



Compliance Suite™

Compliance Suite™ is Physical Plant's software program for regulatory compliance and training tracking.

History

- ▶ **Access database** → **SQL database**
 - ▶ more storage room
 - ▶ ability to share information

- ▶ **Importing employee data *versus* Manually entering**
 - ▶ Data will be *Clean & Up to Date* when employees change Job Title, Department, Supervisor and Job Status
 - ▶ When employees information changes, (ie; Job Titles, Supervisor, Zone) it effects Training Requirements & Job Hazards, etc.

UVM Modules:

Training Management

Job Hazard

Industrial Hygiene



Training Management Module

- ▶ Streamline our processes for documenting progress
- ▶ Organize & manage training for each of our employees in **ONE** central location.
- ▶ Meeting regulatory and University training requirements
- ▶ Gather all the data to ensure that everyone can access and share information from one place.
 - ▶ Professional Development
 - ▶ Compliance Training
 - ▶ Certifications and Licensing
 - ▶ Seminar and Conference Attendance

Boost Employee Engagement in their own learning and development.

TCO will be the central location to store all training documents.

▶ Training Module Tracks

- ▶ Courses
- ▶ Classes
- ▶ Retraining
- ▶ People
- ▶ Job Title - requirements*
- ▶ Trainers/Instructors
- ▶ Certifications
- ▶ Licenses
- ▶ Classroom locations
- ▶ Updated versions of training documents

▶ Training Module Can Generate Reports

- ▶ Sign in sheets
- ▶ Evaluations
- ▶ Passing grade requirements
- ▶ Individual History
- ▶ Certificates of Completion
- ▶ All reports a based on Crystal Reports

Component - The Compliance Messenger™

- ▶ Set up automatic email notifications and reminders to:
 - ▶ training participants,
 - ▶ instructors,
 - ▶ and other selected individuals for scheduled classes (Supervisors)

Component - WEBconnect

- ▶ Allows employees to access the system via the WEB:
 - ▶ view training histories
 - ▶ self-registration for training classes

Supervisors will have the ability to **view** and to **print** various reports to stay abreast of how well their employees are complying with safety requirements and their training requirements.



WEB CONNECT

This site is best viewed at 1024x768 resolution

test



Compliance Suite™

Your Health & Safety Software Solution

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First Name

Last Name

Employee ID

Password



WEB TRAINING MANAGEMENT CONNECT



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Welcome to the Training Scheduler!

Welcome to WebConnect for Training Management Software. Here your employees can manage their training requirements and register themselves for scheduled classes.

Instructors: This is the text you as an instructor will see when you log into WebConnect Training. This text is fully-editable as it resides in a simple text file.

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BULLETIN BOARD

Company Policy seminar rescheduled for 9/15

LINKS

REPORTS

MY HISTORY

Click here to access your training requirements, upcoming classes and training history.



COURSE CATALOG

Here you find all courses, details, and available dates.



CALENDAR

View this months schedule of classes.







WEB TRAINING MANAGEMENT CONNECT

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Here you may view your history, and/or the history of your staff members.

| History | |
|---|----------------------------------|
|  | My History |
|  | Guyette, Michele |

What Type Of User Are You?

Admin Users - (Training & Compliance Office Staff)

Standard Users - (Office Support Generalists)

View Only Users - (Directors & Managers)

WEBConnect - (Supervisors & Employees)

What's What?

- ▶ TCO -
 - ▶ Imports and Manages Employee Information
 - ▶ Schedules OSHA & all Compliance Training
 - ▶ Licenses
- ▶ ZONES and Other Crews -
 - ▶ Enters Courses held by their Area
 - ▶ Examples:
 - ▶ Equipment Training
 - ▶ Admin Procedures
 - ▶ Product Demos
 - ▶ SOP' s

What Information will be Required to Enter?

PHYSICAL PLANT DEPARTMENT - TRAINING COURSE DESCRIPTION

Course Name: _____

Course Description:

Instructor -
Name: _____
Address: _____
Business Phone: _____ Cell Phone: _____ E-mail: _____

Class Location: _____

Required By: OSHA EPA DOT State Federal Company Department User Other _____

CFR Reference Number: _____ Course Type (circle): On-site Off-site

Maximum Course Size: _____ Total Course Hours: _____

Course Length (days): _____ Retraining Required (months): _____

Course Style: Lecture Workshop Hands-on Seminar

Written Exam: Yes No Continuing Education Units: _____

Is there a Certification or License Associated with this Training? NO YES (If so, name)

Course Prerequisites: _____

Additional Notes or Comments:

Form Completed By: _____
Phone: _____ Date: _____

****PLEASE return with this page:**

- The original sign in sheet
- A copy of course materials
- A copy of any certificates received
- Evaluations

to Marilyn Baker, Training & Compliance Office**

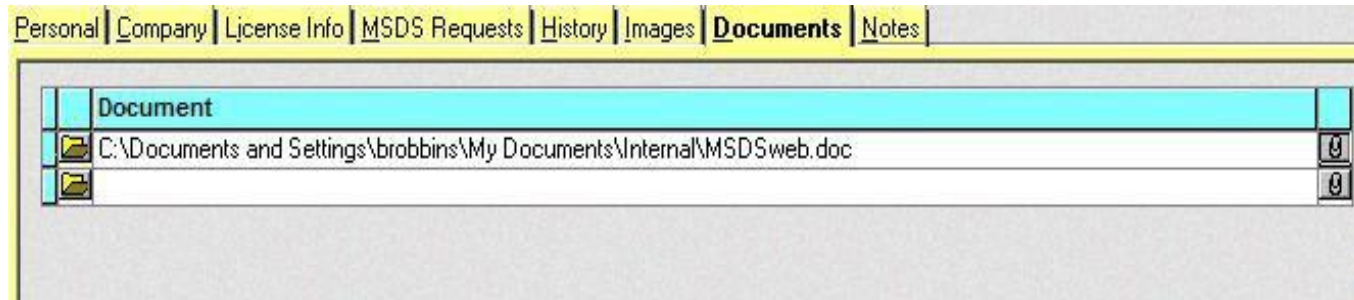
Documentation Features

- ▶ Images Folders

Scan images or import jpeg, bmp, and other picture file formats.

- ▶ Documents Folder Link Documents:

Examples of Documents: Sign-In Sheets, Handouts, Evaluations, etc.

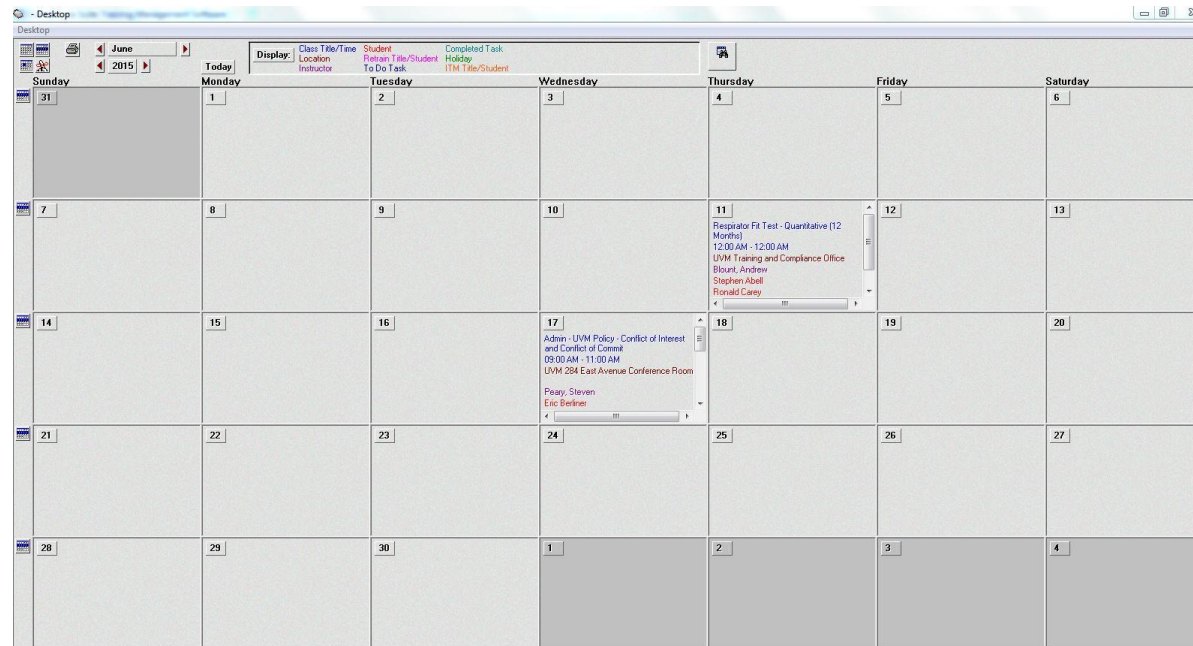


- ▶ Notes Fields and Folders

Write virtually unlimited notes regarding the record.

Desktop

- ▶ Convenient calendar tool that displays important or relevant dates in various format. Such as retrain dates.....



Reports

- ▶ *Pre-loaded Reports such as:*

- ▶ Employee Class History
- ▶ Employees Courses or Empl
- ▶ Course Retraining Report

- ▶ Run Monthly Reports
- ▶ Export in Various Formats



Roll Out

Training Module Rollout

- ▶ Train End Users
- ▶ Preparing Reports for Training (Top 10 Best Reports)
 - ▶ Install Software & Give Access to Managers

Compliance Messenger

- ▶ Setup Automatic Email Notifications
 - ▶ Test

WebConnect - February 2016

- ▶ Add and Train End Users

WHAT QUESTIONS DO YOU HAVE?



Contact Us TCO@UVM.EDU or 656-SAFE