



ONLINE TRAINING AND RECORDS MANAGEMENT PROGRAM

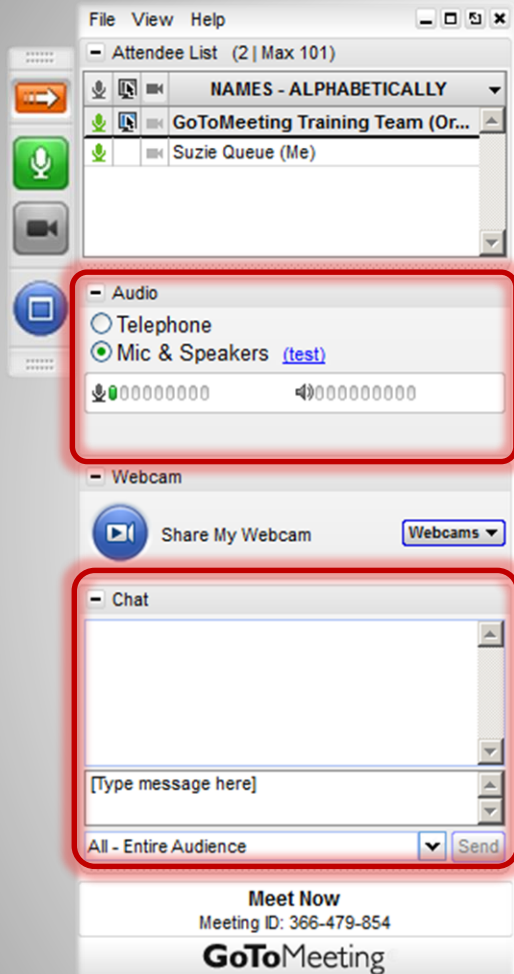
In partnership with



Host:
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GoToWebinar Basics



Using GoToWebinar Features

- Expand & collapse your Panel
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Go To Webinar Technical Support at
1-800-263-6317

H2O Know

Online Training Program



- ✓ ***Provides powerful tools and applications to deliver training***
- ✓ ***Complete contact hours 100% online: Technical & Safety***
- ✓ ***Deliver custom training***
- ✓ ***Track and record outside training activities***



H2O Know Online Training Program

- Web-based program
- Accessible from any location
- Information stored in the cloud


TS Academy Water

2

2

Amy Albanese | [My Profile](#) | [Sign Out](#)

Home
Administration
Community Resources
Account
Help



Home
My Assignments
Self-Assign
My History
My Credentials
File Center
Events
Forum

Schedule

NAME	DUE DATE
Driver's License Tracker Certification Tracker	Jul 31, 2014
Ethics Training Annual Training	Jan 01, 2015
Sexual Harassment Awareness Annual Training	Jan 01, 2015
Supervisor Required Training Annual Training	Jan 01, 2015
Grade D1 Water Distribution	Feb 01, 2016
Tailgate Meeting Tracker - Group Training Assignment	Aug 08, 2014
Sexual Harassment Awareness for Supervisors (California... Assignment	Aug 31, 2014

August 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Bulletin Board

Welcome to our online training and tracking platform. Your assignments are listed in the middle of the page, simply click on the name of one to begin. You can also update your account information, such as your password and security questions by click the ?My Profile? button at the top of this page.

If you have any questions on TargetSolutions? applications please access our Help section, located at the top of the page, for detailed written instructions along with FAQs and video tutorials. You can also always email TargetSolutions? support team at: support@targetsolutions.com or call 800.840.8048 with questions.

Thank you from the entire TargetSolutions team.





Accredited Content

H2O Know offers CA-DPH and CWEA approved online training and customized training content published by CA-NV AWWA. These online courses complement and substitute traditional hands-on training sessions.

substitute traditional hands-on training sessions

H2O Know Online Training Course Catalog

CA-NV AWWA TECHNICAL COURSES = 32 Contact Hours

CA-DPH APPROVED TECHNICAL COURSES = 22 Contact Hours












CA-DPH APPROVED SAFETY COURSES = 48 Contact Hours

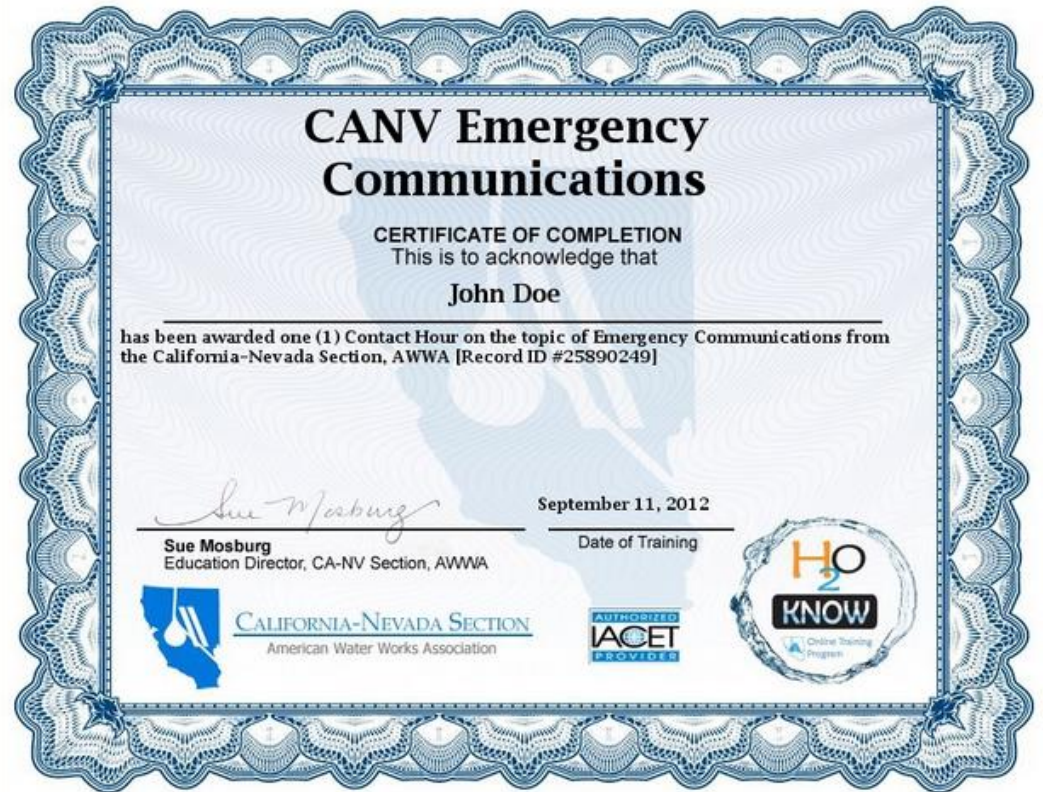
CWEA APPROVED COURSES = 64 Contact Hours

Additional Non-Contact Hour Courses: HUMAN RESOURCES & EMPLOYMENT PRACTICES



























































24/7 Access to Training History & Certificates

TYPE	NAME	COMPLETION DATE
	Tailgate Meeting	07/22/2014
	Captivate E-Learning Course	05/14/2014
	P-card Training	05/09/2014
	Captivate E-Learning Course	05/09/2014
	Captivate E-Learning Course	05/09/2014
	Captivate E-Learning Course	05/09/2014
	Captivate E-Learning Course	05/09/2014
	Performance Management	04/09/2014
	Alcohol-Free Workplace	04/07/2014
	Reasonable Suspicion of Alcohol for Supervisors	03/11/2014
	GHS Educational Video	02/12/2014



GENERATE REPORTS

Previously Generated Reports

DATE	OUTPUT	REPORT NAME	REPORT TYPE	ACTIONS
07/14/2014 12:33 PM	 	No Assignments - Aprils Report	No Assignments	 
06/23/2014 01:53 PM	 	Completions	Completions	 
06/23/2014 11:58 AM	 	Completions - Test Report	Completions	 
06/17/2014 06:02 PM	 	Completions	Completions	 
06/12/2014 05:47 PM	 	Incomplete Assignments	Incomplete Assignments	 
06/12/2014 05:45 PM	 	Completions	Completions	 
06/11/2014 09:45 AM	 	Completions	Completions	 
05/14/2014 01:35 PM	 	Completions	Completions	 
04/11/2014 04:30 PM	 	Report #10	Credentials	 
04/10/2014 01:43 PM	 	No Assignments - April's Report	No Assignments	 
04/10/2014 01:42 PM	 	No Completions - April's Month	No Completions	 
04/10/2014 01:38 PM	 	Incomplete Assignments - April's Report	Incomplete Assignments	 
04/10/2014 01:26 PM	 	Aggregate Completions - April's Report	Aggregate Completions	 
04/10/2014 01:18 PM	 	Users - April's Report	Users	 

Generate New Report:

Completions

Incomplete Assignments

Overdue Assignments

Users

No Completions

No Assignments

Aggregate Completions

Credentials

Credential Exception












[illegible]

TargetSolutions™ Generate Reports

- Excel Spreadsheet
- HTML Version

File Sharing Capabilities

- File Center
 - Upload Resources
 - Organize Files
 - Restrict Access






















-  Microsoft Word (.doc, .docx)
-  PowerPoint (.ppt, .pptx, .ppsx)
-  Excel (.xls, .xlsx)
-  Adobe Acrobat (.pdf)
-  Text (.txt)
-  Videos (wmv, asf, avi, flv, m4v, mov, mpg, mp4, m4a, 3gp, 3g2, mj2).
-  Audio (aac, ac3, mp3, ogg)
-  Image (.jpg, .jpeg, .gif)
-  Web (.html)
-  Articulate (.zip - see [Uploading a SCORM or Articulate Presentation](#) for more information)
-  SCORM Course (.zip - see [Uploading a SCORM or Articulate Presentation](#) for more information)

FILE CENTER

TS Academy Water File Center

Enterprise Files TS Academy Water's Files

Upload File or Add Link Create New Folder More ▾

	TYPE	NAME	OPTIONS
<input type="checkbox"/>	Folder	Events Caldendar	  
<input type="checkbox"/>	Folder	HR Forms	  
<input type="checkbox"/>	Folder	New Hire Onboarding Resources	  
<input type="checkbox"/>	Folder	Policy Review Documents	  
<input type="checkbox"/>	Folder	Resources Attached to Activities	  
<input type="checkbox"/>	Folder	Resources Attached to Courses	  
<input type="checkbox"/>	Folder	Training Videos	  

TargetSolutions™ File Center



TargetSolutions™ Certified Credentials



CA-DPH Water Distribution

Grades D1, D2, D3, D4, D5



CA-DPH Water Treatment

Grades T1, T2, T3, T4, T5



CWEA Wastewater

Grades 1, 2, 3, 4, 5



ACCREDITED



QUALITY TRAINING



EASY TO USE



CONVENIENT



COST EFFECTIVE

Training Management for Water and Wastewater Professionals ::

Better Training. Better Results.

GRADE D2

[Manage Credentials](#) > Grade D2

Credential Options

Categorized under **WATER: CA-DPH Water Distribution**
Pinned to top of user schedule
Viewable and/or **editable** by user
Requires **start date**, **expiration date**

Users

8 users currently enrolled in this credential
1 users have missed the deadline
0 users are approaching the deadline

Alerts (3)

Add Alert

MESSAGE	WHEN	WHO	INDIVIDUAL	DELIVERY
You have 30 days to complete your Grade D2 Contact Hours.	30 days before expiration	Administrator Supervisor User		Email Notifications
You have met the requirements for your Grade D2 credentials	Requirements are completed	Administrator Supervisor User		Email Notifications
Your Grade D2 has expired.	On expiration date	Administrator Supervisor User		Email Notifications

Topics

Add Topic

HOURLY BASED TRAINING	HOURS
Safety	4
Technical	12

TargetSolutions™ Manage Credentials

- Certified Credentials
- Customize Alert Messages
- Attach important documents
- Bundle together courses and activities



TargetSolutions™

Manage Credentials

- Users can easily track their own progress
- Administrators can allow access for users to edit credential
- Build and assign Custom Credentials

ANNUAL TRAINING FOR SUPERVISORS

[My Credentials](#) > View Credential: Annual Training for Supervisors

Annual Training for Supervisors

DESCRIPTION	Annual Training that must be completed all Supervisors.
CATEGORY	Annual Training Learning Tracks
NUMBER	
START DATE	Jan 1, 2014
EXPIRATION DATE	Dec 31, 2014

Requirements



33%

TOPIC	REQUIRED	APPLIED	NEEDED	COMPLETED
Motor Vehicle Safety Overview for Supervisors	1 Hours	0	1	0
Performance Management	1 Hours	1	0	1
Reasonable Suspicion of Alcohol for Supervisors	1 Hours	1	0	1
Reasonable Suspicion of Drugs for Supervisors	1 Hours	0	1	0
Sexual Harassment Awareness for Supervisors	2 Hours	0	2	0
Total	6	2 (33%)	4	2

Completions

DATE	TITLE	TOPIC	PROVIDER NAME	PROVIDER #	CREDITED
Mar 11, 2014	Reasonable Suspicion of Alcohol for Supervisors	Reasonable Suspicion of Alcohol for Supervisors	TargetSolutions		1 hour(s)
Apr 9, 2014	Performance Management	Performance Management	TargetSolutions		1 hour(s)

Training That Applies

TYPE	TITLE	TOPIC	CREDITED
	Motor Vehicle Safety Overview for Supervisors	Motor Vehicle Safety Overview for Supervisors	1 hour(s)
	Reasonable Suspicion of Drugs for Supervisors	Reasonable Suspicion of Drugs for Supervisors	1 hour(s)



ARC Auto-Renew Credential



Drivers License Tracking
Certification Tracker



Advanced Construction Safety
Assignment



Advanced Construction Safety
Assignment



Advanced HAZWOPER Assignment

ptions

This credential requires:

- ☒ Start Date
- ☒ Expiration Date
- ☐ Credential Number

Allow users to view and/or edit this credential:

- ☒ Yes
- ☐ No

Allow users to view in:

- ☒ My Credentials
- ☒ Schedule
- ☐ Pin to Schedule

Allow users to edit:

- ☐ Start and Expiration Dates
- ☐ Credential Number
- ☐ Attachments

☐ Allow users to add or remove this credential

If all credential requirements have been completed within the user's specified dates, automatically renew credential:

- ☒ On requirement completion date
- ☐ On expiration date
- ☐ Do not automatically renew credential

Renew credential for:

12 months

Save Delete Go Back

Easily Schedule Ongoing
Credentials to Automatically Renew and
Eliminate Unnecessary E-mail Alerts with New
ARC Enhancement



TargetSolutions™

Activities Builder


Deliver and Track Custom Training

- Build personalized activities for easy tracking and management
- Customizable for specific training and compliance
 - Professional seminars
 - Daily Drills
 - Tailgate Talks
 - Job Site Training
- Easily generated reporting

TRAINING:
Tailgate Meeting

Tailgate Meeting Tracker

Date Complete

 ▼ *

Instructor *

☐ Buggs Bunny

☐ Chesire Cat

☐ Cinderella Charming

☐ Donald Duck

☐ Elmo

☐ Walt Disney

What safety topic(s) were covered? *

☐ Hazard Communication

☐ Slips, Trips, & Falls

☐ Bloodborne Pathogens

☐ Driver's Safety

☐ Sexual Harassment Awareness

Training Type *

☐ Conference

☐ In-house

☐ Online

☐ Other

If you selected Other, please fill in below:

Training Type



TRAINING:
GHS Educational Video

GHS Standard Training Video

After watching the video, please complete the electronic signature portion of the activity.



GHS Educational Video from MCCS Video on Vimeo.

TargetSolutions™ Activities Builder


ACTIVITIES BUILDER


 Search Activities

All Activities

- 2014 HR Training Workshop
- 2014 Sexual Harassment Policy Review
- Accident - Incident Report Form
- Affordable Care Act Policy Review
- Benefits Overview Meeting
- Bloodborne Pathogens Training - Classroom
- Certificate Uploader
- Chapter 07: Fire Extinguishing Agents
- Driver's License Expiration Date Tracking
- Driver's License Tracking
- Driving Standards
- Electronic Acceptable use policy (PAST)
- Ergonomics Survey
- Ergonomics Survey for Admin

Create a New Activity

 Manage Components

 Import Example Activities

Categories

Add New

- All Activities
- 2014 Policy Review (3)
- Accident Reports (1)
- Certificate Completions (1)
- Computer Training (3)
- Evaluations (1)
- Group Training (1)
- HTML (3)
- In-Person Training (4)
- Inspections (4)
- License/Certification (2)
- New Hire Orientation (3)
- Outside Training (1)
- Policy Review (3)

Attach Resources

- Videos
- Policy Documents
- PowerPoints
- Links

and much more!



Introducing: **TS Academy**



TAKE YOUR SKILLS TO THE NEXT LEVEL!

The TS Academy is a special seven-part webinar series for Administrators and Supervisors responsible for managing their organization's utilization of the platform.

Week 1 – Managing Users

Week 2 – Utilizing Resources

Week 3 – Building Activities

Week 4 – Building Credentials

Week 5 – Managing Assignments

Week 6 – Generating Reports

Optional Week 7– Blueprint for Success

Why choose the H2O Know Online Training Program?

Business as usual

- Multiple class fees
- Limited access to certificates & history
- Cost of travel, lodging, & food
- Time away from the office
- Scheduling conflicts



- One flat fee per year
- Certificates & history automatically save to one location
- Unlimited access to complete training - anytime, anywhere



Access the H2O Know Online Training Program

- Sign-up an entire utility!

Visit: <http://www.ca-nv-awwa.org/canv/web/OnlineTraining/web/education/online.aspx>

For Utility Sign-up/Questions:

Contact William Penn at 909-291-2116 or wpenn@ca-nv-awwa.org



A screenshot of the H2O Know Online Training Program website. The header says "ONLINE TRAINING" and "H2O Know Online Classes". A central "DEMO" button is surrounded by text: "Click here to see how easy online training is with CA-NV!". Below this are three bullet points: "Start Earning Contact Hours Today!", "Take AS MANY classes as you need for one full year!", and "Take classes AS OFTEN as you need for one full year!". A red button at the bottom says "CLICK HERE TO REGISTER NOW!". On the right, three boxes list recognized entities: "California Department of Public Health (CDPH)", "Nevada Division of Environmental Protection (NDEP)", and "CA-NV Section, AWWA Certification Program". A red note states: "*Both the California Department of Public Health (CDPH) and the Nevada Department of Environmental Protection (NDEP) recognize CA-NV as a provider of continuing education units and contact hours." A section titled "What is H2O Know?" explains the program's benefits and its compliance with technical and safety recertification requirements.



Access the H2O Know Online Training Program

- Sign-up as an individual!

Visit:

www.targetsolutions.com/canvawwaenterprise

For Questions:

Contact William Penn at **909-291-2116** or
wpenn@ca-nv-awwa.org

**CA-NV AWWA
members receive
discount!**

Don't have an H₂O Know username?
Click on 'California' or 'Nevada' below to start earning Contact Hours online!

H₂O Know Water College

Enroll Today!
Take advantage of H₂O Know, a comprehensive online training program that allows you to earn contact hours anytime, anywhere. To purchase, click on one of the links below.

California - Member	California - Non-Member
Nevada - Member	Nevada - Non-Member

CA-NV Section, AWWA members receive a \$70 discount:

- Members - \$229/year
- Non-members - \$299/year

If you are a member, once you select your state above, you will be prompted to enter your member security key. If you don't know your security key, please email Jennifer Sandoval at jsandoval@ca-nv-awwa.org.



Request an Office Visit or Pricing Information!

William Penn
Director of Educational Programs
Phone: 909-291-2116
Email: wpenn@ca-nv-awwa.org



- H2O Know Online Training Program Demo



Request a Demo Webinar!



Amy Albanese

Account Manager II

Phone: 858-376-1616

Email: amy.albanese@targetsolutions.com

- H2O Know Online Training Program Introductory Demonstration
- TS Academy Webinar Series for New Platform Managers



Q & A

What questions do you have regarding
H2O Know Online Training?



Amy Albanese | Account Manager II

Direct: 858.376.1616

Email: amy.albanese@targetsolutions.com





Thank you for attending!

