



ATLAS

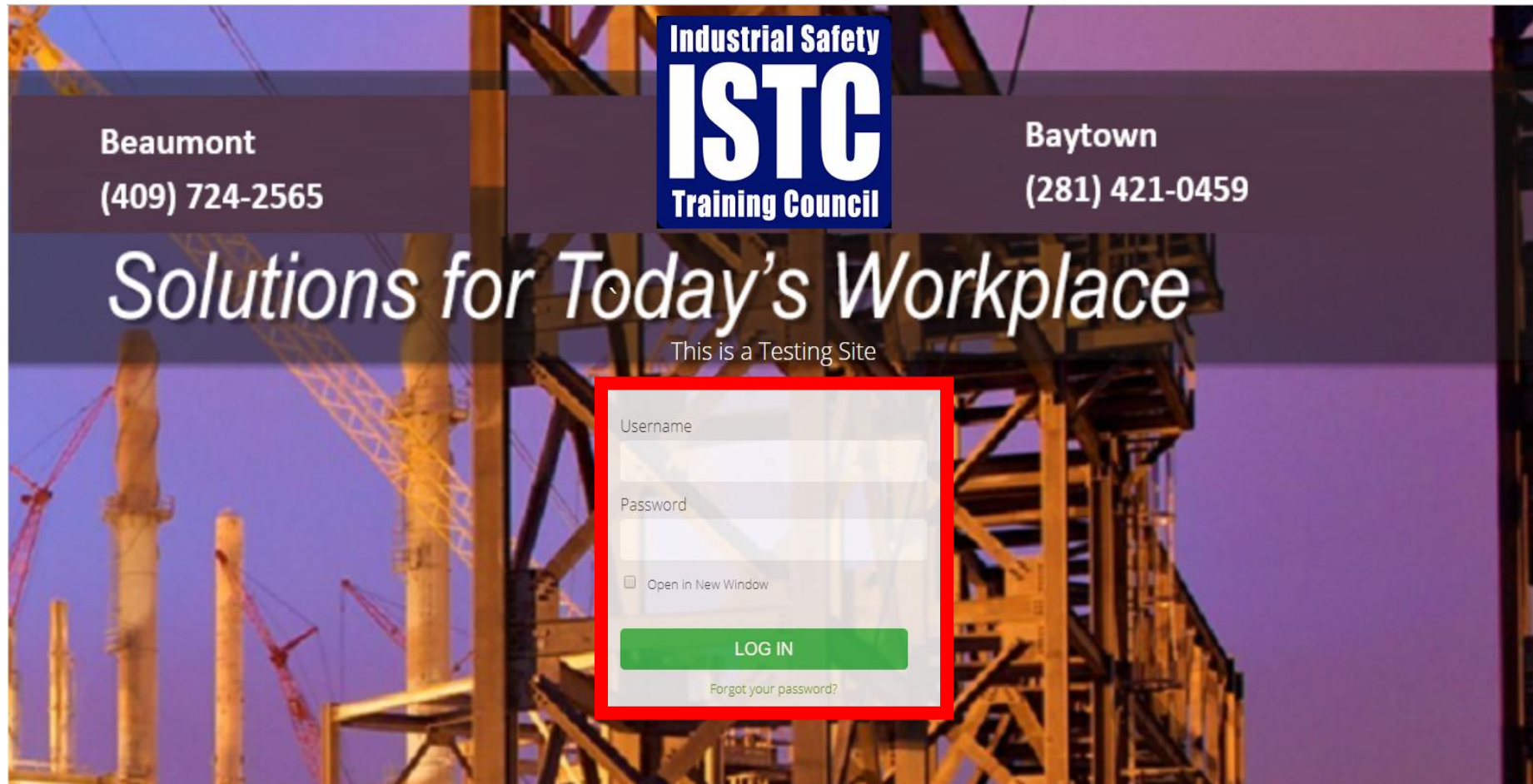
Customer Training Manual

ATLAS is fully compatible with Google Chrome, Mozilla Firefox, and Microsoft Edge.

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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, add/edit users, add/edit exceptions, add/edit/remove contacts, add/edit/remove Vendors, and grant other safety councils access to schedule courses for your company at their location.

PARTICIPANT

OWNER REPORTS

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

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


USERS

EXCEPTIONS

CONTACTS

VENDOR ACCOUNT

PERMISSIONS

 Users

No.	Username	First Name	Last Name	E-Mail	Phone Number	Position	User Group Name
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

Admin users can now view/edit their company information.

Customer Users

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

Customer User can only view participants history. Only has access to Participants Tab.

Owner Scheduler 1 can only schedule training courses. Tabs included are Participant and Customer Reports.

Owner Scheduler 2 can schedule training, Backgrounds, and A LA Cartes. Tabs included are Participant and Customer Reports.

****To remove a user, please contact the Background Department at backgrounds@istc.net***

USERS


EXCEPTIONS

CONTACTS

VENDOR ACCOUNT

PERMISSIONS

ADD NEW USER FOR THIS ENTITY



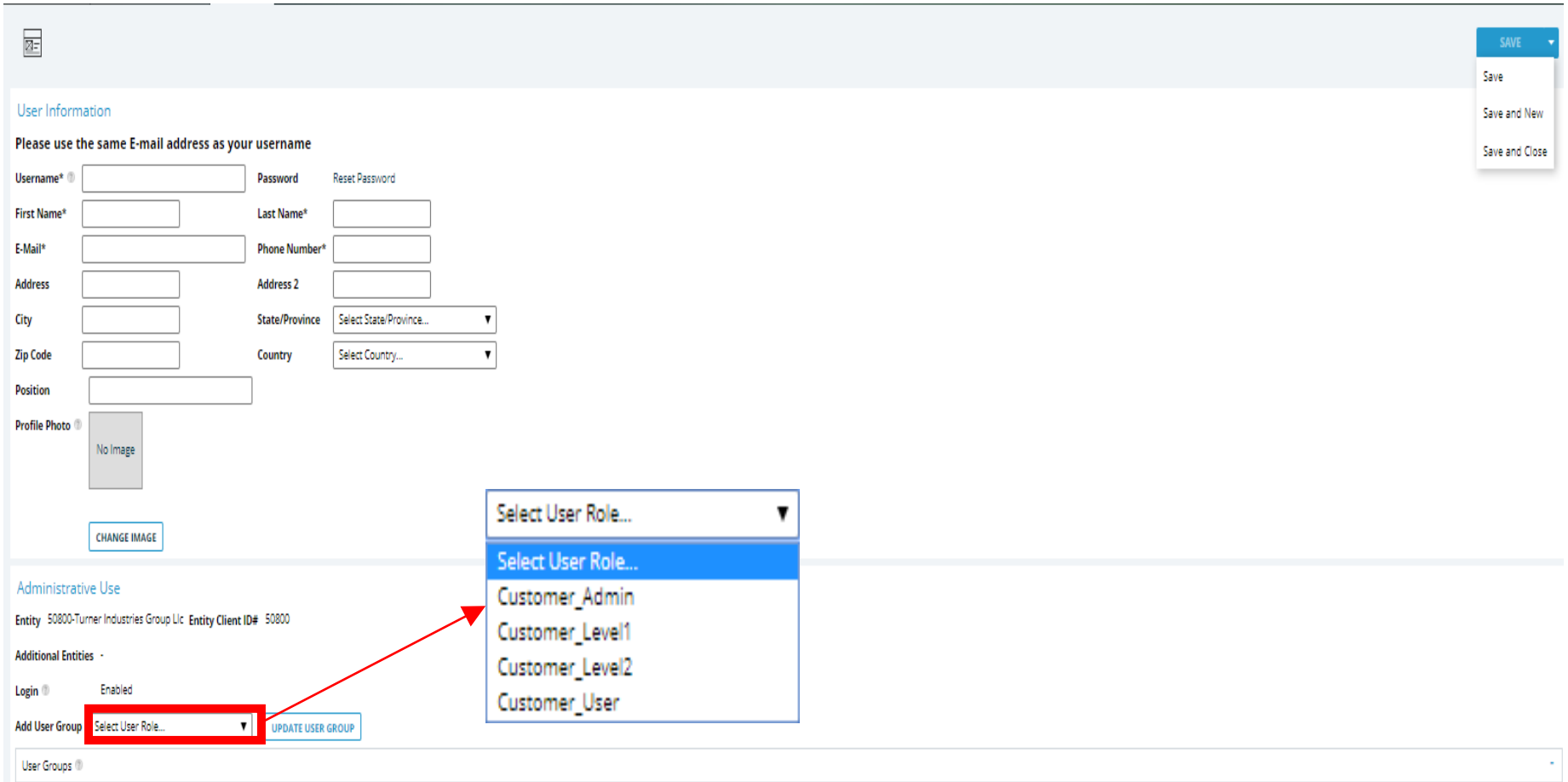
Users

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

The User tab will be displayed at the bottom of the Profile Tab. This tab will show all the users associated with your account.

- Select an individual's name to view their information or select the orange “ADD NEW USER FOR THIS ENTITY” button to add a new user.

Customer Users Continued



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

Zip Code Country

Position

Profile Photo

[CHANGE IMAGE](#)

Administrative Use

Entity 50800-Turner Industries Group LLC Entity Client ID# 50800

Additional Entities -

Login ☐ Enabled

Add User Group [UPDATE USER GROUP](#)

User Groups

Select User Role...

- Select User Role...
- Customer_Admin
- Customer_Level1
- Customer_Level2
- Customer_User

Adding A new User:

1. Enter all the required information (shown with a *).
2. Select the user role from the Add User Group drop-down menu.
3. Click the "Save" button

Customer Users Continued

The screenshot displays a web form for managing customer users. The top section, titled "User Information", includes a header bar with a logo and a "SAVE" button. Below the header, a message states: "Please use the same E-mail address as your username". The form contains several input fields: Username*, Password, First Name*, Last Name*, E-Mail*, Phone Number*, Address, Address 2, City, State/Province (dropdown), Zip Code, Country (dropdown), Position, and Profile Photo (with a "CHANGE IMAGE" button). The bottom section, titled "Administrative Use", includes fields for Entity and Entity Client ID, a Login status (radio buttons for Enabled and Disabled), and an "Add User Group" section with a dropdown menu and an "UPDATE USER GROUP" button. A table at the bottom lists "User Groups" with a header "User Group Name" and a row for "Customer_Admin".

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 Disabled

Add User Group Select User Role... UPDATE USER GROUP

User Groups

User Group Name
Customer_Admin

- Click on an individual's name under the user section to edit their information.
- Select the Disable option from the login section to unlink an individual from your account.
- To change an individual's user role, select the new role from the user group drop-down menu and click the "Update User Group" button.

Customer Contacts

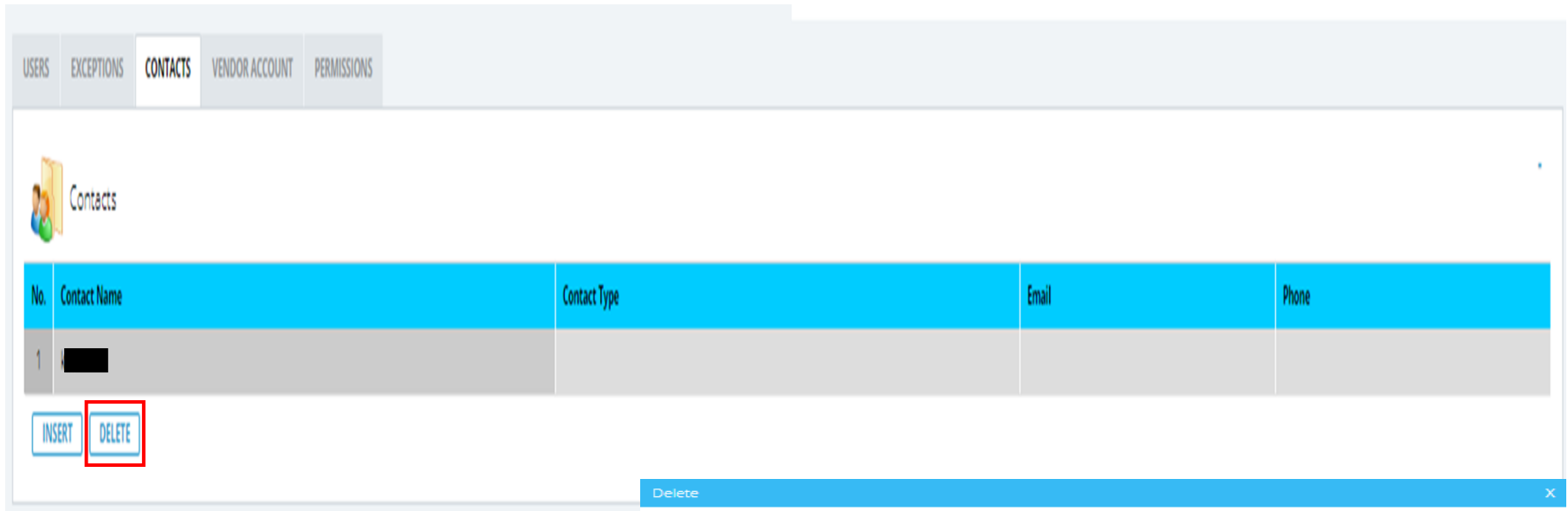
Admin users:

1. Select the Contacts tab.
2. If you would like to add a user, click the “Insert” button.
3. To edit a contact, select the individual’s name.
4. Fill out all the required information and click the save button.

The screenshot shows a software interface with a top navigation bar containing tabs: USERS, EXCEPTIONS, CONTACTS, VENDOR ACCOUNT, and PERMISSIONS. The 'CONTACTS' tab is selected. Below the navigation bar is a 'Contacts' section with a folder icon and the title 'Contacts'. It features a table with two columns: 'No.' and 'Contact Name'. The first row of the table has a red box around the 'No.' cell containing the number '1' and another red box around the 'Contact Name' cell which is currently empty. Below the table are two buttons: 'INSERT' and 'DELETE', both of which are highlighted with red boxes.

The screenshot shows the 'New Contact' form in a software interface. The top navigation bar includes tabs: PARTICIPANT, OWNER REPORTS, CUSTOMER REPORTS, and PROFILE. The 'CUSTOMER REPORTS' tab is selected. The form has a 'GO BACK TO ENTITY' button and a 'New Contact' title. The 'Contact General Information' section includes fields for 'Contact Name', 'Contact Type' (with a dropdown menu), 'Title', 'Email', 'Phone', 'Work Phone', 'Cell Phone', 'Fax', and 'Notes'. A red box highlights the 'Contact Type' dropdown, and a red arrow points from it to a list of contact types: 'Select Contact Type...', 'Select Contact Type...', 'Accounting', 'Admin' (highlighted in blue), 'Bcg', 'Chris', 'Company', 'Company - Lima Branch', 'Jack', 'Ohs', 'Other', 'Safety', and 'Technical'. The 'Address' section includes an 'Address Source?' dropdown with options 'Same as company' and 'Personal'. At the bottom left, there is a 'DELETE' button and a section for 'Import-related fields' with fields for 'ContactId', 'ClientId', and 'Contact Creation Timestamp'. At the top right, there are 'CANCEL' and 'SAVE' buttons, with the 'SAVE' button highlighted by a red box.

Customer Contacts continued



The screenshot shows a software interface with a top navigation bar containing tabs: USERS, EXCEPTIONS, CONTACTS (selected), VENDOR ACCOUNT, and PERMISSIONS. Below the navigation bar is a 'Contacts' section with a folder icon and the word 'Contacts'. A table with the following columns is displayed: No., Contact Name, Contact Type, Email, and Phone. The first row contains the number '1' and a redacted contact name. Below the table, there are two buttons: 'INSERT' and 'DELETE'. The 'DELETE' button is highlighted with a red rectangular box.

No.	Contact Name	Contact Type	Email	Phone
1	[REDACTED]			

INSERT DELETE

1. To remove a contact, select the “Delete” button.
2. check the box next to the individual(s) you would like to remove.
3. Click the “Delete Contact” button.



The screenshot shows a 'Delete' dialog box with a table. The table has columns: a checkbox, Contact Name, Contact Type, Email, and Phone. The first row has the checkbox checked and the contact name redacted. The checkbox is highlighted with a red rectangular box.

	Contact Name	Contact Type	Email	Phone
<input checked="" type="checkbox"/>	[REDACTED]			


SELECT ALL 1 DELETE CONTACT CANCEL

Customer Exceptions

PARTICIPANT

CUSTOMER REPORTS

PROFILE



SAVE

General Information

Client ID Name Entity Type Customer

Entity Status Active Subscriber Paid Subscriber Subscriber Type

Country US Phone Fax

PO required Y

PO #

Mailing Address

Address

Address 2

City

State/Province

Zip/Postal Code

Billing Address

Same as Mailing ☐ Yes ☒ No

Billing Address

Billing Address 2

Bill City

Bill State/Province

Bill Zip/Postal Code

USERS

EXCEPTIONS

CONTACTS

VENDOR ACCOUNT


PERMISSIONS

ADD NEW EXCEPTION

Search Exceptions

☐ SSN last 6 digits

SEARCH

 All Exceptions

Empty.

Select the Exceptions tab from the Profile Tab.

The All Exceptions section will display all individuals who have an exception for your company.

Customer Exceptions continued

USERS EXCEPTIONS CONTACTS VENDOR ACCOUNT PERMISSIONS

ADD NEW EXCEPTION

New Exception

SAVE AND GO BACK TO ENTITY

Exception

Exception(s) Identification Waiver Employer Spei (+)

Notes

sadeflsahghdik

Attachment Choose File No file chosen

Never Expire ☐ Yes ☒ No Expire Date* 10/1/2020 Exception Status* Active

Entered By Entered On

SAVE BEFORE ADD PARTICIPANTS

Participants

Search Participant

SSN last 6 digits SEARCH

SELECT

Selected Participants

Empty.

Customer Admins can issue and add Identification waivers for their courses.

1. Click the “ADD NEW EXCEPTION” button.
2. Select the exception type from the drop-down menu.
3. Type in the note for the exception in the notes section.
4. To add an attachment, you will select the “Choose File” button and select the file from your computer.
5. Never Expire should be marked No, unless the waiver is indefinite.
6. Click the calendar next to Expire Date to select the date you would like the waiver to expire. (you can click the calendar with the red x if you need to remove the expiration date.)
7. The Exception Status should always be active. This determines if the waiver is valid or not.
8. Click the “Save Before Add Participants” button.

****See next page to add participant(s) for the waiver(s).***

Customer Exceptions continued

Identification Waiver Empl...

SAVE AND GO BACK TO ENTITY

Exception

Exception(s) Identification Waiver Employer Specific

Notes

Attachment

Never Expire No Expire Date 10/1/2020 Exception Status Active

Entered By Entered On 10/11/2019

SAVE BEFORE ADD PARTICIPANTS

Participants

Search Participant

SSN last 6 digits SEARCH

Results

No.	Last Name, First Name Middle Name	Full SSN	Date of Birth
1			

SELECT

Selected Participants

No.	WaiverType	Participant	Date of Birth	Exception
1	Identification Waiver Employer Specific			Identification Waiver Employer Spec...

DELETE

1. Type the last 6 of the individual's social in the search box next to SSN last 6 digits under the participant section and click "Search".
2. Click the check box by the individuals name and click "Select". The waiver will appear under the selected participant section
3. Once all the individuals have been selected, click the drop-down arrow next to the save button in the top right corner of the screen. Click "Save and Close".

Customer Exceptions continued

ADD NEW EXCEPTION

Search Exceptions

SSN last 6 digits

SEARCH

All Exceptions

No.	WaiverType	Participant	SSN last 6 digits	Exception	ExpireDate	ExceptionStatus	Attachment	Notes
1	Identification Waiver Employer Specific			Identification Waiver Employer Spec ...	10/1/2020	Active		sadgffisahghdjk

The waiver should now appear under the all exceptions section. If you do not see the waiver you can search the participants last 6 to verify the waiver was placed. You will then press the Close button at the bottom left of the screen to exit.

Customer Vendor Account



USERS



EXCEPTIONS

CONTACTS

VENDOR ACCOUNT

PERMISSIONS

Select Vendor with Automated Setup  S2 Verify  EntityTaxId 123456 [AUTOMATED ACCOUNT SETUP](#)

 Vendor Account Information 

No.	Vendor	Username	Password	Account ID	Account Status
1	V_S2Verify	lstc-resultsfile4200	37ef2306f333872		Pending

[DELETE](#)

Count of Vendor Accounts 1

Count of OHS Codes 0

Admin users:

1. Select on the Vendor Account tab.
2. If you would like to Add a Vendor, Select the vendor from the Drop-down menu and enter your Tax ID. Click the “Automated Account Setup” button, to begin the setup process.

Customer Vendor Account continued

USERS

EXCEPTIONS

CONTACTS

VENDOR ACCOUNT

PERMISSIONS

Select Vendor with Automated Setup S2 Verify EntityTaxId 123456 AUTOMATED ACCOUNT SETUP

Vendor Account Information

No.	Vendor	Username	Password	Account ID	Account Status
1	V_S2Verify	istc-resultsfile420D	37ef2306f353872		Pending

DELETE

Count of Vendor Accounts 1

Count of OHS Codes 0

1. To view a current vendors information, select it from the table.
2. To delete a current vendor, click the “Delete” button below the table. Select the check box next to the vendor and click the “Delete Available Vendor Information” button.

V_S2Verify

Vendor

V_S2Verify

Username

Password

Account ID

Account Status

Pending

Vendor Enrollment Start Timestamp

10/10/2019 8:34 AM

Vendor Enrollment Complete Timestamp

Import-related fields

ClientId

VendorOrderExternalId2

EntityAtlasId

Delete

	Vendor	Username	Password	Account ID	Account Status
<input checked="" type="checkbox"/>	V_S2Verify				Pending

SELECT ALL 1

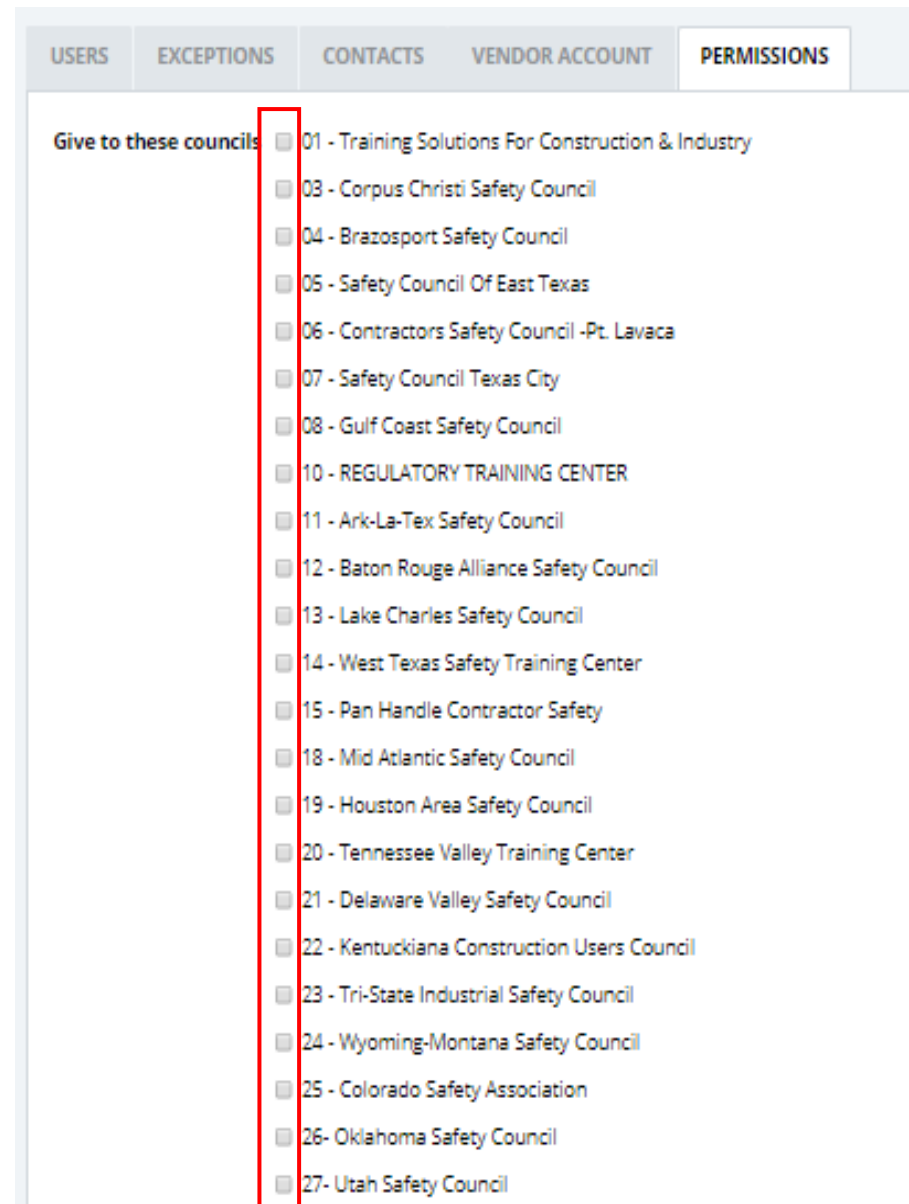
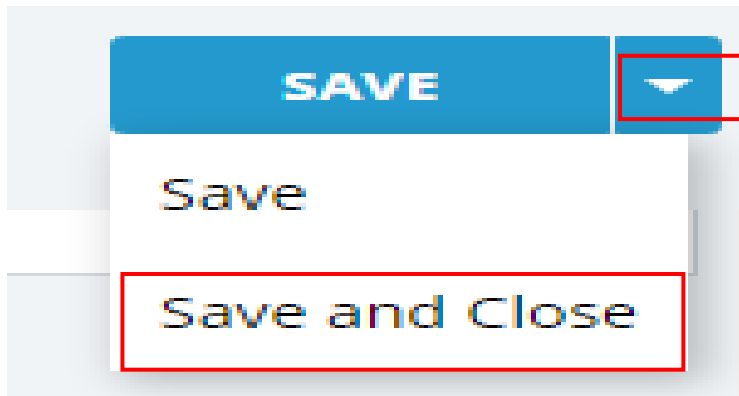
DELETE AVAILABLE VENDOR INFORMATION

CANCEL

Customer Permissions

Admin Users can grant other safety councils' access to perform an Entity Override. This function allows another safety council to schedule training through our system.

1. Select the Permissions Tab.
2. Check the box next to the council(s) you would like to grant permission to.
3. Click the dropdown arrow next to the Save button.
4. Click Save and Close.



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



Industrial Safety
ISTC
Training Council

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]

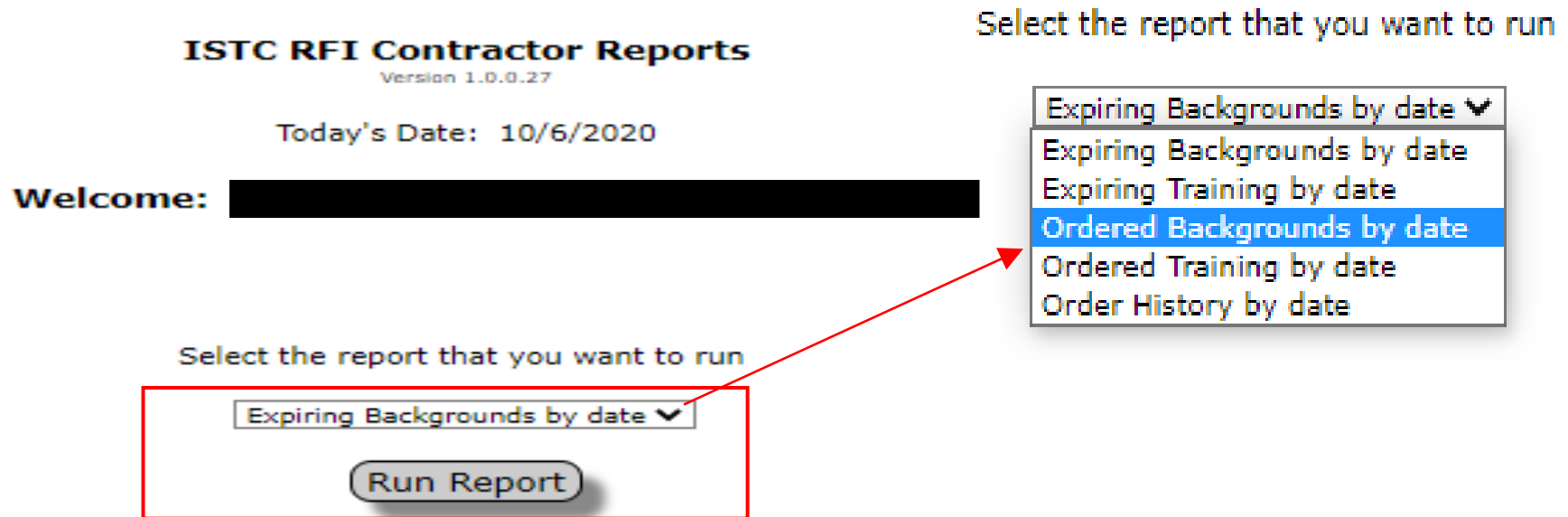
Select the report that you want to run

Expiring Backgrounds by date ▼

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

Expiring Backgrounds by date ▼

Run Report



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](#)



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



SSN	Lname	Fname	Mname	Course	Location	Start Date	Expiration Date	Pass/Fail	Who Ordered	Bkgd 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			
1											

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/edit an individual's information, view their training history, and schedule training.

The screenshot displays the 'Participant Tab' interface. At the top, there is a dark green navigation bar with three tabs: 'PARTICIPANT' (highlighted with a red box), 'CUSTOMER REPORTS', and 'PROFILE'. Below the navigation bar, the main content area has a light blue background. On the left, there is a 'Participant' icon and a 'CREATE NEW PARTICIPANT' button. On the right, there is a 'SAVE' button. The central area contains two search sections, both enclosed in a red box. The first section is titled 'Search Participants by Full SSN' and features a 'Full SSN' input field and a 'SEARCH' button. The second section is titled 'Search Participants by Name (results filtered to only Participants with MY entity's Client ID)' and features 'First Name' and 'Last Name' input fields, along with a 'SEARCH' button.

PARTICIPANT CUSTOMER REPORTS PROFILE

Participant

SAVE

CREATE NEW PARTICIPANT

Search Participants by Full SSN

Full SSN

SEARCH

Search Participants by Name (results filtered to only Participants with MY entity's Client ID)

First Name Last Name

SEARCH

To Search a participant, type in the last 6 of their social and click the “Search” button.

Participant Tab continued

Participant Tab continued

General Information

First Name* Middle? ☐ No ☒ Yes Middle Name* Last Name* Suffix Select St. ▼

Gender* Select Gender... Date of Birth* Country of Citizenship* US Country of Birth* US

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

Photo

Contact Information

Address*

Address 2

City*

County

State/Province* Select State/Province... ▼

Country US ▼

Zip/Postal Code*

Phone Number

Email

Identifying Information

Trainee Status ☒ Active

SSN* a* b*

Passport ID

Passport Country US ▼

TWIC Card? ☐ No ☒ Yes

Drivers License No.

Issuing State Select State/Province... ▼

Secondary ID


Secondary ID Type Select Secondary ID Type... ▼

CREATE NEW PARTICIPANT

1. If the Participant is not in the system, you can add them by clicking the “Create new 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

 SSN last 6 digits

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	[REDACTED]	[REDACTED]	[REDACTED]	Male	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]	Active

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

Participant Tab continued



Doe, John Jackson

General Information

First Name Middle? ☐ No ☒ Yes Middle Name Last Name Suffix

Gender* Date of Birth Country of Citizenship* US Country of Birth* US

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

Photo



Participant ID 497169 Client ID L88321_Beaumont Client Name _JSTC Beaumont

Contact Information

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

Identifying Information

Trainee Status Active
SSN a b
Passport ID
Passport Country US
TWIC Card? ☐ No ☐ Yes
Drivers License No.
Issuing State
Secondary ID
Secondary ID Type Select Secondary ID Type...

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 Expiration Date From To Schedule Date From Schedule Date To

All Record History

No.	ProductandService	Customer	Client ID	Type	Scheduled Location At	Order Date	ScheduleDate	Complete Date	Expires	Result	Vendor	OHS SubStatus	ICBM	Latest?	Numeric System ID
1	09SSV-SSN Verification			Ssv			7/20/2001		7/20/2101	Complete	First Advantage				9
2				Training			11/14/2017		11/30/2018	Inprogress					27
3	09BN-BASIC PLUS®			Training	_JSTC Beaumont	9/11/2019	9/11/2019			Scheduled				Yes	5816857
4				Training	_JSTC Beaumont	9/11/2019	9/11/2019			Scheduled				Yes	5816856
5	A09CSE-Arsc Confined Space			Training	_JSTC Beaumont	10/3/2019	10/3/2019			Scheduled				Yes	5816908

FIRST < PREV NEXT > LAST ALL SEARCH

Click "NEXT" for more records

Date of last download PDF of Trainee History Report  Trainee History Rep...

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

- You can search an individual's history using the search functions.
- You can save the individuals history by pressing the "Export" button or the "Download PDF" button. (if you use the "Download PDF" button, a PDF will appear on the screen. You can then click the PDF and save it.
- 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.	ProductandService	Customer	Client ID	Type	Scheduled Location At	Order Date	ScheduleDate	Complete Date	Expires	Result	Vendor	OHS SubStatus	ICBM	Latest?	Numeric System ID
1	09SSV-SSN Verification			Ssv			7/20/2001		7/20/2101	Complete	First Advantage				9
2				Training	00- Energy Transfer Remote Scheduli...		11/14/2017		11/30/2018	Inprogress					27
3	09BN-BASIC PLUS®			Training	_JSTC Beaumont	9/11/2019	9/11/2019			Scheduled				Yes	5816857
4				Training	_JSTC Beaumont	9/11/2019	9/11/2019			Scheduled				Yes	5816856
5	A09CSE-Arsc Confined Space			Training	_JSTC Beaumont	10/3/2019	10/3/2019			Scheduled				Yes	5816908
6				Training	_JSTC Beaumont		10/18/2009		10/31/2010	Expired					16
7				Training	_JSTC Beaumont		11/9/2009		11/30/2010	Expired					25

To Schedule an individual, click the Green “Schedule” button.

Participant Tab continued

Select Participant and Own...

SAVE

Choose Participant Scheduling For

Selected Participant [REDACTED]

Choose Entity Scheduling For

Choose Entity Scheduling For [REDACTED]

Choose Location Scheduling At

Selected Location [REDACTED] Select Entity...


CANCEL NEXT STEP

Select Entity...

- _ISTC Baytown Training Center
- _ISTC Beaumont
- 00- Cheniere LNG Remote Scheduling
- 00- Energy Transfer Remote Scheduling
- 00- Printpack Remote Scheduling
- 00- TIPS Remote Scheduling
- 00-BASF Remote Scheduling
- 00-Jefferson Energy Remote Scheduling
- 00-Motiva Remote Scheduling
- 29 - Entergy Remote Scheduling
- 99-External Test
- BHP Occ Services- Baytown
- BHP Occ Services- Beaumont
- BmtTC-Fluor Satellite Location
- Cheniere LNG On-Site
- Covestro On-Site
- Ecampus
- ECHO - Confined Space - New Mexico
- ECHO - Motiva Remote Scheduling


1. The Individual's name will auto populate.
2. Select your company from the Entity Scheduling For drop-down menu.
3. Select the Location from the drop-down menu.
4. Click the "Next Step" button.


Participant Tab continued

 Select Products and Services SAVE


Selected
Selected Participant Customer
Choose Location Scheduling At _JSTC Beaumont Choose Owner Site

Search Training Courses
☒ Product Code ☐ Course Name (contains)
SEARCH

 Results

No.		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
ORDER BCG ORDER BCG PRIOR ORDER ALA CARTE

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” button.

Participant Tab continued

Search Training Courses

☒ Product Code ☐ Course Name (contains)

Results

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

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	

Update PO

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

PO

Products and Services are not scheduled yet.


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.
 - *If you need to schedule multiple courses, you can now search another course and select it.*
3. If needed, place Purchase Order number in the PO box and select the “Update For All Items” button.
4. To change PO/COD, you can select the “Edit Table” button and change to the correct payment.
5. Check the box next to course(s) in the Pending Products and Services section and click the “Next Step” button.
 - *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 and you will need to check the reason box to see why.*

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				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	

Products and Services are not scheduled yet.

Transfer

Selected Record 19_BASIC_PLUS-HOUSTON Area ARSC Basic Plus

Completed Date

Council 19 - Houston Area Safety Council ▼

PS - council users Select PS... ▼

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

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		

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

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  

 Results

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

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

Check the box 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.*

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.	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: _JSTC Beaumont

 Scheduled Trainings


No.	ProductandService	Description	Customer	Type	Scheduled Location At	Order Date	Scheduled Time Slot	OHS Schedule Link
1	09AIRBW-Bottle Watch Course	Bottle Watch Course	[REDACTED]	Training	_JSTC Beaumont	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.

- You can view the confirmation page by clicking on the PDF.
- To print the confirmation page, clicking the “Print” button.
- You can also email the Confirmation Page by entering the email address in the “Email To” box and clicking the “Send Email” button.
- Click the “Close/Start A New Schedule” button to return to the Participants Tab.

Participant Tab continued

 Pending Products and Services

Empty.

DELETE SELECTED P/S

TRANSFER SELECTED P/S

ORDER BCG

ORDER BCG PRIOR

ORDER ALA CARTE

Additional Information for Background Check

Information

First Name Middle Name Last Name

Suffix Date of Birth

SSN

Drivers License No.* Issuing State*

Address* Address 2

City* County*

State/Province* Zip/Postal Code*

Country

Consent

Once submitted you will not be able to cancel this order.

The Federal Fair Credit Reporting Act imposes criminal penalties - including a fine, up to two years in prison, or both - against anyone who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses, and other penalties for anyone who obtains such information without a permissible purpose.

I Agree ☐ Yes


Please select BCG vendor ☒ V_Fadv


CANCEL

ADD BCG

1. To order a background, select the orange “Order BCG2 button or the “Order BCG Prior” Button.
2. Enter All of the required information. (shown with a *)
3. Select the vendor
4. Check the yes button under the consent section.
5. Click the “ADD BCG” 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: Bcg												
1	<input type="checkbox"/>	09BCG2-Graded Background v2.0	Graded Background v2.0	Not Scheduled Yet	Bcg	First Advantage					PO	

[EDIT TABLE](#)

[DELETE SELECTED P/S](#) [TRANSFER SELECTED P/S](#)

[ORDER BCG](#) [ORDER BCG PRIOR](#) [ORDER ALA CARTE](#)

[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. Click the green “Next Step” button.

[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

Empty.

[SEARCH AVAILABLE TIME SLOTS FOR SELECTED TRAINING](#) [DELETE SELECTED TRAININGS](#)

 OHS and BCG ordered

No.	ProductandService	Result	Customer	Type	Order Date	Participant
1	09BCG2-Graded Background v2.0	Not Scheduled Yet	50800-Turner Industries Group Lic	Bcg	10/6/2020	Doe, John Jackson

[CANCEL AND GO BACK](#) [SUBMIT](#)

2. Click the green “Submit” button.

Participant Tab continued

Pending Products and Services

Empty.

DELETE SELECTED P/S TRANSFER SELECTED P/S

ORDER BCG ORDER BCG PRIOR ORDER ALA CARTE

Additional Information for Background Check

Information

First Name [REDACTED] Middle Name [REDACTED] Last Name [REDACTED]

Suffix [REDACTED] Date of Birth [REDACTED]

SSN [REDACTED]

Drivers License No.* [REDACTED] Issuing State* [REDACTED]

Address* [REDACTED] Address 2 [REDACTED]

City* [REDACTED] County [REDACTED]

State/Province* [REDACTED] Zip/Postal Code* [REDACTED]

Country [REDACTED]

Please select BCG vendor ☐ V_Fadv

A la Carte Type Select A la carte type...

CANCEL ADD A LA CARTE

Select A la carte type...

- Motor Vehicle Report
- County Criminal
- State Criminal
- Federal Criminal
- Prior Employment
- Education
- Workers Compensation
- Professional License
- Personal Reference

Consent


Once submitted you will not be able to cancel this order.


The Federal Fair Credit Reporting Act imposes criminal penalties - including a fine, up to two years in prison, or both - against anyone who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses, and other penalties for anyone who obtains such information without a permissible purpose.

I Agree ☐ Yes

1. To order a A LA CARTE, the orange "ORDER ALA CARTE" button.
2. Enter All of the required information. (shown with a *)
3. Select the vendor
4. Select the A la carte type from the drop-down menu.
5. Check the yes button under the consent section.
6. Click the "Add A LA CARTE" 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
1	<input type="checkbox"/>	-		Not Scheduled Yet							PO	

[EDIT TABLE](#)

[DELETE SELECTED P/S](#) [TRANSFER SELECTED P/S](#)

[ORDER BCG](#) [ORDER BCG PRIOR](#) [ORDER ALA CARTE](#)

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. Click the green “Next Step” button.

Selected


Selected Participant Doe, John Jackson Customer Turner Industries Group Lic

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

Empty.

[SEARCH AVAILABLE TIME SLOTS FOR SELECTED TRAINING](#) [DELETE SELECTED TRAININGS](#)

[CANCEL AND GO BACK](#) [SUBMIT](#)

2. Click the green “Submit” button.