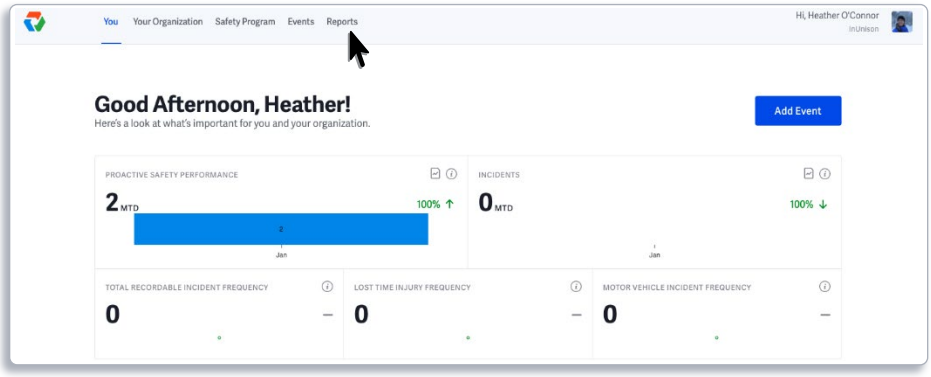
Read and Accept Report

Overview

Data on which employees have engaged and read your organization's Safety Program and Safe Work Practices is important to Managers and Administrators. The Read and Accept report will provide Managers and Admin users of the platform insight into which users have read and accepted the various segments of the Safety Program and Safe Work Practices to give you a better overall picture of which areas may need work.

Step 1

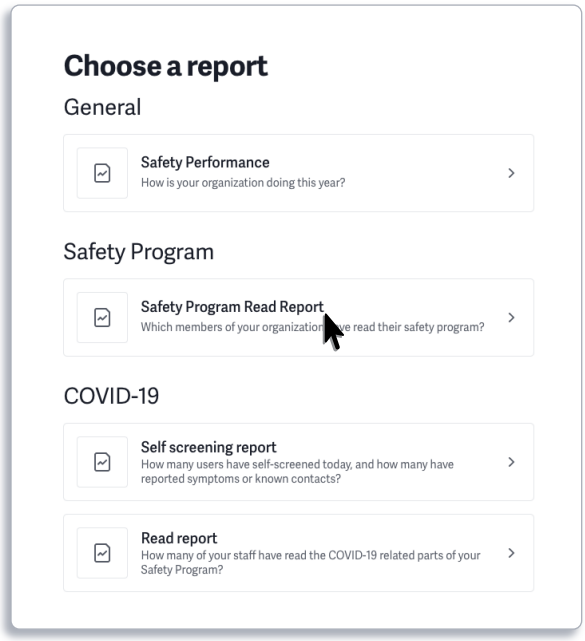
Log in to www.inunison.io and click "Reports".



Note: Reports are only available to Managers and Admin users.

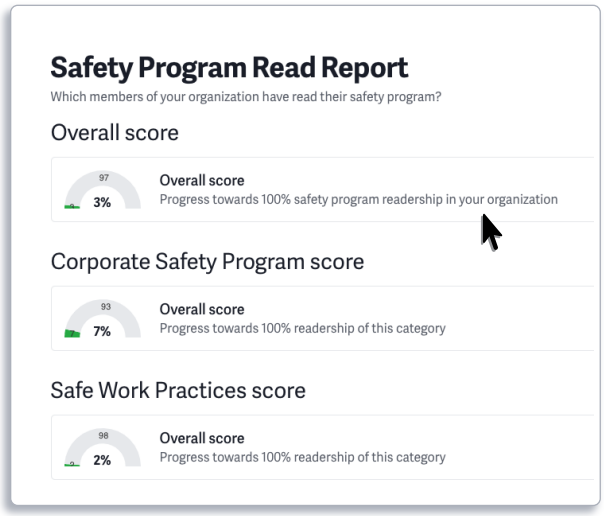
Step 2

On the **"Choose a Report"** screen, click *Safety Program Read Report.*



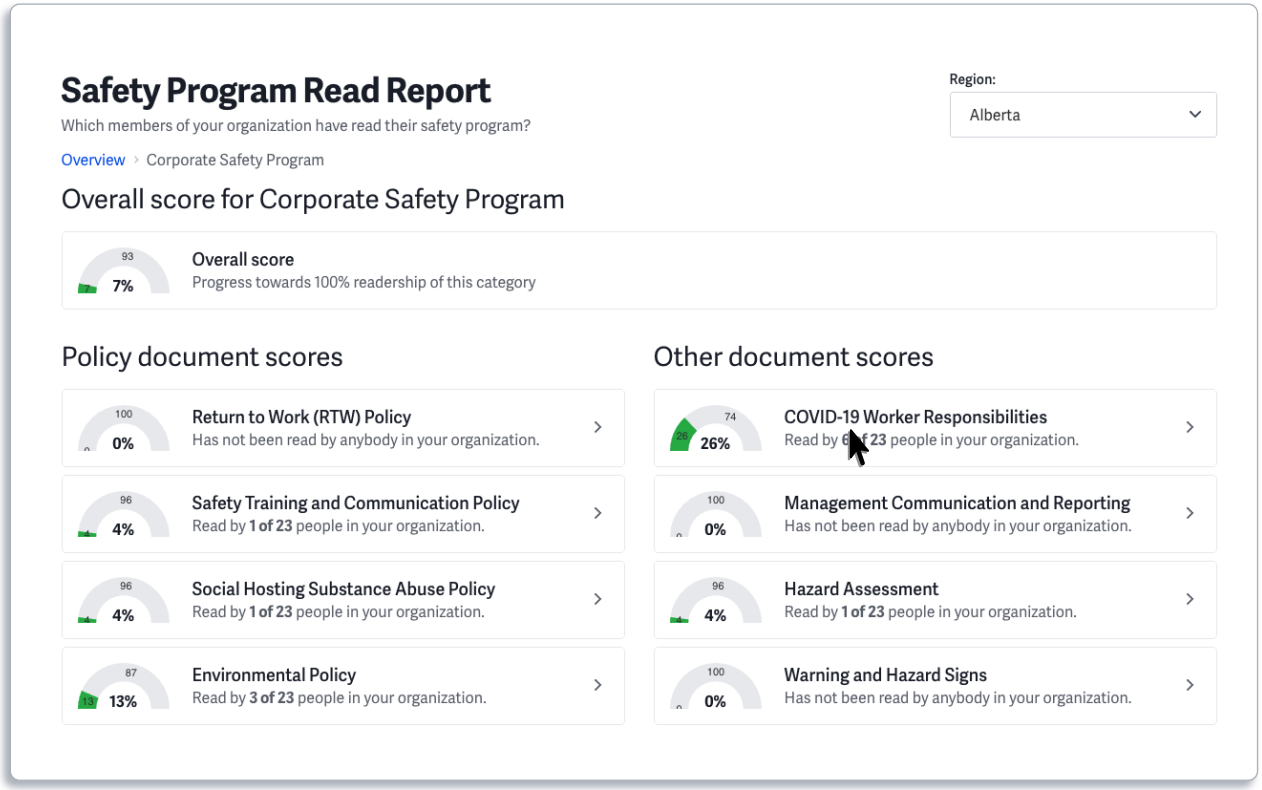
Step 3

Select any of the Safety Program scores listed to see the readership of programs within that section. In this example, we will drill down within the *Corporate Safety Program* by choosing that section from the menu.



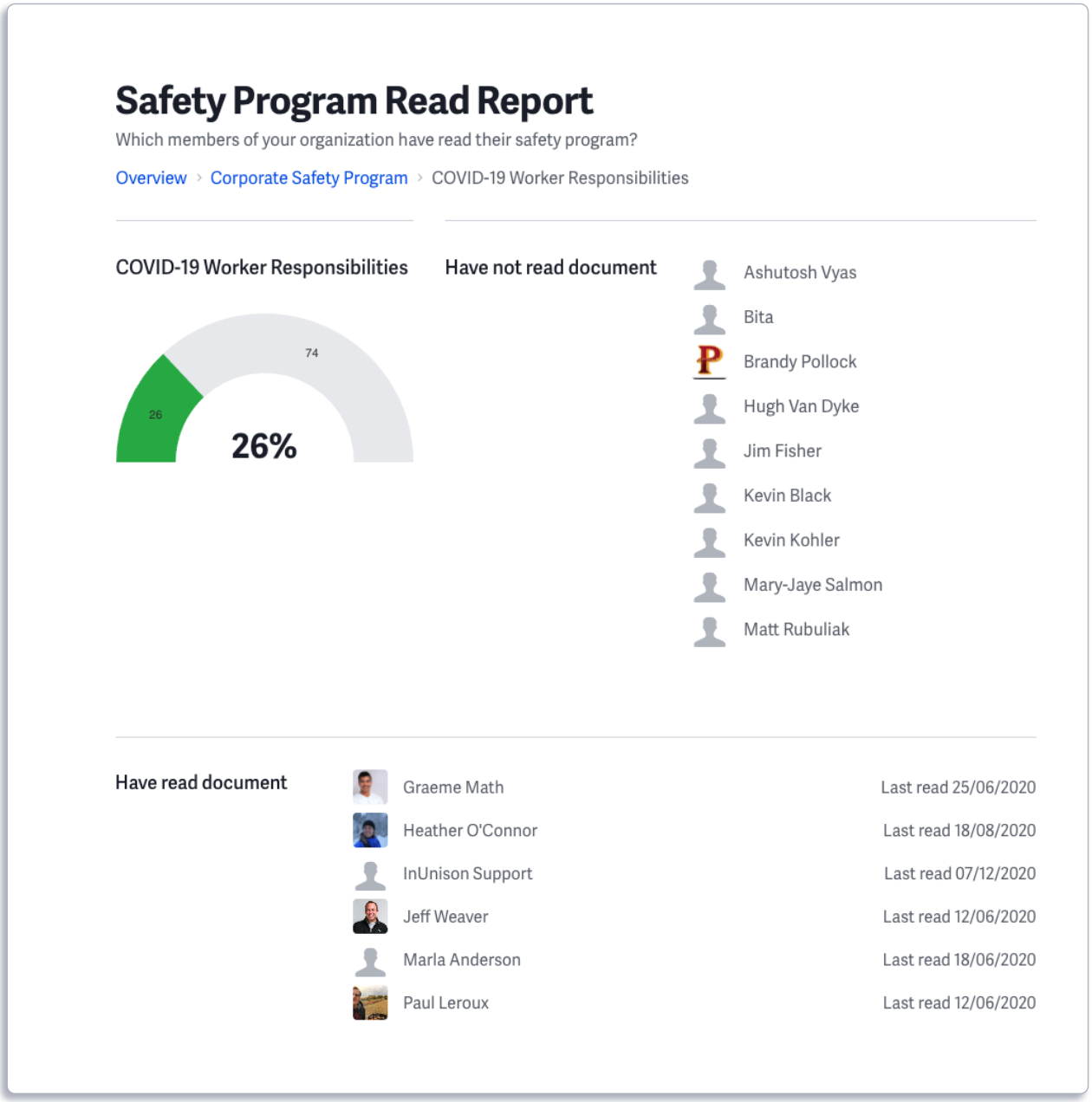
Step 4

From this screen you can select which individual Corporate Safety Program segment you would like to see the readership details on by clicking on the segment itself. In this example we will click on COVID-19 Worker Responsibilities.



Step 5

This next screen gives you a detailed report of which users in your organization have read and accepted this specific section of the Safety Program and those that have not.



Step 6

To see the metrics on the Safe Work Practices, go back to the **“Safety Program Read Report”** menu and select the last option, *Safe Work Practices score*. This will bring you to a menu that lists each of your organizations Safe Work Practices based on your industry.

To see the readership on each individual section, click the section headline itself to see the detailed list of readership in your organization.

If you have any questions, comments, concerns or suggestions, please contact us. We are here to help!