

HOW TO CREATE A PERMIT

- 1 Select **Permits** > **Create New**.
- 2 Select the **Permit Type** and **Employer** the permit is for.
- 3 Complete the **Permit Details** including the **Permit Zone**.
- 4 Select the **Start Time** and **Finish Time**.
- 5 Select **Create** to create and approve the Permit.

The screenshot shows the 'Permits / Create' form in a web application. The left sidebar contains a navigation menu with the following items: Kim (user profile), DASHBOARD, EMPLOYERS, PERSONNEL, PERMITS (highlighted with a blue box and callout 1), Create New, View All, Review Pending, View Board, View Map, Configure Zones, BOOKINGS, SWMS, SDS, SAFETY PLAN, MEETINGS, INJURY, INCIDENTS, EQUIPMENT, BULLETINS, INSPECTIONS, OBSERVATIONS, SITE DIARY, REPORTS, DOCUMENTS, MY ACCOUNT, and SUPPORT.

The main form area is titled 'Permits / Create' and contains the following sections:

- Permit Type**: A dropdown menu with 'Hot Works Permit' selected (callout 2).
- Employer**: A dropdown menu with 'Demo Company' selected.
- Associated Workers**: A section with a plus icon to add workers.
- Applicable SWMS**: A section with a plus icon to add SWMS.
- Associated Equipment**: A section with a plus icon to add equipment.
- Permit Details**:
 - Permit Zones**: A section with a checkbox for 'General Zone' and a 'View Diagram' button (callout 3).
 - Location**: A text input field.
 - Description**: A text input field.
- Permit Times**:
 - Start Time**: A date and time picker (callout 4).
 - Finish Time**: A date and time picker.
- Submit Details**: A section with three buttons: 'CANCEL', 'SAVE AS DRAFT', and 'CREATE' (callout 5).