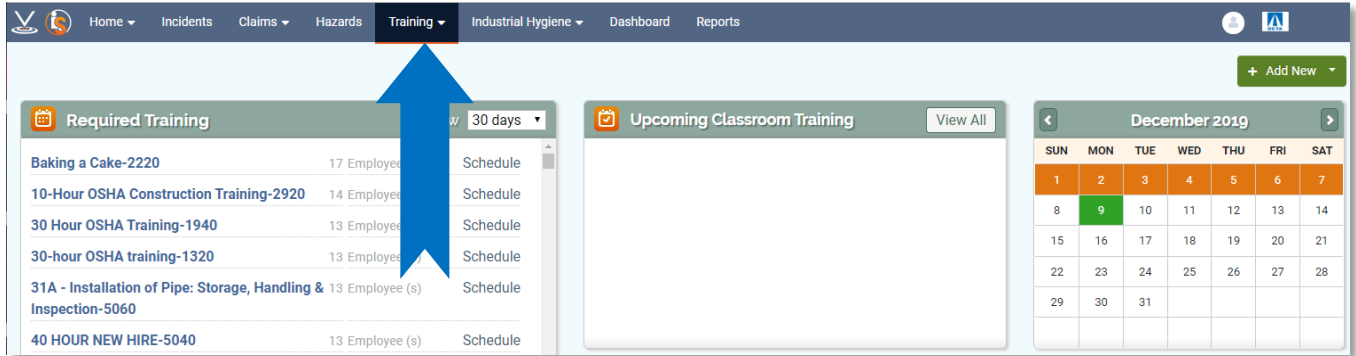


IndustrySafe Training Profile End User Guide

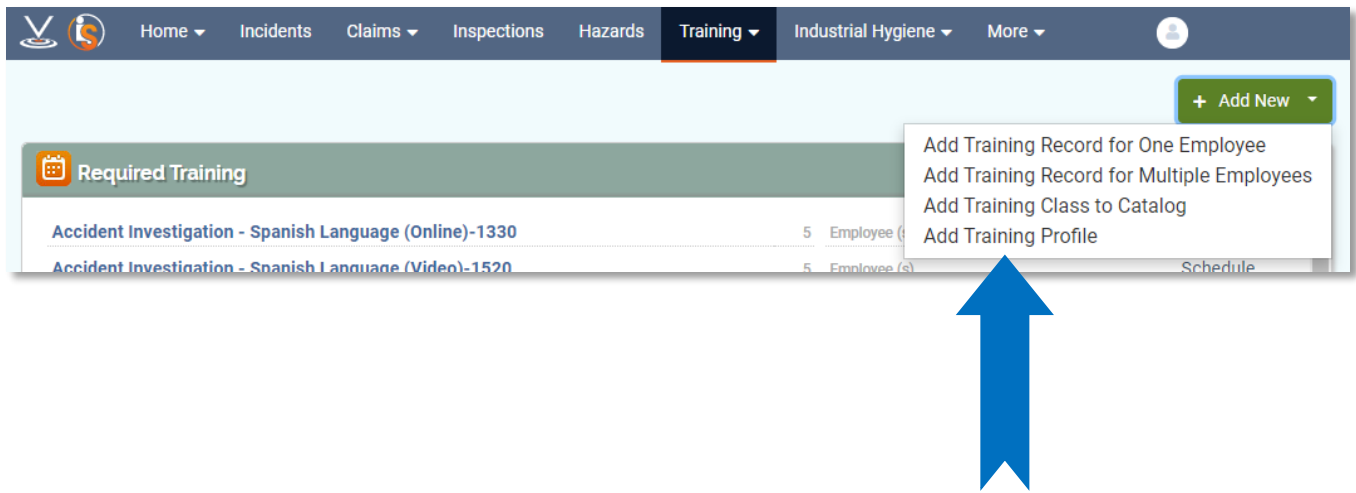
This guide describes the process for using the Training Profile feature located in the IndustrySafe Safety Management Software. This guide assumes that employee records have been imported into IndustrySafe and that the training class catalog has been set up.

1 Open the Training Module

1.1 Click on the Training tab

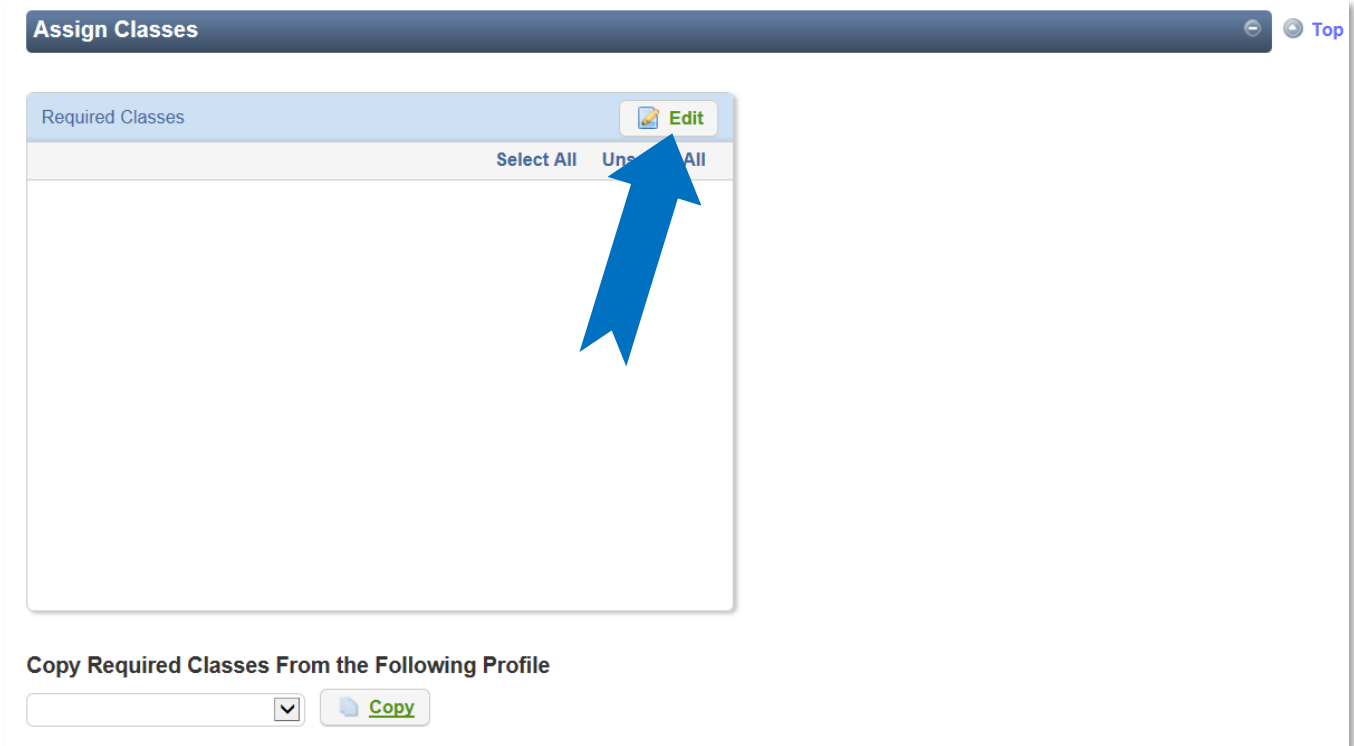


1.2 Click on the green Add New button, and then click on Add Training Profile.



2 Complete the Training Profile Form

- 2.1 Click the Edit button in the top right corner to begin the **Assign Classes** section



- 2.2 From here you will be able to select which classes will be applicable to this profile. You can also filter classes by hierarchy, category, and retraining cycle through the menu on the left. To individually add or remove classes, click on the class name in either *the* **Select Available Classes** or **Required Classes** field and use the arrows in between. If you would like to copy the class list of another profile, select that profile at bottom of the Assign Classes using the drop-down menu.

Assign Classes
Top

Filter Available Classes (optional)

Business Group_Ins

Region_Ins

Division_Ins

Facility_Ins

Class Name

Category

Retraining Cycle

Filter

Select Available Classes

[Select All](#) [Unselect All](#)

- "Medic First Aid, Cpr, And Aed New" (3428)
- "Medic First Aid, Cpr, And Aed Test" (3436)
- "Medic First Aid, Cpr, And Aed Testing" (3444)
- "Medic First Aid, Cpr, And Aed" (3405)
- "Medic First Aid, Cpr, And Aed0" (3530)
- "Medic First Aid, Cpr, And Aed1" (3538)
- 23-Tested .Net Form (2449)
- A (2902)
- Advanced Fire Extinguisher Training (1442)
- Aerial Man Lift (2942)
- All - All - All (1138)
- All Class (2202)
- All-Star Rules (3642)
- Amita Test Class (3202)
- Amitanewtestclass (3682)
- An All Class (1282)
- Analysis Grid Required Testing (3763)
- As Needed Class (1982)
- Asbestos Awareness: D-All-All (1127)
- Behemoz Class 1 (1542)

Required Classes

Save

[Select All](#) [Unselect All](#)

Copy Required Classes From the Following Profile

Copy

2.3 Under the Assign Employees section, click the **Assign Employees to This Profile** to be taken to the next form.

Assign Employees
Top

[Assign Employees to This Profile](#) Keep Employees Linked to Profile?

This training profile applies to employees at the following locations

Business Group	Region	Division	Facility
No employees have been added to this profile; so no locations are available			

Save
 Save and Add
 Delete

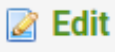
Note: Keeping employees linked to a profile will be keep the profile from being removed from an employee import

Employee Roster for Training Profile: 1421



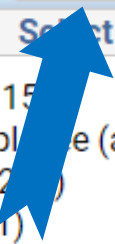
Profile Name*

Keep Employees Linked to Profile? ⓘ

10 Assigned Employee(s)  View 100

Select All Unselect All

Alvarez, Ezequiel (emp00115)
Krasikova, Anastasiya Employee (a.krasikova)
Booth, Mackenzie (emp002)
Brock, Kenneth (emp00121)
Brewer, Kellen (emp00105)
Brooks, Nyla (emp00230)
Burnett, Bryson (emp00168)
Berry, Ray (emp00151)
Buckley, Maxim (emp00122)
Byrd, Ryker (emp00157)



Copy Employees From the Following Profile



Assign Classes to This Profile



2.4 Select the employees you would like to add to the Training Profile by click the **Edit** button.

2.5 You will be able to add employees to a profile in the exact same fashion as you did for adding classes to a profile. Once finished, click the **Save** button to save your changes and return to the training profile page.

The screenshot displays the 'Filter Available Employees (optional)' panel on the left, which includes dropdown menus for Division, Facility, Job Title, Worker Type, Team, Section, and Location, a text input for Name / Employee ID, and a Status dropdown set to 'Available'. A 'Filter' button is at the bottom of this panel.

The 'Select Available Employees' panel in the middle shows a list of five employees: Berry, Ray (emp00151); Brewer, Kellen (emp00105); Brooks, Nyla (emp00230); Buckley, Maxim (emp00122); and Burnett, Bryson (emp00168). It includes 'Select All' and 'Unselect All' buttons and a 'View' dropdown set to 100.

The '10 Assigned Employee(s)' panel on the right shows a list of six employees: Alvarez, Ezequiel (emp00115); Krasikova, Anastasiya Employee (a.krasikova); Booth, Mackenzie (emp00213); Brock, Kenneth (emp00121); and Byrd, Ryker (emp00157). It also includes 'Select All' and 'Unselect All' buttons and a 'View' dropdown set to 100.


Below the panels, there is a section titled 'Copy Employees from the Following Profile' with a dropdown menu and a 'Copy' button. A blue arrow points from this section to the 'Save' button. Below that is a link 'Assign Classes to This Profile' and another 'Save' button.

2.6 Once you have finished adding employees to your profile, the **Assign Employees** section will display the location hierarchy of selected employees. If you are finished adding classes and employees to your profile, click the **Save** button to finalize the profile changes.

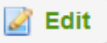
3 Assigning Employees to Existing Profiles

3.1 Adding employees to already existing profiles follows the same procedure as when you are creating a new profile. Select the specified profile from the drop down menu named **Profile Name** and use the same method detailed earlier to add the employees. There is also the option to copy the employee listing from another profile to the selected one should you so choose to. Once finished, click the **Save** button to finalize the changes.

Employee Roster for Training Profile:


 Save

Profile Name **Keep Employees Linked to Profile?**


Assigned Employee(s)  Edit View 100

[Select All](#) [Unselect All](#)

Copy Employees From the Following Profile

 Copy

Assign Classes to This Profile

 Save

5 General Notes about IndustrySafe

- Fields with a red * are required.
- Ensure that your browser allows pop-ups from IndustrySafe. 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.

