



# ATLAS

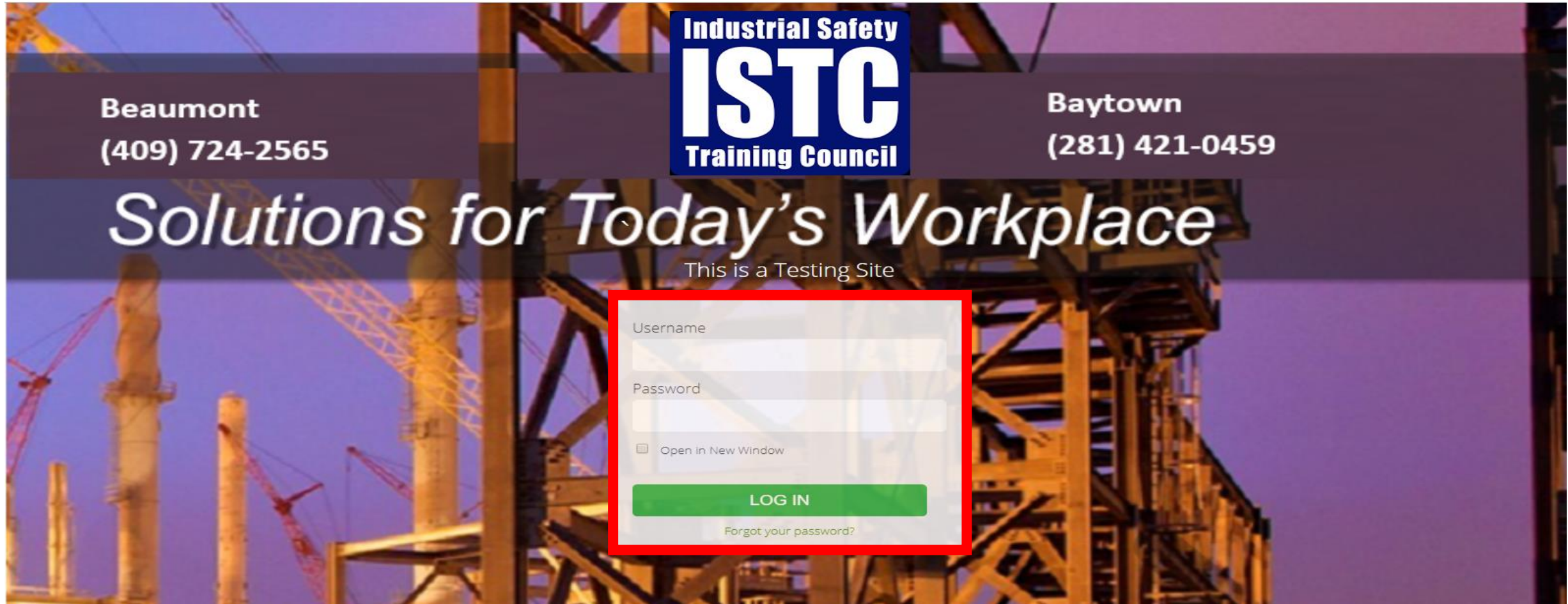
# Council Training Manual

*ATLAS is fully compatible with Google Chrome, Mozilla Firefox, Microsoft Edge,  
And Internet Explorer versions 10 and higher.*

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# ATLAS Login



Go to <https://atlas.istc.net> and login.

\* If it is your first time logging in, please use the forgot password option to reset your password. You will receive an email from with a new password.

# Profile Tab

The Profile tab allows admin users to view your company's information, view/edit users, See courses available at your location, view contacts, and view Vendors.

PARTICIPANT

CUSTOMER REPORTS

PROFILE

Profile

SAVE


My Entities

No.	Name	Client ID	Entity Status	Address	City	State/Province	Zip/Postal Code	EntityTaxId
1								

Click the Profile tab and select your Facility under the My Entities section.

# Profile Tab continued

PARTICIPANTOWNER REPORTSCUSTOMER REPORTSPROFILE



██████████

SAVE

General Information

Client ID █████ Name █████ Entity Type Owner

Entity Status Active Subscriber Paid Subscriber Subscriber Type

Country US Phone (409) 989-7587 Fax ( ) - -

PO required Y

PO #

Mailing Address

Address █████

Address 2

City

State/Province

Zip/Postal Code

Billing Address

Same as Mailing No

Billing Address █████


Billing Address 2

Bill City

Bill State/Province

Bill Zip/Postal Code

USERSROOMSPS ADDED TO THIS ENTITYCONTACTSVENDOR ACCOUNT

 Users

No.	Username	First Name	Last Name	E-Mail	Phone Number	Position	User Group Name
1	██████████	██████	██████	██████████	██████		██████████
2	██████████	██████	██████	██████████	██████		██████████
3	██████████	██████	██████	██████████	██████		██████████
4	██████████	██████	██████	██████████	██████		██████████

Admin users can now view their company information.

# Council Users

**Council Admin** users have full Entity access within Atlas. Tabs included are Profile, Participants, and Customer Reports

**Council User** can view participants history. Only has the Participant Tab.

**Council Scheduler** can only schedule training. Only has the Participant Tab.

***\*To add or unlink a user, please contact the Client Relations department at [clientrelations@istc.net](mailto:clientrelations@istc.net).***


USERS

ROOMS

PS ADDED TO THIS ENTITY

CONTACTS

VENDOR ACCOUNT

Users

No.	Username	First Name	Last Name	E-Mail	Phone Number	Position	User Group Name
1							
2							
3							
4							


The User tab will be displayed at the bottom of the Profile Tab. This tab will show all the users associated with your account. You can click on an individual's name to view their information.

# Council Users

PARTICIPANT

CUSTOMER REPORTS

PROFILE



SAVE

User Information

Please use the same E-mail address as your username

Username\*

Password

Reset Password

First Name\*

Last Name\*

E-Mail\*

Phone Number\*

Address

Address 2

City

State/Province

Select State/Province...

Zip Code

Country

Select Country...

Position

Profile Photo

No Image

CHANGE IMAGE

Administrative Use

Entity

Entity Client ID#

Additional Entities

Login

Enabled

User Groups

User Group Name

Councils\_Admin

- Editing Users:
1. click on the individuals name under the user section.
  2. Edit any information needed and click the “Save” button.

# Council Contacts


USERS

ROOMS


PS ADDED TO THIS ENTITY

CONTACTS

VENDOR ACCOUNT

 Contacts

No.	Contact Name	Contact Type	Email	Phone
1		Admin		

 wayne

SAVE

Contact General Information

Contact Name

Contact Type Admin

Title

Email

Phone

Work Phone

Cell Phone

Fax

Notes

Address

Address Source? Same as company

Address

Address 2

City

State/Province

Zip

Import-related fields

ContactId

ClientId

Contact Creation Timestamp

Contact Last Update Timestamp

The Contacts tab under Profile allows admin users to view contacts currently listed on their account.

- Click the user’s name from the contact section to see more information.



# Council Rooms


USERS

ROOMS

PS ADDED TO THIS ENTITY

CONTACTS

VENDOR ACCOUNT

 Rooms


No.	Room Name	Description	Capacity	Room Status
1				

Count of Active Rooms 1

The Rooms tab under the Profile tab allows admin users to view what rooms are currently listed under their location and the courses and times available for the room.

1. Click on the room name under the room section to view this information.

# Council Rooms continued

 [Redacted]

**Room Information**  
Room Name [Redacted] Description [Redacted] Capacity 100 Room Status Active

**Time Slots**  
Time Slot Table

No.	Date	Start Time	End Time	Length
Date: 12/31/2020				
1	12/31/2020	8:00 PM	9:00 PM	60min
2	12/31/2020	7:00 PM	8:00 PM	60min
3	12/31/2020	6:00 PM	7:00 PM	60min
4	12/31/2020	5:00 PM	6:00 PM	60min
5	12/31/2020	4:00 PM	5:00 PM	60min
6	12/31/2020	3:00 PM	4:00 PM	60min
7	12/31/2020	2:00 PM	3:00 PM	60min
8	12/31/2020	1:00 PM	2:00 PM	60min
9	12/31/2020	12:00 PM	1:00 PM	60min
10	12/31/2020	11:00 AM	12:00 PM	60min
11	12/31/2020	10:00 AM	11:00 AM	60min
12	12/31/2020	9:00 AM	10:00 AM	60min
13	12/31/2020	8:00 AM	9:00 AM	60min
14	12/31/2020	7:00 AM	8:00 AM	60min

FIRST < PREV NEXT > LAST ALL SEARCH

**Create Time Slots**  
Start Date 10/1/2020 End Date 12/31/2020  
Start Time 7:00 AM End Time 9:00 PM  
Days of Week Monday, Tuesday, Wednesday, Thursday, Friday  
Time Slot Length 60min

**Products and Services added to this location**  
Products and Services

No.	Product Code	Description	Location	Vendor	Class/Vendor Code	Bill Code	Sub Account	Location URL	Subscriber Price	Non - Subscriber Price	Room	LocationId	Atlas1DatabaseId	ProductCode	LocationName
1	09AIRBW	Bottle Watch Course	[Redacted]								[Redacted]				
2	09ASB	Asbestos	[Redacted]								[Redacted]				
3	09BBP	Bloodborne Pathogens	[Redacted]								[Redacted]				
4	09ELWW	Elevated Work Web	[Redacted]								[Redacted]				
5	09LEAD	Lead Awareness	[Redacted]								[Redacted]				
6	09LOF	Line of Fire	[Redacted]								[Redacted]				
7	09LOT	Lock Out/Tag Out	[Redacted]								[Redacted]				
8	09MARSEC	Maritime Security Act	[Redacted]								[Redacted]				

1. The Time Slot section shows what times are available to schedule courses.
2. The Products and Services section displays what courses are available in the selected room.

# Council Products and Services


USERS

ROOMS

PS ADDED TO THIS ENTITY

CONTACTS

VENDOR ACCOUNT

Products and Services

No.	Product Code	Location	Vendor	Class/Vendor Code	Bill Code	Sub Account	Location URL	Subscriber Price	Non - Subscriber Price	Room
1	09AIRBW									
2	09ASB									
3	09BBP									
4	09ELVW									
5	09LEAD									
6	09LOF									
7	09LOT									
8	09MARSEC									

The PS Added to This Entity tab lists all the courses currently available at your location.

# Council Vendor Account

USERS

ROOMS

PS ADDED TO THIS ENTITY

CONTACTS

VENDOR ACCOUNT

Select Vendor with Automated Setup ⓘ EntityTaxId

Vendor Account Information

No.	Vendor	Username	Password	Account ID	Account Status
1					Complete

The Vendor Account tab under the Profile tab allows admin users to view which vendors they are enrolled in.


# Customer Reports

The Customer Reports tab allows Admin Users to run reports for individuals they have scheduled.

PARTICIPANT OWNER REPORTS CUSTOMER REPORTS PROFILE

Customer Reports SAVE

Reports



**ISTC RFI Contractor Reports**  
Version 1.0.0.24

Please use your Atlas login credentials.

Username:

Password:

Login

[Click here](#) to reset your password.

*\*Your login is the same as your ATLAS login.*

# Customer Reports continued

**ISTC RFI Contractor Reports**  
Version 1.0.0.27

Today's Date: 10/6/2020

Welcome: [REDACTED]

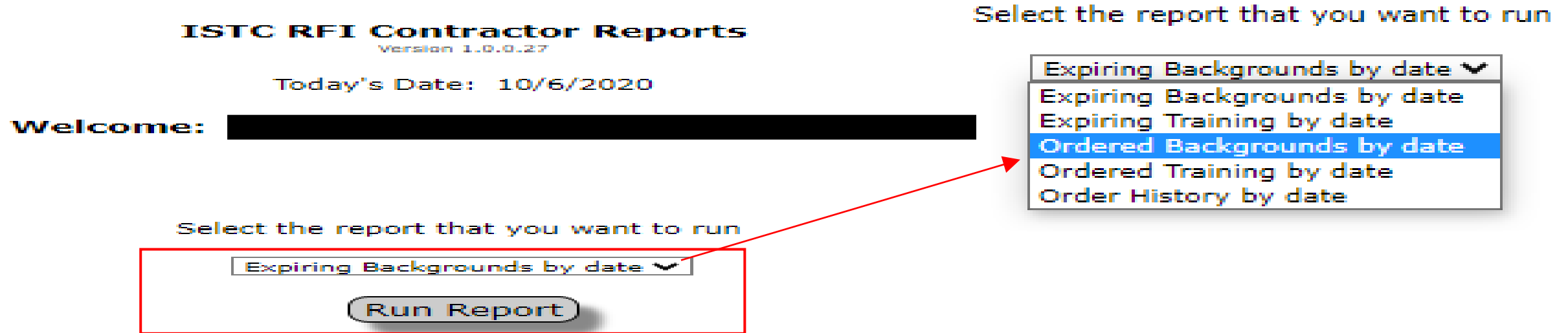
Select the report that you want to run

Expiring Backgrounds by date ▼

Run Report

Select the report that you want to run

- Expiring Backgrounds by date ▼
- Expiring Backgrounds by date
- Expiring Training by date
- Ordered Backgrounds by date
- Ordered Training by date
- Order History by date



Select the report you would like to generate from the drop-down menu and click the “Run Report” button.

Expiring Backgrounds by date: Allows you to view backgrounds expiring during a certain time frame

Expiring Training by date: Allows you to view training expiring during a certain time frame

Ordered Backgrounds by date: Allows you to view backgrounds ordered during a certain time frame

Ordered Training by date: Allows you to view training ordered during a certain time frame

Order History by date: Allows you to view all products ordered during a certain time frame

# Customer Reports continued

**ISTC RFI Contractor Reports**  
Version 1.0.0.27

**Order History Report**

Today's Date: 10/6/2020

Welcome: [REDACTED]

[Return to main menu](#)

Enter the start date

Year:

Month:

Day:

Enter the end date


Year:

Month:

Day:

[Start](#)

Download  
Report



1. Select the report start date from the left drop-down calendar.
2. Select the report end date from the right drop-down calendar.
3. Click the “Start” button.

# Customer Reports continued

Return to main menu

Enter the start date

Year 2015

Month 1

Day 1

Enter the end date

Year 2020

Month 1

Day 1

Start

Download Report

EXCEL

Excel

SSN	Lname	Fname	Mname	Course	Location	Start Date	Expiration Date	Pass/Fail	Who Ordered	Bkqd Vendor	Participant Id
				19 BASIC PLUS	19 - Houston Area Safety Council	7/17/2019 12:00:00 AM	7/31/2020 12:00:00 AM	Expired			

You will now see all the individual listed for the report ran.

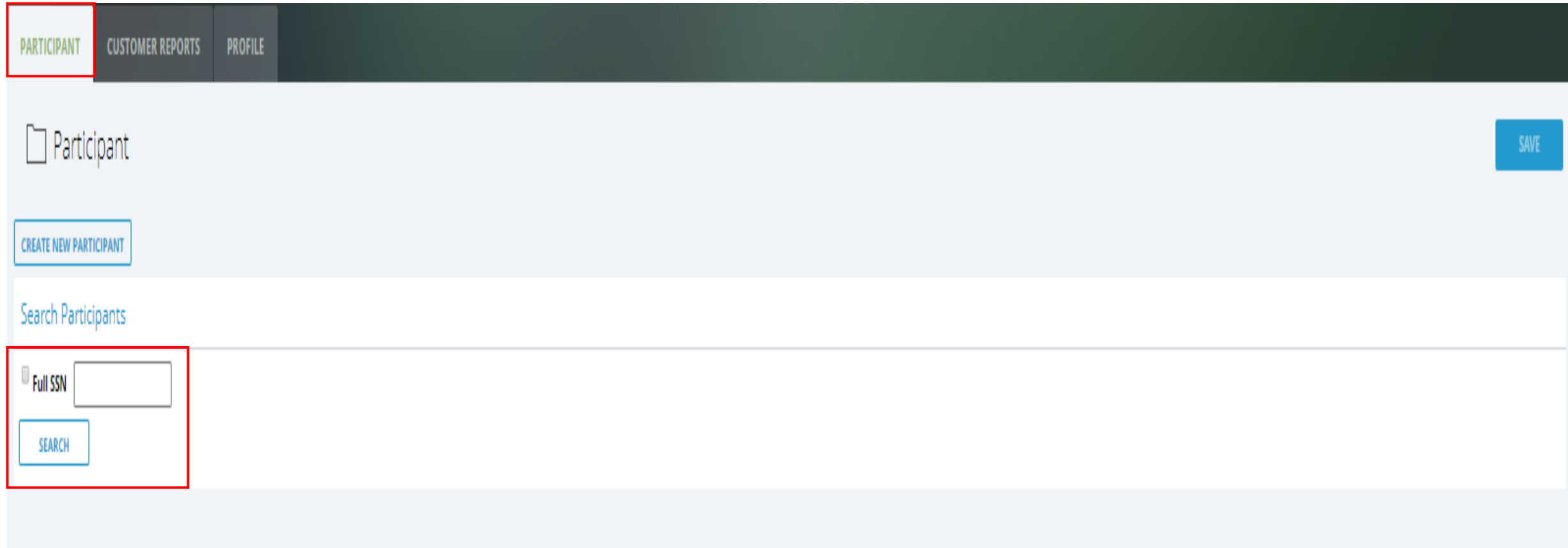
You can click the green “Download Report” button to save the report.

To run another report, click the “Return to main menu” button.



# Participant Tab

The Participant tab allows you to view an individuals training history and schedule training.



The screenshot displays the 'Participant Tab' interface. At the top, a dark green navigation bar contains three tabs: 'PARTICIPANT' (highlighted with a red box), 'CUSTOMER REPORTS', and 'PROFILE'. Below the navigation bar, the main content area has a light blue header with a folder icon and the text 'Participant', and a blue 'SAVE' button on the right. A light blue button labeled 'CREATE NEW PARTICIPANT' is positioned below the header. A white search bar with the placeholder text 'Search Participants' is located below the button. At the bottom of the search bar, a red box highlights the search input area, which includes a small icon, the label 'Full SSN', a text input field, and a blue 'SEARCH' button.

To Search a participant, type in the individual's full social and click the search button.

# Participant Tab continued

The screenshot displays the 'Participant Tab' interface. On the left, a sidebar contains a 'Participant' folder icon, a 'CREATE NEW PARTICIPANT' button (highlighted with a red box), and a 'Search Participants' section with a 'Full SSN' input field and a 'SEARCH' button. The main area is titled 'New Participant' and includes 'CANCEL' and 'SAVE' buttons. The form is divided into three sections: 'General Information', 'Contact Information', and 'Identifying Information'. The 'General Information' section includes fields for First Name\*, Middle? (radio buttons for No and Yes), Middle Name\*, Last Name\*, Suffix (dropdown), Gender\* (dropdown), Date of Birth\* (calendar icon), Country of Citizenship\* (dropdown), and Country of Birth\* (dropdown). A warning message states: 'Warning: This photo was added more than 2 years ago; please update it.' Below this is a 'Photo' field with a 'No Image' placeholder. The 'Contact Information' section includes fields for Address\*, Address 2, City\*, County, State/Province\* (dropdown), Country (dropdown), Zip/Postal Code\*, Phone Number, and Email. The 'Identifying Information' section includes fields for Trainee Status (Active), SSN\* (split into a\* and b\*), Passport ID, Passport Country (dropdown), TWIC Card? (radio buttons for No and Yes), Drivers License No., Issuing State (dropdown), Secondary ID, and Secondary ID Type (dropdown).

**Participant Tab continued**

**General Information**

First Name\*  Middle? ☐ No ☐ Yes Middle Name\*  Last Name\*  Suffix  Gender\*  Date of Birth\*  Country of Citizenship\*  Country of Birth\*

Warning: This photo was added more than 2 years ago; please update it.

Photo

**Contact Information**

Address\*  Address 2  City\*  County  State/Province\*  Country  Zip/Postal Code\*  Phone Number  Email

**Identifying Information**

Trainee Status ☒ Active SSN\*   Passport ID  Passport Country  TWIC Card? ☐ No ☐ Yes Drivers License No.  Issuing State  Secondary ID  Secondary ID Type

1. If the Participant is not in the system, you can add them by clicking the Create ne Participant button.
2. Enter all the required information and click the Save button. *All required information is indicated by a \*.*

# Participant Tab continued

Search Participants

Full SSN

SEARCH

Results

No.	Last Name, First Name Middle Name	Full SSN	Suffix	Gender	Participant ID	Client ID	Address	Address 2	City	County	State/Province	Phone Number	Email	Trainee Status
1														

After typing in an individuals social and clicking search, you will select their name from the results table.

# Participant Tab continued

General Information

First Name

Middle? Yes

Middle Name

Last Name

Suffix

Gender

Date of Birth

Country of Citizenship

Country of Birth

Warning:

This photo was added more than 2 years ago; please update it.

Photo

No Image

Full SSN

Client ID

Client Name

Participant ID

Contact Information

Address

Address 2

City

County

State/Province

Country

Zip/Postal Code

Phone Number

Email

Identifying Information

Trainee Status

Active

SSN

a

b

Passport ID

Passport Country

TWIC Card?

Drivers License No.

Issuing State

Secondary ID

Secondary ID Type

SAVE

You will be directed to the individuals' profile. You can view/edit their personal information from this screen.

*\*If you edit any information on this screen, click the save button before moving forward.*

# Participant Tab continued

HISTORY

SCHEDULE

Type

Select Type...

Expiration Date From

To

Schedule Date From

Schedule Date To

SEARCH

SHOW ALL RECORDS

All Record History

No.	<div></div>	ProductandService	Customer	Client ID	Type	Scheduled Location At	Order Date	ScheduleDate	Complete Date	Expires	Result	Vendor	OHS SubStatus	ICBM	Latest?	Numeric System ID
1	<div></div>							7/20/2001		7/20/2101	Complete					9
2	<div></div>							11/14/2017		11/30/2018	Inprogress					27
3	<div></div>						9/11/2019	9/11/2019			Scheduled				Yes	5816857
4	<div></div>						9/11/2019	9/11/2019			Scheduled				Yes	5816856
5	<div></div>				mont		10/3/2019	10/3/2019			Scheduled				Yes	5816908

EXPORT

FIRST

< PREV

NEXT >

LAST

ALL

SEARCH

Click "NEXT" for more records

DOWNLOAD PDF

Date of last download

PDF of Trainee History Report

CLOSE

To view and individuals training history, scroll down till you see the History section. This section allows you to see what classes the individual has completed, has scheduled, or has expired.

1. You can search an individual's history using the search functions.
2. Press the close button to return to the Participant tab.

# Participant Tab continued

HISTORY

SCHEDULE

Type 

Select Type...

 Expiration Date From  To  Schedule Date From  Schedule Date To 

SEARCH

SHOW ALL RECORDS

All Record History

No.	<input type="checkbox"/>	ProductandService	Customer	Client ID	Type	Scheduled Location At	Order Date	ScheduleDate	Complete Date	Expires	Result	Vendor	OHS SubStatus	ICBM	Latest?	Numeric System ID
1	<input type="checkbox"/>							7/20/2001		7/20/2101	Complete					9
2	<input type="checkbox"/>							11/14/2017		11/30/2018	Inprogress					27
3	<input type="checkbox"/>						9/11/2019	9/11/2019			Scheduled				Yes	5816857
4	<input type="checkbox"/>						9/11/2019	9/11/2019			Scheduled				Yes	5816856
5	<input type="checkbox"/>				mont		10/3/2019	10/3/2019			Scheduled				Yes	5816908

EXPORT

FIRST

< PREV

NEXT >

LAST

ALL

SEARCH

Click "NEXT" for more records


DOWNLOAD PDF


 Date of last download PDF of Trainee History Report


CLOSE


To Schedule an individual, click the Green schedule button.

# Participant Tab continued

 Select Participant and Own... SAVE

Choose Participant Scheduling For  
Selected Participant 

Choose Entity Scheduling For  
Choose Entity Scheduling For 

Choose Location Scheduling At  
Selected Location 

CANCEL NEXT STEP

1. The Individuals information will auto populate.
2. Select the location from the Entity Scheduling For drop down menu.
3. Your council will auto populate under the Location Scheduling At.
4. Click the Next Step button.

# Participant Tab continued

Select Products and Services

SAVE

Selected

Selected Participant [REDACTED] Customer [REDACTED]

Choose Location Scheduling A [REDACTED] Choose Owner Site -

Search Training Courses

☒ Product Code

☐ Course Name (contains)

SEARCH

Results

No.	<input type="checkbox"/>	Product Code	Description	Subscriber Price	Non - Subscriber Price
1	<input type="checkbox"/>	09AIRBW	Bottle Watch Course	\$15.00	\$22.50

ADD SELECTED P/S

Pending Products and Services

Empty.

DELETE SELECTED P/S

TRANSFER SELECTED P/S

Search the course you would like to schedule by typing in the product code or the course name in the search boxes and clicking the search box.



# Participant Tab continued

Search Training Courses

☒ Product Code

☐ Course Name (contains)

SEARCH

Results

No.	<input type="checkbox"/>	Product Code	Description	Subscriber Price	Non - Subscriber Price
1	<input checked="" type="checkbox"/>	09AIRBW	Bottle Watch Course	\$18.00	\$25.50

ADD SELECTED P/S

Pending Products and Services

No.	<input type="checkbox"/>	ProductandService	Description	Result	Type	Vendor	Ready to Schedule?	Reason	Last Result	BCG Vendor's accepted	Payment	PONumber
Type: Training												
1	<input checked="" type="checkbox"/>	09AIRBW-Bottle Watch Course	Bottle Watch Course	Not Scheduled Yet	Training				Exp. Date: //		PO	

DELETE SELECTED P/S

TRANSFER SELECTED P/S

ENTITY OVERWRITE

Update PO

Update Payment Type You can click on the "edit table" button to change PO/COD

PO

UPDATE FOR ALL PO ITEMS

Products and Services are not scheduled yet.

CANCEL AND GO BACK

NEXT STEP

1.

Check the box next to the course you would like to schedule and click the Add Selected P/S button.
2.

The product will appear under the Pending Products and Services section.
3.

IF you need to schedule multiple courses, you can now search another course and select it.
4.

Check the box next to course(s) in the Pending Products and Services section and click the Next Step button.
5.

\*If you see a green check mark on the course, the course is ready to schedule. If you see a red X, this indicates that the course can not be schedule.

# Participant Tab continued

Search Training Courses

☒ Product Code

☐ Course Name (contains)

SEARCH

Results

No.	<input type="checkbox"/>	Product Code	Description	Subscriber Price	Non - Subscriber Price
1	<input checked="" type="checkbox"/>	19_BASIC_PLUS	HOUSTON Area ARSC Basic Plus		
2	<input type="checkbox"/>	19_BASIC_REFRESHER	HOUSTON Arsc Basic Plus Ref		

ADD SELECTED P/S

Pending Products and Services

No.	<input type="checkbox"/>	ProductandService	Description	Result	Type	Vendor	Ready to Schedule?	Reason	Last Result	BCG Vendor's accepted	Payment	PONumber
Type: Training												
1	<input checked="" type="checkbox"/>	19_BASIC_PLUS-HOUSTON Area ARSC Basic Plus	HOUSTON Area ARSC Basic Plus	Not Scheduled Yet	Training				Exp. Date: //		PO	

DELETE SELECTED P/S

TRANSFER SELECTED P/S

ENTITY OVERWRITE

Products and Services are not scheduled yet.

CANCEL AND GO BACK

NEXT STEP

1.

Check the box next to the course you would like to schedule and click the Add Selected P/S button.
2.

The product will appear under the Pending Products and Services section.
3.

IF you need to schedule multiple courses, you can now search another course and select it.
4.

Check the box next to course(s) in the Pending Products and Services section and click the Next Step button.
5.

\*If you see a green check mark on the course, the course is ready to schedule. If you see a red X, this indicates that the course can not be schedule.

# Participant Tab continued

Search Training Courses

☒ Product Code

☐ Course Name (contains)

SEARCH

Results

No.	<input type="checkbox"/>	Product Code	Description	Subscriber Price	Non - Subscriber Price
1	<input type="checkbox"/>	09AIRBW	Bottle Watch Course	\$15.00	\$22.50

ADD SELECTED P/S

Pending Products and Services

No.	<input type="checkbox"/>	ProductandService	Description	Result	Type	Vendor	Ready to Schedule?	Reason	Last Result	BCG Vendor's accepted	Payment	PONumber
Type: Training												
1	<input type="checkbox"/>	09AIRBW-Bottle Watch Course	Bottle Watch Course	Not Scheduled Yet	Training		<input checked="" type="checkbox"/>		Exp. Date: //		PO	

EDIT TABLE

DELETE SELECTED P/S

TRANSFER SELECTED P/S

Update PO

Update Payment Type You can click on the "edit table" button to change PO/COD

PO

UPDATE FOR ALL ITEMS

Products and Services are not scheduled yet.

CANCEL AND GO BACK

NEXT STEP

- To Transfer a product (ARSC courses only):
1. Check the box next to the selected product.
  2. Click the Transfer Select P/S button.

# Participant Tab continued

Pending Products and Services

No.	ProductandService	Description	Result	Type	Vendor	Ready to Schedule?	Reason	Last Result	BCG Vendor's accepted	Payment	PONumber
Type: Training											
1	<input checked="" type="checkbox"/> 19_BASIC_PLUS-HOUSTON Area ARSC Basic Plus	HOUSTON Area ARSC Basic Plus	Not Scheduled Yet	Training				Exp. Date: //		PO	

DELETE SELECTED P/S

TRANSFER SELECTED P/S

ENTITY OVERWRITE

Products and Services are not scheduled yet.

CANCEL AND GO BACK

NEXT STEP

Transfer

Selected Record 19\_BASIC\_PLUS-HOUSTON Area ARSC Basic Plus

Completed Date

Council 

19 - Houston Area Safety Council ▼

PS - council users 

Select PS... ▼

SAVE

CANCEL

Select Entity...

01 - Training Solutions For Construction & Industry

03 - Corpus Christi Safety Council

04 - Brazosport Safety Council

05 - Safety Council Of East Texas

06 - Contractors Safety Council -Pt. Lavaca

07 - Safety Council Texas City

08 - Gulf Coast Safety Council

10 - REGULATORY TRAINING CENTER

11 - Ark-La-Tex Safety Council

12 - Baton Rouge Alliance Safety Council

13 - Lake Charles Safety Council

14 - West Texas Safety Training Center

15 - Pan Handle Contractor Safety

18 - Mid Atlantic Safety Council

19 - Houston Area Safety Council

20 - Tennessee Valley Training Center


21 - Delaware Valley Safety Council


22 - Kentuckiana Construction Users Council

23 - Tri-State Industrial Safety Council

1. Select the calendar and input the course completion date.
2. Select the council the course was completed at from the drop-down menu.
3. Select the transfer product from the PS drop down menu.
4. Click the Save button.

# Participant Tab continued

 Pending Products and Services

No.	<input type="checkbox"/>	ProductandService	Description	Result	Type	Vendor	Ready to Schedule?	Reason	Last Result	BCG Vendor's accepted	Payment	PONumber
Type: Training												
1	<input checked="" type="checkbox"/>	19_BASIC_PLUS-HOUSTON Area ARSC Basic Plus	HOUSTON Area ARSC Basic Plus	Not Scheduled Yet	Training				Exp. Date: //		PO	

DELETE SELECTED P/S

TRANSFER SELECTED P/S

ENTITY OVERWRITE

Products and Services are not scheduled yet.

CANCEL AND GO BACK

NEXT STEP

## Entity Overwrite

Choose a customer 

Select Entity... 

SELECT

CANCEL

1. To perform an entity overwrite, click the Entity Overwrite button.
2. Select the Entity from the drop-down menu.
3. Click the Select button.

# Participant Tab continued

Selected

Selected Participant [redacted] Customer [redacted]

Choose Location Scheduling At \_ISTC Beaumont Choose Owner Site -

Pending Classroom Trainings (Schedule First)

-

Empty.

If you schedule the other training before the BASIC, the participant won't be able to attend the training.

Other Pending Trainings

-

No.	<input type="checkbox"/>	ProductandService	Description	Result	ScheduleDate	Schedule Time
1	<input type="checkbox"/>	09AIRBW-Bottle Watch Course	Bottle Watch Course	Not Scheduled Yet		

SEARCH AVAILABLE TIME SLOTS FOR SELECTED TRAINING


DELETE SELECTED TRAININGS

There are 1 training(s) haven't been assigned time slot yet. They are not scheduled until you click "SUBMIT"

CANCEL AND GO BACK

Click the check box next to all courses needing to be scheduled and click the Search Available Time Slots For Selected Training button.

# Participant Tab continued

 Select Time Slots

Selected ps 09AIRBW-Bottle Watch Course

Search Time Slot

☐ Date  

SEARCH

ASSIGN TIME SLOT

CANCEL ASSIGN TIME AND CHOOSE ANOTHER TRAINING

There are 3 training(s) haven't been assigned time slot yet. They are not scheduled until you click "SUBMIT"

CANCEL AND GO BACK

1. Click the Calendar to select a date to schedule training and click the Search button.

# Participant Tab continued

Search Time Slot

Date

10/10/2019

SEARCH

Results

No.	<div></div>	Date	Start Time	Available Spots	Room Name
1	<div></div>	10/10/2019	11:00 AM	100	187
2	<div></div>	10/10/2019	11:30 AM	100	187
3	<div></div>	10/10/2019	12:00 PM	99	187
4	<div></div>	10/10/2019	12:30 PM	100	187
5	<div></div>	10/10/2019	1:00 PM	100	187
6	<div></div>	10/10/2019	1:30 PM	100	187
7	<div></div>	10/10/2019	2:00 PM	99	187
8	<div></div>	10/10/2019	2:30 PM	100	187
9	<div></div>	10/10/2019	3:00 PM	100	187
10	<div></div>	10/10/2019	3:30 PM	100	187
11	<div></div>	10/10/2019	4:00 PM	100	187

ASSIGN TIME SLOT

CANCEL ASSIGN TIME AND CHOOSE ANOTHER TRAINING

There are 3 training(s) haven't been assigned time slot yet. They are not scheduled until you click "SUBMIT"

CANCEL AND GO BACK

Check the next to the desired time and click the Assign Time Slot button.

*\* If multiple classes are chosen, you will only select the time you would like the classes to begin. The system will automatically assign times to the rest of the courses.*

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# Participant Tab continued

Selected

Selected Participant

Customer

Choose Location Scheduling At

\_JSTC Beaumont

Choose Owner Site

-

Pending Classroom Trainings (Schedule First)

Empty.

If you schedule the other training before the BASIC, the participant won't be able to attend the training.

Other Pending Trainings

No.	<input type="checkbox"/>	ProductandService	Description	Result	ScheduleDate	Schedule Time
1	<input type="checkbox"/>	09AIRBW-Bottle Watch Course	Bottle Watch Course	Not Scheduled Yet	10/10/2019	11:00 AM

SEARCH AVAILABLE TIME SLOTS FOR SELECTED TRAINING

DELETE SELECTED TRAININGS

CANCEL AND GO BACK

SUBMIT

- 1. You will now see all the courses currently scheduled and the time they are scheduled for.
- 2. Check the box next to the course(s) and click the Submit button.

# Participant Tab continued

Confirmation

SAVE


Selected Participant [REDACTED] Customer [REDACTED]

Choose Location Scheduling At [REDACTED]

Scheduled Trainings

No.	ProductandService	Description	Customer	Type	Scheduled Location At	Order Date	Scheduled Time Slot	OHS Schedule Link
1	09AIRBIN-Bottle Watch Course	Bottle Watch Course	[REDACTED]	Training	[REDACTED]	10/15/2019		

PRINT

Confirmation  Confirmation [REDACTED]

SEND EMAIL

Email To [REDACTED]

CLOSE/START A NEW SCHEDULE

You will now see all the courses currently scheduled.

1. View the confirmation page by clicking on the PDF.
2. Print the confirmation page by clicking the print button.
3. Email the Confirmation by entering the email address in the box and clicking the Send Email button.
4. Click the Clos/Start A New Schedule button to return to the Participants Tab.