

## **SafetyCloud**

User Guide

**Managing Safety Documents** 

1. From the home screen, you can manage safety documents and files by clicking **SAFETY** MANAGEMENT, then clicking **SAFETY FILES** 

| Welcome to SafetyCloud |          |            |                          |                               |                    |  |
|------------------------|----------|------------|--------------------------|-------------------------------|--------------------|--|
| DASHBOARD              |          |            |                          |                               |                    |  |
| ETRAINING              | <        |            | 4                        | <b>11</b> 0                   | <b>≜</b> 0         |  |
| SAFETY MANAGEMENT      | <b>~</b> |            | Inspections Last 30 Days | Issues Corrected Last 30 Days | Current Open Items |  |
| Add Safety Report      |          | > SEQUEN   | CE NEWS                  |                               |                    |  |
| Open Items Punch List  |          | MV SAEE    | TV PAINING SESSIONS      |                               |                    |  |
| View Safety Reports    |          | > WIT SALE | TRAINING SESSIONS        |                               |                    |  |
| Add Report Of Accident |          | MY CRED    | DENTIALS                 |                               |                    |  |
| Safety Files           |          |            |                          |                               |                    |  |
| Add Reprimand          |          | Issue Rep  | Add Safety Inspe         | View Resources                |                    |  |
| View Reprimands        |          |            |                          |                               |                    |  |
| Manage OSHA Reporting  |          |            |                          |                               |                    |  |
| Credential Look-Up     |          |            |                          |                               |                    |  |

- 2. This will take you into the area of the system where you can upload any <u>project specific</u> documentation.
- 3. Select the desired project from the dropdown

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|-------------------|-----|
|                   |     |
|                   | _ / |
| Files / Folders 🛞 |     |
| Safety Files Home |     |
| Create file       |     |
| 😅 Create folder   |     |

- 4. Once in the project document folder you can:
  - a. Upload New Files
  - b. View / Open Files
  - c. Rename Files
  - d. Delete Files
  - e. View System Created Reports (see more info in guide on "Viewing Safety Inspections")
  - f. Email System Created Reports (see more info in guide on "Report Distribution")

|   |  |                            |                     |                        | X x x z                                      | JOE ANTONINI (ABC CONSTRUCTION            |
|---|--|----------------------------|---------------------|------------------------|--|---|
| Please select a project to manage safety files.<br>Aria North |  |                            | F                   | Project:<br>Aria North |  | $\wedge$                                  |
| Files / Folders 🛞   | Name   |                            | Туре                | Size                   | Date accessed                                | C D                                       |
| Safety Files Home  Create file  Create folder                 | Construction Section S | heets<br>sions             | folder<br>folder    | 0 bytes<br>0 bytes     | 4/22/2020 8:48:22 AM<br>4/22/2020 8:48:02 AM | rename delete<br>rename delete            |
| Upload file(s)  | <ul> <li>Daily Inspect</li> <li>Important Do</li> </ul>  | ions<br>cuments            |                     | 0 bytes<br>0 bytes     | 4/22/2020 8:47:11 AM<br>4/22/2020 8:46:33 AM | rename     delete       rename     delete |
|   | For your convenie  | nce, safety inspection rep | ports that have bee | en created for this    | project are listed below.                    | Action                                    |
| A B   | 3952   | 4/22/2020                  | Custom Sa           | fety Inspection (P     | roject / Location)                           | view email                                |
|   |  |                            |                     |                        | E  | F   |

5. To add a file, click UPLOAD FILE

| Please select a project to manage safety files.       Project:         Aria North       Image: safety files with the same safety files with the s |   |                    |                            |                    |                      | X X X X                   | JOE ANTONINI (ABC CONSTRUCTI |
|---|---|--------------------|----------------------------|--------------------|----------------------|---------------------------|------------------------------|
| Aria North       Aria North         Files / Folders (*)       Name       Type       Size       Date accessed       Action         Safety Files Home       Inspection Sheets       folder       0 bytes       4/22/2020 8.48.22 AM       rename       delete         Toolbox Sessions       folder       0 bytes       4/22/2020 8.48.22 AM       rename       delete         Toolbox Sessions       folder       0 bytes       4/22/2020 8.48.02 AM       rename       delete         Toolbox Sessions       folder       0 bytes       4/22/2020 8.46.33 AM       rename       delete         Important Documents       0 bytes       4/22/2020 8.46.33 AM       rename       delete         For your convenience, safety inspection reports that have been created for this project are listed below.       Action         Sys2       4/22/2020       Custom Safety inspection (Project / Location)       view       email  | Please select a project to manage safety files. |                    |                            |                    | Project:             |                           |                              |
| Files / Folders (*)       Name       Type       Size       Date accessed       Action         Safety Files Home       Inspection Sheets       folder       0 bytes       4/22/2020 8:48:22 AM       rename (delete)         Create file       Toolbox Sessions       folder       0 bytes       4/22/2020 8:48:02 AM       rename (delete)         Data differs       0 bytes       4/22/2020 8:48:02 AM       rename (delete)       Important Documents       0 bytes       4/22/2020 8:46:03 AM       rename (delete)         For your convenience, safety inspection reports that have been created for this project are listed below.       Report Date       Report Type       Action         952       4/22/2020       Custom Safety inspection (Project / Location)       View (email)   | Aria North                                      |                    |                            | •                  | Aria North           |                           |                              |
| Safety Files Home       inspection Sheets       folder       0 bytes       4/22/2020 8:48:22 AM       rename (delete)         Create file       Toolbox Sessions       folder       0 bytes       4/22/2020 8:48:02 AM       rename (delete)         Daily Inspections       0 bytes       4/22/2020 8:48:02 AM       rename (delete)         Important Documents       0 bytes       4/22/2020 8:46:33 AM       rename (delete)         For your convenience, safety inspection reports that have been created for this project are listed below.       Report Date       Report Type       Action         952       4/22/2020       Custom Safety Inspection (Project / Location)       view (enality)       Important  | Files / Folders 🛞                               | Name               |                            | Туре               | Size                 | Date accessed             | Action                       |
| □ Create folder       Important Documents       0 bytes       4/22/2020 8:48:02 AM       rename       delete         Important Documents       0 bytes       4/22/2020 8:47:11 AM       rename       delete         Important Documents       0 bytes       4/22/2020 8:46:33 AM       rename       delete         Xeport Data       Report Data       Report Type       Action         3952       4/22/2020       Custom Safety Inspection (Project / Location)       View       email   | Safety Files Home                               | 🗀 Inspection Sł    | neets                      | folder             | 0 bytes              | 4/22/2020 8:48:22 AM      | rename delete                |
| Image: Daily inspections       0 bytes       4/22/2020 8:46:33 AM       rename       delete         Image: Daily inspection reports that have been created for this project are listed below.       Report Date       Report Date       Action         3952       4/22/2020       Custom Safety Inspection (Project / Location)       View       email  | Create file                                     | 🗀 Toolbox Sess     | ions                       | folder             | 0 bytes              | 4/22/2020 8:48:02 AM      | rename delete                |
| Important Documents     0 bytes     4/22/2020 8:46:33 AM     rename     delete       For your convenience, safety inspection reports that have been created for this project are listed below.     Action     Action       3952     4/22/2020     Custom Safety Inspection (Project / Location)     View     email  | 😂 Upload file(s)                                | Daily Inspecti     | ons                        |                    | 0 bytes              | 4/22/2020 8:47:11 AM      | rename delete                |
| For your convenience, safety inspection reports that have been created for this project are listed below.           Report Date         Report Type         Action           3952         4/22/2020         Custom Safety inspection (Project / Location)         View         email  |   | 🗐 Important Do     | cuments                    |                    | 0 bytes              | 4/22/2020 8:46:33 AM      | rename delete                |
| Report Date         Report Type         Action           3952         4/22/2020         Custom Safety Inspection (Project / Location)         View         email  | $\sim$  | For your convenier | nce, safety inspection rep | ports that have be | en created for this  | project are listed below. |                              |
| 3952 4/22/2020 Custom Safety Inspection (Project / Location) view email   |   | ReportiD           | Report Date                | Report Typ         | pe                   |                           |                              |
|   |   | 3952               | 4/22/2020                  | Custom Sa          | afety Inspection (Pr | oject / Location)         | view email                   |
|   |   |                    |                            |                    |                      |                           |                              |

6. Select the file from your computer or device by clicking **CHOOSE FILE**. Then select the file you want to upload and click **OPEN**.

| Aria North  |   | v  | Aria North   |  |             |  |             |
|---|---|--|--|--|-------------|--|-------------|
| Files / Folders (8)<br>Safety Files Home<br>Create file<br>Create folder<br>Upload file(s)  | Upload file(s)<br>Note: File size limit is 2GB<br>Choose File No file chosen<br>Choose File No file chosen<br>Choose File No file chosen  | Choose File No file ch<br>Choose File No file ch<br>Choose File No file ch   | iosen Choose<br>iosen Choose   | File No file chosen<br>File No file chosen |             | Choose File No file chosen<br>Choose File No file chosen | Upload file |
|   |   |  |  |  |             |  |             |
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| <ul> <li>Open</li> <li>← → ∨ ↑ ↓</li> <li>Organize ▼ New</li> </ul>   | This PC > Downloads   |  | ✓ Ö Search D   | ownloads                                   | ×<br>م<br>3 | )<br>(   |             |
| <ul> <li>Open</li> <li>→ · · ↑ ↓</li> <li>Organize → New</li> <li>Managing Safety</li> <li>OneDrive</li> </ul>  | This PC > Downloads<br>older<br>Name<br>Today (3)   | Date modified  | v ð Search Di<br>Type S  | ownloads<br>III 🕶 💶                        | ×<br>م      |  |             |
| <ul> <li>○ Open</li> <li>← → · ↑ ↓</li> <li>Organize ~ New</li> <li>Managing Safety</li> <li>OneDrive</li> <li>This PC</li> <li>③ DO Objects</li> <li>— Desktop</li> <li>© Documents</li> </ul> | This PC → Downloads<br>Ider<br>Name<br>Today (3)<br>SC - Managing Credentials (FELD)<br>SC - Managing Safety Documents (1)<br>SC - Managing Safety Documents (2)<br>V Vesterday (3) | Date modified<br>4/22/2020 8:56 AM<br>4/22/2020 8:55 AM<br>4/22/2020 8:53 AM | Vor     Search Du       Type     S       Microsoft Word D     Microsoft Word D | ownloads                                   | ×<br>م      |  |             |

7. The file you selected will now be displayed next to the "Choose File" button. Click UPLOAD FILE to upload and save the document to the project file

|        |  |   |  |  | JOE ANTONINI   | (ABC CONSTRUCTION ) |
|--------|--|---|--|--|--|---------------------|
| <<br>< | Please select a project to manage safety files.<br>Aria North                              |   | Project:<br>Aria North                             |  |  |                     |
| <      | Files / Folders (*)<br>Safety Files Home<br>Create file<br>Create folder<br>Upload file(s) | Upload file(s)<br>Note: File size limit is 268<br>Choose File SC - Managin. FIELD) docx Choose File<br>Choose File No file chosen Choose File<br>Choose File No file chosen Choose File | No file chosen<br>No file chosen<br>No file chosen | Choose File No file chosen<br>Choose File No file chosen | Choose File No file chosen<br>Choose File No file chosen | Upload file         |

8. You can organize files for a project by folders if desired, to create a new folder click "CREATE FOLDER" from the file management area

| $(-\lambda,-\lambda,-\lambda,-\lambda,-)$       |                  |                             |                      |                    | XXX 7                     | JOE ANTONINI (ABC CONSTRUCTI |
|---|------------------|-----------------------------|----------------------|--------------------|---------------------------|------------------------------|
| Please select a project to manage safety files. |                  |                             | Ρ                    | roject:            |                           |                              |
| Aria North                                      |                  |                             | T                    | Aria North         |                           |                              |
| Files / Folders 🛞                               | Name             |                             | Туре                 | Size               | Date accessed             | Action                       |
| Safety Files Home                               | C Inspection     | Sheets                      | folder               | 0 bytes            | 4/22/2020 8:48:22 AM      | rename delete                |
| Create file                                     | 🗀 Toolbox See    | sions                       | folder               | 0 bytes            | 4/22/2020 8:48:02 AM      | rename delete                |
| Difutional file(s)                              | 📾 Daily Inspec   | tions                       |                      | 0 bytes            | 4/22/2020 8:47:11 AM      | rename delete                |
| ΄ 🔪   | 📾 Important D    | ocuments                    |                      | 0 bytes            | 4/22/2020 8:46:33 AM      | rename delete                |
|   | For your conveni | ence, safety inspection rep | ports that have been | n created for this | project are listed below. |                              |
|   | ReportID         | Report Date                 | Report Type          | :                  |                           | Action                       |
|   | 3952             | 4/22/2020                   | Custom Saf           | ety Inspection (Pr | oject / Location)         | view email                   |
|   |                  |                             |                      |                    |                           |                              |
|   |                  |                             |                      |                    |                           |                              |

9. Enter folder name and click **CREATE NEW FOLDER** to save

|   |               |   | JOE ANTONINI (ABC CONSTRUCTIO |
|---|---------------|---|-------------------------------|
| Please select a project to manage safety fi<br>Aria North | es.           | F | Project:<br>Aria North        |
| Files / Folders 🛞   | Create Folder |   |                               |
| Safety Files Home Create file                             | loider name   | R | <b>t</b>                      |
| 😂 Create folder   |               |   | CREATE NEW FOLDER             |
| 😂 Upload file(s)  |               |   |                               |
|   |               |   |                               |
| 6 Y Y Y   | CYXXXXXXX     |   |                               |