HCSS Safety – Skills

This document details how to review and update Skills in the HCSS Field Safety App.

Reviewing a Skill
Select the Skills & Certifications Icon from the Field Safety Home Page to Review the Skills.

Adding or Updating a Skill - Optional
Employees can be added to Skills and/or Employee's Skills can be updated in the Field **ONLY IF** the Manager has given permission for the Field User to accomplish this.

A. Reviewing Skills of Employees

1. Skills can either be reviewed as a List of Skills with the Employees who have those Skills or a List of Employees and the Skills that they have.
2. Chose one by tapping the **View** bar at the top of the page.


B. List of Skills and Employees with Those Skills

1. Skills are in two Libraries. One is **All** employees. The other list is Employees by **Jobs** they have been assigned to. Pick one by tapping the button on the right.
2. Each Skill will be shown with a list of Employees that have that Skill
3. If a Skill has an expiration date and the particular Skill is within the notification period, a **Yellow** Triangle will appear to the Left.
4. If the Skill has Expired, a **RED** circle will appear to the Left.
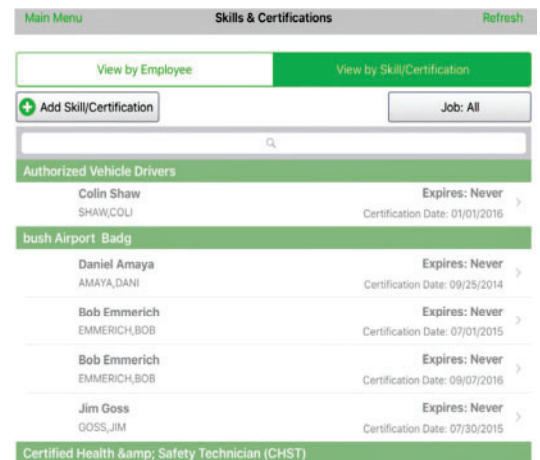
C. Employee List of Skills

1. Tap on Individual Employees to view details of the Employee's Skill.
2. Each Skill an employee has will be displayed.
3. The Certification date and an Expiration date (if Applicable) will be shown.
4. If there is an Attachment, such as a copy of the Certification, the files will be shown on the **Attachments** box.
5. The Attachment can be viewed by tapping on the **Attachments** box.
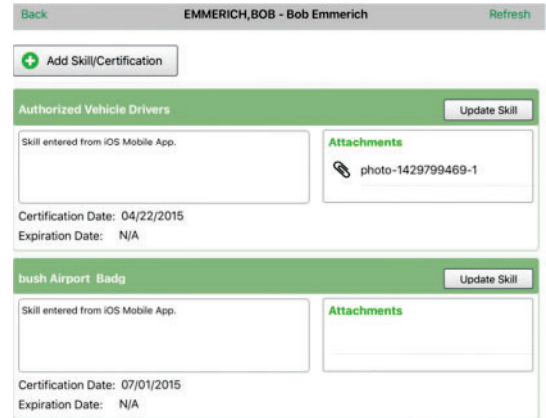
D. Adding or Updating a Skill - Optional

NOTE: The Field User **MUST** have permission from the **Manager** to be able to **Add or Update a Skill in the Field.**

1. To add an Employee to a Skill, tap on the **Add a Skill** button at the top of the Skills or Employee lists.
2. To Update a Skill tap the **Update Skill** button on an Employees individual Skill.
3. These actions will open the **Add Skill/Certification** Box.
4. Complete the Information requested.
5. If there is a document to be added to the Skill, tap on the **Add** button in the **Photos Box.**
6. Use the **Camera** feature to take a photo of the Certificate or pull a copy of a photo from the devices **Gallery.** It will then appear in the **Attachments** box.
7. When finished tap on the **Send** button in the upper right to send the update **Skill** to the Safety Manager.