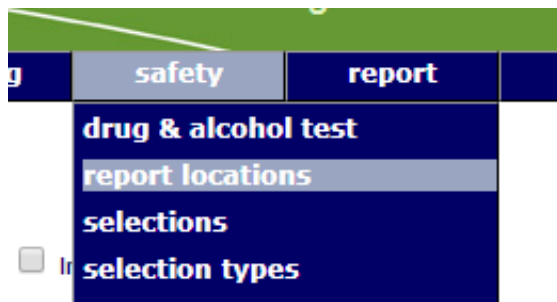


User Guide

Selections | Report Locations

STEP ONE | Add a report location

In the Site Level, under the Safety Tab, click Report Locations



Click add

Safety Report Locations

Search:

search

Include Inactive

add

Type in the name of the report location and directions of how to get there. Click Save.

After you click save you can add a map of how to get there.

Add Safety Report Location Medical Office

Data Fields

Name:

Directions:

Active:

[back](#)

[save](#) 

Map Image



Recommended size 400w x 300h (range 350 - 420w, 250 - 320h)