



Virtual Training Management System

Mobile

Contractor Client User Guide

Version 1.0

January 14, 2014



Table of Contents

1.0	VTMS MOBILE.....	3
1.1	LOGGING ON.....	3
2.0	VTMS MOBILE MENU	4
3.0	VIEW THE SCHEDULE.....	5
4.0	REGISTER FOR TRAINING.....	6
5.0	VIEW THE CLIENT DIRECTORY.....	10
6.0	REMAINING MENU BUTTONS.....	11

1.0 VTMS Mobile

VTMS Mobile allows Contractor users to access a limited number of the functions normally available to desktop VTMS users. Users will be able to view the schedule of upcoming course offerings, register their employees for training, and review the contact information on file for their company. If the user needs to access additional VTMS functions, they will have the ability to transfer to the Full Site.

This version of VTMS is available from mobile phones only. Tablets will still be directed to the full desktop site.

1.1 Logging On

To log in to VTMS Mobile, open the Internet Browser on your device and navigate to the following address: www.stvtms.com

AT&T 1:29 PM stvtms.com

Training Tracing
Safety
Safety Training and Tracing, Inc.

Virtual Training Management System Login

Member ID #

Username

Password

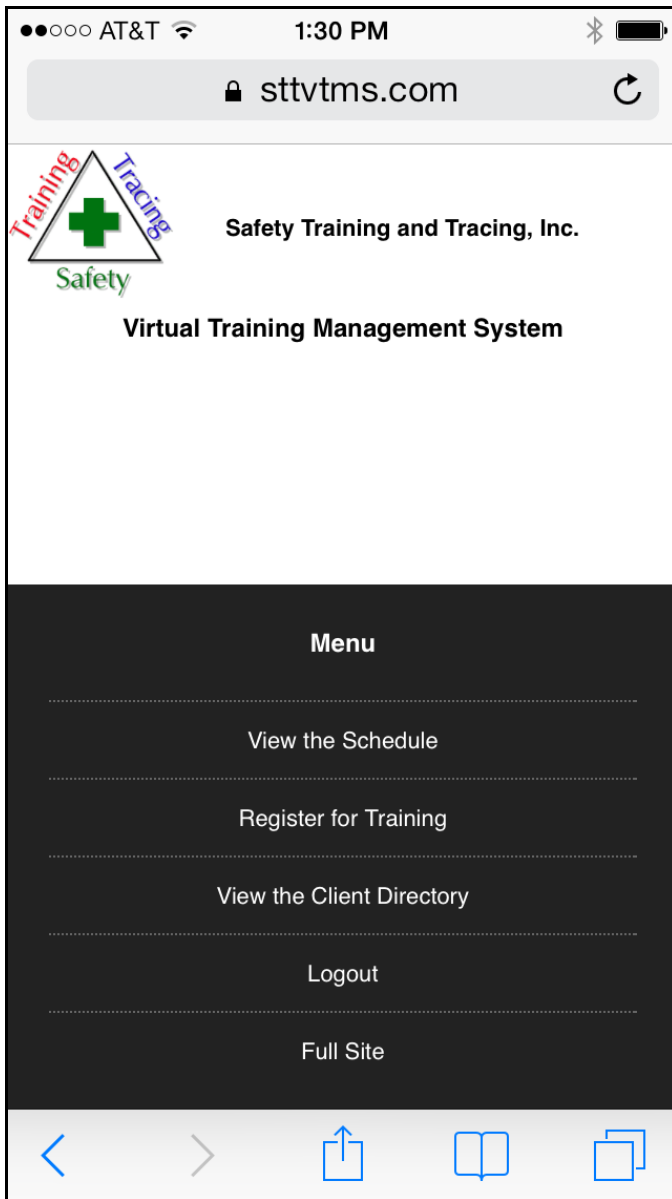
Login

Type in your normal Member ID #, Username and Password information, and then tap the Login button.

2.0 VTMS Mobile Menu

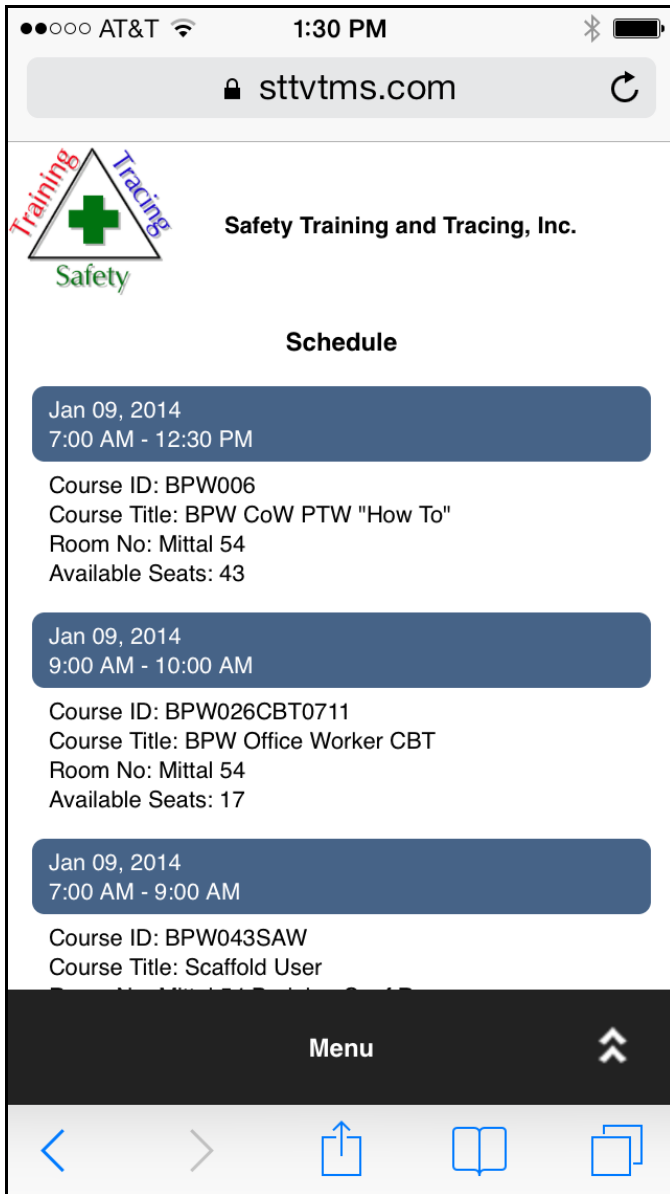
The VTMS Mobile Menu is initially displayed in its expanded form after you login. Once you make a selection by clicking one of the buttons, the menu will appear in its collapsed form on all other screens. To expand the menu again, just click on the double arrows pointing up on the right side of the menu button. After expanding the menu, click the double arrows pointing down to collapse it again.

To start an action, click the appropriate menu button.



3.0 View the Schedule

When you click the View the Schedule button, the system will display 30 days of course offerings, beginning with the current date. The information will be presented in list form, sorted by Scheduled Date and Time, then by Course ID. Each course will be preceded by a banner giving the date and time for the course. The user will be able to scroll thru the list to view information for the date/time/course desired, including the location and the number of available seats.

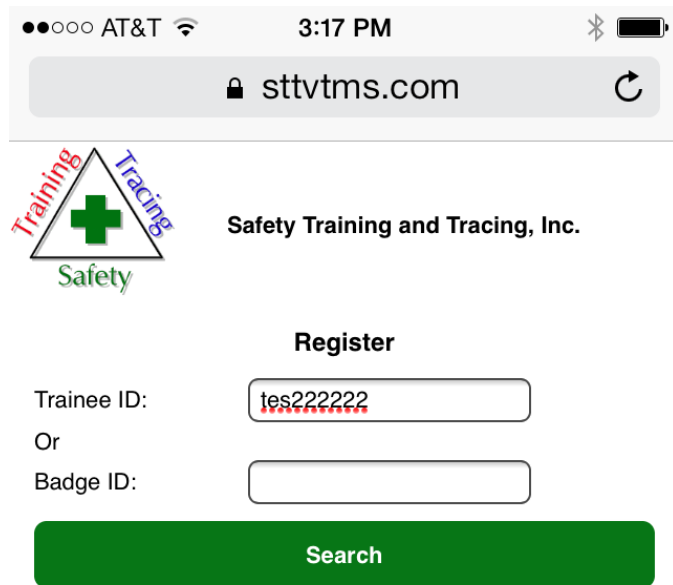


4.0 Register for Training

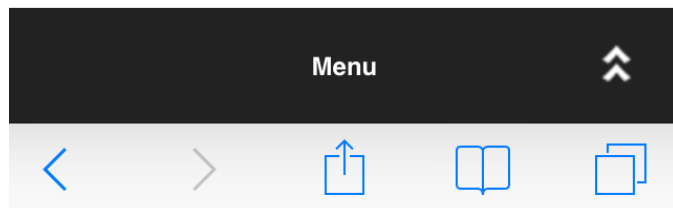
When you click the Register for Training button on the Menu, the first screen displayed will allow you to select the appropriate trainee.

Enter either the Trainee ID or the Badge ID for the individual you want to register, and then tap the search button.

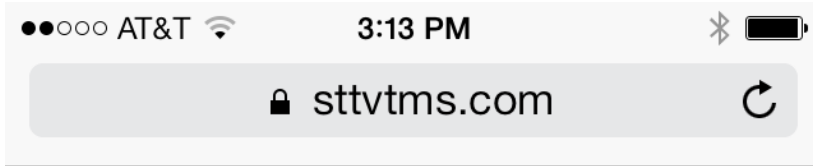
Please note, for a new trainee you must enter a valid Trainee ID consisting of the first three characters of the last name and the last six digits of the Social Security number.



The screenshot shows a mobile browser interface. At the top, the status bar displays 'AT&T', signal strength, Wi-Fi, time '3:17 PM', and battery level. The address bar shows 'stvtms.com' with a lock icon and a refresh button. Below the address bar is the logo for 'Safety Training and Tracing, Inc.', which features a green cross inside a triangle with the words 'Training' and 'Tracing' on the sides and 'Safety' at the bottom. The main heading is 'Register'. There are two input fields: 'Trainee ID:' with the value 'tes222222' and 'Or Badge ID:' which is empty. A large green 'Search' button is at the bottom.



If you have entered a Trainee ID that doesn't exist in VTMS, the system will display a screen which allows you to add a new Trainee.



Safety Training and Tracing, Inc.

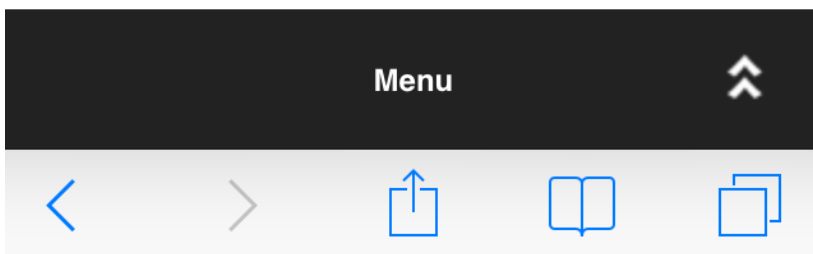
Add New Trainee

Trainee ID: tes222222

Trainee Last Name:

Trainee First Name:

Trainee Middle Name:



Enter the Last Name, First Name and Middle Name of the Trainee, and tap the Add button.

Whether you searched for an existing trainee by Trainee ID or Badge ID, or have added a new trainee, once the individual has been identified, the following screen will be displayed.

●●○○ AT&T 3:14 PM

sttvtms.com

Safety

Register

Trainee ID:

Or

Badge ID:

Search

Trainee: TEST-TRAINEE2, TEST2 TEST

Date:

Jobsite:

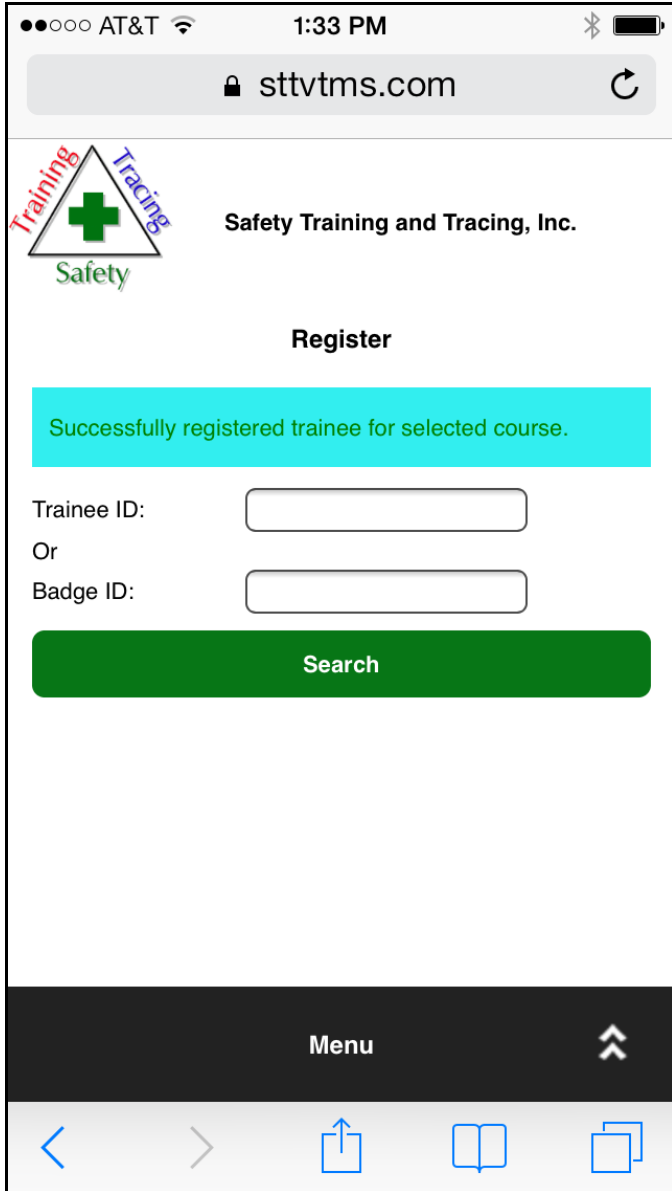
Course:

Send confirmation email to: (optional)

Register

Menu

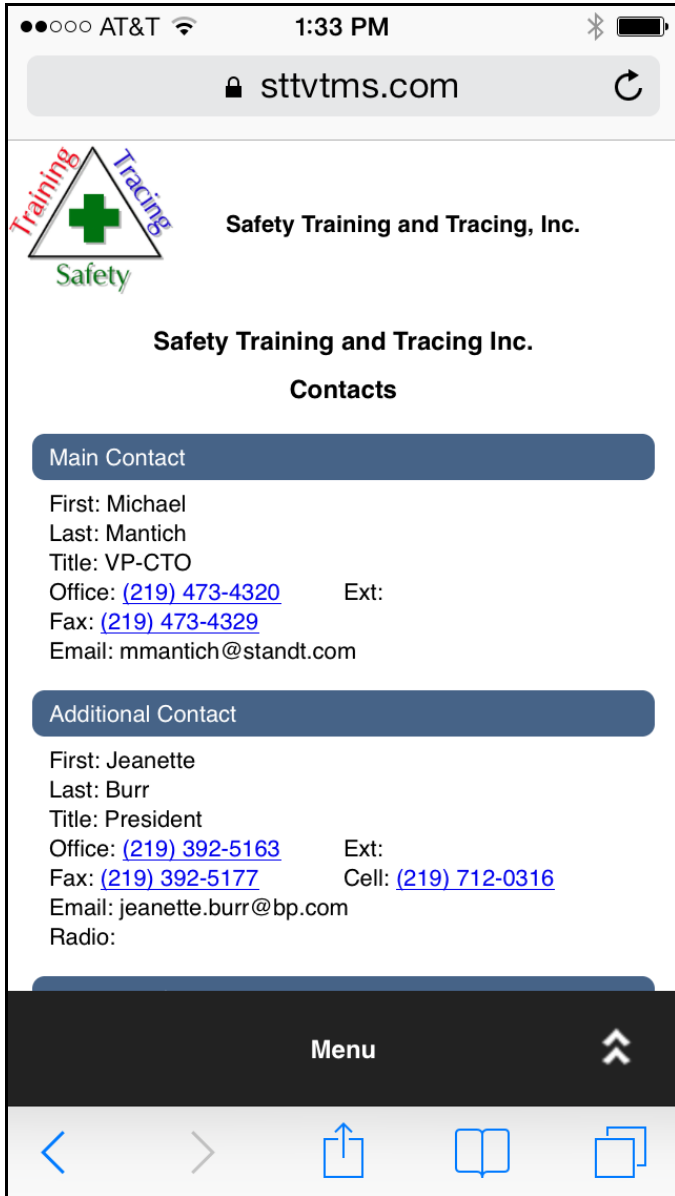
- Verify that you have the correct user.
- Select the desired date by tapping the calendar icon, then tapping the date, or by typing the date in m/d/yyyy format.
- Select the desired Jobsite from the drop down menu.
- Select the desired course from the Course dropdown list.
- Enter the email address to which you want the confirmation sent.
- Tap the Register button.



You will receive a message telling you that the registration was successful.

5.0 View the Client Directory

When you tap the View the Client Directory button, the system will display the Contact Information on file for your company. Both the General (Main) Contact and any additional contacts on file will be displayed. The users will be able to scroll thru the list to see information for additional people.



6.0 Remaining Menu Buttons

The last 2 button on the expanded menu allow you to Logout of the system, or to view the Full (desktop) Site. Tap the appropriate button to take either action.

