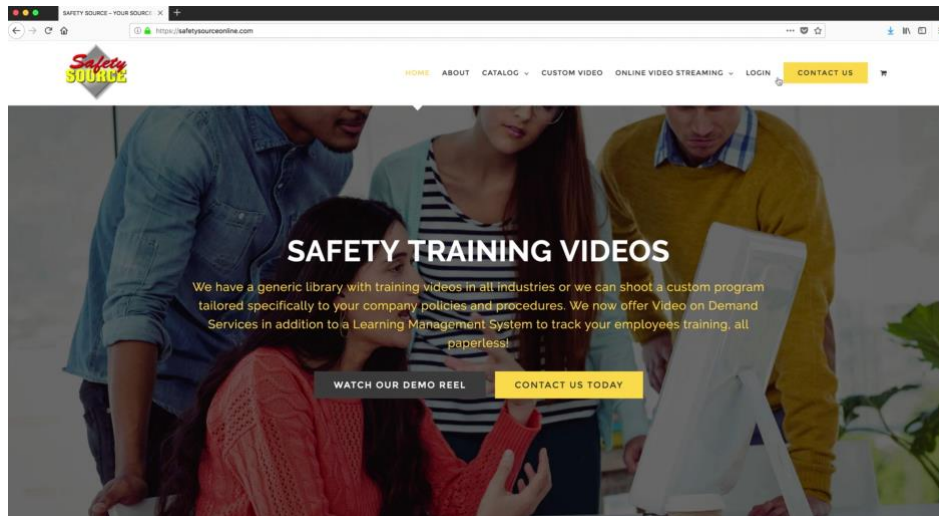
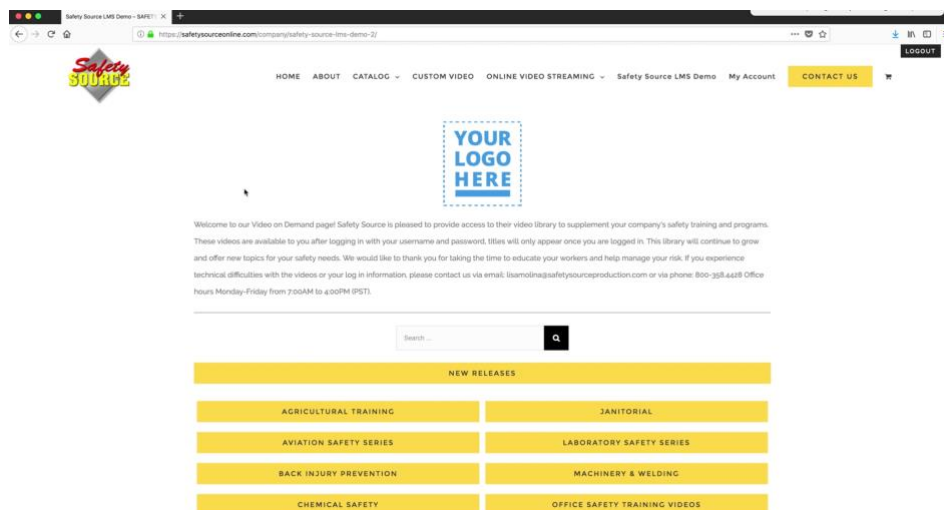


LMS Instructions

Welcome to our learning management system! This is a guide and will explain you the basic functions of the LMS. If you are not already logged in you will notice a login option up top in the main menu. After clicking login, enter your credentials.

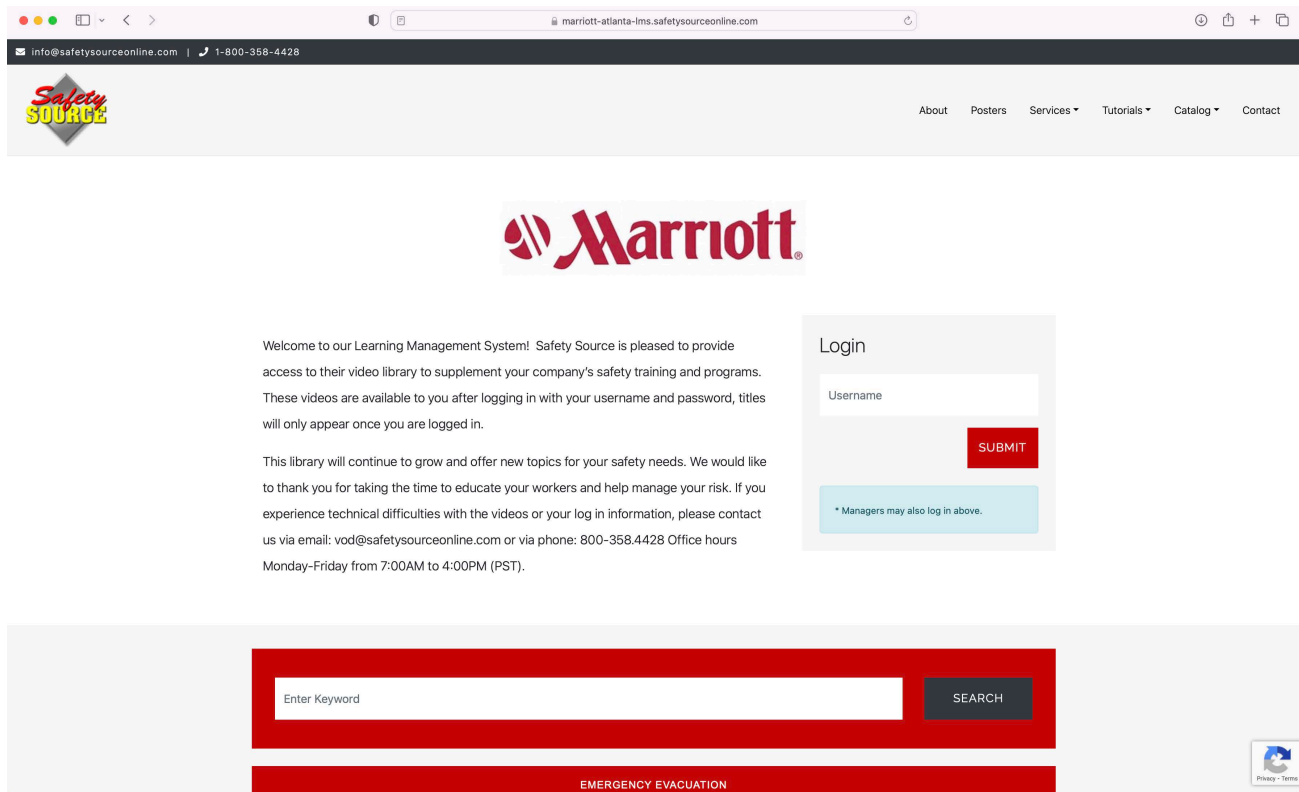


Once logged in, you will automatically be redirected to your companies customized homepage. This homepage contains all the categories and video titles available to train on.



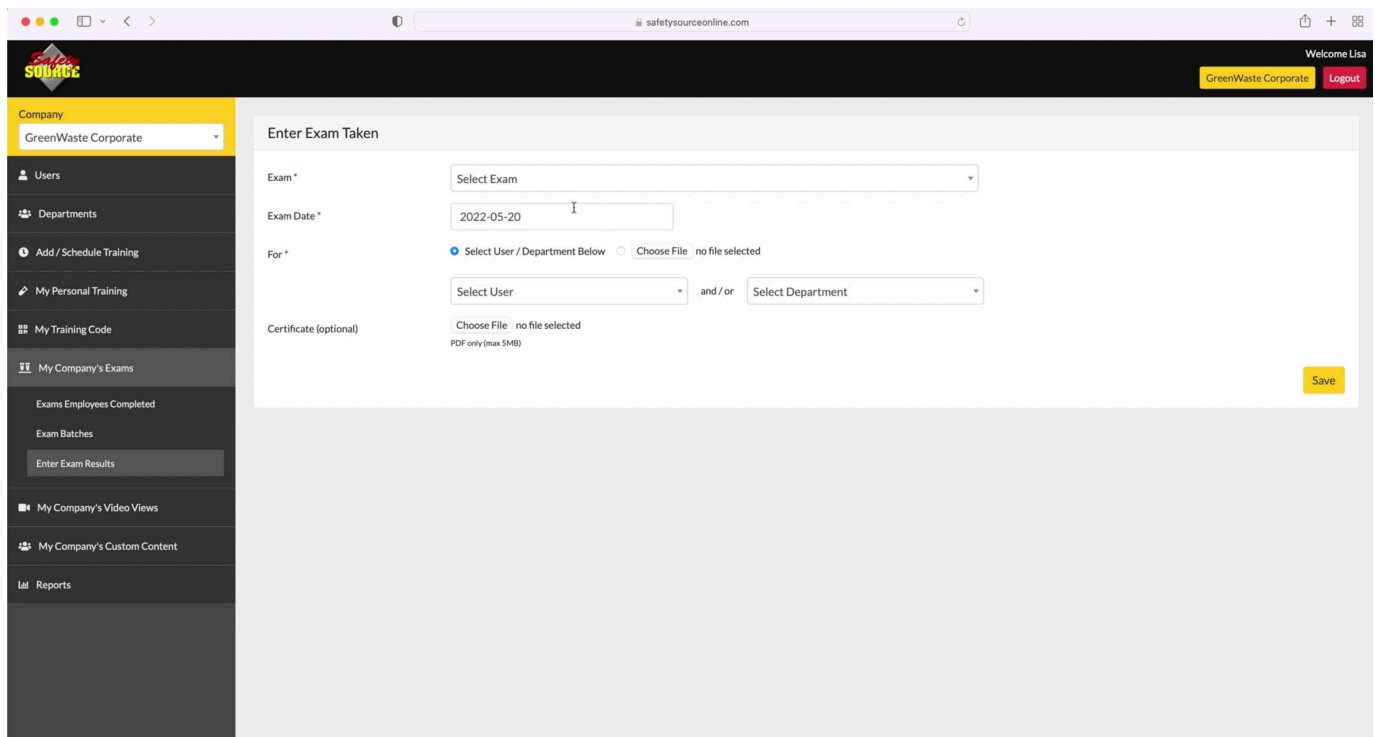
To watch a video simply click on a category, then select the title you would like to train on and click play.

Every account now has its own private URL. Make sure you are on your homepage to login to the right account. New option this year is SSO. We support Single Sign on through SAML.

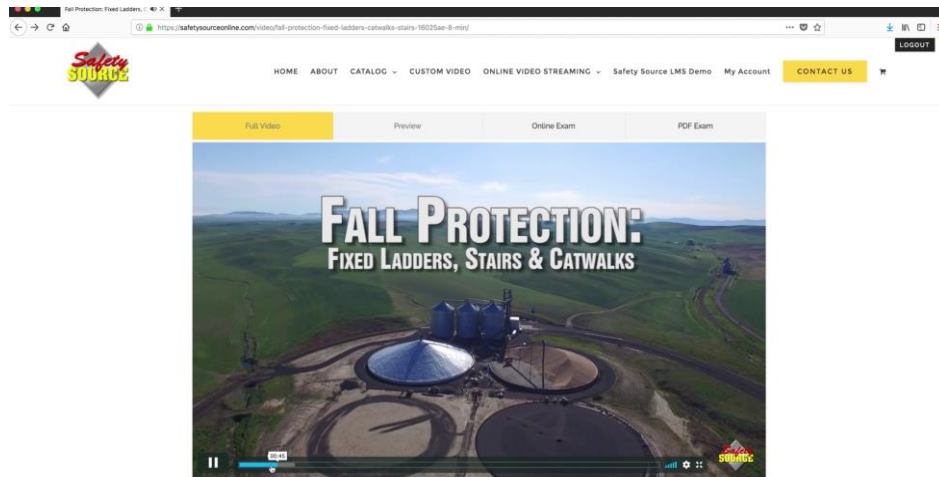


The screenshot shows the Marriott Safety Source homepage. At the top, there is a navigation bar with the Safety Source logo on the left and links for About, Posters, Services, Tutorials, Catalog, and Contact on the right. Below the navigation bar is a large Marriott logo. The main content area is divided into two columns. The left column contains a welcome message: "Welcome to our Learning Management System! Safety Source is pleased to provide access to their video library to supplement your company's safety training and programs. These videos are available to you after logging in with your username and password, titles will only appear once you are logged in." followed by a paragraph about the growing library and contact information. The right column features a "Login" section with a "Username" input field, a "SUBMIT" button, and a note: "* Managers may also log in above." Below the login section is a search bar with the placeholder "Enter Keyword" and a "SEARCH" button. At the bottom of the page, there is a red banner with the text "EMERGENCY EVACUATION" and a small "Privacy - Terms" link on the right.

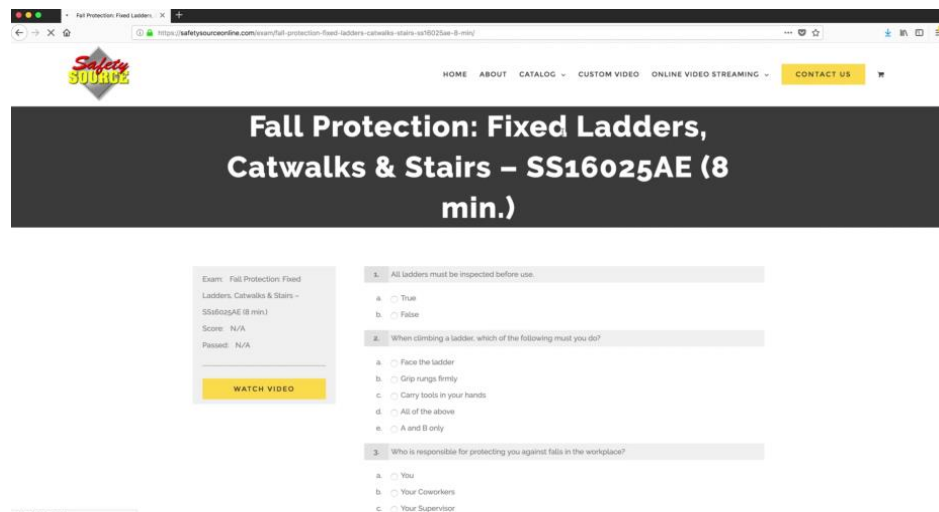
You can also upload existing certificates to our system to show any previous training.



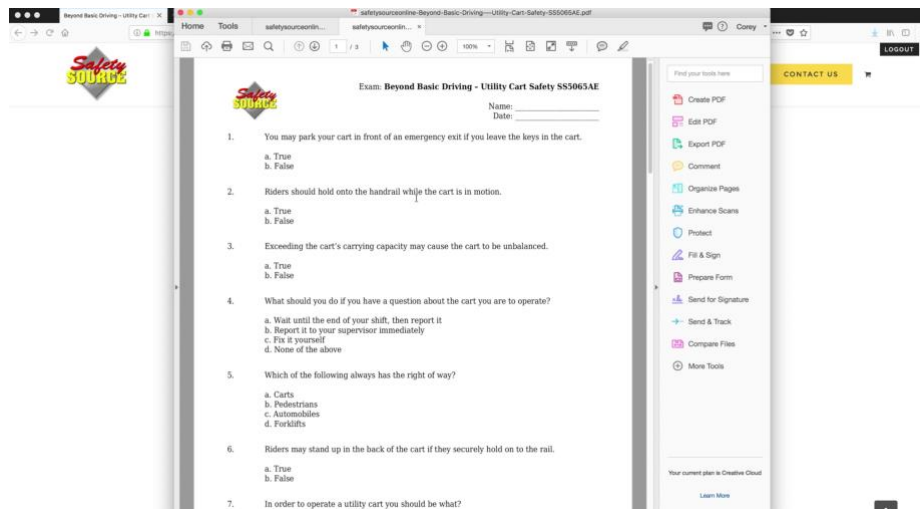
The screenshot shows the "Enter Exam Taken" form in the Marriott Safety Source system. The form is located in the main content area, and the left sidebar contains a navigation menu with options like Company, Users, Departments, Add / Schedule Training, My Personal Training, My Training Code, My Company's Exams, My Company's Video Views, My Company's Custom Content, and Reports. The "Enter Exam Taken" form has the following fields: "Exam *" with a dropdown menu, "Exam Date *" with a date input field showing "2022-05-20", "For *" with two radio buttons: "Select User / Department Below" (selected) and "Choose File no file selected". Below the radio buttons are two dropdown menus: "Select User" and "Select Department", separated by "and / or". There is also a "Certificate (optional)" section with a "Choose File no file selected" button and a note "PDF only (max 5MB)". A "Save" button is located at the bottom right of the form. The top right of the page shows a "Welcome Lisa" message and a "Logout" button.



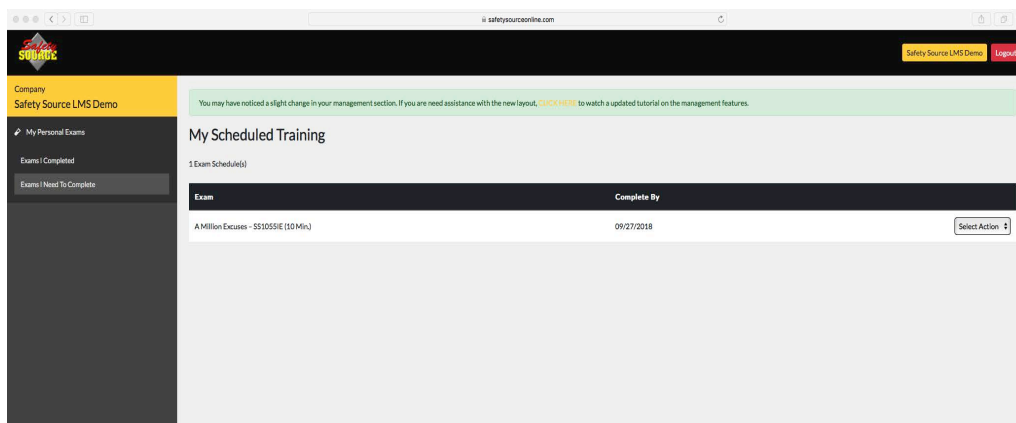
After watching the video navigate to the online exam, this is located above the video. This is where you can take the test, it will document and store the results for your managements record keeping.



Next to this there is also a printable version available if you would like to administer the test in a classroom setting.



If you are logged in you will notice two new menu items, “My Account” and “Your Company’s Name”. Clicking your company’s name will take you back to your customized homepage. If you are an employee, clicking “my account” takes you to your employee profile where you can see any training that has been assigned to you or any previous training that has been completed.



If you are a manager, clicking “my account” will take you to your management features. If you manage multiple companies you will have the option to choose which company you want to manage by clicking the drop down box called "Company". If you only manage one company it will take you direct to the management interface for your company. When clicking my account you will be directed to the "Current Users" list. This is where you can see and edit all current users along with any data associated to their profile. To edit a user click the “select action” drop down and select “edit user”. This will allow you to make any changes to their profile. After making the change click “save edits” to finalize any changes made to the profile. You can also deactivate a user here. After confirming the deactivation, the user will be moved to the “inactive users” list. We are able to give you any number of custom fields to associate any data you see fit with each users profile. While on the Current Users list you are able to search for a user by email, username or first and last name, using the "filter users" section. You will also be able to look up your "inactive users" list simply by changing the "status" in the filter users section. Once a user is deactivated he will no longer be able to view videos or take test. To reactive a user click the “select action” drop down and select “activate user”. This user will now have access to the system again.

Under the “select action” drop down you will find “download view report” and “download exam report”. The view report shows any videos that specific user has watched and the exam report shows any tests that user has taken.

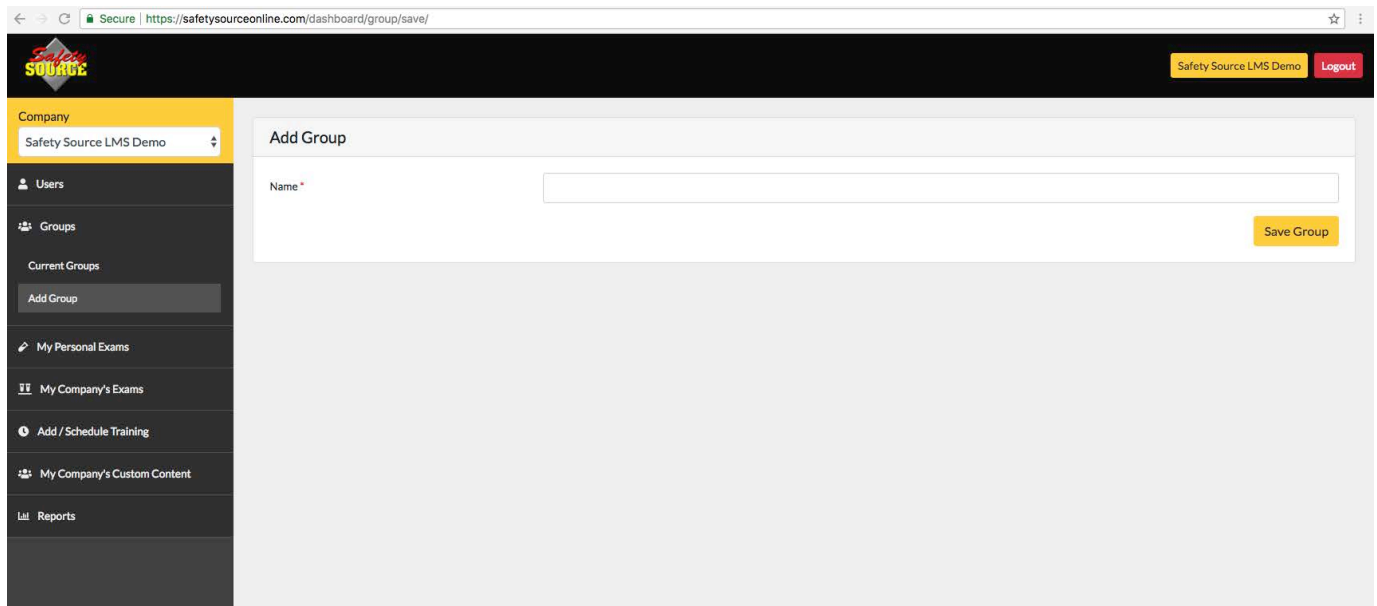
The screenshot displays the Safety Source Test Company dashboard. On the left is a sidebar with navigation links: Users, Groups, My Exams, Company Exams, Company Training, Content, and Reports. The main content area is titled 'Filter Users' and includes a search bar with fields for Username and Status (set to Active), and a 'Search Users' button. Below the search bar, it indicates '3 User(s)' and provides an 'Add User' button. A table lists the users:

Username	Active	Name	Optional ID
DemoAdmin123	✓	John Smith	
DemoUser12345	✓	Jessica Santos	HR Department
EmployeeDemo12345	✓	Fred Manley	Sales Department

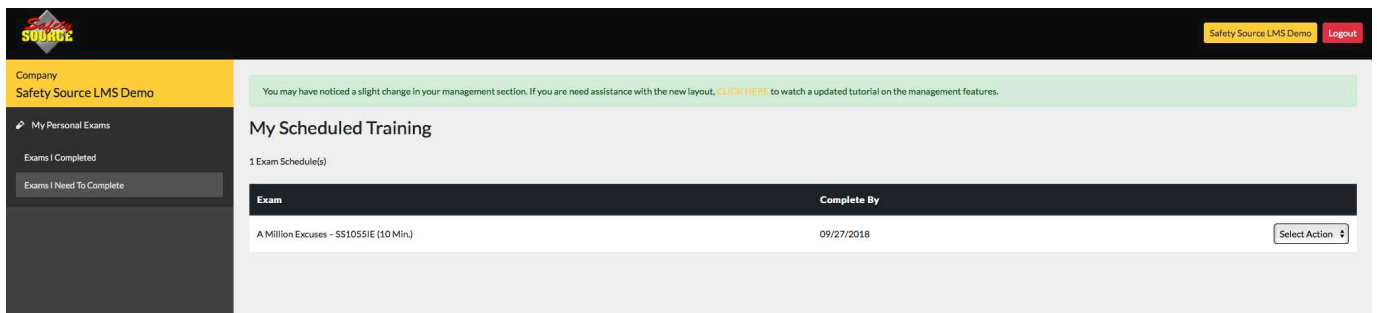
For each user, there is a 'Select Action' dropdown menu. The menu for 'EmployeeDemo12345' is open, showing options: 'Select Action', 'Download View Report', 'Download Exam Report', 'Deactivate User', and 'Edit User'.

The next management tab is “groups”. This is where you can create groups within your company. This is helpful because you can assign training to individuals or groups, which we will explain here shortly. Like the "Users" tab, you will see "Current and Add" options.

To create a group just type the group name and click “Add Group”. You can make alterations to the groups right below. You can add a user to a group during the initial creation of the account or you can edit a current user to add them to a group.



The "My personal Exams" tab shows exams you have been assigned to take and any exams you already have taken. You will find the exams scheduled to you in the "Exams I Need to Complete". The exams tab is the only tab employees will see when they click on my account, the rest of the tabs previously explained are only for management.



Next is the "Exams I've Completed". This is where you can see any exams that have been completed on your system. You will see your percentage score and if you have passed or failed the exam. In the "select action" drop down you can download a certificate if they passed or view their detailed results. This will show you which questions they got right and which they got wrong.



CERTIFICATE of COMPLETION

This is to certify that
has completed and passed the exam
A Million Excuses - SS1055IE (10 Min.)

Completed 09/11/2018

In the "My Company's Exams" you will find all of the completed exams your company has. Once again, if you click the select action drop down box you can download the certificate or view the detailed exam.

Here you will also be able to add your own custom company test questions and answers. Once you have added the question and marked the correct answer, click "Add Question". When you have finished adding the exam, click "Save Exam"

The screenshot shows the Safety Source LMS Demo interface. The top navigation bar includes the Safety Source logo, a 'Safety Source LMS Demo' button, and a 'Logout' button. The left sidebar contains a 'Company' dropdown menu set to 'Safety Source LMS Demo' and a list of navigation items: Users, Groups, My Personal Exams, My Company's Exams, Exams Employees Completed, Current Custom Exams, Add Custom Exam, Add / Schedule Training, My Company's Custom Content, and Reports. The main content area is divided into two sections. The 'Add Exam' section has input fields for 'Name *' and 'Passing Score *'. The 'Add Question / Answers' section contains a text input for the question 'What 2 main colors is in the Safety Source logo?' and a list of radio button options: 'blue & silver', 'red & yellow' (selected), 'orange & blue', 'none of the above', and 'Enter Answer #5'. An 'Add Question' button is located at the bottom of the question list. A 'Save Exam' button is positioned at the bottom right of the interface.

The “Add/Schedule Training” tab is where you can assign training. You will first be directed to the "Training Currently Scheduled" list where you will see all your employees who are currently scheduled training. You will see the employees name, the exam they are scheduled, the date they need to complete it by and whether or not it is recurring training. By clicking on the "Select Action" drop down box you will be able to delete a scheduled exam. Once they take the exam, the user will fall off this scheduled exams list and move over to the “My Company's Exam” tab previously mentioned.

Company Users Scheduled Training

6 Exam Schedule(s)

For	Name	Exam	Complete By	Every	
User	TestEmployee123ABC - John Smith-Doe	Beyond Basic Driving - Utility Cart Safety SS5065AE	12/17/2018	100 Days	Select Action
Group >	New Group Demo	Back Injury Prevention Agriculture - SS16012AE (9 min.)	09/12/2018	2 Days	Select Action
User	Employee Demo - John Doe	Fall Protection: Fixed Ladders, Catwalks & Stairs - SS16025AE (8 min.)	06/15/2018	N/A	Select Action
Group >	New Group Demo	Back Injury Prevention Agriculture - SS16012AE (9 min.)	05/24/2018	N/A	Select Action
User	Employee Demo - John Doe	Back Injury Prevention Agriculture - SS16012AE (9 min.)	04/21/2018	N/A	Select Action
User	Employee Demo - John Doe	Preventing Slips & Falls SS5025AE (10 min.)	04/21/2018	N/A	Select Action

To schedule an exam click “Assign Training”. Select user or group. User is for assigning to an individual where the group option will send the training to everyone within that group. Select the exam or exams you want the users to train on. Select the date you wish them to complete the training by. Select the “is recurring” check box if you want this training to be automatically assigned every “x” amount of days. For example if you wanted this training to be reassigned to this group every year, type 365 and every year on that date the training will be reassigned.

You may have noticed a slight change in your management section. If you are need assistance with the new layout, [CLICK HERE](#) to watch a updated tutorial on the management features.

My Scheduled Training

1 Exam Schedule(s)

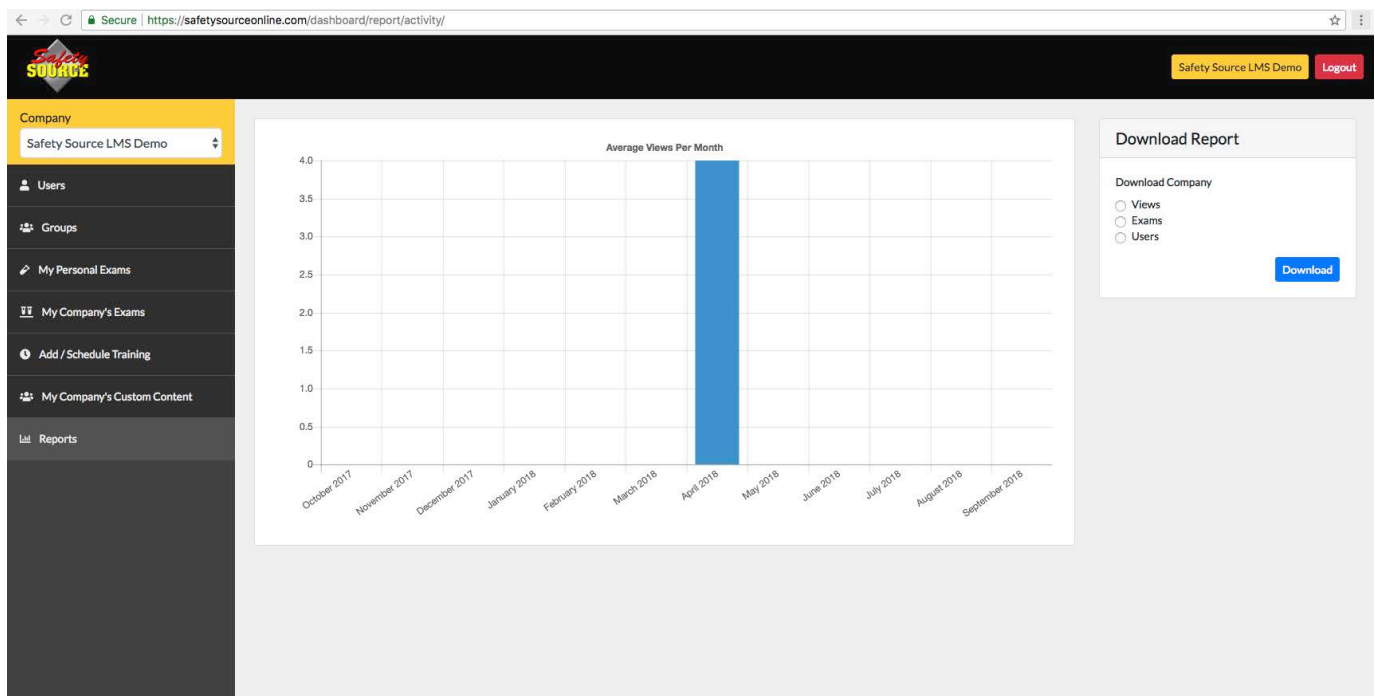
Exam	Complete By	
A Million Excuses - SS1055IE (10 Min.)	09/27/2018	Select Action

"My Company's Custom Content" is where you will be able to view and add your custom content such as files or URL links. You will find your 'already uploaded content' under where it says "Current Custom Content". Here you will be able to view, edit or delete the content.

To add custom content click on the "Add Custom Content" tab and enter the information to your content, add a URL link or upload your files. Once finished click "Save Content".

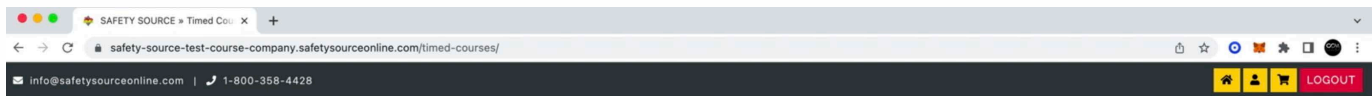
The screenshot shows the 'Add Content' form in the Safety Source LMS Demo interface. The left sidebar contains a 'Company' dropdown set to 'Safety Source LMS Demo' and a menu with options: Users, Groups, My Personal Exams, My Company's Exams, Add / Schedule Training, My Company's Custom Content (highlighted), Current Custom Content, Add Custom Content (active), and Reports. The main content area has three sections: 'Add Content' with fields for 'Title *' and 'Description'; 'Add Links' with fields for 'Enter Link Name', 'Enter Link Url', and an 'Add' button; and 'Add Files' with an 'Upload File' button. A 'Save Content' button is located at the bottom right.

To download the company-wide reports click on the "Reports" tab on the left menu. This will give you the reports for everyone within the company. Here you can also download the company-wide user list, the company-wide views report and the company-wide exams report. To download these reports simply mark the report you want in the box on the right and then click download. The chart you see is your monthly company activity.



These are the basic functions of the LMS, if you have any questions please email info@safetysourceonline.com and we will be happy to help. Thank you for choosing Safety Source to train your associates, have a great day!

In addition to our generic library we now offer state and federal mandated timed courses.



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TIMED COURSES

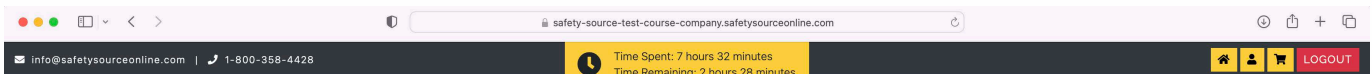
These new programs are being offered as an enhancement to your regular training and are not part of the VOD library. Please contact your Customer Support person for information on pricing and how to order.

What are Courses?

Courses were designed to meet the needs of trainers wanting State or Federally-Mandated timed training. Courses are based on State and Federal Guidelines ensuring you get the exact training you need to meet requirements. Students receive a certificate upon completion and the company can download a report anytime that details who took the course, when they took it, how long it took them to complete it and who has successfully completed the course.

OSHA 10 Equivalent General Industry & Construction:

The OSHA 10 Hour Safety Outreach Training Program is intended to provide training for a worker's general awareness on recognizing and preventing hazards. We offer both 10 Construction and 10 Hour General Industry Courses. After taking this course you will have confidence to work on a job-site with safety in mind. You will be taught how to prevent, avoid and report safety and health risks while on a job-site as well as the



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OSHA 10 Outreach Training - Construction

RESOURCES >

Overall Progress

