Online Inspections

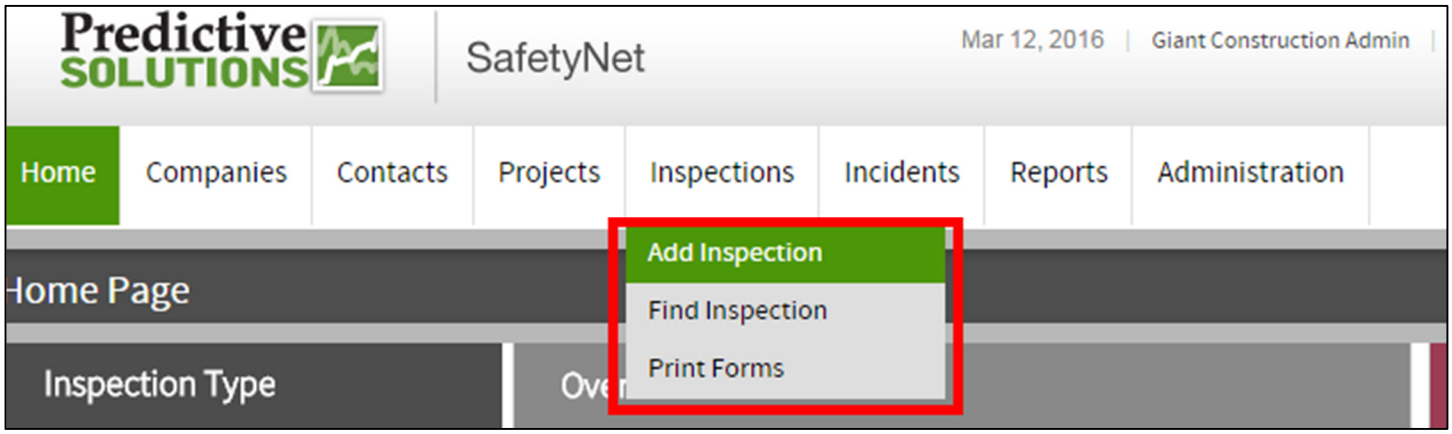
This guide covers the online inspection functionality of SafetyNet. It is intended to show how users conducting inspections can create, edit and view inspections using the SafetyNet Web App.

Covered Topics:

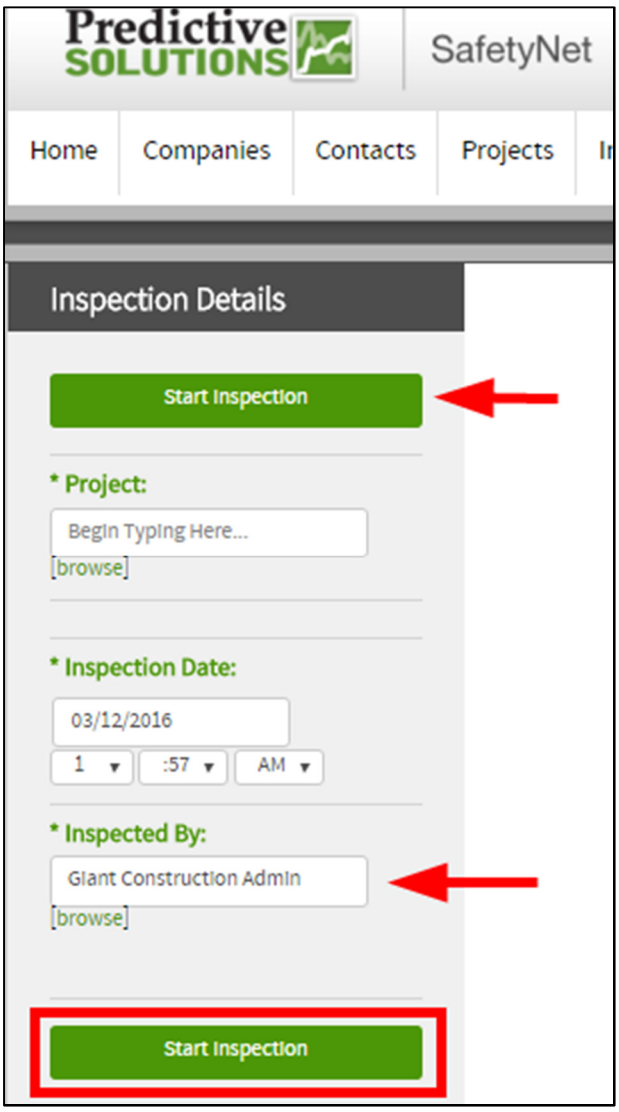
- Entering Inspections
- Viewing Inspections
- Editing Inspections
- Printing and Emailing Inspections

Entering Inspections

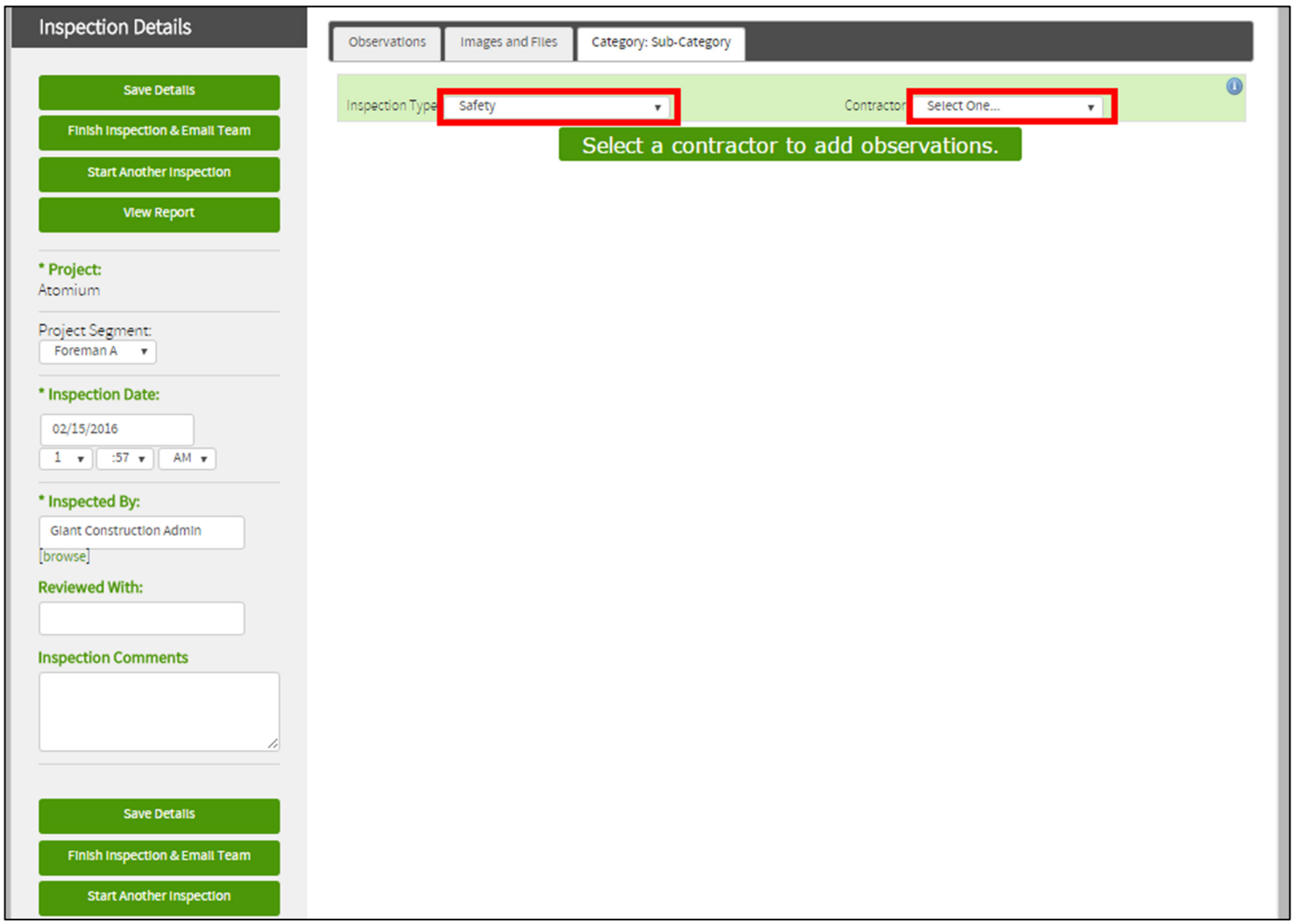
1. To begin an inspection select 'Inspections' from the Menu Bar and click 'Add Inspection'



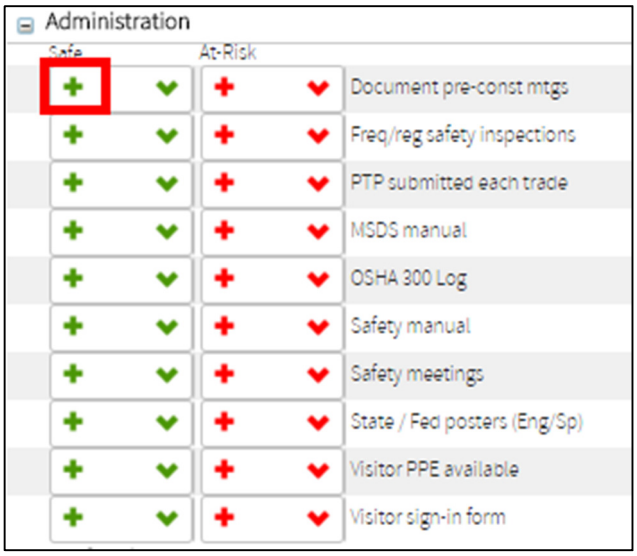
2. Begin filling out the detailed information about the inspection. To select the project and inspector, you can begin typing the name (recommend last name for the inspector field) or use the 'browse' buttons to view a list of all the options available. Click the 'Start Inspection' button

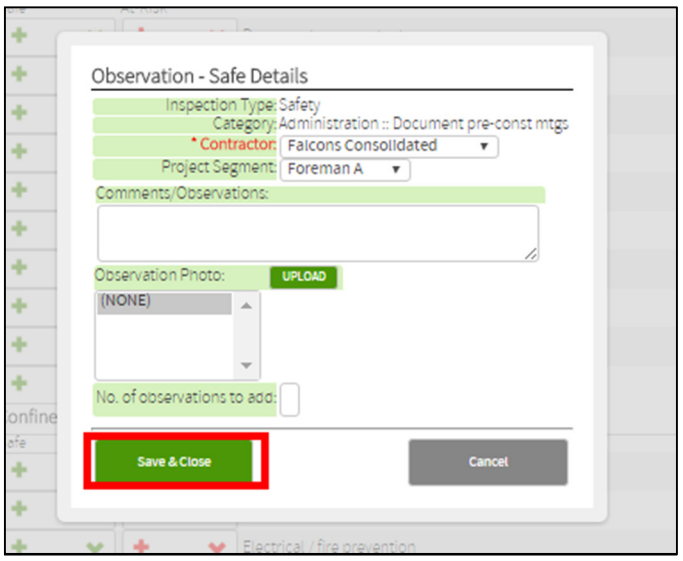


3. You must first select a contractor that you want to record observations for. Some users may have access to multiple inspection types (e.g. Safety, Environmental, etc…), you can select the checklist you want to use in the dropdown

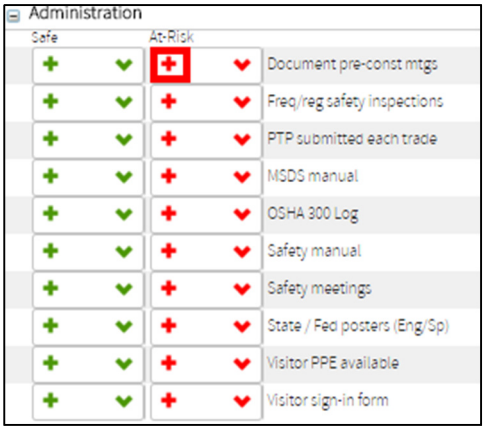


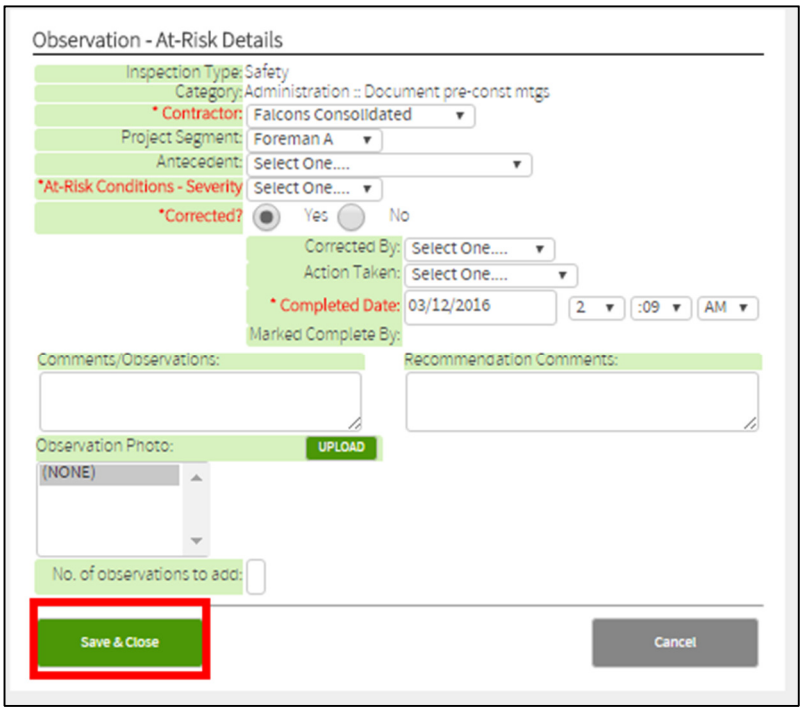
4. Click on the '+' symbol in the 'Safe' column for the chosen subcategory to increase the number of safe observations for that subcategory. Each click will increase the count by one. Hold down the 'Ctrl' key on your keyboard while clicking the '+" sign to add multiple safe observations and/or comments



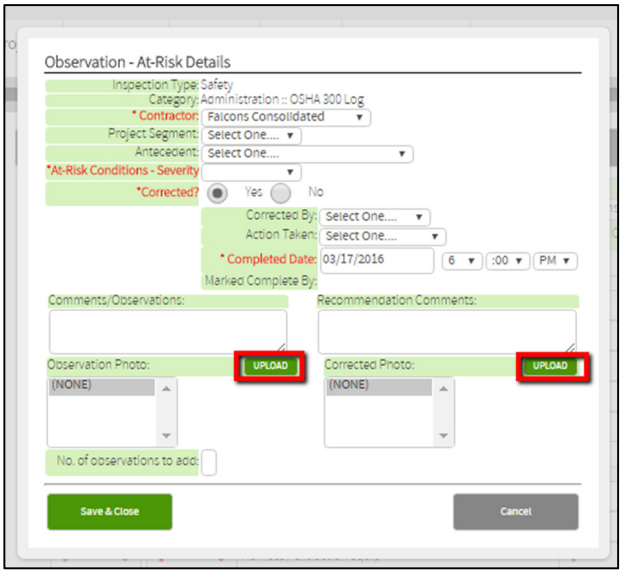


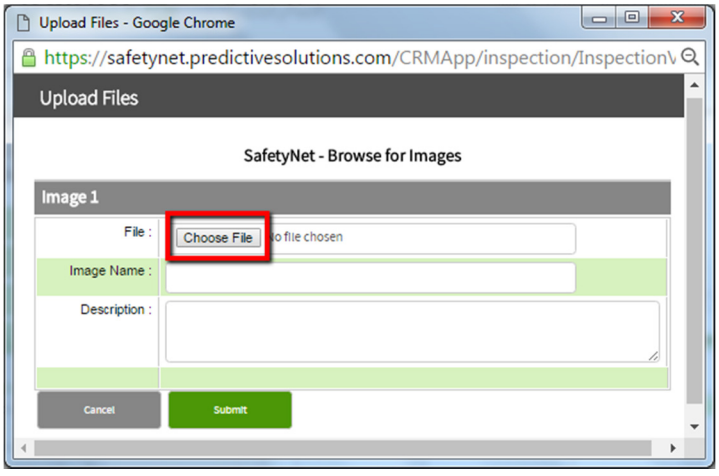
5. Click on the '+' symbol in the 'At-Risk' column for the chosen subcategory to add an at-risk observation. Enter the observation details and click the 'Save & Close' button when finished

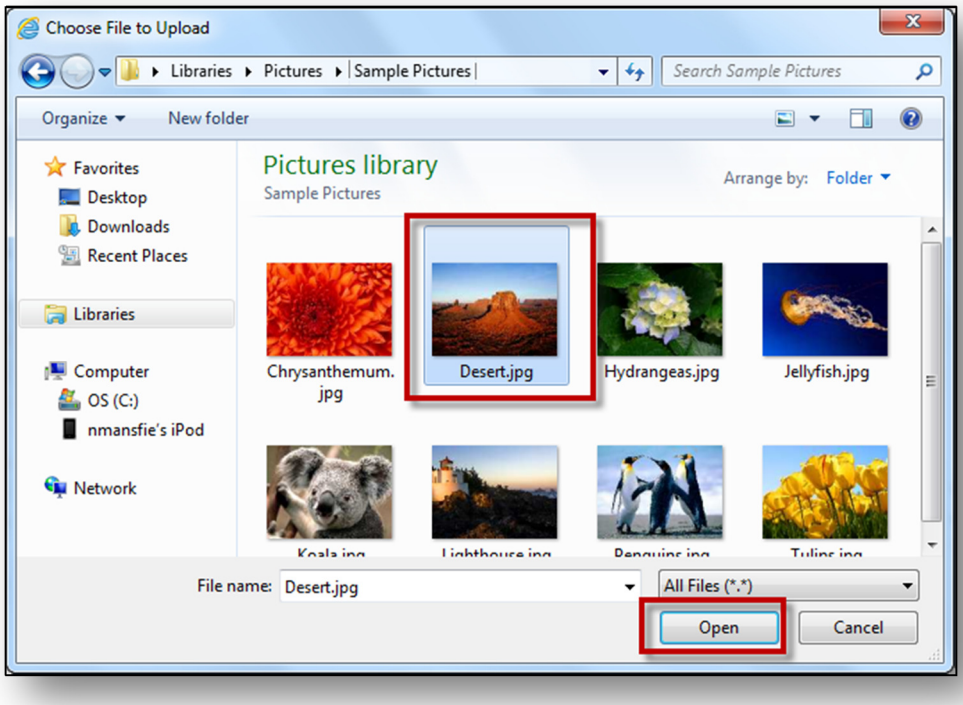


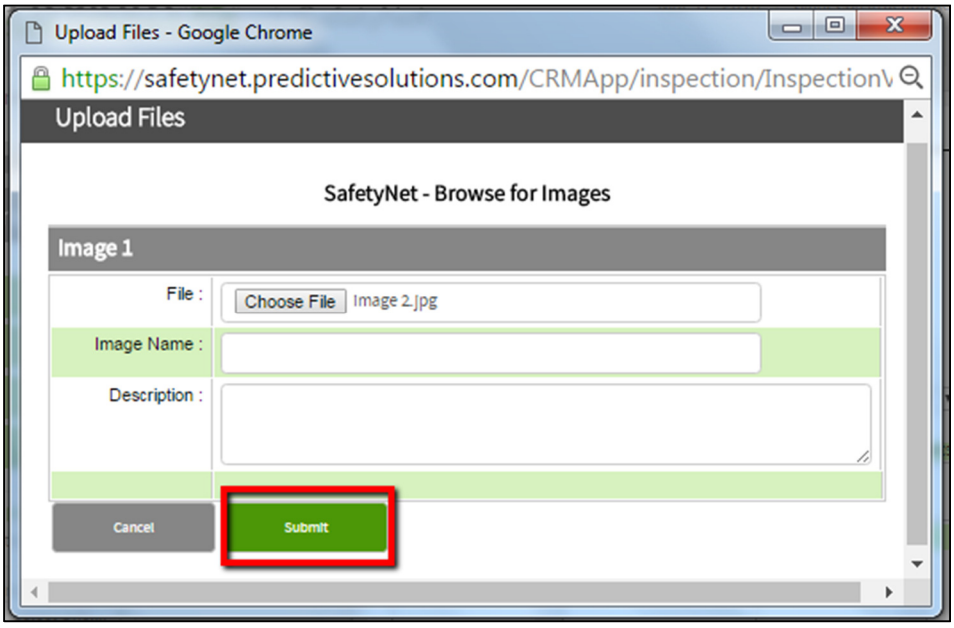


6. To add an image to the observation, click the 'Upload New Photo' button and follow the prompts



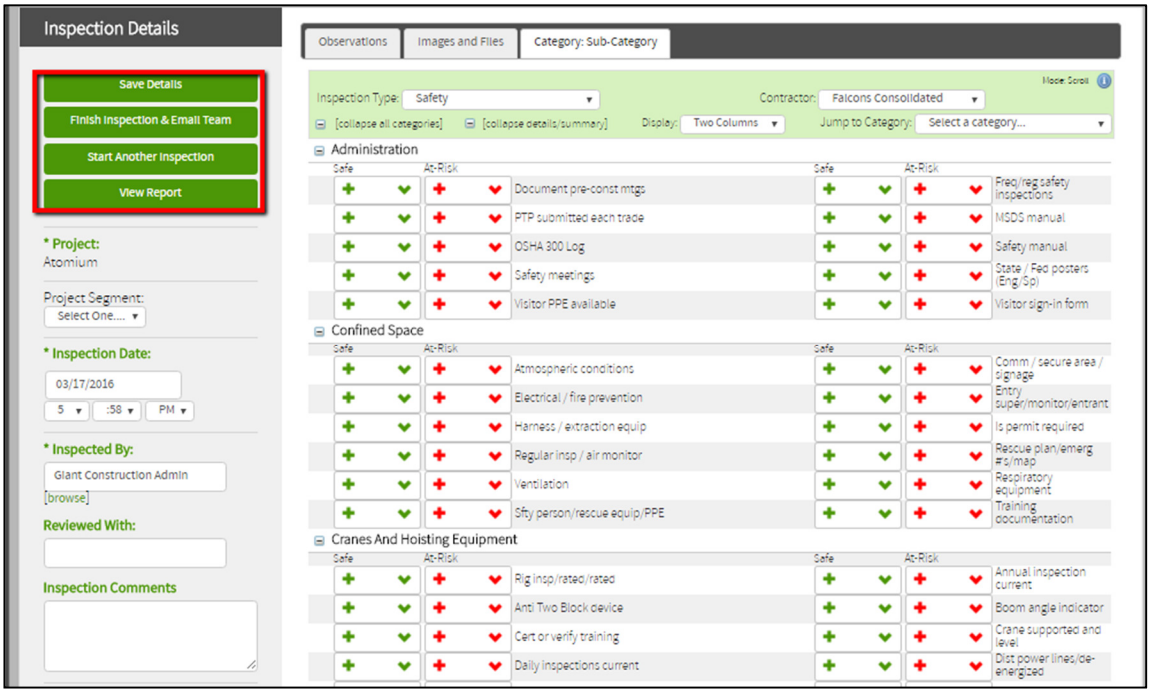






Note: Once you submit the file, it will appear in the 'Observation Photo' or 'Corrected Photo' box. You must click on it to 'select' it for it to be linked to the observation

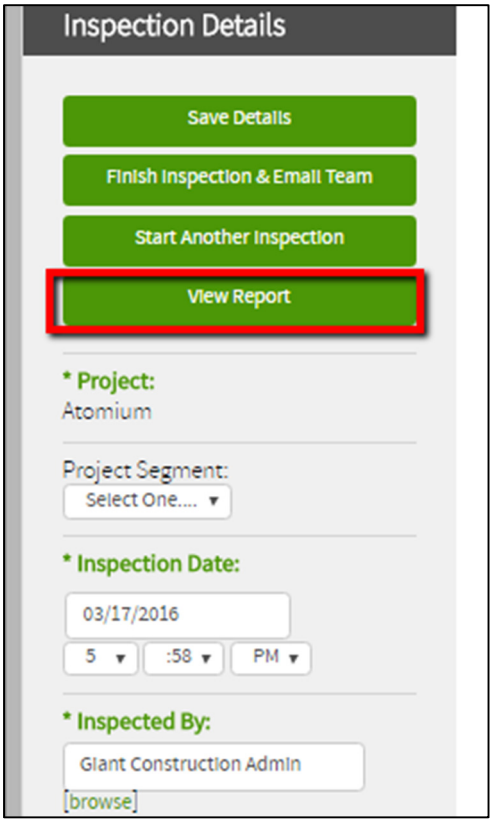
7. The inspection is saved as you go in SafetyNet so there is no need for further action; however there are several options available at this point. Click the button that corresponds to the action you'd like to take. Clicking the 'Finish Inspection & Email Team' button takes you to the Dashboard for the project you just entered the inspection for and if set up correctly, will email the team.



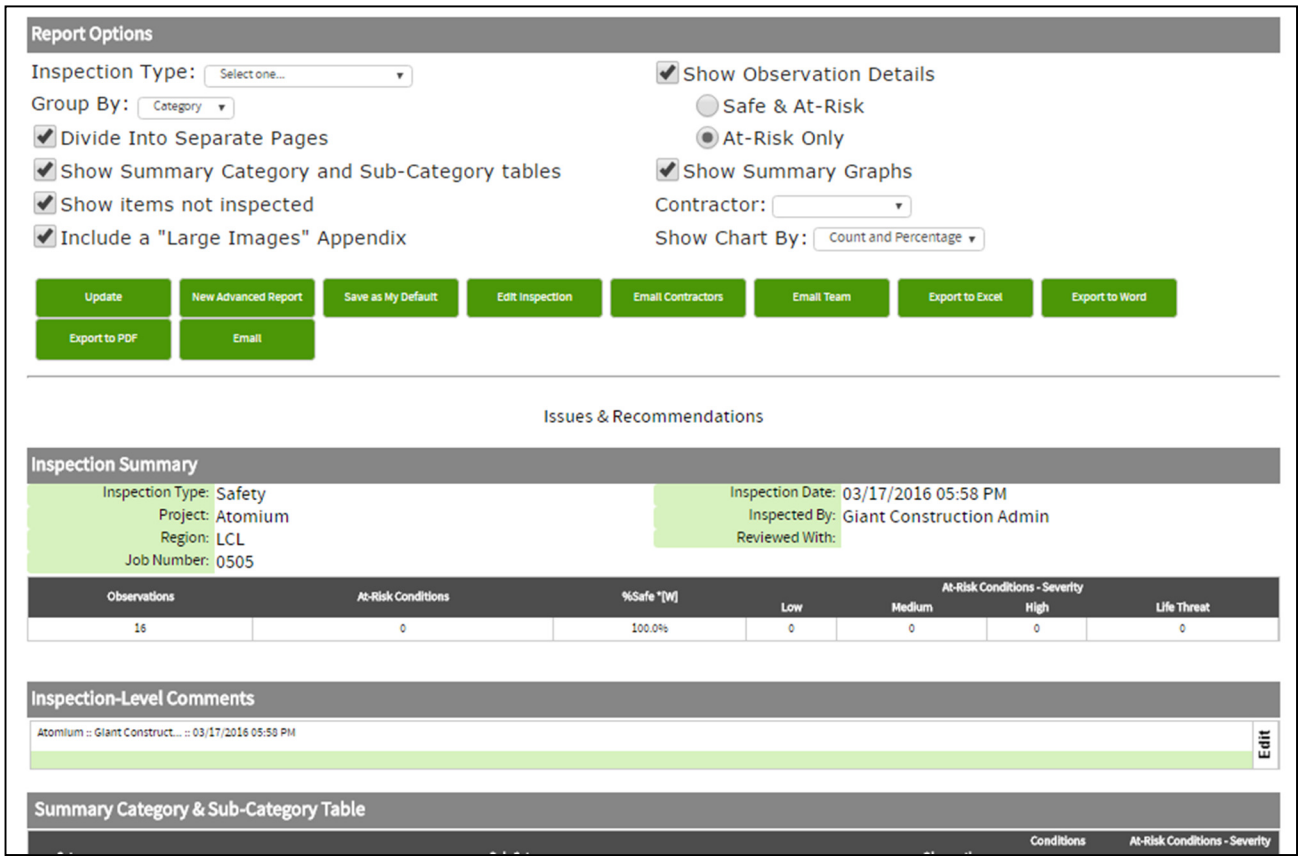
Viewing Inspections

You can view a Inspection report while performing an inspection, or at a later time.

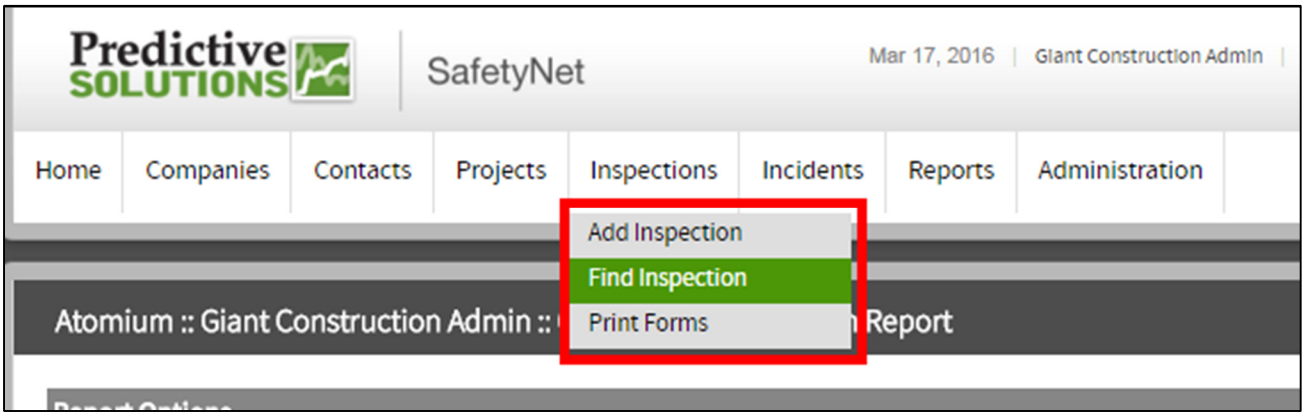
1. To view inspection report while performing the inspection, Click the 'View Report' button



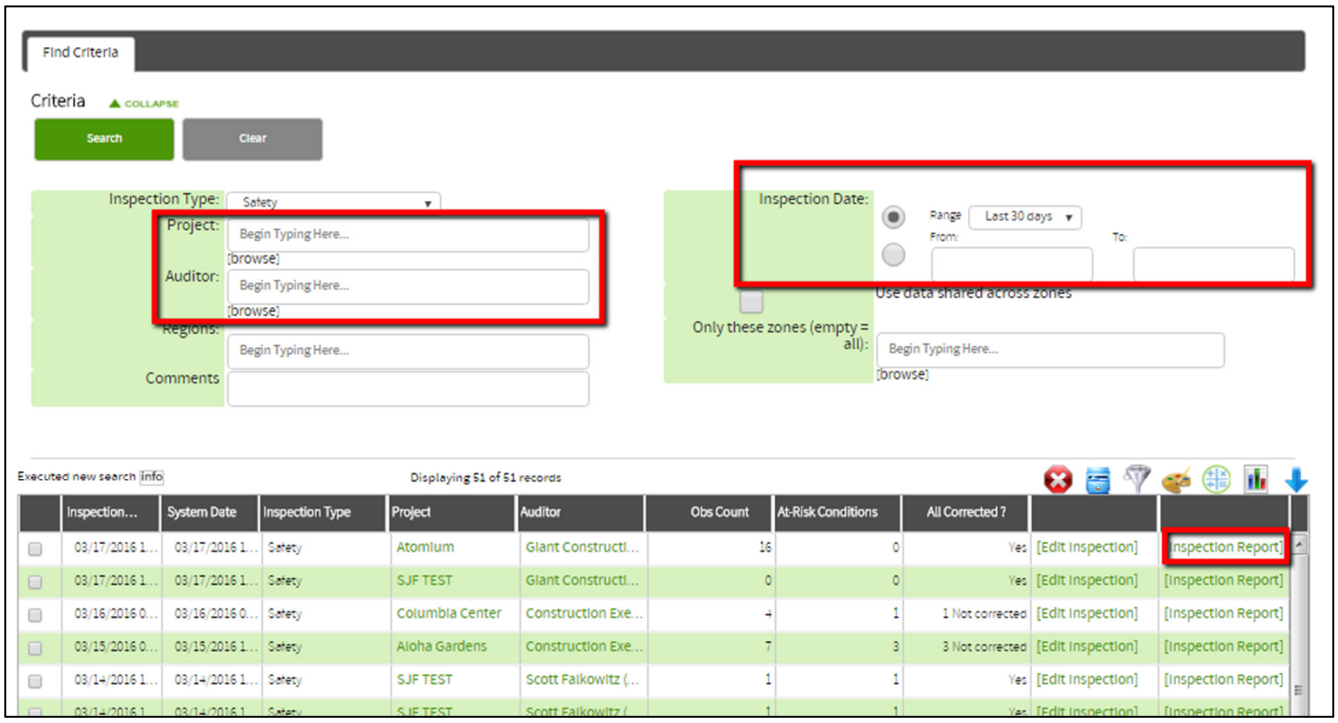
2. While viewing the report you can change the layout by using the report criteria at the top of the page. You can also return to the edit page to add more observations



3. Use the inspection log to find previous inspections. To access the inspection log, select 'Inspection from the menu bar and click 'Find Inspection'

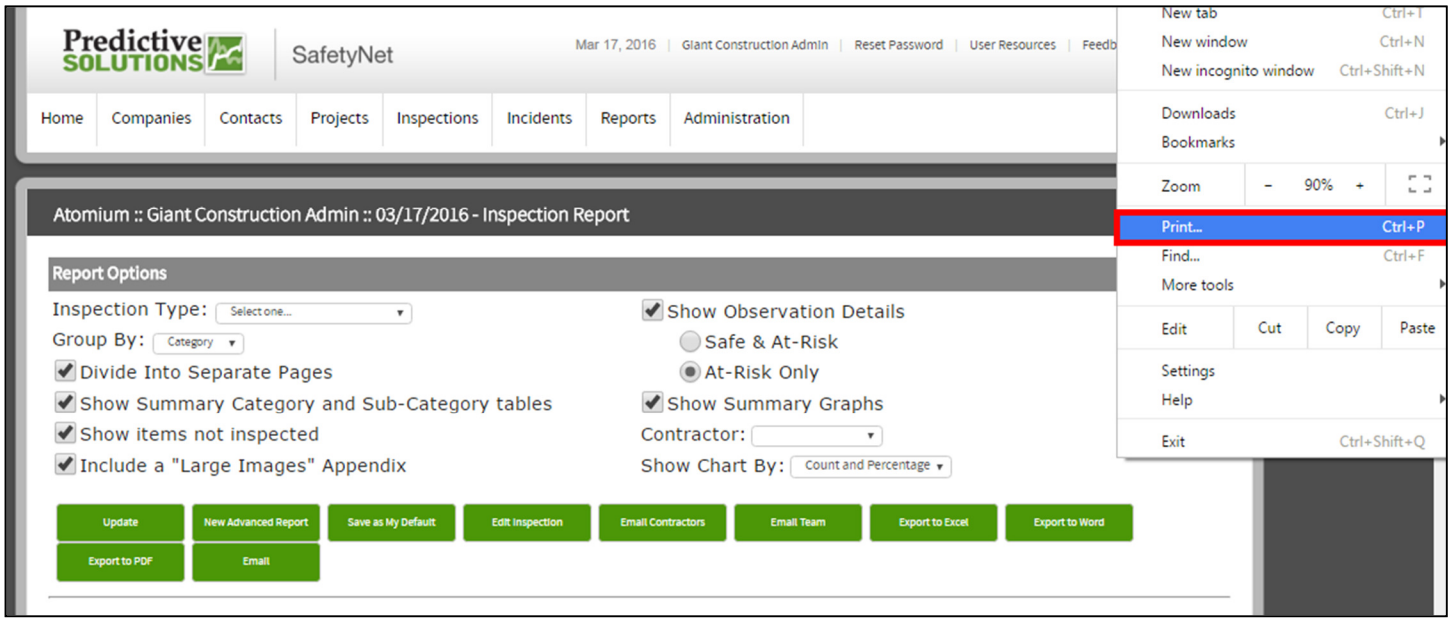


4. Find the inspection you'd like to view and click the 'Inspection Report' button. You can also search for a particular inspection by using the criteria at the top of the page

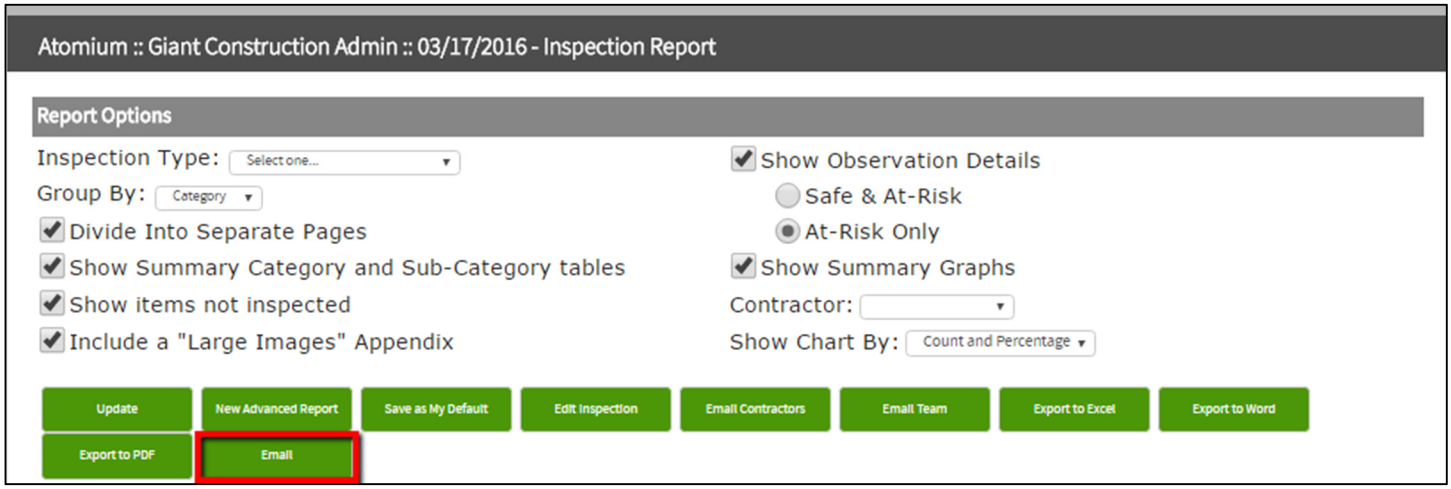
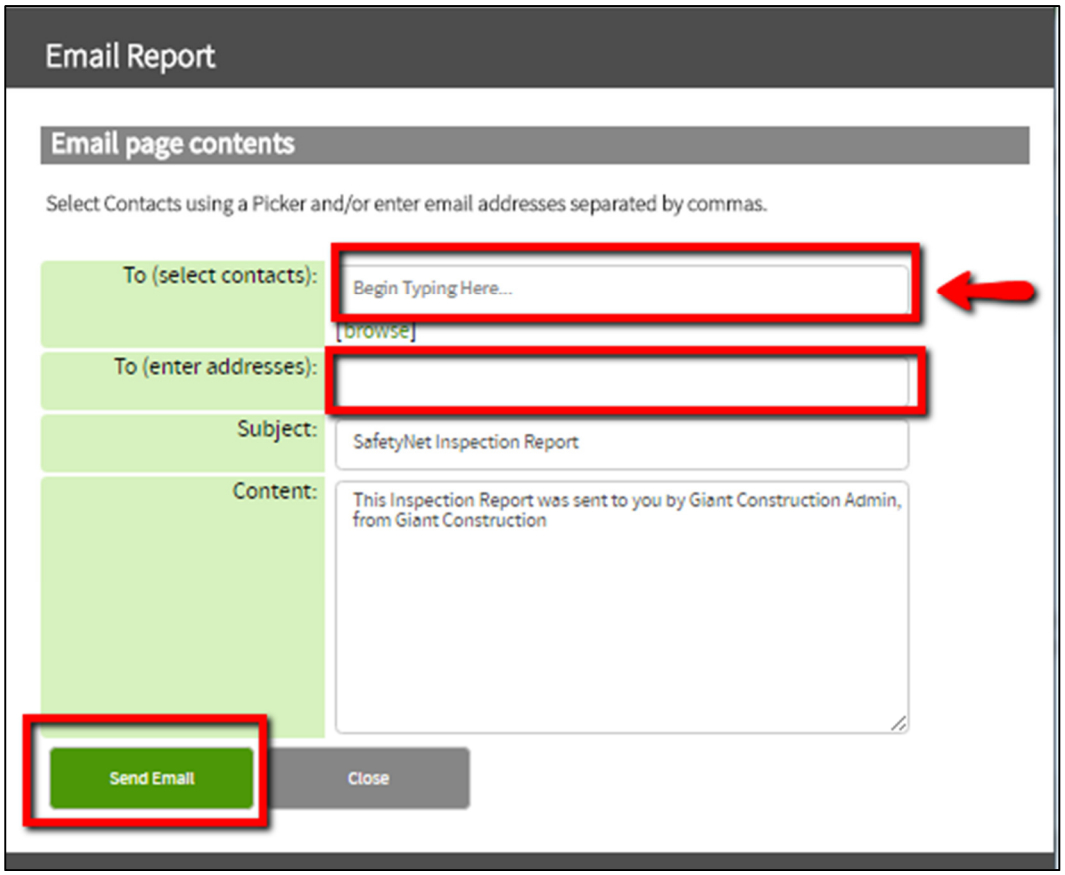


Printing and Emailing Inspections

1. To print the report, while viewing it click on 'File' in your browser's menu bar and select 'Print'



2. To email the inspection, click the 'Email' button on the report



3. Begin typing the last name of the email recipient or use the 'Browse' button to select existing SafetyNet contacts. You can manually add contacts by typing their names in the 'To' (enter addresses) field. When finished adding recipients, click the 'Send Email' button