



ONLINE PORTAL CLIENT HANDBOOK



April 2014
Version 2.00

SUPPORTED BROWSERS

Hi-Volt Safety Portal supports the following browsers:

- **Chrome** (<http://www.google.com/chrome/>)
- **Internet Explorer** (<http://windows.microsoft.com/en-US/internet-explorer/products/ie/home>)
- **Firefox** (<http://www.mozilla.com/>)
- **Safari** (<http://www.apple.com/safari/download/>)

GOOGLE CHROME

We support the latest version of Google Chrome (which automatically updates whenever it detects that a new version of the browser is available) on a rolling basis.

Each time a new version is released, we begin supporting that version and stop supporting the third most recent version.

INTERNET EXPLORER

We support the latest versions of Internet Explorer. IE Version 8, 9, 10 are fully supported.

IE Version 7 is no longer supported, the Hi-Volt Portal does functions fully. There are some graphical areas, which are suppressed, as a result some text alignment are affected. We do recommend updating your browser to a newer version.

FIREFOX

We support the latest version of Mozilla Firefox (which automatically updates whenever it detects that a new version of the browser is available) on a rolling basis.

Each time a new version is released, we begin supporting that version and stop supporting the third most recent version.

SAFARI

We support the current and previous major releases of Safari on a rolling basis. Each time a new version is released, we begin supporting that version and stop supporting the third most recent version.

BROWSER SETTINGS

All browsers must have cookies and JavaScript enabled to use Hi-Volt Safety Portal.

INTERNET EXPLORER 7 USERS

As previously announced, Internet Explorer 10 is now fully supported and as a result, we will discontinue support for Internet Explorer 7 shortly afterwards, users accessing Hi-Volt Safety Portal using Internet Explorer 7 will see a message recommending that they upgrade their browser.

Organizations that depend on old versions of Internet Explorer may want to consider a dual browser strategy.

Hi-Volt portal users with unsupported browsers may find that some features do not function, or the application doesn't load.

SIGNING IN

Enter your username and password information given to you by your company or Hi-Volt Safety, in the appropriate fields. Select the Log On button to sign in.

sign in

Sign In

UserName:

Password:

[Need an account](#) [forgot password](#)

LOG ON

Terms Of Use

By logging into this portal you are hereby agreeing to the terms of services put in place by HiVolt Safety. Please read and understand these Terms and Conditions prior to logging in.

PROFILE

In the profile page there are three main areas;

- Your Info
- Courses
- System Update Notifications

YOUR INFO

This area holds personal info for you and your account; the information is used for class registration.

From here you can change your password.

COURSES

This area displays all the upcoming courses you are booked into, as well as all completed courses

SYSTEM NOTIFICATION

If any system changes have taken affect with 7 days, a "Change Log" will display the changes/updates completed.

profile

my people | courses | calendar | logbook | profile | message center | logout

Your Information

Username: sampleuser

First Name: Sample

Group: SampleGroup

Registered: 2011-10-17

Last Name: User

New Password:

Confirm Password:

Email: dalyce@hivoltssafety.ca

Address: 9645 116 St

City: grande prairie

PostalCode: t8v 5w3

Province: alberta

Phone #: 7805395353

Date Of Birth: 03-14-1987

Allow Emails:

System Notifications

Version 1.50 [Build 12252012]

*** Updated ***

- User Handbook -- downloadable though the ? icon
- Logbook Graphics -- User Infraction Pie Chart limited to 15 User, for groups above 15 users. Highest 14 Users with Other totaled together.
- UI -- Removed some duplicated functionality, added collapsible user listing (just to tidy it up)

*** New Features ***

- Added Message Center -- Communicate directly with your logbook auditor right from within the application.
- Added Caching Engine -- Cache will speed up page loads for groups with many users/logbooks, once page is created load times will increase drastically.
- Added Custom Reports -- Allows user to create reports combining multiple groups in one report, optional weekly scheduled creation.

No Upcoming classes...

Closed Courses...

H2S Alive (Provided by...	cancelled	2011-11-03
STANDARD FIRST AID...	cancelled	2011-10-21

MY PEOPLE

GROUP USERS

By selecting a user you can view and edit the user info.

Resetting user password

By checking "Reset Password" and clicking the submit button, a random generated passcode will be generated for the account, shown to you, and also emailed to the accounts email address.

Enabled

Deselect this option to disable logins on this account.

Self-Booking

This option allows the account holder to book seats in classes with their login

Delete Account

This option will remove all data from the system for this account (this is immediate and permanent)

Logbook module Access

If your organization has access to Logbook Auditing this option will allow you to designate whether an account to can view (read only) or report access (Summary), in the logbook module.

Group & Managers

This area allows you to assign and revoke management permissions to any user you manage. The newly assigned manager will immediately have access to assigned group, including the logbook module. Logbook permission will be overridden by the logbook access setting with the managers profile

NOTE

A manager does not have to be assigned to the group(s) in which they manage

MY PEOPLE (CONT.)

This page is only viewable to group managers. This area allows you to manage your users, and create new users within your group(s).

By selecting a user you can view and edit the user info.

Resetting user password

By checking "Reset Password" and clicking the submit button, a random generated passcode will be generated for the account, shown to you, and also emailed to the accounts email address.

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The screenshot shows a web interface for 'HI-VOLT SAFETY' with the tagline 'WHERE KNOWLEDGE IS POWER'. The page is titled 'my people' and includes a navigation menu with links for 'my people', 'courses', 'calendar', 'logbook', 'profile', and 'message center', along with a 'logout' button. A yellow sticky note in the top right corner reads: 'Meeting & Conference Rooms Available For Inquiries & Bookings Call 780.539.5353'. A 'Welcome Sample' message indicates 'new messages waiting'. The main content area is divided into two sections: 'Users' and 'Create New User'. The 'Users' section lists three users: 'Doe, John', 'User, Sample', and 'User2, Sample', each with a green checkmark icon. The 'Create New User' section contains a form with fields for 'Group', 'Username', 'First Name', 'Last Name', 'Email', 'Group' (a dropdown menu), 'Registered' (2013-01-20), 'Enabled' (checked), 'Self Booking' (unchecked), and 'Delete Account' (unchecked). Below the form are icons for 'GROUP & MANAGERS' and a list of users: 'SampleGroup', 'Sample User', and 'John Doe', with an 'Add Manager To SampleGroup' button.

COURSES

The Courses page lists all available courses offered, displaying the next upcoming class date and the number of classes available for booking.

Selecting the courses you wish to book, will display a listing of all class times for that course, and the number of seats available for each class. Click the Reserve Now button to book a seat for the class for yourself or another user in your group.

HI-VOLT SAFETY
WHERE KNOWLEDGE IS POWER

Meeting & Conference Rooms Available
For Inquiries & Bookings
Call 780.539.5353

my people | **courses** | calendar | logbook | profile | logout

courses

Course Name	Next Course Date	Open Classes
Aerial Work Platform (AWP)	2012-08-16	11
Scissor Lift Operator... (Scissor Lift)	No Classes	0
GROUND DISTURBANCE... (GROUND DIST.)	No Classes	0
FALL PROTECTION (Fall... (FALL...))	2012-08-15	12
MATERIAL HANDLERS (Zoom Booms)	2012-08-14	12
SKID STEER (SkidSteer)	2012-08-14	12
FORKLIFT (FORKLIFT)	2012-08-17	11
H2S Alive (H2S)	2012-08-14	23
EMERGENCY FIRST AID... (First Aid AB)	2012-08-13	24
STANDARD FIRST AID... (STD. First...)	2012-08-14	24
WORKPLACE HAZARDOUS... (WHIMIS)	No Classes	0
NATIONAL SAFETY CODE (NSC)	No Classes	0
COMMERCIAL DRIVER HOURS... (HOS)	2012-08-17	10
AIR BRAKE ENDORSERMENT (AirBrake)	2012-08-17	11
GENERAL OILFIELD DRIVER... (G.O.D.I)	No Classes	0
North American Load... (Load...)	No Classes	0
FIRE EXTINGUISHER... (FireExt.)	2012-08-17	11
BEAR AWARENESS (Bear Aware)	No Classes	0
PROBLEM WILDLIFE (Problem...)	No Classes	0
CONFINED SPACE... (CONFINED...)	2012-08-15	12
TRANSPORTATION OF... (TDG)	No Classes	0
ATV Rider Course (ATV)	No Classes	0

HI-VOLT SAFETY
WHERE KNOWLEDGE IS POWER

Meeting & Conference Rooms Available
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my people | **courses** | calendar | logbook | profile | logout

courses

Aerial Work Platform

Course Details

The course provides class room lecture, videos and knowledge test. The practical includes pre use inspection, how to operate the aerial lift (genie boom) in a safe manner, hands on practical and instructor evaluation of each student.

Class Id	Date	Time	Seats Available
1-863	2012-08-16	8:00 am	20
1-881	2012-08-23	8:00 am	20
1-897	2012-08-30	8:00 am	20
1-913	2012-09-06	8:00 am	20
1-930	2012-09-13	8:00 am	20
1-946	2012-09-20	8:00 am	20
1-961	2012-09-27	8:00 am	20
1-1009	2012-10-04	8:00 am	20
1-1013	2012-10-11	8:00 am	20
1-1017	2012-10-18	8:00 am	20
1-1021	2012-10-25	8:00 am	20

CALENDAR

The Calendar displays all available classes by the month.

The Legend in the upper right will set the color-coding for each location.

By clicking on a class it will display the seat-booking page. On the seat booking page you will find detailed information about the course, including;

- Description
- Cost
- Class date and time
- Length of class
- Location of class

It will also display if the selected class is more than one day in length.

Note

If you book a seat in a multi day class the additional days will automatically be booked for you, for each user you book.

LOGBOOK

The Logbook Auditing summary page displays a graphic overview of your group. Clicking on the graph or summary table will generate a printable preview, which can also be downloaded as a PDF document.

A user summary is located at the bottom of the summary screen. This area gives a quick listing of each user and some basic information.

The icon prior to the user information indicates if there are any logbooks, which need your attention. There are three levels of notification; none, only new unread logbooks, or all unreviewed logbooks. To modify this setting please contact your Hi-Volt safety representative

Clicking on a user will open the module for that particular user.

User	Last Logbook	Infractions	Total Infractions Last 6 Months
John Doe	March 2013	3	3
notso super	December 2012	43	43
Sample User	October 2012	62	N/A
Sample User2	N/A	N/A	N/A
Super Driver	July 2012	1	N/A

NOTE

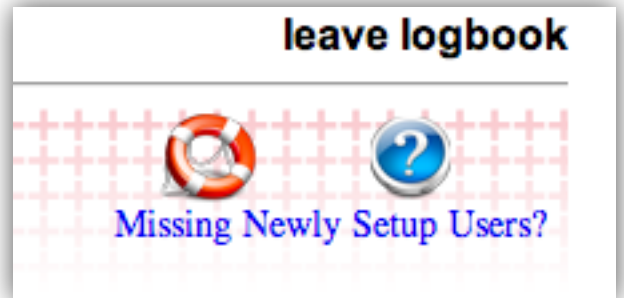
If you manage multiple groups you will be prompted to select which group you wish to work in.

LOGBOOKS (CONT.)

If your group has a newly created user they may not be display, until the system updates your group profile. You can request the system update your data immediately. By clicking on the text “Missing Newly Setup Users?”

For groups with large number of active drivers, updating the group profile may take some time. For a group with 90 active users, typical time for processing is 3 minutes.

By placing your mouse over “Missing Newly Setup Users?” it will display when the profile was updated last. During peak usage hours this will not exceed 3 hours.



LOGBOOK WITH SELECTED USER

Once you have selected a user account, the module will display the previous 6 months. If a logbook audit has been completed on a particular month the month icon will be enabled. By clicking the icon, it will open the completed audit for this month. Several icons can accompany the month;



Dimly lit month icon, is a logbook that has not been reviewed, these are in accessible until audited.



Monthly Icon with working symbol, this logbook is in the process of auditing but not yet completed. This logbook can be view only no reports can be done till completed.



Month icon with new symbol, this logbook has been completed, but has not been reviewed.



Month icon; logbook has been completed and this logbook has been view by yourself or someone else with management access to you group.



Monthly icon with stamp, this logbook has been complete, mark by management of the group as reviewed. No changes or additions can be made to this logbook.



LOGBOOKS (CONT.)

On this screen you will see an upload icon, clicking this icon will open an upload widget. With this widget you can add logbooks to be audited, for the users account.

Each monthly icon can be appended with additional badges, the "New" badge denotes this groups management team has not reviewed, and by opening this logbook will remove the new badge.

Another badge is "Working" badge this denotes your auditor has started auditing this logbook.

If you have uploaded documents, which have not been reviewed, an icon will appear. By clicking on this icon you will be able to view all pending documents, and remove them if an error was made.



VIEWING LOGBOOK SUMMARY

The logbook summary screen is broken up into 4 basic areas;

- Logbook info
- Graph reports
- Attached files
- Daily logs

LOGBOOK INFO

The drivers name, logbook date and the Logbook Identification number can found here.

GRAPHIC REPORTS

Graphic summary of the active logbook, allows you to see the problem areas quickly.

ATTACHED FILES

The original uploaded file(s) can be attached to the logbook for your recorded keeping. You can download these files if needed.

DAILY LOGS

This is the audited area of your uploaded logbook. Each daily entry is broken down onto;

- Hours in service
- Cumulated hours past 7 days
- Infraction listing.

Welcome Sample

*now offering
Class 1 and
Class 3 driver
training*

logbooks custom reports message center leave logbook

logbook

Click to mark as reviewed

Doe, John
For March, 2013
Logbook Id: 722032013

Day	Hours	Hours Last 7Days	
1	8.00	8.00	
2	8.00	16.00	
3	8.00	24.00	
4	10.00	34.00	
5	14.00	48.00	
6	Day Off		
7	Day Off		
8	14.00	54.00	
9	12.00	58.00	
10	11.00	61.00	
11	5.00	56.00	
12	Day Off		
13	Day Off		
14	8.00	50.00	
15	8.00	46.00	
16	10.00	45.00	
17	10.00	50.00	
18	12.00	62.00	
19	14.00	76.00	
20	Day Off		
21	12.00	69.00	
22	12.00	0.00	
23	12.00	0.00	
24	Day Off		
25	Day Off		
26	8.00	0.00	
27	8.00	0.00	
28	5.00	0.00	
29	N/A	N/A	
30	N/A	N/A	
31	N/A	N/A	

Hours Of Service

Type Of Infractions

filename	size	date
No Uploaded File		

Comments:

Total infractions: 3

[Generate Report](#)

VIEWING LOGBOOK SUMMARY (CONT.)

The listing is represented by one of four icons;



This entry has no infraction to report.



This entry is marked as a Day Off



This entry has infractions to report, clicking this icon will bring up the list of infractions.



This entry has no data to report, if this a pending logbook, the auditor has not completed this period.

The logbook Infraction listing will display each infraction including the point applied to this infraction, time range (if applicable), and a comment from your auditor. Each Infraction will be followed with the full detailed regulation for review.

At the base of each logbook summary, there is a link "Generate Report" will create a printable or downloadable (PDF) complete with infraction listings.

The screenshot shows a logbook summary table with columns for Day, Hours, Hours Last, and 7Days. A pop-up window titled "Logbook Infractions For Logbook #53012012 - January 1, 2012" is displayed over the table. The pop-up window contains a table with the following data:

Description	Score
Missing Log Sheets	20
09:00 -> 02:00	
No Comments Posted	
View Detailed Infraction Regulation	
Total	20

At the top of each logbook there is information about the specific logbook, and any action, which can be taken and applied to the logbook.

Review only, this logbook has not been marked completed by the auditor. Reports cannot be generated till audit is completed.

Review Only
Audit Not Completed
Doe, John
For March, 2013
Logbook Id: 722032013

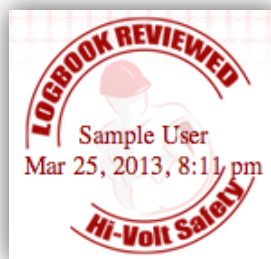
Completed, this logbook audit has been completed. Once you have reviewed this logbook you can mark it as reviewed, by click the stamp icon.

Click to mark as reviewed

Doe, John
For March, 2013
Logbook Id: 722032013



The reviewed stamp is the last step in the logbooks life cycle. Each stamp comes complete with the time and date and the name of the person whom reviewed it.



CUSTOM REPORTS

This module allows you to create custom reports to fit your needs, each report has space for 5 previously generated reports. Each report icon will display the time and date the report was generated. Clicking the icon will download the pdf to your computer



Opens this report for editing or modifying.



Runs report, if your profile has emails enabled you will receive an email upon completion.



Deletes this report.



This report is enabled for scheduled running

REPORT EDITOR

The report editor allows to select the information and which groups to reported on. If you do not name your report a generic name will be applied.

GRAPHICS

Which if any charts to include.

LOGBOOK MANGMENT

Include all loggboks which have not been reviewed. If "Mark As Read" is selected and the report is run as a scheduled report, all logbooks included will be mark as read ant not include in subsequent reports.

USER MANGMENT

Include list of users, with detailed listing selected previous logbook statistic will be included.

CONTROLS

Controls allow you to disable the report, if you only want the report from time to time. Auto Run allows this report to run on a schedule, the completed report will be archive here and emailed to you. (If your user profile has emailing enabled)

MESSAGE CENTER

The Message Center module is a simple point-to-point conversation system, similar to email. This module will allow you to send and receive message to and from your auditor.

Upon receiving a new message the upper right corner will display a new message notification. Upon accessing the Message Center, you will be greeted with any new messages. You can also view open, closed messages.

There are three primary icons within the module;



This denotes message sent from you.



This denotes messages sent to you from another user



This icon when applied to a conversation bubble means the message has not been read

By opening a message, allows viewing of the message thread and the ability to respond. Click the message, opening the message

Each thread within the message will include message posted, the users name and the time and date posted.

To reply to message type your reply in the text box, clicking the submit check mark will send your message.