

H&S Compliance Manager V.8 Menu & Toolbar Structure

<i>Toolbar</i>	<i>Function</i>
Toolbar	
Actions	Actions
Calendar	Calendar
Company	Company Information
Email	Email Reports
Equip.	Equipment issues and checks
Exit	Exits Application
Hazards	Hazards and Assessments
Help	Welcome to the H&S Compliance Manager
Incidents	Accident and Accidents
Library	Library and Publications
Meetings	Meetings
Monitor	Employee Health Monitoring
Notify	Notifiable Diseases Register
Rehab	Rehabilitation
Staff	Staff Information
Substances	Hazardous Substances
Suppliers	Suppliers, Contactors and Training Providers
Training	Training for Employees
Help menu	
Welcome to the HS Compliance Manager	Welcome to the H&S Compliance Manager
Help/About this application	About this application and how to get more help
Help/Contents	View the contents of the help file
Help/Online support and latest updates	Online support and latest updates
Help/Search for Help On...	Search for help on a subject
Calendar menu	
Calendar/Calendar of Events	Calendar of Events
Actions menu	
Actions/Action Reports	Print Action Reports
Actions/Actions	Actions required and completed
Meetings menu	
Meetings/Meeting All Groups	Latest Meetings
Meetings/Meeting Group - Names	Groups and Meetings
Training menu	
Training/Certificates & Licenses By Employee	Browse certificates and licences by employee
Training/Certificates & Licenses By Type	Browse certificates and licenses by type
Training/Department Training Reports	Department Training Summary Report

Training/Export Staff Training Report to Excel	Export Staff Training to Excel
Training/NZQA Employee Qualifications & Units	Employee NZQA units and qualifications attained
Training/Training History Reports	Training History Reports
Training/Training Topic Reports	Training topic reports
Training/Training By Topic	Employee Training By Topic
Training/Uncompleted Training Courses Report (in date range)	Training Courses - in date range with uncompleted participants

Emergency menu

Emergency/View Staff Emergency Contacts	Staff Emergency Contacts
Emergency/View Supplier Emergency Contact Numbers	Supplier and Contractor Emergency Contacts
Emergency/Vital Telephone Numbers	Vital Telephone Numbers

Registry menu

Registry/Equipment Issues and Reports/Edit Equipment Types	Edit Equipment Types
Registry/Equipment Issues and Reports/Equipment Checks New Issues	Equipment Checks and Issues
Registry/Equipment Issues and Reports/Issued Equipment Report	Issued Equipment Report
Registry/Document Issues/Issue Documents To Staff	Issue Documents To Staff
Registry/Document Issues/Issue Documents To Suppliers	Issue Documents To Contractors
Registry/Accidents & Incidents	Accident / Incidents
Registry/Assets	Asset Register
Registry/Hazards For Job Types	Hazards for Job Types
Registry/Hazards For Processes	Hazards For Processes
Registry/Hazards For Tasks	Hazards for Tasks
Registry/Hazards Assessments	Hazards and Assessments
Registry/Health Monitoring	Health Monitoring
Registry/Insurance Claims	Insurance Claims
Registry/Library	Document Library
Registry/Notifiable Diseases	Notifiable Diseases
Registry/Rehabilitation Records	Rehabilitation Records
Registry/Substances MSDS	Hazardous Substances
Registry/Vital Telephone Numbers	Vital Contact Numbers

Edit Menu

Edit/Agreement Types	Browse HR Agreement types
Edit/Asset Types	Asset types
Edit/Benefit and Allowance Types	Browse HR Benefit and Allowance Types
Edit/Business Units	Browse HR Business Units
Edit/Certificate Licence Types	Browse Certificate and License Types
Edit/Company Details	Company Details
Edit/Contract Document Types	Browse Contract Document Types

Edit/Crisis Contact Types	Browse Emergency Types (eg: for
Edit/Departments	Browse Departments
Edit/Employee Certificates & Licenses	Browse and change employee certificates and licenses
Edit/Employee Reviews	Browse HR Employee Reviews
Edit/Employees	Browse Staff
Edit/Employees Contact details	Browse and change employee work contacts
Edit/Employment Types	Browse Employment Types
Edit/Equipment Types	Browse Equipment and Personal Protective Equipment Types
Edit/Harm Types	Browse Harm Types
Edit/Hazard Types	Types of Hazards
Edit/Incident Alternate Registers	Add and Remove Incident Registers Available
Edit/Incident Body Parts	Update body parts that may be selected in incidents
Edit/Incident Costing Templates	Browse Incident Cost Templates
Edit/Incident Costing Units of Quantity	Browse Incident Costing Quantity Units
Edit/Incident Investigation Focus Types	Change Focus types for Incident investigations
Edit/Incident Reporting Categories	Incident Reporting Categories
Edit/Incident Statistics Defaults	Change Incident Statistics Defaults
Edit/Insurance Brokers	Browse Insurance Brokers
Edit/Insurance Policies	Browse Insurance Policies
Edit/Insurers	Edit Menu
Edit/Job Categories	Browse HR Job Categories
Edit/Job Functions	Browse HR Job functions
Edit/Job Type Training & Induction	Browse Job Types including Induction, Tasks, Processes and Training Requirements
Edit/NZQA Qualifications	Edit NZQA Qualifications
Edit/NZQA Unit Standards	Edit NZQA Unit Standards
Edit/Processes	Browse Processes
Edit/Refresh NZQA Qualifications and Units	Refresh NZQA Qualifications and Unit Standards
Edit/Review Types	Browse HR Employee review types
Edit/Service Types for Contractor Scopes	Browse Contractor Service Types
Edit/Supplier Group Types	Browse Supplier Group Types
Edit/Suppliers	Browse Suppliers, Contactors and Training Providers
Edit/Tasks	Browse Tasks
Edit/Training Competency Levels	Training Competency Levels
Edit/Training Providers (Suppliers)	Browse Training Providers
Edit/Training Topics	Browse Training Topics
Edit/Work Locations	Browse Work Locations
File menu	
File/Options/Maintenance/Backup Data to a Zip File	This will backup your data to a zip file
File/Options/Maintenance/Change Hazards Department	Changes selected hazards department

File/Options/Maintenance/Change Incidents Department	Change selected incidents department
File/Options/Maintenance/Clear Staff HR pay details	Clears pay details for all staff (does not touch payroll)
File/Options/Maintenance/Export Menu Structure	Exports Menu Structure
File/Options/Maintenance/Export publications from library	Exports tagged publications from library
File/Options/Maintenance/File Maintenance	File Maintenance
File/Options/Maintenance/Remove actions after updating to Version 7.010	Removes incorrectly created general actions
File/Options/HSNO Classifications	Edit HSNO Classifications
File/Options/List Started Event Notifiers	List and shutdown started event notifiers
File/Options/Payroll Import Options	Set payroll import options
File/Options/Risk Rating Methods	Browse Risk Rating Methods
File/Options/Start Event Notifier Server (on this computer)	Starts an event notifier server on this computer
File/Options/Test Event Notifier	Use to test the Event Notifier (Configuration details in Company Data)
File/Options/Wizard Configuration	Configure wizards and questions asked
File/My Custom Reports/My Employee Certificate and Endorsements	Export Employee certificates and endorsements
File/My Custom Reports/My Employee NZQA Qualifications Reports	Export Employee Qualifications
File/My Custom Reports/My Employee NZQA Unit Reports	Export Employee NZQA Units
File/My Custom Reports/My Employee Reports	My custom employee reports
File/My Custom Reports/My Hazard Reports	My custom hazard reports
File/My Custom Reports/My Incident Reports	My custom incident and accident reports
File/Registration/Change Licensee Name (Company and Site Names)	Change Company or Site Name - CARE Requires New Registration Key
File/Registration/Print Registration Key Application Form	Prints an Application Form for a New Registration Key
File/Registration/Register New Licence Key	Register Your New Licence Key
File/Registration/View Registered Options	Registration Options
File/Security/Employee Login Security	Set and change Employee Logins
File/Security/Override Library Security (Temporary)	Setup Library
File/Security/Print Security Groups Report	Print Security Groups Report
File/Security/Security Groups	User Security Groups
File/Security/System Security Functions	System Security Function Groups
File/Security/Turn off Prompt for Login ID=DEMO	This will turn off the default to Prompt for a login ID of DEMO
File/Change My Own Password	Change Your Own Login Password
File/Email Reports Toggle	Toggle Emailing Reports
File/Getting Started - New System	Setting Up A New System
File/My Messages and Notices	Displays Messages and notices sent to me
File/Send Notices to Users	Sent notices to users

File/Switch Departments

Switch to another Department

F7 Key=Spell Check

Press the F7 key to spell check an entry
