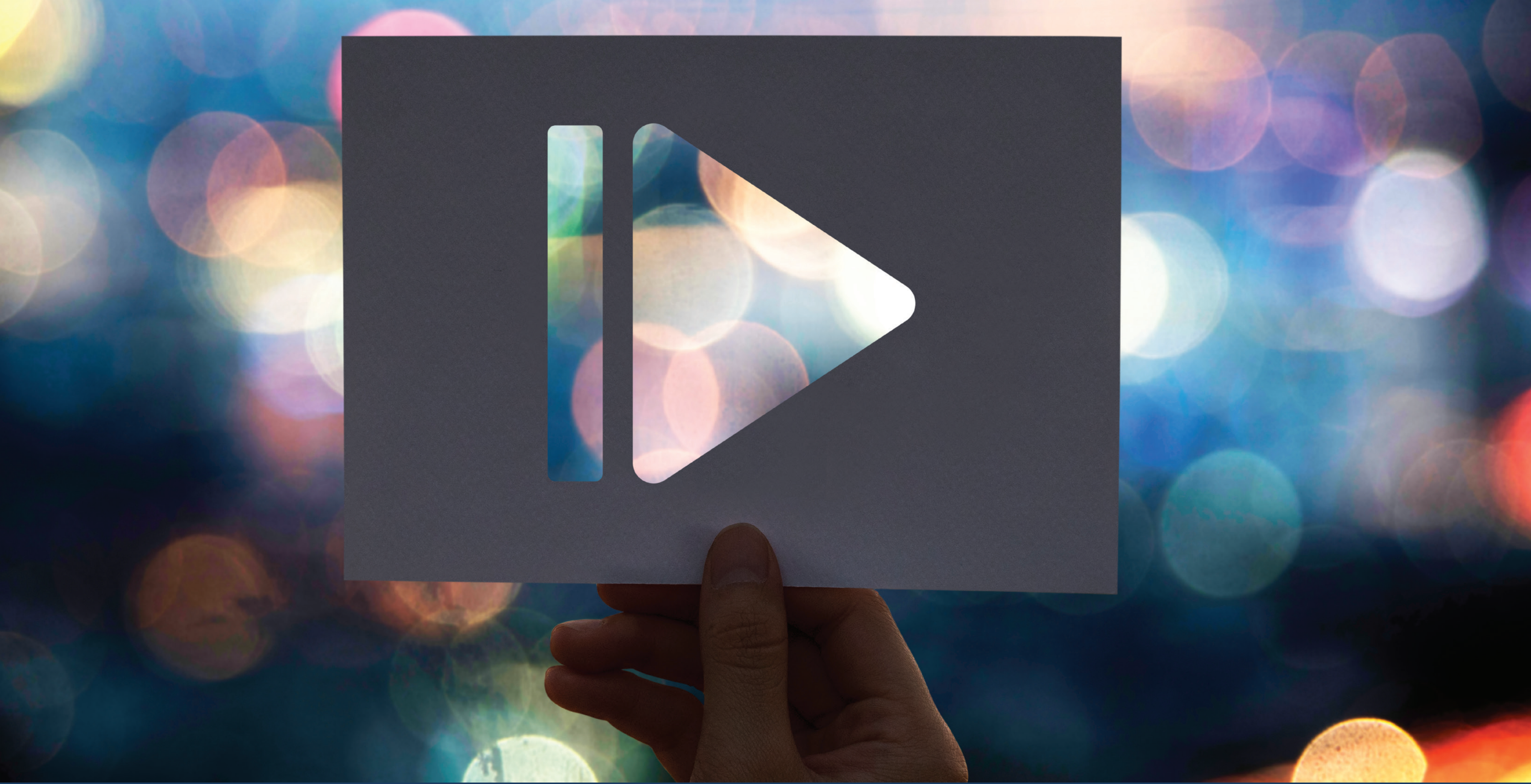

LIGHT DUTY PATHWAY
VIDEO LIBRARY
USER MANUAL

LightDuty Pathway

501(c) SERVICES

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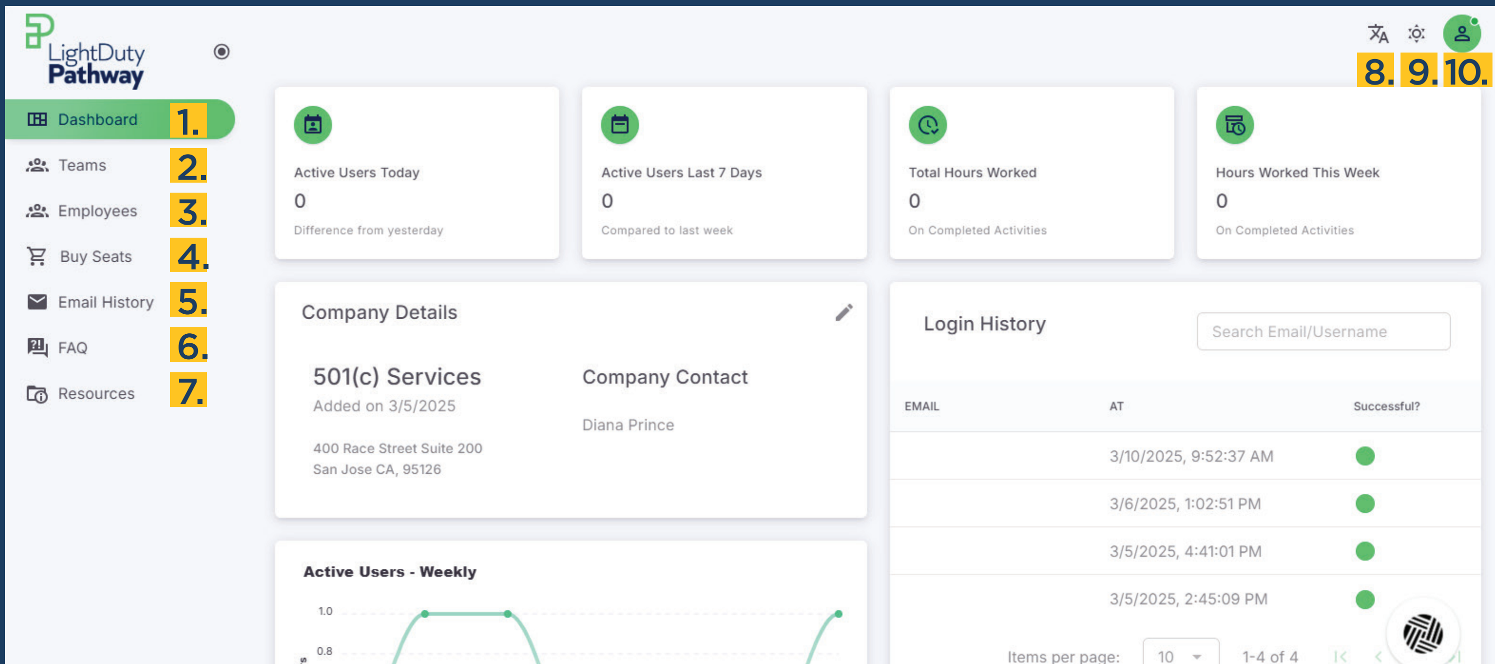
LIGHT DUTY PATHWAY PLATFORM OVERVIEW

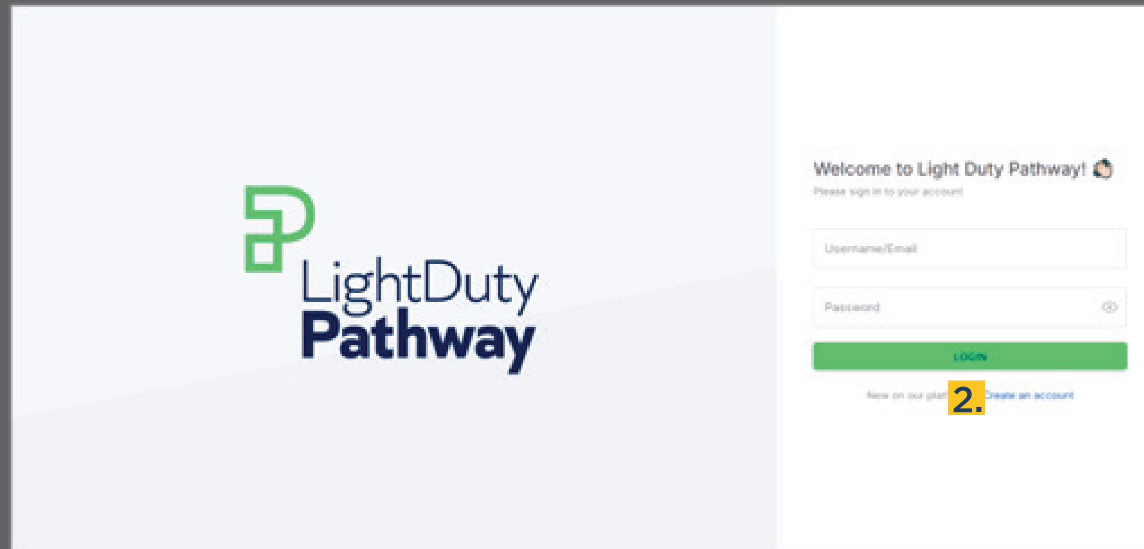


1. **Dashboard Page**: Overview of daily and weekly activity for all users.
2. **Teams Page**: Seats are purchased and assigned, teams are created and managed, managers are assigned to teams, and team contacts are added
3. **Employees Page**: Displays all users on the platform, allowing detailed user management..
4. **Buy Seats**: Purchase additional seats.
5. **Email History Page**: A record of all sent emails.
6. **FAQ Page**: Commonly asked questions and platform video tutorials.
7. **Resources Page**: Essential forms and guidelines for employers.
8. **Language Options**: English and Spanish
9. **Background Colors**: Light or Dark Mode
10. **Settings**: Update username, email address, and password.

CREATING AN ACCOUNT

1. Go to: https://app.lightdutypathway.com/login

2. Click "Create an Account."

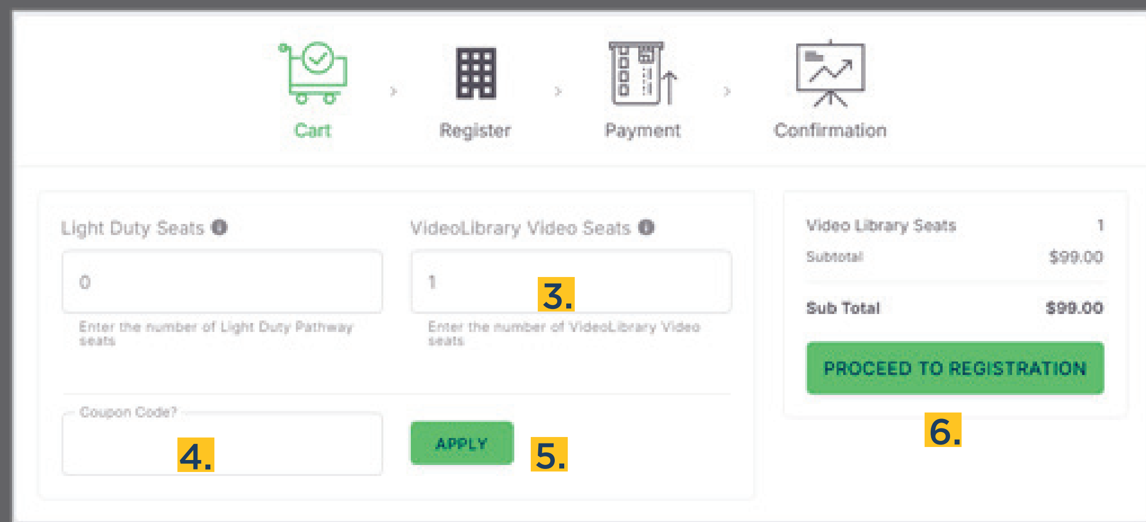


3. Add a Video Library Seat to your cart. You can add up to 30 seats at no cost.

4. Then enter the 501(c) Services coupon code.

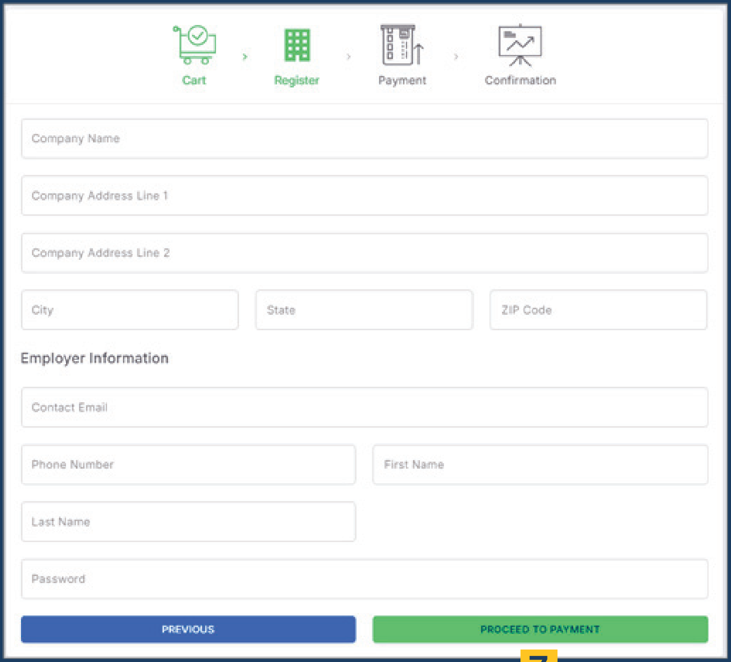
5. Click "Apply."

6. Then click "Proceed to Registration."



CREATING AN ACCOUNT

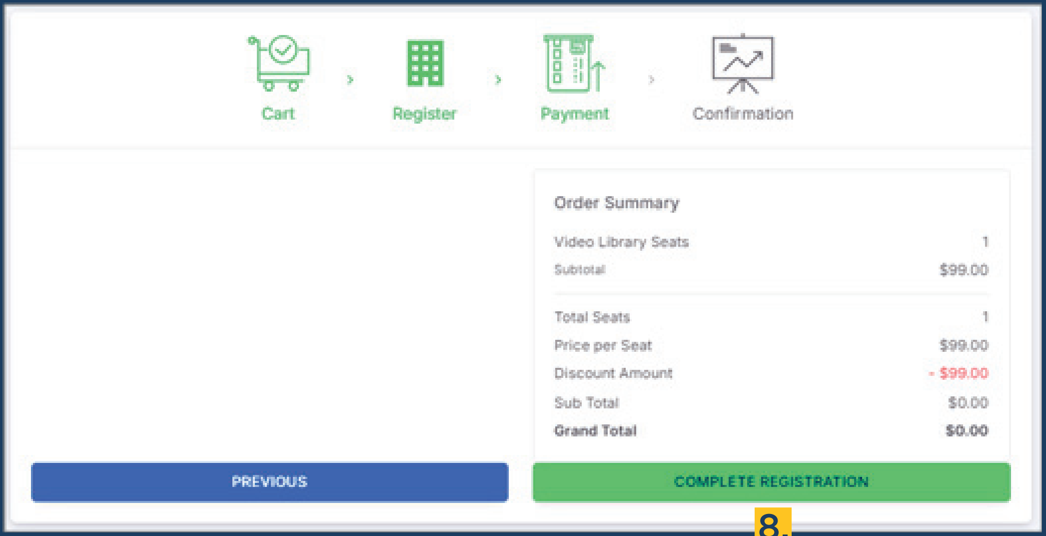
7. Fill out registration form, then click "Proceed to Payment."



7.

8. The next screen shows your order summary. Check to ensure the discount has been applied, then click "Complete Registration."

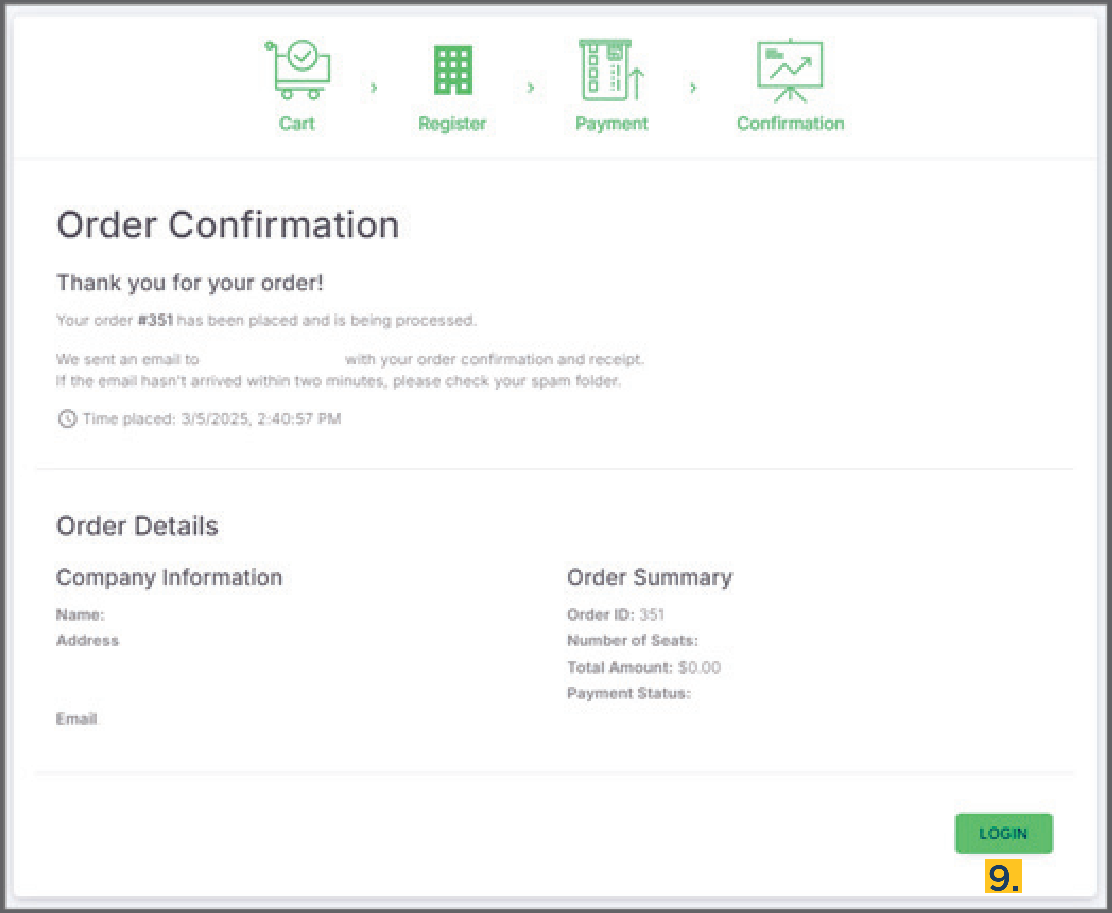
NOTE: If the discount has not been applied, click the "Previous" button until you return to the cart to reapply the coupon.



8.

CREATING AN ACCOUNT

9. You will see your order confirmation. Click “Login” to access the site.



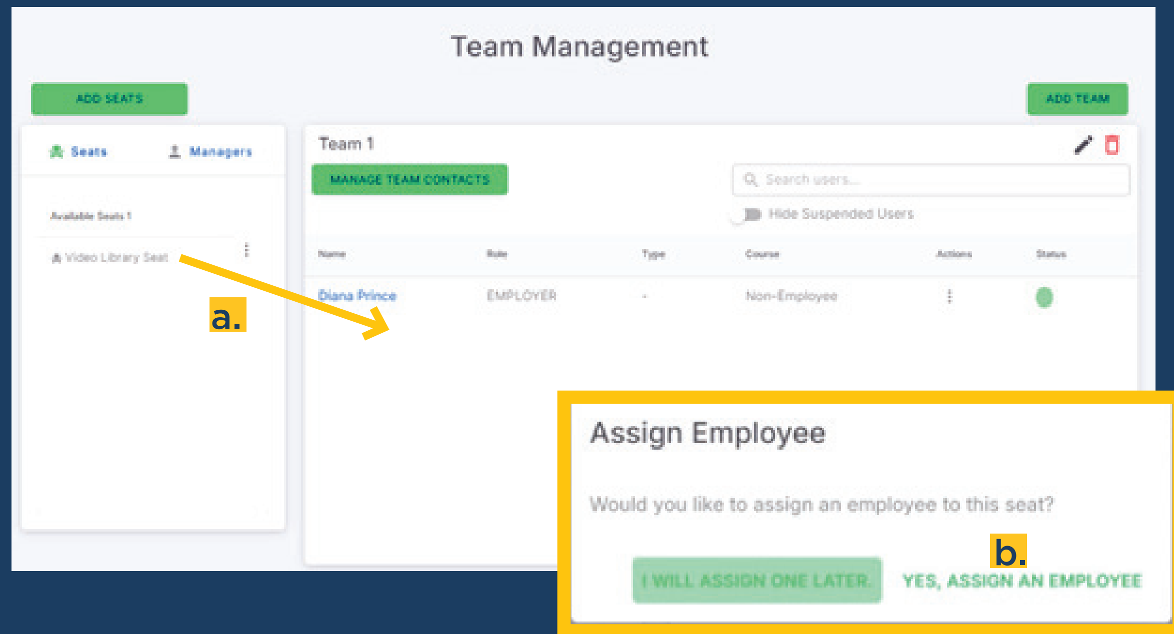
EMPLOYEE: ADDING & ASSIGNING SEATS

1. From “Team Management” page, you can assign seats to employees in two ways:

Drag and drop

a. Drag a Video Library Seat into the Team box.

b. A pop-up window prompt you to assign a seat now or at a later time. Click “Yes, Assign an Employee.”

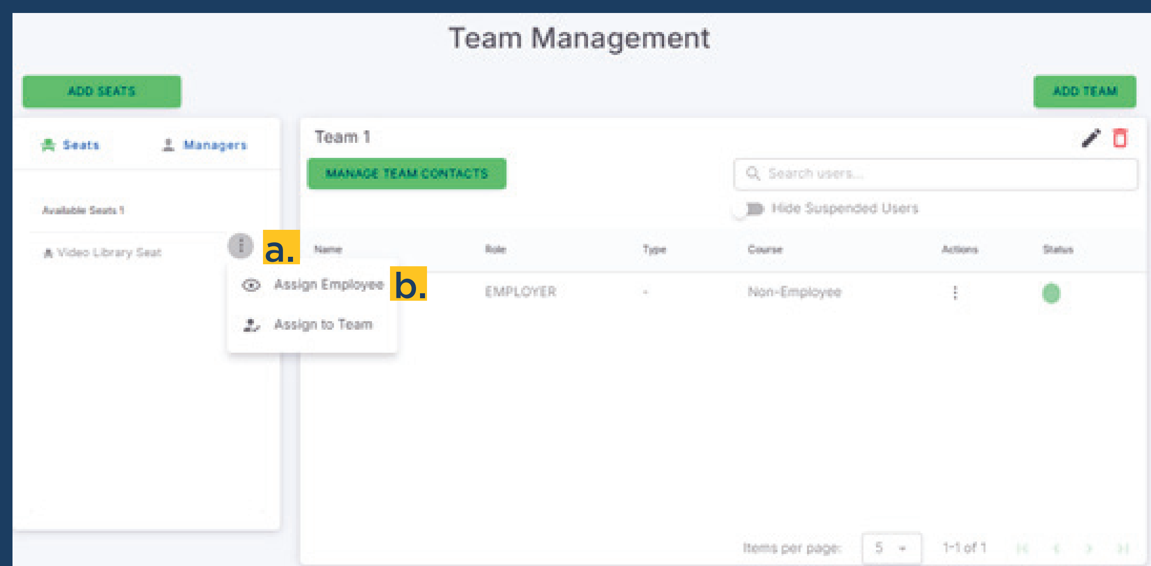


- OR -

Three Dots menu

a. Click the three dots to the right of the Video Library Seat.

b. Select “Assign Employee.”



EMPLOYEE: ADDING & ASSIGNING SEATS

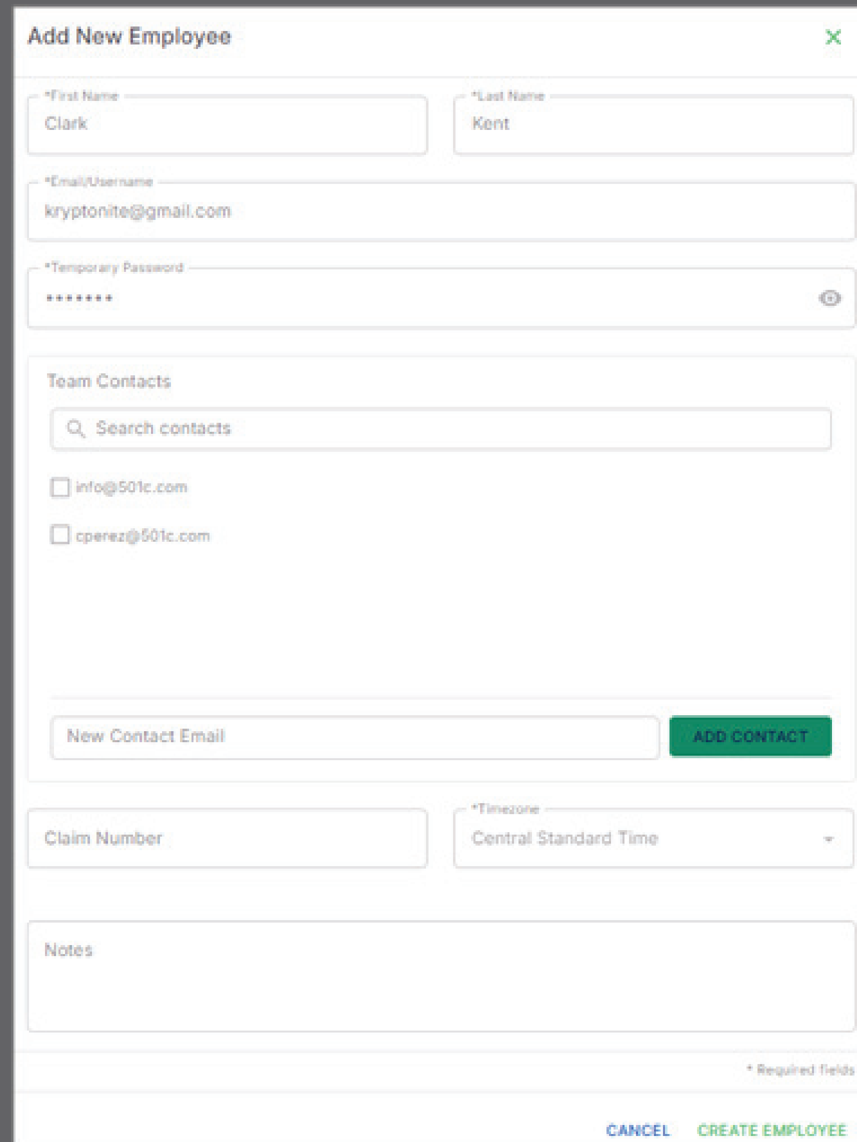
2. An “Add New Employee” pop-up will appear, enter the following:

- Employee’s name *(required)*
- Email *(required, but does not have to be a valid email address)*
- Temporary password *(required)*
- Team Contact *(optional)*

  NOTE: If a team contact is selected, they will receive a copy of the welcome email along with the employee. This serves as a backup in cases where the employee’s username is not a valid email or if the employee does not receive the email.

- Claim Number *(optional)*
- Time zone *(required)*
- Notes *(optional)*

3. Click “Create Employee.”



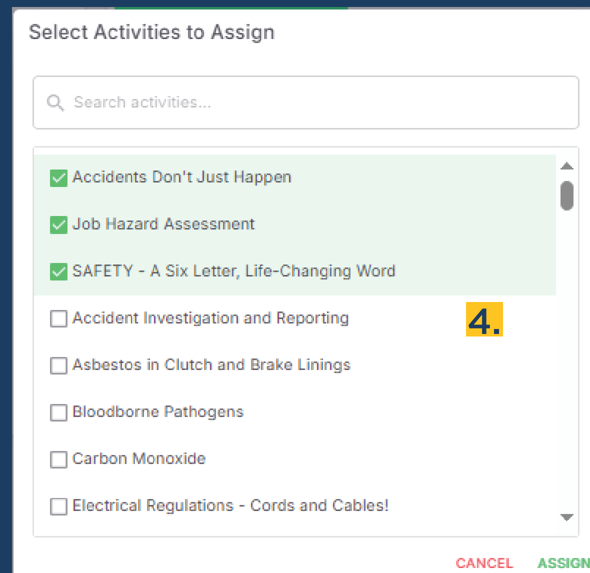
3.

EMPLOYEE: ADDING & ASSIGNING SEATS

4. In the next pop up select the Activities you want to assign to your employee.

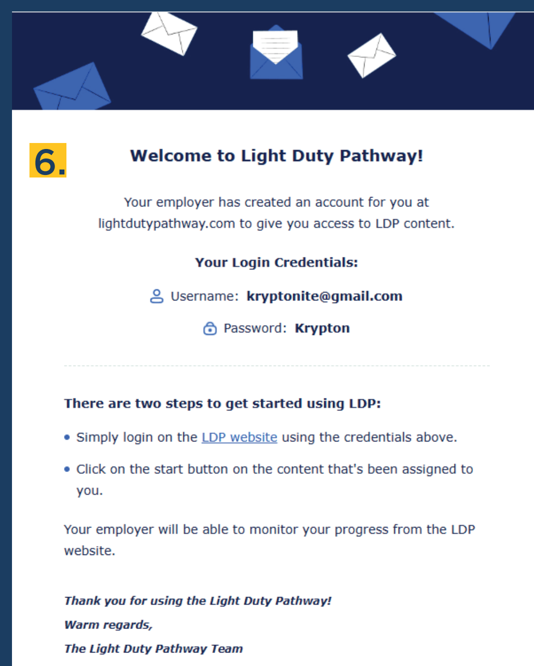
   NOTE: See the full list of available Video Library Activities on page 21.

5. Click "Assign."



5.

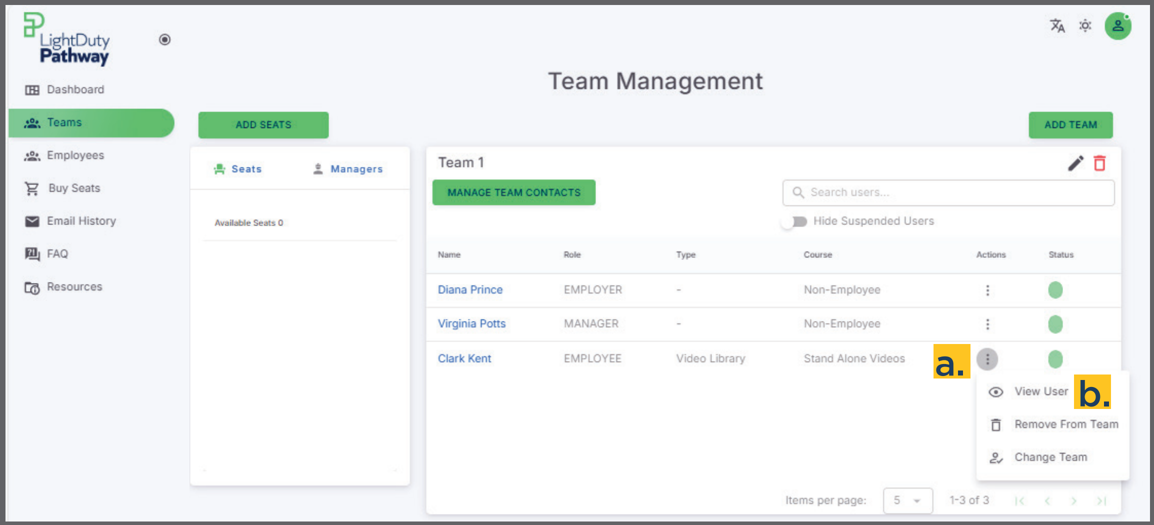
6. A welcome email, including login credentials and instructions, will be sent to the employee. You will be CC'd on the email.



EMPLOYEE: DETAILS MANAGEMENT

1. You can manage Employee Details from two areas of the platform:

“Team Management” page



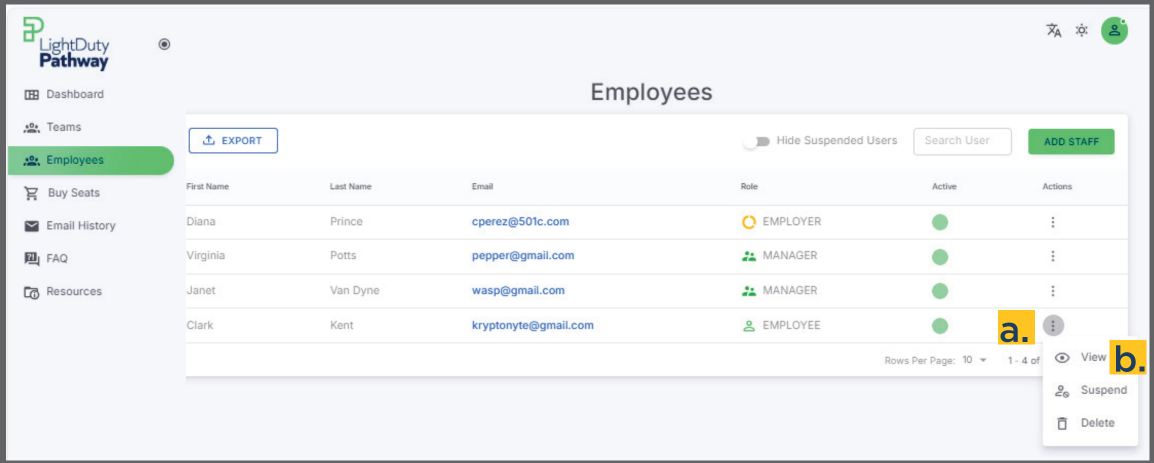
a. Click the Three dots menu in the Actions column.

NOTE: This menu also provides options to “Remove From Team” or “Change Team” (see page 14 for more details about Teams).

b. Choose “View User.”

- OR -

“Employees” page



a. Click the Three dots menu in the Actions column.

NOTE: This menu also provides options to “Suspend” or “Delete” the employees account.

b. Choose “View.”

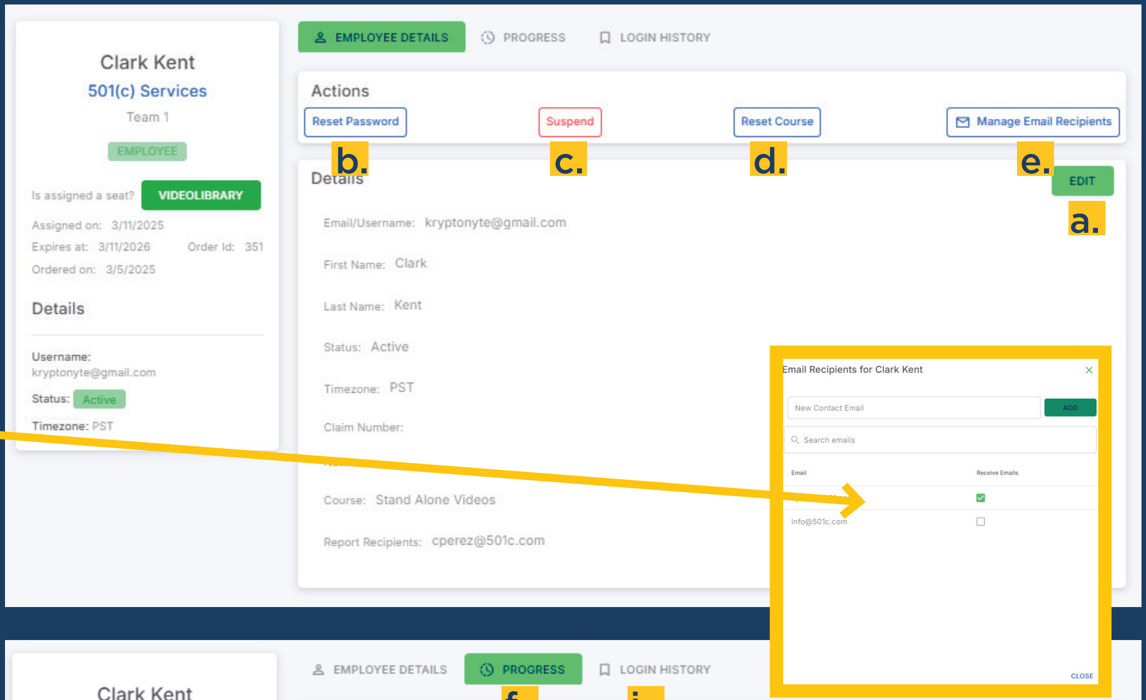
If an employee <u>has not</u> begun their courses and you delete their account, the seat will be available for reassignment. However, once an employee starts a course, the seat is permanently assigned to them.

EMPLOYEE: DETAILS MANAGEMENT

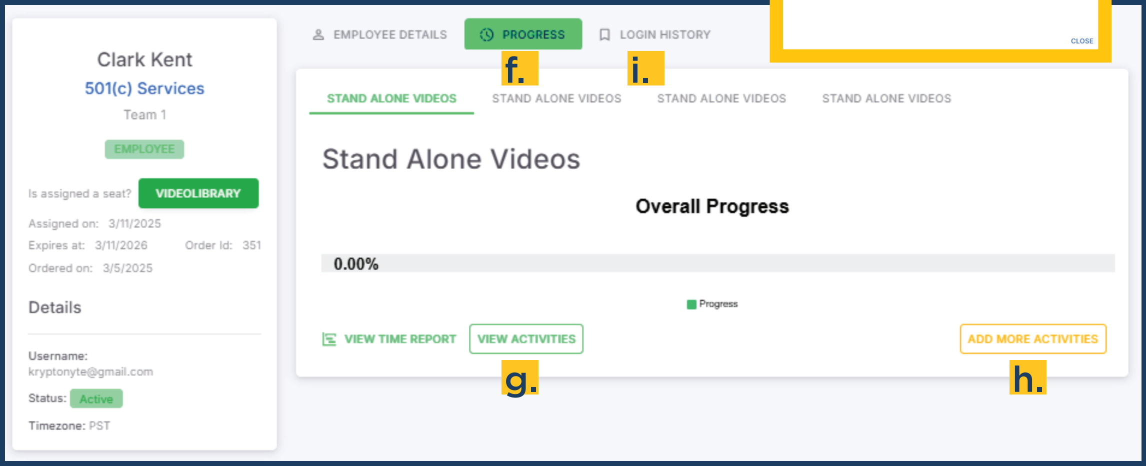
2. The following actions can be performed on the Employee Details page:

a. Edit employee details
b. Reset password
c. Suspend account
d. Reset course
e. Manage Email Recipients
   - By default nothing is selected.
   - Check or add an email to receive daily reports.

   NOTE: Adding an email address creates a Team Contact, not a Manager Account.



f. Track Progress
g. View progress on assigned activities
h. Assign additional activities
i. View Login history

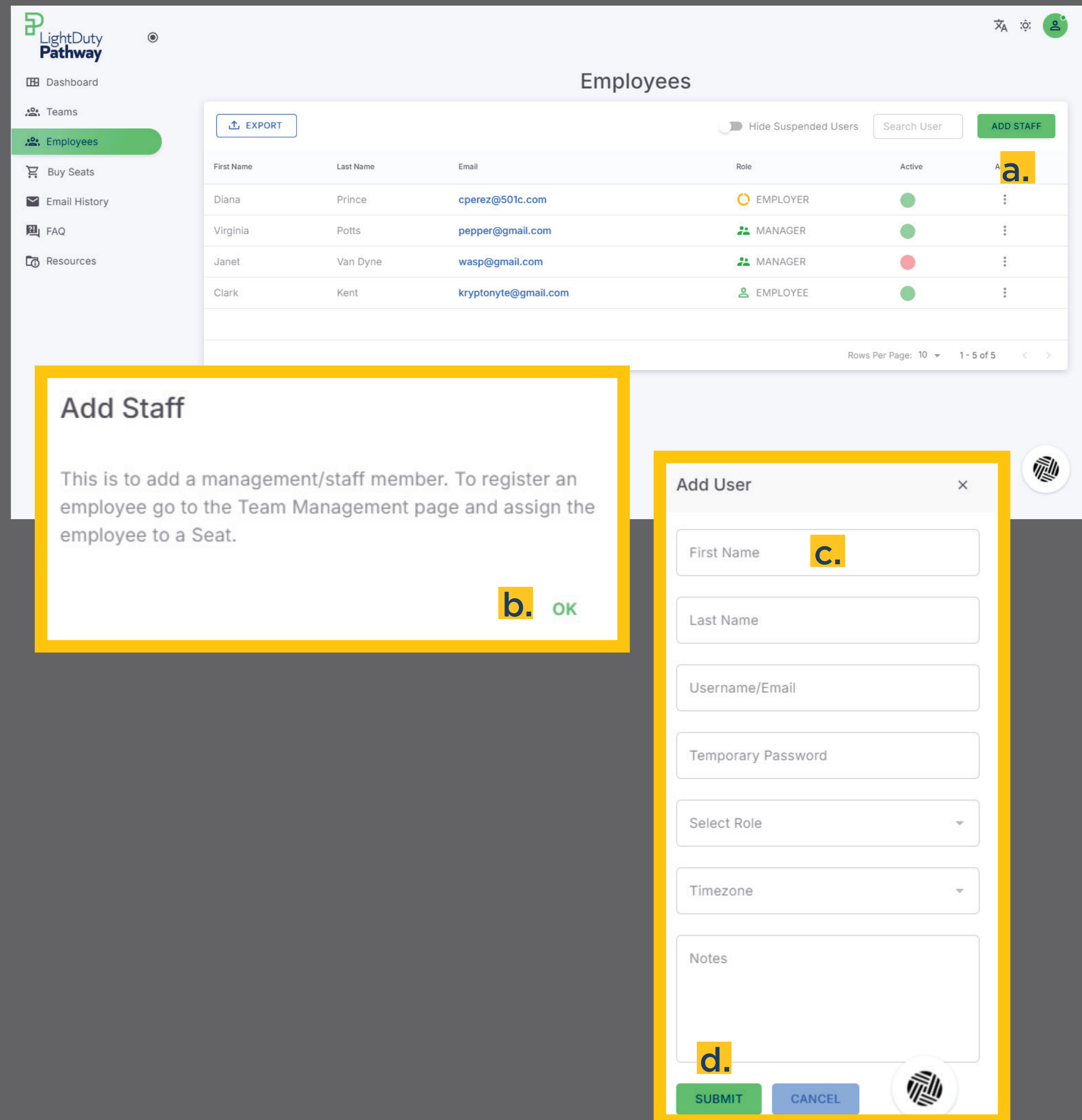


MANAGER: CREATING MANAGER ACCOUNT

1. You can a add management/staff member from two areas of the platform:

“Employees” Page

- **a.** Click “Add Staff.”
- **b.** A pop-up will appear stating that this action is for adding a management/staff member ONLY. Click “OK” to continue.
- **c.** Fill out the new user information.
- **d.** Click “Submit.”

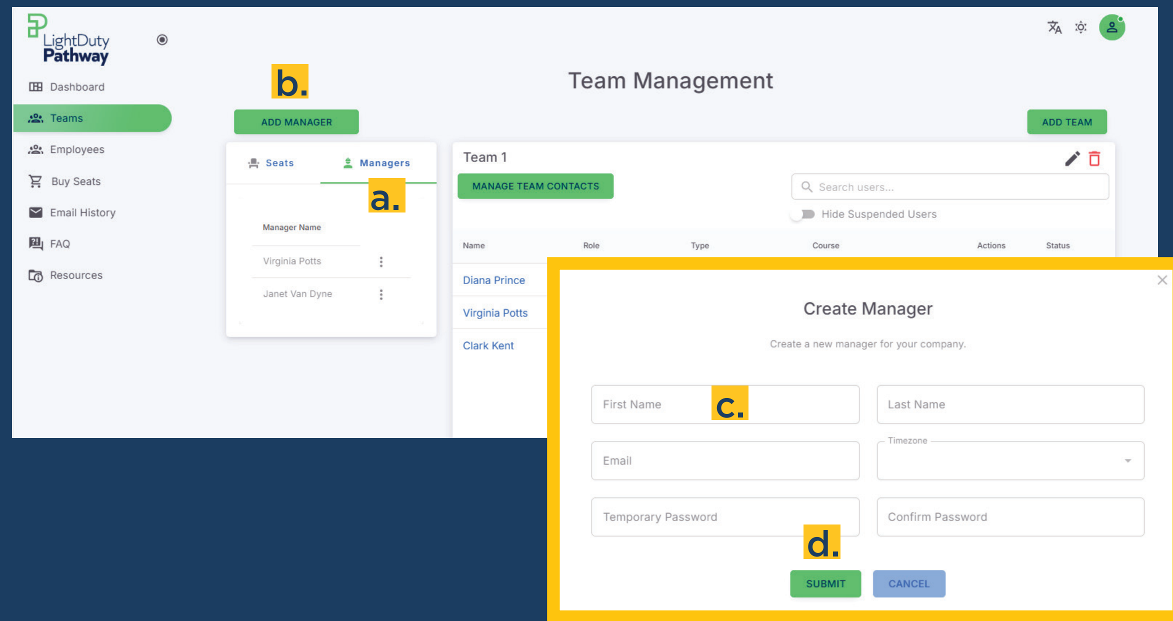


- OR -
SEE NEXT PAGE

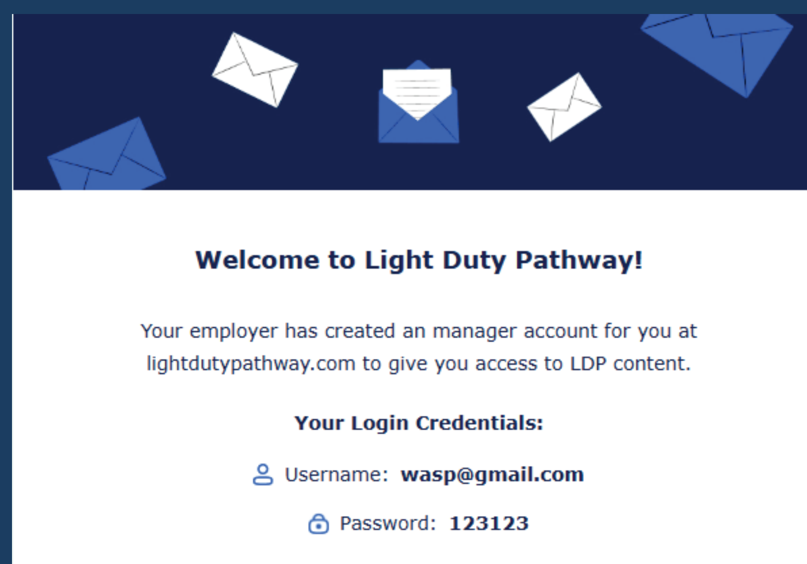
MANAGER: CREATING MANAGER ACCOUNT

"Team Management" Page

- **a.** Click the "Managers" tab.
- **b.** Then, click "Add Manager."
- **c.** Fill in the manager's information.
- **d.** Click "Submit."



2. A welcome email will be sent with their login credentials.



MANAGER: DETAILS MANAGEMENT

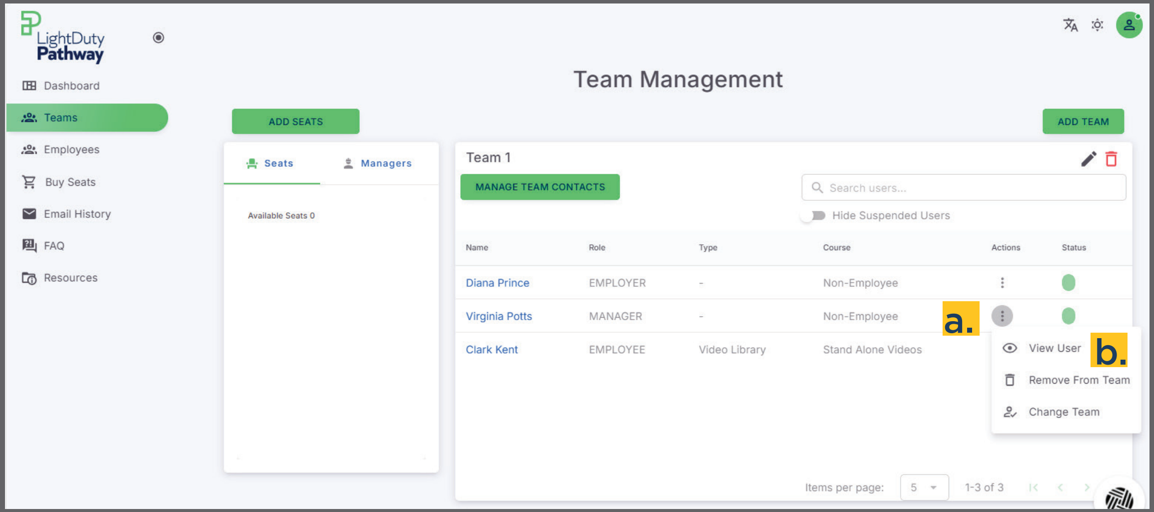
1. You can manage Manager Details from two different areas of the platform:

“Team Management” page

a. Click the three dots menu in the Actions column.

NOTE: This menu also provides options to “Remove From Team” or “Change Team” (see page 14 for more details about Teams).

b. Choose “View User.”



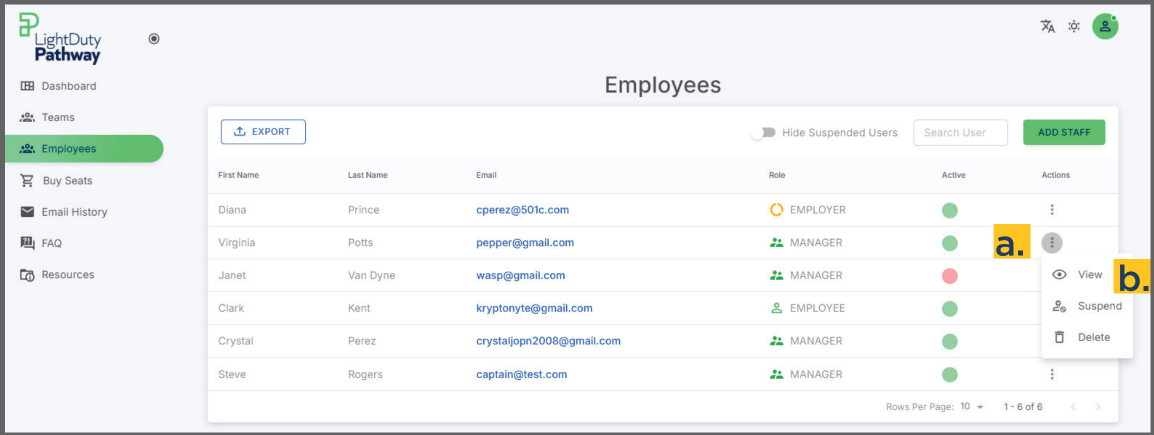
- OR -

“Employees” page

a. Click the three dots menu in the Actions column.

NOTE: This menu also provides options to “Suspend” or “Delete” the managers account.

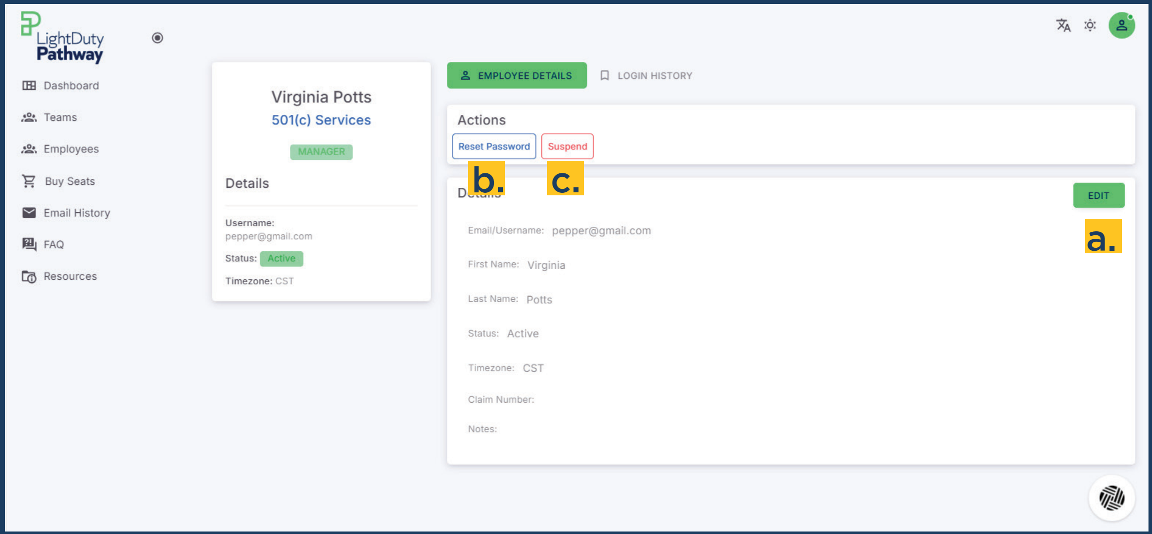
b. Choose “View.”



MANAGER: DETAILS MANAGEMENT

2. The following actions can be performed on the Manager Details page:

   a. Edit manager details
   b. Reset password
   c. Suspend account



TEAM: CREATING A TEAM

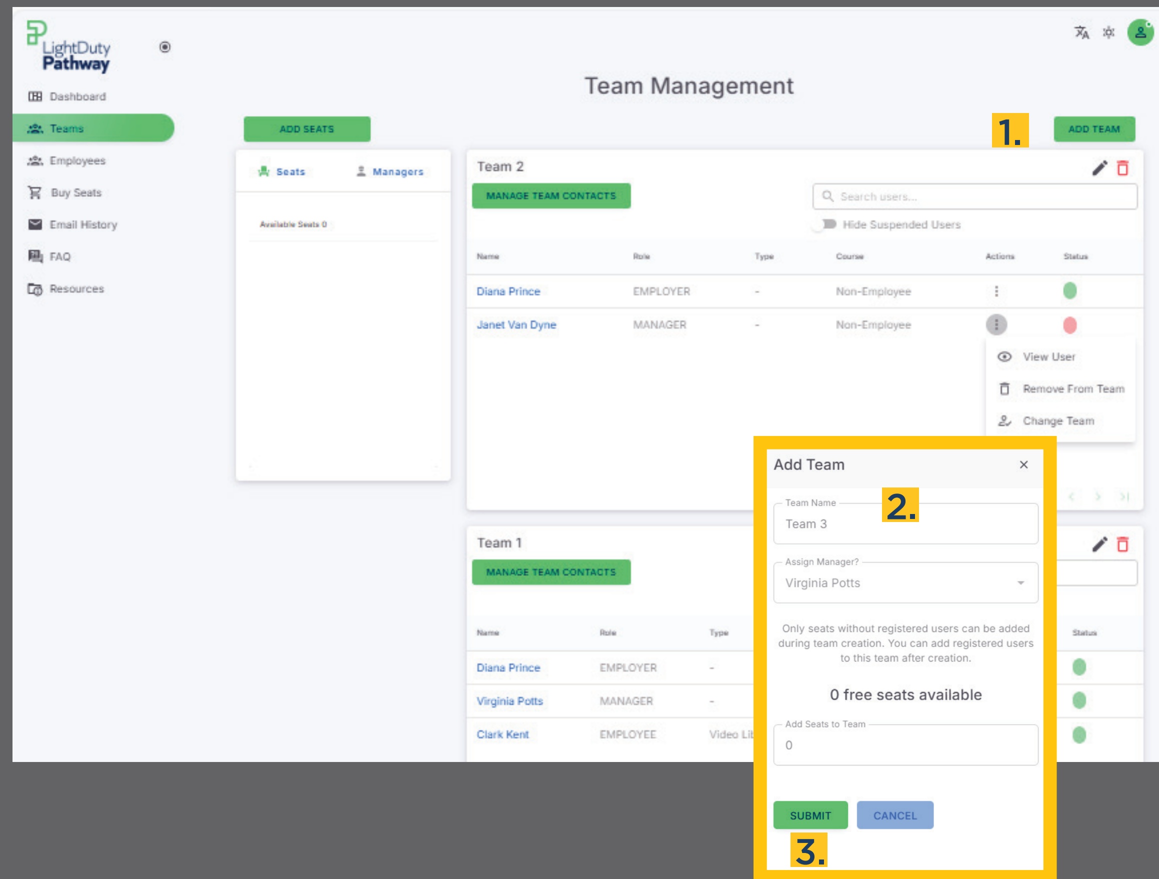
1. On the "Team" page, click "Add Team."

2. A side pop-up will appear requesting the following information:

- Team Name *(only required field)*
- Assign Manager *(optional)*
- Add Seats to Team *(optional: taken from your available seat pool)*

3. Once the information is completed, click "Submit."

NOTE: The Employer role is automatically assigned to a Team.

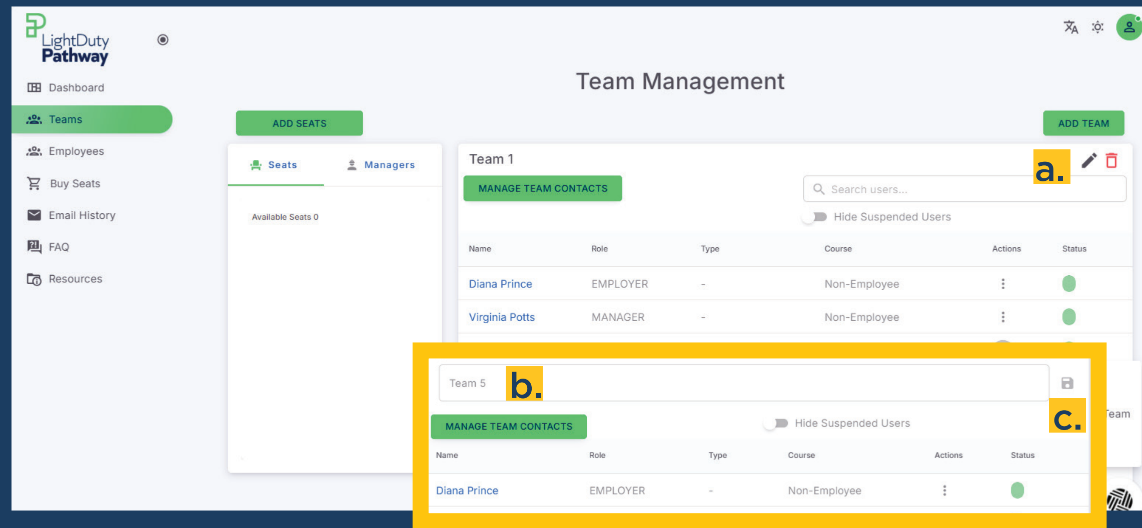


TEAM: TEAM MANAGEMENT

1. Edit the Team Name

- **a.** Click the pencil icon.
- **b.** Type in new Team Name.
- **c.** Click “Save” or hit enter.

1.

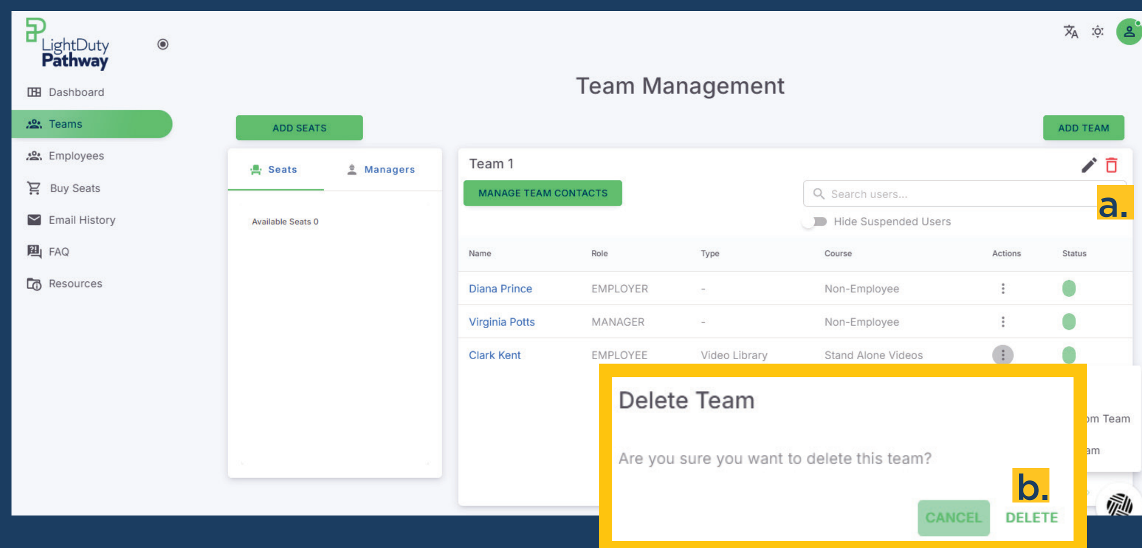


2. Delete a team

- **a.** Click the red trash can icon.
- **b.** A pop-up conformation will appear. Click “Delete.”

NOTE: This action will not delete employees within the Team.

2.



TEAM: TEAM CONTACT MANAGEMENT

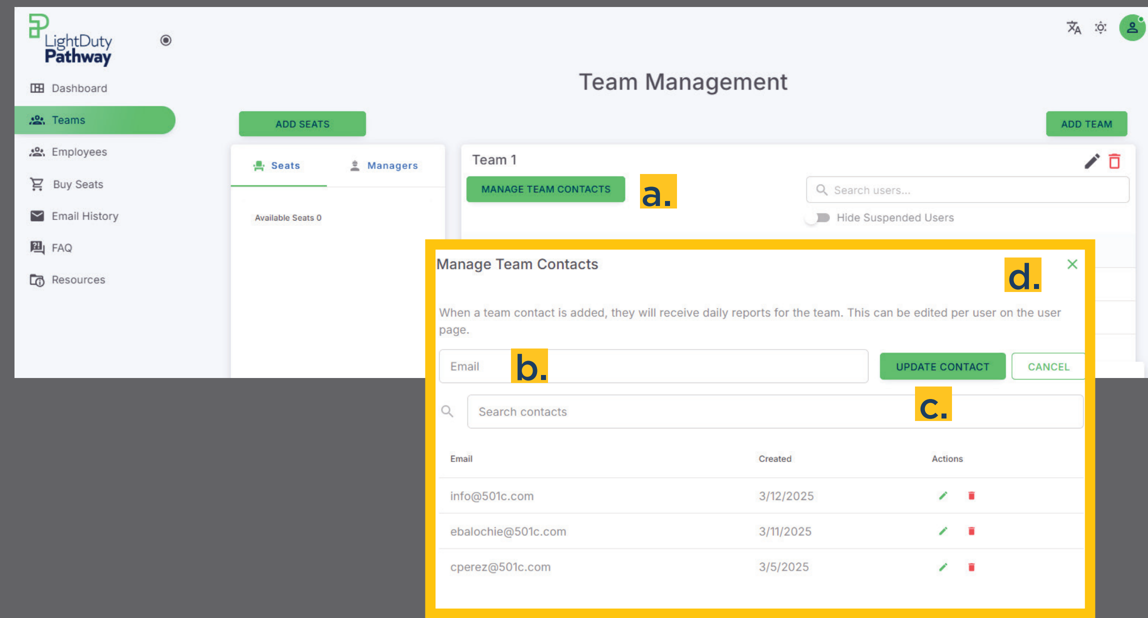
1. Add Team Contact to receive daily reports.

- **a.** Click “Manage Team Contact.”
- **b.** Enter a new email address.
- **c.** Click “Add Contact.”

  NOTE: This action will not create a new contact on the Employees page or send log in credentials for the platform. To create a manager role, refer to page 10 for instructions.

- **d.** Click on the green “X” to close pop-up when finished.

1.

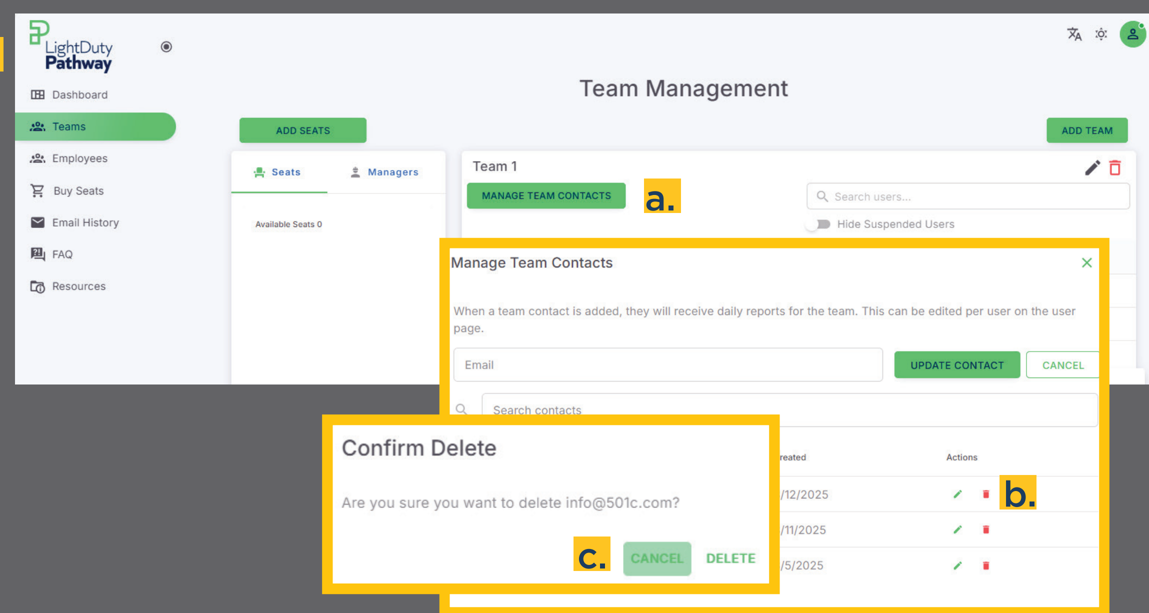


2. Remove a Team Contact

- **a.** Click “Manage Team Contact.”
- **b.** Click the red trash can.
- **c.** Click “Delete” in the confirmation pop-up.

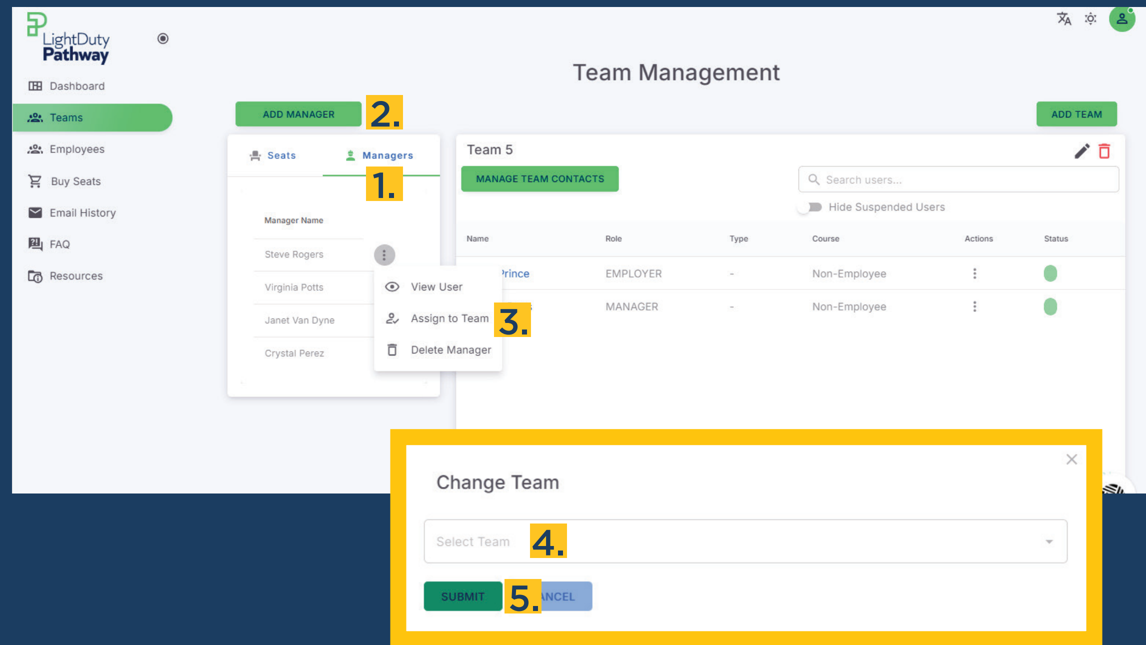
  NOTE: The search bar only searches emails within Team Contacts, not Managers.

2.



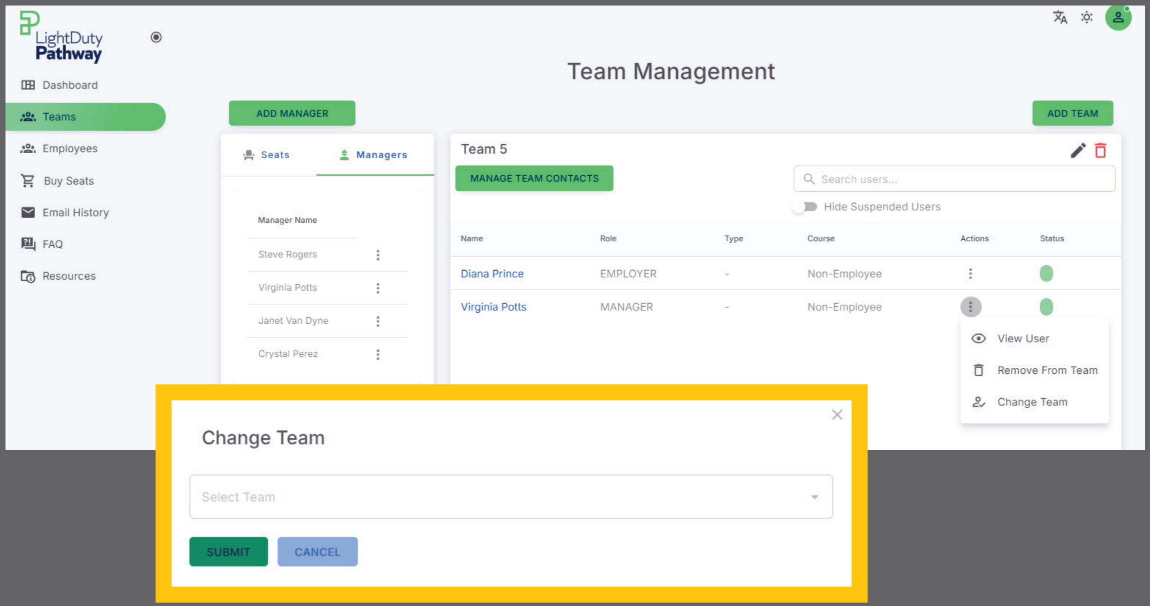
TEAM: ASSIGNING A MANAGER TO A TEAM

1. Click the “Managers” tab.
2. Click the three dots menu next to the manager you want to move.
3. Click “Assign to Team.”
4. Select Team from drop down.
5. Click “Submit.”



TEAM: MOVING TO ANOTHER TEAM

1. Click on the “Managers” tab.
2. Click on the three dots menu next to the manager you want to move.
3. Click “Assign to Team.”
4. Select Team from drop down.
5. Click “Submit.”



BUYING SEATS

1. You can purchase attentional seats from two areas of the platform:

   "Team Management" page

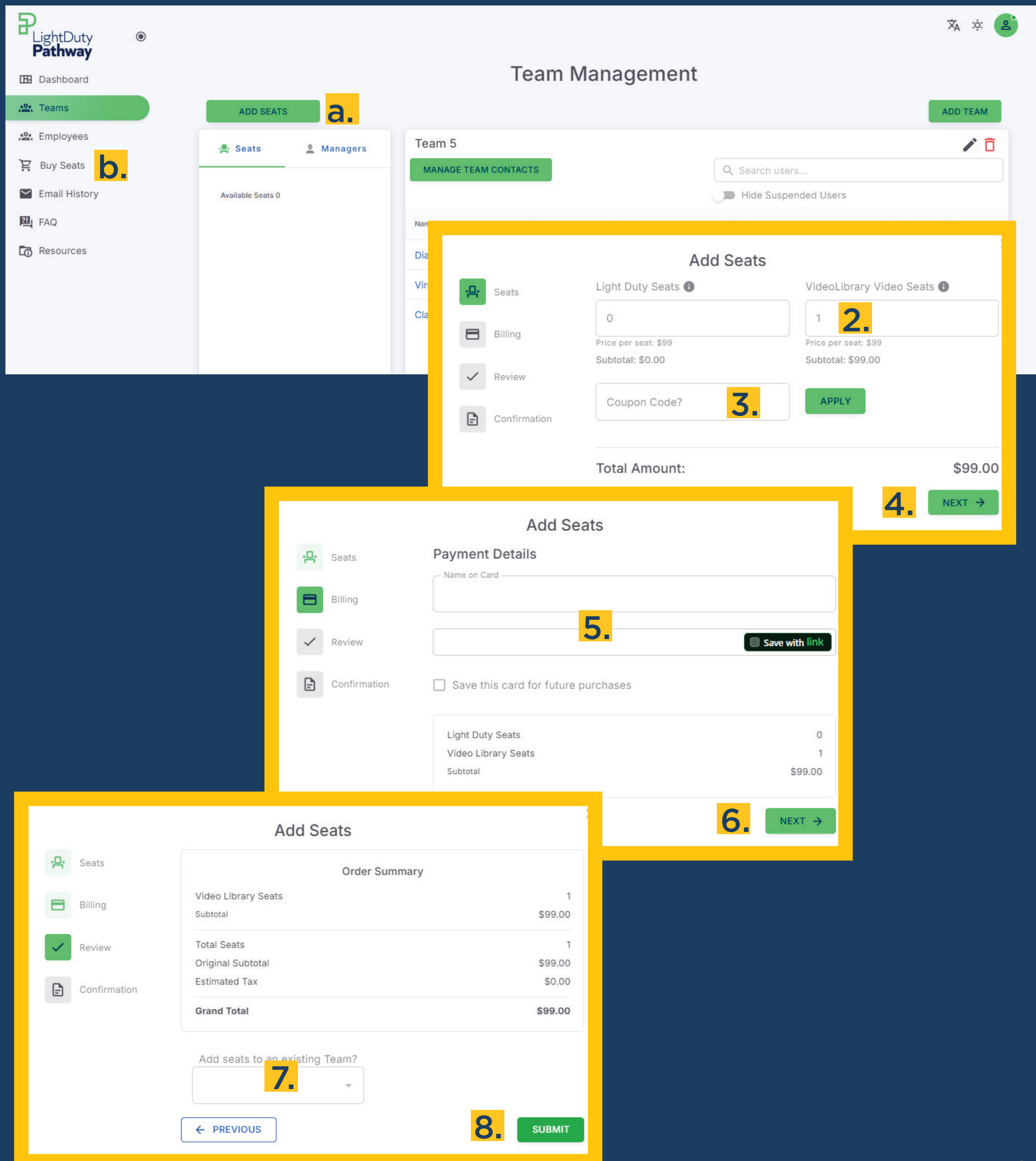
   a. Click "Add Seats"

   - OR -

   "Buy Seats" page

   b. Click "Buy Seats" from the left menu bar.

2. Add the number of Video Library Seat's to purchase.
3. Then enter the 501(c) Services coupon code.
4. Click "Next."
5. Fill out the Payment Details.
6. Click "Next."
7. You can add seats to a existing Team from the drop-down menu or leave blank. If left blank the seats will be placed in the pool.
8. Click "Submit."



VIDEO LIBRARY ACTIVITY LIST

AFTER AN INCIDENT

- Accident Investigation And Reporting
- Incident & Reporting
- Understanding The True Cost Of Injuries
- What's The Real Cost Of An Accident?

AUTOMOTIVE

- Asbestos In Clutch And Brake Linings
- Carbon Monoxide
- GHS Hazard Communication

ELECTRICITY

- Generator Use During A Power Outage
- Electrical Regulations 1: Electrical Equipment Inspections
- Electrical Regulations 2: Working Around Electrical Equipment
- Electrical Regulations 3: Cords And Cables!
- Electrical Regulations 4: Guarding Electrical Equipment
- Intro To Electricity Part 1: What Is Electricity?
- Intro To Electricity Part 2: Electricity And The Human Body
- Intro To Electricity Part 3: Safety Devices

FACILITIES MANAGEMENT

- Emergency Eyewash Stations I
- Emergency Eyewash Stations II
- Floor Openings, Floor Holes & Open Sided Floors
- Housekeeping In Your Workplace
- Ladder Safety – Part I
- Ladder Safety – Extension Ladders
- Ladder Safety – Job Made Wooden Ladders
- Ladder Safety – Step ladders Rodent Pest Control
- The Basics Of Lockout/Tagout
- Water And Washing Facilities

GENERAL INDUSTRY

- Bloodborne Pathogens
- Fire Extinguisher Annual Training
- Heat Stress
- Safety Committees vs Safety Meetings
- Slip Trip & Fall Part I
- Slip Trip & Fall Part II

HEALTH AND WELLNESS

- HW: ADHD, PTSD, Bipolar
- HW: Exercise
- HW: Illness
- HW: Nutrition Part 1
- HW: Nutrition Part 2
- HW: Mental Health Rights
- HW: Mental Health Support
- HW: Sleep, Substance Abuse, Anger Management
- HW: Smoking Cessation
- HW: Stress, Depression, Anxiety
- HW: Stress and Relief
- HW: Weight Management Part 1
- HW: Weight Management Part 2

VIDEO LIBRARY ACTIVITY LIST

LIFTING PROCEDURES

- Proper Lifting Of Patients
- Proper Lifting Procedures Part 3
- Proper Lifting Procedures Part 2
- Proper Lifting Procedures Part 1

PERSONAL PROTECTIVE EQUIPMENT

- Basics Of PPE: Foot And Hand Protection
- Basics Of PPE: Head Protection
- Eye Protection
- Hand Protection Part 1
- Hand Protection Part 2
- Job Hazard Assessment
- Noise & Hearing Loss Prevention

STREET SMART

- STR: Active Shooter
- STR: Animal Safety
- STR: Bike Safety
- STR: Bodies of Water
- STR: City Dangers
- STR: Driving
- STR: Exercising Outdoor Safety
- STR: Hot and Cold Temperatures
- STR: How to Safely Ride the Bus
- STR: Interacting with Police
- STR: Natural Disasters
- STR: Other Pedestrians
- STR: Pedestrian Safety
- STR: Protests and Riots
- STR: Self-Defense Devices (short)
- STR: Smog (short)
- STR: Sunscreen (short)
- STR: Urban Crime
- STR: Weather

SAFETY MINDSET

- Accidents Don't Just Happen
- Employee Responsibilities Part 1
- Employee Responsibilities Part 2 - Unsafe Work Conditions
- It Won't Happen To Me!
- Responding to an Active Shooter
- Safety - A Six Letter, Life Changing Word
- So You Think Guards Are In The Way?
- Workplace Violence

VEHICLE SAFETY

- Motor Vehicle Safety
- Pedestrian Awareness Training (Forklifts)
- Winter Driving Safety

WELDING

- Welding 1: Gas Welding & Cutting
- Welding 2: Arc Welding & Cutting
- Welding 3: Clothing, Fire Prevention, And Ventilation
- Welding 4: Inert Gas And General Welding
- Welding 5: Basic Safety Guidelines

GLOSSARY

ACTIVITIES: A single Video Library video.

COURSE: A set of activities assigned to an employee.

EMPLOYEE ROLE: An employee is a user with access to a course assigned to them.

EMPLOYER ROLE: An employer is a user with full access on the platform. They can add and manage employee and manager accounts, purchase seats, and add employees to a team. Employers can track employee progress, reset courses, and reset passwords. An employer is automatically assigned to all teams.

MANAGER ROLE: A manager is a user with dashboard access on the platform, allowing them to oversee their assigned teams. When added to a team, they can manage employees, purchase seats, and add employees to their team. Managers can track employee progress, reset courses, and reset passwords. However, they cannot create or edit other manager accounts. A manager can be assigned to multiple teams to oversee different groups of employees.

POOL: Available seats to assign to employees.

SEATS: A Video Library course purchased to be assigned to an employee.

TEAM: Teams serve as organizational groups for managing user accounts. While most employers will use a single team, some clients managing LDP for their own clients may create multiple teams to organize accounts by account managers or client groups. Additionally, teams can be used to archive old employee accounts for record-keeping.

TEAM CONTACT: A team contact is an email address linked to a team but does not have a user account on the website. A daily report is generated whenever an employee logs in and uses the system, and these reports are emailed to the designated team contacts. This is typically the employee’s supervisor, but it can be anyone with an email address.

501(c) SERVICES

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