

## **SMART Training Manager<sup>®</sup>**

The SMART Training Manager is the easy way to ensure all your employees have received adequate training, licenses and certifications. The software enables Health and Safety and Training Managers to set up requirements for each job category and view each employee's training records individually to ensure all required classes have been completed and are current and up-to-date.

To make training registration easy, the software stores in-house and outside training provider information and provides electronic links to their web site and e-mail. In addition, SMART can provide attendees with class registration confirmation via e-mail.

The system operates in single user mode or can be configured for multi-user client-server operation. SMART is available for both PC and MAC operating systems.

### **Key Capabilities:**

- Enables users to set up work groups and track completed training for each individual in the group
- Stores copies of training certificates and licenses
- Stores and tracks training history for each employee to ensure compliance with OSHA and company training requirements
- Alerts users when refresher courses or other events are due
- Stores in-house and outside training provider information and course schedules for quick and easy registration of individuals or groups

### **Benefits:**

- Reduces costs by providing quick and easy access to employee training records
- Improves company performance by ensuring only properly trained and certified individuals are assigned to jobs and projects
- Reduces the risk of regulatory fines and citations by managing training records and tracking refresher training

## HOW IT WORKS

### Getting Started

The system starts with the Main Menu. Simply select the task you want to perform or information you want to view. For instructions, simply click on the help link and screen specific help will appear in a pop-up window.



### Ensures All Employees Have Been Properly Trained

For various work groups and job titles, the system enables you to build a list of training and certification requirements. When employees are entered or imported into the system and assigned to a work group, the system automatically lists all of their training, certification and licensing requirements. SMART makes it easy to see training that is missing or expired ensuring only properly trained employees are assigned to a job or project.

SMART is enabled to track each course and license refresher date. Simply enter how many days until the class or license expires and thirty days before expiration, you will be provided with alerts so appropriate action such as course registration can be taken.

**Employee Training Details**  
Example Company

Back Help Add Find Find All Safety Details Exposure Monitoring List Home

**General Information** [help](#)

Employee\_ID: 6  
 First\_name: Jim  
 Middle\_name:   
 Last\_name: Bilsner  
 Site (Terminal): ACC Oakland Office  
 Employee Type:  HazMat  Standard  
 Status:  Active  Archived  
 E-Mail: jibilsner@accenv.com

**Photo** [help](#)

**Classifications** [help](#)

Classification	Type	Functions
Asbestos CAC	Stan	Rev Upd X
		Rev Upd X

Date of Birth: 6/4/1946  
 Department: Sr. Project Manager  
 Social Sec. #: 321-12-3445

**Training Records** [help](#)

Class / Requirement	Init./Refresh.	Provided	Provided By	Date Expires	Status	ARC	X
Asbestos Inspector / Management Planner	Refresher	3/10/2004	UC Berkeley	3/10/2005	Action needed	ARC	X
Asbestos Project Designer - 8 HR	Refresher	3/9/2004	M&C	3/9/2005	Action needed	ARC	X
Asbestos Contractors and Supervisors Refresher - 4 HR	Refresher	4/30/2004	M & C	4/30/2005	Okay	ARC	X
Certified Asbestos Consultant		6/16/2004	DDHS - California	6/16/2005	Okay	ARC	X
HAZWOPER REFRESHER - 8 HR	Refresher	8/5/2004	Network Environmental	8/5/2005	Okay	ARC	X
Lead-Related Construction Certificate - Supervisor	Refresher	5/2/2004	UC Berkeley	5/2/2006	Okay	ARC	X

## Makes it Easy to Register Employees for Classes

The system enables you to enter in-house and outside training provider information for each course and license, along with the dates for each class. A simple mouse click enables you to register employees for upcoming classes. From the Training Provider screen, you can access the provider's web site to check training schedules or to e-mail them to register individuals for classes.

Training Provider Details  
Example Company

Back Help Last Employee Add Find Find All List Home

**General Information** [help](#)

<b>Provider_ID</b>	5	<b>Phone</b>	510-638-8400 x104
<b>Contact Person</b>	Mark Sanchez	<b>Fax</b>	510-638-8404
<b>Company Name</b>	ACC Environmental	<b>E-Mail</b>	training@accenv.com
<b>Address</b>	7977 Capwell Drive	<b>Web</b>	http://www.accenv.com
<b>City</b>	Oakland	<b>Service Area</b>	Oakland, San Francisco, Sacramento, LA
<b>State</b>	CA		
<b>Zip</b>	94611		
<b>Country</b>	USA		
<b>Notes</b>	Can provide services at central training center or specialty classes can be scheduled at client facilities.		

**Offering Training for these Requirements** [help](#)

Requirement	Location	Cost(\$)	Notes/Dates, etc.	Doc help
Asbestos Class IV Awareness	Oakland	\$85.00		X
Asbestos Class III Initial	Oakland	\$145.00		X
Asbestos Class III Refresher	Oakland	\$85.00		X
Asbestos Class III Supervisor Initial	Oakland	\$250.00		X
Asbestos Class III Supervisor Refresher	Oakland	\$145.00		X
Mold Prevention & Abatement Training	Oakland	\$85.00		X
Lead-based paint Awareness	Oakland	\$85.00		X

## Provides Notification of Upcoming Training to Attendees

To ensure employees are properly notified of their scheduled training events, you can use the system to send out e-mail class confirmations to individuals when you register them for courses. With the network system or web query module, employees can view their upcoming training schedule.

**Scheduled Events** [help](#) [Help](#) [View All Archived Training This Employee](#)

Date Scheduled	Date of Event	Requirement	Provided By	Date Reminder Sent	Status	Actions
2/28/2005	3/15/2005	Asbestos Inspector / Management Planner	UC Berkeley	?	2/28/2005	Scheduled Reminder Post X
3/2/2005	3/16/2005	Asbestos Project Designer - 8 Hour	M & C	?	3/2/2005	Scheduled Reminder Post X
				?		Reminder Post X

## Reporting Capabilities

SMART provides several reports that enable the Training Manager to view the training status of the organization sorted by location and employee.

**Training status sorted by Class or Requirement** enables you to review a list of all employees with the specific class or job requirement and status of each employee. This report makes it easy to register everyone who is expired or will expire soon for an upcoming class.

**Training Status Sorted by Employees** enables you to view a list of each employee sorted by location and review the expiration status of each employee on a company-wide basis.

**Scheduled Training Report** enables you to view a list of upcoming training events that employees are scheduled to attend.



## **Creates Badges, Produces and Stores Training Certificates**

Once employee information, company logo and employee photograph are entered into the system, you can generate employee ID badges. The system also produces training certificates for in-house training and stores scanned certificates from outside providers.



**To learn more visit the EcoLogic Systems web site at [www.ecologicsystems.com](http://www.ecologicsystems.com) or call 1-800-223-0609.**