

Training Levels

[SafeEx Cloud]



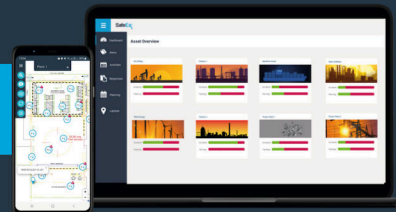
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User



User-level training covers the general operation of the SafeEx System and the SafeEx App for Android, which includes the following:

- ↘ Create an Item
- ↘ Update Item data (propose only)
- ↘ Place Item Layout markers
- ↘ Perform Activities
- ↘ Handle Activities
- ↘ Do Repair actions (Corrections)
- ↘ Place Item Layout markers
- ↘ Perform Tasks

COURSE DETAILS:

- **Duration:** 8 hours or 1 day
- **System manual & Support:** The User level of training also includes an introduction to the system manual and SafeEx Support.
- **Max attendees:** Max 8 attendees face to face. Each attendee must have an Android device running Android > 9.0
- **Max attendees online:** Max 4 attendees online
- **Bring own Android device:** Each attendee must have an Android device running Android > 9.0 , Attendees' Android devices must have the Anydesk app to complete the online training.
- **Completed courses needed:** None

Planner



Planner training empowers the attendees to create and update Plans, Tasks and Schedules, which includes following:

- ↘ Create/Update a Plan
- ↘ Create/Update a manual Task
- ↘ Create/Update a Schedule
- ↘ Create/Update Schedule Objectives
- ↘ Manage Plans/Tasks/Schedules

COURSE DETAILS:

- **Average duration:** 4 Hours
- **Max attendees:** Max 8 attendees face to face. Each attendee must have a PC.
- **Max attendees online:** Max 4 attendees online.
- **Bring your PC:** Each attendee must have a PC
- **Completed courses needed:** None

Workspace Manager



Workspace Manager training empowers the attendees to administrate the following system aspects:

- ↘ Create an Item Export
- ↘ Create an Item Import
- ↘ Create Activity report
- ↘ Create Activity Export (filtered by Activity/Items/Response)
- ↘ Review Activity (Activity accepted/Activity Discard)
- ↘ Modify Response
- ↘ Close Response
- ↘ Send action to devices
- ↘ Create a Layout

COURSE DETAILS:

- **Duration:** 6 hours
- **Max attendees:** Max 8 attendees face to face. Each attendee must have an PC.
- **Max attendees online:** Max 2 attendees online. Each attendee must have a PC.
- **Completed courses needed:** Attendees must have completed the User, Planner, and Change Manager training before taking the Workspace Manager training.

Administrator



Administrator training empowers the attendees to perform the following system aspects:

- ↘ Create a User
- ↘ Create an Item (+ IAV, files, images)
- ↘ Create a Certificate Type (+ Certificates)
- ↘ Create a Checklist (+ Check, Response conditions, Response options)
- ↘ Create an Attribute (create Attribute Option)

COURSE DETAILS:

- **Duration:** 6 hours
- **Max attendees:** Max 4 attendees face to face. Each attendee must have a PC.
- **Max attendees online:** Max 2 attendees online. Each attendee must have a PC.
- **Completed courses needed:** Attendees must have completed the User, Planner, Change Manager, and Workspace Manager training before taking the Administrator training.



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