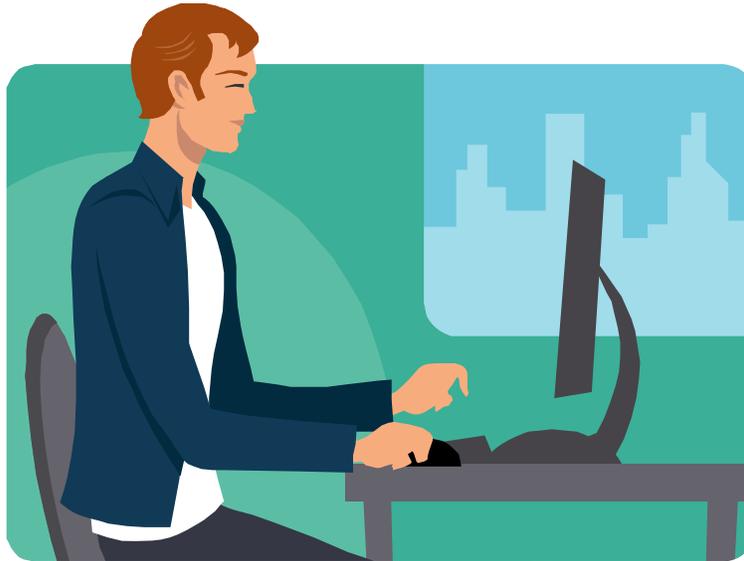


ESAMS[®]

General User's Manual



ESAMS Help Desk: (865) 693-0048

Fax: (865) 693-3242

www.hgwllc.com

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General User's Manual

Finding ESAMS

The web site login can be accessed directly by using the following URL:

https://esams.cnic.navy.mil/ESAMS_Gen_2/loginESAMS.aspx

Users can also find the login at <http://www.hgwllc.com>

Select the “[Customer Links](#)” hyperlink; then click on the “[ESAMS Login](#)” link that is located at the top of the Customers Links page.

Logging into ESAMS

The initial User ID is the **full last name and last five digits of his/her social security number**. For first time users, the default password is the **last five digits of his/her social security number**.

ESAMS
ENTERPRISE SAFETY APPLICATIONS MANAGEMENT SYSTEM

Server Time: 12/9/2008 11:37:13 AM

USER ID:

PASSWORD:

[ESAMS Account Retrieval](#)
[Forgot Password](#)
[Forgot User ID](#)

If you are experiencing difficulties, use "**ESAMS LOGIN HELP**" under ESAMS Help Info. If problems persist, contact the ESAMS Help Desk at **1-865-693-0048**

- When you click Login you will get a pop-up asking to use your PKI Certificate. If you do not have one, click cancel and continue.
- Please refrain from using the BACK button to navigate in ESAMS.
- To maintain web security a 20 minute inactivity disconnect is enforced. Please save changes at least every 20 minutes.

ESAMS Help Info	
ESAMS Login Help	Contact Webmaster
CAC/PKI Authentication Help	Help Desk

First time users will not be allowed to enter the system until the User ID and password are each changed from the initial settings and a security question has been entered. User IDs are not case sensitive so do not worry about capitalization; Passwords are case-sensitive and require both capital and lower-case letters. The user will first be required to change the User ID. The user must enter the Current User ID (the User ID that was used to login to the ESAMS website), then enter a new User ID. The User ID must be re-entered to ensure that the user is certain of the ID being entered. Clicking the “Continue” button takes the user to the next step.

The next step in the first time login process, the user must change the Password. The user must enter the Current Password (the Password that was used to login to the ESAMS website), then enter a new Password. The Password must be re-entered to ensure that the user is certain of the password being entered. Clicking the “Continue” button takes the user to the next step.

Next, first time users will see a screen in which they must select the specific security question using the drop-down box, then must enter the correct answer to the security question (shown below). Once this information is entered, the user should click the “Continue” button to move to the next step.

The screenshot shows the ESAMS website header with the logo and a navigation bar containing "Welcome Alyssa Jones" and "ESAMS Login Page". On the left, a vertical menu under the heading "OPTIONS" lists "Security Question", "Login Preference", and "Email Address". The main content area is titled "Security Question" and includes a red warning: "For enhanced security purposes it is MANDATORY for ALL USERS to set a security question, and select log in preference." Below this, there is a "Security Question:" dropdown menu with "Pet's Name" selected, and a "Security Question Answer:" text input field containing "Spot". A "Continue" button is positioned below the answer field. To the right, a yellow box titled "- Security Question Help -" contains a bulleted list of instructions: "Please select and answer a security question", "It is important that you remember the answer to the question selected.", "The purpose of the security question is an additional validation of the user identity.", "DO NOT GIVE ANYONE YOUR SECURITY QUESTION ANSWER.", and "If you need assistance with logging in, help desk personnel will ask for the answer to your security question to validate that you are the user calling."

The next step is for the user to select the Login Preference option. This will determine how the user is allowed to log into the ESAMS website in the future. The user may choose to login: 1) using PKI/CAC **only**, 2) using User ID/Password **only**, or 3) using both PKI/CAC and User ID/Password, which allows the user to login with either procedure. The user should click the desired option and click the “Continue” button.

The screenshot shows the ESAMS website header with the logo and a navigation bar containing "Welcome Alyssa Jones" and "ESAMS Login Page". On the left, a vertical menu under the heading "OPTIONS" lists "Security Question", "Login Preference", and "Email Address". The main content area is titled "Login Preference" and includes a red warning: "For enhanced security purposes it is MANDATORY for ALL USERS to select log in preference." Below this, it says "Please select your login preference below:" followed by three radio button options: "PKI only login verification", "User/Password login verification", and "Both PKI and Username/Password login verification". A "Continue" button is positioned below the options. To the right, a yellow box titled "- ATTENTION - PKI Only Login Rules" contains a bulleted list: "The PKI Only login setting will require the use of PKI/CAC for all future logins and this setting cannot be changed without the use your PKI/CAC."

ESAMS Login page when they return to Login to ESAMS in the future. Clicking on the “PKI Login” button will allow the user to login using only the PKI/CAC card. **Note: The PKI/CAC certificate must be in the PKI/CAC reader of the computer for the PKI/CAC login to work.**

PKI Owner: JAMES HAMILTON **PKI Login**

User ID:

Password:
(Password is Case-Sensitive)

Login

The last step in a first time login, the user must confirm the email address that is associated with the user's account. The current email address is listed in an open text field, in which the user may type any corrections to the address that are needed. Clicking on the “Continue” button completes the first time login process, and takes the user to the ESAMS Main page.

ESAMS

Welcome Alyssa Jones ESAMS Login Page

OPTIONS

- Security Question
- Login Preference
- Email Address**

Email Address

E-mail:

If an e-mail address is not shown below, please enter one.

Continue

- Email Address Help -

- Any requests for your password are mailed to your e-mail account.
- Please check the accuracy of your e-mail address.
- Used for Password Retrievals.

Users who have had the password reset by the ESAMS Help Desk will see the screen below, which will require them to change their password before entering the ESAMS website – they may change their security question and email at this point as well, but this is not required. The security question is used to identify the user in the case he/she cannot remember his/her login at a later date. The ESAMS Help Desk may ask for this information to verify the identity of a caller.

ESAMS

Welcome Alyssa Jones ESAMS Login Page

OPTIONS

User ID

Password

Email Address

Change Password

For enhanced security purposes it is MANDATORY for ALL USERS to update their password, set a security question, and select log in preference.

Current Password:

New Password:

Re-enter Password:

- Password Rules -

- Minimum 8 characters in length
- Must include at least:
 - Two numbers
 - Two upper case letters
 - Two lower case letters
 - Two special characters (Special characters are limited to !, @, #, %, ^, &, *, (,) and =)
- Cannot use any of the last 10 passwords.
- Must change password every 90 days.

ESAMS Account Retrieval

Forgot Password

Users who cannot remember their Password for ESAMS can click on the “ESAMS Account Retrieval” link to see the “Forgot Password” link. Clicking on the “Forgot Password” link opens a new window in which the user can retrieve his/her Password. After passing the web security page, the user must enter his/her correct User ID and answer the Security Question correctly. The answer to the Security Question must be typed exactly as it was entered (including capitalization) or the system will not recognize the answer. Once these actions are completed, ESAMS will send the user’s password to the email address on the user’s record. Alternatively, users logging in with a CAC/PKI certificate can change their password and then enter directly into the website.

USER ID:

PASSWORD:

ESAMS Account Retrieval
Forgot Password
Forgot User ID

ESAMS

User ID Assistance

You will be asked to enter the letters correctly for a CAPTCHA (letters in a distorted picture), after 4 incorrect tries you will have to close the popup and try again. If you have correctly answered the CAPTCHA you will be asked to Enter your Last Name and Full Social Security Number (Will be used for validation). If ESAMS accepts your Last Name and Social Security Number as valid, you will be asked to answer your Security Question. Then you can retrieve your User ID from the system.

If you have a problem retrieving your User ID please contact HGW for assistance. You can contact HGW at **1-865-693-0048** (M-F 0700 - 2000, Sat 0930 - 1500 ET). If you need help outside these hours, please leave a message, phone number and time you may be reached. You may also send an e-mail using the "Contact the Webmaster" on the ESAMS Log In page.

Type the characters you see in the picture below

Click Refresh to Change Image

Letters are Case-Sensitive

ESAMS

Password Assistance

If you have logged into the system before and selected a new password, you should have also selected a "Security Question" and provided an answer for that question. When you answer your "Security Question" correctly, your password will be e-mailed to the e-mail address stored in ESAMS.

If you do not have an e-mail address in ESAMS, you will have to contact HGW for assistance. You can contact HGW at **1-865-693-0048** (M-F 0700 - 2000, Sat 0930 - 1500 ET). If you need help outside these hours, please leave a message, phone number and time you may be reached. You may also send an e-mail using the "Contact the Webmaster" on the ESAMS Log In page.

If you forgot your password, enter your User ID below and click on the Get Security Question button.

Enter User ID:

ESAMS

Password Assistance

If you have logged into the system before and selected a new password, you should have also selected a "Security Question" and provided an answer for that question. When you answer your "Security Question" correctly, your password will be e-mailed to the e-mail address stored in ESAMS.

If you do not have an e-mail address in ESAMS, you will have to contact HGW for assistance. You can contact HGW at **1-865-693-0048** (M-F 0700 - 2000, Sat 0930 - 1500 ET). If you need help outside these hours, please leave a message, phone number and time you may be reached. You may also send an e-mail using the "Contact the Webmaster" on the ESAMS Log In page.

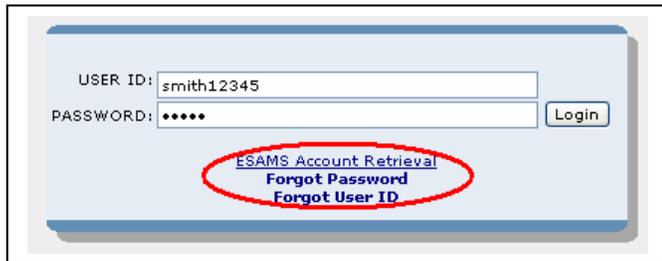
Question: **Pet's Name**

Answer:

Your password has been mailed to you at ryan.mcbawn@navy.mil If this e-mail address is incorrect, please contact the Help Desk at the above phone number.

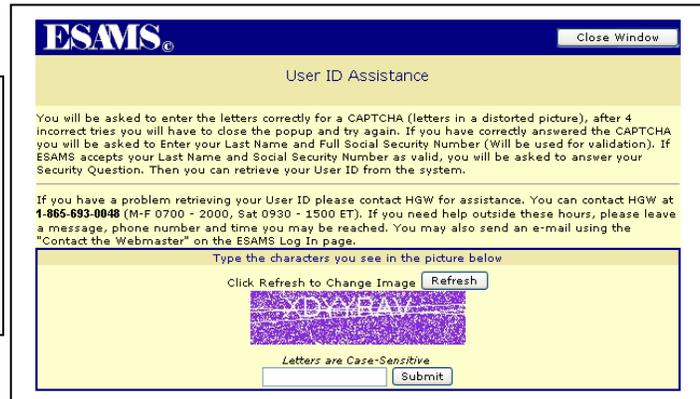
Forgot User ID

Users who cannot remember their User ID for ESAMS can click on the “ESAMS Account Retrieval” link to see the “Forgot User ID” link. Clicking on the “Forgot User ID” link opens a new window in which the user can retrieve his/her User ID. After passing the web security page, the user must enter his/her Last Name and Social Security Number, and answer the Security Question correctly. The answer to the Security Question must be typed exactly as it was entered (including capitalization) or the system will not recognize the answer. Once these actions are completed, ESAMS will display the user’s current User ID. Users who have not yet changed their User ID will be informed that the Login is the user’s Last Name and Last 5 digit of the SSN.



USER ID: smith12345
PASSWORD: ***** Login

ESAMS Account Retrieval
Forgot Password
Forgot User ID



ESAMS Close Window

User ID Assistance

You will be asked to enter the letters correctly for a CAPTCHA (letters in a distorted picture), after 4 incorrect tries you will have to close the popup and try again. If you have correctly answered the CAPTCHA you will be asked to Enter your Last Name and Full Social Security Number (Will be used for validation). If ESAMS accepts your Last Name and Social Security Number as valid, you will be asked to answer your Security Question. Then you can retrieve your User ID from the system.

If you have a problem retrieving your User ID please contact HGW for assistance. You can contact HGW at **1-865-693-0048** (M-F 0700 - 2000, Sat 0930 - 1500 ET). If you need help outside these hours, please leave a message, phone number and time you may be reached. You may also send an e-mail using the "Contact the Webmaster" on the ESAMS Log In page.

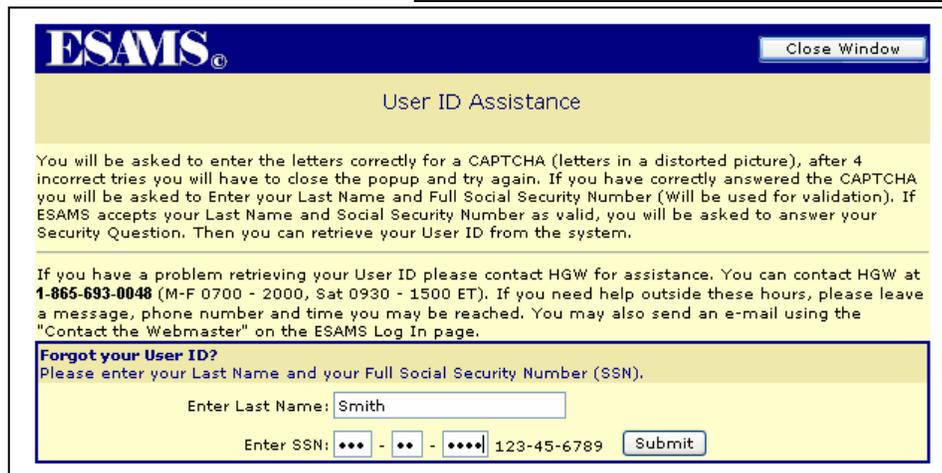
Type the characters you see in the picture below

Click Refresh to Change Image Refresh



Letters are Case-Sensitive

Submit



ESAMS Close Window

User ID Assistance

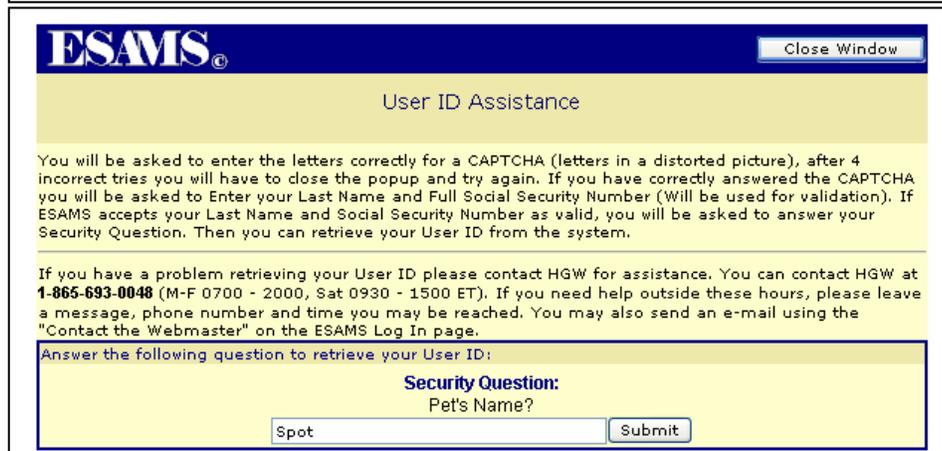
You will be asked to enter the letters correctly for a CAPTCHA (letters in a distorted picture), after 4 incorrect tries you will have to close the popup and try again. If you have correctly answered the CAPTCHA you will be asked to Enter your Last Name and Full Social Security Number (Will be used for validation). If ESAMS accepts your Last Name and Social Security Number as valid, you will be asked to answer your Security Question. Then you can retrieve your User ID from the system.

If you have a problem retrieving your User ID please contact HGW for assistance. You can contact HGW at **1-865-693-0048** (M-F 0700 - 2000, Sat 0930 - 1500 ET). If you need help outside these hours, please leave a message, phone number and time you may be reached. You may also send an e-mail using the "Contact the Webmaster" on the ESAMS Log In page.

Forgot your User ID?
Please enter your Last Name and your Full Social Security Number (SSN).

Enter Last Name: Smith

Enter SSN: *** - ** - **** 123-45-6789 Submit



ESAMS Close Window

User ID Assistance

You will be asked to enter the letters correctly for a CAPTCHA (letters in a distorted picture), after 4 incorrect tries you will have to close the popup and try again. If you have correctly answered the CAPTCHA you will be asked to Enter your Last Name and Full Social Security Number (Will be used for validation). If ESAMS accepts your Last Name and Social Security Number as valid, you will be asked to answer your Security Question. Then you can retrieve your User ID from the system.

If you have a problem retrieving your User ID please contact HGW for assistance. You can contact HGW at **1-865-693-0048** (M-F 0700 - 2000, Sat 0930 - 1500 ET). If you need help outside these hours, please leave a message, phone number and time you may be reached. You may also send an e-mail using the "Contact the Webmaster" on the ESAMS Log In page.

Answer the following question to retrieve your User ID:

Security Question:
Pet's Name?

Spot Submit

User ID is your Last Name followed by that Last 5 of your SSN

User ID is: jsmith911

Logging into ESAMS – Motorcycle Safety

Before reaching the Change User ID/Password page, first time users will see a screen asking them whether or not they own, plan to own or ride a motorcycle. (According to OPNAVINST 5100.12H, all military personnel who operate a motorcycle on/off base, and all DoD civilian personnel who operate a motorcycle on base are required to complete a COMNAVSAFECEN approved motorcycle rider safety course.) If the user selects “No”, they are checked as a non-motorcycle rider and allowed to go on the ESAMS Main page. If the user selects “Ask me later”, this page will continue to appear each time the user enters ESAMS until a choice is made on this page or the user’s Profile page.

Navy Traffic Safety Program Motorcycle Operator

Per OPNAVINST 5100.12H Navy Traffic Safety Program it is a command's responsibility to identify those personnel that operate motorcycles (on/off base and on/off duty).

Specifically: paragraph 6. k. (15) states: "Identify all military, DoD and DON personnel who own or plan to purchase a motorcycle, ensure 100 percent compliance with the training and PPE requirements of this instruction and enter documentation of completed motorcycle safety training into the individual's military command training record or civilian personnel file."

Please respond to the following question

Do you own, plan to own or ride a motorcycle?

No
 Yes (You must complete the information on the next page and click the "Save" button.)
 Ask me later (You will continue to get this page until a yes or no response is provided.)

You can update this information at any time under the Profile link located in the My Links area on the ESAMS Main Page

If the user selects “Yes”, two things will happen: 1) The “Motorcycle Operator Initial” duty/task training requirement will be attached to the user’s Profile, and 2) A new page will display in which the user must fill out the Motorcycle Information form. (For user’s that require greater motorcycle safety training, a TRMS Administrator or supervisor must add the extra requirement.) This form can also be reached in the user’s Profile (found under “My Links”) by: 1) the user, 2) the user’s supervisor, and 3) a TRMS Administrator. At any time, the user or supervisor may go back into the Profile and click the “No Longer Motorcycle Rider” button – this will denote the user as no longer being a motorcycle rider, but a TRMS Administrator must remove the “Motorcycle Operator Initial” duty/task for the training requirement to be removed. **Note: When completing the Motorcycle Information form, the user must select the “Save” button to retain the information; clicking the “Close” button will exit the page without saving the information, requiring the user to input the information again.**

Profile for: Brad Parsons, Thursday, September 18, 2008						
Personal Info	Duties/Tasks	Training	Mishaps	Medical	Respirator	Equipment
<input type="button" value="Edit Profile"/>		<input type="button" value="Edit Motorcycle"/>				
Command/UIC: NAS JRB New Orleans LA, UIC: N00206 - Naval Air Station Joint Reserve Base New Orleans LA Parent Command: CNRSE			Department/Code: Ops -Fire Dept - Ops-Fire Department Claimant: N00052 - CNIC Motorcycle Rider Status: Is a rider <small>Last updated on 09/18/2008 by Brad Parsons</small>			
Installation: NAS JRB New Orleans Phone/Extension: 19002662497/			Building: Fax:		Room: DSN Phone:	
Cell Phone/Pager: Birth Date: 11/22/1988			Email: jhamilton@hgwllc.com Service and Status: U.S. Navy - Active		Rank/Grade: E04	
NSC Job Title: FIREMAN APPRENTICE (FA) FA Rate/Series:			HR Job Title: Supervisor: Mcbawn, Ryan		Sex: M	
ESAMS Access						
Application Access and User Rights						
Application	Scope	User Rights	Top Level	Regions	Sub Regions	Installations
Supervisor (2)	Supervisor	Supervisor				

Navy Traffic Safety Program Motorcycle Operator Questionnaire

Save

Change Log

Close

MOTORCYCLE INFORMATION FOR:
Mcbawn, Ryan 5419401

You have been indicated as a Motorcycle Rider, you must complete this form before proceeding.

Motorcycle Type (required): Riders with multiple bikes should only count their primary motorcycle	Standard <input type="button" value="v"/> view motorcycle definitions
Frequency Of Use (required):	Daily <input type="button" value="v"/>
Motorcycle Ownership Type (required):	Own <input type="button" value="v"/>
Experience Level (required):	Less Than 2 Years <input type="button" value="v"/>
License or Permit w/ Motorcycle Endorsement (required):	License <input type="button" value="v"/>
Select type of riding or planned type of riding (Check all that apply) (required):	<input checked="" type="checkbox"/> Commuting <input type="checkbox"/> Competitive/Circuit <input type="checkbox"/> Cruising <input type="checkbox"/> Occupational <input type="checkbox"/> Off-road/Trail <input type="checkbox"/> Recreational <input type="checkbox"/> Stunt
Registered on Base (required)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Gender (required)	<input checked="" type="radio"/> M <input type="radio"/> F
Planned Purchase Date (If date unknown, approximate month and year) (required if you plan to purchase):	reset date <input type="button" value="v"/>
Approximate Actual Purchase Date (If date unknown, approximate month and year) (required if you own):	reset date <input type="button" value="v"/> 11/1/1983 <input type="button" value="v"/>
Insurance Rating (optional):	<input type="button" value="v"/>
Most Recent Completion of Motorcycle Safety Foundation Training:	No MSF Training recorded on individual's record.
Motorcycle Club Affiliations (500 max):	<input type="button" value="v"/>
New Orleans Bike Club <input type="button" value="v"/>	
Comments:	<input type="button" value="v"/>
I own several motorcycles, including Touring and Cruising, but the Standard type is the motorcycle that I will most often be riding <input type="button" value="v"/>	

Save

Close

Becoming Familiar with ESAMS

Quick Launch Box

The Quick Launch box is divided into My Links (for standard level access), Supervisor Links, News and Events, Help and Admin Links. It should be noted that users will only see Quick Launch links pertinent to their access in the system. The Quick Launch contains the following sections:

- My Links
- Supervisor Links
- News and Events
- Help
- Admin Links

My Links

My Links contains all the basic areas that a standard user would need to access in ESAMS.

Supervisor Links

Supervisor Links contains all the links that a person with supervisor access would need in ESAMS.

News and Events

News and Events will contain the most recent ESAMS Newsletter and any messages that the region or claimant wishes to post. Personnel with higher administrative access may see the Executive Safety Summary.

Help

- Navy POCs (Points of Contact)
- FAQs (Frequently Asked Questions)
- ESAMS Documents contains detailed instructional manuals for each application and quick reference guides.
- Help Desk Number and Hours of operation
- Email the Safety Office to contact the Regional Safety Manager or Claimant Safety Manager.
- Questions and Comments should only be used for problems specific to the web application functions and should not be safety program issues.

Admin Links

These links are used only by ESAMS Administrators with specific access for each application.

My Links

- **Messages/Not Read** 
- **Profile**
- **Web Training**
- **Classroom Training Schedule**
- **Needed Training**
- **My Inspections**
- **Report Near Miss**
- **My Abatements / Corrective Actions**
- **Report Unsafe/Unhealthful**
- **Safety Survey**
- **Change My Password**
- **Change My UserID**

Supervisor Links

- **Supervisor's Tools**
- **Report a Mishap**
- **Report a Property Damage**
- **Report a Near Miss**
- **OSH Training Report Card**
- **Monthly Safety Talks**
- **Record OJT**
- **Record IDP**
- **Record RODS**
- **Respirator Use Questionnaire**
- **Ergonomic Checklist**

Command Safety Summary

News and Events:

CNIC Safety and Occupational Health Policy
ACTION DIRECTIVE FOR IMPLEMENTING ENTERPRISE SAFETY

ESAMS Newsletter February 2007

SECNAV MESSAGE

C^NInsights

The 2005-2006 Navy Safety Campaign.

CNIC Safety Net February 2007

Help

- **Navy POCs**
- **FAQs**
- **ESAMS Documents**
- **ESAMS Templates**
- **ESAMS Help Desk**
- **Email HGW Safety Office**
- **Questions or Comments**

ESAMS System Basics

Navigating and Exiting

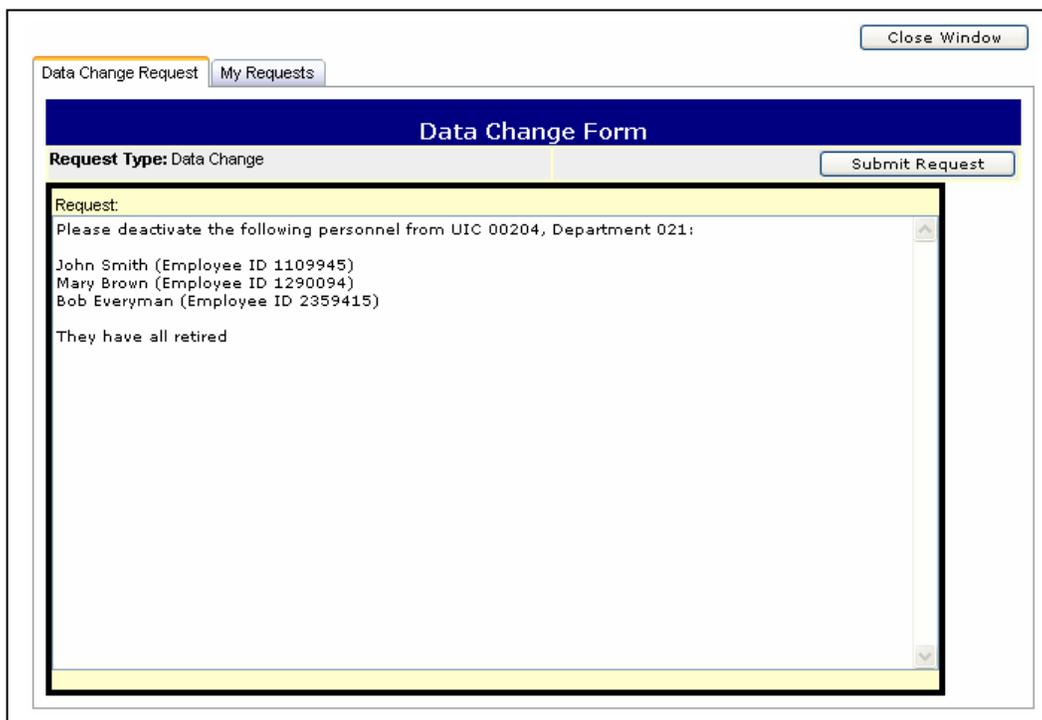
Users should try to refrain from using their browser “Back” or “Forward” buttons. Each page in ESAMS should have an “Exit,” “Return to Main Page” link, or a “Back” button within the web application that will allow users to navigate properly through the application screens. When a user is finished using the system, he or she should log off the system by using the “Log Out” link that can be found throughout the applications.



Contacting ESAMS

The Request/Message Tracker application will make it easier for users to make requests of the ESAMS Technical Support / Help Desk and even to track the progress of those requests, facilitating easier contact for all users, especially those who cannot contact the Help Desk during normal business hours or do not have a valid email address. There are several areas within the website that personnel may use to contact ESAMS:

- Bugs (Most pages)
- Training Questions (Web Training Pages)
- Questions or Comments (Main Page – Help)
- Data Change Request (Administrators Only) (Main Page - Administrative Links)
- Personnel Update Request (My Links – Profile)



Close Window

Data Change Request My Requests

Data Change Form

Request Type: Data Change Submit Request

Request:

Please deactivate the following personnel from UIC 00204, Department 021:

John Smith (Employee ID 1109945)
Mary Brown (Employee ID 1290094)
Bob Everyman (Employee ID 2359415)

They have all retired

Utilizing one of these links/buttons creates a Request Message in ESAMS and associates that request with a Request ID number. This Request Message appears in the Request & Assignment Tracker of the appropriate Technical Support personnel (Bugs, Webmaster, Data Change, etc) at the ESAMS home office, as well as appearing in the requester's Message Box area (My Links). The user can track the progress of requests in the Message Box area, viewing the status of their request:

- New – Request is newly submitted
- Open - Personnel working on Request
- Completed – Request completed

My Links

- **Message Box(1/0)**
- Profile
- Web Training
- Classroom Training Schedule
- Needed Training
- My Inspections
- My Abatements / Corrective Actions
- Report Unsafe / Unhealthful
- Safety Survey
- Change My Password

The user will also be able to submit further messages relating to the request through the Message Box, allowing for communication between the requesting personnel and the ESAMS personnel working the request. By clicking on the Request ID number, the user may open the window with an open data field in which to post comments. Clicking the “Submit Message” button sends the comments to the ESAMS personnel working the request. ESAMS personnel may make comments in this area as well, communication with the requester to ensure that the request is worked properly.

My Requests

My Requests

Please Select your Request # to read your Message or Send one to our staff.

Request#	New	Request Status	Date/Time	Description	Request Type
# 1627		OPEN	5/22/2008 9:36:25 AM	James - Testing Message Tracker for functionality	Data Change

Completed requests will be viewable for 30 days.

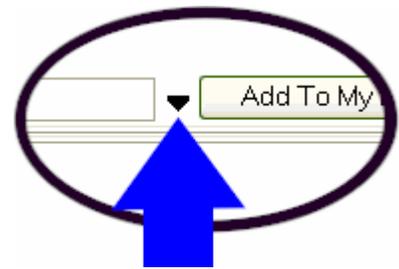
Description:

James - Testing Message Tracker for functionality

Reply to Request # 1627 :

Using Other Pop-Up Types

Pop-Up Selection windows are used throughout the ESAMS system to populate data fields. To the right is an example of the triangle to click to access these pop-up selection boxes. The triangle refers to a pop-up selector. Whenever possible, select the triangle to generate a pop-up selection menu.



DO NOT TYPE INTO THE FIELDS WHEN THERE IS A POP-UP SELECTOR AVAILABLE TO USE!

There are four basic types of Pop-Up Types:

- Calendar/Time
- Fill-In Search
- Single Select
- Multi-Select

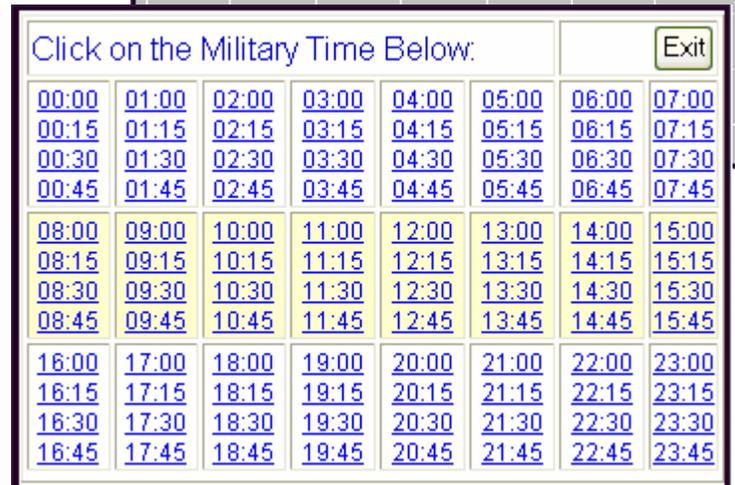
Calendar/Time Pop-up Selection

To the right is an example of a calendar pop-up selection window used to select dates for fields in the system. Notice the default selection is the current date.



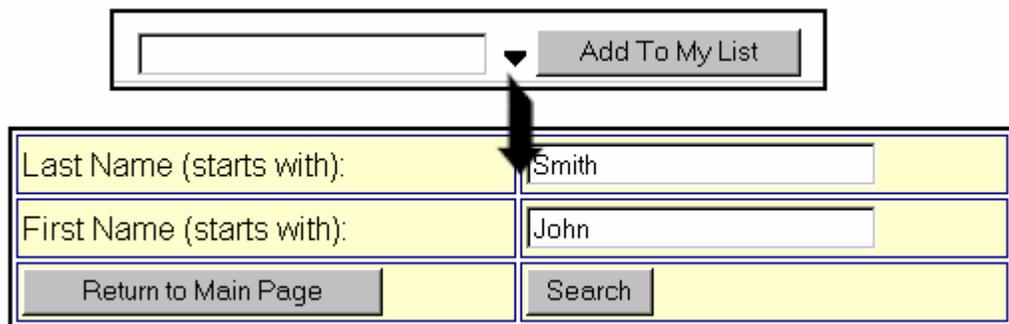
To select a date follow these steps:

Select the year and then select the month. Click on the desired date next. The calendar pop-up window will disappear and the date selected will appear in the text box. Also to the right is an example of a time pop-up selection window. The window displays military time in 15-minute increments. Users should select the time closest to the actual desired time. The pop-up window will disappear and the time you selected will automatically populate the text box.



The Fill-In Search Selection Pop-Up

To the right is an example of a Fill-In Search Selection Pop-Up. To begin your search, type in the first part of the name and then select the "Search" button. Below and to the right is an example of the results of search criteria that was typed in above. In this case, the result happens to be a Single Select Pop-Up.



Single Select Pop-Up Windows

Single Select, as the name implies, only allows the user one item in the list as shown to the right. Left mouse click on the correct item; this action will populate the field and the window will disappear. If the desired record did not appear, try the “[Search Again](#)” button and change the search criteria.

Multi-Select Pop-Up Windows

Multi-Select pop-up lists allow the users to select more than one item.

<input type="checkbox"/> Select ALL Record(s)			
1.	<input checked="" type="checkbox"/>	U.S. Navy (3)	Active
2.	<input type="checkbox"/>	U.S. Navy (1)	Contractor
3.	<input checked="" type="checkbox"/>	U.S. Navy (6)	Foreign Civilian (attached to USN)
4.	<input type="checkbox"/>	U.S. Navy (5)	Foreign Military (attached to USN)

Exit Search Again	
Name	Activity
1. Smith, John	AIMD Fort Worth
2. Smith, John A	AIMD Fort Worth
3. Smith, John Timothy JR	EODMU 17
4. SMITH, JOHN L	SUBASE KINGS BAY GA
5. Smith, John B.	NAVFAC Washington
6. Smith, John michael	AIMD Willow Grove
7. Smith, John C	NDW
8. Smith, John	USAGAPG
9. SMITH, JOHN D	NR VTU 1314
10. Smith, John	MACS 24
11. Smith, John	VFA-204
12. Smith, John S	HGW Manyville Command
13. SMITH, JOHN MICHAEL	NMCB 24 DET 0524

Note: Pop-Ups Can Hide.

Pop-ups are really only little browser windows and can sometimes hide behind a larger browser window. If a Pop-Up won't open, it may be because it's already open; check the status bar for multiple browser windows.

Change Logs

All Users should be aware of the change logs that are located throughout all the applications but only viewable by administrative personnel. The Change Log is an expandable memo field that is appended each time a user makes a change to a record. The system logs a date, time, user's name and the action taken. This allows system administrators easily to view who, when and why a record may have been changed. This also serves as an electronic trail to help identify users who choose to abuse the system or are consistently careless in entering data. To the right is an example of a change log.

```

Updated By: Smith, Anna N (5105874) On: 2/16/2006 1:39:17 PM
Updated By: Smith, Anna N (5105874) On: 2/16/2006 1:39:28 PM
Updated By: Smith, Anna N (5105874) On: 2/16/2006 1:39:49 PM
Updated By: Smith, Anna N (5105874) On: 2/16/2006 1:40:07 PM
Updated By: Smith, Anna N (5105874) On: 2/16/2006 1:40:38 PM
Access (,'Command - IDATS View Only','Command - TRMS Class Admin Only','Depart
Modification By: Smith, Anna N On: 2/16/2006 1:40:43 PM continued...
Access (code-6) was removed from EMPLOYEE (5105874).
Modification By: Smith, Anna N On: 2/16/2006 1:40:46 PM continued...
Access (code-28) was removed from EMPLOYEE (5105874).
Modification By: Smith, Anna N On: 2/16/2006 1:40:53 PM continued...
Access (code-91) was removed from EMPLOYEE (5105874).
Modification By: Smith, Anna N On: 2/16/2006 1:40:57 PM continued...
Access (code-39) was removed from EMPLOYEE (5105874).
Modification By: Smith, Anna N On: 2/16/2006 1:41:04 PM continued...
Access (code-3) was removed from EMPLOYEE (5105874).
Modification By: Smith, Anna N On: 2/16/2006 1:41:12 PM continued...
JobTitleID (code-3000759) was removed from EMPLOYEE (5105874).
Updated By: Smith, Anna N (5105874) On: 2/16/2006 1:41:21 PM
JobTitleID (Security Guard-3000759) was given to (5105874). On: 2/16/2006 1:41:2
End Change Log
    
```

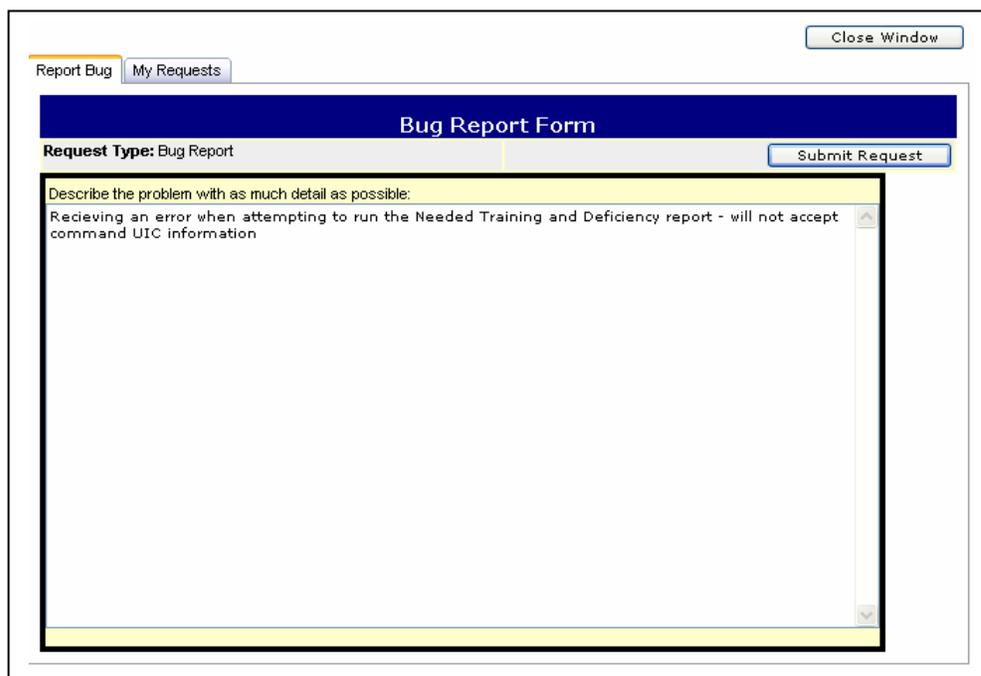
On-Line Help

There are multiple ways to get assistance with ESAMS.

1. Review the ESAMS for Supervisors On-line training
2. Utilize the “Request Message” function for assistance (see above, pg 6)
3. Download manuals from the “[ESAMS Documents](#)” link on the main page
4. Send a Bug Message for assistance
5. FAQs (Frequently Asked Questions) page
6. Call the Help Desk during hours of operation

Bugs

“Bugs” was referred to in the Contacting ESAMS section (pg 6). Administrators will see the “[Bugs](#)” button in most of the applications. This is yet another way to get assistance from ESAMS technical support. Any problems or errors experienced should be pasted into this request along with a name and number to expedite the process of contacting the user concerning the resolution of the error or problem. The button can be found in several places across the ESAMS system.



The screenshot shows a web browser window titled "Bug Report Form". At the top right is a "Close Window" button. Below the title bar are two tabs: "Report Bug" (selected) and "My Requests". The main content area has a blue header with "Bug Report Form" in white text. Below the header, it says "Request Type: Bug Report" and has a "Submit Request" button on the right. A large text area with a yellow background is labeled "Describe the problem with as much detail as possible:". The text area contains the following text: "Receiving an error when attempting to run the Needed Training and Deficiency report - will not accept command UIC information".

ESAMS Main

This button returns the user to the ESAMS main page. The link can be found in several places across the ESAMS system.

Log Out

This link logs the user completely out of ESAMS. It is important for security reasons to always completely log out of ESAMS properly, using the appropriate links available. **[Avoid closing a session by clicking on the red “X” button at the top of your internet browser.](#)**

My Links Section:

Messages/Not Read

The "Messages/Not Read" link is used to view messages sent within the ESAMS system. These messages occur as a result of users who have input a Bug report of an error in the system, or have requested a change to data within the system. This internal messaging system allows users and the ESAMS Technical Support personnel to communicate securely and quickly about the issue they are discussing. Users may click on the message to read it, and may send return messages back to the Technical Support personnel.

My Links

- [Messages/Not Read](#)
- [Profile](#)
- [Web Training](#)
- [Classroom Training Schedule](#)
- [Needed Training](#)
- [My Inspections](#)
- [Report Near Miss](#)
- [My Abatements / Corrective Actions](#)
- [Report Unsafe/Unhealthful](#)
- [Safety Survey](#)
- [Change My Password](#)
- [Change My UserID](#)

Profile

The "Profile" link is accessible by all users. The "Profile" contains information about the user such as command, installation, supervisor, etc. The "Profile" page is divided into seven sections:

Section 1 - Personal Info

The "Personnel Info" page is the initial page that will show upon selecting the Profile link. This page contains all personal information on the user, including access levels. Other sections of the Profile area can be viewed by clicking on the appropriate link at the top of the page. For example, if a user wished to view mishap history in the profile, the user would click on the "Mishaps" link.

Profile for: Ryan Mcbawn, Thursday, November 12, 2009						
Personal Info	Duties/Tasks	Training	Mishaps	Medical	Respirator	Equipment
<input type="button" value="Edit Profile"/>		<input type="button" value="Edit Motorcycle"/>				
Command/UIC: CNRSW, UIC: N00242 - Commander Navy Region Southwest			Department/Code: N23 - Federal Fire			
Parent Command: CNIC HQ			Claimant: N00052 - CNIC		Motorcycle Rider Status: Is a rider Last updated on 04/14/2009 by James Hamilton	
Installation: NAVBASE SAN DIEGO - MAINSIDE			Building:		Room:	
Phone/Extension: 1234567890/			Fax:		DSN Phone:	
Cell Phone/Pager:			Email: ryan.mcbawn4@navy.mil			
Birth Date: 2/1965			Service and Status: U.S. Navy - Active		Rank/Grade: O2	
NSC Job Title: FIREMAN (FN) FN			HR Job Title:		Sex: M	
Rate/Series: 0001			Supervisor: Hamilton, James Thomas			
ESAMS Access						
Application Access and User Rights						
Application	Scope	User Rights	Top Level	Regions	Sub Regions	Installations
Supervisor (2)	Supervisor	Supervisor				
IIRTS	Command	Admin, Reports and OSHA 300 Log				
Unsafe/Unhealthful	Parent-Command	Admin	CNRSW			
TRMS (+ Access)	Parent-Command	Admin	CNRSW			
Motorcycle Coordinator	Parent-Command	Admin	CNRSW			
NFPA-1500 Checklist	Multi-Installation	Edit		NRSW		

To Edit profile

1. Click the “[Edit Profile](#)” button.
2. The white fields on the profile can be modified by using the triangles or the text fields provided. The text fields must be typed in and saved. Clicking on the triangles will display a pop-up and will automatically save the data. The top portion of the “[Edit Profile](#)” window cannot be changed. For any information that cannot be edited, the profile displays the name and contact information for an administrator. Clicking on the provided email address will open a new window in which the user may email the change/correction request.

TRMS Update utility.					
				Close Window	Save
Section 1 - Employee Information					
TRMS Employee: - Ryan Mcbawn					
Command:	CNRSW - Commander Navy Region Southwest	UIC: N00242	CC Code:		
Department/Code:	N23 - Federal Fire	Program:		Fire	
Parent Command:	UIC: N00052 : Commander Navy Installations Command		Claimant:		
Installation:	NAVAL BASE SAN DIEGO MAINSIDE	Building:	<input type="text"/> ▼ X	Room:	
Name(Last,First,Middle,Suffix):	Mcbawn , <input type="text"/> Ryan <input type="text"/> , <input type="text"/> , <input type="text"/>	Badge No:			
Service and Status:	<input type="text"/> U.S. Navy - Active ▼ X	Rank/Grade:	<input type="text"/> O2 ▼ X		
Email:	<input type="text"/> ryan.mcbawn4@navy.mil	Rate/Series:	<input type="text"/> 0001		
HR Job Title	<input type="text"/>	Date of Birth:	<input type="text"/> 2/8/1965 ▼		
Phone/Ext:	<input type="text"/> 1234567890 <input type="text"/>	DSN Phone:	<input type="text"/>		
Cell Phone:	<input type="text"/>	Fax:	<input type="text"/>		
To request changes to your record that you can not make above: 1) You may contact an administrator listed below by phone. 2) Send a message to an administrator via email.					
Name	Email	Phone	Command (UIC)	Department	
DONALD BIGLER	donald.bigler@navy.mil	619-545-6682	CNRSW(N00242)	N23 - Federal Fire	

Section 2 - Duties/Tasks

This section lists the user's assigned duty/tasks. Each duty/task is listed with the associated training requirements, medical surveillance programs (Stressors), and PPE requirements.

Personal Info	Duties/Tasks	Training	Mishaps	Medical	Respirator	Equipment
Duties/Tasks						
Job Title		Required Training		Stressors		PPE
(CORE REQ) - NonIndustrial Supervisory (CNRSW) - This is a Core requirement for all Non-industrial supervisors. (Admin) (i.e. Their direct subordinate is a non-industrial employee).		<u>Course Title</u> ESAMS Training for Supervisors (Web or Classroom) Ergonomic Training for Supervisors NAVOSH Orientation Supervisor Annual Training - Non-Industrial (CNRSW) Lockout/Tagout For Authorized Employees (CNRSW)		No stressors associated with this role		No PPE Requirements
Housekeeping/Custodial/Janitorial (CNRSW) - Departments: BOQ/Housing Personnel who perform housekeeping/janitorial/custodial duties at Quarters. These are additional requirements to the Core assessment.		<u>Course Title</u> Asbestos Awareness - OSHA Class IV Asbestos Training Bloodborne Pathogen Training PPE Training (General -One Time Only - Web Based)		<u>Medical Evaluation For:</u> Blood & Body Fluids - 178		<u>PPE Types</u> Chemical Resistant Gloves - Rubber Chemical Resistant Gloves - Nitrile Chemical Goggles

Section 3 - Training

This section provides both the outstanding requirements and the training history for the user. The initial page shows training requirements coming due and the immediate training history of the user. Outstanding requirements will display the due date in red. Clicking on the link under the "Course Availability" column for any class will direct the user to the proper area to receive the training. If the course is available on ESAMS, the user will be taken directly to the training. If the course is classroom training, the user will be able to search for and enroll in available classes. If the user is already enrolled in a scheduled class, clicking on the number in the "Class ID" column will display the class info for each class selected.

Profile for: Ryan Mcbawn, Tuesday, March 03, 2009						
Personal Info	Duties/Tasks	Training	Mishaps	Medical	Respirator	Equipment
Section 1: Needed Training						
ESAMS ID	Title	Course Availability	Due Date	Scheduled Date	Status	Class Id
2378	Motorcycle Rider Safety Training" 'Equivalent	Click for details	11/04/2008		Grace Period	
112	Respirator User Training	Classroom	03/31/2009		Grace Period	
5	Respiratory Protection Fit Testing	Click for details	07/07/2009			
Section 2: Scheduled Training (classes that do not satisfy any requirement)						
ESAMS ID	Title	Scheduled Date				
209	AAA Driving Improvement Program (DIP)	8/19/2008				
244	Motorcycle Safety Foundation (MSF) Training Basic (BRC)	1/30/2009				
Section 3: Training History						
Recent Training History						
Course Title	Course ID	Course Type	Date Taken	Status		
Home Fire Safety	2375	Fire Public Education	1/05/2009	Pass		
Fire Safety for Daycare	2376	Fire Public Education	11/24/2008	Pass		
Fire Evacuation Drill Participation	2459	Fire Public Education	10/15/2008	Pass		
Monthly Safety Talks - Given	291	Safety and Occupational Health	8/05/2008	Pass		
Monthly Safety Talks - Received	292	Safety and Occupational Health	8/05/2008	Pass		
Traffic Safety Briefs Prior to Holidays, Liberty, or Extended Weekends	1176	Traffic Safety	8/05/2008	Pass		
Job Hazard Analysis Training	326	Safety and Occupational Health	8/01/2008	Pass		
CBRNE Respirator User Training	1243	Safety and Occupational Health	7/07/2008	Pass		
Respiratory Protection Fit Testing	5	Safety and Occupational Health	7/07/2008	Pass		
Supervisor JHA/AJHA Annual Review/Update	1705	Safety and Occupational Health	6/21/2008	Pass		

Training History

The “[Training History](#)” button displays the user’s full training history. In the training history pop-up, the course listings can expand (using the “+” next to each course) and provides a detailed list of each class taken for that specific course as shown above. The user can also sort the lists by clicking on the heading of the columns. (Example: If a user wanted an alphabetic listing of his/her historical training, he/she can click on the “[Course Title](#)” heading and this will sort the training list alphabetically. The action will be the same for the other columns as well.) Finally, the user may print out their own training history by clicking on the “[Printable](#)” link, located just above the list of classes. The user will be shown a preview of the training history as it will be printed. Clicking the “[Print Report](#)” button in the top right corner will send the training history to the printer. Users may also print certificates for any OJT or Web-based courses taken on ESAMS by clicking the “+” next to the desired course. The expanded list will show the “[Print Certificate](#)” link. (This action can also be performed from the “[Needed Training](#)” link.)

Printable
Close Window

To print a certificate click the "+" beside the desired course and click "Print Certificate."
Certificates for completed Classroom Training are available through your Local Safety Office.

Training History For: Ryan Mcbawn (5419401)

Course Title	Course ID	Course Type	Date Taken	Status
<input type="checkbox"/> Back Injury Prevention Training (Annual)	40	Safety and Occupational Health	3/3/2009	Pass
Class History				
	Course ID	Mandatory	Date Taken	Status
<input type="checkbox"/> Print Certificate	40	4707582 NO	3/3/2009	Pass
<input type="checkbox"/> Home Fire Safety	2375	Fire Public Education	1/5/2009	Pass
<input type="checkbox"/> Fire Safety for Daycare	2376	Fire Public Education	11/24/2008	Pass
<input type="checkbox"/> Fire Evacuation Drill Participation	2459	Fire Public Education	10/15/2008	Pass
<input type="checkbox"/> Traffic Safety Briefs Prior to Holidays, Liberty, or Extended Weekends	1176	Traffic Safety	8/5/2008	Pass
<input type="checkbox"/> Monthly Safety Talks - Given	291	Safety and Occupational Health	8/5/2008	Pass
<input type="checkbox"/> Monthly Safety Talks - Received	292	Safety and Occupational Health	8/5/2008	Pass

Section 4 – Mishaps

This section provides a list of mishaps that have been filed on the user; it displays the mishap date and the status of the mishap.

Personal Info	Duties/Tasks	Training	Mishaps	Medical	Respirator	Equipment
Mishap History						
Mishap Date			MishapStatus			
09/23/2002			Closed			

Section 5 - Medical

This section displays the Medical Surveillance Programs the user is enrolled in and the information associated with physical exams and medical stressors. It includes past evaluation results, the dates until which those physical exams are good, the next scheduled physical, and a list of the "Physician/Designee" for each past evaluation. Clicking on the "detail" link will open a window allowing the user to view the medical surveillance record for each evaluation.

ESAMS Main		Fire Main		LOG OUT			
Bugs Help Desk							
Profile for: Ryan Mcbawn, Tuesday, October 20, 2009							
Personal Info		Duties/Tasks	Training	Mishaps	Medical	Respirator	Equipment
Medical Surveillance							
Medical Surveillance Program		Limitations	Evaluation Results		Good Until		
161 - Lead			Passed Without Restrictions		03/15/2010		
503 - Noise			Passed Without Restrictions		07/04/2010		
Scheduled Physical							
		ScheduledDate					
detail		3/15/2010 8:00:00 AM					
Physical History							
		Physician/Designee		Taken			
detail		Dr Chad Williams		7/4/2009 8:00:00 AM			
detail		Dr Chad Williams		3/15/2008 8:00:00 AM			

Section 6 – Respirator

This section displays the user's participation in a respirator program (if any). It includes all fit tests taken by the user and the results of those tests.

Personal Info		Duties/Tasks	Training	Mishaps	Medical	Respirator	Equipment	
Fit Test Id		6026		Test Date		01/19/2007	Test Time	12:56:00
Respirator Brand		INTERSPIRO SPIROMATIC S - HP 4500		Respirator Type		HFAP - Half Face AP	Respirator Size	L
Test Type		Test Gas - Test Gas Test		Portacount S/N		968574	Test Results	PASSED
Task Requiring Respirator		Abrasive Blasting - Abrasive Blasting						
Change out period		Every: 0 Day						
First Cartridge and or Filter		Particulate Filter - R 99 (Resistant to Oil)		Second Cartridge and or Filter		N/A	Third Cartridge and or Filter	N/A
Cartridge Comments		usage 1						
Fit Test Id		6026		Test Date		01/19/2007	Test Time	12:58:00
Respirator Brand		3M - Model 6900		Respirator Type		HFSA - Half Face Supplied Air	Respirator Size	L
Test Type		Test Gas - Test Gas Test		Portacount S/N		1232356	Test Results	PASSED
Task Requiring Respirator		Fuel Cell Maintenance - Fuel Cell Maintenance						
Change out period		Every: 3 Hours						
First Cartridge and or Filter		Particulate Filter - N 99 (Not Resistant Oil Proof)		Second Cartridge and or Filter		Combo - Organic Vapor / P100	Third Cartridge and or Filter	N/A
Cartridge Comments		usage 2						

Section 7 – Equipment

This section displays any equipment that has been placed under the user through the E-Tracker system. Pertinent data about the equipment can be viewed in this section.

Personal Info		Duties/Tasks	Training	Mishaps	Medical	Respirator	Equipment
ID	Title	Description	Serial Number	Manufacturer	Make/Model	Date Placed In Service	Expiration Date
10615	Truck 654	Water Pumper Truck	8274284B98GF723TF2BF9	Little Red Trucks	Pumper 2000	12/31/2006 12:00:00 AM	12/31/2011 12:00:00 AM
10620	Truck 285	Ladder Truck	86F49GF46J421K71Q3	Little Red Trucks	Waiyup X23	10/4/2006 12:00:00 AM	10/4/2011 12:00:00 AM

Web Training

Click the “[Web Training](#)” link to view any web training that is needed or a complete list of all web-based courses that are available in ESAMS.

The top section has the requirements for the individual user and the bottom section is the complete list of training that is available to the user.

ESAMS Main		Bugs	Help Desk	Log Out
Training Topics				Date Needed
ESAMS System Training for Supervisors (Web or Classroom)				9/27/2006
Available On-Line Courses				
1. Action Directive for Implementing ESAMS Required Reading (One-time Only)				
HQ has made the Administrative Message, "Action Directive for Implementing ESAMS" required reading for Top Management.				
2. All Hands- Level 1 Antiterrorism/Force Protection Awareness Training (CONUS)				
Anti-Terrorism Training NAVFAC (only PWC Meridian is requiring this duty task for all personnel at Meridian)				
3. Anthrax Exposure and Awareness				
This is an awareness session covering the hazards associated with anthrax exposure.				

Classroom Training Schedule

To enroll in upcoming training classes, the user may click the “Classroom Training Schedule” link to display the available class schedules (including the class title, date/time, facility/Installation, location, etc). Some classes require quotas needed for the instructor to teach the class. If quotas are not met, the class may be canceled. Check this area to verify any classes that may have been canceled. There is a “Help” button to assist with any questions or problems the user may have.

Upcoming Classes											
October	November	December	January	February	March	April	May	June	July	August	September
Scheduled Today											
Date	Time	Subject	Notes			Installation	Location	Enrolled	Record Training		
None Found.											
October 2006 Schedule											
Date	Time	Subject	Notes			Installation	Location	Enrolled	Record Training		
1. 10/4/2006	800	Back Injury Prevention Training (Annual)				HGW NAS	bldg 599 room 165	6	Enroll Me		
									Enroll Others		
2. 10/11/2006	0	Food Handler Training	Per Management Request			HGW NAS	Bldg 52 Classroom #7	2	Enroll Me		
									Enroll Others		

Enroll On-line

Individuals can enroll themselves into training classes.

To Enroll in a Class

1. Click the “Classroom Training Schedule” link.
2. Click “Enroll Me” after searching through and finding an upcoming class to enroll in it. A screen will display confirming the enrollment for the class.
3. Click the “Close Window” button and the full classroom training schedule will display once again.

Upcoming Classes											
October	November	December	January	February	March	April	May	June	July	August	September
Scheduled Today											
Start Date	Start Time	End Date	End Time	Subject	Notes		Installation	Location	Enrolled	Record Training	
November 2007 Schedule											
Start Date	Time	End Date	End Time	Subject	Notes		Installation	Location	Enrolled	Record Training	
1. 11/14/2007	730		1600	CPR and First Aid for Security Personnel (Initial and Refresher) (1788)	This is initial certification class only.		NAVBASE SAN DIEGO - MAINSIDE	BLD 57	0	Enroll Me	
										Enroll Others	

Close Window
Bailey, Heather has enrolled in the following class: Course: Back Injury Prevention Training (Annual) Class Date: 10/4/2006 Start Time: 800 Location: HGW NAS, bldg 599 room 165

Check/Remove Enrollment

Users can view a list of individuals enrolled in a class. There is also a “[Remove](#)” link that allows personnel to remove only themselves from the class. An administrator must use the TRMS “New/Edit Class” to remove a student from the class roster (See TRMS Manual, pg 36, or the TRMS Class Admin Only Manual, pg 9).

Check Enrollment in a Class

1. Click the “[Classroom Training Schedule](#)” link.
2. Search through the upcoming classes and click “[Enrolled](#).” A screen will display showing a roster of the personnel enrolled for that specific class.
3. Users may click the “[Remove](#)” link to remove themselves from the class roster.

Class Roster						Close Window
Asbestos Supervisor Initial (formerly Asb Sup/Worker)[303] On 10/18/2007						
Instructor: Instructor Not Assigned						
Notes:						
Personnel	Command	Department	Status	Mandatory	Unenroll	
1. Cosgrove, Jessica	NSA New Orleans	Fire Dept	Scheduled	No	remove...	
2. Jones, Alyssa	NSA New Orleans	Fire Dept	Scheduled	No	remove...	
3. Parsons, Brad	NSA New Orleans	Fire Dept	Scheduled	No	remove...	
4. Williams, Chad	NSA New Orleans	Fire Dept	Scheduled	No	remove...	

Outstanding Training

The “[Outstanding Training](#)” link opens a window that displays an individual’s mandatory and non-mandatory outstanding training. To take this training, the user must go to the “[Web Training](#)” link either under “My Links” or in the navigation bar at the top of the page.

Mandatory Outstanding Training For: Anna Smith						
Course Id	Course Title	Due Date	Status	Class Id	Scheduled Date	
301	Naval Qualification Course	2/17/2006	Grace...			
303	Low Light Qualification Course	2/17/2006	Grace...			
304	Practical Weapons Course	2/17/2006	Grace...			
239	PPE Job Specific Usage - Conducted by your supervisor (OJT by Supervisor)	3/3/2006				

My Inspections

The "My Inspections" link takes the user to a new page that displays inspections with which the user is associated. Users listed as Point of Contact (POC) will only be able to view upcoming scheduled inspections, while users with Inspection, Deficiency and Abatement Tracking System (IDATS) access will be able to see scheduled, open, or reopened inspections through this link. Clicking on the Inspection ID number will open a new window containing the inspection information.

Insp. ID	Type	Command	Dept	Installation	Building	Date	Status	Inspector	New	RR	AI	AR	RC	CL
33643	Annual	NSA New Orleans	Fire Dept	NSA New Orleans	011	11/28/2007	Scheduled	Mcbawn, Ryan	0	0	0	0	0	0

Report Near Miss

A Near Miss Report should be submitted for an act or event in which injury or property damage was avoided merely by chance. You are encouraged to verbally report this event to your supervisor prior to submitting this report to ensure immediate steps are taken to prevent the injury or property damage that was avoided this time.

To submit the Near Miss:

- Click on the "Submit Near Miss" button.
- Complete all fields on the Near Miss Report.
- Click the "Submit" button.

You supervisor and safety staff will be notified of this event via e-mail.

My Hazard Abatements

The "My Hazard Abatements" link takes the user to a new page that displays inspected deficiencies (hazards) for which the user has been assigned as a Person responsible for Abatement (PRA). Clicking on the Deficiency ID number will open a new window containing the deficiency and abatement information.

ESAMS MainMy AbatementsIDATS MainLog Out

Abatement List for Chad Williams
Below is a list of all your abatements. To enter abatement response, click on the appropriate "Def. Id.". The deficiency window will open in a pop-up. Complete appropriate information in Section 3.

Total Abatements: 3

Def. ID	Issue Date	Status	RAC	Inspector	Description	Building	Location	Installation
33192	5/16/2007	Response Required	1	Ryan Mcbawn	welding being performed in near respirators and O2 units	008	3rd floor	NSA New Orleans
33209	5/18/2007	Response Required	1	Ryan Mcbawn	workspace around electrical equipment insufficient	023		NSA New Orleans
33210	5/18/2007	Response Required	1	Ryan Mcbawn	workspace around electrical equipment insufficient	024		NSA New Orleans

Report Unsafe/Unhealthy

The “[Report Unsafe/Unhealthy](#)” link allows the individual user to input an unsafe/unhealthy for an administrator to evaluate, or check the status of an existing report. Users can also print out a blank form to file an Unsafe/Unhealthy report physically, or find instructions on filing an appeal.

ESAMS Main	Fire Main	Bugs	Help Desk	Unsafe Unhealthy Main	Log Out
Navy Employee Report of Unsafe or Unhealthy Working Condition (Employee Concern)					
Options available for Unsafe or Unhealthy					
Submit a Report On-Line			Check the status of an existing report		
Print a blank form			Instructions on Filing an Appeal of an Unsafe or Unhealthy Finding		
The regulatory driver for reporting of unsafe or unhealthy working conditions is OPNAV 5100.23 series, Chapter 10 .					
HAZARD REPORTING: When you feel an unsafe or unhealthy working condition exists, you may orally report it to your immediate supervisor. If your supervisor takes no action on the report, or you desire to remain anonymous, fill out a Navy Employee Report of Unsafe/Unhealthy Working Condition Form OPNAV 5100/11 and forward it to the Safety Office or submit a report electronically.					
SUPERVISORS: Promptly investigate and take corrective action. Keep the originator informed as to action(s) taken. Forward the report to the Safety Department within five (5) working days.					
APPEALS: If you are dissatisfied with the assessment of the alleged hazard made by the Safety Department or actions to abate a confirmed hazard, we encourage you to confer with the Safety Department and discuss the matter further. If, after this discussion you still remain dissatisfied, an appeal may be filed through the chain-of-command in writing as outlined below, using the process outlined in OPNAV 5100.23 Series. Click here for more details on Filing an Appeal of an Unsafe or Unhealthy Finding .					
FOR MILITARY PERSONNEL:					
<ul style="list-style-type: none"> A. Activity Commanders, Commanding Officers, or Officers in Charge of the affected personnel B. Chief of Naval Operations (CNO) (N09FB) C. Assistant Secretary of the Navy (Installations and Environment) (ASN(I&E)) D. Assistant Deputy Under Secretary of Defense (Safety and Occupation Health Policy) (ADUSD(SH)) E. Deputy Under Secretary of Defense (Environmental Security) (DUSD(ES)) 					
FOR CIVILIAN PERSONNEL:					
<ul style="list-style-type: none"> A. Activity Commanders, Commanding Officers, or Officers in Charge of the affected personnel B. Chief of Naval Operations (CNO) (N09FB) C. Assistant Secretary of the Navy (Installations and Environment) (ASN(I&E)) D. Assistant Deputy Under Secretary of Defense (Safety and Occupation Health Policy) (ADUSD(SH)) E. Deputy Under Secretary of Defense (Environmental Security) (DUSD(ES)) F. Office of Federal Agency Safety Programs, U.S. Department of Labor, Washington, DC 20210 					

Safety Survey

The “[Safety Survey](#)” link allows the individual user to submit several different surveys. These surveys include Personnel Critique of the NAVOSH Safety Office, NAVOSH Interview Questionnaire for Supervisors, Safety Inspection Customer Satisfaction Survey, Safety Climate Survey, and Self Assessment Process Survey. A description of each of the surveys is briefly noted to the right of each survey.

SURVEYS - NAVOSH Feedback		Return to ESAMS Main Page
Personnel Critique Of the NAVOSH Safety Office	Available to all personnel. The results of this survey assists the Safety Office in assessing the perception of the safety program.	
NAVOSH Interview Questionnaire for Supervisors	This survey is a part of the Region/Facility/Command's OSH Program Self-Assessment. Results of these questions along with review of the associated process will be used in process/program improvement.	
Safety Inspection Customer Satisfaction Survey	This survey provides the Safety Office with feedback on the satisfaction, effectiveness, and usefulness of the NAVOSH inspection to the inspected Code.	
Safety Climate Survey	The Safety Climate Survey was developed by the Navy Safety Center to aid Safety Personnel in assessing the effectiveness, participation level, and perception of the safety program.	
Self Assessment Process Survey	The Self Assessment Process Survey will be used to evaluate the ease of use and the effectiveness of the ESAMS Self-Assessment module. We are interested in your feedback and will use this survey as a means to identify any needed improvements to the ESAMS PR&MS Self-Assessment module.	

Change My Password/User ID

Clicking on the “[Change My Password/User ID](#)” link takes the user to the Password page. From this page, the user may create a new password, change the listed security question and/or answer, alter the listed E-mail address, or change the User ID. Clicking the “[Save Above Changes](#)” button will save all changes made in the top portion of the page, then take the user to the main page. Clicking the “[ESAMS Main](#)” button will take the user to the main page without saving any information. Any time the user wishes to change information in the top portion of the page, the password **must** be changed.

In the lower portion of the page, the user's Current User ID is displayed, along with an open field into which the user can enter a New User ID. The User ID must be between 8 and 30 characters long, using letters and numbers. Clicking on the “[Save New User ID](#)” button will make the change to the User ID; the user can click the “[ESAMS Main](#)” button to return to the Main page.

Welcome Ryan Mcbawn, Today Is 12:47:52 Eastern	
ESAMS Main	
Minimum 9 characters in length - alphanumeric (At least 1 number and at least 1 letter.)	
New Password:	<input type="text"/>
Re-enter Password:	<input type="text"/>
Please select and answer a security question -- it is important that you remember the answer to the question selected. The purpose of the security question is an additional validation of the user identity. DO NOT GIVE ANYONE YOUR SECURITY QUESTION ANSWER. If you need assistance with logging in, help desk personnel will ask for the answer to your security question to validate that you are the user calling.	
Security Question:	<input type="text" value="Pet's Name"/>
Security Question Answer:	<input type="text" value="cassidy"/>
Any requests for your password are mailed to your e-mail account. Please check the accuracy of your e-mail address. If an e-mail address is not shown below, please enter one.	
E-mail:	<input type="text" value="ryan.mcbawn@navy.mil"/>
Save Above Changes	
(Optional) Change User ID:	
User Id must be between 8 and 30 characters long.	
Current User ID:	<input type="text" value="Mcbawn12345"/>
New User ID:	<input type="text" value="RMSAFETY01"/>
Save New User ID	