

# Looking up Incomplete Bi-Weekly Safety Training

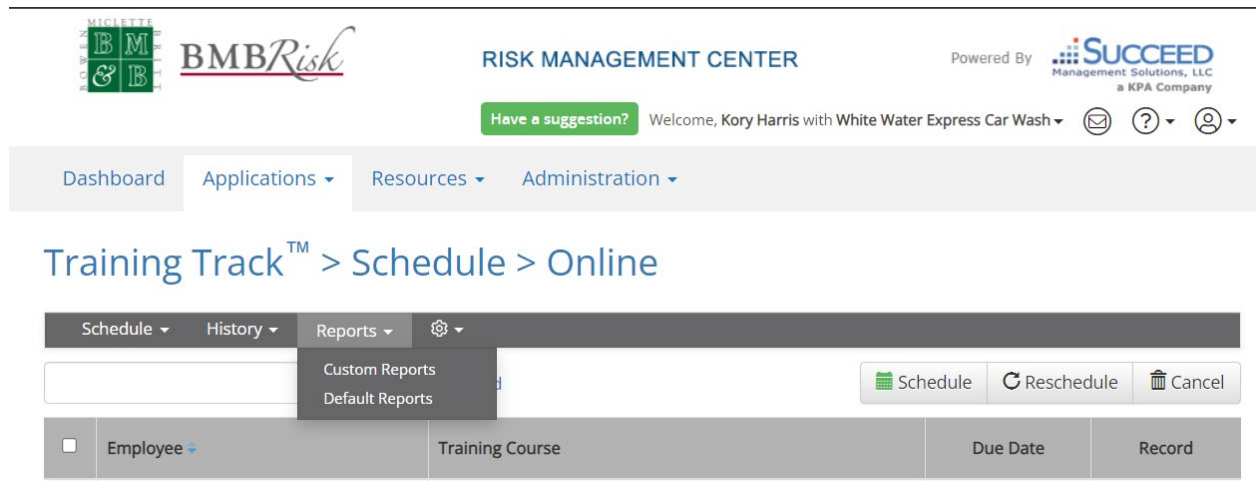
Access the management portal via:

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

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

The screenshot displays the BMBRisk Risk Management Center interface. The top navigation bar includes the BMBRisk logo, the text "RISK MANAGEMENT CENTER", and a "Powered By SUCCEED" logo. A green button labeled "Have a suggestion?" and a welcome message "Welcome, Kory Harris with White Water Express Car Wash" are visible. The main navigation menu has tabs for "Dashboard", "Applications", "Resources", and "Administration". The "Applications" dropdown menu is open, showing a list of options: "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. Below the dropdown, the interface shows a "What would you like to do?" section with icons for "Risk Management Content", "Manage Certificates of Insurance", "Schedule Online Training", "Free Educational Webinars", "Perform Audit", and "HR Library". On the right, the "Your Open Items" section lists various tasks with counts and links: "266 Online training courses past due", "413 Documents pending review pas...", "163 Safety videos assignments past ...", "486 Online training courses due wit...", "3 Open incidents", "486 Online training courses due wit...", and "5 New documents in the library". A "Need" button is visible at the bottom right of the "Your Open Items" section.

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



**BMBRisk** RISK MANAGEMENT CENTER Powered By **SUCCEED** Management Solutions, LLC a KPA Company

Have a suggestion? Welcome, Kory Harris with White Water Express Car Wash

Dashboard Applications Resources Administration

Training Track™ > Schedule > Online

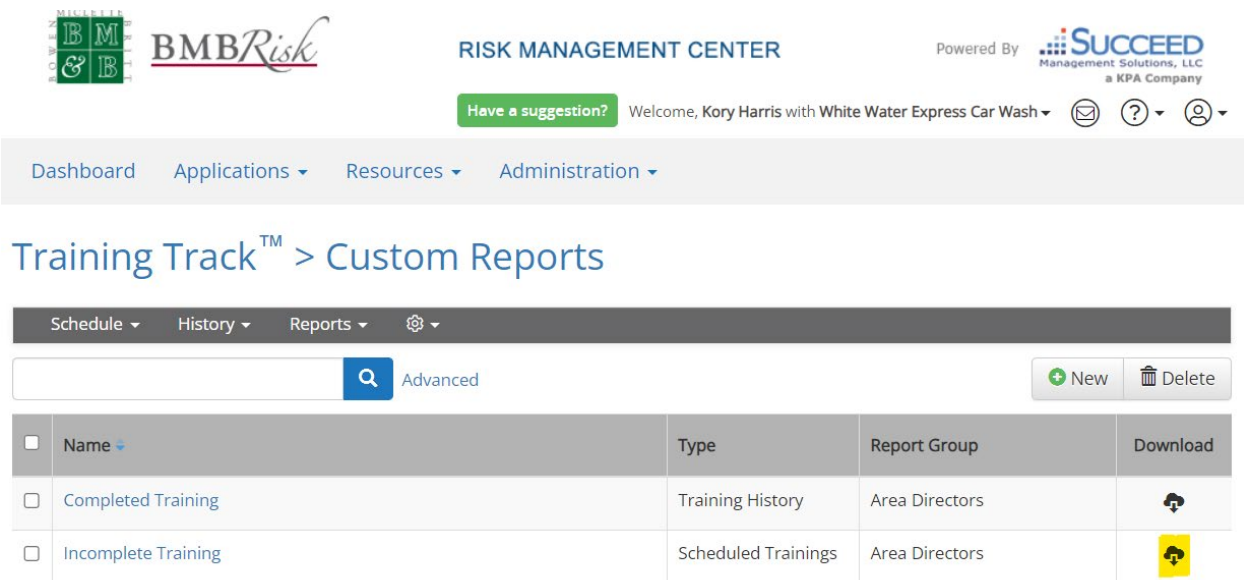
Schedule History Reports

Custom Reports  
Default Reports

Schedule Reschedule Cancel

<input type="checkbox"/>	Employee	Training Course	Due Date	Record

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



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Have a suggestion? Welcome, Kory Harris with White Water Express Car Wash



Dashboard Applications Resources Administration

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 displays the BMBRisk RISK MANAGEMENT CENTER interface. A modal dialog box titled "Apply report filters: Incomplete Training" is open, allowing users to filter training reports. The dialog includes four filter sections, each with a text input field and a "Relation" dropdown menu set to "Include".

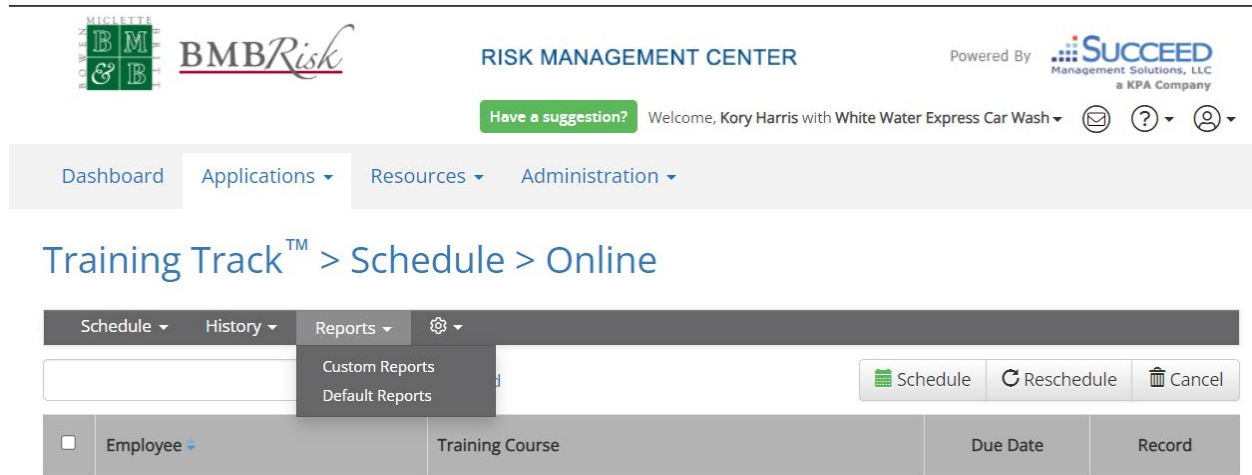
- Employee Name:** Input field with placeholder "Begin typing employee name".
- Area:** Input field with placeholder "Begin typing area" and a dropdown menu showing a list of locations: Corporate Office, Dallas, Houston, Kentucky, Louisiana, Michigan, Ohio, Oklahoma, and Waco/Austin.
- Employees scheduled to take training:** Input field with placeholder "Begin typing training".

At the bottom of the dialog are two buttons: a green "Continue" button and a red "Cancel" button.

The background interface shows the "Training Track™" section with a "Schedule" dropdown and a "History" dropdown. Below these are checkboxes for "Completed Training" and "Incomplete Training". The top right corner indicates the system is "Powered By SUCCEED Management Solutions, LLC a KPA Company".

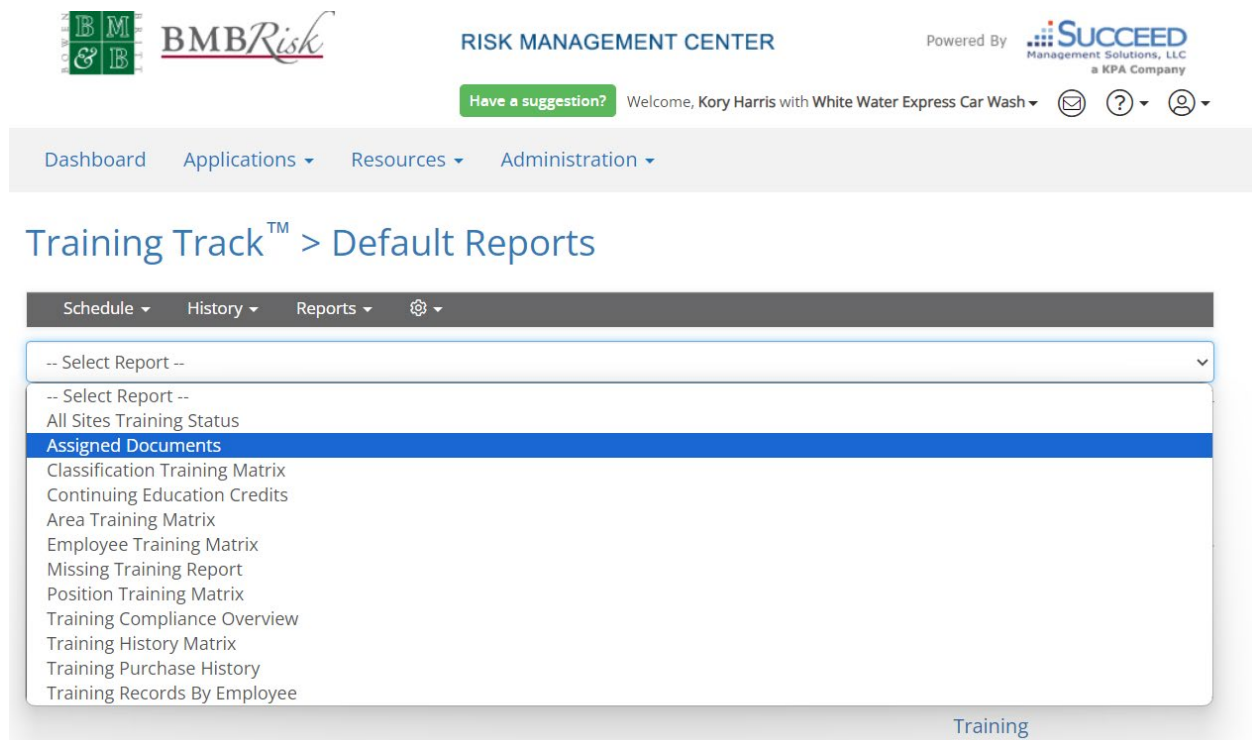
## For Content Distributed By WhiteWater:

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



The screenshot shows the BMBRisk Risk Management Center interface. The top navigation bar includes the BMBRisk logo, the text "RISK MANAGEMENT CENTER", and a "Powered By SUCCEED Management Solutions, LLC a KPA Company" logo. A green button "Have a suggestion?" and a welcome message "Welcome, Kory Harris with White Water Express Car Wash" are visible. Below the navigation bar, there are tabs for "Dashboard", "Applications", "Resources", and "Administration". The main content area displays "Training Track™ > Schedule > Online". A dropdown menu is open under the "Reports" tab, showing "Custom Reports" and "Default Reports". To the right of the dropdown are buttons for "Schedule", "Reschedule", and "Cancel". Below the dropdown is a table with columns: "Employee", "Training Course", "Due Date", and "Record".

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



The screenshot shows the BMBRisk Risk Management Center interface. The top navigation bar includes the BMBRisk logo, the text "RISK MANAGEMENT CENTER", and a "Powered By SUCCEED Management Solutions, LLC a KPA Company" logo. A green button "Have a suggestion?" and a welcome message "Welcome, Kory Harris with White Water Express Car Wash" are visible. Below the navigation bar, there are tabs for "Dashboard", "Applications", "Resources", and "Administration". The main content area displays "Training Track™ > Default Reports". A dropdown menu is open under the "Reports" tab, showing a list of reports. The "Assigned Documents" report is highlighted in blue. The list of reports includes: "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", and "Training Records By Employee".

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

[Dashboard](#) [Applications ▾](#) [Resources ▾](#) [Administration ▾](#)

## Training Track™ > Default Reports

[Schedule ▾](#) [History ▾](#) [Reports ▾](#) [⚙️ ▾](#)

Assigned Documents ▾

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Assigned Documents

Last name:


Document name:

Area:

Corporate Office ▾

Type:

Assigned only ▾

 Download

Need assistance?