

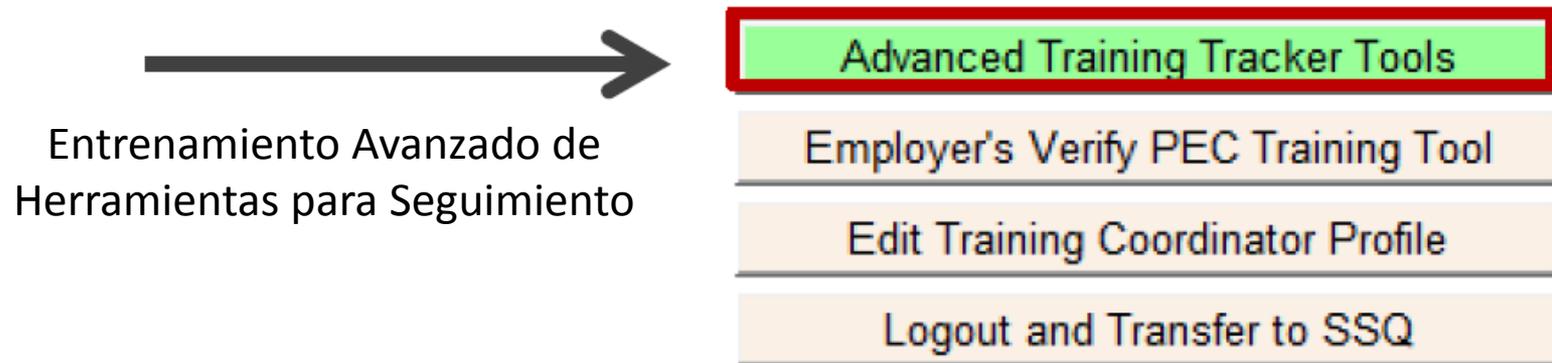


Entrenamiento Básico para Control de Personal



Introducción

- En esta presentación se recibirá el entrenamiento básico para el control de personal.
- El programa de este entrenamiento asegura que tu personal de trabajo se encuentre dentro del Sistema de APEC, con el fin de verificar la asistencia a clases y a los entrenamientos en los lugares de trabajo de los empleados.



- Nota: nuestra base de datos no cuenta con botón “Atrás”, por lo que se debe dar clic en la opción **“Advance Training Tracker Tools”** (Entrenamiento Avanzado de herramientas para seguimiento) en la esquina superior derecha de la ventana de la base de datos.
- Esto te regresará al menú principal para el control de personal.

Maintain Course Selection Pool

Maintain Course Bundles

Maintain Course Equivalents

Maintain Company Classifications

Maintain Employee List

Employee Listing Report

Maintain Training Rosters

Training Matrix Administration

Training Needs Reports

Training Taken Reports

- En este sistema puedes buscar a un empleado específico o dejar el espacio en blanco y ver a todos los empleados al seleccionar la opción “search” (buscar).
- Si tus empleados han recibido entrenamiento APEC, el empleado y su programa de entrenamiento es registrado automáticamente a nuestra base de datos.

Empleados

[APEC TRAINING TRACKER DEMO: Home](#)

SEAN STRAHAN
[Advanced Training Tracker Tools](#)
[LOG OUT](#)

First Name:

Last Name

Optionally, enter the First and Last name of the employee you are trying to locate.

Optionally enter the Employer's EmployeeID, or the System EmployeeID, or the SSN (last four digits ok), of the employee that you are trying to locate.

Limit to Active Employees

Advanced Filter

Show All Pages

To avoid duplication, Please Uncheck "Limit to Active Employees" and "Advanced Filter", then search for the employee prior to adding any new employees.

Search

Add New Employee

Employee	Job Classification	Business Unit	Department	Cost Center	Location	Shift	Supervisor	Status	Employer's Employee ID	
KELLY W. BROWN (EID: 22021)	Crane Operator Safety Instructor	Rocky Mountain Division Gulf Coast Division	Training	500 - Shell Gas Project	Corporate Office (Mandeville, LA) BP Plant 1		Gary Pohlmann	Active	20061	
WES CARR (EID: 18749)	Forklift Operator Houstabout	Four Corners Division	QEHS Training	203 - BP Westline Project	Corporate Office (Mandeville, LA) BP Plant 2		Charlie Carr	Active	18749	
ROXANNE L. COOPER (EID: 16639)	Forklift Operator Office Admin Blaster/Painter	Four Corners Division	QEHS	203 - BP Westline Project	Corporate Office (Mandeville, LA) BP Plant 2		Chris Kuiper	Active	16639	
CHRIS MOETLIER (EID: 32676)	Crane Operator Mechanic Blaster/Painter Safety Instructor	West Texas Division Gulf Coast Division	Training	201 - BP Pipeline Project	Mr Charlie - Rig Training Facility BP Plant 1		Wes Carr Gary Pohlmann	Active	32676	
CHRIS ENGLAND (EID: 20978)	Crane Operator Blaster/Painter	Rocky Mountain Division	Grants	201 - BP Pipeline Project	Corporate Office (Mandeville, LA) BP Plant 2		Justin Fontenoy	Active	20978	

- Si un empleado no se encuentra en la lista, no te preocupes, ya que puedes buscar en nuestra base de datos entera para registrar al empleado y/o transferir sus datos del programa de capacitación a tu compañía.
- En el campo de búsqueda, desmarcar la opción **“Limit to Active Employees”** (Restricción para empleados activos).
- Luego se habilita la opción **“Add New Employee”** (Agregar empleado nuevo), por lo que esa opción debe ser seleccionada.

Empleados no registrados



Para agregar a un empleado en tu cuenta, se debe determinar primero si no se encuentra en el programa de control de personal, ya que este programa cuenta con miles de personas registradas en programas de capacitación.

Agregar el nombre y el apellido de la persona que quieres encontrar, luego dar clic en el botón "Search" (buscar).

Si tu búsqueda entrega muchos resultados, agregar mas datos como el número de seguridad social, fecha de cumpleaños, entre otros. Entre más datos se agreguen se facilita la opción de encontrar a un empleado en entrenamiento.

Since the Training Tracker already has training records for well over a hundred thousand trainees; in order to add a new employee to your account we must first determine whether or not the person you wish to add is already in the system.

Please enter the first and last name of the person that you are trying to locate, then click the search button.

You can enter as few as one letter to represent the first name, and as few as two letters to represent the last name. The fewer letters entered; the more results you will see. You can also try using an * (asterisk) by itself in the first name field to return all records that match the last name entered.

If your search returns too many results, use more details like the SSN, middle initial, suffix, or birthdate. The more fields that you use will limit your results but you may miss finding a trainee for which we do not have those details recorded.

First Name: * M.I. Last Name* Suffix Birth Date SSN (Last 4 digits)

Search

Legend: Non-Employee Active Employee Inactive Employee

Empleados no registrados



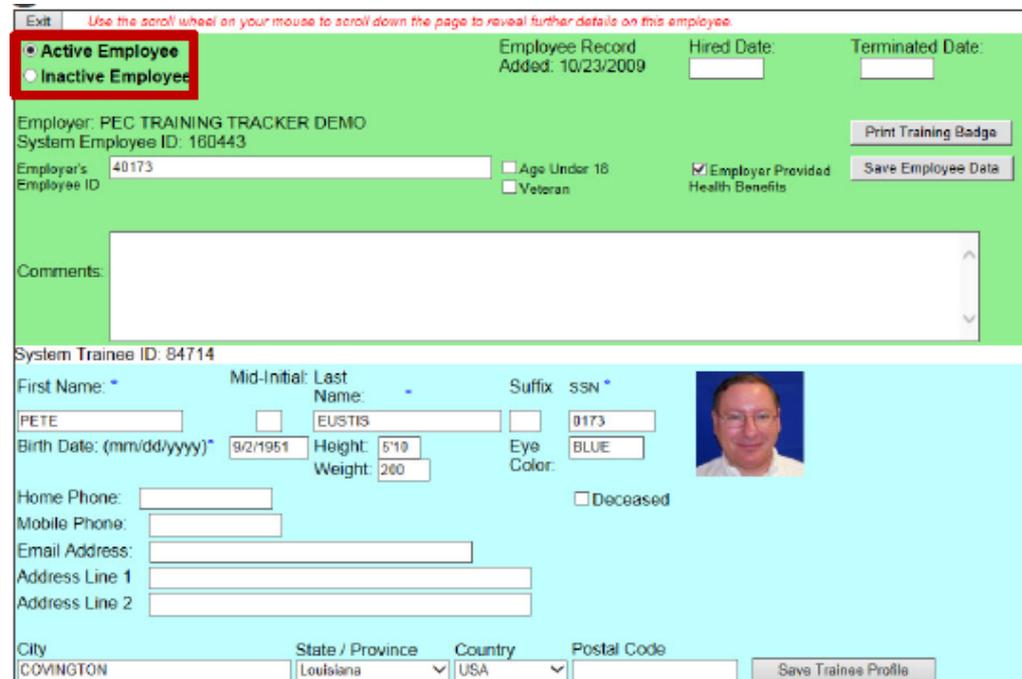
- Esto brinda una opción para buscar a un empleado en la base de datos entera de APEC.
- Agregar el nombre y el apellido y dar clic en buscar. Si se encuentra al empleado con datos como su fecha de cumpleaños, numero de seguridad social o su foto, dar clic en la Identificación de Entrenamiento a la par de los datos del empleado. Se preguntara si deseas agregar el empleado en la lista, por lo que se selecciona "OK".
- Si no encuentras el registro del empleado, seleccionar la siguiente opción donde se puede crear el perfil de ese empleado.

If the person can not be found; click the "No Existing Trainee Found" button below.

No Existing Trainee Found

Perfil del Empleado

- Si un empleado renuncia de tu compañía y necesitas removerlo del programa, dar clic al circulo “Inactive Employee” (Empleado Inactivo) y dar clic en “Save Employee data” (Guardar datos del empleado)
- La sección superior cambiará a café, para luego remover el empleado de la lista.



Exit Use the scroll wheel on your mouse to scroll down the page to reveal further details on this employee.

Active Employee
 Inactive Employee

Employee Record Added: 10/23/2009 Hired Date: Terminated Date:

Employer: PEC TRAINING TRACKER DEMO System Employee ID: 160443 Print Training Badge

Employer's Employee ID: 40173 Age Under 18 Employer Provided Health Benefits Save Employee Data

Veteran

Comments:

System Trainee ID: 84714

First Name: * PETE Mid-Initial: Last Name: * EUSTIS Suffix: SSN * 0173

Birth Date: (mm/dd/yyyy)* 9/2/1951 Height: 5'10" Eye Color: BLUE

Weight: 260 Deceased

Home Phone: Mobile Phone: Email Address: Address Line 1: Address Line 2:

City: COVINGTON State / Province: Louisiana Country: USA Postal Code: Save Trainee Profile

- Regresar a la página de inicio de las herramientas de control de personal y seleccionar **“Maintain Course Selection Pool”** (Mantener lista de selección del curso) de la lista.

Maintain Course Selection Pool

Maintain Course Bundles

Maintain Course Equivalents

Maintain Company Classifications

Maintain Employee List

Employee Listing Report

Maintain Training Rosters

Training Matrix Administration

Training Needs Reports

Training Taken Reports

Mantener lista de selección del curso



- En esta opción puede ver una lista de cursos. Esta sección es como un catalogo de cursos disponibles para tu compañía, incluyendo también el entrenamiento APEC.

	Course Name	Employer's Course Description	Standard Reference(s)	Course has Expiration	Days Until Expiration	Course Expires On Specific Date	Expiration Date
Edit	Basic Orientation	Basic Orientation	PEC-BASIC	<input type="checkbox"/>	0	<input type="checkbox"/>	
Edit Delete	BP Plant 1 - Site Specific Orientation	This is the site-specific orientation component that is unique to this plant.		<input checked="" type="checkbox"/>	365	<input type="checkbox"/>	
Edit Delete	BP Plant 2 - Site Specific Orientation	This is the site-specific orientation component that is unique to this plant.		<input checked="" type="checkbox"/>	365	<input type="checkbox"/>	
Edit Delete	BP Plant 3 - Site Specific Orientation	This is the site-specific orientation component that is unique to this plant.		<input checked="" type="checkbox"/>	365	<input type="checkbox"/>	
Edit Delete	BP Plant 4 - Site Specific Orientation	This is the site-specific orientation component that is unique to this plant.		<input checked="" type="checkbox"/>	365	<input type="checkbox"/>	
Edit	Confined Space - EIA/S/R	Confined Space (Entrant/Attendant/Supervisor/Rescuer) - Covers an introduction to confined space.	CONFSP-EASR	<input checked="" type="checkbox"/>	365	<input type="checkbox"/>	
Edit Delete	Crane Operator - Crawler	This course covers crawler crane operator responsibilities, certification process, crane components, load charts, and emergency procedure guidelines.		<input checked="" type="checkbox"/>	730	<input type="checkbox"/>	
Edit	Electrical Safety Awareness	Covers aspects of electrical safety that meet or exceed newest Standard for Electrical Safety Related Work Practices & existing electrical standards.	ELECTRICSAFETY	<input checked="" type="checkbox"/>	730	<input type="checkbox"/>	
Edit Delete	Excavation Awareness	This training module enables workers to be aware of the dangers associated with excavation work as specified by OSHA 1926.652.		<input checked="" type="checkbox"/>	365	<input type="checkbox"/>	
Edit	Fall Protection Awareness	Covers when fall protection is required, 4 parts of fall arresting system, advantages of full body harness, & much more.	FALLPROT	<input checked="" type="checkbox"/>	365	<input type="checkbox"/>	

Mantener lista de selección del curso



- Para crear cursos para el sitio de trabajo o cursos de otras compañías ajenas a APEC, seleccionar **“Add Employer Specific Courses to Selection Pool”** (Agregar cursos específicos a un listado de selección de empleados).
- Luego agregar el nombre del curso.

Select Courses from Standard Course Listing

Select Courses from PEC Bundled Courses

Add Employer Specific Courses to Selection Pool

Add Employer Specific Courses Tied to PEC Course Bundles

Course Name	Employer's Course Description
Edit	Basic Orientation
Edit Delete	BP Plant 1 - Site Specific Orientation This is the site-specific orientation component that is unique to this plant.
Edit Delete	BP Plant 2 - Site Specific Orientation This is the site-specific orientation component that is unique to this plant.
Edit Delete	BP Plant 3 - Site Specific Orientation This is the site-specific orientation component that is unique to this plant.
Edit Delete	BP Plant 4 - Site Specific Orientation This is the site-specific orientation component that is unique to this plant.
Edit	Confined Space - EIA/SIR Confined Space (Entrant/Attendant/Supervisor/Rescuer) - Covers an introduction to confined space.
Edit Delete	Crane Operator - Crawler This course covers crawler crane operator responsibilities, certification process, crane components, load charts, and emergency procedure guidelines.
Edit	Electrical Safety Awareness Covers aspects of electrical safety that meet or exceed newest Standard for Electrical Safety Related Work Practices & existing electrical standards.
Edit Delete	Excavation Awareness This training module enables workers to be aware of the dangers associated with excavation work as specified by OSHA 1926.652.
Edit	Fall Protection Awareness Covers when fall protection is required, 4 parts of fall arresting system, advantages of full body harness, & much more.

Asignación de capacitación para los empleados



- Existen dos maneras de asignar cursos de capacitación a tus empleados.
- Puedes agregar manualmente un curso por vez para un empleado o crear un listado y agregar los cursos para varios empleados.

Employer Courses credited to this employee:						Refresh Course Listing
Course Name	Course Date	Expiration Date	Course Has Expired	Retraining Necessary		Add Course Credits
Edit Basic Orientation	1/31/2012		<input type="checkbox"/>	<input type="checkbox"/>	Upload Certificate	
Edit Basic Orientation	12/31/2010		<input type="checkbox"/>	<input type="checkbox"/>	Upload Certificate	
Edit Basic Orientation	7/1/2009		<input type="checkbox"/>	<input type="checkbox"/>	Upload Certificate	
Edit Basic Orientation	12/12/2007		<input type="checkbox"/>	<input type="checkbox"/>	Upload Certificate	
Edit BP Plant 1 - Site Specific Orientation	7/1/2011	7/1/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View / Upload Certificate	
Edit Electrical Safety Awareness	1/31/2012	1/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	Upload Certificate	
Edit Electrical Safety Awareness	12/31/2010	12/30/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Upload Certificate	
Edit Electrical Safety Awareness	7/1/2009		<input type="checkbox"/>	<input type="checkbox"/>	Upload Certificate	
Edit Electrical Safety Awareness	12/12/2007		<input type="checkbox"/>	<input type="checkbox"/>	Upload Certificate	
Edit Fall Protection Awareness	1/31/2012	1/30/2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Upload Certificate	
Edit Fall Protection Awareness	12/31/2010	12/31/2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Upload Certificate	
Edit Fall Protection Awareness	7/1/2009		<input type="checkbox"/>	<input type="checkbox"/>	Upload Certificate	
Edit Fall Protection Awareness	12/12/2007		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upload Certificate	

Crédito académico del curso



- Seleccionar un empleado y llegar al fondo de en su crédito académico del curso, luego seleccionar “Add Course Credits” (Agregar créditos académicos del curso). Encontrar el curso deseado y dar clic en “Edit” (Editar).
- Se abre una ventana donde se puede agregar la fecha del curso. Dar clic en agregar y el crédito académico del empleado será agregado.

Course Date	Course Name	Course has Expiration	Days Until Expiration	Course Expires On Specific Date	Estimated Expiration Date
Edit	BP Plant 2 - Site Specific Orientation	<input checked="" type="checkbox"/>	365	<input type="checkbox"/>	1/27/2015
Edit	BP Plant 3 - Site Specific Orientation	<input checked="" type="checkbox"/>	365	<input type="checkbox"/>	1/27/2015
Edit	BP Plant 4 - Site Specific Orientation	<input checked="" type="checkbox"/>	365	<input type="checkbox"/>	1/27/2015
Edit	Confined Space - E/A/S/R	<input checked="" type="checkbox"/>	365	<input type="checkbox"/>	1/27/2015
Edit	Crane Operator - Crawler	<input checked="" type="checkbox"/>	730	<input type="checkbox"/>	1/27/2016
Edit	Excavation Awareness	<input checked="" type="checkbox"/>	365	<input type="checkbox"/>	1/27/2015
Edit	H2S (Hands On)	<input checked="" type="checkbox"/>	365	<input type="checkbox"/>	1/27/2015
Edit	Hand Safety	<input checked="" type="checkbox"/>	365	<input type="checkbox"/>	1/27/2015
Edit	Rigging - API RP 2D -	<input checked="" type="checkbox"/>	1095	<input type="checkbox"/>	1/26/2017

Agregar entrenamiento en un listado



- Para asignar a varios empleados a una misma capacitación, se puede crear un listado de entrenamiento (roster). Seleccionar **“Maintain Training Rosters”** (Mantener listado de entrenamiento) del menú para control de personal.
- Luego seleccionar la opción **“Create a New Training Roster”** (Crear un nuevo listado de entrenamiento) y agregar la fecha del curso.

Maintain Course Selection Pool

Maintain Course Bundles

Maintain Course Equivalents

Maintain Company Classifications

Maintain Employee List

Employee Listing Report

Maintain Training Rosters

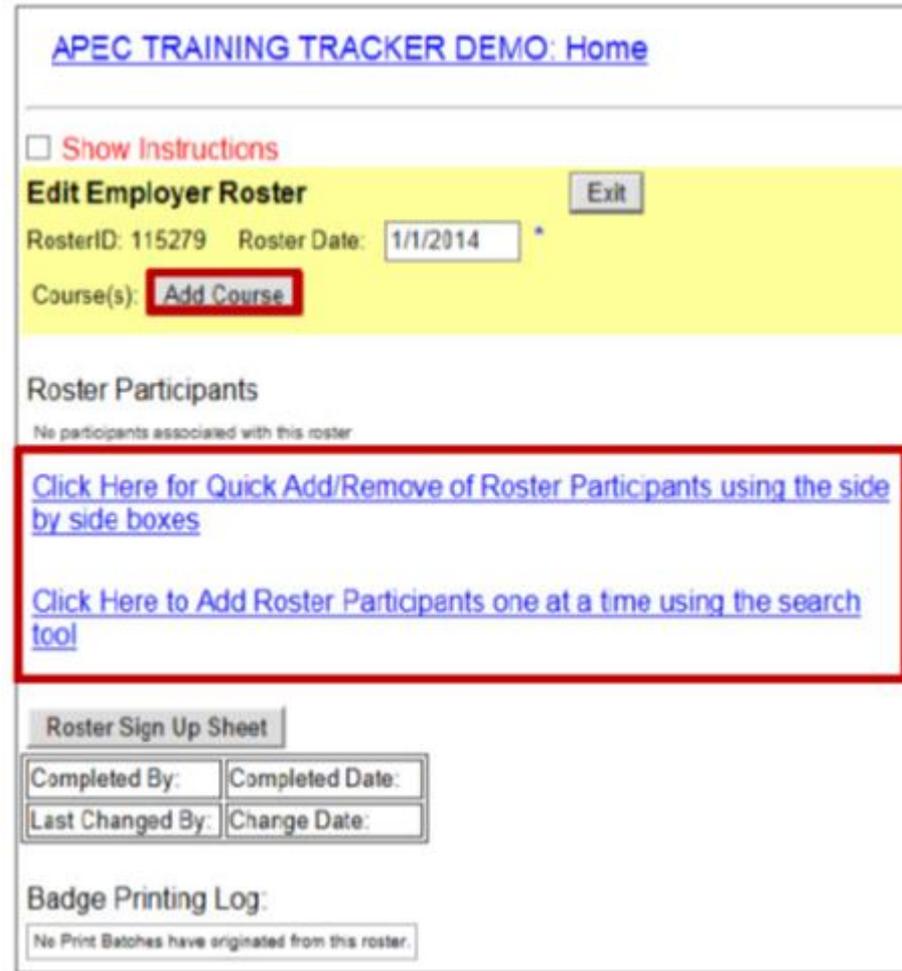
Training Matrix Administration

Training Needs Reports

Training Taken Reports

Ajuste del listado

- Ya que se ha seleccionado el curso, se completaran mas campos. Para escoger que empleados tomaran el curso, hay dos enlaces azules en el fondo para su selección.
- Agrega a los empleados para que se muestre la opción de completar el curso y entrenamiento.
- Después de seleccionar a los empleados del listado, dar clic en “Edit” (Editar) después de verificar los nombres de los participantes que hayan aprobado el o los cursos. Luego marcar el listado como completo para luego guardar los cambios.
- De esta forma el curso será acreditado para los empleados seleccionados.



[APEC TRAINING TRACKER DEMO: Home](#)

Show Instructions

Edit Employer Roster

RosterID: 115279 Roster Date:

Course(s):

Roster Participants

No participants associated with this roster

[Click Here for Quick Add/Remove of Roster Participants using the side by side boxes](#)

[Click Here to Add Roster Participants one at a time using the search tool](#)

Completed By:	Completed Date:
Last Changed By:	Change Date:

Badge Printing Log:

No Print Batches have originated from this roster.

CONTACTOS:



Capacitación en las siguientes Sucursales:

Estados Unidos . México . Centro América . Panamá y El Caribe

APEC – USA
Hwy 10 Katy,
TX 77949
1 713 893 8181

APEC – México
Gdl. Jalisco México
C.P. 45600
52 338 421 3000

APEC – Panamá
Calle 50 – El Tornillo
Piso 29 Panamá 0832
507 7977 6500 / 3333

APEC – Centro América
San Salvador, El Salvador
Whatsapp:
+503 7472 7233

www.allcranetec.com www.allkrane.com
efigeac@allcranetec.com efigeac@allkrane.com
Skype: allcranetec - allkrane