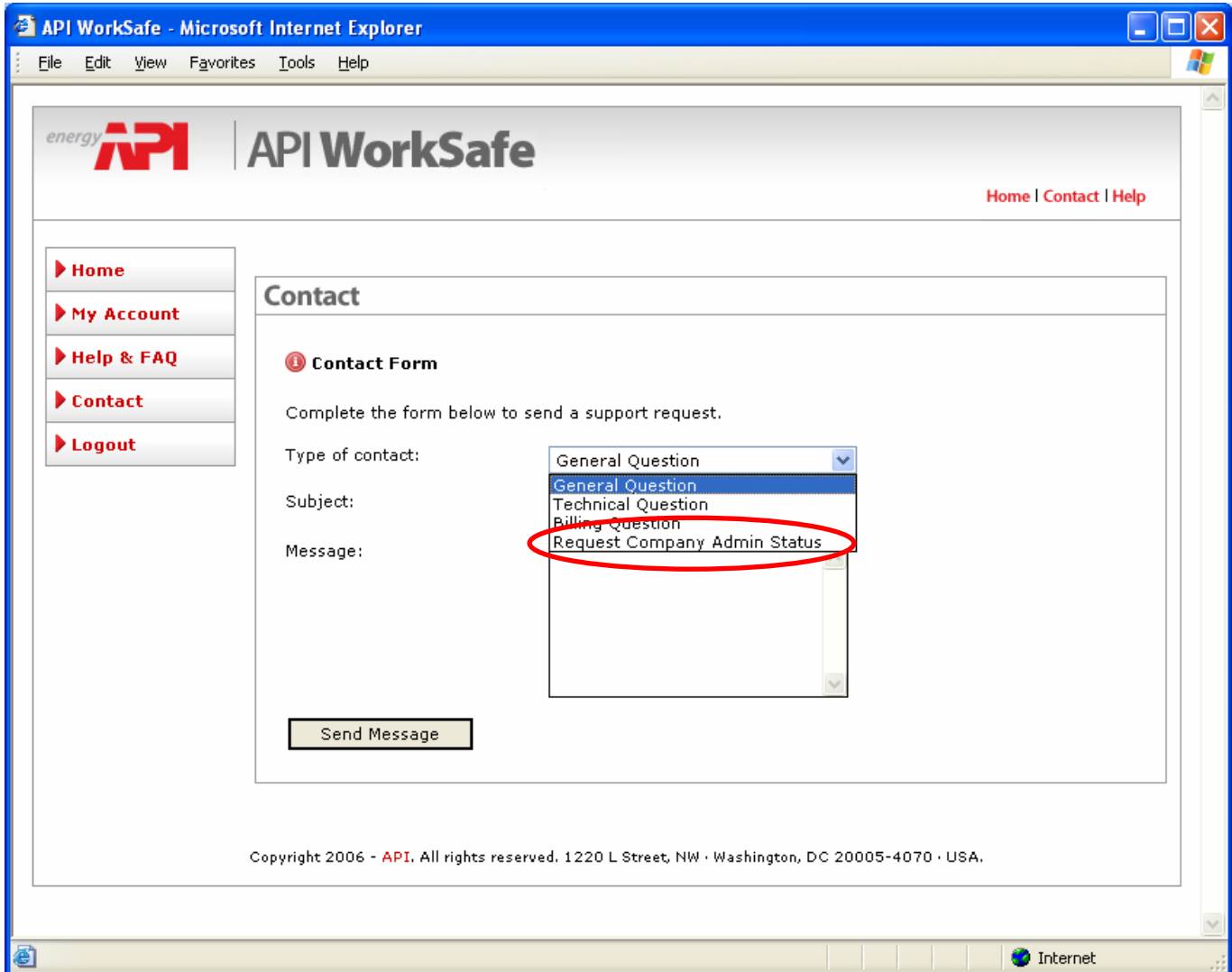


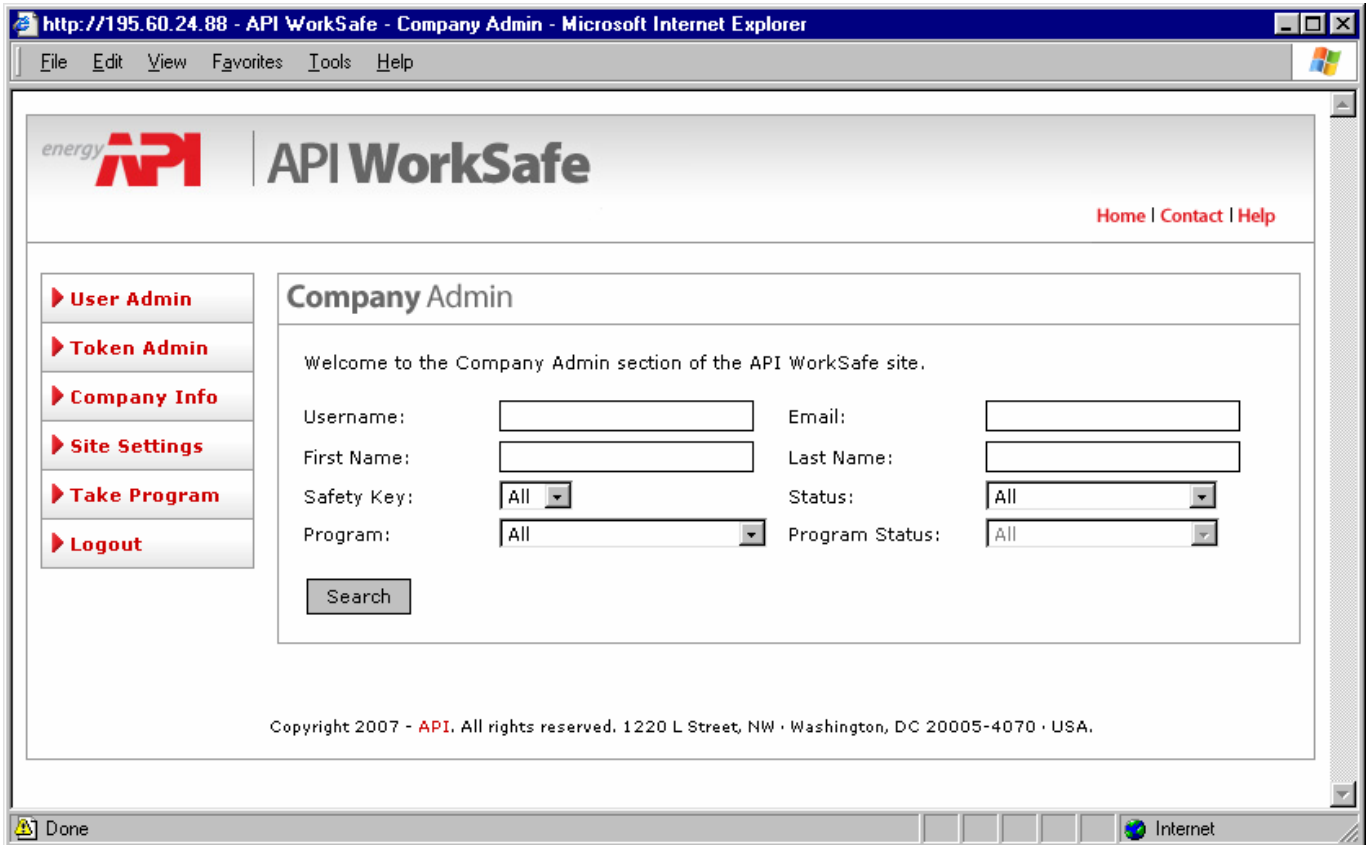
API WorkSafe - Company Admin Module

If an API WorkSafe user would like to be the “Company Administrator” for their company, they will notify API by using the contact form (see screenshot below). This contact form can be accessed by the various “Contact” buttons located throughout the WorkSafe website.



When the user clicks the “Send Message” button, API is notified and we will assign the account. If a company prefers, more than one company administrator account can be assigned per company.

Once a user is assigned as the company administrator, they will see the following screen when they log in.



Company Admin Home Page

When the Search button is clicked, the list of all users assigned to that company is displayed (see next page).

Additionally, a company administrator can use the various picklists and fields on the form above to search and refine the data displayed.

A company administrator will only be able to view information pertaining to their company. Many security features are used that will prevent accessing another company's data.

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File Edit View Favorites Tools Help

energy **API** | API WorkSafe

Home | Contact | Help

Company Admin

Welcome to the Company Admin section of the API WorkSafe site.

Username: Email:

First Name: Last Name:

Safety Key: Status:

Program: Program Status:

21 User(s) found

Username	Full Name	Email	Key	View
KeyoDidier123	Keyo Didier	certification@api.org	Yes	
AdrianNash	Adrian Nash	adriann@urgtech.co.uk	No	
EmilMara	Emil Mara	worksafe@api.org	No	
ATest	ad a	a@a.com	No	
Test test	Test test	certification@api.org	No	
adriannash002	adrian nash	adriann@urgtech.co.uk	Yes	
PrentissSearles	Prentiss Searles	searlesp@api.org	Yes	
worksafe2006	John Fredrickson	fredricksonj@api.org	No	
jklebba	Jesse Klebba	jesse.klebba@BP.com	No	
modinej	John Modine	certification@api.org	Yes	

Done Internet

Example of Company Admin User List.

Notice the “Export to Excel” button, which will save the user list as an Excel file.

Notice the “View” buttons (next to each user record). Clicking these buttons will display the user details (see next page).

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▶ **User Admin**

▶ **Token Admin**

▶ **Company Info**

▶ **Site Settings**

▶ **Take Program**

▶ **Logout**

User Management

- [Back to user search](#)
- [View user orders](#)
- [User program results](#)
- [Remove from company](#)

User Details

First name:	Keyo
Middle Name:	
Last name:	Didier
Username:	KeyoDidier123
Email:	certification@api.org
Job:	Business Systems Manager
Company:	API
Address 1:	1220 L Street
Address 2:	NW
City:	Washington
State:	District of Columbia
Province/Region:	
Zip:	20005-4070
Country:	United States
Tel:	202-682-8000
Fax:	202-682-8000
Registered:	Sep-19-06 03:08
Show in Directory:	Yes

Export User Details To Excel

Current Safety Key

<div style="border-bottom: 2px solid red; padding-bottom: 5px;"> <p style="text-align: center;">energy API API WorkSafe</p> <p style="text-align: center; color: red; font-weight: bold;">Safety Key</p> </div> <table border="0" style="width: 100%;"> <tr><td>Name</td><td>Keyo Didier</td></tr> <tr><td>Company</td><td>API</td></tr> <tr><td>Completed</td><td>19-Sep-06 03:49</td></tr> <tr><td>Expires</td><td style="color: red;">19-Sep-07</td></tr> </table>	Name	Keyo Didier	Company	API	Completed	19-Sep-06 03:49	Expires	19-Sep-07	<p>Key # 1020039</p> <div style="border: 1px dashed gray; width: 80px; height: 60px; margin: 10px auto; text-align: center; font-size: small;">(Optional Photo)</div> <p style="color: red; font-weight: bold;">I acknowledge that I have personally completed the API WorkSafe training</p> <p>Signature _____</p> <p>Date _____</p>
Name	Keyo Didier								
Company	API								
Completed	19-Sep-06 03:49								
Expires	19-Sep-07								

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Example of Company Admin - User Details

In addition to user details, a company administrator can also view user orders and program results.

The screenshot shows the 'User Management' section of the API WorkSafe Company Admin interface. On the left is a navigation menu with options: User Admin, Token Admin, Company Info, Site Settings, Take Program, and Logout. The main content area is titled 'User Management' and includes links for 'Back to user detail' and 'Print This Page'. Below these links, a text block states: 'The following list shows the most recent orders placed by the user.' and there is a button labeled 'Export User Orders To Excel'. A red message indicates '2 Order(s) found'. A table displays the order details for two orders.

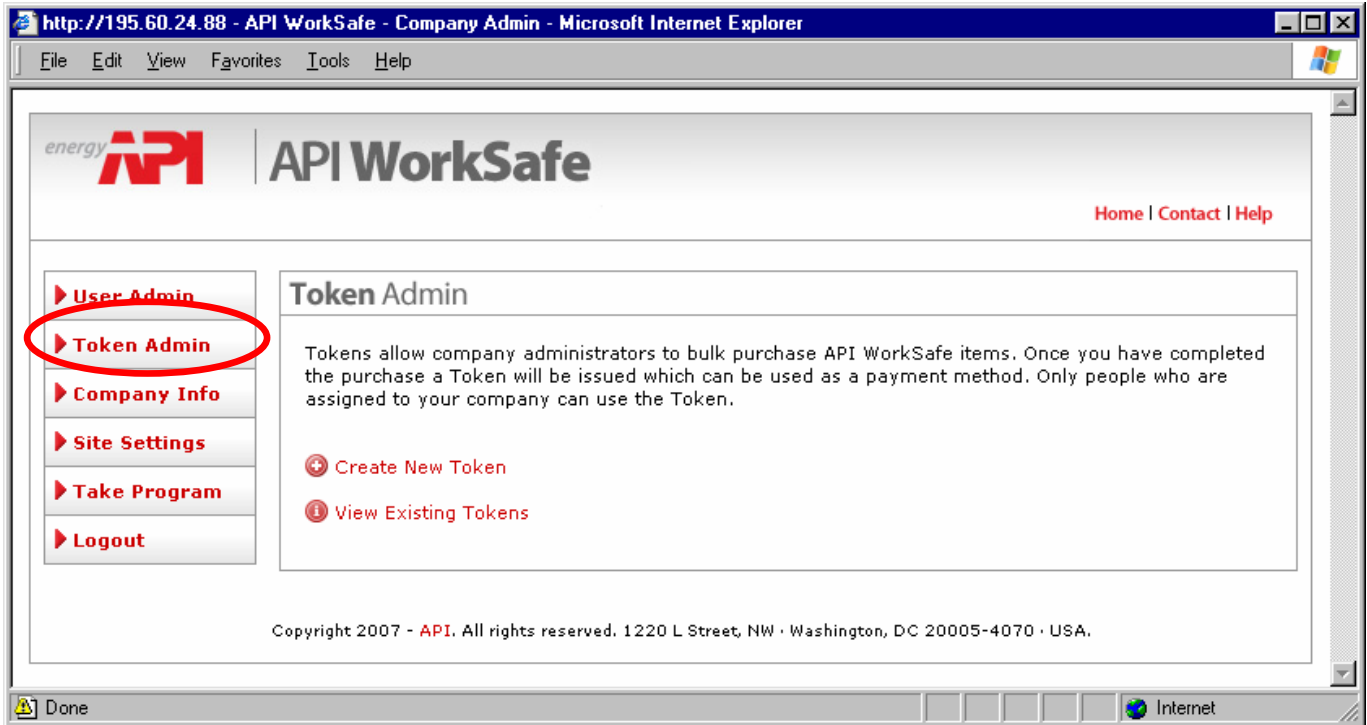
Order #	Approved	Order Details
1193	Yes	Date Purchased: 19-Sep-06 03:11 Order Total: \$20.00 Payment Type: Credit Card RP: Yes Training: Yes Exam: Yes Program: Service Station Contractor Safety Qualification Program
1192	No	Date Purchased: 19-Sep-06 03:10 Order Total: \$20.00

Example of Company Admin - User Orders

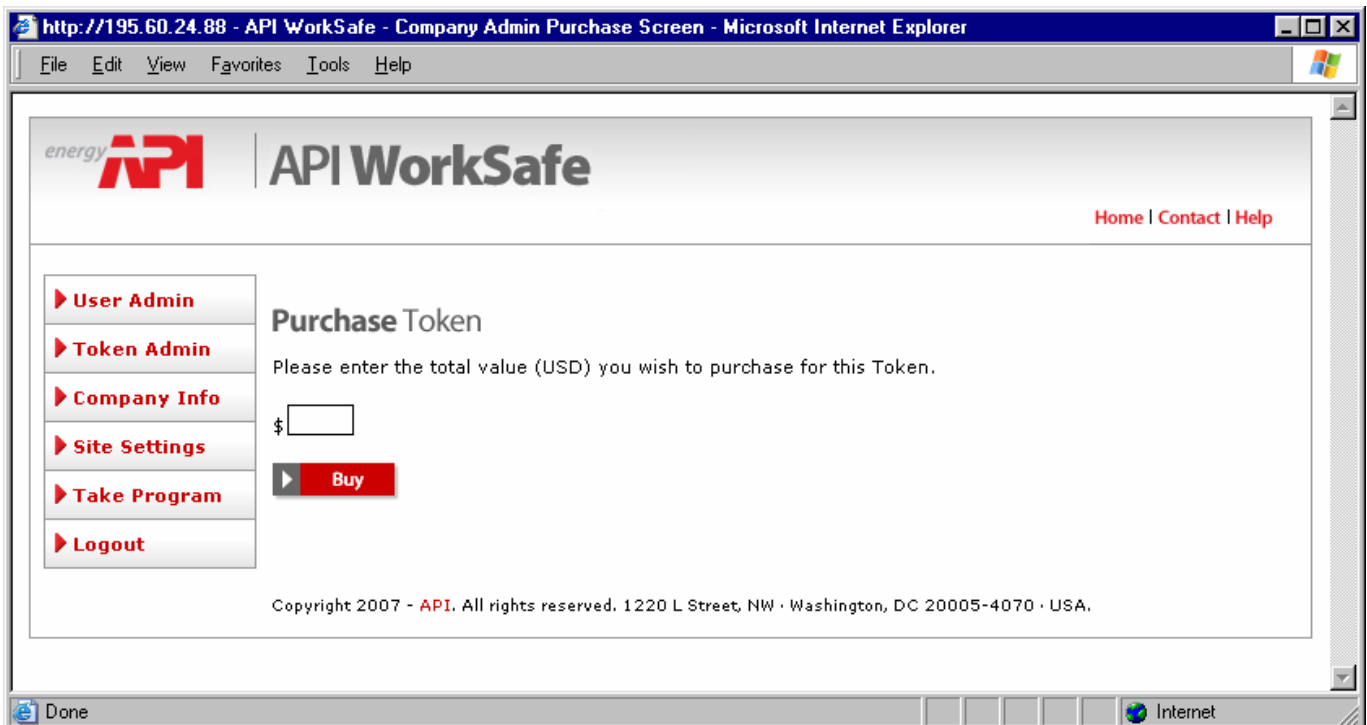
The screenshot shows the 'Reporting' section of the API WorkSafe Company Admin interface. The navigation menu on the left is the same as in the previous screenshot. The main content area is titled 'Reporting' and includes a link for 'User Program Results', 'Back to User Detail', and 'Print This Page'. There is a button labeled 'Export User Results To Excel'. Below this, a table displays the results for the 'Service Station Contractor Safety Qualification Program'.

Module Name	Start	End	Correct	Incorrect	Grade	Req	Status
Service Station Contractor Safety Qualification Program							
Started: Sep-19-06 03:17							
Status: Safety Key awarded							
Expires: Sep-19-07							
General Knowledge	Sep-19-06 03:17	Sep-19-06 03:20	7	0	100%	85%	Passed
Personal Protective Equipment (PPE)	Sep-19-06 03:21	Sep-19-06 03:24	8	1	88.89%	85%	Passed
Tool Selection--Hand, Pneumatic, Power	Sep-19-06 03:24	Sep-19-06 03:26	5	0	100%	80%	Passed
Driving Safety	Sep-19-06 03:26	Sep-19-06 03:29	7	0	100%	85%	Passed

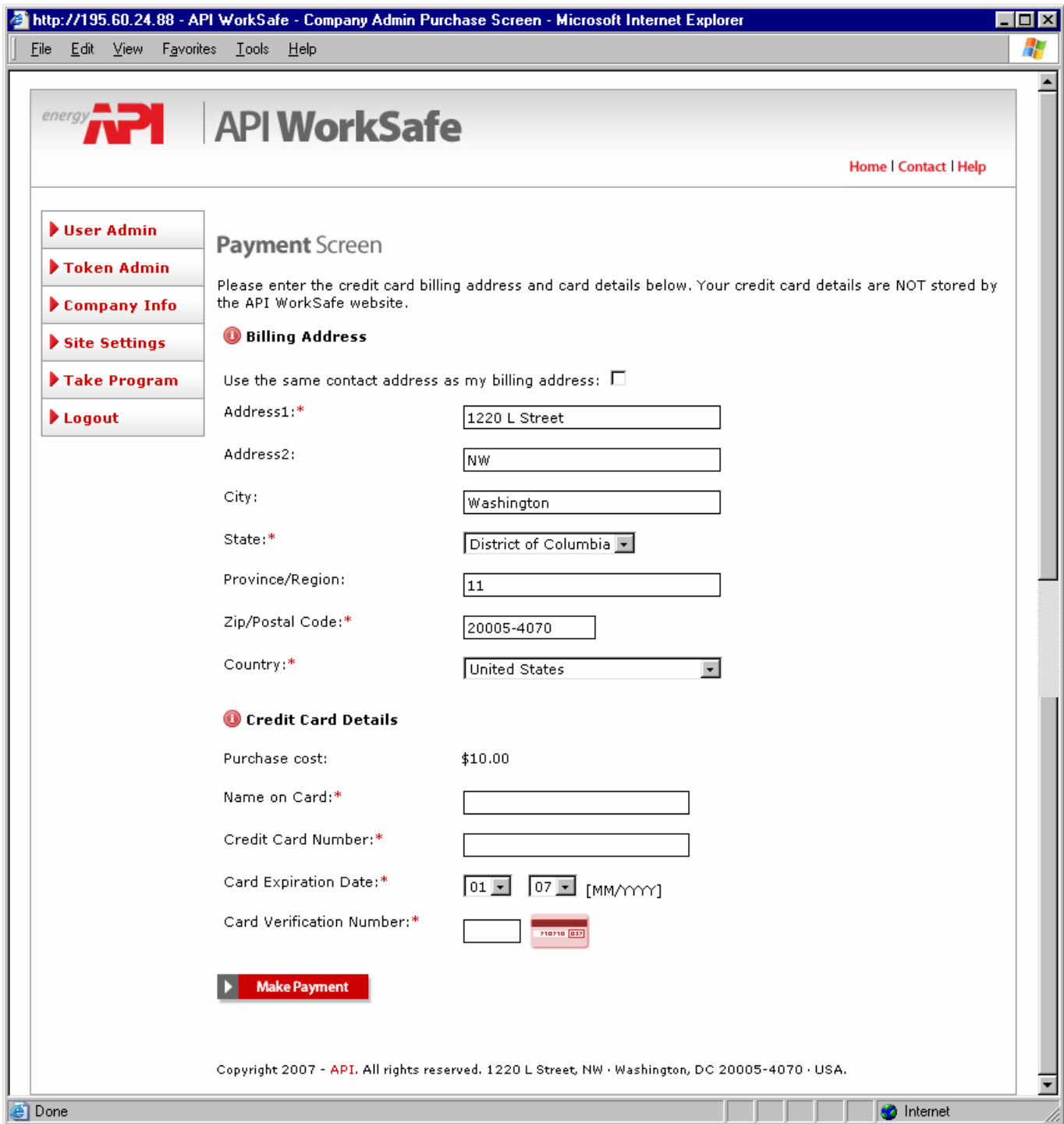
Example of Company Admin - User Program Results



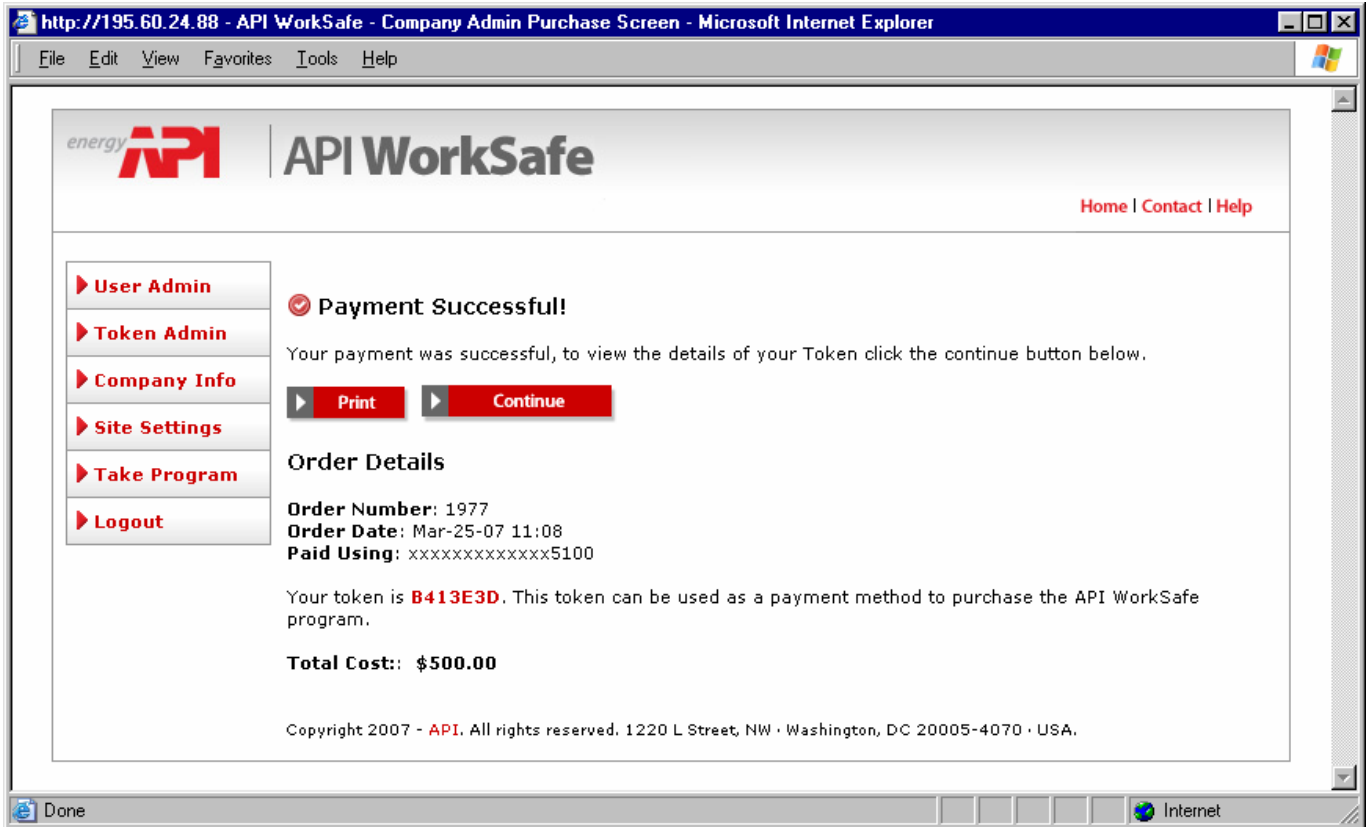
The Token Admin section is where a company administrator can create and manage tokens. Tokens are a way companies can pay for a group of users all at once. The system is designed to only accept tokens from people assigned to the same company. Below is the “Create New Token: screen:



Enter the amount of money you wish and click the Buy button. The following screen will appear.

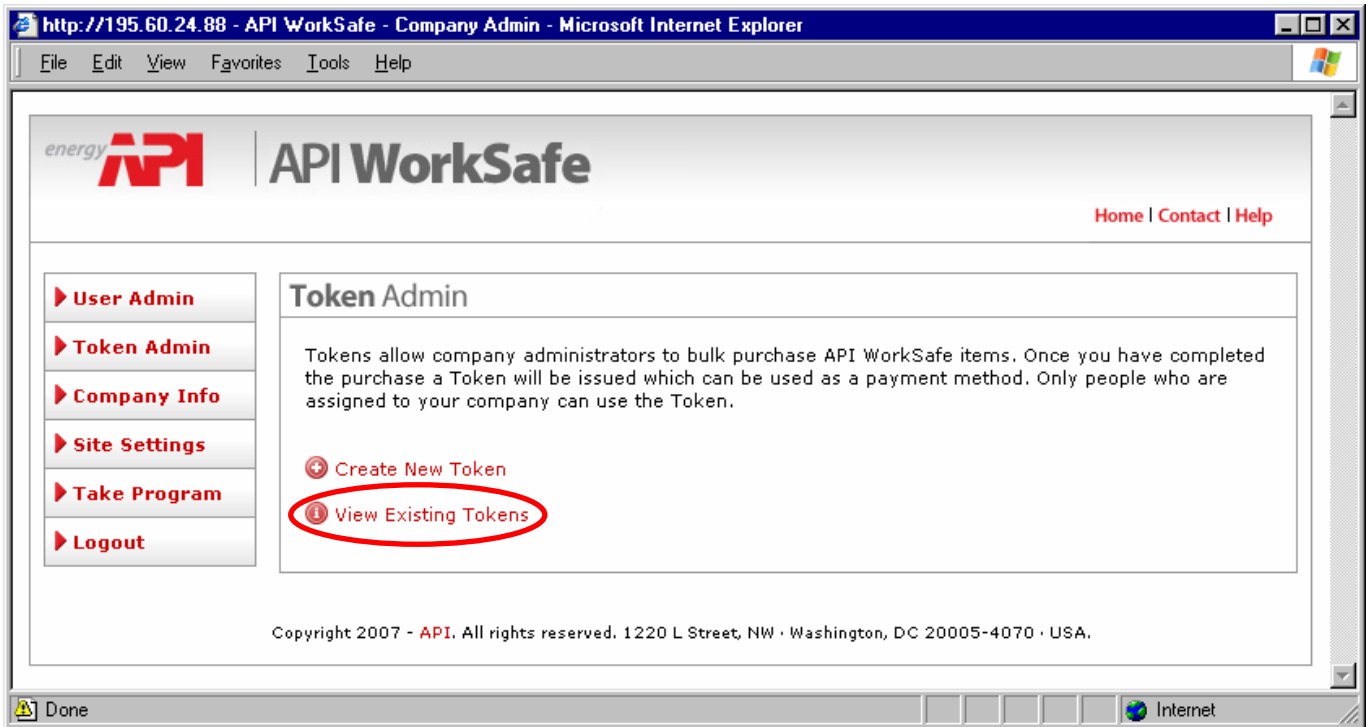


Once the information is entered on the payment screen and the “Make Payment” button is clicked (and the payment was successful), the following screen will appear:

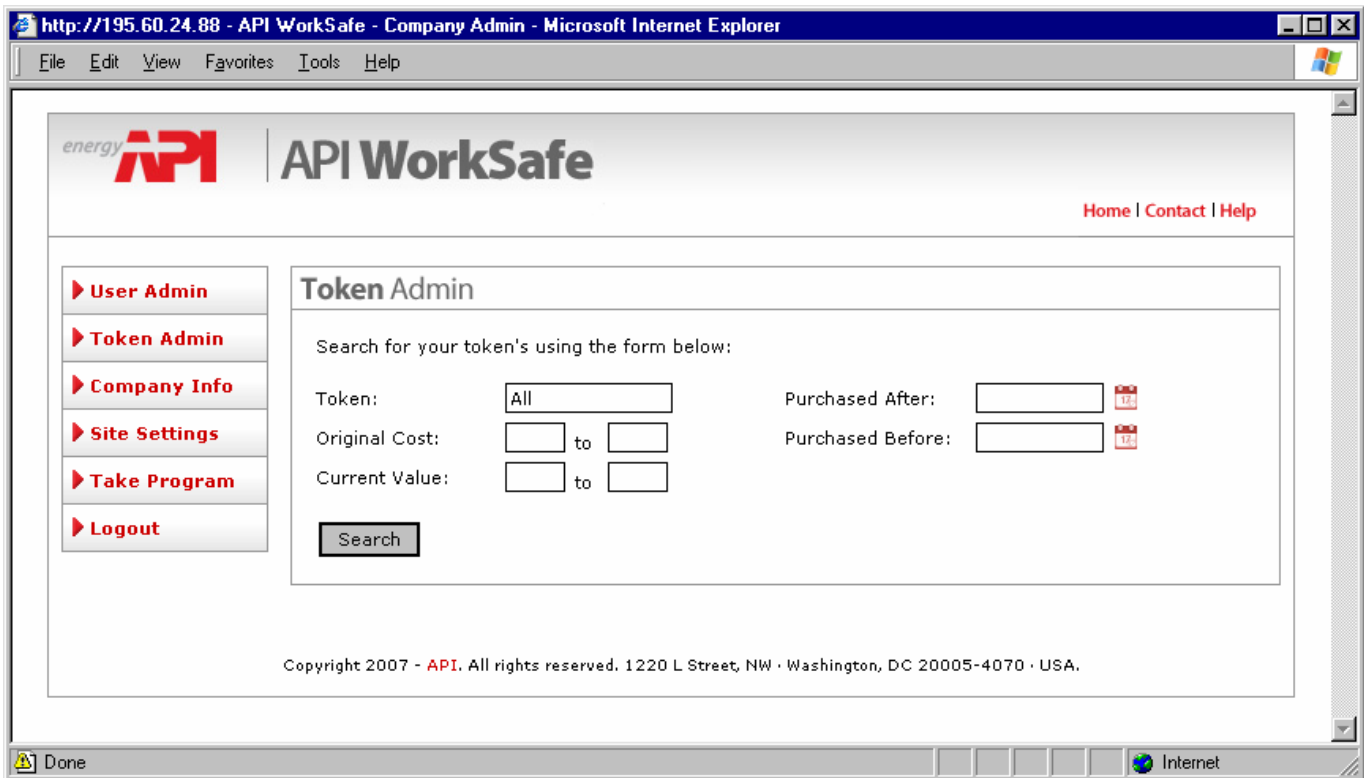


Click the Print button to print a receipt.

Click the Continue button to go back to the Token Admin page (below).



To manage existing tokens, click “View Existing Tokens” (above) and the following will be displayed:

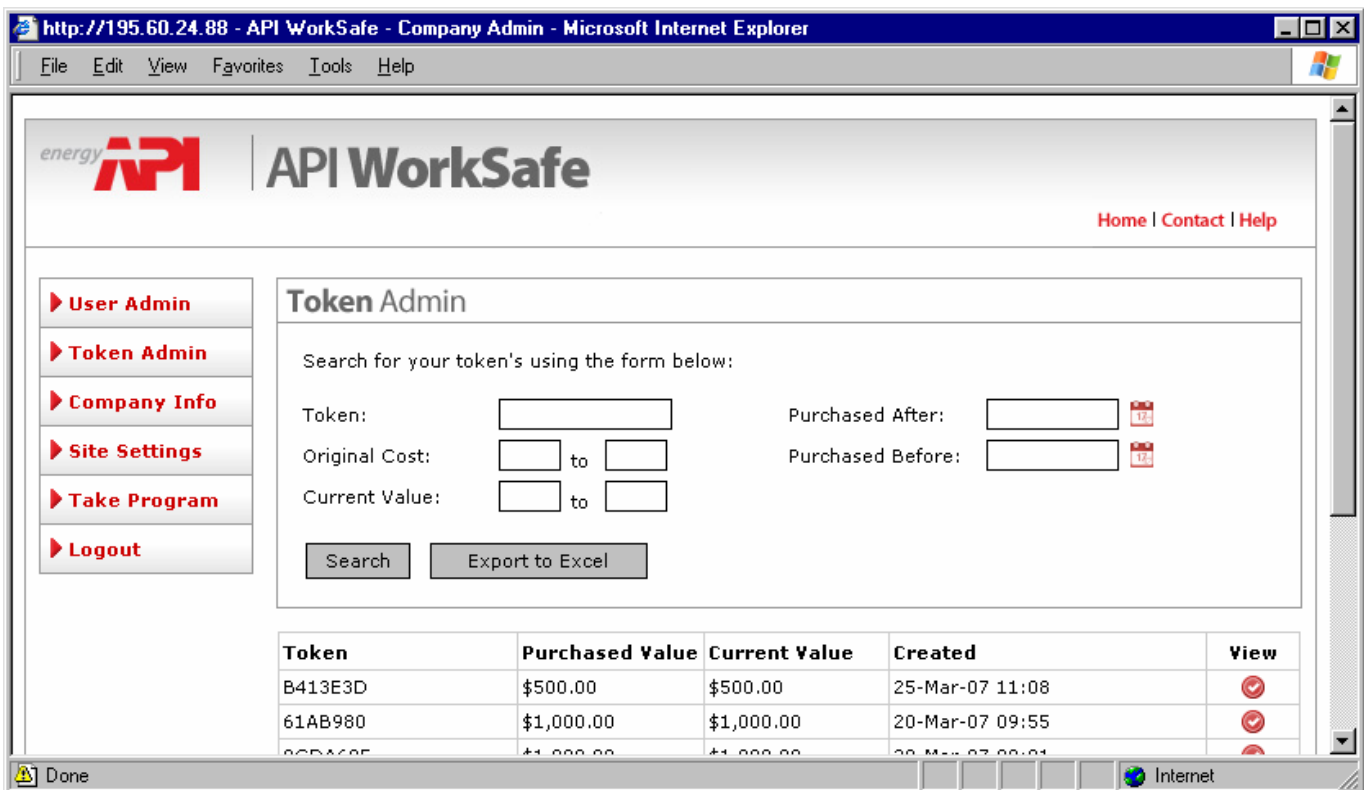


Example of Token Admin Screen

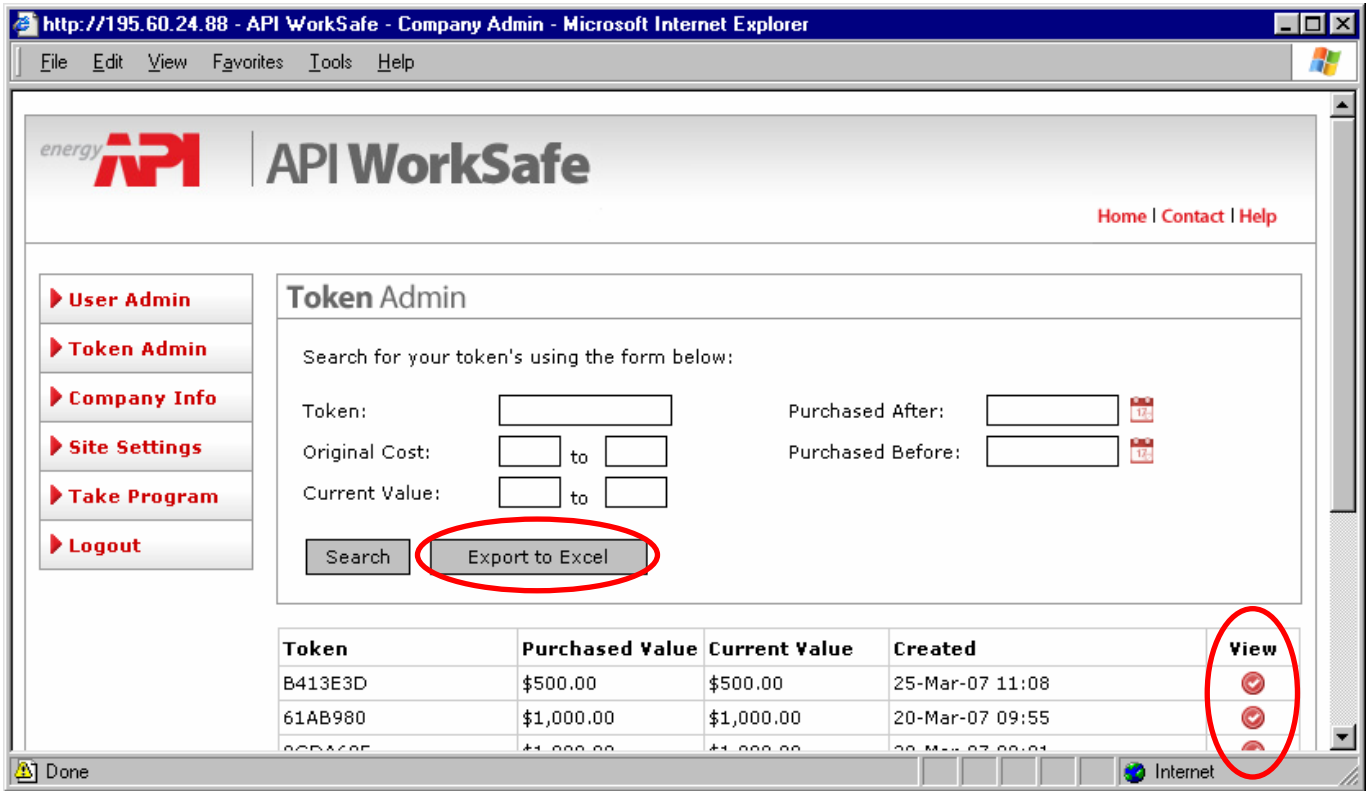
When the Search button is clicked, the list of all company tokens is displayed (see below).

Additionally, a company administrator can use the various fields on the form above to search and refine the data displayed.

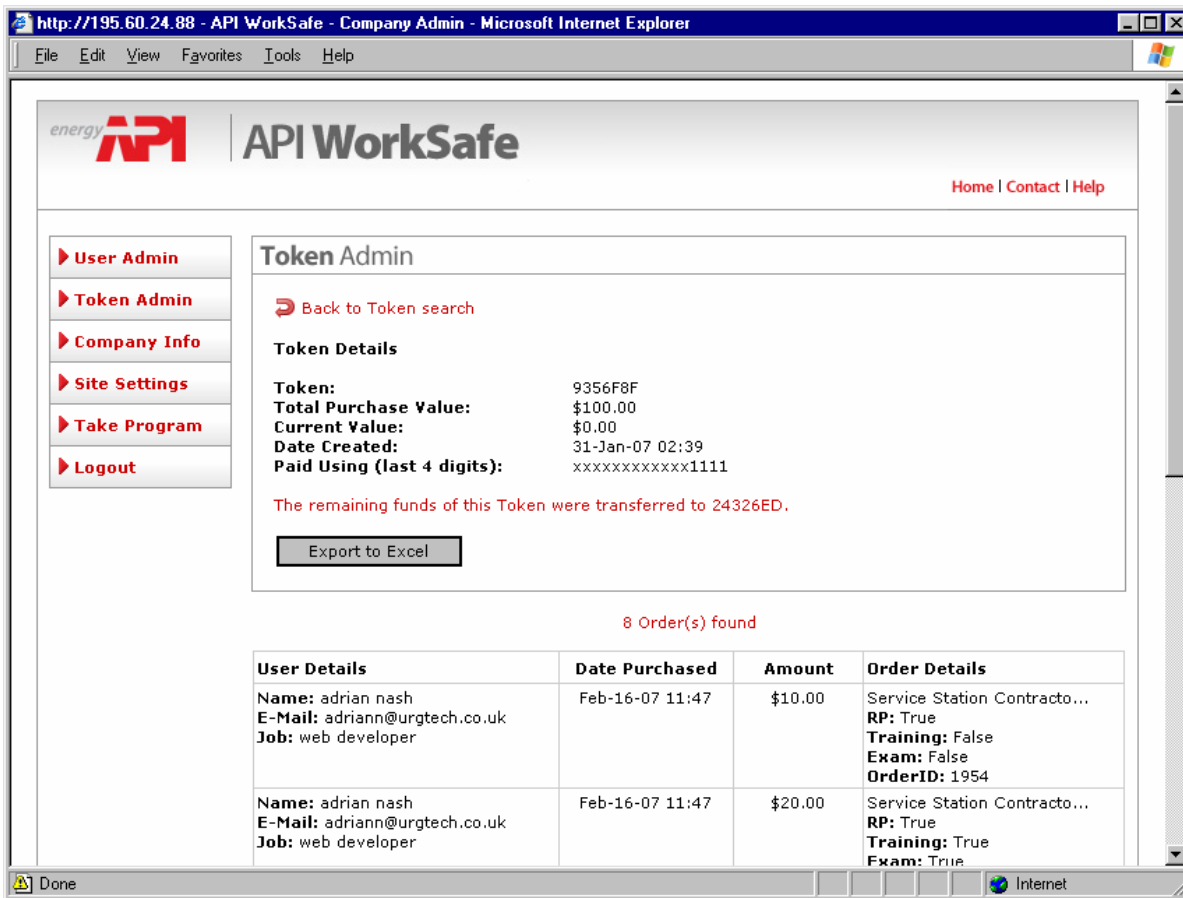
A company administrator will only be able to view token information regarding their company. Many security features are used that will prevent accessing another company's data.



The Token Admin form has the same “Export to Excel” and “View” buttons (see below) as the User Admin form.



Clicking the View buttons (located next to each token record) will display the following:



In addition to viewing the details of token orders, funds can be transferred from one token to the next (see below).

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File Edit View Favorites Tools Help

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▶ **User Admin**

▶ **Token Admin**

▶ **Company Info**

▶ **Site Settings**

▶ **Take Program**

▶ **Logout**

Token Admin

[Back to Token search](#)

Token Details

Token:	61AB980
Total Purchase Value:	\$1,000.00
Current Value:	\$1,000.00
Date Created:	20-Mar-07 09:55
Paid Using (last 4 digits):	xxxxxxxxxxxx5100

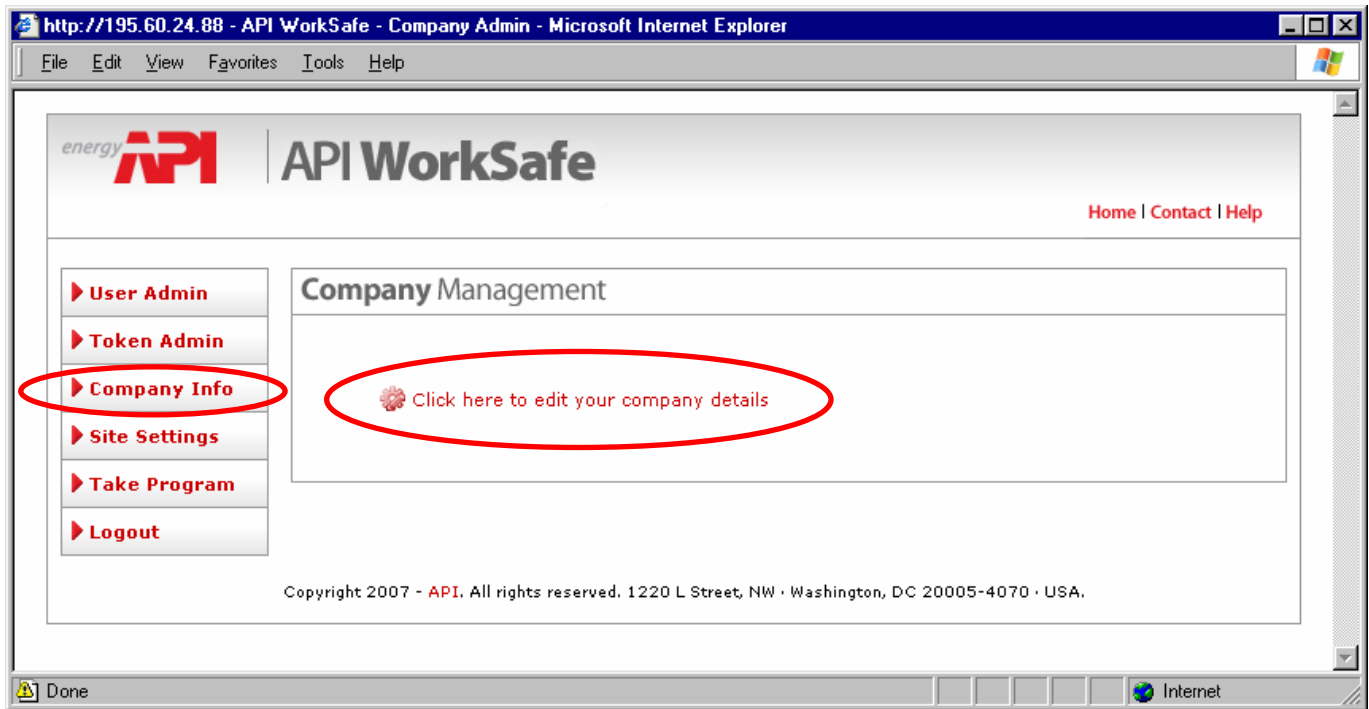
[Transfer Funds To Another Token](#)

No orders found

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Company information is managed by clicking the buttons below:



Company management consists of the following three screens:

- 1) general information
- 2) type of work company performs
- 3) the US states where the company works.

API is currently working on a free on-line directory that will allow your customers to search for and find your company. Items 2 and 3 above will be used in this directory.

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▶ User Admin
▶ Token Admin
▶ Company Info
▶ Site Settings
▶ Take Program
▶ Logout

Company Management

Modify Company

Company Name:*

Email:*

Address1:*

Address2:

City:

State:*

Province/Region:

Zip*

Country:*

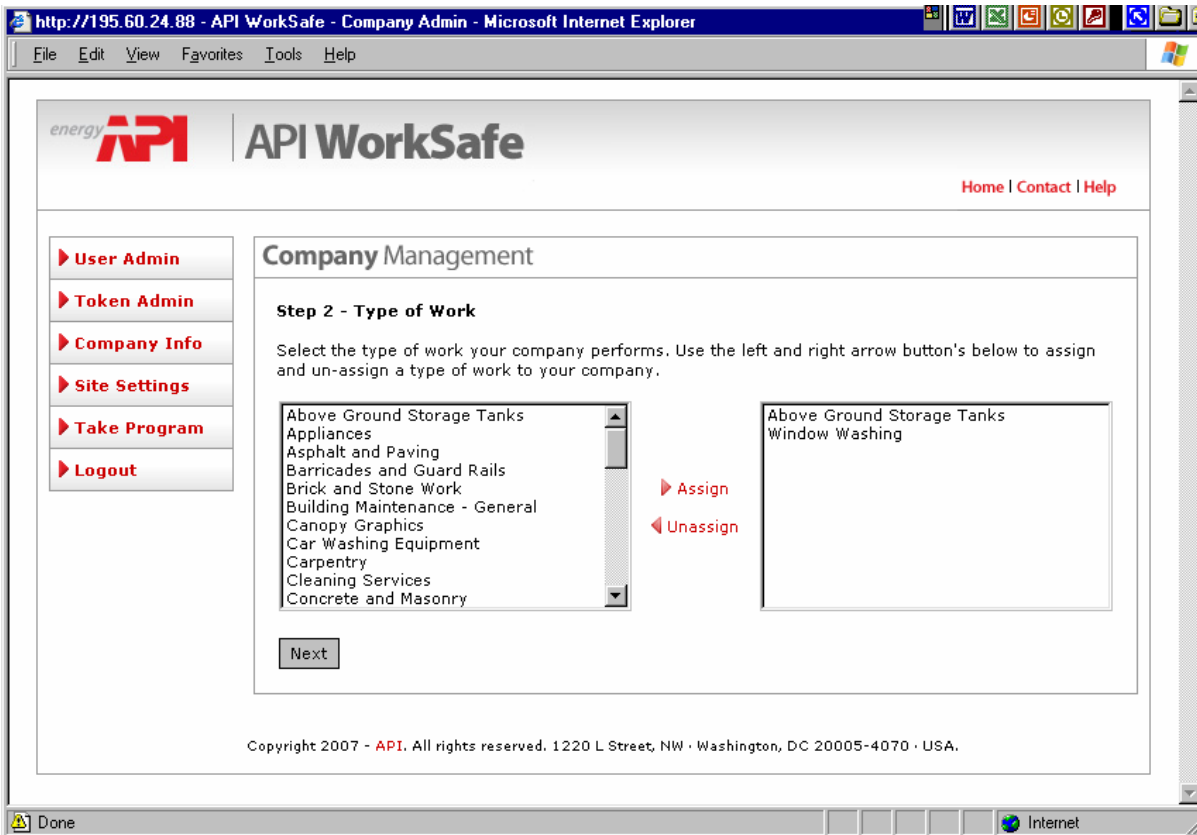
Tel:

Fax:

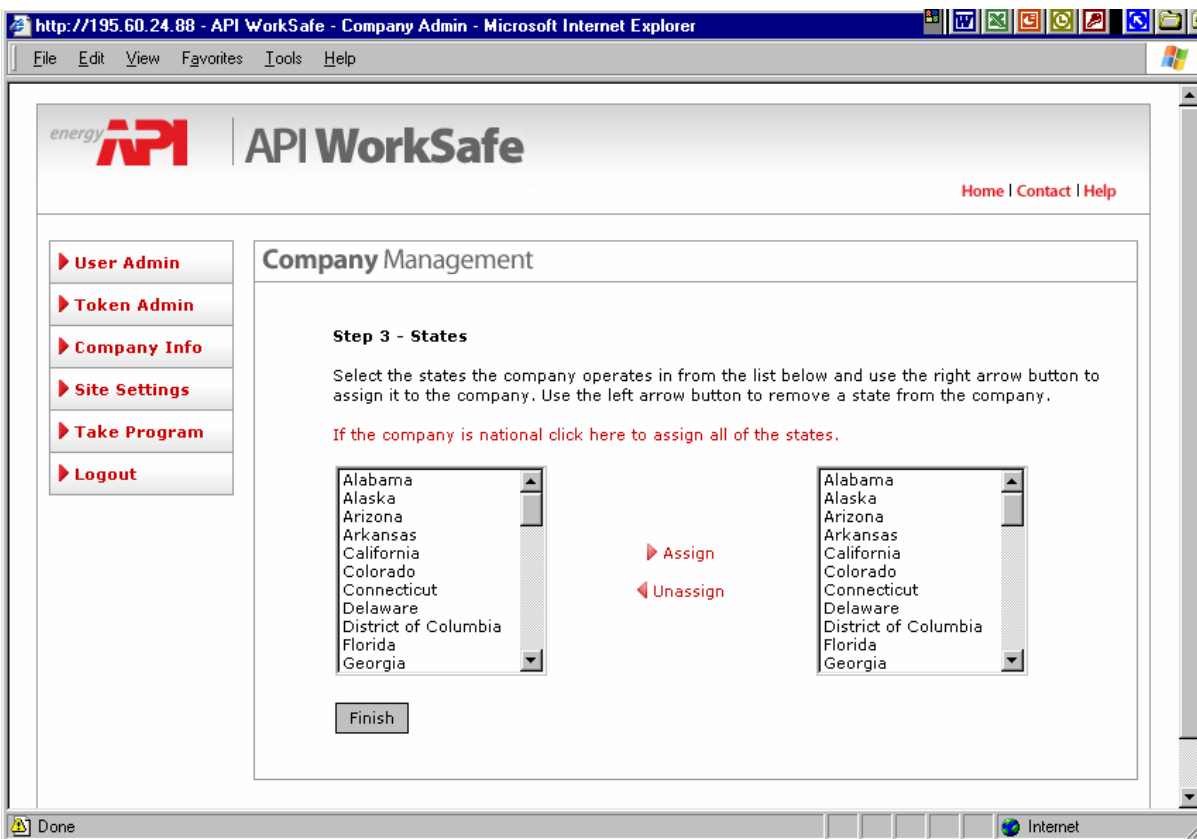
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Done Internet

Company Details



Type of Work Company Performs



US States Where Company Works

Site Settings allow the company administrator to set certain system parameters.

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File Edit View Favorites Tools Help

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▶ **User Admin**

▶ **Token Admin**

▶ **Company Info**

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▶ **Take Program**

▶ **Logout**

Company Admin

E-mail me when a user pays using a Token:

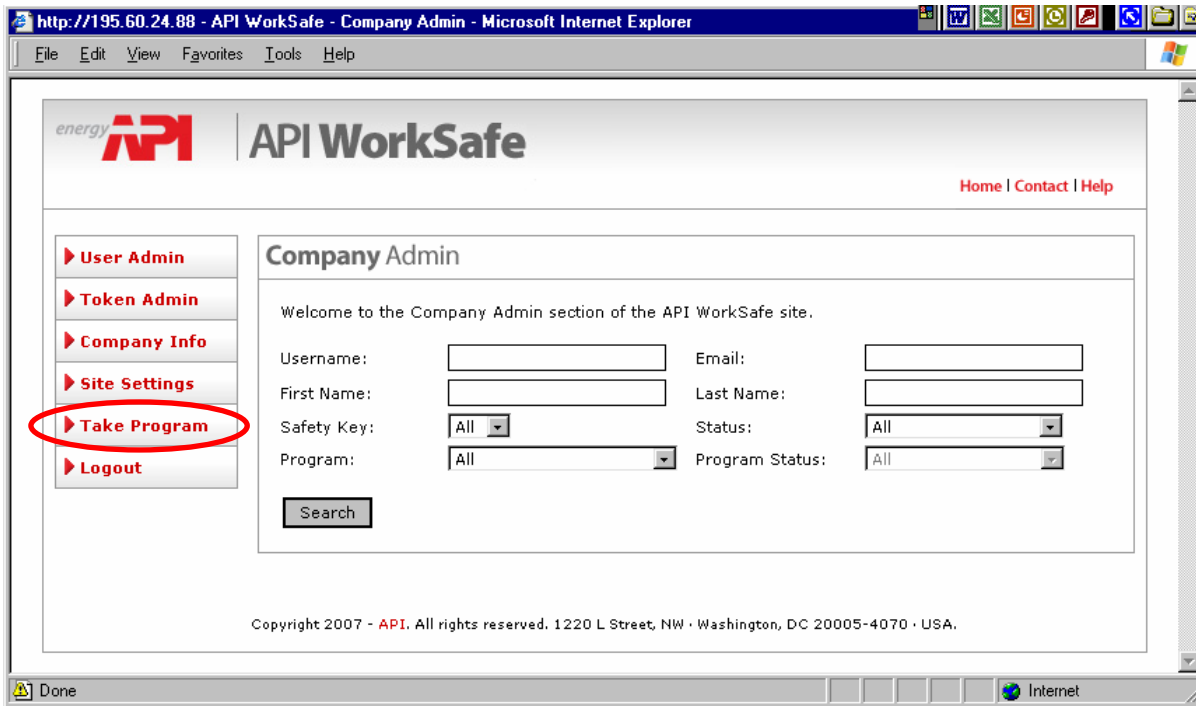
E-mail me when a Tokens goes under 10% of it's total:

Include all users in the Directory:

Exclude all users from the Directory:

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The “Take Program” button will take the company administrator to the main program page (see below):

