Release Features

Audit Track – Add Attachments to Performed Audits

This feature allows users edit completed audits and add files (e.g. photos) to each response as needed.
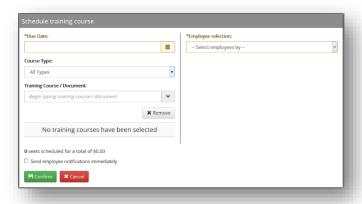
Training Track – Offline Training Course Import

Users can now import a list of their training courses that they would like to assign and track for their staff within Training Track. Within Training Course Setup, the import function provides a template excel spreadsheet where course title, length, description, category and frequency can be identified for each course and then imported into the training course list.

Training Track – Search My Content to Assign Documents when Scheduling Training

Users can now search their My Content materials within Training Track when scheduling training. From the Schedule By Employee page, an additional "Course Type" filter has been added which allows users to filter training content by online courses, offline courses, safety videos, document or all types. When document is selected, the Training Course/Document menu will include all document titles that the organization has stored in My Content. These documents can then be assigned out for employee review.

Training Track/Incident Track – Emailed Reports

Reports that are so large within the system that they need to be emailed to the user rather than downloaded can now be emailed to a specified email address which is customized at the time of report download. These reports include the All Sites Training Report in Training Track, the Exports within the Incident Track Report and the Employee Data Export.

Administration – Employee Export

The employee export file has been modified to match the employee import file. This allows for easy importing of updated employee data from the same file.