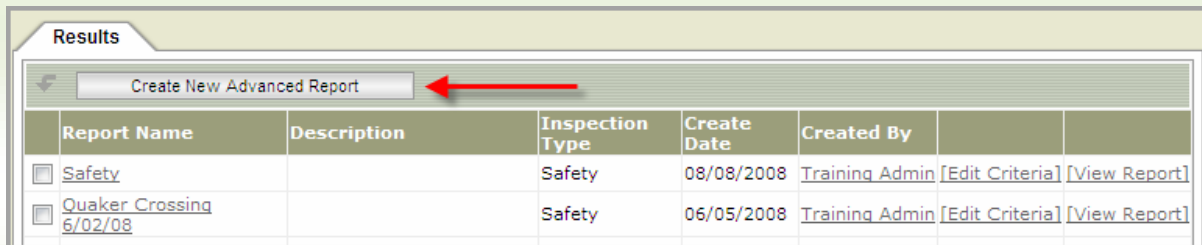
- How to Create and Advanced Inspection Report

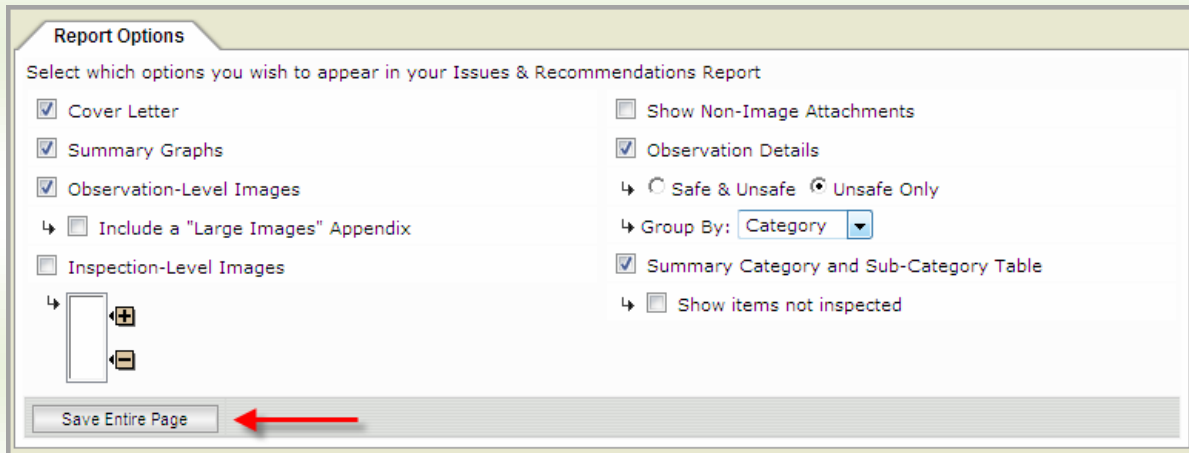
## Creating an Advanced Inspection Report

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.
- 3.





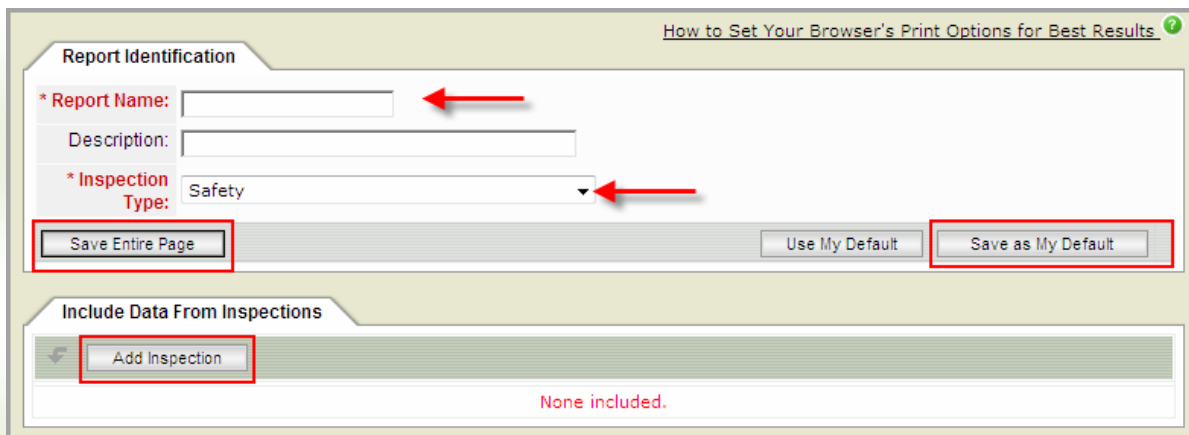
**Report Options**


Select which options you wish to appear in your Issues & Recommendations Report

- Cover Letter
- Summary Graphs
- Observation-Level Images
- Include a "Large Images" Appendix
- Inspection-Level Images
- Show Non-Image Attachments
- Observation Details
  - Safe & Unsafe  Unsafe Only
- Group By:
- Summary Category and Sub-Category Table
- Show items not inspected

←

- Name the report (words in red denote required fields).
  - It may be useful to use the project name and the week ending date.
  - This allows the inspection to be easily accessed in the future.
- Select the type of inspections to include in the report.
- 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.
  - 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:

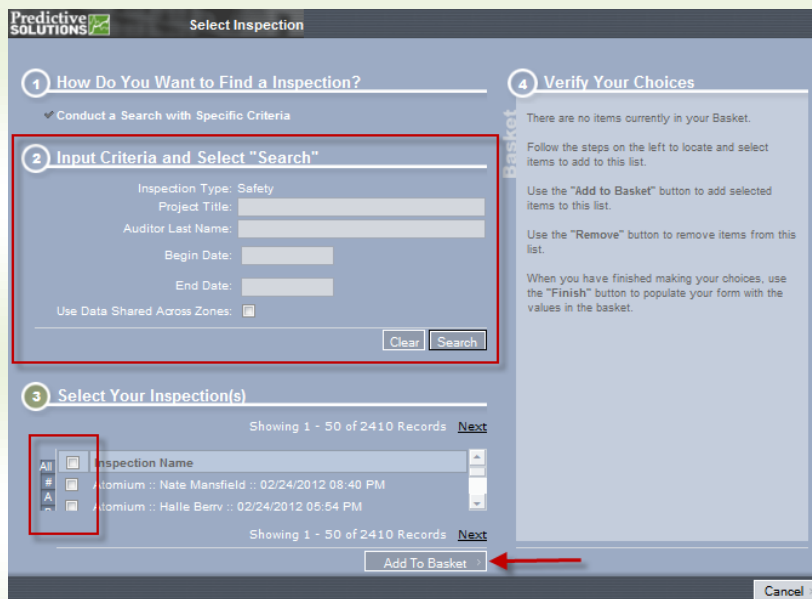
\* Inspection Type:  ←

**Include Data From Inspections**

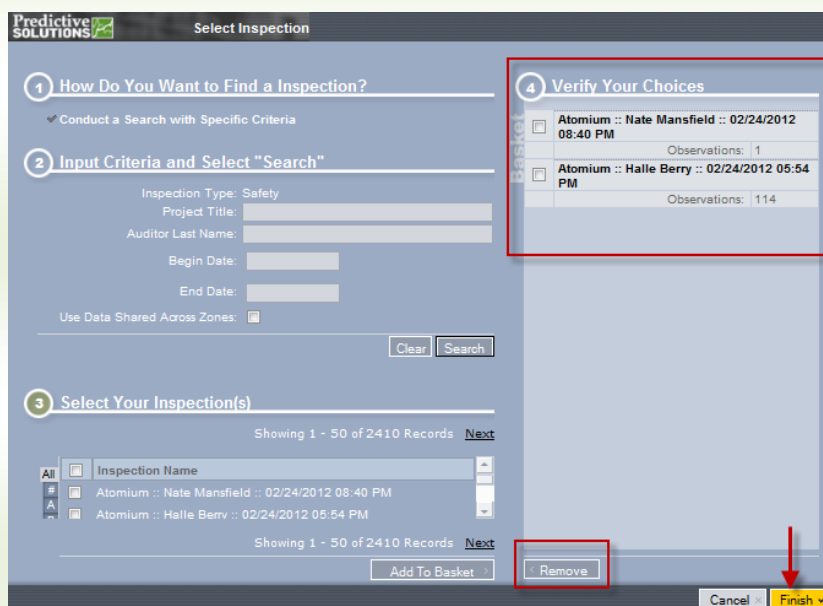
None included.

7. After clicking 'Add Inspection': Go to "Input Criteria" to select the inspection you want. You can select by:
  - 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".



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.



| Include Data From Inspections                |               |                |              |                   |               |                                   |
|--|---------------|----------------|--------------|-------------------|---------------|-----------------------------------|
| Inspection Date                              | Project       | Inspector      | Observations | Unsafe Conditions | All Corrected |                                   |
| <input type="checkbox"/> 10/14/2008 04:49 PM | Buidling Type | Training Admin | 0            | 0                 | Yes           | <a href="#">[Edit Inspection]</a> |

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

|   |  |
|---|--|
| <input checked="" type="checkbox"/> Cover Letter  | <input type="checkbox"/> Show Non-Image Attachments                                |
| <input checked="" type="checkbox"/> Summary Graphs  | <input checked="" type="checkbox"/> Observation Details                            |
| <input checked="" type="checkbox"/> Observation-Level Images                                      | ↳ <input type="radio"/> Safe & Unsafe <input checked="" type="radio"/> Unsafe Only |
| ↳ <input type="checkbox"/> Include a "Large Images" Appendix                                      | ↳ Group By: <input type="text" value="Category"/>                                  |
| <input type="checkbox"/> Inspection-Level Images  | <input checked="" type="checkbox"/> Summary Category and Sub-Category Table        |
| ↳ <input type="text" value=""/> <input type="button" value="+"/> <input type="button" value="-"/> | ↳ <input type="checkbox"/> Show items not inspected                                |

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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:

\* Letter Content:

CC:  [\[browse\]](#)

←

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):  [\[browse\]](#)  
 [\[remove\]](#)

To (enter addresses):

Subject:

Content:

Your Finished Report will appear as follows:

