



Project Site User Guide

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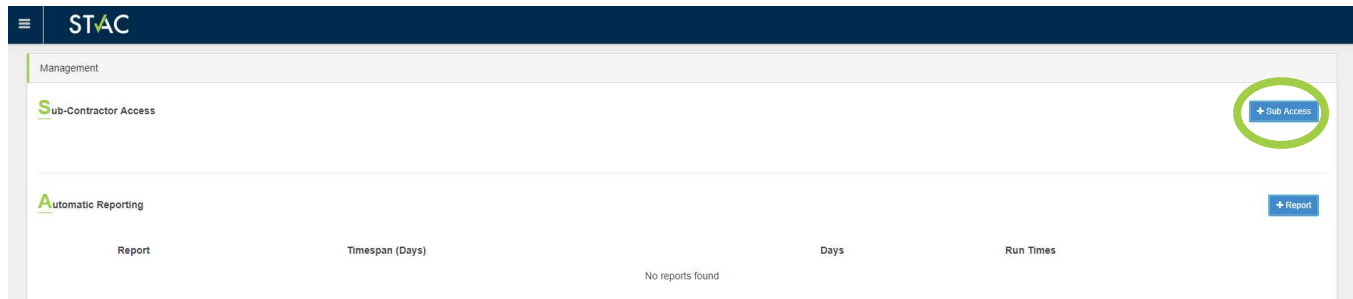
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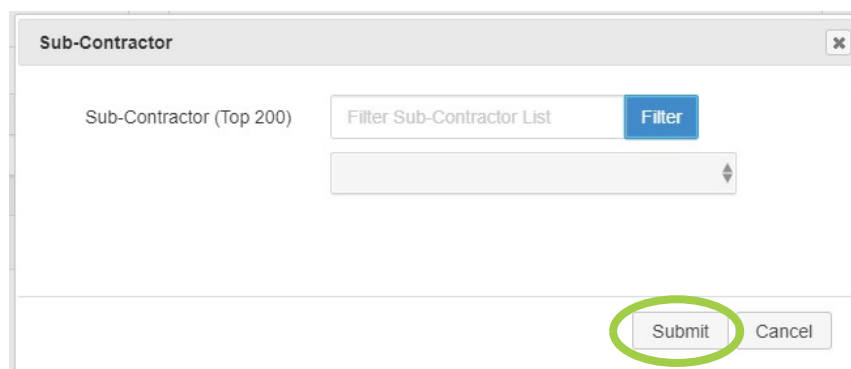
Management

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.



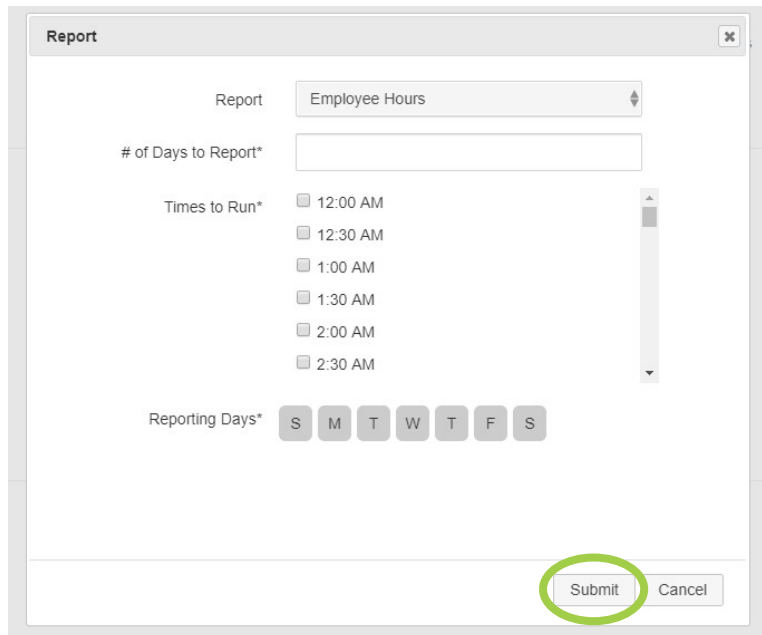
Subcontractor Access:

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.



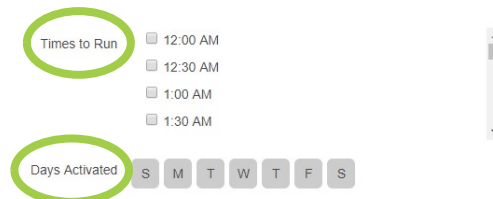
The screenshot shows a 'Report' configuration window. It contains the following fields and options:

- Report:** A dropdown menu currently set to 'Employee Hours'.
- # of Days to Report*:** An empty text input field.
- Times to Run*:** A list of times with checkboxes: 12:00 AM, 12:30 AM, 1:00 AM, 1:30 AM, 2:00 AM, and 2:30 AM. A scrollbar is visible to the right.
- Reporting Days*:** A row of seven buttons labeled S, M, T, W, T, F, S.
- Buttons:** 'Submit' and 'Cancel' buttons at the bottom right. The 'Submit' button is circled in green.

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.

Automatic Checkout



The screenshot shows the 'Automatic Checkout' configuration section. It contains the following fields and options:

- Times to Run:** A label circled in green, followed by a list of times with checkboxes: 12:00 AM, 12:30 AM, 1:00 AM, and 1:30 AM. A scrollbar is visible to the right.
- Days Activated:** A label circled in green, followed by a row of seven buttons labeled S, M, T, W, T, F, S.

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.

Project Requirements ⓘ

+ Requirement

Search Certs

No project requirements at this time.

Requirement Name:

OSHA Card

Min. Personnel: 1 Condition: per Range: Max 1

OSHA 10-Hour Construction

OSHA 30-Hour Construction

Or

N/A

N/A

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.

Subcontractor Requirements ⓘ

+ Requirement

Search Certs

No subcontractor requirements at this time.

Contract Number:

Drug Test

Company:

YOUR Company

Min. Personnel: 1 Condition: per Range: Max 1

12-Panel Drug Test

N/A

N/A

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.

Access Levels ⓘ

[+ Level](#)

Search Certs

No security access levels at this time.

Level Name:

Site Access

Orientation

N/A

[- Level](#)

Level Name:

Plant Access

OSHA 10-Hour Construction

N/A

[- Level](#)

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. This information is only for the project and does not factor into the [Company Safety](#) page.

Safety Information

Year	DART	EMR	TRIR	Hours	FTE
	0.000	0.870	0.000	0.990	0.000

Update Current Safety Info

Hours Worked *

DART Rate *

EMR *

TRIR *

FTE Employees *

[Update Safety](#)

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.

Assigned Employees

		Name	Phone	Occupation
Select	Remove	BOB JONES	513-555-1234	Concrete Finisher
Select	Remove	DALE LANE	513-555-1234	Craft Helper
Select	Remove	DALE LANE	513-555-1234	Concrete Finisher
Select	Remove	FARA SEA	513-555-1234	Laborer
Select	Remove	JAMES PARKER	513-555-1234	Superintendent
Select	Remove	JIMMY CRICKET	513-555-1234	Carpenter
Select	Remove	JOHN DOE	513-555-1234	Foreman
Select	Remove	RICK JASPER	513-555-1234	Laborer
<div>Assign by NameAssign by Cert</div>				

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.

Add Employees To Project

Search By Employee Name

john

Search

Back to Project

SEARCH RESULTS

Select	Name	Phone	Occupation
<input type="checkbox"/>	JOHN ALLEN DOE	(513) 516-1251	Mason
<input type="checkbox"/>	JOHN DOE	513-555-1234	Foreman
<input type="checkbox"/>	JOHN PARKER	(513)333-3333	Installation Technician

Add Employees

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.

☐ Silica Competent Person

☐ Chemical Spraying

☐ Bloodborne Pathogens

[Search Employees](#)

EMPLOYEES WHO HAVE THOSE CERTIFICATIONS

Select	Name	STAC ID	Occupation
<input type="checkbox"/>	CHRIS P. BACON	C14865	Carpenter
<input type="checkbox"/>	PETER IAN STAKER	P206236	Interior Finisher
<input type="checkbox"/>	SKIP FIXER	SB10F37	Interior Finisher

[Add to Project](#)

Add to Project


[View Project](#)

CERTIFICATIONS

Select	Certification	Description
<input checked="" type="checkbox"/>	OSHA 10-Hour Construction	OSHA 10 Hour Construction Industry Training
<input type="checkbox"/>	OSHA 30-Hour Construction	OSHA 30 Hour Construction Industry Training
<input checked="" type="checkbox"/>	First Aid & CPR	Basic First Aid & CPR Training
<input type="checkbox"/>	9-Panel Drug Test	9-Panel Drug Test
<input type="checkbox"/>	COATS Program	Construction Owners Association of the TriState Substance Abuse Program
<input type="checkbox"/>	Lead Awareness	2 Hour Lead Awareness Training

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 Documents							
	Name	Date	Renewal	Expires	Status	Public/Private	Doc
Select	Emergency Action Plan	7/31/2022			Active	Public	
Add Record							

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.

Comercial Building Project

Project Dashboard

Project Site

Save

Details

☐ Check to mark Complete

Project ID:
111

Address:
1011 Drive

*Zip Code:
45202

*Project Name:
Comercial Building

City:
Cincinnati

Country:
United States

*Office Reporting To:
Headquarters

State/Province:
Ohio

Owner:
TEST

Project Contact Name:

Company Contact Name:

Project Contact Number:

Company Contact Number:

Comercial Building Project

Details

Project ID:
111

Address:
1011 Drive

*Zip Code:
45202

Project Name:
Comercial Building

City:
Cincinnati

Country:
US

Office Reporting To:

State/Province:
OH

Owner:
TEST

Project Contact Name:

Owner Contact Name:

Project Contact Number:

Owner Contact Number:

Current Status

Employees On Site	Visitors On Site	Hours Worked Today
0	0	0.00

Project Documents

Name	Date	Renewal	Expires	Doc
------	------	---------	---------	-----

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.

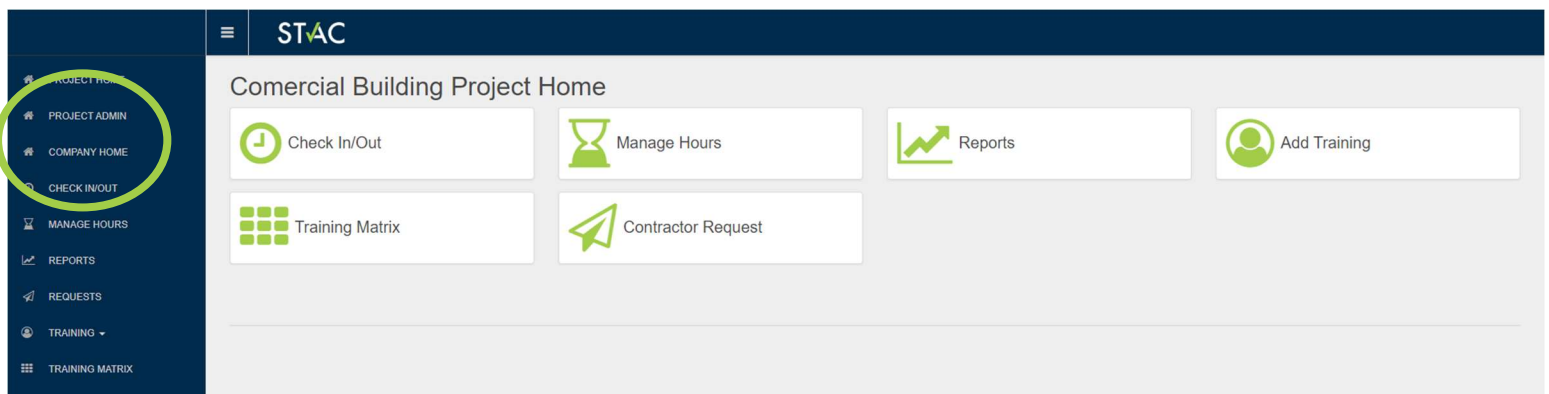
The screenshot shows the 'Project Site' form for a project titled 'Comercial Building Project'. The form is divided into two main sections: 'Details' and 'Management'. In the 'Details' section, there are input fields for Project ID (111), Address (1011 Drive), Zip Code (45202), Project Name (Comercial Building), City (Cincinnati), Country (United States), Office Reporting To (Headquarters), State/Province (Ohio), Owner (TEST), Project Contact Name, Company Contact Name, Project Contact Number, and Company Contact Number. A 'Check to mark Complete' checkbox is located in the top right corner of the 'Details' section. In the 'Management' section, there is a 'Project Administrators' table with columns for Admin, Checkout Notification?, Reports?, and Access Notifications?. The table currently shows 'No administrators found'. A '+ Admin' button is located in the top right corner of the 'Management' section.

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.

STAC

Comercial Building Access Management

PROJECT ACCESS

Security Level: No Restrictions STAC # [input] [Submit]

Employee Search: [input] [Search]

REQUIREMENT STATUS +

SUBCONTRACTOR REQUIREMENT STATUS +

Refresh

ON SITE

No check-ins today...

RECENT CHECK-OUTS

No check-outs today...

CURRENT STATS

Employees On Site	Visitors On Site	Hours Worked Today
0	0	0.00

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.

STAC

Comercial Building Hours Management

EMPLOYEE FILTER

Start Date [input] End Date [input] Employee: ALL [dropdown] [Get]

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 #)

STAC

Comercial Building Reports

REPORTS

Start Date: End Date:

☐ Employee Hours ☒ Employees Onsite

PROJECT DATA

Project: Comercial Building
Address: 1011 Drive
City: Cincinnati
State/Province: OH
Postal Code: 45202
Country: US

Requests:

Contractor Requests can be viewed and sent to employers through the Requests tab. To send a request, search for the contractor 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.

Contractor Request for Access Level Employees

Request Responses Sent

TO

Search For Contractor: Name: Email:

JOHN DOE

BODY

Security Level:

Min. Requested Employees:

Company - Contract Number:

No contracts Available

Message to Append:

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).

STAC

Group Training with Scan Capability

TRAINED PERSONNEL

STAC # **Add**

Employee Search **Search**

Location Filter

Project Employee Filter

Add Selected Employees >>

Name	STAC	Company
<input type="checkbox"/>	TD53F67	
<input type="checkbox"/>	G7E7588	
<input type="checkbox"/>	MDS1910	
<input type="checkbox"/>	BB31210	

TRAINING INFO

Employees*

No Employees Selected

Training Type*

Training* **Find**

Sub-Training Of **Find**

Training Provider

Save

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.

STAC

Group Training

SEARCH CONTROLS

Certification **Search**

Certification Type **Search**

TRAINING GROUPS

No records exist

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.

1. Choose Filters

FILTER BY OCCUPATION: All

FILTER BY LOCATION: All

TAKEN SINCE:

FILTER BY CERTIFICATIONS:

<input checked="" type="checkbox"/>	Name	Type
<input checked="" type="checkbox"/>	12-Panel Drug Test	Drug Test
<input checked="" type="checkbox"/>	24-Hour HAZWOPER	Training
<input checked="" type="checkbox"/>	2-Hour Drug & Alcohol Awareness	Training
<input checked="" type="checkbox"/>	40-Hour HAZWOPER	Training
<input checked="" type="checkbox"/>	5-Panel DOT Drug Test	Drug Test
<input checked="" type="checkbox"/>	8-Hour Fall Prevention	Training
<input checked="" type="checkbox"/>	9-Panel Drug Test	Drug Test
<input checked="" type="checkbox"/>	ACI Program	Safety Program
<input checked="" type="checkbox"/>	Aerial Lift Platform	Training
<input checked="" type="checkbox"/>	Approved Drug Test	Drug Test

1 2 3 4 5 6 7 8 9

FILTER BY EMPLOYEES:

Employees by Project: All

Employees by Name:

<input checked="" type="checkbox"/>	Name	STAC	Company
<input checked="" type="checkbox"/>	BEN SERVDE	B085B32	YOUR Company
<input checked="" type="checkbox"/>	BOB JONES	BED4123	YOUR Company
<input checked="" type="checkbox"/>	CAPTAIN CRUNCH	C7C7012	YOUR Company
<input checked="" type="checkbox"/>	CHRIS P. BACON	C14865	YOUR Company
<input checked="" type="checkbox"/>	DALE LANE	D16D124	YOUR Company
<input checked="" type="checkbox"/>	DALE LANE	DBCEF33	YOUR Company
<input checked="" type="checkbox"/>	DAVID DOWNEY	DD1427	YOUR Company
<input checked="" type="checkbox"/>	DEMOLITION DAN	D4D8049	YOUR Company
<input checked="" type="checkbox"/>	DIGGER SPADE	D265A34	YOUR Company
<input checked="" type="checkbox"/>	DO RAY ME JR.	DBEB621	YOUR Company

1 2 3 4 5 6

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).

2. Select Report

Expiration Dates

Expired & Taken Dates

Taken Dates

Expired & Current*

Export to Excel

* This report includes training that is currently active and training that is already expired, but not yet archived.

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.