

# NUS USER GUIDE

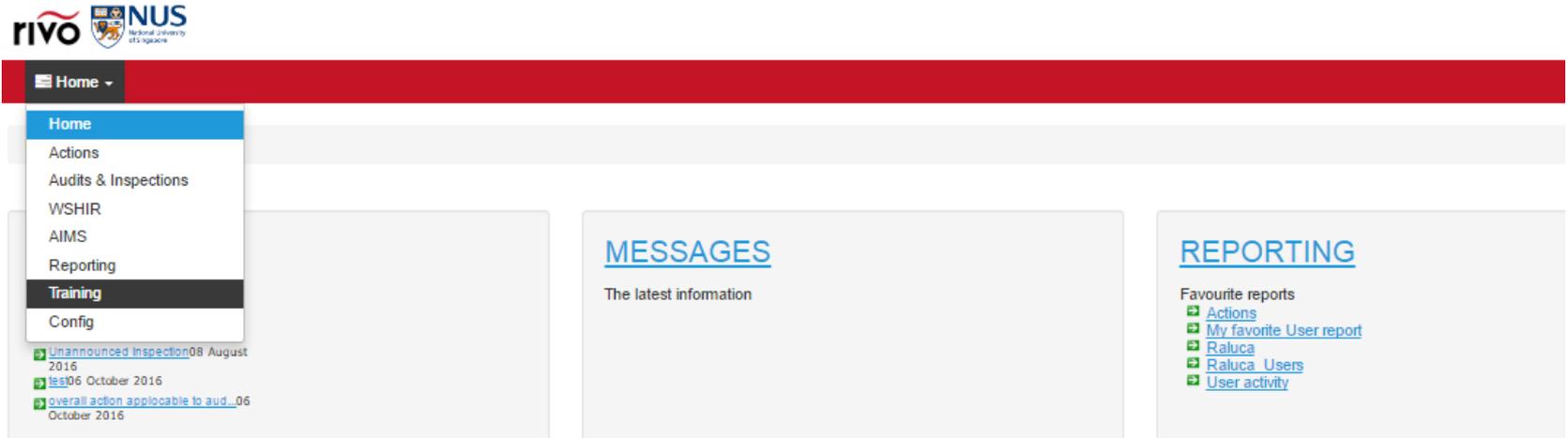
## EHS360 – TRAINING MODULE

# Index

- Training Module
- Training – View trainees
- Training – Modify Required Training
- Training – View Training Records
- Training – Add Training record
- Training – Types of Training
- Training – Add Training type
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# Training Module

- To access the Training Module please navigate to HOME > Training



The screenshot displays the RIVO NUS dashboard interface. At the top left, the RIVO and NUS logos are visible. A red navigation bar contains a 'Home' dropdown menu, which is currently open, showing options: Home, Actions, Audits & Inspections, WSHIR, AIMS, Reporting, **Training** (highlighted), and Config. Below the navigation bar, the dashboard is divided into three main sections. The left section contains a list of recent actions, including 'Unannounced Inspection08 August 2016', 'Isst06 October 2016', and 'overall action applicable to aud\_06 October 2016'. The middle section is titled 'MESSAGES' and contains the text 'The latest information'. The right section is titled 'REPORTING' and lists 'Favourite reports' with links to 'Actions', 'My favorite User report', 'Raluca', 'Raluca Users', and 'User activity'.

# View trainees

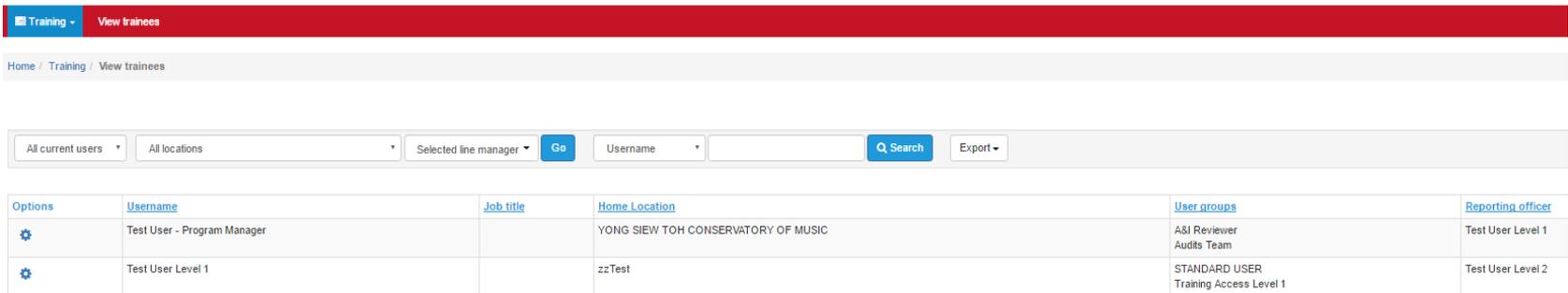
Taking into consideration that for the Training Module we use the **Line Manager Hierarchy** the ‘View trainees’ will differ depending on the user group to which the user belongs too.

**A User with access Level 1 (Trainee)** will be able to only see his record in View Trainees Tab and his team , if he is assigned as a Line Manager to any other user.

**A User with access Level 2, 3 (Reporting Officer)** will be able to see his records and his team records

**A user with access Level 4 (OSHE Administrator)** will be able to see all the users in the system, regardless of the Line Manager assigned.

## View Trainees – Level 1



The screenshot shows the 'View Trainees' interface. At the top, there is a navigation bar with 'Training' and 'View Trainees'. Below this is a breadcrumb trail: 'Home / Training / View trainees'. A search and filter bar contains dropdowns for 'All current users', 'All locations', and 'Selected line manager', along with a 'Go' button, a 'Username' dropdown, a search input field with a 'Search' button, and an 'Export' dropdown. The main content is a table with the following data:

Options	Username	Job title	Home Location	User groups	Reporting officer
	Test User - Program Manager		YONG SIEW TOH CONSERVATORY OF MUSIC	A&I Reviewer Audits Team	Test User Level 1
	Test User Level 1		zzTest	STANDARD USER Training Access Level 1	Test User Level 2

# View trainees

## View Trainees – Level 2 (Reporting Officer)

[Training](#) - [View trainees](#) [View training records](#) [Add training record](#)

Home / Training / View trainees

All current users | All locations | Selected line manager | [Go](#) | Username | [Q Search](#) | [Export](#)

Each trainee and their home location is listed in this view

Options	Username	Job title	Home Location	User groups	Reporting officer
	OSHV58		zzTest	STANDARD USER Training Access Level 1	Test User Level 2
	Test User - Program Manager		YONG SIEW TOH CONSERVATORY OF MUSIC	A&I Reviewer Audits Team	Test User Level 1
	Test User Level 1		zzTest	STANDARD USER Training Access Level 1	Test User Level 2
	Test User Level 2			ACADEMIC SUPERVISOR Training Access Level 2	

## View Trainees – Level 3 (Reporting Officer)

[Training](#) - [View trainees](#) [View training records](#) [Add training record](#) [Types of training](#) [Courses](#) [Training matrix](#)

Home / Training / View trainees

All current users | All locations | Selected line manager | [Go](#) | Username | [Q Search](#) | [Export](#)

Options	Username	Job title	Home Location	User groups	Reporting officer
		Manager	ARTS & SOCIAL SCIENCES CENTRE FOR LANGUAGE STUDIES		A Aravin Kumar
		Manager	ARTS & SOCIAL SCIENCES CENTRE FOR LANGUAGE STUDIES	STANDARD USER	A Aravin Kumar
		Manager	ARTS & SOCIAL SCIENCES CENTRE FOR LANGUAGE STUDIES	STANDARD USER	A Aravin Kumar
		Manager	ARTS & SOCIAL SCIENCES CENTRE FOR LANGUAGE STUDIES	STANDARD USER	A Aravin Kumar
		Manager	NUS	STANDARD USER	A Aravin Kumar
	A ARAVIN KUMAR		YONG LOO LIN SCHOOL OF MEDICINE	STANDARD USER Training Access Level 2	Test User Level 3
	Test User Level 3		DENTISTRY	Department Training Admins	

# View trainees

## View Trainees – Level 4 (OSHE Administrator)

Training - View trainees View training records Add training record Types of training Courses Training matrix

Home / Training / View trainees

Use the filters above the table to filter the data

Use the "Search" box to search on this view

All current users All locations Selected line manager Go Username Search Clear Search Export

Options	Username	Job title	Home Location	User groups	Reporting officer
	ABDUL RAHAMAN BIN MOHD NOOR	OPERATIONS ASSOCIATE	SCIENCE CHEMISTRY	STANDARD USER	Lee Chooi Lan
	ABDUL RAHIM BIN RAMAD	OPERATIONS ASSOCIATE	SCIENCE BIOLOGICAL SCIENCES	STANDARD USER	Morgany Dio Thangavelu
	ABDUL WAHID BIN WAHINUDIN	SENIOR EXECUTIVE	UNIVERSITY ADMINISTRATION OFFICE OF CORPORATE RELATIONS	STANDARD USER	Lawrence Chai
	ABHIJEET BANERJEE	RESEARCH FELLOW	SCHOOL OF COMPUTING COMPUTER SCIENCE	STANDARD USER	Abhik Roychoudhury
	ABHIK ROYCHOUDHURY		SCHOOL OF COMPUTING COMPUTER SCIENCE	STANDARD USER	
	ABRAHAM, ITTY	ASSOC PROFESSOR	ARTS & SOCIAL SCIENCES SOUTHEAST ASIAN STUDIES	STANDARD USER	Itty Abraham (head, Sea)
	ABRAR AL-MAHMOOD SIDDIQUE	RESEARCH ASSISTANT	YONG LOO LIN SCHOOL OF MEDICINE ORTHOPAEDIC SURGERY	STANDARD USER	Adaikan.p Ganesan
	ACHUTHAN PRASANNA	OPERATIONS ASSOCIATE	SCIENCE PHYSICS	STANDARD USER	Tan Teng Jar
	ADAIKAN,P GANESAN	PROF	YONG LOO LIN SCHOOL OF MEDICINE OBSTETRICS & GYNAECOLOGY	ACADEMIC SUPERVISOR	
	ADAM SYED	RESEARCH ENGINEER	NUS	STANDARD USER	Shubham Duttgupta

Click on 'Options' button of the particular trainee that you are interested in to further action

Options Username

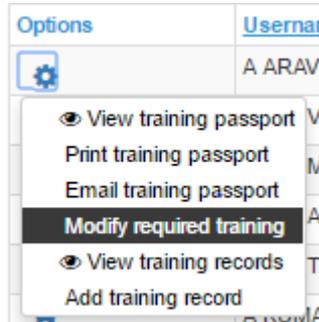
A ARAV

- View training passport
- Print training passport
- Email training passport
- Modify required training**
- View training records
- Add training record

Click on 'Export' button from the bottom of the table to choose from the available export options

# View trainees

'Options' menu allows you to perform different actions related to the trainee you are looking at.



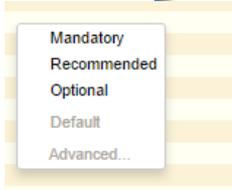
View Training passport opens the user's passport (presented in a later phase)

'Modify required training' allows you to link training types to this particular user



This user can be linked to a training by clicking on the requirement column (where empty)

Select the option you prefer for this particular user from the list that is shown



Home / Training / Manage training requirements: A Aravin Kumar

\* indicates a training requirement set specifically for this user

An Introduction to Safety, Health and Emergency Management (OHR eOrientation for Academic staff)	
Basic MRI Safety Training	
Biological Safety	Mandatory*
Biological spills and Emergency Response	Optional*
Biosafety Legislations & Guidelines	
Chemical Safety	Recommended*
Chemical Spill Management	
Fire Safety	
Fire Safety Coordinator Course	
Fire Safety Education Course	
Fire Warden Training Course	
Introduction to Laboratory Safety and Health in NUS – Policy, Principles and Practice (For newly matriculated students only)	

# Modify Required Training

**Modify Required Training** it's a role that is associated to a certain User Group.



The training requirements will be set on individual employee records rather than determine them by the training matrix.

Clicking on the Options Cog > Modify Required training , in the View Trainees Tab, a new window will open.

Home / Training / Manage training requirements: A Aravin Kumar

[CLICK HERE TO DOWNLOAD THE GUIDE TO SETTING TRAINING REQUIREMENTS](#)

\* indicates a training requirement set specifically for this user

Training type	Requirement
Biological Spills and Emergency Response (Hands-on) (Recommended for Dept Safety Coordinators)	
Chemical Spill Response (Hands-on) (Recommended for Dept Safety Coordinators)	
Internal Auditor Workshop for Safety and Health Management System (Recommended for Internal Auditors)	
OSHBIO01 - Biological Safety (Mandatory when using biological materials)	Mandatory*
OSHBIO03 - Safe Handling of Human Tissue and Fluids(Recommended when handling human tissue and fluids)	
OSHBIO04 - Biosafety Legislations and Guidelines (Recommended when appointed to identify and monitor legislations)	
OSHBIO05 - Biological spills and Emergency Response (Recommended for biological spill responders)	Optional*
OSHBIO06 - Safe Needle Usage in Research Laboratories (Mandatory when working with needles for life science research)	
OSHCHM01 - Chemical Safety (Mandatory for chemical users)	Recommended*
OSHCHM02 - Safe Use and Handling of Hydrofluoric Acid (Mandatory for hydrofluoric acid users)	
OSHCHM03 - Safe Use and Handling of Pyrophoric Chemicals (Mandatory for pyrophoric chemical users)	
OSHCHM04 - Semi-Quantitative Risk Assessment (Recommended when appointed to conduct SQRA)	
OSHCHM05 - Chemical Spill Response (Recommended for chemical spill responders)	
OSHERGO01 - NUS Office Ergonomics Training (Recommended when conducting self-evaluation for office workstation)	
OSHERGO02 - NUS Lab Ergonomics Training (Recommended when conducting self-evaluation for lab workstation)	
OSHGEN01 - Laboratory Safety Induction Training (Mandatory for lab/workshop staff)	
OSHGEN04 - Respiratory Protection Programme Training (Mandatory for first-time users)	

<< Back   Notify Trainee

Clicking on this link here will download/open the document attached and made available here

In Case the training requirements are changed in this window, the user for which the training requirement has changed can be notified via email , by clicking on the "Notify Trainee" button

# Modify Required Training

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Clicking on the **Notify Trainee** button will trigger an email that will be sent to the trainee(user) and to the line manager on the user account.

<< Back

Notify Trainee

If the user will press “**Back**” instead of “Notify Trainee” then the email won’t be sent.

## The email content will capture the following information:

---

**From:** EHS360 System [<mailto:support@rivosafeguard.com>]  
**Sent:** 10 March 2017 12:52  
**To:** A ARAVIN KUMAR <[A0105325@u.nus.edu](mailto:A0105325@u.nus.edu)>; A BAHVAANI <[A0127081@u.nus.edu](mailto:A0127081@u.nus.edu)>  
**Subject:** Safety and Health Training Requirements

**Please find in the attached the training identified based on your research activities.**

Please ensure you complete the training prior to the start of your research work (eg. laboratory, workshop, fieldwork and etc).

Training requirement identified by : A ARAVIN KUMAR  
Training requirement identified on : 10/03/2017 12:52

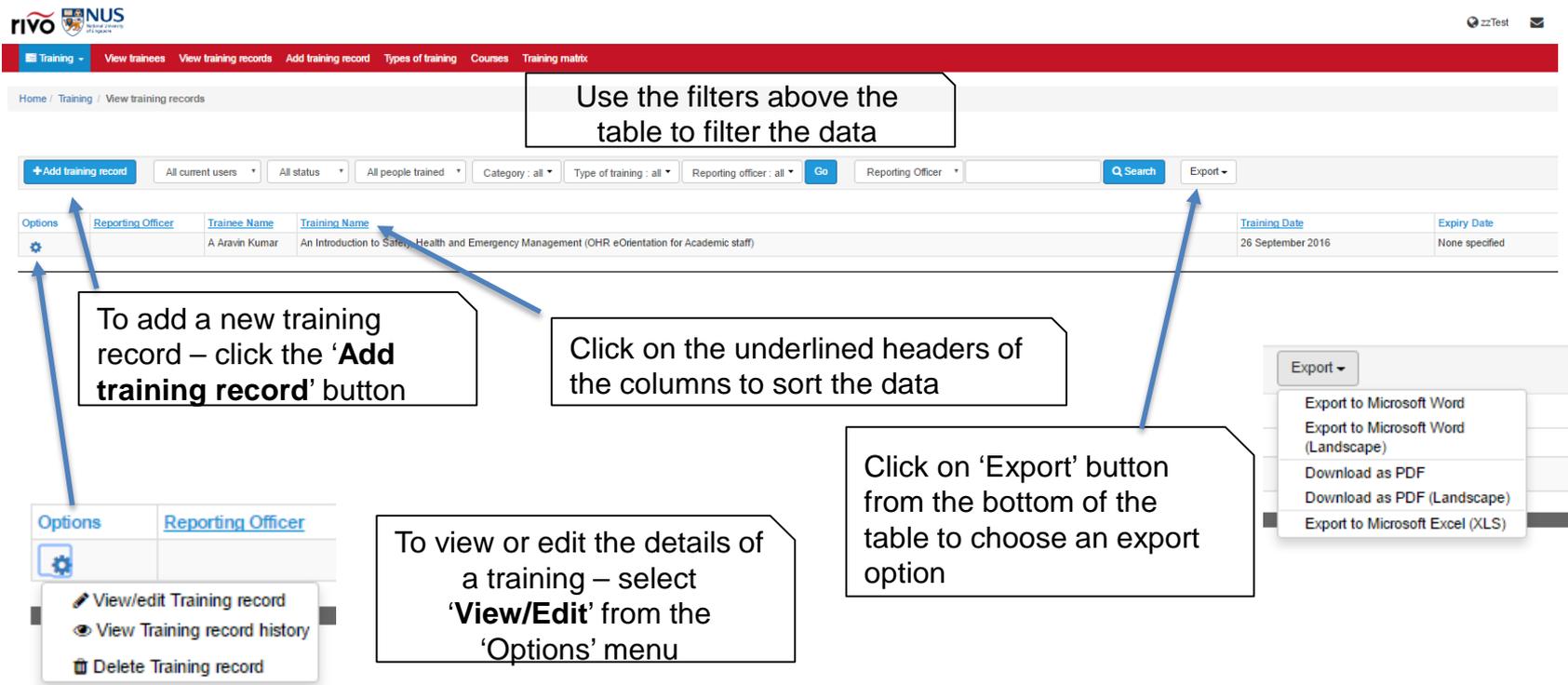
For any enquiries, please email to [oshbox11@nus.edu.sg](mailto:oshbox11@nus.edu.sg)

---

\*This is a computer generated message. Please do not reply to this email.

# View Training Records

Click on the 'View Training records' tab to display a list of the Training records dependign on the access level you have..



The screenshot shows the RIVO training records page. At the top, there is a navigation bar with tabs: Training, View trainees, View training records, Add training record, Types of training, Courses, and Training matrix. Below this is a breadcrumb trail: Home / Training / View training records. A filter bar contains several dropdown menus: '+Add training record', 'All current users', 'All status', 'All people trained', 'Category: all', 'Type of training: all', 'Reporting officer: all', and 'Go'. A search bar with a 'Search' button and an 'Export' dropdown are also present. The main table has columns: Options, Reporting Officer, Trainee Name, Training Name, Training Date, and Expiry Date. A single record is displayed for A Aravin Kumar. Annotations with arrows point to various elements: the '+Add training record' button, the 'Options' menu, the underlined column headers, the 'Export' dropdown, and the 'View/edit Training record' option in the 'Options' menu.

Use the filters above the table to filter the data

To add a new training record – click the 'Add training record' button

Click on the underlined headers of the columns to sort the data

To view or edit the details of a training – select 'View/Edit' from the 'Options' menu

Click on 'Export' button from the bottom of the table to choose an export option

Options	Reporting Officer	Trainee Name	Training Name	Training Date	Expiry Date
⚙️	A Aravin Kumar		An Introduction to Safety, Health and Emergency Management (OHR eOrientation for Academic staff)	26 September 2016	None specified

Export

- Export to Microsoft Word
- Export to Microsoft Word (Landscape)
- Download as PDF
- Download as PDF (Landscape)
- Export to Microsoft Excel (XLS)

Options

- View/edit Training record
- View Training record history
- Delete Training record

# Add Training record

## (For Safety & Health Coordinator & Safety Lead)

About the person trained

Select the name of the employee

Select...

About the training

Type of training undertaken

Biological Spills and Emergency Response (Hands-on) (Recommended for Dept Safety Coordinators)

Organisation or person who provided the training text

Please select organisation/person from list

Select the type and date of training, organisation and length of training

Date training undertaken

None specified

Length of training

Not selected / specified

Score

0

Capture the Score and the Final result of the course taken.

Final Result

Fail

NA

Pass

# Add Training record (For Safety & Health Coordinator & Safety Lead)

Notes

[Add Note](#)

Add notes, if needed.

Related actions

There are currently no related actions.

[Add new action](#)

Add actions, if needed.

Related documents

Attach related documents

Date uploaded	<a href="#">Document uploaded by</a>	Description	Filename	Delete	Edit
To attach a document - select the button below and select the file.					
<a href="#">Choose File</a> No file chosen					

[Save](#) [Save and create another](#) [Cancel](#)

To save the record click on 'Save' button. To save and open a blank one click on 'Save and create another' button. If you don't wish to save it click on 'Cancel' button.

# Types of Training (For OSHE Administrator)

By clicking on 'Types of Training' you will be able to view all types of trainings that exist in the system.

Training ▾
View trainees
View training records
Add training record
Types of training
Courses
Training matrix

Home / Training / Types of training / View types of training

+ Add new training type

Live training types ▾
Go

Category ▾

Q Search

Export ▾

Options	Category	Training type description	Training Code	Validity period	Training Owner	Method	Minimum Score
	Appointment - based	Biological Spills and Emergency Response (Hands-on) (Recommended for Dept Safety Coordinators)	NA	Valid indefinitely	Lum Wai Kiong, Danny	Classroom	NA
	Appointment - based	Chemical Spill Response (Hands-on) (Recommended for Dept Safety Coordinators)	NA	Valid indefinitely	Joel Swee Dao Wen	Classroom	NA
	Appointment - based	Fire Safety Coordinator Course (Mandatory for Building Fire Safety Coordinator or Assistant Fire Safety Coordinator)	NA	Valid indefinitely	Wong Kwok Yew	Classroom	NA
	Appointment - based	Fire Safety Education Course (Mandatory for Building Fire Coordinator, Assistant Fire Coordinator, Building Fire Warden or Assistant Fire Warden)	NA	Valid indefinitely	Wong Kwok Yew	Classroom	NA
	Appointment - based	Fire Safety Refresher Course (Mandatory every 2 years after attending Fire Safety Education Course)	NA	Valid indefinitely	Wong Kwok Yew	Classroom	NA
	Appointment - based	Fire Warden Training Course (Mandatory for Building Fire Warden or Assistant Fire Warden)	NA	Valid indefinitely	Wong Kwok Yew	Classroom	NA
	Appointment - based	Internal Audit for OH&S Management System (Recommended for Internal Auditors)	NA	Valid indefinitely	Hairulnizam Bin Ishak	Classroom	NA
	General (Add-on)	Mental Health First Aid (Recommended for helping persons sufferi	NA	Valid indefinitely		Classroom	NA
	Biological (Core)	OSHBIO01 - Biological Safety (Mandatory for using biological mate	OSHBIO01	2 years	Tessy Joseph	Online	24/30
	Biological (Add-on)	OSHBIO03 - Safe Handling of Human Tissue and Fluids (Recomm	OSHBIO03	Valid indefinitely	Jayavani D/o Karuppasamy	Online	8/10
	Biological (Add-on)	OSHBIO04 - Biosafety Legislations & Guidelines (Recommended v	OSHBIO04	Valid indefinitely	Lum Wai Kiong, Danny	Online	12/15
	Biological (Add-on)	OSHBIO05 - Biological spills and Emergency Response (Recomm	OSHBIO05	Valid indefinitely	Seow Zi-xing, Vernon	Online	8/10
	Biological (Add-on)	OSHBIO06 - Safe Needle Usage in Research Laboratories (Mandi		Valid indefinitely	Lum Wai Kiong, Danny	Online	12/15

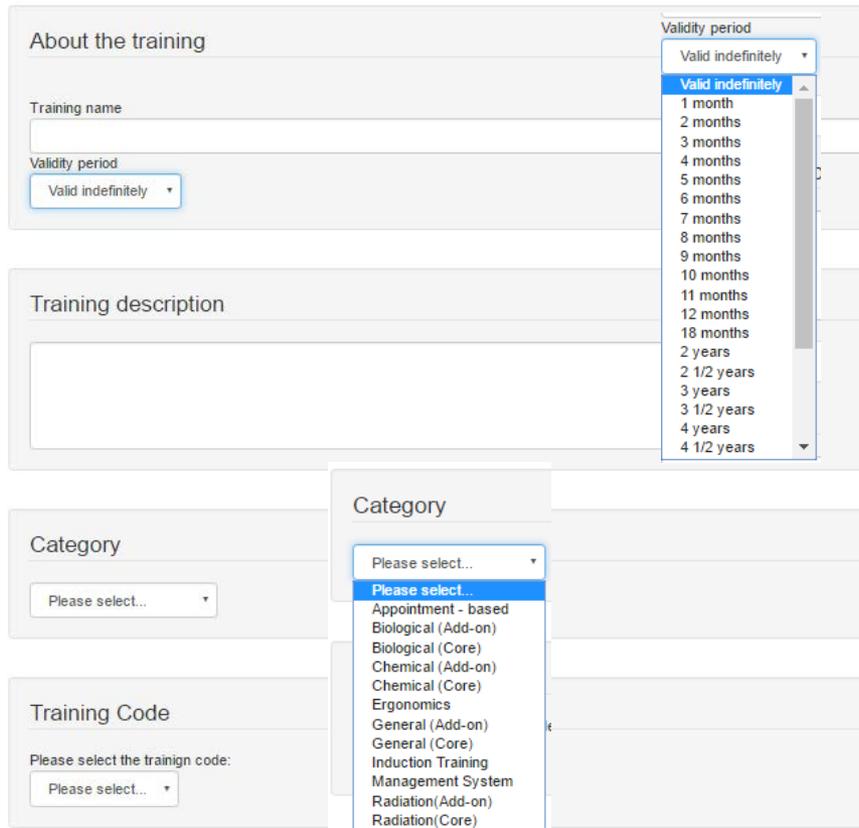
Options	Category	Training
	Induction Training	An Intro
		Basic M
		Biologic
	Biological (Add-on)	Biologic

If you click on 'Options' button you will be able to view or archive the training type

⚙️ View/edit training type  
🗑️ Archive training type  
📄 Retrieve training type from archive

# Add Training Type (For OSHE Administrator)

By clicking on 'Add new Training type' button you will be able to add new Training types by filling in the fields of the form.



The form consists of several sections:

- About the training:** Includes a text input for 'Training name' and a dropdown for 'Validity period' (currently set to 'Valid indefinitely').
- Training description:** A large text area for entering the description.
- Category:** A dropdown menu with a list of categories including 'Appointment - based', 'Biological (Add-on)', 'Biological (Core)', 'Chemical (Add-on)', 'Chemical (Core)', 'Ergonomics', 'General (Add-on)', 'General (Core)', 'Induction Training', 'Management System', 'Radiation(Add-on)', and 'Radiation(Core)'. The first option 'Please select...' is highlighted.
- Training Code:** A dropdown menu with the text 'Please select the trainign code:' above it and 'Please select...' as the first option.

Add a title of the new Training type and select the validity period for it using the defined drop-down

Add a description for the new training type

Select the category of the new Training type

Select a training code from the predefined drop down list.

# Add Training Type (For OSHE Administrator)

Training Owner

Please select the trainign owners for this type of training  
Add...

For each training type you can select multiple Training Owners

Training due date

This training is due by a specific date  
 This training is due within a certain time of a person joining the organisation

Due by date  
None specified

Specified date

Select the **due date** of the Training.

Within a certain time the person joined the company

Training Method

Please select the method applicable for this type of training:

Please select...

Trainign Method can be selected from the predefined drop down list

Assessment

Is an assessment needed for this type of training?

Please select...

You can specify if an assessment is required for this type of training

# Add Training Type (For OSHE Administrator)

**Minimum Score**

Please select the minimum score applicable:

Please select... ▾

Each training type has a minimum score that needs to be recorded, so this can be chosen from the predefined drop down list available

Additional details can be captured in the Comments box.

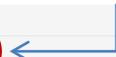
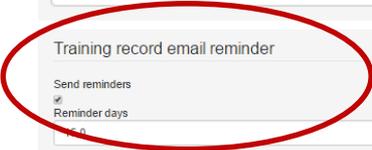
**Comments**

Training record email reminder

Send reminders

Reminder days

The default notification sent to each enrolled user is set to 30 calendar days before the Training type expiration date. To override the default notification configuration please select the "Send reminders" check box and enter new reminder days values, making sure you follow the format explained here:



>> Values are entered as days, so if you want to say 1 month you should use: 30, 2 months: 60, 3 months: 90, etc.

>> Use positive values separated by commas to send a notification before the training record expires. e.g.: (60,30,2 will send a notification 2 months, 1 month and 2 days before training record expires.)

>> Use zero to send a notification on the day that the training record expires. e.g.: (30,15,0 will send send notifications 30 and 15 days before the record expires as well as the day the record expires.)

>> Use negative values separated by commas to send notifications after the training record has expired. e.g.: (30,15,0,-15,-30 would send notifications 30 and 15 days before and after the record expires as well as the day the record expires.)

**Related documents**

Date uploaded	Document uploaded by	Filename
To attach a document - select the button below and select the file.		
<input type="button" value="Choose File"/>	No file chosen	

# Training passport

Each trainee has a training passport which can be opened by accessing the menu under 'Options' on the 'View trainees' view.

A ARAVIN KUMAR

	Name:	A ARAVIN KUMAR
	Employee Number:	A0105325

Completed training

Reporting Officer	Trainee Name	Training Name	Training Date	Expiry Date	Pass/Fail	Score
0 rows						

Individual Training requirements

Training type	Requirement type	Expiry Date
OSHCHM01 - Chemical Safety (Mandatory for chemical users)	Optional	None
OSHBIO05 - Biological spills and Emergency Response (Recommended for biological spill responders)	Optional	Valid indefinitely
OSHBIO01 - Biological Safety (Mandatory for using biological materials)	Mandatory	None

**'Completed training'** lists all training records of the user

**'Individual Training requirements'** lists courses where the user was enrolled as ad-hoc or was linked to this training type individually (not through the matrix)

# Training – Reports

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Reports are available under Reports tab, Training group of reports as follows:

## TRAINING

- ➔ [View all training records](#)
- ➔ [View valid training by location](#)
- ➔ [View training hours over time](#)
- ➔ [Number of people trained over time](#)
- ➔ [Number of people trained by location](#)
- ➔ [Number of people trained by type](#)
- ➔ [Course requirements - Training needs analysis - TNA - Training planning report](#)
- ➔ [Customisable tabular candidates report](#)
- ➔ [Courses by location report](#)
- ➔ [Courses by #attribute#](#)
- ➔ [Customisable tabular courses report](#)

# THANK YOU