

How do I mark a drill as done?

1. Double-click the time bar of the completed drill or right-click on the drill and select **Completed...**
2. Enter the drill data.

Safety completed

Name: Evacuation drill

Date and Week
Date: 1/27/2023
Week no. 4

User name and report
User name: Administrator
Report:

Documents
New... Link from documents... Actions... Drag and drop documents in the box below

<input type="checkbox"/>	Name	Size	Linked
No records available.			

Employees:

Current employees:

- van Driel, Peter
- Dupre, Marc

Assigned employees:

- Brown, Michael
- del Carmen, Maria
- Hofman, John
- Friedman, Susan
- van Driel, Richard
- Pepijn, Jack
- DuCloud, Jean
- Plezier, Piet
- Opsala, Iulia
- Salmon, Jonathan
- Valentin, Jon

Save & close Close

3. Double-click the time bar of the completed drill or right-click on the drill and select **Completed..**
4. Enter the drill data.

Revision #1

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