

Profile Settings

the site details every module builds on

How to configure a site's identity, address, contact, OSHA classification, portal visibility and PPE inventory - the settings that shape policies, reports and hazard programs.

ADMIN GUIDE – FOR ADMINISTRATORS

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ShieldSphere's Profile Settings page holds a site's identity, and the fields are not cosmetic. The industry you choose drives which policies and hazard programs get recommended, the operating states you set decide which citations appear, and the company name and logo print on every exported report, policy, toolbox talk and hazard scan.

1 What Profile Settings does

Profile Settings is the identity of a site - the company details, jurisdiction and inventory that the rest of ShieldSphere reads to make everything else specific to you.

These are not cosmetic fields. Your industry drives which policies and hazard programs get recommended; your operating states decide which citations appear; your company name and logo print on every exported report, policy, toolbox talk and hazard scan. Get this page right once and every deliverable downstream comes out correct.

Profile Settings. The section menu on the left runs the whole page - Company Identity, Site Address, Site Contact, OSHA Classification, Portal Visibility, PPE Inventory, and the Danger Zone. A banner flags any required field still missing for OSHA reports.

2 Company Identity

The first section holds the essentials set during onboarding and editable here at any time.

FIELD	WHAT IT DRIVES
Client logo	Appears on generated deliverables - policies, toolbox talks, JHAs and hazard scans.
Company name	Prints on every report and document for this site.
Industry (sector)	Drives which policies and hazard programs ShieldSphere recommends.
OSHA industry description	The specific label used on the OSHA 300A; defaults to the industry if blank.
Number of employees	Used across reporting and recordkeeping.
Operating states	Every state the company operates in - state-specific citations are included in policies for states that have them.

WATCH THE REQUIRED-FIELD BANNER

A banner at the top flags any field still needed for OSHA reports. Clear it - a missing required field can leave a hole in an exported 300A or 301.

3 Address, contact and classification

Three sections capture where the site is, who speaks for it, and how it is classified.

SECTION	WHAT YOU SET
Site Address	The physical location of the site and the group it belongs to.
Site Contact	The primary point of contact for the site - printed on reports and used where a person is needed.
OSHA Classification	The site's NAICS and SIC codes, which the 300A and other reports rely on.

4 Portal Visibility and PPE Inventory

Two sections shape what others see and what the AI knows about your site.

Portal Visibility

Controls what employees and clients see of this site - use it to decide how much of the portal is exposed to non-admins.

PPE Inventory

The PPE this site stocks. It **guides the JHA** - the Job Hazard Analysis draws on what you actually have when it recommends protective equipment.

PPE INVENTORY PAYS OFF IN EVERY JHA

Keeping the PPE inventory current means a generated JHA recommends gear you actually stock, not a generic list - a small setup task with an outsized effect on how usable your analyses are.

5 Danger Zone

The final section, **Danger Zone**, is where a profile is deleted.

DELETING A PROFILE IS NOT REVERSIBLE

Removing a site takes its inspections, incidents, policies, assets and every other record with it. Export anything you need first, and be certain - there is no undo.

6 Troubleshooting

SYMPTOM	CAUSE AND FIX
The wrong policies are recommended	The industry is set incorrectly. Fix it under Company Identity - it drives the recommendations.
State citations are missing from policies	The state is not in Operating States. Add every state the company works in.
An OSHA report has a blank required field	Clear the required-field banner at the top of the page - something under Company Identity or Classification is unset.
Our logo is not on exported documents	Upload it under Company Identity - it appears on generated deliverables.
A JHA recommends PPE we do not stock	Update the PPE Inventory section so the JHA draws on what you actually have.

ShieldSphere Profile Settings – Admin Guide. Published at shieldspheresafety.com/guides/profile-settings-admin.

Screens are illustrative; the written steps are what to follow if the two ever disagree.