## TRAINING RECORD MANAGEMENT SYSTEM

Secure Online Storage of Training Records



Compliance made easy with digital storage of training records and certificates, automated expiry alerts, and detailed exception reports.



Training Records					Construction Group			
							Training Records     Train	ing Matrix J.S. Training Provider
Upload Records	A Exception Report		Enter your search criteria in the field provided, then click Search.					
					Search: Date Filter Reset Search			
Add Record   View Course:	Download Records					Showing 1 to 50	of 54632 Records - 1	2 3 4 - Go to: 1
Last Hame	First Name	Course	Training Provider	Content Owner	Completion (DD/MM/YYYY)	Explry (SE/WW/1111)	Certificate	Action
Luedtke	Adele	Articulated Truck X	Safety Online Co.	Safety Online Co.	05/02/2018		9	Delete Edt
Bouchard	Angelo	Counterbalanced Fo	Forkilfs Trainers Inc.	Forkilft Trainers Inc.	01/05/2018		0	Delete Edit
Dati	Bret	Fall Protection	H-Safety	Hi-Safety	29/06/2014	29/06/2017	Upload Certificates	Delete Edt
Osetzler	Briss	Fall Protection	H-Safety	HI Safety	25/09/2017	25/09/2008	<b>(</b>	Delete Edit
Rehan	Buford	Site Access Orient	Construction Group Ltd.	Construction Group Ltd.	23/10/2017		9	Delete Edit
Hutaler	Cameron	Site Access Orientat	Construction Group Ltd.	Construction Group Ltd.	17/02/2015		Upload Certificates	Delete Edt
Riccrady	Carplee	Fall Protection	H-Safety	HI-Safety	22/06/2014	22/06/2015	Upload Certificates	Defete Edt
Johannen	Chelsie	ATV/UTV Safety	4 Wheel Safety	4 Wheel Safety	13/07/2014		9	Delete Edit
Cleek	Chere	Zoom Boom Training	Skylifting Safety	Skylltring Safety	17/02/2015	17/02/2016	Upload Certificates	Delete Edt
Kriss	Debsar	Propane Handling a	Propane Society	Propane Society	01/02/2018		9	Delete Edit
Badger	Donna	Ground Disturbance	Earthmover Safety	Earthmover Safety	08/01/2018		9	Dolote Edit
	Francine		Earthmover Safety	Earthmover Safety	22/06/2014	22/06/2015	United Cotificates	Delete Edit







## Keeping track of employee training has never been easier.

With our robust Training Record Management System, you can upload employee training records, including a copy of each certificate, regardless of the training provider. Once records are uploaded, automatic expiry alerts can be sent to employees, supervisors, and managers to help ensure your employees' training is always up to date.





## **Highlights**

- Auto-Assign Training: Through use of the training matrix, configure the system to automatically assign online courses when training records expire.
- Scheduled Excel Reports: Schedule the delivery of automated monthly, weekly, or daily emails containing detailed Excel reports to supervisors and managers, letting them know what training is expiring when and for whom.
- Training Matrix Integration: Instantly update training gap reporting for each location or region by allowing uploaded training records to satisfy company training requirements.
- Mobile Friendly: Access employee training record details from any smartphone, iPad, or Internet-ready mobile device.
- Quick Upload: Upload thousands of training records directly into the system
  using Excel, then use the innovative drag-and-drop technology to quickly
  import images of certificates, making the setup process easy.

## **Cost Savings**

The Training Record Management System's ability to allow your employees to upload their own training records dramatically reduces administration costs. You can provide employees with the ability to upload records directly into their account or through the SafeTapp mobile app. They can also upload certificates directly into an online course using their webcam to take photos of their certificates and wallet cards.

