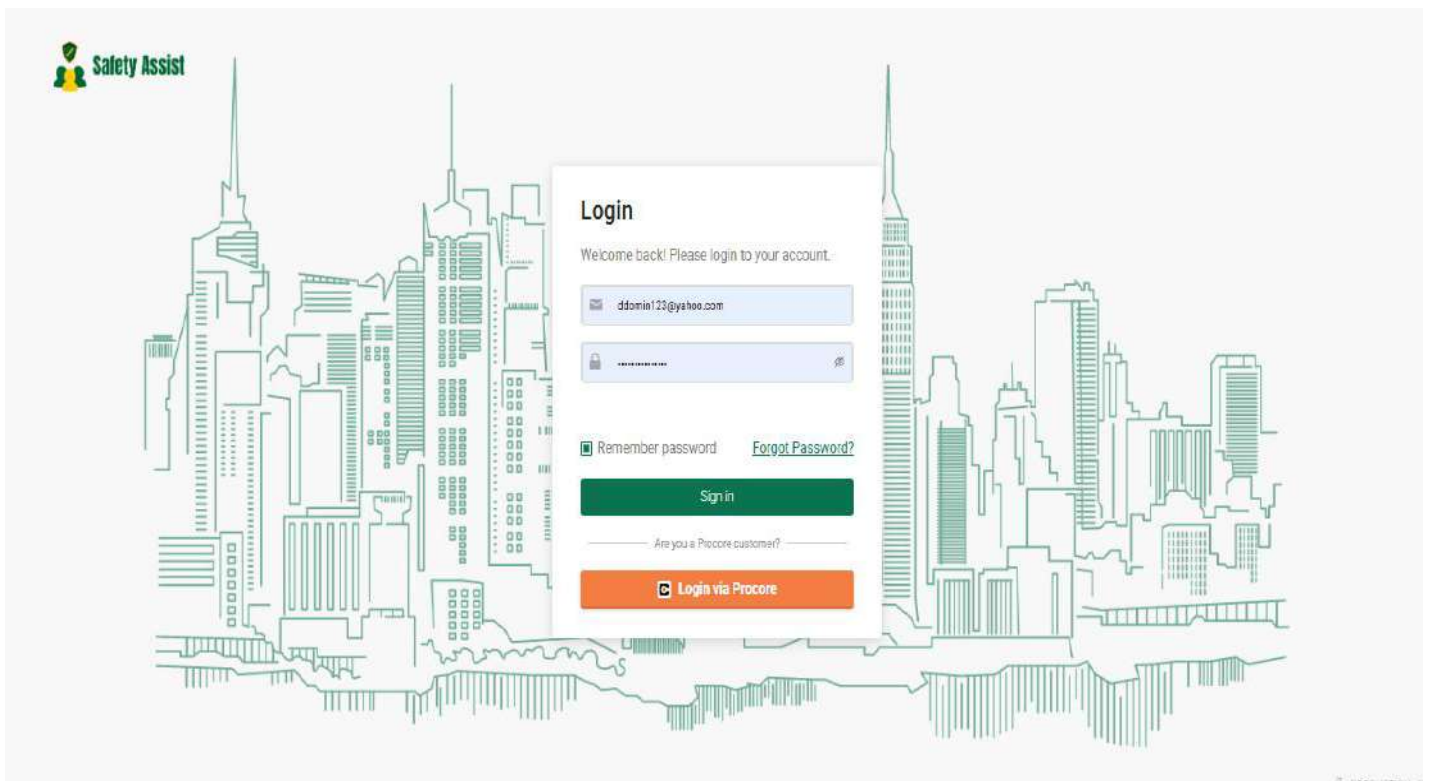


Safety Assist – Administrator User Guide

(Last Updated: 9/11/2025)

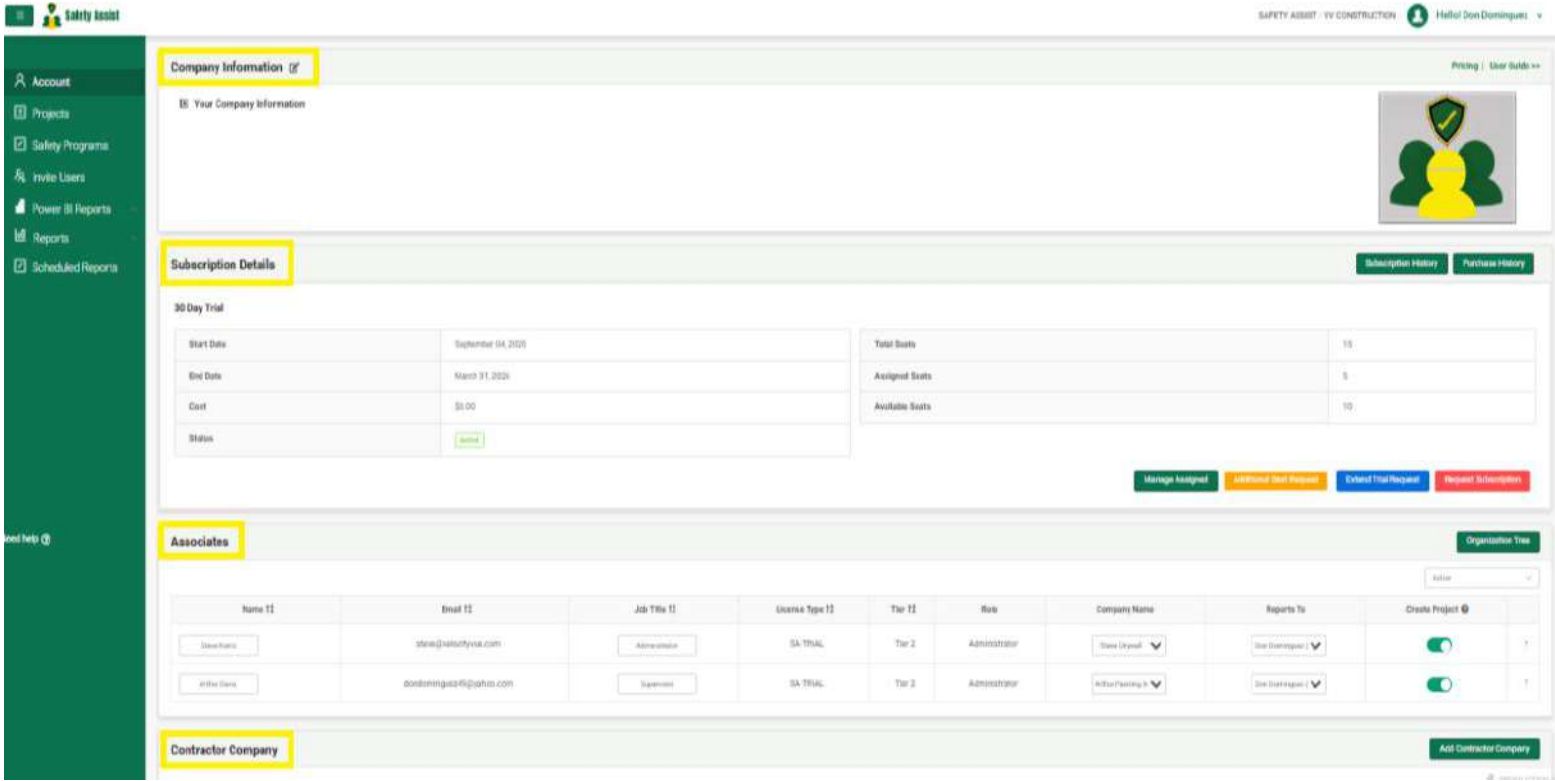
Safety Assist – Login Page

1. **Login Page** - has 2 ways to Login:
 - Safety Assist Subscription ('Sign In')
 - Procore/Safety Assist Subscription ('Login via Procore'):
 - *If User has a Procore subscription- they can download Safety Assist application via Procore Marketplace to Integrate with the Safety Assist system.*
 - Remember Password: Click to remember your Username and Password.
 - Forgot Password: Select to Reset your Password.
 - Enter your email when prompted.
 - You will receive an email with instructions to reset your password.



Safety Assist – Administrator (SA-Admin) Back Office Sections

2. **ACCOUNT Section:**
- Company Information: Displays and allows SA-Admin to edit Company Information and Upload a Company image / logo. (Image 1.0)
 - Subscription Details: Displays and allows SA-Admin to Manage the Company Subscription(s). Image: (Image 2.0)
 - Associates: Displays and allows SA-Admin to edit Associates in Company Account. (Image 3.0)
 - Contractor Company: Displays and allows SA-Admin to add Companies. (Image 4.0)



- Company Information: Displays and allows SA-Admin to Edit:
 - Company Address
 - Contact Name
 - Contact Phone Number

- Upload an Image or Company Logo

(Image 1.0)

Edit Company Information

Drag and drop
your image here



PNG JPG JPEG

Safety Assist - VV Construction

833 Bluff Woods Drive

Donny

Dominquez

Driftwood

Texas

United States

5127919960

ddomin123@yahoo.com

Cancel

Save

- Subscription Details: Displays and allows SA-Admin to:
 - View Subscription and Purchase History
 - Request Additional Subscriptions
 - Request to Extend Trial period
 - Request Subscription

- Manage Assigned subscriptions (Image 2.1)

(Image 2.0)

Subscription Details

Subscription History

Purchase History

30 Day Trial

Start Date	September 04, 2025
End Date	March 31, 2026
Cost	\$0.00
Status	Active

Total Seats	15
Assigned Seats	5
Available Seats	10

Manage Assigned

Additional Seat Request

Extend Trial Request

Request Subscription

- Manage Assigned: (Image 2.1)
 - Assigned: Displays all Associates assigned a SA subscription
 - Unassigned: Displays all Associates that are not assigned a SA subscription

(Image 2.1)

Assignment Details

×

Seat Summary

Total Associates: 12

Total Seats: 15

Assigned Seats: 5

Available Seats: 10

Assigned (5)

Unassigned (7)

Name	Email	Action
Arthur Davis	dondominguez49@yahoo.com	Revoke
Ben Griffith	ben@growdgtal.com	Revoke
Don Dominguez	ddomin123@yahoo.com	Revoke
Pramod Gupts	pramodkrpt@gmail.com	Revoke
Steve Kuntz	steve@velocityvue.com	Revoke

Close

(Image 2.1)

Assignment Details

×

Seat Summary

Total Associates: 12

Total Seats: 15

Assigned Seats: 5

Available Seats: 10

Assigned (5)

Unassigned (7)

Name	Email	Action
Donald Ramirez	don@velocityvue.com	Assign
Greg Robertson	dondominguez99@yahoo.com	Assign
Heidi Dominguez	hdominguez1274@gmail.com	Assign
Jake Nutt	jake@yopmail.com	Assign
Jimmy Joe	dondominguez499@yahoo.com	Assign

Close

- Associates: Displays and allows SA-Admin to: (Click on the 3-Dots for more options) (Image 3.0)
 - View Profile (Image 3.1): Multiple Options
 - Resend Invite: Allows Administrator to Resend an Invitation to the Associate.
 - Proxy Users (Image 3.4)

- Change Password: Allows the SA-Admin to Change Passwords for the Associate.
- Associate Status: Allows the SA-Admin to Activate or Deactivate associates.
- Organization Tree: Displays the Tier-Hierarchy of the Organization Companies, Sub-Contractors, and Associates. (Image 4.0)

(Image 3.0)

The screenshot shows the 'Associates' management interface. The sidebar on the left contains navigation links: Account, Projects, Safety Programs, Invite Users, Power BI Reports, Reports, and Scheduled Reports. The main content area is titled 'Associates' and features a table with the following columns: Name, Email, Job Title, License Type, Tier, Role, Company Name, Reports To, and a 'Create Project' button. The table lists several associates, including Arthur Davis, Steve Harris, Greg Robinson, Ernest Dujin, Joe Grish, Donald Kennedy, and Steven Butler. A yellow box highlights the 'Organization Tree' button in the top right corner. Another yellow box highlights the 'Associate Status' toggle switch in the bottom right corner of the table.

- View Profile: Contains 3 Sections for the Associate (Image 3.1)
 - Profile: (Image 3.1)
 - License/Certificate: (Image 3.2)
 - Projects (Image 3.3)

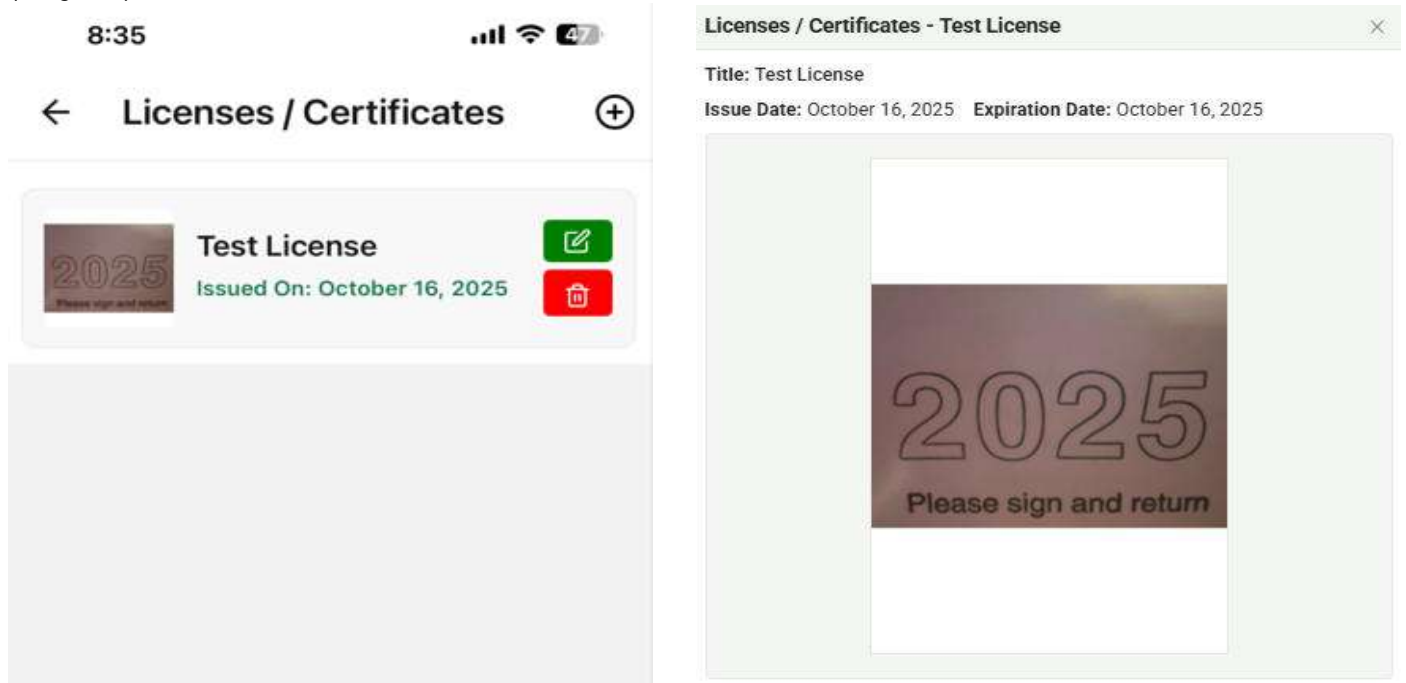
- Profile: (Image 3.1)
 - Name
 - Email
 - Address (Entered from Mobile Application, Profile page.)
 - Role: SA-Administrator can modify Associate Role (USER or ADMINISTRATOR)
 - Job Title
 - License Type:
 - Company Name (Associates Company)
 - Proxy User: View if Proxy access was granted
 - Emergency Contact Name
 - Emergency Contact Number

(Image 3.1)

Associate - Arthur Davis	
Profile Licenses / Certificates Projects	
Name	Arthur Davis Tier 2 Active
Email	dondominguez49@yahoo.com
Address	N/A
Role	Administrator
Job Title	Supervisor
License Type	N/A
Company Name	Arthur Painting Inc.
Proxy Users	View
Emergency Contact Name	N/A
Emergency Contact Number	N/A

- License/Certificate: (Image 3.2)
 - Allows the SA-Admin to View License or Certifications for the Associate.
 - The License or Certificate can be captured from the Safety Assist Mobile application.

(Image 3.2)



- Projects (Image 3.3)
 - Allows the SA-Admin to Assign or Unassign Project to the Associate.

(Image 3.3)

Associate - Donald Ramirez

ProfileLicenses / CertificatesProjects

Assigned Projects

Project Number	Project Name	Actions
1	Painting Project	
2	Test 2	
3	Test 3	
4	test 4	
5	Test 5	
7	7 - Project	
11	UT Project	

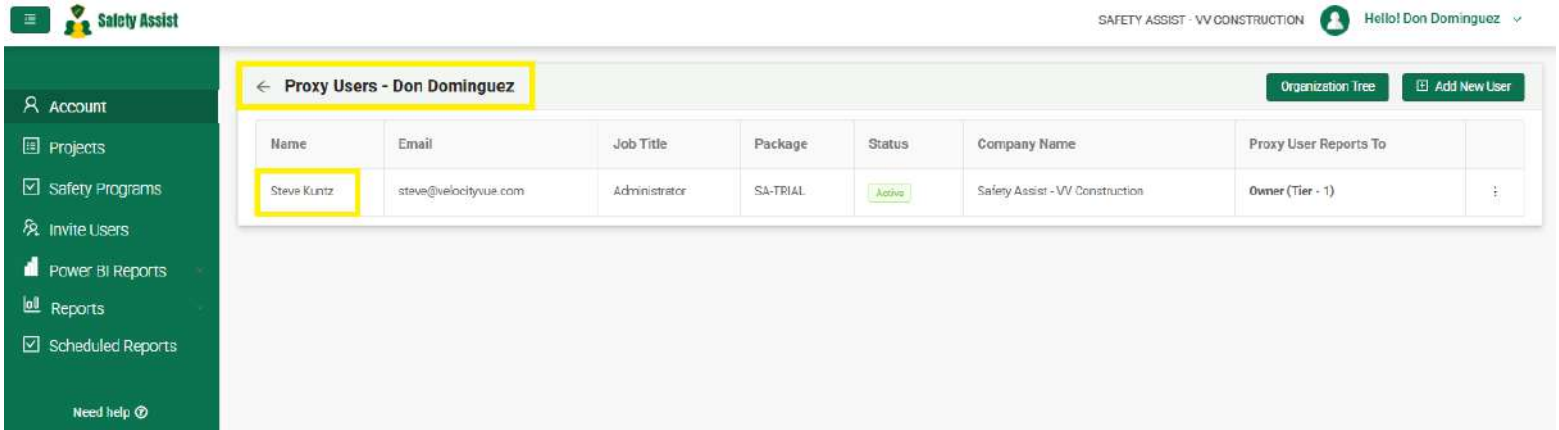
Unassigned Projects

Project Number	Project Name	Actions
6	Test 6	
8	Test 8	
9	Test 9	
10	Test 10	
20	SWT	

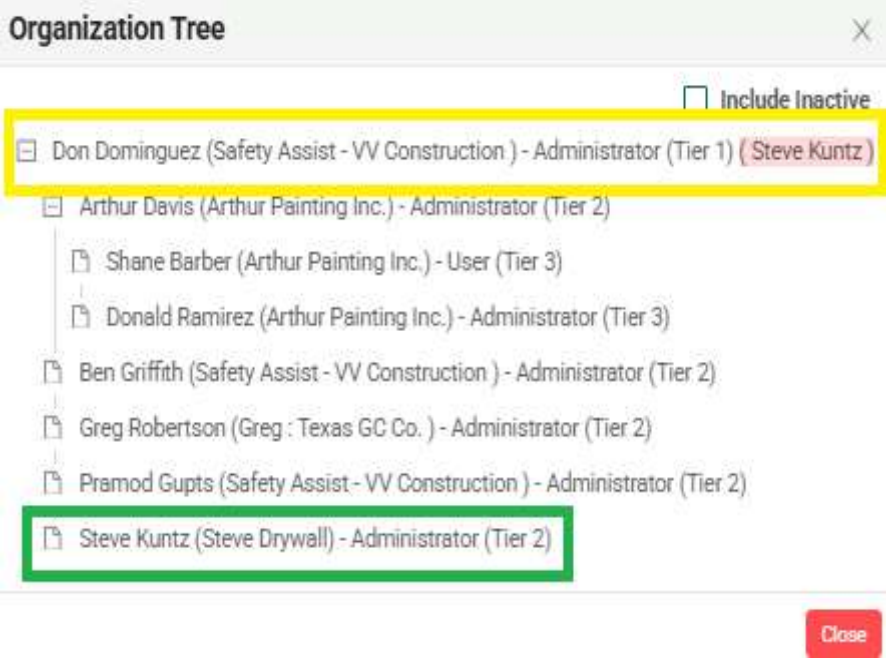
- Proxy Users:
 - View (Allows the Proxy User to view Reports from different Company and Tier levels)

- The higher Tier SA-Admin will Grant Proxy access by clicking on ‘Add New User’. (Image 3.4)
- This will allow the Proxy User to view all Reporting at that level. (Image 3.5)

(Image 3.4)

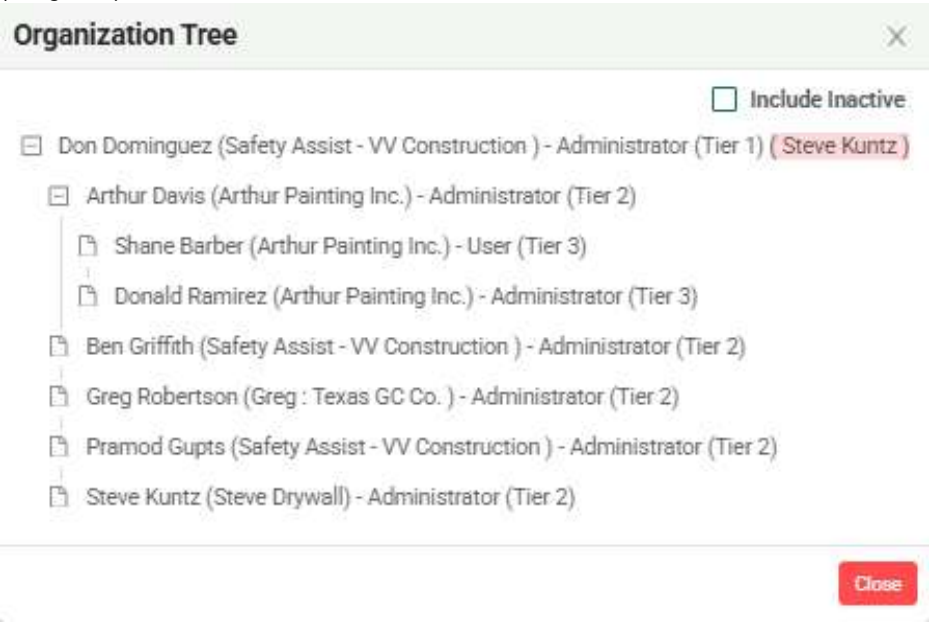


(Image 3.5)



- Organization Tree: Displays the Tier-Hierarchy of the Organization Companies, Sub-Contractors, and Associates. (Image 4.0)

(Image 4.0)



- Contractor Company: Displays and allows SA-Admin to add Companies. (Image 5.0)

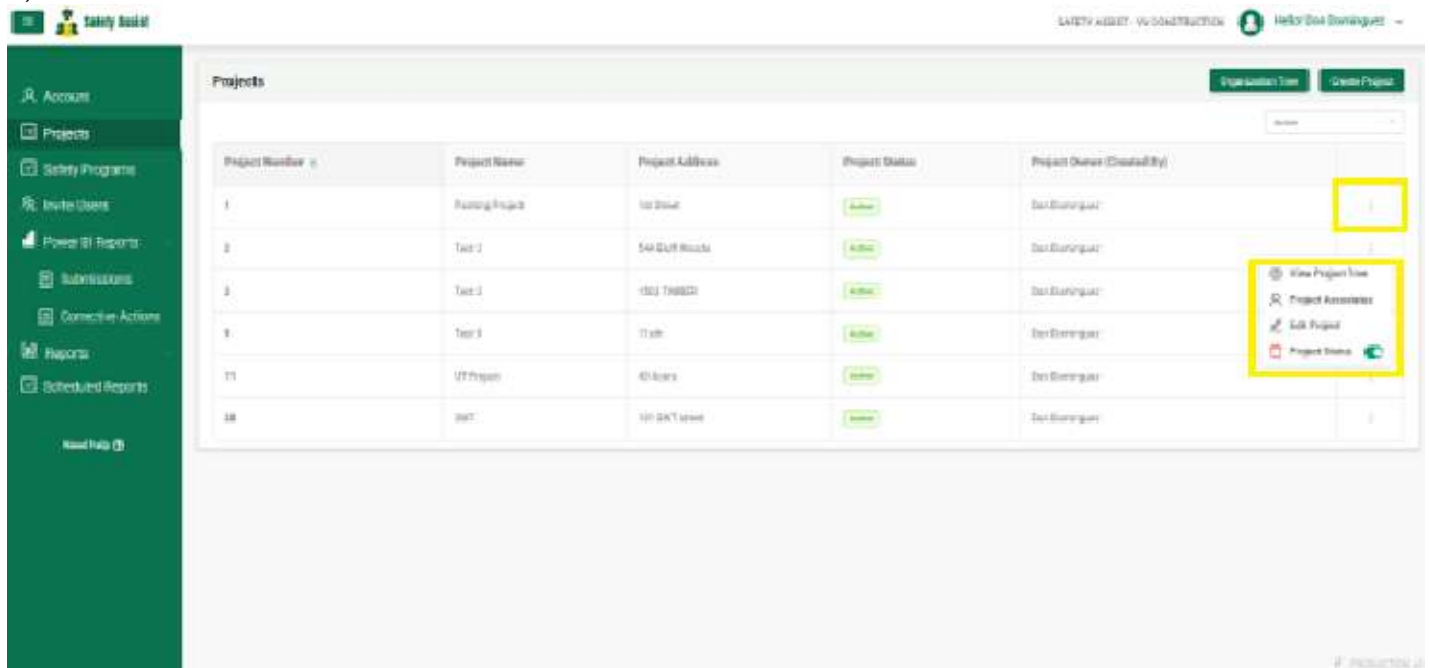
(Image 5.0)



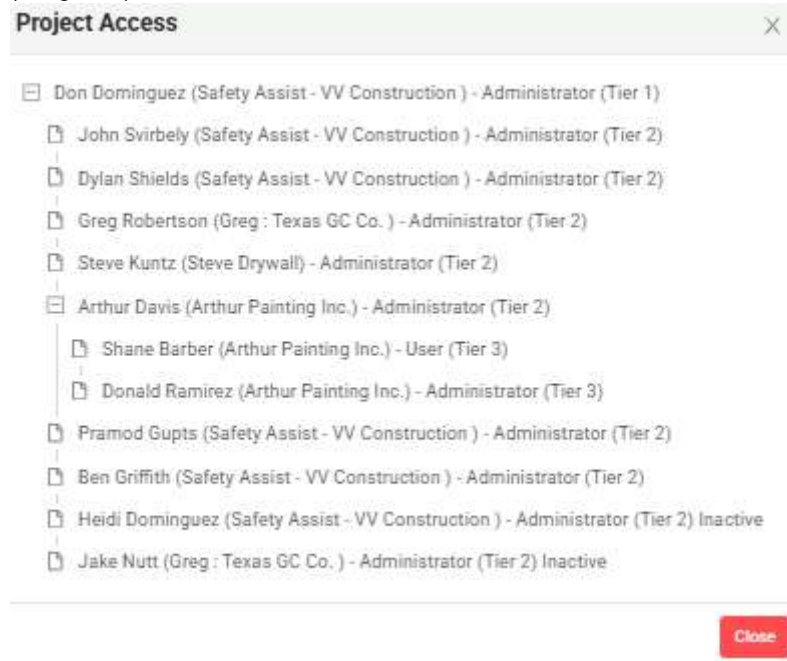
3. PROJECT Section: Displays and allows SA-Admin to Assign Projects to Associates.

- Select the 3-dots on the right side of the page. *(Image 6.0)*
- 4 Options:
 - View Project Tree *(Image 6.1)*: Displays the Organizational Tree to view all Associates and the Companies eligible for Project Assignments.
 - Project Associates *(Image 6.2)*: Displays all Associates information.
 - Edit Project *(Image 6.3)*: Allows SA-Admin to Edit Project.

(Image 6.0)



(Image 6.1)



(Image 6.2)

Project Associates



Assigned Associates

Name	Email	Job Title	License Type	Tier	Role	Company Name	Reports To	Actions
Don Dominguez	ddomin123@yahoo.com	N/A	N/A	N/A	N/A	N/A	N/A	
Greg Robertson	dondominguez99@yahoo.com	N/A	N/A	N/A	N/A	N/A	N/A	
Steve Kuntz	steve@velocityvue.com	N/A	N/A	N/A	N/A	N/A	N/A	
Arthur Davis	dondominguez49@yahoo.com	N/A	N/A	N/A	N/A	N/A	N/A	
Donald Ramirez	don@velocityvue.com	N/A	N/A	N/A	N/A	N/A	N/A	
Shane Barber	dominguezdon46@yahoo.com	N/A	N/A	N/A	N/A	N/A	N/A	

Unassigned Associates

Name	Email	Job Title	License Type	Tier	Role	Company Name	Reports To	Actions
John Svirebely	johnsvirebely@gmail.com	N/A	N/A	N/A	N/A	N/A	N/A	
Dylan Shields	don372505@gmail.com	N/A	N/A	N/A	N/A	N/A	N/A	
Pramod Gupts	pramodkrpt@gmail.com	N/A	N/A	N/A	N/A	N/A	N/A	
Ben Griffith	ben@growdgtal.com	N/A	N/A	N/A	N/A	N/A	N/A	
Heidi Dominguez	hdominguez1274@gmail.com	N/A	N/A	N/A	N/A	N/A	N/A	
Jake Nutt	jake@yopmail.com	N/A	N/A	N/A	N/A	N/A	N/A	

Close

(Image 6.3)



SAFETY ASSIST - VV CONSTRUCTION

Hello! Don Dominguez

Projects

Organization Time

Create Project

Active

Project Number	Project Name	Project Address	Project Status	Project Owner (Created By)	
1	Painting Project	1st Street	Active	Don Dominguez	
2	Test 2	544 Bluff Woods	Active	Don Dominguez	⋮
3	Test 3	1503 TIMBER	Active	Don Dominguez	⋮
9	Test 9	11st	Active	Don Dominguez	⋮
11	UT Project	40 Acers	Active	Don Dominguez	⋮
20	SWT	101 SWT street	Active	Don Dominguez	⋮

4. **SAFETY PROGRAMS** Section:

- Allows the SA-Admin to Enable/Disable Questions they would like to be displayed on the Safety Assist Mobile application.

Safety Assist

Account

Projects

Safety Programs

Invite Users

Power BI Reports

Submissions

Corrective Actions

Reports

Scheduled Reports

Need help?

SAFETY ASSIST - VV CONSTRUCTION

Hello! Don Dominguez

Selected: General Safety and Health Provisions

Safety Plans

SAFETY INSPECTIONS

General Safety and Health Provisions (disable)

General Safety and Health Provisions

Occupational Health & Environmental Controls

Personal Protective and Life Saving Equipment

Fire Protection and Prevention

Signs, Signals, and Barricades

Materials Handling, Storage, Use, and Disposal

Tools - Hand and Power

Cutting, Brazing, Grinding

Welding and Cutting

Electrical

Scaffolds

Fall Protection

Questions – General Safety and Health Provisions

Question	Type
Have you instructed each employee in the recognition and avoidance of unsafe conditions per applicable regulations?	Yes / No
Have you instructed each employee in the recognition and avoidance of harmful plants or animals, how to avoid injury?	Yes / No
Have you instructed each employee in the safe handling or use of flammable liquids, gases, or toxic materials?	Yes / No
Are there adequate OSHA rated first aid kits onsite?	Yes / No
Are there adequate lighting that meet the minimum OSHA standards?	Yes / No
During standard and in-climate weather is there adequate drinking water available onsite?	Yes / No
Have you inspected the jobsite for upward protruding nails, screws and trash?	Yes / No

5. **INVITE USERS Section:** Allows the SA-Admin to Invite New Associates/Users to the Safety Assist application.

- To Add a new associate/user click on the Top Right icon.
- Enter the following Information and click INVITE:
 - First Name
 - Last Name
 - Email address
 - Job Title
 - Role (Mobile or Administrator)
 - License Type
 - Company Name
 - Create Project (Enable/Disable)

Invite Users
Create a Safety User Profile

Click [here](#) and Download the CSV file to add your Team members. You will need to fill out the Team members information and upload it using our Drag and Drop tool.

Drag and Drop to upload spreadsheet or .CSV file

First Name	Last Name	Email	Job Title	Role	License Type	Company Name	Create Project
First Name	Last Name	newassociate@test.com	Project Manager	Mobile User	License Type	Safety Assist - VV Construction	☒
First Name	Last Name	Email	Job Title	Role	License Type	Company Name	☐

Invite

- For Inviting Bulk Associates/Users click the Green 'here' to launch the .CSV file.
 - An Excel .CSV template file will open for you to input the Associates information.
 - SAVE, you template to a local drive on your hardware.
 - Then click on the 'Drag and Drop to upload spreadsheet or .CSV file'.

SAFETY ASSIST BULK TEAM UPLOAD

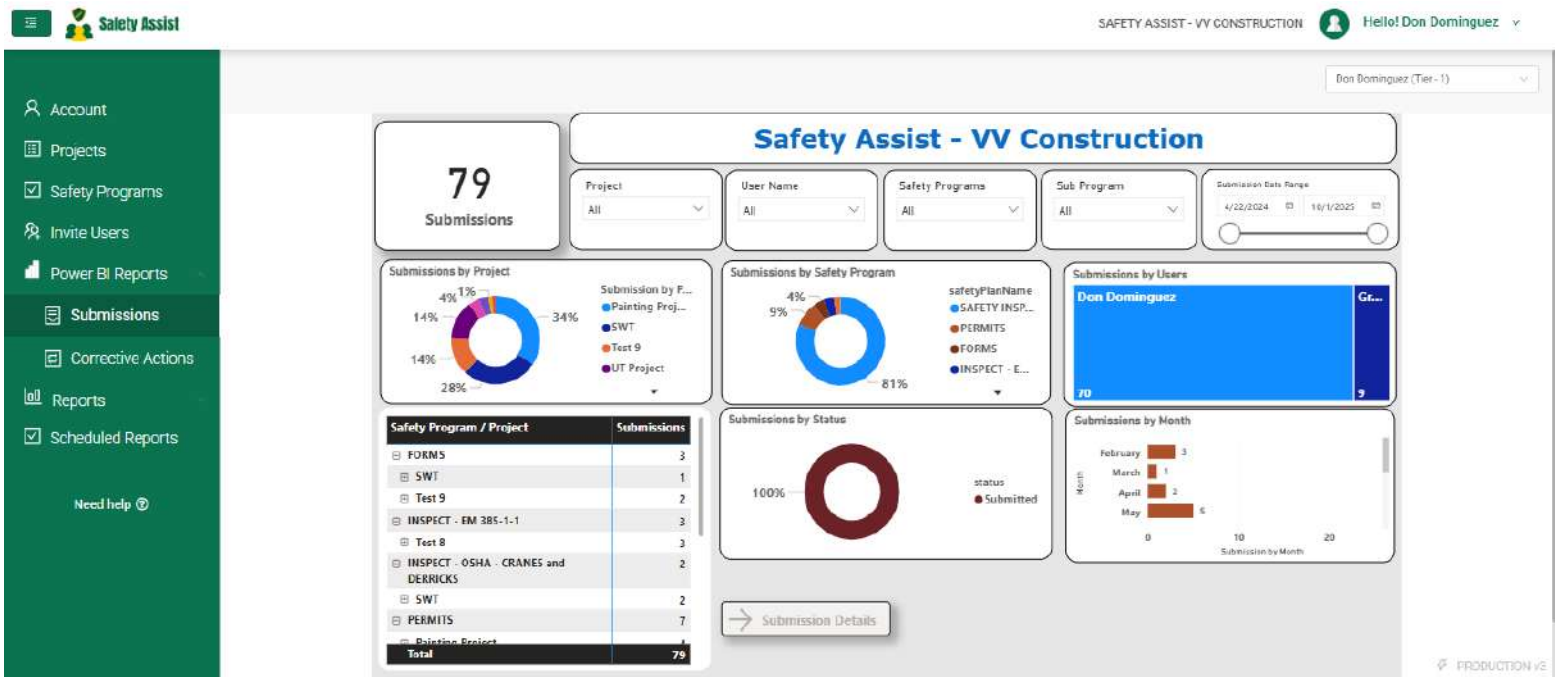
FIRST NAME	LAST NAME	E-MAIL	JOB TITLE
Julius	Rojo	testemail@email.com	Administrator
Michael	Roberts	Test2email@email.com	Administrator
Jason	Allen	test3email@email.com	Mobile

Drag and Drop to upload spreadsheet or .CSV file

SA VV team.csv

4. POWER BI REPORTS Section: Provide a visual interactive dashboard.

- Submission
- Corrective Actions



5. REPORTS Section:

- Submissions: Displays all the Submitted Reports by the Mobile Associate. (Image 6.0)
 - Allows the SA-Admin view reports and filter by the different categories.
- Correct Actions: Displays all the Corrective Action reported by the Associate. (Image 6.1)
 - Allows the SA-Admin view reports and filter by the different categories.
- Pre Task Plans: Displays all the Pre Task Plans reported by the Associate. (Image 6.2)
 - Allows the SA-Admin view reports and filter by the different categories.
- Goformz: Displays all the Goformz reported by the Associate. (Image 6.3)
 - Allows the SA-Admin view reports and filter by Projects.

(Image 6.0)

Submissions

Select a project: All | Select a User: All | Select Program: All | Submitted Report: All | Date Range: Start date - End date | Submission Status: All | Total Submissions: 328

Project	User Name	Safety Program	Submitted Report	Date & Time
Painting Project	Don Dominguez	PERMITS	Lanyard Inspection Permit	04-22-2024
Painting Project	Don Dominguez	PERMITS	Removable Concrete Anchors Inspection Permit	04-22-2024
Test 2	Don Dominguez	SAFETY INSPECTIONS	General Safety and Health Provisions (disable)	06-13-2024
Test 2	Don Dominguez	OBSERVATIONS	Observations	06-18-2024
Test 2	Don Dominguez	OBSERVATIONS	Observations	06-18-2024
Test 2	Don Dominguez	SAFETY INSPECTIONS	General Safety and Health Provisions (disable)	06-18-2024
Test 2	Don Dominguez	FORMS	Vehicle Inspection Form	06-18-2024
Test 2	Don Dominguez	FORMS	Vehicle Inspection Form	06-19-2024
Test 2	Don Dominguez	SAFETY INSPECTIONS	General Safety and Health Provisions	06-19-2024
Test 2	Don Dominguez	FORMS	Vehicle Inspection Form	06-19-2024

(Image 6.1)

Corrective Actions

Total Corrective Actions - 8

CA Number	Situation Statement	Narrative	Company Name	Project Number	Project Name	Incident Type	Risk Level	Assigned To	Opened By	Status
#CA-1-1	Test 1	This is a test	Safety Assist - VV Construction	1	Painting Project	Inspection Deficiency	Medium Severity: (Serious Injury)	Greg Robertson	Donald Ramirez	Opened
#CA-1-1	Test 2	Test	Safety Assist - VV Construction	1	Painting Project	Damage or Loss of Property	Low Severity: (Minor)	Greg Robertson	Donald Ramirez	Opened
#CA-2-1	Test 4	Testing	Safety Assist - VV Construction	1	Painting Project	Damage or Loss of Property	Low Severity: (Minor)	Greg Robertson	Donald Ramirez	Opened
#CA-3-1	Don Test 3	test 3	Safety Assist - VV Construction	1	Painting Project	Damage or Loss of Property	High Severity: (Critical Threatening)	Shane Barber	Don Dominguez	Opened
#CA-5-4	Test	Test	Safety Assist - VV Construction	4	test 4	Inspection Deficiency	Medium Severity: (Serious Injury)	Don Dominguez	Arthur Davis	Closed
#CA-6-1	Test CA	test	Safety Assist - VV Construction	1	Painting Project	Inspection Deficiency	Low Severity: (Minor)	Arthur Davis	Don Dominguez	Opened

(Image 6.2)

Safety Assist

SAFETY ASSIST - VV CONSTRUCTIONHello! Don Dominguez

Account

Projects

Safety Programs

Invite Users

Power BI Reports

Submissions

Corrective Actions

Reports

Submissions

Corrective Actions

Pre Task Plans

Goformz

Scheduled Reports

Pre Task Plan Submissions

Total Submissions - 30

Project Number	Project Name	Project Address	PTP#	Status	Inspection Facilitator	Signatures	Submitted On	
6	Test 6	25 Ave	#6-1	Sent	Greg Robertson	Greg Robertson Don	05-31-2024	
8	Test 8	12th Street	#8-1	Pending	Greg Robertson	N/A	05-31-2024	
8	Test 8	12th Street	#8-2	Sent	Greg Robertson	Greg Robertson Steve Don Mike Julius Frank	06-03-2024	
8	Test 8	12th Street	#8-3	Sent	Greg Robertson	Greg Robertson Greg	06-03-2024	

(Image 6.3)

Safety Assist

SAFETY ASSIST - VV CONSTRUCTIONHello! Don Dominguez

Account

Projects

Safety Programs

Invite Users

Power BI Reports

Submissions

Corrective Actions

Reports

Submissions

Corrective Actions

Pre Task Plans

Goformz

Scheduled Reports

GoFormz Reports List

Project	User Name	Form Name	Date & Time	Action
Painting Project		PROD - SA - VV Construction - PTP Template	2/2/2025, 6:49:44 AM	View
Painting Project	Shekhar Paliwal	PROD - SA - VV Construction - PTP Template	2/2/2025, 6:51:44 AM	View

< 1 >

6. **SCHEDULE REPORTS Section:** Allows the SA-Admin to schedule reports to be emailed to any number of users.

- Create New Report: (Image 7.0): Allows the SA-Admin to Schedule reports Submission, Corrective Action, Pre Task Plan, or a Goformz Report. Each type of report allows you to schedule a report by different options:
- Export Report: Allows SA-Admin to Export to a PDF file.
- Edit Report: Allows SA-Admin to Edit Report scheduled.
- Active/Inactive: Allows SA-Admin to Enable/Disable Report.
- Delete Report: Allows SA-Admin to Delete Scheduled Report.

Scheduled Reports List

Scheduled Report Title	Type	Frequency	Time	Recipient Emails	Status	Actions
PROD Submissions	Submission Report	Daily	07:00 AM	shekhar1911@gmail.com, don@velocityvue.com	Active	⋮
PROD Corrective Actions	Corrective Action Report	Daily	07:00 AM	shekhar1911@gmail.com, don@velocityvue.com	Inactive	⋮
PROD PTP Report	Pre Task Plan Report	Weekly (Every Monday)	08:00 AM	shekhar1911@gmail.com, don@velocityvue.com	In	⋮
PROD GoFormz Report	Goformz Report	Weekly (Every Monday)	08:00 AM	shekhar1911@gmail.com, don@velocityvue.com	In	⋮

Actions: Export Report, Edit Report, Inactive (toggle), Delete Report

- Create New Report: (Image 7.0): Allows the SA-Admin to Schedule reports that have been submitted by Submission, Corrective Action, Pre Task Plan, or a Goformz Report. Each type of report allows you to schedule a report by different options:
 - Submission
 - Projects
 - Safety Programs
 - Users
 - Submission/Creation Period

(Image 7.0)

Create New Report

Submissions Report | Corrective Actions Report | Pre Task Plans Report | Goformz Report

Projects

- All ☐
- Test 2 ☐
- test 4 ☐
- Painting Project ☒
- Test 3 ☐
- Test 9 ☐

Safety Programs

- All ☐
- SAFETY INSPECTIONS ☒
- General Safety and Health Provisions ☒
- Occupational Health & Environmental Controls ☒
- Personal Protective and Life Saving Equipment ☐
- Fire Protection and Prevention ☐

Users

- All ☒
- Don Dominguez ☐

Submission/Creation Period

- All Days ☐
- Past 7 Days ☐
- Past 30 Days ☐
- Past 60 Days ☐
- Past 90 Days ☐
- Past 120 Days ☒

Total Submissions: 166

Your report is ready. [Click here](#) to view it.

Save

- Click SAVE: Allows the SA-Admin to schedule:
 - Frequency
 - Enter Title
 - Enter Emails

Schedule Job X

Scheduled Report Title

Test Report 10/14/2025

Report Frequency

Daily

Timezone

America/Chicago

Report Execution Time

11:00 AM

Description

Testing Report Scheduling

Recipient Email(s)

[Select Email\(s\)](#)

don@velocityvue.com, shekhar1911@gmail.com

Add multiple email addresses separated by comma (,)

Submit

Cancel