



# Lockout/Tagout User Guide



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## Document Conventions

The following conventions are used in this manual.

- **Bold Text:** Indicates an action required by the user. For example, click **File** to open a menu.
- *Italic Text:* Indicates a menu, window, taskbar or other related information. No user action required. For example, the *Label Image* window opens.
- If an instruction includes a greater than sign (>), it means select from submenus or cascading options. For example, **Start > All Programs > Accessories > Calculator** means click Start, then All Programs, then Accessories, then Calculator.

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# 1 Introduction

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A thorough lockout/tagout program keeps employees and machine operators safe from the unexpected energization (or startup) of machinery and equipment during servicing or maintenance. This involves writing lockout procedures that visually identify energy sources and give instructions for de-energizing machinery and locking out the energy source so that it isn't inadvertently re-energized. A tag indicating who locked out the energy source and when is placed on the lock. Equipment is clearly labeled so that energy sources in the procedure can easily be identified on the equipment.

Use the Lockout/Tagout app to easily create materials for your lockout/tagout program.

- Create lockout procedures for performing maintenance on machinery or equipment.
- Print procedures, lockout tags, and energy labels.
- Customize templates to meet the needs of your organization.

## System Requirements

Make sure your system meets the following requirements.

<b>Processor</b>	1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
<b>Operating System</b>	Windows 7 (32- or 64-bit) Windows 8 (32- or 64-bit)
<b>Display Resolution</b>	1024 x 768 high color, 32-bit or better
<b>Memory</b>	1 GB RAM minimum 2 GB RAM recommended
<b>Disk Space</b>	200 MB
<b>Browser</b>	Microsoft Internet Explorer 8.0 or higher
<b>Software</b>	Microsoft .NET Framework 4.0 or higher Adobe® Acrobat® Reader® (Must be enabled in the default browser. For Windows Explorer go to <b>Tools &gt; Manage add-ons.</b> )
<b>Supported Printers</b>	GLOBALMARK® Color & Cut Printer (with the most current driver, see <a href="http://www.BradyID.com">www.BradyID.com</a> , Support, Printer drivers) Sheet-fed laser or inkjet printer
<b>Drive</b>	CD-ROM drive (if installing from CD)

## Starting the Software

The Lockout/Tagout app is the first in a suite of apps for the LINK360™ Desktop software. The LINK360 Desktop software acts as a container for this and other safety and compliance apps that become available in the future.

### *To open the Lockout/Tagout app:*

1. Choose **Start > All Programs > Brady LINK360 > LINK360 Desktop**.
2. Within the LINK360 Desktop software, click the **Lockout/Tagout** icon.

## Activation and Registration

The first time you open the app an activation window opens. Follow the instructions on the screen to activate and register the software. You will need your license ID and password. Find these on the DVD label or in an email received when you purchased the software.

## Getting Help

### User Guide

The LINK360™ Desktop Software: Lockout/Tagout User Guide is included both within the software and on the installation CD (if you received a CD rather than downloading the software).

To access the User Guide from within the app, click the question mark icon.



Use the Contents page, bookmarks on the left, and links within the text to navigate the manual. To search for a keyword in the manual, press Ctrl-F.

## Contacting Technical Support

For technical assistance in North America, go to [www.bradyid.com/techsupport](http://www.bradyid.com/techsupport).



## 2 Quick Start

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Follow the steps in this chapter to quickly begin using the Lockout/Tagout app. For instructions on specific tasks see:

- “Create a New Lockout Procedure” on page 3.
- “Edit an Existing Lockout Procedure” on page 4.
- “Print a Lockout Procedure” on page 7.
- “Print Lockout Tags” on page 8.
- “Print Labels for the Energy Sources” on page 7.
- “Create a Template” on page 8.

For more detailed instructions refer to Chapter 3: **Tour**.


### Create a New Lockout Procedure

The primary purpose of this app is to create and print lockout procedures with all the information necessary to safely secure the energy sources for a machine or piece of equipment before performing maintenance.

**To create a new lockout procedure:**

1. Open the Lockout/Tagout app if it is not already open. See “Starting the Software” on page 2.
2. Select the **New** page.
3. Click on the template you want to use. A preview is displayed on the right side of the window. The Long Form and Short Form templates are provided by Brady Corporation as starting points for your own custom templates. For more information about creating custom templates see “Create a Template” on page 8.
  - **Long Form:** The long form is the more flexible form. It contains a detailed table of lockout steps. Choose the long form:
    - If a procedure involves many energy sources and images, and requires detailed lockout steps.
    - To create a comprehensive document with all of the information required for a particular lockout procedure.
    - If you want a single, complete procedure to use as a backup reference for shorter procedures that describe sub-steps of the overall procedure.


## Edit an Existing Lockout Procedure

- **Short Form:** The short form is the more compact and concise form. It contains a summary table of energy sources and their lockout methods. Choose the short form:
    - To document a short procedure that requires only one or two images for clarity.
    - To summarize the key steps of a longer procedure for posting as a quick reference near the lockout site.
    - To create separate documents for each segment of a longer procedure that you can post separately at the lockout location.
  - **custom template:** If customized templates have been created for your organization and purpose, select the appropriate custom template.
4. Click the **Create** button below the preview. The new form opens in the Editor page.
  5. Fill out all the editable text fields on the form. For more information on using the Editor page, see *“Editor Page” on page 11*.  
When filling in the table of lockout steps, be sure to include the following.
    - A row for each energy source that must be locked out.
    - The type of each energy source (electrical, hydraulic, and so on).
    - The location of the energy source.
    - How to lock out the energy source.
    - Optionally, how to verify that the energy source is locked out.
    - Optionally, a graphic of the energy source. Supported graphic types are .gif, .jpg, .jpeg, .tiff, .tif, .png, and .bmp.
  6. When complete, click the Save button. 
  7. Fill out the screen and then click **Save**. For detailed instructions, see *“Save Window” on page 19*.

## Edit an Existing Lockout Procedure

Open an existing procedure when you want to revise it or use it as the basis for a new procedure.

### **To edit an existing lockout procedure:**

1. Open the Lockout/Tagout app if it is not already open. See *“Starting the Software” on page 2*.
2. Select the **Open** page.
3. Click on the thumbnail image of the file you want to open. Find the file in one of four ways:
  - Type the filename or a keyword in the **Need help finding a saved file?** field and then click the **Search** button. 

Any information supplied when the file was saved can be used to find the file, such as the author, the site, and the equipment. (For details see “Save Window” on page 19.) Wildcards are not allowed, but you can type part of a word to search for. For example, if the search term is *bay* the results will include procedures with site *Bayfield*, author *Gorby*, or area *Bay7*. However, if the search term was *south bay*, none of these would be found.

- Click the **Browse...** button to retrieve a procedure from a network location or removable media (for example, a USB flash drive, CD, or external hard drive). Navigate to the procedure file and then click **Open**. The file opens in the Editor page.
- Select a file from the **Recent Files** area.
- Under **Categories** select a category to display thumbnails of procedure files organized in that category. (To display all procedures in all categories, click a category and then Ctrl-click that same category.) Then under **Saved Files**, select the file you want to open.

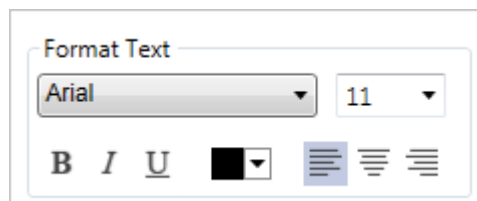
A preview of the selected file displays in the Preview section of the window.

4. Click the **Open** button below the preview. The procedure opens in the Editor page.
5. Click within an editable field to enter and format text. By default, fields that can be edited are indicated by a box with a light grey dashed border. This could look different if your template has been customized.

Enter text

Most fields in the table of lockout steps provide the alternative of either entering text or selecting from a list.

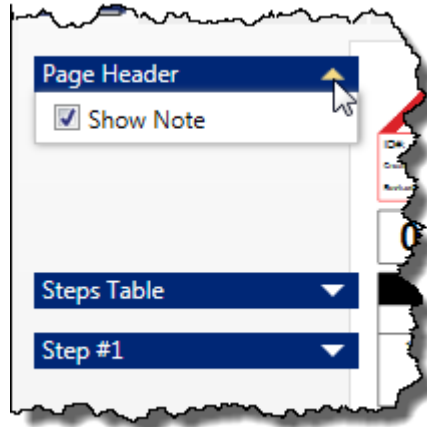
Text formatting tools are displayed as soon as you click in a text field. Use these to change the font type (Arial, Times New Roman, and so on), font size, alignment (left, centered, right), bold, italic, underline, and font color.



When done editing text, click any place outside of the field you are editing.

## Edit an Existing Lockout Procedure

- Use the **Page Header**, **Steps Table**, and **Step #1** menus to the left of the procedure form to add or remove elements of the procedure form. For details about using the editor, see *“Editor Page” on page 11*.



- Optionally, add (or change the number of) pictures of the equipment with energy labels. These pictures are placed above the lockout steps table and repeat on each page of the procedure.
  - Click the **Steps Table** button.
  - Select the number of images you want to add. Placeholders for the images are added as shown below.



- Click in the caption area above the image placeholder to enter a title.
- Click the image placeholder to select an image file of type .gif, .jpg, .jpeg, .tiff, .tif, .png, or .bmp and then click **Open**. An image editing window opens.
- Use the Edit Image window to adjust and label the image. For more details see *“Edit Image Window” on page 17*.

Be sure to save the file. See *“Save Window” on page 19*.

**To close a file without saving changes:**


- Close the tab displaying the file.
- When the software asks if you want to save, select **No**.

---

## Print a Lockout Procedure

You can use most standard sheet-fed inkjet or laser printers to print procedures on letter sized paper.

**To print a lockout procedure:**

1. With a procedure open in the Editor page, click the Print button. 
2. Fill out the print form. For details, see “*Procedure*” on page 21.
3. Click **Print**.


## Print Labels for the Energy Sources



Apply energy source labels to equipment to identify the energy sources to be locked out. When running a procedure, match each lockout step to the energy source labeled on the equipment. For example, the label E-1 corresponds to the step for E-1 (electrical energy source 1) in the printed procedure.

Energy source labels can be printed on sheet-fed or GLOBALMARK® Color & Cut printers.

**To print energy source labels:**

1. With a procedure open in the Editor page, click the Print button. 
2. Fill out the print form. For details, see “*Energy Source Labels*” on page 21.
3. Click **Print**.

---

**Note:** If using a GLOBALMARK® Color & Cut printer, label boundaries are not cut around, meaning that the rounded corners on energy source labels will not be cut. You can still shear cut between labels.

---


## Print Lockout Tags



Affix a lockout tag to the device used to lock out the energy source. This tag informs others that a lockout/tagout procedure is taking place, that the energy source must remain locked out for safety, who has the energy source locked out, and when the procedure is expected to be completed.

Lockout tags can be printed on sheet-fed or GLOBALMARK® Color & Cut printers using any of several sizes of Brady label or tag stock designed for use on and near machines.

### To print lockout tags:

1. With a procedure open in the Editor page, click the Print button. 
2. Fill out the print form. For details, see “*Lockout Tags*” on page 23.
3. Click **Print**.

## Create a Template

Customizing templates for your organization increases consistency and makes filling out lockout procedures faster and easier.

### To create a customized template:

1. Open the Lockout/Tagout app if it is not already open. See “Starting the Software” on page 2.
2. Select the **Manage Templates** page.
3. You can use an existing template as the basis for your changes or you can begin with an almost empty template.
  - If you want to create a new template without using an existing template as a base, click **New Template**.
  - If you want to modify an existing template, use the **Select your template** field to choose the template.
  - If you want to create a new template based on an existing template, use the **Select your template** field to choose the template to begin with. Then click **Copy Template**. Notice that the template name changes in the *Select your template* list. Under **Template properties (required)**, type the name you want for the new template.
4. To edit the template, use the controls in the left column to add or remove components, and double-click text in the template preview to edit the text. For details see “*Manage Templates Page*” on page 25.

5. Click **Save Template** periodically while editing and when complete.

---

**Tip:** If you want to abandon your changes, select a different template from the **Select your template** list. When the software asks if you want to save changes, click **No**.

---

Create a Template

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## 3 Tour

This chapter provides detailed instructions for the controls within the Lockout/Tagout app. It is organized by the pages in the app. If you have a question about something on the screen, refer to the section corresponding to the page you have open.

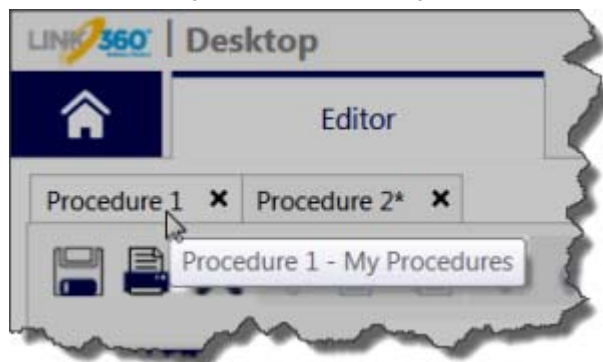
- Editor, see page 11.
- New, see page 24.
- Open, see page 24.
- Manage Templates, see page 25.
- Set Defaults, see page 27.

### Editor Page

Use the Editor page to edit, save, and print lockout procedures. To display a procedure in the Editor page, first use the Open page to open an existing procedure or the New page to create a new procedure. See *“Open Page” on page 24* or *“New Page” on page 24*.

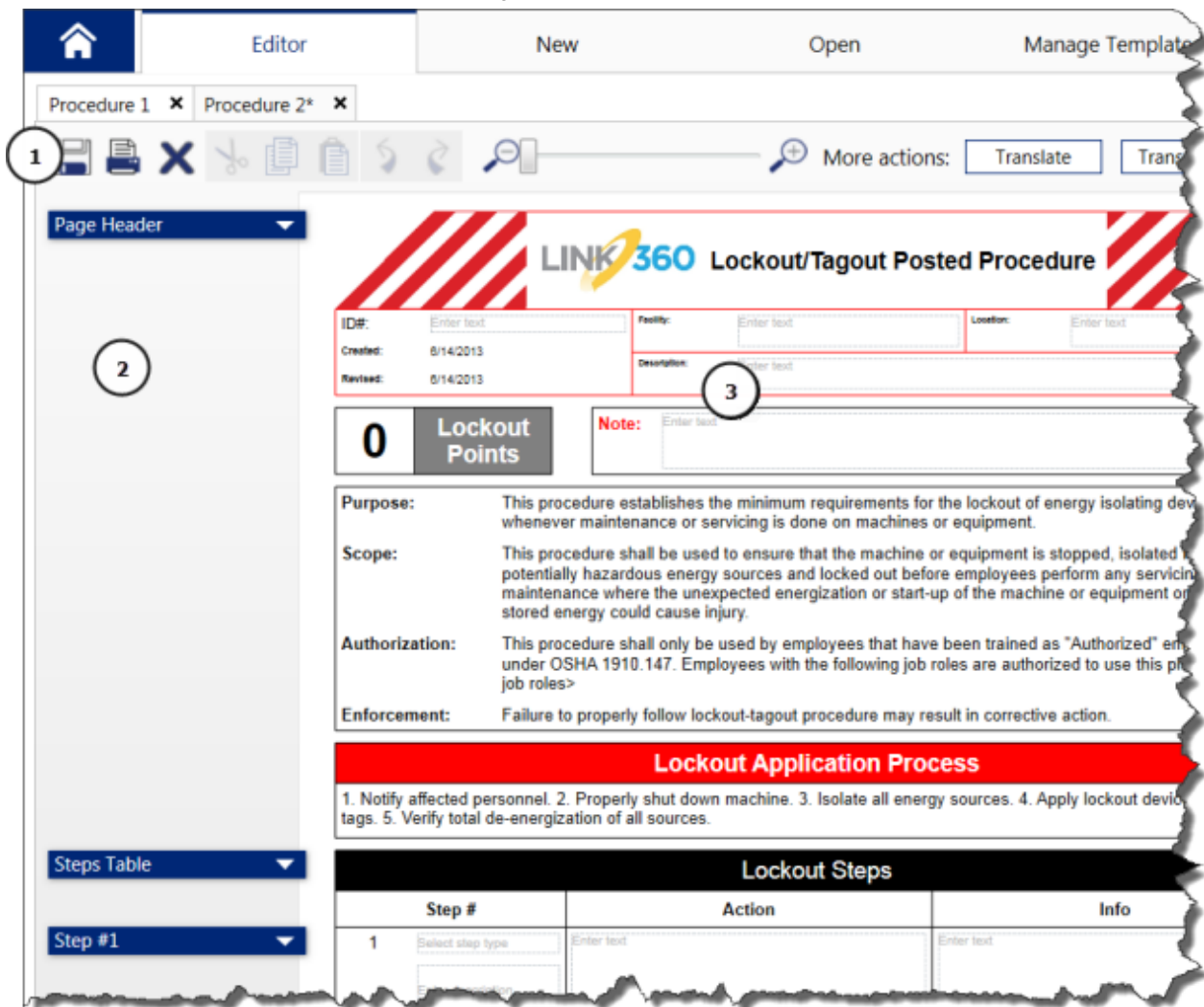
Multiple procedure files can be open in the Editor page at the same time. Each open procedure displays in a tab. To close a procedure click the x on the tab. An asterisk ( \* ) next to the procedure name indicates that there are unsaved changes.

*Tabs in Editor page and tooltip showing associated category.*



Procedures can be organized by category when you save them. To see what category an open procedure is in, place the pointer on the name of the tab, as shown above. A tooltip opens displaying the procedure name and category.

Parts of the Editor page.










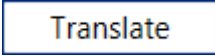
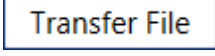


- 1 **Toolbar**
- 2 **Sidebar**
- 3 **Procedure Form**

The following sections describe using the toolbar, sidebar, and procedure form.

## Toolbar

The following buttons and controls are on the toolbar in the Editor page. Shortcut keys are shown in parenthesis where available.

This control...	Does this...
	Saves the procedure. A separate window opens with settings for saving the procedure. See "Save Window" on page 19. (Ctrl-S to save without opening the Save window, Ctrl-Shift-S to save with the Save window)
	Prints the procedure, energy source labels, or lockout tags. A separate window opens with settings for printing. See "Print Window" on page 20. (Ctrl-P)
	Deletes the procedure.
	Cuts the selected text, removing it from the form and placing it in the Windows clipboard. This button is only available when text is selected. (Ctrl-X)
	Copies the selected text, keeping it on the form and placing it in the Windows clipboard. This button is only available when text is selected. (Ctrl-C)
	Pastes the text from the clipboard at the insertion point. This button is only available when there is text in the clipboard and the cursor is in a text field. (Ctrl-V)
	Undoes the last action. Click multiple times to undo more than one action. (Ctrl-Z) All changes except those made using the sidebar (such as adding steps or images) can be undone. Also, once you make a change using the sidebar, you can no longer undo prior edits.
	Redoes the last undone action. Click multiple times to redo more than one action. (Ctrl-Y) All changes except those made using the sidebar (such as adding steps or images) can be redone. Also, once you make a change using the sidebar, you can no longer redo prior text changes.
	Zooms in and out. Move the slider to the right to zoom in (enlarge the view of the procedure) and to the left to zoom out (make it smaller). (Ctrl-mouse wheel)
	Converts the standard text in the template to another language. This includes labels and any other content supplied by the software. Text that you have entered or modified is not translated.
	Copies the procedure file to another location such as a USB drive or network folder for sharing with a co-worker.

## Sidebar

### Page Header

Page header refers to the information above the lockout steps table in the procedure form. The template, for the most part, determines what is and is not

included in the header. The Note field is the only element that you can include or exclude when editing a procedure.

*Location of Note field in a procedure.*



To show or hide the Note field, expand the **Page Header** menu and select or clear the **Show Note** check box.

When you click within the *Note* field to edit it, you can either type or select from a list. The list is defined on the *Set Defaults* page, see “*Page Header Notes*” on page 28. Use the Note field to provide information about the equipment (for a boiler you might note that heat should be allowed to dissipate before working on the equipment) or about conditions (such as a confined space).

### Steps Table

Expand the **Steps Table** menu to control the number of header images above the table of lockout steps and to add rows to the table.

**Header Images.** Header images display on each page of the procedure just above the table of lockout steps. Use them to include a picture of the equipment with labels marking the energy sources. Use the **Images above table list** to include up to three images. Select zero to remove image placeholders from the procedure if your template supplied them.

*Image placeholder.*



To specify the graphics file to use, click the placeholder. For more details see “*Edit Image Window*” on page 17.

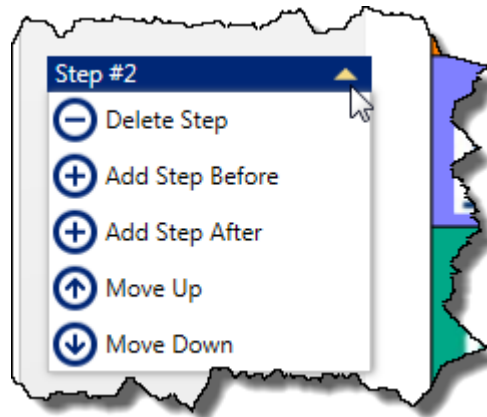
**Lockout Step.** Click **Add Step to Table** to add another row to the bottom of the table of lockout steps.

## Step #

Each row in the table details one step in the lockout procedure and corresponds to one energy source.

To add or remove a row (energy source), expand the corresponding **Step #** menu in the sidebar and then click **Delete Step**, **Add Step Before**, or **Add Step After**.

To reorganize rows, expand the **Step #** menu corresponding to a row you want to move and then click **Move Up** or **Move Down**. (Move Up and Move Down are unavailable if the selected row is the first or last row in the table.)



## Procedure Form

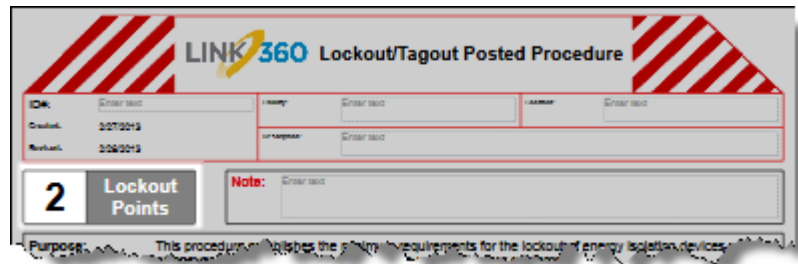
Because templates are highly customizable, not all content discussed here is available on every template.

The basic process of editing a procedure is as follows.

1. Fill in heading fields.
2. Assign graphics files to each placeholder (or add placeholders as described in “Steps Table” on page 14). Edit and label the graphic as described in “Edit Image Window” on page 17.
3. Type captions for the header images if desired.
4. Make sure the table contains a row for each energy source (see “Step #” on page 15).
5. For each energy source (row) specify:
  - The energy source type.
  - (Optional) A description of the energy source.
  - Where the energy source is located.
  - How to lock out the energy source.
  - (Optional) How to verify that the energy source is de-energized and locked out.

- (Optional) A picture of the energy source.

**Note:** You cannot manually change the number of *Lockout Points* in the header. This automatically updates when you specify the type of energy source for a lockout step. (Some types of energy sources do not increment the number of lockout points. This is controlled when setting defaults. See page 29.)



### Editing a Text Field

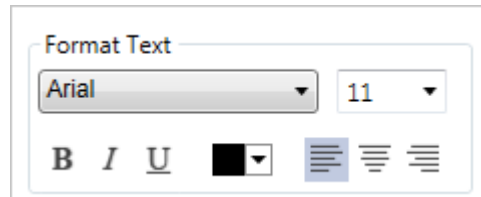
Click within any text field marked by a light grey dashed border to edit text.

*Example text field.*



As soon as you click in a text field, the software supplies text formatting tools. Use these to change the font type (Arial, Times New Roman, and so on), font size, alignment (left, centered, right), bold, italic, underline, and font color.

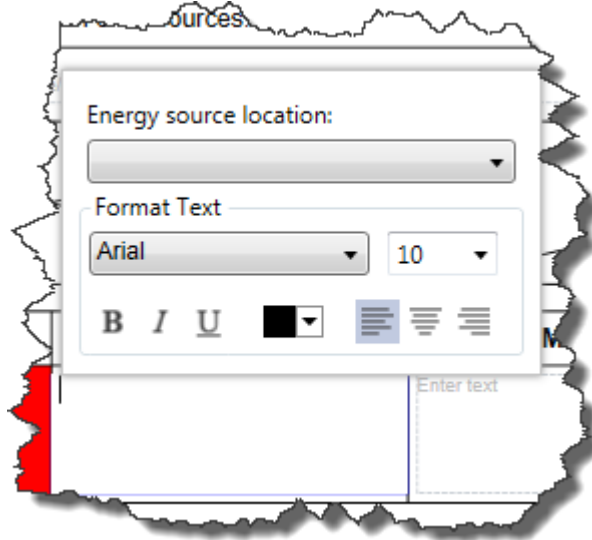
*Text formatting tools.*



Some fields have a selection list. In these fields you can either type your own entry or select from the list. For information about customizing the lists see “Set Defaults

Page” on page 27. (If you translate the procedure, only the Brady-supplied default text is translated. Text that you supply is not translated.)

Example with list.



If your template includes the purpose section, specify which job roles have authorization to perform this procedure. This is the only information that you can change here, although the purpose section can be modified on the Manage Templates page.

Purpose section.

<b>Purpose:</b>	This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment.
<b>Scope:</b>	This procedure shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.
<b>Authorization:</b>	This procedure shall only be used by employees that have been trained as "Authorized" employees under OSHA 1910.147. Employees with the following job roles are authorized to use this procedure: <list job roles>
<b>Enforcement:</b>	Failure to properly follow lockout-tagout procedure may result in corrective action.

## Edit Image Window

You can add images in two places in a lockout procedure: above the lockout steps table, and, depending on your template, in the steps themselves.

**Tip:** Including images in both the header and the lockout steps table can make the procedure very long. To fit the procedure on fewer pages, consider using images in either the header or the steps, but not both.

### To add an image above the lockout steps table:

1. Expand the **Steps Table** menu in the left column.

2. In the **Images above table** list select the number of images you want. Select zero if you want to remove any existing image placeholders.
3. Click the image placeholder to select an image file of type .gif, .jpg, .jpeg, .tiff, .tif, .png, or .bmp and then click **Open**. The *Edit Image* window opens. Controls on this window are described below.

**To add an image in the lockout steps (available only for templates based on the Long Form):**

1. Click within the Info column. (This is the default column heading. Your template may vary.)
2. Select the **Include Image** check box. The software inserts a placeholder.
3. Click the image placeholder to select a graphics file of type .gif, .jpg, .jpeg, .tiff, .tif, .png, or .bmp and then click **Open**. The *Edit Image* window opens. Controls on this window are described below.

---


**Tip:** To remove an image in the column for lockout devices click in the caption field above the image and clear the **Include Image** check box.

---

### Adjust image

**Brightness:** Use the slider to make the image darker or lighter.

**Contrast:** Use the slider to increase or decrease the contrast.

**Crop:** Crops the original image to use just part of it. When you click the **Crop** button, the pointer changes to . Use the mouse to position the pointer in one corner of the area you want to keep. Click and drag the pointer to the opposite corner of the part you want to keep. Release the mouse and the cropped portion of the image is displayed.

**Rotate 90 CCW:** Rotates the image 90 degrees (a quarter of a turn) counter clockwise.

### Label the Image

Click  to expand this section.

**To add a label:**

1. Use the **Energy Sources** list to select the energy source. Only energy sources that have been added as steps in the lockout procedure are displayed in the list.  
To add a text label that is not associated with an energy source, skip this step and go to step 2.
2. If desired, type a label for the energy source in the **Custom text** field.
3. Click **Add**.
4. The energy source is placed on the image with an arrow. Drag the energy source label where you want it and then drag the tip of the arrow where you want it.



**To modify a label:**

1. Click an existing label on the image.
2. Make any of the following edits in the *To modify a label* section:
  - Select a different energy source, or no energy source (...), from the **Energy Sources** list.
  - Change the label text in the **Custom text** field.
  - Select or clear the **Include arrow** check box to add or remove the arrow.
  - Click in the **Color** box to choose a different color for the arrow.

**To remove a label:**

1. Click an existing label on the image.
2. Click **Remove**.

**Additional Buttons**

**Reset:** Removes your edits and restores the image as it was.

**OK:** Closes the *Edit Image* window and places the image, with your edits, on the lockout procedures form.

**Cancel:** Closes the *Edit Image* window and places the image, without your edits, on the lockout procedures form.

**Save Window**

The Save button, located on the Editor page, opens this window. Use the Save window not only to save the file, but to enter information about the file that can be used to find it later.

---

**Note:** The Lockout/Tagout app stores files in a particular location to facilitate searching based not only on the filename, but on data associated with the file. (This data is collected when saving a file.) When a file is stored elsewhere, the search information is lost.

---

**Name:** Type a name for the procedure. The following characters are not allowed in filenames: < (less than), > (greater than), : (colon), " (double quote), / (forward slash), \ (backslash), | (vertical bar or pipe), ? (question mark), and \* (asterisk).

**Author:** (Optional) Type the name of the person who created this file.

**Keywords:** (Optional) Type any keywords that will help you find the file later. To enter multiple keywords, separate them with commas or spaces.

**Site:** (Optional) Type or select the name of the facility where the equipment is located. Once a site is entered manually, it will be included in the list for selection in the future.

**Area:** (Optional) Type or select the location of the equipment at the specified site. Once an area is entered manually, it will be included in the list when the site it belongs in is selected.

**Equipment:** (Optional) Type information to identify the equipment, such as a name or serial number. Once a piece of equipment is entered manually, it will be included in the list when the site and area it belongs in are selected.

**Create Category:** (Optional) A list of existing categories is shown beneath this button. If you want to add a new category for organizing your files, click this button, type a new name for the category, and then click **Create**. The following characters are not allowed in category names: < (less than), > (greater than), : (colon), " (double quote), / (forward slash), \ (backslash), | (vertical bar or pipe), ? (question mark), and \* (asterisk).

Use these categories to filter the list of saved files when opening a file.

**Select category name:** (Optional) Click on a category to assign it to this file. For a new file that has not been assigned to a category, the file is automatically placed in *My Procedures* if you do not select a category.

When you select a category, thumbnails of all the files in that category are shown on the right. Use this list to help you organize files, for example, to make sure this category contains a related file that you want to keep this one with.

## File Locations

Lockout procedure files are stored on the local hard disk in **Users > Public > Public Documents > Brady LINK360 > LINK360 Desktop > LockoutTagout**.

---

### CAUTION!

*If you rename, move, or delete a lockout procedure file using Windows Explorer, the Lockout/Tagout app will no longer be able to find the file. The file and its information become inaccessible in the Lockout/Tagout app.*

---

File names on the local drive are in the format *procedure name + category name.L360*, where *procedure name* and *category name* are replaced with the actual names assigned in the Lockout/Tagout app.

## Print Window



The Print button, located on the Editor page, opens this window. Use this window to print not only procedures, but also energy source labels for equipment and lockout tags.

Choose which type of item you want to print.

- Procedure, see below.
- Energy Source Labels, see page 21.
- Lockout Tags, see page 23

## About the Preview Pane

The Preview pane displays an image of the item to be printed. Use the following controls to size the image.

**Show page:** Use the left and right arrow buttons to navigate forward and backward through the pages, or type the number of the page you want to display.



Slide left to make the image smaller, and right to make the image bigger.



Sizes the image to fit across the width of the preview area.



Sizes the image to display one entire page within the preview area.



Sizes the image to display two pages within the preview area.

### **Procedure**

When *Procedure* is selected under *What do you want to print*, the following controls are available.

**Printer:** Select a printer. Use a sheet-fed inkjet or laser printer to print a procedure.

**Properties:** Opens a standard properties dialog box for the selected printer.

**Copies:** Type the number of copies that you want.

**Pages:** Select whether to print all pages, only the page currently displayed in the Preview area, or a range of pages. If you print a range, use the From and To fields to specify the first and last page to be printed.

**Print:** Prints the procedure.

**Close:** Closes the *Print* window without printing.

### **Energy Source Labels**

When *Energy Source Labels* is selected, the following controls are available.

**Printer:** Select a printer. Labels can be printed on a sheet-fed inkjet or laser printer or a GLOBALMARK® Color & Cut printer.

If printing on a GLOBALMARK® Color & Cut printer, label boundaries are not cut around, meaning that the rounded corners on energy source labels will not be cut. You can still shear cut between labels.

**Properties:** Opens a standard properties dialog box for the selected printer.

**Label Size:** Choose the size of labels that you want to print. Only selections appropriate to the selected printer are shown.

If you are printing on a GLOBALMARK Color & Cut printer, the following label sizes are available:

- **Standard 4 x 1.5:** Use any solid white continuous label tape that is at least four inches wide.
- **VIP 4 x 2.5:** Use any solid white continuous label tape that is at least four inches wide. Finished labels can be affixed to VIP tags that are 4" x 2.5".
- **VIP 3 x 1.5:** Use any solid white continuous label tape that is at least three inches wide. Finished labels can be affixed to VIP tags that are 3" x 1.5".

See [www.BradyID.com](http://www.BradyID.com) to order label stock.

**Configurable Fields:** Choose two items of information that you want printed on the labels. For both **Data Field 1** and **Data Field 2**, select from the following:

- **ID#:** This is the ID number assigned to the lockout procedure.
- **Facility:** This is the facility specified at the top of the lockout procedure.
- **Location:** This is the location specified at the top of the lockout procedure.
- **Description:** This is the description specified at the top of the lockout procedure.
- **Energy Source Description:** This is the description of the energy source from the table of lockout steps.

**Labels to print:** Lockout procedures often contain multiple energy sources. Select **All** to print a label for each energy source on the lockout procedure. Choose **Selection** to specify only some of the energy sources for printing. Click to select each energy source that you want to print.

One reason to select only certain energy sources has to do with the color capabilities of your printer. If you are using a single color ribbon in your printer, you may want to print all the energy sources of one type in the same color and then change the ribbon to print the energy sources of another type in another color.

**Adjust page margins (optional):** (sheet-fed printers only) Use these fields if your labels need to be adjusted slightly to fit within the cut marks of the label paper you are using. The values supplied are added to or subtracted from the existing page margins of your printer.

- **Top:** Specify, in inches, the distance that you want to adjust the label up or down on the page. Enter a positive number to move the label down, or a negative number to move the label up. For example, enter 0.1 to move the label 1/10 inch lower on the page.
- **Left:** Specify, in inches, the distance that you want to adjust the label left or right. Enter a positive number to move the label right, or a negative number to move the label left. For example, enter -0.125 to move the label 1/8 inch left on the page.

---

**Tip:** The margins on some older label materials may not line up correctly and print outside the cut lines. If this happens, enter -0.33 in the Top field and reprint. Continue adding or subtracting in increments of 0.01 until the labels print inside the cut margins.

---

## Lockout Tags

When *Lockout Tags* is selected, the following controls are available.

**Printer:** Select a printer. Labels can be printed on a sheet-fed inkjet or laser printer or a GLOBALMARK Color & Cut printer. For a GLOBALMARK Color & Cut printer the Lockout/Tagout app detects the tape width and ribbon and sizes the tags accordingly.

**Properties:** Opens a standard properties dialog box for the selected printer.

**Tag size:** (Sheet-fed printers only) Choose the tag dimensions and type of paper you will print on.

### Lockout Information

- **Date locked out:** Contains the current date. To change it, either type a date or click the calendar symbol to select a date from the calendar. Dates are in the format m/d/yyyy.
- **Time locked out:** Type the time at which you will lock out the energy source or leave the current time supplied by the software.
- **Locked out by:** Type the name of the person performing the service or maintenance. The name of the person currently logged in to the computer is displayed initially.
- **Employee picture:** (GLOBALMARK Color & Cut printer only) Click **Select** to choose a photo of the person named in the *Locked out by* field. On the *Open* window navigate to and select any file of type .gif, .jpg, .jpeg, .tiff, .tif, .png, or .bmp, and click **Open**. The image is resized to fit in the picture area. To remove the picture, click **Delete**.
- **Remarks:** Type any additional information that people might need to know about this lockout.
- **Expected completion:** Type a date and time when you expect the work to be completed and the lockout to be removed.

**Adjust page margins (optional):** (sheet-fed printers only) Use these fields if your tags need to be adjusted slightly to fit within the cut marks of the tag stock you are using. The values supplied are added to or subtracted from the existing page margins of your printer.

- **Top:** Specify, in inches, the distance that you want to adjust the tag up or down on the page. Enter a positive number to move the tag down, or a negative number to move the tag up. For example, enter 0.1 to move the tag 1/10 inch lower on the page.
- **Left:** Specify, in inches, the distance that you want to adjust the tag left or right. Enter a positive number to move the tag right, or a negative number to move the tag left. For example, enter -0.125 to move the tag 1/8 inch left on the page.

## New Page

Use the New page to create a new procedure based on an existing template.


### **To create a new lockout procedure:**

1. Select a template from the *Available Templates* area on the left.
2. The new procedure will contain the information shown in the *Preview* area on the right. Verify that this is the template that you want to use. (The preview does not show the optional back page if that is included in the selected template.)
3. Click **Create** below the preview. The Editor page opens with the new procedure displayed for editing. See “*Editor Page*” on page 11.

## Open Page

Use the Open page to open an existing procedure for editing or printing.

### **To open an existing procedure:**

1. Find the file you want to open in one of four ways:
  - Type the filename or a keyword in the **Need help finding a saved file?** field and then click the **Search** button. 
  - Any information supplied when the file was saved can be used to find the file, such as the author, the site, and the equipment. (For details see “*Save Window*” on page 19.) Wildcards are not allowed, but you can type part of a word to search for. For example, if the search term is *bay* the results will include procedures with site *Bayfield*, author *Gorby*, or area *Bay7*. However, if the search term was *south bay*, none of these would be found.
  - Click **Import** to import a procedure from LOCKOUT-PRO software or from a Brady Professional Services CD. See *Appendix A-“Importing Procedures”*.
  - Click the **Browse...** button to retrieve a procedure from a network location or removable media (for example, a USB flash drive, CD, or external hard drive). Navigate to the procedure file and then click **Open**. The file opens in the Editor page.
  - Select a file from the **Recent Files** area.
  - Under **Categories** select a category to display thumbnails of procedure files organized in that category. (To display all procedures in all categories, Ctrl-click any category.) Then under **Saved Files**, select the file you want to open.

A preview of the selected file displays in the Preview section of the window.
2. Click the **Open** button below the preview. The procedure opens in the Editor page.

## Manage Templates Page

A template provides a pattern, or starting point, for writing a lockout/tagout procedure. Use it to provide the standard components you want included in procedures, custom wording, and the appearance in terms of logo and font style, size, and color. Brady Corporation provides two templates to begin with, the Long Form and Short Form.

Use the Manage Templates page to modify an existing template, create a new template, or delete a template. Click on text in the preview to edit and format it.

**Note:** Changes do not affect any existing procedures based on the template or procedures currently open in the Editor page. Changes to the template are only reflected in new procedures created after you save the template.

**Select your template:** Use this list of all existing templates to choose either a template to modify, or a template to begin with for creating a new template.

**New Template:** Click to create a new template.

**Save Template:** Saves the template. It is a good idea to save periodically while you are editing.

**Copy Template:** Makes a copy of the selected template. Notice that the name changes to reflect that it is a copy. A good practise is to provide a new name and to save before continuing to modify the new template.

**Delete Template:** Deletes the selected template. This action cannot be undone.

**Show language:** Switch the preview to another language so that you can edit the text and formatting for each language individually. This allows you to make adjustments for the length of text in different languages. For example, if the text in Portuguese is longer than the text in English and doesn't fit well in the space, you can decrease the font size in Portuguese. This list includes only those languages selected in the *Languages* list in the *Template properties* section to the left of the preview.

**Note:** Edits made in the preview apply only for the currently selected language. Changes made using the settings to the left of the preview apply to the template regardless of language.



Cuts text selected in the preview, removing it from its current location and making it available on the clipboard for pasting elsewhere.



Copies text selected in the preview, keeping it in its current location and making it available on the clipboard for pasting elsewhere.



Pastes text from the clipboard to the place in the preview where you have placed the insertion point. Click on any text in the preview to place the insertion point there.

## Manage Templates Page

Lockout steps (required)



Zooms in and out. Move the slider to the right to zoom in (enlarge the view of the template) and to the left to zoom out (make it smaller).

### Template properties (required)

**Name:** Changes the name of the template you are modifying.

**Languages:** When editing a procedure based on this template in the Editor page, you can change the language of the procedure. (Translation only changes heading and label text, not text that you have modified.) Specify here which languages will be available in procedures based on this template.

### Header (required)

**Logo image:** Select this box if you want to put a logo in the title at the top of the procedure. Clear this box to remove the logo. The LINK360 logo is displayed by default. Use the *Select Logo* button to replace it with your company logo.

**Select Logo:** Click to select an image file to use for the logo. In the *Open* window navigate to and select any file of type .gif, .jpg, .jpeg, .tiff, .tif, .png, or .bmp, and click **Open**. The image is resized to fit in the title area.

### Additional Header Sections (optional)

**Procedure Purpose:** Select this to include the purpose section shown below. You can edit any of the provided text.

<b>Purpose:</b>	This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment.
<b>Scope:</b>	This procedure shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.
<b>Authorization:</b>	This procedure shall only be used by employees that have been trained as "Authorized" employees under OSHA 1910.147. Employees with the following job roles are authorized to use this procedure: <list job roles>
<b>Enforcement:</b>	Failure to properly follow lockout-tagout procedure may result in corrective action.

**Lockout Application Process:** Select this to include the process section shown below. You can edit the text provided, including the text in the heading bar.

<b>Lockout Application Process</b>
1. Notify affected personnel. 2. Properly shut down machine. 3. Isolate all energy sources. 4. Apply lockout devices, locks, & tags. 5. Verify total de-energization of all sources.

### Lockout steps (required)

**Verification column:** Select this to add a column in which to provide instructions for verifying that each energy source is isolated. If you don't need individual instructions for each energy source, use the Verification Section in the footer instead.



**Icons and Identifiers:** Choose whether to represent the energy source for each lockout step with a graphic (Icon), an icon and an alphanumeric identifier (P-2, for example), or both. This affects only what is shown on procedures created from this template; it does not affect printed energy labels.

## Footer Sections (optional)

**Verification Section:** Select this to add the verification section shown below. This section provides a general instruction to make sure all energy sources are isolated, whereas adding the verification column provides a place to give instructions for each energy source individually. Again, all text in this section can be modified.

Verification of Energy Isolation
Verify that all energy sources are isolated and at a Zero Energy State by attempting to start machine with normal operating controls.

**Lockout Removal Process:** Select this to add the lockout removal section shown below. Use this section to provide instructions on safely removing the locks and reenergizing the machine.

Lockout Removal Process
1. Ensure all tools and items have been removed. 2. Confirm that all employees are safely located. 3. Verify that controls are in neutral. 4. Remove lockout devices and reenergize machine. 5. Notify affected employees that servicing is completed.

## Back Page (optional)

**Include section at end of procedure:** Select this to include a page at the end that contains typical minimal lockout procedures from OSHA. Only the *Enforcement* information near the top of this page can be edited.

## Set Defaults Page

Use the *Set Defaults* page to customize a list of selections that are available when filling in a procedure using the Editor tab. For each type of content listed across the top of the page (page header notes, energy source types, lockout devices, and so on) customize the list of selections. For example, customize the list of lockout devices to include all lockout devices used in your facility. Then, when using the Lockout/Tagout app to create a procedure, the list of lockout devices includes anything you might need. (You can still type in a lockout device if one is missing, but having a list creates consistency.)

For all types of content add, edit, or remove items from the list and organize the list as desired.

**To add or edit an item in a list:**

1. Click **Add**, or select the item that you want to edit.

2. Fill out the form on the right. Different types of procedure content require different information on the form. The sections following these steps discuss the particulars of each type of content.
3. Click **Save Changes**.

**To remove an item from a list:**

1. Select the item in the list.
2. Click **Delete**.

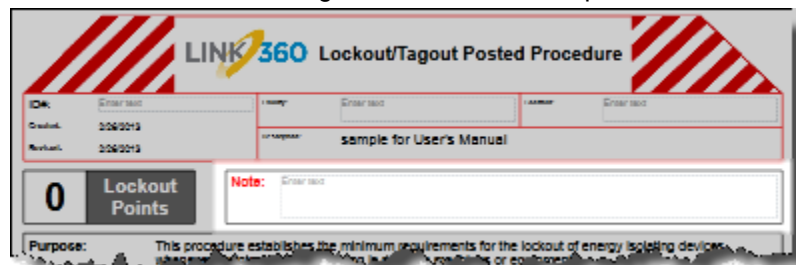
**To organize a list:**

Place the items in the list in the order that best suits your needs. You may choose to order the list alphabetically or perhaps with the most frequently used items at the top of the list.

1. Select an item in the list and then click **Up** or **Down** to move it to the desired position. You can click *Up* or *Down* repeatedly to keep moving the item.

## Page Header Notes

This list is used when filling in the Note field of a procedure on the Editor page.



The *Note* field is meant to provide information about the machine to be worked on or the environment. For example, if the machine is a chiller, the *Note* field may caution that the machine should be allowed to return to room temperature before working on it. If a chemical hazard is present in the environment the *Note* may warn to wear personal protective equipment and to ensure adequate ventilation.

For a procedure header note, provide the following information.

**Name:** Type the name as it should appear in the list when editing a procedure. Use a name that will be clear and unambiguous. The maximum number of characters is 50.

**Text:** Type the text to place in the Note field when this note is selected. The maximum number of characters is 500.

## Energy Source Types

This list is used when filling in the Energy Source Type for a lockout step.

Step #	
1	<div style="border: 1px solid gray; padding: 2px;">Select step type</div> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;">Enter description</div>

This field indicates the kind of energy that must be isolated before maintenance or service can safely be performed on the machine, for example, electrical energy or pneumatic energy.

For an energy source type, provide the following information.

**Name:** Type the name of the energy type as it should appear in the list when editing a procedure. The maximum number of characters is 25.

**Abbreviation:** Type an abbreviation for the energy type. This abbreviation is combined with a number to represent an energy source, for example, E-1 for electrical energy source 1. This abbreviation is shown in the lockout procedure, on energy source labels, and on lockout tags. The abbreviation and number combination (like E-1) is called an *Identifier* or *ID*. The abbreviation can be from 1-3 characters long.

**Include when counting lockout points:** The lockout procedures form automatically tracks the number of lockout points based on how many steps (one energy source per step) are added to the procedure. Select this check box to count this energy source in the total. This is the standard setting. If you create an energy source that you do not want counted in the total, clear this check box. For example, the energy source type *Note* provided with the software does not count toward the total so that you can add notes to the lockout steps table without affecting the total number of lockout points.

**Icon:** Click the image to select a different icon to represent this energy source. The *Select Icon* window opens. Click the desired icon to select it. Some icons have more than one color. If you may be using a monochrome printer, select single-color icons.

To dissociate any icon from the energy source, click **Remove**.

**Background:** Click to select a color to associate with this energy source. This color is used as the background in the table cell for this energy source in the lockout procedure. It is also used as the text color for the ID on labels.

**Cell text:** Choose either black or white for the text wherever this energy source is used in the lockout steps table. Be sure to select a color that will contrast significantly with the background color so that it can be read easily.

**Preview:** Displays your changes as they will appear when an energy source of this type is added to a lockout procedure. Three versions are shown, Icon only, ID only, and Icon + ID. Which of these is displayed in a particular lockout procedure depends on the template on which the procedure is based. The default templates show the icon only, but this setting can be modified on the Manage Templates page. See “Lockout steps (required)” on page 26.

**Reverse colors on ID:** Select this box to reverse the background and text colors on the Icon + ID. Refer to the preview to see what it will look like.

## Energy Source Descriptions

This list is used when filling in the description for an energy source in a lockout step.



Step #	
1	<input type="text" value="Select step type"/> <input type="text" value="Enter description"/>

For an energy source description, provide the following information.

**Name:** Type the description of the energy source as it should appear in the list when editing a procedure. This field is used to provide more specifics about this energy source, such as the voltage for electrical energy or whether it is a supply or return for water. The maximum number of characters is 50.

## Energy Source Locations

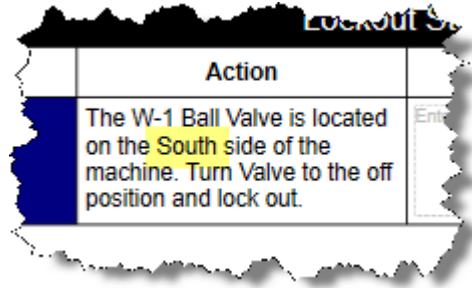
This list is used when filling in the location of an energy source in a lockout step.

Use it to indicate where the energy source is located on the machine or in the area.

For an energy source location, provide the following information.

**Name:** Type the location as it should appear in the list when editing a procedure. It is best to use a one word or very short description because this location is

placed within a sentence when added to a procedure. The maximum number of characters is 50.



## Lockout Methods

This list is used when filling in the lockout method in a procedure.

Use it to indicate the means used to turn off or isolate the energy source.

For a lockout method, provide the following information.

**Name:** Type the name as it should appear in the list when editing a procedure. Use a name that will be clear and unambiguous. The maximum number of characters is 50.

**Text:** Type the text to place in the lockout step when this lockout method is selected. The maximum number of characters is 500.

## Lockout Devices

This list is used when filling in the lockout device in a procedure.

Use it to indicate the type of lock used to ensure that the energy source remains isolated.

For a lockout device, provide the following information.

**Name:** Type the name as it should appear in the list when editing a procedure. The maximum number of characters is 50.

## Verification Checks

This list is used when filling in the Verification column. The Verification column is only shown on the lockout procedure form if it was enabled in the template. (See "Lockout steps (required)" on page 26.)

Use it to indicate the means of testing that the energy source is safely isolated.

For a verification check, provide the following information.

**Name:** Type a brief description of the verification check as it should appear in the list when editing a procedure. The maximum number of characters is 200.

# Set Defaults Page

Verification Checks

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## A Importing Procedures

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Currently you can import lockout/tagout procedures from two sources: LOCKOUT-PRO™ Desktop v. 3.0 or higher and a Brady Professional Services CD. Procedures saved in the Lockout/Tagout app cannot be exported back into the LOCKOUT-PRO software.

### Importing from a Brady Professional Services CD

If you received a CD from Brady Professional Services with lockout procedures, you can import those procedures directly into the Lockout/Tagout app.

**To import procedures:**

1. In the Lockout/Tagout app, select the **Open** page.
2. Click **Import**.
3. Select **From Brady Services CD**.
4. Insert the CD and click **Browse** to select the location of the files to import.  
**Tip:** If you are going to import procedures from several subfolders, select the root folder. Later you will have the opportunity to select individual procedures in different subfolders for import.
5. The import utility lists the templates and text defaults available for import from the selected location. Make sure all those you want to import are selected and click **Import Templates & Defaults**.
6. Use the **Destination category** list to organize procedures as you import them. Either select an existing category or type the name of a new category in which to place the imported procedures. If you do nothing procedures are imported into a default *Imported Procedures* category.  
**Tip:** To import into more than one category, repeat steps 6 -8 for each category into which you want to import procedures.
7. Select the procedures that you want to import. If you want to include any procedures located in subfolders, select the **Include subfolders** check box.  
**Tip:** Use the **Select all** check box to select or deselect all procedures at once. This is helpful, for example, if you have a large list and only want to import a few procedures. Click **Select all** to clear all the check boxes. Then click the check boxes for only the few procedures that you want to import.
8. Click **Import Procedures**. Importing many procedures may take some time.

## Importing from LOCKOUT-PRO v. 3.0 or Higher

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9. When the import is completed look at the **Status** column in the results list to verify that all procedures were imported successfully.
  - A green check mark indicates that the file imported successfully.
  - A red X indicates that the file import failed.
10. If desired, click **View Import Log** for details about the import such as the date, time, original procedure file location, and result.
11. Click **Close**.

## Importing from LOCKOUT-PRO v. 3.0 or Higher

The Lockout/Tagout app provides a utility for importing procedures from Lockout-PRO v. 3.0 or higher.

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**Note:** The Combined Form template included in LOCKOUT-PRO software is not currently supported in the Lockout/Tagout app. Procedures based on that template cannot be imported. If possible, wait to import these procedures until the Combined Form is supported in the Lockout/Tagout app. If you need to copy procedures earlier, see “*Creating a Combined Form Template*” on page 35.

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### **To import procedures:**

1. Open the Lockout/Tagout app as described in “*Starting the Software*” on page 2.
2. Select the **Open** page.
3. Click **Import**.
4. Select **From Lockout PRO**.
5. Generally if you have procedures to import you also have text defaults to import. (For more information on text defaults see “*Set Defaults Page*” on page 27.) The first time you import from LOCKOUT-PRO these are all automatically selected for import. Once imported, you do not have to complete this step again.
  - a. In the section *Step 1: Import Text Defaults*, in the **Text Defaults** list, clear the check boxes for any text defaults that you do not want to import.
  - b. Click **Import Defaults**.
  - c. If desired, click **View Import Log** at the bottom of the window to see details about the import.
6. In the section *Step 2: Import Procedures*, click the **Browse** button next to the **Search location** field. The Browse window opens to the default location for LOCKOUT-PRO files. If needed, navigate to the location containing the procedures that you want to import. If you want to include any procedures located in subfolders, select the **Include subfolders** check box.
7. Click **Search Now**. This fills the *Search results* list with the names of all procedure files found.



8. Select the procedures that you want to import. Deselect any procedures based on the Combined Form template in LOCKOUT-PRO software.
 

**Tip:** Use the **Select all** check box to select or deselect all procedures at once. This is helpful, for example, if you have a large list and only want to import a few procedures. Click **Select all** to clear all the check boxes. Then click the check boxes for only the few procedures that you want to import.
9. Use the **Destination category** list to organize procedures as you import them. Either select an existing category or type the name of a new category in which to place the imported procedures. If you do nothing procedures are imported into a default *Imported Procedures* category.
 

**Tip:** To import into more than one category, repeat steps 8 -10 for each category into which you want to import procedures.
10. Click **Import Procedures**. Importing many procedures may take some time.
11. When the import is completed look at the **Status** column in the **Search results** list to verify that all procedures were imported successfully.
  - A green check mark indicates that the file imported successfully.
  - A yellow warning icon indicates that the file imported with issues. (The following section discusses one potential issue.)
  - A red X indicates that the file import failed.
12. If desired, click **View Import Log** for details about the import such as the date, time, original procedure file location, and result.
13. Click **Close**.

## Correcting missing energy sources in imported procedures

One reason that a procedure could import with a warning is if it contains a custom energy source that was not included in the LOCKOUT-PRO database. The imported procedure still includes the lockout step for that energy source and contains the text for the custom energy source. However the assigned icon and color are unknown. One way to fix the missing energy source follows.

### **To fix a missing energy source:**

1. Open the procedure in LOCKOUT-PRO if you need to identify the name, color, and icon of the energy source.
2. In the Lockout/Tagout app, open the Set Defaults page and create the missing energy source type. See *“Energy Source Types” on page 29*.
3. Open the imported procedure in the Lockout/Tagout app and apply the newly created energy source type to the lockout step.

## Creating a Combined Form Template

If you must work with procedures based on the Combined Form in the Lockout/Tagout app, you can create a semblance of the Combined Form template and then use that template to manually recreate the procedures. You may find the following list of hints helpful as you create a template similar to the Combined

## Importing from LOCKOUT-PRO Versions Prior to 3.0

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Form. For information on creating templates see “*Manage Templates Page*” on page 25.

### ***Tips for creating a template similar to the Combined Form:***

- Start with the Short Form template and make a copy. Give it a name that will not be confused with the actual Combined Form in the future.
- Remove the check mark next to **Procedure Purpose** under *Additional Header Sections*.
- Change the **Lockout Application Process** heading to **Emergency Contacts** and delete the default contents.
- Under *Lockout Steps* add the **Verification column**. (This serves as the *Check* column in the Combined Form.)
- Change the **Verification of Energy Isolation** heading to **Notes** and delete the default contents.
- Change the **Lockout Removal Process** heading to **Procedure Change Notification**. Change the text as desired or to the Combined Form default text of "Contact your supervisor if you have any questions or concerns about the accuracy or effectiveness of this procedure."
- Under *Back Page* select **Include section at end of procedure**.

No equivalent exists for the *Additional Info* column on the last page of the Combined Form.

Remember to save the template. Use this template to recreate procedures based on the Combined Form.

## Importing from LOCKOUT-PRO Versions Prior to 3.0

To import procedures from earlier versions of LOCKOUT-PRO, first upgrade the procedures within LOCKOUT-PRO and then import into the Lockout/Tagout app.

### ***To import procedures:***

1. Use the import feature in LOCKOUT-PRO v. 3.0 or higher to upgrade the procedure. (**File > Import**.)
2. Follow the steps in “*Importing from LOCKOUT-PRO v. 3.0 or Higher*” on page 34 to import the file into the Lockout/Tagout app.

## Differences Between the Lockout/Tagout App and LOCKOUT-PRO Software

The following table provides a comparison of features between the Lockout/Tagout app and LOCKOUT-PRO software. This is not a complete list of features.

Feature	Lockout/Tagout	LOCKOUT-PRO
<b>General Operation</b>		
Additional defaults for energy source types, energy source descriptions, page header notes, and verification checks	X	
Search for saved procedures based on procedure name, author name, keywords, and additional optional data (site, area, equipment)	X	
Organize procedures in user-defined categories for management and retrieval	X	
Links to applicable OSHA regulations		X
Corporate Policy (Sample lockout/tagout policy for users to modify and implement)		X
Sample training materials and fact sheets		X
Device Guide with instructional videos for many Brady lockout/tagout devices		X
<b>Procedure Editing</b>		
WYSIWYG procedure editing	X	
An image within a lockout step can include energy labels from any step in the procedure.	X	
Labels on an image in a lockout step can have arrows pointing to the exact location on the equipment	X	
<b>Procedure Templates</b>		
Number of images supported in the short form template	3	2
When the number of images in a short form procedure is set to zero, the empty space for the images is removed	X	
Verification column supported in short form	X	
Optional sections for Procedure Purpose, Verification of Energy Isolation, and a back page with typical minimum lockout procedure	X	
Number of images supported below the header and above the table of lockout steps in the long form	3	0
Combined Form procedure template		X

## Differences Between the Lockout/Tagout App and LOCKOUT-PRO Software

Feature	Lockout/Tagout	LOCKOUT-PRO
<b>Template Editing</b>		
Choice of showing energy source icons or identifiers in lockout steps is set in ...	template	procedure
Icon plus identifier option for energy sources	X	
Background color of editable text fields can be changed.		on some fields
Text color of editable fields can be changed	X	on some fields
<b>Printing</b>		
Support for printing energy source labels on HANDIMARK® printers		X
Templates for printing procedures on GLOBALMARK Color & Cut printers		X
Support for printing energy source labels and lockout tags on GLOBALMARK Color & Cut printers	X	X
Rounded corners on energy source labels are cut on GLOBALMARK Color & Cut printers		X
Batch printing of procedures		X
<b>File Formats</b>		
Export procedures to PDF, TIFF, and JPG formats		X
Ability to use LOCKOUT-PRO v. 3.x files	import	X
Ability to use LOCKOUT-PRO files prior to v. 3.0	convert then import	import



