

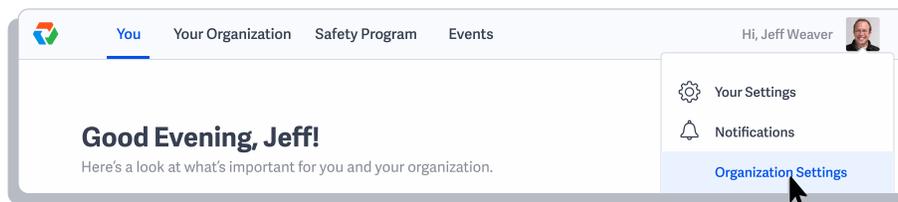
Creating Worksites

Overview

Worksites can be set up to enter common locations to your InUnison platform. This makes Event reporting easier and more consistent for your users. Typical worksites may include Corporate Office, Shop, Yard or frequently visited client sites.

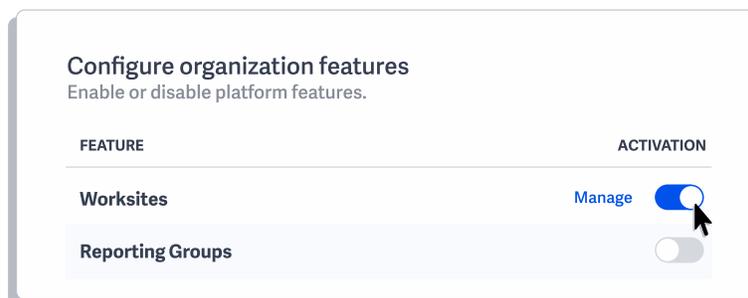
Step 1

Log in to <https://inunison.io> and click on “your profile” in the top right corner of the screen, then select “Organization Settings”.



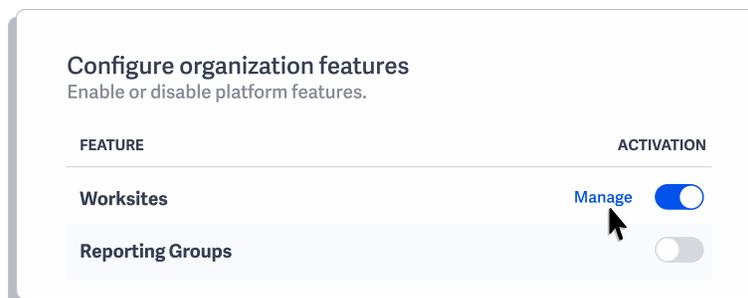
Step 2

Slide the “Worksites” button to the right, to activate.



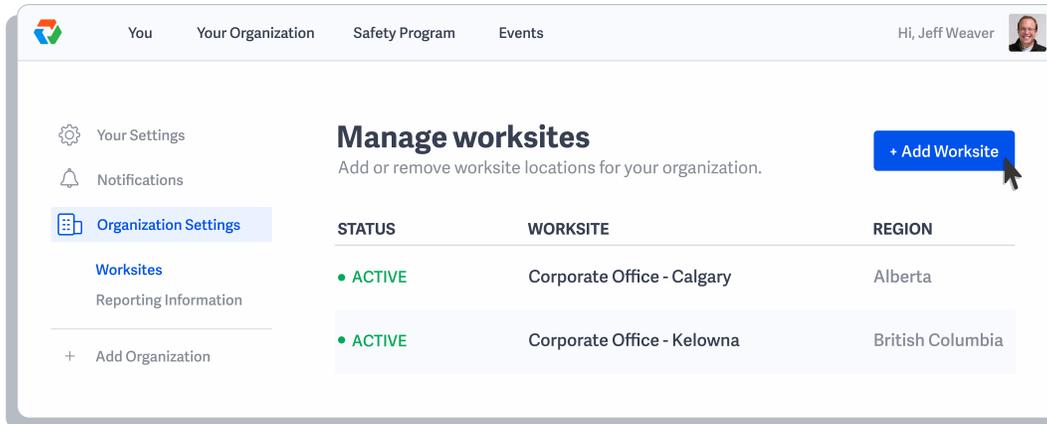
Step 3

Click Manage to open up the Worksites menu.



Step 4

To create a new worksite, click “Add Worksite” button on the right.

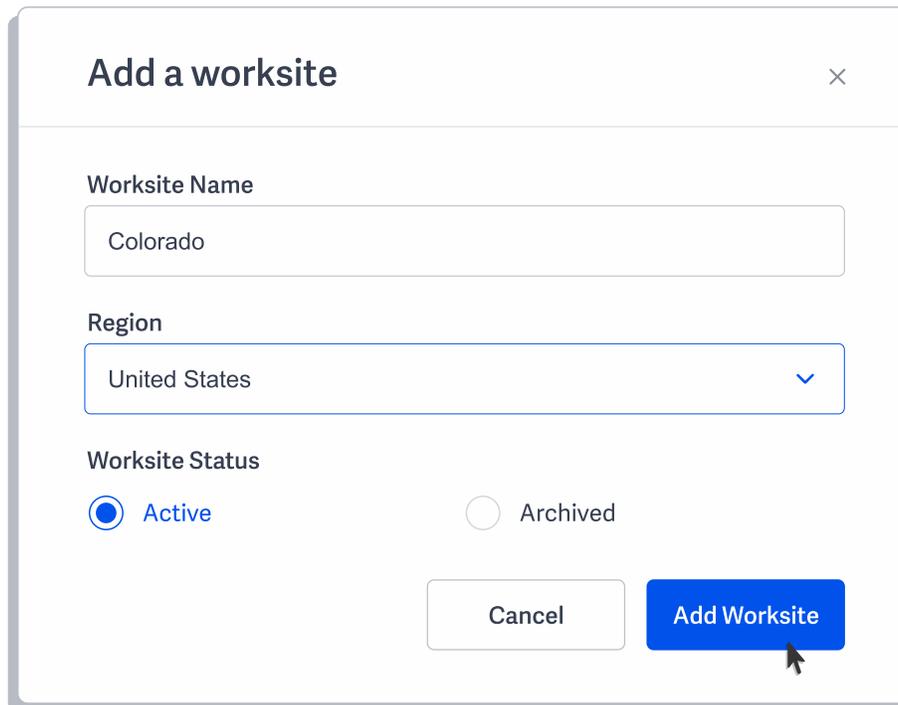


The screenshot shows the 'Manage worksites' page in the InUnison application. The top navigation bar includes 'You', 'Your Organization', 'Safety Program', and 'Events', along with a user profile for 'Hi, Jeff Weaver'. The left sidebar contains 'Your Settings', 'Notifications', 'Organization Settings' (selected), 'Worksites', 'Reporting Information', and '+ Add Organization'. The main content area is titled 'Manage worksites' and includes the instruction 'Add or remove worksite locations for your organization.' A blue '+ Add Worksite' button is highlighted with a mouse cursor. Below this is a table with the following data:

STATUS	WORKSITE	REGION
• ACTIVE	Corporate Office - Calgary	Alberta
• ACTIVE	Corporate Office - Kelowna	British Columbia

Step 5

A window will pop up where you can enter the Worksite name and Region. Once complete, click Add Worksite.

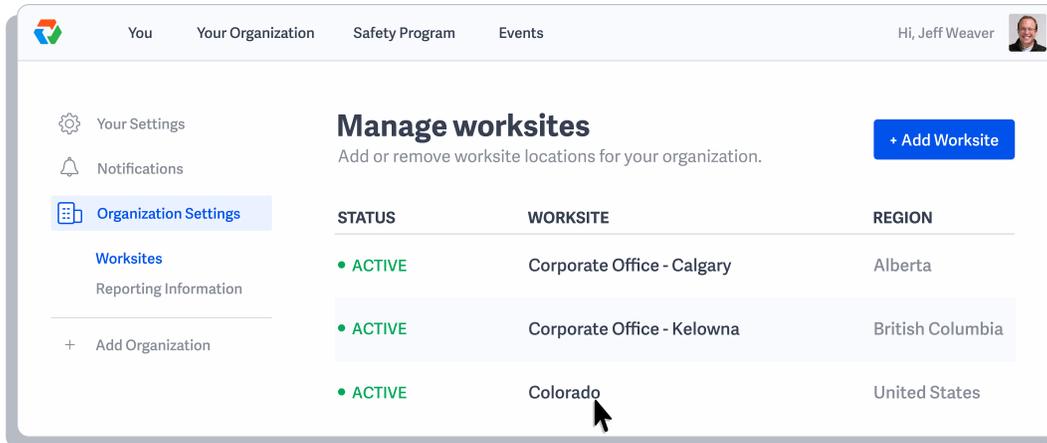


The screenshot shows the 'Add a worksite' modal window. It has a title bar with a close button (X). The form contains the following fields and options:

- Worksite Name:** A text input field containing 'Colorado'.
- Region:** A dropdown menu currently showing 'United States'.
- Worksite Status:** Two radio buttons: 'Active' (selected) and 'Archived'.
- Buttons:** 'Cancel' and 'Add Worksite' (highlighted with a mouse cursor).

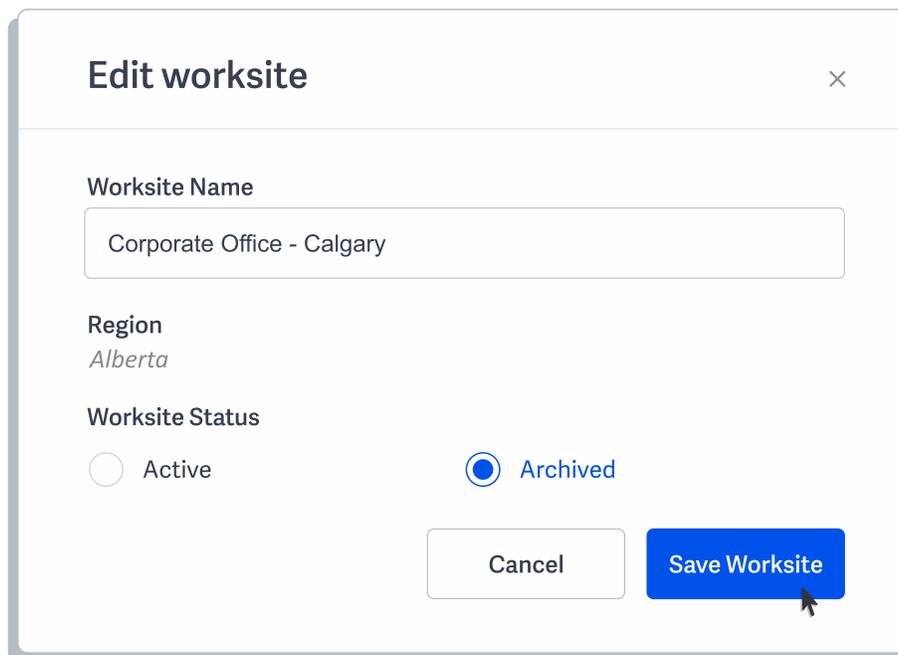
Step 6

You will be returned to the Worksites screen.



STATUS	WORKSITE	REGION
• ACTIVE	Corporate Office - Calgary	Alberta
• ACTIVE	Corporate Office - Kelowna	British Columbia
• ACTIVE	Colorado	United States

To Edit your Worksite, click on it in the Manage Worksites list. A window will pop up where you can amend the name or Archive the Worksite. Click Save Worksite to save your changes.



Edit worksite

Worksite Name
Corporate Office - Calgary

Region
Alberta

Worksite Status
 Active
 Archived

Cancel Save Worksite

You have now successfully completed creating a Worksite.

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