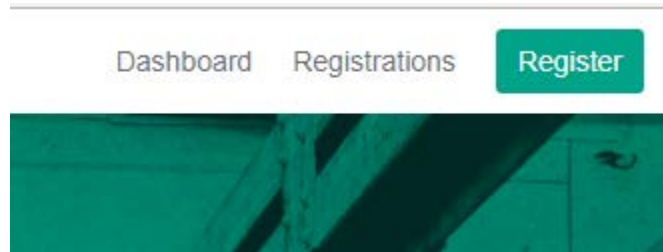


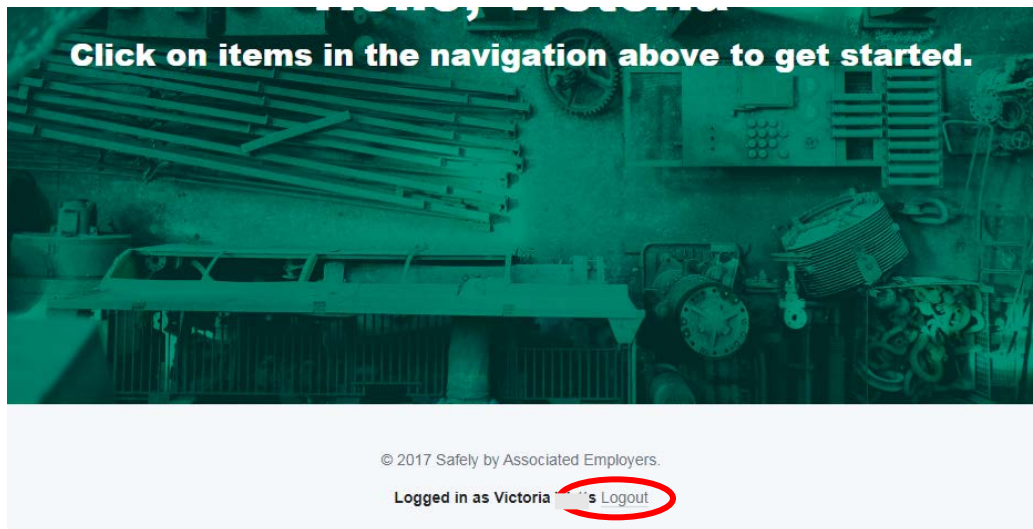
# Welcome to Safely!

## Navigating Safely:

The top, right-hand menu bar will show you your navigation options. The **Dashboard** is the green welcome page that first loads when you log in. The **Registrations** tab are any classes which you have already scheduled. To create a new registration, click on the green highlighted **Register** button.



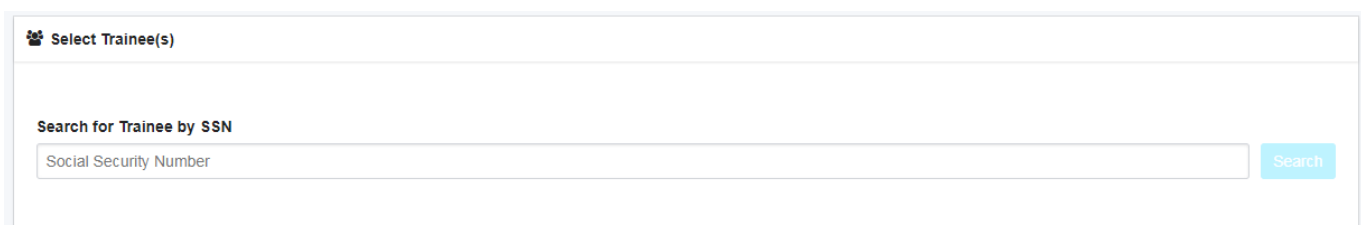
If at any time you desire to log out of Safely, you can find the log out button at the bottom of the Dashboard page.



## Creating a Registration:

When you click the **Registration** link in the top menu, you will find the below search box. To select your trainee for scheduling, you will enter their full social security number.

If the trainee is not in our system, a box will pop up saying that there is no record with that information.

A screenshot of the 'Select Trainee(s)' search form. The form has a title 'Select Trainee(s)' with a small icon. Below the title is a section 'Search for Trainee by SSN' which contains a text input field labeled 'Social Security Number' and a blue 'Search' button.

If this happens click on the Create a New Registrant link that is offered

We couldn't find a record with that information. [Create a new registrant?](#)

<b>Name</b>		
<input type="text" value="John"/>	<input type="text" value="Middle (Optional)"/>	<input type="text" value="Doe"/>
<b>SSN</b>		<b>Email Address</b>
<input type="text" value="987-65-4321"/>		<input type="text" value="registrant@yooohoo.com (Optional)"/>
<input type="button" value="Save this Registrant"/>		

The link will drop down a form where you can enter the trainee's First and Last name. A middle name can be added but is optional. Also optional is to attach an email address to the trainee. If you do so the trainee will be sent an email when they are registered for classes. Click Save this Registrant to finish creating the profile.

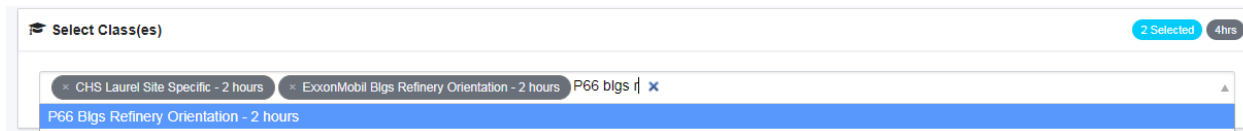
Once you have clicked Save this Registrant, or if your trainee was already in our system, they will appear below the Search for Trainee by SSN bar. If you have multiple trainees coming in for the same classes at the same time, you can continue to search and add multiple people to the registration. You can remove a name from the list by clicking on the orange box to the left of their name

<b>Search for Trainee by SSN</b>	
<input type="text" value="Social Security Number"/>	<input type="button" value="Search"/>
<hr/>	
John Doe <a href="#">Add email for automatic notification</a>	<input type="button" value="X"/>
***-**-4321	
Tester Safely	<input type="button" value="X"/>
***-**-6789	

After you have entered the person or people coming in for training, continue to the Select Class(es) menu. By clicking on the search a drop-down menu of all the computer classes we offer will appear. You can also type to search in the search bar, which will start narrowing down the list for you.

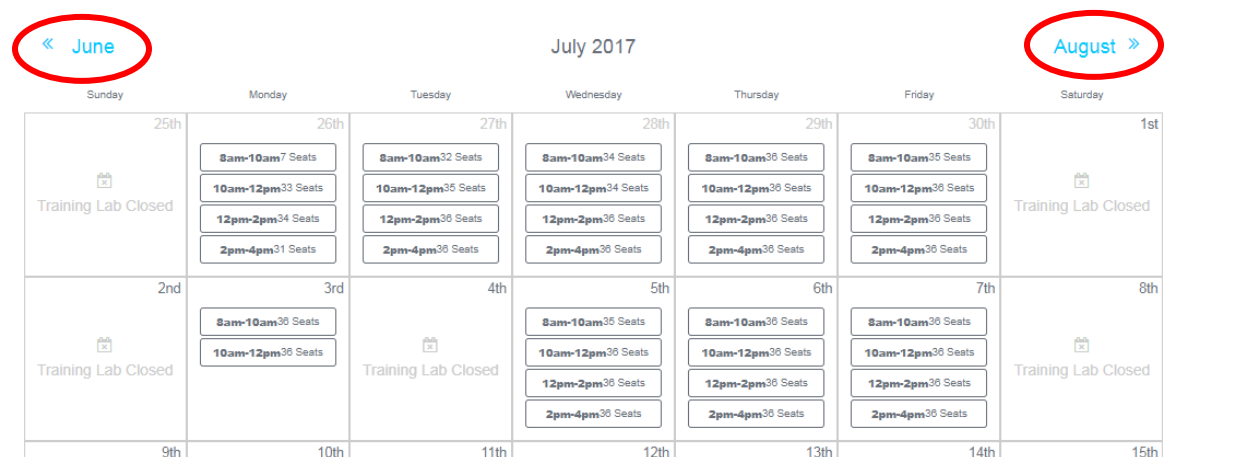
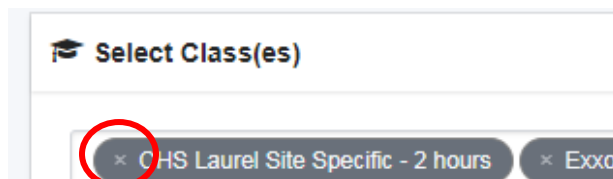
<b>Select Class(es)</b>
<input type="text" value="Select Classes..."/>
<div>ExxonMobil Blgs Alky Orientation - 0.5 hours</div> <div>ExxonMobil Blgs Refinery Orientation - 2 hours</div> <div>Firewatch WBT - 0.5 hours</div> <div>Guarding Floor and Wall Openings and Holes - 0.5 hours</div> <div>Hearing Conservation WBT - 0.5 hours</div> <div>Hydrofluoric Acid Web - 1 hours</div> <div>Hydrogen Sulfide WBT - 0.5 hours</div>

As with trainees, multiple classes can be selected. Classes that you have chosen will appear in the select classes bar shaded in gray, and you can continue to type in the bar to search and add more. Remember, all employees selected will be registered for all the classes you select.



To remove a class from your selection, click on the X to the right of the class name

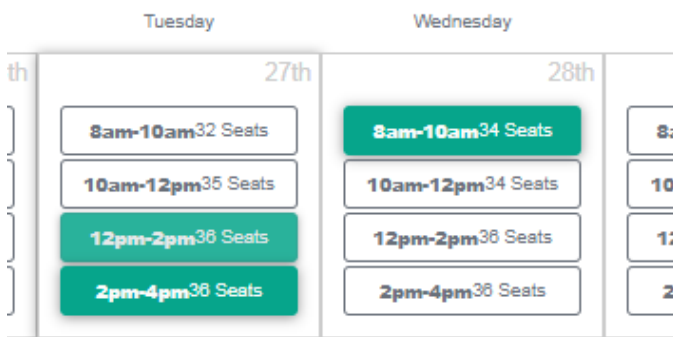
Finally, a calendar will appear with the days and times our computer lab is available for your trainee to come in. The default calendar will show the current month, but different months can be selected by clicking the blue month and arrow to either side of the screen.



The individual time slots show how many seats are still available. By hovering over the dates you are interested in, you will see that they turn green. If the training you selected will take more than the time available in one day, the calendar will automatically spill over to the next day, as shown.

If the time slots do not highlight green, but instead highlight dark gray, that time slot is either full or cannot take one of the particular classes you have selected at that time.

To finalize your registration, simply click on the calendar when you want your trainee or trainees to attend.



## Viewing Submitted Registrations

By clicking on the **Registrations** tab in the top menu bar, you can view all of the registrations you have submitted. The default is to show the current week of registrations, but you can change it to show the day or month by changing the setting at the bottom of the screen (1). You can navigate to the next or previous week/month/day by clicking on either arrow at the top of the screen (2). You can cancel any registrations by clicking on the blue circle to the left of their name (3). The classes which a trainee has been registered for can be seen by hovering over the number in the classes column (4). Cancelled registrations will automatically be hidden but you can get them to show by clicking the **Show Cancellations** button on the top left side of the screen (5).

The screenshot displays the 'Registrations' interface. At the top, a date range 'Thursday, June 1st 2017 - Friday, June 30th 2017' is shown. On the left, there are navigation links: 'Previous' (with a left arrow) and 'Next' (with a right arrow). Below these is a 'Show Cancellations' button. The main content area is a table with columns: Registrant, Company, Start, End, Classes, and an action column. The table is divided into sections for each day of the week. The first section is for Monday, June 26th 2017, showing one registration for John Doe. The second section is for Tuesday, June 27th 2017, showing one registration for John Doe. The third section is for Wednesday, June 28th 2017, showing one registration for John Doe. At the bottom, there is a dropdown menu currently set to 'month'. Red callouts are used to highlight specific features: (1) points to the 'month' dropdown; (2) points to the 'Previous' and 'Next' navigation links; (3) points to the blue circular cancel icon in the action column; (4) points to the number '1' in the 'Classes' column; and (5) points to the 'Show Cancellations' button.

Registrant	Company	Start	End	Classes	
<b>Registrations for Monday, June 26th 2017</b>					
John Doe ***.**.4321	Montana Safety Services Council	6/26/17 2:00pm	6/26/17 3:59pm	1	
<b>Registrations for Tuesday, June 27th 2017</b>					
John Doe ***.**.4321	Montana Safety Services Council	6/27/17 12:00pm	6/28/17 9:59am	3	
<b>Registrations for Wednesday, June 28th 2017</b>					
John Doe ***.**.4321	Montana Safety Services Council	6/27/17 12:00pm	6/28/17 9:59am	3	

month