
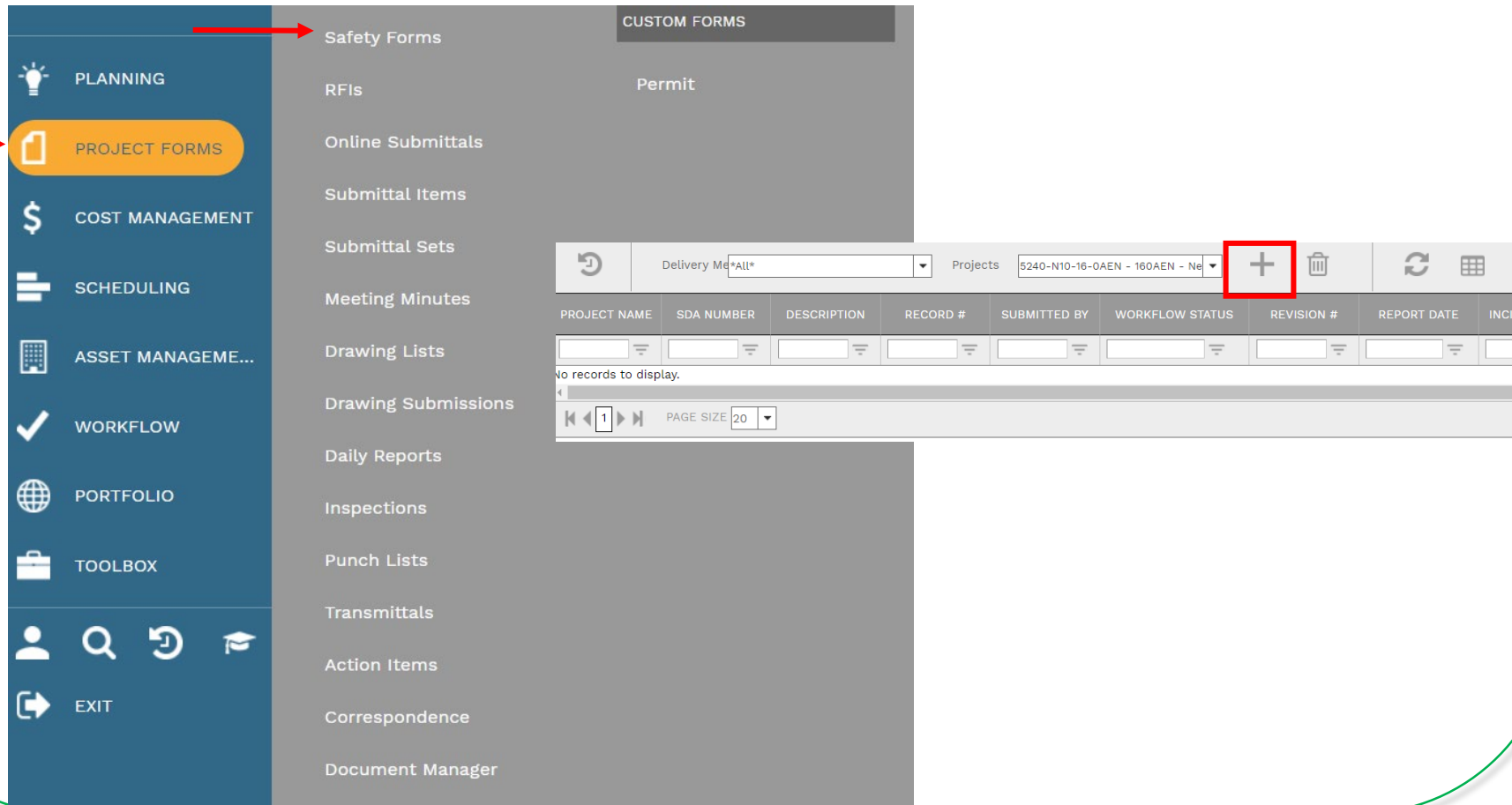


OPEN THE MODULE

- Choose **Project Forms -> Safety Forms**
- This displays the **Manager View** for the module and shows all records.
- To search for a document to modify, use the columns to filter for the data you need. For example, use the Record # column to search for a document.
- To add a new document, click the **Add** button 



The screenshot displays the PMWeb Safety Noncompliance Manager View. The left sidebar contains navigation options: PLANNING, PROJECT FORMS (highlighted), COST MANAGEMENT, SCHEDULING, ASSET MANAGEMEN..., WORKFLOW, PORTFOLIO, TOOLBOX, and EXIT. The main content area shows a list of safety forms with columns: PROJECT NAME, SDA NUMBER, DESCRIPTION, RECORD #, SUBMITTED BY, WORKFLOW STATUS, REVISION #, REPORT DATE, and INCIDENT. A red box highlights the '+ Add' button in the top right of the table area.

PROJECT NAME	SDA NUMBER	DESCRIPTION	RECORD #	SUBMITTED BY	WORKFLOW STATUS	REVISION #	REPORT DATE	INCIDENT

No records to display.

PAGE SIZE 20



ADD A NEW RECORD

- Enter all relevant information in the **document**. Any field marked with an asterisk is a required field.
- Click the **Save** button when finished.



MAIN

Project Name*	<input type="text"/>
Record #*	<input type="text"/>
Description	<input type="text"/>
Submitted By	<input type="text"/>
Status / Revision	<input type="text" value="Draft"/>
Obs/Inc Date	<input type="text" value="05-19-2023"/>
Obs/Inc Time	<input type="text" value="12:00 PM"/>
Report Date	<input type="text" value="05-19-2023"/>
Report Time	<input type="text" value="12:00 PM"/>
Company	<input type="text"/>
Type	<input type="text"/>
Record Status	<input type="text"/>

WORK IN PROGRESS AT TIME

ABC "Times New Roman" 16px

B I U S [align icons] [font color icon] [background color icon] [image icon] [table icon]

Design HTML Preview

DESCRIBE INCIDENT

ABC "Times New Roman" 16px

B I U S [align icons] [font color icon] [background color icon] [image icon] [table icon]

Design HTML Preview

SDA DATA / INJURY OR ILLNESS REPORT

- *Injury and Illness Report information* is entered in the SDA Data tab section. Click the **Update Records** button when finished.
- Click the **Save** button when finished.

160AEN - NewGrade 7 to 9 School (L)

Save + **Trash** **Envelope** **Print** **Profile** **SUBMIT**

MAIN **SDA DATA** NOTES ATTACHMENTS WORKFLOW NOTIFICATIONS

Injury-Illness

Safety Details

Non-Compliance Details

Corrective Action

Edit

SPEC	UOM	DATA	NOTES
Privacy Concern		<input type="checkbox"/>	
Case Number			
Injury Type			
Case Classification			
Days on Job or Restriction			
Days Away from Work			
Date of Death			
Physician Name			
Facility			
Address Line 1			
Address Line 2			
Address Line 3			
City			
State			
Postal Code			
Treated in ER		<input type="checkbox"/>	
Hospitalized Overnight		<input type="checkbox"/>	

Update Records **Cancel**

SPEC	UOM	DATA	NOTES
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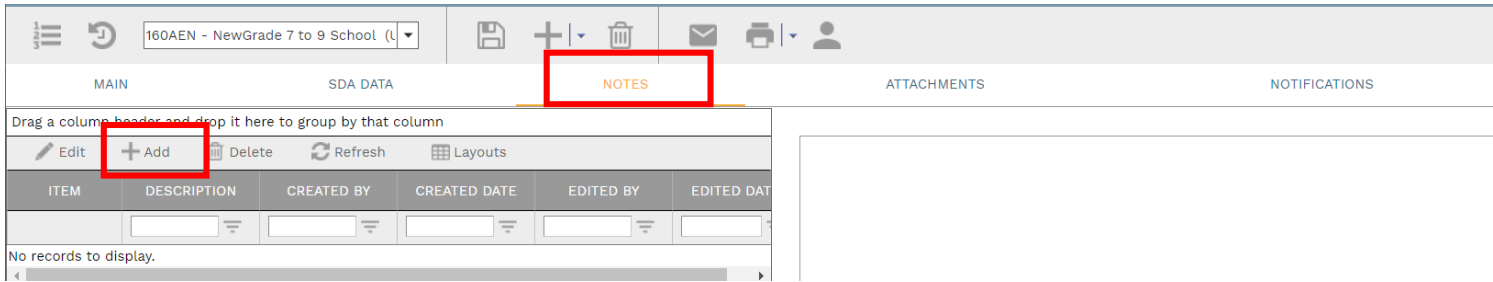
SDA DATA / NON-COMPLIANCE

- *Noncompliance Notice information* is entered in the SDA Data tab section. Click the **Update Records** button when finished.
- Click the **Save** button when finished.

MAIN	SDA DATA	NOTES	ATTACHMENTS	WORKFLOW	NOTIFICATIONS																								
Status	Edit																												
Injury-Illness	<table border="1"><thead><tr><th>SPEC</th><th>UOM</th><th>DATA</th><th>NOTES</th></tr></thead><tbody><tr><td>Specification Section</td><td></td><td></td><td></td></tr><tr><td>Area</td><td></td><td></td><td></td></tr><tr><td>Contract</td><td></td><td></td><td></td></tr><tr><td>Reference</td><td></td><td></td><td></td></tr><tr><td>Change Management Number</td><td></td><td></td><td></td></tr></tbody></table>					SPEC	UOM	DATA	NOTES	Specification Section				Area				Contract				Reference				Change Management Number			
SPEC	UOM	DATA	NOTES																										
Specification Section																													
Area																													
Contract																													
Reference																													
Change Management Number																													
Safety Details	<table border="1"><thead><tr><th>SPEC</th><th>UOM</th><th>DATA</th><th>NOTES</th></tr></thead><tbody></tbody></table>					SPEC	UOM	DATA	NOTES																				
SPEC	UOM	DATA	NOTES																										
Non-Compliance Details	Update Records Cancel																												
Corrective Action																													

ADD ADDITIONAL NOTES

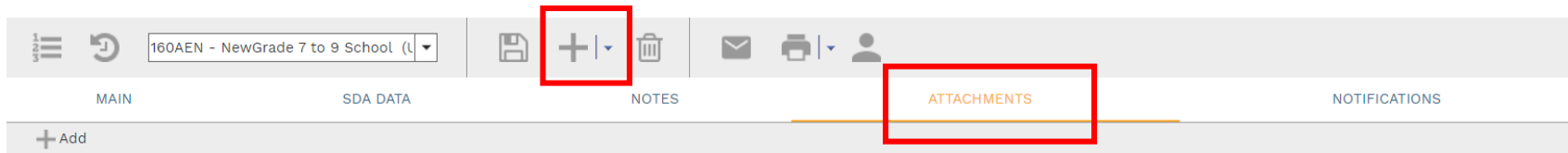
- Click **Add** on the **Notes tab** to add additional notes as needed. Click the **Save** button after each entry.



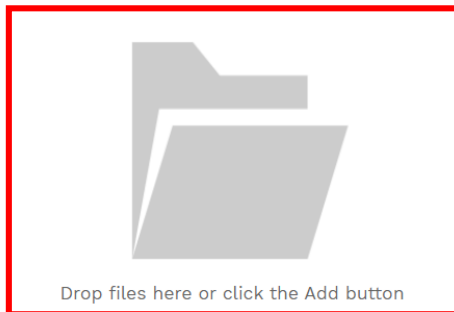
The screenshot shows a software interface with a top navigation bar containing icons for menu, refresh, search, save, add, delete, email, print, and user. Below the navigation bar are tabs for MAIN, SDA DATA, NOTES, ATTACHMENTS, and NOTIFICATIONS. The 'NOTES' tab is selected and highlighted with a red box. Below the tabs is a table with a toolbar containing 'Edit', '+ Add', 'Delete', 'Refresh', and 'Layouts'. The '+ Add' button is highlighted with a red box. The table has columns for ITEM, DESCRIPTION, CREATED BY, CREATED DATE, EDITED BY, and EDITED DATE. Below the table, it says 'No records to display.'

ADD ATTACHMENTS

- Drag and drop files on the **Attachments tab** to add attachments (or click the Add button). Click the **Save** button after each entry.

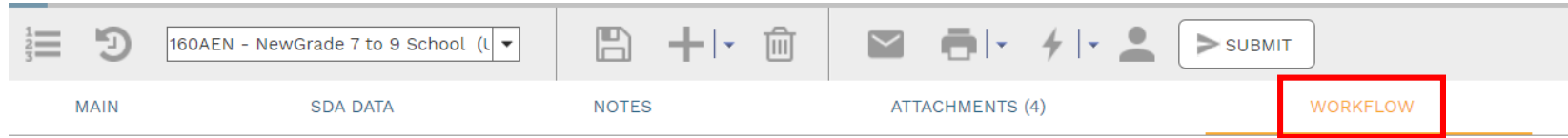


The screenshot shows the same software interface as above, but with the 'ATTACHMENTS' tab selected and highlighted with a red box. The '+ Add' button in the table toolbar is also highlighted with a red box. The table toolbar also contains 'Edit', 'Delete', 'Refresh', and 'Layouts' buttons.



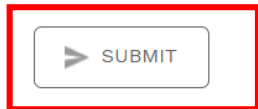
SUBMIT TO WORKFLOW

- Click the **Workflow** tab to start the workflow process. Enter the email information and any application comments, then click the **Submit** button to start the workflow approval process. You can return to this section to review the progress of the approvals.



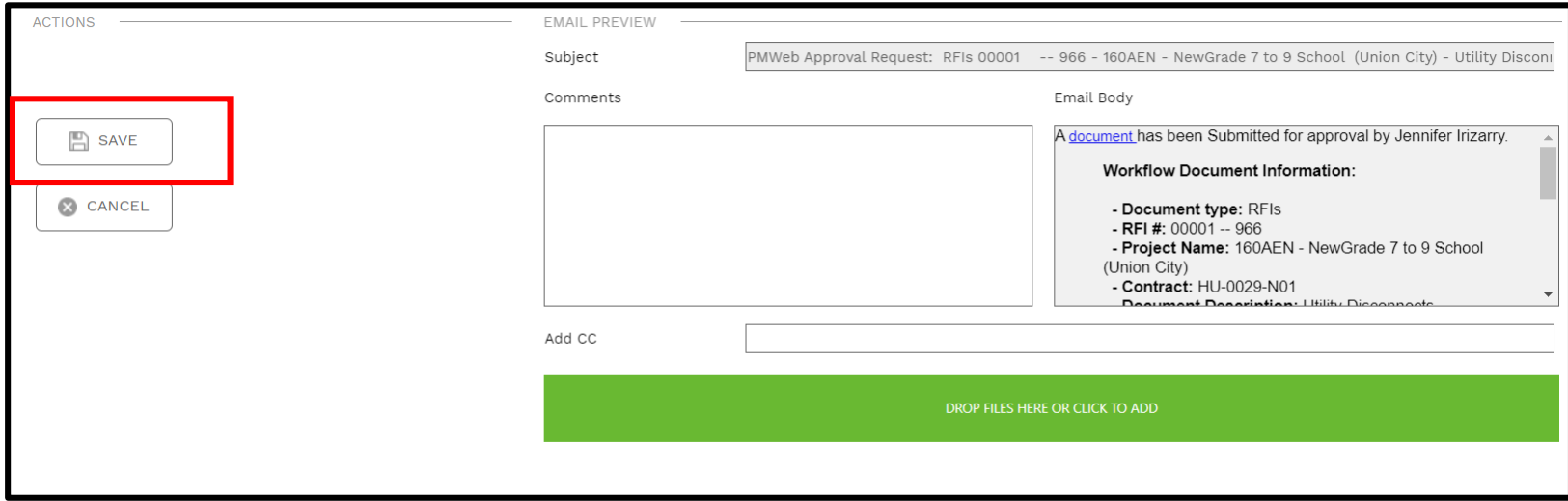
The top navigation bar includes a menu icon, a refresh icon, a dropdown menu with the text "160AEN - NewGrade 7 to 9 School (U)", and icons for save, add, and delete. To the right are icons for email, print, lightning bolt, and user profile, followed by a "SUBMIT" button. Below the navigation bar is a horizontal menu with tabs: "MAIN", "SDA DATA", "NOTES", "ATTACHMENTS (4)", and "WORKFLOW". The "WORKFLOW" tab is highlighted with a red box.

ACTIONS



A button with a right-pointing arrow and the text "SUBMIT" is highlighted with a red box.

BUSINESS PROCESS
WORKFLOW LOG



This section shows a detailed view of the workflow submission form. It includes an "ACTIONS" sidebar with "SAVE" and "CANCEL" buttons, the "EMAIL PREVIEW" section with "Subject" and "Comments" fields, and an "Email Body" section with a preview of the approval request. The "SAVE" button is highlighted with a red box. The "Email Body" section contains the following text: "A document has been Submitted for approval by Jennifer Irizarry. Workflow Document Information: - Document type: RFIs - RFI #: 00001 -- 966 - Project Name: 160AEN - NewGrade 7 to 9 School (Union City) - Contract: HU-0029-N01 - Document Description: Utility Disconnects". Below the email body is an "Add CC" field and a green "DROP FILES HERE OR CLICK TO ADD" button.