



Open Range
S O F T W A R E

CTS User Manual

Employee Teams

Last Edited: 22 November 2022

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Introduction

The CTS Programs provide a user-friendly means (for users granted permissions) to maintain and manage worker responsibilities. With tools fashioned specifically for employee teams, this software can save valuable resources by streamlining certain workflow processes.

This manual focuses on four employee team features:

Master Lists Menu –

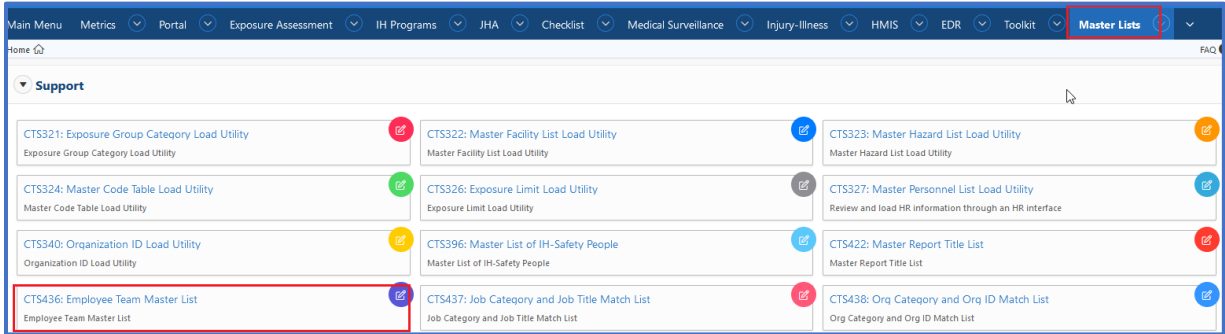
- CTS436

Portal Menu –

- CTS659
- CTS658
- CTS664

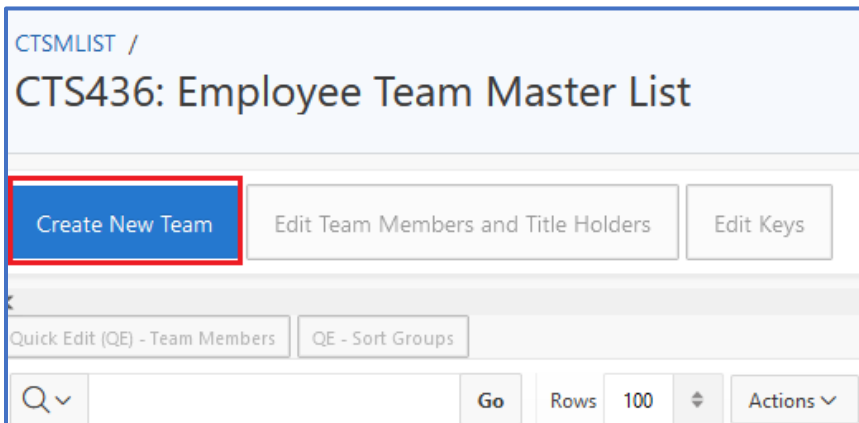
Chapter 1 – CTS436: Employee Team Master List

From the **Master Lists** menu, under *Support* submenu click **CTS436: Employee Team Master List** button.



Create New Team

Click the **Create New Team** button.



Enter text into *Employee Team ID* and *Team Description* text fields.

Use pulldown menus to select Employee Team Sort Group 1-5.

If no sort groups exist, click the **Select Sort1** button.

CTSMLIST / CTS436: Employee Team Master List /
CTS436 - Add Employee Team

Cancel Save and Continue

Employee Team ID TEAM ONE

Team Description A team of hardworking individuals

33 of 4000

Employee Team Sort Goup 1 PROJECT A

Employee Team Sort Goup 2

Employee Team Sort Goup 3

Employee Team Sort Goup 4

Employee Team Sort Goup 5

Select Sort1

Select Sort2

Select Sort3

Select Sort4

Select Sort5

Click the **New Item** button.

< Return Without Selection

<

New Item

Q Go

Rows 100 Actions

Enter sort group title in *Translation* text field.

Click the **Save and Continue** button.

< Return Without Selection

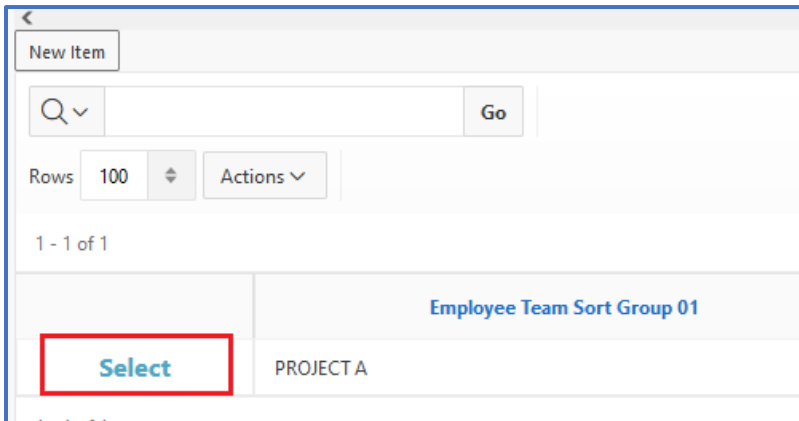
Create New Item.

Cancel Save and Continue

Translation PROJECT A

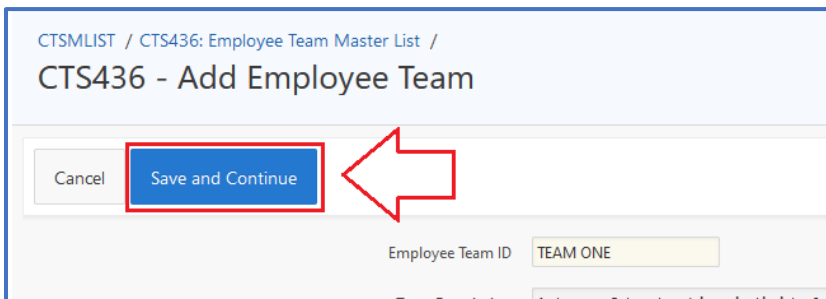
Code (code is assigned if not specified)

Click blue **Select** text to select new sort group option.



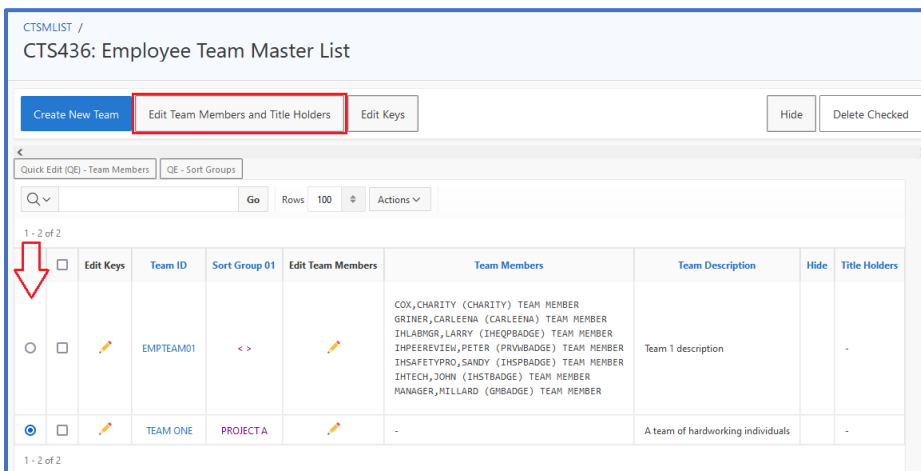
Repeat for remaining sort groups as needed.

After selecting sort group options, click the **Save and Continue** button on the *Add Employee Team* screen.

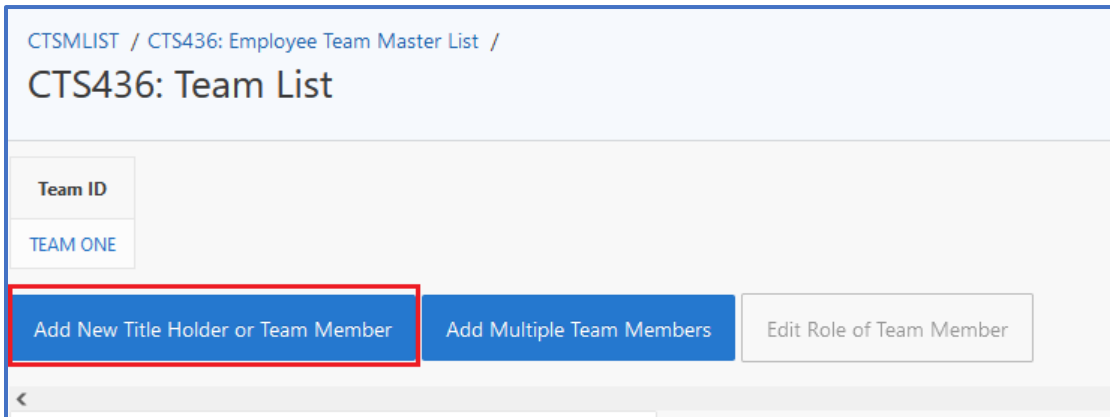


Add Team Members

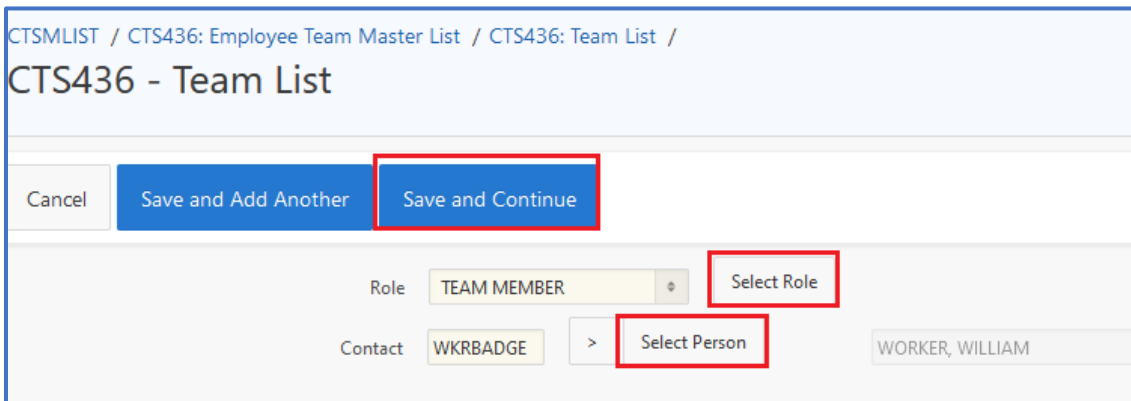
Once a team has been created, team members can be added to the team. Click a radio button to select a team, then click the **Edit Team Members and Title Holders** button.



Click the **Add New Title Holder or Team Member** button.

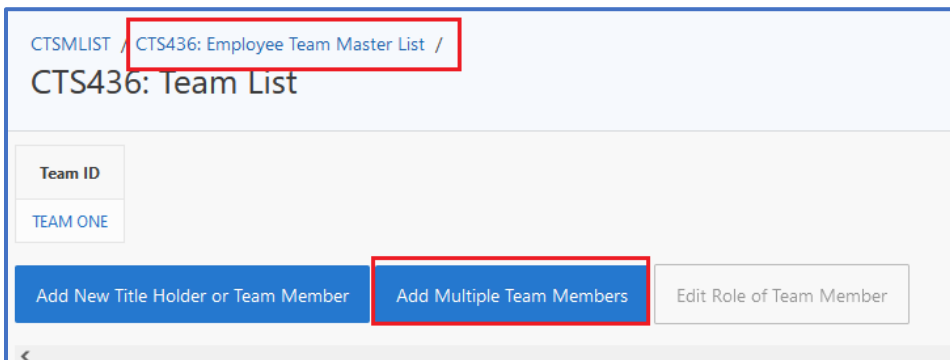


Click the **Select Role** button to choose a *Role* for the team member.
Click the **Select Person** button to choose a team member.
Click the **Save and Continue** button.



Multiple team members can be added at once by clicking the **Add Multiple Team Members** button.

When finished adding team members, click the *CTS436: Employee Team Master List /* breadcrumb to return to the main team screen.



Edit Existing Team

To edit initial team information, click a radio button to select a team then click the **Edit Keys** button.

CTSMLIST / CTS436: Employee Team Master List

Create New Team Edit Team Members and Title Holders **Edit Keys** Hide Delete Checked

Quick Edit (QE) - Team Members QE - Sort Groups

Go Rows 100 Actions

1 - 2 of 2

	Edit Keys	Team ID	Sort Group 01	Edit Team Members	Team Members	Team Description	Hide	Title Holders
<input type="radio"/>	<input type="checkbox"/>	EMPTTEAM01	<>	<input type="checkbox"/>	COX, CHARITY (CHARITY) TEAM MEMBER GRINER, CARLEENA (CARLEENA) TEAM MEMBER IHLABMGR, LARRY (IHEQPBADGE) TEAM MEMBER IHPEEREVIEW, PETER (PRVNBADGE) TEAM MEMBER IHSAFETYPRO, SANDY (IHSPBADGE) TEAM MEMBER IHTECH, JOHN (IHSTBADGE) TEAM MEMBER MANAGER, MILLARD (GMBADGE) TEAM MEMBER	Team 1 description		-
<input checked="" type="radio"/>	<input type="checkbox"/>	TEAM ONE	PROJECT A	<input type="checkbox"/>	-	A team of hardworking individuals		-

1 - 2 of 2

Edit team data. Click the **Save and Continue** button.

CTSMLIST / CTS436: Employee Team Master List / CTS436 - Add Employee Team

Cancel **Save and Continue**

Employee Team ID: TEAM ONE

Team Description: A team of hardworking individuals

33 of 4000

Employee Team Sort Group 1: PROJECT A **Select Sort1**

Employee Team Sort Group 2: Select Sort2

Employee Team Sort Group 3: Select Sort3

Employee Team Sort Group 4: Select Sort4

Employee Team Sort Group 5: Select Sort5

Delete Existing Team

To delete an entire team, click a checkbox to select a team.

Click the **Delete Checked** button.

Click **OK** in alert box to confirm delete.

CTSMLIST /
CTS436: Employee Team Master List

Create New Team Edit Team Members and Title Holders Edit Keys Hide **Delete Checked**

Quick Edit (QE) - Team Members QE - Sort Groups

Go Rows 100 Actions

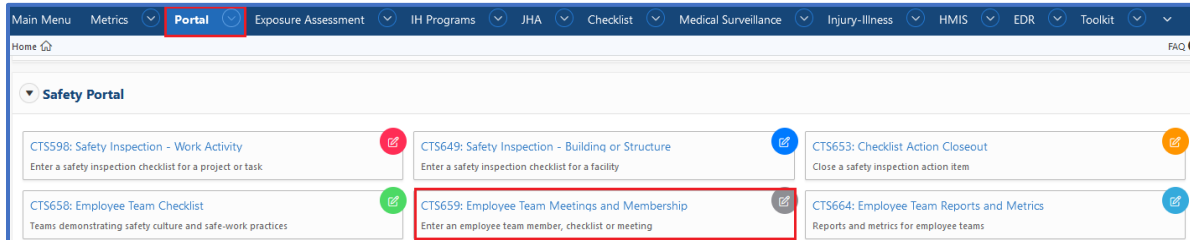
1 - 2 of 2

	<input type="checkbox"/>	Edit Keys	Team ID	Sort Group 01	Edit Team Members	Team Members	Team Description	Hide	Title Holders
	<input type="checkbox"/>		EMPTTEAM01	< >		COX,CHARITY (CHARITY) TEAM MEMBER GRINER,CARLEENA (CARLEENA) TEAM MEMBER IHLABMGR,LARRY (IHEQPBADGE) TEAM MEMBER IHPEEREVIEW,PETER (PRVWBADGE) TEAM MEMBER IHSAFETYPRO,SANDY (IHSPBADGE) TEAM MEMBER IHTECH,JOHN (IHSTBADGE) TEAM MEMBER MANAGER,MILLARD (GMBADGE) TEAM MEMBER	Team 1 description		-
	<input checked="" type="checkbox"/>		TEAM ONE	PROJECT A		-	A team of hardworking individuals		-

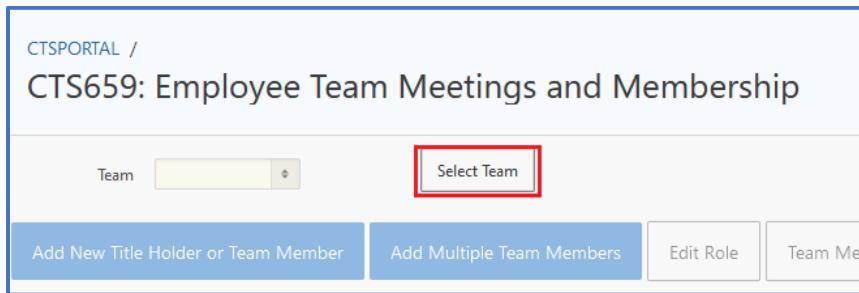
1 - 2 of 2

Chapter 2 – CTS659: Employee Team Meetings and Membership

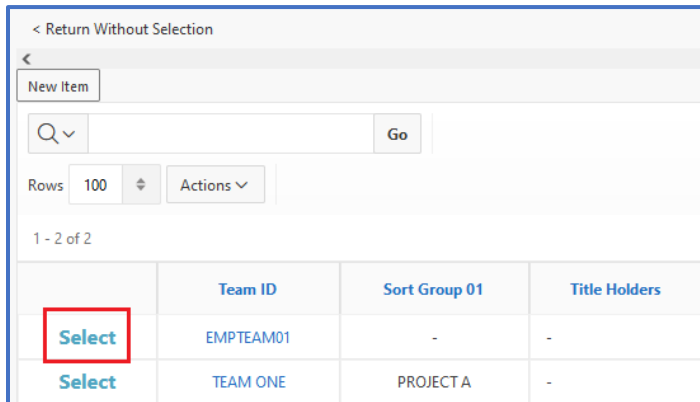
From the **Portal** menu, under the *Safety Portal* submenu click **CTS659: Employee Team Meetings and Membership** button.



Click the **Select Team** button.



Click the blue **Select** text to select a Team.



Click the **Team Meetings and Activities** button.

CTSPORTAL / CTS659: Employee Team Meetings and Membership

Team EMPTEAM01 Select Team

Add New Title Holder or Team Member Add Multiple Team Members Edit Role **Team Meetings and Activities** Team Report

Export Email List of Checked Records

Q Go Rows 100 Actions

1 - 7 of 7

	<input type="checkbox"/>	Last Name	First Name	Badge	Edit Role	Role	Email
<input type="radio"/>	<input type="checkbox"/>	COX	CHARITY	CHARITY		TEAM MEMBER	charity@fakemail.com
<input type="radio"/>	<input type="checkbox"/>	GRINER	CARLEENA	CARLEENA		TEAM MEMBER	carleena@email.com
<input type="radio"/>	<input type="checkbox"/>	IHLABMGR	LARRY	IHEQPBADGE		TEAM MEMBER	IHLAB@FAKE.MAIL
<input type="radio"/>	<input type="checkbox"/>	IHPEEREVIEW	PETER	PRVWBADGE		TEAM MEMBER	IHSPEER@FAKE.MAIL
<input type="radio"/>	<input type="checkbox"/>	IHSAFETYPRO	SANDY	IHSPBADGE		TEAM MEMBER	IHSP@FAKE.MAIL
<input type="radio"/>	<input type="checkbox"/>	IHTECH	JOHN	IHSTBADGE		TEAM MEMBER	IHST@FAKE.MAIL
<input type="radio"/>	<input type="checkbox"/>	MANAGER	MILLARD	GMBADGE		TEAM MEMBER	MANAGER@FAKE.MAIL

1 - 7 of 7

Click the **Add Team Meeting or Activity** button.

CTSPORTAL / CTS659: Employee Team Meetings and Membership / CTS659 Team Meetings and Activities

Team

EMPTEAM01

Add Team Meeting or Activity Edit Meeting/Activity Attachment

Use the calendar button to select meeting *Date*.

Enter text into *# Attendees* text field.

Enter text into *Team Meeting Description or Note* text field.

Click the **Save and Continue** button.

CTS659 - Team Meetings and Notes

Cancel Save and Continue

Date 11/21/2022 (mm-dd-yyyy)

Attendees 14

Team Meeting Description or Note Discussion of holiday lunch

27 of 4000

Click the *CTS659: Employee Team Meetings and Membership* / breadcrumb to return to previous screen.

CTS659: Employee Team Meetings and Membership

CTS659 Team Meetings and Activities

Click on the **Add New Title Holder or Team Member** button.

CTS659: Employee Team Meetings and Membership

Team EMPTEAM01 Select Team

Add New Title Holder or Team Member Add Multiple Team Members Edit Role Team Meetings and Activities Team Report

Export Email List of Checked Records

Select a role using the **Select Role** button and Select a person using the **Select Person** button.

Click the **Save and Continue** button.

CTSPORTAL / CTS659: Employee Team Meetings and Membership /
CTS659 - Team List

Buttons: Cancel, Save and Add Another, **Save and Continue**

Role: TEAM MEMBER **Select Role**

Contact: WKRBADGE **Select Person** WORKER, WILLIAM

Note: Multiple team members can be added at once by clicking the **Add Multiple Team Members** button.

Click the **Team Report** button to view the report in a new browser tab.

Team Meetings and Activities **Team Report**

Employee Team Report				
Employee Team Report				
Employee Team ID: EMPTTEAM01				
Team Description: Team 1 description				
# Title Holders: 0				
# Team Members: 8				
Team Activities				
Meeting Date	# Attendees	Meeting or Activity Description	Keyer	
21-NOV-2022	14	Discussion of holiday lunch	CHARITY	
Team Members				
Member	Role	# Checklists Submitted	First Submission	Last Submission
COX.CHARITY (CHARITY)	TEAM MEMBER	1	17-NOV-2022	17-NOV-2022
GRINER,CARLEENA (CARLEENA)	TEAM MEMBER	0		
IHLABMGR.LARRY (IHEQPBADGE)	TEAM MEMBER	0		
IHPEREVIEW.PETER (PRVWBADGE)	TEAM MEMBER	0		
IHSAFETYPRO.SANDY (IHSPBADGE)	TEAM MEMBER	0		
IHTECH.JOHN (IHSTBADGE)	TEAM MEMBER	0		
MANAGER.MILLARD (GMBADGE)	TEAM MEMBER	0		
WORKER.WILLIAM (WKRBADGE)	TEAM MEMBER	0		

Close report browser tab when finished viewing checklist.

Delete Existing Team

Click a checkbox to select an employee.

Click the **Delete Checked** button.

Click **OK** in alert box to confirm delete.

CTSPORTAL / CTS659: Employee Team Meetings and Membership

Team: EMPTEAM01 Select Team

Add New Title Holder or Team Member Add Multiple Team Members Edit Role Team Meetings and Activities Team Report **Delete Checked**

Export Email List of Checked Records

Go Rows 100 Actions

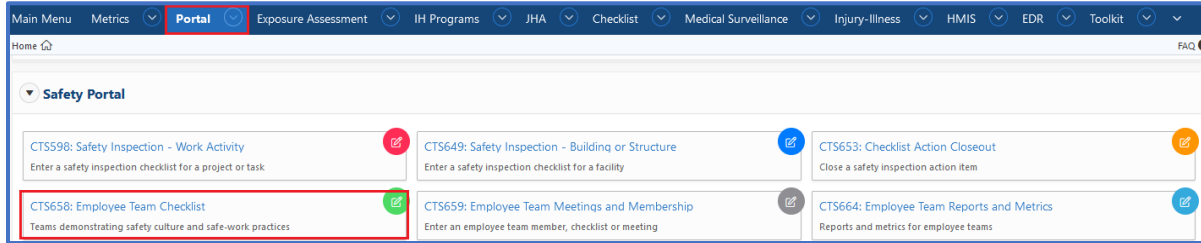
1 - 8 of 8

	<input type="checkbox"/>	Last Name	First Name	Badge	Edit Role	Role	Email
<input type="radio"/>	<input type="checkbox"/>	COX	CHARITY	CHARITY		TEAM MEMBER	charity@fakemail.com
<input type="radio"/>	<input type="checkbox"/>	GRINER	CARLEENA	CARLEENA		TEAM MEMBER	carleena@email.com
<input type="radio"/>	<input type="checkbox"/>	IHLABMGR	LARRY	IHEQPBADGE		TEAM MEMBER	IHLAB@FAKE.MAIL
<input type="radio"/>	<input type="checkbox"/>	IHSPEEREVIEW	PETER	PRVWBADGE		TEAM MEMBER	IHSPEER@FAKE.MAIL
<input type="radio"/>	<input type="checkbox"/>	IHSAFETYPRO	SANDY	IHSPBADGE		TEAM MEMBER	IHSP@FAKE.MAIL
<input type="radio"/>	<input type="checkbox"/>	IHTECH	JOHN	IHSTBADGE		TEAM MEMBER	IHST@FAKE.MAIL
<input type="radio"/>	<input type="checkbox"/>	MANAGER	MILLARD	GMBADGE		TEAM MEMBER	MANAGER@FAKE.MAIL
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	WORKER	WILLIAM	WKRBADGE		TEAM MEMBER	WORKER@FAKE.MAIL

Click **CTSPORTAL** / breadcrumb to return to the **Portal** menu.

Chapter 3 – CTS658: Employee Team Checklist

From the **Portal** menu, under the *Safety Portal* submenu click **CTS658: Employee Team Checklist** button.

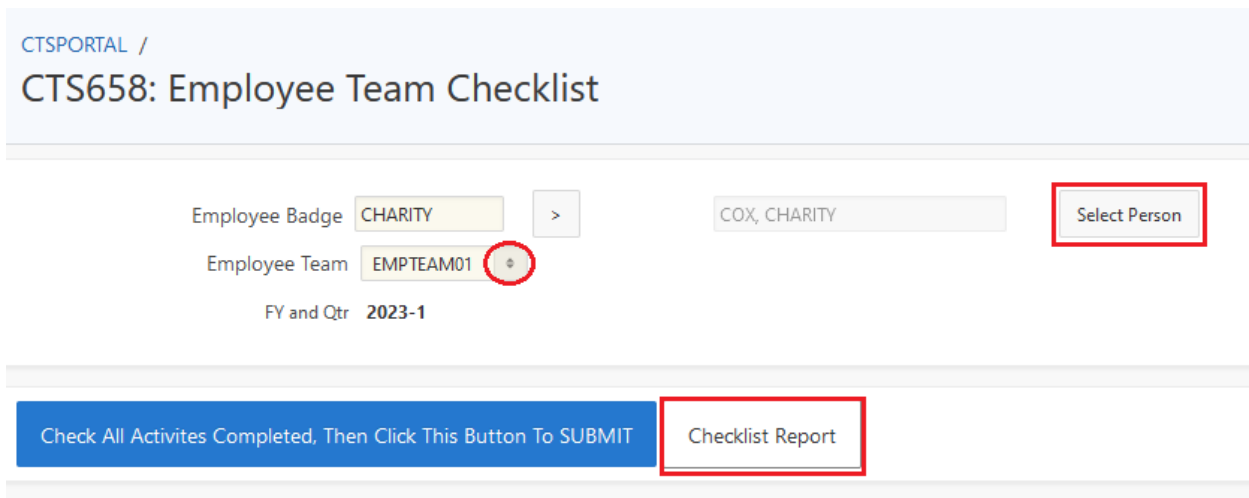


Click the **Select Person** button to select an *Employee Badge*.

Note: Assumption is a team has been created under the **Master List CTS436: Employee Team Master List**.

Use pulldown menu to select *Employee Team*.

Click the **Checklist Report** button to view the report in a new browser tab.



Checklist Report			
Checklist ID: s0000024			
Last Updated: 17-NOV-2022			
Employee Team: EMPTTEAM01			
Employee: CHARITY COX, CHARITY			
Checklist			
01	ISM CORE FUNCTION 1: DEFINE THE SCOPE OF WORK		
	ID	Question	Completed
	01.01	Attend Safety Pause and document attendance on employee team website	
	01.02	Inspect work area for slip/trip hazards	
	01.03	Review Dehydration in Winter on the safety website	
	01.04	Register for the Y-12 Code Stress Notifications	
02	ISM CORE FUNCTION 2: ANALYZE THE HAZARDS		
	ID	Question	Completed
	02.01	Identify a bollard that should be extended to improve visibility	
	02.02	Create a family fire safety plan	
	02.03	Attend slip simulator training	
	02.04	Perform vehicle walk around-circle your automobile (blue cones)	
	02.05	Turn off and unplug unoccupied portable heater	
	02.06	Teach family to properly select/insert hearing protection	
	02.07	Sign up for alert notifications to receive important safety-related communications	
	02.08	Mentor new co-worker about safe operations	
03	ISM CORE FUNCTION 3: DEVELOP AND IMPLEMENT CONTROLS		
	ID	Question	Completed
	03.01	Spread ice chaser where needed to reduce slip/fall hazards	
	03.02	Participate in 2 wellness activities	
	03.03	Use stairs instead of elevator for 1 week	
04	ISM CORE FUNCTION 4: PERFORM WORK		
	ID	Question	Completed
	04.01	Install carbon detector at home	
	04.02	Volunteer to be a vehicle spotter	
	04.03	Routinely cleanup work area (perform good housekeeping)	
	04.04	Put winter travel kit/emergency kit in vehicle	
	04.05	Identify damaged too, tag and remove from service	
05	ISM CORE FUNCTION 5: PROVIDE FEEDBACK		
	ID	Question	Completed
	05.01	Subscribe to "My Lessons Learned" for your area of responsibility	
	05.02	Politely remind someone to use handrails	
	05.03	Lead a review of lessons learned in briefing/meeting	
	05.04	Go to Safety Dashboard on the Safety Web Page and review information on your organizations injuries and moto vehicle incidents	
	05.05	Identify actions intended to improve safety of operations	
06	OUR PRINCIPLES - QUESTIONING ATTITUDE		
	ID	Question	Completed
	06.01	Engage in a pre-job briefing by asking questions to generate a team discussion	
	06.02	Identify a dim lit area for evaluation and review	
07	OUR PRINCIPLES - KNOW BEFORE DO		
	ID	Question	Completed
	07.01	Walk down the job, identify the hazards and required personal protective equipment	
	07.02	Share at a meeting/pre-job briefing what safety excellence looks like to you	
	07.03	View 2 videos on pressure safety	

Close browser tab when finished viewing report.

Expand all submenus. Click *Check if Completed* checkboxes on items that have been completed.

Click the **Check All Activities Completed, Then Click This Button To SUBMIT** button.

Check All Activites Completed, Then Click This Button To SUBMIT Checklist Report

Checks are automatically saved. You can leave and return anytime to continue checking.

01 ISM CORE FUNCTION 1: DEFINE THE SCOPE OF WORK

ID	Check if Completed	Safe Work Activity
01.01	<input checked="" type="checkbox"/>	Attend Safety Pause and document attendance on employee team website
01.02	<input checked="" type="checkbox"/>	Inspect work area for slip/trip hazards
01.03	<input checked="" type="checkbox"/>	Review Dehydration in Winter on the safety website
01.04	<input checked="" type="checkbox"/>	Register for the Y-12 Code Stress Notifications

A message in red text displays onscreen confirming submission.

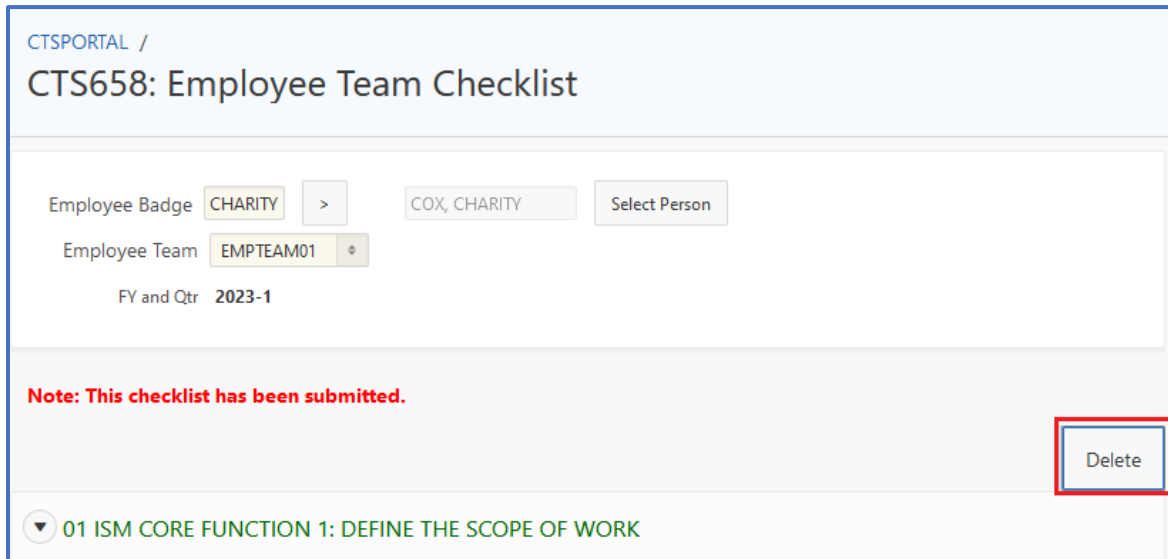
Employee Team EMPTEAM01

FY and Qtr 2023-1

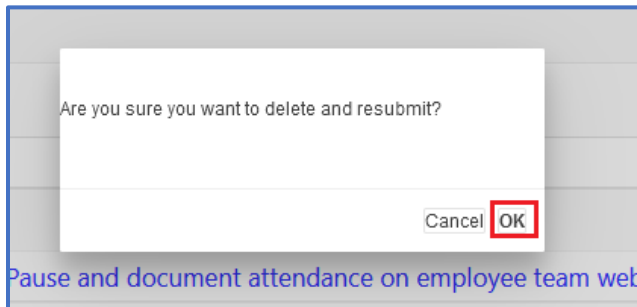
Note: This checklist has been submitted.

To delete a checklist, select an existing person and team.

Click the **Delete** button.



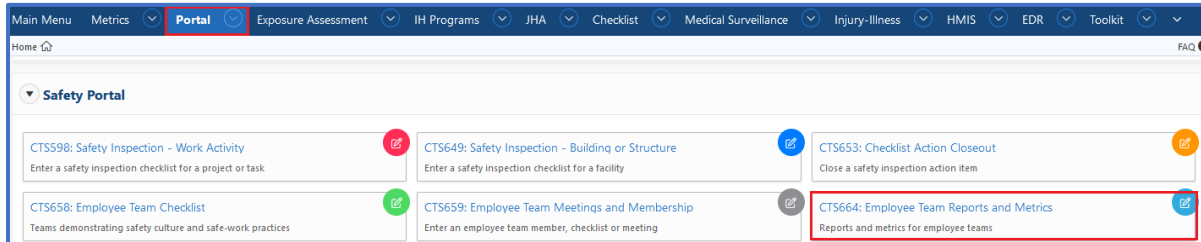
Click the **OK** button in alert box to confirm delete.



Click the *CTSPORTAL /* breadcrumb to return to the **Portal** menu.

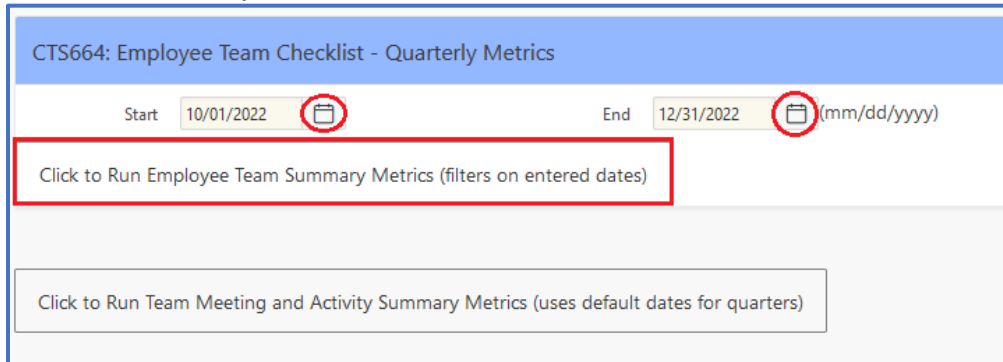
Chapter 4 – CTS664: Employee Team Reports and Metrics

From the **Portal** menu, under the *Safety Portal* submenu click **CTS664: Employee Team Reports and Metrics** button.



Quarterly Metrics Report

Click the blue **CTS664: Employee Team Checklist – Quarterly Metrics** text. Use calendar buttons to select **Start** and **End** dates for *Employee Team Summary Metrics* report. Click the **Click to Run Employee Team Summary Metrics (filters on entered dates)** button to view report in a new browser tab.



Total Sheets: 1 (if top count of sheets does not match grid count some sheets are still in-process or the sort group, like contractor was not selected)
 # of Items Marked: 29
 Average # Marked: 29
 Date Range: 10/01/2022 - 12/31/2022



Sort Group 1	Team ID	# Sheets	# Team Members	% Participation
PROJECT A	TEAM ONE	0	0	0
Totals	1	0	0	0

Senior Management Sponsor	Team ID	# Sheets	# Team Members	% Participation
CHARITY COX	EMPTTEAM01	1	8	12.5
Totals	1	1	8	12.5

Close browser tab when finished viewing report.

Click the **Click to Run Team Meeting and Activity Summary Metrics (uses default dates for quarters)** button to view report in a new browser tab.

CTS664: Employee Team Checklist - Quarterly Metrics

Start 10/01/2022  End 12/31/2022  (mm/dd/yyyy)

Click to Run Employee Team Summary Metrics (filters on entered dates)

Click to Run Team Meeting and Activity Summary Metrics (uses default dates for quarters)

Current Quarter : 07/01/2022 - 09/30/2022
 Previous Quarter: 04/01/2022 - 06/30/2022

Sort Group 1	# Team Meetings Previous Qtr	# Team Meetings Current Qtr	# Attendees	# Team Members	% Participation
PROJECT A	0	0	0	0	0
Totals	0	0	0	0	0

Senior Management Sponsor	Team ID	# Team Meetings Previous Qtr	# Team Meetings Current Qtr	# Attendees	# Team Members	% Participation
CHARITY COX	EMPTTEAM01	0	0	0	8	0
Totals	1	0	0	0	8	0

Close browser tab(s) when finished viewing report.

Checklist Export By Activity

Click the blue **CTS664: Employee Team Checklist Export by Activity** text.

Use calendar buttons to select **Start** and **End** dates for *Export by Activity* report.

Click the **Click to refresh Team Checklist with start/stop date** button.

Use pulldown menu to toggle from *Completed Checklists* to *All Checklists*.

Start (mm/dd/yyyy) End (mm/dd/yyyy)

CTS664: Employee Team Checklist Export By Activity

Completed Checklists
 All Checklists
 Completed Checklists

Go Rows 100 Actions

1 - 29 of 29

Submit Date	Fiscal Year	Fiscal Quarter	Employee Team	Employee	Completed Activity	Completed	Survey Entry Status	Survey ID	Senior Management Sponsor	Management Co-Lead	Sort Group 01
17-NOV-2022	2023	1	EMPTEAM01	COX CHARITY	Attend Safety Pause and document attendance on employee team website	Yes	COMPLETE	s0000024	COX,C (CHARITY)	-	-
17-NOV-2022	2023	1	EMPTEAM01	COX CHARITY	Inspect work area for slip/trip hazards	Yes	COMPLETE	s0000024	COX,C (CHARITY)	-	-

Click any **EMPTEAM01** hotlink to view employee team report in a new browser tab.

Start (mm/dd/yyyy) End (mm/dd/yyyy)

CTS664: Employee Team Checklist Export By Activity

Completed Checklists
 All Checklists
 Completed Checklists

Go Rows 100 Actions

1 - 29 of 29

Submit Date	Fiscal Year	Fiscal Quarter	Employee Team	Employee	Completed Activity	Completed	Survey Entry Status	Survey ID	Senior Management Sponsor	Management Co-Lead	Sort Group 01
17-NOV-2022	2023	1	EMPTEAM01	COX CHARITY	Attend Safety Pause and document attendance on employee team website	Yes	COMPLETE	s0000024	COX,C (CHARITY)	-	-
17-NOV-2022	2023	1	EMPTEAM01	COX CHARITY	Inspect work area for slip/trip hazards	Yes	COMPLETE	s0000024	COX,C (CHARITY)	-	-

Employee Team Report				
Employee Team Report				
Employee Team ID: EMPTTEAM01				
Team Description: Team 1 description				
# Title Holders: 1				
# Team Members: 8				
Title Holder				
Title Holder				Role
COX,CHARITY (CHARITY)				SENIOR MANAGEMENT SPONSOR
Team Activities				
Meeting Date	# Attendees	Meeting or Activity Description		Keyer
21-NOV-2022	14	Discussion of holiday lunch		CHARITY
Team Members				
Member	Role	# Checklists Submitted	First Submission	Last Submission
COX,CHARITY (CHARITY)	TEAM MEMBER	1	17-NOV-2022	17-NOV-2022
GRINER,CARLEENA (CARLEENA)	TEAM MEMBER	0		
IHLBAMGR,LARRY (IHEQPBADGE)	TEAM MEMBER	0		
IHPPEEREVIEW,PETER (PRVWBADGE)	TEAM MEMBER	0		
IHSAFETYPRO,SANDY (IHSPBADGE)	TEAM MEMBER	0		
IHTECH,JOHN (IHSTBADGE)	TEAM MEMBER	0		
MANAGER,MILLARD (GMBADGE)	TEAM MEMBER	0		
WORKER,WILLIAM (WKRBADGE)	TEAM MEMBER	0		

Close browser tab(s) when finished viewing report.

Click any **SURVEY ID** hotlink to view report in a new browser tab.

Start (mm/dd/yyyy) End

CTS664: Employee Team Checklist Export By Activity

Completed Checklists

All Checklists

Completed Checklists

Go Rows 100 Actions

1 - 29 of 29

Submit Date	Fiscal Year	Fiscal Quarter	Employee Team	Employee	Completed Activity	Completed	Survey Entry Status	Survey ID	Senior Management Sponsor	Management Co-Lead	Sort Group 01
17-NOV-2022	2023	1	EMPTTEAM01	COX CHARITY	Attend Safety Pause and document attendance on employee team website	Yes	COMPLETE	s0000024	COX,C (CHARITY)	-	-
17-NOV-2022	2023	1	EMPTTEAM01	COX CHARITY	Inspect work area for slip/trip hazards	Yes	COMPLETE	s0000024	COX,C (CHARITY)	-	-

Survey ID			
Inspection Survey ID:	s0000024		
Inspection Date:	17-NOV-2022		
Status:	COMPLETE		
Inspector:	COX,CHARITY (CHARITY)		
Checklist Groups and Items			
Sort Order	Title		
01	ISM CORE FUNCTION 1: DEFINE THE SCOPE OF WORK		
	ID	Completed	Activity
	01	Yes	Attend Safety Pause and document attendance on employee team website
	02	Yes	Inspect work area for slip/trip hazards
	03	Yes	Review Dehydration in Winter on the safety website
	04	Yes	Register for the Y-12 Code Stress Notifications
02	ISM CORE FUNCTION 2: ANALYZE THE HAZARDS		
	ID	Completed	Activity
	01	Yes	Identify a bollard that should be extended to improve visibility
	02	Yes	Create a family fire safety plan
	03	Yes	Attend slip simulator training
	04	Yes	Perform vehicle walk around-circle your automobile (blue cones)
	06	Yes	Teach family to properly select/insert hearing protection
	07	Yes	Sign up for alert notifications to receive important safety-related communications
	08	Yes	Mentor new co-worker about safe operations
03	ISM CORE FUNCTION 3: DEVELOP AND IMPLEMENT CONTROLS		
	ID	Completed	Activity
	01	Yes	Spread ice chaser where needed to reduce slip/fall hazards
	02	Yes	Participate in 2 wellness activities
	03	Yes	Use stairs instead of elevator for 1 week

04	ISM CORE FUNCTION 4: PERFORM WORK		
	ID	Completed	Activity
	01	Yes	Install carbon detector at home
	02	Yes	Volunteer to be a vehicle spotter
	03	Yes	Routinely cleanup work area (perform good housekeeping)
	04	Yes	Put winter travel kit/emergency kit in vehicle
	05	Yes	Identify damaged too, tag and remove from service
05	ISM CORE FUNCTION 5: PROVIDE FEEDBACK		
	ID	Completed	Activity
	01	Yes	Subscribe to "My Lessons Learned" for your area of responsibility
	02	Yes	Politely remind someone to use handrails
	03	Yes	Lead a review of lessons learned in briefing/meeting
	04	Yes	Go to Safety Dashboard on the Safety Web Page and review information on your organizations injuries and moto vehicle incidents
	05	Yes	Identify actions intended to improve safety of operations
06	OUR PRINCIPLES - QUESTIONING ATTITUDE		
	ID	Completed	Activity
	01	Yes	Engage in a pre-job briefing by asking questions to generate a team discussion
	02	Yes	Identify a dim lit area for evaluation and review
07	OUR PRINCIPLES - KNOW BEFORE DO		
	ID	Completed	Activity
	01	Yes	Walk down the job, identify the hazards and required personal protective equipment
	02	Yes	Share at a meeting/pre-job briefing what safety excellence looks like to you
	03	Yes	View 2 videos on pressure safety

Close browser tab(s) when finished viewing report.

Team Meeting Export

Click blue **CTS664: Employee Team Meeting Export** text.

Use calendar buttons to select **Start** and **End** dates for *Employee Team Meetings* report.

Click the **Click to refresh Team Meetings list with start/stop date** button.

Click the *Actions* drop-down button to filter report options.

Click *Download* to save report in CSV or HTML format.

Start 11/22/2019 End 02/20/2023 [Click to refresh Team Meetings List with start/stop date](#)

CTS664: Employee Team Meeting Export

Go Rows 100

1 - 1 of 1

Date	Team ID	Senior Management Sponsor	Management Co-Lead	# Attendees	Team Meeting or Activity	Attachments	Sort Group 01	Sort Group 02	Sort Group 03	Sort Group 04	Sort Group 04
21-NOV-2022	EMPTTEAM01	COX,C (CHARITY)	-	14	Discussion of holiday lunch	-	-	-	-	-	-

1 - 1 of 1

Close browser tab when finished viewing report.

Team and Role Export

Click the blue **CTS664: Employee Team and Role Export** text.

Click checkbox(es) to select record(s).

Click the **Export Email List of Checked Records** button.

Click any **Team ID** hotlink to view employee team report in a new browser tab.

CTS664: Employee Team and Role Export

Export Email List of Checked Records

Search: Go Rows: 100 Actions:

1 - 8 of 8

<input type="checkbox"/>	Last Name	First Name	Badge	Team ID	Role	Email	Sort Group 01	Sort Group 02	Sort Group 03	Sort Group 04	Sort Group 05
<input type="checkbox"/>	COX	CHARITY	CHARITY	EMPTTEAM01	TEAM MEMBER	charity@fakemail.com	-	-	-	-	-
<input checked="" type="checkbox"/>	GRINER	CARLEENA	CARLEENA	EMPTTEAM01	TEAM MEMBER	carleena@email.com	-	-	-	-	-
<input type="checkbox"/>	IHLABMGR	LARRY	IHEQPBADGE	EMPTTEAM01	TEAM MEMBER	IHLAB@FAKE.MAIL	-	-	-	-	-
<input checked="" type="checkbox"/>	IHPEEREVIEW	PETER	PRVWBADGE	EMPTTEAM01	TEAM MEMBER	IHSPEER@FAKE.MAIL	-	-	-	-	-
<input type="checkbox"/>	IHSAFETYPRO	SANDY	IHSPBADGE	EMPTTEAM01	TEAM MEMBER	IHSP@FAKE.MAIL	-	-	-	-	-
<input type="checkbox"/>	IHTECH	JOHN	IHSTBADGE	EMPTTEAM01	TEAM MEMBER	IHST@FAKE.MAIL	-	-	-	-	-
<input type="checkbox"/>	MANAGER	MILLARD	GMBADGE	EMPTTEAM01	TEAM MEMBER	MANAGER@FAKE.MAIL	-	-	-	-	-
<input checked="" type="checkbox"/>	WORKER	WILLIAM	WKRBADGE	TEAM ONE	TEAM MEMBER	WORKER@FAKE.MAIL	PROJECT A	-	-	-	-

1 - 8 of 8

Employee Team Report

Employee Team Report

Employee Team ID: **EMPTTEAM01**

Team Description: **Team 1 description**

Title Holders: **0**

Team Members: **7**

Member	Role	# Checklists Submitted	First Submission	Last Submission
COX.CHARITY (CHARITY)	TEAM MEMBER	1	17-NOV-2022	17-NOV-2022
GRINER.CARLEENA (CARLEENA)	TEAM MEMBER	0		
IHLABMGR.LARRY (IHEQPBADGE)	TEAM MEMBER	0		
IHPEEREVIEW.PETER (PRVWBADGE)	TEAM MEMBER	0		
IHSAFETYPRO.SANDY (IHSPBADGE)	TEAM MEMBER	0		
IHTECH.JOHN (IHSTBADGE)	TEAM MEMBER	0		
MANAGER.MILLARD (GMBADGE)	TEAM MEMBER	0		

Close browser tab(s) when finished viewing report.

Click the **CTSPORTAL** / breadcrumb to return to the **Portal** menu.