

# 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 <

**SAFETY MANAGEMENT** v

- Add Safety Report
- Open Items Punch List
- View Safety Reports
- Add Report Of Accident
- Safety Files
- Add Reprimand
- View Reprimands
- Manage OSHA Reporting
- Credential Look-Up

Inspections Last 30 Days: 4

Issues Corrected Last 30 Days: 0

Current Open Items: 0

- > SEQUENCE NEWS
- > MY SAFETY TRAINING SESSIONS
- > MY CREDENTIALS

Issue Reprimand Add Safety Inspection View Resources

2. This will take you into the area of the system where you can upload any project specific documentation.

3. Select the desired project from the dropdown

Please select a project to manage safety files.

--Select Project--

**Files / Folders** ^

Safety Files Home

- Create file
- Create folder
- Upload file(s)

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”)

JOE ANTONINI (ABC CONSTRUCTION)

Please select a project to manage safety files. Project: Aria North

**Files / Folders**

Safety Files Home

- Create file
- Create folder
- Upload file(s)**

Name	Type	Size	Date accessed	Action
Inspection Sheets	folder	0 bytes	4/22/2020 8:48:22 AM	<a href="#">rename</a> <a href="#">delete</a>
Toolbox Sessions	folder	0 bytes	4/22/2020 8:48:02 AM	<a href="#">rename</a> <a href="#">delete</a>
Daily Inspections		0 bytes	4/22/2020 8:47:11 AM	<a href="#">rename</a> <a href="#">delete</a>
Important Documents		0 bytes	4/22/2020 8:46:33 AM	<a href="#">rename</a> <a href="#">delete</a>

For your convenience, safety inspection reports that have been created for this project are listed below.

ReportID	Report Date	Report Type	Action
3952	4/22/2020	Custom Safety Inspection (Project / Location)	<a href="#">view</a> <a href="#">email</a>

5. To add a file, click **UPLOAD FILE**

JOE ANTONINI (ABC CONSTRUCTION)

Please select a project to manage safety files. Project: Aria North

**Files / Folders**

Safety Files Home

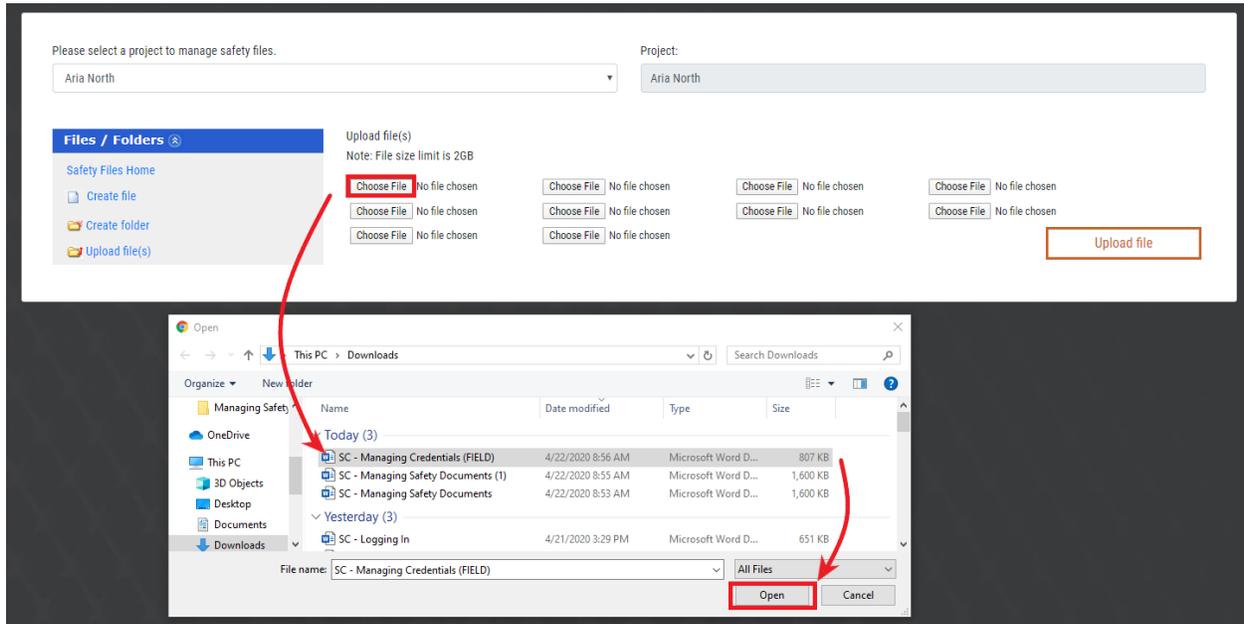
- Create file
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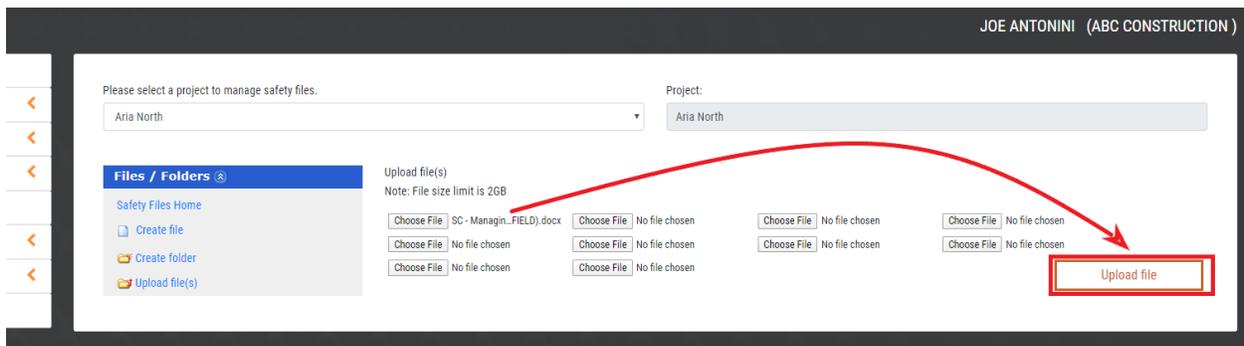
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6. Select the file from your computer or device by clicking **CHOOSE FILE**. Then select the file you want to upload and click **OPEN**.



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



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

JOE ANTONINI (ABC CONSTRUCTION)

Please select a project to manage safety files. Project: Aria North

Aria North

**Files / Folders**

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- Create folder**
- Upload file(s)

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

JOE ANTONINI (ABC CONSTRUCTION)

Please select a project to manage safety files. Project: Aria North

Aria North

**Files / Folders**

Safety Files Home

- Create file
- Create folder
- Upload file(s)

Create Folder

folder name

**CREATE NEW FOLDER**