HSSE Training

HSSE User Guide

JUNE 2023

Preface:

Welcome to the user manual for the "HSSE Training" application developed by Integcubes! This manual is designed to provide you with an overview of the application's features and functionalities. It will serve as a valuable resource for understanding and effectively utilizing the HSSE Training software.

HSSE Training is a comprehensive web application built using .NET, AngularJS, and SQL Server. It is specifically designed to streamline and manage training processes within organizations. The application offers a user-friendly interface and powerful tools for training program creation, user management, and program analytics.

This manual will guide you through the various modules and features of HSSE Training, including:

- **Login and User Management:** Learn how to securely log in to the application and manage user accounts, including assigning access levels and permissions.
- **Training Module:** Discover how to create and manage training programs, starting with adding topics and creating programs with assigned employees, duration, and schedules.
- **Attachments and Documents:** Find out how to attach relevant documents and training materials to enhance the training programs.
- **Program Analytics and Dashboard:** Explore the analytics feature, which provides valuable insights into program performance, participant engagement, and progress. Additionally, the dashboard offers graphical representations of analytics data for quick overview and decision-making.

By following this user manual, you will gain a comprehensive understanding of the HSSE Training application, empowering you to efficiently manage training programs within your organization.

HSSE Features:

The HSSE Training application offers a range of key features designed to streamline and enhance the management of training programs within organizations. Some of the main features include:

1. User Management: The application provides an intuitive interface for administrators to create and manage user accounts. Access levels and permissions can be assigned to each user, ensuring secure and controlled access to the application.
2. Training Program Creation: Trainers can easily create training programs by adding topics, defining program details, and setting employee assignments. This feature allows for efficient organization and scheduling of training activities.
3. Document Management: The application allows trainers to attach relevant documents and training materials to each program. This ensures that participants have access to necessary resources and materials during the training sessions.
4. Program Analytics: The program analytics feature enables trainers and administrators to monitor the effectiveness and progress of training programs. Detailed metrics and statistics are provided, allowing for informed decision-making and improvement of future training initiatives.
5. Dashboard: The application offers a visually appealing and informative dashboard that provides a comprehensive overview of training program analytics. Graphical representations and summaries allow for quick and easy interpretation of data.
6. Access Controls: Administrators have the ability to assign specific access levels and permissions to users. This feature ensures that users can only access the features and functionalities relevant to their roles and responsibilities.
7. Security and Data Protection: The HSSE Training application prioritizes the security and protection of data. Robust security measures are implemented to safeguard sensitive information and ensure data confidentiality.
8. User-Friendly Interface: The application is designed with a user-friendly interface, making it easy for both administrators and participants to navigate and interact with the system. Intuitive menus and clear instructions enhance the user experience.
9. Notifications and Reminders: The application can generate notifications and reminders to keep users informed about upcoming training programs, deadlines, and important updates. This feature helps to ensure that participants stay engaged and prepared for their training sessions.
10. Customizable Features: The application offers customization options to tailor the system to the specific needs and requirements of each organization. This flexibility allows for a more personalized and optimized training management experience.

These main features of the HSSE Training application work together to streamline training program management, enhance participant engagement, and provide valuable insights for continuous improvement in organizational training initiatives.

HSSE Modules:

Here's a tabular form summarizing the main modules of the HSSE Training application:

User Management	Allows administrators to create and manage user accounts with different access levels and permissions.
Training Program	Facilitates the creation and management of training programs, including adding topics, assigning employees, and scheduling.
Document Management	Provides the ability to attach and manage relevant documents and training materials for each program.
Program Analytics	Offers analytics and reporting capabilities to track the effectiveness and progress of training programs.
Dashboard	Presents a visual representation of analytics data, providing a comprehensive overview of program performance.

Table 1: Module table

These modules collectively ensure seamless user management, efficient training program creation and management, document attachment and management, comprehensive program analytics, and a visually appealing dashboard for quick insights into program performance.

Contents

HSSE Training:

HSSE Training (Health, Safety, Security, and Environment Training) is a web application developed by Integcubes that aims to streamline and enhance the management of training programs within organizations. With a user-friendly interface and powerful features, HSSE Training provides administrators, trainers, and participants with a comprehensive platform to effectively plan, deliver, and analyze training initiatives.

The primary focus of HSSE Training is to ensure the health, safety, security, and environmental awareness of employees within an organization. By offering a centralized and efficient system, the application enables administrators to create and manage user accounts, assign access levels, and control permissions. Trainers can easily design and organize training programs, attach relevant documents and training materials, and schedule sessions according to employee availability.

One of the key aspects of HSSE Training is its robust analytics capabilities. The application allows trainers and administrators to monitor the effectiveness and progress of training programs through detailed metrics and statistics. This valuable information enables data-driven decision-making, leading to improvements in training methodologies and outcomes.

The dashboard feature provides a visual representation of the analytics data, offering a comprehensive overview of program performance at a glance. Through graphical representations and summaries, users can quickly assess the engagement levels, participation rates, and overall effectiveness of the training programs.

HSSE Training promotes efficiency and effectiveness in managing training initiatives by integrating technologies such as .NET, AngularJS, and SQL Server. These technologies ensure a stable and secure platform, with a focus on data protection and user privacy.

In summary, HSSE Training is a comprehensive application that empowers organizations to efficiently manage and analyze training programs focused on health, safety, security, and environmental awareness. By leveraging its modules, administrators, trainers, and participants can collaborate effectively, ensuring a safe and informed work environment for all employees.

PAGE DESCRIPTION

Login:

The login page of the HSSE Training application serves as the initial point of entry for authorized users to access the system. It is designed to provide a secure and controlled environment, ensuring the confidentiality of user accounts and training program data.

Upon reaching the login page, users are required to authenticate their identity by entering their unique credentials, such as a username and password. This authentication process helps protect sensitive information and ensures that only authorized individuals can gain access to the application. The login page incorporates robust security measures, including encryption techniques and strong password requirements, to safeguard user accounts and prevent unauthorized access.

The login page features a user-friendly interface that simplifies the login process. Clear instructions and intuitive design elements guide users through entering their login credentials, reducing any potential confusion or errors. If users encounter any issues, such as forgetting their password, the login page may offer a "Forgot Password" option. This functionality allows users to initiate the password recovery process by entering their registered email address or username. The system then sends a password reset link or instructions to the user's email, enabling them to set a new password and regain access to their account.

Additionally, the login page incorporates error handling mechanisms to manage incorrect login attempts. If users enter incorrect login credentials, the system displays an error message indicating the issue and prompts them to re-enter the correct information. This feature helps users troubleshoot login problems and ensures that only authorized users can gain access to the application, enhancing overall security.

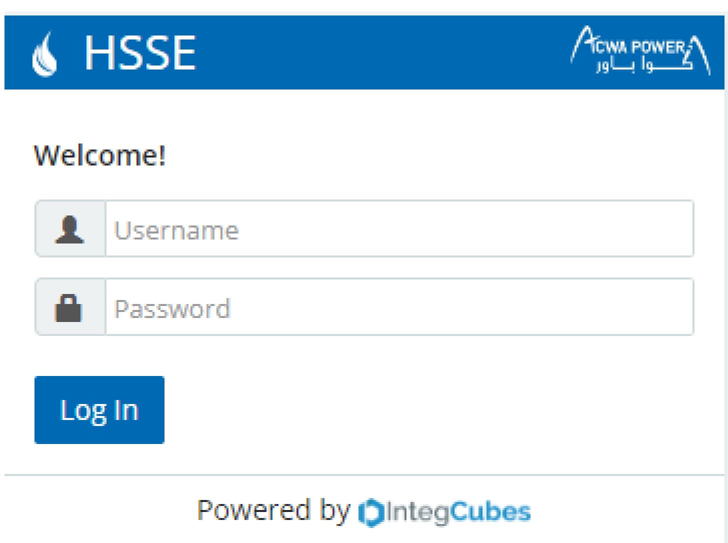


Figure 1: Login

Dashboard:

The dashboard page in the HSSE Training application serves as a central hub for trainers and administrators to gain a comprehensive overview of training program analytics and performance. It provides valuable insights and key metrics that enable users to assess the effectiveness and progress of training initiatives. Here is a detailed description of the main features and elements of the dashboard:

Filter Options: At the top of the dashboard, users have access to filter options that allow them to refine and customize the displayed data. These filters include topics, sites, methodology, drive, and internal-external categorizations. Users can select specific filters to view data specific to their requirements, facilitating focused analysis.

Figure 2: Dashboard-filters

Total Training Sessions: The dashboard prominently displays the total number of training sessions conducted within the selected filters. This metric provides an overview of the training program's reach and scale, giving users a quick snapshot of the training activities.

Total Trainees: Another key metric displayed on the dashboard is the total number of trainees who have participated in the training programs. This metric helps gauge the level of employee engagement and participation, providing insights into the training program's effectiveness.

Total Training Hours: The dashboard also showcases the cumulative number of training hours completed across all sessions. This metric highlights the investment of time and resources into training initiatives, indicating the depth of knowledge and skill development within the organization.

Figure 3: Dashboard-Total

Training Drive-wise Pie Chart: A visually appealing pie chart is presented on the dashboard, illustrating the distribution of training programs based on different drives (such as safety, security, and environmental awareness). This chart provides a visual representation of the proportion of training activities dedicated to each drive, allowing users to assess the focus and emphasis on various areas.

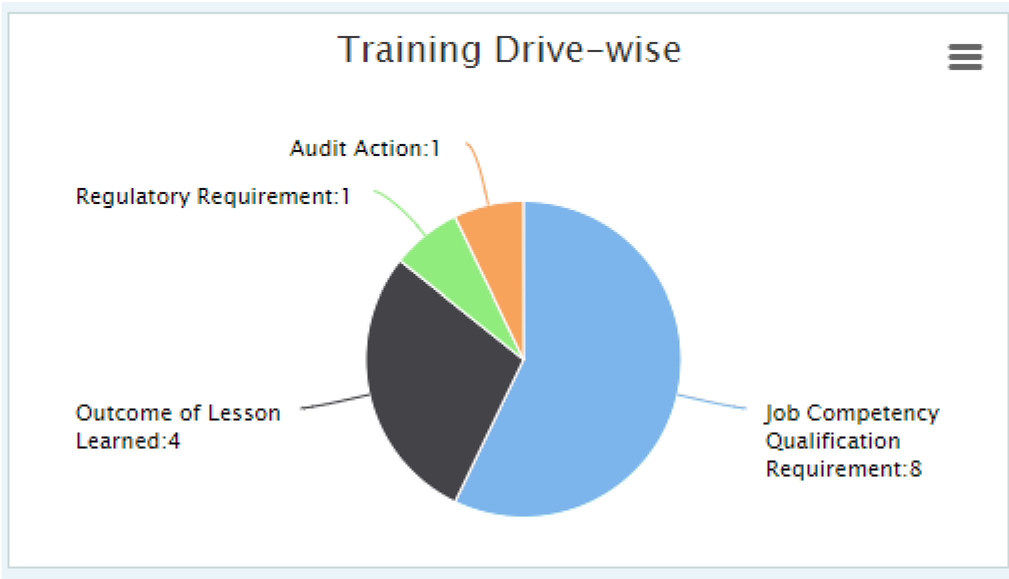


Figure 4: Dashboard-Training Drive-wise Pie Chart

Download Options: The dashboard offers download options for the pie chart and other graphical representations. Users can download the image of the pie chart in various formats, such as JPEG or PNG, for further analysis, reporting, or presentation purposes.

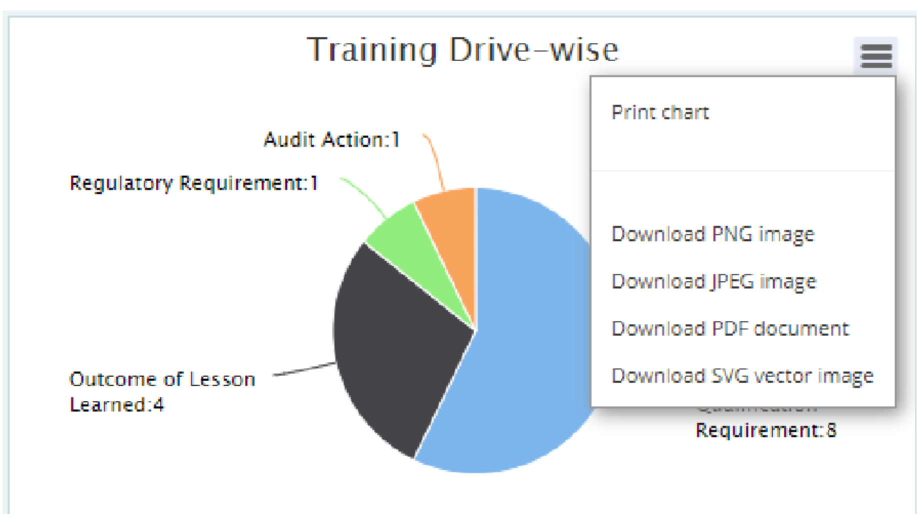


Figure 5: Dashboard-Training Drive-wise Pie Chart

Training Role-wise Bar Graph: A bar graph is displayed on the dashboard, showcasing the distribution of training programs based on different roles within the organization (e.g., employees, managers, supervisors). This graph helps identify the target audience of the training programs and assesses the level of training provided to different roles.

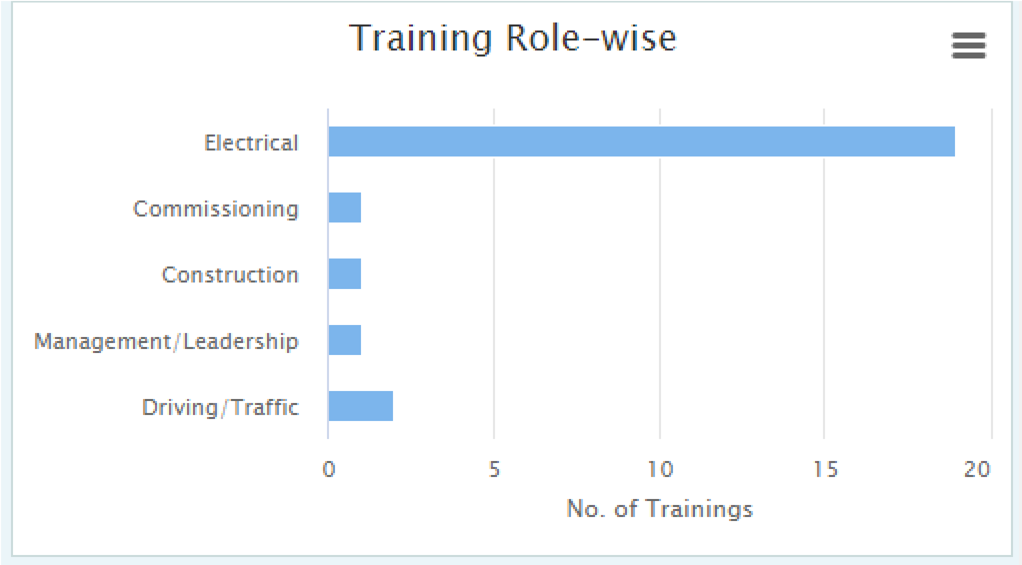


Figure 6: Dashboard- Training Role-wise Bar Graph

Site-wise Training Bar Graph: Another bar graph is presented on the dashboard, indicating the distribution of training programs across different sites or locations within the organization. This graph enables users to evaluate the coverage and impact of training activities in different areas, identifying any gaps or discrepancies.

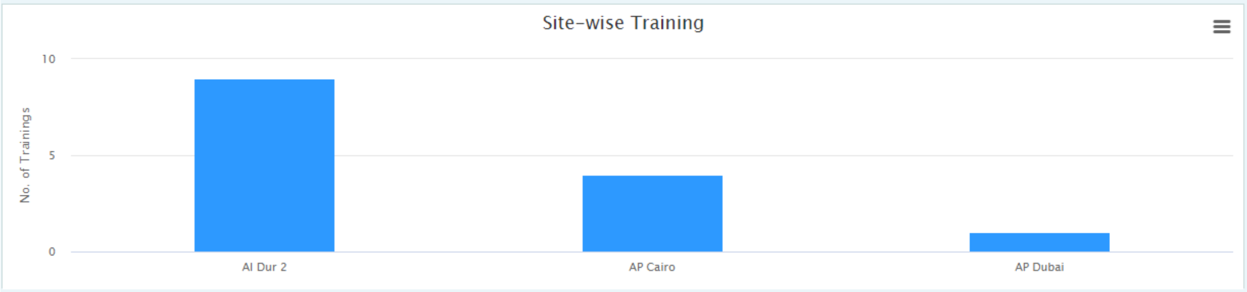


Figure 7: Dashboard- Site-wise Training Bar Graph

Training Topic-wise Bar Graph: The dashboard also features a bar graph that illustrates the distribution of training programs based on different topics or subjects. This graph helps users identify the most frequently covered training topics and allows for an assessment of the organization's focus areas in training.

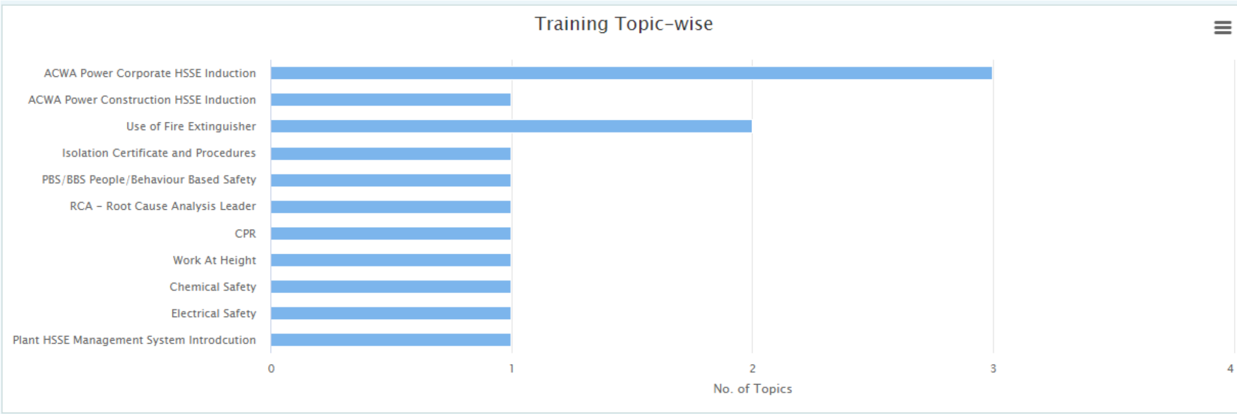


Figure 8: Dashboard- Training Topic-wise Bar Graph

The dashboard page in the HSSE Training application provides a comprehensive and visually appealing snapshot of training program analytics. With filter options, downloadable graphs, and various metrics, users can analyze, track, and evaluate the effectiveness of training initiatives, facilitating informed decision-making and continuous improvement.

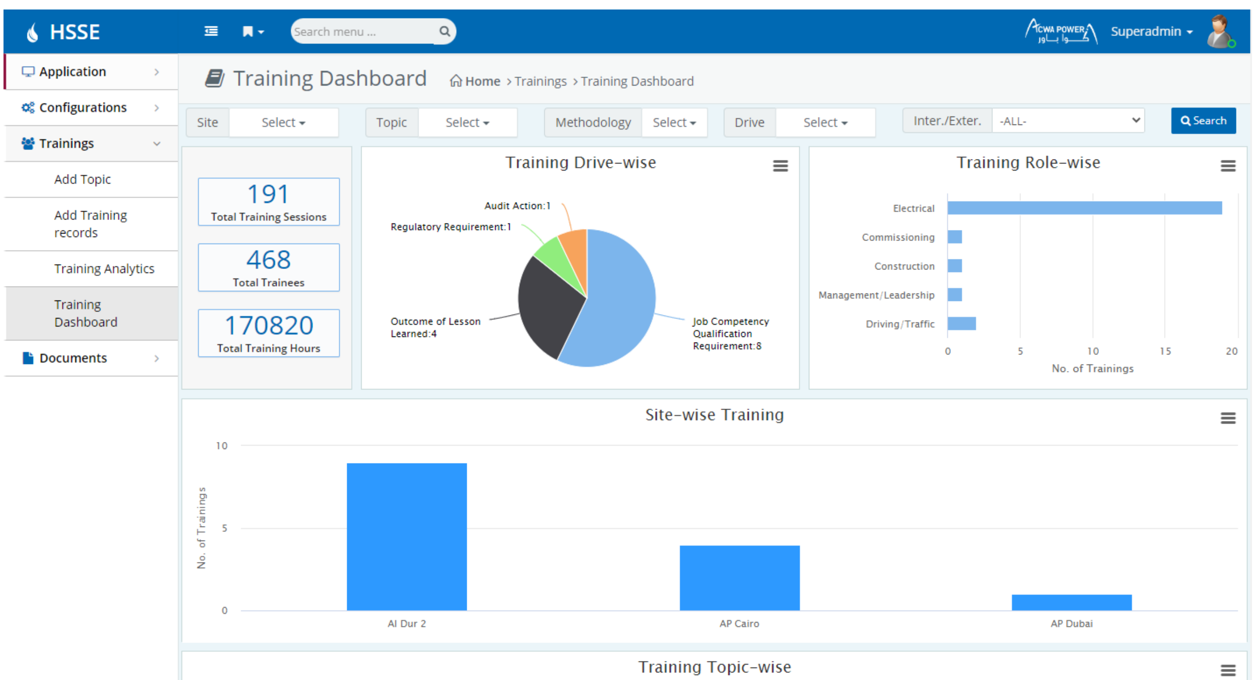
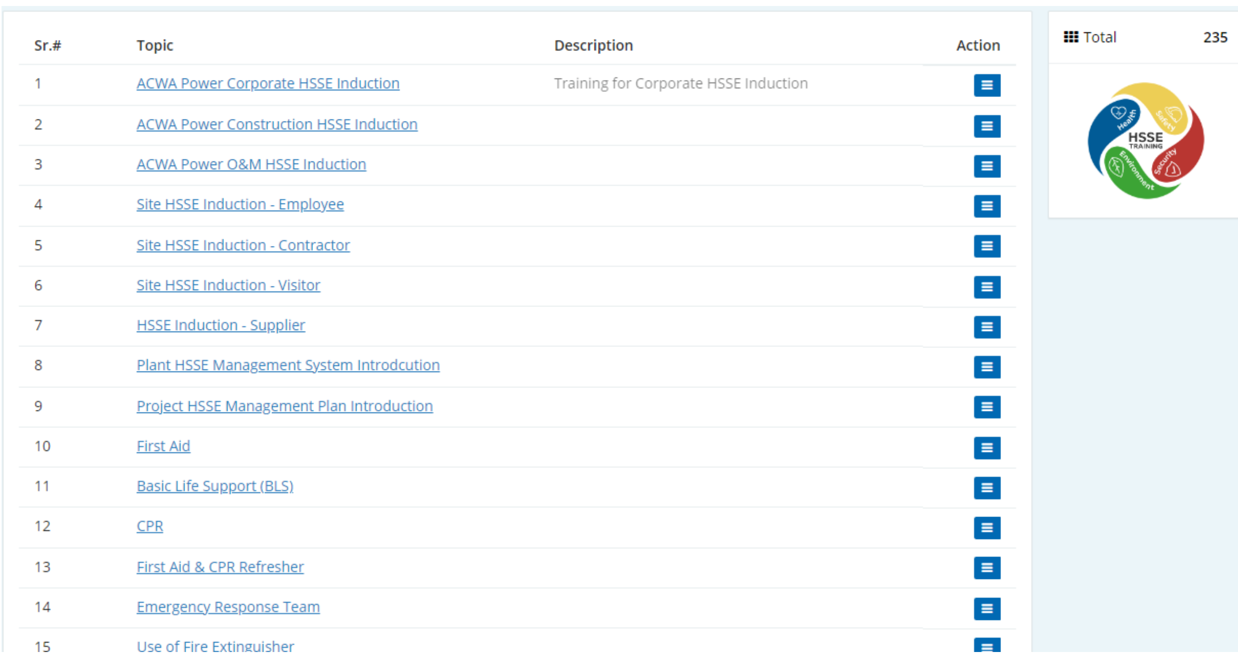


Figure 9: Dashboard

Add Topic:

The "Add Topic" page in the HSSE Training application provides users with a platform to manage and organize training topics for their programs. This page allows trainers and administrators to easily add, edit, and view topics, ensuring efficient management of training content. Here is a detailed description of the main features and elements of the Add Topic page:

List of Entered Topics: The Add Topic page displays a list of all the previously entered topics. This list provides an overview of the existing topics in the system, enabling users to quickly reference and manage them.



Sr.#	Topic	Description	Action
1	ACWA Power Corporate HSSE Induction	Training for Corporate HSSE Induction	
2	ACWA Power Construction HSSE Induction		
3	ACWA Power O&M HSSE Induction		
4	Site HSSE Induction - Employee		
5	Site HSSE Induction - Contractor		
6	Site HSSE Induction - Visitor		
7	HSSE Induction - Supplier		
8	Plant HSSE Management System Introdcution		
9	Project HSSE Management Plan Introduction		
10	First Aid		
11	Basic Life Support (BLS)		
12	CPR		
13	First Aid & CPR Refresher		
14	Emergency Response Team		
15	Use of Fire Extinguisher		

Figure 10: Add Topic- List of Entered Topics

Search Bar: At the top of the Add Topic page, a search bar is provided, allowing users to search for specific topics based on keywords or topic names. This search functionality enhances user convenience and efficiency in locating specific topics within the list.

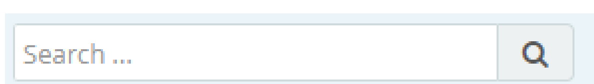


Figure 11: Add Topic- Search Bar

Add New Topic Button: Users are presented with an "Add New Topic" button, which, when clicked, allows them to create a new training topic. Clicking this button triggers a change in the page view, presenting a form where users can input the details of the new topic.

Refresh List Button: To update the list of topics, a "Refresh List" button is available. Clicking this button refreshes the displayed list, ensuring that users have the most up-to-date information.

Figure 12: Add Topic- Buttons

Edit and Delete Options: Each topic in the list is accompanied by options for editing, deleting, and viewing. Users can select the "Edit" button to modify the details of a specific topic. Similarly, the "Delete" button allows users to remove a topic from the system. The "View" option provides a detailed view of a specific topic without the ability to edit or delete it.

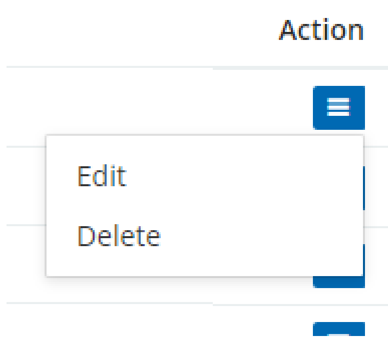


Figure 13: Add Topic- Actions

Add Topic Form: When users click on the "Add New Topic" button, the Add Topic page transforms into a form view. This form provides fields for users to enter the necessary details of the new topic, such as the topic name, description, and any additional information related to the topic.

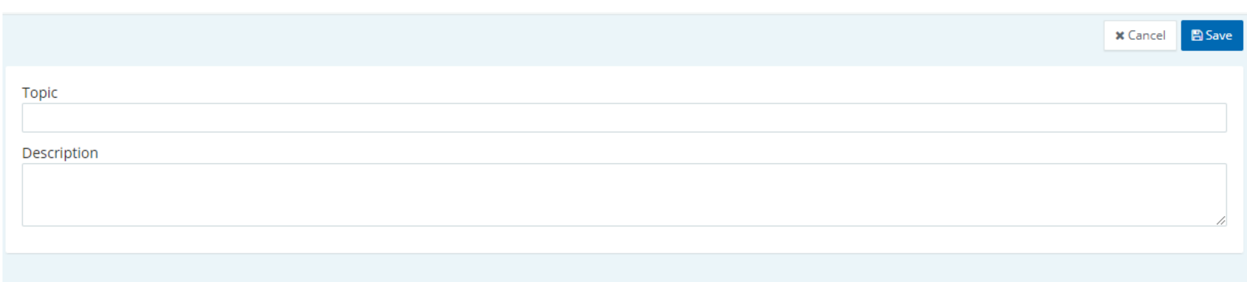


Figure 14: Add Topic- Add Form

Edit Topic Form: Clicking the "Edit" button for a specific topic replaces the list view with an edit form. This form allows users to modify the details of the selected topic, providing the flexibility to update and refine the topic information as needed.

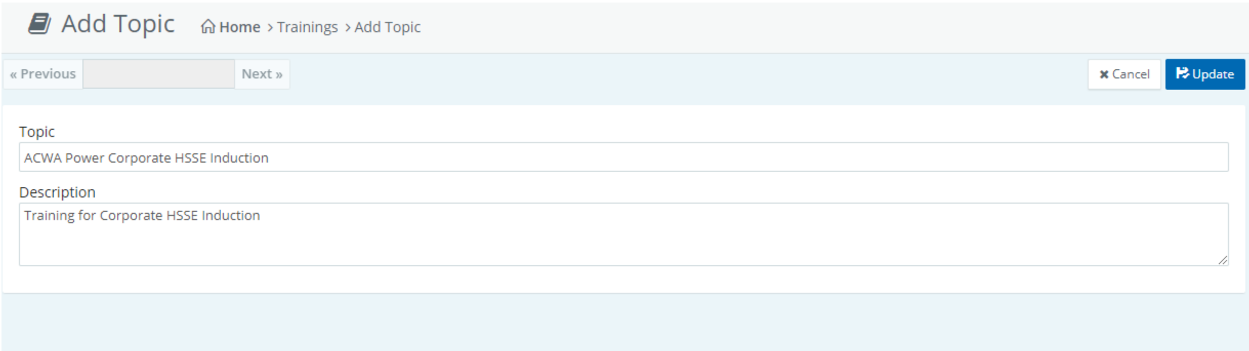


Figure 14: Add Topic- Edit Form

View Topic Details: The "View" option allows users to view the detailed information of a specific topic without the ability to make changes. This view provides a comprehensive overview of the topic, including its name, description, and any additional details associated with it.

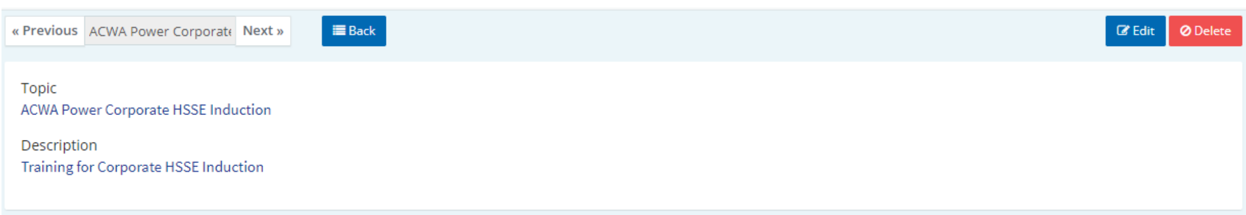


Figure 15: Add Topic- View

The Add Topic page in the HSSE Training application streamlines the management of training topics, offering users the ability to add, edit, and view topics with ease. With features such as the search bar, add new topic button, edit and delete options, and view functionality, users can efficiently organize and maintain their training content, ensuring the availability of accurate and up-to-date information.

Ap Aging:

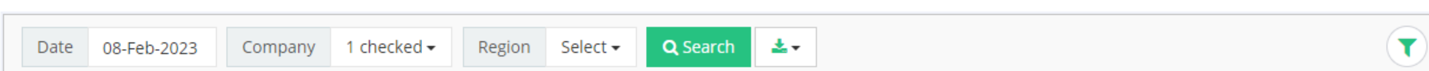
The Aging module in FMT is designed to help users track and manage their accounts receivable and accounts payable aging. It allows users to view a comprehensive summary of their outstanding debts and payable amounts, which can be filtered by date, region, company, and other criteria. The AP Aging report provides a detailed view of all the outstanding payables to vendors, including the due date, invoice number, and other relevant information. This report is essential for businesses to track their accounts payable and ensure that payments are made on time. By using the Aging module in FMT, businesses can reduce their risk of late payment fees and maintain a positive relationship with their vendors.

Accounts Payable (AP) Aging is a critical tool for managing a company's financial health and cash flow. It is a report that provides a summary of all the unpaid bills and invoices a business owes to its suppliers. AP Aging helps businesses track the payment status of their outstanding bills and provides an overview of their financial obligations. This report is typically divided into columns that represent different aging periods, such as current, 30 days, 60 days, and 90 days, which help to identify any overdue payments. The AP Aging report also provides important information such as invoice number, vendor name, due date, and amount owed, which can be used to make informed payment decisions and prioritize payments. AP Aging is an essential tool for businesses to maintain their cash flow, reduce the risk of late payment fees, and maintain a positive relationship with their vendors.

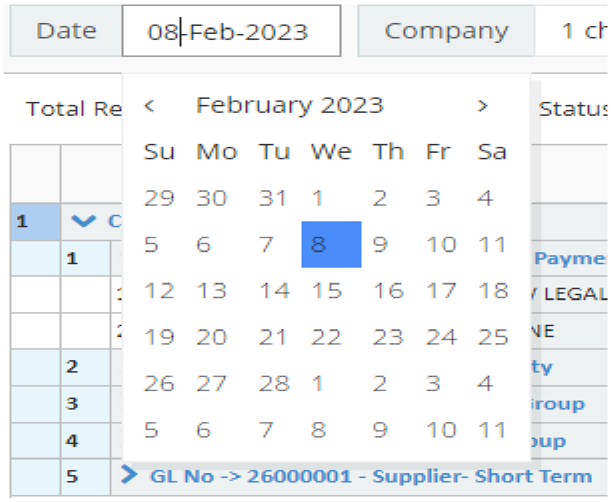
Filters:

In AP aging there are date filters, company, and regional filters also there is an option to export all the detail in excel format at the corner of the screen there is a filter button that gives filtering by column name and which columns to display. There is also the option of a range that has 10 intervals and there are also currency filter which has local, global, transaction, transaction to SAR, local to SAR, and profit center cost center there is also status option to see if it is open or cleared and there is also date type filter which has posting date, due date and entry date filters

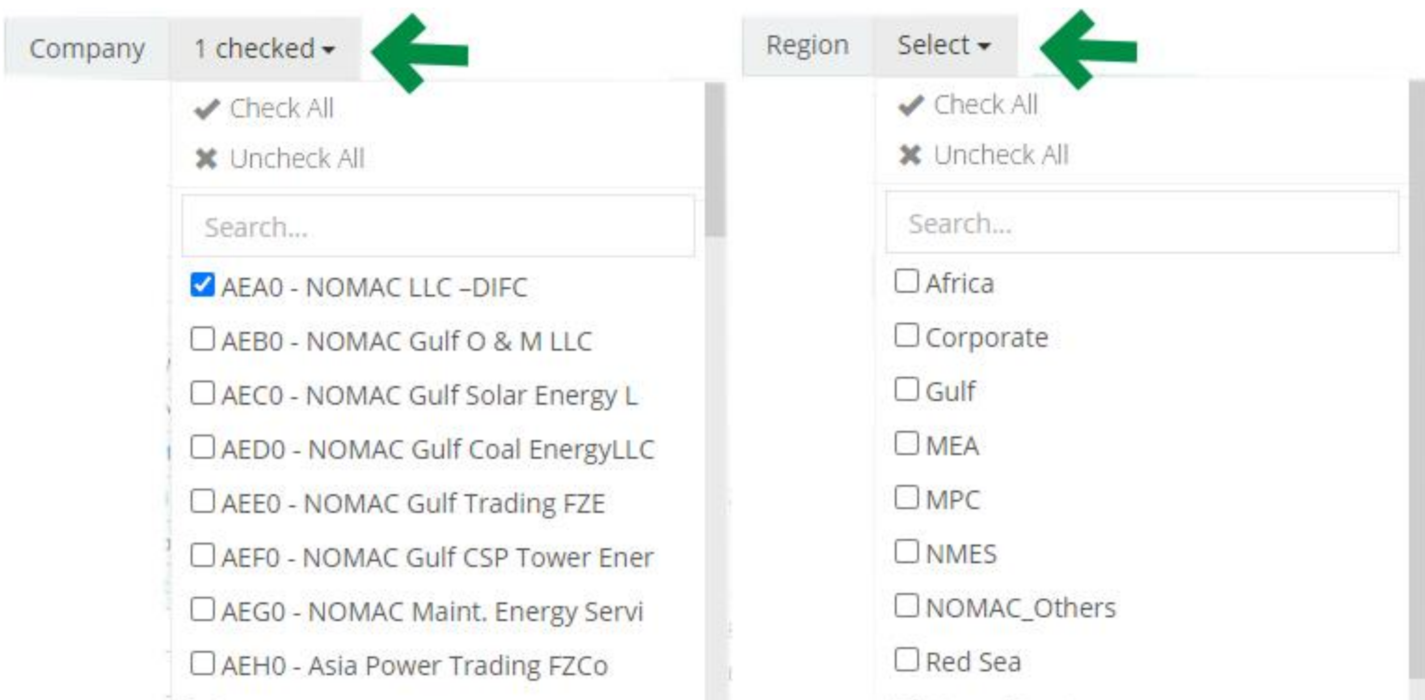
The AP Aging feature in FMT provides a comprehensive view of your Accounts Payable, including the outstanding balances and payment terms of your invoices. The feature includes several filters to help you get a clear and accurate view of your AP data.



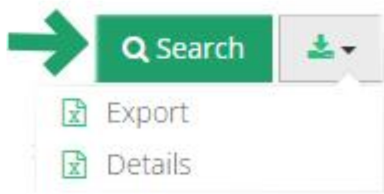
Date Filters: The date filters allow you to specify the date range you want to view in the report. This enables you to focus on specific time periods and monitor changes in your accounts payable balances over time.



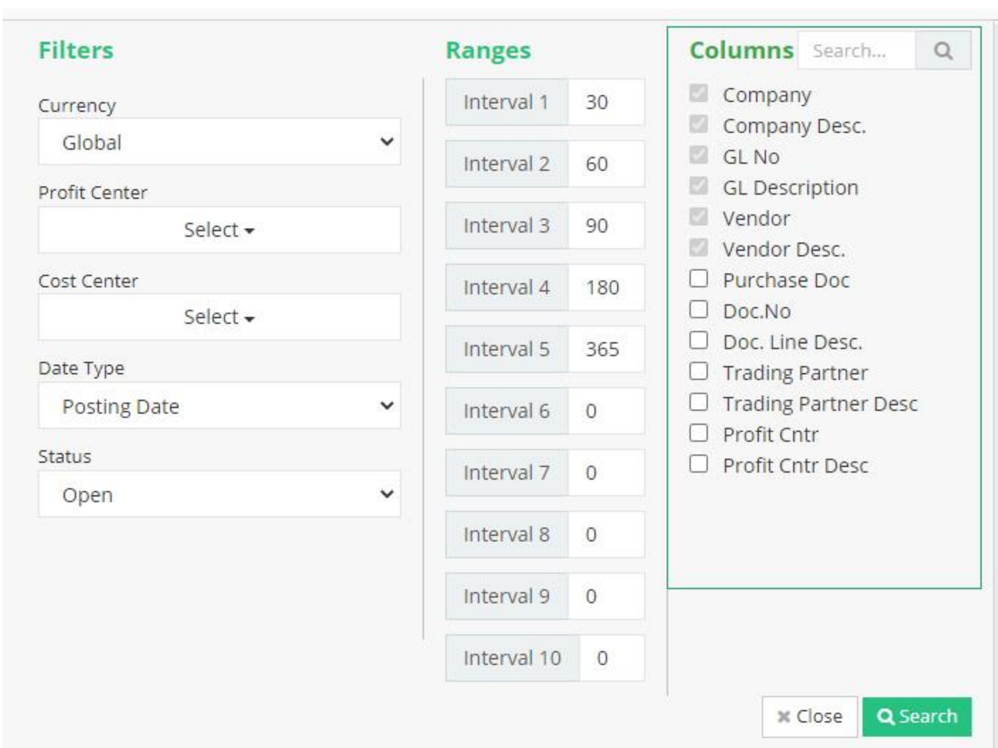
Company and Regional Filters: The company and regional filters allow you to select specific companies and regions you want to include in the report. This is useful if you have multiple entities or locations and need to see the AP data for each one individually.



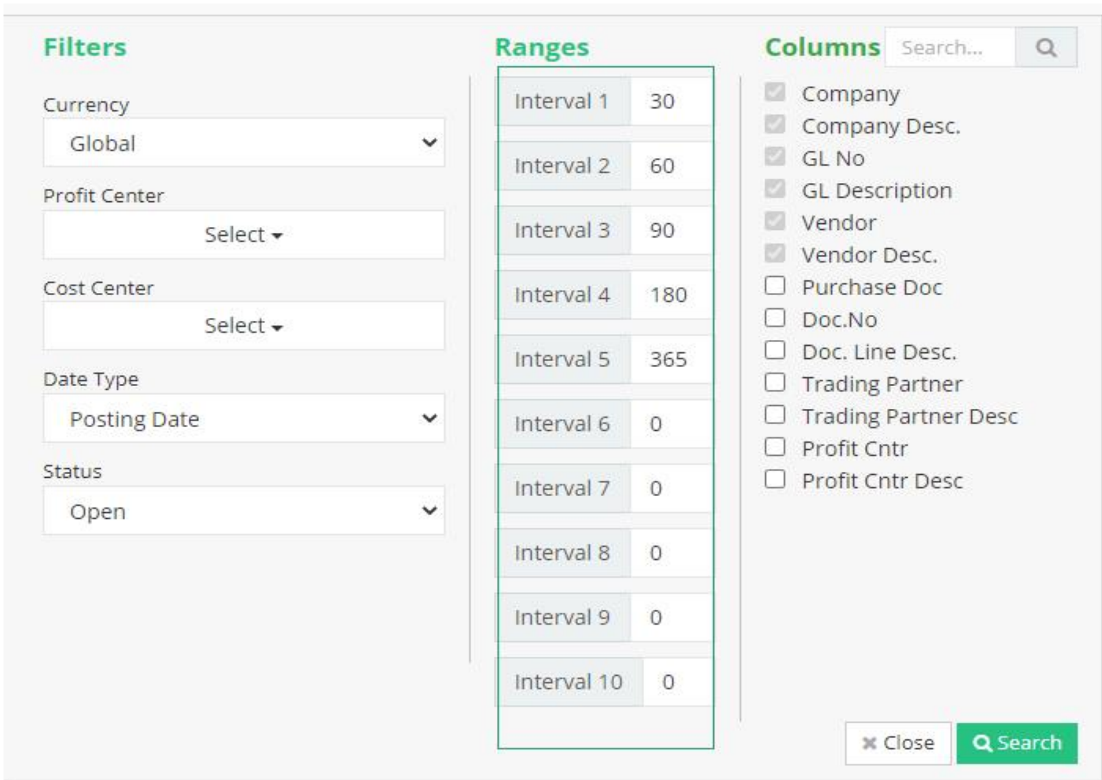
Export to Excel: The export to excel feature provides you with the ability to download the AP Aging report in an excel format for further analysis and reporting.



Filter by Column Name: The filter by column name option gives you the ability to filter the report by the data contained in specific columns. This makes it easy to find and view specific transactions or invoices.



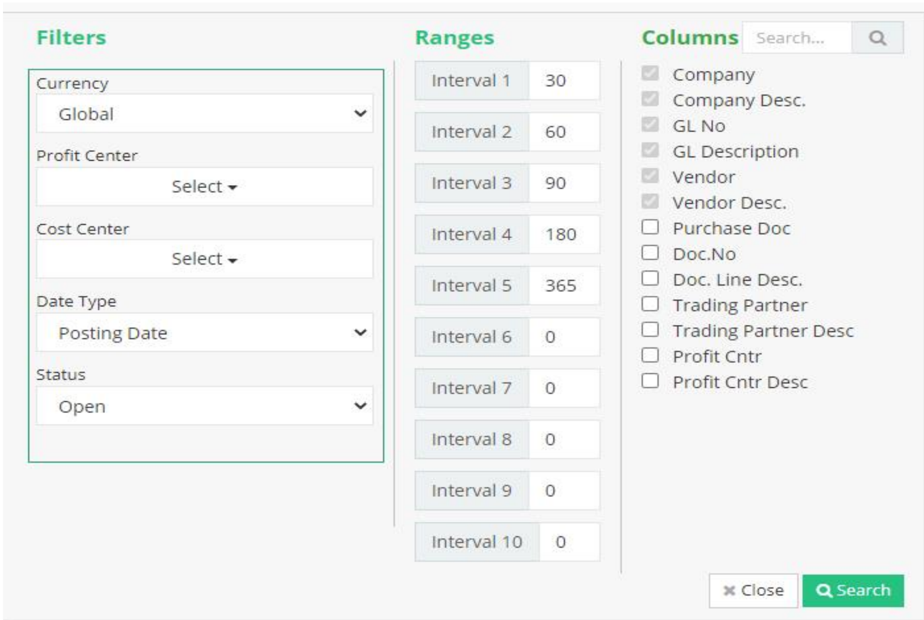
Range Filter: The range filter allows you to select from 10 different intervals, based on the number of days outstanding. This is useful for identifying invoices that are overdue or approaching their due date.



Currency Filter: The currency filter provides options for local, global, transaction, transaction to SAR, local to SAR, and profit center cost center. This enables you to view the data in the currency you prefer, whether it's your local currency, or another currency you are doing business in.

Status Filter: The status filter allows you to view open or cleared transactions. This makes it easy to identify which invoices have been paid and which ones are still outstanding.

Date Type Filter: The date type filter provides options for posting date, due date, and entry date. This enables you to view the data based on the date the transaction was posted, the due date of the invoice, or the date the invoice was entered into the system.



By using these filters, the AP Aging report in FMT gives you a detailed and accurate view of your accounts payable, enabling you to effectively manage your financial health and cash flow