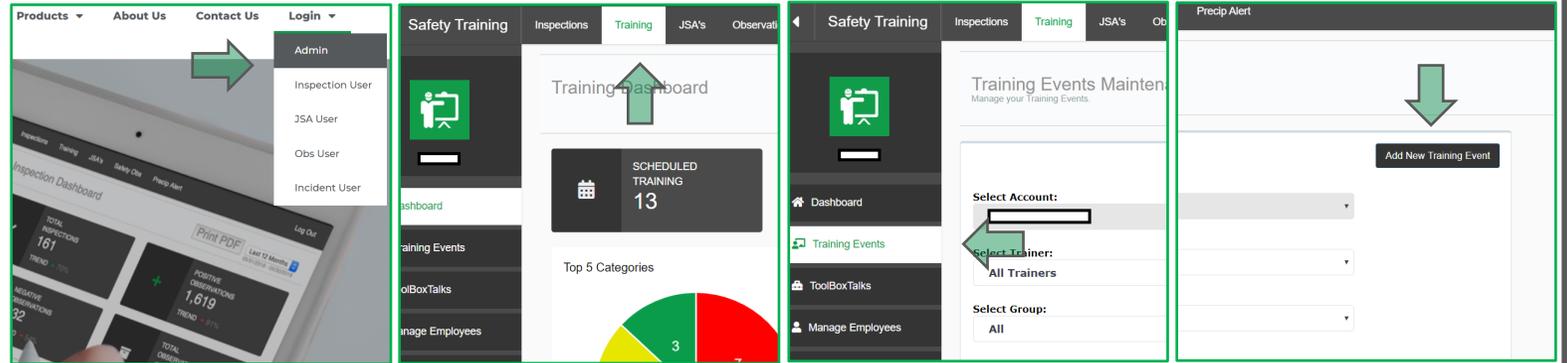


Using the Search function to find Toolbox Talks

*Using this new feature, you can use a keyword to search the title of Toolbox Talks in the Safety Reports Safety Training System

Instructions:

- 1 Logon to your Safety Reports Admin page
- 2 Select **Training** along the grey bar at the top of the screen
- 3 Select **Training Events** at the far left-hand side of the screen
- 4 Select **Add New Training Event** at the far-right
- 5 Under the **Event Type** dropdown, select **Future Event**
- 6 Set the Meeting Date, ensure the Course Type is set to **Toolbox Talk**, set the Trainer of your choice, and use the **Search Toolbox Talks** box to enter a keyword
- 7 Select the **Go** button at the right-hand side
- 8 Select the **Toolbox Talk** of your choice from the options below. Note that cards available in **Spanish** are marked 'ES' and those with **Videos** have a small camera icon

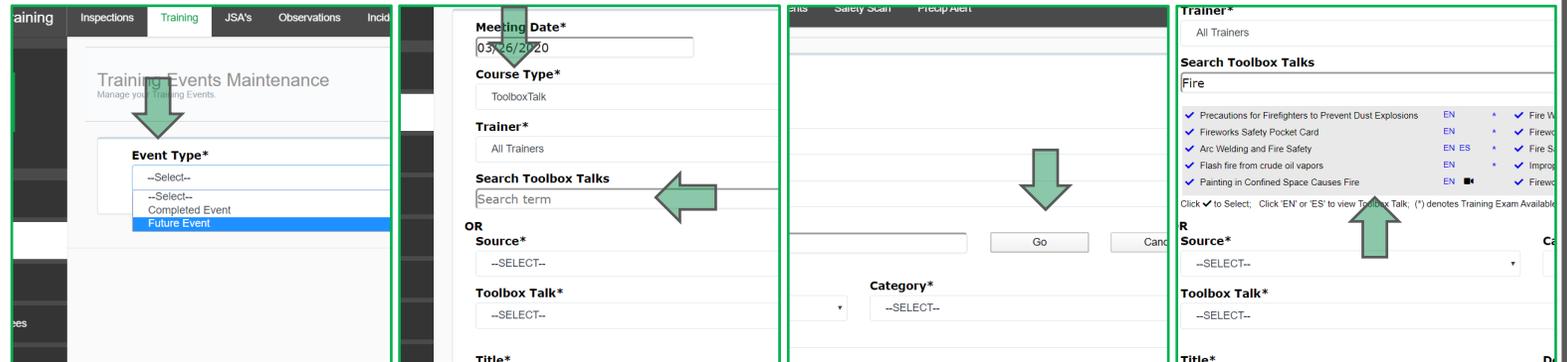


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