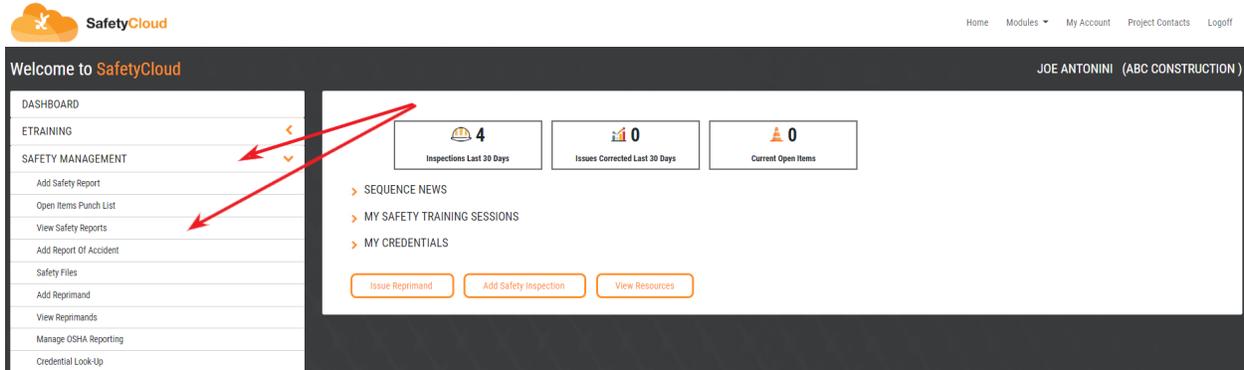


SafetyCloud

User Guide

Viewing Safety Inspections

1. Once logged in, click on the **SAFETY MANAGEMENT** tab
2. In the expanding menu, select **VIEW SAFETY REPORTS**



3. Select desired **DIVISION** and **PROJECT** from the drop downs the click **VIEW REPORTS**. (if a project is missing from the dropdown, you have not been given access. Please contact your company administrator")

The screenshot shows the 'VIEW SAFETY REPORTS' filter page. At the top are buttons for 'Add New Report', 'Open Items Punch List', and 'View Project Documents'. Below is a search bar labeled 'Find report by ID:' with a 'SEARCH' button. A message says 'Please select a customer/division and a project to view reports.' There are three dropdown menus: 'Division:' (with a red box and arrow), 'Project/Location/Crew:' (with a red box and arrow), and 'Vehicle/Asset:' (with a radio button). A checkbox for 'Past 90 days (unchecked and re-submit to see all)' is present. A red arrow points to a 'VIEW REPORTS' button. At the bottom is a table header with columns: Report ID, Date, Division, Vehicle/Asset, Report Type, Inspection Type, and Action.

4. Safety Cloud will show every safety inspection logged for the selected project
5. Once the project information is loaded you can:
 - a. Edit Reports
 - b. View Report PDF
 - c. Email Report (see more information in guide on “Report Distribution”)

The screenshot shows the Safety Cloud interface with the following elements:

- Navigation tabs: Add New Report, Open Items Punch List, View Project Documents
- Search bar: Find report by ID: [input field] [SEARCH button]
- Filters:
 - Division: ABC Builders - Nashville, TN
 - Project/Location/Crew: Aria North
 - Vehicle/Asset: --Select a vehicle/asset--
 - Checkbox: Past 90 days (uncheck and re-submit to see all)
- VIEW REPORTS button
- Table with columns: Report ID, Date, Division, Project, Report Type, Inspection Type, Action
- Table Row 1: 3952, 4/22/2020, Nashville, TN, Aria North, Custom Safety Inspection (Project / Location), Active, [edit] [view] [email]

Red arrows indicate: A points to the 'edit' button, B points to the 'view' button, and C points to the 'email' button.

6. Clicking on **VIEW** will display the report PDF. You can print or save this document for offline viewing.

The screenshot shows a PDF report titled "Jobsite Safety Report" with the following content:

- Header: Jobsite Safety Report, 1 / 2
- Logo: SafetyCloud
- Report #3952
- Report Date: 4/22/2020
- Customer: ABC Builders
- Division: Nashville, TN
- Site Name: Aria North
- Company: HB NEXT
- Inspector: Joe Antonini
- Phone #: 7706191669
- Inspection Type: Active
- Last Inspection Date: N/A
- Report Type: Custom Safety Inspection (Project / Location)
- Additional Comments:
- Checklist:
 - PPE: 1. Is all PPE being worn as required? Yes
 - Covid-19: 2. Are you regularly washing your hands? Yes
- Disclaimer: I certify under the penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.
- Signature Section:
 - Name of Inspector Consultant: Joe Antonini
 - Signature of Inspector Consultant: [Signature]
 - Date: 4/22/2020