



PreventionLink™

The PreventionLink platform provides administrative control over activities provided to the user.

Administrators can allow users to self assign each of the organization's custom activities. When enabling self assign the administrators can also control if the assignment will require validation.

Users can self assign custom activities.

When an administrator allows for one of their custom activities to be self assigned, users can easily pull up the activity and complete it without the need to have it assigned manually by the administrator. This saves time for both the user and the administrator. This feature enables the tracking of user initiated tasks and frees the administrator from having to respond to requests for assignments.

Using this feature is easy. When using the Custom Activities Manager you simply check the Self Assign checkbox. You can have as many activities available set to Self Assign as you wish. You can continue to assign these activities normally as well, but everyone in the site will have the activity available at any time. The custom activity can also be setup to require validation after user completion if self assigned. This way you can assure completion was accurate.

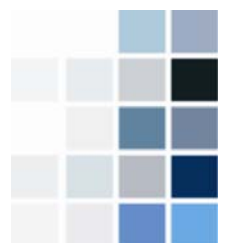
Feature Overview

Self Assignment Tools

- Administrator Controlled
- User Access

Included with PreventionLink Professional

Used by all organizations of any size or industry





Home Reports Assignments Users Resources

Custom Activities Manager

Categories

- Checklist (5)
- Daily Drills (1)
- Hazardous Buildings (2)
- ICS Qualifications (1)
- Inspections (4)

Inspections

[create a new activity](#) [edit this category](#)

Activities	Last Assigned	Completed	Self Assign
Building Inspection - October	02/28/08	0	<input checked="" type="checkbox"/> options
Conpmay Inspection - October	10/18/07	0	<input type="checkbox"/>
monthly safety inspection		0	<input type="checkbox"/>
Safety Inspection - October	10/25/07	1	<input type="checkbox"/>

When viewing your Custom Activities Manager you will see a checkbox under the heading **Self Assign**. When checked you will also see an **options** link that will take you to more detailed options, such as **Requires Validation**.

Welcome John Doe

Assignments (showing 6 of 169) Due

- Alcohol-Free Workplace
- Asbestos Awareness
- Back Injury Prevention
- Bloodborne Pathogens Safety
- Brunacini's Functional Boss Behaviors Preview
- Confined-Space Entry

[All Assignments](#) [History](#) [Self Assign](#)

Users will now see a **Self Assign** link in the assignments area on their home page.

When clicking on the Self Assign link they will be taken to the Self Assign listing page which shows all items that are allowed to be self assigned, including ones that require validation. Users will simply click on the desired item and they can complete it right away.

[All Assignments](#)

[History](#)

[Self Assign](#)

Self Assign shows all the custom activities that are available to be completed at any time. These custom activities do not need to be assigned by your administrator.

Type	Name
	Building Inspection - October
	Complete Monthly Expense Reports

The Self Assignment Tools are part of the PreventionLink platform and are available at no extra cost for Professional accounts.

Please contact client services for more information on this or any other feature of the PreventionLink Platform.

