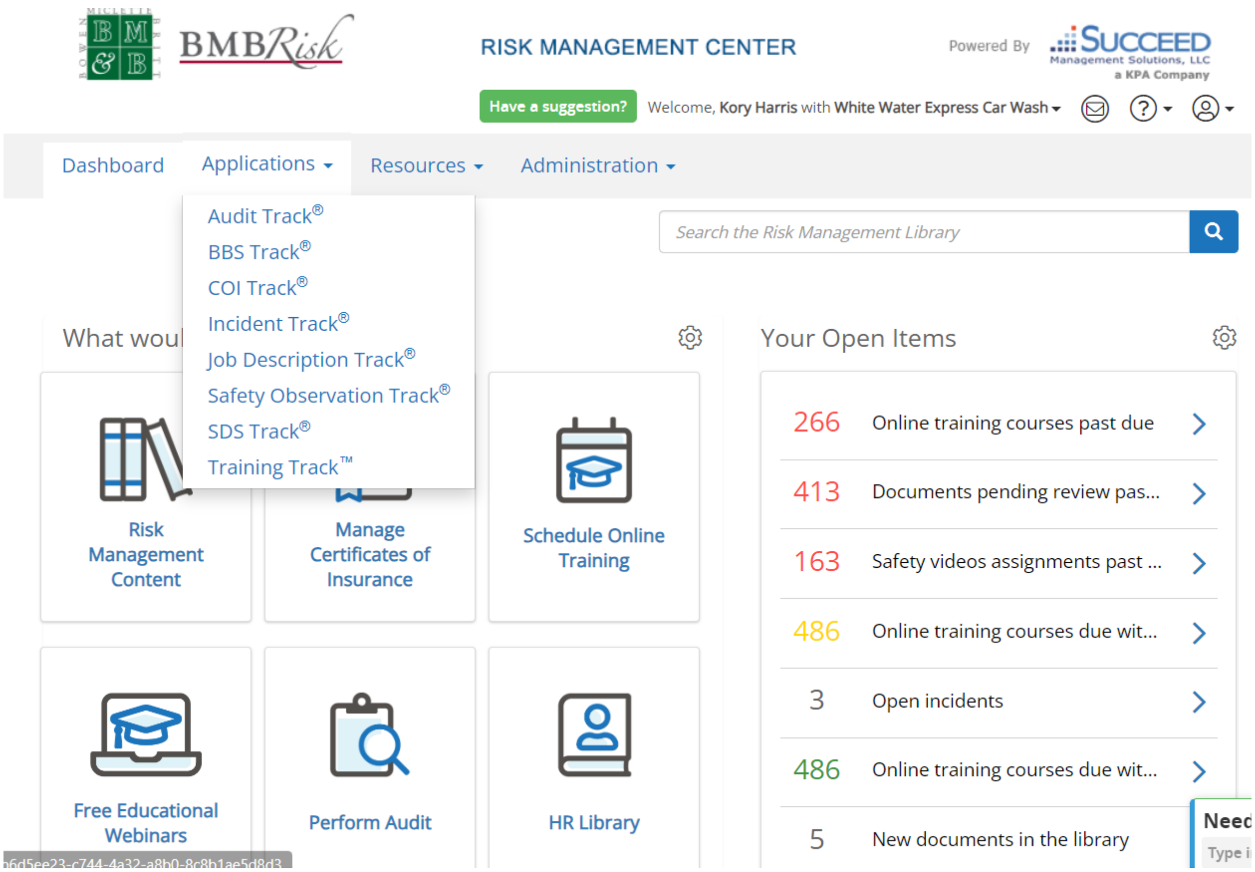
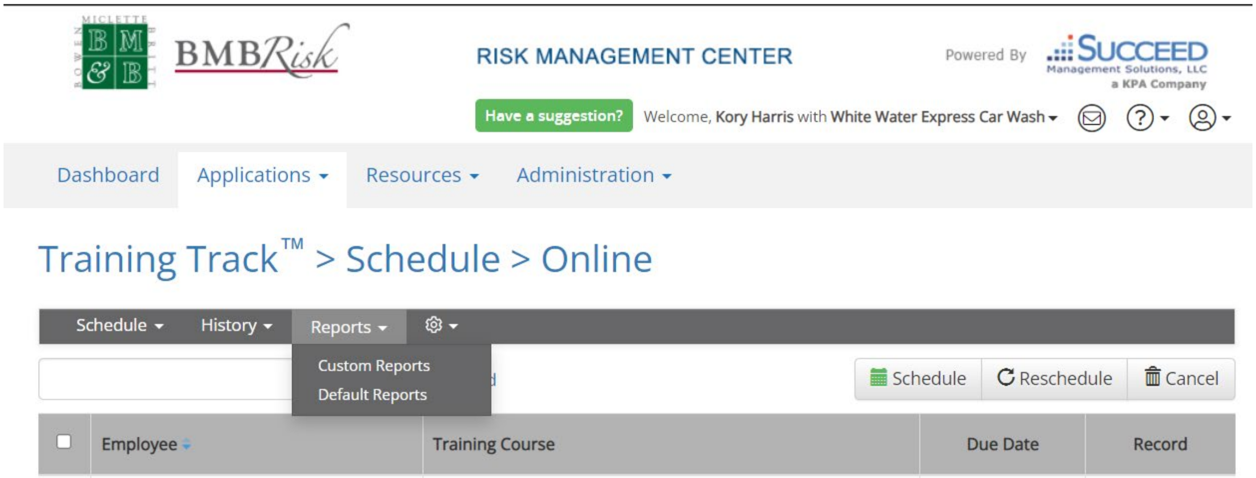
Looking up Incomplete Bi-Weekly Safety Training

Access the management portal via:
https://www.lossfreerx.com/Foyer.aspx?guid=b6d5ee23-c744-4a32-a8b0-8c8b1ae5d8d3

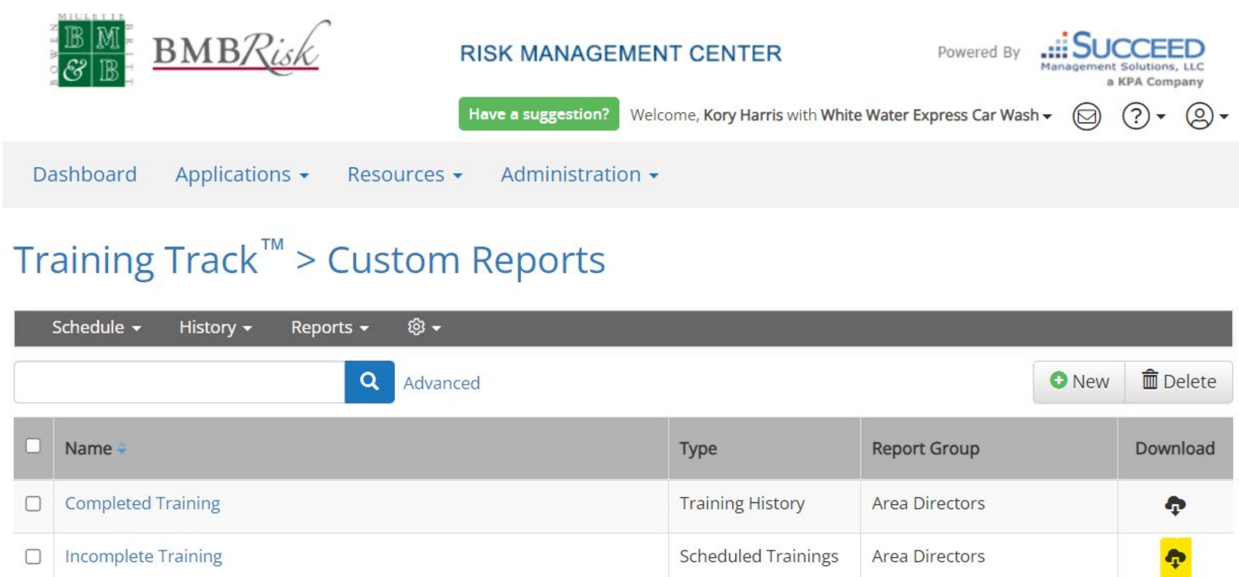
1.) Under “Applications” drop-down, select “Training Track”.



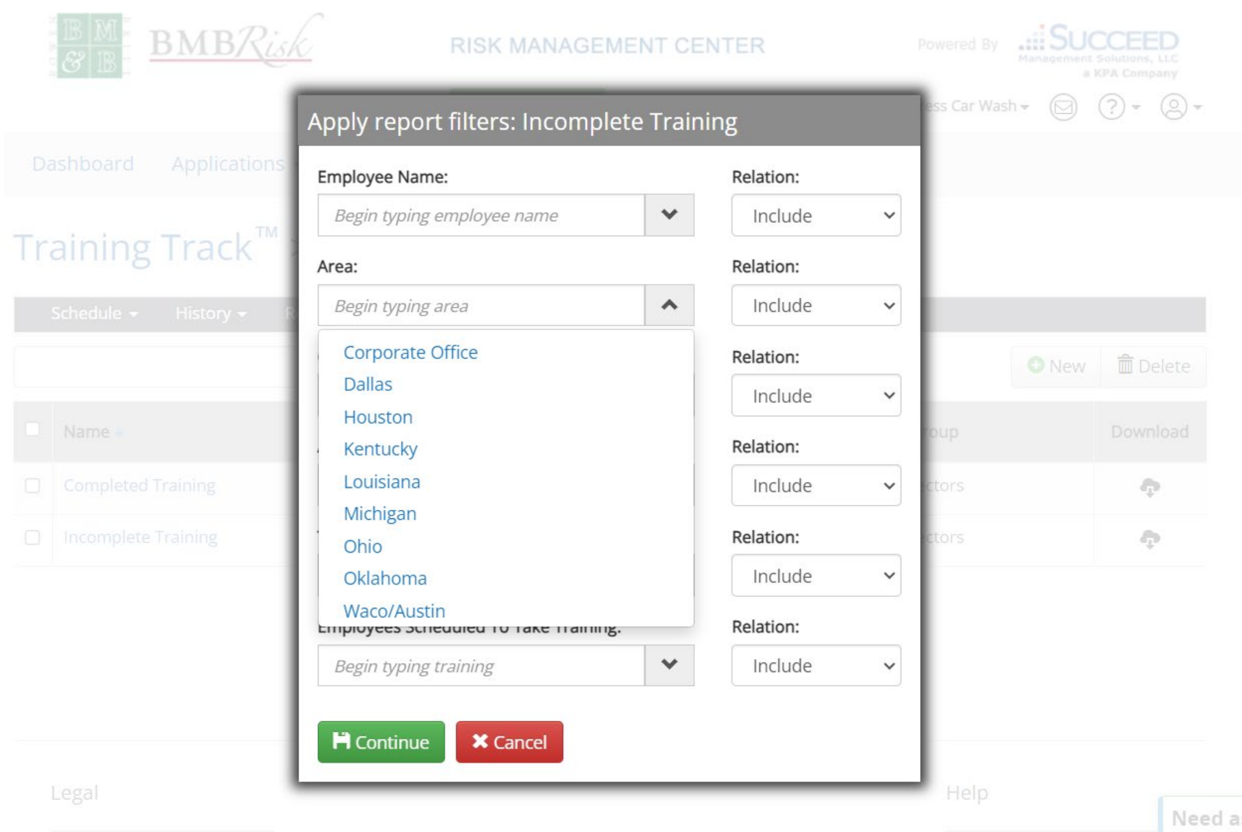
2.)Under the “Reports” drop-down, select “Custom Reports” (for WhiteWater content, Proceed to page 4)



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

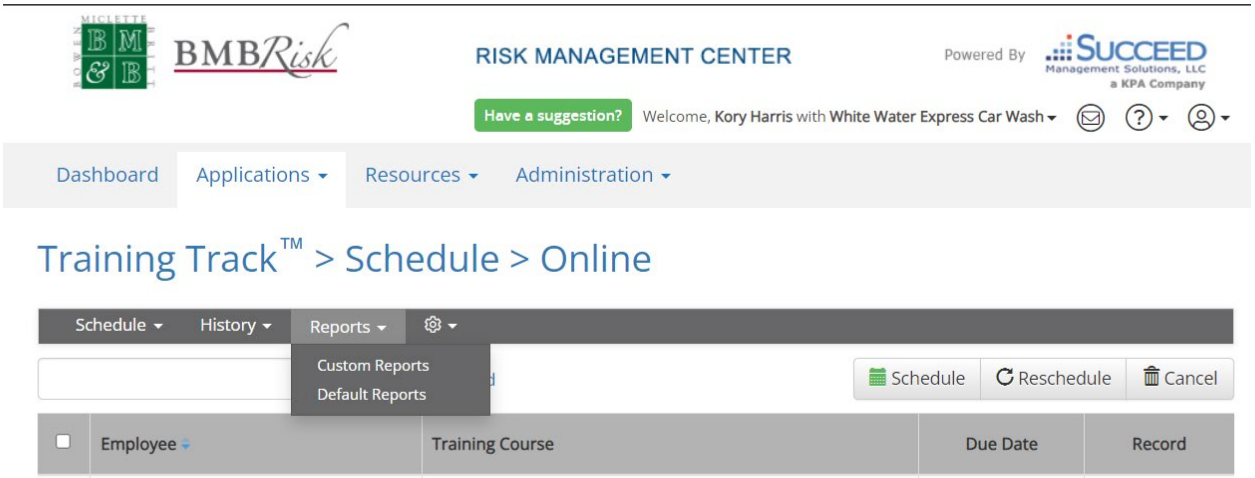


4.)Select the Area and then press the green "Continue" button. It will download the report to the computer.

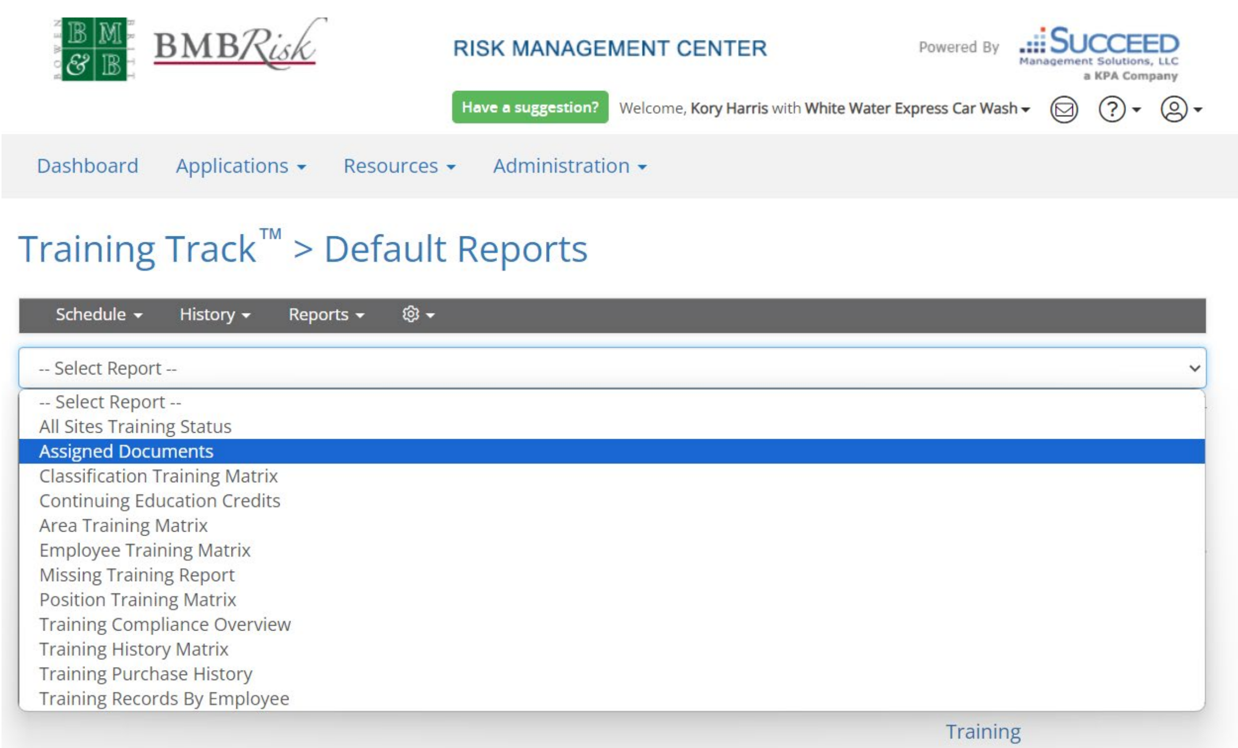


For Content Distributed By WhiteWater:

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



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



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