SMART Reporting Features

SMART has several report tools available for training, safety and equipment management.

Scheduled Training Events:

From the Home Page, click on Scheduled Training Events. You will be asked if you would like to view a report of all scheduled training or for just a specific set of scheduled events. Select an action. Perform a custom find or view all pending events.

Additional Reports:

Clicking on the Reports button on the Home Page can print additional reports such as:
- Training status report grouped by employee
- Training status report grouped by requirement
- Safety events report grouped by employee
- Safety events report grouped by event type
- Scheduled training events
- Equipment management report

Note:

Two basic categories of reports are available in the system. The first set of reports has to do with training requirements and the second set of reports has to do with the three primary types of safety events (respirator, medical and pulmonary fit test records). All reports operate in the same basic fashion:

Step 1:
You click on the report you would like to print.

Step 2:
You are presented with a FIND screen where you can select the criteria you wish to use to select the records of interest.

Step 3:
Click on the FIND button in the status area on the left side of the screen.

Step 4:
The report is displayed on the screen. You can move between pages by using the small boot tool on the status area on the left side of the screen. You then select File-Print from the pull-down menu to print the report.

Step 5:
Click the CONTINUE button in the status area to return to the reports menu.