



LIGHT DUTY PATHWAY

VIDEO LIBRARY

USER MANUAL



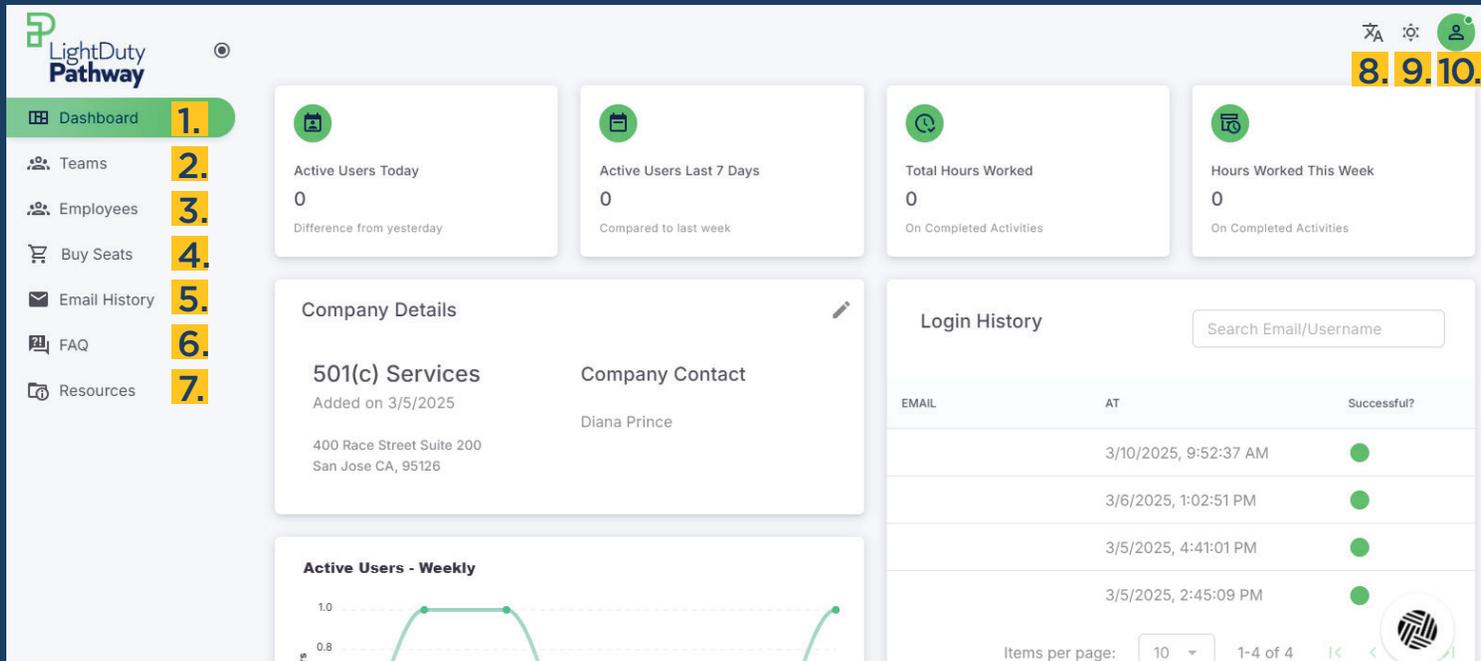
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Hi I am MeGo.
Welcome to
Light Duty Pathway.



LIGHT DUTY PATHWAY PLATFORM OVERVIEW

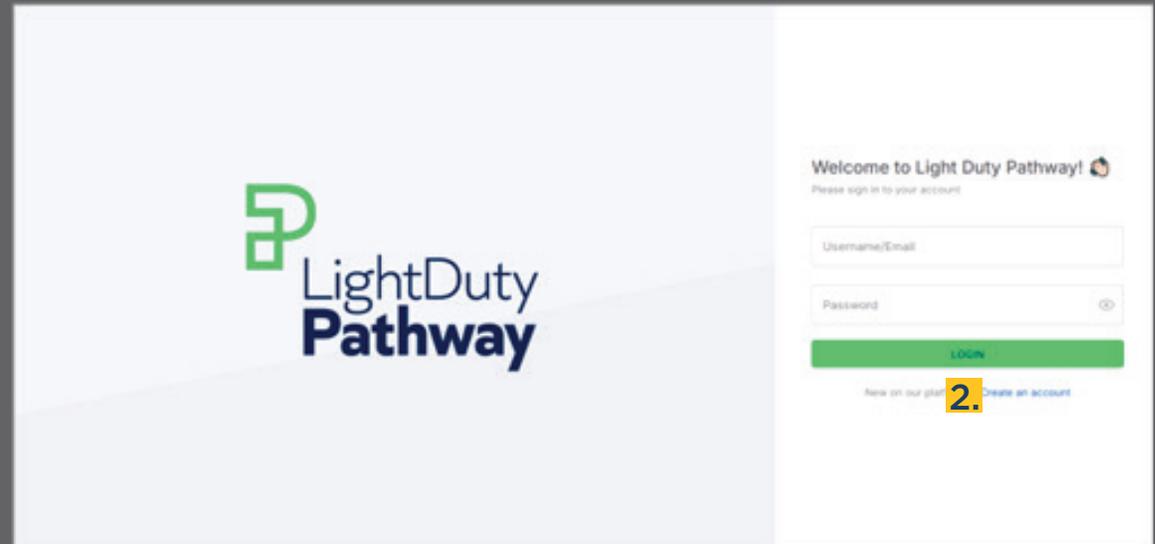


- 1. Dashboard Page:** Overview of daily and weekly activity for all users.
- 2. Teams Page:** Seats are purchased and assigned, teams are created and managed, managers are assigned to teams, and team contacts are added
- 3. Employees Page:** Displays all users on the platform, allowing detailed user 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.”

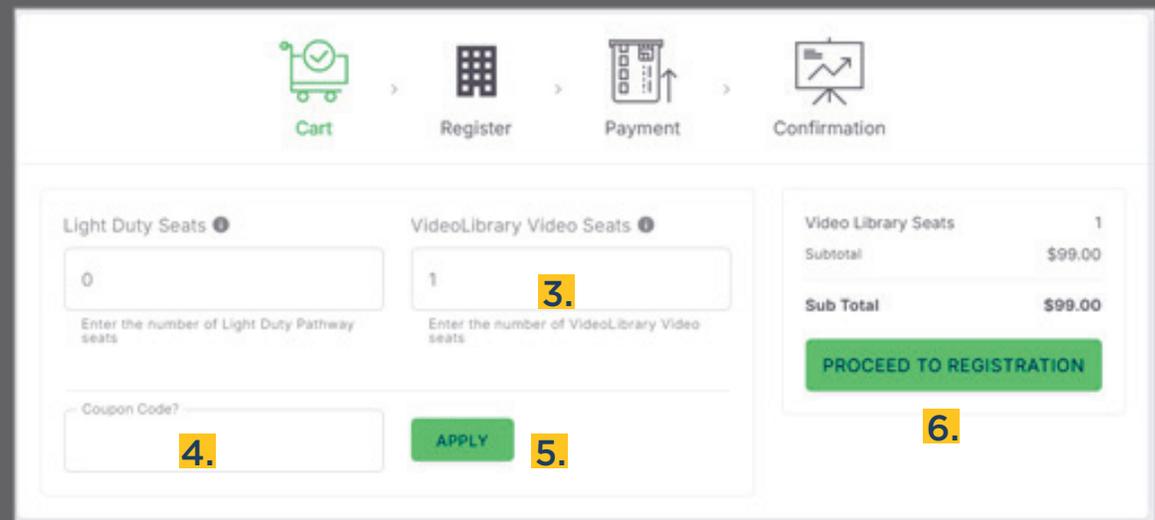


3. Add a Video Library Seat to your cart. You can add up to 30 seats at no cost.

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

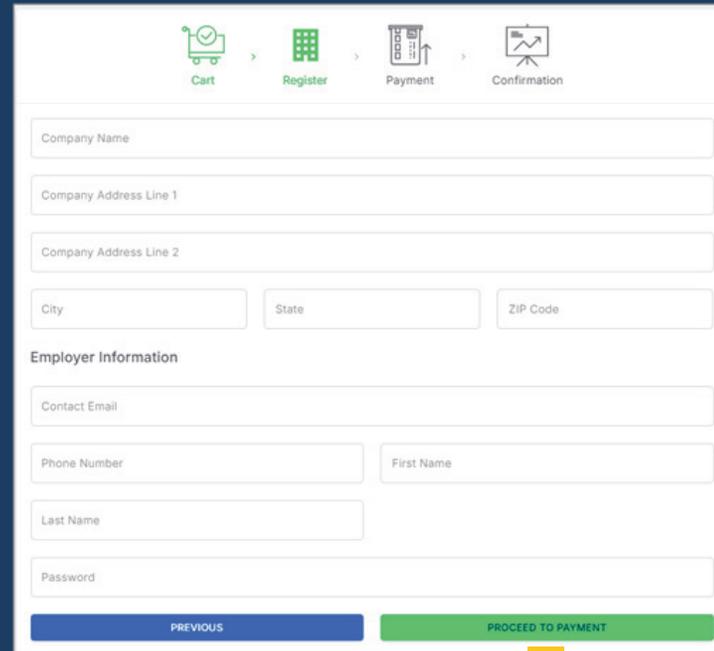
5. Click “Apply.”

6. Then click “Proceed to Registration.”



CREATING AN ACCOUNT

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

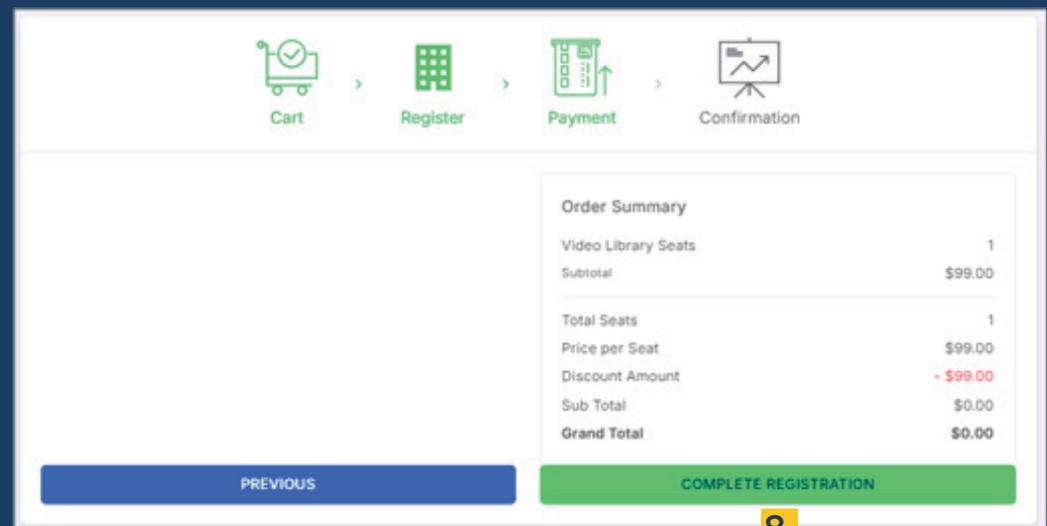


The screenshot shows a registration form with a progress bar at the top containing icons for Cart, Register, Payment, and Confirmation. The form fields include: Company Name, Company Address Line 1, Company Address Line 2, City, State, ZIP Code, Employer Information (Contact Email, Phone Number, First Name, Last Name, Password), and two buttons at the bottom: PREVIOUS and 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.



The screenshot shows an order summary page with a progress bar at the top containing icons for Cart, Register, Payment, and Confirmation. The order summary table is as follows:

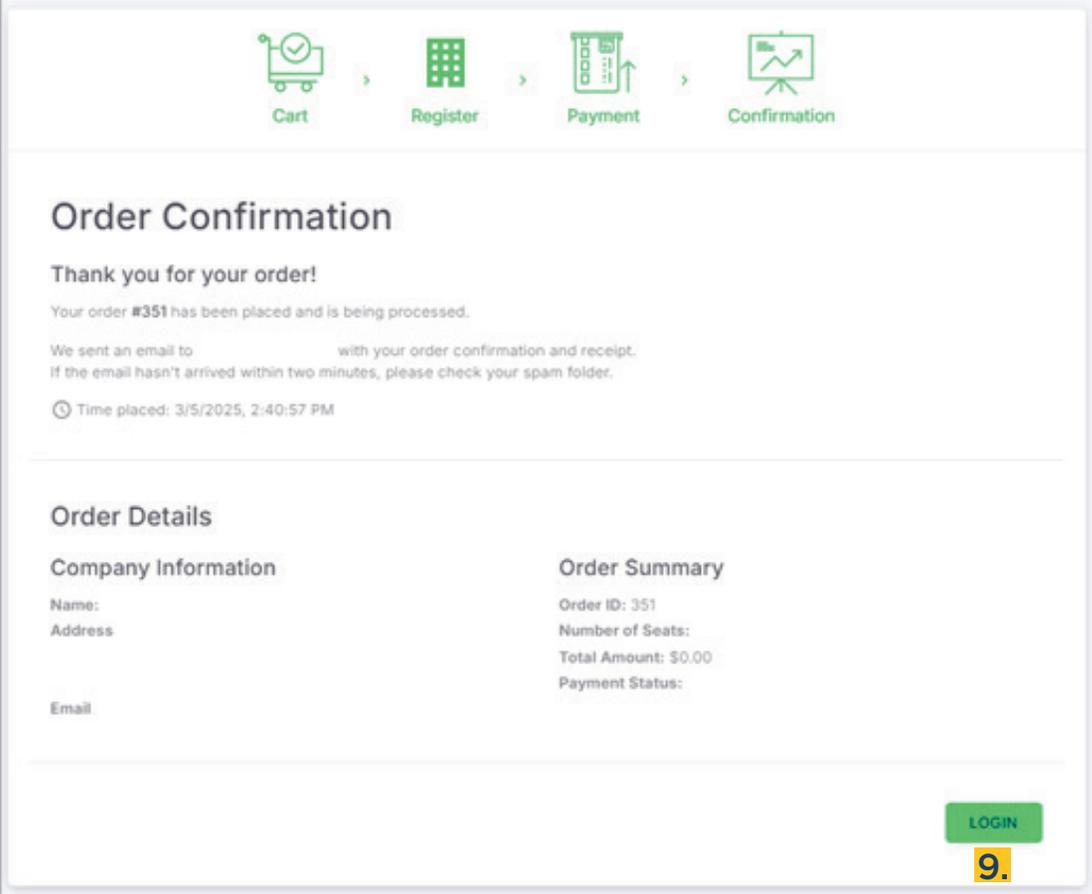
Order Summary	
Video Library Seats	1
Subtotal	\$99.00
<hr/>	
Total Seats	1
Price per Seat	\$99.00
Discount Amount	- \$99.00
Sub Total	\$0.00
Grand Total	\$0.00

At the bottom of the page are two buttons: PREVIOUS and COMPLETE REGISTRATION.

8.

CREATING AN ACCOUNT

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



The screenshot shows a web interface for an order confirmation. At the top, there is a navigation bar with four icons and labels: 'Cart' (shopping cart icon), 'Register' (grid icon), 'Payment' (credit card icon), and 'Confirmation' (chart icon). Below this, the main content area is titled 'Order Confirmation' and includes a 'Thank you for your order!' message. It states that order #351 has been placed and is being processed. A note mentions that an email with the order confirmation and receipt was sent, and if it hasn't arrived within two minutes, the user should check their spam folder. The time placed is listed as 3/5/2025, 2:40:57 PM. Below this, there are two columns under the heading 'Order Details': 'Company Information' (with fields for Name, Address, and Email) and 'Order Summary' (with fields for Order ID: 351, Number of Seats, Total Amount: \$0.00, and Payment Status). In the bottom right corner, there is a green 'LOGIN' button with a yellow '9.' next to it.

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 prompts 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.”

Team Management

ADD SEATS

ADD TEAM

Seats Managers

Available Seats 1

Video Library Seat

Team 1

MANAGE TEAM CONTACTS

Search users...

Hide Suspended Users

Name	Role	Type	Course	Actions	Status
Diana Prince	EMPLOYER	-	Non-Employee		

Assign Employee

Would you like to assign an employee to this seat?

I WILL ASSIGN ONE LATER. YES, ASSIGN AN EMPLOYEE

Team Management

ADD SEATS

ADD TEAM

Seats Managers

Available Seats 1

Video Library Seat

Team 1

MANAGE TEAM CONTACTS

Search users...

Hide Suspended Users

Name	Role	Type	Course	Actions	Status
Diana Prince	EMPLOYER	-	Non-Employee		

Assign Employee

Assign to Team

Items per page: 5 1-1 of 1

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.”

The screenshot shows a web form titled "Add New Employee" with a close button (X) in the top right corner. The form contains several input fields and sections:

- *First Name:** Text input field containing "Clark".
- *Last Name:** Text input field containing "Kent".
- *Email/Username:** Text input field containing "kryptonite@gmail.com".
- *Temporary Password:** Password input field with masked characters "*****" and a visibility toggle icon.
- Team Contacts:** A section with a search bar labeled "Search contacts" and two checkboxes:
 - info@501c.com
 - cperez@501c.com
- New Contact Email:** Text input field next to a green "ADD CONTACT" button.
- Claim Number:** Text input field.
- *Timezone:** Dropdown menu showing "Central Standard Time".
- Notes:** Large text area for additional information.

At the bottom right of the form, there are two buttons: "CANCEL" and "CREATE EMPLOYEE". A small asterisk note "* Required fields" is located above the "CREATE EMPLOYEE" button.

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.”

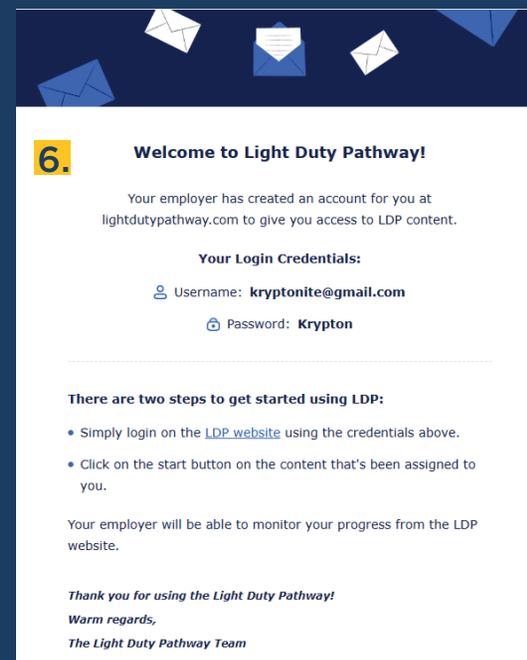
6. A welcome email, including login credentials and instructions, will be sent to the employee. You will be CC'd on the email.

Select Activities to Assign

Search activities...

- Accidents Don't Just Happen
- Job Hazard Assessment
- SAFETY - A Six Letter, Life-Changing Word **4.**
- Accident Investigation and Reporting
- Asbestos in Clutch and Brake Linings
- Bloodborne Pathogens
- Carbon Monoxide
- Electrical Regulations - Cords and Cables!

CANCEL ASSIGN **5.**



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.”

Name	Role	Type	Course	Actions	Status
Diana Prince	EMPLOYER	-	Non-Employee		●
Virginia Potts	MANAGER	-	Non-Employee		●
Clark Kent	EMPLOYEE	Video Library	Stand Alone Videos		●

First Name	Last Name	Email	Role	Active	Actions
Diana	Prince	cperoz@501c.com	EMPLOYER	●	
Virginia	Potts	pepper@gmail.com	MANAGER	●	
Janet	Van Dyne	wasp@gmail.com	MANAGER	●	
Clark	Kent	kryptonite@gmail.com	EMPLOYEE	●	

If an employee has not 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

The screenshot displays the 'Employee Details' page for Clark Kent, a 501(c) Services employee on Team 1. The page is divided into several sections:

- Actions:** Includes buttons for 'Reset Password' (b), 'Suspend' (c), 'Reset Course' (d), and 'Manage Email Recipients' (e).
- Details:** Shows personal and account information such as Email/Username (kryptonyte@gmail.com), First Name (Clark), Last Name (Kent), Status (Active), Timezone (PST), and Course (Stand Alone Videos).
- Manage Email Recipients:** A modal window (a) allows adding new contact emails and selecting existing ones to receive reports. An arrow points from the 'By default nothing is selected' note to this section.
- Progress:** The 'Stand Alone Videos' section (f) shows an 'Overall Progress' bar at 0.00%. It includes buttons for 'VIEW TIME REPORT' (g) and 'VIEW ACTIVITIES' (g).
- Additional Actions:** A button for 'ADD MORE ACTIVITIES' (h) is located at the bottom right.

MANAGER: CREATING MANAGER ACCOUNT

1. You can 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

The screenshot shows the 'Employees' page in the LightDuty Pathway system. The page includes a sidebar with navigation options: Dashboard, Teams, Employees (highlighted), Buy Seats, Email History, FAQ, and Resources. The main content area displays a table of employees with columns for First Name, Last Name, Email, Role, and Active status. An 'ADD STAFF' button is visible in the top right corner of the table area. A yellow box labeled 'a.' highlights the 'ADD STAFF' button. Below the table, a yellow box labeled 'b.' contains the text: "This is to add a management/staff member. To register an employee go to the Team Management page and assign the employee to a Seat." and an 'OK' button. To the right, a yellow box labeled 'c.' highlights the 'First Name' input field in the 'Add User' form. The 'Add User' form includes fields for First Name, Last Name, Username/Email, Temporary Password, Select Role, Timezone, and Notes. A yellow box labeled 'd.' highlights the 'SUBMIT' button at the bottom of the form.

First Name	Last Name	Email	Role	Active
Diana	Prince	cperez@501c.com	EMPLOYER	●
Virginia	Potts	pepper@gmail.com	MANAGER	●
Janet	Van Dyne	wasp@gmail.com	MANAGER	●
Clark	Kent	kryptonyte@gmail.com	EMPLOYEE	●

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.”

The screenshot shows the 'Team Management' interface in the LightDuty Pathway system. On the left, a sidebar contains navigation options: Dashboard, Teams (highlighted), Employees, Buy Seats, Email History, FAQ, and Resources. The main content area is titled 'Team Management' and features an 'ADD MANAGER' button. Below this, a 'Managers' tab is selected, displaying a list of existing managers: Virginia Potts and Janet Van Dyne. A yellow box labeled 'a.' highlights the 'Managers' tab. A 'CREATE MANAGER' modal window is open, containing a form with fields for First Name, Last Name, Email, Temporary Password, and Confirm Password, along with a Timezone dropdown. A yellow box labeled 'c.' highlights the First Name field, and another yellow box labeled 'd.' highlights the SUBMIT button. The modal also includes a 'MANAGE TEAM CONTACTS' button and a search bar for users.

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

The screenshot shows a welcome email from Light Duty Pathway. The email header features several envelope icons. The main content reads: "Welcome to Light Duty Pathway!" followed by "Your employer has created an manager account for you at lightduty.com to give you access to LDP content." Below this, the login credentials are listed: "Your Login Credentials:" followed by "Username: wasp@gmail.com" and "Password: 123123".

MANAGER: DETAILS MANAGEMENT

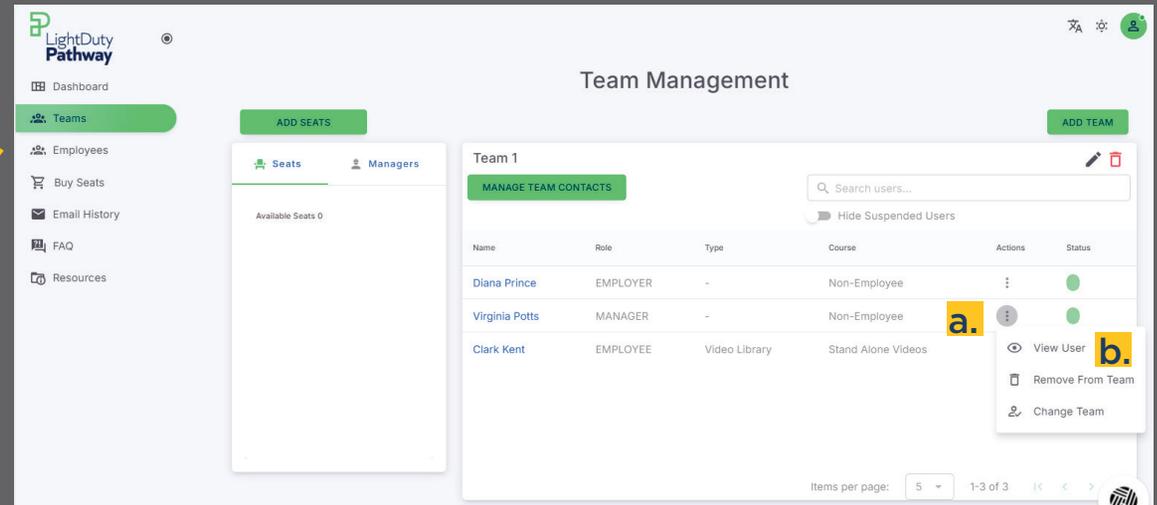
1. You can manage Manager Details from two different areas of the platform:

“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.”



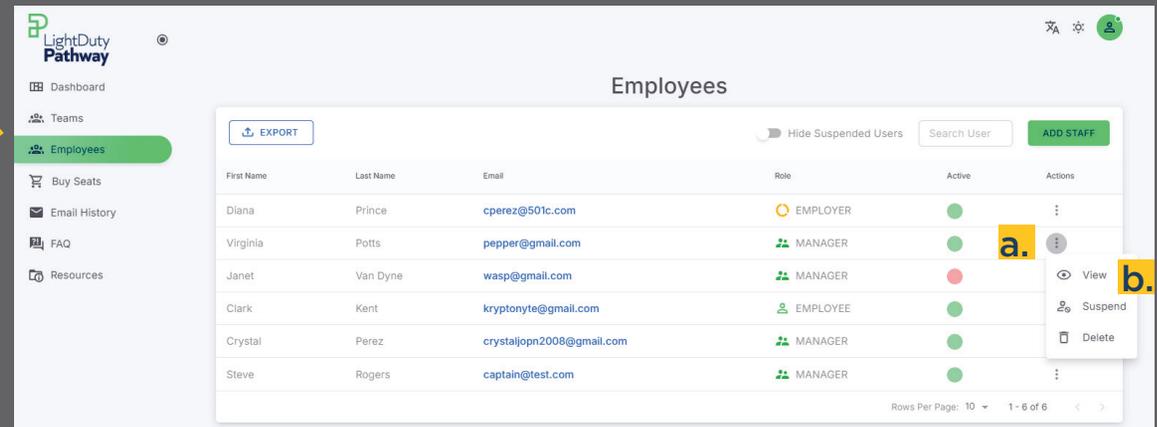
- OR -

“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

The screenshot displays the 'LightDuty Pathway' interface. On the left is a navigation menu with items: Dashboard, Teams, Employees, Buy Seats, Email History, FAQ, and Resources. The main content area is titled 'Virginia Potts 501(c) Services' and includes a 'MANAGER' badge. Below this is a 'Details' section with fields for Username (pepper@gmail.com), Status (Active), and Timezone (CST). To the right, there are tabs for 'EMPLOYEE DETAILS' and 'LOGIN HISTORY'. Under 'EMPLOYEE DETAILS', there is an 'Actions' section with 'Reset Password' and 'Suspend' buttons. Below that is a 'Details' section with fields for Email/Username (pepper@gmail.com), First Name (Virginia), Last Name (Potts), Status (Active), Timezone (CST), Claim Number, and Notes. An 'EDIT' button is located at the top right of the 'Details' section. Yellow callout boxes 'a.', 'b.', and 'c.' are overlaid on the 'EDIT', 'Reset Password', and 'Suspend' buttons respectively. A small 'a.' callout is also present next to the 'Email/Username' field.

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.

The screenshot displays the 'Team Management' interface in the LightDuty Pathway system. A side panel on the left contains navigation options: Dashboard, Teams (highlighted), Employees, Buy Seats, Email History, FAQ, and Resources. The main content area shows two team cards, 'Team 2' and 'Team 1', each with a 'MANAGE TEAM CONTACTS' button and a table of team members. A yellow box highlights the 'Add Team' pop-up form, which is used to create a new team. The form includes a 'Team Name' field (containing 'Team 3'), an 'Assign Manager?' dropdown (set to 'Virginia Potts'), and an 'Add Seats to Team' field (set to '0'). The form also displays the text '0 free seats available' and 'Only seats without registered users can be added during team creation. You can add registered users to this team after creation.' At the bottom of the form are 'SUBMIT' and 'CANCEL' buttons.

Name	Role	Type	Course	Actions	Status
Diana Prince	EMPLOYER	-	Non-Employee	⋮	●
Janet Van Dyne	MANAGER	-	Non-Employee	⋮	●

Name	Role	Type	Status
Diana Prince	EMPLOYER	-	●
Virginia Potts	MANAGER	-	●
Clark Kent	EMPLOYEE	Video Lit	●

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.

The screenshot shows the 'Team Management' page in the LightDuty Pathway system. On the left is a navigation menu with options: Dashboard, Teams (highlighted), Employees, Buy Seats, Email History, FAQ, and Resources. The main content area has a 'Seats' panel on the left and a 'Managers' panel on the right. The 'Managers' panel shows 'Team 1' with a 'MANAGE TEAM CONTACTS' button and a search bar. A table lists team members: Diana Prince (EMPLOYER, Non-Employee) and Virginia Potts (MANAGER, Non-Employee). A yellow box highlights the 'Team 1' header, the search bar, and the 'MANAGE TEAM CONTACTS' button. A second yellow box highlights the 'Team 5' header, the search bar, and the 'MANAGE TEAM CONTACTS' button, indicating the name change process.

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.

The screenshot shows the 'Team Management' page. The 'Managers' panel shows 'Team 1' with a 'MANAGE TEAM CONTACTS' button and a search bar. A table lists team members: Diana Prince (EMPLOYER, Non-Employee), Virginia Potts (MANAGER, Non-Employee), and Clark Kent (EMPLOYEE, Video Library, Stand Alone Videos). A yellow box highlights the 'Team 1' header, the search bar, and the 'MANAGE TEAM CONTACTS' button. A second yellow box highlights the 'Delete Team' dialog box that appears, asking 'Are you sure you want to delete this team?' with 'CANCEL' and 'DELETE' buttons.

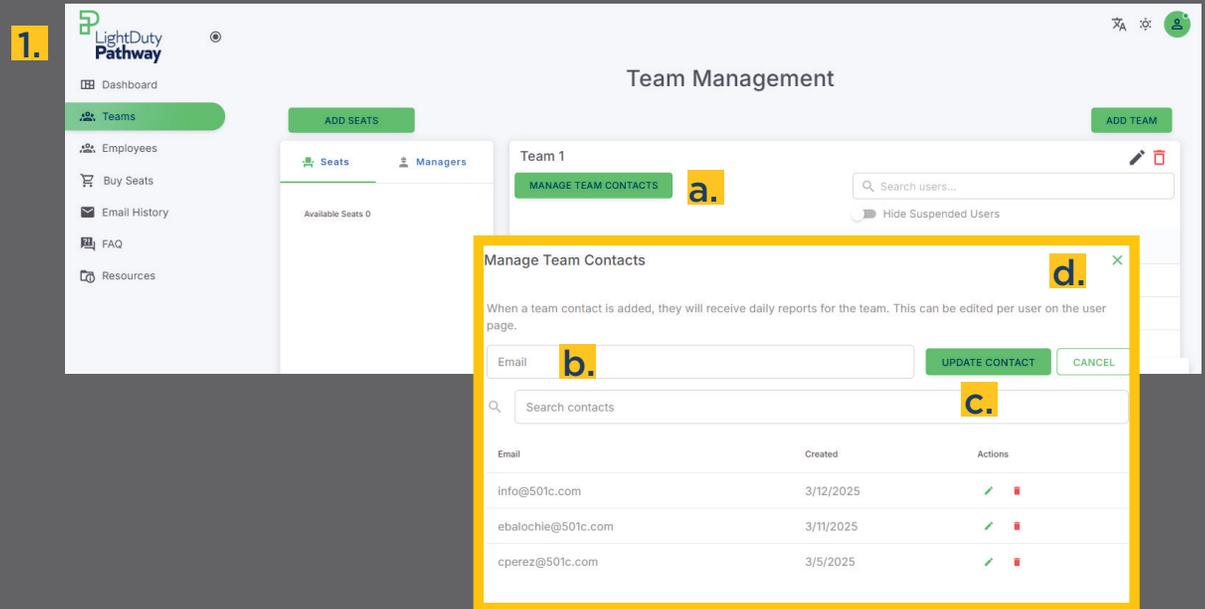
TEAM: TEAM CONTACT MANAGEMENT

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.

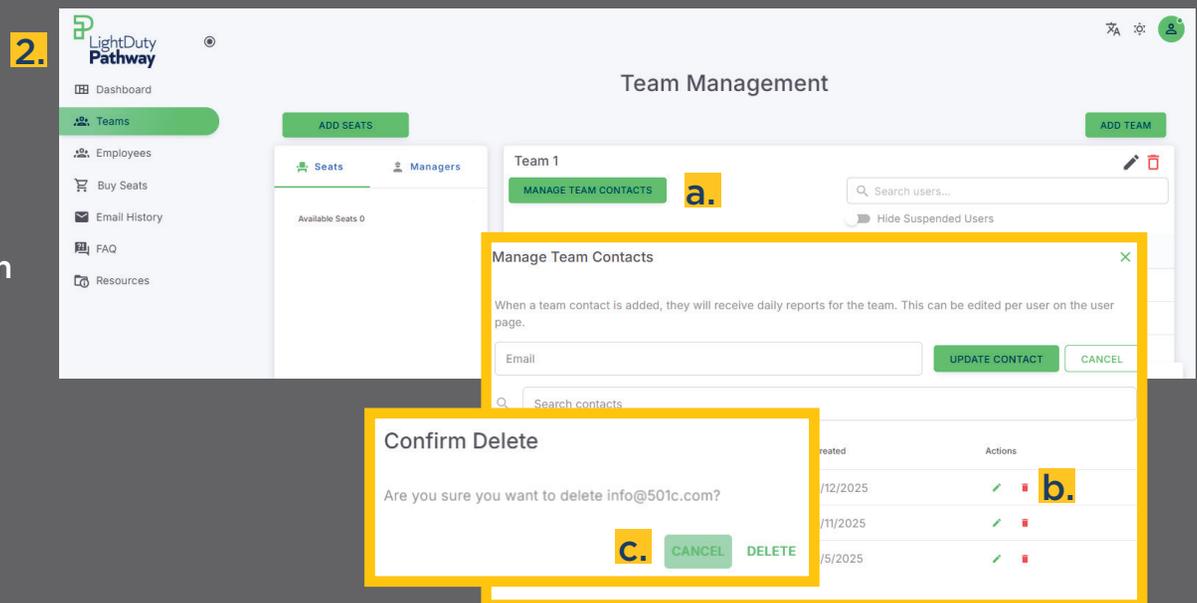
d. Click on the green “X” to close pop-up when finished.



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.



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.”

The screenshot displays the 'Team Management' interface in the LightDuty Pathway system. The left sidebar contains navigation options: Dashboard, Teams (highlighted), Employees, Buy Seats, Email History, FAQ, and Resources. The main content area is titled 'Team Management' and features an 'ADD MANAGER' button (2.) and an 'ADD TEAM' button. Below these, there are two panels: 'Seats' and 'Managers'. The 'Managers' panel (1.) lists managers: Steve Rogers, Virginia Potts, Janet Van Dyne, and Crystal Perez. A three-dot menu (2.) is open next to Janet Van Dyne, showing options: View User, Assign to Team (3.), and Delete Manager. The 'Assign to Team' option is selected, leading to a 'Change Team' modal dialog. This dialog has a 'Select Team' dropdown menu (4.) and 'SUBMIT' (5.) and 'CANCEL' buttons.

Name	Role	Type	Course	Actions	Status
Prince	EMPLOYER	-	Non-Employee	⋮	●
Janet Van Dyne	MANAGER	-	Non-Employee	⋮	●

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.”

The screenshot displays the 'Team Management' interface in the LightDuty Pathway system. On the left, a navigation sidebar includes 'Dashboard', 'Teams', 'Employees', 'Buy Seats', 'Email History', 'FAQ', and 'Resources'. The main content area is titled 'Team Management' and features an 'ADD MANAGER' button. Below this, there are two tabs: 'Seats' and 'Managers'. The 'Managers' tab is active, showing a list of managers with their names and three-dot menus. A modal window titled 'Change Team' is open, highlighting the 'Change Team' step. This modal contains a dropdown menu labeled 'Select Team' and two buttons: 'SUBMIT' and 'CANCEL'. In the background, the 'Team 5' management panel is visible, showing a table of team members and a 'MANAGE TEAM CONTACTS' button. The table lists two users: Diana Prince (EMPLOYER) and Virginia Potts (MANAGER). The 'Change Team' modal is highlighted with a yellow border.

Name	Role	Type	Course	Actions	Status
Diana Prince	EMPLOYER	-	Non-Employee	⋮	●
Virginia Potts	MANAGER	-	Non-Employee	⋮	●

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 an existing Team from the drop-down menu or leave blank. If left blank the seats will be placed in the pool.
8. Click “Submit.”

The screenshots illustrate the following steps:

1. Accessing the "Add Seats" or "Buy Seats" option from the "Team Management" page.
2. Selecting the number of "VideoLibrary Video Seats" to purchase (1).
3. Entering a "Coupon Code?".
4. Clicking "NEXT" to proceed to payment details.
5. Entering the "Name on Card" for payment.
6. Clicking "NEXT" to proceed to the order summary.
7. Selecting an existing team from the "Add seats to an existing Team?" dropdown.
8. Clicking "SUBMIT" to complete the purchase.

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.



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