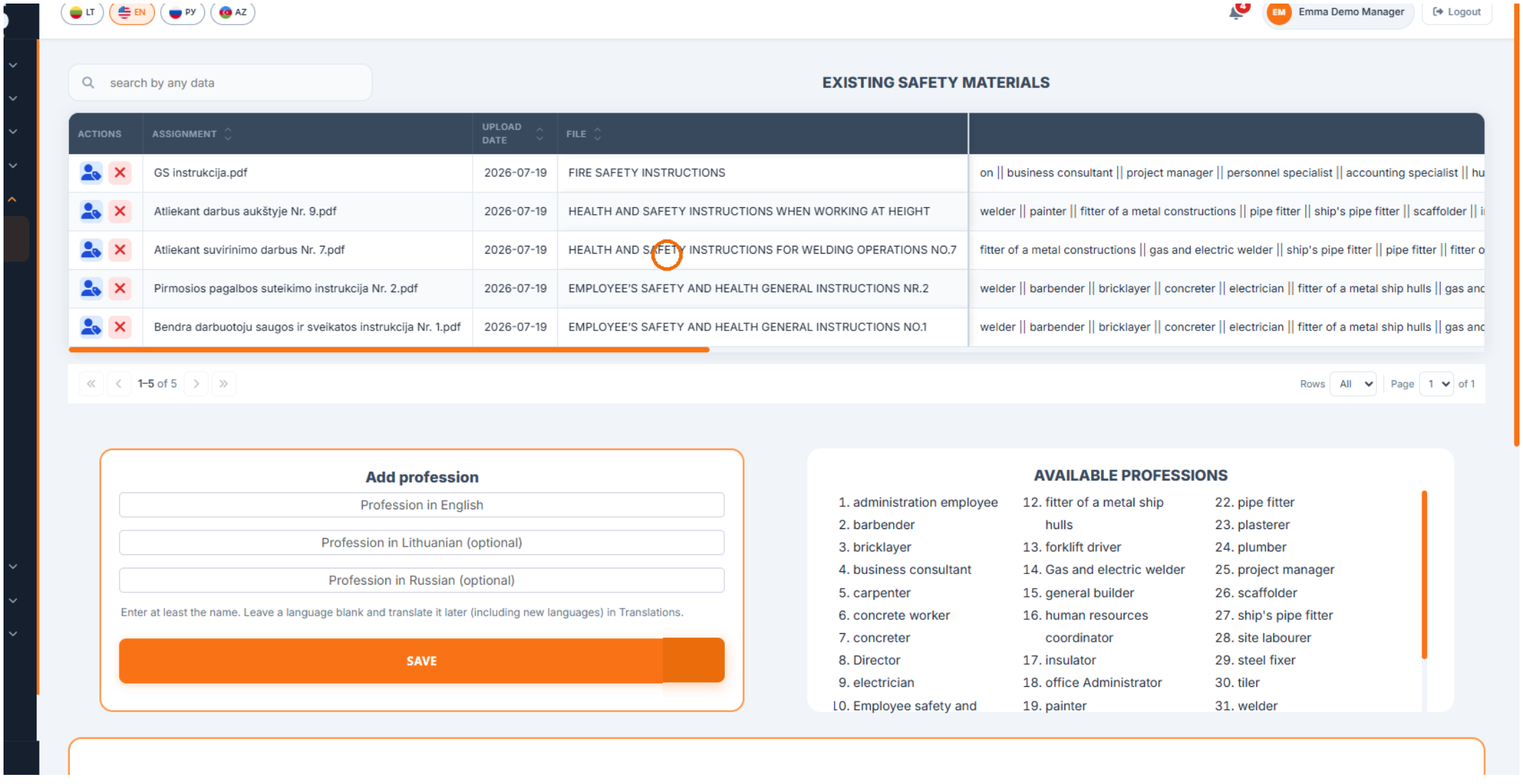
Safety Material & Professions

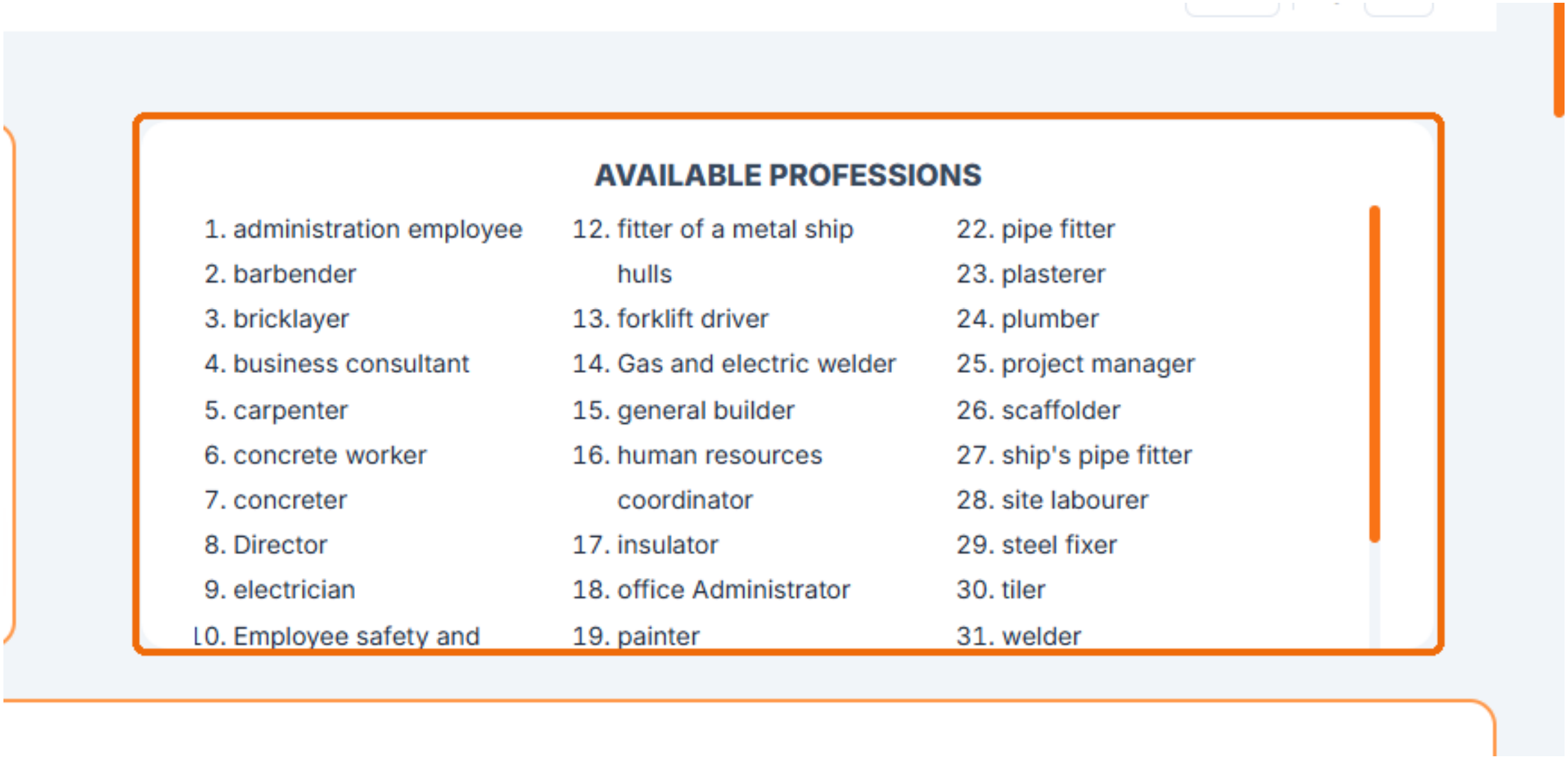
One page for materials and professions



Open Safety > Safety Material & Professions. At the top, the Existing Safety Materials table lists every safety document already uploaded, with its file name, upload date, description and the professions it is assigned to. Below it are the Add profession box and the Available professions list, and at the bottom of the page the Upload safety materials form.

Safety Material & Professions

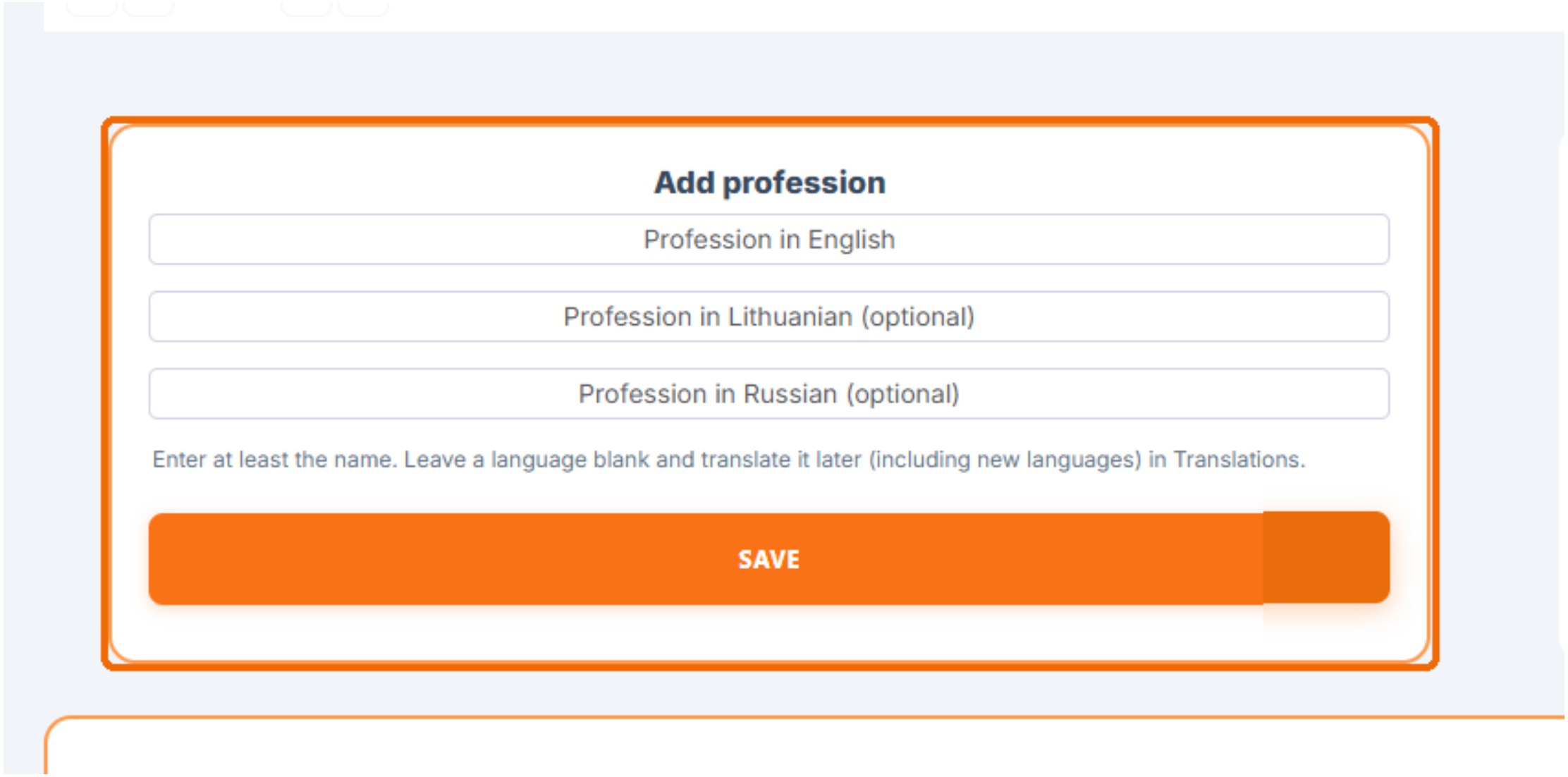
Available professions



The Available professions list shows every profession that can receive safety documents. When a document is assigned to a profession, everyone employed with that profession gets it, including people hired later. Scroll the list to see all professions and check that the one you need exists before you upload a new material.

Safety Material & Professions

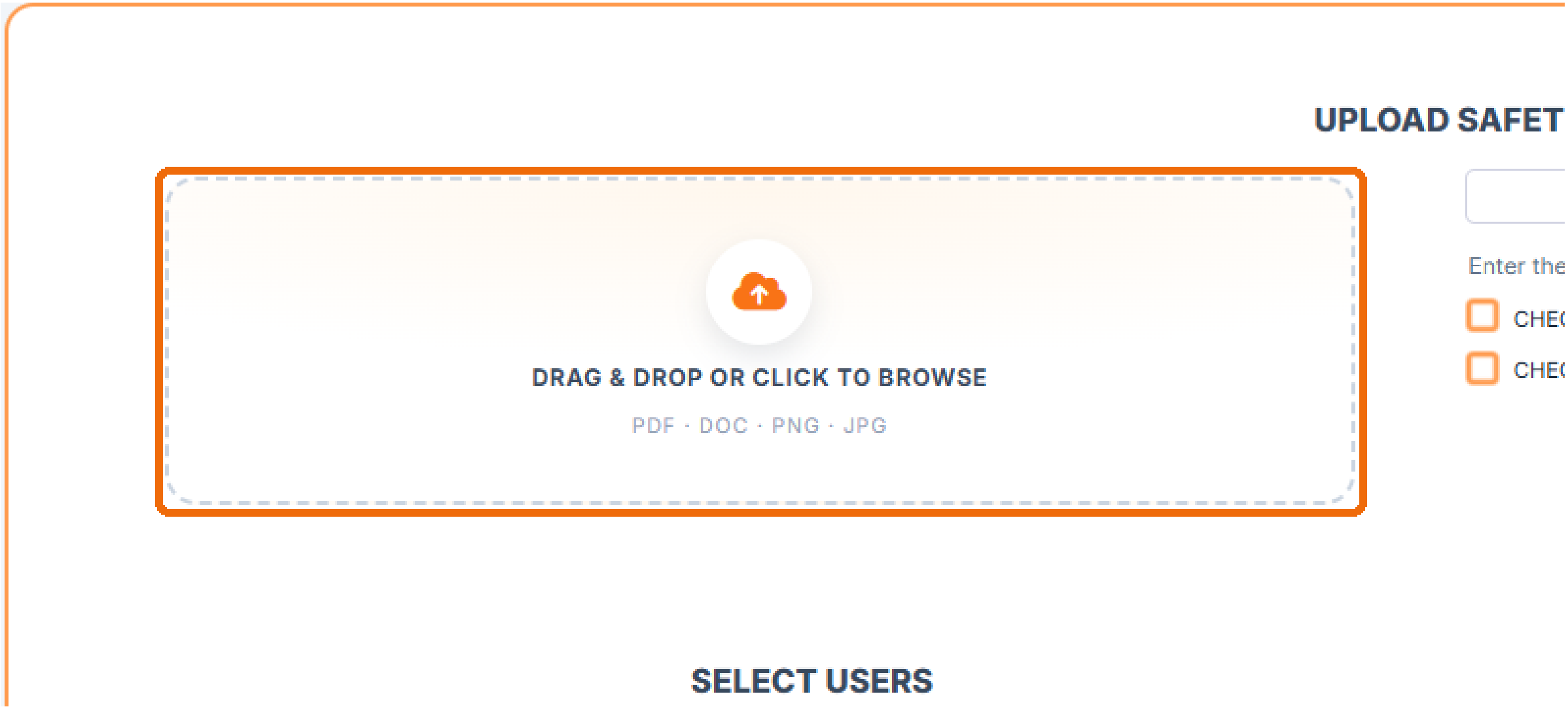
Add a missing profession



If a profession is missing, enter it in the Add profession box. The English name is enough. The Lithuanian and Russian fields are optional, and any language, including languages added later, can be translated afterwards in the Translations menu. Press SAVE and the new profession appears in the Available professions list and in every profession dropdown.

Safety Material & Professions

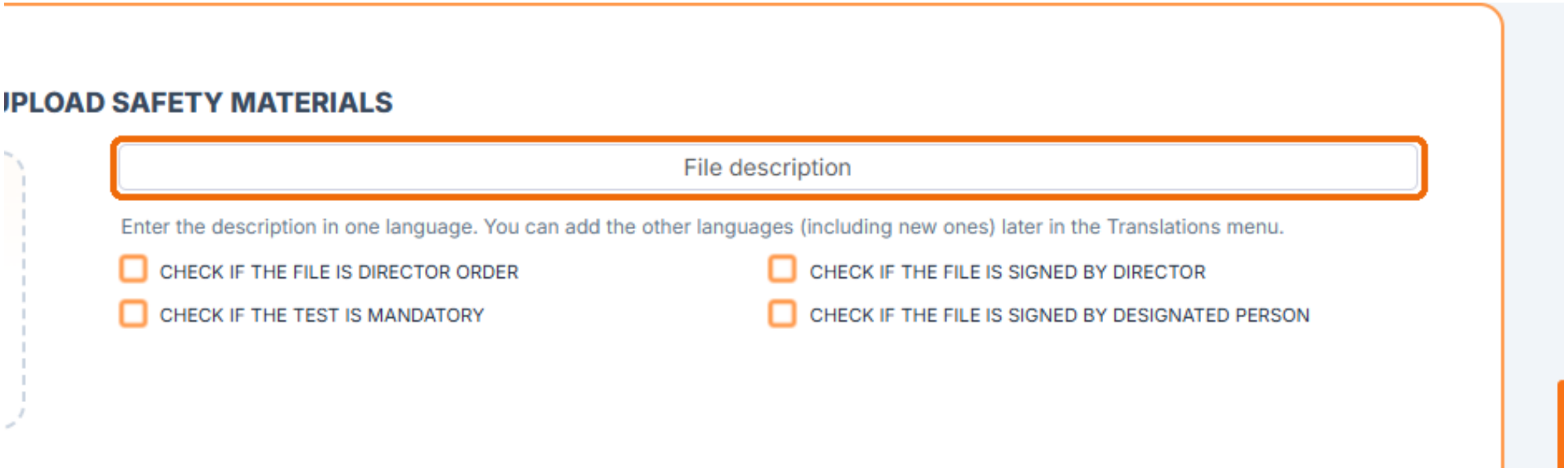
Upload a document



Scroll down to Upload safety materials. Drag the file into the dashed area or click it to choose the file from your computer. PDF, DOC, PNG and JPG files are accepted. Safety instructions, director orders and rules are typical documents uploaded here.

Safety Material & Professions

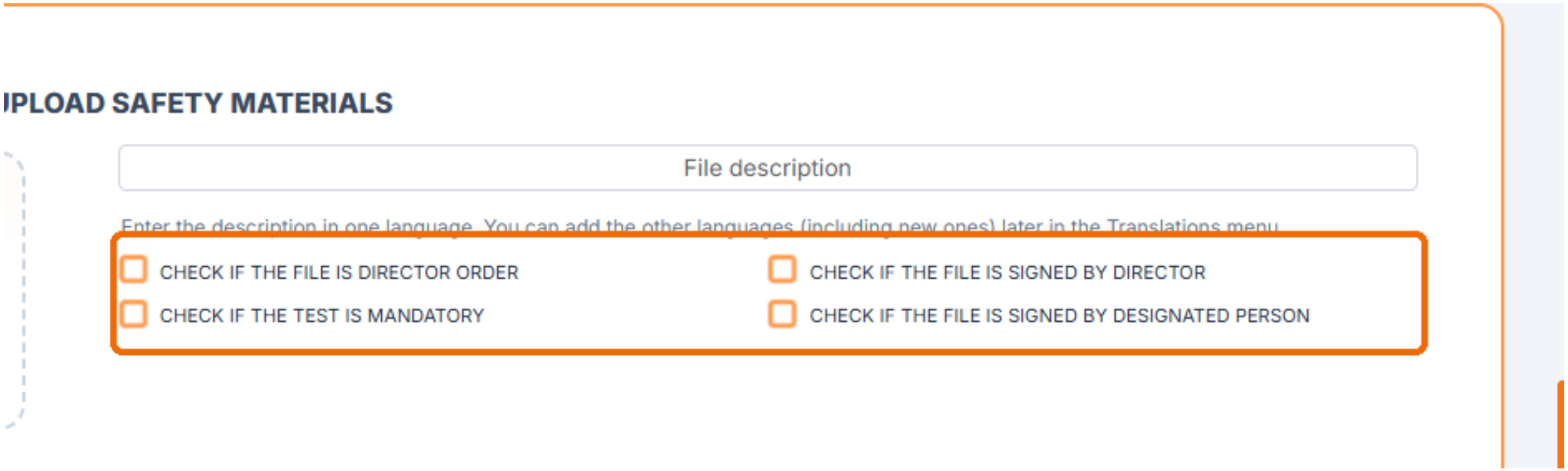
File description



The File description is the title workers see in their E-Safety list and the name used in Tests Reports. Write it in one language. The other languages, including new ones, can be added later in the Translations menu, so you do not need to upload the same document again for each language.

Safety Material & Professions

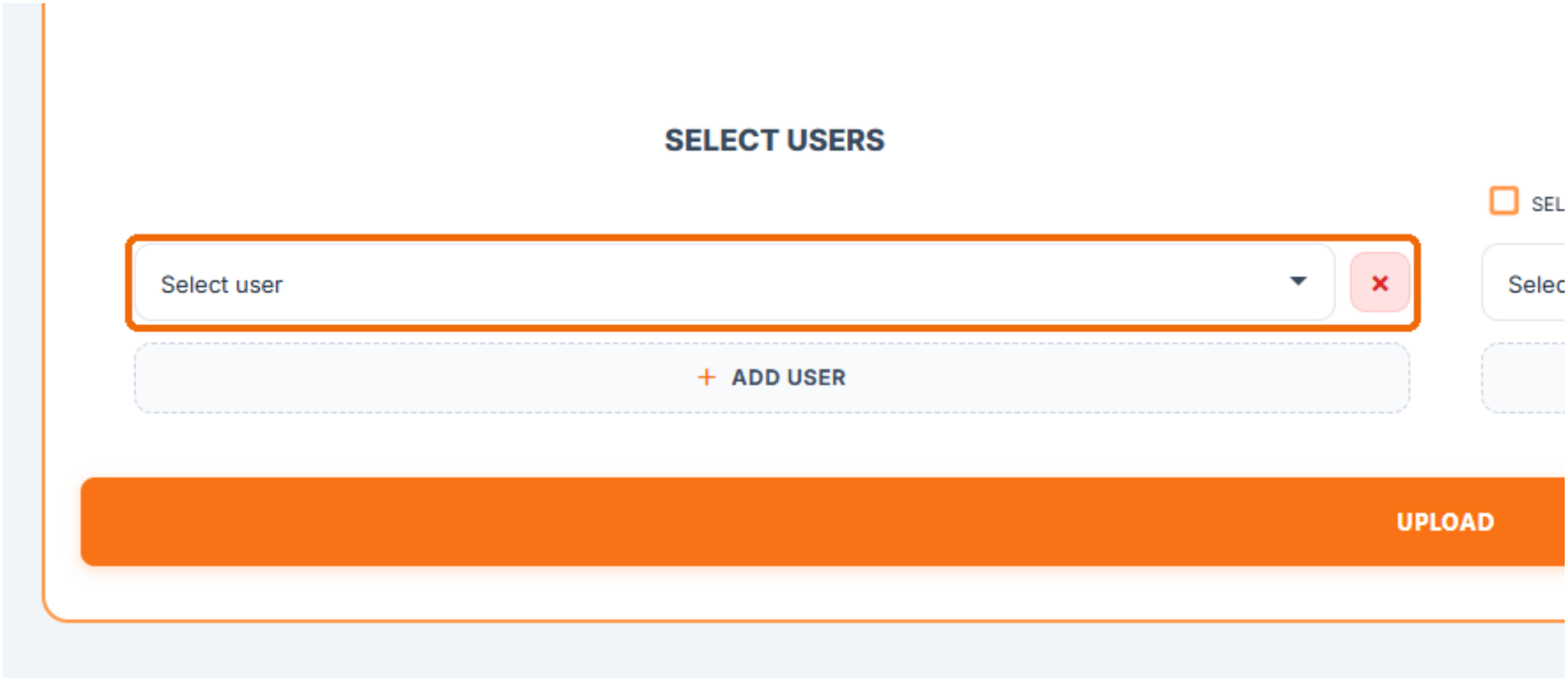
Document options



Director order: the file is an order issued by the director and employees confirm they have read it. Test is mandatory: the worker must also pass the test linked to this material (create it in Create Tests). No upload email is sent; workers are asked when the test is ready. Signed by director: the director signs first and employees see the document only after that. Signed by designated person: a responsible person, for example the safety specialist, also signs it.

Safety Material & Professions

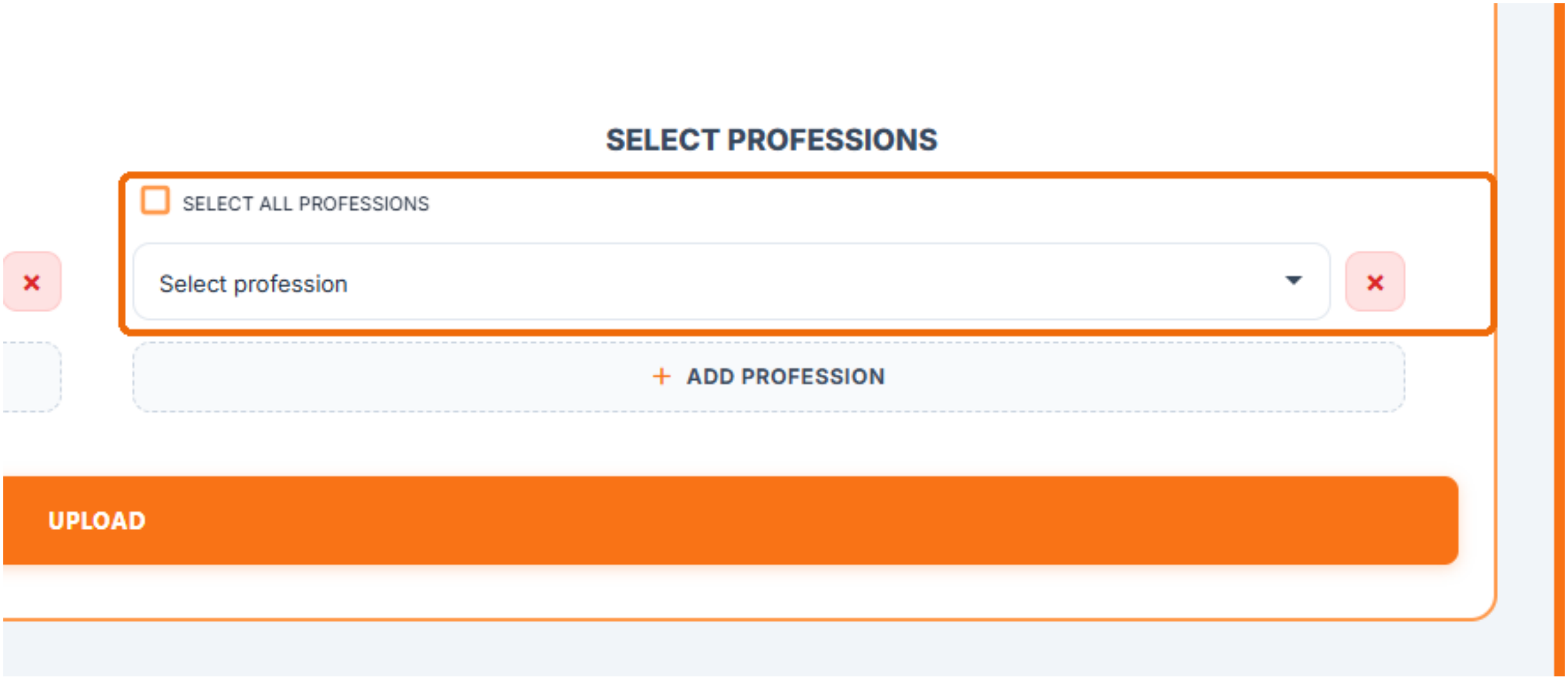
Assign to individual users



Under Select users, pick a person by name to assign the document to them individually. Press ADD USER to add more rows, or remove a row with the red x. This is meant for exceptions, for example a single person who must read a specific instruction or someone whose profession is not in the list.

Safety Material & Professions

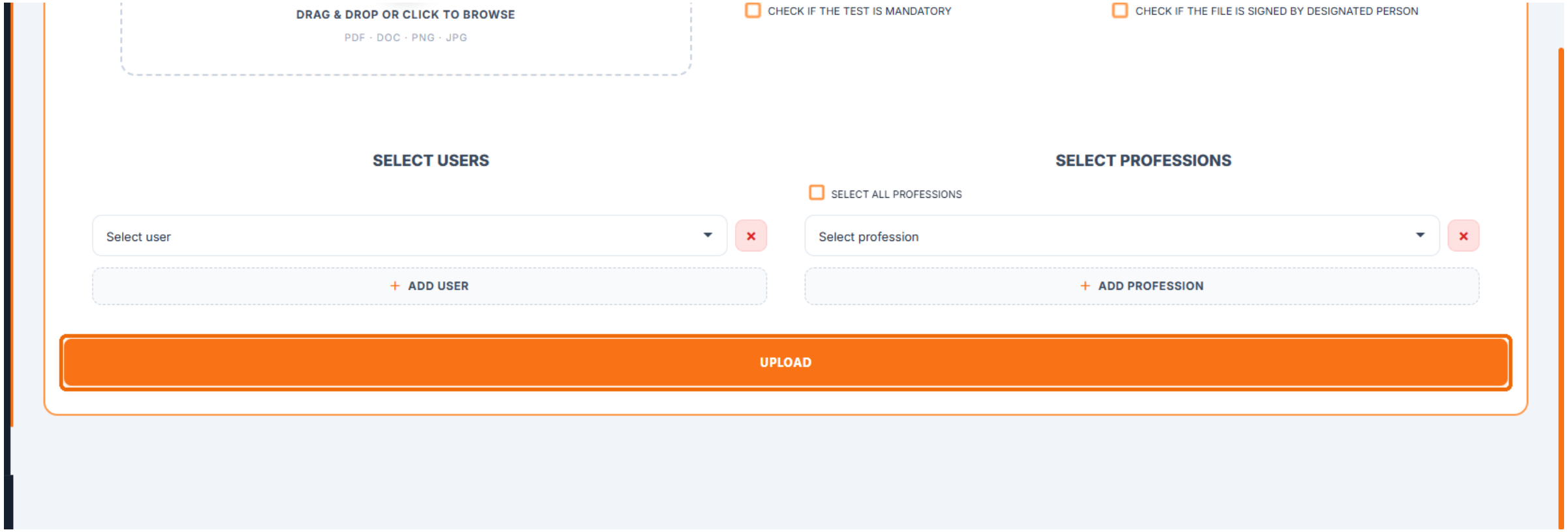
Assign by profession



Under Select professions, pick one or more professions, or tick SELECT ALL PROFESSIONS to assign the document to everyone. Users and professions are combined: a person receives the document if their profession is selected or if they are selected by name. Assign by profession as the normal way and use individual users only for exceptions.

Safety Material & Professions

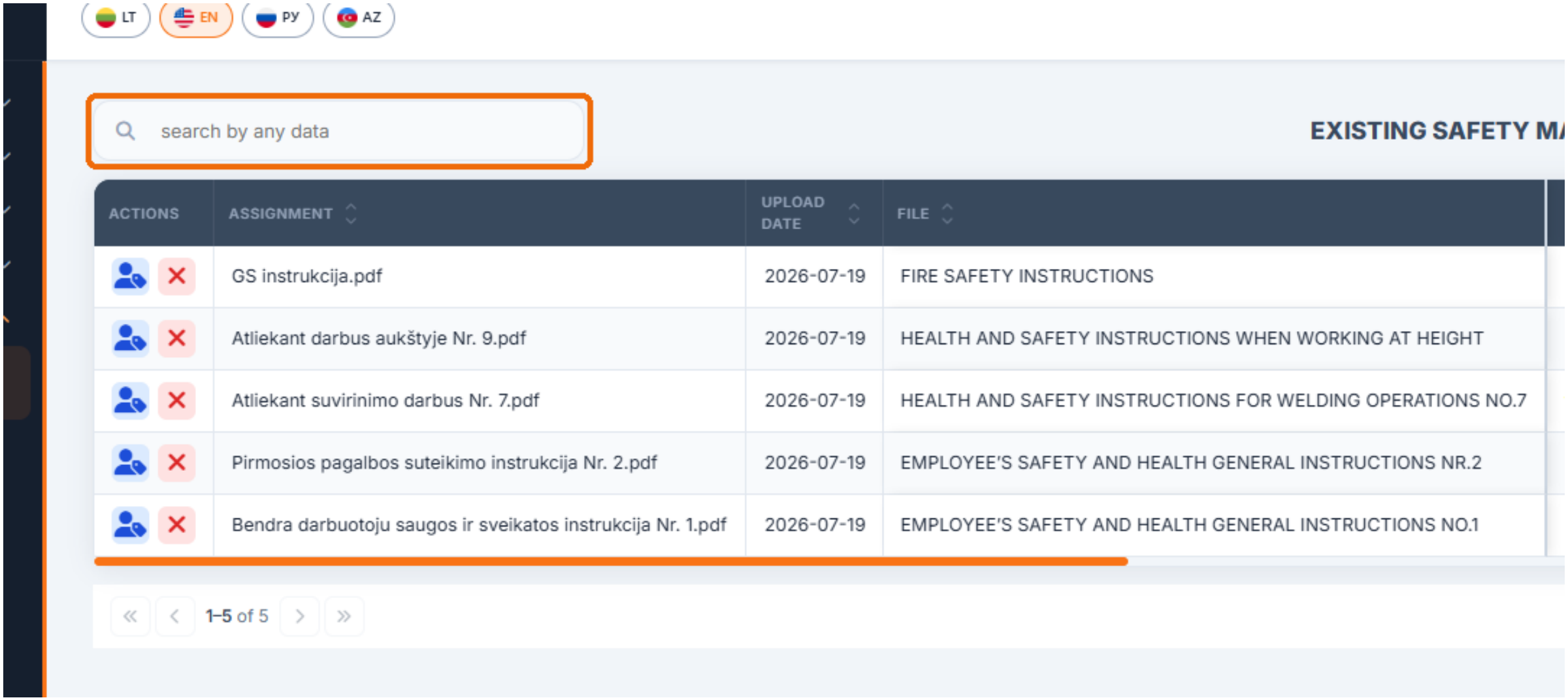
Upload and notify



Press UPLOAD to save the material with its options and assignments. Everyone it is assigned to receives an email and a notification in the bell, and the document appears in their E-Safety (to sign) list. If Test is mandatory is ticked, the email is sent when the test is ready instead.

Safety Material & Professions

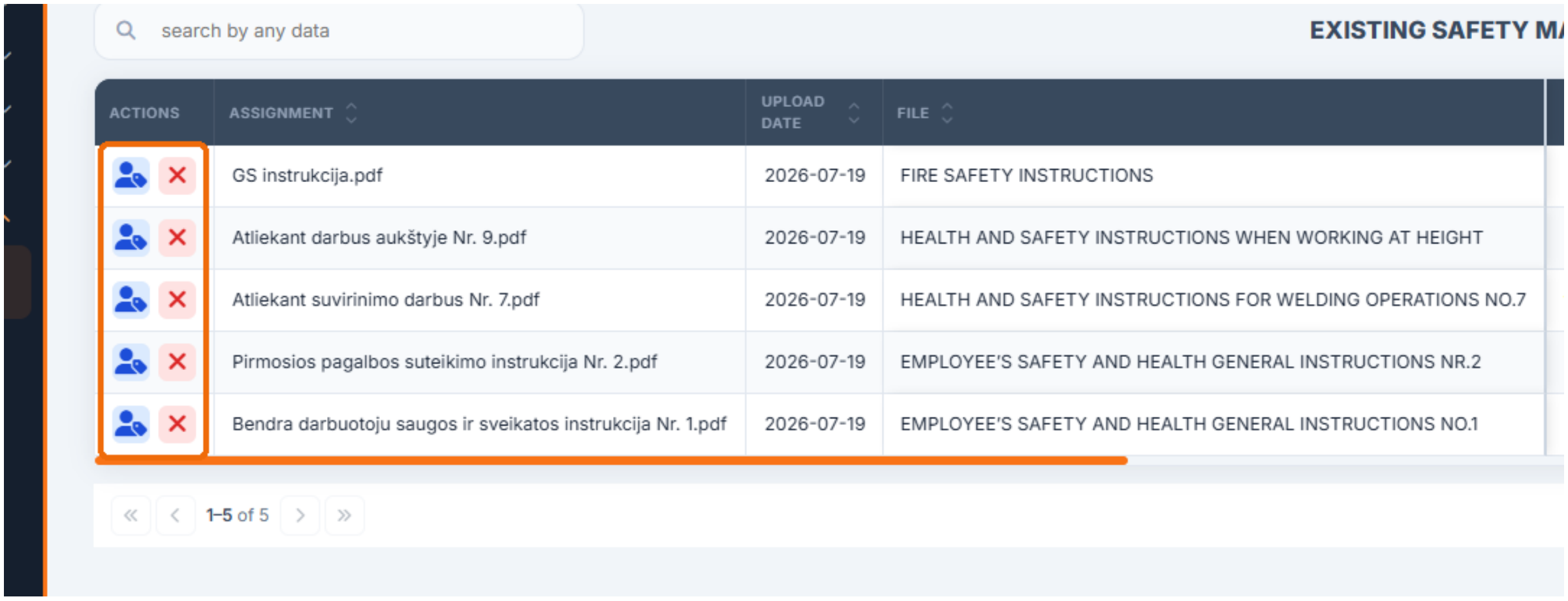
Search the materials



Every uploaded document is listed in Existing Safety Materials. The search box above the table filters by any value: file name, upload date, description or assigned profession. The table can also be sorted by clicking the column headers, and the pager below it changes the page and the number of rows.

Safety Material & Professions

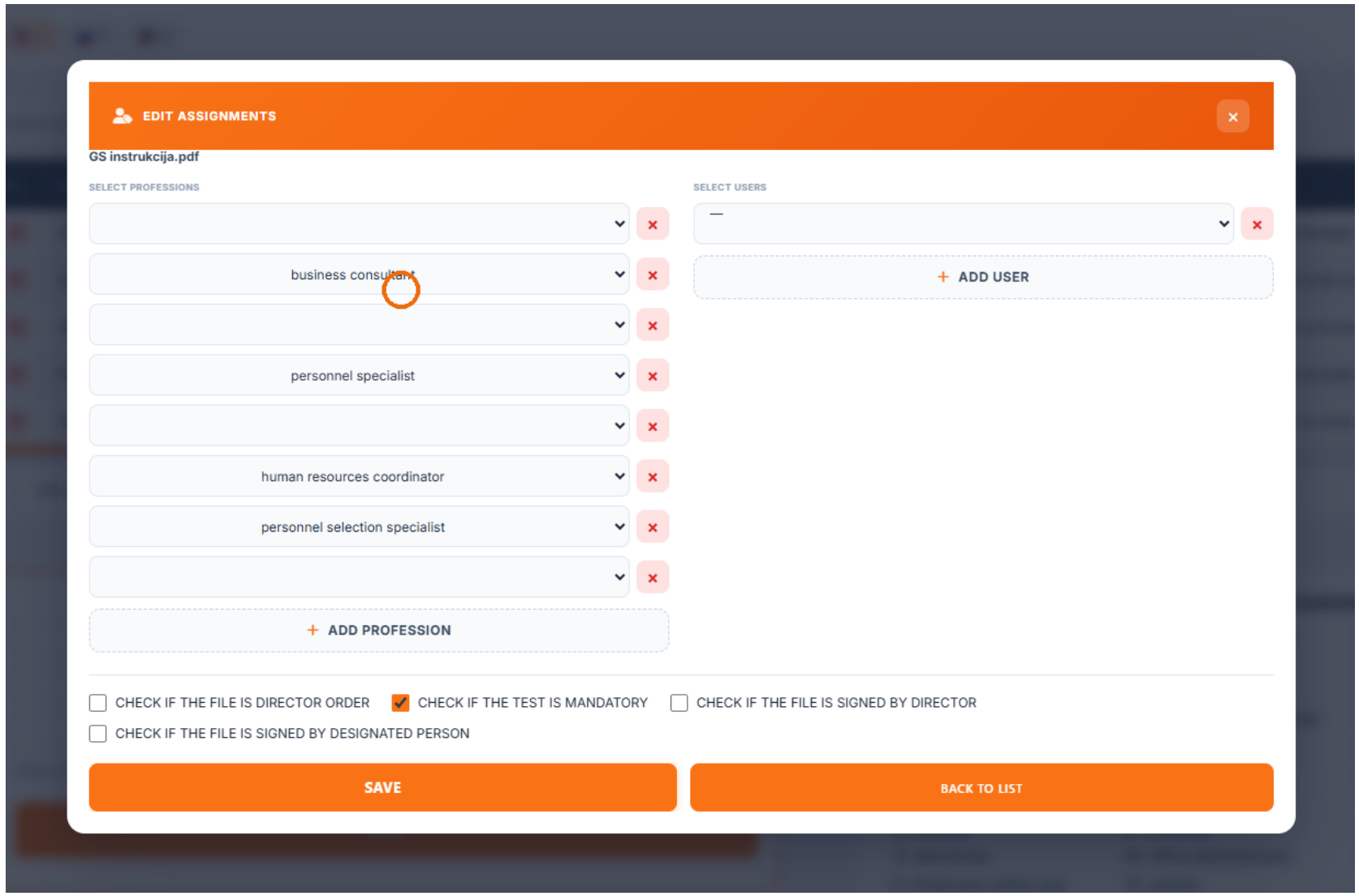
Edit assignments or delete



Each row has two actions. The blue person icon opens Edit assignments, where you change the professions, users and options of the document without uploading it again. The red x deletes the material. Deleting removes the document from everyone's list, so use it only for files that are no longer valid.

Safety Material & Professions

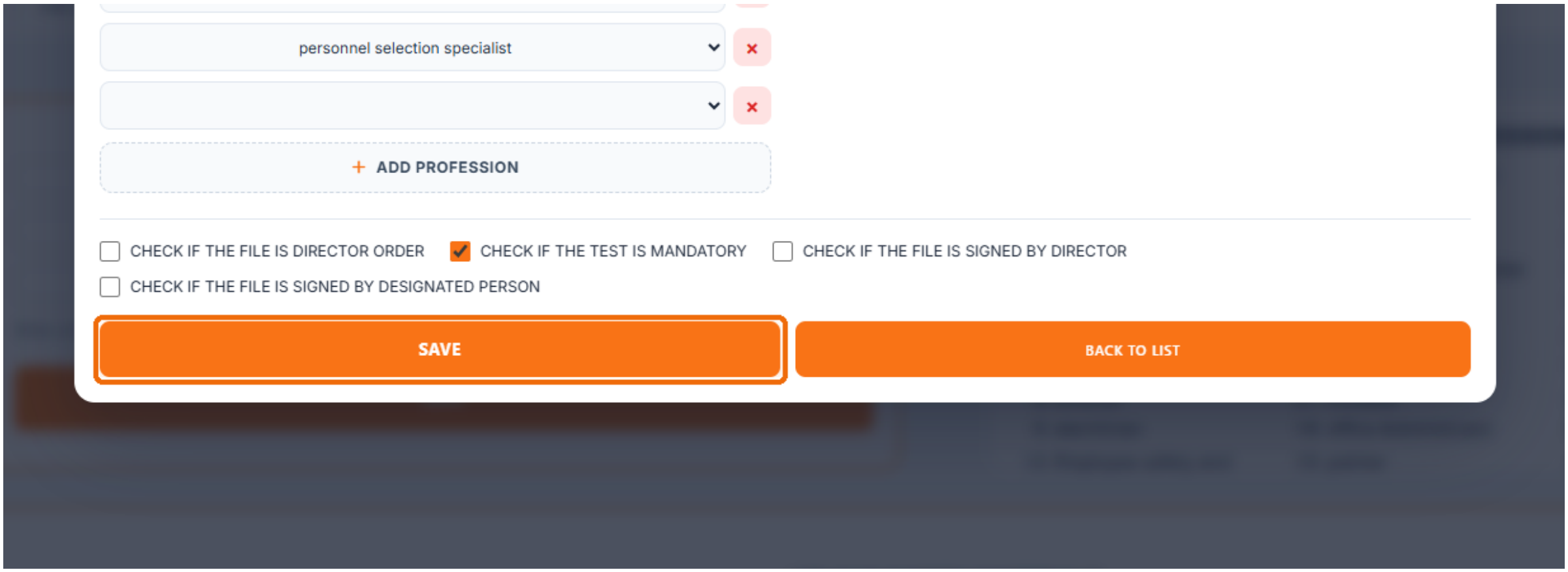
Change who must sign



Edit assignments opens with the document name at the top. The left column lists the assigned professions and the right column the individually assigned users. Change a dropdown to swap a profession or user, press ADD PROFESSION or ADD USER to add rows, and use the red x to remove a row.

Safety Material & Professions

Save the changes



The same four options as in the upload form are shown below the lists, so you can for example make the test mandatory later. Press SAVE to store the new assignments; newly assigned people receive the document in their E-Safety list. BACK TO LIST closes the window without saving.