This guide covers the Predictive Solutions SafetyNet application version 3.0. It is intended to show users how to enter, edit and sync inspections and incidents from a phone or tablet. The application is free and can be downloaded from the Apple App Store or Google Play.

Covered Topics:

- Initial Sync
- Entering Inspections
- Editing and Deleting Inspections
- Syncing Inspections
- Managing Open Issues
- Entering, Saving, Editing Incidents

Initial Sync

> **IMPORTANT:** SafetyNet User Credentials (Username, Password & Server) are required to complete the setup process. Please contact *your SafetyNet Administrator or Predictive Solutions Support to obtain your Username, Password & Server for SafetyNet.*

1. Enter your username, password and server, then tap the 'Login' button. This will initiate the sync process
   a. The username and password are the same as what's used on the SafetyNet website.
   b. The server is your company name, or the first part of your SafetyNet website (e.g. Acme). The application will automatically add ".predictivesolutions.com" to the address.
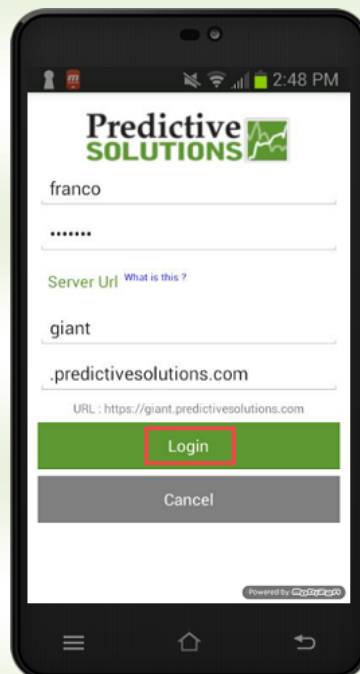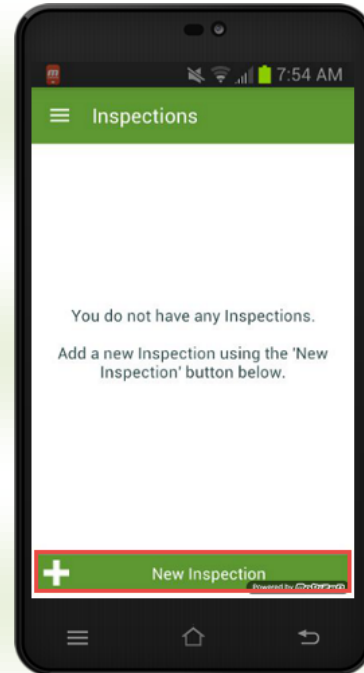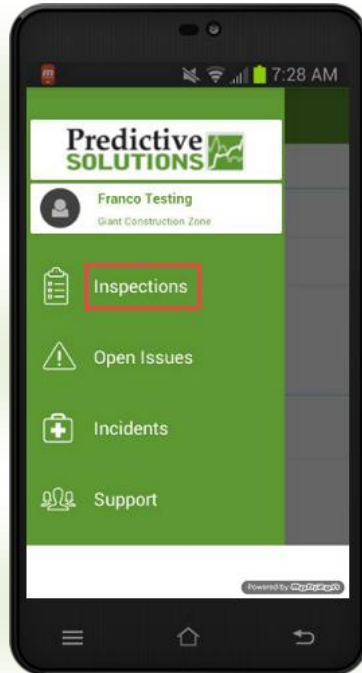
2. As the sync progresses, you will notice:

    1. Pop ups which indicate progression and completion.

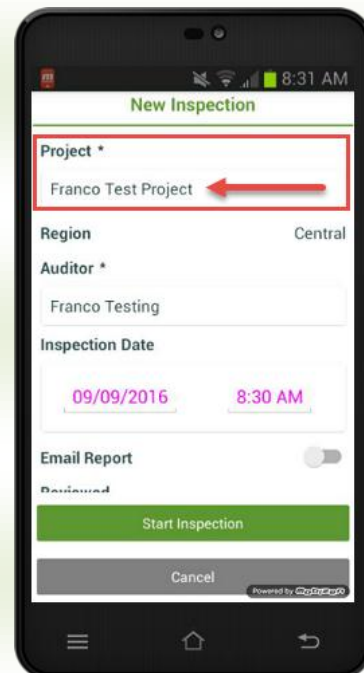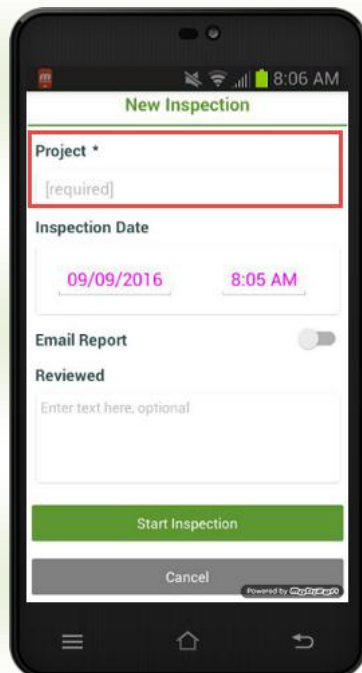   2. Once sync process is completed, the home screen will appear.
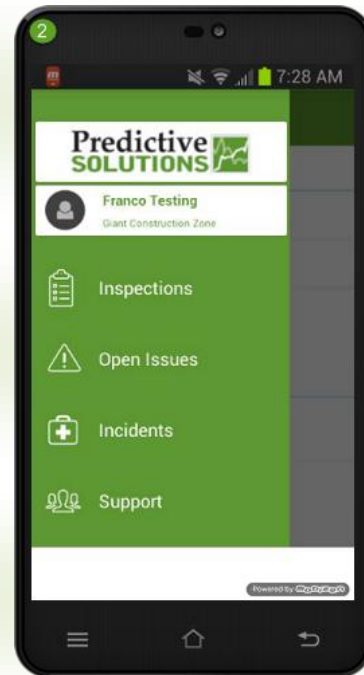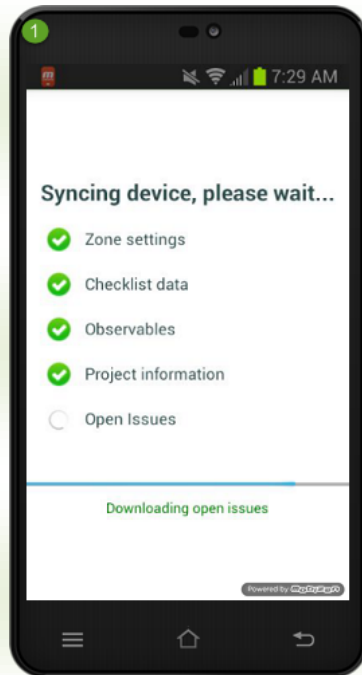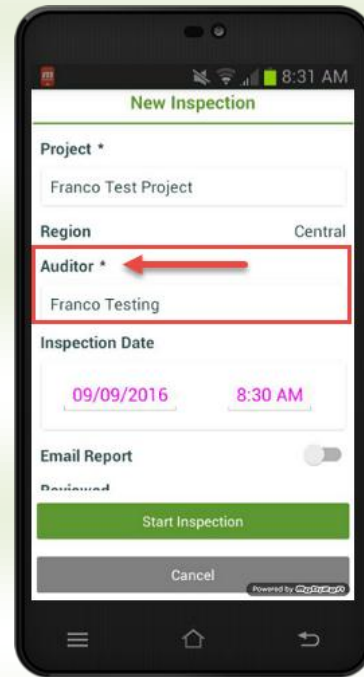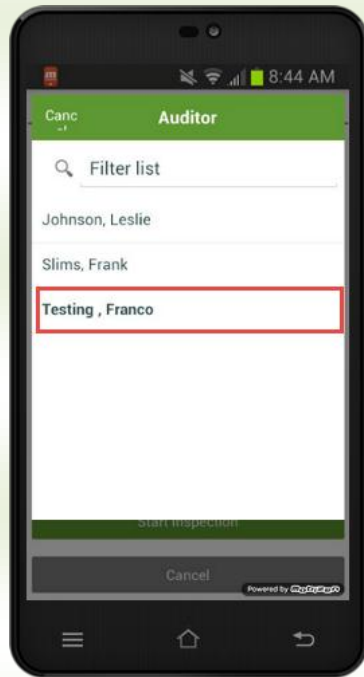
Entering Inspections

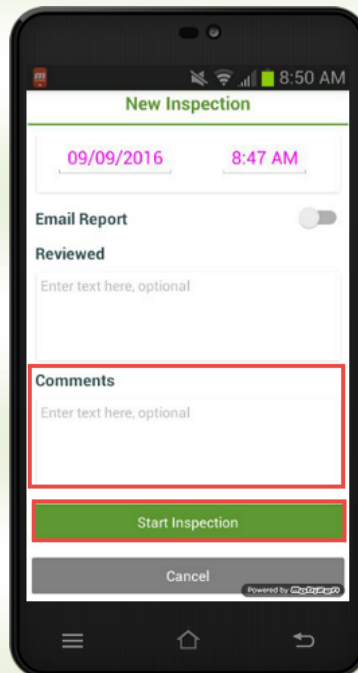1. From the main menu of the home screen select 'Inspections', then, select and tap 'New Inspections'
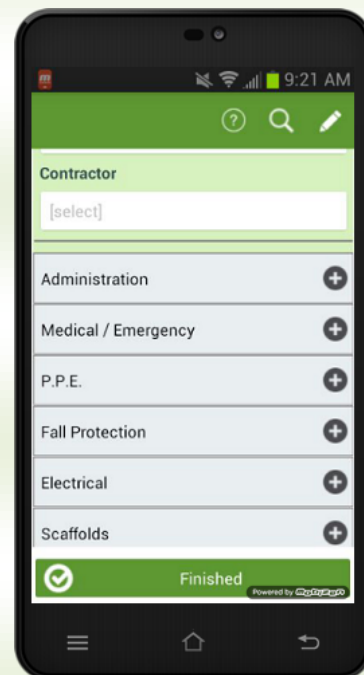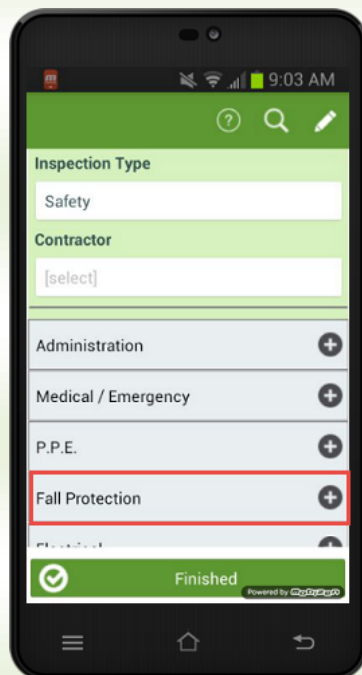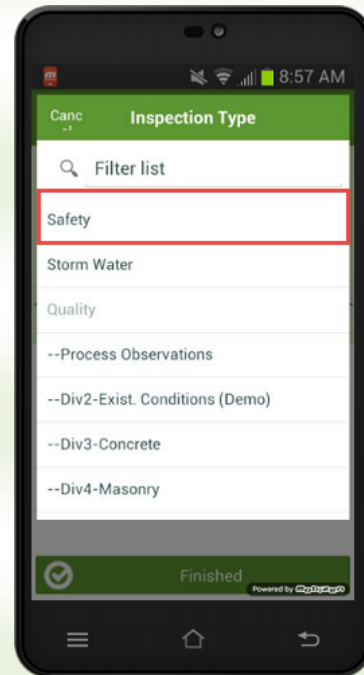
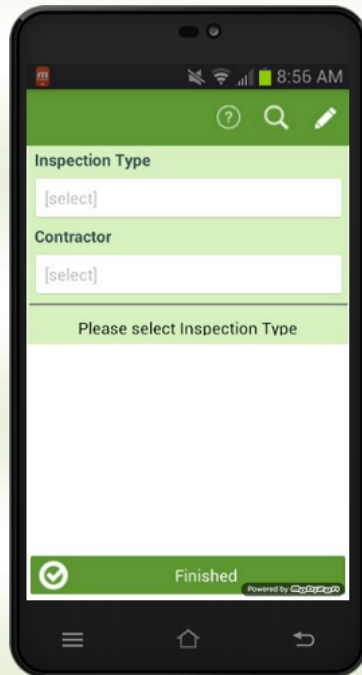

2. Select the Project you are inspecting
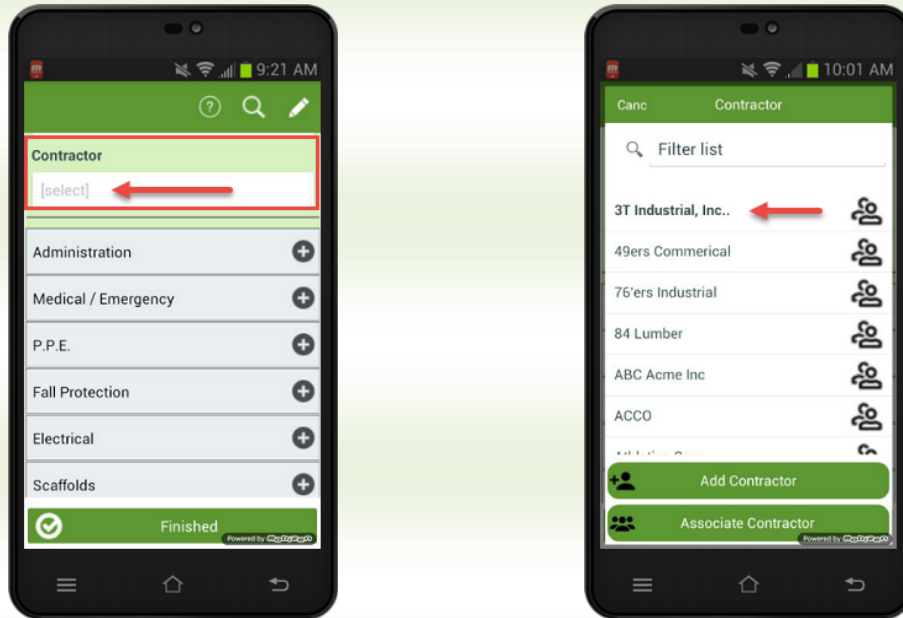

3. Select your name as the inspector

4. Optionally enter other information (e.g. comments)
5. Click the 'Start Inspection' button

6. Select the Inspection type (many users may only have one inspection type and can skip this step) and category as appropriate

7. Select the Contractor

If the desired Contractor is not available, tap the 'search' button to view more options

- Select Contractor – Allows you to select from the Contractor team for this project (similar to step 7)
- Add Contractor – Allows you to create a new Contractor. You should check the "Associate Existing Contractor" option first to avoid creating duplicates
- Associate Existing Contractor – Allows you to select a Contractor from your company's entire SafetNet Database.
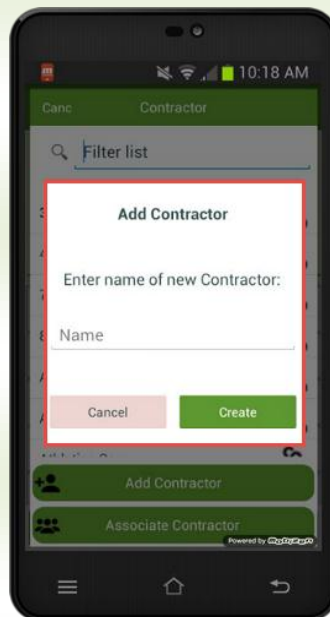

8. If the observation is safe, tap the "safe/green" button next to the appropriate subcategory. This records one safe observation for the selected contractor for this subcategory.
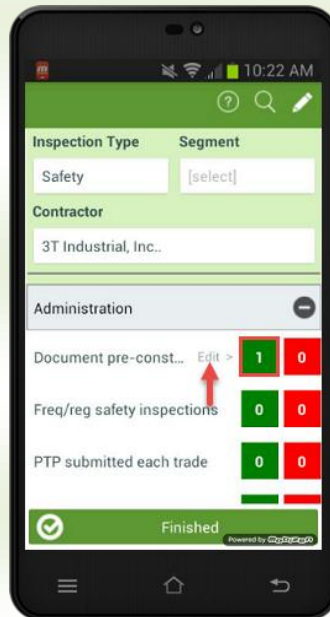
a. Tapping and holding the "Safe" button brings up a menu options for this Contractor for this Sub-Category
  - Add Safe Observation simply adds one safe observation (similar to step 8 above)
  - Add Safe Plus Observation provides the ability to add multiple safe observations, a photo and/or comments

b. Edit Safe Observation provides the ability to edit any existing safe observations
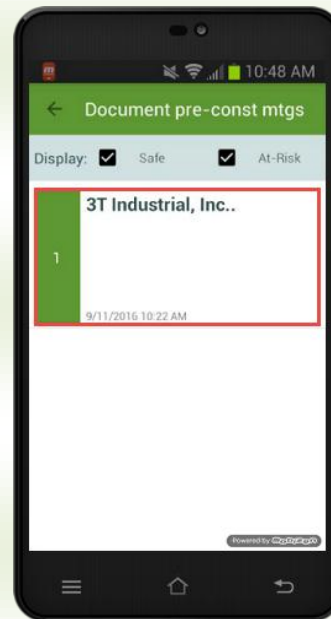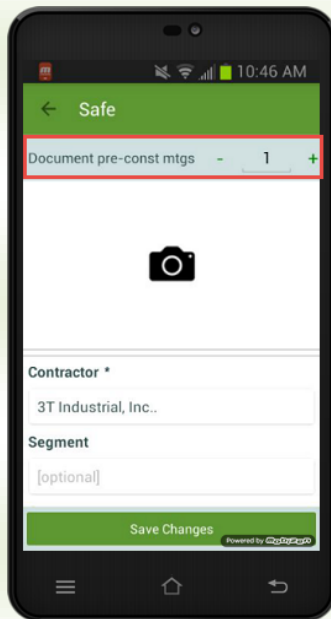
9. If this is an At-Risk observation, tap the "At-Risk/Red" button next to the subcategory to enter one or more at-risk observations with details.

- Enter detailed information about this observation
- Tap the "Photo" button to add a picture to the observation
- Tap the "Save Changes" button to complete the observation
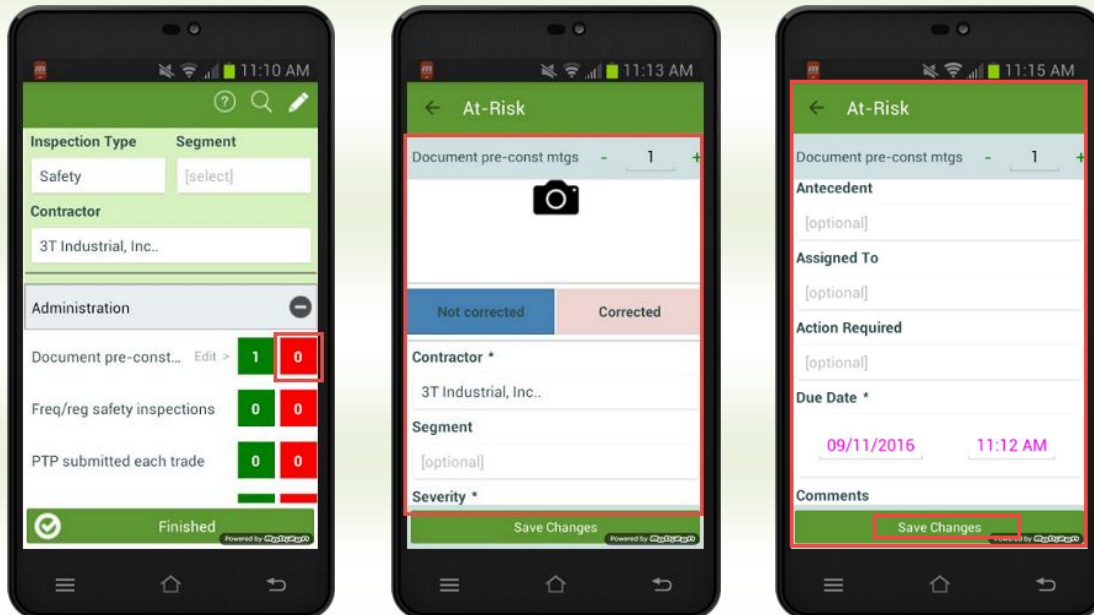
10. To return to the list of Categories, tap the back button on your device

11. Select the next Category to observe, and repeat steps 7-10

12. When you are finished with your inspection click the "Finished" button

- An "Inspection Quality" pop-up will appear which provides a summary detailing the number of safe, number of at-risk observations, and the number of observations that have comments.

** Note: Inspections will remain on your mobile device until you sync. It is highly recommended that you sync your inspections once complete**
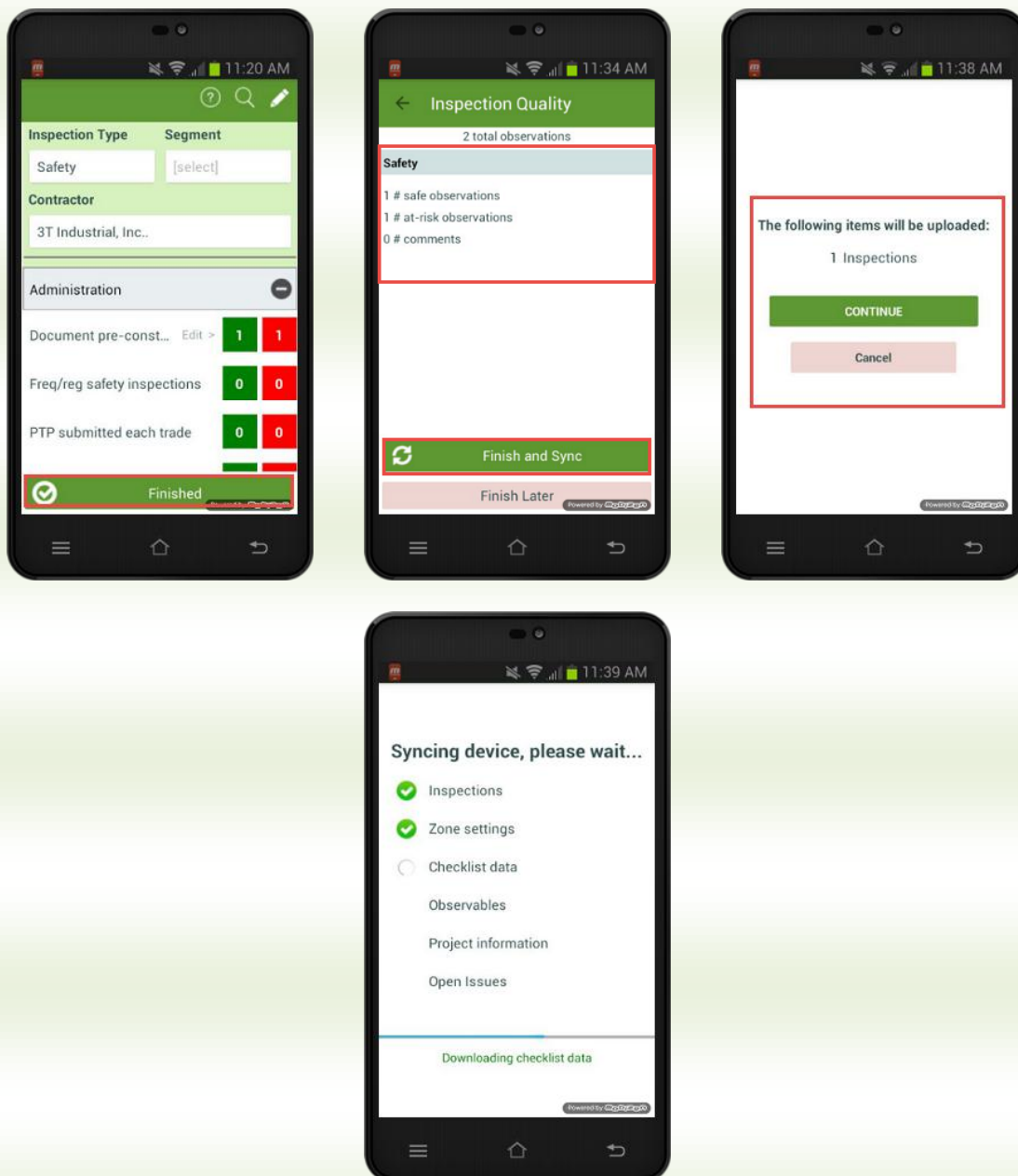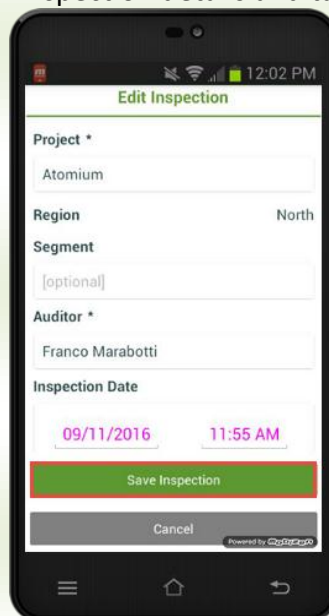
Editing and Deleting Inspections

1. Select "View/Edit Inspections" from the home screen.

- Tapping on the inspection will allow you to edit the inspection
- Tapping the button will provide the option to edit or delete the inspection
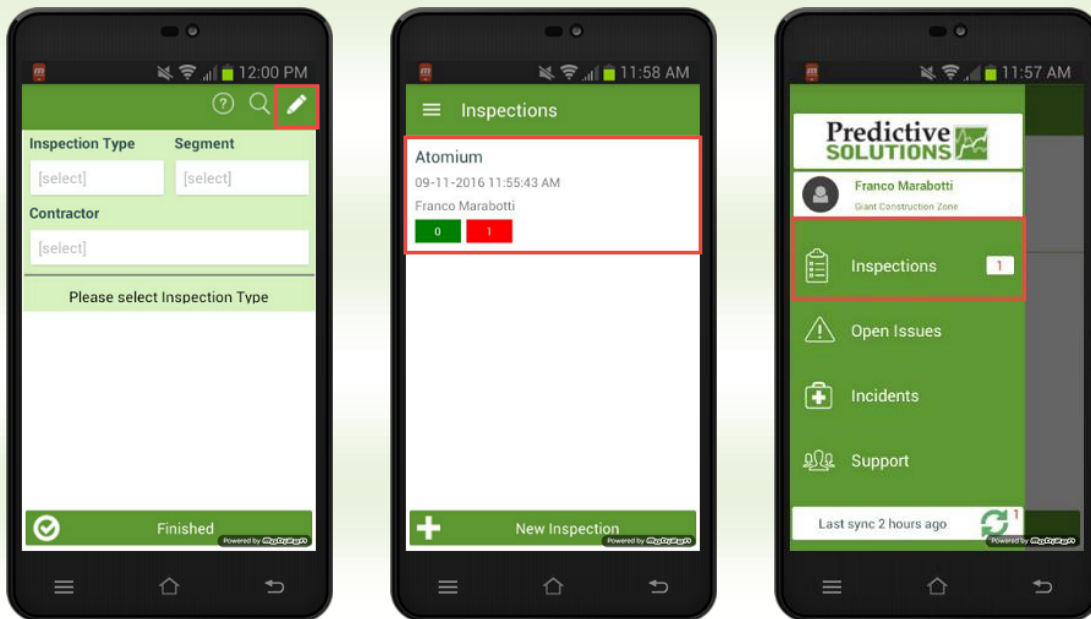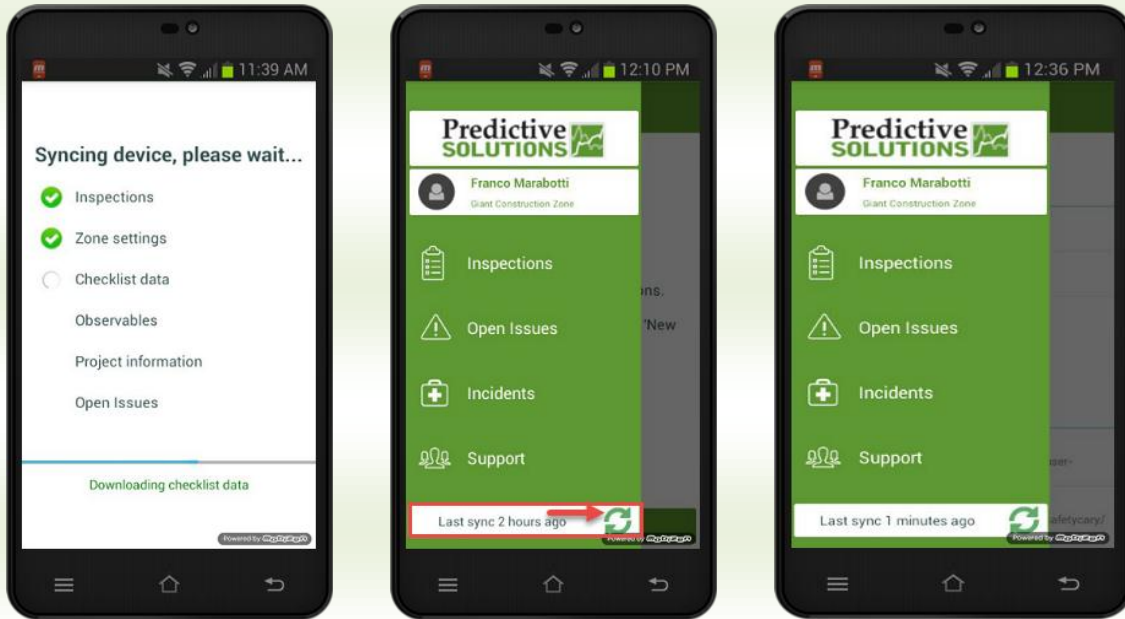

2. Make any changes to the general inspection details and tap the "Save Inspection" button.

Syncing Inspections

1. Select "Sync" from the home screen
2. Pop ups which indicate progression and completion.
3. Once sync process is completed, the home screen will appear.

Manage Open Issues

** The open issues are a list of all at-risk observations that are marked as not corrected. The list on your device will include all issues on the projects you are associated with**

1. Select "Manage Open Issues" from the home screen.
2. Select an open issue to review. Select the "Settings" button or Tap and Hold" project to review. You will be able to add information such as "Action Taken", "Corrected By", and a corrected photo. ** Press "Save Changes" when complete, then sync to finalize**
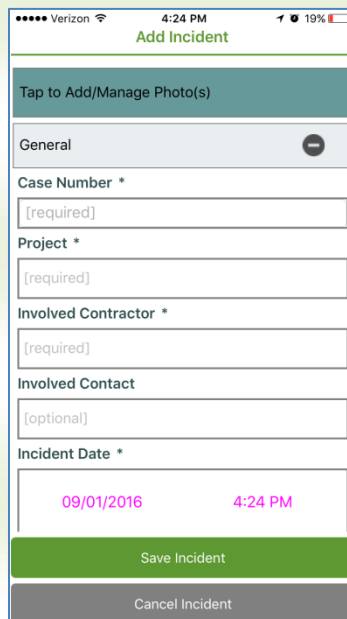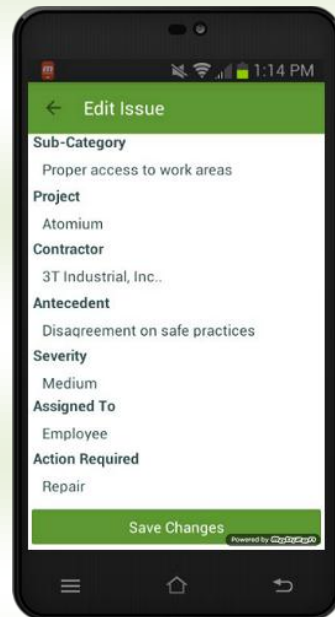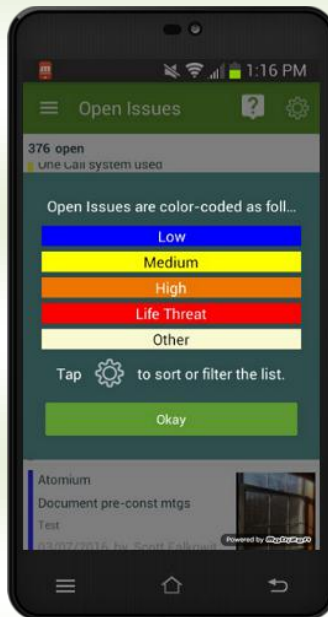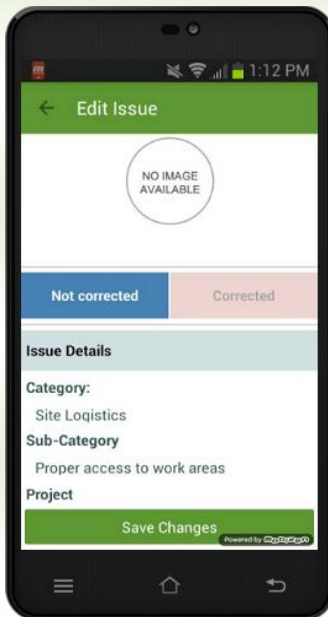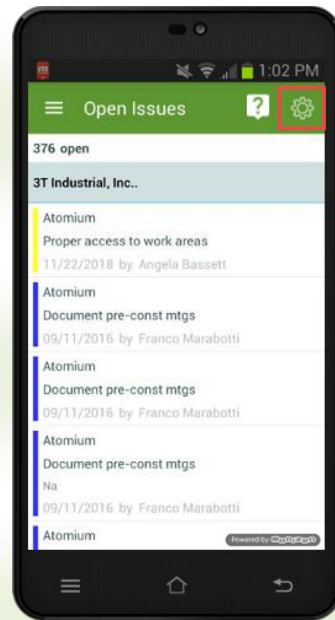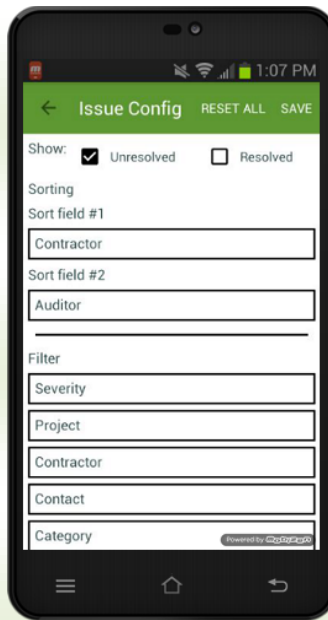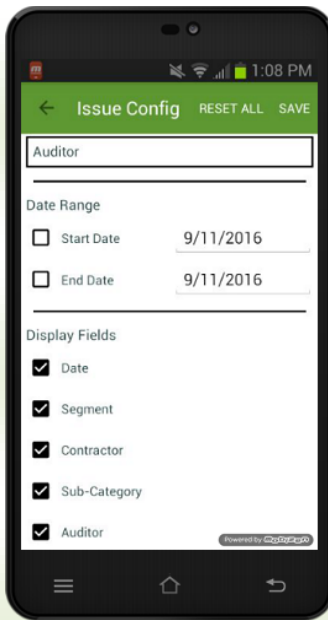
Entering Incidents

1. Select 'Incidents' from the mobile app home menu bar and select 'Add Incident'
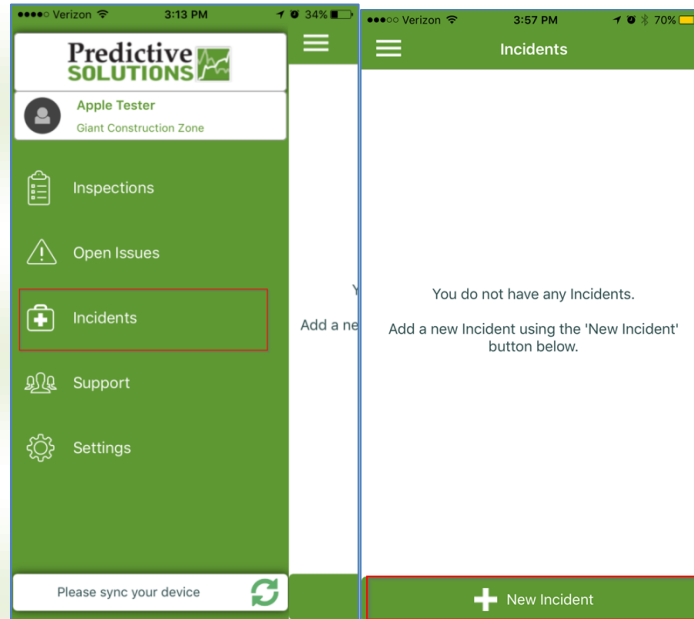
2. Enter the necessary information. Click the 'Save Incident' button when done. Scroll down to see the General tab fields and Supplemental Tab fields.
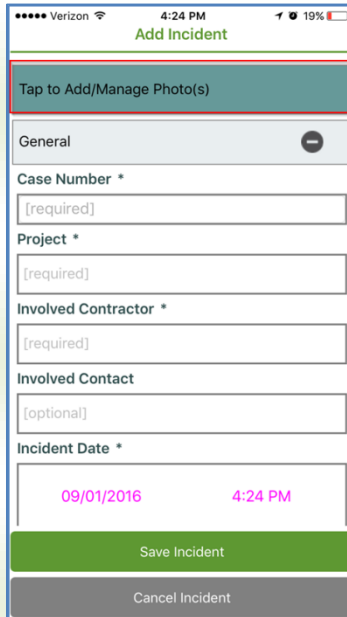   NOTE: Fields with asterisks * are required and Incident detailed fields are customer specific.
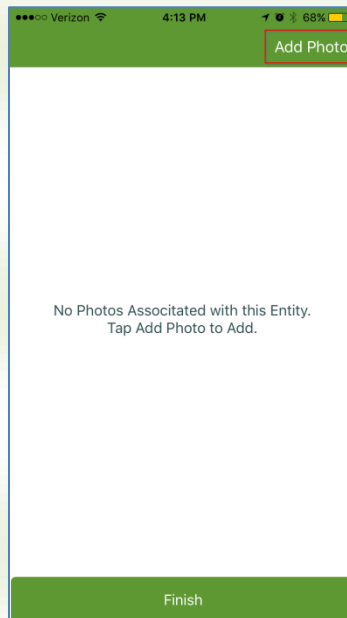
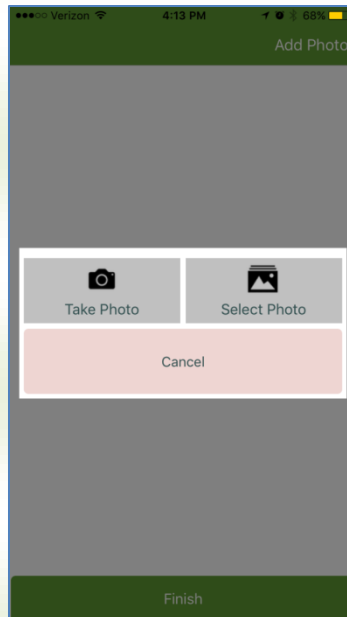![Predictive Solutions logo]

Adding/Annotating Photo(s)

1. Tap on the dark grey bar titled "Tap to Add/Manage Photo(s) and then select "Add Photo" from the upper right.


2. Tap on upper right hand side of screen "Add Photo"

3. The photo menu allows you to take a photo on the spot or select a photo from your mobile device photo gallery. Multiple photos may be added to an incident.

4. Once a photo is added it will become a part of the photo library for the incident being entered. Taping on the photo will provide a menu to manage the photo. This includes opportunity to annotate, save photo to your mobile device photo gallery or remove the photo from the incident.
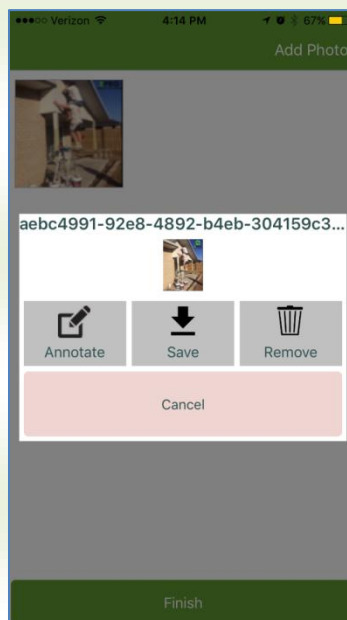
5. Annotating your photo includes marking and adding comments to the photo selected. Marking the photo is as simple as tapping on a color on the menu bar below the photo.
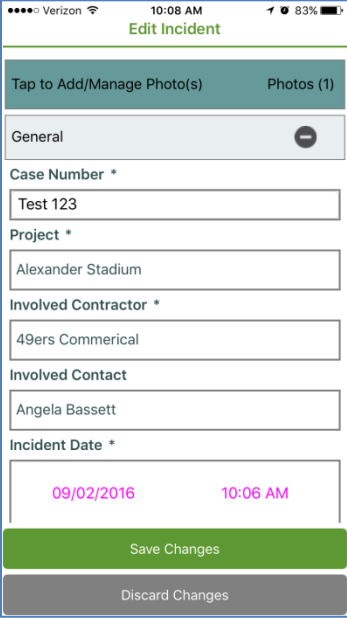

6. Adding comments to a photo is as simple as taping in the text box provided for you on the photo or tapping on the T on the menu bar below the photo. You may also move the text box to another area of the photo by holding down the text box and moving it to your desired location.

7. Once the photo is complete with your desired markings and comments tap on the "Save" on the upper right hand side of the screen.
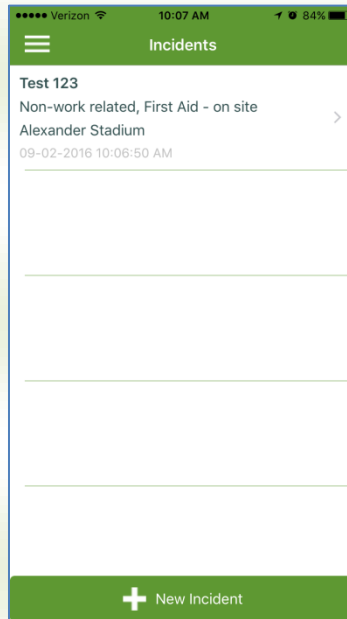
Saving an Incident

1. Tap on "Save Incident" to save the incident details and photos.

Editing Incidents

1. Incidents that have not been synchronized to the SafetyNet Web App may be edited via your mobile device. A listing of your incidents will be available and you may edit each one accordingly.

2. You will see a number on the home page indicating how many incidents are pending synchronization