



# BI-WEEKLY SAFETY TRAINING

## Why

The Bi-Weekly Safety Training will now be completed through an online platform. This program will enable us to track completions in order to increase our accountability and ensure that every team member is properly trained on each safety topic.

A new safety topic will be sent out on the 1<sup>st</sup> and 15<sup>th</sup> of every month, and all team members will need to complete the training within two weeks of assignment.

## User Management

General Managers will be responsible for adding and archiving employees, helping with login issues, and ensuring completion by all team members.

Area Directors will be responsible for ensuring completion by their everyone in their assigned area.

Regional Directors will be responsible for adding new General Managers to the management portal and ensuring completion by their everyone in their assigned region.

*\*\*Only General Managers and above have access to the management portal\*\**

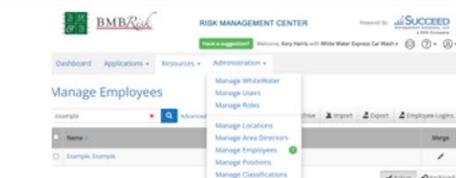
## Accessing the Management Portal

The Management Portal can be accessed through the link on the Safety page of the Intranet or by going to

<https://www.lossfreerx.com/Foyer.aspx?guid=b6d5ee23-c744-4a32-a8b0-8c8b1ae5d8d3>

## Adding New Employees

1. From the "Administration" drop-down, select "Manage Employees"

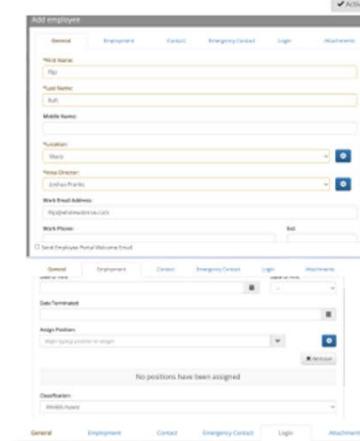


2. Select "New"



3. On the "General" tab, input

- First Name
- Last Name
- Location (Market)
- Area Director
- Email
- Employee ID



4. On the "Employment" tab, specify the location under "Classification"

5. Specify position under "Assign Position"

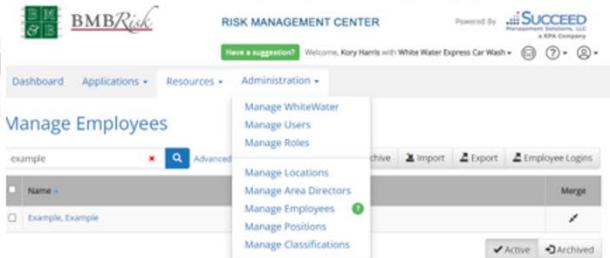
6. Select the "Login" tab.

7. Change the "Username" to the employee's 5-digit employee id number followed by their first and last initial.
8. Click the box in the lower left-hand corner that says, "Send Employee Portal Welcome Email."
9. Press "Save and Close".



## Archiving Employees

1. From the "Administration" drop down, select "Manage Employees"



2. Search for the desired employee and select the checkbox indicating the employee



3. Press "Archive" at the top of the list

