



EMIS2

Environmental Management Information System

USER MANUAL

HRP Associates, Inc.

Version 1.0: 2012

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INTRODUCTION

The HRP Associates Inc. Environmental Health & Safety Management Information System Version 2 (EMIS2) has been developed to assist your organization in managing it's EH&S needs and maintaining regulatory compliance. EMIS2 was created using HRP's 30+ years of experience and unique understanding of the roles, responsibilities and needs of todays EH&S professionals and their requirements for a software solution.

EMIS2 SOFTWARE DESCRIPTION

EMIS2 operates through a standard web browser and is installed on a server within your organization allowing for multi-user access. It incorporates powerful security features that establish authorization to ensure the safety and security of the documents and information stored within the EMIS2.

The standard EMIS2 software consists of four data management modules designed to organize your environmental, health and safety, and training data and documentation. Descriptions of each of the four standard modules are provided below.

Each EMIS2 software package is customized to meet the specific needs of its user. As such, the screens and images displayed in this document may not match exactly the screens of your EMIS2 system and some of the capabilities and functionality shown may not be included in your EMIS2 system.

If you are interested in adding any functionality to your EMIS2 system or customizing it further, please contact HRP Associates, Inc. for details.

Document Manager



The Document Manager is designed to maintain your EH&S information in an organized, easy to locate manner. Your data and documentation can be organized within the Document Manager in any manner that you choose. The information housed by the Document Manager can include, but is certainly not limited to, air permits, manifests, compliance information, corporate-required forms, OSHA data, and so on. The Document Manager is able to store or link to numerous file formats including Word, Excel, AutoCAD, and Adobe Acrobat.

Compliance Calendar

The Compliance Calendar is designed to track vital EH&S compliance tasks, dates and deadlines. The Compliance Calendar also gives the EH&S professional the ability to assign compliance related tasks to individuals and set up email reminders. The email function included as part of the Compliance Calendar is designed to be used by compliance and supervisory personnel. When a task is added to the Compliance Calendar, a manager can assign the task to the appropriate personnel. Both the manager and the person directly responsible for the task can be assigned a series of email reminders concerning the task. An email can also be delivered to the manager or supervisor when the task has been marked as completed.



Notice: Each EMIS2 software package is customized to meet the specific needs of its user. As such, the screens and images displayed in this document may not match exactly the screens of your EMIS2 system and some of the capabilities and functionality shown may not be included in your EMIS2 system.

If you are interested in adding any functionality to your EMIS2 system or customizing it further, please contact HRP Associates, Inc. for details.

EMIS 2 USER MANUAL – GETTING STARTED

Task

Accessing the EMIS2

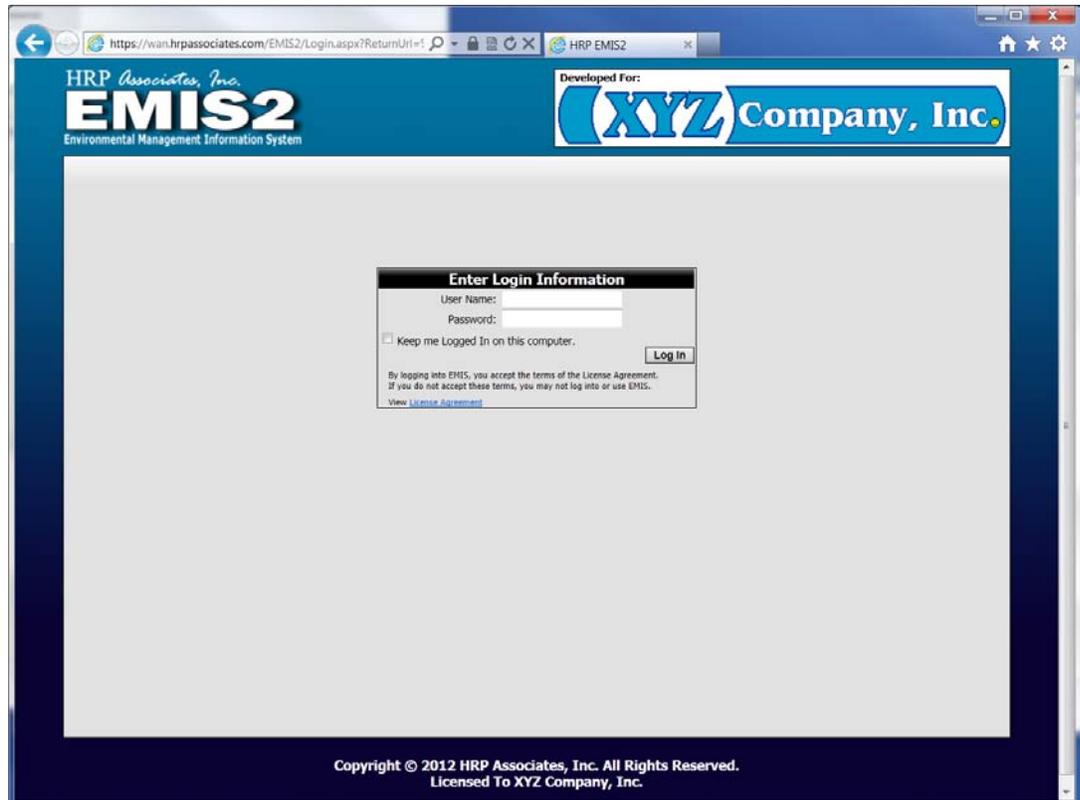
Security Level:
All

Open a current web browser (e.g., Internet Explorer 6 or later, Firefox 3 or later, etc.) and enter the EMIS2 URL address that was provided by the system administrator or IT department into the address bar. A browser favorite or desktop shortcut for the EMIS2 may also have been installed to facilitate access.

Task

Logging In to the EMIS2

Security Level:
All



- Enter your **User Name** and **Password** and click **Log In** or press [Enter].
- If you have not received a Username/Password, contact the system administrator.
- Checking **Keep me Logged In on this computer** will store your credentials for up to 20 days so that you are not asked to log in on subsequent visits to EMIS2. *This is not recommended on public or shared computers.*
- If you are logging into EMIS2 for the first time, you will be prompted to accept the license agreement before continuing.

EMIS 2 USER MANUAL – SYSTEM ADMINISTRATION

Tasks Screen View and Directions

Home Screen

Security Level:
All

Welcome to the HRP Environmental Management Information System Version 2 (EMIS2)

Calendar Event	Due Date	
Monthly SPCC Inspection	8/29/2012	Mark As Completed
Quarterly Groundwater Sampling	9/1/2012	Mark As Completed
Annual Hoist Inspection	9/1/2012	Mark As Completed
CA CL NY Annual Stormwater Training	10/30/2012	Mark As Completed
CA DA MA Annual Stormwater Training	10/30/2012	Mark As Completed
CA HK NY Annual Stormwater Training	10/30/2012	Mark As Completed

Quick Document Search:
Document Title:
Keywords:

Quick MSDS Search:
Product Name:
Common Name:

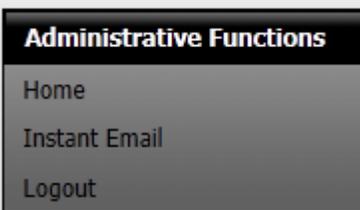
- ➔ Welcome message/ User Banner – System Administration access required to edit the banner message
- Currently Due Events – Events specific to the active user account
- Quick Search – Search document titles and key words in the Document Manager and Safety Data Sheet Manager.

Function Menu

Security Level:
All

- ➔ Administrative Functions – Hyperlinks to Login/logout, instant email and dedicated home page return
- ➔ EMIS Modules – Hyperlinks to main functional tools of the EMIS, Access determined by the rights set for each account by the system administrator.

I. ADMINISTRATIVE FUNCTIONS

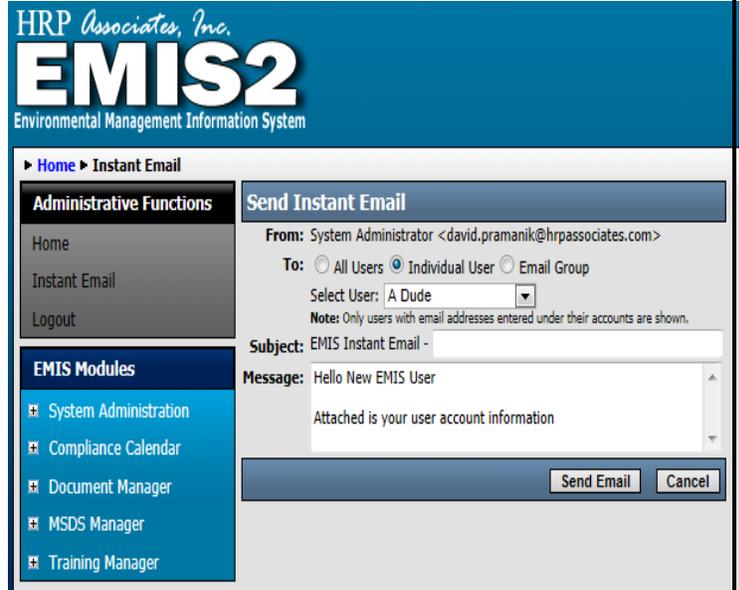


I A. Home

I B. Instant Email

Dedicated hyperlink to return to the Home Screen when navigating through any part of the EMIS 2. 'Click' on Instant email to bring up the "Send Email" Screen.

- Use the radial button to select which type of user you would like to send a message to.
- Use the pull down arrow to select a user.
- Type a subject
- Enter you message
- 'Click' send



I C. Login/Logout

Enter you account information to gain access the EMIS 2 system/ Logout when done.

II. EMIS MODULES

**Access:
Rights to modules
set by System
Administrator for
each user account**

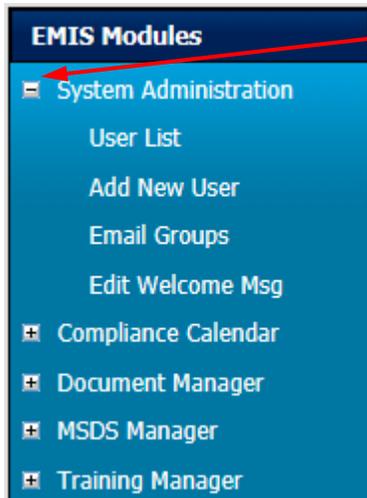


- Use the + to expand the menu options under each Module heading.
- All Module Headings are Hyperlinks to the individual modules with the exception of 'System Administration' which is only a Menu Heading.

II A. SYSTEM ADMINISTRATION

Security Level:

EMIS
Administrative
User Level ONLY



- 'Clicking' on the +/- will expand or contract the menu options

II A 1. User List

Security Level:

EMIS
Administrative
User Level ONLY

Home System Administration User List

Administrative Functions

Home
Instant Email
Logout

EMIS Modules

- System Administration
 - User List
 - Add New User
 - Email Groups
 - Edit Welcome Msg
- Compliance Calendar
- Document Manager
- MSDS Manager
- Training Manager

EMIS User List (Click Column Header to Sort Table) Add New User

	Username	First Name	Last Name	EMIS System	Compliance Calendar	Document Manager	MSDS Manager	Training Manager	
<input type="button" value="Edit User"/>	sysadmin		System Administrator	Administrative EMIS User	Calendar Full Access	Document Full Access	MSDS Full Access	Training Full Access	<input type="button" value="Delete User"/>
<input type="button" value="Edit User"/>	adoe	A	Doe	Generic EMIS Login	Calendar Read Access	Document Read Access	MSDS Read Access	Training Read Access	<input type="button" value="Delete User"/>
<input type="button" value="Edit User"/>	bdoe	B	Doe	Generic EMIS Login	Calendar Read Access	Document Read Access	MSDS Read Access	Training Read Access	<input type="button" value="Delete User"/>
<input type="button" value="Edit User"/>	kdoe	K	Doe	Generic EMIS Login	Calendar Read Access	Document Read Access	MSDS Read Access	Training Read Access	<input type="button" value="Delete User"/>
<input type="button" value="Edit User"/>	ldoe	L	Doe	Generic EMIS Login	Calendar Read Access	Document Read Access	MSDS Read Access	Training Read Access	<input type="button" value="Delete User"/>
<input type="button" value="Edit User"/>	clee	C	Lee	Generic EMIS Login	Calendar Read Access	Document Read Access	MSDS Read Access	Training Read Access	<input type="button" value="Delete User"/>
<input type="button" value="Edit User"/>	dlee	D	Lee	Generic EMIS Login	Calendar Read Access	Document Read Access	MSDS Read Access	Training Read Access	<input type="button" value="Delete User"/>
<input type="button" value="Edit User"/>	msmith	M	Smith	Standard EMIS User	Calendar Full Access	Document Full Access	MSDS Full Access	Training Full Access	<input type="button" value="Delete User"/>
<input type="button" value="Edit User"/>	pcollins	P	Collins	Generic EMIS Login	Calendar Mark Complete Access	Document Full Access	MSDS Read Access	Training Read Access	<input type="button" value="Delete User"/>
<input type="button" value="Edit User"/>	pavila	Paula	Avila	Standard EMIS User	Calendar Full Access	Document Full Access	MSDS Full Access	Training Full Access	<input type="button" value="Delete User"/>
<input type="button" value="Edit User"/>	A.Dude	A	Dude	Standard EMIS User	Calendar Read Access	No Document Access	MSDS Read Access	No Training Access	<input type="button" value="Delete User"/>
<input type="button" value="Edit User"/>	therber	Trina	Herber	Standard EMIS User	Calendar Full Access	Document Full Access	MSDS Full Access	Training Full Access	<input type="button" value="Delete User"/>
<input type="button" value="Edit User"/>	pendicott	Patricia	Endicott	Standard EMIS User	Calendar Full Access	Document Full Access	MSDS Full Access	Training Full Access	<input type="button" value="Delete User"/>
<input type="button" value="Edit User"/>	jleyba	John	Leyba	Standard EMIS User	Calendar Full Access	Document Full Access	MSDS Full Access	Training Full Access	<input type="button" value="Delete User"/>
<input type="button" value="Edit User"/>	lprentice	Laura	Prentice	Standard EMIS User	Calendar Full Access	Document Full Access	MSDS Full Access	Training Full Access	<input type="button" value="Delete User"/>

Page: < 1 2 > [View All] Add New User

Displays all user accounts and access levels for each module by the order that the account was created.

II A 1 a. Edit User Account

Security Level:

EMIS
Administrative
User Level ONLY

PAGE 1

- Lists User Account information
- Any changes can be made by 'clicking' in the desired field and adding or deleting the appropriate text.
- Username and Password are case sensitive
- 'Click' the next button when complete
- The system records the date and time of account creation, account revisions and the last login time for all user accounts for security review by the system administrator.

Add/Edit EMIS User - User Information

Username: A.Dude

Password:
Leave Password field blank if you are not changing this user's password.

Confirm Password:

First Name: A

Last Name: Dude

Email: adude@hrpuniversity.com

Comment:

Creation Date: 3/1/2012 12:14:23 PM
Last Login Date: Never
Last Updated Date: 3/1/2012 12:14:23 PM
Last Updated By: System Administrator

PAGE 2

Add/Edit EMIS User - Module Access

EMIS System	<input type="radio"/> Generic EMIS Login - For group logins or external auditor accounts (User cannot change password)
	<input checked="" type="radio"/> Standard EMIS User - Has permission to change account password
	<input type="radio"/> Administrative EMIS User - Has permission to create, modify and delete user accounts as well as assign access to modules and locations
Compliance Calendar	<input type="radio"/> No Calendar Access - User cannot access the EMIS Compliance Calendar
	<input checked="" type="radio"/> Calendar Read Access - User can view the Compliance Calendar but not mark Events as completed or add/edit/delete Calendar Events
	<input type="radio"/> Calendar Mark Complete Access - User can view the Compliance Calendar and mark Events completed but not add/edit/delete Calendar Events
	<input type="radio"/> Calendar Full Access - User has full access to the Compliance Calendar
Document Manager	<input checked="" type="radio"/> No Document Access - User cannot access the EMIS Document Manager
	<input type="radio"/> Document Read Access - User can view documents in the Document Manager but not add/update/delete documents
	<input type="radio"/> Document Full Access - User has full access to the Document Manager
MSDS Manager	<input type="radio"/> No MSDS Access - User cannot access the EMIS MSDS Manager
	<input checked="" type="radio"/> MSDS Read Access - User can search for and view MSDSs in the MSDS Manager but not add/update/delete MSDSs
	<input type="radio"/> MSDS Full Access - User has full access to the MSDS Manager
Training Manager	<input checked="" type="radio"/> No Training Access - User cannot access the EMIS Training Manager
	<input type="radio"/> Training Read Access - User can view training records and documents but not add/edit employees or training courses.
	<input type="radio"/> Training Full Access - User has full access to the Training Manager

- This page displays the current access levels assigned to the user account.
- Click on the radial buttons under each module to change the access level as desired.
- 'Click' next to go on or previous to go back to page 1

PAGE 3

Location Access:

- Assign which facilities or departments that the user account can access.
- 'Click' in the box to check or uncheck the account user's access to a listed location.
- The location hierarchy will vary depending upon your systems levels of organization. Any changes to this hierarchy must be made by HRP system designers.
- 'Click' Finish when complete

Add/Edit EMIS User - Location Access

Note: Disabled locations indicate that the currently logged in account does not have access to those locations. To gain access to the disabled facilities, the currently logged in account needs to be updated by an Administrator with access to the required locations.

<input type="checkbox"/> HRP University
<input type="checkbox"/> East Campus
<input type="checkbox"/> Agriculture
<input type="checkbox"/> Automotive Repair
<input type="checkbox"/> Culinary Arts
<input type="checkbox"/> Facilities
<input type="checkbox"/> Food Services
<input type="checkbox"/> Machine Shop
<input type="checkbox"/> Main Campus
<input type="checkbox"/> Athletics
<input type="checkbox"/> Environmental, Health & Safety
<input type="checkbox"/> Facilities
<input type="checkbox"/> Fine Arts
<input type="checkbox"/> Food Services
<input type="checkbox"/> Health Clinic
<input type="checkbox"/> Information Technology
<input type="checkbox"/> Natural & Physical Sciences
<input type="checkbox"/> Psychology
<input type="checkbox"/> Residential Life
<input type="checkbox"/> Theatre
<input type="checkbox"/> TV/Radio Station
<input type="checkbox"/> West Campus
<input type="checkbox"/> Facilities
<input checked="" type="checkbox"/> Food Services
<input type="checkbox"/> Medical Sciences
<input type="checkbox"/> Nursing

EMIS Modules

- System Administration
 - User List
 - Add New User
 - Email Groups
 - Edit Welcome Msg

II A 2. Add New User

Security Level:
EMIS
Administrative
User Level ONLY

PAGE 1

- 'Click' Add New User
- Complete all text fields by 'clicking' in the desired field and adding or deleting the appropriate text.
- Username and Password are case sensitive
- 'Click' the next button when complete
- The system records the date, time of account creation, account revisions and the last login time for all user accounts

Add/Edit EMIS User - User Information

Username: A. Dude

Password: Leave Password field blank if you are not changing this user's password.

Confirm Password:

First Name: A

Last Name: Dude

Email: adude@hrpuniversity.com

Comment:

Creation Date: 3/1/2012 12:14:23 PM

Last Login Date: Never

Last Updated Date: 3/1/2012 12:14:23 PM

Last Updated By: System Administrator

Next Cancel

PAGE 2

Add/Edit EMIS User - Module Access

EMIS System

- Generic EMIS Login - For group logins or external auditor accounts (User cannot change password)
- Standard EMIS User - Has permission to change account password
- Administrative EMIS User - Has permission to create, modify and delete user accounts as well as assign access to modules and locations

Compliance Calendar

- No Calendar Access - User cannot access the EMIS Compliance Calendar
- Calendar Read Access - User can view the Compliance Calendar but not mark Events as completed or add/edit/delete Calendar Events
- Calendar Mark Complete Access - User can view the Compliance Calendar and mark Events completed but not add/edit/delete Calendar Events
- Calendar Full Access - User has full access to the Compliance Calendar

Document Manager

- No Document Access - User cannot access the EMIS Document Manager
- Document Read Access - User can view documents in the Document Manager but not add/update/delete documents
- Document Full Access - User has full access to the Document Manager

MSDS Manager

- No MSDS Access - User cannot access the EMIS MSDS Manager
- MSDS Read Access - User can search for and view MSDSs in the MSDS Manager but not add/update/delete MSDSs
- MSDS Full Access - User has full access to the MSDS Manager

Training Manager

- No Training Access - User cannot access the EMIS Training Manager
- Training Read Access - User can view training records and documents but not add/edit employees or training courses.
- Training Full Access - User has full access to the Training Manager

Previous Next Cancel

- Select the appropriate level of security for each module for the user account as described above.
- Click on the radial buttons under each module to select the desired level.
- 'Click' next to go on or previous to go back to page 1

Location Access:

- Assign which facilities or departments that the user account can access.
- ‘Click’ in the box to check or uncheck the account user’s access to a listed location.
- The location hierarchy will vary depending upon your systems levels of organization. Any changes to this hierarchy must be made by HRP system designers.
- ‘Click’ Finish when complete

Add/Edit EMIS User - Location Access

Note: Disabled locations indicate that the currently logged in account does not have access to those locations. To gain access to the disabled facilities, the currently logged in account needs to be updated by an Administrator with access to the required locations.

- HRP University
 - East Campus
 - Agriculture
 - Automotive Repair
 - Culinary Arts
 - Facilities
 - Food Services
 - Machine Shop
 - Main Campus
 - Athletics
 - Environmental, Health & Safety
 - Facilities
 - Fine Arts
 - Food Services
 - Health Clinic
 - Information Technology
 - Natural & Physical Sciences
 - Psychology
 - Residential Life
 - Theatre
 - TV/Radio Station
 - West Campus
 - Facilities
 - Food Services
 - Medical Sciences
 - Nursing

EMIS Modules

- System Administration
 - User List
 - Add New User
 - Email Groups
 - Edit Welcome Msg

II A 3. Email Groups

Security Level:
EMIS
Administrative
User Level ONLY

Email Groups can be created for use with instant email or calendar events for a reoccurring group of system users.

- ‘Click’ on New Group

Email Group List

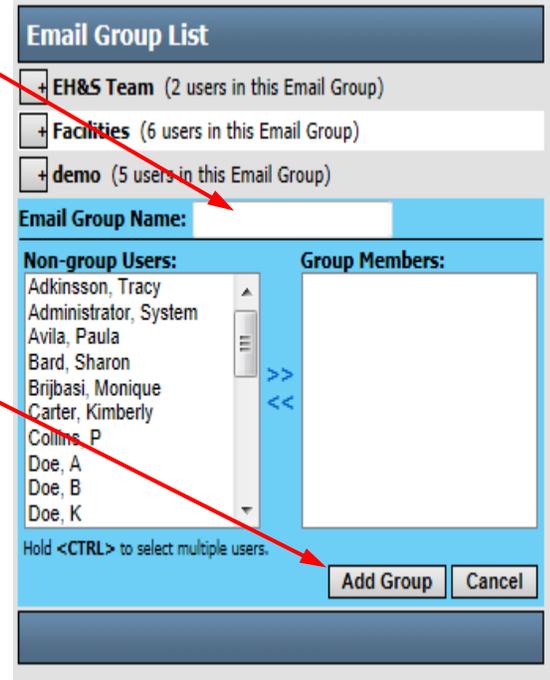
- + **EH&S Team** (2 users in this Email Group)
- + **Facilities** (6 users in this Email Group)
- + **demo** (5 users in this Email Group)

II A 3 a. Add New Email Group

Security Level:

EMIS
Administrative
User Level ONLY

- Enter a Name for the new group
- Select group members by highlighting the user names and clicking on the add arrows '>>' or remove arrows '<<' arrows
 - You can hold the <CTRL> and to highlight multiple user names at one time and then click the >> to add the users one time.
- 'Click' add group when all members selections are complete.
- The system should then display all Email groups including the newly added group.
- Groups are listed by date of creation.

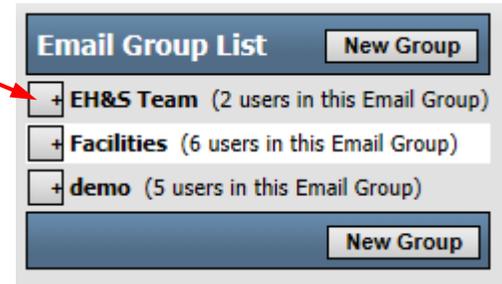


II A 3 b. Review, Copy, Edit or Delete Email Groups

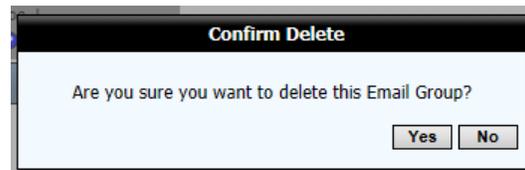
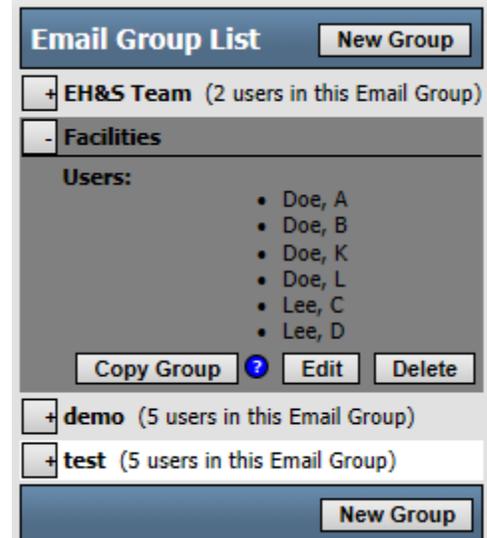
Security Level:

EMIS
Administrative
User Level ONLY

- 'Click' on the + to edit the Email Group



- The + expands the view of the group
- Members are displayed
- You may copy the group which creates and editable duplicate of the group in order to create new groups with that require minimal changes.
- Edit opens up the member selection screen from above and allows the user to change the members of a group.
- Delete removes the group from the system but confirms the delete command before advancing. Answer yes or no



Welcome Message / Reminder Banner



II A 4. Welcome Message Editing

Security Level:
EMIS
Administrative
User Level ONLY

- 'Click' Edit Welcome Msg. link
- Place cursor in the text field and type the desire message or reminder.
- 'Click' Update Message button when complete to post message for all system users to see.



EMIS 2 USER MANUAL – COMPLIANCE CALENDAR

Tasks

Home Screen

Security Level:

- Calendar Read Access
- Calendar Mark Completed Access
- Calendar Full Access

Security Level:

- Calendar Read Access
- Calendar Mark Completed Access
- Calendar Full Access

Screen View and Directions

HRP Associates, Inc. **EMIS2** Environmental Management Information System

Developed For: **XYZ Company, Inc.**

Home > Compliance Calendar

[Monthly View] [Weekly View] [Daily View]

August 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 SPCC Inspection	2	3 Semi-Annual Air cert air deviation report	4 Monthly Host Insp.	5	6	7
8	9 Monthly WW Sample CA DA MA SW Inspect CA CL NY SW Inspect CA HK NY SW Inspect	10 H&S Committee Mtg.	11	12	13	14 LETO Audit
15	16	17 OSHA 300 Log	18	19	20	21
22	23 CA HK NY Quar. Insp. CA CL NY Quar. Insp. CA CA MA Quar. Insp.	24	25	26	27	28
29 SPCC Inspection	30	31	1 Quarterly SW Monthly Host Insp. Annual Host	2	3	4
5	6	7	8 Monthly WW Sample CA DA MA SW Inspect CA CL NY SW Inspect CA HK NY SW Inspect	9	10	11 H&S Committee Mtg.

Color Key

- **Completed Event** This Event has been marked as completed.
- **User Event** Your user account is a responsible party for this event.
- **Group Event** You are a member of an email group that is a responsible party for this event.
- **Everyone Event** This event is visible to all users.

Note: The Monthly Calendar View will only display events that list your user account or an email notification group you are a member of as responsible users/groups and events marked as Show Everyone.

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- ➔ Monthly View – Displays all calendar events for the selected month
- Weekly View – Displays all calendar events for the selected week
- Daily View – displays all calendar events for the selected day

- ➔ Color Key –
 - Completed Event: event occurrence has been marked as completed
 - User Event: calendar events specific to the user
 - Group Event: calendar events specific to an established user group
 - Everyone Event: events applicable and/or visible to all users

Function Menu

Security Level:

- Calendar Read Access
- Calendar Mark Completed Access
- Calendar Full Access

HRP Associates, Inc. **EMIS2** Environmental Management Information System

Developed For: **XYZ Company, Inc.**

Home > Compliance Calendar

[Monthly View] [Weekly View] [Daily View]

August 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 SPCC Inspection	2	3 Semi-Annual Air cert air deviation report	4 Monthly Host Insp.	5	6	7
8	9 Monthly WW Sample CA DA MA SW Inspect CA CL NY SW Inspect CA HK NY SW Inspect	10 H&S Committee Mtg.	11	12	13	14 LETO Audit
15	16	17 OSHA 300 Log	18	19	20	21
22	23 CA HK NY Quar. Insp. CA CL NY Quar. Insp. CA CA MA Quar. Insp.	24	25	26	27	28
29 SPCC Inspection	30	31	1 Quarterly SW Monthly Host Insp. Annual Host	2	3	4
5	6	7	8 Monthly WW Sample CA DA MA SW Inspect CA CL NY SW Inspect CA HK NY SW Inspect	9	10	11 H&S Committee Mtg.

Color Key

- **Completed Event** This Event has been marked as completed.
- **User Event** Your user account is a responsible party for this event.
- **Group Event** You are a member of an email group that is a responsible party for this event.
- **Everyone Event** This event is visible to all users.

Note: The Monthly Calendar View will only display events that list your user account or an email notification group you are a member of as responsible users/groups and events marked as Show Everyone.

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➔ Compliance Calendar Functions – Hyperlinks to:

- [Schedule Event](#)
- [Currently Due Events](#)
- [Calendar Report](#)
- [Event Search](#)

I. CALENDAR VIEWS

I A. Daily View

Any day can be selected by using the monthly calendar box in the upper right hand corner of the screen. Click on another day in the same month or scroll to other months by clicking on the left and right arrows adjacent to the month name.

HRP Associates, Inc.
EMIS2
Environmental Management Information System

Developed For:
XYZ Company, Inc.

Home ► Compliance Calendar

[Monthly View] [Weekly View] [Daily View]

Administrative Functions

- Home
- Instant Email
- Logout

EMIS Modules

- System Administration
- Compliance Calendar
 - Schedule Event
 - Currently Due Events
 - Calendar Report
 - Event Search
- Document Manager
- MSDS Manager
- Training Manager
- Calendar Trending

Tuesday, August 21, 2012

CA HK NY Stormwater Quarterly Inspection
Description: o Conduct Quarterly Visual Stormwater Monitoring at least once in each of the following three month periods at the stormwater collection point within the swale after the last stormwater control (Drainage Basin 01 -See Figure 2 for location): - January through March: - April through June; - July through September; and - October through December. This event was completed on 8/7/2012. [View Details](#)

CA CL NY Stormwater Quarterly Inspection
Description: o Conduct Quarterly Visual Stormwater Monitoring at least once in each of the following three month periods at the stormwater collection point within the swale after the last stormwater control (Drainage Basin 01 -See Figure 2 for location): - January through March: - April through June; - July through September; and - October through December. This event was completed on 8/7/2012. [View Details](#)

CA DA MA Stormwater Quarterly Inspection
Description: o Conduct Quarterly Visual Stormwater Monitoring at least once in each of the following three month periods at the stormwater collection point within the swale after the last stormwater control (Drainage Basin 01 -See Figure 2 for location): - January through March: - April through June; - July through September; and - October through December. This event was completed on 8/7/2012. [View Details](#)

Note: The Daily Calendar View will only display events that list your user account or an email notification group you are a member of as responsible users/groups and events marked as 'Show Everyone'.

August 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

I B. Weekly View

This view will display the events for a particular week and area. Just as in the daily view, any week can be selected by using the monthly calendar box in the upper right hand corner of the screen. Click on another day in the same month or scroll to other months by clicking on the left and right arrows adjacent to the month name.

As in the daily view, the event detail can be displayed by clicking the event.

HRP Associates, Inc.
EMIS2
Environmental Management Information System

Developed For:
HRP University

Home ► Compliance Calendar

[Monthly View] [Weekly View] [Daily View]

Administrative Functions

- Home
- Instant Email
- Logout

EMIS Modules

- System Administration
- Compliance Calendar
 - Schedule Event
 - Currently Due Events
 - Calendar Report
 - Event Search
- Document Manager
- MSDS Manager
- Training Manager

Week of August 19, 2012 To August 25, 2012

Sunday, August 19, 2012
No Events

Monday, August 20, 2012
No Events

Tuesday, August 21, 2012
[Weekly HW Container Checklist](#)
[Mark Event as Completed](#)

Wednesday, August 22, 2012
No Events

Thursday, August 23, 2012
No Events

Friday, August 24, 2012
[Weekly HW Container Checklist](#)
[Mark Event as Completed](#)

Saturday, August 25, 2012
No Events

Note: The Weekly Calendar View will only display events that list your user account or an email notification group you are a member of as responsible users/groups and events marked as 'Show Everyone'.

August 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

I C. Monthly View

This view will display the events for a particular month and area. Use the left/right arrows to scroll through the months. As in the daily and weekly views, the event detail can be displayed by clicking the event.

The event detail can be displayed by clicking the event.

HRP Associates, Inc.
EMIS2
Environmental Management Information System

Developed For:
XYZ Company, Inc.

Home ► Compliance Calendar

Administrative Functions
Home
Instant Email
Logout

EMIS Modules
System Administration
Compliance Calendar
Schedule Event
Currently Due Events
Calendar Report
Event Search
Document Manager
MSDS Manager
Training Manager
Calendar Trending

[Monthly View] [Weekly View] [Daily View]

August 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 SPCC Inspection	30	31 Semi-Annual Air cert air deviation report	1 Monthly Hoist Insp.	2	3	4
5	6 Monthly WW Sample CA DA MA SW Insp CA CL NY SW Insp CA HK NY SW Insp	7	8 H&S Committee Mtg.	9	10	11
12	13	14	15 OSHA 300 Log	16	17	18 LOTD Audit
19	20	21 CA HK NY Quar. Insp CA CL NY Quar. Insp CA DA MA Quar. Insp	22	23	24	25
26	27	28	29 SPCC Inspection	30	31	1 Quarterly GW Monthly Hoist Insp. Annual Hoist
2	3	4	5	6 Monthly WW Sample CA DA MA SW Insp CA CL NY SW Insp CA HK NY SW Insp	7	8 H&S Committee Mtg.

Color Key
 Completed Event This Event has been marked as completed.
 User Event Your user account is a responsible party for this event.
 Group Event You are a member of an email group that is a responsible party for this event.
 Everyone Event This event is visible to all users.
 Note: The Monthly Calendar View will only display events that list your user account or an email notification group you are a member of as responsible users/groups and events marked as 'Show Everyone'.

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II. COMPLIANCE CALENDAR FUNCTIONS

Compliance Calendar

- Schedule Event
- Currently Due Events
- Calendar Report
- Event Search

II A. Schedule Event

'Click' **Schedule Event**.

Security Level:

Calendar Full Access

Fill in the individual fields.

'Click' **Change** to specify the location/campus to which the event pertains.

Note: Each of the fields must be completed in order to schedule the event. If a field has not been completed, then a text box will pop up to notify the user. If the field has a default selection (i.e., Repeats-Never), then the default will be chosen if a different selection is not made.

Event Details

First Due Date: 0 [calendar icon]

Notification Period: 0 Days

Short Name: [text box]

Long Name: [text box]

Keywords: [text box]

Description: [text area]

Repeat Interval: Never

Date Range: [calendar icon] From [calendar icon] To [calendar icon]

Event Does Not Repeat

Location: Click 'Change' to Select Location [Change]

Program: Other

Event Documents And Weblinks
No Files for this Calendar Event [Add Document]

Responsible Users/Groups

User/Group Name	1 st Email Reminder	2 nd Email Reminder	Completed Notice	Overdue Notice	
David Pramanik	Days	Days	<input type="checkbox"/>	<input type="checkbox"/>	[Remove]

Show Everyone: [Add User/Group]

[Save New Event] [Cancel]

IIA.2. Event Documents and Weblinks

Link to a new or an existing document in the EMIS database if you wish (such as a permit or blank inspection form) by 'Clicking' **Add Document**.

IIA 3. Responsible Users/Groups

The user logged into the system will automatically appear in this section.

To add users/groups to receive notifications regarding this event, 'Click' **Add User/Group**.

Several users can be listed. Please note that the calendar events will only appear for users or email group members identified in this Section. To have the added event appear on the calendar for all users in an area, ensure that the **Show Everyone** option is selected.

User/Group Name	1 ST Email Reminder	2 ND Email Reminder	Completed Notice	Overdue Notice	
System Administrator	<input type="checkbox"/> Days	<input type="checkbox"/> Days	<input type="checkbox"/>	<input type="checkbox"/>	Remove

Show Everyone: **Add User/Group**

III. CURRENTLY DUE EVENTS

This screen will display all currently due events. A more detailed event description can be displayed by clicking on the event. Events can be marked as completed on this screen as described in "Event Calendar Daily View".

HRP Associates, Inc. **EMIS2** Environmental Management Information System

Developed For: **XYZ Company, Inc.**

Home > Compliance Calendar > Currently Due Events

Administrative Functions

- Home
- Instant Email
- Logout

EMIS Modules

- System Administration
- Compliance Calendar
 - Schedule Event
 - Currently Due Events**
 - Calendar Report
 - Event Search
 - Document Manager
 - SDS Manager
 - Training Manager
 - Calendar Trending

Filter Events by Location:

- XYZ Company, Inc.
 - Adams MA
 - Chesire MA
 - Clockville NY
 - Dalton MA
 - Farmington CT
 - Accounting
 - Engineering
 - Information Technology
 - Research
 - Shipping
 - Storage
 - Florida
 - Herkimer NY
 - Indiana
 - Liberty NY
 - New York
 - Administration
 - Engineering
 - Shipping
 - Storage
 - South Bethlehem NY
 - South Carolina
 - Stratford CT
 - Watervliet NY

Currently Due Events

Event Name: Monthly Hoist Inspection
Description: Conduct monthly hoist inspections
Event Due Date: 9/1/2012 [Mark Event As Completed](#)

Event Name: Annual Hoist Inspection
Description: Conduct annual hoist inspection. Facilities needs to contract with approved vendor
Event Due Date: 9/1/2012 [Mark Event As Completed](#)

Event Name: Monthly Wastewater Sample
Description: Each month a representative sample must be collected from outfall DSN1 and submitted to a state certified lab for testing under NPDES Permit CT00000.
Event Due Date: 9/6/2012 [Mark Event As Completed](#)

Event Name: Health and Safety Committee Monthly Mtg.
Description: The monthly H&S meeting will be held in the conference room at 2PM.
Event Due Date: 9/8/2012 [Mark Event As Completed](#)

Event Name: Monthly Hoist Inspection
Description: Conduct monthly hoist inspections
Event Due Date: 10/1/2012 [Mark Event As Completed](#)

Event Name: Monthly Wastewater Sample
Description: Each month a representative sample must be collected from outfall DSN1 and submitted to a state certified lab for testing under NPDES Permit CT00000.
Event Due Date: 10/6/2012 [Mark Event As Completed](#)

Event Name: Health and Safety Committee Monthly Mtg.
Description: The monthly H&S meeting will be held in the conference room at 2PM.
Event Due Date: 10/8/2012 [Mark Event As Completed](#)

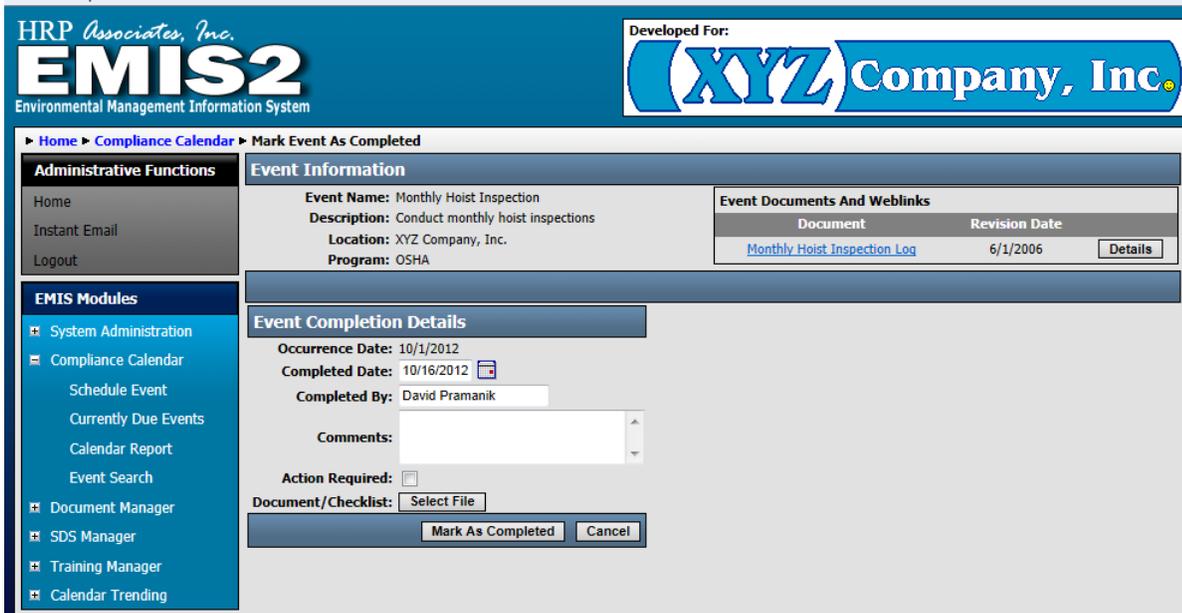
Event Name: Update OSHA 300 Log
Description: Review and update OSHA 300 log. Distribute stats to Health and Safety Comm. and manufacturing floor.
Event Due Date: 10/15/2012 [Mark Event As Completed](#)

Note: The Currently Due Event List will only display events that list your user account or an email notification group you are a member of as responsible users/groups and events marked as 'Show Everyone'.

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IIIA. Mark As Complete

An event can be marked as completed in any of the calendar views (monthly, weekly or daily) by clicking on the event. Once the event is selected, the following screen will appear:

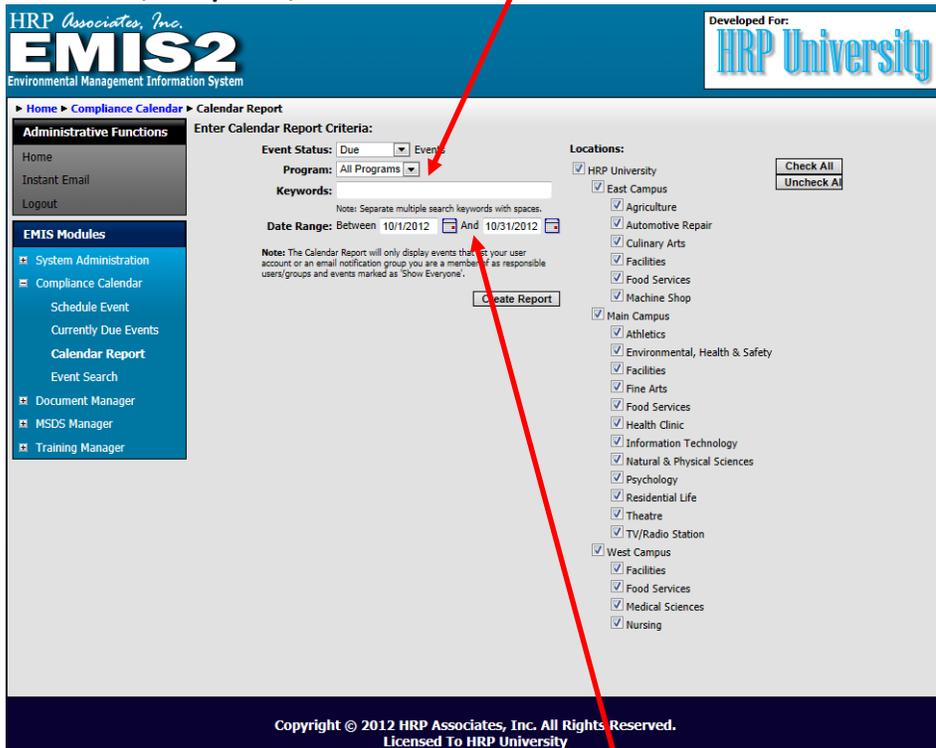


Link to a new or an existing document in the EMIS database if you wish (such as a completed inspection or regulatory report) by 'Clicking' **Select File**.

IV. CALENDAR REPORTS

This function displays a variety of event reports for the specified area by date range. The available event reports are **Due, Completed, All** and **Overdue**.

- Security Level:
- Calendar Read Access
 - Calendar Mark
 - Completed Access
 - Calendar Full Access



The Event Status can be selected by highlighting the desired status and entering dates in mm/dd/yyyy format or choosing from the inset calendar.

Note: If an event that has been entered into the system is not displayed in the various views, then it is likely that the user was not listed under "Responsible Users" when the event was initially scheduled. The event can be updated to include additional users.

V. EVENT SEARCH

Security Level:

Calendar Read Access
Calendar Mark
Completed Access
Calendar Full Access

The event search function can be used to search for calendar events based on **Event Name**, **Keywords**, **Program** it is related to, **Responsible User** and/or **Location**.

HRP Associates, Inc.
EMIS2
Environmental Management Information System

Developed For:
XYZ Company, Inc.

Home > Compliance Calendar > Event Search

Administrative Functions
Home
Instant Email
Logout

EMIS Modules
System Administration
Compliance Calendar
Schedule Event
Currently Due Events
Calendar Report
Event Search
Document Manager
SDS Manager
Training Manager
Calendar Trending

Enter Search Criteria:

Event Name:

Keywords:
Note: Separate multiple search keywords with spaces.

Program:

Responsible User/Group:

Locations:

- XYZ Company, Inc.
- Adams MA
- Chesire MA
- Clockville NY
- Dalton MA
- Farmington CT
- Accounting
- Engineering
- Information Technology
- Research
- Shipping
- Storage
- Florida
- Herkimer NY
- Indiana
- Liberty NY
- New York
- Administration
- Engineering
- Shipping
- Storage
- South Bethlehem NY
- South Carolina
- Stratford CT
- Watervliet NY

EMIS 2 USER MANUAL – DOCUMENT MANAGER

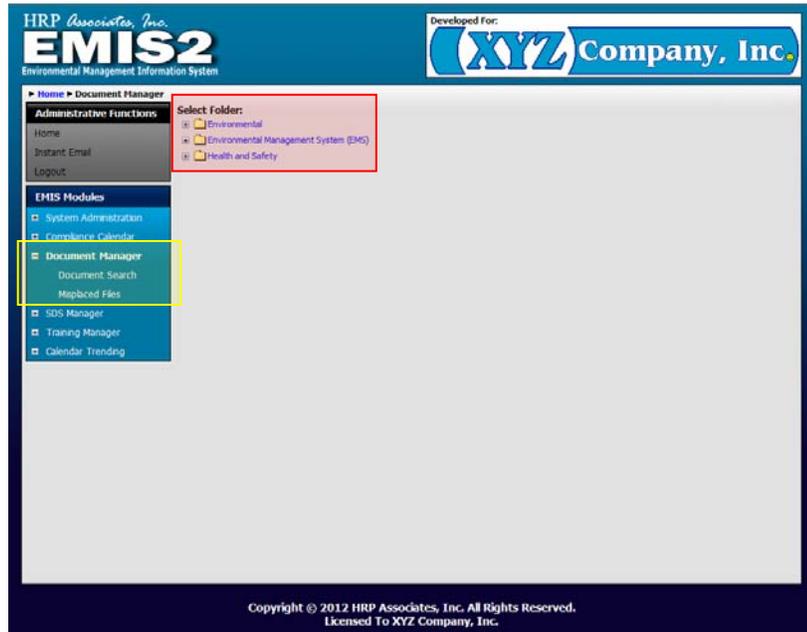
Tasks

Screen View and Directions

Document Manager Home Screen

Security Level:

Document Read Access
Document Full Access



➔ **Select Folder** – Displays the organizational structure of the Document Manager. By expanding these folders you can view all subfolders and documents.

➔ **Document Manager** –

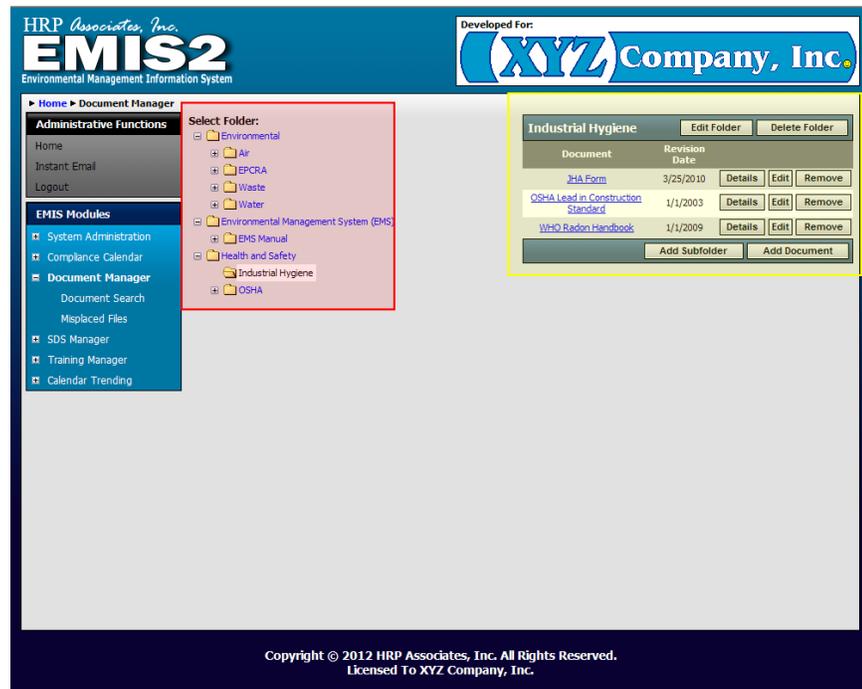
Document Search: Search for documents within the Document Manager. The Document Search function is described in more detail below.

Misplaced Files: List of documents that are not currently stored within a folder but not deleted from the Document Manager.

Function Menu

Security Level:

Document Read Access
Document Full Access



➔ **Select Folder** – By selecting any folder you will be able to view the contents as well as any subfolders and their contents.

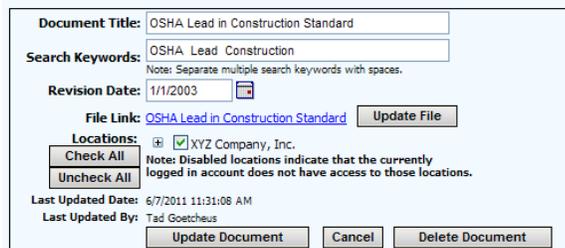
➔ **Function Area** –

- **Edit Folder:** Change the name of the folder you are viewing. The Edit Folder function is described in more detail below. *(Document Full Access only)*
- **Delete Folder:** Delete the folder you are currently viewing. *(Document Full Access only)*
- **Document:** Displays a hyperlink to the document which can be clicked to view the document.
- **Revision Date:** Displays the date when the document was last revised.
- **Details:** Displays information about the particular document.



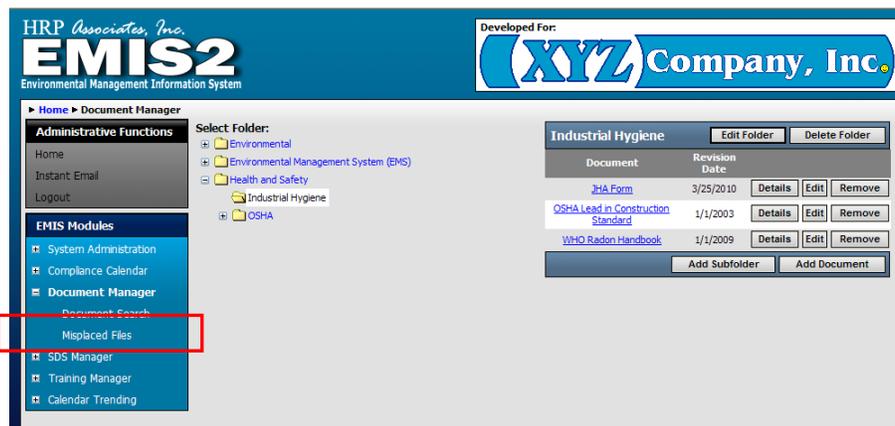
A screenshot of a document details window. It contains the following information: Document Title: OSHA Lead in Construction Standard; Search Keywords: OSHA Lead Construction; Revision Date: 1/1/2003; File Link: OSHA Lead in Construction Standard; Locations: XYZ Company, Inc. (checked); Last Updated Date: 6/7/2011 11:31:08 AM; Last Updated By: Tad Goetcheus. There is a 'Close' button at the bottom.

- **Edit:** Revise the details about the particular document. *(Document Full Access only)*



A screenshot of a document edit form. It contains the following fields and controls: Document Title: OSHA Lead in Construction Standard; Search Keywords: OSHA Lead Construction; Revision Date: 1/1/2003; File Link: OSHA Lead in Construction Standard; Locations: XYZ Company, Inc. (checked); Check All; Uncheck All; Last Updated Date: 6/7/2011 11:31:08 AM; Last Updated By: Tad Goetcheus. There are buttons for 'Update File', 'Update Document', 'Cancel', and 'Delete Document'.

- **Remove:** This will remove the document from the folder but does not delete it from the EMIS2. Unless the document is deleted using the Delete Document button or stored within another Document Manager folder, it will be stored in the Misplaced Files area. *(Document Full Access only)*



A screenshot of the EMIS2 Document Manager interface. The header shows 'HRP Associates, Inc. EMIS2 Environmental Management Information System' and 'Developed For: XYZ Company, Inc.'. The left sidebar has a red box around 'Misplaced Files'. The main area shows a 'Select Folder:' tree with 'Industrial Hygiene' selected. On the right, there is a table of documents under 'Industrial Hygiene' with columns for 'Document', 'Revision Date', and 'Details', 'Edit', and 'Remove' buttons. The table lists 'JHA Form', 'OSHA Lead in Construction Standard', and 'WHO Radon Handbook'. There are also 'Add Subfolder' and 'Add Document' buttons at the bottom.

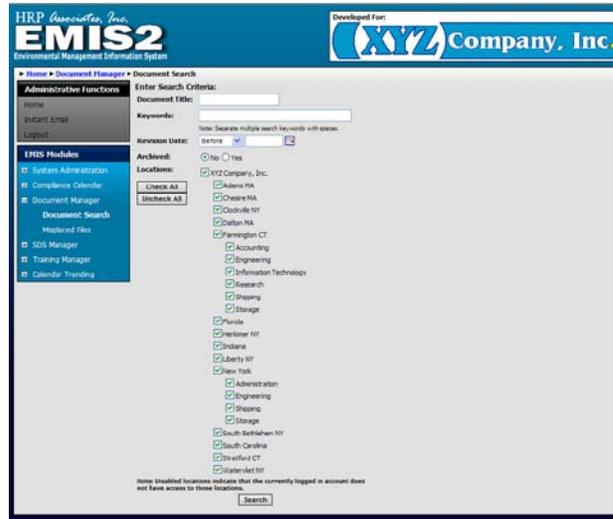
- **Add Subfolder:** Add a folder under any of the existing folders. The Add Subfolder function is described in more detail below. *(Document Full Access only)*
- **Add Document:** Add a document to any of the existing folders. The Add Document function is described in more detail below. *(Document Full Access only)*

Document Search

Security Level:

Document Read Access
Document Full Access

The Document Search function is used to locate a document by using any number of search criteria in combination. These criteria are described below.



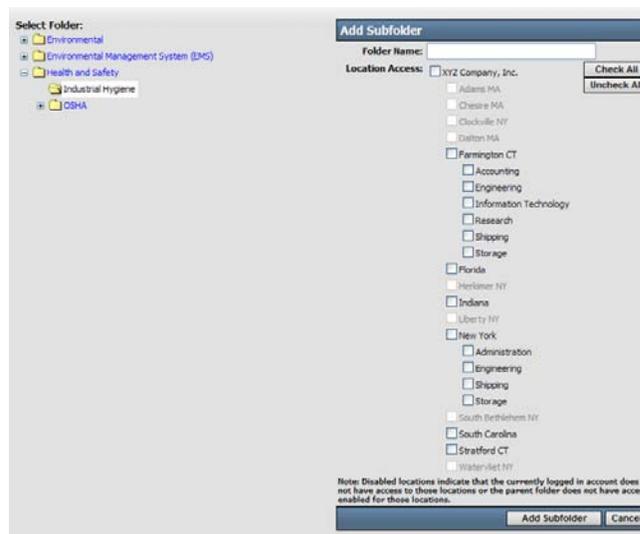
- Document Title: Search by all or part of the document title.
- Keywords: Search by keywords associated with a document.
- Revision Date: Narrow the search by using a date range or before or after a particular date.
- Archived: Search from archived or active documents.
- Locations: Search documents related to particular areas, departments, facilities, etc. The locations available to the user are dependent upon the user's security level.

Add Subfolder

Security Level:

Document Full Access

The Add Subfolder function is used to create folders to extend the organizational structure of the Document Manager.



- Folder Name: This is the name of the folder that will be created under the folder highlighted on the right.
- Location Access: Selections chosen here will dictate which locations, departments, etc. will be allowed to view the folder. The locations available to the user are dependent upon the user's security level.

Add Document

Security Level:

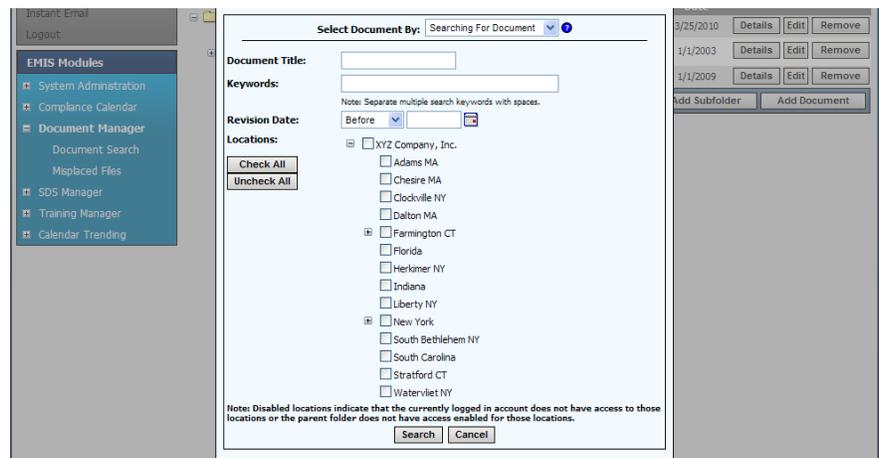
Document Full Access

The Add Document function is used to add a document to the Document Manager and place it into a previously created folder.

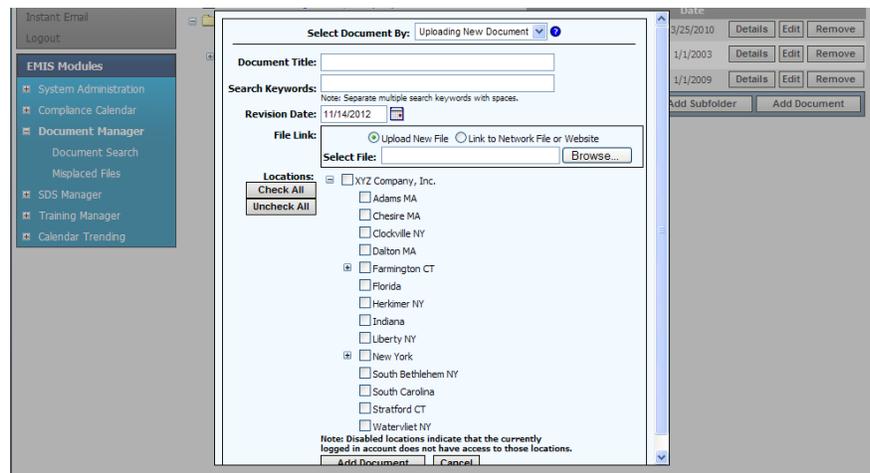
- Select Document By:
 - Browsing For Document – Add a document that is currently within the Document Manager to a different folder.



- Searching for Document – Add a document that is currently within the Document Manager by searching the system.



- Uploading New Document – Add a document that is external to the Document Manager. This can be done by uploading the document to the EMIS2 or by linking to the document housed at a remote location.



EMIS 2 USER MANUAL – SDS Manager

Tasks

SDS Manager Home Screen

Security Level:

SDS Read Access
SDS Full Access

Screen View and Directions

Administrative Functions

- Home
- Instant Email
- Logout

EMIS Modules

- System Administration
- Compliance Calendar
- Document Manager
- SDS Manager**
 - Search SDSs
 - Add New SDS
- Training Manager
- Calendar Trending

List Active SDSs Alphabetically By Product Name
All non-archived SDSs starting with the letter selected for locations accessible to the current user.
0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

Enter SDS Search Parameters:

Product Name: Locations: XYZ Company, Inc.

Common Name: Adams MA

Revision Date: Before

Vendor/Manufacturer: Chesire MA

UN/NA Number: Clockville NY

First Used: Before Dalton MA

Date Entered or Last Reviewed: Before Farmington CT

Chemical Components: Accounting

Enter multiple components separated by commas. Engineering

Chemical CAS#: Information Technology

Enter multiple CAS#s separated by commas. Research

EHS: Shipping

TRI: Storage

DHS: Florida

HAP: Herkimer NY

Search: Active Indiana

Liberty NY

New York

Administration

Engineering

Shipping

Storage

South Bethlehem NY

South Carolina

Stratford CT

Watervliet NY

- ➡ **SDS List** – click on a letter to list all “active” SDS’s by product name.
- ➡ **SDS Search Parameters** – Search SDS’s by product name, common name, revision date, vendor/manufacturer, UN/NA number, first used dates, date SDS entered or reviewed, chemical components, CAS Numbers, location SDS is applicable for and whether or not the chemical is an EHS, TRI, DHS, or HAP.

SDS Search Results Screen

Product Name	Revision Date	Vendor/Manufacturer	First Used	Date Entered Or Reviewed	SDS	Edit
Safety-Kleen 105 Solvent Virgin	8/21/2009	Safety-Kleen	6/8/2010	6/8/2010	<input type="button" value="SDS"/>	<input type="button" value="Edit"/>
Silicone Oil	4/25/2002	Hach Company	12/9/2010	12/9/2010	<input type="button" value="SDS"/>	<input type="button" value="Edit"/>
Simple Green All-Purpose Cleaner/Scrubbing Pad	2/1/2010	Sunshine Makers, Inc.	5/21/2012	5/21/2012	<input type="button" value="SDS"/>	<input type="button" value="Edit"/>
Sodium sulfide	1/11/2010	Alfa Aesar, a Johnson Matthey Company	5/21/2012	5/21/2012	<input type="button" value="SDS"/>	<input type="button" value="Edit"/>
Sodium Sulfide	1/11/2010	Alfa Aesar, A Johnson Matthey Company	5/21/2012	5/21/2012	<input type="button" value="SDS"/>	<input type="button" value="Edit"/>
Strust QT 2PK Gloss Sunburst	8/5/2010	Rust-Oleum Corporation	5/21/2012	5/21/2012	<input type="button" value="SDS"/>	<input type="button" value="Edit"/>
Strust qt 2pk gloss sunburst yellow	8/5/2010	Rusy-Oleum Corporation	5/21/2012	5/21/2012	<input type="button" value="SDS"/>	<input type="button" value="Edit"/>

‘Click’ on Product Name to go to the “SDS Details Screen”.

‘Click’ the SDS button to see the actual SDS.

‘Click’ the Edit button to modify the information entered into EMIS2 for that particular SDS.
(SDS Full Access only)

‘Click’ the Change Search Criteria button to start search over.

SDS Detail Screen

Security Level:

SDS Read Access
SDS Full Access

SDS Details

Product Name: [Safety-Kleen 105 Solvent Virgin](#)

Revision Date: 8/21/2009

Vendor/Manufacturer: Safety-Kleen

Specific Gravity: 0.8

Density: 0.8 lbs/gal

Flashpoint: 105 °F

NFPA Codes:



PPE: NIOSH-certified P- or R- series particulate filter and organic vapor, chemical goggles, neoprene, nitrile, or equivalent protective

First Used: 6/8/2010

Date Entered or Last Reviewed: 6/8/2010

Last Update On: 6/8/2010 8:22:19 AM

Last Update By: David Pramanik

Chemical Components

Component	CAS#	Max Content	EHS	TRI	DHS	HAP
Petroleum Distillates	64742-47-8	100%	?	?	?	?

Locations:

- XYZ Company, Inc.
- Adams MA
- Chesire MA
- Clockville NY
- Dalton MA
- Farmington CT
 - Accounting
 - Engineering
 - Information Technology
 - Research
 - Shipping
 - Storage
- Florida
- Herkimer NY
- Indiana
- Liberty NY
- New York
 - Administration
 - Engineering
 - Shipping
 - Storage
- South Bethlehem NY
- South Carolina
- Stratford CT
- Watervliet NY

<p>'Click' on the Product Name to see the actual SDS.</p>	<p>'Click' the Edit button to modify the information entered into EMIS2 for that particular SDS. <i>(SDS Full Access only)</i></p>	<p>'Click' the Delete SDS button to archive the SDS. <i>(SDS Full Access only)</i></p> <p>Click the 'Yes' radio button if you want to Archive the Deleted SDS or the 'No' radio button to delete without archiving.</p> <p>The 'Yes' and 'No' buttons allow you to confirm or cancel the SDS deletion respectively.</p>
---	--	---

SDS Edit Screen

Security Level:

SDS Full Access

SDS Details

Product Name:

Common Name:

Revision Date:

SDS File:

Vendor/Manufacturer:

Specific Gravity:

Density:

VOC Content:

Flashpoint:

pH:

UN/NA Number:

NFPA Codes: **Health**
Flammability
Instability
Special Hazard

HMIS Codes: **HEALTH**
FLAMMABILITY
PHYSICAL HAZARD

PERSONAL PROTECTION

PPE:

First Used:

Date Entered or Last Reviewed:

Comments:

Last Update On: 6/8/2010 8:22:19 AM
Last Update By: David Pomarik

Chemical Components

Component	CAS#	Max Content	EHS	TRI	DHS	HAP	
Petroleum Distillate	64742-47-8	100 %	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Remove"/>
<input type="button" value="Add Component"/>							

Locations:

XYZ Company, Inc.

Adams MA

Chesire MA

Clockville NY

Dalton MA

Farmington CT

Accounting

Engineering

Information Technology

Research

Shipping

Storage

Florida

Herkimer NY

Indiana

Liberty NY

New York

Administration

Engineering

Shipping

Storage

South Bethlehem NY

South Carolina

Stratford CT

Watervliet NY

- ➔ **SDS Details** – Area to manually edit the SDS’s searchable data fields. Product Name, Revision Date, SDS File and Locations are required. Other fields are optional but will not be searchable if not entered.
- ➔ **Chemical Components** – Area to edit component(s), CAS number(s), percentages and whether or not the individual component is an EHS, TRI, DHS, or HAP (these will also be automatically checked based on the entered CAS number). Clicking the “Add Component” button will add an additional blank line to fill in.
- ➔ **SDS Search Parameters** – Area to Edit location(s) the SDS is applicable for. Each location that the material to which the SDS applies is stored or used should be checked.

Update the SDS File

When done editing, ‘click’ Save Changes to save the new information and return to the SDS Details screen. ‘Click’ Cancel to return to the SDS Details screen without saving any changes.

- Change the actual SDS by ‘clicking’ the Change button in the SDS Details section (red above).
- ‘Click’ Browse to locate the file on your computer. Once the file is located, ‘click’ Open to add it to system.
- ‘Click’ the ‘Yes’ radio button to archive the existing SDS.
- ‘Click’ Cancel File Update to return to the SDS Details Screen without changing the SDS.

SDS File:

Archive Existing SDS: Yes No

Add New SDS

Security Level:

SDS Full Access

SDS Details

Product Name:
Common Name:
Revision Date:
SDS File:
Vendor/Manufacturer:
Specific Gravity:
Density:
VOC Content:
Flashpoint:
pH:
UN/NA Number:
NFPA Codes:

Health	<input type="button" value="v"/>
Flammability	<input type="button" value="v"/>
Instability	<input type="button" value="v"/>
Special Hazard	<input type="button" value="v"/>

HMIS Codes:

HEALTH	Chronic	<input type="button" value="v"/>
FLAMMABILITY		<input type="button" value="v"/>
PHYSICAL HAZARD		<input type="button" value="v"/>
PERSONAL PROTECTION		
<input type="text"/>		

PPE:
First Used: 10/15/2012
Date Entered or Last Reviewed: 10/15/2012
Comments:

Chemical Components

No Chemical Components for this SDS

Locations: XYZ Company, Inc.

Adams MA
 Chesire MA
 Clockville NY
 Dalton MA
 Farmington CT
 Accounting
 Engineering
 Information Technology
 Research
 Shipping
 Storage
 Florida
 Herkimer NY
 Indiana
 Liberty NY
 New York
 Administration
 Engineering
 Shipping
 Storage
 South Bethlehem NY
 South Carolina
 Stratford CT
 Watervliet NY

- ➔ **SDS Details** – Area to manually edit the SDS’s searchable data fields. Product Name, Revision Date, SDS File and Locations are required. Other fields are optional but will not be searchable if not entered.
- ➔ **Chemical Components** – Area to enter the component(s), CAS number(s), percentages and whether or not the individual component is an EHS, TRI, DHS, or HAP (these will also be automatically checked based on the entered CAS number). Clicking the “Add Component” button will add an additional blank line to fill in.
- ➔ **SDS Search Parameters** – Area to enter the location(s) the SDS is applicable for. Each location that the material to which the SDS applies is stored or used should be checked.

When done adding, ‘click’ Save New SDS to save. ‘Click’ Cancel to return to the Home screen without adding the SDS.

EMIS 2 USER MANUAL – Training Manager

Tasks

Training Manager
Home Screen /
Training Courses
Screen

Security Level:

Training Full Access
Training Read Access

Screen View and Directions

Home > Training Manager > Training Courses

Administrative Functions

- Home
- Instant Email
- Logout

EMIS Modules

- System Administration
- Compliance Calendar
- Document Manager
- SDS Manager
- Training Manager
 - Document Trainings
 - Training Reports
 - Employee Search
 - Add Course
 - Add/Edit Position
 - Add Employee
 - Calendar Trending

Filtering Options:

Repeat Interval: Regulatory Program: Archive Status:

Training Courses

Course Name	Repeat Interval	Regulatory Program	Completed Trainings	Upcoming Trainings	Edit
Asbestos Awareness	Annually	OSHA	<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>
Bloodborne Pathogens	Annually	OSHA	<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>
Chemical Hygiene (Lab Safety Procedures)	Annually	OSHA	<input type="button" value="Completed Trainings"/>	Archived Course	
Compressed Gas Cylinders	Annually	OSHA	<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>
Confined Space Entry	Annually	OSHA	<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>
Confined Space Operations	Annually	OSHA	<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>
Contractor Safety	Annually	OSHA	<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>
CPR	Annually	Other	<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>
Custodial Health Hazards Awareness	Annually	Other	<input type="button" value="Completed Trainings"/>	Archived Course	
DOT Hazardous Materials	Every Three Years	RCRA	<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>
Electrical Safety Working Practices	Annually	OSHA	<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>
Emergency Action Procedures	Annually	OSHA	<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>
Fire Extinguisher (Use and Handling)	Annually	OSHA	<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>
First Aid Procedures	Every Three Years	OSHA	<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>
Flammable Materials (Liquids and Gases)	Annually	OSHA	<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>

Page: < 1 2 > [View All]

- ➔ **Training Courses Filter** – ‘Click’ on the drop down to filter all training courses entered into the database by Repeat Intervals, Regulatory Program and Archive Status. Once selections have been made, ‘click’ Apply Filters to sort.
- ➔ **Training Course List** – Includes all training courses sorted by name, with training intervals and regulatory program type. You can view Completed Trainings, Upcoming Trainings and Edit training course information from this screen. Additional details can be found in the sections below.
- ➔ **Add New Training Course** – Adds a new training course to the EMIS2 system. See details for this option in the Add New Training Course section below. *(Training Full Access only)*

Training Courses Filter Results Screen

Security Level:

Training Full Access
Training Read Access

Training Courses

Course Name	Repeat Interval	Regulatory Program	Completed Trainings	Upcoming Trainings	Edit
DOT Hazardous Materials	Every Three Years	RCRA	<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>
RCRA Hazardous Waste Management & Handling	Annually	RCRA	<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>

- ‘Click’ on Training Course Name to go to the Training Course Details Screen.
- ‘Click’ the Completed Trainings button to go to the Completed Trainings by Course screen. There you can see a list of employees that have completed the training or add an employee to the completed training list.
- ‘Click’ the Upcoming Trainings button to see a list of employees who have a training session due and the trainings actual due date.
- ‘Click’ the Edit button to go to the Edit Course Details screen. You can edit the course name, course description, retraining interval and regulatory program and also add/delete documents associated with the training. *(Training Full Access only)*
- ‘Click’ the Add New Training button to add a new training course to the EMIS2 system. *(Training Full Access only)*

Training Course Details Screen

Security Level:

Training Full Access
Training Read Access

'Click' Course Completed Trainings to go to the Completed Trainings by Course screen. There you can see a list of employees that have completed the training or add an employee to the completed training list.

'Click' Course Upcoming Trainings to see a list of employees who have a training session due and the trainings actual due date.

'Click' the name of the document to open the actual document attached to the training course.

'Click' the Details button to see the details of the document including the document title, key words, revision date, actual file link, areas associated with the document and when the document was added to the EMIS 2 system.

'Click' the Edit Course button to go to the Edit Course Details screen. Here you can edit the course name, course description, retraining interval and regulatory program. You can also add or delete documents associated with the training. *(Training Full Access only)*

'Click' the Delete Course button to archive or delete the training course and its associated information. *(Training Full Access only)*

Edit Course Details Screen

Security Level:

Training Full Access

➡ **Training Course Details** – Area to manually edit the Training Course Name, Description, Retraining Interval (via a dropdown button), and Regulatory Program (via a dropdown button).

➡ **Training Materials** – Area to review, edit, add or remove a document associated with the training course.

- 'Click' the document name (blue type) to open the actual document.
- 'Click' the Details button to see the details of the document including the document title, key words, revision date, actual file link, areas associated with the document (locations) and when the document was added to the EMIS 2 system.
- 'Click' the Edit button to edit the details of the document including the document title, key words, revision date, actual file link, and the areas associated with the document (locations).

Document Title: Bloodborne Pathogens Training
Search Keywords: Bloodborne Pathogens Training
Revision Date: 5/1/2011
File Link: [Bloodborne Pathogens Training](#)
Locations: XYZ Company, Inc.
 Last Updated Date: 6/6/2011 12:18:10 PM
 Last Updated By: Tad Goelcheus

Document Title: Bloodborne Pathogens Training
Search Keywords: Bloodborne Pathogens Training
Note: Separate multiple search keywords with spaces.
Revision Date: 5/1/2011
File Link: [Bloodborne Pathogens Training](#)
Locations: XYZ Company, Inc.
 Note: Disabled locations indicate that the currently logged in account does not have access to those locations.
 Last Updated Date: 6/6/2011 12:18:10 PM
 Last Updated By: Tad Goelcheus

- 'Click' the Remove button to remove the document link from the training course. Please note that this does not remove the document from the EMIS2 system. The actual document can still be found in the Document Manager section.

Select Document By: Browsing For Document

- Browsing For Document
- Searching For Document
- Uploading New Document

Browse - Select a document previously loaded to the EMIS by navigating the Document Manager folders.

Search - Select a document previously loaded to the EMIS by searching for title, keywords or revision date.

Upload - Upload or link a new document that is not presently stored in the EMIS.

- 'Click' the Add Document button to add a document from the Document Manager. There are three (3) ways to select a document:
 - ➔ Browse - Select a document previously loaded in the EMIS2 system by navigating the Document Manager.
 - ➔ Search - Select a document previously loaded into the EMIS2 system by searching by title, keywords, or revision date.
 - ➔ Upload - Upload or link a new document that is not already in the EMIS2 system.

When done editing, 'click' the Save Changes button to save the new information and return to the Training Course Details screen. 'Click' the Cancel button to return to the Training Course Details screen without saving any changes.

Completed Trainings By Course Screen

Security Level:

Training Full Access
Training Read Access

Completed Trainings By Course

Filtering Options:

Employee: Note: Only Employees with this Training Course listed as a required course are shown.

Job Position:

Employee Location(s): XYZ Company, Inc.

Date Range: Between And

Completed Trainings For:

Course Name: *Bloodborne Pathogens*

Description: This is a description of the Bloodborne Pathogens training course for the Training Manager module.

Retraining Interval: Annually

Regulatory Program: OSHA

Training Materials

[Bloodborne Pathogens Training](#)

Employee	Employee Number	Completed Training Date	Verification Method	
Kyle Reese	22222	10/1/2012	Testing	<input type="button" value="Delete"/>
Michael Peck	005	10/1/2012	Testing	Training Record <input type="button" value="Delete"/>

Add Training:

➔ **Completed Training Courses Filter** – ‘Click’ on the drop down to filter the list for the completed training course selected by Employee Name, Job Position, Employee Location and Date Ranges. Once selections have been made, ‘click’ Apply Filters to sort. ‘Click’ Clear Filters to clear all selections and start over.

➔ **Completed Training Information** – Area to view those employees who have completed the training topic you have selected.

- ‘Clicking’ on the Training Name (blue type) in the training materials box, will open the training material (e.g. PowerPoint) that is associated with that training topic.
- ‘Clicking’ on the Employee’s Name (blue type) will take you to the Training Employee Details screen.
- ‘Clicking’ on Training Record (blue type) will open the training record (e.g. quiz sheet, sign in sheet, etc.) that is associated with that particular employee and training class. Training records are entered in the Document Completed Training Courses screen. See below for additional details.
- ‘Click’ Delete to remove the employees’ record from the Completed Training List.

➔ **Add Person as Completing the Training Course** – Area to enter a new employee into Completed Training list. Enter information as follows: (Training Full Access only)

Add Training:

‘Click’ the drop down button to select the employee who has completed the course.	Manually enter the date the training was completed or use the calendar icon to select the date.	‘Click’ the drop down to select the verification method (attendance, job observation, testing) of the training completion.	‘Click’ the Select File button to add a training record (i.e. quiz, sign in sheet) to the training record.	‘Click’ the Add button to add in the entered information.	‘Click’ the Cancel button to clear the information entered without adding it into the system.	‘Click’ View Upcoming Trainings to see a list of employees and due dates for the training course that is selected.
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Upcoming Trainings Screen

Security Level:

Training Full Access
Training Read Access

When done adding, 'click' on the EMIS2 Modules menu (left of the screen) to go to another module of the EMIS2 system.

Filtering Options:

Employee: Note: Only Employees with this Training Course listed as a required course are shown.

Job Position:

Employee Location(s): XYZ Company, Inc.

Date Range: Between And

Upcoming Trainings For:

Course Name: *Bloodborne Pathogens*

Description: This is a description of the Bloodborne Pathogens training course for the Training Manager module.

Retraining Interval: Annually

Regulatory Program: OSHA

Training Materials

[Bloodborne Pathogens Training](#)

Employee	Employee Number	Upcoming Training Date
Zeus	1000	Now
Kyle Reese	22222	10/1/2013
Michael Peck	005	10/1/2013
Zeus	1000	11/6/2013

- ➔ **Upcoming Training Courses Filter** – 'Click' on the drop down to filter the list for the upcoming training course selected by Employee Name, Job Position, Employee Location and Date Ranges. Once selections have been made, 'click' Apply Filters to sort. 'Click' Clear Filters to clear all selections and start over.
- ➔ **Upcoming Training Information** – Area to view those employees who have training sessions due for the training topic you have selected.
 - 'Clicking' on the Training Name (blue type) in the training materials box, will open the training material (e.g. PowerPoint) that is associated with that training topic.
 - 'Clicking' on the Employee's Name (blue type) will take you to the Training Employee Details screen.
 - 'Click' the View Completed Trainings button to go to the Completed Trainings by Course screen. There you can see a list of employees that have completed the training or add an employee to the completed training list.

Employee Details Screen

Security Level:

Training Full Access
Training Read Access

The Employee Details screen shows employee information including, Employee Name, Employee Number, Hire Date, Location and Job Positions. It also shows what training courses are required.

- 'Clicking' on Employee Completed Trainings (blue type) takes you to the Completed Trainings by Employee screen. See above for detailed information.
- 'Clicking' on Employee Upcoming Trainings (blue type) takes you to the Upcoming Trainings by Employee screen. See above for detailed information.
- 'Clicking' the Edit Employee button takes you to the Edit Employee screen. (Training Full Access only)

Training Employee Details

Employee Details

Employee Name: John Smith

Employee Number: 123456

Hire Date: 1/20/2007

Location: XYZ Company, Inc.
 ↳ Farmington CT
 ↳ Information Technology

Last Update On: 8/17/2010 1:28:39 PM
 Last Update By: David Pramanik

[Employee Completed Trainings](#) [Employee Upcoming Trainings](#)

Required Training Courses

Asbestos Awareness

Chemical Hygiene (Lab Safety Procedures)

Compressed Gas Cylinders

Electrical Safety Working Practices

Emergency Action Procedures

Lockout Tagout (Affected Personnel)

Noise Exposure/Hearing Protection

Respiratory Protection

Edit Employee Details Screen

Security Level:
Training Full Access

- The Delete Employee button deletes the employee and all training records associated with that employee or archives the information which will allow you to retain the employee data and all past training records but you will not be able to schedule future trainings for that employee. (Training Full Access only)

Edit Employee

Employee Details

Employee Name: John Smith	Job Positions
Employee Number: 123456	Forklift Operator <input type="button" value="Remove"/>
Hire Date: 1/20/2007 <input type="button" value="Change"/>	Machinist <input type="button" value="Remove"/>
Location: XYZ Company, Inc. ↳ Farmington CT ↳ Information Technology	<input type="button" value="Add Position"/>

Last Update On: 8/17/2010 12:28:39 PM
Last Update By: David Pramanik

Required Training Courses

Asbestos Awareness	<input type="button" value="Remove"/>
Chemical Hygiene (Lab Safety Procedures)	<input type="button" value="Remove"/>
Compressed Gas Cylinders	<input type="button" value="Remove"/>
Electrical Safety Working Practices	<input type="button" value="Remove"/>
Emergency Action Procedures	<input type="button" value="Remove"/>
Lockout Tagout (Affected Personnel)	<input type="button" value="Remove"/>
Noise Exposure/Hearing Protection	<input type="button" value="Remove"/>
Respiratory Protection	<input type="button" value="Remove"/>

- ➔ **Employee Details** – Area to manually edit the Employee Name, Employee Number, Hire Date, and Employee Location (by ‘clicking’ the Change button). Job positions can be added by choosing a position from the drop down menu and ‘clicking’ the Add Position button. Job positions can also be removed by ‘clicking’ the Remove button next to the job position that you’d like to remove.
- ➔ **Required Training Courses** – Area to view those employees who have training session due for the training topic you have selected. Training Courses can be added by choosing a course from the drop down menu and ‘clicking’ the Add Position button. Training courses can also be removed by ‘clicking’ the Remove button next to the course you’d like to remove.
- ➔ **Save Changes/ Cancel** – When done editing, ‘click’ the Save Changes button to save the new information and return to the Employee Details screen. ‘Click’ the Cancel button to return to the Employee Details screen without saving any changes.

Document Completed Trainings for Employees Screen

Security Level:
Training Full Access

The Document Completed Trainings screen allows the user to document a training course, including listing the date the course was completed (training date), the verification method (e.g. attendance, job observation, testing), adding a training record and adding the list of eligible employees to the completed training list.

'Click' the drop down arrow to choose the training session you wish to document from the drop down list.

'Click' the Cancel button to return to the Training Courses (Main) screen without adding a completed training course.

➔ **Select Course/Course Details** – This area shows the training course information including name, description, retraining interval, regulatory program and training materials.

- 'Click' the drop down arrow to choose a different training course from the drop down list.
- 'Clicking' on the Training Name (blue type) in the training materials box, will open the training material (e.g. PowerPoint) that is associated with that training topic.

➔ **Designate Employees as Trained** – Area to enter employees that have completed a training session.

- Manually enter the date the training was completed or use the calendar icon to select the date.
- 'Click' the drop down to select the verification method (e.g. attendance, job observation, testing) of the training completion.
- 'Click' the Select File button to add a training record (e.g. quiz, sign in sheet) to the training record.

Training Reports Screen

Security Level:

Training Full Access
Training Read Access

- ‘Click’ the name of the employee (in the Eligible Employee box) that you want to add to the trained list. Once the name is selected (it will be highlighted in blue), ‘click’ the arrows pointing right to add the name to the Trained Employees box.
NOTE: You can select multiple names at one time by holding down the control key (CTRL) and ‘clicking’ each name you want to add.
- To remove a name from the Trained Employees box, ‘click’ the name and then ‘click’ the arrows pointing towards the left to put it back into the Eligible Employees box.

➔ Add Trainings/ Cancel – When done editing; ‘click’ the Add Trainings button to save the new information. Use the EMIS2 Modules menu (to the left of the screen) to go to another module of the EMIS2 system. ‘Click’ the Cancel button to return to the main Training Courses screen without saving any changes.

Training Reports

Training Search Criteria:

Employee Name:

Job:

Training Course:

Regulatory Program:

Date Range: Between And Predefined Range:

Training Status:

Report Grouping:

Employee Location(s):

- XYZ Company, Inc.
 - Adams MA
 - Chesire MA
 - Clockville NY
 - Dalton MA
 - Farmington CT
 - Florida
 - Herkimer NY
 - Indiana
 - Liberty NY
 - New York
 - South Bethlehem NY
 - South Carolina
 - Stratford CT
 - Watervliet NY

The Training Reports screen allows the user to search all training records by Employee Name, Job Position, Training Course, Regulatory Program, Date Range or Predefined Range (e.g. currently due, due in the next 30 days, 90 days, etc.), Training Status (upcoming or completed) and Location or any combination of those criteria.

The “Report Grouping” drop down will determine how the generated report is sorted: grouped by employee, grouped by course, or none.

Once the criteria are chosen, ‘click’ the Generate Report button to view the report.

An example of a generated training report is pictured to the right:

‘Click’ the Change Report Criteria button to return to the Training Reports screen.

Training Reports

Training Report		
Employee	Course	Training Date
Kyle Reese	Bloodborne Pathogens	10/1/2013
Michael Peck	Bloodborne Pathogens	11/5/2013

Employee Search Screen

Security Level:

Training Full Access
Training Read Access

► **Employee Search**

Enter Employee Search Criteria:

Employee Name:

Employee Number:

Hire Date: Between And

Job Position:

Employee Status:

Locations:

XYZ Company, Inc.

Adams MA

Chesire MA

Clockville NY

Dalton MA

Farmington CT

The Employee Search screen allows the user to search all training records by Employee Name, Employee Number, Hire Date Range, Job Position, Employee Status (active or archived) and Location or any combination of those criteria. Once the criteria are chosen, 'click' the Search button to review the report.

An example of a generated employee search report is as follows:

► **Employee Search**

Employee Search Results

Employee Name	Employee Number	Hire Date	Archive Date	Completed Trainings	Upcoming Trainings	Edit
Adam Fox	100	7/8/1988		<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>
Dax Lemire	245	1/31/2011		<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>
Ellen Ripley	45678	1/21/2006		<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>
JOHN LEMIRE	234	1/1/2011		<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>
John Smith	123456	1/20/2007		<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>
Max Rockatansky	56789	3/5/2010		<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>
Michael Peck	005	12/1/2010		<input type="button" value="Completed Trainings"/>	<input type="button" value="Upcoming Trainings"/>	<input type="button" value="Edit"/>

'Click' the Change Search Criteria button to return to the Employee Search Screen.

Add a New Training Course

Security Level:

Training Full Access

► **Add Course**

Training Course Details

Course Name:

Description:

Retraining Interval:

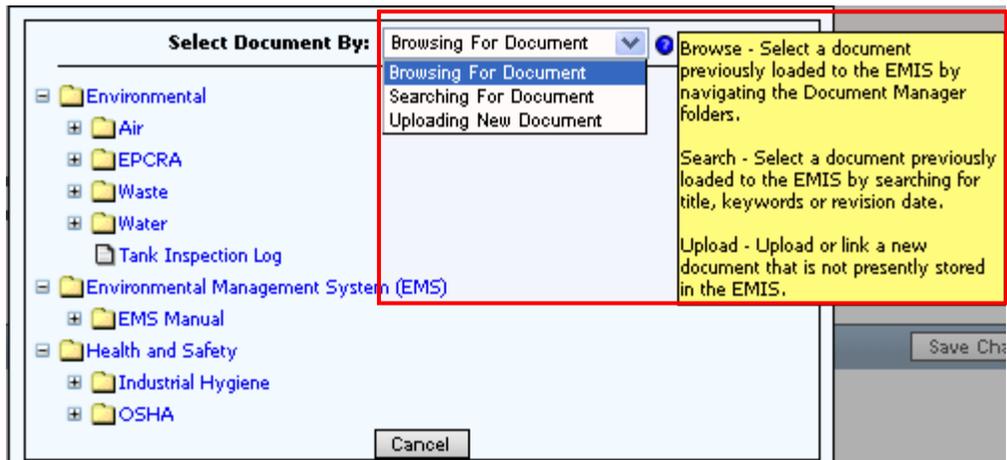
Regulatory Program:

Training Materials

No Training Materials for this Course

➔ **Training Course Details** – Area to manually enter the Training Course Name, Description, Retraining Interval (via a drop down button), and Regulatory Program (via a drop down button).

➔ **Training Materials** – Area to add a document associated with the training course.



- Click' the Add Document button to add a document from the Document Manager. There are three (3) ways to select a document:
 - ➔ Browse - Select a document previously loaded in the EMIS2 system by navigating the Document Manager.
 - ➔ Search - Select a document previously loaded into the EMIS2 system by searching by title, keywords, or revision date.
 - ➔ Upload - Upload or link a new document that is not already in the EMIS2 system.

When done editing, 'click' the Save Changes button to save the new information and return to the Training Course Details screen. 'Click' the Cancel button to return to the Training Course Details screen without saving any changes.

Add/Edit Position Screen

Security Level:
Training Full Access

This screen allows the user to add or edit a job position. Start by 'clicking' the radial button to select "Add a New Job Position" or "Edit Existing Job Position":

Add New Job Position

To add a new job position, manually type in the Job Title and Job Description. Use the drop down box to add the required training courses to the job position. Once a training course is selected, 'click' the Add Course button. You can select as many courses as necessary.

When done entering the job position information, 'click' the Save New Position button. 'Click' the Cancel button to return to the main Training Courses screen without saving any changes.

Edit Existing Job Position

► Add/Edit Position

Add/Edit Job Positions

Add New Job Position Edit Existing Job Position

Job Title: Forklift Operator

Description: This is a description of the Forklift Operator job position.

Required Courses:

Chemical Hygiene (Lab Safety Procedures)	Remove
Emergency Action Procedures	Remove
Lockout Tagout (Affected Personnel)	Remove
Respiratory Protection	Remove

Last Update On: 8/17/2010 11:29:20 AM
Last Update By: David Pramanik

To edit a job position, select the job title you wish to edit from the drop down box. Manually edit the Job Description. 'Click' the Remove button next to any required training courses you wish to remove. Use the drop down box to add any required training courses to the job position.

When done editing the job position information, 'click' the Save Changes button. 'Click' the Delete Job Position button to delete the job position from the EMIS2 system. 'Click' the Cancel button to return to the main Training Courses screen without saving any changes.

Add Employee Screen

Security Level:
Training Full Access

► Add Employee

Employee Details

Employee Name:

Employee Number:

Hire Date:

Location: Click 'Change' to Select

Job Positions

Required Training Courses

To add a new employee, manually type in the Employee Name and Employee Number. Manually enter or use the calendar icon to select the hire date.

To add the location where the employee is located, 'click' the Change button. A list of possible locations will pop up. Select the appropriate location by 'clicking' on it.

To add a Job Position to the employee, click the drop down box in the Job Positions area, select the appropriate job position and 'click' the Add Position button. You can add as many job positions as necessary. If you add one in error, click the Remove button next to the one you'd like to remove.

Use the drop down box to add the required training courses to the job position. Once a training course is selected, 'click' the Add Course button. You can select as many courses as necessary.

When done entering the employee information, 'click' the Save New Employee button. You will then be directed to the Employee Details Screen. 'Click' the Cancel button to return to the main Training Courses screen without saving any changes.