

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.

The screenshot shows a 'Safety completed' dialog box with a blue header bar. The dialog is divided into several sections: 'Name' (Evacuation drill), 'Date and Week' (Date: 1/27/2023, Week no. 4), 'User name and report' (User name: Administrator, Report: empty text area), 'Documents' (a table with columns Name, Size, and Linked, currently empty with the message 'No records available.'), and 'Employees' (a list of employees with checkboxes). At the bottom right are 'Save & close' and 'Close' buttons.

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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