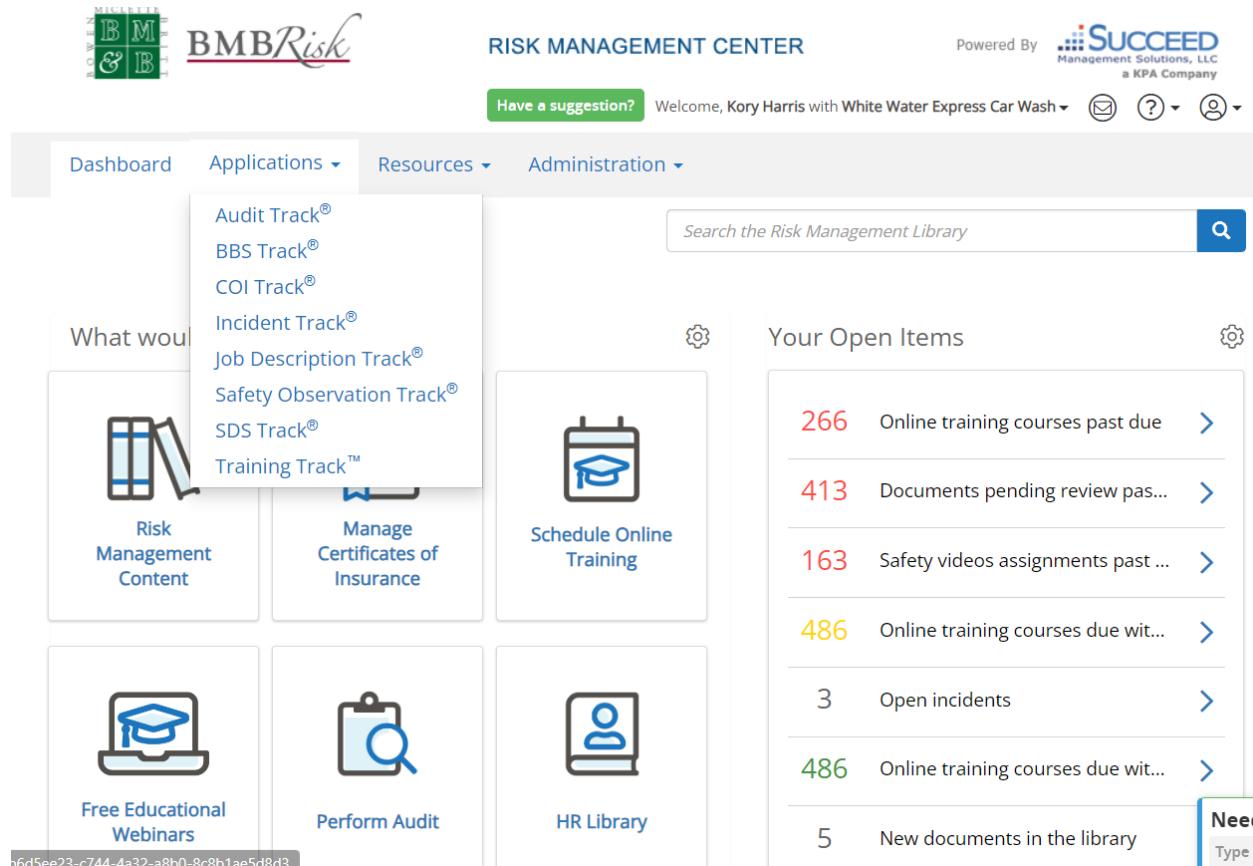


# Looking up Incomplete Bi-Weekly Safety Training

Access the management portal via:

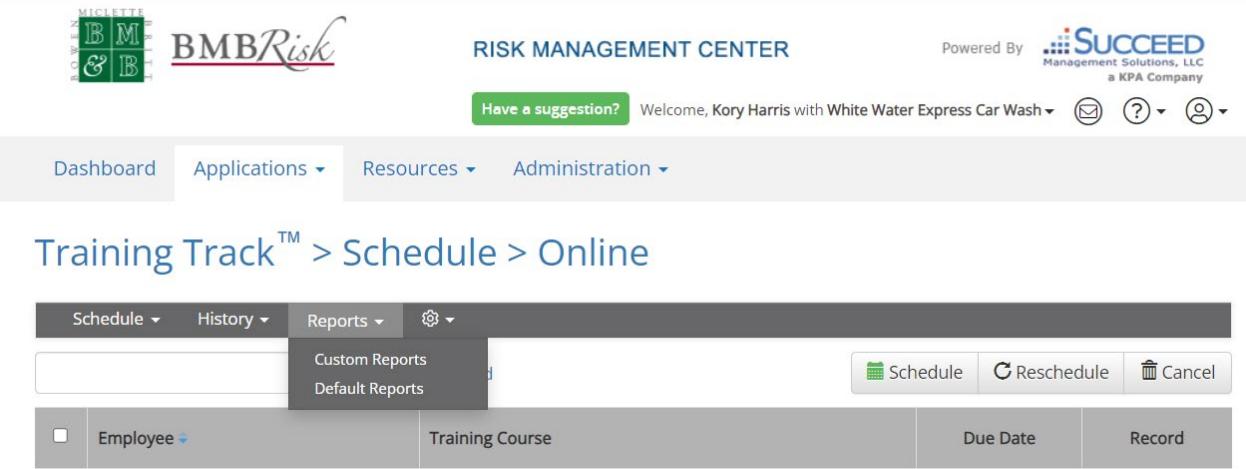
<https://www.lossfreerx.com/Foyer.aspx?guid=b6d5ee23-c744-4a32-a8b0-8c8b1ae5d8d3>

- 1.) Under “Applications” drop-down, select “Training Track”.



The screenshot shows the BMB Risk Management Center portal. At the top, there is a logo for BMB Risk, the text "RISK MANAGEMENT CENTER", and a "Powered By" logo for SUCCEED Management Solutions, LLC, a KPA Company. Below the header, there is a navigation bar with links for "Dashboard", "Applications", "Resources", and "Administration". The "Applications" menu is open, showing options like "Audit Track", "BBS Track", "COI Track", "Incident Track", "Job Description Track", "Safety Observation Track", "SDS Track", and "Training Track". The "Training Track" option is highlighted. On the right side of the screen, there is a section titled "Your Open Items" which lists various tasks with counts: 266 online training courses past due, 413 documents pending review, 163 safety video assignments past due, 486 online training courses due with a graduation cap icon, 3 open incidents, 486 online training courses due with a graduation cap icon, and 5 new documents in the library.

2.) Under the “Reports” drop-down, select “Custom Reports” (for WhiteWater content, Proceed to page 4)



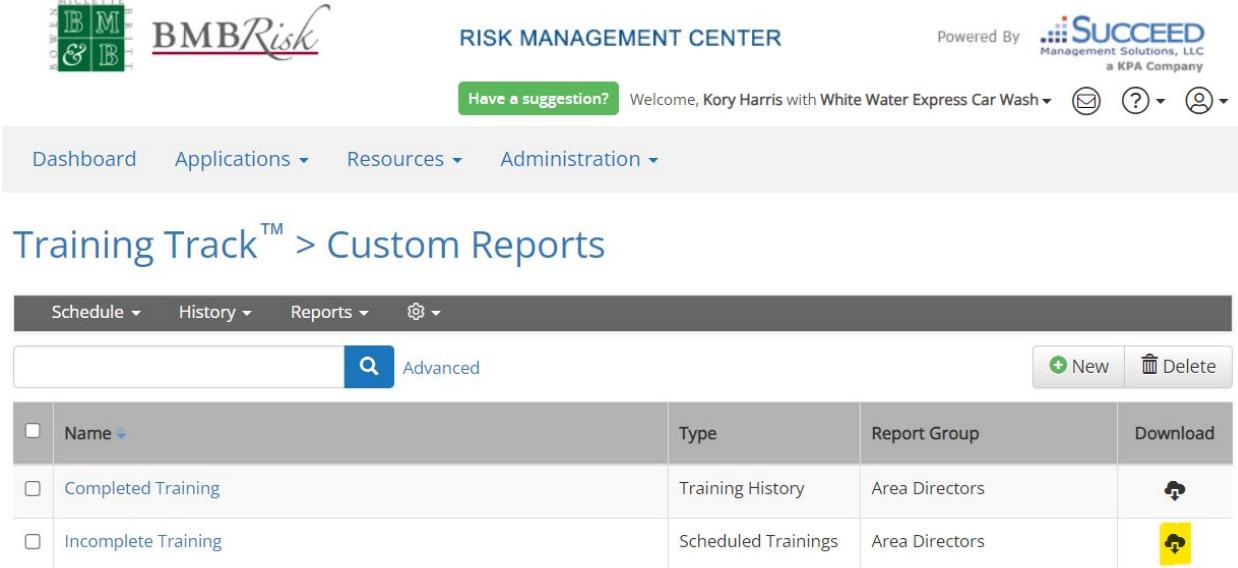
Training Track™ > Schedule > Online

Schedule History Reports Custom Reports Default Reports

Employee + Training Course Due Date Record

Schedule Reschedule Cancel

3.) Select the cloud icon on the “Incomplete Training” row.



Training Track™ > Custom Reports

Schedule History Reports Advanced

New Delete

<input type="checkbox"/> Name	Type	Report Group	Download
<input type="checkbox"/> Completed Training	Training History	Area Directors	
<input type="checkbox"/> Incomplete Training	Scheduled Trainings	Area Directors	

4.) Select the Area and then press the green “Continue” button. It will download the report to the computer.

The screenshot shows the BMB Risk Training Track application interface. The main menu includes 'Dashboard', 'Applications', 'Training Track™', 'Schedule', and 'History'. A sidebar on the left has checkboxes for 'Name', 'Completed Training', and 'Incomplete Training'. The main content area displays a 'Risk Management Center' with a 'SUCCEED Management Solutions, LLC' logo. A central dialog box is titled 'Apply report filters: Incomplete Training'. It contains four dropdown fields for 'Employee Name', 'Area', 'Training', and 'Relation' (all set to 'Include'). The 'Area' dropdown is expanded, showing a list of locations: Corporate Office, Dallas, Houston, Kentucky, Louisiana, Michigan, Ohio, Oklahoma, and Waco/Austin. Below this is a section titled 'Employees SCHEDULED TO TAKE TRAINING' with a 'Begin typing training' input field. At the bottom of the dialog are 'Continue' and 'Cancel' buttons. The background shows a table with columns 'Group', 'Actors', and 'Download'.

## For Content Distributed By WhiteWater:

- 1.) Under the “Reports” drop-down, select “Default Reports”

Training Track™ > Schedule > Online

Schedule History Reports ⚙️

Custom Reports Default Reports

Employee 🕒 Training Course Due Date Record

📅 Schedule 🕒 Reschedule trash Cancel

- 2.) Select “Assigned Documents” from the drop down

Training Track™ > Default Reports

Schedule History Reports ⚙️

-- Select Report --

-- Select Report --

All Sites Training Status

**Assigned Documents**

Classification Training Matrix  
Continuing Education Credits  
Area Training Matrix  
Employee Training Matrix  
Missing Training Report  
Position Training Matrix  
Training Compliance Overview  
Training History Matrix  
Training Purchase History  
Training Records By Employee

Training

3.) Select the desired Area and change the Type to “Assigned Only” and then select the green Download button.

The screenshot shows a software interface for 'Training Track™ > Default Reports'. At the top, there is a navigation bar with links for Dashboard, Applications, Resources, and Administration. Below this is a secondary navigation bar with links for Schedule, History, Reports, and a gear icon. A dropdown menu is open, showing 'Assigned Documents' as the selected option. The main content area is titled 'Assigned Documents'. It contains several input fields: 'Last name:' with an empty text input, 'Document name:' with an empty text input, 'Area:' with a dropdown menu showing 'Corporate Office', and 'Type:' with a dropdown menu showing 'Assigned only'. At the bottom left is a green 'Download' button with a cloud icon. At the bottom right is a 'Need assistance?' button with a blue icon.

Dashboard Applications ▾ Resources ▾ Administration ▾

Training Track™ > Default Reports

Schedule ▾ History ▾ Reports ▾ ⚙ ▾

Assigned Documents ▾

**Assigned Documents**

Last name:

Document name:

Area:

Corporate Office ▾

Type:

Assigned only ▾

**Download**

Need assistance?