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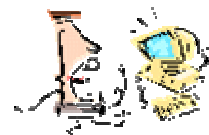
*Less time!*



*More data!*



*More to analyze!*



*Less frustration!*

## *JSATrac*

### **Program Manual** Version 2.59

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# Chapter 1



## Installing TechWare JSATrac

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Welcome to JSATrac!

If you are like many employers, you've been waiting for a user friendly system that allows you to efficiently organize the large amount of Job Safety Analysis and Training records needed in your facility.

Regardless of your computer knowledge, chasing employee safety and training data required to keep your facility safe and compliant takes time that could be spent in a more productive way. Compiling this data not only takes time, but can also lead to employee safety emergencies and unexpected, expensive accidents and/or injuries.

And yet, to get control of your job safety procedures and employee training records, you need to have a complete profile of processes, machines and employees associated with specific jobs and skills. You want a system that's powerful and accurate.

TechWare JSATrac is the system you've been waiting for.

Use the procedure on the next few pages to install JSATrac, and then look over the rest of this Getting Started book so that you're sure to get the most out of your data.

# Requirements

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To use TechWare JSATrac for Windows, you need the following equipment and supplies:

- Pentium Processor II or higher IBM-PC compatible computer w/265MB of RAM
- 200MB of free hard drive space.
- VGA Monitor, SVGA monitor or better.
- Windows 2000, XP.
- TechWare JSATrac for Windows install CD (compact disc).
- Laser or Ink Jet Printer supported by Windows.

## Installation for Windows

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### **To Install JSATrac :**

1. Insert the JSATrac CD in you computer's CD tray. Your operating system should be set up with the Auto Run feature. If this feature is not available. *Select Setup from Disk 1.*
2. Click on the “Next >” button to continue.
3. Type in your User Name and Organization (optional).  
Select if installation should be for all users on this particular PC, or just for the designated “User Name”. Click on the “Next >” button.
4. TechWare JSATrac will be installed in a folder called *C:\TechWare JSATrac* directory of your *Program Files* program group. (JSATrac will create the directory if it doesn't exist.)  
  
NOTE: TechWare JSATrac can be installed in a different directory as well as a different Program Group by selecting the “Change” button .
5. Click on the “Next >” button.
6. Determine your Setup Type. We recommend leaving the default setting of “Typical”.
7. Click on the “Next >” button. JSATrac will create a Program Folder for JSATrac .
8. Click on the “Next >” button.
9. JSATrac is ready to be installed. Review your setup choices making sure they are correct.
10. Click on the Install button.

11. JSATrac software is now being installed on your computer. The status bar indicates the progress of the installation.
  
12. After all *JSATrac* files have been installed on your computer, simply click on the “Finish” button. You are ready to run JSATrac!

Note: If install says computer needs to be rebooted, wait until install is complete.

# Chapter 2



## What is JSATrac ? A Feature Overview

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TechWare’s JSATrac allows you to enter and keep track of important Job Safety Analysis tasks and schedules throughout your facility. It provides an effective tool for compiling and storing valuable safety data. JSATrac will allow you to gather safety data by using reports on many variables that you thought were impossible to efficiently generate. JSATrac is sure to become an indispensable tool in making critical Job Safety Analysis and training decisions.

With our simple color coding, JSATrac shows you which employee or job procedure to target first. Run Job Safety Analysis schedules, record injury dates and keep an accurate account of safety and training data. JSATrac makes all of these tasks simple and fast.

The following sections introduce you to the main features of JSATrac . You'll see how each feature helps you organize and collect your data so you get a complete picture of all of your departments and employee training records.

# **An Alternative to Manual Job Safety Analysis**

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What makes **TechWare JSATrac** an alternative to manual systems? At TechWare Incorporated, we strive very hard to make the setup and entry of Job Safety Analysis data as easy and painless as possible. In addition to our unique *one screen status display*, we have made navigating as efficient as possible with the use of drop down lists and easy search features wherever possible.

## **Flexibility**

### **Edit any data...**

Data can be accessed for as long as you want, and it's always editable. We understand that some data will contain mistakes that need addressing. Therefore, JSATrac allows you to correct those mistakes easily.

### **...but still protect your valuable data from unwanted changes.**

TechWare JSATrac has a password feature that gives you control over who can make changes to data. Users can be assigned rights such as **read-only**, this feature will allow users the capability to print a report or view records, but will not allow them to change any data. JSATrac has other security measures such as **write**, **delete** and **pack** rights. These features require supervisor access and are described in more detail later in the manual.

### **Create JSATrac employee profiles all at once or a little at a time.**

JSATrac has the ability to create lists that are used for drop down lists as well as error correction. JSATrac does not require you to enter these lists all at once; they can be created "on the fly", as you need them. Some lists make more sense to do in advance, but that is entirely up to you!

## **Fast Data Entry**

JSATrac has several features to make data entry quick, consistent and easy to use.

### **Drop Down List selection**

In areas that require data entry, JSATrac has a feature that allows a list to be displayed in a window called a **drop down list**. This feature lets you scroll through the list and select the desired item. This saves time and ensures that you enter names, companies and so on, in a consistent manor every time.

### **Field Verification**

Fields that are manually entered and have a drop down list associated with that field, are automatically checked against the list and the entered value. If the value is not the same as the list, a message is displayed explaining that the value is not in the list. At this point, the user can select to keep the value or change and make adjustments accordingly.

## **Find Data Instantly**

JSATrac data is stored in tables that are indexed in a number of different ways. This allows a user to search for data by Employee, Job Event, Department, different dates and so forth. This feature alone can be a valuable time saver. There are a couple of ways to search data, both of which will be explained later in this chapter.

### **Ordered Search**

Imagine for a minute, a list of things that you have written down in numerical order. Now, say for example, that you would like that same list in alphabetical order. To do so would require you to re-write the list, which could be difficult, if not impossible, for a large list. JSATrac has the ability to give you these lists in many different ways with just a click of a button!

# Understanding and Using this Manual

JSATrac is accompanied with this manual that will help in solving questions a user may have. It would be wise to read the manual before getting into JSATrac . If necessary, use the manual along with the JSATrac program to obtain a better feel for the working environment.

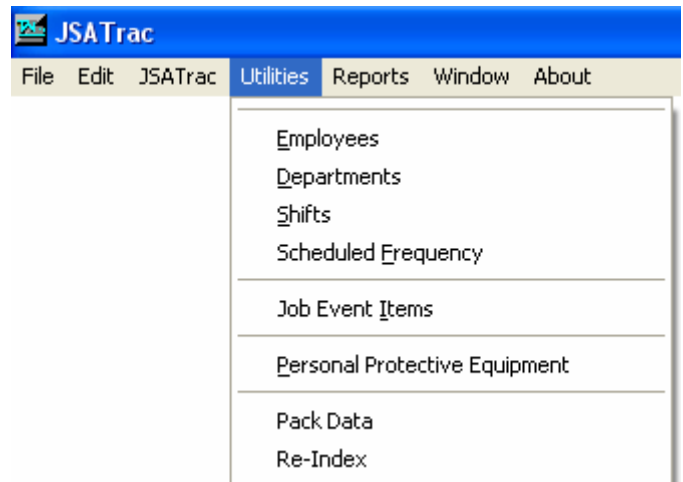
The JSATrac manual is set up to allow the user the ability to follow along with ease. Diagrams and helpful shortcuts are located throughout the manual

Within JSATrac , there are numerous menus and screens that help the user make their decisions. These menus are commands, which perform a JSATrac task. In this manual all of these menu items are explained. The use of menu diagrams along with the associated screen will be explained first.



Above is a clip of the JSATrac Menu Bar. From the Menu Bar, options can be selected in two ways. With a mouse, simply click on the word to obtain its pull-down menu as shown to the left, or select the option by pressing the letter of the command that is underlined. To activate the Menu Bar, press the **Alt** key simultaneously with the underlined letter.

*For example, to activate the Utilities Screen from the Main Menu Bar, press **Alt U**. The arrow up/down keys can be used to make your final selection. (to activate the sub menu bar as shown to the left, press the Shift key simultaneously with the underlined letter. i.e.: **ShiftE** will access Employees.*



Within this manual, there are several clips of screens and pull down menus. These are created to help the user gain a better understanding of both the manual and the program. Some screens may look similar, but pay close attention as most perform different functions. This manual takes a step-by-step look at the commands within JSATrac . Each of JSATrac 's commands is explained below their appropriate menu box.

At the end of each description, there is often a bold face phrase to the left of center. This is known as a **keyboard shortcut**. Simply pressing a few keys can access certain functions in JSATrac . This saves time by skipping the menu bar and associated screens. Each command with a shortcut key has its own unique key throughout JSATrac .

Within this manual, **keyboard shortcuts** will be designated in bold type. An example of what the shortcut key would look like in the manual is:

Ex: **Keyboard Shortcut: Ctrl-A**

This manual's main purpose is to enable the user to become more comfortable with the JSATrac program. If read completely, the task in using JSATrac will be made much simpler. This manual will follow the order of the pull-down menu bars. As mentioned above, JSATrac has multiple ways in which commands can be executed. In some instances, commands can only be accessed via the menu screens or only by the pull-down menu bars.

# Introduction to General Areas of JSATrac

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Throughout JSATrac , the user may encounter similar commands on different screens. For example, some of the reports contain the same basic setup. It is for this reason that this section is being presented. This area will allow the user to become comfortable with the commands used frequently in the JSATrac program.

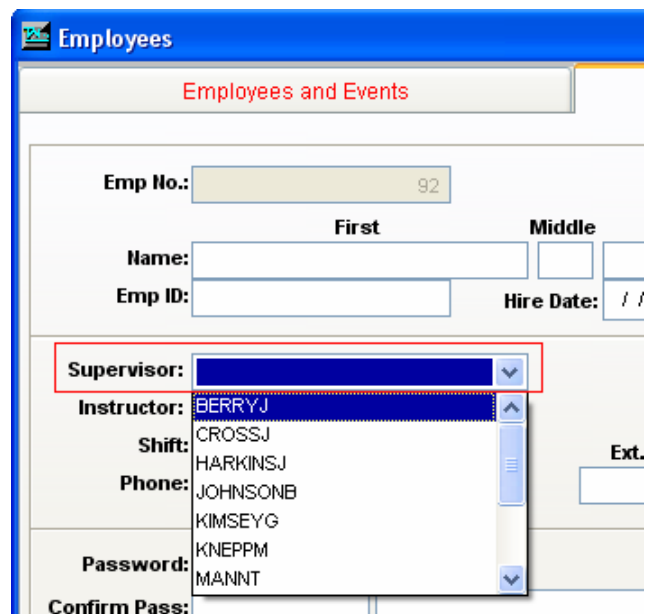
## Tab and Arrow Keys

One of the most basic principles about JSATrac is that of keystrokes. The use of keyboard **shortcuts** has been explained earlier (Chapter1- Using This Manual), but there are also other important keyboard functions. An example of this would be the **tab** key. When searching for commands in the various menus, it is possible to move through each function without actually performing them. By pressing the **tab** key, the user can move the highlighted area to a different action listed on the screen.

An alternative to the **tab** key is the arrow keys. The arrow keys work in much the same manor as the **tab** key except for the one major difference. The arrow keys move to every character within a field, whereas the tab key, when pressed, will move to the next field immediately, if the user passes the desired field, they can simply press **shift-tab** to reverse the direction. Both choices work will in performing their purpose of selecting items.

## Drop Down Lists

One of the best features JSATrac has is the ability to display lists of employees, companies, styles and even test procedures. Any time a down arrow is at the end of a selection field, a **Drop Down List** can be used. Simply click on the arrow to display all items within the list. By using the up and down arrow keys to navigate through the list, the user can choose the correct item. The user can also key in a name, JSATrac automatically checks that value against the drop down list. If the name is incorrect or not in the list, an option is given to allow the keyed name to remain, or be changed before continuing. With these two features, erroneous data can be kept to a minimum.



The screenshot shows a web-based form titled "Employees" with a sub-header "Employees and Events". The form contains several input fields: "Emp No." (with value 92), "Name" (split into "First" and "Middle"), "Emp ID", and "Hire Date". A "Supervisor" field is highlighted with a red box, and its drop-down list is open, showing a list of employee names: BERRYJ, CROSSJ, HARKINSJ, JOHNSONB, KIMSEYG, KNEPPM, and MANNT. The "Instructor" field is currently set to BERRYJ. Other fields include "Shift", "Phone", "Password", and "Confirm Pass".

# JSATrac Toolbar Icons



Most screens within JSATrac have the same toolbar located at the bottom of the data sheet. Below we will review the functions of each icon.

**Note:** The function of each command is displayed on screen by using the mouse to point your cursor at a Control Icon (do not click the mouse).

## Controls

All users should become familiar with the controls section of the navigation bar. This box contains commands that can be used to move to different records within the table.



1 2 3 4

- 1) The **Top of file** button moves to the beginning of the table.
- 2) The **Next** button is used to move to the next record in the table. (The "next" record is listed in numerical order by Project.)
- 3) The **Previous** button is used to return to the previous record.
- 4) The **Bottom of file** button moves to the end of the table.

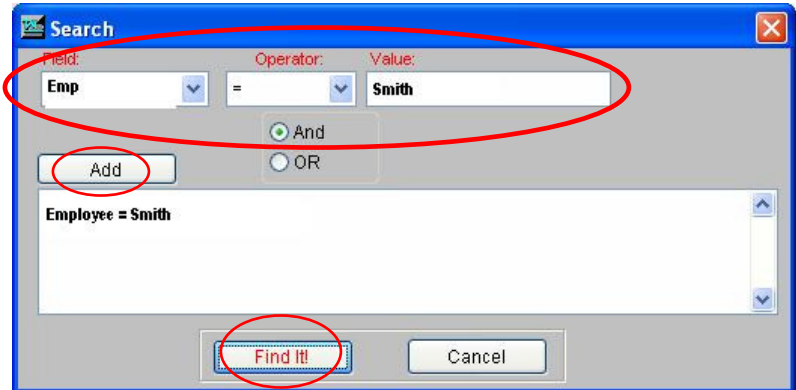
## Find/Search - JSATrac



When the *find* function is selected, the user will be presented with a menu that contains a number of different search topics. Use the arrow keys to scroll through the list. Users with a mouse can simply

click on the arrows at the right hand side of the search box. Once the user selects a topic, they must enter the desired field to search. After you have entered your search criteria, begin your search by simply clicking on **Find It!**

The clip at the left searches for an employee with the last name of Smith.



1. Select the field name relating to plant code from the drop down menu (in this example; "Emp" is used).
2. Select an operator from the Operator drop down menu (in this example; = is used).
3. Type your search criteria into the Value box (in this example; Smith is used). Whole words as well as partial ones, or even single letters can be used in the search.
4. Click on the **Add** button. Your search criteria should be displayed in the box. (in this example; Emp = Smith is displayed).
5. Click on **Find It!** This starts the search and within seconds all Employees with the last name of Smith will be displayed.

Within seconds, JSATrac retrieves the record(s) you need.

***Find/Search – Notes:*** When in the **Search** mode, the search icon on the JSATrac data screen toolbar will be highlighted red, and only data that meets the search criteria will be displayed.

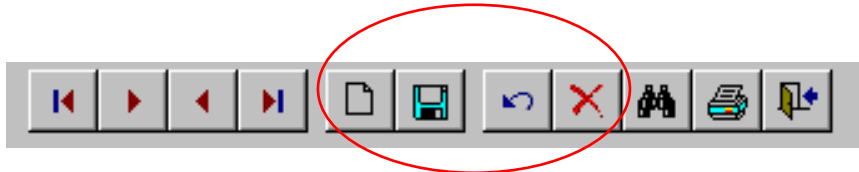
If you have more than one set of criteria, (search by plant code AND process) select either "**and**" or "**or**" and then repeat steps 1 through 4 before you select **Find It!**


Selecting "**and**" means BOTH criteria must be met. Selecting "**or**" means EITHER criteria can be met.


Click on the **cancel** button to exit the search mode.


## New/Edit/Save


On most of the JSATrac screens, there is a set of five commands labeled: **New**, **Edit**, **Save**, **Cancel** and **Delete**.



 The **New** button allows the user to create a new Project, Sample, Package or Rep.

 The **Save** button naturally saves any changes made to any record.

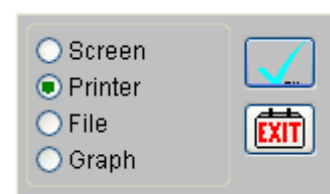
 The **Undo Changes** button will cancel your last transaction.

 The **Delete** function will tag a record for deletion. When pressed again, the record is unmarked for deletion.

Deleting records in JSATrac is analogous to throwing a piece of paper in a trashcan. You can always retrieve the paper as long as the garbage collectors have not picked up the trash. When records are **Packed**, all records tagged for deletion are permanently removed from the database. More information on **Pack** can be found in Chapter 5.

## Output Device

Another common area of JSATrac is that of the Output Device screen. Once a report form has been completed, the user can select the device in which the media will be transferred. The operator can select **Screen**, **Printer**, **File**, or **Graph**. *This manual assumes that you have already defined your printer(s) in Windows.* With this in mind, if you select **Printer**, JSATrac will send the report to the default printer.

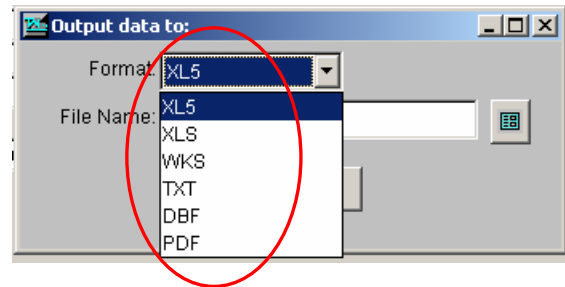


To the right is an example of the Report Request Form for Employee Listings. Output selection of **Screen** will allow the user to output their query to their computer screen.



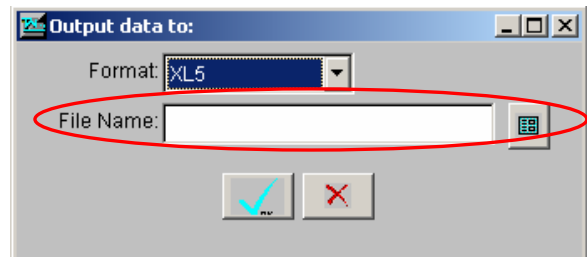
When the **File** option is chosen, JSATrac allows you to export the contents of the query to a file.

**Format:** This field will allow the user to select; Excel (XLS), Lotus123 (WK1), DBF (database file), TXT (text file) and PDF (portable document) formats from the drop down list.



**File Name:** This field is used to name your file and "browse" for a path or location to store the file on your computer.

**Note:** the default path is the **Xfer Path** listed in the JSATrac **System Setup**. For more detail see *Chapter 3, System - System Configuration*.



The user can review any report prior to printing by selecting **Screen**. This enables the data to be displayed on the monitor for complete analysis prior to exporting or printing.

## Queries/Reports

As with most of the reports found in JSATrac , the operator can **query** the database on inputs they have selected. The power of JSATrac allows the operator to enter a handful of parameters for JSATrac to search. Different dates, Employees, Safety items and so forth, can be included on the same query. All reports in JSATrac perform in much the same fashion. You might say that these screens are an inclusive type report. Any information you enter will be included in the query.

For example, the clip below shows a query for Employees with past due safety training items. The report generated from this query will meet the following criteria:

All records for Employees (Report Type: Detail) between the dates of 9-1-2008 and 1-27-2009 (Date Range). This report will sort in Oldest job item (Report Order: Oldest job date) and include all employees for the Maintenance department with any past due training or safety records.

Since Screen was selected in the Output section, the following report would be displayed on the monitor:

Date: 01/20/09 **TECHWARE INCORPORATED - Employee Job Event**

Dept: MAINTENANCE Filter:

Employee ID	Job Title	Major Item	Safety Incident	Review Hours	Review Date	Scheduled Due Date	Adj. Hours	Comme
HOLTJ	REMOVING ROAD TRASH AND DEBRIS	N	N	0	12/24/08	12/24/08	-	-
<b>HOLTJ</b>	JACKHAMMER OPERATION	Y	N	336	12/30/08	<b>01/13/09</b>	-	-
HOLTJ	MONTHLY WELLNESS CHECK	Y	N	720	12/30/08	01/29/09	-	-
HOLTJ	PROPER LIFTING TECHNIQUES	Y	N	4032	12/30/08	06/16/09	-	-
CARTERJ	REMOVING ROAD TRASH AND DEBRIS	N	N	0	12/30/08	12/30/08	-	-
CARTERJ	MONTHLY WELLNESS CHECK	Y	N	720	12/30/08	01/29/09	-	-
CARTERJ	JACKHAMMER OPERATION	Y	N	336	01/27/09	02/10/09	-	-
CARTERJ	PROPER LIFTING TECHNIQUES	Y	N	4032	01/17/09	07/04/09	-	-
CARTERJ	WOOD CHIPPER	Y	N	8760	12/10/08	12/10/08	-	-
HOPKINSA	REMOVING ROAD TRASH AND DEBRIS	N	N	0	12/30/08	12/30/08	-	-
<b>HOPKINSA</b>	JACKHAMMER OPERATION	Y	N	336	12/30/08	<b>01/13/09</b>	-	-
HOPKINSA	MONTHLY WELLNESS CHECK	Y	N	720	12/30/08	01/29/09	-	-
HOPKINSA	PROPER LIFTING TECHNIQUES	Y	N	4032	12/30/08	06/16/09	-	-
<b>JONESM</b>	JACKHAMMER OPERATION	Y	N	336	12/30/08	<b>01/13/09</b>	-	-
JONESM	REMOVING ROAD TRASH AND DEBRIS	N	N	0	01/16/09	01/16/09	-	-
JONESM	MONTHLY WELLNESS CHECK	Y	N	720	12/30/08	01/29/09	-	-
JONESM	PROPER LIFTING TECHNIQUES	Y	N	4032	12/30/08	06/16/09	-	-
EMPLOYEES		N	-	0	01/20/09	01/20/09	-	-
BARRIENTEZ	MONTHLY WELLNESS CHECK	Y	N	720	12/30/08	01/29/09	-	-
BARRIENTEZ	CARD ROOM OPERATOR	Y	N	4032	08/20/08	02/04/09	-	-
BARRIENTEZ	PROPER LIFTING TECHNIQUES	Y	N	4032	11/01/08	04/18/09	-	-

*Employees in red indicate major safety or job analysis review, and the due date. Green indicates current, or okay items.*

The possibilities are endless!

# Chapter 3

## System Settings

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Access / Login .....	3.1
About JSATrac .....	3.2
Logout.....	3.2
System Setup .....	3.3
Modify INI files.....	3.4

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## Access and Login

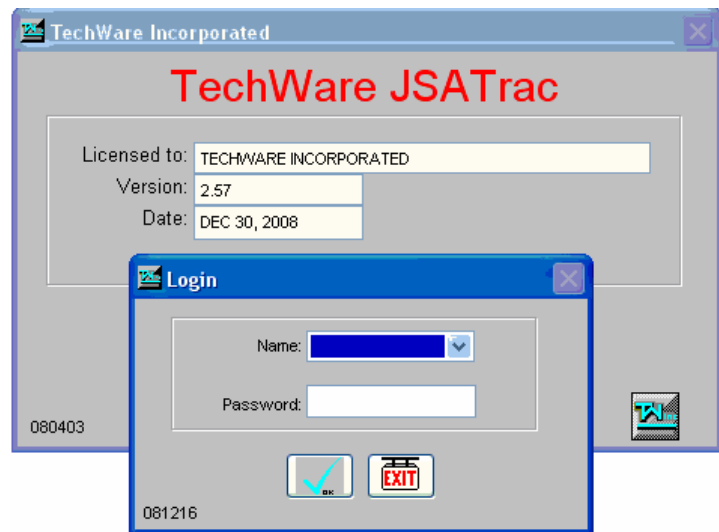
The "**Login**" function logs the user into JSATrac. Logging in is necessary when a user needs to add or edit a record. Each user has certain rights associated with their user name and password. These rights are defined in the "Employee Set-Up" screen. Users that do not login are given "guest" rights. This only allows them to print reports and review data.

**Keyboard Shortcut: "Ctrl - L"** Login can be accessed from the Main Menu screen by pressing "L" or by selecting "Login" from the System Menu bar.

- 1) From the main Windows desktop, double click on the JSATrac icon.



- 2) The **Login** screen will display automatically. Click on the down arrow to the right of the NAME field. A drop down list will provide all the users names (once they are entered). To get started, click on name "A" to select it from the user list and press enter. A password is not needed for this user name. We recommend removing this name from your list *after* all employee information is entered.



*Note: The Demo data provided with JSATrac has a user called "AA" with password "TechWare1" (case sensitive). Use this to get started.*

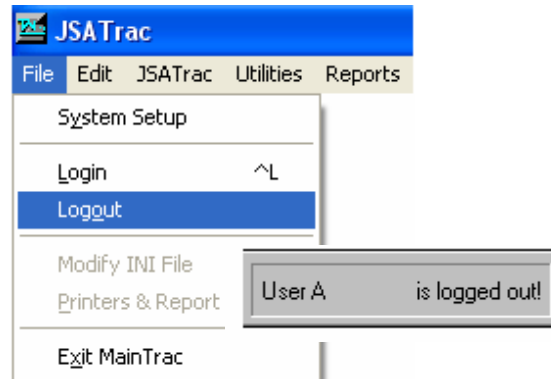
## About JSATrac

The "About JSATrac" screen explains the registration and license of the JSATrac Program. This allows the user to check on the serial and version number. If a version of JSATrac is installed as a demonstration, this screen will give the expiration information. If your version of JSATrac expires, call TechWare Incorporated for an activation key.



## Logout

"Logout" by selecting "Logout" from the System Menu Bar. The "Logout" command returns the user to the "guest" status and allows only those "rights" associated with the "guest".



## System Setup

The "System Information" screen can be accessed by selecting "File" and then "System Setup" from the JSATrac Main Menu bar.

The System Information screen is used to define the default settings used throughout JSATrac.

The **Company Input** area allows the user to enter the Company Name, Address, City, State, Zip code, Phone and Fax Numbers.

**"Data Path"** specifies where JSATrac will search for the data files on the computer.

**"Xfer Path"** is used as a method to copy data to another directory.

**"Report Path"** specifies where JSATrac will search for report files.

**"Time Out"** is used as an update/refresh feature. If numerous tasks are required throughout the day, "time out" can be used to refresh the JSATrac status screen to reflect entries made. The input is in seconds; therefore, a value of 300 would refresh or update any entries every five minutes.

**"Days Back"** is used to tell JSATrac the length of time to go back and get active data only. Reports can be generated for any length of time. (i.e: 365 days would equate to one year of Maintenance data.)

**"Output Device"** is the default setting used to tell JSATrac where the output will go. The settings are "Screen", "Printer" or "File". For more information on this topic, refer to Chapter 2, Introduction to General Areas of JSATrac.

**"Date Format"** is used to tell JSATrac to use MDY, DMY or YMD format for date.

**"First Day of Week"** is used to capture and calculate data for reports. The first work day of the week should be entered here.

**"Set Century"** is used to display four digit date.

**"Prompt for Printer"** is used to display system printer options when JSATrac reports are selected for output.

**"Auto Lid Deletion"** is used by the "TW Link" program to automatically delete raw data files collected from your testing equipment. If checked, any data already converted, will be deleted if it is over 2 weeks

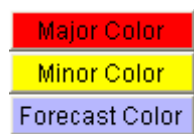
old. This is a tie in feature to another TechWare Product. If you are interested in automatic data collection for Quality Control and SPC, please call us today at 704-663-5550, or email us at [sales@techwareinc.com](mailto:sales@techwareinc.com)

"Ask to Save" can be used to prompt the user to save records.

"Audit Trail" used to track changes in data entry.

"Strong Password" enhances password protection.

"Disclaimer" can be used to print a disclaimer at the bottom of the page on various reports.



These color blocks dictate the colors on the main JSATrac dashboard and reports. They indicate the presence of upcoming (forecast), past due major and minor safety training/job events. The colors are defined by the user.

## Modify INI file

Pronounced *dot-in-ee file*, Is a file that has a .INI extension and contains configuration information for JSATrac. It is recommended that the default installation settings be used.

A screenshot of a Notepad window titled 'jsatrac.ini'. The window has a blue title bar with standard Windows window controls (minimize, maximize, close). The text inside the window is as follows:

```
[TechWare JSATrac]
RunPath=C:\Program Files\TechWare JSATrac\
IniUpdate=YES
UpdatePath=X:\JSATrac\Update\
ViewUpdate=YES
AppName=TWJSATrac.EXE
DefaultPath=X:\JSATrac\Data
```

# Chapter 4

## JSATrac

JSATrac Status Screen .....4.1

### JSATrac Status Screen

"JSATrac Status Screen" can be accessed from the Main Menu screen by selecting "JSATrac" from the Main Menu bar, or by **Keyboard Shortcut: "Alt-M"**

The JSATrac Status Screen is the heart of the JSATrac job safety analysis program. You can quickly review all machine requirements on ONE status screen. Use this screen to drill down to individual employee history, safety items, job events and accident or injury lost time history.

The screenshot shows the JSATrac Status Screen interface. At the top, there are department tabs: PUBWKS, DOT, SIGNS, MAINT, OFFICE, SHIP, and PR MAINT. The PR MAINT tab is selected. Below the tabs is a grid of employee status data. Each cell in the grid contains an employee name and a status code (e.g., 2/0/0, 1/0/0). The status codes are color-coded: RED (e.g., DANIELC, THOMASB, ROGERSM, LAWRENCEA, THURMONDL, ALLEYR, HOPKINSA, NICHOLSV), GREEN (e.g., RODGERSR, WHITED, MANNT, MCCONNELLD, WAHLW, HOOPER, HOPKINSG, BARTOLOMEY, HENSLEEG, HOLTJ), YELLOW (e.g., KILBYT, AA, BRABSOND, HOPKINSD, HOPKINSA, JONESM), and BLUE (e.g., MCCONNELB, HARKINSJ, C. MCDOWEL, CLARKEK, HENRYT, CROSSJ, HOOPERC, HOPKINSG, URQUIZAF). At the bottom, there is a 'Report Order' dropdown menu set to 'DETAIL - OLDEST REVIEW DATE', a 'Date Range' field with '01/22/2009' to '01/22/2009', and an 'Instructor' dropdown menu set to 'ALL...'. Red circles and arrows highlight the department tabs, the employee status grid, and the report order and date range fields.

DEPARTMENT	EMPLOYEE	STATUS
PR MAINT	DANIELC	2/0/0
	RODGERSR	0/0/0
	MARTINS	1/0/0
	DOMINGSUEZH	1/0/0
	THOMASB	1/0/0
	SHAFFERJ	1/1/1
	MCCONNELB	0/0/0
	HARKINSJ	1/0/0
	ROGERSM	1/0/0
	KILBYT	0/1/1
	AA	0/2/2
	C. MCDOWEL	1/0/0
	LAWRENCEA	1/3/3
	WHITED	0/1/1
	MANNT	0/0/0
	CLARKEK	0/0/0
LEWANDOWSK	0/0/0	
FOUNTAINT	1/1/0	
MCCONNELLD	0/0/0	
HENRYT	0/0/0	
PRIVOTTN	0/0/0	
THURMONDL	1/1/0	
WAHLW	0/0/0	
CROSSJ	0/0/0	
RIOS-MENDO	0/0/0	
AGUILARG	0/2/1	
WHITED	0/0/0	
HOOPER	0/0/0	
ZOMBRANOL	0/0/0	
ALLEYR	0/1/0	
BRABSOND	0/1/1	
HOPKINSD	0/0/0	
SUPERVISOR	0/0/0	
BALDJ	0/0/0	
CARTERJ	0/1/0	
HOPKINSG	0/0/0	
WESTE	0/0/0	
BARTOLOMEY	0/0/0	
HOLT	0/1/0	
URQUIZAF	0/1/1	
HARGROVEQ	0/0/0	
HENSLEEG	0/0/0	
HOPKINSA	0/1/0	
NICHOLSV	0/0/0	
HOLTJ	0/0/0	
JONESM	0/0/0	

By selecting Report Order: Exception, the Date Range can be used to view job/safety data within specific dates. Report Order: Detail lets the user see all job items.

At the top of the screen are the "Department" tabs. Within each department is a grid that identifies each Employee and the status of events associated with them. **RED** indicates major events are past due. **YELLOW** indicates minor events are past due and **GREEN** indicates all events are current. **BLUE** indicates upcoming "past due" events

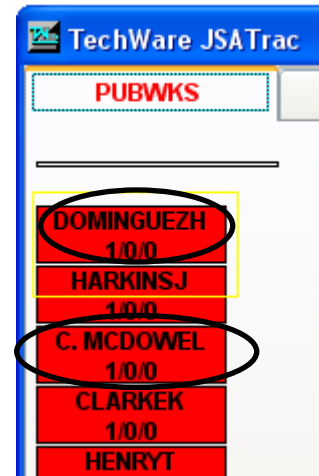
Let's look closer at Employee named "DominguezH", under Department tab PUBWKS.

DominguezH is RED, indicating Major safety/job events are past the specified due date. The numbers "1/0/0" located under the employee name indicate the quantity of Major repairs (first qty) and Minor repairs (second qty) past due. The third number indicates if a safety incident occurred. In this case, employee DominguezH has 1 Major safety event, 0 Minor event past due, and 0 safety incidents.

*Note: When grid color is Yellow, this indicates minor safety event is past due.*

*While Green indicates nothing is past due, and Blue indicates upcoming events are due.*

Double click on the employee name block to zoom in on event history, past due events and lost time history.



The employee has screen has three sections: 1. Employee identification. 2. Event History. 3. Lost Time History.

**Employee Identification**

Emp No.: 55  
 Name: HERIBERTO - DOMINGUEZ  
 Title: -  
 Emp ID: DOMINGUEZH Hire Date: -  
 Dept: PUBLIC WORKS

**Event History**

Job Title	Major	Incident	Review Date	Due Date	Comment
ALL TERRAIN VEHICLE OPERATOR	T	F	10/01/2008	12/30/2008	-
LAWN MOWING	F	F	12/30/2008	12/30/2009	-
MONTHLY WELLNESS CHECK	T	F	12/30/2008	01/29/2009	-
PROPER LIFTING TECHNIQUES	T	F	12/30/2008	06/16/2009	-
USE OF HEDGE TRIMMERS	T	F	12/30/2008	12/30/2009	-

**Lost Time History**

Start Date	End Date	Reset	Hour Adj.	Comment

The *Employee Identification Section* holds information unique to that Employee. *Event History Section* contains information relating to safety and job analysis history and will also show any event item that is past due. These items are highlighted in red. New job safety procedures and new event items can be added in this section by clicking on the appropriate task button to the left.

The last section on the Employee screen is set up for *Lost Time Injury History*. In this area, lost time associated with the injury of an employee is entered. The adjusted hours column shows the amount of time the employee was out due to injury.

# Chapter 5

## Utilities

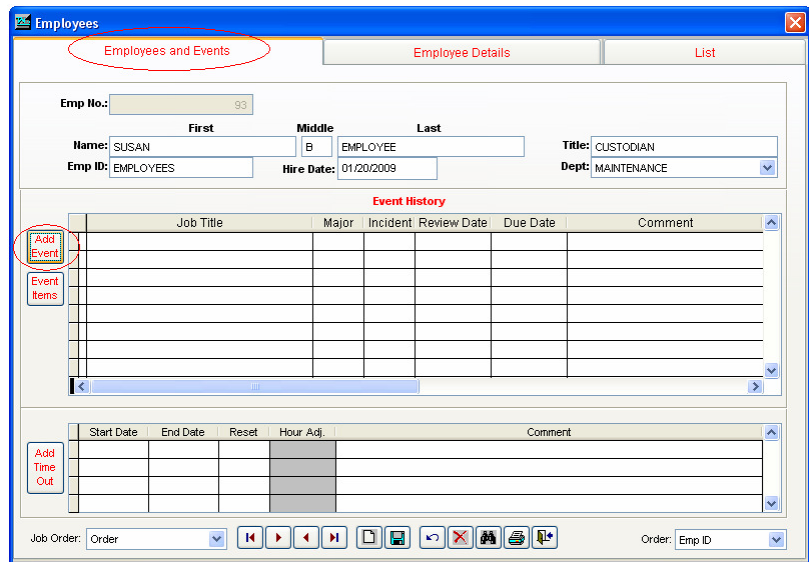
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Employee Events and Job Items.....	5.2
Departments and Shifts .....	5.4
Job Events Items Entry.....	5.5
Re-Index and Packing Database.....	5.6

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## Utilities - File Functions

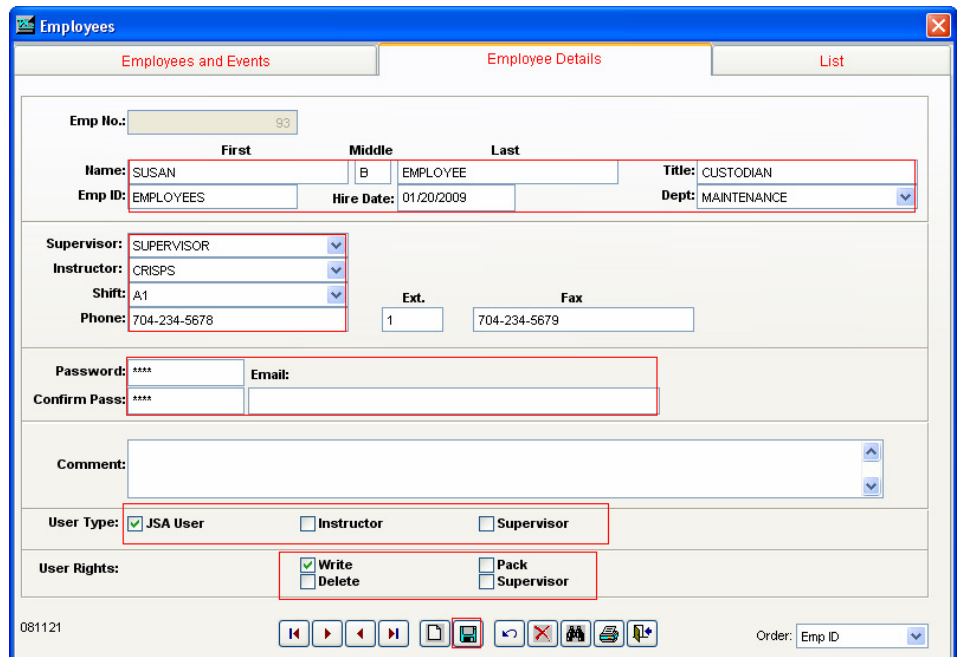
**Utilities** can be accessed from the Main Menu by pressing **Alt-U**, or by selecting **Utilities** from the JSATrac Menu bar.



## Employees

**Employees** File is a detailed account of all employees and users associated with JSATrac. A clip of this screen is to the right. At this point, each employee that needs access to JSATrac is entered into the system. **First** and **Last** name, Title, Department, Phone etc. can be entered here.

Each employee using JSATrac can have his or her own unique password that is entered in the "Password" box. Once entered, certain "rights" need to be assigned to that individual. This "right" selection allows Read Only review of records and reports. Second is **Write**, which allows the employee to add data or make changes to existing data.




Thirdly, **Delete**, allows the user to select records for deletion. Finally, the **Pack** right allows the user to REMOVE all the records selected for deletion. **Supervisor** – Highest level of access rights, only employees with supervisor rights can change certain data. You will find that most users need all but the “Pack” rights.

## Employee and Events

This is the Master file that holds all the events for each employee.

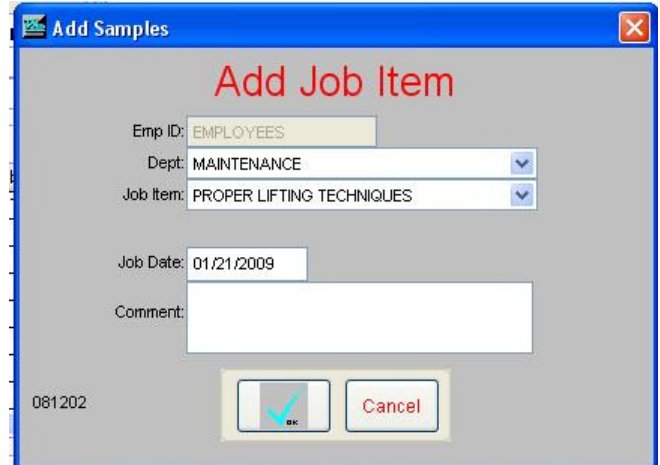
**Employees** can be accessed by clicking on **Utilities** from the Main Menu bar and selecting **Employees**.

The file opens to the first employee entered. To enter a new Employee Event, click on the new record icon 

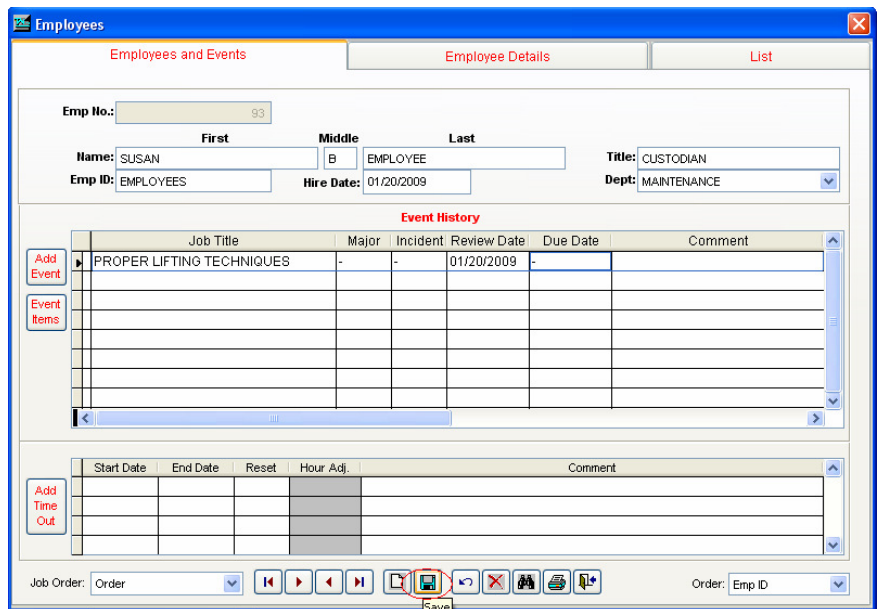
## Job Items and Events

**Job Items** can be accessed by clicking on **Utilities** from the Main Menu bar and selecting **Job Items**.

To add a new Job Item from the “Employee and Event” record, click on the **Add Event** button to the left. The Add Event screen will allow you to select job items already entered in the Job Event Item file. Select Department, Job Item and Enter the Job Date. Simply click on the check mark to save.



Save your added item by clicking on the save icon.



Job Title	Major	Incident	Review Date	Due Date	Comment
PROPER LIFTING TECHNIQUES	-	-	01/20/2009	-	

A new Event can be added to one employee or you can broadcast your new event item to any/all Employees by clicking on the **Event Items** button from the Employee and Events screen. The Event item screen allows you to select the desired event and "Add To Employees".

Select the desired Department and choose Employees from the "Available Employees" list. Using the arrow buttons in the center, move the selection to the "Selected Employees" list. Click the check mark icon to save the change. The event will be added to the event history of the all the Employees selected.

## Departments

The different **Departments** that are associated with each employee can be kept in JSATrac. Most of these screens have an Abbreviation. The drop down lists commonly found throughout JSATrac use these Abbreviations. Department maintenance file is located under **Utilities** on the main menu bar

081221

## Shifts

The different **Shifts** associated with any/all Departments can be entered into the Shift maintenance file and is located under Utilities on the main menu bar.

081209

## Schedule Frequency

This file holds the set up for frequency which is used to schedule and review your job safety analysis and training events. The frequency used will directly affect the “dashboard” of JSATrac.

081209

## Personal Protective Equipment (PPE)

This file holds all PPE records and can be accessed from the Job Event Screen. PPE can be added to each job procedure so employees can be prepared for every job. This is a free form field and will hold 15 characters.

081209

## Job Event Items

This file holds all job procedures, safety equipment associated with the job and time frequency associated with training events or procedures. Job sequences can be added or deleted easily without having to renumber each step. Spell check has been added for your convenience. Just double click on either “Procedures” or Potential Hazards” to activate.

The screenshot shows the 'JSA Items' software interface. It is divided into two main sections: 'Data Entry' and 'List'.

**Data Entry Section:**

- Job No: 22
- Title: PROPER LIFTING TECHNIQUES (circled in red)
- Dept: (dropdown menu)
- Job Date: 12/29/2008
- Developed By: KATHY BAKER
- Reviewed By: JAMIE SANDERS
- Comment: (text area)
- Schedule: 6 MONTHS
- Order: 0
- Checkboxes: Safety Incident? (unchecked), Major Item? (checked), Job active? (checked), Job Reviewed? (unchecked)
- Buttons: Add to Employees?

**List Section:**

Personal Protective Equipment (PPE) list:

- GLOVES
- STEEL TOE SAFETY SHOES

**Main Table:**

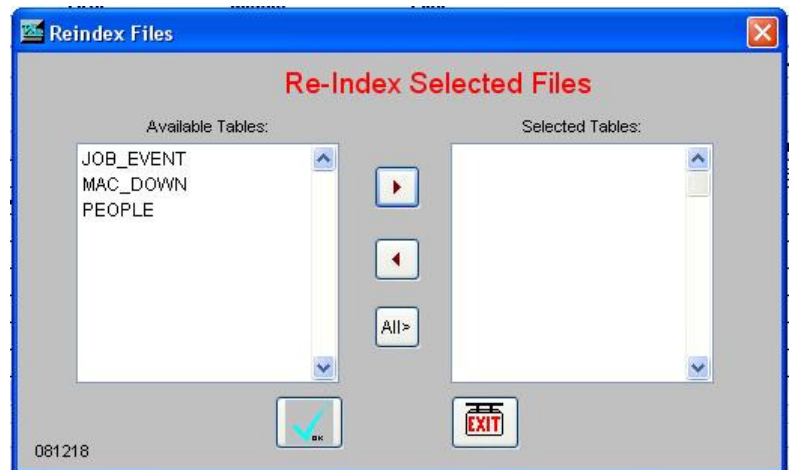
Seq Order	Sequence of Job Steps	Potential Hazards/Incidents	Procedure
1	Determine Weight of Load	Injury to Back	1. Plan ahead and get help if load is heavy. 2. Personal Protective Equipment: Steel toe shoes and gloves
2	Bending Down	Injury to Back	1. Bend with your knees not your Back. 2. DO NOT bend over with legs straight or twist while lifting.
3	Lifting Load	Injury to Back	1. Lift with your legs and hold objects only chest high. 2. Avoid trying to lift above shoulder level.
4	Stand on a solid level surface	Slip or Fall	1. ALWAYS be sure of footing

At the bottom of the window, there is a status bar with the number '081229', navigation icons, and a 'Table Order' dropdown menu set to 'Job Title (Alphanumeric)'.

## Re-Index

From time to time, databases within the JSATrac program can become out of synchronization with the index files. Indexes are used extensively with JSATrac to help speed up certain processes. Certain environmental factors such as power outages or power surges can cause this to happen. For this reason, users should **Re-Index** occasionally or if the Controls do not seem to operate correctly.

**Note:** *Re-Index* can only be modified with a supervisor's access. If you attempt to access this area without the appropriate authorization, you will receive an error "*You are not logged in as a Supervisor.*" You are given a prompt to either retry or cancel the request.



## Pack Database

As mentioned earlier in this manual, data in JSATrac is not really deleted until it is **packed**. This means that until you perform a **Pack Database** on a data file, deleted data can be recalled.

For this reason, use **EXTREME** caution with this feature.

You may choose to check the data structure of JSATrac, Pack and Remove Orphaned Items, Pack Normal, or All of these functions.



The "*Remove Orphaned Items*" box in the **Pack Database** function is needed when a user deletes an event. The JSATrac.project is deleted, but not the data records associated with it. JSATrac looks at these records as "orphans". By checking this box, the records related to the deleted event will be removed from JSATrac. **Note:** Pack Database and Re-Indexing JSATrac files require exclusive rights and can be accessed by only one user.