Project Site User Guide

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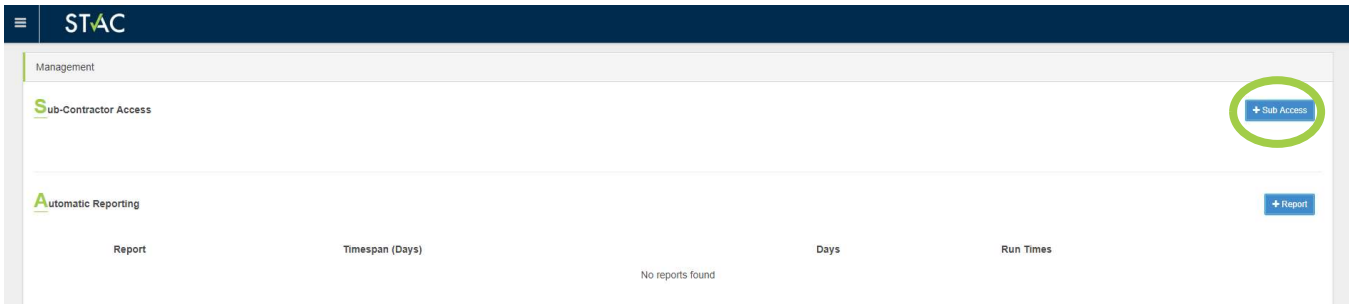
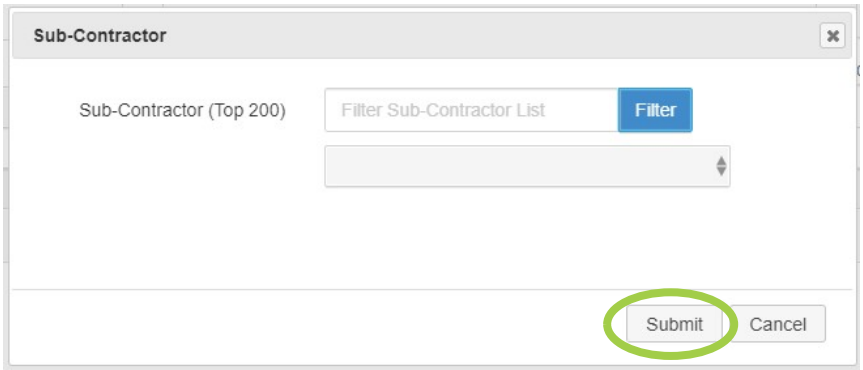
Management

The Management feature is found within the Project view and allows companies to add certain access and employee requirements for project sites. This feature is mainly used by general contractors who will have multiple subcontractors working on a project.



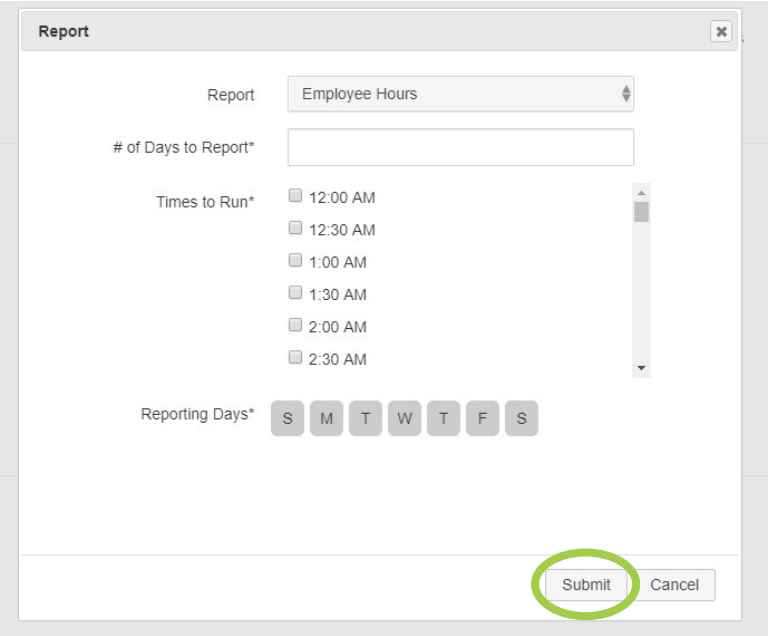
Subcontractor Access:

Subcontractor Access allows the ability to add subcontractors to projects for entry. To add a subcontractor, click the "+Sub Access" button. Select each company individually from the dropdown list and click submit.



Automatic Reporting:

Automatic Reporting allows companies to create automated reports for Employee Hours or Labor Census for projects using the Project Site. To create a new report, click the "+Report" button to the right-hand side. Select the type of report (Employee Hours/Labor Census), the number of days to report, the time to run the report, and the day in which the report is to be ran.

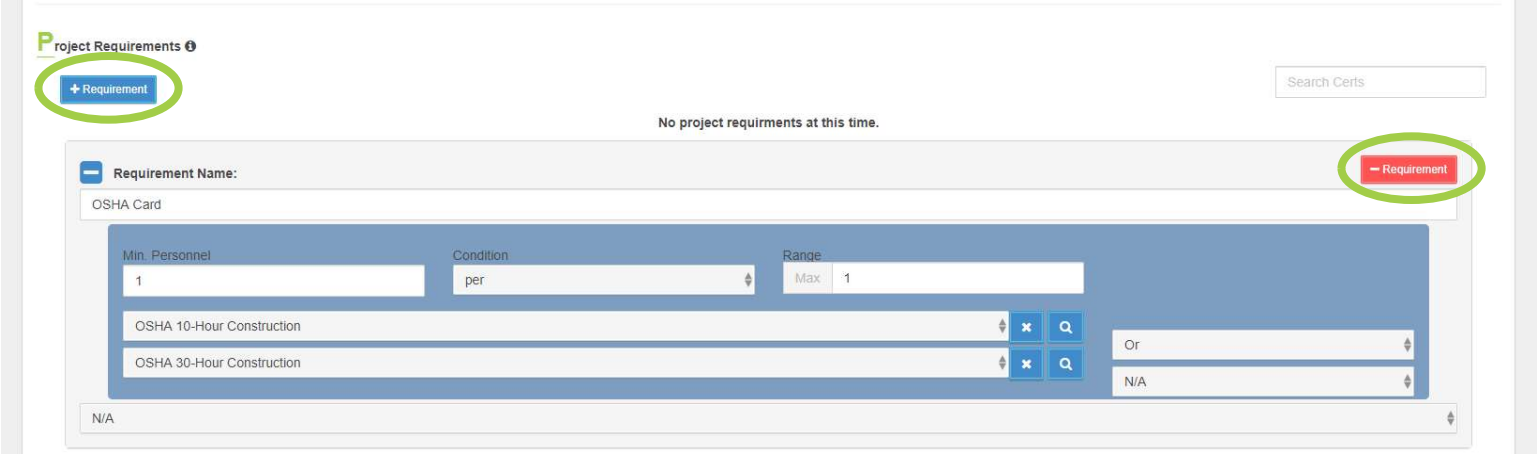


Automatic Checkout:

Automatic Checkout is used when you have employees using the check-in/checkout function of the Project Site. The Automatic Checkout allows the ability to checkout employees who did not scan/swipe their card upon leaving the project site. The time and days to activate this checkout function must be selected.

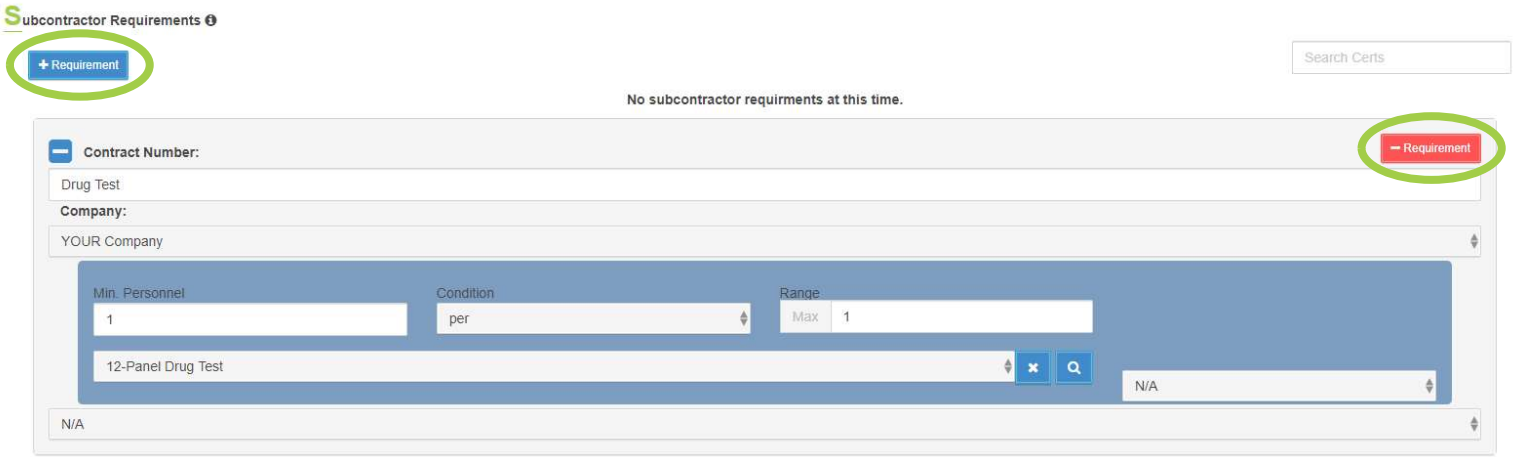
Project Requirements

Project Requirements allows the contractor to create training/certification requirements for all employees that are working on the Project Site. If the employee swipes into the project site, the project feature will review the requirements and check to make sure the employee has the certifications. If not, the employee will show as red and not be allowed access (ex. OSHA Card required to enter project site – see below). To add new requirements, click the "+Requirement" button. To remove an existing requirement, click the "-Requirement" button next to the one you wish to remove.



Subcontractor Requirements:

Subcontractor Requirements allows the contractor to create specific requirements for individual companies working on the project site. If the employee swipes into the project site, the project feature will review both the Project and Subcontractor requirements to make sure the employee has all the certifications. If not, the employee will show as red and not be allowed access (ex. Drug Test for YOUR Company required to enter project site – see below). To add new requirements, click the "+Requirement button". To remove an existing requirement, click the "-Requirement" button next to the one you wish to remove.

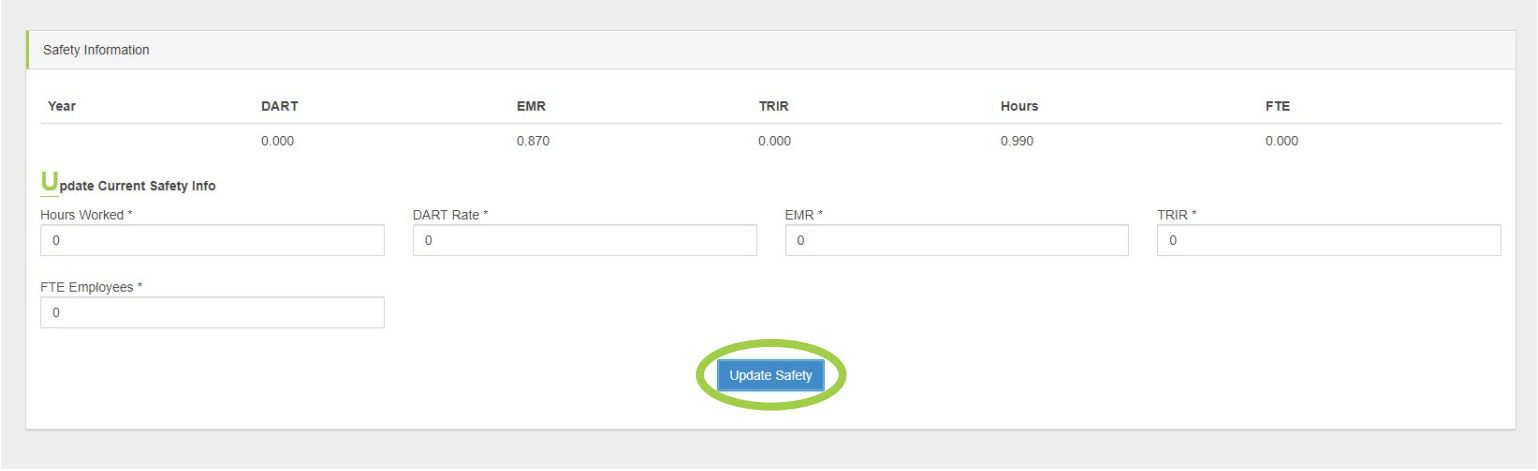


Access Levels:

Access Levels allows the contractor to set security levels and requirements to access certain areas of your project. If the employee swipes into the access location, the project feature will review the Access requirements to make sure the employee has all the certifications to enter the secured area. If not, the employee will show as red and not be allowed access (ex. Orientation required to be onsite, Plant Access within site requires OSHA 10 card – see below). To add a new level, click the "+Level" button. To remove an existing level, click the "-Level" button next to the one you wish to remove.

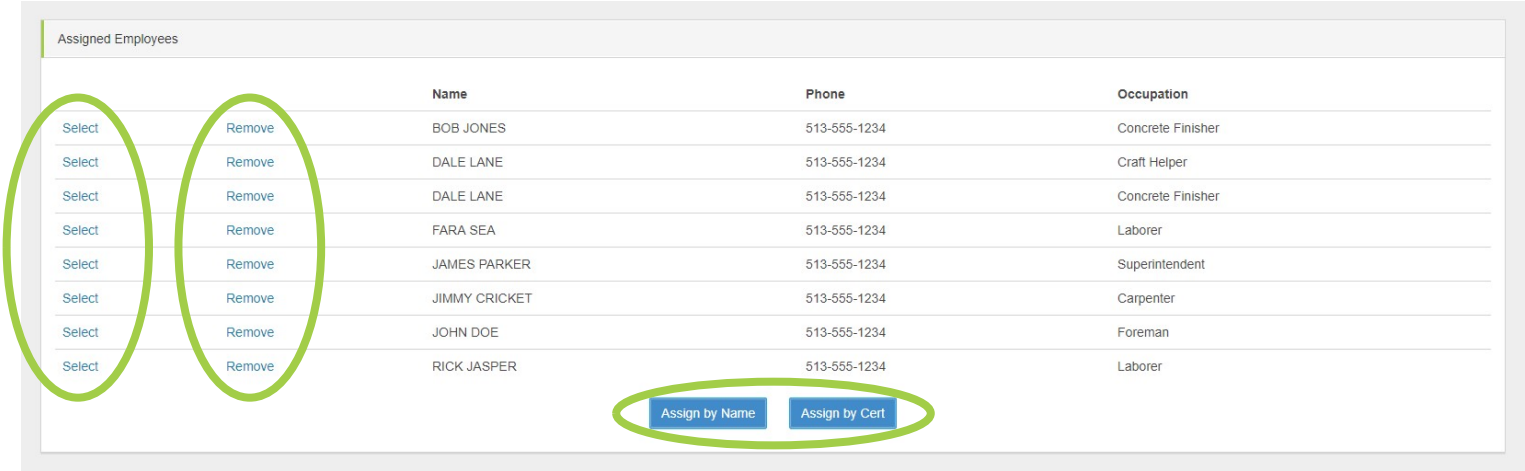
Safety Information:

Safety Information allows the contractor to update/store safety information rates at the project level. Input the information and click "Update Safety" to add information. Once added, additional information will automatically update the existing hours and rates. <u>This information is only for the project and does not factor into the Company Safety page.</u>



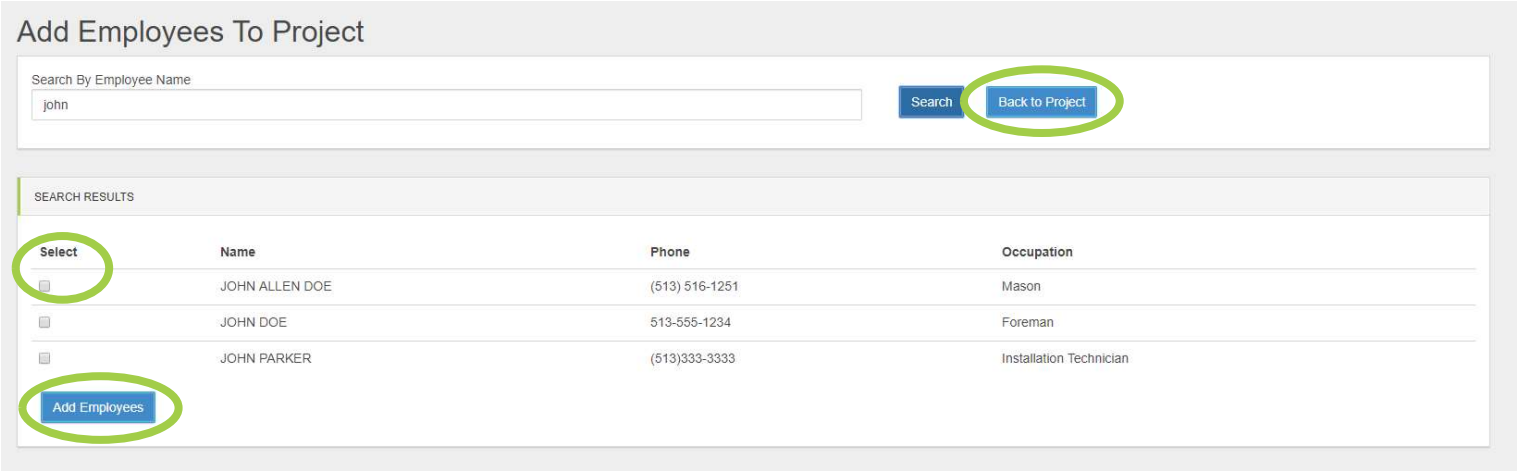
Assigned Employees:

Assigned Employees allows the contractor to add/remove employees to the project for entry. To add employees, click either the "Assign by Name" or "Assign by Cert Button". To remove employees from the project, click the "Remove" button next to their name. To view an employee's profile, click the "Select" button next to their name.



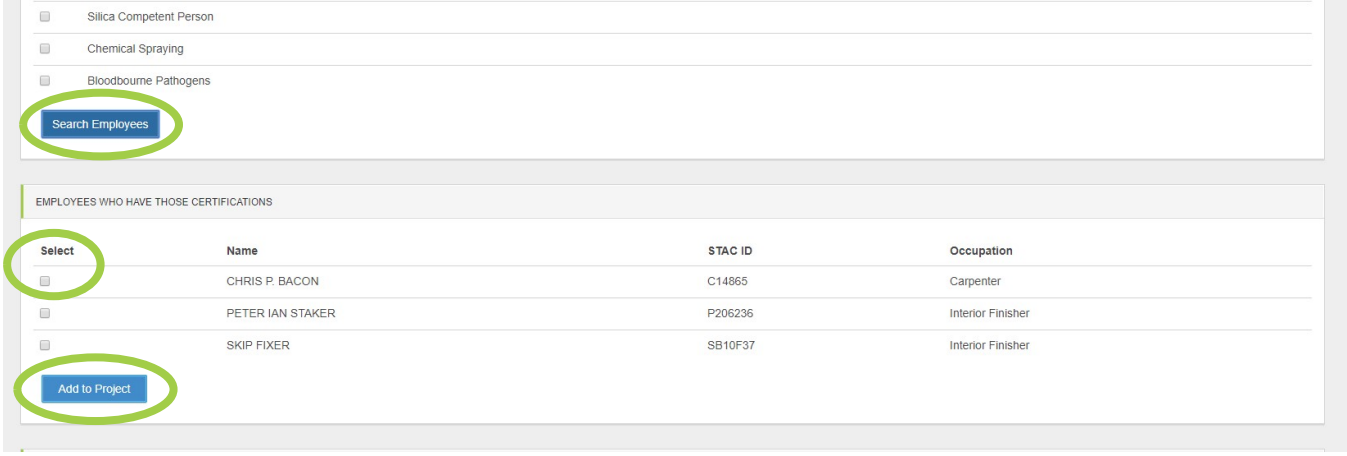
Assign By Name:

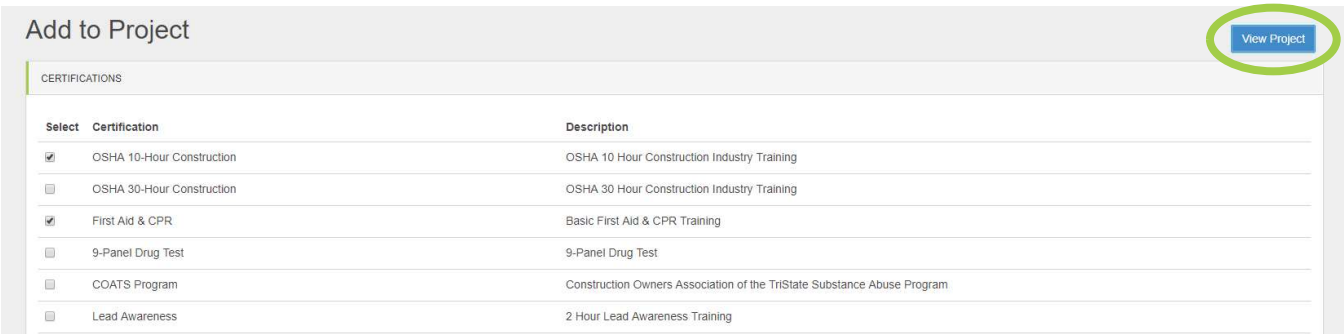
When clicking the "Assign by Name" button, the Add Employees to project screen will be opened. To add employees, search by employee name using the bar along the top. Once the employee is found click the check box next to their name and click "Add Employees". Once all employees are added, click the "Back to Project" button to return to the Project Management feature.



Assign By Cert:

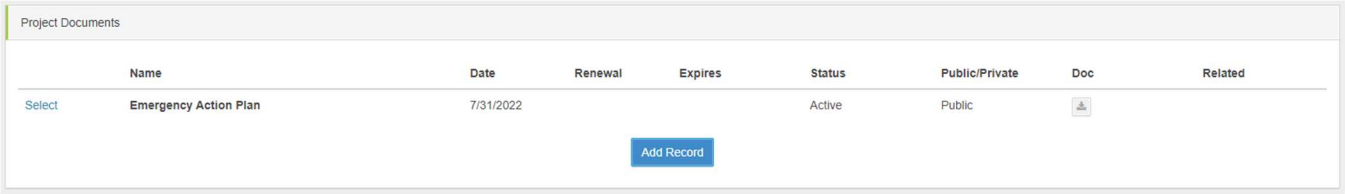
When clicking the "Assign by Cert" button, the Add to Project screen will be opened. To add employees by certification, select the certification type you wish to view and click "Search Employees". Below the certification list, the Employees Who Have Those Certifications will be below. Once the employee is found click the check box next to their name and click "Add to Project". Once all employees are added, click the "View Project" button to return to the Project Management feature.





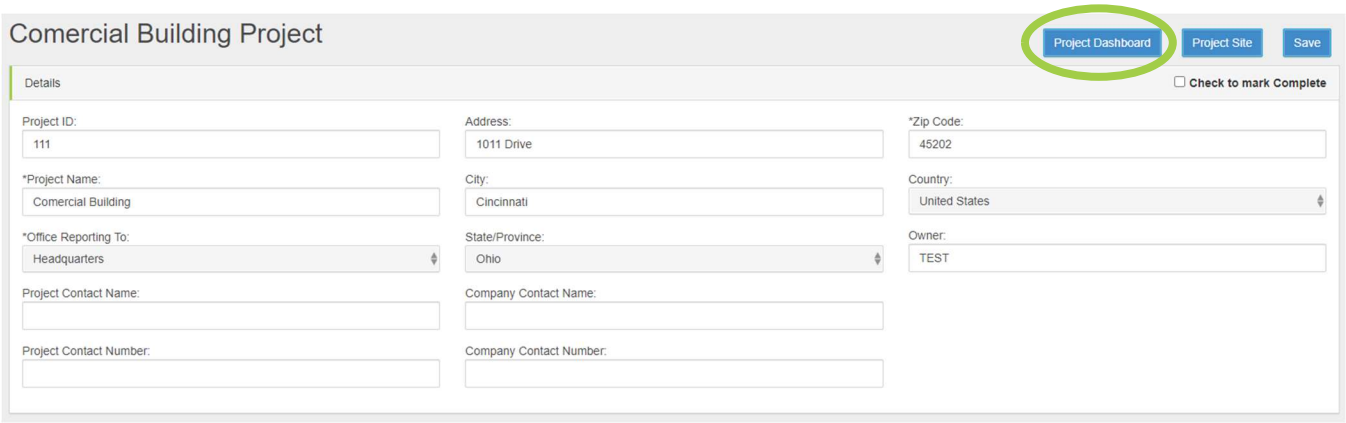
Project Documents

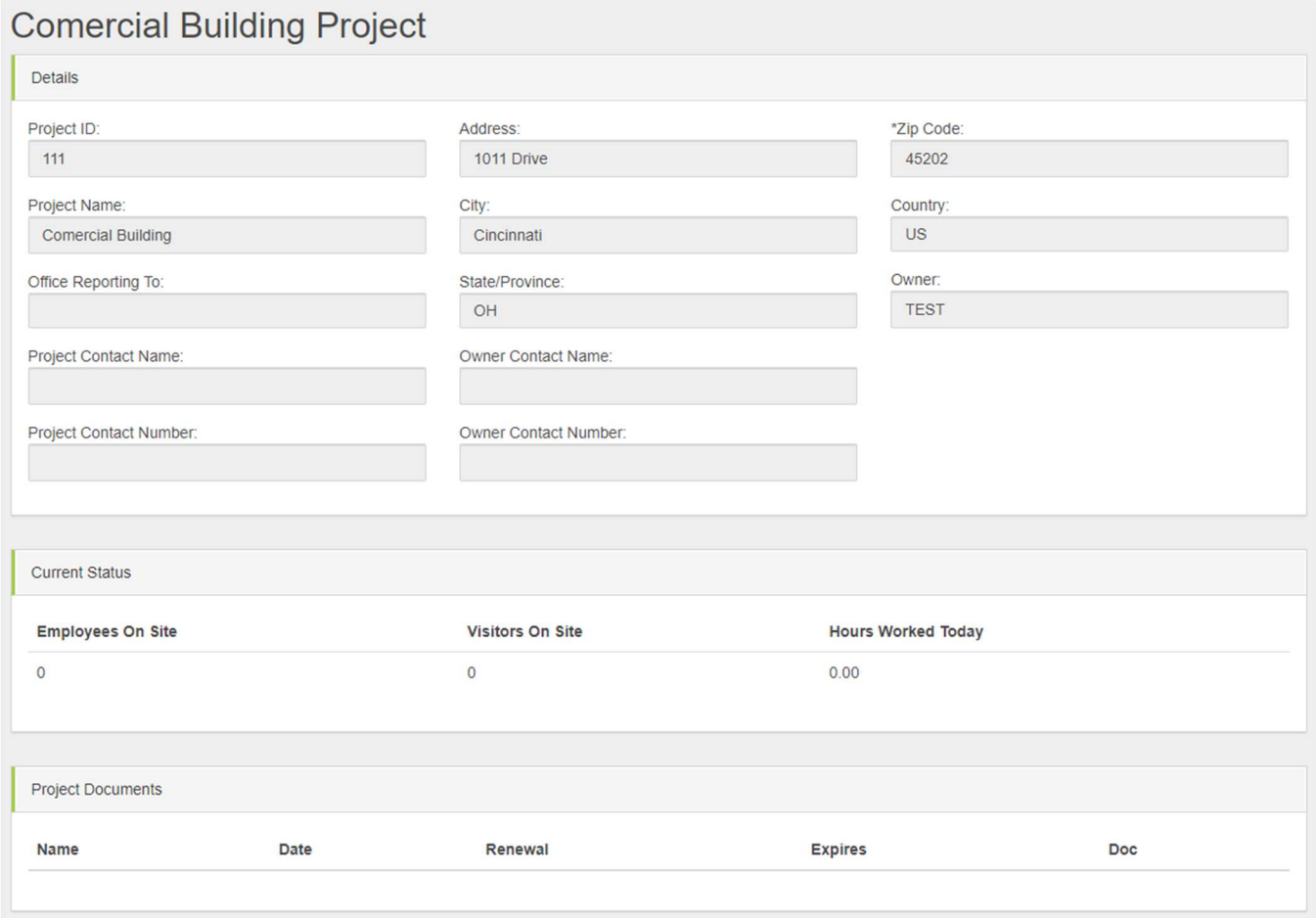
The Project Documents section allows for project admin to add project documents that can be viewed on the Project Dashboard page. Documents can include things such as Emergency Action Plans, Insurance Information, Emergency Evacuation Plans, and other documents related to the project. To add a document, click the "Add Record" button. Once added, documents can be selected to appear or stay hidden from the Project Dashboard.



Project Dashboard

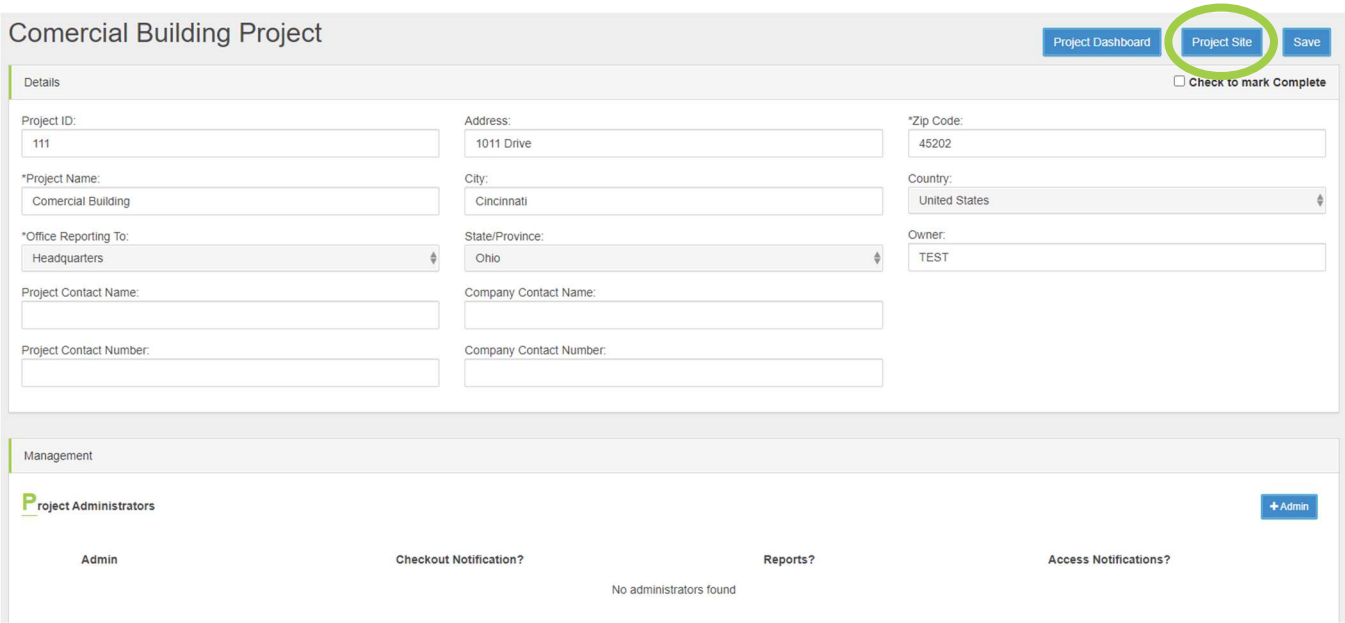
Project Dashboard is the public profile page that allows users to view Project information. The Project Dashboard page includes the Details section of the Admin page, Current Status on number of employees/visitors on site, and the Project Documents to allow for documents to be uploaded and viewed. The page can be viewed by clicking the "Project Dashboard" button within the Admin page.





Project Site:

The Project Site is the application used to track employees based on the Management features above. This allows contractors to check-in employees to a project site, manage hours, run labor reports, and add trainings specific to the project. The Project Site can be found by clicking the "Project Site" button within a project.

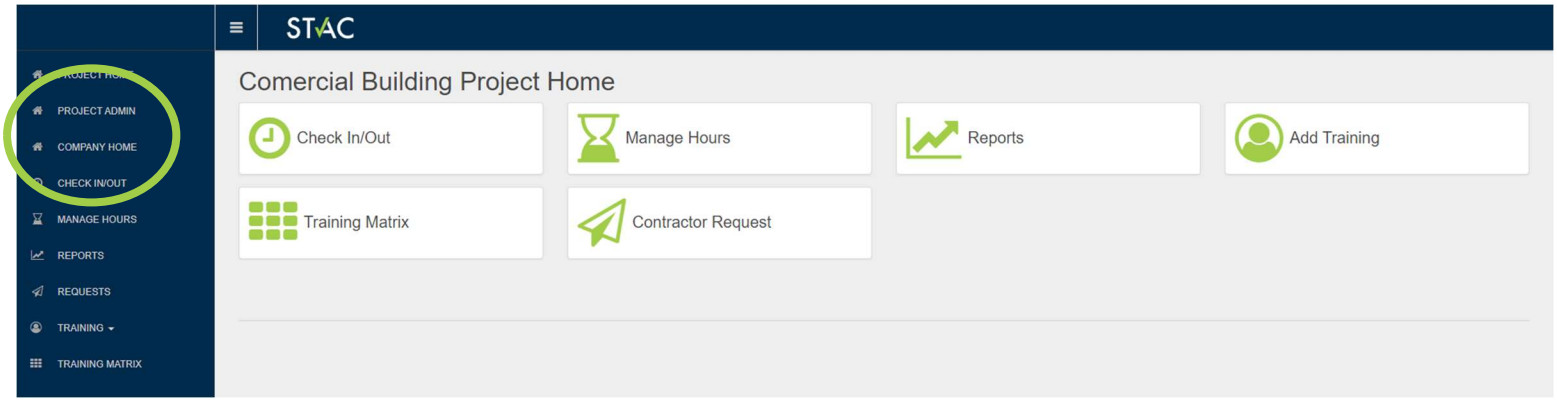


Home Buttons:

The Project Home button will return you to the Project Site home screen.

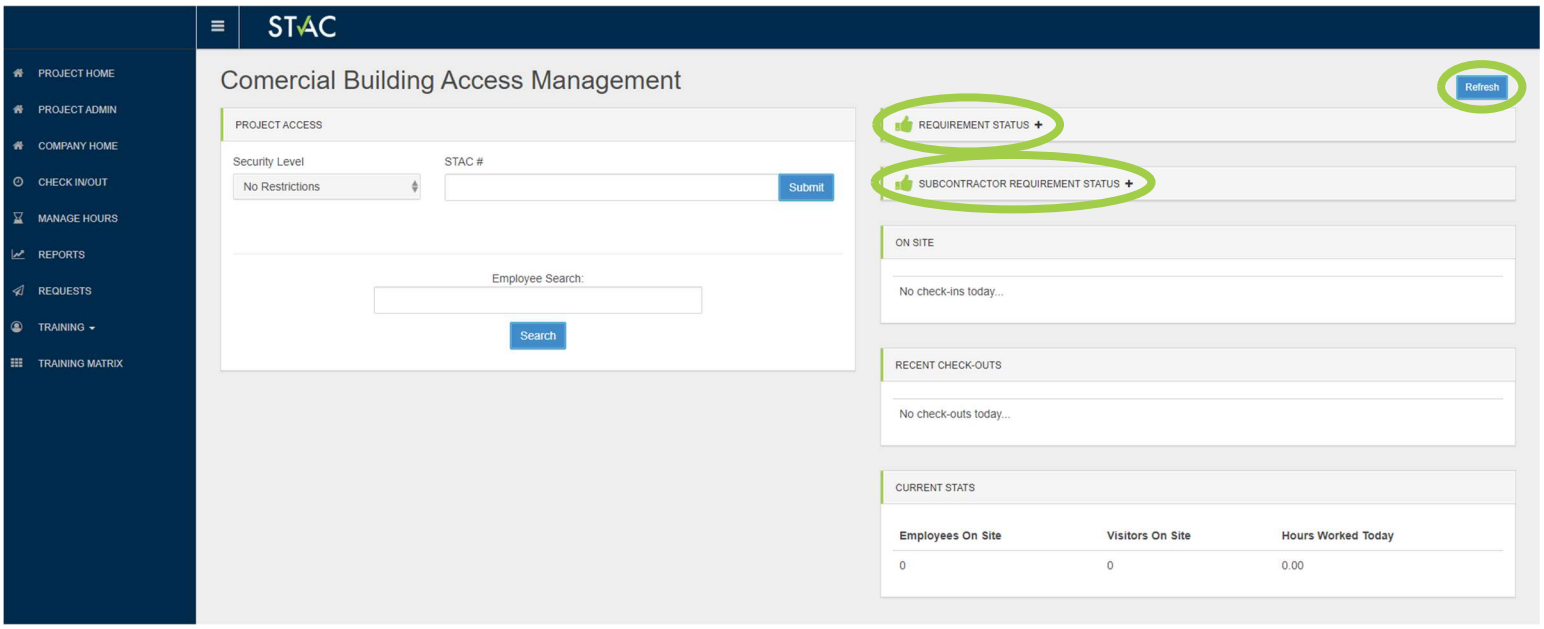
The Project Admin button will return you to the STAC Project Management Screen.

The Company Home button will return you to the Company Admin page within the STAC website.



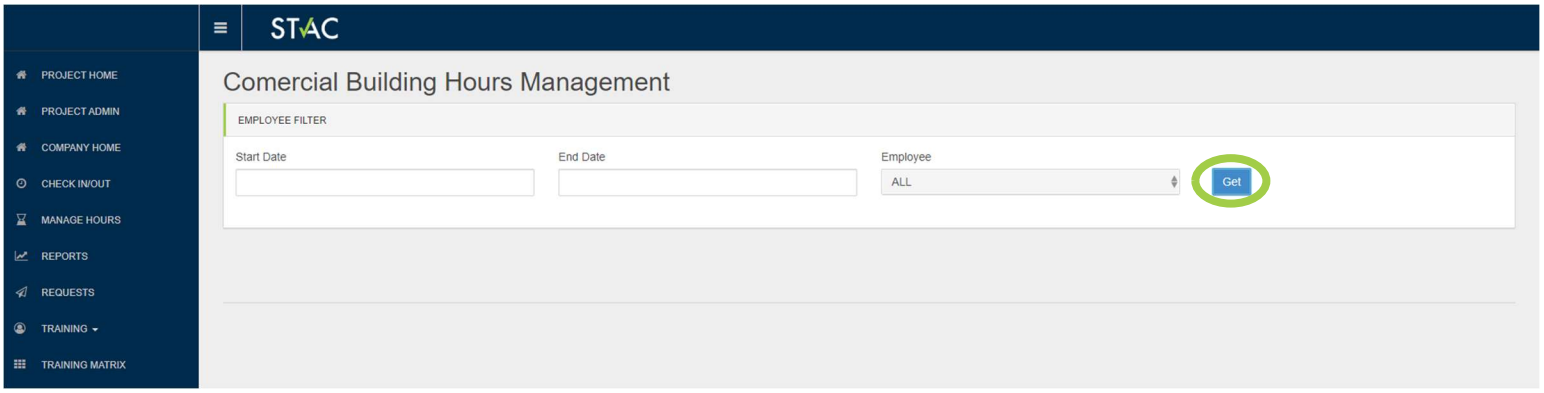
Check In/Out

The Check In/Out function is the page that is used to check employees in and out of the project. Employees can have their badges scanned/swiped to check them in/out or manually by using the employee search bars. If the employee has all the correct project/subcontractor requirements they will show green when swiped into the project. If all the requirements are not met, they will show red when swiped in. The page can be refreshed by using the "Refresh" button in the top right-hand corner.



Manage Hours:

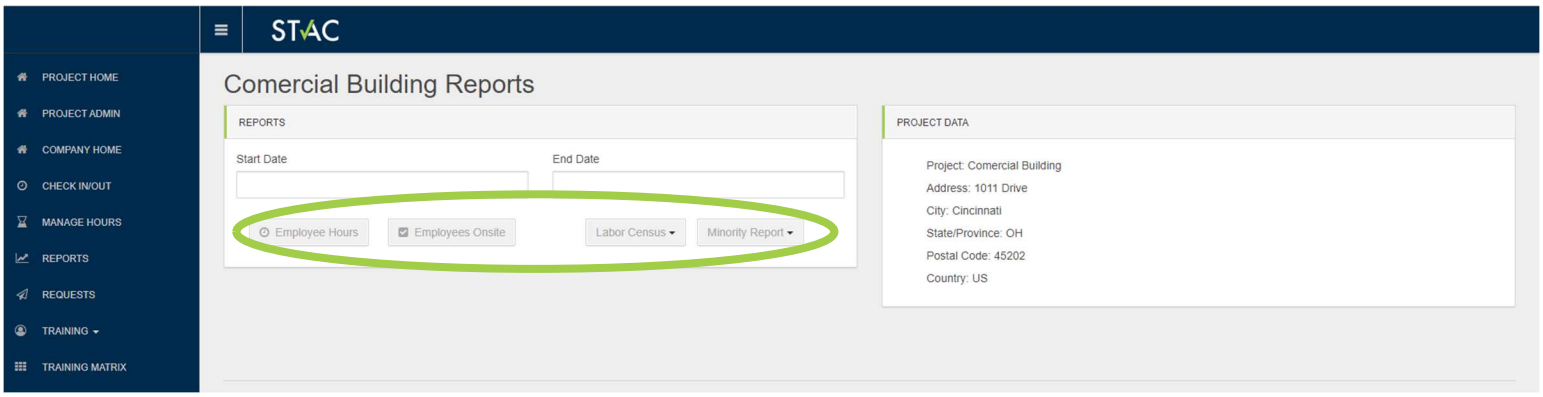
Manage Hours is used to review employee hours based on their check in/out times. To review hours, select a Start Date/End Date and the employee you wish to review. Click the "Get" button and their hours will be shown.



Reports:

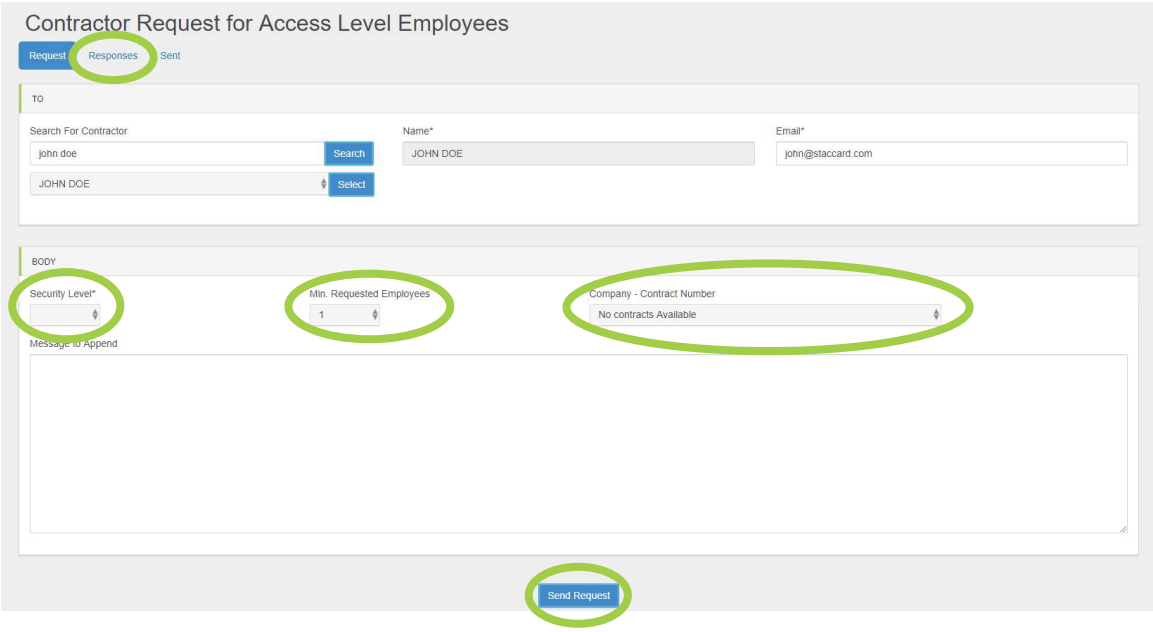
Reports within Project Site are used to view the employees based on hours, who is onsite, labor census, and minority reports. To run a report, a Start Date/End Date must be inputted. Once dates are selected click the type of report you want to view:

- **Employee Hours**
- **Employees Onsite**
- **Labor Census (By Company or By Contract #)**
- **Minority Reports (By Company or By Contract #)**



Requests:

Contractor Requests can be viewed and sent to employers through the Requests tab. To send a request, search for the contactor using the search bar. Once selected, fill out the body of the request including the number of employees and contract number. Once complete click the "Send Request" button at the bottom of the page. Responses can be reviewed by clicking the "Responses" button along the top.

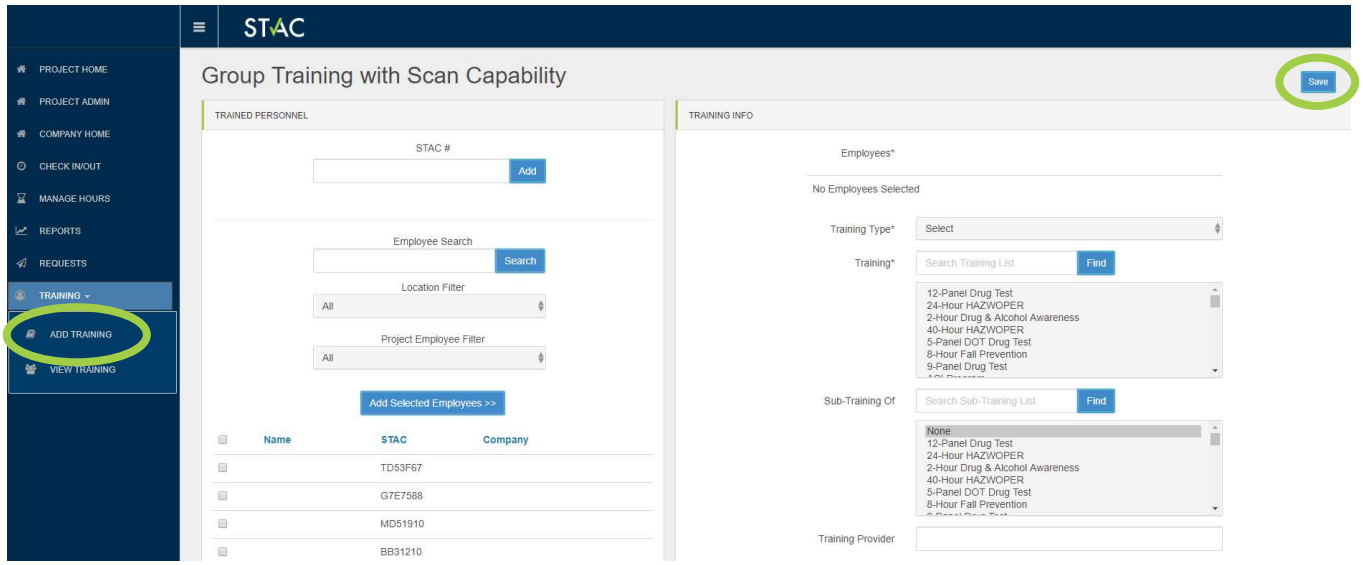


Training:

Training within the Project Site can be added and viewed for all employees that are assigned to the project regardless of their company.

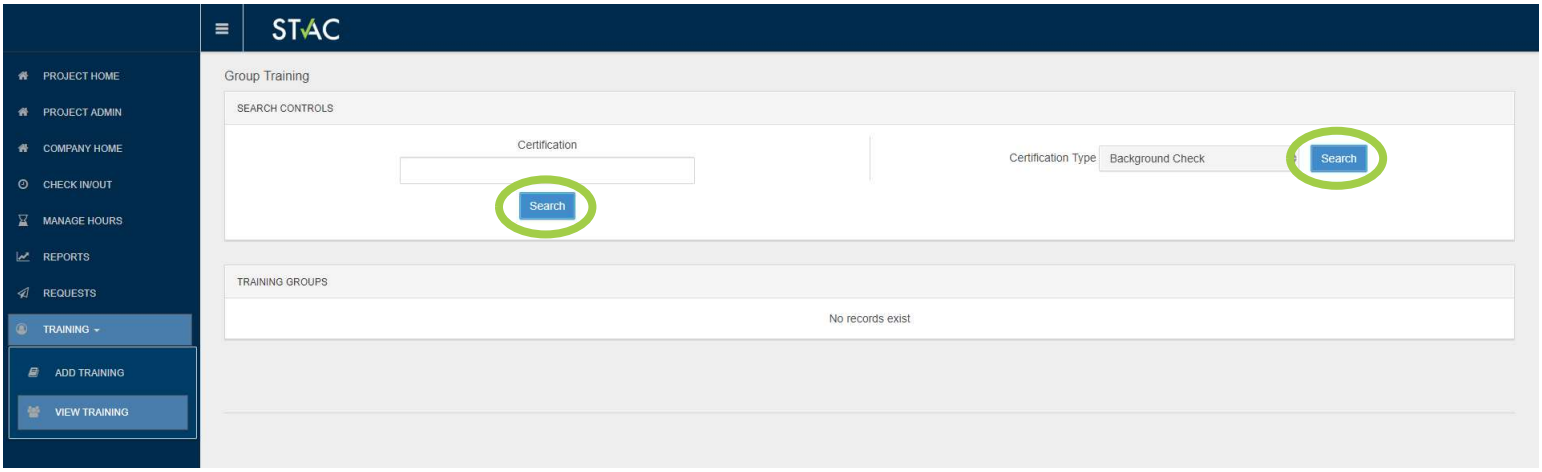
Add Training:

Allows the contractor to add trainings to employees assigned to the project (ex. Site Orientation can be uploaded as a certification for employees by the contractor). The Add Training is the same function as Add Group Training (Scan).



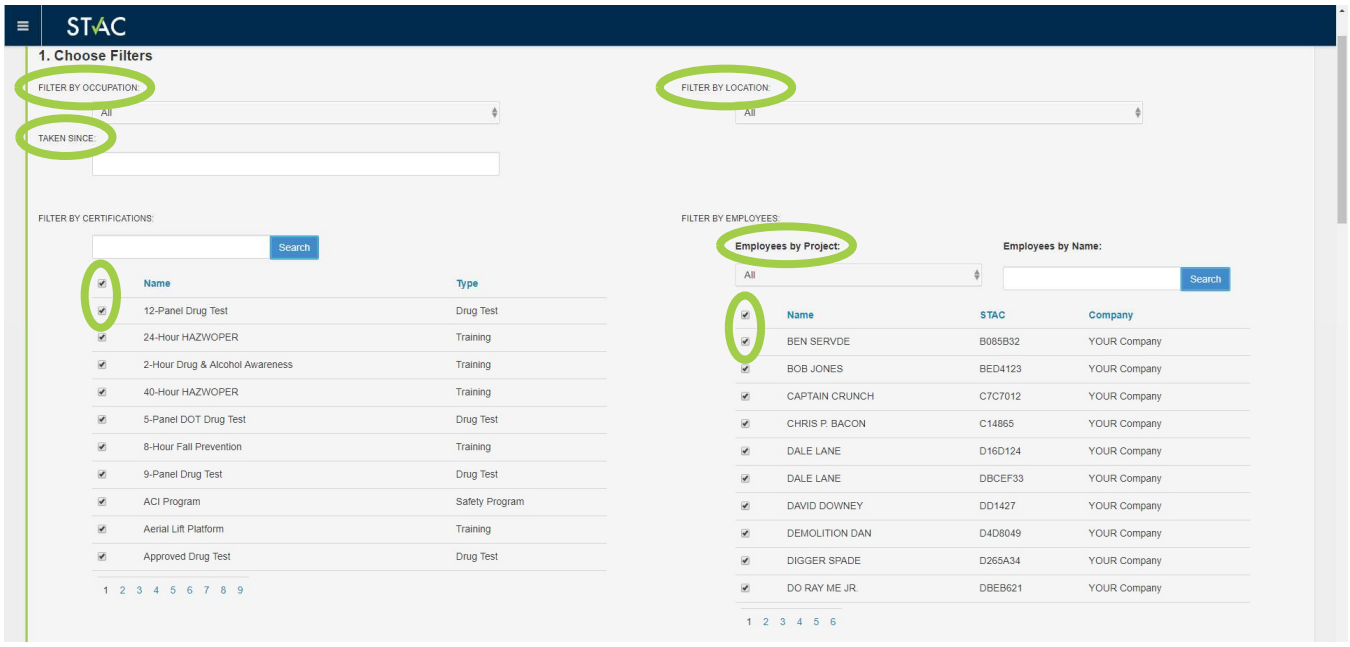
View Training:

Allows the contractor to view Group Trainings created within the project. Trainings can be searched by Certification or Type using the search bar and drop down along the top. Trainings can then be viewed/edited by clicking the "Select" button next to the training.



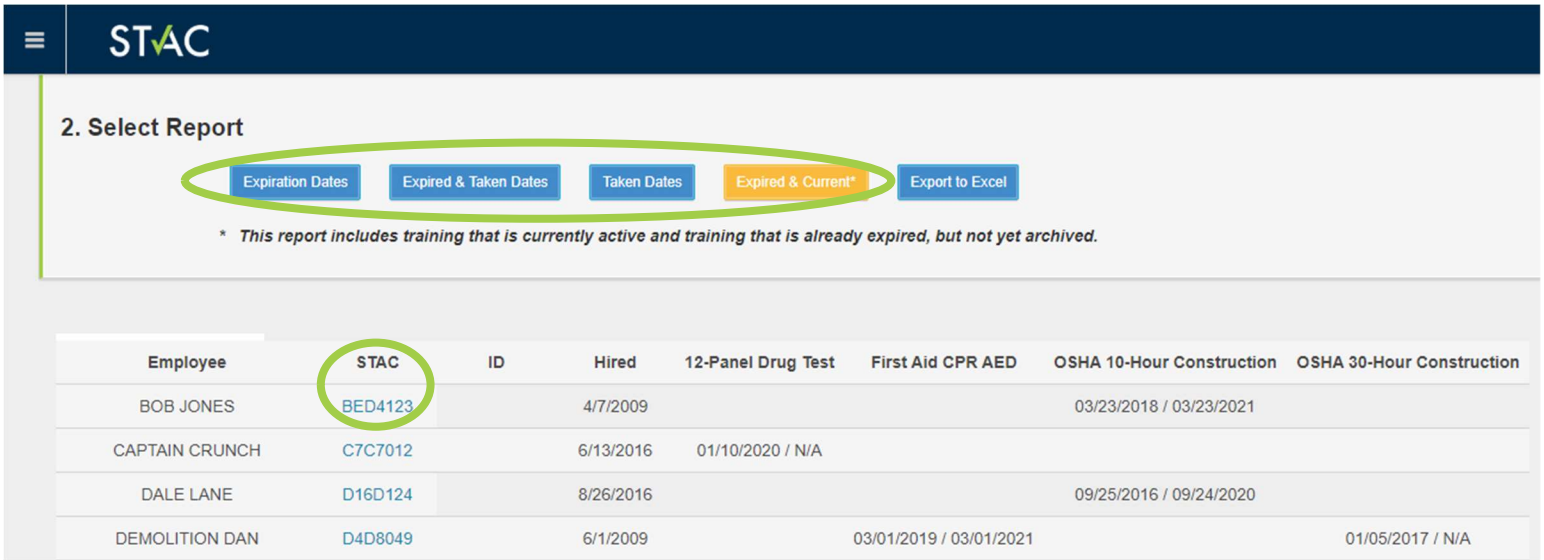
Training Matrix

Just like the Company Training Matrix, the Project Training Matrix report allows reports to be ran for employees assigned to the project to show their certifications. The Filters can be used for Occupation, Location, Project, and Taken Since date. Certifications and Employees have filters to show what certifications you want to view for the given employees. Select certifications/employees by using the check box next to their names.



Once the filters are set, select the type of report you want to view by clicking one of the report buttons.

- **Expired Dates – shows the expiration date of selected certifications**
- **Expired & Taken Dates – shows both the expiration and taken dates of selected certifications**
- **Taken Dates – shows the taken date of selected certifications**
- **Expired & Current* – shows all training that is current/expired but not archived**
- **Reports will be ran below the report buttons (ex. Report ran is looking for drug tests, First Aid, and OSHA 10/30 cards with the Expired & Taken dates selected).**



Employee	STAC	ID	Hired	12-Panel Drug Test	First Aid CPR AED	OSHA 10-Hour Construction	OSHA 30-Hour Construction
BOB JONES	BED4123		4/7/2009			03/23/2018 / 03/23/2021	
CAPTAIN CRUNCH	C7C7012		6/13/2016	01/10/2020 / N/A			
DALE LANE	D16D124		8/26/2016			09/25/2016 / 09/24/2020	
DEMOLITION DAN	D4D8049		6/1/2009		03/01/2019 / 03/01/2021		01/05/2017 / N/A

You can either export the report or view employee profiles by selecting the highlighted STAC ID of the profile you wish to view.

Once the report has been ran, the information can be exported to an Excel file by clicking the "Export to Excel" button next to the report buttons.