

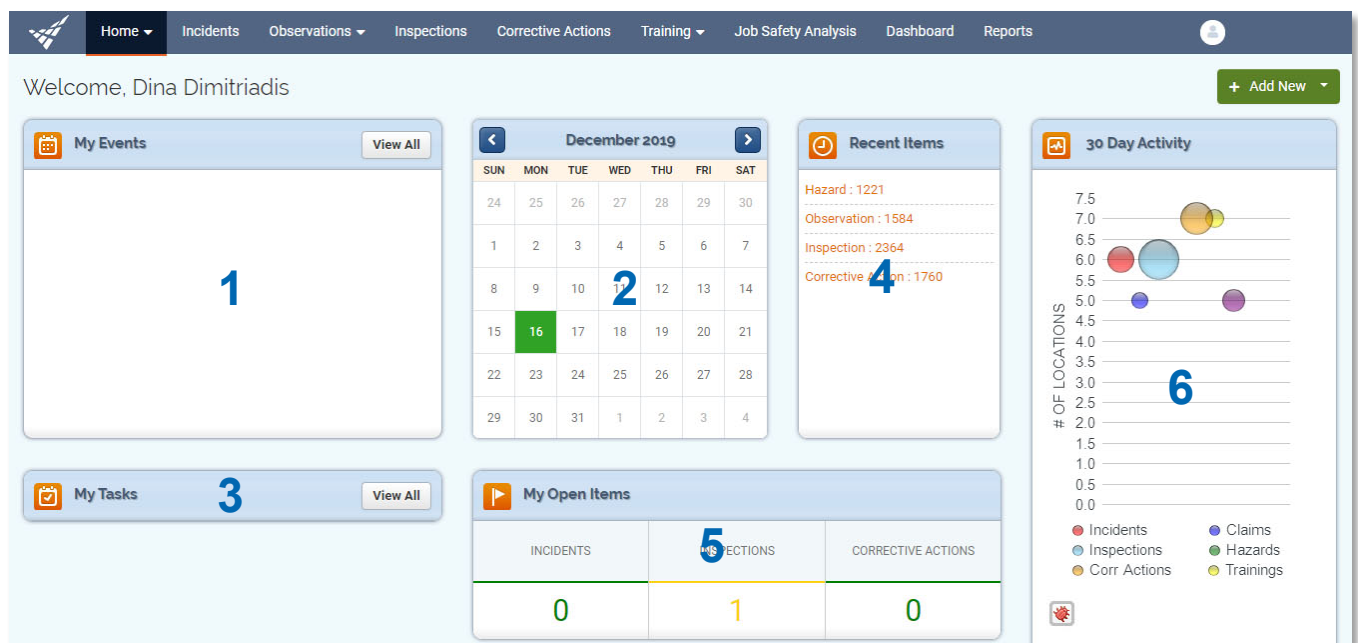
# Vector EHS Management

## Home End User Guide

This guide describes the process for Navigating the Home module used throughout Vector EHS Management Software.

### 1 Open the Home Module

1.1 If the **Home** module is enabled that will be the first screen you see.



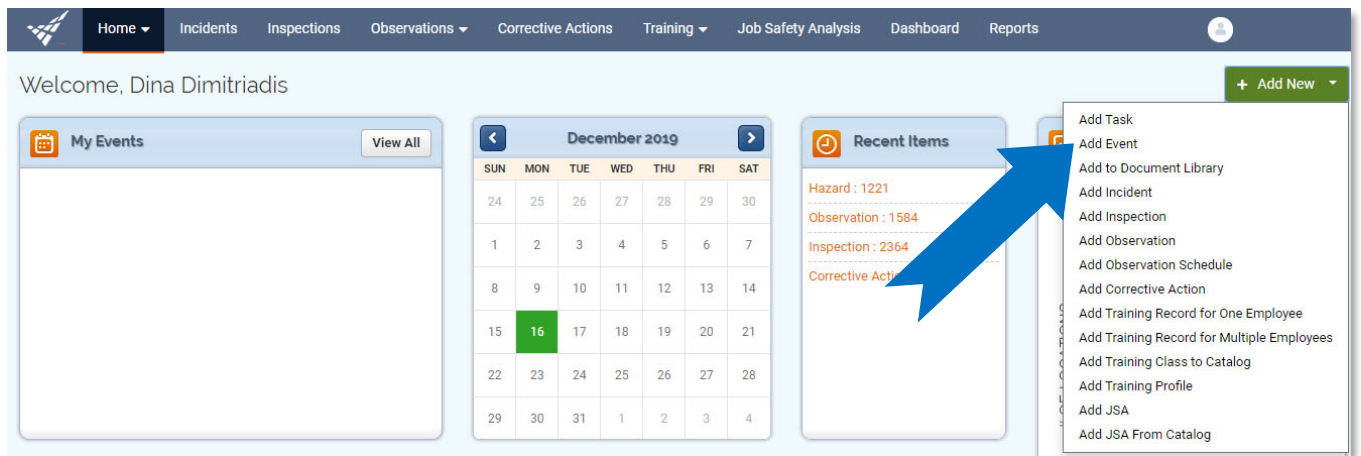
The home module is broken up into the general areas below

1. **Events:** list of your next four events (safety meetings, training, inspections, etc.).
2. **Events Calendar:** highlighted dates have scheduled events, click a date to see more.
3. **Tasks:** list of your tasks due in the next two weeks (compliance due dates, corrective actions, observations, etc.)
4. **Recent Items:** list of the last seven records you viewed.

5. **My Open Items:** number of open incident reports, claims, inspections, and corrective actions assigned to you. Click a number to view the associated records.
6. **Company Activity:** number of records added in each module in the last 30 days for your entire organization.


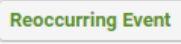

## 2 Adding an Event.

2.1 Click the **Add Button** in the top right-hand corner. Then select “Add Event”






## 2.2 Complete the **Basic Information** section and click **Save**.

**Event Recording Form:**

 **Save**  **Reoccurring Event**  **Print**

[Basic Information](#) | [Additional Features](#) | [History Section](#)

**Basic Information**  [Top](#) 

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Originating Type

Subject \*

Division \*

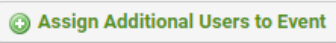
Facility \*

Date Assigned

Event Date \*  

Event Time \*

Responsible Party \*

Assign Additional Users to Event 

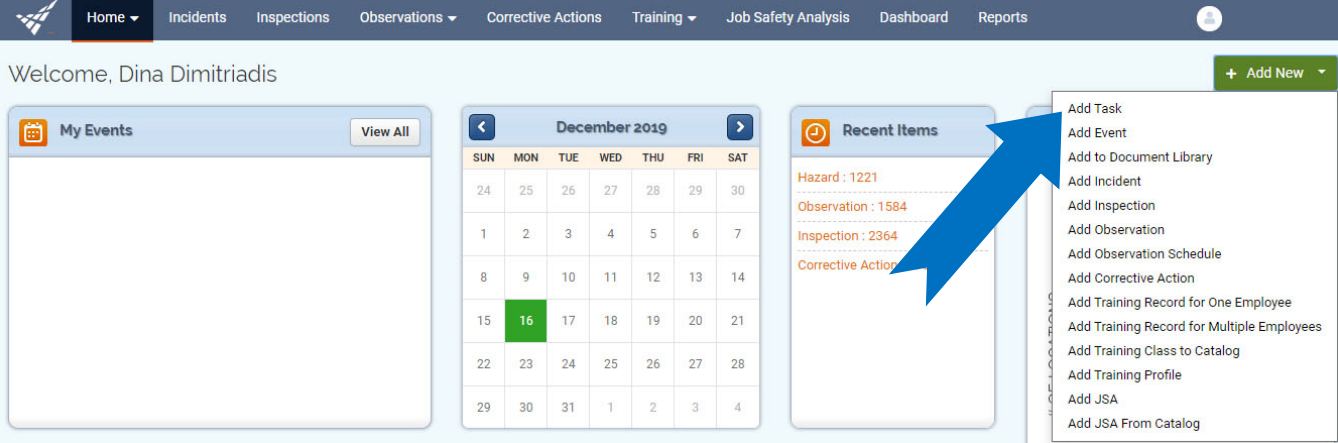
Additional Users Assigned

Description

**Note:** If this is a reoccurring task you can click the **Reoccurring Task** button and link it to another task. To assign more users to this event, click the **Assign Additional Users** button.

### 3 Adding a Task



3.1 Click the Add Button in the top right-hand corner. Then select “Add Task”



The screenshot shows the Vector EHS Management dashboard for user Dina Dimitriadis. The top navigation bar includes links for Home, Incidents, Inspections, Observations, Corrective Actions, Training, Job Safety Analysis, Dashboard, and Reports. The main content area features a 'My Events' calendar, a 'December 2019' calendar, and a 'Recent Items' list. A blue arrow points to the 'Add New' button in the top right corner, which has opened a dropdown menu. The menu options are: Add Task, Add Event, Add to Document Library, Add Incident, Add Inspection, Add Observation, Add Observation Schedule, Add Corrective Action, Add Training Record for One Employee, Add Training Record for Multiple Employees, Add Training Class to Catalog, Add Training Profile, Add JSA, and Add JSA From Catalog. The 'Add Task' option is highlighted.

### 3.2 Complete the **Basic Information** section and click **Save**.

**Task Recording Form:**

 **Save**   **Reoccurring Task**    **Print**


[Basic Information](#) | [Additional Features](#) | [History Section](#)

**Basic Information** Top

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**Originating Type**   Unlinked ▼

**Date Assigned**   12/17/2019


**Task Date \***   12/17/2019 

**Subject \***  

**Division \***  


**Facility \***  

**Responsible Party \***   Dina Dimitriadis ▼


**Assign Additional Users to Task**    **Assign Additional Users to Task**

**Additional Users Assigned**

**Description**  

**Due Date \***   mm/dd/yyyy 

**Status \***   Open ▼

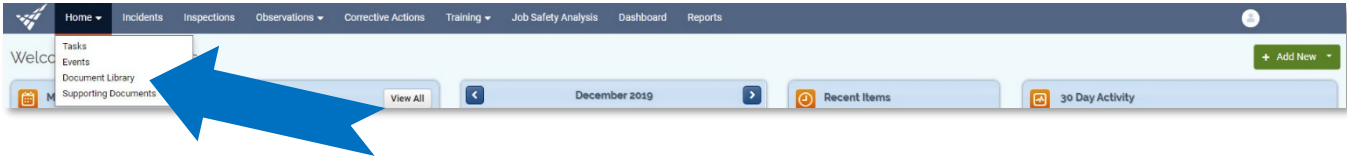
**Actual Completion Date**   mm/dd/yyyy 

**Resolution**  

**Note:** If this is a reoccurring task you can click the **Reoccurring Task** button and link it to another task. To assign more users to this task, click the **Assign Additional Users** button.

## 4 Viewing the Document Library

4.1 To view the documents in the Document Library, hover over the home module and a drop down will appear. Then you click on the **Documents Library**.



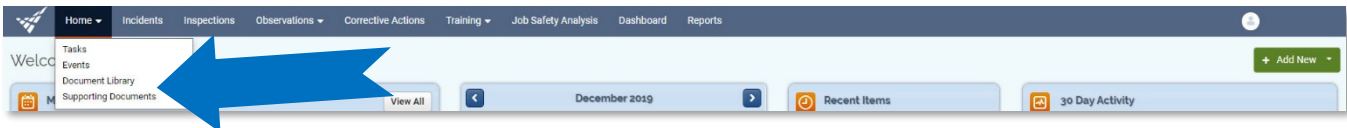
4.2 Click on the **Document Name** of any document to view or download that file.

**Document Library Summary** 2 out of 2 records [Export](#) [Search](#) [+ Add New](#)

System ID	Document Name ▲	Facility	Document Number	Document Type	File Type	Revision Date	Upload Date
1020	4634		43436	Guidance Document		11/28/2019	
1000	catbread-03-600x400.jpg		101	Guidance Document	.jpg	10/09/2018	11/26/2019

## 5 Viewing Supporting Documents

5.1 To view the documents linked to Incidents, Inspections, Corrective Actions, and other records, hover over the home module and click on **Supporting Documents**.



5.2 Click on the **Document Name** of any document to view or download that file.

**Supporting Document Summary** 200 out of 723 records [Search](#)

Document Name ▲	Facility	Section	Location	Module	System ID	File Type
1	Facility F-000	North West Philly	East Falls	Incidents	FY19-00012	png
1.jpg	Facility F-000			Inspections	2182	jpg
13494E8A-0746-4B50-A07F-8F3C6FF1FFBA.jpg				Inspections	2365	jpg
15598209613072417324389477220.MOV	Facility F-113			Incidents	FY19-00058	MOV

## 6 General Notes about Vector EHS Management

- Fields with a red \* are required.
- Ensure that your browser allows pop-ups from Vector EHS Management. This is required for certain features such as printing reports and attaching supporting documents.
- You may save the form at any time to ensure that you do not lose your work (even if you have not completed all required fields).
- If you do not save or refresh the screen for 30 minutes you will be logged out due to inactivity. Upon automatic logout, any form that you may have open on the screen will be saved. A pop-up will alert you before this happens.
- Additional help may be obtained by clicking the Help icon within the navigation pane at the top of the screen.

