

STVAC

User Guide

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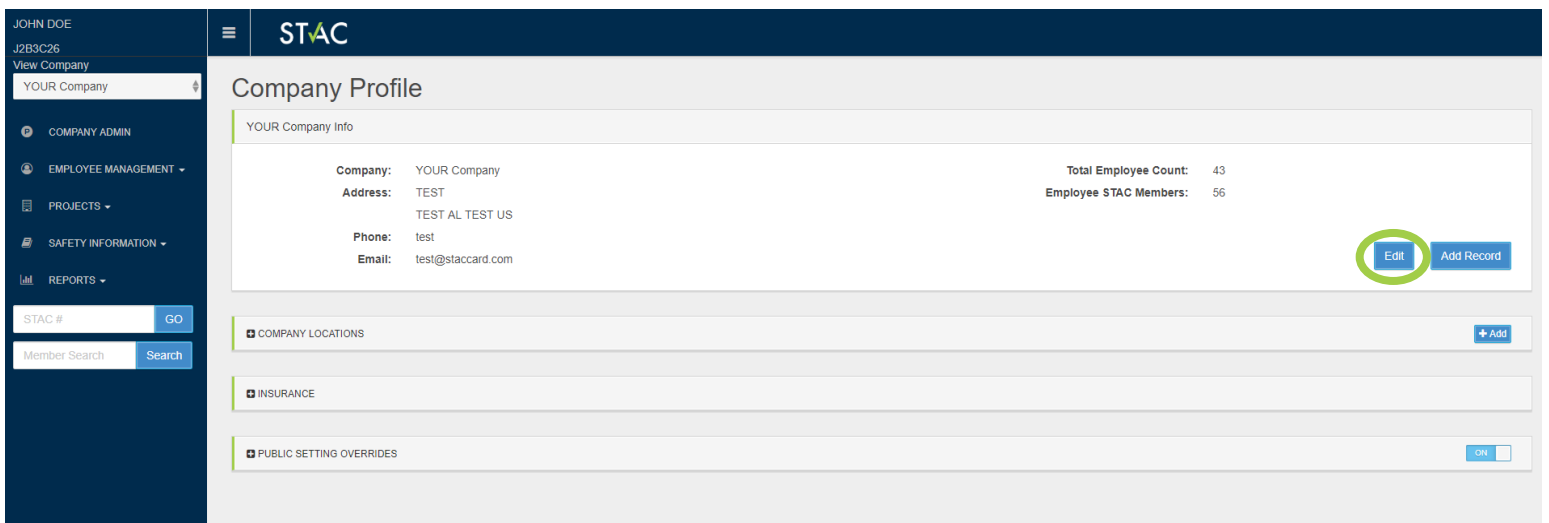
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Company Admin

YouTube Tutorial: <https://youtu.be/tZdf8UhrIzQ>

Company Profile:

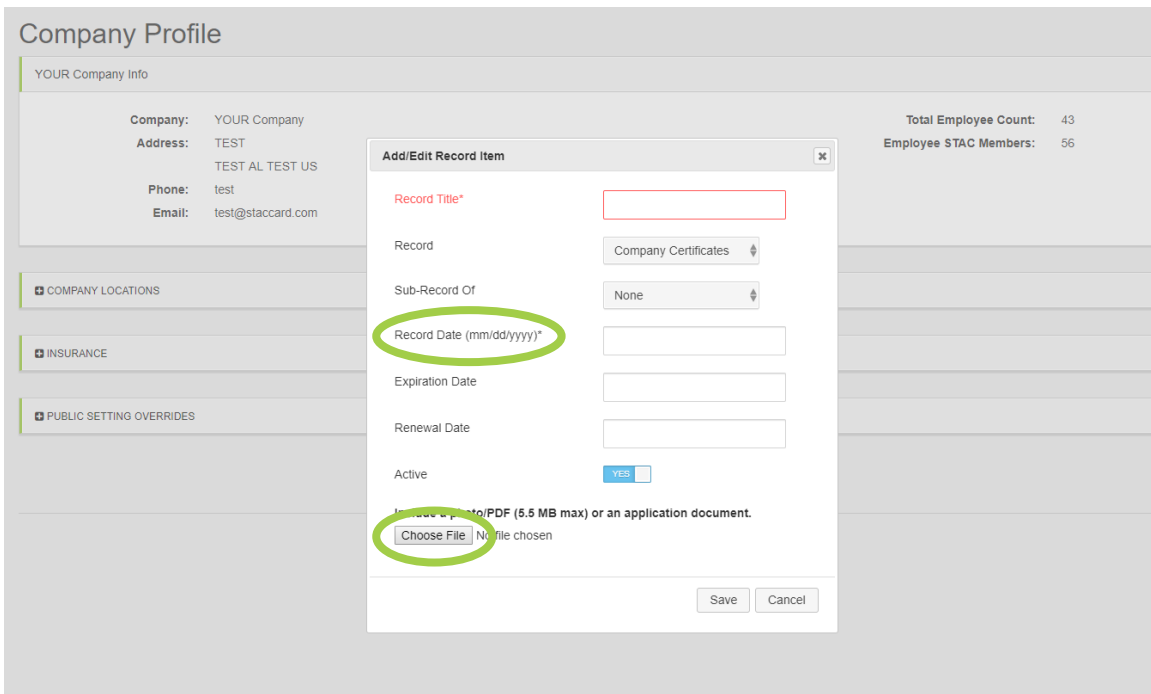
The company profile page allows you to provide basic information regarding your company, add company records, add company locations, and edit overrides for what is shown on employee profiles. Basic company information like address, phone number, or email can be changed by clicking the “Edit” button.



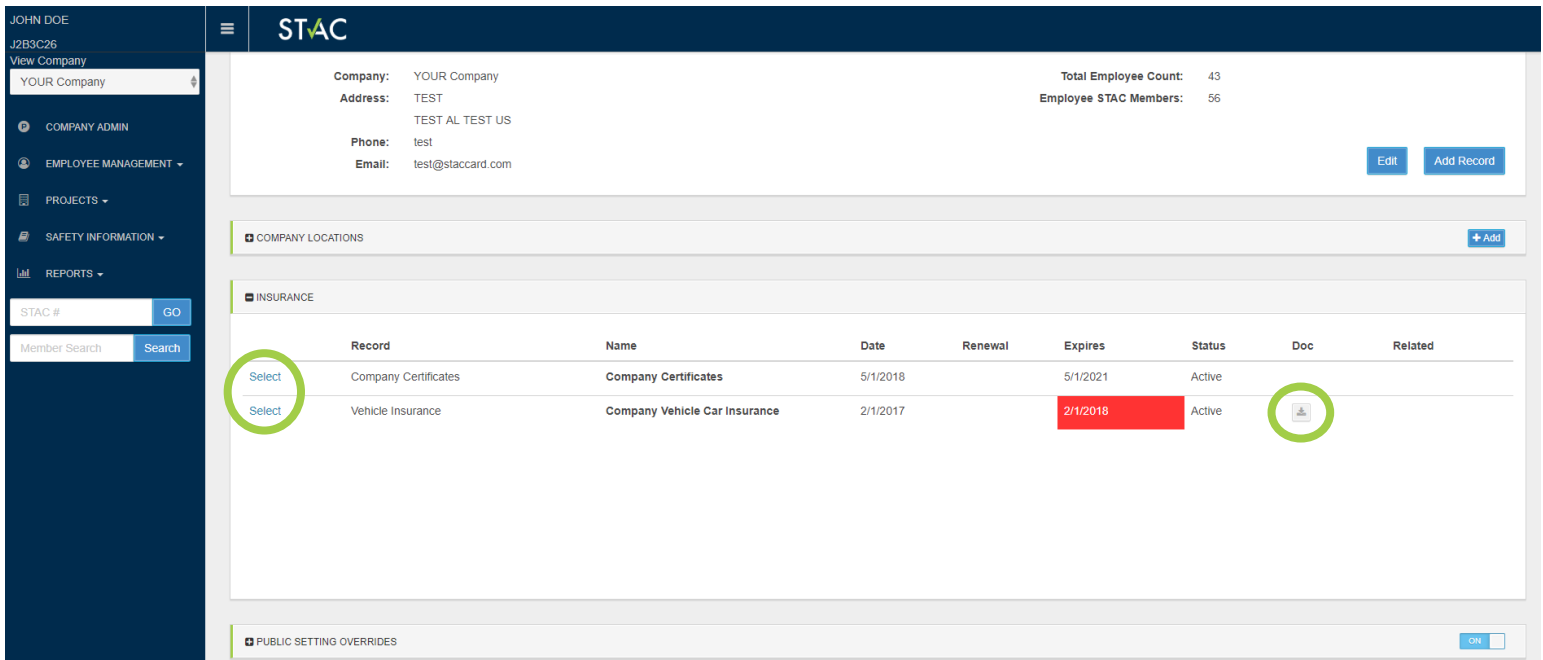
Add Record:

Employee records can be added by clicking the “Add Record” button. Company records can range from certificates to safety/training documents or vehicle insurance. If there is a type of company document you would like to add that is not listed, please let us know. Each record requires a Record Date and allows an image file (pdf, png, jpeg, etc.) to be uploaded.





Once saved, company records are stored by alphabetical order. Documents can be viewed by clicking the download button. Records can be edited by clicking “Select” to bring up the record information.



Company Locations:

Company Locations allows you to provide information for more than one office. This allows companies to assign employees to their proper location based on where they work. Company locations can be added by clicking the “+Add” button found in the Company Locations dropdown. Locations can be edited/deleted by the icons located to the right-hand side.

The screenshot shows the 'Company Profile' page in the STAC system. The left sidebar contains navigation options: COMPANY ADMIN, EMPLOYEE MANAGEMENT, PROJECTS, SAFETY INFORMATION, and REPORTS. The main content area is titled 'Company Profile' and includes 'YOUR Company Info' with fields for Company, Address, Phone, and Email. To the right, it shows 'Total Employee Count: 43' and 'Employee STAC Members: 56'. Below this is a 'COMPANY LOCATIONS' section with a table and an '+ Add' button. The table has columns for Location, Address, City, State/Province, Postal Code, Country, and Phone. Two rows are shown: 'Headquarters' and 'Satellite'. Each row has edit and delete icons. A green circle highlights the '+ Add' button, and another green circle highlights the edit and delete icons for the 'Satellite' location. Below the table are sections for 'INSURANCE' and 'PUBLIC SETTING OVERRIDES' with an 'ON' button.

Location	Address	City	State/Province	Postal Code	Country	Phone
Headquarters	123 Street	City	Ohio	11111	US	555-555-5555
Satellite	456 Drive	Cincinnati	Ohio	66337	US	555-555-5555

Public Setting Overrides:

Public Setting Overrides allows you to edit what type of information is available to be viewed publicly for all employees if a card/sticker is scanned. If an employer uses STAC to store drug tests or background checks but does not want this information available to the public, the public setting overrides can keep this information confidential. Turn public setting overrides on by clicking the button to the right-hand side until it highlights blue “ON”. Select each button individually to show what information you want to be publicly viewable.

The screenshot shows the 'PUBLIC SETTING OVERRIDES' section of the STAC system. It features a list of settings with 'YES' and 'NO' radio buttons. A green circle highlights the 'ON' button in the top right corner of the section. The settings listed are:

Emergency Medical	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Current Project(s)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Past Project(s)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Other	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Training	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Safety Program	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Drug Test	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Background Check	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Toolbox Talk / Safety Meeting	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Medical	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supporting Documentation	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Continuing Education Units	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Site Clearance	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Corrective Action	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
HR Documentation	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Licenses	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Insurance Information	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Substance Abuse Program (No PHI)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Equipment	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Environmental	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Quality	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

Authorization/Public Consent

The purpose of the Authorization/Public Consent Tab is to activate and deactivate employee public profiles.

- To activate an individual employee public profile, click the button under the Public Profile column to “YES”. To activate all active employee public profiles at once, click the Public Profile Override in the right-hand corner.

The Authorization/Public Consent Tab allows you to view and track the following:

- Employee roles
- Authorization consent forms on file
- Issuance of employee ID card and/or stickers

Employee ID	Name	Location	Role	Active	Authorization/Consent	Photo	Card/Sticker Issued	Public Profile
	MR ANDERSON	Headquarters	Company Admin	<input checked="" type="checkbox"/>	No	No	Yes	<input type="checkbox"/>
uav123	CHRIS P. BACON	Headquarters	Company Privileged	<input checked="" type="checkbox"/>	No	Yes	Yes	<input type="checkbox"/>
	SUSIE BEE	Headquarters	Standard User	<input checked="" type="checkbox"/>	No	Yes	No	<input type="checkbox"/>
	JOE BOB	Headquarters	Standard User	<input checked="" type="checkbox"/>	No	No	No	<input type="checkbox"/>
	KNIGHT CLUB	Headquarters	Standard User	<input checked="" type="checkbox"/>	No	Yes	Yes	<input type="checkbox"/>
	JIMMY CRICKET	Headquarters	Training Inputter	<input checked="" type="checkbox"/>	No	No	Yes	<input type="checkbox"/>
	CAPTAIN CRUNCH	Headquarters	Standard User	<input checked="" type="checkbox"/>	No	Yes	Yes	<input type="checkbox"/>

Apparel

The Apparel section allows you to add custom apparel options so you can track employee sizes and information. To add a new apparel item, click the ‘+Add’ button and fill out the information. Once created, these apparel options are located on employee profiles under the Other Information section.

Name	Company Specific	Apparel Options	Enabled
Shirt	False	Common (S/M/L/...	True
Sweater	False	Common (S/M/L/...	True

Employee Management

Employee List:

The Employee List contains all employees currently uploaded into the STAC database. The list can be filtered using the highlighted ID, Name, Suffix, Occupation, Card Issued, Active, Location, and Current Project column headers. Search bars are available for ID, Names, Occupation, and Project headers. Employees can be activated/deactivated from this list by using the Active button.

The screenshot shows the 'Employee List' page. A green oval highlights the 'Download Employee List' button at the top. Another green oval highlights the table headers: Employee ID, Last Name, First Name, Middle Name, Suffix, Occupation, Card Issued?, Active?, Location, and Current Project?. A third green oval highlights the 'Active?' column for the employee with ID 987654, where the 'YES' button is circled.

Employee ID	Last Name	First Name	Middle Name	Suffix	Occupation	Card Issued?	Active?	Location	Current Project?
Select	ANDERSON	MR	T		Boss	<input type="checkbox"/>	<input checked="" type="checkbox"/> YES	Lexington	STAC Office
Select	BACON	CHRIS	P		Laborer	<input type="checkbox"/>	<input checked="" type="checkbox"/> YES	Cincinnati	STAC Office
Select	CARTMAN	ERIC				<input type="checkbox"/>	<input checked="" type="checkbox"/> YES	Cincinnati	
Select 8624	CLUB	KNIGHT			Superintendent	<input type="checkbox"/>	<input checked="" type="checkbox"/> YES	Lexington	STAC Office
Select	CRUNCH	CAPTAIN			Laborer	<input type="checkbox"/>	<input checked="" type="checkbox"/> YES	Dayton	STAC Office
Select	DAN	DEMOLITION			Excavator	<input type="checkbox"/>	<input checked="" type="checkbox"/> YES	Cincinnati	Tool Time
Select 987654	DAVIS	MATT			Finisher	<input type="checkbox"/>	<input checked="" type="checkbox"/> YES	Dayton	

Download Employee List:

The download Employee List button allows you to download an excel file of your Employee List with the current filters applied. To use this feature, filter your list to the employees you would like shown and click the 'Download Employee List' button. Your list will now be available in your downloads folder.

Add Employee:

Employees can be manually added to the employee list by clicking the “Add Employee” button.

Employee ID	Last Name	First Name	Middle Name	Suffix	Occupation	Card Issued?	Active?	Location	Current Project?
Select	ANDERSON	MR	T		Boss	⊘	YES <input type="checkbox"/>	Lexington	STAC Office
Select	BACON	CHRIS	P		Laborer	⊘	YES <input type="checkbox"/>	Cincinnati	STAC Office
Select	CARTMAN	ERIC				⊘	YES <input type="checkbox"/>	Cincinnati	
Select 8624	CLUB	KNIGHT			Superintendent	⊘	YES <input type="checkbox"/>	Lexington	STAC Office
Select	CRUNCH	CAPTAIN			Laborer	⊘	YES <input type="checkbox"/>	Dayton	STAC Office
Select	DAN	DEMOLITION			Excavator	⊘	YES <input type="checkbox"/>	Cincinnati	Tool Time
Select 987654	DAVIS	MATT			Finisher	⊘	YES <input type="checkbox"/>	Dayton	

When manually adding employees, the following information is required:

- First/Last Name
- Gender
- Race
- Date of Birth
- City
- State
- Country
- Postal Code
- Location

Add Employee

General Information

First Name:

Middle Name:

Last Name:

Suffix:

Gender:

Race:

Date of Birth:

Address:

City:

State/Province:

Country:

Account Info

App Role:

Have login details?

Password:

Confirm password:

Employee Info

Employee ID:

Date Hired:

Occupation:

Location:

Photo: [Click to upload your photo](#)

To give your employee login credentials, fill out the Account Info section. If you do not want this employee to have credentials, change the box from 'Yes' to 'No' next to 'Have login details?'. If you would like to upload an employee's profile picture, this can be done by clicking the 'Click to upload your photo' at the bottom of the screen. Once the information is filled out select "Save Information" to add this employee to the employee list.

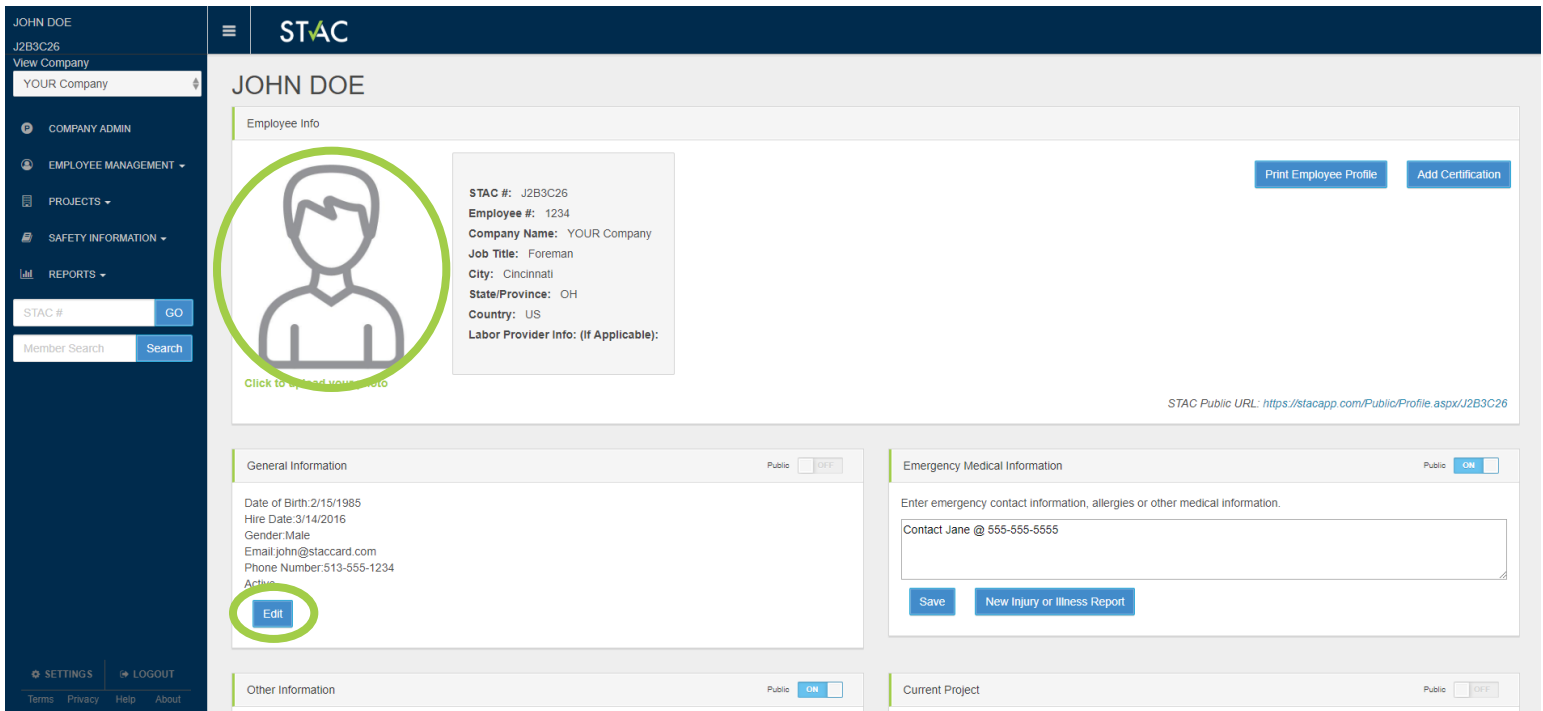
Employee Profile:

To view an employee's profile, click the "Select" button location next to the employee's name. This will allow you to view and edit the information that is associated with this employee.

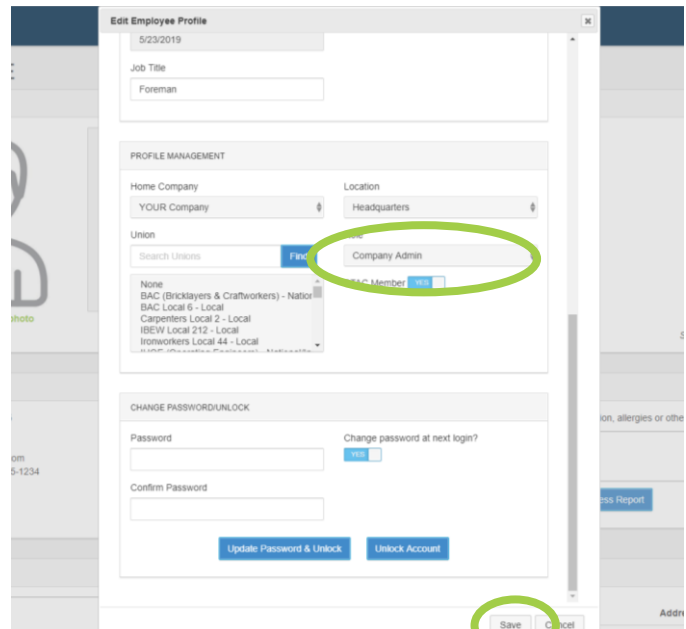
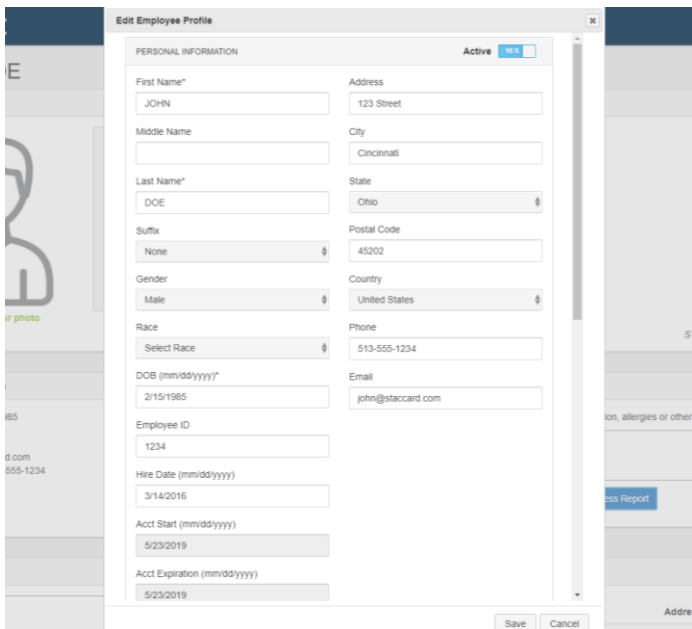
The screenshot shows the STAC Employee List interface. On the left is a dark blue sidebar with the user's name 'JOHN DOE' and ID 'J2B3C26'. Below this are navigation links: 'View Company', 'YOUR Company', 'COMPANY ADMIN', 'EMPLOYEE MANAGEMENT', 'PROJECTS', 'SAFETY INFORMATION', and 'REPORTS'. At the bottom of the sidebar are search fields for 'STAC #' and 'Member Search'. The main content area is titled 'Employee List' and contains two buttons: 'Add employee' and 'Add Group Training'. Below these is a table with the following columns: Employee ID, Last Name, First Name, Middle Name, Suffix, Occupation, Card Issued?, Active?, Location, and Current Project?. The table lists several employees, with the first row for 'ANDERSON MR' highlighted by a green oval around the 'Select' button in the Employee ID column.

Employee ID	Last Name	First Name	Middle Name	Suffix	Occupation	Card Issued?	Active?	Location	Current Project?
Select	ANDERSON	MR			Big Kahuna	✓	YES	Headquarters	Marcrest Mezzanie, Marcrest Mezzanie
Select	BACON	CHRIS	P.		Carpenter	✓	YES	Headquarters	Hospital Project, Special Project, TEST Project
Select	BEE	SUSIE			Welder	✗	YES	Headquarters	
Select	BENNE	KEVIN			Safety Executive	✓	NO	Headquarters	Comercial Building
Select	BOB	JOE				✗	YES	Headquarters	
Select	BUILDING CO	R. J.	BEISCHEL		Carpenter	✓	NO	Satellite	Hospital Project
Select	CLUB	KNIGHT			Welder	✓	YES	Headquarters	
Select	CRICKET	JIMMY			Carpenter	✓	YES	Headquarters	Comercial Building, TEST Project
Select	CRUNCH	CAPTAIN			Carpenter	✓	YES	Headquarters	Hospital Project, Marcrest Mezzanie, New Start, New Test Project 2, Special Project, TEST Project

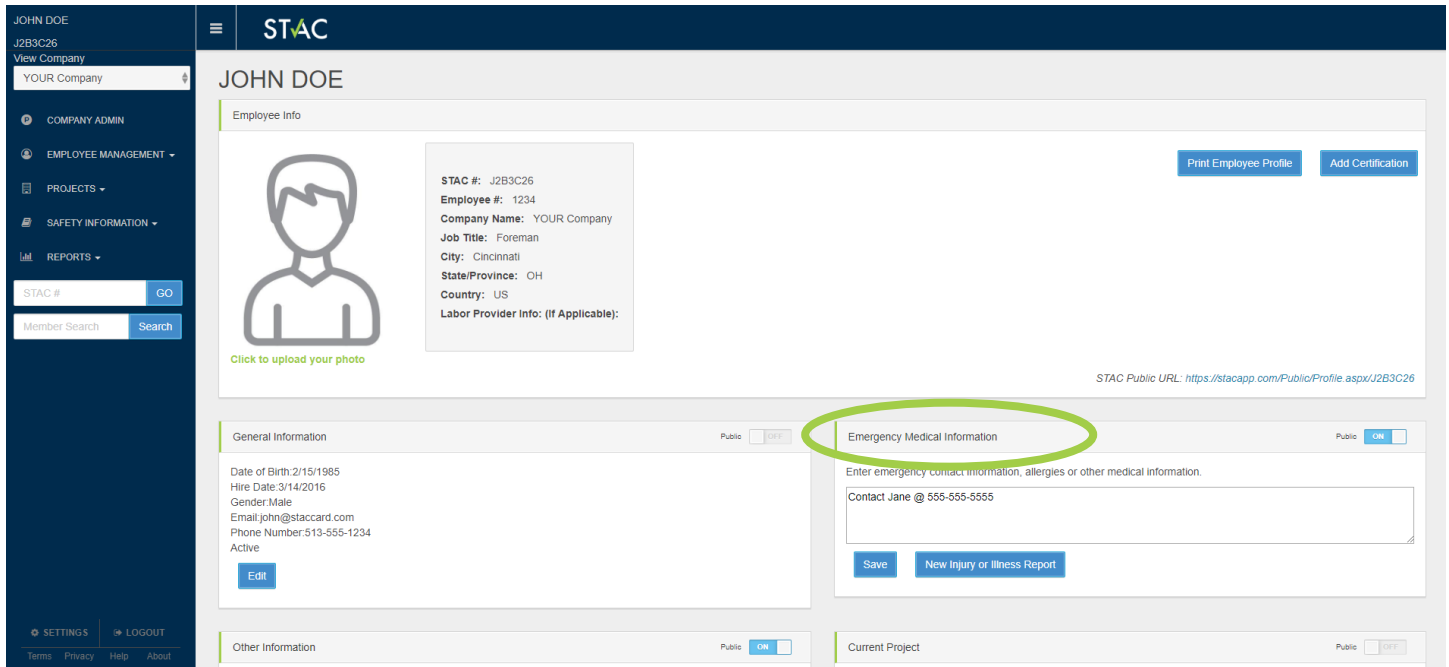
Basic information is shown along the top of the profile including a STAC #. This is a unique number given to each employee within STAC to provide a unique identifier when adding/editing this profile in the future. An employee photo can be uploaded by clicking on the blank photo. The Employee Info is separated into multiple categories:



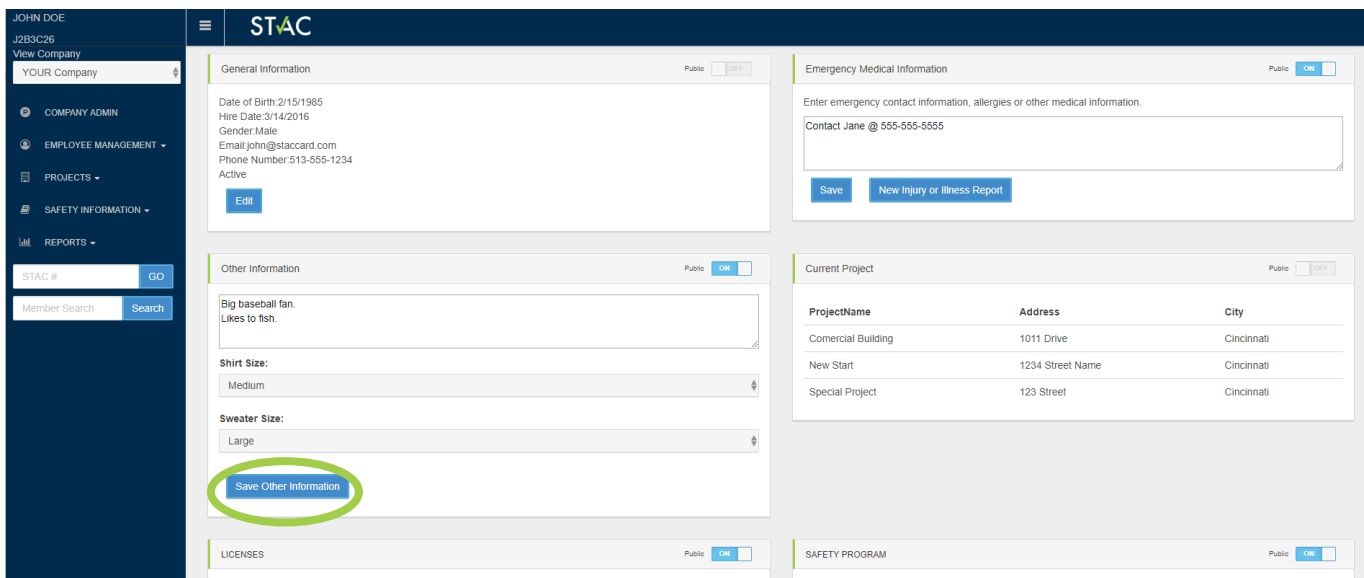
General Information – Contains the employee’s personal information (information filled out when creating employee), profile management (ability to assign union relationships and company roles), and ability to change a login password or unlock their account. This information can be edited by clicking the “Edit” button within the General Information section. To complete an employee’s login information, change their role to allow for more permissions.



Emergency Medical Information – Contains a text box that allows medical information to be inputted on the employee’s behalf. This can be used to input emergency contact information, known allergies, or report illnesses or injuries. To edit this information, type in the text box and click “Save”. To report an injury or illness, click the “New Injury or Illness Report” button (see [Safety Information](#) for more).



Other Information – Contains a text box to add any information for this employee that is not part of their general information. Shirt Size and Sweater Size are also available to select. To edit this information, type in the text box or select from the drop-down lists and click “Save Other Information”.



Additional Information Boxes – Contains the projects, safety trainings, and certifications of the employee you are viewing. Documents can be viewed by clicking the **Download** icon. Information can be edited by clicking the **“Select”** button (see [Add Training](#) for more information).

Employee .CSV Upload:

YouTube Tutorial: <https://youtu.be/-z6TFAhOtnI>

The Employee .CSV Upload is a way to import or update multiple employees at one time. To use the upload function, you will need to use the compatible CSV files located via download to the right of the screen.

Insert:

To import new employees not currently on your Employee List, select the insert csv file by clicking the “Download Insert Example” file. Once downloaded, you will need to fill out the column information for each employee. The column headers with an “*” are information that is required for the upload to be completed. Options for Column Dropdowns are as follows:

- Gender: Male, Female, N/A
- Race: American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Multiracial, N/A, Native Hawaiian or Other Pacific Islander, White
- State: United States and Canadian Provinces (Use two letter abbreviation for upload)
- Country: US or Canada
- Client Active: TRUE, FALSE
- Location: Must match a company location
- With Company: TRUE, FALSE

Employee .CSV Upload

Action: **Insert**

Choose .csv file to upload.

Choose File No file chosen

Import

Instructions

This page allows you to import a .csv file in order to add or update employees to the STAC application. Please ensure the file is in the correct format. (Note: Different formats when inserting and updating.)

- Insert: **Download Insert Example**
- Update: First **Refresh Employee List** (Approximately 5 Min)
Then **Download Current Employees** (Remember to change to .csv)

1. Select the appropriate action (Insert new employees or update existing)
2. Select a .csv file to import.
3. Click Import

Once the file is filled out, save the file as a CSV. Under the action dropdown select Insert, choose your csv file and click Import.

Employee ID	*First Name	Middle Name	*Last Name	*Suffix	*Gender	*Race	Address	City	State/Province	Postal Code	Country	Email	Phone Number	*DOB	*Client Active	Hire Date	Term Date	Re-HireDate	Occupation	*Location	*With Company?
1234	Suzie	M	Quest		Female	White	1234 Main	Dayton	OH	45342	US	bbob@definitypartners.com	513-555-1234	10/10/1980	TRUE	1/1/2017			Welder	Headquarters	TRUE
2345	Mick	Jackie	Robinson	Sr.	Male	Hispanic	4512 Central Ave	Toronto	BC	M1R 0E9	Canada	bEvans1@definity.com	513-555-4561	10/10/1970	TRUE	4/1/2016			Sheet Metal Worker	Headquarters	TRUE

Once imported you will see a CSV results section. If the number of CSV Data Rows matches the Rows Saved, all information was imported correctly. If these numbers do not match, check the CSV Rows w/ Errors to view what problems need fixed.

The screenshot displays the STAC Employee .CSV Upload interface. At the top left, the STAC logo is visible. The main heading is "Employee .CSV Upload". Below this, there is a form with an "Action" dropdown set to "Insert". A "Choose .csv file to upload:" section includes a "Choose File" button and the text "No file chosen". An "Import" button is located below the file selection area. To the right, an "Instructions" box provides guidance: "This page allows you to import a .csv file in order to add or update employees to the STAC application. Please ensure the file is in the correct format. (Note: Different formats when inserting and updating.)". It lists two actions: "Insert" with a "Download Insert Example" link, and "Update: First" with a "Refresh Employee List" button (noted as "Approximately 5 Min") followed by "Then" with a "Download Current Employees" button (noted as "Remember to change to .csv"). A numbered list follows: 1. Select the appropriate action (Insert new employees or update existing), 2. Select a .csv file to import, and 3. Click Import. Below the instructions, the "CSV Results" section is highlighted with a green oval. It contains four items: "CSV Data Rows" with a value of 2, "Rows Saved" with a value of 0, "CSV Rows w/ Errors" with a value of 1234 M, 2345 Jackie, and "Error List".

STAC

Employee .CSV Upload

Action:

Choose .csv file to upload:
 No file chosen

Instructions

This page allows you to import a .csv file in order to add or update employees to the STAC application. Please ensure the file is in the correct format. (Note: Different formats when inserting and updating.)

- Insert:
- Update: First (Approximately 5 Min)
Then (Remember to change to .csv)

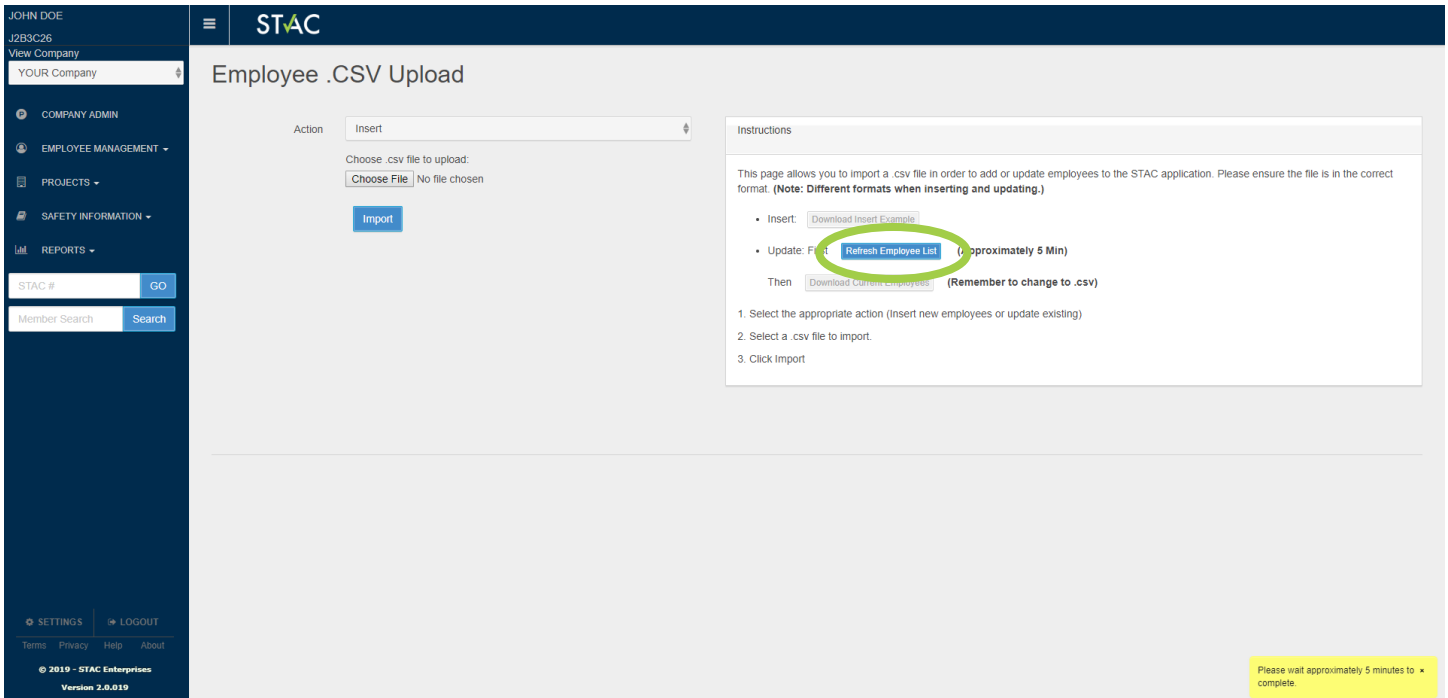
1. Select the appropriate action (Insert new employees or update existing)
2. Select a .csv file to import.
3. Click Import

CSV Results

CSV Data Rows	2	CSV Rows w/ Errors	1234 M, 2345 Jackie
Rows Saved	0	Error List	

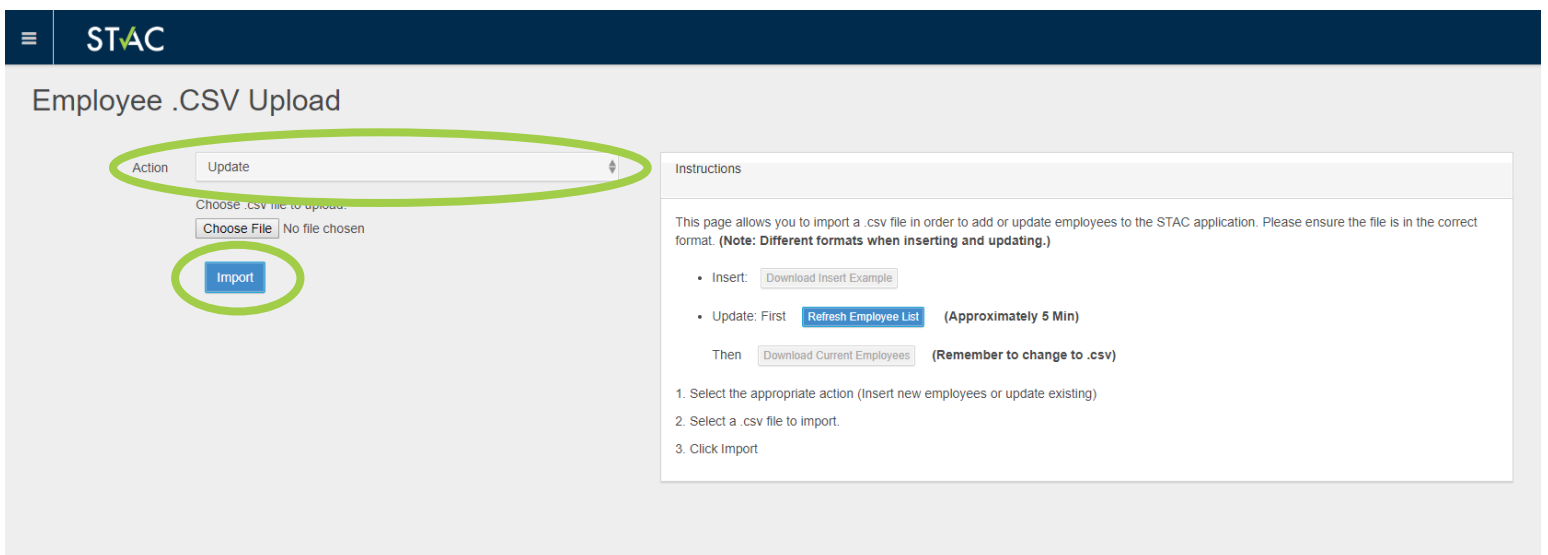
Update:

To update existing employee information, you will first need to refresh the employee list by clicking the “Refresh Employee List” button.



The screenshot shows the STAC Employee .CSV Upload interface. On the left is a dark blue sidebar with user information (JOHN DOE, J2B3C26) and navigation menus for COMPANY ADMIN, EMPLOYEE MANAGEMENT, PROJECTS, SAFETY INFORMATION, and REPORTS. The main content area has a title 'Employee .CSV Upload' and an 'Action' dropdown menu currently set to 'Insert'. Below this is a 'Choose .csv file to upload:' section with a 'Choose File' button and 'No file chosen' text, and an 'Import' button. To the right is an 'Instructions' box with the following text: 'This page allows you to import a .csv file in order to add or update employees to the STAC application. Please ensure the file is in the correct format. (Note: Different formats when inserting and updating.)'. The instructions list three steps: 1. Select the appropriate action (Insert new employees or update existing), 2. Select a .csv file to import, and 3. Click Import. In the 'Update: First' step, the 'Refresh Employee List' button is highlighted with a green circle. Below the instructions is a yellow banner that says 'Please wait approximately 5 minutes to complete.'

You will need to wait a few minutes to allow the list to update. Once you have waited, click the “Download Current Employees” button. This will open the employee list as an excel to edit (if you receive an error during download, refresh Employee List again and wait an additional amount of time). Once the list is updated, save the file as a CSV document. Under the action dropdown select Update, choose your csv file and click Import.



This screenshot shows the same STAC Employee .CSV Upload interface as the previous one, but with the 'Action' dropdown menu now set to 'Update'. The 'Refresh Employee List' button in the instructions is still highlighted with a green circle. The 'Import' button is also highlighted with a green circle. The yellow banner at the bottom right is no longer visible.

Once updated you will see a CSV results section. If the number of CSV Data Rows matches the Rows Saved, all information was updated correctly. If these numbers do not match, check the CSV Rows w/ Errors to view what problems need fixed.

The screenshot shows the STAC Employee .CSV Upload interface. At the top left is the STAC logo. The main heading is "Employee .CSV Upload". Below this, there is an "Action" dropdown menu set to "Update". A "Choose .csv file to upload:" section contains a "Choose File" button and the text "No file chosen". Below that is an "Import" button. To the right is an "Instructions" box with the following text: "This page allows you to import a .csv file in order to add or update employees to the STAC application. Please ensure the file is in the correct format. (Note: Different formats when inserting and updating.)". The instructions list two actions: "Insert" with a "Download Insert Example" button, and "Update: First" with a "Refresh Employee List" button (approximately 5 Min), followed by "Then" with a "Download Current Employees" button (Remember to change to .csv). A numbered list follows: 1. Select the appropriate action (Insert new employees or update existing); 2. Select a .csv file to import; 3. Click Import. Below the instructions is the "CSV Results" section, which is circled in green. It displays four statistics: "CSV Data Rows" (2), "Rows Saved" (0), "CSV Rows w/ Errors" (1234 M, 2345 Jackie), and "Error List".

STAC

Employee .CSV Upload

Action: Update

Choose .csv file to upload:
Choose File | No file chosen

Import

Instructions

This page allows you to import a .csv file in order to add or update employees to the STAC application. Please ensure the file is in the correct format. (Note: Different formats when inserting and updating.)

- Insert: [Download Insert Example](#)
- Update: First [Refresh Employee List](#) (Approximately 5 Min)
Then [Download Current Employees](#) (Remember to change to .csv)

1. Select the appropriate action (Insert new employees or update existing)
2. Select a .csv file to import.
3. Click Import

CSV Results

CSV Data Rows	2	CSV Rows w/ Errors	1234 M, 2345 Jackie
Rows Saved	0	Error List	

Add Authorization:

YouTube Tutorial: <https://youtu.be/9uI3jNLQswg>

Employee Authorization forms are used to confirm your employees have given consent to share their personal information. These forms are not required to use STAC, however they are encouraged due to ever changing privacy laws and regulations.

The authorization form for an employee(s) is uploaded by either scanning/swiping their badge or by selecting their names from the employee list. Once all employees have been scanned/swiped or selected, click the “Add Selected Employees” button. This will populate your selected employees to the right of the screen for review. Add the date they signed the form (dd/mm/yyyy), select the file, and then hit save at the top right-hand corner. The authorization is then added to employee profile(s) as proof of their consent.

JOHN DOE
J2B3C26
View Company
YOUR Company

COMPANY ADMIN
EMPLOYEE MANAGEMENT
PROJECTS
SAFETY INFORMATION
REPORTS

STAC # GO
Member Search Search

Group Authorization with Scan Capability

TRAINED PERSONNEL

STAC # Add

Employee Search Search

Project Employee Filter All

Add Selected Employees >>

Name	STAC	Company
<input checked="" type="checkbox"/> BEN SERVDE	B085B32	YOUR Company
<input type="checkbox"/> BOB JONES	BED4123	YOUR Company
<input checked="" type="checkbox"/> CAPTAIN CRUNCH	C7C7012	YOUR Company
<input type="checkbox"/> CHRIS P. BACON	C14865	YOUR Company
<input type="checkbox"/> DALE LANE	D16D124	YOUR Company
<input type="checkbox"/> DALE LANE	DBCEF33	YOUR Company

AUTHORIZATION INFO

Employees*

Name	STAC	Company
Delete BEN SERVDE	B085B32	STAC Enterprises
Delete CAPTAIN CRUNCH	C7C7012	YOUR Company
Delete DAVID DOWNEY	DD1427	STAC Enterprises
Delete DIGGER SPADE	D265A34	YOUR Company

Date*

Include a document as evidence of the authorization. Can be a photo or PDF document. (5.5 MB max)

Choose File No file chosen

Save

Add Individual Training:

YouTube Tutorial: <https://youtu.be/KPg9yJI6ABY>

There are two places to add an Individual Training for one employee. The first is under “Add Individual Training”. The second is within their employee profile by clicking “Add Certification”.

The screenshot displays the STAC system interface. On the left, a navigation sidebar lists various options, with 'ADD INDIVIDUAL TRAINING' highlighted in blue and circled in green. The main content area shows the profile for 'JOHN DOE'. It includes a placeholder for a photo with the text 'Click to upload your photo'. To the right of the photo, there is a box containing employee information: STAC #: J2B3C26, Employee #: 1234, Company Name: YOUR Company, Job Title: Foreman, City: Cincinnati, State/Province: OH, Country: US, and Labor Provider Info: (If Applicable):. In the top right corner of the profile area, there are two buttons: 'Print Employee Profile' and 'Add Certification', with the latter circled in green. The bottom right corner of the page contains the URL: STAC Public URL: <https://stacapp.com/Public/Profile.aspx/U2B3C26>.

When selecting Add Individual Training, the first step will be to select the employee. If you are on an employee profile and click “Add Certification” that employee will automatically be selected for the training.

You will then select a training type. These training types are how information is grouped within an employee profile. Once a training type is selected, you must choose the type of training. Select a training from the list or select ‘Create New Cert’ from the bottom of the list to create a new training name not listed (If you are creating a new cert, the New Training Name is required. When creating a new cert, make sure the Company Specific button is turned to Yes so this will only be viewable for your company).

The ‘Sub-Training Of’ function will be used for refresher courses that relate to a specific training (ex. HAZWOPER yearly refresher would be a sub-training of the HAZWOPER cert).

Then input the date the training was taken in the dd/mm/yyyy format. The remaining information (Training Provider, Instructor, License, Expiration Date, Retrain Date) are optional but are encouraged to track when things are set to expire. Lastly, select an image file (pdf, png, jpeg) to upload and click “Save”.

Once saved the individual trainings will be viewable on the employee’s profile under the provided training type. These trainings can be edited by clicking Select to open the training window.

Archive Function

Once a training has expired or is no longer relevant, this training can be archived. Archiving the training does not remove the training but allows it to be hidden from view so only relevant training is shown. To archive a training, go to the employee’s profile and select the training, scroll to the bottom of the page, and check the “Archive” button from No to YES. Once saved the training is hidden from view. To view archived training, click the “Hist” checkbox located along the top of the Training Type. The archive function is available for both individual and group trainings.

Union Training NO

Passed PASS

Archive? NO

Active YES

Include a document as evidence of your certification. Can be a photo or PDF document. (5.5 MB max)

Current Certification Document
 No file chosen

TRAINING							Public <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Hist.	Name	Completed	Expiration	Lic. #	Doc	Related	
Select	Company Specific Training	1/3/2021					
Archived	New Training	11/8/2019					
Select	New Training	7/31/2022	7/31/2023				

Auto Archive Function

A training will be automatically archived when a new training with the same name is added with an expiration date. This automatic archive will hide the old training so only the new training with the updated expiration date is visible. An example of this function would be an annual training such as Rough Terrain Forklift has been taken and it is time for recertification. Once the training is added again with a new training date and expiration, the current training will be archived automatically. The auto archive function works for both individual and group trainings.

TRAINING							Public <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Hist.	Name	Completed	Expiration	Lic. #	Doc	Related	
Archived	Rough Terrain Forklift	7/31/2018	7/31/2021				
Select	Rough Terrain Forklift	7/31/2021	7/31/2024				

Add Group Training:

The Add Group Training function allows you to create a group training for multiple employees with one document attachment. To assign multiple employees, click the box next to the employee. From here, the steps are the same as [Add Individual Training](#). Once saved, this group training will then be assigned to each individual employee profile with the same attachment. The training can be viewed and edited for each individual by clicking “Select” next to the training within the employee profile. See [Edit Group Training](#) to edit training for all individuals.

Add Group Training

Employees* Filter by Location: All

Search Employee List Find

- BEN SERVDE
- BOB JONES
- CAPTAIN CRUNCH
- CHRIS P. BACON
- DALE LANE
- DAVID DOWNEY
- DEMOLITION DAN
- DIGGER SPADE

Training Type* Select

Training* Search Training List Find

Save Cancel

Add Group Training (Scan):

YouTube Tutorial: <https://youtu.be/ajLPT-HigII>

The Add Group Training (Scan) allows for ability to create a group training by scanning, swiping, or manually inputting the employees that are involved in the training.

Scan/Swipe:

The scan/swipe capability requires the employee profiles to already be uploaded into the STAC database. These functions also require additional hardware (2-D bar scanner or magnetic strip reader) and the employee card/sticker to be present.

To add employees to the training, you will either scan their QR code or swipe their card. These employees will then be added to the right-hand side of the screen as Selected Employees. Once all employees have been scanned/swiped, review the names at the top of the right-hand side of the page then fill out the remaining training information using the same steps as the [Add Individual Training](#) option above. Once the information is complete and the image file (pdf, png, jpeg) has been uploaded, click the “Save” button at the bottom of the page or in the right-hand corner. The training can be viewed and edited for each individual by clicking “Select” next to the training within the employee profile. See [Edit Group Training](#) to edit training for all individuals.

Group Training with Scan Capability



TRAINED PERSONNEL

STAC #

Employee Search

Location Filter

Project Employee Filter

<input type="checkbox"/>	Name	STAC	Company
<input type="checkbox"/>	BOB JONES	BA01F80	YOUR Company
<input type="checkbox"/>	CAPTAIN CRUNCH	C0F0079	YOUR Company

TRAINING INFO

Employees*

Training Type*

Training*

- 12-Panel
- 16-Hour HAZWOPER
- 24-Hour HAZWOPER
- 4-Hr Scaffold Safety
- 5-Panel DOT
- 5-Panel Non DOT
- 9-Panel
- As-Certified Professional

Training Provider

Instructor

Date*

Manual Input:

The Add Group Training Scan can also be used for manual entries without the scan/swipe function. Select employees by clicking the box next to their name. Once selected click the “Add Selected Employees” button to populate them to the right-hand side of the page. Once all employees have been selected, review the list of employees and follow the steps within [Add Individual Training](#) to complete the information. Once the information is complete and the image file (pdf, png, jpeg) has been uploaded, click the “Save” button at the bottom of the page or in the right-hand corner. The training can be viewed and edited for each individual by clicking “Select” next to the training within the employee profile. See [Edit Group Training](#) to edit training for all individuals.

Group Training with Scan Capability

TRAINED PERSONNEL

STAC #

Employee Search

Location Filter

Project Employee Filter

<input type="checkbox"/>	Name	STAC	Company
<input type="checkbox"/>	BOB JONES	BA01F80	YOUR Company
<input type="checkbox"/>	CAPTAIN CRUNCH	C0F0079	YOUR Company

TRAINING INFO

Employees*
No Employees Selected

Training Type*

Training*

12-Panel
16-Hour HAZWOPER
24-Hour HAZWOPER
4-Hr Scaffold Safety
5-Panel DOT
5-Panel Non DOT
9-Panel
A-Certified Professional

Training Provider

Instructor

Date*

Add Cert to Doc:

YouTube Tutorial: <https://youtu.be/T8dt58-v7mc>

The Add Cert to Doc function found within the Add Group Training allows the ability to upload multiple group trainings using the same employees and the same document. An example of when this function could be used is if a single sign-in sheet were used for multiple trainings (ex. Fall Protection, PPE, and Employee Orientation all covered in same day using the same sign-in sheet).

This function works by completing the training information as you would for the [Scan/Swipe](#) or [Manual Input](#). Prior to uploading the image file (pdf, png, jpeg) and clicking save, you will click the “Add Cert to Doc” button to create the next training that will be associated with the upload document.

This option will allow you to associate multiple certifications to one single document which serves as proof. Fill out the certification portion above and click 'Add Cert to Doc' in order to apply the above fields to the document. Once complete, ensure to upload your document and click 'Save'. *Note: Please load the document as the final step before submitting.*

Add Cert to Doc

Forklift Train The Trainer
Forklift Training
HAZWOPER 40
HAZWOPER Refresher
HVAC Technician Certification

Training Provider

Instructor

Date*

Expiration Date

This option will allow you to associate multiple certifications to one single document which serves as proof. Fill out the certification portion above and click 'Add Cert to Doc' in order to apply the above fields to the document. Once complete, ensure to upload your document and click 'Save'. *Note: Please load the document as the final step before submitting.*

Add Cert to Doc

	Cert	Training	Provider	Instructor
Delete	4-Hr Scaffold Safety			
Delete	Self Propelled Elevated Work Platforms			

Fill out the next training information for the additional trainings until you are on your last group training. Once you have completed your last group training, upload the image file (pdf, png, jpeg) for all trainings and click "Save". These group trainings will be saved individually for each employee profile as separate trainings with the upload document. The trainings can be viewed and edited for each individual by clicking "Select" next to the training within the employee profile.

Delete Function:

If you need to delete a training, the Delete Function can be found when editing the training. Select the training that you wish to delete by clicking the "Select" button within the employee profile. In the lower right-hand corner, click the "Delete" button. If a training has been deleted by accident, please notify STAC as soon as possible to restore the training. If STAC is not notified, the training will be deleted indefinitely.

Edit Group Training:

YouTube Tutorial: <https://www.youtube.com/watch?v=o88aN9tcvvg&feature=youtu.be>

Edit Group Training is used to edit a group training as a whole, instead of on the individual side. Certifications can be searched using the search bar or certification type dropdown along the top of the page. To edit a certification, click the “Select” button next to the certification.

Name	Provider	Completed	Expiration	Doc	Sub-Cert of
Select 40-Hour HAZWOPER		02/28/2018	02/28/2019		
Select A+ Certified Professional		10/01/2018			
Select ABC Company Training		01/03/2015	01/03/2016		
Select ASSE 6010 Installer		07/23/2017	07/23/2018		
Select Bloodborne Pathogens Training		03/23/2018	03/23/2019		
Select Company Specific	Company	08/24/2016			
Select Corporate H&S Manual		01/12/2019			
Select DOT Regulations	DOT Online	02/13/2017	02/13/2019		
Select Drug Free Work Place		08/17/2017	08/17/2018		
Select Electrical Power		10/10/2018			
Select Emergency Preparedness		11/08/2015	11/08/2017		
Select Emergency Preparedness		10/22/2018			
Select Employee ID Card Clock In		08/15/2018			

When selected, the group training popup will allow you to edit the training information like shown in the [Add Group Training](#) function. Employees can be added/removed, information changed, or the group training can be deleted. Once all information is changed click “Save” to complete changes.

Employees* Filter by Location: All

Search Employee List Find

- BEN SERVDE
- BOB JONES
- CAPTAIN CRUNCH
- CHRIS P. BACON
- DALE LANE
- DALE LANE
- DAVID DOWNEY
- DEMOLITION DAN
- DIGGER SPADE

Training Type* Training

Training* Search Training List Find

- 24-Hour HAZWOPER
- 2-Hour Drug & Alcohol Awareness
- 40-Hour HAZWOPER
- 8-Hour Fall Prevention
- Aerial Lift Platform
- Arc Flash
- AWDI Certified
- ...

Sub-Training Of Search Sub-Training List Find

- None
- 12-Panel Drug Test
- 24-Hour HAZWOPER

Save Cancel

Delete Function:

If you need to delete a Group Training, the Delete Function can be found when editing the group training. Select the training that you wish to delete by clicking the “Select” button. In the lower right-hand corner, click the “Delete” button. If a training has been deleted by accident, please notify STAC as soon as possible to restore the training. If STAC is not notified, the training will be deleted indefinitely.

Training Type* Select

Training* Search Training List Find

Sub-Training Of Search Sub-Training List Find

Training Provider

Instructor

Date*

Expiration Date

Retrain Date

Save Cancel Delete

View Requests:

View Requests allow users to see **Certification Requests** that have been submitted to **STAC** for review. All background checks, drug tests, and medical information are submitted to **STAC** for review prior to being uploaded to the employee's profile **STAC's** review process is to ensure the correct name on the document is displayed on the correct profile for privacy concerns.

View Requests Status

AUTHORIZATION REQUESTS - LAST 60 DAYS

Name	Authorized Date	Approved?	Reason	Last Update
JAY OCKER	06/05/2019	✓		06/06/2019
NEIL D IAMOND	06/05/2019	✓		06/06/2019
KNIGHT CLUB	06/05/2019	✓		06/06/2019
JIMMY HEART	06/05/2019	✓		06/06/2019
DIGGER SPADE	06/05/2019	✓		06/06/2019
KEVIN MCCALLISTER	05/07/2019	✓		05/07/2019

CERTIFICATION REQUESTS - LAST 60 DAYS

	Certification	Name	Date	Approved?	Reason	Last Update
Select	12-Panel Drug Test	JAY OCKER	03/30/2019	✓		06/06/2019
Select	12-Panel Drug Test	JIMMY HEART	04/14/2019	✓		06/06/2019
Select	12-Panel Drug Test	DIGGER SPADE	05/14/2018	✓		06/06/2019
Select	Background Check	KNIGHT CLUB	06/04/2017	✓		06/06/2019
Select	12-Panel Drug Test	NEIL D IAMOND	11/20/2018	✓		06/06/2019

Background Checks & Drug Tests:

Background Checks and Drug Tests is currently in development. When complete, this portal will house information regarding employee drug tests such as ordering, reviewing tests, and payment with a partner company. Email contact@staccard.com for more information.

Projects

Project List:

YouTube Tutorial: <https://youtu.be/yAtcMUSPWMY>

The Project List is where you can view, edit, and assign requirements to projects for your employees. New projects can be created by clicking the “New Project” button.

The screenshot shows the 'View Projects' page in the STAC system. At the top, there is a search bar and a 'New Project' button, which is circled in green. Below the search bar, there is a table of projects with columns for ID, Project, Address, City, State/Province, Postal Code, Country, Owner, Assigned Employees, and Total Employees. The table contains several rows of project data.

	ID	Project	Address	City	State/Province	Postal Code	Country	Owner	Assigned Employees	Total Employees
Select	3	Commercial Building	1011 Drive	Cincinnati	OH	45202	US	TEST	6	9
Select	4	Hospital Project	789 Street	Cincinnati	OH	45202	US	TEST	5	6
Select	6	Special Project	123 Street	Cincinnati	OH	45202	US	TEST	8	18
Select	14	Production	87 Production Lane	Production	OK	CL	US		0	28
Select	19	New Start	1234 Street Name	Cincinnati	OH	45211	US	STAC	2	11
Select	37	Marcrest Mezzanie	4211 Marcrest Drive	Cincinnati	OH	45242	US	CLJ Ownership Group	0	5
Select	44	New Test Project 2	1234 New Street	Somewhere	CO	80922	US	Big Kahuna	0	2

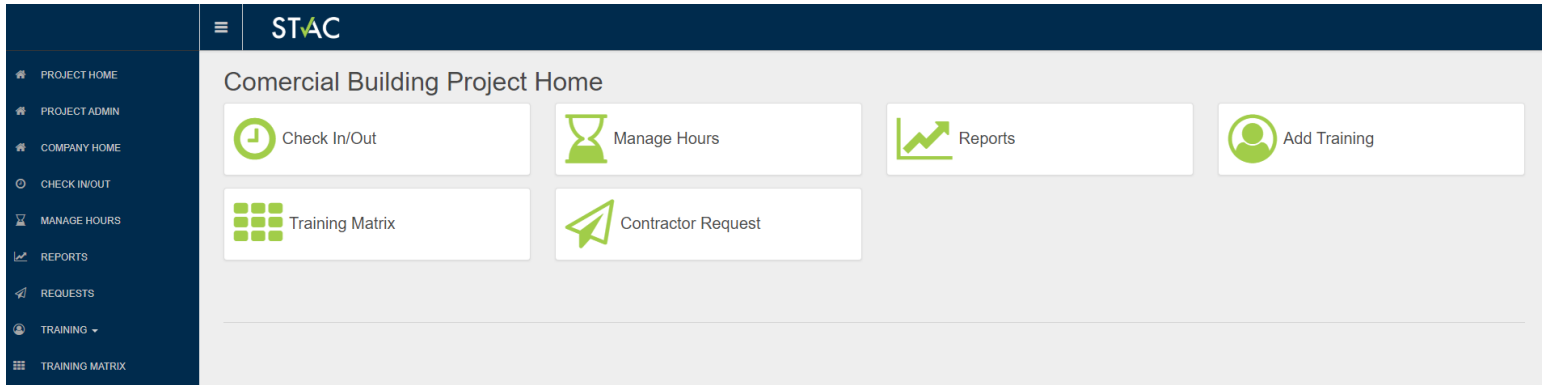
New Project:

For new projects the Project Name, Office Reporting To, and Zip Code are required. All additional information is optional. Management requirements can be added for each project using the [Management](#) feature. Once all information is completed click the “Save” button in the top right-hand corner.

The screenshot shows the 'New Project' form. The form has several fields for project details. The 'Project Name' field, the 'Office Reporting To' dropdown menu (set to 'Headquarters'), the 'Zip Code' field, and the 'Save' button in the top right corner are circled in green. The form also includes fields for Address, City, State/Province, Country, and Owner.

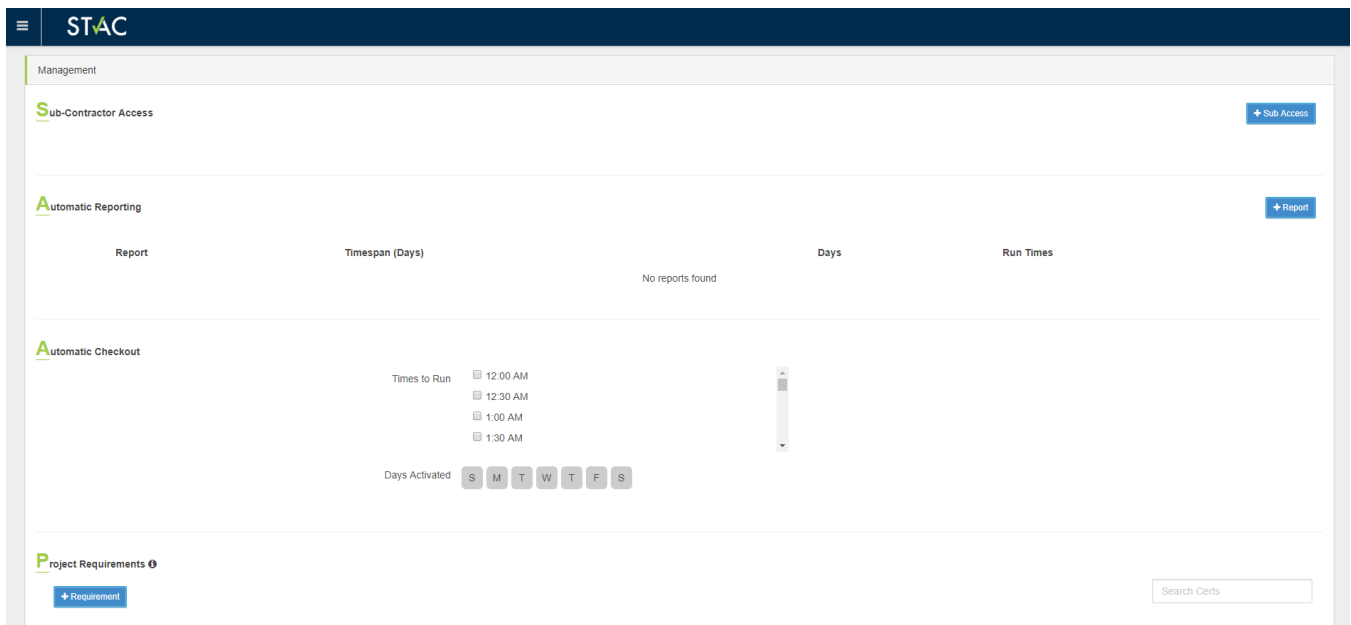
Project Site:

The Project Site is the application used to track employees based on the [Management](#) features below. This allows contractors to check-in employees to a project site, manage hours, run labor reports, add trainings specific to the project and run a Training Matrix for project employees. For more information regarding the Project Site email contact@staccard.com or review the [Project Site User Guide](#).



Management:

The Management feature allows companies to add certain access and requirements for project sites (mainly used by General Contractors). For more information regarding the Management feature email contact@staccard.com or review the [Project Site User Guide](#).



Project Assigning:

YouTube Tutorial: <https://youtu.be/oA--IFjqOIw>

The Project Assigning feature allows you to add multiple employees to a project at once. You will select the project in which to add employees by using the Project drop down. Once the project is selected you will select your employees by using the Employees List and clicking the check box of who you want to add. Once all employees are checked, click the “Assign>>” button to add these employees to the Project. If you wish to remove employees from the project selected, click the “Delete” button next to the employee you want to remove.

JOHN DOE
J2B3C26
View Company
YOUR Company

COMPANY ADMIN
EMPLOYEE MANAGEMENT
PROJECTS
SAFETY INFORMATION
REPORTS

STAC # GO
Member Search Search

Assigning

PROJECT/EMPLOYEE ASSIGNING

Employees

Project: Commercial Building

Assign >>

Employee ID	Last Name	First Name	Middle Name	Suffix
1234	JONES	BOB		
	LANE	DALE		
	LANE	DALE		
	SEA	FARA		
	PARKER	JAMES		
	CRICKET	JIMMY		
1234	DOE	JOHN		
	JASPER	RICK		

Contractor Requests:

The Contractor Requests tab is the way to view requests sent by contractors to prepare for a project. These requests will have the requirements needed to access the project. Subcontractors can respond to these requests to provide information regarding the employees they plan on sending to the project.

JOHN DOE
J2B3C26
View Company
YOUR Company

COMPANY ADMIN
EMPLOYEE MANAGEMENT
PROJECTS
SAFETY INFORMATION
REPORTS

STAC # GO
Member Search Search

Contractor Requests

The following requests have been sent by a fellow contractor in order to prepare for necessary security access requirements. Please provide a list of employees who meet the requested requirements and will go to the project site in the future. (Note: The list of employees you can select from currently meet the requirements.)

NEW REQUESTS

You do not have any requests at this time.

LAST 25 REQUESTS

Project	Contract #	Sent To	Comments	Min. Employees	Employees	Requested By	Responded
Marcrest Mezzanine		brentasexton@gmail.com		1	CAPTAIN CRUNCH,	BRENT SEXTON	2018-06-04 09:38:18

Safety Information

Add Incident:

YouTube Tutorial: https://youtu.be/g8hgYYg_TUc

Add Incident is the ability to add new injuries or illnesses for employees that occur on the job. These incidents can then be saved and added to the [OSHA 300](#) log (see below).

To add an incident, begin by selecting the employee that was injured. Fill out the Case Information, Health Care Professional Information, and Completed By tabs. Once the information is completed click the “Save Record” button at the bottom of the page to save the incident and add to the OSHA 300 log. If you do not have all the information available you may save the record and edit the information later.

The screenshot shows the 'New Injury or Illness Report' form in the STAC system. The form is divided into several sections, each with a tabbed header. The following fields are highlighted with green circles:

- EMPLOYEE INFORMATION:** The 'Employee*' dropdown menu, which currently displays 'JOHN DOE'.
- CASE INFORMATION:** The 'Case number' field, which contains the number '1'.
- HEALTH CARE PROFESSIONAL INFORMATION:** The 'Name of health care professional' text input field.
- COMPLETED BY:** The 'Name' text input field.
- Save Record:** The blue 'Save Record' button located at the bottom center of the form.

Other visible fields in the form include: 'Date of injury', 'Time of event', 'What was the injury or illness?', 'Describe the injury', 'Action prior to incident', 'Where event occurred', 'Project (when applicable)', 'Office Assigned To', 'Select all that apply' (with checkboxes for Injury, Skin Disorder, Respiratory Condition, Poisoning, Hearing loss, and All other illnesses), 'Was employee treated in an emergency room?', 'Injury caused' (with checkboxes for Death, Days away from work, Job transfer or restrictions, and Other recordable cases), 'Was employee hospitalized overnight as an in-patient?', 'Away from work (days)', 'On job transfer or restriction(days)', 'City', 'State' (set to AL), 'Zip', 'Title', and 'Phone'.

View OSHA 300:

YouTube Tutorial: https://youtu.be/g8hgYYg_TUc

The View OSHA 300 log allows you to view recorded incidents using the [Add Incident](#) function. You can filter incidents by using the Incident Filter report. Incidents can be reviewed and edited under the OSHA Incidents tab. To edit an incident, click the “Select” button next to the incident. To download the OSHA 301 Form for an incident (.xlsx) click the “301 Form” button next to the incident. To download an OSHA 300 form, insert the Year, Start Date (dd/mm/yyyy), End Date (dd/mm/yyyy), and the Locations/Projects from the dropdowns. Once information is inputted click the “Download” button to download the OSHA 300 Log (xlsx).

The screenshot displays the STAC OSHA 300 interface. At the top left, the STAC logo is visible. The main heading is "OSHA 300". On the left, the "Incident Filter" section includes an "Injury Description" text box, checkboxes for "Death", "Days away from work", "Job transfer or restrictions", and "Other recordable cases", and buttons for "Filter OSHA 300 Reports", "No Filter", and "View Prior" (with a dropdown for "1 years"). On the right, the "Download Form 300" section has input fields for "Form Year*", "Start*", and "End*", dropdowns for "Assoc. Location" and "Assoc. Project" (both set to "All"), and a "Download" button. Below these sections is the "OSHA INCIDENTS" table, which includes an "Add Incident" button. The table has columns for "Download", "Case #", "Employee", "Job Title", "Injury Date", "Office Assigned", "Location", "Death", "Days Away", "Transfer", "Other Record", "# Days Away", "# Days Restriction", "Injury", "Skin Disorder", "Resp. Condition", "Poisoning", "Hearing Loss", "Other Illness", "Treatment Facility", and "ER". Three incident rows are shown, each with a "Select" button and a "301 Form" button circled in green. The first row shows a death incident for John Doe at Headquarters. The second row shows an injury for John Doe at Satellite. The third row shows an injury for Jessie Jones at Satellite.

Download	Case #	Employee	Job Title	Injury Date	Office Assigned	Location	Death	Days Away	Transfer	Other Record	# Days Away	# Days Restriction	Injury	Skin Disorder	Resp. Condition	Poisoning	Hearing Loss	Other Illness	Treatment Facility	ER
Select	301 Form	TEST	JOHN DOE	01/12/2016	Headquarters		✓				0	0	✓						TEST	✓
Select	301 Form	TEST	JOHN DOE	11/11/2016	Satellite					✓	1	1	✓						TEST	
Select	301 Form		JESSIE JONES	01/30/2017	Satellite				✓		0	1	✓						Hospital	✓

Company Safety:

Company Safety allows you to archive safety information from previous years. To input information, use the Enter Past Safety Record tab to input the safety information. Once inputted click “Save Information” to add to the Past Safety Records. Averages can be found by selecting the year range and clicking the “Get Average” button.

Safety Archive

PAST SAFETY RECORDS

Year	DART	EMR	TRIR	Employee Hour Count	FTE
2016	1.170	0.796	1.486	691360.000	345.000
2015	1.210	0.729	1.610	677370.000	337.000
2014	1.060	0.690	1.320	655626.000	325.000
2013	2.750	0.720	1.120	570000.000	285.000
2012	2.610	0.870	1.740	623100.000	311.000
2011	2.140	0.800	1.340	624000.000	300.000
2010	0.440	0.333	0.300	603200.000	290.000
	0.870	0.720	1.570	860000.000	

GET SAFETY RECORD AVERAGE

2011 2011 [Get Average](#)

ENTER PAST SAFETY RECORD

Year: 2011

DART: 0

EMR: 0

TRIR: 0

Hours Worked: 0

FTE Employees: 0

[Save Information](#)

Reports

Certifications:

YouTube Tutorial: <https://youtu.be/KfqGHKtCy9Q>

Certification Reports allows reports to be ran when looking for employees with certain types of certifications. There are multiple filters for Occupation, Location, Project, and by Name along the top of the page. Individuals can be selected using the Filter by Employees and checking the box next to their name. Once filters are used, select the report you would like to run. Reports can be ran in 5 different ways:

- View ALL Certifications
- View Employees who DO NOT have the selected certifications
- View Employees who DO have the selected certifications
- Certifications Expiring within date range (Use the Timespan filter to select date range)
- Certifications Taken within date range (Use the Timespan filter to select date range)

The screenshot shows the STAC Reports interface. On the left, under '1. Select Filters', there are three filter sections: 'Filter by Occupation:' with a dropdown menu set to 'All', 'Filter by Location:' with a dropdown menu set to 'All', and 'Timespan:' with a 'Custom Range' dropdown and two input fields separated by 'and'. On the right, there is a 'Filter by Employees:' section with a dropdown menu set to 'All' and a 'Search' button. Below this is a table of employees with columns for 'Name', 'STAC', and 'Company'. Each row has a checkbox in the 'Name' column, and all checkboxes are checked. The table lists 10 employees, all from 'TEST Company'. At the bottom of the table are page numbers 1, 2, 3, 4, 5.

Name	STAC	Company
<input checked="" type="checkbox"/>		TEST Company
<input checked="" type="checkbox"/>	A LOTTA NUMBERS	TEST Company
<input checked="" type="checkbox"/>	AAB TWO	TEST Company
<input checked="" type="checkbox"/>	AAC THREE	TEST Company
<input checked="" type="checkbox"/>	AAC THREE	TEST Company
<input checked="" type="checkbox"/>	AAR ONE	TEST Company
<input checked="" type="checkbox"/>	BEN SERVDE	TEST Company
<input checked="" type="checkbox"/>	BOB JONES JR.	TEST Company
<input checked="" type="checkbox"/>	CHRIS P. BACON	TEST Company
<input checked="" type="checkbox"/>	DALE J SMITH	TEST Company

Once the type of report is selected, use the dropdown to select the type of certification you want to report. Additional certifications can be added by using the N/A, And, Or dropdowns.

- N/A – No additional certifications to be viewed
- And – You want another certification to be required (you will see employees with both of these certifications)
- Or – You want to see which employees have one of the two certifications

When the dropdowns are complete, click the “View” button next to the report type (ex. Report below will search for Employees who DO have an OSHA 10 or OSHA 30 card along with First Aid and CPR Training).

2. Select Report

Report: Employees who DO have the selected certifications. View

Certification Search:

- Enter your search criteria here
- Click on the Q next to the dropdown you want the search to affect.

OSHA 10 Or

OSHA 30 N/A

And

First Aid & CPR N/A

N/A

Once the View button is clicked, the Report will populate below. Reports will show the Name, Certification, STAC ID, Taken/Expiration Date, and License Number. Reports can then be exported to either a PDF or Excel by clicking the “Export to PDF”, “Export to Excel” buttons on the right-hand side.

Click on the Q next to the dropdown you want the search to affect.

OSHA 10 Or

OSHA 30 N/A

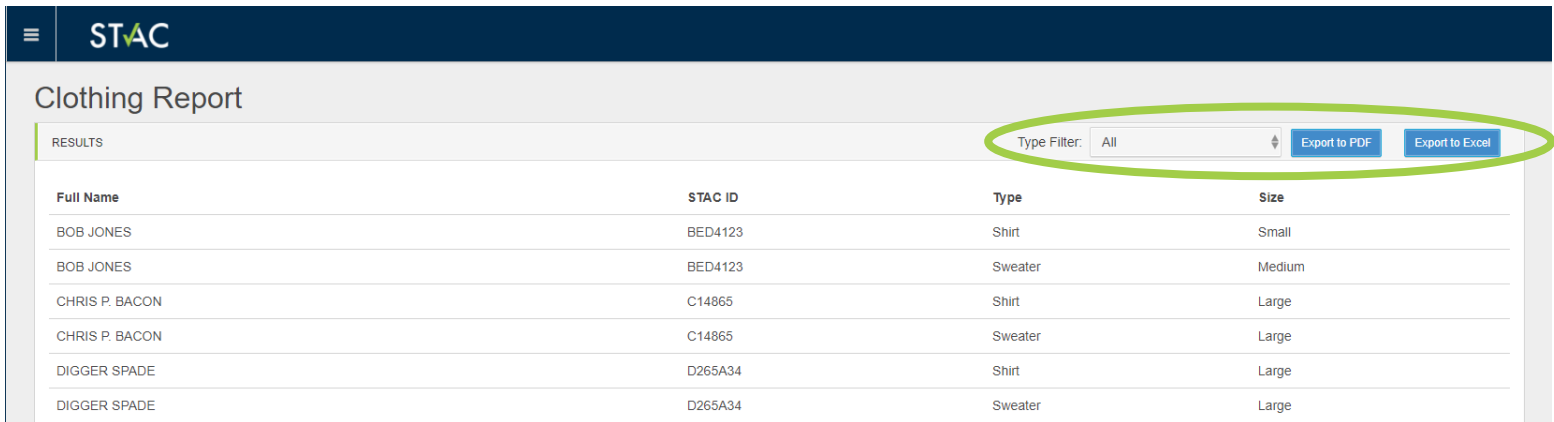
N/A

REPORT Export to PDF Export to Excel

FullName	Certification Name	STAC ID	Certification Taken	Certification Expire Date	License Number
DALE LANE	OSHA 10	D16D124	09/25/2016	09/24/2020	
JOHN A SMITH JR.	OSHA 30	J2B3C26	02/12/2016	02/12/2020	
PETER STROKE	OSHA 10	P206236	08/28/2011	08/26/2019	
MARK K PATTERSON	OSHA 10	MFC0939	04/18/2008	04/15/2020	
JOSHUA J JAMES	OSHA 10	JE8ED40	02/13/2008	02/10/2020	
RICHARD L PRISKE	OSHA 10	R2FA141	03/10/2008	03/07/2020	
MIKE MAYHEM	OSHA 10	M33E343	10/05/2015	10/04/2019	
JORGE A GONZALEZ	OSHA 10	JAA8145	08/02/1999	07/28/2019	
DEMOLITION DAN	OSHA 30	D4D8049	01/05/2017		

Clothing:

The Clothing Report allows reports to be ran for employee apparel items. This information is uploaded to the [Employee Profile](#) under Other Information. To download this report, click the “Export to PDF” or “Export to Excel buttons”. Apparel items can be filtered using the Type Filter

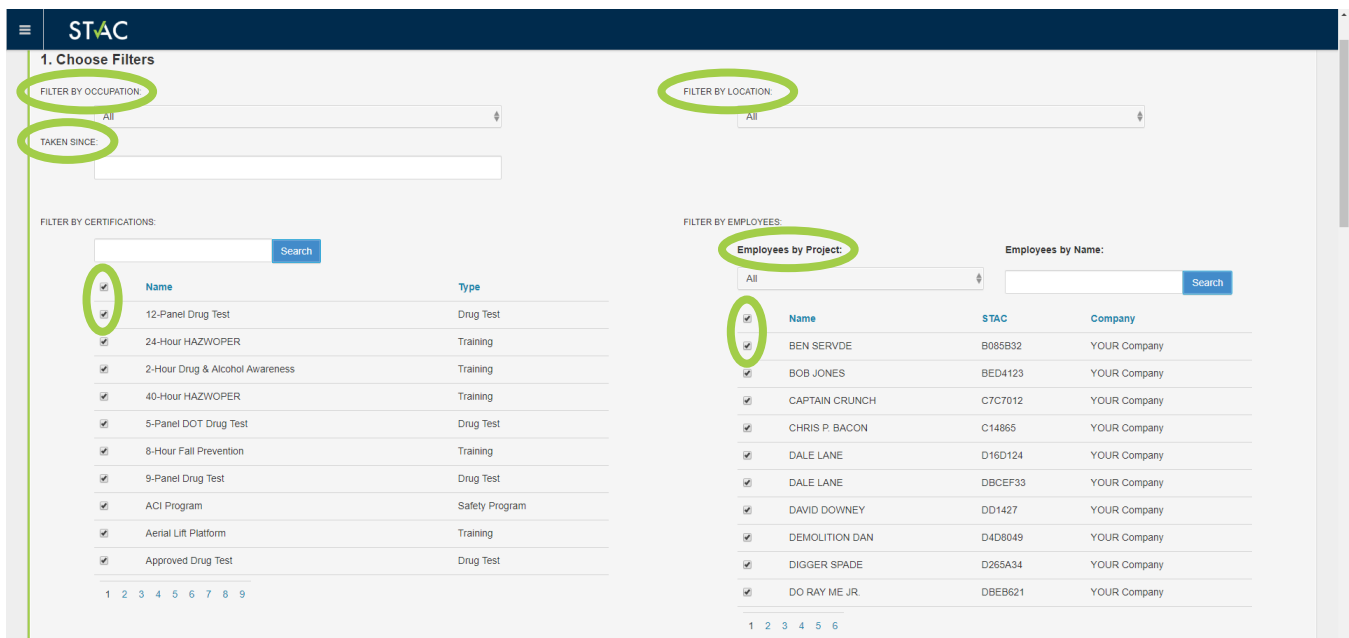


Full Name	STAC ID	Type	Size
BOB JONES	BED4123	Shirt	Small
BOB JONES	BED4123	Sweater	Medium
CHRIS P. BACON	C14865	Shirt	Large
CHRIS P. BACON	C14865	Sweater	Large
DIGGER SPADE	D265A34	Shirt	Large
DIGGER SPADE	D265A34	Sweater	Large

Training Matrix:

YouTube Tutorial: <https://youtu.be/BrIFszPJCcs>

Training Matrix report allows reports to be ran for employees 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.



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

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

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).

The screenshot shows the STAC web application interface. At the top, there is a dark blue header with the STAC logo and a hamburger menu icon. Below the header, the page title is "2. Select Report". Underneath, there are five buttons: "Expiration Dates", "Expired & Taken Dates", "Taken Dates", "Expired & Current*", and "Export to Excel". The "Expired & Current*" button is highlighted with a green oval. Below the buttons, a note states: "* This report includes training that is currently active and training that is already expired, but not yet archived." Below the note is a table with the following data:

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.